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Accounts Payable Initial Setup

2003

> Written in 2003 for the Accounts Payable application of APPX Financials. Screens and options in current releases may differ.

APPX Software, Inc.

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CHAPTER 1

General Information

Introduction

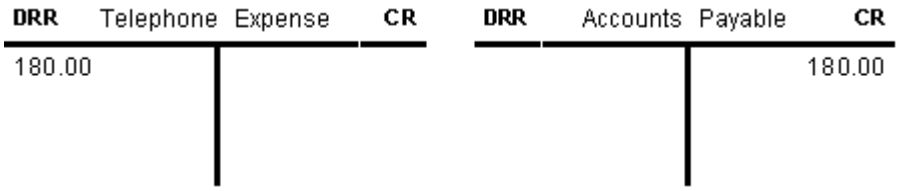
What Is Accounts Payable?

Accounts Payable is a means by which you can monitor the disbursement of money from your company. Simply put, Accounts Payable records and pays a company's bills or liabilities.

When a liability or debt is incurred, the vendor to whom the money is owed issues an "invoice." Besides the total amount of money owed, the invoice usually contains information about any discount the vendor may offer as an incentive to pay the invoice in a timely fashion, and when the total amount of the invoice is due (the terms of the invoice); the products or services purchased; and the amount of freight or tax attributed to the purchase.

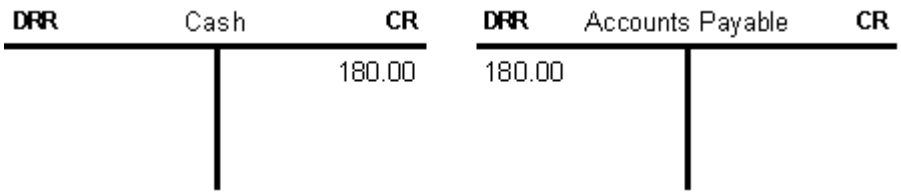
The debt or liability is recorded into Accounts Payable when you enter the invoice. Normally, when you post an invoice the system credits, or increases, the balance in a liability account. Examples of liability accounts are Interest Payable, Income Tax Payable, Mortgages Payable, and Accounts Payable. The corresponding debit amount usually increases the balance in some type of expense, inventory, or work in process account. If General Ledger is part of your system, Accounts Payable postings also update the General Ledger balances, providing you with up-to-date financial information.

The following "T-charts" show the effect of the posting of a $180.00 invoice for a telephone bill.



Sometime after the invoice has been received and entered but before the due date of the invoice, you should pay the vendor for the purchase. Using Accounts Payable, you can pay the vendor by one of two different methods. The first method is called a manual or "hand" check. A hand check is either typed or hand written, sent to the vendor, and then recorded into the Accounts Payable application through a data entry process. The second method of payment is an automatic or "machine" check. A machine check is created, printed, and posted through the Check Processing function in the Accounts Payable application. Checks are created for invoices that have been entered into the system and for which payment will be due prior to the next check processing cycle.

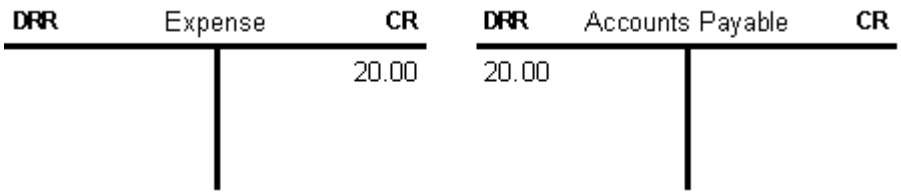
The check processing cycle is normally performed multiple times during an accounting period and produces numerous checks each time. When posted, both invoice payment methods debit (decrease) the liability account Accounts Payable and credit (decrease) the balance in the Cash account on which the check was drawn. Below are "T-charts" illustrating a machine check or hand check payment for the same $180.00 telephone bill.



Hand checks can also be used for payments of purchases which you have NOT previously recorded in Accounts Payable through entering an invoice. This type of payment is called a "direct disbursement" or "direct expense." With a direct disbursement, the only record of the purchase or expense is the check itself and no liability is incurred. Consequently, entry of a direct disbursement debits (increases) the balance of the expense account instead of decreasing the liability. As with all checks, the offsetting credit amount decreases the balance in the Cash account. Direct disbursements are entered into the system using the Hand Checks entry function.

The following "T-charts" show an example of a direct payment for $50.00 of maintenance supplies purchased with a hand check.

Adjustments can be entered to make changes to invoices that you have already posted. You can adjust the amount of an invoice or change the expense account to which the invoice was posted. The following "T-charts" show a typical example of an adjustment to change the amount of an invoice. The invoice was originally entered for $220.00 but actually should have been $200.00.



The Accounts Payable Cycle.

Accounts Payable is normally operated on a monthly accounting cycle. During the month you enter and post invoices as they are received, enter and post adjustments as necessary, and enter and post hand checks as they are issued. Then perhaps weekly, bi-weekly, or even daily, depending on the volume of invoices you receive, you use the checks processing cycle to create, print, and post machine

check payments to your vendors. At the end of the month, print the monthly reports and balance the Accounts Payable subsidiary ledger to your General Ledger. Finally, run the Close Month process to close Accounts Payable for the current month and prepare for next month's processing.

Reports can be printed and inquiries used to supply information at any time during the month.

Purpose

This manual provides a guide for setting up Accounts Payable using the Initial Setup phase of the Accounts Payable application. Chapter 2 provides an overview of the various menus available in Initial Setup. Chapter 3 presents issues for special consideration as well as an outline of the basic steps involved in getting started. Chapters 4 and 5 provide detailed descriptions of each menu item. Together, they allow you to transfer records from your present system to the APPX Accounts Payable. If you follow these instructions, you should have a successful installation.

The features described in this manual are included in the standard Accounts Payable application. Any modification to the software or documentation is the responsibility of the software consultant who makes the modification.

Contents

In addition to an overview explaining the functions of the application, this manual includes:

- Pulldown menus
- Sample screen displays
- Data field characteristics
- Instructions and explanations for valid entries
- Pertinent examples
- Sample reports, lists, and inquiries

Other Manuals

The *APPX User Manual* provides general information about starting up your system, making entries, printing, and using other features common to all APPX applications. Since the information contained in the *APPX User Manual* is not repeated in this or other APPX manuals, you should read it carefully prior to working with the system.

The *Accounts Payable Live Operations Manual* describes the Live Operations phase of Accounts Payable while the *Accounts Payable Recovery Processing Manual* covers the Recovery Processing phase.

The aforementioned manuals along with this manual complete the set of user manuals which are available for APPX Accounts Payable.

For questions about the computer hardware used at your installation, please refer to the manuals provided by the hardware manufacturer.

Phases

APPX Accounts Payable operates in three distinct phases, namely:

- Initial Setup
- Live Operations
- Recovery Processing

Initial Setup

During Initial Setup, master files and system-maintained files can be set up and transaction history can be entered. Information entered during the Initial Setup phase provides the basis for Live Operations. This manual addresses the features available in this phase.

Live Operations

Live Operations is used to perform daily transaction processing, file maintenance, report generation, and monthly processing functions.

In Live Operations, invoices, hand checks and adjustments can be entered. Machine checks can be created and printed. Recurring Payments can also be generated. After printing journals for the necessary audit trail, transactions can be posted. Many different types of reports can be printed, and information can be viewed using a variety of inquiries. File maintenance can be performed on system master files.

Recovery Processing

There is a certain day-to-day risk of losing data due to sudden power surges or outages and other system problems. Recovery Processing is used to manually restore information to system-maintained files or fields which are normally not accessible during Live Operations.

Accounting Audit Trails

During Live Operations, pulldown menus provide access to functions used for day-to-day operation of the system. Accounts Payable functions are accessed from the *Daily*, *Payments*, *Monthly*, *Maintenance*, and *Reports* menus.

To process transactions, a three-step procedure is followed:

1. Transaction entry;
2. Journal printing (necessary for the audit trail);

3. Transaction posting (where permanent files are updated).

Transaction Entry

Entry of data occurs in groups, or batches, called "Control Groups", which you should review prior to posting them to your master files. These groups are identified by user ID and "control number", which allows each operator to process transactions separately from other operators. The system performs validation checks on all transactions entered. Accounts Payable may also receive customer refund information from Accounts Receivable, employee costs from Payroll, purchasing data from Purchase Orders, and salesperson commissions from Commission Accounting.

Journal Printing

After initial transaction entry, each control group must be printed on a journal before it can be posted. The journals should be reviewed or edited by the operator, or someone else in the department who can verify the entered data. Save the journals; they are an important part of your audit trail.

During journal printing, the system performs validation checks on the transaction data to ensure that it can be posted correctly. Errors and warnings may be printed on the journal and summarized at the end of the journal. A control group that prints with errors will not be allowed to post until the errors are corrected and the journal is reprinted without errors. This process ensures that data is verified twice prior to being posted to permanent master files, and gives added assurance that erroneously entered data will not be posted.

Journal printing also produces a "journal summary" which details the total dollar amount to be posted to each General Ledger account.

Transaction Posting

Once transactions have been entered and the journal has been printed and verified, the control group is ready to be posted to your permanent master/holding files. This process usually involves adding records to one or more system-maintained detail files, and summarizing the detail for historical records. Each transaction is deleted after it has been posted.

In Accounts Payable, the detail files are Month-to-Date Postings, Outstanding Checks, Transactions, and Unpaid Invoices; the historical records are the Vendor History, Processed Invoices, and Transaction History files.

Modification Logs

Modification logs provide an additional degree of audit control by recording who makes changes to master files, and when such changes are made. For example, when records are added to a file, all new field contents are shown; when records are deleted, the key value and all field contents are provided; when changes are made, old field contents and new field contents are shown. In all cases, the user ID of the individual who performed the maintenance is printed, along with the date and time of the change.

In the Live Operations phase of all APPX applications, modification logs are optional. A modification log for a specific file occurs only if a modification log name is present in the file maintenance function for that file in Application Design. Modification log names are initially present but may be removed by an application designer. Modification logs are not applicable in the Initial Setup phase of an application whereas modification logs are always provided in the Recovery Processing phase.

Some examples of master files subject to modification logs in Accounts Payable are Vendors, Vendor Terms, Vendor Types, Descriptions, and Recurring Payments. Modification logs are not enabled for transaction files (such as Invoices, Adjustments, or Cash Disbursements) since transaction journals provide the appropriate audit trail.

Major Functions

APPX Accounts Payable is designed to manage the liabilities of your company. Accounts Payable programs control the maintenance of vendor, invoice, and hand check data, as well as the processing of debit/credit memos, adjustments, and checks. This data is used to generate sophisticated transactional analyses plus various reports and inquiries.

Major functions include:

- Transaction Processing
- Checks Processing
- File Maintenance
- Reports and Inquiry
- Monthly Processing

The features described in this manual are included in the APPX Accounts Payable application. Any modification to the software or documentation is the responsibility of the software consultant who makes the modification.

Application Features

Accounts Payable provides the accounting information required for analysis and control of your company's disbursements. Invoices, adjustments, and checks which are entered through an online user workstation, and detail or summary transactions generated from other applications, provide the input to Accounts Payable. All transactions entering the system are controlled and processed against individual accounts. Data validation, such as account number, vendor number, and item code, occurs at entry time and does not allow invalid or out-of-balance data to post to master files. Accounts Payable can transfer information to the General Ledger and/or Inventory Control applications.

Accounts Payable can support either twelve or thirteen financial periods per fiscal year. The fiscal year may be synchronized with or independent of the calendar year. Other applications may coincide with the Accounts Payable accounting period, or may be ahead of or behind that used by Accounts Payable. Transaction entry functions allow the user to specify the month and year to which a transaction is posted.

The Close Month function within Accounts Payable deletes historical data older than the number of months of history you decide to keep and prepares the files for the next accounting month.

Other application features are described in the following topics:

- Vendor Type
- Transaction Control
- Check Processing
- Cash Flow
- Historical Data
- 1099 Information
- Freight Options
- **Icon Usage**

Vendor Type

Vendors can be categorized using Vendor Types. Many of the Accounts Payable reports and updating functions can be sorted and selected by using this Vendor Type. For example, vendors who are company employees that receive reimbursement for travel expenses could be given a Vendor Type of "EMP". Then, sometime during the month, expense checks could be printed during a check run for only vendors with type "EMP".

Transaction Control

In general, the term "Transaction Control" means maintaining an audit trail of transactions that are entered and posted in an application. The system offers different ways to maintain the audit trail. Regardless of which method you choose, all transactions will be entered, printed on journals, and posted by *Operator ID* and *Control Number*. Beyond that, you have several options which provide the following alternatives:

1. The *Operator ID* and *Control Number* for each group of transactions will be automatically assigned and cannot be changed. The system will not allow any operator to edit another operator's transactions. No control or hash totals will be kept, and no data will be posted to the Transaction Control file.

2. The *Operator ID* and *Control Number* for each group of transactions will be automatically assigned but *Operator ID* can be changed. In addition, any operator will be allowed to edit any other operator's transactions. No control or hash totals will be kept, and no data will be posted to the Transaction Control file.
3. The *Operator ID* and *Control Number* for each group of transactions will be automatically assigned but *Operator ID* can be changed. Here, the operator can optionally restrict access to his or her own transactions. In addition, control and hash totals can be entered and will be balanced against the sum of transactions and each control group can have a unique description. One record will be written to the Transaction Control file for each group of transactions posted, capturing pertinent details about the group. Transaction Control file contents can be printed on reports and/or viewed through an inquiry.

The third alternative described above will provide you with the highest level of transaction control. If desired, it is also possible to treat *Operator ID* as a user-assigned batch ID, provided the method you choose allows *Operator ID* to be changed.

Check Processing

Each check processing cycle begins with a Cash Requirements report. For this report you enter the check date for the current cycle, the date of the next check cycle and the maximum check amount to be printed. The Cash Requirements report lists all unpaid invoices by vendor and extends only those that are due before the next check cycle or those that must be paid in the current check run to earn available discounts. Invoices with due dates or discount dates after the next check processing cycle date are listed, but excluded from the cash required extension.

If the proposed disbursements require changes before the checks are actually created, use the Edit Pay Status function to change the disbursements. Disbursements may be edited by vendor or by invoice. Pay status options include Normal (take discount if paid within the discount period), Take Discount (even if payment does not fall within the discount period), and Hold or Dispute the invoice.

After the checks are created, the Preview Checks List shows each check that will be printed. Once checks are created, if some records are incorrect you can use the `Checks Approval/Revision' function to delete or renumber ranges of check records prior to printing the checks. The entire check cycle can be cleared and restarted using the `Clear All Checks and Restart' function and then rerunning Checks Creation. After checks are printed, the `Checks Approval/Revision' function allows you to approve, delete, renumber, or void and cancel one or more checks. This can be done on multiple ranges of checks any number of times during a processing cycle. The `Clear All Checks and Restart' function can also be used to restart the cycle after checks are printed, or any other time before the checks are posted.

