Purchase Order

Training Manual

ETMPO11

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August 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.

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Introduction

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1 INTRODUCTION

OVERVIEW

TRAVERSE Purchase Order application is an add-on to TRAVERSE Accounts Payables and is designed to help you manage and 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 most frequently.

Purchase Order provides the ability to further manage your payables by allowing the use of accruals to recognized liabilities upon receipt of goods, and tracking the payables process from a requisition status through the ordering and receipt of goods, invoicing, and the payment to suppliers.

System Information

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

- the *Accounts Payable and Purchase Order 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).

1 INTRODUCTION

Overview

ABOUT PURCHASE ORDER

Frequently used functions

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

- Enter and edit Purchase Order, and Miscellaneous Debit transactions.
- Generate Purchase Orders.
- Enter and edit Recurring Entries.
- Print the Purchases and Miscellaneous Debits Journals.
- Print the Open Order, Scheduled Delivery, Receipts and Invoices, Accrual Verification, and Goods Not Received Reports.
- Post transactions.

Reports

Reports provide the 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 Views functions.

Interfaces

Purchase Order can be interfaced with General Ledger, Bank Reconciliation, Inventory and Project Costing.

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Setting Up PO

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2 SETTING UP PO

SETUP CHECKLIST

Required

___ Set up Business Rules for Purchase Order.

___ Set up the Terms Codes. (Accounts Payable)

___ Set up the Distribution Codes. (Accounts Payable)

___ Set up the Vendor codes. (Accounts Payable)

Recommended

___ Plan the implementation schedule.

___ Set up security.

___ Set up Batches for transactions.

___ Set up the Recurring Entries. (Accounts Payable)

___ Enter initial balances (summary or detail).

___ Set up Class Codes. (Accounts Payable)

___ Set up Division Codes. (Accounts Payable)

___ Set up Priority Codes. (Accounts Payable)

___ Set up 1099 Field Indicators. (Accounts Payable)

___ Set up 1099 Form Codes. (Accounts Payable)

___ Set up the Forecast Types and Ship-to Addresses.

___ Set up the beginning Purchase Order number.

___ Set up Landed Cost IDs and information.

SETTING UP PO

Setup Checklist

SETUP PROCEDURES

Before you can use the Purchase Order system, you must follow the setup procedures in this chapter. Setup procedures include such things as defining the Vendors with which you do business, 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 Purchase Order system, follow these steps:

1. Use the Business Rules function (page 3-5) 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 to define the Vendors with which you do business, as demonstrated in the Accounts Payable Training Manual.
4. Set up initial account balances for each Vendor (page 2-9).
5. If you pay some bills regularly, use the Recurring Entries function to set up recurring payments records as demonstrated in the Purchase Order Training Manual.
6. Set the beginning order number to be used based upon the forms you have available to use.

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 the section in the General Information guide.
- 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 3-39).

Distribution Codes

Use Distribution Codes to allocate General Ledger accounts for Payables, Freight, and Miscellaneous charges. For information about defining Distribution Codes, see the Distribution Codes function (page 3-27).

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 3-23), the Division Codes function (page 3-31), and the Priority Codes function (page 3-35).

Vendor ID

You must assign an ID to each Vendor with which you do business. Most functions require that you specify a Vendor ID. For information about defining a Vendor, see the Vendors function (page 3-51).

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 3-17) and the Change Batches function (page 4-107).

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 3-77).

Forecast Types

Forecast Types can be used to predict seasonal or current demand trends when reordering Inventory Items. The Forecast Type is assigned to an Inventory Item at a Location and is used to calculate reorder quantities based on the Item's weighted sales history for specified fiscal periods (page 3-87).

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.

NOTE: Initial balances should be set up using the Accounts Payable functions. The steps below refer to Accounts Payable functions.

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

Summary Method

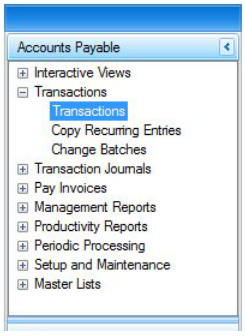
The summary method is less involved than the detail method, but does not provide complete purchasing history.

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:

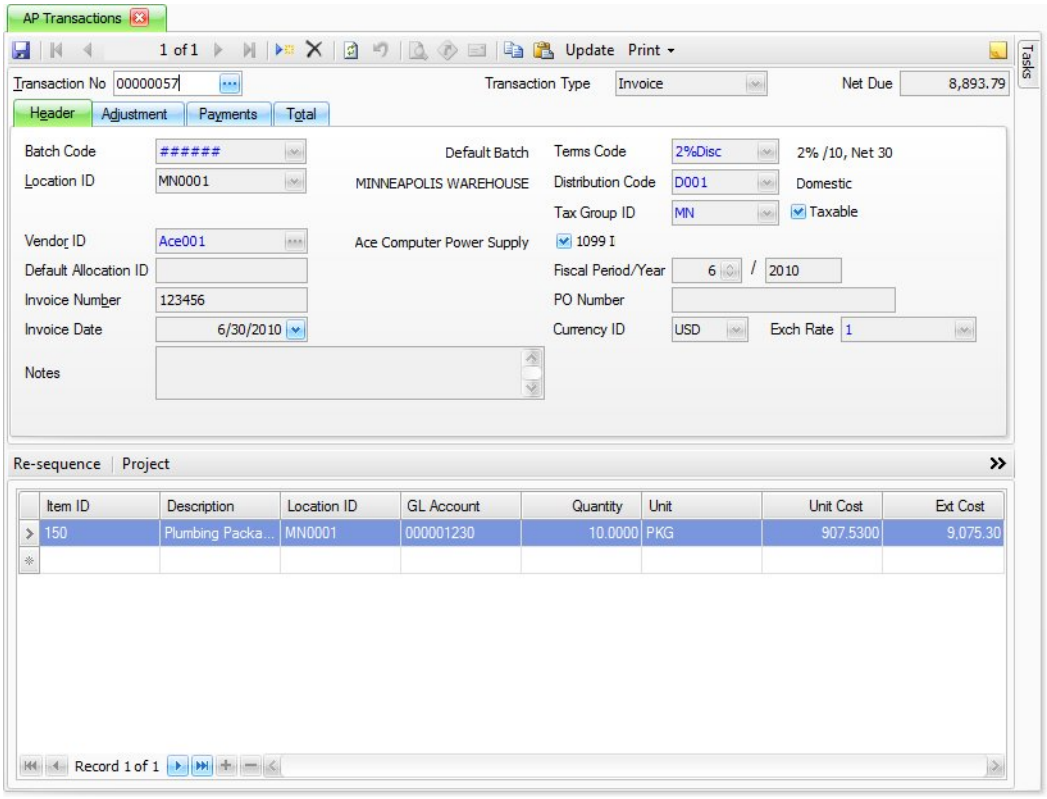
1. Select **Transactions** from the **Accounts Payable Transactions** menu.

Transactions Menu



2. 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.

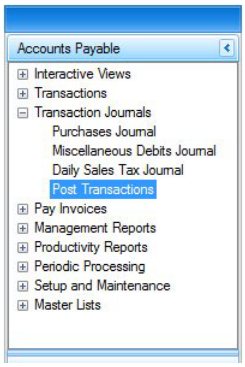
Transactions Screen



3. Select the **New Record** icon on the toolbar. A blank header screen appears.
4. Fill in the required header information. The invoice date should be a date that will put each invoice in the corresponding period.
5. 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.
6. Enter payments you made against invoices in the **Prepaid Amount** field on the payments tab.

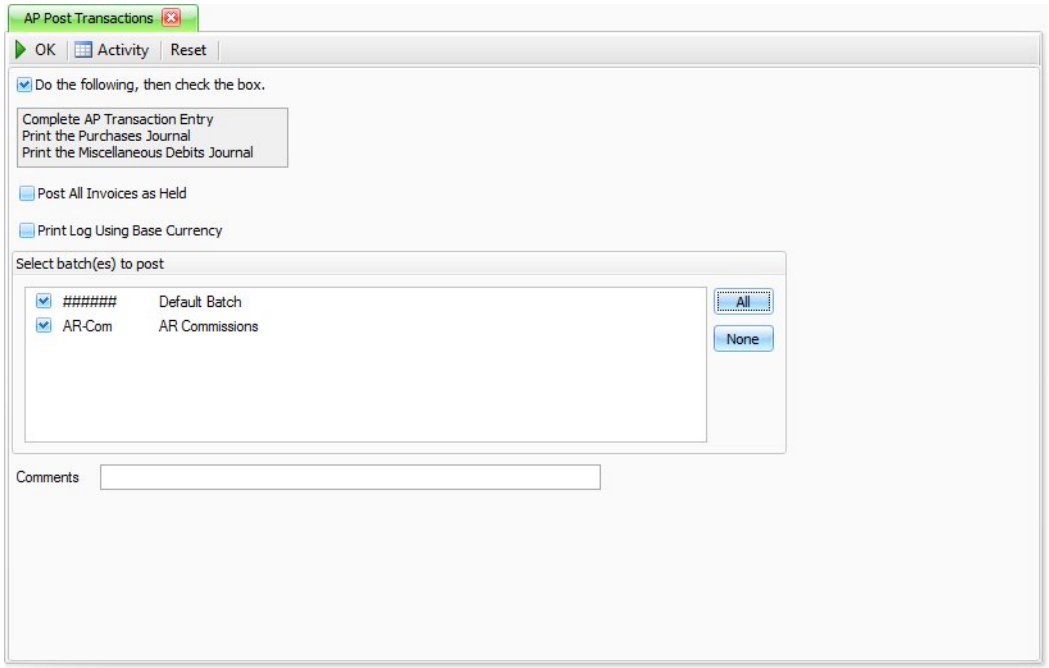
7. Select **Post Transactions** from the **Transaction Journals** menu.

Post Transactions Menu



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

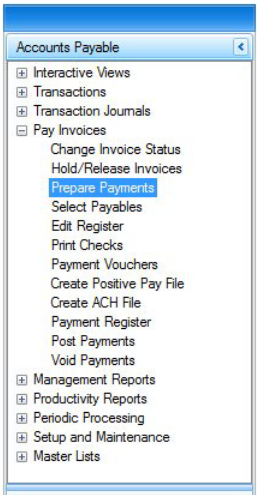
Post Transactions Screen



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

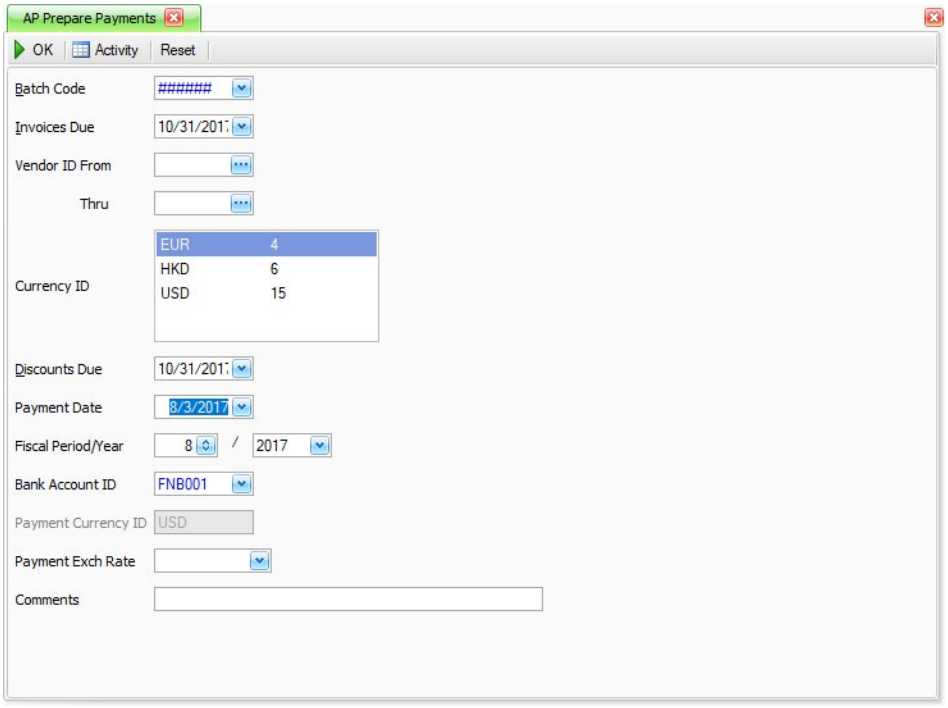
9. Click **OK** to post the transactions you entered in steps 4, 5 and 6.
10. Select **Prepare Payments** from the **Pay Invoices** menu.

Prepare Payments Menu



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

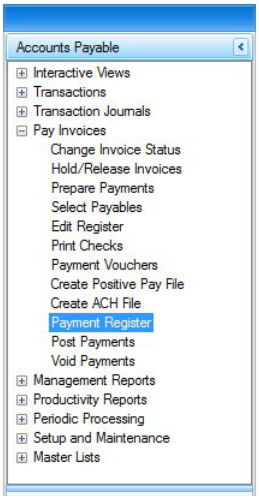
Prepare Payments Screen



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.

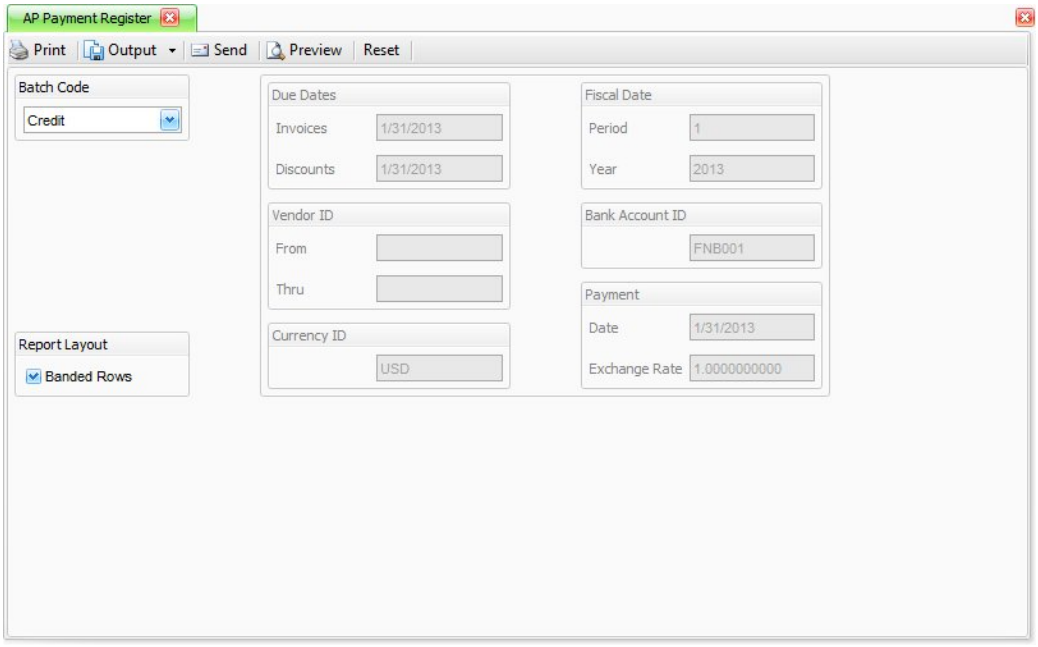
13. Select **Payment Register** from the **Pay Invoices** menu and print the Payment Register.

Payment Register Menu



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

Payment Register Screen

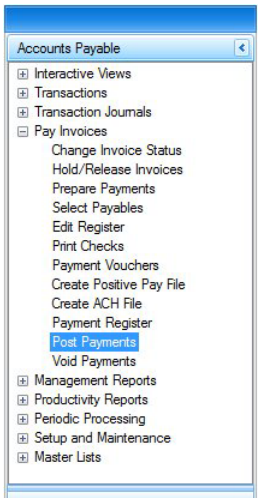


15. Print the Payment Register.

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

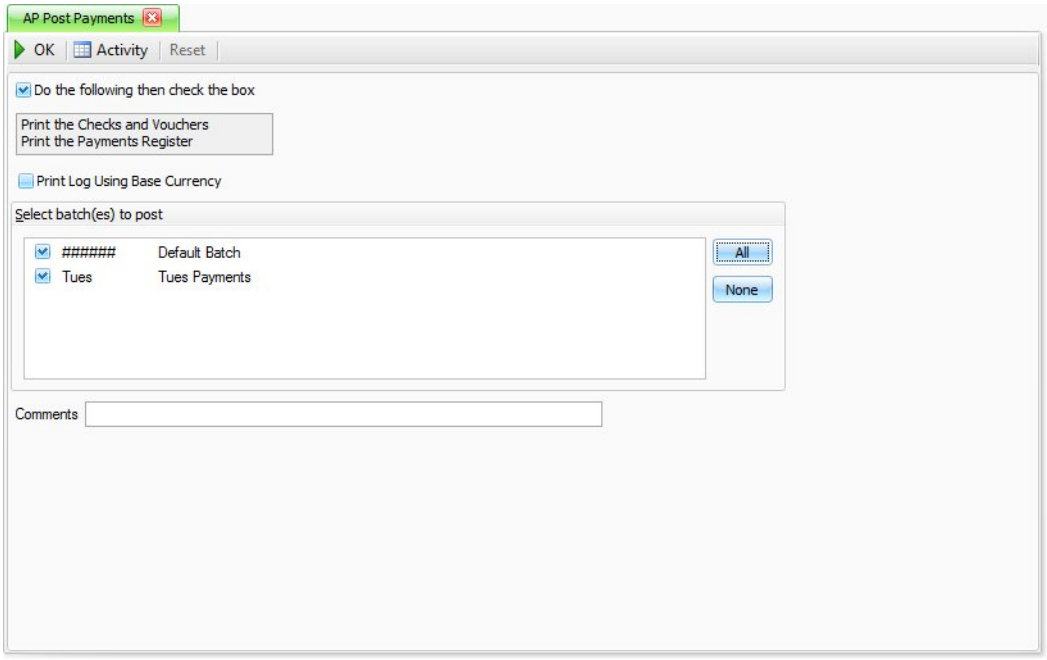
16. Select **Post Payments** from the **Pay Invoices** menu.

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



Detail Method

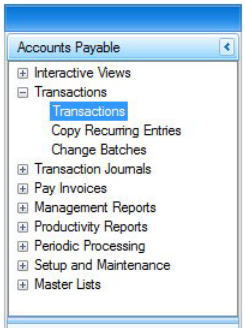
The detail method provides complete purchasing history, but it is more involved than the summary method.

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:

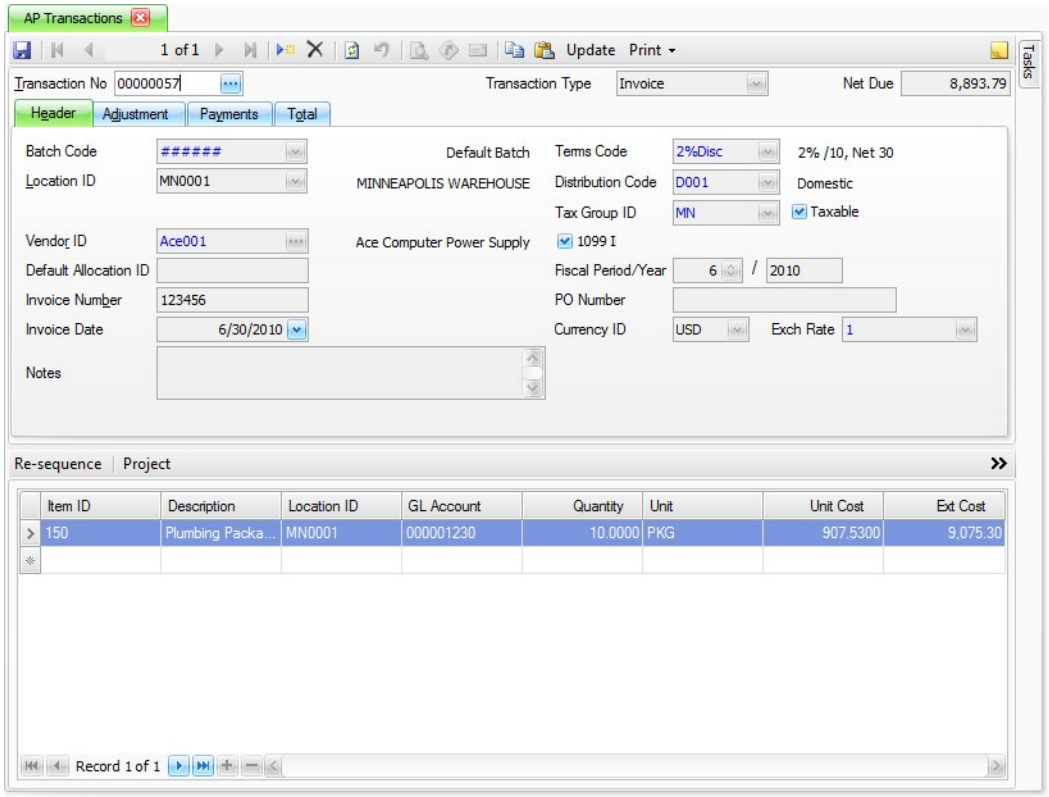
1. Select **Transactions** from the **Transactions** menu.

Transactions Menu



2. The **Transactions** screen appears.

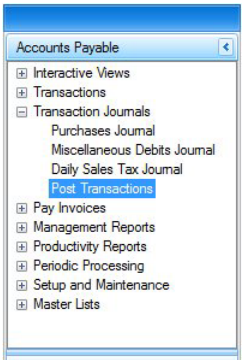
Transactions Screen



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

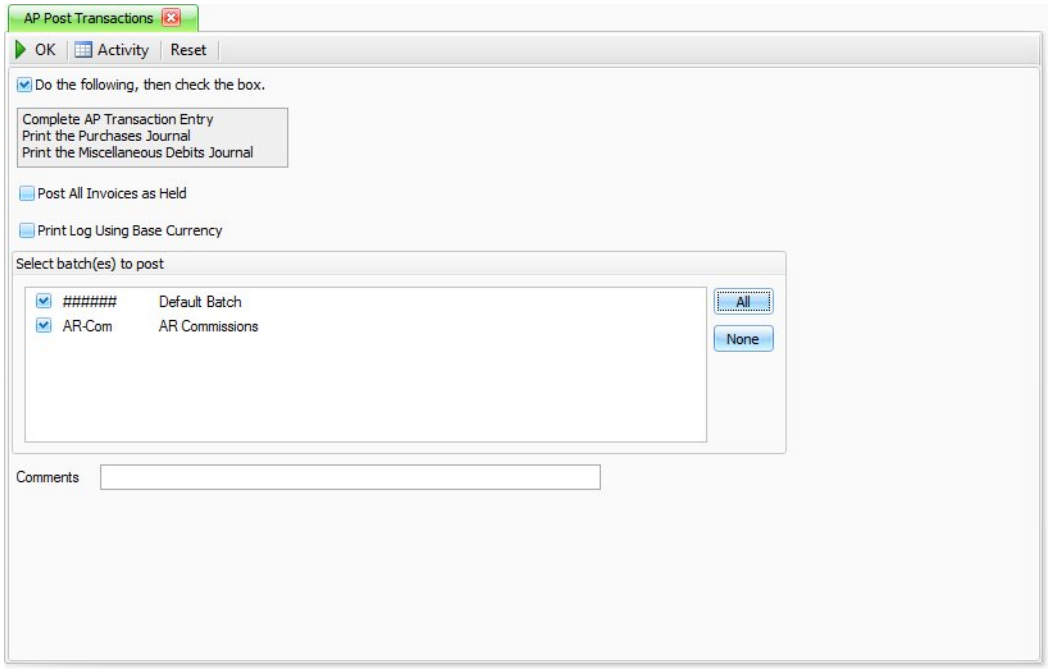
4. Fill in the required header information. Enter the correct invoice date for each invoice so that your detail and summary history will be updated correctly.
5. Fill in the detail information. If you have entered beginning balances for Inventory items, make sure your interface to Inventory is turned 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.

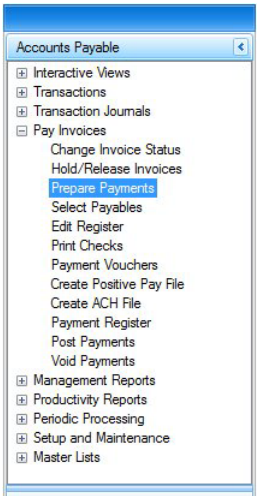
Post Transactions Screen



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

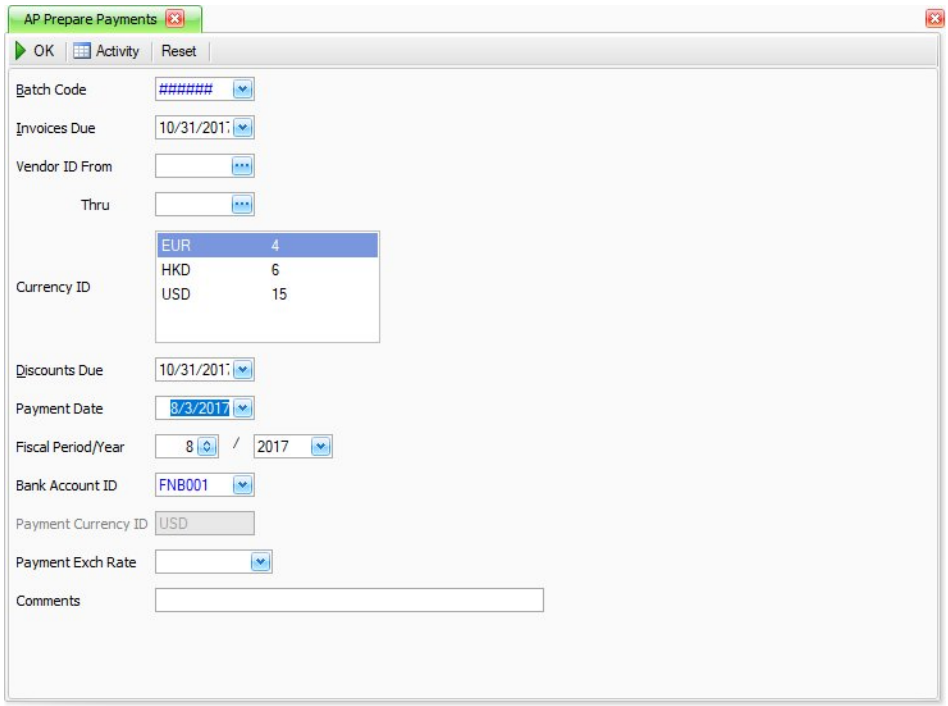
11. Select **Prepare Payments** from the **Pay Invoices** menu.

Prepare Payments Menu



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

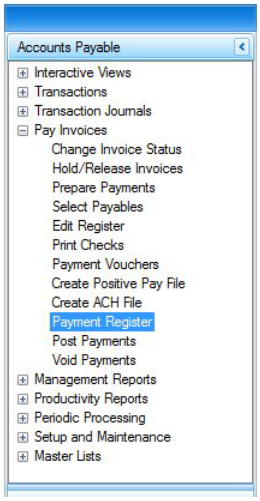
Prepare Payments Screen



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.

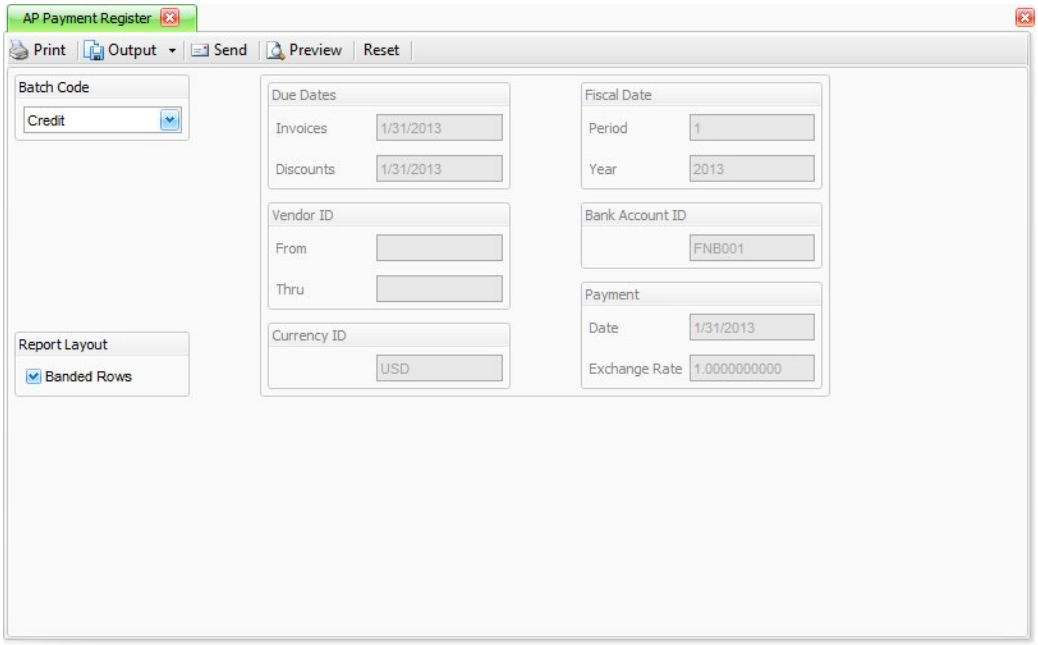
14. Select **Payment Register** from the **Pay Invoices** menu and print the Payment Register.

Payment Register Menu



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

Payment Register Screen

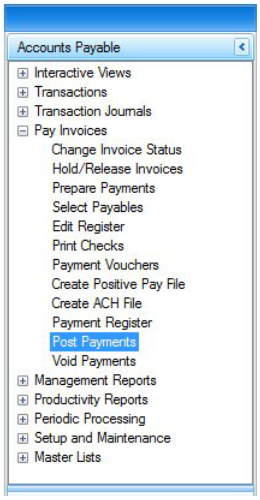


16. Print the **Payment Register**.

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

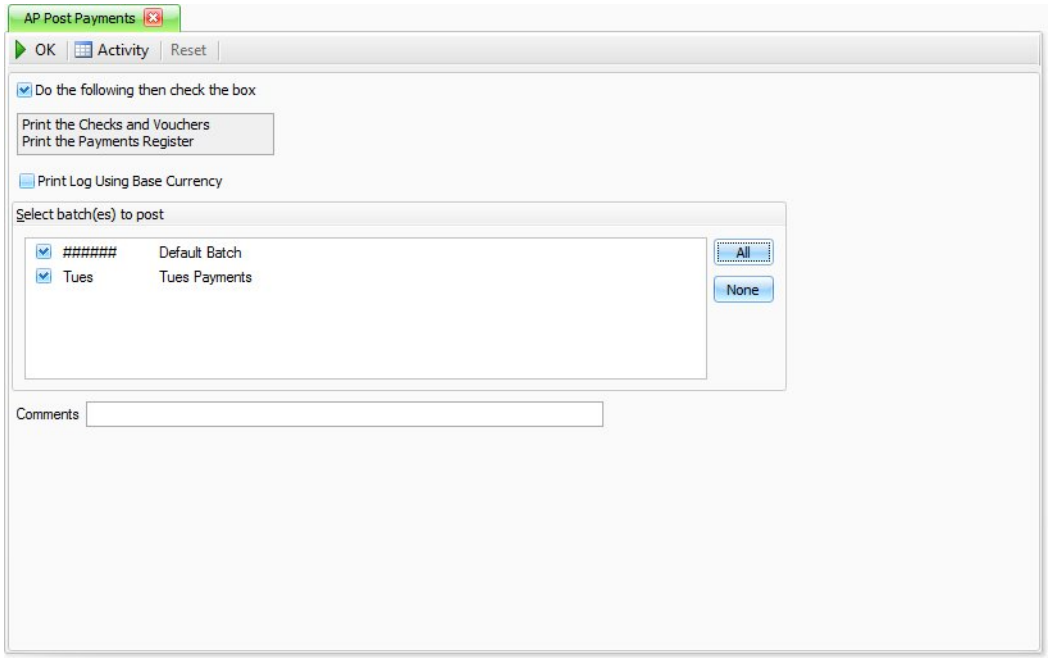
17. Select **Post Payments** from the **Pay Invoices** menu.

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



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3 IMPLEMENTING PO

OVERVIEW

The implementation stage involves putting data into the system and updating it. Use the functions on the Purchase Order Setup and Maintenance menu to implement the system by setting up and maintaining the following information:

- Business Rules in System Manager
- Batch Codes
- Forecast Types
- Ship-To Addresses
- Set up initial Purchase Order Number
- Set up Landed Cost information

Use the functions on the Accounts Payable Setup and Maintenance menu to implement the system by setting up and maintaining the following information

- Business Rules in System Manager
- Vendor IDs
- Terms Codes
- Distribution Codes
- Class Codes
- Division Codes
- Priority Codes
- 1099 Information
- Recurring Entries

Once all the setup has been completed run the Invalid GL Accounts List function from the System Manager, System Audit menu.

3

IMPLEMENTING PO

Overview

BUSINESS RULES

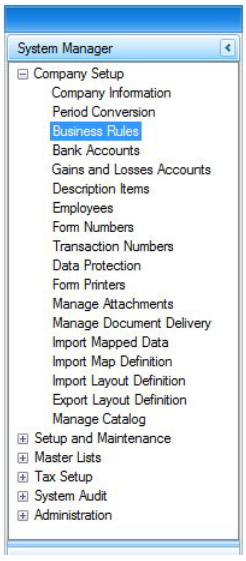
Use the **Business Rules** function to define application interfaces and general information about Purchase Order functions. You can specify GL Accounts for Accruing Inventory, Accounts Payable, Expenses and Project Costing Costs.

To define application interfaces, default accounts for Accounts Payable, Inventory, and Cost of Goods Sold, and other options refer to the Accounts Payable Training Manual to set these up that apply to both Accounts Payable and Purchase Order.

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

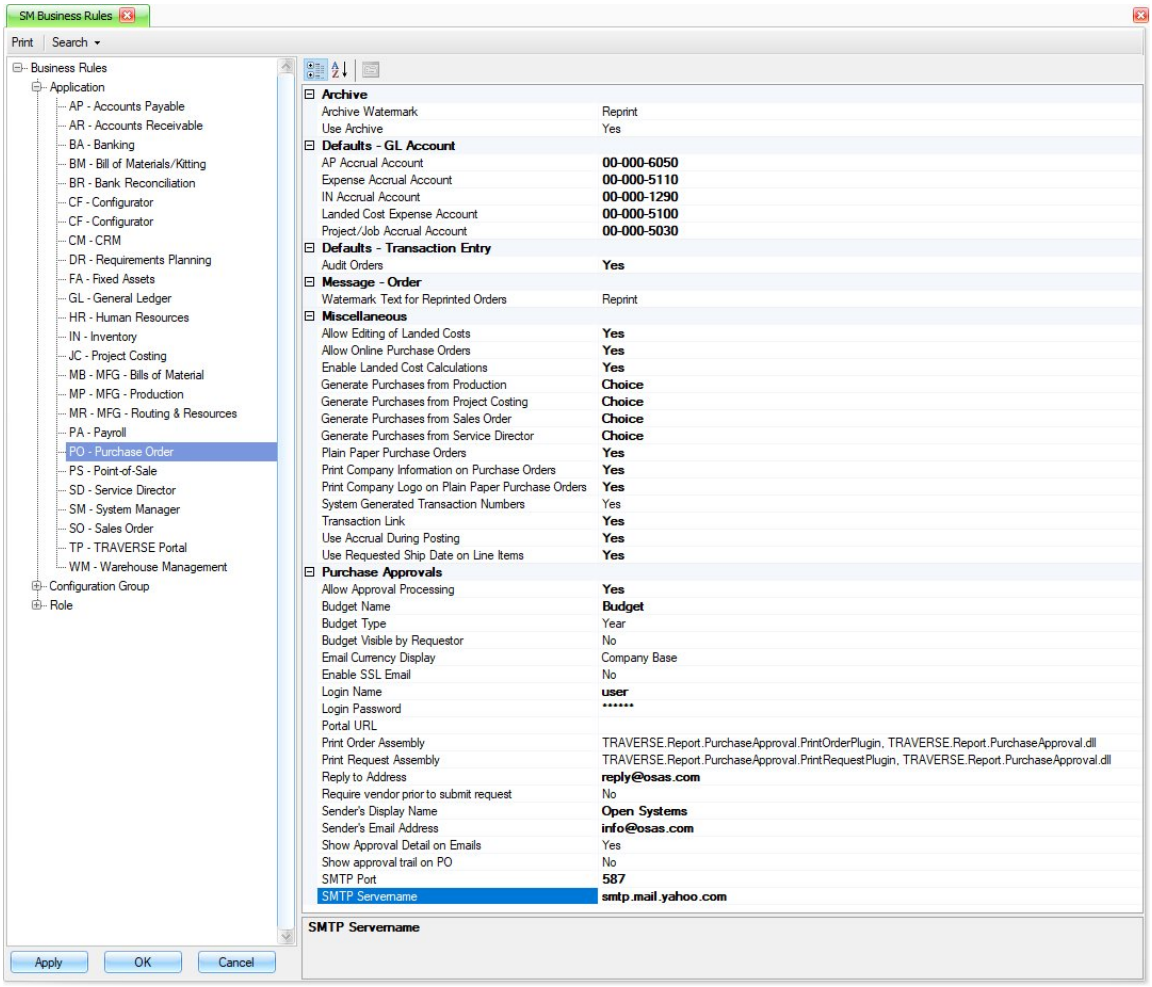
1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears.

Business Rules Screen



Archive

3. **Archive Watermark**: Enter watermark text to be printed on archived documents.
4. **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. If Purchase Order is interfaced with General Ledger, select the **Accrual** Accounts for the **Inventory**, **Expense**, **Project/Job** and **AP** accruals to post.

   When you post receipts for Purchase Orders these Accounts will be posted to for the receipt amounts. When the Purchase Order is invoiced and posted, the amounts will be backed out of these Accounts and posted to the Accounts from the transaction.

   If Purchase Order is not interfaced with General Ledger, enter the Accounts to post. If you are posting accrual amounts, enter the Inventory, Expense, Project, and AP Accrual Accounts to post.

6. If Purchase Order is interfaced with General Ledger, select the **Landed Cost Expense Account** to default into the Landed Cost setup.

Defaults - Transaction Entry

7. Select **Yes** to **Audit Orders**, to keep a transactional log of changes to Purchase Orders; otherwise, select **No**.

Message - Order

8. Enter the **Watermark Text for Reprinted Orders** to print on Purchase Orders that have been reprinted from the Order View or Detail History View. The default text is **Reprint**.

Miscellaneous

9. Select **Yes** in the **Allow Editing of Landed Costs** field to make Landed Costs editable at the transaction level; otherwise, select **No**.
10. Select **Yes** in the **Allow Online Purchase Orders** field to permit printing of online Purchase Orders directly from within Transaction entry; otherwise, select **No**.
11. Select **Yes** in the **Enable Landed Cost Calculations** field to enable the Landed Cost function in TRAVERSE. Landed Costs are those costs added to Item value to reflect import duties and taxes, shipping charges, and the like; otherwise, select **No**.
12. Select **Requisitions**, **Purchase Order**, or **Choice** to allow purchases to be generated from **Production**, **Project Costing**, **Sales Order**, or **Service Director**.
13. Select **Yes** in the **Plain Paper Purchase Orders** field to use plain paper Purchase Orders. If you select **No**, you must load Purchase Order forms into the printer before you print Purchase Orders.

14. Select **Yes** in the **Print Company Information on Purchase Orders** field to print company information on Purchase Orders.

15. Select **Yes** in the **Print Company Logo on Plain Paper Purchase Orders** field to use the company logo on plain paper Purchase Orders. Use the **Company Information** function in the **Company Setup** menu of System Manager to designate a logo file.

16. Select **Yes** in the **System Generated Transaction Numbers** field to use system-generated transaction numbers. Select **No** to enter transaction numbers manually.

17. Select **Yes** in the **Transaction Link** field to create a link between a Purchase Order generated from Production, Project Costing, Sales Order, or Service Order. Select **No** to have no link connecting the Purchase Order to the Production, Project Costing, Sales Order, or Service Order.

    With the link set to Yes, the link will automatically update the quantity shipped/used/filled in the linked transaction when the Purchase Order has been received.

    With the link set to No, the Purchase Order will be generated from the source transaction, but there will be no link connecting them to automatically update the source transaction when the Purchase Order Item has been received.

18. Select **Yes** in the **Use Accrual During Posting** field to use accrual during posting. If you select **No**, you cannot print the Accrual Verification Report or have the system track the accrual cost of uninvoiced received goods. If you are using the Landed Cost functions you must select Yes to Use Accruals During Posting.

19. Select **Yes** in the **Use Requested Ship Date on Line Items** field to use requested shipping dates on line items; otherwise, select **No**.

Purchase Approvals

20. **Allow Approval Processing**: Select **Yes** to utilize Purchase Order approval routes for purchase requests; otherwise, select **No**.

    The approval route allows a request to be reviewed by personnel with purchasing authority.

21. **Budget Name**: Enter a budget name, if applicable, against which approved purchases are posted.

22. **Budget Type**: Select the type of budget against which the purchase request will be posted. The selection choices are:

    - **Year**: Will use an annual budget to accumulate the total purchases for the fiscal year.

- **Period**: Will use an annual budget to accumulate the total purchases for the fiscal period.

23. **Budget Visible by Requestor**: Select **Yes** if you would like the requester to see the budget amount remaining; otherwise, select **No**.

24. **Email Currency Display**: The email currency prints on email.

    - Select **Company Base** if you want the company's functional, or base, currency to always appear in emails.
    - Select **Transaction** if you want the Vendor's currency to appear in emails.

25. **Enable SSL**: Select **Yes** if you want to enable Secure Sockets Layer (SSL); otherwise, select **No**.

    Secure Sockets Layer, is a protocol for transmitting private documents via the Internet. SSL uses a cryptographic system that uses two keys to encrypt data - a public key known to everyone and a private or secret key known only to the recipient of the message. Many Web sites use the protocol to obtain confidential user information, such as credit card numbers. By convention, URLs that require an SSL connection start with https: instead of http:.

26. **Login Name**: Enter your login name to your SMTP server; this is your username to log into your ISP email service.

27. **Login Password**: Enter your login password to your SMTP server; this is your password to log into your ISP email service.

28. **Portal URL**: This rule handles an issue that may arise if the approver is within the company network or outside the company network.

    This value determines the link displayed in the email the approver receives.

    - If the approver is within the company network, leave this rule blank to display the link the Requestor used.
    - If the Approver is outside the company network, enter the external web address for the portal. This address is then added to the link displayed in the email sent to the approver.

29. **Print Order Assembly**: The program files used to print the Purchase Order are defaulted. Accept the default, or enter a different set of programs if you have modifications.

    The default assembly will be: TRAVERSE.Report.PurchaseApproval.PrintOrderPlugin, TRAVERSE.Report.PurchaseApproval.dll

30. **Print Request Assembly**: The program files used to print the Purchase Request are defaulted. Accept the default, or enter a different set of programs if you have modifications.

    The default assembly will be:
    TRAVERSE.Report.PurchaseApproval.PrintRequestPlugin,
    TRAVERSE.Report.PurchaseApproval.dll

31. **Reply to Address**: Enter the email address you want your Vendors and Customers to reply to if they have questions on the form they receive via email.

32. **Require vendor prior to submit request**: Select **Yes** if you want the requester to select the Vendor for the order before submitting the requisition; otherwise, select **No**.

    If the Vendor is not required, an approver on the route will be required to select a vendor before approval.

33. **Sender's Display Name**: Enter the name you want displayed when you send your forms to your Vendors and Customers using email as the delivery method.

34. **Sender's Email Address**: Enter the email address you want displayed on the emails sent to your Vendors and Customers with the forms attached.

35. **Show Approval Details on Emails**: Select **Yes** to display the approval history in the notification emails; otherwise, select **No**.

36. **Show Approval trail on PO**: Select **Yes** to display the approval history on the printed Purchase Order form; otherwise, select **No**.

37. **SMTP Port**: Enter the SMTP port of the email server.

38. **SMTP Server Name**: Enter the internal address of your SMTP email server, or the IP address of your SMTP email server.

39. Click **Print** to preview and print a report showing your selected Business Rules.

40. Select a command button:

Command Buttons

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

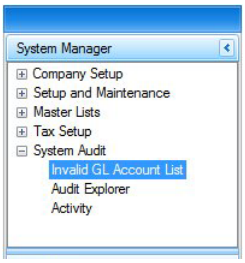
Application	Group / Description	Current Value	Default Value
PO - Purchase Order			
	Archive		
	Archive Watermark	Reprint	Reprint
	Use Archive	Yes	Yes
	Defaults - GL Account		
	AP Accrual Account	00-000-6050	-
	Expense Accrual Account	00-000-5110	-
	IN Accrual Account	00-000-1290	-
	Landed Cost Expense Account	00-000-5100	-
	Project/Job Accrual Account	00-000-5030	-
	Defaults - Transaction Entry		
	Audit Orders	No	No
	Message - Order		
	Watermark Text for Reprinted Orders	Reprint	Reprint
	Miscellaneous		
	Allow Editing of Landed Costs	Yes	No
	Allow Online Purchase Orders	Yes	No
	Enable Landed Cost Calculations	Yes	No
	Generate Purchases from Production	None	None
	Generate Purchases from Project Costing	Choice	None
	Generate Purchases from Sales Order	Choice	None
	Generate Purchases from Service Director	Choice	None
	Plain Paper Purchase Orders	Yes	No
	Print Company Information on Purchase Orders	Yes	No
	Print Company Logo on Plain Paper Purchase Orders	Yes	No
	System Generated Transaction Numbers	Yes	Yes
	Transaction Link	Yes	No
	Use Accrual During Posting	Yes	No
	Use Requested Ship Date on Line Items	Yes	No

7/31/2017 9:05 AM *** End of Report *** OPEN_SYSTEM\Kent.Heitkamp

Invalid GL Account List

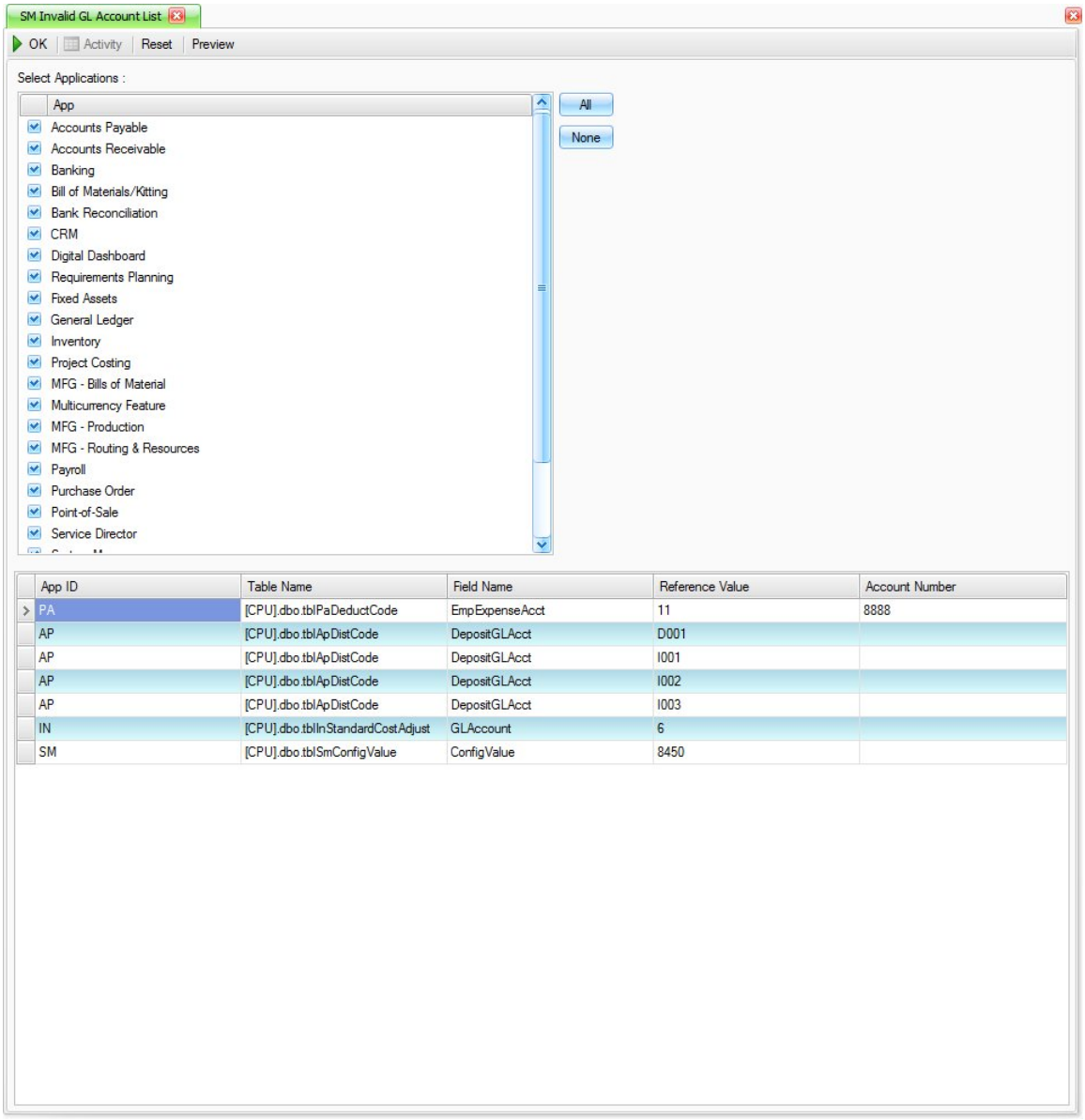
1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

Invalid GL Account List Menu



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

Invalid GL Account List Screen



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
OK	Executes the list.
Activity	Not Available.
Reset	Return the value of all fields on the list or report screen to their default values.
Preview	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

BATCH CODES

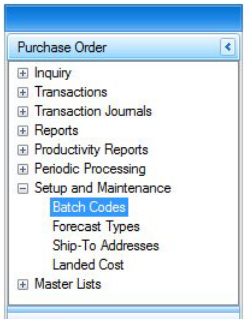
If you selected Yes to Use Batch Processing in the Business Rules function (page 3-5), use the **Batch Codes** function to define codes for Posting Purchase Orders and Miscellaneous Debits. Each transaction can be assigned to a Batch Code, and then transactions can be posted by Batch Code. The Batch Codes will be deleted as soon as all transactions in the Batch have been posted, if the Permanent box has not been selected.

If you selected No 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 that will not be deleted even if the permanent box is cleared.

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

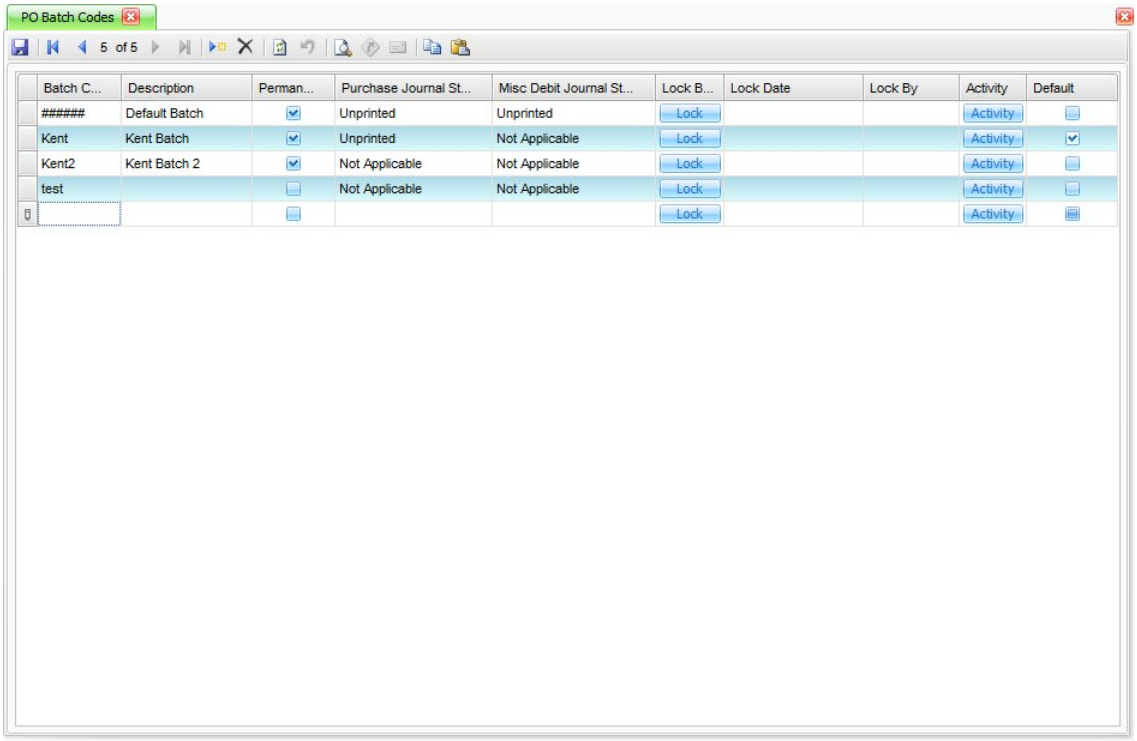
1. Select **Batch Codes** from the **Setup and Maintenance** menu.

Batch Codes Menu



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

Batch Codes Screen



3. Enter the **Batch Code**.
4. Enter the **Description** of the batch.
5. Select the **Permanent** check box if you would like the PO 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.

Adding, Editing, and Deleting Batch Codes

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.

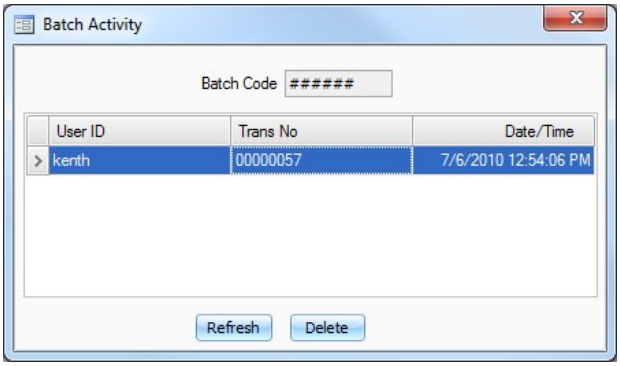
To edit a **Batch Code**, follow these steps:

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.

Batch Codes List

Continental Products Unlimited
PO Batch Codes

Page 1

Batch Code	Description	Permanent	Purchase Journal Status	Misc Debit Journal Status	Lock Batch	Lock Date	Lock By	Activity
######	Default Batch	☑	NotApplicable	NotApplicable				
Purch	Purchases	☑	NotApplicable	NotApplicable				
Bckord	Backorders	☑	NotApplicable	NotApplicable				

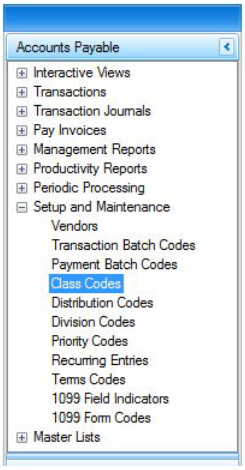
CLASS CODES

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:

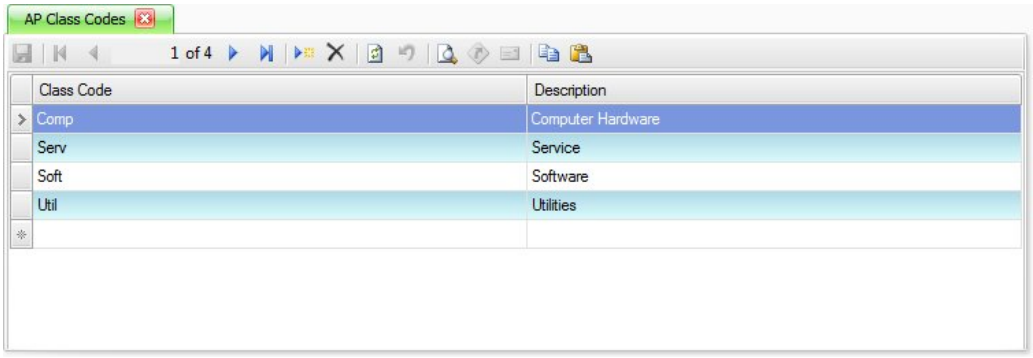
1. Select **Class Codes** from the **Accounts Payable, Setup and Maintenance** menu.

Class Codes Menu



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

Class Codes Screen



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

Adding, Editing, and Deleting Class Codes

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.

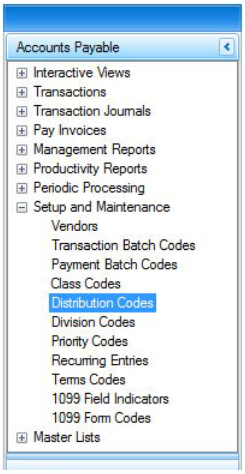
¥$£€

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:

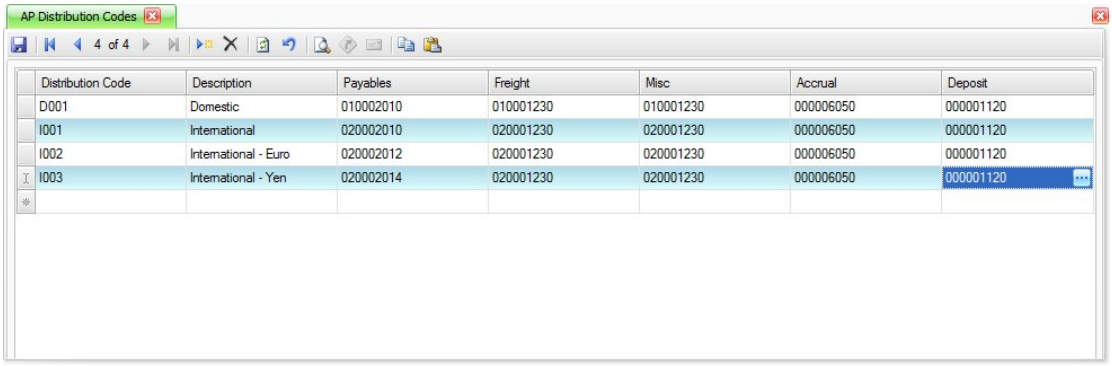
1. Select **Distribution Codes** from the **Accounts Payable, Setup and Maintenance** menu.

Distribution Codes Menu



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

Distribution Codes Screen



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.

Adding, Editing, and Deleting Distribution Codes

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

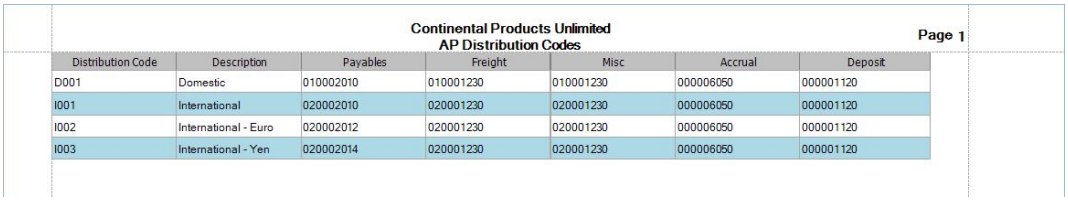
Use the **Distribution Codes List** function to produce a list of the vendor distribution codes you defined in the Distribution Codes function on the Setup and Maintenance menu.

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
AP Distribution Codes

Page 1

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

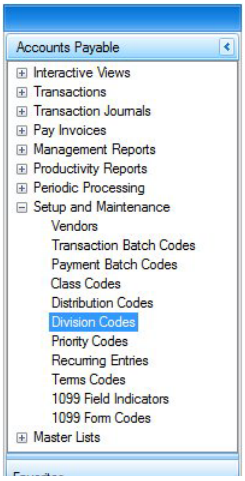
DIVISION CODES

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:

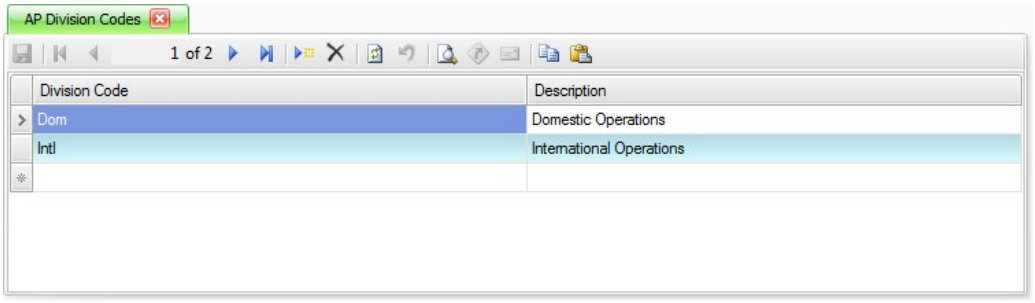
1. Select **Division Codes** from the **Accounts Payable, Setup and Maintenance** menu.

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.

Adding, Editing, and Deleting Division Codes

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

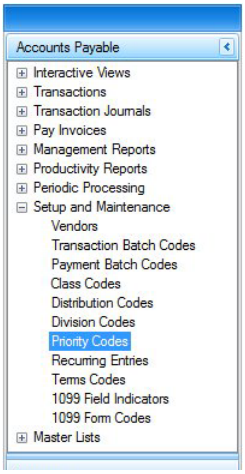
PRIORITY CODES

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:

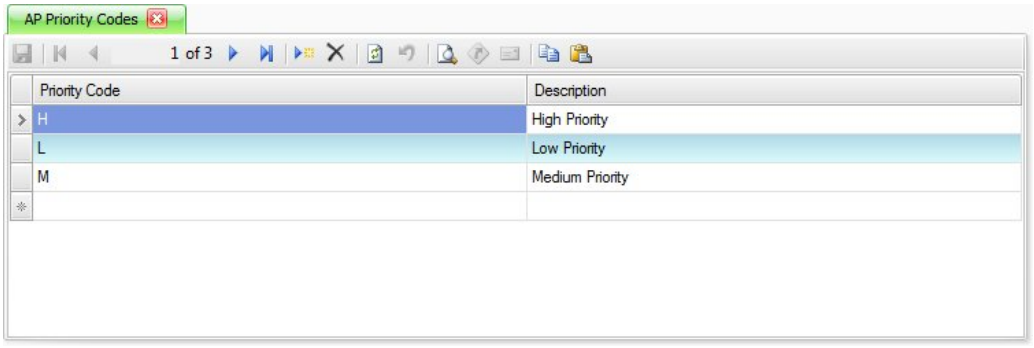
1. Select **Priority Codes** from the **Accounts Payable, Setup and Maintenance** menu.

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.

Adding, Editing, and Deleting Priority Codes

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

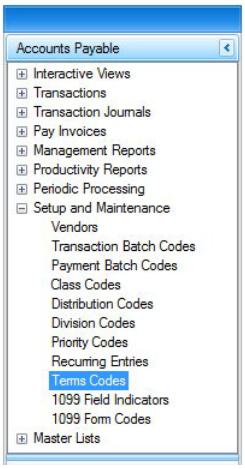
Use the **Terms Codes** function to add, change, or delete codes for Vendor payment terms. These codes serve as a shorthand method of assigning particular conditions for doing business with a Vendor. For example; you can assign a Terms Code with 10 discount days to one Vendor, and a Terms Code with 30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

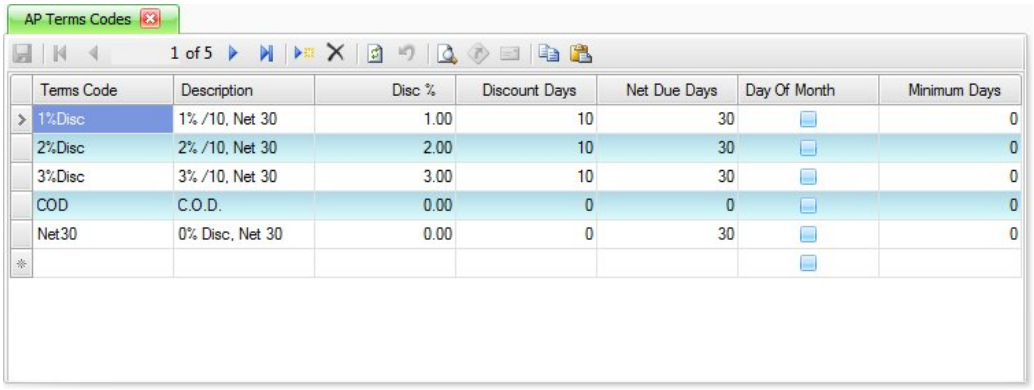
1. Select **Terms Codes** from the **Accounts Payable, Setup and Maintenance** menu.

Terms Codes Menu



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

Terms Codes Screen



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

Adding, Editing, and Deleting Terms Codes

To add a **Terms Code**:

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**:

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

To delete a **Terms Code**:

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	☐	0
2%Disc	2% /10, Net 30	2.00	10	30	☐	0
3%Disc	3% /10, Net 30	3.00	10	30	☐	0
COD	C.O.D.	0.00	0	0	☐	0
Net30	0% Disc, Net 30	0.00	0	30	☐	0

1099 FIELD INDICATORS

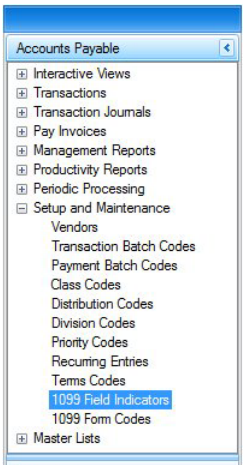
The **1099 Field Indicators** correspond to the box numbers on the 1099-MISC form, in which the Year-to-Date Payment amount is printed. The indicators are predefined, but you can use the 1099 Field Indicators function to edit descriptions.

Use the 1099 Processing function (Accounts Payable training manual) to output your 1099 information to forms, worksheets, or magnetic media.

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

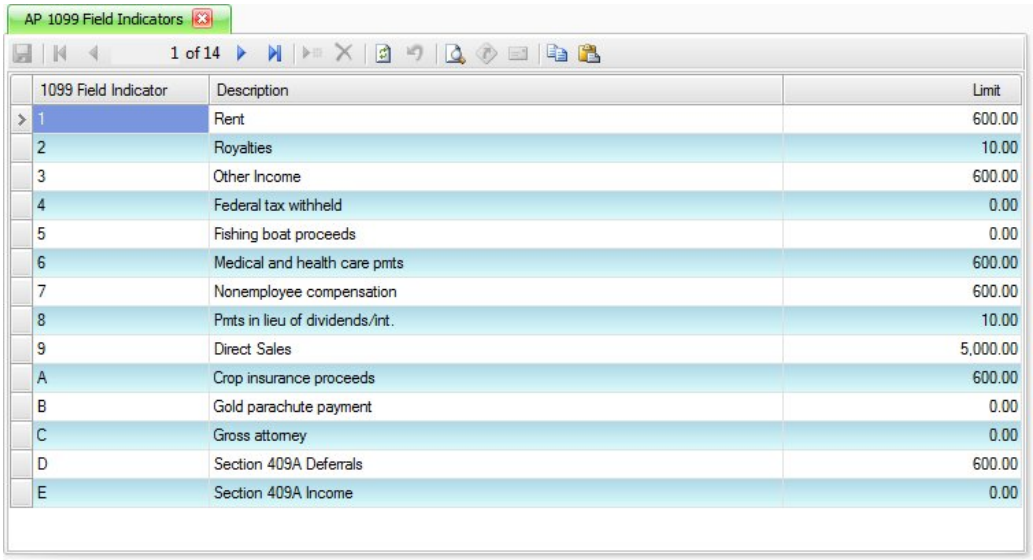
1. Select **1099 Field Indicators** from the **Accounts Payable, Setup and Maintenance** Menu.

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

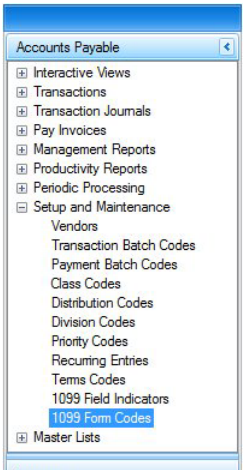
The **1099 Form Codes** identify a Vendor's type of Taxpayer Identification Number. The Codes are predefined, but you can use the 1099 Form Codes function to edit descriptions or to update Codes if the Internal Revenue Service changes them.

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:

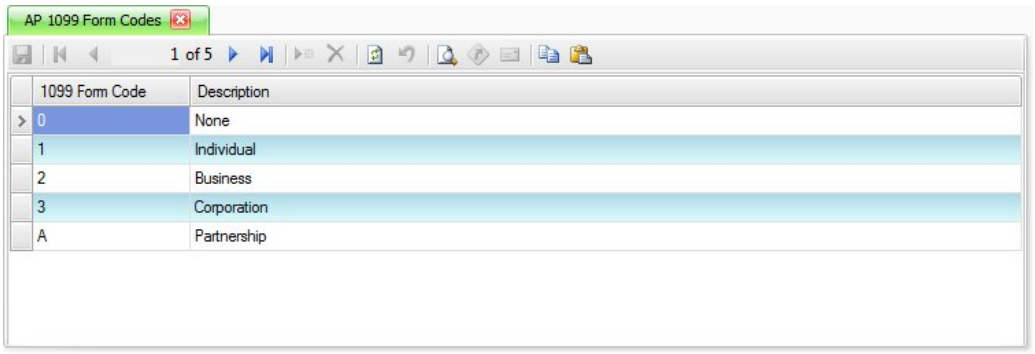
1. Select **1099 Form Codes** from the **Accounts Payable, Setup and Maintenance** menu.

1099 Form Codes Menu



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

1099 Form Codes Screen



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

Editing 1099 Form Codes

To edit a **1099 Form Code**, follow these steps:

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

Producing a 1099 Form Codes List

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

1. Select the **Print Preview** button to preview the list of **1099 Form 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.

1099 Form Codes List

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

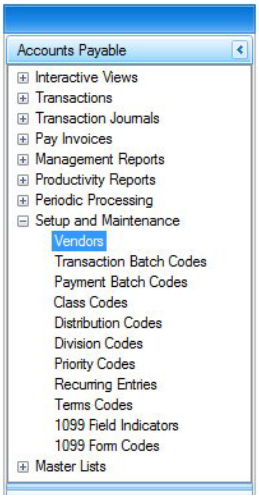
VENDORS

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:

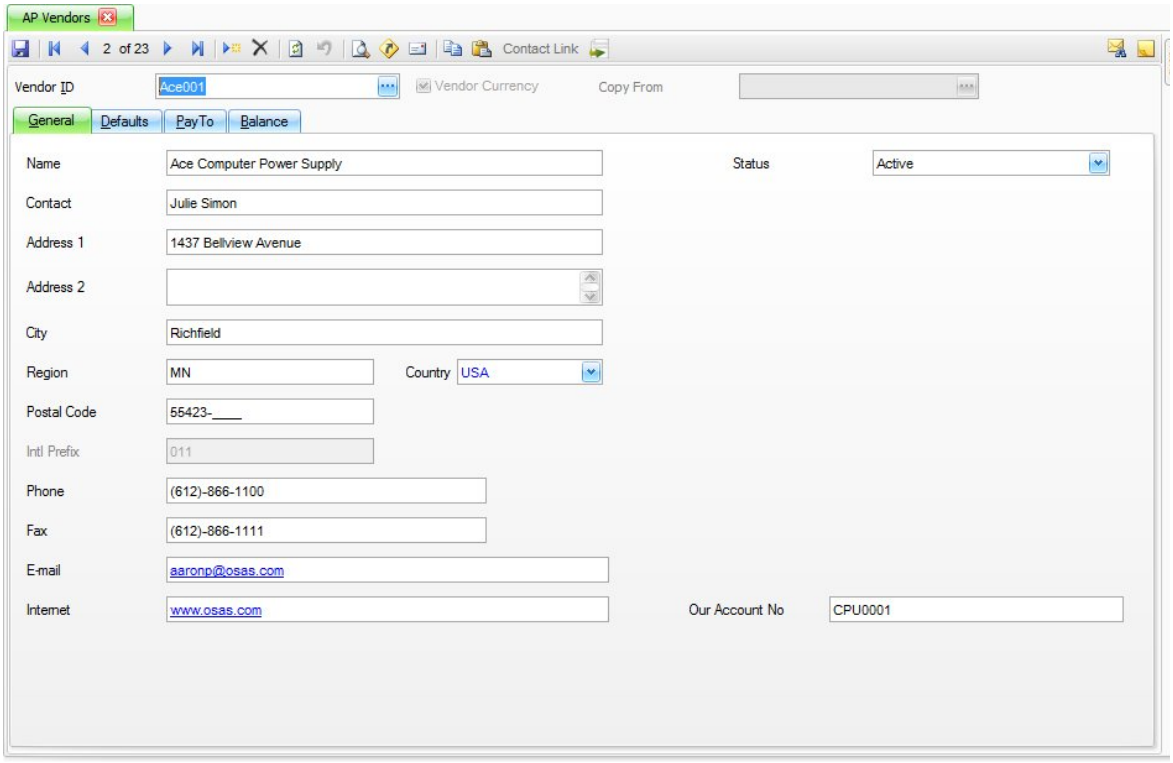
1. Select **Vendors** from the **Accounts Payable, Setup and Maintenance** menu.

Vendors Menu



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

Vendors Screen-General Tab



3. 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.
4. If you are setting up a new Vendor, click the **New Record** button on the toolbar. A blank Vendors screen appears.
5. Enter the **Vendor ID**.
6. 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.
7. 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.
8. 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.

Maint

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.

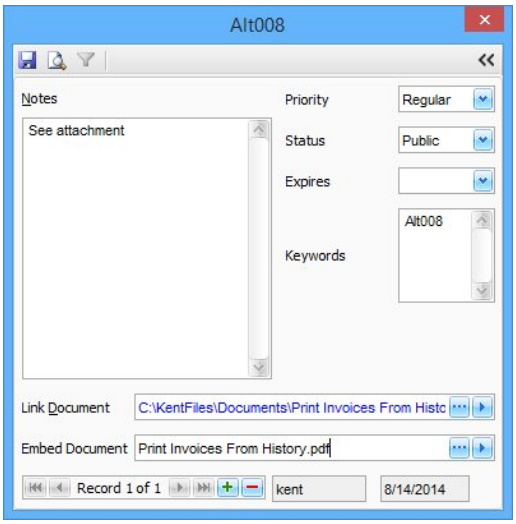
17. Select the **Status** of the Vendor. If the Vendor is no longer active, select "**Inactive**." This will prevent non-active Vendors from being used in a new transaction.

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.

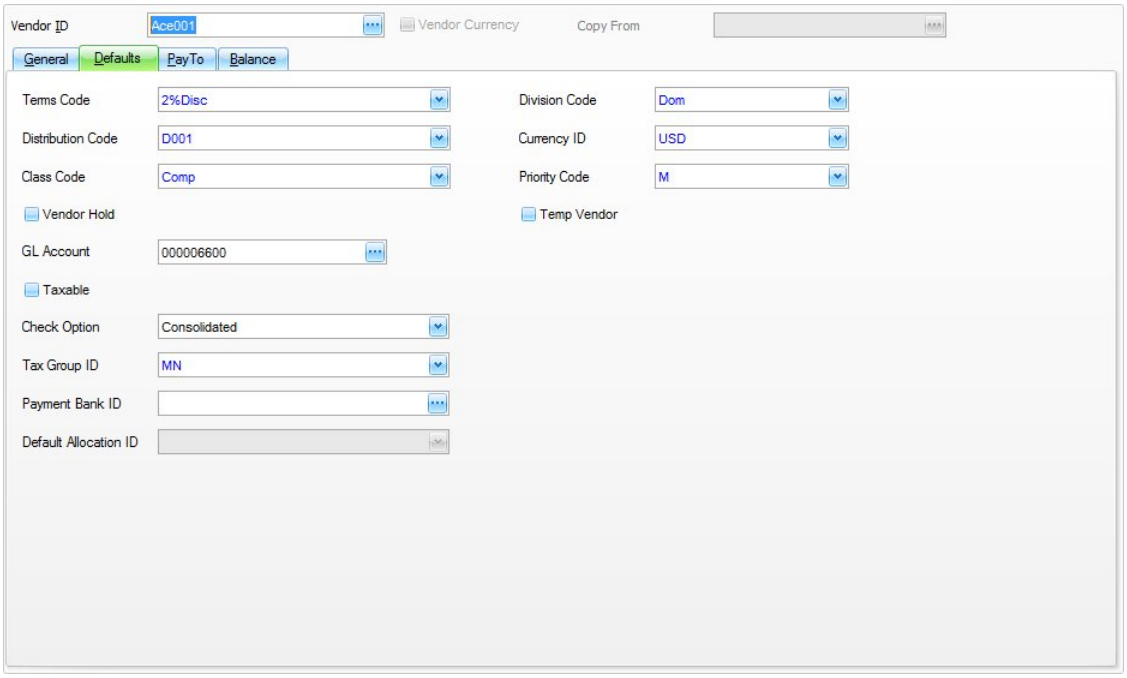
Attachments Screen



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



Maint

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.

Maint

2. Select the **Division Code** for the Vendor. **Division Codes** are used as sort options in reports.

Maint

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.

Maint

¥$£€

4. Select the Vendor's **Currency ID** and **Class Code**. The **Currency ID** field is active only if you use multi-currency.

Maint

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.

Maint

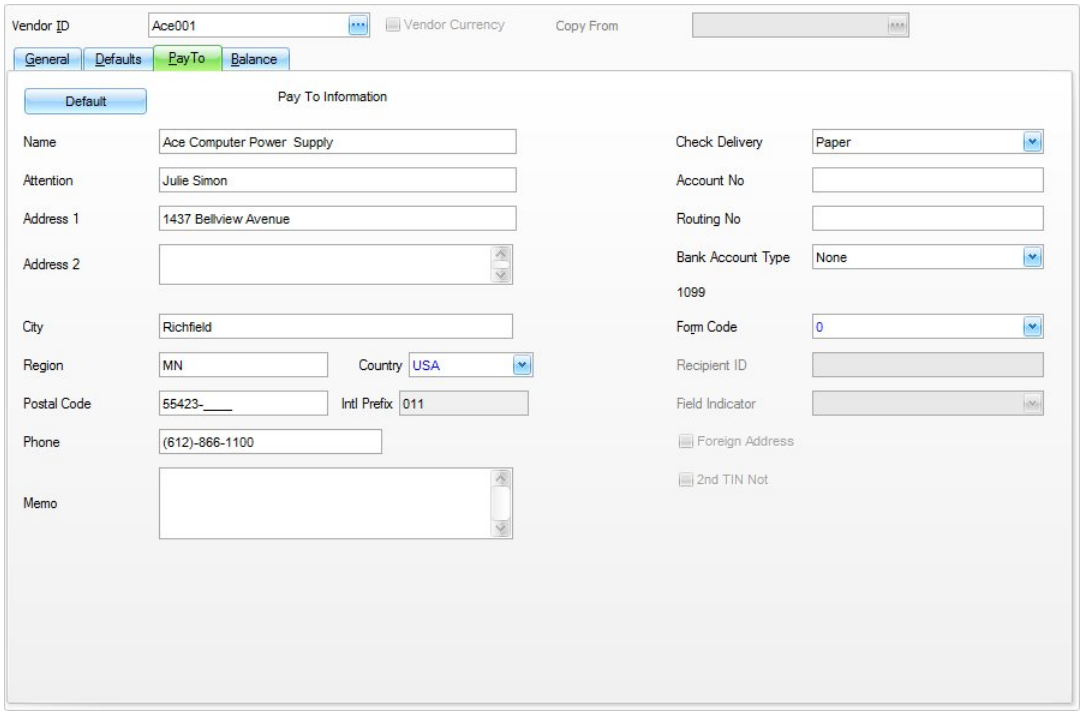
11. Select the **Tax Group ID** for the Vendor. If you clear the Taxable check box, you are still required to enter a Tax Group ID for reporting purposes.

Maint

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.

Pay To Tab



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.

Maint

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**.

Maint

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**.

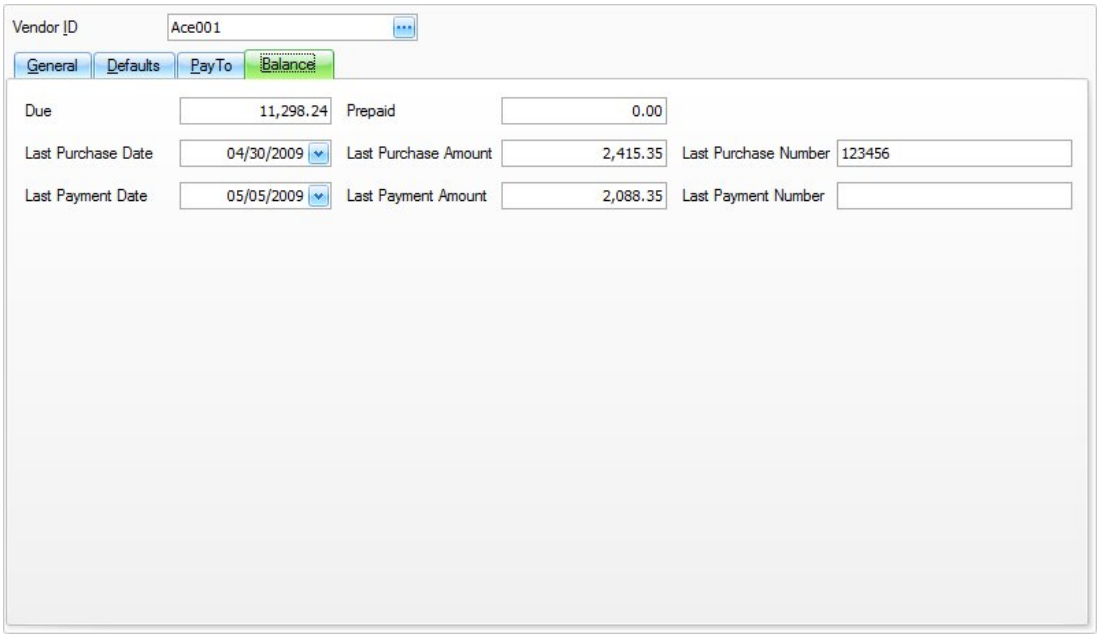
Maint

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



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.

Adding, Deleting, and Editing a Vendor

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 .

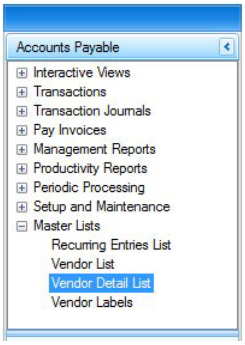
Producing a Vendor Detail List

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:

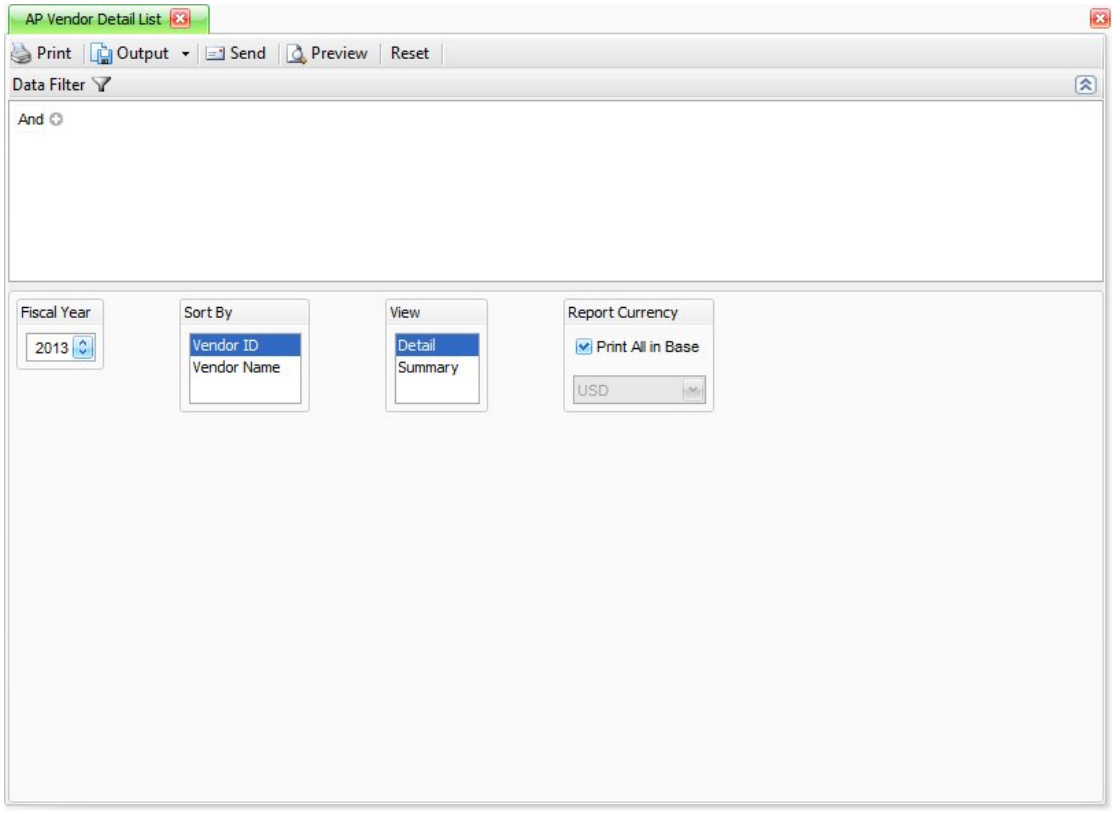
1. Select **Vendor Detail List** from the **Accounts Payable Master Lists** menu.

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
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.

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 USA
55423			55423
Contact	Julie Simon		**Attn** Julie Simon
Intl Prefix	011		**Intl Prefix** 011
Phone	(612)-866-1100		**Phone** (612)-866-1100
Fax	(612)-866-1111		**Our Account No** CPU0001
Email	info@osas.com#mailto:info@osas.com		**Check Delivery** Paper
Internet	www.osas.com#http://www.osas.com#		**Account No**
Check Option	Consolidated		**Routing No**
Priority Code	M	**1099**	
GL Acct	00-000-1230		**Form Code** 0
Class Code	Comp		**Recipient ID**
Vendor Hold	No		**Field Indicator** 1
Temp Vendor	No		**Foreign Address**
Dist Code	D001		**2nd TIN Not**
Div Code	Dom		
Tax Group ID	MN	**Taxable** No	
Currency ID	USD		
Terms Code	2%Disc	2% /10, Net 30	
Payment Bank ID			

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

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Printing Vendor Labels

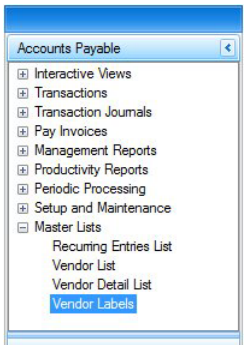
Use the **Vendor Labels** function to print the selected size of labels for mailings.

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:

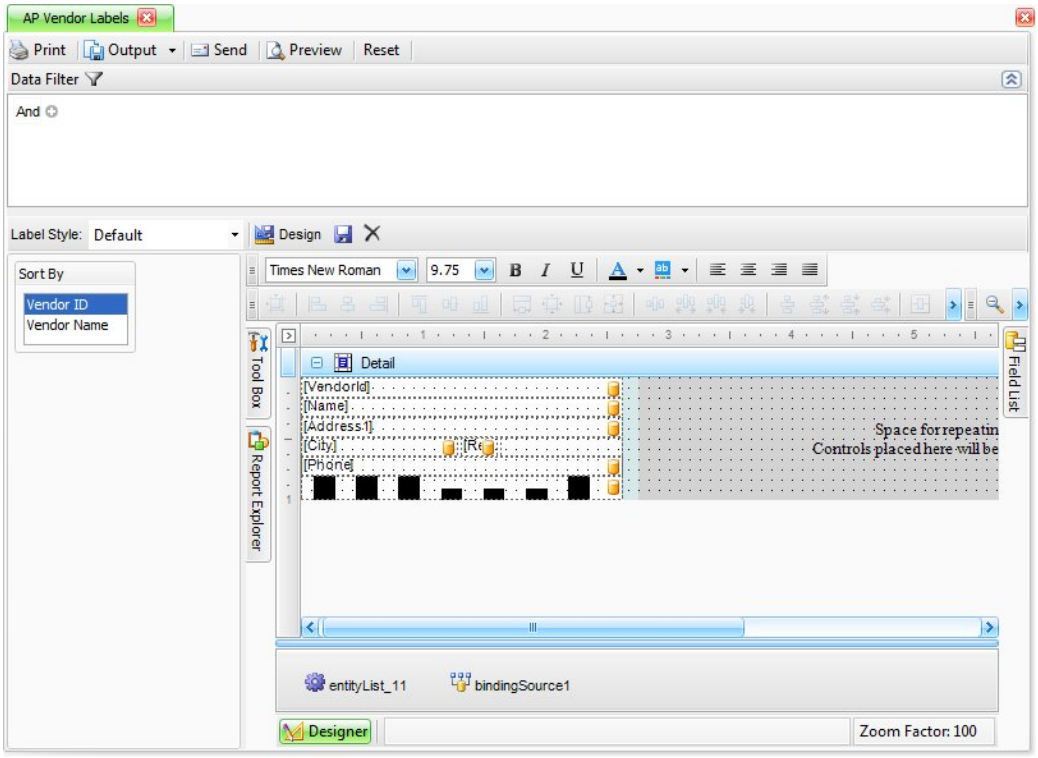
1. Select **Vendor Labels** from the **Accounts Payable, Master Lists** menu.

Vendor Labels Menu



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

Vendor Labels Screen

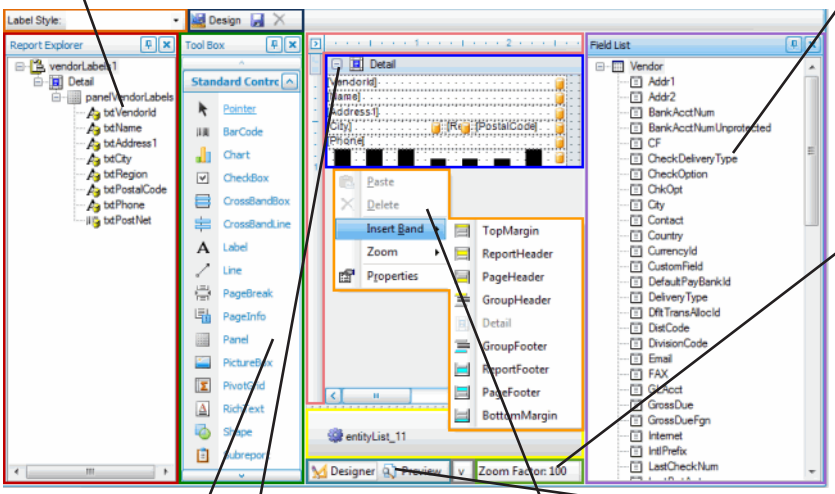


Field List

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.

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.



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

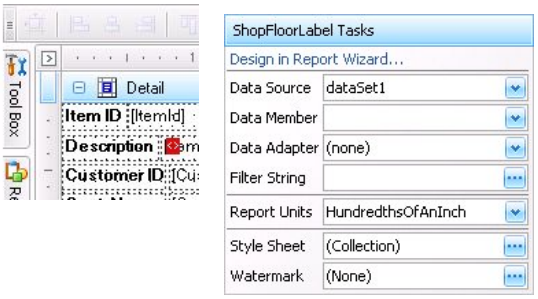
Use this menu after right-clicking any element in the label designer area. It provides you quick access to the most popular options, according to the current context.

Band Strips, Expand/Collapse Buttons, and Editing

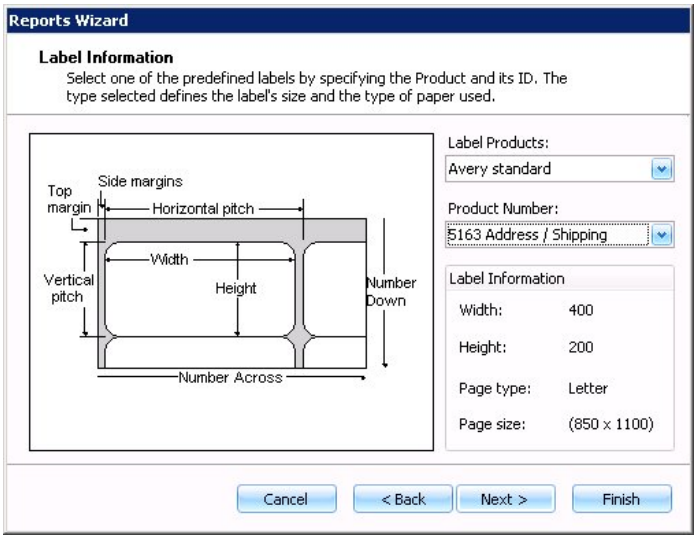
Use this section to

- 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.

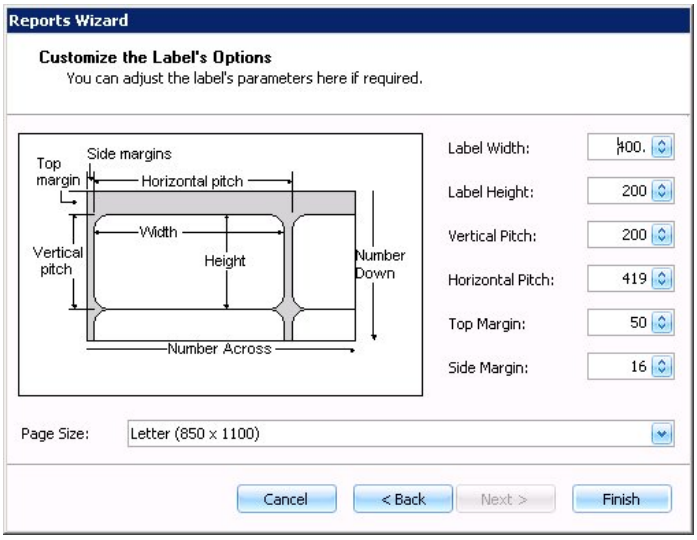


- Select **Design in Report Wizard** to use the design wizard to help design your label.



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

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



- 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.

1. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
2. Select the sorting criterion from the **Sort By** section.

3. 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.

Vendor Labels

Ace001
Ace Computer Power Supply
1437 Bellview Avenue
Richfield MN 55423
(612)-866-1100

Adv008
Advanced Cirquit Boards Plus
2 Rockford Parklawn Circle
Edina MN 55424
(612)-846-2011

Bin004
Binary Marketing Solutions
164 Park Street North
Bismark ND 58501
(701)-462-1584

Cab012
Computer Systems Inc.
75 North Industrial Road
Woodbury MN 55125
(612)-374-4257

Com002
Commuciation Programming LTD.
207 Western Parkway
Fort Dodge IA 50501
(515)-641-0222

Day016
Daylight Reality Corporation
Laxenburger StraBe 8-10
Vienna 1100
43 766328

Digi010
Digital CD-Rom Drives
8042 Schneider Way
Rochester MN 55901
(612)-681-5042

Hdr007
Hardrive Memory Supply
402 Orbital Plaza
St. Paul MN 55100
(612)-675-4208

Lan003
Local Area Networks Inc.
2215 5th Avenue
Hermantown MN 55811
(612)-555-1058

Met017
Metro Vechicle Leasing Inc.
101 West Highway 12
Minneapolis MN 55404
(612)-944-7839

Mic006
Micro Processors Ltd.
1 Harbour Road
Wanchai
85228088888

Mod011
Modems Plus
2451 Winnetka Drive
Bloomington MN 55431
(612)-784-1234

Ntp015
Northern Territories Power Co.
500 Hennepin Avenue
Minneapolis MN 55406
(612)-458-5148

PCB009
PC Builders
1248 Pacific Street
Minneapolis MN 55459
(612)-459-9024

Peri005
All Peripherals Inc.
2001 West 30th Street
Minneapolis MN 55417
(612)-544-1254

Rem014
Remote Power Supply Inc.
610 Jefferson Street
Minneapolis MN 55405
(612)-941-2045

Spe013
Spectrum Test Equipment
274 Madison Avenue
Chicago IL 60640
(312)-420-0540

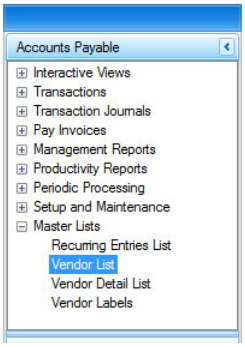
Producing a Vendor List

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:

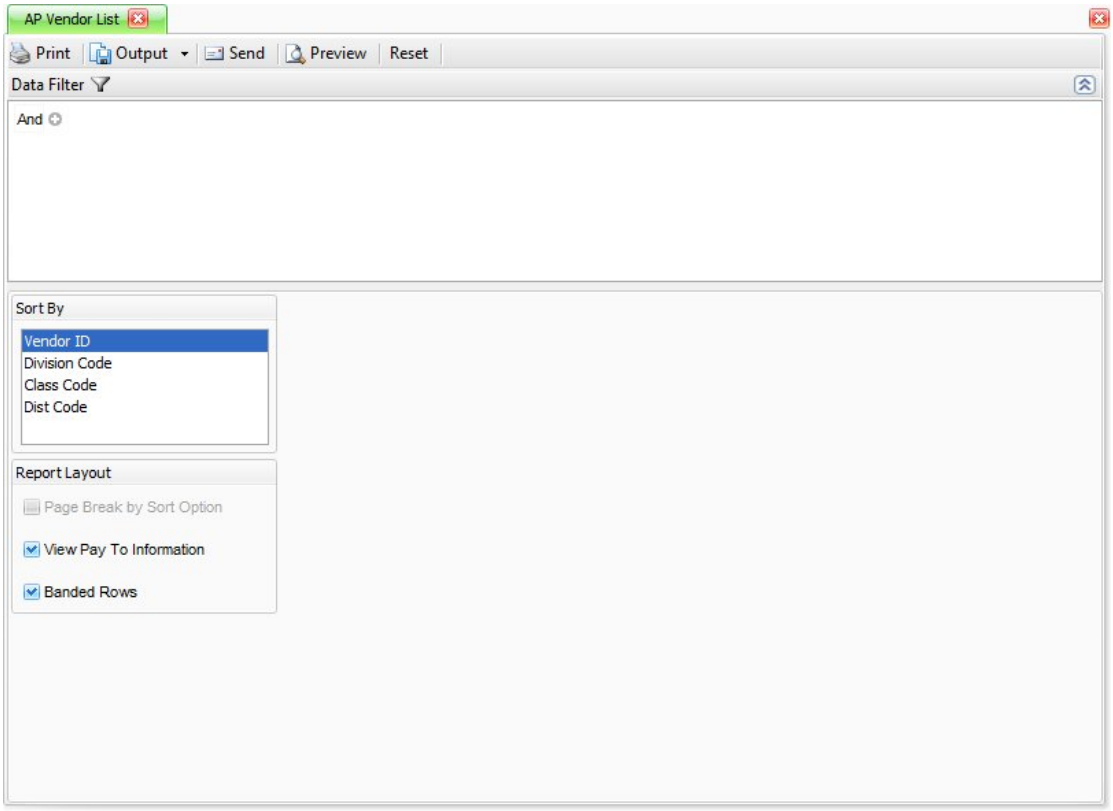
1. Select **Vendor List** from the **Accounts Payable, Master Lists** menu.

Vendor List Menu



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

Vendor List Screen



3. Select the filter criteria to include in the list or leave the fields blank to include all.
4. Select the **Sort By** order for the list.
5. 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**.
6. Select the **View Pay To Information** check box to include pay-to information in the list.
7. 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 / Vendor Name / Our Acct Number	Address	Status	Contact / Phone / Fax / E-Mail	Division Code / Class Code / Dist Code
Ace001 Ace Computer Power Supply CPU0001	1437 Bellview Avenue Richfield, MN 55423	Active	Julie Simon (612)-866-1100 / (612)-866-1111 info@ossas.com#mailto:info@ossas.com	Dom Comp D001
PayTo Ace Computer Power Supply	1437 Bellview Avenue Richfield, MN 55423		Julie Simon (612)-866-1100	
Adv008 Advanced Cirquit Boards Plus CPUPK1	2 Rockford Parklawn Circle Edina, MN 55424	Active	Gabriella Scott (612)-846-2011 / (612)-846-2000 info@ossas.com#mailto:info@ossas.com	Dom Comp D001
PayTo Advanced Cirquit Boards Plus	2 Rockford Parklawn Circle Edina, MN 55424		Gabriella Scott (612)-846-2011	
Bin004 Binary Marketing Solutions CPUMN	164 Park Street North Bismark, ND 58501	Active	Thos. Boswell (701)-462-1584 / (701)-462-1524 info@ossas.com#mailto:info@ossas.com	Dom Serv D001
PayTo Binary Marketing Solutions	164 Park Street North Bismark, ND 58501		Thos. Boswell (701)-462-1584	
Cab012 Computer Systems Inc. CPUA	75 North Industrial Road Woodbury, MN 55125	Active	Matilda Brunfeld (612)-374-4257 / (612)-374-4237 info@ossas.com#mailto:info@ossas.com	Dom Comp D001
PayTo Computer Systems Inc.	75 North Industrial Road Woodbury, MN 55125		Matilda Brunfeld (612)-374-4257	
Com002 Communciation Programming LTD. CPUMN01	207 Western Parkway Fort Dodge, IA 50501	Active	Charles Webster (515)-641-0222 / (515)-641-0221 info@ossas.com#mailto:info@ossas.com	Dom Soft D001
PayTo Communciation Programming LTD.	207 Western Parkway Fort Dodge, IA 50501		Charles Webster (515)-641-0222	
Day016 Daylight Reality Corporation CPU	Laxenburger StraBe 8-10 Vienna, 1100	Active	Regina Applebee 43 766328 / 43 766331 info@ossas.com#mailto:info@ossas.com	Intl Serv I002
PayTo Daylight Reality Corporation	Laxenburger StraBe 8-10 Vienna, 1100		Regina Applebee 43 766340	

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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.

