Building business and technology relationships.

# Accounts Payable
# User Manual

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# Chapter 1

# Understanding Accounts Payable

### Accounting

"Accounting" is the collection, categorization, and presentation of financial records.

### Accounts Payable

"Accounts payable" is the area of accounting dealing with the purchases and disbursements of a company and with the money it owes.

As used here, "account" means "a record of financial activity". "Payable" means "that should be paid" or "due another". Accounts Payable is often abbreviated "A/P" (or "AP").

### Vendor

A "vendor" is a person or company from whom you purchase the goods and services you use in your business. For example, the telephone company is one of your vendors. You purchase a service from them.

### Accrual

"Accrual" is a term which describes one of the two methods of accounting for revenues and expenses which are in common use and are approved by the Revenue Canada. The other method is called the "cash" method.

Under the accrual method:

1. You count a sale as revenue when you make the sale, not when you actually get paid for it (which can be weeks or months later).

2. You count a purchase as an expense when you make the purchase, not when you actually pay for it (which can be weeks or months later).

Under the cash method:

1. You count a sale as revenue only when you get paid for it.

2. You count a purchase as an expense only when you pay for it.

**Transactions**

As used in accounting, "transaction" means a business event involving money and goods or services. For example, a transaction occurs each time you gas up your car: you pay money in exchange for gasoline (goods).
Because computer software deals primarily with business events which have already taken place, in Samco applications software, "transaction" means the record of a completed business event involving money and goods or services.

The records of sales made and payments received are examples of transactions from the area of accounting called "accounts receivable". The records of your purchases and the payments you make for such purchases are transactions from the accounting area called "accounts payable". The records of quantities of goods received or sold are transactions from the area of accounting called "inventory control".

**Payables**

In Samco Power Accounting Accounts Payable, a "payable" is an A/P transaction. When a vendor sends you an invoice, you will enter this invoice into your computer system as a "payable" using the *Payables* function.

**Open Item**

In Accounts Payable, after a payable has been entered and verified as correct, it is posted and becomes an "open item" (in the A/P Open Item File). It remains an open item until it is fully paid. (Also, any unused credit or debit memo from a vendor is an open item.)

**Prepaid**

In Accounts Payable, "prepaid" means a bill that has been paid before it is entered into the computer system. In this case it is not necessary for the computer to print a check paying this bill. In Samco Power Accounting A/P, a prepaid entry is called a "non-A/P" entry because it does not affect the A/P account (although it still affects other accounts).

## Manual Payment

A manual payment is a payment made using a handwritten check instead of a computer-printed check.

A manual payment differs from a non-A/P (prepaid) transaction in that the non-A/P transaction was paid prior to entering into the computer system.

A manual payment can be made for an unpaid open item already entered into the system.

## Aging

To "age" means to determine how old a payables document is. You may select to age either by "Due date" or by "Invoice date".

Four aging periods are available in A/P, normally structured as:

"Current"
"31-60 days"
"61-90 days"
"Over 90 days"

The software allows you to use the above aging periods, or to define your own.

When aging is done by invoice date, a document becomes 1 day old on the first day after the vendor's invoice is posted. An invoice posted on January 1 would be 30 days old on January 31, regardless of the due date.

When aging is done by due date, a document becomes 1 day old on the first day after the due date. A vendor's invoice due for payment on January 1 would be 30 days old on January 31, regardless of the invoice date.

## General Ledger

When your company receives payables and makes payments, this activity affects not only accounts payable, but also the area of accounting called "general ledger".

General Ledger is the area of accounting where all accounting records are brought together to be classified and summarized. Financial statements are printed based on this data.

As used here, "general" means "pertaining to many areas". "Ledger" means a book where accounting records are kept. (This term evolved from pre-computer times when accounting records were kept exclusively by hand in large books called "ledgers".) General Ledger is often abbreviated "G/L" (or "GL").

## General Ledger Account

A "general ledger account" is a specific category under which all financial activity of a certain kind is classified. For example, you might have a general ledger account called "telephone expenses" for telephone bills.

Accountants are experts at defining the various G/L accounts (financial activity categories) needed by a business. Part of this definition process involves assigning an "account number" to each G/L account.

Independent businesses usually use a 3- or 4-digit account number. For example, you may have a G/L account called "100 - Cash in the Bank", and one called "400 - Sales of Product A", and one called "410 - Sales of Product Line B".

Typically, an independent business will have a hundred or more G/L accounts. In Samco Power Accounting packages, each time any financial activity occurs in any area of accounting, the dollar amount of the activity is recorded under the appropriate G/L account numbers.

**Profit Centre**

A "profit centre" is a part of your company (for instance, a department or a regional office) for which sales and/or expenses (and sometimes profits) can be calculated separately from the total sales and expenses of the whole company.

In Samco Power Accounting software, the G/L account number can be up to 16 characters in length, and divided into 5 different sections, with any of the sections available as your profit centre.

For example, your "office supplies" G/L account is number 5200. If you want to track office supply expenses independently for each of your three major departments (dept. A, dept. B and dept. C.), you could append "-001", "-002", and "-003" to the "5200" main account number, rather than use different main account numbers (such as "5201", "5202", and "5203") for each department, as follows:

| | |
|---|---|
| 5200-001 | Office supplies, dept. A |
| 5200-002 | Office supplies, dept. B |
| 5200-003 | Office supplies, dept. C |

Then whenever you're distributing (allocating) office supply expenses to G/L accounts, you use the above 7-digit numbers. Later, when you're printing reports, you can specify that you only want to see the data for dept. A, dept. B, or dept. C.

Profit centres also apply to sales. A typical use for tracking sales by profit centre is for a company which has several sales offices. By making each sales office a profit centre, you can separately track the sales performance of each office.

**Distribution**

As used in Accounts Payable, "distribution" means either:

1. The act of allocating amounts (such as purchase or disbursement amounts) to G/L accounts; or

2. An amount allocated to a G/L account.

For example, when you purchase office supplies on credit, you enter information into the computer about how much you owe, who you owe it to, and when it is due.

In addition, you "distribute" (allocate) the amount of the purchase to your G/L "owe others" account (usually called the "Accounts Payable" account) and to your G/L "office supply expenses" account.

The A/P package collects all distributions to G/L accounts and will print a report summarizing these distributions. These distributions can be automatically transferred into General Ledger (if you use it).

**Debit and Credits**

In addition to handling a particular area of accounting, as described above (such as accounts receivable or accounts payable), each Samco Power Accounting package also keeps track of the effect of those transactions on G/L. For example, when you make sales to, or receive payment from your customers, this activity affects not only A/R, but also G/L.

These transactions must be recorded both in the proper A/R customer accounts and in G/L under the proper G/L account numbers.

The terms "debit" and "credit" refer to the types of transactions which must be recorded in G/L accounts to accurately reflect the activity occurring in all accounting areas. (See the *Glossary of Terms* in the *System Functions* manual for exact definitions of these terms.)

In A/P, a debit memo issued by a vendor to you increases what you owe that vendor, and a credit memo decreases what you owe.

Unfortunately, debit doesn't always mean "an increase in an account" and credit doesn't always mean "a decrease in an account". In some accounting areas, a debit increases a G/L account and a credit decreases a G/L account. In other areas, a debit decreases, and a credit increases, a G/L account.

This occurs because of the system called "double entry accounting" (also called "double entry bookkeeping") which is the standard method of accounting used today.

## Double Entry Accounting

The concept behind double entry accounting is that every entry (transaction) results in balancing debit and credit entries into the General Ledger.

Let's look at the debits and credits involved when a typical independent business pays for goods or services bought earlier on credit:

The debit: The disbursement (payment you make) results in a debit transaction which decreases your "money owed others" account (usually called the "accounts payable" account). This is a "debit to accounts payable".

The credit: The payment also causes a credit transaction which decreases one of your "cash on hand" accounts. This is a "credit to cash".

So two entries are made into G/L which balance each other. These balancing entries form the basis of double entry accounting. If you or your accountant ever find your G/L accounts "out of balance", it means that the proper balancing entries were not made.

No attempt is going to be made in this manual to teach you all about accounting, especially about what types of transactions cause what accounts to be debited or credited. Unless you're an accountant or fully responsible for maintaining your company's general ledger, don't worry if you don't remember whether a debit increases or decreases a particular type of G/L account.

When using Samco Power Accounting software, you will occasionally be asked to enter the G/L account to be debited or credited. Just refer to the appropriate chapter in this User Manual, where you'll find exact instructions about what to enter.

Within General Ledger, Accounts Receivable, Accounts Payable, Canadian Payroll, Order Entry Plus, Point of Sale, Purchasing Plus, Job Cost, Inventory Control Plus, Purchase Order, Bank Reconciliation, and Professional Invoicing, the software automatically takes care of all double entry accounting as you enter the required information on the screen.

**Function**

As used here, "function" means one or more programs that accomplish a specific task.

Each selection on the main menu for a Samco Power Accounting package is a function. When you select a function from the menu, one or more programs automatically execute, thereby allowing you to accomplish the task you selected.

**Integrated**

When a set of accounting packages is "integrated", any information generated in one area and which is needed in another area is automatically supplied to that other area. You don't have to enter the information twice.

Samco Power Accounting packages fully integrate with one another. When Accounts Payable is used with General Ledger, any information recorded in A/P which should be known to G/L can automatically be transferred into G/L.

## Data Organization

Most of the information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data) and to be able to process data logically, data must be organized in some predictable way. Samco Power Accounting software organizes your data for you automatically as it stores it on your disk.

There are five terms you should understand about the way the data is organized:

**Character:** A "character" is any letter, number, or other symbol you can type on your computer keyboard.

**Field:** A "field" is one or more characters representing a single piece of data. For example, a name, a date, and a dollar amount are all fields.

**Record:** A "record" is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance might be grouped together into a record called the "customer record".

**Entry:** A record in a data file is often referred to as an "entry".

**Data file:** A "data file" is a group of one or more related records. A data file is often referred to simply as a "file" (without the word "data").

The Customer File in Accounts Receivable is an example of a data file. Such a file is made up of several records, each of which contains the name, address, etc. for one customer.

Each file is kept separate from other files on the disk.

(There are other types of files in addition to data files. For example, programs are stored on the disk as "program files". However, references to "file" in this User Manual mean "data file" unless specifically stated otherwise.)

**Post**

To "post" means to take payables transactions from a temporary file and move them to a permanent file (where other transactions probably already exist). For example, in A/P, purchases from vendors are initially entered into a temporary transaction file. After payables transactions have been entered and verified as correct, they are posted to the permanent A/P Open Item File.

Often, during transaction posting, information in other data files is also updated. For example, in A/P, when payables are posted, the account balance and historical figures in the Vendor File are also updated.

**Alphanumeric**

When the manual refers to "alphanumeric", it means letters of the alphabet, numerals (numbers), special symbols (*,&,$,etc.) or any combination of all three kinds. In contrast, "numeric" (or "digits"), means only numbers.

**Multi-Company**

"Multi-Company" refers to the capability to do accounting functions for multiple companies with the same set of software. A user wanting to do accounting functions for more than one company can select *Multiple companies* (see this chapter in the *System Functions* manual).

SAM (Samco's Automated Manuals) provides access to all your Samco user manuals at the touch of a button. Simply press **[F10]** (**[F11]** for the Windows version) and begin browsing through the comprehensive library of information.

**Spool**

SPOOL is a computer word meaning "Save Printer Output Off-Line". Spooling is a technique that allows a report to be printed at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

**Bank Reconciliation**

"Reconciliation" means "bringing into agreement". When reconciliation is applied to checkbooks, it means "bringing into agreement the balance of your checkbook and the balance shown on your bank statement".

## Product Description: Accounts Payable

Samco's Power Accounting Accounts Payable includes those features most asked for by thousands of users whose experiences over the past eleven years with earlier versions have helped refine it to its current level.

- Provides maintenance and lists of the vendors.
- Allows entering, editing, and posting of new payables, prepaids, adjustments, and cancellations with edit list and journal.
- Allows recurring payables to be entered, edited, and selected to turn into

vendor invoices.
- Recurring payables can be selected by cut-off date and group, allowing automatic selection.
- Prints an A/P open item report.
- Allows on-line vendor account inquiry.
- Prints a cash requirements report.
- Prints a cash disbursements projection report.
- Allows flexible payment selection, including partial payments, with a check selection edit list.
- Prints A/P checks and a check register.
- User customizable check formats.
- Automatic check voiding is provided.
- Prints a report showing A/P distributions to the general ledger.
- Keeps a full vendor history showing the details of all entry and payment activity for as long as you want to keep it.
- Prints a vendor analysis report.
- An unlimited number of A/P accounts and cash accounts may be used.
- Allows vendor terms to be based on days or on day of month.
- Allows aging of accounts to be based on days or on day of month.
- May be interfaced to General Ledger, Job Cost, Purchasing Plus or Purchase Order, or used stand-alone.
- May be interfaced to Bank Reconciliation to reconcile the checkbook from which payments to vendors are made.
- Vendor "purchasing" addresses are maintained for use with Purchase Order or Purchasing Plus.
- Allows reports to be stored on disk to save computer time, and printed later at your convenience.
- Allows use of multiple printers.
- Includes password protection and extensive data file integrity checks and backup/restore facilities.
- Provides on-line user manuals (SAM) which are available to the user at the touch of a key.

## Auxiliary Files

An easily maintainable control file allows you to define various parameters which control many of the characteristics of the package.

## Vendor File

A/P contains programs to maintain the Vendor File, including entering, changing, and deleting information. In addition to the usual name and address information, the vendor record contains information about the normal terms offered by the vendor and year-to-date and last year purchases and discounts.

The Vendors by Vendor # Report and Vendors by Vendor Name Report can be printed on request.

## Payables (A/P Transactions)

With the *Payables* function, you can enter, edit, and post payables (A/P transactions). A "voucher number" is automatically assigned to each new payable entered. This number is used as an internal reference for each invoice and requires no extra work by the user.

As each payable is entered, A/P automatically calculates the due date, discount amount, and discount date, based on the terms stored in the vendor record, and presents them as default values which can be used while entering information.

Payables can be entered for "temporary" vendors, so that one-time vendors can be used without having to maintain Vendor File records for them.

Payable distributions can be made to an unlimited number of G/L accounts.

Credit vouchers, adjustments, and prepaids can also be entered through this function.

The Payables Edit List is available on request as an aid in the editing process.

On request, new payables are posted to the A/P Open Item File and a Payables Register is printed.

## Recurring Payables

You can also enter and edit recurring payables. A recurring payable is one that you know will occur at some regular time interval.

You only have to enter the recurring payable once. Then you simply select the recurring payables that are currently due. Regular A/P transactions are created for them automatically.

## Aged Open Items Report

The Aged Open Items Report can be printed on request for all or selected vendors. Two formats are available. The detailed format shows all open items, with aged totals for each vendor. The summary format shows only the aged totals for each vendor.

Four user-defined aging periods are provided, and aging can be done by either the invoice date or the due date.

## View Open items

You can view all open items for a selected vendor.

## Cash Requirements Report

You can print the Cash Requirements Report on request for all or selected vendors.

This report is useful in determining which vendors' items are to be paid. It shows past and currently due items with any valid discounts. It also shows items not yet due, but on which the discount would be lost if they were not paid before the next anticipated payment date.

**Manual Payments and Modifications**

A/P handles manual payment of open items already entered as regular vouchers.

A manual payment is a payment made using a handwritten check instead of a computer-printed check.

You can also modify due dates, discount dates, and discount amounts for existing open items.

**Payment Preparation**

A very flexible payment preparation procedure is provided.

In the "group" selection mode, all current and/or past due items can be selected for payment at once. You can also choose to pay items whose discount would be lost if not paid prior to the next payment date.

You can select for payment individual invoices, or all invoices for a specified vendor, or you can defer them from payment.

Partial payments can be made on any open item.

A Pre-Check Writing Report can be printed, showing all selected vouchers and what the payment amounts plus discounts will be, so that any needed adjustments can be made prior to actually printing checks.

**Check Printing**

At any time after payment preparation has been done, A/P checks can be printed.

With user customizable check formats, you can mold the A/P system to fit your specific needs.

Provisions are included for restarting check printing from any specified point if necessary to recover from a printer jam.

After printing checks, the A/P Check Register is automatically printed, showing all computer-written checks, as well as all manual checks and prepaids entered since the last Check Register was printed. The vouchers paid by each check are also shown.

## Automatic Check Voiding

A simple check voiding procedure is provided. Distributions for checks are reversed and vouchers are reinstated to the Open Item File automatically. (This requires that Vendor History be used.)

## Vendor History

A complete history of all transactions and payments for all vendors is kept on file for as long as desired. At any time, you can print various reports showing this vendor history information. These reports include the Open Payables by Date Report and the full Check Register, showing all checks printed for any date range. The history of any particular invoice can be inquired into on request.

Unneeded history detail can be purged from the file on request.

## Purchases/Discounts

The Purchases/Discounts Report shows the total purchases and discounts (year-to-date and last year) for each vendor shown.

## Interface to General Ledger

G/L account distributions are created each time payables or checks are posted. The Payables Distributions to G/L Report can be printed on request. This is normally done at the end of each accounting period.

Accounts Payable can also be automatically interfaced to General Ledger.

## Interfaces to Job Cost, and Purchasing or Purchase Order

If you use Job Cost, Purchasing Plus/or Purchase Order, Accounts Payable will automatically interface to one or both.

## Password Protection

You have the option to specify that passwords are required. A password is a unique code you assign to each individual using the Samco Power Accounting software.

When passwords are required, each potential user must first enter a valid password before being allowed to use a protected function.

## Data Integrity Checks

A data integrity check compares the actual numbers in the system to the calculated or projected numbers. If these numbers do not match, you are warned that the information may have been lost due to a machine or power failure.

By running this check at the beginning or end of the day, you can detect several possible types of data file corruption (sometimes due to hardware or operating system errors).

The Data Integrity Report is automatically printed when this function is run. If errors are detected, warning messages are printed on the report.

Proper use of this data integrity check greatly reduces the problem of backing up already corrupted data files.

# Chapter 2

# Getting Started

We assume at this point that you have installed Accounts Payable on your computer according to the *Installation Guide* and *System Functions* manual. If you have not done so, refer to that manual and install the A/P package before proceeding.

We also assume that you have familiarized yourself with the main features of this package by reading the chapter titled *Understanding Accounts Payable*. If you have not done so, read that chapter now, then return to this chapter.

**Your Accountant**

We advise that you consult with your accountant before using your Samco Power Accounting packages. Your accountant should be familiar with your accounting software in order to serve you well, and may have good advice on converting from your existing A/P system.

## The Accounts Payable Data Files

In order to use this package, you first must enter certain information describing your accounts payable system and how you want your transactions handled.

There are several different data files which you must "build" (enter) before the package will be ready for daily use. Here is a brief explanation of those five files:

**Valid G/L Accounts File**

This file contains all of your general ledger accounts used in A/P. Any time you use a G/L account number, A/P will verify that it is in this file.

### A/P Accounts File

This file contains all of your accounts payable accounts. These accounts must also exist in the Valid G/L Accounts File.

### Cash Accounts File

This file contains all of your cash accounts, including those used by Accounts Receivable, Accounts Payable, and Bank Reconciliation. These accounts must also exist in the Valid G/L Accounts File.

### Company File

This file is used to record information about your company, such as your company name, address, etc.

### A/P Control File

This file contains basic information which defines the way you do your accounts payable and, as a result, controls some of the features of the A/P package.

For example, part of this control information determines how you age your vendor accounts. Since this information may affect other packages, it is important that you enter it correctly.

### A/P Forms File

Use this file to store your check format(s). Pre-defined formats are provided and can be retrieved for modification or to use as is.

### Vendor File

This file contains a record for each of your vendors. Each record contains such information as the vendor's name, address, usual terms, and year-to-date and last-year statistics.

### A/P Open Item File

In A/P, an open item is any bill that has not been fully paid or any unused credit or debit memo on file for any vendor. The A/P Open Item File is simply the collection of all open items (called "payables") for all vendors.

## Setting Up A/P

Perform these steps to start using Accounts Payable:

1. Study the chapter titled *General Rules* in the *System Functions* manual. Since most of the setting up of the system is described in the *System Functions* manual you should become fully familiar with that guide before continuing with A/P.

2. Start A/P according to the instructions in the chapter titled *Using Accounts Payable*.

3. The Company File is set up for you as part of the installation procedure. Use *Company information* to modify the Company File to be appropriate for your company. See the chapter titled *Company Information* in the *System Functions* manual.

4. Enter your valid G/L accounts, using *Valid G/L accounts (System Functions)*. (If you are also using General Ledger, you can enter your Chart of Accounts first, then use *Setup valid G/L accounts* within G/L to transfer accounts to the Valid G/L Accounts File.)

The Valid G/L Accounts File is used by A/P to ensure that every G/L account entered into the system is a valid account. (See the chapter titled *Valid G/L Accounts* in the *System Functions* manual.)

5. Enter your cash accounts using *Cash accounts*. You can use an unlimited number of cash accounts in A/P. You may cut checks in A/P against any of these accounts. The accounts entered here must have been entered previously in the Valid G/L Accounts File. (See the chapter titled *Cash Accounts*.)

6. Enter your A/P accounts, using *A/P accounts*. You can use an unlimited number of A/P accounts. The accounts entered here must have been entered previously in the Valid G/L Accounts File. (See the chapter titled *A/P Accounts*.)

7. Enter A/P control information, using *Control information*. The information in the A/P Control File controls how A/P is used by your company. (See the chapter titled *Control Information*.)

8. Retrieve the pre-defined check formats and make any modifications necessary to suit your needs. (See the chapter titled *Forms*.)

9. Enter your vendors, using *Vendors*. (See the chapter titled *Vendors*.)

10. Before using A/P on a regular basis, you must ensure that all outstanding payables are entered into A/P and that the total of these payables corresponds to the A/P account balance in your General Ledger. Use the Load Open Items feature in A/P File Utilities (see Appendix B).

**If you are not using General Ledger**:

Gather together the documents which correspond to the outstanding account balance in your General Ledger as of the day you plan to start using A/P on a regular basis.

Enter (print an edit list) and post regular payable transactions for all of these outstanding payables.

You may enter each individual payable for each vendor, or one summary payable for each vendor. Your choice here depends upon your business situation and should be done with the advice of your accountant.

Note that if you enter one summary payable for each vendor, you will not be able to track early payment discounts for the individual vouchers summarized, nor will you be able to age these individual vouchers using the *Aged open items report*.

Next, print the Payables Distribution to G/L Report, specifying that the distributions are to be purged. Print this report "Earliest/Latest" and for all G/L accounts.

This step must be done in order to purge all distributions created by posting the outstanding payables. Since these distributions have already been entered into your General Ledger, the outstanding balance for your A/P account, as shown on the Aged Open Items Report (when run by invoice date), should tie out to the A/P account in your General Ledger.

At this point, the open items in A/P correspond to your A/P account balance in General Ledger and there are no outstanding un-purged distributions in A/P. You are now ready to start using A/P on a regular basis.

Payables which are posted from this point forward will create G/L distributions. These distributions can then be printed and purged. The Payables Distribution to G/L Report is then used to transfer the debits and credits from A/P to your manual General Ledger.

**If you are using G/L**:

Gather together the documents which correspond to the outstanding account balance in your General Ledger as of the day you plan to start using Samco Power Accounting A/P on a regular basis.

Enter (print an edit list) and post regular payable transactions for all of these outstanding payables.

You may enter each individual payable for each vendor, or one summary payable for each vendor. Your choice here depends upon your business situation and should be done with the advice of your accountant.

Note that if you enter one summary payable for each vendor, you will not be able to track early payment discounts for the individual vouchers summarized, nor will you be able to age these individual vouchers using *Aged open items report*.

Next, print the Payables Distribution to G/L Report, specifying that the distributions

are to be purged. Print this report "Earliest/Latest" and for all G/L accounts. Specify that the distributions are to be purged and that all distributions are to be purged, not just distributions already interfaced to G/L. You want all distributions to be purged in this case because your A/P account balance already includes all of these distributions and you do not want any of these distributions transferred to General Ledger.

The outstanding balance for your A/P account, as shown on the Aged Open Items Report (when run by invoice date), should tie out to the A/P account in your General Ledger.

At this point, the open items in A/P correspond to your A/P account balance in General Ledger and there are no outstanding un-purged distributions in A/P. You are now ready to start using A/P on a regular basis.

Payables which are posted from this point forward will create G/L distributions. These distributions are transferred to General Ledger using the selection *Get Distributions* in G/L. See the G/L User Manual chapter titled *Get Distributions* for more information on this selection.

11. Run *Data integrity check* to ensure that the "actual" and "calculated" amounts of information in the data files are equal. If there is a difference between the actual and calculated amounts, set these equal at this point. (Later, you will be running data integrity checks periodically to verify the accuracy of the information in your data files. Here, you are setting them equal so that you can detect and resolve variances later.)

See the chapter titled *Data Integrity Check*.

12. Begin using the A/P package on a regular basis, making all entries through this package, unless you are using Purchase Order or Purchasing Plus. (See the chapter titled *Guide to Daily Operations*.)

## Regular Use

When you have finished building your data files as above, you will be ready to use A/P on a regular basis. The remaining chapters in this manual show you how to:

- Enter payables
- Enter recurring payables
- Print the Aged Open Items Report
- View a vendor's invoices
- Modify A/P open items
- Print the Cash Disbursements Projection Report
- Print the Cash Requirements Report
- Prepare payments and print checks
- Void checks
- Print the various vendor history reports

- Print the GST Paid Report
- Purge fully paid open items
- Purge temporary vendors
- Print the Payables Distributions to G/L Report
- Print the Purchases/Discounts Report
- Perform year-end functions (See the year-ending checklist in the chapter titled *Guide to Daily Operations*.)
- Perform a data integrity check

Appendix 1 explains how to initialize (create from scratch) your A/P data files. You may never need this function, but it is included just in case. If you use multiple companies, you may have to create data files for additional companies with this function.

Appendix 2 explains various file utilities for exporting, importing, and recovering your data.

## Samco Support

The user manuals are designed to allow you to use Samco's Power Accounting application software without any additional help. However, if you encounter problems you cannot resolve by referring to these manuals, you may want to get additional assistance. Your supplier should be able to provide such assistance, or he may be able to recommend an independent source.

If all else fails, contact:

**Samco Help Desk**
Unit 61, 7789 - 134th Street
Surrey, B.C. Canada V3W 9E9
Phone:(604) 597-4211
Fax: (604) 597-7320
E-mail: support@samco.com
Web: http://www.samco.com
Samco provides support on a ***fee-for-service basis***. Please ensure that you have the software release, serial number(s), media type, payment information (Visa or MasterCard) and other related information available when you call.

For a detailed description of Samco's support and customer services, please check out our web site at http://www.samco.com.

### Training

You may go to your own dealer for training; however, if your dealer does not offer training, call Samco at (800) 663-2080.

# Chapter 3

# Using Accounts Payable

## About This Manual

This manual provides the information needed to learn and use Accounts Payable.

In order to begin employing Accounts Payable you must first do some preliminary data preparation. Refer to the *Getting Started* chapter in the *System Functions* manual for instructions on setting up the common data files used by all Samco Power Accounting applications. This is includes setting up multiple companies, printers, users, passwords, etc.

## Organization

The next chapter is a guide to daily operations. It explains how you use Accounts Payable to perform various daily, weekly, and periodic tasks.

After the guide, the next few chapters give instructions on how to enter the basic information which will set up your package according to your needs and prepare you for daily operation.

Following those come chapters which you will use most frequently. They describe how to use Accounts Payable on a daily basis.

The last few chapters describe selections which are used periodically, including such selections as purging temporary vendors.

Additional information can be obtained from the *System Functions* manual, which contains chapters that describe features common to all Samco Power Accounting packages.

Topics covered in the *System Functions* manual include:

- Defining multiple companies
- General rules
- Help
- Setting up Printers
- Maintaining Users
- Setting up Valid G/L Accounts
- Switching companies
- Defining menu selections
- Passwords
- Glossary of terms

**How to Use This Manual**

When beginning, you will want to keep this manual handy so you can refer to it as often as you need. Later, you may only need to refer to it occasionally.

Each chapter of this manual provides instructions on how to use a particular selection of your software.

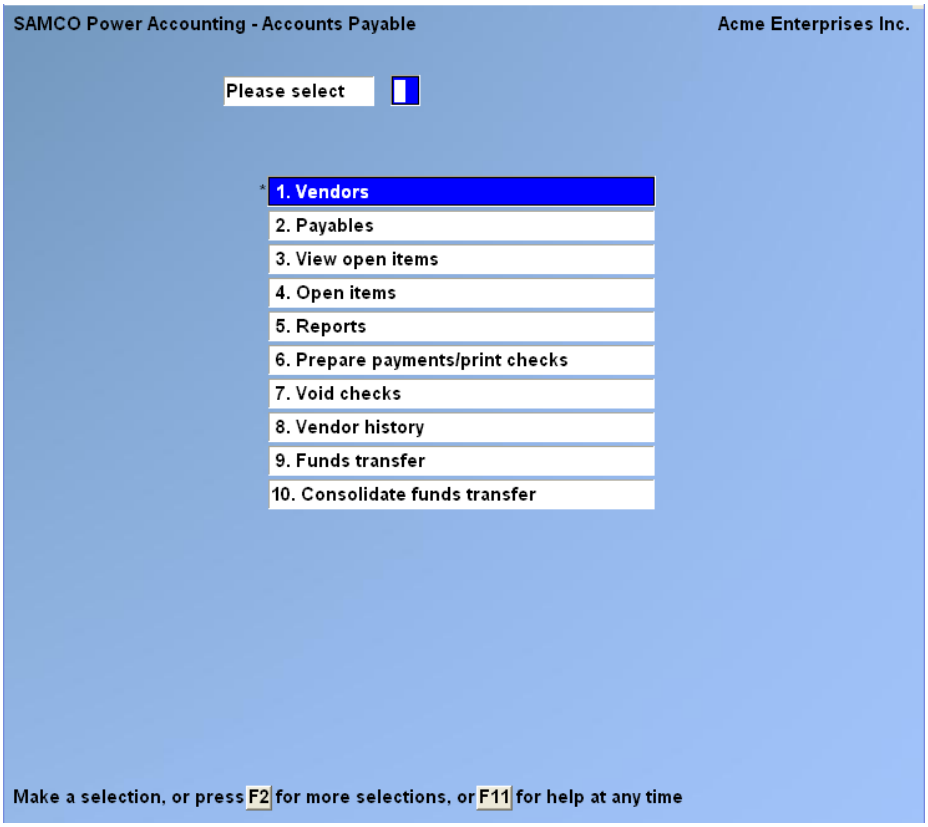
Throughout the manual many data entry fields will be preceded by a **[?]** character. This means that by entering a **[?]** you can look up information from a list. (See the chapter titled *Find* in the *System Functions* manual for details.)

**SAM (Samco's Automated Manuals)**
While using your software, press the **[F10]** key (**[F11]** for the Windows version) at any time to access an on-line version of your user manuals.

## Starting Up Accounts Payable

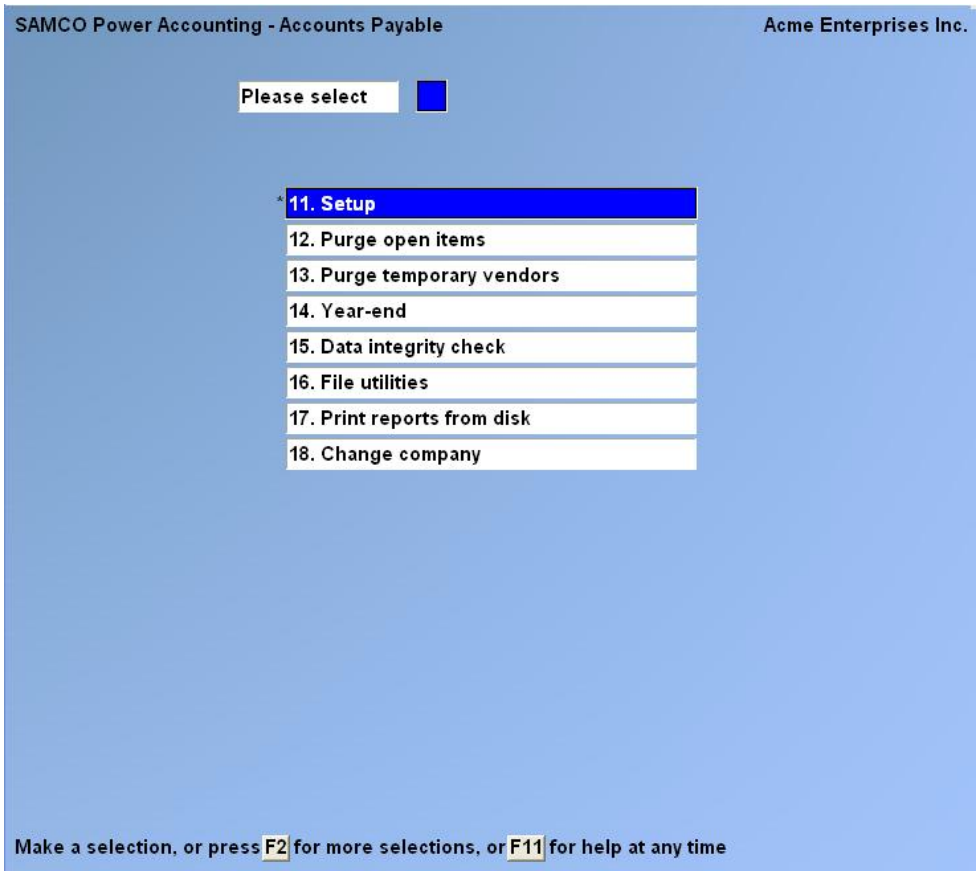
In order to access the Accounts Payable package for each company ID, you must have first done the necessary set up as described in the *Getting Started* chapter of the *System Functions* manual.

Assuming you have done this, select *Accounts Payable* from the main menu. The following menu will be displayed:




The Accounts Payable package main menu is made up of two screens (or pages). Above is the primary screen where you will do most of the day-to-day activities.

The second screen, accessed by pressing **[F2]** contains those functions used for initial set up of the system and periodic maintenance. Below is a sample of the second page of the A/P main menu:




## To Exit the A/P Package

To exit the A/P package, press **[Tab]** from page 1 of the A/P menu. To exit completely out of the system, either press **[F3]** and then type in **EX**, or press **[Tab]** until you are prompted "Do you wish to exit ?" (answer **Y** to exit or **N** to return to the main menu).

---

# Chapter 4

# Guide to Daily Operations

**Introduction**

The following checklists are provided as examples of how you might use Accounts Payable to perform various daily and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

## Daily Operations Checklist:

**EACH DAY** **EACH DAY, AS NEEDED**

____ Enter new vendors using *Vendors*.

____ Enter payables using *Payables*.

____ Inquire into current payables activity, using *View open items*.

____ Inquire into partially or fully paid open items using *View vendor invoices*. This selection is only available if you are using vendor history.

**EACH DAY** **EACH DAY, AS NEEDED**

____ Enter new recurring payables transactions using *Recurring payables*.

____ Select recurring payables for use using *Select for use*.

____ Copy selected recurring payables to the Payables Transaction File using *Use selected*.

____ Post payable transactions

____ Print the Non-AP/Manual Check Register to obtain a register of all manual and non-A/P checks. (If this register is not printed prior to posting computer checks, all manual and non-AP checks will appear on the computer check register the next time you print and post checks.)

____ Print the Cash Requirements Report to determine which vouchers are due to be paid.

____ Select vouchers for payment using *Prepare payments*.

____ Print checks and post using *Print checks and post*.

___ Void checks (after posting) using *Void checks*. This selection may only be used if you are using vendor history.

____ Change the due dates of vouchers using *Modify*.

____ Mark vouchers as manually paid using *Modify*.

____ Post *Modify* transactions.

____ Print an Aging Report using *Aged open items*.

**EACH DAY** **EACH DAY, AS NEEDED**

____ Print a Cash Disbursements Report using *Cash disbursements*. This report can assist you to estimate your cash needs based upon payables that are coming due in future weeks.

____ Print vendor labels.

____ Enter vendor purchasing addresses using *Purchasing addresses*.

____ Print the Open Payables by Date Report. Print this report as of your period ending date. This report will show all payables outstanding as of the period ending date (even if they have been paid since the end of the accounting period.) This report should tie out to your A/P account balance in General Ledger. (This report may only be printed if you are using vendor history.)

____ Print a monthly check register using *Check register*. (This report may only be printed if you are using vendor history.)

____ Print the GST Paid Report for remittance purposes.

**EACH DAY** **EACH DAY, AS NEEDED**

____ Print the Payables Distribution to G/L Report (from "Earliest" to the last date of the accounting period) to get a list of the distributions to G/L. If you are not using G/L, you may back up your data files and then purge the distributions when you print the report. If you are using G/L, then do not purge the distributions at this time.

____ If you are using G/L, back up your data files and then run *Get distributions* in the G/L package to pull the distributions from A/P into G/L. Follow the procedures described in the G/L User Manual. You may purge the distributions when running this selection in G/L. If you encounter any system difficulty (e.g. power failure) while running *Get distributions*, then restore your backup and repeat this procedure.

____ Print the Purchases/Discounts Report to obtain a comparison for each vendor of purchases year-to-date as compared with last year.

____ Purge fully paid open items using *Purge open items*. Once a fully paid open item has been purged from the system, it can no longer be voided using *Void checks*. Thus, you should only purge a

fully paid open item when you no longer expect that the check which paid the open item will have to be voided.

**EACH DAY** **EACH DAY, AS NEEDED**

____ Purge temporary vendors using *Purge temporary vendors*. Temporary vendors who are no longer referenced in the system will be purged from the Vendor file.

____ Purge vendor history. Once vendor history is purged, it is no longer accessible to you. Thus, you should retain history as long as needed for normal operations.

____ Print a vendor list using *Vendors by name* or *Vendors by vendor number*. (This report contains the final year-to-date figures for each vendor.)

____ Print the Purchases/Discounts Report. This report contains the final year-to-date figures for each vendor as compared with the prior year.

____ Close the fiscal year for A/P, using *Close a year*.

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# Chapter 5

# A/P Accounts

An accounts payable account is a current liability account in your General Ledger summarizing the amount of money owed to your vendors for goods or services you have received. A/P accounts should also be set up for provincial and federal tax collection agencies for the remittance of taxes collected such as PST and GST.

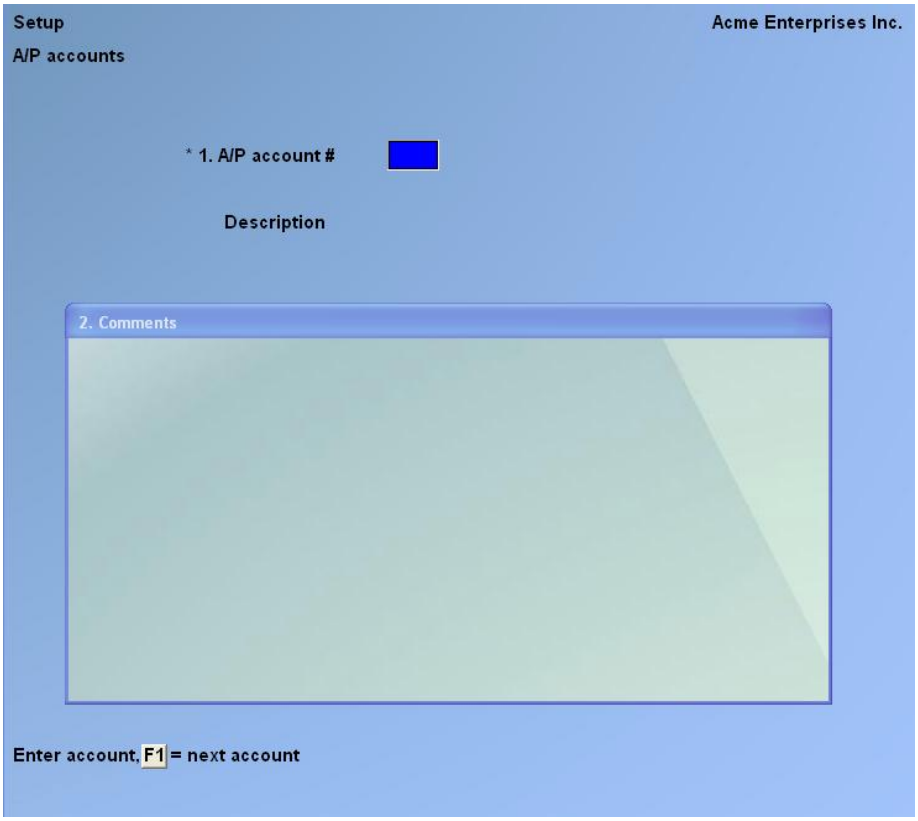
A/P provides for an unlimited number of accounts payable accounts. You may define as many as your business needs. You can set up multiple A/P accounts and then assign each vendor to one of those accounts. All postings (payables and checks) for a vendor will debit or credit the A/P account associated with that vendor.

**To Begin**

Select *A/P accounts* from page 2 of the A/P menu and then choose *Enter*.

## Entering A/P Accounts

From the screen which appears, you can work with both new and existing A/P accounts.




Enter the following information:

**[?] *1. A/P account #**

Enter the A/P account number. If the account you enter does not already exist in the Valid G/L Accounts File, you may add it here.

**Option:** **[F1]** For the next A/P account on file

If this account already exists in the Valid G/L Accounts File, its description displays. If not, enter the description.

**2. Comments**

Enter any comments about the A/P account.

Enter text in much the same way as most word processing programs, using the **[Enter]** key, **[Up][Down]** keys, **[Delete]** key, **[Tab]** or **[Esc]** when done, etc. When you are finished entering text, press **[Tab]** and follow the screen instructions.

When you press **[Esc]** or **[Tab]** while entering comments, you have these choices:

**File** Save what I have just entered/changed. (Like pressing **[Enter]** at "Field number to change ?" in other selections.)

**Save & continue** Save what I have just entered/changed, but leave the information on the screen because I want to continue to work with it.

**Abandon changes** Throw away what I have just entered/ changed. (Like pressing **[Esc]** at "Field number to change ?" in other selections.)

**Delete** Delete this entire comment from the screen. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete ?" message.

## Deleting A/P Accounts

The **[F3]** key is used to delete an A/P account. An A/P account cannot be deleted if it has been entered in the A/P Control File as a default A/P account, or if it has been entered as the A/P account for a vendor. There are also other checks made. If you cannot delete an A/P account for some reason, the software will inform you with a message as to why.

## Printing a List of A/P Accounts

From the *A/P accounts* menu, select *Print*.

From the screen which appears, enter the following information:

**[?] 1. Starting account #**
**[?] 2. Ending account #**

Enter the starting and ending account numbers. Follow the screen instructions.

**3. Print comments ?**

Your answer here determines whether comments will be printed.

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# Chapter 6

# Cash Accounts

The system allows for an unlimited number of cash accounts. Cash accounts are used by Accounts Payable, Accounts Receivable, and Bank Reconciliation.

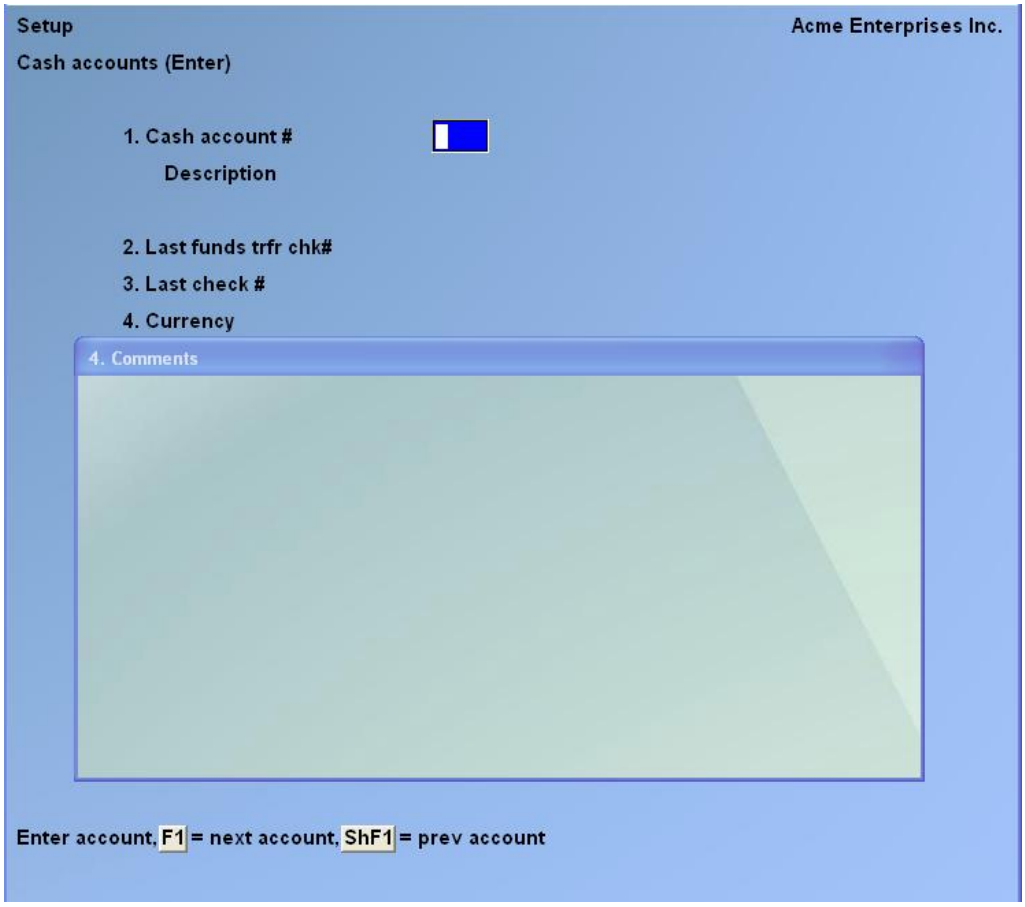
You enter your cash accounts here so that the cash account number can be verified later when you post cash receipts in Accounts Receivable, cut computer checks in Accounts Payable, or make checkbook entries in Bank Reconciliation.

Each cash account must first be entered in the Valid G/L Accounts File (see *Valid G/L accounts* in the *System Functions* manual)..

**To Begin**

From page 2 of the A/P menu, select *Cash accounts*. Then from the *Cash accounts* menu, select *Enter*.

## Entering Cash Accounts




Enter the following information:

**[?] *1. Cash account #**

Enter the cash account number. If the account you enter does not already exist in the Valid G/L Accounts File, you may add it here.

**Option:** **[F1]** To scan through the accounts on file

**Description**

Enter a description of the cash account if the account is not already on file.

**2. Last check #**

The last check number is used by Accounts Payable and Payroll to determine the next check number to be used when A/P checks are cut. It is not used by Accounts Receivable or Bank Reconciliation.

If you are using <u>only</u> A/R or B/R (or both):

This field displays "(Not applicable)" and entry is not allowed.

If you are using A/P:

If you only cut A/P checks from this cash account, enter the last A/P check number used.

**NOTE:** If you have been using A/R or B/R, and are now installing A/P, be sure to enter a last check number for any cash accounts already entered for A/R or B/R, for which you plan to cut computer checks.

**3. Comments**

Enter text in much the same way as most word processing programs, using the **[Enter]** key, **[Up][Down]** keys, **[Delete]** key, **[Tab]** or **[Esc]** when done, etc. When you are finished entering text, press **[Tab]** and follow the screen instructions.

When you press **[Esc]** or **[Tab]** while entering comments, you have these choices:

| | |
|---|---|
| **File** | Save what I have just entered/changed. (Like pressing **[Enter]** at "Field number to change ?" in other selections.) |
| **Save & continue** | Save what I have just entered/changed, but leave the information on the screen because I want to continue to work with it. |
| **Abandon changes** | Throw away what I have just entered/ changed. (Like pressing **[Esc]** at "Field number to change ?" in other selections.) |
| **Delete** | Delete this entire comment from the screen. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete ?" message. |

## Deleting Cash Accounts

The **[F3]** key is used to delete a cash account. A cash account cannot be deleted if it has been entered in the A/P Control File as a default A/P cash account or if it is currently in use by A/R or B/R. There are also other checks made. If you cannot delete a cash account for some reason, the software will inform you with a message as to why.

## Printing a List of Cash Accounts

From the *Cash accounts* menu, select *Print*.

From the screen which appears, enter the following information:

**[?] 1. Starting account #**

**[?] 2. Ending account #**

Enter the starting and ending account numbers.  Follow the screen instructions.

**3. Print comments ?**

Your answer here determines whether comments will be printed.

---

# Chapter 7

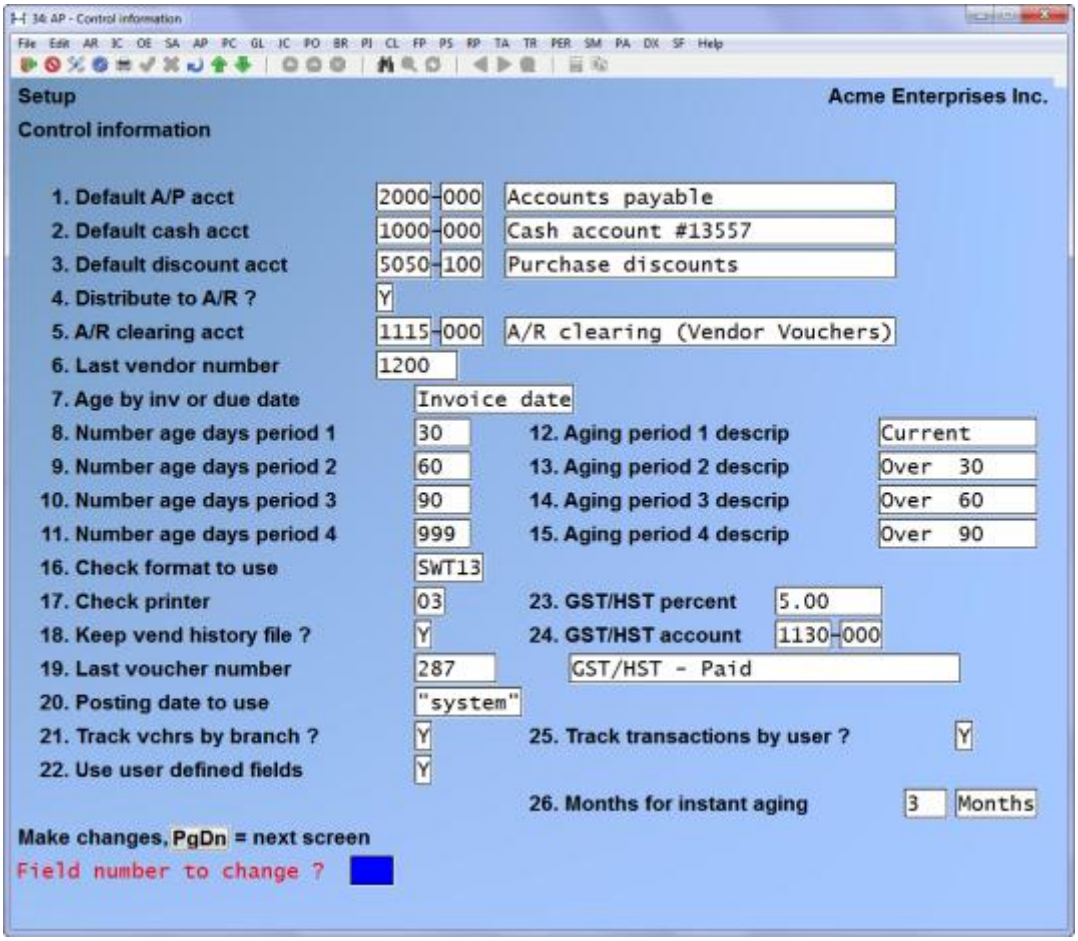
# Control Information

The A/P Control information selection contains basic information about the accounting set-up of your company. The information contained in the A/P Control File "controls" various functions in the Accounts Payable package and supplies default values for other functions.

**To Begin**

Select *Control information* from *A/P menu*, *[F2]*, *Setup*

You then see:




Enter the following:

**[?] 1. Default A/P acct #**

When entering a vendor, you will assign the vendor a specific A/P account. The account you enter here will appear as a default when entering the A/P account for a vendor in *Vendors*. This account would be the one most frequently assigned to vendors. It must have been previously entered in the A/P Account File.

**[?] 2. Default cash acct #**

When entering non-A/P checks, making a manual payment on an open item, and printing checks, you will specify the cash account to which the checks are to be posted. The account you enter here will appear as a default when entering the cash account in *Payables*, *Open items* (*Modify*, manual payment), and *Print checks and post*. This account would be the one most frequently used for your checks. It must have been previously entered in the Cash Accounts File.

**3. Default discount acct #**

Enter the number of the account you most often use to record purchase discounts.

When you enter vendors, this account is the default for the vendor's discount account. You can either default to this account or enter a different account.

If the account you enter does not already exist in the Valid G/L Accounts File, you can add it to that file now.

**4. Distribute to A/R customers ?**

(This question appears "N/A" if you do not have A/R installed and set up for this company ID.)

Answer **Y** if you have A/R customers who can make purchases from suppliers who then invoice you directly. You could then distribute the vendor's vouchers to the A/R customer as a receivable transaction, and pay the supplier on their behalf.

This function is most widely used by co-op style operations where members can make purchases from authorized vendors to gain better volume pricing. All billing for member purchases from the vendor would then go back to the co-op for payment. The co-op would enter the voucher in A/P, apply an A/R transaction to the members account for payment from the member, and pay the vendor on behalf of the member.

**[?] 5. A/R clearing acct**

Enter the valid G/L account number which will be used as the default when you make distributions of vendor invoices back to A/R customer accounts.

Fields 6 through 14 are used as defaults when you print the Aged Open Items Report.

**6. Last vendor number**

To use sequential vendor numbers enter **Y**.

**7. Age by inv or due date**

Enter **I** to age by "Invoice date" as the default or **D** to "Due date" as the default.

**8. Number age days period 1**

Enter the upper limit of the first aging period (current accounts) or use the option:

**[F1]** For an upper limit of 30 days

**9. Number age days period 2**

Enter the upper limit of the second aging period (first past-due period) or use the option:

**[F1]** For an upper limit of 60 days

**10. Number age days period 3**

Enter the upper limit of the third aging period (second past-due period) or use the option:

**[F1]** For an upper limit of 90 days

**11. Number age days period 4**

Enter the upper limit of the fourth aging period (third and last past-due period) or use the option:

**Option:** **[F1]** For 999

999 means that the upper range is unlimited. Documents aged up to and over 999 days are included in period 4.

Entering any number other than 999 causes documents older than the number entered to be ignored and not shown on the aging report. For instance, if you entered 150, a document 170 days old would be ignored.

**12. Aging period 1 descrip**

Enter a brief description of this aging period or use the option:

**[F1]** For "Current"

Whenever you use these aging periods on the Aged Open Items Report, the descriptions for this field and the next three fields will be printed.

**13. Aging period 2 descrip**

Enter a brief description of this aging period or use the option:

**[F1]** For "Over 30 days"

**14. Aging period 3 descrip**

Enter a brief description of this aging period or use the option:

**[F1]** For "Over 60 days"

**15. Aging period 4 descrip**

Enter a brief description of this aging period or use the option:

**[F1]** For "Over 90 days"

**[?] 16. Check format to use**

Enter the default A/P check format to use when printing checks (see the chapter titled *Forms* later on in this manual).

Samples of a few of the pre-defined formats supplied by Samco are available at the end of the chapter titled *Forms* later on in this manual.

**Check printer**

Enter the check printer default

**Keep vend history file ?**

Answer **Y** if you want to keep a vendor history file.

We recommend that you answer **Y** here. The only reason not to keep this history file is if your hard disk has very limited space. (See the chapter titled *Vendor History* for a full explanation.)

Your answer determines if vouchers and payments will be kept on file after being paid off. You can store these for as long a time period as you wish, or you can selectively delete parts of this file.

When you are using the Bank Reconciliation package, the Vendor History File is used to store information until it is transferred to that package. Therefore, if you are using (or intend to use) Bank Reconciliation, be sure to answer **Y**.

**Last voucher number**

The number entered here sets the starting number for vouchers. The first voucher number assigned in *Payables* will be this number plus 1. When additional vouchers are being entered in *Payables,* the voucher number is automatically increased by 1 for each new voucher. (See the definition of *Voucher Number* in the *Glossary* in the *System Functions* manual.)

**Posting date to use ?**

Enter the default date to offer when posting vouchers or checks or use the option:

**[F1]** To default to your computer system's date

When posting vouchers and checks you can have the system attach a posting date which is different from the document date. This date is attached to each G/L distribution and GST transaction. When reporting on G/L distributions or printing the GST paid report, you can select to print for a posting date range rather than the actual document date. The posting date is also available in other areas for viewing

and reporting.

**Use user defined fields**

Customize your vendor database with user defined fields. AP allows you to set 30 unique fields using the ***User defined fields*** function on page 2 of the AP main menu. A control file flag ***USE USER DEFINED FIELDS?*** has been added and needs to be set in ***AP → F2 → SETUP → CONTROL INFORMATION*** (second page). When the field is set to [*Y*], the following functions are either added or affected:

- User defined fields (New)
- Forms (more fields)
- Vendors → Enter
- Print vendors
- Find vendors

**Track vouchers by branch ?**

(This field appears as "N/A" if you are not using multiple G/L account sections.)

Answer **Y** if you want the ability to distribute vouchers received from suppliers by the branch they were billed to and subsequently be able to sort the vouchers on the check by branch.

This functionality is useful for companies that have branch locations which receive billings for purchases directly from the supplier but where payment is made by head office. When the voucher is received into head office, the branch ID (profit centre) is entered for the distribution. A check stub can then be designed (using *Forms*) to sort the vendor's vouchers by the branch (profit centre) they were billed to when the check is printed.

**U.S. Companies Only**

If you have set the "Company Canadian or U.S. ?" in the *Company data* to **U** (U.S.) for this company ID, the following fields will appear in replace of the GST information:

**Print 1099 forms ?**

If you wish to produce 1099-MISC IRS reports for selected vendors, answer **Y**; if not, type **N**.

The next three fields appear only if you specify to print 1099-MISC forms.

**Taxpayer id number**

Enter your taxpayer ID number.

**Id type**

Enter the type of taxpayer ID number:

**1** for "Business" (employer ID number)
**2** for "Individual" (Social Security number)

The taxpayer ID number you enter changes to the appropriate format: 99-9999999 for "business" or 999-99-9999 for "individual".

**Year ending date**

Enter the date on which the current calendar year ends.

This will be automatically updated when you perform the 1099 year-end procedures.

**NOTE:** This date is used by various functions to update the right 1099 amount fields in the Vendor File. If this date is set incorrectly, then incorrect 1099-MISC amounts will be accumulated.

**Canadian Companies Only**

If you have set the "Company Canadian or U.S. ?" in the *Company data* to C (Canadian) for this company ID, the following fields will appear in replace of the 1099 information:

**GST percent**

Enter the default GST percentage charged on purchases. When entering vouchers, the system will offer you the option of either automatically pulling the GST portion out of the invoice total (using this percentage) or manually entering the GST charged.

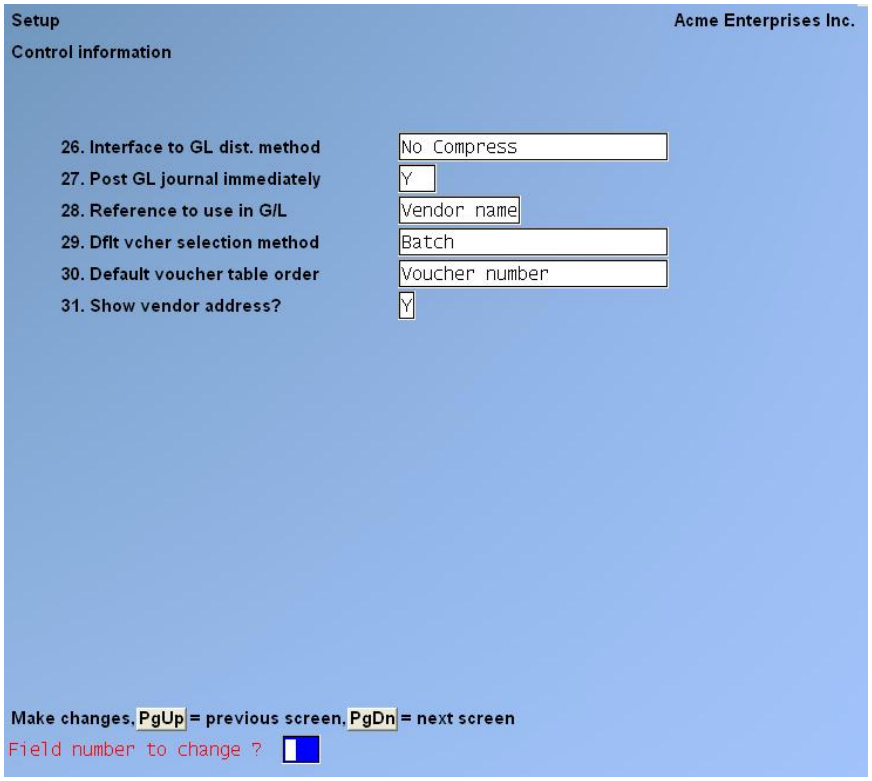
**[?] GST account**

Enter the default valid G/L account to report GST recoverable/paid.

**Track transactions by user ?**

Answer **Y** if you want vouchers and disbursements tracked by the user who entered them. When printing an edit list or posting you can tell the system to print or post those transactions entered by one or "all" users.

Make any changes as usual.




### Automatically post distributions to the G/L

Within *Setup* ↳ *Control information* there are three fields that apply to automatic posting to G/L

**Interface to GL dist. Method**: Your options are:

- **[P]** to distribute by compressing by period
- **[D]** to distribute and compress by date
- **[N]** to distribute but with no compression
- **[G]** to compress using the G/L accounts compression setting
- **[F1]** to not use the auto-post functionality

### Purge GL distribution

- **[Y]** if you want the distributions to G/L file purged along with the posting
- **[N]** you can still run the Distributions to G/L report and purge, but you will not be able to distribute these transactions since they have already been posted to the G/L.

### Post GL journal immediately

This option allows you to not only distribute the transactions but also have them posted. Existing journal entries are not affected by this.

### Reference to use in G/L

The reference field from the voucher is available for distribution to the General Ledger.

To set this up the compression code for the accounts payable control account in the G/L must be set to **[N]** in **G/L ↳ Chart of Accounts**.

Set this field to **[R]** for reference or **[V]** for Vendor name.

If the distributions are manually sent to the General Ledger with **GL ↳ Get Distribution**, enter **[R]** at the time to indicate that the reference is desired.

**Voucher Selection Screen**

You can cursor up and down selecting and deferring individual vouchers, plus we've added the ability to select all vouchers, select only current, select past-due only, and even pay up to a certain value.

To setup this new functionality go to *Setup ↳ Control information*. The two new fields used to set up the behavior of this new feature are:

- *Dflt vcher selection method* defaults to **B** for batch mode (the new entry method), while setting it to **S** for single mode reverts back to the original selection method.

- *Default voucher table order* allows you to select how you want the vouchers to sort by default (PO number, invoice number, invoice net amount, discount date, due date, or invoice date) – this is only a default and can be changed at any time during voucher selection.

**Show Vendor Address**

When this field is set to [*Y*], ***AP → PAYABLES → ENTER*** displays the vendor address and phone number of the entered vendor in a pop-up window. Press [***ENTER***] to continue with the entry of the voucher or [***TAB***] if the wrong vendor was entered. If the field in ***CONTROL INFORMATION*** is set to [***N***], there is no change to the existing behaviour.

