

# FACTS

## Accounts Payable

Release 7.4



# Copyright Notice

The use and copying of this product is subject to the Aperum, Inc., FACTS Customer Registration Agreement. Any other use is prohibited.

All rights reserved. Information in this documentation is provided "AS IS" and is subject to change without notice. No part of this publication may be reproduced or transmitted, in any form or by any means, electronic or mechanical, including photocopying, recording, or information storage and retrieval systems, for any purpose without prior written consent of Software Solutions, Inc.

Unless otherwise noted, all names of companies, products, street addresses and persons contained herein are part of a completely fictitious scenario or scenarios and are designed solely to document the use of FACTS.

Copyright © 1984-2004 Aperum, Inc. All rights reserved.

#### Trademarks:

FACTS is a trademark of Aperum, Inc.

UNIX is a registered trademark of Unix System Laboratories.

ProvideX and WindX are registered trademarks of ProvideX Technologies.

MS-DOS, WINDOWS, Win95 and NT are trademarks of Microsoft Inc.

GENERAL is a trademark of Synergetic Data Systems, Inc.

Uniform is a trademark of Synergetic Data Systems, Inc.

*FacetWin* and *FacetTerm* are trademarks of FacetCorp.

VSI-FAX is a trademark of V-Systems, Inc.

Archive is a trademark of Designed Data Systems, Inc.

Adobe Acrobat Reader is a trademark of Adobe Systems Inc.

TracerX and Clippership are trademarks of Kewill Electronic Commerce, Inc.



3425B Corporate Way  
Duluth, GA 30096

770-418-2000, FAX 770-418-2022

[www.aperum.com](http://www.aperum.com)



# Accounts Payable

## Table of Contents

ACCOUNTS PAYABLE .....	1
<b>Preface</b> .....	v
SYSTEM OVERVIEW.....	1-1
<b>Accounts Payable Flow Charts</b> .....	1-6
<b>Posting to General Ledger</b> .....	1-11
<b>Posting to Job Cost from Accounts Payable</b> .....	1-14
<b>Standard Procedures</b> .....	1-15
<b>Recommended Operating Procedures</b> .....	1-16
<b>End-of-Period Checklist - Accounts Payable</b> .....	1-17
<b>End-Of-Period Checklist Explanation</b> .....	1-18
DOCUMENT ENTRY .....	2-1
<b>Document Entry (APE110)</b> .....	2-3
<b>How to enter an AP Document header</b> .....	2-11
<b>How to enter AP Document line-items</b> .....	2-13
<b>Document Adjustment Entry (APE120)</b> .....	2-15
<b>How to enter adjustments to AP documents</b> .....	2-20
<b>Document Change F/M (APF110)</b> .....	2-22
<b>Document Entry &amp; Adjustment Register (APR110)</b> .....	2-25
<b>How to run the AP Document Entry &amp; Adjustment Register</b> .....	2-28
RECURRING DOCUMENTS .....	3-1
<b>Recurring Document Entry (APE130)</b> .....	3-3
<b>How to enter recurring AP documents</b> .....	3-7
<b>Recurring Document Review (APE140)</b> .....	3-10
<b>How to change posting amounts for recurring documents for the current period</b> .....	3-12
<b>Recurring Document Listing (APR120)</b> .....	3-13
<b>Post Recurring Documents (APU110)</b> .....	3-15
<b>How to post recurring documents</b> .....	3-17
PAYMENT & HOLD SELECTION .....	4-1
<b>Payment Selection by Date (APU210)</b> .....	4-3
<b>How to select AP documents for payment</b> .....	4-6
<b>Individual Payment Selection (APE220)</b> .....	4-7
<b>How to select individual documents for payment by vendor</b> .....	4-10
<b>Payment Selection List (APR210)</b> .....	4-12
<b>Unselect Payments (APU220)</b> .....	4-14
<b>How to deselect documents tagged for payment</b> .....	4-16
<b>Hold Selection (APE240)</b> .....	4-17
<b>Hold List (APR220)</b> .....	4-19
<b>How to place documents on hold</b> .....	4-21
<b>How to delete document holds</b> .....	4-22

CHECKS.....	5-1
<b>Check Print (APP310)</b> .....	5-3
<b>How to print checks</b> .....	5-6
<b>Manual Check Entry (APE310)</b> .....	5-7
<b>How to enter manual checks</b> .....	5-11
<b>Void Check Entry (APE320)</b> .....	5-14
<b>How to enter a void check</b> .....	5-17
<b>How to enter noninvoice checks</b> .....	5-22
<b>Check Register (APR310)</b> .....	5-24
<b>How to run the Check Register</b> .....	5-27
INQUIRIES .....	6-1
<b>Vendor Inquiry (API610)</b> .....	6-3
<b>How to view vendor information</b> .....	6-17
REPORTS & PRINTS .....	7-1
<b>Cash Requirements Report (APR710)</b> .....	7-4
<b>Open Payables Report (APR720)</b> .....	7-7
<b>Aged Payables Report (APR730)</b> .....	7-10
<b>Inactive Vendor Listing (APR740)</b> .....	7-13
<b>Vendor Listing (APR750)</b> .....	7-16
<b>Vendor Ledgerscards (APR755)</b> .....	7-19
<b>Vendor Label Print (APP710)</b> .....	7-21
<b>Rolodex Vendor Card Print (APP720)</b> .....	7-23
<b>Purchase History Report (APR760)</b> .....	7-25
<b>Payment History Report (APR770)</b> .....	7-27
<b>1099 Print (APP730)</b> .....	7-29
<b>Vendor Balancing Register (APR780)</b> .....	7-31
<b>How to run the Vendor Balancing Register</b> .....	7-33
<b>AP Code List (APR790)</b> .....	7-34
END OF PERIOD .....	8-1
<b>Period Check Register (APR810)</b> .....	8-3
<b>How to run the Period Check Register</b> .....	8-5
<b>Period Expense Distribution (APR820)</b> .....	8-6
<b>Period Disbursement Distribution (APR830)</b> .....	8-8
<b>Register History Report (APR840)</b> .....	8-10
<b>Document Removal Register (APR850)</b> .....	8-12
<b>How to run the Document Removal Register</b> .....	8-14
<b>Vendor Ledgercard Removal (APU810)</b> .....	8-15
<b>How to remove vendor ledgerscards</b> .....	8-17
<b>End-Of-Period Update (APU890)</b> .....	8-18
<b>How to run the End-of-Period Update</b> .....	8-20
FILE MAINTENANCES .....	9-1
<b>Vendor F/M (APF910)</b> .....	9-3
<b>Payment History F/M (APF930)</b> .....	9-15
<b>Transfer/Change Vendor Codes (APU910)</b> .....	9-18
INFREQUENT F/M.....	10-1
<b>Vendor Class F/M (APF950)</b> .....	10-3
<b>Terms Code F/M (APF955)</b> .....	10-5

<b>GL Posting Table F/M (APF960)</b> .....	<b>10-9</b>
<b>Register History F/M (APF965)</b> .....	<b>10-14</b>
<b>Check Print Control F/M (APF975)</b> .....	<b>10-17</b>
<b>Static Control F/M (APF980)</b> .....	<b>10-22</b>
<b>Nonstatic Control F/M (APF990)</b> .....	<b>10-26</b>
<b>Rebuild AP Sort Files (APU990)</b> .....	<b>10-28</b>
<b>Appendix A: References</b> .....	<b>A-1</b>
<b>Appendix B: Glossary of Terms</b> .....	<b>B-1</b>
<b>Appendix C: Sample Reports</b> .....	<b>C-1</b>





# Preface

Welcome to the FACTS System software that automates your business operations! The FACTS System is composed of 22 highly integrated modules. Each module has a manual dedicated its use and functionality. For ease of use, the manuals are formatted similarly. All of the FACTS manuals contain the following sections: system overview, program descriptions, references, glossary of terms, and sample reports.

## System Overview

This section discusses the function and process flow for each module. Each System Overview section contains:

- An overview of each module and its interaction with other modules
- Flow charts of the module's system
- An overview of the modules posting to the General Ledger. This section should be reviewed even if the General Ledger Module is not being used
- Procedures and close-out checklists for daily, weekly, periodic (monthly) and yearly processing

## Program Descriptions

These chapters detail each program in the module. Each program description includes the functions, user inputs, and a screen print. The programs are listed in the order that they appear on the menu. There is an overview preceding each menu that explains the interaction of the programs within the menu.

## References

Throughout the documentation the phrase (ref. #) is used. This is referring to the appendix called "References."

References are used to prevent the same information from being repeated one program to the next. They are located at inputs where a user might want further information. References are always numbered. For example, F2 allows a search (ref.5): this indicates that pressing F2 will allow a search on the input, and more information on searches can be found in the Reference Appendix under reference #5.

## Glossary of Terms

The glossary provides a definition of terms used in the manual and related terms from other modules.

## Sample Reports

This section provides a sample printout of most of the reports and prints in the module. A directory is included that lists each report and the page number in the section.



## CHAPTER 1

# System Overview

The FACTS Accounts Payable module is a system that will maintain accurate file information, provide complete audit trails and will optionally post to general ledger. Interaction with General Ledger is automatic and great flexibility is available through the use of the GL posting tables.

The system has been designed so that all transactions will produce a printed audit trail. This allows users the secure feeling that all information is traceable throughout the system. Instructional prompts, default values and the capability to back up to previous inputs promote both operator efficiency and comfort in using the system.

Accounts Payable is broken down into the following menus:

- Document Entry
- Recurring Documents
- Payment & Hold Selection
- Checks, Inquiries, Reports & Prints
- End of Period
- File Maintenances
- Infrequent File Maintenances

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system. The user can add, change and delete the records in a file. Some file maintenance programs will be used often (example, vendors) where others will be used infrequently. These infrequent file maintenances (found on the Infrequent File Maintenances menu) are used mostly during the installation of the system.

**Always check with you Affiliate before you change settings in Infrequent File Maintenances.**

Vendors are entered through the Vendor F/M program setting parameters which determine how the system is to process transactions for each vendor.

Vendor information is stored and is available to be printed on a report or to be displayed on the screen by an inquiry.

Following are just a few of the flags set for each vendor: **active/inactive** - determines whether any transactions may take place for this vendor, i.e., documents entered or checks written, **on hold** - determines whether any purchase orders may be entered for the vendor and whether any open documents owed to the vendor may be paid, **permanent/temporary** - determines whether the vendor should automatically be removed by the system at the end of each period if the vendor balance is zero, and **ledgercards** - determines whether to store ledgercards (each transaction affecting a vendor's account). Vendors are also assigned a **terms code** (determines document due dates, etc.), **GL posting table** (for distributing transactions to general ledger) and **vendor class** (for reporting purposes).

Vendor information stored is available for display through the Vendor Inquiry program that displays general information, payment history, ledgercards and account information. Account information includes open documents, activity, and paid documents. Vendor notes may also be entered in the inquiry program. The Vendor Inquiry provides users with all the vendor information at their fingertips and makes AP management an organized and efficient process.

Throughout the Accounts Payable system, whenever the vendor's number must be entered, the user has the ability to search for the customer through an alpha lookup, a keyword search or a contact name search. The search capability relieves the user of having to remember vendor numbers.

Documents (invoices) may be entered into the system for payment either through the AP Document Entry program or through the Purchase Orders system when a document is tied with a purchase order placed into the system. When a document is entered it must be assigned to a branch. Most AP reports may then list documents by profit center (branch). When entering an accounts payable document, the user must also expense the full amount of the document to the appropriate GL account numbers. If job cost is used, each document may be automatically posted to a specific job number in the Job Cost module.

The Recurring Document system is available if the user pays documents that are repetitive on a regular basis (i.e., rent or loan payments). Users set up a document in an entry program specifying the amount of the document to post to the open payables file, the dates to post the invoice, and a predetermined cutoff. Users then run a posting program which automatically posts the invoices into the document entry file, ready to post to the open payables file. The Recurring Documents system relieves the user of entering the same document information on a regular basis and remembering when to enter the documents.

At the time when the user is ready to make payments against open documents, the Payment & Hold Selection menu is used. Making payments is a very flexible process which can adapt to any office environment. Individual documents may be placed on hold to indicate they may not be paid. Documents may be selected for payment manually, allowing the user to enter partial payments and to override the discount amounts and dates. Documents may also be selected for payment automatically by the system, allowing the user to

select the basis on which payments are made, i.e., discount or due date, check date, etc. Payments selected for payment may be reviewed using the Payment Selection List program. At any time prior to printing checks, payments may be corrected or deleted. Payment selection may be made based on the branch assigned to each document. This allows multiple profit centers (branches) to make payment selection and pay only the documents expensed to that profit center.

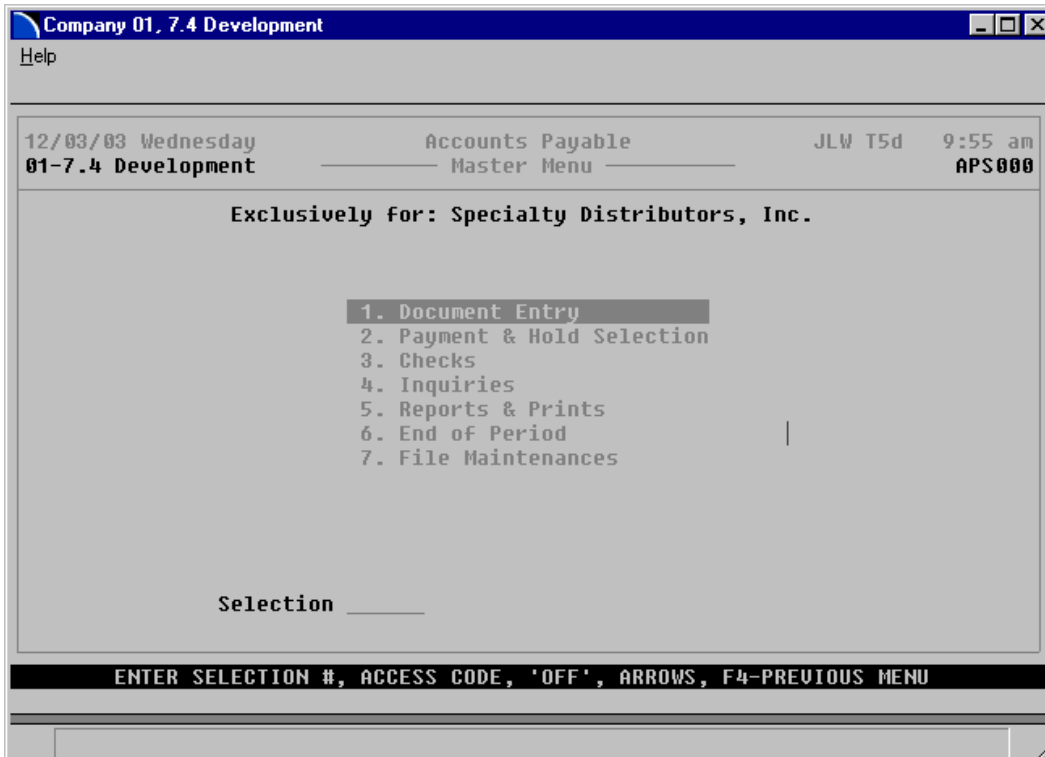
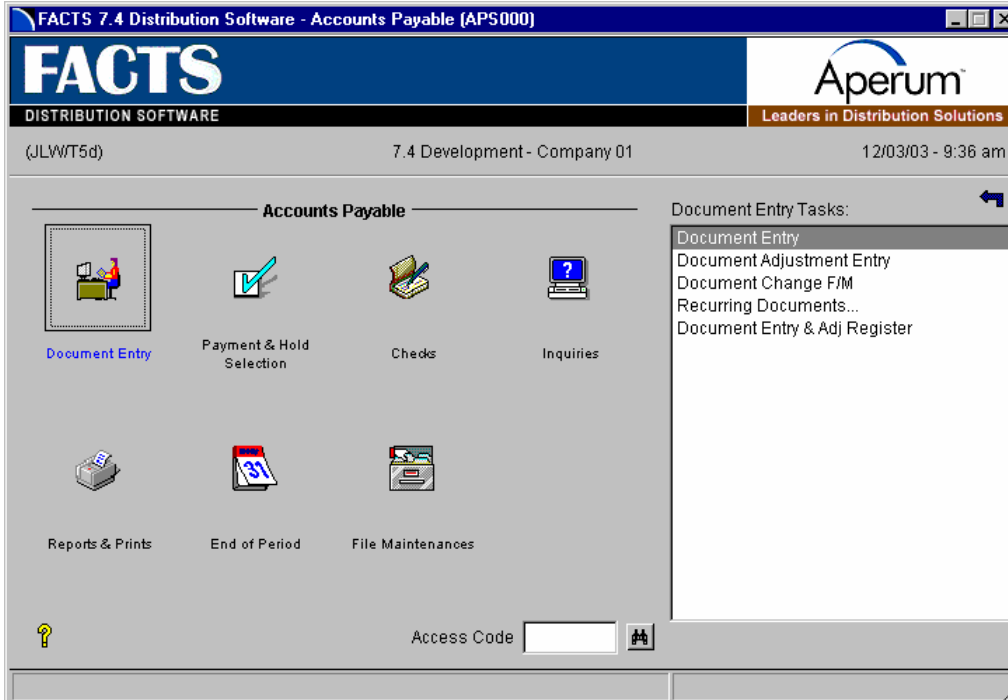
Once the Payment Selection List is verified, checks may be created and printed by the system through the Checks menu. There are four types of checks in the Accounts Payable system. Each type of check must be updated by the Check Register program. The Check Register provides an audit trail of all checks and updates all appropriate files. The four types of checks are the following: 1) **Printed checks** - the Check Print program is used to print checks which were generated for the Payment Selection List; 2) **Manual checks** - the Manual Check Entry program is used to enter and record manual checks (written manually by the user) paying invoices in the open payables file; 3) **Noninvoice checks** - the Noninvoice Check Entry program is used to pay a document not in the open payables file, i.e., entering the document(s), expensing the document(s) and recording payment of the document(s) at the same time (example, a C.O.D. document); and 4) **Void checks** - the Void Check Entry program is used to void out a printed or manual check already updated by the Check Register and documents are posted back into the open payables file.

All Accounts Payable reports have the option of printing in vendor number, alpha, or vendor class order. In addition to the order, the user may choose the range to be printed. For example, the Aged Payables Report may be printed by vendor class. There is a wide variety of reports which print all available information stored in the Accounts Payable system. The following are the Accounts Payable reports:

1. The Cash Requirements Report prints up to six time periods of cash requirements for invoice payment. The periods of time are determined by the user as well as whether the documents are to print based on due date or discount date. The report may be printed in summary (total amount due to each vendor within the specified time periods) or detail (information on each document due to each vendor within the specified time periods).
2. The Open Payables Report prints a list of open payables, zero balance documents or both. The options are to print in summary (vendors and their balances), detail (vendors and information on each document due) or detail with transactions (vendors, and all transactions against each document).
3. The Aged Payables Report prints a report of open payables in aging columns as of a specified aging date. The user may also specify how many days past due an invoice must be before appearing on the report and whether to include contact information and purchase information. The report may be printed in summary (vendor and balance) or detail (vendor and information on each invoice due to the vendor).

4. The Inactive Vendor Listing prints a list of all vendors who have been inactive as of a specified cutoff. Purchase history figures may be included in the report. This report will not update any files but may be useful in allowing the user to delete inactive vendors.
5. The Vendor Listing prints a report of either general or historical information on vendors. The vendor's address, phone number, and/or contact may print on either report.
6. The Vendor Ledgers Report prints a list of the transaction types chosen that have affected the vendor's balance.
7. The Vendor Label Print program prints up to 99 labels per vendor and may be sorted by zip code.
8. The Rolodex Vendor Card Print program prints up to 99 rolodex cards per vendor and may be sorted alphabetically.
9. The Purchase History Report prints various purchase history information from the vendor's history. The user may select month-to-date, year-to-date or prior year information and determine the minimum purchases to print. The user has the option to select specific document groups to print.
10. The Payment History Report prints total payments made to vendors for up to 6 periods.
11. The 1099 Print prints the nonemployee compensation statements. The user chooses the beginning and ending vendor and the document group(s) to print. The forms used are the standard 1099 forms distributed by the IRS.
12. The Vendor Balancing Register is run only when the vendor's balance does not agree with the invoices for that vendor (i.e., very unlikely - if there is a power failure in the middle of an update, etc.). The register prints all out-of-balance vendors. The optional update will correct each vendor balance and the total AP balance.
13. The Vendor Notes Print program prints the notes for any vendors in the vendor file.
14. The AP Code List prints a listing of the various AP codes: vendor classes, terms codes and GL posting tables.

The Accounts Payable system provides an End-of-Period menu. This menu contains programs that should be run to close the module correctly at the end of each period. There is an end-of-period checklist provided later in this section instructing the user on the procedures used to close the AP module. Some programs are optional (Period Check Register) where others are required (Register History Report). The end-of-period menu programs provide the user with a complete audit trail of the AP balance.

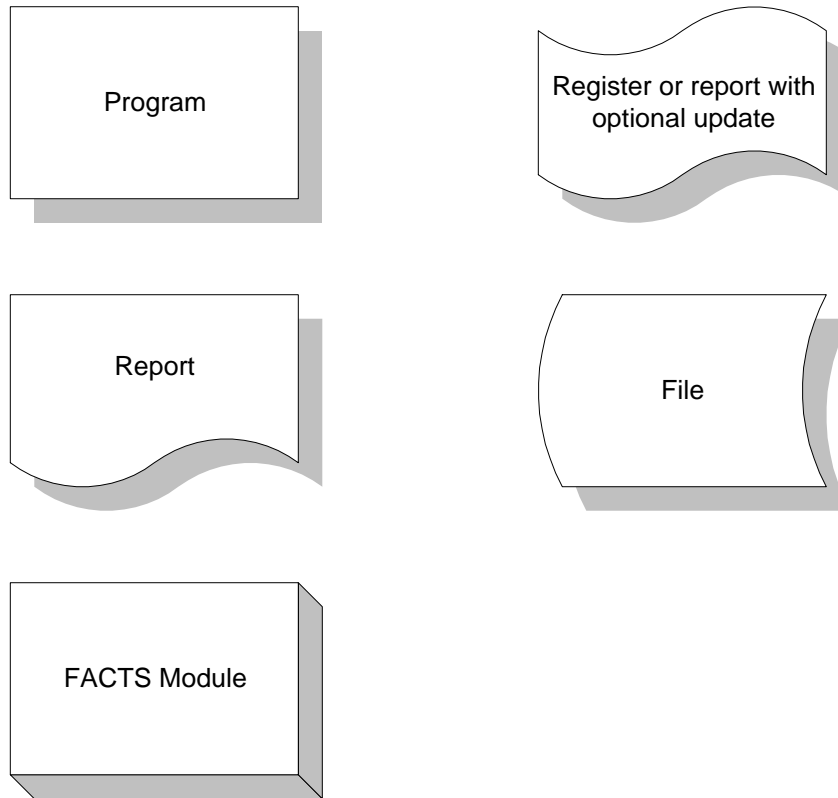


## Accounts Payable Flow Charts

The following pages present flow charts that illustrate the flow of information from Accounts Payable to the other modules in the FACTS System. They also illustrate the flow of information within Accounts Payable.

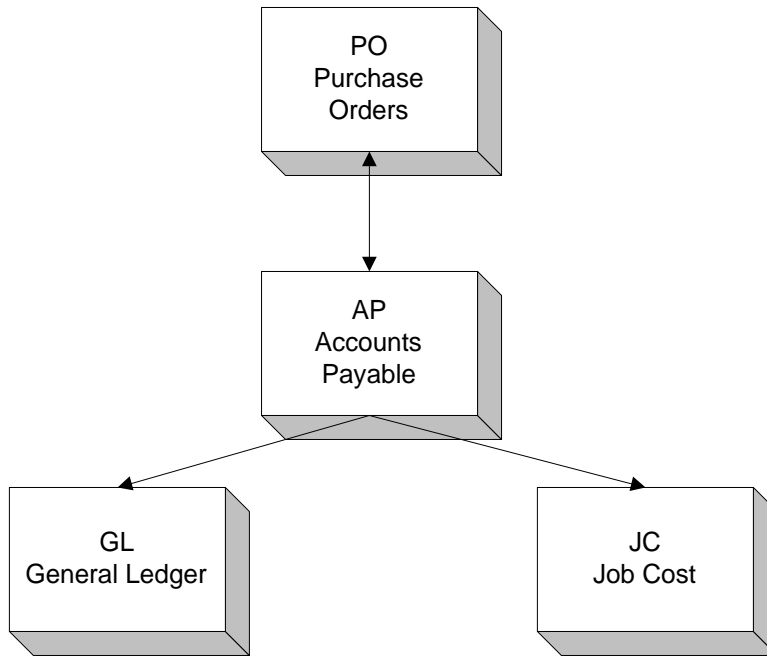
Note that not all files and programs are shown. The flow charts simply present how information flows through the system.

The following symbols represent the types of information shown on the flow charts.

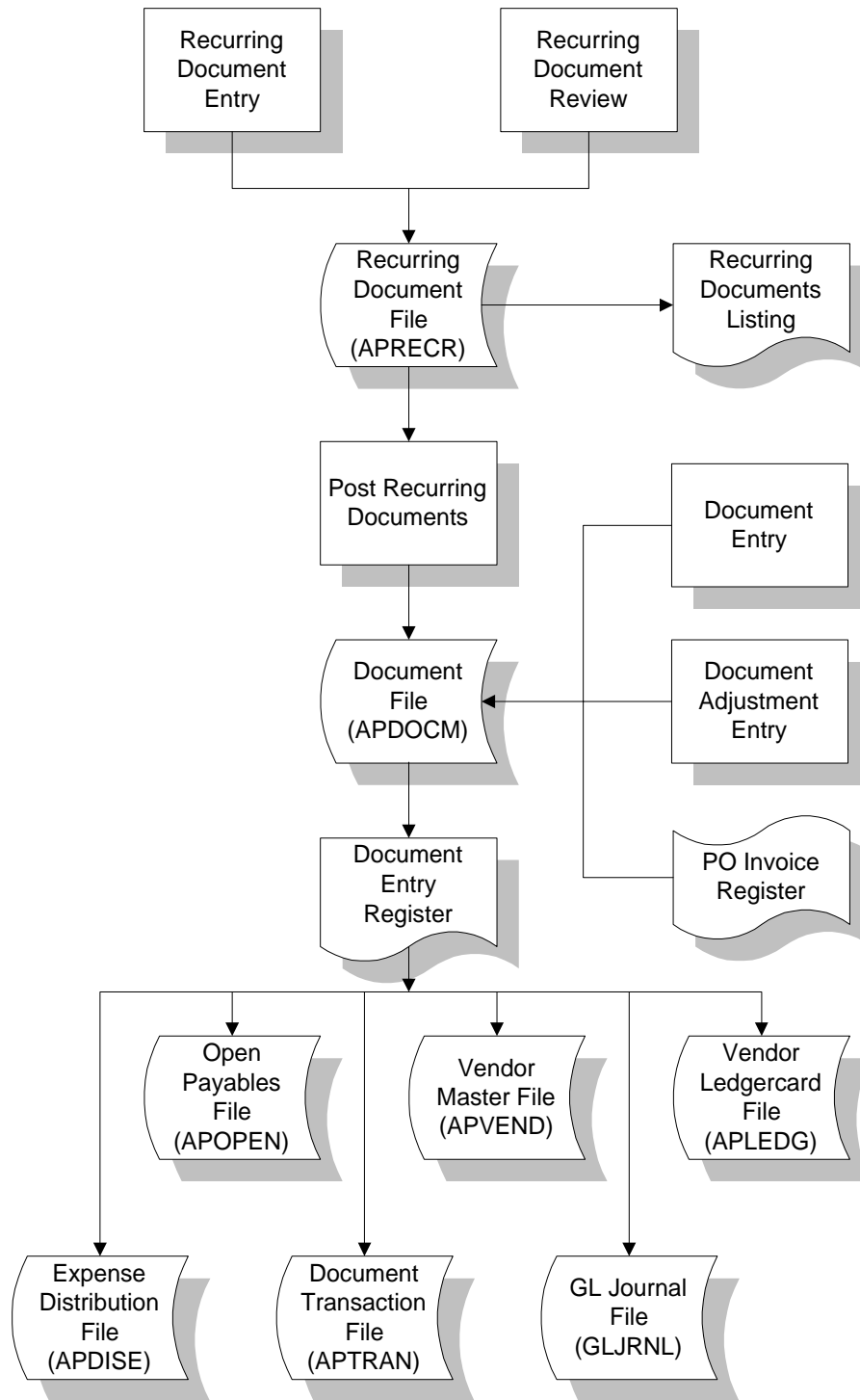




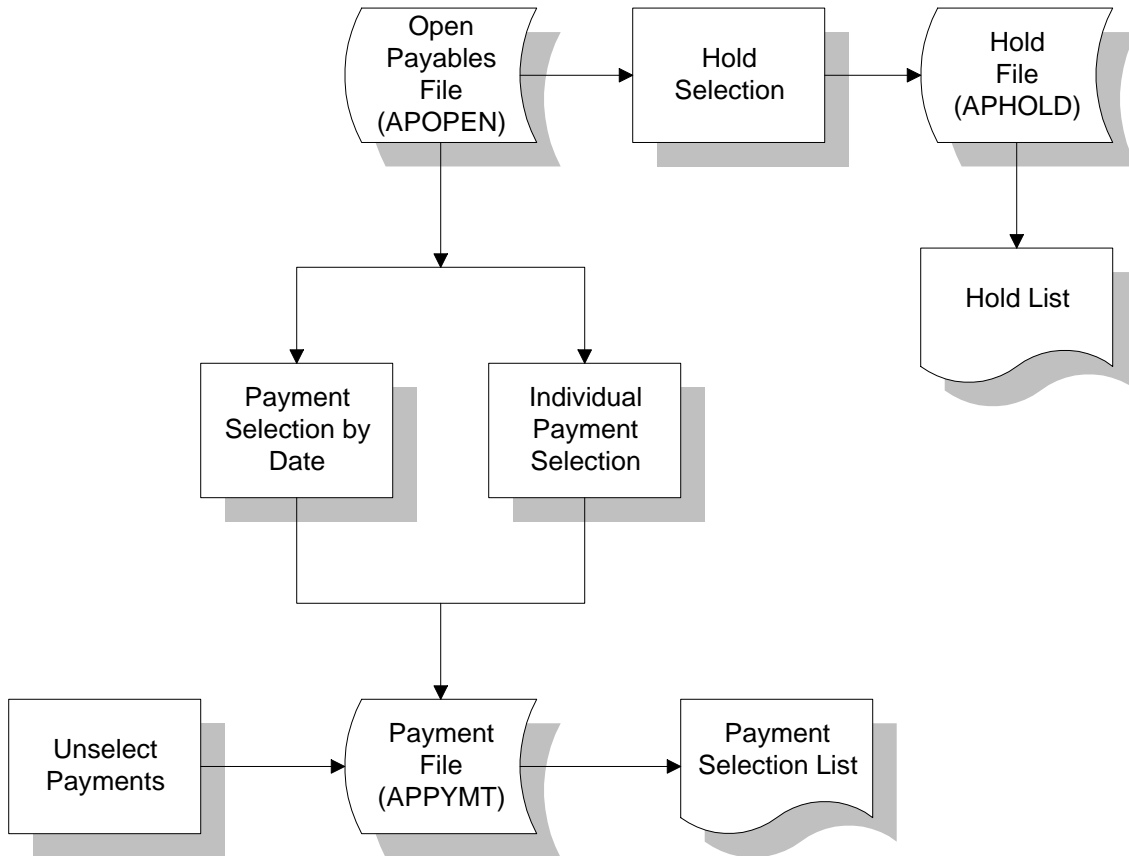
*Accounts Payable Interaction  
with Other FACTS Modules*



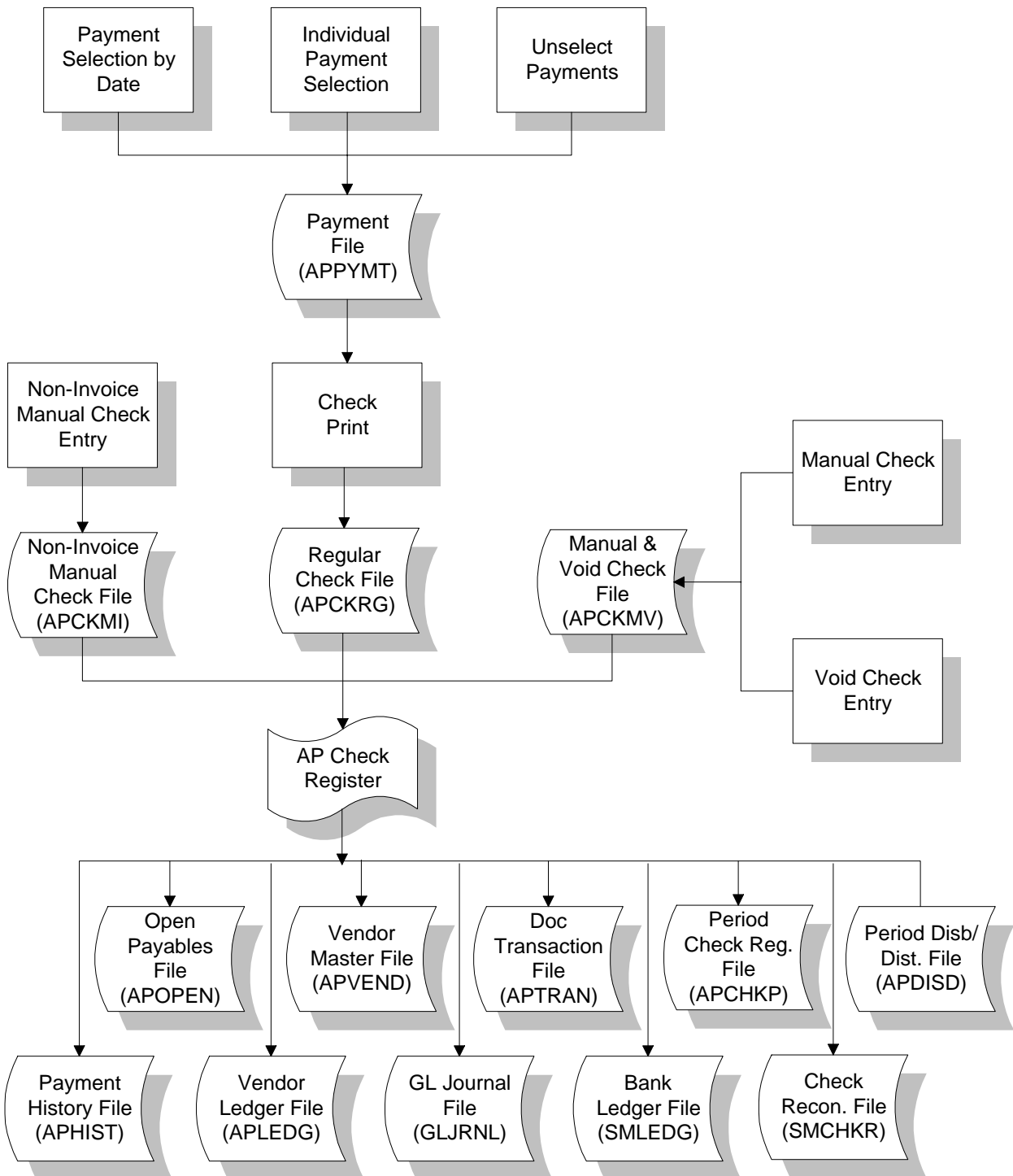
### Open Payables



### Select Payments



### Print Checks



## Posting to General Ledger

You can set up the Accounts Payable system to automatically post to General Ledger. To do this, set the **GL distribution** flag in the AP Static Control F/M to one of the following: **0**-indicating no GL distribution is printed or posted; **1**-indicating the GL distribution is printed (printing is in detail format) but not posted to GL; **2**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number); or **3**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

Two other flags control automatic posting from AP to GL. The **GL expense journal** and **GL disbursements journal** flags, also located in the AP Static Control F/M program, allow you to direct transactions posted from the Document Entry Register and Check Register to specific GL Journals.

The Accounts Payable transactions that may print a GL distribution and post to GL are the transactions from the Document Entry Register and the Check Register.

The GL distributions are built and posted through the use of GL posting tables.

Users establish their own set of valid GL posting tables to be assigned to each vendor. For example, all invoices from freight companies may be expensed to the same GL account number. The user should assign one GL posting table to all freight vendors. Posting tables may be alphabetic or numeric and should be easily recognized. During Document Entry, the user must enter the vendor number. The GL posting table code assigned to that vendor is displayed and may be overridden on the invoice. The GL account numbers stored with the GL posting tables become the default value for the expense account number entered in Document Entry. Document Entry also allows a search to display all G/L numbers set up in a posting table.

In Document Entry, the user may expense an invoice to up to 999 expense accounts. The GL posting table allows the user to set up to five default expense accounts to make entry of AP documents easier.

The GL posting table also contains the Accounts Payable G/L number to post and the Discounts G/L number to post when a discount is taken.

**Example:** Southern bell is a vendor set up in the vendor file and for GL posting purposes is considered a telephone vendor. Therefore, the user sets up a GL posting table **TEL**-telephone. When posting most phone bills from Southern Bell, the user normally expenses to the telephone GL expense account. However, occasionally the user advertises in the yellow pages and when those bills are entered, they are expensed to the advertising GL expense account. The user sets up the GL posting table as follows:

GL Table	<b>TEL</b>		
Description	<b>Telephone</b>		
		<u><b>G/L #</b></u>	<u><b>Description</b></u>
Expense 1	<b>735-00-00</b>	<b>Telephone</b>	
	2	<b>710-00-00</b>	<b>Advertising</b>
	3		
	4		
	5		
Accounts Payable		<b>310-00-00</b>	<b>Accounts</b>
<b>Payable</b>			
Discounts		<b>490-00-00</b>	<b>Discounts Taken</b>

In Document Entry, if the GL posting table is **TEL** for the invoice being entered, the system automatically defaults to 735-00-00 for the first GL number to be expensed. The user also may perform a search to display all of the GL expense numbers set up in the **TEL** GL posting table. In the example given, 735-00-00 telephone and 710-00-00 advertising are displayed.

Therefore, when a regular telephone bill is entered, the user may allow the system to default to 735-00-00 telephone. However, when an occasional advertising bill is entered, the user may search to see the other possible expense GL numbers to use.

If the **Post by Branch** flag is set to Y in the AP static control record, the Document Entry program automatically inserts the branch in the proper position in the GL number when displaying the expense numbers of the GL posting table.

Within each GL posting table there is also an account number for accounts payable. This number is posted when entering an accounts payable document or writing a check and paying it off. The discounts number is posted when a discount is taken, i.e., when the payment is made and the check is written. Discounts are not posted upon initial entry of the document, but when the discount is entered when payment is made (i.e., when the discount is taken).

If the user enters two bills for Southern Bell - a telephone bill for \$350 and an advertising bill for \$150, the summary Document Entry Register GL distribution using the GL posting table listed above would be as follows:

	<u>Debit</u>	<u>Credit</u>
310-00-00 Accounts payable		-500.00
730-00-00 Telephone	350.00	
710-00-00 Advertising	150.00	

If the user pays the two bills and takes a 2% discount on the advertising bill, the summary Check Register GL distribution using the GL posting table listed above would be as follows:

	<u>Debit</u>	<u>Credit</u>
* 100-00-00 Cash in Bank		-497.00
310-00-00 Accounts Payable	500.00	
490-00-00 Discounts Taken		-3.00

\* The cash G/L number comes from the Bank G/L number set up in the Bank F/M in the banking and check system in system management.

If the **Post by branch** flag is set to Y in the AP static control record, the Document Entry & Adjustments Register and Check Register automatically insert the branch (assigned to each document) in the AP and discounts GL numbers when posting to general ledger.

When setting up the GL Posting Tables, because they are user-defined, there is no limit to the number set up. Any of the expense numbers may be entered as defaults in the AP Document Entry. The AP and Discount G/L numbers are mandatory numbers and may not be overridden during entry of current payment selection or check writing.

If a loan is to be entered and the balance posts to Notes Payable rather than an accounts payable account, when setting up GL posting tables, one may be set up as follows:

GL Table	LN		
		<b>Loans</b>	
		G/L #	Description
* Expense 1			
*	2		
*	3		
*	4		
*	5		
Accounts Payable		<b>320-00-00</b>	<b>Notes Payable</b>
Discounts		<b>490-00-00</b>	<b>Discounts Taken</b>

\* If a GL posting table is set up with no expense accounts, the user has no **default** expense numbers in Document Entry.

The Document Entry program, Document Entry & Adj. Register and Check Register programs use information stored in these records.

## Posting to Job Cost from Accounts Payable

During the Document Entry program the user may post any part of an invoice (bill) to a job number, to post to Job Cost. If job cost information is entered the default GL expense account number is no longer the number as set in the GL posting table. The default GL expense account number comes from one of two places. If the **Post work-in-process** flag is set to Y in the JC to GL Posting F/M program, the default expense GL number is a work-in-process account number. Depending on the **Basis** flag set in this record for work-in-process, the default number is used or the work-in-process account number is assigned to the cost type for the GL posting table assigned to the job. If the **Post work-in-process** flag is set to N, the default expense GL number is the expense number assigned to the cost code entered for the job.

The Document Entry & Adj. Register GL distribution posts to GL as follows:

Debit	Credit
Work in-Process GL #	Accounts Payable
or	
Expense GL #	

The work-in-process or expense GL number also posts into the JC Job Posting Entry file. The Job Posting Register is then run which updates the WIP or expense GL number to the Job Cost transaction file. This transaction file is used for billing purposes.

Once billing takes place, the JC Invoice Register is printed along with the Invoice Register GL distribution.

The GL distribution posts as follows:

Debit	Credit
Accounts Receivable	Sales
	Tax
	Freight
Cost of Sales	Work in Process
	or
	Expense GL #

The WIP or expense GL number was originally debited in Accounts Payable and in Job Cost is credited. This means the WIP or Expense number is a wash account with the amount posting to the Cost of Sales GL account number.



## Standard Procedures

The standard procedures may vary depending on how your company's business is conducted. The following three sections of standard procedures are provided as a guideline:

- 1) **Recommended Operating Procedures.** An outline is provided of routine procedures on a daily, weekly, period (month, if 12 periods are used) and yearly basis.
- 2) **End-of-Period Checklist.** The end-of-period procedures are critical to the proper functioning of the system. Certain programs must be run in a specific order to close the accounts payable module accurately.

It is suggested that copies of the checklist be made and used for each period close-out to be filed for future reference.

- 3) **End-of-Period Checklist Explanation.** A detailed account of the purpose of each program on the checklist.

# Recommended Operating Procedures

## *Daily Procedures (or as needed)*

1. Enter documents
2. Post Recurring Documents (if applicable)
3. Print/update Document Entry & Adjustments Register
4. Make payments
5. Print Payment Selection List
6. Print checks
7. Enter manual, void, non-invoice checks
8. Print/update Check Register
9. Print Cash Requirements Report

## *Period Procedures (or as needed)*

- \*1. Post Recurring Documents through last day of period (if applicable)
- \*2. Print/update last PO Invoice Receipt Register (if used)
- \*3. Print/update last Document Entry & Adjustments Register
4. Print/update last Check Register
5. Print Open Payables Report
6. Print Aged Payables Report
7. Run Vendor Ledgercards print
- \*8. Print/update Period Check Register (if used)
- \*9. Print/update Period Expense Distribution (if used)
- \*10. Print/update Disbursement Distribution (if used)
- \*11. Print/update Register History Report
- \*12. Print/update Document Removal Register
13. Run Vendor Ledgercard Removal
- \*14a. Run 1099 Print after the last check run in December.
- \*14b. Run End-of-Period Update

## *Yearly Procedures*

1. Run the End-of-Period Update. (If you did this as part of your period procedures do NOT run this program.) If your year ends in December, remember to run the 1099 Print program after the last check run and before the End-of-Period Update. If you fail to run the 1099 Print before you close out December, you will lose all payroll information on contractors.

\* indicates the procedure is required and must be performed in the time period designated

# End-of-Period Checklist - Accounts Payable

Period \_\_\_ Year \_\_\_

User	Date	Menu	Description
_____	_____	Recurring	1. Post Recurring Documents through last day of period
_____	_____	PO Invoice	2. Print/update last PO Invoice Receipt Register Receiving
_____	_____	Doc Entry	3. Print/update last Document Entry Register
_____	_____	Checks	4. Print/update last Check Register
_____	_____	Reports	5. Print Open Payables Report (detail with transactions)
_____	_____	Reports	6. Print Aged Payables Report (detail with transactions)
_____	_____	Reports	7. Run Vendor Ledgercards print
_____	_____	EOP	8. Print/update Period Check Register
_____	_____	EOP	9. Print/update Period Expense Distribution
_____	_____	EOP	10. Print/update Disbursement Distribution
_____	_____	EOP	11. Print/update Register History Report
_____	_____	EOP	12. Print/update Document Removal Register
_____	_____	EOP	13. Run Vendor Ledgercard Removal
_____	_____	EOP	14a. If December, run 1099 Print program before you close.
_____	_____	EOP	14b. Run End-of-Period Update

## End-Of-Period Checklist Explanation

1. **Post Recurring Documents through last day of period.** If Recurring Documents are used, in order to close the current period, this procedure must be complete. The End-of-Period Update checks to make sure that the last day posted is the last day of the month. The reason for this check is to ensure that the user posts all recurring documents in the correct period.
- 2-4. **Print/update last PO Invoice Receipt Register, Document Entry & Adjustments Register and Check Register.** The PO Invoice Receipt Register must be run before the AP End-of-Period Update. Running this register is necessary to ensure that PO invoice receipts from the current period are written to the Document Entry and Adjustment File (APDOCM). The Document Entry & Adjustments Register and the Check Register must be run to keep the AP balance up to date. If either of these registers are run after the period is closed, the documents and/or checks are posted to the next period.
- 5-6. **Print Open Payables Report and Aged Payables Report (detail with transactions).** These reports provide the user with a report of all transactions that have taken place against all documents including zero balance documents (paid down to zero). These documents and transactions will be removed by the Document Removal Register (#11). It is recommended that a hard copy of each report be saved for future reference
7. **Run Vendor Ledgersheets print.** If vendor ledgersheets are used, this program provides the user with a list of all transactions that have occurred on vendor accounts. These transactions will be removed by the Vendor Ledgersheet Removal (#12). It is recommended that a hard copy be saved for future reference.
8. **Print Period Check Register.** This register allows the user to obtain a listing, grouped by bank, of all regular, manual, noninvoice and void checks for the period. This register is a summary of the Check Registers printed for the period. After the report prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Period Check Registers should be kept as an audit trail.
9. **Print Period Expense Distribution.** This report allows the user to obtain a list of all general ledger expense distributions for the period. This report is a summary of all general ledger expense distributions from the Document Entry & Adjustments Registers for the period. After the report prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Expense Distribution Reports should be kept as an audit trail.

10. **Print Period Disbursement Distribution.** This report allows the user to obtain a list of all general ledger disbursements distributions for the period. This report is a summary of the general ledger distributions from the Check Registers for the period. After the report prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Disbursement Distribution Reports should be kept as an audit trail.
11. **Print Register History Report.** This report allows the user to obtain a list of all registers (Vendor Balancing, Document Entry & Adjustments, Check) for the period and update the AP balance. This report provides a trace of what transactions occurred to obtain the current AP balance. After the report prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Register History Reports should be kept as an audit trail.
12. **Print Document Removal Register.** This register allows the user to obtain a list of all documents that have been paid down to zero in the current period. After the register prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. During the removal of the records, the program also updates the paid documents file. All Document Removal Registers should be kept as an audit trail.
13. **Run Vendor Ledgercard Removal.** If Vendor Ledgercards are used, this program is run to remove ledgercard information. The user determines the cutoff date through which to remove ledgercard information.
- 14a. **In December, run 1099 Print.** Run this before you close December. Otherwise, payroll information for contractors will be lost.
- 14b. **Run End-of-Period Update.** This is the last step to closing the accounts payable current period and should only be run after all of the above procedures have been completed. The program removes all temporary vendors with a zero balance, removes documents from the paid documents file which are stored longer than the number of periods specified in the AP company static control record, clears month-to-date vendor information and closes the current period. If it is the last period of the year, year-to-date figures are rolled to prior year. When this program is complete, the user may begin daily procedures in accounts payable in the new (current) period.



## CHAPTER 2

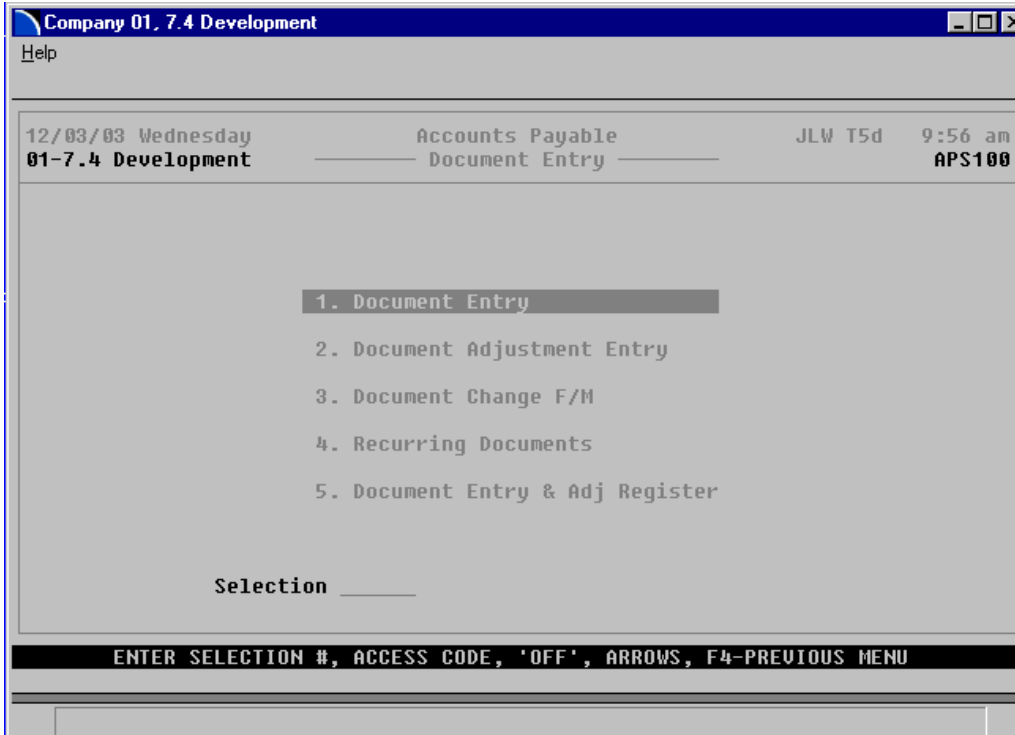
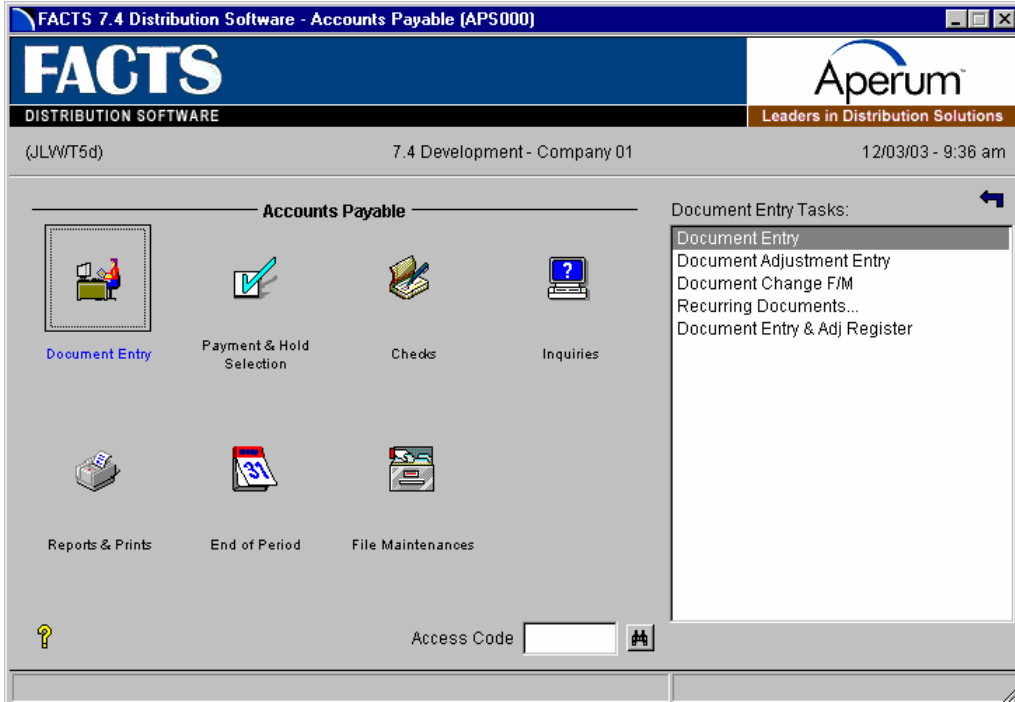
# Document Entry

This menu is used for entering all open payables (invoices) into the Accounts Payable system. Users enter documents through the Document Entry program or the system can generate open payables through the Recurring Payables Submodule.

When documents (payables, invoices) are entered through Document Entry, each document must be expensed to one or more General Ledger account number(s) (up to 999). Through the use of the Accounts Payable General Ledger groups, default General Ledger expense account numbers may be set up for each vendor (see section on General Ledger groups).

Documents that are entered will not update the open documents file until the Document Entry & Adjustments Register has been run and updated.

Therefore, if a document has been entered incorrectly and has not been updated, the user may use Document Entry to correct the invoice. The Document Adjustment Entry program is used to adjust AP invoice amounts, which have already been entered, updated, and are in the open documents file. Adjustment entries are not updated until the Document Entry & Adjustments Register is run and updated. The Document Change F/M allows the user to change dates on invoices and will affect documents in the open documents file without running the register.





# Document Entry (APE110)

## Function

This program allows the user to enter vendor documents (invoices and credit memos) into the Accounts Payable system.

The document entry screen consists of two sections. The upper portion of the screen is called the header portion where the vendor number, invoice number, etc. are entered. The lower portion is called the line-item portion where each GL expense account number is entered.

After documents are entered, they stay in the document entry file until the Document Entry & Adjustments Register is run and updated. This allows the user to make changes to the document. The update following the register will remove the documents from the document entry file and update the open documents file. Note also that the vendor balance and the current AP balance are not updated until the register is updated. Corrections to documents still in the document entry file are entered through the Document Entry program. Documents that have been updated to the Open Documents File are corrected through the Document Adjustment Entry program.

*Updating past open payables:* The Accounts Payable section of the “Operational Analysis Survey” asked the following question: **Maximum # of invoices entered per period?** This number divided by four is the number of payables that can be entered before you run the Document Entry Register. You may want to temporarily expand the Document Entry File to avoid running out of file space.

The Document Entry Screen consists of two sections: the header and line-item entry. The upper section of the screen is the header. This is where you enter the vendor number, invoice number, and other document particulars. The lower portion of the screen is the line-item entry section where you enter each general ledger expense account number.

Once documents have been entered, they remain in the Document Entry File until someone runs the Document Entry & Adjustments Register. If you need to make changes to any of the documents and no one has run the register yet, use the Document Entry program to edit the documents.

The update that follows the register removes the documents from the Document Entry File and updates the Open Documents File. Note also that the vendor balance and the current AP balance do not update until someone runs and updates the register. Documents that have been updated to the Open Documents File need to be corrected in the Document Adjustment Entry Program.

Access this program by choosing *Accounts Payable* → *Document Entry* → *Document Entry*.

## User Inputs

The following inputs are involved in entering an accounts payable document:

### 1. Period

Enter the period (PPYY) the expense account distribution should be posted to in GL. CR defaults to the current AP period. The period entered may be either the current or next GL period.

### 2. Vendor

Enter the vendor number for this document. If the vendor number is not a valid vendor number, there is an option to add the vendor. If the user chooses to add the vendor, the program proceeds to the Vendor F/M screen. After the addition is complete, it will return to the Document Entry screen. Entry of a valid number displays the name, address, GL posting table, document group, branch, terms code, and message for this vendor. If the vendor is inactive, the entry is refused. F3 allows a document search (i.e., documents entered into the document entry file, but not yet updated to the open documents file).

### 3. Document Number

Enter the document number (up to 10 characters). This entry is checked against the past and open document files. If the entered document number is a duplicate for this vendor, a message is displayed and the entry refused. If the document has been currently entered and is in the document entry file, the system will display the document on the screen and the user may make any changes needed.

### 4. PO Number (Purchase Order Number)

Enter the purchase order number (up to 6 characters).

### 5. GL Tbl (General Ledger Table)

Enter the GL posting table. The entry must be a valid posting table. CR defaults to the value already displayed, initially the posting table assigned to the vendor. F2 allows a search (ref. 7).

### 6. Doc Grp (Document Group)

Enter the document group (up to 2 characters). CR defaults to the value already displayed, initially the document group assigned to the vendor in Vendor F/M.

### 7. Branch

Enter the branch number. The entry must be a valid branch. CR defaults to the branch assigned to the terminal entering the document. F2 allows a search (ref. 7).

### 8. Terms (Code)

Enter the payment terms code. The entry must be a valid terms code. CR defaults to the value already displayed, initially the terms code assigned to the vendor in the vendor file. An **M** (manual) terms code will force the user to enter due dates and discount amount. F2 allows a search (ref. 7).

**9. Document Amount**

Enter the document amount (+/-9999999.99). Zero amounts are not accepted. A negative number indicates a credit memo or credit adjustment.

**10. Discountable Amount**

Enter the amount to compute the discount on (+/- 9999999.99), i.e., freight may be included in the document amount, however, not eligible for discount. CR defaults to document amount.

**11. Document Date**

Enter the date of the document (ref. 2). The entry must be a date prior or equal to a date in the next GL period. CR defaults to the system date.

**12. Due Date**

Enter the due date (ref. 2). CR automatically calculates the due date, discount amount and date based on the Terms Code. If the due date is calculated, skip to input #15. If the terms code is M (manual), inputs #12-14 must be entered.

**13. Discount**

This may be entered as an amount or as a percent of the document amount. Enter the discount as a dollar amount or as a percent. If entering as a percentage, type the number required and a percent (%) sign.

**14. Discount Due Date**

Enter the discount due date (ref. 2).

**15. Memo**

Enter any memo (up to 25 characters). This memo will print on the check stub in the Comments column. F4 backs up to the discount due date.

This concludes the header portion of the Document Entry program. After the header record is created, all previous inputs except #1-3 are accessible through the change header routine. Inputs #1-3 can only be changed by deleting and re-entering the document.

The line-item portion of the program allows entry of up to 999 line-items.

**Line numbers** are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single document, the program advances to the **Prompt-selection** input.

**16. G/L Number, Job Number**

Enter the GL expense account number to which this document will be distributed. If the entire amount of the document is not to be distributed to this account, enter other account numbers in subsequent line-items. The number entered must be a valid GL number. If the GL posting table for this document has preset expense accounts, CR defaults to the first GL account number in the GL posting table. Press F2 to view all GL numbers listed for the GL posting table assigned to this document and their descriptions. This search displays all GL numbers listed for the GL posting table assigned to this document along with the GL numbers description. If the **Post by branch** flag is set to Y in the

static control record and the account number is selected from the initial search, the GL account expense numbers assigned to the GL posting table are displayed with the branch assigned to the document (input #7) inserted in the branch position. Select the line number of the GL account number to expense to. F2 allows a GL numbers alpha search. Any account number may be typed in place of the standard numbers from the GL posting table. If you access the full GL account search feature or manually enter the account number the system does not insert the branch. If the entire amount of the document is not distributed to this account, the next account number will be entered on line 002. This continues until the document amount is distributed.

If this entry is to post to Job Cost, enter J to enter the job number and proceed to the next input. If you are not entering Job Cost information, proceed to input # 25.

### 17. Job Number

Enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. CR defaults to the last job number entered (if any). F2 allows a search (ref. 2).

### 18. Price Message

If the billing type for the job entered is fixed, contract or time and material, this input is skipped. If the billing type is cost + (plus) or no charge, the program displays the price (bill rate) that will be used to calculate the extension. If the job is no charge, then the markup method can be changed if the **Allow billing override** flag for the cost code is set to **Y** and neither the bill rate nor extension will be affected. Press CR to continue.

