



# **User Manual**

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## **Menu 13: Accounts Payable**

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## Menu 13 Accounts Payable

MENU-13	ACCOUNTS PAYABLE MENU	1 JSS.TEST dbs
14:08:45 27 Jun 1998		
--Input & Update--		
-----		
1. Voucher Entry	20. New Accounts Payable	
2. Cash Disbursements		
3. Month-End Reports		
4A.Accounts Payable/GL Tape Backup		
4. Month-End Job Stream		
--Inquiries--		
-----		
5. Vendor Payables Inquiry		
5A.Vendor Purchase History Inquiry		
5B.Voucher/PO Inquiry		
--Other--		
-----		
6. Open Accounts Payable Listing		
7. Accounts Payable Vendor Card		
8. 1099 Procedures		
10. Vendor-Customer Listing		
11. A/P Invoice Verification List		
25. Assign Printer		

Figure 13-1. Accounts Payable main menu

### Purpose

The Accounts Payable system is an online system for entering bills, tracking open bills, and paying bills.

### Basic Procedure

#### Daily Processing

Although not mandatory on a *daily basis*, run these reports after each batch is complete, or after each check run, and at least once immediately before the Month-End process:

1. Sequential Voucher Register, with update (Menus 13.1.5 and 13.20.5)
2. Daily Handcheck Register, with update (Menus 13.1.6 and 13.20.6)
3. Check Register, with update (Menu 13.2.7)

If necessary, run the Daily Expense Distribution Register (Menu 13.1.7) for each batch of vouchers as it is completed.

- Run the Sequential Voucher Register with update every time a batch of vouchers is entered into the system through Voucher Entry Input (Menu 13.20.1 or Menu 13.20.2 or Menu 13.1.1 in the old program).
- If any of the vouchers were paid with a handcheck, then run the Handcheck Register with update immediately following the Sequential Voucher Register.

- Run the Check Register with your Check Run procedure.

### Month-End Processing

The Month-End process does the following;

- ❑ Updates the 1099 file for vendors (with the 1099 flag)
- ❑ Deletes voucher history for pay dates over 100 days prior
- ❑ Updates the GLA (General Ledger Activity) file
- ❑ Resets the vendor month-to-date fields
- ❑ Deletes fully-paid temporary vendors
- ❑ Rolls the company record into the next A/P fiscal period
- ❑ Generates these reports:
  - Expense Distribution Register
  - Monthly Sequential Voucher Register (by voucher and batch number)
  - Paid Invoice Register
  - A/P Activity Report
  - Monthly Check Register
  - Monthly Handcheck Register
  - Regular Checks Cash Disbursements Summary
  - Handchecks Disbursements Summary

You may run Month-End from Menu 13.4; however, logging onto "Month-End" and running option 2 is better since the reports are printed as well as held in the spooler until the end of the month.



**When you run Month-End from Menu 13.4, at the printer select screen, follow the printer number with "H" (for example, "0H") to send the report to the spooler. The AP reports will remain in the spooler for at least a couple of days, providing you the opportunity to reprint them if the printer jams or another accident occurs.**

Before you start the Month-End run, follow these steps:

1. Check for any open batches for the period using Menu 13.1.1A and Menu 13.20.4. If you spot any unbalanced batches, balance them or delete them if empty.
2. Run the Sequential Voucher Register, Menu 13.1.5 and Menu 13.20.5. This run should be free of open batches.
3. Run the Check Register with update in Menu 13.2.7.
4. Run the Handcheck Register with update in Menu 13.1.6 and Menu 13.20.6.

If one of the four steps above is missing, an error message display recommending the next step. Once you enter the month ending date and the fiscal period to close, the period is verified and the Month-End processing begins.

### Annual Processing

The Year-End process clears the vendor year-to-date purchases and payment fields, and zeros out the year-to-date amounts. *Only* the year-to-date informational fields are affected.

Run Year-End after the 12<sup>th</sup> fiscal period is closed from Menu 18.3, Vendor File Year-End Update. This process is not lengthy, but you must run it before any Accounts Payable work is added for the new fiscal year.



**Do not enter any A/P work for the new fiscal year *before* running Menu 18.3. If you do, none of the work will reflect in the Year-to-Date totals after the run; however, it will not adversely impact the G/L or the check-paying process.**





#### After December Fiscal Period

This is an optional process for calendar year reporting of 1099 items. Use Menu 13.8:

1. Run Menu 13.8.2 for a printout of the vendor file.
2. For any file adjustment entry and maintenance, use Menu 13.8.1.
3. Run Menu 13.8.2 again for another printout of the vendor file list. Verify your changes from Step 2.
4. Run Menu 13.8.3 to print the 1099 forms on blank paper (for your accountant) or load the 1099 forms first into the report printer before running them. Enter the calendar year of payment, and then enter the company number—run only one company at a time.
5. As long as you have a printed copy or form for your files, the 1099 tape backup procedure in Menu 13.8.4 is optional.
6. Run Menu 13.8.5 to purge the files at the end of the calendar year.

#### Basic A/P Process

The flowchart on the next page gives you a visual understanding of the *basic* Accounts Payable process. To help differentiate the menus within the process, the diagram consists of various elements; they are