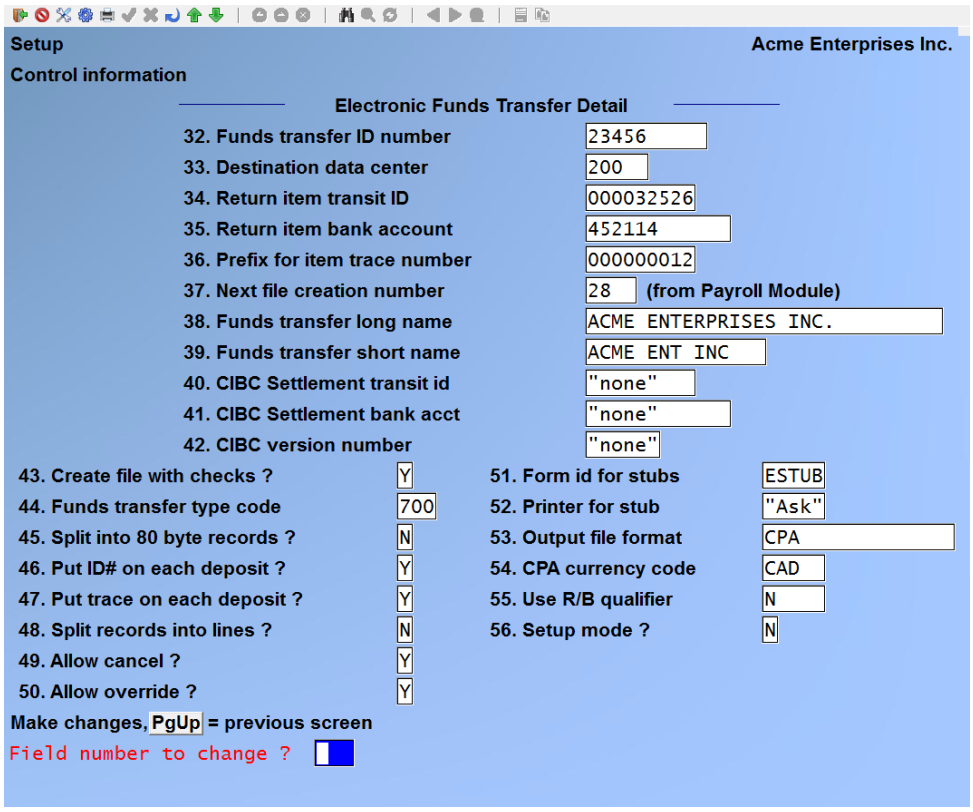
**Shared file numbering with Payroll for EFT files**

Only use this feature if you are creating EFT files in both Accounts Payable and Payroll. As each ***internal file label*** in an EFT file must be unique, this feature allows you to use the *6. Next file creation number* in the Payroll control file as the "master number" that is accessed and updated each time an EFT file is created in Accounts Payable or in Payroll so you do not have to keep track of the next file number yourself.

**Setup**

- Go to *ACCOUNTS PAYABLE* → *F2* → *SETUP* →*CONTROL INFORMATION*

At *Field number to change ?*, select Next file creation number. Enter a new value or F2=Use Payroll Fund Transfer – simply type in a new value or press **[F2]**. With **[F2]**, the system reads the *Next file creation number* field in the payroll control file and copies it here.




Usage

Each time an EFT file is created, the payroll control file is updated and the EFT file number from the payroll control file is displayed here as well.

### Shared numbering with Payroll for checks by cash account

Use this feature if you want to share a series of check numbers between Accounts Payable and Payroll. This feature allows you to set a cash account and its *Last check #* in the Payroll control file as the "master number" that is accessed and updated each time a check is created in Accounts Payable or in Payroll.

### Setup

- Go to **PAYROLL → F2 → SETUP →CONTROL INFORMATION**
  At *Field number to change ?*, select Permanent check number. If the system displays the message *Change not allowed* press [F2] to allow a protected change. You now have two options:

- Enter a check number, **[ENTER]**

OR

- **[F1]** to use a Cash Account – simply type in the number of the cash account to use or [?] to select from the Find Cash Account pop up window. Once you have selected the cash account, the number of the cash account and the Last check # from the cash account record are displayed.

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# Chapter 8

# User Defined Fields

(If you answered **N** to *Use user defined fields ?* in *Control information*, skip this chapter.)

Use this selection to define a maximum of 30 vendor user defined fields - these fields will be available for data entry in the A/P *Vendors* function (see the chapter titled *Vendors* later on in this manual). User defined fields allow you to customize your vendor database to fit your specific needs. These fields can be viewed using the *Find Vendors* function, printed on checks, or printed on purchase orders in Purchase Order or Purchasing Plus.

A/P supports 3 different types of user defined fields - literal, date, and code:

> **Literal fields** are used to enter in free form text (up to 50 characters). They can be used for such things as your Vendor's e-mail addresses, other contacts, etc.
>
> **Date fields** are used for entering dates.
>
> **Code fields** allow you to set up a table of valid codes with a corresponding description. For example, you may want to have a user defined field for identifying the product category this vendor supplies you with. You could then set up a table of category codes to select from when entering data for your Vendors.

**To Begin**

From the second page of the A/P menu select *Setup / User defined fields / Enter*.

You then see:

Setup Acme Enterprises Inc.

User defined fields (Enter)

| Field | Title | Key? | Type | Length | Field | Title | Key? | Type | Length |
|---|---|---|---|---|---|---|---|---|---|
| 1. | Prod Category | Y | C | 3 | 16. | (unused) | | | |
| 2. | (unused) | | | | 17. | (unused) | | | |
| 3. | (unused) | | | | 18. | (unused) | | | |
| 4. | (unused) | | | | 19. | (unused) | | | |
| 5. | (unused) | | | | 20. | (unused) | | | |
| 6. | (unused) | | | | 21. | (unused) | | | |
| 7. | (unused) | | | | 22. | (unused) | | | |
| 8. | (unused) | | | | 23. | (unused) | | | |
| 9. | (unused) | | | | 24. | (unused) | | | |
| 10. | (unused) | | | | 25. | (unused) | | | |
| 11. | (unused) | | | | 26. | (unused) | | | |
| 12. | (unused) | | | | 27. | (unused) | | | |
| 13. | (unused) | | | | 28. | (unused) | | | |
| 14. | (unused) | | | | 29. | (unused) | | | |
| 15. | (unused) | | | | 30. | (unused) | | | |

Field number to change ?

On the screen displayed you will be able to define up to 30 different fields. These fields will be available in the *Vendors* function for data entry. Enter information for each field as follows:

**Field title**

Provide a description for this field or press **[Enter]** if you are finished.

**Key ?**

Answer **Y** if you want to be able to search for Vendors in the *Find Vendors* function using this field (only literal and code type fields can be key fields).

**Type**

Enter one of the following options to identify the type of field this is:

**C** Code field; used where a table of valid entries will be needed.

**D** Date field (cannot be a key field)

**L** Literal field; for the entry of free form text

**Length**

(*This will default to 6 for date fields and 3 for code fields, and cannot be changed.)*

For literal fields enter the maximum number of characters to allow when entering data.

If you are setting up a code type field a window (similar to the one below) will appear for you to set up your table of valid codes.

In the window displayed enter the following:

**Value**

Enter a unique 3 character code ID or use one of the following options:

| | | |
|---|---|---|
| **Options:** | **[Tab]** | **Exit** from this window |
| | **[Enter]** | **Change** the selected code |
| | **[F2]** | Begin **adding** new codes |
| | **[F3]** | **Delete** the selected code |

**Description**

Enter a description for the code.

**Format:** 25 characters

> **Important Note:** This is the only place where codes can be maintained. If you want to add a new code for a user defined field, select the field and press **[Enter]** until the table window is displayed.

## Deleting Fields

To delete an entire user defined field, select the field you no longer want available, delete the title, and press **[Enter]**. You will be asked if it's OK to delete the field.

**Printing a List**

From the second page of the A/P menu select *Setup / User defined fields / Print*.

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# Chapter 9

# Forms

This selection allows you to tailor Accounts Payable to work with your A/P check forms.

A/P comes with a number of standard pre-defined check forms, as listed below. These pre-defined forms are in the A/P Form file (APFRMFxx). When you install A/P, the Form file is also automatically installed. If any of the pre-defined forms supplied with A/P are sufficient for your needs, refer to the section titled *Load Pre-defined Forms* later on in this chapter for instructions on loading them for use.

Before you print A/P checks you must have already specified a form ID to be used in the A/P Control File (see the chapter titled *Control information*). The form must exist in the A/P Form file.

Some of the pre-defined forms supplied with A/P are:

| Form ID | Description |
|---|---|
| AP1 | Form #30-01 |
| AP2 | Form #30-09 |

Due to differences in printers, some adjustments may be needed to the system printers or the printer types being used in order to use these pre-defined forms. Adjustments to the form may also be required due to minor differences in the image masters used for printing the cheque forms at the printers. If this is the case, then the standard form should be copied and the adjustments made to the copy.

If you choose to create your own form, you should make a copy of an existing form that is similar to the form you wish to use and modify the copy. You may also design your form "from scratch", but this is not recommended.

An unlimited number of forms can be defined with this selection. '*Forms*' allows you to print almost any information field in the A/P Open Item file and many fields from the Vendor file.

We suggest that you first become familiar with the pre-defined forms provided with this package. Then use this chapter to modify the pre-defined forms as required or to design your own forms.

## Definitions

Described below are definitions for certain terms used in this selection and in this chapter.

### Header, Line Item, and Totals Groups

Each form consists of three information groups:

> The **Header** is the top part of the form and typically includes information that relates to the vendor in general (for example, the vendor's number and name). Header information always prints before Line Item and Totals information.
>
> The **Line Items** group is the stub portion of the form, and typically includes the information for each voucher (such as the document number and PO, amounts, apply-to etc). Line Item information always prints after Header information and before Totals information.
>
> The **Totals** is the body of the check itself, and typically includes the check date, the vendor's name and address, the check amount etc. Totals information always prints after Header and Line Item information.

### Paginated

A form is either paginated or not paginated.

A paginated form is one that may have multiple pages, where each page is the same length. Pre-printed forms and forms that are separated from one another by perforations are examples of paginated forms.

A form that is not paginated has no specific length. Continuous paper on a roll, such as that used on a calculator, is an example of a non-paginated form.

Typically, "checks" are always paginated.

### Lines and columns

The length of a paginated form is defined by the number of lines on the form, from the top of the form to the bottom. If printing is done at 6 lines per inch, an 11-inch

form has 66 lines.

When defining a paginated form, you specify the starting line number of the Header information, the starting and ending line numbers of the Line Item information, and the starting line number of the Totals information.

When defining each data field to be printed on a paginated form, you specify the group of the field (Header, Line Item, or Totals), its line number within the group, and the starting column number where it is to print.

The line number of a field is its print line number starting at the first line of that group. For example, if you specified that the Line Item information starts on line 10 of your form and ends on line 40, you are allowing for 31 lines of Line Item information. The line number of a Line Item field must be between 1 and 31.

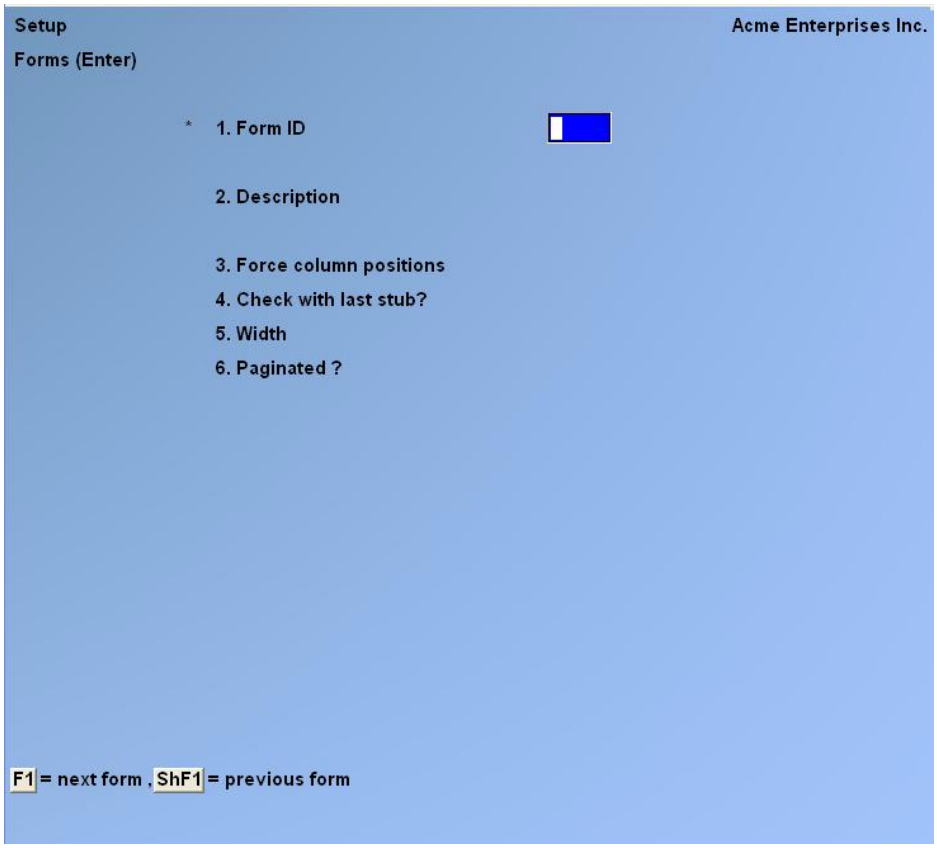
The column number of a field is simply the number of spaces to the right of the left margin of the form, beginning at 1.

**To Begin**

From the second page of the A/P menu, select *Forms*. From the *Forms* menu, select *Enter*.

## Entering Forms

This is the screen you see:




On this screen, you identify the form with an ID, and description, and define its general appearance.

From this screen, you can work with both new and existing forms. If a form exists for the form ID you specify, that form appears and is available for changes or deletion.

Enter the following information:

**[?] *1. Form ID**

Enter the ID for this form, or use the option:

**[F1]** To scan through the existing forms on file

If the form ID you specify already exists, the information for that form displays and may be changed or deleted as usual. You also may use one of these options:

**[F2]** To display the form as it currently exists (see the section titled "Displaying the Form" later in this chapter)

**[F3]** To delete the form.

**[F5]** To print a test form, substituting "X's" or "9's" for each field that you have selected to print (see the section titled "Testing the Form" later in this

chapter)

**[F6]** To copy an existing form to a new form (see the section titled "Copying a Form" later in this chapter)

**2. Description**

Enter the description of this form type.

**3. Force column positions**

**4. Check with last stub ?**

Answer **Y** if the actual check is to be printed on the last stub should more than one stub be required to print all line items.

**5. Width**

Enter the number of columns that may be printed on a form. Your entry here is determined by the width of your form, as well as the setting on your printer for characters per inch (or "pitch").

**6. Paginated ?**

Answer **Y** if the form has a specific length that does not change, regardless of the information to be printed on it.

Answer **N** if the length of the form varies, depending upon the amount of information printed.

If you answer **Y** to "Paginated ?", the following fields appear:

**7. Length**

Enter the number of lines on each form. Your entry here should represent the entire length of one form, including any area at the top and bottom of the form that you wish to leave blank.

Besides the length of the form, the number of lines you enter here is determined by the setting on your printer for the number of lines per inch.

**8. First line for headers**

Enter the first line number on which header information is to print.

**9. Headers 1st page only ?**

Answer **Y** to print header information on only the first page of the form. Answer **N** to

print it at the top of every page of the form.

**10. First line for vouchers**

Enter the line number on which the first voucher is to print. Your entry must be higher than the line number specified for "First line for headers" (field number 7).

**11. Last line for vouchers**

Enter the line number on which the last voucher is to print. Your entry must be higher than the line number specified for "First line for line items" (field number 9).

**12. Use 2nd Stub**

**13. Repeat the first Vouchers**

**14. First line for 2nd stub**

Enter the first line number for the 2nd stub

**15. First line for totals**

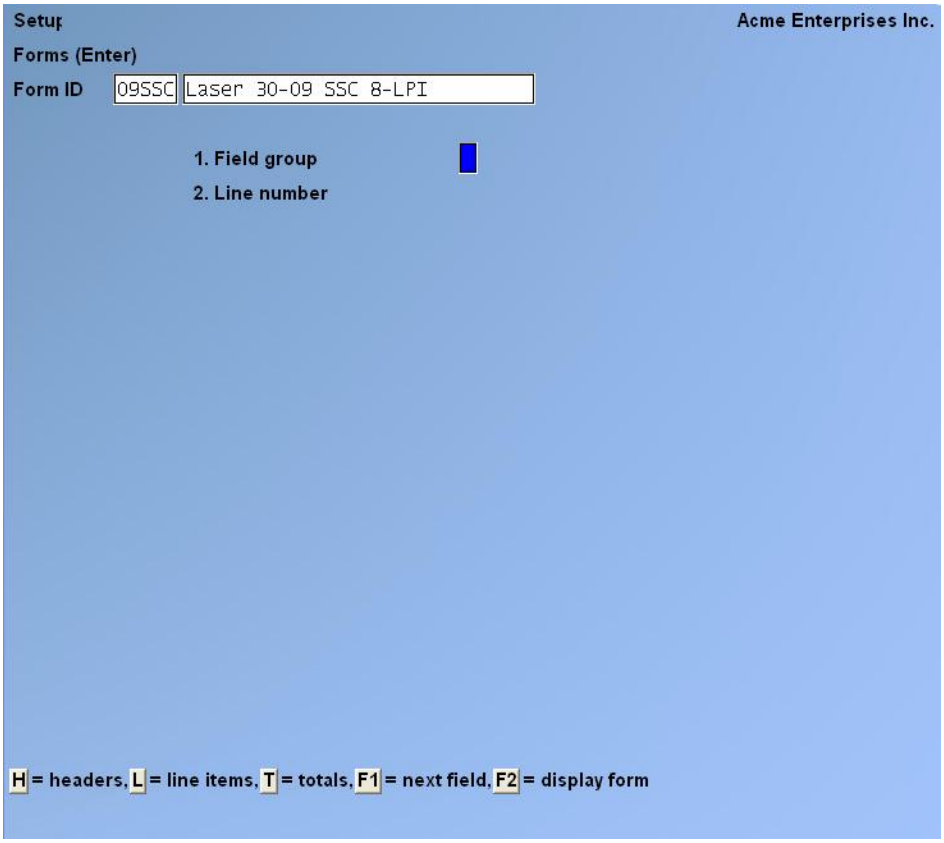
Enter the first line number on which totals information is to print. Your entry must be higher than the line number specified for "Last line for vouchers" (field number 10), and less than the number of lines specified for "Length" (field number 6).

Make changes as usual. For an existing form, you are then asked "View/change form layout ?". Answer **Y** if you wish to review or work with any of the fields to be printed on the form.

When defining a new form, or if you specified to view the layout of an existing form, the screen appears as follows:

**16. Printer**

Use the Printer field to identify the default printer for cheques. Follow the system prompts.




On this screen, you describe each field to be printed on the form. Up to 200 fields may be selected to print on each form.

For each field, enter the information as follows:

**1. Field group**

Enter **H** if the field is part of the Header group (top portion of the check stub), **L** for the Line Item group (vouchers on the check stub), or **T** for the Totals group (the check body itself). You may also use one of the options:

**[F1]** To scan through the fields on file for this form

**[F2]** To display the form as it appears so far (see the section titled "Displaying the Form" later in this chapter)

**2. Line number**

Enter the line number on which this field is to print, or use the option:

**[F1]** To display the next field on file within this group

**[F2]** To enter a calculation for later use by the "Calculation register" field (see the section titled *Calculations* for instructions on using this function).

For a paginated form, enter the line number within the group on which this field is to print. For example, if you specified that the first line for headers is 4 and the first line for line items is 10, there are 6 lines available for the header group. This means that line numbers 1 through 6 would be valid entries here.

For a non-paginated form, any line number from 1 to 999 is valid.

If you pressed **[F2]** to do a calculation, refer to the section titled *Calculations* for further instructions on using this function.

### 3. Column

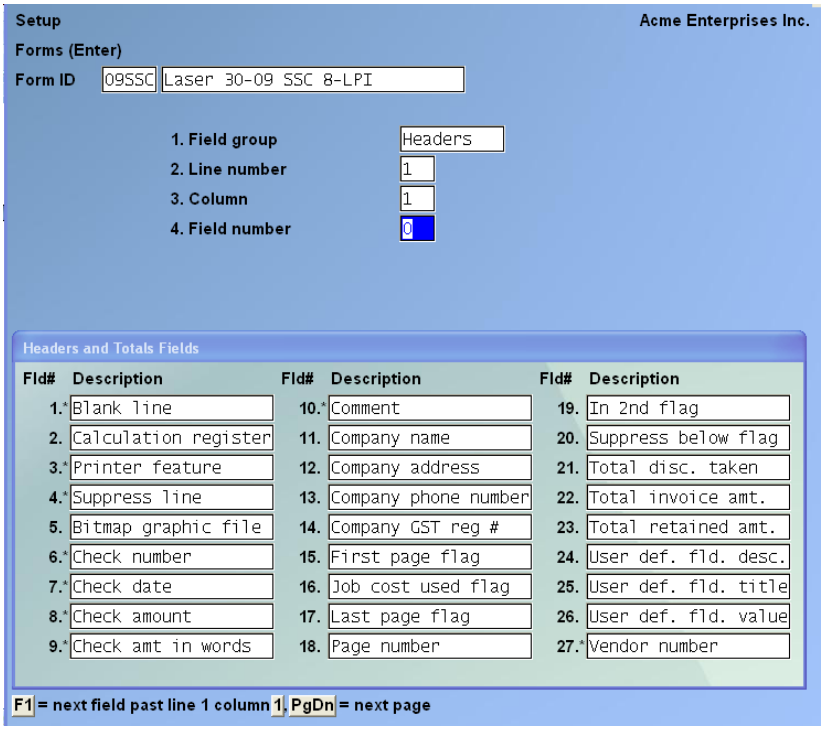
Enter the starting column in which to print this field, or use one of the options:

**[F1]** To display the next field on file within this group that is on or above the specified line number

**[F2]** To insert a new line within this group

**[F3]** To delete the current line within this group

Your entry may not be greater than the width of the form. At "Field number", the screen displays as follows:




The window which displays at the bottom of this screen shows the first fields available for printing in the selected area of your form. (Your screen may appear slightly different depending on whether you are entering a Header, Lint Item, or

Totals field.) There are several more windows showing additional fields which you may select to print.

To see the additional windows, press **[PgDn]**. To return to a previous window, press **[PgUp]**.

If you had previously selected any of these fields to print on this form, an asterisk appears next to the field number.

Refer to the section titled "Form Fields" later on in this chapter, for a description of each field displayed in the windows for Headers, Totals and Line Items.

Continue entering the information as follows:

**4. Field number**

Enter the number of the field that you wish to select, or use one of the options:

**[F1]** To display the next field on file that is on or after this line number and column number

**[Enter]** To enter a literal (text) instead of a field number (see the section titled Literal Fields later in this chapter)

If you are entering a printer function, skip to the subsection titled "Printer Features" immediately following the "5. Conditional print ?" field explanation.

**5. Conditional print ?**

Answer **Y** if this field is to print only when some field (to be specified next) meets a specific condition. Answer **N** if this field should always print.

If you answer **Y**, these additional fields appear:

**When Field-#**

When the field selection window appears, enter the number of the field upon which printing is dependent. Use the **[PgUp]** and **[PgDn]** keys to see additional windows.

**(value)**

Enter the conditions that this field must meet in order for the field being defined to print.

First, enter one of the following abbreviations:

**EQ** = equal to
**NE** = not equal to

| | | |
|---|---|---|
| **GT** | = | greater than |
| **LT** | = | less than |
| **GE** | = | greater than or equal to |
| **LE** | = | less than or equal to |

Then enter the value that the dependent field must contain to complete the condition. Press **[Enter]** to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

## Printing a Field Under More Than One Condition

If you need to print a field when either one condition or another is met, define the field specifying the first condition as described above. Then define the field again, using the same line number, column number, and field number.

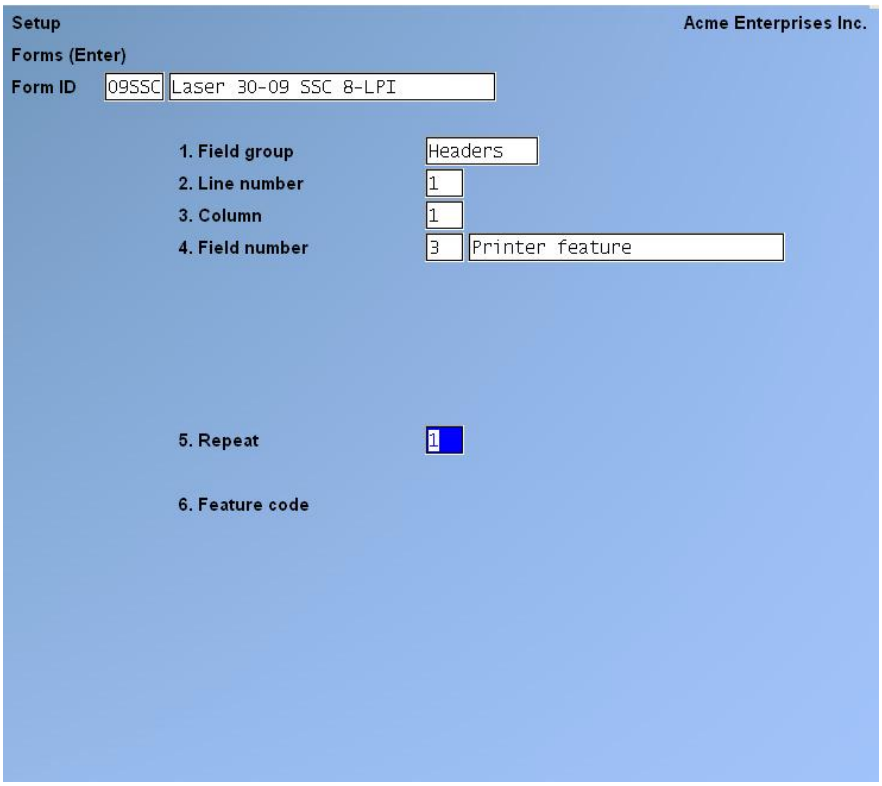
After entering the field number, a message informs you that the field is already defined and you are asked if you wish to define a duplicate. Answer **Y** and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other. There is no way to request printing when both conditions are true.

## Printer features

Printer features are used to advise the printer to do something special; such as change type size, turn bold on, turn bold off, etc. (For further details on setting up printer features refer to the chapter titled *Printers* in the *System Functions* manual.)

To turn a printer feature on select **3** (Printer feature) at the **4. Field number** prompt. The screen appears as follows:




Enter the following information:

**5. Repeat**

Enter the number of times the printer feature you enter below will be repeated.

The most common purpose for entering a value greater than 1 is if you want to physically print a special character (such as graphics) more than once.

**[?] 6. Feature code**

Enter a valid printer feature code or use the option:

**[F1]** To display the next printer feature code on file.

If you are turning a printer feature on such as bold, condensed print, or italics, you will want to start the next printed field on top of the printer feature code since the printer feature code doesn't actually print anything, nor does it take up space on the form.

One thing you might want to try is setting up a printer feature for condensed print, and a printer feature that returns you to a normal print mode. When setting up a field that is longer than the space on your form allows, you can enter the printer feature code to switch to condensed print, print the field, and then enter the printer feature code to return to normal print mode.

Alternatively, you may even want to set up a printer that prints in condensed print only, and then set up your A/P check form so that it is spaced accordingly.

## Alphanumeric, Numeric, Date or Time, and Literal Fields

The remaining fields control the appearance of data on the form. The fields requested depend on the type of field you selected in "Field number" (field number 4). There are four different types:

> **Alphanumeric** fields may contain any combination of letters, digits, and special symbols.
>
> **Numeric** fields only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.
>
> **Date** fields only contain dates.
>
> **Literal** fields contain text that you type. Most literal fields are defined by pressing **[Enter]** at "Field number", rather than specifying a field number.

### Alphanumeric Fields

The following two fields display for each alphanumeric field:

**6. Length**

Enter the number of characters you want to print in this field, up to the maximum number shown, or press **[Enter]** for the maximum length of the field.

**7. Justify**

Enter **R** to "right-justify" the characters, or use the option:

> **[Enter]** For no justification, to print the characters as entered

If you specify "right-justify", the characters will be aligned with the right-hand margin of the space for this field.

### Numeric Fields

The following five fields display for each numeric field:

**6. Integer digits**

Enter the number of integers (digits to the left of the decimal point) you want to print

in this field, up to the maximum shown, or press **[Enter]** for the maximum shown.

**7. Decimal digits**

(If the field has no decimal places, "Not applicable" displays here.)

Enter the number of decimal places you want to print, up to the maximum shown, or press **[Enter]** for the maximum shown.

**8. Commas ?**

(If the field has fewer than 4 integer digits, "Not applicable" displays here.)

Answer **Y** to use commas when printing this field.

**9. Leading zeros ?**

Press **[Enter]** if you want to have the field displayed with leading blank spaces, or use on of the options:

| | |
|---|---|
| **0** | To have 0's filling the space in front of the number (i.e. 123.00 is printed 000000123.00) |
| ***** | To have *'s filling the space in front of the number (i.e. 123.00 is printed ******123.00). |

**10. Negatives ?**

(If the field cannot be negative, "Not applicable" displays here.)

Enter the letter which designates how negative numbers are printed, as follows:

| | |
|---|---|
| **R** | minus sign to the right of the number [99.99-] |
| **L** | minus sign to the left of the number, in a fixed position [-  99.99] |
| **F** | minus sign to the left of the number, in a floating position [-99.99] |
| **C** | "CR" to the right of the number [99.99CR] |
| **P** | enclose number in parentheses [(99.99)] |

When you complete entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

**Date Fields**

The following field displays for each date or time field:

**6. Format**

For a date field, select the format to use when printing this field, as follows:

| | |
|---|---|
| 1 | MM/DD/YY (03/31/01) |
| 2 | MMM DD YY (Mar 31 01) |
| 3 | MMM DD (Mar 31) |
| 4 | DD-MMM-YY (31-Mar-01) |
| 5 | Month DD, YYYY (March 31, 2001) |

When you complete entry, the print format of the date or time as you have defined it is displayed on the screen.

**Literal Fields**

The following three fields display for each literal field:

**6. Length**

Enter the number of characters to be used when printing this field, up to the maximum shown, or press **[Enter]** for the maximum shown.

A total of 1000 characters is available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when less than 150 characters are available.)

**7. Text**

Enter the exact text to be printed, up to the length specified in field number 6.

## Calculations

The calculations functionality built into forms, allows you to compute and store up to 20 figures for later printing on your check forms using the "Calculation register" field.

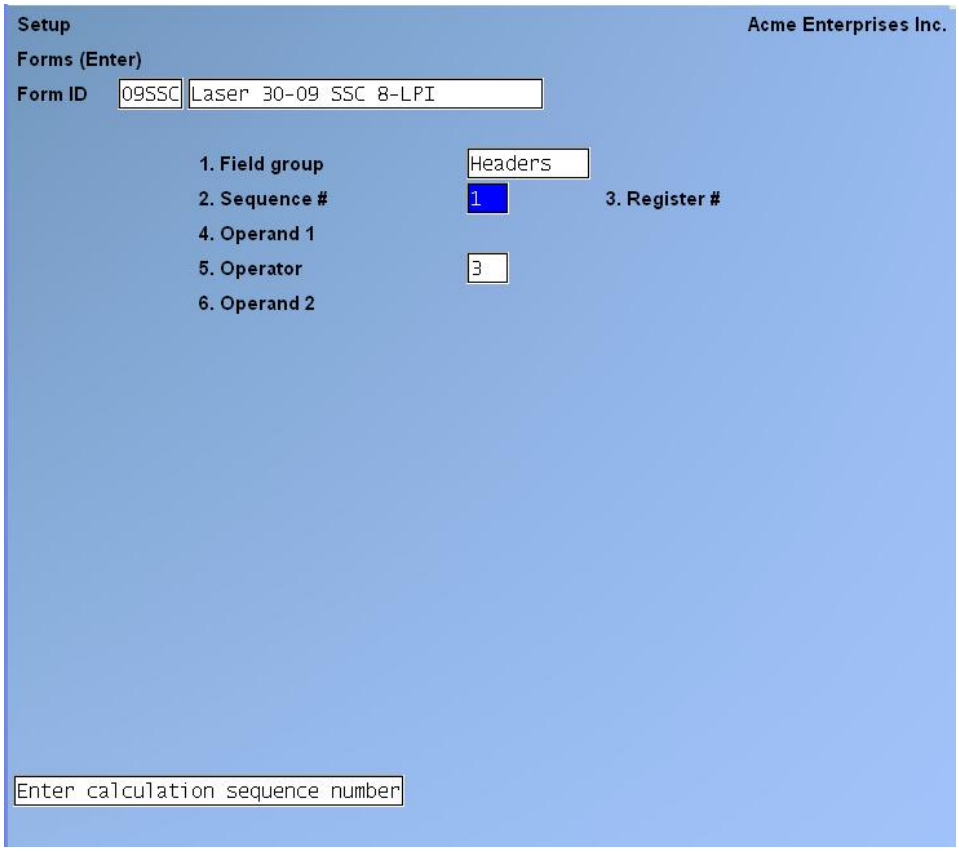
Calculations are rarely needed for normal check printing. If you are using a standard check format or find no need to make any special calculations, please skip this section.

There are basically two steps to doing a calculation:

1. Enter one or more calculations to gain a desired figure(s).

2. Enter the calculation register(s) to print in your form layout.

To make a calculation, press **[F2]** at the **Line ?** prompt. The screen appears as follows:




Enter the following data:

**2. Sequence #**

Enter the sequence in which this calculation is to occur. This is the logical order in which the calculations are made.

The purpose of this field is to allow you to re-use a calculation register once you are finished with it.

**3. Register #**

Enter the calculation register (from 1 to 20) to store the amount computed from the equation entered below.

This register can then later be used to print using the **Calculation register** field entry.

**4. Operand 1**

Enter the first operand field to use in the calculation from the window displayed, or press **[Enter]** to enter a constant.

**5. Operator**

Enter one of the following equation operators:

| | |
|---|---|
| + | Add to Operand 1 to 2 |
| - | Subtract Operand 2 from 1 |
| * | Multiply Operand 1 by 2 |
| / | Divide Operand 1 by 2 |
| DIV | Divide Operand 1 by 2, but store only the integer portion of the resulting figure; i.e. 8 divided by 5 equals 1.6 but only 1 is stored in the calculation register (the .6 is stripped off). |
| MOD | Modulus division of operand 1 by 2, storing the remainder in the calculation register; i.e. 10 divided by 3 is 3 with 1 left over -- the 1 is stored in the calculation register. |
| INT | Store the integer portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stored as 123 in the calculation register. |
| FRC | Store the fraction portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stores as .54 in the calculation register. |
| RND | Round off Operand 1 and store the resulting figure in the calculation register. When selected you will be asked for a second operand which is the digit to round off to; valid responses to the second operand are "1" for the 1st decimal, "2" for the 2nd decimal, "-1" to tens, "-2" to hundreds etc.. |

**6. Operand 2**

Enter the second operand field used in the calculation from the window displayed, or press **[Enter]** to enter a constant.

The following are a few key things to keep in mind about using calculations:

1. When printing A/P checks, the calculation registers are reset for each check section.

2. The sequence number is used to determine the order in which the calculations occur.

3. Calculations from headers, lines, and totals cannot be used interactively.

4. Calculation registers are not actually printed until you enter them in the header, line, or totals sections using the **Calculation register** field.

## Displaying a Form

While entering a form, you can press **[F2]** to see what the form looks like so far. Follow the screen instructions.

If one field overlaps another field, either question marks or asterisks appear in the area of overlap.

Question marks display if none of the overlapping fields are conditionally printed, in which case you probably need to change the position of a field.

Asterisks display if at least one of the overlapping fields is conditionally printed. In this case, you may wish to review the definitions of the overlapping fields to ensure that they do not print under the same conditions.

## Testing a Form

A test form can be printed which substitutes "X's" or "9's" for each field that you have selected to print. You can print the test on the actual form you intend to use, or on plain paper. (When using *Prepare payment/print checks*, you can also print a test alignment form.)

To test your form, at the first *Forms* screen, display the form you wish to test and press **[F5]**.

## Copying a Form

You can rapidly produce a new form by copying an existing form which is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first *Forms* screen, display the existing form that you wish to copy and press **[F6]**.

A window displays for you to enter the following information:

**Copy to form ID**

Enter the ID of the new form. The form ID will be automatically created during the copy process if it does not already exist.

After the copy process is complete, you may change the new form as needed.

## Printing a Forms List

This selection prints a report that lists the forms you have defined. You may select to print a specific form, a range of forms, or all forms.

For each form on the list, you are shown general information (description, form width, if form is paginated, etc.). The field definitions for each form type may also be optionally printed.

From the *Forms* menu, select *Print*.

On the screen which appears, enter the following:

**[?] 1. Starting form id**
**[?] 2. Ending form id**

Enter the range of form ID's for which to print the list. Follow the screen instructions.

**3. Print fields ?**

Answer **Y** to print the information defined for each field on a form. If you answer **N**, only the general information about a form is printed.

**NOTE:** Many fields are defined for each form type of the pre-defined forms supplied with A/P. Selecting to print fields for several types may require a significant amount of time and paper.

## Loading Standard Forms

Samco provides a number of standard A/P check forms which you can use. To make these forms available for use you must first run the *Load* function from the *Forms* menu.

The screen displays as follows:

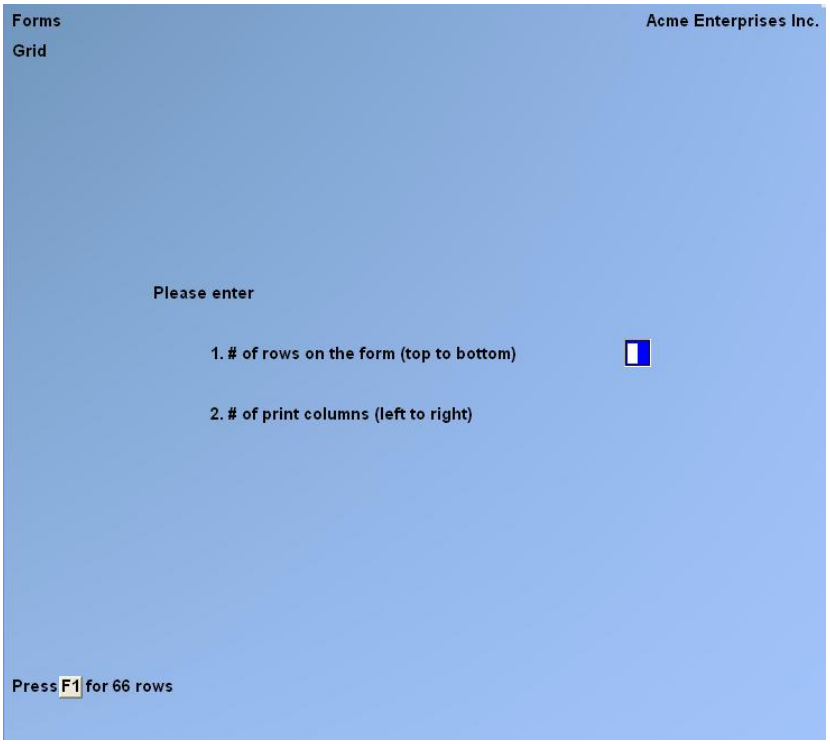
Answer **Y** to continue with the import, or **N** to cancel.

A sample listing of some of the pre-defined A/P check formats is provided at the end of the chapter.

## Printing a Field Location Grid

The field location grid is a tool to help you lay out your form properly. When you print this grid right on your check form, you will see the exact rows and columns of every piece of check information. You will then be able to specify the exact row and column for each piece of information when you're requested to do so later.

To begin, select *Grid* from the *Forms* menu. The following screen is displayed:




Enter the following information:

**1. # of rows on the form (top to bottom)**

Enter the number of rows to appear on the grid. The number you enter here corresponds to the number of rows on your invoice form.

You can also use the option:

**[F1]** To use 66 rows, which corresponds to regular 8 1/2" x 11" paper, 6 rows per inch, with no top or bottom margins.

**2. # of print columns (left or right)**

Enter the number of print columns to appear across the page on the grid, or use the option:

**[F1]** To use 80 columns, which corresponds to regular 8 1/2" x 11" paper, 10 character per inch, with 1/4" left and right margins.

You then see the following screen:

The printer should always be ready to print in location 1,1 (that is row 1, column 1).

Type **DONE** and the grid prints.

After the grid is printed, you are asked whether you want to print it again. If you answer **Y**, another grid prints; if **N**, you are asked to mount regular paper.

**Form Fields**

The following is a description (with pointers on usage) of the various fields available when designing forms.

**Header/Totals**

| Field Name | Description / Notes |
|---|---|
| Blank line | When this field is selected, no other data is printed on the line, even if it is defined. |
| Calculation register | Used to access register values stored during calculation routines. |
| Printer feature | Turns a printer feature on or off |
| Suppress line | Used to suppress the printing of an entire line when a specified criteria(s) is met. |

| | |
|---|---|
| Check number | Check number |
| Check date | Check date |
| Check amount | Prints the check amount in numbers |
| Check amt in words | Prints the total of the check in words rather than numbers |
| Comment | Comment line from the voucher |
| Company name | Company report name from *Company data* |
| Company address | Company address lines 1 - 3 from *Company data* |
| Company phone number | Company phone number from *Company data* |
| Company GST reg # | Company GST registration number from *Company data* |
| Last page flag | If you selected that the totals for the check print on the last stub, this flag checks to see if it is the last page of the check. If it is, the totals will be printed. |
| Page number | If the form is paginated, prints the physical page number of the check. |
| Vendor number | Vendor number |
| Vendor name | Vendor name from either Vendor File or, if a one-time vendor, from the voucher transaction. |
| Vendor address 1 - 3 | Vendor's address(es) from the Vendor File or, if a one-time vendor, from the voucher transaction |
| Vendor contact | Contact-1 from the Vendor File |
| Vendor fax number | Fax number from the Vendor File |
| Vendor GST reg # | Vendor's GST registration number |
| Vendor phone number | Vendor's phone number for contact-1 in the Vendor File |
| Vendor payment group | Vendor's payment group |
| Vendor terms desc | Description of the vendor's terms from the Vendor File |
| Vendor type | Vendor type code from the Vendor File |

| | |
|---|---|
| Vendor due days | Default "Due days" from the vendor's record |
| Vendor discount days | Default "Discount days" from the vendor's record |
| Vendor cutoff days | Cutoff day from the vendor's record |
| Vendor's ref # | Your reference or account number with the vendor from the vendor's record |

**Line Item Fields**

| Field Name | Description / Notes |
|---|---|
| Blank line | When this field is selected, no other data is printed on the line, even if it is defined. |
| Calculation register | Used to access register values stored during calculation routines. |
| Printer feature | Turns a printer feature on or off |
| Suppress line | Used to suppress the printing of an entire line when a specified criteria(s) is met. |
| Amount to pay | Total amount being paid for the voucher line item (less discount). |
| Branch change flag | If branch processing is used and the check stubs are printed in branch number order, checks to see if the next voucher is for a new branch. |
| Branch name | Prints branch name for next group of vouchers if new branch only. |
| Branch number | Prints branch number for next group of voucher if new branch only. |
| Discount taken | Discount taken for voucher. |
| Discount date | Date discount can be taken for the voucher. |
| Due date | Date the voucher becomes due. |
| Invoice number | Vendor's invoice number from voucher transaction. |
| Invoice date | Vendor's invoice date from voucher transaction. |
| Net cash amount | This is the amount of the voucher being paid less the |

| | |
|---|---|
| | discount taken. The sum of all net cash amounts should equal the check amount. |
| Orig invoice amt | Original amount of vendor's invoice before discounts or partial payments. |
| Orig discount amt | Original discount offered by vendor for early payment. |
| Orig retainage amt | If using Job Cost, original amount of retainage for the voucher. |
| Purchase order no | You purchase order number from the voucher transaction. |
| Reference | Reference field from voucher transaction. |
| User ID | User ID who entered/posted the voucher transaction(s). |
| Voucher number | Your voucher number from voucher transaction. |

**Notes on Check Forms**

**Branch Processing**

A/P allows you to sort the vouchers printed on the check stub by the branch that they were billed to. To organize this on the check stub, both sample check forms have incorporated a small routine for determining first of all whether you are using branch processing, and secondly, if you are using branch processing, to organize the vouchers printed on the stub.

Since this is done for you, don't bother changing the check formats if you plan on using branch processing.

**CPA Compliant Cheques**

As at June 30, 2007, all cheques across the country must be in exactly the same format. This is to assist the banking institutions with the digitizing of information. Consequently, you must replace your Accounts Payable cheque forms with new complaint ones sometime before that deadline.

If you purchased or intend to purchase your new compliant cheque forms from SAMCO, any micro adjusting required will be done free of charge. If you choose to purchase your new compliant cheques from your own supplier, any assistance with micro-adjusting will be done on a fee-for-service basis. If you did not receive samples, or wish to speak with someone regarding cheque forms, please call our office.

There are cheque formats available for laser and dot matrix printers. All laser cheques have been tested on an HP LaserJet, set up in the software with a printer

type of 518. All dot matrix cheques have been tested on an Okidata Microline, setup up in the software with a printer type of 2 (Epson).

Until you are ready to start printing with the new forms, there is nothing to be done. When ready to test the new forms, go to ***ACCOUNTS PAYABLE → F2 → SETUP → CONTROL INFORMATION*** and change the field called ***CHEQUE FORMAT TO USE*** to the ID from the chart below that best illustrates the form you will be using.
**PLEASE NOTE THAT ONLY SOME OF THESE CHEQUE FORMATS ARE AVAILABLE WITH THIS RELEASE. MORE WILL BE INCLUDED WITH THE AEP RELEASE IN DECEMBER OF 2006. PLEASE CHECK OUR WEBSITE WWW.SAMCO.COM FOR UPDATES.**

| Form Number | Cheque & Stub Configuration | | | | | Dimensions in inches | Optional Printing | | Printer Type | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Chq Stub Stub | Stub Chq Stub | Stub Stub Chq | Chq Stub | Stub Chq | | Column headings | Vertical lines | Laser bottom feed | Laser top feed | Dot matrix |
| 6CSS1 | Yes | | | | | 8.5 X 11 | | | Yes | | |
| 6SCS1 | | Yes | | | | 8.5 X 11 | | | Yes | | |
| 6SSC1 | | | Yes | | | 8.5 X 11 | | | Yes | | |
| 6LCS1 | | | | Yes | | 8.5 X 11 | | | Yes | | |
| 6LSC1 | | | | | Yes | 8.5 X 11 | | | Yes | | |
| 6DCS1 | | | | Yes | | 8.5 X 7 | | | | | Yes |
| 6DSC1 | | | | | Yes | 8.5 X 7 | | | | | Yes |
| | | | | | | | | | | | |
| 6CSS9 | Yes | | | | | 8.5 X 11 | Yes | Yes | Yes | | |
| 6SCS9 | | Yes | | | | 8.5 X 11 | Yes | Yes | Yes | | |
| 6SSC9 | | | Yes | | | 8.5 X 11 | Yes | Yes | Yes | | |
| 6LCS9 | | | | Yes | | 8.5 X 11 | Yes | Yes | Yes | | |
| 6LSC9 | | | | | Yes | 8.5 X 11 | Yes | Yes | Yes | | |
| 6DCS9 | | | | Yes | | 8.5 X 7 | Yes | Yes | | | Yes |
| 6DSC9 | | | | | Yes | 8.5 X 7 | Yes | Yes | | | Yes |
| | | | | | | | | | | | |
| 7CSS1 | Yes | | | | | 8.5 X 11 | | | | Yes | |
| 7SCS1 | | Yes | | | | 8.5 X 11 | | | | Yes | |
| 7SSC1 | | | Yes | | | 8.5 X 11 | | | | Yes | |
| 7LCS1 | | | | | | 8.5 X 11 | | | | Yes | |
| 7LSC1 | | | | | | 8.5 X 11 | | | | Yes | |
| | | | | | | | | | | | |
| 7CSS9 | Yes | | | | | 8.5 X 11 | Yes | Yes | | Yes | |
| 7SCS9 | | Yes | | | | 8.5 X 11 | Yes | Yes | | Yes | |
| 7SSC9 | | | Yes | | | 8.5 X 11 | Yes | Yes | | Yes | |
| 7LCS9 | | | | Yes | | 8.5 X 11 | Yes | Yes | | Yes | |
| 7LSC9 | | | | | Yes | 8.5 X 11 | Yes | Yes | | Yes | |

# Chapter 10

# Purchasing Addresses

Sometimes a vendor may supply you with goods from one or more locations which are different from that vendor's remittance address. This would be the case when you purchase from a vendor's branch locations but make payments to his home office or corporate headquarters.

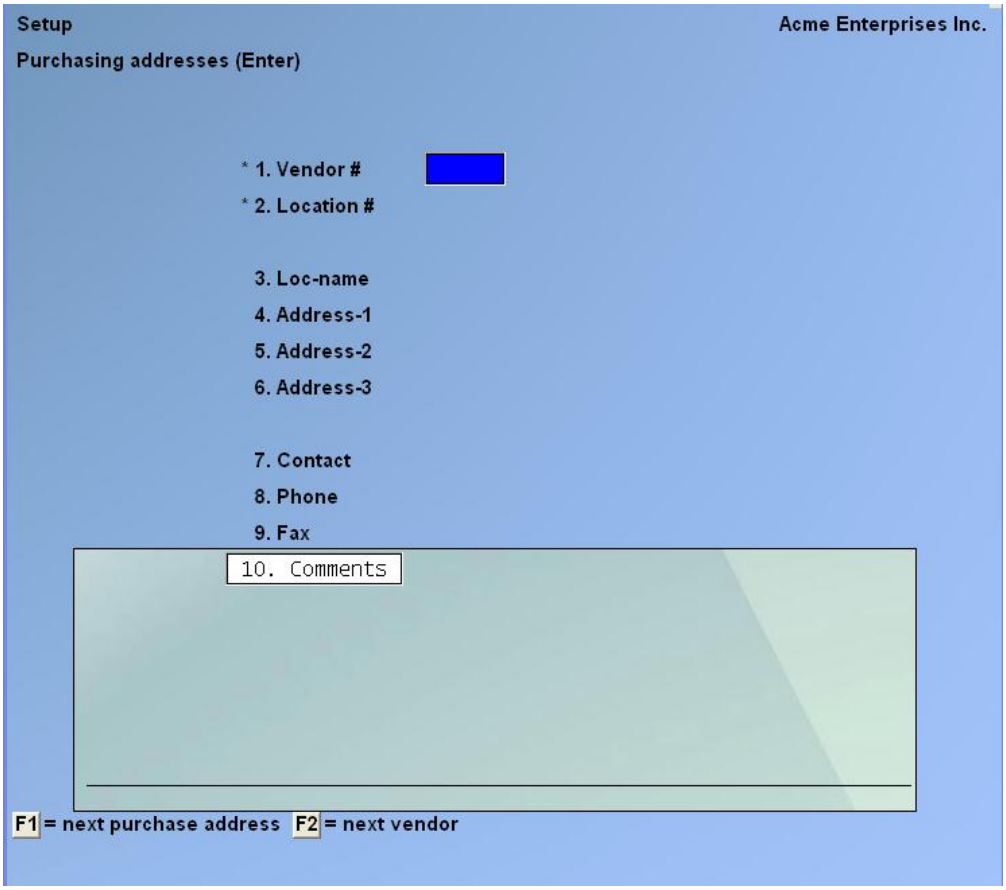
Use this selection to enter vendors' purchasing addresses for later reference. These addresses may also be used when entering purchase orders in the Purchase Order or Purchasing Plus packages.

**To Begin**

From page 2 of the A/P menu, select *Purchasing addresses*. Then from the *Purchasing addresses* menu, select *Enter*.

## Entering Purchasing Addresses

From the screen which appears, you can work with both new and existing purchasing addresses.




Enter the following information:

**[?] * 1. Vendor #**

Enter the vendor number or use one of the options:

**[F1]** To find the next purchase address. If one exists, you are allowed to change the information in the usual way.

**[F2]** To scan through the vendors on file

*** 2. Location #**

Enter a number to identify this purchase location.

**3. Loc-name**

Enter the name of the company at this purchasing address, or use **[F1]** to use the vendor name

**4. Address-1**

Enter the first line of the address.

**When using Purchase Order or Purchasing:**

The three lines of the vendor's address (fields 3, 4, and 5) and the vendor's name can be printed on the purchase order exactly as you enter it, for use in window envelopes.

**5. Address-2**

Enter the second line of the address.

**6. Address-3**

Enter the third line of the address.

**7. Contact**

Enter a contact person for this purchase address.

**8. Phone**

Enter the phone number of the contact person.

The contact and phone number are printed on various reports.

**9. Comments**

Enter any comments about this purchase address.

Enter text in much the same way as most word processing programs, using the **[Enter]** key, **[Up][Down]** keys, **[Delete]** key, **[Tab]** or **[Esc]** when done, etc. When you are finished entering text, press **[Tab]** and follow the screen instructions.

When you press **[Esc]** or **[Tab]** while entering comments, you have these choices:

**File** Save what I have just entered/changed. (Like pressing **[Enter]** at "Field number to change ?" in other selections.)

**Save & continue** Save what I have just entered/changed, but leave the information on the screen because I want to continue to work with it.

**Abandon changes** Throw away what I have just entered/ changed. (Like pressing **[Esc]** at "Field number to change ?" in other selections.)

**Delete** Delete this entire comment from the screen. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete ?" message.

## Deleting Purchasing Addresses

Bring up the purchasing address you wish to delete and press the **[F3]** key.

### Printing a List of Purchasing Addresses

From the *Purchasing addresses* menu, select *Print*.

From the screen which appears, enter the following information:

**[?] 1. Starting vendor #**
**[?] 2. Ending vendor #**

Enter the starting and ending vendors. Follow the screen instructions.

**3. Print comments ?**

Your answer here determines whether comments will be printed.

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Building business and technology relationships.

# Chapter 11

# Vendors

Use this selection to enter information about your vendors.

You can print a vendor list or labels in order by either vendor number, or vendor name.

Each vendor is identified by a 6-character vendor number. This "number" can be numerals, letters, or a combination of both, depending on your preference.

You can also print a log of changes made to vendor information if you specified in Company information that change logs were to be used.

**To Begin**

NOTE: Vendor change log appears only if you specified to use change logs in Company data.

Select *Vendors* from the A/P menu, ↵ *Enter*.

## Entering Vendors

From this screen you can work with both new and existing vendors. Enter the following information:

**[?] * 1. Vendor #**

**For a new vendor**

This is the number which identifies this vendor. You will be asked to enter this

number in other selections. Enter the vendor number.

**Sequential Vendor numbers**

To enable this feature go to *Accounts payable → [F2] → Set up → Control information* and enter in the last vendor number used. When adding a new vendor in *Accounts Payable → Vendors → Enter* you can press **[F2]** to automatically assign the next vendor number.

**For an existing vendor**

Enter the vendor number or use one of the options:

| | |
|---|---|
| **[F1]** | To scan forward through the vendors on file |
| **[Shift] [F1]** | To backwards forward through the vendors on file |
| **[ENTER]** | Leave the vendor number blank to look up the vendor by name |

**Temporary vendors**

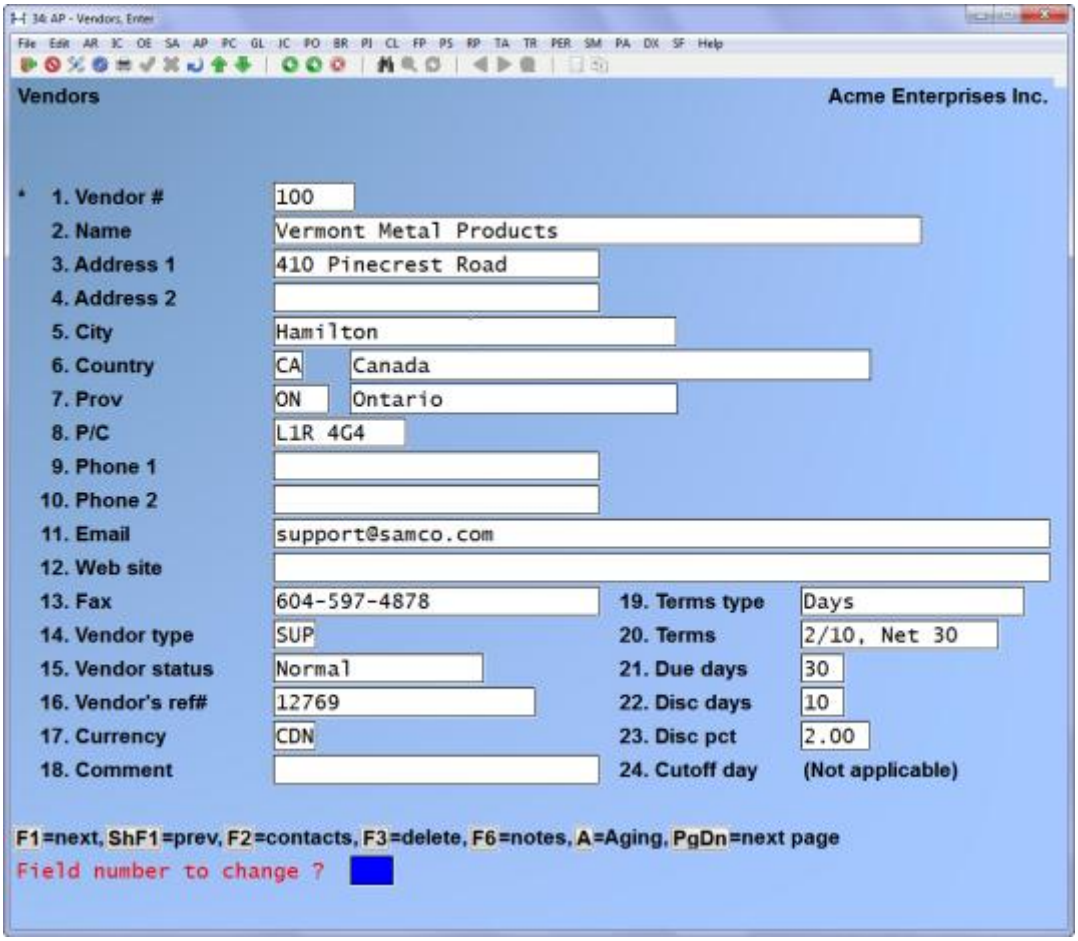
To designate a vendor as "temporary", enter an asterisk (*)as the first character of the vendor number. This provides a means to mark those vendors from whom you purchase only once or twice, or with whom you do business for only a short period of time.

One advantage of distinguishing temporary vendors from longer standing ones is that temporary vendors can be purged as a group from the Vendor File.

**Copy a vendor**

For a new vendor, you can paste the data from an existing vendor to create a new vendor. The purpose of this feature is to reduce data entry time for setting up new vendors where most of the data such as terms type, terms, due days, discount days, discount percent, cut off day and distribution accounts are the same.

At Vendors ↳ *enter,* press **[F4]**. You will be prompted to enter the vendor number to copy from. Type the vendor number **[enter]**. You will be prompted to enter the vendor number to copy to. Type the vendor number **[enter]**. The system will create the vendor for the new vendor and you can proceed to enter the data that is unique to the new vendor such as name, address etc.




## 2. Name

This is the vendor's name which will appear on the vendor reports and on computer-prepared checks. The length of the Vendor name is 50 characters.

Enter the vendor's name or **[F2]** to enter a person's name instead of a company's name. Pressing **[F2]** again returns to entering a company's name.

If the vendor name to be entered starts with "The" (e.g., "The Ace Company"), then you might want to enter the vendor name here as "Ace Company, The". This allows the Vendors by Vendor Name Report to print this vendor in order with other companies whose names start with the letter "A" (e.g., after "Abbot Enterprises" but before "Advanced Associates").

### Entering a Person's Name

**First name**
**Last name**

If you use this option, enter the first name (and middle initial if you wish), then the last name of the vendor.

When printing the Vendors by Vendor Name Report, the last name will be used for alphabetical placement. For example, if you enter John Smith, after pressing **[F2]**, then print the Vendors by Vendor Name Report, this vendor would print after "Sara Samuels" and before "Barry Spencer".

When a vendor's name is entered in this format, you may search for the vendor using the last name. For example, in the Payables selection, when entering a voucher you can search on the vendor's last name if you do not have the vendor's number to hand.

Because you may only search on the last name, it might not be advisable to use this format if you have a very large number of vendors who have the same last name.

**NOTE:** If you change an existing vendor's name, it will also be automatically changed on any recurring payables for the vendor. If you have several recurring payables set up for this vendor, this may take some time.

**Gets 1099 ?**

(Applies to U.S. companies only.)

This determines if a 1099-MISC form will print for this vendor at the end of the year. This field displays only if the A/P Control File specifies to print 1099-MISC forms.

**3-4. Address 1/2**

Enter up to two address lines for this vendor

**5. City**

Enter the city for this vendor.

**[?] 6. Country**

Enter the country code or enter [?] to access the pop up menu of country codes.

**[?] 7. Province**

Enter the two letter abbreviation for Province or State, or enter [?] to access the pop-up menu of Provinces and States.

**8. Postal Code**

Enter the Postal code. It must be entered in X9X 9X9 format or you will receive an error message.

**9. Phone**

Enter a phone number for this vendor.

**10 Phone**

Enter the phone number

**11. E-mail**

Enter the e-mail address

**12. Web site**

Enter the web site address for this vendor.

**13. Fax**

Enter the vendor's fax number. If you are interfacing with a fax application such as VSI*Fax be sure to enter in a proper fax number (no letters).

**14. Vendor type**

Enter the vendor type.

This is a code of your own choosing, used mainly for your reference. The *Purchases/Discount Report* can be printed by vendor type, allowing better analysis of vendor activity. It is also used by the *Purchasing Advice Report* in the *Purchase Order* module.

**15. Vendor status**

"Vendor status" refers to how this vendor is treated in respect to payments and discounts. Enter one of the following status codes:

| | |
|---|---|
| **[ENTER]** | Normal activity is allowed, and discounts are taken according to the vendor's terms. |
| **[A]** | Normal activity is allowed, but you always take any discount. The discount is always taken regardless of payment or discount dates. |
| **[H]** | Hold payment. Payments to this vendor are not allowed. A computer check will not be printed for this vendor. |
| **[N]** | No purchases. No purchases are to be made from this vendor. If a voucher is entered for such a vendor, a warning message will be displayed. |

**16. Vendor's ref #**

This is the number that this vendor uses to refer to your company. For example, you could enter the customer number this vendor uses for your company.

This reference number can be printed on computer checks sent to this vendor. This helps the vendor identify your company's account.

**17. Currency**

If you are using multi-currency enter the currency used for this vendor here.

**18. Comment**

Enter a brief comment about this vendor.

**Terms fields**

In fields 19 through 24, enter the vendor's payment terms.

Payment terms specify how many days after a sale the payment is due; whether there is a discount for early payment; and, if there is, how much is the discount and how early must payment be made to get the discount.

**Terms type**

There are two methods used in A/P to express vendor's payment terms. The terms may specify that an invoice is due a certain number of days after the invoice date.

Alternatively, the terms may specify that an invoice is due on a particular day in the month following the month in which the invoice is dated. This second method is called "proximo terms". Proximo means "of the next month".

An example of "proximo terms" is 2/10th net 31st, meaning "2% discount if paid by the 10th of next month, net due on 31st of next month".

Type **D** for "Days" or **P** for "Proximo" (what day of the month).

**Terms**

Enter a description of this vendor's payment terms. The next fields will give the exact specifications for these terms.

The appearance of fields 18 through 21 depend on the "Terms type" selected.

**Terms by days**

**Due days**

Enter the number of days from the date of the vendor's invoice when payment is due.

**Disc days**

Enter the number of days from the invoice date during which a discount will be given for early payment. The discount days cannot be greater than the due days.

**Disc pct**

Enter the discount percentage to be given if payment is made within the discount days.

**Cutoff day**

"(Not applicable)" when terms are by "Days".

**Proximo Terms (Day of the Following Month)**

**Due day**

Enter the day in the month on which payment is due. This day will be the day in the month following the month in which the vendor's invoice is dated.

**Disc day**

Enter the last day in the month for which early payment discount is allowed. This day will be the day in the month following the month in which the vendor's invoice is dated.

The discount day must be less than or equal to the due day. It will always be in the same month as the due day.

**Disc pct**

Enter the discount percent to be given if payment is made on or before the discount day.

**Cutoff day**

The "cutoff day" is the last day of a month on which the proximo terms on an invoice apply to the next month. After the cutoff day, the terms apply to the month after the next one.

For instance, suppose that the terms are specified as 2% discount if paid by the 10th of next month, net due on the 31st of next month. Suppose that the cut-off day is specified as the end of the month. Then an invoice dated on the 30th of June or before would receive a discount if paid by the 10th of July, and would be due on the 31st of July.

The cutoff day is normally the end of the month. You may press **[ENTER]** to set the cut-off day to "Month end".

However, you may instead enter a positive or a negative number.

**Positive number entry**

Enter a positive number, up to 27, to specify the last day of the month on which the terms of an invoice apply to the following month. After the cutoff day, the terms apply to the month after the next one.

Suppose the terms were 2% discount if paid by the 10th of next month, net due on the 31st of next month, and that the cut-off day was entered as "25". Then an invoice dated on or before the 25th of July would receive a discount if paid by the 10th of August and be due on the 31st of August. An invoice dated on the 26th of July would receive a discount if paid by the 10th of September and be due on the 30th of September.

**Entering a Negative Number**

Enter a negative number, up to 27, to specify how many days before the end of the month an invoice can be dated and still apply to the following month.

With the same terms as above, and the cut-off day entered as "-2", an invoice dated on or before the 29th of July (31 July minus 2 days) would receive a discount if paid by the 10th of August and be due on the 31st of August. An invoice dated the 30th of July would receive a discount if paid by the 10th of September and be due on the 30th of September.