### 19. Cost Code

Enter a valid cost code (up to 4 characters). Entering a valid cost code displays the cost code description and the cost type. If the cost code is not set up to use units (unit of measure field is blank in Cost Code F/M), the program displays a message displaying this information. The cost code sets the defaults for markup method (for all jobs that are not billed as cost plus) and the billing rate for jobs that are billed as a fixed contract or as time and material. If the billing type is not cost plus, the cost code also determines whether the user is able to override the markup method and/or bill rate. F2 allows a search (ref. 7).

The item entry determines the units, unit of measure and cost rate/extension.

### 20. Markup

This input is initially skipped and set to the markup assigned to the cost code. This may only be entered for jobs which are time and materials or fixed contracts and the **Allow override of billing** flag is set to **Y** in the cost code record. This may also be changed for no charge jobs but the bill rate is not affected.

Enter the markup method to use for this posting entry. The user has the following options:

- # - Enter the markup amount (0-9999999.99%). Entering a number tells the system to mark up the cost by a dollar amount. The system marks up the cost rate by the dollar amount and calculates the bill extension.

**#+% -** Enter the percentage (0-9999999.99%) to mark up the cost. To enter a percentage, the user must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. The system marks up the cost rate by the percentage amount and calculates the bill extension.

**M -** Enter the bill rate manually. Entering M displays the word MANUAL and the program proceeds to the bill rate input (#21).

The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select a cost code whose markup method is fixed.

CR initially defaults to the markup method (amount/percentage) from the cost code record.

### **21. Bill Rate**

This input is unavailable if the **Allow billing override** flag is set to **N** in the Cost Code F/M. This input is initially skipped unless the markup method of the cost code is manual. Enter the price per displayed unit of measure. The bill extension is calculated and displayed. CR initially defaults to 0.

### **22. Memo**

Enter the memo (to print on invoice - see next input) for this posting entry (up to 30 characters). CR initially defaults to blanks.

### **23. Print memo on job cost invoice?**

This input is initially skipped if the print order for invoice transactions flag in the jobs file is not set to A. Enter **N** or **Y** to indicate whether to print the memo on the job cost invoice. CR initially defaults to N.

### **24. General Ledger Number**

Enter the GL expense account to which this document will be distributed. The number entered must be a valid GL number.. If the GL posting table for this document has preset expense accounts, CR defaults to the first GL account number in the GL posting table and all of the GL posting table may be displayed by pressing F2-search. This search displays all GL numbers listed for the GL posting table assigned to this document along with the GL numbers description. If the **Post by branch** flag is set to Y in the static control record, the GL account expense numbers assigned to the GL posting table are displayed with the branch assigned to the document (input #7) inserted in the branch position. Select the line number of the GL account number to expense to. F2 allows a GL numbers alpha search. Any account number may be typed in place of the standard numbers from the GL posting table. If the entire amount of the document is not distributed to this account, the next account number will be entered on line 002. This continues until the document amount is distributed.

### **25. Amount**

Enter the amount to be distributed to this GL number (+/-9999999.99). This may be entered as an amount or as a percent of the original undistributed amount (document amount). If entering a percentage, type the number required and a percent (%) sign. Zero amounts are not accepted. CR defaults to the document amount not yet distributed (undistributed). The ending routine may not be accessed until the entire document amount has been distributed.

If you entered a job number in the **G/L number** field to post this entry to a job, the system supplies the amount from the **Cost ext** field in the Job Posting Entry window. In this case, the **Amount** input is initially skipped. Then, the system asks for the expense GL account number. CR defaults to the account number from Job Cost.

This concludes the line-item portion of the Document Entry program. F3 ends entries of line-items and goes to the **Prompt-selection** input which allows the user to perform a number of functions:

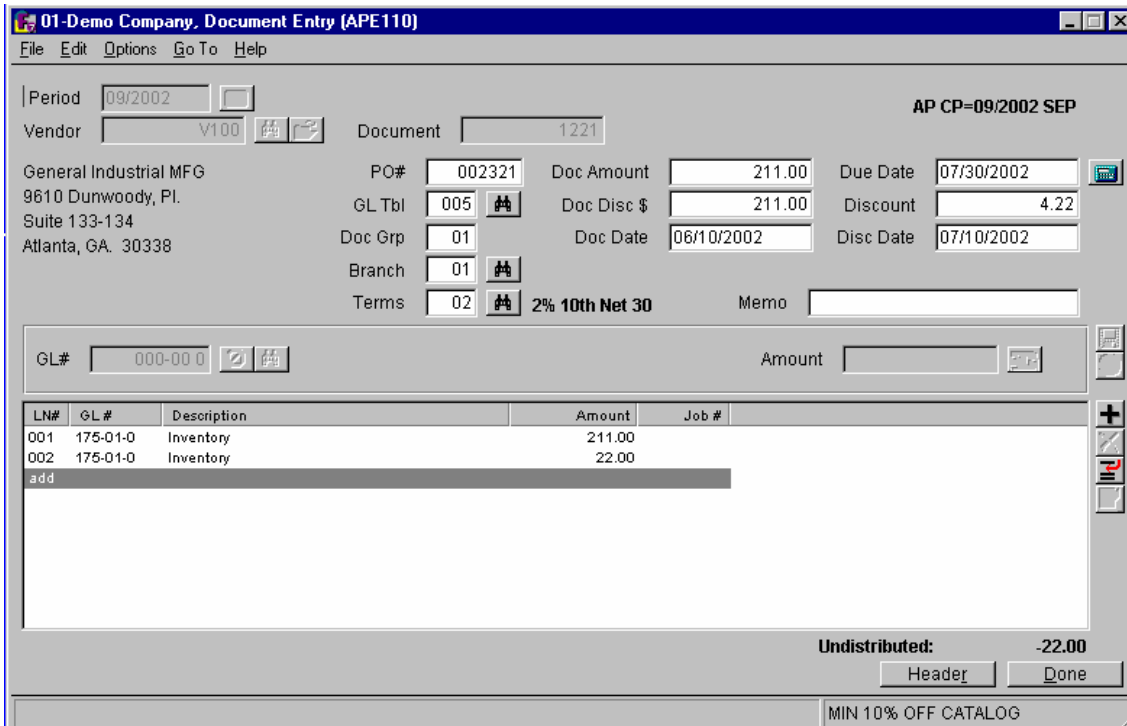
- # - Changes a line-item
- L - Lists line-items
- A - Adds a line-item
- D - Deletes the document
- F2 - Changes header
- F3 - Ends entry of document

### Technical notes

Documents entered are written to the document entry file (APDOCM) and its sort file (APDOCX) as header records and line-item records. Nothing is updated to the open documents file (APOPEN) until the Document Entry & Adjustments Register is run and updated. When a document is deleted, the header record and all line-item records are removed from the document entry file. Vendors may be created in the Document Entry (APVEND). All Job Cost information entered is stored in the document entry file (APDOCM).

**FILES USED** - SMCNTL, GLMSTR, APOPEN, APPAST, GLALPX, ARCUST, JCJOBS, JCCODE, JCJOX

**FILES UPDATED** - APDOCM, APDOCX, APVEND, APCLSX, APVALX, APLEDG







```


Help
-----
01-Demo Company          Document Entry          APE110
                          Period 09/2002  AP CP=09/2002 SEP
Vendor      U110          Document      12211
Georgia Shipping Equip. Co.  PO# 000123          Amount      Disc $      Date
3376 Washington Ave. S.E.   GL Tbl 005 Doc      33.00        33.00 06/11/2002
Atlanta, GA. 30302          Doc Grp 01 Due      .00          .00 07/11/2002
Memo                      Branch 01 Disc
                          Terms 30 Net 30
-----
GL# |000000          Amount
-----
LN#  GL #  Description          Amount  Job #
001  175-01-0 Inventory          33.00
add
-----
Undistributed:          .00

Enter expense GL account #, F1-Job Entry, F2-Search, F3-End, F10-Menu
    
```



## How to enter an AP Document header

1. Access this program by choosing Accounts Payable-->Document Entry-->Document Entry.
2. Enter the Period (PPYY) in which the expense account distribution should be posted in the General Ledger. Press Enter (CR) or the  icon to set the document to the current AP period. The period entered may be either the current or next general ledger period.
3. Enter the Vendor Number for this document. If the vendor number is not a valid vendor number, there is an option to add the vendor. If the user chooses to add the vendor, the program proceeds to the Vendor F/M screen. After the addition is complete, it will return to the Document Entry screen. Entry of a valid number displays the name, address, General Ledger posting table, document group, branch, terms code, and message for this vendor. If the vendor is inactive, the entry is refused. Press F3 to perform a document search (i.e., documents entered into the document entry file, but not yet updated to the open documents file).
4. Enter the Document Number (up to 10 characters). This entry is checked against the past and open document files. If the entered document number is a duplicate for this vendor, a message is displayed and the entry refused. If the document has been currently entered and is in the document entry file, the system will display the document on the screen and the user may make any changes needed.
5. Enter the Purchase Order Number (up to 6 characters). The PO number can be alphanumeric. Press Enter (CR) to default to 000000 for the PO number.
6. Enter the General Ledger Posting Table. The entry must be a valid AP General Ledger posting table. Press ENTER (CR) to accept the value already displayed, initially the GL posting table assigned to the vendor. Press  or F2 to search.
7. Enter the Document Group (up to 2 characters). Press ENTER (CR) default to the value already displayed, initially the document group assigned to the vendor in the vendor file.
8. Enter the Branch Number. The entry must be a valid branch. Press Enter (CR) to default to the branch assigned to the terminal entering the document. Press  or F2 to search.
9. Enter the payment Terms code. The entry must be a valid terms code. Press Enter (CR) to default to the value already displayed. Initially the terms code assigned to the vendor in the vendor file. An M (manual) terms code forces you to enter due dates and discount amount. Press  or F2 to search.
10. Enter the Document Amount (+/-9999999.99). The system does not accept zero amounts. A negative number indicates a credit memo or credit adjustment.
11. Enter the Discount Amount, which is the amount to compute the discount on (+/- 9999999.99). For example, the document amount may include, but freight may not be eligible for discount. So the document amount minus the freight would be the discount amount. Press Enter (CR) to default to the document amount.
12. Enter the Document Date. The entry must be a date prior or equal to a date in the next GL period. Press Enter (CR) to default to the system date.

13. Enter the Due Date. Press Enter (CR) or the  icon to automatically calculate the due date, discount amount and discount date based on the Terms Code. If the due date is calculated, skip to Step 15 and enter the Memo. If the terms code is M (manual), enter the information required in Steps 12-14.
14. Enter the Discount. This can be a dollar amount or a percent of the document amount. Press Enter (CR) if you want to enter the discount in terms of dollars. To enter the discount as a percentage, type the number followed by the percent (%) sign. The system automatically calculates the discount in terms of dollars.

If a discount doesn't apply, press F1 to skip this entry.

15. Enter the Discount Due Date. This is the date by which the invoice has to be paid in order to receive the discount. If a discount doesn't apply to this document, press F1 to skip the entry.
16. Enter any Memo up to 25 characters. This memo prints on the check stub in the Comments column. F4 backs up to the discount due date.



To enter line items for AP documents, refer to the Entering AP Document line-items topics.

## How to enter AP Document line-items


1. Access this program by choosing Accounts Payable-->Document Entry-->Document Entry. For existing documents, enter the period, vendor and document number. For new documents, complete the header information; refer to the How to enter an AP Document header procedure for details.

The line-item portion of the program enables you to post the document amount to as many as 999 GL numbers.

The system automatically assigns line numbers beginning with 001. After you enter item number 999, the program advances to the Prompt-selection input.


2. Enter the GL Expense Account Number (If this entry is to post to Job Cost, press F2 or the  icon to display Job Posting Entry screen) to which this document amount will be distributed. If you want the entire amount of the document is not to be distributed to this account, enter other account numbers in subsequent line-items. The number entered must be a valid GL number. If the general ledger posting table for this document has preset expense accounts, the system displays the first GL account number in the GL posting table as the default. Press F2 or  to view all GL numbers listed for the GL posting table assigned to this document and their descriptions.

If this entry needs to post to Job Cost, enter J to enter the job number and refer to the Job Posting Entry topic for input descriptions.

3. Enter the Amount that you want to distribute to this GL number (+/-9999999.99). You can enter an amount or as a percent of the original undistributed amount (document amount). To enter a percentage, type the number required and a percent (%) sign. You cannot enter zero as an amount. Press Enter (CR) or  to default to the document amount not yet distributed (undistributed). The ending routine may not be accessed until the entire document amount has been distributed.

If you entered a job number in the G/L number field to post this entry to a job, the system supplies the amount from the Cost ext field in the Job Posting Entry window. In this case, the system initially skips the Amount input. Then, the system asks for the expense general ledger account number; press Enter (CR) to default to the account number from Job Cost.

Press Enter (CR) to accept the line.

4. Press F3 or the  when you are finished entering line-items. Once you have completed the header and the line-item entry sections, the following functions are available.



-Changes the highlighted line-item




--Adds a line-item



-Deletes the document



-Inserts a line item above the highlighted line in the browser.

5. After you complete line item entry processing and select the  icon, you can press the Header button to access the Header Detail screen where you can review header details and modify the document amount or header memo.

Press F3 or the Done button and the system returns you to Vendor input so you can specify a vendor and enter additional AP documents in the displayed period. You can enter a vendor code, press F4 to back up to the Period input and modify the period, press F3 or the Done button to exit the program.

# Document Adjustment Entry (APE120)

## Function

This program allows the user to enter adjustments to documents in the open documents file.

Adjustments made to the current amount may be either positive or negative. This amount is distributed into General Ledger account(s). The changes are written to the document entry file and no updates are done at this time in the open documents file. The vendor's balance and the open documents are not updated (along with the General Ledger) until the optional update following the Document Entry & Adjustments Register. The Document Entry & Adjustments Register will provide an audit trail of adjustments made in this program.

Access this program by choosing *Accounts Payable* → *Document Entry* → *Document Adjustment Entry*.

## User inputs

The following inputs are involved in entering an adjustment.

### 1. Period

Enter the period (PPYY) to which the GL distribution should be posted. CR defaults to the current AP period. The period entered may be either the current or next GL period.

### 2. Vendor

Enter the vendor number for the requested document. F2 allows a search (ref. 8). F3 allows a document search, (i.e., adjustments entered into the document entry file, but not yet updated to the open documents file).

### 3. Document Number

Enter the document number to be adjusted. The number must be on file for this vendor in the open documents file. If another adjustment was previously made, and not yet updated, the adjustment is displayed and the program proceeds to the **Prompt-selection** input. Entry of a valid document number displays the PO number, GL posting table, document group, branch, original amount and current amount. If the document is on hold, a message is displayed and the user must press CR to return to the input. F2 allows a search of open documents for the displayed vendor.

### 4. Adjustment Amount

Enter the amount of the adjustment (+/-9999999.99). The original, current and adjusted amount of the document is displayed.

### 5. Memo

Enter the adjustment memo (up to 25 characters). This memo prints on the Document Entry & Adjustments Register.

This concludes the header portion of the Adjustment Entry program. After the header record is created, the adjustment amount and memo are accessible through the change header routine in the **Prompt-selection** input. Inputs #1-3 can only be changed by adjusting the document to a zero balance and re-entering the document through the entry program with a different document number.

**Line numbers** are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case that 999 line-items have been entered on a single document, the program advances to the **Prompt-selection** input.

## 6. G/L Number, Job Number

If this entry is to post to JC, enter J to enter the job number and proceed to the next input. If not entering JC information, proceed to input# 17.

## 7. Job Number

Enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. CR defaults to the last job number entered (if any). F2 allows a search (ref. 7).

## 8. Price Message

If the billing type for the job entered is fixed, contract or time and material, this input is skipped. If the billing type is cost + (plus) or no charge, the program displays the price (bill rate) that will be used to calculate the extension. If the job is no charge, then the markup method can be changed if the **Allow billing override** flag for the cost code is set to **Y** and neither the bill rate nor extension will be affected. Press CR to continue.

## 9. Cost Code

Enter a valid cost code (up to 4 characters). Entering a valid cost code displays the cost code description and the cost type. If the cost code is not set up to use units (unit of measure field is blank in Cost Code F/M), the program displays a message. The cost code sets the defaults for markup method (for all jobs that are not billed as cost plus) and the billing rate for jobs that are billed as a fixed contract or as time and material. If the billing type is not cost plus, the cost code also determines whether the user is able to override the markup method and or bill rate. F2 allows a search (ref. 7).

The item entry determines the units, unit of measure and cost rate/extension.

## 10. Markup

This input is initially skipped and set to the markup assigned to the cost code. This may only be entered for jobs which are time and materials or fixed contracts and the **Allow override of billing** flag is set to **Y** in the cost code record. This may also be changed for no charge jobs but the bill rate is not affected.

Enter the markup method to use for this posting entry. The user has the following options:

- # - Enter the markup amount (0-9999999.99%). Entering a number tells the system to mark up the cost by a dollar amount. The system marks up the cost rate by the dollar amount and calculates the bill extension.

**#+%** - Enter the percentage (0-9999999.99%) to mark up the cost. To enter a percentage, the user must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. The system marks up the cost rate by the percentage amount and calculates the bill extension.

**M** - Enter the bill rate manually. Entering M displays the word MANUAL and the program proceeds to the bill rate input (#11).

The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select a cost code whose markup method is fixed.

CR initially defaults to the markup method (amount/percentage) from the cost code record.

### 11. Bill Rate

This input is unavailable if the **Allow billing override** flag is set to **N** in the Cost Code F/M. This input is initially skipped unless the markup method of the cost code is manual. Enter the price per displayed unit of measure. The bill extension is calculated and displayed. CR initially defaults to 0.

### 12. Memo

Enter the memo (to print on invoice - see next input) for this posting entry (up to 30 characters). CR initially defaults to blanks.

### 13. Print Memo on Job Cost Invoice?

This input is initially skipped if the module using this program is sales orders, or if the print order for invoice transactions flag is the jobs file is not set to A. Enter **N** or **Y** to indicate whether to print the memo on the job cost invoice. CR initially defaults to N.





### 14. General Ledger Number

Enter the GL expense account to which the adjustment will be distributed. The number entered must be a valid GL number in the GL account file. If the GL posting table for this adjustment entry has preset expense accounts, CR defaults to the first GL account number in the GL posting table and all numbers of the GL posting table may be displayed by pressing F2-search. This search displays all GL numbers for the GL posting table assigned to this document along with the GL numbers description. If the **Post by branch** flag is set to Y in the Static control record, the GL account expense numbers assigned to the GL posting table are displayed with the branch assigned to the document (input #7) inserted in the branch position. Select the line number of the GL account number to expense to. F2 allows a GL number alpha search (ref. 7). Any account number may be typed in place of the standard number from the GL posting table. If the entire amount of the adjustment is not distributed to this account, the next account number may be entered on line 002. This continues until the adjustment amount is distributed.

## 15. Amount

Enter the amount to be distributed to this general ledger number (+/- 9999999.99). Zero amounts are not accepted. CR defaults to the adjustment amount not yet distributed. The ending routine may not be accessed until the entire adjustment amount is distributed.

This concludes the line-item portion of the Document Adjustment Entry program. F3 ends entries of line-items and the program advances to the **Prompt-selection** input which allows the user to perform a number of functions:

- #  - Changes a line-item
- L - Lists line-items
- A  - Adds a line-item
- D  - Deletes the adjustment
- F2 - Changes header
- F3  - Ends entry of adjustment

## Technical notes

Adjustments entered are written to the document entry file (APDOCM) and its sort file (APDOCX) as header records and line-item records. Adjustments are not updated to the open documents file (APOPEN) until the Document Entry & Adjustments Register is run and updated. When an adjustment is deleted, the header record and all line-item records are removed from the document entry file. All job cost information is stored in the document entry file (APDOCM).

**FILES USED** - APOPEN, APVEND, GLMSTR, APPAST, SMCNTL, APVALX, APHOLD, GLALPX, JCJOBS, JCCODE, JCJOCX, ARCUST

**FILES UPDATED** - APDOCM, APDOCX



**01-Demo Company, Document Adjustment Entry (APE120)**

File Edit Options Go To Help

Period: 09/2002

Vendor: V109 Document: 7358345

AP CP=09/2002 SEP

Balance

First Bank of the South PO# 435727 Original 163.61  
 P.O. Box 4998 GL Tbl 006 Vehicles Current .00  
 Atlanta, GA 30301 Doc Grp 02 Adjusted 12.00  
 Branch 02 Dallas Branch Adjust Amount 12.00

Memo

GL# 000-00 0 Amount

LN#	GL #	Description	Amount	Job #
001	625-01-1		12.00	
002	625-01-1	Auto & Truck Expense	1.00	
add				

Undistributed: -1.00

Header Done

**Document Adjustment Entry (APE120)**

Help

01-Demo Company Document Adjustment Entry APE120

Period 09/2002 AP CP=09/2002 SEP

Vendor U110 Document 1316 Balance

Georgia Shipping Equip. Co. PO# 001010 Original 1922.37  
 3376 Washington Ave. S.E. GL Tbl 005 Inventory Current .00  
 Atlanta, GA. 30302 Doc Grp 01 Adjusted 2112.00  
 Branch 01 Atlanta Br Adjust Amount 2112.00

Memo




GL# 000000 Amount

LN#	GL #	Description	Amount	Job #
001	175-01-0	Inventory	2112.00	
add				


Undistributed: .00

Enter expense GL account #, F1-Job Entry, F2-Search, F3-End, F10-Menu

## How to enter adjustments to AP documents


1. Access this program by choosing Accounts Payable-->Document Entry-->Document Adjustment Entry.
2. In the Period input, enter the period (PPYY) to which the general ledger distribution should be posted. Press Enter (CR) or the  icon to default to the current accounts payable period.
3. In the Vendor input, enter the vendor number for the requested document. Press  or F2 to search. Press the  icon or F3 to perform a document search, (i.e., adjustments entered into the document entry file, but not yet updated to the open documents file).
4. In the Document input, enter the document number for the adjustment. The number must be on file for this vendor in the open documents file.


If another adjustment was previously made, and not yet updated, the adjustment is displayed, and the program proceeds to the Prompt-selection input.


When you enter a valid document number, the system displays the PO number, general ledger posting table, document group, branch, original amount and current amount. If the document is on hold, the system displays a message to this effect and you must press Enter (CR) to return to the input. Press  or F2 to perform a search of open documents for the displayed vendor.

5. Enter the amount of the adjustment (+/-9999999.99). The original, current and adjusted amount of the document is displayed.
6. Enter the adjustment memo (up to 25 characters). This memo prints on the Document Entry & Adjustments Register.


This concludes the header portion of the Adjustment Entry program. After the header record is created, the adjustment amount and memo are accessible through the change header routine in the Prompt-selection input. Inputs #1-3 can only be changed by adjusting the document to a zero balance and re-entering the document through the entry program with a different document number.

7. In the G/L# input, enter the GL expense account number to which this document will be distributed. If the entire amount of the document is not to be distributed to this account, enter other account numbers in subsequent line-items. The number entered must be a valid GL number. If the GL posting table for this document has preset expense accounts, CR defaults to the first GL account number in the GL posting table. Press F2 or the  icon to view all GL numbers listed for the GL posting table assigned to this document and their descriptions.

If this entry needs to post to Job Cost, press  to enter the job number and refer to the Job Posting Entry topic for input descriptions.

8. In the Amount input, enter the amount to be distributed to this general ledger number (+/-9999999.99). You cannot enter zero amounts. Press Enter (CR) or the  icon to default to the adjustment amount not yet distributed. You cannot access the ending routine until the entire adjustment amount is distributed.

Press Enter (CR) to accept the line.

9. This concludes the line-item portion of the Document Adjustment Entry program. Press F3 or the  icon to end line-item entry, and the program advances to the Prompt-selection input that allows the user to perform a number of functions:



- Changes the highlighted line-item



- Adds a line-item



- Deletes the document



Inserts a line item above the highlighted line in the browser.

10. When you have completed your changes to the document, press F3 or the Done button. The system returns you to Vendor input so you can specify a vendor and enter additional AP documents in the displayed period. You can enter a vendor code, press F4 to back up to the Period input and modify the period, or press Done or F3 to exit the program.

# Document Change F/M (APF110)

## Function

This program allows the user to change the following information about a document in the open documents file.

- Current discount
- Purchase order number
- Entry date
- Due date
- Discount due date
- Entry period
- Memo
- Document group

The fields above may be changed without affecting the amount of the document or the GL distribution. In order to make amount changes to the document or GL expense distribution, the user must use the Document Adjustment Entry program and run the Document Entry & Adjustments Register.

Access this program by choosing *Accounts Payable* → *Document Entry* → *Document Change F/M*.

## User inputs

The following inputs are involved in making a change to a document in the open documents file:

\*. **Vendor number**

Press F3 to open the first record on file. Press CR to scroll through each AP document, which appear in vendor order.

\*. **Document number**

This field is display only.

\*. **Document Type**

This field is display only.

\*. **Status**

This field is display only.

\*. **Original Amount**

This field is display only.

\*. **Original Discount**

This field is display only.

\*. **Current Amount**

This field is display only.

**8. Current Discount**

Enter the new current discount associated with this document. (0.00 to invoice amount).

**9. Purchase Order Number**

Change the purchase order number associated with this document. You can enter up to 6 characters.

**10. Entry Date**

Change the entry date for this document.

**11. Due Date**

Change the due date associated with this document.

**12. Discount Due Date**

Enter the new due date for any discounts.

**13. Entry Period**

Enter the period in which the document was entered (PPYY). The entry period must coincide with the entry date.

**14. Memo**

Change the memo that appears in the comments (header) portion on the check. You can enter up to 25 characters.

**\*. Last Sequence Number**

This field is display only.

**\*. Register Number**

This field is display only.

**\*. GL Table**

This field is display only.

**18. Document Group**

Change the document group code (up to 2 characters) for this character.

**\*. Branch**

This field is display only.

**Technical notes**

When a field is changed, the field is updated immediately in the open documents file (AOPEN). No registers need to be run.

**FILES USED** - SMCNTL, APVEND, APVALX

**FILES UPDATED** - AOPEN

Document Change F/M (APF110) Help

---

01-Demo Company DOCUMENT CHANGE F/M APF110

*. VENDOR #	U110 Georgia Shipping Equip. Co.	*. LAST SEQUENCE #	01
*. DOCUMENT #	1306	*. REGISTER #	1502
*. DOCUMENT TYPE	I	*. GL TABLE	005 Inventory
*. STATUS		18. DOCUMENT GROUP	01
*. ORIGINAL AMOUNT	1866.51	*. BRANCH	01 Atlanta Branch
*. DISCOUNT	.00		
*. CURRENT AMOUNT	.00		
8. DISCOUNT	.00		
9. PO#	000999		
10. ENTRY DATE	08/16/02		
11. DUE DATE	09/15/02		
12. DISCOUNT DUE DATE	08/16/02		
13. ENTRY PERIOD	08/02 AUG		
14. MEMO			

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, F4-NEW ENTRY ..

# Document Entry & Adjustment Register (APR110)

## Function

This program allows the user to list all documents and adjustments in the current or next period entered since the last Document Entry & Adjustments Register was run.

The user has the option to:

- Print a listing of all documents entered and adjustments made.
- Build and print a General Ledger distribution, if desired.
- Post to General Ledger, if a General Ledger distribution is built.
- Update the open documents file and the vendor balance.
- Update the monthly expense distribution file.
- Update the company accounts payable balance, clear the document entry file and update the appropriate control records.

Information on this register includes the following:

- Document Entries: Period, branch(es) selected, vendor number and name, document number, branch, GL posting table, PO number, entry date, due date and discount date, gross amount, allowable discount amount, GL account number and the posting amount.
- Document Adjustments: Vendor number and name, document number, current amount, adjustment amount, new current amount, memo, GL account number and the posting amount.

A recap is given of the AP balance including the following: the beginning balance, entry total, adjustment total, ending balance and total documents listed on the register. Depending on the flag in the AP static control record, the user may obtain a general ledger distribution printout.

Access this program by choosing *Accounts Payable* → *Document Entry* → *Document Entry and Adjustment Register*.

## User Inputs

The following inputs are involved in printing and updating the Document Entry & Adjustments Register:

### 1. Period

Enter whether to print **C**urrent period or **N**ext period documents. CR defaults to C.

### 2. Branch

Enter the branch number. The entry must be a valid branch. F1 defaults to ALL. F2 allows a search.

The GL distribution is built during the printing of the Document Entry & Adjustments Register according to the entries made in the Document and Adjustment Entry programs and the information entered in the general ledger posting tables.

**\_For users printing the GL distribution, the following input is displayed:**

**3a. Check Register. OK to Print GL Distribution?**

After printing the Document Entry & Adjustments Register, **verify the printout.**

If there is a correction to be made, choose **CANCEL** or enter **N** to exit the program. After the correction is made, run the register again. If everything is correct, select **OK** or enter to continue. The program then prints the GL distribution. Once the GL distribution prints, this message appears:

**For users not printing the GL distribution, the following input is displayed:**

**3b. Check Register. OK To Update?**

After printing the Document Entry & Adjustments Register, **verify the printout.**

If there is a correction to be made, select **CANCEL** or enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, select **OK** or Enter to continue and no GL distribution will be printed, the following input (#4) is skipped and the program proceeds with the update.

**4. Check GL Distribution. OK To Update?**

After printing the distribution, **verify the printout.** If everything is correct, enter to continue. The program proceeds with the update. If there is a correction to be made, select **CANCEL** or enter **N** to exit the program. After the correction is made, the entire register process begins again.

## Technical Notes

Printing of the Document Entry & Adjustments Register proceeds by reading through the document entry sort file (APDOCX) and the document entry file (APDOCM) and building the GL distribution file (SMGLD?) with the necessary information to print and update the GL distribution. The accounts payable update removes the records from the document entry files, updates the open documents file (AOPEN), the vendor balance (APVEND), the invoice transaction file (APTRAN), the vendor ledgers cards file (APLEDG), the current accounts payable balance and all appropriate control records.

The general ledger journal update posts a journal entry automatically to the journal entry file (GLJRNL) according to the information appearing on the GL distribution report. The appropriate sort file (GLJRNX) is maintained and records are also written to the period expense distribution file (APDISE).

**FILES USED** - GLMSTR, JCCODE

**FILES UPDATED** - SMCNTL, APDOCM, APDOCX, APDISE, SMGLD?, APVEND, GLJRNL, GLJRNX, AOPEN, APTRAN, APLEDG, JCJOBS, JCPOST



**Document Entry & Adj Register (APR110)** [Window Title Bar]

Template Print Options

Period **C - Current Period Documents** [Dropdown]

Branch **01** [Icon] **Atlanta Branch**

Template \_\_\_\_\_ Printer \_\_\_\_\_

None Genicom Line Printer

OK Cancel

Print Current or Next Period Documents? (C/N)

**Document Entry & Adj Register (APR110)** [Window Title Bar]

Help

---

**01-Demo Company**                      **Document Entry & Adj Register**                      **APR110**

**Period C 09/2002**

**Branch 01<**



  
  
  
  
  
  
  
  
  
  
  

**Template** \_\_\_\_\_                      **Printer** \_\_\_\_\_

None    Print to file

Enter branch to print, F1-All, F2-Search, F4-Backup

## How to run the AP Document Entry & Adjustment Register

1. Access this program by choosing Account Payable-->Document Entry--> AP Document Entry & Adjustment Register.
2. In the Period field, select C-Current Period Documents to run the register for the current period or N-Next Period Documents to run the register for next period documents. Press Enter (CR) to default to C-Current Period Documents.
3. In the Branch field, enter the branch to use for the Document Entry & Adjustment Register. Press Enter (CR) to default to ALL. Select the  icon to process all branches for the register. Select the  to search for branches.
4. Select the OK button to print the report. The General Ledger distribution is built during the printing of the Document Entry & Adjustments Register according to the entries made in the Document and Adjustment Entry programs and the information entered in the general ledger posting tables.
5. If you have FACTS set to print GL distribution, the system displays the following message: Document Entry & Adjustment Register. OK to Print GL Distribution?
6. After printing the Document Entry & Adjustment Register, verify the printout. If you need to correct the register data, select Cancel or enter N to exit the program. After you make the correction, you can rerun the Document Entry & Adjustment Register. If everything is correct, select OK or enter YES to continue. The program then prints the GL distribution.

Once the GL distribution is printed, the program displays the message: Check GL Distribution. OK to Update?

After printing the distribution, verify the printout. If everything is correct, select OK or enter YES to continue. The program proceeds with the update. If you need to make a correction, select Cancel or enter N to exit the program. After you correct the information the correction is made, re-run the entire register process—meaning run the register first, then print the GL distribution, followed by the optional update.

OR

If you are not printing the GL distribution, the program displays the message: Document Entry & Adjustments Register. OK to Update?

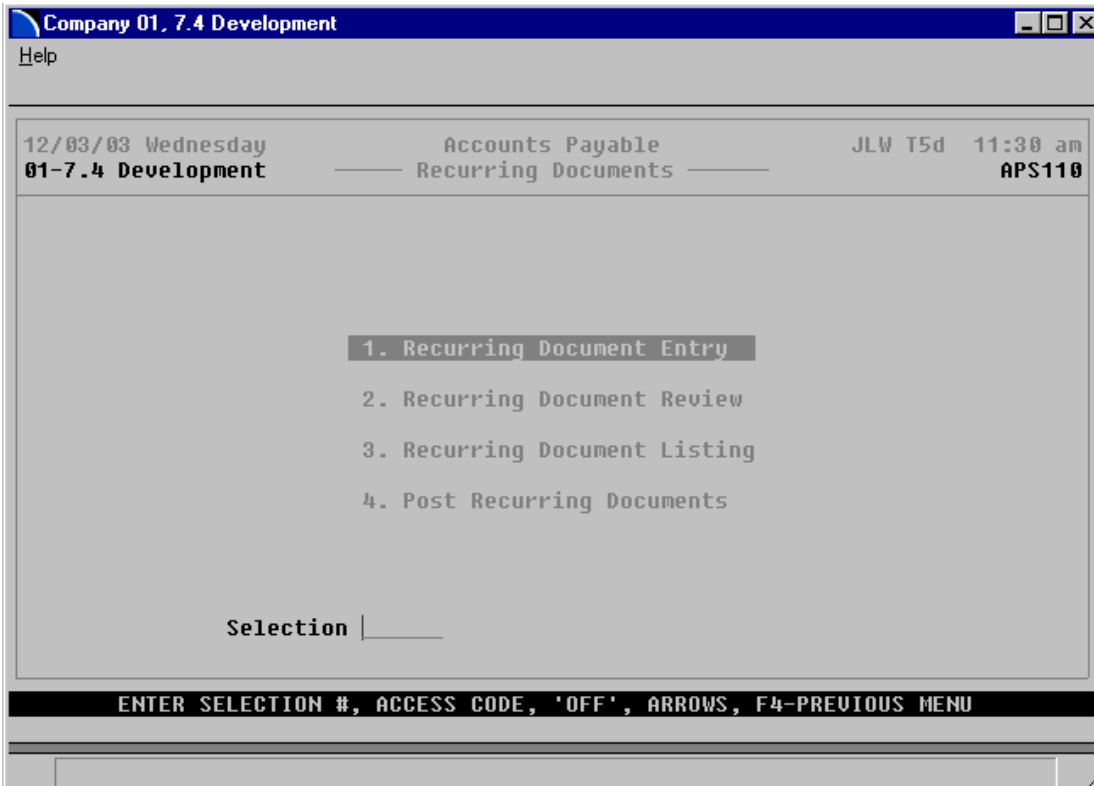
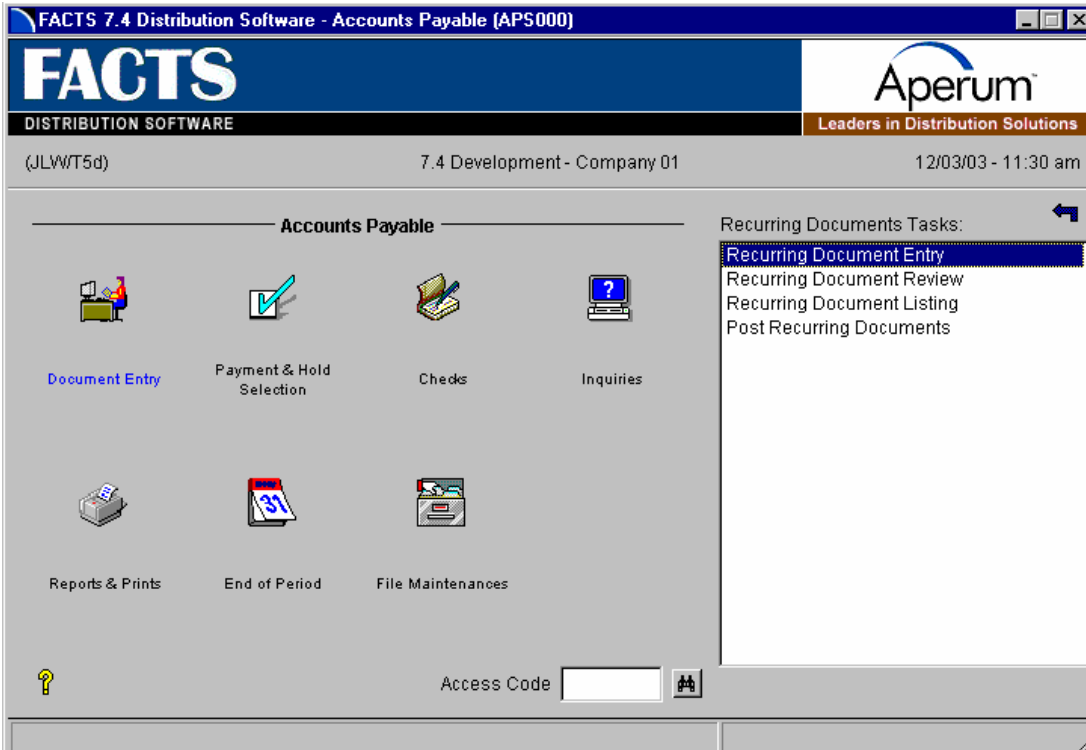
After printing the Document Entry & Adjustments Register, verify the printout. If you need to make a correction, select Cancel or enter N to exit the program. After you make corrections, rerun the register. If everything is correct, select OK or enter YES to continue.

## CHAPTER 3

# Recurring Documents

This sub-module is used to process invoices that are recurring (such as rent or loan payments). It allows you to set up the liability one time and then the system will automatically post it to the payables system for each month that you designate. It also allows you to set up a cutoff so the monthly payables will stop at a predetermined time. As with regular document entry, all recurring documents must be expensed to the proper GL account number(s). The Recurring Document Review program provides the user with a way of changing the amount to post each month without affecting the permanent recurring payable. The listing will provide you with options to print out the different types of recurring payables (expired, unexpired, etc.).

The Post Recurring Documents program must be run to update any recurring payables. However, this program does not post invoices directly into the open documents file but rather into the Document Entry & Adjustments file which is used in printing the Document Entry & Adjustments Register. By posting this way, the user has an audit trail of all documents entered that will update the open documents file and update the accounts payable balance.



# Recurring Document Entry (APE130)

## Function

This program allows the user to enter and maintain documents (invoices) which will post to the open documents file on a periodic basis (monthly, quarterly, yearly, etc.).

The user may set up standard monthly bills such as utilities and rent or periodic entries such as lease and note payments. This will relieve the burden of the entry each period. The program may also be used to change header or line-item information for existing documents.

The recurring payables entry screen consists of two sections. The upper portion of the screen is called the header portion where the vendor number, document amount, etc. are entered. The lower portion is called line-item portion where each GL expense account number is entered.

After documents are entered, the amount may be changed for the current month without affecting the standard amount through the Recurring Document Review program. A list may be printed at any time through the Recurring Document Listing. The document will post to the Document Entry & Adjustments file when the Post Recurring Documents program is run. It will then be treated like any other document in the document entry system. The vendor's balance and the open documents file are updated along with the GL in the update following the Document Entry & Adjustments Register print.

Access this program by choosing *Accounts Payable* → *Recurring Documents* → *Recurring Document Entry*.

## User Inputs

The following inputs are involved in using the Recurring Document Entry program:

### 1. Vendor

Enter the vendor number for this document. Entry of a valid vendor number displays the name, address, general ledger posting table, document group, terms code and branch for this vendor. F2 allows a search (ref. 7). F3 allows a search for recurring documents already on file.

### 2. SEQ # (Sequence Number)

Enter the sequence number (01-99). This is used to allow the user to enter up to 99 different recurring documents per vendor. For example, if there are two loans to be paid to the same bank, sequence numbers 01 and 02 are used. Each time the user refers to this document, he must use the sequence number. The system will default to the sequence number 01 if only one document is entered per vendor. Entry of an already existing sequence number for this vendor displays all the information about this recurring document and proceeds to the **Prompt-selection** input.

### 3. PO Number (Purchase Order Number)

Enter the purchase order number (up to 6 characters).

**4. GL Tbl (General Ledger Table)**

Enter the GL posting table. The entry must be a valid AP GL posting table. CR defaults to the value already displayed; initially the GL posting table assigned to the vendor in the vendor file. F2 allows a search (ref. 7).

**5. Doc Grp (Document Group)**

Enter the document group (up to 2 characters). CR defaults to the value already displayed, initially the document group assigned to the vendor in the Vendor F/M.

**6. Terms (Code)**

Enter the payment terms code. The entry must be a valid terms code. CR defaults to the value already displayed, initially the terms code assigned to the vendor in the vendor file. F2 allows a search (ref. 7).

**7. Months**

Enter a string of numbers designating the periods of the calendar year to post this document to. For example, if it is a yearly document and only posts in December, and December is the company's 12th period, enter 12. If this document is to post quarterly, enter 03060912. CR defaults to ALL and will display every period of the calendar year.

**8. Branch**

Enter the branch number. The entry must be a valid branch. CR defaults to the branch assigned to the terminal entering the document. F2 allows a search (ref. 7).

**9. Doc Amt (Document Amount)**

Enter the document amount to update the open documents file each time the document is posted (+/-9999999.99). Zero amounts are not accepted.

**10. Post Day**

Enter the day the document should post to in the document entry & adjustments file (01-31). This will be used to determine when to post this document and also to determine which day of the month to use for the document date. For example, if this were set to 15 and it was being posted for February, the document date would be posted as February 15. The terms code automatically determines the due date, discount amount and discount due date based on the post day (document date).

**11. Cutoff (Type)**

Enter whether to base the cutoff (time when a document stops being a recurring payable) on a **Date**, **Number of postings**, or **Amount**. CR defaults to D.

**12. Cutoff**

This depends on the cutoff type specified. Enter one of the following:

**D** - Date. Enter the cutoff period (PPYY), i.e., the last period documents are to post.

**N** - Number of postings. Enter the cutoff number of postings (2-99).

**A** - Amount. Enter the cutoff total amount (+/-999999.99). If the next posting of the document exceeds this amount, the document will not post.

### 13. Memo

Enter the memo (up to 25 characters). This will print on the check stub in the comments column.

This concludes the header portion of the Recurring Document Entry program. After this header record is created, all previous inputs except #1-2 may be changed through the change header routine. Inputs #1-2 can only be changed by deleting and re-entering the document.

**Line numbers** are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single document, the program advances to the **Prompt-selection** input.

### 14. General Ledger Number

Enter the number of the GL expense account to which the payment will be distributed. The number entered must be a valid GL number in the GL account file. If the GL posting table for this vendor has preset expense accounts, CR defaults to the first GL account number in the GL posting table and all numbers of the GL posting table may be displayed by pressing F2-search. This search displays all GL numbers listed for the GL posting table assigned to this document along with the GL number's description. Select the line number to expense to. F2 allows a GL number alpha search (ref. 7). Any account number may be typed in place of the standard numbers from the GL group. If the entire amount of the document is not distributed to this account, the next account number will be entered on line 002. This continues until the document amount is distributed.

### 15. Amount

Enter the amount to be distributed to this GL account (+/- 9999999.99). Zero amounts are not accepted. CR defaults to the document amount not yet distributed. The ending routine may not be accessed until the entire document amount has been distributed.

F3 ends entries of line-items and goes to the **Prompt-selection** input which allows the user to perform a number of functions:

- # - Changes a line-item
- L - Lists line-items
- A - Adds a line-item
- D - Deletes the document
- F2 - Changes header
- F3 - Ends entry of document

## Technical Notes

Recurring documents entered are written to the recurring entry file (APRECR). Nothing is updated to the document entry & adjustments file (APDOCM) until the Post Recurring Payables program is run. When a document is deleted, the header record and all the line-item records are removed from the recurring entry file.

**FILES USED** - SMCNTL, GLMSTR, GLALPX, APVEND, APVALX

**FILES UPDATED - APRECR**

01-Demo Company			RECURRING DOCUMENT ENTRY			APE130		
<b>VENDOR</b>	U110	SEQ# 01	<b>PO#</b> 000123	<b>DOC AMT</b>	1221.00			
Georgia Shipping Equip. Co.			<b>GL TBL</b> 005 Inventory	<b>POST DAY</b> 12				
3376 Washington Ave. S.E.			<b>DOC GRP</b> 01	<b>CUTOFF D</b> 12/02				
Atlanta, GA. 30302			<b>TERMS</b> 30 Net 30					
<b>MEMO</b>			<b>MONTHS</b> 010203040506070809101112					
			<b>BRANCH</b> 01 Atlanta Branch	<b>UNDIST</b>	.00			
<b>LN#</b>	<b>G/L#</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>					
001	175-01-0	Inventory	1221.00					
002	.....							
ENTER EXPENSE GL ACCOUNT #, F2-SEARCH, F3-END ENTRIES, F4-BACKUP								



## How to enter recurring AP documents

1. Access this program by choosing Accounts Payable-->Recurring Document-->Recurring Document Entry.
2. In the Vendor input, enter the vendor number for this document. Entry of a valid vendor number displays the name, address, general ledger posting table, document group, terms code and branch for this vendor. Press F2 to search. Press F3 to search for recurring documents already on file.
3. In the Seq # input, enter the sequence number (01-99). The sequence number allows you to enter up to 99 different recurring documents per vendor. For example, if there are two loans to be paid to the same bank, sequence numbers 01 and 02 are used. Each time you refer to this document, you must use the sequence number. The system will default to the sequence number 01 if only one document is entered per vendor. Entry of an already existing sequence number for this vendor displays all the information about this recurring document and proceeds to the Prompt-selection input.
4. In the PO#, enter the purchase order number (up to 6 characters). Press Enter (CR) to default to 000000 as the PO number.
5. In the GL Tbl inputs, enter the general ledger posting table. The entry must be a valid AP general ledger posting table. Press Enter (CR) to default to the value already displayed; initially the GL posting table assigned to the vendor in the vendor file. Press F2 to search.
6. In the Doc Grp input enter the document group (up to 2 characters). Press Enter (CR) to default to the value already displayed, initially the document group assigned to the vendor in the vendor file.
7. In the Terms input, enter the payment terms code. The entry must be a valid terms code. Press Enter (CR) to default to the value already displayed, initially the terms code assigned to the vendor in the vendor file. Press F2 to search.
8. In the Months input, enter a string of numbers designating the periods of the calendar year to post this document to. For example, if it is a yearly document and only posts in December, and December is the company's 12th period, enter 12. If this document is to post quarterly, enter 03060912. Press Enter (CR) to default to ALL and will display every period of the calendar year.
9. In the Branch input, enter the branch number. The entry must be a valid branch. Press Enter (CR) to default to the branch assigned to the terminal entering the document. Press F2 to search.
10. In the Doc Amt (document amount) input, enter the document amount to update the open documents file each time the document is posted (+/-9999999.99). You cannot a zero amount for the document amount.
11. In the Post Day input, enter the day the document should post to in the document entry & adjustments file (01-31). This will be used to determine when to post this document and also to determine which day of the month to use for the document date. For example, if this were set to 15 and it was being posted for February, the document date would be posted as February 15. The terms code automatically determines the due date, discount amount and discount due date based on the post day (document date).

12. In the Cutoff input, enter whether to base the cutoff (time when a document stops being a recurring payable) on a Date, Number of postings, or Amount. Press Enter (CR) to D.

In the second Cutoff input, depending on the cutoff type specified, enter one of the following:

- D -Date. Enter the cutoff period (PPYY), i.e., the last period documents are to post.
- N -Number of postings. Enter the cutoff number of postings (2-99).
- A -Amount. Enter the cutoff total amount (+/-999999.99). If the next posting of the document exceeds this amount, the document will not post.

13. In the Memo input, enter the memo (up to 25 characters). This memo prints on the check stub in the comments column.

This concludes the header portion of the Recurring Document Entry program. After you create this header record, you can change all previous inputs except the vendor number and the sequence number (inputs#1-2) through the change header routine. The only way you can change the vendor number and the sequence number by deleting and re-entering the document. To enter line items in recurring documents, complete steps 14-16.

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single document, the program advances to the Prompt-selection input.

14. In the G/L# input, enter the number of the general ledger expense account to which the payment will be distributed. The number entered must be a valid GL number in the general ledger account file. If the general ledger posting table for this vendor has preset expense accounts, press Enter (CR) to default to the first GL account number in the GL posting table. Press F2 (search) to display all G/L numbers listed for the GL posting table assigned to this document along with the G/L number's description. Select the line number to expense to. You can enter any account number in place of the standard numbers from the general ledger group. If the entire amount of the document is not distributed to this account, enter the next account number on line 002. This process continues until the document amount is distributed.
15. In the Amount input, enter the amount to be distributed to this general ledger account (+/-999999.99). You cannot enter zero for this amount. Press Enter (CR) to default to the document amount not yet distributed. The ending routine may not be accessed until the entire document amount has been distributed.

Press Enter (CR) to accept the line.

16. Press F3 to the line item entry process and return to the Prompt-selection input, which allows you to perform a number of functions:

- |   |   |                      |
|---|---|----------------------|
| # | - | Changes a line-item  |
| L | - | Lists line-items     |
| A | - | Adds a line-item     |
| D | - | Deletes the document |

- F2 - Changes header
- F3 - Ends entry of document

17. When you have completed the document, press F3. The system returns you to Vendor input so you can specify a vendor and enter additional AP documents in the displayed period. You can enter a vendor code or press F4 to exit the program.

# Recurring Document Review (APE140)

## Function

This program allows the user to change the amounts to post for specific recurring documents. This change will be reflected in the posting for the current period. However, the document amount will return to its original value after the posting.

Each document in the recurring entry file has a standard amount and a current period amount. The current period amount is initially set to the standard amount. The standard is changed in the Recurring Document Entry program. The Recurring Document Review program will allow the change of the current amount (the amount to post in the current period) and allows the user to change the total document amount and the distributed amounts to each general ledger account. New GL expense accounts may not be added; only the original expense account amounts are changed.

Recurring documents are initially entered in the Recurring Document Entry program. They may be listed in the Recurring Document Listing and they are posted to the document entry & adjustments file by the Post Recurring Documents program.

Access this program by choosing *Accounts Payable* → *Recurring Documents* → *Recurring Document Review*.

## User Inputs

The following inputs are involved in entering the amounts for the current period:

### 1. Vendor

Enter the vendor number for this document. Entry of a valid vendor number displays the vendor name, address, general ledger posting table, document group, terms code and branch for this vendor. F2 allows a search (ref. 7). F3 allows a search for recurring documents.

### 2. Sequence Number

Enter the sequence number of the document (01-99). The sequence number must be on file for this vendor in the recurring payables file. Input of a valid sequence number for this vendor will display all screen information about this document. CR defaults to 01.

### 3. Prompt-selection input allows the user to perform a number of functions:

# - Changes a line-item

L - Lists line-items

F2 - Changes header

F3 - Clears the screen and returns to the vendor input for further entries

To change the amount for this period, change the document amount in the header, enter a memo (if needed), and expense the same amount to the appropriate general ledger number(s).

## Technical Notes

When this program is used, only the amount for the current period is affected in the recurring entry file (APRECR). The standard value will not be updated.

**FILES USED** - SMCNTL, APVEND, GLMSTR, APVALX

**FILES UPDATED** - APRECR

LN# G/L#			DESCRIPTION	AMOUNT
001	620-01-1		Office Expense	314.42

<b>01-Demo Company</b>		<b>RECURRING DOCUMENT REVIEW</b>		<b>APE140</b>
<b>VENDOR</b>	U103	<b>SEQ#</b>	01	
Atlanta Crane & Hoists		<b>PO#</b>	325624	<b>DOC AMT</b> 314.42
147 S. Dekalb Drive		<b>GL TBL</b>	001	<b>POST DAY</b> 10
		<b>DOC GRP</b>	02	<b>CUTOFF D</b> 12/05
Doraville, GA 30341		<b>TERMS</b>	30 Net 30	
<b>MEMO</b> COMPUTER MAINTENANCE		<b>MONTHS</b>	010203040506070809101112	
		<b>BRANCH</b>	01 Atlanta Branch	<b>UNDIST</b> .00

LINE # TO CHANGE, L-LIST, F2-CHANGE HEADER, F3-END 1..

## How to change posting amounts for recurring documents for the current period

1. Access this program by choosing Accounts Payable-->Recurring Document-->Recurring Document Review.
2. In the Vendor input, enter the vendor number for this document. When you enter a valid vendor number, the system displays the vendor name, address, general ledger posting table, document group, terms code and branch for this vendor. Press F2 to search. Press F3 to search for recurring documents.
3. In the Seq# input, enter the sequence number of the document (01-99). The sequence number must be on file for this vendor in the Recurring Payables file. Input of a valid sequence number for this vendor will display all screen information about this document. Press Enter (CR) to default to 01.
4. The system goes to the prompt-selection input where you can select from a number of functions:
  - # -Changes a line-item
  - L -Lists line-items
  - F2 -Changes header
  - F3 -Clears the screen and returns to the vendor input for further entries
5. To change the amount for this period, change the document amount in the header, enter a memo (if needed), and the line-item section, change the lines necessary to expense the same amount to the appropriate general ledger number(s).
6. Press F3 to end the change process, enter the line number to change, press F2 to change the header information or L to list additional line items. When you are done press F3 to end the change process.
7. The system returns you to the Vendor input where you can enter another vendor or press F4 to exit the program.

# Recurring Document Listing (APR120)

## Function

This program allows the user to print a list of recurring payables to verify proper entry, to project future expiration, postings for a specific period and to verify proper amounts for the current period.

The user has the option to:

- Select a beginning and ending vendor.
- Select ending post date.
- Select documents to print.
- Select branch to print.

Report information includes the following: vendor number, name, sequence number, document group, GL posting table, terms code, branch number, purchase order number, posting day, months to post, standard posting amount, this period amount, cutoff, number of postings to date, amount posted to date, memo and status. The number of documents printed is included along with an index of the captions of the report.

Access this program by choosing *Accounts Payable* → *Recurring Documents* → *Recurring Document Listing*.

## User Inputs

The following inputs are involved in printing the Recurring Document Listing:

### 1. Beginning Vendor

Enter the beginning vendor number to print. CR defaults to FIRST.

### 2. Ending Vendor

Enter the ending vendor number to print. CR defaults to LAST.

### 3. Ending Post Date

Enter the ending post date of the month to print. It must be within the current or next GL period and after the last date recurring documents were posted (ref. 2). CR defaults to the system date.

### 4. Status

Enter whether you wish to print **All** documents, documents to be posted this **Period**, documents **Completed** this period, **Expired** documents, or **Unexpired** documents. CR defaults to ALL.

### 5. Branch

Enter the branch. Documents assigned to this branch will be printed. The entry must be a valid branch. CR defaults to ALL.

**6. Check listing. OK to remove these records?**

If only expired documents are printed, the user has the option to remove the printed records from the file. Select **CANCEL** or **N** to skip the update. Select **OK** or **Y** to remove expired records from the system.

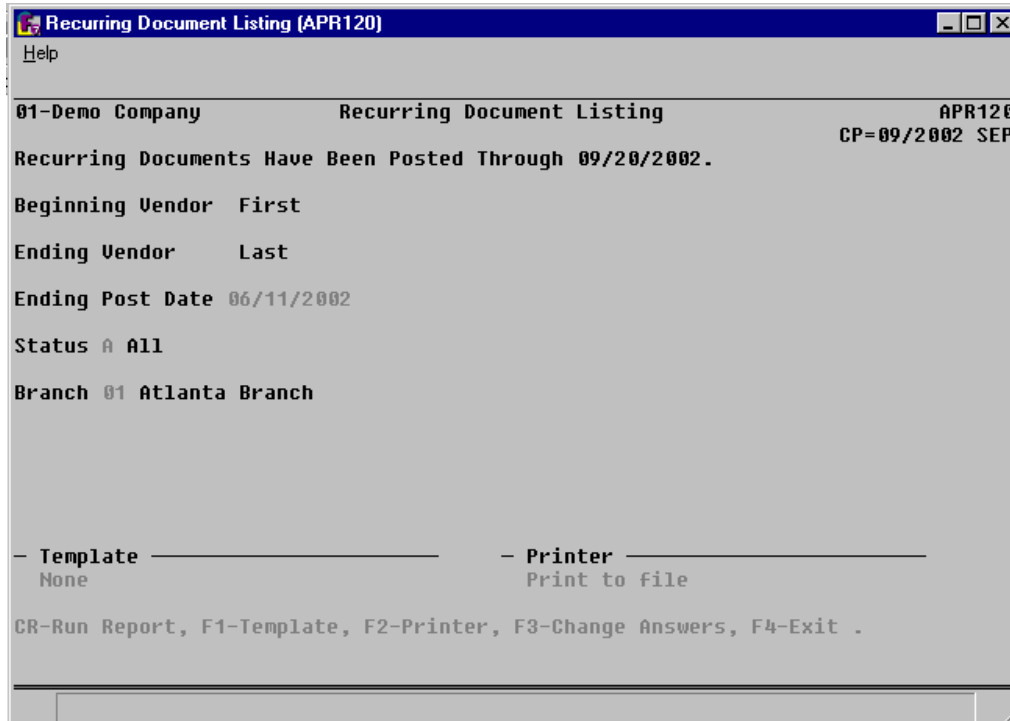
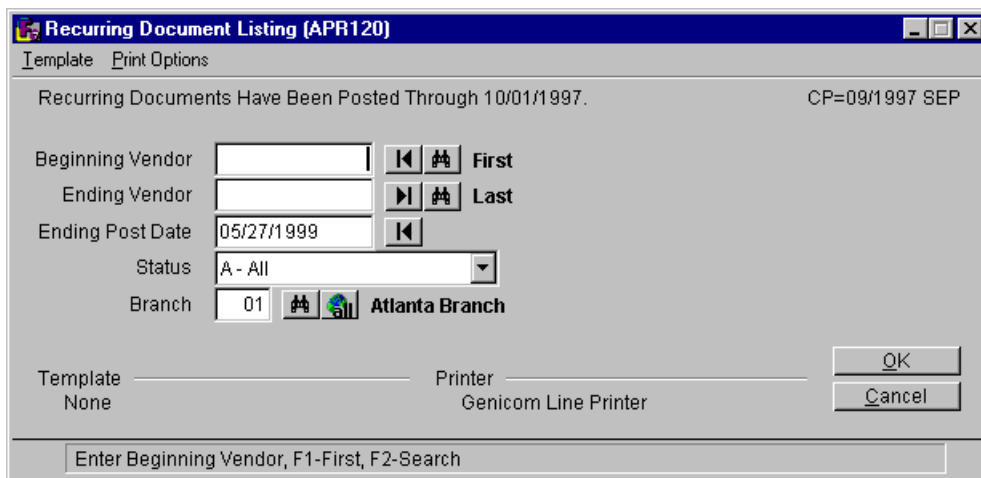
**Technical Notes**

Printing proceeds by reading through the recurring entry file (APRECR) and printing documents that meet the criteria entered.

The update portion removes header and line-item records from the recurring entry file.

**FILES USED** - SMCNTL, APVEND

**FILES UPDATED** - APRECR





# Post Recurring Documents (APU110)

## Function

This program allows the user to post recurring documents to the document entry & adjustments file.

This program will post recurring documents to the document entry & adjustments file. Documents then print on the next Document Entry & Adjustments Register. When the Document Entry & Adjustments Register is updated, the recurring payables will post to the open documents file. This program does not post recurring payables into the open documents file, but rather into the document entry & adjustments file where an audit trail will be traced.

Posting through day 31 will close out the current month for recurring payables.

Access this program by choosing *Accounts Payable* → *Recurring Documents* → *Post Recurring Documents*.

## User Inputs

The following inputs are involved in posting recurring documents:

### 1. Post Through

Enter the date through which to post recurring documents. It must be within the current or next GL period within 30 days and after the last date posted. CR defaults to the system date.