The Checks Journal provides a detailed audit trail of the checks printed during this cycle and is required before posting.

The Checks Register report lists the checks that were printed by check number and shows the vendor receiving the check as well as the check amount and date. The final step in the check processing cycle is to post the checks, which updates your master files.

Cancelled checks are entered from your bank statements and then listed on a Check Reconciliation report. If Accounts Receivable is part of your system, the Checks Reconciliation report lists your cash deposits in addition to cancelled and outstanding checks. This report is extremely useful when reconciling your bank accounts.

Cash Flow

For Cash Flow forecasting purposes, Accounts Payable provides a Cash Requirements Projection report. This report projects payment amounts, based on either the invoice due date or the discount due date, for time intervals you designate. Besides total dollar amounts required, the total number of invoices is provided for each time period, as well as the total number of vendors to which the invoices are owed.

Historical Data

Accounts payable allows you to determine the number of months of history to keep for several types of data. Vendor History shows the total purchases, disbursements, and discounts for each vendor by month. You may choose to keep Vendor History in either calendar or fiscal year format. Processed Invoices history retains information such as date, apply to, amount, and amount paid for each invoice processed. This information is used to prevent duplicate payments for a single invoice. Transaction History saves invoice, payment and adjustment information for each vendor. Transaction Control history records Operator ID, Journal Code, Number of Transactions, Total Amount Posted, and other information about each transaction control group posted.

The advantage of saving data for an extended period of time is that it allows you online access to more information. The disadvantage of saving historical data is that it requires more disk space and may possibly have a negative impact on system performance.

1099 Information

Payments reportable to the Internal Revenue Service on Form 1099-MISC (non-employee compensation) are tracked by Accounts Payable for all vendors with a non-blank Tax Identifying Number. This information can be printed on standard 1099-MISC forms, and can also be transferred to magnetic media for filing with the IRS if required. A detailed 1099 Audit Report is also provided.

Freight Options

The freight charges attributed to a purchase can be entered in four different ways in Accounts Payable. First, freight can be entered on the Invoice screen during invoice entry and then be optionally prorated over the line items of the invoice. The prorated is optional on each line item must accept the freight amount.

Secondly, the freight amount can be entered as a separate line item on the invoice and will be posted to the expense account entered on that line item.

The third freight option, Estimated Freight, requires Inventory Control as part of your accounting system. In this case, each inventory item that is purchased can be given an estimated freight percentage. Before inventory cost records are updated, the percentage is applied to each invoice line item containing the inventory item or product. The added cost is posted to the estimated freight account identified on the inventory item's Product Class record. Inventory costs will also reflect the estimated freight amount.

Additionally, a separate freight invoice can be entered.

Icon Usage

As part of the graphical design of the suite of APPX financial applications, standards have been adopted for icon usage which combine symbols with color. Note that, in the examples given below, 'IS' refers to the Initial Setup phase of operation and 'RP' refers to the Recovery Processing phase.

Symbols have the following general connotations:

	Data entry
	File maintenance
	Report or listing
	Inquiry
	Processing, posting, or updating

Colors have the following general connotations:

	Transaction-related function
	File-related function
	Routine or incidental function
	IS or special purpose function
	RP, critical, or EOM/EOY function

Symbol/color combinations have more specific connotations as shown in the examples below:

	Transaction entry
	Transaction journal
	Transaction audit info inquiry
	Transaction post
	File maintenance
	File listing
	File audit information inquiry
	Routine or incidental report
	Routine or incidental inquiry
	IS or special entry function
	IS or special file maintenance
	IS or special forms/report
	IS or special update function
	RP Post in Progress Flag Reset
	RP File Edit
	EOM/EOY report
	EOM/EOY/RP update function
	End IS or RP phase

> Note that lime-colored or magnifying glass symbols denote functions that you can run at will without any consequence. Yellow-colored icons suggest a more cautionary approach, while red-colored icons command the most respect.

In some cases, you will find that the icon associated with the menu item is a different color from the icon associated with the function itself. This is because the same function may be called from two or more menus, and may behave differently depending upon the context in which it is called. For example, the same file maintenance process may be called in both Initial Setup and Live Operations but there may be fields you can modify in Initial Setup that cannot be changed in Live Operations. The color of the menu item icon therefore should take precedence.

Application Interfaces

The combination of Accounts Payable and other APPX accounting applications, such as General Ledger, Accounts Receivable, Purchase Orders, and Commission Accounting, provides a fully integrated system for effective management and control of your business. There are many separate applications that can be installed, in whatever configuration best suits your requirements. Components

of each application contribute to the overall effectiveness of the system. The particular combination which is most effective for your installation, as well as the specific way in which the applications interact, will be determined by the specialized needs of your company.

Information contained in the master files of one application may be accessed, modified, updated, or even entered from another application. This eliminates the need for duplication in entering and storing information, thereby saving valuable computer storage space and increasing accuracy.

Accounts Payable can be installed as a stand-alone application, or as part of a system that can include General Ledger, Accounts Receivable, Payroll, Inventory Control, Order Entry, Sales Analysis, Commission Accounting, Purchase Orders, Fixed Assets, Budget Analysis, and/or General Subsidiary. In a multi-application system, data can be exchanged between applications.

Depending on system configuration, Accounts Payable receives postings from the following applications:

Accounts Receivable

- Customer Refunds

Payroll

- Calculation Liabilities

Commission Accounting

- Commission Transfers

Purchase Orders

- Prepayments
- Invoices

Although Accounts Payable can potentially receive postings from Accounts Receivable, Payroll, and Commission Accounting, its presence is not required for operation of those applications. Operation of Purchase Orders, on the other hand, does require Accounts Payable. Information from Accounts Payable can be sent to General Ledger and Inventory Control. However, neither of these applications is necessary for the functioning of Accounts Payable. If General Ledger is not installed, account verification will not be performed within Accounts Payable.

CHAPTER 2

Menu Overview

Accounts Payable Initial Setup Screen

The Accounts Payable Initial Setup Screen, shown in Figure 2-1 below, appears when the user selects *Accounts Payable* from the application system menu when the operational phase of the Accounts Payable application is Initial Setup. (The operational phase of an application can be viewed or changed by accessing Databases/Applications File Maintenance from the Databases/Applications Menu within System Administration.)

Accounts Payable Initial Setup screen

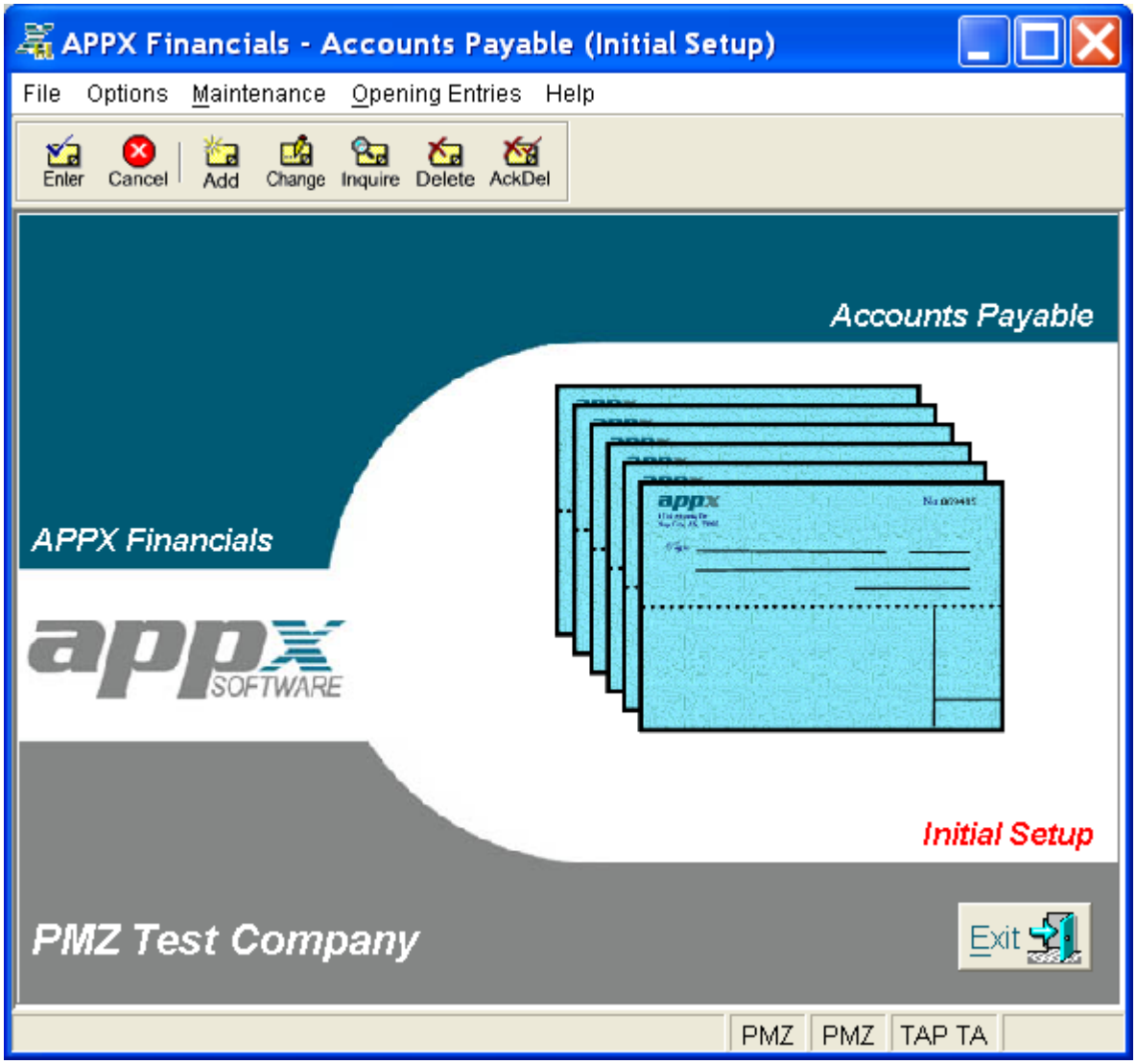


Figure 2-1

The screen that you see at your company will differ slightly than that shown above. For instance, the text on the title bar (the top-most line on the screen) will vary and, of course, the company name will reflect your company. However, the items shown on the menu bar (the line below the title bar) will include the following pulldown menus for Initial Setup:

- Maintenance - See Chapter 4 for detail descriptions of menu items.
- Opening Entries - See Chapter 5 for detail descriptions of menu items.

Maintenance Pulldown Menus

The Maintenance Pulldown Menu, shown in Figure 2-2 below and described in Chapter 4, appears when the user selects *Maintenance* from the menu bar on the Accounts Payable Initial Setup Screen.

Maintenance Pulldown menu

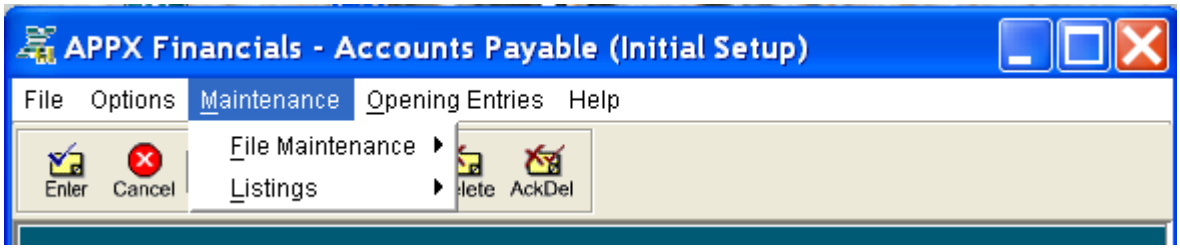


Figure 2-2

Items on this menu serve to display further pulldown menus as shown in Figures 2-3 and 2-4 below.

File Maintenance Pulldown menu

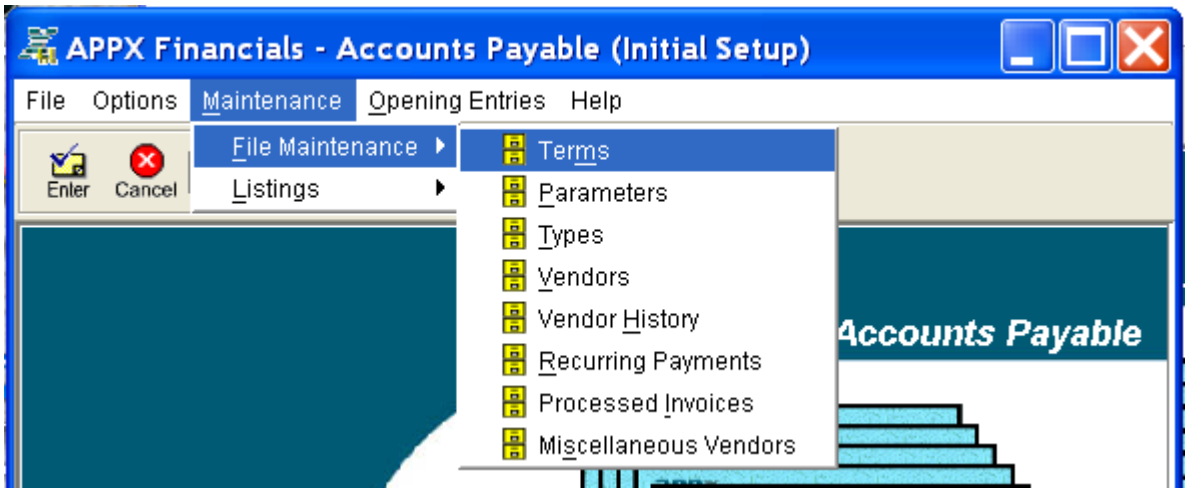


Figure 2-3

The File Maintenance Pulldown Menu provides access to the following file maintenance functions described in Chapter 4:

- Vendor Terms File Maintenance
- Parameters File Maintenance
- Vendor Types File Maintenance
- Vendors File Maintenance
- Vendor History File Maintenance
- Recurring Payments File Maintenance
- Processed Invoices File Maintenance
- Miscellaneous Vendors File Maintenance

Listings Pulldown menu

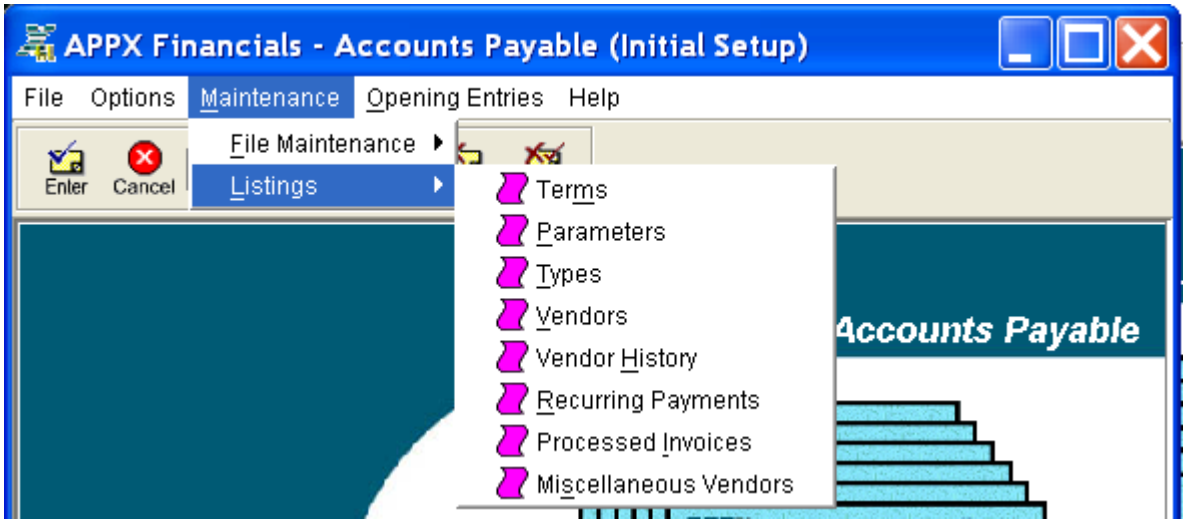


Figure 2-4

The Listings Pulldown Menu provides access to the following file lists described in Chapter 4:

- Vendor Terms List
- Parameters List
- Vendor Types List
- Vendors List
- Vendor History List
- Recurring Payments List
- Processed Invoices List
- Miscellaneous Vendors List

Opening Entries Pulldown Menus

The Opening Entries Pulldown Menu, shown in Figure 2-5 below, appears when the user selects *Opening Entries* from the menu bar on the Accounts Payable Initial Setup Screen.