**[?] 22. A/P acct #**

This is the A/P account for this vendor's payables. This account must already exist in the A/P Accounts File. Invoices and payments entered for the vendor will be posted to this account.

Enter the account number, press **[F1]** for the default A/P account from the A/P Control File, or **[F2]** to scan through the other A/P accounts on file.

Normally, once you assign an A/P account to a vendor, it is not changed. However, if you ever have to change an A/P account for a vendor, see the note at the end of this chapter.

**[?] 23. Discount acct #**

Enter the number of the account you usually use to record purchase discounts for this vendor, or **[F1]** for the default discount account in the A/P Control File. When you use Payables, you can either default to this account or enter a different account then.

**[?] 24. Dflt distrib acct #**

Enter the G/L account number to be used as the default expense account number for this vendor. When you use Payables, you can either default to this account or enter a different account for expense distributions for this vendor.

**25. Payment group**

This field allows you to group vendors together for payment.

In *Prepare payments/print checks*, you can restrict the selection of vouchers for payment to only those in a specific payment group.

You may also use the payment group as criteria to:

- Print labels
- Print vendor reports
- Print the Aged Open Items Report and Cash Requirements Report

Entering a payment group is optional; you may leave it blank.

**26. GST Reg #**

(Canadian companies only.)

Enter the vendor's GST registration number. This will show up on the GST Paid report and is available for printing on checks.

**26. 1099 id #**

(U.S. companies only.)

Enter the vendor's Taxpayer Identification Number (TIN) or press **[ENTER]** to leave blank. This is required on the form 1099-MISC which you will send to the vendor.

**ID type**

This field displays if you specified above that this vendor gets a form 1099-MISC. It determines which number format will be used for the 1099 ID # above. Enter either:

**[1]** Business: The number will display in the Employer Identification Number (EIN) format (99-9999999).

**[2]** Employee: The number will display in the Social Security Number (SSN) format (999-99-9999).

**27. Minimum order**

Enter, in dollars, the minimum amount that a vendor allows without charging a minimum order charge. When entering a PO in *Purchasing Plus* an error message will appear showing the minimum order amount, the reason (see below) and the minimum order charge (see below).

**Reason**

Type in a reason or explanation for the minimum order value. For example, if the charge does not apply to pick up orders you may want to make note of that.

**28. Minimum order charge**

Enter the amount that the vendor will charge you if you do not reach the minimum. This is simply a reference field and does not affect actual PO's.

**29. Last purch date**

This is the date of the last purchase from this vendor. Each time a new voucher is entered and posted, its date will automatically appear here. Enter a date, press **[ENTER]** for the current date, or [F1] to set this field to "NONE" and the remaining fields to zero.

**30. First purch date**

Enter the first date you purchased something from this vendor. Press **[Enter]** for the current date, or **[F1]** to set this field to "NONE".

**31. Total purchases**

This is the total accumulated purchases you've made from this vendor since keeping electronic records.

**32. Purchases**

**Year-to-date**

Enter the amount of purchases year-to-date for this vendor. This is historical information which is shown and analyzed on the Purchases/Discounts Report. This amount is updated automatically when posting occurs.

**Last-year**

Enter the amount of purchases made last year from this vendor.

**33. Discounts**

**Year-to-date**

Enter the amount of discounts year-to-date taken from this vendor. This amount is updated automatically during the posting of computer checks, manual payments, and non-A/P checks.

**Last-year**

Enter the amount of discounts taken last year.

**34. 1099 amount**

(This field only appears if the company is set to U.S. in Company data.)

**Year-to-date**

This field is used to accumulate payments to this vendor that will appear on a 1099-MISC report for the current year specified in Control information ("Year ending date").

This field can be entered or changed only if the vendor gets a 1099-MISC form; otherwise, it is displayed for information only.

**Last-year**

(This field only appears if the company is set to U.S. in Company data.)

This field is used to accumulate payments to this vendor that will appear on a 1099-MISC form for next year.

This allows normal A/P activity to proceed after year-end while 1099-MISC forms for the prior year are prepared.

If the date of a payment is later than the current year ending date specified in Control information, and this payment is against a voucher eligible for 1099-MISC reporting, the payment will be accumulated in this field.

## User Defined Fields

If you chose to employ vendor user defined fields (see the chapters titled *Control information* and *User Defined Fields*) a screen with these fields will appear for you to fill in. Note that only those fields set up in the *User defined fields* function will appear for you to edit -- if you did not set up any fields, this entry screen is skipped.

There are 3 different types of fields that you can enter data into: literal, date, and code.

### Literal Fields

With literal fields you can enter any information you want up to 50 characters in length (the length of each field is set by you in the *User defined fields* function). If you want to leave a literal field blank, simply press **[Enter]**.

**Date Fields**

Use this type of field to enter in dates in MMDDYY format.

**Code Fields**

Code type fields allow you to make a choice for what gets entered from a predefined list. Each field has its own list which you maintain using the *User defined fields* function. When prompted to enter a code, press **?** to bring up a list of valid selections.

**Practical Use**

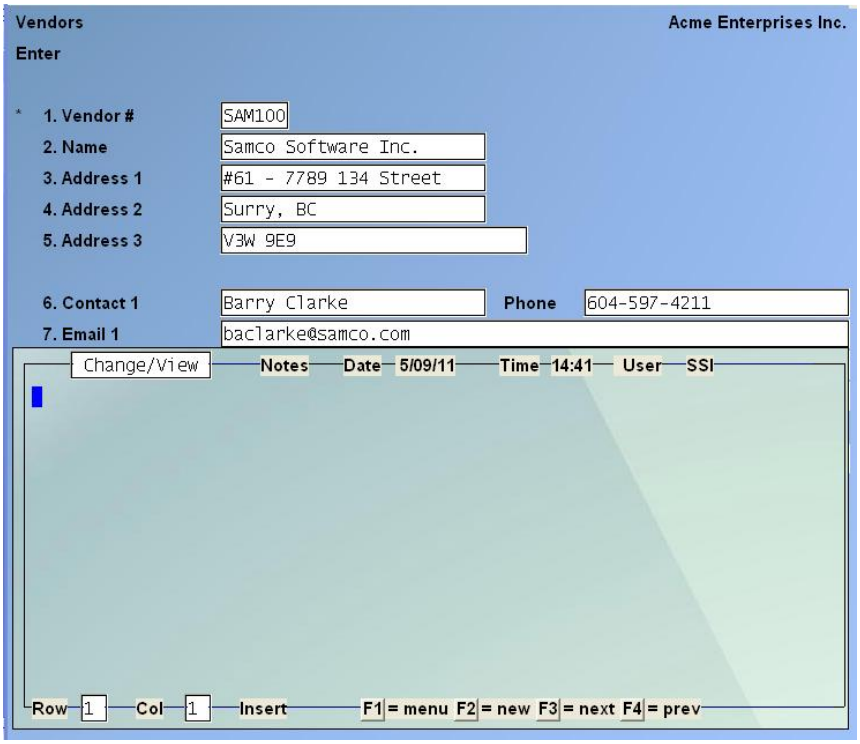
Aside from this function, user defined vendor fields can be viewed at any time using the *Find Vendor* function. Simply press **[F8]** >> **V**, find the vendor you are looking for, and then press **U**.

These fields can also be included on vendor listings.

## Using Notes

For a new vendor you are asked if you want to enter notes for this customer. For an existing customer, you may press **[F6]** to use notes.

If you select to use notes, the screen will now look like:




You can enter an unlimited number of notes about this vendor. Each note is given a date/time stamp so that you can browse through the notes in time sequence later. (These notes are never printed on statements, so the customer will never see them.)

**NOTE:** This notes function is different from the *Extended Functions* notes. Vendor notes entered here are not accessible through the *Extended Functions* and vice versa.

A menu at the bottom of the "Notes" area shows three selections:

**Menu**

Pressing **[F1]** brings up a number of selections. Each selection is described below:

| | |
|---|---|
| **Abandon** notes | Abandon any changes to the current note and exit the function. |
| **Change heading** | Override the date and time stamp of the note. |
| **Delete** | Permanently deletes the note |
| **Exit** | Exit the notes function. |
| **Jump** | Allows you to enter a specific date for viewing notes. |
| **Load from Alternate** | Load notes from another client |
| **New** | Start a new note. If you have made any changes to the |

current note, those changes are lost.

**Print** Print a copy of this note.

**Save** After entering a note, this selection permanently saves the note

**[?]** Find

**[PgUp]** View an earlier dated note.

**[PgDn]** View a later dated note.

**[Home]** View the earliest dated note (oldest).

**[End]** View the newest note on file.

**Text entry**

When you select to enter a note, the cursor is positioned for you to enter the first line of the text of the note. While entering a note the following keys and rules apply:

**[F1]** Access the menu selections described in the previous section.

**[Esc]** Exit the note function without saving the changes to the current note.

**[Tab]** Exit the note function and save the changes to the current note.

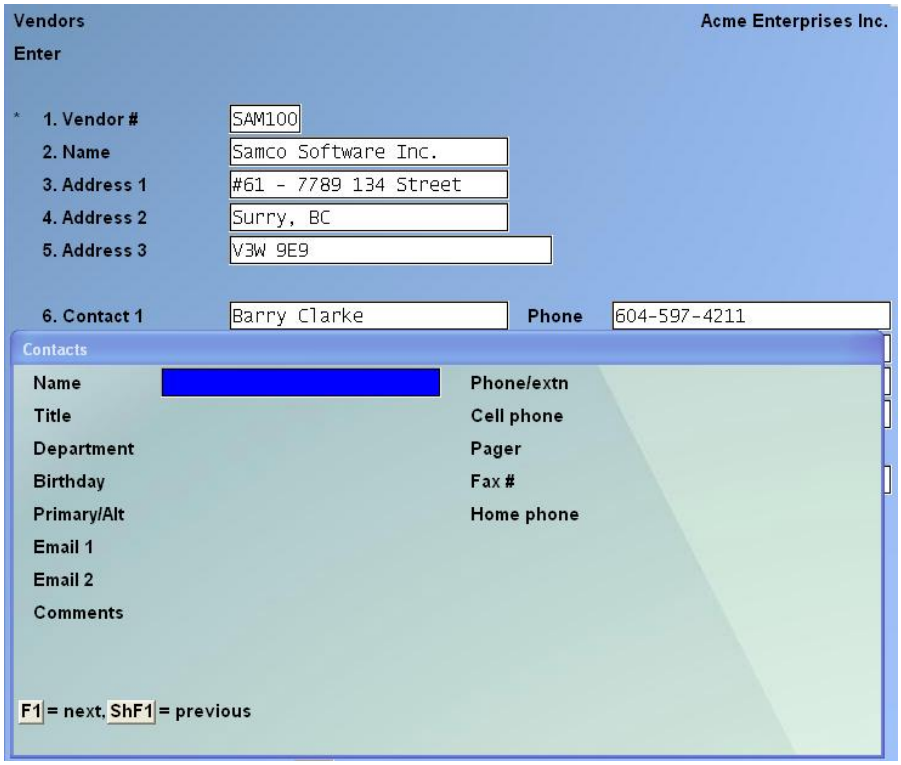
**[F2]** Begin entering a new note.

**[F3]** Edit the next note on file.

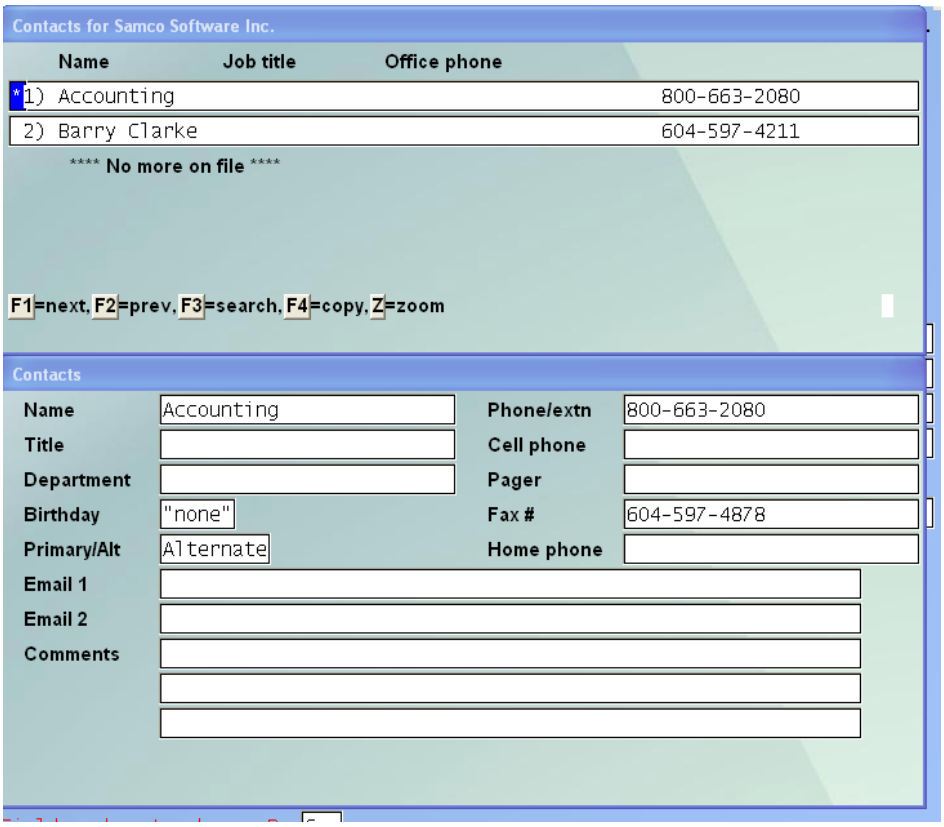
**[F4]** Edit the previous note on file.

## Contacts

An unlimited number of contacts can be maintained for each vendor. The *Contact* table can be maintained by either pressing **[F1]** at the *Contact-1* or *Contact-2* field, or by bringing up an existing customer and pressing **[F2]**. The following window will appear:




To display a list of contacts press **[?]**. A window similar to the following will appear:




From the contact list you can press **[F1]** for the next page of contacts, **[F2]** for the previous page of contacts, **[F3]** to search for a contact by name, **[F4]** to copy the

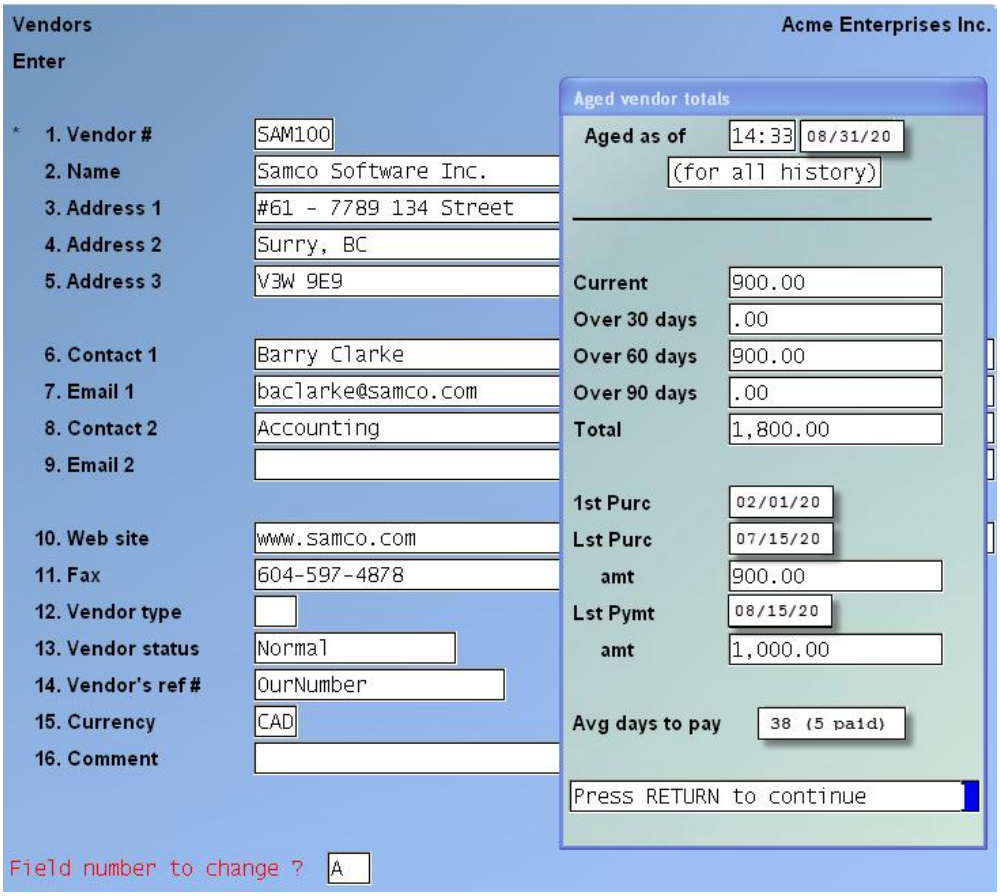
selected contact for editing, or **Z** to toggle the zoom window off/on.

While editing a contact the *Primary/Alt* field represents the *Contact-1* and *Contact-2* entries from the main customer screen. When set to **P** the contact will appear as *Contact-1*, when set to **A** the contact will appear as *Contact-2*, and when set to **N** the contact will only appear in the contact list.

The contact list can also be displayed by pressing **[F8]** » **C**, bringing up a customer and then pressing **[F8]** » **X**.

### Aging

A quick aging can be generated while viewing a vendor by entering an **A** at the *Field number to change?*. When entered a screen similar to the following appears:




## Deleting Vendors

The **[F3]** key is used to delete a vendor. A vendor cannot be deleted if any of these conditions exist:

-- The vendor has open items on file.
-- The vendor receives a 1099 form (U.S. Companies only).

-- The vendor has reportable 1099 amounts.
-- The vendor has GST transactions.

There are also other checks made. If you cannot delete a vendor for some reason, the software will inform you through a message as to why.

**Printing Vendors by Vendor #**

This report lists vendors in numeric order by vendor number. Report criteria as follows:

**[?] 1. Starting vendor #**
**[?] 2. Ending vendor #**

Enter the range of vendors to be included on the report. Follow the screen instructions.

**[?] 3. A/P account #**

Enter an account number or use one of the options:

| | |
|---|---|
| **[F1]** | For the default A/P account |
| **[F2]** | To scan through the other A/P accounts |
| **[ENTER]** | For "All" A/P accounts |

**4. Payment group**

Entering a single group will show only vendors for that payment group.

Enter the payment group or press **[F1]** for "All" payment groups.

**5. Report format?**

Answer **[B]** to print the brief version of this report which includes one line for each vendor, listing the vendor's number, name, contacts, phone numbers, and terms.

Alternatively, select **[F]** for the full version to include all vendor data.

**6. Print notes ?**

(Displays "(not applicable)" if printing brief report.)

If you want the vendor notes to appear on the list, answer **Y**.

**7. Print extra contacts?**

(Displays "(not applicable)" if printing brief report.)

If you want to include all of the contacts for each vendor answer **Y**.

**Printing Vendors by Vendor Name**

This report lists vendors in order by vendor name.

Select Print by vendor name from the Vendors menu.

Enter the following information:

**1. Starting vendor name**
**2. Ending vendor name**

Enter the range of vendors to be included on the report. Follow the screen instructions. You can press **[F2]** to change to entering a person's name.

**[?] 3. A/P account #**

Enter an account number or use one of the options:

| | |
|---|---|
| **[F1]** | For the default A/P account |
| **[F2]** | To scan through the other A/P accounts |
| **[Enter]** | For "All" A/P accounts |

**4. Payment group**

Entering a single group will show only vendors for that payment group.

Enter the payment group or **[F1]** for "All" payment groups.

**5. Report format ?**

Enter **[F]** to print a report including all vendor information, or **[B]** for a brief report which prints one line per vendor and shows only vendor number, vendor name, contacts, phone number, fax number, and terms.

**6. Print notes ?**

(Field is skipped if you are printing brief report.)

If you want the vendor notes to appear on the list, answer **[Y]**.

**7. Print extra contacts?**

(Displays "(not applicable)" if printing brief report.)

If you want to include all of the contacts for each vendor answer **Y**.

## Printing Vendor Labels

From Vendors menu, select **Print vendor labels**.

**1. # labels per vendor**

Enter the number of labels per vendor or **[Enter]** for count only (counts the number of labels required to print 1 for each vendor).

**2. Print by vendor's**

Select **1** for vendor name or **2** for vendor number.

**Starting vendor name (or #)**
**Ending vendor name (or #)**

Enter the range of vendors to be included on the report. Follow the screen instructions. You can press **[F2]** to enter a person's name.

**3. For vendor type**

To print labels for only one vendor type, enter it here or **[F1]** for all vendor types.

**4. For A/P account #**

Enter an account number or use one of the options:

| | |
|---|---|
| **[F1]** | For the default A/P account |
| **[F2]** | To scan through the other A/P accounts |
| **[Enter]** | For "All" A/P accounts |

**5. For payment group**

Enter the payment group or **[F1]** for "All" payment groups.

**6. Print vendor no. ?**

Answer **Y** if you want the vendor's ID number printed on the labels.

If you entered a number of labels to print per vendor in field 1, enter **1**, **2**, or **3** for the number of columns to print on the mailing label sheets.

If you left field 1 blank, the number of vendors processed and labels to print will appear on your screen.

Answer **Y** or **N** to print these labels.

If **Y**, you are asked how many labels per vendor to print.

Enter **1**, **2**, or **3** for the number of columns to print on the mailing label sheets.

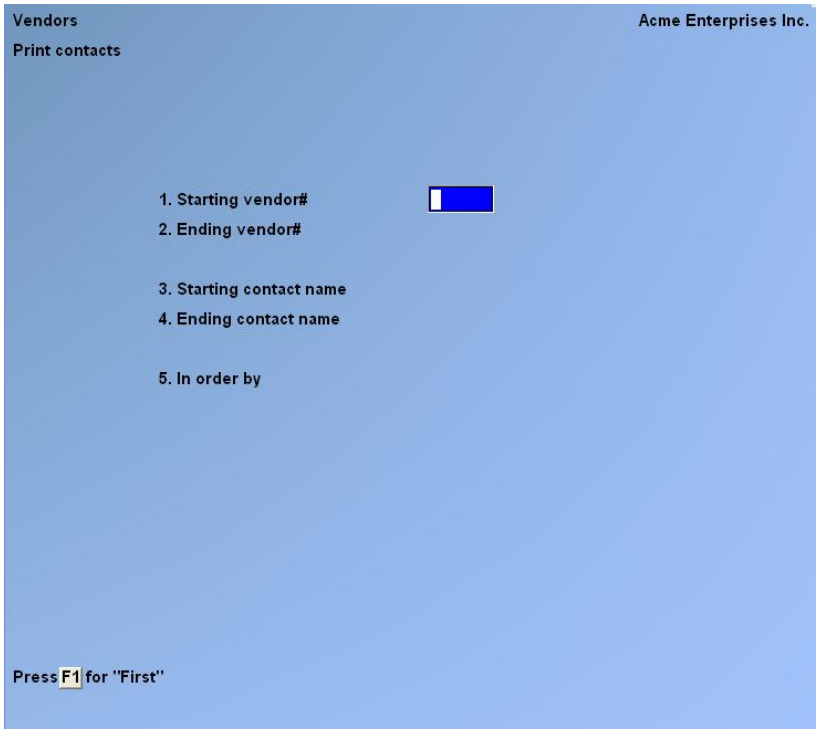
**7. Print vendor contact ?**

If **Y**, the vendor contact will be added to the printed label.

## Print Vendor Contacts

This report provides you with a listing of contacts for the selected vendors.

From the A/P main menu select *Vendors » Print vendor contacts*. The following window appears:




Enter the information as follows:

**[?] Starting vendor #**
**[?] Ending vendor #**

Specify the range of vendor numbers to include.

**[?] Starting contact name**
**[?] Ending contact name**

Specify the range of contact names to include. This is especially helpful when you want to find the company someone works for but only know their name.

**Sort by**

Select the method you want the report detail sorted.

## Printing a Change Log

This is a log of all changes that have been made to the Vendor File, which includes such information as who made what change.

You can either print or purge the change log. If you want to purge the change log, you must print it also.

If the use of change logs was not specified in the *Company File* (see the *Company Data* chapter in the *System Functions* manual), this selection will not appear.

From the Vendors menu, select Print change log.

You are asked if the file should be purged. Follow the screen instructions.

The log will be printed. If you answered **Y** to the purge question, the Vendor Change Log File will be cleared.

If you did not select to purge, you can print the change log. Follow the screen instructions.

## Changing an A/P Account for a Vendor

Change vendor number

The change vender number function has been enhanced to allow use of a text file with up to 10,000 pairs of old and new vendor numbers.

Normally, once you assign an A/P account to a vendor, it is not changed. If, however, the A/P account for a vendor is changed, then A/P will not be in agreement with General Ledger, in the sense that the Payables by Date Report will not show that the outstanding payables for a certain A/P account add up to the A/P account balance in G/L. To keep A/P and G/L in agreement, the following must be done if a vendor's A/P account is to be changed:

1. Run the Payables by Date Report and get the A/P balance for the vendor at the end of the period.

2. Enter a G/L journal transaction which debits the vendor's old A/P account and credits the vendor's new A/P account. (This assumes the vendor has a credit balance on the payables report. If the vendor has a debit balance, then the old A/P account would be credited and the new A/P account would be debited.)

3. Change the vendor's A/P account (in the Vendor File) to the new A/P account.

# Chapter 12

# Payables

Payables are entries requiring payment. There are one-time-only payables and payables that recur every so often (like a monthly payment). For each payable to be paid, a "voucher" is created. There is a "voucher number" which identifies each single payment. (See the definition in the *Glossary* in *System Functions* manual.)

With this selection you can enter or change various kinds of vouchers. If a voucher has already been entered (but not yet posted) for the information you specify, that voucher will appear and be available for changes or deletion. Once the vouchers have been verified as correct (with the edit list), you can post them to the various A/P files.

The seven types of vouchers which can be entered in this function are:

- Regular voucher
- Non-A/P check voucher
- Adjustment to distribution voucher
- Cancellation voucher
- Quick check voucher
- Prepayment voucher
- Transfer voucher
- Retainage now due (available only if Job Cost is interfaced)

Following is a description of these five types:

## Regular Voucher

Regular vouchers are entered for invoices and vendor credit and debit memos. Entering a positive invoice amount will credit (increase) accounts payable. When

entering a voucher for a vendor's invoice or entering a vendor's debit memo, enter a positive invoice amount. The total of the distributions entered for the voucher must equal the invoice amount.

## Credit Memo

You must enter a negative invoice amount in order to record a vendor's credit memo. Entering a negative invoice amount will debit (decrease) accounts payable.

When entering the credit memo, set the due days and discount days to zero.

For the G/L distributions, distribute the amount to the same account that was used earlier when the original payable, for which this entry is a credit memo, was entered, or distribute the amount to a "returned purchases" account. Consult with your accountant as to the exact account to be used, which may vary depending upon the nature of the credit memo.

Enter the distribution amount as a negative number. If multiple G/L distributions were used for the original payable, then you will have to determine the amounts to be distributed to each account.

## Non-A/P Check Voucher

A non-A/P check voucher is used to record the purchase of goods or services where payment was made at the same time that the invoice was written. The invoice was "prepaid", or paid in advance. The invoice is no longer payable at the time it is entered into the A/P package.

The A/P account is not changed by a non-A/P check voucher. For a voucher with a positive invoice amount, the cash account entered on the transaction entry screen is credited (decreased), the discount account is credited (increased), and the expense accounts are debited (increased).

A negative non-A/P check voucher can be entered to delete the distributions for a non-A/P check voucher that was incorrectly entered.

The expense distributions for non-A/P check vouchers are dated with the check date.

You can use a $0 non-A/P check voucher to record a voided manual check. See the field "Invoice amt", later in this chapter.

## Quick Check Voucher

A quick check voucher is used to record the purchase of goods or services where payment is required immediately. Unlike non-A/P vouchers, with quick checks the

system allows you to print the check the same time as the voucher is entered.

If an error should be made after the check is run, the user may immediately void the check and enter a new voucher. Once a quick check is voided, the voucher number cannot be re-used. A new voucher must be entered.

For audit purposes a quick check can only be printed once. Meaning that it cannot be changed or deleted after it has been either verified or voided.

## Pre-payment Voucher

This type of voucher is used to make payments for vouchers which have not yet been realized (an unrealized invoice is one which the vendor has not yet issued). For example, a deposit is required on an order but the vendor has not supplied you with an invoice.

A pre-payment voucher allows you to either enter the amount and number of a manually written check, or automatically generate a quick check.

Unlike non-A/P and quick check vouchers, pre-payment vouchers only credit the bank and debit the vendor's account. Since no expense has been incurred, the discount and expense accounts are left unchanged. Once the invoice is received from the vendor an expense is incurred, and the pre-payment can then be applied to the new voucher along with the various distributions.

To apply a pre-payment to a vendor's voucher, use the *Modify (Open items)* function.

## Adjustment to Distribution Voucher

This type of voucher is used to redistribute expenses for another voucher that has already been posted to the A/P Open Item File. If you discover, after posting a voucher, that the expense distributions were wrong, you can enter an "adjustment to distribution" voucher to reverse out the old distributions and enter new ones.

This feature allows you to make adjusting journal entries through A/P as soon as you discover an error, rather than waiting until you have interfaced the A/P distributions with the General Ledger package.

When entering such a voucher, enter only the vendor number and distribution date from the voucher you are adjusting. You cannot enter any information for the rest of the fields.

After entering these fields, enter distributions <u>opposite in sign and for the same amount</u> as those you want to reverse, then enter the correct distributions.

The total of all distributions must equal zero before you can exit, so that General

Ledger will be in balance.

## Cancellation Voucher

A cancellation voucher is used to cancel a previous voucher that has already been posted to the A/P Open Item File, but has not been paid yet (no check printed).

Once a cancellation voucher is posted, neither the previous voucher cancelled by the cancellation voucher nor the cancellation voucher will be recorded in that vendor's history file.

To enter a cancellation voucher, you must know the vendor number, number of the voucher to be cancelled, invoice number, original invoice amount, distribution date, and expense distribution (the G/L expense account where the expense was distributed) of the voucher you want to cancel.

This information can be found on the Payables Register that shows the voucher you want to cancel. You can also get this information from the Aged Open Item Report, the Vendor History Report (if history is kept), and the Payables Distributions to G/L Report (unless the distributions have already been purged from the A/P Distribution to G/L File).

When you enter a cancellation voucher, do not enter an invoice amount opposite in sign to the voucher you are cancelling. The program automatically reverses the invoice amount of the cancellation voucher.

During the posting of vouchers to the A/P Open Item File, the program will search for a voucher with the invoice number and invoice amount that matches those on the cancellation voucher. If a match is found, the program will delete the voucher from the A/P Open Item File and then post the distributions for the cancellation voucher to the A/P Distribution to G/L File with the sign of the distribution amounts reversed.

For the cancellation voucher's distributions to cancel the original voucher's distributions, the distribution dates of both vouchers must be identical.

If two or more cancellation vouchers exist which are identical to each other, posting of the cancellation vouchers will not be allowed until you change or delete one of them. If you have duplicate vouchers in the A/P Open Item File and want to cancel each of them, do so in separate posting runs.

## Transfer A/P voucher

This function was designed to transfer a voucher to a different vendor without having to credit the first vendor and enter it again for the second vendor. It is designed to be used for clients wishing to pay a voucher or series of vouchers by credit card and then issue cheques to the credit card company. It allows for the credit card

statement to be checked against the AP account with all vouchers in one place. It does not create journal entries. The vendors must be set up as for normal use. The user must know the voucher number (not invoice number) that is being transferred.

Use the ***AP → PAYABLES*** functions as usual. There is a voucher type **T** for transfer. At the vendor number, enter in the vendor to which the voucher will be transferred. For example, you have a vendor for AMEX and you wish to pay a voucher from SAMCO with the Amex card. Enter in AMEX as the vendor on this record. Next enter in the voucher number that you want to transfer over to AMEX. The details of the already posted voucher will be displayed. The user is asked to accept or change the distribution date. This is the date of the entry to the new vendor. The same applies to the invoice date. Enter the reference indicating where the voucher came from.

The discount taken field defaults to zero, with the old voucher's potential discount amount available via the F2 key. This should prevent taking discounts when they do not apply.

When you enter the number of the voucher to be transferred, the details of the voucher are displayed:

- *Dist date* This is the date of the entry to the new vendor.
  [ENTER] for system date
  [F1] for "from" voucher's distribution date
- *Inv date* This is the date of the entry to the new vendor.
  [ENTER] for system date
  [F1] for "from" voucher's invoice date
- *Due days* Enter the due days or [F1] for auto assign of fields #11 through #17 based on the "transfer to" vendor's terms
- *Disc taken* This is the discount taken from the "from vendor".
  [F1] for zero dollars taken
  [F2] for "from" vendor's allowable discount if taken

General journals are created when a discount is recorded as taken, or if the two vendors have different Accounts Payable accounts.

Note: The transfer feature was primarily intended for clients wishing to pay a voucher or series of vouchers by credit card. For that reason, the system does not reduce the period-to-date (PTD) or year-to-date (YTD) figures for the "from" vendor when it adds to the PTD/YTD figures for the "to" vendor. If you wish to affect these figures, do not use the transfer feature. Instead, you must cancel the original entry and re-enter the voucher to the correct vendor.

## Partially paid vouchers

Vouchers that have been partially paid <u>cannot</u> be cancelled using a cancellation voucher. In order to cancel the balance of a partially paid voucher, do the following:

1. Mark the voucher as manually paid using *Open items (Modify)*. This

transaction requires entry of a cash account. Enter any valid cash account. Post this transaction. See the chapter titled Open Items.

2. Enter a negative non-A/P check (to the same vendor) for the same amount as was entered in (1). Use the same cash account that was entered in (1). Distribute the amount to the same accounts that were used in the original payable. Post this transaction.

Marking the voucher as manually paid credits the cash account and debits the vendor's accounts payable account. This reduces the accounts payable account correctly. A negative non-A/P check debits cash and credits the expense distribution accounts. Thus, the debit and credit to the cash account "wash" and the net result is to reduce the accounts payable account and to reduce the expense accounts.

There are other methods which can be used to cancel a partially paid voucher. For example, you may enter a negative regular voucher for the balance to be cancelled and then select both the original voucher and the negative voucher for payment and then cut a check for $0.00. However, this technique requires the use of a computer check.

**Retainage Now Due Voucher**

If Job Cost is interfaced, this type of voucher is used to record invoices for retainage now due. If Job Cost is not interfaced, this voucher type is not displayed. This voucher type allows you to indicate that the retainage portion of a previously entered invoice has now become due for payment.

The posting of the original invoice, with retainage, resulted in an A/P Open Item for that invoice amount, less the retainage amount. The retainage amount at that time was <u>not</u> an accounts payable. (Instead, it was a retainage payable.)

When this retainage amount finally becomes due, a "retainage now due" voucher is used to transfer the amount from the retainage payable account to the accounts payable account. At this time, the retainage becomes an A/P Open Item.

In order to match the original invoice with its retainage portion which is now due, it is convenient to use the original invoice number as the invoice number on the "retainage now due" voucher.

For this voucher type, "SUB-TYPE ?" will display to the right on the same line as "ENTRY TYPE". You can then enter one of three choices: R for regular voucher, N for non-A/P check voucher, or C for cancellation voucher. These voucher types work in exactly the same way as described earlier in this chapter, except that they all refer to the retainage amount now due.

The remaining information is entered in the same way as for R, N, or C type vouchers.

No distributions are entered for retainage vouchers. The posting program

automatically creates the distributions, using the account numbers in the A/P Control File and the Job Cost Control File.

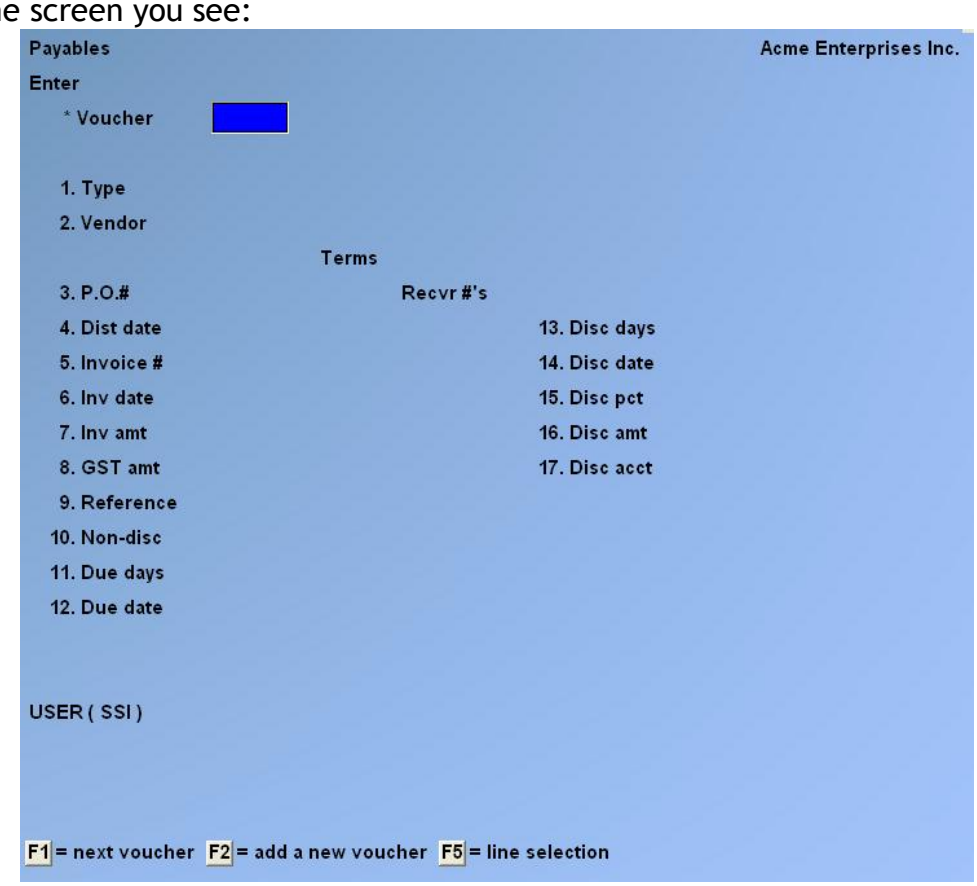
### To Begin

Select *Payables* from the A/P menu, then select *Enter*.

**NOTE:** "Recurring payables" (selection 4) is discussed separately in the next chapter.

### Entering Vouchers

This is the screen you see:




### New and Existing Vouchers

From this screen you can work with both new and existing vouchers. If a voucher has already been entered, but has not yet been posted, you can enter the voucher number for it and it will appear and be available for changes or deletion. Vouchers that have been posted are no longer accessible here.

### * Voucher

### For a new voucher

This is the unique voucher number for this payable. Use the following option:

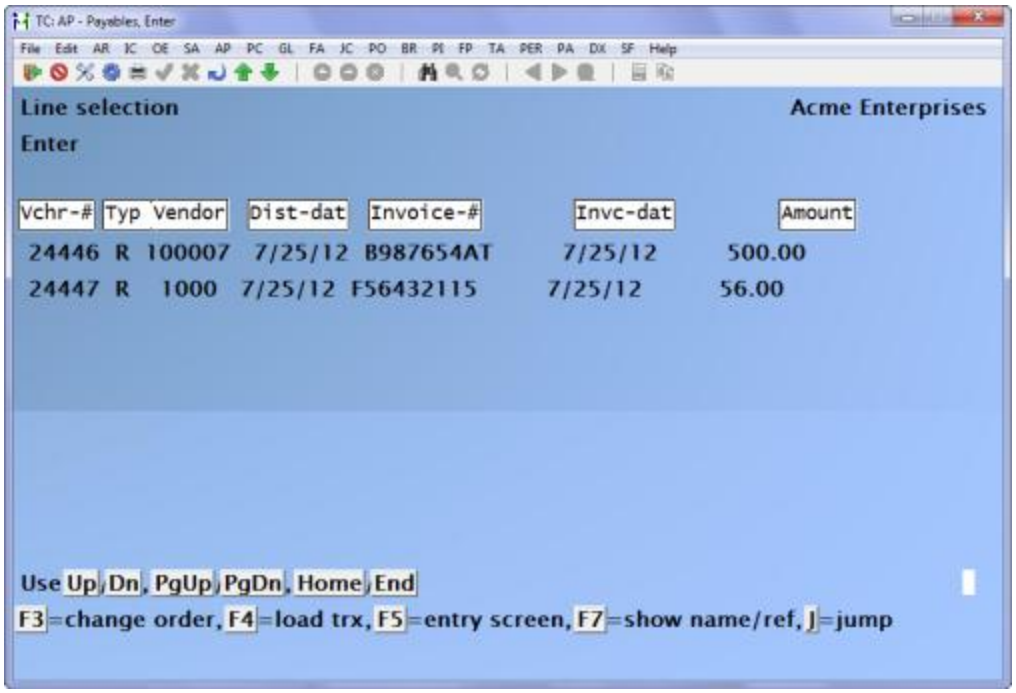
**[F2]** to add a new voucher. It will be assigned the next number in sequence after you finish entering the voucher.

**For an existing voucher**

Enter an existing voucher number or use the option:

**[F1]** To display the next voucher

**[F5]** to display the vouchers that have been entered but not yet posted.




Use [***F3***] to change the order in that the transactions are displayed.

The [*J*] option is available to jump to a specific record. The jump function works in conjunction with the [***F3***] sort order. If the sort order is vendor number, the [*J*] option will request a vendor number to jump to. Use the up [↑] and down [↓] keys for further navigation, press [***ENTER***] on a specific record to select it for change.

[***F7***] toggles the screen between single-line display and 2-line display. The second line shows the vendor name and the reference field. The currently highlighted line becomes the first line on the redisplayed screen. The default sort order is voucher number.

For an existing voucher, you can change any field except the "TYPE" and "VENDOR". If you want to change these, you must delete the entire voucher and then re-enter it.

**1. Type**

Enter the type of voucher from the following options:

| | |
|---|---|
| **R** | Regular voucher |
| **C** | Cancellation voucher |
| **N** | Non-A/P check voucher |
| **Q** | Quick check voucher |
| **P** | Pre-payment voucher |
| **A** | Adjustment to distribution voucher |
| **T** | Transfer voucher |
| **D** | Retainage now due (only if you are using Job Cost) |

For the first voucher, the type will default to **R**. Later types will default to the previous type entered.

**[?] 2. Vendor**

Enter the vendor number for this voucher, or use one of the options:

| | |
|---|---|
| **[F1]** | To scan through the vendors on file |
| **[Enter]** | To look up the vendor by name |
| **[F6]** | To use the same vendor as the last payable entry |

A control file flag ***SHOW VENDOR ADDRESS?*** has been added and needs to be set in ***AP → F2 → SETUP → CONTROL INFORMATION*** (second page). When the field is set to [*Y*], ***AP → PAYABLES → ENTER*** displays the vendor address and phone number of the entered vendor in a pop-up window. Press [***ENTER***] to continue with the entry of the voucher or [***TAB***] if the wrong vendor was entered. If the field in ***CONTROL INFORMATION*** is set to [***N***], there is no change to the existing behaviour.

**Temporary Vendors**

Vendors who are not permanently entered in the Vendor File are referred to as "temporary" vendors. Temporary vendors can be paid using regular vouchers, non-A/P check vouchers, and quick check vouchers only.

To pay a temporary vendor, enter a vendor number that starts with an asterisk (*). You will be prompted to enter some information for this vendor, and it will be added to the Vendor File if it is not already present.

A temporary vendor is processed by the software in the usual way (including appearing on vendor history reports and the A/P Distribution to G/L report) except:

1. Purchases and discounts totals are not kept for temporary vendors. (See the *Purchases/Discounts* chapter)

2. Vouchers for temporary vendors are not included in the Data Integrity Check. (See the *Data Integrity Check* chapter)

3. A partial payment cannot be made for a temporary vendor. If a voucher is to be paid, it must be paid in full.

**Cancel vch**

For a cancellation voucher, enter the number of the voucher to be cancelled.

**3. P.O. #**

Enter the purchase order number that authorized the purchase from the vendor.

Entering the purchase order number or a receiver number (see below) is optional. However, if you are using the Purchase Order or Purchasing Plus packages, you should enter the number.

**If either the Purchase Order or Purchasing package is being used**

A search will be made in the Purchase Order File to find the purchase order entered. If it is not found, a warning will display saying that the purchase order is not found. Entering an unfound purchase order is still accepted.

If a purchase order is found, it must be for the vendor number entered.

On the same line as the purchase order field, "RECVR #'S" displays, followed by four fields to accept "receiver numbers" for the purchase order. (Receiver numbers are numbers corresponding to the receiving paperwork for goods authorized by the purchase order.) "RECVR #'S" displays only if P/O or P/P is being used.

If entered, the receiver number(s) must be on file in the P/O or P/P package, and must be for the purchase order entered.

If no purchase order number is entered, you will still be requested to enter a receiver number. In this case, each receiver number entered must be for the vendor of this voucher.

**4. Dist date**

Enter the date that will be assigned to all distributions for this voucher, including accounts payable, cash discount, and expenses distributions. For instance, if you are processing a vendor's invoice for a previous fiscal year and you want the distributions to be dated within the current fiscal year, enter a distribution date that falls within the appropriate period, regardless of the document's actual date.

The first date to appear in the field will be the current date. Subsequent vouchers

will show the previous distribution date entered.

Enter a date or press **[Enter]** for the displayed default date.

For a non-A/P check, quick check, or pre-payment voucher, the check date (entered later) is automatically used as the distribution date.

**5. Invoice #**

Enter the vendor's invoice number. If this is a retainage due voucher, enter the invoice number used on the voucher the retainage is for.

If this invoice number has already been used for this vendor, you see a warning message showing the dollar amount and whether it is already in the Vendor History File (means already posted) or Payables File (means not yet posted).

**6. Inv date**

The invoice date and the vendor's terms (recorded in the Vendor File) are used to automatically calculate the due date and the discount cut-off date for this voucher.

Enter the invoice date or press **[Enter]** to use the distribution date entered in the "Dist date" field.

**7. Inv amt**

Enter the invoice amount. For a vendor's invoice or debit memo, enter the amount as a positive number. For a vendor's credit memo, enter the amount as a negative number.

**Recording a Voided Manual Check**

If you use a manual check and then void it, you may want to record it in A/P so that it will appear on the monthly Check Register. Entering that check number with a zero amount here will record it so that it will appear on the monthly Check Register.

**Job Cost**

If Job Cost is interfaced <u>and</u> the voucher is for retainage now due, <u>and</u> the Vendor History File is being used, a check will be made to see if an invoice exists in the Vendor History File for the vendor number and invoice number entered. If the invoice is found, and it has a non-zero retainage amount, the retainage amount in that invoice will be displayed on the screen as an **[F1]** option.

**8. GST Amount**

Enter the GST portion of the total invoice or press **[F1]** to default to the amount calculated using the default GST percentage in the A/P Control File.

**9. Reference**
This reference can be useful in these ways:

1. It can optionally be printed on check stubs if the check format is set up to print the reference.

2. If you use G/L, you can choose to transfer either this reference or the vendor name to G/L (through *Get Distributions* in G/L). This is useful if you want G/L to show the reason why something was purchased, instead of the vendor from whom it was purchased. You should consult your accountant regarding which information should be transferred.

3. It appears on the A/P Distributions to G/L Report and will optionally appear on the Aged Open Items Report.

Enter whatever reference you wish.

**10. Non-disc**

Enter the part of the invoice amount that is <u>not</u> eligible for a discount.

**11. Due days**

(If the vendor for this payable uses proximo terms, the field displays as "Due day".)

This is the number of days from the invoice date when the item is due for payment. When the due days are entered, the due date (below) is calculated and displayed. Enter the number of days or use one of the options:

**[F1]** To automatically calculate fields 11 through 17 for the due days, due date, discount days, discount date, discount percent, discount amount, and discount account. The calculations are based on the information in the Vendor File.

**[Enter]** Leave this field blank to skip and enter the due date directly in field 12.

**[F2]** To change to entering terms by days (if this vendor's usual terms are proximo)

**12. Due date**

Enter the due date or press **[Enter]** to use the vendor's invoice date entered in field 6 above, plus the due days specified in field 11.

**13. Disc days**

(If the vendor for this payable uses proximo terms, the field displays as "Disc day".)

Enter the discount days (the number of days within which payment must be made to take advantage of the vendor's early payment discount). You can also press **[Enter]** for no discount days. This field displays "NONE", field 14 displays "NONE", fields 15 and 16 are set to zero, and field 16 displays "(Not applicable)".

Discount days cannot be greater than the due days already entered.

**14. Disc date**

Enter the discount date or press **[Enter]** to use the invoice date, plus the discount days specified in field 13.

**15. Disc pct**

If you enter a percent here, the discount amount is automatically calculated and displayed in the "Disc amt" field. Enter the discount percent or press **[Enter]** to use the discount percent entered in the Vendor File. A flag appears when you override the discount percentage of a vendor's term.

Enter 0 (zero) in this field to enter the discount amount in the "Disc amt" field, or to not allow a discount.

**16. Disc amt**

If you did not enter the discount percent in the "Disc pct", you can enter the discount amount. (If the invoice amount is negative, the discount amount must also be negative.)

If you enter a discount amount, then the discount percent is calculated and displayed in the "Disc pct" field.

**[?] 17. Disc acct**

Enter the number of the account where discounts taken will be posted for this vendor.

If there is no discount for the invoice, you cannot enter an account in this field. Enter the account number or use **[F1]** to use the discount account entered in the Vendor File.

The remaining fields are numbered differently for non-A/P checks.

**Rpt on 1099? (for regular vouchers)**

(Appears only if the "Company Canadian or U.S. ?" field is set to **U** for U.S. company in *System Functions / Company data* and if the "Print 1099 forms ?" field in *Control Information* is set to **Y**.)

If this vendor is not a 1099 vendor per the Vendor File, this field is set to "(Not applicable)".

Answer **Y** to have payments against this voucher included on this vendor's 1099-MISC form.

**[?] 18. Branch ?**

If you answered Y to branch processing in the A/P Control File, enter the valid G/L account section profit centre for this branch as set up in *Valid sections* (*System Functions*).

Branch processing allows you to enter vouchers received from vendors billed directly to your branch locations and identify the branch (profit centre) they were billed to. Your check form can then be designed to group the vouchers printed on the check stub by the branch.

There is no separate function for setting up your branch locations. They are assumed to be profit centres and need only be set up in the *Valid sections* function for your G/L accounts profit centre sections as specified in the *Company data* function.

For example, if you are using a 2 section G/L account number (####-###) and have specified that the second section is your profit centre, you would set up your branches in the *Valid sections* function for the second section. When entering a voucher, you would enter in the profit centre (valid section value) which identifies the branch the voucher was invoiced to.

**For a Non-A/P check or Pre-Payment Voucher**

The next three fields (18, 19 and 20) are displayed only for non-A/P check or pre-payment vouchers. "Branch ?" is field 21 in this case.

**18. Check-#**

Enter the number of the check used to pay this invoice, or use **[F1]** if you are entering a pre-payment, print a quick check.

**Expense Distributions**

**NOTE:** If you are using Job Cost, skip to the section titled "Job Cost and Expense Distributions". If you are entering a pre-payment transaction and are generating a quick check, skip to the section titled "Quick Checks and Pre-Payments".

After the information for fields 1 through 18 (or 21) is entered, the screen will display for you to enter the expense distributions as follows:

Payables Acme Enterprises Inc.
Enter
* Voucher 133

1. Type Regular
2. Vendor SAM100 Samco Software Inc.
Terms Net 30 Currency CAD
3. P.O.# Recvr #'s
4. Dist date 8/02/20 13. Disc days None
5. Invoice # 100100 14. Disc date None
6. Inv date 8/02/20 15. Disc pct .00
7. Inv amt 1,500.00 16. Disc amt .00
8. GST amt 71.43 17. Disc acct (Not applicable)
9. Reference
10. Non-disc 71.43 18. Branch 000
11. Due days 30
12. Due date 9/01/20

Dist:Acct-# Invc-# Description Distrib-amt

Amount remaining 1,428.57
F2 for customer

## If Purchase Order or Purchasing is Being Used

If you are also using either the Purchase Order or Purchasing modules, and there is a purchase order (P.O.) for this voucher, you will be asked if you want to automatically transfer the distributions from the purchase order.

If you do, all distributions for all lines of the purchase order are scanned, and one distribution is created for each different account found.

The voucher number from *Voucher Receivings* now appears in the *View → Received PO history* and on the *PO reports → Received PO history*.

## If Inventory Management is Being Used

If you are using the Inventory Control Plus package and this payable is an invoice for a receiving previously posted in I/C, then you must distribute the payable to the account which is listed in the I/C Control file as the "B/S liability account".

In order to understand why the "B/S liability account" is used as the expense account for the payable, we must first consider what occurs when receivings are posted in I/C.

Receivings transactions in I/C always debit the item's inventory account and credit the "B/S liability account" which is contained in the I/C Control file.

Later, when the invoice for the receivings is sent to you by the vendor and you enter it into A/P, if you set the expense distribution to be the same account which was originally credited at the time of the receiving in I/C (i.e. the "B/S liability account"), the net effect will be to debit inventory and credit accounts payable.

At the time of receiving:

DR Item's B/S inventory account
CR B/S liability account

At the time of voucher entry:

DR B/S liability account (as the expense distribution)
CR Accounts Payable

The net effect is:

DR Item's B/S inventory account
CR Accounts Payable

The B/S liability account may be a "clearing account". It can also be a liability account called "Unmatched receivings" or "Uninvoiced receivings". You should consult with your accountant to determine the exact account to be used.

**[?] Acct-#**

This is the account number for the expense distribution. The account number is verified against the Valid G/L Account file and the account description is displayed. If you enter the account number of an existing distribution, the amount will display. Enter the account number or use the option:

**[F1]** To use the default distribution account entered in the Vendor File. This key can be used only for the first distribution.

**[F2]** If you said Y to distributing vouchers to customers in the A/P Control File, press **[F2]** to distribute this voucher against an A/R customer's account

**Distributing to an A/R Customer**

If you select to distribute a vendor's voucher to a customer's account, enter the A/R customer's account number, an invoice number (defaults to voucher invoice number), and the amount to distribute. You may distribute all or part of the voucher to the customer, either by dollar amount, or by percentage.

You may continue to distribute any balance of the transaction to either customer's or directly to a G/L account, and may switch back and forth at the account number field

by pressing **[F2]**.

**Distrib-amt**

Enter the amount of the distribution or use **[F1]** to default to the full amount remaining to distribute, which is always displayed on the screen ("AMOUNT REMAINING"). Enter zero for an existing distribution and the distribution will be deleted.

There is no limit to the number of distributions that you can enter for a voucher, but only the last three entered will display on the screen.

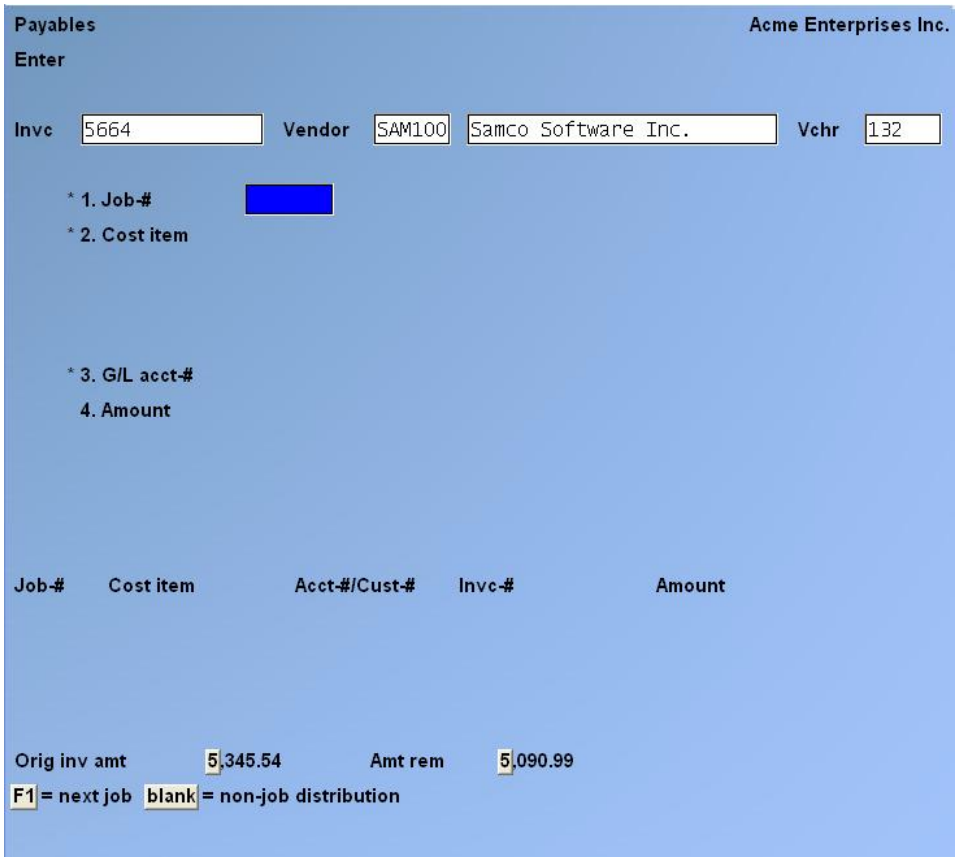
When the "Amount remaining" (to distribute) field is zero, you can exit from entering distributions.

**Job Cost and Expense Distributions**

**NOTE:** If you are not using Job Cost, you can skip this section.

When Job Cost is used, you can distribute the invoice amount to specific job accounts and/or to expense (non-job) accounts.

After the information for the first screen of fields is entered, the next screen will display for you to enter the job distributions and expense distributions as follows:



Fields 1 through 4 are displayed first. When the job number is entered, the remaining fields will appear.

Payables Acme Enterprises Inc.
Enter

Invc 655789 Vendor SAM100 Samco Software Inc. Vchr 134

* 1. Job-# 602 Storage Warehouse Status Active
* 2. Cost item 22205-000-000 Excavation - equipment Type EQPT

* 3. G/L acct-# 1450-000 Cost of jobs
4. Amount 15,260.52
5. Quantity .0 Unit HOUR
6. Reference
7. Retainage

| Job-# | Cost item | Acct-#/Cust-# | Invc-# | Amount | Retainage |
|---|---|---|---|---|---|

Orig inv amt 16,023.55 Amt rem .00 Ret tot .00

**If Inventory Management is Being Used**

If you are using the Inventory Management package and this payable is an invoice for a receiving previously posted in I/C, then you must distribute the payable to the account which is listed as the items' "B/S liability account". Normally this will be the same for all items as setup in the "B/S liability account" field in *Inventory Management / Setup / Control Information*.

In order to understand why the "B/S liability account" is used as the expense account for the payable, we must first consider what occurs when receivings are posted in I/C.

Receivings transactions in I/C always debit the item's inventory account and credit the item's "B/S liability account".

Later, when the invoice for the receivings is sent to you by the vendor and you enter it into A/P, if you set the expense distribution to be the same account which was originally credited at the time of the receiving in I/C (i.e. the "B/S liability account"), the net effect will be to debit inventory and credit accounts payable.

At the time of receiving:

DR Item's B/S inventory account
CR B/S liability account

At the time of voucher entry:

DR B/S liability account (as the expense distribution)
CR Accounts Payable

The net effect is:

DR Item's B/S inventory account
CR Accounts Payable

The B/S liability account may be a "clearing account". It can also be a liability account called "Unmatched receivings", "Uninvoiced receivings" or (more correctly) "Unvouchered receivings". You should consult with your accountant to determine the exact account to be used.

Enter the information for distributions as follows:

**[?] * 1. Job-#**

Enter the job number as used in the Job Cost package. Once the job number is entered, the job description and status will be displayed. The job must be an "active" job in the J/C package.

Enter the job number where all or part of the invoice amount will be distributed, or use one of the options:

| | |
|---|---|
| **[F1]** | To display the next job on file |
| **[Enter]** | To default to the last job number entered |
| "blank" | Leave this field blank for an expense (non-job) distribution. (If a job number is displayed, type spaces in the field.) |

If you enter the key fields of an existing distribution, that distribution will display. (The key fields are "Job-#", "Cost item", and "Acct-#/Cust-#".)

**[?] * 2. Cost item**

The cost item is entered here the same way it is entered in the J/C package - category number first, then sub-job number (if applicable), then change order number (if applicable).

The cost item must be on file for the job. It must be a direct cost, and it cannot be for a labour cost. Once the cost item number is entered, its description is displayed.

Enter the cost item number or use the option:

**[F1]** To display the next cost item on file for the job

**[?] * 3. G/L acct-#**

This is the G/L account number for this distribution. The account must be in the Valid G/L Account File. Its description will display automatically. Enter the account number or use the option:

**[F1]** If this is a distribution for a job, this gets the account number for the cost item entered in the J/C *Activate* function. If this is an expense distribution, this gets the account number for this vendor entered in the Vendor File.

**[F2]** If you said **Y** to distributing vouchers to customers in the A/P Control File, press **[F2]** to distribute this voucher against an A/R customer's account

**Distributing to an A/R Customer**

If you select to distribute a vendor's voucher to a customer's account, enter the A/R customer's account number, an invoice number (defaults to voucher invoice number), and the amount to distribute. You may distribute all or part of the voucher to the customer, either by dollar amount, or by percentage.

You may continue to distribute any balance of the transaction to either customers or directly to a G/L account, and may switch back and forth at the account number field by pressing **[F2]**.

For an existing voucher, you can enter an account number for a new distribution if you want to add it.

**4. Amount**

Enter the amount of the distribution, or you can use one of the following options:

**[F1]** To use the invoice amount remaining

**[F2]** To enter a percent of the original invoice amount. (If you press **[F2]** again, you will go back to entering an amount.)

If you have chosen to use retainage in the Job Cost Control File, this amount includes the retainage amount. (See the *Glossary* in the *System Functions* manual for the definition of "retainage".)

**5. Quantity**

(This field appears only for job distributions.)

If there is a unit connected with the cost item, such as BDFT (board feet) or SQYD (square yards), you can enter the quantity of these units for this distribution. If there is no unit connected with the cost item, this field will be skipped.

**6. Reference**

(This field appears only for job distributions.)

Enter any reference or comment you want to make for this distribution. (This reference will be passed to the Job Cost package, and will not remain in the Accounts Payable package.)

**7. Retainage**

(If you have chosen not to use retainage payable in the Job Cost Control File, this field will not appear on your screen.)

Enter the retainage amount for the distribution, or use the option:

> **[F1]** To use the amount displayed. This is calculated from the amount in field 4 times the retainage percent entered in Job Cost.

The retainage amount cannot be greater than the full amount of the distribution. If you are entering distributions for a non-A/P check voucher, or an adjustment to distribution voucher, you will not be allowed to enter a retainage amount.

When you are done, the distribution will be shown at the bottom of the screen and you will be requested to enter the next distribution.

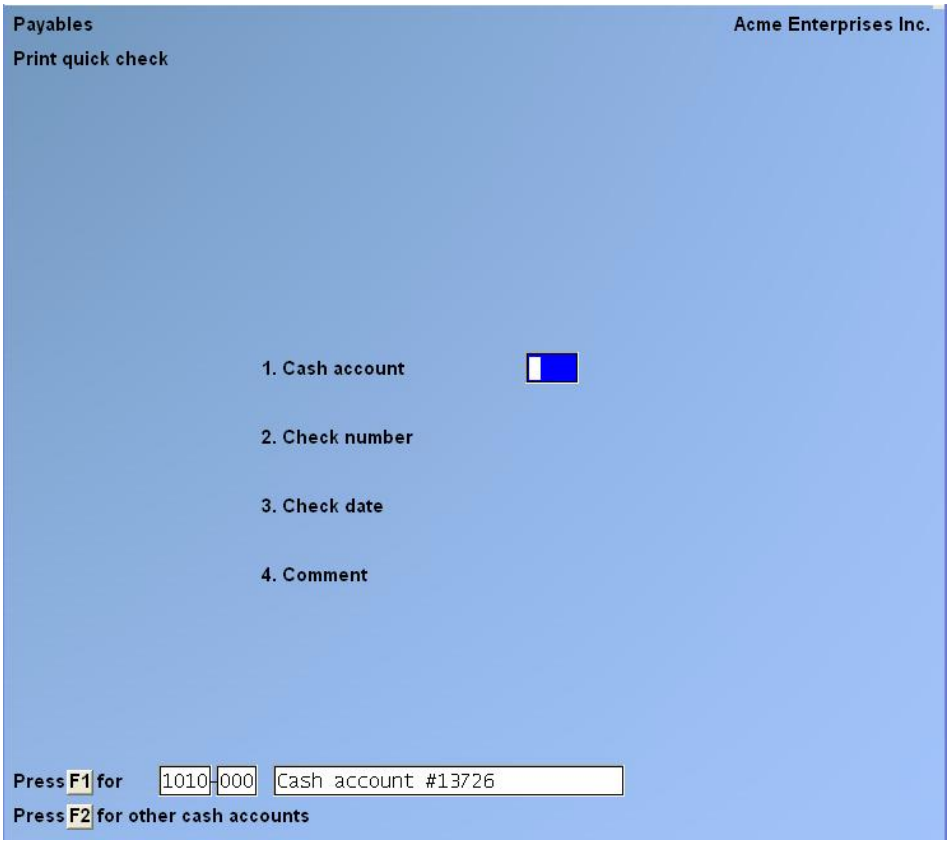
There is no limit to the number of distributions you can enter for a voucher, but only the last three entered will display on the screen.