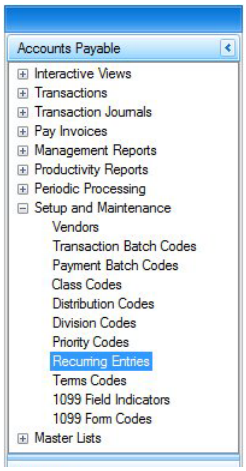
With the **Copy Recurring Entries** function you can copy a group of Recurring Entries to the **Transactions** function instead of entering each transaction when the payment is due. By assigning a Run Code to each entry, you can process these groups of entries on different schedules. The Billing tab 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:

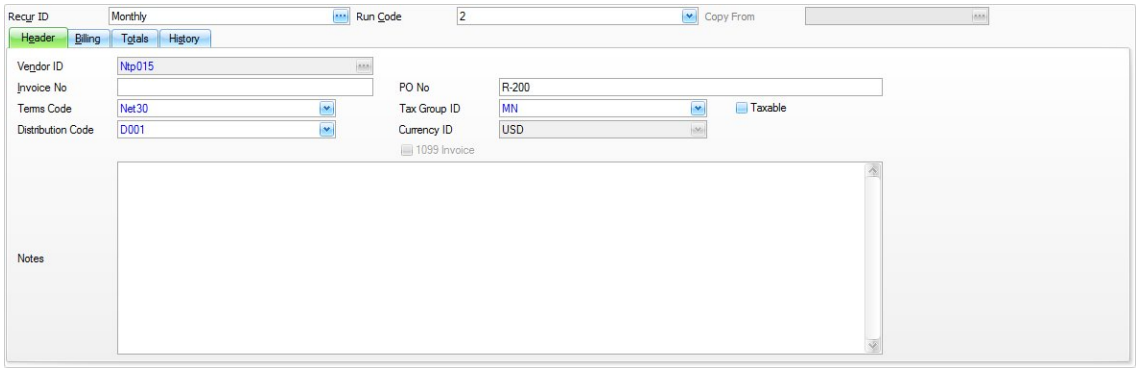
1. Select **Recurring Entries** from the **Accounts Payable, Setup and Maintenance** menu.

Recurring Entries Menu



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

Recurring Entry Screen-Header Tab



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.

Maint

7. Select the **Vendor ID**.

¥$£€

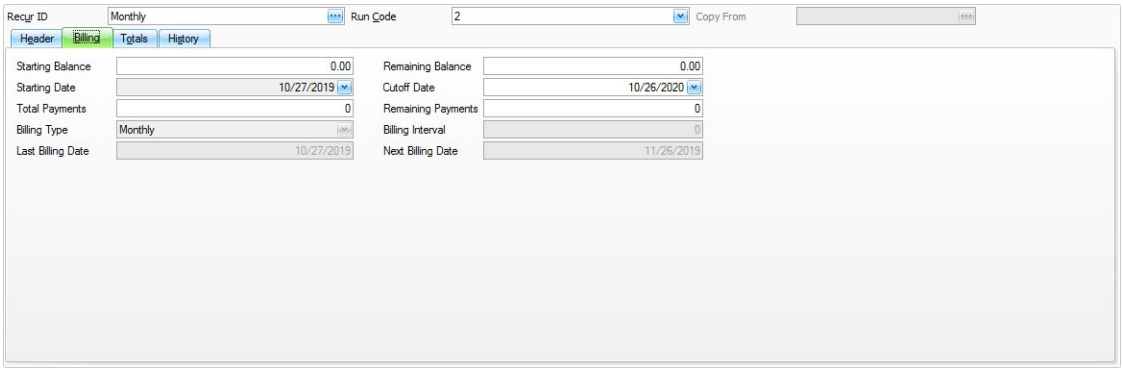
8. If you use multi-currency, the Vendor's **Currency ID** appears for your reference and cannot be changed.
9. Enter the **Invoice Number**.
10. Enter your **Notes** about the Recurring Entry. Notes are saved in history information.
11. Enter the **PO Number**.

Maint

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.

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

Billing Tab



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.

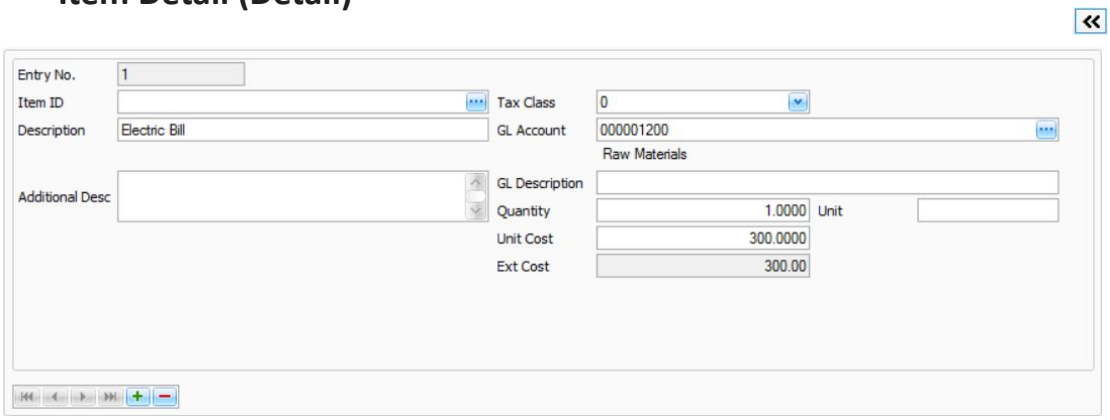
NOTE: You cannot copy the Recurring Entry if the Remaining Balance and Remaining Payments are zero, unless you are creating an open-ended Recurring Entry.

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.

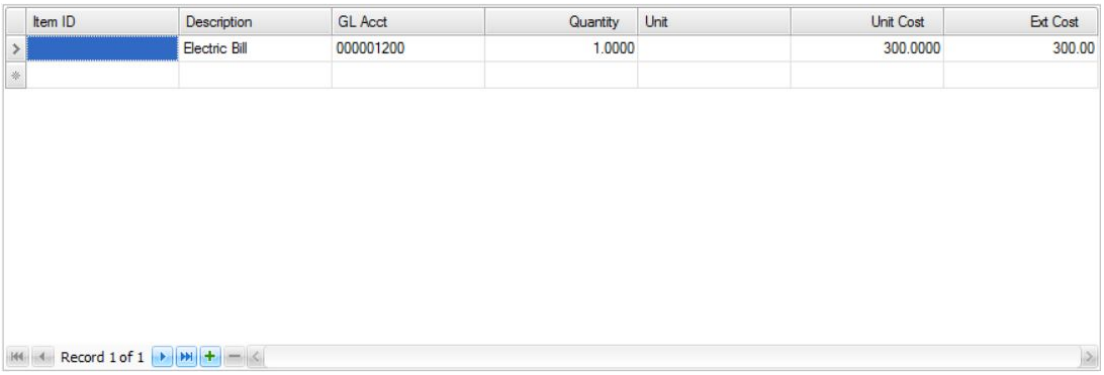
6. Select the **Billing Type** for this Recurring Entry:

   - **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)



Item Detail (Summary)



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.

Maint

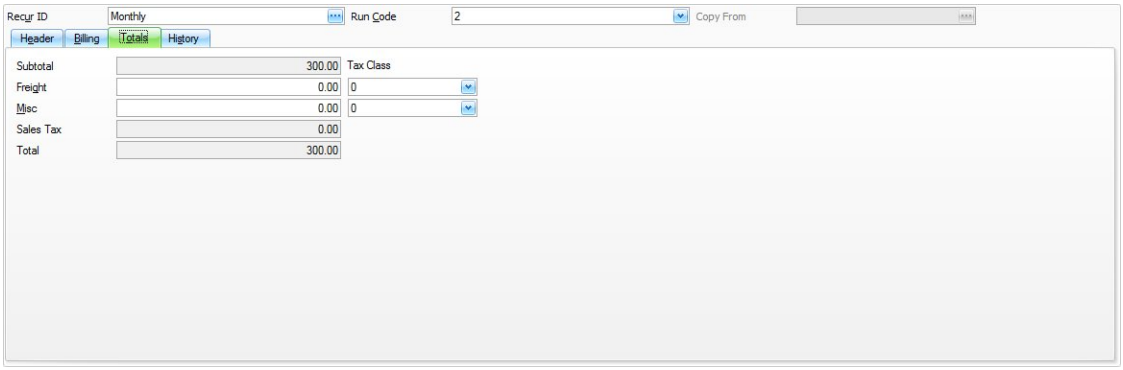
2. Select or enter the **Item ID** or leave the field blank for an Item that is not set up in System Manager.
3. Enter an Item **Description**, or accept the default if you selected a System Manager Item.
4. Enter an **Additional Description** if the description is not large enough to fully describe 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.

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



1. The Recurring Entry **Subtotal**, **Sales Tax** amount, and **Total** appear.
2. Enter the **Freight** charges for the Recurring Entry.

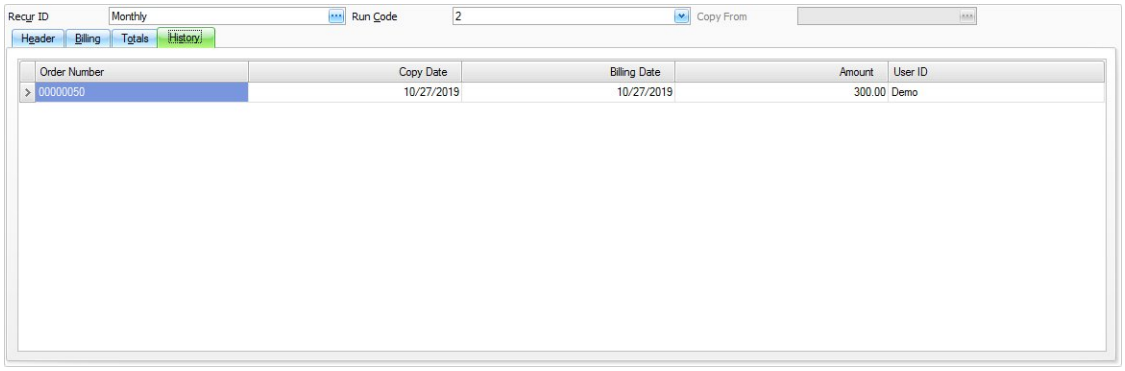
Maint

3. Select the associated **Tax Class**.
4. Enter the **Misc** charges for the Recurring Entry.

Maint

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.

History Tab



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.

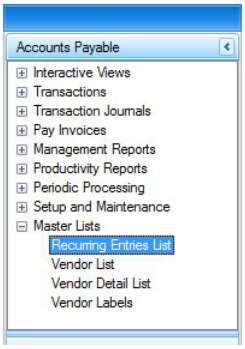
Producing a Recurring Entries List

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

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

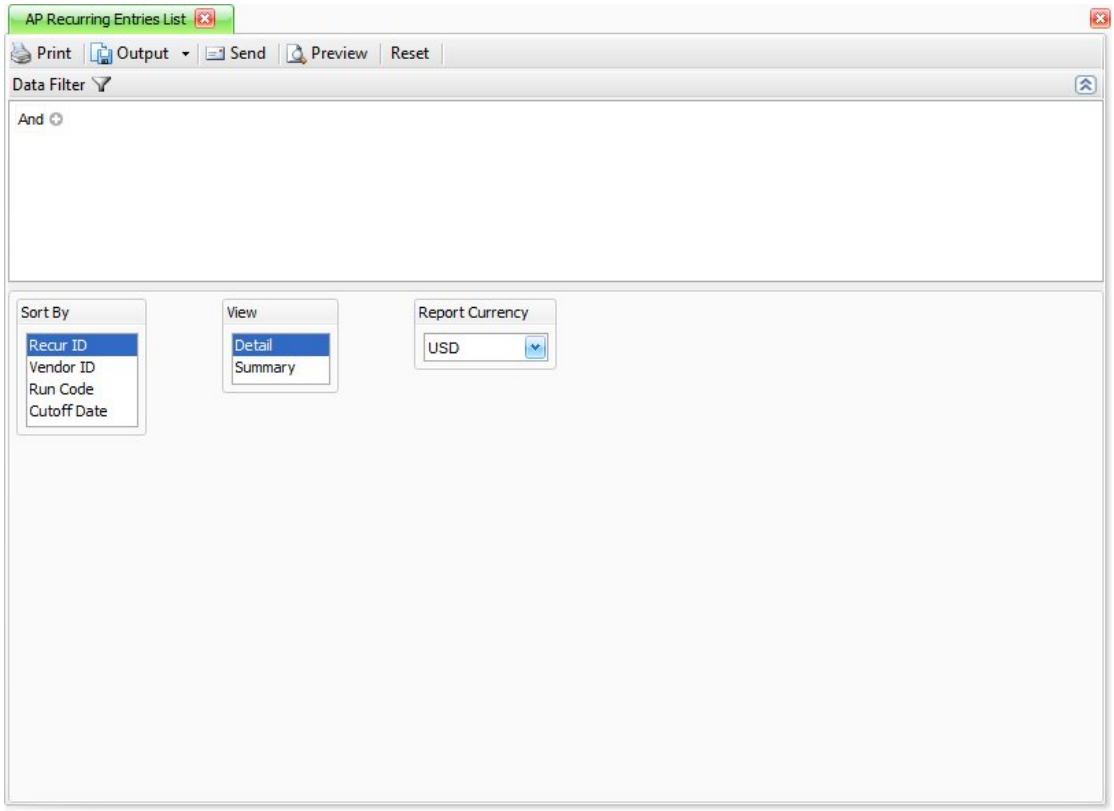
1. Select **Recurring Entries List** from the **Accounts Payable Master Lists** menu.

Recurring Entries List Menu



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

Recurring Entries List Screen



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 / GL Acct	Description	GL Description	Qty	Unit	Unit Cost	Ext Cost
1	Cell Phone	Company Cell Phone		1.0000		125.0000	125.00
	00-000-1230		Ace Computer Power Supply				

Subtotal	Freight	Misc	Sales Tax	Invoice Total
125.00	0.00	0.00	0.00	125.00

Grand Total	Ext Cost	Subtotal	Freight	Misc	Sales Tax	Total
	125.00	125.00	0.00	0.00	0.00	125.00

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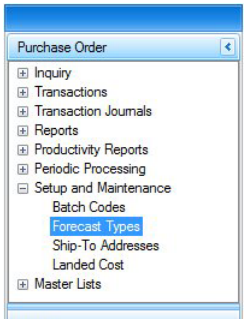
FORECAST TYPES

Use the **Forecast Types** function to enter, change, and delete Forecast Types. Use Forecast Types to predict seasonal or current trends based on sales history for Inventory Items when the Forecast and Economic Order Quantity (EOQ) Reorder quantities are calculated. Forecast Types can be assigned to an Inventory Item Location.

To set up **Forecast Types**, follow these steps:

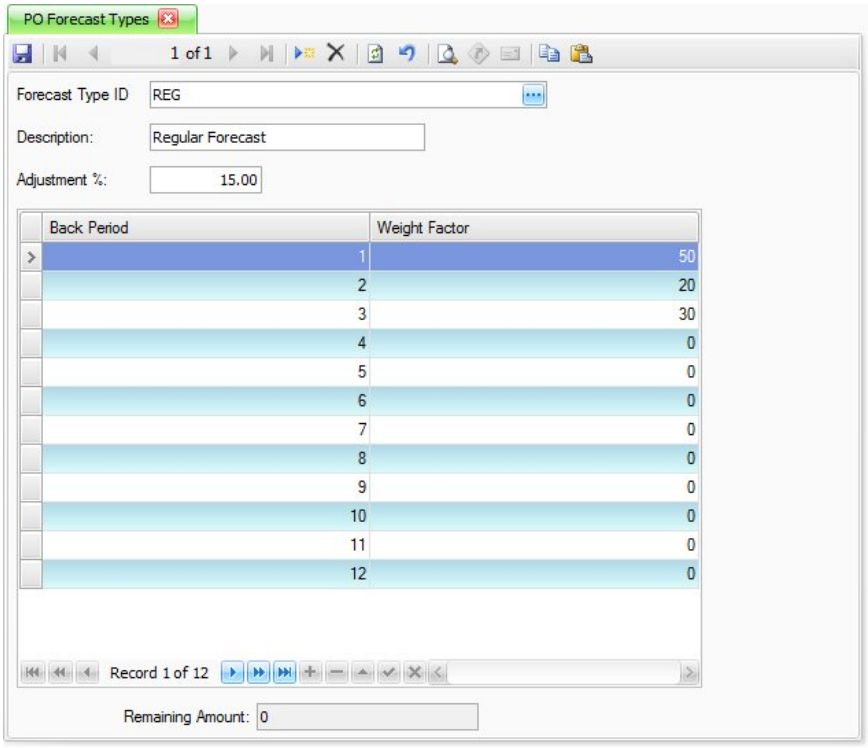
1. Select **Forecast Types** from the **Setup and Maintenance** menu.

Forecast Types Menu



2. The **Forecast Types** screen appears.

Forecast Types Screen



3. Select or enter the **Forecast Type ID**.
4. Enter the **Description** of the Forecast Type.
5. Enter the **Adjustment %**.

   To use the Forecast Usage amount without any further adjustment to the weighted sales history amounts when Reorder quantities are calculated, enter 0%.

   To increase the amount of the Forecast Usage, enter the percent to increase. (For a 15% increase enter 15.00.)

   To decrease the amount of the Forecast Usage, enter the amount to decrease the weighted history amounts as a negative number. (For a 15% reduction of the Forecast Usage, enter -15.00.) This Adjustment % is also used to calculate the Annual Usage amount used in the Economic Order Quantity (EOQ) calculation.

6. The **Back Period** column designates which Fiscal Period(s)' sales history amounts are used to calculate the Forecast Usage. The Back Period is the actual Fiscal Period into which you enter your Weight Factor numbers.

   When a Weight Factor is assigned to a Back Period row, the systems uses the sales history for that Fiscal Period prior to your calculate reorders date for the Item.

   Example: If the Calculate Reorders function is run and the Back Period 7 row is assigned a weight factor of 40, 40% of the summary sales history for Fiscal Period 7 (12 period fiscal year;) is added to the amounts calculated for the other Back Period rows assigned a weight factor, when the Forecast Usage amount is calculated.

   The number of periods displayed in the Back Period column depends on the number of periods you selected when you set up your company.

7. Enter a **Weight Factor** to use to determine the percentage of the sales history quantity for each Fiscal Period you want to use to calculate the Forecast Usage. The sales history for each Back Period row assigned a Weight Factor is multiplied by that Weight Factor. The results for each Fiscal Period are then totaled to calculate the Forecast Usage. The total of the Weight Factor amounts you enter must be 100 percent.
8. The **Remaining Amount** is the amount that needs to be applied to the Weight Factor. This amount needs to be zero before exiting the screen.

Task Summary

Adding a Forecast Type:

1. Select the **New Record** icon on the toolbar. A blank Forecast Types screen appears.
2. Enter the Forecast Type, Description, Adjustment %, and Weight Factors.
3. Select the **Save** icon on the toolbar to save your changes.

Editing a Forecast Type:

1. Select the Forecast Type to edit.
2. The Forecast Type information appears.
3. Edit the Forecast Type information.
4. Select the **Save** icon on the toolbar to save your changes.

Deleting a Forecast Type:

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

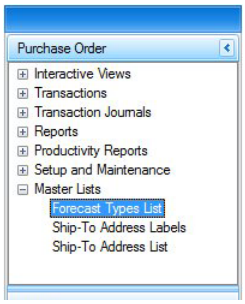
Forecast Types List

Use the Forecast Types List function to produce a list of the Forecast Types you defined in the Forecast Types function (page 3-87).

To produce a **Forecast Types List**, follow these steps:

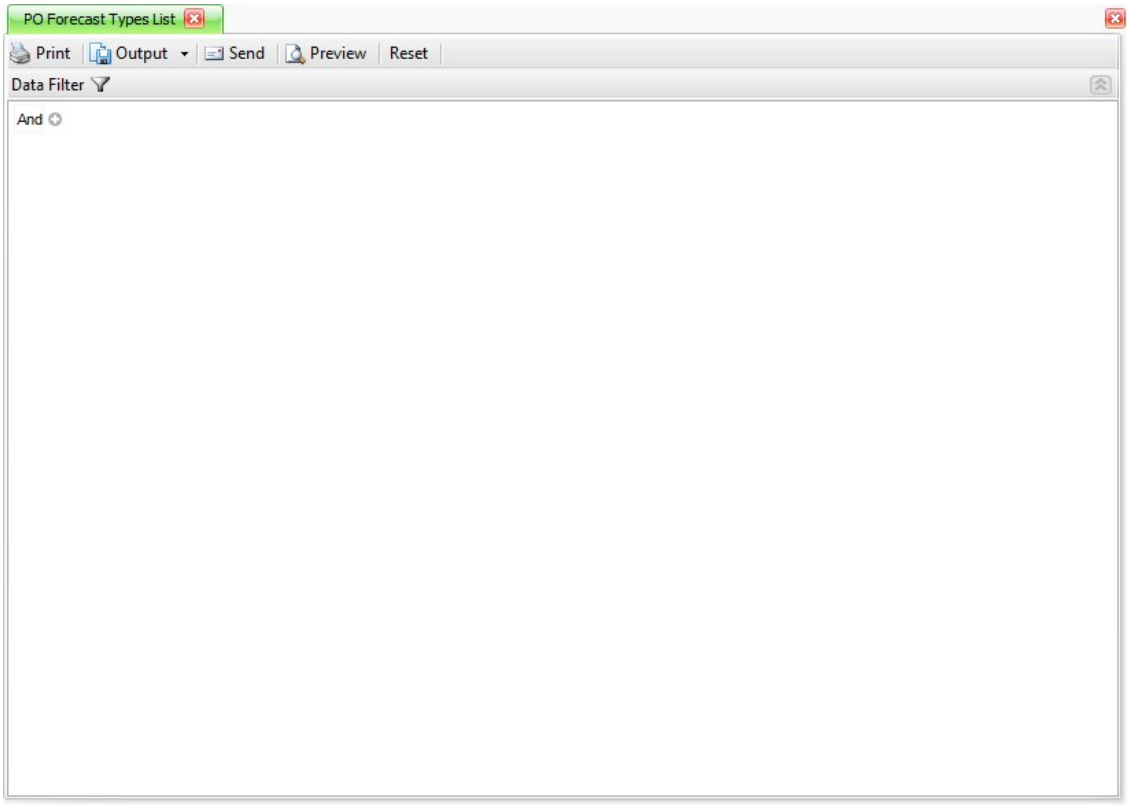
1. Select **Forecast Types List** from the **Master Lists** menu.

Forecast Types List Menu



2. The **Forecast Types List** screen appears.

Forecast Types 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 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.

Forecast Types List

Continental Products Unlimited
Forecast Types List

Page 1

Report Filter

Forecast Type	Description	Adjustment Percent	Back Period	Weight Factor
REG	Regular Forecast	100.00	1	50
			2	20
			3	30
			4	0
			5	0
			6	0
			7	0
			8	0
			9	0
			10	0
			11	0
			12	0

7/22/2009 12:03 PM ***End Of Report*** OPEN_SYSTEMS\KentHe

SHIP-TO ADDRESSES

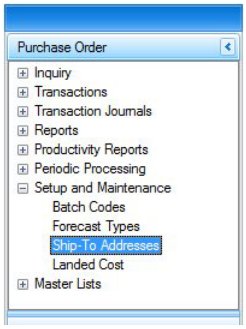
Use the **Ship-To Addresses** function to enter, change, and delete addresses of locations where you have your orders shipped. Then when you enter Purchase Orders, the address information defaults on the Transaction's **Ship-To** tab when you enter a Ship-To ID for an order.

The Ship-To ID is especially useful if you are going to drop ship a Purchase Order to a different address than your address.

To set up **Ship-To Addresses**, follow these steps:

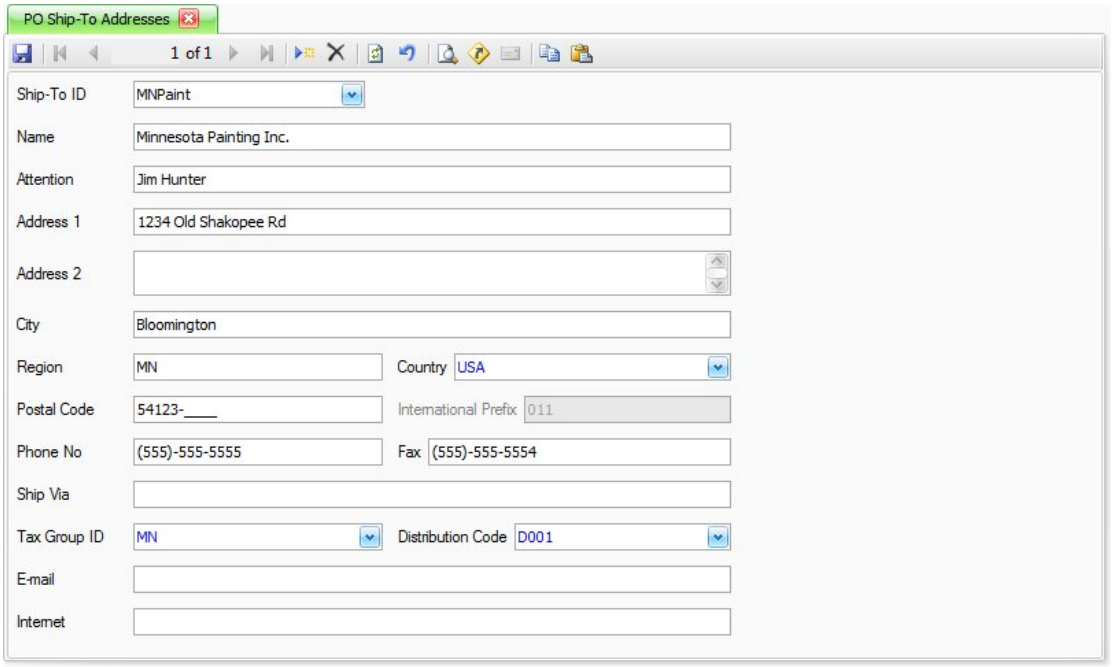
1. Select **Ship-To Addresses** from the **Setup and Maintenance** menu.

Ship-To Addresses Menu



2. The **Ship-To Addresses** screen appears.

Ship-To Addresses Screen



3. Enter the **Ship-To ID.**
4. Enter the **Name** of the company for which to ship the order.
5. Enter the **Attention** name of the person for which to ship the order.
6. Enter the **Address** for which to ship the order.
7. Enter the **City** of the Ship-To ID.
8. Enter the **Region** of the Ship-To ID.

Maint

9. Select the **Country** code of the Ship-To ID.
10. Enter the **Postal Code** of the Ship-To ID. Use the System Manager Country Codes function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone and Fax Number Masks.
11. The **International Prefix** is displayed. See the Postal Code field for setup information.
12. Enter the **Phone No** of the Ship-To ID. See the Postal Code field for mask setup information.

13. Enter the **Fax** number of the Ship-To ID. See the Postal Code field for mask setup information.
14. Select the **Ship Via** method you usually use to ship items to the Ship-To ID. For example; the name of a shipping service.

    The Ship Via information is saved with a transaction and printed on a Purchase Order.

Maint

15. Select the **Tax Group ID** for the Ship-To ID. Use the Tax Location Groups function in System Manager to set up Tax Group IDs.

Maint

16. Select the **Distribution Code** for the Ship-To ID.

    If the Distribution Code on the Ship-To ID is different than the Distribution Code for the Vendor on the transaction, the Account numbers from the Distribution Code in the Ship-To ID will be used when posting.

17. Enter the **E-mail** address for the Ship-To ID.
18. Enter the **Internet** web site address for the Ship-To ID.

Task Summary

Adding a Ship-To ID:

1. Select the **New Record** icon on the toolbar. A blank Ship-To Addresses screen appears.
2. Enter the Ship-To ID and the Address information.
3. Select the **Save** icon on the toolbar to save your changes.

Editing a Ship-To ID:

1. Select the Ship-To ID of the Address to edit. The Ship-To Address information appears.
2. Edit the Address information.
3. Select the **Save** icon on the toolbar to save your changes.

Deleting a Ship-To ID:

1. Make sure that the Ship-To ID to delete is not stored in transactions.
2. Select the Ship-To ID of the Address to delete.
3. Select the **Delete** hot key (F3) or the **Delete** button .

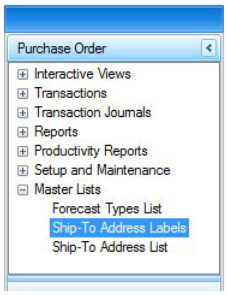
Ship-To Address Labels

Use the Ship-To Address Labels function to print the addresses you defined in the Ship-To Addresses function (page 3-95) on mailing labels.

To print **Ship-To Address Labels**, follow these steps:

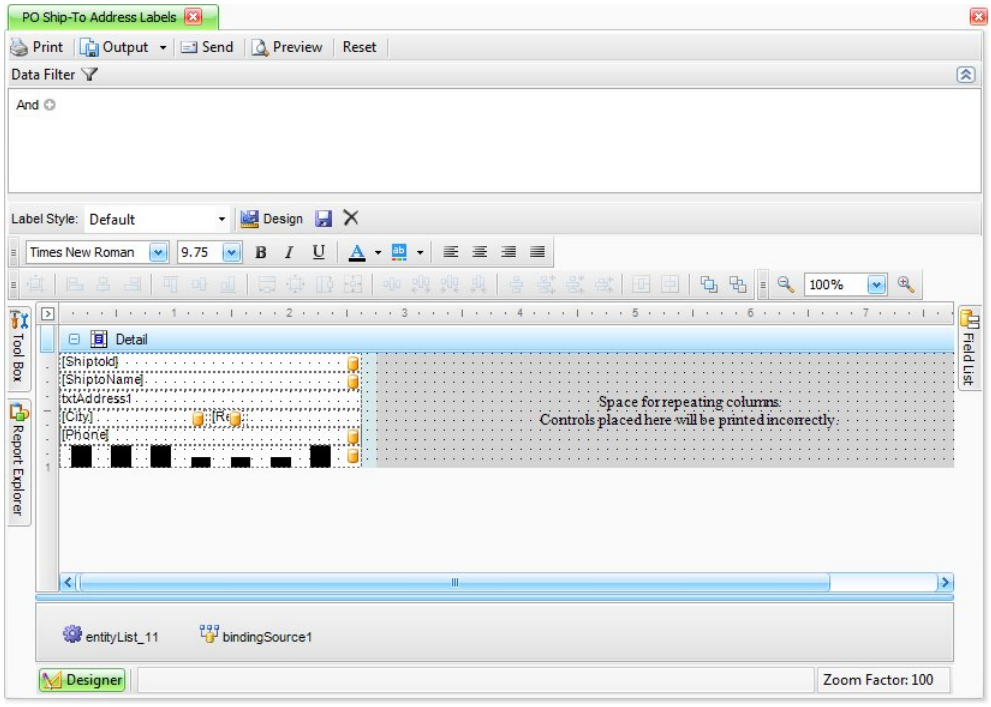
1. Select **Ship-To Address Labels** from the **Master Lists** menu.

Ship-To Address Labels Menu



2. The **Ship-To Address Labels** screen appears.
3. Click **Design** to see and edit the design of the label.

Ship-To Address Labels Screen

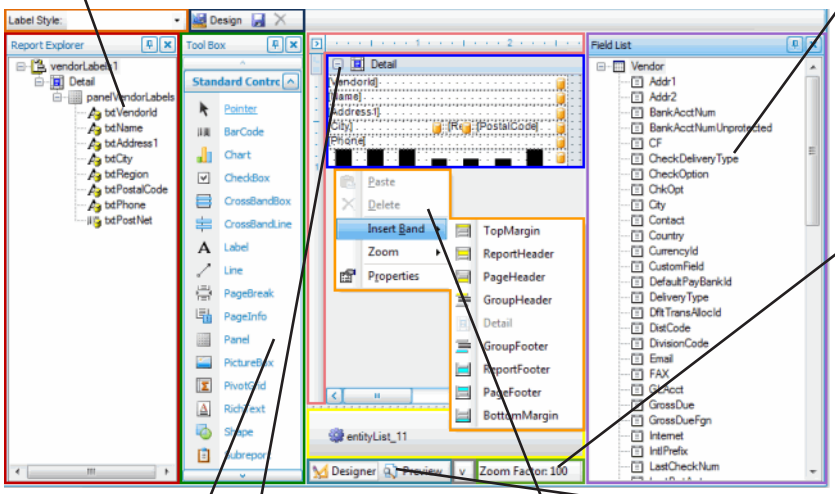


Field List

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.

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.



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

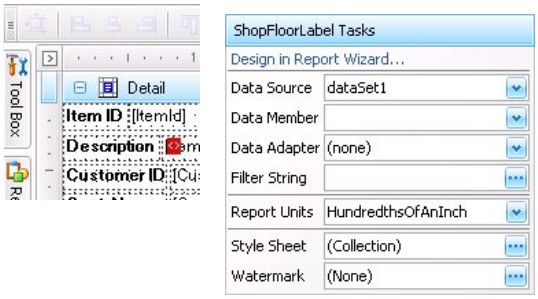
Use this menu after right-clicking any element in the label designer area. It provides you quick access to the most popular options, according to the current context.

Band Strips, Expand/Collapse Buttons, and Editing

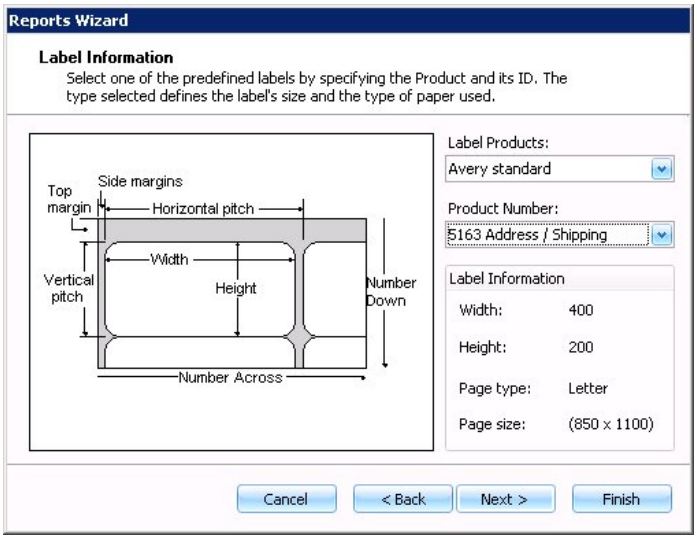
Use this section to

- 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.

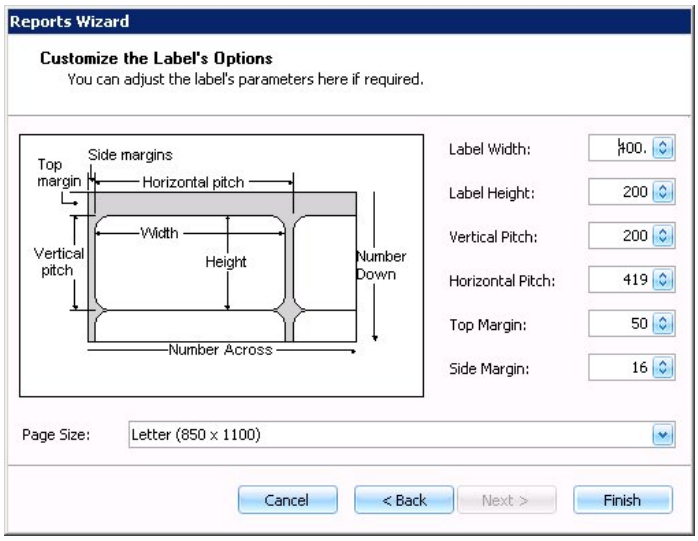


- Select **Design in Report Wizard** to use the design wizard to help design your label.



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

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



- 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 **Ship-To 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.

1. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
2. Select the sorting criterion from the **Sort By** section.

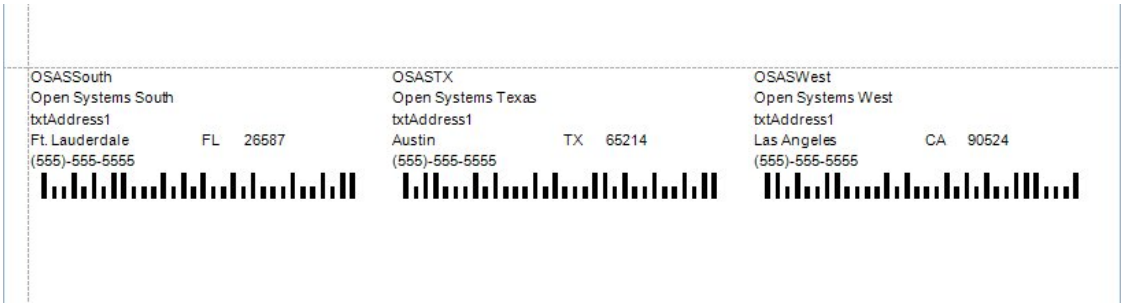
3. Select a command button:

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.

Ship-To Address Labels



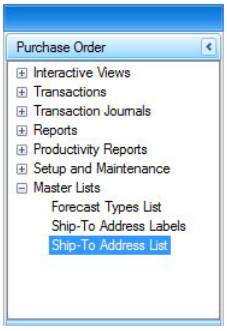
Ship-to Address List

Use the **Ship-To Address List** function to produce a list of the Ship-To IDs you defined in the Ship-To Address function (page 3-95).

To print a **Ship-To Address List**, follow these steps:

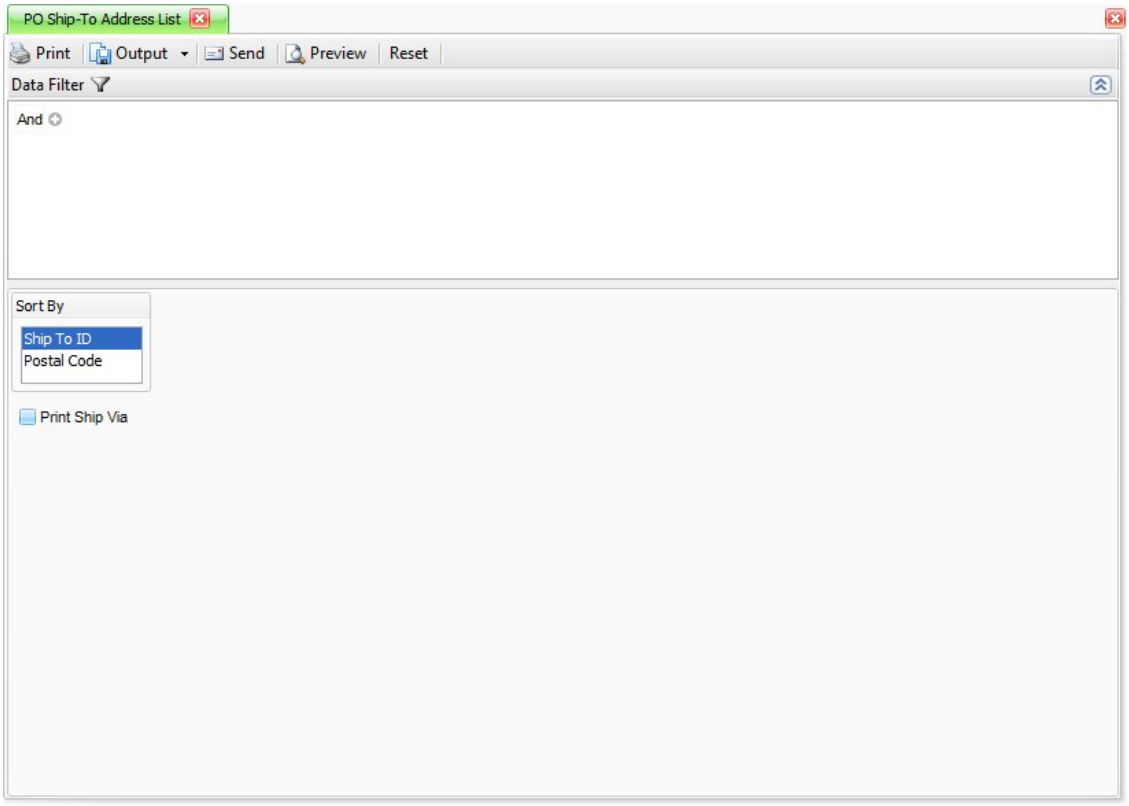
1. Select **Ship-To Address List** from the **Master Lists** menu.

Ship-To Address List Menu



2. The **Ship-To Address List** screen appears.

Ship-To Address 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 **Sort By** criterion for the list: **Ship To ID** or by **Postal Code**.
5. Select the check box to **Print Ship Via** information; otherwise clear the check box.

6. 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.

Ship-To Address List

Continental Products Unlimited
Ship To Address List
Sorted By Ship To ID

Page 1

Report Filter — Print Ship Via: No

Ship To ID / Address / Phone / Attn	Ship To Name / Fax	Region	Tax Group ID / E-mail / Internet	Dist Code
OSASSouth 1234 Ocean Way Ft. Lauderdale, FL USA, 26587 011 / (555)-555-5555 / (555)-555-5555 Linda Harris	Open Systems South	FL	MN	D001
OSASTX 2587 Longhord Dr Austin, TX USA, 65214 011 / (555)-555-5555 / (555)-555-5555 Linda Schill	Open Systems Texas	TX	MN	D001
OSASWest 9874 Canyon Rd Las Angeles, CA USA, 90524 011 / (555)-555-5555 / (555)-555-5555 Lisa Soul	Open Systems West	CA	MN	D001

8/11/2010 12:39 PM — *** End of Report *** — OPEN_SYSTEMS\kenthe

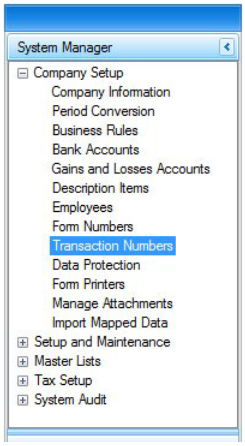
EDIT PURCHASE ORDER NUMBER

Use the **Transaction Number** function, in **System Manager, Company Setup**, to set the next purchase order number if the option is set to have the system generate Purchase Order numbers.

To set up the **Transaction Number**, follow these steps:

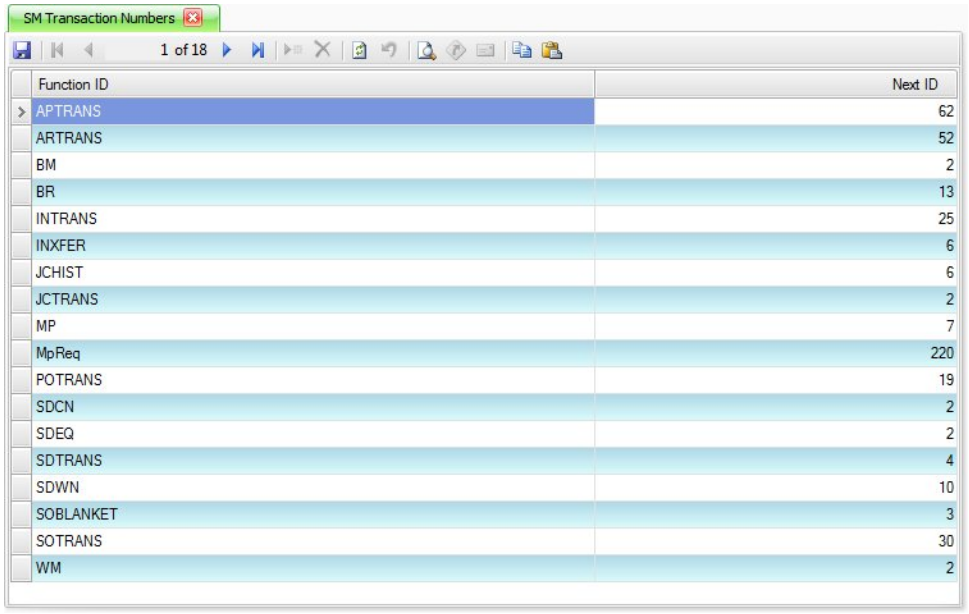
1. Select **Transaction Numbers** from the **System Manager, Company Setup** menu.

Transaction Numbers



2. The **Transaction Numbers** screen appears.

Transaction Numbers Screen



Function ID	Next ID
APTRANS	62
ARTRANS	52
BM	2
BR	13
INTRANS	25
INXFER	6
JCHIST	6
JCTRANS	2
MP	7
MpReq	220
POTRANS	19
SDCN	2
SDEQ	2
SDTRANS	4
SDWN	10
SOBLANKET	3
SOTRANS	30
WM	2

3. Enter a new **POTRANS**, or accept the default.

LANDED COST

Landed Cost is the end cost of a shipped item. This includes shipping cost, entry cost, duties, and taxes. The TRAVERSE **Landed Cost** function allows you to distribute indirect cost of shipping to the cost of Inventory Items.

Landed Cost Setup

To use Landed Cost, you must first set the **Purchase Order** Business Rules (page 3-5) for the Company.

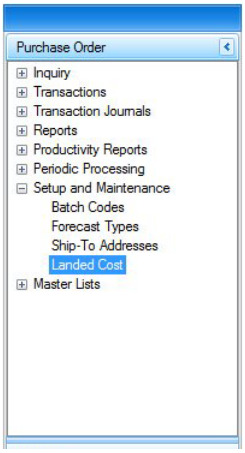
1. From the **System Manager** menu, select **Company Setup**. Select **Business Rules**.
2. From the **Application Menu**, choose **Purchase Order**. In the **Use Accrual During Posting** option, choose **Yes**.
3. Choose **Yes** for the **Enable Landed Cost Calculations** option. If you would like to allow users to edit landed cost values during transaction entry, choose **Yes** for the **Allow editing of Landed Costs** option.

Landed Cost Maintenance

To set up **Landed Cost**, follow these steps:

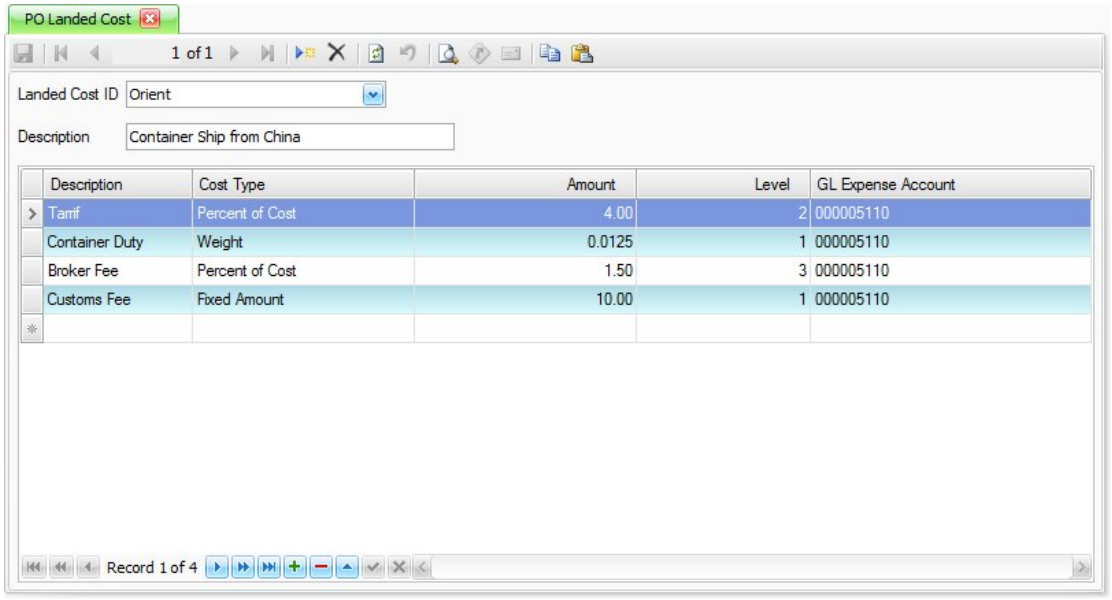
1. Select **Landed Cost** from the **Setup and Maintenance** menu.

Landed Cost Menu



2. The **Landed Cost** screen appears.

Landed Cost Screen



3. Use this function to define Landed Cost parameters.
4. Set a name for this set of parameters in **Landed Cost ID**. This will be the name by which you can identify the parameter set while using Purchase Order Transactions. Add additional identifying information in the **Description** box.
5. In detail area enter the **Description** for the landed cost line you wish to apply.
6. In the **Cost Type** field, choose whether you want to apply the Landed Cost by: **Percent of Cost, Fixed Amount, Weight**, or **Quantity**.
7. Depending on the **Cost Type** you chose, use the **Amount** field to enter the Amount, Percentage, or Weight per base unit.
    - When you select **Percent of Cost** the amount is a percentage of the Item cost.
    - When you select **Fixed Amount**, **Weight**, or **Quantity** the amount is a dollar amount per the cost type.
8. Choose a **Level** to specify a basis for calculation. You can use a Level as often as necessary as follows:
    - Level **One** items are calculated using the extended cost as a base.

- Level **Two** items are calculated using the extended cost plus the Level One calculation values.
- Level **Three** items are calculated using the extended cost plus the Level One plus the Level Two calculation values as the base, and so forth.

9. Select or enter the **GL Expense Account** to which you want your Landed Cost Type to post.

   The Landed Cost Expense gets offset by the invoice from the freight company, using this account as the Expense account in the freight invoice.

   Landed cost in PO is an estimate. Actual freight invoices may be different. You will need to reconcile your Landed Cost Expense Account, for amounts that are different between the estimated cost calculated in the transaction, and the actual amount from your freight invoice.

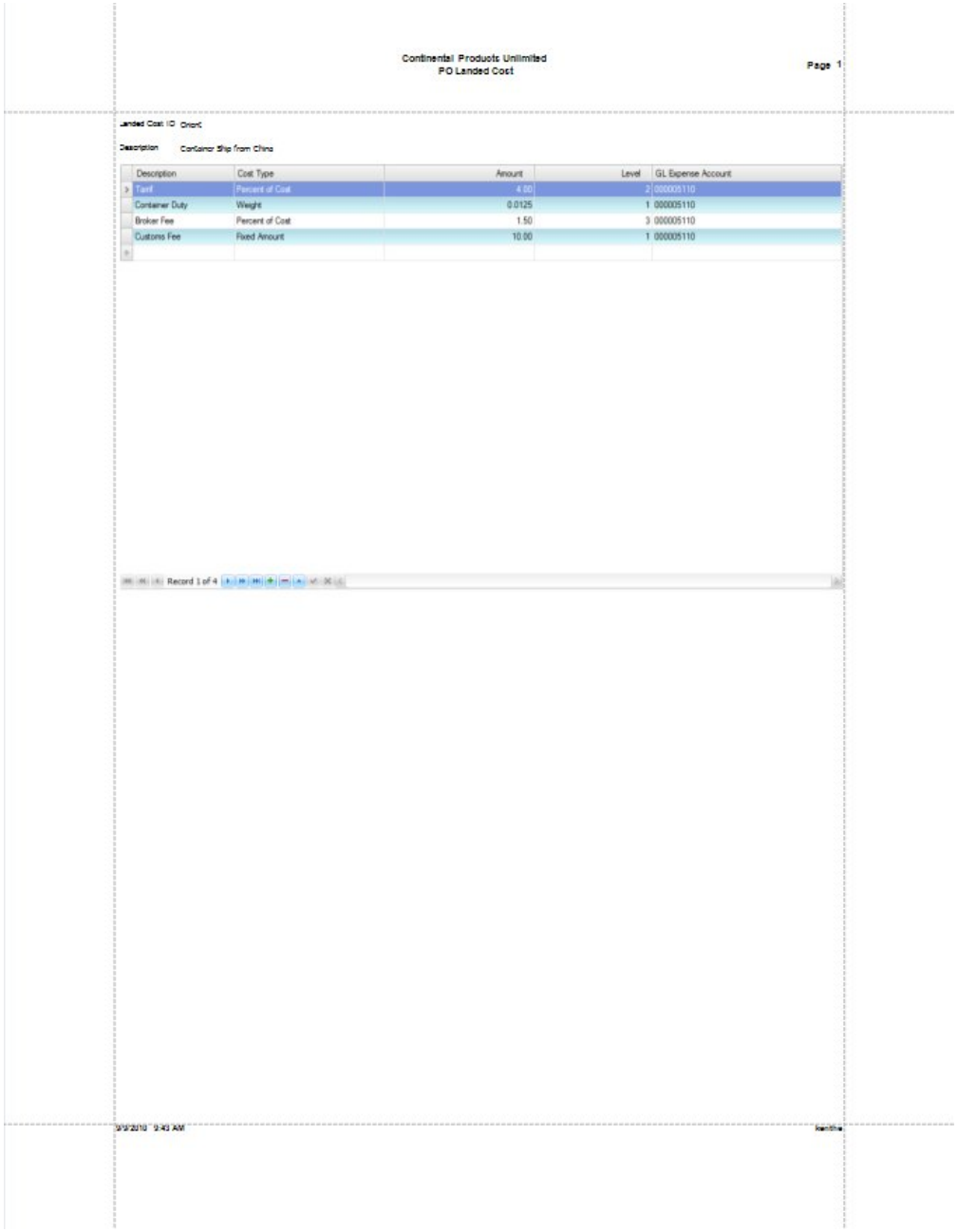
Producing a Landed Cost List

To produce a **Landed Cost List**, follow these steps:

1. Select the **Print Preview** button to preview the list of **Landed Cost IDs**.
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.

Landed Cost List



Continental Products Unlimited
PO Landed Cost

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Landed Cost ID Chart

Description Container Ship from China

Description	Cost Type	Amount	Level	GL Expense Account
Tariff	Percent of Cost	4.00	2	000005110
Container Duty	Weight	0.0125	1	000005110
Broker Fee	Percent of Cost	1.50	3	000005110
Customs Fee	Fixed Amount	10.00	1	000005110

Record 1 of 4

4

TRANSACTION PROCESSING

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4 TRANSACTION PROCESSING

REORDERING AND TRANSACTION PROCESSING

Preparing to Use the Reorder Processing Functions

Before you begin reorder processing, complete the following tasks:

- Use the Setup and Maintenance functions to set up your Forecast Types and IDs.
- Use the Master Lists and Interactive View functions to verify your IDs.
- Set up the Inventory application and assign Forecast Types to Inventory Item Locations.
- Set up the Order Quantities amounts for Inventory Item Locations.
- Enter and Post Transactions.

Processing Reorders

Use the **Reorder Processing** function (page 4-17), on the Transactions menu for the following tasks:

- Calculate Reorders to find out which Items to reorder and calculate reorder quantities.
- Print the Reorder Report to check the calculated reorder quantities before you Generate Purchase Requisitions.
- Generate Purchase Requisitions to produce Purchase Requisitions for calculated reorders.

Use the **Transactions** menu functions to edit Purchase Requisitions and generate, edit, and print Purchase Orders:

- Use the **Requisitions** function (page 4-17) to edit Purchase Requisitions and generate Purchase Orders.
- Use the **Transactions** function (page 4-41) to edit Purchase Orders and print online orders.
- Use the **Print Orders** function (page 4-113) to print Purchase Orders.

Changing Reorder Processing Information

To change information for generated requisitions, use the Requisitions (page 4-17) function.

HOW THE REORDER CALCULATIONS WORK

Use the **Reorder Processing** function to determine which Items to reorder and their reorder quantities. The reorder process reviews summary activity for sales, sales returns, material requisitions, and transfer transactions for the selected range of Items. An order quantity is suggested in the default unit of measure based on this summary activity review and the current quantities.

If the status of the Order Point, Safety Stock, and EOQ fields in Item Locations is not set to *Frozen*, their values are recalculated and saved with the status set to *Calculated*.

The Order Point is calculated by applying the weighting factor for the period that was assigned in the Forecast Type to summary sales activity to estimate usage for the next period. This forecasted usage and the lead time are then used to calculate the final order point value.

Safety Stock and the Forecast Order Qty are calculated from the Order Point.

Three methods are used to calculate the reorder quantity:

- **Min/Max** calculates reorder quantities for Items below minimum quantities. Reorder quantities are calculated up to the maximum quantity for an Item.
- **Forecast** uses the Forecast Type and summary sales activity to calculate a suggested usage for the next month and the suggested reorder quantity.
- **Economic Order Quantity (EOQ)** is calculated using the actual Annual Usage, Unit Cost, Carrying Cost (as a percentage), and Order Cost Amount.

From Inventory, Setup and Maintenance:		Example Values
Locations	Carry Cost Percent Location	30%
Item, Location Tab, Loc Defaults Tab	Lead Time	7 days
Item, Location Tab, Loc Defaults Tab	Carry Cost Percent Item	50%
Item, Location Tab, Locations, Loc Defaults Tab	Ordering Cost Amount	$50.00
Item, Location Tab Locations, Loc Defaults Tab	Max Quantity	10000 units
Item, Location Tab Locations, Loc Defaults Tab	Order Point	32
Item, Location Tab, Locations, Loc Defaults Tab	Safety Stock	25 units
Item, Location Tab, Locations, Loc Defaults Tab	EOQ	200 units
Item, Location Tab, Locations, Loc Defaults Tab	Minimum Order Quantity	32 units
Item, Location Tab, Locations, Loc Defaults Tab	Qty On Hand	31 units @ $348.0582
Items, Location Tab, Quantity Info Tab	Qty On Order, Qty In Use, Qty Com	0
From Purchase Order, Setup and Maintenance:		**Example Values**
Forecast Type	Adjustment%	10%

From Summary Sales History		From the Forecast Type	
Period	**Quantity Sold**	**Weight Factor**	**Back Period**
11	11	50	1
10	10	30	2
9	9	20	3
8	8	0	4
7	7	0	5
6	6	0	6
5	5	0	7
4	4	0	8
3	3	0	9
2	2	0	10
1	1	0	11
Totals	**66**	**100**	

The Min/Max reordering method compares the values in the Quantity On Hand (QtyOnHand) and the Order Point fields to determine if the Item should be reordered. If the Quantity On Hand for an Item is less than the value displayed in the Order Point field, then a Min/Max reorder quantity is calculated. The values displayed in the Quantity on Order (QtyOnOrder), Quantity on Hand (QtyOnHand), and the Maximum Qty (MaxQty) fields are used in the following formula to calculate the Min/Max reorder quantity:

$$\text{MinMaxOrderQty} = \text{MaxQty} - \text{QtyOnHand} - \text{QtyOnOrder}$$

QtyOnHand<Order Point 31<32, so a reorder amount is calculated. MinMaxOrderQty = 10,000 - 31 - 0 = 9,969

First, the Order Point is calculated. One of four different methods is used for the calculation based on the status setting for the Order Point and the Safety Stock fields: *Manual*, *Calculated*, or *Frozen*.

When the Order Point field is set to *Frozen* it is not recalculated, the value stored in the field is used. When the setting is *Manual* or *Calculated*, the Order Point is recalculated. Several formulas are used to calculate the values needed to calculate the Order Point.

Quantity Status	Order Point Formula Used
Order Point = CALC **Safety Stock = CALC**	With a Forecast Type: 1.5 x Forecasted Amount Sold During Lead Time Without a Forecast Type: Set to Current Order Point
Order Point = CALC **Safety Stock = FROZEN**	With a Forecast Type: Forecasted Amount Sold During Lead Time + Safety Stock Without a Forecast Type: Set to Current Order Point + Safety Stock
Order Point = FROZEN **Safety Stock = CALC**	1.5 x Order Point
Order Point = FROZEN **Safety Stock = FROZEN**	Order Point + Safety Stock

The following formulas are used to calculate the values needed to calculate the Order Point.

Quantity Sold In the Period (QSP):

Is calculated for each period that was assigned a weight factor in the Forecast Type.

If the Transfers Out box is selected on the Calculate Reorders screen, the difference between Transfers In and Transfers Out transactions is included in this formula. If the Material Requisitions box is selected, quantities for Material Requisitions transactions are included.

$$QSP = Sold - SalesReturns + TransferredOut - TransferredIn + MaterialReq$$

In the example:

QSP for period 11= 11-0+0-0+0 = 11

QSP for Period 10 = 10-0+0-0+0 = 10

QSP for Period 9 = 9-0+0-0+0 = 9

Forecasted Amount Sold:

Is calculated in several steps using the information from the Forecast Type assigned to the Item Location and these formulas.

First, the **Forecasted Amount Sold** is calculated by multiplying the **Quantity Sold In Period (QSP)** for each period by its assigned **Weight Factor (WtFctr)** and adding the results for each period together.

$$\text{ForecastedAmountSold} = ((\text{QSP}_1 \times \text{WtFctr}) + (\text{QSP}_2 \times \text{WtFctr}) + (\text{QSP}_n$$

In the example:

QSP x WtFctr for Period 11 = 11 x 50% = 5.5

QSP x WtFctr for Period 10 = 10 x 30% = 3.0

QSP x WtFctr for Period 9 = 9 x 20% = 1.8

Forecast Usage = 5.5 + 3.0 + 1.8 = 10.3

Adjusted Forecast Usage (AdjFrcstUsage):

Is calculated next from the **Forecast Amount Sold** and the **Adjustment Factor (AdjFctr)** setup in the Forecast Type. The value calculated for the Adjusted Forecast Usage is printed on the Reorder Report as the Forecast Use.

$$\text{AdjFrcstUsage} = (\text{AdjFctr} \times \text{ForecastUsage}) + \text{ForecastUsage}$$

In the example:

Adjusted Forecast Usage = (10% x 10.3) + 10.3 = 11

Quantity Available (QtyAvailable):

Is then calculated from the **Quantity On Hand (OnHandQty)**, **Quantity Committed (ComQty)**, and **Quantity In Use (InUseQty)** for the Item Location. The Quantity Available is printed on the Reorder Report as the Available value.

$$\text{QtyAvailable} = \text{OnHandQty} - \text{ComQty} - \text{InUseQty}$$

In the example:

Quantity Available = 31 - 0 - 0 = 31

Adjusted Forecast Order Quantity (AdjFrcstOrdrQty):

Is calculated from the Adjusted Forecast Usage (AdjFrcstUsage) and the Quantity On Order (OnOrdrQty), Quantity On Hand (OnHandQty), Quantity In Use (InUseQty), and Quantity Committed (ComQty) for the Item Location.

If the value calculated for the Adjusted Forecast Order Quantity is less than zero, it is set to zero. This Adjusted Forecast Order Quantity is used to calculate the Forecast Reorder Quantity.

AdjFrcstOrdrQty = AdjFrcstUsage-OnOrderQty-OnHandQty+InUseQty+ComQty

In the example:

Adjusted Forecast Order Quantity = 11 - 0 - 31 + 0 + 0 = -20 = 0

Calculating the Amount Sold During Lead Time

With a Forecast Type Assigned

Amount Sold During Lead Time (AmntSDLT):

Next, the **Amount Sold During Lead Time (AmntSDLT)** is calculated. If a Forecast Type was assigned to the Item Location, these formulas are used. The divisor, 30.416667, is a constant value. Lead Time Days is taken from the Lead Time field on the Item Locations Loc Defaults Tab not from the Vendor Info Tab.

$$\text{AmntSDLT} = \left(\frac{\text{LeadTimeDays}}{30.416667}\right) \times \text{ForecastUsage}$$

In the example:

Amount Sold During Lead Time = (7/30.416667) x 10.3 = 2

Forecast Amount Sold During Lead Time (ForAmntSDLT):

The **Adjustment Factor (AdjFctr)** from the Forecast Type is used with the **Amount Sold During Lead Time** to calculate a **Forecast Amount Sold During Lead Time (ForAmntSDLT)** as shown below.

$$\text{ForAmntSDLT} = \text{AmntSDLT} + (\text{AmntSDLT} \times \text{AdjFctr})$$

In the example:

Forecast Amount Sold During Lead Time = 2 + (2 x 10%) = 2

No Forecast Type Assigned

Amount Sold During Lead Time (AmntSDLT):

The **No Forecast Type Amount Sold During Lead Time (NoForecastTypeAmntSDLT)** is set to the current Order Point value displayed on the Loc Defaults tab in Item Locations.

In the example:

NoForecastTypeAmountSoldDuringLeadTime = Order Point = 50

Calculating the Order Point Using the Amounts Calculated Above

Finally, the **Order Point** is calculated based on the status settings of the Order Point and the Safety Stock fields.

Quantity Status	Order Point Formula Used
Order Point = CALC **Safety Stock = CALC**	With a Forecast Type: 1.5 x Forecasted Amount Sold During Lead Time Without a Forecast Type: Set to Current Order Point
Order Point = CALC **Safety Stock = FROZEN**	With a Forecast Type: Forecasted Amount Sold During Lead Time + Safety Stock Without a Forecast Type: *Set to Current Order Point* + Safety Stock
Order Point = FROZEN **Safety Stock = CALC**	1.5 x Order Point
Order Point = FROZEN **Safety Stock = FROZEN**	Order Point + Safety Stock

In the example, since the Order Point and Safety Stock are both set to *Calculated* and a Forecast Type was assigned to the Item Location, the Order Point is calculated:

Order Point = 1.5 x 2 = 3

Safety Stock:

If the Safety Stock field status is set to *Frozen*, then Safety Stock is set to the value displayed in that field.

If the Safety Stock field status is set to *Manual* or *Calculated*, then the following calculations are used. Three is a constant value.

$$\text{SafetyStock} = \frac{\text{OrderPoint}}{3}$$

In the example:

Safety Stock = 3/3 = 1

The Forecast Type method uses the **Adjusted Forecast Usage (AdjForecastUsage)** from the Order Point calculations and adds the **Safety Stock** amount.

$$\text{ForecastReorderQuantity} = \text{AdjForecastedOrderQty} + \text{SafetyStock}$$

In the example:

Forecast Reorder Quantity = 0 + 1 = 1

Quantity Sold In the Year (QSY):

Quantity Sold In the Year (QSY) is calculated for the Item. If the Transfers Out box is selected on the Calculate Reorders screen, the difference between Transfers In and Transfers Out transactions is included in this formula.

If the Material Requisitions box is selected, quantities for Material Requisitions are included in the calculation.

If a Forecast Type is assigned to the Item, the Quantity Sold In the Year is multiplied by the **Adjustment Factor (AdjFctr)** in the Forecast Type.

If the Adjustment Factor is zero or there is no Forecast Type, no adjustment is made to the Quantity Sold In the Year

$$\text{QSY} = (\text{Sold} - \text{SalesReturns} + \text{TransferredOut} - \text{TransferredIn} + \text{MaterialReq})$$

In the example:

QSY = 66 - 0 + 0 - 0 + 0 = 66

The **Annual Usage** is then calculated. The value calculated for Annual Usage is printed on the Reorder Report as Annual Use.

$$\text{AnnualUsage} = \text{QSY} + (\text{QSY} \times \text{AdjFctr})$$

In the example:

Annual Usage = 66 + (66 x 10%) = 73

The **Order Cost** is the value in the Ordering Cost Amount field displayed on the Loc Defaults tab for the Item. If this value is zero, then the value displayed in the Ordering Cost Amount field on the Location screen is used in the formula.

In the example:

Order Cost = 50

Unit Value:

The **Unit Value** is calculated using the **Total Extended Cost** and the **Total Base Quantity** displayed on the Cost Detail Tab for the Item Location.

If the Item's On Hand Quantity is zero, then the value in the Last Cost field on the Item Locations screen is used as the Unit Cost. (The Last Cost information on the Vendor Info Tab is not used.).

$$\text{UnitValue} = \frac{\text{TotalExtendedCost}}{\text{TotalBaseQuantity}}$$

In the example:

Unit Value = 10,789.8042/31 = 348.0582

Carrying Cost Percentage:

The **Carrying Cost Percentage** is the sum of the values displayed in the **Carrying Cost Percent** field on the Locations screen **(CCLoctnPercentage)** and on the **Item Locations Loc Defaults Tab (CCItemLoctnPercentage)** for the Item:

$$\text{CarryingCostPercentage} = \text{CCLoctnPercentage} + \text{CCItemLoctnPercentage}$$

In the example:

Carrying Cost Percent Locations Screen = 30%

Carrying Cost Percent on the Item Locations Loc Defaults Tab = 50%

Carrying Cost Percentage = 30% + 50% = 80%

NOTE: Although the Carrying Cost Percentage is calculated as a sum, the system is flexible in providing you the opportunity to assign a single percentage per Location (warehouse) for simplicity. You can also assign a percentage per Item/Location. A more complex scenario will apply a combination where most Items use the percentage from the Location, however special Items that have a different Carrying Cost, may then have the additional cost associated with the Item/Location added to the Carrying Cost Percentage.

Economic Order Quantity (EOQ):

Finally, if the EOQ field on the Loc Defaults tab for the Item is not set to *Frozen*, the **Economic Order Quantity (EOQ)** is calculated using this formula:

$$\text{EconomicOrderQuantity(EOQ)} = \sqrt{\frac{2 \times \text{AnnualUsage} \times \text{OrderCost}}{\text{UnitValue} \times \text{CarryingCostPercentage}}}$$

In the example:

$$\text{EOQ} = \sqrt{\frac{2 \times 73 \times 50}{348.0582 \times \frac{80}{100}}} = 5.1061947 = 5$$

USING THE TRANSACTIONS MENU

The Transactions Functions

Use the Transactions functions to complete the following tasks:

- Use the **Transactions** (page 4-41) function to enter or edit New Orders, Goods Received, Invoices Received, New Returns, Return Authorizations, and Debit Memos for Vendors.
- Use the **Reorder Processing** (page 4-17) function to calculate quantities to reorder and Generate Purchase Requisitions for the calculated reorder quantities.
- Use the **Requisitions** (page 4-25) function to Generate Purchase Orders from the Purchase Requisition records created manually or through reorder processing in Purchase Order and the Production, Project Costing, Sales Order, and Service Director Transactions function.
- Use the **Copy Recurring Entries** (page 4-101) function to create purchase transactions with a New Order status for the Recurring Entries you defined in the Recurring Entries function.
- Use the **Change Batches** (page 4-107) function to replace a Batch Code with a different Batch Code and to move the transactions from one batch to another. This function is available only if you selected Yes to Use Batch Processing in the Business Rules function (page 3-5).

Verifying Transaction Statuses

Use the Transactions Journals and Reports functions to verify transactions:

- To verify your unposted invoiced or debited transactions, print the **Purchases Journal** (page 4-121) and the **Miscellaneous Debits Journal** (page 4-125).
- To verify expected shipments of ordered goods, print the **Scheduled Delivery Report** (page 7-9).
- To verify New Orders, print the **Open Order Report** (page 7-13).
- To verify Goods Received, print the **Receipts and Invoices Report** (page 4-129).
- To verify Invoices received, print the **Receipts and Invoices Report** (page 4-129) and the **Purchases Journal** (page 4-121).
- To verify New Returns, print the **Open Order Report** (page 7-5).

- To verify Debit Memos, print the **Miscellaneous Debits Journal** (page 4-125) and the **Receipts and Invoices Report** (page 4-129).

REORDER PROCESSING

Use the **Reorder Processing** function to determine which Items to reorder and in which quantities based on the Order Quantities information entered in the Inventory Items function on the Location tab and to produce Purchase Requisitions for the calculated reorders.

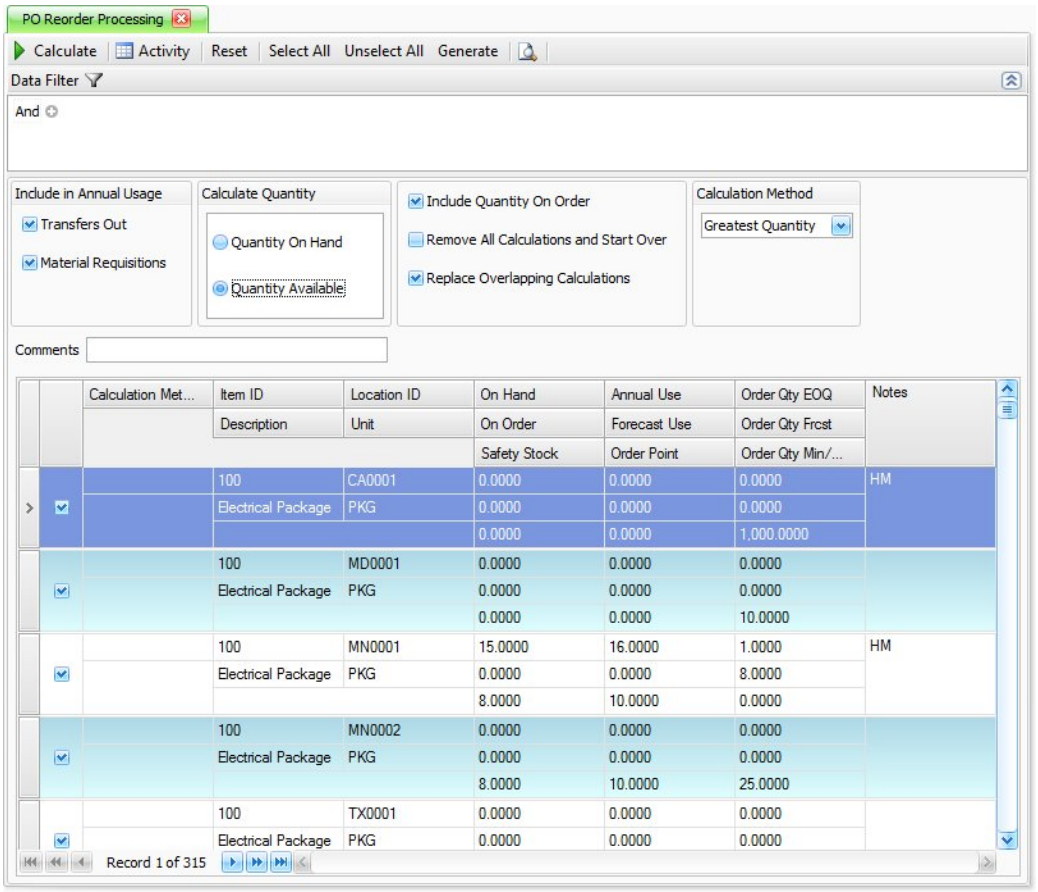
To calculate Reorder quantities, follow these steps:

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

Reorder Processing Menu

2. The **Reorder Processing** screen appears.

Reorder Processing Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Elect whether to **Include** difference between the **Transfers Out** and the **Transfers In** quantities and/or **Material Requisitions** in the quantity sold in the period and annual usage calculations.
5. Elect whether to **Calculate Quantity** by the **Quantity on Hand** or the **Quantity Available**.
6. Select the check box to **Include Quantity On Order** when determining the reorder quantity; otherwise, clear the box.

7. Select the check box to **Remove All Calculations and Start Over**; otherwise, clear the box.

   This check box will only be activated if you have calculated reorders once, and have not generated requisitions. If you select the check box, it will delete all reorder calculations and start the calculation process over.

8. Select the check box to **Replace Overlapping Calculations**; otherwise, clear the box.

   This check box will only be activated if you have calculated reorders once and have not generated requisitions. If you select the check box, it will recalculate reorders and only include those that now have a different calculation from the original calculation.

9. Select the Calculation Method from the **Calculation Method** field.

   - **EOQ**: Items that are at or below their EOQ (Economical Order Quantity).
   - **Forecast**: Items with Forecast Types that are at or below their forecasted quantities.
   - **Min/Max**: Items whose quantities are at or below their Minimum amount.
   - **Least Quantity**: The least quantity of Items. The system chooses which method to use.
   - **Greatest Quantity**: The largest quantity of Items. The system chooses which method to use.

   The Calculation Method selected will default into the Calculation Method field in the Item Detail grid. This Calculation Method may be overridden manually to determine by Item which method to use to Generate Requisitions.

10. Enter a Comment, if applicable, in the **Comments** field.

NOTE: The Comments appear in the Activity Log after you Calculate the requisitions.

11. Select **Calculate** to execute the process.

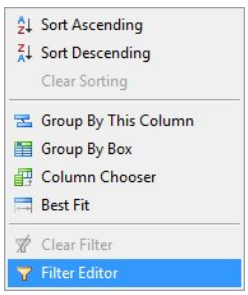
Name	Description
Calculate	Calculate reorder quantities based on the calculation method selected.
Activity	Display the Activity Log to view reorder processing activity.
Reset	Set all fields to their default values.
Select All	Select all reorder records.
Unselect All	Unselect all reorder records.
Generate	Generate requisitions. The data grid is repopulated after generation is complete and selected reorder records are removed.
Preview	Displays the reorder calculation results.

12. If you would like to sort the results in a different order, drag and drop the column headings.

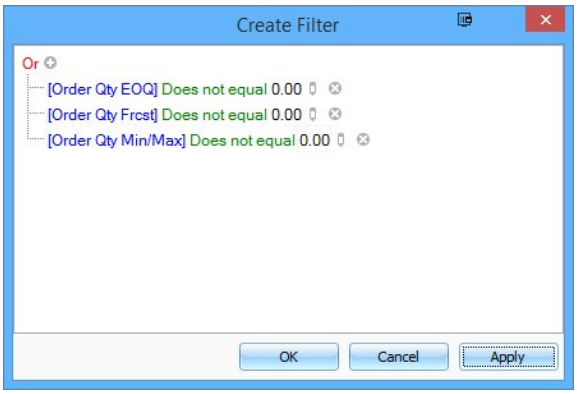
13. If you would like to filter the results, place your cursor over the top right corner of the heading and click on the Filter icon.

    You can use the filtering functions to limit the list of Reorder Items using the filtering functions. Below is a simple filter to use to show only the Items that have a quantity to reorder in any of the three Calculation Methods.

    - Right click on the Order Qty EOQ heading and select **Filter Editor**.



- When the Create Filter screen is displayed, change the And in the upper left corner to Or.
- For the blue filtering column select Order Qty EOQ.
- Change the green Equals to Does not equal and enter 0 into the field displayed.
- Click on the plus to add Order Qty Frcst and change the Equals to Does not equal and enter 0 for the value.
- Click on the plus to add Order Qty Min/Max and change the Equals to Does not equal and enter 0 for the value.



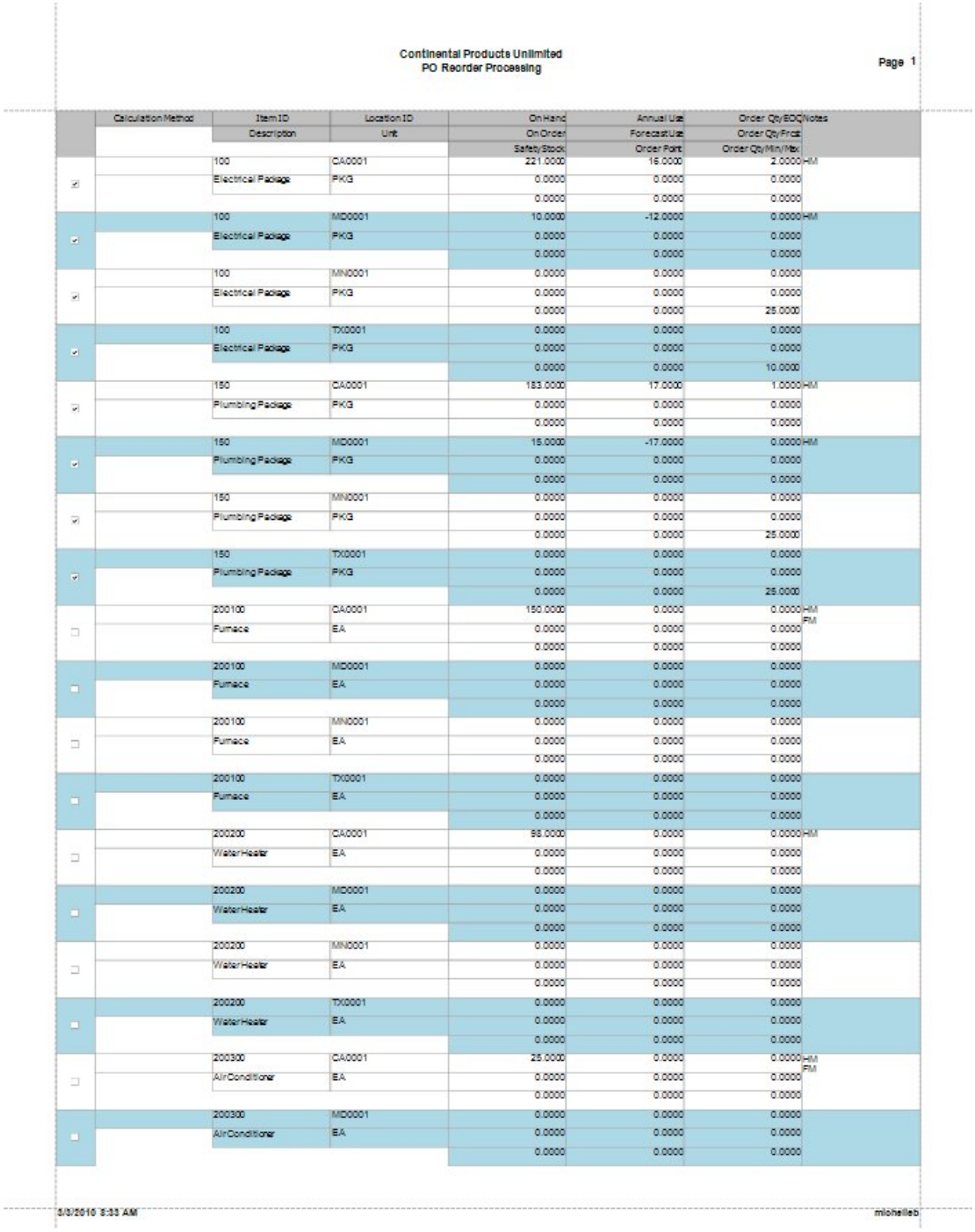
- Click the **Apply** button and then **OK** to take you back to the Reorder Processing screen.
- You will now see a smaller list of items with suggested reorder quantities.

To produce a report of the reorder quantities calculated before you generate purchase requisitions, select the **Preview** icon on the toolbar.

- The adjusted forecast usage is printed on the report in the Forecast Use column.
- The forecasted annual usage is printed on this report as Annual Use.
- In the Notes field: HM = History missing, FM = Forecast missing

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

Reorder Processing



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PO Reorder Processing

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	Calculation Method	Item ID / Description	Location ID / Unit	On Hand / On Order / Safety Stock	Annual Use / Forecast Use / Order Point	Order Qty/EOQ / Order Qty/Fcst / Order Qty/Min/Max	Notes
☑		100	CA0001	221.0000	16.0000	2.0000	HM
		Electrical Package	PKG	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☑		100	MD0001	10.0000	-12.0000	0.0000	HM
		Electrical Package	PKG	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☑		100	MN0001	0.0000	0.0000	0.0000	
		Electrical Package	PKG	0.0000	0.0000	0.0000	
				0.0000	0.0000	25.0000	
☑		100	TX0001	0.0000	0.0000	0.0000	
		Electrical Package	PKG	0.0000	0.0000	0.0000	
				0.0000	0.0000	10.0000	
☑		150	CA0001	183.0000	17.0000	1.0000	HM
		Plumbing Package	PKG	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☑		150	MD0001	15.0000	-17.0000	0.0000	HM
		Plumbing Package	PKG	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☑		150	MN0001	0.0000	0.0000	0.0000	
		Plumbing Package	PKG	0.0000	0.0000	0.0000	
				0.0000	0.0000	25.0000	
☑		150	TX0001	0.0000	0.0000	0.0000	
		Plumbing Package	PKG	0.0000	0.0000	0.0000	
				0.0000	0.0000	25.0000	
☐		200100	CA0001	150.0000	0.0000	0.0000	HM FM
		Furnace	EA	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☐		200100	MD0001	0.0000	0.0000	0.0000	
		Furnace	EA	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☐		200100	MN0001	0.0000	0.0000	0.0000	
		Furnace	EA	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☐		200100	TX0001	0.0000	0.0000	0.0000	
		Furnace	EA	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☐		200200	CA0001	98.0000	0.0000	0.0000	HM
		WaterHeater	EA	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☐		200200	MD0001	0.0000	0.0000	0.0000	
		WaterHeater	EA	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☐		200200	MN0001	0.0000	0.0000	0.0000	
		WaterHeater	EA	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☐		200200	TX0001	0.0000	0.0000	0.0000	
		WaterHeater	EA	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☐		200300	CA0001	25.0000	0.0000	0.0000	HM FM
		AirConditioner	EA	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	
☐		200300	MD0001	0.0000	0.0000	0.0000	
		AirConditioner	EA	0.0000	0.0000	0.0000	
				0.0000	0.0000	0.0000	

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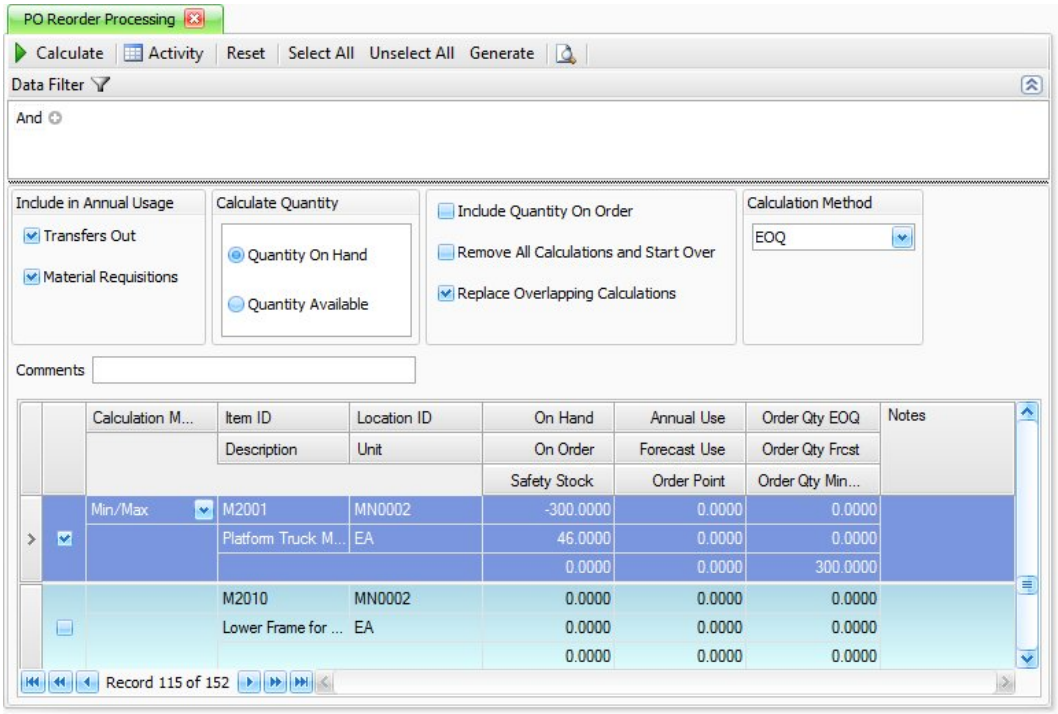
14. After reviewing the report, if you decide to use a different Calculation Method for an Item, select the Calculation Method for just that line Item ID. When Requisitions are Generated, that item will use that method instead of the one selected on the header section of the screen. **Note**: In the example below, Item M2001 will use Min/Max instead of EOQ.



- **EOQ Method (Economic Order Quantity) -** Select the **EOQ** method to Generate Purchase Requisitions using the amount calculated by the EOQ method.

  Requisitions created will be equal to the amount displayed in the Order Qty EOQ field on the Reorder report.

- **Forecast Method -** Select the **Forecast** method to Generate Purchase Requisitions using the quantities calculated by the Forecast Method.

  Requisitions created will be equal to the amount displayed in the **Order Qty Frcst** field on the Reorder report.

- **Min/Max Method -** Select **Min/Max** to Generate Purchase Requisitions using the quantities calculated by the Min/Max method.

  Requisitions created will be equal to the amount displayed in the **Order Qty Min/Max** field on the Reorder Report.

- **Least Quantity Method -** Select **Least Quantity** to Generate Purchase Requisitions for each Item on the Reorder Report using the smallest of the reorder quantities suggested by the three reorder calculation methods.
- **Greatest Quantity Method -** Select **Greatest Quantity** to Generate Purchase Requisitions for each item on the Reorder Report using the largest of the reorder quantities suggested by the three reorder calculation methods.

15. To select records to include when generating requisitions, you may use the command buttons at the top of the screen or check them one by one.
    - **Select All** will select all records.
    - **Unselect All** will clear all records.
16. Once all Item records are selected to process, select the **Generate** button to produce Purchase Requisitions for Inventory Items with calculated reorder quantities. Use the Requisitions function (page 4-17) to edit the Purchase Requisitions and Generate new Purchase Orders from the Requisitions.

REQUISITIONS

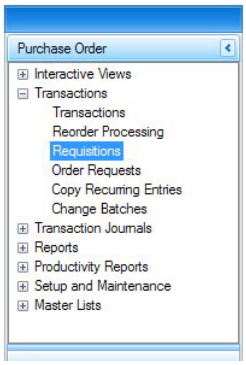
Use the **Requisitions** function to select which Purchase Requisitions to generate as Purchase Orders or Order Requests, to enter new Purchase Requisitions that can be generated as a Purchase Order or Order Request at a later time, and to determine the best Vendor to purchase Items from. The Determine Vendor function can help you find the most cost effective Vendor to use to restore an Inventory level or satisfy a particular demand.

Records stored in the Requisitions function are Purchase Requisitions, not Purchase Orders. Use the Requisitions function to turn them into new Purchase Orders or Order Requests. If you choose not to generate orders from the Purchase Requisition records, they are stored indefinitely unless you delete them.

To use **Requisitions**, follow these steps:

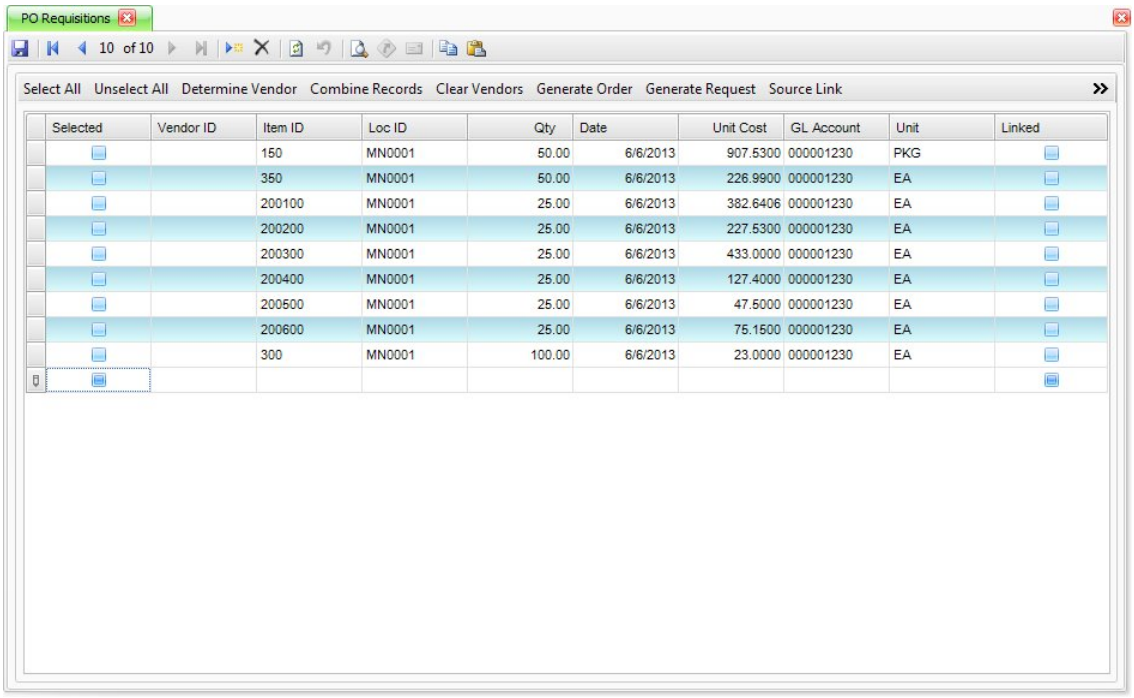
1. Select **Requisitions** from the **Transactions** menu.

Requisitions Menu



2. The **Requisitions** screen appears.

Requisitions Screen—Summary View



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3. Select the **Vendor ID**. To have the **Determine Vendor** function select the Vendor, leave this field blank.

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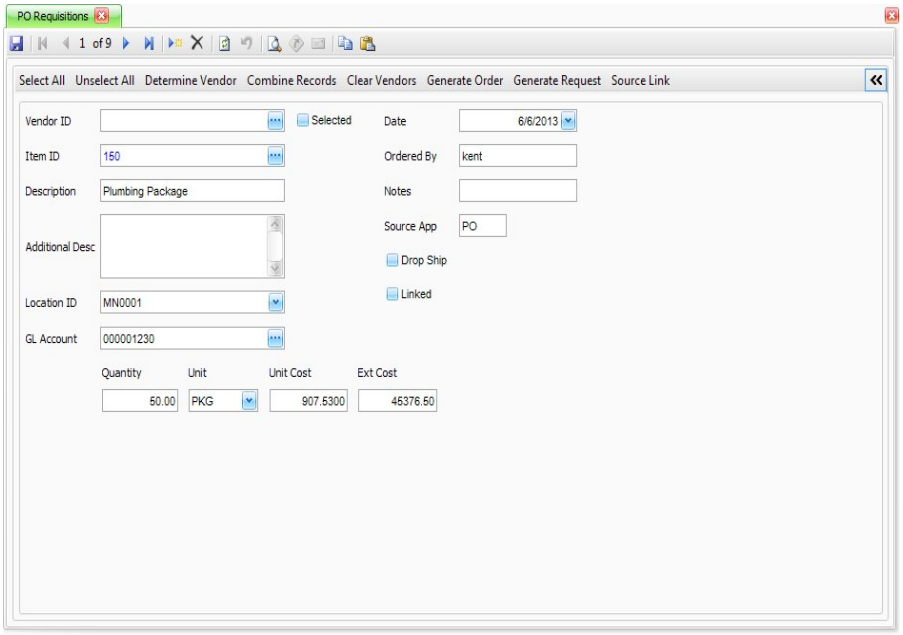
4. Enter the **Item ID** for which you are generating a Purchase Order. An Item ID is required only for Inventory or, if PO is not interfaced to Inventory, System Manager Items. For example; you can leave the Item ID field blank and enter Miscellaneous Charge in the Description field for a non-inventory item.
5. Select the **Location ID**.
6. Enter the **Quantity** of the Item you want to order.
7. Enter the **Unit of Measure** for the Item, or accept the default.
8. Select the **Selected** check box to use the **Determine Vendor**, **Generate Order**, or **Generate Request** functions for the requisition transaction; otherwise, clear the box.
9. Enter the **Date** the record is initiated, or accept the default. If the record is created by reorder processing or the Sales Order Transactions, Manufacturing Production Work Orders, Project Costing Transactions, or Service Director Work Orders function, the Date the Item information was entered is displayed.

10. If the Requisition is **Linked**, then this check box will be selected. The Source App is displayed, showing the application that generated the Requisition. If you want to link this requisition to a source transaction enter the source, **Project**, **Sales Order**, **Service Order**, **Material**, or **Subcontracted**. Then select **Source Link**.

    - The source type will default, and the **Transaction Numbers** associated with that type will be displayed. If you selected Project Costing you will see Customers instead of transaction numbers.
    - Select the **Transaction No** that contains this item. If the Item does not exist, the transaction will not be displayed. The Linked check box will then be selected. To break the link, select the transaction and press the **Break** button.

Requisitions Screen—Detail View



Maint

1. Select the **Vendor ID**. To have the **Determine Vendor** function select the Vendor, leave this field blank.

Maint

2. Enter the **Item ID** for which you are generating a Purchase Order transaction. An Item ID is required only for Inventory or System Manager items. For example; you can leave the Item ID field blank and enter Miscellaneous Charge in the Description field.
3. Enter the item **Description**, or accept the displayed Item description.
4. Select the **Location ID**.

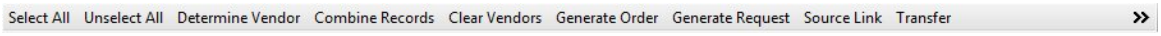
5. Enter the **GL Account** for the Requisition, or accept the default from the Item ID or Vendor record. If you enter a GL Account and determine the Vendor, the entered account is retained.
6. Select the **Selected** check box to use the **Determine Vendor**, **Generate Order**, or **Generate Request** functions for the Requisition transaction; otherwise, clear the box.
7. Enter the **Date** the record is initiated, or accept the default workstation date. If the record is created by Reorder Processing or the Sales Order Transactions, Manufacturing Production Work Orders Project Costing Transactions or Service Director Work Orders function, the Date the Purchase Requisition was entered is displayed.
8. Enter the name of the person who entered the Item information into the **Ordered By** field, or accept the default.
9. Enter any **Notes** associated with the Requisition. When the new Purchase Order or Order Request is generated, Notes are moved to the Note field on the Transactions/Order Request **Header** tab. If left blank, *Auto Generate* is entered to the Note field on the Transactions/Order Request **Header** tab.

   If the Requisition was generated from Sales Order, Project Costing, Manufacturing, or Service Director the order number of the transaction that generated the Requisition will be filled into the Notes field.

   Once the Requisition is generated into a Purchase Order or Order Request, the Notes field will be changed to Auto Generated and the source transaction number will be visible on the Source Link dialog box in the transaction.
10. The ID of the application that is the source of the record appears in the **Source App** field. Edit it, if necessary.
11. If the source application generated the requisition to be Drop Shipped**,** the **Drop Ship** check box will be selected.
12. If the Requisition is **Linked**, then this check box will be selected. The Source App is displayed, showing the application that generated the Requisition. If you want to link this requisition to a source transaction enter the source, **Project**, **Sales Order**, **Service Order**, **Material**, or **Subcontracted**. Then select **Source Link**.
    - The source type will default, and the **Transaction Numbers** associated with that type will be displayed. If you selected Project Costing you will see Customers instead of transaction numbers.
    - Select the **Transaction No** that contains this item. If the Item does not exist, the transaction will not be displayed. The Linked check box will then be selected. To break the link, select the transaction and press the **Break** button.
13. Enter the **Quantity** of the Item you want to order.

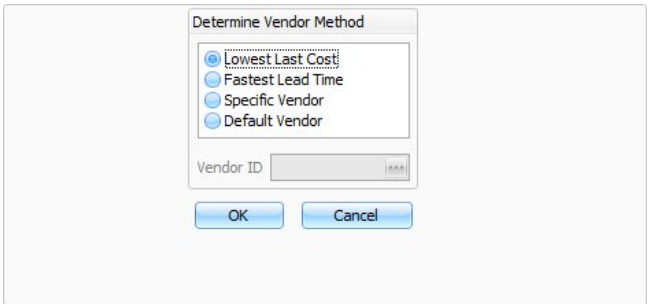
14. Enter the **Unit of Measure** for the Item, or accept the default.
15. Enter the **Unit Cost** of the Item, or accept the default.
16. Enter the **Extended Cost** of the Item, or accept the calculated value. If you enter a value, Unit Cost is recalculated.

Command Buttons



Name	Description
Select All	Select the record.
Unselect All	Unselect the record.
Determine Vendor	Display the Determine Vendor dialog box.
Combine Records	Selected purchase requisitions with the same item id, location id, vendor id, and general ledger account number are combined into a single purchase requisition. If unit costs are not the same, an average unit cost is calculated.
Clear Vendors	Remove vendors from all selected records.
Generate Order	Display the Generate Transactions dialog box.
Generate Request	Display the Generate Order Request dialog box.
Source Link	Display the Transaction Link dialog box.
Transfer	Generate a location transfer for the item selected.

Determine Vendor Dialog Box



17. The Determine Vendor dialog box appears when you select **Determine Vendor** on the Requisitions screen.

18. Select the method by which to determine the vendor.

    If the system is unable to select a Vendor for all records, a warning message is displayed. The information used to determine the Vendor is displayed on the Vendor Info tab in Item Locations in Inventory.

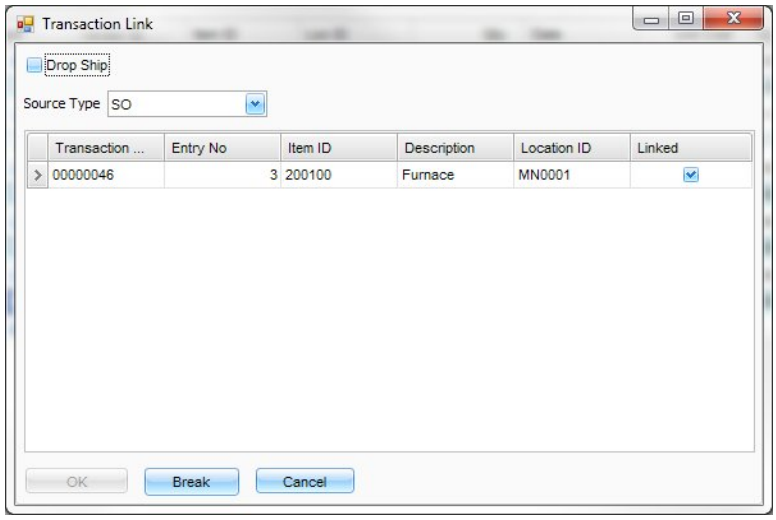
19. If you select **Specific Vendor**, select the Vendor ID. Select **OK**. Vendors are selected for all Purchase Requisitions with the Selected check box selected.