-  = required step
-  = optional step
-  = process
-  = document

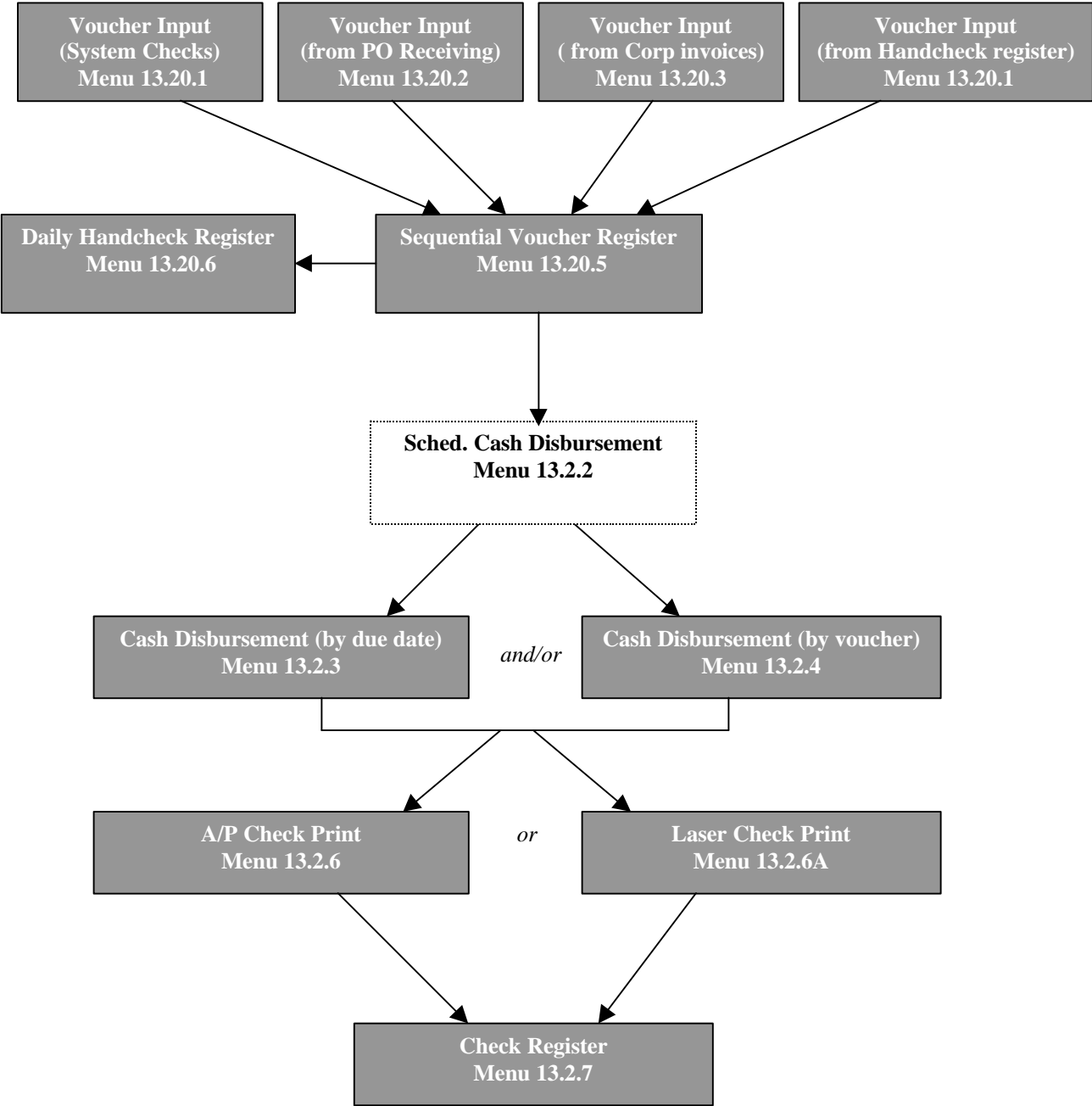


Figure 13-2. Basic Accounts Payable —new process



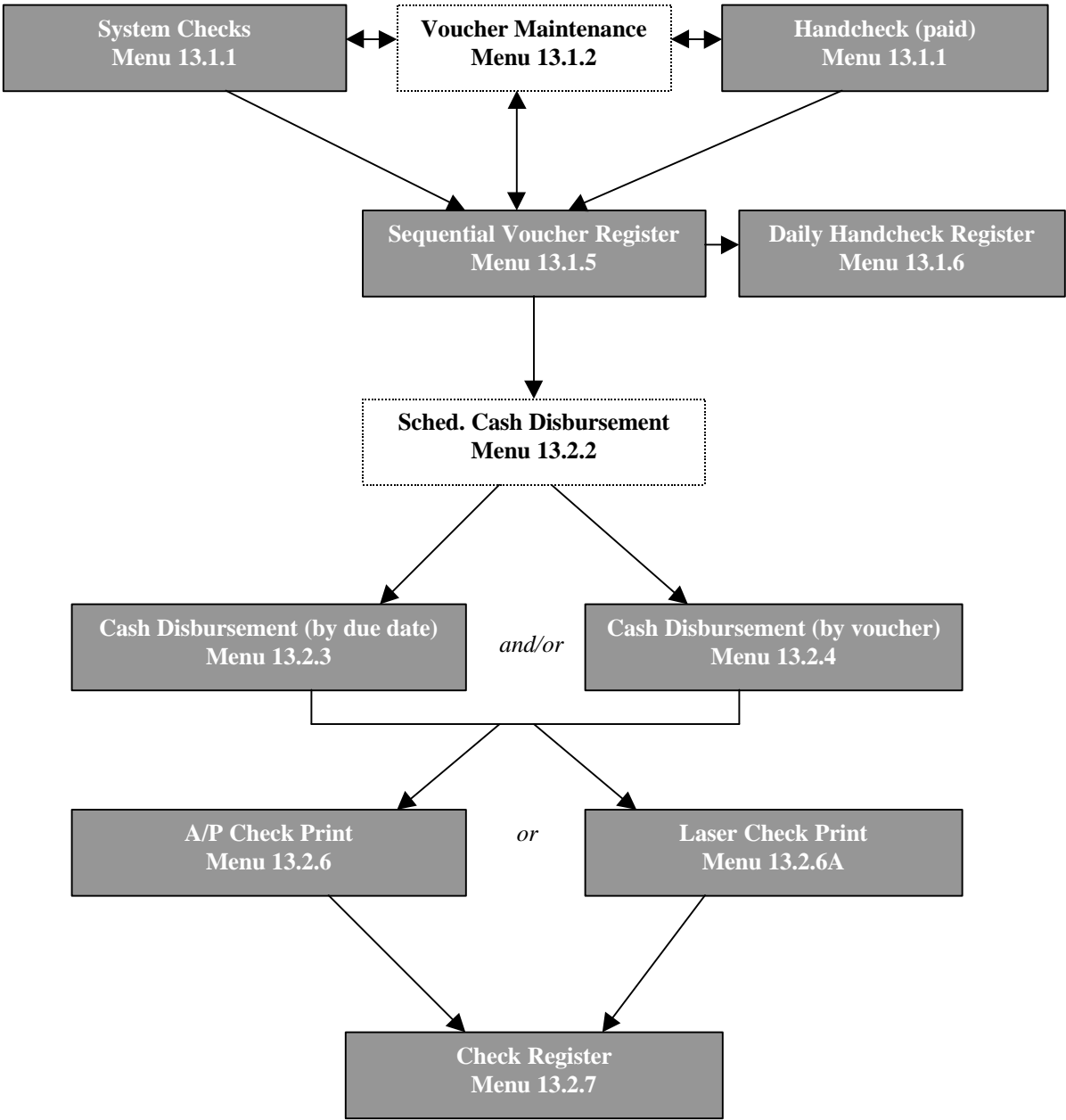


Figure 13-3. Basic Accounts Payable —old process

## 13.1 Voucher Entry

```
MENU-13.1          ACCOUNTS PAYABLE VOUCHER SELECTOR
14:08:56 27 Jun 1998                                1 JSS.TEST dbs
--Input--
-----
1. Voucher Input
-----
--Maintenance / Deletion--
-----
1A. Open Batch Listing
2. Voucher Maintenance
3. Voucher Maintenance By Vendor
4. Voucher Deletion
-----
--Registers with Update--
-----
5. Sequential Voucher Register
6. Daily Handcheck Register
-----
--Reports--
-----
7. Daily Expense Distribution Reports

--Recurring Vouchers--
-----
8. Recurring Voucher Input/Maint
9. Recurring Voucher Listing
10. Recurring Voucher Update
-----
--Washout Entry--
-----
11. Open Accounts Payable Maintenance
```

**Figure 13-4. Accounts Payable Voucher Selector**



**We recommend you use Menu 13.20, New Accounts Payable, instead of this menu.**

### 13.1.1 Voucher Input

Creates and adds items that are or will be due; enters invoices as vouchers. Applied totals should balance against control totals, so before you enter invoices, run the tape to obtain the invoice count and total dollars to input.

- a. Type your initials and the Voucher Control Entry screen appears:

```
*** VOUCHER CONTROL ENTRY ***  
  
      BATCH#:  
  
1. CO#:  
2. PERIOD:  
3. # OF VOUCHERS:  
4. GROSS AMT $:  
5. DUE DATE:  
  
ENTER BATCH #,<RTN> FOR NEW BATCH #, OR 'END': NNNNNN
```

**Figure 13-5. Voucher Control Entry**

- b. Enter a batch number or **Enter** for a new number. A batch number, as used in Accounts Payable, is a reference number used to keep track of vouchers.
- c. Enter company number.
- d. Enter period (YMMM) to report.
- e. Enter the number of vouchers.
- f. Enter gross dollar amount.
- g. Enter due date of bill.
- h. Confirm by pressing **Enter**.
- i. Record the batch number and then **Enter**. The Voucher Input screen displays:

VOUCHER INPUT		COMP: 01
VEND#:	MON: 9806	
NAME:	BATCH: 000947	
ADDR:		
TERMS:	TRANSACTION CD (I/C/D/OA):	
1.INV#:	2.INV DT:	3.DUE DATE(OR PAID):
4.GROSS:	5.MERCH:	6.NON-DISC:
8.WARR SEQ :	NET:	7.DISC:

ENTER 'L' FOR LOOKUP, VENDOR #, 'END', 'INQ': AAAAAAAA

**Figure 13-6. Voucher Input**

- j. Enter a vendor number. To find a number, use *T* for Vendor Lookup, or *inq* for the Inquiry Menu.
- k. Once you choose a vendor number, confirm the address associated with it.
- l. Choose a transaction CD (Credit Memo/Debit Memo) for the type of voucher you are entering. Your choices are *T*nvoice, *C*redit memo, *D*ebit memo, or *OA* on account.
- m. Enter an invoice number.
- n. Type the invoice date.
- o. Enter a due or paid date (MM/DD/YY).
- p. Enter the gross dollar amount (total amount of bill paid).
- q. Enter the merchant amount—the gross amount minus any discounts or fees taken by the vendor.
- r. Enter the discount amount.
- s. Enter the pay status CD. Press **Enter** for default "P" to pay the voucher, or type *n* to not pay it.
- t. Enter the bank number, or **Enter** for the previous bank.
- u. To pay this voucher on a separate check type *y*; otherwise type *n* or press **Enter**.
- v. Type any miscellaneous description.

VOUCHER INPUT		COMP:
VEND#: tammy		MON:
NAME: vanco		BATCH:
ADDR: 123 zero street		
oregano, wa	97217	
TERMS: NET DAYS	TRANSACTION CD (I/C/D/OA):i	
1.INV#:111	2.INV DT:09/01/98	3.DUE DATE(OR PAID):09/01/98
4.GROSS: 1200.00	5.MERCH: 123.00	6.NON-DISC: 1077.00 7.DISC: 10.00
	9.PAY STATUS CD: P	NET: 1190.00
10.BANK#:001 WELLS FARGO		11.SNG CK: Y
12.MISC DESC:test	-	

ENTER LINE# TO CHANGE,'DELETE' TO DELETE OR '0' TO ACCEPT THE HEADER:

**Figure 13-7. Voucher Input—filled in**

- w. To accept this header screen type *'0'* and **Enter**. Or, enter a line number to change, or *'delete'* the header entirely.
- x. For standard general ledger numbers, press **Enter** to continue.
- y. Enter a GL code number to expense the voucher ("*01-1200-00*" is for inventory).

### 13.1.1A Open Batch Listing

Lists all open Accounts Payable batches, including the amount of vouchers and their total amount open.

- a. **Enter** to proceed.
- b. Choose your output option: *'1'* screen, or *'2'* printer. If choosing a printer, specify which one to use.
- c. Enter a fiscal period (YYMM) or type *'all'* for all periods.
- d. Once report displays or prints, **Enter** to return to menu.

BATCH. .	SOURCE.....	PERIOD	#VOU	GROSS.AMT.
000947	BATCH TOTALS	9806	2	1200.00
***				
000946	BATCH TOTALS	9809	1	100.00
***				
[405] 2 items listed out of 2 items.				

Figure 13-8. Open Batches Voucher List

### 13.1.2 Voucher Maintenance

Changes voucher data that is entered in Menu 13.1.1. Do *not* use this menu to maintain any vouchers entered through Menu 13.20.

- a. Enter your initials.

VOUCHER MAINTENANCE				COMP: 01
VEND#:	391			
NAME:	GEM PRODUCTS, INC.			
ADDR:	PO BOX 3245			
	GARDEN GROVE, CA	92842		
TERMS:	2.00% 0 DAYS/NET	0 DAYS		TRANSACTION CD (I/C/D): I
8.INV#:	1	INV DT:	12/01/98	1.DUE DATE(OR PAID):01/10/99
2.GROSS:	2000.00	MERCH:	2000.00	NON-DISC: 0.00 3. DISC: 40.00
MICRO#:		4.PAY STATUS CD:	P	NET: 1960.00
5.BANK#:	001 WELLS FARGO	6.SNG CK:	N	VOUCHER NO -->> 01064387
7.MISC DESC:				
ENTER LINE# TO CHANGE, 'X' TO EXIT OR '0' TO ACCEPT THE HEADER:				

Figure 13-9. Voucher Maintenance

- b. Enter company number
- c. Enter voucher number.
- d. Edit a line, 'x' to exit, or '0' to accept the header.
- e. If you accept the voucher, **Enter** if it is correct or 'n' to enter the next G/L code.

- f. **Enter** if you are satisfied with this voucher, and enter the next voucher number or *'end.'*

### 13.1.3 Voucher Maintenance by Vendor

Lists and maintains all vouchers for a specific vendor.

- a. Enter your initials.

```

***** VOUCHER MAINTENANCE BY VENDOR *****
VENDOR: 391      GEM PRODUCTS, INC.      A/P BALANCE: 2458.00
VOUCH#  VENDOR INVOICE#  INV-DATE  DUE-DATE  GROSS-AMT  DISC-AMT  NET/OPEN  BNK H S
01064387  1                12/01/98   01/10/99   2000.00    40.00     1960.00   001 P

ENTER VENDOR NUMBER 'L' FOR LOOKUP, OR 'E' TO END :

```

**Figure 13-10. Voucher Maintenance by Vendor**

- b. Enter vendor number, and then **Enter** to confirm. If necessary, use **L**ookup.
- c. Enter company number or **'a'** for all.
- d. To skip any changes, type a period, or enter a new Due Date, a new Discount Amount, Bank Number, **"H"**old, and **"P"**ay.

### 13.1.4 Voucher Deletion

Deletes vouchers.

- a. Enter your initials.
- b. **Enter** to proceed.



**Before deleting vouchers, be certain all check runs and check registers have completely finished printing.**

VOUCHER DELETION		COMP:
VEND#:		
NAME:		
ADDR:		
TERMS:	TRANSACTION CD (I/C/D):	
INVNO:	INV DT:	DUE DATE (OR PAID):
GROSS:	MERCH:	DISC:
		NET:
ENTER COMPANY NUMBER OR 'END': ##		

**Figure 13-11. Voucher Deletion**

- c. Enter company number.
- d. Enter voucher number.
- e. To delete the voucher type 'y\*\*\*'. Otherwise **Enter**.
- f. If you deleted the voucher, enter the date (MM/DD/YY) of the deletion or **Enter** for today's date.
- g. **Enter** to continue.
- h. Enter the next voucher number.

### 13.1.5 Sequential Voucher Register

Prints a list of open vouchers, or batches, to pay.

- a. Select a printer destination.
- b. **Enter** to proceed.
- c. Enter company number or 'a' for all.
- d. Enter six-digit batch number 'a' for all.
- e. Before answering 'y\*\*\*' to update the list, be sure to review it for correct voucher entries.

### 13.1.6 Daily Handcheck Register

Prints a list of the vouchers entered as handwritten checks.

- a. Enter to proceed.
- b. To update and erase the check print file, type 'y.'
- c. If the handcheck register printed satisfactorily, type 'y\*\*\*'; otherwise type 'n.'

### 13.1.7 Daily Expense Distribution Reports

Prints a list of vouchers and the GL accounts they affect.

- a. Enter date of report (MM/DD/YY).



- b. Choose to report by:
1. BY G/L #
  2. BY DEPARTMENT
  3. BY JOB #
- c. To update the voucher file type 'y\*\*\*.' Be sure all the Daily Expense Distribution reports have printed first. If they have not, type 'n' and print them.

EXPENSE DIST. REGISTER FOR 07/09/98										PAGE: 1
FISCAL PERIOD: 9806										
CO: 01 Database Business Systems 23:57:51 07/09/98										
G/L	DESCRIPTION	BANK REF	JOB NO	VOUCH#	VEND NUM	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	DIST AMOUNT
1020	*****									
	064342	tsa		TAMMY	123456	05/20/98 PAID	78.00			
	-----		DEPARTMENT	00	TOTAL:		78.00			
	-----		ACCOUNT 1020	TOTAL:		78.00				
1060	PAYROLL ACCOUNT									
	*****									
	064344	491		PARAGON	567895	06/24/98 PAID	263.00 654	01/01/98	01/01/98	5.00
	-----		DEPARTMENT	00	TOTAL:		5.00			
	-----		ACCOUNT 1400	PREPAID INTEREST	TOTAL:		5.00			
5311	FREIGHT									
	*****									
	123456	064343	001	JOHNSTONE SUPPLY	trest	06/24/98 PAID	112.00			
	-----		DEPARTMENT	00	TOTAL:		112.00			
	-----		ACCOUNT 5311	FREIGHT	TOTAL:		112.00			
	-----		FISCAL 9806	TOTAL:		458.00				
COMPANY: 01										
TOTAL --- CREDIT TO A/P ACCT 01-2010-00 :							458.00			
GRAND TOTAL --- CREDIT TO A/P ACCT							458.00			

Figure 13-12. Expense Distribution Register

### 13.1.8 Recurring Voucher Input/Maintenance

Adds or maintains vouchers that return every month. For example, a rent/lease check that is a recurring payment for the same amount.