Opening Entries Pulldown menu

Figure 2-5

Items on this menu serve to display further pulldown menus as shown in Figures 2-6 thru 2-8 below.

Data Entry Pulldown menu

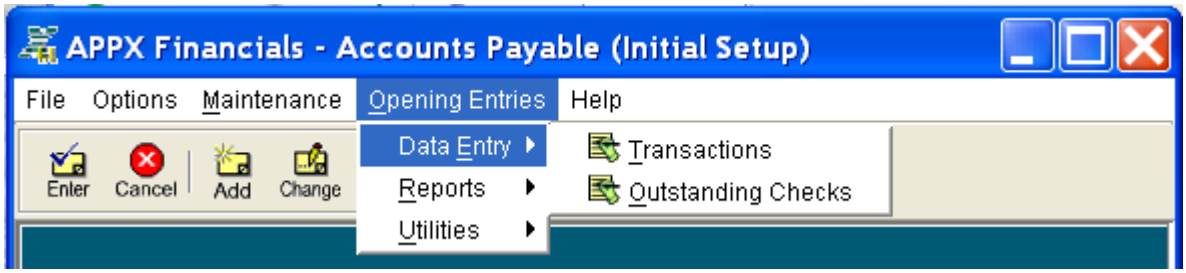


Figure 2-6

The Data Entry Pulldown Menu provides access to the following data entry functions described in Chapter 5:

- Opening Transactions
- Outstanding Checks

Reports Pulldown menu

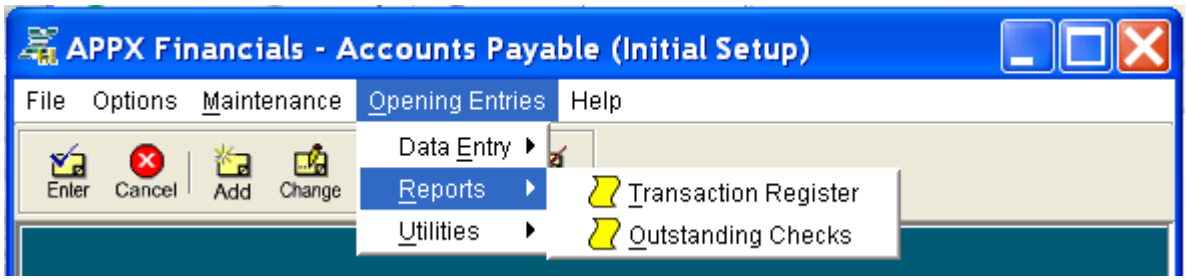


Figure 2-7

The Reports Pulldown Menu provides access to the following reports described in Chapter 5:

- Transaction Register Report
- Outstanding Checks List

Utilities Pulldown menu

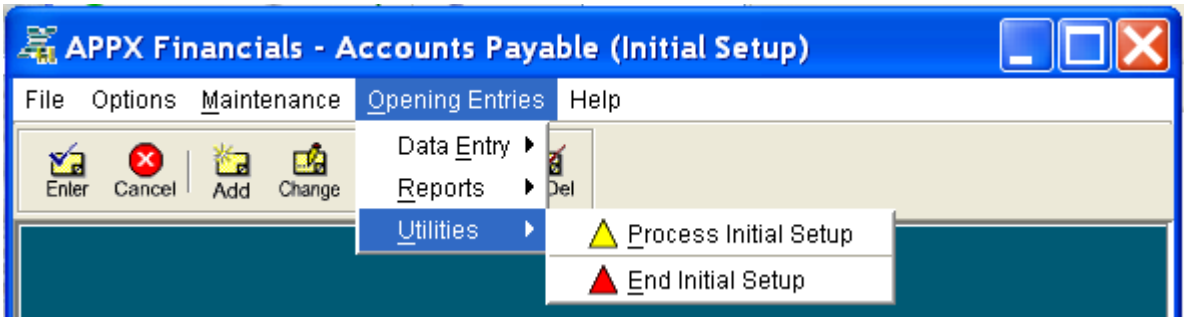


Figure 2-8

The Utilities Pulldown Menu provides access to the following utilities described in Chapter 5:

- Process Initial Setup
- End Initial Setup

Navigation Options

Besides using the pulldown menus available on the menu bar, there are other ways to access the same functions. From any screen whose menu bar includes one or more application pulldown menus, a right-click will display a consolidated list of all the application menu items. Separator lines will divide the list into groups to correspond to the individual pulldown menus.

For instance, if you right-click on the Accounts Payable Initial Setup Screen, a popup box will list the same items found in both the Maintenance and Opening Entries pulldown menus, from which you can then make a selection. If you were to select File Maintenance, the screen would appear as shown in Figure 2-9 below.

Right-Clicking from Accounts Payable Initial Setup screen

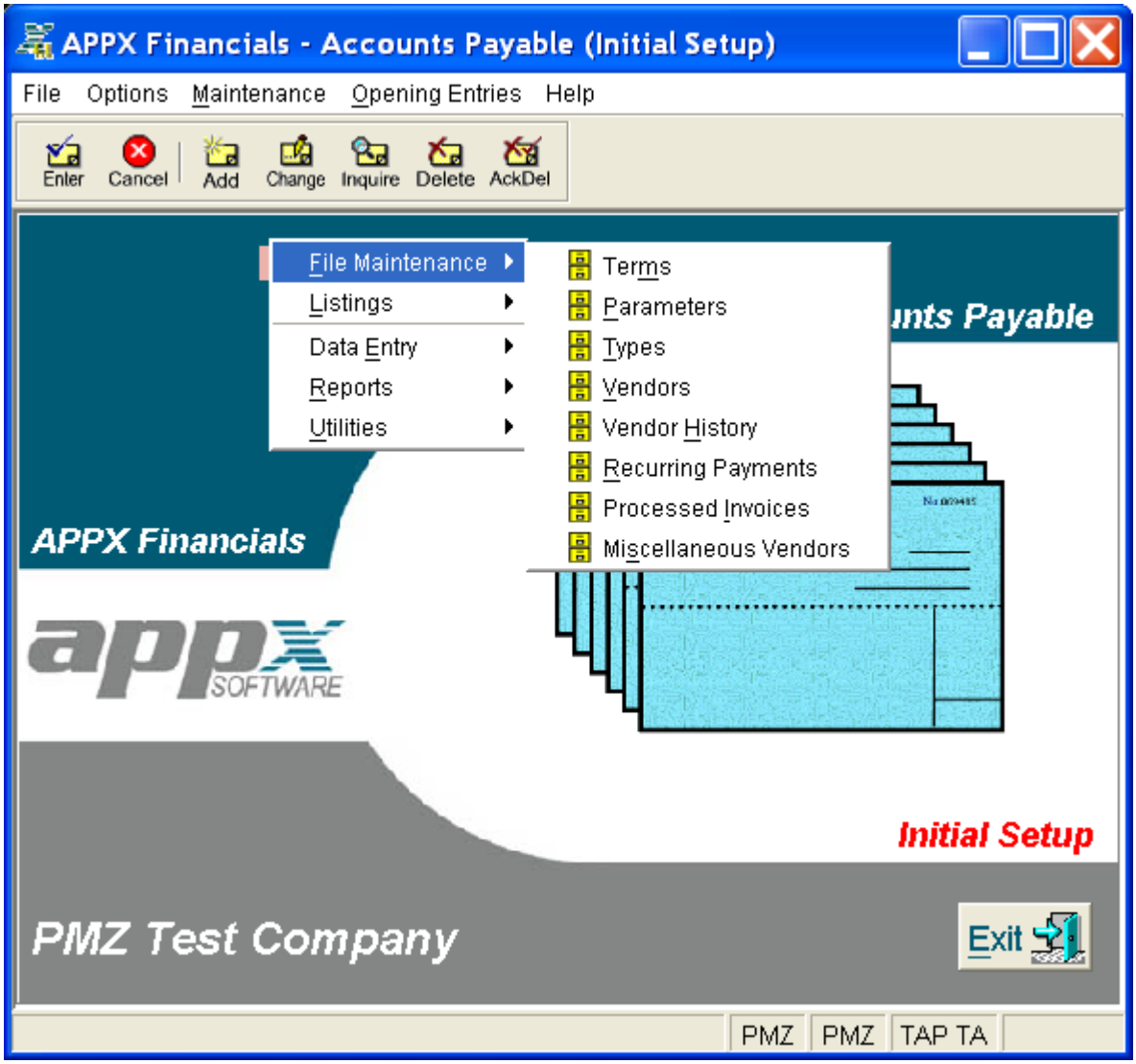


Figure 2-9

If you select an input process, you may have further navigation options available to you as well. See Navigation Options (Inputs) for more information.

Navigation Options (Inputs)

Many input processes offer direct navigation options to related functions. These may be found in a pulldown menu on the menu bar, in icons on the toolbar, or in a right-click popup box.

Figure 2-10 below shows a sample input process with its right-click popup box displayed. This box includes the same entries that would appear if you had selected the Chart of Accounts pulldown menu from the menu bar. Since the mouse is resting on the Audit Info item, a tooltip ("Display Account Audit Info") provides a more meaningful description for this item. In addition, the two right-most icons on the toolbar correspond to the two like icons in the popup box (or pulldown menu).

Figure 2-10. Sample Input Process with Right-Click Popup Box

> Note that Audit Info can only be accessed once a record has been selected from within an input process while the other items are also available from pulldown menus on the Accounts Payable Initial Setup Screen.

Audit Info

Since audit information pertains to a specific record in a specific file, Audit Info can only be invoked once a record has been selected for the file from within an input process. See Navigation Options (Inputs) for more information on accessing Audit Info.

Figure 2-11 below shows a sample Audit Information overlay, in this case for a specific account in the General Ledger Chart of Accounts file.

Figure 2-11. Sample Audit Information Overlay

The Audit Information overlay displays the following fields which are system-maintained and non-modifiable:

- ***Record Added On*** - the date/time the record was initially added to the file
- ***Record Added By*** - the user ID of the operator who added the record
- ***Record Last Changed On*** - the date/time the record was last modified
- ***Record Last Changed By*** - the user ID of the operator who modified the record last

Click the Close button on the overlay (or the or buttons on the overlay title bar) to clear the Audit Information overlay from the screen and return to the input process.

CHAPTER 3

Getting Started

Special Considerations for Initial Setup

Before beginning Initial Setup and prior to making any substantial changes to your system, your company should consider several issues and options that may affect system operation. The following topics provide information which should be considered when installing Accounts Payable:

- Establishing a Transition Date
- Transaction Control Options

Once you have resolved these issues, follow the steps outlined in Basic Steps for Initial Setup.

Establishing a Transition Date

It is important to carefully consider when your system is to begin Live Operations, since this affects the opening data that is entered. In order to minimize data entry, it is best to pick a time immediately following a check run so that as many invoices as possible have been paid in full. When the transition date has been established, you must identify the first month of Live Operations in the Accounts Payable Parameters file.

When establishing a transition date and determining the way in which account history records can be entered, the following options should be considered.

Option 1: Entering Opening Transactions in Initial Setup

You can use the Initial Setup Opening Entries menu to enter all of your outstanding invoices and whatever payments or adjustments that may have been made against them as Opening Transactions. If you choose this option, you should enter Vendor History and Processed Invoices from the Initial Setup File Maintenance menu for as many years as you wish to keep. You may also want to enter your Outstanding Checks. Then, run Process Initial Setup and End Initial Setup. The advantage of this option is that you begin Live Operations with a good quantity of historical information; the disadvantage of this option is that it requires a fair amount of data entry.

Option 2: Entering Opening Transactions in Live Operations

Alternatively, you can enter just the basic master file information, run Process Initial Setup, and End Initial Setup. To begin Live Operations, set your "Post to GL?" and "Post to IC?" fields in the Parameters file to "no" . Then, enter your outstanding invoices and any related adjustments and checks by the respective data entry functions on the Daily Pulldown Menu; print journals; and post these transactions. After your opening transactions are posted, you can change your "Post to ..." fields in the

Parameters file to their proper values. The advantage of this option is that it requires fewer keystrokes and automatically creates all your historical files. The disadvantage of this option is that you have less beginning historical information.

If you choose the second option, you can "Change Phase" back to Initial Setup and enter additional Vendor History, Processed Invoices, and Outstanding Checks if you wish. In this case, however, you should NOT run Process Initial Setup a second time; after your Vendor History is entered, simply End Initial Setup.