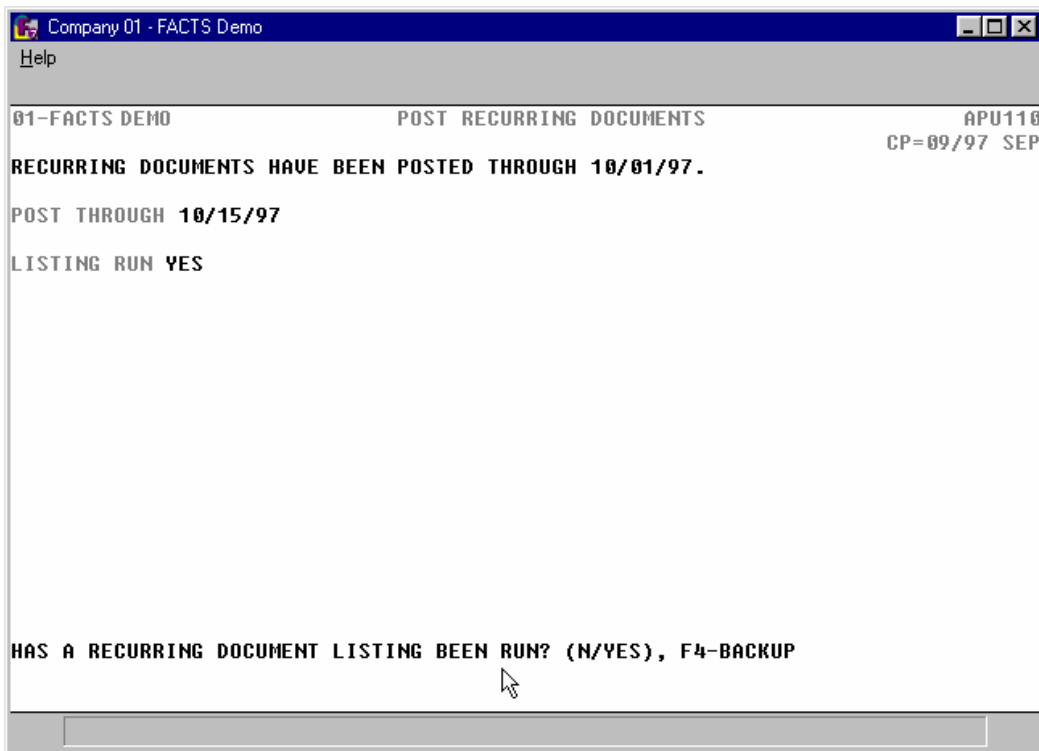
### 2. Listing Run

Enter **N** or **Y** to indicate whether a Recurring Document Listing has been run. CR defaults to **N** and notifies the user that the listing needs to be printed and verified before documents are posted.

## Technical Notes

Updating proceeds by reading through the recurring entry file (APRECR), updating documents which meet the criteria entered, and posts recurring documents to the document entry & adjustments file (APDOCM).

**FILES UPDATED** - SMCNTL, APRECR, APDOCM, APDOCX



## How to post recurring documents

1. Access this program by choosing Accounts Payable-->Recurring Document-->Post Recurring Documents.
2. In the Post Through input, enter the date through which to post recurring documents. It must be within the current or next GL period within 30 days and after the last date posted. Press Enter (CR) to default to the system date.
3. In the Listing Run input, enter N or YES to indicate whether a Recurring Document Listing has been run. Press Enter (CR) to default to N; the system notifies you that the listing needs to be printed and verified before documents are posted.



## CHAPTER 4

# Payment & Hold Selection

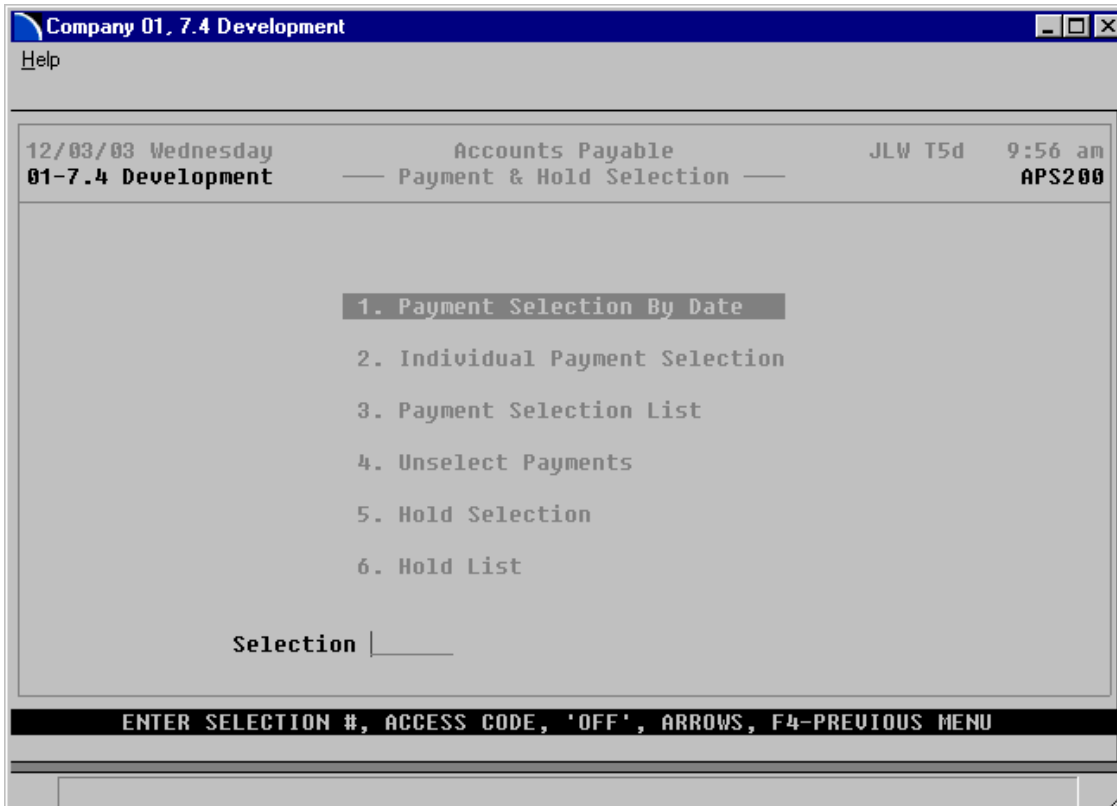
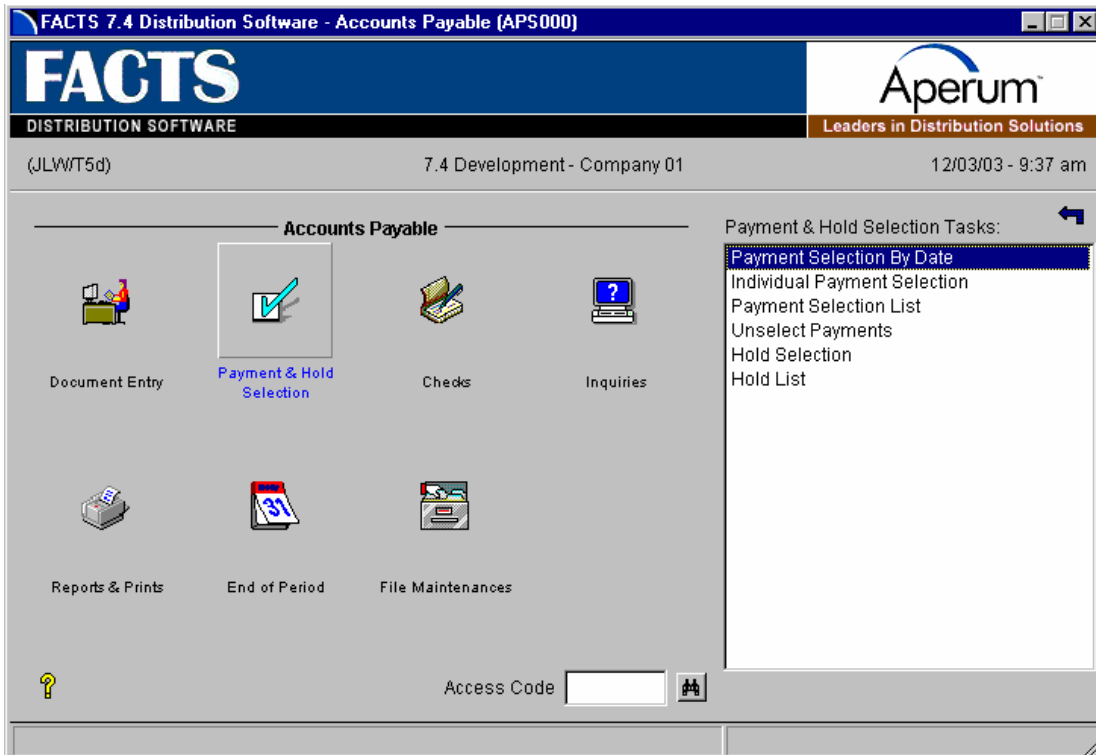
The Payment & Hold Subsystem is used to select invoices for payment. It is a very flexible system that can adapt to any office environment. All payables must be selected and the Payment Selection List must be printed before the user can print checks.

There are two programs used to make payment selection. If an office always pays accounts payable invoices on time or always pays invoices in time to take the discount, then the Payment Selection by Date program should be used. This program will select the invoices to be paid based on the parameters the user has chosen (i.e., are payments based on due date or discount date — what is the check date?, etc.). By using this program, a user does not need to worry about missing or overlooking an invoice. The other program used to make payment selection is Individual Payment Selection. This is used by an office which selectively picks which invoices it wants to pay. This program can also be used in addition to the Payment Selection by Date program. For example, if the system does not pick an invoice the user wishes to pay, the user can selectively choose any additional invoice to pay.

When invoices have been selected for payment, the Payment Selection List should be run to provide a list of all payments. Payments may then be deleted or corrected through Individual Payment Selection or unselected by vendor through Unselect Payments. Payments may be selected or deselected up until the time checks are printed. (See next section.)

Specific documents may be placed on hold and released from hold in the Hold Selection. Documents on hold may be viewed by printing the Hold List.

Once checks have been printed but not updated by the Check Register, the payment selection process may begin again. The system keeps track of invoices paid by the previous (not yet updated) batch of checks.



# Payment Selection by Date (APU210)

## Function

This program allows the user to determine which documents shall be selected for payment. The program runs through the open documents file and selects the invoice to pay based on the parameters set by the user.

The user has the option to:

- Select the order to pay - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select the document group(s) to select.
- Select by due or discount date.
- Select the date to pay through.
- Select the lead time.
- Select a minimum invoice balance to pay.
- Select the branch.

This program only determines which documents will be paid the next time checks are printed. No documents are updated in the open documents file until the checks are printed and the check register is printed and updated. Documents on hold will not be chosen for payment.

The Payment Selection List program prints a report of all documents chosen for payment and the Unselect Payments program may be used to unselect any documents chosen by the Payment Selection programs for payment. Individual payments may be changed or selected through the Individual Payment Selection program.

Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Payment Selection by Date*.

## User Inputs

The following inputs are involved in Payment Selection by Date:

### 1. Order

Select the order in which payment selection is to be made (ref. 4).

### 2. Beginning Order Choice

Select the beginning order choice to pay (ref. 5).

### 3. Ending Order Choice

Select the ending order choice to pay (ref. 6).

### 4. Document Group

Enter up to ten 2-character document groups side by side to select. CR defaults to ALL.

### 5. Due/Discount

Enter whether selection should be based on **DU**-due date or **DI**-discount date. CR defaults to DUE DATE.

**6. Check Date**

Enter the date on which checks will print (ref. 2). CR defaults to the system date. This date is used to compare to the due/discount date in determining payment selection. This will not determine the actual date to print on checks. This date is for payment selection only.

**7. Lead Time**

Enter the number of days lead time (0-99). This may be the number of days until the next check print. This lead time is added to the check date and used to determine payment selection. CR defaults to the automatic increment set in the AP static control record. For example, if checks will not be printed again for seven days, all documents due within the next seven days will be selected for payment.

**8. Minimum**

Enter the minimum invoice balance to be selected; i.e., the user may not want to pay an invoice for \$.02 (+/- 9999999.99). CR defaults to no minimum.

**9. Branch**

Enter the branch to select payments for. The entry must be a valid branch. Only documents assigned to the branch entered will be selected for payment. CR defaults to ALL.

**Technical Notes**

Payment selection proceeds by reading through the chosen file - vendor (APVEND), alpha sort (APVALX) or vendor class (APCLSX). The open documents file (APOPEN) is then checked for documents which meet all the criteria entered by the user. Each selected document number is printed to the screen as the payment selection file (APPYMT) is built. Documents in the open documents file are not updated until checks are printed and the Check Register is printed and updated.

**FILES USED** - SMCNTL, APVEND, APVALX, APCLSX, APOPEN, APHOLD, APCKRG

**FILES UPDATED** - APPYMT



Payment Selection By Date (APU210) [Help] [Max] [Close]

---

01-Demo Company                      PAYMENT SELECTION BY DATE                      APU210

ORDER U

BEGINNING VENDOR                      U110 Georgia Shipping Equip. Co.

ENDING VENDOR                      U113 Atlanta Crane & Hoists

DOCUMENT GROUP ALL

DUE DATE/DISCOUNT DATE DUE DATE

CHECK DATE SYSTEM DATE 06/11/02

LEAD TIME 7

MINIMUM NONE

BRANCH 01 Atlanta Branch

END OF INPUTS. CR-CONTINUE, F4-BACKUP |.

Backup    OK

## How to select AP documents for payment

1. Access this program by choosing Accounts Payable-->Payment & Hold Selection-->Payment Selection by Date.
2. In the Order input, select the order in which payment selection is to be made. Payment selection can be done in vendor, alpha or vendor class order.
3. In the Beginning order choice input, select the beginning order choice to pay. For instance, if you choose to select payments according to vendor class, enter the vendor class that you want the system to start with. The default is FIRST.
4. In the Ending order choice input, select the ending order choice to pay. For instance, if you choose to select payments according to vendor class, enter the vendor class that you want the system to end with. The default is LAST.
5. In the Document group input, enter up to ten 2-character document groups side by side. Press Enter (CR) to default to ALL.
6. In the Due/Discount input, enter whether selection should be based on DU-due date or DI-discount date. Press Enter (CR) to default to DUE DATE.
7. In the Check date input, enter the date on which checks will print. Press Enter (CR) to default to the system date. The program compares this date to the due/discount date so it can prioritize invoice selection. This date does not determine the actual date that will appear on checks.
8. In the Lead time input, enter the number of days lead time (0-99). This may be the number of days until the next check print. The program adds the lead-time value to the check date to prioritize invoice selection.  
  
Press Enter (CR) to default to the Automatic Increment setting in the AP Static Control F/M. For example, if checks will not be printed again for seven days, all documents due within the next seven days will be selected for payment. The Auto Increment setting defaults to 7.
9. In the Minimum input, enter the minimum invoice balance to be selected (+/- 9999999.99). For instance, you may not want to pay an invoice for \$.02, so you might enter a minimum balance of \$10. Press Enter (CR) to default to no minimum.
10. In the Branch input, enter the branch to select payments for. The entry must be a valid branch. Only documents assigned to the branch entered will be selected for payment. Press Enter (CR) to default to ALL.
11. Press Enter (CR) to start the payment processing.
12. The system displays the processing criteria in the upper portion of the screen and processing information in the lower portion of the screen.
13. When the processing is complete message displays, press OK to exit the program.

# Individual Payment Selection (APE220)

## Function

This program allows FACTS users to select documents for payment by vendor.

This program only determines which documents will be paid the next time checks are printed. No documents are updated in the open documents file until the checks are printed and the Check Register is printed and updated. Documents on hold may not be selected for payment.

This program is useful when the user wishes to select for payment only certain documents and not include all those the automatic selection (Payment Selection by Date program) would select. It can also be used when the entire document amount will not be paid, when the user wants to override the discount amount, or to unselect a payment of a document that the automatic selection program has chosen. The total discount taken and payment amount are displayed for each vendor.

Payment Selection may be made after a batch of checks have been printed but the Check Register has not been updated. Invoices paid by the previous listed batch of checks are listed with the check number which paid them displayed.

The Payment Selection List program prints a report of all documents chosen for payment through this program and the Payment Selection by Date program.

Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Individual Payment Selection*.

## User Inputs

The following inputs are involved in Individual Payment Selection:

### 1. Discount Cutoff Date

Enter the date on or before discounts will automatically be taken (ref. 2). CR defaults to the system date. The user may always override the discount. F3 allows the user to change the branch for which documents will be displayed. F2 allows a search (ref. 7).

### 2. Vendor Number

Enter the vendor number for selection. CR defaults to the first vendor on file (ref. 8).

### 3. Beginning Document

Enter the beginning document number to display for this vendor (up to 10 characters). CR defaults to the first document on file for this vendor.

If there are open documents on file for this vendor, the documents are displayed.

### 4. Prompt-Selection Input

This input allows the user to pay all documents, delete payment for all documents, individually select or unselect documents to pay, continue listing documents, bring up the next vendor or backup.

- P - Pays all** - All documents for this vendor that have not been previously placed on hold or paid will be selected for payment. The discounts (where applicable) will be taken if the discount due date is after the discount cutoff date entered. Each payment

amount and discount amount is displayed. The totals are displayed in the header portion of the screen.

- D - Deletes all** - All documents for this vendor previously selected for payment will be unselected.
- S - Steps (through)** - The user may step through each document and selectively determine payment amounts and discounts. The user may choose to manually type in the payment and discount amount. The branch assigned to each document is displayed during the step through. Various function keys aid the user in this process:
  - D-** Deletes the payment
  - F1** - Skips the document and moves to the next document
  - F2** - Pays the document in full and takes the discount if appropriate
  - F3** - Ends payment selection
  - F4** - Backs up to the previous document
- CR - Continues** - If the screen becomes filled with documents, CR clears the screen and displays the next page of documents.
- F2 - Next vendor** - This automatically enters the next vendor who has open documents and proceeds to the beginning document input #3.
- F3 - Backup** - This backs up to the beginning document input (#3).

### Technical Notes

When a document is selected for payment, a record is written to the payment selection file (APPYMT). Documents in the open documents file (AOPEN) are not updated until checks are printed and the Check Register is printed and updated.

**FILES USED** - APVEND, AOPEN, APHOLD, SMCNTL, APVALX

**FILES UPDATED** - APPYMT

**Individual Payment Selection (APE220)** [Help] [ ] [X]

---

**01-Demo Company**                      **INDIVIDUAL PAYMENT SELECTION CB ALL**                      **APE220**  
**DISCOUNT CUTOFF DATE 06/11/02**  
**VENDOR**                      **V100 General Industrial MFG**                      **BEGINNING DOCUMENT FIRST**  
**DISCOUNT**                      **.00**                      **AMOUNT**                      **.00**

---

		-----DATE-----		-----BALANCE-----		-----PAYMENT-----	
DOCUMENT	BR	ENTRY	DUE	AMOUNT	DISCOUNT	AMOUNT	DISCOUNT
100	01	10/30/02	12/30/02	100.00	2.00	*** REG# 003187 ***	
1000	01	10/30/02	12/30/02	1.00	.02	*** REG# 003187 ***	
1339	02	09/03/02	10/30/02	1190.34	22.26		
1355	02	09/14/02	09/30/02	177.56	3.54		
1361	01	09/20/02	10/30/02	1031.00	20.44	*** REG# 003187 ***	
1774	01	09/01/02	10/30/02	-500.00	.00	*** REG# 003187 ***	

**PAY ALL, DELETE ALL, STEP THRU**  
**CR-CONTINUE, F2-NEXT VENDOR, F4-BACKUP .**

## How to select individual documents for payment by vendor

1. Access this program by choosing Accounts Payable -->Payment & Hold Selection -->Individual Payment Selection.
2. In the Discount Cutoff Date input, enter the date on or before discounts will automatically be taken. CR defaults to the system date. The user may always override the discount. F3 allows the user to change the branch for which documents will be displayed. F2 allows a search.
3. In the Vendor Number input, enter the vendor number for selection. Press Enter (CR) defaults to the first vendor on file.
4. In the Beginning Document input, enter the beginning document number to display for this vendor (up to 10 characters). CR defaults to the first document on file for this vendor.
5. If there are open documents on file for this vendor the documents are displayed, and the system does to the Prompt-Selection Input. Use this input to pay all documents, delete payment for all documents, individually select or unselect documents to pay, continue listing documents, bring up the next vendor or backup.
6. You can select from the following:
  - P -Pays all - All documents for this vendor that have not been previously placed on hold or paid will be selected for payment. The discounts (where applicable) will be taken if the discount due date is after the discount cutoff date entered. Each payment amount and discount amount is displayed. The totals are displayed in the header portion of the screen.
  - D -Deletes all - All documents for this vendor previously selected for payment will be unselected.
  - S -Steps (through) - You can step through each document and selectively determine payment amounts and discounts.
  - F2 - Next vendor - This automatically enters the next vendor who has open documents and proceeds to the beginning document input #3.
  - F3 - Backup - This backs up to the beginning document input (#3).
7. (Optional) If you select S, you can choose to manually type in the payment and discount amount. The branch assigned to each document is displayed during the step through. You can select from the following functions:
  - D -Deletes the payment
  - F1 -Skips the document and moves to the next document
  - F2 -Pays the document in full and takes the discount if appropriate
  - F3 -Ends payment selection

- F4 -Backs up to the previous document
  - CR -Continues - If the screen becomes filled with documents, CR clears the screen and displays the next page of documents.
  - F2 - Next vendor - This automatically enters the next vendor who has open documents and proceeds to the beginning document input #3.
  - F3 - Backup - This backs up to the beginning document input (#3).
8. (Optional) When you have stepped through the lines, press F3 to end the payment selection.
  9. The system returns to the prompt selection input. You can select from the following:
    - F2 - Next vendor - This automatically enters the next vendor who has open documents and proceeds to the beginning document input #3.
    - F4 - Backup - This backs up to the beginning document input (#3).
  10. Press F4 twice to exit the program.

# Payment Selection List (APR210)

## Function

This program allows users to obtain a list of documents selected for payment.

This program may be used as an edit list prior to the check print. It is useful to determine the total amount of the checks to be printed and to determine if additional documents should be released for payment or unselected. Documents appear on this report only after being selected for payment in the Payment Selection by Date or Individual Payment Selection programs. This selection list should be printed prior to printing checks. The user may include invoices paid by a previous batch of checks not yet updated by the Check Register.

Report information includes the following: vendor number and name, document number, document group, entry date, due date, discount date, current amount and discount, and payment amount and discount. If vendor totals are to be included, the total payment amount and discount amount for each vendor is printed. Report totals are included along with total documents listed. An asterisk indicates the invoice was paid in the previous batch of checks, not yet updated by the Check Register.

Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Payment Selection List*.

## User Inputs

The following inputs are involved in printing the Payment Selection List:

### 1. Order

Select the order the report is to print (ref. 4).

### 2. Beginning Order Choice

Select the beginning order choice to print (ref. 5).

### 3. Ending Order Choice

Select the ending order choice to print (ref. 6).

### 4. Document Group

If you set up document group codes in Vendor F/M, enter up to 10 two-character document groups side by side to print. CR defaults to ALL.

### 5. Vendor Totals

Enter **N** or **Y** to indicate whether totals by vendor will print. CR defaults to N.

### 6. Branch

Enter the branch number to print. The entry must be a valid branch. Only documents assigned to the branch entered will print. CR defaults to ALL.

### 7. Include

Enter **N** or **Y** to indicate whether to include payments that have already been printed on a previous batch of checks, not yet updated by the Check Register. CR defaults to N.

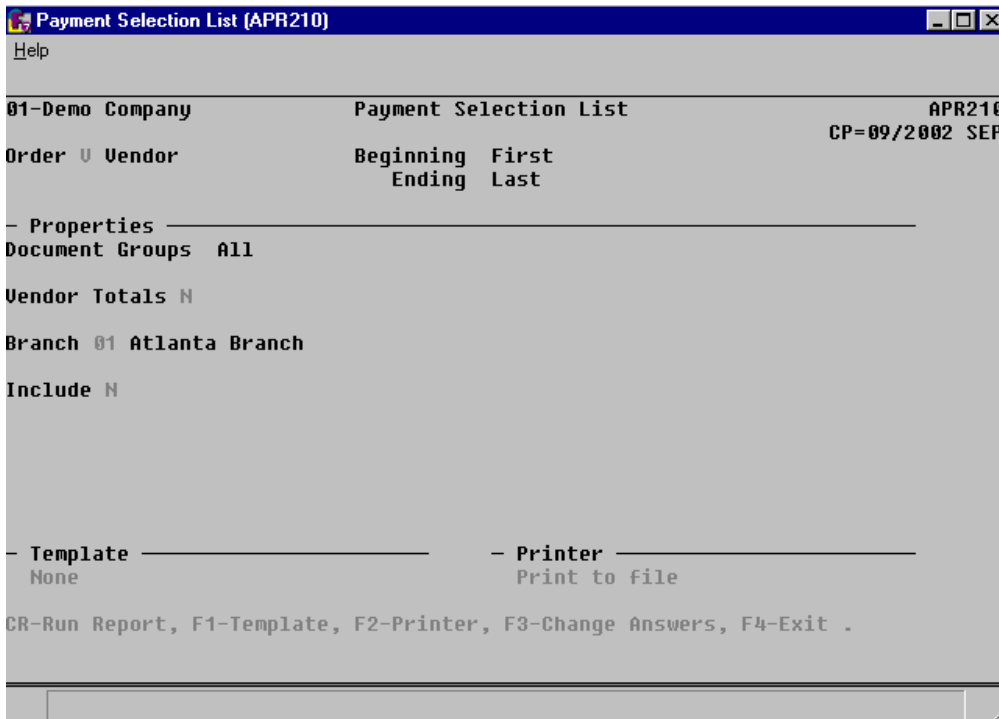
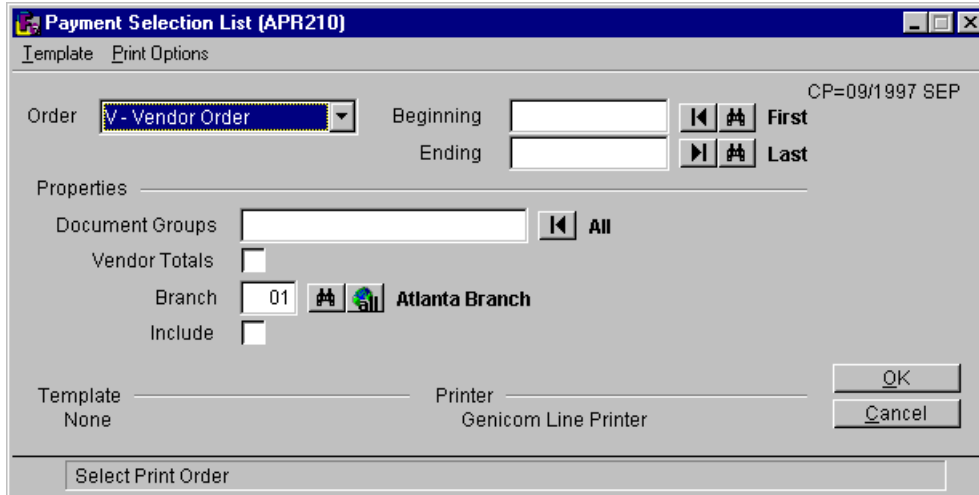


### Technical Notes

Printing proceeds by reading through the chosen file - vendor (APVEND), alpha sort (APVALX), or vendor class (APCLSX). The payment selection file is then checked for any documents selected for payment that meet the criteria entered.

**FILES USED** - APPYMT, APVEND, AOPEN, APVALX, APCLSX, SMCNTL

**FILES UPDATED** - NONE



# Unselect Payments (APU220)

## Function

This program allows the user to unselect payments established in the Payment Selection by Date program or the Individual Payment Selection program.

The user may choose a beginning and ending vendor to be processed and the branch number. All documents selected for payment for the chosen vendors will be unselected. Invoices already paid by checks not yet updated by the Check Register may not be unselected.

Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Unselect Payments*.

## User Inputs

The following inputs are involved in unselecting documents for payment:

### 1. Beginning Vendor

Enter the beginning vendor for de-selection. CR defaults to FIRST.

### 2. Ending Vendor

Enter the ending vendor for de-selection. CR defaults to LAST.

### 3. Branch

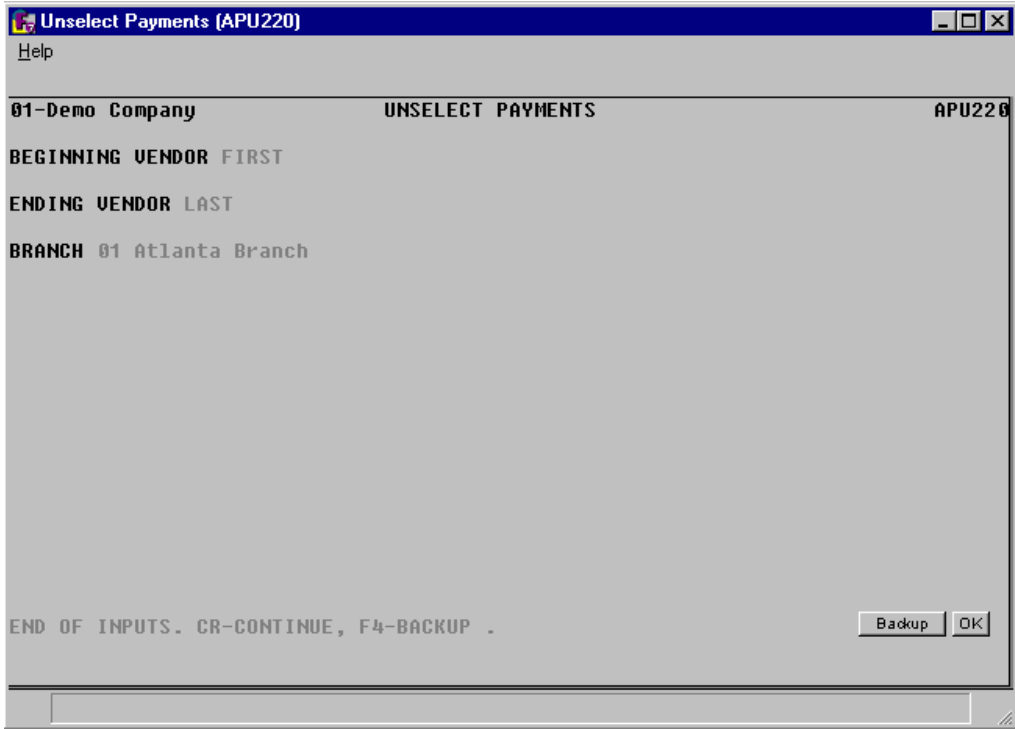
Enter the branch to unselect payments for. The entry must be a valid branch. Only documents assigned to the branch entered will be unselected. CR defaults to All.

## Technical Notes

The unselect process proceeds by reading through the payment selection file (APPYMT) and removing all records meeting criteria entered.

**FILES USED** - SMCNTL, APVEND, APCKRG, AOPEN

**FILES UPDATED** - APPYMT



## How to deselect documents tagged for payment

1. Access this program by choosing Accounts Payable-->Payment & Hold Selection-->Unselect Payments.
2. In the Beginning vendor input, enter the beginning vendor. Press Enter (CR) to default to FIRST.
3. In the Ending vendor input, enter the ending vendor. Press Enter (CR) to default to LAST.
4. In the Branch vendor input, enter the branch in which you want to deselect payments. The entry must be a valid branch. Only documents assigned to the branch entered will be unselected. Press Enter (CR) to default to ALL.
5. Press Enter (CR) to continue with processing.
6. The system displays the processing criteria in the upper portion of the screen and processing information in the lower portion of the screen.
7. When the processing is complete message displays, press OK to exit the program.

# Hold Selection (APE240)

## Function

This program allows the user to place documents not currently in the payment selection file on hold.

Documents on hold may not be selected for payment by any of the payment selection programs. Documents with payments assigned may not be placed on hold. The user may enter any memo to appear on the Hold List and may remove holds at any time. Documents on hold will remain on hold until the user removes the hold through this program.

Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Hold Selection*.

## User Inputs

The following inputs are involved in running the Hold Selection program:

### 1. Vendor

Enter the vendor number for hold selection. CR defaults to the first vendor on. F2 allows a search (ref. 8). F3 allows the hold document search. This allows the user to search and display all vendors with documents on hold. Select the line number of the vendor to display documents.

### 2. Beginning Document

Enter the beginning document number to be displayed (up to 10 characters). CR defaults to the first document in the open documents file for this vendor.

If there are open documents on file for the vendor, the documents are displayed.

### 3. Prompt-Selection Input

This input allows the user to selectively choose the documents to be placed on hold and released from hold, to continue listing documents, bring up the next vendor or back up.

**S - Steps through** - The user may step through each document and selectively hold open documents. The branch assigned to each document is displayed during the step through. Various function keys aid in this process:

**D** - Deletes the hold

**F1** - Skips the document and moves to the next document

**F2** - Places the document on hold. Enter hold memo.

**F3** - Ends

**CR - Continues** - If the screen becomes filled with documents, press CR to clear the screen and display the next page of documents.

**F2 - Next vendor** - This automatically enters the next vendor who has open documents and proceeds to the beginning document input #2.

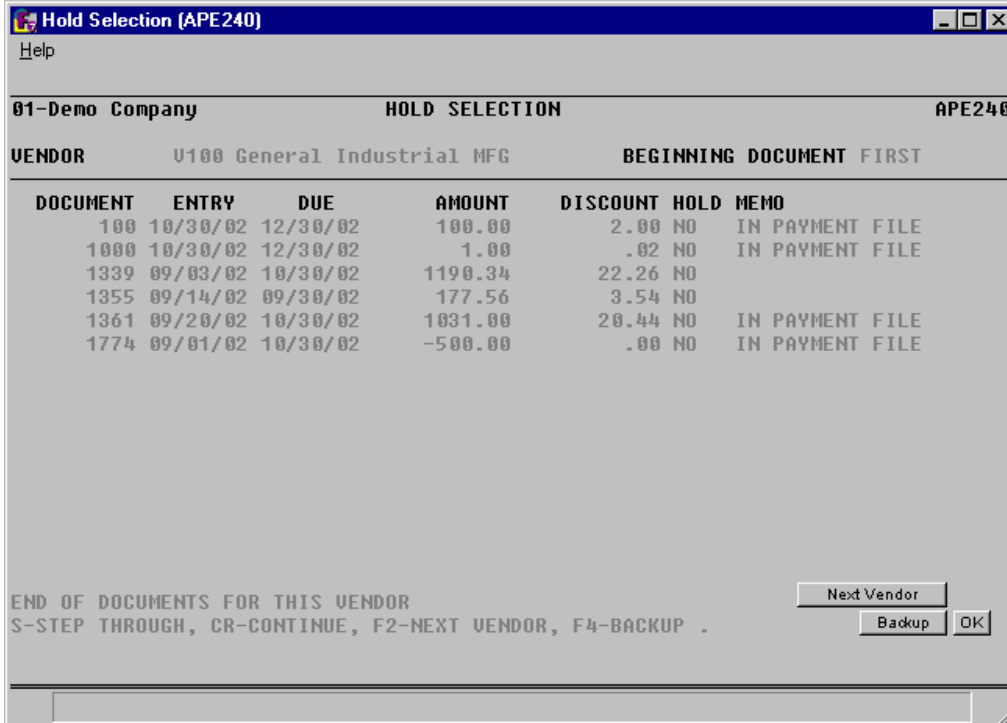
**F4 - Backup** - This ends the **prompt-selection input** and backs up to the beginning document input (#2).

### Technical Notes

When a hold is placed on a document, a record is written to the invoices on hold file (APHOLD). This file is checked by all payment selection programs before payment is made to make sure the document is not on hold.

**FILES USED** - APVEND, APOPEN, APCKRG, APPYMT, APVALX, SMCNTL

**FILES UPDATED** - APHOLD



# Hold List (APR220)

## Function

This program allows the user to obtain a printout of all documents on hold.

Documents appear on this report after being placed on hold by the Hold Selection program. The Hold Selection program is also used to remove documents from hold status. Vendors may be placed on hold through the Vendor F/M. If a vendor is on hold, all documents for that vendor will print on the Hold List. The hold memo prints \* **vendor on hold** \*.

The user has the option to:

- Select the order to print.
- Select the document group(s) to print.
- Print vendor totals.
- Select the branch to print.

Report information includes the following: vendor number and name, document number, document group, entry date, due date, discount date, amount, discount amount and the hold memo. If vendor totals are included, the total amount and discount on hold for each vendor are printed. Report totals are included along with total document(s) listed.

Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Hold List*.

## User Inputs

The following inputs are involved in printing the Hold List:

### 1. Order

Select the order the report is to print (ref. 4).

### 2. Beginning Order Choice

Enter the beginning order choice to print (ref. 5).

### 3. Ending Order Choice

Enter the ending order choice to print (ref. 6).

### 4. Document Groups

Enter up to ten 2-character document groups side by side to print. CR defaults to ALL.

### 5. Vendor Totals

Enter **N** or **Y** to print totals by vendor. CR defaults to N.

### 6. Branch

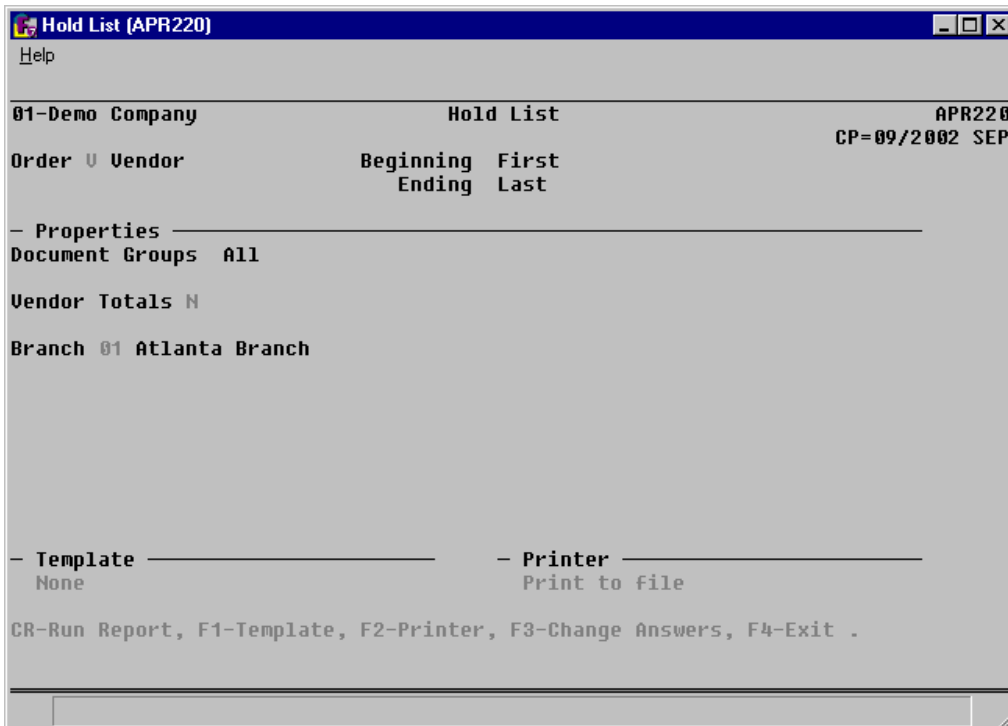
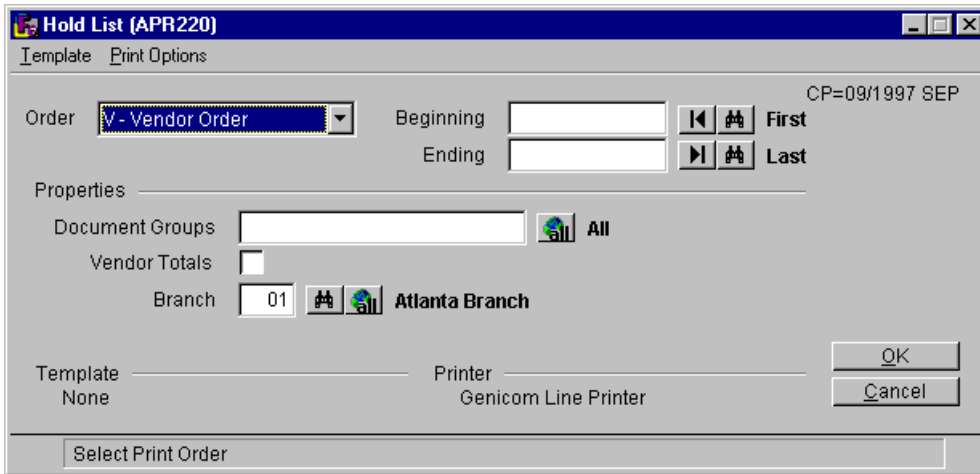
Enter branch number to print. The entry must be a valid branch. Only documents assigned to the branch entered will print. CR defaults to ALL.

### Technical Notes

Printing of this report proceeds by reading through the selected file - vendor (APVEND), alpha sort (APVALX) or vendor class (APCLSX). The invoices in the hold file (APHOLD) and vendors on hold in the vendor file are then checked for records which meet the criteria entered.

**FILES USED** - SMCNTL, APVEND, APVALX, APCLSX, APHOLD, AOPEN

**FILES UPDATED** - NONE





## How to place documents on hold

Note: Documents currently in the payment selection file or with payments already assigned cannot be placed on hold. Documents on hold cannot be selected for payment by any of the payment selection programs.

1. Access this program by choosing Accounts Payable-->Payment & Hold Selection-->Hold Selection.
2. In the Vendor input, enter the vendor number for hold selection. Press Enter (CR) to default to the first vendor on file. Press F2 to search. Press F3 to access the hold document search, which allows you to search and display all vendors with documents on hold. Select the line number of the vendor to display documents.
3. In the Beginning document input, enter the beginning document number to be displayed (up to 10 characters). Press Enter (CR) to default to the first document in the open documents file for this vendor.
4. If there are open documents on file for the vendor, the documents are displayed and the system goes to the Prompt-selection input, which allows you to selectively choose the documents to place on hold and release from hold, to continue listing documents, bring up the next vendor or back up.
- S Steps through each document and selectively hold open documents. The branch assigned to each document is displayed during the step through. Various function keys aid in this process:
  - D Deletes the hold
  - F1 Skips the document and moves to the next document
  - F2 Places the document on hold. You can enter hold memo.
  - F3 Ends
  - CR Continues. If the screen becomes filled with documents, press Enter (CR) to clear the screen and display the next page of documents.
5. (Optional) If you select S, you can choose to manually type in the payment and discount amount. The branch assigned to each document is displayed during the step through. You can select from the following functions:
6. (Optional) When you have stepped through the lines, press F3 to end the payment selection.
7. The system returns to the prompt selection input. You can select from the following:
  - F2 Next vendor. This automatically enters the next vendor who has open documents and proceeds to the beginning document input #2.
  - F4 Backup. This ends the prompt-selection input and backs up to the Beginning Document input.
8. Press F4 twice to exit the program.

## How to delete document holds

1. Access this program by choosing Accounts Payable-->Payment & Hold Selection-->Hold Selection.
2. In the Vendor input, enter the vendor number for hold selection. Press Enter (CR) to default to the first vendor on file. Press F2 to search. Press F3 to access the hold document search, which allows you to search and display all vendors with documents on hold. Select the line number of the vendor to display documents.
3. In the Beginning document input, enter the beginning document number to be displayed (up to 10 characters). Press Enter (CR) to default to the first document in the open documents file for this vendor.
4. Select S-Step through and you can choose to manually release documents from hold. Press D-Delete to delete the hold status of the document. Press F1-Skips to skip document and move to the next document as necessary.
5. (Optional) When you have stepped through the lines, press F3 to end the payment selection.
6. The system returns to the prompt selection input. You can select from the following:
  - F2 Next vendor. This automatically enters the next vendor who has open documents and proceeds to the beginning document input #2.
  - F4 Backup. This ends the prompt-selection input and backs up to the Beginning Document input.
7. Press F4 to exit the program.

## CHAPTER 5

# Checks

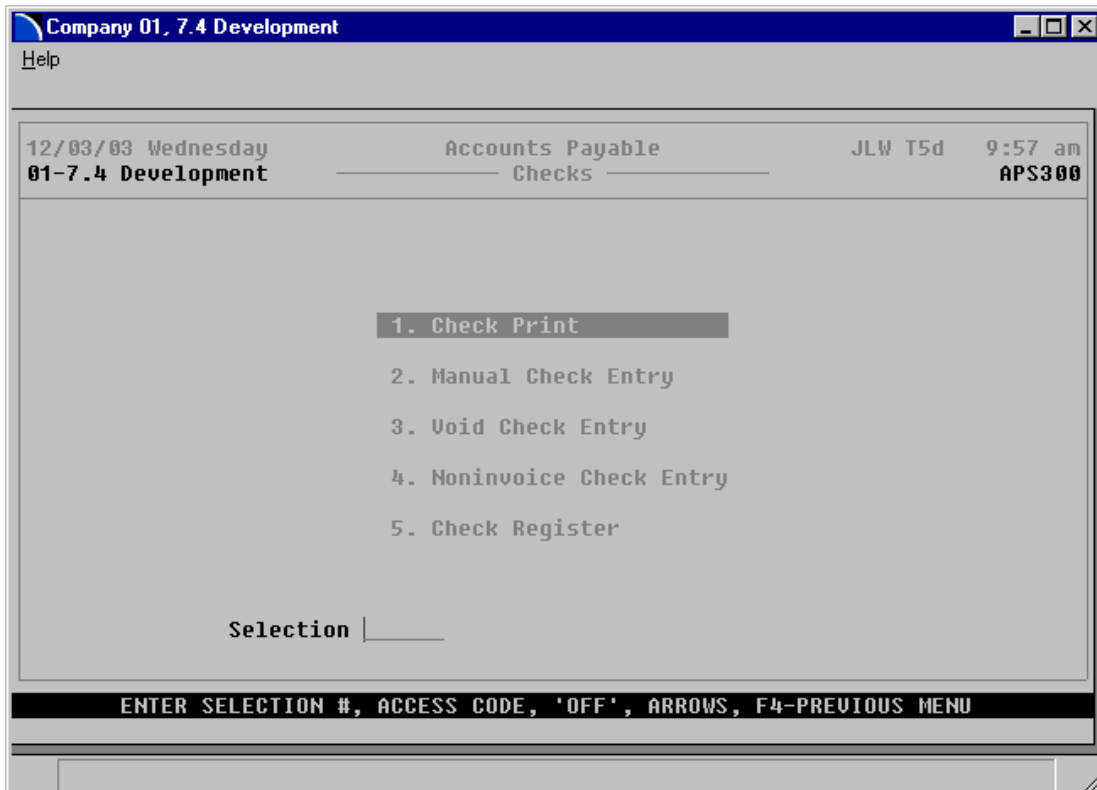
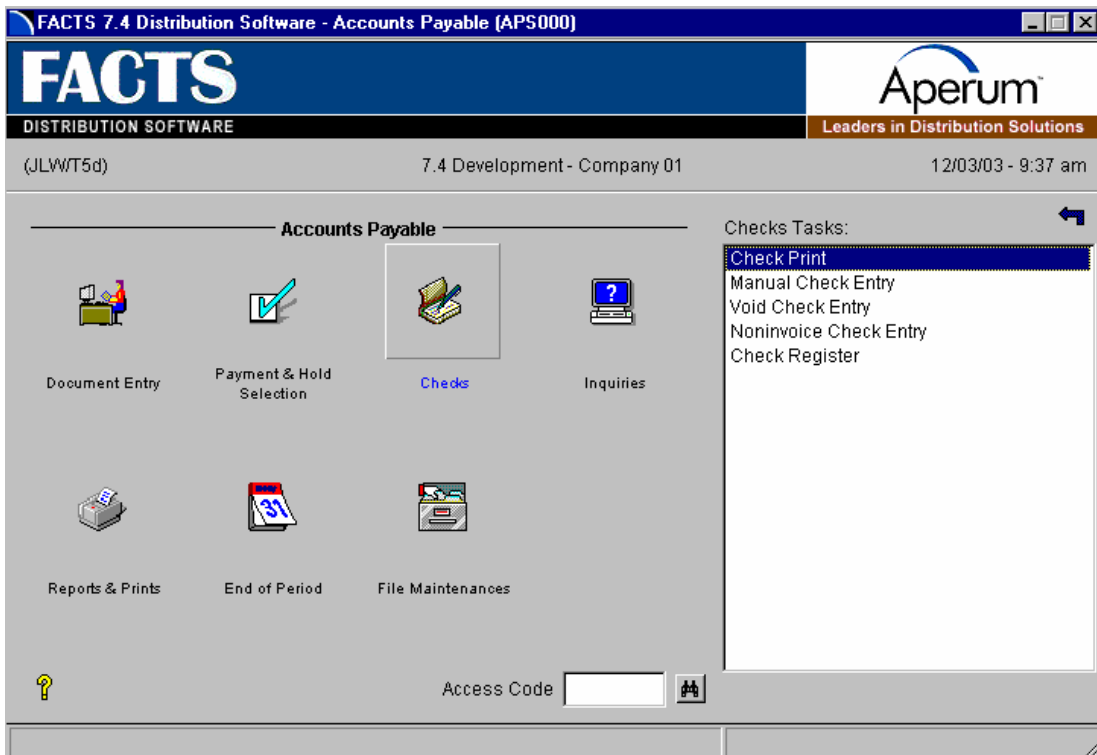
The Accounts Payable System consists of four types of checks: printed, manual, void, and non-invoice. The Check Print program is used to print checks generated from the Payment Selection List. When the user is satisfied with the list and is ready to print checks, the user uses the Check Print program. One check prints for each vendor and pays the documents listed on the Payment Selection List.

The Manual Check Entry program allows you to enter and record manual checks (written manually by the user to pay invoices in the open documents file). Manual checks are usually entered after the check has been written. The user enters the vendor, manual check number, date and amount and then selects the documents paid by the manual check.

The Void Check Entry program is used to void out (system generated or manual) checks updated by the Check Register. The user enters the check number and the number of the invoice that was paid off by the check. Void checks are not updated until the Check Register is updated, at which point the documents (invoices) go back into the open documents file.

The Noninvoice Check Entry program is used to pay an invoice not in the open documents file, e.g., the user is entering the invoice(s), expensing the invoice(s) and recording payment of the invoice(s) at the same time.

System generated (printed), manual and noninvoice checks are not updated until the Check Register has been run and updated. Checks may be reprinted and manual and noninvoice checks may be deleted or corrected until the time when the register is updated. If the register is incorrect, the user may choose not to update at that time. It is possible to reprint and update after corrections have been made. Multiple batches of checks may be printed before the Check Register is printed and updated.



# Check Print (APP310)

## Function

This program allows the user to prepare checks to be printed and then prints the checks on check forms. The program also allows the same checks to be reprinted, if, for example, the printer jams and a number of checks print off alignment. When checks are reprinted, the original check to be printed is automatically voided. The reprint check process may be used as often as needed until the Check Register update is run. Once a check is updated by the Check Register, the check may only be reprinted after the check has been voided.

The program first prepares all the checks. When preparation is complete, the checks are printed. The preparation of the checks is based on the documents selected for payment in the Payment Selection subsystem. The Payment Selection List should be printed for review prior to printing checks. The Check Print prints the checks by first printing the stub of the check (comments, invoice number, date, etc.) and then the actual check. If the check is paying more invoices than can fit on one stub, the system automatically voids the first check and continues with the second stub. The checks are printed on the standard check forms based on the Bank F/M (Banking and Check System in System Management) and the Check Print Control F/M programs.

**NOTE:** Checks are created and printed. However, no updating occurs in the open documents file until the Check Register is printed and updated.

**To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.**

Access this program by choosing *Accounts Payable* → *Checks* → *Check Print*.

## User Inputs

The following inputs are involved when printing a check:

### 1. Bank Code

Enter a bank code for this check run. The entry must be a valid bank code. The bank code will display the bank name and the last check number printed. CR defaults to the first bank on file.

### 2. Branch

Enter the branch to print checks. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

### 3. Check Date

Enter the date to print on the check (ref. 2). The date must be within the current or next general ledger period and not before the current AP period. CR defaults to the system date.

#### 4. Beginning Check Number

Enter the beginning check number to print. This must be determined by looking at the check forms in the printer. The first check is always skipped (unless the user attaches a forms leader to the top check).

#### 5. Void Checks

Enter **Y** or **N** to determine whether to void the checks displayed. This input is skipped if the first check to print is the next number after the last check printed. If the first check to print is NOT the next number after the last check printed, the system will ask if the user wishes to void the checks in between. Input of **Y** will record all the checks as void, input of **N** will not void any unused checks. CR defaults to **Y**.

FACTS doesn't allow you to void a check that's in the Manual/Void Check File, the Check Reconciliation File, or the Non-Invoice Check File.

If checks are being printed for the first time, skip to input #10.

#### 6. Reprint Checks

Enter **N** or **Y** to indicate if any checks should be reprinted. If the user is not reprinting checks, inputs #7-9 are skipped. If **N** is entered, inputs #8-9 are skipped. CR defaults to **N**.

#### 7. Vendor Alpha Order

Indicate whether to print the AP checks in Vendor Alpha order rather than Check Number order. CR defaults to **No**.

### Technical Notes

The program runs in two stages. In the first stage, documents in the payment selections file (APPYMT) are tabulated and assigned to a specific check number and written to the regular check file (APCKRG). If a vendor's selected documents total is zero or less than zero, the selected payments will be removed from the payment selection file and will not produce a check. If a check is prepared, the payments will be left in the payment selection file to be removed later in the Check Register update. If the total number of documents is greater than the maximum number of documents on a check voucher, the system will automatically assign the number of checks needed to handle all of the documents.

In the second stage, the checks will print from the regular check file. The program will print all the checks in this check file by first printing the voucher and then the check. If a check is to be continued, the words VOID and CONTINUED print where the normal dollar amounts would print. The bank codes record in the (SMCNTL) file will be updated to record the last check used and the last check printed.

**FILES USED** - APVEND, AOPEN, SMCHKR, APCKMV

**FILES UPDATED** - SMCNTL, APCKRG, APPYMT

**01-Demo Company, Check Print (APP310)** [ ] [ ] [ X ]

Template Print Options Help

AP CP=09/2002 SEP  
GL CP=09/2002 SEP

Bank  [ ] [ ] First National Bank Last Check Printed 003187

Branch  [ ] [ ] Atlanta Branch

Check Date  [ ] [ ] System Date

Beginning Check

Void Checks

Reprint Checks  From  [ ] [ ] To  [ ] [ ]

Vendor Alpha Order

Template \_\_\_\_\_ Printer \_\_\_\_\_ [ OK ]  
None Print to file [ Cancel ]

**Check Print (APP310)** [ ] [ ] [ X ]

Help

---

**01-Demo Company** **Check Print** **APP310**  
**AP CP=09/2002 SEP**  
**GL CP=09/2002 SEP**

Bank 01 First National Bank Last Check Printed 003187

Branch 01 Atlanta Branch

Check Date System Date

Beginning Check

Void Checks N



Reprint Checks N From To

Vendor Alpha Order N

- Template \_\_\_\_\_ - Printer \_\_\_\_\_  
None Print to file

Alignment  
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

## How to print checks

1. Access this program by choosing Account Payable-->Checks-->Check Print.
2. In the Bank field, enter a bank code for this check run. The entry must be a valid bank code. The bank code will display the bank name and the last check number printed. Press Enter (CR) to default to the first bank on file.
3. In the Branch field, enter the branch to use for the Document Entry & Adjustment Register. Press Enter (CR) to default to ALL. Select the  to process all branches for the register. Select the  to search for branches.
4. In the Check date field, enter the date to print on the check. The date must be within the current or next general ledger period and not before the current AP period. Press Enter (CR) to default to the system date.
5. In the Beginning check number field, enter the beginning check number to print. This must be determined by looking at the check forms in the printer. The first check is always skipped (unless you attach a forms leader to the top check).
6. Select the Void checks checkbox to indicate whether to void the checks displayed. This input is skipped if the first check to print is the next number after the last check printed. If the first check to print is not the next number after the last check printed, the system asks if you want to void the checks in between. If you select this option, the system records all the checks as void. If you do not select, the system will not void any unused checks. Press Enter (CR) to default to Y.

FACTS does not allow you to void a check that's in the Manual/Void Check File, the Check Reconciliation File, or the Non-Invoice Check File.

7. If you are reprinting checks, select Reprint Checks checkbox to reprint check. Then in the From field, enter the first check to reprint. You should read the check number from the previously printed check and input that number. This will be the first check to reprint. Press Enter (CR) to default to the FIRST check previously printed. In the To field, enter the last check to reprint. Press Enter (CR) to default to the LAST check previously printed.
8. If you are printing a batch of checks for the first time, enter the Vendor alpha order to print the checks by vendor. Otherwise, this program automatically prints checks in check number order.
9. Select the OK to start the check run or the Cancel button to stop this process.



# Manual Check Entry (APE310)

## Function

This program allows the user to enter handwritten checks into the Accounts Payable system and bypass the check print portion of processing. A manual check must be written to pay off documents in the open documents file, such as purchase orders, customer refunds, etc. A manual check used to pay off a document that is not in the open documents file is entered through the Noninvoice Check Entry; i.e., if an invoice comes in C.O.D. and never existed in the open documents file. The manual check number entered cannot be the same number found in the manual and void check file, check reconciliation file or regular check file. Manual checks may not be entered for vendors on hold.

Complete check information must be entered including the following: bank number, check number, vendor number, check date, check amount, each document (invoice) paid by the check and the payment and discount amounts.

The Manual Check Entry program consists of two sections. The upper portion of the screen is called the header portion where the vendor number, check date, etc. are entered. The lower portion is called the line-item portion where each invoice, amount, etc. is entered.

Manual check information appears on the next Check Register and all applicable files are updated during the optional Check Register update. No updating occurs in the open documents file during entry of a manual check.

## User Inputs

The following inputs are involved in entering a manual check:

### 1. Bank

Enter the bank number on which the check was written. The entry must be a valid bank. CR defaults to the first bank on file. F2 allows a search (ref. 7).

### 2. Check Number

Enter the manual check number (1-999999). CR defaults to the next check number after the number displayed as last manual check. F2 lists manual checks already entered but not yet updated by the Check Register. Once checks are listed, enter the beginning check to list if not already displayed, CR to continue listing documents or enter the line number of the check to display in detail. If a check is selected, the check is displayed and the program proceeds to the **Prompt-selection** input.

### 3. Vendor

Enter the vendor number for this check. The vendor number, name, address and balance are displayed. F2 allows a search (ref. 8).

### 4. Date

Enter the date of the manual check (ref. 2). The date must be within the current or next GL period and not prior to the current AP period. CR defaults to the system date.

## 5. Check Amount

Enter the dollar amount of this check (.01-9999999.99). A message is displayed if the amount is greater than the vendor balance.

This concludes the header portion of the Manual Check Entry program. At this time, a header record is created; once the header is created, all header inputs except #1-3 are accessible through the change header routine (input #7). Inputs #1-3 can only be changed by deleting and re-entering the check.

## 6. Prompt-Selection Input # 1

This allows the user to perform the following functions to apply the check:

- CR - Lists documents** - Press **CR** to list all open documents for this vendor. Enter the beginning document number to list or press **CR** to begin with the **FIRST**. The information displayed includes document number, due date, current amount and discount, discount due date and payment amount, discount taken and check status. The check status indicates whether the payment is recorded on **THIS CHECK, MN#**- a manual check number already entered, **REGULAR CK** - a regular check or if the document is on hold. Press **CR** to continue listing documents. When all open documents for this vendor are displayed, the system returns to **Prompt-selection input #1**.
- F3 - Lists selected** - Enter the document number to be displayed. The entry must be a valid document number which will display the screen information and return to the document number input. When all selected documents are displayed, press **F4** to return to **Prompt-selection input #1**.
- F4 - Ends selection and payment** - The user may end the payment process and move to **Prompt-selection input #2**.

The following functions may be performed after documents are displayed on the screen.