- a. Enter your initials.

** RECURRING VOUCHER MAINT **			
VEND#:		COMP:	
NAME:		MON:	
ADDR:		REF#:	
TERMS:		TRANSACTION CD (I/C/D):	
1.INV#:	2.INV DT:	3.DUE DATE:	
4.GROSS:	5.MERCH:	6.NON-DISC:	7.DISC:
8.P/O NUMB:	9.PAY STATUS CD:	NET:	
10.BANK#:	11.SNG CK:		
ENTER COMPANY NUMBER OR 'END': ##			

**Figure 13-13. Recurring Voucher Maintenance—blank screen**

- b. Enter company number.
- c. Enter reference number.
- d. Enter vendor number, and then **Enter** to confirm.
- e. The vendor's terms display. To accept a discount press **Enter**; otherwise type '*n*.'
- f. Choose a transaction CD.
- g. Enter an invoice number.
- h. Enter an invoice date.
- i. Type the due date.
- j. Enter gross dollar amount.
- k. Enter merchant amount.
- l. Enter purchase order number.
- m. Choose pay status CD.
- n. Enter bank account number or **Enter** for same account as previously entered.
- o. To pay this voucher on a separate check type '*y*.' Otherwise type '*n*' or **Enter**.
- p. To accept the header information, type '*0*.' To edit select a line number, or type '*delete*' to delete the entire voucher.

```

** RECURRING VOUCHER MAINT **                                COMP: 01
VEND#: 001                                                    MON: 9806
NAME: JOHNSTONE SUPPLY                                       REF#: 000111
ADDR: PO BOX 3010
      PORTLAND, OR      97220
TERMS: 5.00% 10 DAYS/NET 30 DAYS   TRANSACTION CD (I/C/D): i
1.INV#:111      2.INV DT:07/09/98 3.DUE DATE: 07/19/98
4.GROSS: 120.00 5.MERCH: 120.00 6.NON-DISC: 0.00 7.DISC: 6.00
8.P/O NUMB:999 9.PAY STATUS CD:  p      NET: 114.00
10.BANK#:001 WELLS FARGO 11.SNG CK: Y

```

ENTER LINE# TO CHANGE,'DELETE' TO DELETE OR '0' TO ACCEPT THE HEADER:

**Figure 13-14. Recurring Voucher Maintenance—filled in**

```

** RECURRING VOUCHER MAINT **                                COMP: 01
VEND#: 001                                                    MON: 9806
NAME: JOHNSTONE SUPPLY                                       REF#: 000111
ADDR: PO BOX 3010
      PORTLAND, OR      97220
TERMS: 5.00% 10 DAYS/NET 30 DAYS   TRANSACTION CD (I/C/D): i
1.INV#:111      2.INV DT:07/09/98 3.DUE DATE: 07/19/98
4.GROSS: 120.00 5.MERCH: 120.00 6.NON-DISC: 0.00 7.DISC: 6.00
8.P/O NUMB:999 9.PAY STATUS CD:  p      NET: 114.00
10.BANK#:001 WELLS FARGO 11.SNG CK: Y
G/L CODE      DESCRIPTION      JOB NO RECPT#  DIST AMT OK?

01-1300-00    INVENTORY
01-5311-00    FREIGHT
01-1500-00    F/A FURNITURE & FIXTURES

STANDARD G/L#S
PRESS <RTN> TO CONTINUE:

```

**Figure 13-15. Recurring Voucher Maintenance—**

- q. Once you accept the header, **Enter** to input the general ledger code.
- r. Enter a description for the GL code.
- s. **Enter** for the default distribution amount.
- t. If the recurring voucher expenses are acceptable, press **Enter**. Otherwise type '*n*'.

- u. Choose the period for your vouchers:
  - (A) 1 EVERY FISCAL PERIOD,
  - (B) SPECIFIC FISCAL PERIODS
  - (C) KEEP SAME
- v. Enter the number of fiscal periods.
- w. Enter the next reference number or 'end' to exit.

### 13.1.9 Recurring Voucher Listing

Lists vouchers set up to automatically display every month.

- a. **Enter** to continue.
- b. Enter '*T*' for one company or '*a*' for all.

RECURRING VOUCHER LISTING											DATE: 07/10/98	PAGE 1
CO: 01	Database Business Systems										TIME: 00:05:51	
REF #	VEND NO.	VENDOR NAME	# OF SPEC	INV #	INV DATE	DUE DATE	GROSS AMT	DISCOUNT	NET AMOUNT	BANK#	LST	UPD
		FISC FISC										
		G/L CODE DIST.	01-1200-00	20.00								
		*** TOTAL:	20.00									
000002	001	JOHNSTONE SUPPLY	24	23	01/29/98	02/08/98	1.00	0.05	0.95	001		
		01-1300-00	1.00									
		*** TOTAL:	1.00									
000111	001	JOHNSTONE SUPPLY	4	111	07/09/98	07/19/98	120.00	6.00	114.00	001		
		01-1300-00	120.00									
		*** TOTAL:	120.00									
000147	001	JOHNSTONE SUPPLY	76	1145-8	11/04/96	11/09/96	1.00	0.00	1.00	001	9712	
		01-1200-00	1.00									
		*** TOTAL:	1.00									
000795		VENDOR NOT ON FILE	9705	0110065845	04/01/97	09/06/01	5000.00	5.00	4995.00	001		

Figure 13-16. Recurring Voucher Listing

### 13.1.10 Recurring Voucher Update

Update the Accounts Payable files with the recurring vouchers (after their input in Menu 13.1.8).

- a. **Enter** to continue.
- b. Enter '*T*' for one company or '*a*' for all.
- c. Enter fiscal month.

### 13.1.11 Open Accounts Payable Maintenance

Use this program to "washout" vouchers entered as open vouchers but later paid with a handcheck. You can also post multiple vouchers to one handcheck.

- a. Enter your initials.

```
***** VOUCHER WASHOUT ENTRY *****  
  
COMPANY:   NN  
BANK:      NEXT CHECK:  
FISCAL (YYMM): CHECK TOTAL  
CHECK DATE:  
VENDOR:  
  
LINE#  VOUCHER  GROSS AMT  DISC AMT  DISC TAKEN  AMT PAID TD  BAL OPEN
```

**Figure 13-17. Voucher Washout Entry—blank screen**

- b. Enter company number.
- c. Enter bank account number.
- d. Enter fiscal period (YYMM).
- e. Enter date of check.
- f. Enter check number.
- g. Enter vendor number.
- h. Enter voucher number.
- i. To change the discount amount type 'y' and then the discount amount at the prompt. To leave the amount as is press **Enter**.
- j. To partially pay the voucher type 'y' and then the amount at the prompt. Press **Enter** to bypass this option.
- k. To confirm and accept the voucher press **Enter**. To make changes type 'n' to return to the Voucher Number prompt and start over.
- l. After you enter all the vouchers that were paid with the check, type '**end**' at the Voucher Number prompt.
- m. At the prompt IS THIS WHAT YOU WANT? Type 'y' to enter more checks and additional vouchers. Type 'n' if you entries are not correct and choose '**w**'ipe-out to start over, '**a**'dd for additional vouchers, or '**d**'elete to remove the vouchers.
- n. Upon completion run the Check Register, Menu 13.2.7, with update.

## 13.2 Cash Disbursements

MENU-13.2	ACCOUNTS PAYABLE CASH DISBURSEMENT SELECTOR	1 JSS.TEST dbs
00:10:06 10 Jul 1998		
--Reports--	--Other Disbursement Activity--	
-----	-----	
1. A/P Payment Schedule (Aged)	11. Check Reversal	
1A. A/P Summary Payment Schedule	12. Open Payables on Hold Report	
2. Scheduled Cash Disbursements	13. Due Dte Updt on Itm Past Cash Disc	
	14. Void Unused Checks	
--Check Writing--		
-----		
3. Cash Disbursements (By Due Date)		
4. Cash Disbursements (Indiv Vchrs)		
5. Clear Check Print File		
6. A/P Check Print		
6A. Laser Checks		
7. Check Register		
--Bank Reports--		
-----		
8. Bank Activity Report		
9. Bank Reconciliation Entry		
10. Bank Reconciliation Listing		

Figure 13-18. Accounts Payable Cash Disbursement menu

### 13.2.1 A/P Payment Schedule (Aged)

Prints a list of aged items that must be paid. The items print when they are due.

- Enter** to proceed.
- Enter three successive dates: First Date, Second Date, Third Date
- Choose one ('I') or all ('a') companies.
- To total by vendor only type 'y'; otherwise 'n.'
- For a range of vendors, type 'y,' and then enter the starting and ending vendor number. Otherwise type 'n.'

#### 13.2.1A A/P Summary Payment Schedule

Lists only totals for amounts due in the upcoming fiscal periods.

- Enter** to proceed.
- Enter three successive dates that are the due-date ranges: First Date, Second Date, Third Date.
- Choose one ('I') or all ('a') companies.
- To total by vendor only type 'y'; otherwise 'n.'
- For a range of vendors, type 'y,' and then enter the starting and ending vendor number. Otherwise type 'n.'
- Choose to print to screen ('y') or printer ('n').

A / P P A Y M E N T S C H E D U L E					07/13/98	PAGE: 1
CO: 01 JOHNSTONE SUPPLY					21:19:21	
	01/01/98	02/01/98	03/01/98			TOTAL
A/P BALANCE GREATER THAN ZERO						
TOTALS:---	0.00	100.00	0.00	0.00		10499.60
COMPANY 01 TOTALS:---						
	0.00	100.00	0.00	0.00		10499.60
PAY TOTALS:---						
	0.00	100.00	0.00	0.00		10499.60
GRAND TOTALS:						
	0.00	100.00	0.00	0.00		10499.60
PAY TOTALS:						
	0.00	100.00	0.00	0.00		10499.60
HIT NL TO CONTINUE:						

Figure 13-19. A/P Payment Schedule

### 13.2.2 Scheduled Cash Disbursements

Prints vouchers that are due and payable, including their due dates that are the same or earlier than the date you enter. Also prints vouchers of vendors that still have credit balances.

- a. Select a printer destination.
- b. Enter a due date for payment (MM/DD/YY).
- c. To suppress payment to certain vendors, type 'y'; otherwise **Enter**.
- d. If suppressing payment, the Vendor Payment Suppression screen displays. Enter company number.
- e. Enter vendor number to suppress. **Enter** to confirm.
- f. **Enter** when finished, and then **Enter** again if your entries are correct.
- g. Type the next company number or 'n' to exit.
- h. Select company: '1' for one company, 'a' for all, or 'o' to omit all companies.