Transaction Control Options

As a function of setting up Accounts Payable, you must decide how you want to handle transaction control. In general, the term "Transaction Control" means maintaining an audit trail of transactions that are entered and posted in an application. The system offers different ways to maintain the audit trail. Regardless of which method you choose, all transactions will be entered, printed on journals, and posted by *Operator ID* and *Control Number*. Beyond that, you have several options. These are governed by two fields in the application Parameters file, called *Ask for Operator ID?* and *Use Transaction Control?*, combined with a field in each transaction control group, called *Operator Exclusive?*. Together, these fields provide the following alternatives:

1. If you select "no" ☐ for *Ask for Operator ID?*, you must also select "no" for *Use Transaction Control?* and the system will assume that *Operator Exclusive?* is "yes". The *Operator ID* and *Control Number* for each group of transactions will be automatically assigned and cannot be changed. The system will not allow any operator to edit another operator's transactions. No control or hash totals will be kept, and no data will be posted to the Transaction Control file. Also, you will not be able to enter transactions in a foreign currency (currently implemented only in General Ledger).
2. If you select "yes" ☑ for *Ask for Operator ID?* and "no" ☐ for *Use Transaction Control?*, the system will assume that *Operator Exclusive?* is "no". The *Operator ID* and *Control Number* for each group of transactions will be automatically assigned but *Operator ID* can be changed. In addition, any operator will be allowed to edit any other operator's transactions. No control or hash totals will be kept, and no data will be posted to the Transaction Control file. Also, you will not be able to enter transactions in a foreign currency (currently implemented only in General Ledger).
3. If you select "yes" ☑ for *Ask for Operator ID?* and "yes" ☑ for *Use Transaction Control?*, the system will default *Operator Exclusive?* to "no" but an operator can override this to restrict access to his or her own transactions. The *Operator ID* and *Control Number* for each group of transactions will be automatically assigned but *Operator ID* can be changed. In addition, control and hash totals can be entered and will be balanced against the sum of transactions and each control group can have a unique description.. One record will be written to the Transaction Control file for each group of transactions posted, capturing pertinent details such as operator ID, control number, description, number of transactions, last transaction posted, total amount posted, number of errors, and number of warnings. Transaction Control file contents can be printed on reports and/or viewed

through an inquiry. Finally, this is the only alternative which enables you to enter transactions in foreign currencies (currently implemented only in General Ledger).

The third alternative described above will provide you with the highest level of transaction control. If desired, it is also possible to treat *Operator ID* as a user-assigned batch ID, provided *Ask for Operator ID?* is "yes" and *Operator Exclusive?* is "no".

Basic Steps for Initial Setup

Initial Setup procedures are designed to establish master file records and to facilitate transfer of information from existing records to Accounts Payable.

The first step in Initial Setup involves entering master file information for the application. At the minimum, data must be entered into the following files:

- Terms (only if specifying default payment terms within Parameters File Maintenance)
- Parameters

Other master files are not required now or may not apply to your company. For those that do apply, you may choose to enter them now in Initial Setup or wait to enter them later in Live Operations.

In the next step, as discussed in Establishing a Transition Date, you may opt to use Opening Entries functions to establish the opening transactions and outstanding checks. If so, print a Transaction Register and an Outstanding Checks report to verify the information you entered.

Process Initial Setup is then run to ensure that required records have been entered accurately. An error log is created if any mistakes are found. Once the errors have been corrected, Initial Setup reports should be reprinted to check information for accuracy.

The final step in Initial Setup is End Initial Setup. Once this menu option is selected, the system begins Live Operations.

CHAPTER 4

Maintenance

Maintenance Pulldown Menu

The Maintenance Pulldown Menu, shown in Figure 4-1 below, appears when the user selects *Maintenance* from the menu bar on the Accounts Payable Initial Setup Screen.

Maintenance Pulldown menu

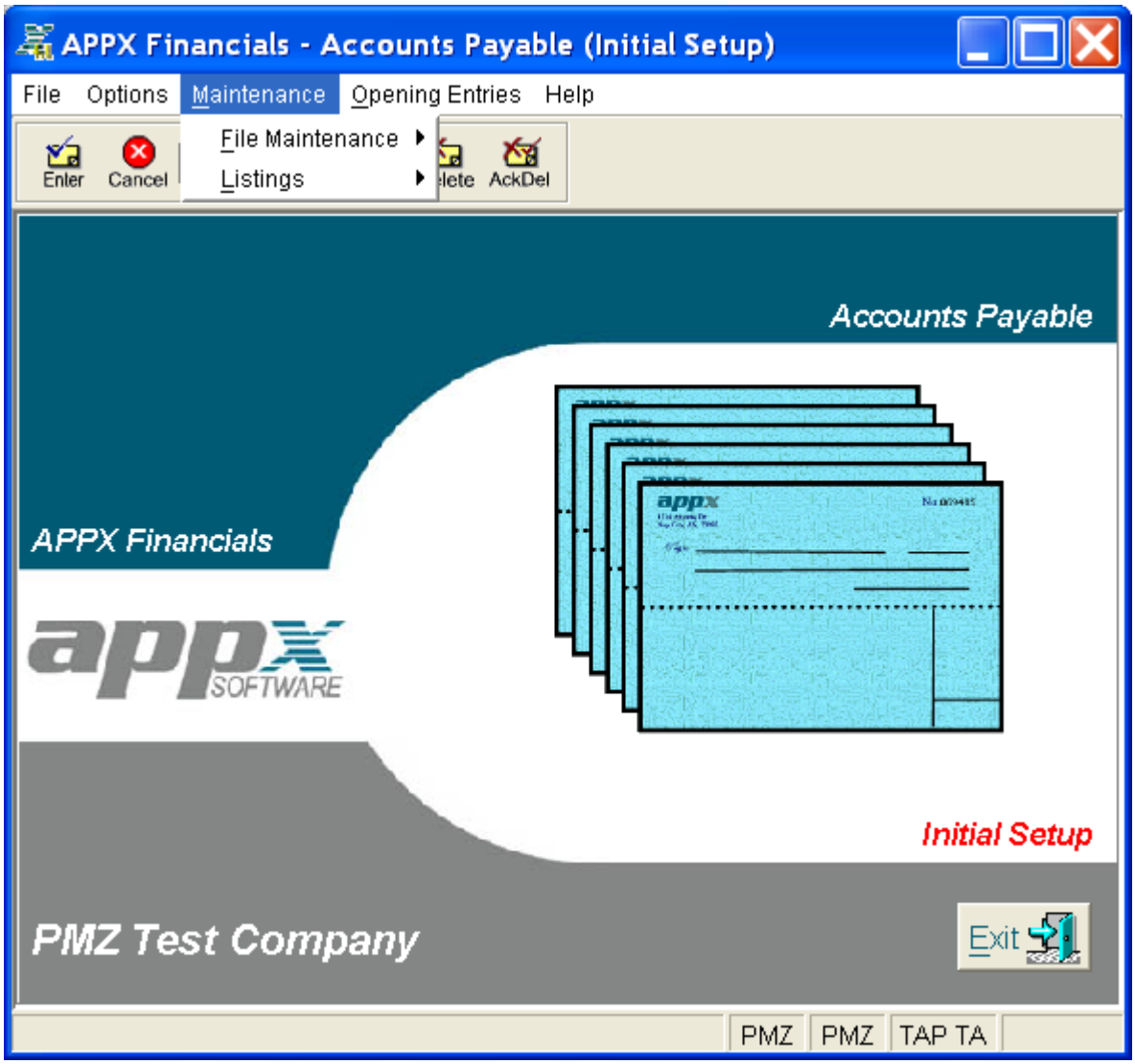


Figure 4-1

This menu provides access to the following pulldown menus described later in this chapter:

- File Maintenance Pulldown Menu
- Listings Pulldown Menu

File Maintenance Pulldown Menu

The File Maintenance Pulldown Menu, shown in Figure 4-2 below, appears when the user selects *File Maintenance* from the Maintenance Pulldown Menu.

Each file maintenance selection on this menu represents a master file or a system-maintained file. These files are arranged in logical order on the menu so that you can enter information into each file in the order shown. If you need to make any changes after you complete the Initial Setup phase, you can change most of the information through File Maintenance in Live Operations.

File Maintenance Pulldown menu

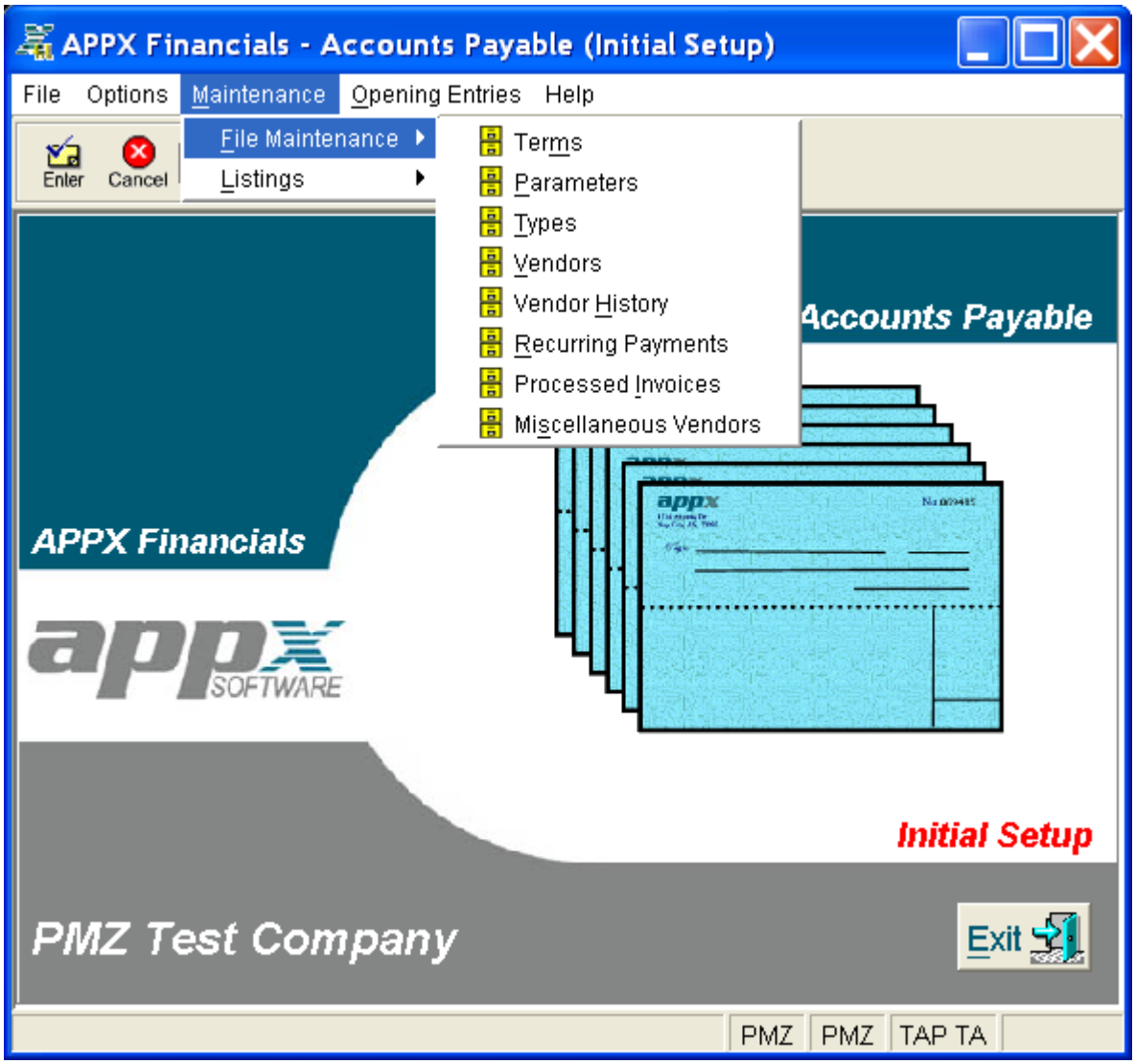


Figure 4-2

This menu provides access to the following file maintenance functions described later in this chapter:

- Vendor Terms File Maintenance

- Parameters File Maintenance
- Vendor Types File Maintenance
- Vendors File Maintenance
- Vendor History File Maintenance
- Recurring Payments File Maintenance
- Processed Invoices File Maintenance
- Miscellaneous Vendors File Maintenance

Vendor Terms File Maintenance

Use this function to perform file maintenance on the Vendor Terms file. During invoice entry, the system computes and enters the discount amount, discount due date, and invoice due date for each invoice based on the terms code assigned to the vendor and defined here. Due dates can be based on the invoice date, the end of the month, or up to two specific days within the month, combined with a given number of days.

The Vendor Terms Screen, shown in Figure 4-3 below, appears when you select *Terms* from the File Maintenance Pulldown Menu. If you intend to specify a *Payment Terms* code in Parameters File Maintenance (for use as a default in Vendors File Maintenance), you should first add this code here and define its terms.

You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Vendor Terms screen

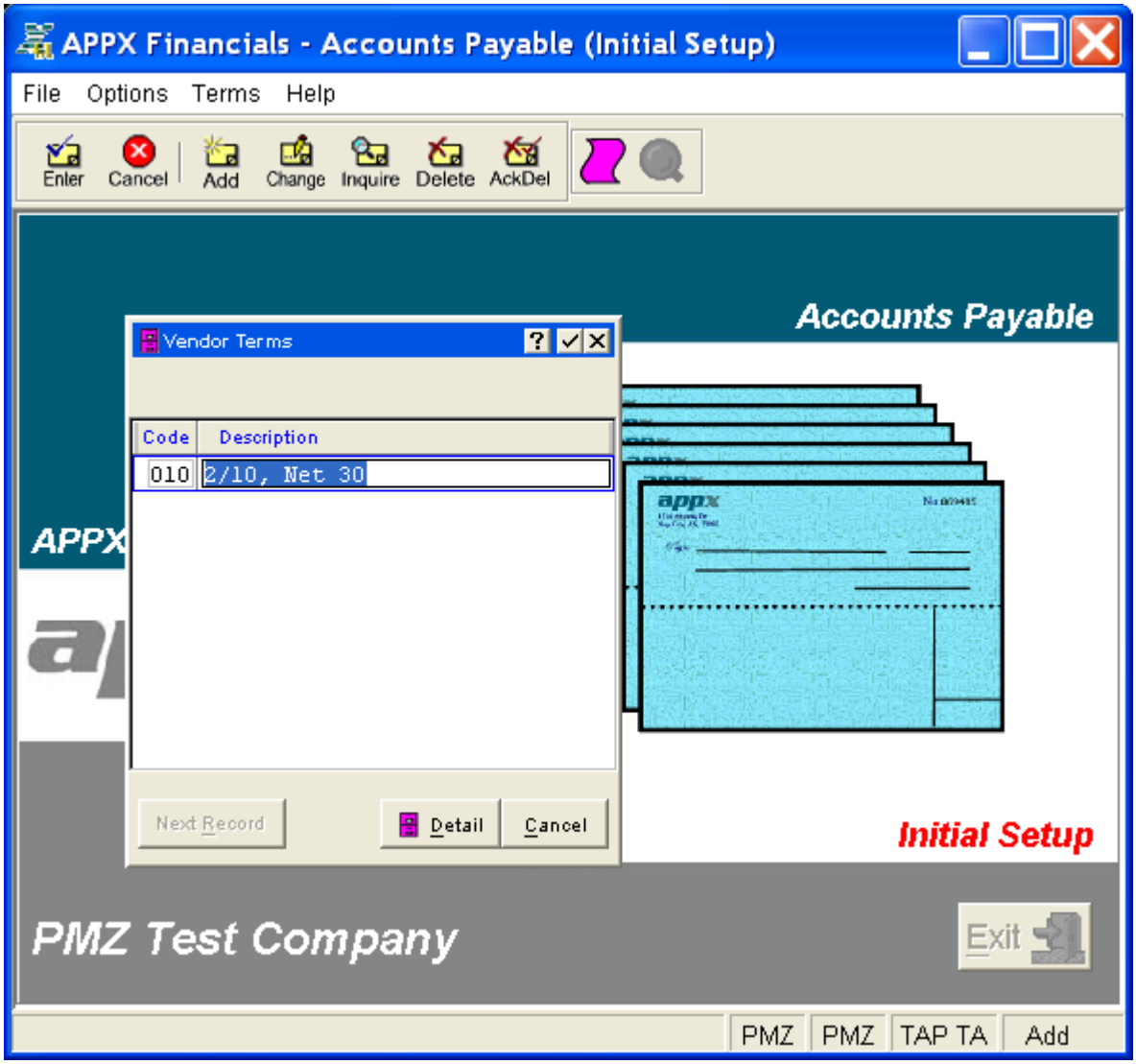


Figure 4-3

This is a scrolling screen which contains the following fields for each record:

Code (required)

Enter a positive numeric code for the vendor terms, up to 3 digits in length.