Command Buttons

Name	Description
OK	Determine the Vendor.
Cancel	Return to the Requisitions screen.

20. Close the screen to return to the Requisitions screen.

21. Click on **Source Link** to link the Requisition to a transaction in a different application.



22. Select the **Source Type** to see transactions in that application that contain the Item selected.

23. Select the source **Transaction** for which to link this requisition, and click **OK** to create the link to the source transaction.

24. Once the requisition has been linked a dialog box will appear indicating the link was successful. Click **OK** to return to the requisitions screen.

Command Buttons

Name	Description
OK	Link the requisition item to the selected source transaction.
Break	Break an existing link from the requisition to a source transaction.
Cancel	Return to the Requisitions screen.

25. The **Generate Transactions** dialog box appears when you select **Generate Order** on the Requisitions screen.

26. If you selected Yes to Use Batch Processing in the Business Rules function (page 3-5), enter a new or existing Batch Code for the generated transactions. Select **OK** or **Cancel**.

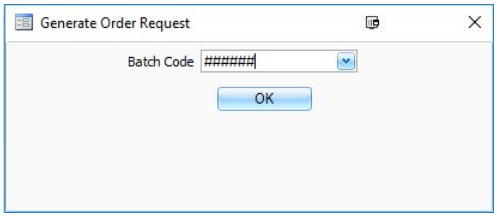
Generate Order Dialog Box

Command Buttons

Name	Description
OK	Generate new orders from the selected records into the selected batch code.
Cancel	Return to the Requisitions screen.

27. The **Generate Order Request** dialog box appears when you select **Generate Request** on the Requisitions screen.
28. If you selected Yes to Use Batch Processing in the Business Rules function (page 3-5), enter a new or existing Batch Code for the generated Order Request. Select **OK** or **Cancel**.

Generate Order Request Dialog Box

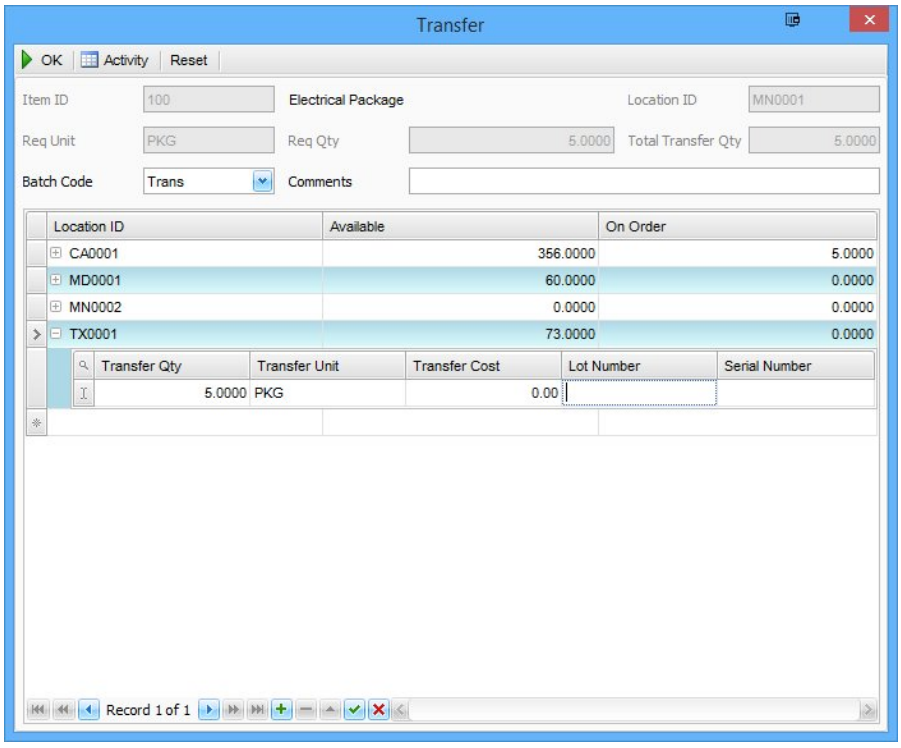


Command Buttons

Name	Description
OK	Generate new order requests from the selected records into the selected batch code.
Cancel	Return to the Requisitions screen.

29. The **Transfer** dialog box appears when you select an Item and click the **Transfer** button.

Transfer Dialog Box



30. The **Item ID**, **Req Unit**, **Req Qty**, **Location ID**, and **Total Transfer Qty** are displayed.

31. Select the Transfer **Batch Code** into which to put the transfer.

32. Enter **Comments** about the Transfer if desired.

33. The **Location ID**, **Available**, and **On Order** are displayed for each Location in which the Item is set up.

34. Expand the **Location ID** for which you want to transfer the item's quantity by clicking the Plus (+).

35. Enter the **Transfer Quantity**, **Transfer Unit**, **Transfer Cost** if desired, **Lot Number** if needed, and **Serial Number** if needed.

36. Click **OK** to process the transfer and generate a Location Transfer transaction. See the *Inventory Training Manual* for details on how to process Location Transfers.

37. The Transfer log will appear.

PO Requisition Location Transfer Log

Continental Products Unlimited PAGE 1

PO Requisition Location Transfer Log

Item ID	100	Electrical Package		Location ID	MN0001
Req Unit	PKG	Req Qty	5.0000	Total Transfer Qty	5.0000
Batch Code	Trans	Comments			

Location ID	Available	On Order
CA0001	356.0000	5.0000
MD0001	60.0000	0.0000
MN0002	0.0000	0.0000
TX0001	73.0000	0.0000

Transfer Qty	Transfer Unit	Transfer Cost	Lot Number	Serial Number
5.0000	PKG	0.00		

*** End of Report ***

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38. Close the Transfer Log and Transfers screen to return to the Requisitions screen.

NOTE: You may split the quantity of the Requisitions transferred into multiple Locations.

Task Summary

Determining a Vendor for Requisitions:

1. Select the **Item ID** for which to determine the Vendor.
2. Select the **Selected** check box.
3. Select **Determine Vendor.** The Determine Vendor dialog box appears.
4. Select the method by which to determine the Vendor. If you select **Specific Vendor**, select the ID of the Vendor.
5. Select **OK**.

To Generate Orders from Requisitions:

1. Select the Item ID for which to Generate an Order.
2. Select the **Selected** check box.
3. Select **Generate Orders.**
4. Select the **Batch** for the order, and click **OK**.

To Generate Order Requests from Requisitions:

1. Select the Item ID for which to generate a request.
2. Select the **Selected** check box.
3. Select **Generate Request.**
4. Select the **Batch** for the Order Request and click **OK**.

To delete a Requisition record:

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

WORKING WITH TRANSACTIONS

Use the **Transactions** function for the following tasks:

- Enter Transactions that consist of purchasing goods or services from a Vendor.
- Set up initial Vendor balances when using the detail method by entering outstanding invoices for purchases from your Vendors. Thereafter enter purchases and returns as you receive invoices for them.
- Enter new Purchase Orders and Purchase Returns.
- Edit new Purchase Orders and Purchase Returns.
- Enter the Receipt of goods.
- Enter and edit Landed Cost information.
- Apply Invoices.
- Enter Return Authorizations.
- Apply Debit Memos.

NOTE: If Purchase Order is interfaced with Inventory, entering transactions in Purchase Order updates item location quantities, history, and Lot and Serial information in Inventory.

Purchase Order Transaction Types

Each transaction and line item has an assigned Type and Status, which alerts you (and the system) where the transaction and line Item fall in the Purchase Order work cycle.

Transactions in Purchase order move through two or three types:

For Orders	For Returns
New Order	New Return
Goods Received	Return Authorization
Invoice Received	Debit Memo

Purchase Order transactions have an initial type: **New Order** or **New Return**.

If the Transaction Type is a **New Order**, it changes to **Goods Received** when goods are received. When the received goods are invoiced, the Transaction Type then changes to **Invoice Received**.

If your Transaction Type is **New Return**, it changes to **Return Authorization** when the goods are sent back to the Vendor. When the returned goods are debited, the Transaction Type changes to **Debit Memo**.

The Transaction Type is determined by the Transaction Type of the most complete line-Item entry. If no line item has been received or authorized and debited as a return, the Transaction Type is **New Order** or **New Return**. When any line Item is received or shipped to the Vendor, on a **New Order** or **New Return** transaction, the Transaction Type changes to **Goods Received** or **Return Authorization**. When a line item is invoiced or debited by a debit memo, the transaction type changes to **Invoice Received** or **Debit Memo**.

Purchase Order Transaction Statuses

Transaction line Items have an initial Status of **Open** when doing either a **New Order** or a **New Return**. They can be edited, and they can be deleted until the transaction is posted. The Status of a line Item remains **Open** until all of the line Item's quantity is invoiced or debited by a debit memo and you post the transaction. (Line item statuses change only when you post transactions.)

NOTE: If you are receiving less than the amount ordered and do not expect to receive the remainder. Switch the status to Complete and the remainder will be removed during the post.

When you post transactions and line Items are Received and Invoiced (or Return Authorized and Debited), the Status of line Items changes to **Completed**. Line items with **Completed** Status are not removed from transaction screen when you post, but will remain in the Purchase Order as **Completed** until all the line Items in the Purchase Order have been **Completed**. To view **Completed** line Items on an unfinished Purchase Order you can click on the **Completed** button at the bottom of the Purchase Order Transactions screen. Posted line items with the **Completed** status cannot be changed. When you post a transaction where all line Item Statuses are **Completed**, the transaction will be removed from the transaction tables.

Using the Purchase Order Transaction Function

Ordering Goods

You can order goods by entering the order in the Transactions function and use the Print Orders dialog box or the Print Orders function (page 4-113) to print the order.

You can also use the Requisitions function to enter reorders in the Transactions function, and use the Print Orders dialog box or the Print Orders function (page 4-113) to print the order.

You can use the Order Requests to enter requested purchases and have a specified person Approve the Order Requests to make them into Purchase Orders.

Entering Received Goods

You can enter all the goods at once in the Receive/Invoice All dialog box, or enter goods in stages as they are received in the Receipts and Invoices dialog box, the Receipts and Invoices Lotted Items dialog box, and the Serial Number Entry dialog box.

Applying Invoices

You can apply an Invoice to the order (after you enter the Receipt for the goods) when you enter the order; or enter the order first, Receive the goods as they arrive, and assign the Invoice later. You can apply the cost to the Invoice at once in the Receive/Invoice All dialog box or in stages in the Receipts and Invoices dialog box, the Receipts and Invoices Lotted Items dialog box, and the Serial Number Entry dialog box as Invoices are received for the order.

Returning Goods

You can Return Goods by entering the return in the Transactions function, use the Return/Debit All dialog box to process the return, and use the Print Orders dialog box or the Print Orders function (page 4-113) to print the Debit Memo.

Entering returned goods

You can enter all Returned Goods at once in the Return/Debit All dialog box, or enter Returned Goods in stages as they are shipped back to a Vendor in the Return Auth/Debit Memo dialog box, the Return Auth/Debit Memo, Lotted Items dialog box, and the Serial Number Entry dialog box.

Entering an Authorization for Returned Goods

You can enter an authorization for all returned goods at once in the Return/Debit All dialog box, or enter authorizations for Returned Goods in stages as they are shipped back to a Vendor in the Return Auth and Debit Memos dialog box, the Return Auth and Debit Memos, Lotted Items dialog box, and the Serial Number Entry dialog box.

Applying a Debit Memo

You can assign a Debit Memo to a Return when you enter the Return and Return Authorization, or enter the Return and Return Authorization first and apply the Debit Memo later.

Editing a transaction

To change transaction information, use the **Update** button. For example; use the **Update** button to add or delete line Items or correct order quantity mistakes you discover after you have entered the Purchase Order.

Deleting a transaction

If you do not require an audit trail, use **Update** and the delete hot key to delete unposted transactions. Delete New Orders or New Returns if necessary.

If you require an audit trail or are working with a posted transaction, generate a reversing transaction, rather than delete the existing transaction.

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 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

Use the **Transactions** function to enter your purchase transactions. When you enter a Transaction you can enter either a New Order or a New Return. Each transaction requires three steps to complete the transaction: Enter a New Order/Return, enter a Receipt/Return Authorization, and enter an Invoice/Debit Memo.

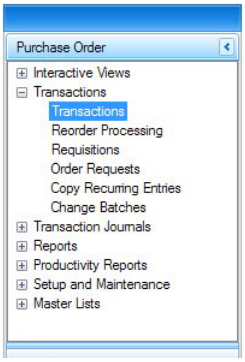
Purchase Order Transaction Types

Each transaction and line item has an assigned type, or Status, which tells you (and the system) where the transaction and line item fall in the Purchase Order work cycle.

To enter **Transactions**, follow these steps:

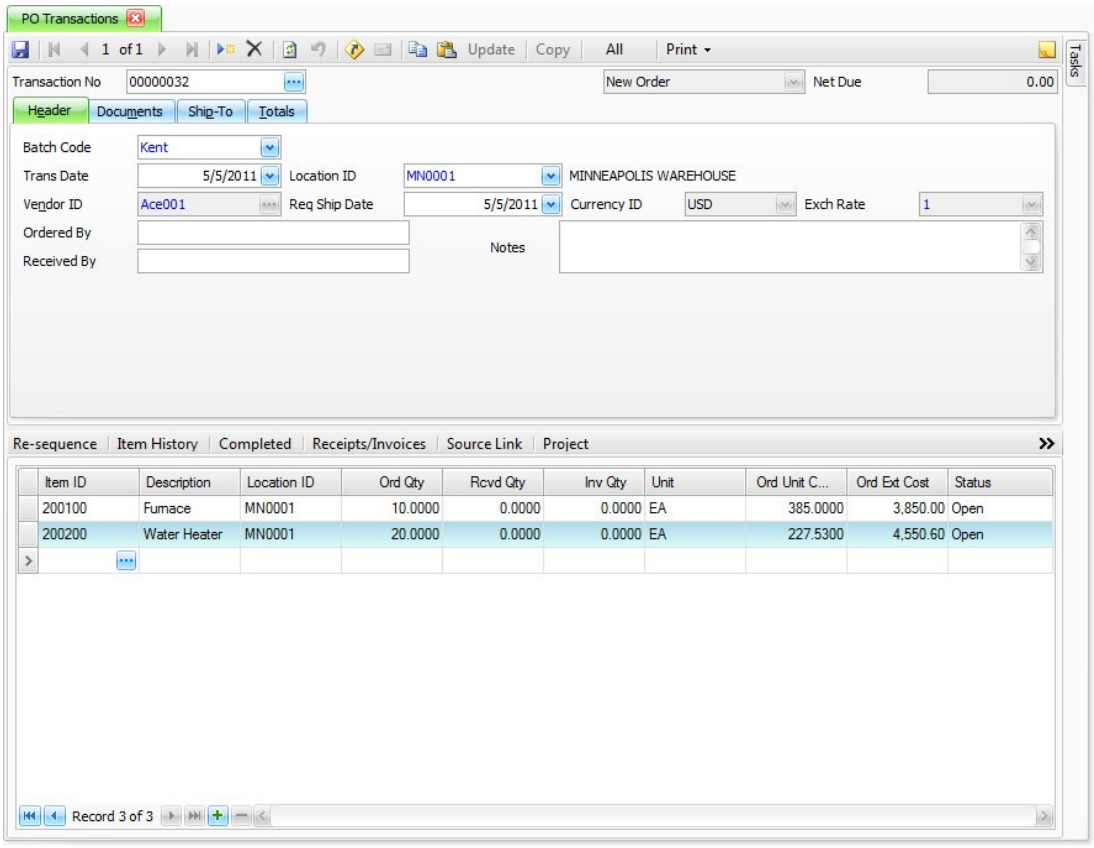
1. Select **Transactions** from the **Transactions** menu.

Transactions Menu



2. The **Transactions** screen appears.

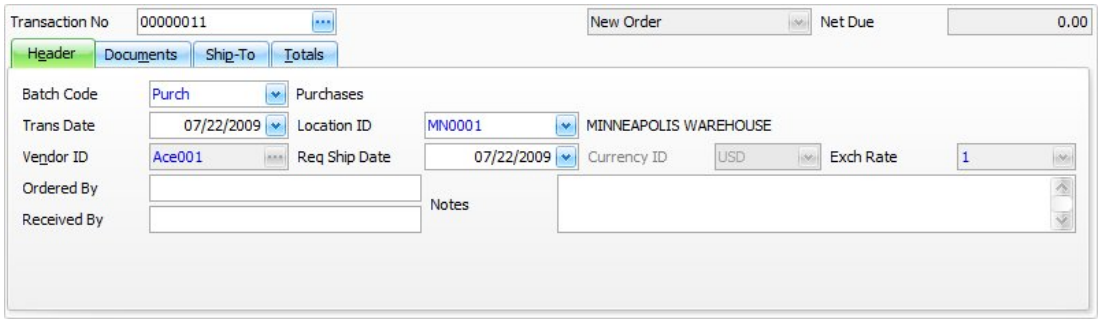
Transactions Screen



The Purchase Order Transactions screen is divided into two sections:

- The top section contains a set of tabs that relate to information about the order as a whole, including general information, associated documents, shipping information, order totals and so on.
- The bottom section of the screen, in summary mode, contains a list of the order's line Items. You can use the arrow, page up, and page down keys to move the highlight to any line Item with which you want to work.
- The bottom section of the screen, in detail mode, contains several tabs that relate to information associated with the line Item selected, such as line Item Details, GL Account information, Drop-Shipment, Source Transactions, and Landed Cost information.

Transactions Screen - Header Tab



3. Select a **Transaction No** to work with, or select the **New Record** icon on the toolbar, and enter a new Transaction Number. If you are entering a new transaction and you selected Yes to Use System-Generated Numbers in the **Business Rules** function (page 3-5), leave this field blank. The system creates a Transaction Number for you.
4. Select the **Transaction Type** for new transactions: **New Order** or **New Return**.
5. Select a **Batch Code** for the transaction. The description of the Batch Code appears for verification. This field is available only if you selected Yes to Use Batch Processing in the **Business Rules** function (page 3-5).
6. The current date appears in the **Trans Date** field. Edit it if necessary.

Maint

7. Select the **Location ID** for which you are purchasing or returning Items, leave the field blank, or accept the default value. To speed entry of Items that you send to different Locations, leave this field empty.

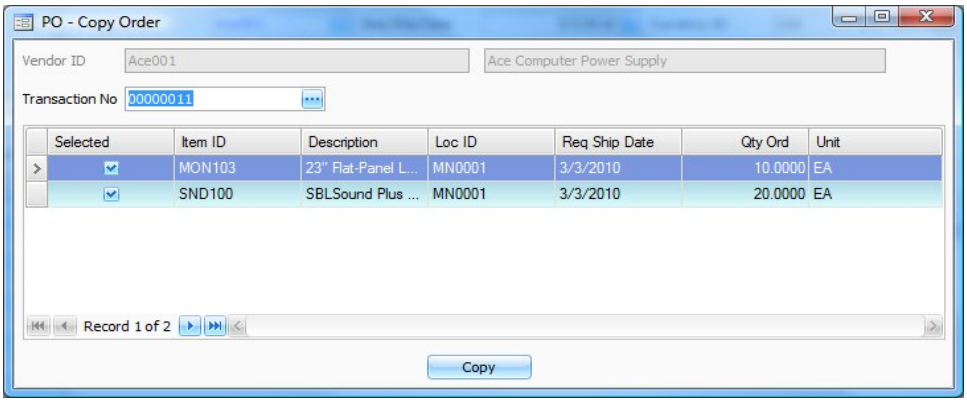
Maint

8. Select the **Vendor ID** for the transaction. The Vendor's Currency ID and Exchange Rate (if you use multi-currency) appears.

   To enter a Vendor you plan to deal with only temporarily, use the **F6 Maintenance** command to define the Vendor as a Temporary Vendor. Temporary vendors that have balances of zero may be removed when you perform periodic maintenance.

9. Enter the Requested Shipping Date in the **Req Ship Date** field.
10. If you are entering a new transaction, the **Copy** button will be visible. Click the **Copy** button to copy information from a previous Purchase Order transaction with the same Vendor.

Transactions Screen - Copy Orders



11. To copy an existing transaction, select the **Copy** button after selecting a **Vendor ID**.

    - Select the **Transaction No** from which you want to copy. The list box will contain a list of Purchase Orders that have been posted to order history for the displayed Vendor.
    - The **Item ID**s for the selected order are displayed in the item detail grid.
    - Select the **Selected** box to select the Item to copy to your new Purchase Order.
    - The **Item ID**, **Description** and **Loc ID** are displayed and can not be edited.
    - Your current workstation date will default into the **Req Ship Date** field. Accept the default or change to your Requested Ship Date.
    - The **Qty Ord**ered from the history transaction is displayed. Accept the default quantity or enter the quantity you want on your new Purchase Order.
    - The **Unit** of measure from the history transaction is displayed. Accept the default or change to the desired Unit of measure for the new Purchase Order.
    - After selecting the Item IDs you would like to copy, select the **Copy** button and those Items will drop into your new Purchase Order.

¥$£€

12. If you use multi-currency, the currency assigned to the Vendor appears in the **Currency ID** field and cannot be changed. If you want to enter a transaction for a Vendor in a different Currency, set up a second Vendor record. If you do not use multi-currency, this field is not available.

13. If you use multi-currency, select the **Base Currency** check box to view transaction amounts in your company's Base Currency (specified in the System Manager **Company Information** function). Clear this box to view amounts in the vendor's currency. This check box is active only if you use the TRAVERSE multi-currency feature and you enter a transaction for a Vendor that uses a currency other than the base currency.

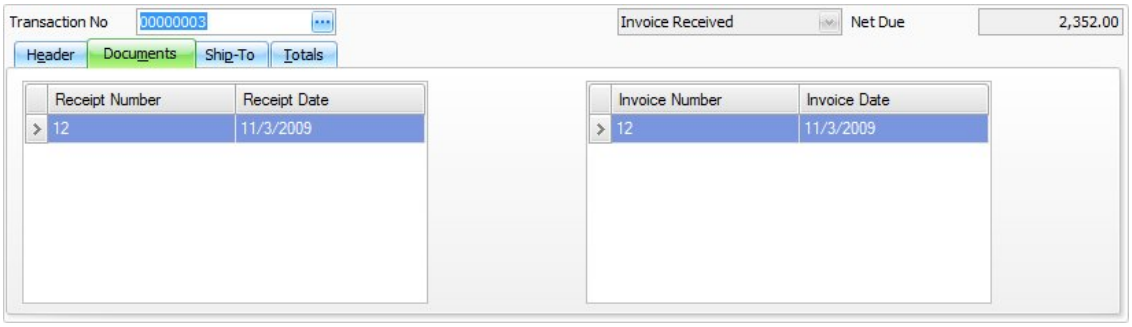
14. If you use multi-currency, the most current daily Exchange Rate appears in the **Exch Rate** field. You can enter a different Exchange Rate before the transaction is saved or before you change tabs. Once the transaction is saved, you cannot change the Exchange Rate. If you do not use multi-currency, this field is not available.

15. For a New Order or New Return, enter the name of the person who made the Purchase Order or Return in the **Ordered By/Returned By** field.

16. Enter the name of the person who received the order or shipped the return in the **Received By/Shipped By** field.

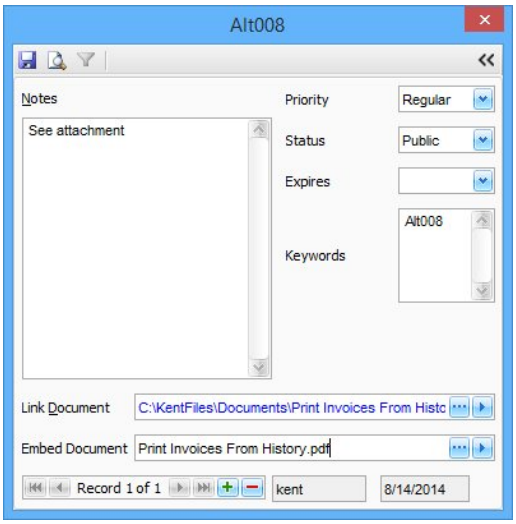
17. Click in the **Notes** field to enter or view notes specific to this transaction.

Transactions Screen - Documents Tab



Receipts and Invoices processed for this order are listed in the **Receipt Number** and **Invoice Number** columns, with the **Receipt Date** and **Invoice Date**.

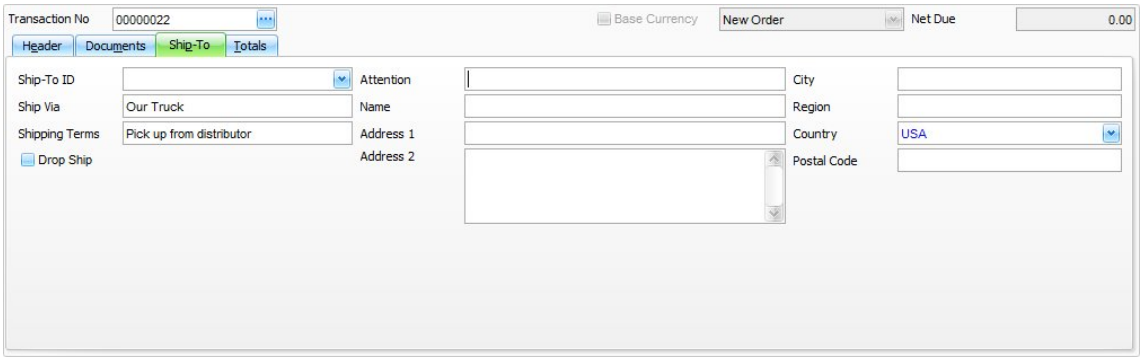
Attachments Screen



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

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 Transaction Number will default into the **Keywords** field. Add more key words if desired.
5. Enter the **Notes** for the Purchase Order.
6. Attach any **Documents** associated with this Purchase Order, by clicking on the **Browse** button , and selecting the file to attach.
7. You may use the **Embeded 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.

Transactions Screen - Ship-To Tab



1. Enter or select a **Ship-To ID**. Use the **Ship-To Addresses** function (page 3-95) to set up Ship-To IDs. If you select an existing Ship-To ID, address information for that Ship-To ID appears.

   If you enter a Ship-To ID with a different Distribution Code or Tax Group ID than the Vendor in the transaction, messages appear asking if you want to assign the Ship-To ID's Tax Location to the transaction and recalculate the Sales Tax.

   If you want a Ship-To address for a single Purchase Order, skip the Ship-To ID and manually enter the Address information. The Ship-To information will be stored in history for this Purchase Order only.

2. Enter or edit the method used to ship the Items in the **Ship Via** field; for example, enter the name of a shipping service.

3. Enter the **Shipping Terms**. Common entries are **Destination** (the vendor pays) and **Origin** (your business pays). Another common entry is the name of a city, meaning the Vendor pays to move the goods to the city and you pay to move goods beyond that point.

4. Check the **Drop Ship** box to mark this transaction for drop shipment. The shipment will be shipped directly to another Vendor or Customer without being received through your system as Inventory.

   Select the **Source Type** for the drop shipment in the **Source Link** function (page 4-57).

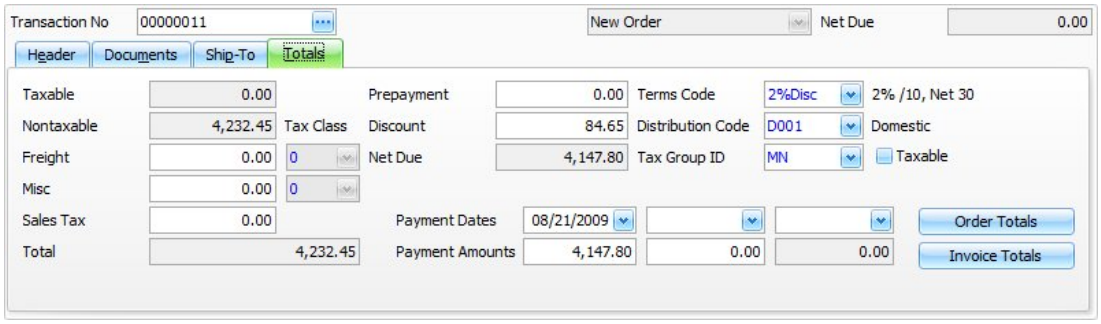
   The following information will be filled in when the Purchase Order was generated from a Sales Order, Project Costing Transaction, or a Service Director Work Order. When the Drop Ship check box is selected while generating the Purchase Order these fields will be filled in when information is provided on the Ship-To tab, or Site Info, of the source transaction; Ship Method/Via, Name, Address 1 and 2, City, Region, Country, and Postal Code.

5. Enter or edit the information in the **Attention** field.

6. Enter or edit the **Name**.
7. Enter or edit the **Address** in the **Address 1** and **Address 2** fields.
8. Enter or edit the **City** and **Region**.
9. Enter or edit the **Country Code**.
10. Enter or edit the **Postal Code**. Use the System Manager **Country Codes** function to set up the Input Mask for the Postal Code.
11. Click the **View Map** button in the toolbar to view a map of the Vendor's or Ship-To 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 does not appear.

NOTE: See the *System Manager Training Manual* for more information on defining the Default Mapping Program.

Transactions Screen - Totals Tab



The Taxable and Nontaxable Purchase or Return subtotals for the line Items appear.

NOTE: The amounts on this tab will not post to General Ledger when posting Invoices. You must enter your Freight, Misc, and any Prepayment information on the Invoice Totals screen, once an Invoice has been added to the Purchase Order.

1. The system displays the **Taxable** and **Nontaxable** amounts for the Purchase Order.
2. Enter the shipping charges in the **Freight** field.
3. Select the **Tax Class,** if any, for the shipping charges.
4. Enter any miscellaneous charges, such as handling charges, in the **Misc** field.
5. Select the **Tax Class**, if any, for the miscellaneous charges.

6. Enter the **Sales Tax** amount.
7. The Total amount of the transaction (Taxable + Nontaxable + Freight charges + Miscellaneous charges + Sales Tax) appears in the **Total** field.
8. If you prepaid a portion of the Purchase Order, enter the **Prepayment** amount.
9. The **Discount** amount for the Terms Code entered on the **Totals** tab appears. Change this amount if necessary.
10. The Total minus the Prepayment and Discount amounts appears in the **Net Due** field.

Maint

11. Edit the **Terms Code**, **Distribution Code**, and **Tax Group ID**, if needed. If you use multi-currency, you can change the Distribution Code only if the Payables Account associated with the new Distribution Code is in either the base or the Vendor's currency. If any open invoices or transactions exist for the Vendor, the new Distribution Code must also use that same currency.
12. Select the **Taxable** check box if the Purchase Order is taxable; otherwise, clear it.
13. The first **Payment Date** is calculated from the number of due days in the Terms Code you entered on the **Totals** tab. Edit this date, if necessary. This field does not appear for Debit Memos.

    If used, the Second and Third Payment Dates are calculated from the number of due days in the Terms Code. Change these dates if necessary. These fields do not appear for Debit Memos.

14. To split payments, enter an amount for the first payment into the first **Payment Amounts** field. It must be less than the Net Due listed. The remaining payment appears in the second **Payment Amounts** field. These fields do not appear for Debit Memos.

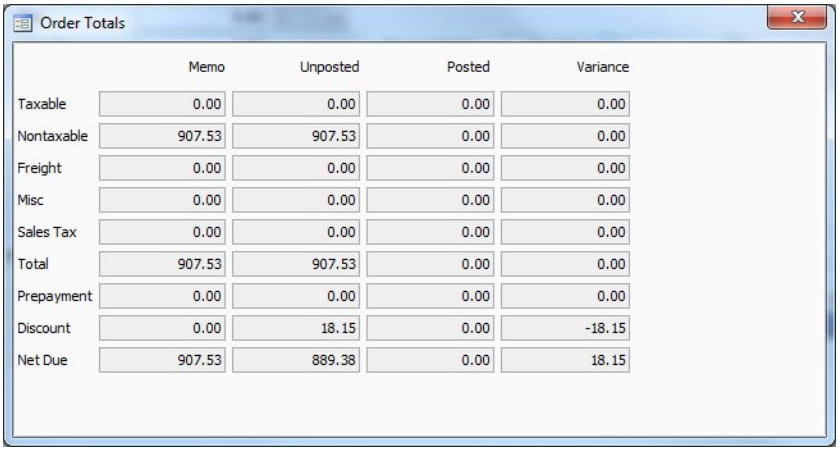
    To split the payments further, enter an amount for the second payment in the second field; the remaining payment appears in the third **Payment Amounts** field. These fields do not appear for Debit Memos.

    To split an invoice into more than three payments, post the Purchase Orders and then use the Accounts Payable **Hold/Release Invoices** function.

Order Totals

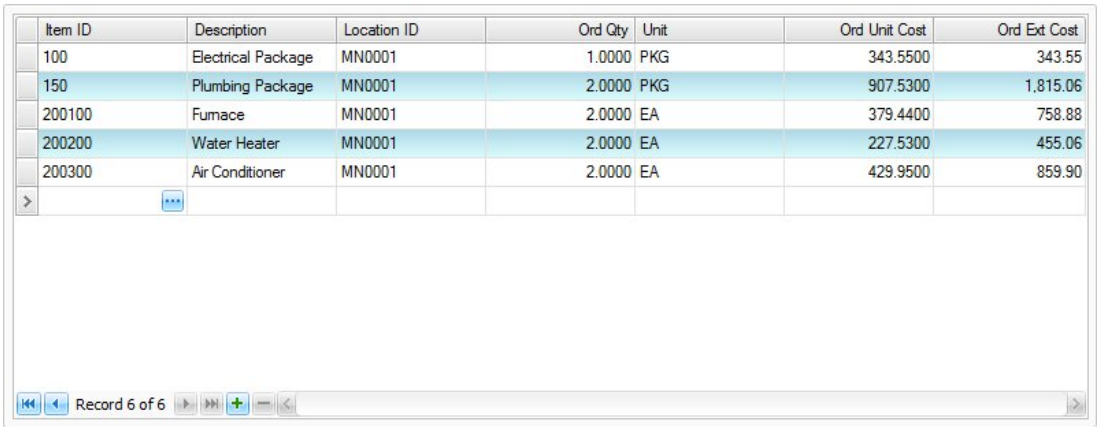
Use this button to open a view-only table dialog box, that displays:

Order Totals Screen



- **Memo** - the same totals seen on the Totals tab.
- **Unposted** - the current Invoice amounts based on Invoice amounts added on the Receipts/Invoices form for Unposted Invoices.
- **Posted** - the posted Invoice amounts based on Invoice amounts added on the Receipts/Invoices form.
- **Variance** - the Memo column, minus the Unposted and Posted columns.

Transactions Screen - Line Items Summary



Item ID	Description	Location ID	Ord Qty	Unit	Ord Unit Cost	Ord Ext Cost
100	Electrical Package	MN0001	1.0000	PKG	343.5500	343.55
150	Plumbing Package	MN0001	2.0000	PKG	907.5300	1,815.06
200100	Furnace	MN0001	2.0000	EA	379.4400	758.88
200200	Water Heater	MN0001	2.0000	EA	227.5300	455.06
200300	Air Conditioner	MN0001	2.0000	EA	429.9500	859.90

Record 6 of 6

Use the **Line Items** to record information about the Items you purchase.

Maint

1. Enter the **Item ID** for the Item you are purchasing or returning. An Item ID is required only for Inventory or System Manager Items. For example, you can leave the **Item ID** field blank and enter **Miscellaneous Charge** in the **Description** field to record miscellaneous charges in Purchase Orders.
2. Enter or edit the Item **Description**.
3. Enter an Additional Description for the Item in the **Additional Disc** field. This field is available only if you selected Yes to Use Additional Descriptions in the **Business Rules** function (page 3-5) and you have moved the field to the columns using the Column Chooser. See the How to use Grids section in the General Information guide, for more details on using the Column Chooser. If you selected Yes to Copy Additional Descriptions from SM/IN Items, those Additional Descriptions for the Item appear.

Maint

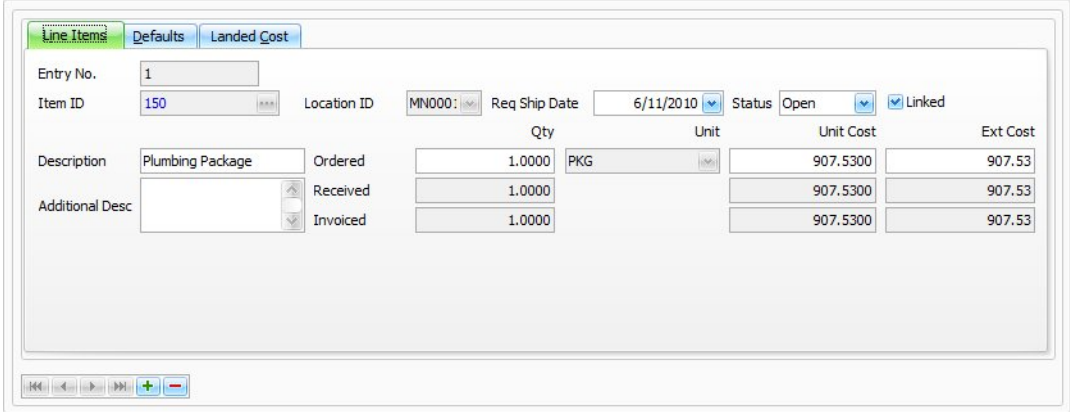
4. If you entered a Location ID on the **Header** tab, that ID appears in the **Location ID** field; otherwise, the first Location ID, alphabetically, set up for the Item appears. Accept the default value or select the ID of the Location for which you are purchasing the Items.
5. Enter the Item quantity in the **Ord/Rtn Qty** field.
6. The default Unit of measure appears in the **Unit** field. You can change it if an alternate Unit of measure is set up for the Inventory Item, and if the record has not yet been saved.
7. The Unit Cost of the ordered or returned item appears in the **Ord/Rtn Unit Cost** field. If you interface Purchase Order with Inventory, the Last Cost of the Inventory Item appears. Change it, if necessary.

8. The Extended Cost of the ordered or returned Item (Unit Cost multiplied by Quantity) appears in the **Ord/Rtn Ext Cost** field. If you change it, the Unit Cost is automatically adjusted (Extended Cost divided by Quantity).

   The Item Quantity, Unit Price, and Invoiced or Debited Extended Cost amounts appear in the remaining boxes. Use the Receipts and Invoices or Return Auth and Debit Memos dialog boxes to edit this information.

9. You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.

Transactions Screen - Detail Line Items Tab



Use the **Line Items** to record information about the Items you purchase.

Maint

1. Enter the **Item ID** for the Item you are Purchasing or Returning. An Item ID is required only for Inventory or System Manager Items. For example; you can leave the **Item ID** field blank and enter **Miscellaneous Charge** in the **Description** field to record miscellaneous charges in transactions.

2. Enter or edit the Item **Description**.

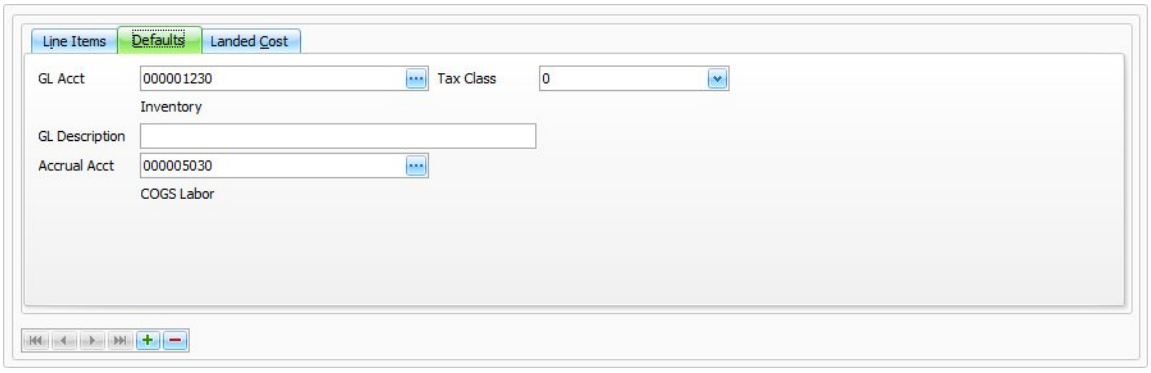
3. Enter an Additional Description for the Item in the **Additional Disc** field. This field is available only if you selected Yes to Use Additional Descriptions in the **Business Rules** function (page 3-5). If you selected Yes to Copy Additional Descriptions from SM/IN Items, those Additional Descriptions for the Item appear.

Maint

4. If you entered a Location ID on the **Header** tab, that ID appears in the **Location ID** field; otherwise, the first Location ID, alphabetically, set up for the Item appears. Accept the default value or select the ID of the Location for which you are purchasing the Items.

5. Enter the Requested Shipping Date in the **Req Ship Date** field. This field is available only if you selected Yes to Use Requested Ship Dates on Line Items in the **Business Rules** function (page 3-5).
6. The Item's status appears in the **Status** field. The system changes this value as you post transactions:
    - A status of **Open** indicates that the Item's quantities were not all Invoiced or Debited before you last posted the transaction.
    - A status of **Completed** indicates that the Item's quantities were all Invoiced or Debited before you last posted the transaction. Completed Items are displayed only if you click on the **Completed** button at the bottom of the screen.
7. Enter the Item quantity in the **Ordered/Returned Qty** field.
8. The default Unit of measure appears in the **Unit** field. You can change it if an alternate Unit of measure is set up for the Inventory Item and if the record has not yet been saved.
9. The Unit Cost of the ordered or returned item appears in the **Ordered/Returned Unit Cost** field. If you interface Purchase Order with Inventory, the Last Cost of the Inventory Item appears. Change it, if necessary.
10. The Extended Cost of the ordered or returned item (Unit Cost multiplied by Quantity) appears in the **Ordered/Returned Ext Cost** field. If you change it, the Unit Cost is automatically adjusted (Extended Cost divided by Quantity).
11. The Item Quantity, Unit Cost, and Invoiced or Debited Extended Cost amounts appear in the remaining boxes. Use the Receipts and Invoices or Return Auth and Debit Memos dialog boxes to edit this information.

Transactions Screen - Items Detail Defaults Tab



1. The Account ID appears in the **GL Acct.** field. Accept the default value or enter a GL Account to which you want to post the line Item. The Account Description appears under the Account ID.

   If the Item is an Inventory Item this GL Account will be brought in from the Account Code assigned to the Item in the Location selected on the Line Items tab.

   If the Item is a System Manager Description Item, this GL Account will be brought in from the Inventory Account entered into the Description Item setup.

   If the Item is not an Inventory Item the GL Account will come in from the Account assigned to the Vendor. If no Account is entered into the Vendor setup the Account will come from the Default Inventory Account set up in the Business Rules.

2. Select the **Tax Class** for the line Item, or accept the default.

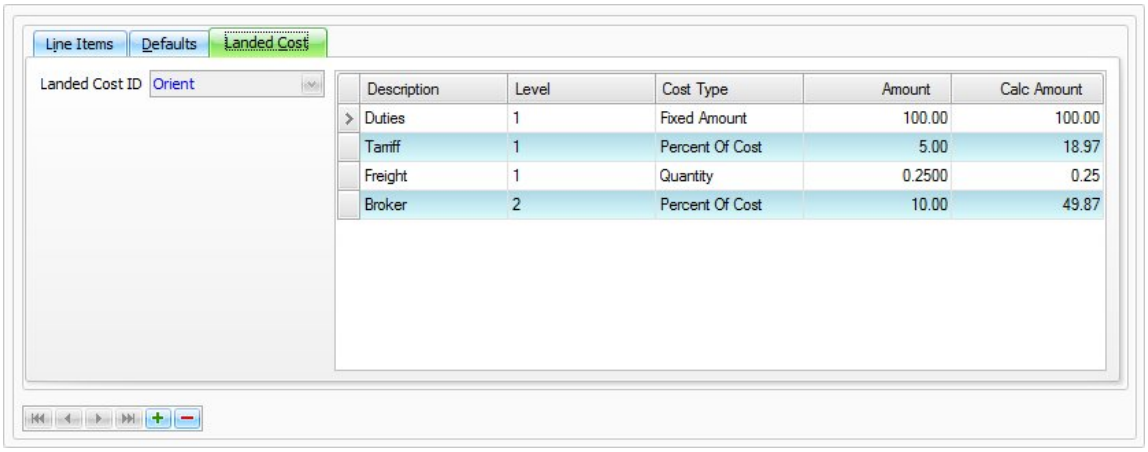
3. Enter an additional General Ledger Description in the **GL Description** field. The Description you enter appears in the **Description** column of the GL Journal when you post the invoice.

   If you selected Yes to Default Vendor Name in GL Description in the **Business Rules** function (page 3-5), the Vendor name appears in this field.

4. Select the **Accrual Acct** you want this Item's receipts to post to when receipts are posted.

   When you select an Inventory Item the Accrual Account set up in the Account Code will default into the field. If you do not select an Inventory Item the Accrual Account from the IN Accrual Account in Business Rules, will default into this field.

Transactions Screen - Item Detail Landed Cost Tab



Use the **Landed Cost** tab to distribute indirect costs to Inventory Items. To use Landed Cost, you must first set up Landed Cost IDs (page 3-109). The Landed Cost tab is only visible if you have selected Yes to the Enable Landed Cost Calculations Business Rule.

The Landed Cost ID will be populated automatically if you have the selected Vendor ID set up with a Landed Cost ID, for the Item ID and Location ID, on the Vendor tab in the Item setup in Inventory.

Maint

1. Select the **Landed Cost ID** from the drop-down menu. The Landed Cost ID information appears on the right side.
2. Make changes to the Landed Cost ID's **Description**, **Level**, **Cost Type**, and **Amount** as necessary. These changes will be applied to this specific transaction line Item only, and will not alter the saved Landed Cost ID.

   You are only allowed to edit this information if you have selected Yes to the Allow Editing of Landed Cost option in the Business Rules.

As receipts are entered, the **Calc Amount** will be updated with the Landed Costs for the line Item.

Item Command Buttons

Re-sequence

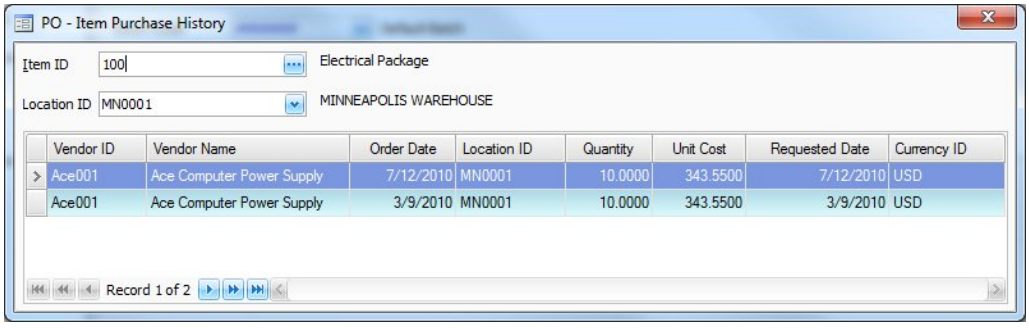
Click the **Re-sequence** button to save the sequence of the line Items as currently displayed on the screen.

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 Purchase Order will then print in that order, too.

If you deleted a line Item, non-sequential numbers may appear in the drop down list when receiving Items, even though line Items appear sequentially on the Item Detail tab.

Item History

The **Item Purchase History** dialog box is displayed when you click the **Item History** button.



A list of **Vendor IDs**, **Dates**, **Quantities**, and **Costs** is displayed for the selected Item. This is a list of the posted purchase invoices.

Receipts/Invoices

Click **Receipts/Invoices** to view one of the following:

- The Receipts and Invoices dialog box if the Items are not Serialized, Lotted, or Serialized and Lotted.
- The Receipts and Invoices Lotted Items dialog box if Items are Lotted.
- The Receipts and Invoices Serial Items dialog box if the Items are Serialized or Serialized and Lotted.

  This button is available only for **New Order**, **Goods Received**, or **Invoice Received** transactions. If no information appears when the dialog box opens, close the dialog box, click **Update** on the Transaction screen, select the line Item, then click the **Receipts/Invoices** button again.

Click **Auth/Debit Memo** to view one of the following:

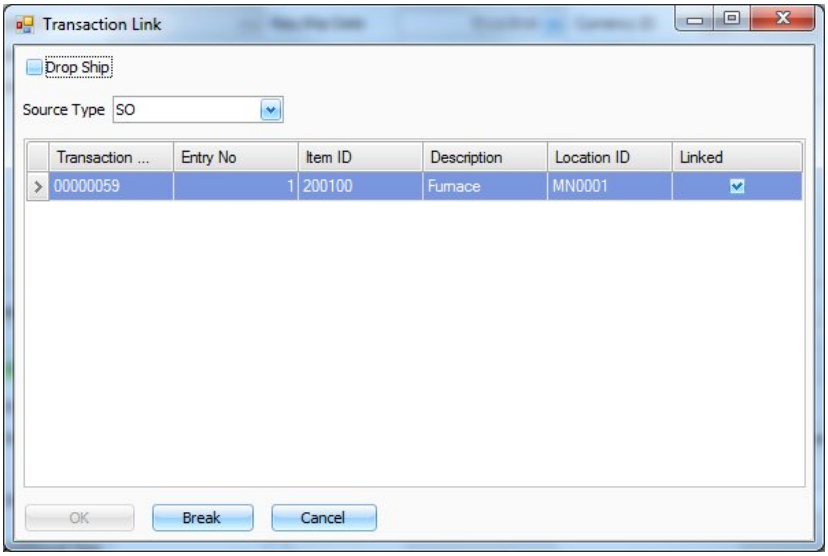
- The Return Auth and Debit Memos dialog box if the Items are not Serialized, Lotted, or Serialized and Lotted.
- The Return Auth and Debit Memos Lotted Items dialog box if the Items are Lotted.
- The Return Auth and Debit Memos Serial Items dialog box if the Items are Serialized or Serialized and Lotted.

  This button is available only for **New Return**, **Return Authorization**, or **Debit Memo** transactions. If no information appears when the dialog box opens, close the dialog box, click **Update** on the Transaction screen, select the line Item, then click the **Auth/Debit Memo** button again.

Source Link

The Source Link button will display the Source Link dialog box.

Transactions Screen - Source Link



Use the **Source Link** option to indicate that the Item on that line is being purchased for a specific use. The fields on this form will be filled in automatically if the order was generated from another transaction, such as an order from the Sales Order application, a Work Order from the Service Director application, or a requirement from the Manufacturing application. Refer to the guides for those applications for more information regarding the automated creation of a Purchase Order.

The process of Receiving Goods will have special functionality applied if a Source Transaction is indicated for a line Item. When Items are Received, the Source Transaction will automatically be updated with the Received Quantity. For instance, a line on a Sales Order will be marked as 'Picked' as soon as the product is Received in PO, and will be ready to be Verified and Invoiced.

If you have checked the Drop Shipment box in the Ship-To tab (page 4-47) the specific cost of this order will be passed to the Source Transaction, by passing the normal Inventory costing process.

- Choose one of the following options for the **Source Type** of the line Item you are entering, depending upon the reason for which you are purchasing or returning Items. This field is required if you enter a Project ID in the next step.

- Select **Project** to associate the line item with a Project for which you are purchasing the Item. Then select the project's **Customer ID** and **Project ID**. You may also select the **Phase Code** or **Task Code**.
- Select **Sales Order** to associate the line item with a Sales Order for which you are purchasing the Item. Then select the sales order's **Sales Order** number and **Line Number**.

  You will only be able to select a line number if the Sales Order selected has the Item ID you are currently working with, as an Item in the Sales Order.
- Select **Service Order** to associate the line Item with a Dispatch for which you are purchasing the Item. Then select the Service Director's **Work Order** number, **Dispatch No**, and **Entry** number.

  You will only be able to select a line number if the Dispatch selected has the Item ID you are currently working with, as an Item in the Dispatch.
- Select **Material** to associate the line Item with a material Production Order, in the Manufacturing Production application, for which you are purchasing the Item. Then select the Production Order's **Production Order** number, **Release**, and **Requirement**.

  You will only be able to select a line number if the Production Order selected has the Item ID you are currently working with, as an Item in the Production Order.
- Select **Subcontract** to associate the line Item with a Subcontracted Production Order, in the Manufacturing Production application, for which you are purchasing the Item. Then select the Production Order's **Production Order** number, **Release**, and **Requirement**.

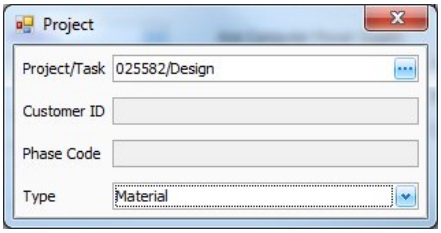
  You will only be able to select a line number, if the Production Order selected has the Item ID you are currently working with as an Item in the Production Order.

Project

Select **Project** to associate the line item with a Project for which you are purchasing the Item.

- When the **Project** button is selected the Project screen is displayed.

Project Screen

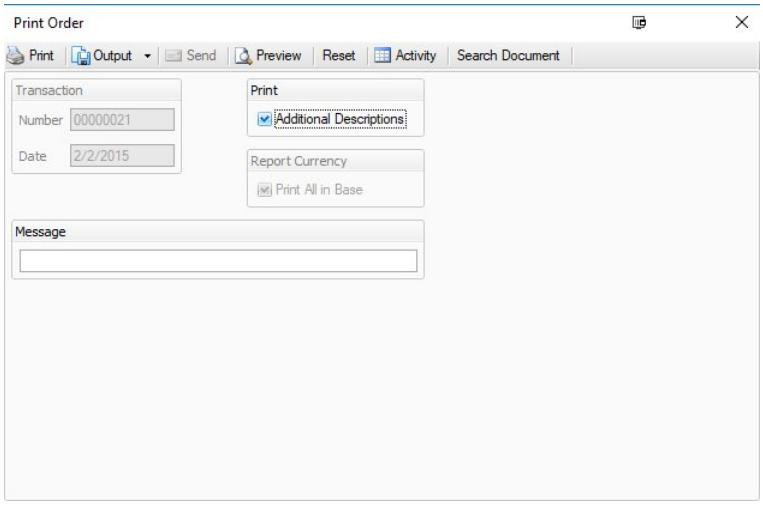


- Select the **Project/Task** for which you are entering the transaction.
- The **Customer** and **Phase Code** come in from the Project setup and cannot be edited.
- Select the **Type** of expense for this Item, **Material**, **Expense**, or **Other**.

Print Button

Use the Print button to print an online Purchase Order for the transaction currently active on your screen.

Print Online Purchase Order Screen



1. The **Print Order** screen appears when you select **Print** and **Order** on the Transactions screen.
2. The **Transaction Number** automatically appears.
3. The **Transaction Date** automatically appears.

4. If you use multi-currency, select the **Print All in Base** currency check box, to print the Purchase Order or Return in your company's base currency; otherwise, clear the box to print the Purchase Order or Return in the Vendor's currency. If you do not use multi-currency, this option is not available.
5. To **Print Additional Descriptions** on the Purchase Order or Return, select the check box; otherwise, clear it.
6. Enter a **Message** for the Purchase Order or Return.
7. Select a command button:

Command Buttons

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

Activity Log

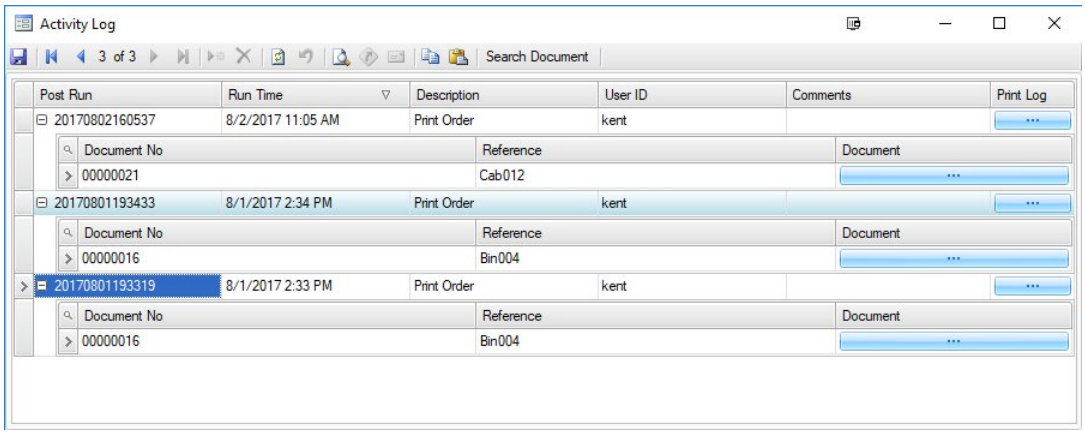
Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Purchase Order(s) printed for the selected printing.
- Click the **Document** button to preview the Purchase Order 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



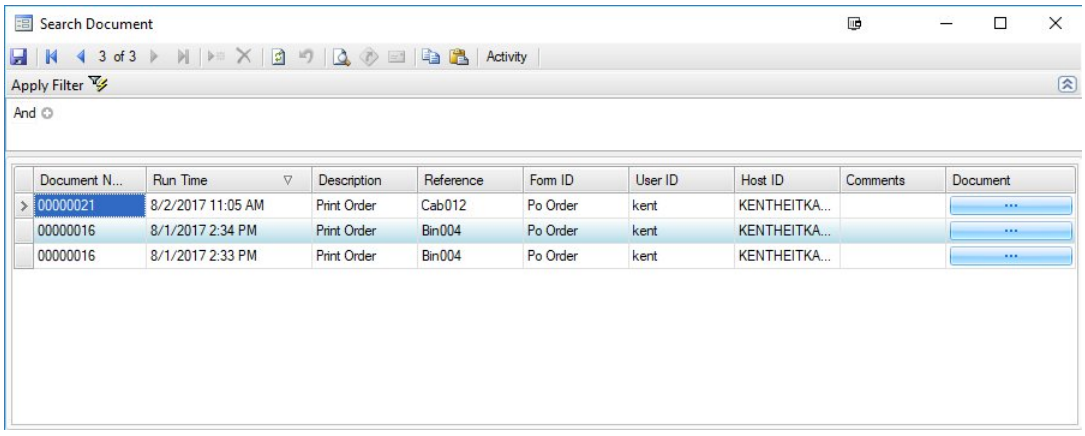
Search Document

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

Search Document Screen



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

Online Order

PURCHASE ORDER

TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700
(952)-403-2495

PO NUMBER	PO DATE
00000022	1/22/2015

LOCATION	PAGE
MN0001	1

VENDOR
Ace001
Ace ComputerPower Supply
Julie Simon
1437 Bellview Avenue
Richfield, MN 55423
Phone No (612)-866-1100
Fax No (612)-866-1111

SHIP TO

ORDERED BY	SHIP VIA	Shipping Terms	TERMS DESCRIPTION	BATCH CODE
webmaster			2% /10, Net 30	WEB

ENTRY	ITEM ID	UNIT	UNIT PRICE	ORD QTY	RCVD QTY	BACKORD	EXTENSION
1	BAT013	EA	64.0000	10.0000	10.0000	0.0000	640.00
	External Battery Charge/Discharger						
	REQ SHIP DATE 1/22/2015						
2	BAT015	EA	0.0000	10.0000	0.0000	10.0000	0.00
	Battery Pack -NiMH						
	REQ SHIP DATE 1/22/2015						
3	MEM035	EA	30.0000	10.0000	10.0000	0.0000	300.00
	PC2700 Desktop Memory Module						
	REQ SHIP DATE 1/22/2015						
4	MEM036	EA	20.0000	50.0000	50.0000	0.0000	1,000.00
	microSD Memory Card						
	REQ SHIP DATE 1/22/2015						
5	MEM038	EA	80.0000	100.0000	100.0000	0.0000	8,000.00
	USB Flash Drive						
	REQ SHIP DATE 1/22/2015						

TAXABLE	Freight	Misc	PREPAID	GRAND TOTAL
0.00	0.00	0.00	0.00	9,940.00

NONTAXABLE	SALES TAX	DISCOUNT
9,940.00	0.00	198.80

Received By

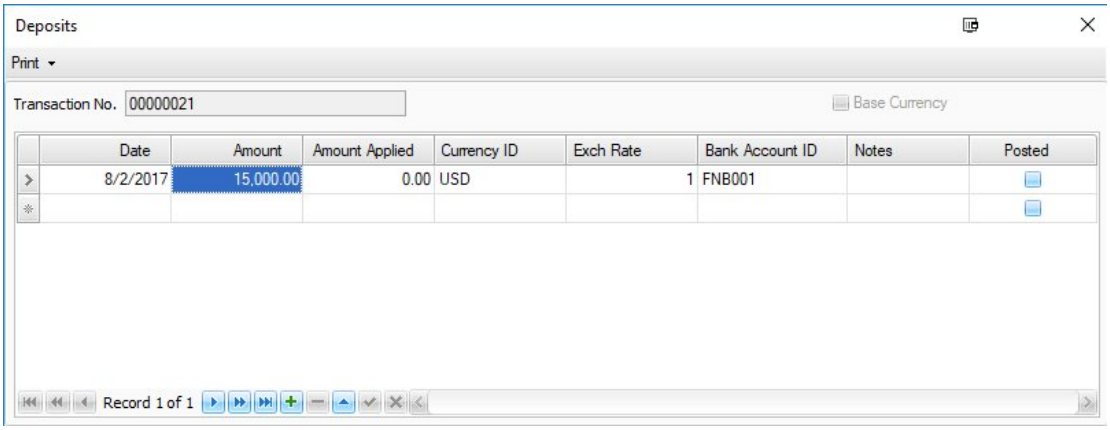
Authorized Signature

Deposit Button

The Purchase Order Deposits functionality allows you to enter a deposit or prepayment before receiving an invoice using the **Deposit** button on the tool-bar in Purchase Order Transactions. You post these payments to a General Ledger Account in the Accounts Payable Distribution Codes. You can also print an online check for Deposits.

Before using the PO Deposits functionality, you must go into AP, Setup and Maintenance, Distribution Codes and define a Deposit General Ledger Account.

Deposit Screen



Entering a Purchase Order Prepayment and Printing a Check

Prepayments differ from Deposits based on the fact the transaction status must be Invoiced in order to enter a Prepayment. AP Transactions, AP Hold/Release Invoices and PO Transactions under Invoice Totals currently allow users to enter Prepayments.

Deposits can be entered using the **Deposit** button on the tool-bar for any transaction status. To enter a Deposit, you must use the column chooser to move the Bank Account ID and Payment Number fields onto the grid and then enter values. Once a Deposit is entered, users are able to print an online Check.

When this Deposits button is used, the Deposits GL Account is used to store the Deposit amount. Once the payment is posted, the amount will automatically be moved from the Deposit GL Account to the Bank GL Account.

NOTE: When the Invoice Totals button is used for Prepayments, the amount will go into the Bank GL Account when posted and the Deposits account is not used.

- Enter the Deposit **Date**.

- Enter the **Amount** of the Deposit.
- If the Deposit has been applied to an invoice the **Amount Applied** will be populated.
- Enter any **Notes** that apply to this Deposit.
- Select the **Currency ID**, if it is different than the Vendor's currency.
- Select a **Bank Account ID** for which to apply the Deposit.
- Enter the **Payment Number** if applicable. If you print an online check the Payment Number will be populated for you.
- The **Posted** box will be checked if the Deposit has been posted and is waiting to be applied to an invoice.

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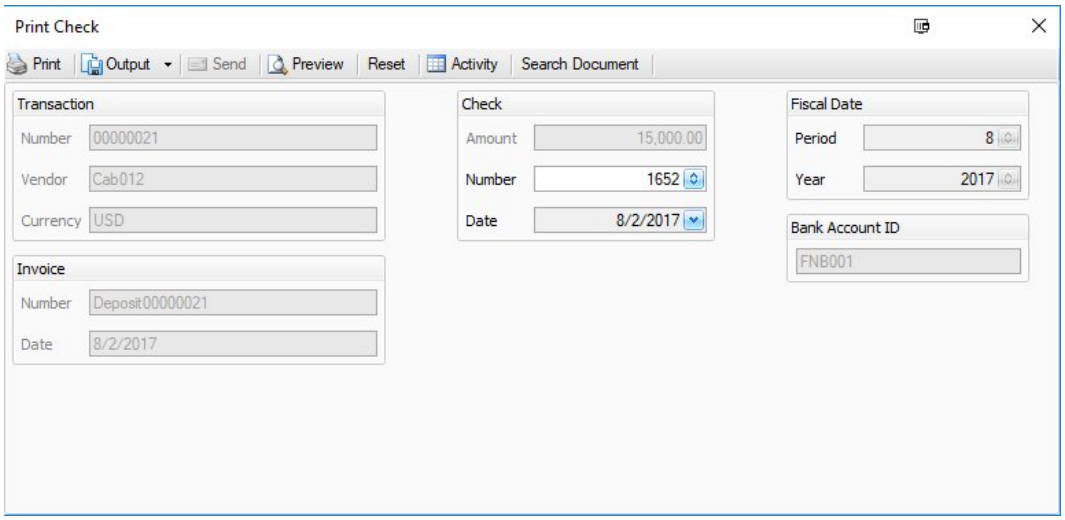
- If you use multi-currency, the Vendor's **Currency ID** is displayed. Select a daily Exchange Rate from the **Exch Rate** list.
- Click the **Print** button to print an online check for the deposit.

Print Check Screen



- The **Print Check** screen appears when you click **Print, Check** on the **Deposits** dialog box. Use it to print an online check for the transaction.
- The **Transaction Number**, **Vendor ID**, **Currency** (if you use multi-currency), **Invoice Number** (will show as Deposit<transID>), **Invoice Date**, **Check Amount**, you defined on the **Deposit** dialog box appear.
- Edit the check **Number** and **Date**, **Fiscal Period** and **Year** if necessary.

- The **Bank Account ID** is displayed from the selection you made on the Deposit dialog box.
- 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.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

Activity Log

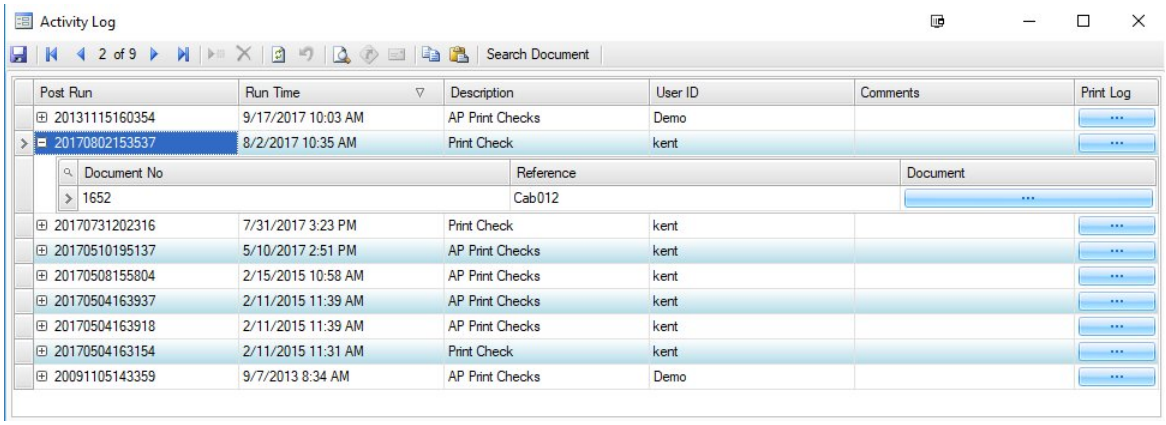
Use the **Activity Log** to view printing activity for administrative purposes.

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



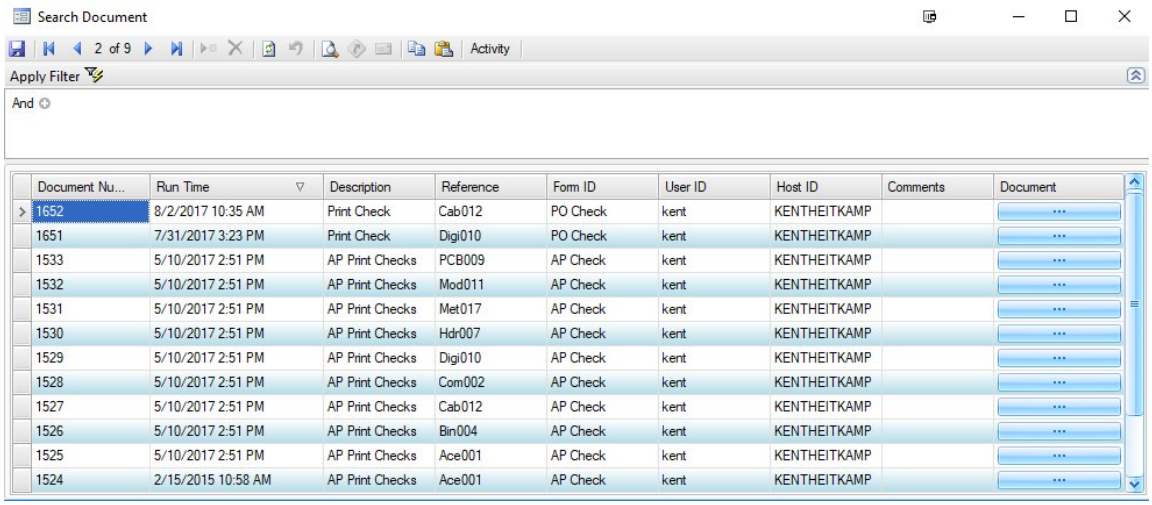
Search Document

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

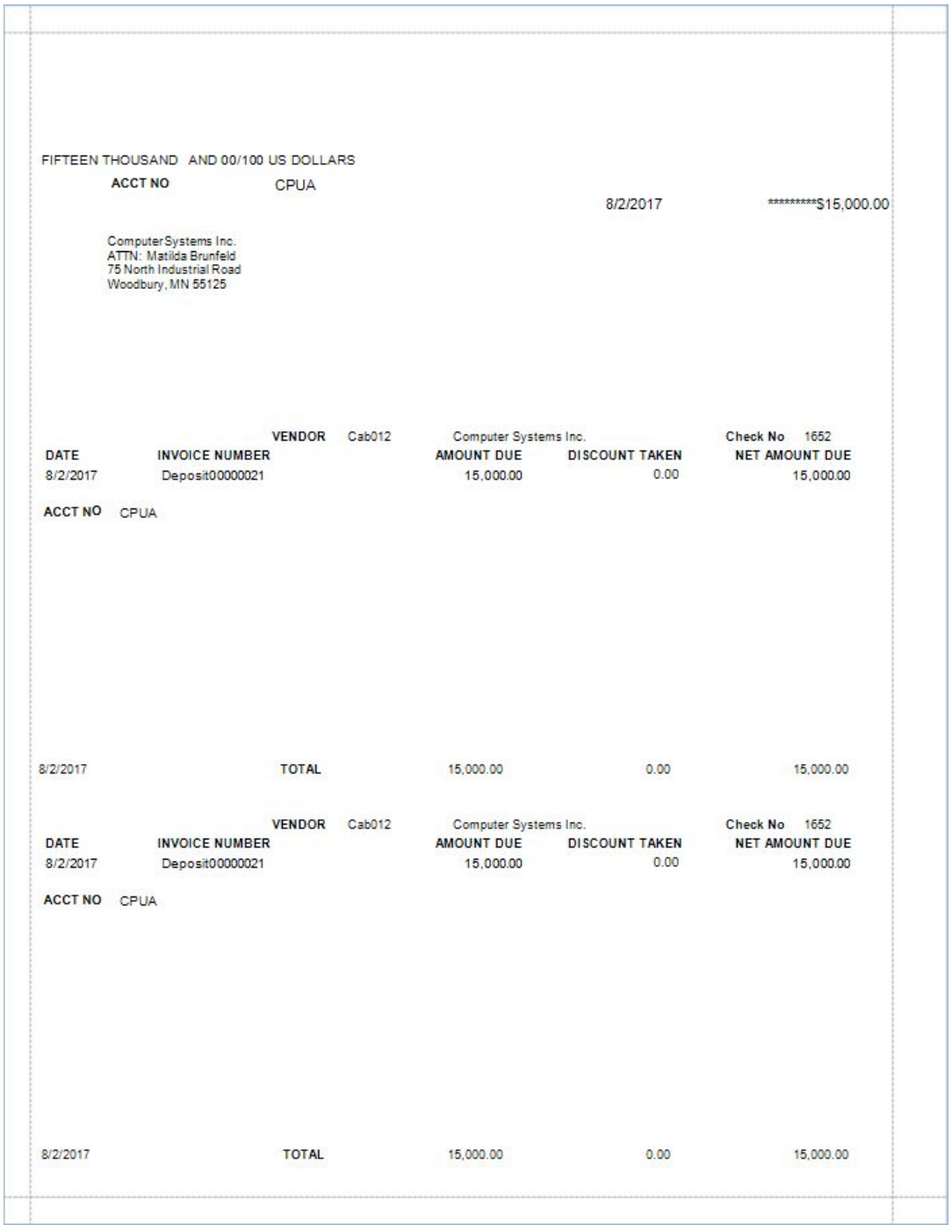
Search Document Screen



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 Online Check



FIFTEEN THOUSAND AND 00/100 US DOLLARS

ACCT NO CPUA

8/2/2017 *********$15,000.00

Computer Systems Inc.
ATTN: Matilda Brunfeld
75 North Industrial Road
Woodbury, MN 55125

VENDOR Cab012 Computer Systems Inc. **Check No** 1652

DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NET AMOUNT DUE
8/2/2017	Deposit00000021	15,000.00	0.00	15,000.00

ACCT NO CPUA

8/2/2017	**TOTAL**	15,000.00	0.00	15,000.00

VENDOR Cab012 Computer Systems Inc. **Check No** 1652

DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NET AMOUNT DUE
8/2/2017	Deposit00000021	15,000.00	0.00	15,000.00

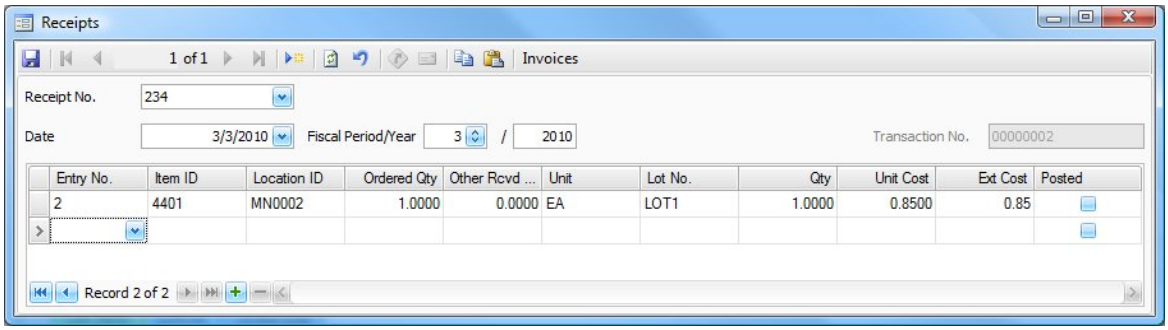
ACCT NO CPUA

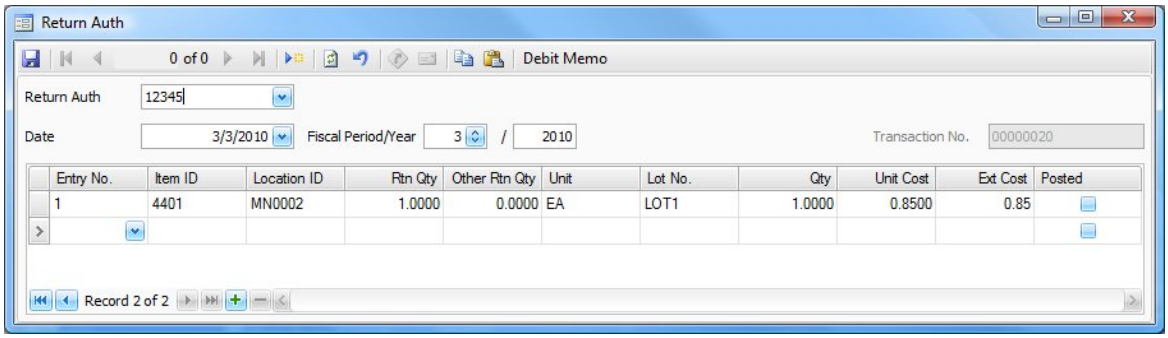
8/2/2017	**TOTAL**	15,000.00	0.00	15,000.00

Receiving and Invoicing Items

When you select the Receipts/Invoices, Auth/Debit Memo button the Receipts/Invoices or Return Auth/Debit Memo screen is displayed.

Receipts/Return Auth Screen





1. If you use multi-currency and the Vendor's currency is a foreign currency, select the **Base Currency** check box to view amounts in your company's base currency. Clear the check box to view amounts in the Vendor's currency. If you do not use multi-currency, this check box is not available.
2. Enter or edit the **Receipt Number** or **Return Auth** number. You cannot duplicate Receipt and Return Authorization numbers within the same line Item.
3. Edit the **Date**, **Fiscal Period**, and **Year**, if necessary.
4. To display records for different line Items, select the entry number of the line Item in the **Entry No** box. Entry numbers for line Items appear in the order in which you entered the line Items; if you deleted a line Item, non-sequential numbers may appear in the combo box, even though line Items appear sequentially on the Item Detail grid.
5. The **Item ID**, **Location**, **Ordered Qty**, **Other Rcvd**, and **Unit** are displayed.

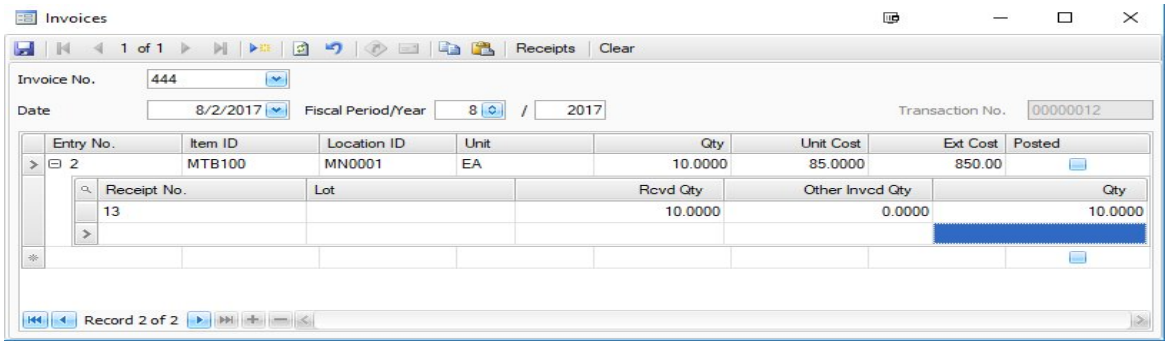
6. Enter or edit the quantity of goods received or returned in the **Qty** box.
7. Edit the **Unit Cost** of the Goods Received or Returned, if necessary.
8. Edit the Extended Cost in the **Ext Cost** box, if necessary.
9. The **Posted** check box indicates whether this Receipt or Return Authorization has been posted. TRAVERSE automatically checks this box when you Post Transactions.

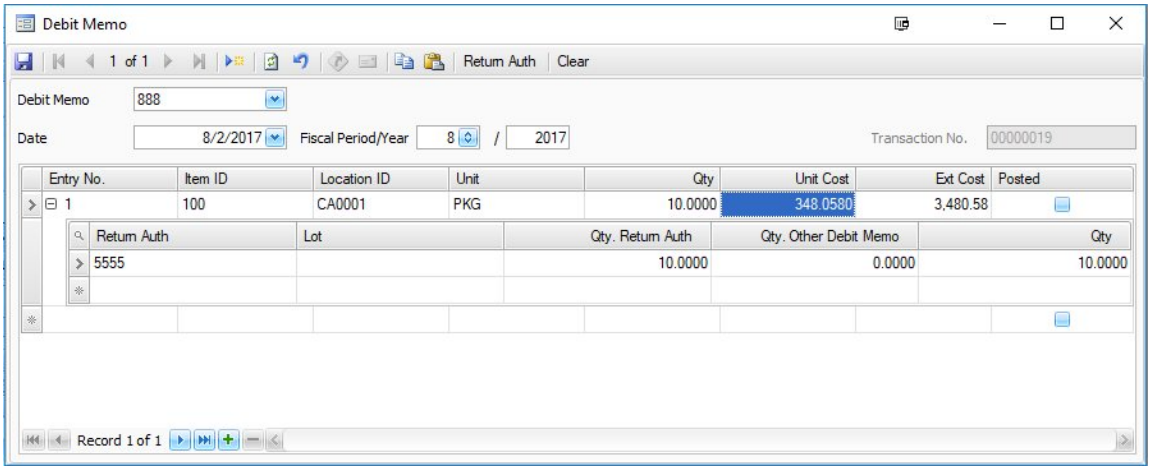
   You will not be able to delete the line Item once you have received a quantity and posted the purchase order. You are not allowed to delete a Receipt once it has been posted and the posted box is selected.

10. If you use multi-currency, enter or edit the **Exchange Rate** for the receipt.

    If you clicked **All** on the Transactions screen to apply the same receipt or return authorization to all line Items, the exchange rate you entered on the Receive/Invoice All or Return/Debit All dialog box appears and cannot be changed. This box does not appear if you do not use multi-currency.

Invoice/Debit Memos Screen





Click the **Invoice/Debit Memo** button on the Receipts screen to open the **Invoices/Debit Memo** screen.

You must enter a Receipt or Return Authorization for goods before you apply an Invoice or Debit Memo to Items. You cannot enter a quantity greater than the Received or Shipped quantity.

1. Enter the **Invoice Number** or **Debit Memo** number. You cannot duplicate invoice numbers within the same line Item.
2. Edit the **Date**, **Fiscal Period**, and **Year**, if necessary.
3. To display records for different line Items, select the entry number of the line Item in the **Entry No** box.
4. The **Item ID**, **Location**, **Ordered Qty**, and **Unit** are displayed.
5. Edit the **Unit Cost** of the goods Invoiced or Returned, if necessary.

6. Edit the Extended Cost in the **Ext Cost** box, if necessary.
7. The **Posted** check box indicates whether this Invoice or Debit Memo has been posted.

   You will not be able to delete the line Item once you have Received and Invoiced a quantity and posted the Purchase Order. You are not allowed to delete an Invoice once it has been posted and the posted box is selected.

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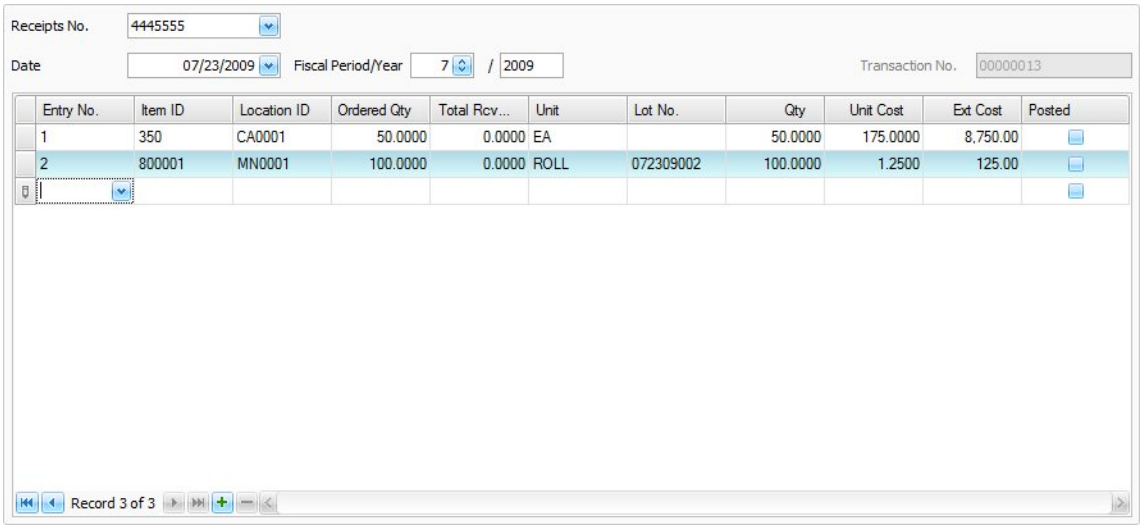
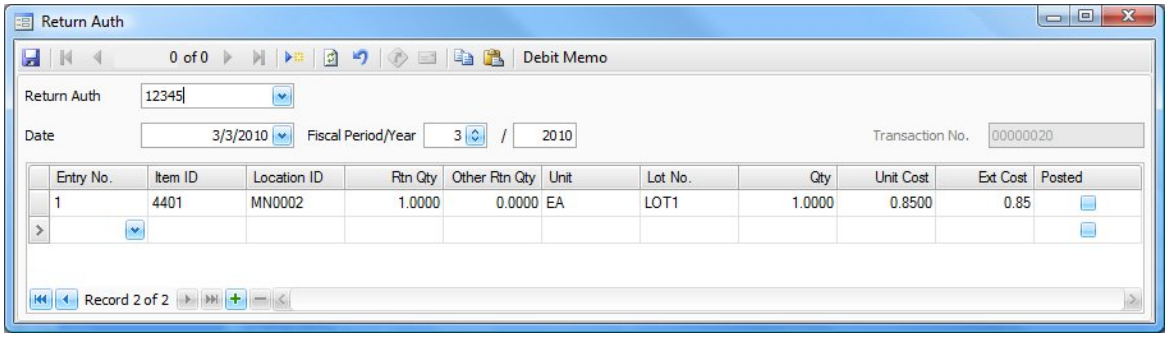
8. If you use multi-currency, the **Exch Rate** box appears and lists the exchange rate on the Invoice/ Debit Totals dialog box. All line Items for an Invoice are invoiced at the same exchange rate. Edit the exchange rate for the Invoice using the Invoice/Debit Totals dialog box.
9. When there is more than one Receipt for a line Item, the entry number details will be expanded to show the Receipt records (See screen below). In each Receipt record enter the Quantity to invoice for that Receipt record for this Invoice. Click the Plus (+) or Minus (-) next to the Entry Number to view or hide the Receipt records.
10. Click the **Clear** button if you wish to clear the invoiced Qty from all the Entry No Items you have just updated.

The Lotted Items dialog box appears, for Lotted Items, when you click **Receipts/Invoices** or **Auth/Debit Memo** on the Transactions screen's Item area. The dialog box's name and field labels change depending on whether you enter a Purchase Order or a Return. The Transaction Number, Item ID, and Description, Location ID, and Post status appear along with Received and Invoiced or Returned and Debited Quantity, Unit Cost, and Extended Cost totals.

Lotted Items Dialog Box



Receipts/Return Auth Screen



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1. If you use multi-currency, select the **Base Currency** check box to view amounts in your company's base currency. Clear the check box to view amounts in the Vendor's currency.
2. Enter or edit the **Receipt Number** or **Return Auth** number. You cannot duplicate Receipt Numbers within the same line Item. If you enter a new Receipt Number or Return Authorization, the Receipt Number/Return Authorization dialog box appears.
3. Enter the **Date** and **Fiscal Period/Year** or accept the default workstation date and current period and year.

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4. If you use multi-currency, select the Exchange Rate to use for the Receipt. The **Exch Rate** box does not appear if you do not use multi-currency.
5. To view records for different Lotted Items, select the Entry Number of the line Item in the **Entry No** box. Entry Numbers for line Items appear in the order in which you entered the line Items; if you deleted a line Item, non-sequential numbers may appear in the drop down list box even though line Items appear sequentially on the Item Detail grid.
6. The **Item ID**, **Location**, **Ordered Qty**, **Other Rcvd**, and **Unit** are displayed.
7. The quantity of goods ordered or returned appears in the **Qty Ord/Returned** box.
8. Enter or select the Lot Number in the **Lot No.** for this Receipt. If you enter a new Lot Number the New Lot Number screen appears.

9. Enter the lot's **Initial Date**, **Expiration Date**, and a **Comment** (if desired). Click **OK** to save the new Lot information and return to the Receipts/Returns screen.

10. Enter or edit the quantity of goods Received or Returned in the **Qty** box.
11. Edit the **Unit Cost** of the goods, if necessary.
12. Edit the Extended Cost of the goods in the **Ext Cost** field, if necessary.
13. The **Posted** check box indicates whether the Receipt or Return Authorization has been posted.

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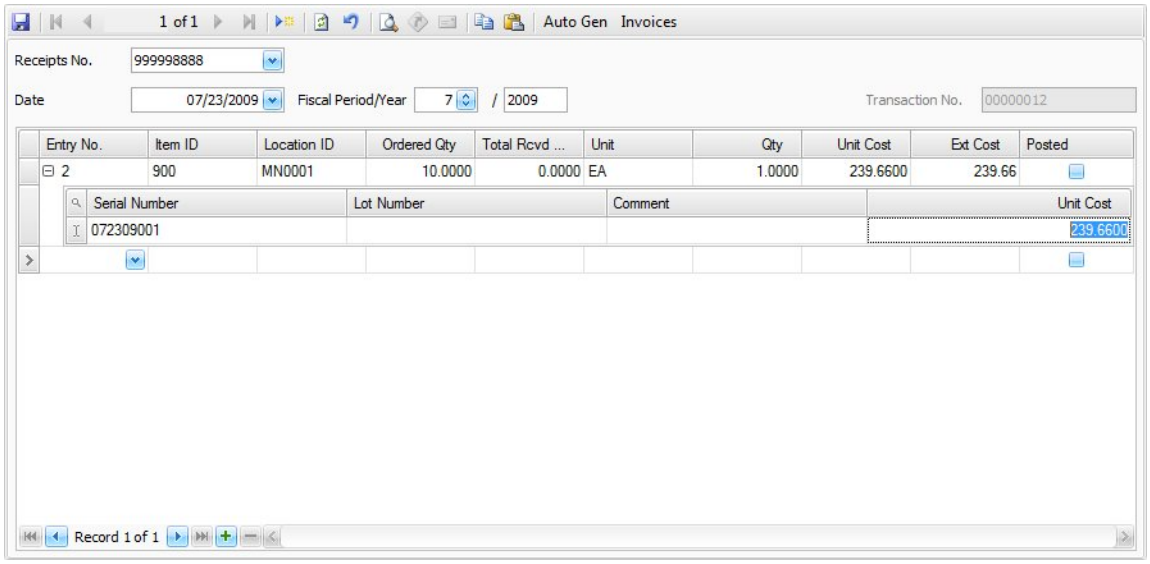
14. If you use multi-currency, the exchange rate you selected for the Receipt or Return Authorization appears in the **Exch Rate** box.
15. Enter a **Comment**. This field is not required.
16. Select the **Save** icon on the toolbar to save your changes, and close the screen to return to the Transactions screen.

Serial Items Dialog Box



If you interface Purchase Order with Inventory, the Serial Items dialog box appears when you enter a Receipt or Return Authorization record for a Serialized or Serialized and Lotted Item. The dialog box's name and field labels change depending on whether you enter a Purchase Order or a Return.

The **Entry Number**, **Item ID**, **Location ID**, and **Post Status** appear along with either **Received** and **Invoiced Quantity**, **Unit Cost**, and **Extended Cost Totals** or **Returned** and **Debited Quantity** and **Extended Cost Totals**.

1. To view records for different Serialized or Serialized and Lotted Items, select the Entry Number of the line Item in the **Entry No** box. Entry Numbers for line Items appear in the order in which you entered line Items; if you deleted a line Item, non-sequential numbers may appear in the drop down list, even though lines appear sequentially on the Item Detail grid.

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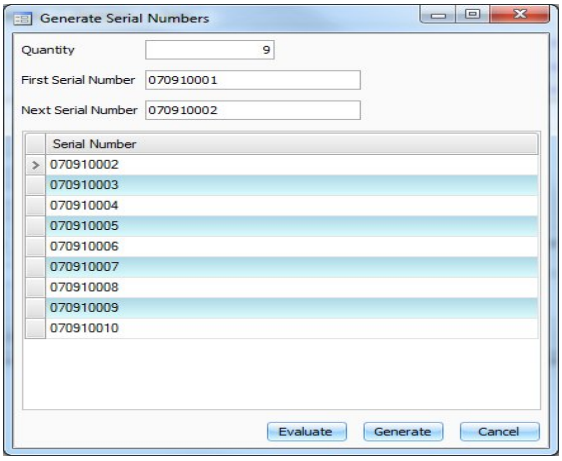
2. If you use multi-currency, select the **Base Currency** check box to view amounts in your company's base currency. Clear the check box to view amounts in the Vendor's currency. This check box does not appear if you do not use multi-currency.
3. Enter or edit the **Serial Number**.
4. If you're working with a Serialized Item that has a quantity greater than one, click **Auto Gen** to view the **Generate Serial Numbers** dialog box where you can have the system add Serial numbers for all entries.

Generate Serial Numbers Dialog Box



The **Generate Serial Numbers** dialog box appears when you click **Auto Gen** on the Serial Items dialog box. Use it to automatically generate Serial numbers for Serialized Items.

- The **Quantity** remaining appears. Change it if necessary.
- The system creates entries in the Serial Items dialog box equal to the quantity in this field when you click **Generate**, regardless of the quantity you entered on the Transactions screen's Item Detail tab.
- The **First Serial Number** (entered in the Serial Items dialog box) appears. Change it if necessary. If you change the first Serial Number, this number will not be placed in the **Serial Number** field on the Serial Items dialog box. The number you originally entered there is retained.

- The First Serial Number is incremented by one and appears in the **Next Serial Number** box.
- You can generate sequential Serial Numbers or Serial Numbers that use an increment value you specify (for example, using even numbers or using letters). If you want to generate sequential Serial Numbers, leave the value as is. If you want to Generate Serial Numbers using a different increment value, increment the First Serial Number by the desired increment value and enter the result in the Next Serial Number box.
- Serial Numbers for the remaining quantity, incremented by one each time, appear in the window. You can edit these numbers, if necessary. To add these Serial Numbers to the Serial Items dialog box, click **Generate**.
- To generate Serial Numbers for a different increment value, enter the new value in the Next Serial Number box and click **Evaluate**. If the resulting Serial Numbers are not acceptable, continue making changes.

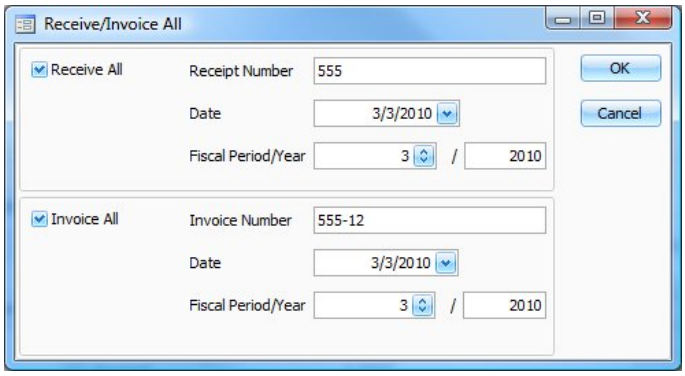
  The system ignores separator characters (hyphens, for example) when it generates Serial Numbers. For example; if you generate six sequential Serial Numbers beginning with 1-5. The system generates 1-6, 1-7, 1-8, 1-9, 2-0 and 2-1. The system reads 1-5 as 15.

  The system is also limited by the number of digits, it cannot generate two digit Serial Numbers when starting with a one digit number and so on. For example; generate five sequential Serial Numbers beginning with 6. The system displays an out of range message and generates the numbers 7, 8, and 9. The Serial Numbers 10 and 11 cannot be generated because the beginning Serial Number is one digit. To generate 10 in this example, you must begin with 06.
- Click **Generate** to generate the displayed Serial Numbers. You are returned to the Serial Items dialog box and the generated Serial Numbers appear in the **Serial Number** box.
- Click **Cancel** to return to the Serial Items dialog box. Your changes are not saved.

5. If you are working with a Serialized and Lotted Item, enter the **Lot Number**. This box is available only if the Item is a Serialized and Lotted Item. If you enter a new Lot Number, the **New Lot Number** dialog box appears.

6. Enter the lot's **Initial Date**, **Expiration Date**, and a **Comment** (if desired). Click **OK** to save the new Lot information and return to the Receipts/Returns screen.
7. Enter the number of the Receipt or Return Authorization in the **Receipt Number/Return Authorization** box. If you enter a new number, the Receipt Number/Return Authorization dialog box appears.
8. Enter or edit the **Date** and **Fiscal Period/Year**, if necessary.
9. If you use multi-currency, select the Exchange Rate to use for the Receipt. The **Exch Rate** box does not appear if you do not use multi-currency.
10. Enter the number of the Invoice or Debit Memo in the **Invoice Number/Debit Memo** box. The **Invoice Number** dialog box appears.
11. Enter the **Date** and **Fiscal Period/Year**.
12. If you're working with multiple entries that all have the same Invoice or Debit Memo number, enter the Invoice or Debit Memo number for the first entry, then click **Auto Fill Invoice** to enter that number in the **Invoice Number/Debit Memo** box for the remainder of the entries.
13. The last **Unit Cost** of the Item appears. Edit it if necessary.
14. The **Posted** check box indicates whether the Receipt or Return Authorization and Invoice or Debit Memo has been posted.
15. If you use multi-currency, the exchange rate you selected for the Receipt or Return Authorization appears in the **Exch Rate** box. The second box lists the exchange rate on the Invoice/Debit Totals dialog box. All line Items for an Invoice are invoiced as the same Exchange Rate. Edit the Exchange Rate for the Invoice using the Invoice/Debit Totals dialog box.
16. Enter a **Comment** about the Serial Number or Item, if desired.

Receive/Invoice or Return/Debit All Dialog Box



The **Receive/Invoice All** or **Return/Debit All** dialog box appears when you click **All** on the Transactions screen to enter a Receipt, Invoice, Return Authorization, or Debit Memo for all Items in a New Order or Return. The dialog box's name and field labels change depending on whether the transaction is a Purchase Order or a Return.

If you enter a Receipt, Invoice, Return Authorization, or Debit Memo for Orders or Returns that combine non-Lotted, Lotted, and Serialized Items, the Receive/Invoice or Return/Debit All dialog box applies the Receipt, Invoice, Return Authorization, or Debit Memo number to all Items, but you must enter Lotted and Serialized information for Lotted and Serialized Items in the dialog boxes that appear.

1. Select the **Receive All** or **Return All** box to enter a Receipt or Return Authorization for all Items in the transaction.
2. Enter the **Receipt** or **Return Authorization Number**.
3. Enter the **Date** and **Fiscal Period/Year**, or accept the default workstation date and current period and year.
4. If you use multi-currency and the transaction is for a Vendor that uses a currency other than the base currency, enter the Exchange Rate at which to receive Items, in the **Exch Rate** box.

   This field does not appear if you do not use multi-currency.
5. Select the **Invoice All** or **Debit All** box to enter an Invoice or Debit Memo for all of the Items in the transaction. You must enter at least one Receipt or Return Authorization before you can enter an Invoice or Debit Memo for all of a transaction.
6. Enter the **Invoice** or **Debit Memo Number**.
7. Enter the **Date** and **Fiscal Period/Year**, or accept the default workstation date and current period and year.
8. Click **OK** to apply the information to all Items in the transaction.
9. Click **Cancel** to return to the Transactions screen. Your changes are not saved.

Once an Inventory Item quantity is all Received and Invoiced, the Item may be marked as Completed. This can be done by adding the Status field to the summary view and selecting **Complete** for the status. See the How to use Grids section in the General Information guide for more details on using the column chooser. If you are in the detail view of the Item ID, on the Line Items area, the Status field is available and you may select the **Complete** value.

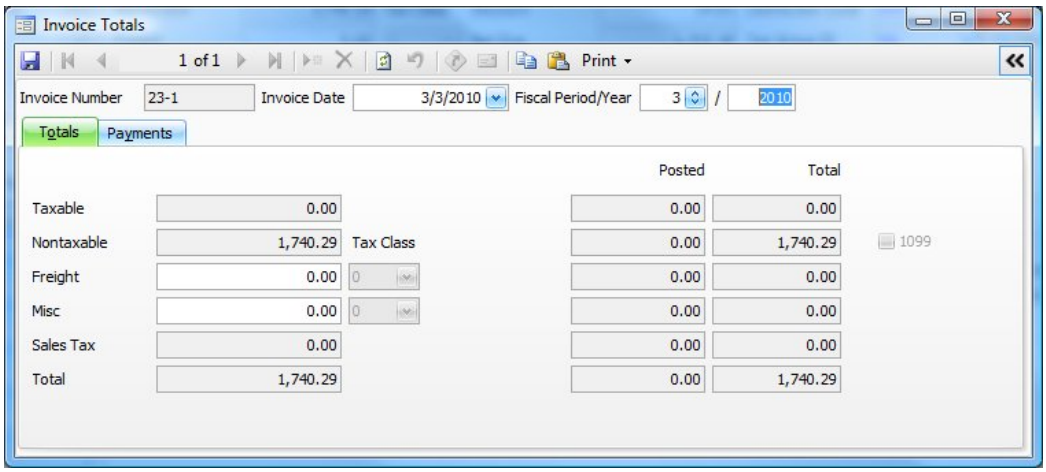
Invoice Totals

Once items on the Purchase Order have been Invoiced the Invoice Detail button on the Totals tab becomes available.

1. Click **Invoice Totals/Debit Totals** to view the Invoice Totals or Debit Totals dialog box. If you cannot edit the information in this dialog box, close the box, click **Update**, then click **Invoice Totals/Debit Totals** again.

NOTE: This button is only active if you have entered an invoice for the purchase order.

Invoice/Debit Memo Totals Dialog Box



The Invoice/Debit Totals dialog box appears when you click **Invoice Totals** or **Debit Totals** on the Transactions screen's **Totals** tab. The dialog box's name and field labels change depending on whether you enter an order or a return.