You cannot exit here until the "Amt rem" field is zero.

**Quick Checks and Pre-Payments**

(This section applies only if you are entering a quick check voucher (type **Q**) or are making a pre-payment voucher (type **P**) entry and generating a quick check. A pre-payment made by manual check does not apply here.)

After the data fields are entered on the first screen and any distributions necessary are made, the following screen will appear if you are printing a quick check:




Enter the following information:

**[?] 1. Cash acct**

Enter the cash account from which payment is being drawn from, or use one of the options:

**[F1]** To use the default cash account displayed.

**[F2]** To display through the other cash accounts on file.

**2. Check no**

Enter the number of the check which will be printed or use the option:

**[Enter]** To default to the next check number in the A/P Control File

**3. Check date**

Enter the date to be printed on the check.

**4. Comment**

Enter a comment that can optionally be printed on the check form. This is

particularly useful if you are printing a check which is post-dated, or in a foreign currency and you wish to draw special attention to this. You can also use **[F1]** if there is no comment.

You are then prompted :

Please mount check forms on printer....
Type "DONE" when ready"

Once your checks are mounted type "DONE".

You are then prompted "Print alignment ?". Answer **Y** if you wish to run a test check to make sure the check form is aligned properly. Continue to answer **Y** until your form is aligned properly.

The quick check will use the default check format set up in *Control information*.

Once the check is printed you will be prompted:

Please mount regular paper on printer....
Type "DONE" when ready"

Reload your usual paper (if necessary) and type "DONE" to continue.

You are now prompted "Is the check just printed OK ?". If you answer **Y**, the transaction is completed and processed. If you answer **N** the entire transaction is voided.

Due to the nature of quick checks, once they have been printed they cannot be changed or deleted. They must be posted with all other vouchers, and a check register run off. In order to cancel out a quick check that has been verified as OK, you must enter a non-A/P check voucher to counter balance the entry.

## Printing an Edit List

Select *Edit list* from the *Payables* menu.

The Payables Edit List is identical to the format of the Payables Register.

## Posting Vouchers

From the *Payables* menu, select *Post*.

You are prompted "Post transactions entered by which user ?". Enter the user ID who entered the transactions you wish to post, or press **[F1]** to post the transactions entered by "All" users.

The Payables Register will be printed and the vouchers will be posted to the Vendor, A/P Open Item, A/R Open Item (if a distribution is made to a customer's account), A/P Distribution to G/L, and Vendor History Files.

The vendor's AP account has been added to AP transaction register:

```
Date 08/27/12  Time 16:14:48                    Acme Enterprises Inc.                          Report #5139   Page 0001

                                              PAYABLES REGISTER

Vchr-#  Vend-#  Vendor-name              Inv-date  Invoice-#              Inv-amt  Due-day(s)   Due-date   Chk-#    Chk-date
Type    User    Vendor-terms             Dist-dat  Prch-ord-#        Non-disc-amt  Disc-day(s) Disc-date   Cash-account
                Reference                          Rcvr-#  Rcvr-#      GST amount  Disc-pct     Disc-amt   Discount-account
                                                                                  Retainage   Disc-taken  Taken-disc-acct

  225  123     Labels 'r Us              8/27/12  95632                   75.00      0         8/27/12
 R     KCP                               8/27/12                            .00      0          None
                                                                            .00                            N/A

Job-#   Cost-item       Account-#/Description                    Quantity          Amount       Retainage  Reference
                        7500-021 Office supplies                                    75.00
                        2002-000 Accounts Payable - USD                             75.00-

  226  100     Vermont Metal Products    8/27/12  18745                  125.00     30         9/26/12
 R     KCP     2/10                      8/27/12                          14.38     10         9/06/12
                                                                          14.38   2.00            2.21   0000-000

Job-#   Cost-item       Account-#/Description                    Quantity          Amount       Retainage  Reference
            GST amount: 1130-000 GST/HST - Paid                                     14.38                   GST reg #: R765987821
                        1400-000 Inventory                                         110.62
                        2000-000 Accounts payable                                  125.00-

  227  GLO     Globex                    8/27/12  156325                 542.00      0         8/27/12
 R     KCP                               8/27/12                          62.35      0          None
                                                                          62.35                            N/A

Job-#   Cost-item       Account-#/Description                    Quantity          Amount       Retainage  Reference
            GST amount: 1130-000 GST/HST - Paid                                     62.35                   GST reg #:
                        2001-000 Accounts Payable - Clearing                       479.65
                        2000-000 Accounts payable                                  542.00-
```

If Job Cost is being used, the Job Detail File is also updated.

If Purchase Order or Purchasing is being used, receivings in the P/O Receiving History File for the invoices posted are marked as invoiced.

If vouchers are being distributed to A/R customer accounts, a Sales Register is generated for the invoices created for the customer.

## Posting Regular Vouchers

A regular voucher (type R) is posted as a new voucher to the A/P Open Item File and the Vendor History File. The purchases year-to-date field in the Vendor File is updated for the vendor by the amount of the invoice. The distributions are posted to the A/P Distribution to G/L File. The invoice amount is posted as a credit (or debit, if negative) to the accounts payable account (specified in the A/P Control File), and the expense distributions are posted as debits (or credits, if negative).

**<u>If You Are Using Job Cost with Retainage Payable</u>:**

The amount that is posted to the A/P Open Item File is the invoice amount (from the "Amount" field) <u>less</u> the retainage (from the "Retainage" field). It is only the non-retainage amount that will be shown on your Aged Open Items Report. Retained

amounts will be shown properly in Job Cost.

When a voucher that has retainage is posted to G/L, the retainage portion is posted as a credit to the retainage payable account and the non-retainage portion is posted as a credit to the accounts payable account. (Also see below for a description of posting "retainage now due" vouchers.)

**Posting Non-A/P Check Vouchers**

For a non-A/P check voucher (type **N**), the cash account specified in the transaction record is credited by the check amount, and the discount account associated with the voucher is credited by the amount of the discount. Expense and job distributions are posted as debits.

The purchase and discount year-to-date fields in the Vendor file will be updated by the appropriate amounts for that vendor.

The accounts payable account and the A/P Open Item File are not affected by non-A/P check vouchers, but the check information is stored so that it will appear on the next register that is printed from *Prepare payments/print checks*.

**Posting Quick Check Vouchers**

For information on posting quick check vouchers (type **Q**), refer to the above section on posting non-A/P vouchers.

**Posting Pre-Payment Vouchers**

When a pre-payment voucher (type **P**) is posted a negative voucher is created in the vendor's account. Once the invoice is received from the vendor, the pre-payment voucher can be applied to the invoice using *Modify (Open items)*.

As for G/L distributions, the A/P account is debited and the cash account specified is credited.

**Posting Adjustment Vouchers**

For an adjustment to distribution voucher (type **A**), the distributions are posted to the A/P Distribution to G/L File as they were entered.

The accounts payable account and the A/P Open Item File are not affected.

**Posting Cancellation Vouchers**

For a cancellation voucher (type **C**), the posting program searches for a voucher in the A/P Open Item File and the Vendor History File that matches the cancellation voucher's invoice number, voucher number, and amount.

If a match is found, that voucher is deleted from the A/P Open Item File and the Vendor History File, the Vendor File purchases year-to-date field is reduced by the amount of the invoice, and distributions for the cancellation voucher are posted (with their signs reversed) to the A/P Distribution to G/L File.

If no match is found, the cancellation voucher and its distributions are ignored.

**Posting Transfer vouchers**

For a transfer voucher (type T), the posting program transfers the voucher to the new Vendor. This has no effect on the G/L as the distributions have already been posted on the original voucher unless the Accounts Payable accounts are different, then a General Journal register will print.

**Posting Retainage Now Due Vouchers**

**NOTE:** This section only applies if you are also using the Job Cost package. If you are not, disregard this section.

For a "retainage now due voucher" (type **D**), there are three possibilities - the voucher may be entered as a regular voucher, a non-A/P check voucher, or a cancellation voucher.

A regular "retainage now due" voucher is posted as a new voucher to the A/P Open Item File. This is when the retainage portion of the earlier invoice finally becomes a regular voucher, subject to the usual accounts payable aging. The voucher amount is posted to the A/P Distribution to G/L File as both a debit to the retainage payable account and a credit to the accounts payable account. There are no other distributions.

A non-A/P "retainage now due" check voucher does not affect the A/P Open Item File. The voucher amount is posted to the A/P Distribution to G/L File as a debit to the retainage payable account, and a credit to the A/P Control File cash account entered for the voucher. If a discount was taken, this is posted as a credit to the discount account specified in the voucher.

A cancellation "retainage now due" voucher searches for a voucher in the A/P Open Item File that matches the cancellation voucher's invoice number and amount. If a match is found, that voucher is deleted from the A/P Open Item File. If no match is found, the cancellation voucher is ignored. If the voucher is deleted, the retainage payable account is credited for the amount of the voucher and the accounts payable account is debited for the same amount.

**Posting to A/R Customer Accounts**

When you distribute a voucher to a customer's account an invoice is created and posted to the customer's account. The G/L distributions and tax calculations are automatically handled using the customer's defaults, and those in the A/P control file.

Building business and technology relationships.

# Chapter 13

# Recurring Payables

Use this selection to handle payables which will be repeated periodically. Such things as rent, loan payments, and insurance premiums are in this category.

Here you can do the following:

-- Enter recurring payables.
-- Print an edit list of them.
-- Select them.
-- Print a selection list.
-- Print a list of "expired" recurring payables (see "Printing an Edit List").
-- Use the selected recurring payables (i.e., use them to create regular vouchers).

Select *Payables* from the A/P menu, select *Recurring payables,* then select *Enter*.

## Entering Recurring Payables

This is the screen you see:

```
Recurring payables                                          Acme Enterprises Inc.
Enter

                  *  1. Vendor
                        Name
                  *  2. Invoice code
                  *  3. Entry type
                     4. Group
                     5. P.O. number
                     6. Amount due                    7. GST amount
                     8. Non-disc amt
                     9. Reference
                    10. Due days
                    11. Disc days
                    12. Disc pct
                    13. Disc amt
                    14. Disc acct

                                          Total YTD
                          Last vchr       Total to-date
                          Last date       Times used
F1 = next entry  F2 = next vendor  blank = look up by name
```

From this screen you can work with both new and existing recurring payables.

Enter the following information:

**[?] * 1. Vendor**

Enter the number of the vendor for this recurring payable, or use one of these options:

| | |
|---|---|
| **[F1]** | To scan through the recurring payables on file |
| **[F2]** | For the next vendor number |
| **[F6]** | To use the previous vendor |
| **[Enter]** | Leave the vendor number blank to enter the vendor name rather than the number |

(You cannot enter a temporary vendor.)

*** 2. Invoice code**

The invoice code is used to identify this recurring payable for this vendor.

The invoice code plus the date assigned later can be used as the "invoice number" for the invoice created when a voucher is created from this recurring payable later in *Use selected*.

For instance, the code "JANITR" could signify that this recurring entry is for janitorial services for which a monthly invoice is received. Then when a voucher was created on 3/20/01, you could choose to default the invoice number to JANITR-03/20/01. When the next voucher was created on 4/20/01, the default invoice number would be JANITR-04/20/01.

Enter the invoice code which identifies this recurring payable for the vendor.

*** 3. Entry type**

This is the type of recurring payable, **F** for fixed or **V** for variable.

A fixed recurring payable has the same invoice amount each period. An example is rent.

A variable recurring payable has a variable invoice amount from period to period. An example is a telephone bill.

For either type, you can still change the amount due and non-discountable amount when you select the recurring payables for use, using manual selection. (See the section titled "Selecting Recurring Payables for Use".)

**NOTE:** When you select recurring payables for use, you will be able to choose between automatic and manual selection.

In manual selection, you may enter changes to the amount due and non-discountable amount, as above. This is most suitable for variable recurring payables, since you would usually want to make such changes.

In automatic selection, the recurring payable (fixed or variable) is selected "as is". This is most suitable for fixed recurring payables, which usually require no changes.

**4. Group**

You may set up groups of any kind here, so that you may later select a group of recurring payables from which to create vouchers.

Enter the group to which this recurring payable is to be assigned or use one of the options:

**[F1]** To assign this recurring payable to the payment group for this vendor

**[F2]** To assign this recurring payable to the vendor type for this vendor

You can set up separate groups for fixed and variable recurring payables. Then you could choose the "fixed" group in *Select for use* and use automatic selection on them. Similarly, you could choose the "variable" group and use manual selection for them so that you could enter the varying information.

**5. P.O. number**

Enter the purchase order number authorizing the recurring payable (if any).

**6. Amount due**

Enter the amount due (including GST). It can be zero for a variable payable, but a fixed payable must have a non-zero amount.

**7. GST amount**

Enter the GST portion of the amount due (previous field) or use the option:

> **[F1]** To default to the amount calculated using the GST percentage from the A/P Control File.

**8. Non-disc amt**

Enter any part of the vendor's invoice that is <u>not</u> eligible for a discount. This amount must have the same sign as the amount due.

> **[F1]** To default to the GST amount

**9. Reference**

This reference can be useful in these ways:

1. It can optionally be printed on check stubs.

2. If you use G/L, you can choose to transfer either this reference or the vendor name to G/L. This is useful if you want G/L to show the reason why something was purchased, instead of the vendor from whom it was purchased. You should consult your accountant regarding this.

3. It appears on the A/P Distributions to G/L Report and optionally on the Aged Open Items Report.

Enter whatever reference you wish.

**10. Due days**

(If this vendor uses proximo terms, this field displays as "Due day" and you enter a day of the month.)

This is the number of days from the vendor's invoice date when the item is due for payment. Enter the number of days or use one of the options:

**[F1]** To automatically default fields 10 through 14 to the due day(s), discount day(s), and discount percent, based on the information in the Vendor File. Field 13 defaults to the amount calculated from the discountable amount and the discount percent.

**[F2]** If this vendor uses proximo terms, **[F2]** changes to terms "by due days"; i.e. vendor is normally due on 15th of month, change to net 30 days.

**11. Disc days**

(If this vendor uses proximo terms, this field displays as "Disc day" and you enter a day of the month.)

Enter the discount days (the number of days within which payment must be made to take advantage of the vendor's early payment discount).

**12. Disc pct**

If you enter a percent here, the discount amount is automatically calculated and displayed. Enter the discount percent or use the option:

**[Enter]** Leave this field blank to enter the discount amount. In this case, the "Disc pct" is calculated and displayed when you enter the amount.

**13. Disc amt**

If you did not enter the discount percent, you can enter the discount amount. (If the invoice amount is negative, the discount amount must also be negative.)

**14. Disc acct**

Enter the number of the account where discounts taken will be posted.

If there is no discount for the invoice, you cannot enter an account in this field. Enter the account number or use the option:

**[F1]** To use the discount account entered in the Vendor File

**15. Rpt on 1099?**

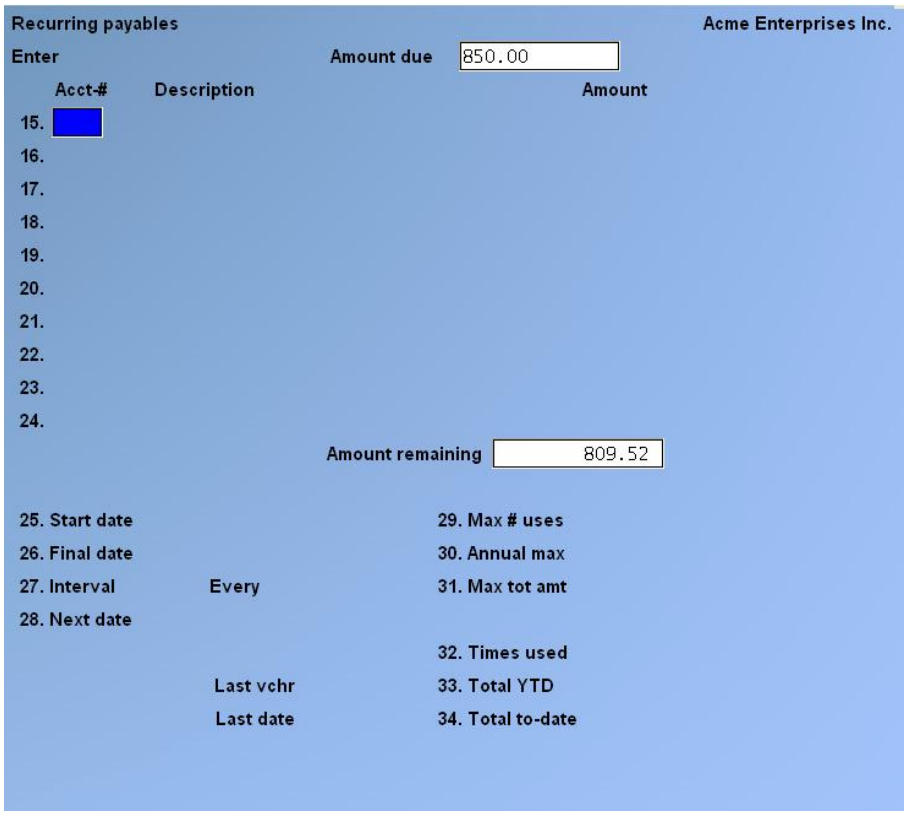
(This field applies to U.S. companies only.)

This field appears if "Print 1099 forms ?" in *Control Information* is set to **Y** and the company is set to U.S.

If this vendor is not a 1099 vendor per the Vendor File, this field is set to "(Not applicable)".

Answer Y to have payments against this voucher included on this vendor's 1099-MISC form.

A second screen appears:




**Expense Distributions (Fields 16 through 25)**

You can specify up to 10 different G/L distributions for any recurring payable.

**[?] Acct-#**

Enter the account number to which all or a portion of the expense will be distributed, or use one of the options:

> **[F1]** To use the distribution account number in the Vendor File

The account number must exist in the Valid G/L Account File.

Depending on whether "fixed" or "variable" was chosen for the "Entry type" field,

either an amount or a percent is requested.

For a fixed entry type, enter the exact amount of the distribution to this account or use the option:

**[F1]** To use the payable amount remaining to distribute, as displayed

For a variable entry type, enter the percent of the payable amount to be distributed to this account, or use the following option:

**[F1]** To use the percent remaining to distribute, as displayed on the screen

The total percent or amount remaining must be zero before you are allowed to proceed.

**26. Start date**

Enter the date on which to start using this recurring payable, or use the option:

**[F1]** For "none" (no starting date)

**27. Final date**

Enter the final date on which this recurring payable is to be used, or use the option:

**[F1]** For "indefinite" (no final date)

**28. Interval Every**

This specifies the time interval between uses of this recurring payable. Enter a number and then a time period. For instance, the interval could be every 2 weeks. Enter a 1- or 2-digit number, then select a period:

**D** for Days, **W** for Weeks, or **M** for Months

**29. Next date**

Enter the next date the recurring payable should be activated. If this is not known exactly, enter the approximate date, or use the option:

**[Enter]** To use the start date entered in the "Start date" field above, if any

- or -

To use today's date, if no start date was entered in the "Start date" field above

- or -

To use the date on the last recurring payable entered (if this is not the first recurring payable)

This date is used as a default in the "Distribution date" field and the "Invoice date" field when you later run *Select for use*.

The "Next date" field is automatically advanced by the time interval entered above each time a voucher is created from this recurring payable (by running *Use selected*).

**30. Max # uses**

Enter the maximum number of times this recurring payable can occur (later, you will be warned if this recurring payable is selected more than this many times), or use the option:

**[F1]** For "indefinite" (no maximum number of uses)

**31. Annual max**

Enter the maximum annual total for this recurring payable (later, you will be warned if the total amount exceeds this amount when the recurring payable is selected) or use the option:

**[F1]** For "indefinite" (no maximum annual amount)

**32. Max tot amt**

The maximum total amount is the maximum amount to be invoiced over the entire life of the payable. For example, a recurring payable used for repayment of a loan would have a maximum amount.

This field is compared to the totals of all vouchers generated to date from this recurring payable to see if the maximum amount specified here has been reached yet. It issues a warning if the invoice currently being generated will exceed the maximum amount.

Enter the amount or use the option:

**[F1]** For "indefinite" (no maximum total amount)

**33. Times used**

When first setting up a recurring payable, enter the number of times this payable has been used. If you were making payments before you began using Samco Power Accounting, you could enter the number of times payments were made here. In this case, you would set the "maximum number of uses" above to include these times.

For instance, if you were paying off a loan in 30 installments and had already made 5 payments, you would enter 30 in the "Max # uses" field and 5 in the "Times used" field.

This field is automatically updated each time you create a voucher from this recurring payable.

**34. Total YTD**

When first setting up a recurring payable, enter the YTD total amount already paid.

For instance, if you were paying off a $10,000 loan and you had already paid $2,000 this year, you would enter $2,000 here.

This field is automatically updated each time you create a voucher from this recurring payable.

At the year- end closing (set up in *Control information*), this field will automatically clear to zero.

**35. Total to-date**

When first setting up a recurring payable, enter the total already paid to-date.

For instance, if you were paying off a loan with total payments of $10,000 and you had already paid $3,500, you would enter $10,000 in field 32 and $3,500 here.

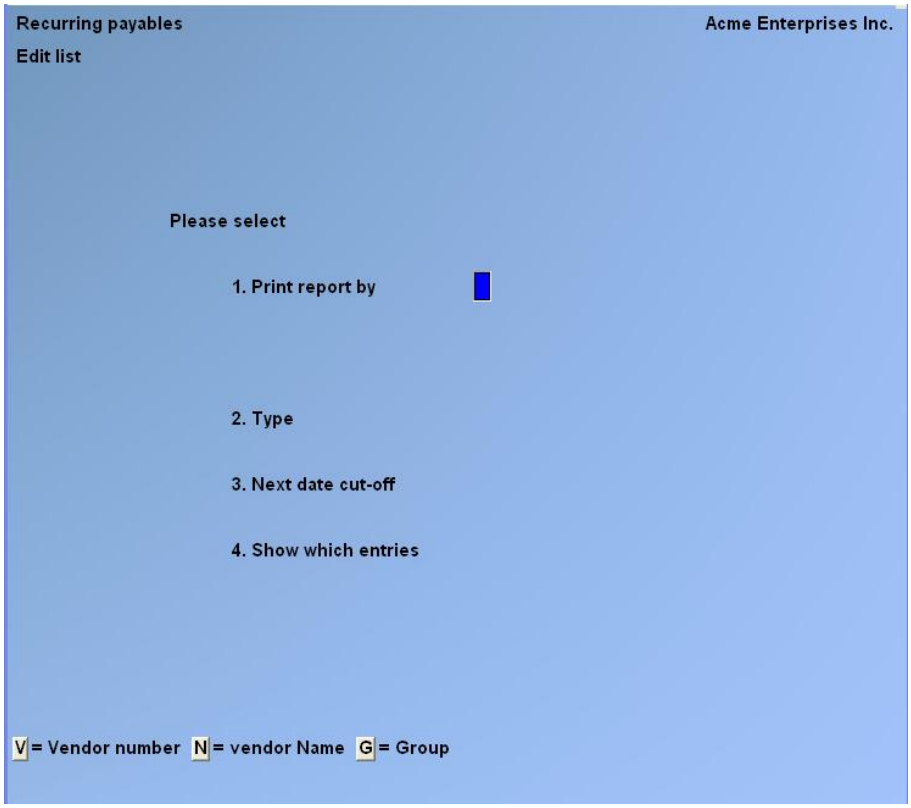
Make any changes as usual.

## Printing an Edit List

The Recurring Payables Edit List shows all recurring payables on file.

Select *Edit list* from the *Recurring payables* menu.

This is the screen you see:




Enter the following information:

**1. Print report by**

Select whether to print the report in order by **V** (vendor number), **N** (vendor name), or **G** (recurring payable group).

Then follow the screen instructions.

**Format:** 1 character

**2. Type**

Type **F** to print fixed recurring payables only, **V** for variable recurring payables only, or use the option:

**[F1]** Print "All" recurring payables

**3. Next date cut-off**

This selection allows you to show only recurring payables from which a voucher is to be produced by a certain date. Only recurring payables with a "next date" on or before this date will be shown.

You may enter a date or use one of the options:

**[F1]** For the "Latest" date on file. This means that all recurring sales which meet the other criteria will be included on the list.

**[Enter]** For the system (today's) date

**4. Show which entries**

Select which entries are to appear on the edit list:

**A** All entries

**O** Only entries for which the amount paid this year is over the annual maximum

**E** Only expired entries

Expired entries are those recurring payables which either:

1. Have been selected more than the maximum number of uses,
2. Have exceeded the maximum total amount, or
3. Have a "final date" before the "next date".

## Selecting Recurring Payables for Use

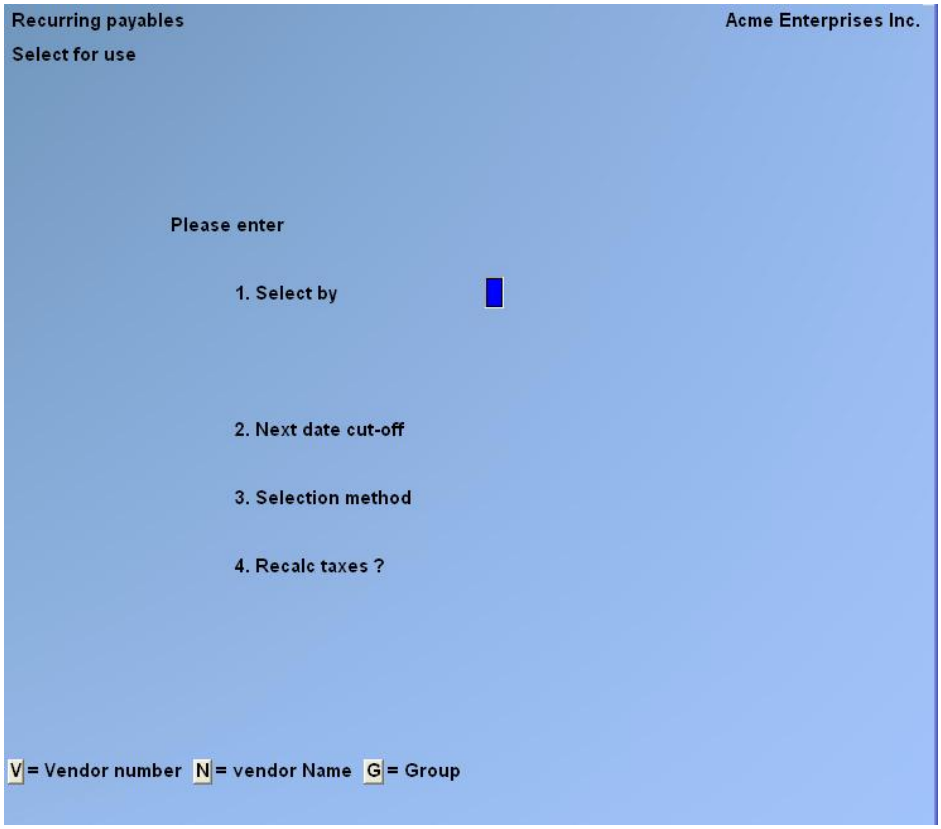
Here you select which recurring payables are to become vouchers.

To create a voucher from a recurring payable, you must select it for use here first, then run the *Use selected* function below to transfer it to the A/P Transaction File, where it becomes just like any other voucher.

You may choose either automatic or manual selection.

Choose *Select for use* from the *Recurring payables* menu.

This is the screen you see:




### 1. Select by

Choose whether to select recurring payables for use by **V** (vendor number), **N** (vendor name), or **G** (recurring payable group).

Then follow the screen instructions.

### 2. Next cut-off date

If you want to select only recurring payables with a "next due date" on or before a specific date, enter that date here. Or use the option:

**[F1]** For no cut-off date

### 3. Selection method

If you are using variable recurring payables, see the discussion in the "Entry type" field, near the beginning of this chapter.

Choose **A** (automatic) or **M** (manual) selection of recurring payables.

### Automatic selection

If you choose automatic selection, recurring payables will be selected based on the criteria entered above.

**Manual selection**

If you choose manual selection, then after you complete entries on this screen, the recurring payables meeting the criteria above will be displayed, one by one, for you to select manually which ones to turn into vouchers. The "Recalc taxes ?" field on this screen is skipped for the manual selection mode.

**4. Recalc taxes ?**

(This field is skipped in "Manual selection" mode).

Answer **Y** to have the GST recalculated when each selected recurring payable is turned into a voucher. Otherwise, the GST calculation in effect when the recurring payable was first entered will be used.

Answering **Y** here insures that any changes in GST calculation are taken into account.

## Automatic selection

When you press **[Enter]** at "Field number to change ?", a period of processing occurs while the recurring payables that you have specified are selected automatically by the computer. The Recurring Payables Automatic Selection Edit List will be printed to show you which recurring payables have been selected. The recurring payables that are selected will be turned into vouchers when you run *Use selected* (described later in this chapter).

## Manual selection

When you press **[Enter]** at "Field number to change ?", a screen then appears for you to select recurring payables entries manually. Entries which are selected here will be turned into vouchers when you run *Use selected*.

```
Recurring payables                                          Acme Enterprises Inc.
Select for use
*  1. Vendor

                                                 13. Discount days
*  2. Invc code                                  14. Discount date
   3. P.O. #                                     15. Discount pct
   4. Dist date                                  16. Discount amt
   5. Invc #                                     17. Discount acct
   6. Invc date
   7. Invc amt                                   18. Check #
   8. GST amt                                    19. Check date
   9. Non-disc                                   20. Cash account
  10. Reference
  11. Due days
  12. Due date

 Start date              Max # used                  Annual max
 Final date              Times used             Total YTD amt
  Last date              Last vchr              Max total amt
  Next date                Every                Total to-date
        Type
       Group
Enter vendor #, F1 = next entry
```

Enter the following information:

**[?] * 1. Vendor**

To find the recurring payable you want, enter the vendor number or use the option:

> **[F1]** To scan through recurring payables matching the parameters entered on the previous screen. Follow the screen instructions.

*** 2. Invc code**

Enter the invoice code of the desired recurring payable or use the option:

> **[F1]** For the next recurring payable for this vendor

If this recurring payable has already been selected, you are informed of this and asked if you now want to unselect it. Answer **Y** or **N** as appropriate.

If the recurring payable was not previously selected, you are asked "Select this entry ?". If you answer **N**, the screen clears for you to enter another recurring payable to select. If you answer **Y**, this recurring payable is selected and processing occurs as follows:

**For a fixed recurring payable:**

1. The "next date" stored in the recurring payable is displayed for the invoice date.

2. The due date and discount date calculated from the terms entered for this recurring payable are calculated and displayed.

3. At this point, you are allowed to change fields as usual.

If you change the invoice amount, you should also change the non-discountable amount (if any) and the discount amount (if any). If you change the discount amount, you are asked to change the discount account or confirm that it is the same.

**5. Invc #**

For a fixed recurring payable, enter the vendor invoice number for the recurring payable being selected. You can also leave this blank to have an invoice number based on "invoice code" and the invoice date automatically assigned when running *Use selected* to create a voucher from this recurring payable.

This automatic invoice number is described under the "Invoice code" field near the beginning of this chapter.

These next three fields are accessed from "FIELD NUMBER TO CHANGE ?". Enter these only if this vendor's invoice has already been paid with a manual check.

**18. Check #**

Enter the check number only if this invoice has already been paid with a manual check.

**19. Check date**

If you entered a check number, you must also enter a check date.

**20. Cash account**

Enter the cash account where this manual check is to be posted, or use one of the options:

**[F1]** For the default cash account from the A/P Control File

**[F2]** To scan through the other cash accounts on file

For a fixed recurring payable, after you press **[Enter]** at "Field number to change ?", the distributions are displayed and changes are allowed as usual.

**For a variable recurring payable:**

1. The "next date" stored in the recurring payable is displayed for the invoice date.

2. The due date and discount date calculated from the terms entered for this recurring payable are calculated and displayed.

**5. Invc #**

Enter the vendor invoice number for the recurring payable being selected. You can also leave this blank to have an invoice number based on "invoice code" and the invoice date automatically assigned when you run *Use selected* to create a voucher from this recurring payable.

This automatic invoice number is described under the "Invoice code" field near the beginning of this chapter.

**6. Invc date**

Enter the invoice date that will be used for the voucher, or use the option:

**[Enter]** To default to the "Next date" field in the *Recurring payables / Enter* screen.

**7. Invc amt**

Enter the invoice amount including GST, or use the following option:

**[Enter]** To use the "Amount due" field in the *Recurring payables / Enter* screen.

**8. GST amounts**

Enter the GST portion of the invoice amount (previous field) or use the option:

**[F1]** To default to the amount calculated based on the GST percentage in the A/P Control File.

**9. Non-disc**

Enter the non-discountable amount (the amount that the discount does not apply to) or use the option:

**[F1]** To default to the GST portion of the invoice

If you change either the invoice amount or the non-discountable amount, also change

the "Discount amount" to the correct amount.

Make any desired changes, including "Dist date" (distribution date). This field automatically defaulted to the date from "Next date" field in *Recurring payables / Enter*. This date will become the G/L distribution date for the voucher.

These next three fields are accessed from "FIELD NUMBER TO CHANGE ?". Enter these only if this vendor's invoice has already been paid with a manual check.

**18. Check #**

Enter the check number only if this invoice has already been paid with a manual check.

**19. Check date**

If you entered a check number, you must also enter a check date.

**20. Cash account**

Enter the cash account where this manual check is to be posted, or use one of the options:

**[F1]** For the default cash account from the A/P Control File

**[F2]** To scan through the other cash accounts on file

After you press **[Enter]** at "Field number to change ?", the distribution amounts are calculated and displayed, based on the percents entered in the *Recurring payables / Enter* function.

The distribution amount remaining must be zero before you can exit.

**Changing Amount of Entry**

If you reselect a variable recurring payable and you change the entry's invoice amount, you will be given the option to recalculate the distributions. If you wish to use the distributions that you entered when the entry was originally selected, answer **N**. If you want the software to recalculate the distributions based on the percentages associated with the distributions, then answer **Y**.

**Printing a Selection List**

This list shows every recurring payable that has been selected. It shows exactly what vouchers will be created when *Use selected* is run next. Use this list to verify and

edit your selections.

Choose *Selection list* from the *Recurring payables* menu.

## Using Selected Recurring Payables

When you have verified that your selection of recurring payables is correct and complete, you are ready to create vouchers for those recurring payables selected. The recurring payables will become vouchers in the A/P Transaction File (along with the other vouchers created in *Payables*).

Two types of vouchers are created:

> Selected recurring payables with no check number become regular vouchers.
>
> Selected recurring payables that have a check number become non-A/P check vouchers.

Select *Use selected* from the *Recurring payables* menu.

A screen appears for you to confirm whether or not to use the selected transactions. Answer **Y** or **N** as appropriate.

Once the vouchers are created, you can change or delete them through *Payables*.

# Chapter 14

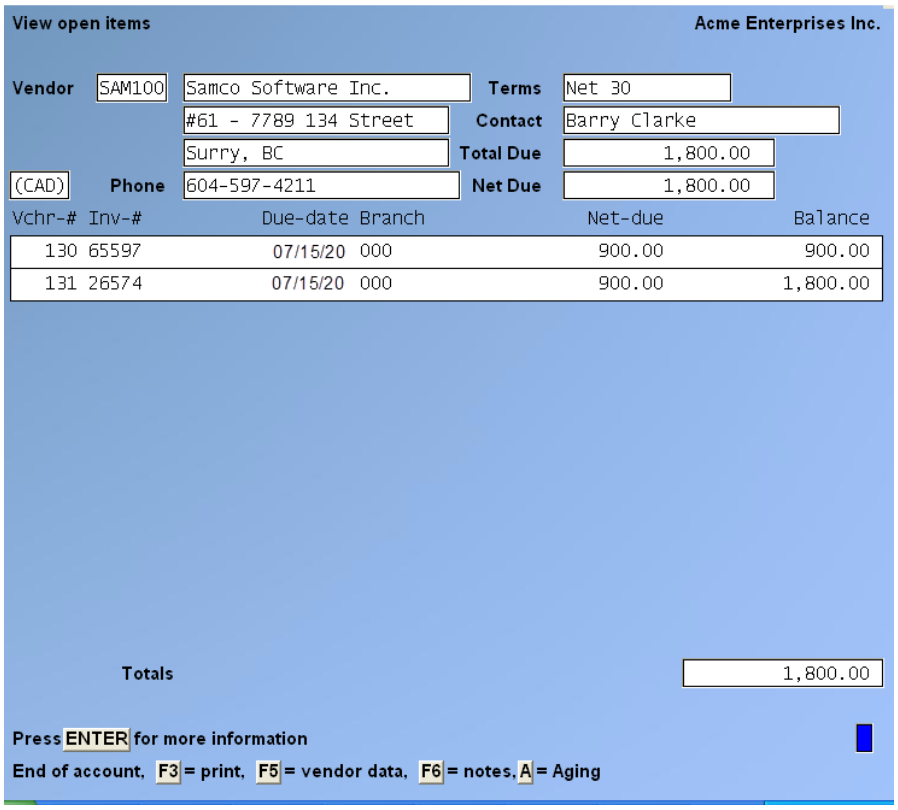
# View Open Items

This selection is used to display A/P open items for specified vendors. From the A/P menu, select *View open items*. A screen appears for entry of a vendor. Enter the following information:

**[?] Vendor**

| | |
|---|---|
| **[F1]** | For the next vendor |
| **[Enter]** | Leave this field blank to find the vendor by name |

The vendor number you enter must be on file in the Vendor File. After you have selected a vendor, the open items for the vendor are displayed.




Select from these options:

| | |
|---|---|
| **[PgDn]** | To view the next page of vouchers for this vendor |
| **[PgUp]** | To view the previous page of vouchers for this vendor |
| **[F1]** | To view the last page of vouchers for this vendor |
| **[F3]** | To print an Open Items Report for this vendor |
| **[F5]** | To see more information about this vendor |
| **[F6]** | To see notes for this vendor |
| **[Enter]** | To display more information about the open items |

A/P open items are displayed in order by their voucher numbers ("Vchr-#").

The invoice balance includes both discountable and non-discountable portions of the invoice amount and is the balance that remains to be paid.

If there have been partial payments, the letter **P** will display to the right of the invoice balance.

The discount balance shows the discount amount that remains to be taken, although the validity of the discount is not considered at this point.

The net balance ("Net-due") is the invoice balance minus the discount balance and shows how much remains to be paid on each open item if the full discount balance is taken.

Press **[Enter]** to get more information on the open items shown, including the invoice #, invoice date, P.O. number, reference, and running balance.

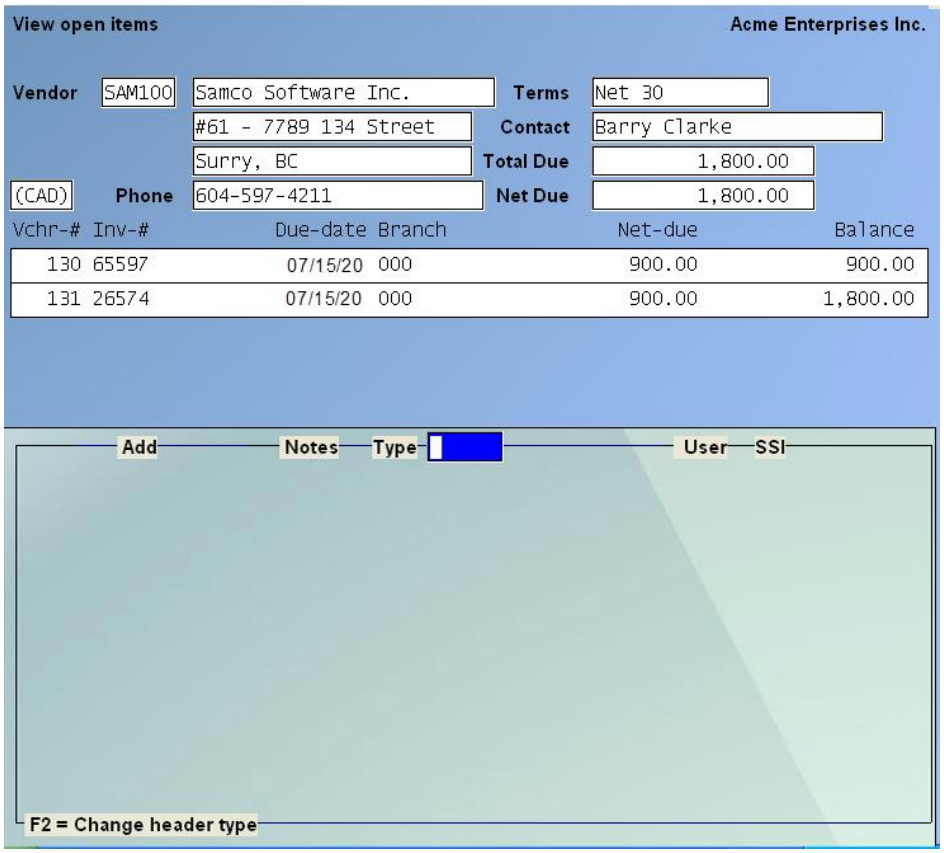
Use **[F3]** to print a Vendor Account report which details all current Open Items for the customer.

Use **[F5]** to view more information about this vendor, similar to the following:

When you are done with viewing the vendor data, press **[Esc]** or **[Tab]** to get back to the view screen.

Press **[F6]** to enter or to review notes about this vendor.

If you press **[F6]**, you see:




## Using Notes

You can enter an unlimited number of notes about this vendor. They are for internal use only. Each note is given a date/time stamp so that you can browse through the notes in time sequence later.

**NOTE:** This notes function is different from the *Extended Functions* notes. Vendor notes entered here are not accessible through the *Extended Functions* and vice versa.

A menu at the bottom of the "Notes" area shows three selections:

### Menu

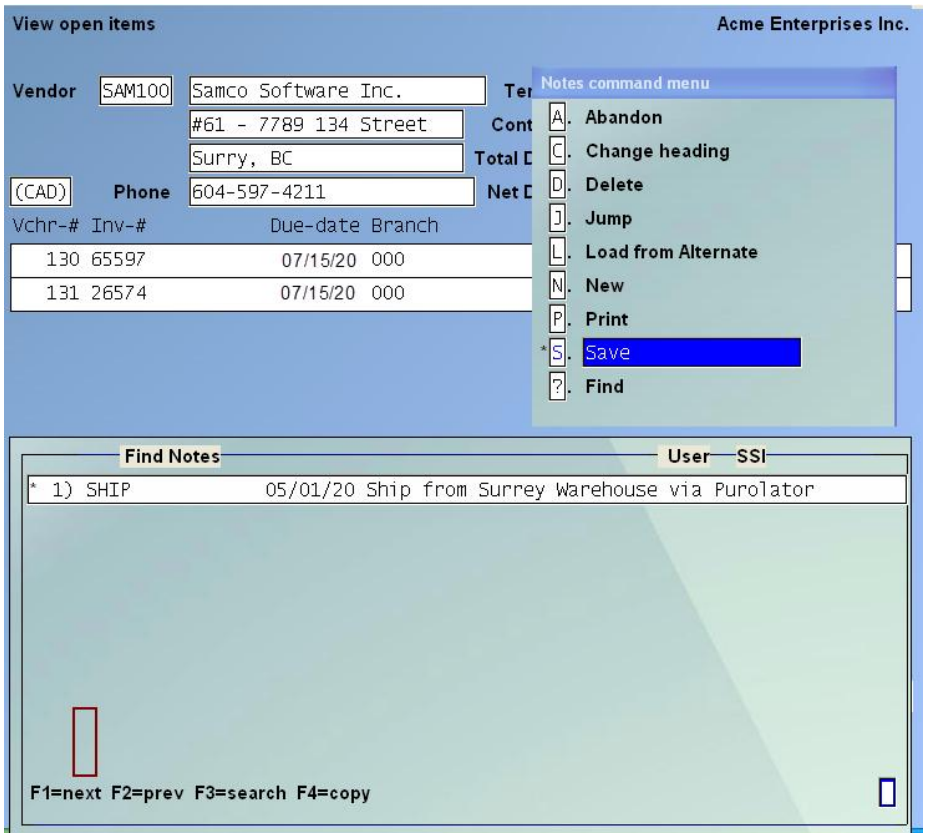
Pressing **[F1]** brings up a number of selections. Each selection is described below:

| | |
|---|---|
| **Abandon** | Abandon any changes to the current note and exit the notes function. |
| **Change heading** | Change the date and time this note was entered. |
| **Delete** | Permanently deletes the note |
| **Jump** | Allows you to enter a specific date for viewing notes. |

| | |
|---|---|
| **Load from Alternate** | Allows you to load notes for this customer from another customer's notes. At "Enter Load ID:" enter the customer to copy notes from, and follow the screen instructions. |
| **New** | Start a new note. If you have made any changes to the current note, those changes are lost. |
| **Print** | Print a report of Notes for the current vendor. |
| **Save** | After entering a note, this selection permanently saves the note |
| **Find** | List notes on file one note per line for selecting note to display. See detail later in this section. |
| **[PgDn]** | View a later dated note. |
| **[PgUp]** | View an earlier dated note. |
| **[Home]** | View the earliest dated note (oldest). |
| **[End]** | View the newest note on file. |

## Finding a Note

When the "? - Find" option is used in the **[F1] - Menu** option, a screen similar to the following is displayed:




Use the **[Up]** and **[Down]** arrows to move to the note to display. The following options are available:

**[F1]** To display the next screen of notes on file for this vendor

**[F2]** To display the previous screen of notes on file for this vendor

**[F3]** To search for a note by the date the note was entered

**[F4]** To select this note for display in the view notes screen

## Text entry

When you select to enter a note, the cursor is positioned for you to enter the first line of the text of the note.

While entering a note the following keys and rules apply:

**[Enter]** Completes the entry of a line of text and moves the cursor to the next line.

| | |
|---|---|
| **AutoWrap** | The text editor will automatically wrap the typed text to the next line once you reach the end of the line. For example if you were typing "superb" and only had enough room left on the line for "sup" the entire word would be automatically moved to the next line. |
| **[F1]** | Access the menu selections described in the previous section. |
| **[Esc]** | Exit the note function without saving the changes to the current note. |
| **[Tab]** | Exit the note function and save the changes to the current note. |
| **[F2]** | Begin entering a new note. |
| **[F3]** | Edit the next note on file. |
| **[F4]** | Edit the previous note on file. |

# Chapter 15

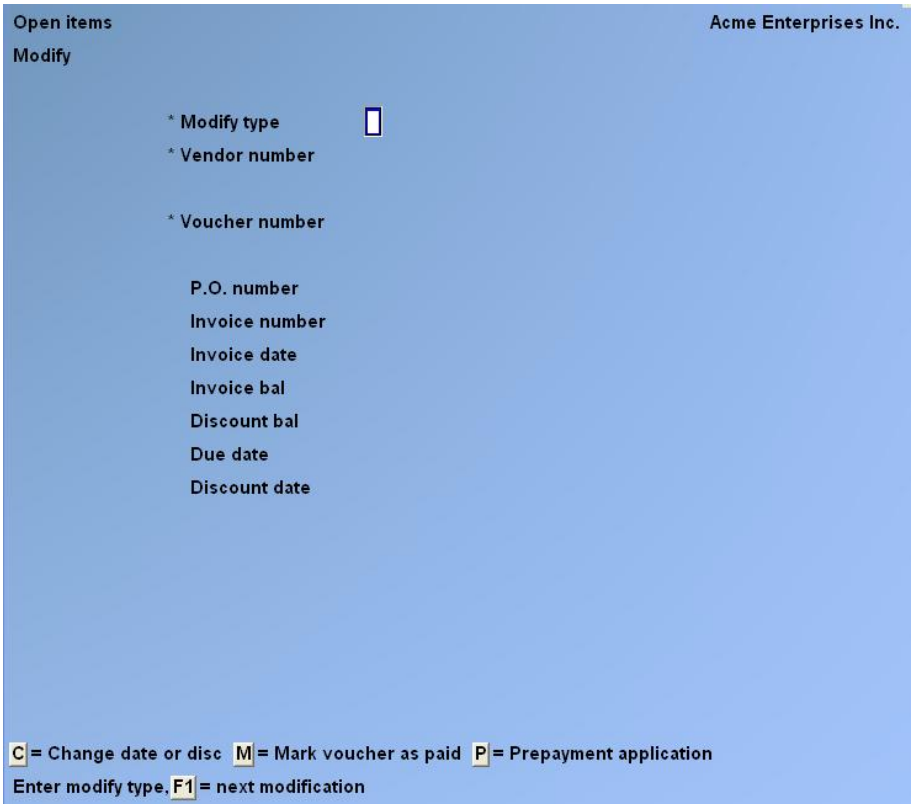
# Open Items

This function allows you to change the due date, discount date, or discount balance of existing open items, mark an open item as manually paid, and apply pre-payments to vendor invoices.

From the A/P menu, select *Open items,* then select *Modify*.

## Modifying Open Items

This is the screen you see:




## New and Existing Modifications

From this screen you can work with both new and existing modifications. If a modification has already been entered for the modification type, vendor number, and voucher number you specify, that modification will appear and be available for changes or deletion.

## * Modify type

### For a new modification

Enter the modification type:

**C** Change due date, discount date, or discount balance

**M** Mark open item as manually paid

**P** Application of a pre-payment

### For an existing modification

Enter the modification type or use the option:

**[F1]** To display the next existing modification

**[?] * Vendor number**

Enter the vendor number for the modification.

*** Voucher number**

Enter the voucher number for the modification, or use the option:

> **[F1]** To display the next voucher for this vendor

Vouchers already selected for computer payment will not display. You cannot modify a voucher which is already selected for payment; you must "un-select" it first, using *Clear selections/deferrals* in *Prepare payments/print checks*. (See the chapter titled *Prepare Payments/Print Checks*.)

The modification type entered (**C**, **M**, or **P**) causes the program to request different types of information, as explained below.

**Change date or disc**

Enter the information for modification type **C** as follows:

**1. New due date**

The date you enter must not be earlier than the invoice date. Enter the new due date or **[F1] t**o use the old due date.

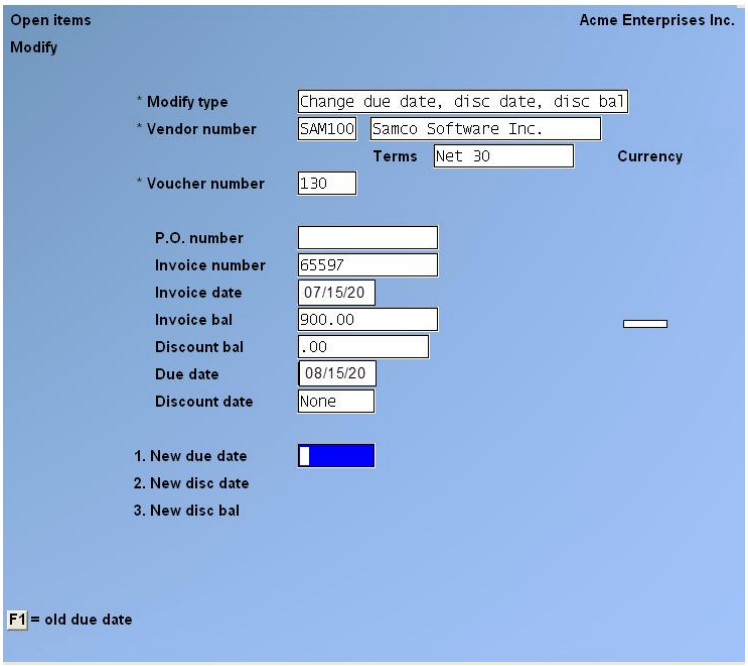
**2. New disc date**

The date you enter must not be earlier than the invoice date or later than the new due date. Enter the new discount date or **[F1] t**o use the old discount date.

**3. New disc bal**

Enter the new discount balance for the open item. It cannot be greater than the invoice balance, nor can it have an opposite sign from the invoice balance. Enter the new discount balance, or **[F1]** to use the old discount balance.

The following is a sample screen from a **C** type modification:




**Mark voucher as paid (manual payment)**

Use modification type **M** for an A/P open item that has been paid manually with a hand-written check (as opposed to a computer check printed by the A/P system).

The distributions that result from this type of modification are a debit to accounts payable and credits to cash and discount taken.

If the payment was made from a cash account other than one of the cash accounts used in A/P, adjusting entries will have to be made to correct the distribution of cash. Such modifications can be made in the General Ledger package (*General journal*), or by entering a modification to distribution voucher, using *Payables*.

Enter the remaining information as follows:

**1. Cash acct #**

Enter the number of the cash account from which payment was made, **[F1]** for the default cash account for this vendor, or **[F2]** to scan through the other cash accounts on file.

**2. Check number**

Enter the check number that was used to pay the open item.

**3. Check date**

Enter the check date for the check used, or **[Enter]** to use the current date.

**4. Amount paid**

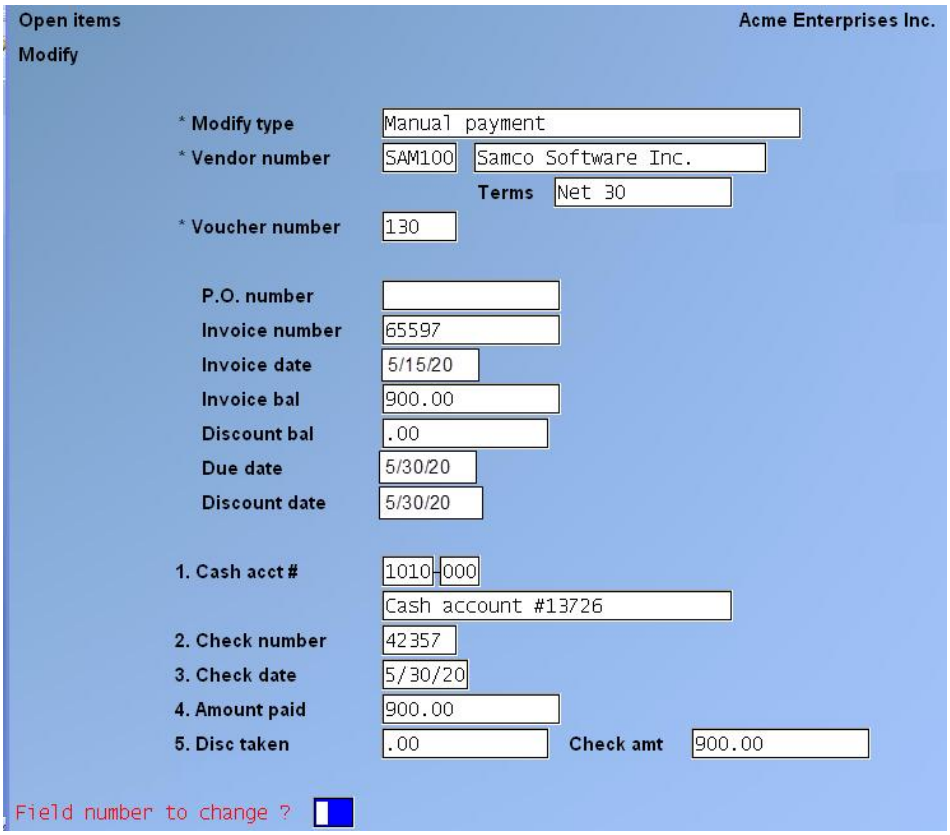
Enter the full amount that is to be applied against the open item, including any discount taken. It must have the same sign as the invoice balance, and cannot be greater than the invoice balance.

**5. Disc taken**

Enter the amount of the discount taken. The discount taken must have the same sign as the amount paid.

After you enter the discount taken, the net check amount ("Check amt:") for this invoice will display automatically on the next line. The check amount is calculated as the "Amount paid" minus the "Disc taken".

The following is a sample screen from an M type modification:




If several open items are to be paid with the same check, enter the amount paid and the discount taken for each open item as a separate modification. The voucher numbers you enter will differ, but the check number and check date will be the same. Manual payments will be shown as belonging to the same manual check payment on the A/P Check Register. After the Modify Open Items Register prints, a Check Register prints automatically (rather than have the manual checks be included on the Check Register the next time you run *Prepare Payments / Print Checks)*.

### Applying a pre-payment

This type of modification allows you to apply a pre-payment voucher to posted voucher. In order to do this you must know the numbers of both the voucher you are paying and that of the pre-payment voucher.

After selecting the voucher you wish to apply a pre-payment to, enter the remaining information:

**1. Pre-pay voucher**

Enter the number of the pre-payment voucher you will be applying to the invoice or if you have already entered a pre-payment application use the option:

**[F1]** To display previously entered pre-payment applications for this voucher.

The cash account and check information for the pre-payment voucher is automatically displayed.

**2. Amount paid**

Enter the portion of the pre-payment you wish to apply to the invoice.

**3. Disc taken**

Enter the amount of the discount taken. The discount taken must have the same sign as the amount paid.

## Printing an Edit List

Use this function to generate an edit list for proofing the modifications made to open items.

Select *Edit list* from the *Open items* menu.

## Posting Modifications

Select *Post* from the *Open items* menu.

The Modify Open Items Register is printed and the modifications are posted to the A/P Open Item, Vendor, and A/P Distribution to G/L files. If there are manual checks in the modifications, a Check Register will be printed immediately after the Modify Open Items Register.

For manual payments, the Vendor File is updated to reflect the discounts taken and

the distributions are posted to the A/P Distributions to G/L file for the accounts payable, cash and discount accounts.

Pre-payment applications will be reflected in the open item and history files.

---

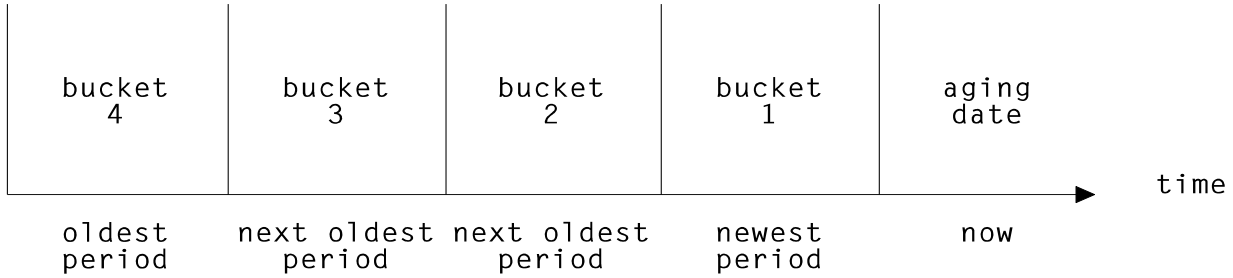
# Chapter 16

# Aged Open Items

This selection is used to print a report showing all items in the A/P Open Item File. The Aged Open Items Report shows the age of open items as of a particular date which you specify (called the aging date).

You can define aging periods either by days (0-30 days, 31-60 days, etc.) or by specific dates (3/16/90 to 4/10/90, 2/28/90 to 3/15/90, etc.).

Four aging period "buckets" are set up according to an aging date you specify:

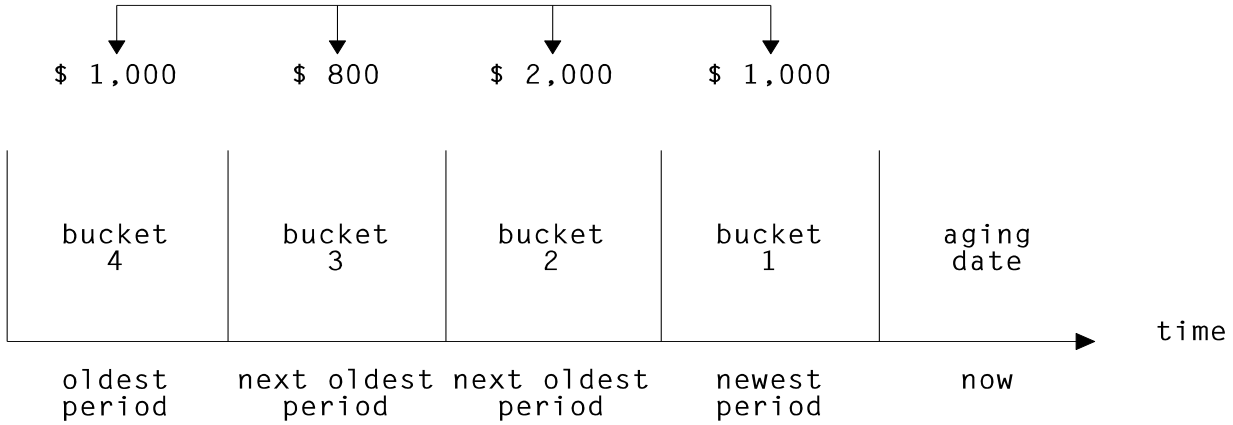



**NOTE:** To obtain a report of payables which are outstanding as of the end of an accounting period, use the Open Payables by Date Report. This report will show all payables outstanding as of the end of an accounting period (even if they have been subsequently paid). This report should be used to tie out to your A/P account balance in General Ledger. (This report may only be printed if you are using vendor history.)

## Aging Method

Each voucher dated on or before the aging date is put into a bucket according to either its invoice date or due date.

Amounts from vouchers and debit memos put into buckets
by vendor invoice date or due date per *Aged open items*




The vendor's balance in each bucket is obtained and shown on the Aged Open Items Report.

## Showing projected payables for future periods

If you enter negative numbers for the number of days in the aging periods, this report will show projected payables for future periods. (See the discussion at the end of this chapter on how to do this.)

**To Begin**

From the A/P menu, select *Reports* and then *Aged open items*.
You then see:

```
Reports                                                    Acme Enterprises Inc.
Aged open items

Please enter

      1. Aging date
      2. Age by date

      3. By vendor number or name ?
      4. Starting vendor
      5. Ending vendor

      6. Group by A/P account ?
      7. For which A/P account ?

      8. Show zero bal vendors ?
      9. Detail or summary ?
     10. Vendor payment group
     11. Include items past aging date ?
     12. Vendor types

Press F1 for  07/15/20  F2 to use previous report printing values
```

Enter the following report criteria:

**1. Aging date**

This is the date which is used to calculate the age of items. Items later than this date will not be considered in calculating vendor balances.

Enter the date or use one of the options:

**[F1]** To use today's date. All documents entered will be considered in calculating balances.

**[F2]** To re-use all of the entries made on this screen the last time this report was printed. (They all display and you may change individual entries.)

**2. Age by invoice or due date**

You may assign items to aging periods by the due date or vendor invoice date.

Type **I** to age open items by "invoice date" or **D** by "due date".

**3. By vendor number or name ?**

Type **1** to print the open items in order by vendor number, or **2** by vendor name.

**[?] 4. Starting vendor**
**[?] 5. Ending vendor**

Depending on your selection in field 2 above, specify the range of vendor numbers/names to include or use one of the options:

**[F1]** For the "First" vendor in the starting field, or for the "Last" vendor in the ending field

**[F2]** To enter a person's name (if printing by vendor name)

**6. Group by A/P account ?**

If you group vendors by A/P account, all vendors for a certain A/P account appear together.

Answer **Y** to print the open items in order by A/P account number.

**[?] 7. For which A/P account ?**

Enter an account number or use one of the options:

**[F1]** For the default A/P account

**[F2]** To scan through other A/P accounts

**[Enter]** For "All" accounts

**8. Show zero bal vendors ?**

Your answer here determines whether vendors with a zero balance as of the aging date appear on the report.

**9. Detail or summary ?**

Type **D** to print a detailed report, or **S** for a summary report.

The summary report shows the total account balance for each aging period, while the detailed report shows all items for each vendor in addition to the aging balances.

**10. Vendor payment group**

Enter the vendor payment group to appear on the report or use the option:

**[F1]** For "All" vendor payment groups

**11. Include items past aging date ?**

Answer **Y** to include open items that are past date entered in the "Aging date" field.

**12. Show invoice # or P.O. #**

(This field appears only if you are printing a detail report.)

Type **P** to print the P.O. number, or **I** to print the invoice number.

A second screen appears for you to define aging periods.