Description (required)

Enter a description for the vendor terms, up to 30 characters in length.

Press ENTER or click ✔ or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ✔ or the Save button again. To exit without saving, press END or click ✖ or the Cancel button.

When you save a record, the system will automatically present the Vendor Terms Detail Overlay, or you can click on the Detail button to access it (which first saves the current record if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Terms: See Vendor Terms List for further information.

Display Terms Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Vendor Terms Detail Overlay

The Vendor Terms Detail Overlay, shown in Figure 4-3a below, appears automatically when you save a record or when you click on the Detail button from the Vendor Terms Screen in Vendor Terms File Maintenance. You remain in the same mode and you cannot change mode from this overlay.

Here is where you enter the particulars that allow the system to compute the discount amount, discount due date, and invoice due date during invoice entry based on the terms code assigned to the vendor.

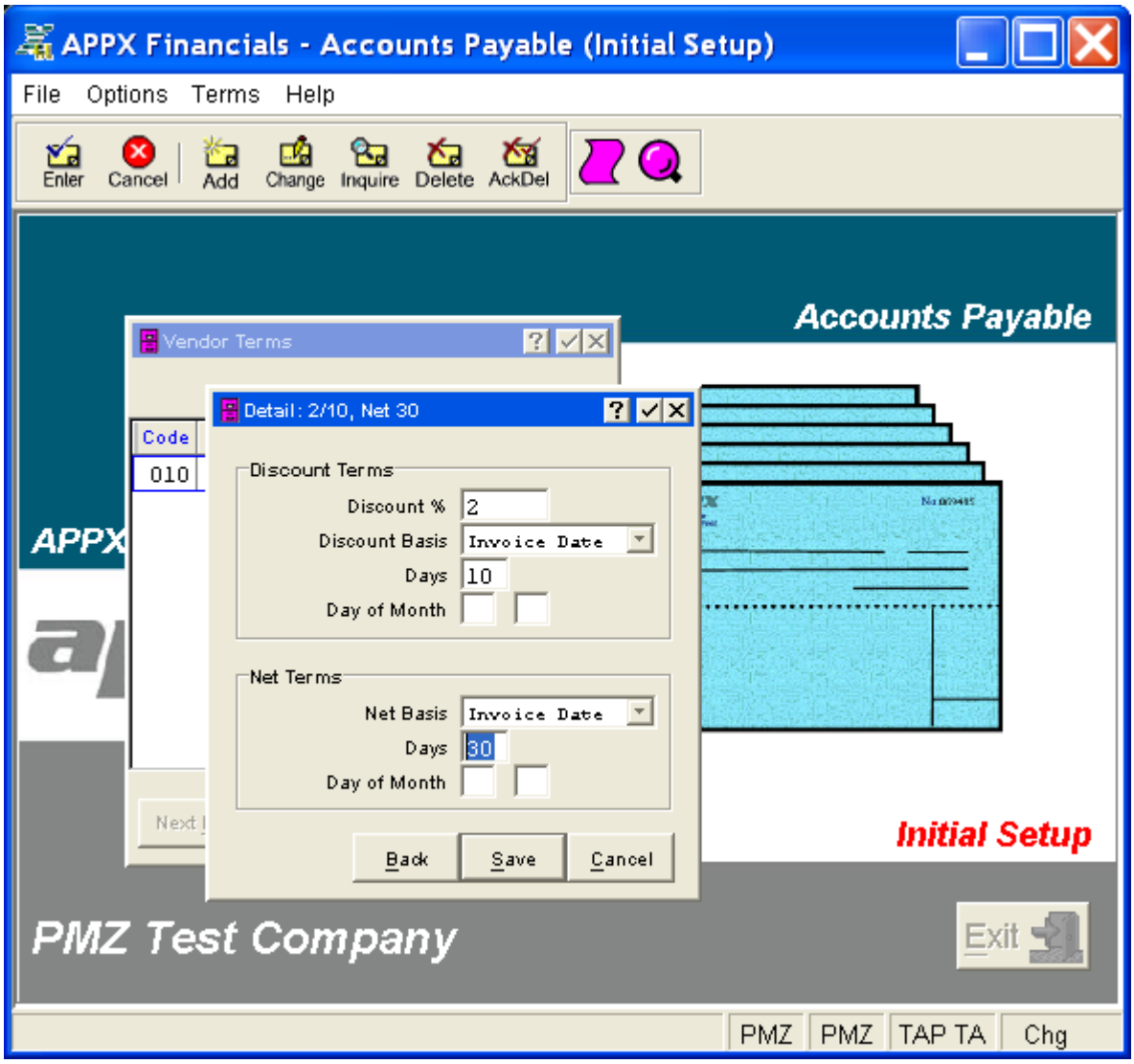


Figure 4-3a. Vendor Terms Detail Overlay

This overlay contains the following fields grouped by sections for the current terms (which are identified in the title bar):

Discount Terms

Discount %

Enter the discount percent, if applicable, as a positive number (with up to 2 digits to the left of the decimal and 3 digits to the right). For example, enter 2 and 1/2 percent as "2.5". The system uses this percentage to calculate the Discount Amount during Invoice Entry. If no discount is offered for these terms, leave this field blank or zero.

Discount Basis

Indicate the basis for the date from which payment days are counted to qualify for a discount under these terms. The system uses these fields to calculate the Discount Due Date during Invoice Entry. Click the list button to select one of the options listed below:

<blank>	Not applicable (no discount is offered for these terms).
Invoice Date:	*Days* are counted from the date of the invoice.
End of Month:	*Days* are counted from the end of the invoice month.
Day of Month:	*Days* are counted from the *Day of Month* following the invoice date.

The initial default is "Invoice Date".

Days

Enter the number of days from the *Discount Basis* date within which invoices must be paid in order to qualify for the discount. The system uses these fields to calculate the Discount Due Date during Invoice Entry. If no discount applies, leave this field blank or zero.

Day of Month

If the *Discount Basis* is "Day of Month", enter up to two specific days of the month from which the payment days are to be counted. The system uses the date of the day which next follows the invoice date, combined with *Days* if any, to calculate the Discount Due Date during Invoice Entry.

Net Terms

Net Basis (required)

Indicate the basis for the date from which payment days are counted for payment in full under these terms. The system uses these fields to calculate the Invoice Due Date during Invoice Entry. Click the list button to select one of the options listed below:

Invoice Date:	*Days* are counted from the date of the invoice.
End of Month:	*Days* are counted from the end of the invoice month.
Day of Month:	*Days* are counted from the *Day of Month* following the invoice date.

The initial default is "Invoice Date". If payments are due upon receipt or for cash sales, specify "Invoice Date" here and blank or zero as *Days*.

Days

Enter the number of days from the *Net Basis* date within which invoices must be paid in order to avoid service charges. The system uses these fields to calculate the Invoice Due Date during Invoice Entry. If payments are due upon receipt or for cash sales, leave this field blank or zero.

Day of Month

If the *Net Basis* is "Day of Month", enter up to two specific days of the month from which the payment days are to be counted. The system uses the date of the day which next follows the invoice date, combined with *Days* if any, to calculate the Invoice Due Date during Invoice Entry.

Press ENTER or click ☑ or the Save button to save the information on this overlay. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current screen has not yet been saved; you must address any concerns and press ENTER or click ☑ or the Save button again.

When the screen has been saved, you will return to the Vendor Terms Screen. To return without saving, press END or click ☒ or the Back or Cancel buttons.

The following icons are also available for use on the toolbar (unless disabled in Add mode):

List Terms: See Vendor Terms List for further information.

Display Terms Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current screen if applicable), after which you will return to where you are.

Parameters File Maintenance

Use this function to maintain the Accounts Payable Parameters file, which contains fundamental information defining how the Accounts Payable application operates and interfaces with other applications. This allows you to "customize" your Accounts Payable.

The Parameters (Interfaces) Screen, shown in Figure 4-4 below, appears when you select *Parameters* from the File Maintenance Pulldown Menu. Parameter information must be entered during Initial Setup in order to establish fields critical to the proper operation of your system. During Live Operations, such fields are display only and cannot be changed.

The Accounts Payable Parameters file is a one-record file although there are three screens of information. Once the Parameters record has been created, you will normally enter this function in Inquire mode. You can change mode between Inquire and Change by using the mode icons on the toolbar or the mode function keys; however, you are not allowed to change mode to Add or Delete. Since Change mode places a hold on the record, use Change mode only when you intend to change data.

Parameters (Interfaces) screen

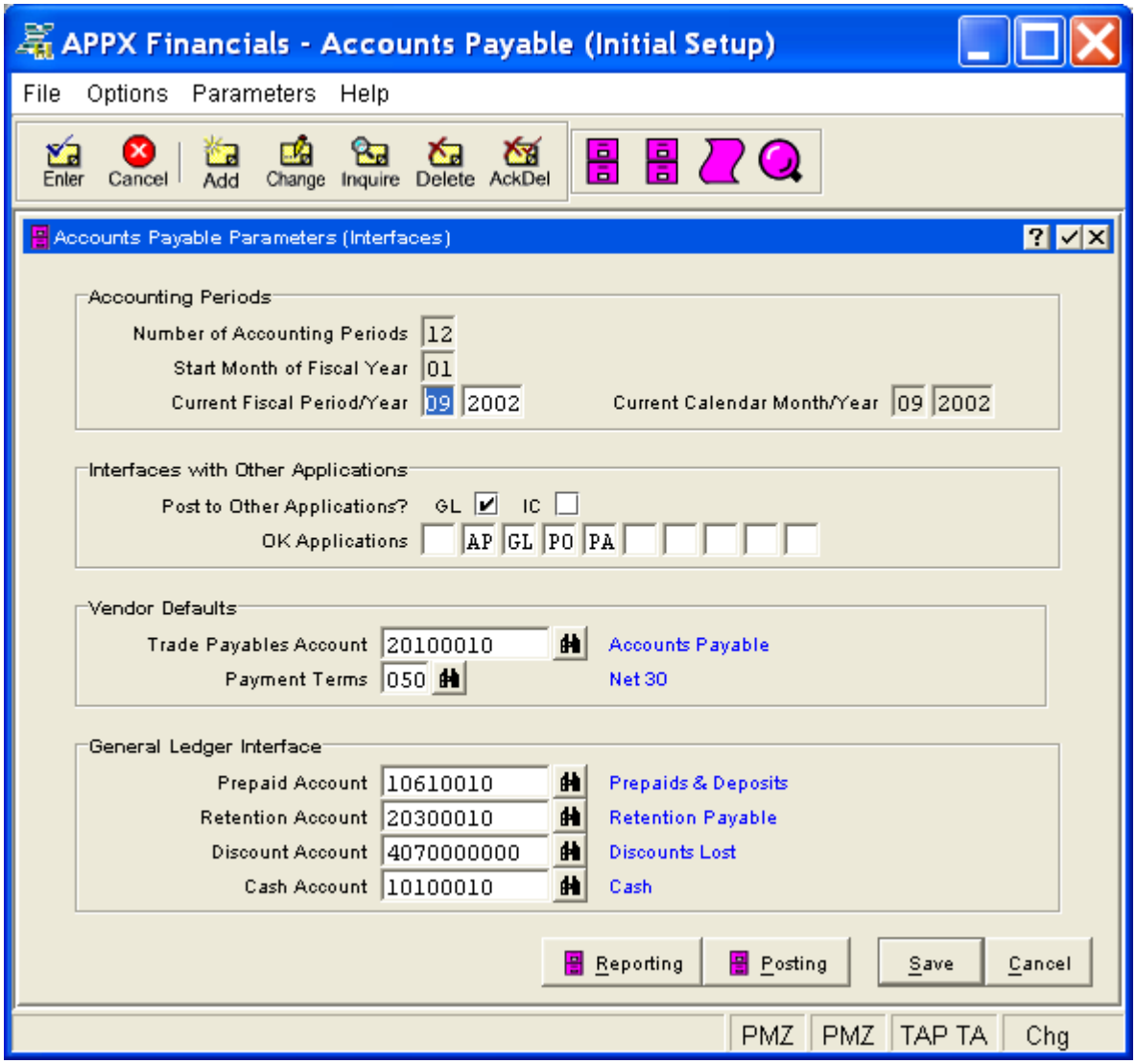


Figure 4-4

This screen contains the following fields grouped by sections.

Accounting Periods

Number of Accounting Periods (required)

Enter the number of months or periods in your fiscal year. An entry of '12' means that you operate on a monthly basis, and *Start Month of Fiscal Year* determines which calendar month begins your fiscal year. An entry of '13' means that you operate on a 13-period basis with each period representing 4-weeks, and *Start Month of Fiscal Year* must be '01'.

If General Ledger is part of your system, this entry is supplied for you and cannot be changed.

S tart Month of Fiscal Year (required)

If you operate on a monthly basis, enter the first calendar month of your fiscal year. For example, if your fiscal year runs from October 1 through September 30, enter '10'. If you are on a 13-period basis, you must enter '01'.

If General Ledger is part of your system, this entry is supplied for you and cannot be changed.