Use the dialog box to view Invoice and Debit Memo totals for the transaction, edit the Invoice or Debit Memo date and GL period information, and edit Freight and Miscellaneous charges. The Invoice or Debit Memo number, Sales Tax Total, Subtotal, and Total appear.

The dialog box has two views: **Detail** and **Summary**. The **Detail** view lists in-depth information about each Invoice, while the **Summary** view lists more Invoices on the screen. When you use the **Detail** view, click » to view the **Summary** view. When you use the **Summary** view, click « to view the tab's **Detail** view.

The **Detail** view is shown above. The instructions refer to the **Detail** view, which contains all available fields and command buttons. If you are using the **Summary** view, skip the step if it refers to a field that does not appear on that view of the screen.

1. The **Invoice** or **Debit Memo Number** appears. Edit the **Date**, **Fiscal Period**, and **Year**, if necessary.

   Use the buttons at the top of the screen to view totals for a different invoice when you use the detail view, if necessary.

¥$£€ 2. If you use multi-currency, select the **Base Currency** check box to view amounts in your company's base currency. Clear the check box to view amounts in the Vendor's currency. If you do not use multi-currency, this check box does not appear.

¥$£€ 3. If you use multi-currency, the most current daily exchange rate appears in the **Inv Exch Rate** field. Change this exchange rate, if necessary. If you do not use multi-currency, this field does not appear.

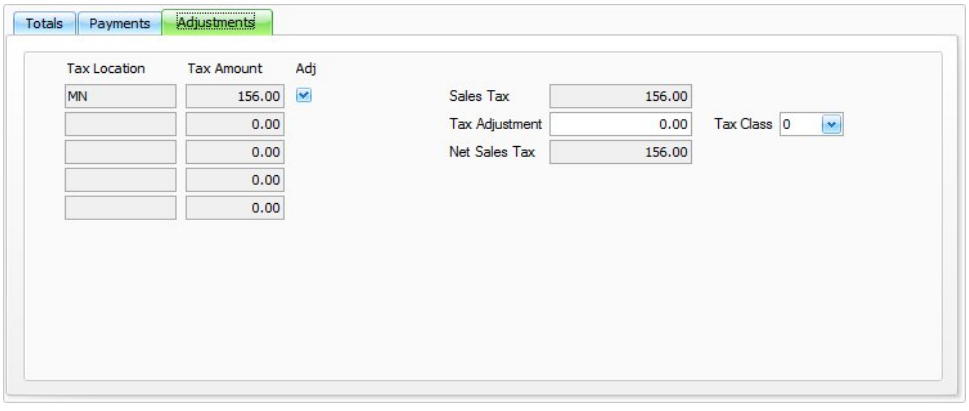
4. Enter or edit applicable shipping charges in the **Freight** field, then select the **Tax Class** for the shipping charges.

5. Enter or edit the miscellaneous charges in the **Misc** field, then select the **Tax Class** for the miscellaneous charges.

If the Purchase Order transaction is taxable and you need to adjust the Sales Tax total, click the **Adjustments** tab. Enter the **Tax Adjustment** and **Tax Class** and click **OK**. The invoice **Total** appears.

NOTE: This tab is not available if the transaction is not marked as Taxable.

Invoice Totals - Tax Adjustment Tab

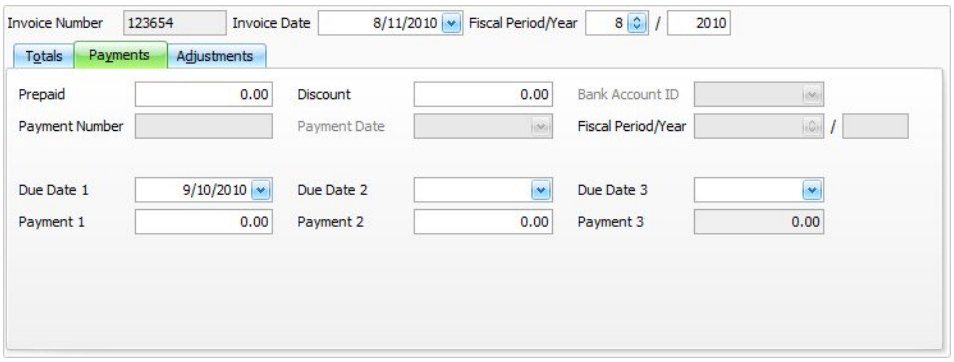


- Select the **Adj** box next to the Tax Location you want to adjust.

- Enter the **Tax Adjustment**.
- Select the **Tax Class**.

6. Select the **Payments** tab to enter prepaid amounts or divide the invoice totals into multiple payment periods.

Invoice Totals Payments Tab



7. On the **Payments** tab, enter or edit the **Prepaid** amount.
8. Edit the calculated **Discount** amount, if necessary.
9. The check number used for the prepayment appears in the **Payment Number** field. Edit the number, if necessary. If you are printing an online check, leave this field blank. This field cannot be changed for Debit Memos.
10. The **Payment Date** appears. Edit the date, if necessary, on Invoices; you cannot edit the date on Debit Memos.

    The period and year corresponding to the check date appear in the **Fiscal Period/Year** fields. Edit these values, if necessary.
11. Select the **Bank Account ID** for the check.

¥$£€

12. If you use multi-currency, the currency assigned to the bank account appears in the **Currency ID** field and cannot be changed, and the most current daily Exchange Rate appears in the **Exch Rate** field. Change the Exchange Rate used for the Prepayment, if necessary.

    If the Exchange Rate you enter for the Prepayment differs from the Invoice's Exchange Rate, you may gain or lose money due to the fluctuating Exchange Rates. This amount appears in the **Gain/Loss** box when you view totals in base currency.

    If you do not use multi-currency, these fields do not appear.

13. The Total minus the Prepayment and Discount amounts appears in the **Payment 1** field. Edit this value, if necessary. This field does not appear on the Debit Totals screen.

    To split payments, enter an amount in the **Payment 1** field that is less than the amount listed; the remaining payment appears in the **Payment 2** field. These fields do not appear on the Debit Totals screen.

    To split payments further, enter an amount in the **Payment 2** field that is less than the amount listed; the remainder appears in the **Payment 3** field. These fields do not appear on the Debit Totals screen.

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

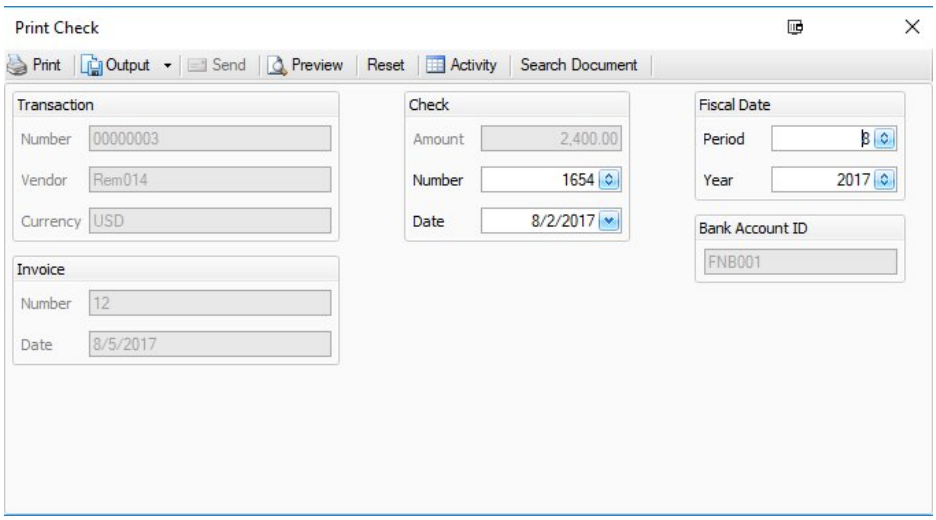
14. Edit the date payment is due in the **Due Date 1** field, if necessary. The first due date is calculated from the number of due days in the Terms Code you entered. This field does not appear on the Debit Totals screen.

    If used, the second date payment is due is calculated from the first due date and the Terms Code and appears in the **Due Date 2** field. Edit this date, if necessary. This field does not appear on the Debit Totals screen.

    If used, the third date payment is due is calculated from the second due date and the Terms Code and appears in the **Due Date 3** field. Edit this date, if necessary. This field does not appear on the Debit Totals screen.

15. Click **Print, Check** to open the Print Checks screen to print a check for the invoice. This button is not available for Debit Memos.

Print Check Screen



The **Print Check** screen appears when you click **Print, Check** on the **Invoice Totals** dialog box in detail view. Use it to print an online check for the transaction.

- The Transaction Number, Vendor ID, Invoice Number, Invoice Date, Check Amount, and Currency (if you use multi-currency) you defined on the **Invoice/Debit Memo Totals** dialog box appear.
- Edit the check **Number** and **Date**, **Fiscal Period** and **Year** if necessary.
- 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.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

Activity Log

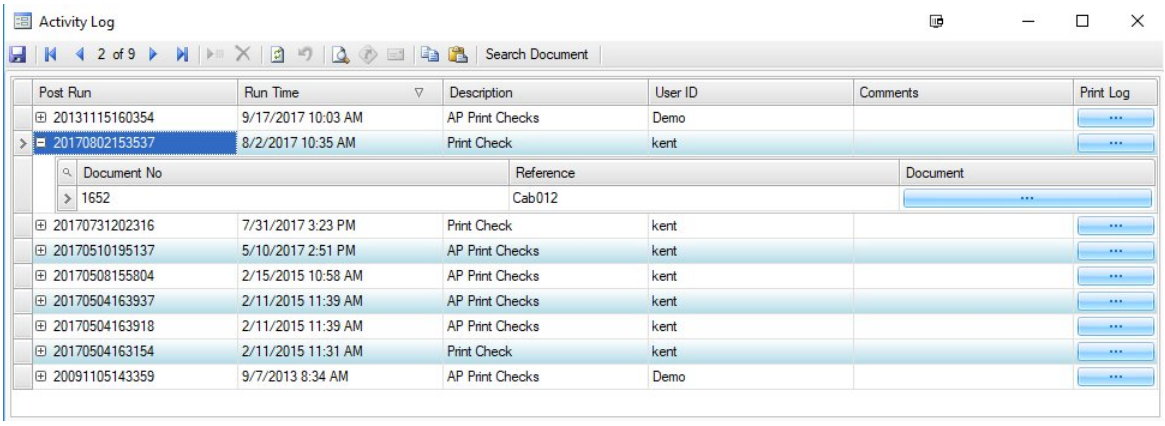
Use the **Activity Log** to view printing activity for administrative purposes.

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



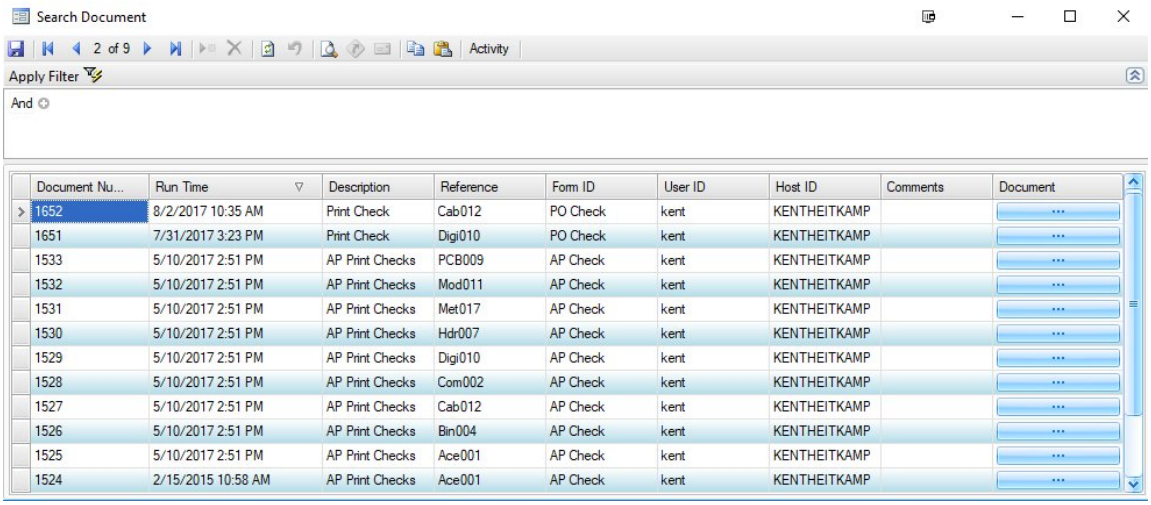
Search Document

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

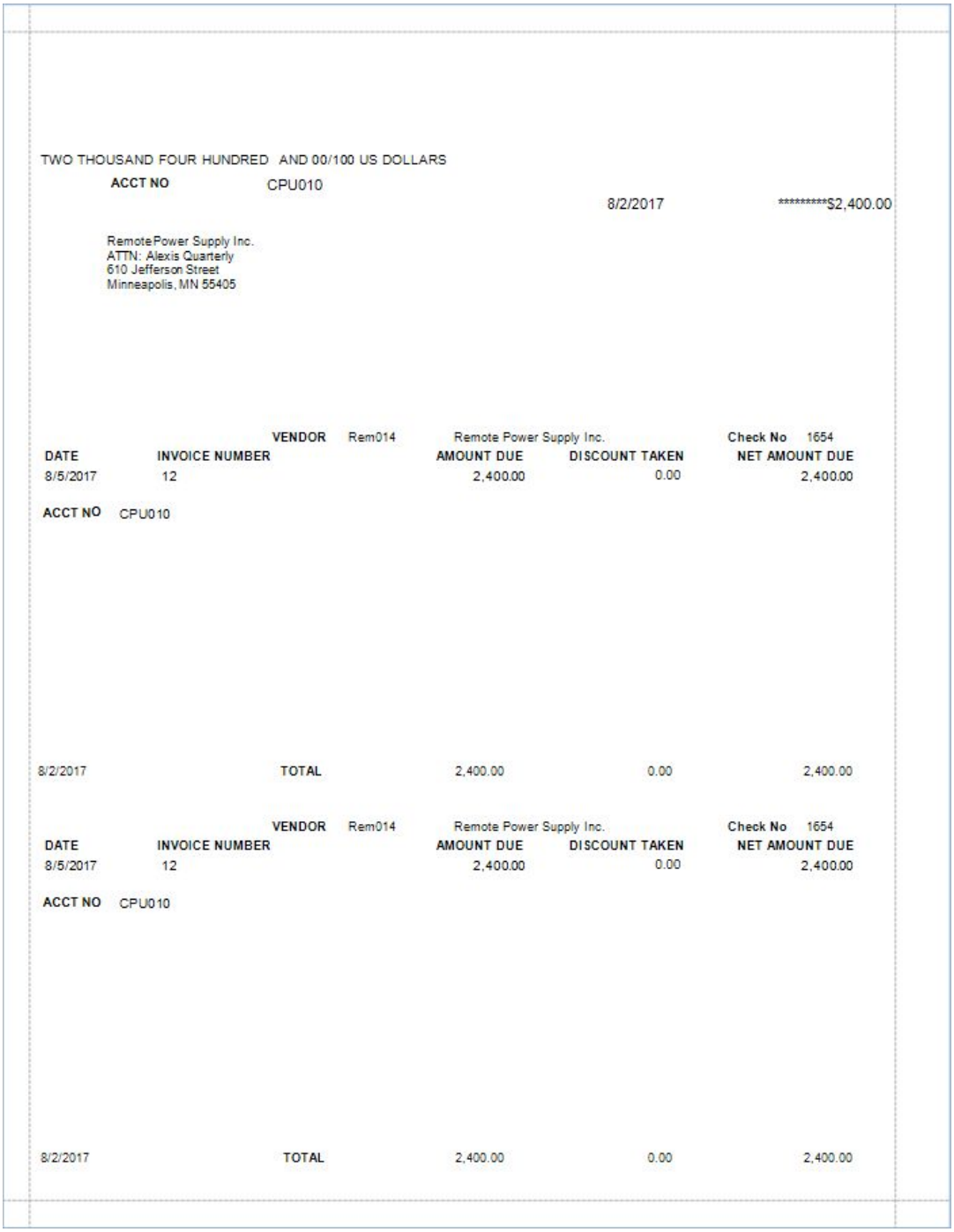
Search Document Screen



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.

Online Check



TWO THOUSAND FOUR HUNDRED AND 00/100 US DOLLARS

ACCT NO CPU010

8/2/2017 *********$2,400.00

RemotePower Supply Inc.
ATTN: Alexis Quarterly
610 Jefferson Street
Minneapolis, MN 55405

VENDOR Rem014 Remote Power Supply Inc. **Check No** 1654

DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NET AMOUNT DUE
8/5/2017	12	2,400.00	0.00	2,400.00

ACCT NO CPU010

8/2/2017	**TOTAL**	2,400.00	0.00	2,400.00

VENDOR Rem014 Remote Power Supply Inc. **Check No** 1654

DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NET AMOUNT DUE
8/5/2017	12	2,400.00	0.00	2,400.00

ACCT NO CPU010

8/2/2017	**TOTAL**	2,400.00	0.00	2,400.00

Working with New Order and New Return Transactions

You can add, edit, and delete unposted **New Order** and **New Return** Transactions using the same methods you use in Accounts Payable or Accounts Receivable. If you add, change, or delete transaction line Items, verify the payment dates and payment amounts on the **Totals** tab. The system puts the payment balance in the **Payment 1** field when a quantity or a cost is changed.

Enter a New Order or Return Transaction

To enter a New Order or New Return Transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **New Record** icon on the toolbar. A blank screen appears.
3. Enter the **Transaction Number** if it is not automatically generated.
4. Select the transaction Type: **New Order** or **New Return**.
5. Enter the required **Header**, **Detail**, **Ship-To**, **Totals** tab and **Line Item** information.
6. Select the **Save** icon on the toolbar to save your changes.

Edit a New Order or Return Transaction

To edit a New Order or New Return Transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number**. The transaction appears.
3. Click **Update**.
4. Edit the appropriate information. If you selected the Automatic Discount Update option in the **Business Rules** function (page 3-5), discounts are recalculated; otherwise, verify your discount change.
5. Select the **Save** icon on the toolbar to save your changes.

Enter a Receipt for Transaction Line Items

To enter a Receipt for Transaction line Items, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number**. The transaction appears.
3. Click **Update**.
4. Click the **Receipts/Invoices** button.

5. Enter the **Receipt Number** and **Receipt Date**.
6. Select the **Sequence Number** for the line Item for which to apply the receipt. Do this for each line Item to which the receipt applies.
7. If the Item is Lotted, Serialized, or Serialized and Lotted, enter the Lot, Serial Number, or Serial Number and Lot information in the dialog box that appears.
8. Enter the receipt information for each sequence number selected in the Receipts and Invoices dialog box.
9. Select the **Save** icon on the toolbar to save your changes.

Enter a Receipt for All Line Items in a Transaction

To enter a Receipt for All line Items in a Transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number**. The transaction appears.
3. Click **Update**.
4. Click **All**. The Receive/Invoice All dialog box appears.
5. Select the **Receive All** check box; the **Receipt Number**, **Date**, and **Period** fields become active.
6. Enter the **Receipt Number**, **Date**, and **Period** and click **OK**.
7. If the item is Lotted, Serialized, or Serialized and Lotted, enter the Lot, Serial Number, or Serial Number and Lot information in the dialog boxes that appear.
8. Click **OK** to return to the Transactions screen, or select the **Invoice All** check box to enter an invoice for all line items in the transaction.

Enter an Invoice for All Line Items in a Transaction

To enter an Invoice for All line Items in a Transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number** and click **Update**.
3. Click **All**. The Receive/Invoice All dialog box appears.
4. Select the **Invoice All** check box; the **Invoice Number**, **Date**, and **Period** fields become active.
5. Enter the **Invoice Number**, **Date**, and **Period** and click **OK**.

6. If the Item is Lotted, Serialized, or Serialized and Lotted, enter the Lot, Serial Number, or Serial Number and Lot information in the dialog boxes that appear.
7. Click **OK**.

Enter Return Authorization for Transaction Line Items

To enter a Return Authorization for Transaction line Items, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the new return's **Transaction Number** and click **Update**.
3. Click **Auth/Debit Memo**.
4. Enter the **Return Auth Number** and **Return Date**.
5. Select the **Sequence Number** for the line Item for which to apply the RA. Do this for each line item to which the RA applies.
6. If the item is Lotted, Serialized, or Serialized and Lotted, enter the Lot, Serial Number, or Serial Number and Lot information in the dialog box that appears.
7. Enter the RA information for each Sequence Number selected in the Return Authorization and Credit Memo dialog box.
8. Select the **Save** icon on the toolbar to save your changes.

Enter Return Authorizations for All Line Items in a Transaction

To enter a Return Authorization for All line Items in a Transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number** and click **Update**.
3. Click **All**. The Return/Debit All dialog box appears.
4. Select the **Return All** check box; the **Return Auth**, **Date**, and **Period** fields become active.
5. Enter the **Return Auth**, **Date**, and **Period** and click **OK**.
6. If the item is Lotted, Serialized, or Serialized and Lotted, enter the Lot, Serial Number, or Serial Number and Lot information in the dialog boxes that appear.
7. Click **OK** to return to the Transactions screen, or select the **Debit All** box to enter debit memo information for all line Items in the Transaction.

Enter a Debit Memo for All Line Items in a Transaction

To enter a Debit Memo for All line Items in a Transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number** and click **Update** when the transaction appears.
3. Click **All**. The Return/Debit All dialog box appears.
4. Select the **Debit All** box; the **Debit Memo**, **Date**, and **Period** fields become active.
5. Enter the **Debit Memo**, **Date**, and **Period** and click **OK**.
6. If the Item is Lotted, Serialized, or Serialized and Lotted, enter the Lot, Serial Number, or Serial Number and Lot information in the dialog boxes that appear.
7. Click **OK**.

Change a Transaction Batch Code

To change a Transaction Batch Code, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number** and click **Update**.
3. Change the **Batch Code**.
4. Select the **Save** icon on the toolbar to save your changes.

Delete a New Order or Return Transaction

To delete a New Order or New Return Transaction and the line-Item entries associated with it, follow these steps:

5. Select **Transactions** from the **Transactions** menu.
6. Select the **Transaction Number** of the New Order or New Return to delete.
7. Click **Update**.
8. Select the **Delete** hot key (F3) or the **Delete** button . A confirmation message appears.

Print an Online Order

To print an online Order, follow these steps.

1. Select **Transactions** from the **Transactions** menu.
2. Enter an Order, or select a New Order **Transaction Number**.
3. If you are working with an existing Transaction, click **Update**.

4. Click **Print** and **Order**. The Print Orders screen appears.
5. Select available options on the Print Orders screen and enter a Message.
6. Click **Print**.

Print Several Orders

To print several Orders, follow these steps:

1. Select **Print Orders** (page 4-113) from the **Transaction Journals** menu.
2. Select the Orders to print.
3. Click **Print**.

Print an Online Check

To print an online Check, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Enter an Invoice Received Transaction, or select an Invoice Received **Transaction Number**.
3. If you are working with an existing Transaction, click **Update**.
4. Click the **Totals** tab.
5. Click **Invoice Totals**. The Invoice Totals dialog box appears in summary view.
6. Click the **Detail** button » to open the dialog box's detail view.
7. Enter the **Prepaid** amount.
8. Enter the **Date** for the check, or accept the current date.
9. Click **Print** and **Check**. The Online Checks screen appears.
10. Enter the **Check Number** and **Date**, or accept the current values.
11. Click **Print**.

Working With Goods Received Transactions

You can edit **Goods Received** Transactions by using the same steps as for **New Order** transactions, but you must delete Receipts of goods from an unposted line Item before you can delete a line Item, and you must delete all Receipts of goods from all line Items before you can delete a Transaction. With Serialized, Lotted, or Serialized and Lotted items, you must also remove Serial and Lot information. You cannot delete Posted Receipts, but you can edit them.

Edit a Goods Received Transaction

To edit a Goods Received Transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number**. The transaction appears.
3. Click **Update**.
4. Select the tabs and fields to edit.
5. Edit the information.
6. Select the **Save** icon on the toolbar to save your changes.

Edit a Receipt

To edit a Receipt for a Goods Received Transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number**. The transaction appears.
3. Click **Update**.
4. Click **Receipts/Invoices**. The Receipts and Invoices dialog box appears.
5. Edit the Receipt.
6. Select the **Save** icon on the toolbar to save your changes.
7. Close the Receipts/Invoices dialog box.

Enter an Invoice for Transaction Line Items

To enter an Invoice for a Transaction line Item, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number** and click **Update**.
3. Click **Receipts/Invoices**. The Receipts and Invoices dialog box appears.
4. Enter the **Invoice Number** and **Invoice Date**.
5. Select the **Sequence Number** for the line Item for which to apply the Invoice. Do this for each line Item to which the Invoice applies.
6. Enter the Invoice information for each Sequence Number selected in the Receipts and Invoices dialog box.
7. Select the **Save** icon on the toolbar to save your changes.

8. Close the Receipts/Invoices dialog box.

Delete a Receipt

To delete a Receipt for an unposted Transaction line Item, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number** and click **Update**.
3. Click **Receipts/Invoices**. The Receipts and Invoices dialog box appears.
4. Select the **Receipt** you want to delete.
5. Select the **Sequence Number** for the Item for which you want to delete the receipt, and select the **Delete** hot key (F3) or the **Delete** button . You must delete all Receipts for a line Item before you can delete a line Item from a **Goods Received** transaction.

Delete a Line Item from a Goods Received Transaction

To delete an unposted line Item from a Goods Received transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number**. The transaction appears.
3. Click **Update**.
4. Follow the steps for Deleting Receipts (above) until you have deleted all Receipts for the line Item. Close the Receipts and Invoices dialog box.
5. Select the **Delete** hot key (F3) or the **Delete** button . A confirmation message appears.

Delete an Unposted Goods Received Transaction

To delete an unposted Goods Received Transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number**. The transaction appears.
3. Click **Update**.
4. Follow the steps for Deleting Receipts until you have deleted all Receipts for all line Items.
5. Click the **Header** tab.
6. Select the **Delete** hot key (F3) or the **Delete** button . A confirmation message appears.

Delete a Posted Goods Received Transaction

To delete a posted Goods Received Transaction, generate a reversing Transaction.

Working With Invoice Received Transactions

You can delete unposted Invoice Received Transactions and Transaction line Items, but you must first delete all Invoices and Receipts from a line Item. You must delete all Invoices and Receipts from all line Items before you can delete an Invoice Received transaction. You cannot delete Invoice Received transactions with posted line Items.

Edit an Invoice Received Transaction

To edit an Invoice Received Transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number**. The transaction appears.
3. Click **Update**.
4. Select the tabs and fields to edit.
5. Edit the information.
6. Select the **Save** icon on the toolbar to save your changes.

Delete an Invoice

To delete an invoice for an unposted transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the **Transaction Number**. The transaction appears.
3. Click **Update**.
4. Click **Receipts/Invoices**. The Receipts and Invoices dialog box appears.
5. Click **Invoice** to go to the Invoice screen.
6. Select the **Invoice** you want to delete.
7. Select the Sequence number for the item you want to delete the invoice for and select the **Delete** hot key (F3) or the **Delete** button . You must delete all Invoices and Receipts for a line Item before you can delete a line Item from an **Invoice Received** transaction.

Delete an Unposted Invoice Received Transaction Line Item

To delete an unposted Invoice Received Transaction line Item, follow the steps for Deleting an Invoice (above) and Deleting a Receipt until you delete all Invoices and Receipts from the line

Item. After you delete all Invoices and Receipts, select the **Delete** hot key (F3) or the **Delete** button . A confirmation message appears.

Delete an Unposted Invoice Received Transaction

To delete an unposted Invoice Received Transaction, follow the steps for Deleting an Invoice and Deleting a Receipt until you delete all Invoices and Receipts from the Transaction line Items. After you delete all Invoices and Receipts, click the **Header** tab and select the **Delete** hot key (F3) or the **Delete** button . A confirmation message appears.

Delete an Invoice Received Transaction with Posted Line Items

To delete an Invoice Received Transaction with posted line Items, generate a reversing New Return, Return Authorization and Debit Memo Transaction.

Working With Return Authorization Transactions

You can edit posted and unposted Return Authorization Transactions by using the same steps as for New Order Transactions, but you must delete Return Authorizations from unposted line Items before you can delete them, and you must delete all Return Authorizations from all line Items before you can delete an unposted Transaction.

Follow the steps in the Working With Goods Received Transactions (page 4-95) section replacing Receipts with Return Authorization.

Working With Debit Memo Transactions

You can edit Debit Memo Transactions with the same methods as New Order or New Return Transactions. You can delete unposted **Debit Memo** Transactions and Transaction line Items, but you must first delete Debit Memos and Return Authorizations from line Items. You must delete all Debit Memos and Return Authorizations from all line Items before you can delete a Transaction.

Follow the steps in the Working With Invoice Received Transactions (page 4-98) section replacing Invoice with Credit Memo.

Cancel a Transaction

To cancel a Transaction, follow one of these procedures:

- If the New Order or New Return Transaction is unposted, follow the steps for deleting a New Order or New Return.

- If the Transaction is unposted and is not a New Order or New Return Transaction, follow the steps for Deleting a Transaction with Receipts, Invoices, Return Authorizations, or Debit Memos.
- If you want an audit trail that is more detailed than the Open Order Report and the Order you want to cancel has been posted, enter a Return to back out the Order. To cancel an Order that has not been posted, enter a Return for the Order so that the Return and the Order are posted at the same time.

COPY RECURRING ENTRIES

Use the **Copy Recurring Entries** function to create Transactions for the Recurring Entries you defined 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.

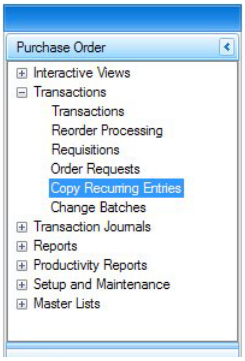
When you click **OK** the Recurring Entries that have the Next Billing Date prior to your Due By Date will get copied into the Transactions function as New Orders. If the Next Billing Date calculated from prior Copy Recurring Entries executions is after the Due By Date those Recurring Entries will not get copied into Transactions.

After you copy a Recurring Entry, the system treats it like any other Transaction. You must go through the Receiving and Invoicing process to complete the Transaction. When you post Invoiced Transactions, an Open Invoice is created for each Invoice. 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:

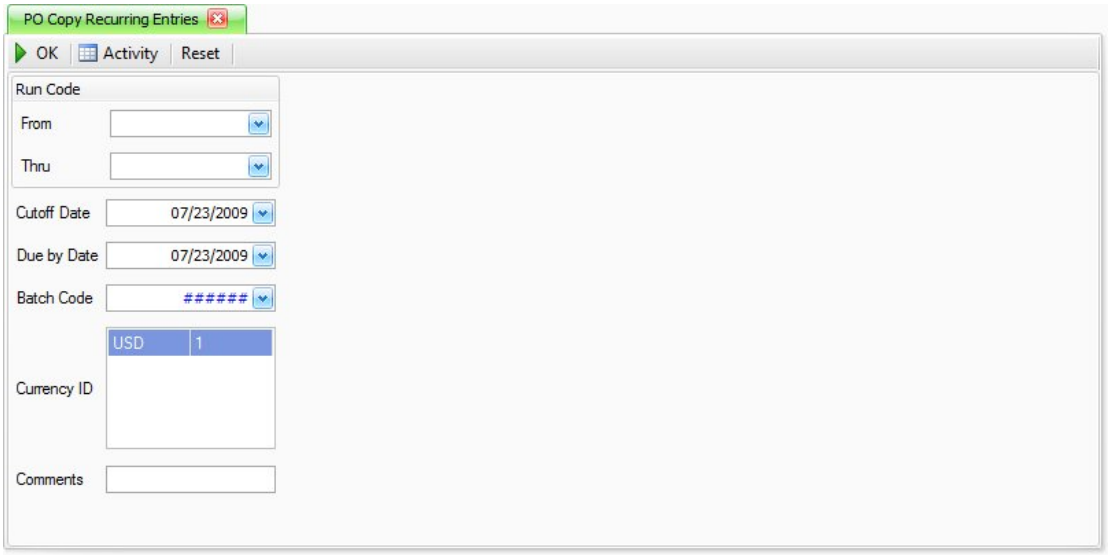
1. Select **Copy Recurring Entries** from the **Transactions** menu.

Copy Recurring Entries Menu



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

Copy Recurring Entries Screen



3. Select the range of **Run Codes From** and **Thru**, whose Recurring Entries you want to copy. Because you can copy Recurring Entries to Transactions by Run Code, assign the same Run Code for entries that you copy on the same basis.
4. 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.
5. 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.
6. Select the **Batch Code** for which to copy the Recurring Entries. This field is available only if you selected Yes to Use Batch Processing in the Business Rules function.
7. ¥$£€ If you use multi-currency, the Vendor currencies for which recurring entries exist (and the number of Recurring Entries involving that currency) appear in the **Currency ID** box. Select the Currency to copy those recurring entries. You can select only one Currency at a time. This box is not available if you do not use multi-currency.
8. ¥$£€ 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.

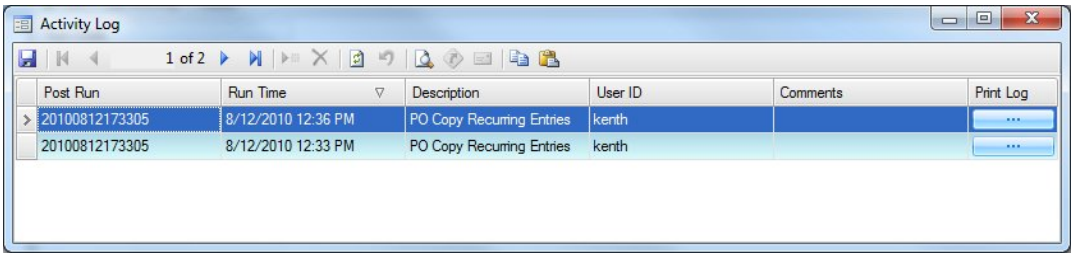
9. Select a command button:

NOTE: The Recurring 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.

Activity Log Dialog Box



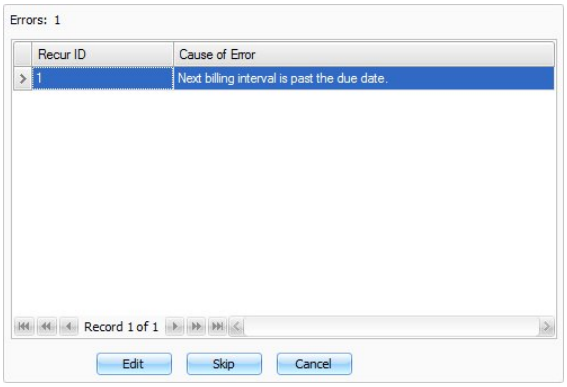
The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

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

Name	Displays
Print Log	Previews the Recurring Entries Log in .pdf format.

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

Error Listing Screen



1. The **Error Listing** screen appears when the Recurring Entries you are copying do not meet particular conditions. The error listing shows the **Recur ID** and **Cause of Error** explaining 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. 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.

Task Summary

If you do not want to Copy the Recurring Entries in the error listing, select **Cancel**.

To Copy the Recurring Entries, use these steps:

1. Select **Edit**, which invokes the Recurring Entries function (page 3-77).
2. Edit the Recurring Entries and close the Recurring Entries setup.

3. Select **Cancel** to go back to the Copy Recurring Entries screen.
4. Select **OK** on the Recurring Entries screen to copy the Recurring Entries.

Command Buttons

Name	Description
Edit	Edit the recurring entries.
Skip	This button is currently not available.
Cancel	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
PO Copy Recurring Entries Log

Page 1
USD

Run Code From		Thru	
Fiscal Period/Year	8/2010	Cutoff Date	8/12/2010
Due by Date	8/12/2010	Batch Code	######

Recur ID	Trans No	Vendor ID	Invoice Amount
Monthly	00000034	Ntp015	300.00
Grand Total	Transactions Copied 1		300.00

8/12/2010 12:33 PM

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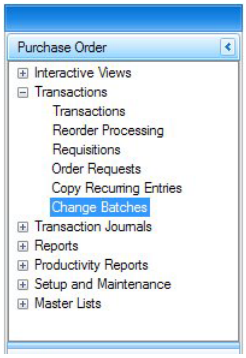
CHANGE BATCHES

Use the **Change Batches** function from the Transactions Menu to better organize the processing of your Transactions. Batching provides you a way to both maintain and group your Transactions in a variety of ways to meet your systems needs. As your needs change within the system the Change Batches function will allow you to move Transactions to a different Batch for reporting or posting purposes.

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

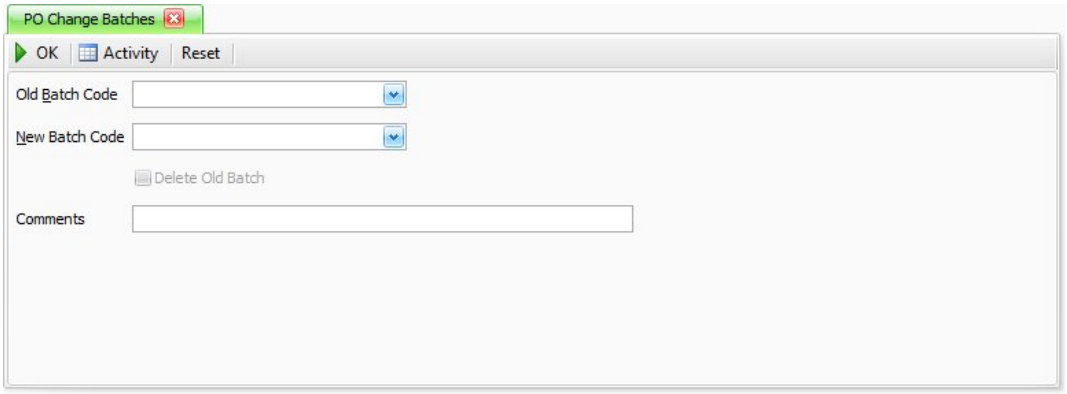
1. Select **Change Batches** from the **Transactions** menu.

Change Batches Menu



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

Change Batches Screen



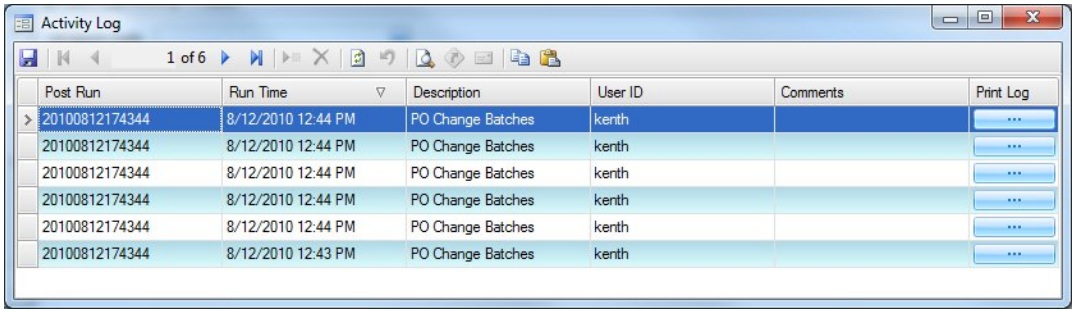
3. Select the **Old Batch Code** of the Batch that contains the Transactions to be moved.

4. Select the **New Batch Code** of the Batch into which to move Transactions.
5. Select the check box to **Delete The Old Batch**, otherwise, clear the box.
6. Enter **Comments** for the Batch change, if applicable.
7. Select a command button:

Command Buttons

Name	Description
OK	Select **OK** to continue moving transactions from the selected batch to a newly selected batch.
Activity	Select **Activity** to view the activity log.
Reset	Select **Reset** to remove values entered and begin again.

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
Post Run	The system assigned post run ID.
Run Time	The date and time the change batches was done.
Description	The change batches description.
User ID	The user who performed the change batches.

Name	Displays
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

TRANSACTION JOURNALS OVERVIEW

Before you use the functions on the **Transaction Journals** menu, complete these tasks:

- Use the functions on the Accounts Payable and Purchase Order Setup and Maintenance menus to set up your IDs and codes.
- Use the functions on the Accounts Payable and Purchase Order Master Lists and Interactive Views menus to verify your IDs and codes.
- Enter all applicable transactions.

Use the functions on the **Transaction Journals** menu to perform these tasks:

Below are descriptions of the functions on the Transaction Journals menu.

- Use the **Print Orders** (page 4-113) function to print Purchase Orders.
- Use the **Purchases Journal** (page 4-121) function to find mistakes and omissions in your unposted purchase Transactions.
- Use the **Miscellaneous Debits Journal** (page 4-125) function to find mistakes and omissions in your unposted Miscellaneous Debits.
- Use the **Receipts and Invoices Report** (page 4-129) function to check the status of Orders with Receipts and Invoices.
- Use the **Receiving Report** (page 4-135) to print unposted Receipt records from the PO transactions tables.
- Use the **Accrual Verification Report** (page 4-139) function to check amounts accrued for Orders.
- Use the **Daily Sales Tax Report** (page 4-143) function to verify Sales Tax paid by Tax Locations.
- Use the **Post Transactions** (page 4-151) function to create open Invoices or Debit Memos for each purchase and miscellaneous debit entry you recorded, and to clear completed Transactions.

If transactions are incorrect, use the functions on the Transactions menu to edit them, and then reprint the appropriate journal before you post the transactions. 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 Accounts Payable **Pay Invoices** functions to pay invoices and print checks.

PRINT ORDERS

To check your Purchase Orders before you print them, produce the **Open Order Report**. If you need to change information, use the **Transactions** function to edit the orders.

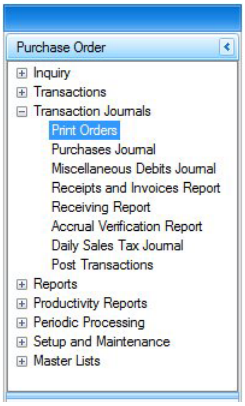
Use the **Print Orders** function to print Purchase Order forms for all New Order transactions you entered in the Transactions function. The Print Orders function will only print Purchase Orders for New Orders; to reprint a Purchase Order for a Transaction for which Receipts or Invoices have been entered, use the **Print** button on the Transactions screen.

The **Print Orders** function does not print Debit Memos. To print a Debit Memo, use the **Print** button on the Transactions screen.

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

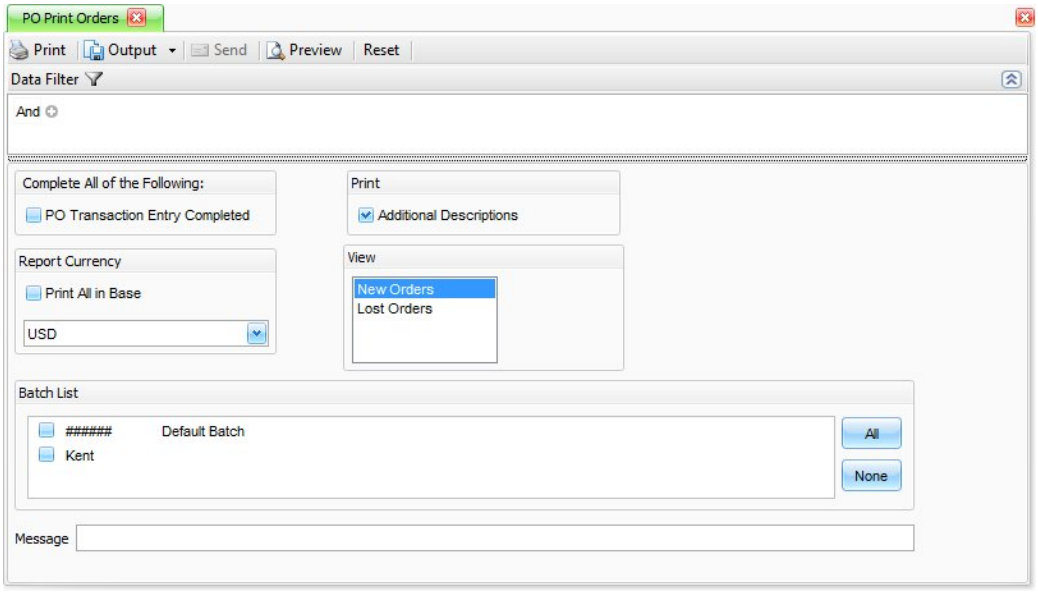
1. Select **Print Orders** from the **Transaction Journals** menu.

Print Orders Menu



2. The **Print Orders** selection screen appears.

Print Orders 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. Select the check box when **Purchase Order Transaction Entry is Complete**; otherwise, complete transaction entry before you Print Orders.
5. 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 foreign 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.

6. Select the **Print Additional Descriptions** box to print Additional Descriptions on the orders; otherwise, clear the box. This is available only if you selected Yes to Use Additional Descriptions option in the Business Rules function (page 3-5).
7. Select the type of Transactions to print: **New Orders** or **Lost Orders**. Lost Orders are Orders which have been printed but for which no goods have been received.
8. Select the **Batch** codes you want to include in the Print Orders. 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.
9. Enter a **Message** to print on the Orders, or leave the field blank.
10. Select a command button:

Command Buttons

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

When you click **Print**, the date is inserted into the **Date Printed** field on the Transactions Header tab for the corresponding transactions.

Activity Log

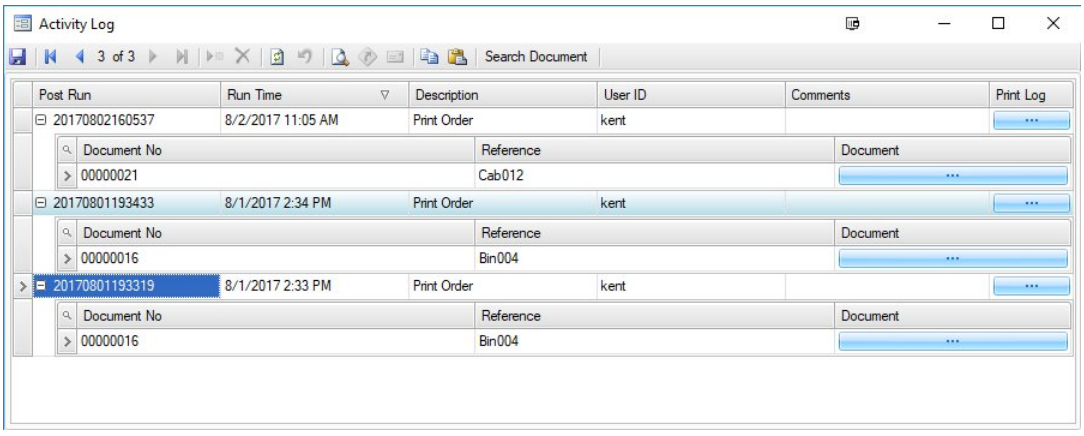
Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Purchase Order(s) printed for the selected printing.
- Click the **Document** button to preview the Purchase Order 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



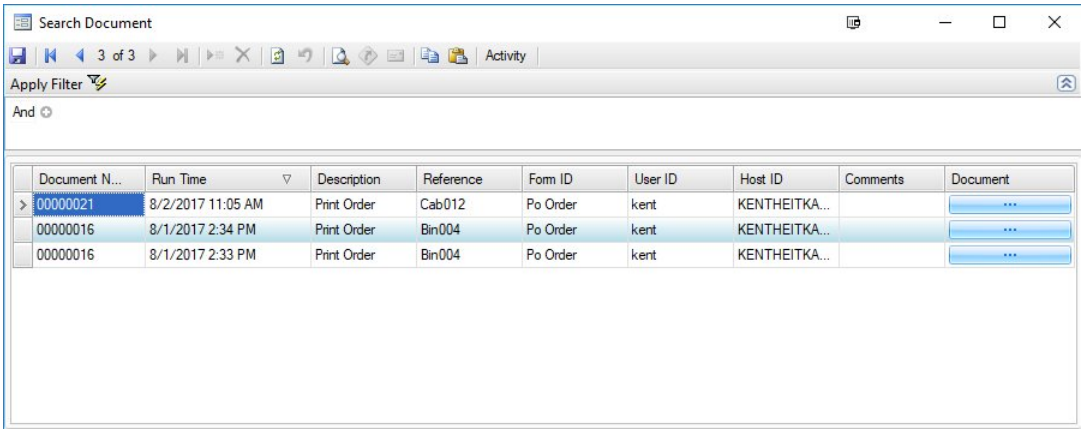
Search Document

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

Search Document Screen



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

Purchase Order

PURCHASE ORDER

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(555)-555-5555
(555)-555-5555

PO NUMBER	PO DATE
00000042	2/22/2012

LOCATION	PAGE
MN0001	1

VENDOR
Bin004
Binary Marketing Solutions
Thos. Boswell
164 Park Street North
Bismark, ND 58501
Phone No (701)-462-1584
Fax No (701)-462-1524

SHIP TO

PO - Reordered

ORDERED BY	SHIP VIA	F.O.B.	TERMS DESCRIPTION	BATCH CODE
kent			2% /10, Net 30	Kent

ENTRY	ITEM ID	UNIT	UNIT PRICE	ORD QTY	RCVD QTY	BACKORD	EXTENSION
1	AidenGreyItem Aiden Grey Item **REQ SHIP DATE** 2/22/2012	EA	0.0000	1.00	0.00	0.00	0.00
2	COM100 Multimedia Desktop **REQ SHIP DATE** 2/22/2012	EA	1,120.0000	2.00	0.00	0.00	2,240.00

TAXABLE	Freight	Misc	PREPAID	GRAND TOTAL
0.00	0.00	0.00	0.00	2,240.00

NONTAXABLE	SALES TAX	DISCOUNT
2,240.00	0.00	0.00

Received By

Authorized Signature

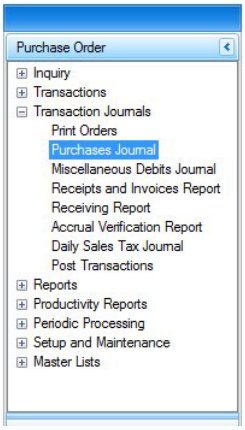
PURCHASES JOURNAL

Print the **Purchases Journal** before you post transactions to check for mistakes and omissions. It also serves as a Transaction audit trail. If you find incorrect Transactions in the Purchases Journal, use the Transactions function to edit or delete them.

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

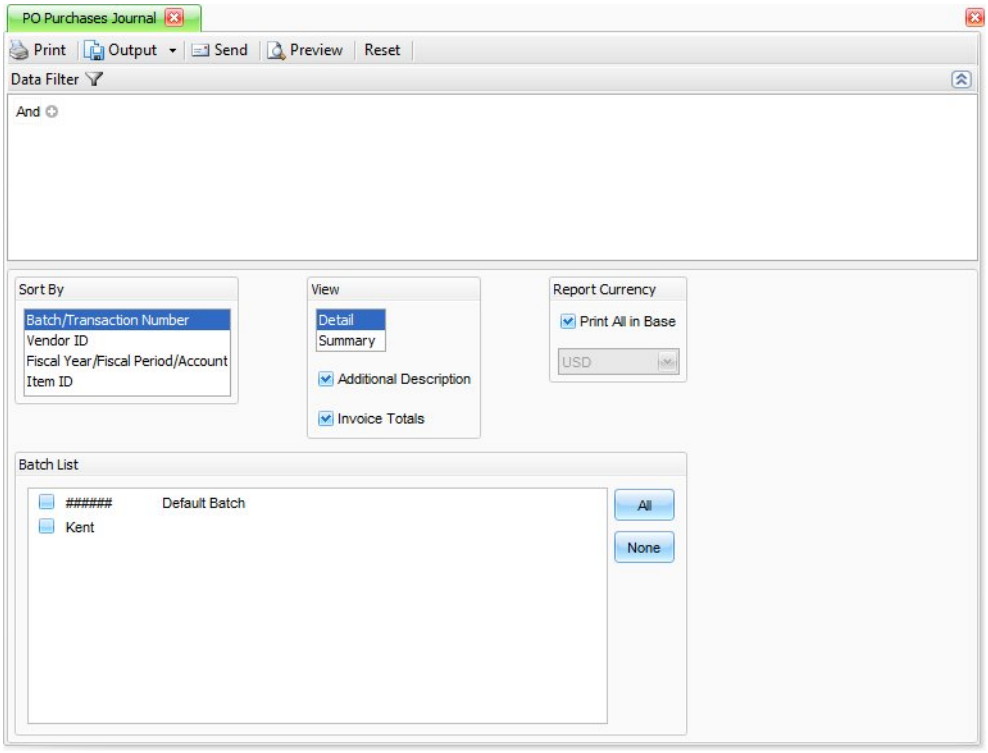
1. Select **Purchases Journal** from the **Transaction Journals** menu.

Purchases Journal Menu



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

Purchases Journal 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. Select the **Sort By** criterion for the journal: **Batch/Transaction Number**, **Vendor ID**, **Fiscal Year/Fiscal Period/Account**, or **Item ID**.
5. Select the amount of detail to **View** for the journal: full **Detail** or **Summary**.
    - A **Detail** Journal lists all the line Items for each Transaction.
    - A **Summary** Journal lists the totals for each Transaction.
6. Select the **Print Additional Descriptions** box to print Additional Descriptions on the Journal; otherwise, clear the box. This is available only if you selected Yes to Use Additional Descriptions option in the Business Rules function (page 3-5).
7. Select the **Invoice Totals** check box to print Invoice totals for each Transaction on the Journal, otherwise clear the box.

8. 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 Journal.
    - 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 Journal.
    - 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 Journal.
9. Select the **Batch** codes you want to include in the Journal. 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.
10. 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.

Purchases Journal

Continental Products Unlimited
Purchases Journal (Detail)
Sorted by Batch/Transaction No

USD

Report Filter					
Batch List	######,Fri,Kent,Mon,Thur,Tues,Wed		Print Invoice Totals	Yes	
Print Additional Description	Yes		Print All in Base Currency	Yes	
Report Currency	USD				

Batch Code	Trans No	Vendor ID	Name					Dist Code	Tax Group ID	
Kent	00000002	Digi010	Digital CD-Rom Drives					D001	MN	
Item ID	Description	Loc ID	GL Account	GL Description	Unit	Qty	Unit Cost	Ext Cost	Tax Class	
	Addl Description									
350	Entry Door	CA0001	00-000-1230		EA	100.0000	210.0300	21,003.00	3	
	Invoice No	Pd/Year	Taxable	Nontaxable	Freight	Misc	Sales Tax	Discount	Prepaid	Total
	22211111	8/2010	0.00	21,003.00	0.00	0.00	0.00	420.06	0.00	21,003.00
	Invoice Date	Payment No	Payment Date	1099	Amount 1	Date 1	Amount 2	Date 2	Amount 3	Date 3
	8/12/2010			No	20,582.94	9/11/2010	0.00		0.00	
Trans No 00000002 Total										
	Invoice No				Invoice Date	Pd/Year				
	22211111				8/12/2010	8/2010				
Kent	00000003	Rem014	Remote Power Supply Inc.					D001	MN	
Item ID	Description	Loc ID	GL Account	GL Description					Tax Class	
	Addl Description									
M250	Steel Cross Tubing 3 x 1.5" Unpaint	MN0002	00-000-1230						0	
	Invoice No				Invoice Date	Pd/Year	Unit	Qty	Unit Cost	Ext Cost
	12				11/3/2009	11/2009	IN	20,000.0000	0.1200	2,400.00
	Pd/Year	Taxable	Nontaxable	Freight	Misc	Sales Tax	Discount	Prepaid	Total	
	11/2009	0.00	2,400.00	0.00	0.00	0.00	48.00	0.00	2,400.00	
	Payment No	Payment Date	1099	Amount 1	Date 1	Amount 2	Date 2	Amount 3	Date 3	
			No	2,352.00	12/3/2009	0.00		0.00		
Trans No 00000003 Total										
	Invoice No				Invoice Date	Pd/Year				
	12				11/3/2009	11/2009				
	Invoice Date									
	11/3/2009									
Kent	00000023	Cab012	Computer Systems Inc.					D001	MN	
Item ID	Description	Loc ID	GL Account	GL Description					Tax Class	
	Addl Description									
COM100	Multimedia Desktop	MN0001	00-000-1230						0	
	Invoice No				Invoice Date	Pd/Year	Unit	Qty	Unit Cost	Ext Cost
	1112333				7/15/2010	7/2010	EA	2.0000	1,120.0000	2,240.00

8/12/2010 1:57 PM **OPEN_SYSTEMS\kenthe**

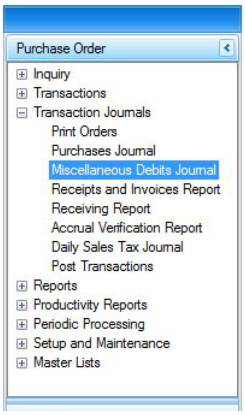
MISCELLANEOUS DEBITS JOURNAL

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.

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

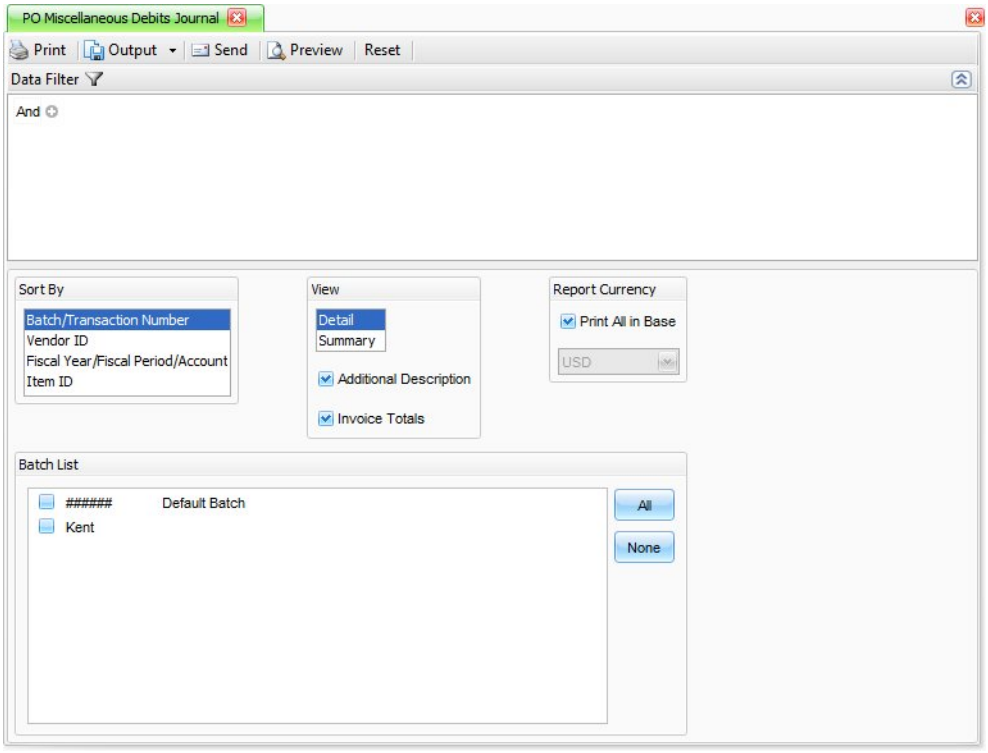
1. Select **Miscellaneous Debits Journal** from the **Transaction Journals** menu.

Miscellaneous Debits Journal Menu



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

Miscellaneous Debits Journal 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. Select the **Sort By** criterion for the journal: **Batch/Transaction Number**, **Vendor ID**, **Fiscal Year/Fiscal Period/Account**, or **Item ID**.
5. Select the amount of detail to **View** for the journal: full **Detail** or **Summary**.
    - A **Detail** Journal lists all the line Items for each Transaction.
    - A **Summary** Journal lists the totals for each Transaction.
6. Select the **Print Additional Descriptions** box to print Additional Descriptions on the Journal; otherwise, clear the box. This is available only if you selected Yes to Use Additional Descriptions option in the Business Rules function (page 3-5).
7. Select the **Invoice Totals** check box to print Debit Memo totals for each Transaction on the Journal, otherwise clear the box.

8. If you use multi-currency, these print options are available:
   - To print Debit Memos 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 Debit Memos that were entered in the base currency are printed on the Journal.
   - To print Debit Memos that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only Debit Memos that were entered in the currency you select are printed on the Journal.
   - To print all Debit Memos (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 Debit Memos amounts from their original currency to the base currency (if necessary), then prints all Debit Memos on the Journal.
9. Select the **Batch** codes you want to include in the Journal. 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.
10. 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.

Miscellaneous Debits Journal

USD

Continental Products Unlimited
Miscellaneous Debits Journal (Detail)
Sorted by Batch/Transaction No

Report Filter			
Batch List	######,Fri,Kent,Mon,Thur,Tues,Wed	**Print Invoice Totals**	Yes
Print Additional Description	Yes	**Print All in Base Currency**	Yes
Report Currency	USD		

Batch Code	Trans No	Vendor ID	Name						Dist Code	Tax Group ID
Fri	00000036	Ace001	Ace Computer Power Supply						D001	MN
Item ID	**Description**		**Loc ID**	**GL Account**	**GL Description**					**Tax Class**
	Addl Description									
100	Electrical Package		MN0001	00-000-1230						3
	Includes Electrical Outlets and									
		Debit Memo No		**Date**	**Pd/Year**	**Unit**		**Qty**	**Unit Cost**	**Ext Cost**
		451122555		8/12/2010	8/2010	PKG		1.0000	343.5500	343.55
Trans No 00000036 Total		**Debit Memo No**	**Pd/Year**	**Taxable**	**Nontaxable**	**Freight**	**Misc**	**Sales Tax**	**Discount**	**Prepaid**	**Total**
		451122555	8/2010	0.00	343.55	0.00	0.00	0.00	6.87	0.00	343.55
		Debit Memo Date	**Payment No**	**Payment Date**	**1099**	**Amount 1**	**Date 1**				
		8/12/2010			No	336.68	9/11/2010				
Batch Code Fri Total				**Taxable**	**Nontaxable**	**Freight**	**Misc**	**Sales Tax**	**Discount**	**Prepaid**	**Total**
				0.00	343.55	0.00	0.00	0.00	6.87	0.00	343.55
Kent	00000018	Ace001	Ace Computer Power Supply						D001	MN	
Item ID	**Description**		**Loc ID**	**GL Account**	**GL Description**					**Tax Class**	
	Addl Description										
SND100	SBLSound Plus Card		MN0001	00-000-1230	Ace Computer Power Supply					0	
		Debit Memo No		**Date**	**Pd/Year**	**Unit**		**Qty**	**Unit Cost**	**Ext Cost**	
		18		11/3/2009	11/2009	EA		5.0000	37.0000	185.00	
		Serial No					**Invoice No**			**Unit Cost**	
		19SS003					18			37.0000	
		32PT547					18			37.0000	
		41PK324					18			37.0000	
		41PK325					18			37.0000	
		41PK326					18			37.0000	

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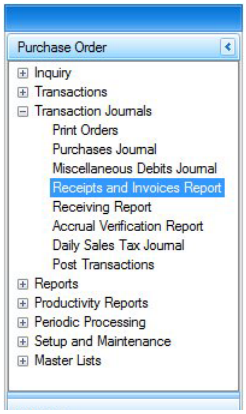
RECEIPTS AND INVOICES REPORT

The **Receipts and Invoices Report** lists the current Receipts and Invoices. Use this report to verify what Items you have Received and Invoiced.

To produce the **Receipts and Invoices Report**, follow these steps:

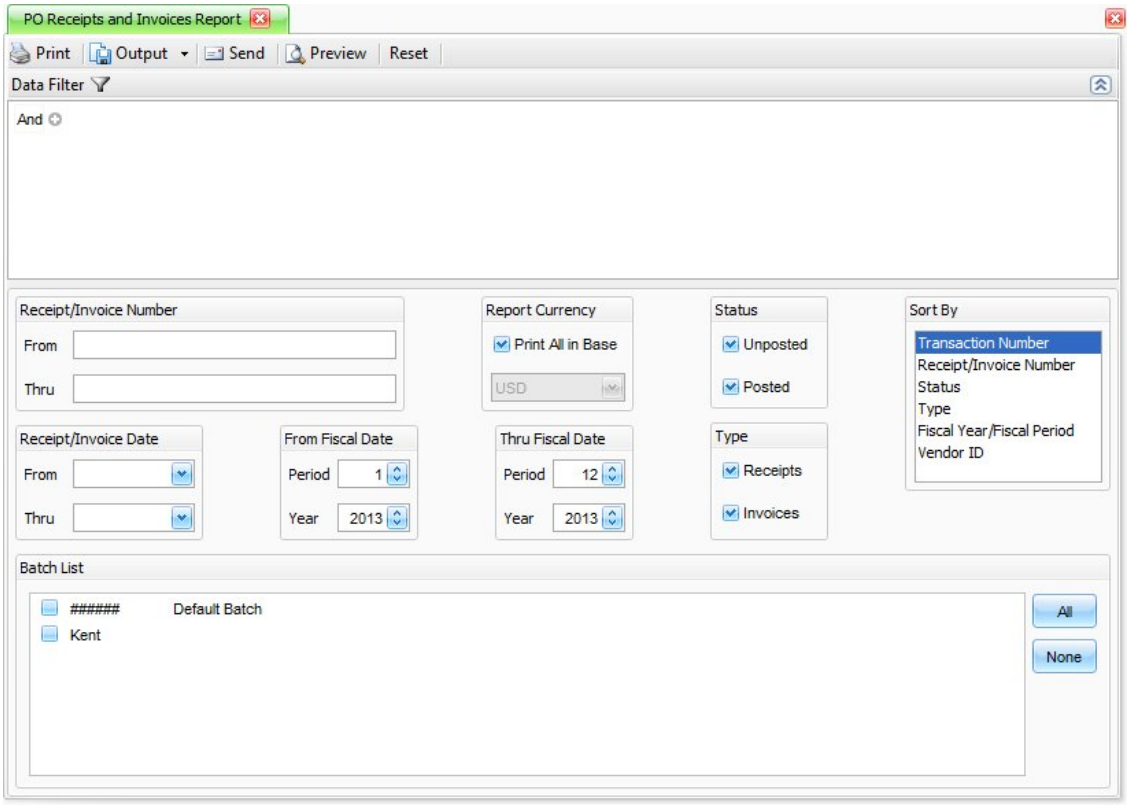
1. Select **Receipts and Invoices Report** from the **Transaction Journals** menu.

Receipts and Invoices Report Menu



2. The **Receipts and Invoices Report** selection screen appears.

Receipts and Invoices 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. Enter the range of **Receipt/invoice Numbers From** and **Thru** to include in the report.
5. Select the range of **Receipt/Invoice Dates From** and **Thru** to include in the report.
6. Select the range of **Fiscal Periods/Years From** and **Thru** to include in the report.

   Leave all the above boxes blank to print a Receipts and Invoices Report that includes all Transactions for which receipts and invoices have been entered. You may also use any combination of the above boxes to specify the Transactions to include in the report, leaving the others blank.

7. If you use multi-currency, these print options are available:
    - To print Debit Memos 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 Debit Memos that were entered in the base currency are printed on the Journal.
    - To print Debit Memos that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only Debit Memos that were entered in the currency you select are printed on the Journal.
    - To print all Debit Memos (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 Debit Memos amounts from their original currency to the base currency (if necessary), then prints all Debit Memos on the Journal.
8. Select the **Posted Status** of the Receipts or Invoices to include in the report: **Posted** or **Unposted**.
9. Select the **Type** of documents (**Receipts** or **Invoices**, you can also select both check boxes) to include in the report.
10. Select the **Sort By** order for the report: **Transaction Number**, **Receipt/Invoice Number**, **Status**, **Type**, **Fiscal Year/Fiscal Period**, and **Vendor ID**.
11. Select the **Batch** codes you want to include in the Journal. 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.
12. 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.

Receipts and Invoices Report

Continental Products Unlimited
Receipts and Invoices Report
Sorted by Transaction No

USD

Report Filter
Rcpt/Inv No From Thru
Rcpt/Inv Date From Thru
Fiscal Period/Year From 1/2010 Thru 12/2010
Batch List ######,Fri,Kent,Mon,Thur,Tues,Wed
Include Receipts, Invoices **Status** Unposted, Posted
Report Currency USD **Print All in Base Currency** Yes

Trans No	Batch Code	Vendor ID	Name
00000002	Kent	Digi010	Digital CD-Rom Drives

Rcpt/Inv No	Item ID	Loc ID	Description	Status	Type	Date	Pd/Year	Qty	Unit	Unit Cost	Ext Cost
12345	350	CA0001	Entry Door	Unposted	Receipt	8/12/2010	8/2010	50.0000	EA	210.0300	10,501.50
12346	350	CA0001	Entry Door	Unposted	Receipt	8/12/2010	8/2010	50.0000	EA	210.0300	10,501.50
22211111	350	CA0001	Entry Door	Unposted	Invoice	8/12/2010	8/2010	100.0000	EA	210.0300	21,003.00
							Total Receipts for Transaction No 00000002				21,003.00
							Total Invoices for Transaction No 00000002				21,003.00

00000023	Kent	Cab012	Computer Systems Inc.

Rcpt/Inv No	Item ID	Loc ID	Description	Status	Type	Date	Pd/Year	Qty	Unit	Unit Cost	Ext Cost
1111222	COM100	MN0001	Multimedia Desktop	Unposted	Receipt	7/15/2010	7/2010	2.0000	EA	1,120.0000	2,240.00
1112333	COM100	MN0001	Multimedia Desktop	Unposted	Invoice	7/15/2010	7/2010	2.0000	EA	1,120.0000	2,240.00
							Total Receipts for Transaction No 00000023				2,240.00
							Total Invoices for Transaction No 00000023				2,240.00

00000026	Kent	Ace001	Ace Computer Power Supply

Rcpt/Inv No	Item ID	Loc ID	Description	Status	Type	Date	Pd/Year	Qty	Unit	Unit Cost	Ext Cost
11111	COM100	MN0001	Multimedia Desktop	Unposted	Receipt	7/27/2010	7/2010	2.0000	EA	465.0000	930.00
							Total Receipts for Transaction No 00000026				930.00
							Total Invoices for Transaction No 00000026				0.00

00000028	Kent	Ace001	Ace Computer Power Supply

Rcpt/Inv No	Item ID	Loc ID	Description	Status	Type	Date	Pd/Year	Qty	Unit	Unit Cost	Ext Cost
11111222	100	MN0001	Electrical Package	Unposted	Receipt	8/5/2010	8/2010	2.0000	PKG	343.5500	687.10
							Total Receipts for Transaction No 00000028				687.10
							Total Invoices for Transaction No 00000028				0.00

00000029	Kent	Adv008	Advanced Cirquit Boards Plus

Rcpt/Inv No	Item ID	Loc ID	Description	Status	Type	Date	Pd/Year	Qty	Unit	Unit Cost	Ext Cost
22223333	200100	MN0001	Furnace	Unposted	Receipt	8/5/2010	8/2010	2.0000	EA	379.4400	758.88
							Total Receipts for Transaction No 00000029				758.88

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RECEIVING REPORT

Use the **Receiving Report** to print unposted Receipt records from the PO transactions tables.

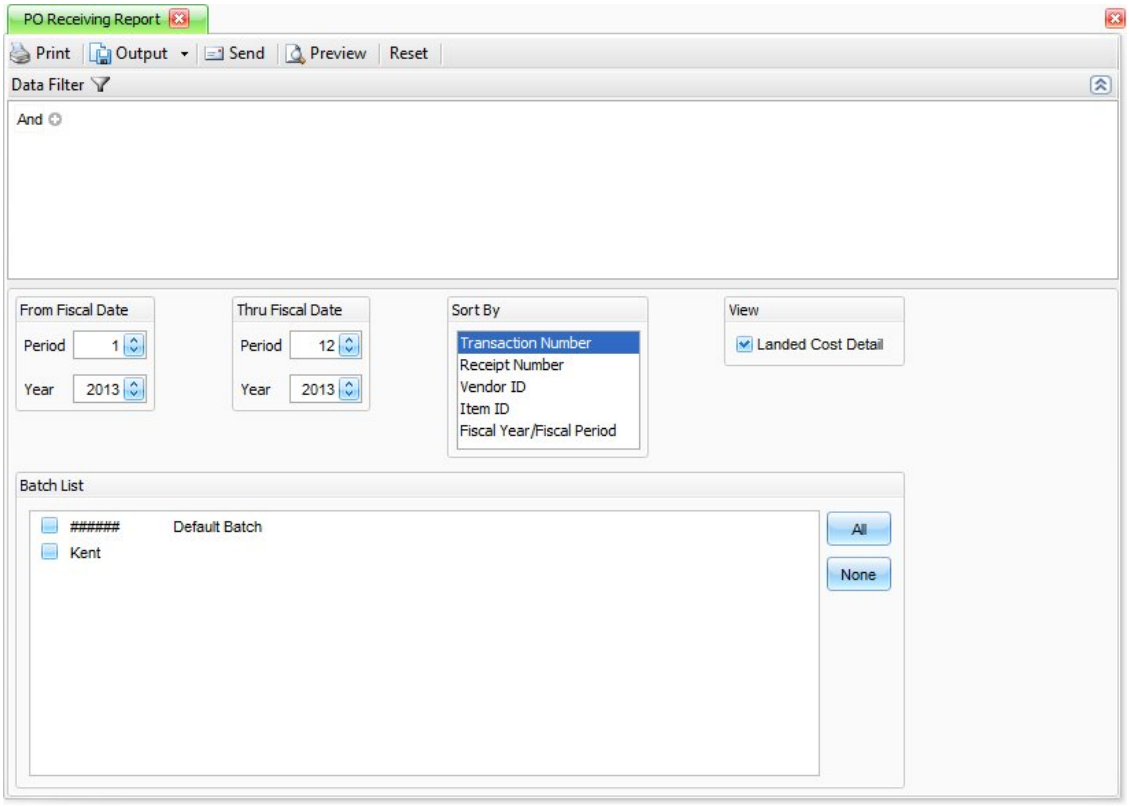
To produce the **Receiving Report**, follow these steps:

1. Select **Receiving Report** from the **Transaction Journals** menu.

Receiving Report Menu

2. The **Receiving Report** screen appears.

Receiving 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. Select the range of **Fiscal Periods/Years** to include in the report.

   Leave the above fields blank to print a Receiving Report that includes all unposted receipt records. You may also use any combination of the above fields to specify the transactions to include in the report, leaving the others blank.
5. Select the **Sort By** order for the report: **Transaction Number**, **Receipt/Invoice Number**, **Status**, **Type**, **Fiscal Year/Fiscal Period**, and **Vendor ID**.
6. Check the **View Landed Cost Detail** to include Landed Cost information in the report.

7. Select the **Batch** codes you want to include in the Journal. 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.
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.

Receiving Report

Continental Products Unlimited
Receiving Report
Sorted by Transaction No

Report Filter
Fiscal Period/Year From 1/2010 **Thru** 12/2010
Batch List ######,Fri,Kent,Mon,Thur,Tues,Wed

Trans No	Batch Code	Vendor ID	Name						
00000002	Kent	Digi010	Digital CD-Rom Drives						
Rcpt No	**Item ID**		**Loc ID**	**Description**	**Type**	**Date**	**PdYear**	**Qty**	**Unit**	**Unit Cost**	**Ext Cost**
12345	350		CA0001	Entry Door	Receipt	8/12/2010	8/2010	50.0000	EA	210.0300	10,501.50
12346	350		CA0001	Entry Door	Receipt	8/12/2010	8/2010	50.0000	EA	210.0300	10,501.50
							Total Receipts for Transaction No 00000002				21,003.00
00000023	Kent	Cab012	Computer Systems Inc.						
Rcpt No	**Item ID**		**Loc ID**	**Description**	**Type**	**Date**	**PdYear**	**Qty**	**Unit**	**Unit Cost**	**Ext Cost**
1111222	COM100		MN0001	Multimedia Desktop	Receipt	7/15/2010	7/2010	2.0000	EA	1,120.0000	2,240.00
							Total Receipts for Transaction No 00000023				2,240.00
00000026	Kent	Ace001	Ace Computer Power Supply						
Rcpt No	**Item ID**		**Loc ID**	**Description**	**Type**	**Date**	**PdYear**	**Qty**	**Unit**	**Unit Cost**	**Ext Cost**
11111	COM100		MN0001	Multimedia Desktop	Receipt	7/27/2010	7/2010	2.0000	EA	465.0000	930.00
							Total Receipts for Transaction No 00000026				930.00
00000028	Kent	Ace001	Ace Computer Power Supply						
Rcpt No	**Item ID**		**Loc ID**	**Description**	**Type**	**Date**	**PdYear**	**Qty**	**Unit**	**Unit Cost**	**Ext Cost**
111111222	100		MN0001	Electrical Package	Receipt	8/5/2010	8/2010	2.0000	PKG	343.5500	687.10
							Total Receipts for Transaction No 00000028				687.10
00000029	Kent	Adv008	Advanced CirquitBoards Plus						
Rcpt No	**Item ID**		**Loc ID**	**Description**	**Type**	**Date**	**PdYear**	**Qty**	**Unit**	**Unit Cost**	**Ext Cost**
22223333	200100		MN0001	Furnace	Receipt	8/5/2010	8/2010	2.0000	EA	379.4400	758.88
							Total Receipts for Transaction No 00000029				758.88
00000032	Kent	Cab012	Computer Systems Inc.						
Rcpt No	**Item ID**		**Loc ID**	**Description**	**Type**	**Date**	**PdYear**	**Qty**	**Unit**	**Unit Cost**	**Ext Cost**
555555	COM100		MN0001	Multimedia Desktop	Receipt	8/10/2010	8/2010	2.0000	EA	1,120.0000	2,240.00
							Total Receipts for Transaction No 00000032				2,240.00
00000033	Kent	Ace001	Ace Computer Power Supply						
Rcpt No	**Item ID**		**Loc ID**	**Description**	**Type**	**Date**	**PdYear**	**Qty**	**Unit**	**Unit Cost**	**Ext Cost**
7774444	200100		MN0001	Furnace	Receipt	8/12/2010	8/2010	2.0000	EA	379.4400	758.88
7774444	800001		MN0001	Wallpaper - Contemporary	Receipt	8/12/2010	8/2010	50.0000	ROLL	1.1500	57.50
							Total Receipts for Transaction No 00000033				816.38

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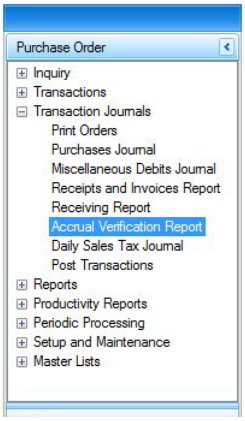
ACCRUAL VERIFICATION REPORT

The **Accrual Verification Report** lists the amounts accrued for posted Receipts. The verification summary report lists the amounts in the General Ledger Accrual Accounts and the received Purchase Order accrual amounts along with any variances. (GL Accrual amounts are available only if Purchase Order is interfaced with General Ledger and you selected Yes to Use Accrual During Posting in the Business Rules function (page 3-5).) The detailed version of the report lists the individual line Item's Accrual amount for each Purchase Order's received line Items and the verification summary information.

To produce the **Accrual Verification Report**, follow these steps:

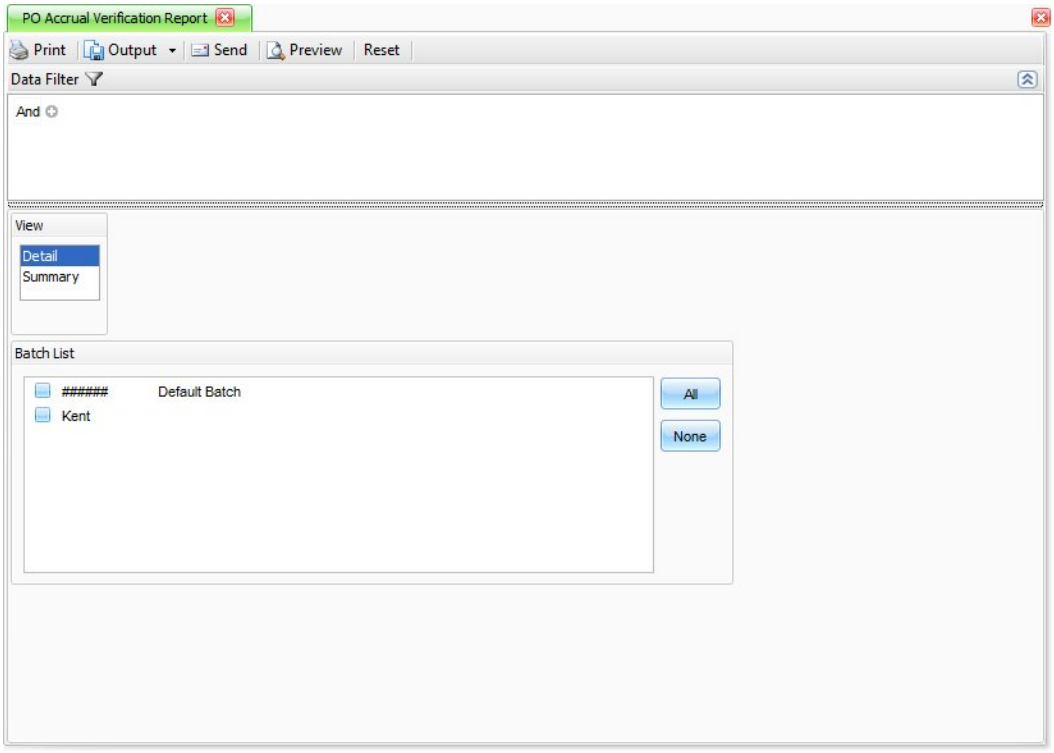
1. Select **Accrual Verification Report** from the **Transaction Journals** menu.

Accrual Verification Report Menu



2. The **Accrual Verification Report** screen appears.

Accrual Verification 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. Select to **View** the **Detail** or **Summary** version of the report.
5. Select the **Batch** codes you want to include in the Journal. 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.

6. 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.

Accrual Verification Report

Continental Products Unlimited
Accrual Verification Report
Detail

Report Filter
Selected Batches ######

Trans No	Batch Code	Vendor ID	Name	Status
00000024	######	Ace001	Ace Computer Power Supply	Goods Received

Item ID	Description	Rcvd Qty Pstd	Invc Qty Pstd	Unit	Accrued Qty	Unit Cost	Landed Cost	Accrued Amt
M250	Steel Cross Tubing 3 x 1.5" Unpaint	20,000.0000	0.0000	IN	20,000.0000	0.1200	0.0000	2,400.00

Trans No	Batch Code	Vendor ID	Name	Status
00000025	######	Bin004	Binary Marketing Solutions	Goods Received

Item ID	Description	Rcvd Qty Pstd	Invc Qty Pstd	Unit	Accrued Qty	Unit Cost	Landed Cost	Accrued Amt
M250	Steel Cross Tubing 3 x 1.5" Unpaint	20,000.0000	0.0000	IN	20,000.0000	0.1200	0.0000	2,400.00

Trans No	Batch Code	Vendor ID	Name	Status
00000030	######	Ace001	Ace Computer Power Supply	Goods Received

Item ID	Description	Rcvd Qty Pstd	Invc Qty Pstd	Unit	Accrued Qty	Unit Cost	Landed Cost	Accrued Amt
200100	Furnace	1.0000	0.0000	EA	1.0000	379.4400	169.0900	379.44
		Total For Goods Received					169.0900	5,179.44

Grand Total 169.09 5,179.44

---------- Verification Summary ----------

Accrual Type	GL Account	Selected PO Accrued Amount	GL Accrued Amount	PO Accrued Amount	Variance
Inventory	00-000-1290	5,179.44	-12,938.58	5,179.44	-18,118.02
Expense	00-000-5110	0.00	0.00	0.00	0.00
Accounts Payable	00-000-6050	5,179.44	5,299.33	5,179.44	119.89

8/12/2010 2:28 PM *** End of Report *** OPEN_SYSTEMS\kenthe

DAILY SALES TAX JOURNAL

The **Daily Sales Tax Journal** shows taxes paid and calculated and is organized by Tax Location. This report must be printed before you Post Transactions.

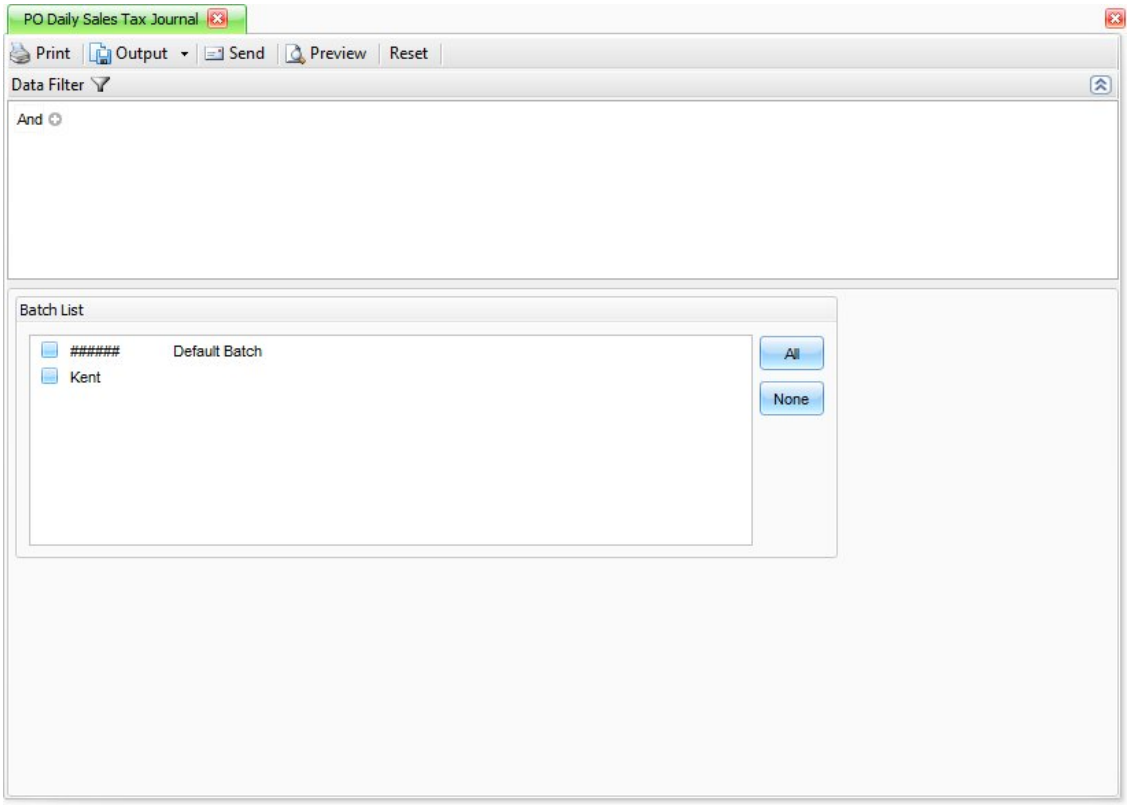
To produce the **Daily Sales Tax Journal**, follow these steps:

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

Daily Sales Tax Report Menu

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

Daily Sales Tax 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. Select the **Batch** codes you want to include in the Journal. 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.

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.

Daily Sales Tax Report

Continental Products Unlimited
Daily Sales Tax Journal
Sorted by Tax Location

Page 1

Report Filter
Batch List ######,Fri,Kent,Mon,Thur,Tue,Wed

Tax Loc	Description	Tax Auth	Tax ID	Tax Refundable Account	Tax on Freight	Tax on Misc
MN	Minnesota State	MN	882-52-123	01-000-2020	No	No

Class	Description	Tax Pct	Ref Pct	-------- Purchase -------- Taxable	Nontaxable	---------- Sales Tax ---------- Calculated	Paid	Over/(Short)	Refundable
0	Consumer Goods	6.500	.000	5,179.44	0.00	336.66	336.66	0.00	0.00
	Total for Tax Location MN			5,179.44	0.00	336.66	336.66	0.00	0.00

Grand Total	---------- Sales Tax ---------- Calculated	Paid	Over/(Short)	Refundable
	336.66	336.66	0.00	0.00

8/12/2010 2:39 PM *** End of Report *** OPEN_SYSTEMS\kenthe

POST TRANSACTIONS OVERVIEW

Use the **Post Transactions** function to create open invoices for the transactions you entered in the Transactions function. If the quantities you Received and Invoiced for a line Item are equal to or greater than the quantity you ordered, the status of the line Item changes to Completed. When all the line Items in an order are Completed, the transaction is removed from the list after you successfully post it.

Completed line-Item detail information about the transactions is saved until the whole transaction is Completed. Posting transactions also updates the amount due, amount prepaid, and purchase history in the Vendor records. If you interface Purchase Order with Project Costing, the status of the Project is changed from Unposted to In Process or Billed/Charged, depending on the Project type.

If you interface Purchase Order 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. If the accounting period is closed, you can either edit the transactions or use the System Manager Period Conversion function to open the accounting period and then post the transactions. See the System Manager Training Manual for more information.

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.

Before you Post Transactions, complete these tasks:

- If you use batch processing, make sure that no one else is using the batches you plan to post; you cannot post a batch if it is in use. If you are not using batch processing, make sure that no one else is using the Post Transactions, printing Journals, or using the Transactions functions.
- Print the **Purchases Journal**.
- Print the **Receipts and Invoices Report**.
- Print the **Miscellaneous Debits Journal**.

Post Receipts

If you have the Business Rule, Use Accruals During Posting set to Yes, you will get the following entries made to GL for the Items you have received:

Accounts Payable Accrual	Inventory Accrual	Expense Accrual	Project Accrual
CR	DB	DB	DB

The AP Accrual Account is the Account set in the AP Distribution Code on the PO, the Inventory Accrual Account is the Account set in the IN Account Code for the Items on the PO, the Project Accrual Account is the Account set in the PC Distribution Code for the assigned Project, the Expense Accrual Account is the account set in the Business Rules for the Expense Accrual Account.

Post Invoices

When you Post Invoices, entries are made to these accounts:

Accounts Payable	Sales Tax	Freight	Misc
CR	DB	DB	DB

Expense	Inventory
DB	DB

You assign the Inventory or Expense Accounts when you enter purchase transactions. You assigned other GL Accounts using the Accounts Payable Distribution Codes function. You set up Sales Tax Accounts using the System Manager Tax Locations function.

If you have the Business Rule, Use Accruals During Posting, set to Yes, you will get the following entries made to GL for the Items you have Invoiced, to reverse the Accruals for the Received Items:

Accounts Payable Accrual		Inventory Accrual		Expense Accrual		Project Accrual	
DB			CR		CR		CR

The AP Accrual Account is the Account set in the AP Distribution Code on the PO, the Inventory Accrual Account is the Account set in the IN Account Code for the Items on the PO, the Project Accrual Account is the Account set in the PC Distribution Code for the assigned Project, the Expense Accrual Account is the account set in the Business Rules for the Expense Accrual Account.

Post Miscellaneous Debits

When you post Miscellaneous Debits, entries are made to these Accounts:

Accounts Payable		Sales Tax		Freight		Misc	
DB			CR		CR		CR

Expense		Inventory	
	CR		CR

You assign the Inventory or Expense Accounts when you enter Miscellaneous Debit transactions. You assigned other GL Accounts using the Accounts Payable Distribution Codes function. You set up Sales Tax Accounts using the System Manager Tax Locations function.

Landed Cost Posting

Invoice amount = $100

Item Cost = $100

Landed Cost = $10

Accounts Payable		Inventory		Landed Cost Expense		Inventory Accrual	
	100	10			10	100	

The Landed Cost Expense gets offset by the Invoice from the freight company, using this Account as the Expense Account in the freight invoice.

The Inventory account gets updated with the Landed Cost amount, since the invoice posting only updates the Inventory account for the amount of the invoice, and the Landed Cost amount needs to be included in the Inventory account amount.

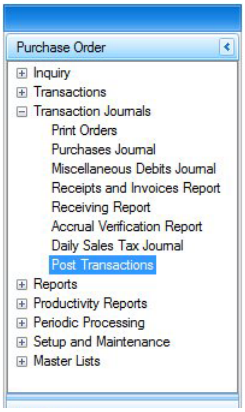
Landed cost in PO is an estimate. Actual freight invoices may be different. You will need to reconcile your Landed Cost Expense Account, for amounts that are different between the estimated cost calculated in the transaction and the actual amount from your freight invoice.

POST TRANSACTIONS

To **Post Transactions**, follow these steps:

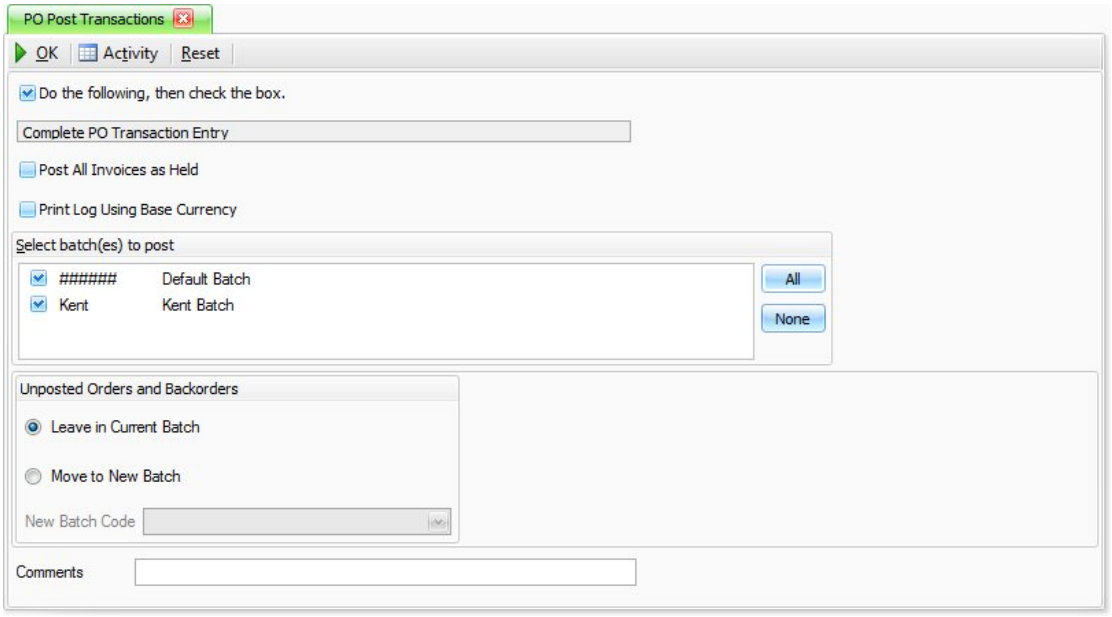
1. Select **Post Transactions** from the **Transaction Journals** menu.

Post Transactions Menu



2. The **Post Transactions** selection screen appears.

Post Transactions Screen



3. Select the check box when you have completed the listed tasks: **Complete PO Transaction Entry**.
4. Select the check box to **Post All Invoices As Held**; otherwise, clear the box. If you choose to hold all invoices, use the Hold/Release Invoices function in Accounts Payable, to release each invoice for payment individually. If you choose not to hold all invoices, use the Hold/Release Invoices function in Accounts Payable, to hold individual invoices.

¥$£€

5. If you use multi-currency, select the **Print Log Using Base Currency** check box to print all posted values in your company's base currency. When this check box is clear, the log includes posted values organized by currency along with their base currency equivalents. This check box appears only if you use multi-currency.
6. Select the **Batches** to include in the post. You will only see the available batches if you have selected Yes to Use Batch Processing in the Business Rules function. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

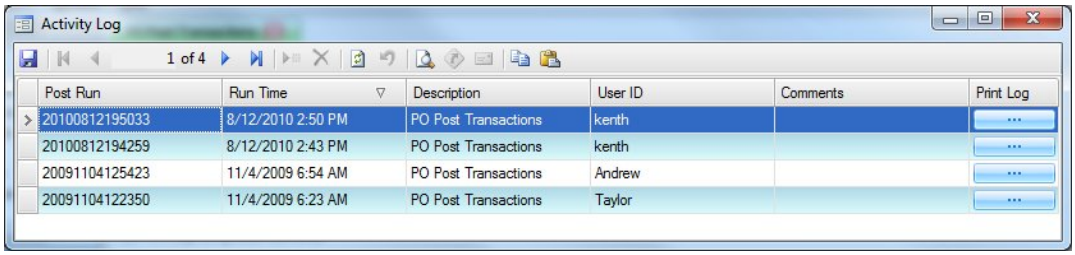
7. Determine what to do with **Unposted Orders and Backorders**. If you want to move them to a new batch, select **Move to New Batch** and enter the new batch code in the **New Batch Code** field. If you enter a Batch Code that is not on file, the system creates it during the post; for example, you can create a Batch Code named Backorder and move backorders into.
8. Enter **Comments** for the post, if applicable.
9. Select a command button:

Command Buttons

Name	Description
OK	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Transactions Log dialog box appears.

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
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	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 Transactions Vendor and Open Invoice Log

Continental Products Unlimited
PO Post Transactions

Page 1

Batch List
Comments

Posted to Fiscal Year 2010
Fiscal Period 8
Currency ID USD

Posted to	Amount
Vendor Table	2,538.88
Open Invoice Table	2,538.88

8/12/2010 2:50 PM **OPEN_SYSTEMS\kenthe**

Post Transactions GL Log

Continental Products Unlimited — Page 2
PO Post Transactions
GL Entries — 20100812195033

Posted to Fiscal Year 2010
Fiscal Period 8

Reference	Description	GL Account	Amount Fgn	Debit	Credit
Adv008	Advanced Cirquit Boards Plus	00-000-1230	850.00 USD	850.00	
Ace001	Multimedia Desktop	00-000-1230	930.00 USD	930.00	
Adv008	Furnace	00-000-1230	758.88 USD	758.88	
AP	AP	01-000-2010	850.00 USD		850.00
AP	AP	01-000-2010	930.00 USD		930.00
AP	AP	01-000-2010	758.88 USD		758.88
GOODS RCVD	IN Accrual	00-000-1290	379.44 USD	379.44	
GOODS RCVD	Ap Accrual	00-000-6050	379.44 USD		379.44
INV RCVD	IN Accrual	00-000-1290	2,538.88 USD		2,538.88
INV RCVD	AP Accrual	00-000-6050	2,538.88 USD	2,538.88	
PO	COGS Adjustment	00-000-5040	1,310.00 USD		1,310.00
PO	COGS Adjustment	00-000-1230	1,310.00 USD	1,310.00	
	Total for Fiscal Period 8			6,767.20	6,767.20
Grand Total				6,767.20	6,767.20

Exceptions

Grand Total

8/12/2010 2:50 PM ***** End of Report ***** **OPEN_SYSTEMS\kenthe**

6

Purchase Approvals

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5 PURCHASE APPROVALS

OVERVIEW

The **Purchase Approval** process allows for an intermediate approval step between a request to order a part and a live Purchase Order. This gives you more control over the ordering process.

If the Approval business rule for allowing approval processing is set to Yes, an Order Request must be approved before the request is turned into an actual Purchase Order. When a Request completes an approval route, it becomes a live order.

The Purchase Approval function will only display requests, not active Purchase Orders, when you use it.

Use the Purchase Approval functions to perform these tasks:

- Manually enter a Purchase Order Request and, upon approval, turn the request into a live Purchase Order.
- Use the PO Request Routes to send orders to personnel authorized to approve them before turning the request into a live Purchase Order.

NOTE: When you enter an Order Request, you are not required to enter a Vendor ID until the order request is approved unless the business rule requiring the Vendor is set to Yes.

NOTE: Inventory on-order quantities are not updated for Order Requests. Order Requests are treated like requisitions for Inventory quantity considerations.

PO Request Users

Use the PO Request Users function to set up users allowed to generate and approve Order Requests via the PO Approval portal.

PO Request Routes

Use the PO Request Routes function to set up approval Routes for PO Requests that originate in the PO Approvals portal.

PO Approval Alternates

Use the Approval Alternates function to assign alternate users to approve PO Requests when the primary Approver is not available, such as during a leave of absence or a vacation.

Requisitions

Use the **Requisitions** function to select which Purchase Requisitions to generate as Purchase Orders or Order Requests, to enter new Purchase Requisitions that can be generated as a Purchase Order or Order Request at a later time, and to determine the best Vendor to purchase Items from.

Order Requests

Use the Order Requests function to create, submit, and approve PO requests.

Approval Request View

Use the Approval Request View to see the Order Requests that require an approval step before they can be made into Purchase Orders. This view may be used to approve or decline the requests displayed.

Open Request View

Use the Open Request View to see the Order Requests that have not been submitted into the approval process. This view may be used to submit the requests displayed into the approval process.

Purge Requests

Use the Purge Requests function to clean up the Order Requests screen for requests that have been entered and not submitted for a period of time.

History Request View

Use the History Request View to see Order Requests that have gone all the way through the approval process to be made into a live Purchase Order, or declined.

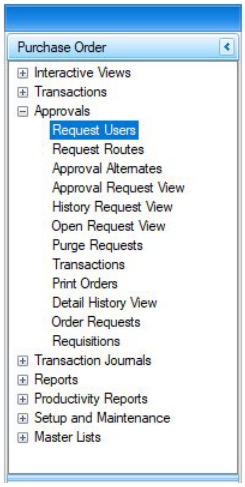
REQUEST USERS

Use the PO Request Users function to set up users allowed to generate and approve Order Requests.