- A - Auto apply** - Enter **A** to allow the system to automatically pay open documents. It will begin with the first displayed document and continue paying off documents until the check amount is distributed. If the check date is before or on the discount due date, any applicable discounts are taken. The payment amount and discount amount are displayed, the distributed amount is displayed in the header and the program returns to **Prompt-selection input #1**.
- S - Steps through** - The user may use the step through option to selectively pay open documents. The user then has the option to:
  - Enter payment** - The user may manually type in the payment amount (i.e., allowing for partial payments) and enter the discount amount (i.e., allowing a discount to be taken after the discount due date).
  - CR** - Deletes the payment
  - F1** - Skips the document and moves to the next line
  - F2** - Pays the document and takes the discount, if the discount due date is after or the day of the check date
  - F3** - Ends payment selection
  - F4** - Backs up to the previous line

## 7. Prompt-Selection Input #2

This allows the user to perform the following functions:

- CR - Lists check payments** - The user may list all payments made with this manual check. Displayed information includes document number, due date, current amount and discount, discount due date, payment amount, discount and status.
- D - Deletes check** - The user may delete all records of this manual check. Upon responding with YES to the **Are you sure you want to delete check?** prompt, the system clears the screen and returns to the check number input. The displayed field of last manual check number used is updated. However, the deleted check number may be used again.
- F2 - Changes header** - The user may change the check date or check amount in the header portion of the screen. The check amount may not be less than the distributed amount. F1 allows the currently displayed value to remain the same.
- F3 - Apply check** - The user may return to the selection and payment process **Prompt-selection input #1**.
- F4 - Ends** - The user may end the input of the manual check. The distributed amount must equal the check amount to exit this program. The last manual check number used is updated and the program returns to the bank input.

## Technical Notes

At the completion of entering the header information, a header record is written to the manual and void check file (APCKMV). Each invoice paid off in the line-item section also writes a line-item record to the manual and void check file. Invoices paid off are also written to the payment selections file (APPYMT) so that they may not be selected for payment through the payment selection process before the check register is updated. The holding file (APHOLD) is checked for documents on hold which may not be selected for payment.

**FILES USED** - APVEND, AOPEN, APHOLD, APCKRG, SMCHKR, APVALX, GLALPX

**FILES UPDATED** - SMCNTL, APCKMV, APPYMT



## How to enter manual checks

1. Access this program by choosing Accounts Payable-->Checks-->Manual Check Entry.
2. In the Bank input, enter the bank number on which the check was written. Press Enter (CR) to default to the first bank on file. Press F2 to search.
3. In the Check Number input, enter the manual check number (1-999999). Press Enter (CR) to default to the next check number after the number displayed as last manual check. Press F2 to list manual checks already entered but not yet updated by the Check Register. Once checks are listed, enter the beginning check to list if not already displayed, press Enter (CR) to continue listing documents or enter the line number of the check to display in detail. If a check is selected, the check is displayed and the program proceeds to the Prompt-selection input.
4. In the Vendor input, enter the vendor number for this check. The vendor number, name, address and balance are displayed. Press F2 to search.
5. In the Date input, enter the date of the manual check. The date must be within the current or next GL period and not prior to the current AP period. Press Enter (CR) to default to the system date.
6. In the Check Amount input, enter the dollar amount of this check (.01-9999999.99). A message is displayed if the amount is greater than the vendor balance.

This concludes the header portion of the Manual Check Entry program. At this time, the system creates a header record; once the header is created, you can change all header inputs — except the bank, check number and vendor fields — by pressing F2. To change the other three fields, you must delete the document and reenter it.

7. When you have entered the header information, the system goes to the prompt selection input, where you can select from the following:

CR      Lists documents. Press Enter (CR) to list all open documents for this vendor.

Enter the beginning document number to list or press Enter (CR) to begin with the FIRST. The information displayed includes document number, due date, current amount and discount, discount due date and payment amount, discount taken and check status.

The check status indicates whether the payment is recorded on:

THIS CHECK—the current check,

MN#- a manual check number already entered,

REGULAR CK - a regular check or if the document is on hold.

Press Enter (CR) to continue listing documents. When all open documents for this vendor are displayed, the system returns to Prompt-selection input #1.

F3      Lists selected.

Enter the document number to be displayed. The entry must be a valid document number that will display the screen information and return to the document number input. When all selected documents are displayed, press F4 to return to Prompt-selection input #1.

F4 Ends selection and payment. You can end the payment process and move to Prompt-selection input in step 8.

8. After you select documents, you can perform the following functions:

A Auto apply. Enter A to allow the system to automatically pay open documents. It will begin with the first displayed document and continue paying off documents until the check amount is distributed. If the check date is before or on the discount due date, any applicable discounts are taken. The payment amount and discount amount are displayed; the distributed amount is displayed in the header and the program returns to Prompt-selection input #1.

S Steps through. You can use the step through option to selectively pay open documents.

9. (Optional) If you select S, you then have the option to:

Enter payment. You can manually type in the payment amount (i.e., allowing for partial payments) and enter the discount amount (i.e., allowing a discount to be taken after the discount due date).

Enter (CR) Deletes the payment

F1 Skips the document and moves to the next line

F2 Pays the document and takes the discount, if the discount due date is after or the day of the check date

F3 Ends payment selection

F4 Backs up to the previous line

10. When you are finished with payment processing, press F3 to access Prompt-selection input #2, where you can perform the following functions:

CR Lists check payments. You can list all payments made with this manual check. Displayed information includes document number, due date, current amount and discount, discount due date, payment amount, discount and status.

D Deletes check. You can delete all records of this manual check. If you answer YES to the Are you sure you want to delete check? prompt, the system clears the screen and returns to the check number input. The displayed field of last manual check number used is updated. However, the deleted check number may be used again.

F2 Changes header. You can change the check date or check amount in the header portion of the screen. The check amount may not be less than the distributed amount. Press F1 to allow the currently displayed value to remain the same.

F3 Apply check. Press F3 to apply the check and the system returns you to the Bank input where you can continue the selection and payment process.

- F4 Ends. You can end the input of the manual check. The distributed amount must equal the check amount to exit this program. The last manual check number used is updated and the program returns to the Bank input.
11. When you are done, press F4 to exit the program.

# Void Check Entry (APE320)

## Function

This program allows the user to record as void any system or manual check previously updated by the Check Register. In order to void a check, it must be in the check reconciliation file.

After entering the number of the check to be voided, the user enters the number of each document originally paid by the check. Void check information appears on the next Check Register. Each document previously paid by the void check goes back into the open documents file and the vendor's balance increases accordingly.

## User Inputs

The following inputs are involved in entering a void check:

### 1. Bank

Enter the bank number on which the check was written. The entry must be a valid bank. CR defaults to the first bank on file. F2 allows a search (ref. 7).

### 2. Check Number

Enter the number of the check to be voided. This check must be in the check reconciliation file. Entry of a valid check number displays the vendor number and name, address, balance, check amount, discount amount and check date. F2 lists any void checks entered since the last Check Register. Once checks are listed, enter the beginning check to list if not already displayed, CR to continue listing documents or enter the line number of the check to display in detail. If a check is selected, the check is displayed and the program proceeds to the **Prompt-selection input**.

### 3. Is This Correct Check to Void?

Enter **Y** or **N** to indicate whether you wish to void the displayed check. CR defaults to **Y**.

### 4. Document Number

Enter the invoice number of each document originally paid by this check. Entry of a document number still existing in the open documents file displays the document entry date, due date, discount due date, document amount, discount amount and new balance and the system returns to this input. F3 ends entries.

If the document no longer exists in the open documents file (it has been removed by the Document Removal Register), the user has the option to add it to the file. Enter **Y** or **N** to indicate whether this document should be added to the file. If **Y** is entered the user must enter inputs #5-12.

If you are voiding a noninvoice check, you must enter a document number (that is not on file) so that the check can be correctly voided. Complete input #5-12 to add the document number to the open documents file. The void for the noninvoice check can then be correctly processed through the system, including posting to General Ledger.

### 5. Document Entry Date

Enter the date the document was entered (ref. 2).



**6. Document Due Date**

Enter the due date of the document (ref. 2).

**7. Document Discount Due Date**

Enter the due date of the document discount (ref. 2).

**8. Void Payment Amount**

Enter the amount paid to be voided by the check (+/- 9999999.99). (This will be the amount of the document when updated to the open documents file.)

**9. Void Discount Amount**

Enter the amount to be the allowable discount amount when the document is updated to the open documents file (+/- 9999999.99).

**10. Branch**

Enter a valid branch number. CR defaults to the branch assigned to the terminal. F2 allows a search (ref. 7). The AP Check Register uses this entry to post voided checks by branch.

**11. Memo**

Enter the document memo (up to 25 characters). This memo will appear in the comments column of the check stub when this invoice is paid off.

Upon completion of entering documents to be voided, the check amount must equal the distributed amount and the discounts must equal the distributed discount amount to end entries. F3 ends entry and moves to input #12. F4 backs up to the previous line, removes that line and updates the distributed amounts accordingly.

**12. Prompt-Selection Input**

This allows the user to perform the following functions:

**Change a document** - Information may be changed regarding documents added to the open documents file during Void Check Entry. Enter the document number to be changed. The prompt **Change or Delete (C/D)?** is then displayed. Enter **C** to begin changing the information about the document or enter **D** to delete this document from the screen and update the distributed amount accordingly. If C is entered, inputs #5-11 are entered and F1 allows the currently displayed value to remain the same. If D is entered, the user must then respond with **YES** to the **Are you sure you want to delete?** prompt.

- L - Lists** - A limited number of documents can be displayed on the screen at any one time. Enter **L** to display documents related to this void check. F4 ends list.
- A - Adds** - Enter **A** to return to the document number input for further entries.
- D - Deletes** - Enter **D** to delete all information regarding this void check. Upon responding with YES to the **Are you sure you want to delete entire entry?** prompt, the screen is cleared and the check is not voided.
- F3 - Ends** - The distributed amount in the header is constantly updated as each line is entered. This distributed amount must equal the original check amount and the distributed discount amount must equal the original discount amount to end the program. Press **F3** to clear the screen and return to the check number input.

### Technical Notes

At the completion of entering the header information, a header record is written to the manual and void check file (APCKMV). Each invoice voided in the line-item section also writes a line-item record to the manual and void check file.

Invoices will not be written to the open documents file until the Check Register is updated.

**FILES USED** - APVEND, APOPEN, SMCHKR, APTRAN

**FILES UPDATED** - SMCNTL, APCKMV, APPYMT

01-Demo Company      VOID CHECK ENTRY      APE320  
 CP=09/02 SEP

VENDOR	BALANCE	BANK 01 First National Bank of	CHECK #	AMOUNT	DATE	DISCOUNTS DISTRIBUTED

DISCOUNT DUE      VOID PAYMENT AMOUNT      DISCOUNT BR      NEW BALANCE

ENTER CHECK # TO BE VOIDED, F2-LIST VOID CHECKS, F4-BACKUP

List Void Checks      Backup      OK

## How to enter a void check

1. In the Bank input, enter the bank number on which the check was written. The entry must be a valid bank. Press Enter (CR) to default to the first bank on file. Press F2 to search.
2. In the Check number input, enter the number of the check to be voided. This check must be in the check reconciliation file. When you enter a valid check number, the system displays the vendor number and name, address, balance, check amount, discount amount and check date. Press F2 to list any voided checks entered since the last Check Register. Once checks are listed, enter the beginning check to list if not already displayed, press Enter (CR) to continue listing documents or enter the line number of the check to display in detail. If a check is selected, the check is displayed and the program proceeds to the Prompt-selection input.
3. When the system displays: Is this correct check to void? Enter Y or N to indicate whether you wish to void the displayed check. Press Enter (CR) defaults to Y.
4. In the Document number, enter the invoice number of each document originally paid by this check. Entry of a document number still existing in the open documents file displays the document entry date, due date, discount due date, document amount, discount amount and new balance and the system returns to this input. Press F3 to end entries.

If the document no longer exists in the Open Documents file (it has been removed by the Document Removal Register), and you need to add it to the file. Enter Y to indicate whether this document should be added to the file and complete inputs 5-12.

If you are voiding a noninvoice check, you must enter a document number (that is not on file) so that the check can be correctly voided. Complete inputs 5-12 to add the document number to the open documents file. The void for the noninvoice check can then be correctly processed through the system, including posting to General Ledger.

5. In the Document entry date input, enter the date the document was entered.
6. In the Document due date input, enter the due date of the document.
7. In the Document discount due date input, enter the due date of the document discount.
8. In the Void payment amount input, enter the amount paid to be voided by the check (+/- 9999999.99). (This will be the amount of the document when updated to the open documents file.)
9. In the Void discount amount input, enter the amount to be the allowable discount amount when the document is updated to the open documents file (+/- 9999999.99).
10. In the Branch input, enter a valid branch number. Press Enter (CR) to default to the branch assigned to the terminal. Press F2 to search. The AP Check Register uses this entry to post voided checks by branch.
11. In the Memo input, enter the document memo (up to 25 characters). This memo will appear in the comments column of the check stub when this invoice is paid off.

12. Once you've entered all the documents that need to be voided, the check amount must equal the distributed amount and the discounts must equal the distributed discount amount to end entries.

Press F3 to end the entry process and move step 13, which is the prompt selection input.

-OR-

Press F4 to back up to the previous line, remove that line and update the distributed amounts accordingly.

13. At the Prompt-selection input, you can perform the following functions:

Change a document - Information can be changed for documents added to the open documents file during Void Check Entry. Enter the document number to be changed. The prompt Change or Delete (C/D)? is then displayed. Enter C to begin changing the information about the document or enter D to delete this document from the screen and update the distributed amount accordingly. If you enter C, you can change steps #5-11 or press F1 to allow the currently displayed value to remain the same. If D is entered, you must then respond with YES to the Are you sure you want to delete? prompt.

L Lists. A limited number of documents can be displayed on the screen at any one time. Enter L to display documents related to this void check. Press F4 to end the list.

A Adds. Enter A to return to the document number input for further entries.

D Deletes. Enter D to delete all information regarding this void check. Upon responding with YES to the Are you sure you want to delete entire entry? prompt, the system clears the screen and does not void the check.

F3 Ends. The distributed amount in the header is constantly updated as each line is entered. This distributed amount must equal the original check amount and the distributed discount amount must equal the original discount amount to end the program. Press F3 to clear the screen and return to the check number input.

14. When you are finished, press F3 to clear the screen and return to the check number input. Press F4 to exit the program.

# Noninvoice Check Entry (APE330)

## Function

This program allows the user to enter handwritten checks which pay off invoices that are not currently in the open documents file and bypasses the check print portion of processing. This program is used to enter a document (invoice) and pay it off in the same entry program, i.e., an invoice comes in C.O.D. and a manual check was written. If a check pays an existing document in the open documents file, the check should be entered in the Manual Check Entry program.

The noninvoice manual check number entered cannot be the same number found in the manual and void check file, check reconciliation file or regular check file. Noninvoice checks may not be entered for vendors on hold.

Complete check information must be entered including the following: bank number, check number, vendor number, check date and check amount. Complete document information must also be entered including document number, invoice date, amount paid, discount taken, the general ledger expense number(s) and memo.

The Noninvoice Check Entry screen consists of two sections. The upper portion of the screen is called header portion where the vendor number, check date, etc., are entered. The lower portion is called line-item portion where each invoice, amount, etc., is entered.

Noninvoice check information appears on the next Check Register and is updated during the optional Check Register update. A noninvoice check updated by the register will create a zero balance open document in the open documents file and a payment transaction in the transaction file.

## User Inputs

The following inputs are involved in entering noninvoice checks:

### 1. Bank

Enter the bank on which the check was written. The entry must be a valid bank. CR defaults to the first bank on file. F2 allows a search (ref. 7).

### 2. Check Number

Enter the manual check number (1-999999). CR defaults to the next check number after the number displayed as the last manual check. F2 lists noninvoice manual checks already entered but not yet updated by the Check Register. Once checks are listed, enter the beginning check to list if not already displayed, CR to continue listing documents or enter the line number of the check to display in detail. If a check is selected, the check is displayed and the program proceeds to the **Prompt-selection input**.

### 3. Vendor

Enter the vendor number for this check. The vendor number, name, address and balance are displayed. F2 allows a search (ref. 8).

### 4. Check Date

Enter the date of the manual check (ref. 2). The date must be within the current or next general ledger period and not prior to the current AP period. CR defaults to the system date.

### 5. Check Amount

Enter the dollar amount of this check (.01-9999999.99).

This concludes the header portion of the Noninvoice Check Entry program. At this time, a header record is created and all header inputs except #1-3 are accessible through the change header routine. Inputs #1-3 can only be changed by deleting and re-entering the check. The line-item portion allows the entry of up to 999 line-items to complete the check.

**Line numbers** are assigned automatically beginning with 001 and incrementing by one for each individual line-item up to 999. In the rare case where 999 line-items have been entered on a single check, the program jumps to the **Prompt-selection input #12** and refuses further entries.

### 6. Document

Enter the document (invoice) number (up to 10 characters). F3 ends entries and proceeds to the **prompt-selection input**.

### 7. Invoice Date

Enter the invoice date (ref. 2). CR defaults to the system date.

### 8. Amount Paid

Enter the amount paid (+/-9999999.99). CR defaults to 0.

### 9. Discount Taken

Enter the amount of the discount taken (+/- 9999999.99) not greater than the payment amount. CR defaults to 0.

### 10. GL Number

Enter the GL number to expense. The entry must be a valid GL number. If the GL posting table assigned to this vendor has preset expense accounts, CR defaults to the GL account number in the GL posting table and all numbers of the GL posting table may be displayed by pressing F2-search. This search displays all GL numbers listed for the GL posting table assigned to this document along with the GL numbers description. Select the line number of the GL account number to expense to. F2 allows a GL numbers alpha search (ref. 7).

If the document is to expense to more than one GL number, each expense amount should be entered on separate lines using the same document number. For example, if entering a \$110 document (#12345 where \$100 is to post to 620-00 office expense and \$10 is to post to 640-00 - freight expense, enter as two lines:

Ln #	Document	Invoice Date	Amount Paid	Discount Taken	G/L #	Memo
001	12345	06/15/89	100.00	.00	620-00	
002	12345	06/15/89	10.00	.00	640-00	

The system automatically creates one invoice expensing to two GL account numbers.

### 11. Memo

Enter the memo to appear on the Check Register (up to 30 characters). CR skips the entry. When the memo is complete, the input returns to the document number (input #6).

### 12. Prompt-Selection Input

This allows the user to perform the following functions:

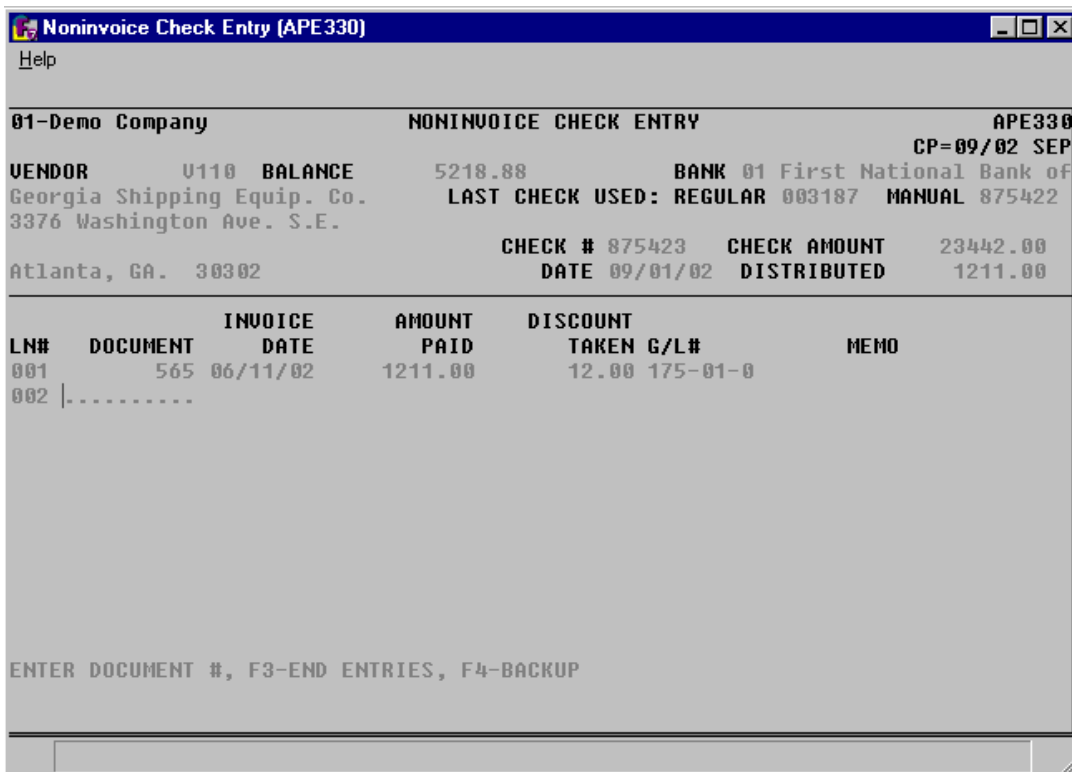
- # - Changes a line-item
- L - Lists documents
- A - Adds document
- D - Deletes a check
- F2 - Changes header
- F3 - Ends check entry and returns to the bank input (1)

**Technical Notes**

At the completion of entering the header information, a header record is written to the noninvoice manual check entry file (APCKMI). Each invoice entered in the line-item section also writes a line-item record to the noninvoice manual check entry file.

**FILES USED** - APVEND, GLMSTR, APVALX, GLALPX, APCKRG, APCKMV, SMCHKR

**FILES UPDATED** - SMCNTL, APCKMI



## How to enter noninvoice checks

1. Access this program by choosing Accounts Payable-->Checks-->Noninvoice Check Entry.
2. In the Bank input, enter the bank on which the check was written. The entry must be a valid bank. Press Enter (CR) defaults to the first bank on file. Press F2 to search.
3. In the Check number input, enter the manual check number (1-999999). CR defaults to the next check number after the number displayed as the last manual check. F2 lists noninvoice manual checks already entered but not yet updated by the Check Register. Once checks are listed, enter the beginning check to list if not already displayed, CR to continue listing documents or enter the line number of the check to display in detail. If a check is selected, the check is displayed and the program proceeds to the Prompt-selection input.
4. In the Vendor input, enter the vendor number for this check. The vendor number, name, address and balance are displayed. Press F2 to search.
5. In the Check date input, enter the date of the manual check. The date must be within the current or next general ledger period and not prior to the current AP period. CR defaults to the system date.
6. In the Check amount input, enter the dollar amount of this check (.01-9999999.99).
7. This concludes the header portion of the Noninvoice Check Entry program. At this time, the system creates a header record and all header inputs except #1-3 are accessible through the change header routine. Inputs #1-3 can only be changed by deleting and re-entering the check.
8. To enter invoices in the line item section, enter A and then complete steps.
9. In the Document input, enter the document (invoice) number (up to 10 characters). Press F3 to end entries and proceed to step 11-16.
10. In the Invoice date input, enter the invoice date. Press Enter (CR) to default to the system date.
11. In the Amount paid input, enter the amount paid (+/-9999999.99). Press Enter (CR) to default to 0.
12. In the Discount taken input, enter the amount of the discount taken (+/- 9999999.99) not greater than the payment amount. Press Enter (CR) to default to 0.
13. In the General ledger number input, enter the general ledger number to expense. The entry must be a valid general ledger number. If the general ledger posting table assigned to this vendor has preset expense accounts, press Enter (CR) to default to the GL account number in the GL posting table. All numbers of the GL posting table may be displayed by pressing F2-search.
14. In the Memo input, enter the memo to appear on the Check Register (up to 30 characters). Press Enter (CR) to skip the entry. When the memo is complete, the input returns to the document number input so you can enter another document line.
15. Press F3 when you are finished entering documents and the system goes to the Prompt-selection input, where you can select from the following functions:



- # Changes a line-item
  - L Lists documents
  - A Adds document
  - D Deletes a check
  - F2 Changes header
  - F3 Ends check entry and returns to the Bank input.
  - F4 Exits the program.
16. When you are finished entering documents, press F3 to end check entry. Press F4 to exit the program.

# Check Register (APR310)

## Function

This program allows the user to obtain a report of all regular, manual, non-invoice and void check information since the last Check Register was updated. The optional update following the register updates all necessary files.

This register is an audit trail of all check disbursements or voids and should be printed, checked and updated each time regular checks are printed. It may also be printed after input of manual, noninvoice or void checks. If the register is not printed directly after input of manual, noninvoice or void checks, the information appears on the next register with regular checks.

Information for the register comes from four programs - Check Print, Manual Check Entry, Noninvoice Check Entry and Void Check Entry.

The user has the option to:

- Print a listing of all checks.
- Select check types (regular and/or manual and void).
- Build and print a general ledger distribution, if needed.
- Post to general ledger, if a general ledger distribution is built.
- Update the open documents file and vendor balance.
- Update the monthly disbursement distribution and check files
- Update the company accounts payable balance, clear the check files, and the appropriate control records.

Register information includes the following: check number, check date, check amount, vendor number and name. Information about each document paid by the check includes document number, entry date, due date, payment amount, discount taken and memo.

Totals are printed for regular checks, manual and void checks and register. The register recap prints the beginning AP balance, payments, discounts and ending AP balance. The total number of regular, manual and void checks listed is also included. Depending on a flag set in the AP static control record, the user may obtain a general ledger distribution.

## User Inputs

The following inputs are involved in printing the Check Register:

### 1. Date

Enter the check register date (ref. 2). The date entered must be in the current or the next GL period and not prior to the current AP period. CR defaults to the system date.

### 2. Bank

Enter the bank for which checks are to print. The entry must be a valid bank. CR defaults to the first bank on file.

### 3. Regular Checks

Enter **Y** or **N** to indicate whether information regarding regular checks (checks generated through the Check Print program) should print. CR defaults to N automatically if there are no

regular checks to print. CR defaults to Y automatically if there are no manual and void checks to print.

#### 4. Manual and Void Checks

Enter **Y** or **N** to indicate whether information regarding manual and void checks should print. CR defaults to N automatically if there are no manual or void checks to print. CR defaults to Y automatically if there are no regular checks to print.

The Check Register prints by reading through the regular check file and the manual and void check file. Information about each check prints as the general ledger distribution file is built.

**For users printing the GL distribution, the following input is displayed:**

#### 5. Check Register. OK to Print GL Distribution?

After printing the Check Register, **verify the printout**. If there is a correction to be made, enter **N** to exit the program. After the correction is made, run the register again. If everything is correct, select **OK** or enter **Y** to continue. The program then prints the GL distribution. Once the GL distribution is printed, the next message appears:

#### 6. Check GL Distribution. OK to Update?

After printing the GL distribution, **verify the printout**. If everything is correct, select **OK** or enter **Y** to continue. The program proceeds with the update. If there is a correction to be made, select **CANCEL** or enter **N** to exit the program. After the correction is made, the entire register process begins again.

**For users not printing the GL distribution, the following input is displayed:**

#### Check Register. OK to Update?

After printing the Check Register, **verify the printout**. If there is a correction to be made, select **CANCEL** or enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue and no GL distribution will be printed, the following input (#7) is skipped and the program proceeds with the update.

## Technical Notes

Before the update, the GL distribution file (SMGLD?) is built with the necessary information to print and update the GL distribution.

The AP update begins by reading through the regular check file (APCKRG) and/or the manual and void check file (APCKMV) and updating the open documents file (AOPEN). Then a record is written to the invoice transactions file (APTRAN) and the payment selections file (APPYMT) and check records are removed. Next the vendor file (APVEND) is updated and the update continues by reading through the noninvoice manual check entry file (APCKMI). Then records are written to the ledgercard file (APLEDG). Records are then written to the period check register file (SMCHKP), the check reconciliation file (SMCHKR), the vendor history file (APHIST) and the bank ledgercard file (SMLEDG). The control file is updated as to company AP balance, register number, register trace number, current bank and register history. Finally, open documents are created from any void checks entered.

The optional GL update reads through the GL distribution file and writes records to the GL journal entry files (GLJRNL and GLJRNX). Finally, the period disbursement distribution file (APDISD) is written to.

**FILES USED** - GLMSTR

**FILES UPDATED** - SMCNTL, APCKRG, APVEND, APCKMV, APOPEN, APPYMT, SMCHKR, SMCHKP, APCKMI, APTRAN, GLJRNL, GLJRNX, APDISD, SMGLD?, SMLEDG, APHIST, APLEDG

Check Register (APR310) [Help] [Print] [Close]

Template: \_\_\_\_\_ Print Options: \_\_\_\_\_

Date:  [Left Arrow] [Right Arrow] AP CP=09/1997 SEP  
GL CP=09/1997 SEP

Bank:   **Bank of Greater Duluth**

Regular Checks

Manual\_Void Checks

Template: \_\_\_\_\_ Printer: \_\_\_\_\_

None Genicom Line Printer

OK Cancel

Enter Check Register Date, F1-System Date

Check Register (APR310) [Help] [Print] [Close]

Help

01-Demo Company Check Register APR310

Date System Date AP CP=09/2002 SEP  
GL CP=09/2002 SEP

Bank 01 First National Bank of Atlanta

Regular Checks Y

Manual and Void Checks Y


— Template: \_\_\_\_\_ — Printer: \_\_\_\_\_

None Print to file


CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

## How to run the Check Register

1. Access this program by choosing Account Payable--> Checks-->Check Register.
2. In the Date field, enter the check register date. The date entered must be in the current or the next GL period and not prior to the current AP period.

Press Enter (CR) defaults to the system date. Select the  icon to input the system date.

The current AP and GL Periods appear in the upper left corner of the screen.

3. In the Bank field, enter the bank for which checks are to print. The entry must be a valid bank. Press Enter (CR) defaults to the first bank on file. Select the  to search for banks.
4. Select the Regular Checks checkbox to indicate whether or not you want to print information regarding regular checks (checks generated through the Check Print program). The program defaults to N if there are no regular checks to print. However if the program cannot find manual and void checks to print, it defaults to Y.
5. Select the Manual and void checks checkbox to indicate whether or not you want to print information regarding manual and void checks. Press Enter (CR) to default to N if there are no manual or void checks to print. However, if there are no regular checks to print, it defaults to Y.

The Check Register prints by reading through the regular check file and the manual and void check file. Information about each check prints as the general ledger distribution file is built.

6. If you have FACTS set to print GL distribution, the system displays the following message: Check Register. OK to Print GL Distribution?
7. After printing the Check Register, verify the printout. If you need to correct the register data, select Cancel or enter N to exit the program. After you make the correction, you can rerun the Check Register. If everything is correct, select OK or enter YES to continue. The program then prints the GL distribution.

Once the GL distribution is printed, the program displays the message: Check GL Distribution. OK to Update?

After printing the distribution, verify the printout. If everything is correct, select OK or enter YES to continue. The program proceeds with the update. If you need to make a correction, select Cancel or enter N to exit the program. After you correct the information the correction is made, re-run the entire register process—meaning run the register first, then print the GL distribution, followed by the optional update.

OR

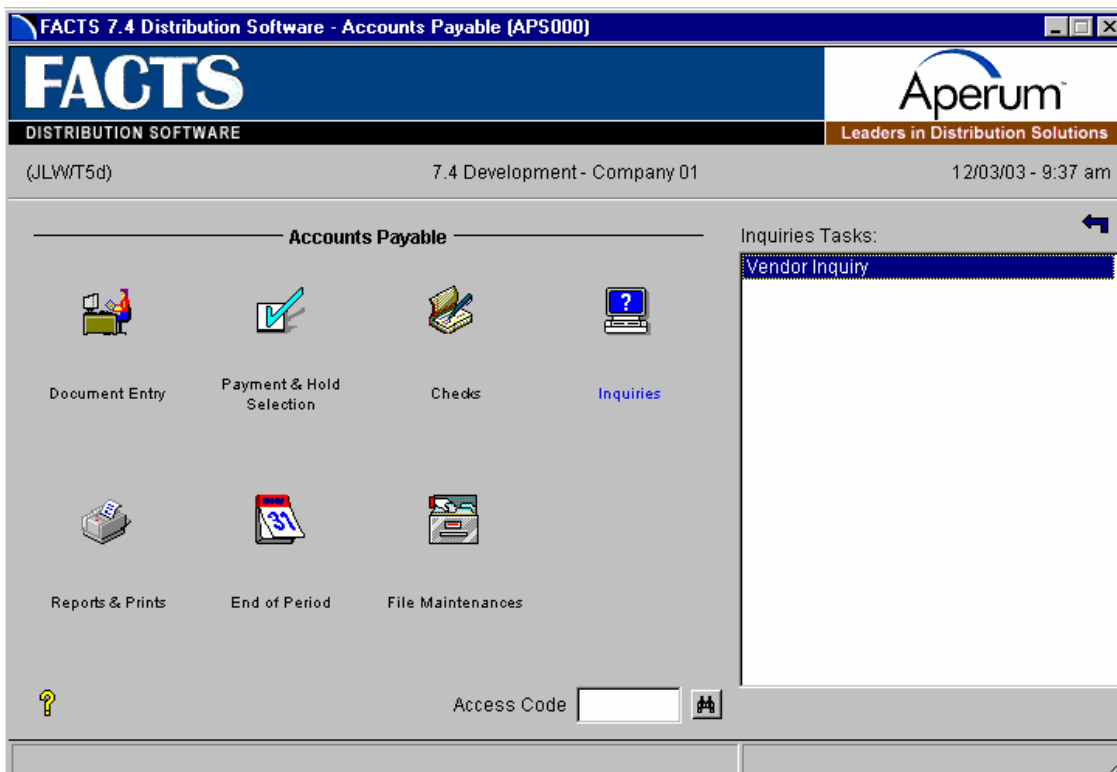
If you are not printing the GL distribution, the program displays the message: Check Register. OK to Update?

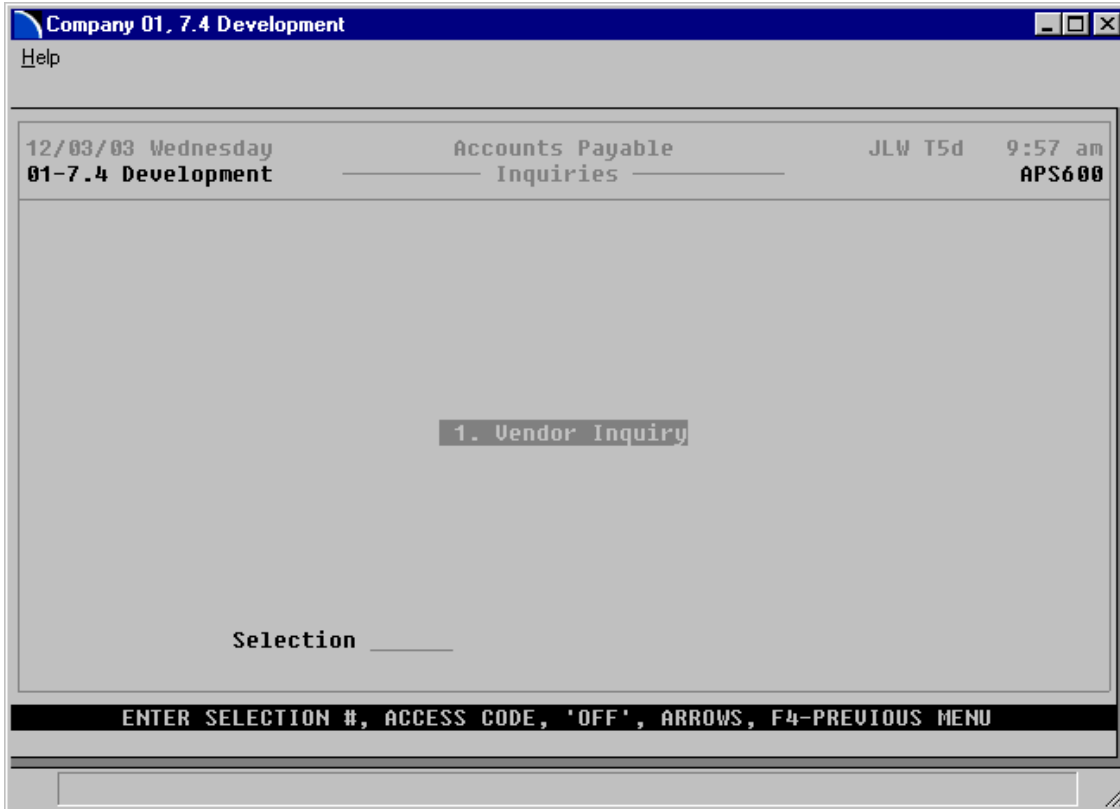
After printing the Check Register, verify the printout. If you need to make a correction, select Cancel or enter N to exit the program. After you make corrections, rerun the register. If everything is correct, select OK or enter YES to continue.

## CHAPTER 6

# Inquiries

The Accounts Payable inquiry allows the user to display information on vendors on the screen without affecting any data in any files and without locking any files. The Vendor Inquiry displays various information for vendors. The information included is general, code, and activity, open/detail documents, paid documents, vendor notes, payment history, and ledgercard information. (Notes are entered through this program.)







# Vendor Inquiry (API610)

## Function

Use this program to display the following information about any vendor set up in the system:

- General information
- Code information
- Activity
- Open/detail documents
- Paid documents
- Payment history
- Ledgercards
- Notes

➤ For more information about inquiry features, such as Sync, filters and preferences, see [Using FACTS](#).

*To view vendor information:*

### 1. Enter the vendor for which you want to view information.

Select whether to sort vendor records by vendor number, alpha lookup or contact. In GUI, select a sort order by choosing *Sort by* from the menu bar. In character, press F2.

Select **filters** if you want to limit the number of records in the inquiry browser. In GUI, choose *Options*→*Filter Values*. In character, press F1.

Use the up and down arrow keys or the Page Up and Page Down keys through the list of displayed vendors. (Graphical users can also use the vertical scroll bar.)

### 2. Select a view.

*In graphical:* Choose a view from the *View* menu option or select a view from the **view bar**.

*In character:* Use the right and left arrow keys to select a view from the view bar.

View descriptions

<b>General</b>	Displays general information including phone number(s), contact(s), message, vendor status, our customer number, our tax exempt number, normal document group, 1099 ID, ship-from, store past PO's flag and use ledgercards flag.
<b>Codes</b>	Displays code information including vendor class, terms code, freight code and general ledger posting table.
<b>Activity</b>	Displays vendor activity information including month-to-date, year-to-date and prior year figures for invoices, payments, discounts taken and allowable discount. The account opening date, last invoice date,

last payment date, highest balance date, highest balance amount and 1099 balance are also included.

### **Open Documents**

Displays open documents, from oldest to newest, for the selected vendor. Summary information includes document number, document type (**I**nvoice, **N**oninvoice), purchase order number, register number, entry period, date entered, date due, original amount and current amount.

#### **Getting more information on an open document:**

*Graphical users:* In the view area, select the line and choose the **Line Detail** button or double click the icon at the beginning of that line.

*Character users:* Press **F3-Bottom**, highlight the line and press CR.

Detail information displays summary plus the memo, original and current discount amounts and any transactions against the open documents. Transaction information includes sequence number, transaction date, entry period, register number, payment and discount amounts and memo.

### **Paid Documents**

Displays, for the vendor selected, paid documents that have been removed from the open documents file by the Document Removal Register. Information includes document number, original amount and discount, entry period and register number, document removal register number, last check number and purchase order number.

#### **Getting more information on a paid document:**

*Graphical users:* In the view area, select the line and choose the **Line Detail** button or double click the icon at the beginning of that line.

*Character users:* Press **F3-Bottom**, highlight the line and press CR.

Detailed transaction information includes sequence number, transaction date and period, register number, payment amount, discount amount and a memo. Memo information displays check type (**M**anual, **R**egular) and check number.

### **Payment History**

Displays the total of all payments made to the vendor for the next period, current period and the 26-prior periods.

- Ledgercards** Displays all ledgercard information for the selected vendor.
- The inquiry lists ledgercards from newest to oldest by default. To view oldest to newest:
- Graphical users:* Click on the **Date** column header. (You can also click on any other column header to resort ledgercards.)
- Character users:* Press **F3-Bottom** and enter **O**.
- In either order, select the beginning date to view. Information includes date, debit amount, credit amount, balance, transaction register name, document and register number.
- Graphical users:* Select the **View Doc** button at the bottom of the screen to display additional document detail information.
- Character users:* Press **F3-Bottom** and press **Enter** to display additional document detail information.
- The system checks to see if detail info exists for currently highlighted ledgercard line for its transaction type. For AP ledgercards there are 4 transaction types: B – Begin Balance, E – Doc Entry Register, C – Check Register, and V – Vendor Balance. Only ledgercards of type E will result in a drill down to. Doc Entry Register type documents display additional either the Open Docs line detail window (API614) or the Paid Docs line detail window (API615).
- Notes** Displays notes for the specified vendor. In the browser in the lower portion of the screen the system displays the date the note was created, note category, urgent note indicator, and subject. You can double click a note line in the browser to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited.
- You can access the Notes Entry (SME710) program from the Options→1 Vendor Note Entry to enter or modify notes for the specified vendor.
- User-Defined** The data that appears on the User-Defined view of Vendor Inquiry comes from the User-Defined view of Vendor F/M (APF910). Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they

would like to enter into FACTS for reference purposes. The User-Defined view displays user-defined fields entered the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields that can be entered on the User-Defined screen of Vendor F/M (APF910). There user-defined field must first be configured by a user that has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).

## Technical Notes

Information displayed is accessed from the following files:

**FILES USED** - SMCNTL, APVEND, AOPEN, APPAST, APTRAN, APHIST, APVALX, APLEDG, APNOTE, APLEDG

**FILES UPDATED** - APNOTE

01-Specialty Distributors, Inc., AP Vendor Inquiry - Vendor # Order (API610)

Options View Sort By Export Print Help

Go To  Starts with

Vendor	Vendor Name	City, State	Alpha
U100	General Industrial Mfg.....+	Atlanta, GA	GENERAL
U101	Industrial Supply Distributors	Atlanta, GA	INDUSTRI
U102	S.E. Industrial Prod. & Equip.	Atlanta, GA	S.E. IND

Activity Codes Contacts **General** Ledgercards Open Docs

Address 1 **9610 Dunwoody, Pl.** Vendor Status **Permanent**  
 Address 2 **Suite 133-134** Our Cust # **S890-0**  
 Address 3 **Atlanta, GA. 30338** Doc Group **34**  
 Tax Exempt # **3490922-12** Ship-From **S100**  
 1099 ID # **3422-09-8887** Store Past PO's **Yes**  
 Use Ledgercards **Yes**  
[www.hallmark.com](http://www.hallmark.com)

Exit

Enter characters vendor # must start with

Vendor Inquiry (API610)

Help

01-Specialty Distributors, InAP Vendor Inquiry - Alpha Order API610

Alpha	Vendor	Vendor Name	City, State	Vend
Vendoc	1	Vendoc	Here, AL	
WAREHOUSE	U105	Warehouse Equipment Unlimited	Dallas, TX	
WAREHOUSE	U120	Warehouse Interiors, Inc.	Dallas, TX	

Go To Filters Off Sync Off

Activity Codes Contacts **General** ->

Address 1 11598 General Ave. Vendor Status Permanent  
 2 Our Customer # 34290-X  
 3 Dallas, TX 75022 Doc Group 01  
 Tax Exempt # Ship-From SAME  
 1099 ID # Store Past PO's Yes  
 Use Ledgercards Yes

F2-Order: Alpha, Contact, Vendor #  
 Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu .....  
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

01-Specialty Distributors, Inc., AP Vendor Inquiry - Vendor # Order (API610)

Options View Sort By Export Print Help

Go To  Starts with

Vendor	Vendor Name	City, State	Alpha
U100	General Industrial Mfg.....+	Atlanta, GA	GENERAL
U101	Industrial Supply Distributors	Atlanta, GA	INDUSTRI
U102	S.E. Industrial Prod. & Equip.	Atlanta, GA	S.E. IND

Activity Codes Contacts General Ledgercards Open Docs

Vendor Class **INV** Inventory Suppliers  
 Terms Code **M** Manual  
 GL Table **005** Inventory  
 Freight Code **Prepay/Add**

Exit

Enter characters vendor # must start with

Vendor Inquiry (API610)

Help

01-Specialty Distributors, InAP Vendor Inquiry - Alpha Order API610

Alpha	Vendor	Vendor Name	City, State	Vend
Vendoc	1	Vendoc	Here, AL	
WAREHOUSE	U105	Warehouse Equipment Unlimited	Dallas, TX	
WAREHOUSE	U120	Warehouse Interiors, Inc.	Dallas, TX	

Go To Filters Off Sync Off

Activity Codes Contacts General ->

Vendor Class **INU** Inventory Suppliers  
 Terms Code **30** Net 30  
 GL Table **005** Inventory  
 Freight Code **Prepaid**

F2-Order: Alpha, Contact, Vendor #  
 Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu |.....  
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

01-Specialty Distributors, Inc., AP Vendor Inquiry - Vendor # Order (API610)

Options View Sort By Export Print Help

Go To  Starts with

Vendor	Vendor Name	City, State	Alpha
U100	General Industrial Mfg.....+	Atlanta, GA	GENERAL
U101	Industrial Supply Distributors	Atlanta, GA	INDUSTRI
U102	S.E. Industrial Prod. & Equip.	Atlanta, GA	S.E. IND

Activity Codes Contacts General Ledgercards Open Docs

Date \_\_\_\_\_ Balance \_\_\_\_\_

Opened 11/30/1997 Last Payment 10/10/2000 Current 10104358.90

Last Invoice 10/15/2000 High Balance 10/01/2000 1099 97859.77

Invoices	Payments	Disc Taken	Disc Allowable
MTD 10109143.33	7306.69	77.03	101503.80
YTD 10185218.95	97859.77	5026.12	106064.34
PYR 104206.00	102909.15	1296.85	1296.85

API610:ACTIVITY:18

Exit

Enter characters vendor # must start with

Vendor Inquiry (API610)

Help

01-Specialty Distributors, InAP Vendor Inquiry - Alpha Order API610

Alpha	Vendor	Vendor Name	City, State	Vend
Vendoc	1	Vendoc	Here, AL	
WAREHOUSE	U105	Warehouse Equipment Unlimited	Dallas, TX	
WAREHOUSE	U120	Warehouse Interiors, Inc.	Dallas, TX	

Go To Filters Off Sync Off

Activity Codes Contacts General ->

- Date \_\_\_\_\_ - Balance \_\_\_\_\_

Opened 03/28/1997 Last Payment 09/12/2000 Current 4588.96

Last Invoice 10/10/2000 High Balance 08/24/2000 1099 169667.43

- Invoices -	- Payments -	- Disc Taken -	- Disc Allowable -
MTD 5555.72	33621.78	.00	2.00
YTD 163118.09	169667.43	.00	2.00
PYR 209726.00	208583.71	.00	.00

F2-Order: Alpha, Contact, Vendor #  
 Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu .....  
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

01-Specialty Distributors, Inc., AP Vendor Inquiry - Vendor # Order (API610)

Options View Sort By Export Print Help

Go To  Starts with

Vendor	Vendor Name	City, State	Alpha
U100	General Industrial Mfg.....+	Atlanta, GA	GENERAL
U101	Industrial Supply Distributors	Atlanta, GA	INDUSTRI
U102	S.E. Industrial Prod. & Equip.	Atlanta, GA	S.E. IND

Activity Codes Contacts General Ledgercards Open Docs

Document #	T	PO #	Entry Date	Due Date	Orig Amt	Current Amt	Reg#
1	I	001070	09/20/2000	09/30/2000	1367.16	1368.16	1521
9	I	000002	09/01/2000	10/16/2000	100.00	100.00	1521
10	I	000001	09/09/2000	10/09/2000	100.00	.00	1521
13	I	000001	10/01/2004	11/30/2004	100.00	.00	1515
42	I	000000	09/20/2000	10/30/2000	100.00	100.00	1521
43	I	000000	10/10/2000	11/30/2000	250.00	250.00	1522
51	I	000000	10/26/2004	12/30/2004	120.00	120.00	1513

Start From  Line Detail Exit

Enter characters vendor # must start with

Vendor Inquiry (API610)

Help

01-Specialty Distributors, InAP Vendor Inquiry - Alpha Order API610

Alpha	Vendor	Vendor Name	City, State	Vendor
Vendoc	1	Vendoc	Here, AL	
WAREHOUSE	U105	Warehouse Equipment Unlimited	Dallas, TX	
WAREHOUSE	U120	Warehouse Interiors, Inc.	Dallas, TX	

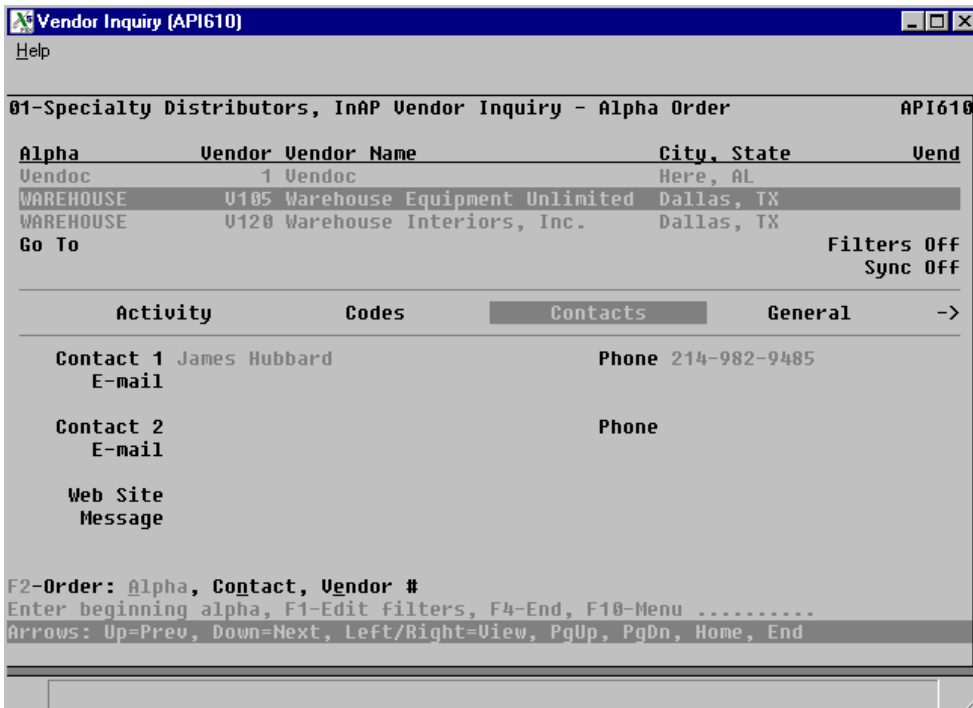
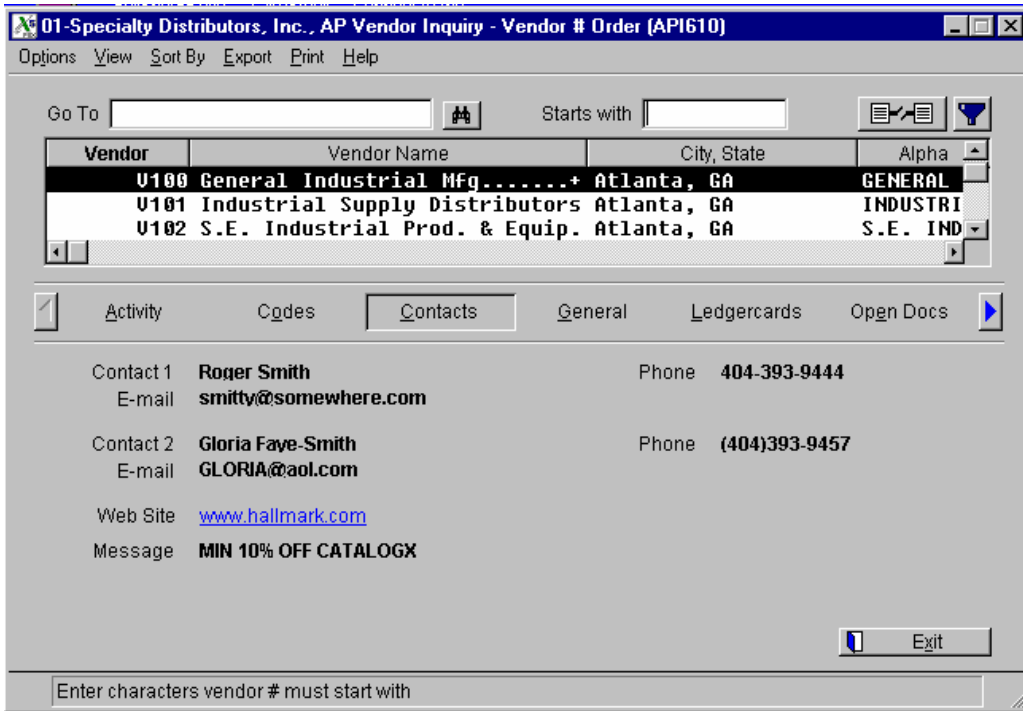
Go To Filters Off Sync Off

<- Contacts General Ledgercards Open Docs ->

Document #	T	PO #	Entry Date	Due Date	Orig Amt	Current Amt	Reg#	Peri
66	I	000001	10/10/2000	12/31/2000	100.00	100.00	1533	10/20
1289	I	000982	08/03/2004	09/02/2004	1308.16	.00	1500	08/20
1300	I	000989	08/13/2004	09/12/2004	5567.57	.00	1502	08/20
1309	I	001007	08/17/2004	09/16/2004	2008.82	.00	1502	08/20
1321	I	001022	08/24/2004	09/23/2004	2333.81	.00	1503	08/20
1322	I	001012	08/27/2004	09/26/2004	5488.96	4488.96	1504	08/20
1332	I	001031	08/31/2004	09/30/2004	2360.38	.00	1504	08/20
1334	I	000997	08/31/2004	09/30/2004	2057.67	.00	1504	08/20

F2-Order: Alpha, Contact, Vendor #  
 Enter beginning alpha, F1-Edit filters, F3-View, F4-End, F10-Menu .....  
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End





01-Specialty Distributors, Inc., AP Vendor Inquiry - Vendor # Order (API610)

Options View Sort By Export Print Help

Go To  Starts with

Vendor	Vendor Name	City, State	Alpha
U100	General Industrial Mfg.....+	Atlanta, GA	GENERAL
U101	Industrial Supply Distributors	Atlanta, GA	INDUSTRI
U102	S.E. Industrial Prod. & Equip.	Atlanta, GA	S.E. IND

Cgdes Contacts General Ledgercards Open Docs Paid Docs

Doc #	Original Amt	Original Disc	Entry Per	Entry Reg#	Rmvl Reg#
45	.00	.00	2004/10	1519	0059
1295	5305.02	106.10	2000/08	1501	0058
1311	2178.77	43.58	2000/08	1503	0058
1326	2272.66	45.45	2000/08	1504	0058
3321	.00	.00	2000/10	1523	0060
0505180262	3035.85	60.72	2000/07	2556	0058
1515165470	1668.05	33.36	2000/07	3748	0058

Start From Paid Documents

Line Detail Exit

Enter characters vendor # must start with

Vendor Inquiry (API610)

Help

01-Specialty Distributors, InAP Vendor Inquiry - Alpha Order API610

Alpha	Vendor	Vendor Name	City, State	Vend
Vendoc	1	Vendoc	Here, AL	
WAREHOUSE	V105	Warehouse Equipment Unlimited	Dallas, TX	
WAREHOUSE	V120	Warehouse Interiors, Inc.	Dallas, TX	

Go To Filters Off Sync Off

General Ledgercards Open Docs Paid Docs

Doc #	Original Amt	Original Disc	Entry Per	Entry Reg#	Rmvl Reg#	Lst	Chk#
0023866210	1948.69	0.00	07/2000	1946	0058		003008
0234007035	1070.71	0.00	07/2000	0347	0058		003017
2102430714	1943.41	0.00	07/2000	2433	0058		003008
2759614830	11597.06	0.00	07/2000	7214	0058		003031
3528783886	1067.81	0.00	07/2000	3444	0058		003017

F2-Order: Alpha, Contact, Vendor #  
 Enter beginning alpha, F1-Edit filters, F3-View, F4-End, F10-Menu .....  
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

01-Specialty Distributors, Inc.. AP Vendor Inquiry - Vendor # Order (API610)

Options View Sort By Export Print Help

Go To  Starts with

Vendor	Vendor Name	City, State	Alpha
U100	General Industrial Mfg.....+	Atlanta, GA	GENERAL
U101	Industrial Supply Distributors	Atlanta, GA	INDUSTRI
U102	S.E. Industrial Prod. & Equip.	Atlanta, GA	S.E. IND

Contacts General Ledgercards Open Docs Paid Docs Payment Hist

Period Desc	Period	Payment
Next Period	2000/11 NOV	.00
Current Period	2000/10 OCT	7306.69
Last Period	2000/09 SEP	31233.73
Previous Period	2000/08 AUG	11655.25
Previous Period	2000/07 JUL	11736.54
Previous Period	2000/06 JUN	10269.25
Previous Period	2000/05 MAY	9222.72
Previous Period	2000/04 APR	7350.03

Exit

Enter characters vendor # must start with

Vendor Inquiry (API610)

Help

01-Demo Company AP Vendor Inquiry - Alpha Order API610

Alpha	Vendor	Vendor Name	City, State	Vend
ATLANTA CR	U113	Atlanta Crane & Hoists	Doraville, GA	
ATLANTA GA	U111	Atlanta Gas Company	Atlanta, GA	
D'ANCONIA	U117	D'Anconia Copper and Electric	Stone Mountain, GA	

Go To Filters Off Sync Off

<- Ledgercards Open Docs Paid Docs Payment Hist

Period Desc	Period	Payment
Next Period	10/2002 OCT	.00
Current Period	09/2002 SEP	4540.64
Last Period	08/2002 AUG	703.59
Previous Period	07/2002 JUL	1877.83
Previous Period	06/2002 JUN	1808.48
Previous Period	05/2002 MAY	1798.54
Previous Period	04/2002 APR	1787.61
Previous Period	03/2002 MAR	1778.66

F2-Order: Alpha, Contact, Vendor #

Enter beginning alpha, F1-Edit filters, F3-View, F4-End, F10-Menu .....

Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End First Line

01-Specialty Distributors, Inc., AP Vendor Inquiry - Vendor # Order (API610)

Options View Sort By Export Print Help

Go To  Starts with

Vendor	Vendor Name	City, State	Alpha
V100	General Industrial Mfg.....+	Atlanta, GA	GENERAL

Activity Codes Contacts General **Ledgercards** Open Docs

Date	Debit	Credit	Balance	Transaction	Doc #
03/10/2003		632.00	10129028.40	Check Register	
03/07/2003	20.00		10128396.40	Doc Entry Reg	23452342
03/07/2003	50.00		10128376.40	Doc Entry Reg	345242
02/17/2003	882.25		10128326.40	Doc Entry Reg	
02/17/2003	1.00		10127444.15	Doc Entry Reg	435234
02/13/2003	1000.00		10127443.15	Doc Entry Reg	1456
02/07/2003	4555.06		10126443.15	Doc Entry Reg	124566

Start From  View Doc Exit

Enter characters vendor # must start with

Vendor Inquiry (API610)

01-Specialty Distributors, Inc. AP Vendor Inquiry - Vendor # Order API610

Vendor	Vendor Name	City, State	Alpha	Cont
V100	General Industrial Mfg.....+	Atlanta, GA	GENERAL	INDUS
V101	Industrial Supply Distributors	Atlanta, GA	INDUSTRIAL	Jon
V102	S.E. Industrial Prod. & Equip.	Atlanta, GA	S.E. INDUS	Jerr

Go To Starts With Filters Off Sync Off

Codes Contacts General **Ledgercards**

Date	Debit	Credit	Balance	Transaction	Doc #	Reg
03/10/2003		632.00	10129028.40	Check Register	17	036
03/07/2003	20.00		10128396.40	Doc Entry Reg	2345234234	154
03/07/2003	50.00		10128376.40	Doc Entry Reg	34524234	154
02/17/2003	882.25		10128326.40	Doc Entry Reg	12	154
02/17/2003	1.00		10127444.15	Doc Entry Reg	43523453	154
02/13/2003	1000.00		10127443.15	Doc Entry Reg	145645	154
02/07/2003	4555.06		10126443.15	Doc Entry Reg	12456677	154
02/07/2003	327.71		10121888.09	Doc Entry Reg	SDFASDL	154

Enter beginning: Newest to Oldest, Oldest to Newest  
 CR-View Doc, F1-Reload, F3-Header, F4-End  
 Arrows: Up-Prev, Down-Next, Left/Right-Scroll, PgUp, PgDn, Home, End First Line

**01-Specialty Distributors, Inc., AP Vendor Inquiry - Vendor # Order (API610)**

Options View Sort By Export Print Help

Go To  Starts with

Vendor	Vendor Name	City, State	Alpha
U100	General Industrial Mfg.....+	Atlanta, GA	GENERAL
U101	Industrial Supply Distributors	Atlanta, GA	INDUSTRI
U102	S.E. Industrial Prod. & Equip.	Atlanta, GA	S.E. IND

General Ledgercards Open Docs Paid Docs Payment Hist Notes

Date Created	Category	Urgent	Subject
01/14/2003	General Information		MUST PLACE ORDERS ON WEEKDAYS BEFORE
01/02/2003	General Information	Y	TEST

Start From

Line Detail Exit

Enter characters vendor # must start with

**Vendor Inquiry (API610)**

Help

01-Specialty Distributors, InAP Vendor Inquiry - Vendor # Order API610

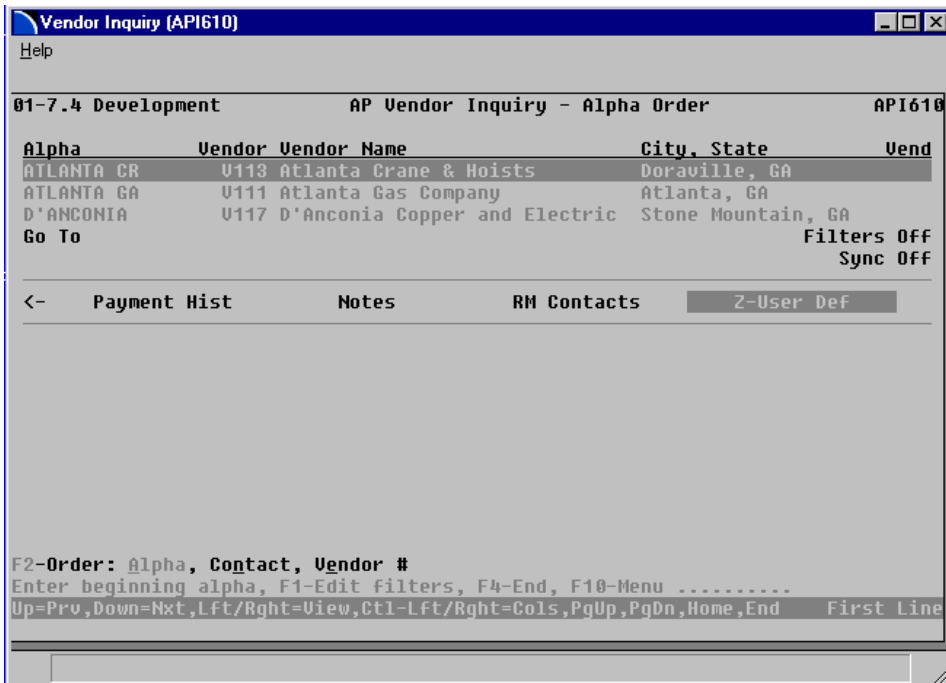
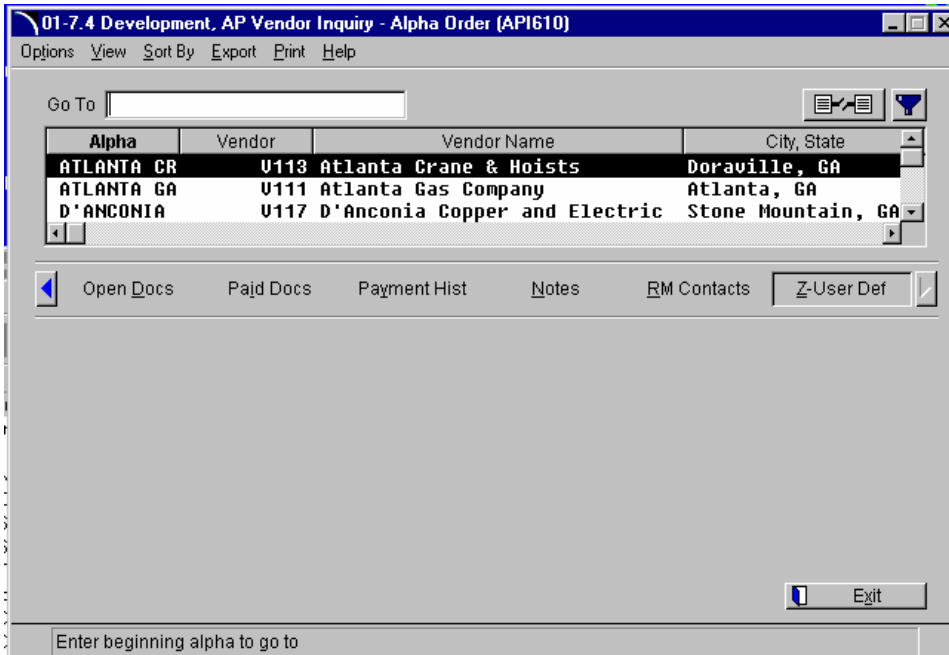
Vendor	Vendor Name	City, State	Alpha	Cont
U100	General Industrial Mfg.....+	Atlanta, GA	GENERAL	IN Roge
U101	Industrial Supply Distributors	Atlanta, GA	INDUSTRIAL	Jon
U102	S.E. Industrial Prod. & Equip.	Atlanta, GA	S.E. INDUS	Jerr

Go To Starts With Filters Off Sync Off

Open Docs Paid Docs Payment Hist Notes

Date Created	Category	Urgent	Subject
01/14/2003	General Information		MUST PLACE ORDERS ON WEEKDAYS BEFORE
01/02/2003	General Information	Y	TEST

F10-Menu; F2-Order: Alpha, Contact, Vendor # (Vendor # Search)  
 Enter beginning vendor #, F1-Edit filters, F3-View, F4-End .....  
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End



## How to view vendor information

1. Access this program by choosing Accounts Payable→Inquiries→Vendor Inquiry.
2. Enter the vendor code for which you want to view information.

Select whether to sort vendor records by vendor number, alpha lookup or contact. In GUI mode, select a sort order by choosing Sort by from the menu bar.

Select filters if you want to limit the number of records in the inquiry browser. In GUI, choose Options→Filter Values. Use the up and down arrow keys or the Page Up and Page Down keys through the list of displayed vendors. (You can also use the vertical scroll bar.)

3. Choose a view from the View menu option or select a view from the view bar.

### View descriptions

**General** Displays general information including phone number(s), contact(s), message, vendor status, our customer number, our tax exempt number, normal document group, 1099 ID, ship-from, store past PO's flag and use ledgercards flag.

**Codes** Displays code information including vendor class, terms code, freight code and general ledger posting table.

**Contacts** Display phone numbers, contacts, email addresses, customer company website, and any message entered about the customer (on the Customer F/M Invoicing screen).

**Activity** Displays vendor activity information including month-to-date, year-to-date and prior year figures for invoices, payments, discounts taken and allowable discount. Also included are the account opening date, last invoice date, last payment date, highest balance date, highest balance amount and 1099 balance.

**Open Documents** Displays open documents, from oldest to newest, for the selected vendor. Summary information includes document number, document type (Invoice, Noninvoice), purchase order number, register number, entry period, date entered, date due, original amount and current amount.

**Getting more information on an open document:** In the view area, select the line and choose the Line Detail button or double click the icon at the beginning of that line.

**Detail information** displays summary plus the memo, original and current discount amounts and any transactions against the open documents. Transaction information includes sequence number, transaction date, entry period, register number, payment and discount amounts and memo.

**Paid Documents** Displays, for the vendor selected, paid documents that have been removed from the open documents file by the Document Removal Register. Information includes document number, original amount and discount, entry period and register number, document removal register number, last check number and purchase order number.

Getting more information on a paid document: In the view area, select the line and choose the Line Detail button or double click the icon at the beginning of that line.

Detailed transaction information includes sequence number, transaction date and period, register number, payment amount, discount amount and a memo. Memo information displays check type (Manual, Regular) and check number.

Payment History        Displays the total of all payments made to the vendor for the next period, current period and the 26-prior periods.

Ledgercards        Displays all ledgercard information for the selected vendor. The inquiry lists ledgercards from newest to oldest by default. To view oldest to newest: Click on the Date column header. (You can also click on any other column header to resort ledgercards.)

In either order, select the beginning date to view. Information includes date, debit amount, credit amount, balance, transaction register name, document and register number.

Notes        Displays notes for the specified vendor. In the browser in the lower portion of the screen the system displays the date the note was created, note category, urgent note indicator, and subject. You can double click a note line in the browser to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited.

You can access the Notes Entry (SME710) program from the Options→1 Vendor Note Entry to enter or modify notes for the specified vendor.

User-Defined        The data that appears on the User-Defined view of Vendor Inquiry comes from the User-Defined view of Vendor F/M (APF910). Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined view displays user-defined fields entered the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields that can be entered on the User-Defined screen of Vendor F/M (APF910). These user-defined fields must first be configured by a user that has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).

4. When you are finished reviewing information for vendors, select the F4 or the **Done** button to close the Vendor Inquiry program.



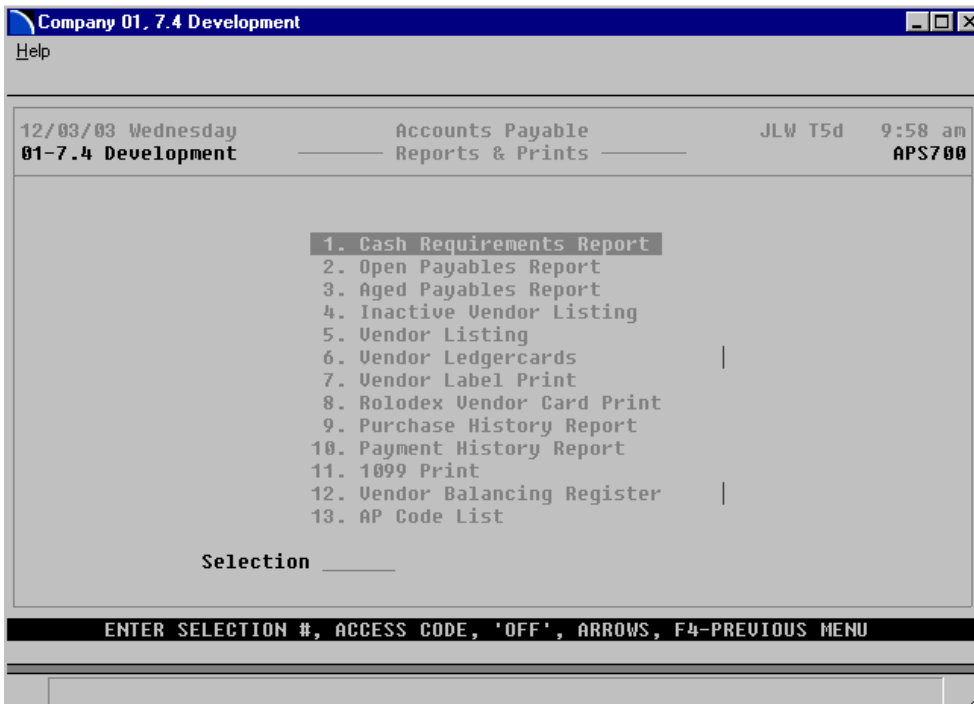
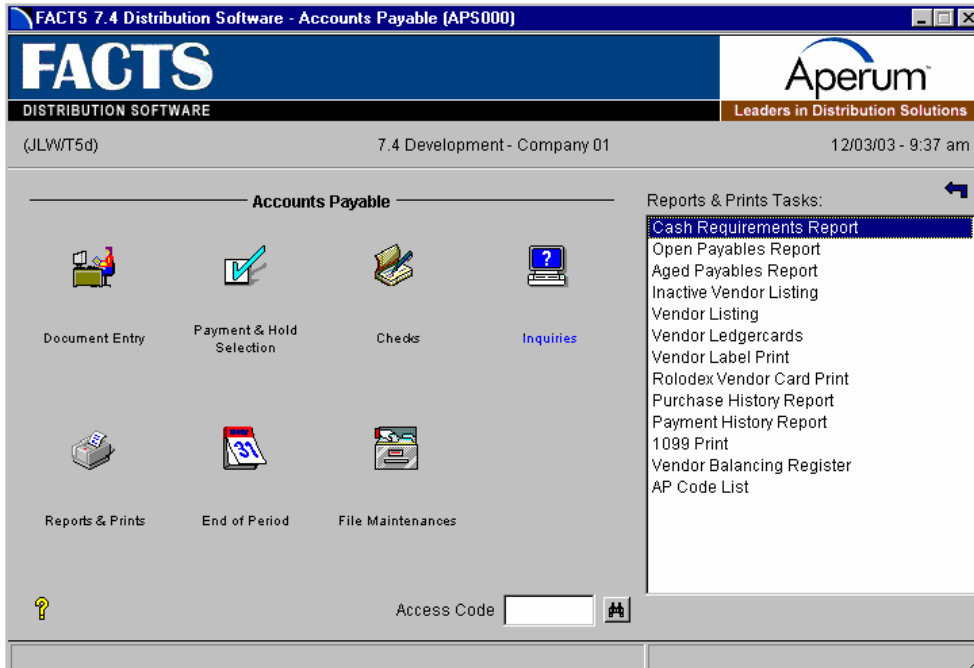
## CHAPTER 7

# Reports & Prints

Most Accounts Payable reports have the option of printing in vendor number, alphabetical or vendor class order. In addition to the order, the user may choose the range to be printed. For example, if the order selected is vendor number, input of the beginning/ending vendor is required.

1. The Cash Requirements Report prints up to six time periods of cash requirements for invoice payment. The periods of time are determined by the user as well as whether the documents are to print based on due date or discount date. The report may be printed in summary (total amount due to each vendor within the specified time periods) or detail (information on each document due to each vendor within the specified time periods).
2. The Open Payables Report prints a list of open payables, zero balance documents or both. The options are to print in summary (vendors and their balances), detail (vendors and information on each document due) or detail with transactions (vendors, and all transactions against each document).
3. The Aged Payables Report prints a report of open payables in aging columns as of a specified aging date. The user may also specify how many days past due an invoice must be before appearing on the report and whether to include contact information and purchase information. The report may be printed in summary (vendor and balance) or detail (vendor and information on each invoice due to the vendor).
4. The Inactive Vendor Listing prints a list of all vendors who have been inactive as of a specified cutoff. Purchase history figures may be included in the report. This report will not update any files but may be useful in allowing the user to delete inactive vendors.
5. The Vendor Listing prints a report of either general or historical information on vendors. The vendor's address, phone number, and/or contact may print on either report.
6. The Vendor Ledgercards Report prints a list of the transaction types chosen that have affected the vendor's balance.
7. The Vendor Label Print program prints up to 99 labels per vendor and may be sorted by zip code.
8. The Rolodex Vendor Card Print program prints up to 99 rolodex cards per vendor and may be sorted alphabetically.

9. The Purchase History Report prints various purchase history information from the vendor's history. The user may select month-to-date, year-to-date or prior year information and determine the minimum purchases to print. The user has the option to select specific document groups to print.
10. The Payment History Report prints total payments made to vendors for up to 6 periods.
11. The 1099 Print prints the non-employee compensation statements. The user chooses the beginning and ending vendor and the document group(s) to print. The forms used are the standard 1099 forms distributed by the IRS.
12. The Vendor Balancing Register is run only when the vendor's balance does not agree with the invoices for that vendor (i.e., very unlikely - if there is a power failure in the middle of an update, etc.). The register prints all out-of-balance vendors. The optional update will correct each vendor balance and the total AP balance.
13. The AP Code List prints a listing of the various AP codes: vendor classes, terms codes and GL posting tables.



# Cash Requirements Report (APR710)

## Function

This program allows the user to obtain a report showing cash requirements for invoice payments for specified time periods.

The user has the option to:

- Select the order to print - vendor, alpha, or vendor class.
- Select the beginning and ending order choice.
- Select the branch(es) to print.
- Select the document group(s) to print.
- Select due date or discount due date as the date to determine in which time period the document falls.
- Determine if documents on hold will print.
- Select a detail or summary version of the report.
- Select the status to print: active, inactive or all.
- Print up to six time groupings.
- Select up to 99 days to be used for automatic date increments.
- Select the dates for the time groupings.

If the report is printed based on discount due date, the report will deduct the allowable discount from the invoice.

Report information includes the following:

- Summary: The total amount due to each vendor within the specified time periods and the total balance for the vendor.
- Detail: For each vendor, all open documents that are due within the time periods specified. Each document number, due date, discount due date, amount and allowable discount are printed.

Totals are included for each vendor and time period. Report totals are also included for each time period and all vendors listed. The total number of vendors listed is also included.


## User Inputs

The following inputs are involved in printing the Cash Requirements Report:


### 1. Order

Select the order the report is to print (ref. 4).

### 2. Beginning Order Choice

Select the beginning order choice to print (ref. 5). Press F2 to search or the  icon.

### 3. Ending Order Choice

Select the ending order choice to print (ref. 6). Press F2 to search or the  button.

**4. Branch**

Enter the branch. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL. Press F2 to search or the  icon.

**5. Document Group**

Enter up to ten 2-character document groups side by side to print. CR defaults to ALL.

**6. Due/Discount**

Enter whether documents should be grouped based on **DU**e date or **DI**scount date. CR defaults to DU.

**7. Holds**

Enter **Y** or **N** to indicate whether to include documents on hold. CR defaults to Y.

**8. Scope**

Enter whether to print the report in **S**ummary or **D**etail form. CR defaults to S.

**9. Status**

Enter whether to print **A**ctive, **I**nactive or **CR** for all vendors. CR defaults to ALL.

**10. Groupings**

Enter the number of date groupings to print (2 to 6). CR defaults to 6.

**11. Auto Increment**

Enter the number of days to be used for automatic date increments (0-99). CR defaults to the value stored in the AP static control record. Entry of 0 indicates the user will manually type in all ending dates of time groupings. Most common values are 14 or 30 days.

**12. Dates**

Enter the ending date for the first date grouping (ref. 2). If automatic increments are to be used, the next groups calculate automatically. If automatic increments are not used, enter each group ending date up to the number of groups selected. CR defaults to the system date.

**Technical Notes**

Printing of the Cash Requirements Report proceeds by reading through the selected file - vendor (APVEND), alpha (APVALX) or vendor class (APCLSX). The open documents file (APOPEN) is then checked for any documents that meet all criteria entered. The document amount is placed in the correct time grouping based on due date or discount date as chosen by the user.

**FILES USED** - SMCNTL, APVEND, APVALX, APCLSX, APOPEN, APHOLD

**FILES UPDATED** - NONE

**Cash Requirements Report (APR710)**

Template Print Options

Order: **V - Vendor Order** Beginning: [ ] Ending: [ ] **First** **Last**

Properties

Branch: **01 Atlanta Branch**

Document Groups: [ ]

Due/Discount Date: **DU - Due Date** Holds:

Scope: **S - Summary** Status: **- All Vendors**

Groupings: **6** Auto Increment: **7**

Dates

05/28/1999	06/04/1999	06/11/1999
06/18/1999	06/25/1999	07/02/1999

Template: None Printer: Genicom Line Printer

OK Cancel

Select Print Order

**Cash Requirements Report (APR710)**

Help

**01-Demo Company** Cash Requirements Report **APR710**

Order **V Vendor** Beginning **First**  
Ending **Last**

— Properties —

Branch **01 Atlanta Branch**

Document Groups **All**

Due/Discount Date **DU Due Date** Holds **Y**

Scope **S Summary** Status **All Vendors**

Groupings **6** Auto Increment **7**

— Dates —

06/11/2002	06/18/2002	06/25/2002
07/02/2002	07/09/2002	07/16/2002

— Template — None — Printer — Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Open Payables Report (APR720)

## Function

This program allows the user to:

- Obtain a list of open payables, zero balance documents or both.
- Review all transactions made against each document.
- View the company accounts payable balance.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select beginning and ending order choice.
- Select the branch(es) to print.
- Select the document group(s) to print.
- Select open documents, zero balance documents or both to print.
- Print next period documents and transactions.
- Select the status to print - active, inactive or all.
- Select summary, detail or detail with transactions print format.

Report information includes the following:

- Summary: Vendor number, name and balance.
- Detail: Vendor number, name, document number, document group, entry period, entry date, original amount and discount, transaction total amount and current document balance.
- Detail with transactions: Detail plus the transaction date, register number, type, amount and discount in addition to most of the previous detail information.

Totals are included for each vendor. Report totals include the total of all vendors. The total number of vendors listed is also included.

## User Inputs

The following inputs are involved in printing the Open Payables Report:


### 1. Order

Select the order the report is to print (ref. 4).


### 2. Beginning Order Choice

Select the beginning order choice to print (ref. 5). Press F2 to search or the  icon.

### 3. Ending Order Choice

Select the ending order choice to print (ref. 6). Press F2 to search or the  icon.

**4. Branch**

Enter the branch to print. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL. Press F2 to search or the  icon.

**5. Document Groups**

Enter up to ten 2-character document groups side by side to print. CR defaults to ALL.

**6. Balance**

Enter whether the report should include **All** documents, **Open** documents, or **Zero balance** documents. CR defaults to ALL.

**7. Next Period**

Enter **Y** or **N** to indicate whether documents and transactions posted to the next AP period should be included. CR defaults to Y.

**8. Status**

Enter whether to print **Active**, **Inactive** or **CR** for all vendors. CR defaults to ALL.

**9. Scope**

Enter whether the report is to print **Summary**, **Detail**, or detail with **Transactions** information. CR defaults to S.

**Technical Notes**

Printing of the open payables report proceeds by reading through the chosen file - vendor (APVEND), alpha (APVALX) or vendor class (APCLSX). The open documents file (APOPEN) is then checked for documents that meet all criteria entered. If transactions are included, the invoice transactions file (APTRAN) is checked.

**FILES USED** - SMCNTL, APVEND, APVALX, APCLSX, APOPEN, APTRAN

**FILES UPDATED** - NONE



**Open Payables Report (APR720)**

Template Print Options

Order: **V - Vendor Order** Beginning: [ ] Ending: [ ] **First** **Last** CP=09/1997 SEP

Properties

Branch: **01 Atlanta Branch**

Document Groups: [ ] **All**

Balance: **A - All Documents**

Next Period:

Status: **- Print All Vendors**

Scope: **S - Print Summary**

Template: None Printer: Genicom Line Printer

OK Cancel

Select Print Order

**Open Payables Report (APR720)**

Help

**01-Demo Company** Open Payables Report **APR720**  
CP=09/2002 SEP

Order **V Vendor** Beginning **First**  
Ending **Last**

— Properties —

Branch **01 Atlanta Branch**

Document Groups **All**

Balance **A**

Next Period **Y**

Status **All Vendors**

Scope **S Summary**

— Template — — Printer —  
None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Aged Payables Report (APR730)

## Function

This program allows the user to obtain a printout of open payables grouped into aging columns. It may also be used to print only past due amounts.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select beginning and ending order choice.
- Select the branch(es) to print.
- Select the document group(s) to print.
- Enter the aging date.
- Select up to 999 days past due to print.
- Print next period's information.
- Print vendor phone numbers and contacts.
- Print year-to-date and prior year figures.
- Print in summary or detail format.

The headings of the aging columns are determined by the company AP static control record.

Report information includes the following:

- Summary: Vendor number, name, date of last payment, balance, current amount and the total amount in each aging column.
- Detail: Vendor number, name and date of last payment. Then information regarding each open document for the vendor is printed including document number, entry date, due date and the invoice amount. Phone numbers, contacts and historical data may be included on either the summary or detail formats.

Report totals are included for each time period and total vendors listed. The total number of vendors listed is also included.


## User Inputs

The following inputs are involved in printing the Aged Payables Report:


### 1. Order

Select the order the report is to print (ref. 4).


### 2. Beginning Order Choice

Enter the beginning order choice to print (ref. 5). Press F2 to search or the  icon.

### 3. Ending Order Choice

Enter the ending order choice to print (ref. 6). Press F2 to search or the  icon.

**4. Branch**

Enter branch number to print. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL. Press F2 to search or the  icon.

**5. Document Groups**

Enter up to ten 2-character document groups side by side to print. CR defaults to ALL.

**6. Aging Date**

Enter the aging date to be used in determining which column an invoice belongs to (ref. 2). CR defaults to the system date.

**7. Days Past Due**

Enter the number of days past due an invoice must be to appear on this report (0 - 999). CR defaults to no cutoff (NONE), in which case all documents, including current invoices, will print.

**8. Next Period**

Enter **Y** or **N** to indicate whether documents and transactions posted to the next AP period should be included. CR defaults to **Y**.

**9. Contact Information**

Enter **N** or **Y** to indicate whether to print the vendor's phone number and contact. This information may be useful in making calls about invoices or payments. CR defaults to **N**.

**10. Purchase Information**

Enter **N** or **Y** to indicate whether to print year-to-date and prior year invoice totals for each vendor. CR defaults to **N**.

**11. Scope**

Enter whether the report is to print **Summary** or **Detail** information. CR defaults to **S**.

**Technical Notes**

Printing of the Aged Payables Report proceeds by reading through the chosen file - vendor (APVEND), alpha (APVALX) or vendor class (APCLSX). The open documents file (APOPEN) is then checked for documents that meet all criteria entered. If the next period's information is not included, the invoice transactions file (APTRAN) is referenced to back out any payments posted to the next period.

**FILES USED** - SMCNTL, APVEND, APVALX, APCLSX, APOPEN, APTRAN

**FILES UPDATED** - NONE

**Aged Payables Report (APR730)** [ ] [ ] [ X ]

Template Print Options

Order **V - Vendor Order** Beginning [ ] Ending [ ] **First** **Last** CP=09/1997 SEP

Properties

Branch **01** Atlanta Branch

Document Groups [ ] All

Aging Date [ ]

Days Past Due **0** No Cutoff

Next Period  Contact Info  Purchase Info

Scope **S - Summary**

Template None Printer Genicom Line Printer

OK Cancel

Select Print Order

**Aged Payables Report (APR730)** [ ] [ ] [ X ]

Help

01-Demo Company Aged Payables Report APR730  
CP=09/2002 SEP

Order V Vendor Beginning First  
Ending Last

Properties

Branch 01 Atlanta Branch

Document Groups All

Aging Date System Date

Days Past Due 0 No Cutoff

Next Period Y

Contact Info N Purchase Info N

Scope S Summary

Template None Printer Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

# Inactive Vendor Listing (APR740)

## Function

This program allows the user to obtain a list of vendors with no activity since a specified date or who have had activity less than a specified dollar amount. This program may be used to list vendors who may need to be removed from the vendor file.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select the document group(s) to print.
- Base activity on last payment date or dollar volume.
- Select either a cutoff date or cutoff dollar amount.
- Print year-to-date and prior year purchase history.

Report information includes the following: vendor number and name, vendor class, document group, last purchase date, last payment date, date opened, date and amount of highest balance and current vendor balance. This information may also include year-to-date and prior year purchase history. The total number of vendors listed is also included.


## User Inputs

The following inputs are involved in printing the Inactive Vendor Listing:


### 1. Order

Select the order the report is to print (ref. 4).

### 2. Beginning Order Choice

Enter the beginning order choice to print (ref. 5). Press F2 to search or the  icon.

### 3. Ending Order Choice

Enter the ending order choice to print (ref. 6). Press F2 to search or the  icon.

### 4. Document Groups

Enter up to ten 2-character document groups side by side to print. CR defaults to ALL.

### 5. Cutoff Basis

Enter whether to base inactivity on last payment **D**ate or dollar **V**olume. CR defaults to D.

### 6. Cutoff

If cutoff is to be based on last payment date (if D was entered in input #5), enter the date (ref. 2). Vendors with last payment dates after the chosen date will be excluded from this report. CR defaults to the system date. If cutoff date is to be

based on volume (if V was entered in input #5), enter the year-to-date purchase volume (+/-9999999.99). CR defaults to the system date.

**7. Purchase History**

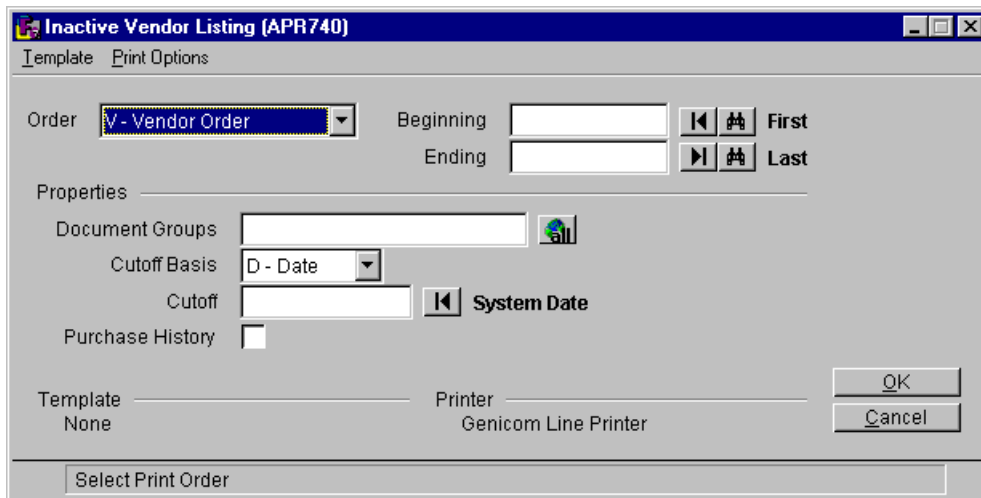
Enter N or Y to indicate whether to print year-to-date and prior year purchase history. CR defaults to N.

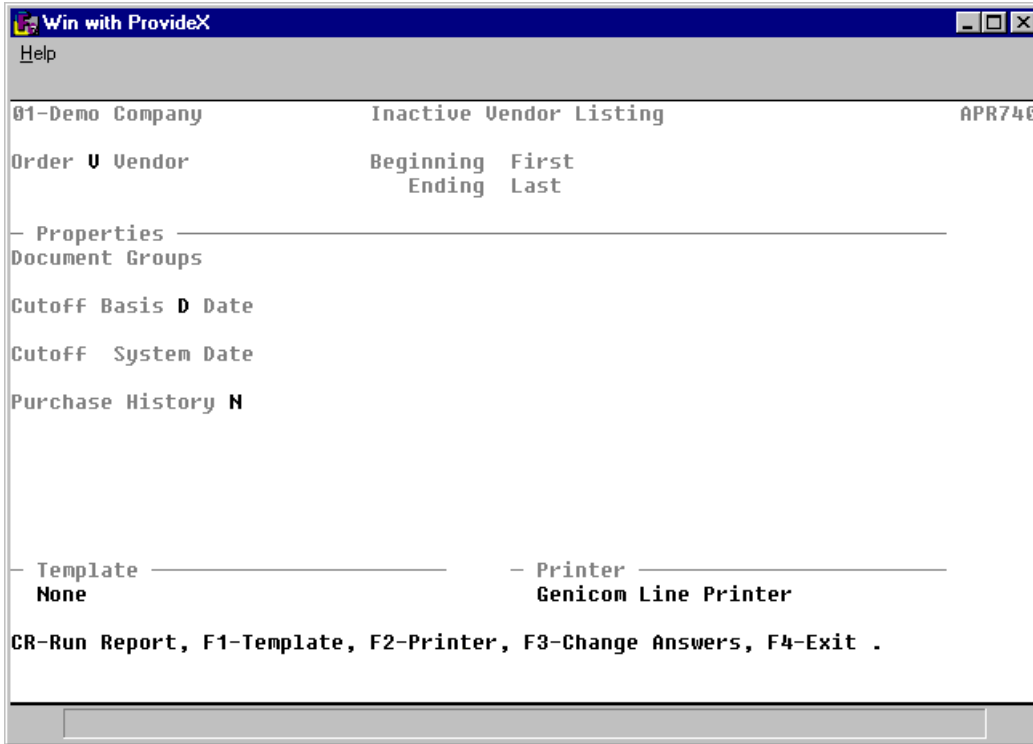
**Technical Notes**

Printing proceeds by reading through the chosen file - vendor (APVEND), alpha (APVALX) or vendor class (APCLSX). The vendor file is then checked for vendors that meet the entered criteria.

**FILES USED** - SMCNTL, APVEND, APVALX, APCLSX

**FILES UPDATED** - NONE





# Vendor Listing (APR750)

## Function

This program allows the user to print out vendor information.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select the code range to print - terms code, GL posting table, document group or no code range.
- Select the beginning and ending code range to print.
- Print either general or historical information.
- Include address, phone and/or contact information.
- Select whether to print active, inactive or all vendors.
- Skip up to nine lines between vendors.

Report information includes the following: vendor number, name, alphabetical sort key, vendor class, terms codes, document group and GL posting table.

Also indicated is whether the vendor is on hold, if it is a permanent or temporary vendor, customer number and tax exempt number. Historical information includes: vendor number, name, balance, date of last invoice, date of last payment, date account opened, date of highest balance, highest balance amount and whether the vendor is on hold.

The vendor address, phone number, and/or contact may also print on either report. The total number of vendors listed is also included.

## User Inputs

The following inputs are involved in printing the Vendor Listing:


### 1. Order

Select the order the report is to print (ref. 4).

### 2. Beginning Order Choice

Select the beginning order choice to print (ref. 5). Press F2 to search or the  icon.

### 3. Ending Order Choice

Select the ending order choice to print (ref. 6). Press F2 to search or the  icon.

### 4. Code Range

The list may be printed for a specific range of terms codes, GL posting tables or document groups. Only vendors with the chosen codes will print. Enter **T**erms code, **G**L posting table, or **D**ocument group to determine which codes will print. If no code range is desired, press **CR** to skip this and inputs #5-6.



**5. Beginning Code Range**

If a code was chosen in input #4, enter the beginning code range to print. For example, if terms code was chosen above, enter the beginning terms code to print. CR defaults to FIRST.

**6. Ending Code Range**

If a code was chosen in input #4, enter the ending code range to print. For example, if terms code was chosen above, enter the ending terms code to print. CR defaults to LAST.

**7. Info (General Or History)**

Enter **General** or **Historical** to indicate the type of information to print. CR defaults to G.

**8. Include (Information To Include)**

Enter any combination of **A**-vendor address, **P**-phone number and/or **C**-contact to print on the report. CR defaults to NONE.

**9. Status**

Enter whether to print **Active**, **Inactive** or **CR** for all vendors. CR defaults to ALL.

**10. Lines To Skip**

Enter the number of lines to skip between vendors (0-9). CR defaults to 0.

**Technical Notes**

Printing proceeds by reading through the chosen file - vendor (APVEND), alpha (APVALX) or vendor class (APCLSX). The vendor file is then checked for vendors meeting criteria entered.

**FILES USED** - SMCNTL, APVEND, APVALX, APCLSX

**FILES UPDATED** - NONE

**Vendor Listing (APR750)**

Template Print Options

Order: **V - Vendor Order** Beginning:  Ending:  **First** **Last**

Properties

Code: **- None** Beginning:  Ending:

Info: **G - General**

Include: **None**

Status: **- All Vendors**

Skip: **0**

Template: **None** Printer: **Genicom Line Printer**

**OK** **Cancel**

Select Print Order

**Win with ProvideX**

Help

01-Demo Company Vendor Listing APR750

Order **V** Vendor Beginning First  
Ending Last

— Properties —

Code **None** Beginning  
Ending

Info **G** General

Include **None**

Status **All Vendors**

Skip **0**

— Template — — Printer —

**None** **Genicom Line Printer**

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

# Vendor Ledgercards (APR755)

## Function

This program allows the user to obtain a printout of ledgercards and related information stored in the ledgercard file. Vendor Ledgercards provide a detailed history of every transaction for each vendor. The Ledgercard File is optional. History is stored if the **Use Ledgercards** flag is set to Y in the Vendor File.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select the date range to print.
- Select the transaction type to print.

Report information includes the following: vendor number and name, transaction date and type, debit and credit amount, document number and register number. This report also includes ending balance and total number of vendors listed.


## User Inputs

The following inputs are involved in printing the Vendor Ledgercards:


### 1. Order

Select the order the report is to print (ref. 4).

### 2. Beginning Order Choice

Select the beginning order choice to print (ref. 5). Press F2 to search or the  icon.

### 3. Ending Order Choice

Select the ending order choice to print (ref. 6). Press F2 to search or the  icon.

### 4. Date Order

Enter date order in which to print: Newest date to oldest date or Oldest date to newest date. CR defaults to N.

### 5. Beginning Date

Enter the beginning date to print (ref. 2). CR defaults to FIRST.

### 6. Ending Date

Enter the ending date to print (ref. 2). CR defaults to LAST.

### 7. Type

Enter whether to print **Beginning** balance, document **Entry**, **Check** register and/or **Vendor** balance transaction types. CR defaults to ALL.

### Technical Notes

Printing proceeds by reading through the chosen file - vendor (APVEND), alpha (APVALX) or vendor class (APCLSX). The ledgercard file (APLEDG) is then checked for records which meet the criteria entered.

**FILES USED** - SMCNTL, APLEDG, APVEND, APVALX, APCLSX

**FILES UPDATED** - NONE

# Vendor Label Print (APP710)

## Function

This program allows you to print labels from the information stored in the vendor file.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Print the labels in zip code order.
- Select whether to print vendor number, contact #1, or contact #2.
- Select the number of labels to print for each vendor.
- Print an alignment check.

Label information includes the following: vendor name, address, city, state, zip code and either contacts #1 or #2, or the vendor number. The program prints on 11-1/2 x 15 inch paper and prints (4) labels across (see forms information in the installation manual).

To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.


## User Inputs

The following inputs are involved in printing the vendor labels:


### 1. Order

Select the order the labels are to print (ref. 4).

### 2. Beginning Order Choice

Select the beginning order choice to print (ref. 5). Press F2 to search or the  icon.

### 3. Ending Order Choice

Select the ending order choice to print (ref. 6). Press F2 to search or the  icon.

### 4. Zip Code Sort

Enter **N** or **Y** to indicate whether to sort the vendors by zip code. CR defaults to N.

### 5. Vendor #/Contact

Enter whether to print on all labels contact #1, contact #2 or #-vendor number. CR defaults to NONE.

### 6. Number Of Labels

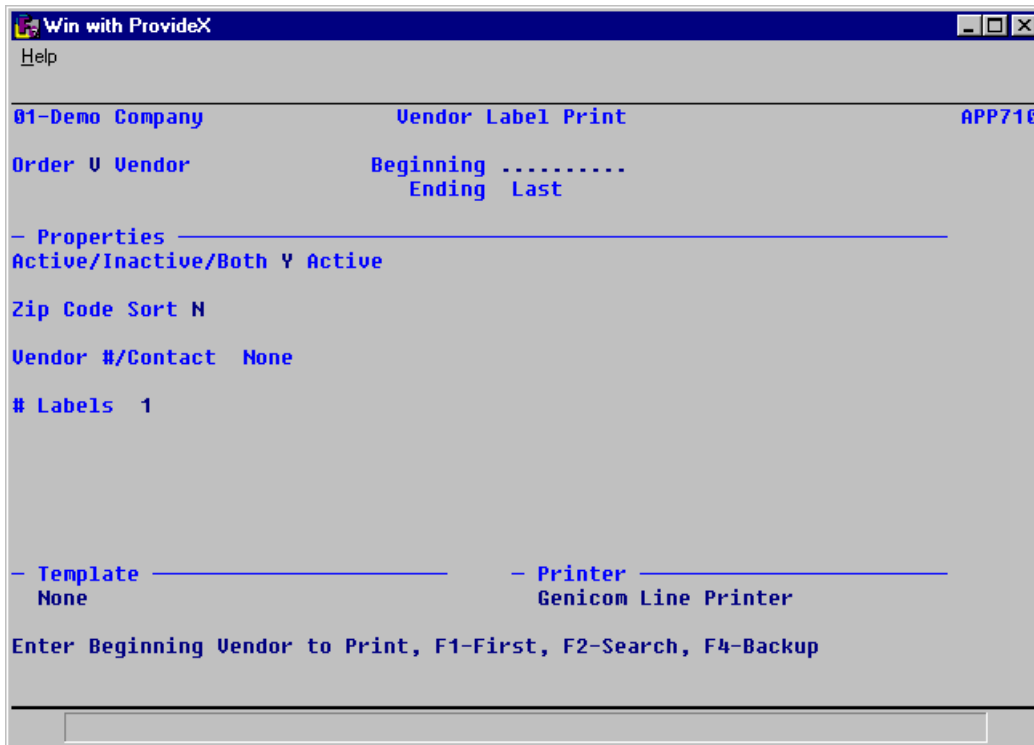
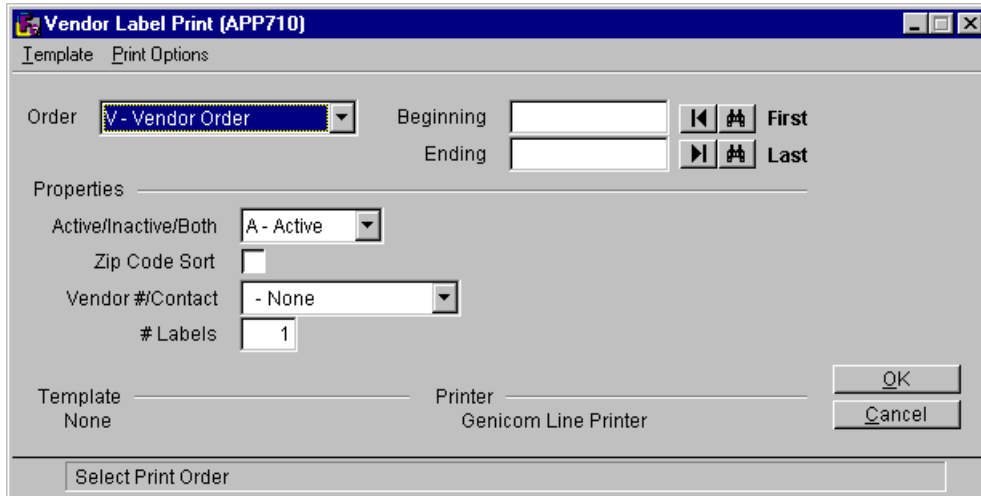
Enter the number of labels to print per vendor (1-99). CR defaults to 1.

### Technical Notes

Printing proceeds by reading through the chosen file - vendor (APVEND), alpha (APVALX) or vendor class (APCLSX). The vendor file is then checked for the information needed to print labels. If sorted by zip code, the program creates a temporary sort file (SMSRT?) which sorts the zip codes into the correct order.

**FILES USED** - SMCNTL, APVEND, APVALX, APCLSX

**FILES UPDATED** - SMSRT?



# Rolodex Vendor Card Print (APP720)

## Function

This program allows the user to print vendor rolodex cards from the information stored in the vendor file.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select to print alpha (if print order other than alpha).
- Select number of cards to print for each vendor.
- Select to print active, inactive or all vendors.
- Print an alignment check.

Rolodex card information includes the following: vendor number, name, address, phone number, contact #1 and #2 and vendor class code. For information on the size of the forms, please see the forms section in the installation manual.

To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.


## User Inputs

The following inputs are involved in printing the Rolodex vendor cards:


### 1. Order

Select the order the cards are to print (ref. 4).

### 2. Beginning Order Choice

Enter the beginning order choice to print (ref. 5). Press F2 to search or the  icon.

### 3. Ending Order Choice

Enter the ending order choice to print (ref. 6). Press F2 to search or the  icon.

### 4. Alpha Sort

If the order choice was vendor or vendor class order, enter **N** or **Y** to indicate whether to sort vendors alphabetically within the print order. If the order choice in input #1 was alpha, this input is skipped. CR defaults to N.

### 5. # of Cards

Enter the number of cards to print for each customer (1 to 99). CR defaults to 1.

### 6. Status

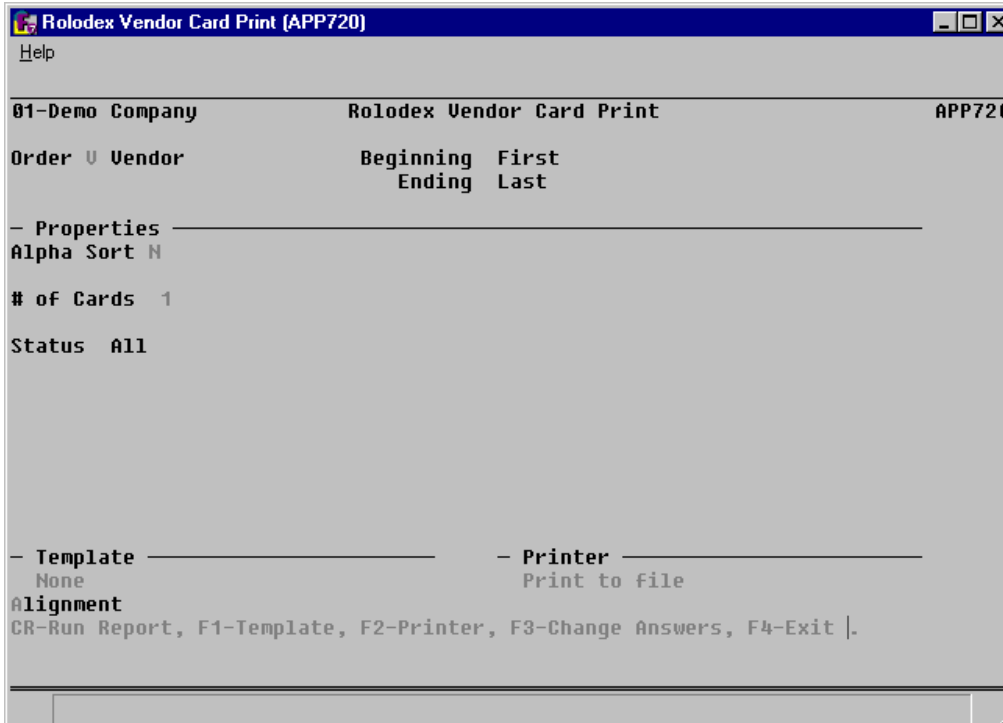
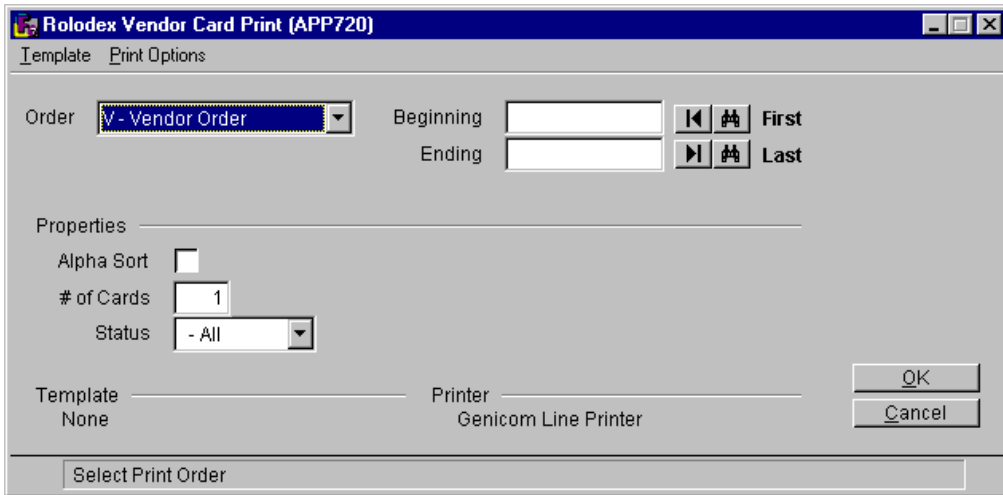
Enter whether to print **Active**, **Inactive** or **CR**-all vendors. CR defaults to ALL.

### Technical Notes

Printing proceeds by reading through the chosen file - vendor (APVEND), alpha (APVALX) or vendor class (APCLSX). The vendor file is then checked for the information needed to print Rolodex cards. If the order choice was not alphabetical and vendors are to be sorted alphabetically within the order choice, then the program creates a temporary sort file (SMSRT?) which sorts the vendors into the correct order.

**FILES USED** - SMCNTL, APVEND, APVALX, APCLSX

**FILES UPDATED** - SMSRT





# Purchase History Report (APR760)

## Function

This program allows the user to obtain a Purchase History Report for all vendors.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select the document group(s) to print.
- Select the comparison and cutoff.

Report information includes the following: vendor number, vendor name, date opened, last purchase date. The year-to-date and prior year information include purchases, payments and discounts. Report totals are also included for year-to-date and prior year and the total number of vendors listed.

## User Inputs

The following inputs are involved in printing the Purchase History Report:

### 1. Order

Select the order the report is to print (ref. 4).

### 2. Beginning Order Choice

Select the beginning order choice to print (ref. 5).

### 3. Ending Order Choice

Select the ending order choice to print (ref. 6)

### 4. Document Groups

Enter up to ten 2-character document groups side by side to print. CR defaults to ALL.

### 5. Cutoff

Enter whether there is No cutoff or to exclude vendors Above or Below cutoff. CR defaults to N and skips to input #8.

### 6. Figures

If N was entered in input #5, this input is skipped. Enter whether to use the Month-to-date, Year-to-date or Prior year for the cutoff. CR defaults to M.

### 7. Amount

If N was entered in input #5, this input is skipped. Enter the (MTD, YTD or PYR as chosen in input #6) amount below or above (as chosen in input #5) which vendors will not print. For example, if B was selected for cutoff and M was selected for figures, enter the MTD purchases below which vendors will not

print; i.e., if 100 is entered, no vendors with a MTD purchase figure of below 100 will print on the report.

### Technical Notes

Printing proceeds by reading through the chosen file - vendor (APVEND), alpha (APVALX) or vendor class (APCLSX). The vendor file is then checked for the vendors with purchase history that meet all criteria entered.

**FILES USED** - SMCNTL, APVEND, APVALX, APCLSX

**FILES UPDATED** - NONE

# Payment History Report (APR770)

## Function

This program allows the user to obtain a Payment History Report for all vendors.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select ending period and up to five periods prior to the ending period to print.
- Determine a cutoff.

Report information includes the following: vendor number, vendor name, payments made for each period included on the report, report totals and total number of vendors listed. If the selected order to print is by class, then class totals are also included.

## User Inputs

The following inputs are involved in printing the Payment History Report:

### 1. Order

Select the order the report is to print (ref. 4).

### 2. Beginning Order Choice

Select the beginning order choice to print (ref. 5).

### 3. Ending Order Choice

Select the ending order choice to print (ref. 6).

### 4. Ending Period

Enter the ending period to print (PPYY). CR defaults to CURRENT. F2 defaults to LAST.

### 5. Number Of Periods

Enter the number of periods to print which includes the ending period (1-6). CR defaults to 1.

### 6. Cutoff

Enter the total minimum payment to print for each vendor (+/- 99999999.99). CR defaults to NONE.

## Technical Notes

Printing proceeds by reading through the chosen file - vendor (APVEND), alpha (APVALX) or vendor class (APCLSX). The payment history file (APHIST) is then checked for the vendors that meet all criteria entered.

**FILES USED** - SMCNTL, APVEND, APVALX, APCLSX, APHIST

**FILES UPDATED** - NONE

**Payment History Report (APR770)**

Template    Print Options

Order **V - Vendor Order**    Beginning       First  
 Ending       Last

Properties

Ending Period          Current Period 09/1997 Ending 09/30/1997

# of Periods    

Cutoff      None

Template \_\_\_\_\_    Printer \_\_\_\_\_      
 None    Genicom Line Printer   

Print in Vendor, Alpha, or Vendor Class Order? (V/A/C)

**Payment History Report (APR770)**

Help

---

**01-Demo Company                      Payment History Report                      APR770**

**Order U Vendor                      Beginning    First**  
**Ending                      Last**

---

**- Properties**

Ending Period **09/2002** Current Period **09/2002** Ending **09/30/2002**

**# of Periods    1**

**Cutoff                      None**

---

**- Template** \_\_\_\_\_                      **- Printer** \_\_\_\_\_  
 None                      Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# 1099 Print (APP730)

## Function

This program allows the user to print non-employee compensation statements (1099's).

The user has the option to:

- Select the beginning and ending vendor to print.
- Select document group(s) to print.
- Enter Federal ID number.

Print information includes the following: company name, address and federal ID number, vendor name, address, and 1099 balance. The amount comes from the purchase history in the vendor file and the field used is 1099 balance.

The forms used are the standard 1099 forms put out by the IRS.

To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

## User Inputs

The following inputs are involved in printing 1099 forms:

### 1. Beginning Vendor

Enter the beginning vendor number to print. CR defaults to FIRST.

### 2. Ending Vendor

Enter the ending vendor number to print. CR defaults to LAST.

### 3. Document Group

Enter up to ten 2-character document groups side by side to print. CR defaults to ALL.

### 4. Federal ID

Enter the Federal Tax ID number (up to 10 characters).

## Technical Notes

Printing proceeds by reading through the vendor file (APVEND) and checking for the information needed to print 1099's.

**FILES USED** - SMCNTL, APVEND

**FILES UPDATED** - NONE

**1099 Print (APP730)** [ ] [ ] [ X ]

Template Print Options

Beginning Vendor  [ ] [ ] First  
Ending  [ ] [ ] Last

Properties \_\_\_\_\_

Document Groups  [ ] All  
Federal ID

Template \_\_\_\_\_ Printer \_\_\_\_\_  
None Genicom Line Printer

[ OK ]  
[ Cancel ]

Enter Beginning Vendor to Print, F1-First, F2-Search

**Win with ProvideX** [ ] [ ] [ X ]

Help

01-Demo Company 1099 Print APP730

Beginning Vendor First  
Ending Last

— Properties \_\_\_\_\_

Document Groups All  
Federal ID

— Template \_\_\_\_\_ — Printer \_\_\_\_\_  
None Genicom Line Printer

Alignment  
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Vendor Balancing Register (APR780)

## Function

**NOTE:** This register should be run by the System Administrator.

This program allows the user to print a register of all vendors whose balance is not equal to the total amount of their open documents. The optional update will reset the vendor's balance and the company AP balance.

This program is used only in the unlikely event (error condition, power failure) of vendors becoming out of balance. If the report is updated, the printout should be kept for future tracing of the AP balance. If an out of balance condition is corrected by this register, a manual General Ledger journal entry may be required.

Report information includes the following: the vendor number, name, new balance (the calculated sum of open documents), current balance and the difference. The report also includes the number of vendors.

## User Inputs

The following inputs are involved in printing the Vendor Balancing Register:

### 1. Print Register

Select **OK** or enter **Y** to print register. Select **CANCEL** or enter **N** if you don't wish to print at this time.

### 2. Check register. OK to update?

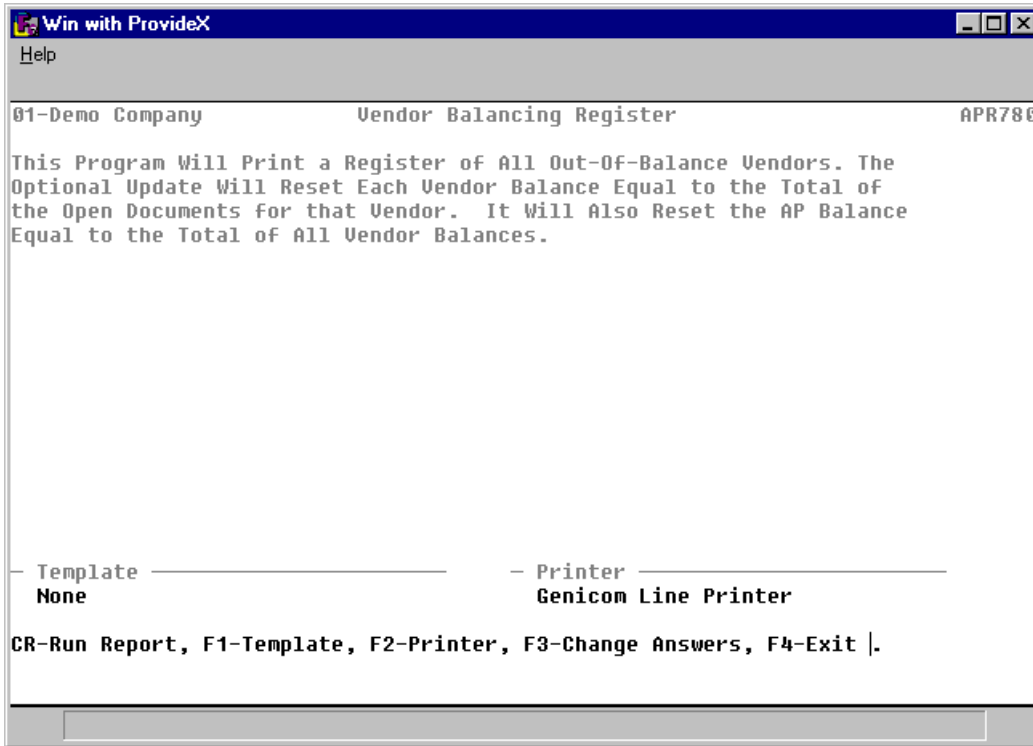
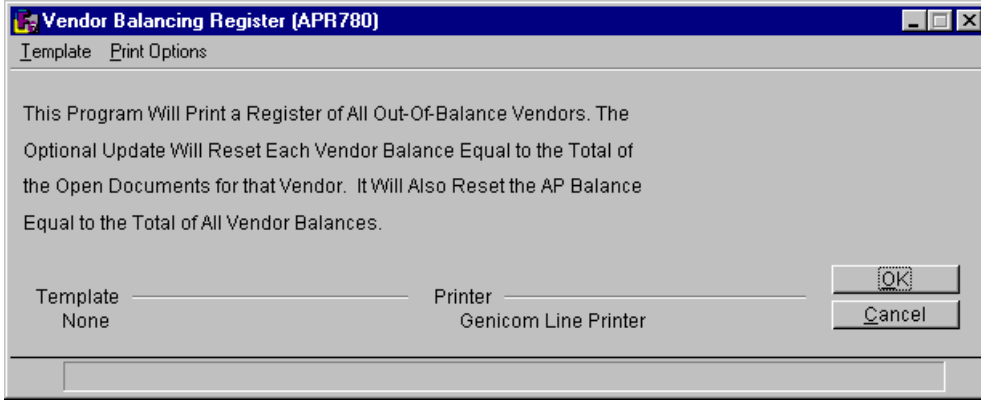
Upon completion of printing the user should check the register to be sure it printed satisfactorily. Select **OK** or enter **Y** to begin the update. Select **CANCAL** or enter **N** to exit the program without updating.

## Technical Notes

Printing proceeds by reading through the vendor file (APVEND) and checking the vendor balance against the total amount of the corresponding open documents in the open documents file (APOPEN). Any out-of-balance vendors are printed along with the old and new company AP balance. The update portion of the program resets the vendors' balances and the company AP balance, writes a record to the register history control file and updates the register trace number and the Vendor Balancing Register number.

**FILES USED** - APOPEN

**FILES UPDATED** - SMCNTL, APVEND, SMSRT?





## How to run the Vendor Balancing Register

1. Access this program by choosing Account Payable→Reports & Print→Vendor Balancing Register.
2. Select the OK button to print the report of all vendors whose balance is not equal to the total amount of their open documents.
3. After printing the Vendor Balancing Register, verify the printout. If you need to reset the vendor balance equal to the total open document balance for each vendor and set the AP balance equal to the total of all vendor balances, select OK or enter YES to continue. Select Cancel or enter N to exit the program without updating.

# AP Code List (APR790)

## Function

This program allows the user to print a listing of each of the following Accounts Payable codes:

- Vendor class
- Terms code
- GL posting table

Each code above is entered into its own F/M program and is used in the vendor file.

Report information includes each code and the information stored with the code. The total number of codes listed is also included.

## User Inputs

The following inputs are involved in printing the AP Code List:

### 1. Select Number

Enter whether to print **1**-vendor class, **2**-terms code or **3**-GL posting table information.

### 2. Beginning Order Choice

Select the beginning order choice to print of the field selected. CR defaults to FIRST.

### 3. Ending Order Choice

Select the ending order choice to print of the field selected. CR defaults to LAST.

## Technical Notes

Processing proceeds by reading through the control file for the codes that meet all criteria entered.

**FILES USED** - SMCNTL, GLMSTR

**FILES UPDATED** - NONE

**AP Code List (APR790)** [Window Title Bar]

Template Print Options

Selection **1 - Vendor Class** Beginning     
Ending

Template  Printer

Print in Vendor Class, Terms Code, or GL Posting Table? (1/2/3)

**Company 01 - Demo Company** [Window Title Bar]

Help

01-Demo Company                      AP Code List                      APR790

Selection    **1**                      Beginning    First  
Ending                      Last

— Template                       — Printer

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .



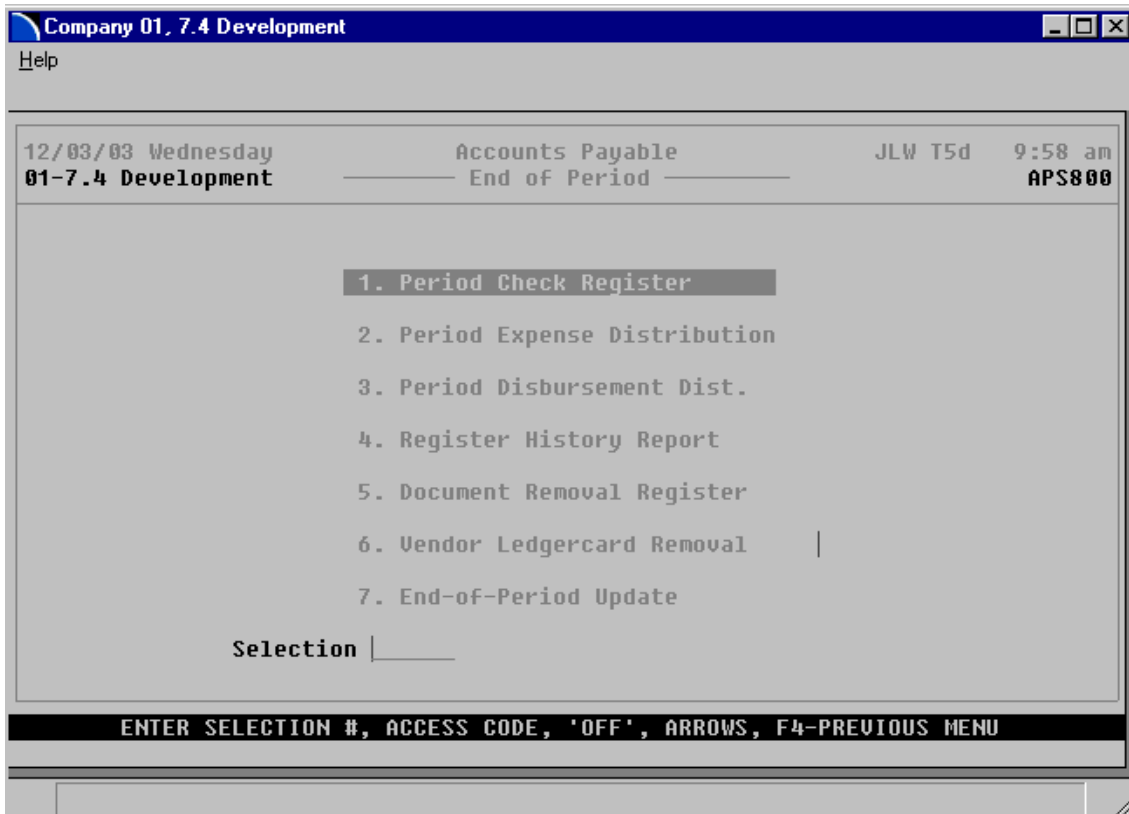
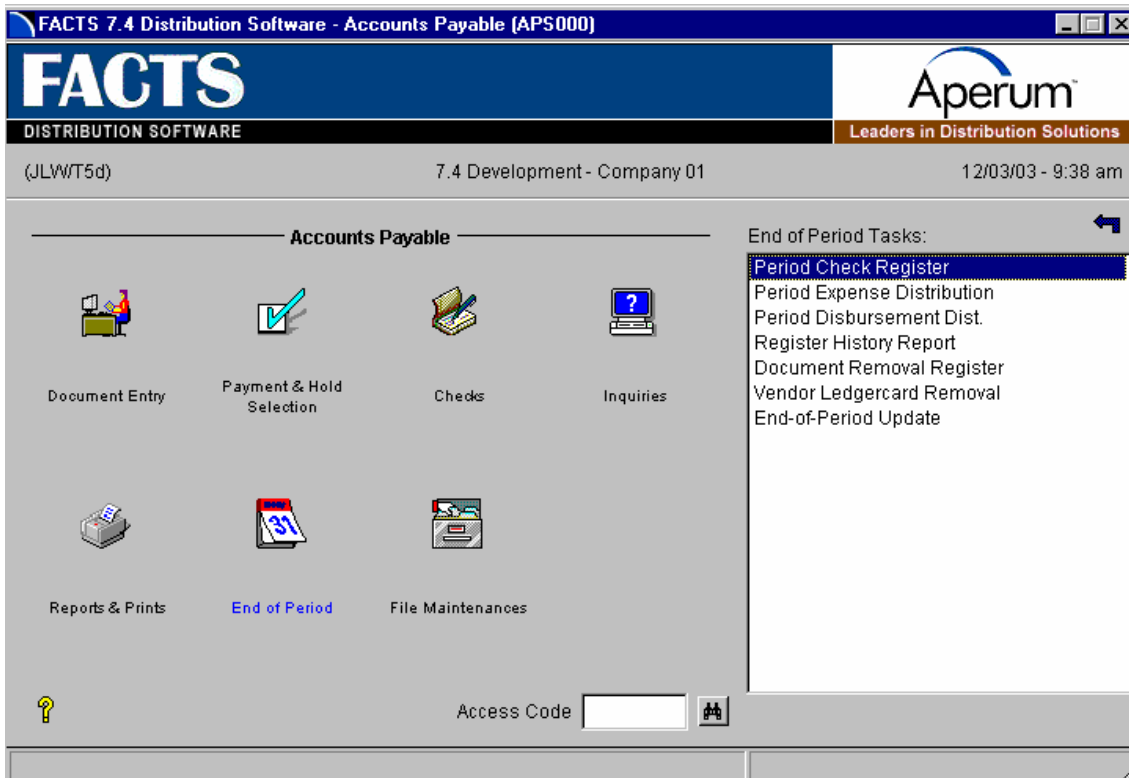
## CHAPTER 8

# End of Period

The End-of-Period Menu contains programs that should be run at the end of each accounts payable period to close it correctly.

The Period Check Register provides a listing grouped by each bank of all regular, manual, noninvoice and void checks issued this period. The Period Expense Distribution provides a list of all GL expense distributions from the Document Entry & Adjustments Register for the period. The Period Disbursement Distribution provides a list of all GL Disbursement Distributions from the Check Register for the period. All of the registers listed contain optional updates that should be run to clear the files to start a new period. The Register History Report provides a list of all register updates which affected the AP balance during the period. The Document Removal Register provides a report of all documents paid to zero during the period and removes them from the open documents file. The Vendor Ledgercard Removal program removes ledgercard information by vendor number, alphabetically, or by vendor class.

The End-of-Period Update will close the current Accounts Payable period by deleting temporary vendors with zero balances, rolling period-to-date figures to zero and incrementing the current period by one. If it is the end of the year, year-to-date figures are rolled to prior year.



# Period Check Register (APR810)

## Function

This program allows the user to obtain a listing, grouped by banks, of all regular, manual, noninvoice and void checks for a period. Records on this report are created during the update portion of the Check Register program if the **Use period check register** flag in the company AP static control record is set to Y.

The register should be printed at the end of the period as part of the monthly-closing procedures. To prevent file overflow, the records should be removed once a month after the register is run.

Report information includes the following: bank number and name, check number, vendor number and name, check date, register number, discount amount, check amount and type. (Types include void, noninvoice and blank indicates a regular printed check.) Also included are totals for each bank, a report total and the total number of checks listed for each bank.

## User Inputs

The following inputs are involved in printing the Period Check Register:

### 1. Period

Enter the period to print (PPYY). CR defaults to the current AP period.

### 2. Beginning Bank

Enter the number of the beginning bank to print. CR defaults to FIRST.

### 3. Ending Bank

Enter the number of the ending bank to print. CR defaults to LAST.

### 4. Check register. Do you wish to remove records just printed?

Select OK or enter Y to remove records printed. On the Period Check Register select **CANCEL** or enter **N** to skip the update.

## Technical Notes

Printing proceeds by reading through the period check register file (APCHKP). Any records that meet the entered criteria will be printed in check order by bank.

**FILES USED** - SMCNTL

**FILES UPDATED** - APCHKP

**Period Check Register (APR810)** [ ] [ ] [ X ]

Template Print Options

Period  [Left Arrow] **Current** CP=09/1997 SEP

Beginning Bank  [Left Arrow] [Home] **First**

Ending Bank  [Right Arrow] [Home] **Last**

Template \_\_\_\_\_ Printer \_\_\_\_\_

None Genicom Line Printer

Enter Period to Print, F1-Current

**Period Check Register (APR810)** [ ] [ ] [ X ]

Help

---

**01-Demo Company**                      **Period Check Register**                      **APR810**

CP=09/2002 SEP

Period Current

Beginning Bank First

Ending Bank Last






- **Template** \_\_\_\_\_                      - **Printer** \_\_\_\_\_

None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .



## How to run the Period Check Register

1. Access this program by choosing Account Payable--> End of Period-->Period Check Register.
2. In the Period field, enter the period for this check register print. Press F1 to default to the current AP period. Select the  to display the previous period. The current period displays in the upper left corner of the screen.
3. In the Beginning Bank field, enter the number of the beginning bank to print. Press F1 to default to FIRST. Select the  to press F2 search for banks. Select the  to display the previous banks.
4. In the Ending Bank field, enter the number of the ending bank for the print range. Press F1 to default to FIRST. Select the  to press F2 search for banks. Select the  to display the previous banks.
5. Select the OK button to start the check register or the Cancel button to stop this process.
6. When the system displays the message: Check register. Do you wish to remove records just printed?, select OK or enter YES to remove the records and update the system. Select Cancel or enter N to skip the update.

# Period Expense Distribution (APR820)

## Function

This program allows the user to obtain a list of all expense distributions from the Document Entry & Adjustments Register for the period. Records on this report are created during the update portion of the Document Entry & Adjustments register if the **Use period expense report** flag in the company AP static control record is set to Y.

The Period Expense Distribution should be printed as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after the register is run.

Report information includes the following:

- **Summary:** The GL number, description, debit amount and credit amount. Report totals are included along with the total number of accounts listed.
- **Detail:** Summary plus vendor number and name, document number and register number.

## User Inputs

The following inputs are involved in printing the Period Expense Distribution:

### 1. Period

Enter the period to print (PPYY). CR defaults to the current AP period.

### 2. Beginning G/L #

Enter the beginning general ledger number to print. CR defaults to FIRST.

### 3. Ending G/L #

Enter the ending general ledger number to print. CR defaults to LAST.

### 4. Branch

Enter the branch to print. The entry must be a valid branch. CR defaults to ALL.

### 5. Department

Enter the GL department to print. The entry must be a valid GL department. CR defaults to ALL.

### 6. Scope

Enter whether to print **Summary** or **Detail** information. CR defaults to S.

### 7. Check report. OK to remove records just printed?

Select **OK** or enter **Y** to remove records and update the system. Select **CANCEL** or enter **N** to skip the update.

### Technical Notes

Printing proceeds by reading through the period expense distribution file (APDISE). The vendor file and general ledger account file (ending balances) are referenced for names and descriptions. Any records that meet the entered criteria will be printed in general ledger number order.

**FILES USED** - GLMSTR, APVEND, SMCNTL

**FILES UPDATED** - APDISE

**Expense Distribution (APR820)**

Template Print Options

CP=09/1997 SEP

Period  **Current Period**

Beginning G/L#  **First**

Ending G/L#  **Last**

Branch  **Atlanta Branch**

Department  **Wholesale**

Scope

Template  Printer

OK Cancel

Enter Period to Print, F1-Current Period

**Expense Distribution (APR820)**

Help

01-Demo Company Expense Distribution APR820  
CP=09/2002 SEP

Period Current Period

Beginning G/L# First

Ending G/L# Last

Branch 01 Atlanta Branch

Department 1 Wholesale

Scope S

Template  Printer

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Period Disbursement Distribution (APR830)

## Function

This program allows the user to obtain a list of all General Ledger Disbursement Distribution from Check Registers for the period. Records on this register are created during the update portion of the Check Register if the **Use period disbursement report** flag in the company AP static control record is set to Y.

It is suggested this report be printed as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after the register is run.

Report information includes the following:

- **Summary:** The GL number, description, debit amount and credit amount. Report totals are included along with the total number of accounts listed.
- **Detail:** Summary plus vendor number and name, check number and register number.

## User Inputs

The following inputs are involved in printing the Period Disbursement Distribution:

### 1. Period

Enter the period to print (PPYY). CR defaults to the current AP period.

### 2. Beginning G/L #

Enter the beginning general ledger number to print. CR defaults to FIRST.

### 3. Ending G/L #

Enter the ending general ledger number to print. CR defaults to LAST.

### 4. Branch

Enter the branch to print. The entry must be a valid branch. CR defaults to ALL.

### 5. Department

Enter the GL department to print. The entry must be a valid GL department. CR defaults to ALL.

### 6. Scope

Enter whether to print **Summary** or **Detail** information. CR defaults to S.

### 7. Check report. OK to remove records just printed?

Select **OK** or enter **Y** to remove records and update the system. Select **CANCEL** or enter **N** to skip the update.

### Technical Notes

Printing proceeds by reading through the period disbursement distribution file (APDISD). The vendor and general ledger account files are referenced for names and descriptions. Any records that meet the entered criteria will be printed in general ledger number order.

**FILES USED** - APVEND, GLMSTR, SMCNTL

**FILES UPDATED** - APDISD

**Disbursement Distribution (APR830)**  
 Template Print Options

Period  SEP CP=09/1997 SEP

Beginning G/L#

Ending G/L#

Branch  Atlanta Branch

Department  Wholesale

Scope

Template  Printer

Enter Period to Print (CR=Current)

**Disbursement Distribution (APR830)**  
 Help

01-Demo Company Disbursement Distribution APR830  
 CP=09/2002 SEP

Period 09/2002 SEP

Beginning G/L# First

Ending G/L# Last

Branch 01 Atlanta Branch

Department 1 Wholesale

Scope S Summary

- Template  - Printer

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

# Register History Report (APR840)

## Function

This program allows the user to print a report of all registers affecting the Accounts Payable balance. This provides a trace of what transpired to obtain the current AP balance. The optional update will remove the printed records preceding the first trace number for the next period without affecting any balances.

Registers that appear on this report include the Document Entry & Adjustments Register, the Check Register and the Vendor Balancing Register.

It is suggested that the report be printed as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after the register is run.

Report information includes the following: AP trace number, register date, period, register number, register type, beginning AP balance, dollar amount, discount amount, adjustment amount and ending AP balance. The recap lists for each period the total dollar amount, discounts, adjustments and change in AP balance. The total number of traces (registers) listed is also included.

## User Inputs

The following inputs are involved in printing the Register History Report:

### 1. Print Report

Enter **Y** or **N** to indicate whether to print the report. CR defaults to Y.

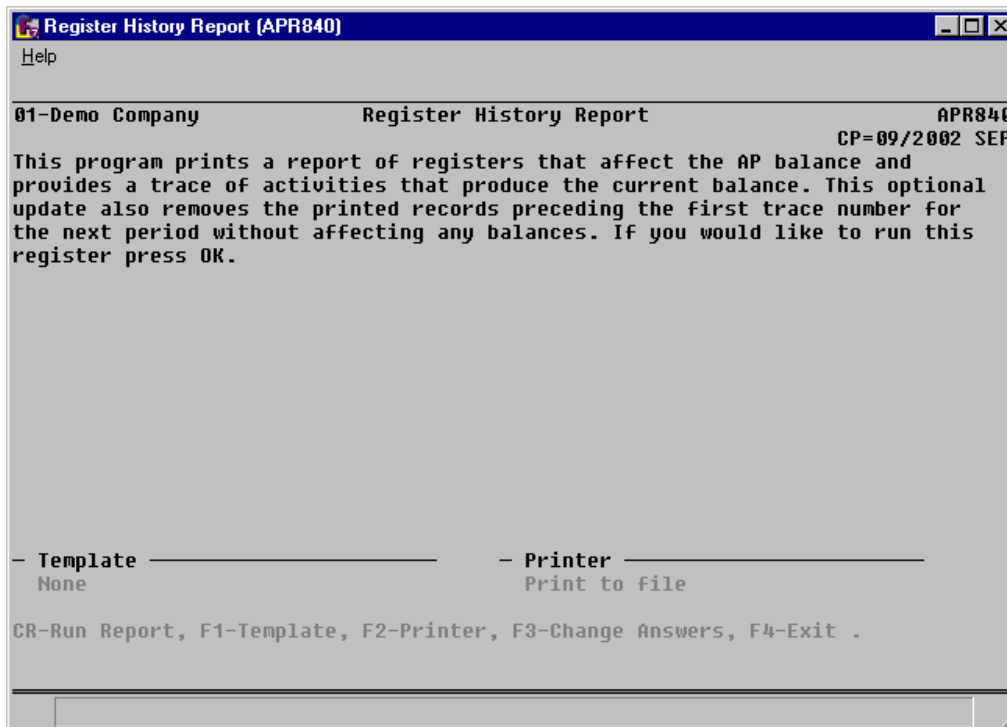
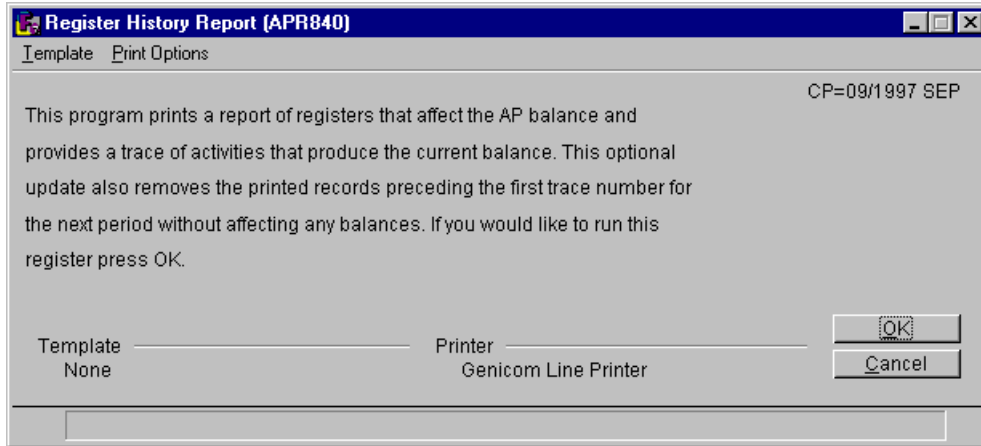
### 2. Check report. OK to remove records preceding first trace# for next period?

Select **OK** or enter **Y** to remove records and update the system. Select **CANCEL** or enter **N** to skip the update.

## Technical Notes

Printing proceeds by reading through the register history records of the control file (SMCNTL). Information will print in order of effect by register trace number. The optional update removes printed records preceding the first trace number for the next period.

**FILES UPDATED** - SMCNTL



# Document Removal Register (APR850)

## Function

This program allows the user to print a report of all documents paid down to zero and optionally remove those records from the open documents file. The update also maintains the paid document history file.

It is suggested the report be printed and updated as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after the register is run.

Records removed by this program will no longer appear on the Open Payables or Aged Payables Reports. The information regarding paid off documents is available for screen display in the Vendor Inquiry program.

Report information includes the following for each vendor: the vendor number and name, document number, entry period and date, amount, document register date and number, payment amount, discount taken and current document balance (0). An asterisk indicates that the total of the transactions for that document does not equal the document amount. The total number of documents listed with a balance of zero is also included.

## User Inputs

The following inputs are involved in printing a Document Removal Register:

### 1. Branch

Enter the branch number. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

### 2. Print Register

Enter **Y** or **N** to indicate whether to print the register. CR defaults to **Y**.

### 3. Check register. OK to remove these records?

Select **OK** or enter **Y** to remove records and update the system. Select **CANCEL** or enter **N** to skip the update.

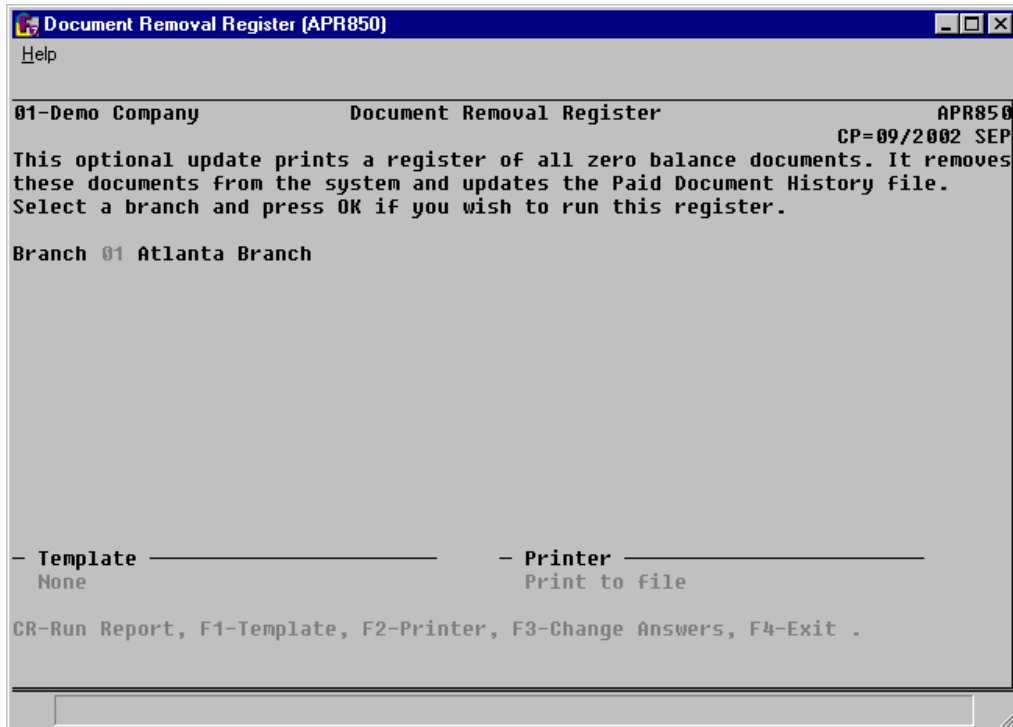
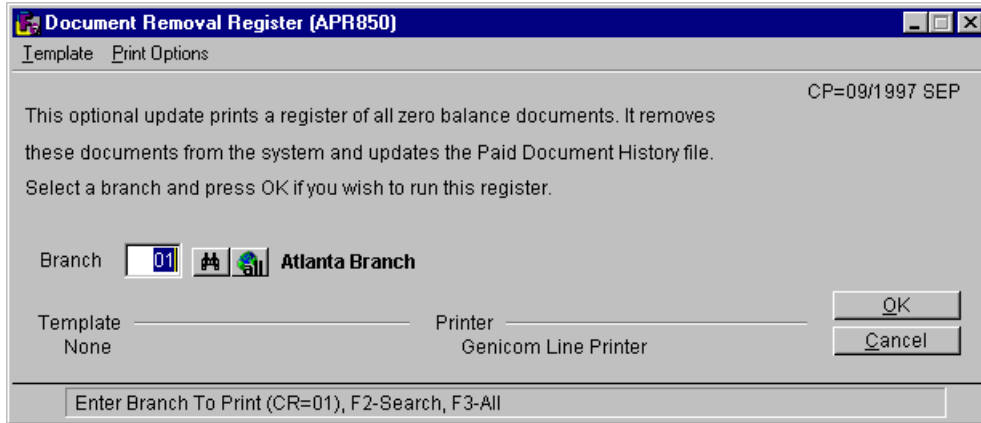
## Technical Notes

Printing proceeds by reading through the open documents file (APOPEN). Documents with balances not equal to zero and next period's documents are skipped. The update portion removes records from the invoice transactions file (APTRAN) and the open documents file. Records are written to the paid document file (APPAST).



**FILES USED** - APVEND, APCKMI, APCKMV, APCKRG

**FILES UPDATED** - SMCNTL, APOPEN, APTRAN, APPAST





## How to run the Document Removal Register

1. Access this program by choosing Account Payable--> End of Period--> Document Removal Register.
2. In the Branch field, enter the branch for the document removal. Press Enter (CR) defaults to the branch assigned to the terminal. Select the  icon to process all branches for the register. Select the  to search for branches.
3. Select the OK button to print the register.
4. After printing the Document Removal Register, verify the printout. If you need to correct the register data, select Cancel or enter N to exit the program. After you make corrections, you can rerun the Document Removal Register. If everything is correct, select OK or enter YES to continue.

The program displays the message "Check Register. Remove these Records?" Choose OK or press Enter to remove the documents that appear on the register printout. Choose Cancel or press F4 to abort the update and leave the documents in the system. At the "Update Not Run" message, choose OK.

# Vendor Ledgercard Removal (APU810)

## Function

This program allows the user to remove vendor ledgercards from the system. It is suggested to print the Vendor Ledgercards before running this program. The program can be run by vendor number, alpha, or vendor class based on the transaction cutoff date. It is suggested to run this update as a part of the end-of-period procedures.

## User Inputs

The following inputs are involved in running the Vendor Ledgercard Removal:

### 1. Order

Select the order the ledgercards are to be removed (ref. 4).

### 2. Beginning Order Choice

Select the beginning order choice (ref. 5).

### 3. Ending Order Choice

Select the ending order choice (ref. 6).

### 4. Cutoff Date

Enter the last transaction cutoff date. Records will be removed through this date. CR defaults to the ending date of the last general ledger period closed.

### 5. Keep

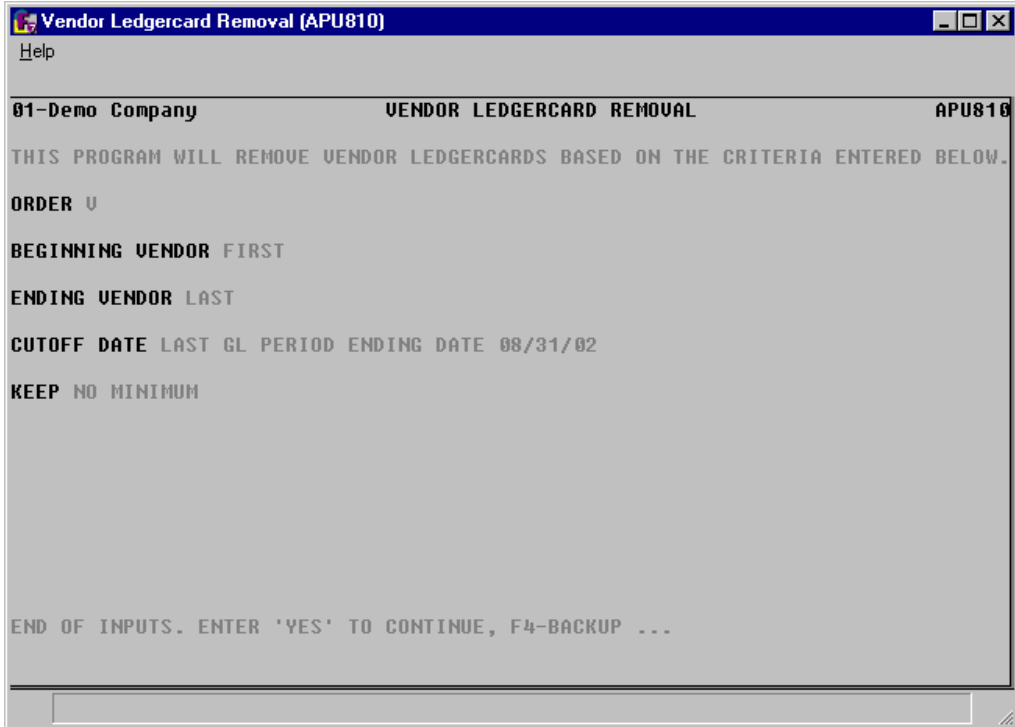
Enter the minimum number of ledger cards to keep on file per vendor regardless of the entered cutoff date (1-99). CR defaults to NO MINIMUM.

## Technical Notes

Updating proceeds by reading through the chosen file - vendor (APVEND), alpha (APVALX) or vendor class (APCLSX). The vendor ledgercard file (APLEDG) is then checked for records which meet all criteria entered.

**FILES USED** - SMCNTL, APVEND, APVALX, APCLSX

**FILES UPDATED** - APLEDG



## How to remove vendor ledgerscards

1. Access this program by choosing Account Payable--> End of Period-->Vendor Ledgercard Removal.
2. In the Order field, select the order to use when removing the ledgerscards. You can select V for vendor code, A for Alpha, or C for vendor class order. Press F4 to exit the program.
3. In the Beginning input, enter the number of the beginning order choice to remove.
4. In the Ending input, enter the number of the ending order choice for the removal range.
5. In the Cutoff Date input, enter the last transaction cutoff date. Records will be removed through this date. Press Enter (CR) to default to the ending date of the last general ledger period closed.
6. In the Keep input, enter the minimum number of ledger cards to keep on file per vendor regardless of the entered cutoff date (1-99). Press Enter (CR) to default to NO MINIMUM.
7. When the system displays the message: End of Inputs. Enter Yes to Continue, F4 to backup, enter Yes to remove the records and update the system, press F4 to backup and change the input values, or press F4 twice to exit the program.
8. If you enter Yes, the system displays the criteria you entered in the upper portion of the screen and processing information in the lower portion of the screen. When the program is complete the system displays a message telling you how many records were removed and then exits the program.

# End-Of-Period Update (APU890)

## Function

This program allows the user to close the current accounts payable period. The End-of-Period Update should be run at the end of each Accounts Payable period.

This update allows the user to:

- Close out the current period in accounts payable.
- Remove all temporary vendors with a zero balance.
- Remove documents from the past history file if the balance is zero and the document is older than the number of periods set in the static control records for storing past documents.
- Clear the month-to-date vendor information.
- If this is the end of the year, it will roll year-to-date information to prior year.

Prior to running this update, the user should make sure that the final PO Invoice Receipt Register, Document Entry & Adjustments Register, and Check Register have been run. The Period Check Register, Period Expense Distribution, Disbursement Distribution, Register History Report and Document Removal Register should also be run. At end of year, the 1099 Print should be run.

## User Inputs

The following inputs are involved in running the End-of-Period Update:

### 1. Close-Out Period

Enter **Y** or **N** to indicate whether or not to close the current accounts payable period. CR defaults to Y.

### 2. Have the above end-of-period programs been run?

Enter **N** or **YES** to indicate if the above reports have been run. This input is just a last check to make sure the user has run all the necessary reports before closing the period. CR defaults to N and the program is terminated.

If the last AP period was closed less than 20 days before the system date, a message is displayed indicating the number of days since the last close. If the last AP period was closed more than 20 days before the system date, input #3 is skipped.

### 3. Are you sure you want to close out this period?

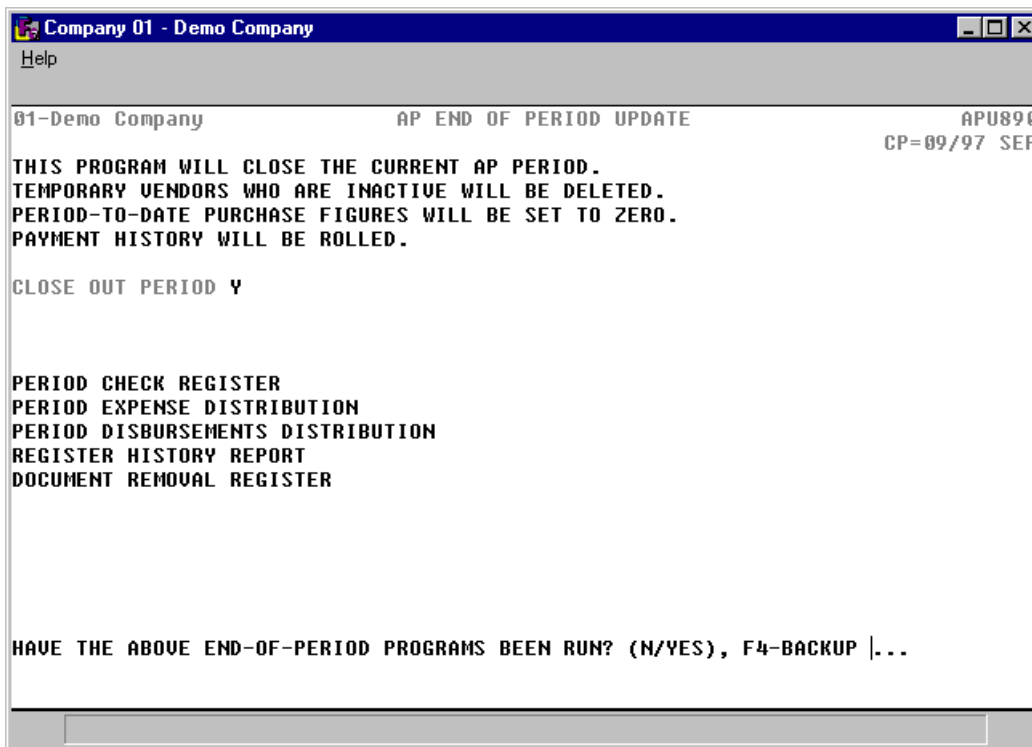
Enter **N** or **YES** to indicate whether to close the period. CR defaults to N and the program is terminated.

## Technical Notes

Updating proceeds by reading through the vendor file (APVEND) and removing temporary vendors with a zero balance. Then month-to-date vendor balances are set to zero. Next, the paid documents file (APPAST) is cleared of paid-off documents which will be stored more than the number of periods which paid documents should be stored (determined in the AP static control F/M). Finally, the current accounts payable period is incremented by one.

**FILES USED** - APOPEN, APDOCM, APCKRG, APCKMV, POINVC

**FILES UPDATED** - SMCNTL, APVEND, APPAST, APVALX, APCLSX, APNOTE, APHIST, SMCHKR, APLEDG



## How to run the End-of-Period Update

1. Access this program by choosing Accounts Payable-->End of Period-->End of Period Update.
2. In the Close-out period input, indicate whether or not to close the current Accounts Payable period. The program defaults to Y.
3. At the Have the above End-of-Period programs been run? prompt, enter N or YES to indicate if the above reports have been run. This input is just a last check to make sure the user has run all the necessary reports before closing the period. The program defaults to N and the program is terminated unless you enter Yes.

If the last AP period was closed less than 20 days before the system date, a message is displayed indicating the number of days since the last close. If the last AP period was closed more than 20 days before the system date, the following input is skipped.

4. At the Are you sure you want to close out this period? prompt, enter YES to remove the records and update the system. Enter N to skip the update.
5. If you enter Yes, the system displays the criteria you entered in the upper portion of the screen and processing information in the lower portion of the screen. When the program is complete the system displays a message telling you how many records were updated and then exits the program.



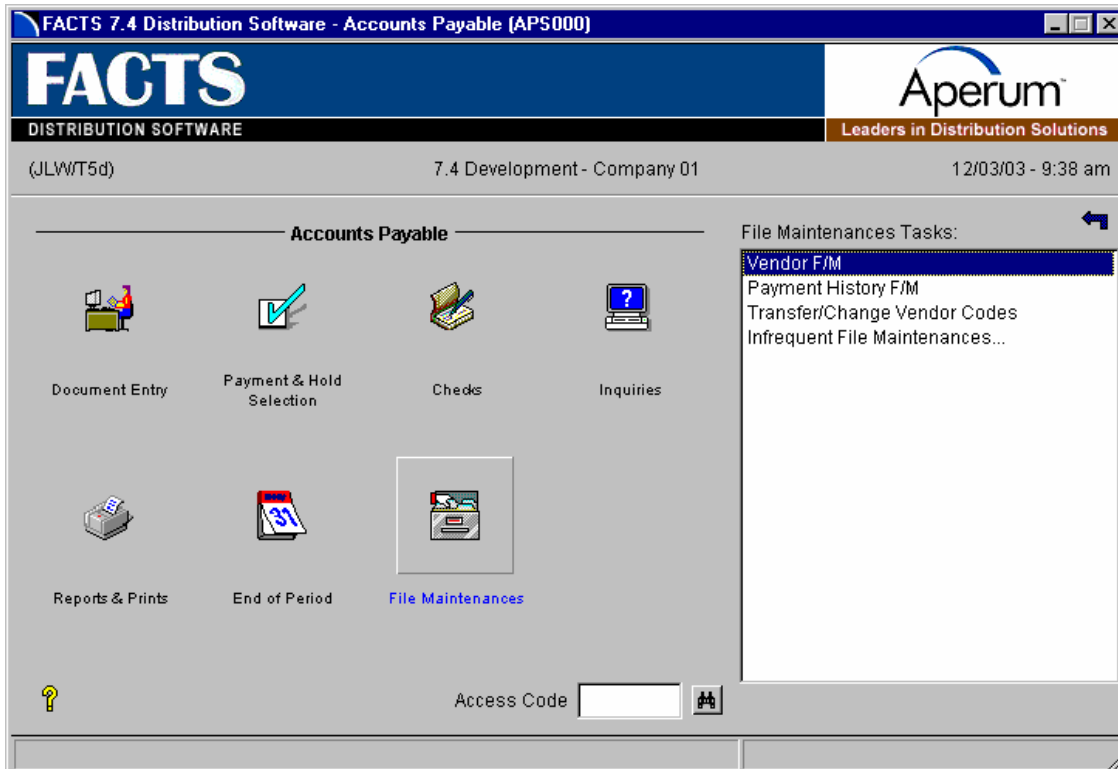
## CHAPTER 9

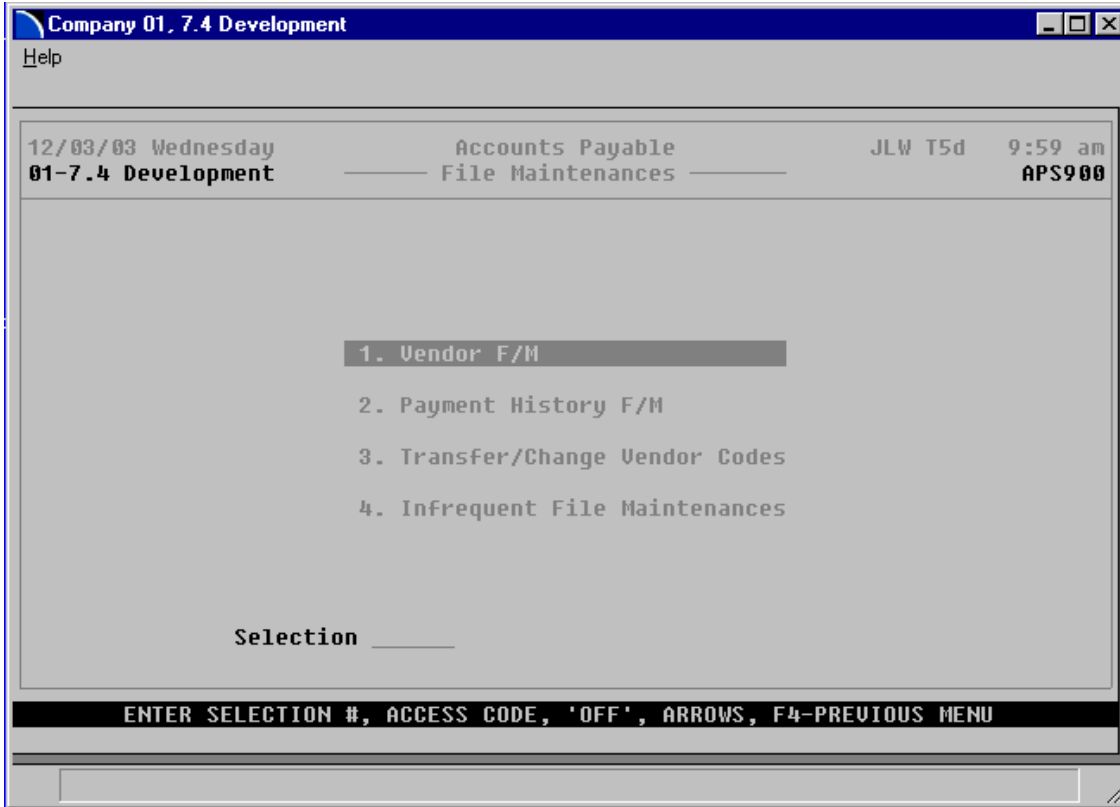
# File Maintenances

File maintenance programs allow users to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to the Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu explained in the next chapter.

All files, once set up, are maintained and updated by the system. Most file maintenances in the Accounts Payable system do not need to be maintained by the user and it is unlikely that they will be used.





# Vendor F/M (APF910)

## Function

This program allows the user to create and maintain records in the vendor file. Each record contains a vendor number and general information relevant to the vendor. This file is referenced by most programs in the AP system as well as by the inventory system.

Vendor numbers may be automatically assigned by the system. You cannot delete vendors with open documents or open purchase orders.

You can also create Faxlink records based on information stored in Vendor records. The program will ask you to do this when you save the document for the first time.

When you save new vendor records, the system allows you to create a Faxlink record and warehouse/vendor review cycle record directly from this program.

To create a faxlink record, select OK when the system asks if you want to create a faxlink records. Select OK, and the system displays the Quick Fax Record Entry screen. Complete the information on the screen and press Enter to add the record.

After you have created the Faxlink record or selected Cancel on the Faxlink message, the system asks if you want to create a warehouse/vendor review cycle record for the new vendor.

To create warehouse/vendor review cycle record, select OK when the system asks if you want to create a warehouse/vendor review cycle record. The system automatically displays the Warehouse/Review Cycle F/M program with the new vendor information. The first warehouse on file displays as the default. You can complete the warehouse/vendor review cycle record information and save the record to return to the Vendor F/M (APF910) program, or you can change other vendors' records and/or create new warehouse/vendor review cycle records for other vendors.

## User Inputs

The following inputs are involved in creating vendor file records:

### \* **Vendor number**

Enter the vendor number (up to 10 characters). F1 assigns the next available vendor number from the AP nonstatic control record. The word NEXT is displayed until all inputs have been entered and the actual number is displayed before the record is added to the file. F2 allows a search (ref. 7).

### *Main Screen*

#### **2. Vendor name**

Enter the vendor's name (up to 30 characters).

#### **3. Address 1**

Enter line 1 of the vendor's address (up to 30 characters). If only one line is needed, use the first.

**4. Address 2**

Enter line 2 of the vendor's address (up to 30 characters).

**5. City**

Enter the city name (up to 15 characters).

**6. State**

Enter the state name using the 2-character designation provided by the post office.

**7. Zip code**

Enter the zip code (up to 10 characters).

**8. Address 3**

Enter line 3 of the vendor's address (up to 30 characters). CR defaults to the city, state and zip entered in the previous inputs #5-7. Address 3 may be used for international addresses. Address 3 will be used for all printouts instead of the city, state and zip fields.

**9. Alpha (alphabetic sort key)**

Enter the alphabetic sort key to be used to sort vendors alphabetically for printouts, displays and alpha searches (up to 10 characters). In most cases, the first ten characters of the vendor's name are sufficient to achieve alphabetical lookup. CR defaults to the first ten characters of the vendor's name as entered in input #2.

**10. Contact #1**

Enter the name of the person you work with at the vendor's office (up to 25 characters). If only one contact is needed, use the first.

**11. Phone #1**

Enter the vendor's phone number including area code, dashes and extension, if needed (up to 17 characters). If only one phone number is needed, use the first.

**12. Email**

Enter the email address for the person entered as contact #1 above.

**13. Contact #2**

Enter the name of another person you work with at the vendor's office (up to 25 characters).

**14. Phone #2**

Enter the vendor's second phone number including area code, dashes and extension, if needed (up to 17 characters).

**15. Email**

Enter the email address for the person entered as contact #1 above.

**16. Web Site**

Enter the company's Internet address on the World Wide Web. You can select the WWW button to access the company's Internet on the World Wide Web.

***Purchase History***

To access the purchase history screen, enter a valid vendor number. The screen displays the vendors general information. Press **P** to display the purchase history.

The following fields should be used as a file maintenance only once to enter original information. Thereafter, it is updated by the system and changes made by the user may compromise data. Entering initial information into these fields is optional.

The update portions of the Document Entry & Adjustments Register and the Check Register programs update purchase history information.

**2. Date Opened**

Enter the date the account was opened with this vendor (ref. 2). CR defaults to the date this vendor was entered into the vendor file.

**3. Date Last Invoice**

Enter the date of the most recent invoice from this vendor (ref. 2).

**4. Date Last Payment**

Enter the date of the most recent payment made to this vendor (ref. 2).

**5. Date Highest Balance**

Enter the date the highest amount of money was owed to this vendor (ref. 2).

**\* Current Balance****7. Highest Balance**

Enter the amount of the highest balance for this vendor (+/- 99999999.99). CR initially defaults to 0.

**8. 1099 Balance**

Enter the amount of the 1099 balance for this vendor (+/- 99999999.99). CR initially defaults to 0.

**9. Month-To-Date Invoices, Payments, Disc. Taken, Disc. Allowable**

Enter the total amount of month-to-date invoices (+/- 99999999.99). CR initially defaults to 0.

**10. Year-To-Date Invoices, Payments, Disc. Taken, Disc. Allowable**

Enter the total amount of year-to-date invoices (+/- 99999999.99). CR initially defaults to 0.

**11. Prior Year Invoices, Payments, Disc. Taken, Disc. Allowable**

Enter the total amount of prior year invoices (+/- 99999999.99). CR initially defaults to 0.

*Financials***2. Check Name**

Enter the payee's name that should print on the AP checks (up to 30 characters). CR defaults to the vendor's name.

**3. Address 1**

Enter the first address line to print on the AP checks (i.e., remit-to address) (up to 30 characters). CR defaults to address 1 of the vendor.

**4. Address 2**

Enter the second address line to print on the AP checks (i.e., remit-to address) (up to 30 characters). CR defaults to address 2 of the vendor.

**5. Address 3**

Enter the city, state and zip to print on the AP checks (i.e., remit-to address) (up to 30 characters). CR defaults to address 3 of the vendor.

**6. Tax Exempt #**

Enter your **company's** tax exempt number applicable for this vendor (up to 10 characters). Tax exempt numbers may vary by state. This number prints on any purchase order for this vendor so that you are not charged tax.

**7. 1099 ID**

Enter the vendor's 1099 ID number (up to 12 characters). This is used to print on the 1099 forms for sales more than \$400. This number is most often used for contract labor situations.

**8. Terms Code**

Enter the terms code for this vendor (up to 2 characters). The entry must be a valid terms code. F2 allows a search (ref. 7).

**9. GL Table**

Enter the GL posting table to which this vendor belongs (up to 3 characters). The entry must be a valid AP general ledger posting table. F2 allows a search (ref. 7).

*Miscellaneous***2. Our Customer #**

Enter **your** customer number from this vendor (up to 10 characters). It should be the number this vendor has assigned to you for their records.

**3. Vendor Class**

Enter the vendor class (up to 3 characters). The entry must be a valid vendor class. F2 allows a search (ref. 7).

**4. Doc Group (document group)**

Enter the normal document group for this vendor (up to 2 characters). Document groups are optional and this input may be skipped.

**5. Ship-From**

Enter the normal (default) ship-from number for purchase orders for this vendor (up to 5 characters). CR defaults to SAME meaning this ship-from name and address is the same as the vendor's name and address. If the number is not SAME, the screen will display the number. After the vendor record is entered, the ship-from number and address should be entered in the Ship-From F/M program in purchase orders.

**6. Default Freight**

Enter the default freight code for this vendor. This freight code is used as the default for warehouse-ship purchase orders created in PO Entry and PO Receipt Entry programs. You can select from: B-Bill Later, C-Collect, P-Prepaid, A-Prepay/Add.

**7. Perm/Temp (Permanent/Temporary)**

Enter whether the vendor is **Permanent** or **Temporary**. Temporary vendors who have a zero balance are removed during the End-of-Period Update. The temporary vendor numbers may be reused. CR initially defaults to P.

**8. Temporary Item Lead Time**

Enter the default lead time for temporary items. This field represents the default lead time for this vendor for temporary items for use in determining when to release a request on a blanket sales order. This value can be overridden during blanket sales order entry. CR initially defaults to 0.

When all inputs have been entered, enter **Y** or **N** to indicate whether to add the record and assign purchase history defaults. CR defaults to Y.

**9. Message**

Enter a message if desired (up to 30 characters). This message only appears on the screen during document entry programs.

**10. Active**

Enter **Y** or **N** to indicate whether the vendor is active. If **N** is entered, no processing is allowed for this vendor (i.e., no checks may be processed and no documents may be entered). CR initially defaults to Y.

**11. On Hold**

Enter **N** or **Y** to indicate whether to place the vendor on hold. If **Y** is entered, no checks may be written to this vendor. CR initially defaults to N.

**12. Use Ledgerscards**

Enter **N** or **Y** to indicate whether to store ledgerscards for this vendor. CR initially defaults to N.

**13. Store Past POs**

Enter **N** or **Y** to indicate whether to store past purchase orders for this vendor. CR initially defaults to N.

## Vendor F/M Costing Screen

### 2. Default Cost Class Prompt

Enter the default cost class. Press F1 for None, F2 to search, or F4 to backup. If your company does not use costs classes for cost contracts, enter None in this field.

### 3. Cost Hierarchy Prompt

Enter the cost hierarchy. You can select from: S=Standard PO cost, I=Contracts for specific items, C=Contracts for items in a cost class, or A=Contracts for all items. Press Enter (CR) to default to I+C+A+S. Press F1 for None or F4 to backup.

### 4. Use Lowest Cost

Select the Use Lowest Cost checkbox to indicate you want to ignore the cost hierarchy and use the lowest cost the system can find.

## Vendor F/M User-Defined Screen

Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined screen displays user-defined fields in the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields available to any user that has access to Vendor F/M. You will be able to configure these fields within the following constraints: If the user has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410): Each field can be designated by a type--text, numeric, validated list, and date, as well as a label that can be edited in the F/M to create custom labels for each field. This allows the user to have a meaningful label other than "User Defined 1" and so on.

## Technical Notes

**FILES USED** - AOPEN, APHIST, APDOCM, APPAST, EC810D, ICWHVD, ICVNDX, POSUGG, POVNDX, POVNIT

**FILES UPDATED** - SMCNTL, APVEND, APVALX, APCLSX, APNOTE, APLEDG



01-7.4 Development, Vendor F/M (APF910)

Notes Help

Vendor   Georgia Shipping Equip. Co.

Main Purchase History Financials Miscellaneous Costing User-Defined

Name

Address 1

Address 2

City  State  Zip Code

Address 3

Alpha

Contact Information

Contact 1  Phone

E-mail

Contact 2  Phone

E-mail

Web Site

Enter address line 3, F1-Reset

Vendor F/M (APF910)

Help

01-7.4 Development Vendor F/M APF910

\*. Vendor U100 General Industrial MFG

2. Name General Industrial MFG

3. Address 1 9610 Dunwoody, Pl.

4. Address 2 Suite 133-134

5. City Atlanta

6. State GA

7. Zip Code 30338

8. Address 3 Atlanta, GA. 30338

9. Alpha GENERAL IN

- Contact Information

10. Contact 1 Roger Smith 11. Phone 404-393-9444

12. E-mail

13. Contact 2 Gloria Faye 14. Phone (404)393-9457

15. E-mail

16. Web Site

Main, Purchase History, Financials, Miscellaneous, Costing, User-Defined

Enter Line #, D-Delete, F10-Menu, F4-Backup |..

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

01-7.4 Development, Vendor F/M (APF910)
\_ \_ X

Notes Help

Vendor   Georgia Shipping Equip. Co. << >>

Main
Purchase History
Financials
Miscellaneous
Costing
User-Defined

Date		Balance	
Opened	<input type="text" value="11/30/2000"/>	Last Payment	<input type="text" value="09/01/2002"/>
		Current	<input type="text" value="1873.10"/>
Last Invoice	<input type="text" value="09/24/2004"/>	High Balance	<input type="text" value="33022.50"/>
		1099	<input type="text" value="120088.95"/>

Invoices	Payments	Disc Taken	Disc Allowable
MTD	<input type="text" value="4952.90"/>	<input type="text" value="27132.79"/>	<input type="text" value=".00"/>
YTD	<input type="text" value="106926.85"/>	<input type="text" value="120088.95"/>	<input type="text" value=".00"/>
PYD	<input type="text" value="138219.00"/>	<input type="text" value="137149.88"/>	<input type="text" value=".00"/>

Enter month-to-date payments

Vendor F/M (APF910)
\_ \_ X

Help

01-7.4 Development                      Vendor F/M                      APF910

\*. Vendor                      U100 General Industrial MFG

  - Date

2. Opened                      11/30/2001

3. Last Invoice                09/30/2004

4. Last Payment              09/30/2002

5. High Balance              01/11/2004

  - Balance

\*. Current Balance            3790.94

7. Highest                    22114.72

8. 1099                        93891.57

	- Invoices -	- Payments -	- Disc Taken -	- Disc Allowable -
9. MTD	4585.37	3338.49	55.23	99.96
10. YTD	80660.99	93891.57	5004.32	4660.50
11. PYD	104206.00	102909.15	1296.85	1296.85

Main, Purchase History, Financials, Miscellaneous, Costing, User-Defined

Enter Line #, D-Delete, F10-Menu, F4-Backup

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

**01-7.4 Development. Vendor F/M (APF910)**

Notes Help

Vendor   **Georgia Shipping Equip. Co.**

**Main** | Purchase History | Financials | Miscellaneous | Costing | User-Defined

Check Name   
 Address 1   
 Address 2   
 Address 3   
 Tax Exempt #   
 1099 ID #   
 Terms Code   **Net 30**

Enter check address 2

**Vendor F/M (APF910)**

Help

**01-7.4 Development**                      **Vendor F/M**                      **APF910**

\*. Vendor                      U100 General Industrial MFG  
 2. Check Name                General Industrial MFG  
 3. Address 1                  9610 Dunwoody PL  
 4.                                2  
 5.                                3     Atlanta, GA.   30338  
 6. Tax Exempt #               3490922-12  
 7. 1099 ID #                  3422-09-8887  
 8. Terms Code                02 2% 10th Net 30

Main, Purchase History, Financials, Miscellaneous, Costing, User-Defined  
 Enter Line #, D-Delete, F10-Menu, F4-Backup .  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

**01-7.4 Development, Vendor F/M (APF910)**

Notes Help

Vendor   Georgia Shipping Equip. Co.

Main	Purchase History	Financials	Miscellaneous	Costing	User-Defined
Our Customer #	<input type="text" value="D3433-A"/>			Active	<input checked="" type="checkbox"/>
Vendor Class	<input type="text" value="INV"/> <input type="button" value="F4"/> Inventory Suppliers			On Hold	<input checked="" type="checkbox"/>
GL Table	<input type="text" value="005"/> <input type="button" value="F4"/> Inventory			Use Ledgerscards	<input checked="" type="checkbox"/>
Doc Group	<input type="text" value="01"/>			Store Past PO's	<input checked="" type="checkbox"/>
Ship-From	<input type="text" value="SAME"/>				
Def Freight Code	<input type="text" value="P - Prepaid"/>				
Perm/Temp	<input type="text" value="P - Permanent"/>				
Temporary Lead Time	<input type="text" value="0"/>				
Message	<input type="text"/>				

Is vendor on hold?

**Vendor F/M (APF910)**

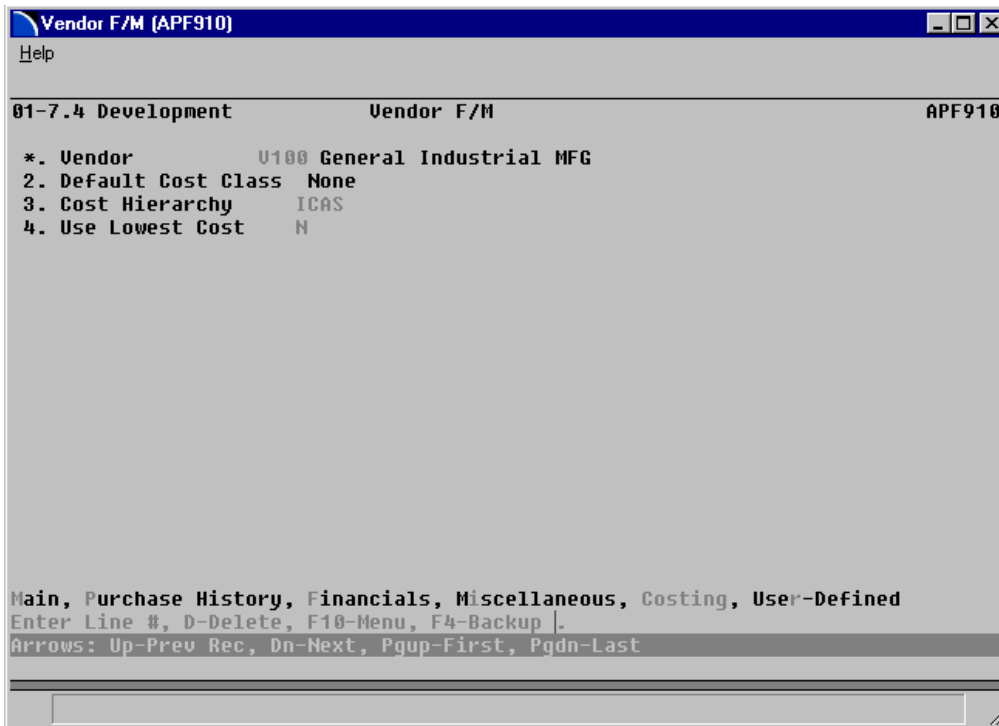
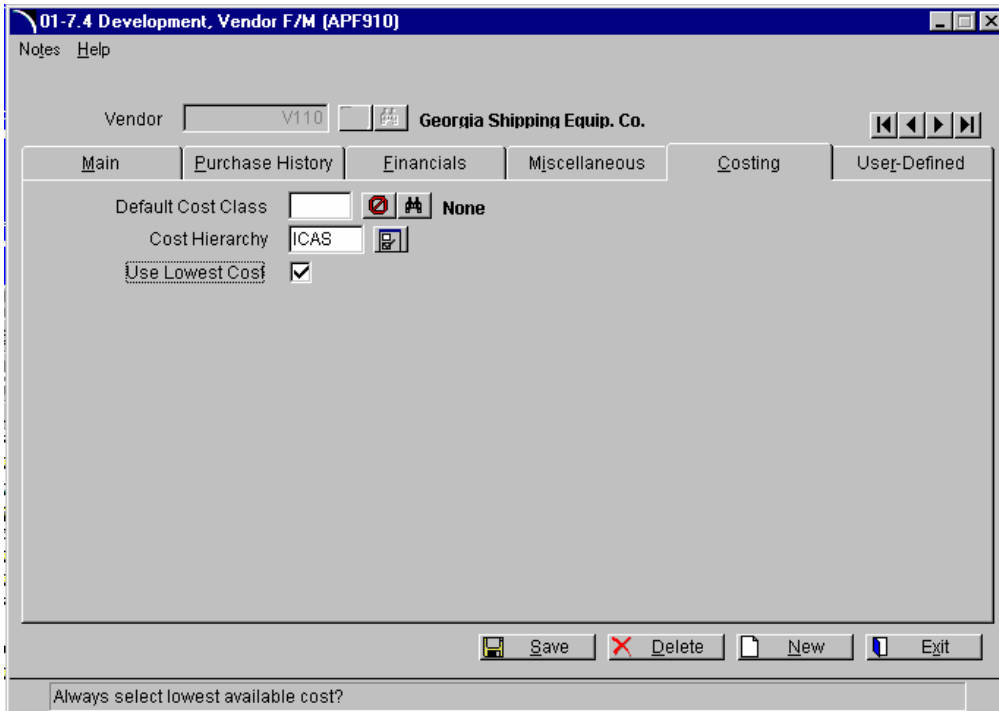
Help

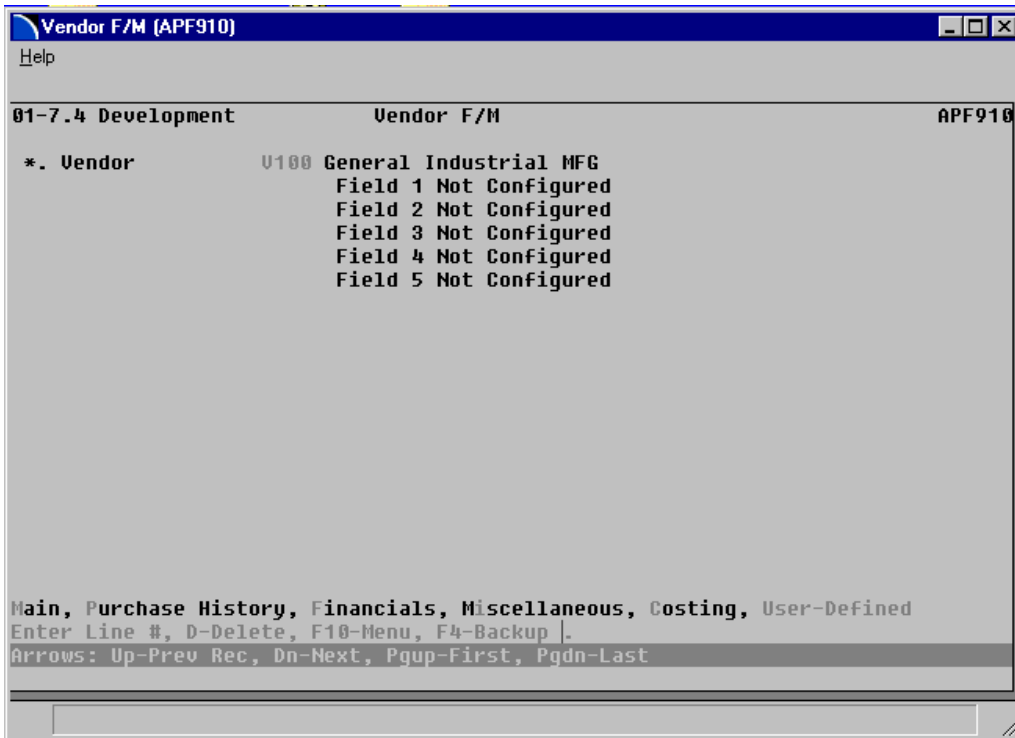
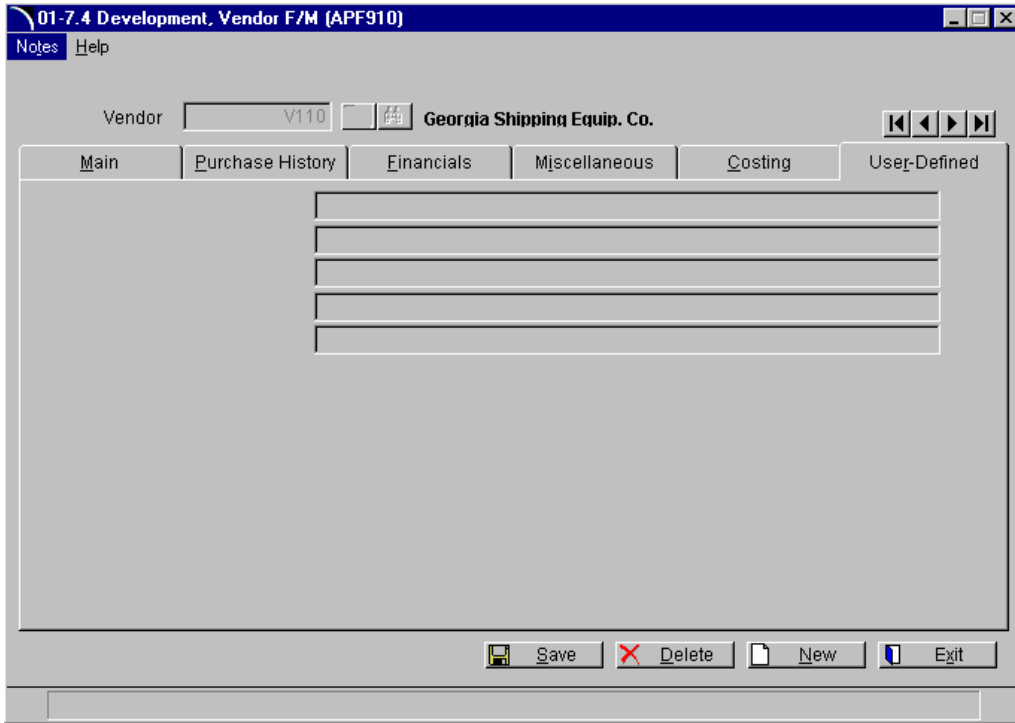
01-7.4 Development Vendor F/M APF910

```

*. Vendor          U100 General Industrial MFG
2. Our Customer #  S890-0
3. Vendor Class    INV Inventory Suppliers
4. GL Table        005 Inventory
5. Doc Group       01
6. Ship-From      SAME
7. Def Freight Code P Prepaid
8. Perm/Temp      P
9. Temporary Lead Time 0
10. Message        MIN 10% OFF CATALOG
11. Active         Y
12. On Hold        N
13. Use Ledgerscards Y
14. Store Past PO's Y
    
```

Main, Purchase History, Financials, Miscellaneous, Costing, User-Defined  
 Enter Line #, D-Delete, F10-Menu, F4-Backup ..  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last





# Payment History F/M (APF930)

## Function

This program allows the user to create and maintain vendor payment history which includes payments made to each vendor for the next period, current period and 26 previous periods.