Current Fiscal Period/Year (required)

Enter the fiscal period (or month) and fiscal year to begin "live operations" for Accounts Payable.

If General Ledger is part of your system, its current fiscal period/year is presented as a default but it can be changed.

Current Calendar Month/Year

If you are on a monthly basis, the system displays the current calendar month/year once the previous entries have been validated. Calendar month/year does not apply for a 13-period basis.

Interfaces with Other Applications

Post to Other Applications? ... GL, IC (required)

Select "yes" or to direct the system to transfer information from Accounts Payable to the respective application; otherwise, select "no" or . If an application is not part of your system, select "no". The default is "no".

GL refers to the General Ledger application; IC to Inventory Control.

OK Application Types

For each of the ten occurrences, enter up to two uppercase letters, such as AP, AR, FA, GL, IC or PA, or leave the field blank.

OK Application Types indicate the application types that are permissible for account numbers entered within Accounts Payable, such as in Invoices Entry or Adjustments Entry. The application type for an account is determined by the *Application Type* specified in General Ledger Chart of Accounts File Maintenance on the Details Overlay. If you make any entries here, be sure to include a "blank" type as the first entry in order to allow for accounts without application types. If no restrictions should be applied, leave all these fields blank.

Vendor Defaults

Trade Payables Account (required)

Enter the account number, up to 12 characters in length, to use as the *Liability Account* default in Vendors File Maintenance, where it can be overridden as needed.

If General Ledger is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Payment Terms

If desired, enter the terms code to use as the *Payment Terms* default in Vendors File Maintenance, where it can be overridden as needed. If entered, this code must be on file in the Vendor Terms file. You can click on or press the Scan key to find an appropriate entry. The system displays the terms description so that you can verify your entry.

General Ledger Interface

If General Ledger is part of your system, each of these account numbers must be on file in the General Ledger Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Prepaid Account (required)

Enter the account number, up to 12 characters in length, to which prepayments are posted. Prepayment entries are optionally made during invoice and hand check entry.

Retention Account (required)

Enter the account number, up to 12 characters in length, to be credited for any amount of liability being retained.

Discount Account (required)

Enter the account number, up to 12 characters in length, to which discount amounts are posted. These discounts can be either earned or lost. If the discounts lost method is used, this account will likely be an expense account and maintain a debit balance. For the discounts earned method, either a revenue account or an expense account may be used. In this case, however, the expense account will have a credit balance.

Cash Account (required)

Enter the account number, up to 12 characters in length, to use as a default for the cash account on checks, where it can be overridden.

Press ENTER or click ☑ or the Save button to save the information on this screen. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current screen has not yet been saved; you must address any concerns and press ENTER or click ☑ or the Save button again. To exit without saving, press END or click ✖ or the Cancel button.

In Add mode, when you save this screen, the system will automatically present first the Parameters (Reporting) Screen, then the Parameters (Posting) Screen; otherwise, click on the Reporting or Posting buttons, or the respective icons below, to access these screens as desired (which first saves the current screen if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode):

Reporting Parameters: Accesses the Parameters (Reporting) Screen.

Posting Parameters: Accesses the Parameters (Posting Screen.

List Parameters: See Parameters List for further information.

Display Parameters Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current screen if applicable), after which you will return to where you are.

Parameters (Reporting) Screen

The Parameters (Reporting) Screen, shown in Figure 4-4a below, appears automatically in Add mode when you save the record or in any mode when you click on the Reporting button from the Parameters (Interfaces) Screen in Parameters File Maintenance. You remain in the same mode and you cannot change mode from this screen.

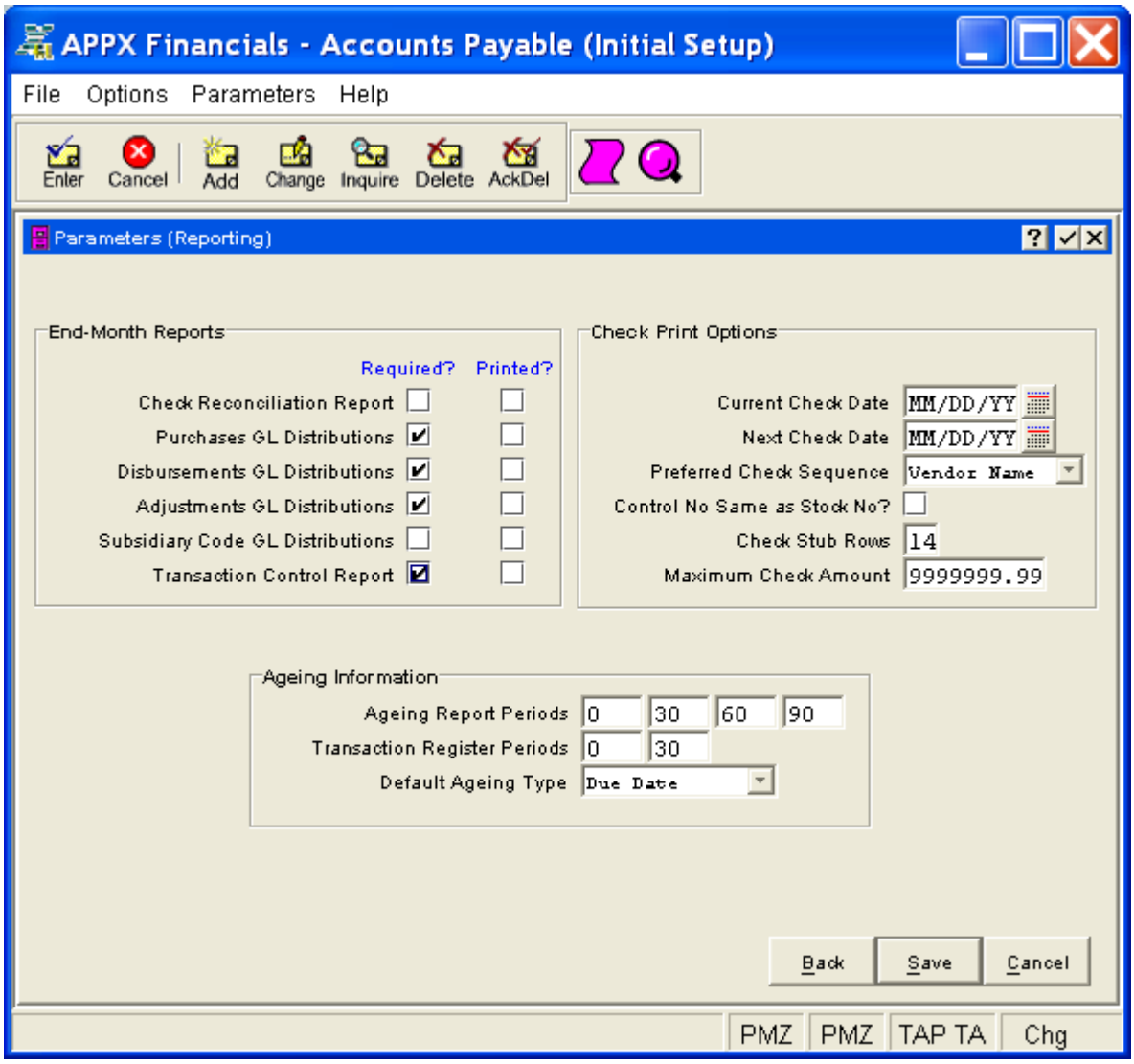


Figure 4-4a. Parameters (Reporting) Screen

This screen contains the following fields grouped by sections.

End-Month Reports

Check Reconciliation Report ..... Required?/Printed? (required) Purchases GL Distributions ..... Required?/Printed? (required) Disbursements GL Distributions ..... Required?/Printed? (required) Adjustments GL Distributions ..... Required?/Printed? (required) Subsidiary Code GL Distributions ... Required?/Printed? (required) Transaction Control Report ..... Required?/Printed?* (required)
Select "yes" or ☑ if you want printing of the respective report to be required before end-of-month processing can proceed; otherwise, select "no" or ☐. The default is "no".

Select "yes" or ☑ if the respective report has been printed for this month; otherwise, select "no" or ☐. The default is "no".

***Note:** If you are not using the system's Transaction Control feature, you should answer "no" to both questions for the Transaction Control Report. See the *Use Transaction Control?* field on the Parameters (Posting) Screen.

Check Print Options

Current Check Date

Leave this field blank in Initial Setup. In Live Operations, the system stores the check date entered in the Cash Requirements Report for use as a default in Checks Creation, at which time it can be changed.

Next Check Date

Leave this field blank in Initial Setup. In Live Operations, the system stores the next check printing date entered in the Cash Requirements Report for use as a default in Checks Creation, at which time it can be changed.

Preferred Check Sequence (required)

Enter the preferred sequence of system-generated checks for use as a default in Checks Creation, at which time it can be changed. The initial default is "Vendor Name" (which actually provides for sorting by Vendor Alpha, not Vendor Name). Click the list ▼ button to select one of the options listed below:

Vendor Name:	Print checks in vendor alpha sequence
Vendor No:	Print checks in vendor number sequence

Control No Same As Stock No? (required)

Select "yes" or ☑ if the check control number must match the stock number; otherwise, select "no" or ☐. The default is "no".

This field indicates whether or not the system-assigned check control number is required to be the same as the actual imprinted number on the preprinted check stock during the Checks Creation procedure. In either case, when the checks are processed, the stock number is assigned as the check number to use in identifying the check throughout Accounts Payable. Correcting problems you may encounter during checks processing is often easier if the check control number is not required to be the same as the stock number.

Check Stub Rows (required)

Enter the number of rows available for printing on the check stub. Since the standard Accounts Payable check stub has 14 rows, the default is "14".

Maximum Check Amount

Enter the maximum amount normally allowed for any check (with up to 7 digits to the left of the decimal and 2 digits to the right). The default value is 9999999.99. The system uses the maximum check amount defined here as the initial default both for the Cash Requirements Report and in Checks Creation, where it can be changed. Any check with an amount greater than the maximum will not be created. If the maximum is zero, no checks will be created.

Ageing Information

Ageing Report Periods

Enter a series of four number of days in ascending order (with up to 3 digits each plus a "-" if needed for a negative entry) to default during report setup for the Ageing Report. These entries are used to define five periods for ageing each transaction based on invoice date or due date, whichever is selected, from the report ageing date. A negative entry indicates number of days future to the report ageing date while a positive entry indicates number of days prior to the ageing date. These entries can be changed at runtime.

For example, entries of -30, 0, 60, and 90 would define periods of -30 and under, -29 to 0, 1 to 60, 61 to 90, and 91 and over.

Transaction Register Periods

Enter a series of two number of days in ascending order (with up to 3 digits each plus a "-" if needed for a negative entry) to default during report setup for the Transaction Register. These entries are used to define three periods for ageing each transaction based on invoice date or due date, whichever is selected, from the report ageing date. A negative entry indicates number of days future to the report ageing date while a positive entry indicates number of days prior to the ageing date. These entries can be changed at runtime.

For example, entries of 0 and 30 would define periods of 0 and under, 1 to 30, and 31 and over.

Default Ageing Type (required)

Enter the preferred basis for ageing transactions. The default is "Due Date". The system uses your entry here as the initial default during report setup for the Ageing or Transaction Register reports, but it can be changed. Click the list button to select one of the options listed below:

Invoice Date:	Age transactions based on Invoice Date
Due Date:	Age transactions based on Due Date

Press ENTER or click or the Save button to save the information on this screen. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current screen has not yet been saved and you must address any concerns and press ENTER or click or the Save button again.

When the screen has been saved, you will go on to the Parameters (Posting) Screen in Add mode; otherwise, you will return to the Parameters (Interface) Screen. To return without saving, press END or click or the Back or Cancel buttons.

The following icons are available for use on the toolbar:

List Parameters: See Parameters List for further information.

Display Parameters Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current screen if applicable), after which you will return to where you are.

Parameters (Posting) Screen

The Parameters (Posting) Screen, shown in Figure 4-4b below, appears automatically in Add mode following the Parameters (Reporting) Screen or in any mode when you click on the Posting button from the Parameters (Interfaces) Screen in Parameters File Maintenance. You remain in the same mode and you cannot change mode from this screen.

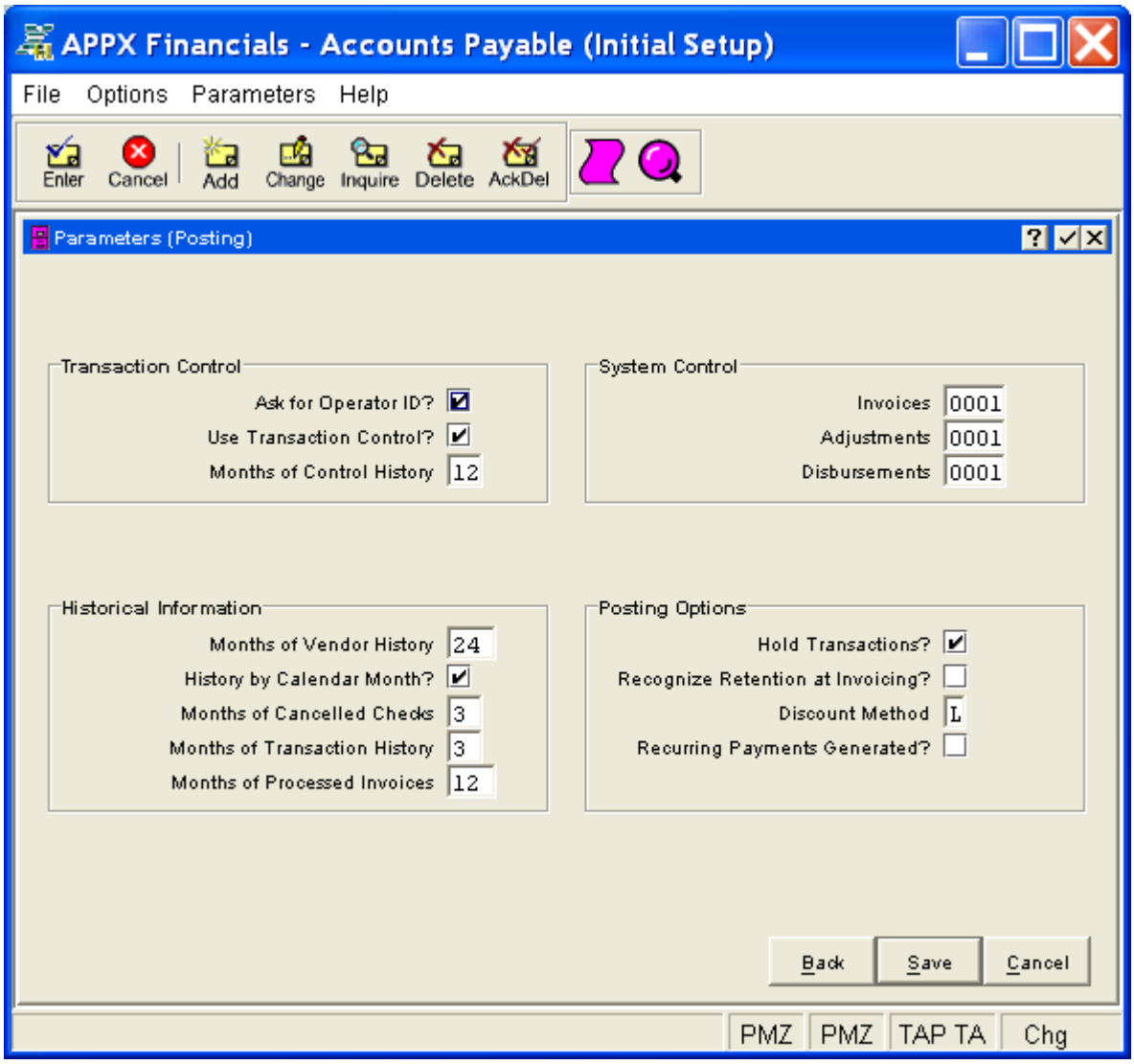


Figure 4-4b. Parameters (Posting) Screen

This screen contains the following fields grouped by sections.