To work with the **Request Users** function, follow these steps:

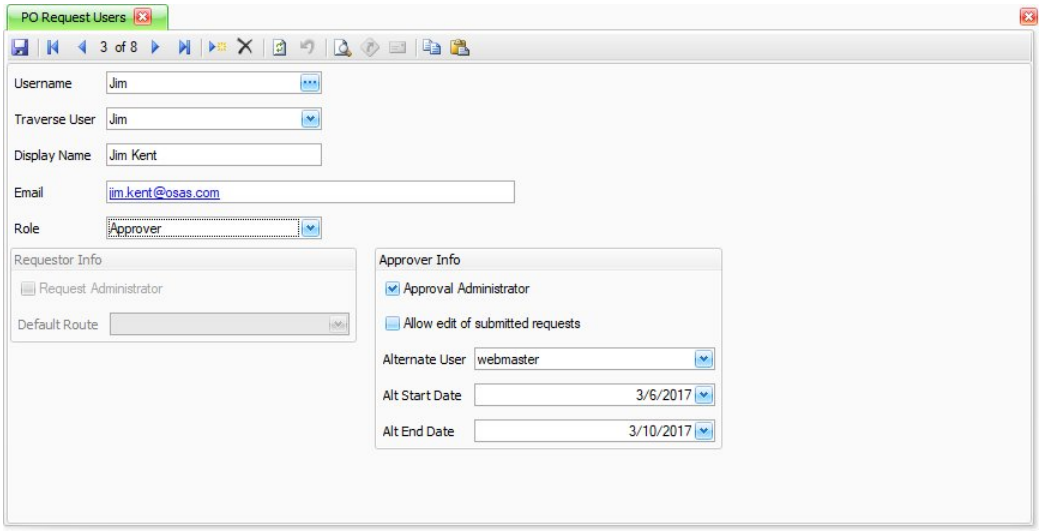
1. Select **Request Users** from the **Approvals** menu.

Request Users Menu



2. The **Request Users** screen appears.

Request Users Screen



3. Use the **New** icon on the toolbar to activate the **Request User** screen.
4. Enter a **Username** to add as a Request User.
5. Select a user from the **Traverse User** drop-down list to associate the Username with a Traverse User.

   This list displays all TRAVERSE users.

NOTE: These users need to be set up in TRAVERSE Server Manager before they can be added as a Request user.

6. Enter a display name for your user in the **Display Name** field.
7. Enter an Email address for the user in the **Email** field.

   This Email address will be used for approve/decline notification.

8. Select a role for the user from the **Role** drop-down list:
   - Select **Requestor** if the user will be generating the Order Requests, but not approving them.
   - Select **Approver** if the user will be approving the Order Requests, but not generating them.

NOTE: Approvers cannot edit Order Requests. Order Requests will need to be modified by the Requestor, or the final PO will need to be modified.

- Select **Both** if the user is allowed to both generate and approve Order Requests.
- Select **None** if the user is not allowed to generate or approve Order Requests.

If the user's role is **Requestor** or **Both**, the **Requestor Info** section is active.

9. Select a default route for the user's Requests from the **Default Route** drop-down list, or leave the field blank to allow a choice of route when generating a Request.
10. Mark the **Request Administrator** check box if you want the user to be able to change or submit any Request.

    The Request Administrator can also see the Requests from all Requestors.

If the user's role is **Approver** or **Both**, the **Approver Info** section is active.

11. Mark the **Approval Administrator** check box if you want the user to be able to approve or decline any Request.

    The Approval Administrator can also set up alternates for all Approvers.
12. Select the **Allow edit of submitted requests** to allow the Approver to edit a Request prior to moving it to the next step in the approval process. Otherwise, clear the check box.
13. Select an **Alternate User** who will approve the Requests in the user's place in the case the user is not available, such as when the user is on vacation.

NOTE: Alternates may also be set up using the Approval Alternates function (page 5-15).

14. Enter the dates the Alternate Approver will be handling the requests in the **Alt Start Date** and **Alt End Date** fields.

    During this time frame, the requests will automatically be routed to the alternate. Each Approver can only set up his or her own alternate.

Task Summary

To add a Request User, follow these steps:

1. Use the **New** icon on the toolbar to activate the **Request User** screen.
2. Enter the **Username**.
3. Enter or select the Traverse User, Display Name, Email, Role, Request Info, and Approver Info.

4. Select the **Save** icon on the toolbar to save your changes.

To edit a Request User, follow these steps:

1. Select the **Username** you wish to edit.
2. Make any changes to the Request User information.
3. Select the **Save** icon on the toolbar to save your changes.

To delete a Request User, follow these steps:

1. Select the Request User you wish to delete.
2. Select the **Delete** hot key (F3) or the **Delete** button . When the confirmation dialog "**Are you sure you want to delete this record?**" appears, press the **OK** button.

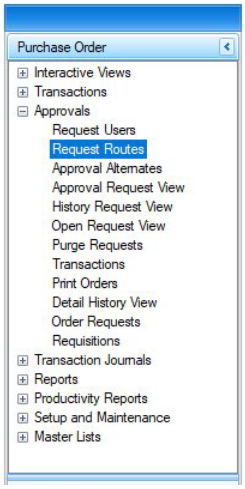
REQUEST ROUTES

Request Routes are used to identify the route of users the approval process needs to go through before it can be approved and made into a Purchase Order transaction. The users allowed to add Purchase Requests to this Request Route are also set up here. When the Request is made into a Purchase Order, an email is sent to the Requestor notifying them the request has completed the approval process.

To work with the **Request Routes** function, follow these steps:

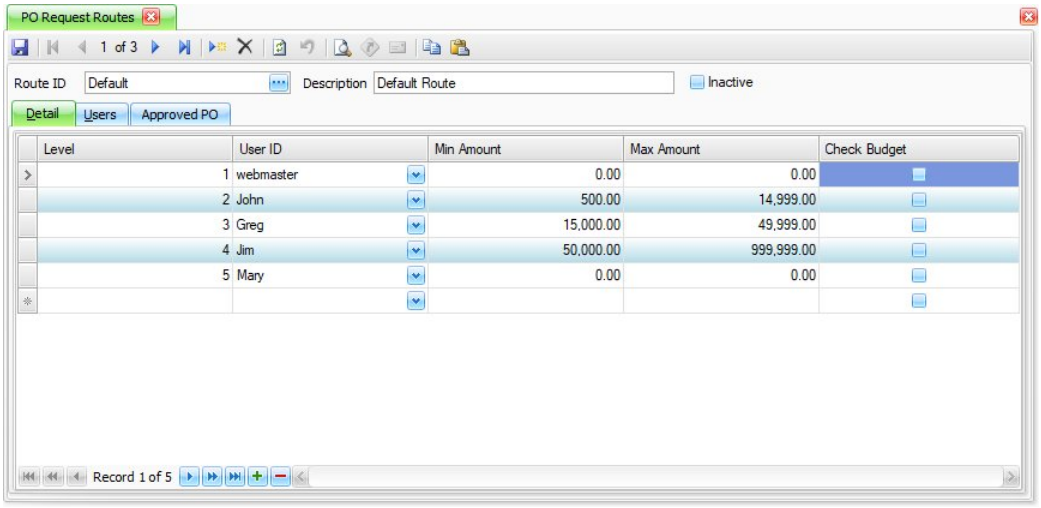
1. Select **Request Routes** from the **Approvals** menu.

Request Routes Menu



2. The **Request Routes** screen appears with the **Detail** tab displayed.

Request Routes Screen (Detail tab)



3. Use the **New** record icon to the activate the **Request Route** screen.
4. Enter a **Route ID** for the Route.
5. Enter a description for the Route in the **Description** field.
6. If the Route is not active, mark the **Inactive** check box; otherwise clear the check box.

The **Detail** tab is used to set the users that will be required to approve the Purchase Request prior to the final approval to make a Purchase Order transaction. The order set here will determine who is next in line to approve the Purchase Request.

1. The **Level** must be a number and will auto-number by counting numbers (Level 1 is the first Approver, Level 2 is the second Approver, etc.) unless filled in by the user.
2. The **User ID** is the approver to approve for this level.

   Only users set up as either **Approver** or **Both** in the Request Users setup (page 5-9) will be available for selection.

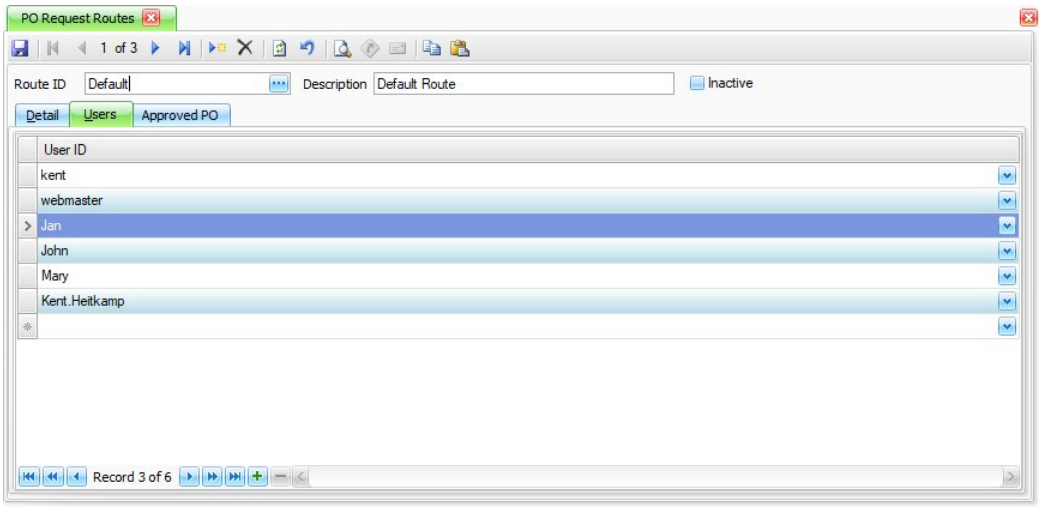
3. The **Min Amount** is the minimum dollar amount that must be reached before this Approver is required to approve the Request.
4. The **Max Amount** is the maximum dollar amount for which this Approver may approve a Request, to make it into a live Purchase Order.

NOTE: Enter a Min and Max amount of 0 to have all requests at that level on the Route sent to the user.

5. If the order will exceed the budget, and the Approver needs to approve the Request, mark the **Check Budget** check box. This is only valid if there is a budget entered in Business Rules to check against.

Use the **Users** tab to select the users that are allowed to submit Requests for this Request Route.

Request Routes Screen (Users tab)



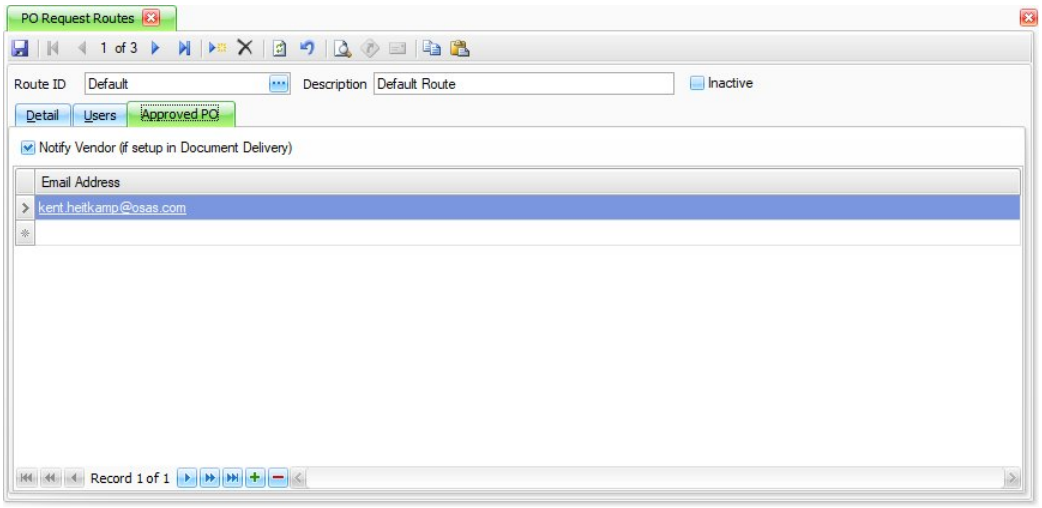
1. Use the **Add** icon to add users who are able to use this Route when submitting a Request.

   The **Request Users** that have been set up as **Requestor** or **Both** will be listed.

2. Select the **User ID** for which to allow to use this Route.

Use the **Approved PO** tab to select an **Email Address** for notification of final approval. Final approval is the last step before a Purchase Order transaction is generated.

Request Routes Screen (Approved PO tab)



1. Mark the **Notify Vendor (if setup in Document Delivery)** check box if you want the Vendor to receive an email notifying them their Purchase Request has been approved and made into a Purchase Order transaction.

   In the Vendor setup the POApprvReq selection must be set up in the Document Delivery function with an email address.

2. Add email addresses to be notified by email that the PO has been approved by using the **Add** icon and entering a valid email address.

Task Summary

To add a Request Route, follow these steps:

1. Use the **New** record icon to the activate the **Request Route** screen.
2. Enter a Route ID, Description, Detail route, Users able to use the route, and Approve PO email addresses.
3. Select the **Save** icon on the toolbar to save your changes.

To edit a Request Route, follow these steps:

1. Select the **Route ID** you wish to edit.
2. Make any changes to the Route information.

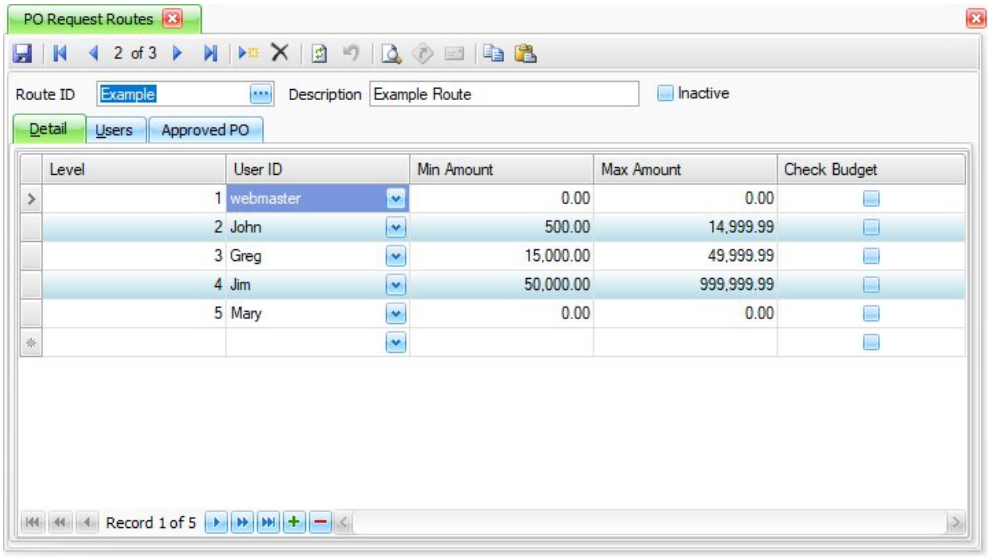
3. Select the **Save** icon on the toolbar to save your changes.

To delete a Request Route, follow these steps:

1. Select the **Route ID** you wish to delete.
2. Select the **Delete** hot key (F3) or the **Delete** button . Click **Yes** at the "Are **you sure you want to delete selected record(s)**" prompt.

Example: Route Logic

Here is an example of the Route logic for the above sample (Min and Max Amounts are inclusive):



- webmaster will always be included with every Request due to his role with handling the Request.
- John will only be involved if the total of the PO--including any taxes, freight or miscellaneous amounts--falls between $500 and $14,999.99.
- Greg will be involved if the PO amount is equal to or greater than $15,000, and equal to or less than $49,999.99.
- Jim will be responsible for POs from $50,000.00 to $999,999.99.
- Mary will always be the last person to approve the Request.

APPROVAL ALTERNATES

Use the **Approval Alternates** function to assign alternate users to approve Order Requests when the primary Approver is not available, such as during a leave of absence or a vacation.

This screen displays users when the logged-in user is marked as an Approver. If the user is not an Approver, the fields on the screen are blank.

If the user is an Approver, but not an Approval Admin, they can only edit the alternate for themselves.

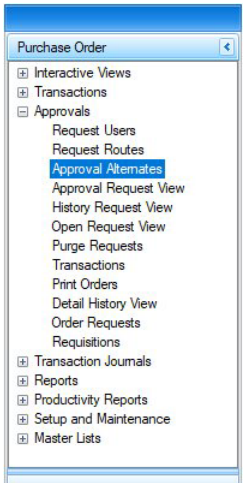
If the user is an Approval Admin, they can use this screen to update the alternate information for other Approvers in addition to themselves.

By default, the user is the Approver that opens the screen.

To work with the **Approval Alternates** function, follow these steps:

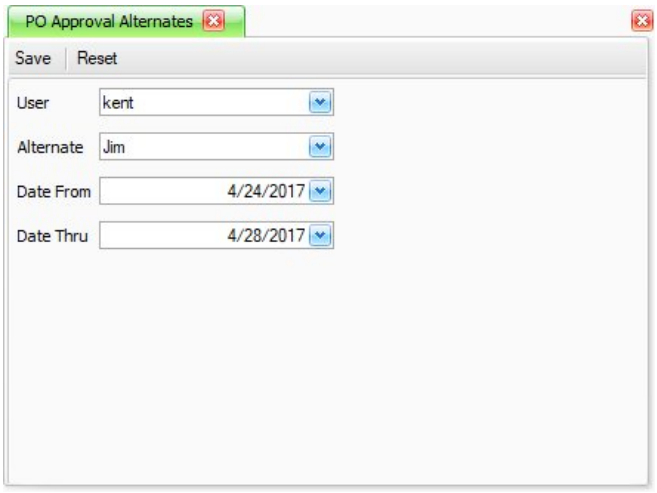
1. Select **Approval Alternates** from the **Approvals** menu.

Approval Alternates Menu



2. The **Approval Alternates** screen appears.

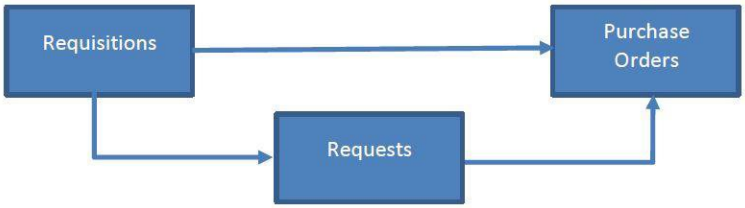
Approval Alternates Screen



3. Select the **User** for the Approver you want to edit.
4. Add or change the Alternate Approver listed in the **Alternate** field.
5. Enter a **Date From** and **Date Thru** to set the time frame during which Order Requests will be routed to the Alternate Approver.
6. Select the **Save** icon on the toolbar to save your changes.

APPROVAL OVERVIEW

The **Approval** and **Order Requests** are an enhancement to Purchase Order Transactions. The Approval functions will add an Order Request into TRAVERSE. The Approval is part of an optional alternative workflow to the standard process of converting Order Requests and Requisitions into Purchase Orders. Prior to this function, you had two options for creating Purchase Orders:



- Manually enter an order using the PO Transactions function.
- Use the Requisitions function to push orders into the PO transactions tables.

The Approval and Order Requests functions provide two more workflow options:

- Manually enter an Order Requests and, upon going through all the approval steps, turn the request into a live Purchase Order.
- Use the Requisitions and Generate Requests button to push orders into the PO Approval system and, upon going through the approval steps, turn the request into a live Purchase Order. (See the Requisitions function for more details on entering Purchase Requisitions.)

The information for the Approval/Request is stored in the same tables as the actual Purchase Orders, similar to the way that Sales Quotes are in the same tables as actual Sales Orders.

However, unlike Sales Order, the Approval/Request and live orders will be completely filtered, in TRAVERSE, so that you will not see live orders when using the Approval/Requests functions, and you will not see Requests when you are working with live orders.

The Approval/Requests functions looks very similar to the PO Transactions function, but there are some key differences:

- If you have the Business Rule set to not Allow Approval Without a Vendor, you must include a Vendor ID on an Approval/Request. If the rule is set to Allow Approval Without a Vendor, you do not need to select a Vendor ID until the request becomes a live order.

- Also, Inventory on-order quantities are not updated for Approvals/Requests, as requests are treated like Requisitions for Inventory quantity considerations.
- For Requirements Planning and Reorder Processing, Approvals/Requests are grouped with PO Requisitions.
- The Approval/Requests functions have options for the order, to Submit, Approve, or Decline.

A Requestor may enter a new Order Request and Submit the request for approval.

The next Approver in line in the Route selected will Approve or Decline the request, then the next user in line in the Route and so on, until the final Approver approves the Request to become a live Purchase Order.

Approving a Request will create a live order and update the Inventory On-Order quantities.

You may also use the Approval Request View, in TRAVERSE on the Purchase Order, Approvals menu, to review and approve or decline the Order Request.

REQUISITIONS

Use the **Requisitions** function to select which Purchase Requisitions to generate as Purchase Orders or Order Requests, to enter new Purchase Requisitions that can be generated as a Purchase Order or Order Request at a later time, and to determine the best Vendor to purchase Items from. The Determine Vendor function can help you find the most cost effective Vendor to use to restore an Inventory level or satisfy a particular demand.

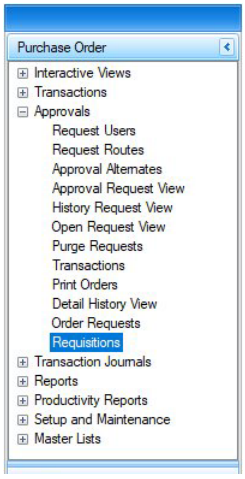
Records stored in the Requisitions function are Purchase Requisitions, not Purchase Orders. Use the Requisitions function to turn them into new Purchase Orders or Order Requests. If you choose not to generate orders from the Purchase Requisition records, they are stored indefinitely unless you delete them.

NOTE: The Requisitions function may also be accessed using the Transactions menu.

To use **Requisitions**, follow these steps:

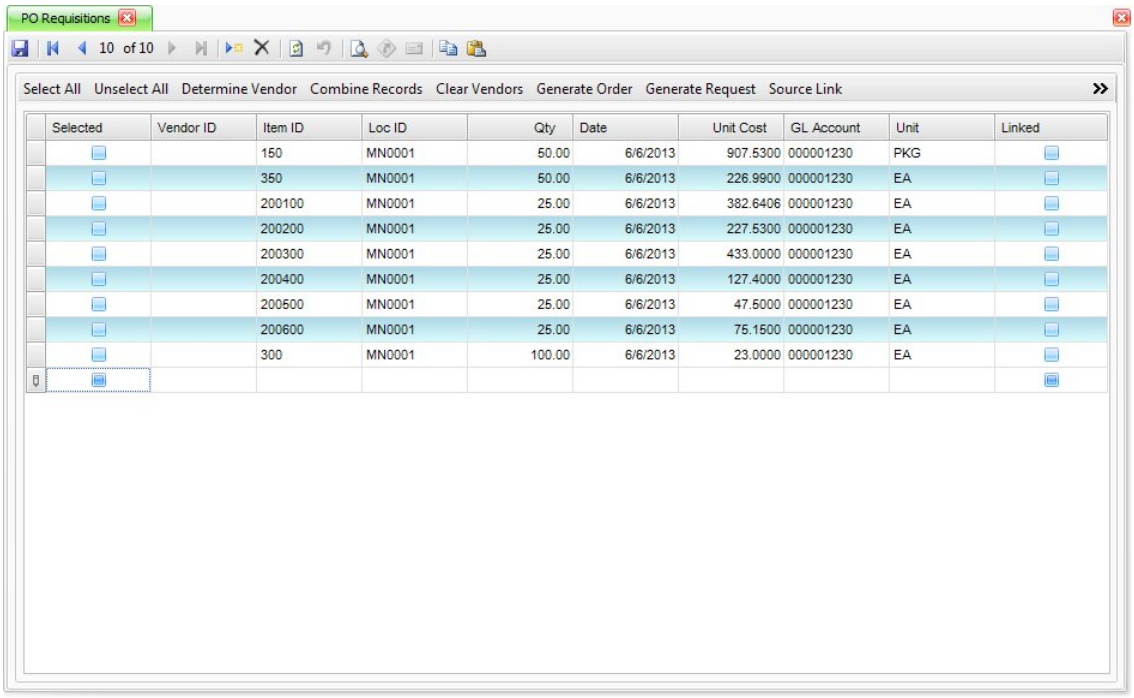
1. Select **Requisitions** from the **Approvals** menu.

Requisitions Menu



2. The **Requisitions** screen appears.

Requisitions Screen—Summary View



Maint

3. Select the **Vendor ID**. To have the **Determine Vendor** function select the Vendor, leave this field blank.

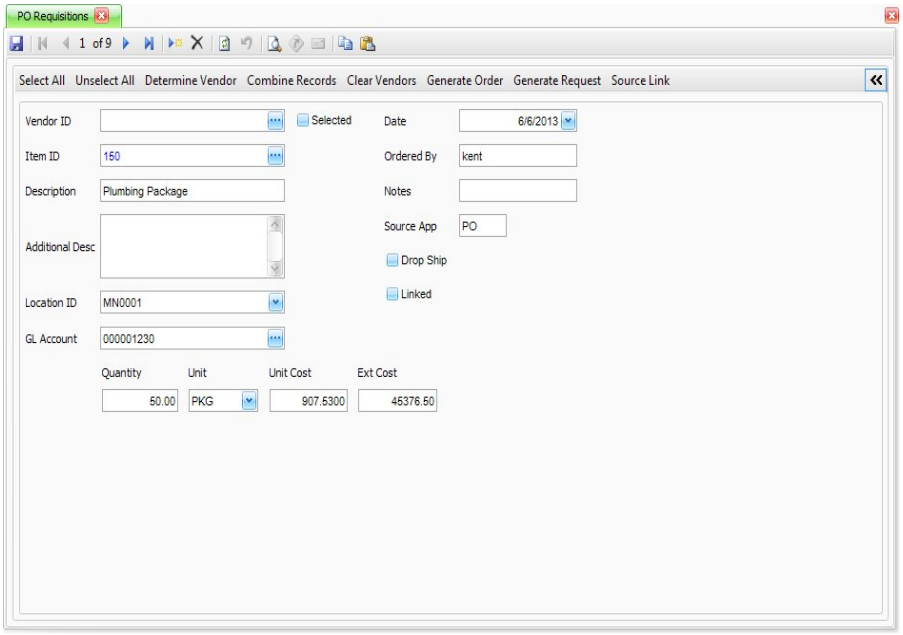
Maint

4. Enter the **Item ID** for which you are generating a Purchase Order. An Item ID is required only for Inventory or, if PO is not interfaced to Inventory, System Manager Items. For example; you can leave the Item ID field blank and enter Miscellaneous Charge in the Description field for a non-inventory item.
5. Select the **Location ID**.
6. Enter the **Quantity** of the Item you want to order.
7. Enter the **Unit of Measure** for the Item, or accept the default.
8. Select the **Selected** check box to use the **Determine Vendor**, **Generate Order**, or **Generate Request** functions for the requisition transaction; otherwise, clear the box.
9. Enter the **Date** the record is initiated, or accept the default. If the record is created by reorder processing or the Sales Order Transactions, Manufacturing Production Work Orders, Project Costing Transactions, or Service Director Work Orders function, the Date the Item information was entered is displayed.

10. If the Requisition is **Linked**, then this check box will be selected. The Source App is displayed, showing the application that generated the Requisition. If you want to link this requisition to a source transaction enter the source, **Project**, **Sales Order**, **Service Order**, **Material**, or **Subcontracted**. Then select **Source Link**.

    - The source type will default, and the **Transaction Numbers** associated with that type will be displayed. If you selected Project Costing you will see Customers instead of transaction numbers.
    - Select the **Transaction No** that contains this item. If the Item does not exist, the transaction will not be displayed. The Linked check box will then be selected. To break the link, select the transaction and press the **Break** button.

Requisitions Screen—Detail View



Maint

1. Select the **Vendor ID**. To have the **Determine Vendor** function select the Vendor, leave this field blank.

Maint

2. Enter the **Item ID** for which you are generating a Purchase Order transaction. An Item ID is required only for Inventory or System Manager items. For example; you can leave the Item ID field blank and enter Miscellaneous Charge in the Description field.
3. Enter the item **Description**, or accept the displayed Item description.
4. Select the **Location ID**.

5. Enter the **GL Account** for the Requisition, or accept the default from the Item ID or Vendor record. If you enter a GL Account and determine the Vendor, the entered account is retained.
6. Select the **Selected** check box to use the **Determine Vendor**, **Generate Order**, or **Generate Request** functions for the Requisition transaction; otherwise, clear the box.
7. Enter the **Date** the record is initiated, or accept the default workstation date. If the record is created by Reorder Processing or the Sales Order Transactions, Manufacturing Production Work Orders Project Costing Transactions or Service Director Work Orders function, the Date the Purchase Requisition was entered is displayed.
8. Enter the name of the person who entered the Item information into the **Ordered By** field, or accept the default.
9. Enter any **Notes** associated with the Requisition. When the new Purchase Order or Order Request is generated, Notes are moved to the Note field on the Transactions/Order Request **Header** tab. If left blank, *Auto Generate* is entered to the Note field on the Transactions/Order Request **Header** tab.

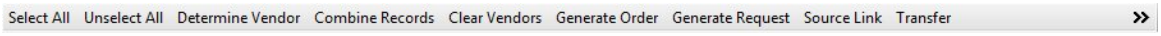
   If the Requisition was generated from Sales Order, Project Costing, Manufacturing, or Service Director the order number of the transaction that generated the Requisition will be filled into the Notes field.

   Once the Requisition is generated into a Purchase Order or Order Request, the Notes field will be changed to Auto Generated and the source transaction number will be visible on the Source Link dialog box in the transaction.
10. The ID of the application that is the source of the record appears in the **Source App** field. Edit it, if necessary.
11. If the source application generated the requisition to be Drop Shipped**,** the **Drop Ship** check box will be selected.
12. If the Requisition is **Linked**, then this check box will be selected. The Source App is displayed, showing the application that generated the Requisition. If you want to link this requisition to a source transaction enter the source, **Project**, **Sales Order**, **Service Order**, **Material**, or **Subcontracted**. Then select **Source Link**.

    - The source type will default, and the **Transaction Numbers** associated with that type will be displayed. If you selected Project Costing you will see Customers instead of transaction numbers.
    - Select the **Transaction No** that contains this item. If the Item does not exist, the transaction will not be displayed. The Linked check box will then be selected. To break the link, select the transaction and press the **Break** button.
13. Enter the **Quantity** of the Item you want to order.

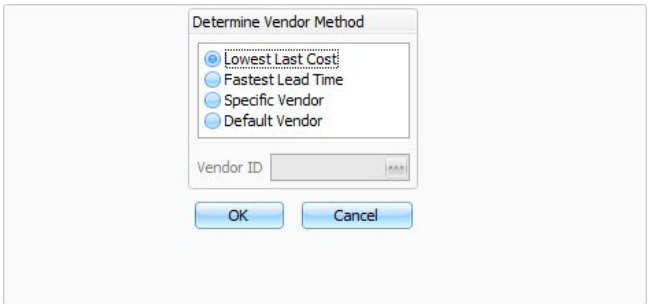
14. Enter the **Unit of Measure** for the Item, or accept the default.
15. Enter the **Unit Cost** of the Item, or accept the default.
16. Enter the **Extended Cost** of the Item, or accept the calculated value. If you enter a value, Unit Cost is recalculated.

Command Buttons



Name	Description
Select All	Select the record.
Unselect All	Unselect the record.
Determine Vendor	Display the Determine Vendor dialog box.
Combine Records	Selected purchase requisitions with the same item id, location id, vendor id, and general ledger account number are combined into a single purchase requisition. If unit costs are not the same, an average unit cost is calculated.
Clear Vendors	Remove vendors from all selected records.
Generate Order	Display the Generate Transactions dialog box.
Generate Request	Display the Generate Order Request dialog box.
Source Link	Display the Transaction Link dialog box.
Transfer	Generate a location transfer for the item selected.

Determine Vendor Dialog Box



17. The Determine Vendor dialog box appears when you select **Determine Vendor** on the Requisitions screen.

18. Select the method by which to determine the vendor.

    If the system is unable to select a Vendor for all records, a warning message is displayed. The information used to determine the Vendor is displayed on the Vendor Info tab in Item Locations in Inventory.

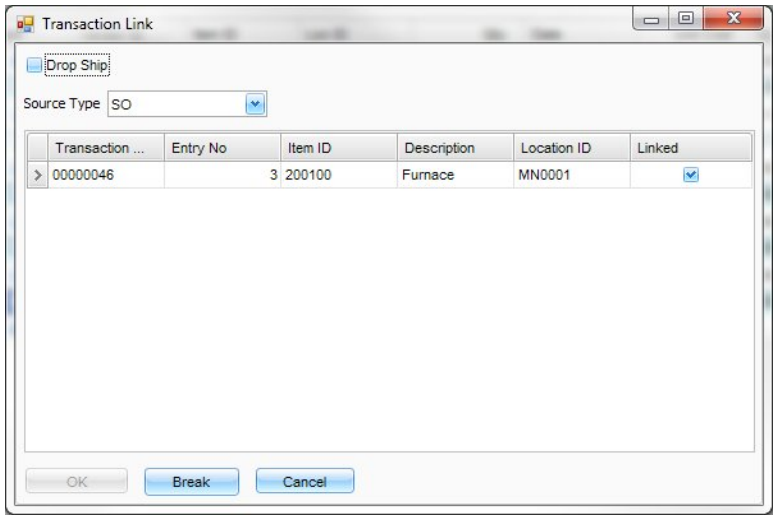
19. If you select **Specific Vendor**, select the Vendor ID. Select **OK**. Vendors are selected for all Purchase Requisitions with the Selected check box selected.

Command Buttons

Name	Description
OK	Determine the Vendor.
Cancel	Return to the Requisitions screen.

20. Close the screen to return to the Requisitions screen.

21. Click on **Source Link** to link the Requisition to a transaction in a different application.



22. Select the **Source Type** to see transactions in that application that contain the Item selected.

23. Select the source **Transaction** for which to link this requisition, and click **OK** to create the link to the source transaction.

24. Once the requisition has been linked a dialog box will appear indicating the link was successful. Click **OK** to return to the requisitions screen.

Command Buttons

Name	Description
OK	Link the requisition item to the selected source transaction.
Break	Break an existing link from the requisition to a source transaction.
Cancel	Return to the Requisitions screen.

25. The **Generate Transactions** dialog box appears when you select **Generate Order** on the Requisitions screen.

26. If you selected Yes to Use Batch Processing in the Business Rules function (page 3-5), enter a new or existing Batch Code for the generated transactions. Select **OK** or **Cancel**.

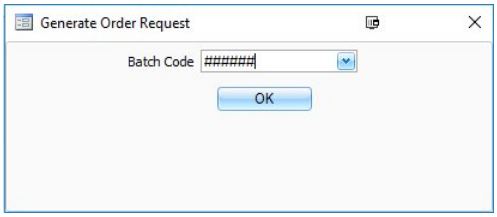
Generate Order Dialog Box

Command Buttons

Name	Description
OK	Generate new orders from the selected records into the selected batch code.
Cancel	Return to the Requisitions screen.

27. The **Generate Order Request** dialog box appears when you select **Generate Request** on the Requisitions screen.
28. If you selected Yes to Use Batch Processing in the Business Rules function (page 3-5), enter a new or existing Batch Code for the generated Order Request. Select **OK** or **Cancel**.

Generate Order Request Dialog Box

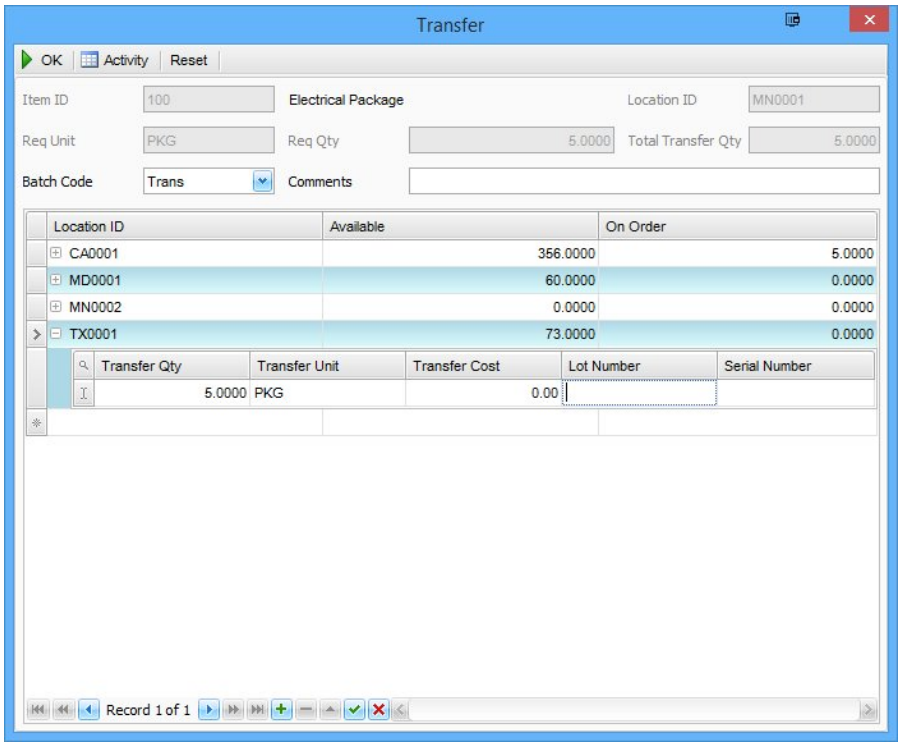


Command Buttons

Name	Description
OK	Generate new order requests from the selected records into the selected batch code.
Cancel	Return to the Requisitions screen.

29. The **Transfer** dialog box appears when you select an Item and click the **Transfer** button.

Transfer Dialog Box



30. The **Item ID**, **Req Unit**, **Req Qty**, **Location ID**, and **Total Transfer Qty** are displayed.

31. Select the Transfer **Batch Code** into which to put the transfer.

32. Enter **Comments** about the Transfer if desired.

33. The **Location ID**, **Available**, and **On Order** are displayed for each Location in which the Item is set up.

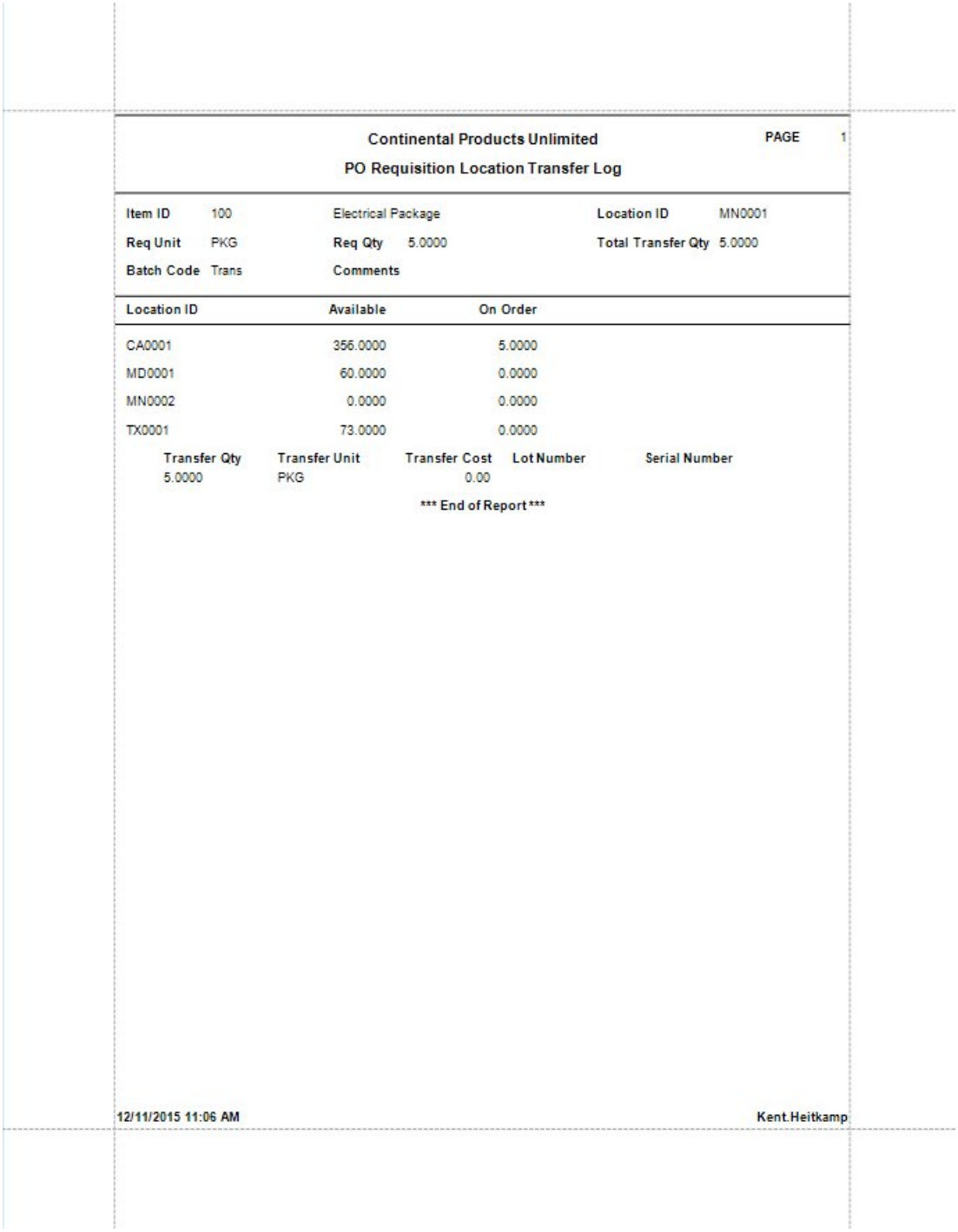
34. Expand the **Location ID** for which you want to transfer the item's quantity by clicking the Plus (+).

35. Enter the **Transfer Quantity**, **Transfer Unit**, **Transfer Cost** if desired, **Lot Number** if needed, and **Serial Number** if needed.

36. Click **OK** to process the transfer and generate a Location Transfer transaction. See the *Inventory Training Manual* for details on how to process Location Transfers.

37. The Transfer log will appear.

PO Requisition Location Transfer Log



Continental Products Unlimited PAGE 1

PO Requisition Location Transfer Log

Item ID	100	Electrical Package		Location ID	MN0001
Req Unit	PKG	Req Qty	5.0000	Total Transfer Qty	5.0000
Batch Code	Trans	Comments			

Location ID	Available	On Order
CA0001	356.0000	5.0000
MD0001	60.0000	0.0000
MN0002	0.0000	0.0000
TX0001	73.0000	0.0000

Transfer Qty	Transfer Unit	Transfer Cost	Lot Number	Serial Number
5.0000	PKG	0.00		

*** End of Report ***

12/11/2015 11:06 AM Kent.Heitkamp

38. Close the Transfer Log and Transfers screen to return to the Requisitions screen.

NOTE: You may split the quantity of the Requisitions transferred into multiple Locations.

Task Summary

Determining a Vendor for Requisitions:

1. Select the **Item ID** for which to determine the Vendor.
2. Select the **Selected** check box.
3. Select **Determine Vendor.** The Determine Vendor dialog box appears.
4. Select the method by which to determine the Vendor. If you select **Specific Vendor**, select the ID of the Vendor.
5. Select **OK**.

To Generate Orders from Requisitions, follow these steps:

1. Select the Item ID for which to Generate an Order.
2. Select the **Selected** check box.
3. Select **Generate Orders.**
4. Select the **Batch** for the order, and click **OK**.

To Generate Order Requests from Requisitions, follow these steps:

1. Select the Item ID for which to generate a request.
2. Select the **Selected** check box.
3. Select **Generate Request.**
4. Select the **Batch** for the Order Request and click **OK**.

To delete a Requisition record, follow these steps:

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

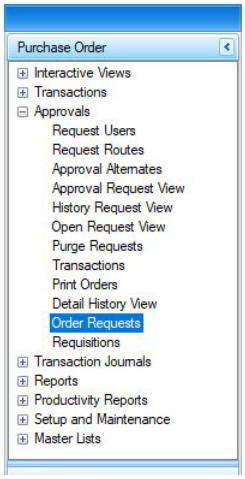
ORDER REQUESTS

The **PO Order Requests** is an enhancement for Purchase Order Transactions. The PO Order Requests is part of an optional alternative workflow to the standard process of converting Requisitions into Purchase Orders.

To enter **Order Requests**, follow these steps:

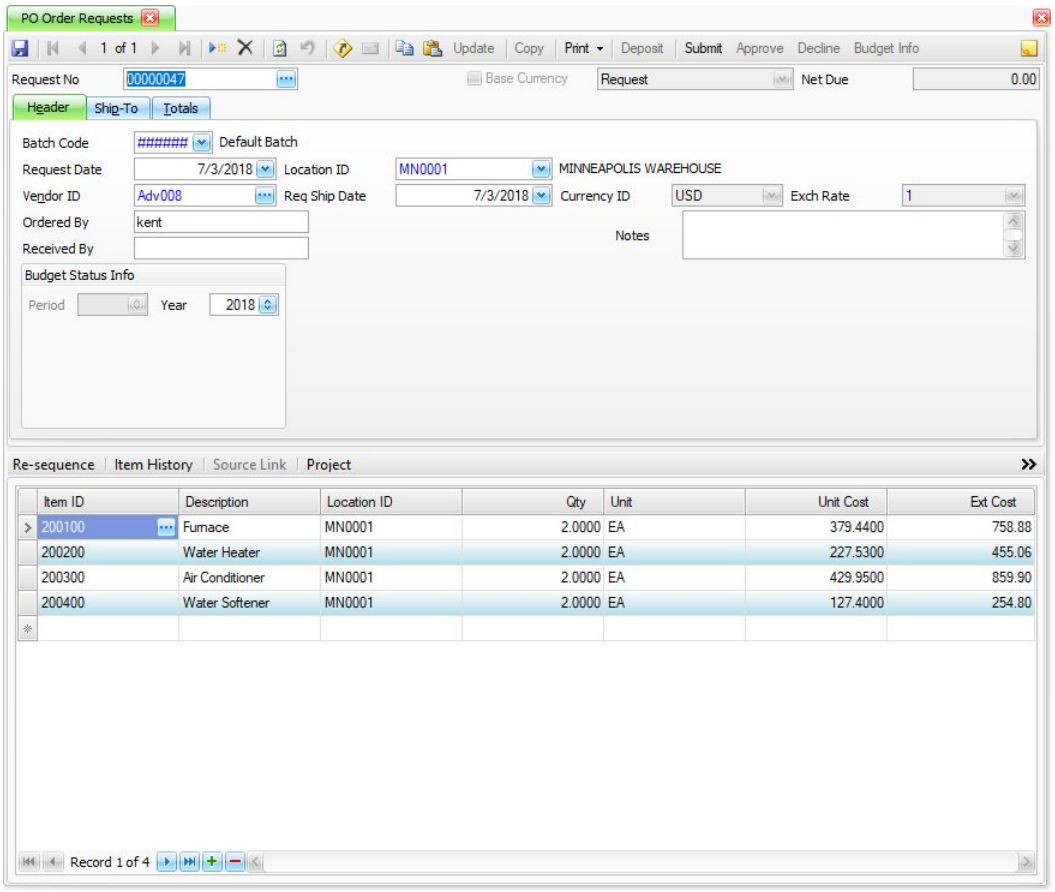
1. Select **Order Requests** from the **Approvals** menu.

Order Requests Menu



2. The **Order Requests** screen appears.

Order Requests Screen

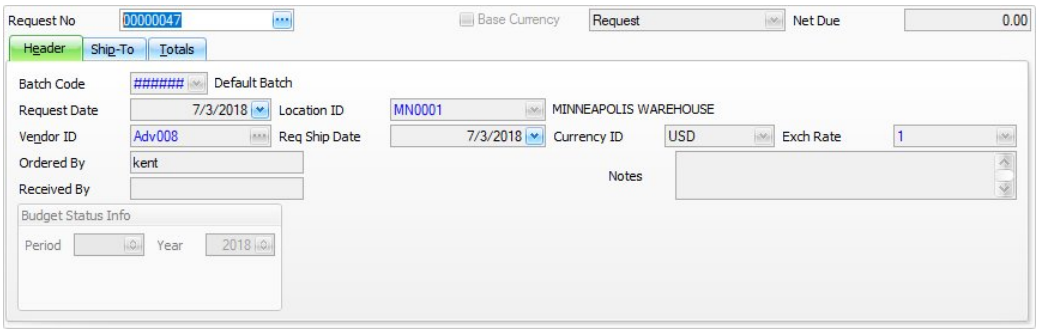


The Purchase Order Requests screen is divided into two sections:

- The top section contains a set of tabs that relate to information about the order as a whole, including general information, associated documents, shipping information, order totals and so on.
- The bottom section of the screen, in summary mode, contains a list of the order's line Items. You can use the arrow, page up, and page down keys to move the highlight to any line Item with which you want to work.

- The bottom section of the screen, in detail mode, contains several tabs that relate to information associated with the line Item selected, such as line Item details, GL Account information, drop-shipment, source transactions, and Landed Cost information.

Order Requests Screen - Header Tab



3. Select a request number to work with, or select the **New Record** icon on the toolbar and, enter a new number. If you are entering a new request and you selected Yes to Use System-Generated Numbers in the **Business Rules** function (page 3-5), leave this field blank. The system creates a Request No for you.

¥$£€

4. If you use multi-currency, select the **Base Currency** check box to view request amounts in your company's base currency (specified in the System Manager **Company Information** function). Clear this box to view amounts in the Vendor's currency. This check box is available only if you use the TRAVERSE multi-currency feature and you enter a transaction for a Vendor that uses a Currency other than the Base Currency.

5. The **Transaction Type** will display **Request** and cannot be edited.

6. Select a **Batch Code** for the Request. The Description of the Batch appears for verification. This field is available only if you selected Yes to Use Batch Processing in the **Business Rules** function (page 3-5).

7. The current date appears in the **Request Date** field. Edit it if necessary.

Maint

8. Select the **Location ID** for which you are requesting Items, leave the field blank, or accept the default value. To speed entry of Items that you send to different Locations, leave this field empty.

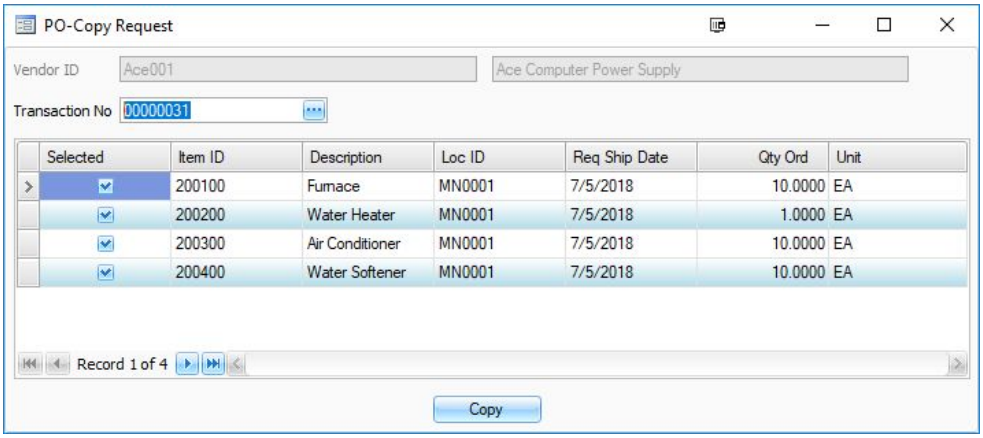
Maint

9. Select the **Vendor ID** for the request. The Vendor's Currency ID and Exchange Rate (if you use multi-currency) appears. You may leave the Vendor ID blank, if you selected No to the Require vendor prior to submit request.

To enter a Vendor you plan to deal with only temporarily, use the **F6 Maintenance** command to define the Vendor as a Temporary Vendor. Temporary Vendors that have balances of zero may be removed when you perform periodic maintenance.

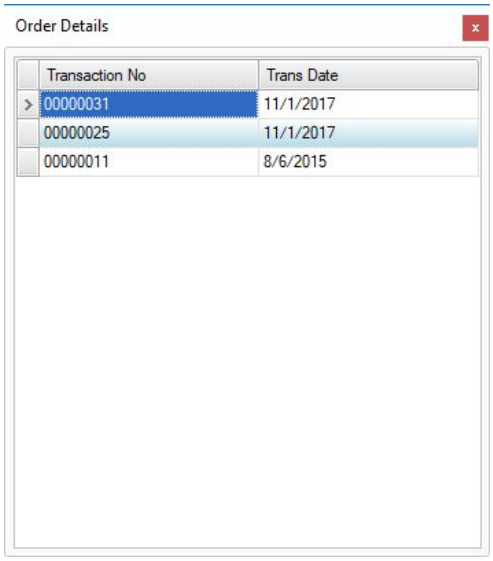
10. Enter the Requested Shipping Date in the **Req Ship Date** field.
11. If you are entering a new request, the **Copy** button will be visible. Click the **Copy** button to copy information from a previous Purchase Order transaction for the same Vendor.

Order Requests Screen - Copy Orders



12. To copy an existing transaction, select the **Copy** button after selecting a **Vendor ID**.

- Select the **Transaction No**, from the **Transaction Detail** screen, from which you want to copy. The list box will contain a list of Purchase Orders that have been posted to order history for the displayed Vendor.

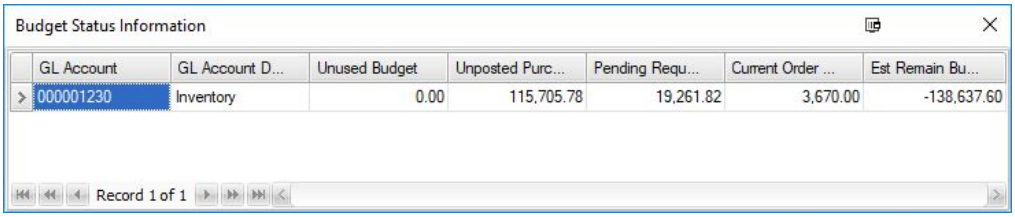


- The **Item ID**s for the selected order are displayed in the Item detail grid.
- Select the **Selected** check box to select the Item to copy to your new Order Request.
- The **Item ID**, **Description**, and **Loc ID** are displayed and can not be edited.
- Your current workstation date will default into the **Req Ship Date** field. Accept the default or change to your Requested Ship Date.
- The **Qty Ord**ered from the history transaction is displayed. Accept the default quantity or enter the quantity you want on your new Order Request.
- The **Unit** of measure from the history transaction is displayed. Accept the default or change to the desired Unit of measure for the new Order Request.
- After selecting the Item IDs you would like to copy, select the **Copy** button and those Item IDs will drop into your new Purchase Order Request.

13. If you use multi-currency, the Currency assigned to the Vendor appears in the **Currency ID** field, and cannot be changed. If you want to enter a request for a Vendor in a different Currency, set up a second Vendor record. If you do not use multi-currency, this field is not available.

14. If you use multi-currency, the most current daily Exchange Rate appears in the **Exch Rate** field. You can enter a different Exchange Rate before the Request is saved or before you change tabs. Once the Request is saved, you cannot change the Exchange Rate. If you do not use multi-currency, this field is not available.
15. For a new Order Request, enter the name of the person who made the Order Request in the **Ordered By** field.
16. Enter the name of the person who received the Order Request in the **Received By** field.
17. Click in the **Notes** field to enter or view notes specific to this Order Request.
18. If applicable, **Budget Status** Info will display the Budget Period and Year the Request will be applied to. If available, you can review the budget information for the account by clicking the **Budget Info** button on the toolbar.
19. The **Budget Info** screen appears.

Budget Info Screen



For the selected GL Account the following fields are displayed:

- **Unused Balance** - The original budget amount, that is, the GL Journal amount (sum of debit - credit amounts).
- **Unposted Purchases** - All unposted POs, excluding Requests.
- **Pending Requests** - All PO Requests, except the current one.
- **Current Request Total** - Order total for the current Request.
- **Est Remaining Balance** - Unused Balance - Unposted Purchases - Pending Requests - Current Request Total

Order Requests Screen - Ship-To Tab

Maint

1. Enter or select a **Ship-To ID**. Use the **Ship-To Addresses** function (page 3-95) to set up Ship-To IDs. If you select an existing Ship-To ID, address information for that ID appears.

   If you enter a Ship-To ID with a different Distribution Code or Tax Group ID than the Vendor in the Order Request, messages appear asking if you want to assign the Ship-To ID's Tax Location to the request and recalculate the sales tax.

2. Enter or edit the method used to ship the Items in the **Ship Via** field; for example; enter the name of a shipping service.

3. Enter the **Shipping Terms**. Common entries are **Destination** (the vendor pays), and **Origin** (your business pays). Another common entry is the name of a city, meaning the Vendor pays to move the goods to the city and you pay to move goods beyond that point.

4. Select the **Drop Ship** check box to mark this request for drop shipment. The shipment will be shipped directly to another Vendor or Customer without being received through your system as Inventory.

5. Enter or edit the information in the **Attention** field.

6. Enter or edit the **Name**.

7. Enter or edit the **Address** in the **Address 1** and **Address 2** fields.

8. Enter or edit the **City** and **Region**.

Maint

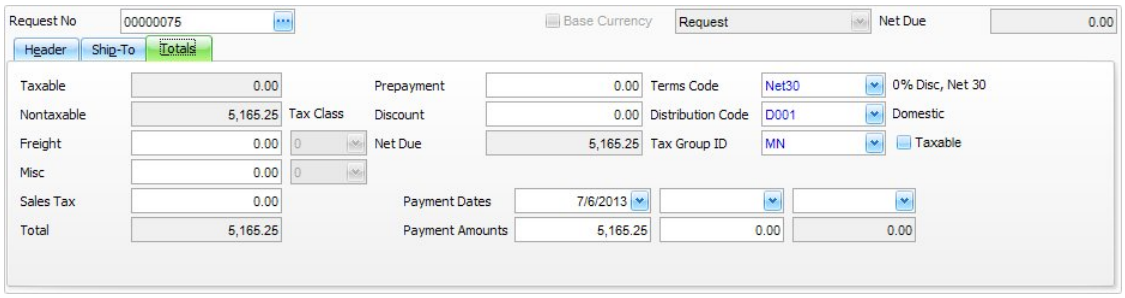
9. Enter or edit the **Country Code**.

10. Enter or edit the **Postal Code**. Use the System Manager **Country Codes** function to set up the input mask for the postal code.

11. 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 Yes to **Allow Web Features** in the **Business Rules** function within **System Manager**, this button does not appear.

NOTE: See the *System Manager Training Manual* for more information on defining the Default Mapping Program.

Order Requests Screen - Totals Tab



The Taxable and Nontaxable Order Request subtotals for the line Items appear.

NOTE: The amounts on this tab will not post to General Ledger when posting invoices. Once the request has been made into a live Purchase Order, you must enter your Freight, Misc, and any Prepayment information on the Invoice Totals screen, once an invoice has been added to the Purchase Order.

1. The system displays the **Taxable** and **Nontaxable** amounts for the Order Request.
2. Enter the shipping charges in the **Freight** field.
3. Select the **Tax Class,** if any, for the shipping charges.
4. Enter any miscellaneous charges, such as handling charges, in the **Misc** field.
5. Select the **Tax Class**, if any, for the miscellaneous charges.
6. Enter the **Sales Tax** amount.
7. The Total amount of the transaction (Taxable + Nontaxable + Freight charges + Miscellaneous charges + Sales Tax) appears in the **Total** field.
8. If you prepaid a portion of the Order Request, enter the **Prepayment** amount.
9. The **Discount** amount for the Terms Code entered on the **Totals** tab appears. Change this amount if necessary.

10. The Total minus the Prepayment and Discount amounts appears in the **Net Due** field.

Maint

11. Edit the **Terms Code**, **Distribution Code**, and **Tax Group ID**, if needed. If you use multi-currency, you can change the Distribution Code only if the Payables Account associated with the new Distribution Code is in either the base or the Vendor's currency. If any open invoices or transactions exist for the Vendor, the new Distribution Code must also use that same currency.

12. Select the **Taxable** check box if the request is taxable; otherwise, clear it.

13. The first **Payment Date** is calculated from the number of due days in the Terms Code you entered on the **Totals** tab. Edit this date, if necessary.

    If used, the second and third Payment Dates are calculated from the number of due days in the Terms Code. Change these dates if necessary.

14. To split payments, enter an amount for the first payment into the first **Payment Amounts** field. It must be less than the Net Due amount listed. The remaining payment appears in the second **Payment Amounts** field.

    To split the payments further, enter an amount for the second payment in the second field; the remaining payment appears in the third **Payment Amounts** field.

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

Order Requests Screen - Line Items Summary

Item ID	Description	Location ID	Qty	Unit	Unit Cost	Ext Cost
200100	Furnace	MN0001	5.00	EA	382.6800	1,913.40
200200	Water Heater	MN0001	5.00	EA	227.5300	1,137.65
200300	Air Conditioner	MN0001	4.00	EA	433.0000	1,732.00
200400	Water Softener	MN0001	3.00	EA	127.4000	382.20

Record 5 of 5

Use the **Line Items** to record information about the Items you are requesting.

Maint

1. Enter the **Item ID** for the Item you are requesting. An Item ID is required only for Inventory or System Manager Items. For example; you can leave the **Item ID** field blank and enter **Miscellaneous Charge** in the **Description** field to record miscellaneous charges in Order Requests.

2. Enter or edit the Item **Description**.

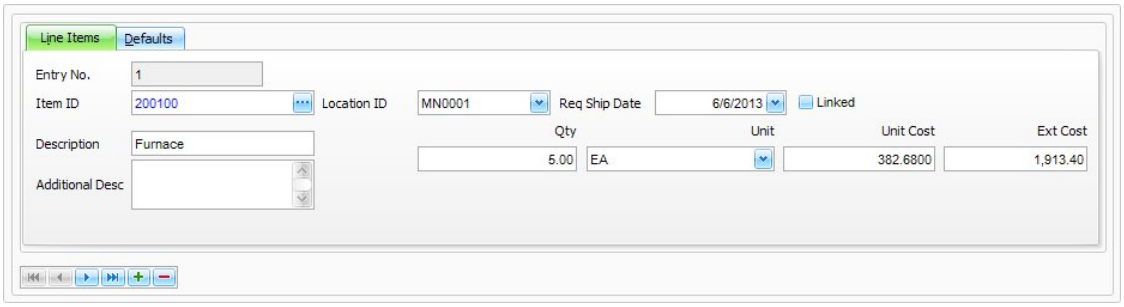
3. Enter an Additional Description for the Item in the **Additional Disc** field. This field is available only if you selected Yes to Use Additional Descriptions in the **Business Rules** function (page 3-5) and you have moved the field to the columns using the Column Chooser. See the How to use Grids section in the General Information guide for more details on using the column chooser. If you selected Yes to Copy Additional Descriptions from SM/IN Items, those Additional Descriptions for the Item appear.

Maint

4. If you entered a Location ID on the **Header** tab, that Location ID appears in the **Location ID** field; otherwise, the first Location ID set up for the Item appears. Accept the default value or select the ID of the Location for which you are requesting the Items.
5. Enter the Item quantity in the **Qty** field.
6. The default Unit of measure appears in the **Unit** field. You can change it if an alternate Unit of measure is set up for the Inventory Item and if the record has not yet been saved.
7. The Unit Cost of the requested Item appears in the **Unit Cost** field. If you interface Purchase Order with Inventory, the Last Cost of the Inventory Item appears. Change it, if necessary.
8. The Extended Cost of the requested Item (Unit Cost multiplied by Quantity) appears in the **Ext Cost** field. If you change it, the Unit Cost is automatically adjusted (Extended Cost divided by Quantity).
9. You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.
10. 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 Order Request will then print in that order, too.

Order Request Screen - Detail Line Items Tab



Use the **Line Items** to record information about the items you request.

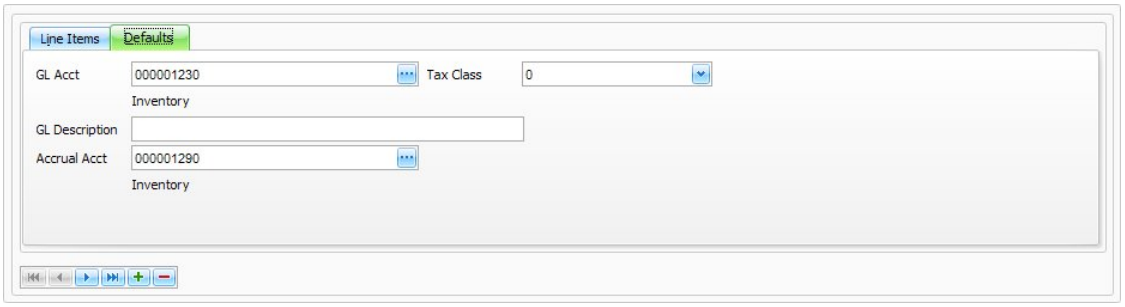
Maint

1. Enter the **Item ID** for the Item you are requesting. An Item ID is required only for Inventory or System Manager Items. For example; you can leave the **Item ID** field blank and enter **Miscellaneous Charge** in the **Description** field to record miscellaneous charges in Order Requests.
2. Enter or edit the Item **Description**.
3. Enter an Additional Description for the Item in the **Additional Disc** field. This field is available only if you selected Yes to Use Additional Descriptions in the **Business Rules** function (page 3-5) If you selected Yes to Copy Additional Descriptions from SM/IN Items, those Additional Descriptions for the Item appear.

Maint

4. If you entered a Location ID on the **Header** tab, that Location ID appears in the **Location ID** field; otherwise, the first Location ID set up for the Item appears. Accept the default value or select the ID of the Location for which you are requesting the Items.
5. Enter the Requested Shipping Date in the **Req Ship Date** field. This field is available only if you selected Yes to Use Requested Ship Dates on Line Items in the **Business Rules** function (page 3-5).
6. Enter the Item quantity in the **Qty** field.
7. The default Unit of measure appears in the **Unit** field. You can change it if an alternate Unit of measure is set up for the Inventory Item and if the record has not yet been saved.
8. The Unit Cost of the requested Item appears in the **Unit Cost** field. If you interface Purchase Order with Inventory, the Last Cost of the Inventory Item appears. Change it, if necessary.
9. The Extended Cost of the requested Item (Unit Cost multiplied by Quantity) appears in the **Ext Cost** field. If you change it, the Unit Cost is automatically adjusted (Extended Cost divided by Quantity).
10. When users enters a Requisition from the Sales Order Transactions, Manufacturing Production Work Orders, Project Costing Transactions, or Service Director Work Orders function, and creates an Order Request for a line Item, the **Linked** check box will be marked.

Order Requests Screen - Items Detail Defaults Tab



1. The account number appears in the **GL Acct.** field. Accept the default value or enter a GL Account to which you want to post the line Item. The Account Description appears under the Account ID.

   If the Item is an Inventory Item, this GL Account will be brought in from the Account Code assigned to the Item in the Location selected on the Line Items tab.

   If the Item is a System Manager Description Item, this GL Account will be brought in from the Inventory Account entered into the Description Item setup.

   If the Item is not an Inventory Item the GL Account will come in from the Account assigned to the Vendor. If no Account is entered into the Vendor setup the Account will come from the Default Inventory Account set up in the Business Rules.

2. Select the **Tax Class** for the line Item.

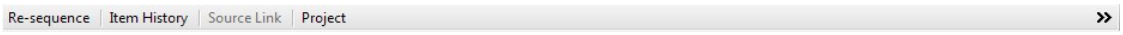
3. Enter an additional General Ledger Description in the **GL Description** field. The Description you enter appears in the **Description** column of the GL Journal when you post the invoice.

   If you selected Yes to Default Vendor Name in GL Description in the **Business Rules** function (page 3-5), the Vendor name appears in this field.

4. Select the **Accrual Acct** you want this Item's receipts to post to when receipts are posted.

   When you select an Inventory Item the Accrual Account set up in the Account Code will default into the field. If you do not select an Inventory Item the Accrual Account from the IN Accrual Account in Business Rules, will default into this field.

Item Command Buttons



Re-sequence

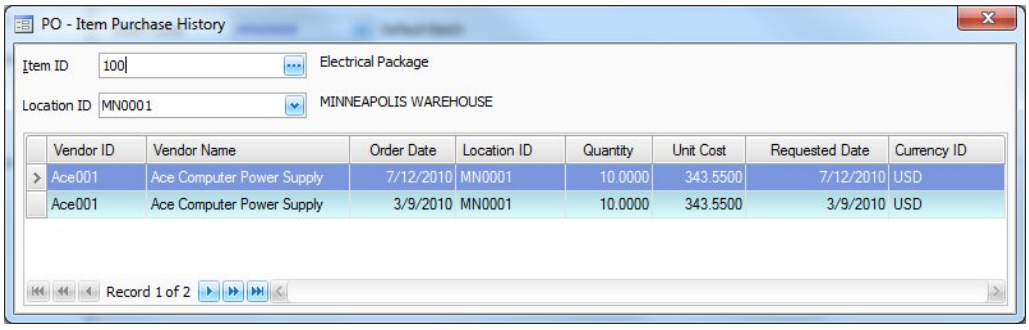
Click the **Re-sequence** button to save the sequence of the line Items as currently displayed on the screen.

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

If you deleted a line Item, non-sequential numbers may appear in the list box when receiving Items, even though line Items appear sequentially on the Item Detail tab.

Item History

The Item Purchase History dialog box is displayed when you click the **Item History** button.



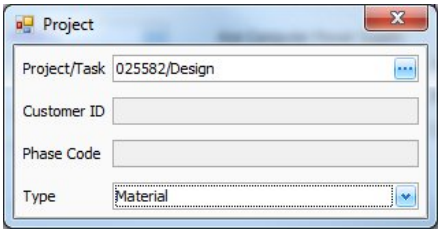
A list of **Vendor IDs**, **Order Dates**, **Quantities**, and **Costs** is displayed for the selected Item. This is a list of the posted purchase invoices.

Project

Select **Project** to associate the line Item with a Project for which you are requesting the item.

- When the **Project** button is selected the Project screen is displayed.

Project Screen



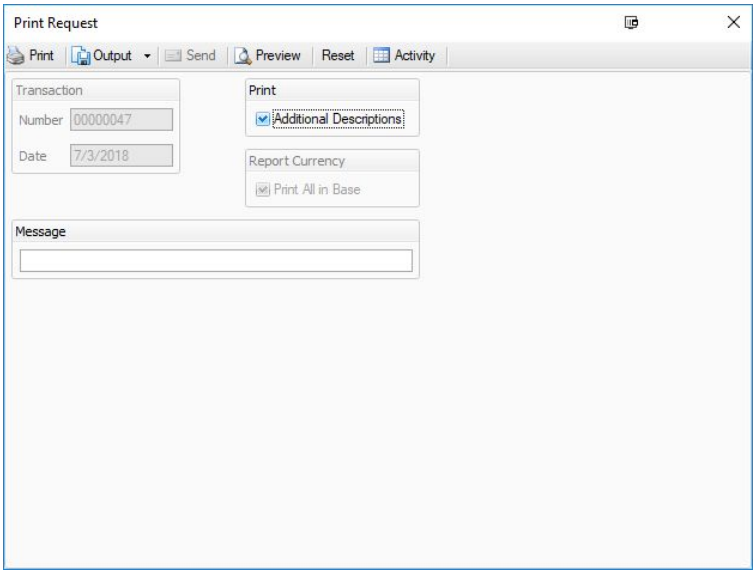
- Select the **Project/Task** for which you are entering the request.
- The **Customer** and **Phase Code** come in from the Project setup and cannot be edited.
- Select the **Type** of expense for this Item: **Material**, **Expense** or **Other**.

Select a command button:

Command Buttons

Name	Description
Update	Click the Update button to unlock a selected Order Request.
Copy	Click the Copy button to copy the information from a prior Order Request.
Print	Print the Order Request form for the displayed Order Request.
Deposit	Not available for Order Requests.
Submit	Click the Submit button to submit the Order Request into the Approval process.
Approve	Click the Approve button to approve the Order Request and move it to the next step in the Request Route.
Decline	Click the Decline button to decline the Order Request and send it back to the Requestor.
Budget Info	Click the Budget Info button to display the Budget Info screen when applicable.

Print Order Request Screen



The **Print Request** screen appears when you click **Print** and **Request** on the Order Requests screen. Use this screen to print an online Order Request for the request.

1. The **Transaction Number** and **Date** appear.
2. If you use Additional Descriptions, select the check box to **Print Additional Descriptions** on the Order Request; otherwise, clear the check box.
3. Enter a **Message** to print on the Order Request. Leave the box blank if you do not want to add an additional Message.
4. If you use multi-currency, select the **Print in Base Currency** check box, to print the Order Request in the company's base currency; otherwise, clear the box to print the Order Request in the Vendor's currency. If you do not use multi-currency, this check box is not available.

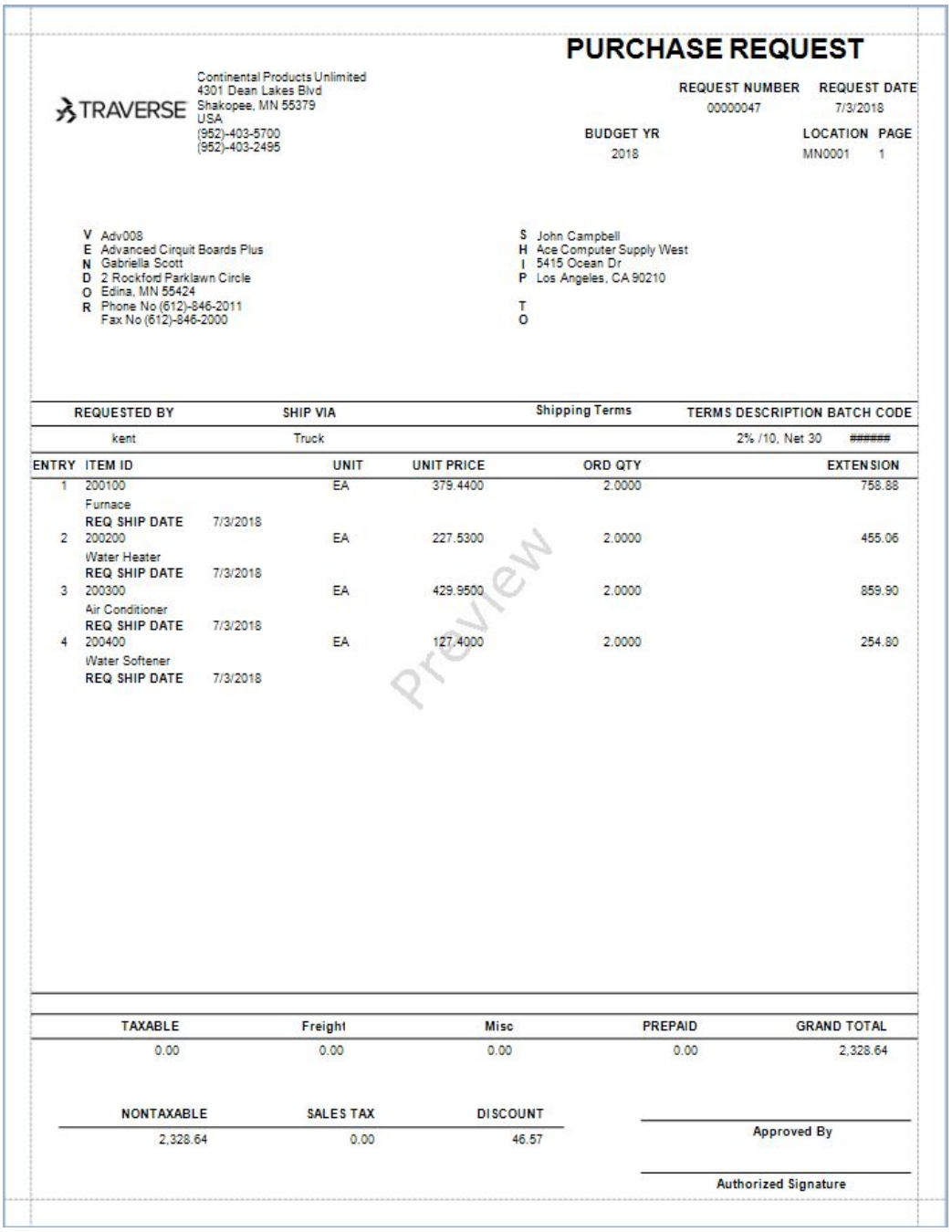
5. Select a command button:

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.
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.

Purchase Request



PURCHASE REQUEST

TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
USA
(952)-403-5700
(952)-403-2495

REQUEST NUMBER	REQUEST DATE
00000047	7/3/2018

BUDGET YR	LOCATION	PAGE
2018	MN0001	1

VENDOR
Adv008
Advanced Cirquit Boards Plus
Gabriella Scott
2 Rockford Parklawn Circle
Edina, MN 55424
Phone No (612)-846-2011
Fax No (612)-846-2000

SHIP TO
John Campbell
Ace Computer Supply West
5415 Ocean Dr
Los Angeles, CA 90210

REQUESTED BY	SHIP VIA	Shipping Terms	TERMS DESCRIPTION	BATCH CODE
kent	Truck		2% /10, Net 30	######

ENTRY	ITEM ID		UNIT	UNIT PRICE	ORD QTY	EXTENSION
1	200100		EA	379.4400	2.0000	758.88
	Furnace					
	REQ SHIP DATE	7/3/2018				
2	200200		EA	227.5300	2.0000	455.06
	Water Heater					
	REQ SHIP DATE	7/3/2018				
3	200300		EA	429.9500	2.0000	859.90
	Air Conditioner					
	REQ SHIP DATE	7/3/2018				
4	200400		EA	127.4000	2.0000	254.80
	Water Softener					
	REQ SHIP DATE	7/3/2018				

Preview

TAXABLE	Freight	Misc	PREPAID	GRAND TOTAL
0.00	0.00	0.00	0.00	2,328.64

NONTAXABLE	SALES TAX	DISCOUNT
2,328.64	0.00	46.57

Approved By

Authorized Signature

Submitting an Order Request

Once you have saved the Order Request, select the **Submit** button on the toolbar to submit the PO Request for approval.

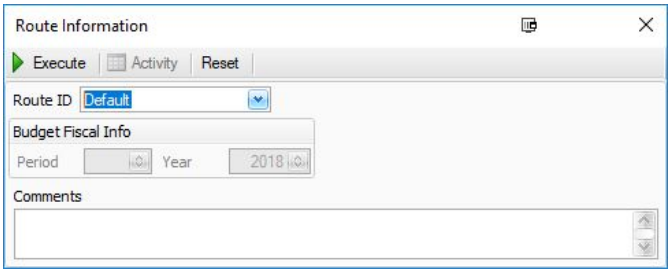
If you are not using the approval process, a notification window will appear to verify you want to convert the Order Request to a Purchase Order. If you want to continue, click **OK**, otherwise click **Cancel**.

NOTE: If you entered the wrong Vendor, or left the Vendor field blank, you will be able to choose a Vendor in the Route information window that appears once you submit the Request.

You will see a notification that the Request was converted to a Purchase Order when the process is complete.

1. When the Request is submitted, a **Route Information** screen will display the **Route ID**, **Budget Fiscal Info**, and **Comments**.

Route Information Screen

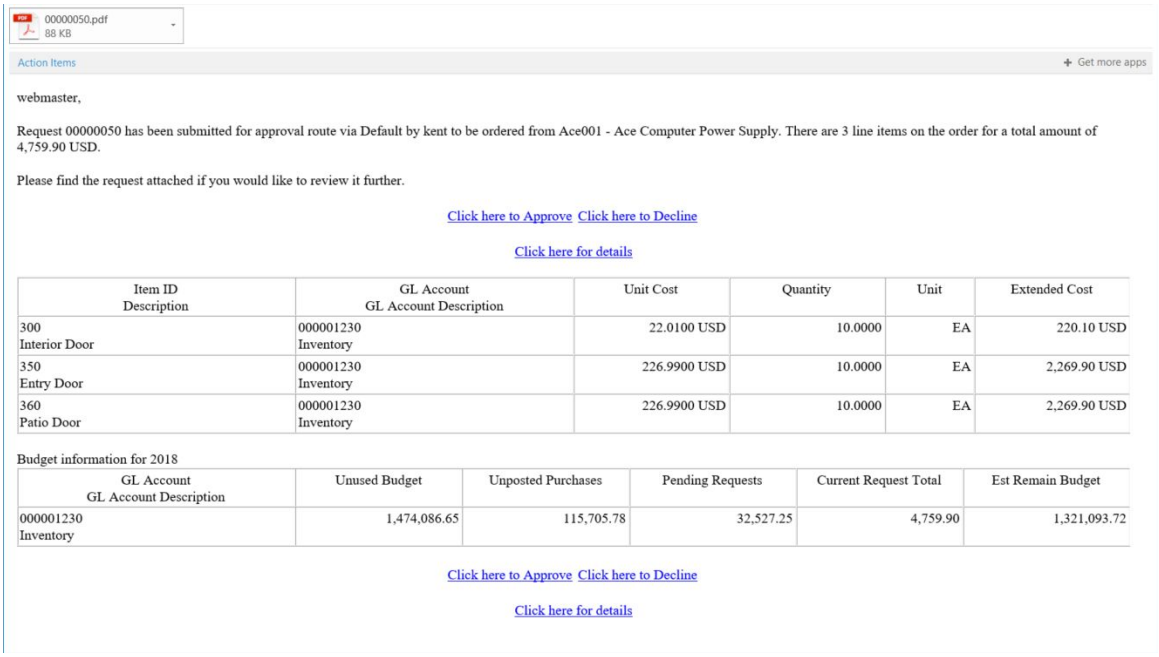


2. Select a **Route ID** if necessary, and enter any **Comments**, then click the **Execute** button to send the request, or use the **Reset** button to clear the comments.

   The default Route ID for the user that entered the Order Request will populate the Route ID.

3. A confirmation message will be displayed, stating the Order Request was submitted and an email was sent to the next Approver in the Route.

Approval Request Email



00000050.pdf
88 KB

Action Items + Get more apps

webmaster,

Request 00000050 has been submitted for approval route via Default by kent to be ordered from Ace001 - Ace Computer Power Supply. There are 3 line items on the order for a total amount of 4,759.90 USD.

Please find the request attached if you would like to review it further.

Click here to Approve Click here to Decline

Click here for details

Item ID Description	GL Account GL Account Description	Unit Cost	Quantity	Unit	Extended Cost
300 Interior Door	000001230 Inventory	22.0100 USD	10.0000	EA	220.10 USD
350 Entry Door	000001230 Inventory	226.9900 USD	10.0000	EA	2,269.90 USD
360 Patio Door	000001230 Inventory	226.9900 USD	10.0000	EA	2,269.90 USD

Budget information for 2018

GL Account GL Account Description	Unused Budget	Unposted Purchases	Pending Requests	Current Request Total	Est Remain Budget
000001230 Inventory	1,474,086.65	115,705.78	32,527.25	4,759.90	1,321,093.72

Click here to Approve Click here to Decline

Click here for details

Approving an Order Request

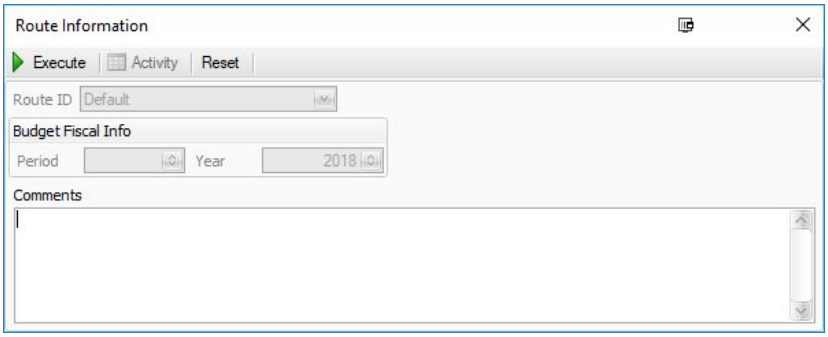
To approve an Order Request and make it into a new, live Purchase Order click the **Approve** button on the toolbar at the top of the screen.

A dialog box appears stating “Order Request will be converted to a Purchase Order. Do you want to continue?” Click **Yes** to convert it to a new Purchase Order, or click **No** to leave it as an Order Request.

Once the Order Request has been converted to a new Purchase Order, it is no longer available to edit in the Order Requests function. To edit the order go to Transactions and edit the New Purchase Order there.

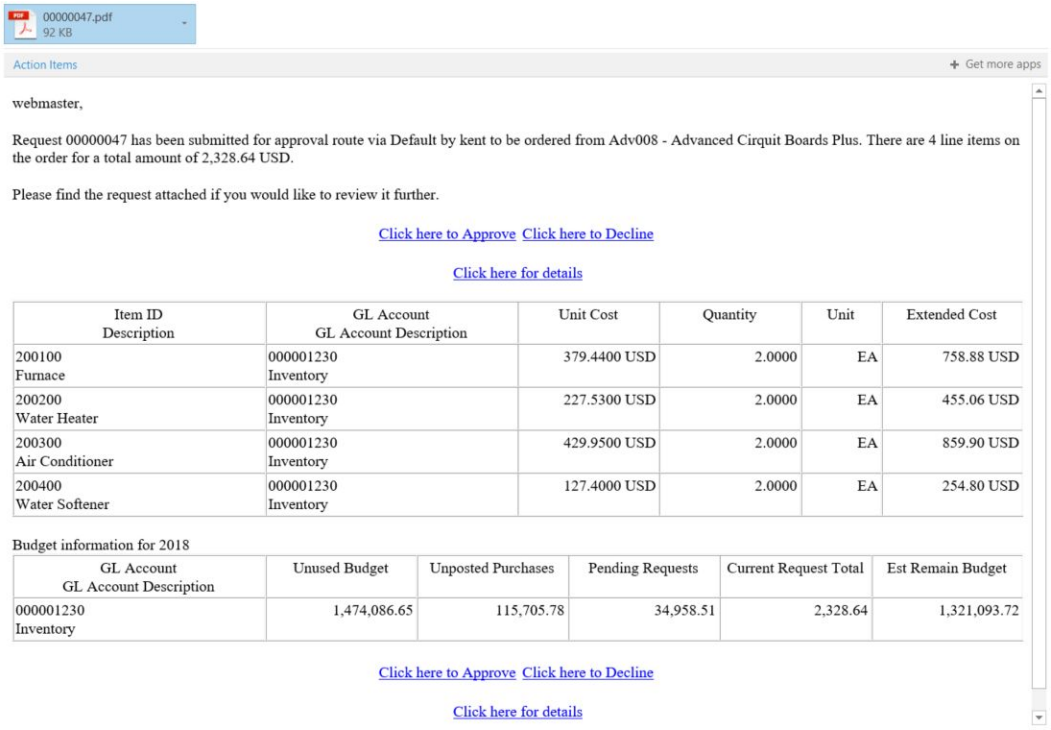
1. When the Request is approved, a **Route Information** screen will display the **Route ID**, **Budget Fiscal Info**, and **Comments**.

Route Information Screen



2. The **Route ID** is displayed, enter any **Comments**, then click the **Execute** button to approve the request, or use the **Reset** button to clear the comments.
3. A confirmation message will be displayed, stating the Order Request was approved and an email was sent to the previous Approver in the Route and the Requestor.

Final Approval Request Email



Item ID Description	GL Account GL Account Description	Unit Cost	Quantity	Unit	Extended Cost
200100 Furnace	000001230 Inventory	379.4400 USD	2.0000	EA	758.88 USD
200200 Water Heater	000001230 Inventory	227.5300 USD	2.0000	EA	455.06 USD
200300 Air Conditioner	000001230 Inventory	429.9500 USD	2.0000	EA	859.90 USD
200400 Water Softener	000001230 Inventory	127.4000 USD	2.0000	EA	254.80 USD

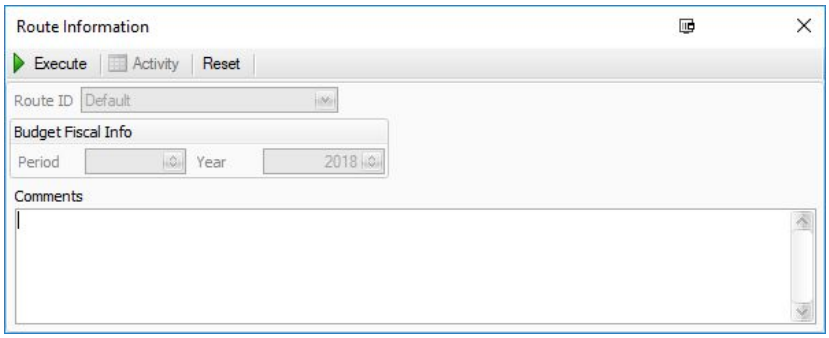
Budget information for 2018

GL Account GL Account Description	Unused Budget	Unposted Purchases	Pending Requests	Current Request Total	Est Remain Budget
000001230 Inventory	1,474,086.65	115,705.78	34,958.51	2,328.64	1,321,093.72

Declining an Order Request

1. Select the **Decline** button to decline the Order Request.
2. The Route Information screen is displayed.

Route Information Screen



3. The **Route ID** is displayed, enter any **Comments**, then click the **Execute** button to decline the request, or use the **Reset** button to clear the comments.
4. After the Request has been declined, an email is sent to the original Requestor, stating the Request has been declined.

PO Approval Request Declined Email

webmaster,

Request 00000024 for Ace001 - Ace Computer Power Supply has been declined by Mary.

Approver	Date	Comment
Jim Kent	4/24/2017 2:33:44 PM	
Mary	4/25/2017 11:48:01 AM	

Item ID Description	GL Account GL Account Description	Unit Cost	Quantity	Unit	Extended Cost
ACC012 Automobile Adaptor	000001230 Inventory	0.0000	10.0000	EA	0.00
CAS006 Portable Computer Briefcase	000001230 Inventory	27.0000	10.0000	EA	270.00
KYB100 105-Key USB/PS Multimedia Keyboard	000001230 Inventory	11.5000	25.0000	EA	287.50
MEM036 microSD Memory Card	000001230 Inventory	20.0000	25.0000	EA	500.00
MEM038 USB Flash Drive	000001230 Inventory	80.0000	25.0000	EA	2,000.00
MSE101 Wireless Optical Mouse 3000	000001230 Inventory	24.5000	25.0000	EA	612.50

(*amounts in USD)

Working with New Order Requests

You can add, edit, and delete unsubmitted Order Requests using the same methods you use in Accounts Payable or Accounts Receivable. If you add, change, or delete Order Request line Items, verify the Payment Dates and Payment Amounts on the **Totals** tab. The system puts the payment balance in the **Payment 1** field when a quantity or a cost is changed.

Task Summary

To enter a new Order Request, follow these steps:

1. Select **Order Requests** from the **Approvals** menu.
2. Select the **New Record** icon on the toolbar. A blank Order Request screen appears.
3. Enter the **Request Number** if it is not automatically generated.
4. Enter the required **Header**, **Detail**, **Ship-To**, **Totals** tab, and **Line Item** information.
5. Select the **Save** icon on the toolbar to save your changes.

To edit an Order Request, follow these steps:

1. Select **Order Requests** from the **Approvals** menu.
2. Select the **Request Number**.
3. The Order Request appears.
4. Click **Update**.
5. Edit the appropriate information. If you selected the Automatic Discount Update option in the **Business Rules** function (page 3-5), discounts are recalculated; otherwise, verify your discount change.
6. Select the **Save** icon on the toolbar to save your changes.

To submit an Order Request, follow these steps:

1. Select **Order Requests** from the **Approvals** menu.
2. Select the **Request Number**.
3. The Order Request appears.
4. Click **Update**.
5. Click the **Submit** button.
6. Select **Execute** on the Route Information screen that appears.

To approve an Order Request, follow these steps:

1. Select **Order Requests** from the **Approvals** menu.
2. Select the **Request Number**.
3. The Order Request appears.
4. Click **Update**.
5. Click the **Approve** button.
6. Select **Execute** on the Route Information screen that appears.

To decline an Order Request, follow these steps:

1. Select **Order Requests** from the **Approvals** menu.
2. Select the **Request Number**.
3. The Order Request appears.
4. Click **Update**.
5. Click the **Decline** button.
6. Select **Execute** on the Route Information screen that appears.

To change an Order Request batch code, follow these steps:

1. Select **Order Requests** from the **Approvals** menu.
2. Select the **Request Number** and click **Update**.
3. Change the **Batch Code**.
4. Select the **Save** icon on the toolbar to save your changes.

To delete an Order Request and the line-Item entries associated with it, follow these steps:

1. Select **Order Requests** from the **Approvals** menu.
2. Select the **Request Number** of the Order Request to delete.
3. Click **Update**.
4. Select the **Delete** hot key (F3) or the **Delete** button . A confirmation message appears, select Yes to confirm the deletion.

To print an online Order Request, follow these steps.

1. Select **Order Requests** from the **Approvals** menu.
2. Enter an Order Request, or select a **Request Number**. If you are working with an existing request, click **Update**.
3. Click **Print** and **Request**. The **Print Order Request** screen appears.
4. Select available options on the Print Order Requests screen and enter a Message.
5. Click **Print**.

Cancel an Order Request

To cancel an Order Request, follow one of these procedures:

1. If the **Order Request** is not approved, follow the steps for deleting an Order Request.

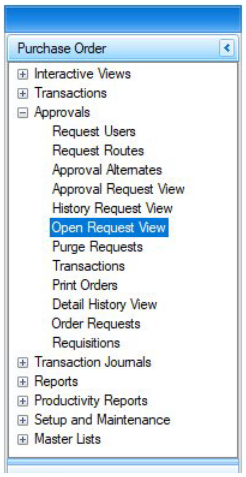
OPEN REQUEST VIEW

Use the **Open Request View** to see the Order Requests that have not been submitted into the approval process. This view may be used to submit the requests displayed into the approval process.

To view **Open Order Requests**, follow these steps:

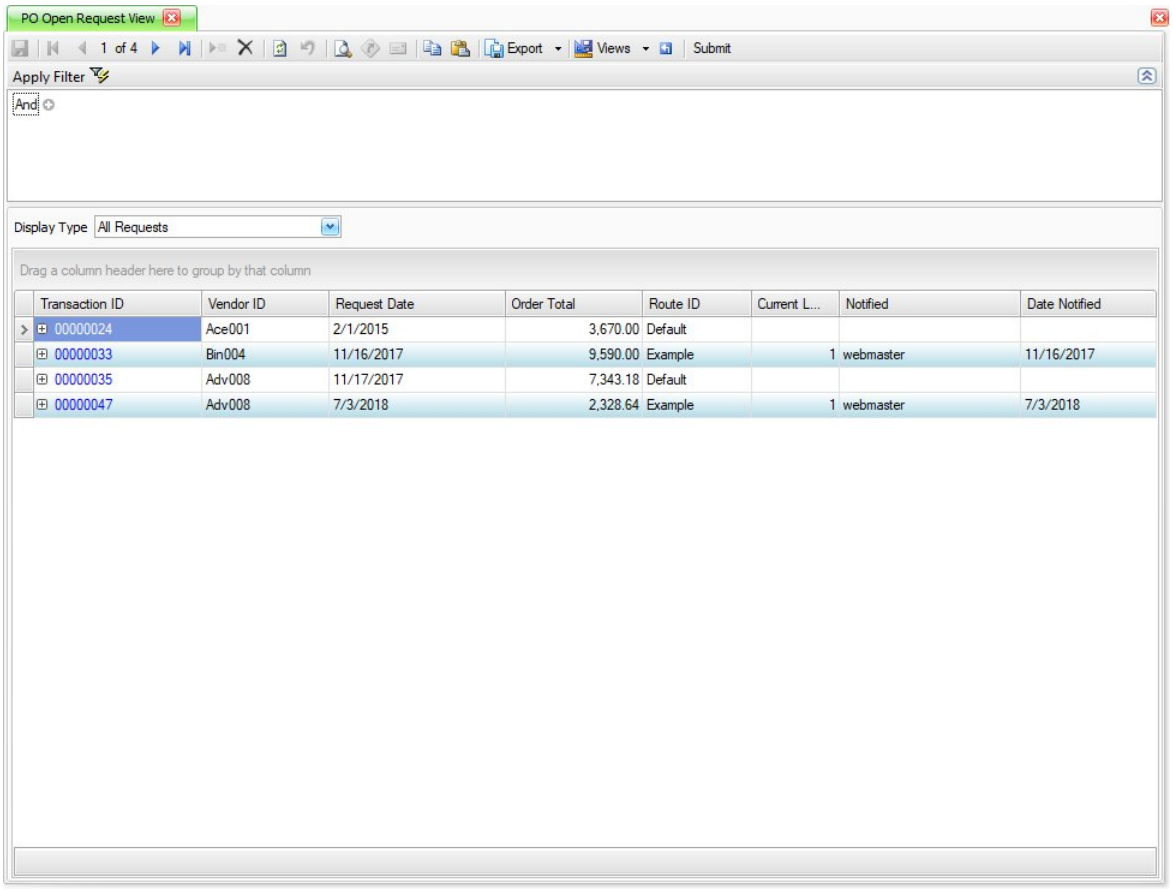
1. Select **Open Request View** from the **Approvals** menu.

Open Request View Menu



2. The **Open Request View** screen appears.

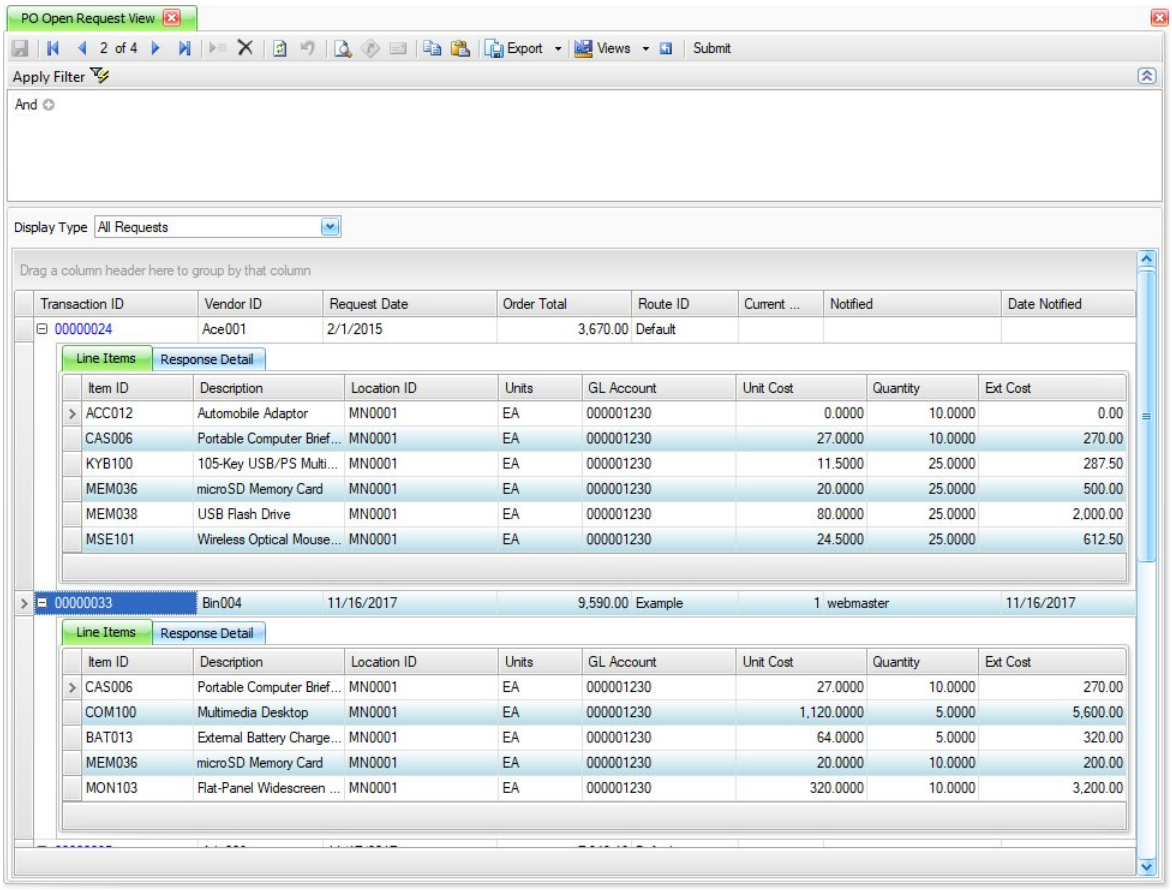
Open Request View Screen



3. Select the **Display Type** for Open Requests to be displayed:
    - **My Requests Only** - to view only the requests the user logged in has entered and not submitted. You must be a Requestor, or Both to view these Open Requests.
    - **Exclude My Requests** - to view the requests not entered by the user logged into TRAVERSE. You must be a Requestor Admin, or Both Admin to view these Open Requests.
    - **All Requests** - to view all requests entered by any user logged into TRAVERSE. You must be a Requestor Admin, or Both Admin to view these Open Requests.
4. 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.