SCHEDULED CASH DISBURSEMENTS JOURNAL FOR 12/31/99									
CO: 01 Test - Database Business			09:25:25 06/07/99		PAGE: 1				
VEND NUM	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	G/L CODE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	VOUCH#
433	A.O. SMITH CORPORATION	12385	03/04/99	04/03/99	01-1060-00	100.00	2.00	98.00	064410
433	A.O. SMITH CORPORATION	1365	12/01/98	12/31/98	01-1060-00	4000.00	0.00	4000.00	064414
433	A.O. SMITH CORPORATION	321456	04/28/99	05/28/99	01-1200-00	52.00	0.00	52.00	064422
	VENDOR 433	TOTAL:				4152.00	2.00	4150.00	*****
321	AERO M., INC.	1113134564	02/09/99	03/11/99	01-1060-00	2000.00	0.00	2000.00	064391
	VENDOR 321	TOTAL:				2000.00	0.00	2000.00	*****
*****									
* THIS VENDOR HAS A NEGATIVE TOTAL AND WILL NOT BE PAID!! *									
*****									

Figure 13-20. Scheduled Cash Disbursement

### 13.2.3 Cash Disbursements (by due date)

Prints report of items due by specific date, and prepares the file to print checks for vouchers appearing on the report. This is useful for paying bills on time, for example, on the 15<sup>th</sup> of the month. Similar to previous menu except this list includes only those vouchers that can be paid. This is usually the first step in printing checks.

- a. Select printer destination.
- b. Enter due date of payment (MM/DD/YY) to automatically reduce your cash account. This date is generally the date the check is issued. Select all items with a due date prior to or on the date entered. This procedure sets up the CKP file, which sets up vouchers that will run as checks.
- c. To pay specific vendors type 'y'; otherwise 'n'.
- d. Select company: 'I' for one company, 'a' for all, or 'o' to omit all companies.
- e. To selectively pay one vendor type 'y'. Then enter vendor number.
- f. To pay all vendor type 'n'.
- g. Enter next company number or 'end'.



CASH DISBURSEMENTS JOURNAL FOR 01/01/98									
CO: 01 JOHNSTONE SUPPLY 21:25:48 07/13/98 PAGE: 1									
VEND NUM	VENDOR NAME	BANK#	INVOICE NO	INV DATE	DUE DATE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	VOUCH#
001	JOHNSTONE SUPPLY, INC.	001	876	09/14/94	09/14/94	100.00	0.00	100.00	003539
VENDOR 001 TOTAL:						100.00	0.00	100.00	****
BANK: 001 TOTALS:						100.00	0.00	100.00	
GRAND TOTALS:						100.00	0.00	100.00	

**Figure 13-21. Cash Disbursement Journal**

### 13.2.4 Cash Disbursements (individual vouchers)

This particular cash disbursement updates the CKP file for specific vouchers as opposed to all vouchers on certain due dates.

- Enter date of payment (MM/DD/YY).
- Type your operator initials.
- Enter company number.
- Enter voucher number.

### 13.2.5 Clear Check Print File

Clears the Print file if a check number that printed does not match the check register. Use this only if you detect a problem.



**Running this program before the check register run with update clears all the work completed in Menu 13.2.3, Menu 13.2.4, and Menu 13.2.6.**

- To clear the Check Print file type 'y\*\*\*.'
- Enter** to proceed with process.



**To continue using the same check number series, be sure to reset the check number in the bank file.**

### 13.2.6 A/P Check Print

Prints the computer-generated checks for vouchers listed in Menu 13.2.3. This also automatically runs the check register for this check run.

- Enter** to proceed.
- Select a printer destination.
- Enter the date you want to print on the check (MM/DD/YY), and then type 'y' to confirm date. If incorrect, type 'n' and retype date.
- Enter company number or *'all.'*



**If you answered "all" to the Company Number prompt in Menu 13.2.3, you must answer "all" here as well.**

- e. Enter three-digit bank number.
- f. To verify or change (maintain) next check number type '*m*' to display Bank Maintenance screen (Figure 13-21 below). **Enter** to skip this step and continue with the process.

BANK MAINTENANCE	
COMPANY #:01	JOHNSTONE SUPPLY
BANK #: 001	
1. BANK NAME	BANK ONE
2. G/L NUMBER	01-1010-00
3. ACCOUNT #	*
4. NEXT CHECK #	010019
5. NEXT WASHOUT CK #	090000

Enter Line#, Backout, DELETE, Edit, 0 to Accept

**Figure 13-22. Bank Maintenance**

- g. In Bank Maintenance, change Next Check # (4) only if it does not match the number of the next check you are printing. Type '*0*' to accept, and then enter '*end*' until you get back to the check printing routine.

### 13.2.6A Laser Checks

Use this program if you use laser printers instead of line printers to print checks.

- a. **Enter** to proceed.
- b. Note the following message on your screen:  
CHECK PRINT PROGRAM IS NOW FORMATTED FOR LASER PRINTER.  
CONTINUOUS FORM CHECKS WILL NOT PRINT CORRECTLY.
- c. To continue type '*y\*\*\**.'
- d. Select a printer.
- e. Enter date of run (MM/DD/YY), and then confirm date ('*y*'). Type '*n*' if incorrect and enter new date.
- f. Enter company number or '*all*.'
- g. Enter three-digit bank number.

### 13.2.7 Check Register

Prints a list of checks and their amounts. Be sure to review this list before updating the check run.

- a. **Enter** to proceed.
- b. Select printer.
- c. To update and erase check print file, type 'y.'
- d. Verify the report. If it printed satisfactorily type 'y\*\*\*'. If not, type 'n' and start over.

### 13.2.8 Bank Activity Report

Prints a report of various activities: cash receipts (ROA's and cash with orders), cash disbursements, and any GL activity that impacted the General Ledger account number of a specific bank (see Menu 12.1.2 for the account number). After updating files, use this menu to run a report of bank activity and balances within a specific period.

- a. Select one of the following:
  - 1) UPDATE FILE Clears the file and returns to the General Ledger activity, the cash receipts, and the cash disbursements to recreate the file. This file is not updated from any other source.
  - 2) RUN REPORT Always run Option 1 before running this option.
- b. To update the file, enter beginning date. This date is the first date on the report.



**Cash receipts and cash disbursements are not kept on the system for more than 90 days, so any earlier date may not produce accurate results.**

- c. Enter ending date--the last day you want to see on the report.
- d. Enter number of company for which you are running report.
- e. Enter bank number of the company entered.
- f. Enter 'y\*\*\*' to let the system calculate a starting balance, or enter a starting balance from the bank statement. The default bank balance is calculated from the General Ledger balance and any activity between the General Ledger close prior to the requested beginning date and the beginning date itself.
- g. To run the bank report, select '2'.
- h. Choose to print to printer ('p') or screen ('s').

### 13.2.9 Bank Reconciliation Entry

Maintains all checks that have cleared the bank. Use this also to make status inquiries on checks.

- a. **Enter** to proceed.
- b. Enter company number or **Enter** for all.
- c. Enter bank number.

- d. Type starting check number and then ending number. You may also enter only one check at a time and multiple ranges of check numbers. Type *'end'* when done.
- e. If you entered a range of checks, choose *'i'* to display an inquiry on each check, or *'m'* for maintenance.
- f. Choosing "M"aintenance prompts to automatically clear checks. Answer *'y\*\*\*'* to flag all the checks you entered as "cleared." If you answer *'n'*, each check displays awaiting your input: clear each check individually, enter an check amount different from the one originally written, or type in notes on the check.

DATE: 07/13/98		BANK RECONCILIATION				FISCAL PERIOD: 9804				
OUTSTANDING CHECKS						PAGE: 1				
CO#: 01 JOHNSTONE SUPPLY										
COUNT	CO#	BANK#	BANK.NAME.....	CHECK#	CODE	VEND#.....	VENDOR.NAME.....	CHECK-DATE	CHECK-AMT	REMARKS.....
1	01	001	BANK ONE	000101		001	JOHNSTONE SUPPLY, IN	10/11/93	100.00	
2	01	001	BANK ONE	001001		001	JOHNSTONE SUPPLY, IN	10/11/93	100.00	
3	01	001	BANK ONE	010017		VOID	VOID	09/10/94	0.00	
4	01	001	BANK ONE	010018		391	GEM PRODUCTS, INC.	09/10/94	200.00	***
									400.00	
									***	
									400.00	
[405] 4 items listed out of 5 items.										

**Figure 13-23. Bank Reconciliation**

### 13.2.10 Bank Reconciliation Listing

Prints three separate reports on:

- Outstanding checks
- Cleared checks
- Outstanding checks over 90 days

You may both list and update or just update the files. Generally, run an update after Bank Reconciliation Entry (previous menu) since updates clear the checks from the list of outstanding checks.

- a. Enter date of report.
- b. Enter fiscal month (YYMM).
- c. Choose to list and update ('L'), or only update ('U').
- d. If listing and updating, choose a sort selection:
  - 1) BY COMPANY, BY CHECK NUMBER
  - 2) BY BANK, BY CHECK NUMBER
- e. To update the bank reconciliation file, type *'y\*\*\*'*. This removes all cleared checks from the file. Answer *'n'* to keep the cleared checks on file.

DATE: 07/13/98		BANK RECONCILIATION				FISCAL PERIOD: 9804				
CHECKS OVER 90 DAYS				PAGE: 1						
CO#: 01 JOHNSTONE SUPPLY										
COUNT	CO#	BANK#	BANK.NAME.....	CHECK#	CODE	VEND#.....	VENDOR.NAME.....	CHECK-DATE	CHECK-AMT	REMARKS.....
1	01	001	BANK ONE	000101		001	JOHNSTONE SUPPLY, IN	10/11/93	100.00	C.
2	01	001	BANK ONE	001001		001	JOHNSTONE SUPPLY, IN	10/11/93	100.00	C.
3	01	001	BANK ONE	010017		VOID	VOID	09/10/94	0.00	
4	01	001	BANK ONE	010018		391	GEM PRODUCTS, INC.	09/10/94	200.00	
								***	400.00	
								***	400.00	

[405] 4 items listed out of 4 items.

**Figure 13-24. Bank Reconciliation**

### 13.2.11 Check Reversal

Reverses a check if you decide not to pay it after it has run. Follow this program with the Check Register program, Menu 13.2.7.

- a. Choose to reverse regular checks ('1') or hand checks ('2').
- b. Enter your operator initials.
- c. For regular checks, enter the following in the order you are prompted:
  - 1) Void date
  - 2) Company number
  - 3) Fiscal month (YYMM)
  - 4) Bank number
  - 5) Check number
- d. If correct, type 'y' to confirm your entry and to continue.
- e. **Enter** to confirm if the information is correct; otherwise type 'n' to start over.
- f. Enter the next check number or type '*end*' several times to exit.

***** REGULAR CHECK REVERSAL ENTRY *****									
VENDOR: 847			VOID DATE: 06/08/99			FISC MO: 9904			
NAME: CHROMALOX APPLIANCE			COMP#: 01 Test - Database Business						
ADDR: C/O AL BROWN			BANK: 001 WELLS FARGO						
PO BOX 19102			G/L#: 01-1010-00						
PORTLAND, OR			CHECK#: 044459			CHECK DT: 06/05/98			
97280			CK AMT: 5000.00			VOUCHER			
GROSS: 5000.00			DISCOUNT: 0.00			TOTALS:			
NET: 5000.00									
VOUCH#	INV.NO	INV.DATE	DUE.DTE	TC	P/S	GROSS AMT	DISC.AMT	NET.AMT	
064286	22222	02/01/98	03/03/98	I	P	5000.00	0.00	5000.00	

**Figure 13-25. Check Reversal Entry (regular checks)**

- g. For hand checks, enter the following:
- 1) Company number
  - 2) Bank number
  - 3) Check number

### 13.2.12 Open Payables on Hold Report

This is a list of the payables (vouchers) with a "H"old status in Pay Status. As such, the system does not issue checks for these vouchers.

- a. Enter date of report
- b. Enter number of companies to report: 'I' or 'a' for all.
- c. To selectively list only one vendor type 'y', and then the vendor number. Otherwise 'n'.

### 13.2.13 Due Date Update on Item Past Cash Discount

When a voucher is set up it is assumed that it will be paid in time to take the cash discount. In case the discount due date is missed, this program resets the due date to the Net Due Date, and zeros out the discount.

- a. Enter today's date.
- b. Confirm the date with 'y,' otherwise 'n' and re-enter date.