This program should be used as a file maintenance only once to enter original information. Thereafter, it is updated by the system and changes made by the user may compromise data. Entering initial information into this file is optional.

The update portion of the Check Register program updates the information in the payment history file.

## User Inputs

The following inputs are involved in creating a payment history record:

\* **Vendor number**

Enter the vendor number. If a payment history record for this vendor is on file, it will be displayed (ref. 10).

**Most Current Period Payments and Previous Payments**

Enter the payment amounts for the next period, current period and prior 26 periods (+/-99999999.99). The 14 most current periods are located on the Most Current Period tab. Another 14 periods are located on the Previous Periods tab. CR initially defaults to 0. F2 sets the current and remaining inputs to 0.

## Technical Notes

Payment history information is stored in the payment history file (APHIST).

**FILES USED** - SMCNTL, APVEND, APVALX

**FILES UPDATED** - APHIST

Payment History F/M (APF930)

Vendor: V100 General Industrial MFG

Most Current Periods		Previous Periods	
Period	Payment	Period	Payment
NP 10/1997 Oct	.00	PP 04/1997 Apr	7350.03
CP 09/1997 Sep	3538.49	PP 03/1997 Mar	9085.56
LP 09/1997 Sep	31233.73	PP 02/1997 Feb	7164.16
PP 08/1997 Aug	11655.25	PP 01/1997 Jan	8920.56
PP 07/1997 Jul	11736.54	PP 12/1996 Dec	8427.50
PP 06/1997 Jun	10269.25	PP 11/1996 Nov	9791.30
PP 05/1997 May	9222.72	PP 10/1996 Oct	8780.39

Save Delete New Exit

Enter Payment for Next Period 10/1997 Oct

Payment History F/M (APF930)

Vendor: V100 General Industrial MFG

Most Current Periods		Previous Periods	
Period	Payment	Period	Payment
PP 09/1996 Sep	8847.98	PP 02/1996 Feb	6650.35
PP 08/1996 Aug	8092.55	PP 01/1996 Jan	10808.22
PP 07/1996 Jul	7272.50	PP 12/1995 Dec	7860.02
PP 06/1996 Jun	9248.33	PP 11/1995 Nov	5685.63
PP 05/1996 May	9601.44	PP 10/1995 Oct	7685.15
PP 04/1996 Apr	8393.72	PP 09/1995 Sep	7108.76
PP 03/1996 Mar	8368.72	OP 07/1995 Jul	6575.60

Save Delete New Exit



Win with ProvideX

Help

01-Demo Company                      Payment History F/M                      APF930

\*. Vendor                      **U100** General Industrial MFG

	Period	Payment		Period	Payment
1.	NP 10/1997 Oct	.00	8.	PP 04/1997 Apr	7350.03
2.	CP 09/1997 Sep	3538.49	9.	PP 03/1997 Mar	9085.56
3.	LP 09/1997 Sep	31233.73	10.	PP 02/1997 Feb	7164.16
4.	PP 08/1997 Aug	11655.25	11.	PP 01/1997 Jan	8920.56
5.	PP 07/1997 Jul	11736.54	12.	PP 12/1996 Dec	8427.50
6.	PP 06/1997 Jun	10269.25	13.	PP 11/1996 Nov	9791.30
7.	PP 05/1997 May	9222.72	14.	PP 10/1996 Oct	8780.39

Most Current Periods, Previous Periods  
 Line to Change (F2-Cont), D-Delete, F4-Backup ..  
 Arrows: Up-Prev Rec, Down-Next Rec, Pgup-First Rec, Pgdn-Last Rec

Win with ProvideX

Help

01-Demo Company                      Payment History F/M                      APF930

\*. Vendor                      **U100** General Industrial MFG

	Period	Payment		Period	Payment
1.	PP 09/1996 Sep	8847.98	8.	PP 02/1996 Feb	6650.35
2.	PP 08/1996 Aug	8092.55	9.	PP 01/1996 Jan	10808.22
3.	PP 07/1996 Jul	7272.50	10.	PP 12/1995 Dec	7860.02
4.	PP 06/1996 Jun	9248.33	11.	PP 11/1995 Nov	5685.63
5.	PP 05/1996 May	9601.44	12.	PP 10/1995 Oct	7685.15
6.	PP 04/1996 Apr	8393.72	13.	PP 09/1995 Sep	7108.76
7.	PP 03/1996 Mar	8368.72	14.	OP 07/1995 Jul	6575.60

Most Current Periods, Previous Periods  
 Line to Change (F2-Cont), D-Delete, F4-Backup ..  
 Arrows: Up-Prev Rec, Down-Next Rec, Pgup-First Rec, Pgdn-Last Rec

## Transfer/Change Vendor Codes (APU910)

### Function

This program allows the user of the FACTS system to change specific information in the vendor file for a range of vendors.

The user has the option to change the following fields:

- |                     |                         |
|---------------------|-------------------------|
| 1. Vendor class     | 7. Default cost class   |
| 2. Terms code       | 8. Cost hierarchy       |
| 3. GL posting table | 9. Use lowest cost flag |
| 4. Document group   |                         |
| 5. Ledgercard flag  |                         |
| 6. Past PO flag     |                         |

To change a field the user may:

- Select the order to change - vendor, alpha, or vendor class.
- Select the beginning and ending order choice to change.
- Select the change **FROM** field.
- Select the change **TO** field.

The fields above are all part of the information stored on each vendor in the vendor file. This program is especially useful to make changes to many vendors without having to manually change each vendor individually through the Vendor F/M program.

An example of the use of this program is if the user started to give a 2% terms discounts replacing the 1% discounts. All fields being changed must be valid fields. For example, if changing terms codes, all codes being changed must be valid terms codes. Changes made in this program do not affect transaction files or other modules.

### User Inputs

The following inputs are involved in changing vendor information:

#### 1. Select number

Enter the number of the field to be changed (1-6).

#### 2. Order

Select the order the field is to update (ref. 4).

#### 3. Beginning order choice

Enter the beginning order choice (ref. 5).

#### 4. Ending order choice

Enter the ending order choice (ref. 6).

### 5. Change from

The answer to the first input (Select #) is the field being changed (e.g., if vendor class was selected, enter the vendor class that is being changed). F3 defaults to ALL.

### 6. Change to

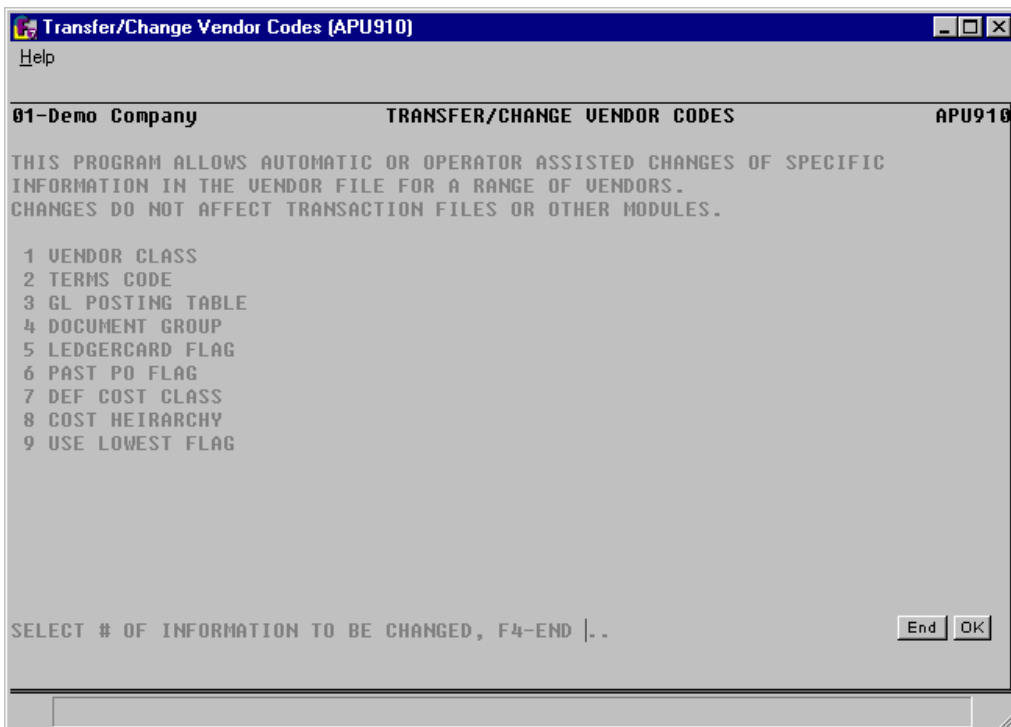
The answer to the second input (Select #) is the field being changed to (e.g., if vendor class was selected, enter the vendor class to change to). F3 defaults to the user selection. If F3 is chosen, the program stops at every vendor whose vendor class is to be changed and requires input of the new vendor class.

## Technical Notes

Processing proceeds by reading through the selected file - vendor (APVEND), alpha (APVALX), or vendor class (APCLSX). The vendor file (APVEND) is then checked for information that meets all criteria entered.

**FILES USED** SMCNTL, APVALX

**FILES UPDATED** - APVEND, APCLSX





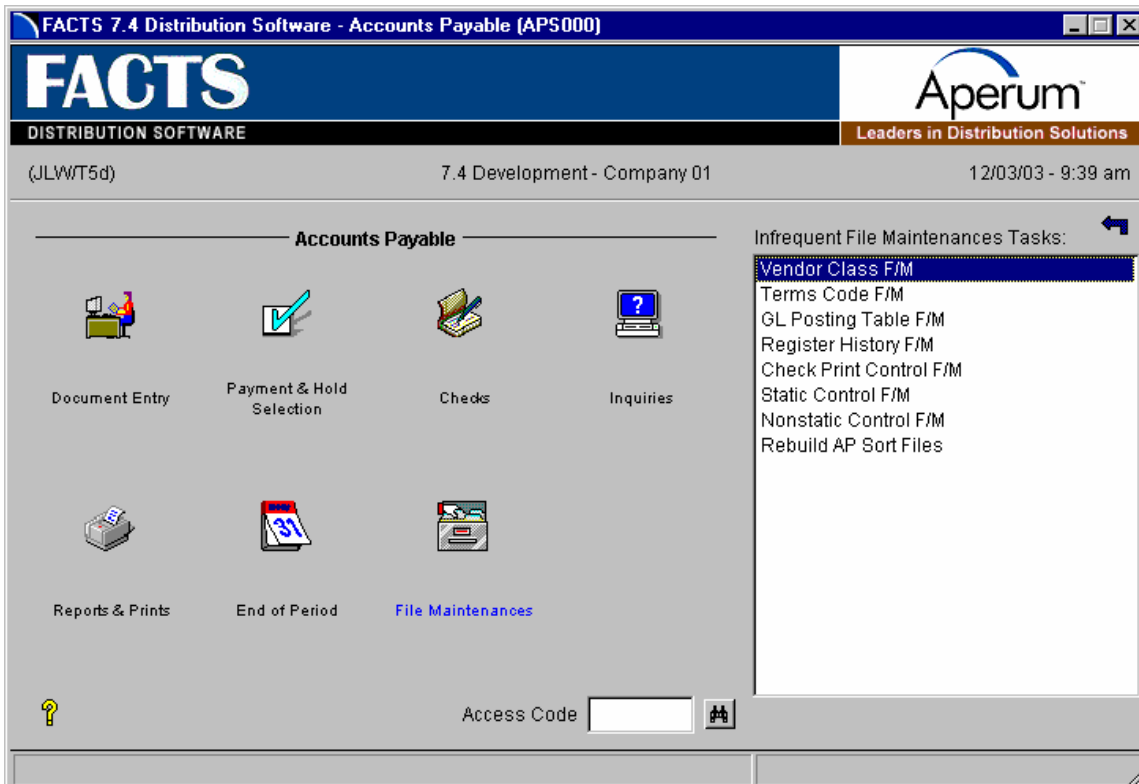
## CHAPTER 10

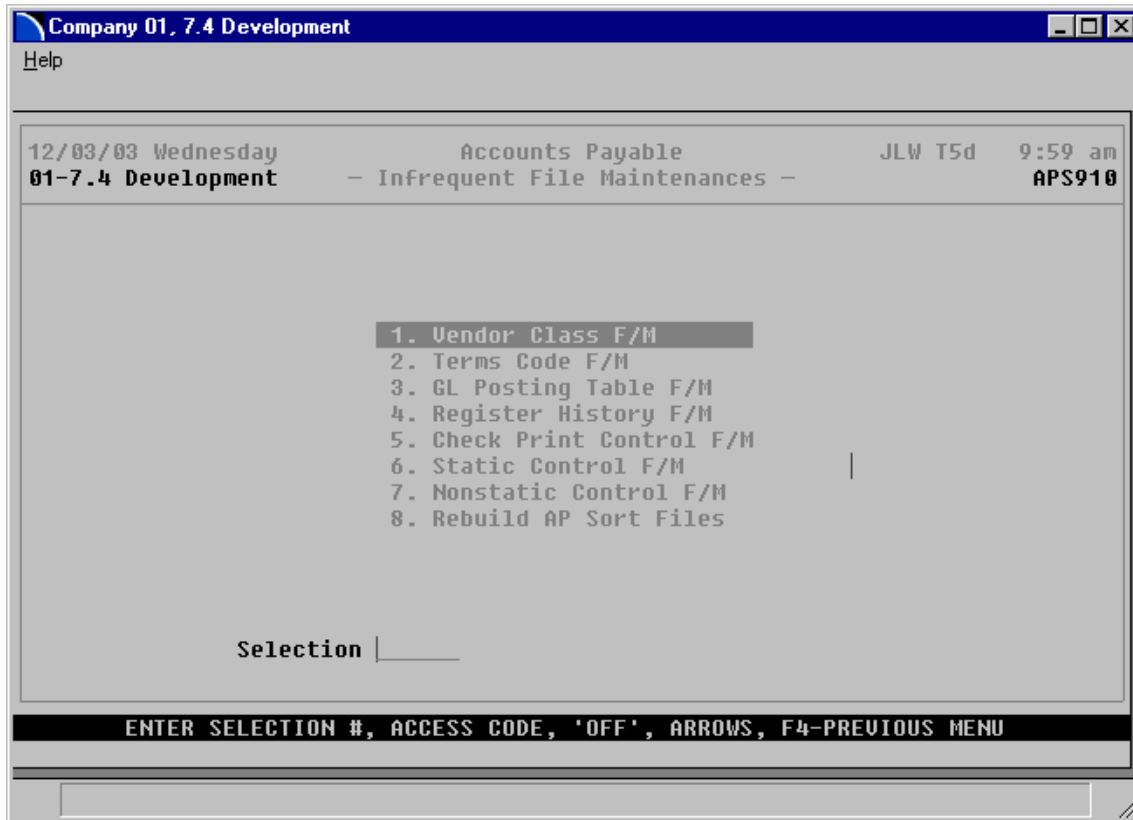
# Infrequent F/M

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to the Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M which keeps track of the accounts payable period and all the register trace numbers.

All files, once set up, are maintained and updated by the system. Most file maintenances in the accounts payable system do not need to be maintained by the user and it is unlikely that they will be used.





# Vendor Class F/M (APF950)

## Function

This program allows the user to create and maintain vendor class records which are used to categorize the different types of vendors.

Users may establish their own set of valid vendor classes. Each vendor will be placed into a vendor class. These classes are used on some printouts in order to group vendors. For example, the user may want to group all inventory vendors, utility vendors, office supply vendors, etc. Assign any alphanumeric code to indicate each class (i.e., 001, 002, 003 or INV, UTL, OFF). If the user chooses not to use vendor classes, one class should be created and all vendors must be assigned to that class.

At least one vendor class must be entered here prior to entering vendors into the vendor file.

## User Inputs

The following inputs are involved in creating a vendor class record:

### 1. Vendor class

Enter the vendor class code (up to 3 characters). F2 allows a search (ref. 7).

### 2. Vendor class description

Enter the description of the vendor class (up to 30 characters).

### 3. GL table

Enter the default GL posting table for this class. This is only a default and is used in the Vendor F/M program. If the vendor class is UTL and the GL posting table is 100, then when entering UTL as the vendor class in the Vendor F/M program, the GL posting table will default to 100 with the user having the option to override the GL posting table. F2 allows a search (ref. 7).

## Technical Notes

**FILES UPDATED** - SMCNTL

Vendor Class F/M (APF950)

Vendor Class: HN

Description: TEST

GL Table: 004 Insurance

Save Delete New Exit

Enter Vendor Class Description

Win with ProvideX

Help

01-Demo Company Vendor Class F/M APF950

\*. Vendor Class ...  
2. Description  
3. GL Table

Enter Vendor Class, F2-Search, F3-First Record, F4-End



# Terms Code F/M (APF955)

## Function

This program allows the user to create and maintain terms code records.

Users may establish their own set of valid terms codes to be assigned to each vendor. The information given about each terms code will be used in determining due dates and discount due dates during AP Document Entry. The user should assign terms code designations that are easy to remember, for example, **30**-net 30 days, **01**- 1% 10 net 30, etc.

An **M**-manual terms code should be set up. During the Document Entry program the M terms code indicates to the system that the due date, discount due date and allowable discount are entered by the user and not calculated by the system. The M terms code should be assigned to vendors with variable terms codes.

The following table illustrates how some of the more common terms codes would be entered:

Code	10	20	99
Description	1% 10 Net 30	2% 10 Net 30	Cash
Date/Num/Spec	N	N	N
# of Payments	1	1	1
Discount %	1.00%	2	0.00
First Net Due	30	10	0
Discount Due	10	0	0
Cutoff Day Current Month		10	
Cutoff Day Next Month		25	
Subsequent Due			
Sub. Dscnt Due			
Specific Date Due			
Spec. Dscnt Due			

Valid terms codes must be entered here prior to entering vendors into the vendor file.

## User Inputs

The following inputs are involved in creating a terms code record:

**\*. Terms Code**

Enter a terms code (up to 2 characters). F2 allows a search (ref. 7).

**2. Terms Description**

Enter the description of this terms code (up to 15 characters).

**\*. Date/Num/Spec (Date/Number Of Days/Specific)**

Enter **D** if payment is always due on a certain day of the month, e.g., the 10th.

Enter **N** if payment is always due in a certain number of days, e.g., in 30 days.

Enter **S** if payment is due on a specific date, e.g., 7/8/97. CR initially defaults to D.

**4. # of Payments**

Enter the number of payments expected (1-12). CR initially defaults to 1.

Example, if terms are Net 30, 60, 90 then three payments will be made. If S was selected for input #3, then the number of payments must be 1.

**5. Discount %**

Enter the allowable discount percent (0 to 99.99). For example, if it is a one percent discount enter 1.00. CR initially defaults to 0.

**6. First Due Date**

If D or N was selected in input #3, enter either the day of the month or the number of days until due (0-999). If S was chosen in input #3, this input is skipped. CR initially defaults to 0.

**7. First Discount Due Date**

If S was selected in input #3, this input is skipped. Enter the day of the month or number of days that payment is due to be eligible to receive a discount (0-999). CR initially defaults to 0.

**8. Cutoff Day Current Month**

If S was selected in input #3, this input is skipped. Enter the day (invoice date) before which the due date will still be in the current month. If this is set to zero, the invoice will never be due in the current month. If this is set to 5, the due date will only be in the current month if the invoice date is the 1st - 4th of the month. For example, if the terms are 2% 10th Net 30th and anything invoiced after the 4th is due the next (following) month, the cutoff would be set to 5. If invoiced on September 4th the discount due date is September 10th and the net due date is September 30th. If invoiced on September 5th the discount due date is October 10th and the net due date is October 30th.

**9. Cutoff Day Next Month**

If S was selected in input #3, this input is skipped. Enter the day (invoice date) before which the due date will be in the next month. If this is set to 25, the due date will only be in the next month if the invoice date is between the cutoff for the

current month and the 25th of the month. For example, if the terms are 2% 10th Net 30th and anything invoiced after the 25th is due in two months, the cutoff would be set to 25. If invoiced on September 24th the discount due date is October 10th and the net due date is October 30th. If invoiced on September 25th the discount due date is November 10th and the net due date is November 30th.

#### **10. Subsequent Due Date**

If S was selected for input #3 or the number of payments selected in input #4 is 1, then this input is skipped. If N was entered in input #3, enter the number of days until due (0-999). If D was entered in input #3, enter the date of each month when payment is due (0-31). This field is used only for terms codes with multiple payment due dates. CR initially defaults to 0.

#### **11. Subsequent Discount Due Date**

If S was selected for input #3 or the number of payments selected in input #4 is 1, then this input is skipped. If N was entered in input #3, enter the number of days until discount due date (0-999). If D was entered in input #3, enter the date on which payment is due to be eligible for a discount each month.

#### **12. Specific Date Due**

Enter the specific date on which payment is due if S was chosen in input #3 (ref. 2).

#### **13. Specific Discount Date**

Enter the specific due date on or before which payment must be made to receive a discount if S was chosen in input #3 (ref. 2).

### **Technical Notes**

FILES UPDATED – SMCNTL

**Terms Code F/M (APF955)**

Terms Code: 01 1% 10 Net 30

Description: 1% 10 Net 30

Date/Num/Spec: N - Based on Number of Days

# of Payments: 5 Discount %: 1.00

First Due: Net 10 Discount 0

Cutoff Day: Current Month 0 Next Month 0

Subsequent Due: Net 32 Discount 0

Specific Date: Due Discount

Buttons: Save, Delete, New, Exit

Enter Terms Description

**Win with ProvideX**

Help

01-Demo Company Terms Code F/M APF955

```

* 1. Terms Code      01 1% 10 Net 30
2. Description      1% 10 Net 30
* 3. Date/Num/Spec  N
4. # of Payments    5
5. Discount %       1.00
  - First Due -----
6. Net              10
7. Discount         0
  - Cutoff Day -----
8. Current Month    0
9. Next Month       0
  - Subsequent Due ---
10. Net             32
11. Discount        0
  - Specific Date -----
12. Due
13. Discount
    
```

Line to Change (F2-Cont), D-Delete, F4-Backup ..

Arrows: Up-Prev Rec, Down-Next Rec, Pgup-First Rec, Pgdn-Last Rec

# GL Posting Table F/M (APF960)

## Function

This program allows the user to create and maintain GL posting tables. GL posting tables are used to expedite input of GL expense account numbers during AP Document Entry.

Users may establish their own set of valid GL posting tables to be assigned to each vendor. For example, all invoices from freight companies may be expensed to the same GL account number. The user should assign one GL posting table to all freight vendors. Posting tables may be alphabetic or numeric and should be easily recognized. During Document Entry, the user must input the vendor number. The GL posting table code assigned to that vendor is displayed and may be overridden on the invoice. The GL account numbers stored with the GL posting tables become the default value for the expense account number entered in Document Entry. Document Entry also allows a search to display all GL numbers set up in a posting table.

In Document Entry, the user may expense an invoice to up to 999 expense accounts. The GL posting table allows the user to set up to five default expense accounts to make entry of AP documents easier.

The GL posting table also contains the Accounts Payable GL number to post and the Discounts GL number to post when a discount is taken.

**Example:** Southern bell is a vendor set up in the vendor file and for GL posting purposes is considered a telephone vendor. Therefore, the user sets up a GL posting table **TEL**-telephone. When posting most phone bills from Southern Bell, the user normally expenses to the telephone GL expense account. However, occasionally the user advertises in the yellow pages and when those bills are entered, they are expensed to the advertising GL expense account. The user sets up the GL posting table as follows:

GL Table **TEL**  
 Description **Telephone**

		<u>G/L #</u>	<u>Description</u>
Expense	1	<b>735-00-00</b>	<b>Telephone</b>
	2	<b>710-00-00</b>	<b>Advertising</b>
	3		
	4		
	5		
Accounts Payable		<b>310-00-00</b>	<b>Accounts Payable</b>
Discounts		<b>490-00-00</b>	<b>Discounts Taken</b>

In Document Entry, if the GL posting table is **TEL** for the invoice being entered, the system automatically defaults to 735-00-00 for the first GL number to be expensed. The user also may perform a search to display all of the GL expense numbers set up in the **TEL** GL posting table. In this example, 735-00-00 telephone and 710-00-00 advertising are displayed.

Therefore, when a regular telephone bill is entered, the user may allow the system to default to 735-00-00 telephone. However, when an occasional

advertising bill is entered, the user may search to see the other possible expense GL numbers to use.

If the **Post by branch** flag is set to Y in the AP static control record, the Document Entry program automatically inserts the branch in the proper position in the GL number when displaying the expense numbers of the GL posting table.

Within each GL posting table there is also an account number for accounts payable. This number is posted when entering an accounts payable document or writing a check and paying it off. The discounts number is posted when a discount is taken, i.e., when the payment is made and the check is written. Discounts are not posted upon initial entry of the document, but when the discount is entered when payment is made (i.e., when the discount is taken).

If the user enters two bills for Southern Bell - a telephone bill for \$350 and an advertising bill for \$150, the summary Document Entry Register GL distribution using the GL posting table listed above would be as follows:

	<u>Debit</u>	<u>Credit</u>
310-00-00 Accounts payable		-500.00
730-00-00 Telephone	350.00	
710-00-00 Advertising	150.00	

If the user pays the two bills and takes a 2% discount on the advertising bill, the summary Check Register GL distribution using the GL posting table listed above would be as follows:

	<u>Debit</u>	<u>Credit</u>
* 100-00-00 Cash in Bank		-497.00
310-00-00 Accounts Payable	500.00	
490-00-00 Discounts Taken		-3.00

\* The cash G/L number comes from the Bank G/L number set up in the Bank F/M in the banking and check system in system management.

If the **Post by Branch** flag is set to Y in the AP static control record, the Document Entry & Adjustments Register and Check Register automatically insert the branch (assigned to each document) in the AP and discounts GL numbers when posting to GL.

When setting up the GL Posting Tables, because they are user-defined, there is no limit to the number set up. Any of the expense numbers may be entered as defaults in the AP Document Entry. The AP and Discount G/L numbers are mandatory numbers and may not be overridden during entry of current payment selection or check writing.

If a loan is to be entered and the balance posts to Notes Payable rather than an accounts payable account, when setting up GL posting tables, one may be set up as follows:

GL Table	<b>LN</b>		
	<b>Loans</b>		
		G/L #	Description
* Expense	1		
*	2		
*	3		
*	4		
*	5		
Accounts Payable		<b>320-00-00</b>	<b>Notes Payable</b>
Discounts		<b>490-00-00</b>	<b>Discounts Taken</b>

If a GL posting table is set up with no expense accounts, the user has no **default** expense numbers in Document Entry.

The Document Entry program, Document Entry & Adjustments Register and Check Register programs use information stored in these records.

## User Inputs

The following inputs are involved in creating a GL posting table:

### \* **GL Table**

Enter the GL posting table (up to 3 characters). The user may wish to begin numbering GL posting table with 001 and continue with 002, 003, etc. We suggest reserving GL posting table 000 for temporary vendors or any vendor for whom the expense account number may change with each invoice. Posting table 000 would have no expense account numbers entered. Posting table 000 may also be used by the user who does not wish to take advantage of GL posting tables and wishes to type all expense account numbers with each invoice entered. F2 allows a search (ref. 7).

### **2. Description**

Enter the description of the GL posting table (up to 30 characters).

### **3. Expense 1**

Enter the general ledger expense account number used by this GL posting table. The entry must be a valid general ledger number. CR defaults to no expense number initially. F2 allows a search (ref. 7).

### **4. Expense 2**

It may be the case that invoices are divided and expensed to several different account numbers. The user may enter up to five expense account numbers to be used as default values during Document Entry. For example, office supplies may be expensed to several departments. The office supply GL posting table would list up to five expense account numbers for office supplies. Enter the second GL expense number if one is needed. CR initially defaults to no expense number. F2 allows a search (ref. 7).

**5. Expense 3**

Enter the third GL expense number if needed. CR initially defaults to no expense number. F2 allows a search (ref. 7).

**6. Expense 4**

Enter the fourth GL expense number if needed. CR initially defaults to no expense number. F2 allows a search (ref. 7).

**7. Expense 5**

Enter the fifth GL expense number if needed. CR initially defaults to no expense number. F2 allows a search (ref. 7).

**8. Accounts Payable GL Number**

Enter the accounts payable general ledger account number to be used as the offsetting entry against the expense accounts. The entry must be a valid general ledger number. F2 allows a search (ref. 7).

**9. Discounts GL Number**

Enter the discounts taken GL account number. The entry must be a valid general ledger number. F2 allows a search (ref. 7).

**Technical Notes**

**FILES USED** - GLMSTR, GLALPX

**FILES UPDATED** - SMCNTL

GL Table	001	[Search]	[Left] [Right]
Description	Office		
Expense 1	620-01-1	[Search]	
2	565-01-1	[Search]	
3	565-01-1	[Search]	
4	120-02-0	[Search]	
5	000-00 0	[Search]	
Accounts Payable	310-01-0	[Search]	
Discounts	490-01-1	[Search]	

Buttons: [Save] [Delete] [New] [Exit]

Status Bar: Enter GL Posting Table Description



Win with ProvideX

Help

01-Deno Company                      GL Posting Table F/M                      APF960

*. GL Table	001	
2. Description	Office	
3. Expense 1	620-01-1	Office Expense
4.	2	565-01-1 401(k) Employer Expense
5.	3	565-01-1 401(k) Employer Expense
6.	4	120-02-0 Accounts Receivable
7.	5	000-00 0 Not on File
8. Accounts Payable	310-01-0	Accounts Payable
9. Discounts	490-01-1	Discounts Taken

Line to Change (F2-Cont), D-Delete, F4-Backup |

Arrows: Up-Prev Rec, Down-Next Rec, Pgup-First Rec, Pgdn-Last Rec

# Register History F/M (APF965)

## Function

This program allows the user to trace through all registers of the current period to see how the Accounts Payable balance is affected by each register.

When initially setting up the AP system, no records need to be entered here.

For every register run and updated that affects the Accounts Payable balance, a record is created by the system. Information includes the following:

- AP register trace number - As each register is updated the system assigns a trace number.
- Register types - **C**heck, **E**ntry, and **V**endor balancing.
- Date - The date the register is updated.
- Period - The period the register is updated.
- Register # - The number which is assigned to each register when it is run.
- Beginning AP balance - The AP balance before the register is updated.
- Dollar amount - The actual dollar amount of the register which affects the AP balance.
- Discount amount - The discount amount (if applicable) on the register.
- Adjustment amount - The adjustment amount (if applicable) on the register.
- Ending AP balance - The AP balance after the register is updated. This balance becomes the beginning balance on the next AP register trace number.

## User Inputs

The following inputs are involved in creating a register history record:

### \*. AP Register Trace Number

Enter the AP register history trace number (1-9999).

### 2. Register Type

Enter whether the register type is **C**-check, **E**-entry or **V**-vendor balancing. CR initially defaults to C.

### 3. Date

Enter the register date (ref. 2).

### 4. Period

Enter the register period (PPYY).

### 5. Register Number

Enter the register number (1-9999).

### 6. Beginning AP Balance

Enter the AP balance before the register was updated (+/- 99999999.99). CR initially defaults to 0.

**7. Dollar Amount**

Enter the dollar amount of the register to affect the AP balance (+/-99999999.99). CR initially defaults to 0.

**8. Discount Amount**

Enter the discount amount of the register to affect the AP balance (+/-99999999.99). CR initially defaults to 0.

**9. Adjustment Amount**

Enter the adjustment amount of the register to affect the AP balance (+/-99999999.99). CR initially defaults to 0.

**10. Ending AP Balance**

Enter the AP balance after the register has been updated (+/- 99999999.99). CR initially defaults to 0.

**Technical Notes**

**FILES UPDATED - SMCNTL**

**Register History F/M (APF965)**

AP Register Trace #  ⏪ ⏩

Register Type	<input type="text" value="E - Entry Register"/>	Dollar Amount	<input type="text" value="668.47"/>
Date	<input type="text" value="09/07/1997"/>	Discount Amount	<input type="text" value=".00"/>
Period	<input type="text" value="09/1997"/> <b>SEP</b>	Adjustment Amount	<input type="text" value=".00"/>
Register #	<input type="text" value="1505"/>	Ending AP Balance	<input type="text" value="146261.22"/>
Beginning AP Balance	<input type="text" value="145592.75"/>		

Enter Check, Entry, or Vendor Balancing Register Type (C/E/V)

**Win with ProvideX**

Help

---

01-Demo Company                      Register History F/M                      APF965

```

*. AP Register Trace # 6547
2. Register Type      E
3. Date              09/07/1997
4. Period            09/1997 SEP
5. Register #        1505
6. Beginning AP Balance 145592.75
7. Dollar Amount      668.47
8. Discount Amount    .00
9. Adjustment Amount  .00
10. Ending AP Balance 146261.22
    
```

Line to Change (F2-Cont), D-Delete, F4-Backup ..

Arrows: Up-Prev Rec, Down-Next Rec, Pgup-First Rec, Pgdn-Last Rec

# Check Print Control F/M (APF975)

## Function

This program allows the user to create and maintain check parameters that determine the print positions of information on AP checks.

The check parameter records enable the user to control, within broad limitations, the print positions of AP check information without requiring program changes. One record is stored for each bank to allow different checks for each bank. If the standard AP check is to be used, the user should allow each input to default to its preset value. This will produce a check that matches the standard FACTS check.

The Check Print program verifies that check parameters are on file for the selected bank. Therefore, this record must be set up prior to printing checks.

### Laser Check Driver Print Parameters

The laser driver, HPCHECK, prints to laser printers in 12 pitch. Using the correct settings in FACTS and the correct forms, this driver accommodates printing laser checks in FACTS. Contact Transform Technologies directly to order checks or to request samples at (800) 226-2564 or email Chris Bilello at [cbilello@transformtech.net](mailto:cbilello@transformtech.net) or Dottie Ward at [dward@transformtech.net](mailto:dward@transformtech.net).

To use the HPCHECK laser driver, associate a link file for the laser printer with the HPCHECK printer. You can set it up as an additional printer in FACTS if other users make use of the laser printer for normal printing tasks. Use the settings below in Check Print Control F/M for Accounts Payable and Payroll laser check forms.

Note that these settings are only for the laser check forms (Accounts Payable and Payroll) provided by Transform Technologies. Laser check forms provided by any other forms vendor may not comply with the set up parameters given below.

### Accounts Payable Check HPCHECK Laser Driver Parameters

Vouchers tab		Checks tab	
# Lines Per Voucher	41	# Lines Per Check	19
# Invoices Per Voucher	32	Maximum Columns - Script	55
Void Stub Overrun Checks	Y	Check Column - Check Number	51
Plain Paper Vouchers	N	Check Column - Date	62
Voucher Column - Vendor	44	Check Column - Script	11
Voucher Column - Name	62	Check Column - Amount	80
Voucher Column - Date	45	Check Column - Name/Address	13

<b>Vouchers tab (continued)</b>	
Voucher Column - Check Number	70
Voucher Column - Page Number	86
Voucher Column - Invoice Date	0
Voucher Column - Invoice Number	11
Voucher Column - Invoice Amount	25
Voucher Column - Discount	39
Voucher Column - Payment	53
Voucher Column - Memo	66

### User Inputs

The following inputs are involved in creating a check parameter record:

#### *Vouchers Screen*

**\*. Bank**

Enter the bank code for these parameters. The entry must be a valid bank code. F2 allows a search (ref. 7).

**2. # Lines Per Voucher**

Enter the maximum number of horizontal lines (10-99) on the voucher (or stub) portion of the check. CR defaults to 21 initially. Zero defaults to no stub and indicates no stub is used.

**3. # Invoices Per Voucher**

Enter the maximum number of invoices to print on the voucher portion of the check (1-9 less than lines per voucher chosen in input #2). If 0 was entered in input #2, 0 is the only valid input. CR initially defaults to 12.

**4. Void Stub Overrun Checks**

Enter **Y** or **N** to indicate whether to void the checks when the voucher is filled with invoices and print **continued** and continue on another voucher. CR initially defaults to **Y**.

**5. Plain Paper Vouchers**

Enter **Y**, **N** or **O** to indicate whether to print vouchers on plain paper after checks are printed. Entering an **O** means to print the vouchers on overruns only. CR initially defaults to **N**.

**6. Voucher Column - Vendor**

Enter the column number where the vendor number will print on the voucher (0-125). CR initially defaults to 39.

**7. Voucher Column - Name**

Enter the column number where the vendor name will print on the voucher (0-106). CR initially defaults to 53.

**8. Voucher Column - Date**

Enter the column number where the date will print on the voucher (0-123). CR initially defaults to 40.

**9. Voucher Column - Check Number**

Enter the column number where the check number will print on the voucher (0-125). CR initially defaults to 59.

**10. Voucher Column - Page Number**

Enter the column number where the page number will print on the voucher (0-129). CR initially defaults to 75.

**11. Voucher Column - Invoice Date**

Enter the column number where the invoice date will print on the voucher (0-123). CR initially defaults to 2.

**12. Voucher Column - Invoice Number**

Enter the column number where the invoice number will print on the voucher (0-125). CR initially defaults to 11.

**13. Voucher Column - Invoice Amount**

Enter the column number where the gross amount of the invoice will print on the voucher (0-120). CR initially defaults to 22.

**14. Voucher Column - Discount**

Enter the column number where the invoice discount amount will print on the voucher (0-120). CR initially defaults to 34.

**15. Voucher Column - Payment**

Enter the column number where the payment amount will print on the voucher (0-120). CR initially defaults to 46.

**16. Voucher Column - Memo**

Enter the column number where the memo entered during Document Entry will print on the voucher (0-106). CR initially defaults to 58.

*Checks Screen***2. # Lines Per Check**

Enter the maximum number of horizontal lines per check (19-99). CR initially defaults to 21.

**3. Maximum Columns - Script**

Enter the maximum number of columns to be used when spelling out the check amount in words. Count one column for each letter and space (0-130). CR initially defaults to 55.

**4. Check Column - Check Number**

Enter the column number where the check number will print on the check (0-125). CR initially defaults to 45.

**5. Check Column - Date**

Enter the column number where the check date will print on the check (0-123). CR initially defaults to 55.

**6. Check Column - Script**

Enter the column number where the check amount spelled out in words will print on the check (0-131 depending on the maximum number of columns in the script). CR initially defaults to 11.

**7. Check Column - Amount**

Enter the column number where the check amount in numbers will print on the check (0-120). CR initially defaults to 68.

**8. Check Column - Name/Address**

Enter the column number where the vendor's name and address will print on the check (0-106). CR initially defaults to 13.

**Technical Notes**

**FILES UPDATED - SMCNTL**



**Check Print Control F/M (APF975)**

Bank  **Bank of Greater Duluth**

**Vouchers** | **Checks**

# Lines Per Voucher  Void Stub Overrun Checks

# of Invoices Per Voucher  Plain Paper Vouchers

**Voucher Columns**

Vendor	<input type="text" value="39"/>	Inv #	<input type="text" value="11"/>
Name	<input type="text" value="53"/>	Inv Amt	<input type="text" value="22"/>
Date	<input type="text" value="40"/>	Discount	<input type="text" value="46"/>
Check #	<input type="text" value="59"/>	Payment	<input type="text" value="34"/>
Page #	<input type="text" value="75"/>	Memo	<input type="text" value="58"/>
Inv Date	<input type="text" value="2"/>		

Save Delete New Exit

Enter # of Lines Per Voucher Stub (10-99, 0=No Check Stub)

**Win with ProvideX**

Help

**01-Demo Company**                      **Check Print Control F/M**                      **APF975**

\*. Bank                                      01 Bank of Greater Duluth

2. # Lines Per Voucher                      21

3. # of Invoices Per Voucher                12

4. Void Stub Overrun Checks                Y

5. Plain Paper Vouchers                      Y Print

----- **Voucher Columns** -----

6. Vendor	39	12. Inv #	11
7. Name	53	13. Inv Amt	22
8. Date	40	14. Discount	46
9. Check #	59	15. Payment	34
10. Page #	75	16. Memo	58
11. Inv Date	2		

**Vouchers, Checks**

Line to Change (F2-Cont), D-Delete, F4-Backup ..

Arrows: Up-Prev Rec, Down-Next Rec, Pgup-First Rec, Pgdn-Last Rec

# Static Control F/M (APF980)

## Function

This program allows the user to create and maintain the company AP Static Control record. The AP Static Control record is critical to the proper functioning of the AP system. The record contains information which the AP system references in performing various functions.

**CAUTION:** It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your dealer.

## User Inputs

The following inputs are involved in creating the company AP static control record:

### *Financial Screen*

#### **1. Bank**

Enter the bank code of the standard AP bank. This bank becomes the default value throughout the AP system where a bank code is required. The entry must be a valid bank code. CR initially defaults to the first bank on file. F2 allows a search (ref. 7).

#### **2. Use Check Reconciliation**

Enter **Y** or **N** to indicate whether the check reconciliation programs will be used for AP Checks in the Banking and Check System in System Management. If **N** is entered, Check Reconciliation will not be available for AP checks (Reconcile Checks, Check Listing and Check Reconciliation F/M programs are not available for AP checks). CR initially defaults to **Y**.

#### **3. GL Distribution**

The Accounts Payable system may post to general ledger automatically. The Document Entry and Check Registers may print a general ledger distribution and make a journal posting to GL during the update. Enter **0**, **1**, **2**, or **3** to indicate how AP is tied in with general ledger. CR initially defaults to **0**.

#### **4. GL Expense Journal**

If **0** or **1** was entered in input #5, this input is skipped. Enter the general ledger journal number to post to for the expense posting of the Document Entry & Adjustments Register. The entry must be a valid journal number. F2 allows a search (ref. 7).

#### **5. GL Disbursements Journal**

If **0** or **1** was entered in input #5, this input is skipped. Enter the general ledger journal number to post to for the disbursement posting of the Check Register. The entry must be a valid journal number. F2 allows a search (ref. 7).

## 6. Post By Branch

Enter **N** or **Y** to indicate whether to insert the branch in the G/L# when posting to general ledger. If set to **Y**, when entering documents in the Document Entry program, the branch assigned to the document is inserted in the GL account numbers displayed from the GL posting table. When posting to GL in the Document Entry and Check Registers, the branch assigned to the document is inserted in the Accounts Payable and Discounts GL account numbers.

Note that the **Post by Branch** setting only applies to non-expense portions of the AP Document. The GL number for the expense side of an AP Document can be for any branch, regardless of whether “**Post by Branch**” is selected (set to **Y**) on AP Static Control F/M.

## 7. Use Period Check Register

Enter **Y** or **N** to indicate whether the Period Check Register will be used. If **N** is entered, the Period Check register will not be available. CR initially defaults to **Y**.

## 8. Use Period Expense Report

Enter **Y** or **N** to indicate whether the Period Expense Distribution will be used. If **N** is entered, the Period Expense Distribution will not be available. CR initially defaults to **Y**.

## 9. Use Period Disbursement Report

Enter **Y** or **N** to indicate whether the Period Disbursement Distribution will be used. If **N** is entered, the Period Disbursement Distribution will not be available. CR initially defaults to **Y**.

### *General Screen*

#### 1. Number Of Periods Paid Documents Stored

Enter the maximum number of periods to store information regarding paid off documents for report and inquiry purposes (0-99). CR initially defaults to 3; 0 indicates that paid documents are not stored.

#### 2. Number Of Days Auto Increment

The Cash Requirement Reports in accounts payable and purchase orders print amounts due in each of several columns. The user has the ability to determine the number of days in each column. The number of days (1-99) entered here will become the default value for the input on the Cash Requirement Reports. This is also used as the default lead time in the Payment Selection by Date program. CR initially defaults to 7.

#### 3. 1099 EOY Period

Enter the end-of-year period for 1099 purposes (i.e., the fiscal period for December). CR initially defaults to the last period of the fiscal year.

- 0** - no GL distribution is printed or posted.
- 1** - the GL distribution is printed (printing is in detail format) but not posted to GL.
- 2** - the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number).

- 3** - the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

**4. YTD Roll Period**

Enter the fiscal period when year-to-date purchase history figures in the vendor file should be rolled to the prior year. CR initially defaults to the last period of the fiscal year.

**5. Use Payment History**

Enter **Y** or **N** to indicate whether monthly payment history will be used. If **N** is entered, the Payment History Report will not be available. CR initially defaults to **Y**.

**6. Use Vendor Ledgers**

Enter **Y** or **N** to indicate whether to use vendor ledgers. If **N** is entered, ledgers will not be available. CR initially defaults to **Y**.

**7. Use Job Cost**

Enter **Y** or **N** to indicate whether Job Cost is to be used and tied into Accounts Payable. CR initially defaults to **N**.

**8. Aging - First Cutoff**

Enter the first aging cutoff (number of days) to be used to determine the second column on the Aged Payables Report. CR initially defaults to 30. The first column is CURRENT.

**9. Aging - Second Cutoff**

Enter the second aging cutoff (number of days) to be used to determine the third column on the Aged Payables Report. CR initially defaults to 60.

**10. Aging - Third Cutoff**

Enter the third aging cutoff (number of days) to be used to determine the fourth column on the Aged Payables Report. CR defaults to 90 initially. The fifth column is OVER 90 if 90 is entered.

**Technical Notes**

**FILES UPDATED - SMCNTL**

**A/P Static Control F/M (APF980)**

Financial      General

Bank   Bank of Greater Duluth

Use Check Reconciliation

GL Distribution

Expense Journal   Not on File

Disbursements Journal   Not on File

Post By Branch

Use Period Check Register

Use Period Expense Report

Use Period Disbursements Rpt

Enter Default Bank Code, F2-Search

**Win with ProvideX**

Help

01-Demo Company		A/P Static Control F/M	APF980
1. Bank	01	Bank of Greater Duluth	
2. Use Check Reconciliation	Y		
3. GL Distribution	0		
4. Expense Journal		Not on File	
5. Disbursements Journal		Not on File	
6. Post By Branch	N		
7. Use Period Check Register	Y		
8. Use Period Expense Report	Y		
9. Use Period Disbursements Rpt	Y		

Financial, General  
Line to Change (F2-Cont), D-Delete, F4-End .

# Nonstatic Control F/M (APF990)

## Function

This program allows the user to create and maintain the company AP Nonstatic Control record. The AP Nonstatic Control record is critical to the proper functioning of the AP system. The record contains information which the AP system references in performing various functions.

**CAUTION:** It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your dealer.

## User Inputs

The following inputs are involved in creating the nonstatic control record:

### \*1. Current AP Balance

This field should initially be set to 0. It will be updated by the system when documents are entered, checks are written or the Vendor Balancing Register is run. CR initially defaults to 0.

### 2. Current AP Period

Enter the current accounts payable period (PPYY). CR initially defaults to the current GL period and must be in the current or next GL period. After initial entry, this field will be updated by the End-of-Period Update program.

### 3. Date of Last End-of-Period Update

Enter the date of the last End-of-Period Update in accounts payable (ref. 2). After the initial entry, this field will be updated by the End-of-Period Update program. CR initially defaults to 010100.

### 4. Last Recurring Post Date

Enter the date of the last recurring payables posting (ref. 2). After initial entry, this field will be updated by the Post Recurring Payables Update program. F1 defaults to NA (not applicable). CR initially defaults to NA.

Inputs #5-10 are used by the system to keep track of register numbers and are maintained by the system.

### \*5-10. Register Numbers

These numbers keep track of the last register number used. As a register is updated, the last number used is incremented by one. Upon installation, these fields should be set to 0. These fields will automatically be updated through normal processing. CR initially defaults to 0.

### 11. Last Vendor Number Used

Enter the last vendor number used when the system automatically assigns vendor numbers in the Vendor F/M. If F1-NEXT is used to enter the vendor number in the Vendor F/M, the first vendor number will be 1. CR initially defaults to blank.

\* indicates that changing the field after initial installation may have serious repercussions. Please refer to your dealer before any changes are made.

### Technical Notes

#### FILES UPDATED - SMCNTL

# Rebuild AP Sort Files (APU990)

## Function

This program allows the user to rebuild sort files which may not be up to date with the rest of the system.

Sort files are used throughout the FACTS system to enable the user to report or retrieve information in an order other than the order in which the main file is stored in. For example, the records of the customer file are stored in customer number order. To access this file in alphabetical order requires a sort file which is stored by an alpha look up by customer number. The corresponding record in the main file may then be accessed for the needed information.

The Rebuild AP Sort Files program should only be run under the supervision of your dealer.

## User Inputs

The following inputs are involved in rebuilding AP sort files:

### 1. APVALX

Enter **N** or **Y** to indicate whether to rebuild **APVALX**. This file is the AP vendor by alpha sort file to the AP vendor file (APVEND). The file is used in the various AP reports which can be printed alphabetically. CR defaults to N.

### 2. APCLSX

Enter **N** or **Y** to indicate whether to rebuild **APCLSX**. This file is the AP vendor by vendor class sort file to the AP vendor file (APVEND). The file is used in the various AP reports which can be printed by vendor class. CR defaults to N.

### 3. APDOCX

Enter **N** or **Y** to indicate whether to rebuild **APDOCX**. This file is the AP document sort to the document entry & adjustments file (APDOCM). This file is used in the AP Document Entry & Adjustments Register. CR defaults to N.

### 4. APCONX

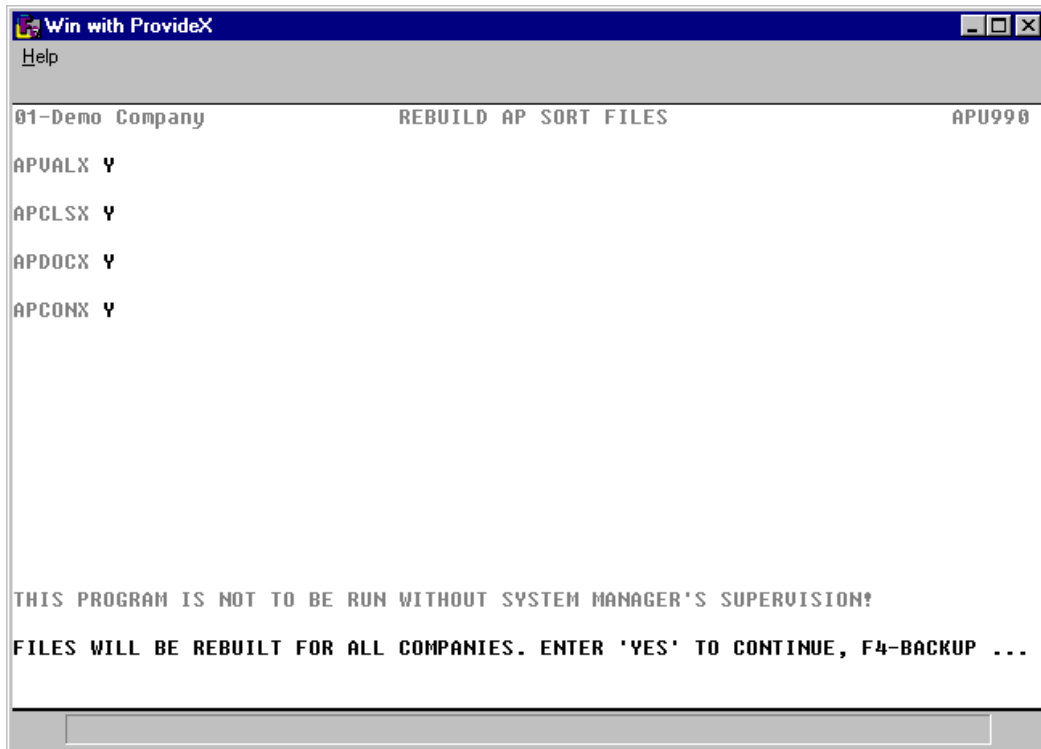
Enter **N** or **Y** to indicate whether to rebuild **APCONX**. This file is the vendor by vendor contact sort file to the AP vendor file (APVEND). This file is used during the contact search in the Vendor Search Program. CR defaults to N.

## Technical Notes

**FILES USED** - SMCNTL, APDOCM, APVEND

**FILES UPDATED** - APDOCX, APVALX, APCLSX, APCONX







# Appendix A: References

**1. Alignment** - An alignment check is often desired to ensure that forms paper is correctly aligned in the printer. Enter Y or N to indicate whether to print an alignment. CR defaults to N and no alignment check is printed. If Y is entered, the alignment check prints immediately and the program returns to this input.

**2. Date** - Dates will be displayed according to the format set in the Company Control Record. For viewing purposes, all dates will be displayed with a two digit year. For editing purposes, all dates will allow the entry and display of a four digit year. An entry date can be viewed in its entirety by using the left and right arrow keys or by using the HOME and END keys to scroll through the date field. The system will allow the full date or a partial date to be entered.

Special dates that were previously displayed and stored as 01/01/00 and 12/31/99 will no longer be handled in the same manner. Tag names such as NONE, ASAP, FIRST, LAST, etc. will now be used in place of 'generic' dates. These tag names will also be accepted as the valid input dates in some data entry prompts.

If you are upgrading from FACT 6.05 (or earlier) to FACTS 6.06 (or later), the dates stored in your system are converted for you behind the scenes. Dates that display as \*\*/\*\*/\*\* indicate that data is present for the field but the system does not know how to interpret the date. Contact your affiliate for support.

**The Rule of 50:** FACTS programs uses a "rule of 50" logic to expedite date processing. If the two digit year is greater than or equal to 50, the system will assume the date to be in the 1900s; if the two digit year is less than 50, the system will assume the date to be in the 2000s.

During data entry, if the system is unable to interpret the date entered, the date mask will be displayed in the prompt. If the system is able to interpret the date entered, the date will be displayed in the prompt. Dates prior to 01/01/1800 or after 12/31/2199 are not allowed during date entry.

FACTS programs contain 8-character and 10-character date fields. The date editing/entry display varies slightly depending on whether it is an 8-character or 10-character field. When editing a date, using the right arrow or the END key, will advance the cursor to the end of the date field and using the left arrow or the HOME key, will advance the cursor to the beginning of the date field.

	8-Character Date Field	10-Character Date Field
When entering a date in the 1900s (as defined by the 50-rule), the date will be displayed as follows:	<b>ORDERED</b> 01/02/96<	<b>ORDERED</b> 01/02/96 <
Use the right arrow key or the END key to display the full 4-digit year:	<b>ORDERED</b> /02/1996<	<b>ORDERED</b> 01/02/1996<
A plus sign at the end of the date field		

indicates that the year is not in the default century.	<b>ORDERED</b> <u>0</u> 1/02/96+	<b>ORDERED</b> <u>0</u> 1/02/2096<
--	----------------------------------	------------------------------------

**3. Order** - In various reports, payment selection and transfer/change codes, the order choice may be selected. The options are by V-vendor number, A-alpha sort or C-vendor class. For example, the user may want to print in vendor class order. CR defaults to V.

**4. Beginning Order Choice** - Enter the beginning order choice to be selected, e.g., if vendor class (C) was selected above, the user selects the beginning vendor class to process. CR defaults to FIRST (the first vendor class on file).

**5. Ending Order Choice** - Enter the ending order choice to be selected, e.g., if vendor class (C) was selected above, the user selects the ending vendor class to process. CR defaults to LAST (the last vendor class on file).

**6. Prompt-Selection Input** - This refers to the flashing cursor usually found in the lower right hand corner of a screen. This prompt allows the user to perform a number of functions:

**# - Changes a line-item.** Line-items may be changed or deleted by entering the corresponding line number. During this change routine, F1 allows the currently displayed value to remain the same.

**L - Lists line-items.** A limited number of line-items appear on the screen at any one time. The list function allows line-items to be redisplayed. The user selects the beginning line number to list.

**A - Adds a line-item.** Line-items may be added as needed.

**D - Deletes the document/adjustment.** The document/adjustment may be deleted at any time. The screen is cleared and the program returns to the vendor number input to await further entries.

**F2 - Changes header.** Header information in the upper portion of the screen may be changed as necessary. During this change routine, F1 allows the currently displayed value to remain the same.

**F3 - Accesses the ending routine.** F3 ends entry of the document which clears the screen of the information just entered and returns to the vendor number input to await further entries.