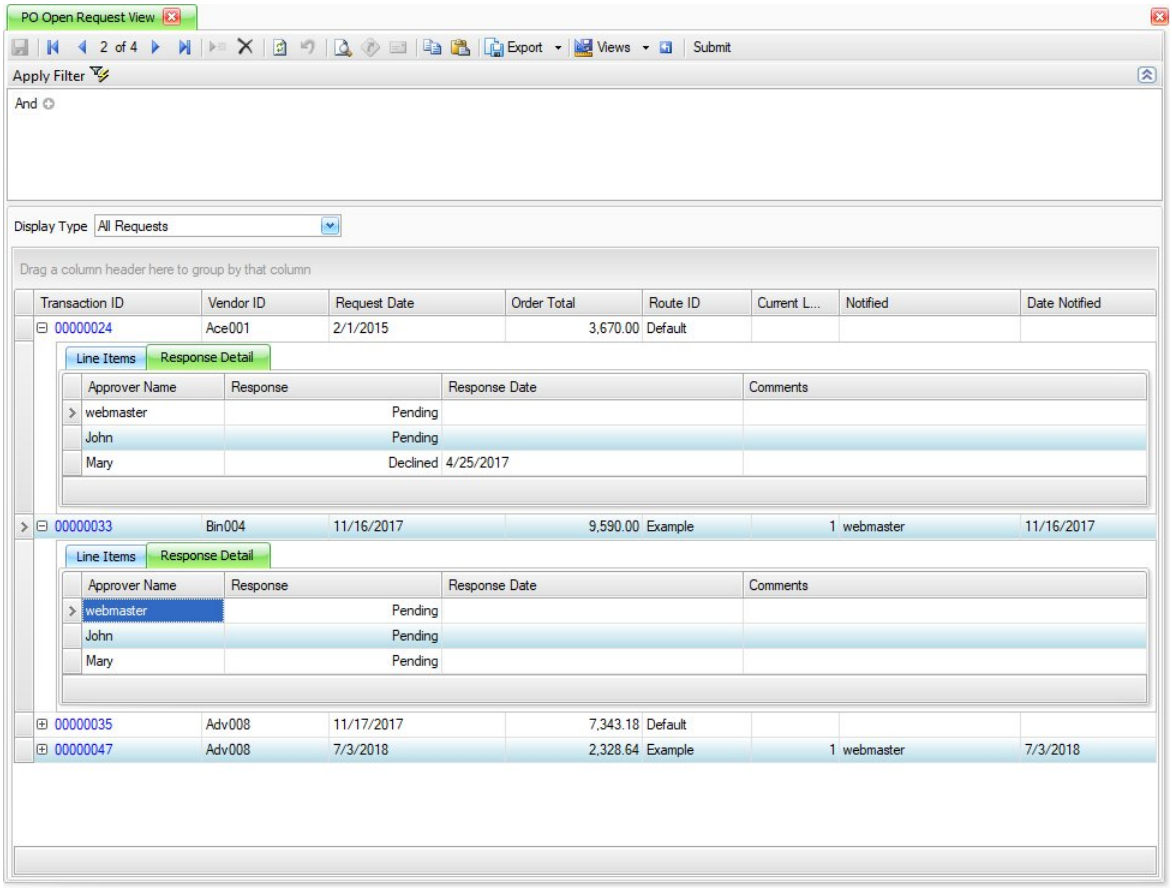
5. To view details on an Order Request, double click on the blue Transaction ID and you will be taken to the detail transaction screen for that transaction.
6. To view the details on the Order Request click on the plus (+) next to the Transaction ID for line items included in the Order Request.

Open Request View Screen - Expanded Line Items Tab



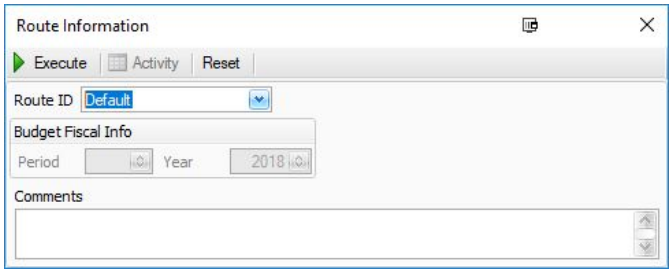
7. Information about the Line Items for the Transaction ID expanded are displayed.
8. Select the Response Detail tab to view information about the Route information and what has been done in the approval process for each step.

Open Request View Screen - Expanded Response Detail Tab



9. Information about the **Approver Name** and the **Response**, **Response Date**, and **Comments** about the responses in the Route is displayed.
10. Select the **Submit** button on the toolbar to submit the PO Request for approval.
11. When the Request is submitted, a **Route Information** screen will display the **Route ID**, **Budget Fiscal Info**, and **Comments**.

Route Information Screen

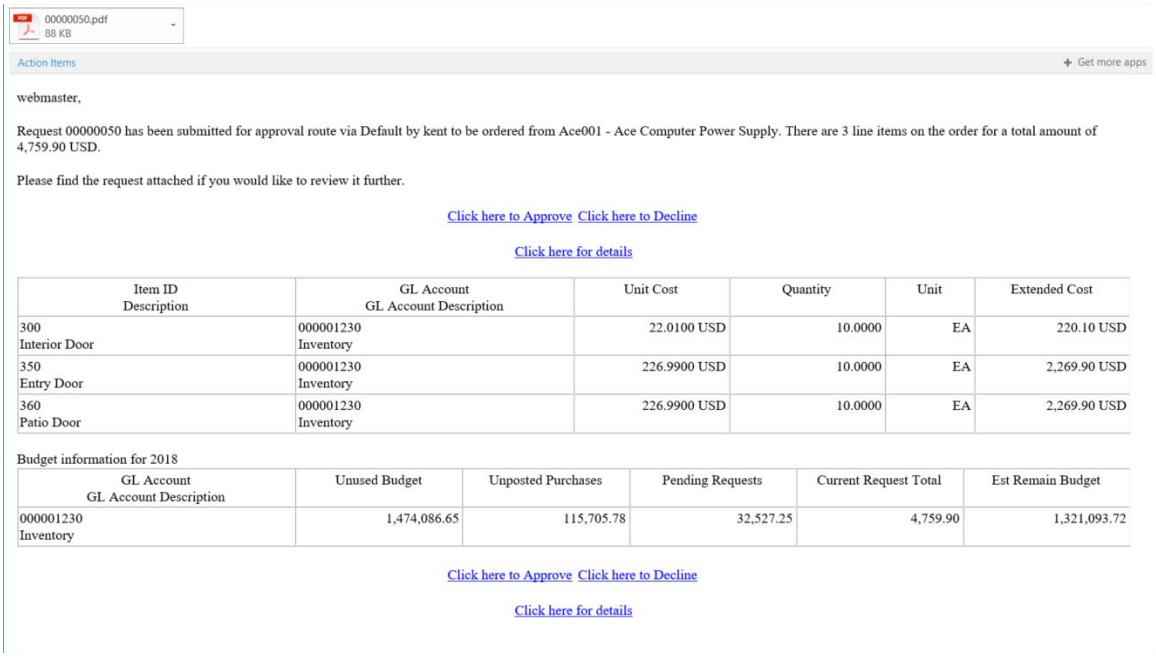


12. Select a **Route ID** if necessary, and enter any **Comments**, then click the **Execute** button to send the request, or use the **Reset** button to clear the comments.

    The default Route ID for the user that entered the Order Request will populate the Route ID.

13. A confirmation message will be displayed, stating the Order Request was submitted and an email was sent to the next Approver in the Route.

Approval Request Email



00000050.pdf
88 KB

Action Items + Get more apps

webmaster,

Request 00000050 has been submitted for approval route via Default by kent to be ordered from Ace001 - Ace Computer Power Supply. There are 3 line items on the order for a total amount of 4,759.90 USD.

Please find the request attached if you would like to review it further.

Click here to Approve Click here to Decline

Click here for details

Item ID Description	GL Account GL Account Description	Unit Cost	Quantity	Unit	Extended Cost
300 Interior Door	000001230 Inventory	22.0100 USD	10.0000	EA	220.10 USD
350 Entry Door	000001230 Inventory	226.9900 USD	10.0000	EA	2,269.90 USD
360 Patio Door	000001230 Inventory	226.9900 USD	10.0000	EA	2,269.90 USD

Budget information for 2018

GL Account GL Account Description	Unused Budget	Unposted Purchases	Pending Requests	Current Request Total	Est Remain Budget
000001230 Inventory	1,474,086.65	115,705.78	32,527.25	4,759.90	1,321,093.72

Click here to Approve Click here to Decline

Click here for details

14. Refer to the **Using the Interactive Views Menu** section in Chapter 7 and the Interactive Views section in the General Information guide for more details on using the History Request 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.

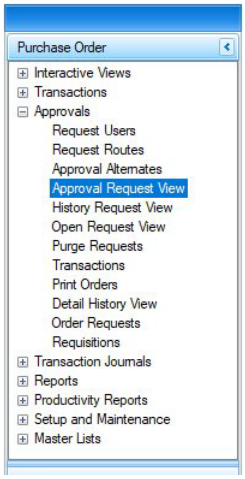
APPROVAL REQUEST VIEW

Use the **Approval Request View** to see the Order Requests that require an approval step before they can be made into Purchase Orders. This view may be used to approve or decline the requests displayed.

To view **Approval Requests**, follow these steps:

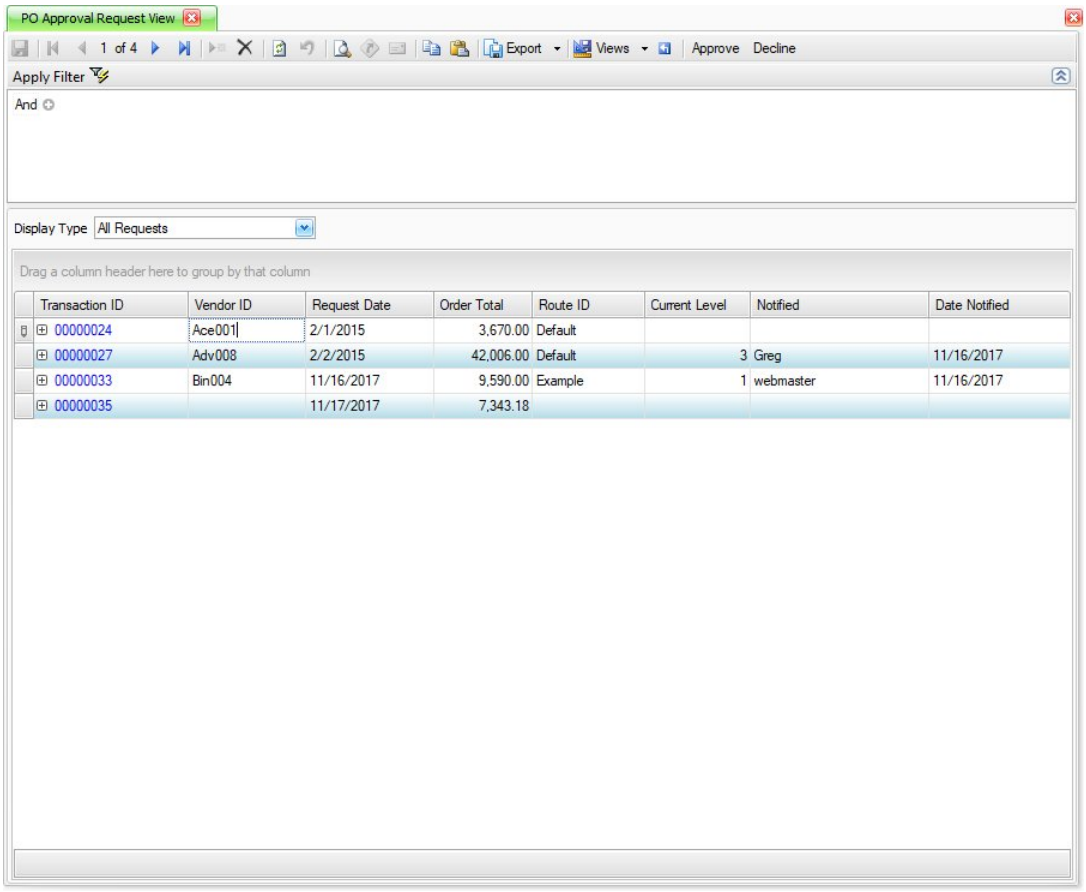
1. Select **Approval Request View** from the **Approvals** menu.

Approval Request View Menu



2. The **Approval Request View** screen appears.

Approval Request View Screen

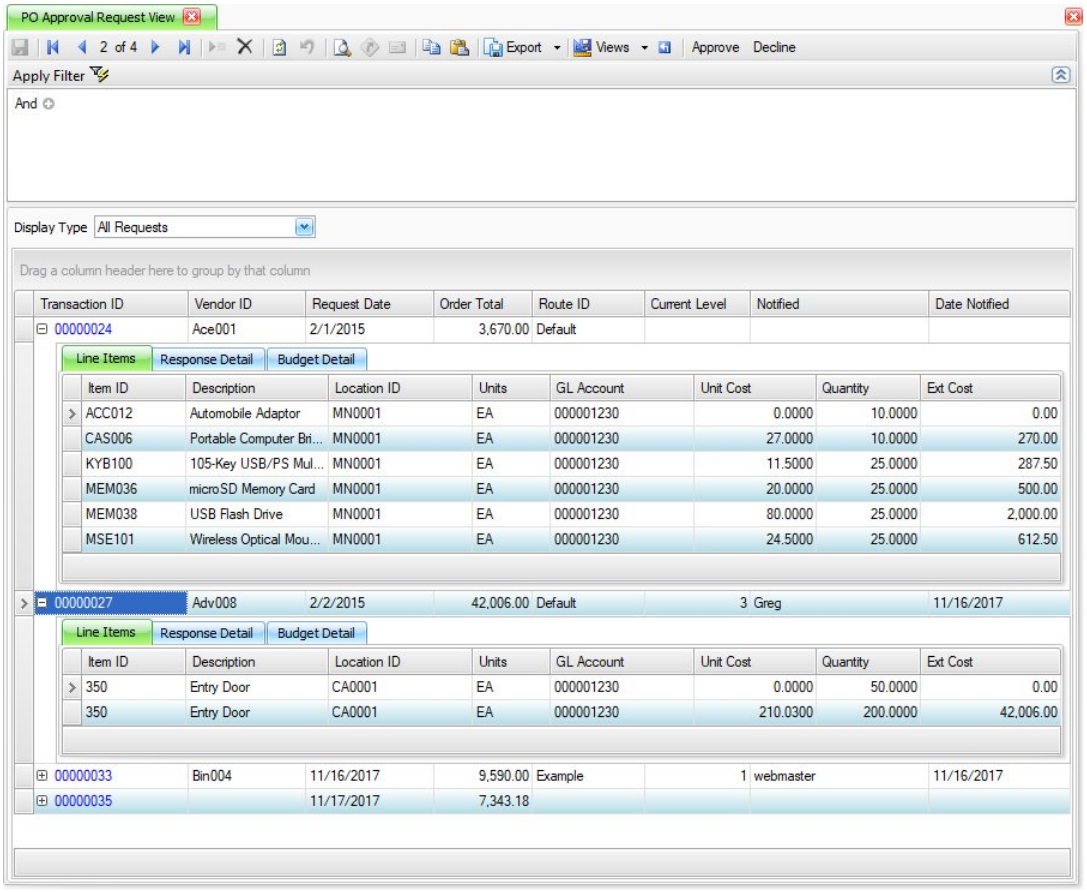


3. Select the **Display Type** for Approval Requests to be displayed:

   - **My Requests Only** - to view only the requests the user logged into TRAVERSE, has entered and not approved. You must be an Approver, or Both to view these Approval Requests.
   - **Exclude My Requests** - to view the requests not entered by the user logged into TRAVERSE. You must be an Approver Admin, or Both Admin to view these Approval Requests.
   - **All Requests** - to view all requests entered by any user logged into TRAVERSE. You must be an Approver Admin, or Both Admin to view these Approval Requests.

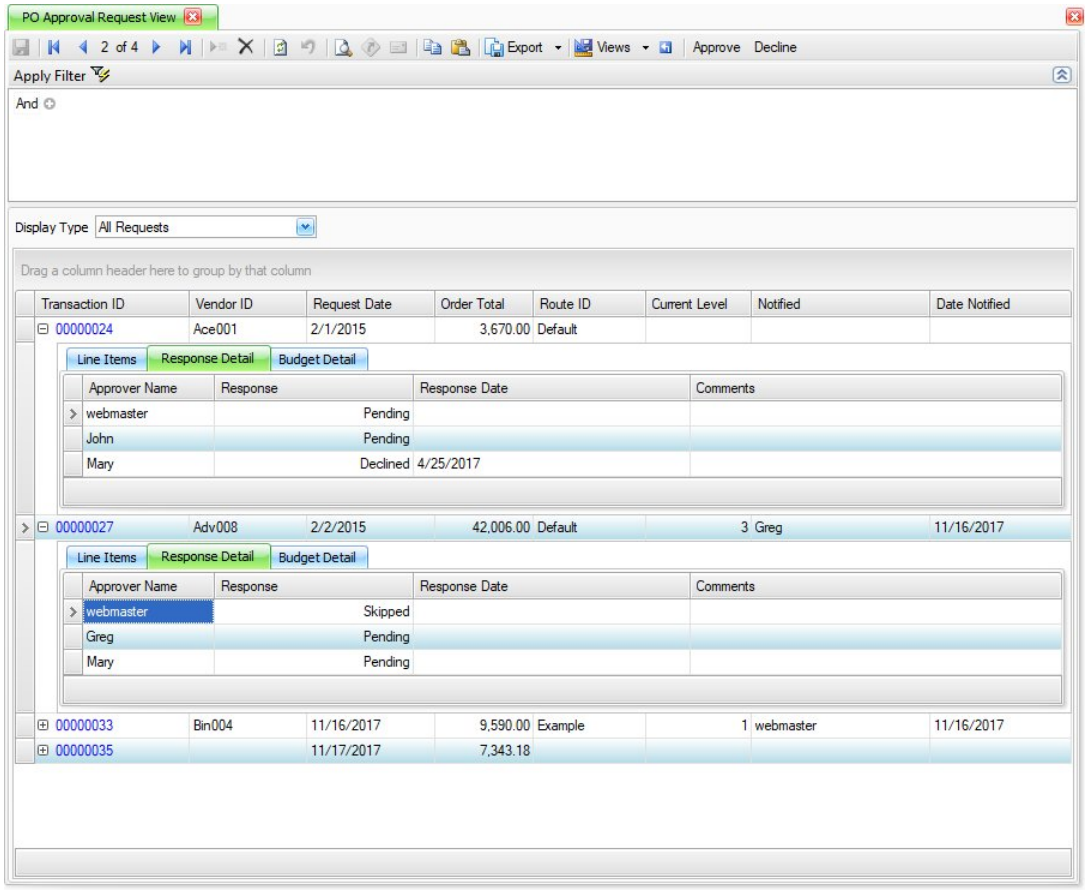
4. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
5. To view details on an Order Request, double click on the blue Transaction ID and you will be taken to the detail transaction screen for that transaction.
6. To view the details on the Order Request click on the plus (+) next to the Transaction ID for line items included in the Order Request.

Approval Request View Screen - Expanded Line Items Tab



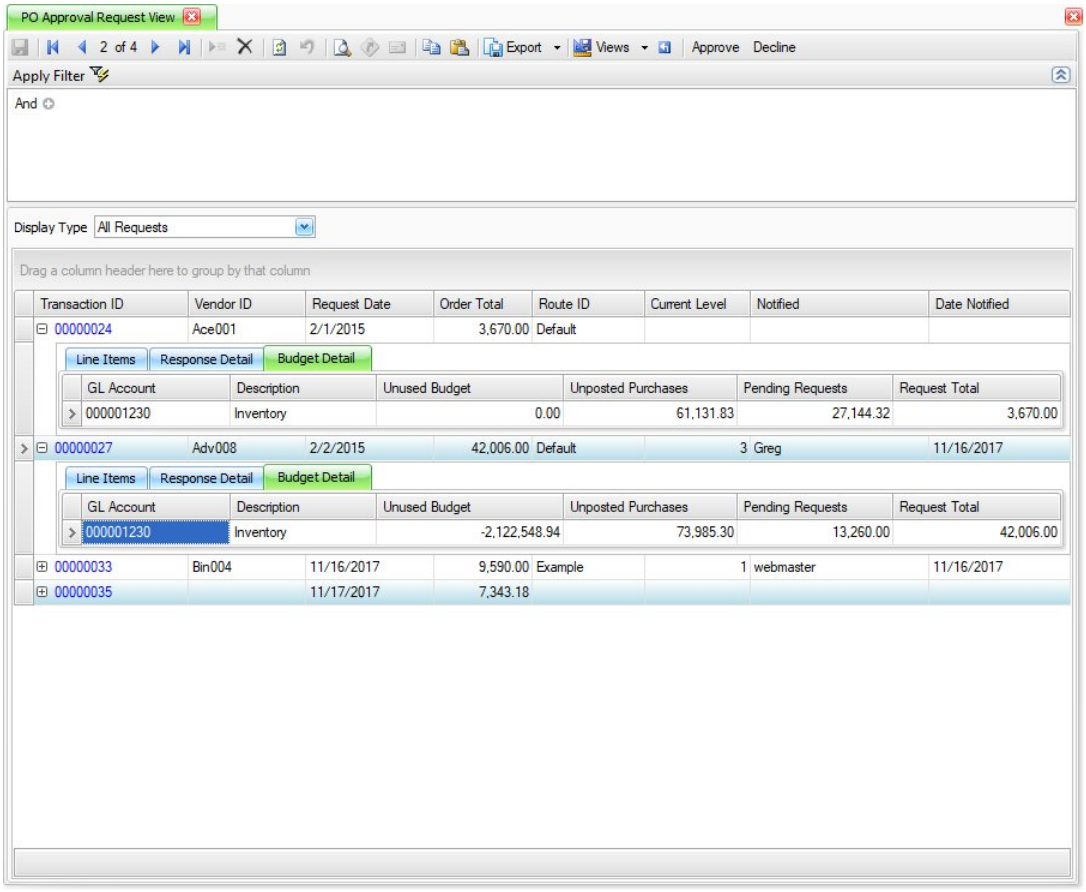
7. Information about the **Line Items** for the Transaction ID expanded are displayed.
8. Select the **Response Detail** tab to view information about the Route information and what has been done in the approval process for each step.

Approval Request View Screen - Expanded Response Detail Tab



9. Information about the **Approver Name** and the **Response**, **Response Date**, and **Comments** about the responses in the Route is displayed.
10. Select the **Budget Detail** tab to view information about the budget used for the line items.

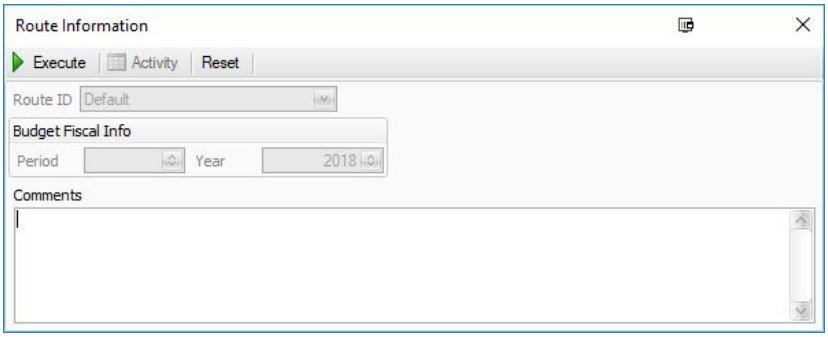
Approval Request View Screen - Expanded Budget Detail Tab



11. Information about the GL Account is displayed:
    - **Unused Balance** - The original budget amount, that is, the GL Journal amount (sum of debit - credit amounts).
    - **Unposted Purchases** - All unposted POs, excluding Requests.
    - **Pending Requests** - All PO Requests, except the current one.
    - **Current Request Total** - Order total for the current Request.
    - **Est Remaining Balance** - Unused Balance - Unposted Purchases - Pending Requests - Current Request Total
12. Select the **Approve** button on the toolbar to submit the PO Request for approval.

13. When the Request is approved, a **Route Information** screen will display the **Route ID**, **Budget Fiscal Info**, and **Comments**.

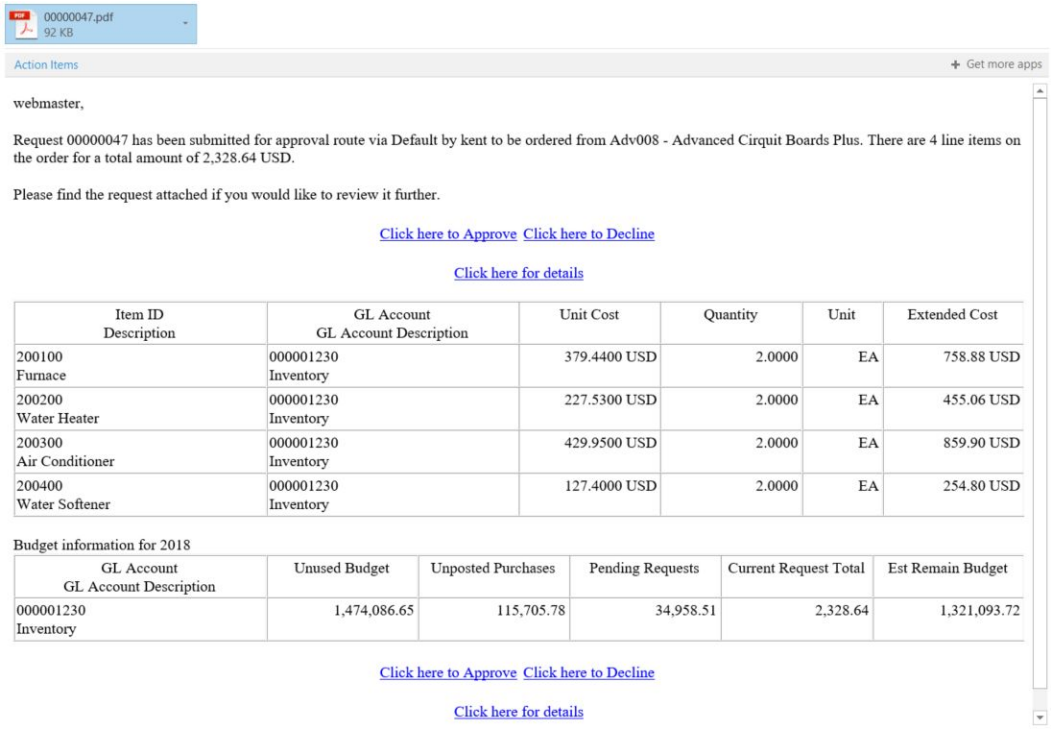
Route Information Screen



14. The **Route ID** is displayed, enter any **Comments**, then click the **Execute** button to approve the request, or use the **Reset** button to clear the comments.

15. A confirmation message will be displayed, stating the Order Request was approved and an email was sent to the previous Approver in the Route and the Requestor.

Final Approval Request Email



00000047.pdf
92 KB

Action Items + Get more apps

webmaster,

Request 00000047 has been submitted for approval route via Default by kent to be ordered from Adv008 - Advanced Cirquit Boards Plus. There are 4 line items on the order for a total amount of 2,328.64 USD.

Please find the request attached if you would like to review it further.

Click here to Approve Click here to Decline

Click here for details

Item ID Description	GL Account GL Account Description	Unit Cost	Quantity	Unit	Extended Cost
200100 Furnace	000001230 Inventory	379.4400 USD	2.0000	EA	758.88 USD
200200 Water Heater	000001230 Inventory	227.5300 USD	2.0000	EA	455.06 USD
200300 Air Conditioner	000001230 Inventory	429.9500 USD	2.0000	EA	859.90 USD
200400 Water Softener	000001230 Inventory	127.4000 USD	2.0000	EA	254.80 USD

Budget information for 2018

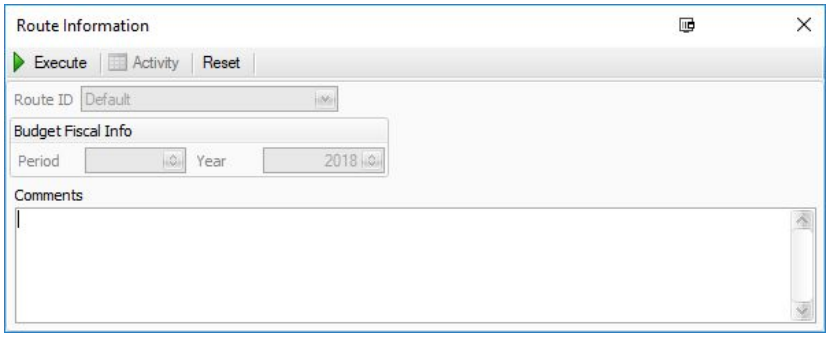
GL Account GL Account Description	Unused Budget	Unposted Purchases	Pending Requests	Current Request Total	Est Remain Budget
000001230 Inventory	1,474,086.65	115,705.78	34,958.51	2,328.64	1,321,093.72

Click here to Approve Click here to Decline

Click here for details

16. Select the **Decline** button to decline the Order Request.
17. The **Route Information** screen is displayed.

Route Information Screen



18. The **Route ID** is displayed, enter any **Comments**, then click the **Execute** button to decline the request, or use the **Reset** button to clear the comments.

19. After the Request has been declined, an email is sent to the original Requestor, stating the Request has been declined.

PO Approval Request Declined Email

webmaster,

Request 00000024 for Ace001 - Ace Computer Power Supply has been declined by Mary.

Approver	Date	Comment
Jim Kent	4/24/2017 2:33:44 PM	
Mary	4/25/2017 11:48:01 AM	

Item ID Description	GL Account GL Account Description	Unit Cost	Quantity	Unit	Extended Cost
ACC012 Automobile Adaptor	000001230 Inventory	0.0000	10.0000	EA	0.00
CAS006 Portable Computer Briefcase	000001230 Inventory	27.0000	10.0000	EA	270.00
KYB100 105-Key USB/PS Multimedia Keyboard	000001230 Inventory	11.5000	25.0000	EA	287.50
MEM036 microSD Memory Card	000001230 Inventory	20.0000	25.0000	EA	500.00
MEM038 USB Flash Drive	000001230 Inventory	80.0000	25.0000	EA	2,000.00
MSE101 Wireless Optical Mouse 3000	000001230 Inventory	24.5000	25.0000	EA	612.50

(*amounts in USD)

20. Refer to the **Using the Interactive Views Menu** section in Chapter 7 and the Interactive Views section in the General Information guide for more details on using the History Request 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.

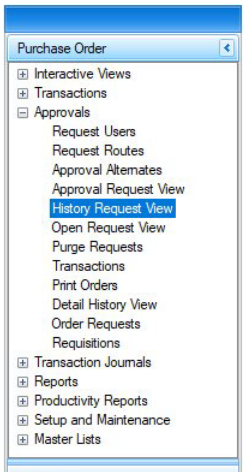
HISTORY REQUEST VIEW

Use the **History Request View** to see Order Requests that have gone all the way through the approval process to be made into a live Purchase Order, or declined.

To view **History Requests**, follow these steps:

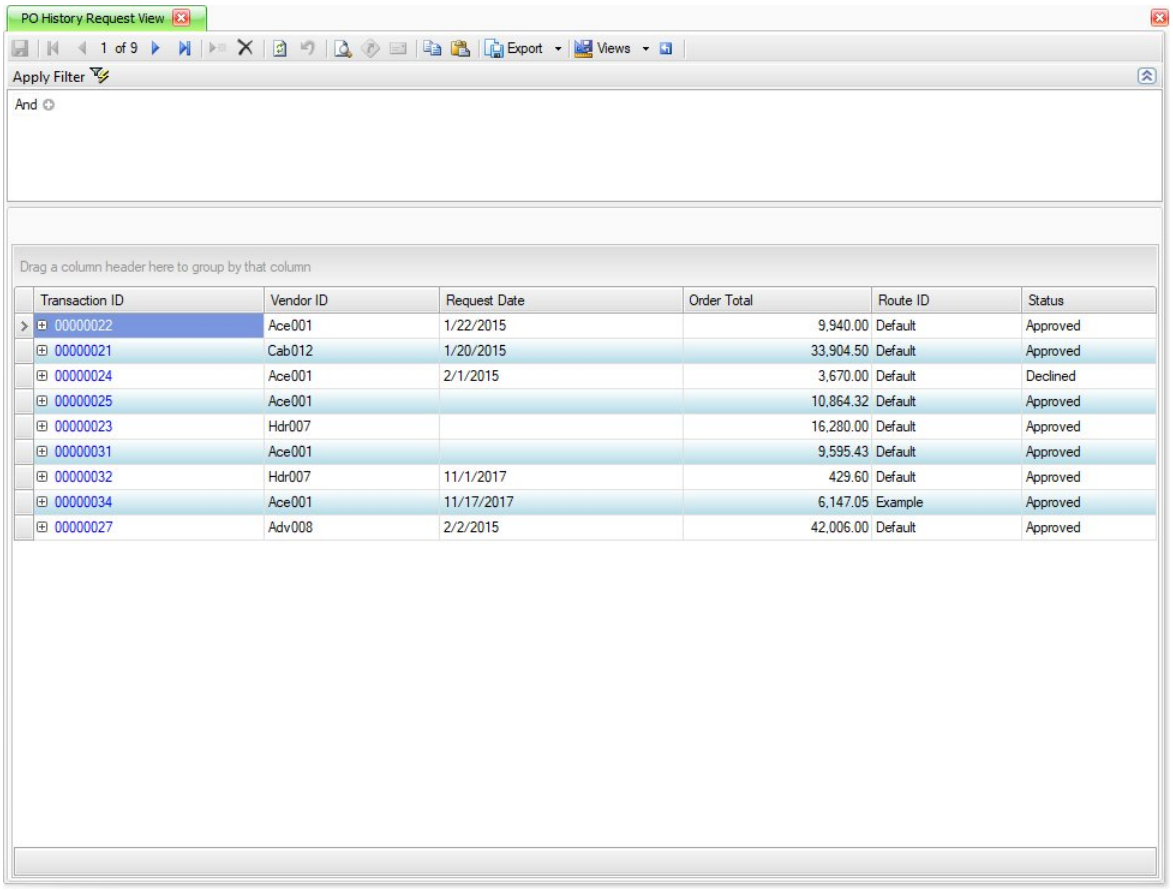
1. Select **History Request View** from the **Approvals** menu.

History Request View Menu



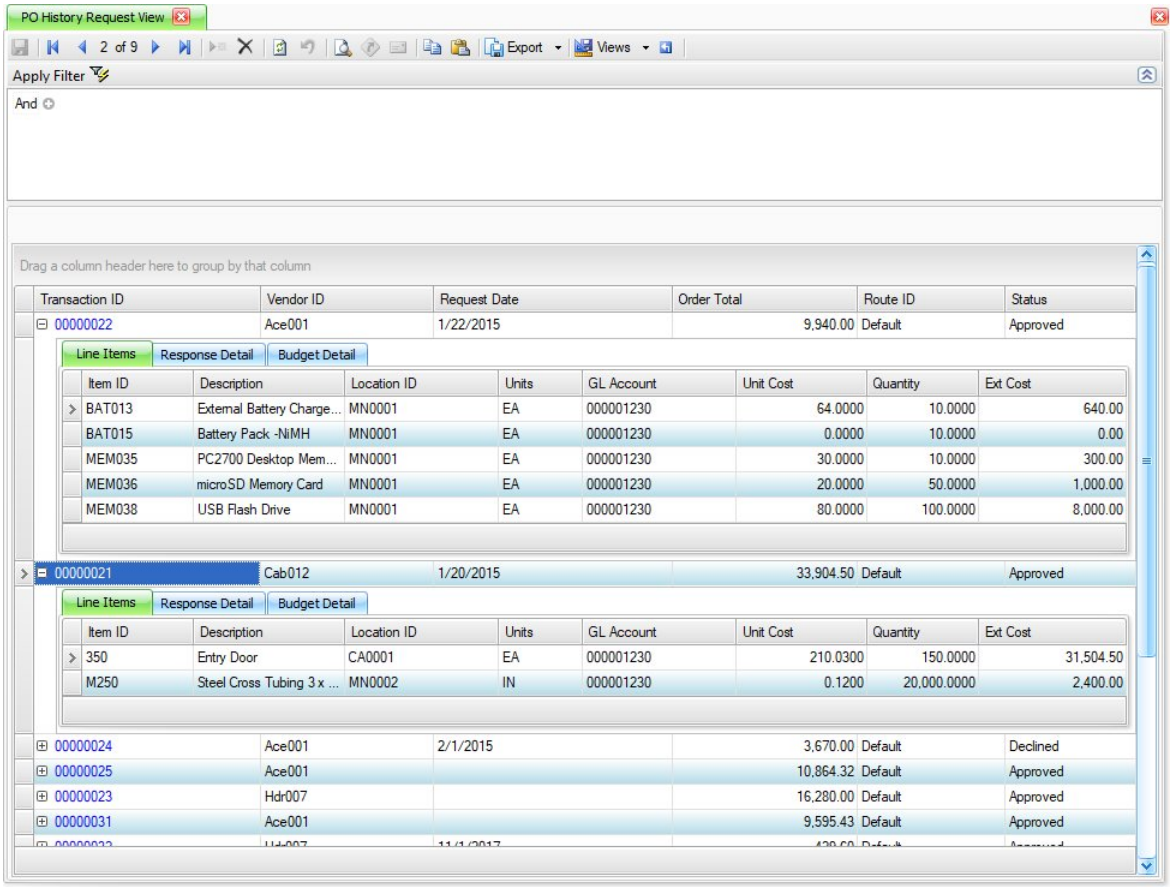
2. The **History Request View** screen appears.

History Request View Screen



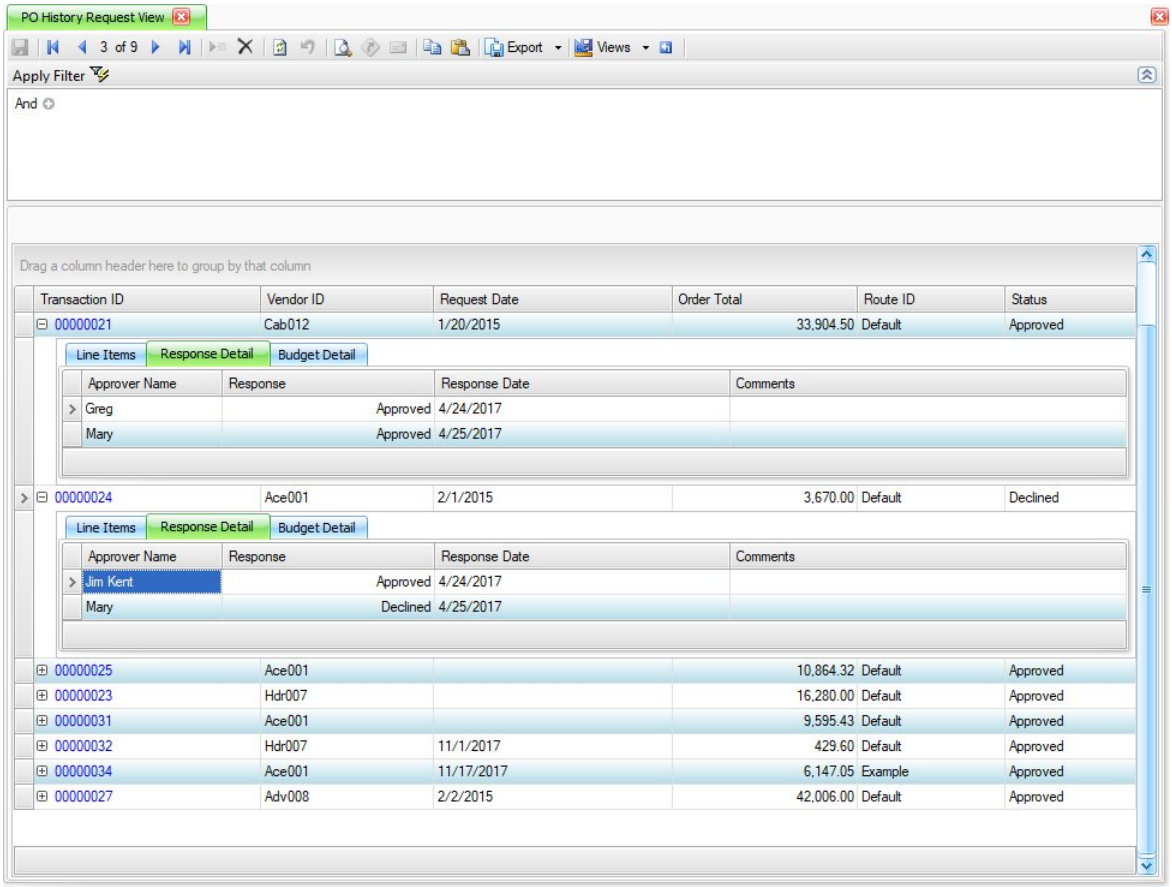
3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. To view details on an Order Request, double click on the blue **Transaction ID** and you will be taken to the detail transaction screen for that transaction.
5. To view the details on the Order Request click on the plus (+) next to the **Transaction ID** for line items included in the Order Request, Response Details, and Budget Details.

History Request View Screen - Expanded Line Items Tab



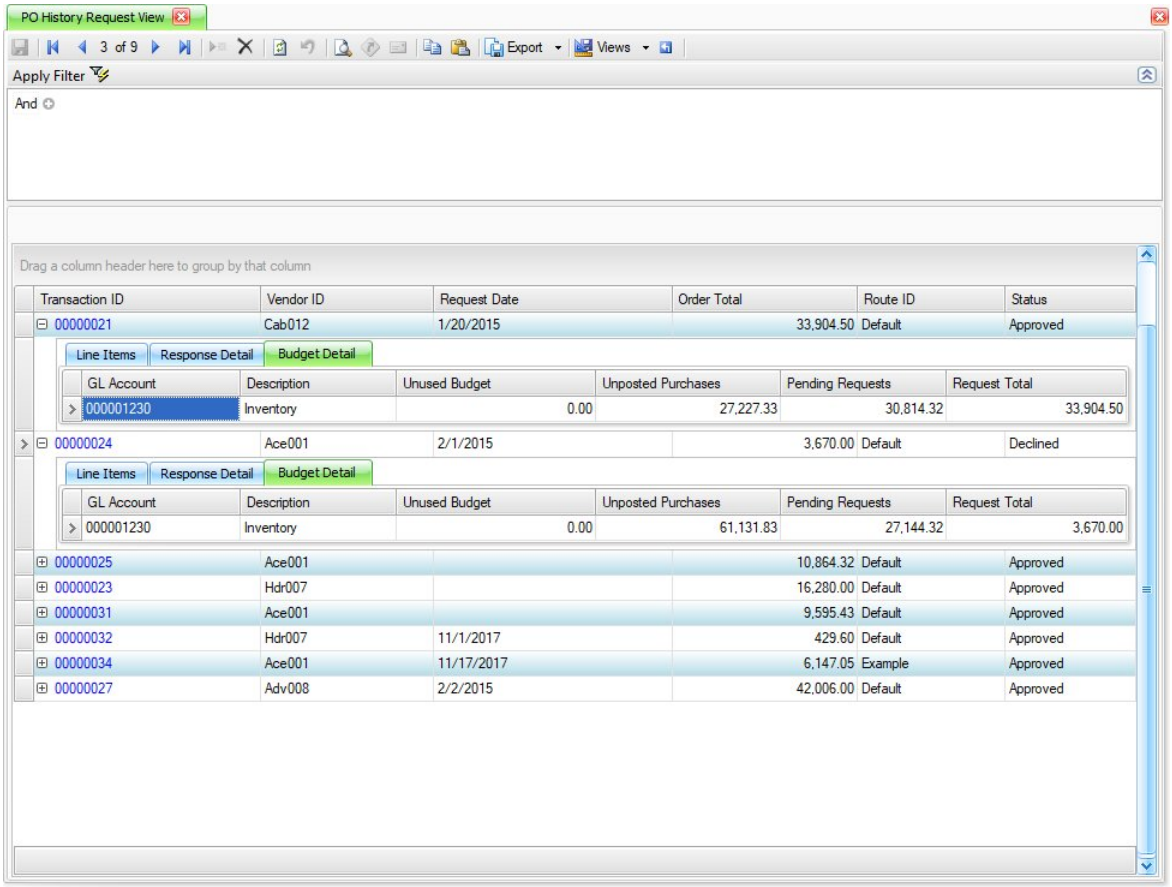
6. Information about the **Line Items** for the Transaction ID expanded are displayed.
7. Select the **Response Detail** tab to view information about the Route information and what has been done in the approval process for each step.

History Request View Screen - Expanded Response Detail Tab



8. Information about the **Approver Name** and the **Response**, **Response Date**, and **Comments** about the responses in the Route is displayed.
9. Select the **Budget Detail** tab to view information about the budget used for the line items.

History Request View Screen - Expanded Budget Detail Tab



10. Information about the GL Account is displayed:

    - **Unused Balance** - The original budget amount, that is, the GL Journal amount (sum of debit - credit amounts).
    - **Unposted Purchases** - All unposted POs, excluding Requests.
    - **Pending Requests** - All PO Requests, except the current one.
    - **Current Request Total** - Order total for the current Request.
    - **Est Remaining Balance** - Unused Balance - Unposted Purchases - Pending Requests - Current Request Total

11. Refer to the **Using the Interactive Views Menu** section in Chapter 7 and the Interactive Views section in the General Information guide for more details on using the History Request 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.

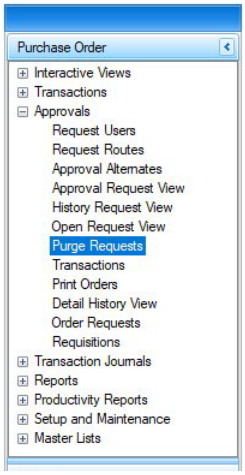
PURGE REQUESTS

Use the **Purge Requests** function to clean up the Order Requests screen for requests that have been entered and not submitted for a period of time.

To use the **Purge Requests** function, follow these steps:

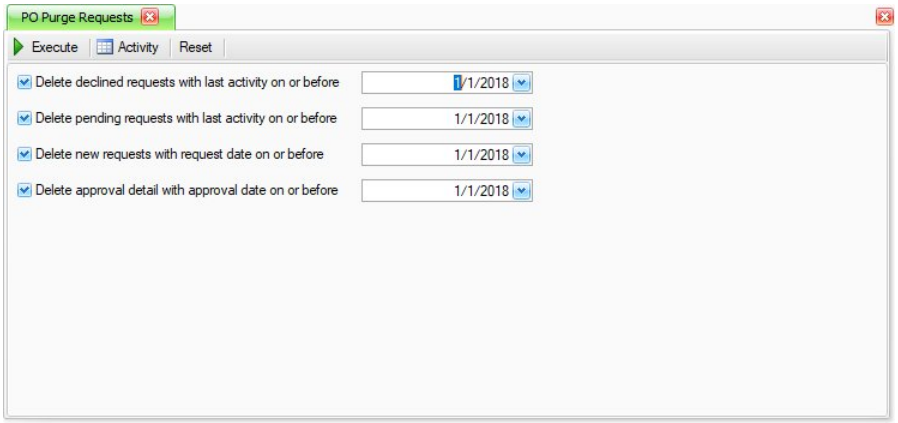
1. Select **Purge Requests** from the **Approvals** menu.

Purge Requests Menu



2. The **Purge Requests** screen appears.

Purge Requests Screen



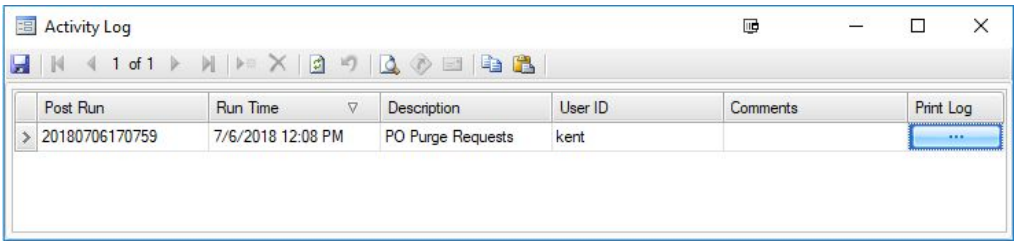
3. Select the **Delete declined requests with last activity on or before** check box, and enter a date to purge. This will purge all requests that have been Declined as the last activity and the activity date prior to the date entered.
4. Select the **Delete pending requests with last activity on or before** check box, and enter a date to purge. This will purge all requests that have been submitted as the last activity and the activity date prior to the date entered.
5. Select the **Delete new requests with last activity on or before** check box, and enter a date to purge. This will purge all requests that have not been submitted with the activity date prior to the date entered.
6. Select the **Delete approval detail with approval date on or before** check box, and enter a date to purge. This will purge all approval detail records for approved requests that have been made into purchase orders prior to the date entered.

   A record of the request is stored to compare what the request was and if the PO was edited after approval and making it into a PO.
7. Select a command button:

Command Buttons

Name	Description
Execute	Begins processing. A message appears when the purge completes successfully.
Activity	Click to view the Activity Log dialog box.
Reset	Click to reset all values back to the defaults.

Activity Log Dialog Box



The Activity Log dialog box appears when you click Activity. The Activity Log dialog box tracks all purge 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 post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

TRANSACTIONS

Use the **Transactions** function to enter your purchase transactions. When you enter a Transaction you can enter either a New Order or a New Return. Each transaction requires three steps to complete the transaction: Enter a New Order/Return, enter a Receipt/Return Authorization, and enter an Invoice/Debit Memo.

Once the Order Requests have processed through all the steps in the Request Route and the final Approver has approved the Order Request the request will become a Purchase Order. Use the Transactions function to process the Purchase Order as you would a manually entered Purchase Order.

See the Transactions section (page 4-41) for details on processing the Purchase Order Transaction.

PRINT ORDERS

To check your Purchase Orders before you print them, produce the **Open Order Report**. If you need to change information, use the **Transactions** function to edit the orders.

Use the **Print Orders** function to print Purchase Order forms for all New Order transactions you entered in the Transactions function. The Print Orders function will only print Purchase Orders for New Orders; to reprint a Purchase Order for a Transaction for which Receipts or Invoices have been entered, use the **Print** button on the Transactions screen.

The **Print Orders** function does not print Debit Memos. To print a Debit Memo, use the **Print** button on the Transactions screen.

For details on the Print Orders function see (page 4-113).

DETAIL HISTORY VIEW

Use the **Detail History View** function to view Purchases and Debit Memos information.

For detailed information on the Detail History View see (page 7-21).

6

Paying Invoices

Using the Pay Invoices Menu 6-3
Cash Flow Report 6-5
Open Invoice Report 6-9
Change Invoice Status 6-13
Hold/Release Invoices 6-15
Prepare Payments 6-25
Edit Register 6-31
Select Payables 6-35
Print Checks 6-39
Payment Vouchers 6-49
Create Positive Pay File 6-55
Create ACH File 6-59
Payment Register 6-63
Post Payments 6-67
Void Payments 6-73
Credit Card Payment Process 6-81

6 PAYING INVOICES

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.

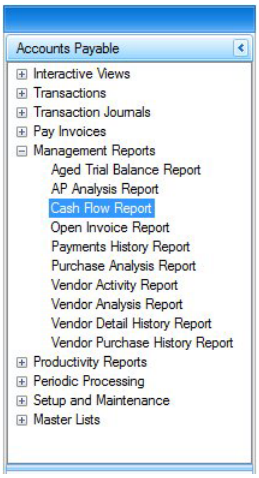
CASH FLOW REPORT

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:

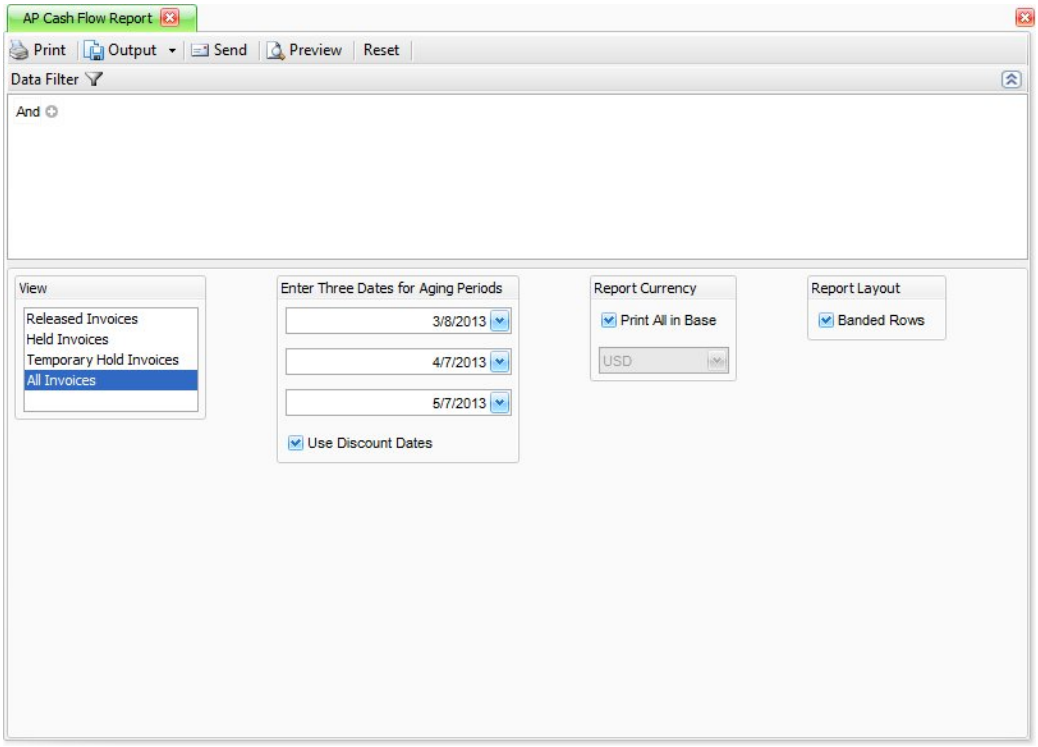
1. Select **Cash Flow Report** from the **Accounts Payable, Management Reports** menu.

Cash Flow Report Menu



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

Cash Flow 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** 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
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.

Cash Flow Report

Continental Products Unlimited
Cash Flow Report
All Invoices - Using Discount Dates

USD

Report Filter
Dates for Aging Periods: 9/8/2010, 10/8/2010, 11/7/2010
Report Currency: USD
Print All in Base Currency: Yes

Vendor ID / Invoice No	Name / Invoice Date	Discount Date	Due Date	Status / Discounted	Gross Discount / Net Inv Total	9/8/2010 Gross Discount / Net Inv Total	10/8/2010 Gross Discount / Net Inv Total	11/7/2010 Gross Discount / Net Inv Total	Beyond Gross Discount / Net Inv Total
Ace001	Ace Computer Power Supply								
147852	7/12/2010	7/22/2010	8/11/2010	Rel	3,435.50	3,435.50	0.00	0.00	0.00
					68.71	68.71	0.00	0.00	0.00
					3,366.79	3,366.79	0.00	0.00	0.00
18	11/3/2009	11/13/2009	12/3/2009	Rel	-185.00	-185.00	0.00	0.00	0.00
					-3.70	-3.70	0.00	0.00	0.00
					-181.30	-181.30	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
					250.22	250.22	0.00	0.00	0.00
					12,260.58	12,260.58	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
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
					250.00	250.00	0.00	0.00	0.00
Total					**16,261.30**	**16,261.30**	**0.00**	**0.00**	**0.00**
					315.23	**315.23**	**0.00**	**0.00**	**0.00**
					15,946.07	**15,946.07**	**0.00**	**0.00**	**0.00**
Adv008	Advanced CirquitBoards Plus								
0810000000009	1/7/2007	1/17/2007	2/6/2007	Rel	0.00	0.00	0.00	0.00	0.00
					18.04	18.04	0.00	0.00	0.00
					-18.04	-18.04	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
					17.00	17.00	0.00	0.00	0.00
					833.00	833.00	0.00	0.00	0.00
2	11/3/2009	11/13/2009	12/3/2009	Rel	350.00	350.00	0.00	0.00	0.00
					7.00	7.00	0.00	0.00	0.00
					343.00	343.00	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

8/9/2010 11:03 AM OPEN_SYSTEM\kenthe

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.

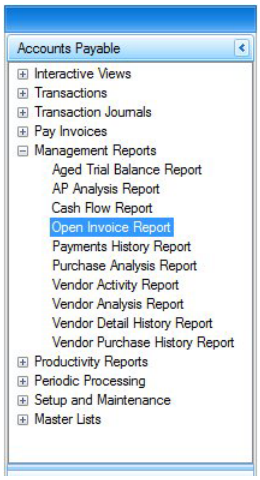
Before you can produce the report, use the **Change Invoice Status** function (page 4-13) or the **Hold/Release Invoices** function (page 4-15), to release the invoices for the report that were not posted with a released status.

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:

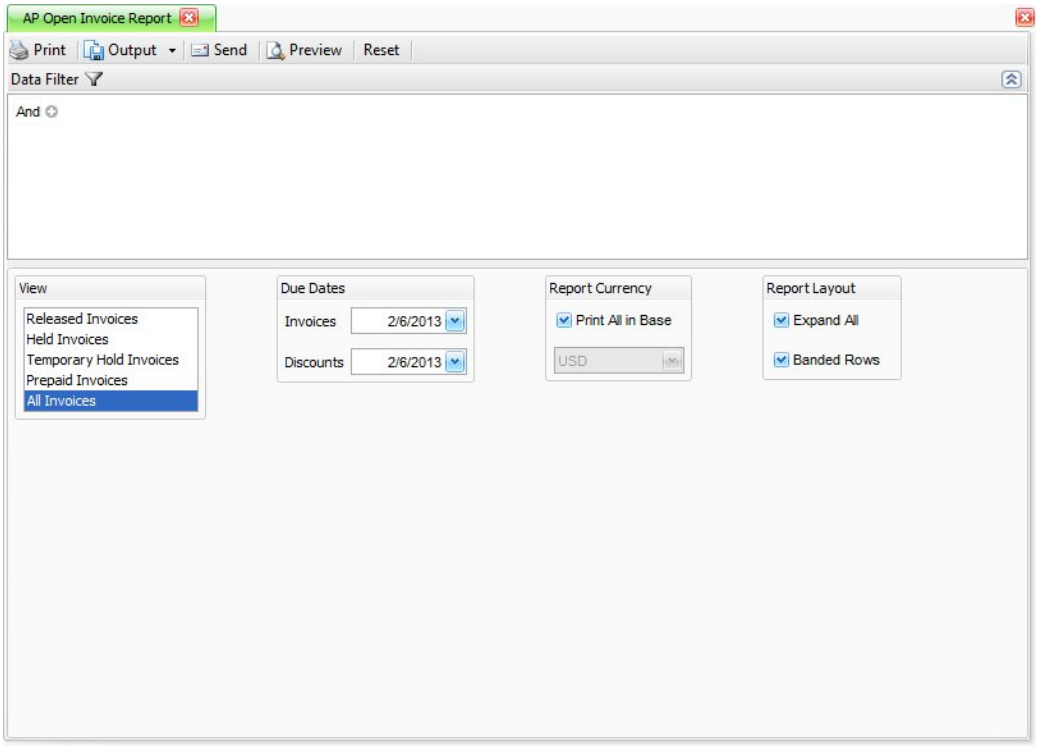
1. Select **Open Invoice Report** from the **Accounts Payable, Management Reports** menu.

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:

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- 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
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.

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: Yes — Report Currency: USD

Vendor ID / Status	Name / 1099 Code	Current Balance	Invoice No	Inv Date	Disc Date	Due Date	Exchange Rate	Gross Due	Payments	Discount	Net Due
Ace001	Ace Computer Power Supply										
Rel	No	18		11/3/2009	11/13/2009	12/3/2009	1	-185.00	0.00	0.00	-185.00
Rel	No	22211111		3/9/2010	3/19/2010	4/8/2010	1	12,510.80	0.00	0.00	12,510.80
Hold	Yes	321646968		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 Cirquit Boards 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		11/3/2009	11/13/2009	12/3/2009	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	6C0334		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
Bin004	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	447785552		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\kenthe

CHANGE INVOICE STATUS

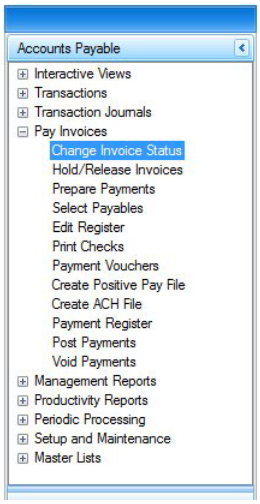
Use the **Change Invoice Status** function to change the status of invoices for a range of **Vendors**, and vendor **Priority Codes** as of a specified due date. If you do not enter a date, the status of all invoices for the specified ranges will be changed.

A **Temp**orary 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:

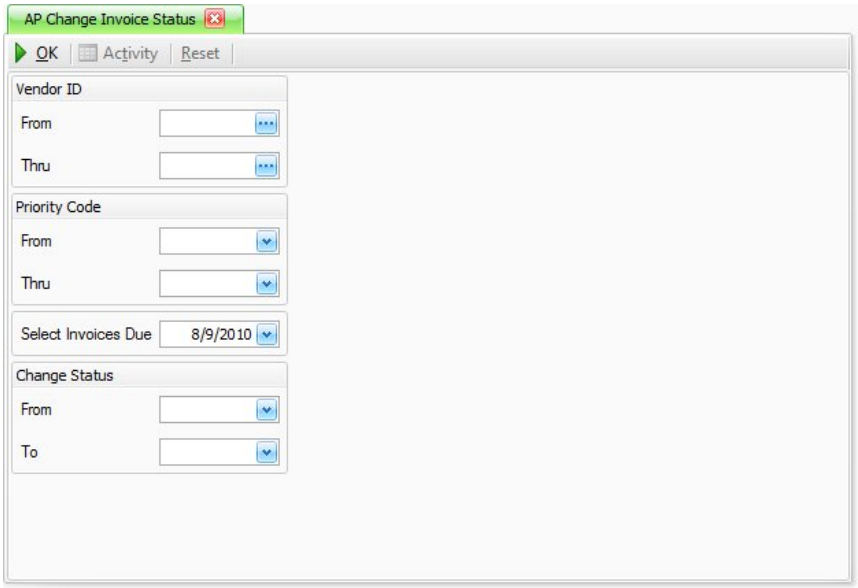
1. Select **Change Invoice Status** from the **Accounts Payable, Pay Invoices** menu.

Change Invoice Status Menu



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

Change Invoice Status Screen



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

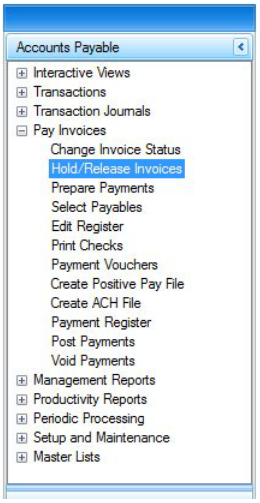
Use the **Hold/Release Invoices** function to change the Status of an invoice. You can put an invoice on permanent or Temporary Hold so that it is not automatically paid when you prepare and print checks. (An invoice on Temporary Hold is automatically released when you post payments.) You can also release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

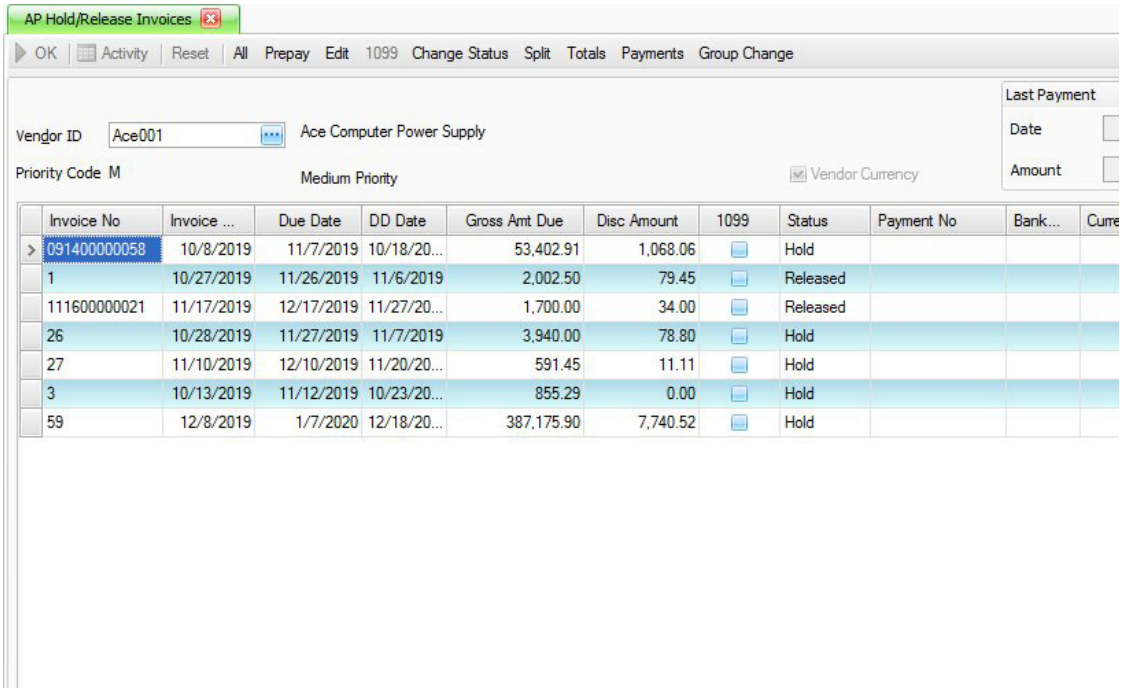
1. Select **Hold/Release Invoices** from the **Accounts Payable, Pay Invoices** menu.

Hold/Release Invoices Menu



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

Hold/Release Invoice Screen



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.

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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).

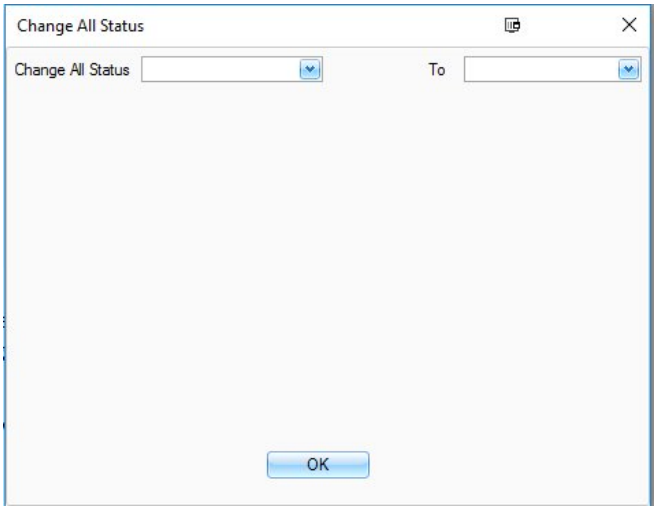
NOTE: If you want to take away some fields from the screen that are not needed, right click on a column heading and select Column Chooser and drag and drop the column heading from the screen into the Column Chooser window. See the General Information Training Manual for details on using the Column Chooser.

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

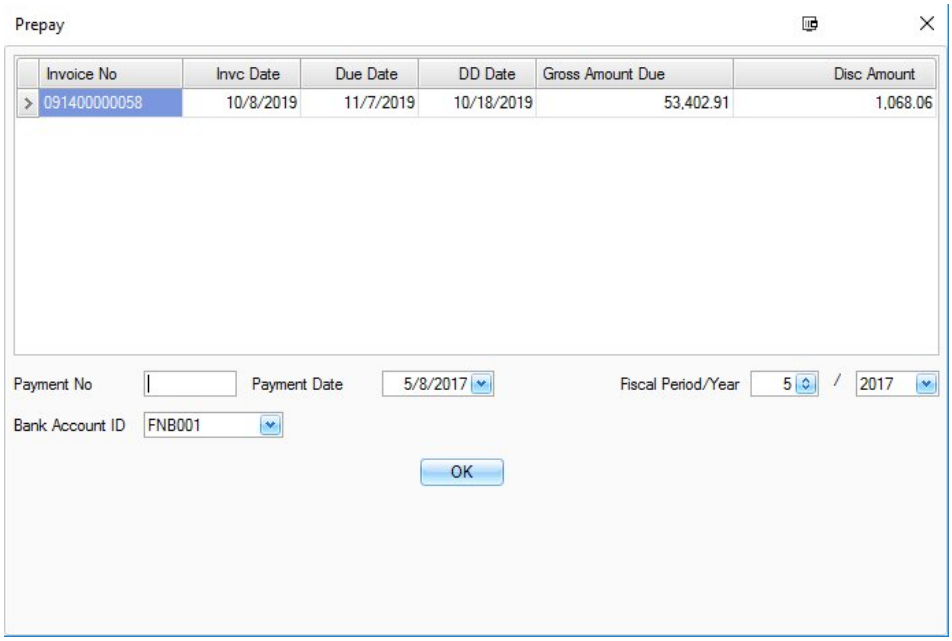
Name	Description
All	Display the Change All Status dialog box.
Prepay	Display the Prepay dialog box.
Edit	Display the Edit dialog box.
1099	Toggle to flag invoice as 1099 or not 1099.
Change Status	Change the status of an invoice.
Split	Display the Split dialog box.
Totals	Display the Vendor Invoice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



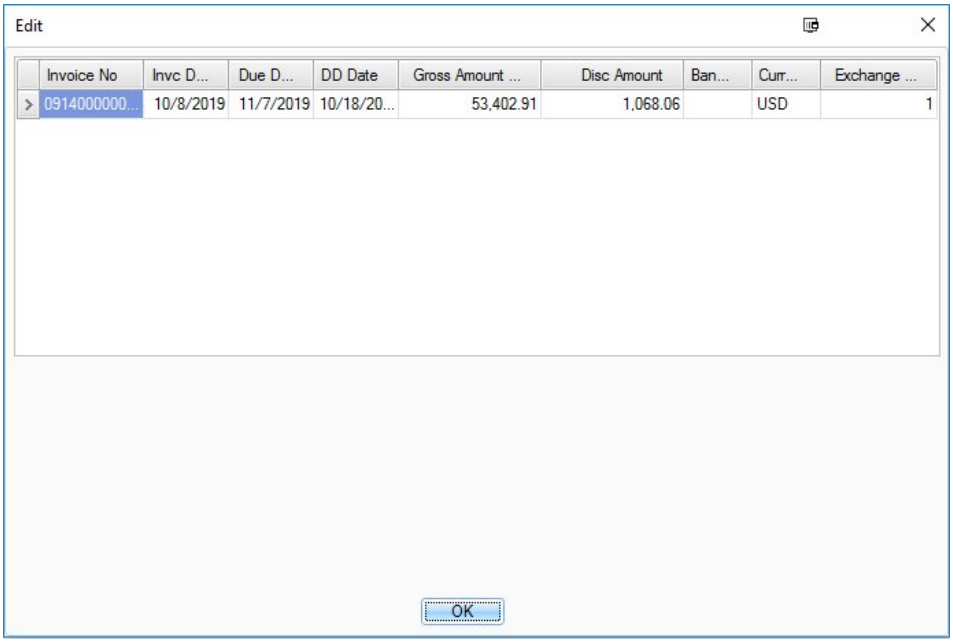
The **Prepay** dialog box appears when you select **Prepay** on the Hold/Release Invoices screen.

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 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.

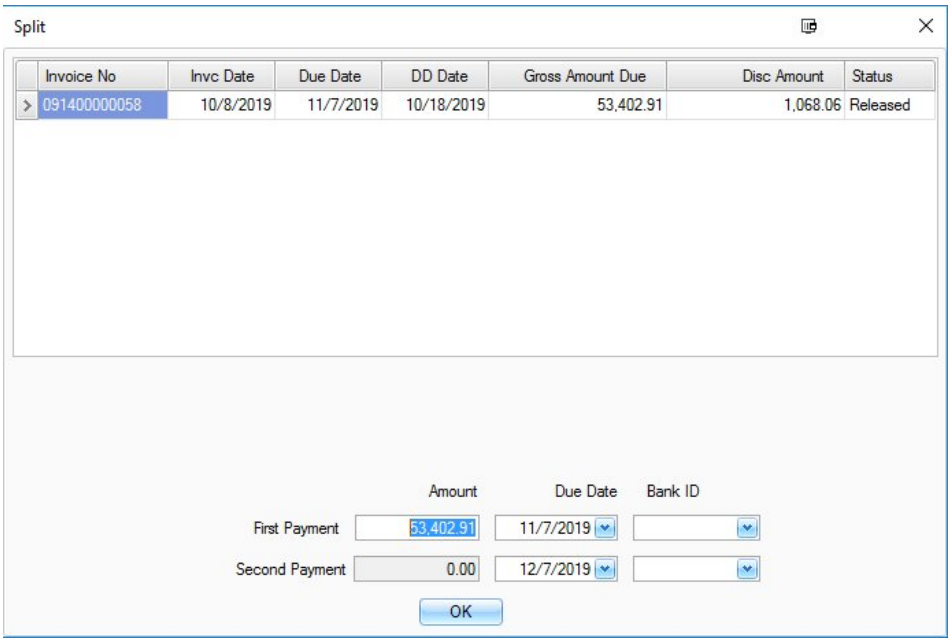
1099 Button

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**.

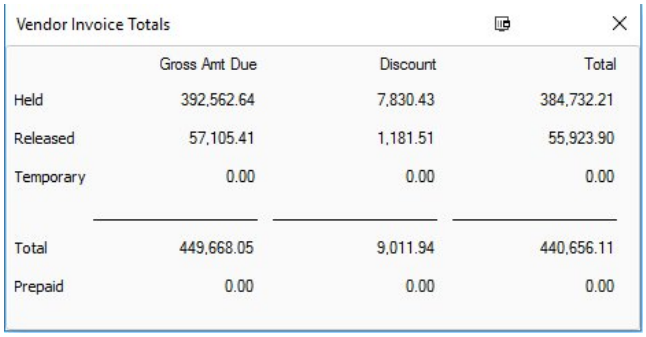
Split Dialog Box



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

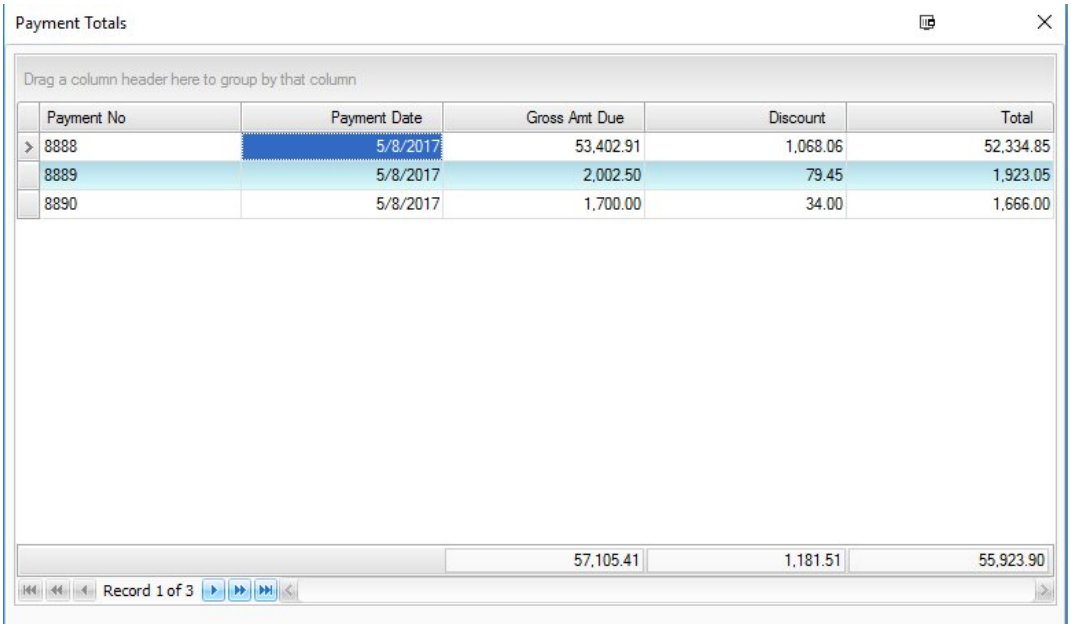
1. To split a payment or debit memo for an invoice, enter the Payments and the Due Dates.
2. You can change the **First Payment** amount and **Due Date** and the remaining amount will be put into the **Second Payment** amount field with the next **Due Date** from the Terms Code, and cannot be changed.
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



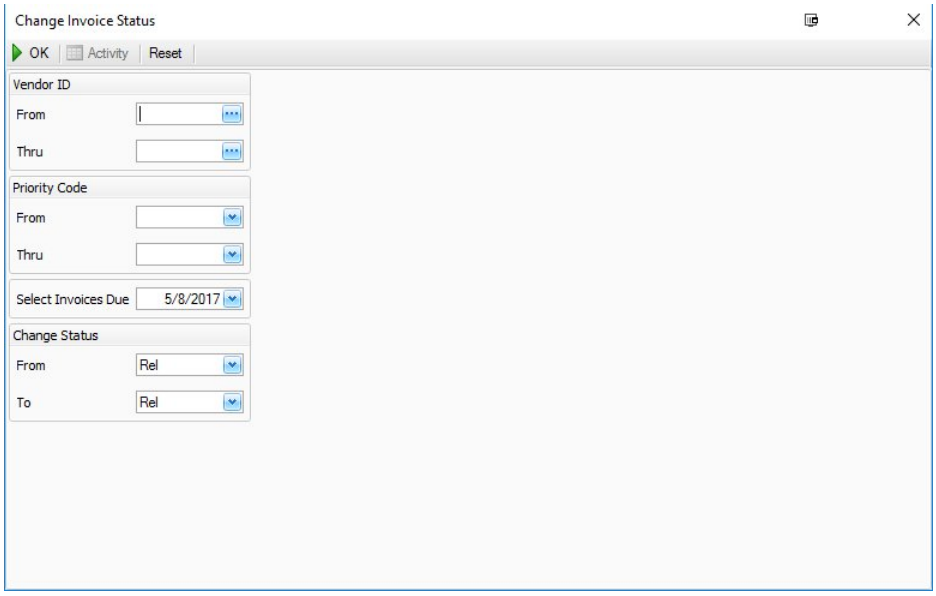
The **Vendor Invoice Totals** dialog box appears when you select **Totals** on the Hold/Release Invoices screen. This dialog box can be open at all times for reference.

Payment Totals Dialog Box



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 **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.

PREPARE PAYMENTS

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

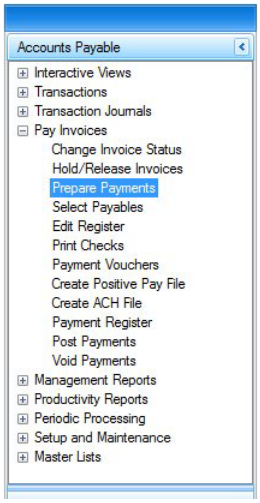
If you want to prepare a payment for only one invoice, use the **Change Invoice Status** function (page 4-13) and the **Hold/Release Invoices** function (page 4-15) to find out which invoices are released for the Vendor. Use the **Hold/Release Invoices** function to hold all invoices except the one whose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

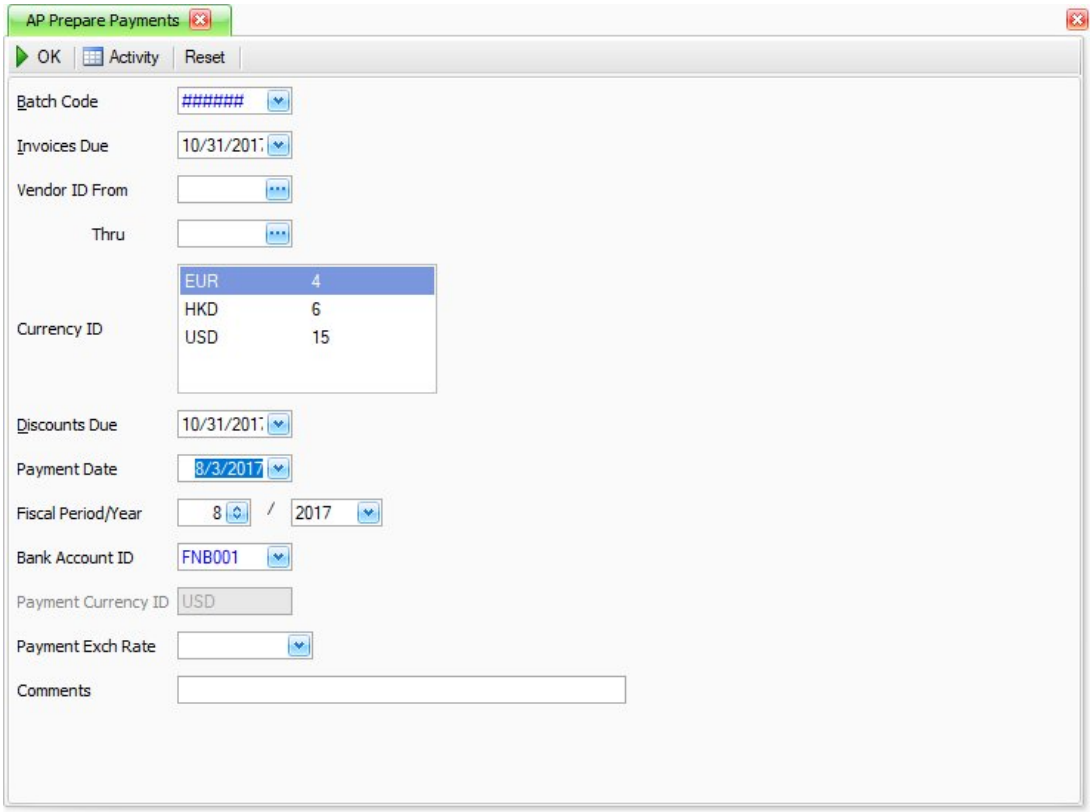
1. Select **Prepare Payments** from the **Accounts Payable, Pay Invoices** menu.

Prepare Payments Menu



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

Prepare Payments Screen



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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.

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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.

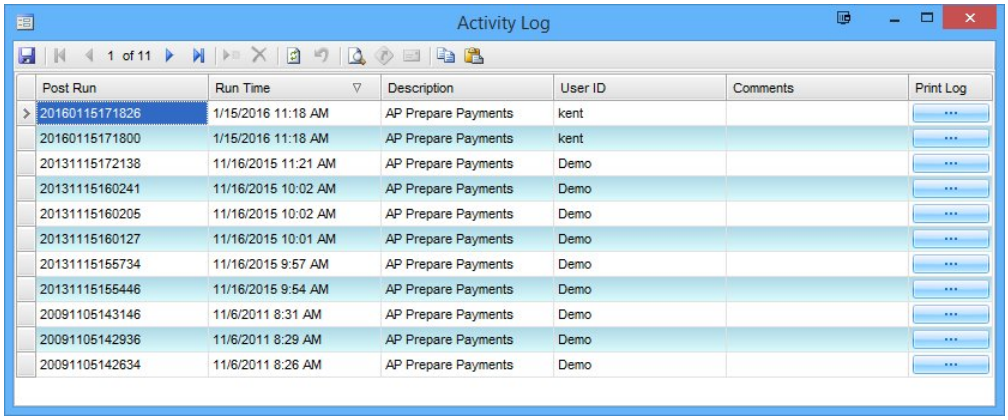
12. If you use multi-currency and you selected a foreign currency for which to prepare payments, select the **Payment Exchange Rate** to use for the payment. This box is not available if you do not use multi-currency.

13. Select a command button:

Command Buttons

Name	Description
OK	Begins processing. A message appears when the prepare completes successfully. After you click **OK** to close this message box, the **Prepare Payments Log** 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 **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
Post Run	The system assigned post run ID.
Run Time	The date and time the prepare was made.
Description	The prepare description.
User ID	The user who performed the prepare.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	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
Prepare Payments

Page 1

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

6/11/2010 11:39 AM *** End of Report *** OPEN_SYSTEMS\kenthe

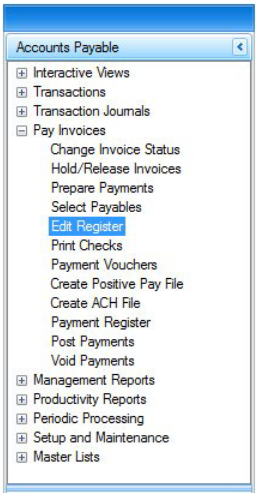
EDIT REGISTER

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:

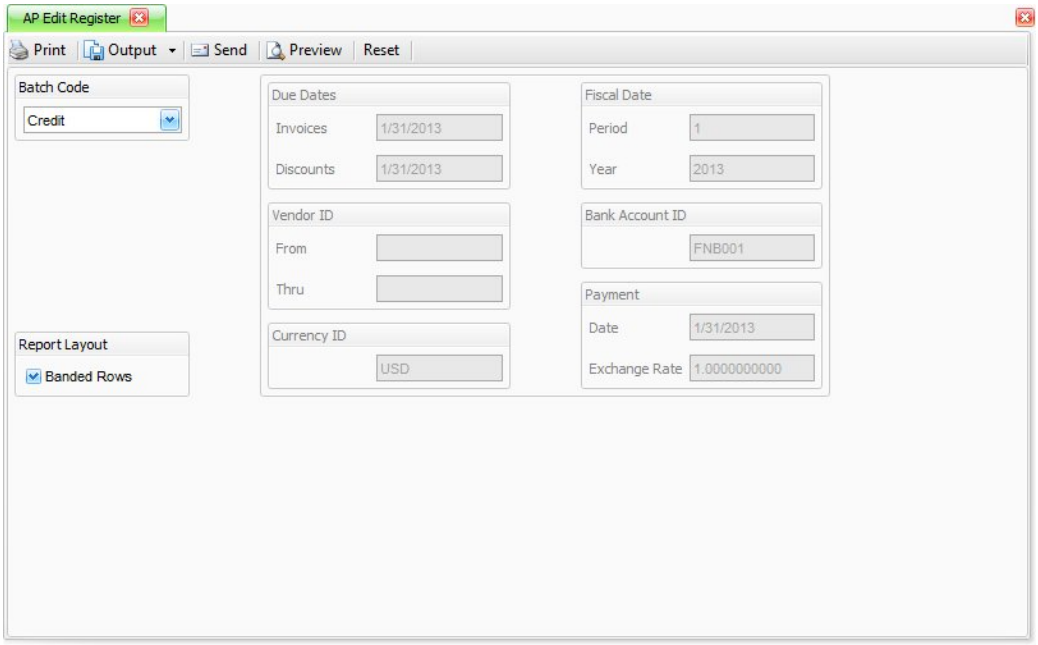
1. Select **Edit Register** from the **Accounts Payable, Pay Invoices** menu.

Edit Register Menu



2. The **Edit Register** screen appears.

Edit Register Screen



Maint

3. 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 3-5).
4. 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.
5. The information you entered in the **Prepare Payments** function is displayed.

6. 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.

Edit Register

Continental Products Unlimited — Page 1
Edit Register — USD

Batch Code	Tues	**Invoices Due**	8/9/2010
Vendor ID From		**Thru**	
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							
		11/3/2009	12/3/2009	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	3216461968	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 Digi010	**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 Digi010					21,003.00	0.00	21,003.00	
Vendor ID Rem014	**Vendor Name** Remote Power Supply Inc.							
		11/3/2009	12/3/2009	12	2,400.00	0.00	2,400.00	N

8/9/2010 2:11 PM **OPEN_SYSTEMS\kenthe**

SELECT PAYABLES

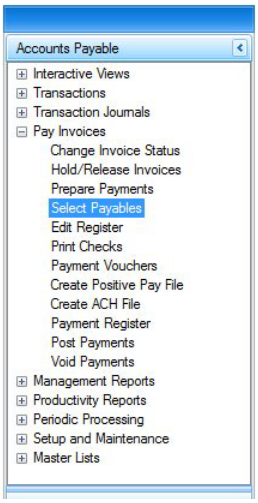
Use the **Select Payables** function to view the payments for a Vendor that are prepared for printing, and to specify which invoices to drop from the payments to print and post.

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

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

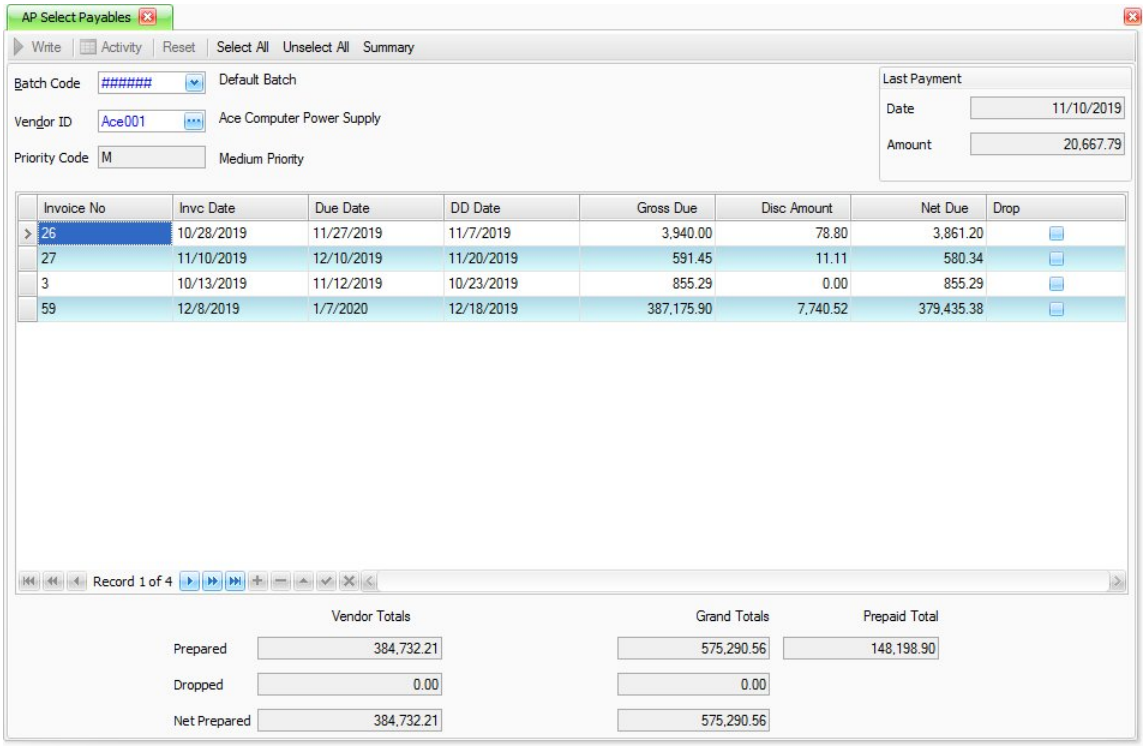
1. Select **Select Payables** from the **Accounts Payable Pay Invoices** menu.

Select Payables Menu



2. The **Select Payables** screen appears.

Select Payables Screen



Maint

3. 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).
4. Select the **Vendor ID** whose payments you want to see. The invoice information for the Vendor appears.
5. The Vendor's payment **Priority Code** and the **Last Payment Date** and **Amount** appear.
6. 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.

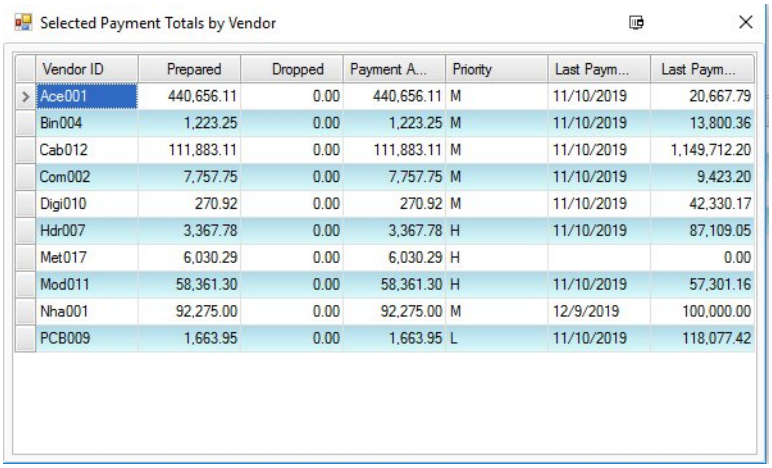
7. Select the **Drop** check box to drop the selected invoice from the list of those to be paid. The invoice will be reinstated as **Released** into the open invoice table.

8. Select a command button:

Command Buttons

Name	Description
Write	Display the Write dialog box. This button becomes active when you have selected an invoice to drop from the payment run.
Activity	See the list of activity done when invoices have been dropped and written to take them off the check run.
Reset	Return all invoices to their status at the time you entered the Select Payables function.
Select All	Select to drop all invoices.
Unselect All	Toggle the Drop column to have none of the invoices selected in the detail section.
Summary	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



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

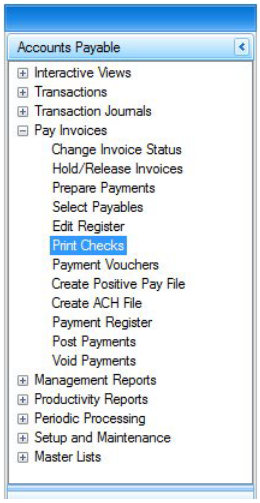
Use the **Print Checks** function to print checks. Before you can print checks, you must **Prepare Payments** (page 5-25).

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:

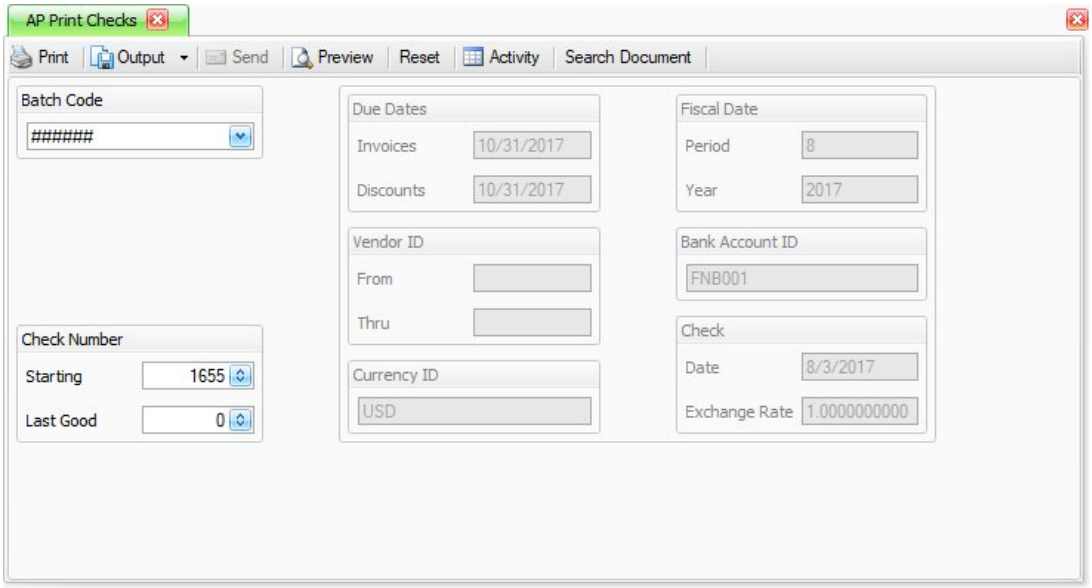
1. Select **Print Checks** from the **Accounts Payable, Pay Invoices** menu.

Print Checks Menu



2. The **Print Checks** screen appears.

Print Checks Screen



Maint

3. 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 3-5).
4. 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.
5. 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.
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 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.

7. 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 3-5).

   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
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.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.
Search Document	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.

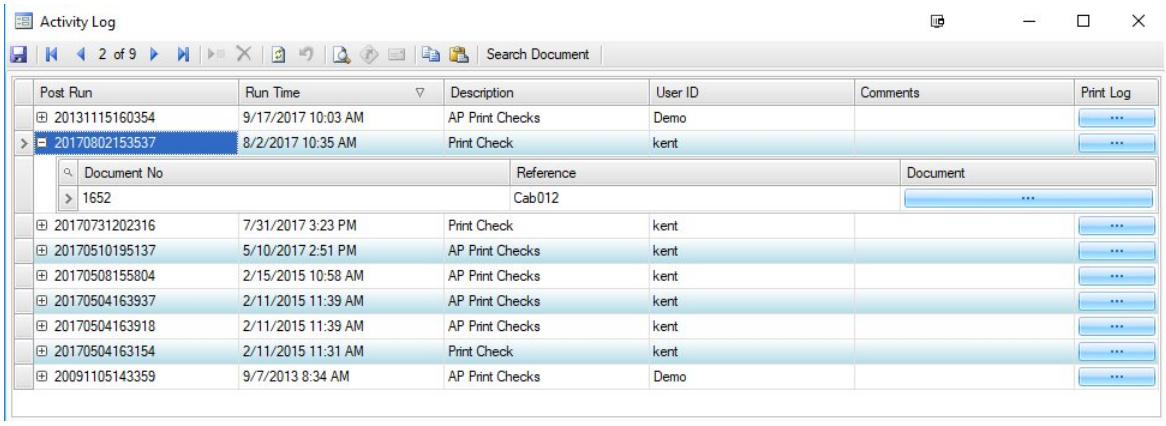
Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.

Name	Displays
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
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



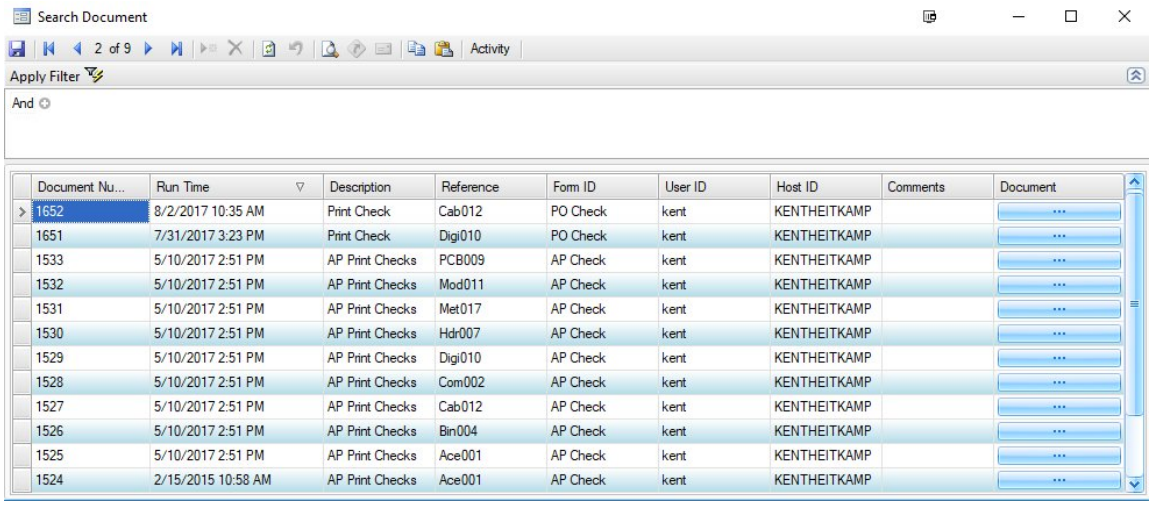
Search Document

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

Search Document Screen



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

Preview

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
02/26/2007	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	i2		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

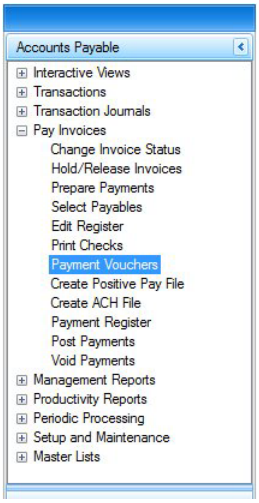
Use the **Payment Vouchers** function to print the Vendor payment vouchers you created using the **Prepare Payments** function.

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

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

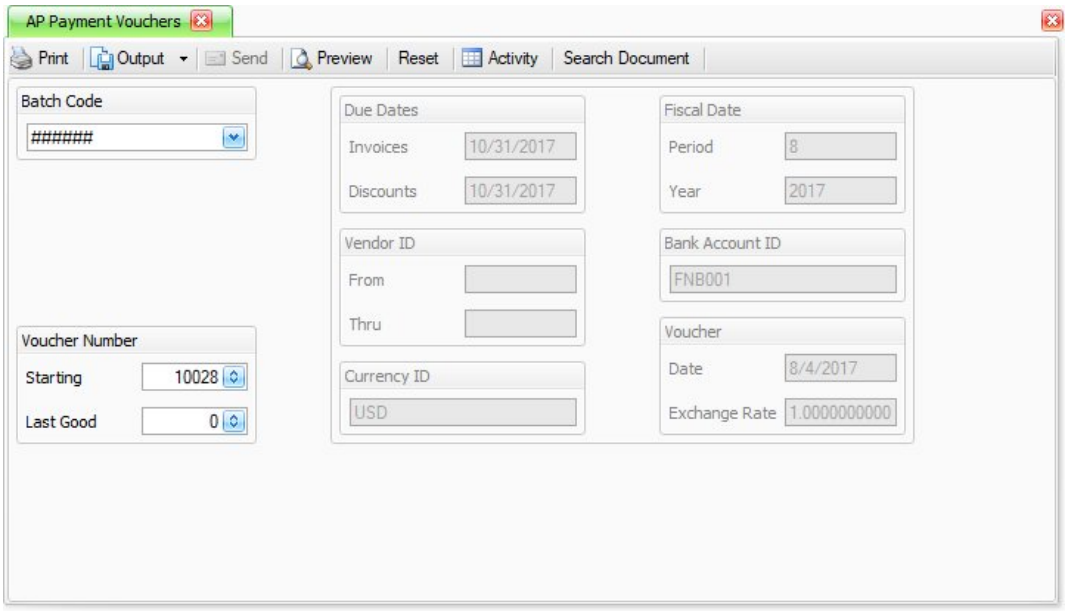
1. Select **Payment Vouchers** from the **Accounts Payable, Pay Invoices** menu.