### 13.2.14 Void Unused Checks

VOIDS unused check numbers.



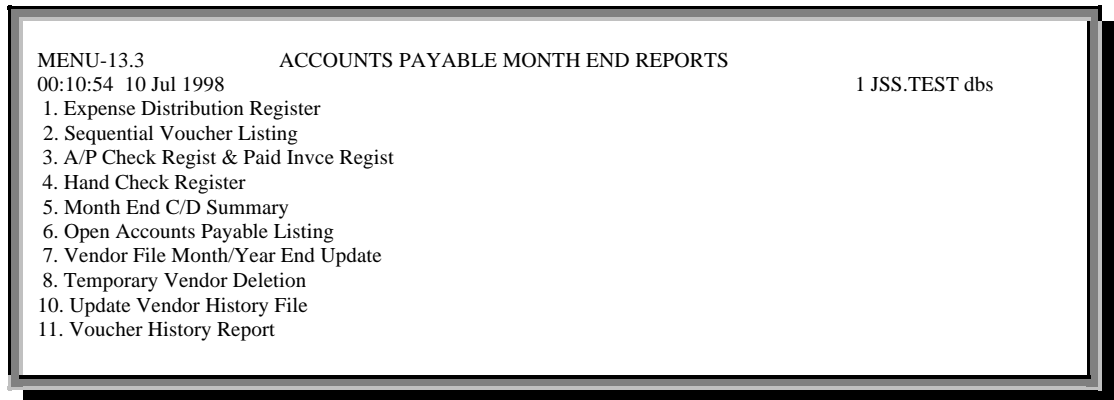
**Use Menu 13.2.11 to void checks previously printed.**

- a. Enter company number.
- b. Enter fiscal period (YYMM).
- c. Enter check's void date (use format "21JUL87").
- d. Enter bank number.
- e. Enter beginning check number, and then ending number.
- f. Confirm your entries by typing 'y\*\*\*.'
- g. Repeat last step.

- h. When processing is complete, press **Enter**.

### 13.3 Month-End Reports

All reports within this menu print automatically with the Accounts Payable Month-End process.



**Figure 13-26. Accounts Payable Month-End Reports menu**

#### 13.3.1 Expense Distribution Register

Lists all expenses by G/L number that were entered through Accounts Payable for a specific open period.



**This report is part of the A/P Month-End processing.**

- a. Enter end-of-month date (MM/DD/YY).
- b. Enter fiscal period (YYMM).
- c. Choose sort method:
  1. BY G/L #
  2. BY DEPARTMENT
  3. BY JOB #

21:29:09 08 Jun 1999 EXPENSE DIST. REGISTER FOR M/E 06/30/99 PAGE: 1										
FISCAL PERIOD: 9904										
CO: 01 Test - Database Business 21:29:09 06/08/99										
G/L	DESCRIPTION	BANK REF	JOB NO	VOUCH#	VEND NUM	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	DIST AMOUNT
1060	PAYROLL ACCOUNT									
*****										
	01			064419	433	A.O. SMITH CORPORATION	13652	04/27/99	paid	50.00
				064423	436	MAGNETEK UNIVERSAL EL.	444	04/28/99	05/28/99	444.00
				064424	436	MAGNETEK UNIVERSAL EL.	1233456	04/29/99	05/29/99	444.00
				DEPARTMENT 00		TOTAL:				938.00
1300	INVENTORY									
*****										
				064425	001	JOHNSTONE SUPPLY	10036	04/30/99	05/30/99	100.00
				064426	001	JOHNSTONE SUPPLY	123456789	05/07/99	EFT	100.00
				DEPARTMENT 00		TOTAL:				200.00

Figure 13-27. Expense Distribution Register

### 13.3.2 Sequential Voucher Listing

Lists all vouchers entered for selected period.



**This report is part of the A/P Month-End processing.**

- Enter end-of-month date (MM/DD/YY).
- Enter fiscal period (YYMM).

### 13.3.3 A/P Check Register & Paid Invoice Register

Prints two separate reports based on the fiscal period you enter: 1) report of all regular checks issued, and 2) report of all vouchers paid.



**This report is part of the A/P Month-End processing.**

- Enter end-of-month date (MM/DD/YY).
- Enter fiscal period (YYMM).

### 13.3.4 Hand Check Register

Prints report of all handchecks posted for the fiscal period you enter.



**This report is part of the A/P Month-End processing.**

- Enter end-of-month date (MM/DD/YY).
- Enter fiscal period (YYMM).

### 13.3.5 Month-End C/D Summary

Prints report of each check batch run for the fiscal period you enter.



**This report is part of the A/P Month-End processing.**



- a. Enter to continue.
- b. Enter date of report (MM/DD/YY).
- c. Enter fiscal period (YYMM).

### 13.3.6 Open Accounts Payable Listing

Prints report of 1) all vouchers open as of the last A/P Month-End, 2) all vouchers entered since that same time, and 3) the open balance of each voucher as of the date entered.



**This report is part of the A/P Month-End processing.**

- a. Enter end-of-month date.
- b. Enter fiscal fiscal month.
- c. Enter a company number or 'a' for all.

### 13.3.7 Vendor File Month/Year-End Update

Do not run this program without Database Business Systems' consent.

### 13.3.8 Temporary Vendor Deletion

Deletes any vendor that is flagged as "temporary" ("T" -flagged in Menu 12.4.1.2, #17) and that lacks a current open balance.

- **Enter** to proceed.

### 13.3.10 Update Vendor History File

Copies (does not delete) all vouchers in the current Open Accounts Payable file (OAP) into the History file.

- **Enter** to proceed.

### 13.3.11 Voucher History Report

Prints report of Accounts Payable expense distributions for the fiscal periods you enter. You may report on all General Ledger numbers or just one. The range of this report is limited by the information stored in the History file.

- a. Enter date of run.
- b. Enter beginning fiscal period, and then enter ending.
- c. To print a range of general ledger numbers type 'y'; otherwise type 'n'.

## 13.4 Month-End Job Stream

See "Month-End Processing" on Page 2 before continuing with this process.

- a. Select a printer.
- b. If some items *have not been updated* in your voucher file, a warning appears stating so. **Enter** to stop the end-of-month jobstream, balance your batches, and then run the sequential voucher list again using Menu 13.1.

- c. If the entire voucher file is updated, enter the Month-End date (MM/DD/YY).
- d. Enter the fiscal period to close (YYMM). All the reports in this menu print immediately, updating the company record to reflect the new current A/P period.

### 13.4A Accounts Payable/GL Tape Backup

Use this menu to backup Accounts Payable and General Ledger.

- a. **Enter** to proceed.
- b. Mount the backup tape and **Enter** when ready.

### 13.5 Vendor Payables Inquiry

Report displays the status of all Open Accounts Payable items (items that were open as of the last A/P month-end and all new vouchers entered since then) by vendor.

- a. Enter your initials. The Vendor Payables Inquiry screen appears.
- b. Enter vendor number, and then press **Enter** to confirm.
- c. Enter company number or 'a' for all.
- d. For a hard copy, type 'y'; otherwise **Enter**.

***** VENDOR PAYABLES INQUIRY *****										
VENDOR: 001	JOHNSTONE SUPPLY, INC.				A/P BALANCE:	420.00				
					OPEN L/C:	0.00				
PURCHASES M-T-D:	0.00				PAYMENTS M-T-D:	0.00				
Y-T-D:	1142.00				Y-T-D:	722.00				
LAST-YR:	0.00				LAST-YR:	0.00				
VOUCH#	INV-DATE	DUE-DATE	GROSS-AMT	DISC-AMT	AMT-PAID	LAST-DT	CHECK#	AMT-DUE	H	
01003610	03/17	03/17/98	9999.60	0.00				9999.60	P	
INV#:	01123889	DESC:	987654	PERIOD:	9801					
G/L#:	01-1400-00	AMT:	9989.60	G/L#:	01-5020-00	AMT:	10.00			
01003539	09/14	09/14/94	100.00	0.00	0.00	09/10/94	000876	100.00	P	
INV#:	876	DESC:		PERIOD:	9507					
G/L#:	01-140-00	AMT:	100.00	G/L#:		AMT:				
01003537	09/14	09/14/94	90.00-	0.00	90.00-	09/10/94	NONE	0.00	P	
INV#:	8888	DESC:		PERIOD:	9507					
G/L#:	01-140-00	AMT:	-90.00	G/L#:		AMT:				
01003536	09/14	09/14/94	90.00	0.00	90.00	09/10/94	NONE	0.00	P	
INV#:	90	DESC:		PERIOD:	9507					
G/L#:	01-140-00	AMT:	90.00	G/L#:		AMT:				
'N'ext screen, 'P'previous screen, Date(mm/dd/yy), 'I'nvoice#, 'E'nd										

**Figure 13-28. Vendor Payables Inquiry**

- e. After the screen fills in, select from the following:
  - 'n' for next screen (if any)
  - 'p' for previous screen (if any)
  - Enter a date (MM/DD/YY) to find a specific voucher
  - 'I' to find a voucher by invoice number

### 13.5A Vendor Purchase History Inquiry

Provides summary of all purchases by vendor and by month.

- Enter your initials.
- Enter company number.
- Enter vendor number, and then **Enter** to confirm. The payable information displays:

CO# 01		VENDOR PAYABLE INQUIRY			
VENDOR : 001		JOHNSTONE SUPPLY, INC.			
	PAYABL\$ NEXT YR -----	PAYABL\$ THIS-YR -----	PAYABL\$ LAST-YR -----	PAYABL\$ 2 YRS AGO-YR -----	
JAN		141536	323577	303171	
FEB		136790	223422	192058	
MAR		213782	236812	194159	
APR		233564	165911	159951	
MAY		129649	156384		
JUN		151933	139592		
JUL		201952	149967		
AUG		245578	221079		
SEP		245150	299519		
OCT		271503	278770		
NOV		222367	173097		
DEC		256872	1230		
TOTAL		725672	2674725	2268977	
HIT RETURN TO CONTINUE.					

**Figure 13-29. Vendor Purchase History Inquiry**

- Enter** to input new vendor.
- To exit type *'end'*.

### 13.5B Voucher/PO Inquiry

Prints report of Purchase Order numbers paid on a specific voucher number.

- Enter voucher number.

Page 1 PO			
PO.....	PO.VALUE.....	VOUCH#..	ORD.DATE
01100306	296.45	01003629	07/23/98
01100393	73.95	01003629	04/27/99
[405] 2 items listed out of 170 items.			

**Figure 13-30. Voucher and Purchase Order Inquiry**

## 13.6 Open Accounts Payable Listing

This report is identical to Menu 13.3.6 and the one that runs in the AP Month-End except that you may select a printer with this menu.

- Select printer.
- Enter end-of-month date (MM/DD/YY).
- Enter fiscal month date (YYMM).
- Enter company number or 'a' for all.

ACCOUNTS PAYABLE ACTIVITY LIST AS OF: 01/15/95				FISC PER: 9501		PAGE 1					
CO: 01 JOHNSTONE SUPPLY						07/12/98 05:50:24					
VOUCH NO	INVOICE NO	INV DATE	DUE DATE	PO NO	GROSS AMT	DISC AMT TAKEN	NET AMT	BAL-OPEN	CHECK#	CHECK-DT	CHECK AMT
VENDOR: 001 JOHNSTONE SUPPLY, INC.											
01000112	1003	10/11/93	PAID		100.00	0.00	100.00	0.00	001001	10/11/93	100.00
01000113	1004	10/11/93	PAID		100.00	0.00	100.00	0.00	000101	10/11/93	100.00
01003531	555	09/14/94	09/30/94		0.00	0.00	0.00				
01003532	556	09/14/94	09/14/94		0.00	0.00	0.00				
01003536	90	09/14/94	09/14/94		0.00	0.00	0.00				
01003537	8888	09/14/94	09/14/94		0.00	0.00	0.00				
01003539	876	09/14/94	09/14/94		0.00	0.00	0.00				
VENDOR- 001 TOTALS:					200.00	0.00	200.00	0.00			200.00 0.00
VENDOR: 835 ROBERT SHAW											
01003534	555555	09/14/94	09/14/94		0.00	0.00	0.00				
VENDOR- 835 TOTALS:					0.00	0.00	0.00	0.00			0.00 0.00
COMPANY- 01 TOTALS:					200.00	0.00	200.00	0.00			200.00 0.00
GRAND TOTALS:					200.00	0.00	200.00	0.00			200.00 0.00

Figure 13-31. Accounts Payable Open Activity report

## 13.7 Accounts Payable Vendor Card

Prints a vendor ledger card.