Transaction Control

Refer to Transaction Control Options in Chapter 3 for a more comprehensive discussion of these options and how they are interrelated.

Ask for Operator ID? (required)

Select "yes" or ☑ to have the system ask for the Operator ID of a control group in transaction entry; otherwise, select "no" or ☐. The default is "yes".

The system assumes that you prefer to ask for the operator's ID during transaction entry. This allows you to edit other operators' transactions. If you want to bypass all Control Group screens altogether, enter "no". "No" means that each operator can only enter or edit his or her own transactions. It also means that *Use Transaction Control?* must be "no".

Use Transaction Control? (required)

Select "yes" or ☑ to use the system's Transaction Control feature; otherwise, select "no" or ☐. The default is "yes".

The system assumes that you want to use the Transaction Control feature. This includes the ability to track and report on the Transaction Control file, which is an additional audit trail; and enter control and hash totals for your transactions.

If *Use Transaction Control?* is "yes", then *Ask for Operator ID?* must also be "yes". If you want to use this feature and also want to ensure that an operator has exclusive control of his or her own transactions, enter "yes" in this field, and change the default value of the *Operator Exclusive?* field on each Control Group record in transaction entry to "yes".

Months of Control History

Enter the number of months (up to 2 digits) to keep transaction control history records. The default is "12". Records older than this will be deleted during Close Month processing.

Transaction control history is kept by actual date rather than accounting period or posting month.

System Control

Invoices

Enter the control number (up to 4 digits) to be assigned to the first control group in Invoice Entry in Live Operations. The system maintains this number sequentially. The default is "0001".

Adjustments

Enter the control number (up to 4 digits) to be assigned to the first control group in Adjustments Entry in Live Operations. The system maintains this number sequentially. The default is "0001".

Disbursements

Enter the control number (up to 4 digits) to be assigned to the first control group of disbursements in Live Operations, in either Hand Checks Entry or Checks Creation, whichever is run first. The system maintains this number sequentially. The default is "0001".

Historical Information

Months of Vendor History

Enter the number of months (up to 3 digits) of vendor history to keep on file. The default is "24". During Close Month processing, historical records older than the number of months entered here are deleted.

History by Calendar Month? (required)

Select "yes" or ☑ if you want to keep vendor history by calendar month; otherwise, select "no" or ☐ to keep vendor history by fiscal period. The default is "yes" unless you operate on a 13-period basis, in which case the default is "no". Vendor history must be kept by fiscal period for 13-period accounting.

M onths of Cancelled Checks

Enter the number of months (up to 2 digits) of cancelled checks to keep on file. The default is "3". During Close Month processing, cancelled checks older than the number of months entered here are deleted. Cancelled check records are aged from the check date, not the month in which they are cancelled, in order to determine if they should be deleted.

M onths of Transaction History

Enter the number of months (up to 2 digits) of transaction history to keep on file. The default is "3". During Close Month processing, historical records older than the number of months entered here are deleted.

Months of Processed Invoices

Enter the number of months (up to 3 digits) of processed invoices to keep on file. The default is "12". These invoices are indexed by vendor, and are used by the system to warn when duplicate invoice numbers are entered. During Close Month processing, processed invoices older than the number of months entered here are deleted, along with name and address information for miscellaneous vendor invoices. Processed invoices are aged from either the invoice date or the date paid, whichever is most recent.

Posting Options

Hold Transactions ? (required)

Select "yes" or ☑ to hold zero-balance invoices until the Accounts Payable current month reaches the due date month; otherwise, select "no" or ☐ to delete zero-balance invoices during month-end closing, regardless of their due dates. The default is "no". Since transactions may be settled before their due date month, the system needs to know how long to keep invoices with a balance of zero on file.

Recognize Retention at Invoicing ? (required)

Select "yes" or ☑ to automatically recognize a retention amount during invoice posting; otherwise, select "no" or ☐. The default is "no".

If "yes", during invoice posting, a separate retention invoice record is created for the retention amount specified on the invoice. This amount is credited to the retention account, and the normal liability is reduced accordingly.

If "no", retention invoice records are not created for the retention amount during invoice posting. The retention amount is maintained on the invoice record, and a separate retention record is created later during check posting, if appropriate.

Discount Method (required)

Enter the discount method as 'E' for "earned" or 'L' for "lost". The default is 'E'. This field indicates whether liabilities are to be initially recorded at the full invoice amount ("earned" method) or reduced by the allowable discount ("lost" method).

If the "earned" discount method is used, the liability account is credited at the invoice amount. Discounts are credited only if the liability is paid within the discount period.

If the "lost" discount method is used, the liability is automatically credited at the invoice amount less discount. If the discount isn't taken, the discount account is debited as a lost discount at the time the full invoice amount is paid.

Recurring Payments Generated ? (required)

Select "yes" or ☑ if recurring payments have been generated for this month; otherwise, select "no" or ☐. The default is "no".

Press ENTER or click ☑ or the Save button to save the information on this screen. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current screen has not yet been saved and you must address any concerns and press ENTER or click ☑ or the Save button again.

When the screen has been saved, you will return to the Parameters (Interface) Screen. To return without saving, press END or click ✕ or the Back or Cancel buttons.

The following icons are available for use on the toolbar:

List Parameters: See Parameters List for further information.

Display Parameters Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current screen if applicable), after which you will return to where you are.

Vendor Types File Maintenance

Use this function to enter or edit vendor types. Vendor type is useful in classifying your vendors. For example, you may want to differentiate between several classifications of vendors based on the volume of business such as "HIGH," "MED," and "LOW."

The Vendor Types Screen, shown in Figure 4-5 below, appears when you select *Types* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on 🔭 or press the Scan key to review the records currently on file and select one for editing or viewing.

Vendor Types screen

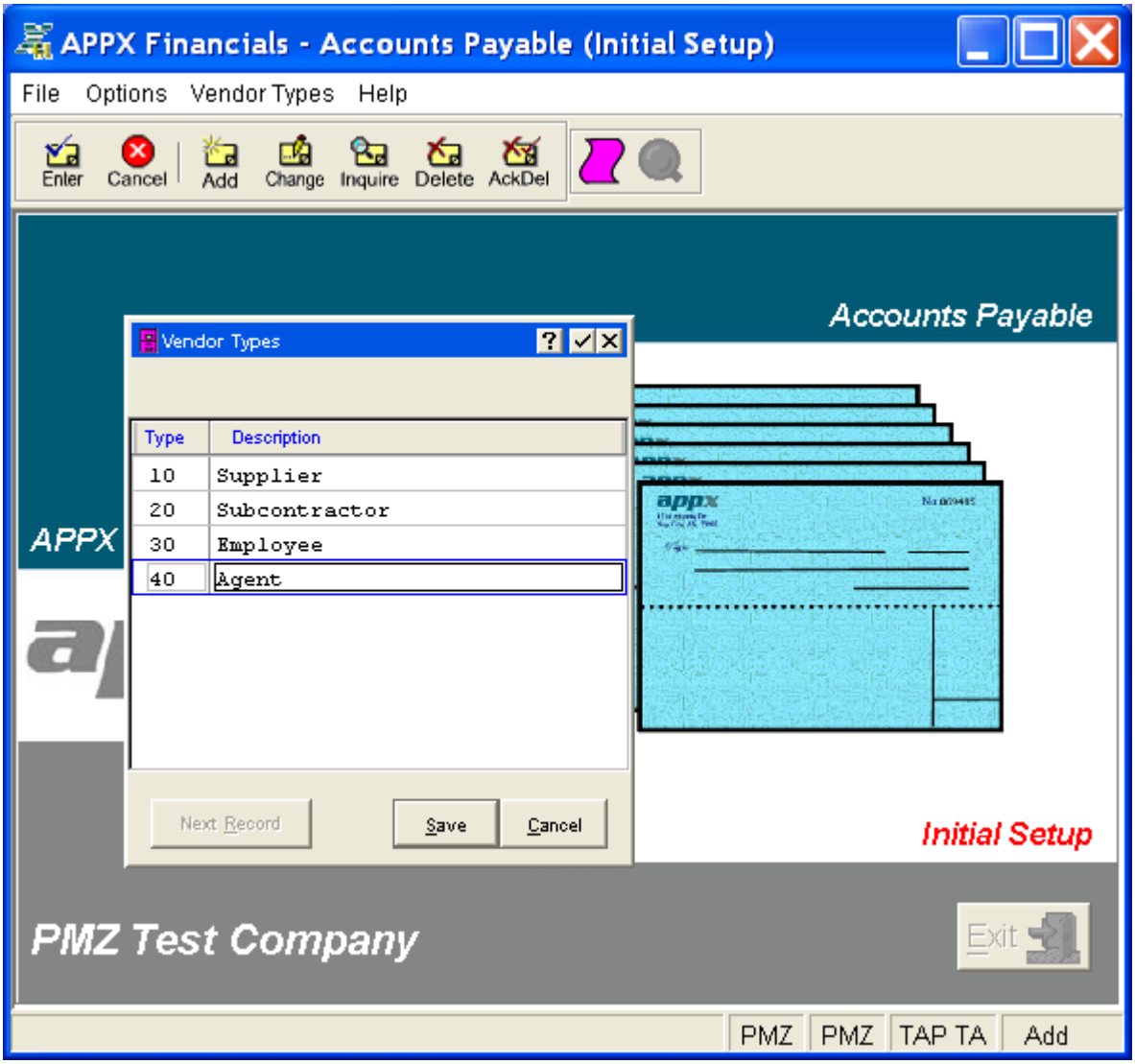


Figure 4-5

This is a scrolling screen which contains the following fields for each record:

Type (required)

Enter a unique code for this vendor type, up to 4 characters in length. Vendor types may be used to group vendors by classification in order to sort and select records for reports, lists, and printed checks. Examples of a vendor type might be "GEN" for a "general distributor," "SPEC" for a "specialist," or "FOR" for a vendor located in a foreign country. Another example of classifying vendors might be based on the volume of business or the expected level of damaged goods.

Description (required)

Enter a description for the vendor type, up to 30 characters in length.

Press ENTER or click ✔ or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ✔ or the Save button again. To exit without saving, press END or click ✖ or the Cancel button.

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Vendor Types: See Vendor Types List for further information.

Display Vendor Type Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Vendors File Maintenance

Use this function to enter records into your Vendors master file. This file contains basic information about each vendor such as name, address, phone number, and contact as well as invoicing information such as terms, payment status, and credit limit

The Vendors (Basic Information) Screen, shown in Figure 4-6 below, appears when you select *Vendors* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on 🔭 or press the Scan key to review the records currently on file and select one for editing or viewing.

Vendors (Basic Information) screen

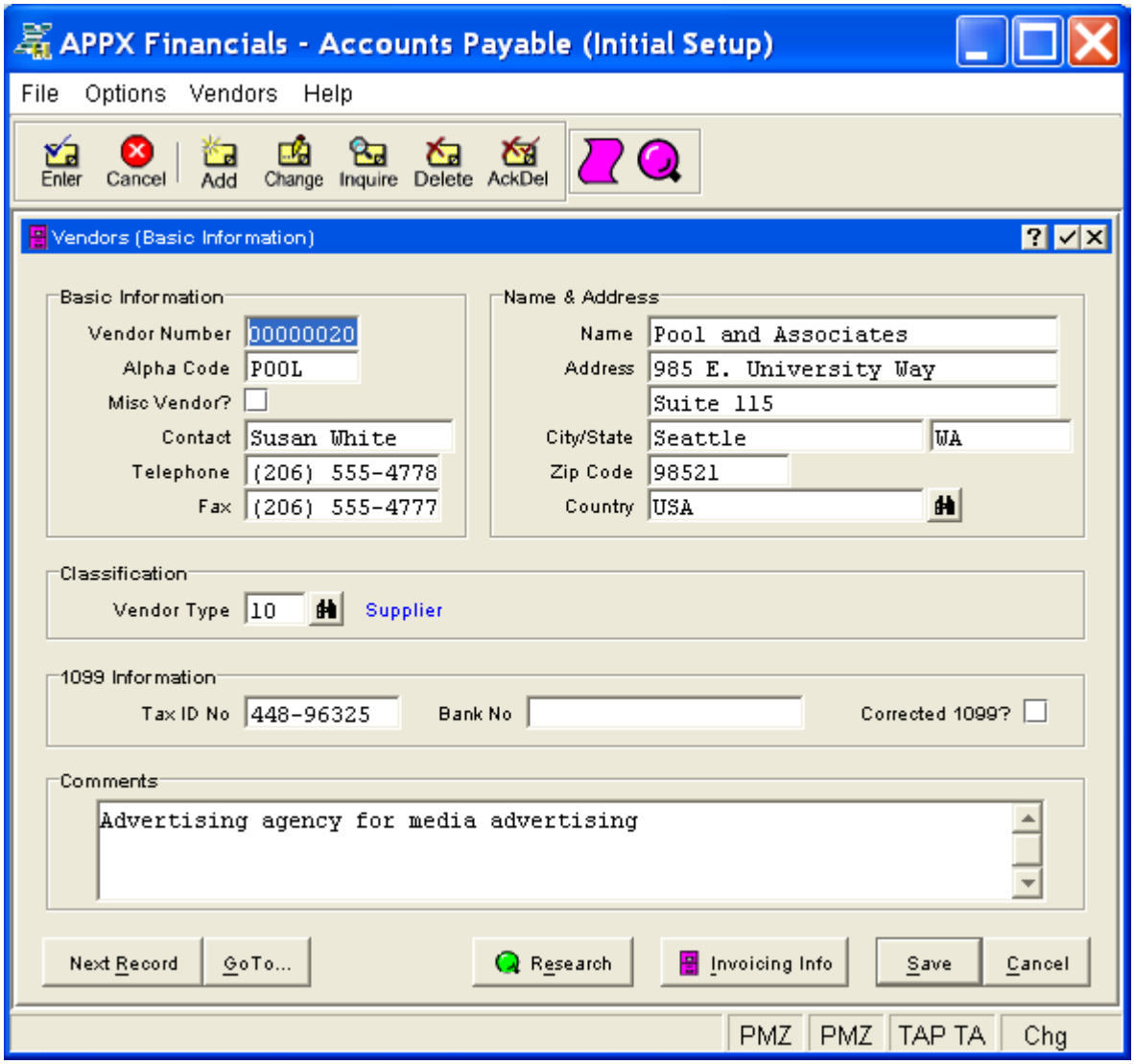


Figure 4-6

This screen contains the following fields grouped by sections:

Basic Information

Vendor Number (required)

Enter a unique number for this vendor, up to 8 digits in length. This number will be used throughout the system to identify the vendor.