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
Reset	Set all fields to their defaults.
Preview	Preview the vouchers on your monitor.
Output	Output the vouchers as a .pdf file and save it.
Print	Print the vouchers.
Activity	Display the Activity Log to view printing activity.
Search Document	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.

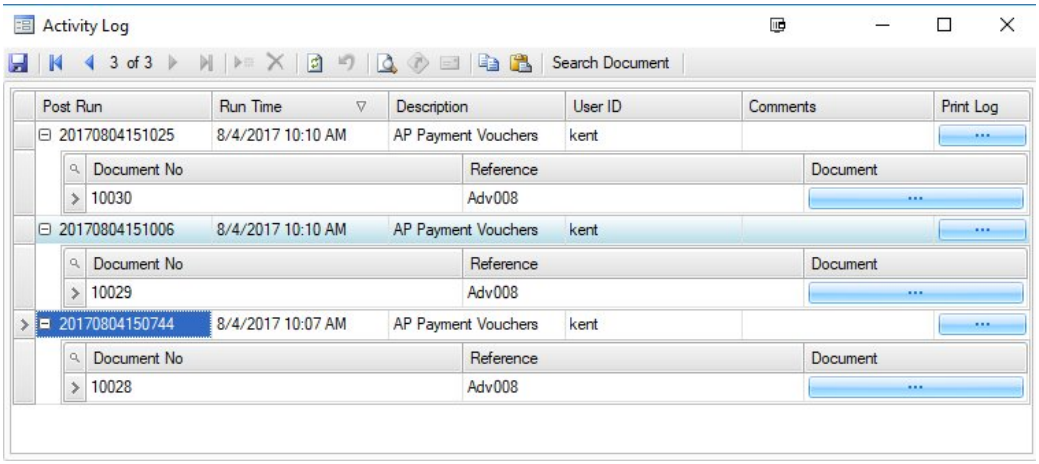
Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

- 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



Search Document

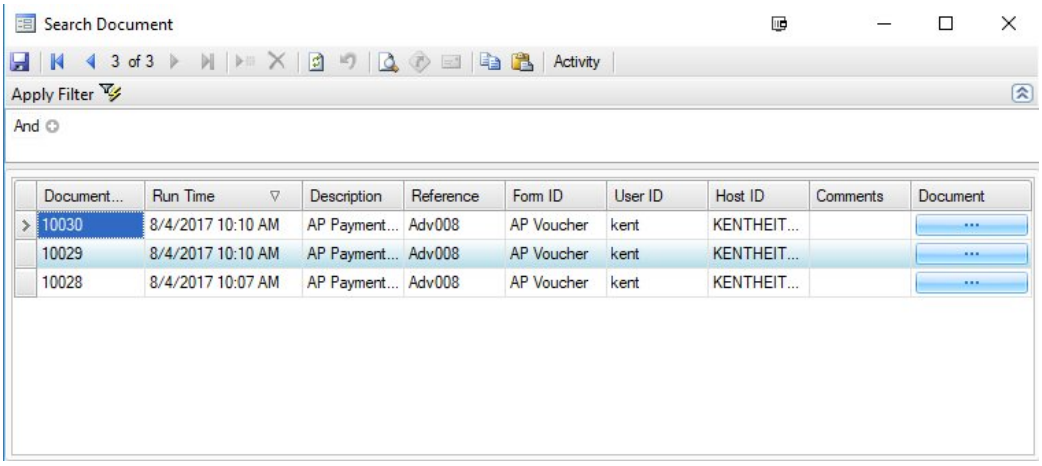
Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the **Use Archive Business Rule** (page 3-5).

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
Document Number	The Voucher number printed.
Run Time	The date and time the printing was done.
Description	The printing description.
Reference	The Vendor ID for which the voucher was printed.
Form ID	The type of form printed.

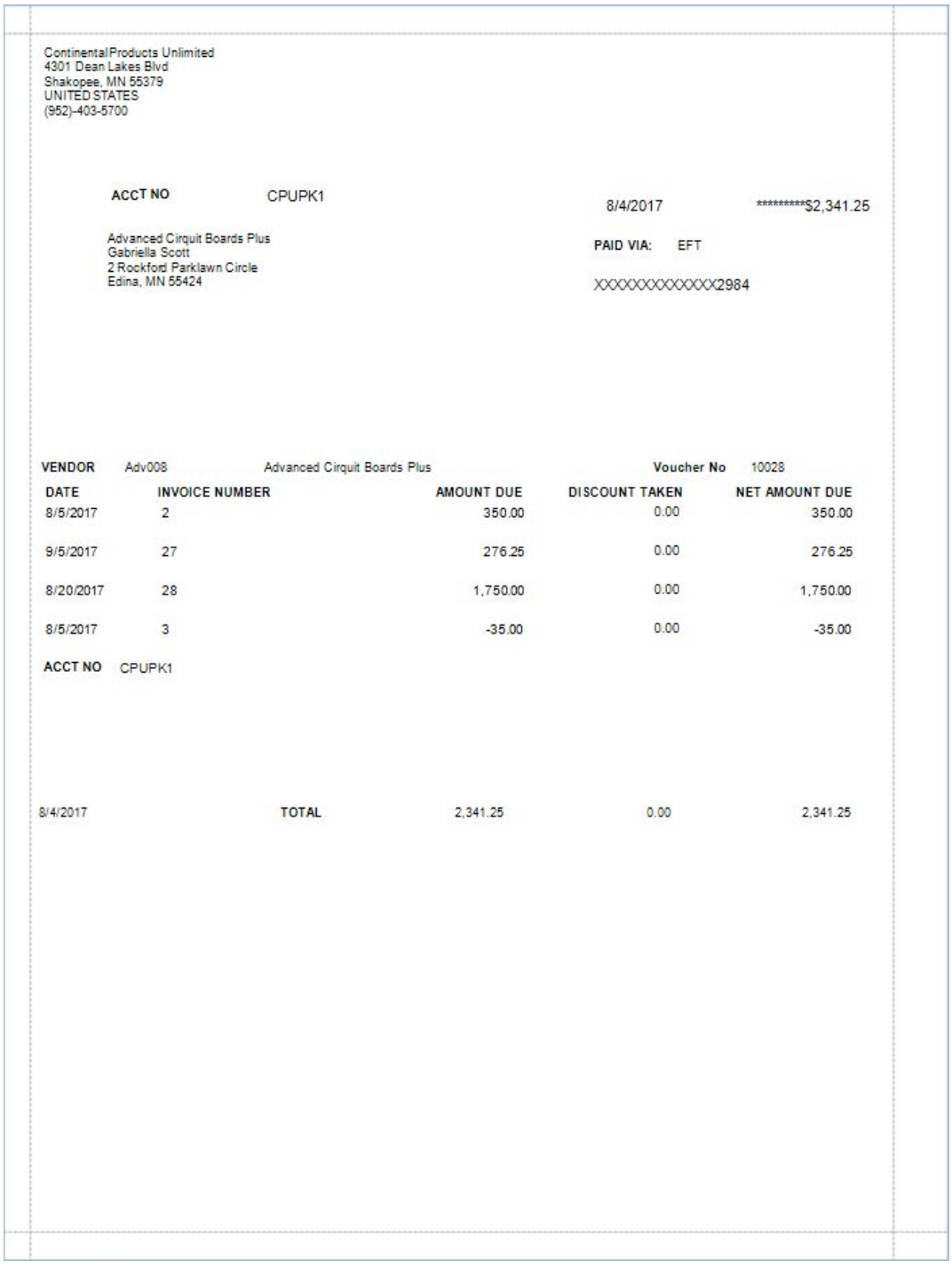
Name	Displays
User ID	The user who performed the print.
Host ID	The workstation name used to print the voucher.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original check printed.

Search Document Screen



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 Cirquit Boards Plus
Gabriella Scott
2 Rockford Parklawn Circle
Edina, MN 55424

PAID VIA: EFT

XXXXXXXXXXXX2984

VENDOR Adv008 Advanced Cirquit 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

BA

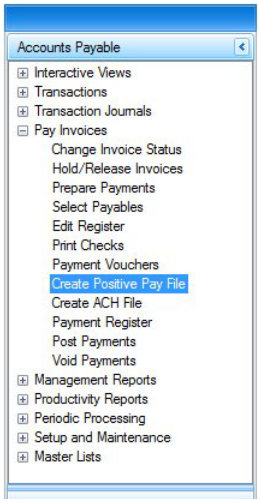
Use the **Create Positive Pay File** function on the Pay Invoices menu to generate an ASCII file to transmit to your bank for check payment authorization.

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:

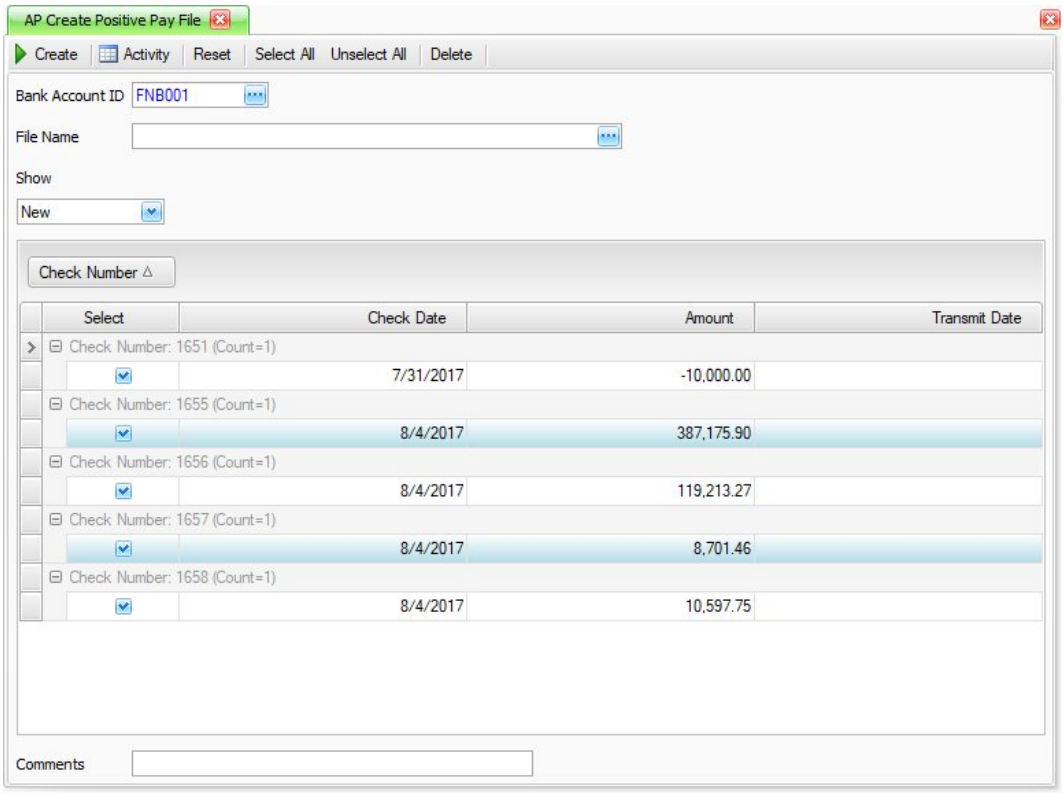
1. Select **Create Positive Pay File** from the **Accounts Payable, Pay Invoices** menu.

Create Positive Pay File Menu



2. The **Create Positive Pay File** screen appears.

Create Positive Pay File Screen



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.

CREATE ACH FILE

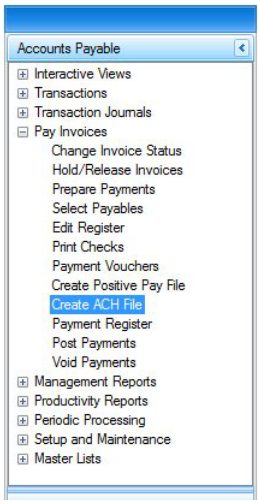
Use the **Create ACH File** function to create an ACH (Automated Clearing House) file. The ACH file contains all the payment transaction information for your Vendors. After you create the ACH file, submit it to your company's bank.

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:

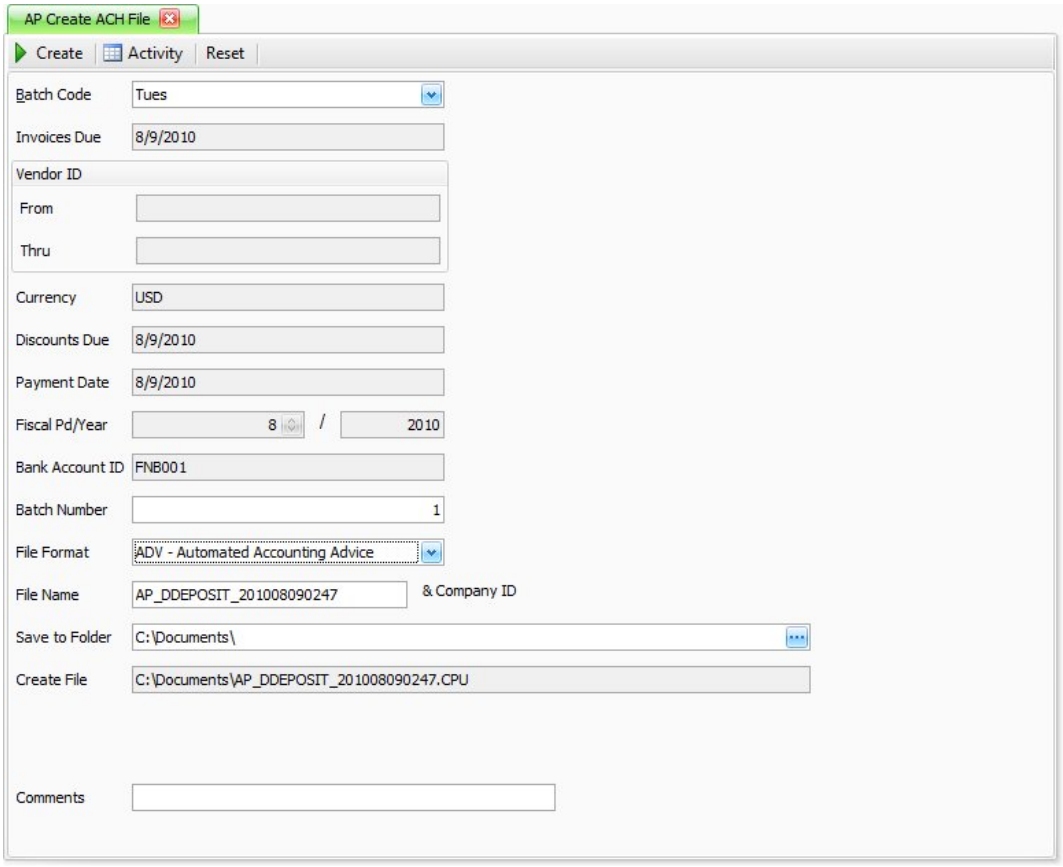
1. Select **Create ACH File** from the **Accounts Payable, Pay Invoices** menu.

Create ACH File Menu



2. The **Create ACH File** screen appears.

Create ACH File Screen



3. 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).
4. 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.
5. The **Batch Number** is displayed. This will be incremented if you output more than one ACH file in a day.
6. 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

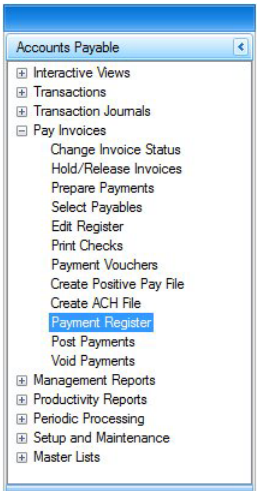
Use the **Payment Register** as an audit trail of the payments your company issues to Vendors.

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:

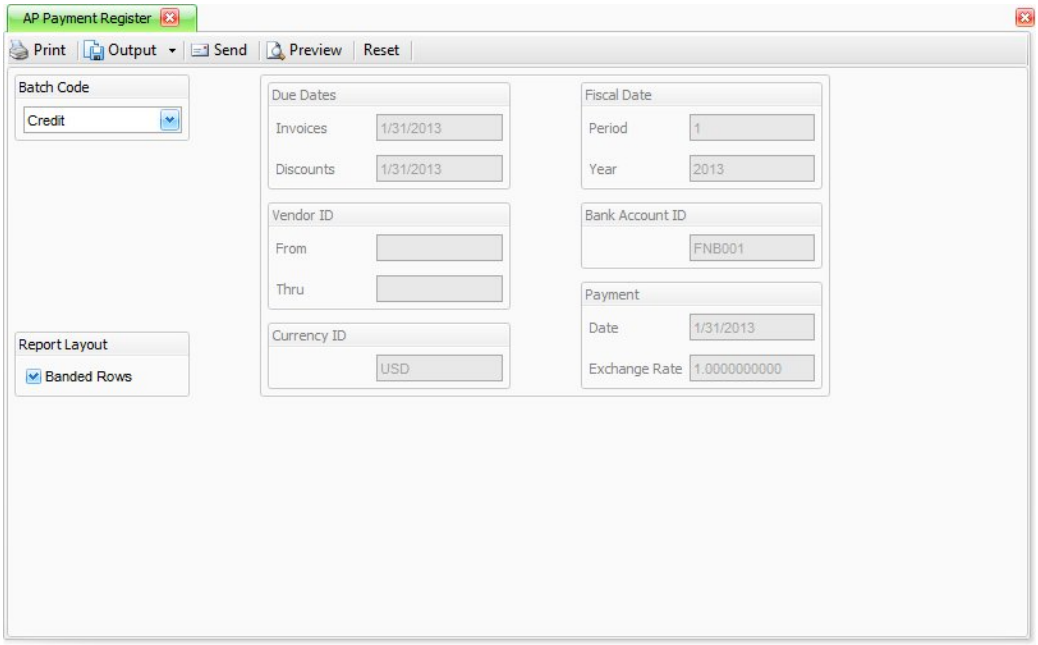
1. Select **Payment Register** from the **Accounts Payable, Pay Invoices** menu.

Payment Register Menu



2. The **Payment Register** screen appears.

Payment Register Screen



3. 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).
4. 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.
5. 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.

6. 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.

Payment Register

Continental Products Unlimited
Payment Register

Page 1
USD

Batch Code	Tues	Invoices Due	8/9/2010
Vendor ID From		Thru	
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	321654987		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	3216461968		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: Digi010	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 Digi010					21,003.00	0.00	21,003.00	
Vendor ID: Rem014	Vendor Name: Remote 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	

8/9/2010 2:53 PM OPEN_SYSTEMS\kenthe

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			CR	DB	CR
DB (Deposit)	CR (Deposit)	DB (Deposit)	CR (Deposit)				

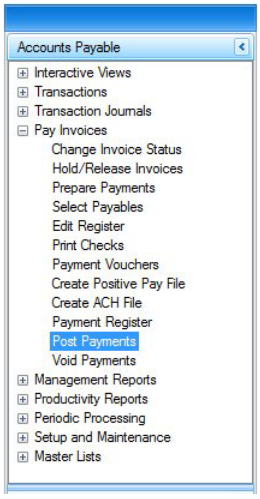
The AP and Cash Accounts will get the full amount of the invoice posted to them. The Deposit amount will be Debited and Credited to both the AP and Cash Accounts, to record the amount of the deposit into GL. (See Deposit Button section (page 4-65) for details on entering and posting Deposits.)

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:

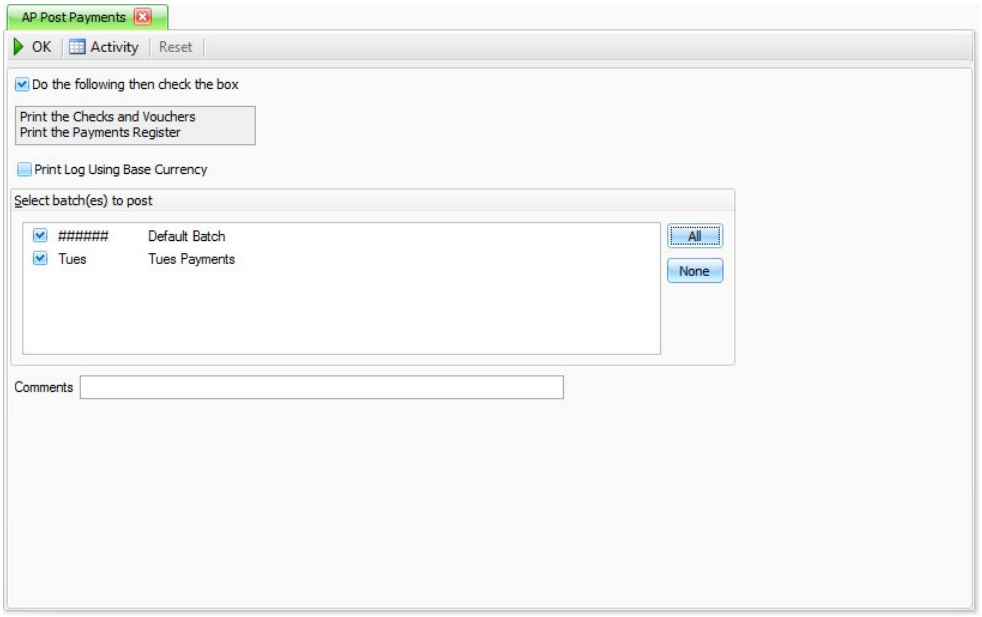
1. Select **Post Payments** from the **Accounts Payable, Pay Invoices** menu.

Post Payments Menu



2. The **Post Payments** screen appears.

Post Payments Screen



3. 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**.
4. Select the check box stating to **Do the following then check the box**, indicating you have completed the required functions from above.

¥$£€

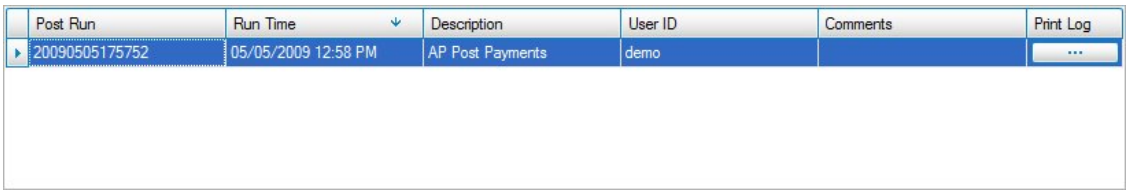
5. If you use multi-currency, select the box to **Print Log Using Base Currency**. Clear the box if you want the log printed in the transaction currency.
6. Select the **Batch** codes you want to include in the Post. You will only see the available batches if you select Yes to Use Batch Processing in 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.
7. Enter any **Comments** you wish to carry over to General Ledger for future reference.

8. Select a command button:

Command Buttons

Name	Description
OK	Begins processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the **Post Payments Log** 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 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
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	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

20170504164137

Batch Code Tues

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

5/4/2017 11:41 AM ***** End of Report ***** **OPEN_SYSTEMS\Kent.Heitkamp**

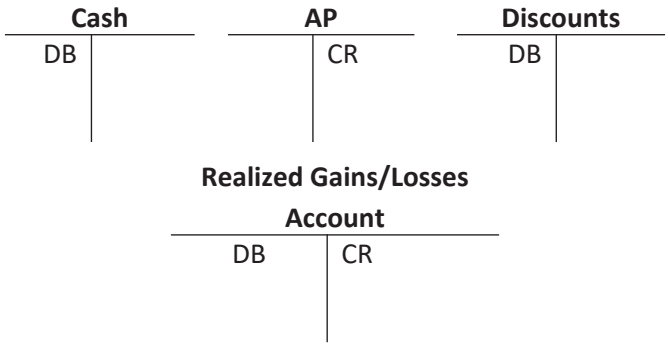
VOID PAYMENTS

Use the **Void Payments** function to cancel payments. This function is valuable if you printed and posted a payment by mistake and want to remove its record from the system. You can void payments by Vendor or by payment runs.

When you void a payment, several things happen:

- If Accounts Payable is interfaced with General Ledger, the cash account is debited and the Accounts Payable Account is credited for the amount of the payment. The Realized Gain or Loss Account is debited or credited, depending on if there was a realized gain or loss.
- Payment information is updated in Vendor and history.
- The invoice record is reinstated in open invoices, because you still have to make the payment.
- If you are interfaced to Bank Reconciliation the payment will be voided in the Bank Reconciliation module.

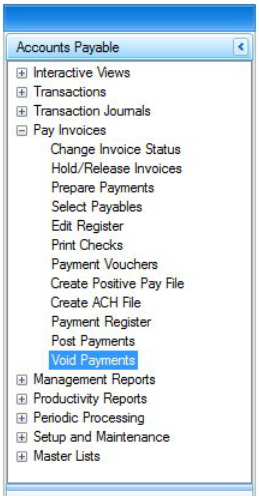
When you void payments, entries are made to several accounts in the GL Journal, as shown below.



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

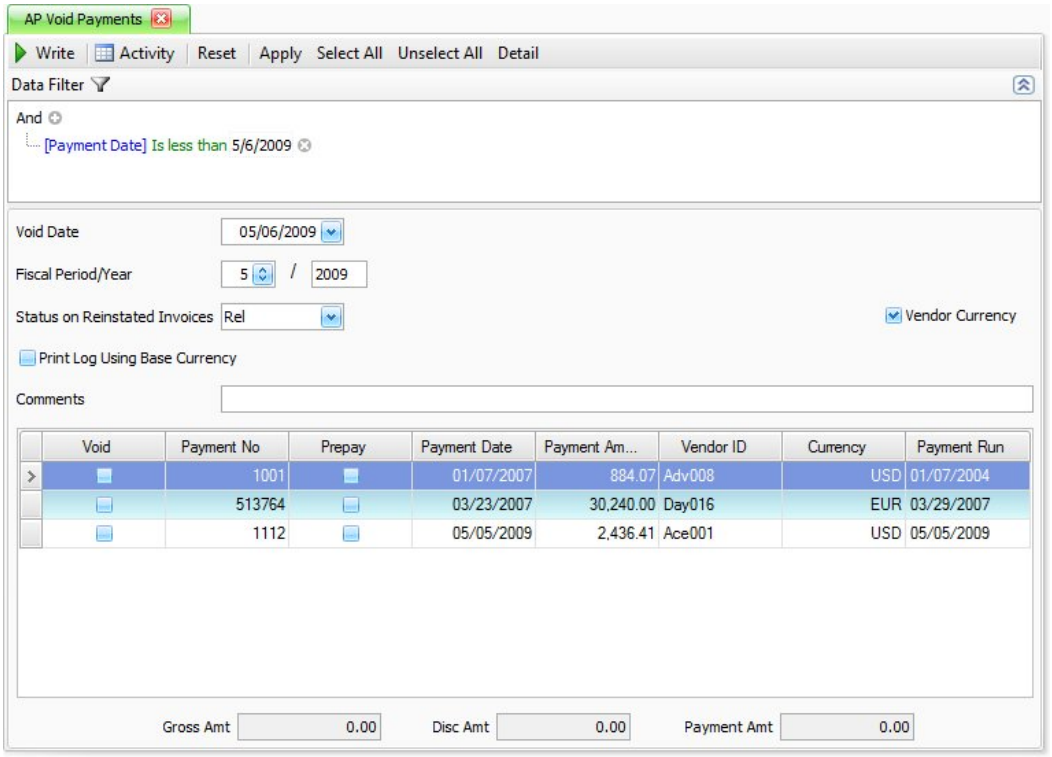
1. Select **Void Payments** from the **Accounts Payable, Pay Invoices** menu.

Void Payments Menu



2. The **Void Payments** screen appears.

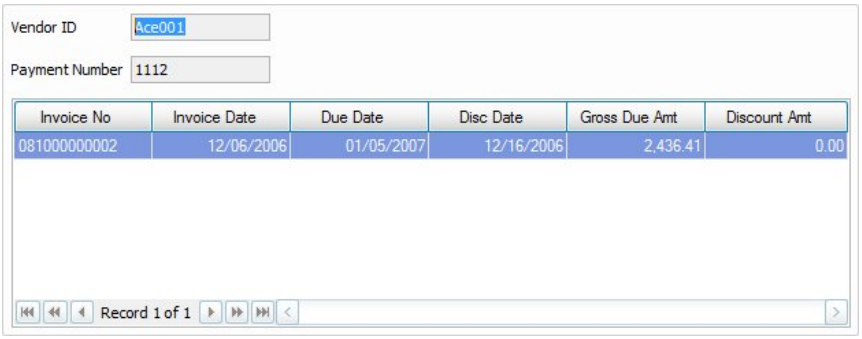
Void Payments Screen



3. 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.
4. Posted payments that match your selection criteria appear in the detail section of the screen.
5. The **Payment No**, **Prepay**, **Payment Date**, **Payment Amount**, **Vendor ID**, **Currency**, and **Payment Run** information is displayed.
6. 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



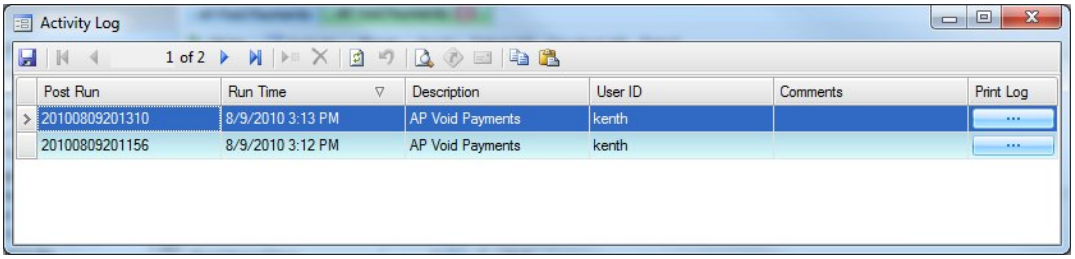
7. Enter the **Void Date**, the **Fiscal Period** and **Year**.

   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
Post Run	The system assigned post run ID.
Run Time	The date and time the void was made.
Description	The void description.
User ID	The user who performed the void.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	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
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
I002							
	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**
I002							
	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

Void Payments Invoice Log

Continental Products Unlimited
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	6/2/2005	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

8/9/2010 3:12 PM *** End of Report *** OPEN_SYSTEM\kenthe

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.

7

Interactive Views

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7 INTERACTIVE VIEWS

USING THE INTERACTIVE VIEWS MENU

With the functions on the Interactive Views menu, you can view but not change the following payable information:

- Order information
- Goods Not Received
- Vendor information
- Detail 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 next to the table in summary history views. 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 Ascending	Sort the selected column’s data in ascending order. **NOTE: You can also accomplish this task by clicking the column heading until appears.**
	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.

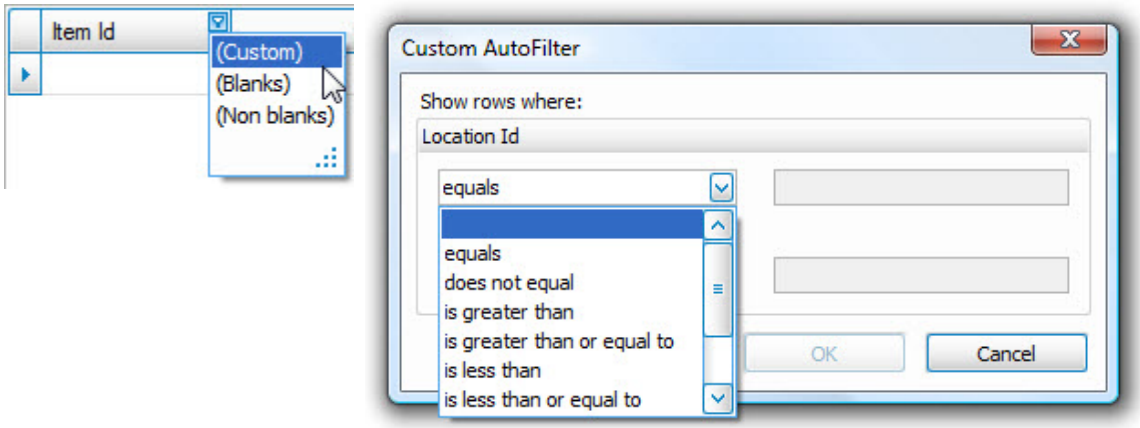
Filtering by an Individual Column

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 drop down menu.

Select	To
(Custom)	Enter criteria for filtering the selected column. **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 Data	Refresh the data in the tables.
Hide	Remove the selected criterion from the table.
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.

Select	To
	Close the PivotGrid Field List.

NOTE: Note: See instructions in the "Filtering Across All Columns" section for more information on filtering.

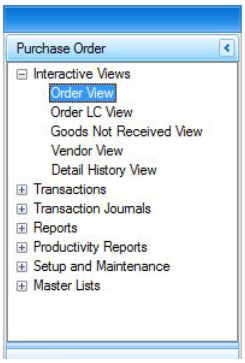
ORDER VIEW

Use the **Order View** function to look up Purchase Order Transactions and Requests, of any status, including those already posted to history. Search for Transactions and Requests by Vendor ID, Order Number, Item ID, person who ordered the item, transaction number or date, or invoice number or date.

Follow these steps to search for Orders:

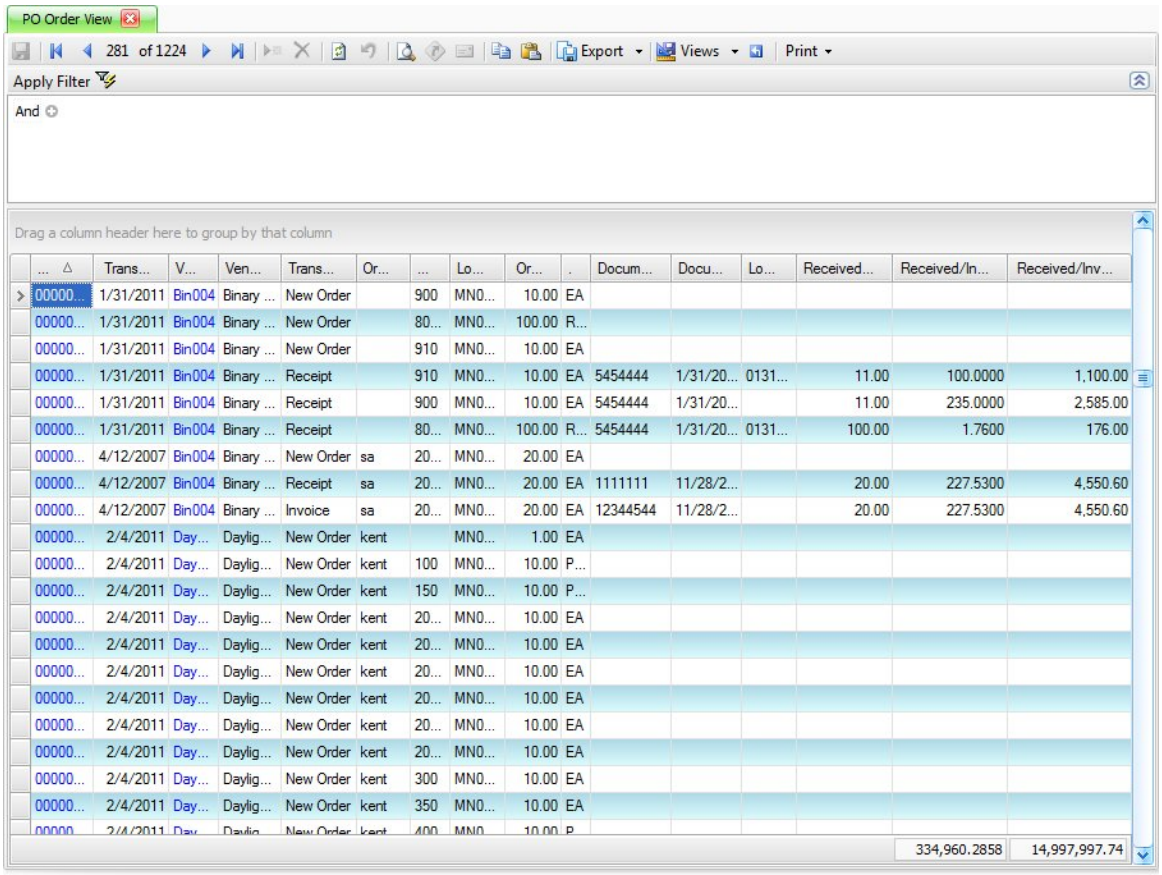
1. Select **Order View** from the **Interactive Views** menu.

Order View Menu



2. The **Order View** screen appears and is blank until you enter your search criteria and click **Apply Filter**. Leave the filter criteria area blank to view all Orders.

Order View Screen



...	Trans...	V...	Ven...	Trans...	Or...	...	Lo...	Or...	.	Docum...	Docu...	Lo...	Received...	Received/In...	Received/Inv...
00000...	1/31/2011	Bin004	Binary ...	New Order		900	MN0...	10.00	EA						
00000...	1/31/2011	Bin004	Binary ...	New Order		80...	MN0...	100.00	R...						
00000...	1/31/2011	Bin004	Binary ...	New Order		910	MN0...	10.00	EA						
00000...	1/31/2011	Bin004	Binary ...	Receipt		910	MN0...	10.00	EA	5454444	1/31/20...	0131...	11.00	100.0000	1,100.00
00000...	1/31/2011	Bin004	Binary ...	Receipt		900	MN0...	10.00	EA	5454444	1/31/20...		11.00	235.0000	2,585.00
00000...	1/31/2011	Bin004	Binary ...	Receipt		80...	MN0...	100.00	R...	5454444	1/31/20...	0131...	100.00	1.7600	176.00
00000...	4/12/2007	Bin004	Binary ...	New Order	sa	20...	MN0...	20.00	EA						
00000...	4/12/2007	Bin004	Binary ...	Receipt	sa	20...	MN0...	20.00	EA	1111111	11/28/2...		20.00	227.5300	4,550.60
00000...	4/12/2007	Bin004	Binary ...	Invoice	sa	20...	MN0...	20.00	EA	12344544	11/28/2...		20.00	227.5300	4,550.60
00000...	2/4/2011	Day...	Daylig...	New Order	kent		MN0...	1.00	EA						
00000...	2/4/2011	Day...	Daylig...	New Order	kent	100	MN0...	10.00	P...						
00000...	2/4/2011	Day...	Daylig...	New Order	kent	150	MN0...	10.00	P...						
00000...	2/4/2011	Day...	Daylig...	New Order	kent	20...	MN0...	10.00	EA						
00000...	2/4/2011	Day...	Daylig...	New Order	kent	20...	MN0...	10.00	EA						
00000...	2/4/2011	Day...	Daylig...	New Order	kent	20...	MN0...	10.00	EA						
00000...	2/4/2011	Day...	Daylig...	New Order	kent	20...	MN0...	10.00	EA						
00000...	2/4/2011	Day...	Daylig...	New Order	kent	20...	MN0...	10.00	EA						
00000...	2/4/2011	Day...	Daylig...	New Order	kent	300	MN0...	10.00	EA						
00000...	2/4/2011	Day...	Daylig...	New Order	kent	350	MN0...	10.00	EA						
00000...	2/4/2011	Day...	Daylig...	New Order	kent	400	MN0...	10.00	P...						
														334,960.2858	14,997,997.74

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. To view details on an Order, double click on the blue Trans No and you will be taken to the detail Transaction screen for that Transaction.
5. To view details on a Vendor, double click on the blue Vendor ID and you will be taken to the detail setup screen for that Vendor.

NOTE: You can reprint a Purchase Order form from history by selecting an Order and clicking on the Print button. The reprinted Order will have a watermark on it with the word you entered into the Business Rule.

6. 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 Order 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.

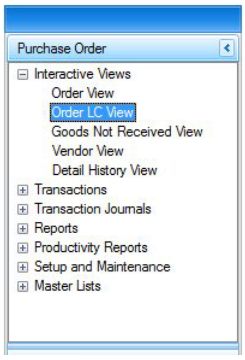
ORDER LC VIEW

Use the **Order LC View** function to look up Purchase Order Transactions and Requests, of any status, including Landed Cost detail and including those already posted to history. Search for Transactions and Requests by Vendor ID, Order Number, Item ID, person who ordered the Item, transaction number or date, or invoice number or date.

Follow these steps to search for Orders including Landed Cost:

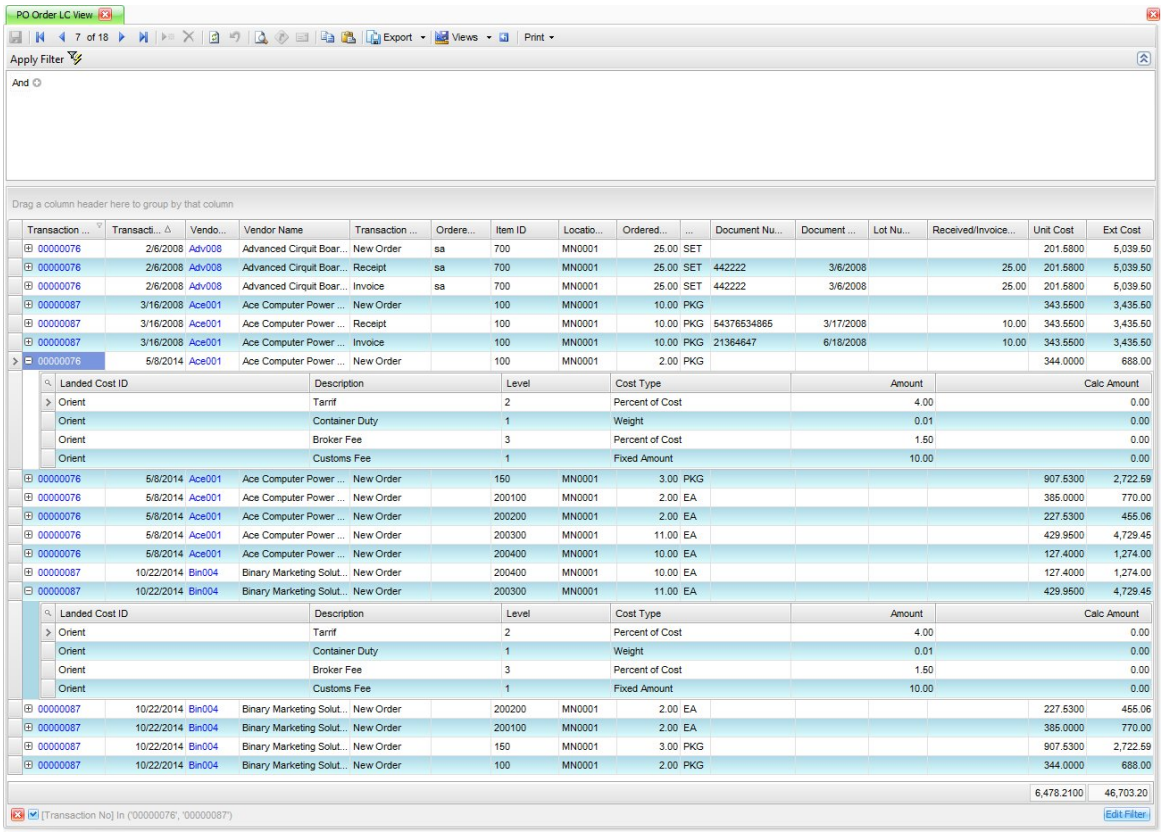
1. Select **Order LC View** from the **Interactive Views** menu.

Order LC View Menu



2. The **Order LC View** screen appears and is blank until you enter your search criteria and click **Apply Filter**. Leave the filter criteria area to view all transactions.

Order LC 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. To view the details on the Landed Cost click on the plus (+) next to the order number for line items that have landed cost included.

5. To view details on an Order, double click on the blue Trans No and you will be taken to the detail transaction screen for that transaction.

6. To view details on a Vendor, double click on the blue Vendor ID and you will be taken to the detail setup screen for that Vendor.

NOTE: You can reprint a Purchase Order form from history by selecting an Order and clicking on the Print button. The reprinted order will have a watermark on it with the word you entered into the Business Rule.

7. 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 Order LC 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.

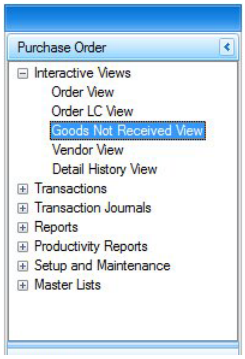
GOODS NOT RECEIVED VIEW

Use the **Goods Not Received View** function to view Purchase Orders with goods that have not been received. If an order has a line Item that has not been fully received, it is included in the view, with the detail for each incomplete line Item.

To use the **Goods Not Received View**, follow these steps:

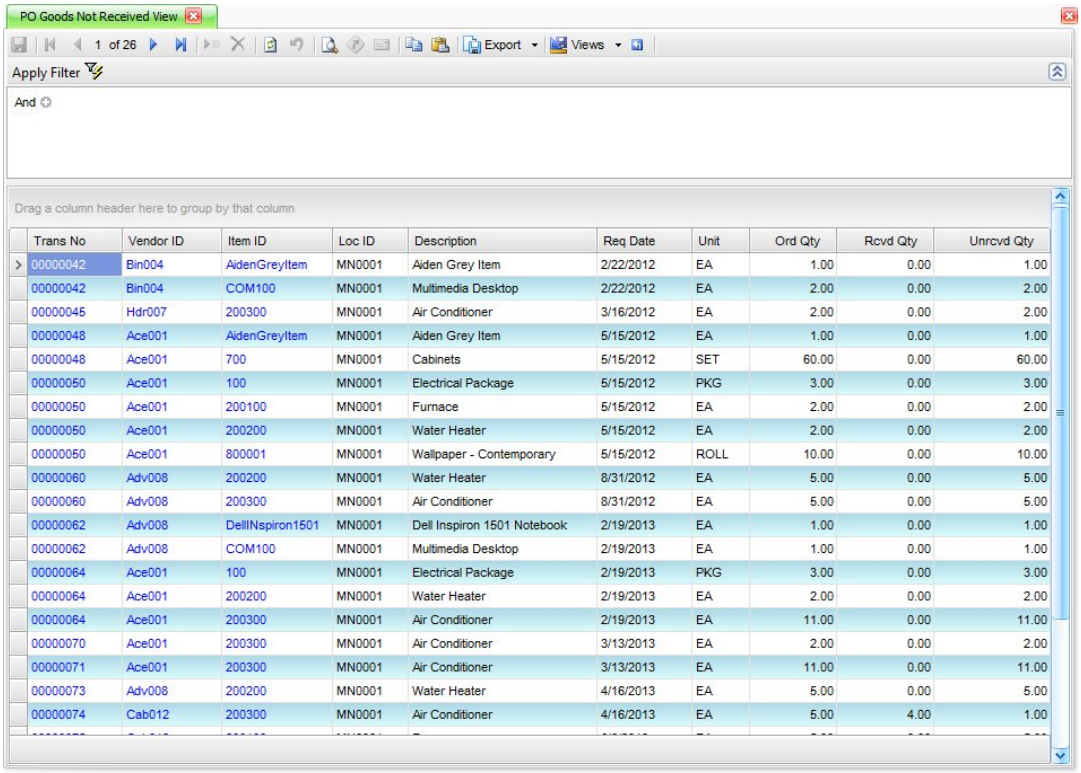
1. Select **Goods Not Received View** from the **Interactive Views** menu.

Goods Not Received View Menu



2. The **Goods Not Received View** screen appears.

Goods Not Received View Screen



Trans No	Vendor ID	Item ID	Loc ID	Description	Req Date	Unit	Ord Qty	Rcvd Qty	Unrcvd Qty
00000042	Bin004	AidenGreyItem	MN0001	Aiden Grey Item	2/22/2012	EA	1.00	0.00	1.00
00000042	Bin004	COM100	MN0001	Multimedia Desktop	2/22/2012	EA	2.00	0.00	2.00
00000045	Hdr007	200300	MN0001	Air Conditioner	3/16/2012	EA	2.00	0.00	2.00
00000048	Ace001	AidenGreyItem	MN0001	Aiden Grey Item	5/15/2012	EA	1.00	0.00	1.00
00000048	Ace001	700	MN0001	Cabinets	5/15/2012	SET	60.00	0.00	60.00
00000050	Ace001	100	MN0001	Electrical Package	5/15/2012	PKG	3.00	0.00	3.00
00000050	Ace001	200100	MN0001	Furnace	5/15/2012	EA	2.00	0.00	2.00
00000050	Ace001	200200	MN0001	Water Heater	5/15/2012	EA	2.00	0.00	2.00
00000050	Ace001	800001	MN0001	Wallpaper - Contemporary	5/15/2012	ROLL	10.00	0.00	10.00
00000060	Adv008	200200	MN0001	Water Heater	8/31/2012	EA	5.00	0.00	5.00
00000060	Adv008	200300	MN0001	Air Conditioner	8/31/2012	EA	5.00	0.00	5.00
00000062	Adv008	DellINspiron1501	MN0001	Dell Inspiron 1501 Notebook	2/19/2013	EA	1.00	0.00	1.00
00000062	Adv008	COM100	MN0001	Multimedia Desktop	2/19/2013	EA	1.00	0.00	1.00
00000064	Ace001	100	MN0001	Electrical Package	2/19/2013	PKG	3.00	0.00	3.00
00000064	Ace001	200200	MN0001	Water Heater	2/19/2013	EA	2.00	0.00	2.00
00000064	Ace001	200300	MN0001	Air Conditioner	2/19/2013	EA	11.00	0.00	11.00
00000070	Ace001	200300	MN0001	Air Conditioner	3/13/2013	EA	2.00	0.00	2.00
00000071	Ace001	200300	MN0001	Air Conditioner	3/13/2013	EA	11.00	0.00	11.00
00000073	Adv008	200200	MN0001	Water Heater	4/16/2013	EA	5.00	0.00	5.00
00000074	Cab012	200300	MN0001	Air Conditioner	4/16/2013	EA	5.00	4.00	1.00

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.
4. To view details on an Order, double click on the blue Trans No and you will be taken to the detail transaction screen for that Order.
5. To view details on a Vendor, double click on the blue Vendor ID and you will be taken to the detail setup screen for that Vendor.
6. To view details on an Item, double click on the blue Item ID and you will be taken to the detail setup screen for that Item.
7. 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 Goods Not Received 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.

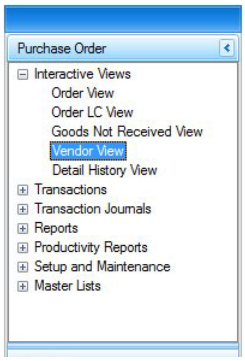
VENDOR VIEW

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:

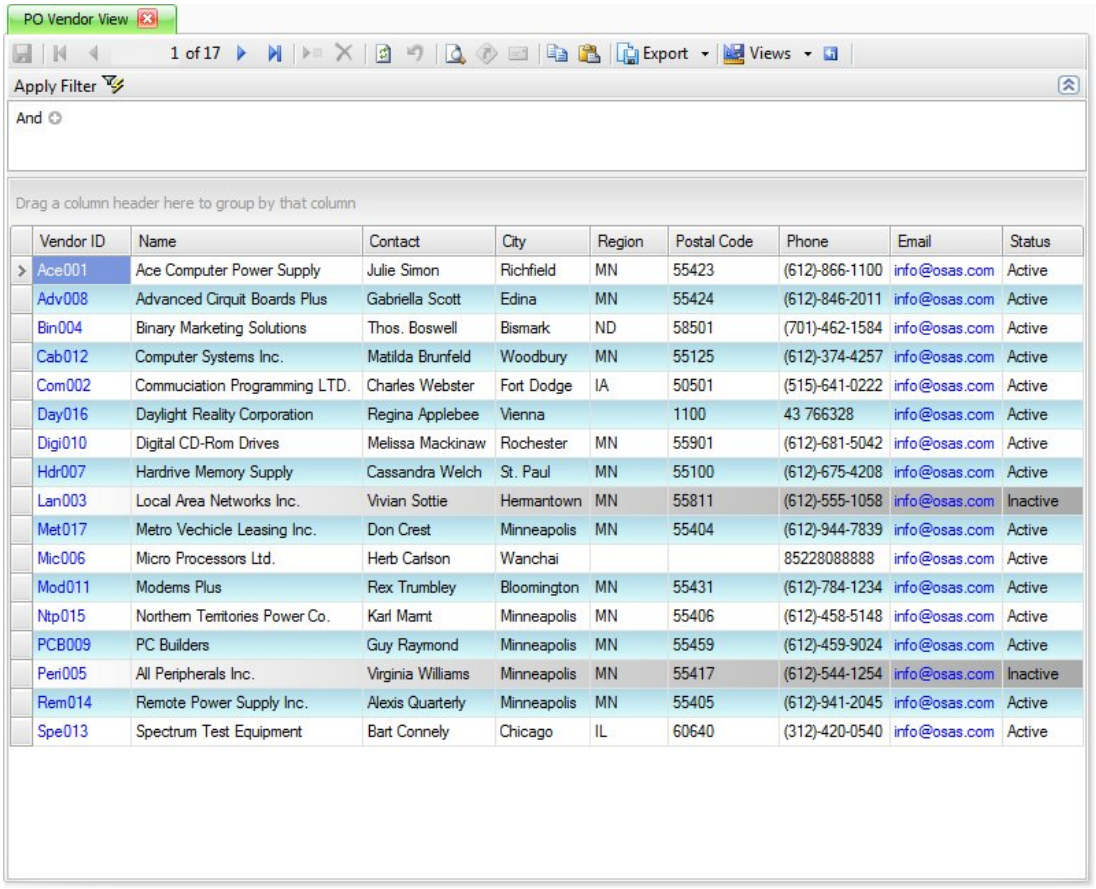
1. Select **Vendor View** from the **Interactive Views** menu.

Vendor View Menu



2. The **Vendor View** screen appears.

Vendor View Screen



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 Cirquit 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	Hermantown	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			85228088888	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
Per005	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

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. To view details on a Vendor, double click on the blue Vendor ID and you will be taken to the detail setup screen for that Vendor.
5. 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.

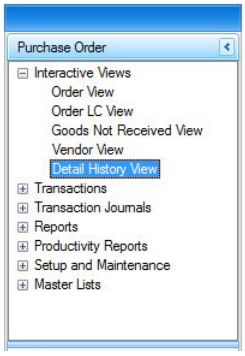
DETAIL HISTORY VIEW

Use the **Detail History View** function to view Purchases and Debit Memos information.

To use **Detail History View**, follow these steps:

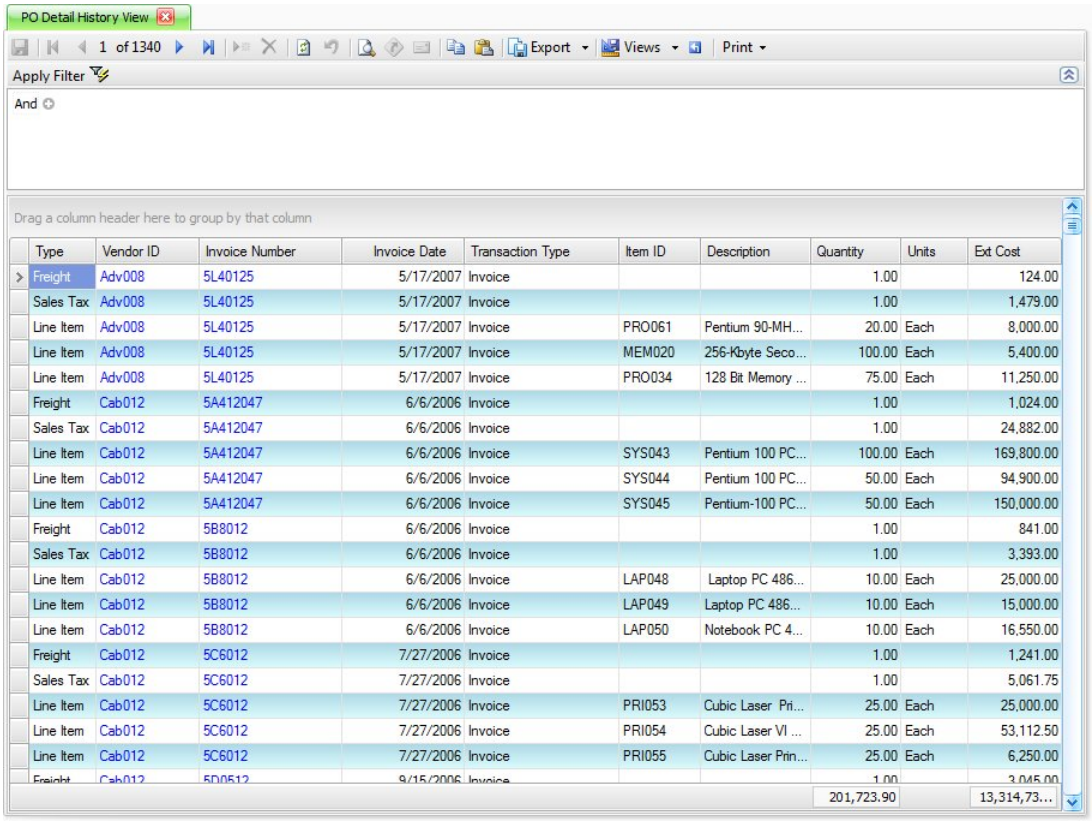
1. Select **Detail History View** from the **Interactive Views** menu.

Detail History View Menu



2. The **Detail History View** screen appears.

Detail History View Screen



Type	Vendor ID	Invoice Number	Invoice Date	Transaction Type	Item ID	Description	Quantity	Units	Ext Cost
Freight	Adv008	5L40125	5/17/2007	Invoice			1.00		124.00
Sales Tax	Adv008	5L40125	5/17/2007	Invoice			1.00		1,479.00
Line Item	Adv008	5L40125	5/17/2007	Invoice	PRO061	Pentium 90-MH...	20.00	Each	8,000.00
Line Item	Adv008	5L40125	5/17/2007	Invoice	MEM020	256-Kbyte Seco...	100.00	Each	5,400.00
Line Item	Adv008	5L40125	5/17/2007	Invoice	PRO034	128 Bit Memory ...	75.00	Each	11,250.00
Freight	Cab012	5A412047	6/6/2006	Invoice			1.00		1,024.00
Sales Tax	Cab012	5A412047	6/6/2006	Invoice			1.00		24,882.00
Line Item	Cab012	5A412047	6/6/2006	Invoice	SYS043	Pentium 100 PC...	100.00	Each	169,800.00
Line Item	Cab012	5A412047	6/6/2006	Invoice	SYS044	Pentium 100 PC...	50.00	Each	94,900.00
Line Item	Cab012	5A412047	6/6/2006	Invoice	SYS045	Pentium-100 PC...	50.00	Each	150,000.00
Freight	Cab012	5B8012	6/6/2006	Invoice			1.00		841.00
Sales Tax	Cab012	5B8012	6/6/2006	Invoice			1.00		3,393.00
Line Item	Cab012	5B8012	6/6/2006	Invoice	LAP048	Laptop PC 486...	10.00	Each	25,000.00
Line Item	Cab012	5B8012	6/6/2006	Invoice	LAP049	Laptop PC 486...	10.00	Each	15,000.00
Line Item	Cab012	5B8012	6/6/2006	Invoice	LAP050	Notebook PC 4...	10.00	Each	16,550.00
Freight	Cab012	5C6012	7/27/2006	Invoice			1.00		1,241.00
Sales Tax	Cab012	5C6012	7/27/2006	Invoice			1.00		5,061.75
Line Item	Cab012	5C6012	7/27/2006	Invoice	PRI053	Cubic Laser Pri...	25.00	Each	25,000.00
Line Item	Cab012	5C6012	7/27/2006	Invoice	PRI054	Cubic Laser VI ...	25.00	Each	53,112.50
Line Item	Cab012	5C6012	7/27/2006	Invoice	PRI055	Cubic Laser Prin...	25.00	Each	6,250.00
Freight	Cab012	5D0512	9/15/2006	Invoice			1.00		3,045.00
							201,723.90		13,314,73...

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. To view details on an Invoice or Debit Memo, double click on the blue Trans No or Invoice No and you will be taken to the detail transaction screen for that Invoice or Debit Memo.
5. To view details on a Vendor, double click on the blue Vendor ID and you will be taken to the detail setup screen for that vendor.

NOTE: You can reprint a Purchase Order form from history by selecting an invoice and clicking on the Print button. The reprinted order will have a watermark on it with the word you entered into the business rule.

6. 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.

USING THE AP INTERACTIVE VIEWS MENU

With the functions on the Interactive Views menu, you can view but not change the following payable information:

- Open Invoice information
- Summary History
- Aged Trial Balance
- Payment History

Vendor and Detail History information may be viewed from the Purchase Order, Interactive Views menu.

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.

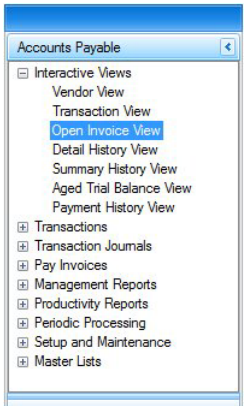
OPEN INVOICE VIEW

Use the **Open Invoice View** function to view open invoices that are on file for a vendor.

To use **Open Invoice View**, follow these steps:

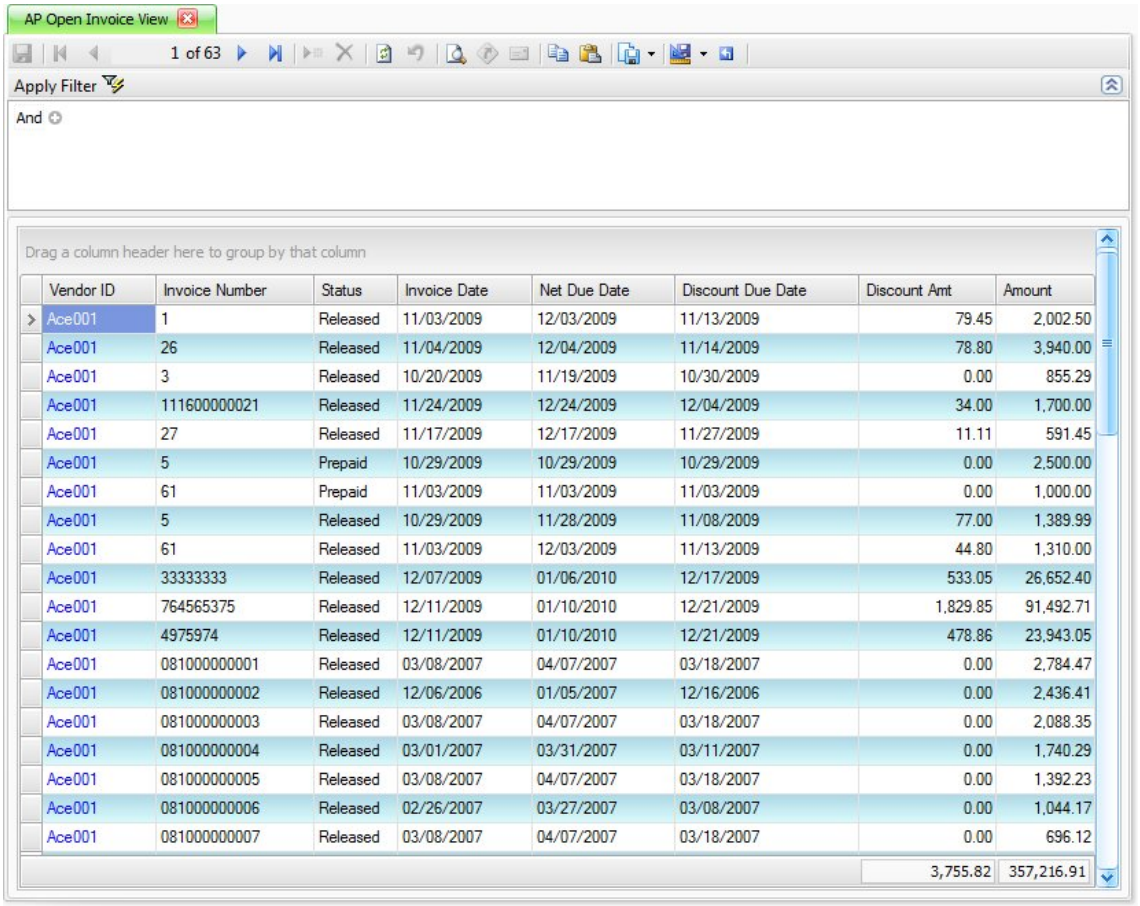
1. Select **Open Invoice View** from the **Accounts Payable, Interactive Views** menu.

Open Invoice View Menu



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

Open Invoice View Screen



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

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. To view details on an Open Invoice double click on the blue Invoice Number or Transaction ID and you will be taken to the detail history invoice detail screen for that Invoice.
5. To view details on a Vendor double click on the blue Vendor ID and you will be taken to the detail setup screen for that vendor.
6. 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.

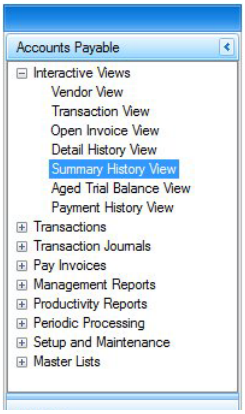
SUMMARY HISTORY VIEW

Use the **Summary History View** function to view Purchases, Discounts, and Payments for each Vendor.

To use **Summary History View**, follow these steps:

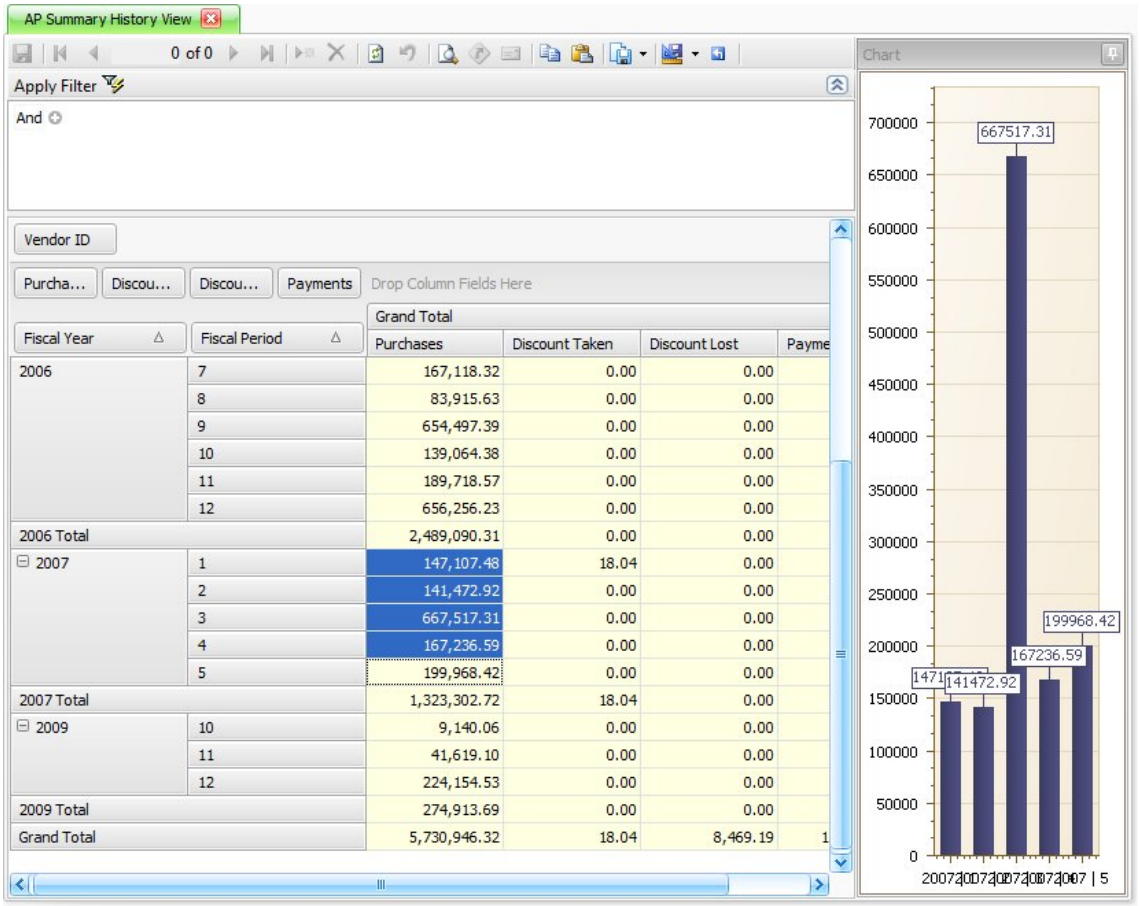
1. Select **Summary History View** from the **Accounts Payable, Interactive Views** menu.

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.

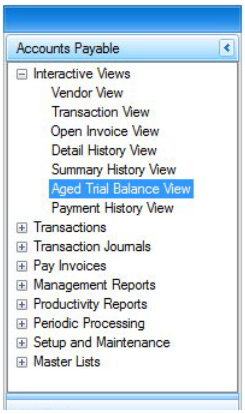
AGED TRIAL BALANCE VIEW

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 use the **Aged Trial Balance View**, follow these steps:

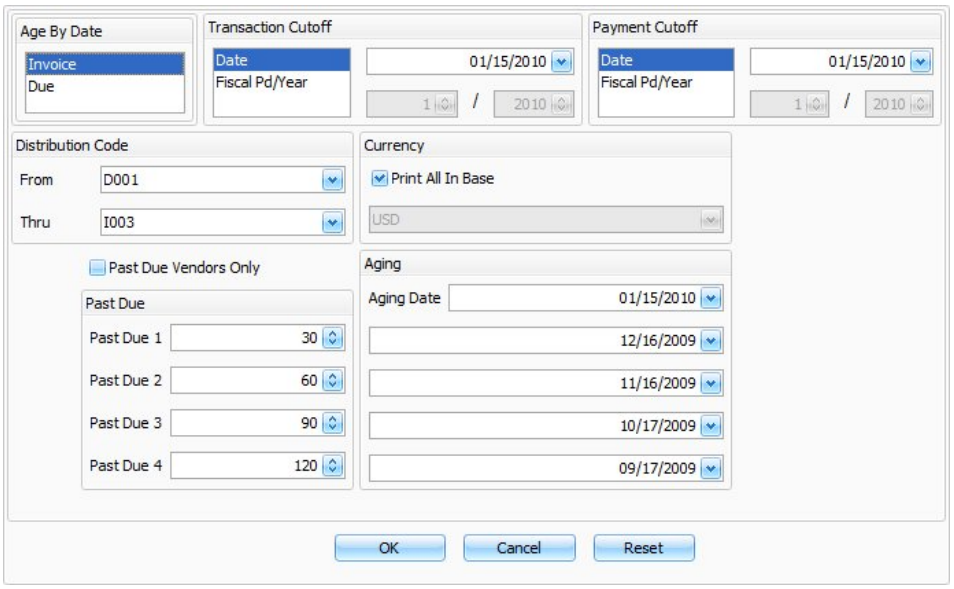
1. Select **Aged Trial Balance View** from the **Accounts Payable, Interactive Views** menu.

Aged Trial Balance View Menu



2. The **Aged Trial Balance View** screen appears.

Aged Trial Balance Options Screen



Options

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:

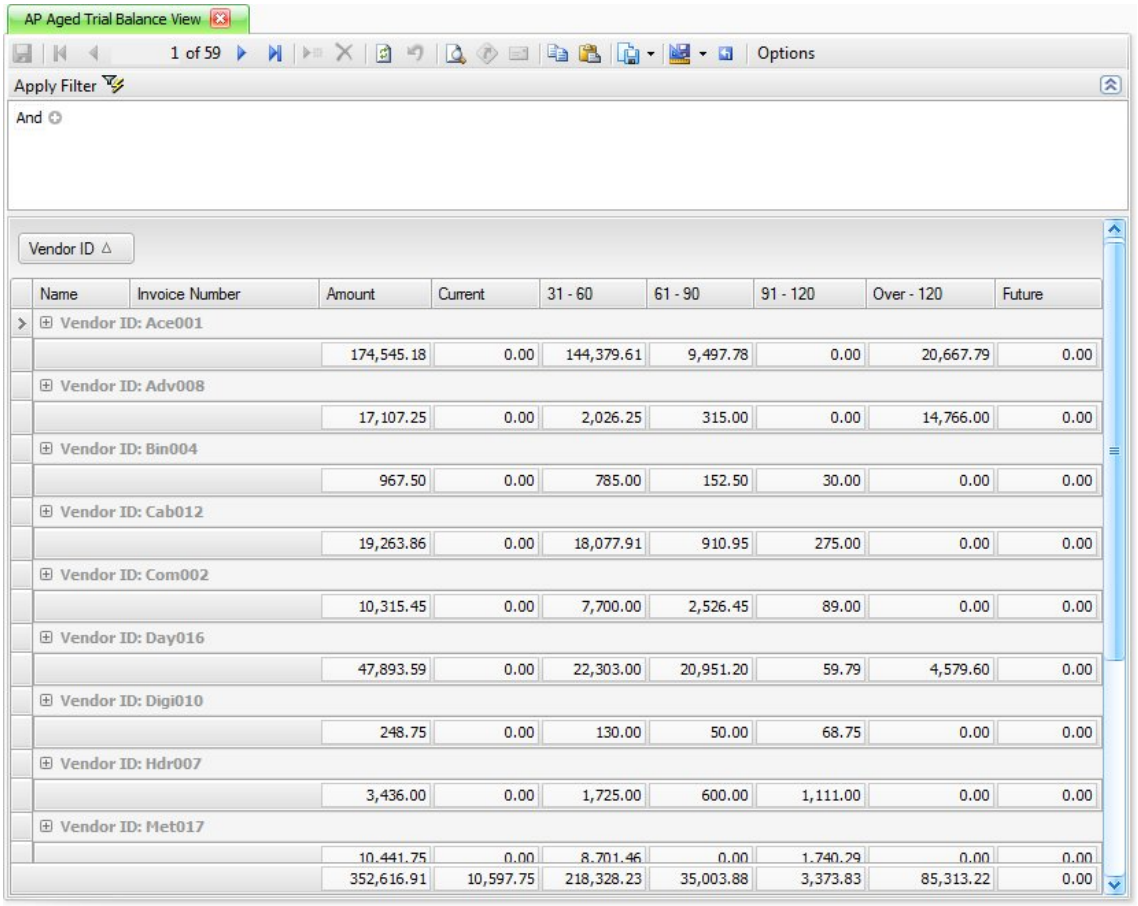
   By Date: Select the **Date** option and enter a date to include payment information on fully paid invoices with dates (based on the date entered in the **Prepare Checks** function) between the date entered and the Transaction Cutoff point.

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

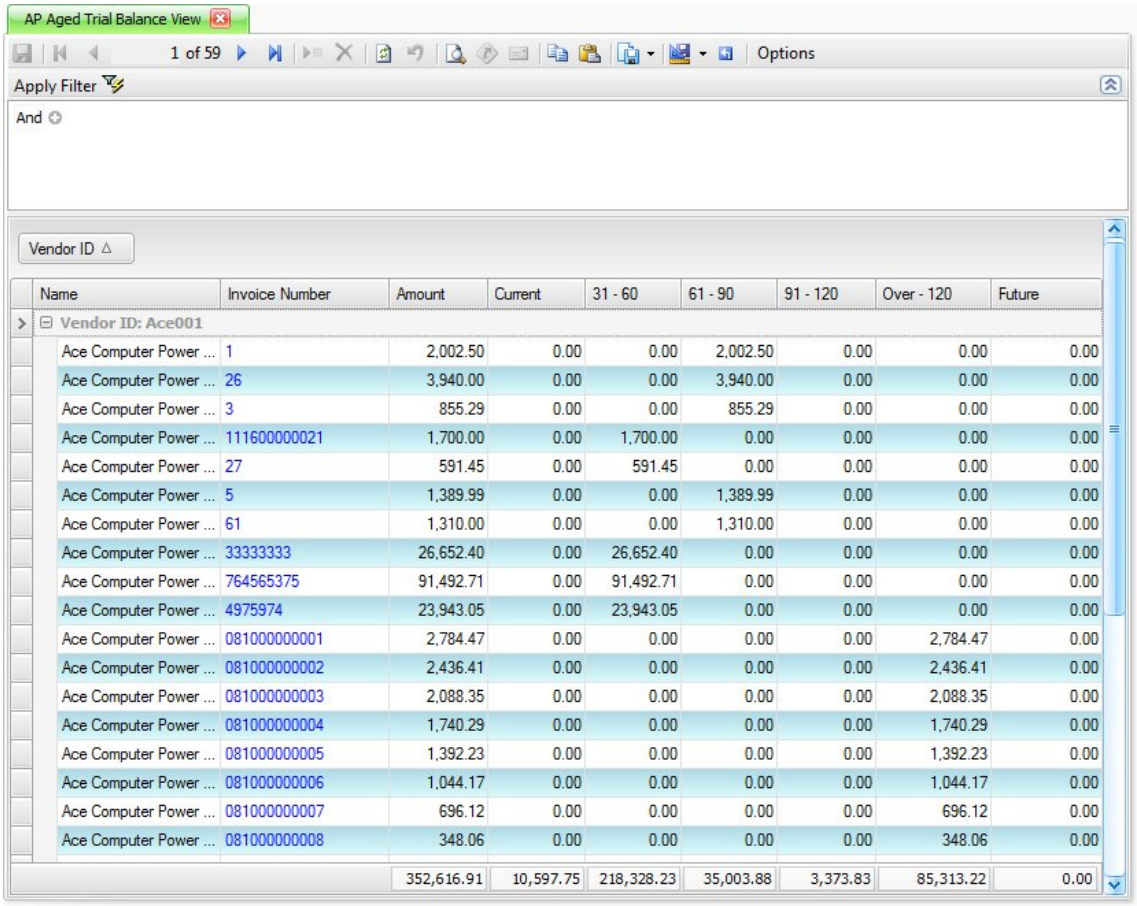


Name	Invoice Number	Amount	Current	31 - 60	61 - 90	91 - 120	Over - 120	Future
Vendor ID: Ace001								
		174,545.18	0.00	144,379.61	9,497.78	0.00	20,667.79	0.00
Vendor ID: Adv008								
		17,107.25	0.00	2,026.25	315.00	0.00	14,766.00	0.00
Vendor ID: Bin004								
		967.50	0.00	785.00	152.50	30.00	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



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

1. 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.
2. 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.
3. 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.
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 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.

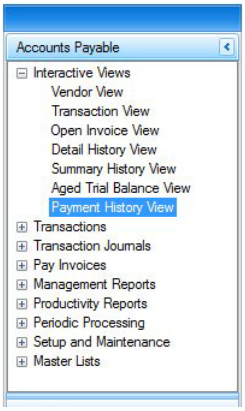
PAYMENT HISTORY VIEW

Use the **Payment History View** function to view payment information for payments posted using the Post Payments function.

To use the **Payment History View**, follow these steps:

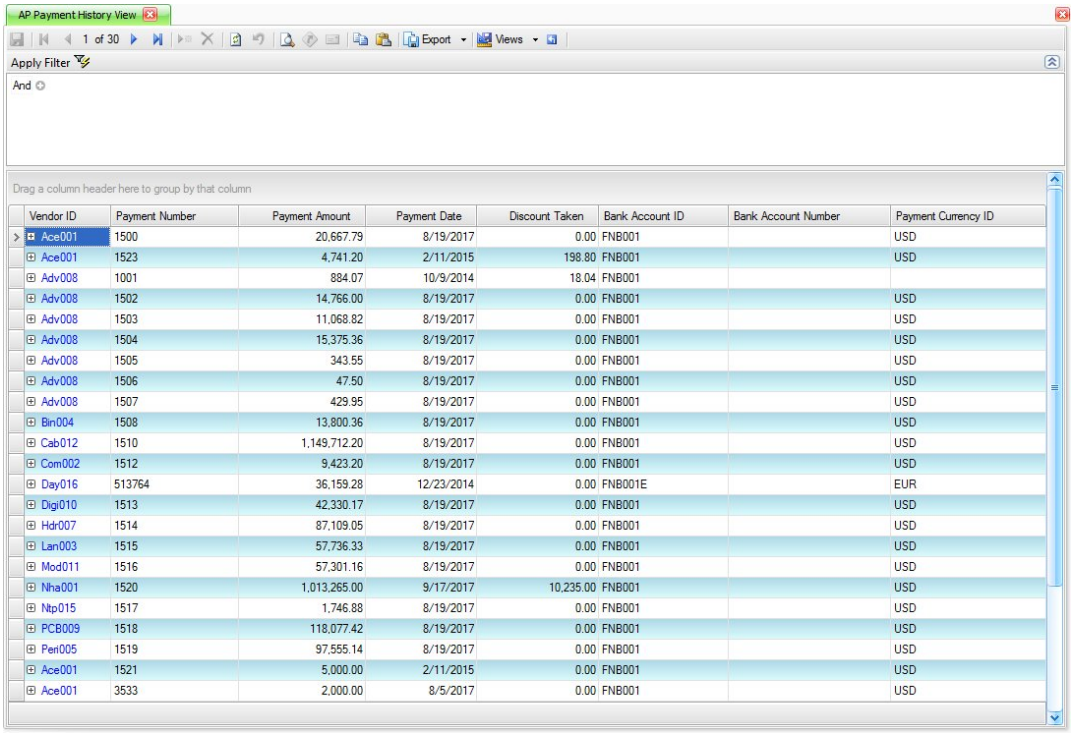
1. Select **Payment History View** from the **Accounts Payable, Interactive Views** menu.

Payment History View Menu



2. The **Payment History View** screen appears.

Payment History View Summary View

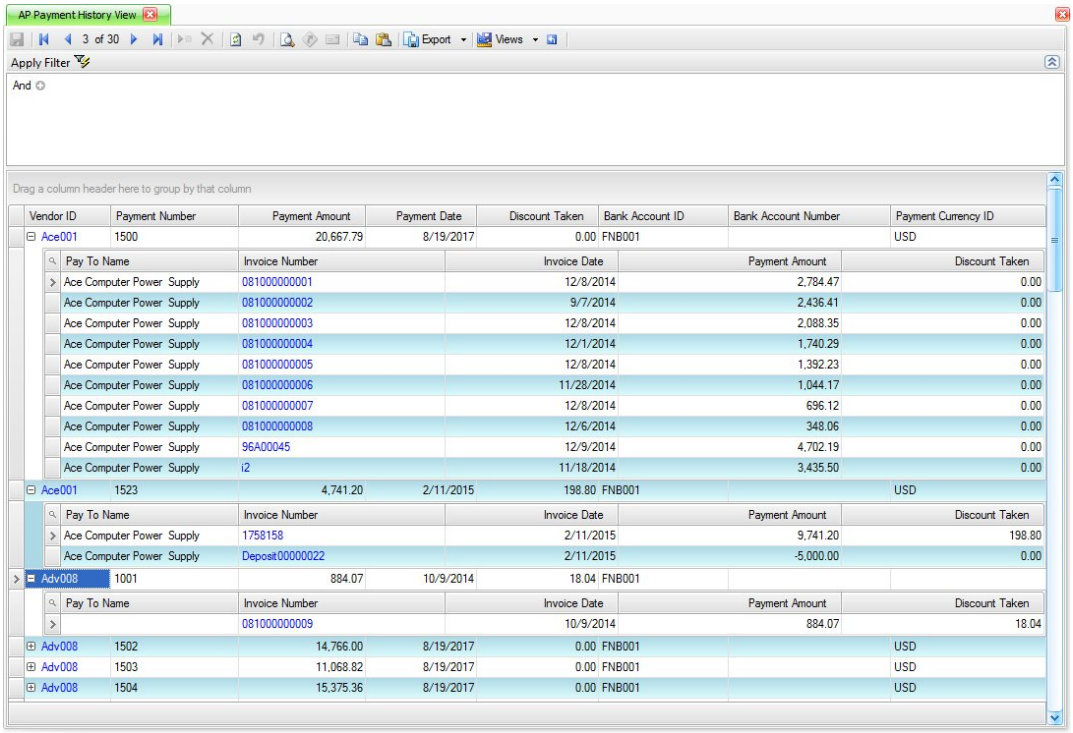


Vendor ID	Payment Number	Payment Amount	Payment Date	Discount Taken	Bank Account ID	Bank Account Number	Payment Currency ID
Ace001	1500	20,667.79	8/19/2017	0.00	FNB001		USD
Ace001	1523	4,741.20	2/11/2015	198.80	FNB001		USD
Adv008	1001	884.07	10/9/2014	18.04	FNB001		
Adv008	1502	14,766.00	8/19/2017	0.00	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
Digi010	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
Ntp015	1517	1,746.88	8/19/2017	0.00	FNB001		USD
PCB009	1518	118,077.42	8/19/2017	0.00	FNB001		USD
Per005	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



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

Vendor ID	Payment Number	Payment Amount	Payment Date	Discount Taken	Bank Account ID	Bank Account Number	Payment Currency ID
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

Vendor ID	Payment Number	Payment Amount	Payment Date	Discount Taken	Bank Account ID	Bank Account Number	Payment Currency ID
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

5. When you click on the **Plus** (+) icon next to the **Vendor ID** it shows a detailed view of the **Invoice Number**s paid for the **Payment Number** selected.
6. 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.
7. 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.
8. 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.

7

Reports

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Vendor Detail History Report 8-51
Vendor Purchase History Report 8-55

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.

8 REPORTS

PO REPORTS MENU OVERVIEW

Before you use the functions on the **Transaction Journals** and **Reports** menus, complete these tasks:

- Use the functions on the Accounts Payable and Purchase Order Setup and Maintenance menus to set up your IDs and codes.
- Use the functions on the Accounts Payable and Purchase Order Master Lists and Inquiry menus to verify your IDs and codes.
- Enter all applicable Transactions.

Use the functions on the **Reports** menus to perform these tasks:

Below are descriptions of the functions on the Reports menu.

- Use the **Open Order Report** (page 7-5) to check for unfilled Purchase Orders.
- Use the **Scheduled Delivery Report** (page 7-9) to check the scheduled delivery of Purchase Orders.
- Use the **Goods Not Received Report** (page 7-13) function to check for unfilled Purchase Orders.
- Use the **Vendor Performance Report** (page 7-17) function to analyze PO history information, including comparisons of requested and actual quantities and dates.
- Use the **Fulfillment Report** (page 7-23) to see Items that have been received to or are available for linked Items on a Purchase Order.

REPORTS

PO Reports Menu Overview

OPEN ORDER REPORT

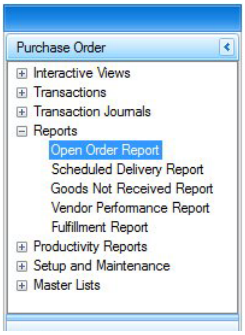
Print an **Open Order Report** for these reasons:

- Print a list of new Purchase Orders every time you enter them. It serves as a reference and audit trail and is more compact and easier to use than a stack of Purchase Orders.
- Print a receiving report as a reference of order and line items when you receive goods or change orders.
- After you post, print a list of the goods that are due. It can help you decide whether to purchase the Items from other Vendors.
- Print a list of outstanding Purchase Orders for a Vendor or an Item. It can help you analyze your purchases.
- Use the second page of the report to get an aged breakdown of the orders you are scheduled to receive in the next 90 days.

To print an **Open Order Report**, follow these steps:

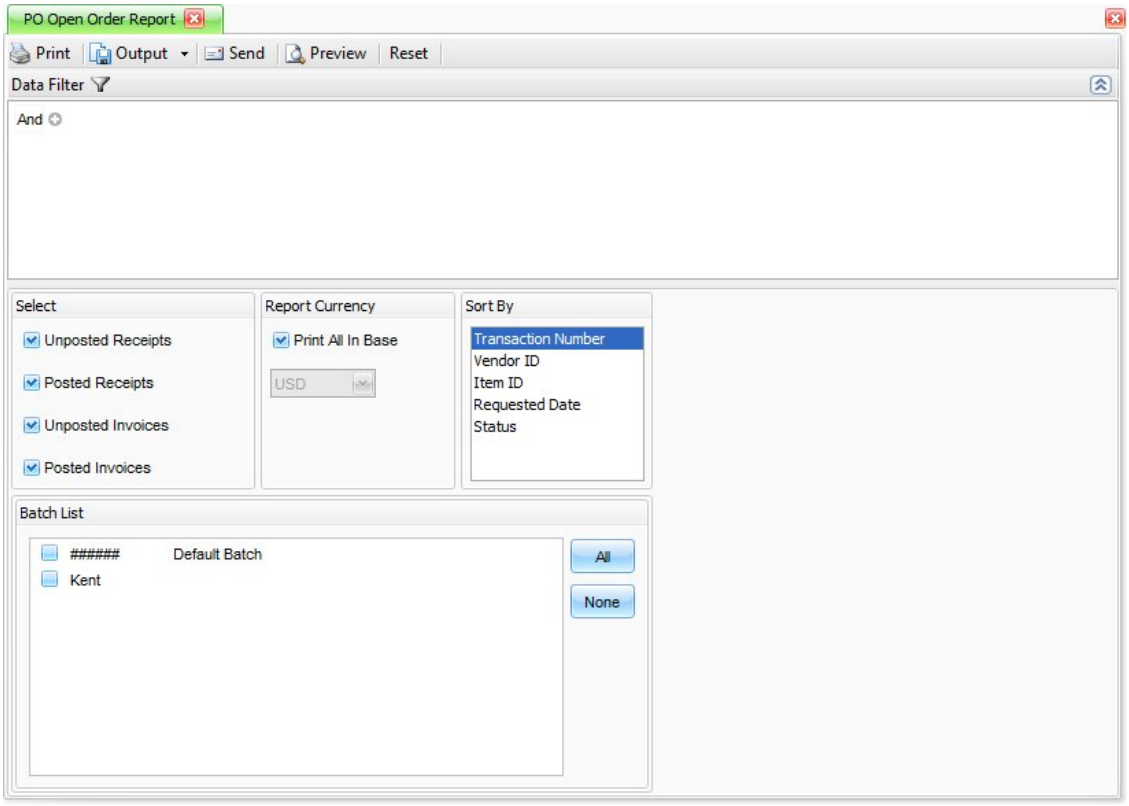
1. Select **Open Order Report** from the **Reports** menu.

Open Order Report Menu



2. The **Open Orders Report** selection screen appears.

Open Orders 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. Select the kinds of Receipts, Invoices, and Lines to **Select** in the report: **Unposted Receipts**, **Posted Receipts**, **Unposted Invoices**, **Posted Invoices**, **Open Lines**, and **Completed Lines**. You may also use any combination of the above boxes to specify the Transactions to include in the report, leaving the others blank.

¥$£€

5. If you use multi-currency, these print options are available:
    - To print Debit Memos 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 Debit Memos that were entered in the base currency are printed on the Journal.

- To print Debit Memos that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only Debit Memos that were entered in the currency you select are printed on the Journal.
- To print all Debit Memos (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 Debit Memos amounts from their original currency to the base currency (if necessary), then prints all Debit Memos on the Journal.

6. Select the **Sort By** order for the report: **Transaction No**, **Vendor ID**, **Item ID**, **Requested Date**, and **Status**.
7. Select the **Batch** codes you want to include in the report. 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.
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.

Open Order Report

Continental Products Unlimited
Open Order Report
Sorted By Transaction Number

USD

Report Filter		**Batch List**	######,Fri,Kent,Mon,Thur,Tues,Wed
Unposted Invoices	Yes	**Posted Invoices**	Yes
Unposted Receipts	Yes	**Posted Receipts**	Yes
Print All In Base	Yes		

Trans No	Batch Code	Vendor ID	Order Status	Order Date	Ordered By				Received By				
00000016	Kent	Bln004	New	11/5/2009	Andrew								
Item ID	Location ID	GL Account		Status	Req Date	Unit	Ord Qty	Ext Cost	Recv Qty	Ext Cost	Invc Qty	Ext Cost	
Description													
SFM100	MN0001	00-000-1230		Open	11/5/2009	EA	5.0000	68.75	0.0000	0.00	0.0000	0.00	
Software Applications/Multimedia													
						Transaction Number 00000016 Total		68.75		0.00		0.00	
00000019	Kent	Ace001	New	7/14/2010	kenth								
Item ID	Location ID	GL Account		Status	Req Date	Unit	Ord Qty	Ext Cost	Recv Qty	Ext Cost	Invc Qty	Ext Cost	
Description													
200100	MN0001	00-000-1230		Open	7/14/2010	EA	2.0000	758.88	0.0000	0.00	0.0000	0.00	
Furnace													
100	MN0001	00-000-1230		Open	7/14/2010	PKG	2.0000	687.10	0.0000	0.00	0.0000	0.00	
Electrical Package													
						Transaction Number 00000019 Total		1,445.98		0.00		0.00	
00000020	Kent	Ace001	New	7/14/2010	kenth								
Item ID	Location ID	GL Account		Status	Req Date	Unit	Ord Qty	Ext Cost	Recv Qty	Ext Cost	Invc Qty	Ext Cost	
Description													
100	MN0001	00-000-1230		Open	7/14/2010	PKG	1.0000	343.55	0.0000	0.00	0.0000	0.00	
Electrical Package													
						Transaction Number 00000020 Total		343.55		0.00		0.00	
00000021	Kent	Cab012	New	7/14/2010	kenth								
Item ID	Location ID	GL Account		Status	Req Date	Unit	Ord Qty	Ext Cost	Recv Qty	Ext Cost	Invc Qty	Ext Cost	
Description													
150	MN0001	00-000-1230		Open	7/14/2010	PKG	2.0000	1,815.06	0.0000	0.00	0.0000	0.00	
Plumbing Package													
						Transaction Number 00000021 Total		1,815.06		0.00		0.00	
00000024	Kent	Cab012	New	7/15/2010	kenth								
Item ID	Location ID	GL Account		Status	Req Date	Unit	Ord Qty	Ext Cost	Recv Qty	Ext Cost	Invc Qty	Ext Cost	
Description													
COM100	MN0001	00-000-1230		Open	7/15/2010	EA	2.0000	2,240.00	0.0000	0.00	0.0000	0.00	
						Transaction Number 00000024 Total		2,240.00		0.00		0.00	
						Grand Total		6,533.34		0.00		0.00	

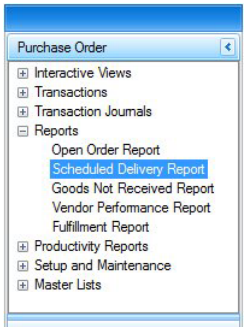
SCHEDULED DELIVERY REPORT

The **Scheduled Delivery Report** shows which orders you should receive on what dates. This report is valuable if the end of a posting period or other important time period is approaching, and you want to see what you should receive. You can also use the Scheduled Delivery Report as a physical inventory worksheet: compare the items in the report against a physical count of inventory and check off the items you receive.

To produce the **Scheduled Delivery Report**, follow these steps:

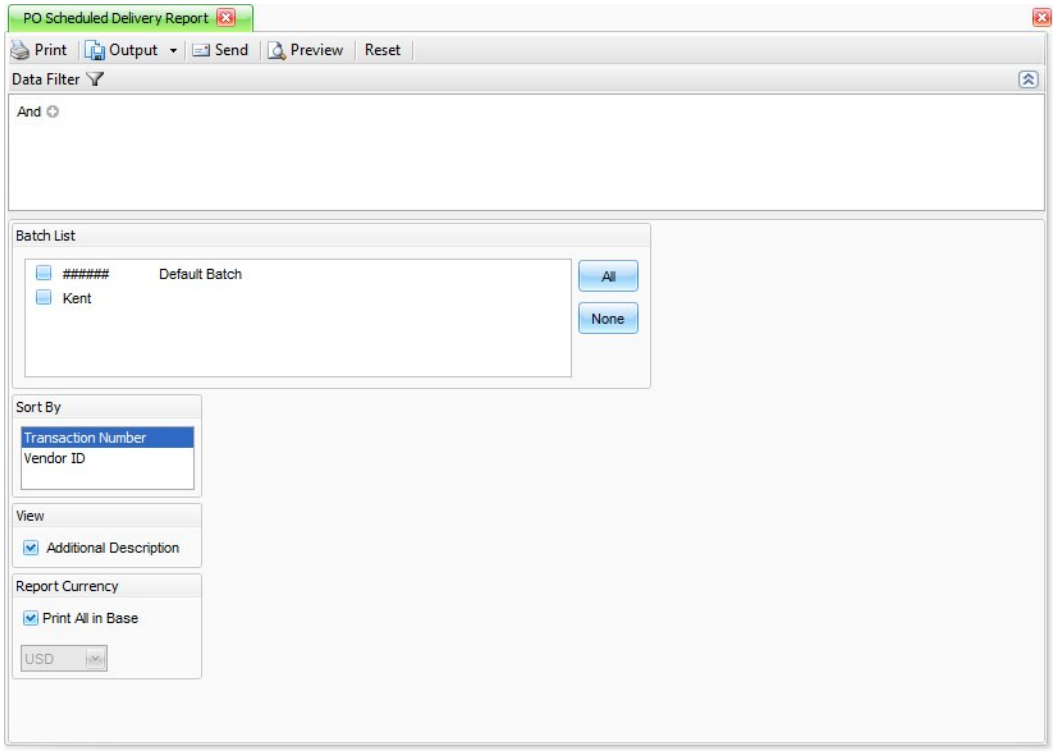
1. Select **Scheduled Delivery Report** from the **Reports** menu.

Scheduled Delivery Report Menu



2. The **Scheduled Delivery Report** selection screen appears.

Scheduled Delivery 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. Select the **Batch** codes you want to include in the report. 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.
5. Select the **Sort By** order for the report: **Transaction Number** or **Vendor ID**.

   When the report is generated, orders are first grouped together by Requested Ship Date, then sorted within that ship date by the sort order you specify.
6. Select the box to **Print Additional Descriptions**; otherwise, clear the box. This option is available only if you selected Yes to Use Additional Descriptions in the Business Rules function.

7. If you use multi-currency, these print options are available:
   - To print Debit Memos 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 Debit Memos that were entered in the base currency are printed on the Journal.
   - To print Debit Memos that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only Debit Memos that were entered in the currency you select are printed on the Journal.
   - To print all Debit Memos (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 Debit Memos amounts from their original currency to the base currency (if necessary), then prints all Debit Memos on the Journal.
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.

Scheduled Delivery Report

Continental Products Unlimited
Scheduled Delivery Report
Sorted By Transaction No

Trans No	Batch Code	Vendor ID	Name								
00000012	######	Cab012	Computer Systems Inc.								
Item ID		Description	Addl Description	Loc ID	Req Date	Expected Qty	Received Qty	Unit	Unit Cost	Ext Cost	
CPU100		Pentium II 400		MN0001	8/14/2009	20.0000	_____	EA	200.0000	4,000.00	
								Transaction No 00000012 Total		4,000.00	
00000014	######	Ace001	Ace Computer Power Supply								
Item ID		Description	Addl Description	Loc ID	Req Date	Expected Qty	Received Qty	Unit	Unit Cost	Ext Cost	
150		Plumbing Package		MN0001	8/14/2009	25.0000	_____	PKG	907.5300	22,688.25	
								Transaction No 00000014 Total		22,688.25	
00000015	######	Ace001	Ace Computer Power Supply								
Item ID		Description	Addl Description	Loc ID	Req Date	Expected Qty	Received Qty	Unit	Unit Cost	Ext Cost	
250		Exterior Panels		MN0001	8/14/2009	650.0000	_____	CS	1,342.8700	872,865.50	
								Transaction No 00000015 Total		872,865.50	
00000016	######	Ace001	Ace Computer Power Supply								
Item ID		Description	Addl Description	Loc ID	Req Date	Expected Qty	Received Qty	Unit	Unit Cost	Ext Cost	
300		Interior Door		MN0001	8/14/2009	150.0000	_____	EA	22.0100	3,301.50	
								Transaction No 00000016 Total		3,301.50	
00000017	######	Ace001	Ace Computer Power Supply								
Item ID		Description	Addl Description	Loc ID	Req Date	Expected Qty	Received Qty	Unit	Unit Cost	Ext Cost	
400		Interior Materials		MN0001	8/14/2009	25.0000	_____	PKG	855.6100	21,390.25	
								Transaction No 00000017 Total		21,390.25	
00000018	######	Ace001	Ace Computer Power Supply								
Item ID		Description	Addl Description	Loc ID	Req Date	Expected Qty	Received Qty	Unit	Unit Cost	Ext Cost	
450		Slide by Window 24" x 40"		MN0001	8/14/2009	100.0000	_____	EA	161.1400	16,114.00	
								Transaction No 00000018 Total		16,114.00	

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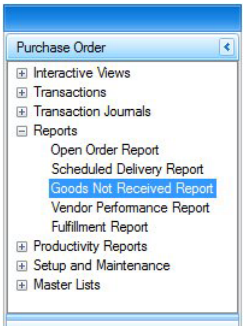
GOODS NOT RECEIVED REPORT

The **Goods Not Received Report** lists orders whose goods have not been received. If an Order has a line Item that has not been fully received, it is listed in the report with the detail for each incomplete line Item.