- To update the vendorHistory file before printing the ledger card, type 'y' first. Otherwise, **Enter** and proceed to the next step.
- Choose to print by company (1) or a consolidated report (2).
- If printing by company, enter '1' for one company, and then enter the number, or 'a' for all companies.
- For a range of vendors, type 'y' and then enter the vendor numbers. Otherwise type 'n'.

VENDOR LEDGER											PAGE 1
CO: 01 Database Business Systems											07/12/98 05:59:50
PORTLAND, OR DISC%: 5.00 LAST YR: 45027.63 LAST YR: 40836.58 97220 DISC DAYS: 10 DUE DAYS: 30											
LAST CHECK#: 123451 DATE-PD: 06/24/98 AMT: 112.00											
VOUCH NO	INVOICE NO	INV DATE	DUE DATE	PO NO	GROSS AMT	DISC AMT TAKEN	NET AMT	BAL-OPEN	CHECK#	CHECK-DT	CHECK AMT P
01000269	3131	09/13/95	10/16/95		1.00	0.00	1.00	1.00			P
01000281	12345	03/11/96	03/11/96		10.00	0.00	10.00	10.00			N
01000282	100	03/11/96	03/10/96		10.00	0.00	10.00	10.00			N
01000283	333	03/11/96	03/21/96		10.00	0.00	10.00	10.00			N
01000284	123468	02/28/96	03/15/96		100.00	0.00	100.00	100.00			N
01000296	123456	05/10/96	05/20/96		100.00	0.00	0.00	100.00			N
01000298	123	06/14/96	06/24/96		1.00	0.00	1.00	1.00			N
VENDOR- 001 TOTALS:					101344.72	41.50	98432.25	59901.09			41402.13

Figure 13-32. Vendor Ledger (by company)

CONSOLIDATED VENDOR LEDGER											PAGE 1
07/12/98 06:00:33											
VENDOR NUMBER:											
NAME: ** VENDOR NOT ON FILE * CONTACT: A/P BALANCE: 4096.58											
ADDRESS: PHONE: PURCHASES M-T-D: 0.00 PAYMENTS M-T-D: 0.0											
NAME: ** VENDOR NOT ON FILE * CONTACT: A/P BALANCE: 4096.58											
ADDRESS: PHONE: PURCHASES M-T-D: 0.00 PAYMENTS M-T-D: 0.00											
DUNS#: Y-T-D: 500.00 Y-T-D: 500.00 DISC%: LAST YR: 0.00 LAST YR: 0.00											
DISC DAYS: DUE DAYS: 30 LAST CHECK#: 555556 DATE-PD: 12/15/97 AMT: 500.00											
VOUCH NO	INVOICE NO	INV DATE	DUE DATE	PO NO	GROSS AMT	DISC AMT TAKEN	NET AMT	BAL-OPEN	CHECK#	CHECK-DT	CHECK AMT P
01064239	123456	12/10/97	PAID		500.00	0.00	500.00	0.00	555556	12/15/97	500.00 Y
PORTLAND, OR DISC%: 5.00											
LAST YR: 45027.63 LAST YR: 40836.58 97220 DISC DAYS: 10 DUE DAYS: 30											
LAST CHECK#: 123451 DATE-PD: 06/24/98 AMT: 112.00											
01000269	3131	09/13/95	10/16/95		1.00	0.00	1.00	1.00			P
01000281	12345	03/11/96	03/11/96		10.00	0.00	10.00	10.00			N
01000282	100	03/11/96	03/10/96		10.00	0.00	10.00	10.00			N
01000283	333	03/11/96	03/21/96		10.00	0.00	10.00	10.00			N
01000284	123468	02/28/96	03/15/96		100.00	0.00	100.00	100.00			N
01000296	123456	05/10/96	05/20/96		100.00	0.00	0.00	100.00			N
01000298	123456789	06/14/96	06/24/96		1.00	0.00	1.00	1.00			N

Figure 13-33. Vendor Ledger (consolidated)

## 13.8 1099 Procedures

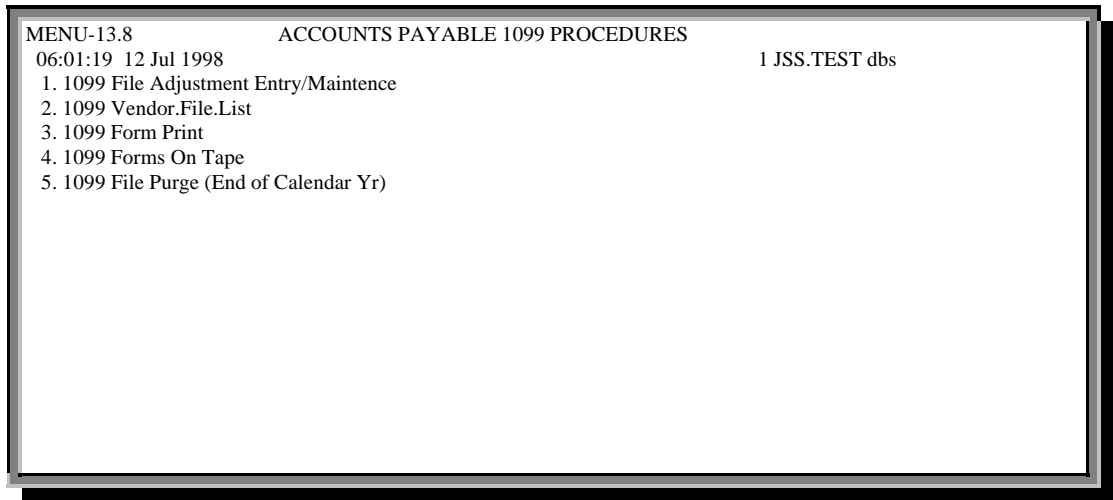


Figure 13-34. Accounts Payable 1099 menu

### 13.8.1 1099 File Adjustment Entry/Maintenance

Corrects or creates a 1099 record for a specific vendor.

- a. Enter your initials.
- b. Enter company number.
- c. Enter vendor number. If the vendor is not on file, the following displays:  
NOT ON 1099 FILE. IS THIS A NEW ITEM (Y/CR) ?  
Type 'y' if the item is new.
- d. Enter adjustment amount.
- e. Enter date of adjustment.
- f. If your entries are correct, type '0' to accept and then enter next company number or '*end*'. To edit, select a line number, or to cancel the entire process, type '*delete*'.

### 13.8.2 1099 Vendor File List

Prints report of all 1099s by vendor.

- Select a printer and the report prints immediately.

DATE 06:03:23 12 Jul 1998		***** 1099 FILE LISTING *****				PAGE: 1				
CO#: 01		Database Business Systems								
CONO	VEND#	VENDOR.NAME	SS#	VOU	INV.NO	INV.DATE	GROSS.AMT.	DATE-PAID	CHECK#	PERIOD
01	001	TAMMY		01064300	444456	02/20/98	1,000.00	03/06/98	044444	9804
***							1,000.00	03/06/98		
							1,000.00	03/06/98		
[405] 1 items listed out of 10 items.										

**Figure 13-35. 1099 Vendor File report**

### 13.8.3 1099 Form Print

Prints a Form 1099 for each vendor flagged as such.

- Select a printer.
- Enter calendar year of payment (YY).
- Enter year (YY).
- Enter company number.

### 13.8.4 1099 Forms on Tape

Sends information from the 1099 forms to tape.

### 13.8.5 1099 File Purge

Purges all data from the 1099 file for a specific calendar year.



**Be sure to run the 1099 Form first before running this process because the 1099 file will clear.**

- Type 'y\*\*\*' to purge the 1099 file.
- Enter the calendar year (YY) to clear.

## 13.10 Vendor-Customer Listing

Prints report of all vendors with a customer number entered in Menu 12.4.1.2, prompt 34.

- **Enter** to proceed.

CO#	VEND#...	VENDOR.NAME.....	CUST#.	OPBAL.....	ARBAL.....
01	001	JOHNSTONE SUPPLY	100393	55,933.75	
01	1001	JOHNSTONE SUPPLY	100292	5,687.23	
01	3019	ACME MANUFACTURING	100517	22,744.53	Y

12 Jul 1998                      VENDOR-CUSTOMER LISTING                      PAGE: 1

CO#: 01 Database Business Systems

\*\*\*

**Figure 13-36. Vendor-Customer Listing**

### 13.11 A/P Invoice Verification List

Prints report by vendor name and invoice number for each corresponding voucher number.

- Selecting this menu immediately prints the list.

VEND#...	VENDOR.NAME.....	INV.NO.....	VOUCH#..	DAT.CREATED
001	JOHNSTONE SUPPLY	000	01064324	04/08/98
001	JOHNSTONE SUPPLY	004247	01000441	09/10/97
001	JOHNSTONE SUPPLY	01123456	01064301	03/09/98
001	JOHNSTONE SUPPLY	04248	01000442	09/10/97
001	JOHNSTONE SUPPLY	082365365	01064089	09/29/97
001	JOHNSTONE SUPPLY	1	01064222	12/09/97
001	JOHNSTONE SUPPLY	100671	01000447	09/10/97
001	JOHNSTONE SUPPLY	100680	01000448	09/10/97
001	JOHNSTONE SUPPLY	100682	01000449	09/10/97
001	JOHNSTONE SUPPLY	100701	01000450	09/10/97
001	JOHNSTONE SUPPLY	100702	01000451	09/10/97
001	JOHNSTONE SUPPLY	100719	01000452	09/10/97
001	JOHNSTONE SUPPLY	100734	01000453	09/10/97
001	JOHNSTONE SUPPLY	100735	01000454	09/10/97