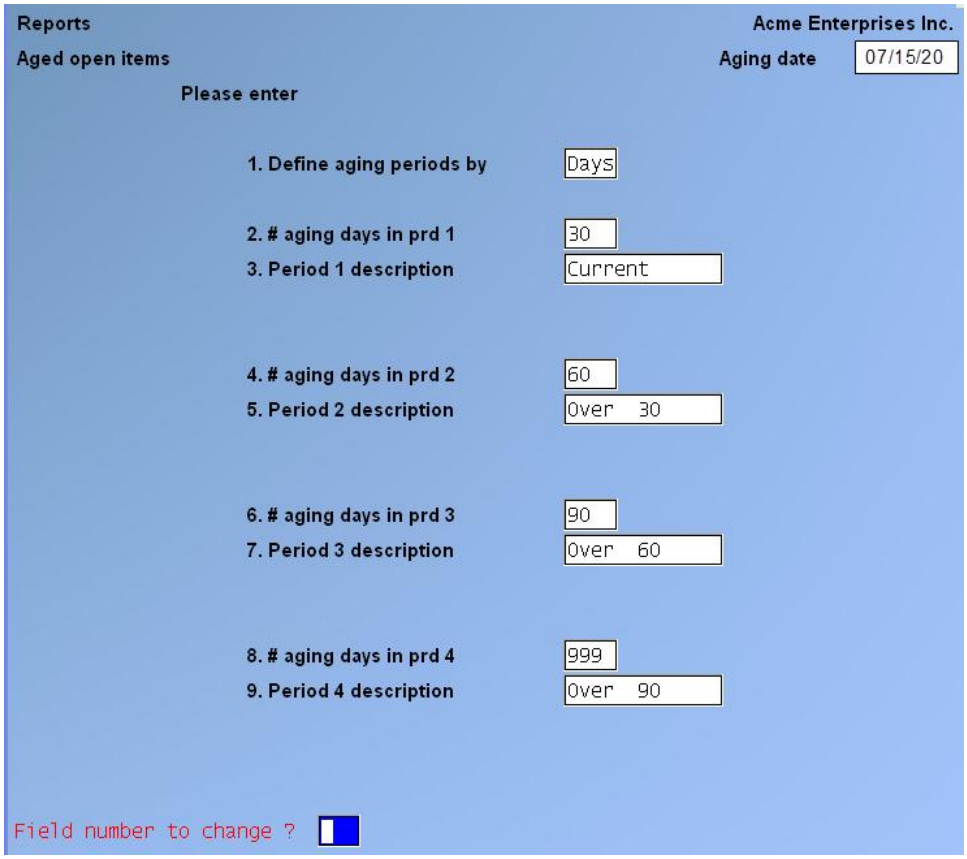
**1. Define aging periods by**

Type **D** to define aging periods by days, **S** to define them by specific dates, or use **[F2]** to re-use all of the entries made on this screen the last time this report was printed, if you saved them at the end. (They all display and you may change individual fields.)

If you did not save the previous entries, you may press **[F2]** to use the A/P Control File default values.

## Aging periods by days

If you select aging periods by days, you see:




Enter the following information:

**2. # aging days in prd 1**

Enter the number of days in period 1or use **[Enter]** to use the default number of days from the A/P Control File.

**3. Period 1 description**

Enter a description for aging period 1or use **[F1]** for "Current".

**4. # aging days in prd 2**

Enter the number of days in period 2 or use **[Enter]** to use the default number of days from the A/P Control File.

**5. Period 2 description**

Enter a description for aging period 2 or use **[F1]** for "Over (number of days in period 1) days".

**6. # aging days in prd 3**

Enter the number of days in period 3 or use **[Enter]** to use the default number of days

from the A/P Control File.

**7. Period 3 description**

Enter a description for aging period 3 or use **[F1]** for "Over (number of days in period 2) days".

**8. # aging days in prd 4**

Enter the number of days in period 4, press **[Enter]** to use the default number of days from the A/P Control File, or use **[F1]** for 999 (unlimited age).

**9. Period 4 description**

Enter a description for aging period 4 or use **[F1]** for "Over (number of days in period 3) days".

After pressing **[Enter]** at "Field number to change ?", you may select **1** to review your entries or select **2** to print the aging report. If you select to print, you then have the option of saving your entries to use the next time you print the report.

**Notes on the Aged Open Items Report**

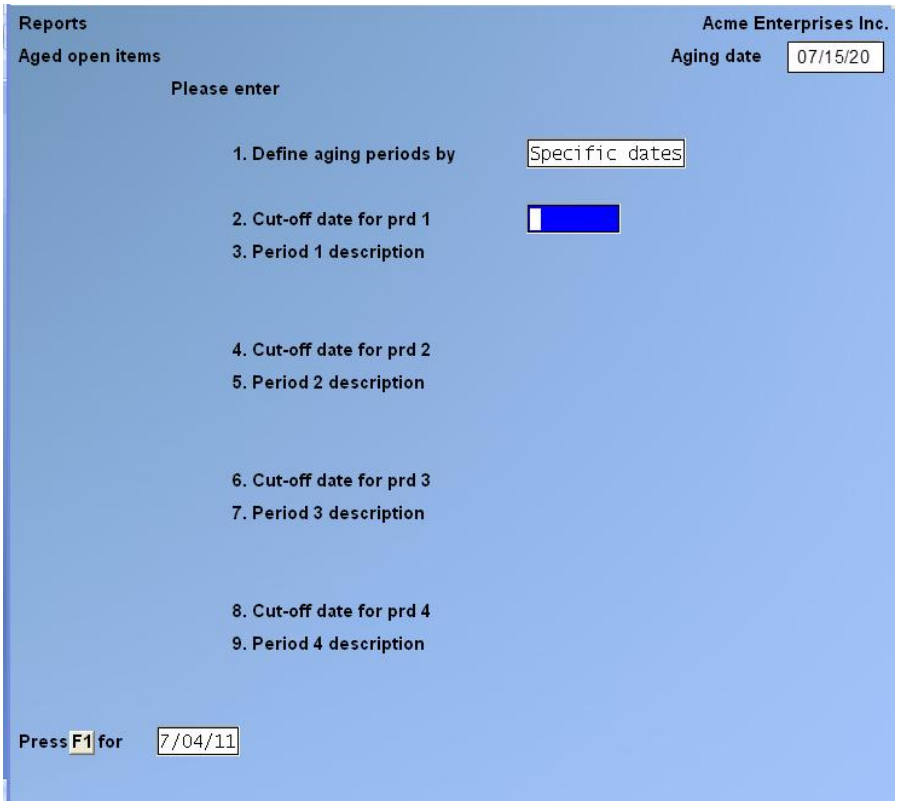
If "999" was not entered for the number of aging days in period 4, open items older than the number of days specified will not be included in any aging category.

Such open items will be included in the vendor balance amounts (vendor balance and vendor net) and, if detail is shown, individual voucher information will be provided.

The maximum age that can be printed on the report for a voucher is 999 days. Any vouchers with ages greater than this will have their ages printed as 999 days regardless of their actual ages.

## Aging periods by specific dates

If you specified aging periods by specific dates, you see:




The first aging period ends with the aging date and starts with the cut-off date. For instance, if the aging date was 9/30/01, you could enter a period 1 cut-off date of 9/1/01; period 1 would then be from 9/1/90 to 9/30/90.

The starting dates of aging periods 2, 3, and 4 are defined by the cut-off dates you enter. The ending date of each period is the day prior to the cut-off date of the period entered earlier. For instance, if period 1 was from 9/1/01 to 9/30/01, and you entered a cut-off date of 8/1/01 for period 2, period 2 would be from 8/1/01 to 8/31/01. Note that the ending date of period 2 is one day less than the period 1 cut-off date.

Enter the following information:

### 2. Cut-off date for prd 1

Enter the starting date for period 1 or use **[F1]** for a date "thirty days" earlier than the aging date. The actual date will depend upon the number of days in the month in which the aging date falls. For example, if the aging date is 9/30/01, the **[F1]** key will yield "9/1/01". If the aging date is 8/15/01, the aging date will yield "7/16/01".

### 3. Period 1 description

Enter a description of period 1 or **[F1]** for "(period 1 cut-off date) to (aging date)".

### 4. Cut-off date for prd 2

Enter the starting date for period 2 or **[F1]** for a date one month earlier than the period 1 cut-off date.

**5. Period 2 description**

Enter a description of period 2 or **[F1]** for "(period 2 cut-off date) to (day prior to period 1 cut-off date)".

**6. Cut-off date for prd 3**

Enter the starting date for period 3 or **[F1]** for a date one month earlier than the period 2 cut-off date.

**7. Period 3 description**

Enter a description of period 3 or **[F1]** for "(period 3 cut-off date) to (day prior to period 2 cut-off date)".

**8. Cut-off date for prd 4**

Enter the starting date for period 4, **[F1]** for a date one month earlier than the period 3 cut-off date, or **[F2]** for "Unlimited". In this case, all documents older than the period 3 cut-off date will be included in aging period 4.

**9. Period 4 description**

Enter a description of period 4 or**[F1]** for "(period 4 cut-off date) to (day prior to period 3 cut-off date)".

If "Unlimited" was chosen for the previous field, the option is "Older than (period 3 cut-off date)".

After pressing **[Enter]** at "Field number to change ?", you may select **1** to review your entries on the previous screen and this one, or select **2** to print the aging report. If you select to print, you then have the option of saving your entries to use the next time you print the report.

Samples of the detail and summary reports follow at the end of this chapter.

**Including items "past aging date"**

When aging by due date, it is sometimes useful to include items which are "past the aging date".

In order to include items past the aging date, you would move the "aging date" forward in time to the last date on which a payable can be expected to be due, and then use the second parameter screen to control the aging periods appropriately. For

example, if the aging date is July 31, 2001, and you know that there are no payables posted which are due (based on the normal terms given by your vendors) after Sept 30, 2001, you would set the aging date as "Sept 30, 1990". Then, using the second parameter screen, you could set your period cut-offs as follows:

Period 1 cut-off: July 1, 2001
Period 2 cut-off: June 1, 2001
Period 3 cut-off: May 1, 2001
Period 4 cut-off: (**[F2]** for "Unlimited")

With this setup, all payables due from July 1st through Sept 30th will appear together in the first bucket, all payables due from June 1st through June 30th will appear in the second bucket, all payables due from May 1st through May 31st will appear in the third bucket, and all payables due on or before April 30th will appear in the fourth bucket.

## Using the Aged Open Items Report for Projections

The following example shows the A/P Control File set-up necessary to print a report in "projection format".

| Aging period fields | Enter | |
|---|---|---|
| NUMBER AGE DAYS PERIOD 1 | 90- | (Minus 90) |
| NUMBER AGE DAYS PERIOD 2 | 60- | (Minus 60) |
| NUMBER AGE DAYS PERIOD 3 | 30- | (Minus 30) |
| NUMBER AGE DAYS PERIOD 4 | 0 | |
| AGING PERIOD 1 DESCRIP | DUE OVER 90 | |
| AGING PERIOD 2 DESCRIP | DUE 61 - 90 | |
| AGING PERIOD 3 DESCRIP | DUE 31 - 60 | |
| AGING PERIOD 4 DESCRIP | DUE 1 - 30 | |

In this format, the four aging periods will show:

Items due in more than 90 days from the aging date
Items due in 61 to 90 days
Items due in 31 to 60 days
Items due within the next 30 days

The aging period descriptions are also changed to provide meaningful projection report headings.

In the projection format, period 4 must be the closest period and period 1 the farthest in the future.

Once changes have been made in the A/P Control File (or similar changes made here in *Aged open items*), you can run this function to produce the projection report, using aging by "days".

**NOTE:** You may also enter these negative numbers directly on the screen in the *Aged open items* selection.

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Building business and technology relationships.

# Chapter 17

# Cash Disbursements Projection

This selection prints a report showing the amount of cash required to meet your accounts payable obligations for specified periods, vendors, and A/P accounts. For example, this report can be printed to show cash disbursements projected by week for the next six weeks for a particular vendor. These projections are based solely on the open items currently on file.

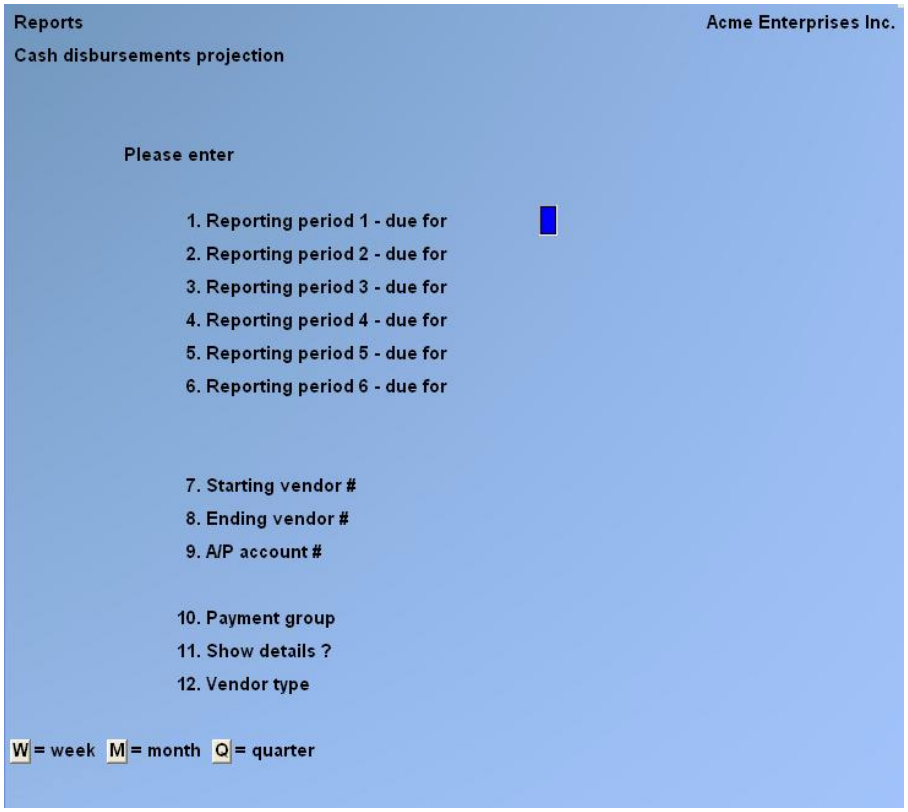
The Purchase Order and Purchasing Plus packages contain similar reports which takes into account outstanding purchase orders and uninvoiced receivings, as well as open items in A/P.

**NOTE:** This report does not take into account "valid discounts".

**To Begin**

From the A/P menu, select *Reports* and then *Cash disbursements projection*.

This is the screen you see:




Enter the following information:

**Fields 1 through 6**

You can look at projected disbursements for up to 6 future periods. For each period, first you specify its length, using **W** for week, **M** for month, or **Q** for quarter.

Then specify the ending date for the first reporting period. Today's date is displayed automatically, and you can either accept this date by pressing **[Enter]** or enter another date.

All cash needed at any time on or before this date will be included in the first reporting period. For each subsequent reporting period, the ending date is calculated automatically from the first period ending date and the lengths entered above, and cannot be changed.

**[?] 7. Starting vendor #**
**[?] 8. Ending vendor #**

Specify the range of vendor numbers to include. Follow the screen instructions.

**[?] 9. A/P account #**

Enter the A/P account number or use one of the options:

**[F1]** For the default A/P account from the A/P Control File

**[F2]** To scan through the A/P accounts on file

**[Enter]** For "All" A/P accounts

**10. Payment group**

Enter the vendor payment group to be on the report or use **[F1]** for "All" payment groups.

**11. Show details ?**

Answer Y to show every applicable open item for each reporting period, or N to show only the summary figures for each reporting period.

Note: This report is available to be printed to the “X” Export printer.

Building business and technology relationships.

# Chapter 18

# Cash Requirements

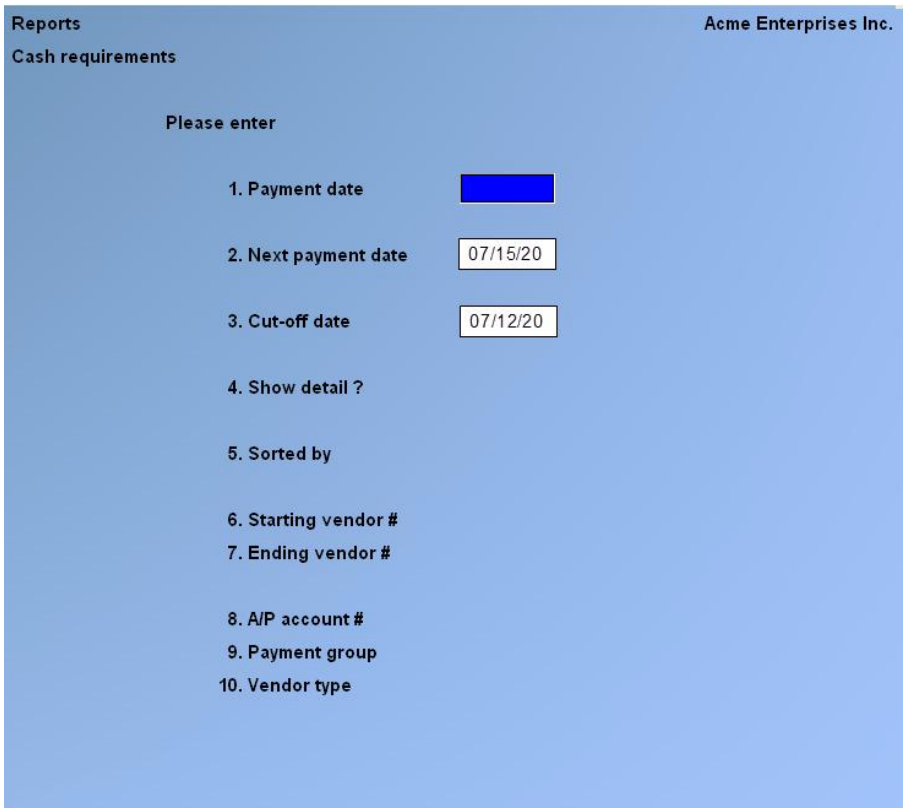
This selection prints a report showing the amount of cash required to meet your immediate accounts payable obligations, as well as the amount necessary to pay vouchers not yet due but which must be paid to receive a discount.

Note: This report is available to be printed to the "X" Export printer.

**To Begin**

First, select *Reports* from the A/P main menu. Then select *Cash requirements*.

You then see:




Enter the following information:

**1. Payment date**

Enter the date that you expect to make payments. You can specify this as either:

The date the checks will be printed,

The date the checks will be mailed, or

The date you expect the vendors to receive the checks,

whichever is most appropriate to your business.

If you previously ran either this function or *Prepare payments/print checks*, you can use the following option:

**[Enter]** To use the date previously entered (can be used for the first three fields)

**2. Next payment date**

Enter the date you expect the next payment will be made. This next payment date is used to locate vouchers which would lose their discount if payment did not occur

before it.

If the discount date of an invoice is earlier than the "next payment" date, the invoice will be printed, regardless of the cut-off date entered below. The "next payment" date must be a later date than the cut-off date.

**3. Cut-off date**

If there are many past due items, the cut-off date can be before the payment date, so that the report can focus on the oldest items. Only past due items would appear on the report in this case.

**NOTE:** Each voucher's due date is compared to the cut-off date specified here. If the due date is after the cut-off date, the discount date for that voucher is compared to the payment date. If the discount date falls on or after the payment date and before the next payment date, this voucher is also included on the report, along with vouchers having due dates before the cut-off date. This allows vouchers to be included on the report if their discounts will be lost if they are not paid at this time.

**4. Show detail ?**

This answer determines whether or not individual vouchers are to be shown on the report. Use one of the following options:

**N** No vouchers will show, only summary figures

**Y** To show individual vouchers

**5. Sorted by**

Choose **1** to sort by vendor number or **2** to sort by vendor name

**[?] 6. Starting vendor #**
**[?]** 7. **Ending vendor #**

Enter the range of vendors to be included on the report. Follow the screen instructions.

**[?] 8. A/P account #**

Enter the A/P account number or use the options:

**[F1]** For the default A/P account from the A/P Control File

**[F2]** To scan through the A/P accounts on file

**[Enter]** For "All" A/P accounts

**9. Payment group**

If you have set up your vendors in payment groups (so that all vendors can be paid out of a specific cash account), you can enter a single payment group to get an assessment of how much cash you need to pay vendors in that group.

Enter the payment group to be listed for or use the option:

**[F1]** For "All" payment groups

## Notes on the Cash Requirements Report

The cash requirements are organized by vendor.

After the cash requirements for each vendor are printed, the grand totals for all selected vendors are printed.

The Cash Requirements Report shows only:

- Those vouchers that are past due,
- Those vouchers that must be paid on the payment date to avoid becoming past due (current), and
- Those vouchers that must be paid on the payment date to receive a discount (optional) but are not past due.

All other vouchers are disregarded.

"Past due" means that the voucher's due date is before the payment date.

"Current" means that the voucher's due date is on or after the payment date but before the next payment date. It must be paid to avoid falling past due before the next check printing run. It may or may not be eligible for discount.

"Optional" means that the voucher's due date is on or after the next payment date, and the voucher's discount date is on or after the payment date but before the next payment date. An optional voucher will not fall past due before the next payment date, but the discount will be lost if payment is postponed until then.

The following terms are also used on the report:

**Valid Discount**

A discount is valid only when payment is made on or before the discount date for that voucher (unless the vendor's status as defined in the Vendor File is "A -

always take discount"). The amount of valid discount shown on the report is the discount balance (the original discount, minus any discounts already taken for that voucher).

**Net Amount**

This is the amount of a voucher, minus the valid discount for that voucher.

**Discount Lost**

If all or part of the original discount amount remains, but the discount is no longer valid, the discount balance is referred to as the discount lost.

On the sample Cash Requirements Report, the vouchers for vendors #100 and #300 are current because their due dates are on or after the payment date but before the next payment date.

The vouchers for vendors #500 and #800 are optional because their due dates are on or after the next payment date, while their discount dates are between the payment date and the next payment date.

The sample report does not show all vouchers on file for these vendors. Only those vouchers of immediate interest are shown.

The report also will not show vouchers that have been deferred from payment and vouchers for vendors with a status of H (hold payment), as these conditions are not applicable to the sample report.

(The deferral of vouchers from payment is discussed in *Prepare payments/print checks*.)

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# Chapter 19

# Distributions to G/L

This selection prints a report showing the distributions to G/L accounts made in the A/P package. A summary of the distributions is at the bottom of the report, listing the account number, name and amount.

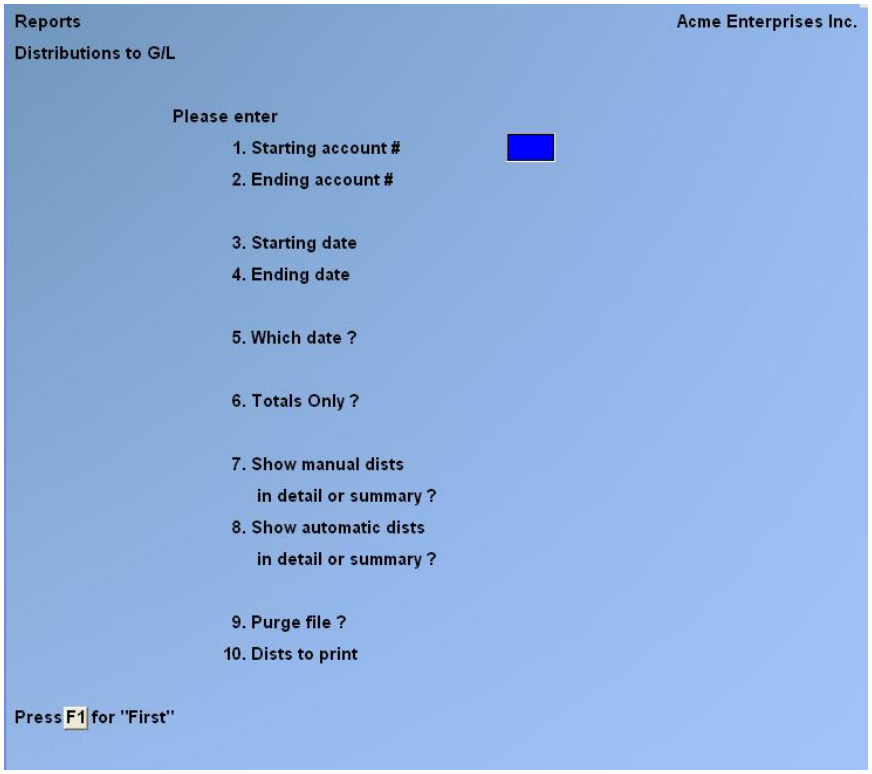
You can also purge the A/P Distribution File. If G/L is interfaced, you may choose whether to purge only distributions which have already been interfaced to G/L and are within the date range entered.

The report is presented in two sections:

> The first section shows distributions which you entered directly (as expense distributions in *Payables*).
>
> The second section shows automatic distributions. These are distributions automatically created by the various A/P functions during A/P processing, including distributions to your cash accounts, your discount accounts, and your accounts payable accounts. Each account here prints on a separate page.

Select *Distributions to G/L* from the A/P *Reports* menu.

You see:




Enter the following information:

**[?] 1. Starting account #**
**[?] 2. Ending account #**

Enter the range of account numbers to be included. Follow the screen instructions.

When you plan to purge the A/P Distribution File, the range of accounts must be "First" to "Last" so that the distribution report stays in balance.

**3. Starting date**
**4. Ending date**

Enter the range of distribution dates to be included. Follow the screen instructions.

**5. Which date ?**

Enter **D** to report by document date or **P** to use the posting date.

**6. Show manual dists**
**in detail or summary ?**

Manual distributions are those directly entered to distribute expenses during *Payables*. If you show detail, all manual distributions through the cut-off date appear. If you show summary, only one total will appear for each day for each

account. Enter either:

| | |
|---|---|
| **D** | Detail format |
| **S** | Summary format |

**7. Show automatic dists in detail or summary ?**

Automatic distributions are those generated automatically by the system, rather than manually entered. They include distributions to the accounts payable, cash, and discount accounts.

If you show detail, all automatic distributions will be shown. If you show summary instead, only one total will show for each day for each account. Select either:

| | |
|---|---|
| **D** | Detail format |
| **S** | Summary format |

**8. Purge file ?**

Answer **Y** to purge the file after printing the report, or **N** if you do not wish the file to be purged. A warning will appear if the user answers **Y** to the *Purge distributions?* question, and there are un-interfaced entries in the file. The user still has the ability to continue with the purge.

You are allowed to purge only if the range of account numbers entered in the "Starting/Ending account #" fields above are "First" to "Last"; otherwise, "Purge file ?" displays "(Not applicable)". The reason for this is that purging only some accounts would put the A/P Distribution to G/L File out of balance. This is true whether General Ledger is interfaced or not.

In a multi-user environment, you should not purge distributions while another user is posting payables, A/P checks, or A/P open item adjustments.

If G/L is not interfaced and you answer **Y**, all information in the A/P Distribution File within the date range will be purged after the report is printed.

**9. Dists to purge**

(This field displays only if you answer **Y** to "Purge file ?" above).

Select one of the following options:

**1** All distributions within the date range entered above will be purged, regardless of whether they have already been interfaced to G/L.

**2** Only those distributions will be purged which are within the date range

and which have already been interfaced to G/L.

If you selected to purge, there is a period of processing while the file is being purged.

A sample of this report follows at the end of this chapter.

The report includes both the vendor name and the reference from the payable transaction.

For checks written, both the check number and the cash account against which the check was cut appear on the report.

## Important note - if G/L is not used

The Payables Distributions to General Ledger Report lists the debits and credits which must be entered into your manual ledger.

You should print out this report at the end of an accounting period after all A/P transactions have been entered and posted for the period.

Do a backup of your data files and then print this report. All accounts should be printed. The date range should be from "Earliest" to the date which is the end of your accounting period. Specify that the file should be purged. By purging the distributions which are printed on the report, the only distributions remaining in the file, if any, will be for transactions which apply to the future accounting periods.

If a power failure and/or computer crash occurs while printing the report and purging the file, simply restore the backup and repeat the procedure.

You may wish to print the report to disk and then obtain a printed copy using *Print reports from disk*. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report should be needed.

## Important note - if using G/L

The A/P Distribution to G/L File contains debits and credits (created by A/P transactions) that must be transferred to General Ledger.

The distributions are actually transferred by selecting *Get distributions* from the G/L menu, and then specifying that you want to get distributions from the A/P package. See the chapter titled *Get Distributions* in the G/L user manual.

Prior to running *Get distributions*, you should first print the Payables Distributions to G/L Report. All accounts should be printed. The date range should be from "Earliest" to the date which is the end of your accounting period. Do not specify that the file is to be purged! If you purge distributions here in A/P before transferring them to the

G/L package, you would have to enter these distributions again manually in the G/L package, using *General journal*. This would defeat the purpose of the *Get distributions* selection.

The purpose of printing this report is to obtain an accurate list of the debits and credits that are to be transferred to G/L.

You may wish to print the report to disk and then obtain a printed copy using *Print reports from disk*. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report should be needed.

After printing the report, you should then back up your data files and run *Get distributions*. When running this selection, you should specify that the distributions are to be purged as they are copied to the General Journal Transaction File. If a power failure (and computer crash) should occur while running *Get distributions*, simply restore your backup and repeat the procedure.

Once *Get distributions* has been run, you may then print a General Journal Entry Edit list and compare this report with the Payables Distribution to G/L Report to verify that all debits and credits have been transferred. (The debits and credits will only be comparable if you have purged the distributions each period. If you have not purged the A/P Distribution File in a previous period, then the reports will not be comparable.)

An alternative procedure is as follows:

1. Back up your data files.

2. Run *Get distributions*, specifying that distributions are <u>not</u> to be purged.

3. Run *Distributions to G/L*, specifying that the file is to be purged and <u>only</u> interfaced distributions are to be purged.

4. Print the General Journal Entry Edit List. The debits and credits printed on the edit list should be comparable to the debits and credits on the Payables Distributions to G/L Report, provided that you have followed this procedure each period. If you have not purged the Distribution File in a previous period, then the reports will not be comparable.

Note that if you specify that distributions are not to be purged by *Get distributions*, and you run *Get distributions* again, you will still never transfer the <u>same</u> distribution from A/P to G/L more than once, because *Get distributions* prevents this. Thus, if after step (2) in the alternate procedure above you discover additional A/P transactions for the accounting period which have not yet been entered into A/P, simply enter and post these transactions in A/P, and repeat the alternate procedure starting with step (1).

Building business and technology relationships.

# Chapter 20

# Purchases Discounts

This selection prints a report comparing purchases and discounts (year-to-date and last year) for vendors of a specific type or for all vendors regardless of type.

Select *Purchases/Discounts* from the A/P *Reports* menu. A screen appears for you to enter the following information:

**Print by vendor type ?**

Answer **Y** to print the report in order by vendor type with subtotals by vendor type.

Answer **N** to print in order by vendor number.

**Sorted by**

Choose **1** to sort by vendor number or **2** to sort by vendor name

**Which vendor type ?**

If you answered **Y** to the preceding question, enter the vendor type to be included in this report or use **[F1]** for "All" vendor types.

A sample report is included at the end of this chapter.

All vendors are shown except for temporary vendors.

In addition to the purchases, percentage of total purchases, discounts, and percentage of total discounts, the report also includes the grand totals for all vendors and the averages per vendor. If printed by vendor type, then totals and averages for each type are shown.

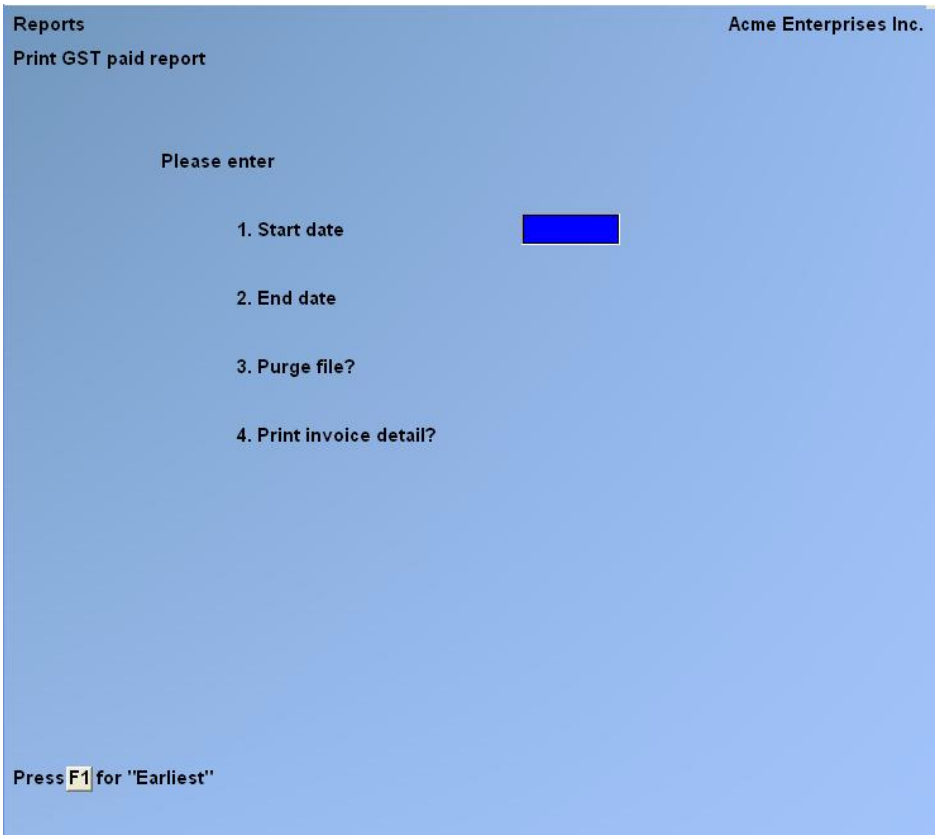
# Chapter 21

# HST/GST Paid

This function allows you to generate a report (in detail or summary) showing the HST/GST paid to your vendors. Since HST/GST is realized at the time the payable is realized, payment does not have to occur in order for the HST/GST portion to be payable. Only the transactions falling on or between the dates specified will be included in the report.

Select *Print GST paid report* from the A/P *Reports* menu.

The following screen appears:




Enter the following information:

**1. Start date**

Input the start date of your remittance period, type a date code or [F1] for 'earliest' [enter].

**2. End date**

Input the end date of your remittance period, type a date code or [F1] for 'latest' [enter].

**3. Purge file ?**

If you are printing a final copy of the report for remittance purposes answer **Y**.

If you respond **N** to not purge, but are running a final copy for remittance purposes, then the next time you run the report it will include those transactions already reported on this report.

See the section titled "How to use the HST/GST paid report" at the end of this chapter for some helpful hints and explanations on this subject.

**4. Print invoice detail ?**

If you answered **Y** to purging, this field defaults to **Y** and cannot be changed.

If you are not purging, answer **Y** to include complete invoice detail. Answering **N** will result in a summarized version by vendor. Samples of each type of report are provided at the end of the chapter.

**How to use the HST/GST paid report**

The following is a recommended procedure for using the *Print GST paid report* function to calculate your input tax credit:

1. Do a complete data backup as you will be purging out the file and may want to revert back to the original should something happen.

2. Print a summarized or detailed version of the report -- but do not purge.

3. Verify that the numbers on the report match up to your GL HST/GST collected account (if using General Ledger).

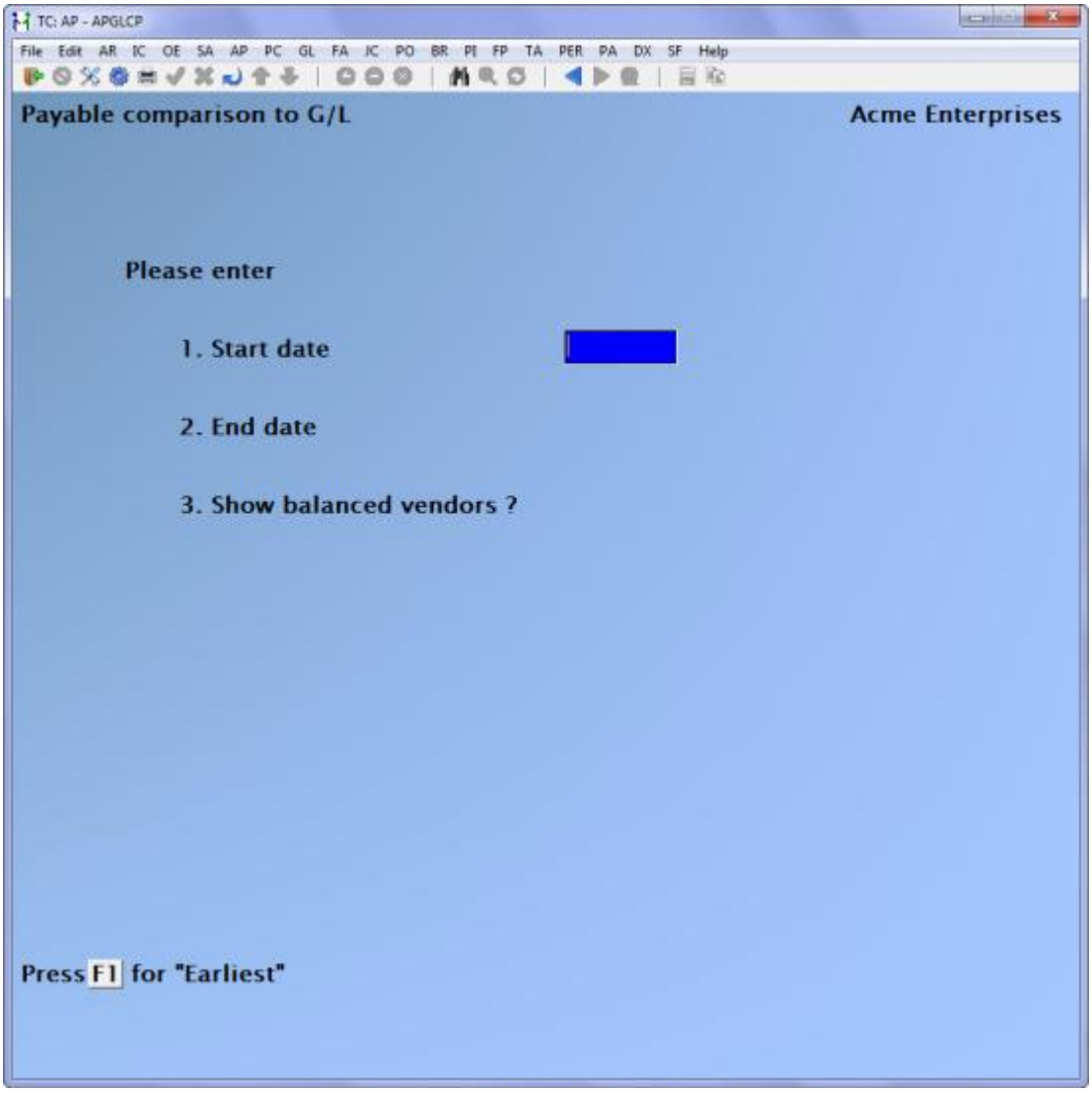
4. If everything checks out OK, you should now print out a final version of the report to use for calculating your input tax credit. To do this, be sure the cut-off date is the period ending date you are remitting for, and that you choose to purge.

# Chapter 22

# Payables to G/L Comparison Report

The *Reports – Payable comparison to G/L* will compare records interfaced in detail between the General Ledger and the A/P vendor history file. This can assist the user in tracking down missing records caused by data loss.

You will see:




Enter start date or **[F1]** for 'earliest'

Enter end date or **[F1]** for 'latest'

Answer **Y** if you wish the report to show balanced vendors or answer **N** if you do not need to show balanced vendors.

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Building business and technology relationships.

# Chapter 23

# Prepare Payments and Print Checks

*Prepare payments/print checks* contains the functions needed to select the vouchers you wish to pay, verify your selections, then pay them and post the checks to the A/P files.

Several selection functions are included to provide flexibility in choosing the vouchers to be paid.

## Selecting vouchers

The selection functions include:

1. *Clear selections/deferrals*

   If vouchers have been previously selected for payment or temporarily deferred from payment, this function will clear such selections and deferrals. It will not clear permanent deferrals.

   This function is usually run, if needed, before *Select a group of vouchers* to clear selections and temporary deferrals, or if an error was made in the selection process.

2. *Select a group of vouchers*

   You may select one or more groups of vouchers to be fully paid, using various selection criteria including A/P account and vendor payment group.

   When selecting a group of vouchers, you must enter the date on which you plan to make payments. You must also enter the next date on which you expect to

make payments. Based on these dates, vouchers are divided into three categories:

"Past due" means that the voucher's due date is before the payment date.

"Current" means that the voucher's due date is on or after the payment date, but before the next payment date (your next check printing run). A current voucher must be paid to avoid it becoming due prior to the next check printing run. It may or may not be eligible for discount.

"Optional" means that the voucher's due date is on or after the next payment date, and the voucher's discount date is on or after the payment date but before the next payment date. An optional voucher will not fall past due before the next payment date, but the discount will be lost if payment is postponed until then.

You may choose whether to pay past due vouchers, current vouchers, and/or "optional" vouchers. All vouchers selected through this method are marked for full payment.

3. *Select individual vouchers*

Now you can cursor up and down selecting and deferring individual vouchers, plus we've added the ability to select all vouchers, select only current, select past-due only, and even pay up to a certain value.

To setup this new functionality go to *Setup* ↳ *Control information*. The two new fields used to setup the behavior of this new feature are:

- *Dflt vcher selection method* defaults to **B** for batch mode (the new entry method), while setting it to **S** for single mode reverts back to the original selection method.

- *Default voucher table order* allows you to select how you want the vouchers to sort by default (PO number, invoice number, invoice net amount, discount date, due date, or invoice date) – this is only a default and can be changed at any time during voucher selection.

4. *Defer vouchers from payment*

If you selected one or more groups of vouchers for payment, but want to defer payment of some individual vouchers within that group, you may do this here. Deferrals from payment can be either "temporary" (defer for this check run only) or "permanent" (defer until the voucher is specifically selected through *Select individual vouchers*).

**Combining selection methods**

Methods of selecting vouchers can be combined.

For example, you can select one or more groups of vouchers to be paid. You can also individually select several additional vouchers not in these groups.

You can then individually defer from payment some of the vouchers that have been selected.

**Verifying selections**

Using *Pre-check writing report*, you may print an edit list of your selected vouchers for any needed corrections. It shows exactly what checks will be printed for the vouchers which have been selected. It is a complete preview of your next check printing run.

**Printing Checks, Posting, and Printing a Check Register**

*Print checks and post* prints computer checks for the vouchers selected for payment, allows you to void any checks necessary, prints the A/P Check Register, and then posts the checks to all necessary A/P files.

The A/P Check Register includes the computer checks just printed, as well as manual checks, pre-payments, quick checks, and non-A/P checks entered and posted since the last time the A/P Check Register was printed.

**Voiding Computer Paid Checks After Posting**

There are various reasons why you might want to void a check after it has been printed and posted.

The check might have been issued to a vendor whose invoices are in dispute, it might have been accidentally sent to the wrong vendor, it might have been issued prematurely, and so on.

If you <u>are</u> using vendor history, voiding such computer checks is simple because all the information you need to undo the posting is still available in the Vendor History File and can be retrieved. All you have to do is use *Void checks*. See the chapter titled *Void Checks*.

If you are <u>not</u> using vendor history, voiding such computer checks requires more work. How to do this is described near the end of this chapter in the section titled "Voiding Computer Paid Checks".

**Printing a Register of Non-A/P, Pre-payment, Manual, and Quick Checks**

*Print register only* prints a check register which includes only manual and non-A/P checks. If this register is printed, these checks will <u>not</u> appear on the A/P Check

Register when computer checks are printed.

The GL distribution summary appears on the Check Register for regular checks and for quick checks

Date 08/27/12 Time 16:05:52 Acme Enterprises Inc. Report #5136 Page 0001

**CHECK REGISTER**

"*" next to Check amount is for retainage paid

| Chk-# | Chk-date | Vend-# | Name | Vchr-# | Inv-# | Inv-date | Amount paid | Discount taken | Check amount |
|---|---|---|---|---|---|---|---|---|---|
| Cash account: 1000-000 Cash account #13557 | | | | | | | | | |
| 52 | 8/27/12 | 100 | Vermont Metal Products | 171 | 125 | 5/16/11 | 100.00 | .00 | 100.00 |
| | Regular | | | 172 | 652 | 5/16/11 | 75.00 | .00 | 75.00 |
| | | | | 174 | 987654 | 6/08/11 | 500.00 | .00 | 500.00 |
| | | | | | Check totals: | | 675.00 | .00 | 675.00 |
| 53 | 8/27/12 | 600 | Metro Community Bank | 169 | 95687 | 4/08/11 | 60.00 | .00 | 60.00 |
| | Regular | | | | | | | | |
| | | | | | Cash account totals: | | 735.00 | .00 | 735.00 |
| | | | | | Grand totals: | | 735.00 | .00 | 735.00 |

2 Regular checks
0 Funds transfers
0 Non-A/P checks
0 Prepayments
0 Quick checks
0 Manual checks
0 Void checks
2 Checks total

Distribution summary:

| Acct-# | Description | Debits | Credits |
|---|---|---|---|
| 2000-000 | Accounts payable | 735.00 | .00 |
| 1000-000 | Cash account #13557 | .00 | 735.00- |

-- End of report --

### To Begin

From the A/P menu, select *Prepare payments/print checks*.

## Clearing Selections and/or Deferrals

Select *Clear selections/deferrals* from the *Prepare payments/print checks* menu.

If vouchers have been previously selected for payment or temporarily deferred from payment, this function will clear such selections and deferrals. It will not clear permanent deferrals.

This function is usually run before *Select a group of vouchers* to clear selections and temporary deferrals or if an error was made in the selection process.

Running this "clearing" feature has no effect on the invoice or discount amounts for a voucher. The program sets the selection status of a voucher back to an "unselected" status so that the voucher will not appear on a check until selected again at some later time.

A screen appears with the following questions:

**1. Clear temporary deferrals ?**

Your answer determines if all vouchers temporarily deferred from payment will be set back to their regular (unselected and undeferred) status. If they are not cleared, they remain temporarily deferred.

**2. Clear partial payments ?**

Your answer determines if vouchers previously selected for partial payment will be returned to their unselected status. If not, they remain selected.

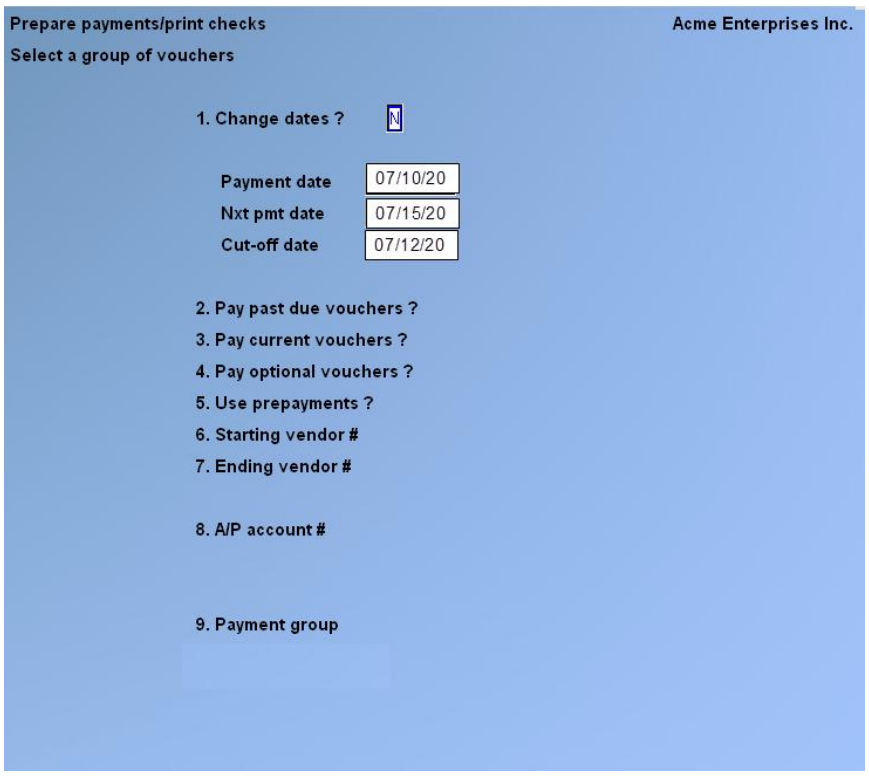
**3. Clear full payments ?**

Your answer determines if vouchers previously selected for full payment will be returned to their unselected status. If not, they remain selected.

## Select a Group of Vouchers

Choose *Select a group of vouchers* from the *Prepare payments/ print checks* menu.

This is the screen you see:




This is used to select a group of vouchers for payment all at once. For example, you can select all past due vouchers and all current vouchers, but no optional vouchers.

(Past due, current, and optional vouchers are defined at the beginning of this

chapter.)

This will not select vouchers that have been deferred or vouchers for vendors with a status of "Hold payment" (see the field "Vendor status" in the chapter titled *Vendors*).

It will not change the status of vouchers that have already been selected. All vouchers selected here will be paid in full.

However, if a partial payment was made previously for one of these selected vouchers, only the remaining balance will be paid, including any valid discount.

If you want to make a partial payment on a specific voucher, you must use *Select individual vouchers*.

**1. Change dates ?**

**Payment date**
**Nxt pmt date**
**Cut-off date**

Answer **Y** if you want to change these dates. These are the same dates that were used in printing the last *Cash Requirements Report*. The dates are displayed automatically if you either previously printed the Cash Requirements Report or used this selection.

(If a Cash Requirements Report was not previously printed, this field will show "Enter dates" instead of "Change Dates ?" and you will be asked to enter these three dates.)

**2. Pay past due vouchers ?**

This answer determines if past due vouchers will be selected for payment.

**3. Pay current vouchers ?**

This answer determines if current vouchers will be selected for payment.

**4. Pay optional vouchers ?**

This answer determines if optional vouchers will be selected for payment to take advantage of vendor discounts on payables due after the "Next payment date"

**[?] 5. Starting vendor #**
**[?] 6. Ending vendor #**

Enter the range of vendors to be selected for payment. Follow the screen instructions.

**7. Use prepayments ?**

Answer **Y** if you want to apply pre-payments to the earliest vendor vouchers first, and then generate checks for the outstanding balances based on the previous criteria.

For example, if you have a vendor with a pre-payment voucher on file, by answering **Y** to this, the pre-payment will be automatically applied to the earliest vouchers on record. When a check is created for this vendor, only the balances remaining will be paid.

If you wish to manually apply a pre-payment first, use the *Open items* function and post prior to selecting vouchers for payment.

**[?] 8. A/P account #**

Enter an A/P account number or use one of the options:

| | |
|---|---|
| **[F1]** | For the default A/P account from the A/P Control File |
| **[F2]** | To scan through the A/P accounts on file |
| **[Enter]** | For "All" A/P accounts |

**9. Payment group**

If you wish to only pay vendors in a specific payment group, then enter the payment group. Otherwise, use the option:

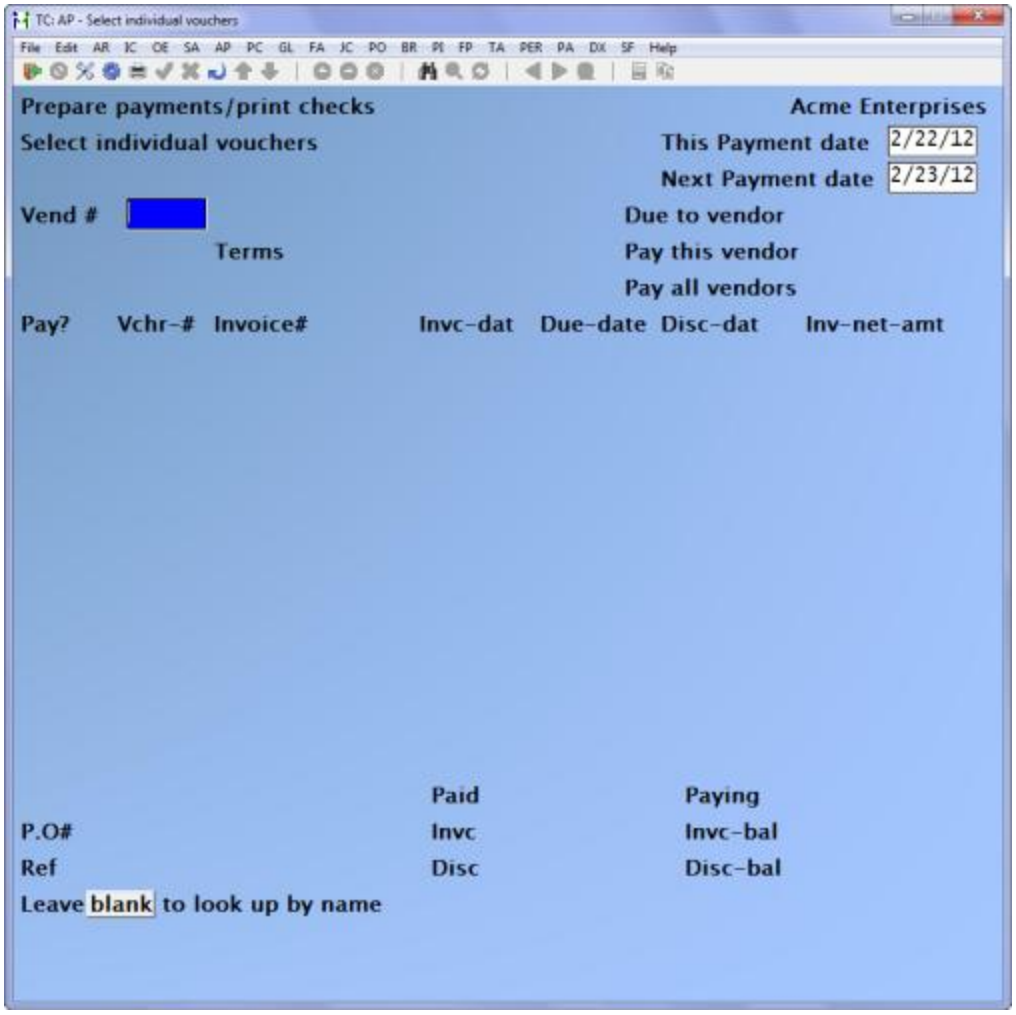
| | |
|---|---|
| **[F1]** | For "All" payment groups |

## Select Individual Vouchers

This lets you select individual vouchers for full or partial payment.

Choose *Select individual vouchers* from the *Prepare payments/print checks* menu.

The following screen appears:




Enter the Vendor number;

- Pressing the space bar will set a voucher to be paid if it isn't already set, remove any deferral flags, or remove payment of a voucher
- Pressing **D** marks a voucher as deferred. If the voucher was already selected for payment, the payment will be cancelled and the voucher will be deferred.
- Entering a **P** will bring up a window to enter the amount to pay and the discount for a particular voucher.
- The **F1** function allows the user to pay all invoices at their full amounts (**A**), pay both past due and vouchers due before the next check date (**C**), pay invoices that will be past due by this check date (**P**), pay a fixed amount to this vendor and automatically select all vouchers from oldest to newest to make up that amount (**U**), change the payment and next payment dates (**D**), and cancel all selections for this vendor.
- To change how the vouchers are sorted, pressing **F4** allows you to sort by the P.O. #, voucher #, invoice number, invoice net amount, discount date, due date, and invoice date.
- '*Due to vend:*' shows how much is due to the vendor by the payment date.
- '*Pay this vendor:*' is the total value of the check that will be made to this vendor.

- '*Pay all vendors:*' shows the total value of all checks for all vendors.
- '*Paying:*' is the amount being paid to the highlighted voucher.
- Vouchers selected through the *Select a group of vouchers* function will appear as selected.
- Using the *Clear selections/deferrals* will clear any selections made here.

## Defer Vouchers from Payment

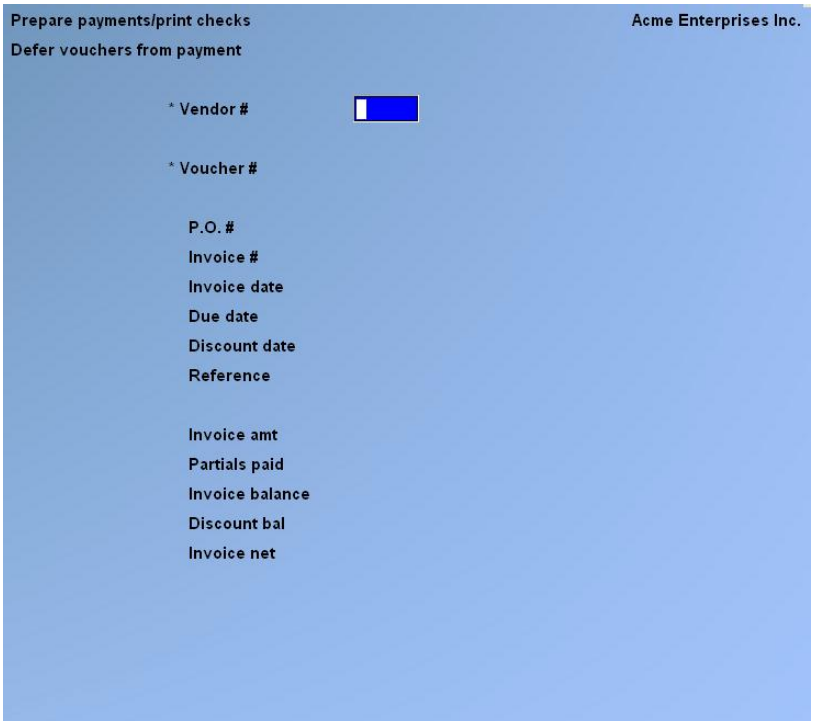
Choose *Defer vouchers from payment* from the *Prepare payments/print checks* menu.

This is used to defer specific vouchers from payment, either temporarily or permanently.

Temporary deferral is used in conjunction with *Select a group of vouchers* to designate vouchers not to be paid on the next check printing run. After check printing, the temporary deferral status can be cleared automatically.

Permanently deferred vouchers are deferred until they are specifically selected for payment through *Select individual vouchers*. You might want to permanently defer a disputed invoice until such a dispute is resolved.

A screen appears for you to enter the following information:




### [?] * Vendor #

This is the vendor number for the deferral. After you enter a valid vendor number, the vendor name, terms, and payment group are displayed. Enter the vendor number

or use the option:

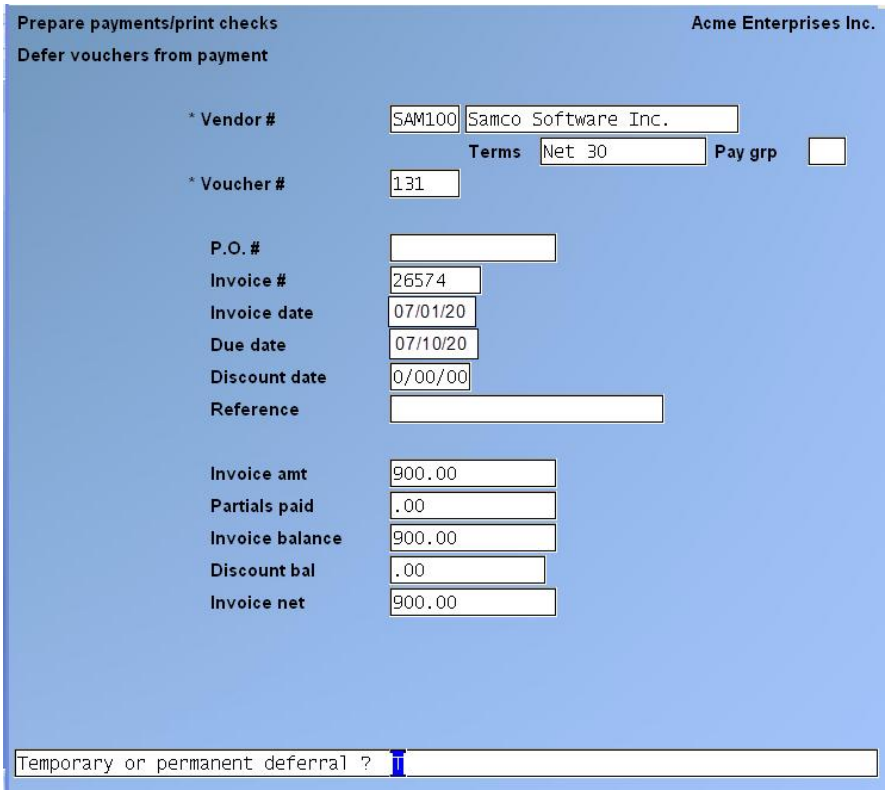
**[Enter]** To default to the same vendor as on the previous deferral (if any)

**[?] * Voucher #**

This is the number of the voucher to be deferred from payment. The voucher number entered must match a voucher for this vendor in the A/P Open Item File. If the voucher has been previously deferred, the type of deferral is displayed. Enter the number, or use this option:

**[F1]** To scan through the vouchers for this vendor

The information for the voucher is now displayed, and the following screen appears:




You are asked "Temporary Or Permanent Deferral ?". Enter either:

**P** For permanent deferral
**T** For temporary deferral

## Pre-Check Writing Report

Select *Pre-check writing report* from the *Prepare payments/print checks* menu.

Before printing checks, you should print this edit list. This report shows you exactly what checks will be printed for the vouchers you have selected. This report can be sorted by vendor number or vendor name. It is a complete preview of your next check printing run.

**Show deferred items on report ?**

You have the choice to show deferred vouchers on this report. Deferred vouchers, however, will not be included in the check totals shown.

A sample of the edit list is included at the end of this chapter. For each vendor, the information for each selected (or deferred) voucher is shown, including the amount-to-be-paid, the discount-to-be-taken, and the net-cash required. The net-cash required (which will be the check amount) is the amount-to-be-paid minus the discount-to-be-taken.

A check will be printed for a vendor only if the sum of the net-cash-required for all selected vouchers is greater than zero. The grand total of net-cash-required does not include vendors whose net-cash-required is negative.

After inspecting the edit list, you can make changes to selections or deferrals as necessary, then print another edit list. When all selections and deferrals of vouchers are correct, you are ready to print the checks.

## Print Checks and Post

This selection first prints computer checks for the vouchers selected for payment. Then it prints a check register. And finally it posts checks to all necessary A/P files. Select *Print checks and post* from the *Prepare payments/print checks* menu. Enter the following information:

**[?] Cash account #**

(If you are using only one cash account, this screen is skipped and the cash account in the A/P Control File is used automatically.)

Enter the cash account from which you are going to pay the selected vendors. This cash account is fixed for this entire check run.

Enter the cash account for which to print checks or use one of the options:

**[F1]** For the default cash account in the A/P Control File

**[F2]** To scan through the cash accounts on file

**Mounting Check Forms**

Mount the check forms on the printer with the perforation even with the top of the print head.

If you use checks preprinted with check numbers, note the first "serial number" of the checks you have mounted. You will use this in ensuring that the first and last check #'s are entered correctly below.

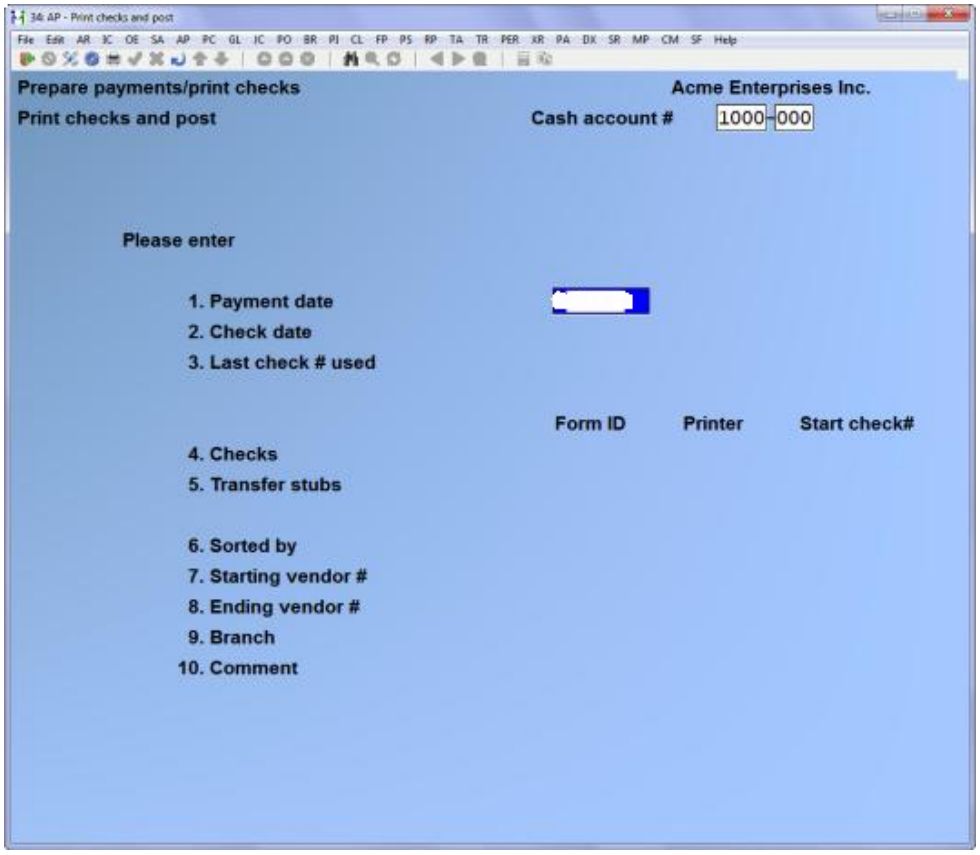
The "serial number" is the number preprinted on the check, in contrast to the "check number" recorded in the software.