To produce the **Goods Not Received Report**, follow these steps:

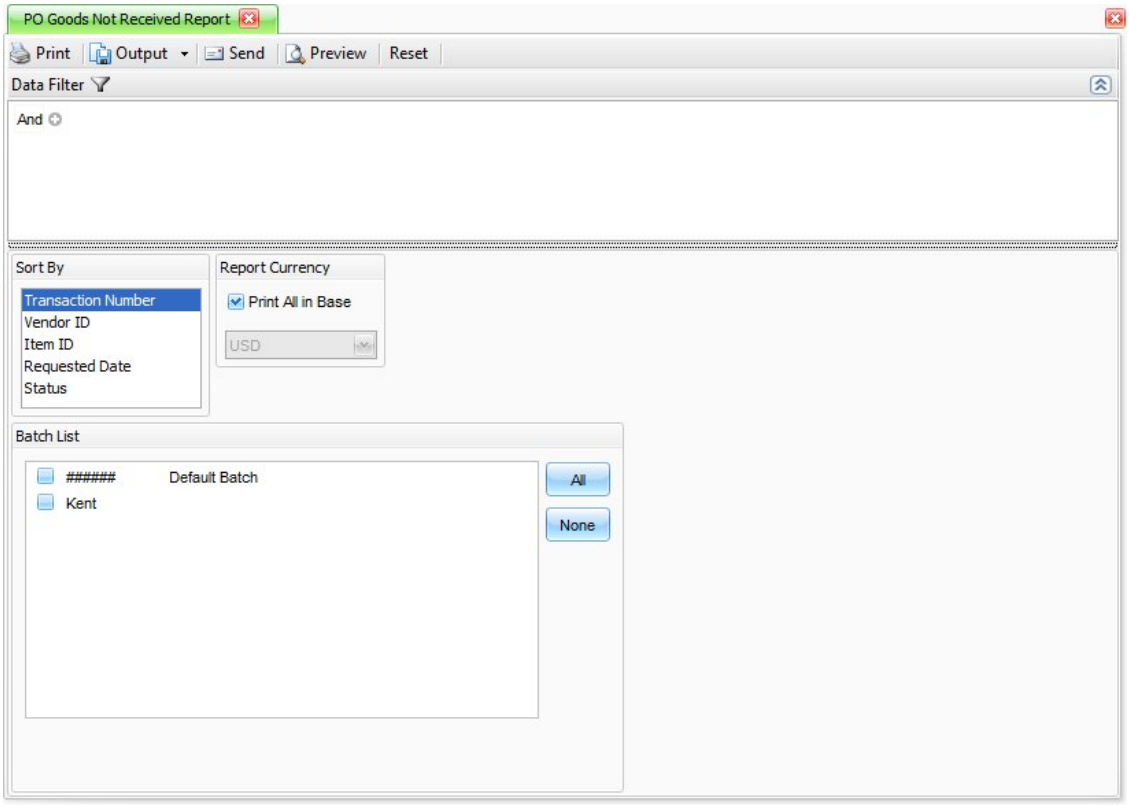
1. Select **Goods Not Received Report** from the **Reports** menu.

Goods Not Received Report Menu



2. The **Goods Not Received Report** selection screen appears.

Goods Not Received 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. Select the **Sort By** order for the report: **Transaction Number**, **Vendor ID**, **Item ID**, **Requested Date**, and **Status**.
5. If you use multi-currency, these print options are available:

¥$£€

- To print Debit Memos 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 Debit Memos that were entered in the base currency are printed on the Journal.
- To print Debit Memos that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only Debit Memos that were entered in the currency you select are printed on the Journal.

- To print all Debit Memos (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 Debit Memos amounts from their original currency to the base currency (if necessary), then prints all Debit Memos on the Journal.

6. Select the **Batch** codes you want to include in the report. 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.
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.

Goods Not Received Report

USD

Continental Products Unlimited
Goods Not Received Report
Sorted By Transaction No

Report Filter
Batch List ######,Fri,KentMon,Thur,Tues,Wed

Print All In BaseCurrency Yes

Trans No	Batch Code	Vendor ID	Order Status	Order Date	Ordered By	Received By									
00000016	Kent	Bin004	New	11/5/2009	Andrew	Unit	Ord Qty	Ord Cost	Rcvd Qty	Rcvd Cost	Unrcvd Qty	Unrcvd Cost			
Status	Item ID	Loc ID	Description	GL Account	Req Date	EA	5.0000	68.75	0.0000	0.00	5.0000	68.75			
Open	SFM100	MN0001	Software Applications/Multimedia	00-000-1230	11/5/2009										
Transaction No 00000016 Total								68.75		0.00		68.75			
00000019	Kent	Ace001	New	7/14/2010	kenth	Unit	Ord Qty	Ord Cost	Rcvd Qty	Rcvd Cost	Unrcvd Qty	Unrcvd Cost			
Status	Item ID	Loc ID	Description	GL Account	Req Date	PKG	2.0000	687.10	0.0000	0.00	2.0000	687.10			
Open	100	MN0001	Electrical Package	00-000-1230	7/14/2010										
Open	200100	MN0001	Furnace	00-000-1230	7/14/2010	EA	2.0000	758.88	0.0000	0.00	2.0000	758.88			
Transaction No 00000019 Total								1,445.98		0.00		1,445.98			
00000020	Kent	Ace001	New	7/14/2010	kenth	Unit	Ord Qty	Ord Cost	Rcvd Qty	Rcvd Cost	Unrcvd Qty	Unrcvd Cost			
Status	Item ID	Loc ID	Description	GL Account	Req Date	PKG	1.0000	343.55	0.0000	0.00	1.0000	343.55			
Open	100	MN0001	Electrical Package	00-000-1230	7/14/2010										
Transaction No 00000020 Total								343.55		0.00		343.55			
00000021	Kent	Cab012	New	7/14/2010	kenth	Unit	Ord Qty	Ord Cost	Rcvd Qty	Rcvd Cost	Unrcvd Qty	Unrcvd Cost			
Status	Item ID	Loc ID	Description	GL Account	Req Date	PKG	2.0000	1,815.06	0.0000	0.00	2.0000	1,815.06			
Open	150	MN0001	Plumbing Package	00-000-1230	7/14/2010										
Transaction No 00000021 Total								1,815.06		0.00		1,815.06			
00000024	Kent	Cab012	New	7/15/2010	kenth	Unit	Ord Qty	Ord Cost	Rcvd Qty	Rcvd Cost	Unrcvd Qty	Unrcvd Cost			
Status	Item ID	Loc ID	Description	GL Account	Req Date	EA	2.0000	2,240.00	0.0000	0.00	2.0000	2,240.00			
Open	COM100	MN0001	Multimedia Desktop	00-000-1230	7/15/2010										
Transaction No 00000024 Total								2,240.00		0.00		2,240.00			

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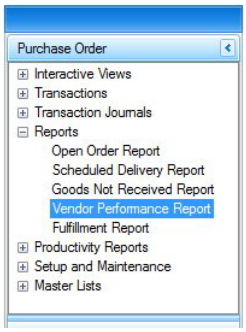
VENDOR PERFORMANCE REPORT

Use the **Vendor Performance Report** function to analyze PO history information, including comparisons of requested and actual quantities and dates.

To produce the **Vendor Performance Report**, follow these steps:

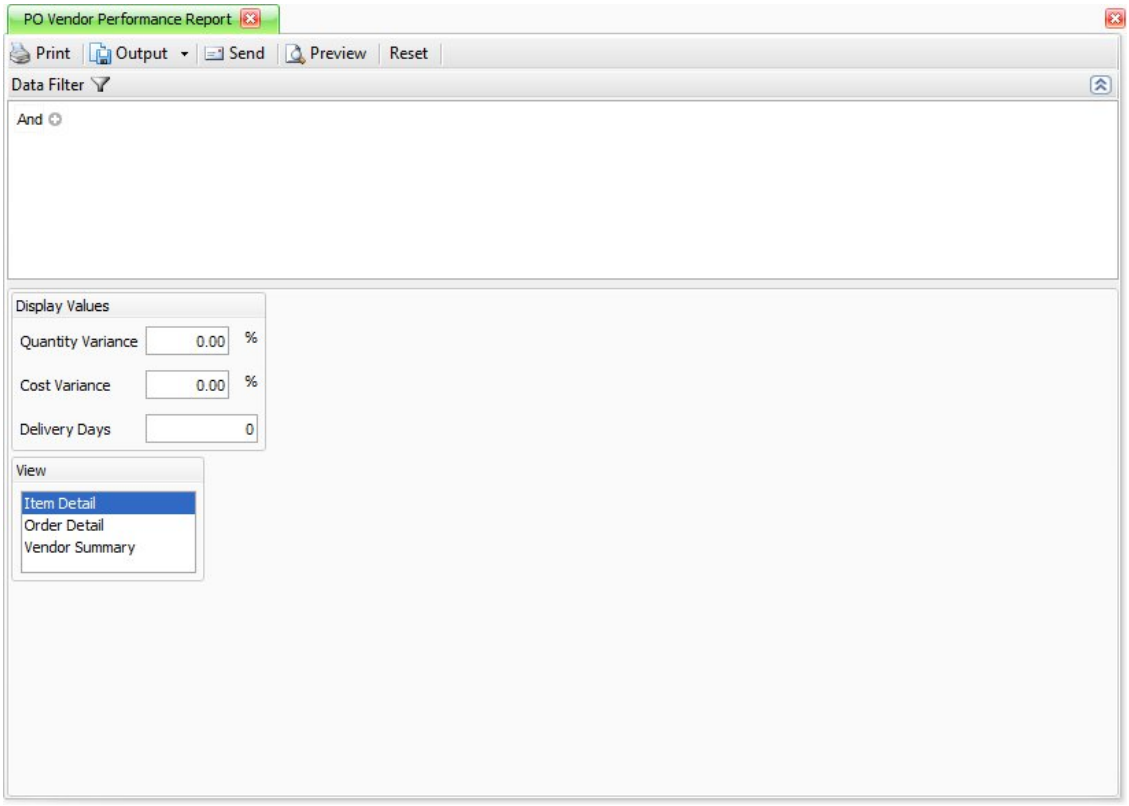
1. Select **Vendor Performance Report** from the **Reports** menu.

Vendor Performance Report Menu



2. The **Vendor Performance Report** screen appears.

Vendor Performance 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. Enter the **Display Values** for **Quantity Variance %** between quantity Ordered and quantity Received.

   The Quantity Variance % is calculated as:

   (the sum of the qty received on all Receipts for that line Item - line Item ordered qty) / line Item ordered qty * 100
5. Enter the **Display Values** for **Cost Variance %** between the cost at order and actual cost.

   The Cost Variance % is calculated as:

   (average cost from all invoices for that line Item - line Item unit cost) / line Item unit cost * 100

6. Enter the **Display Values** for the number of maximum **Delivery Days**.

   Delivery days is the difference between the Requested (Ship) Date on the line Item/order and the actual Received Date. For example: if you enter 5 for Delivery Days it should only show Vendor's that delivered 5 or more days late.

   Leave all the above boxes blank to print a Vendor Performance Report that includes all available transactions. You may also use any combination of the above boxes to specify the transactions to include in the report, leaving the others blank.

7. Choose to **View Item Detail**, **Order Detail**, or a **Vendor Summary**. See the sample reports below for more detail.

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.

Vendor Performance Report - Item Detail Report

Continental Products Unlimited
Vendor Perfomance Report
Item Detail

Report Filter
Quantity Variance 0.00
Delivery Days 0

Cost Variance 0.00

Vendor ID / Order No	Name / Loc ID	Item ID / Description	Ord Qty	Act Qty	Var %	Ord Cost	Act Cost	Var %	Req Date	Act Date	Var Days
Ace001	Ace Computer Power Supply	MON103									
00000011	MN0001	23" Flat-Panel LCD HD Monitor	10.0000	10.0000	0.00	320.0000	320.0000	0.00	11/4/2009	11/18/2009	14
Ace001	Ace Computer Power Supply	SND100									
00000011	MN0001	SBLSound Plus Card	20.0000	20.0000	0.00	37.0000	37.0000	0.00	11/4/2009	11/18/2009	14
Ace001	Ace Computer Power Supply	SND100									
00000018	MN0001	SBLSound Plus Card	5.0000	5.0000	0.00	37.0000	37.0000	0.00	12/4/2009	11/3/2009	-31
Ace001	Ace Computer Power Supply	COM100									
00000026	MN0001	Multimedia Desktop	2.0000	2.0000	0.00	465.0000	465.0000	0.00	7/27/2010	7/27/2010	0
Ace001	Ace Computer Power Supply	200100									
00000033	MN0001	Furnace	2.0000	2.0000	0.00	379.4400	379.4400	0.00	8/10/2010	8/12/2010	2
Ace001	Ace Computer Power Supply	800001									
00000033	MN0001	Wallpaper - Contemporary	50.0000	50.0000	0.00	1.1500	1.1500	0.00	8/10/2010	8/12/2010	2
Adv008	Advanced Cirquit Boards Plus	MTB100									
00000012	MN0001	Pentium Opti 256K Burst Cache	10.0000	10.0000	0.00	85.0000	85.0000	0.00	11/4/2009	11/3/2009	-1
Adv008	Advanced Cirquit Boards Plus	VGA100									
00000014	MN0001	PCI Std. 2MB VG	5.0000	5.0000	0.00	55.2500	55.2500	0.00	12/15/2009	12/4/2009	-11
Adv008	Advanced Cirquit Boards Plus	200100									
00000029	MN0001	Furnace	2.0000	2.0000	0.00	379.4400	379.4400	0.00	8/5/2010	8/5/2010	0
Cab012	Computer Systems Inc.	COM100									
00000023	MN0001	Multimedia Desktop	2.0000	2.0000	0.00	1,120.0000	1,120.0000	0.00	7/15/2010	7/15/2010	0
Digi010	Digital CD-Rom Drives	350									
00000002	CA0001	Entry Door	100.0000	100.0000	0.00	210.0300	210.0300	0.00	11/10/2009	8/12/2010	275
Rem014	Remote Power Supply Inc.	M250									
00000003	MN0002	Steel Cross Tubing 3 x 1.5" Unpaint	20,000.0000	20,000.0000	0.00	0.1200	0.1200	0.00	11/10/2009	11/3/2009	-7

8/12/2010 3:21 PM *** End of Report *** OPEN_SYSTEMS\kenthe

Vendor Performance Report - Order Detail Report

Continental Products Unlimited
Vendor Perfomance Report
Order Detail

Report Filter
Quantity Variance 0.00
Delivery Days 0

Cost Variance 0.00

Vendor ID	Name	Ord Qty	Act Qty	Var %	Ord Cost	Act Cost	Var %	Req Date	Act Date	Var Days
Order No										
Ace001	Ace Computer Power Supply	30.0000	30.0000	0.00	357.0000	357.0000	0.00			14
00000011										
Ace001	Ace Computer Power Supply	5.0000	5.0000	0.00	37.0000	37.0000	0.00			-31
00000018										
Ace001	Ace Computer Power Supply	2.0000	2.0000	0.00	465.0000	465.0000	0.00			0
00000026										
Ace001	Ace Computer Power Supply	52.0000	52.0000	0.00	380.5900	380.5900	0.00			2
00000033										
Adv008	Advanced Cirquit Boards Plus	10.0000	10.0000	0.00	85.0000	85.0000	0.00			-1
00000012										
Adv008	Advanced Cirquit Boards Plus	5.0000	5.0000	0.00	55.2500	55.2500	0.00			-11
00000014										
Adv008	Advanced Cirquit Boards Plus	2.0000	2.0000	0.00	379.4400	379.4400	0.00			0
00000029										
Cab012	Computer Systems Inc.	2.0000	2.0000	0.00	1,120.0000	1,120.0000	0.00			0
00000023										
Digi010	Digital CD-Rom Drives	100.0000	100.0000	0.00	210.0300	210.0300	0.00			275
00000002										
Rem014	Remote Power Supply Inc.	20,000.0000	20,000.0000	0.00	0.1200	0.1200	0.00			-7
00000003										

8/12/2010 3:23 PM ***** End of Report ***** **OPEN_SYSTEMS\kenthe**

Vendor Performance Report - Vendor Summary Report

Continental Products Unlimited
Vendor Performance Report
Vendor Summary

Report Filter
Quantity Variance 0.00
Delivery Days 0

Cost Variance 0.00

Vendor ID	Name	Ord Qty	Act Qty	Var %	Ord Cost	Act Cost	Var %	Req Date	Act Date	Var Days
Ace001	Ace Computer Power Supply	89.0000	89.0000	0.00	1,239.5900	1,239.5900	0.00			0
Adv008	Advanced Ciruit Boards Plus	17.0000	17.0000	0.00	519.6900	519.6900	0.00			-4
Cab012	Computer Systems Inc.	2.0000	2.0000	0.00	1,120.0000	1,120.0000	0.00			0
Digi010	Digital CD-Rom Drives	100.0000	100.0000	0.00	210.0300	210.0300	0.00			275
Rem014	Remote Power Supply Inc.	20,000.0000	20,000.0000	0.00	0.1200	0.1200	0.00			-7

8/12/2010 3:24 PM *** End of Report *** OPEN_SYSTEM\kenthe

FULFILLMENT REPORT

Use the **Fulfillment Report** to see Items on transactions in other applications, that have been received to, or are available for linked Items on a Purchase Order. Linked orders are orders that have been generated from another application, or generated from Purchase Requisitions generated from another application. When Items that are linked are received on a Purchase Order the linked transaction is updated with the quantity Received. These orders then need to be addressed in the linked application to finish the transaction.

> **Example: When a Purchase Order is generated from a Sales Order and the Items are received in Purchase Order, the Received quantity is put into the Shipped field of the Sales Order and the status of the order is changed to Picked. This Sales Order now needs to be Verified to invoice the Sales Order.**

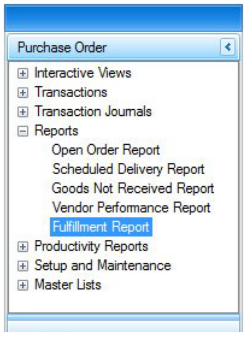
This report will show you those Items that have been received in Purchase Order and now need to have the transactions finished in the source application. This report could be printed first thing each day to list those transactions that have been automatically updated from the Purchase Order receiving.

Information for this report will only be populated if you selected Yes to the Transaction Link option in the Business Rules function (page 3-5).

To produce the **Fulfillment Report**, follow these steps:

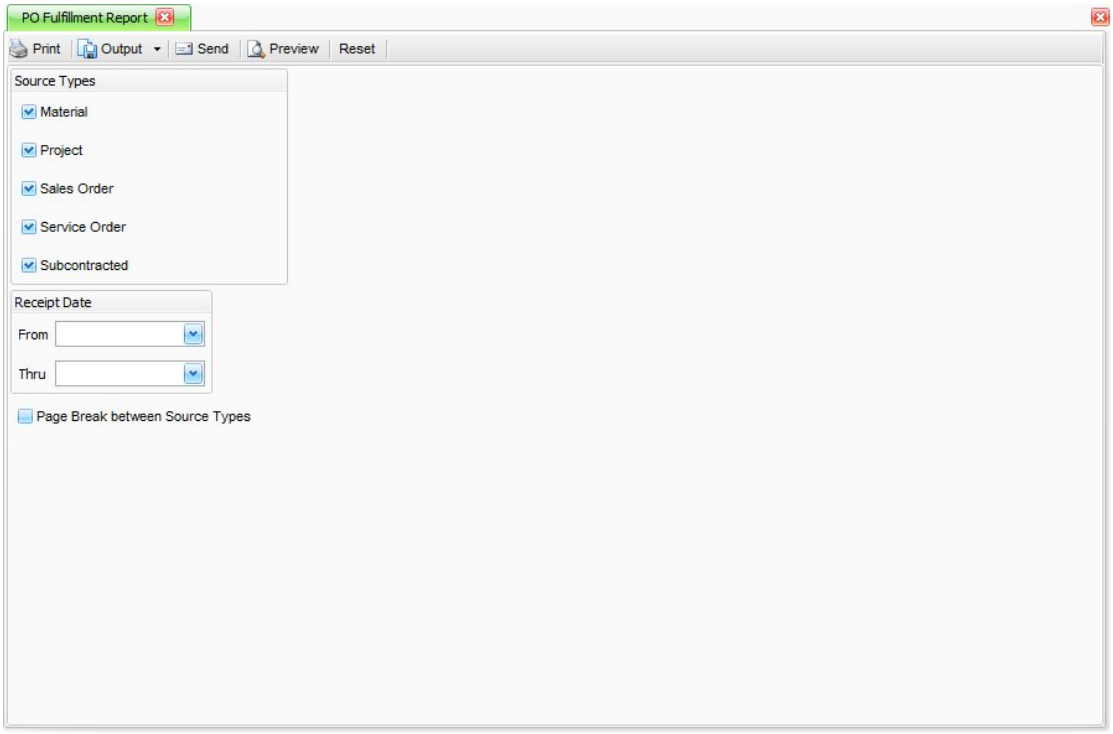
1. Select **Fulfillment Report** from the **Reports** menu.

Fulfillment Report Menu



2. The **Fulfillment Report** screen appears.

Fulfillment Report Screen



3. Select the Source Types to include in the fulfillment report from the **Source Types** field: **Material**, **Project**, **Sales Order**, **Service Order**, and **Subcontracted**. You may also use any combination of the above boxes to specify the Transactions to include in the report, leaving the others blank.
4. Select a range for receipt dates to include in the fulfillment report from the **Receipt Date From** and **Thru** fields.
5. Select the **Page Break between Source Types** check box, if applicable, to separate the source types on the report by a page break.

6. 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.

Fulfillment Report

Continental Products Unlimited
Fulfillment Report

Page 1

Receipt Date From		Thru	
Material	No	Subcontracted	No
Sales Order	Yes	Service Order	No
Project	Yes		
Page Break between Source Type	No		

Source Type
Sales Order

References	Item ID	Location ID	Description
00000030-1	100	MN0001	Electrical Package
00000030-2	200100	MN0001	Furnace
00000030-3	200200	MN0001	Water Heater

8/12/2010 3:34 PM

*** End of Report ***

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AP REPORTS 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** (page 7-29) 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** (page 7-35) is an analysis of your company's outstanding payables.
- The **Payments History Report** (page 7-39) shows paid invoices, check numbers, check dates, and payment types.
- The **Purchase Analysis Report** (page 7-43) 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** (page 7-47) identifies your purchases, the Vendors from which you purchased, and how often you make purchases.
- The **Vendor Detail History Report** (page 7-51) shows the posted purchases and returns you made. You can generate a summary report or a detailed report.
- The **Vendor Purchase History Report** (page 7-55) 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.

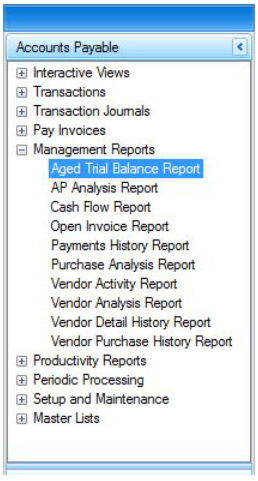
View Vendor

- **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:

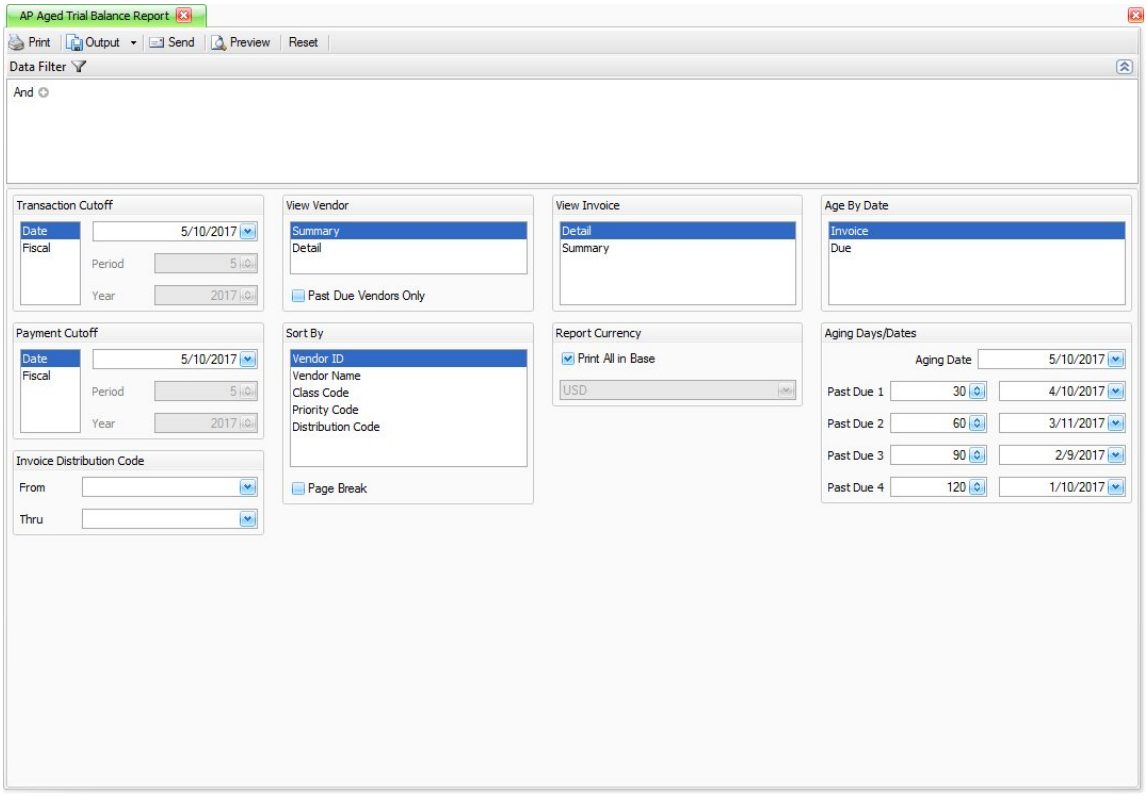
1. Select **Aged Trial Balance Report** from the **Accounts Payable, Management Reports** menu.

Aged Trial Balance Report Menu



2. The **Aged Trial Balance Report** screen appears.

Aged Trial Balance 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. 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 5-29).

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
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.

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

Transaction Cutoff Date 5/10/2017
Payment Cutoff Date 5/10/2017
Aging Date 5/10/2017

Report Filter
Invoice Distribution Code From Thru
View Vendor Summary Print All In Base Currency Yes
Past Due Vendors Only No

Invoice No	Invc/Pmt Date	Type	Status	Amount	Current	31 - 60 4/10/2017	61 - 90 3/11/2017	91 - 120 2/9/2017	Over 120 1/10/2017	Future
Deposit00000022	2/11/2017	Deb	Hold	-5,000.00	0.00	0.00	-5,000.00	0.00	0.00	0.00
Deposit00000022	2/11/2017	Inv	Hold	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00
Ace001, Ace Computer Power Supply - Total				0.00	0.00	0.00	0.00	0.00	0.00	0.00
091100000073	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
030200000011	12/2/2016	Inv	Released	4,579.60	0.00	0.00	0.00	0.00	4,579.60	0.00
Day016, Daylight Reality Corporation - Total				4,579.60	0.00	0.00	0.00	0.00	4,579.60	0.00
248892	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
C6L012	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	3,991.96	0.00	0.00	0.00	0.00	3,991.96	0.00
Mic006, Micro Processors Ltd. - Total				45,299.83	0.00	0.00	0.00	0.00	45,299.83	0.00
091100000070	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
091100000071	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

*** End of Report ***

5/10/2017 9:57 AM — Kent.Heitkamp

Aged Trial Balance Report -Vendor Summary-Invoice Summary

Continental Products Unlimited — PAGE 1
Summary Aged Trial Balance — USD
Aged By Invoice Date
Sorted By Vendor ID

Transaction Cutoff Date 5/10/2017
Payment Cutoff Date 5/10/2017
Aging Date 5/10/2017

Report Filter
Invoice Distribution Code From — Thru
View Vendor Summary — Print All In Base Currency Yes
Past Due Vendors Only No

Vendor ID/Name	Invc/Pmt Date	Type	Status	Amount	Current	31 - 60 4/10/2017	61 - 90 3/11/2017	91 - 120 2/9/2017	Over 120 1/10/2017	Future
Ace001, Ace Computer Power Supply - Total				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
Day016, Daylight Reality Corporation - Total				4,579.60	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	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
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

*** End of Report ***

5/10/2017 11:01 AM — Kent.Heitkamp

AP ANALYSIS REPORT

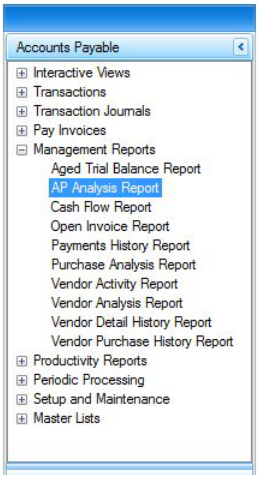
The **AP Analysis Report** is an analysis of your company's payables. The report has three parts. Each part compares the payables of a period you specify with those of a previous period, the average of the previous three periods, and the same period of the previous year.

- 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:

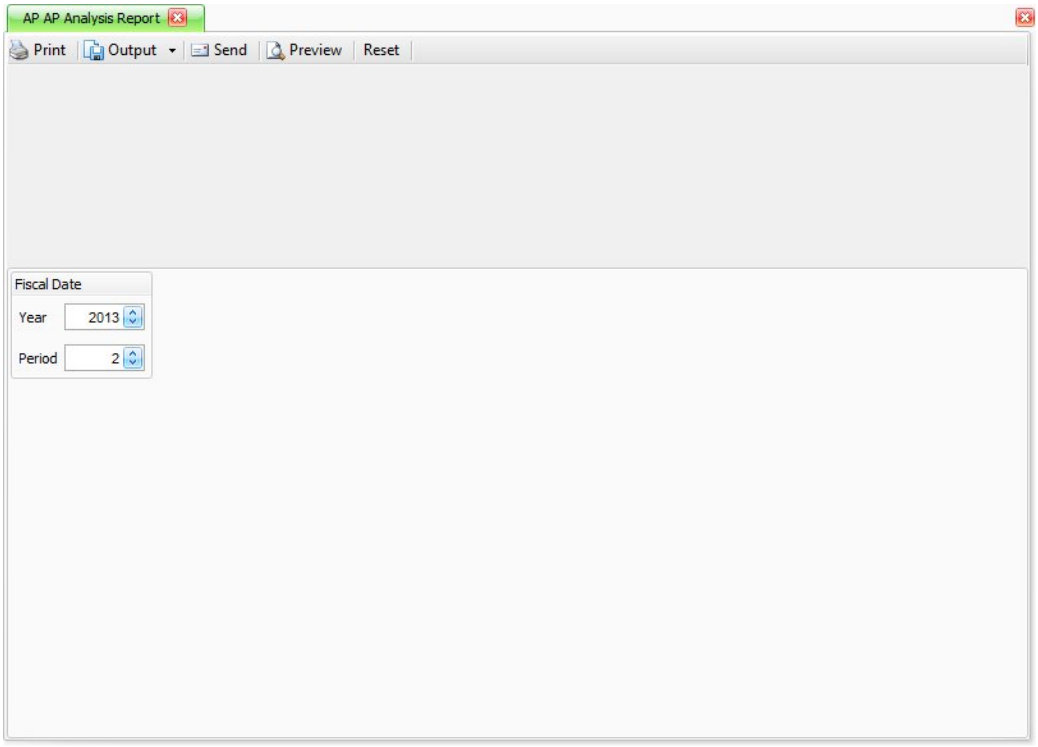
1. Select **AP Analysis Report** from the **Accounts Payable, Management Reports** menu.

AP Analysis Report Menu



2. The **AP Analysis Report** screen appears.

AP Analysis Report Screen



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

ACCOUNTS PAYABLE

	---Current Period---		---3-Period Average---			---Prior Period---			---Same Period Last Year---		
	Amount	%Purchases	Amount	%Purchases	%Current	Amount	%Purchases	%Current	Amount	%Purchases	%Current
Total Purchases	5,799.00	100.00	13,228.34	100.00	228.11	33,886.03	100.00	584.34	0.00	0.00	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	0.00	138.67

PAYMENTS

	---Current Period---		---3-Period Average---			---Prior Period---			---Same Period Last Year---		
	Amount	%Payments	Amount	%Payments	%Current	Amount	%Payments	%Current	Amount	%Payments	%Current
Total Payments	0.00	0.00	33,917.31	100.00	0.00	101,751.93	100.00	0.00	0.00	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	0.00	0.00
Prepayments	0.00	0.00	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	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	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	%Current	Amount	%Available %Eligible	%Current
Discounts Available	0.00	0.00 0.00	301.18	100.00 0.00	0.00	903.54	100.00 0.00	0.00	0.00	0.00 0.00	0.00
Discounts Taken	0.00	0.00 0.00	0.00	0.00 0.00	0.00	0.00	0.00 0.00	0.00	0.00	0.00 0.00	0.00
Discounts Lost	0.00	0.00 0.00	301.18	100.00 0.00	0.00	903.54	100.00 0.00	0.00	0.00	0.00 0.00	0.00

8/10/2010 3:17 PM *** End of Report *** OPEN_SYSTEMS\kenthe

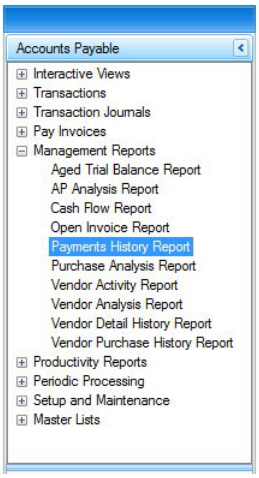
PAYMENTS HISTORY REPORT

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:

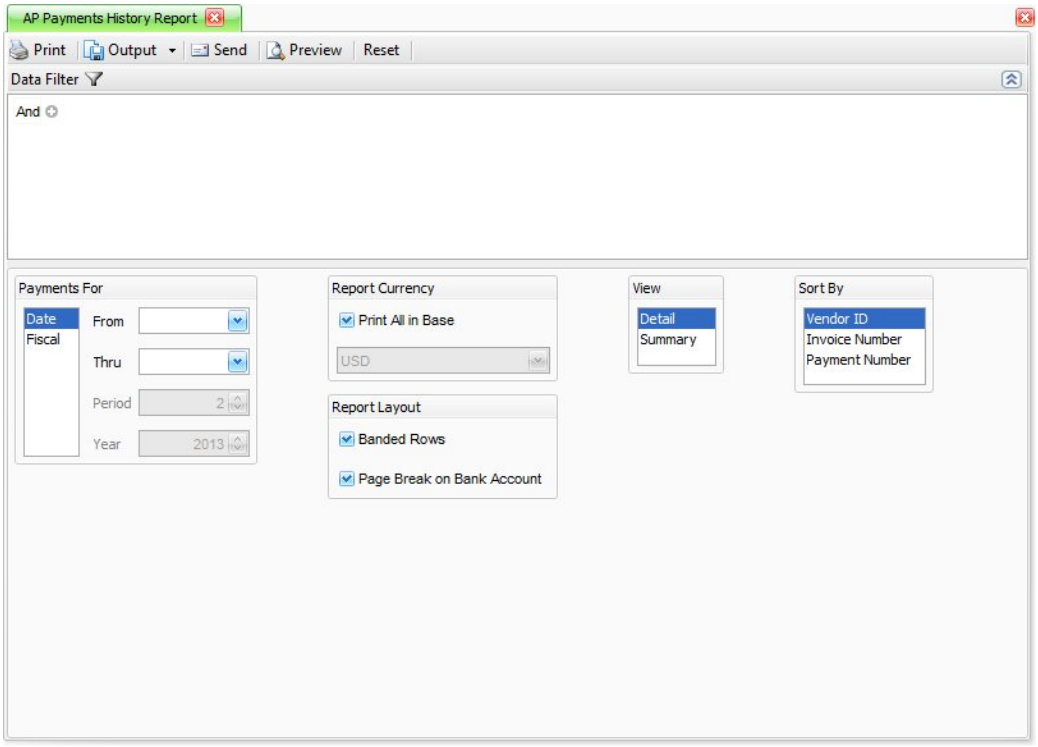
1. Select **Payments History Report** from the **Accounts Payable, Management Reports** menu.

Payments History Report Menu



2. The **Payments History Report** screen appears.

Payments History 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 **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 Debit Memos 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 Debit Memos that were entered in the base currency are printed on the Journal.
- To print Debit Memos that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only Debit Memos that were entered in the currency you select are printed on the Journal.

- To print all Debit Memos (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 Debit Memos amounts from their original currency to the base currency (if necessary), then prints all Debit Memos on the Journal.

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
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.

Payments History Report

Continental Products Unlimited
Payments History Report
Detail by Vendor ID

Page 1
USD

Report Filter
Payment Date From — Thru
Report Currency: USD — Print All In Base Currency: Yes

Bank Account ID	Name											
Vendor ID	Paid To Name	Payment No	Date	Pd/Year	Invoice No	Date	Gross Amount	Discount	Net Paid	Status
FNB001	First National Bank of Minneapolis									
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	0810000000001	3/8/2007	2,784.47	0.00	2,784.47	Void
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	0810000000001	3/8/2007	2,784.47	0.00	2,784.47	Pmt
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	0810000000002	12/6/2006	2,436.41	0.00	2,436.41	Void
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	0810000000002	12/6/2006	2,436.41	0.00	2,436.41	Pmt
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	0810000000003	3/8/2007	2,088.35	0.00	2,088.35	Void
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	0810000000003	3/8/2007	2,088.35	0.00	2,088.35	Pmt
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	0810000000004	3/1/2007	1,740.29	0.00	1,740.29	Void
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	0810000000004	3/1/2007	1,740.29	0.00	1,740.29	Pmt
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	0810000000005	3/8/2007	1,392.23	0.00	1,392.23	Void
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	0810000000005	3/8/2007	1,392.23	0.00	1,392.23	Pmt
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	0810000000006	2/26/2007	1,044.17	0.00	1,044.17	Void
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	0810000000006	2/26/2007	1,044.17	0.00	1,044.17	Pmt
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	0810000000007	3/8/2007	696.12	0.00	696.12	Void
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	0810000000007	3/8/2007	696.12	0.00	696.12	Pmt
Ace001	Ace Computer Power Supply	1500	11/17/2009	11/2009	0810000000008	3/6/2007	348.06	0.00	348.06	Void
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	0810000000008	3/6/2007	348.06	0.00	348.06	Pmt
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	1	11/3/2009	2,002.50	0.00	2,002.50	Pmt
Ace001	Ace Computer Power Supply	3533	11/3/2009	11/2009	1	11/3/2009	2,000.00	0.00	2,000.00	Prepaid
Ace001	Ace Computer Power Supply	1520	6/11/2010	6/2010	11160000021	11/24/2009	1,700.00	0.00	1,700.00	Pmt
Ace001	Ace Computer Power Supply	1541	8/9/2010	8/2010	147852	7/12/2010	3,435.50	0.00	3,435.50	Pmt
Ace001	Ace Computer Power Supply	1541	8/9/2010	8/2010	18	11/3/2009	-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	32168796	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

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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.

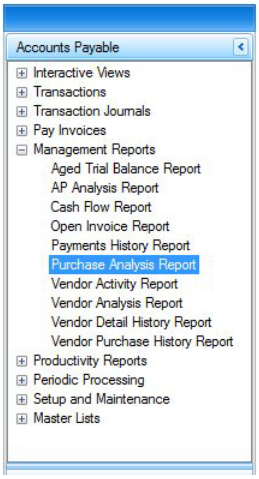
The report has two parts.

- The first part shows the **Current** and **Previous Year**s' **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:

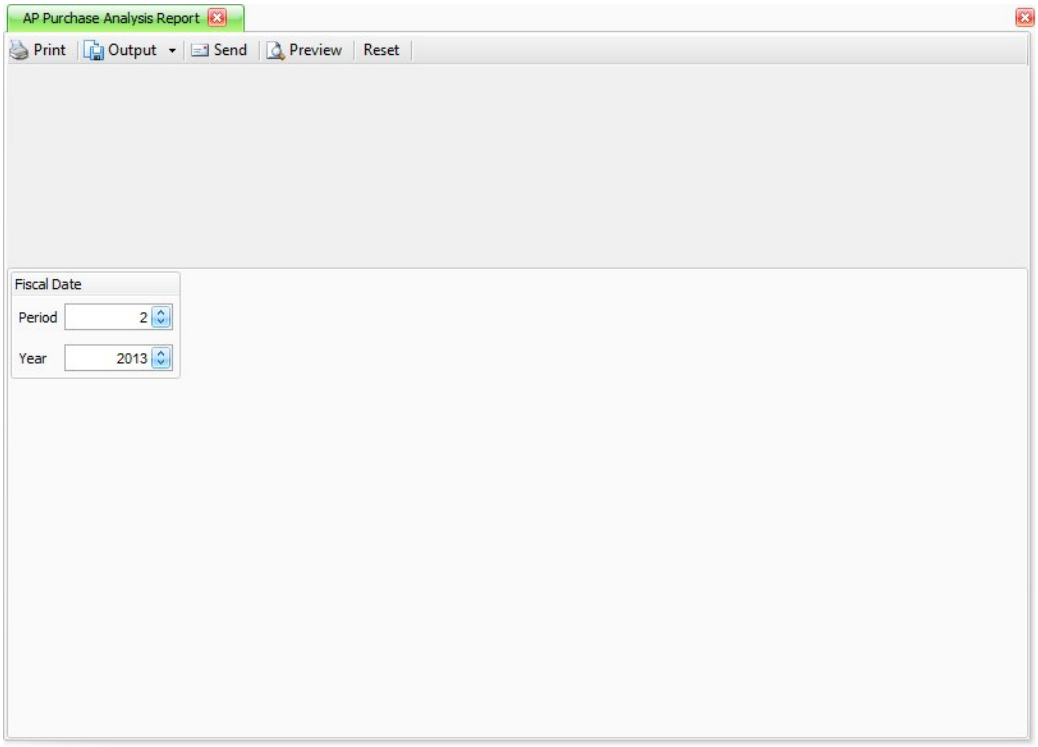
1. Select **Purchase Analysis Report** from the **Accounts Payable, Management Reports** menu.

Purchase Analysis Report Menu



2. The **Purchase Analysis Report** screen appears.

Purchase Analysis Report Screen



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.

Purchase Analysis Report

Continental Products Unlimited
Purchase Analysis Report
For Fiscal Period 7/2010

Page 1

	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

	Purchases		Discounts Taken		Discounts Lost	
Period	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

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VENDOR ACTIVITY REPORT

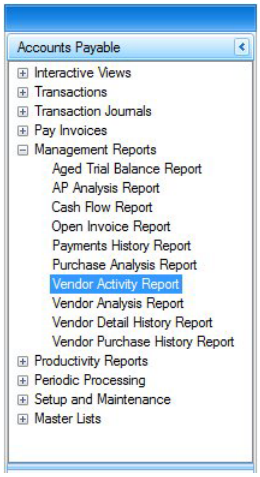
The **Vendor Activity Report** shows your **Purchases**, the **Vendors** you purchased from, and how often you made purchases.

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:

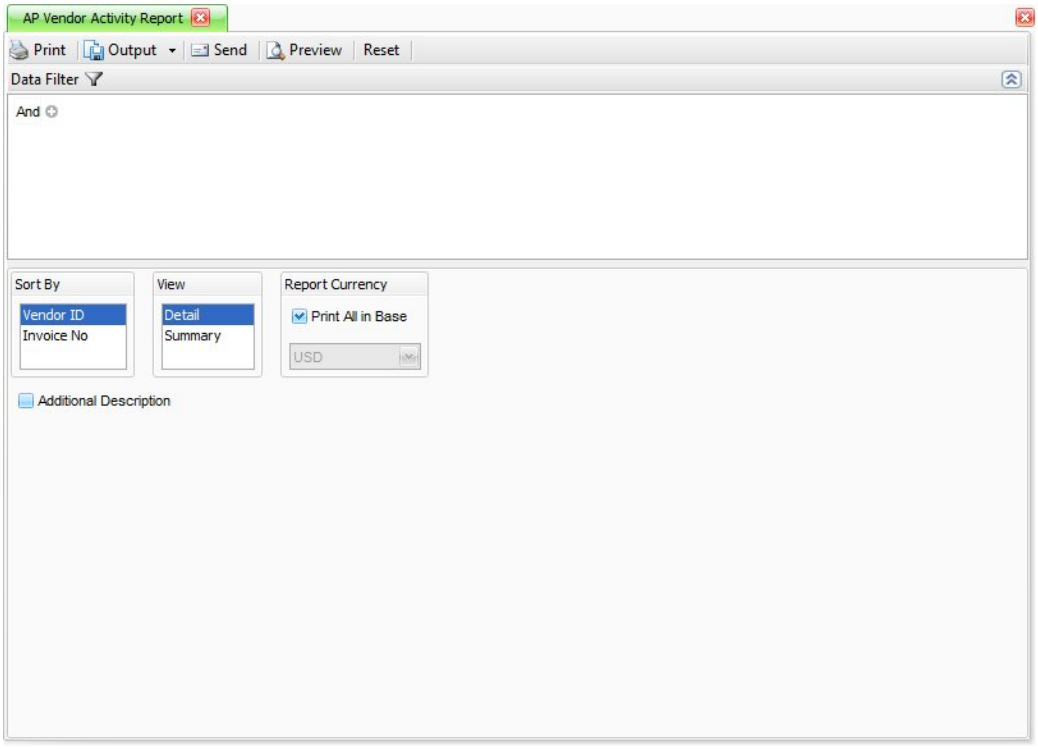
1. Select **Vendor Activity Report** from the **Accounts Payable, Management Reports** menu.

Vendor Activity Report Menu



2. The **Vendor Activity Report** screen appears.

Vendor Activity 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. Select the **Sort By** criterion for the report: **Vendor ID** or **Invoice No**.
5. Select the **View** option for the report:
    - **Detail** prints each line item for each invoice.
    - **Summary** prints totals for each invoice.

¥$£€

6. If you use multi-currency, these print options are available:
    - To print Debit Memos 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 Debit Memos that were entered in the base currency are printed on the Journal.

- To print Debit Memos that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only Debit Memos that were entered in the currency you select are printed on the Journal.
- To print all Debit Memos (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 Debit Memos amounts from their original currency to the base currency (if necessary), then prints all Debit Memos on the Journal.

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 3-5), and you are printing the report in detail.
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.

Vendor Activity Report

Continental Products Unlimited
Vendor Activity Report
Detail By Vendor ID

USD

Report Filter
Print Additional Descriptions: No — Print All In Base Currency: Yes

Vendor ID / Invoice No / Item ID	Name / Invoice Date / Trans Type / Description	PO No	Location ID	Pd / GL Acct	Year	Qty Unit	Unit Cost	Ext Cost
Ace001	Ace Computer Power Supply			1	2007			
08100000001	1/6/2007 Invc		CA0001	000001230		8.0000 PKG	348.0582	2,784.47
100	Electrical Package							
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	**Invc Total**	5,568.94

	Pmt Type / Invoiced	Payment No / Gross Paid	Pmt Date / Discount	Gross Amount / Net Paid	Discount / Net Amount		
	Pmnt	1528	1/18/2010	2,784.47	0.00	2,784.47	GainLoss
Subtotal	5,568.94	2,784.47	0.00	2,784.47		Balance	0.00
08100000002	12/6/2006 Invc			2006		2,784.47	
100	Electrical Package		CA0001	12 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	**Invc Total**	4,872.82

	Pmt Type / Invoiced	Payment No / Gross Paid	Pmt Date / Discount	Gross Amount / Net Paid	Discount / Net Amount		
	Pmnt	1528	1/18/2010	2,436.41	0.00	2,436.41	GainLoss
Subtotal	4,872.82	2,436.41	0.00	2,436.41		Balance	0.00
08100000003	1/6/2007 Invc			2007		2,436.41	
100	Electrical Package		CA0001	1 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	**Invc Total**	4,176.70

	Pmt Type / Invoiced	Payment No / Gross Paid	Pmt Date / Discount	Gross Amount / Net Paid	Discount / Net Amount		
	Pmnt	1528	1/18/2010	2,088.35	0.00	2,088.35	GainLoss
Subtotal	4,176.70	2,088.35	0.00	Net Paid 2,088.35		Balance 2,088.35	0.00

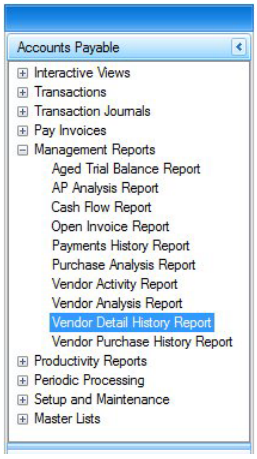
VENDOR DETAIL HISTORY REPORT

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:

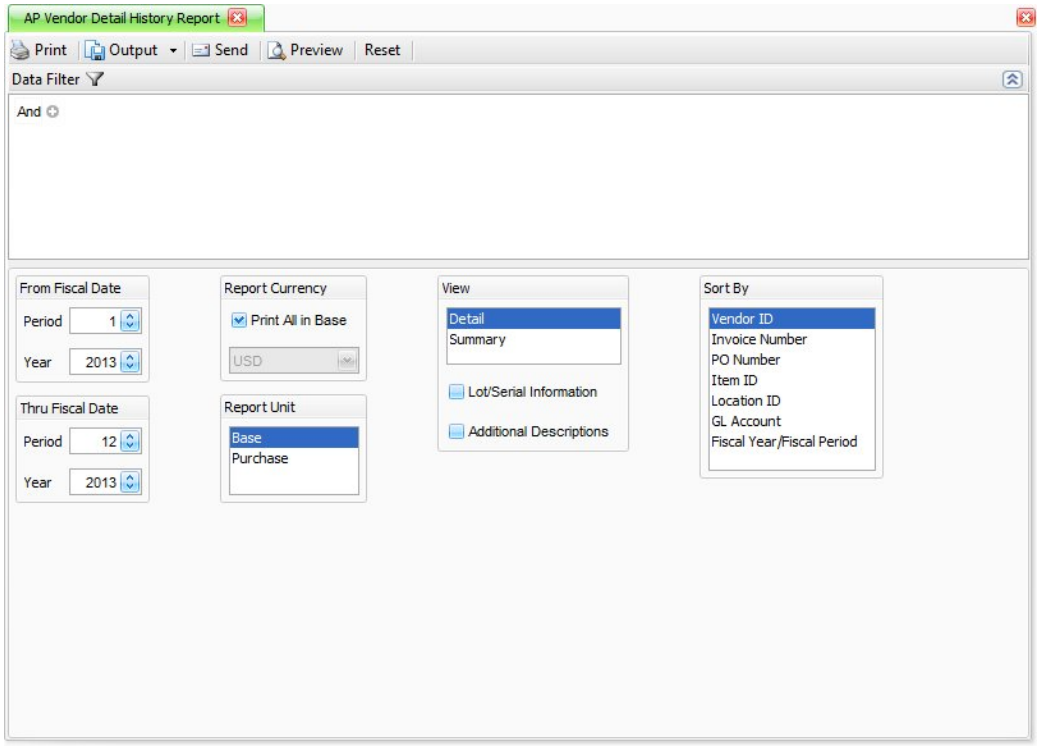
1. Select **Vendor Detail History Report** from the **Accounts Payable, Management Reports** menu.

Vendor Detail History Report Menu



2. The **Vendor Detail History Report** screen appears.

Vendor Detail History 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. 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 Debit Memos 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 Debit Memos that were entered in the base currency are printed on the Journal.
- To print Debit Memos that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only Debit Memos that were entered in the currency you select are printed on the Journal.

- To print all Debit Memos (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 Debit Memos amounts from their original currency to the base currency (if necessary), then prints all Debit Memos on the Journal.

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
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.

Vendor Detail History Report

Continental Products Unlimited
Vendor Detail History Report
Detail by Vendor ID

Page 1
USD

Report Filter					Thru			12/2010					
Fiscal Period/Year From		1/2009			Print Additional Description			No					
Print For		Base Unit			Print All In Base Currency			Yes					
Report Currency		USD											
Vendor ID	**Invoice No**	**Date**	**PdrYear**	**GL Account**	**Item ID**	**Description**	**Location ID**	**PO No**	**Unit**	**Qty**	**Unit Cost**	**Ext Cost**
Ace001	**Ace Computer Power Supply**											
	3	10/20/2009	10/2009	000001230	100	Electrical Package	CA0001		PKG	5.0000	348.0582	1,740.29
						105-Key USB/PS						
	3	10/20/2009	10/2009	000001230	KYB100	Multimedia Keyboard	MN0001		EA	10.0000	11.5000	115.00
	5	10/29/2009	10/2009	000001230	SPK100	Computer MusicMonitor	MN0001	67	EA	10.0000	385.0000	3,850.00
	61	11/3/2009	11/2009	000001230	COM100	Multimedia Desktop	MN0001	7112	EA	2.0000	1,120.0000	2,240.00
	1	11/3/2009	11/2009	000001230	MSE101	Wireless Optical Mouse	MN0001	100	EA	5.0000	24.5000	122.50
						3000						
	1	11/3/2009	11/2009	000001230	SPK100	Computer MusicMonitor	MN0001	100	EA	10.0000	385.0000	3,850.00
	26	11/4/2009	11/2009	000001230	MON103	23" Flat-Panel LCD HD	MN0001	00000011	EA	10.0000	320.0000	3,200.00
						Monitor						
	26	11/4/2009	11/2009	000001230	SND100	SBLSound Plus Card	MN0001	00000011	EA	20.0000	37.0000	740.00
	27	11/17/2009	11/2009	000001230	VGA100	PCI Std 2MB VG	MN0001	877	EA	10.0000	55.5500	555.50
	1116000000021	11/24/2009	11/2009	000001230	MTB100	Pentium Opti 256K	MN0001	443	EA	20.0000	85.0000	1,700.00
						Burst Cache						
	33333333	12/7/2009	12/2009	000001230	900	Refrigerator - Black	MN0001		EA	10.0000	239.6600	2,396.60
	33333333	12/7/2009	12/2009	000001230	901	Refrigerator - White	MN0001		EA	10.0000	231.0200	2,310.20
	33333333	12/7/2009	12/2009	000001230	902	Refrigerator - Almond	MN0001		EA	10.0000	246.1200	2,461.20
	33333333	12/7/2009	12/2009	000001230	910001	Dishwasher - Black	MN0001		EA	10.0000	306.9700	3,069.70
	33333333	12/7/2009	12/2009	000001230	910002	Dishwasher - White	MN0001		EA	10.0000	291.4700	2,914.70
	33333333	12/7/2009	12/2009	000001230	910003	Dishwasher - Almond	MN0001		EA	10.0000	299.7400	2,997.40
	33333333	12/7/2009	12/2009	000001230	920001	Stove - Black	MN0001		EA	10.0000	347.1100	3,471.10
	33333333	12/7/2009	12/2009	000001230	920002	Stove - White	MN0001		EA	10.0000	329.8200	3,298.20
	33333333	12/7/2009	12/2009	000001230	920003	Stove - Almond	MN0001		EA	10.0000	336.6000	3,366.00
	33333333	12/7/2009	12/2009	000001230	ACC012	Automobile Adaptor	MN0001		EA	10.0000	36.7300	367.30
	764565375	12/11/2009	12/2009	000001230	100	Electrical Package	MN0001		PKG	10.0000	343.5500	3,435.50
	764565375	12/11/2009	12/2009	000001230	150	Plumbing Package	MN0001		PKG	15.0000	907.5300	13,612.95
	764565375	12/11/2009	12/2009	000001230	200100	Furnace	MN0001		EA	50.0000	379.4400	18,972.00
	764565375	12/11/2009	12/2009	000001230	200200	Water Heater	MN0001		EA	55.0000	227.5300	12,514.15
	764565375	12/11/2009	12/2009	000001230	200300	Air Conditioner	MN0001		EA	45.0000	429.9500	19,347.75
	764565375	12/11/2009	12/2009	000001230	200400	Water Softener	MN0001		EA	57.0000	127.4000	7,261.80
	4975974	12/11/2009	12/2009	000001230	200500	Sump Pump	MN0001		EA	80.0000	47.5000	3,800.00
	764565375	12/11/2009	12/2009	000001230	200600	Humidifier	MN0001		EA	70.0000	75.1500	5,260.50
	4975974	12/11/2009	12/2009	000001230	250	Exterior Panels	MN0001		CS	15.0000	1,342.8700	20,143.05
	764565375	12/11/2009	12/2009	000001230	300	Interior Door	MN0001		EA	50.0000	22.0100	1,100.50
	764565375	12/11/2009	12/2009	000001230	350	Entry Door	MN0001		EA	44.0000	226.9900	9,987.56

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VENDOR PURCHASE HISTORY REPORT

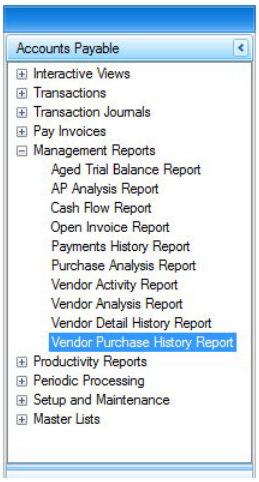
The **Vendor Purchase History Report** shows the **Quantity** you **Purchased** from your Vendors. The **Percent/Total** column shows the percent of the total purchases for a selected **Period** and **Fiscal Year** for a company.

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:

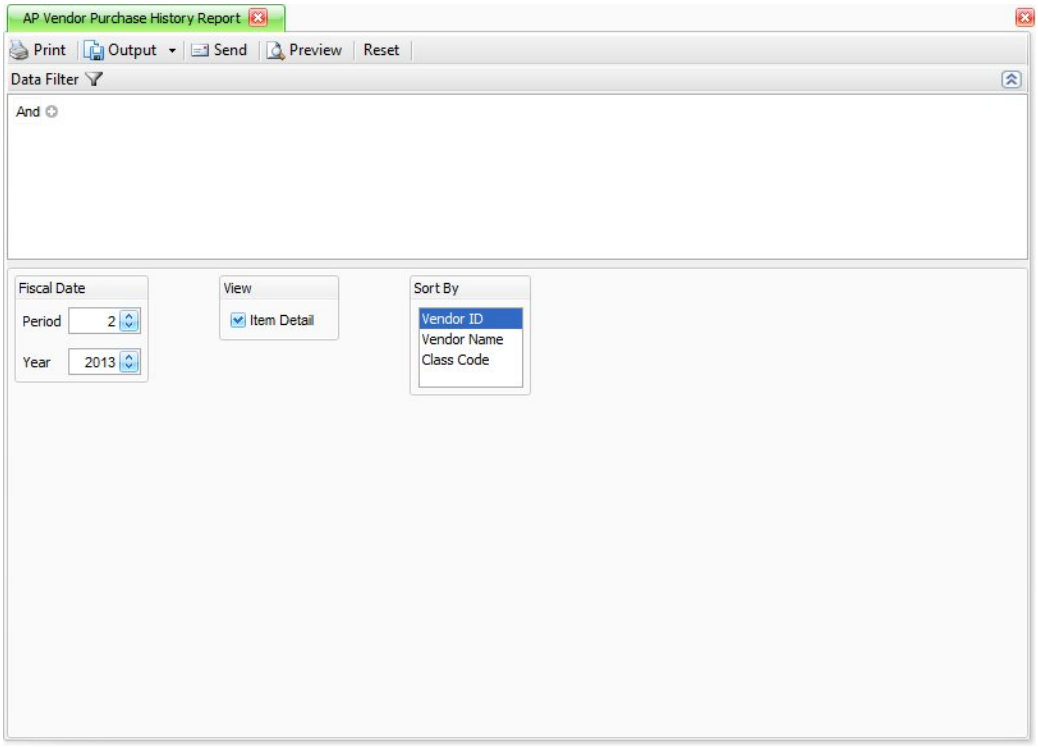
1. Select **Vendor Purchase History Report** from the **Accounts Payable, Management Reports** menu.

Vendor Purchase History Report Menu



2. The **Vendor Purchase History Report** screen appears.

Vendor Purchase History 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. Enter the **Fiscal Period** for the data in the report.
5. Enter the **Fiscal Year** for the data in the report.
6. Select the box to **View Item Detail**; otherwise, clear the box.
7. Select the **Sort By** criterion for the report: **Vendor ID**, **Vendor Name** or **Class Code**.

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.

Vendor Purchase History Report

Continental Products Unlimited
Vendor Purchase History Report
For Fiscal Period 10/2009
Detail by Vendor ID

Page 1

Report Filter

Vendor ID	Name / Item ID	Qty Purchased Qty	Qty Purchased Unit	Purchases Ext Cost	Purchases Pct/Total
Ace001	Ace Computer Power Supply			5,745.28	62.86
	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	0.66
	Total Items			59.79	0.66
Digi010	Digital CD-Rom Drives			68.75	0.75
	SFM100	5.0000	EA	68.75	0.76
	Total Items			68.75	0.76
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**			9,140.06	100.00
	-Items			9,078.12	100.00

1/19/2010 10:10 AM *** End of Report *** OPEN_SYSTEMS\KentHe

9

Periodic Processing

Periodic Processing Overview. 9-3
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Periodic Maintenance 9-9
Manage 1099 Invoices 9-13
1099 Processing. 9-19
Unrealized Gains and Losses Report 9-35
Post Unrealized Gains and Losses 9-41

9 PERIODIC PROCESSING

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 (page 8-9) to delete temp Vendors and their history or paid invoices.
- Use the **Manage 1099 Invoices** function (page 8-13) to edit 1099 flag and 1099 amount of individually paid invoice of 1099 Vendor.
- Use the **1099 Processing** function (page 8-19) 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** (page 8-35) 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 (page 8-41) 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 Views functions to view Vendor records, invoices, and history.

PERIODIC PROCESSING

Periodic Processing Overview

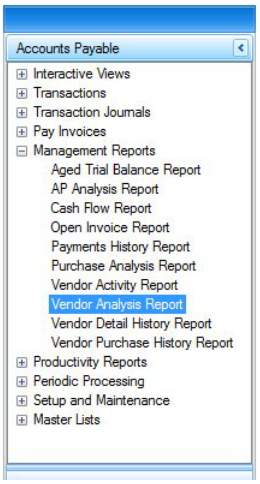
VENDOR ANALYSIS REPORT

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:

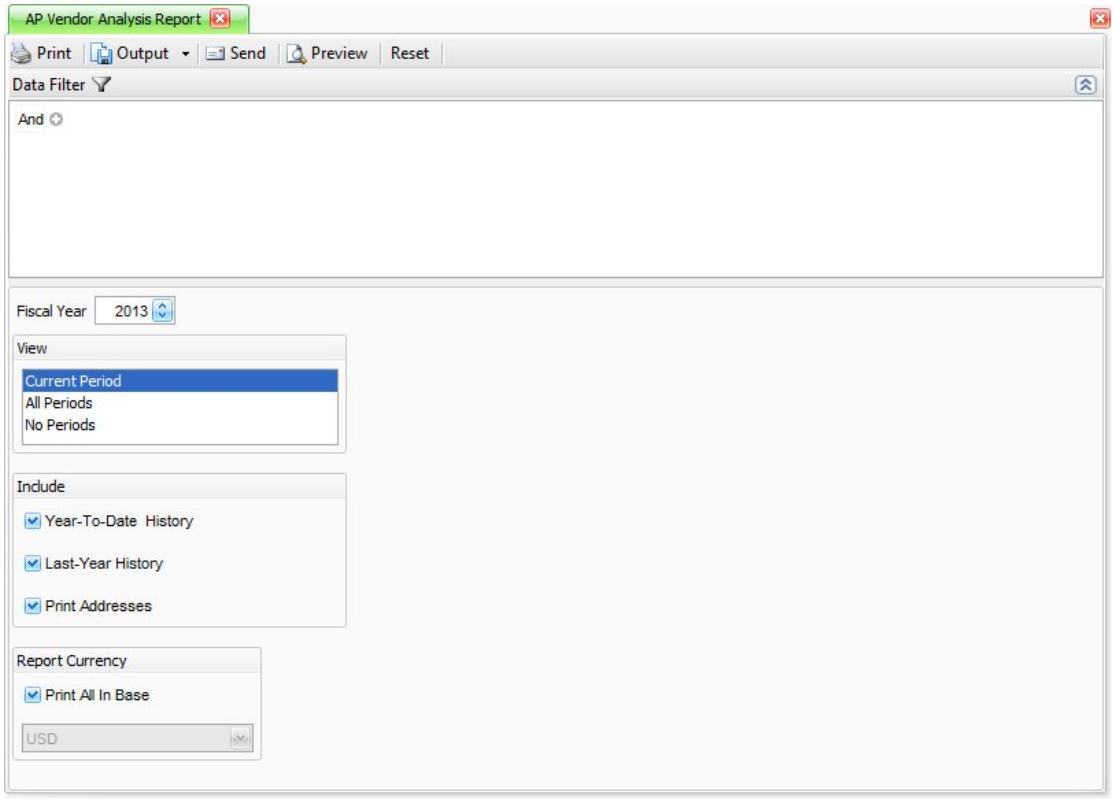
1. Select **Vendor Analysis Report** from the **Management Reports** menu.

Vendor Analysis Report Menu



2. The **Vendor Analysis Report** screen appears.

Vendor Analysis 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. Select the **Fiscal Year** you wish to view.
5. Select the **View** option to include in the report: **Current Period**, **All Periods**, or **No Periods**.
6. Select the box to include **Year-to-date History**; otherwise, clear the box.
7. Select the box to include **Last Year History**; otherwise, clear the box.
8. Select the box to **Print Addresses** with the Vendor ID; otherwise, clear the box.
9. 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
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.

Vendor Analysis Report

Continental Products Unlimited
Vendor Analysis Report (2010)

USD

Report Filter		Fiscal Year	2010
Last-Year History	Yes	Year-To-Date History	Yes
Print Addresses	Yes	Print All In Base Currecy	Yes
View	All Periods		

Vendor ID	Name / Address	Phone No / Fax		Terms	Discount Days	Last Purch / Last Pmt	Prepaid	Balance Due
Ace001	Ace Computer Power Supply	(612)-866-1100		2%Disc	10	7/12/2010	0.00	16,261.30
	1437 Bellview Avenue	(612)-866-1111				6/11/2010		
	Richfield, MN 55423							
		Period	Purchases	Payments	Disc Taken	Disc Lost	1099 Pmts	
		3	14,034.65	0.00	0.00	0.00	0.00	
		6	500.00	33,980.87	0.00	355.64	0.00	
		7	3,435.50	0.00	0.00	0.00	0.00	
		Year-To-Date	17,970.15	33,980.87	0.00	355.64	0.00	
		Last-Year	18,104.23	6,500.00	0.00	0.00	0.00	
Adv008	Advanced Cirquit Boards Plus	(612)-846-2011		2%Disc	10	3/9/2010	0.00	39,395.27
	2 Rockford Parklawn Circle	(612)-846-2000				11/17/2009		
	Edina, MN 55424							
		Period	Purchases	Payments	Disc Taken	Disc Lost	1099 Pmts	
		3	11,219.20	0.00	0.00	0.00	0.00	
		Year-To-Date	11,219.20	0.00	0.00	0.00	0.00	
		Last-Year	2,341.25	821.00	0.00	16.42	0.00	
Bin004	Binary Marketing Solutions	(701)-462-1584		2%Disc	10	6/11/2010	0.00	34,073.75
	164 Park Street North	(701)-462-1524				6/11/2010		
	Bismark, ND 58501							
		Period	Purchases	Payments	Disc Taken	Disc Lost	1099 Pmts	
		3	2,569.25	0.00	0.00	0.00	0.00	
		6	31,504.50	967.50	0.00	18.65	0.00	
		Year-To-Date	34,073.75	967.50	0.00	18.65	0.00	
		Last-Year	967.50	13,800.36	0.00	261.76	0.00	
Cab012	Computer Systems Inc.	(612)-374-4257		Net30	0	12/1/2009	0.00	0.00
	75 North Industrial Road	(612)-374-4237				6/11/2010		
	Woodbury, MN 55125							
		Period	Purchases	Payments	Disc Taken	Disc Lost	1099 Pmts	
		6	0.00	19,263.86	0.00	0.00	0.00	
		Year-To-Date	0.00	19,263.86	0.00	0.00	0.00	
		Last-Year	20,073.86	1,150,522.20	0.00	0.00	0.00	

PERIODIC MAINTENANCE

Use the **Periodic Maintenance** function to delete Temporary Vendors and Paid Invoices.

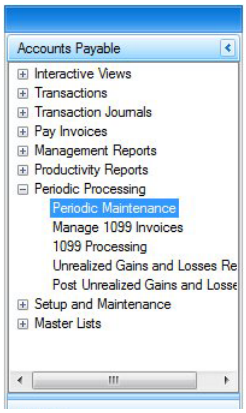
Periodic maintenance will allow you do regular data clean up by **Deleting Temporary Vendors and their History** and **Paid** open **Invoices**. When running periodic maintenance the only functions that will be executed are those that have a check in the check box and a date entered.

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:

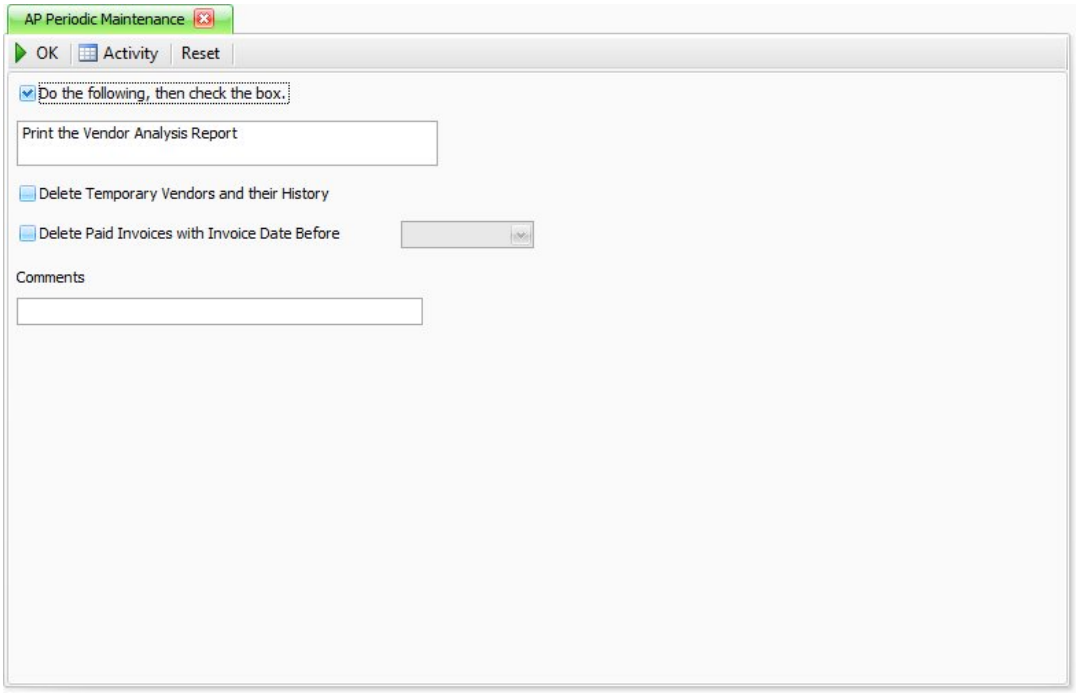
1. Select **Periodic Maintenance** from the **Periodic Processing** menu.

Periodic Maintenance Menu



2. The **Periodic Maintenance** screen appears.

Periodic Maintenance Screen



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.

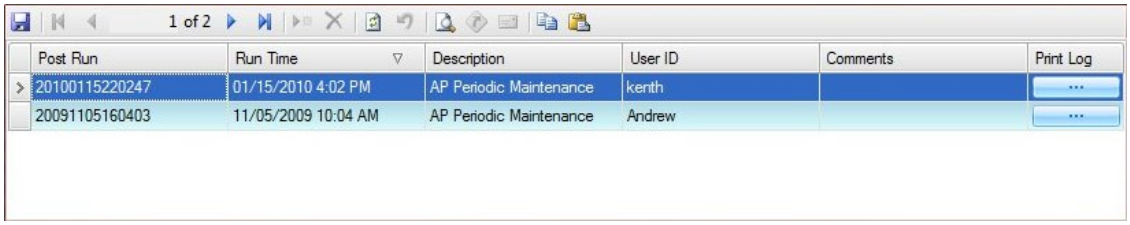
   Temporary Vendors will have the Temp Vendor box selected in the Vendors Setup and Maintenance function (page 3-59).

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. Select a command button:

Command Buttons

Name	Description
OK	Continue with your selection.
Activity	View the Activity Log dialog box.
Reset	Resets values to the default values.

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
Post Run	The system assigned post run ID.
Run Time	The date and time the maintenance was made.
Description	The maintenance description.
User ID	The user who performed the maintenance.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

Command Buttons

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

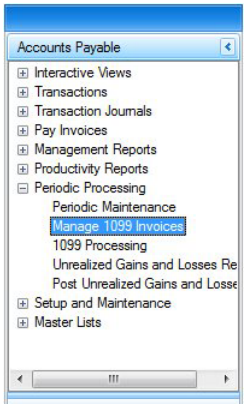
The **Manage 1099 Invoices** function allows you to edit 1099 flags and amounts for 1099 Vendors' individually paid invoices.

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:

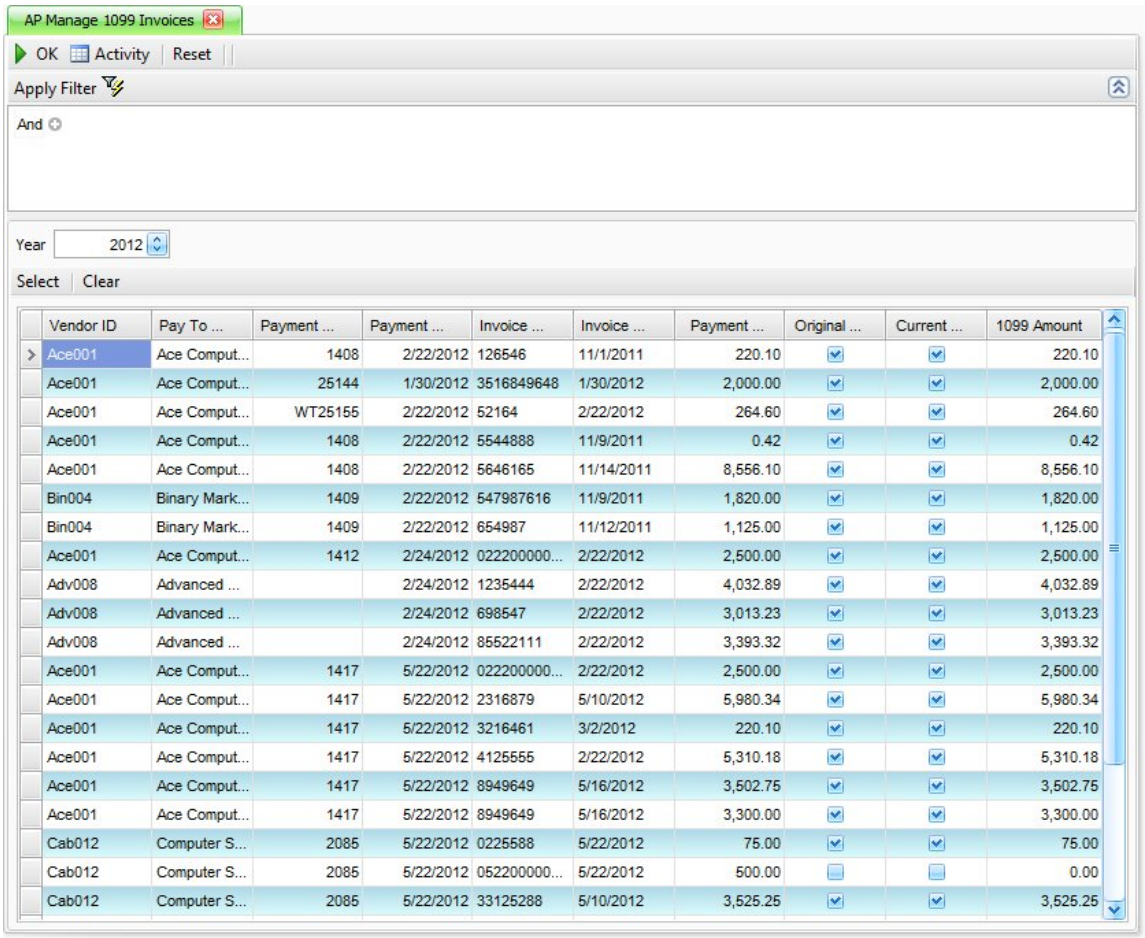
1. Select **Manage 1099 Invoices** from the **Periodic Processing** menu.

Manage 1099 Invoices Menu



2. The **Manage 1099 Invoices** screen appears.

Manage 1099 Invoices Screen



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	☑	☑	220.10
Ace001	Ace Comput...	25144	1/30/2012	3516849648	1/30/2012	2,000.00	☑	☑	2,000.00
Ace001	Ace Comput...	WT25155	2/22/2012	52164	2/22/2012	264.60	☑	☑	264.60
Ace001	Ace Comput...	1408	2/22/2012	5544888	11/9/2011	0.42	☑	☑	0.42
Ace001	Ace Comput...	1408	2/22/2012	5646165	11/14/2011	8,556.10	☑	☑	8,556.10
Bin004	Binary Mark...	1409	2/22/2012	547987616	11/9/2011	1,820.00	☑	☑	1,820.00
Bin004	Binary Mark...	1409	2/22/2012	654987	11/12/2011	1,125.00	☑	☑	1,125.00
Ace001	Ace Comput...	1412	2/24/2012	022200000...	2/22/2012	2,500.00	☑	☑	2,500.00
Adv008	Advanced ...		2/24/2012	1235444	2/22/2012	4,032.89	☑	☑	4,032.89
Adv008	Advanced ...		2/24/2012	698547	2/22/2012	3,013.23	☑	☑	3,013.23
Adv008	Advanced ...		2/24/2012	85522111	2/22/2012	3,393.32	☑	☑	3,393.32
Ace001	Ace Comput...	1417	5/22/2012	022200000...	2/22/2012	2,500.00	☑	☑	2,500.00
Ace001	Ace Comput...	1417	5/22/2012	2316879	5/10/2012	5,980.34	☑	☑	5,980.34
Ace001	Ace Comput...	1417	5/22/2012	3216461	3/2/2012	220.10	☑	☑	220.10
Ace001	Ace Comput...	1417	5/22/2012	4125555	2/22/2012	5,310.18	☑	☑	5,310.18
Ace001	Ace Comput...	1417	5/22/2012	8949649	5/16/2012	3,502.75	☑	☑	3,502.75
Ace001	Ace Comput...	1417	5/22/2012	8949649	5/16/2012	3,300.00	☑	☑	3,300.00
Cab012	Computer S...	2085	5/22/2012	0225588	5/22/2012	75.00	☑	☑	75.00
Cab012	Computer S...	2085	5/22/2012	052200000...	5/22/2012	500.00	☐	☐	0.00
Cab012	Computer S...	2085	5/22/2012	33125288	5/10/2012	3,525.25	☑	☑	3,525.25

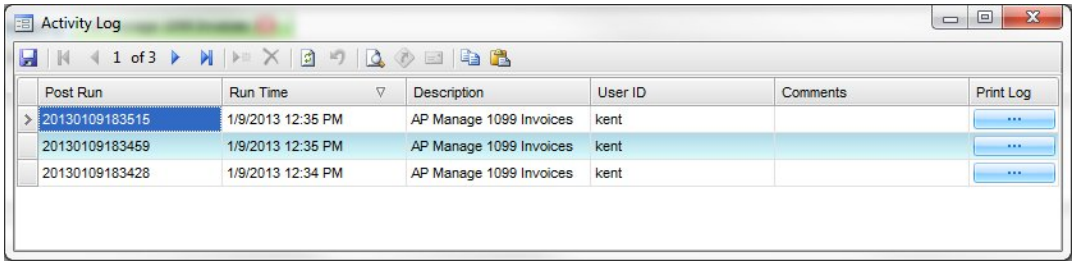
3. Select the range of **Filter Criteria** to manage 1099 invoices for. Leave the filter criteria blank to include all records.
4. Select the calendar **Year** for which you want to manage invoices.
5. Click **Apply Filter** to display the invoices for 1099 Vendors that meet your filtering criteria.
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



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	Recurr	5/22/2012	250.00	No	Yes	250.00
Adv008	Advanced Cirquit Boards Plus	5054	5/22/2012	Recur	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\kenthe

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.

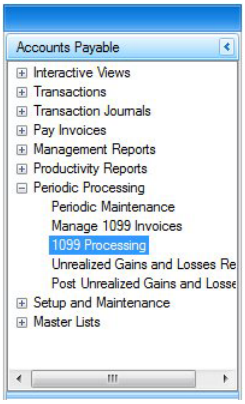
You can use the 1099 payments for the specified year to prepare 1099 forms.

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:

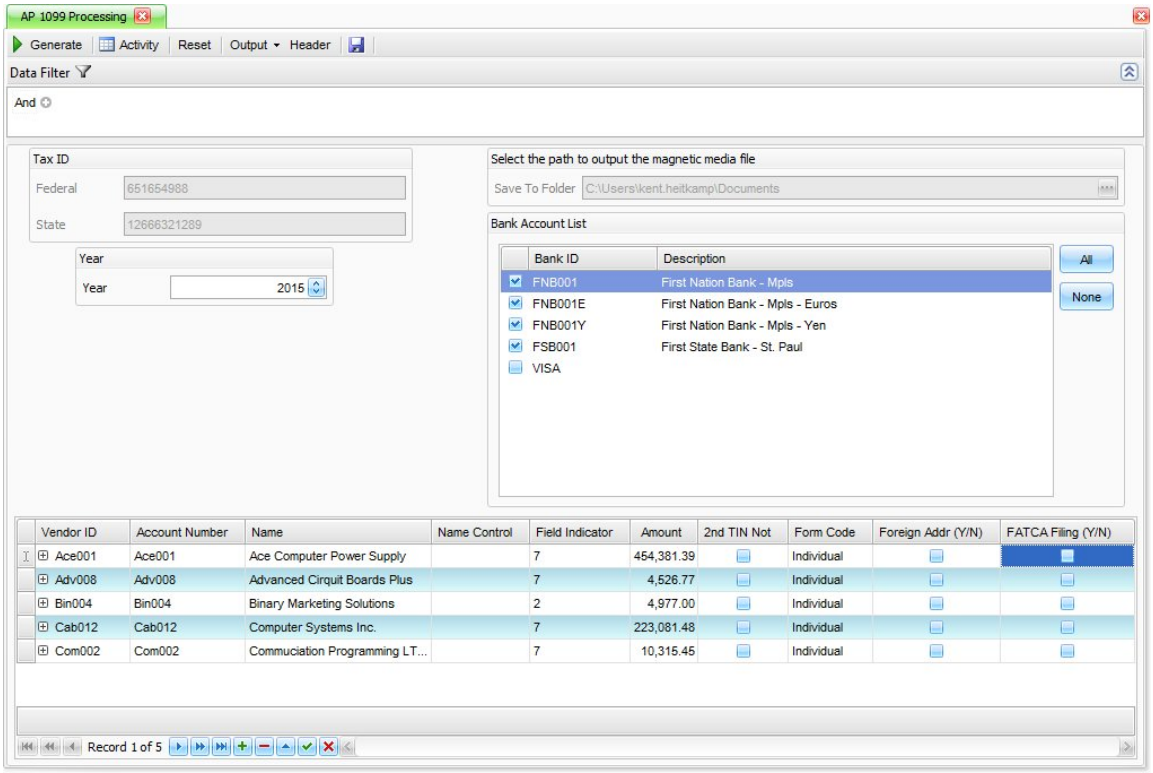
1. Select **1099 Processing** from the **Periodic Processing** menu.

1099 Processing Menu



2. The **1099 Processing** screen appears.

1099 Processing Screen



3. Select the range of **Filter Criteria** to produce 1099 forms for. Leave the filter criteria blank to include all records.
4. The company's **Tax ID** for **Federal** and **State** are displayed. These are pulled from the **Company Information** screen in **System Manager Company Setup**.
5. 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.
6. 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
Generate	Gather together the information for each Vendor indicated as a 1099 Vendor and calculate the amount of 1099 payments for the calendar year.
Activity	View the activity screen to see generations of 1099 forms and reprint.
Reset	Set all fields to their defaults.
Output	Select what you want to output for 1099s: **1099 MISC forms**, **Worksheet**, **Magnetic Media**, or **1096 Summary**.
Header	Edit the **Magnetic Media** 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.

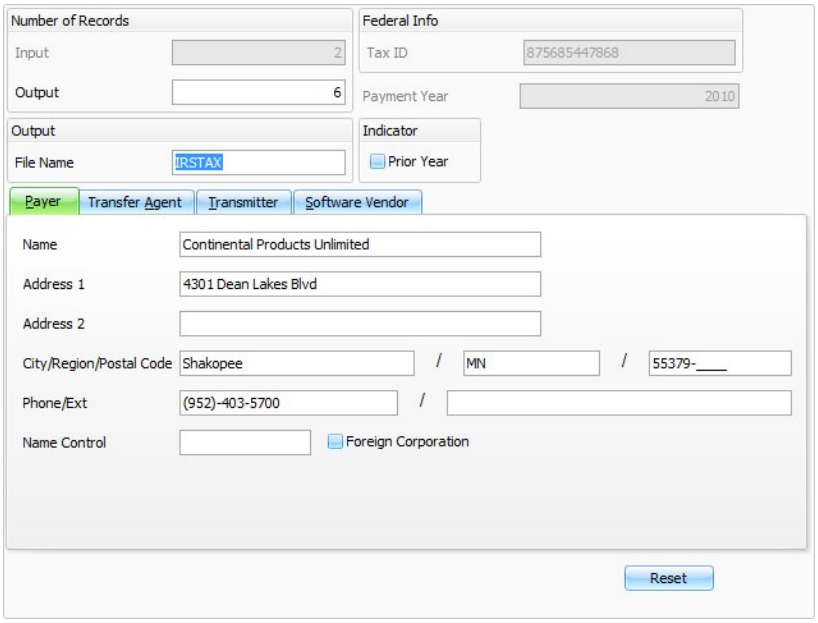
13. Select **Generate** then **Magnetic Media**. TRAVERSE checks to see whether a work file already exits. If it does exist, the following message appears:

    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



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.

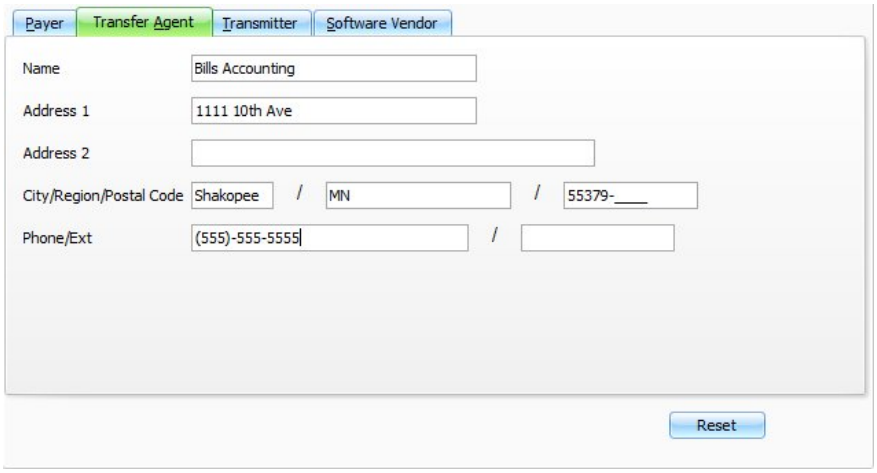
7. If your company is a foreign company, select the **Foreign Corporation** box; if not, clear the box.

   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.

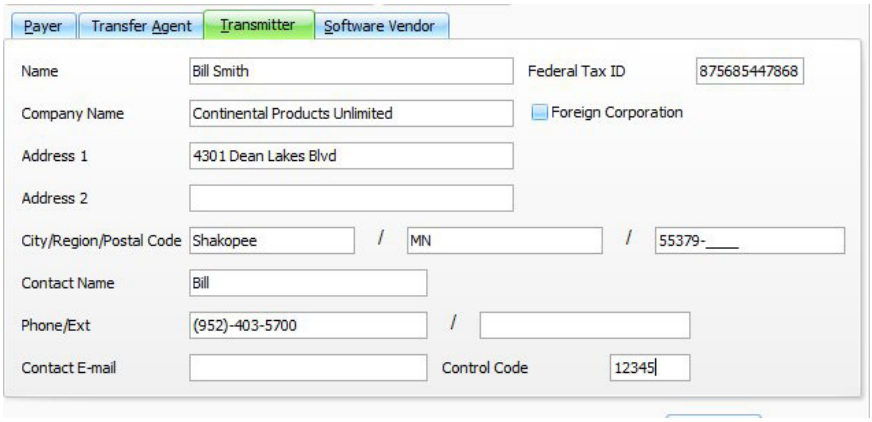
9. Enter the **Name** control code found on the packaged 1099 information mailed to the payer every December.

Transfer Agent Tab



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

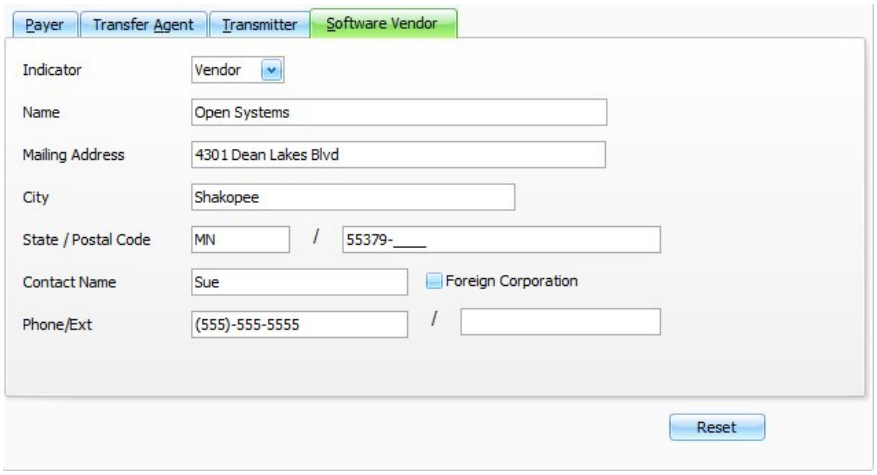


11. Your **Company Name**, **Address**, and **City/Region/Postal Code** appear in the fields on the **Transmitter** tab but can be changed.

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



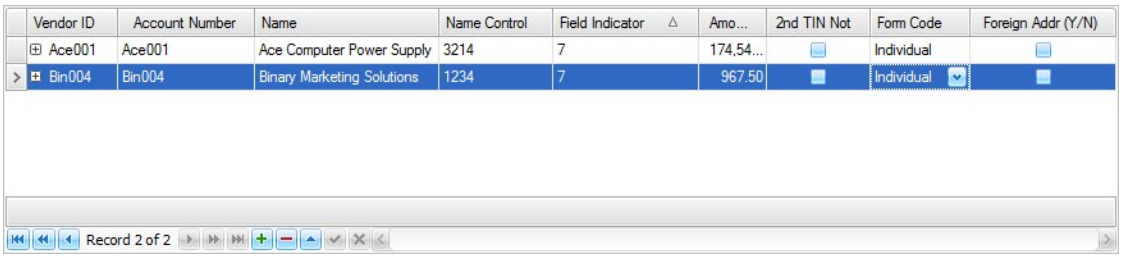
16. Enter the Vendor information on the **Software Vendor** tab.
17. Select the **Indicator**:
    - **Vendor** means that a software company made the software that is outputting the magnetic media file.
    - **In house** means that the company that is sending the mag media has developers that made 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



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 Not**ification flag, **Form Code**, **Foreign Address**, **FATCA Filing(Y/N)**.

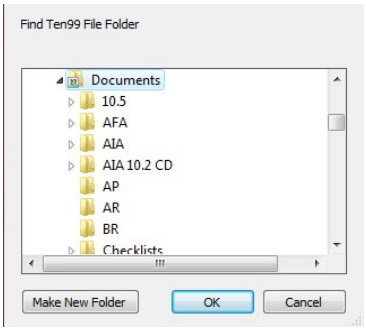
    The **Name Control** field is not required and can only be obtained from the mail label on the package of 1099 information which is mailed to the payer every December.

    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.

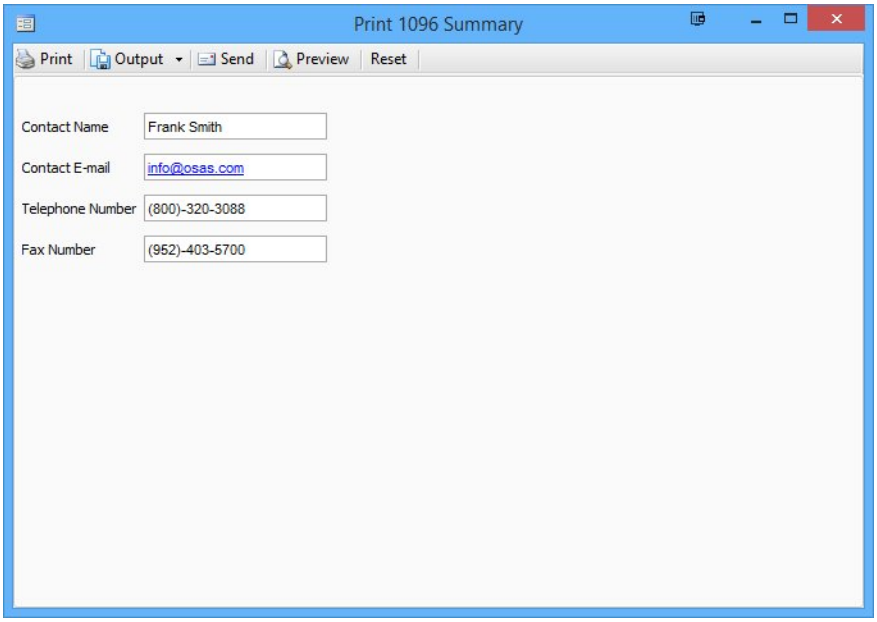
29. When the magnetic media file has finished outputting to the drive indicated, the print 1099 log dialog box appears.

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



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
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.

1099 Form

☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.	1 Rents	OMB No. 1545-0115	Miscellaneous Income
Continental Products Unlimited 4301 Dean Lakes Blvd Shakopee, MN 55379 UNITED STATES	$ 2 Royalties $	2016 Form 1099-MISC	
	3 Other income $	4 Federal income tax withheld $	Copy C For Payer
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 32757.03 $	8 Substitute payments in lieu of dividends or interest $	For Privacy Act and Paperwork Reduction Act Notice, see the **2016 General Instructions for Certain Information Returns.**
	9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ► ☐	10 Crop insurance proceeds $	
	11	12	
Account number (see instructions): Ace001 / FATCA filing requirement ☐ / 2nd TIN not. ☐	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 12:29 PM — **1099 Magnetic Media Report Audit Log** — Page 3 / 12

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 ZIP 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.

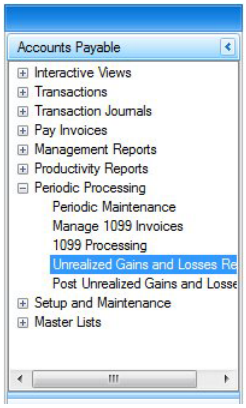
The current period exchange rate is set up in **System Manager**, **Setup and Maintenance**, **Currency Exchange Rates** on the **Period Rates** tab. The period selected on the report selection screen will bring in the corresponding period's exchange rate. If there is no period exchange rate set up the 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**:

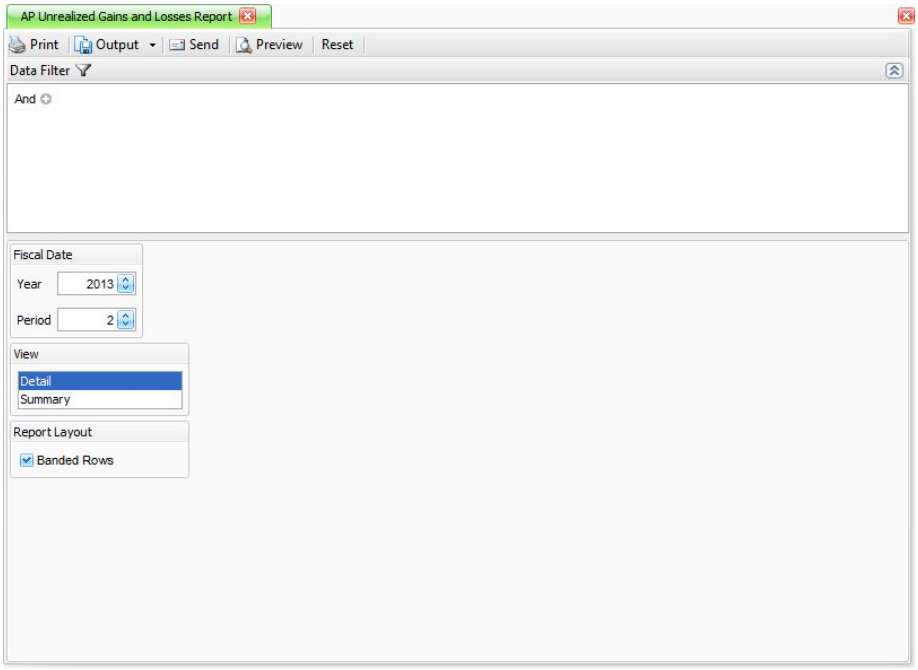
1. Select **Unrealized Gains and Losses Report** from the **Periodic Processing** menu.

Unrealized Gains and Losses Report Menu



2. The **Unrealized Gains and Losses Report** screen appears.

Unrealized Gains and Losses Report Screen



3. Select the range of **Filter Criteria** to produce the Unrealized Gains and Losses Report.
4. Select the **Fiscal Year** and **Period** you want to print the report for.
5. 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.
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 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.

Unrealized Gains and Losses Report-Detail

Continental Products Unlimited
Accounts Payable Unrealized Gains and Losses Report

Page 1

Fiscal Period/Year 8/2010

Report Filter				
Fiscal Year	2010	**Fiscal Period**	8	
Currency Precision	2	**Base Currency**	USD	

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	4410/13/2009		Released	50.00	0.836300000	59.79	50.00	9.79
		Day016	5611/6/2009		Released	17,521.49	0.836300000	20,951.20	17,521.49	3,429.71
		Day016	3312/1/2009		Released	18,652.00	0.836300000	22,303.00	18,652.00	3,651.00
		Day016	0302000000113/2/2007		Released	3,780.00	0.825400000	4,579.60	3,780.00	799.60
							Total For EUR			7,890.10
HKD	1.00									
		Mic006	2498923/21/2007		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\kenthe

Unrealized Gains and Losses Report-Summary

Continental Products Unlimited — Page 1

Accounts Payable Unrealized Gains and Losses Report

GL Period/Year 8/2010 — Summary By GL Account

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_SYSTEM\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 Account		Unrealized Gains Accounts Payable	
DB			CR

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	

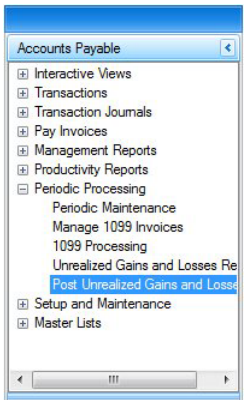
Unrealized Losses

Unrealized Losses Account		Accounts Payable	
DB			CR

Follow these steps to **Post Unrealized Gains and Losses** as part of your period-end processing:

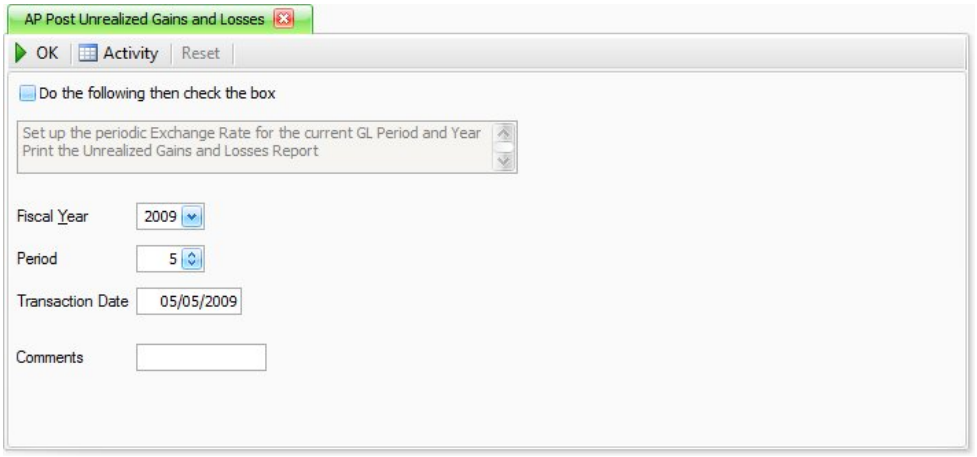
1. Select **Post Unrealized Gains and Losses** from the **Periodic Processing** menu.

Post Unrealized Gains and Losses Menu



2. The **Post Unrealized Gains and Losses** screen appears.

Post Unrealized Gains and Losses Screen



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.

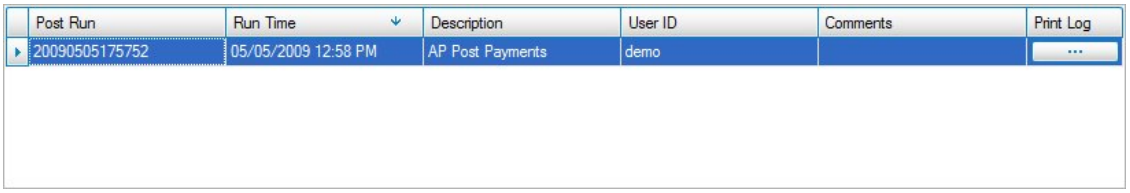
6. Enter any **Comments** for this post, if necessary.
7. Select a command button:
    - Click **OK** to begin processing. A message appears when the post completes successfully.
    - After you click **OK**, the Post Unrealized Gains and Losses Log dialog box appears.

Command Buttons

Name	Description
OK	Process your Post Unrealized Gains and Losses.
Activity	View the activity for prior post runs and reprint the post log for the selected post run.
Reset	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



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
Post Run	The system assigned post run ID.
Run Time	The date and time the maintenance was made.
Description	The maintenance description.
User ID	The user who performed the maintenance.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	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

GLOSSARY

G

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, for 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 purged 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 Assets = Liabilities + 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, for 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.