**7. Searches** - Search features allow you to search for various fields (example: salesperson/territory) when little or no information is known about them. The search displays in a separate screen. The user may enter a search key, continue to view the search fields, select the line number of one of the fields displayed, or return to the program input.

**8. Vendor Search** - Vendor information can be searched alphabetically, as well as by contact name and vendor number. To switch between search orders, press F2 and select one of the options from the popup window that appears.

Press F1 to restrict a search by class, keyword or the first several characters of the vendor number. (These restrictions appear in the program as Class, Keyword, Vendor # Starts With.)

```

LINE #+W TO DISPLAY WAREHOUSE QUANTITIES
F2-CHANGE SEARCH ORDER: ALPHA, INTERCHANGE, ITEM NUMBER, CLASS
ENTER BEG ALPHA, F1-SET RESTRICTIONS, F3-ALT SRCH, F4-BKUP .....
ARROWS: UP=PREVIOUS, DOWN=NEXT, LEFT=PGUP, RIGHT=PGDN TOP OF LINES
    
```

**Search shortcuts.** As shown in the graphic above, search order and restrictions are represented by bold, underlined letters. If you combine these letters at the entry prompt with first several characters of the item you are searching for, followed by F1 or F2, you can reduce the number of steps it takes to switch search orders or set restrictions. In a vendor search, for example, you can find vendors with contacts named Ellis by entering **CK.Ellis** at the entry prompt and then press F1 or F2. Following are more examples of search shortcuts.

If you want to...	Then...
Switch to an Item Number search	Enter <b>N</b> plus <b>F2</b>
Switch to an Item Number search and begin your search at entries starting with I310	Enter <b>N.I310</b> plus <b>F2</b>
Switch to an Alpha search order and set a keyword restriction of ladder	Enter <b>AK.ladder</b> plus <b>F1</b> or <b>F2</b>

**9. Sync** - Sync is a method of connecting information entered in Sales Orders with information displayed in customer, item and vendor inquiries. It is a very useful tool if you are using any form of windowing because you can quickly switch from Sales Orders to the inquiries that have been connected.

**NOTE:** Sync is used in inquiries to Sales Order Entry is based on user code. This means that if you logged into FACTS in one window under one name and signed into another window under another name, it will appear as if the Sync function is not working.

Sync can be initiated or disabled by pressing F1 from the following screens:

- SO Customer Inquiry SOI610
- AP Vendor Inquiry API610
- AR Customer Inquiry ARI610
- IC Item Inquiry ICI610

While in Sync mode, the inquiry program will examine a file called SMUSED approximately every three seconds. This file contains the last customer number, item number and vendor number input in Sales Order Entry. If this number is different than the one currently being displayed in the inquiry, the inquiry will change its display to show information on this new customer, item or vendor.

# Appendix B: Glossary of Terms

**Branch** - Branch number is used throughout the FACTS system. Branches may be referred to as stores or profit centers, divisions within an organization. The system will default various branch prompts to the branch set up in System Management Terminal F/M for each user. The posting tables for each module may be set up so that the branch number is automatically inserted into the General Ledger Account number when the system creates its journal entries. Inquiries and reports may be run by branch.

**Department** - GL departments are used to track revenues and expenses by division. The GL department is imbedded in the G/L number for posting purposes. General Ledger financial reports may be printed by department.

**Document Groups** - Optionally, vendors may be assigned a document group. The most common use of the document group is to flag vendors receiving 1099's with a specific group number for printing 1099's. Various AP reports allow the user to print the report for selected document groups.

**G/L # (General Ledger account number)** - G/L numbers are set up through the GL Account F/M program. GL account numbers are user-defined and are used throughout the FACTS system for posting purposes to GL.

**Journal Number** - Journal numbers are used for separating journal entries in GL by type of entry (example: sales, payroll, receivables, etc.). Each module determines the journal number to post the transactions of that module to in general ledger.

**Ledgercards** - Vendor ledgercards provide a detail history of every transaction for a vendor (i.e., any invoices entered, checks written). Each vendor in the vendor file has a choice of whether to store ledgercards. Ledgercards include information for each transaction such as the date, transaction type and debit or credit amount. Ledgercard information is available for display through the Vendor Inquiry and may be printed through the Vendor Ledgercards print. Ledgercards may be removed through the Vendor Ledgercard Removal program.

**Manual Checks** - The AP Manual Check entry program allows the user to enter and record manual checks that have been written against a payable that is currently in the open payables file.

**Noninvoice Checks** - The AP Noninvoice Check entry program allows the user to pay a document that is not in the open payables file. This entry program allows for the document to be entered, expensed and the payment recorded in one process. Recording COD payments are the most common use of this program.

**Temporary Item Lead Time** - Lead time is the number of days from the date a purchase order is placed for an item until the date the item is received. Lead time data for stocked items is maintained by the system; the temporary lead time prompt provides the capability of manually providing lead time information for temporary items used in Blanket Sales Order entry.

**Permanent/Temporary Vendors** - The system allows flagging each vendor as permanent or temporary so that the AP Vendor file can be routinely purged of unnecessary records. At the end of the period, if the vendor has a zero balance and has been flagged Temporary, the vendor will be removed from the system.

**Recurring Documents** - Documents that are paid repetitively such as rent or loan payments can be set up once in the Recurring Document system specifying the amount of the payable, the dates to post the associated invoice and a predetermined cutoff date.

**Sequence Number** - Sequence number is the numbering scheme (from 01 to 99) used on recurring AP documents. The use of sequence numbers allows multiple recurring payable documents to be entered for each vendor.

**Terms Code** - Terms codes are created and maintained through Account Payable Terms Code F/M and Accounts Receivable Terms Code F/M. Terms codes are used in calculating invoice due dates, and discount information.

**Vendor Class** - Vendor classes are used as a way of categorizing groups of vendors. A GL table is associated with each class. This GL table will be used as a default entry when using Vendor F/M.



## APPENDIX C: SAMPLE REPORTS

<b>PROGRAM</b>	<b>NAME</b>	<b>PAGE</b>
APR110	Document Entry & Adjustment Register	C-2
APR112	Document Entry Register G/L Distribution	C-3
APR120	Recurring Document Listing	C-4
APR210	Payment Selection List	C-5
APR220	Hold List	C-6
APR310	Sample Accounts Payable Check Printout	C-7
APR310	Accounts Payable Check Register	C-8
APR310	Noninvoice Check Register	C-9
APR312	Accounts Payable Check Register G/L Distribution	C-10
APR710	Cash Requirements Report	C-12
APR720	Open Payables Report	C-13
APR730	Aged Payables Report	C-14
APR740	Inactive Vendor Listing	C-15
APR750	Vendor Listing - General Information	C-16
APR750	Vendor Listing - History Information	C-17
APR755	Vendor Ledgercards	C-18
APP710	Vendor Label Print	C-19
APP720	Rolodex Vendor Card Print	C-20
APR760	Purchase History Report	C-21
APR770	Payment History Report	C-22
APP730	1099 Print	C-23
APR810	Period Check Register	C-24
APR820	Period Expense Distribution	C-25
APR830	Period Disbursement Distribution	C-26
APR840	Register History Report	C-27
APR850	Document Removal Register	C-28

Document Entry Register

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 DOCUMENT ENTRY & ADJ REGISTER #1512

APR110 PAGE: 1  
 TIME: 8:53 AM

PERIOD 09/02 SEP  
 BRANCH 01

VENDOR NAME	DOCUMENT	BR	TBL	GL PO#	ENTRY	DATE	DUE	DISCOUNT	GROSS AMOUNT	ALLOWABLE DISCOUNT	GL G/L#	DISTRIBUTION	AMOUNT
Document Entries													
V103 OFFICE PRODUCTS IN	13589	01	001	004985	09/28/02	10/28/02	10/08/02		126.11	1.26	620-01-1 540-01-1		120.11 6.00
V111 ATLANTA GAS COMPAN	321981	01	002	000065	09/28/02	10/08/02	10/08/02		259.93	.00	790-01-1 540-01-1		247.55 12.38
V118 GEORGIA INSURANCE	321981	01	004	015651	09/28/02	10/28/02	10/28/02		208.83	.00	780-01-1 540-01-1		198.89 9.94
V122 PREMIUM INSURANCE	321918	01	004	000654	09/27/02	10/27/02	09/27/02		744.99	.00	750-01-1 540-01-1		709.51 35.48
									DOCUMENT TOTAL	1339.86	1.26		

BEGINNING AP BALANCE 44696.38  
 ENTRYc TOTAL 1339.86  
 ADJUSTMENT TOTAL .00  
 ENDING AP BALANCE 46036.24

DOCUMENTS: 4

END OF REGISTER

Document Entry Register GL Distribution

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 AP ENTRY REGISTER GL DISTRIBUTION #1512

APR110 PAGE: 1  
 TIME: 8:53 AM

GL PERIOD 09/02 SEP

G/L#	DESCRIPTION	VENDOR NAME	DOCUMENT	DEBIT	CREDIT	NET
310-01-0	ACCOUNTS PAYABLE	V103 OFFICE PRODUCTS INTERNATIO	13589		126.11	
		V111 ATLANTA GAS COMPANY	321981		259.93	
		V118 GEORGIA INSURANCE SERVICES	321981		208.83	
		V122 PREMIUM INSURANCE COMPANY	321918		744.99	
		ACCOUNT TOTAL		.00	1339.86	(1339.86)
540-01-1	SALES TAX	V103 OFFICE PRODUCTS INTERNATIO	13589	6.00		
		V111 ATLANTA GAS COMPANY	321981	12.38		
		V118 GEORGIA INSURANCE SERVICES	321981	9.94		
		V122 PREMIUM INSURANCE COMPANY	321918	35.48		
		ACCOUNT TOTAL		63.80	.00	63.80
620-01-1	OFFICE EXPENSE	V103 OFFICE PRODUCTS INTERNATIO	13589	120.11		
		ACCOUNT TOTAL		120.11	.00	120.11
750-01-1	INSURANCE EXPENSE	V122 PREMIUM INSURANCE COMPANY	321918	709.51		
		ACCOUNT TOTAL		709.51	.00	709.51
780-01-1	LEGAL & PROFESSIONAL	V118 GEORGIA INSURANCE SERVICES	321981	198.89		
		ACCOUNT TOTAL		198.89	.00	198.89
790-01-1	UTILITIES	V111 ATLANTA GAS COMPANY	321981	247.55		
		ACCOUNT TOTAL		247.55	.00	247.55
		REPORT TOTAL		1339.86	1339.86	.00

ACCOUNTS: 6

END OF GL DISTRIBUTION

Recurring Document Listing

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 RECURRING DOCUMENT LISTING

APR120 PAGE: 1  
 TIME: 8:58 AM

VENDOR FIRST TO LAST  
 ALL DOCUMENTS, DATE 09/20/02-09/28/02  
 CURRENT PERIOD 09/02

SQ	DOC GRP	GL TBL	TC	BRANCH	POST PO#	DAY	MONTHS	STANDARD	AMOUNT THIS PD	CUT OFF	---TO DATE---	AMOUNT MEMO	STATUS	
Vendor V103 OFFICE PRODUCTS INTERNATIONAL														
01	02	001	30	01	325624	10	010203040506070809101112	314.42	314.42	N	2	1257.66	COMPUTER MAINTENANCE	U
02	02	001	30	02	623452	10	010203040506070809101112	155.96	155.96	N	2	623.84	COMPUTER MAINTENANCE	U
Vendor V118 GEORGIA INSURANCE SERVICES														
01	02	004	30	01	345634	10	010203040506070809101112	395.89	395.89	N	2	791.78	INSURANCE PREMIUMS	U
02	02	004	30	02	672354	10	010203040506070809101112	197.98	197.98	N	2	395.96	INSURANCE PREMIUMS	U

SQ=SEQUENCE NUMBER, TC=TERMS CODE, CUTOFF BASIS: A=AMOUNT, D=DATE, N=NUMBER OF PAYMENTS  
 STATUS: U=UNEXPIRED, P=POST THIS PERIOD, C=COMPLETED THIS PERIOD, E=EXPIRED, \*=UNABLE TO POST

DOCUMENTS: 4

END OF REPORT

Payment Selection List

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 PAYMENT SELECTION LIST

APR210 PAGE: 1  
 TIME: 8:59 AM

ALPHA FIRST TO LAST  
 BRANCH 01

VENDOR NAME	DOCUMENT	DOC GRP	ENTRY	DATE DUE	DISCOUNT	CURRENT AMOUNT	DOCUMENT DISCOUNT	PAYMENT AMOUNT	DISCOUNT
V100 GENERAL INDUSTRIAL MFG	1345	01	09/10/02	09/30/02	09/10/02	88.88	1.77	88.88	.00*
							VENDOR TOTAL	88.88	.00
V110 GEORGIA SHIPPING EQUIP. CO.	1325	01	08/29/02	09/28/02	08/29/02	1908.68	.00	1908.68	.00*
							VENDOR TOTAL	1908.68	.00
V101 INDUSTRIAL SUPPLY DISTRIBUTORS	1335	01	09/03/02	10/03/02	09/13/02	1301.79	11.52	1301.79	.00*
							VENDOR TOTAL	1301.79	.00
V107 LIGHTNING COURIER SERVICE	14825	02	09/24/02	10/04/02	09/24/02	8.55	.00	8.55	.00*
	4512368753	02	09/14/02	09/24/02	09/24/02	34.78	.00	34.78	.00*
							VENDOR TOTAL	43.33	.00
V114 LINDA'S FLOWER SHOP	1254589365	02	09/21/02	10/20/02	10/10/02	219.64	.00	219.64	.00*
							VENDOR TOTAL	219.64	.00
V115 NATIONAL CONVEYORS, INC.	1357	01	09/17/02	09/30/02	09/10/02	181.39	3.33	181.39	.00*
							VENDOR TOTAL	181.39	.00
V122 PREMIUM INSURANCE COMPANY	98198198	02	08/31/02	09/30/02	08/31/02	197.98	.00	197.98	.00*
							VENDOR TOTAL	197.98	.00
V102 S.E. INDUSTRIAL PROD. & EQUIP.	1340	01	09/04/02	10/04/02	09/04/02	2948.59	.00	2948.59	.00*
							VENDOR TOTAL	2948.59	.00
V116 WORLD MATERIALS HANDLING CO.	1351	01	09/13/02	09/30/02	09/10/02	238.42	4.77	238.42	.00*
							VENDOR TOTAL	238.42	.00
							REPORT TOTAL	7128.70	.00

DOCUMENTS: 10

END OF REPORT

Hold List

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 HOLD LIST

APR220 PAGE: 1  
 TIME: 9:01 AM

ALPHA FIRST TO LAST  
 BRANCH 01

VENDOR NAME	DOCUMENT	DOC GRP	ENTRY	DATE	DUE	DISCOUNT	AMOUNT	DISCOUNT	HOLD MEMO
V110 GEORGIA SHIPPING EQUIP. CO.	1350	01	09/12/02	10/12/02	09/12/02		230.40	.00	DISPUTE RE: DAMAGE
							VENDOR TOTAL	230.40	.00
V119 INDUSTRIAL CHEMICALS INC.	1343	01	09/07/02	10/30/02	10/10/02		1342.54	25.85	APPARENT OVERCHARGE
							VENDOR TOTAL	1342.54	25.85
V102 S.E. INDUSTRIAL PROD. & EQUIP.	1356	01	09/17/02	10/17/02	09/17/02		269.34	.00	ALLOWANCE FOR DEFECT
							VENDOR TOTAL	269.34	.00
							REPORT TOTAL	1842.28	25.85

DOCUMENTS: 3

END OF REPORT

Sample Check Printout

			V122	PREMIUM INSURANCE COMPANY	
			09/28/02	003100	1
08/31/02	98198198	197.98	.00	197.98	

		197.98	.00	197.98	
--	--	--------	-----	--------	--

003100 09/28/02

ONE HUNDRED NINETY SEVEN AND 98/100 DOLLARS

\*\*\*\*\*197.98

PREMIUM INSURANCE COMPANY  
9272 CROGAN STREET  
ATLANTA, GA 30309

AP Check Register

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 AP CHECK REGISTER #0353

APR310 PAGE: 1  
 TIME: 9:05 AM

REGISTER DATE: 09/28/02  
 BANK 01 FIRST NATIONAL BANK OF ATLANTA  
 PERIOD 09/02 SEP

CHECK	DATE	AMOUNT	VENDOR NAME	DOCUMENT	ENTRY	DATE DUE	PAYMENT	DISCOUNT TAKEN	MEMO
REGULAR CHECKS									
003071	09/28/02	1301.79	V101 INDUSTRIAL SUPPLY DIS	1335	09/03	10/03	1301.79	.00	
003072	09/28/02	2948.59	V102 S.E. INDUSTRIAL PROD.	1340	09/04	10/04	2948.59	.00	
003074	09/28/02	1908.68	V110 GEORGIA SHIPPING EQUI	1325	08/29	09/28	1908.68	.00	
003075	09/28/02	219.64	V114 LINDA'S FLOWER SHOP	1254589365	09/21	10/20	219.64	.00	WEDDING ARR. FOR MR. THRY
003077	09/28/02	238.42	V116 WORLD MATERIALS HANDL	1351	09/13	09/30	238.42	.00	
003078	09/28/02	.00	VOIDED - REPRINT CHECK						
003100	09/28/02	197.98	V122 PREMIUM INSURANCE COM	98198198	08/31	09/30	197.98	.00	
REGULAR CHECKS		7128.70							
MANUAL & VOID CHECKS									
003066	09/21/02	-1251.91	V108 GEORGIA NEWSPAPER	681681	08/24	09/23	-600.13	.00	
				3457124114	08/25	09/24	-651.78	.00	
041851	09/28/02	72.08	V100 GENERAL INDUSTRIAL MF	1364	09/17	10/30	72.08	1.47	
MANUAL & VOIDS		-2987.59							
REGISTER TOTAL		4141.11							

CHECK REGISTER RECAP:

BEGINNING AP BALANCE	44696.38
-PAYMENTS	4141.11
-DISCOUNTS	1.47
ENDING AP BALANCE	40553.80

REGULAR, MANUAL, AND VOID CHECKS: 13



AP Noninvoice Check Register

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 AP NONINVOICE CHECK REGISTER #0353

APR310 PAGE: 2  
 TIME: 9:05 AM

CHECK	DATE	AMOUNT	VENDOR NAME	DOCUMENT	DATE	AMOUNT PAID	DISCOUNT TAKEN	G/L#	MEMO
041849	09/27/02	12.18	V107 LIGHTNING COURIER SERV	456813	09/27/02	12.18	.00	730-01-1	SERVICE CHARGE
041852	09/28/02	297.35	V113 ATLANTA CRANE & HOISTS	12512411	09/28/02	297.35	.00	175-01-0	
REGISTER TOTAL		309.53							
NONINVOICE CHECKS: 2									END OF REGISTER

AP Check Register GL Distribution

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 AP CHECK REGISTER GL DISTRIBUTION #0353

APR310 PAGE: 1  
 TIME: 9:05 AM

GL PERIOD 09/02 SEP

G/L#	DESCRIPTION	VENDOR NAME	CHECK	DOCUMENT	DEBIT	CREDIT	NET
100-01-0	CASH	V100 GENERAL INDUSTRIAL MF	003070	1345		88.88	
			041851	1364		72.08	
		V101 INDUSTRIAL SUPPLY DIS	003071	1335		1301.79	
		V102 S.E. INDUSTRIAL PROD.	003046	1299	1833.81		
			003072	1340		2948.59	
		V107 LIGHTNING COURIER SER	003073	14825		8.55	
			003073	4512368753		34.78	
			041849	456813		12.18	
			041850	1145525896		26.05	
		V108 GEORGIA NEWSPAPER	003066	681681	600.13		
			003066	3457124114	651.78		
		V110 GEORGIA SHIPPING EQUI	003074	1325		1908.68	
		V113 ATLANTA CRANE & HOIST	041852	12512411		297.35	
		V114 LINDA'S FLOWER SHOP	003075	1254589365		219.64	
		V115 NATIONAL CONVEYORS, I	003076	1357		181.39	
		V116 WORLD MATERIALS HANDL	003077	1351		238.42	
		V122 PREMIUM INSURANCE COM	003100	98198198		197.98	
				ACCOUNT TOTAL	3085.72	7536.36	(4450.64)
175-01-0	INVENTORY	V113 ATLANTA CRANE & HOIST	041852	12512411	297.35		
				ACCOUNT TOTAL	297.35	.00	297.35
310-01-0	ACCOUNTS PAYABLE	V100 GENERAL INDUSTRIAL MF	003070	1345	88.88		
			041851	1364	73.55		
		V101 INDUSTRIAL SUPPLY DIS	003071	1335	1301.79		
		V102 S.E. INDUSTRIAL PROD.	003046	1299		1833.81	
			003072	1340	2948.59		
		V107 LIGHTNING COURIER SER	003073	14825	8.55		
			003073	4512368753	34.78		
			041850	1145525896	26.05		
		V108 GEORGIA NEWSPAPER	003066	681681		600.13	
			003066	3457124114		651.78	
		V110 GEORGIA SHIPPING EQUI	003074	1325	1908.68		
		V114 LINDA'S FLOWER SHOP	003075	1254589365	219.64		
		V115 NATIONAL CONVEYORS, I	003076	1357	181.39		
		V116 WORLD MATERIALS HANDL	003077	1351	238.42		
		V122 PREMIUM INSURANCE COM	003100	98198198	197.98		
				ACCOUNT TOTAL	7228.30	3085.72	4142.58

AP Check Register GL Distribution (cont'd)

490-01-1 DISCOUNTS TAKEN	V100 GENERAL INDUSTRIAL MF 041851	1364		1.47	
			-----	-----	-----
	ACCOUNT TOTAL		.00	1.47	(1.47)
730-01-1 POSTAL EXPENSE	V107 LIGHTNING COURIER SER 041849	456813	12.18		
			-----	-----	-----
	ACCOUNT TOTAL		12.18	.00	12.18

DATE: 09/28/02  
 USER: SSI TOX

DEMO COMPANY  
 AP CHECK REGISTER GL DISTRIBUTION #0353

APR310 PAGE: 2  
 TIME: 9:05 AM

G/L#	DESCRIPTION	VENDOR NAME	CHECK	DOCUMENT	DEBIT	CREDIT	NET
=====							
					-----	-----	-----
			REPORT TOTAL		10623.55	10623.55	.00

ACCOUNTS: 5

END OF GL DISTRIBUTION

Cash Requirements Report

DATE: 09/28/02  
 USER: SSI TOX

DEMO COMPANY  
 CASH REQUIREMENTS REPORT

APR710 PAGE: 1  
 TIME: 9:09 AM

ALPHA FIRST TO LAST  
 HOLDS INCLUDED  
 BRANCH 01; BASED ON DUE DATE

VENDOR NAME	BALANCE	-----DATES-----						
		THRU 09/28	09/29-10/05	10/06-10/12	10/13-10/19	10/20-10/26	10/27-11/02	
V117 D'ANCONIA COPPER AND ELECTRIC	982.33	.00	.00	.00	982.33	.00	.00	
V109 FIRST BANK OF THE SOUTH	160.77	.00	.00	.00	160.77	.00	.00	
V100 GENERAL INDUSTRIAL MFG	1193.43	.00	88.88	.00	.00	.00	1104.55	
V118 GEORGIA INSURANCE SERVICES	1050.00	.00	.00	.00	.00	1050.00	.00	
V108 GEORGIA NEWSPAPER	373.37	.00	.00	.00	347.12	26.25	.00	
V110 GEORGIA SHIPPING EQUIP. CO.	4319.57	1908.68	.00	2065.54	345.35	.00	.00	
V112 GRANDE HOTEL	959.21	.00	.00	.00	420.43	538.78	.00	
V101 INDUSTRIAL SUPPLY DISTRIBUTORS	1819.06	.00	1301.79	.00	517.27	.00	.00	
V119 INDUSTRIAL CHEMICALS INC.	3732.98	.00	.00	.00	.00	.00	3732.98	
V107 LIGHTNING COURIER SERVICE	43.33	34.78	8.55	.00	.00	.00	.00	
V114 LINDA'S FLOWER SHOP	219.64	.00	.00	.00	.00	219.64	.00	
V115 NATIONAL CONVEYORS, INC.	362.78	.00	181.39	.00	.00	.00	181.39	
V103 OFFICE PRODUCTS INTERNATIONAL	297.92	.00	.00	.00	127.82	170.10	.00	
V122 PREMIUM INSURANCE COMPANY	279.09	.00	197.98	81.11	.00	.00	.00	
V104 REARDEN METALS, INC.	171.43	.00	.00	68.11	103.32	.00	.00	
V102 S.E. INDUSTRIAL PROD. & EQUIP.	3217.93	.00	2948.59	.00	269.34	.00	.00	
V106 SANITATION SERVICES, INC.	332.27	.00	.00	.00	332.27	.00	.00	
V121 SOUTHERN ELECTRIC COMPANY	2288.63	.00	.00	.00	.00	2288.63	.00	
V105 WAREHOUSE EQUIPMENT UNLIMITED	3272.47	.00	.00	3272.47	.00	.00	.00	
V116 WORLD MATERIALS HANDLING CO.	2724.92	.00	238.42	.00	.00	.00	2486.50	
REPORT TOTAL	27801.13	1943.46	4965.60	5487.23	3606.02	4293.40	7505.42	

VENDORS: 20

END OF REPORT

Open Payables Report

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 OPEN PAYABLES REPORT

APR720 PAGE: 3  
 TIME: 9:11 AM

VENDOR NAME	DOCUMENT	GRP	PD	ENTRY DATE	ORIGINAL AMOUNT	DISCOUNT	TRANSACTION TOTAL	CURRENT BALANCE
V102 S.E. INDUSTRIAL PROD. & EQUIP.	1340	01	09/02	09/04/02	2948.59	.00	.00	2948.59
	1356	01	09/02	09/17/02	269.34	.00	.00	269.34
	VENDOR TOTAL							3217.93
V106 SANITATION SERVICES, INC.	4516218732	03	09/02	09/14/02	332.27	.00	.00	332.27
	5246256235	03	08/02	08/10/02	737.22	.00	737.22	.00
	7456323563	03	08/02	08/11/02	1104.72	.00	1104.72	.00
	VENDOR TOTAL							332.27
V121 SOUTHERN ELECTRIC COMPANY	13461346	03	08/02	08/10/02	182.56	.00	182.56	.00
	98465654	03	09/02	09/25/02	2288.63	.00	.00	2288.63
	5253856969	03	08/02	08/11/02	182.56	.00	182.56	.00
	VENDOR TOTAL							2288.63
	REPORT TOTAL							21803.74

OPEN DOCUMENTS: 57

END OF REPORT

Aged Payables Report

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 AGED PAYABLES REPORT

APR730 PAGE: 1  
 TIME: 9:13 AM

ALPHA FIRST TO V108  
 AGING DATE 09/28/02  
 INCLUDING NEXT PERIOD  
 BRANCH 01

VENDOR NAME	LAST PAYMENT	BALANCE	--AGING--				
			CURRENT	1-30	31-60	61-90	OVER 90
V117 D'ANCONIA COPPER AND	09/07/02	982.33	982.33	.00	.00	.00	.00
V109 FIRST BANK OF THE SOU	09/07/02	160.77	160.77	.00	.00	.00	.00
V100 GENERAL INDUSTRIAL MF	09/07/02	1193.43	1193.43	.00	.00	.00	.00
V118 GEORGIA INSURANCE SER	09/07/02	1050.00	1050.00	.00	.00	.00	.00
V108 GEORGIA NEWSPAPER	09/21/02	373.37	373.37	.00	.00	.00	.00
V110 GEORGIA SHIPPING EQUI	09/21/02	4319.57	4319.57	.00	.00	.00	.00
V112 GRANDE HOTEL	09/14/02	959.21	959.21	.00	.00	.00	.00
V101 INDUSTRIAL SUPPLY DIS	09/21/02	1819.06	1819.06	.00	.00	.00	.00
V119 INDUSTRIAL CHEMICALS	08/24/02	3732.98	3732.98	.00	.00	.00	.00
V107 LIGHTNING COURIER SER	09/21/02	43.33	8.55	34.78	.00	.00	.00
V114 LINDA'S FLOWER SHOP	09/14/02	219.64	219.64	.00	.00	.00	.00
V115 NATIONAL CONVEYORS, I	09/07/02	362.78	362.78	.00	.00	.00	.00
V103 OFFICE PRODUCTS INTER	09/07/02	297.92	297.92	.00	.00	.00	.00
V122 PREMIUM INSURANCE COM	09/14/02	279.09	279.09	.00	.00	.00	.00
V104 REARDEN METALS, INC.	09/07/02	171.43	171.43	.00	.00	.00	.00
V102 S.E. INDUSTRIAL PROD.	09/21/02	3217.93	3217.93	.00	.00	.00	.00
V106 SANITATION SERVICES,	09/07/02	332.27	332.27	.00	.00	.00	.00
V121 SOUTHERN ELECTRIC COM	09/07/02	2288.63	2288.63	.00	.00	.00	.00
REPORT TOTAL		21803.74	21768.96	34.78	.00	.00	.00

VENDORS: 18

END OF REPORT

Inactive Vendor Listing

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 INACTIVE VENDOR LISTING

APR740 PAGE: 1  
 TIME: 9:14 AM

ALPHA FIRST TO LAST  
 YTD PURCHASES LESS THAN \$ 5000.00

VENDOR NAME	CLASS	DOC GRP	DATE OPENED	LAST PURCHASE	LAST PAYMENT	---HIGHEST DATE	BALANCE AMOUNT	CURRENT BALANCE	-----PURCHASES YTD	-----PYR
V109 FIRST BANK OF THE SOUTH	C&T	02	04/15/02	09/14/02	09/07/02	08/04/02	490.83	221.21	3745.48	4322.72
V107 LIGHTNING COURIER SERVICE	MIS	02	12/20/02	09/24/02	09/21/02	08/17/02	887.54	69.38	4340.17	5006.75
V114 LINDA'S FLOWER SHOP	MIS	02	03/24/02	09/21/02	09/14/02	09/21/02	406.69	406.69	879.59	543.45
V122 PREMIUM INSURANCE COMPANY	INS	02	12/05/02	09/25/02	09/14/02	09/07/02	533.88	491.88	2273.65	2936.41
V104 REARDEN METALS, INC.	MIS	02	01/12/02	09/14/02	09/07/02	08/04/02	295.36	206.27	2325.26	2771.41

VENDORS: 5

END OF REPORT

Vendor Listing - General

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 VENDOR LISTING - GENERAL INFO

APR750 PAGE: 3  
 TIME: 9:17 AM

VENDOR NAME	ALPHA	CLASS	TERMS	DOC GRP	GL TBL	HOLD	P/T	OUR CUSTOMER #	TAX EXEMPT #
V103 OFFICE PRODUCTS INTERNATIONAL 45121 NORTH DECATUR AVE. ATLANTA, GA 30339 404-874-9334 / MORGAN KING	OFFICE PRO	OFF	30	02	001	NO	P	D9400-1	
V122 PREMIUM INSURANCE COMPANY 9272 CROGAN STREET ATLANTA, GA 30309 404-223-9214 / ROBERT FLETCHER SYLVIA ROBINSON	PREMIUM IN	INS	30	02	004	NO	P	S900339	
V104 REARDEN METALS, INC. 34 NORTH BUFORD STREET ATLANTA, GA 30309 404-991-8358 / HANK REARDEN GREG PAGANSON	REARDEN ME	MIS	30	02	MIS	NO	P	3409	458909
V102 S.E. INDUSTRIAL PROD. & EQUIP. 11908 N.E. EXPRESSWAY ATLANTA, GA 30321 404-321-0944 / JERRY CLARK VICTOR	S.E. INDUS	INV	30	01	005	NO	P	D3433	11944876
V106 SANITATION SERVICES, INC. 9292 HURRICANE SHOALS LAWRENCEVILLE, GA 30240 404-963-5333 / JIMMY LARSON	SANITATION	UTL	30	03	002	NO	P	L89032	
V121 SOUTHERN ELECTRIC COMPANY 219 CLAYTON STREET LAWRENCEVILLE, GA 30248 404-968-9776 / MARIAN HOWARD	SOUTHERN E	UTL	30	03	002	NO	P		

DOC=DOCUMENT, P/T=PERMANENT OR TEMPORARY

VENDORS: 20

END OF REPORT



Vendor Listing - History Information

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 VENDOR LISTING - HISTORY INFO

APR750 PAGE: 1  
 TIME: 9:18 AM

ALPHA FIRST TO LAST

VENDOR NAME	BALANCE	DATE OPENED	LAST INVOICE	LAST PAYMENT	---HIGHEST DATE	BALANCE---	AMOUNT	HOLD
V113 ATLANTA CRANE & HOISTS	.00	07/28/02	08/30/02	09/07/02	08/30/02	4243.29	NO	
V111 ATLANTA GAS COMPANY	287.88	10/01/02	09/14/02	09/21/02	09/14/02	1390.92	NO	
V117 D'ANCONIA COPPER AND ELECT	982.33	02/02/02	09/14/02	09/07/02	08/04/02	994.62	NO	
V109 FIRST BANK OF THE SOUTH	221.21	04/15/02	09/14/02	09/07/02	08/04/02	490.83	NO	
V100 GENERAL INDUSTRIAL MFG	2583.74	11/30/02	09/17/02	09/07/02	01/11/02	22114.72	NO	
V118 GEORGIA INSURANCE SERVICES	2090.00	08/18/02	09/21/02	09/07/02	09/21/02	2090.00	NO	
V108 GEORGIA NEWSPAPER	592.93	02/19/02	09/25/02	09/21/02	09/14/02	2428.87	NO	
V110 GEORGIA SHIPPING EQUIP. CO	5205.92	11/30/02	09/19/02	09/21/02	08/16/02	33022.50	NO	
V112 GRANDE HOTEL	959.21	03/25/02	09/21/02	09/14/02	09/14/02	5671.99	NO	
V101 INDUSTRIAL SUPPLY DISTRIBU	2307.30	12/05/02	09/17/02	09/21/02	08/01/02	30302.03	NO	
V119 INDUSTRIAL CHEMICALS INC.	3732.98	04/23/02	09/21/02	08/24/02	09/21/02	3732.98	NO	
V107 LIGHTNING COURIER SERVICE	69.38	12/20/02	09/24/02	09/21/02	08/17/02	887.54	NO	
V114 LINDA'S FLOWER SHOP	406.69	03/24/02	09/21/02	09/14/02	09/21/02	406.69	NO	
V115 NATIONAL CONVEYORS, INC.	866.95	09/28/02	09/17/02	09/07/02	08/31/02	6044.81	NO	
V103 OFFICE PRODUCTS INTERNATIO	764.39	09/14/02	09/25/02	09/07/02	08/10/02	940.75	NO	
V122 PREMIUM INSURANCE COMPANY	491.88	12/05/02	09/25/02	09/14/02	09/07/02	533.88	NO	
V104 REARDEN METALS, INC.	206.27	01/12/02	09/14/02	09/07/02	08/04/02	295.36	NO	
V102 S.E. INDUSTRIAL PROD. & EQ	3217.93	07/18/02	09/17/02	09/21/02	01/11/02	21204.17	NO	
V106 SANITATION SERVICES, INC.	553.46	07/06/02	09/14/02	09/07/02	08/10/02	2210.55	NO	
V121 SOUTHERN ELECTRIC COMPANY	3093.15	07/06/02	09/25/02	09/07/02	09/25/02	3093.15	NO	
V105 WAREHOUSE EQUIPMENT UNLIMI	9873.77	03/28/02	09/21/02	09/21/02	08/24/02	34345.07	NO	
V120 WAREHOUSE INTERIORS, INC.	2727.24	05/13/02	09/14/02	09/21/02	01/11/02	29220.44	NO	
V116 WORLD MATERIALS HANDLING C	3461.77	12/29/02	09/20/02	09/07/02	08/02/02	44258.19	NO	

VENDORS: 23

END OF REPORT

Vendor Ledgerscards

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 VENDOR LEDGERCARDS

APR755 PAGE: 1  
 TIME: 9:20 AM

ALPHA FIRST TO V103  
 DATE FIRST TO LAST

VENDOR NAME	DATE	TRANSACTION	DEBIT	CREDIT	DOCUMENT	REG#
=====						
V100 GENERAL INDUSTRIAL MFG		BEGIN BALANCE	2688.17			
	09/07/02	CHECK REGISTER	-2688.17		1315	0347
	09/07/02	DOC ENTRY REG		1212.75	1339	1507
	09/14/02	DOC ENTRY REG		88.88	1345	1509
	09/14/02	DOC ENTRY REG		177.56	1355	1509
	09/21/02	DOC ENTRY REG		1031.20	1361	1510
	09/25/02	DOC ENTRY REG		73.55	1364	1511
	09/25/02	DOC ENTRY REG	-.20		1361	1511
		ENDING BALANCE		2583.74		
V101 INDUSTRIAL SUPPLY DISTRIBUTORS		BEGIN BALANCE	2020.11			
	09/07/02	CHECK REGISTER	-292.04		6025611863	0347
	09/07/02	DOC ENTRY REG		1301.79	1335	1506
	09/07/02	DOC ENTRY REG		222.00	1338	1507
	09/07/02	DOC ENTRY REG	-100.00		2865187182	1507
	09/14/02	DOC ENTRY REG		61.22	1349	1509
	09/14/02	CHECK REGISTER	-137.60		2865187182	0350
	09/21/02	CHECK REGISTER	-61.22		1349	0351
	09/21/02	DOC ENTRY REG		517.27	1359	1510
	09/27/02	VENDOR BALANCE	-1271.78			0020
	09/25/02	DOC ENTRY REG		47.55	1365	1511
		ENDING BALANCE		2307.30		
V103 OFFICE PRODUCTS INTERNATIONAL		BEGIN BALANCE	940.75			
	09/07/02	CHECK REGISTER	-628.83		90081001	0346
	09/07/02	CHECK REGISTER	-311.92		90081002	0347
	09/14/02	DOC ENTRY REG		127.82	1010553494	1508
	09/14/02	DOC ENTRY REG		78.15	1561878921	1508
	09/14/02	DOC ENTRY REG		303.52	4512453269	1508
	09/25/02	DOC ENTRY REG		170.10	489849	1511
	09/25/02	DOC ENTRY REG		84.80	4984651	1511
		ENDING BALANCE		764.39		

VENDORS: 3

END OF REPORT

## Vendor Label Print

GENERAL INDUSTRIAL MFG  
9610 DUNWOODY PL  
SUITE 133-134  
ATLANTA, GA. 30338

INDUSTRIAL SUPPLY DISTRIBUTORS  
19874 MOUNTAIN INDUSTRIAL PARK  
ATLANTA, GA 30335

S.E. INDUSTRIAL PROD. & EQUIP.  
11908 N.E. EXPRESSWAY  
ATLANTA, GA 30321

OFFICE PRODUCTS INTERNATIONAL  
45121 NORTH DECATUR AVE.  
ATLANTA, GA 30339

REARDEN METALS, INC.  
34 NORTH BUFORD STREET  
ATLANTA, GA 30309

WAREHOUSE EQUIPMENT UNLIMITED  
11598 GENERAL AVE.  
DALLAS, TX 75022

SANITATION SERVICES, INC.  
9292 HURRICANE SHOALS  
LAWRENCEVILLE, GA 30240

LIGHTNING COURIER SERVICE  
99 EAGLE LANDING DRIVE  
MARIETTA, GA 30067

GEORGIA NEWSPAPER  
P.O. BOX 88550  
ATLANTA, GA 30337

FIRST BANK OF THE SOUTH  
P.O. BOX 4998  
ATLANTA, GA 30301

GEORGIA SHIPPING EQUIP. CO.  
3376 WASHINGTON AVE. S.E.  
ATLANTA, GA. 30302

ATLANTA GAS COMPANY  
P.O. BOX 31921  
ATLANTA, GA 30321

GRANDE HOTEL  
71 HWY 29 SOUTH  
LILBURN, GA 30321

ATLANTA CRANE & HOISTS  
147 S. DEKALB DRIVE  
DORAVILLE, GA 30341

LINDA'S FLOWER SHOP  
701 KILLIAN WAY  
LILBURN, GA 30247

NATIONAL CONVEYORS, INC.  
3121 INDUSTRIAL PARK DRIVE  
ATLANTA, GA 30312

WORLD MATERIALS HANDLING CO.  
2000 NORTH AVE  
ATLANTA, GA 30309

D'ANCONIA COPPER AND ELECTRIC  
7125 CROGAN STREET  
STONE MOUNTAIN, GA 30278

GEORGIA INSURANCE SERVICES  
11321 STATE CAPITOL BLVD.  
ATLANTA, GA 30301

INDUSTRIAL CHEMICALS INC.  
12093 EAST MCEWEN  
DALLAS, TX 75289

WAREHOUSE INTERIORS, INC.  
9537 BROOK INDUSTRIAL BLVD.  
DALLAS, TX 75037

SOUTHERN ELECTRIC COMPANY  
219 CLAYTON STREET  
LAWRENCEVILLE, GA 30248

PREMIUM INSURANCE COMPANY  
9272 CROGAN STREET  
ATLANTA, GA 30309

Rolodex Vendor Card Print

ATLANTA CRANE & HOISTS	V113 ATLANTA GAS COMPANY	V111
404-949-2100	404-931-5556	
147 S. DEKALB DRIVE	P.O. BOX 31921	
DORAVILLE, GA 30341	ATLANTA, GA 30321	
FRANK CARTER	JOAN BOZEMAN	
class: INV	class: UTL	
D'ANCONIA COPPER AND ELECTRI	V117 FIRST BANK OF THE SOUTH	V109
404-631-9921	404-231-9921	
7125 CROGAN STREET	P.O. BOX 4998	
STONE MOUNTAIN, GA 30278	ATLANTA, GA 30301	
FRANSICO D'ANCONIA	RALPH MCMILLAN	
OSCAR WASHINGTON		
class: MIS	class: C&T	
GENERAL INDUSTRIAL MFG	V100 GEORGIA INSURANCE SERVICES	V118
404-393-9444	404-261-1111	
9610 DUNWOODY PL	11321 STATE CAPITOL BLVD.	
SUITE 133-134	ATLANTA, GA 30301	
ATLANTA, GA 30338		
ROGER SMITH	RICHARD DICKSON	
GLORIA FAYE		
class: INV	class: INS	

Purchase History Report

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 PURCHASE HISTORY REPORT

APR760 PAGE: 1  
 TIME: 9:24 AM

VENDOR FIRST TO LAST

VENDOR NAME	DATE OPENED	LAST PURCHASE	LAST PAYMENT	-----YEAR TO DATE-----			-----PRIOR YEAR-----		
				PURCHASES	PAYMENTS	DISCOUNTS	PURCHASES	PAYMENTS	DISCOUNTS
V100 GENERAL INDUSTRIAL MF	11/30/02	09/17/02	09/07/02	78659.36	93187.49	5002.85	104206.00	102909.15	1296.85
V101 INDUSTRIAL SUPPLY DIS	12/05/02	09/17/02	09/21/02	80751.94	94791.58	10525.68	125688.00	123663.29	2024.71
V102 S.E. INDUSTRIAL PROD.	07/18/02	09/17/02	09/21/02	55380.80	67913.89	.00	76200.00	74450.36	.00
V103 OFFICE PRODUCTS INTER	09/14/02	09/25/02	09/07/02	7375.80	6555.26	56.15	14079.79	13803.72	276.07
V104 REARDEN METALS, INC.	01/12/02	09/14/02	09/07/02	2325.26	2065.87	53.12	2771.41	2771.41	.00
V105 WAREHOUSE EQUIPMENT U	03/28/02	09/21/02	09/21/02	163018.09	164282.62	.00	209726.00	208583.71	.00
V106 SANITATION SERVICES,	07/06/02	09/14/02	09/07/02	9532.34	8846.17	132.71	13465.94	13332.61	133.33
V107 LIGHTNING COURIER SER	12/20/02	09/24/02	09/21/02	4340.17	4308.50	.00	5006.75	5006.75	.00
V108 GEORGIA NEWSPAPER	02/19/02	09/25/02	09/21/02	8497.95	7729.02	176.00	11980.30	11861.68	118.62
V109 FIRST BANK OF THE SOU	04/15/02	09/14/02	09/07/02	3745.48	3435.92	88.35	4322.72	4237.96	84.76
V110 GEORGIA SHIPPING EQUI	11/30/02	09/19/02	09/21/02	105271.19	115100.47	.00	138219.00	137149.88	.00
V111 ATLANTA GAS COMPANY	10/01/02	09/14/02	09/21/02	6690.74	6363.39	39.47	7513.03	7365.72	147.31
V112 GRANDE HOTEL	03/25/02	09/21/02	09/14/02	22187.30	21070.06	158.03	26050.77	25792.84	257.93
V113 ATLANTA CRANE & HOIST	07/28/02	08/30/02	09/07/02	14811.90	15767.71	.00	19861.00	18038.86	.00
V114 LINDA'S FLOWER SHOP	03/24/02	09/21/02	09/14/02	879.59	516.55	6.67	543.45	538.07	5.38
V115 NATIONAL CONVEYORS, I	09/28/02	09/17/02	09/07/02	17905.23	17762.96	3698.14	24581.00	23521.78	1059.22
V116 WORLD MATERIALS HANDL	12/29/02	09/20/02	09/07/02	140757.76	160949.45	19058.99	185321.00	183516.06	1804.94
V117 D'ANCONIA COPPER AND	02/02/02	09/14/02	09/07/02	8004.34	6962.33	59.68	11185.25	11185.25	.00
V118 GEORGIA INSURANCE SER	08/18/02	09/21/02	09/07/02	6282.48	4156.85	35.63	7518.51	7371.09	147.42
V119 INDUSTRIAL CHEMICALS	04/23/02	09/21/02	08/24/02	11679.70	8929.78	-889.77	14233.00	12989.53	1243.47
V120 WAREHOUSE INTERIORS,	05/13/02	09/14/02	09/21/02	103244.31	117424.49	12313.02	146211.00	143905.07	2305.93
V121 SOUTHERN ELECTRIC COM	07/06/02	09/25/02	09/07/02	5325.66	2199.65	32.86	3273.29	3273.29	.00
V122 PREMIUM INSURANCE COM	12/05/02	09/25/02	09/14/02	2273.65	1781.77	.00	2936.41	2907.34	29.07
REPORT TOTAL				858941.04	932101.78	50547.58	1154893.62	1138175.42	10935.01

VENDORS: 23

END OF REPORT

Payment History Report

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 PAYMENT HISTORY REPORT

APR770 PAGE: 1  
 TIME: 9:25 AM

VENDOR FIRST TO LAST

VENDOR NAME	04/02	05/02	06/02	07/02	08/02	09/02	TOTAL
V100 GENERAL INDUSTRIAL MFG	9222.72	10269.25	11736.54	11655.25	31233.73	2634.41	76751.90
V101 INDUSTRIAL SUPPLY DISTRIBUTORS	11870.74	9468.24	10320.11	8747.65	20601.22	15490.25	76498.21
V102 S.E. INDUSTRIAL PROD. & EQUIP.	5105.58	8207.85	8680.00	8784.55	11106.58	15109.46	56994.02
V103 OFFICE PRODUCTS INTERNATIONAL	1140.23	886.14	934.36	927.63	.00	940.75	4829.11
V104 REARDEN METALS, INC.	220.73	196.44	334.36	192.83	200.03	95.33	1239.72
V105 WAREHOUSE EQUIPMENT UNLIMITED	17098.18	21883.30	21766.02	21454.72	17627.68	28236.97	128066.87
V106 SANITATION SERVICES, INC.	1200.89	1130.13	1163.25	1201.01	.00	2210.55	6905.83
V107 LIGHTNING COURIER SERVICE	571.22	585.22	478.58	505.13	634.06	539.67	3313.88
V108 GEORGIA NEWSPAPER	854.52	1719.99	917.11	881.37	.00	1862.19	6235.18
V109 FIRST BANK OF THE SOUTH	208.73	481.65	181.61	228.45	327.22	163.61	1591.27
V110 GEORGIA SHIPPING EQUIP. CO.	10962.22	13591.36	13668.88	12898.57	18658.24	22144.31	91923.58
V111 ATLANTA GAS COMPANY	799.00	491.80	666.04	746.40	877.12	1538.87	5119.23
V112 GRANDE HOTEL	1189.32	5529.32	2593.94	3844.95	15.87	5251.56	18424.96
V113 ATLANTA CRANE & HOISTS	1787.61	1798.54	1808.48	1877.83	703.59	4243.29	12219.34
V114 LINDA'S FLOWER SHOP	60.08	58.55	60.60	36.15	71.03	112.04	398.45
V115 NATIONAL CONVEYORS, INC.	1986.41	1996.35	1683.24	1755.51	548.11	6012.37	13981.99
V116 WORLD MATERIALS HANDLING CO.	15560.47	15863.65	16530.61	16502.35	54720.23	10270.49	129447.80
V117 D'ANCONIA COPPER AND ELECTRIC	1071.20	1296.53	844.30	891.05	664.13	330.49	5097.70
V118 GEORGIA INSURANCE SERVICES	686.50	687.50	63.98	751.00	.00	593.87	2782.85
V119 INDUSTRIAL CHEMICALS INC.	1725.97	1818.42	1767.73	1725.05	1166.20	.00	8203.37
V120 WAREHOUSE INTERIORS, INC.	12908.48	12393.59	13476.05	12955.77	21473.64	21512.22	94719.75
V121 SOUTHERN ELECTRIC COMPANY	271.24	252.37	295.39	330.78	.00	556.48	1706.26
V122 PREMIUM INSURANCE COMPANY	280.50	281.50	9.98	291.54	237.50	118.75	1219.77
REPORT TOTAL	96782.54	110887.69	109981.16	109185.54	180866.18	139967.93	747671.04

VENDORS: 23

END OF REPORT

Sample 1099 Print

DEMO COMPANY  
69 SOUTH PEACHTREE STREET  
ATLANTA, GA 30030

- 3422-09-8887

GENERAL INDUSTRIAL MFG  
9610 DUNWOODY PL

93187.49

SUITE 133-134

ATLANTA, GA 30338

DEMO COMPANY  
69 SOUTH PEACHTREE STREET  
ATLANTA, GA 30030

- 984432-095

S.E. INDUSTRIAL PROD. & EQUIP.

67913.89

11908 N.E. EXPRESSWAY

ATLANTA, GA 30321

TOTAL: 436185.21

Period Check Register

DATE: 09/28/02 DEMO COMPANY APR810 PAGE: 1  
 USER: SSI ToX PERIOD CHECK REGISTER 09/02 TIME: 9:28 AM

BANK FIRST TO 01

CHECK	VENDOR NAME	DATE	REG#	DISCOUNT AMOUNT	CHECK AMOUNT	TYPE
-----						
Bank 01 FIRST NATIONAL BANK OF ATLANTA						
003025	V114 LINDA'S FLOWER SHOP	08/17/02	0346	.00	-10.05	*VOID*
003046	V102 S.E. INDUSTRIAL PROD. & EQUIP.	09/07/02	0346	.00	1833.81	
003047	V103 OFFICE PRODUCTS INTERNATIONAL	09/07/02	0346	.00	628.83	
003048	V105 WAREHOUSE EQUIPMENT UNLIMITED	09/07/02	0346	.00	5567.57	
003049	V106 SANITATION SERVICES, INC.	09/07/02	0346	.00	1841.94	
003050	V113 ATLANTA CRANE & HOISTS	09/07/02	0346	.00	693.21	
003051	V114 LINDA'S FLOWER SHOP	09/07/02	0346	.00	21.47	
003052	V118 GEORGIA INSURANCE SERVICES	09/07/02	0346	.00	395.89	
003053	V121 SOUTHERN ELECTRIC COMPANY	09/07/02	0346	.00	365.12	
003054	VOIDED - UNUSED CHECK	09/14/02	0349	.00	.00	*VOID*
003055	VOIDED - UNUSED CHECK	09/14/02	0349	.00	.00	*VOID*
003056	V107 LIGHTNING COURIER SERVICE	09/14/02	0349	.00	85.22	
003057	V110 GEORGIA SHIPPING EQUIP. CO.	09/14/02	0349	.00	1866.51	
003058	V111 ATLANTA GAS COMPANY	09/14/02	0349	.00	222.22	
003059	V112 GRANDE HOTEL	09/14/02	0349	.00	4373.67	
003060	V114 LINDA'S FLOWER SHOP	09/14/02	0349	.00	12.33	
003061	VOIDED - UNUSED CHECK	09/21/02	0351	.00	.00	*VOID*
003062	V101 INDUSTRIAL SUPPLY DISTRIBUTORS	09/21/02	0351	.61	60.61	
003063	V102 S.E. INDUSTRIAL PROD. & EQUIP.	09/21/02	0351	.00	3178.06	
003064	V105 WAREHOUSE EQUIPMENT UNLIMITED	09/21/02	0351	.00	5488.96	
003065	V107 LIGHTNING COURIER SERVICE	09/21/02	0351	.00	56.83	
003066	V108 GEORGIA NEWSPAPER	09/21/02	0351	.00	1251.91	
003067	V110 GEORGIA SHIPPING EQUIP. CO.	09/21/02	0351	.00	1922.37	
003068	V111 ATLANTA GAS COMPANY	09/21/02	0351	.00	768.02	
003069	V120 WAREHOUSE INTERIORS, INC.	09/21/02	0351	1.83	184.45	
649849	V114 LINDA'S FLOWER SHOP	09/07/02	0346	.00	25.13	NONINVOICE
798799	V107 LIGHTNING COURIER SERVICE	09/07/02	0346	.00	14.87	MANUAL
				-----	-----	
	BANK TOTAL			2.44	30848.95	
				-----	-----	
	REPORT TOTAL			2.44	30848.95	

CHECKS: 27

END OF REPORT





Period Disbursement Distribution

DATE: 09/28/02                      DEMO COMPANY                      APR830 PAGE: 1  
 USER: SSI ToX                      PERIOD DISBURSEMENT DISTRIBUTION                      TIME: 9:29 AM

PERIOD 09/02 SEP  
 G/L# FIRST TO LAST

BRANCH 01 ATLANTA BRANCH				
G/L#	DESCRIPTION	DEBIT	CREDIT	NET
100-01-0	CASH	10.05	30859.00	(30848.95)
310-01-0	ACCOUNTS PAYABLE	30836.31	10.05	30826.26
490-01-1	DISCOUNTS TAKEN	.00	2.44	(2.44)
630-01-1	MISCELLANEOUS EXPENSE	50.32	.00	50.32
	REPORT TOTAL	30896.68	30871.49	25.19

ACCOUNTS: 4

END OF REPORT

Register History Report

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 REGISTER HISTORY REPORT

APR840 PAGE: 1  
 TIME: 9:30 AM

AP TRACE#	DATE	PD	REG#	TYPE	BEGINNING AP BALANCE	DOLLAR AMOUNT	DISCOUNTS	ADJUSTMENTS	ENDING AP BALANCE
6547	09/07/02	09/02	1505	DOCUMENT ENTRY	145592.75	668.47	.00	.00	146261.22
6548	09/07/02	09/02	0346	CHECK REGISTER	146261.22	-11352.66	.00	.00	134908.56
6549	09/07/02	09/02	0347	CHECK REGISTER	134908.56	-98536.20	193.19	.00	36179.17
6550	09/07/02	09/02	0348	CHECK REGISTER	36179.17	.00	.00	.00	36179.17
6551	09/14/02	09/02	1506	DOCUMENT ENTRY	36179.17	8619.90	.00	.00	44799.07
6552	09/14/02	09/02	1507	DOCUMENT ENTRY	44799.07	4357.29	.00	-100.00	49056.36
6553	09/14/02	09/02	1508	DOCUMENT ENTRY	49056.36	4473.65	.00	.00	53530.01
6554	09/14/02	09/02	1509	DOCUMENT ENTRY	53530.01	7894.07	.00	.00	61424.08
6555	09/14/02	09/02	0349	CHECK REGISTER	61424.08	-6559.95	.00	.00	54864.13
6556	09/14/02	09/02	0350	CHECK REGISTER	54864.13	-5908.81	.00	.00	48955.32
6557	09/21/02	09/02	0351	CHECK REGISTER	48955.32	-12911.21	2.44	.00	36041.67
6558	09/21/02	09/02	0352	CHECK REGISTER	36041.67	-4648.78	.00	.00	31392.89
6559	09/21/02	09/02	1510	DOCUMENT ENTRY	31392.89	9722.99	.00	.00	41115.88
6560	09/21/02	09/02	0020	VENDOR BALANCING	41115.88	.00	.00	.00	41115.88
6561	09/25/02	09/02	1511	DOCUMENT ENTRY	41115.88	3580.70	.00	-.20	44696.38

REGISTER HISTORY RECAP: PERIOD ----- CHANGE  
 09/02 -100600.54 195.63 -100.20 -100896.37

TRACES: 15

END OF REPORT

Document Removal Register

DATE: 09/28/02  
 USER: SSI ToX

DEMO COMPANY  
 DOCUMENT REMOVAL REGISTER #0059

APR850 PAGE: 1  
 TIME: 9:31 AM

BRANCH 01

VENDOR NAME	DOCUMENT	PERIOD	DATE	AMOUNT	REG#	DATE	PAYMENT	DISCOUNT	BALANCE
V101 INDUSTRIAL SUPPLY DISTRIBUTORS	1349	09/02	09/12/02	61.22	0351	09/21	60.61	.61	.00
V102 S.E. INDUSTRIAL PROD. & EQUIP.	1299	08/02	08/13/02	1833.81	0346	09/07	1833.81	.00	.00
	1319	08/02	08/24/02	3178.06	0351	09/21	3178.06	.00	.00
V103 OFFICE PRODUCTS INTERNATIONAL	90081001	08/02	08/10/02	628.83	0346	09/07	628.83	.00	.00
V105 WAREHOUSE EQUIPMENT UNLIMITED	1300	08/02	08/13/02	5567.57	0346	09/07	5567.57	.00	.00
	1322	08/02	08/27/02	5488.96	0351	09/21	5488.96	.00	.00
V106 SANITATION SERVICES, INC.	5246256235	08/02	08/10/02	737.22	0346	09/07	737.22	.00	.00
	7456323563	08/02	08/11/02	1104.72	0346	09/07	1104.72	.00	.00
V107 LIGHTNING COURIER SERVICE	198198198	08/02	08/31/02	100.09	0346	09/07	14.87	.00	.00
					0349	09/14	85.22	.00	.00
	6549849849	09/02	09/07/02	56.83	0351	09/21	56.83	.00	.00
V108 GEORGIA NEWSPAPER	681681	08/02	08/24/02	600.13	0351	09/21	600.13	.00	.00
	3457124114	08/02	08/25/02	651.78	0351	09/21	651.78	.00	.00
V110 GEORGIA SHIPPING EQUIP. CO.	1306	08/02	08/16/02	1866.51	0349	09/14	1866.51	.00	.00
	1316	08/02	08/22/02	1922.37	0351	09/21	1922.37	.00	.00
V111 ATLANTA GAS COMPANY	3161986198	09/02	09/07/02	222.22	0349	09/14	222.22	.00	.00
	4253698752	09/02	09/14/02	768.02	0351	09/21	768.02	.00	.00
V112 GRANDE HOTEL	724572457	08/02	08/17/02	1755.78	0349	09/14	1755.78	.00	.00
	7823616484	08/02	08/18/02	2633.76	0341	08/03	15.87	.00	.00
					0349	09/14	2617.89	.00	.00
V113 ATLANTA CRANE & HOISTS	1327	08/02	08/30/02	693.21	0346	09/07	693.21	.00	.00
V114 LINDA'S FLOWER SHOP	6186	08/02	08/24/02	12.15	0345	08/31	5.48	.00	.00
					0346	09/07	6.67	.00	.00
	198198198	08/02	08/31/02	14.80	0346	09/07	14.80	.00	.00
	5437682764	09/02	09/07/02	25.19	0348	09/07	25.19	.00	.00
	9498498498	09/02	09/07/02	12.33	0349	09/14	12.33	.00	.00
V118 GEORGIA INSURANCE SERVICES	90081001	08/02	08/10/02	395.89	0346	09/07	395.89	.00	.00
V120 WAREHOUSE INTERIORS, INC.	1352	09/02	09/14/02	186.28	0351	09/21	184.45	1.83	.00
V121 SOUTHERN ELECTRIC COMPANY	13461346	08/02	08/10/02	182.56	0346	09/07	182.56	.00	.00
	5253856969	08/02	08/11/02	182.56	0346	09/07	182.56	.00	.00

DOCUMENTS: 27

END OF REGISTER