Follow the screen instructions.

Print a test alignment (a form filled out with lines of X's and 9's) to verify the correct position of the paper. Sample alignment check forms are shown at the end of this chapter.

When you are through printing alignment forms, note the serial number of the first check which will actually be printed.

The following screen now appears:




## 1. Payment date

This is the date used to calculate valid discounts. The payment date last entered for the Cash Requirements Report or for *Select a group of vouchers* is displayed. (No date is displayed if neither of these has been run previously.)

Use this date in order for the discounts taken to agree with the valid discounts shown on the Cash Requirements Report and the edit list.

Enter a payment date or use the option:

**[Enter]** To accept the payment date as displayed

**2. Check date**

Enter the date to be printed on the checks, which need not be the same as the payment date, or use the option:

**[Enter]** To use the payment date

**IMPORTANT NOTE:** The payment date is used only to calculate valid discounts, but normally it is the same as the check date. The check date is the posting date used for G/L distributions and all other postings.

**3. Last check # used**

This field is entered in order to account for any check forms which have been used for manual checks since the last time computer checks were cut.

The check number displayed on the screen for "last check # used" is obtained from the appropriate cash account record in the Cash Accounts File. This record was updated with the highest check number used the last time you cut computer checks.

If this check number is one less than the serial number on the first check form originally mounted on the printer, then press **[Enter]**. Otherwise, enter a number which is one less than the serial number of the first check form you placed in the printer (prior to printing any test alignments.)

If you enter a check number instead of using the displayed number, then checks numbered from one greater than the check number originally displayed, up to the check number you enter here, will be logged on the check register as "Not accounted for on this register".

For example, the number originally displayed is 157. The first serial number on the checks you mount on the printer is 162. You then print two alignment forms. You would enter 161 for "last check # used" as this number is one less than the serial number of the first check form you placed in the printer prior to printing any test alignments. The check register would then show that checks 158- 161 are unaccounted for on this register. (Checks numbered 162 and 163 will be marked as "void" when the procedure for "Starting check #" is followed, as described below.)

## Shared numbering with Payroll for checks by cash account

Use this feature if you want to share a series of check numbers between Accounts Payable and Payroll. This feature allows you to set a cash account and its *Last check #* in the Payroll control file as the "master number" that is accessed and updated each time a check is created in Accounts Payable or in Payroll.

**Setup**
Go to **PAYROLL → F2 → SETUP →CONTROL INFORMATION**
At *Field number to change ?*, select Permanent check number. If the system displays the message *Change not allowed* press [F2] to allow a protected change. You now have two options:

- Enter a check number, **[ENTER]**

OR

- **[F1]** to use a Cash Account – simply type in the number of the cash account to use or [?] to select from the Find Cash Account pop up window. Once you have selected the cash account, the number of the cash account and the Last check # from the cash account record are displayed.

**Usage**
When Payroll control information is set to reference the a cash account complete with its Last check #, each time a computer check(s) is posted in either Accounts Payable or Payroll, the Last check # for the cash account specified is incremented according to the number of checks that were posted.

**Special note**

To activate Allow protected changes, go to **SYSTEM FUNCTIONS → COMPANY DATA** and set *Allow protected changes ?* to **Y**es.

### 4. Starting check #

The system enters default values from the AP control file, you can choose to over ride the default form and printer number.

### 5. Transfer stubs

The check printing has been enhanced so that when switching to the processing of funds transfer stubs, the system will ask the user if they wish to print an alignment for the funds transfer stub, thus allowing for the switching of forms in the printer

### 6. Sorted by

Choose **1** to sort by vendor number or **2** to sort by vendor name

**[?] 7. Starting vendor #**
**[?] 8. Ending vendor #**

Enter the range of vendors to be paid. Follow the screen instructions.

**9. Branch**

If using branches within A/P, you have the option to print checks for a specific branch.

**10. Comment**

Enter a comment which may be printed on the check itself depending on how you have set up your check forms (see the chapter titled *Forms*).

If you are using multiple printers, select which printer to send the checks to. The checks are then printed for all selected vouchers in the range of vendor numbers requested.

Sample A/P checks are shown at the end of this chapter.

**After checks are printed**

After checks are printed, you are asked "Are the checks just printed OK ?"

If all of the printed checks are bad, answer **N** when you are first asked "Are the checks just printed OK ?", and you will be asked "OK to void all checks printed on this run ?". If you answer **Y**, then all checks will be voided, the vouchers that were to be paid are "un-selected", and you will be returned to the selection screen. Since the vouchers are unselected by voiding, you will need to select them again for payment.

As long as some of the checks just printed are OK, you should answer **Y** when you are first asked "Are the checks just printed
OK ?". You can then reprint selected checks and the software will automatically void the first check that had been printed in each case.

If you don't have time to reprint some bad checks right away, you might wish to void all checks and then reselect vouchers at a later time.

If you answer **Y**, then the checks are considered to be OK and you are returned to the selection screen.

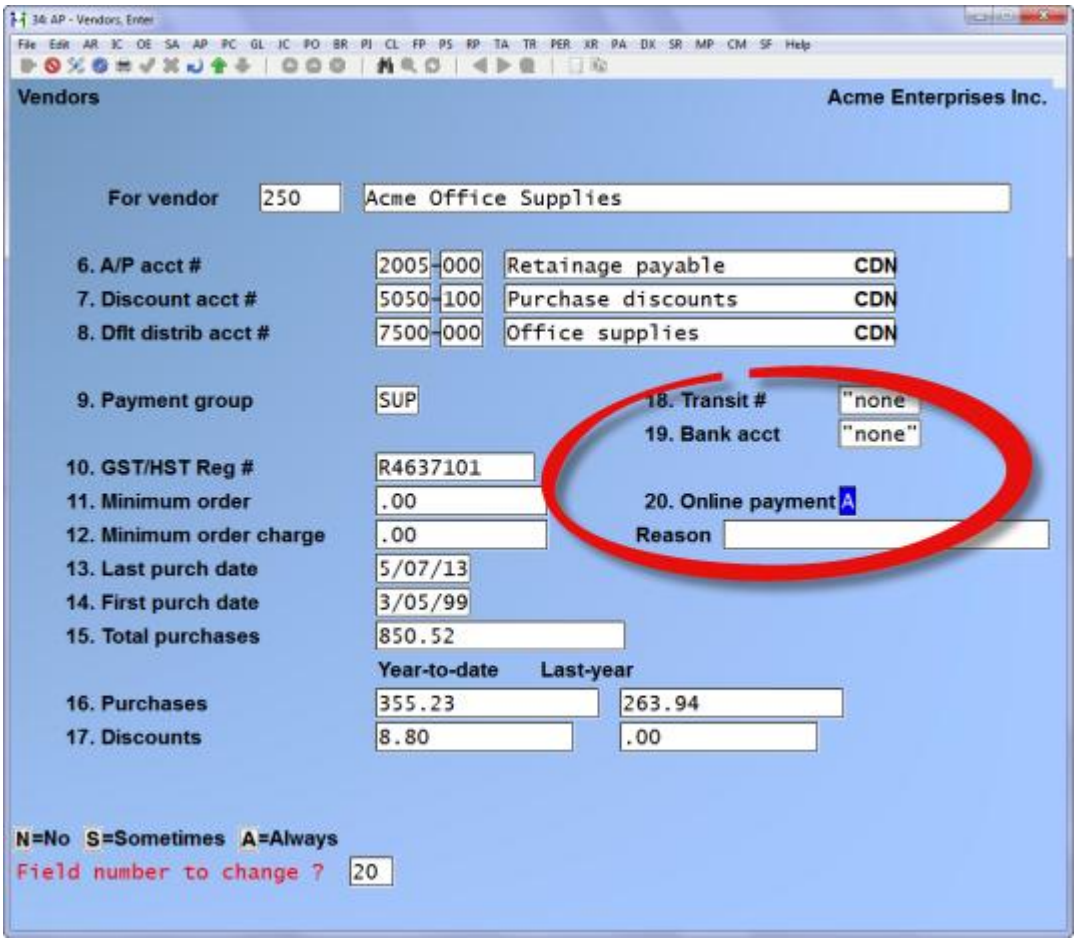
If you press **[Esc]** or **[Tab]** on the selection screen, you are given a chance to void checks before posting of checks occurs. You are asked if you want to void checks. If you answer **Y**, then you can void one or more ranges of checks for all vendors for whom checks were printed. If you answer **N** (or when you press **[Esc]** or **[Tab]** after voiding one or more ranges of checks), you are asked if the checks are OK to post. If you answer **N**, you are returned to the selection screen. If you answer **Y**, the A/P

Check Register is printed and all checks are posted.

## Recording On-Line Payments

You can now record on-line (web) payments similar to the selecting of vouchers for payment via cheques.

Set up required: Go to the second page of an existing Vendor Record.

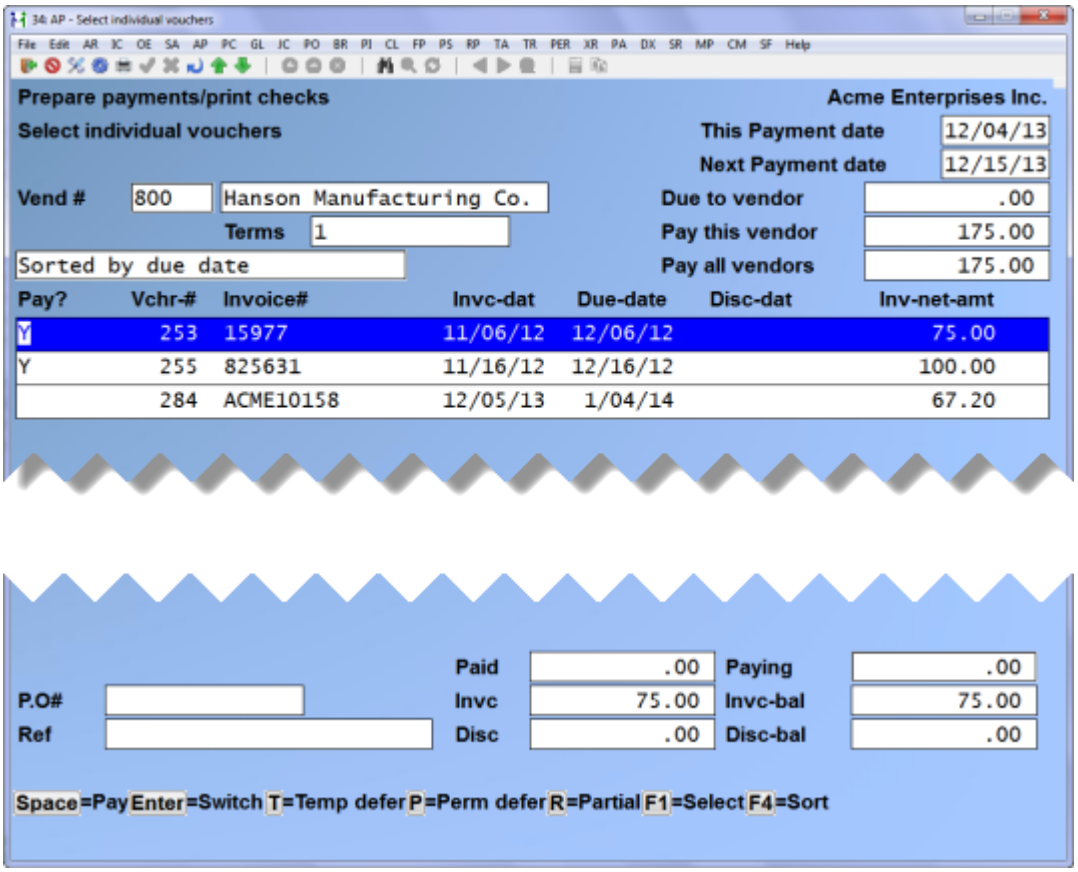



At "Field number to change?" select the number to the left of "Online payment and enter one of the options:

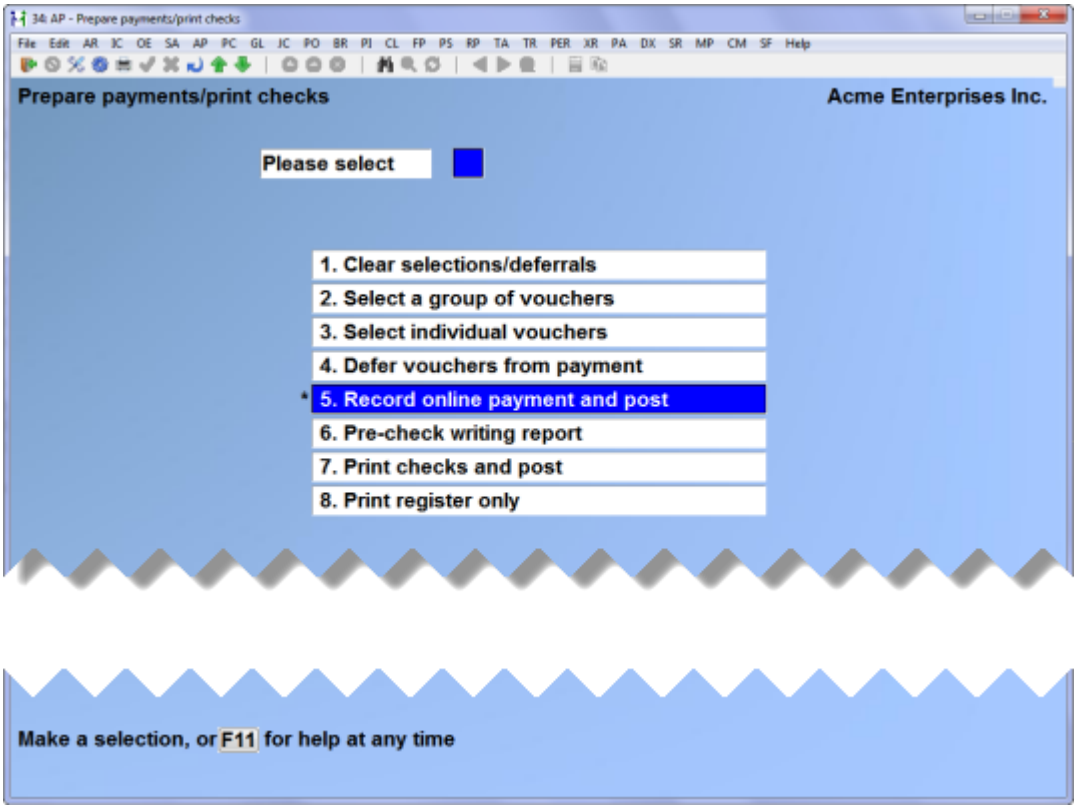
| | |
|---|---|
| **N** | No |
| **S** | Sometimes |
| **A** | Always |

You will need to do this for all the Vendors you wish to record online payments for.

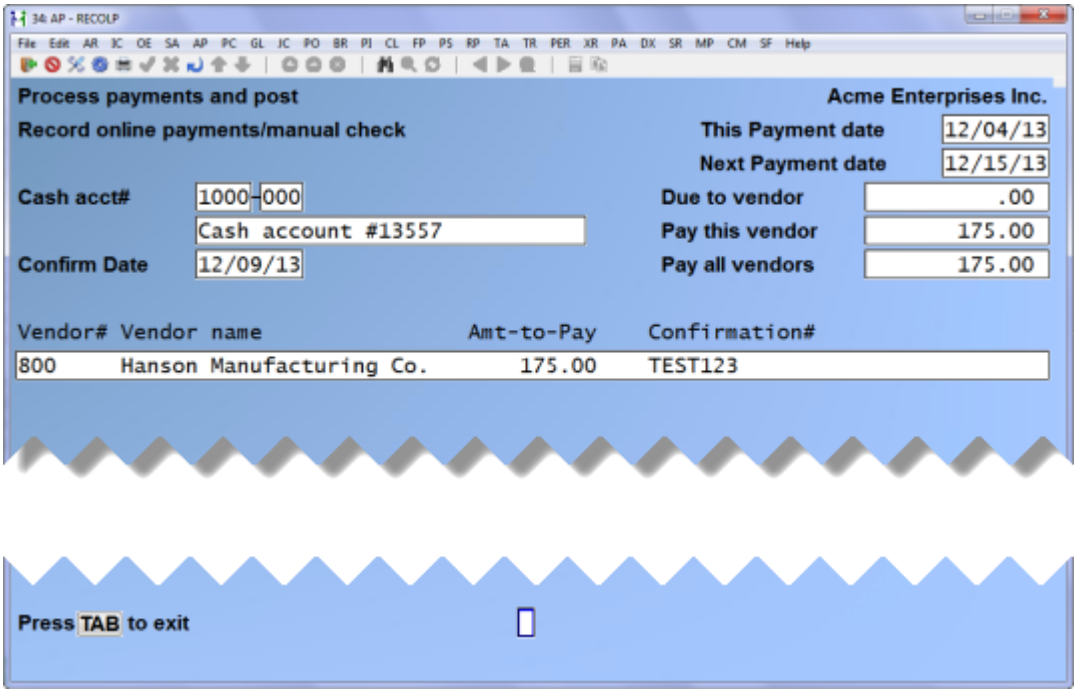
Go to – Accounts Payable → **PREPARE PAYMENTS/PRINT CHEQUES** → **SELECT INDIVIDUAL VOUCHERS** → **ENTER**




Enter the Vendor #
Select vouchers to be paid the same as you select vouchers for printing cheques. Press [Tab] when complete.
Select Record online payment and post, press [Enter]

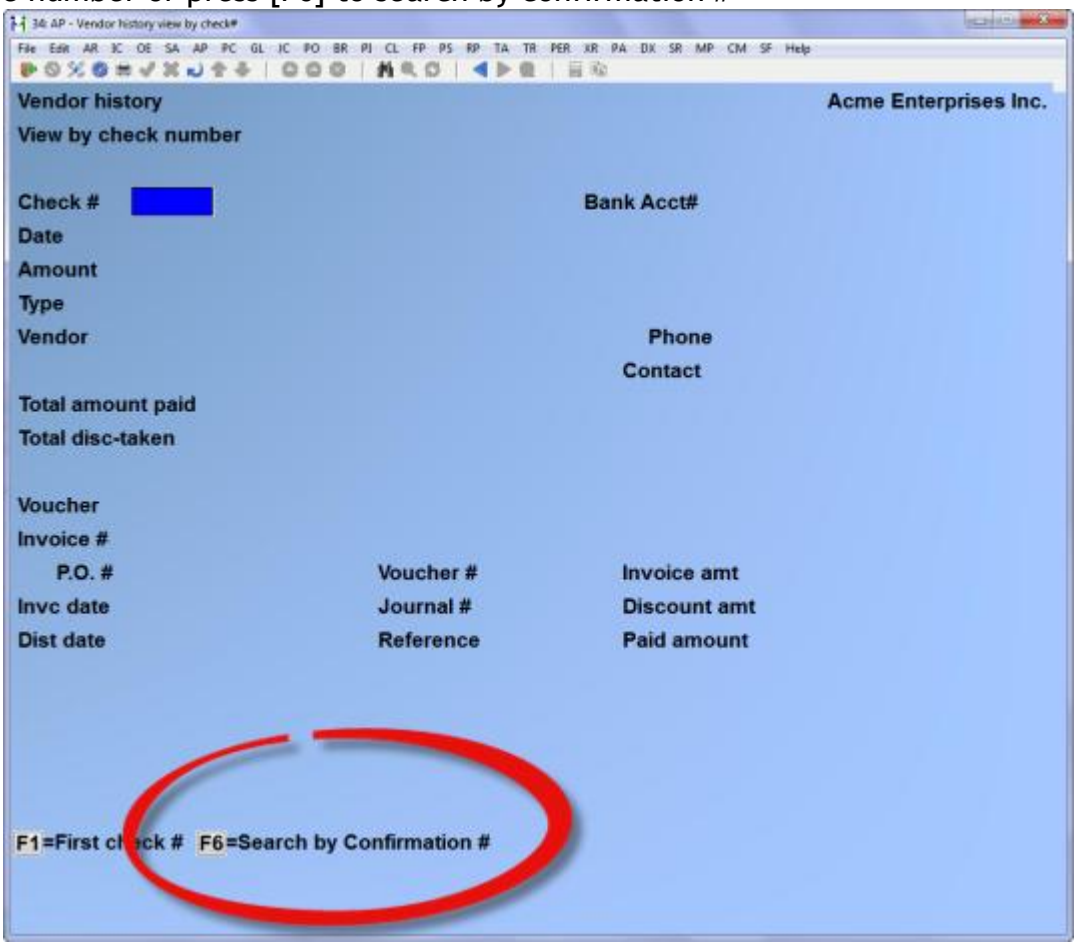



Enter the cash account #, date of transaction and the list of vendors to be paid will display. Enter the confirmation number you received from the bank. Press [Tab] when complete, you can check your edit list and then post, you will receive an Online payment register.

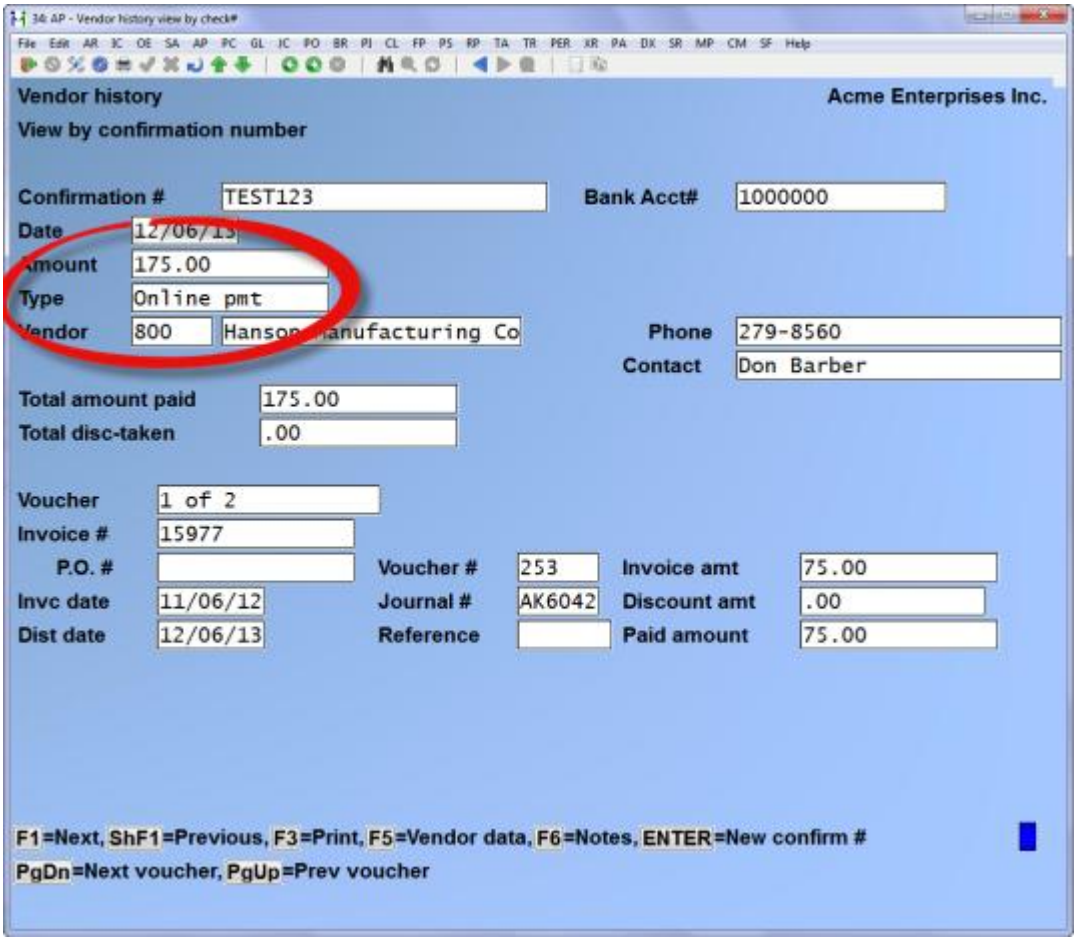



To view online payments in Vendor History, go to Vendor History, you can view by

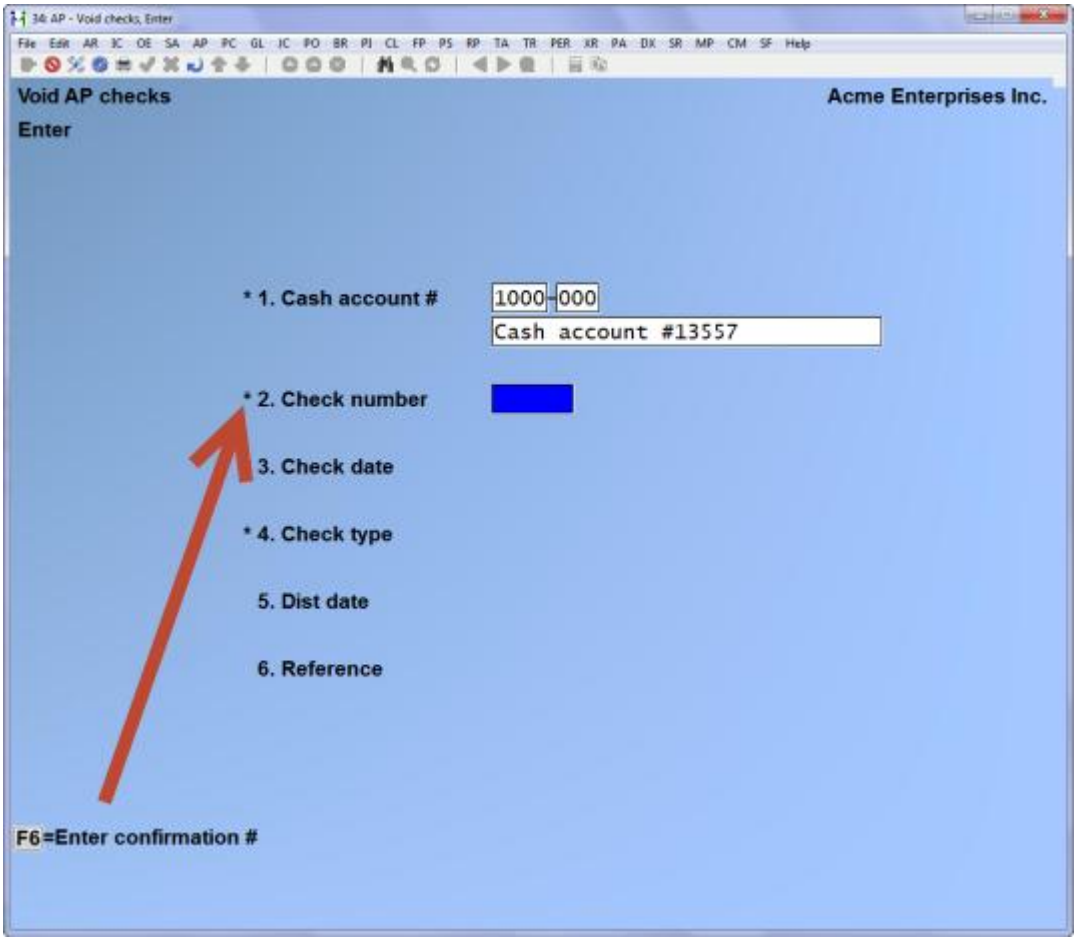
cheque number or press [F6] to search by confirmation #



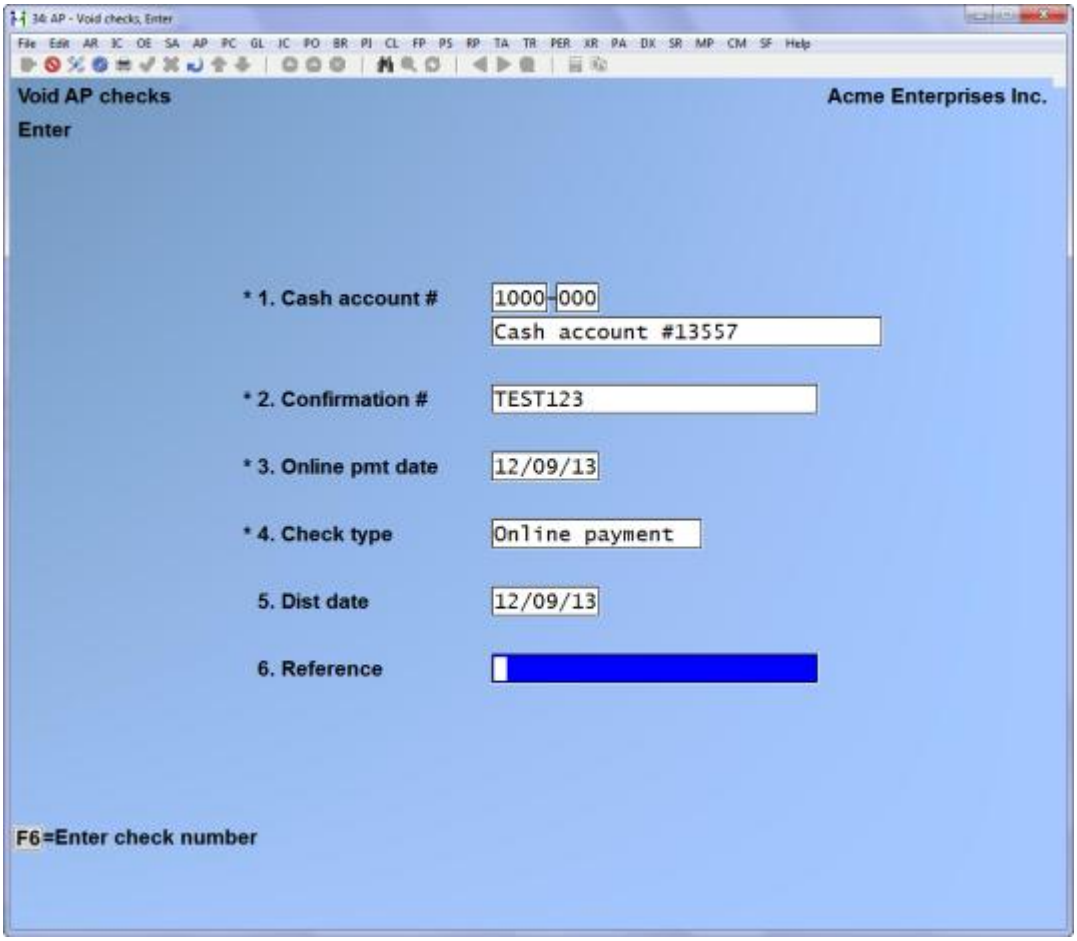

The payment type will display in all history reports as “Online pmnt”.




To void an online payment: go to Void AP checks, enter




Enter the Cash Account # as usual, at the Check number press [F6] to enter the confirmation number.




When completed press [Tab] and post as usual.

## Printing the A/P Check Register

After printing checks as described above, remove the check forms from the printer and insert regular computer paper in its place in order to print the A/P Check Register.

This check register lists all computer-printed checks cut on this check printing run. Not-accounted-for checks (as described earlier in this chapter) are listed, as well as checks which have been voided during the check printing process.

All manual, pre-payment, quick or non-A/P checks for all cash accounts are also printed on this register, if they have not been shown on a previous check register. If you wish to have these checks shown on a separate check register, use the selection *Print register only* to print a check register for just these types of payments prior to processing computer checks.

After the register is printed, the checks shown are posted to the A/P Open Item File, the A/P Distribution File to G/L, the Vendor File, and the Vendor History File (if

used).

You are asked whether it is OK to clear all vouchers which were temporarily deferred for this check printing run. Answer **Y** to allow these vouchers to be selected in the future, or **N** to leave them deferred.

**NOTE:** If a check number in the range matches another check that was already posted, it will show as void on the A/P Check Register, but will not replace the valid check that is already in the Vendor History File. (If you are not keeping a Vendor History File, this does not apply.)

The GL distribution summary appears on the Check Register for regular checks and for quick checks

Date 08/27/12 Time 16:05:52 Acme Enterprises Inc. Report #5136 Page 0001

**CHECK REGISTER**

"*" next to Check amount is for retainage paid

| Chk-# | Chk-date | Vend-# | Name | Vchr-# | Inv-# | Inv-date | Amount paid | Discount taken | Check amount |
|---|---|---|---|---|---|---|---|---|---|
| Cash account: 1000-000 Cash account #13557 | | | | | | | | | |
| 52 | 8/27/12 | 100 | Vermont Metal Products | 171 | 125 | 5/16/11 | 100.00 | .00 | 100.00 |
| | Regular | | | 172 | 652 | 5/16/11 | 75.00 | .00 | 75.00 |
| | | | | 174 | 987654 | 6/08/11 | 500.00 | .00 | 500.00 |
| | | | | | Check totals: | | 675.00 | .00 | 675.00 |
| 53 | 8/27/12 | 600 | Metro Community Bank | 169 | 95687 | 4/08/11 | 60.00 | .00 | 60.00 |
| | Regular | | | | | | | | |
| | | | | | Cash account totals: | | 735.00 | .00 | 735.00 |
| | | | | | Grand totals: | | 735.00 | .00 | 735.00 |

2 Regular checks
0 Funds transfers
0 Non-A/P checks
0 Prepayments
0 Quick checks
0 Manual checks
0 Void checks
2 Checks total

Distribution summary:

| Acct-# | Description | Debits | Credits |
|---|---|---|---|
| 2000-000 | Accounts payable | 735.00 | .00 |
| 1000-000 | Cash account #13557 | .00 | 735.00- |

-- End of report --

## Voiding Computer Paid Checks (Vendor History Not Used)

**NOTE:** If you are using vendor history, use the *Void checks* selection instead of this procedure.

There are various reasons why you might want to void a check after it has been printed and all of the vouchers that it paid off have been purged from the A/P Open Item File.

The check might have been issued to a vendor whose invoices are in dispute, it might have been accidentally sent to the wrong vendor, it might have been issued prematurely, and so on. Whatever the reason, the following steps can be taken to remedy the situation:

1. First create a suspense account. This is a G/L account used for posting adjusting entries and is normally higher than your last G/L account on file; i.e. 9998. (It is the same thing as a "clearing account" as defined in the *Glossary*.)

2. Next create a non-A/P check voucher in *Payables*, as follows:

   Use the exact information that was used when the check was printed and posted. (For instance, suppose you are voiding a check that was issued to pay off an A/P open item of $100.00, where the discount taken was $2.00, and the check amount was $98.00.)

   Then on the non-A/P check voucher, use the same check number and vendor number that was on the computer check. Enter the total amount of the invoice as a negative number (-$100.00, in this instance) and enter any discount that was taken, also as a negative amount. Enter the full expense distribution as a negative amount to the suspense account.

   If the check is being voided in the same accounting period in which the check was originally cut, use the original check date.

   If the check is being voided in a later accounting period, use the date on which the check was voided.

3. Post the non-A/P check voucher. Since this is a non-A/P check voucher, the A/P account is unaffected. However, the credits that were made to the cash account and discount account because of the bad check are reversed out by the negative amounts entered above.

   The expense distribution is temporarily recorded as a negative figure in the suspense account, and the year-to-date purchases and discounts for the vendor are reduced.

4. To now restore the original open item and correct the A/P account, so it will contain the amount of the open item once again, enter and post a regular voucher for the vendor. Date it with the same date as the original voucher and distribute the entire amount to the suspense account (to counter-balance the negative amount that is there temporarily).

   Once the above steps have been done, the voucher can then be selected for payment again, or a cancellation voucher entered and posted to remove it entirely.

## Print Register Only

If you just ran the *Print checks and post* function (above), there will be no items to

print on the register.

Select *Print register only* from the *Prepare payments/print checks* menu.

This selection prints a register of non-A/P, pre-payment, quick and manual checks entered and posted since the last time a check register was printed.

If you want your non-A/P, pre-payment, quick and manual checks to be included on the same check register with your computer checks, don't use this selection. (They are posted after being printed.)

---

# Chapter 24

# Void AP Checks

This selection allows you to automatically void an AP check after it has been printed and posted using *Print checks and post*. It also allows you to void a manual check which was entered and posted using *Modify*. It does not allow you to void a non-AP cheque; refer to the chapter Payables – Non-AP Check Voucher.

You might have to void a posted check issued to a vendor whose invoices are in dispute, one accidentally sent to the wrong vendor, one issued prematurely, and so on.

The effect of *Void checks* is essentially to "undo" the check as if it had never been cut.

In order to use this selection, you must have chosen to keep vendor history in *Control information*. Vendor history information is used by the *Void checks* selection to determine which vouchers were fully or partially paid by a check. If you are not keeping vendor history, then you must use the procedure outlined near the end of the chapter titled *Prepare Payments/Print Checks* in order to void a check.

**NOTE:** This selection is not used to void non-A/P, or pre-payment checks. Such checks would be voided by entering a negative non-A/P check in *Payables* for the same amount as the original check.

## Conditions Under Which Checks Can Be Voided

You can use this selection to void a check under the following conditions:

1. The vendor who was paid by the check is still in the Vendor File.

2. The vouchers paid by the check have not been purged using *Fully paid open items*.

3. The vouchers paid by the check have not been purged out of vendor history.

4. None of the vouchers paid by the check are currently marked for manual payment, using *Open items (Modify)*.

5. None of the vouchers paid by the check are currently selected for payment by a computer check, using *Select group of vouchers* or *Select individual vouchers*.

Because of the last two conditions described above, it is recommended that you do not attempt to void checks when you have already selected vouchers for payment (using *Prepare payments*) or have marked vouchers as manually paid (using *Modify*).

**Restrictions on Running *Void checks***

In order to "undo" the check as if it had never been cut, *Void checks* must use and update many files within A/P. Thus there are restrictions on when this function may be selected.

In a multi-user environment, only one user may enter "void check" transactions at a time.

In addition, the following selections cannot be run at the same time as *Void checks*:

1. *Open items* (*Modify*) - entering or posting
2. Check selection
3. Print checks and post
4. Purge vendor history
5. Purge open items

**What *Void checks* Does**

*Void checks* performs the following actions:

1. The check is recorded as "void" in vendor history.
2. For each voucher paid by the check, the amount paid on the voucher is added back into the balance remaining on the voucher.

If there is no balance remaining on the voucher at the time the void check transaction is posted (i.e., the voucher has been fully paid), the voucher is reinstated in the A/P Open Item File.

This reinstated voucher has a balance remaining corresponding to the amount paid by the voided check (plus any discount taken).

3. Discounts taken for the vendor paid by the check are reduced.

4. Form 1099-MISC amounts (if applicable) for the vendor paid by the check are reduced (U.S. companies only).

5. Debits and credits created by the original check are reversed and will appear in the A/P Distributions to G/L Report.

   The distribution date for the reversed entries can either be the original check date or a specific distribution date entered in the void checks transaction. This allows for proper accounting if a check is voided in an accounting period later than the one in which it was originally printed.

## How to Run *Void checks*

1. Ensure that no vouchers are selected for payment by computer check. This can be checked running the pre-check writing report and then using *Clear selection/deferrals* to clear any vouchers currently selected for payment.

2. Ensure that no vouchers are marked for manual payment. This can be checked by printing the Modify Open Items Edit List.

3. Enter the "void check" transaction, using *Enter*.

4. Print the edit list, using *Edit list*.

5. Verify that there are no error messages on the edit list that indicate that the check cannot be voided. (These messages correspond to the constraints on check voiding described above.)

6. Verify that the vouchers paid by the check (as shown on the edit list) are the same vouchers that were paid by the check originally. Consult your original A/P Check Register or Modify Open Items Register.

7. Post the "void check" transaction.

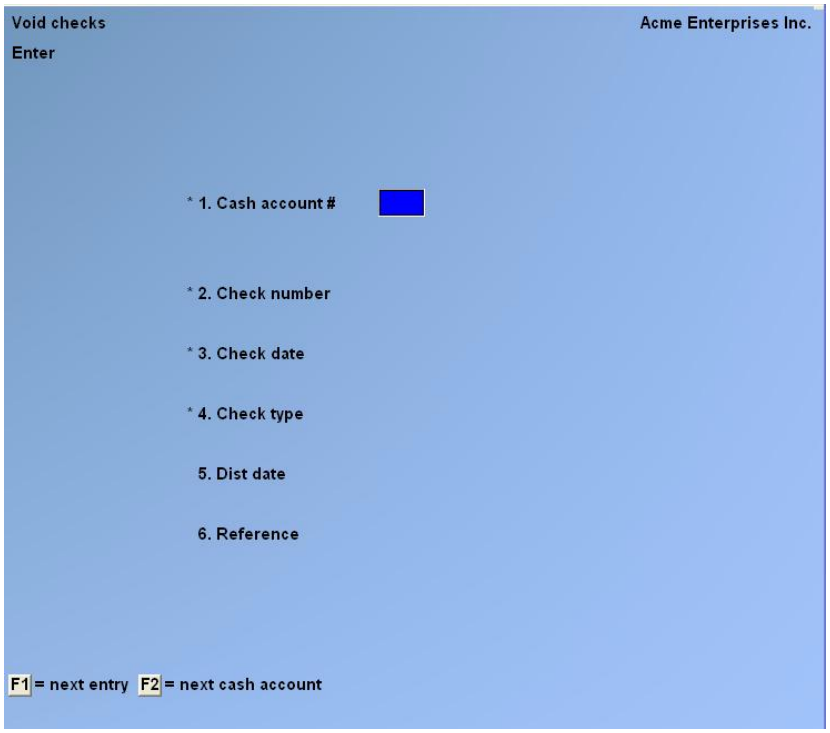
### To Begin

Select *Void checks* from the A/P menu. Then select *Enter* from the *Void checks*

menu.

## Entering Checks to be Voided

You see:




### [?] * 1. Cash account #

Enter the cash account number or use one of the options:

**[F1]** For the next "void check" entry

**[F2]** To scan the cash accounts on file

### * 2. Check number

Enter the number of the check to be voided.

### * 3. Check date

Enter the date the check was written.

### * 4. Check type

Enter either **C** for computer, **M** for manual, or **P** for prepaid check.

**5. Dist date**

The date displayed is the original check date.

If you are voiding the check in the same accounting period as it was posted, press **[Enter]** to use this date.

If you are voiding the check in an accounting period which is later than the one in which it was originally posted, enter a distribution date within the current accounting period.

**6. Reference**

Enter whatever reference you wish.

## Printing an Edit List

Select *Edit list* from the *Void checks* menu.

Compare the edit list to the original Check Register or Modify Open Items Register to ensure that the vouchers listed are the ones that were paid by the check.

## Posting Voided Checks

Select *Post* from the *Void checks* menu.

During posting, each of the actions described earlier in the section "What *Void checks* Does" will be performed for each check voided.

You may now reselect the vouchers that were reinstated in the A/P Open Item File, when appropriate, for payment by computer check or manual payment.

An A/P Voided Checks Register is at the end of this chapter.

## If using Bank Reconciliation

If a check is voided which has already been transferred to the Bank Reconciliation package, a warning will appear on the Register to alert you to the fact that it has been transferred. The check will still be voided in A/P. However, you must also mark the check as void in Bank Reconciliation, using *Checkbook entries*.

If the check has not yet been transferred to Bank Reconciliation, then the check will be transferred as a void check when you run *Transfer checks/deposits* in Bank Reconciliation.

Building business and technology relationships.

# Chapter 25

# Vendor History

The Vendor History File is used to retain information about posted transactions even after these transactions have been purged from other A/P files. Vendor history is optional in A/P. A field in the A/P Control File controls whether or not vendor history is kept.

The *Vendor history* selection prints several reports, allows inquiry into the Vendor History File, and allows a selective purge of vendor history information.

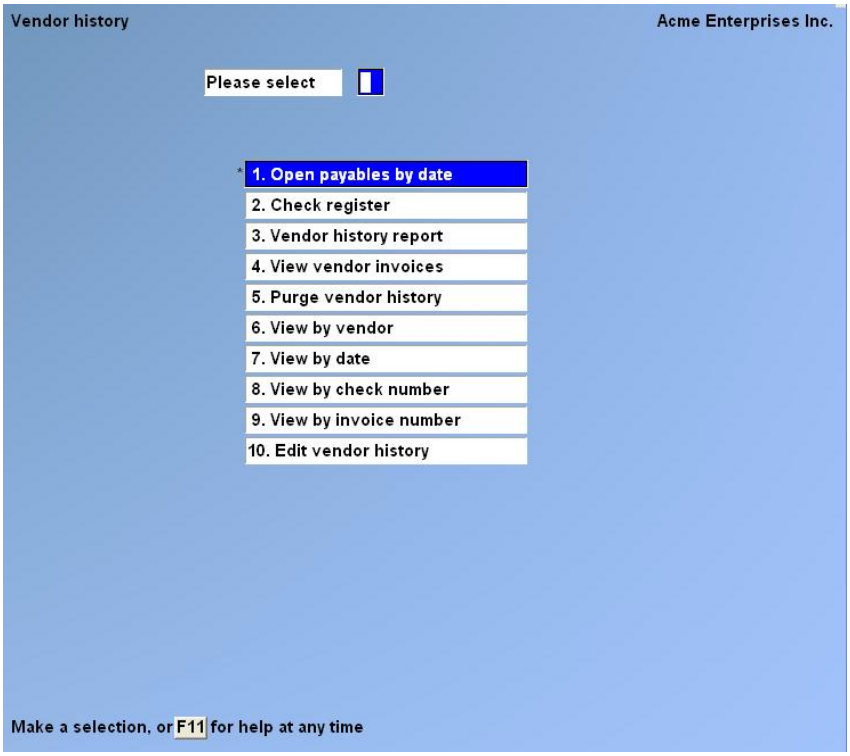
If you keep vendor history, you may also use the *Void checks* selection, as described in the chapter titled *Void Checks*.

Unless you have very little hard disk space on your computer, we recommend that you keep vendor history.

**NOTE:** In the text below, the "activity" for a vendor invoice refers to all payments made against it, as well as any credit memos and debit memos associated with it.

**To Begin**

Select *Vendor history* from the A/P menu. The following menu selections appear:



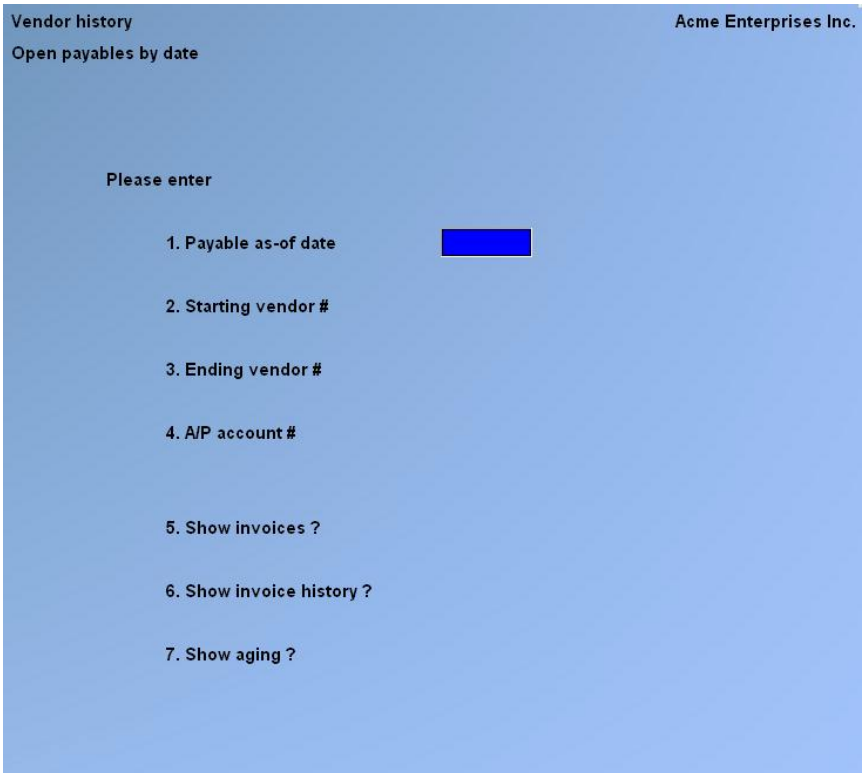

## Open Payables by Date

This report shows the payables that were open (not fully paid) as of a selected date, within a specified vendor range, in detail or in summary.

If you choose to show "All" A/P accounts, vendors are grouped by A/P account and subtotals are shown for each A/P account. Each report includes the balance(s) of the Accounts Payable control account(s) in the General Ledger.

Otherwise, invoices will be grouped by vendor.

Select *Open payables by date* from the *vendor history* menu. This is the screen you see:




**1. Payable as-of date**

Enter the payable as-of date. Items that were open on this date will be included on the report. Items that were fully paid on this date will not be included.

**[?] 2. Starting vendor #**
**[?] 3. Ending vendor #**

Enter the range of vendor numbers to be included on the report. Follow the screen instructions.

**[?] 4. A/P account #**

Enter the A/P account number or use one of the options:

| | |
|---|---|
| **[F1]** | For the default A/P account from the A/P Control File |
| **[F2]** | To scan through A/P accounts on file |
| **[Enter]** | For "All" A/P accounts |

**5. Show invoices ?**

Answer **Y** if you want to show invoices.

**6. Show invoice history ?**

(If you responded **N** to the "Show invoices ?" field above, "(not applicable)" displays here.)

Answer **Y** to show payments, credit memos, and debit memos for each invoice. Answer **N** to show only the invoices.

Invoices or vendors with a zero balance on the as-of date will not be printed on the report. Grand totals are printed at the end of the report.

**7. Show aging ?**

If you choose to show the aging columns on this report, it will use the Payable as-of date as the aging date and the A/P Control information to define the cutoff periods. The date used for this report is the distribution date of the transactions.

The Open Payables report also includes the balance(s) of the Accounts Payable control account(s) in the General Ledger. For example:

Date 08/24/12 Time 12:35:08 Acme Enterprises Inc. Report #5126 Page 0003

**OPEN PAYABLES BY DATE**

| Vend-# | Name | Open-amount | Open-discount | | Open-retainage | | |
|---|---|---|---|---|---|---|---|
| | | | Current | Over 30 | Over 60 | Over 90 | |

Open payables totals and G/L Account balances comparison

| Account # | Description | A/P Open payables | G/L Account balance | Difference |
|---|---|---|---|---|
| 2000-000 | Accounts payable | 114,915.86 | 142,377.77 | 27,461.91- |
| 2002-000 | Accounts Payable - USD | 85.00 | 15.00- | 100.00 |
| 2005-000 | Retainage payable | 1,543.94 | 336.07- | 1,880.01 |
| Total: | | 116,544.80 | 142,026.70 | 25,481.90- |

-- End of report --

## Printing a Check Register

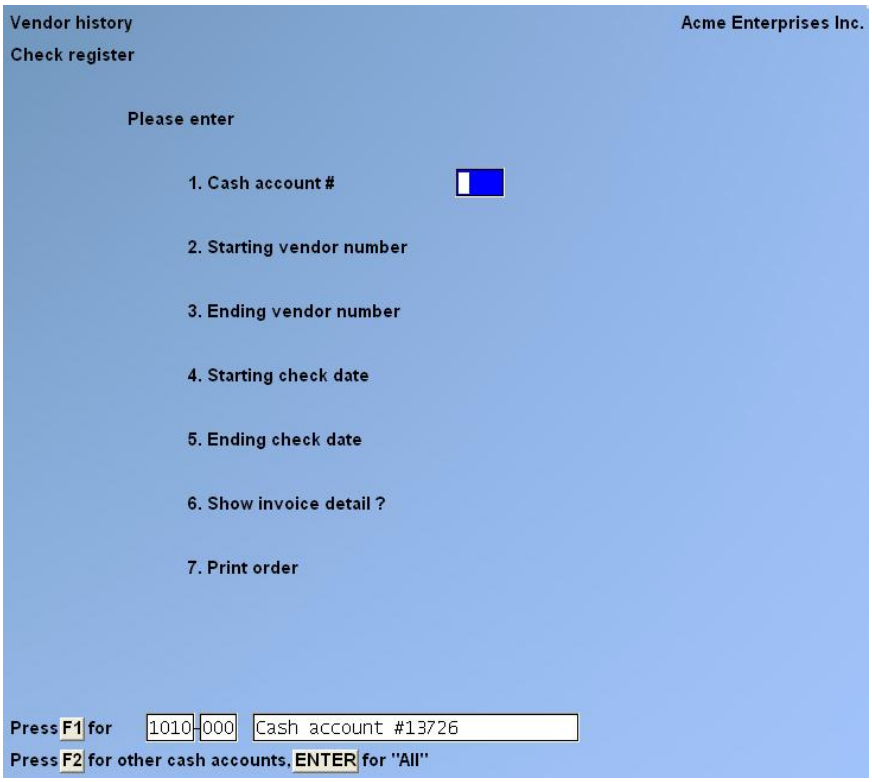
This report prints out all A/P checks by cash account, within a selected date range, in date order. It shows all computer, non-A/P, quick, pre-payment, manual, and void checks. (Void checks due to skipped check numbers are not shown.)

If you choose to show "All" cash accounts, checks are grouped by cash account with subtotals for each cash account. Each new cash account starts on a new page. This allows a "monthly check register" to be printed for all cash accounts.

Note: This report is available to be printed to the “X” export printer.

Select *Check register* from the *Vendor history* menu.

This is the screen you see:




**[?] 1. Cash account #**

Enter the cash account number or use one of the options:

| | |
|---|---|
| **[F1]** | For the default cash account from the A/P Control File |
| **[F2]** | To scan through the cash accounts on file |
| **[Enter]** | For "All" cash accounts |

**2. Starting vendor number**
**3. Ending vendor number**

Enter the range of dates you wish to include on the check register. Follow the screen instructions.

**4. Starting check date**
**5. Ending check date**

**6. Show invoice detail ?**

If you don't show invoice detail, one summary line will print per check. If you do show invoice detail, each voucher paid by the check will be printed beneath the

summary check line.

### 7. Print order

Select **[1]** for date order or **[2]** for check number order.

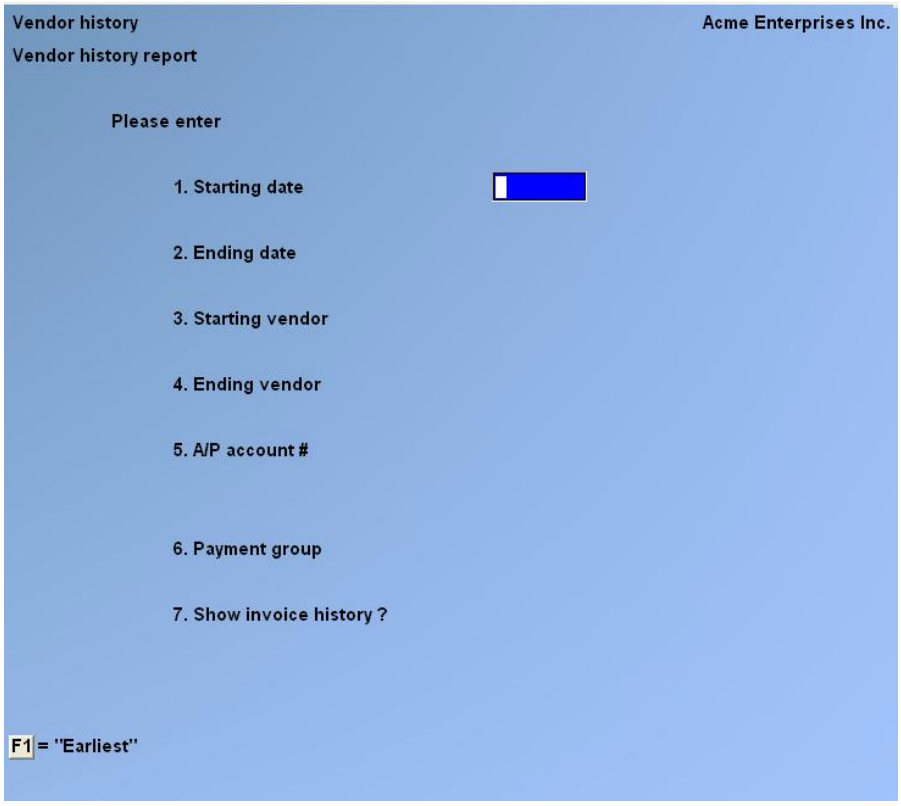
## Vendor History Report

This report prints out all vendor history information within a range selected, regardless of whether an invoice is open or not. Invoices will be grouped by vendor. This report can be printed for vendors having a specific A/P account or belonging to a specified payment group. This report will usually contain a lot more detail than the Open Payables by Date Report.

Names of temporary vendors are also printed on the report.

Select *Vendor history report* from the *Vendor history* menu.

This is the screen you see:




### 1. Starting date

All invoices distributed after this date will be included on the report.

**2.Ending date**

All invoices distributed before this date and after the Starting date will be included on the report.

**[?] 3. Starting vendor**
**[?] 4. Ending vendor**

Enter the range of vendors to be included in the report. Follow the screen instructions.

**[?] 5. A/P account #**

Enter the A/P account number or use one of the options:

| | |
|---|---|
| **[F1]** | For the default A/P account in the A/P Control File |
| **[F2]** | To scan through the A/P accounts on file |
| **[Enter]** | For "All" A/P account numbers |

**6. Payment group**

Enter the payment group or **[F1]** for "All" payment groups.

**Show invoice history ?**

Answer **N** to print only one summary line for each invoice. Answer **Y** to show invoice detail from the invoice history, in addition to the invoice summary line.

## Viewing Vendor Invoices

Select *View vendor invoices* from the *Vendor history* menu.

This selection allows you to look at the full history of any particular invoice, whether it is open or not. **[PgUp]** and **[PgDn]** will scroll each page of history, while the **[F1]** key will move directly to the last page of detail. This change affects both the *Accounts Payable -> View open items* and *Accounts Payable -> Vendor history -> View by vendor* and *View by date*.

**[?] Vendor**

Enter a vendor number or use the option:

**[F1]** For the next vendor on file

**[Enter]** Leave the field blank to find the vendor by name

**Invoice #**

Next enter an invoice number or **[F1]** to scan through the invoices for this vendor.

The screen now looks like this:

Vendor history — Acme Enterprises Inc.

View vendor invoices

Vendor SAM100 Samco Software Inc. — Phone 604-597-4211

(CAD) — Contact Barry Clarke

Invoice # 9999-99 — Original amt 900.00

P.O. # — Voucher # 136 — Discount amt .00

Invc date 07/10/20 — Journal # AP2702 — Retainage .00

Dist date 07/10/20 — Reference

| Date | Type | Check | Jrnl-# | Amount-paid | Disc-taken | Retnge-paid |
|---|---|---|---|---|---|---|
| 08/01/11 | Computer chk | 5125 | AP2702 | 900.00 | .00 | .00 |
| Total applied | | | | 900.00- | .00 | .00 |
| Balance | | | | .00 | .00 | .00 |

Press ENTER for more information

End of invoice, F5 = vendor data, F6 = notes, F7=G/L dist, A=Aging

Up to 10 items display at one time. Select from these options:

**[Enter]** To see more information about the items on the screen

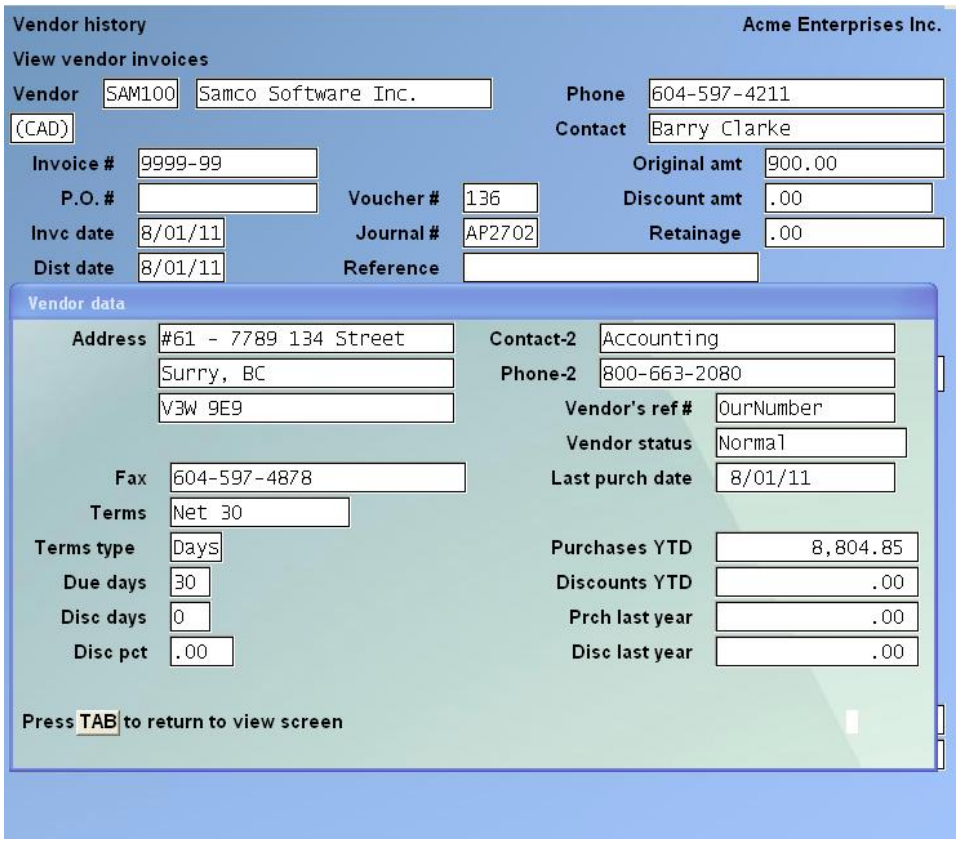
**[F5]** To see additional information about this vendor

**[F6]** To see or enter notes about this vendor

**[F7]** To see the G/L distribution

**[A]** This will bring up a window showing the current vendor aging details along with purchase information and average number of days to pay.

If you press **[F5]**, you see more detailed information about the vendor:




To exit, press **[Esc]** or **[Tab]**.

If you press **[F6]**, you may see or enter notes about the vendor:

**Using Notes**

You can enter an unlimited number of notes about this vendor. They are for internal use only. Each note is given a date/time stamp so that you can browse through the notes in time sequence later.

**NOTE:** This notes function is different from the *Extended Functions* notes. Vendor notes entered here are not accessible through the *Extended Functions* and vice versa.

A menu at the bottom of the "Notes" area shows three selections:

**Menu**

Pressing **[F1]** brings up a number of selections. Each selection is described below:

**Save** After entering a note, this selection permanently saves the note

**New** Start a new note. If you have made any changes to the current note, those changes are lost.

**Delete** Permanently deletes the note

**Jump** Allows you to enter a specific date for viewing notes.

**Change date** Change the date and time this note was entered.

**Abandon** Abandon any changes to the current note and exit the notes function.

**Exit** Exit the notes function.

**[PgUp]** View an earlier dated note.

**[PgDn]** View a later dated note.

**[Home]** View the earliest dated note (oldest).

**[End]** View the newest note on file.

**Text entry**

When you select to enter a note, the cursor is positioned for you to enter the first line of the text of the note.

While entering a note the following keys and rules apply:

**[Enter]** Completes the entry of a line of text and moves the cursor to the next line.

**AutoWrap** The text editor will automatically wrap the typed text to the next line once you reach the end of the line. For example if you were typing "superb" and only had enough room left on the line for "sup" the entire word would be automatically moved to the next line.

**[F1]** Access the menu selections described in the previous section.

**[Esc]** Exit the note function without saving the changes to the current note.

**[Tab]** Exit the note function and save the changes to the current note.

**[F2]** Begin entering a new note.

**[F3]** Edit the next note on file.

**[F4]** Edit the previous note on file.

## Purging Vendor History

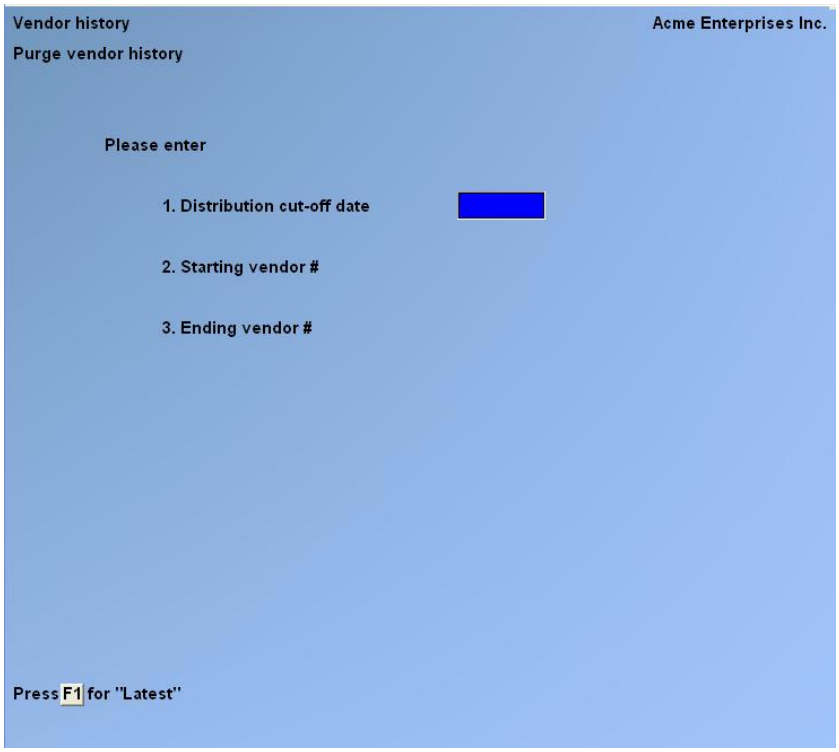
This selection is the only way that information is removed from the Vendor History File.