PAGE 1                      \*\*\*\*\* A/P INVOICE VERIFICATION LISTING \*\*\*\*\*

DATE 07:39:17 12 Jul 1998

\*\*\*

**Figure 13-37. AP Invoice Verification List**



## 13.20 New Accounts Payable

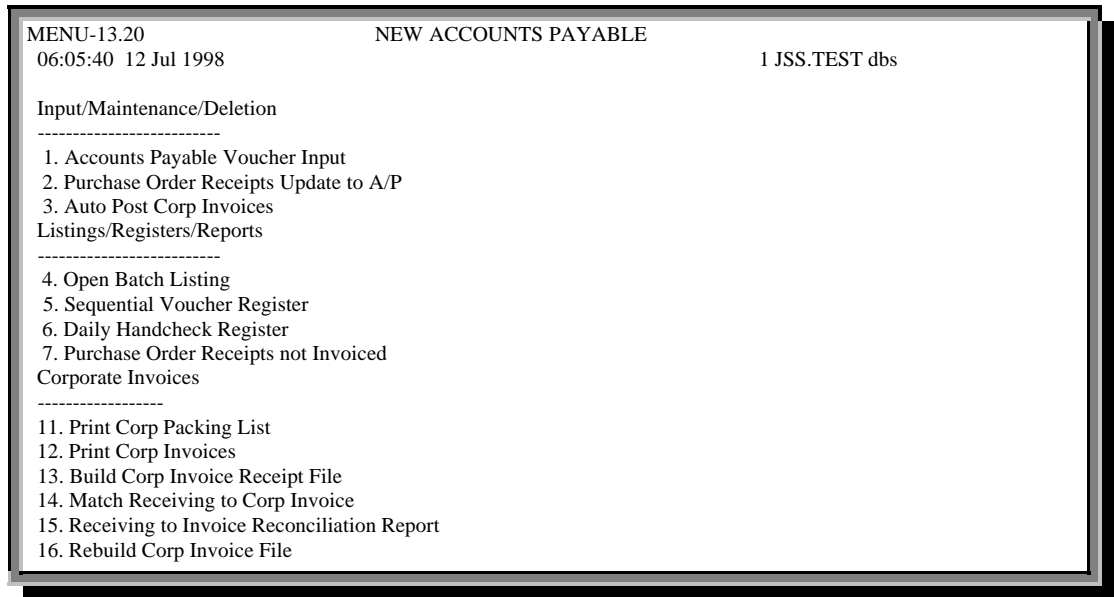


Figure 13-38. New Accounts Payable menu

### 13.20.1 Accounts Payable Voucher Input

This new program combines most of the functions of the old voucher input, maintenance and deletion (Menus 13.1.1 through 13.1.4) into one program. After a voucher is completed and updated in this menu, you can maintain or delete it using this same menu option. Use this menu to enter any and all handchecks and vouchers. Use this program to also enter vouchers for the receiving that was done through Purchase Order Receiving and to enter invoices directly from Corporate.

```

$$$$$$$$$$$ NEW ACCOUNTS PAYABLE VOUCHER ENTRY $$$$$$$$$$$$
23:12:58 02 Mar 1999                               1 JSS.TEST dbs

1. Operator code :      DATABASE
2. Company number:      01
3. Voucher number:      06438787
4. Batch number :           Control   Applied
5. # of vouchers :       1
6. Gross $ amount:       2,000.00       2,000.00
7. Fiscal period :       9812
8. Due date   :          01/12/99
9. Bank number :          001

Enter Line #, 'D'elele batch, END-exit, or <enter> for voucher input

```

**Figure 13-39. New Accounts Payable Voucher Entry**

- a. Enter your operator code.
- b. Enter company number.
- c. Enter voucher number, or **Enter** for new number. If you enter a voucher that is not currently in an open batch, a new batch will be created for this voucher. However, if the voucher is in an existing open batch the voucher will remain in the same batch. In either case, the Voucher screen displays.

Open vouchers can be deleted or maintained. Use the **L**ookup option to find a voucher number by vendor. The option **PARAM** is also available (with authorization) to maintain required fields, stops, and defaults for the voucher input items.

- d. If you enter an *existing* voucher number, edit a line, **d**elele a batch, **Enter** for a new voucher, or **end**.'
- e. If you enter a *new* voucher number, enter a batch number, or **Enter** to start a new batch. You may also use **L**ookup to choose from a list of open A/P batches; select a number without the leading zeroes.



**Use CTRL+X to stop the listing of multiple screens of open batches.**

- f. Type the number of vouchers. The number of vouchers and the gross amounts are the control totals, which must be entered and match the applied totals before a completed batch will updated.
- g. Enter gross dollar amount of voucher.
- h. Enter fiscal period or **Enter** for default to the oldest Accounts Payable period not yet closed.
- i. Enter a default due date for all vouchers in this batch, or **Enter** for default (the system calculates the due date on each voucher

separately). For a batch of handchecks type *'paid.'* For vendor terms press **Enter**.

- j. Enter a bank number.
- k. To delete the batch type *'d,'* or **Enter** for Voucher Input screen.
- l. Record batch number and **Enter** to continue.

ACCOUNTS PAYABLE VOUCHER INPUT			ESC TO END
Co #: 01	Voucher #: NEW	Fiscal Period: 9801	
1. Vendor #	#####		
2. Trans code	I		
3. Invoice #			
4. Inv date			
5. Due date			
6. Gross amt	NET	0.00	
7. Merch amt			
8. Non-disc			
9. Discount \$	net	days	
10. Discount %			
11. Pay status	P		
12. Bank #	001		
13. Single chk	N		
14. Misc desc			
15. G/L Code		16. Dist Amt	

**Figure 13-40. A/P Voucher Input (blank screen)**

- m. In the Voucher Input screen, type vendor number, and then **Enter** to confirm. (For an explanation of each field, see next page.)
- n. Enter invoice number.
- o. Enter date of invoice.
- p. Type due date of invoice or **Enter** for default.
- q. Enter gross dollar amount.
- r. Enter merchant amount or **Enter** for default (same as gross amount).
- s. For Field 15, G/L Code, the A/P Maintenance—G/L Distribution screen displays:

A/P Maintenance - G/L Distribution - Screen 1		
Vendor Number : 001	JOHNSTONE SUPPLY, INC.	
Gross Amt 100.00	Total Dist Amt 100.00	Remaining 0.00
G/L Distribution	Distribution Amount	
1. 01-1400-00 INVENTORY	19.	100.00
2. 01-5020-00 FREIGHT IN	20.	
3.	21.	
4.	22.	
5.	23.	
6.	24.	
7.	25.	
8.	26.	
9.	27.	
10.	28.	
11.	29.	
12.	30.	
13.	31.	
14.	32.	
15.	33.	
16.	34.	
17.	35.	
18.	36.	
Enter Line#, Backout, DELETE, Edit, 0 to Accept, More		

**Figure 13-41. A/P Maintenance–G/L Distribution**

- t. Edit or delete G/L number or amount.
- u. Type '0' to accept and return to previous screen, which is now filled in.

ACCOUNTS PAYABLE VOUCHER INPUT			
Co #: 01	Voucher #: NEW	Fiscal Period: 9801	
1. Vendor #	001	JOHNSTONE SUPPLY, INC.	
2. Trans code	I	PO BOX 3010	
3. Invoice #	111	123 NE 3RD SUITE 400	
4. Inv date	01/01/98	PORTLAND, OR	
5. Due date	01/01/98	97208	
6. Gross amt	100.00	NET	100.00
7. Merch amt	100.00		
8. Non-disc	0.00		
9. Discount \$		net days	
10. Discount %			
11. Pay status	P		
12. Bank #	001		
13. Single chk	N		
14. Misc desc	XYZ CO		
15. G/L Code		16. Dist Amt	
01-1400-00 INVENTORY		100.00	
Enter Line#, Backout, DELETE, Edit, 0 to Accept			

**Figure 13-42. Voucher Input (filled)**

Voucher Input screen fields:

- 1. Vendor#** Vendor number. Enter one of three choices: 1) use 'L'lookup to enter an existing vendor by name, 2) for a temporary vendor, enter a

unique vendor number and the program prompts you through the setup of Vendor Master and Detail files, or 3) **Enter** to default to the vendor number from the previous voucher.

**2. Trans Code** Transaction code. Your choices are *T*nvoice, *C*'redit Memo, *D*'ebit Memo, or *OA*' On Account. Credits automatically change the due date to equal the invoice date and eliminate any discounts.

**3. Invoice#** Enter a unique invoice number for this vendor. A message displays if the invoice number already exists on another voucher.

**4. Inv Date** Invoice date. Press **Enter** for today's date. Use any of the following formats: 1.2.98, 1/2/98, 01/02/98, or 1.2 (which assumes the current year).

**5. Due Date** The due date is based on the vendor terms in Field 9 next to the discount, and is calculated from the invoice date. Press **Enter** for the system-calculated due date, or type another date in the format described above.

**6. Gross Amt** Gross amount is the total amount due from the voucher. The net amount displays to the right, showing the gross amount less any discounts.

**7. Merch Amt** Merchant amount is the amount from the voucher that is discountable. For purchasing vendors, this amount automatically posts to the inventory account.

**8. Non-Disc** Non-discount amount is subtracted from the gross amount to calculate the merchandise amount and discount. For purchasing vendors, this amount automatically posts to the freight account.

**9. Discount \$** This discount amount is deducted from the invoice if paid by the discount due date. Entering *0* changes the due date to the invoice due date (Field 5).

**10. Discount %** Enter an alternate discount percentage from the one in Vendor Terms. This percentage calculates the discount of the merchandise amount.

**11. Pay Status** Choose one of three options: *P*ay, *H*old, *PAID*, or *EFT* (Electronic Fund Transfers). Pay is the default and indicates that you will pay this voucher. Hold indicates a payable that is not disbursed automatically. PAID is for creating hand checks (enter a hand check number and hand check date, followed by a date).

**12. Bank #** Number of bank that will pay this voucher.

**13. Single Chk** Single check. Enter *y* for this voucher to print on a separate check. Otherwise, all vouchers entered for a vendor combine onto one check.

**14. Misc Desc** Miscellaneous description. The default for this field is the Vendor Customer number stored in Vendor Detail, Menu 12.4.1.3, Field 13. This field is limited to 30 characters, which print on the check.

**15. G/L Code** General Ledger code displays the G/L Distribution screen (see Fig. 13-46). Enter a four-digit account number that converts to the full G/L format (CO-ACCT-00). For a list of G/L numbers, enter *?* at the account number prompt.

**16. Dist Amt** Distribution amount displays the same screen as G/L Code (Field 15). If the total gross amount of the voucher does not agree with the

total distribution amount, a message notifies you about the remaining balance.

- v. When finished, type '0' to accept. To change an entry, type a line number or 'e'dit to change every line one at a time.
- w. Record the batch number and voucher number, and **Enter** to continue.
- x. Enter next vendor number or '*end*' to exit.

### 13.20.2 Purchase Order Receipts Update to A/P

Automatically updates Accounts Payable from Purchase Order receipts. Use the menu to balance your General Ledger inventory on a monthly basis and to print an accurate report of purchase order receipts not yet invoiced at Month-End.

#### *Step 1*

Before you begin with this menu, we recommend completing the next two steps:

1. Match the Receivers and Invoices together, then use Menu 13.20.14 to input the invoice and receiver numbers. When you are finished, type '*end*' to exit the program.
2. Print out the Receiving to Invoice Reconciliation report, Menu 13.20.15, and review any discrepancies.

#### *Step 2*

You are ready to proceed with Menu 13.20.2 and enter invoices, reconcile prices, quantities, and freight amounts.

The first time you use this program, select this menu item and enter the password ("POR") to create the cross-reference file for collecting the Receiving. Activate this before starting a new month.



**Once the cross-reference file is created, it is updated daily from the Purchase Order Receipts Posting (Menu 7.3) and Bar Code Receiving (Menu 34.2) programs. The receivers post either to the vendor used on the Purchase Order or to Vendor 001 (Johnstone Corporate) if the vendor "Bill To" is Corporate.**

- a. The same Voucher screen as in Figure 13-39 (Menu 13.20.1) appears with the same prompts. Follow the steps on Page 36.
- b. Type a vendor number, and then **Enter** to confirm entry. The screen displays all open receivers for the particular company and vendor.
- c. Enter invoice number.
- d. Enter freight amount.
- e. Once the first invoice is updated, record the system-generated batch number and the date it was entered.