Vendor History records can be purged for a single vendor, a single invoice, a range of vendors, vendors having a particular A/P account, and vendors belonging to a specified payment group. You can also specify that only temporary vendors are to be purged.

**NOTE:** When you are using the Bank Reconciliation (B/R) package, the Vendor History File is used to transfer your A/P checks to your checkbook. Therefore, be certain you have transferred them before you purge them here. (Refer to the B/R User Manual chapter titled *Transfer Checks/Deposits*.)

Select *Purge vendor history* from the *Vendor history* menu.

You see:




### 1. Distribution cut-off date

Distribution dates are compared to this cut-off date. If any activity for an invoice occurs after the cut-off date, none of the activity for that invoice will be purged. To be purged from the file, all activity for an invoice must have occurred on or before the cut-off date, and the invoice balance must be zero.

Enter the cut-off date or use the following option:

**[F1]** To use the "Latest" (most recent) date in the Vendor History File. All invoices for the vendors selected will be purged.

**[?] 2. Starting vendor #**
**[?] 3. Ending vendor #**

Enter the range of vendors to be included in the purge. Follow the screen instructions.

**4. Invoice number**

(This field appears if only one vendor is selected.)

Enter the invoice number to purge or **[F1]** to purge "All" activity for this vendor.
**[?] 4. A/P account #**

(This field appears if more than one vendor is selected.)
Enter the A/P account number to be included in the purge, or use one of the options:

**[F1]** For the default A/P account from the A/P Control File

**[F2]** To scan through the A/P accounts on file

**[Enter]** For "All" A/P accounts

**5. Payment group**

(This field appears if more than one vendor is selected.)
Enter the payment group to be included in the purge, or **[F1]** for "All" payment groups.

**6. Purge temp vendors only ?**

(This field appears if more than one vendor is selected.)
Answer **Y** if you want to purge only temporary vendors from the Vendor History File. History for temporary vendors meeting the other criteria will be purged.

**If Job Cost is interfaced**

If Job Cost is interfaced, you are asked whether you want to purge invoices with an open retainage amount.

An invoice can be fully paid, but can have an open retainage amount which has not been paid. If you purge such an invoice from the Vendor History File, you lose the

fact that there is an open retainage amount.

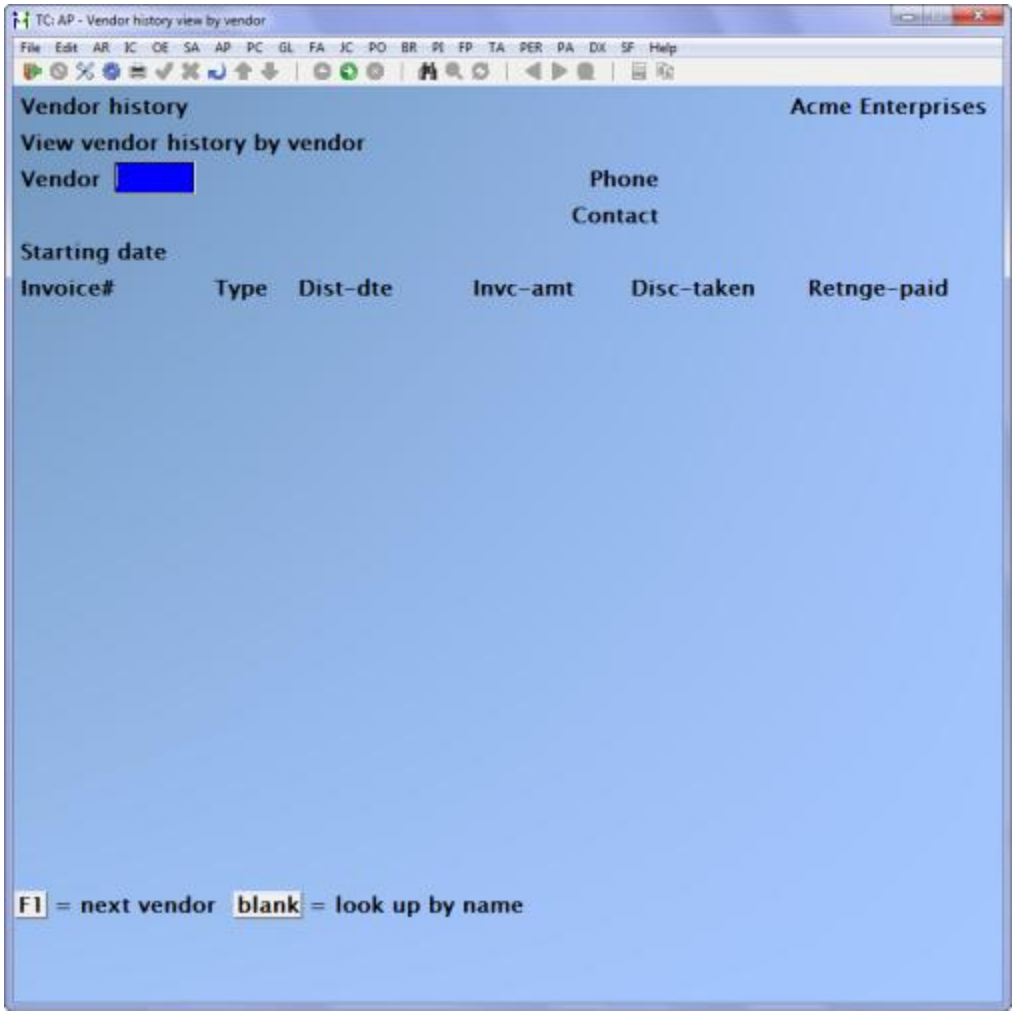
If you keep track of open retainage amounts here, press **[Enter]** for **N**. Fully paid invoices with open retainage amounts will not be purged.

If you track open retainage amounts some other way, answer **Y**. Fully paid invoices with open retainage amounts will be purged.

If you answer **Y** to "Are you sure ?", the purging process begins.

## View by Vendor

Select *View by vendor* from the *Vendor History menu*
You will see:

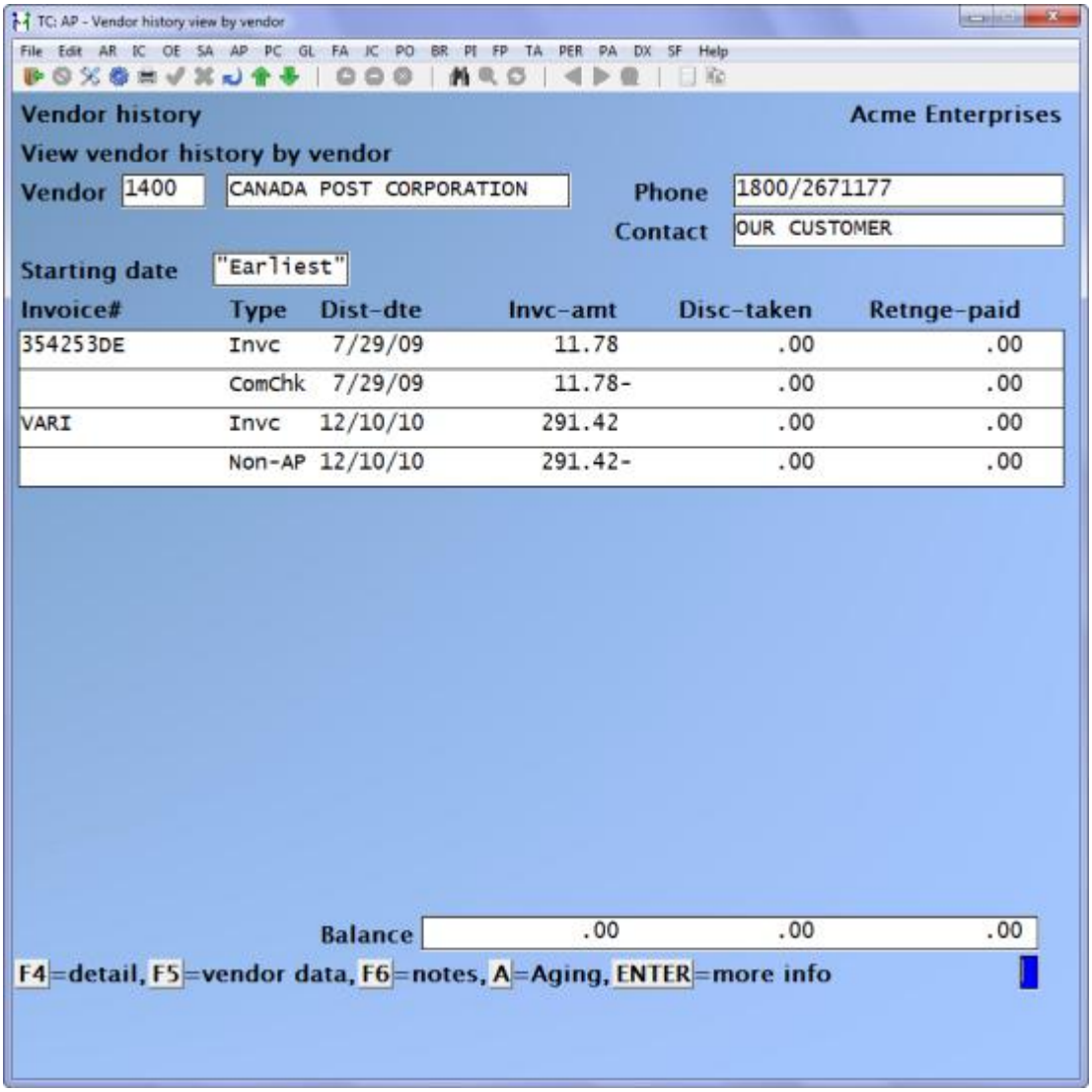



### [?] Vendor

Enter a vendor number or use the option:

**[F1]** For the next vendor on file

**[Enter]** Leave the field blank to find the vendor by name




Up to 10 items display at one time. Select from these options:

**[Enter]** To see more information about the items on the screen

**[F4]** To see invoice detail and further **[F7]** to view distributions to G/L for a specific voucher

**[F5]** To see additional information about this vendor

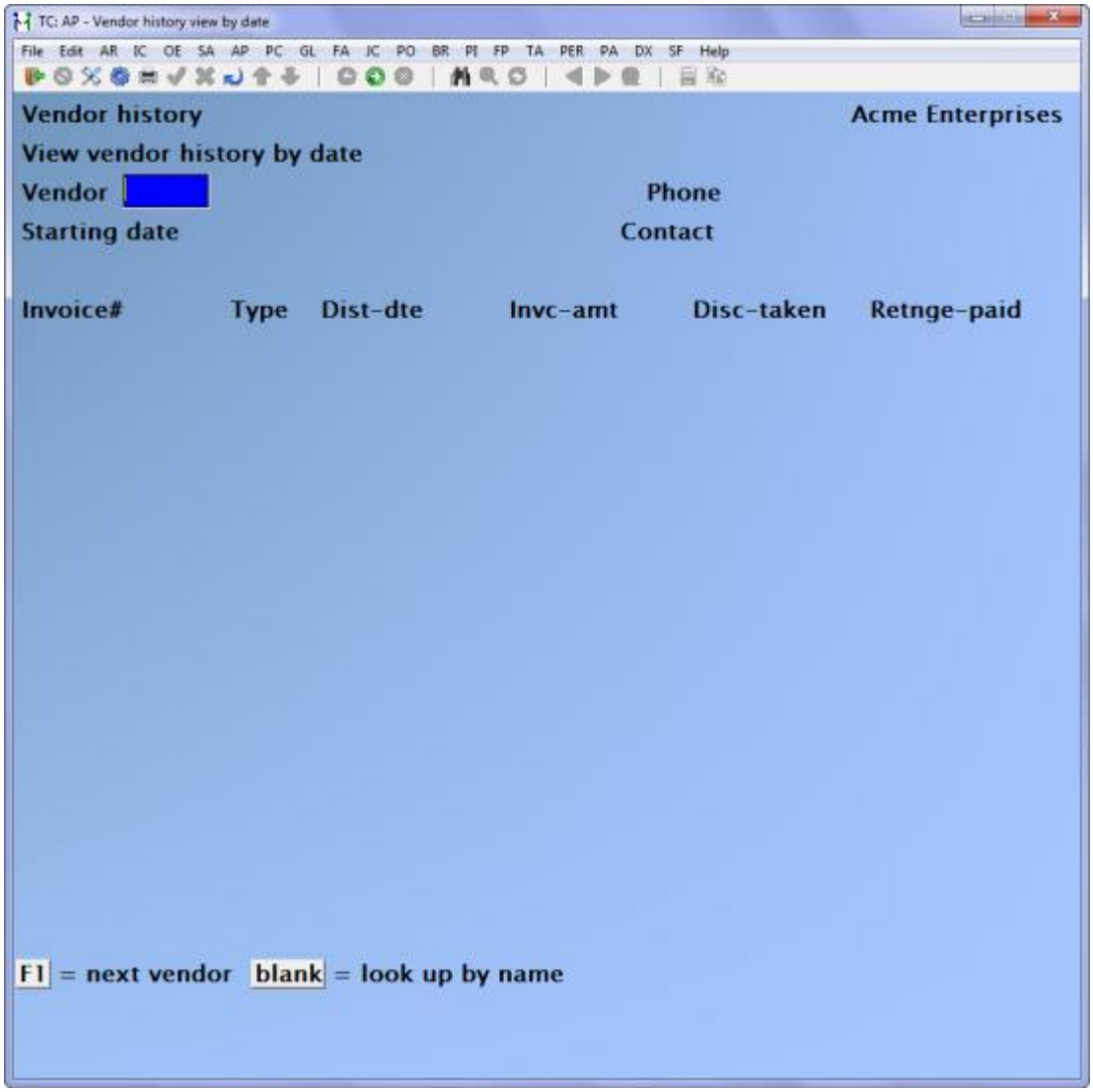
**[F6]** To see or enter notes about this vendor

**[A]** This will bring up a window showing the current vendor aging details along with purchase information and average number of days to pay.

## View by Date

Select *View by date* from the *Vendor History menu*

You see:

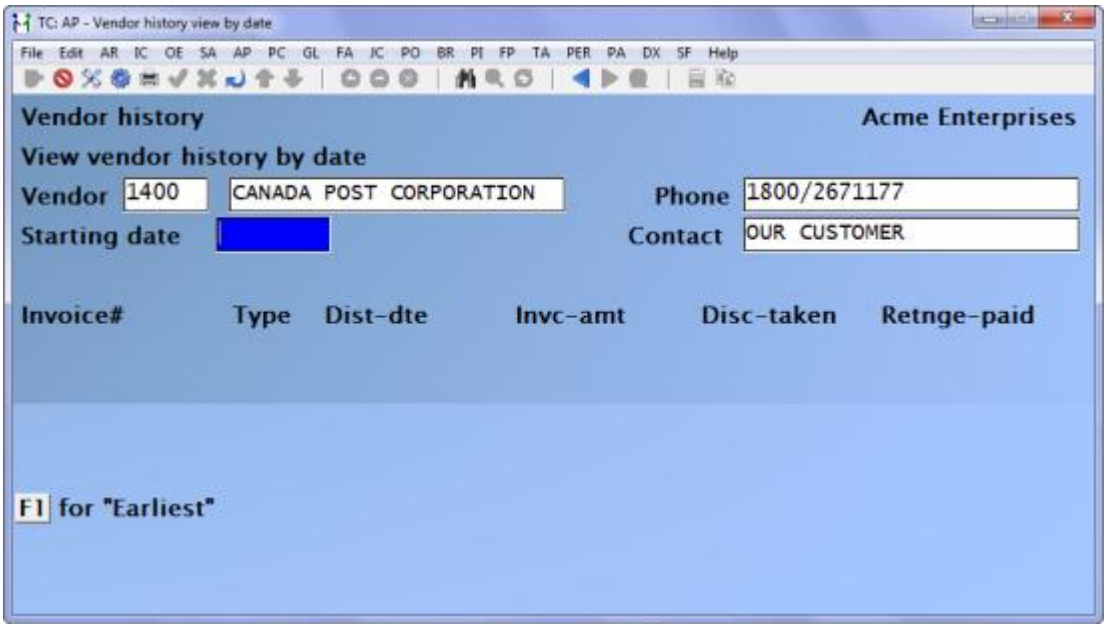



### [?] Vendor

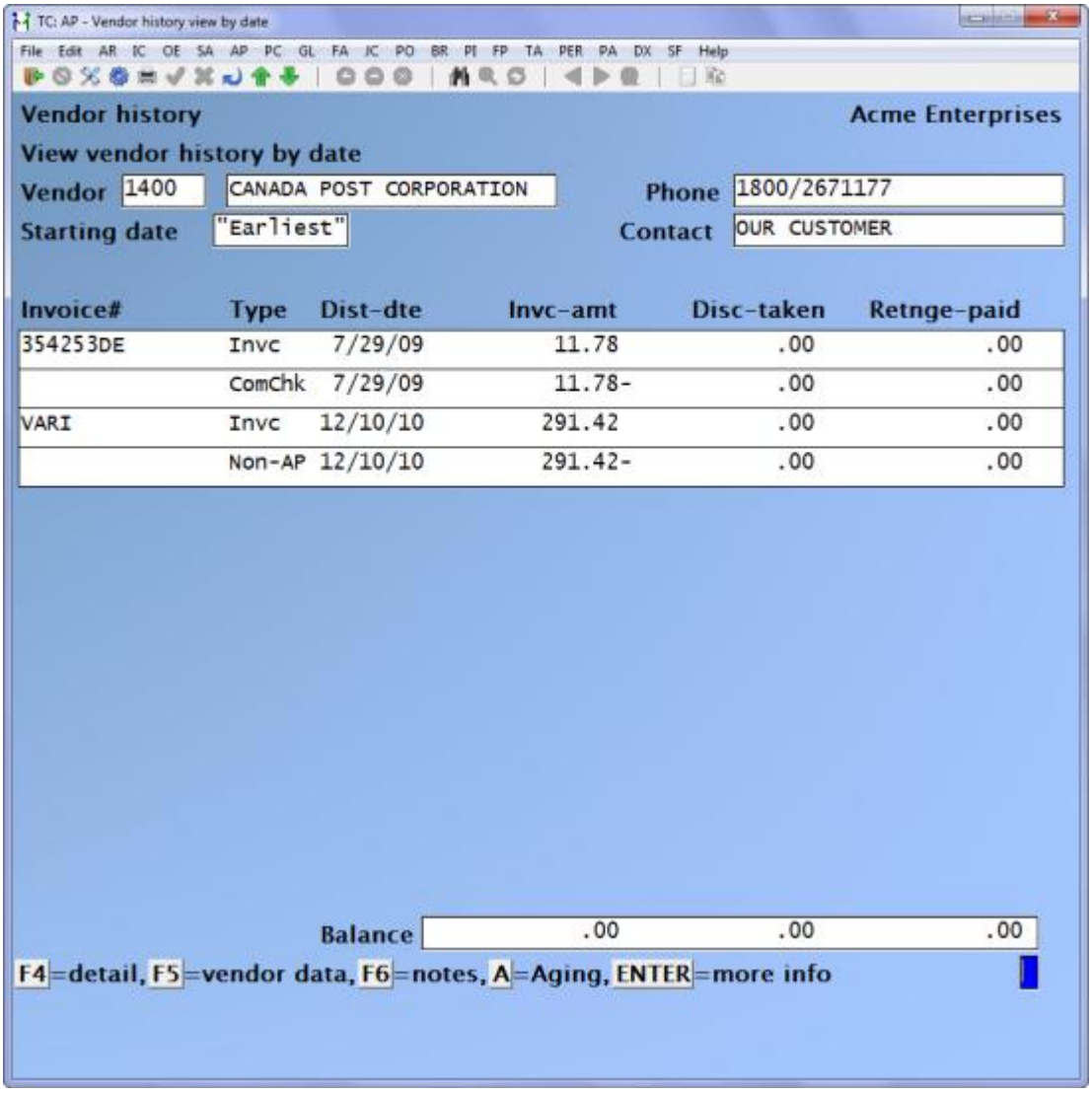
Enter a vendor number or use the option:

**[F1]** For the next vendor on file

**[Enter]** Leave the field blank to find the vendor by name




Enter starting date or **[F1]** for earliest.




Up to 10 items display at one time. Select from these options:

**[Enter]** To see more information about the items on the screen

**[F4]** To see invoice detail and further **[F7]** to view distributions to G/L for a specific voucher

**[F5]** To see additional information about this vendor

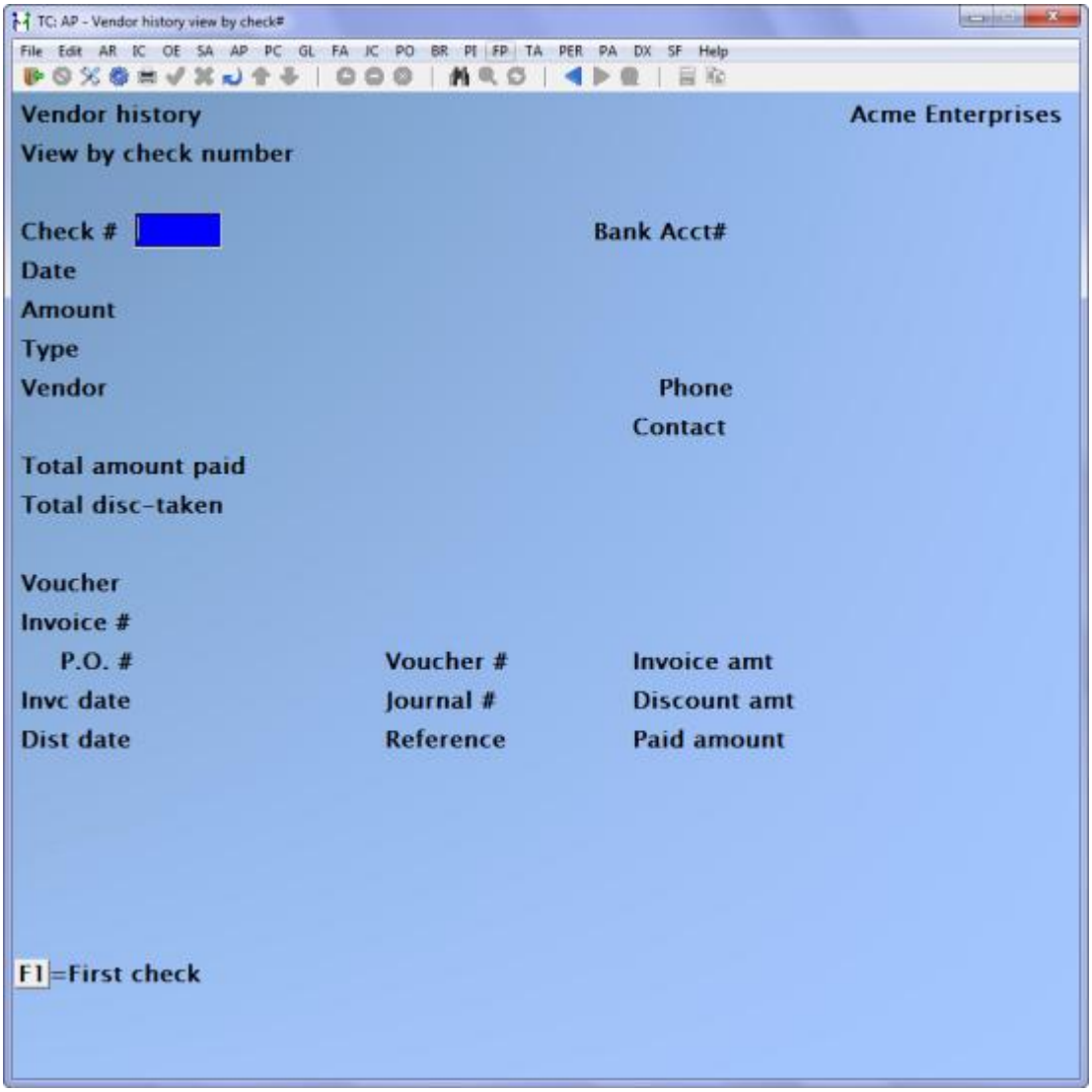
**[F6]** To see or enter notes about this vendor

**[A]** This will bring up a window showing the current vendor aging details along with purchase information and average number of days to pay.

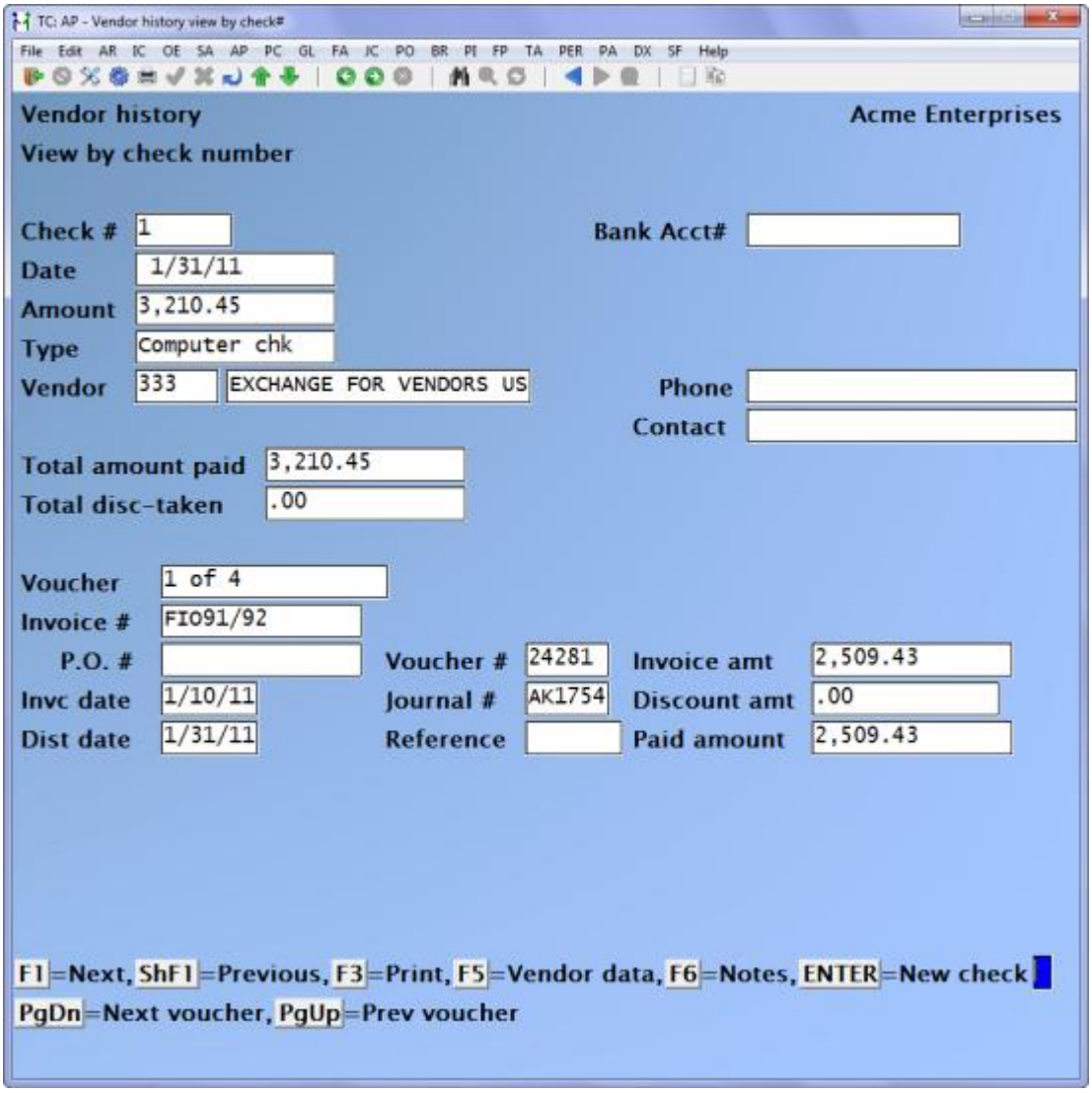
## View by Check Number

Select *View by check number* from the *Vendor History menu*

Allows you to view a particular check and then print out the information.




Enter the check number or **[F1]** for the first check.




Select from these options:

**[F1]** to see the next check

**[Shft F1]** to see the previous check

**[F3]** to print check detail

**[F5]** to see additional information about this vendor

**[F6]** to see or enter notes about this vendor

**[PgDn]** to view next voucher paid on this check

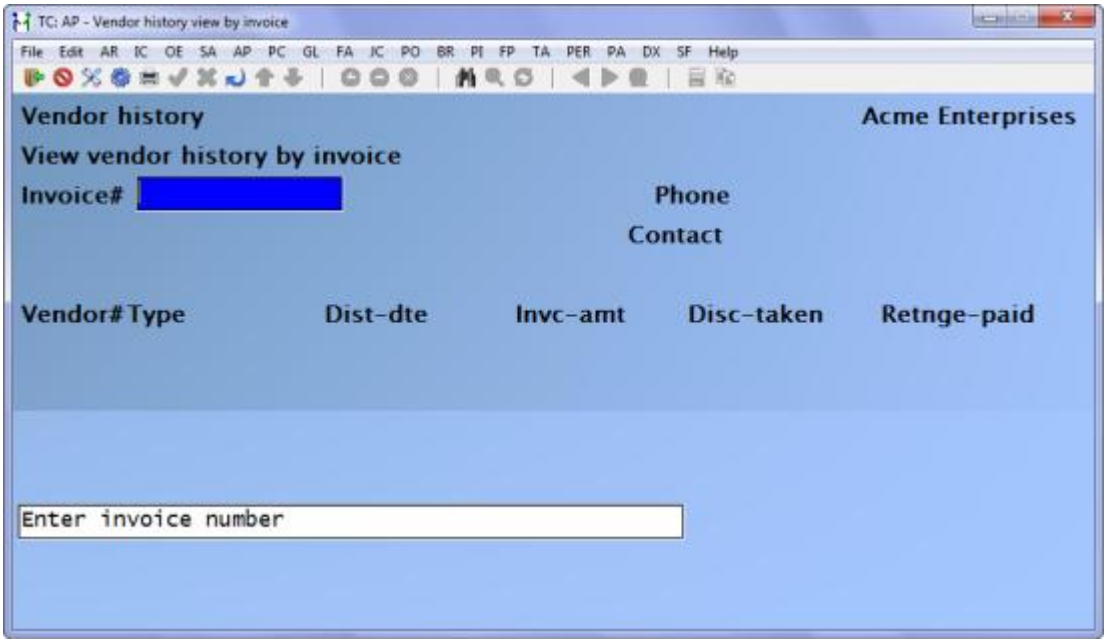
**[PgUp]** to view the previous voucher paid on this check

**[Enter]** to begin a new search

## View by invoice #

Select *View by invoice #* from the *Vendor History menu*
This feature provides the user with the ability to locate the voucher number assigned to a vendor's invoice in history when only the invoice number is known.

You will see




Enter the invoice number
Select from the following options:

| | |
|---|---|
| **[Enter]** | To see more information about the items on the screen |
| **[F4]** | To see invoice detail, this function allows you to further drill down to payment type, check #, journal #. Follow the instructions on the screen. |
| **[F6]** | To see or enter notes about this vendor |

## Edit Vendor History

This function provides a simply way for modifying existing and creating new vendor history data. Since it deals with highly sensitive information we recommend password protecting it through the ***SF → PASSWORDS → MAINTAIN PACKAGE PASSWORDS***

function. To use this feature select ***VENDOR HISTORY → EDIT VENDOR HISTORY*** from the AP main menu.

Notes:

1. To display an existing transaction enter the vendor number, invoice number, document type and distribution date.
2. To display transactions for a specific vendor, enter the vendor number and **[F1]** for the invoice number.
3. The seq # (sequence number) only applies where there are documents with the same invoice number, data and type. The first document will have a blank sequence number, the next will be 1, then 2, etc.
4. The ***Xfr?*** field is either Y or N and applies to whether or not the transaction has been transferred to Bank Reconciliation.
5. To delete an existing transaction, display the transaction and press **[F3].**

Building business and technology relationships.

# Chapter 26

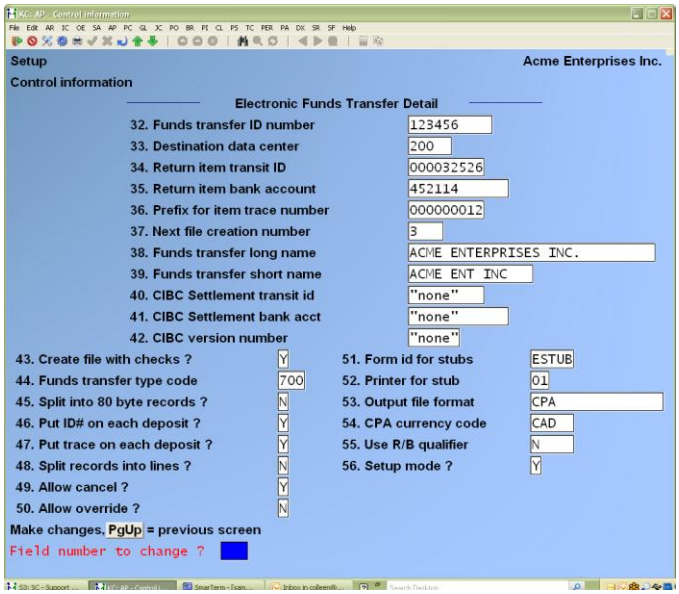
# Funds Transfer

## Pay vendors via Electronic Funds Transfer (EFT)

Electronic Funds Transfer (EFT) replaces issuing paper cheques to vendors with "digital" cheques for vendors with banking information on file. The software creates a file of one or more "funds transfer" transactions which you transmit to your banking institution. When the bank processes the file, the funds for each vendor are withdrawn from your bank account and automatically deposited into your vendor's bank account. You select the vouchers for payment in the same way as you always have but, when you print the cheques, Accounts Payable creates a file called APFT####.DAT that contains an electronic funds transfer (EFT) record for each paper cheque that you would have printed. Your financial institution processes each record just like it was a cheque.

Setup

Get the requirements for EFT's from your financial institution. Refer to the Electronic Funds Transfer Detail requirements described below as you discuss your requirements. Go to **Accounts Payable → F2 → Setup → Control information** and enter the EFT information from your financial institution




**FUNDS TRANSFER ID NUMBER** *this is your customer id with the institution that will process the actual funds transfer for you based on the information provided to them in the EFT transmission file. This is a 10 character alphanumeric field. If this field is left blank, then electronic transfers will not be used in this company and all the remaining fields on this screen will be set to "n/a".*

**DESTINATION DATA CENTRE** *this is a 5 digit numeric field. This number is the unique identification number for the institution that you will send the transfer file to.*

**RETURN ITEM TRANSIT ID** *this is a 9 digit numeric field. This holds the home branch transit number that returned items will be directed to; usually your bank branch transit number. Transit numbers are made up of the bank number (0999) plus the branch number (99999).*

**RETURN ITEM BANK ACCOUNT** *this is a 12 character alphanumeric field. This holds your home branch bank account number that returned items will be directed to.*

**PREFIX FOR ITEM TRACE NUMBER** *this is a 9 digit numeric field. It is actually a combination of two pieces of data, the 4 digit id number for the document processing centre and the 5 digit allocated data centre id number for the document processing centre.*

**NEXT FILE CREATION NUMBER** *this is a 4 digit numeric field. It should be set to a value of one during initial setup. The creation of transfer files will automatically update this field. The name of the file will be apft####.dat and you will find it in the SSI directory (folder).*

**FUNDS TRANSFER LONG NAME** *this is a 30 character "long" version of your company's name and is used in the EFT transmission file(s).*

**FUNDS TRANSFER SHORT NAME** *this is a 15 character abbreviation of your company's name and is used in the EFT transmission file(s).*

**CIBC SETTLEMENT TRANSIT ID** *enter the CIBC settlement transit id code. (valid only if you are sending the EFT file to the CIBC.).*

**CIBC SETTLEMENT BANK ACCT** *enter the CIBC settlement bank account number. (valid only if you are sending the EFT file to the CIBC.)*

**CIBC VERSION NUMBER** *enter 1 if you are sending the eft file to the CIBC; otherwise, press [ENTER] to set this field to "NONE".*

**CREATE FILE WITH CHECKS ?** *When set to [Y] the EFT transmission file is automatically produced whenever a computer check run is processed. When set to [N] the EFT data is still computed and put into the funds transfer data file, but the transmission file is not created; subsequently, you can use the funds transfer feature to create the transmission file.*

**FUNDS TRANSFER TYPE CODE** *this is a 3 digit numeric field that indicates the type of bank transaction that is taking place. The default for this field is 700, which indicates a standard, business pre-authorized debit.*

**SPLIT INTO 80 BYTE RECORDS** *enter [Y] if your bank requires that the transmission file be split into 80 byte records. If not, answer [N]. Some, but not all royal bank branches require 80 byte records with the CPA format.*

**PUT ID# ON EACH DEPOSIT** *if using the CPA format, this flag sets the originator number field on each credit transaction to the value of the funds transfer id number. Enter [Y] if your bank requires that the funds transfer id number be placed on each deposit record created. Otherwise, answer [N]*

**PUT TRACE ON EACH DEPOSIT ?** *Answer [Y] if you want a trace id attached to each eft transaction; otherwise, answer [N]. A trace number is a unique identifier for each transaction which can be assigned either by the banking institution or by the accounts payable system at the time of file creation.*

If your banking institution provides its own trace number, this is handled either by their import software (provided by the bank) or by their data processing centre.

The Accounts Payable system trace number uses the following format:

- Prefix (see field 31)
- File creation number
- Transfer ID # (see field 27)
- Sequence number

NOTE: For the Bank of Montreal and CIBC this flag should be set to [N]

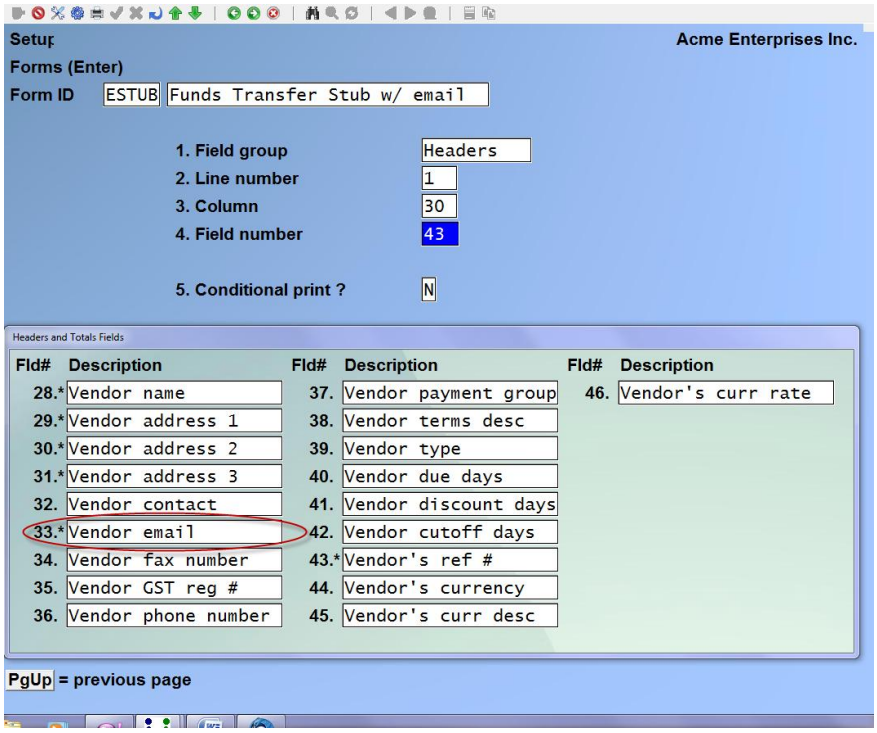
**SPLIT RECORDS INTO LINES ?** *For CPA format, this indicates that the system should add a carriage return/line feed between the 1464 byte records in the file. Answer [Y] if you want the records in the EDT file split into individual lines. If your institution reads the records in as one long contiguous record, answer [N].*

**ALLOW CANCEL ?** *When this flag is set to "Y" then a direct deposit "cheque" can be cancelled in the exact same manner as a normal computer check. The vendor number, check date, check amount and check number must match before the "cheque" can be cancelled. This does not alter the contents of the apftxxxx.dat file - this function is to be used after the financial institution has removed or rejected an entry. Only eft's that were created after this feature is activated can be cancelled.*

**ALLOW OVERRIDE ?** *When this flag is set to "Y", and the approve review checks step is taken, there is a new flag - process funds transfer as cheques. If Y, then no funds transfer will take place - a normal check will be printed and processed. This allows you to switch between creating EFTS and printing cheques without changing the set-up mode in ap control information.*

**FORM ID FOR STUBS** *accounts payable comes with the pre-defined form estub which can be used as the default to print a paper confirmation (stub) of each electronic funds transfer created by the system. However, if this pre-defined form is not suitable, refer to the chapter on forms in the accounts payable manual to tailor it to your needs.*

Vendor email address added to form field selection




**PRINTER FOR STUB** *specify a default printer for the funds transfer stubs. After you set the default printer, the system will no longer prompt for the "stub" printer.*

*However, it will continue to prompt for the "register" printer #. Enter a printer number or use the search [?] Feature to select a printer from the pop-up window. Note that if you are using the form estub, the printer must have a printer type of 530 or 531.*

**OUTPUT FILE FORMAT**

Press [ENTER] to default to the CPA file format for the EFT file
1 to use the Royal Bank file format
2 to use the Toronto Dominion Bank file format
3 to use the National Bank CPA or HSBC CPA file format
4 to use the CIBC file format
5 to use the ScotiaBank file format

**CPA CURRENCY CODE**

CAD = Canadian currency
USD = American currency

**USE R/B QUALIFIER** *if you deal with the royal bank, enter "Y" to add a transmission qualifier record to the front of the file.*

**SETUP MODE ?** *If you set this field to [N], any vendor with their bank information set up in the vendor → enter function will have a record created for the EFT file and a cheque stub printed, but no cheque will be generated. Answer [Y] to this question if any one of the following criteria apply to your situation:*

- You are planning on direct deposit in the future and you want to be able to set up your vendor bank accounts now and still generate AP cheques.
- You do not need any form of direct deposit support from SAMCO.
- You have a large number of vendors and will be providing direct deposit services once everyone is set up.
- Normally, you use direct deposit but for this AP run, you want to print cheques. Don't forget to change this back to N for your next AP run. A better alternative is to specify ***Allow override ?*** [Y]. At the Approve review checks step, set the flag – Process funds transfer as cheques to Y, then no funds transfer will take place – a normal check will be printed and processed. This allows you to switch between creating EFTs and printing cheques without changing the set-up mode in AP control information.

Go to **Accounts Payable → Vendors → Enter**

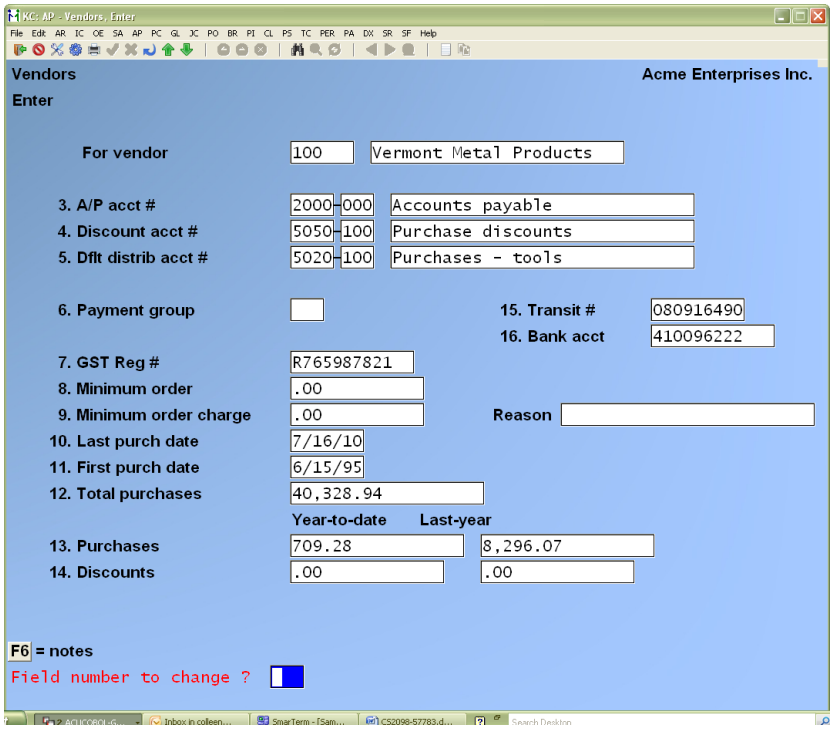
Two new fields have been added to the vendor record.

***Transit #*** This number identifies the vendor's bank (e.g. 003 Royal Bank) and branch. It must always start with a leading zero (required by financial institutions) even though the leading zero is rarely, if ever included in the micro-encoding on the cheque.

***Bank acct*** The number of the vendor's bank account.

Vendor sample cheque micro-encoding:

```
||'137||'  |:16490|||809|:  41|||009|||622|||2||
     ---       -------      ---    ---------------------------
      |          |          |                    |
      |          |          |                    -> Vendor's account
number
      |          |          -> Bank – Institution Number (Royal, CIBC,
etc)
      |          -> Branch Number
      -> chq # - ignore
```




## Accounts Payable → F2 → Setup → forms

Accounts Payable comes with the pre-defined form ESTUB which can be used as the default to print a paper confirmation (stub) of each electronic funds transfer created by the system. However, if this pre-defined form is not suitable, refer to the chapter on Forms in the Accounts Payable manual to tailor it to your needs.

Usage

Electronic Funds Transfer (EFT) replaces the standard issuing of Payables cheques for vendors with banking information on file. The software creates a file of one or more "funds transfer" transactions which you transmit to your banking institution. When the bank processes the file, the funds for each vendor are withdrawn from your account and automatically deposited into your vendor's bank account.

Once you have completed the set-up as detailed above, select the vouchers for payment as you normally would. You can print the Pre-cheque Writing Report to review the EFTs that will be created. You are now ready to "print" your cheques.

When the payables cheques are printed, any vendor in the cheque run, that does not have a bank account on file with you will continue to get physical cheques. All vendors with a bank account on file will have a funds transfer request produced in the funds transfer file.

Once the physical cheques have been printed, then the cheque stubs are printed for those vendors who are getting the funds deposited directly to their account. These stubs must be approved before the software will continue, thus allowing you to reprint the stubs if there is any problem. Once you indicate that the stubs were printed correctly, the cheque register and the audit report are produced as they are normally.

After the audit report is generated, if the AP control information indicates that the EFT transmission file is to be produced at the same time as the cheque run, the EFT transmission file is created and a report listing the transactions in the file is generated. If the AP control information indicates that the EFT transmission file is not to be produced at the same time as the cheque run, then the EFT requests are put into the funds transfer file. The Funds transfer function must be run to create an EFT transmission file of the EFT requests.

You can also use the Funds transfer function to regenerate a previously generated EFT transmission file.

Important Note

The electronic funds transfer function works with two distinct types of data files. The first is referred to as the "funds transfer". This file contains all funds transfer transactions - including those already sent to the bank and those that have not been sent to the bank.

The second file is referred to as the EFT "transmission file". The transmission file(s) is the actual file(s) that has been sent to your banking institution. Each individual EFT file transmitted to your bank has a unique name. Consequently, you will have multiple EFT files as time goes on.

Each record in the funds transfer file has a 4 digit file creation number. This file

creation number corresponds to the EFT file number each transaction was submitted in. Any records not submitted to an EFT file are left blank and considered "new".

At any point, an EFT file can be recreated using this function and the file creation number of the records retained in the funds transfer file.

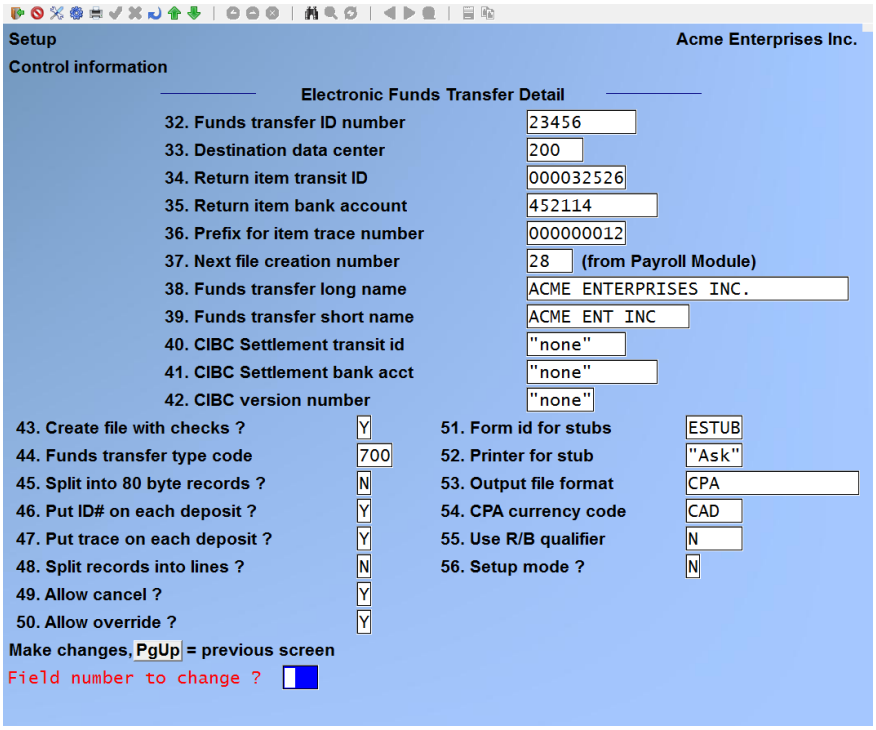
For example, let us assume that previously you created and submitted an EFT file of payments to vendors. At this point the transactions would have a file creation number of "0001". If you did a second run of payments to vendors and did not create an EFT file, the second set of payments would have a blank file creation number. At this point you could recreate the first EFT file by identifying file creation number 0001 or 1 using the Process funds transfer function. Once the "new" or "  " records are used to create an EFT file, they will have a file creation number of 0002 or 2.

## Shared file numbering with Payroll for EFT files

Only use this feature if you are creating EFT files in both Accounts Payable and Payroll. As each ***internal file label*** in an EFT file must be unique, this feature allows you to use the *6. Next file creation number* in the Payroll control file as the "master number" that is accessed and updated each time an EFT file is created in Accounts Payable or in Payroll so you do not have to keep track of the next file number yourself.

**Setup**
Go to Accounts payable → F2 → Setup →Control information

At *Field number to change ?*, select Next file creation number. Enter a new value or F2=Use Payroll Fund Transfer – simply type in a new value or press **[F2]**. With **[F2]**, the system reads the *Next file creation number* field in the payroll control file and copies it here.




### Usage

Each time an EFT file is created, the payroll control file is updated and the EFT file number from the payroll control file is displayed here as well.

## Shared numbering with Payroll for checks by cash account

Use this feature if you want to share a series of check numbers between Accounts Payable and Payroll. This feature allows you to set a cash account and its *Last check #* in the Payroll control file as the "master number" that is accessed and updated each time a check is created in Accounts Payable or in Payroll.

### Setup

Go to **Payroll → F2 → Setup →Control information**

At *Field number to change ?*, select Permanent check number. If the system displays the message *Change not allowed* press [F2] to allow a protected change. You now have two options:

- Enter a check number, **[ENTER]**

OR

- **[F1]** to use a Cash Account – simply type in the number of the cash account to use or [?] to select from the Find Cash Account pop up window. Once you have selected the cash account, the number of the cash account and the Last check # from the cash account record are displayed.

**Usage**
When Payroll control information is set to reference the a cash account complete with its Last check #, each time a computer check(s) is posted in either Accounts Payable or Payroll, the Last check # for the cash account specified is incremented according to the number of checks that were posted.

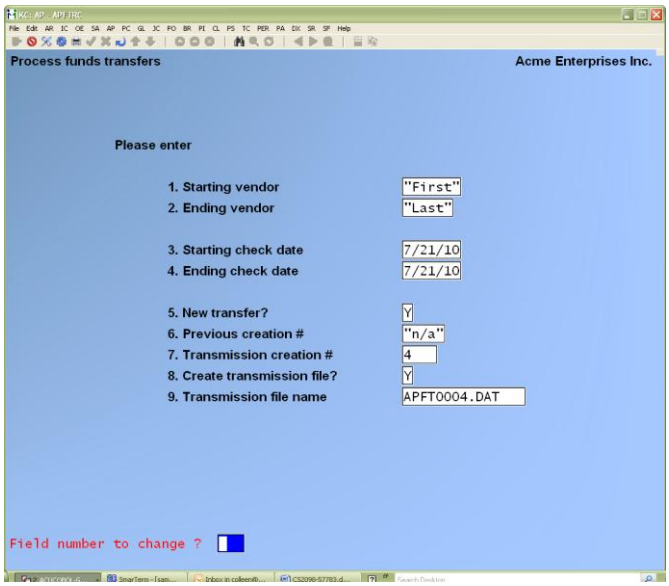
Go to **Accounts Payable → Funds transfer**

This function is used to create the EFT transmission file which can be sent to your banking institution for the automatic disbursal of payables funds directly to each vendor's bank account(s).

If you set *Create file with checks ?* to [Y] in **ACCOUNTS PAYABLE → F2 → SETUP → CONTROL INFORMATION,** you do not need to run this function as the electronic funds transfer (EFT) file is automatically created as part of the print cheques process.

If you set *Create file with checks ?* to [N] in **ACCOUNTS PAYABLE → F2 → SETUP → CONTROL INFORMATION, EFT** data is created in the funds transfer file but you must manually create the EFT transmission file using this function.

Optionally, this function can be used to generate a report of previous EFT transmissions without actually generating a new file.




***Starting vendor*** Enter a vendor number, press [F1] for "First" OR use the search [?] function to find a vendor number

***Ending vendor*** Enter a vendor number, press [F1] for "Last" OR use the search [?] function to find a vendor number

***Starting check date*** Enter a check date or press [F1] for "First"

***Ending check date*** Enter a check date or press [F1] for "Last"

***New transfer ?*** Enter [Y] if you wish to access only the newly created funds transfer records. The *Previous creation #* field will be defaulted to "n/a" (not applicable) and the system will default the *transmission creation #* from the AP control information *Next file creation* field. The cursor will move to the *Create transmission file ?* field.

***Previous creation #*** If you are creating a new transmission file, this field is skipped. If you are accessing previously transmitted records, enter the file number here to select all of the funds transfer records from that one file or press [F1] to select "All" creation numbers.

***Transmission creation #*** If you are creating a new transmission file to send to the bank, the system will default this value from the AP control information *Next file creation* field. When recreating a transmission file, this # should be the same as the previous creation # but you can specify a different number; however, specifying a different number is not recommended.

***Create transmission file ?*** Answer [Y] if you wish to create a new EFT transmission file; otherwise answer [N] for a report only.

***Transmission file name*** This field may only be entered when the previous field *Create transmission file* ? flag is set to [Y] - otherwise it is skipped. Enter a 14 character name for the EFT transmission file, or press [F1] to set the field to default as prompted … "APFT####.DAT".

At "Field number to change?" enter the number of the field(s) to be amended. If no changes are required, press [ENTER] to accept criteria as entered, print the Funds Transfer Report, and optionally, generate the transmission file, then return to the Payroll main menu. The printer select window appears for you to choose the report printer.

Press [ESC] to return to field *1. Starting vendor* without processing the file or report.

Go to **Accounts Payable → Void checks → Enter**

When attempting to void an EFT, the system will prompt if the funds transfer has already been included in a transmission. You can still void the EFT as this is a warning message only. You can only void an EFT if the EFT set up in AP control information allows it i.e. *Allow cancel ?* must be Y.

## Reports

Pre-check Writing Report: If the vendor record contains banking information, ***funds transfer*** is printed on the line under the Vendor-terms to indicate that a funds transfer record will be created for the payment.

Check Register: The check type is included on the report and there is a count of the number of Fund transfers included in the register.

A/P Voided Checks Register: The check type is included on the report and there is a count of the number of Fund transfers voided included in the register.

Historical Reports and Displays (printed/viewed via **Accounts Payable → Vendor HISTORY**) Funds transfers and void funds transfers are noted accordingly.

# Chapter 27

# Purge Open Items

Use this selection either to purge (completely remove) fully paid open items (vouchers, etc.) from the A/P Open Item File, or to print a report showing which items are eligible to be purged.

If you elected to keep vendor history in *Control information*, you may still review these items in the Vendor History File or print a report including them, using *Vendor history*.

In previous versions of Accounts Payable, open items were automatically purged when they were fully paid.

In this version, they are retained in the Open Item File for use in voiding posted checks when necessary. They are "invisible" (i.e., do not appear on any reports or screens), but are still on file.

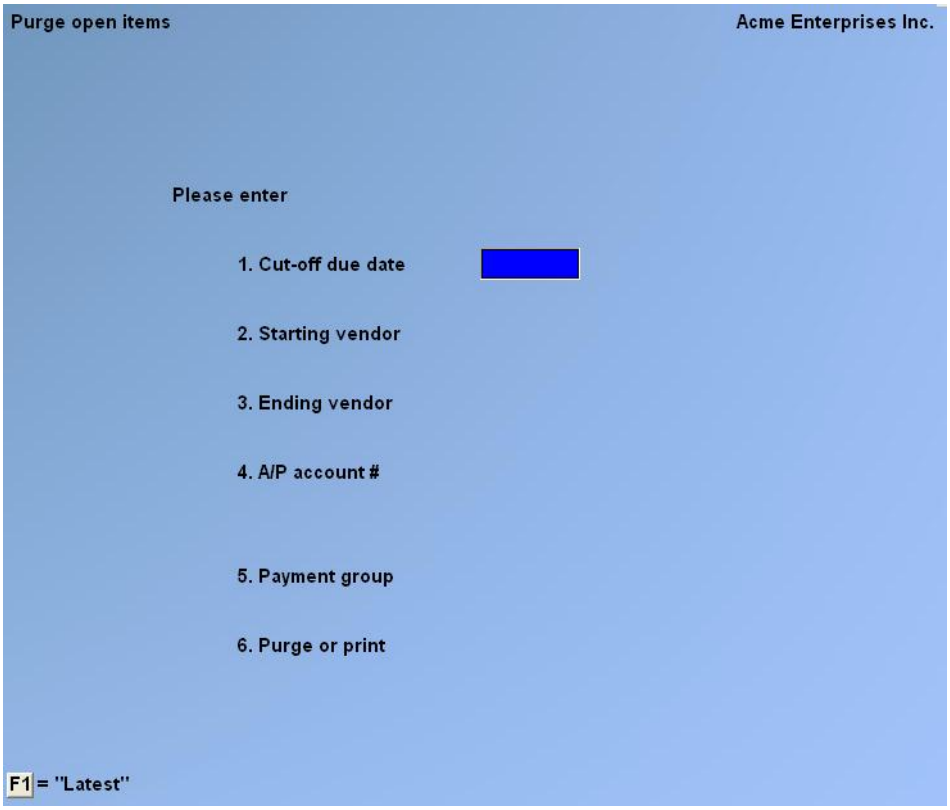
Since they are used in voiding posted checks, you should purge them only after it is known that no checks associated with these fully paid open items are going to be voided.

For example, if all vouchers with a "due date" up to January 31 were paid in January, and all these January checks are valid and do not need to be voided, then you can purge all fully paid open items with a "due date" up to January 31. You would set the first field displayed, "Cut-off due date", to January 31.

**To Begin**

From the second page of the A/P menu, select *Purge open items*.

You see:




Enter the following information:

**1. Cut-off due date**

This is the latest "due date" for which fully paid open items are to be purged.

Enter the date or use the option:

**[F1]** For "Latest" (purge all fully paid open items which meet all other criteria, regardless of due date)

**[?] 2. Starting vendor**
**[?] 3. Ending vendor**

Enter the range of vendor numbers for which fully paid open items are to be purged. Follow the screen instructions.

Only vendors in the specified range will have their fully paid open items purged.

**[?] 4. A/P account #**

Enter the A/P account number for which fully paid open items are to be purged, or use one of the options:

**[F1]** For the A/P account in the A/P Control File

**[F2]** To scan through the other A/P accounts on file

**[Enter]** For "All" A/P accounts

**5. Payment group**

Enter the payment group to be purged or use the option:

**[F1]** For "All" payment groups

**6. Purge or print**

Select one of the following:

| | |
|---|---|
| **1** | To print a list of items eligible to be purged, without purging |
| **2** | To purge the fully paid open items which meet all the criteria entered above, without printing a list. (You could select this if you had already printed a list.) |
| **3** | To print a list, then purge the items |

# Chapter 28

# Purge Temporary Vendors

Temporary vendors are vendors with a vendor number starting with an asterisk (*).

Use this selection to automatically purge temporary vendors from the Vendor File. You may also print a list of temporary vendors purged.

A temporary vendor may only be purged if all of the following conditions are true:

1. There are no outstanding unpaid open items for the temporary vendor.

2. All fully paid open items for the temporary vendor have been purged using *Purge open items*.

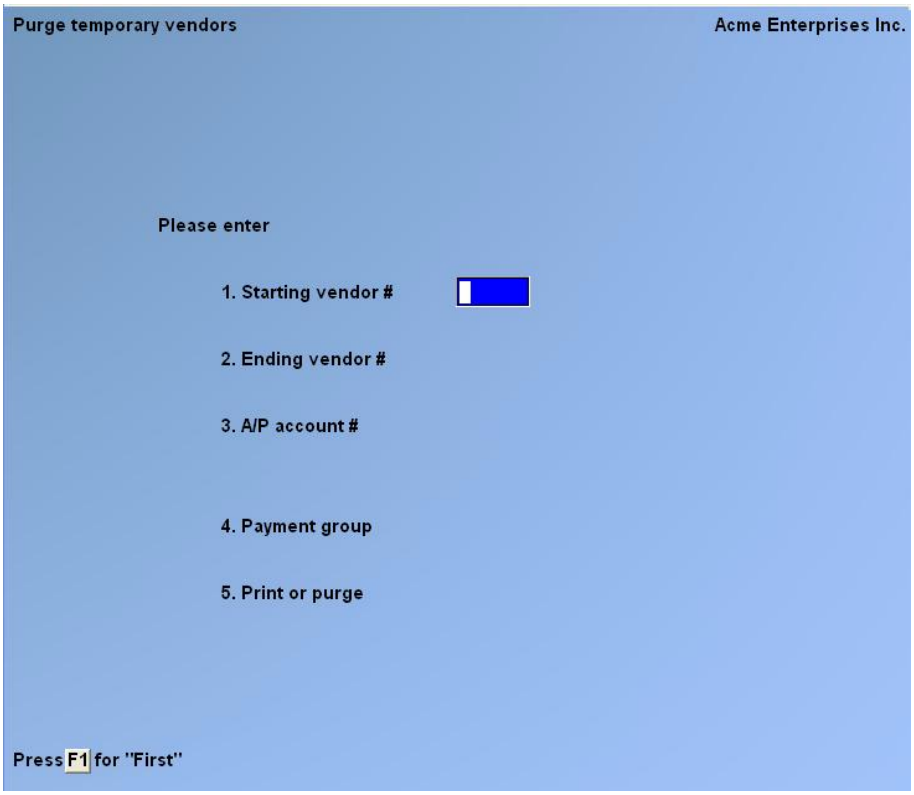
3. All vendor history for the temporary vendor has been purged using *Purge vendor history*.

If the above conditions are all true, then there is no reason to keep the temporary vendor on file since all references to the vendor have been purged from the system.

**To Begin**

From the second page of the A/P menu, select *Purge temporary vendors*.

You see:




Enter the following information:

**[?] . Starting vendor #**

**[?] 2. Ending vendor #**

This is the range of temporary vendors to be purged. Follow the screen instructions.

**[?] 3. A/P account #**

Enter the A/P account number for which temporary vendors are to be purged, or use one of the options:

| | |
|---|---|
| **[F1]** | For the A/P account in the A/P Control File |
| **[F2]** | To scan through the A/P accounts on file |
| **[Enter]** | For "All" A/P accounts |

**4. Payment group**

Enter the payment group to be purged or **[F1]** to purge temporary vendors for "All" payment groups.

**5. Print or purge**

Select one of the following:

**1** To print a list of temporary vendors eligible to be purged, without purging.

**2** To purge the temporary vendors which meet all the criteria entered above, without printing a list. (You could select this if you had already printed a list.)

**3** To print a list, then purge the temporary vendors.

All temporary vendors with no open items or vendor history on file and meeting the parameters entered above are purged. Follow the screen instructions.

---

# Chapter 29

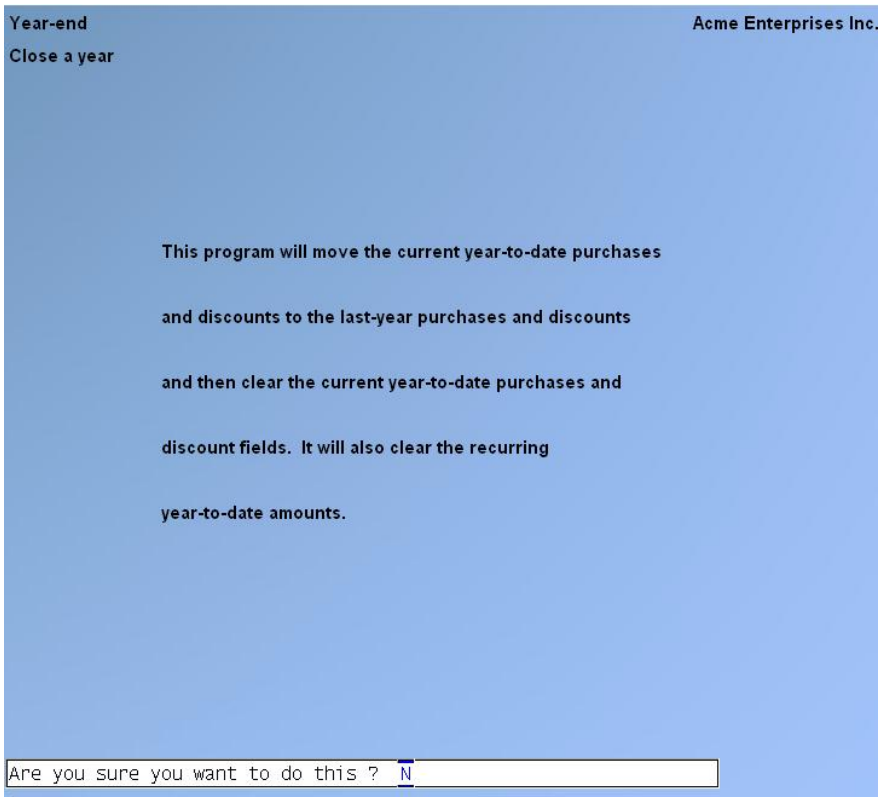
# Year End

This selection updates the Vendor File at year-end by moving the current year-to-date purchases and discount amounts to the last year purchases and discount amounts, and clearing the current year-to-date amounts. It also clears year-to-date amounts in *Recurring payables*.

**To Begin**

From the second page of the A/P menu, select *Year-end*.

The following screen appears:




## CAUTION

**THIS FUNCTION SHOULD NOT BE RUN UNTIL ALL OF THIS FISCAL YEAR'S BUSINESS TRANSACTIONS HAVE BEEN POSTED AND COMPLETED AND THE PURCHASES/DISCOUNTS REPORT HAS PRINTED, ALONG WITH ANY OTHER FISCAL YEAR-ENDING REPORTS.**

**Are you sure you want to do this ?**

Answer **Y** to proceed with the year end procedure, otherwise answer **N**.

If you answer **Y**, a period of processing will occur and you will be returned to the A/P main menu.

# Chapter 30

# Data Integrity Check

This selection verifies the accuracy of the information in your files.

It should be run after initial set up of your Accounts Payable system. This will set up the initial integrity values. You may also run this report at any time.

You should be sure that no one else is using your A/P software when you run this check, so that the results will be valid.

While transactions are being processed, their amounts are added together and the totals are saved. These totals represent the "calculated" balance of the information that should be in the data files.

When *Data integrity check* is run, the "actual" amount of information in the data files is totalled, and the "actual" and "calculated" amounts are compared on a data integrity report.

The "actual" and "calculated" amounts should always be equal. A difference between the two indicates that an unexpected error has occurred.

Such errors could include:

- Hardware failures
- Turning off or rebooting the machine while processing is still going on. (Never do this intentionally.)
- Power surges due to electrical storms or other causes.

Because this report shows differences between the actual and calculated amounts, you can locate errors by referring to edit lists and registers run since the data integrity check was last run.

If a difference is noted between the actual and calculated amounts, you will be asked if you want to reset the calculated amount to match the actual amount. If you answer **Y**, the calculated amount will then be set equal to the actual amount. This does not mean the problem is fixed, only that the amounts are now equal.

**To Begin**

Select *Data integrity check* from the second page of the A/P menu.

A sample of this report follows at the end of this chapter.

If any of the calculated values do not match the actual, you see a message saying so and are asked if you want to reset the calculated values.

Building business and technology relationships.

# Appendix A

# Initialize Data Files

"Initialize" means to create a new data file. When you initialize a data file which already exists, any information in it is completely erased, and the file is newly created.

This function allows you to initialize one or more data files. You probably won't need to initialize data files very often, if ever. But this function is included just in case.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier and attempting other recovery actions (see the appendix titled *File Utilities* at the end of this manual for information on rebuilding corrupted data files).

**CAUTION**

**DON'T USE THIS FUNCTION UNLESS YOU REALLY WANT TO INITIALIZE A DATA FILE. ANY DATA FILE INITIALIZED WILL HAVE ITS INFORMATION COMPLETELY ERASED.**

**To Begin**

Log into your Samco top-level directory and type "apinit".

**NOTE:** If you are running under Linux/Unix/HPUX/AIX or a similar operating system and are logged on as root / super user, replace the above command with "./APINIT".

Enter the company ID you wish to initialize A/P data files for.

You will then see a screen similar to this:

Answer **Y** for each file you want to initialize, **N** to not initialize a file.

**1. Tax recoverable file**

This file is used by the GST Paid report for recounting the GST input tax credit from A/P transactions.

**2. Valid G/L acct file**

All G/L accounts to which A/P activity may be distributed must be entered in this file. These include the expense, cash, discount, and accounts payable accounts.

**3. Cash account file**

The file contains all G/L accounts which you have designated as cash accounts in *Cash accounts*. It is shared by the A/R, A/P, and B/R packages.

**4. A/P notes file**

This file contains all the notes you have entered in the various A/P selections which allow notes.

**5. A/P account file**

This file contains accounts designated as A/P accounts.

**6. A/P control file**

Contained within this file are a number of parameters that define your accounts payable structure.

**7. Vendor master file**

This file contains vendor information such as name, address, terms, purchase statistics, and discount statistics.

**8. Change vendor file**

This file is used to log any changes or deletions which are made to the Vendor File.

**9. Purchasing address file**

This file contains the addresses of where your payment is going for goods or services purchased. It is used by Purchase Order and Purchasing Plus.

**10. A/P transaction file**

This file is used to temporarily store A/P transactions prior to posting to A/P files.

**11. A/P trans dist file**

This file records G/L distributions generated by A/P transactions during entering and editing them.

**12. A/P transaction lock file**

This file is used to protect the A/P Transaction File.

**13. A/P open item file**

This file contains all payable items. These items are also referred to as vouchers, since each item represents an invoice or other such Accounts Payable transaction for which payment has been authorized.

**14. Open item adj trans file**

This transaction file contains one record for each adjustment to open items processed.

**15. A/P open adj lock file**

This file is used to protect the Open Item Adjustment File.

**16. Void check file**

This file contains information on the checks that have been voided.

**17. A/P check file**

This file contains one record for each check (computer-printed, pre-payment, manual, quick or non-A/P check) processed by the A/P package.

**18. A/P check lock file**

This file is used to protect the A/P Check File.

**19. A/P dist to G/L file**

This file is used to generate the Payables Distributions to G/L Report and, if the G/L package is used, this file is the input to the G/L interface program.

**20. A/P recurring trans file**

This file is used to store recurring A/P transactions, so that regular A/P transactions can be created.

**21. Vendor history file**

This file is used to maintain a history of A/P activity for each vendor.

**22. Report parameter file**

When you are entering parameters to use in printing various reports, you can choose to save them. If you do, they are contained in this file.

**23. Form file**

This file stores the A/P check formats for printing.

**24. Branch file**

If branch processing is being used (per the A/P Control File), this file tracks the vouchers allocated to each branch for check processing.

**To Exit**

When initializing is complete, the operating system prompt reappears.

Building business and technology relationships.

# Appendix B

# File Utilities

This function will allow you to:

- "Recover" the data files that have become corrupted (fouled up).
- Recover disk space by rebuilding data files with purged or deleted records that are still taking up space.
- Export your data into a format that can be used by many popular spreadsheet, word processing and data base programs.

## Corrupted data files

Data file corruption does not occur very often, but you do need to be aware of it just in case one of your data files does become corrupted. This can occur for only a handful of reasons. The most common being:

1. The power to your computer gets turned off when you are using your Samco applications.
2. Your hard disk has developed a defect.

Corrupted data files can't be used reliably afterward, and any attempt to use them causes unusual error messages and you are removed from running the Samco applications.

If this occurs, or if you begin to get unusual results while using your software and suspect that there may be a corrupted data file, you should get technical support.

Your supplier or an independent professional may be able to provide this support. If not, contact Samco Software Inc.'s support department directly (there may be a fee).

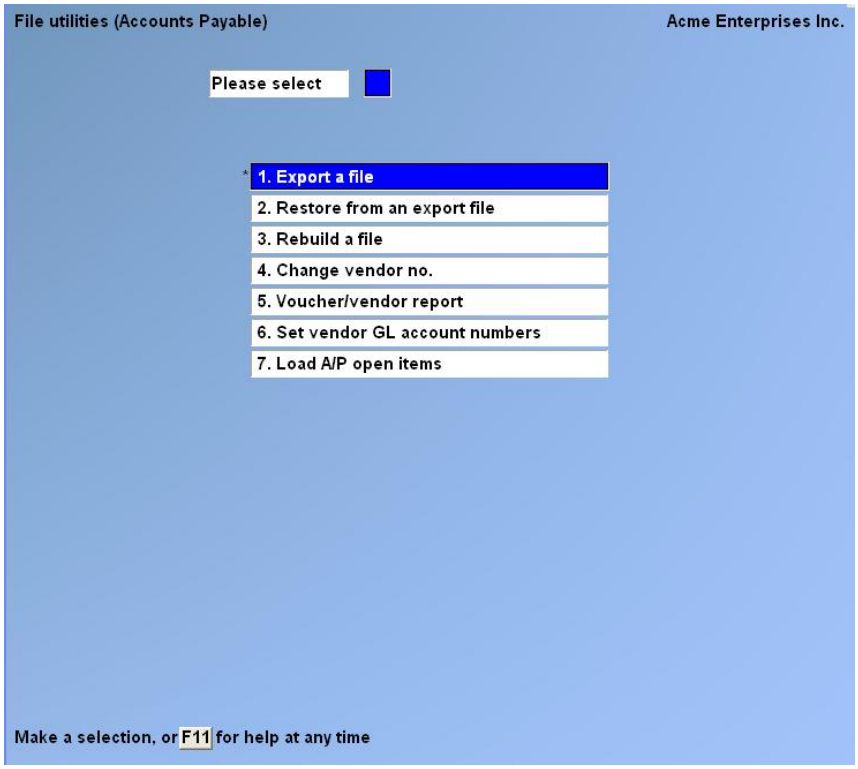
**Handling**

Data file corruption does not mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted.

In *File utilities*, the function *Rebuild a file* will take out the good records in the data file, place these in a temporary file, and then replace the old file with the good records. In addition to this, any deleted or purged records which are taking up disk space will also be permanently removed and the file compressed to its physical size.

**To Begin**

Select *File utilities* from the second page of the A/P main menu. The following menu appears:




## Export a file

This function is used to export data files from the internal format to a "flat" ASCII file. The data file(s) is read in and an output file is created in the Samco root directory with the name "**xxxxxxnn.EXP**". Where '**xxxxxx**' is the file name, and where '**nn**' is the company number the file came from. (If you are running under Unix you will also have the option of appending a drive designation to the front of the file.)

To begin, select *Export a file* from the *File utilities* sub-menu. A screen similar to the one below will appear:

```
File utilities (Accounts Payable)                                  Acme Enterprises Inc.
Export a file
                                  Please select file

 1. A/P account file....... (APACCTTC)  14. Adjustment trans file.. (ADJTRXTC)
 2. A/P check file......... (APCHKFTC)  15. Branch dist file....... (APBRNFTC)
 3. A/P codes file......... (APCODSTC)  16. Cash account file...... (CSHACTTC)
 4. A/P control file....... (APCTLFTC)  17. Purchasing address file (PURADRTC)
 5. A/P distribution file.. (APDISTTC)  18. Tax collected file..... (TAXFILTC)
 6. A/P Form file.......... (APFRMFTC)  19. Vendor file............ (VENFILTC)
 7. A/P Funds transfers.... (APFTRFTC)  20. Vendor auxiliary file.. (VENAUXTC)
 8. A/P notes file......... (APNOTFTC)  21. Vendor change file..... (CNGVENTC)
 9. A/P Open item file..... (APOPENTC)  22. Vendor contacts file... (VENCONTC)
10. A/P Recurring trx file. (APRCURTC)  23. Vendor history file.... (VENHISTC)
11. A/P report param file.. (APRPTPTC)  24. Vendor history aux file (APHAUXTC)
12. A/P transaction file... (APTRXFTC)  25. Void check file........ (VOIDCKTC)
13. A/P transaction distn.. (TRXDISTC)

Please enter device for export file
Please enter device size in kilobytes


Press F1 for "All"
```

Enter the following data:

**Please select file**

Enter the number, from the list provided, of the file to be converted to ASCII format, or press **[F1]** for all.

**Please enter device for converted file**

This is the drive letter of the device that the ASCII version of the data file will be written to.

**<u>For UNIX/LINUX users</u>**

The drive letter entered here will be attached to the front of the file name. The letter **A** is recommended for consistency. The ASCII backup file name in the Samco root directory will read **A:xxxxxxnn.EXP**.

Alternatively, if you do not want to add a drive letter, press **[F1]** for "none".

**<u>For WINDOWS network users</u>**

The drive letter enter here will be the drive that the ASCII backup file will be written

onto. If the drive letter entered is that of a floppy diskette drive you will be prompted if you wish to delete all files on the drive first.

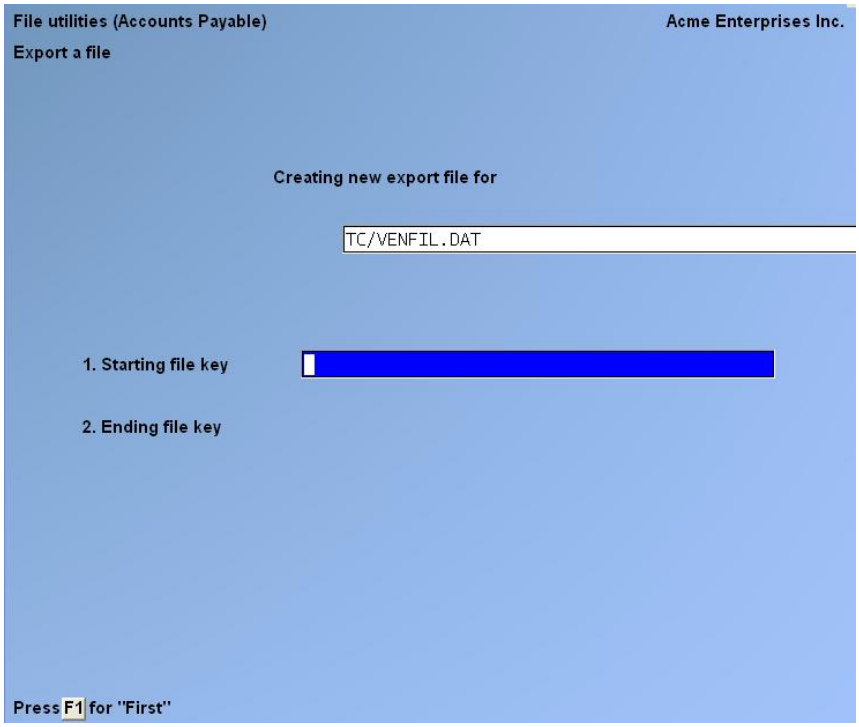
**Please enter the device size in kilobytes**

**[F1]** Unlimited, Hard disk drive

The screen will then prompt you "Any change ?". Enter **Y** and all the entries that you have made will be cleared and you will be returned to the "Please select file" prompt. Press **[Enter]** to accept the default of **Y**.

**NOTE**: If you choose to convert "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", and "ENDING FILE KEY" prompts

The following screen will be displayed only if did not select "All" files at the "Please select file" prompt:




Enter the following data:

1. **Starting file key**
2. **Ending file key**

Enter the starting and ending file keys for the data file selected for conversion, or press **[F1]** for "First" and "Last". Up to 37 alphanumeric characters may be entered.

Unless you know the exact key for the records in the data file it is recommended that you press **[F1]**.

When you have completed all entries the following prompt will appear:

**(C) create new export file or (A) add records to existing export file**

Enter **C** to create a new export file and over-write any pre-existing ASCII export for this data file, or enter **A** to add the records selected for conversion to any pre-existing ASCII export file on the device specified.

After selecting which type of file to create the screen then clears and the ASCII file name is displayed along with a counter of the number of records exported.

If you had selected "All" at the "Please select file", it is assumed that you wish to create a new converted file. After the "Any change ?" prompt, the screen clears and the ASCII file name is displayed along with a counter of the number of records exported for all files.

The *Export a file* menu reappears after the file, or files, selected have been exported so that you may choose another file.

After you have completed running the convert routine, press **[Tab]** at the "Please select file" prompt. A window will appear for you to select how to print the export log.

## Restore an exported file

This function is used to restore one of more of the listed data files from the "flat" ASCII file format to the internal format. The exported file is read in and an output file is created in the company sub-directory with the name "**xxxxxx.DAT**". Where "**xxxxxx**" is the file name.

From the *File utilities* menu select *Restore an exported file*.

You see:

```
File utilities (Accounts Payable)                                  Acme Enterprises Inc.
Restore from an export file
                                  Please select file

 1. A/P account file....... (APACCTTC)  14. Adjustment trans file.. (ADJTRXTC)
 2. A/P check file......... (APCHKFTC)  15. Branch dist file....... (APBRNFTC)
 3. A/P codes file......... (APCODSTC)  16. Cash account file...... (CSHACTTC)
 4. A/P control file....... (APCTLFTC)  17. Purchasing address file (PURADRTC)
 5. A/P distribution file.. (APDISTTC)  18. Tax collected file..... (TAXFILTC)
 6. A/P Form file.......... (APFRMFTC)  19. Vendor file............ (VENFILTC)
 7. A/P Funds transfers.... (APFTRFTC)  20. Vendor auxiliary file.. (VENAUXTC)
 8. A/P notes file......... (APNOTFTC)  21. Vendor change file..... (CNGVENTC)
 9. A/P Open item file..... (APOPENTC)  22. Vendor contacts file... (VENCONTC)
10. A/P Recurring trx file. (APRCURTC)  23. Vendor history file.... (VENHISTC)
11. A/P report param file.. (APRPTPTC)  24. Vendor history aux file (APHAUXTC)
12. A/P transaction file... (APTRXFTC)  25. Void check file........ (VOIDCKTC)
13. A/P transaction distn.. (TRXDISTC)

Please enter device for export file
Please enter device size in kilobytes


Press F1 for "All"
```

Enter the following information:

**Please select file**

Enter the file number, from the list provided, of the file to be restored from an ASCII export format, or press **[F1]** for all.

**Please enter device for exported file**

This is the drive letter of the device that the ASCII version of the data file will be read from.

**<u>For UNIX/LINUX users</u>**

This is the drive letter attached to the front of the file name. For example, if the file to restore is **A:xxxxxxnn.EXP**, you would enter **<u>A</u>** here. If no designation is at the beginning of the file press **[F1]** for "none".

**<u>For WINDOWS network users</u>**

The drive letter entered here will be the drive that the ASCII export file resides on.

**Please enter the device size in kilobytes**

**[F1]** Unlimited, Hard disk drive

**(C) Create New Data File Or (A) Add Records To existing Data File**

If you answer **C** (Create new file), all of the existing data records in the original file will be destroyed, and the data records contained in the converted file will be transferred to the original file.

If you answer **A** (Add records to file), all of the existing records in the original file will remain, and the data records contained in the converted file will be added to the original file.

The following message will display:

**"This function will now initialize the data file used in production. Its contents will be fully replaced with data from the converted file. Please make sure you want to do this. Are you sure?"**

Answer **Y** or **N**, as appropriate.

The file(s) will now be restored. A message will be displayed on the screen, showing the count of the records as they are restored.

When the restoration of the file or files is complete the 'Restore a converted file' menu will be displayed.

You may select another file to restore. You may continue to restore files or press **[Tab]** to print the restore log and then return to the *File Utilities* sub-menu.

A window will appear for you to select where to print the restore log. A restore log shows the file(s) restored, the number of records per file, the date and time.

## Rebuilding Data Files

Rebuilding data files can be used for one of two reasons:

1. A data file has become corrupted and needs to be recovered.
2. To recover disk space and clean out deleted or purged records.

The *Rebuild a file* function essentially takes the good records out of a file, removes the old file, and creates a new file with the good records.

To begin, select *Rebuild a file* from the *File utilities* menu.

You then see:

```
File utilities (Accounts Payable)                                  Acme Enterprises Inc.
Rebuild a file
                                  Please select file

 1. A/P account file....... (APACCTTC)  14. Adjustment trans file.. (ADJTRXTC)
 2. A/P check file......... (APCHKFTC)  15. Branch dist file....... (APBRNFTC)
 3. A/P codes file......... (APCODSTC)  16. Cash account file...... (CSHACTTC)
 4. A/P control file....... (APCTLFTC)  17. Purchasing address file (PURADRTC)
 5. A/P distribution file.. (APDISTTC)  18. Tax collected file..... (TAXFILTC)
 6. A/P Form file.......... (APFRMFTC)  19. Vendor file............ (VENFILTC)
 7. A/P Funds transfers.... (APFTRFTC)  20. Vendor auxiliary file.. (VENAUXTC)
 8. A/P notes file......... (APNOTFTC)  21. Vendor change file..... (CNGVENTC)
 9. A/P Open item file..... (APOPENTC)  22. Vendor contacts file... (VENCONTC)
10. A/P Recurring trx file. (APRCURTC)  23. Vendor history file.... (VENHISTC)
11. A/P report param file.. (APRPTPTC)  24. Vendor history aux file (APHAUXTC)
12. A/P transaction file... (APTRXFTC)  25. Void check file........ (VOIDCKTC)
13. A/P transaction distn.. (TRXDISTC)

Press F1 for "All"
```

Enter the following information:

**Please select file**

Enter the number of the file you wish to rebuild or press **[F1]** to rebuild all of the A/P data files.

A new screen will appear showing the status of each file as it is being rebuilt. Once completed, you are returned to the *Rebuild a file* screen.

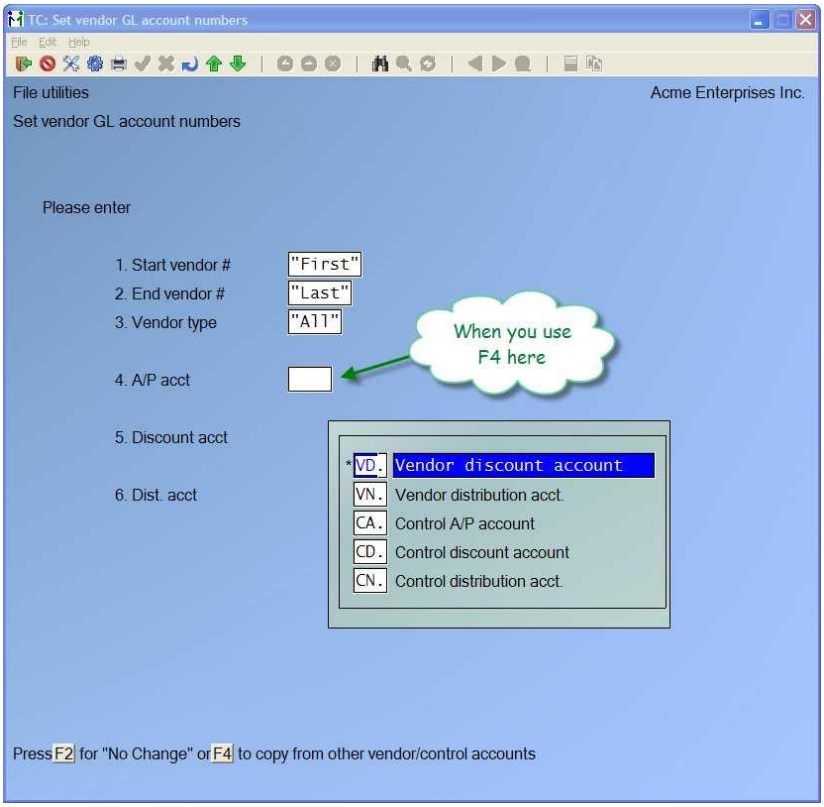
## Change Vendor Number

Select *Accounts Payable*, **[F2]** *File utilities*, *Change vendor no.*

This allows you to change a vendor's number. The number must not be for an existing vendor. All open transactions and historical data will be updated to reflect the new number. When the new vendor already exists, the system merges together the data of the "From vendor #" with the data of the "To vendor #".

## Set vendor GL account numbers

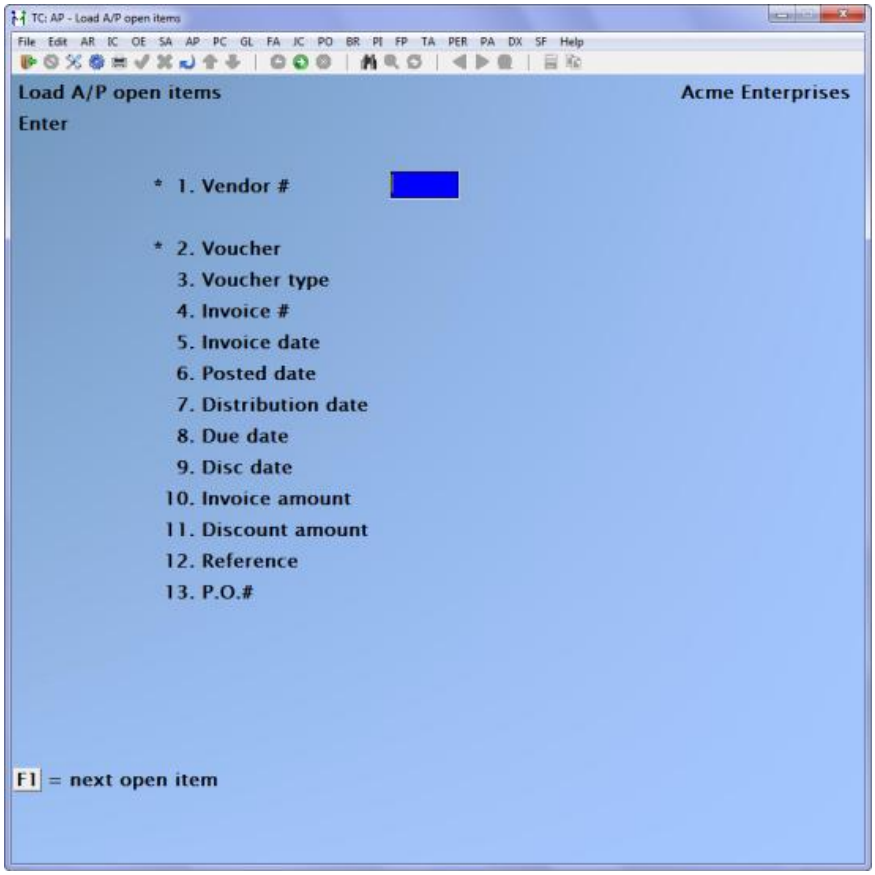
Select *Accounts Payable*, **[F2]** *File utilities, Set vendor GL account numbers,* at the field A/P acct, **[F4]** now displays a modified pop up window. The numeric account identifiers have been replaced with codes to allow for future processing functionality.




## Load Open Items Function

Select *A/P → [F2] → File Utilities → Load A/P open items*

This allows you to manually create or edit A/P open item transactions. Its primary function however is for new installations where vendor open items and history needed to be loaded.


TC: AP - Load A/P open items
File Edit AR IC OE SA AP PC GL FA JC PO BR PI FP TA PER PA DX SF Help
Load A/P open items
Acme Enterprises
Enter
* 1. Vendor #
* 2. Voucher
3. Voucher type
4. Invoice #
5. Invoice date
6. Posted date
7. Distribution date
8. Due date
9. Disc date
10. Invoice amount
11. Discount amount
12. Reference
13. P.O.#
F1 = next open item

# X. EXPORT PRINTER REPORTS

## Available reports

- Aged Open Items
- Cash Disbursements Projection
- Cash Requirements
- Check Register
- Distributions to GL
- Open Payables by Date
- Vendor History, Cheque Register
- Vendor History, Open payables by date
- Vendor List by Vendor #

## Printing reports to an export file

Due to popular demand, there are now a number of reports that you can print to the 'X' Export printer and we keep adding more.

In order to open reports printed to the 'X' printer, the user must have access to their local directory. If you are a Thin Client® user, you must identify the directory in **SYSTEM FUNCTIONS → COMPANY DATA. The default is C:\SSIDOCS\.**

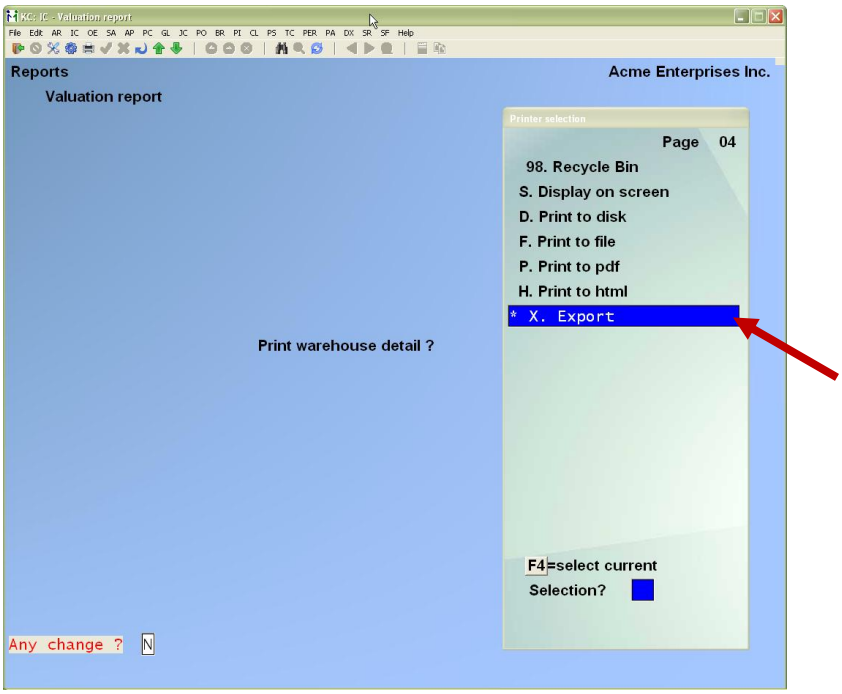
**Each report printed to the 'X' printer is assigned a default file name. After you select the 'X' printer, a pop-up window will prompt** [F1] **to accept the default filename displayed or enter your own filename. Remember to assign a unique filename to each report that you wish to keep as filenames can be reused and the data over-written.**

**Note: A report printed to disk cannot be later printed to the 'X' printer.**

The first time that you select the 'X' Export "printer" from the pop-up Printer Selection window, the system may prompt you to identify which program should be

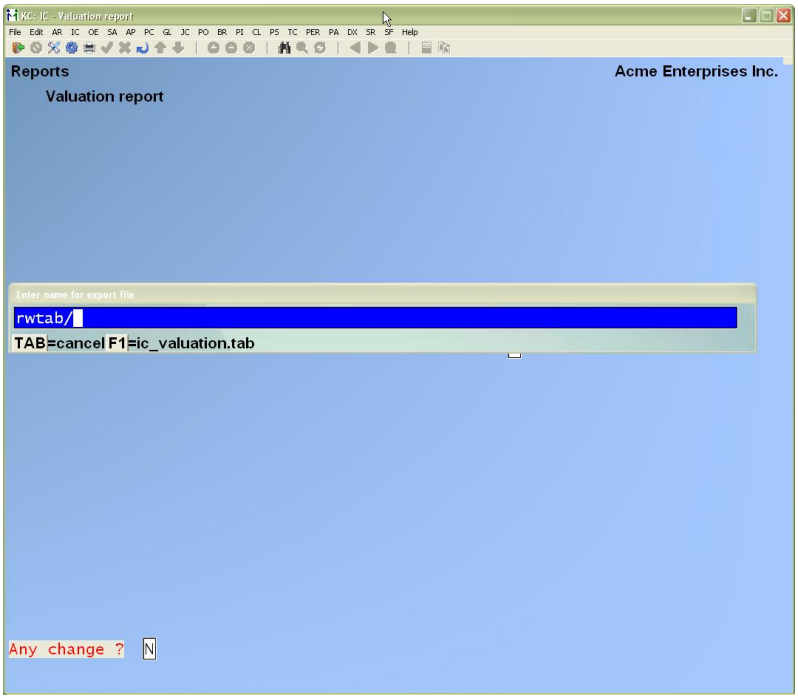
used to open the file. The export files are designed to be opened with Excel. However, they can be opened with any software that can access tab delimited files (e.g. Windows, Thin Client®).

Please note that there may be a delay between the time the report has 'finished printing' and the time the Excel worksheet opens. This delay is dependent upon your system activity levels.



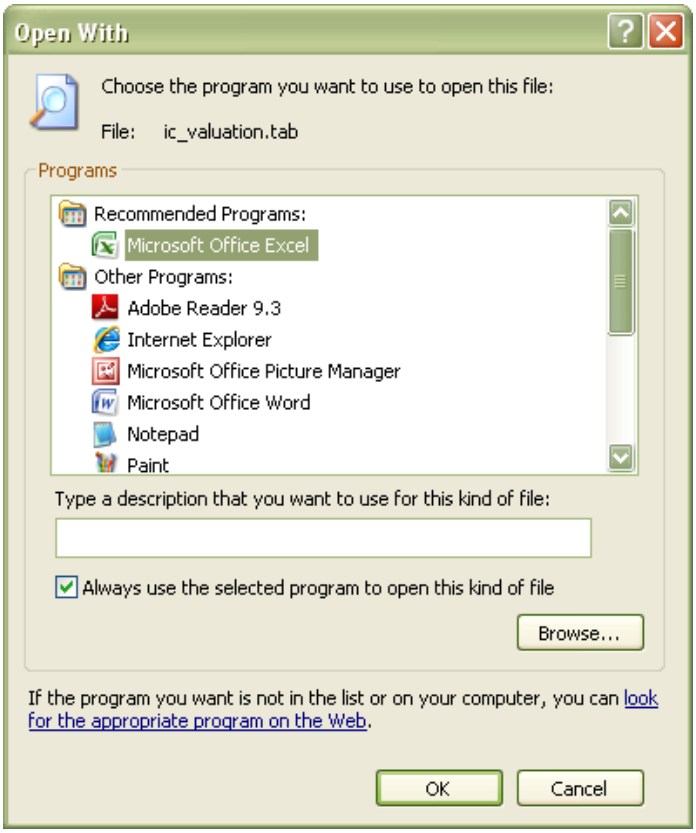

Enter the parameters for your report as you normally do.

When the Printer selection popup window is displayed, select the 'X' printer.



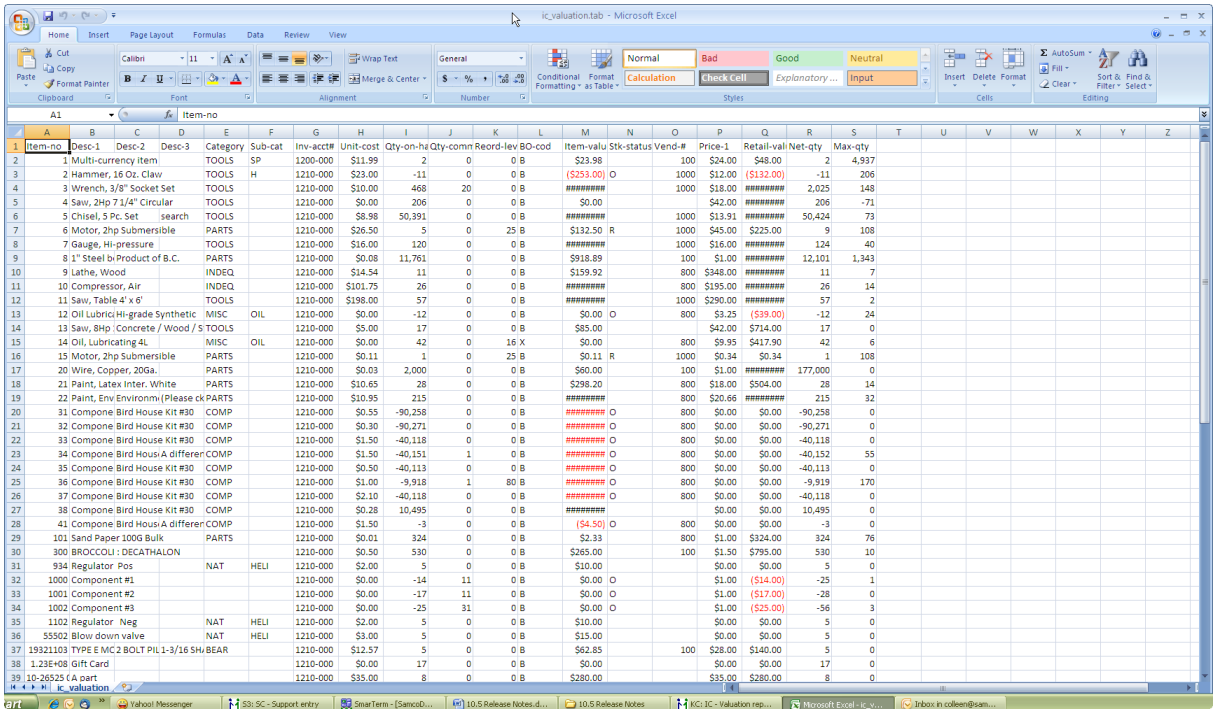

Follow the system prompts to cancel the report request or accept the default file name
OR
Type a new file name.

If prompted, select the program that Windows is to use to open your Xport file(s).



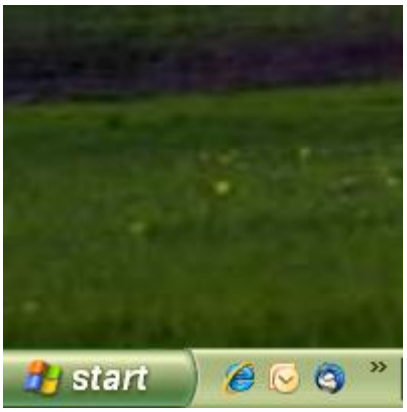

Windows or Thin Client® will open the export file using the program that you

selected. The following example is from Excel 2007.

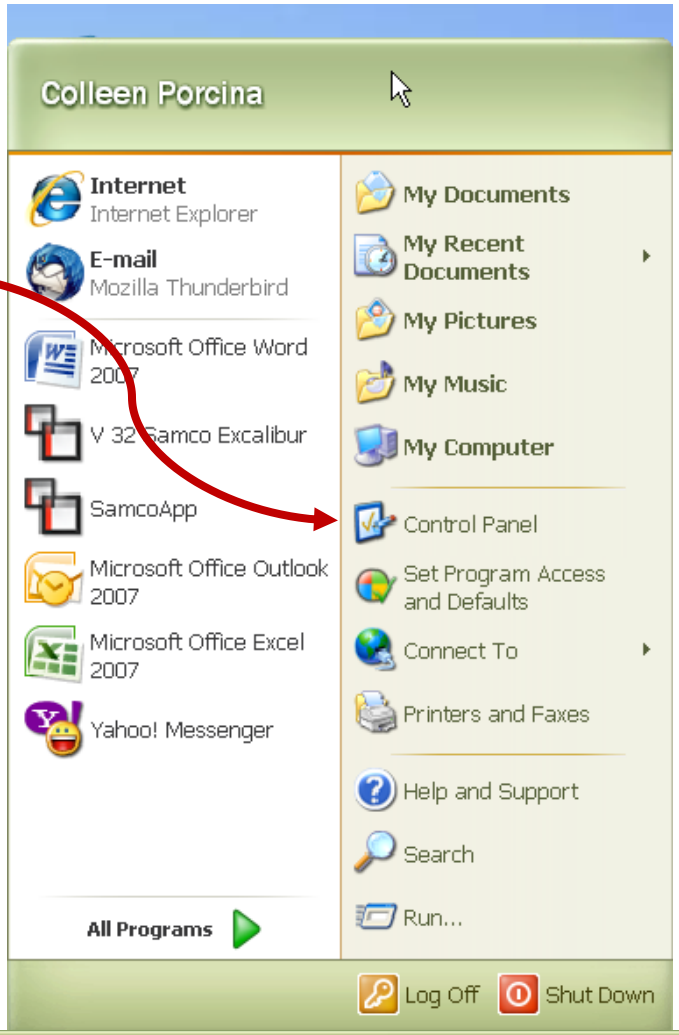


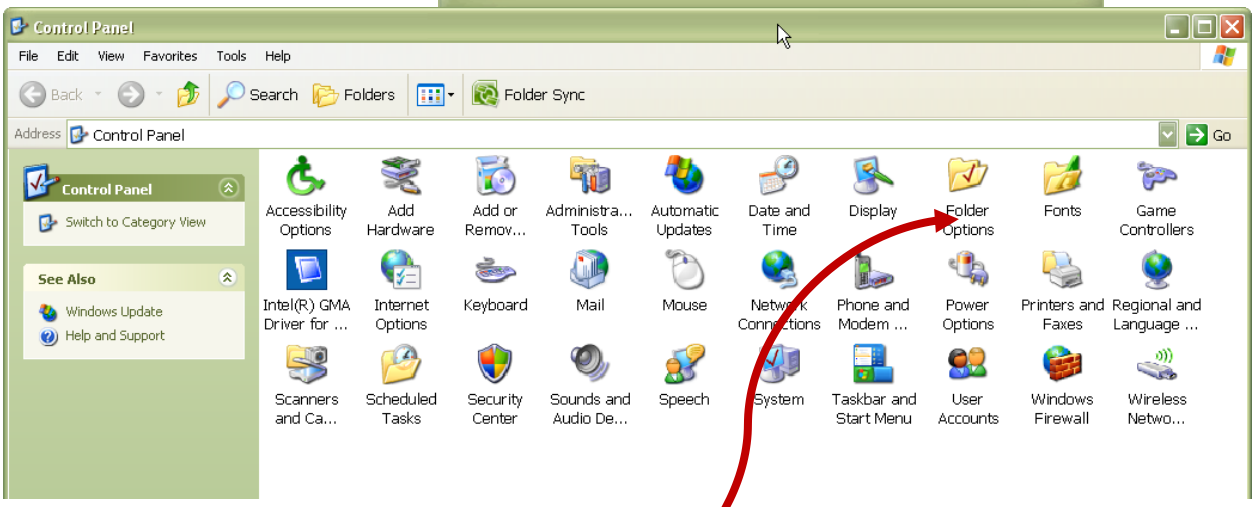

## How to set the default for opening a SAMCO .tab file in Windows XP

1. Begin by clicking on *start*



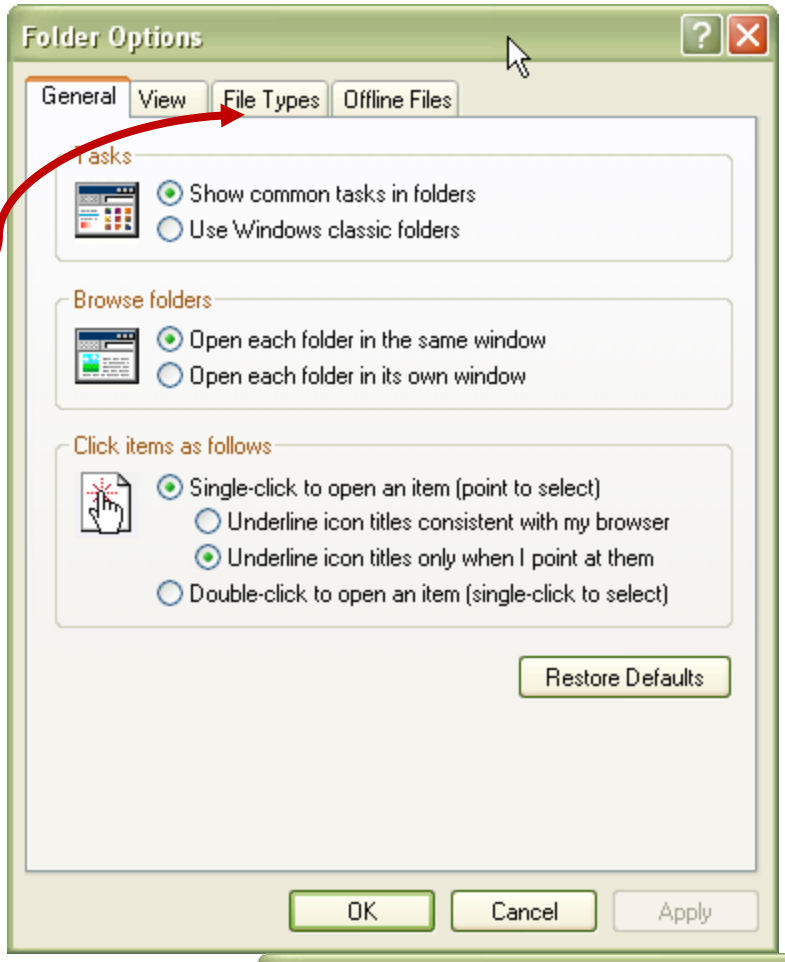
2. Click on the *Control Panel* icon

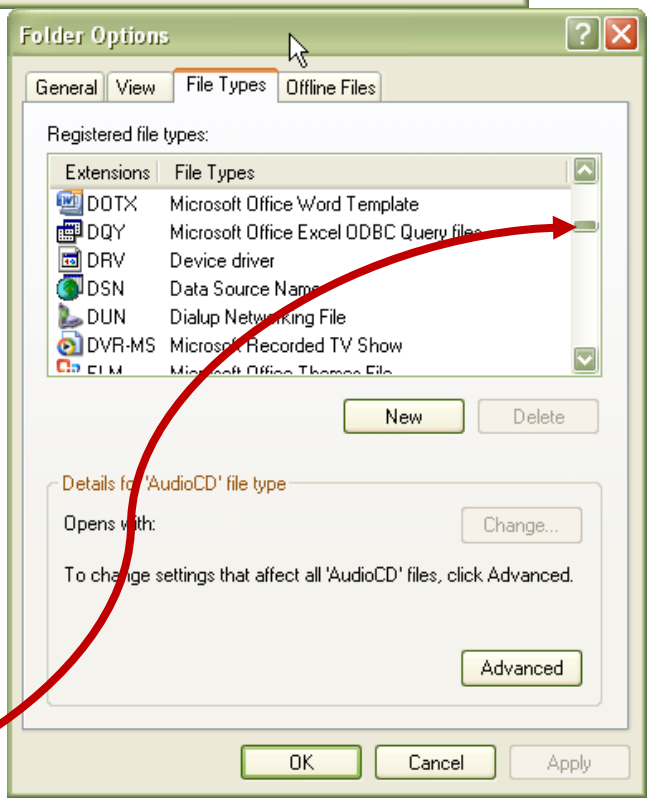


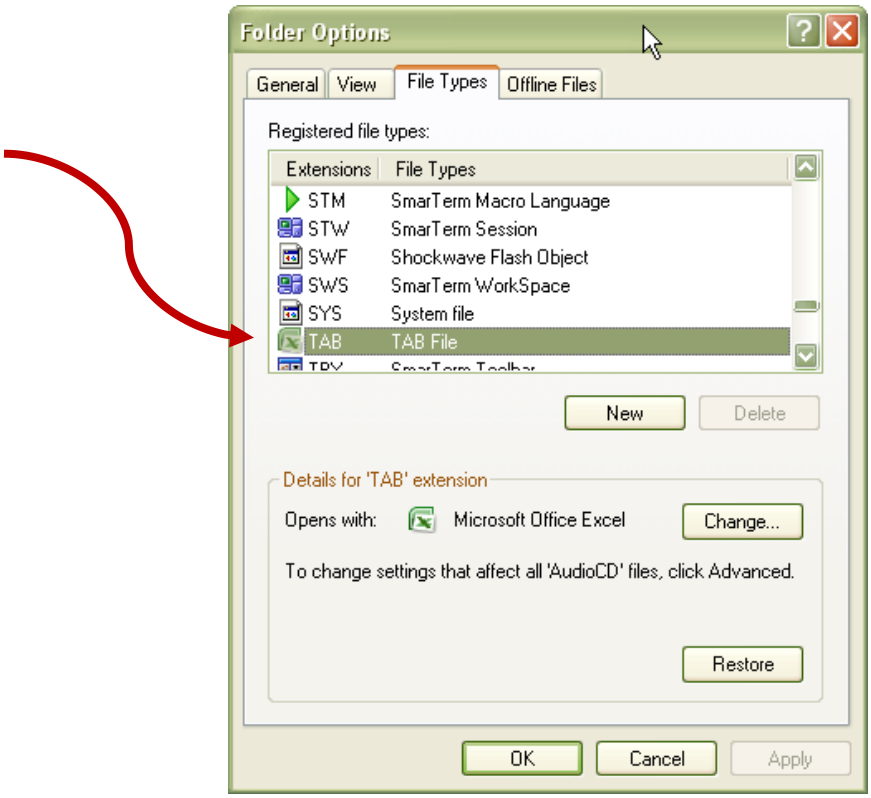

3. Click on the *Folder Options* icon

4. Click on the *File Types* tab

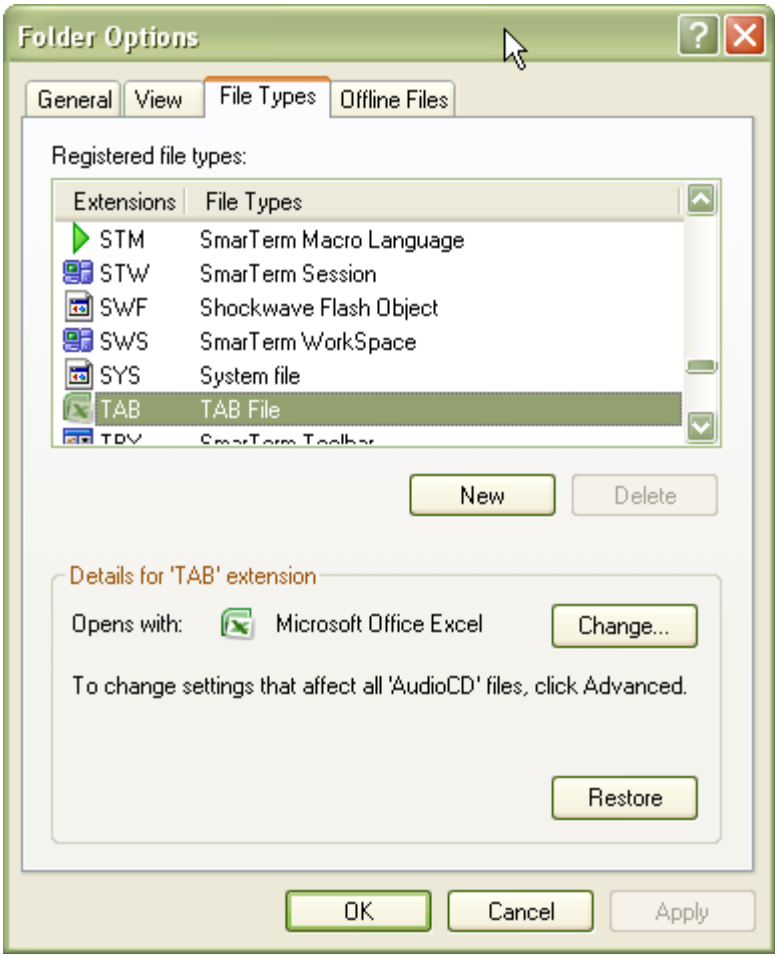



5. Drag the scroll bar
To TAB
OR
Type TAB to jump to it.


Folder Options
General
View
File Types
Offline Files
Registered file types:
Extensions
File Types
STM
SmarTerm Macro Language
STW
SmarTerm Session
SWF
Shockwave Flash Object
SWS
SmarTerm WorkSpace
SYS
System file
TAB
TAB File
New
Delete
Details for 'TAB' extension
Opens with:
Microsoft Office Excel
Change...
To change settings that affect all 'AudioCD' files, click Advanced.
Restore
OK
Cancel
Apply

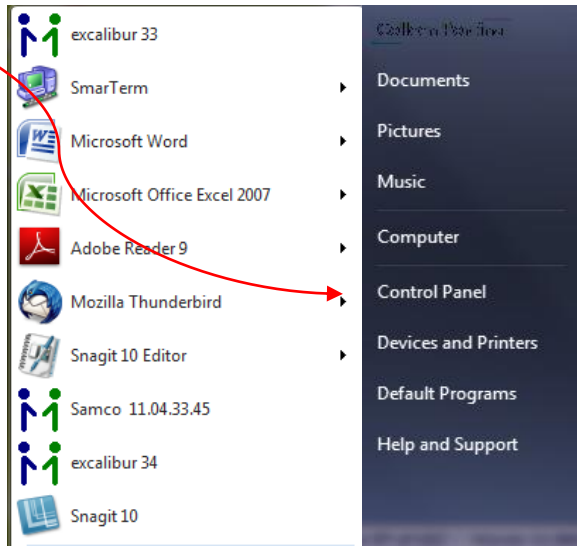
6. Click Delete to remove the file type
   OR
   Click Change to change the default for *Opens with*



## How to set the default for opening a SAMCO .tab file in Windows 7

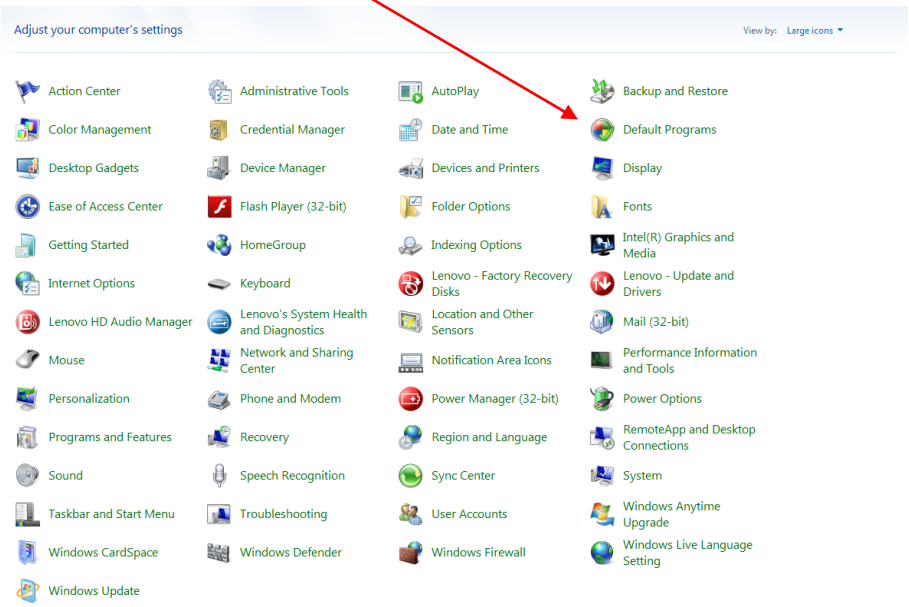
1. Begin by clicking on the *Windows* icon

2. Click on *Control Panel*

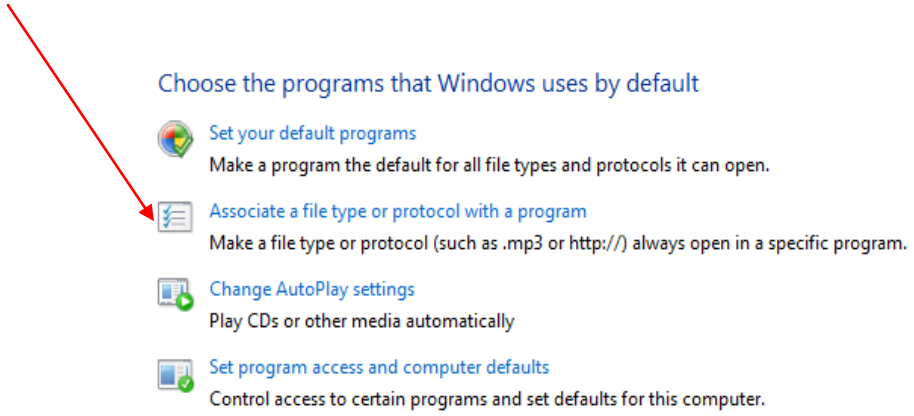



3.

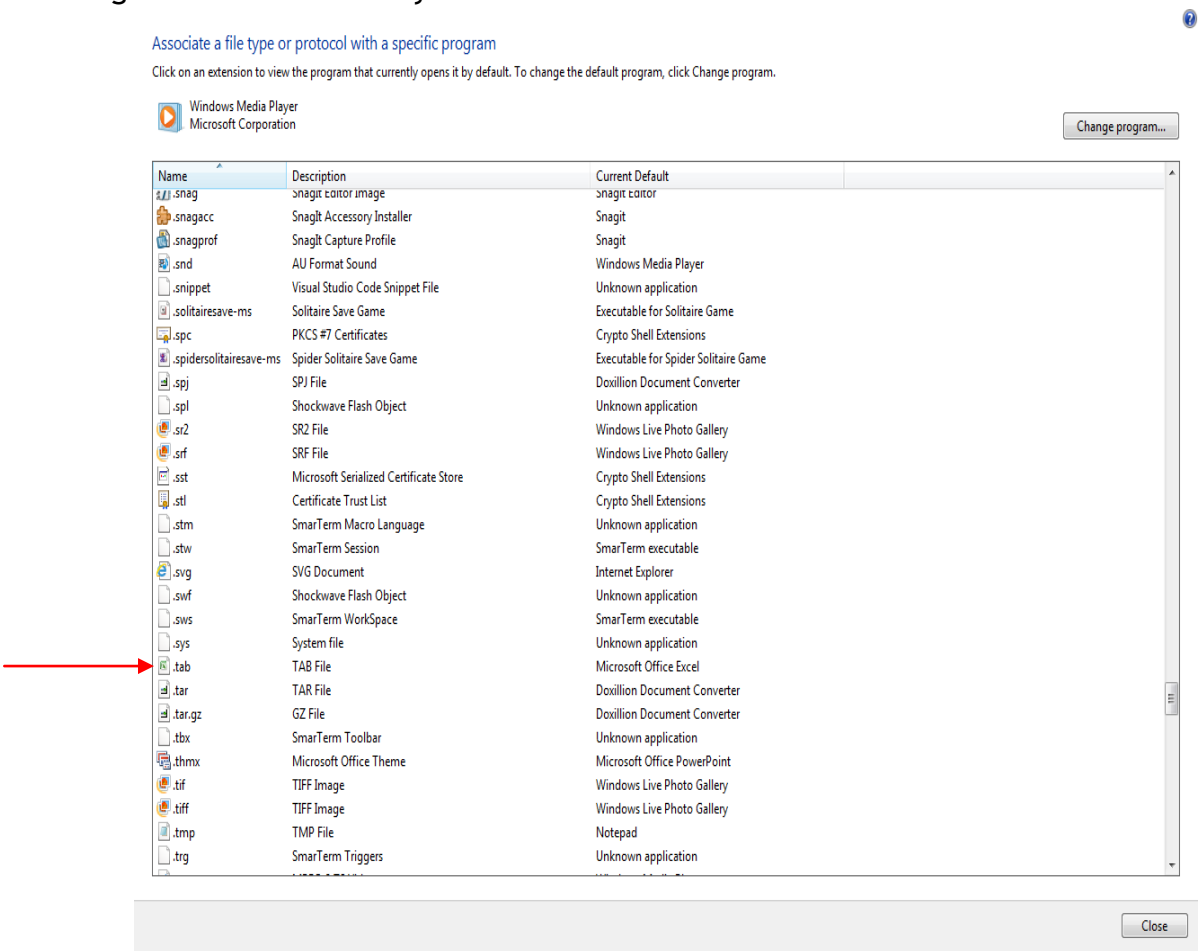
3. Click on the *Default Programs* icon



4. Click on *Associate a file type or protocol with a program*

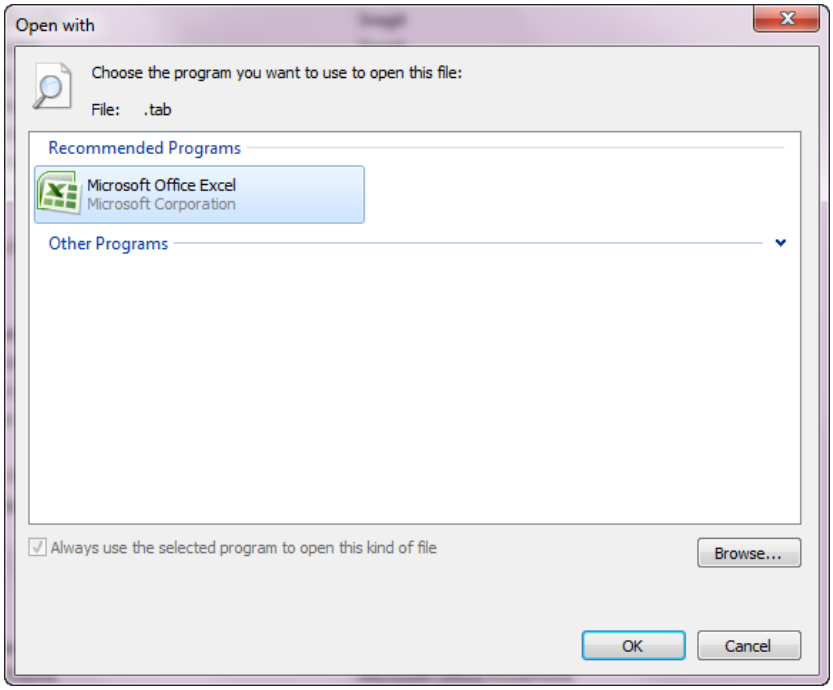



5. Drag the scroll bar until you see *.tab TAB File*




| Name | Description | Current Default |
|---|---|---|
| .snag | Snagit Editor Image | Snagit Editor |
| .snagacc | SnagIt Accessory Installer | Snagit |
| .snagprof | SnagIt Capture Profile | Snagit |
| .snd | AU Format Sound | Windows Media Player |
| .snippet | Visual Studio Code Snippet File | Unknown application |
| .solitairesave-ms | Solitaire Save Game | Executable for Solitaire Game |
| .spc | PKCS #7 Certificates | Crypto Shell Extensions |
| .spidersolitairesave-ms | Spider Solitaire Save Game | Executable for Spider Solitaire Game |
| .spj | SPJ File | Doxillion Document Converter |
| .spl | Shockwave Flash Object | Unknown application |
| .sr2 | SR2 File | Windows Live Photo Gallery |
| .srf | SRF File | Windows Live Photo Gallery |
| .sst | Microsoft Serialized Certificate Store | Crypto Shell Extensions |
| .stl | Certificate Trust List | Crypto Shell Extensions |
| .stm | SmarTerm Macro Language | Unknown application |
| .stw | SmarTerm Session | SmarTerm executable |
| .svg | SVG Document | Internet Explorer |
| .swf | Shockwave Flash Object | Unknown application |
| .sws | SmarTerm WorkSpace | SmarTerm executable |
| .sys | System file | Unknown application |
| .tab | TAB File | Microsoft Office Excel |
| .tar | TAR File | Doxillion Document Converter |
| .tar.gz | GZ File | Doxillion Document Converter |
| .tbx | SmarTerm Toolbar | Unknown application |
| .thmx | Microsoft Office Theme | Microsoft Office PowerPoint |
| .tif | TIFF Image | Windows Live Photo Gallery |
| .tiff | TIFF Image | Windows Live Photo Gallery |
| .tmp | TMP File | Notepad |
| .trg | SmarTerm Triggers | Unknown application |

6. Click on the .tab line and then choose the program you want to use to open .tab files.


Open with
Choose the program you want to use to open this file:
File: .tab
Recommended Programs
Microsoft Office Excel
Microsoft Corporation
Other Programs
Always use the selected program to open this kind of file
Browse...
OK
Cancel