Auto Update Accounts Payable from Purchase Order Receipts			
Company # 01 JOHNSTONE SUPPLY			
Vendor # 001 JOHNSTONE SUPPLY, INC.			
PO BOX 3010			
123 NE 3RD SUITE 400			
PORTLAND, OR 97208			
RCVR#	DATE	AMT RECEIVED NOT INVOICED	PURCHASE ORDER NUMBERS
1. 001075	04/23/98	5.270	100230
2. 001061	04/16/98	276.150	100213
3. 001081	05/11/98	0.000	100256
4. 001082	05/11/98	86.220	100256
5. 001083	05/11/98	0.000	100256
6. 001084	05/13/98	0.000	100258
7. 001085	05/13/98	97.450	100258
Enter Line#, Rcvr#, <Enter>-next, P-revious,U-pdate or END			

**Figure 13-43. Auto Update A/P from PO Receipts**

- f. At Auto Update screen, choose from the following prompts:
- |              |   |
|--------------|---|
| Line#        | Select a line number of the receiver to voucher.  |
| Rcvr#        | Enter the 6-digit receiver number to voucher instead of selecting a line number.  |
| <b>Enter</b> | View next screen, if any.   |
| <b>'p'</b>   | Option to return to previous screen of receivers.   |
| <b>'u'</b>   | Once you select all receiver and purchase orders for vouching, type <b>'u'</b> to update the the A/P Voucher Input screen with the total selected through Voucher Input screen. |
| <b>'end'</b> | Exit without changes.   |
- g. Select a line number to input new invoice number.
- h. Select from the following:
- |            |                        |
|------------|------------------------|
| <b>'d'</b> | to display line detail |
| <b>'c'</b> | to clear               |
| <b>'0'</b> | to accept              |
- i. Run Menu 13.20.5 for a Sequential Voucher listing, and verify the information that was input.

### 13.20.3 Auto Post Corp Invoices

Automatically post Corporate invoices to Accounts Payable. This is another method of voucher entry for automatic posting of Corporate invoices.

#### Step 1

Create your batch.

*Step 2*

Post the invoices:

- a. Enter company number or **Enter** for all.
- b. Enter beginning invoice date (MM/DD/YY).
- c. Enter ending invoice date. The number of invoices selected displays.
- d. Type the inventory account, **Enter** for the default.
- e. Add the freight amount.
- f. Enter fiscal period (YYMM).
- g. The system processes through the invoices and lists the batch numbers and vouchers. Type 'c' to continue.
- h. At the Batch Control screen, verify batch balances and make any necessary adjustments.

*Step 3*

Run Menu 13.20.5, Sequential Voucher Register.

**13.20.4 Open Batch Listing**

Displays all open voucher batches that are started either in Menu 13.20.1, Menu 13.20.2, or Menu 13.20.3. We recommend balancing and closing these batches on a daily basis.

- a. **Enter** to continue.
- b. Select output option:
  1. CRT
  2. PRINTER
- c. Enter fiscal period to report (YYMM) or **Enter** for all.

BATCH. . SOURCE.....	PERIOD	#VOU	GROSS.AMT.
14 Jul 1998	OPEN VOUCHER BATCHES LISTING		PAGE 1
(NOTE: FOR ANY BATCH, THE BATCH TOTALS SHOULD EQUAL THE VOUCHER TOTALS)			
000105 BATCH TOTALS	9801		
***			
000106 BATCH TOTALS	9801		
000106 1 VOUCHER TOTALS	9801	3	300.00
***			
000107 BATCH TOTALS	9801		
***			
000108 BATCH TOTALS	9801		
***			

**Figure 13-44. Open Voucher Batches Listing**



### 13.20.5 Sequential Voucher Register

Prints a list of open vouchers by batch number and updates the Voucher file with this information.

- Enter company number or **Enter** for all.
- Enter batch number or **Enter** for all. The report prints immediately.
- If you are satisfied with the printed report, type 'y\*\*\*' to update and close the batch. If not, type 'n' to start over. Any batches out of balance will result in none of the batches updating the Voucher file.

SEQUENTIAL VOUCHER LISTING										DATE: 07/14/98	PAGE 1
CO: 01 JOHNSTONE SUPPLY		TIME: 22:34:51									
BATCH: 000106 PERIOD: 9801											
VOUCH#	VEND NO.	VENDOR NAME	INVOICE NO.	INV DATE	DUE DATE	GROSS AMT	DISCOUNT	NET AMOUNT	JOB#	BANK REF	
003607	391	GEM PRODUCTS, INC.	DKDK	02/20/98	03/22/98	100.00	0.00	100.00	01-1400-00	100.00	
		*** TOTAL:	100.00								
003608	391	GEM PRODUCTS, INC.	KDKD	02/20/98	03/22/98	100.00	0.00	100.00	01-1400-00	100.00	
		*** TOTAL:	100.00								
003609	391	GEM PRODUCTS, INC.	djkd	02/20/98	03/22/98	100.00	0.00	100.00	01-1400-00	80.00	
									01-1100-00	10.00	
									01-1200-00	10.00	
		*** TOTAL:	100.00								
		BATCH: 000106 TOTAL:									
						300.00	0.00	300.00	300.00		

Figure 13-45. Sequential Voucher Listing

### 13.20.6 Daily Handcheck Register

Run this menu for any handchecks entered in Menu 13.20.1, Accounts Payable Voucher Input.

- Enter** to sort the handcheck register and then spool it.
- If the report printed satisfactorily, type 'y\*\*\*' and the file is updated and then erased. Type 'n' to start over if incorrect.

### 13.20.7 Purchase Order Receipts Not Invoiced

Prints a report of all receivers not yet invoiced after posting Accounts Payable directly from your Purchase Order receipts. This report demonstrates the importance of detail needed for the monthly inventory and Accounts Payable accrual. Consider adding this report to your Month-End job stream to post a journal entry to account for the receiving not yet vouchered.

- Enter** to continue.
- Select printer destination.
- Enter last date to include in receiving (MM/DD/YY).

### 13.20.11 Print Corp Packing List

Prints packing lists transmitted from Johnstone Corporate. Any unprinted packing lists can be printed automatically during end-of-day.

- a. Choose to print to 'S'creen or 'P'rinter.
- b. Enter company number or **Enter** for all.
- c. Select a packing list from the last 90 days.

Print Corp Pick Tickets					
Line	Ship Date	Invoice	Po#	Type	Printed
1	04/07/98	438248	05024620	TRUCK	No
2	10/09/97	397816	023494	B/O	Yes
3	10/09/97	397817	023506	B/O	Yes
4	10/09/97	397818	023506	B/O	Yes
5	10/09/97	399028	506973	CORP	Yes
6	10/09/97	399030	023569	CORP	Yes
7	0/09/97	399129	023309	B/O	Yes
8	10/09/97	399130	023441	B/O	Yes
9	10/07/97	398221	023553	UPS NXT DY	Yes
10	09/18/97	393978	023292	B/O	Yes
11	09/18/97	393979	023294	B/O	Yes
12	09/18/97	394180	023441	CORP	Yes
13	09/18/97	394181	023441	CORP	Yes
14	09/11/97	391655	506767	B/O	Yes
15	09/11/97	391656	506767	B/O	Yes

Enter line#'s separated by ;, range (ie 50-65), <Enter> to continue, or 'END'

**Figure 13-46. Print Corp Pick Tickets**

### 13.20.12 Print Corp Invoices

Prints Corporate invoices. Any Corporate invoices not yet printed can be automatically printed during end-of-day.

- a. Select print option:
  - 1) DISPLAY ON SCREEN
  - 2) PRINT SELECTED INVOICES
  - 3) PRINT ALL UNPRINTED INVOICES
- b. Enter a company number or **Enter** for all.
- c. Invoices for the last 90 days display for your selection. Choose an invoice.

Print Corp Invoices					
Line	Ship Date	Invoice	Po#	Type	Printed
1	04/07/98	438248	05024620	TRUCK	No
2	10/09/97	397816	023494	B/O	Yes
3	10/09/97	397817	023506	B/O	Yes
4	10/09/97	397818	023506	B/O	Yes
5	10/09/97	399028	506973	CORP	Yes
6	10/09/97	399030	023569	CORP	Yes
7	0/09/97	399129	023309	B/O	Yes
8	10/09/97	399130	023441	B/O	Yes
9	10/07/97	398221	023553	UPS NXT DY	Yes
10	09/18/97	393978	023292	B/O	Yes
11	09/18/97	393979	023294	B/O	Yes
12	09/18/97	394180	023441	CORP	Yes
13	09/18/97	394181	023441	CORP	Yes
14	09/11/97	391655	506767	B/O	Yes
15	09/11/97	391656	506767	B/O	Yes

Enter line#'s separated by ;, range (ie 50-65), <Enter> to continue, or 'END'

Figure 13-47. Print Corp Invoices

### 13.20.13 Build Corp Invoice Receipt File

If you do not receive Corporate's invoice transmission before your end-of-day completes, run this menu to build the files for display in Menu 13.20.11 and Menu 13.20.12 above.

- **Enter** to process file.

### 13.20.14 Match Receiving to Corp Invoice

Creates an accurate reconciliation of Menu 13.20.15.

- a. Enter an invoice number.
- b. Enter corresponding receiver number. The program informs you if the invoice has already been matched, and if so, to which receiver (invoice may have multiple receiver matches).
- c. Enter 'y\*\*\*' to accept a multiple match.

### 13.20.15 Receiving Invoice Reconciliation Report

After receiving Corporate's purchase orders, run this reconciliation report to show the difference between Corporate's transmitted invoices and your receipts report. Consider using this information to update your Receiving to match the invoices.

- a. Print to **D**'isplay or **P**'rinter.
- b. Enter receiver number to compare or **Enter** for all.
- c. For full detailed report press **Enter**; for report of differences, type **'diff.'**

### 13.20.16 Rebuild Corp Invoice File

If an invoice is missing or a product was substituted but not changed on the Purchase Order before receiving a transmission, rebuild the Corporate Invoice file before running menu 13.20.12, Print Corp Invoices. Use alpha product maintenance to cross reference the Corporate C16 (part number used by Corp for billed non-catalog items) to the non-stock number on the purchase order before running this program. This program rebuilds one invoice at a time.

- Enter Corporate invoice number to rebuild file.
- Enter date of invoice.
- Enter company number.

### 13.25 Assign Printer

----- ----- ----- -----				CURRENT ASSIGNMENT-----				
NUMBER	#	LINE	STATUS	LOCATION	Line#	Status	Copies	Form#
----- ----- ----- -----				----- ----- ----- -----				
0	0	19	inactive	Oki-521 Report	1	hs	1	0
1	1	18	inactive	PRINTEC MONSTER				
2	2	23	inactive	Laser Printer				
3	3	29	inactive	Support OKI520				
4	4	20	inactive	Support Laser				
5	5	27	inactive	Database Invoices				
6	6	26	inactive	Mara's Printer				
8	8	28	inactive	Gordon's Laser				
----- ----- ----- -----				----- ----- ----- -----				
ENTER PRINTER#, HS-HOLD SPOOLER, #H-PRINT & HOLD, OR <CR> FOR CURRENT								

**Figure 13-48. Printer Assignment**

Select from the following:

- Choose a line number for printer
- **'HS'** to hold the spooler and view the report with "SP-EDIT"
- **#H** to print and hold the report
- **Enter** for current assignment

## Appendix

### Prompt Options

Option	Definition
<RTN>, NL	Enter
B	Backout; exit without changes
END	To exit or end process
I	Invoice number
I, INQ	Access Inquiry screen
N	Next screen
P	Previous screen

### Screen Columns

See also Voucher Input screen, p. 40.

Name	Meaning
#VOU	Number of vouchers
AMT	Amount
ARBAL	Accounts Receivable Balance
BAL-OPEN	Open Balance
BNK	Bank
CD	Credit Memo/Debit Memo
CONO	Deleted Amount
DAT, DT	Date
DEL.AMT	Amount Deleted
DESC	Description
DISC	Discount
DIST	Distribution
DUE DT, DUE DATE	Due date
H	Hold
INV#	Invoice Number
LN#	Line number of item
LST UPD	Last Update
MERCH	Merchandise
MISC	Miscellaneous
NO	Number
OPBAL	Open Balance
OPER	Operator name; person who created the purchase order
ORD.DATE	Date of Order
ORDER#, ORDER	Purchase order number

---

Name	Meaning
P	Pay
PERIOD	Fiscal period
PO	Purchase Order Number
QTY	Quantity
RCVR#	Receiver number
REF	Reference
SNG CK	
SS#	Social Security Number
VOU , VOUCH#	Voucher number
WARR SEQ	Warranty Sequence

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