Alpha Code (required)

Enter an alphanumeric code, up to 8 characters in length, for use in sorting vendor records alphabetically during report and check processing. This field is also used as an `access key' for selecting vendor records during Scan operations. You may want to use the first portion of the vendor name or a similar convention for this purpose.

Misc Vendor? (required)

Select "yes" or ☑ if this vendor number is used to signify a miscellaneous vendor; otherwise, select "no" or ☐. The initial default is "no".

Miscellaneous vendor records are normally used for one-time vendors in order to avoid having to create individual master file records for such vendors. Whenever a miscellaneous vendor number is used during invoice and hand check entry, you will be asked to enter the actual name and address. Note that Vendor History data is kept by vendor number, not separately for the actual vendors sharing a given miscellaneous vendor number. However, you can define more than one miscellaneous vendor.

Contact

Enter the name of the person to be contacted when communicating with this vendor (up to 15 characters in length).

Telephone

Enter the vendor's phone number, up to 14 characters in length.

Fax

Enter the vendor's fax number, up to 14 characters in length.

Name and Address

The vendor's name and address will be formatted for printing on checks in accordance with the *Address Format* specified for the vendor's country in Countries File Maintenance (accessed from the Utilities pulldown menu on the main application menu). Country is also used to customize the labels on this screen for region and postal code.

Name (required)

Enter the name of the vendor, up to 30 characters in length. This name will generally appear next to the vendor number field whenever it is displayed on other screens and reports. If this is a miscellaneous vendor, it may be helpful to enter "Miscellaneous Vendor" for the name here. When you use a miscellaneous vendor number during invoice or hand check entry, you must specify the vendor's actual name at that time.

Address <Line 1, Line 2>

Enter up to two lines of address, up to 30 characters in length. You may want to enter the shipping address in the first line and the mailing address in the second line.

City (required for non-miscellaneous vendor)

Enter the vendor's city, up to 20 characters in length.

Region {State, ...}

Enter the vendor's region, up to 10 characters in length. If the vendor's country is the one defined as *USA Country* in the System Parameters record, enter the standard 2-letter FIPS state abbreviation (as defined in the States table in the System Parameters record).

The screen label for this field is customized according to the *Region Label* specified for the vendor's country in Countries File Maintenance.

Postal Code {Zip Code, ...}

Enter the vendor's postal code, up to 10 characters in length.

The screen label for this field is customized according to the *Postal Code Label* specified for the vendor's country in Countries File Maintenance.

Country

Enter the vendor's country, up to 20 characters in length. If entered, this country must be defined in Countries File Maintenance (accessed from the Utilities pulldown menu on the main application menu). You can click on or press the Scan key to find an appropriate entry. If no country is entered, country is assumed to be the *Country* system default specified in the System Parameters record.

When printing checks for non-miscellaneous vendors, the vendor's address will be formatted according to the *Address Format* instructions specified for the vendor's country in Countries File Maintenance. Screen labels for region and postal code on this screen are also customized according to the vendor's country.

Classification

Vendor Type

If desired, enter a code for the type of vendor this is. If entered, this code must be on file in the Vendor Types file. You can click on or press the Scan key to find an appropriate entry. The system displays the vendor type description so that you can verify your entry.

Vendor type can be used to categorize vendors. Many reports and updating functions can be sorted and selected using the vendor type.

1099 Information

Tax ID No

Enter the vendor's social security number only if payments to the vendor should be reported to the IRS on the 1099-MISC form and you intend to generate a 1099 for the vendor. If you have an entry in this field, the system will automatically include this vendor in 1099 form printing and will report all disbursements to the vendor for the year on the 1099-MISC form.

If the vendor is a miscellaneous vendor, this field must be blank.

Bank No

If you plan to submit 1099s on magnetic media, enter a bank account number for the vendor, up to 20 characters in length. It may be a checking or savings account number, or any other unique combination of characters. Using a vendor's Social Security Number is NOT recommended. This field is informational only within the Accounts Payable application.

Corrected 1099? (required)

Select "yes" or ☑ if a corrected 1099 is needed on magnetic media for this vendor; otherwise, select "no" or ☐. The initial default is "no". This field is informational only within the Accounts Payable application.

Comments

If desired, enter any pertinent information relating to this vendor, up to 237 characters in length. This text is displayed on several inquiries and reports.

Press ENTER or click ☑ or the Save button to save the information on this screen. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current screen has not yet been saved; you must address any concerns and press ENTER or click ☑ or the Save button again. To exit without saving, press END or click ☒ or the Cancel button.

When you save this screen, the system will automatically present the Vendors (Invoicing Information) Screen in Add mode; otherwise, you can click on the Invoicing Info button to access it. Also, if the Research button is enabled, you can click on it to access the Vendors Researching Overlay. Clicking on either button first saves the current screen if applicable.

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Vendors: See Vendors List for further information.

Display Vendor Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current screen if applicable), after which you will return to where you are.

Vendors (Invoicing Information) Screen

The Vendors (Invoicing Information) Screen, shown in Figure 4-6a below, appears automatically when you save a record in Add mode or when you click on the Invoicing Info button from the Vendors (Basic Information) Screen in Vendors File Maintenance. You remain in the same mode and you cannot change mode from this screen.

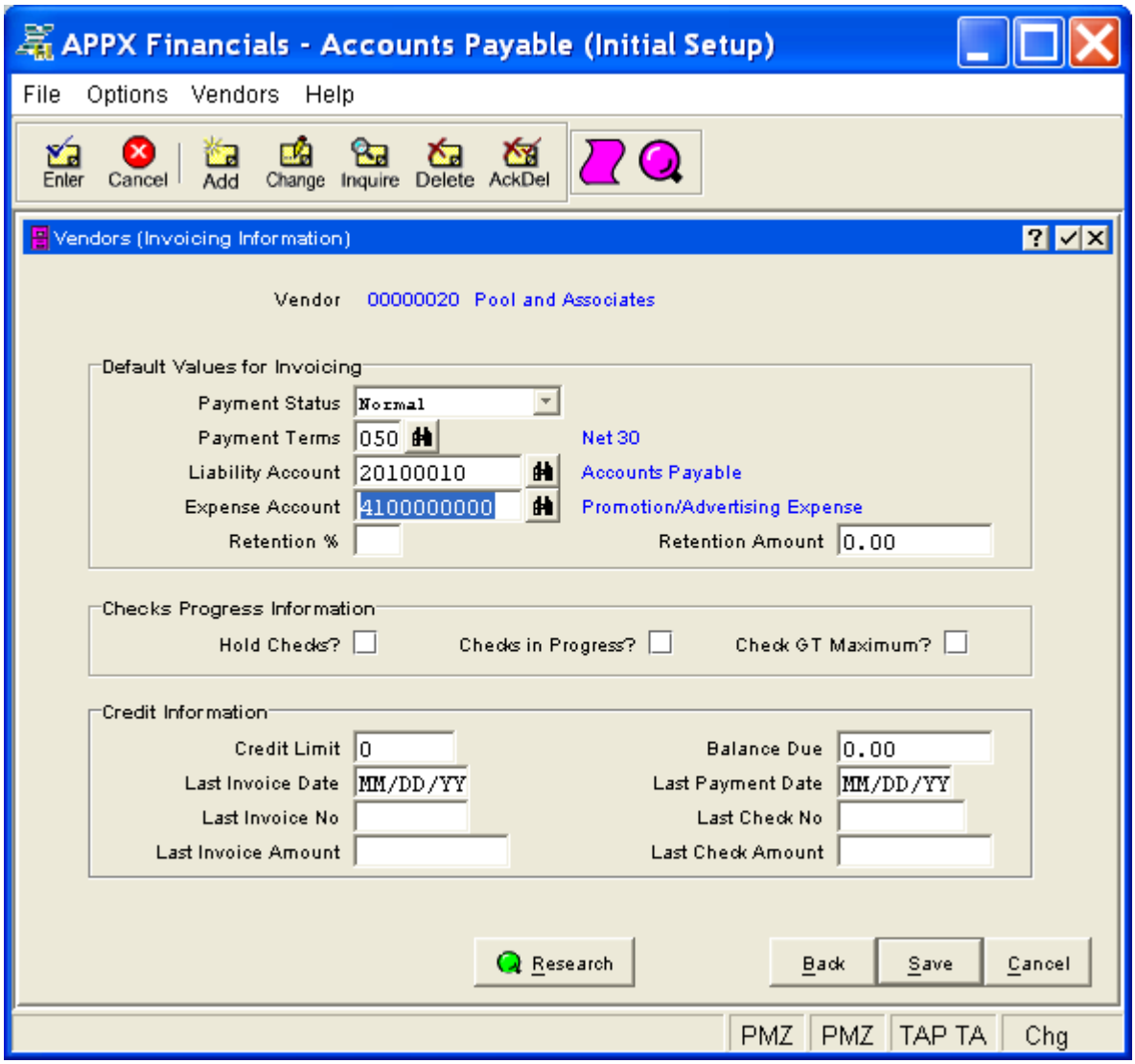


Figure 4-6a. Vendors (Invoicing Information) Screen

This screen contains the following fields grouped by sections and pertains only to the current vendor (which is identified at the top of the screen).

Default Values for Invoicing

Payment Status (required)

Enter the payment status to use as a default for this vendor on invoices. The initial default is "Normal". Invoice payment status can be overridden during invoice entry or changed through the Edit Payment Status function. Click the list button to select one of the options listed below:

Normal:	Use the payment terms defined for the invoice
Take Discount:	Take the discount regardless of the invoice payment terms
Hold:	Place the invoice on hold until released during Edit Payment Status
Disputed:	Keep the invoice on hold until the problem is resolved (similar to 'Hold' status)

Payment Terms (required)

Enter the payment terms code to use as a default for this vendor on invoices, where it can be overridden. The initial default is the payment terms code defined in the Parameters file, if any. This code must be on file in the Vendor Terms file. You can click on or press the Scan key to find an appropriate entry. The system displays the terms description so that you can verify your entry.

Liability Account (required)

Enter the liability account, up to 12 characters in length, to use as a default for this vendor on invoices, adjustments, checks, and recurring payments, where it can be overridden. The initial default is the trade payables account defined in the Parameters file.

If General Ledger is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Expense Account

If applicable, enter an offset account, up to 12 characters in length, to use as a default for this vendor on invoices, adjustments, and recurring payments, where it can be overridden. For example, if you always purchase office supplies from this particular vendor, enter the expense account number for office supplies. If no expense account is specified, no default is made by the system during transaction entry.

If General Ledger is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Retention %

If applicable, enter the retention percent as a positive number (with up to 3 digits). This percentage is used to compute the retention amount on invoices for this vendor. For example, if you want to retain 10% of the total invoice amount on the vendor's invoices, enter "10". If no retention applies, leave this field blank or zero.

Retention Amount

If applicable, enter the retention balance owed to this vendor (with up to 7 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount). During Live Operations, this field is system-maintained and display only.

Checks Progress Information

Hold Checks? (required)

Select "yes" or if you want to prevent this vendor's checks from being created; otherwise, select "no" or . The initial default is "no".

If "yes", the system will not create checks for this vendor regardless of invoice payment status. If you print a Cash Requirements report, all invoices for this vendor will have a hold status.

If "no", checks will not be placed on hold and the system will process the vendor as usual.

Checks in Progress? (required)

In Initial Setup, this field should be "no" or . The initial default is "no".

In Live Operations, this is a system-maintained, display only field indicating whether checks have been created for this vendor, but are not yet posted. This field is used during the checks processing cycle to prevent the creation of multiple checks for the same invoice.

Check GT Maximum? (required)

In Initial Setup, this field should be "no" or . The initial default is "no".

In Live Operations, this is a system-maintained, display only field indicating whether a check pending for this vendor will exceed the `maximum check amount' specified by the user when the Cash Requirements Report is run. If "yes", the vendor's check will not be created.

Credit Information

Credit Limit

Enter the amount of your credit limit with this vendor as a positive number (with up to 7 digits to the left of the decimal and none to the right). If you leave this field blank or zero, the system assumes a limit of zero, not an unlimited line of credit. Enter all 9's for an unlimited amount of credit.

This field is used to compute available credit and for display on various reports and inquiries. It does not preclude entry of purchases over the limit.

Last Invoice Date

If desired, in Initial Setup only, enter the date of the most recent invoice processed for this vendor. In Live Operations, this is a system-maintained, display only field.

Last Invoice No

If desired, in Initial Setup, enter the number of the most recent invoice processed for this vendor. In Live Operations, this is a system-maintained, display only field.

Last Invoice Amount

If desired, in Initial Setup, enter the amount (with up to 7 digits to the left of the decimal and 2 digits to the right, plus a "-" for a credit amount) of the most recent invoice processed for this vendor. In Live Operations, this is a system-maintained, display only field.

Balance Due

In Initial Setup, during Process Initial Setup, this field will be set first to zero, then computed from any opening transactions entered for the vendor. Otherwise, in the unlikely event that no opening transactions are entered and Process Initial Setup does not have to be run, enter the outstanding balance owed to this vendor (with up to 7 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount). However, the preferred method is to enter opening transactions to support a non-zero balance.

In Live Operations, this balance is maintained by the system based on the invoices, payments, and adjustments posted to the vendor's account and appears as a display only field.

Last Payment Date

If desired, in Initial Setup, enter the date of the most recent check processed for this vendor. In Live Operations, this is a system-maintained, display only field.

Last Check No

If desired, in Initial Setup, enter the number of the most recent check processed for this vendor. In Live Operations, this is a system-maintained, display only field.

Last Check Amount

If desired, in Initial Setup, enter the amount of the most recent check processed for this vendor. In Live Operations, this is a system-maintained, display only field.

Press ENTER or click ☑ or the Save button to save the information on this screen. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current screen has not yet been saved; you must address any concerns and press ENTER or click ☑ or the Save button again.

When the screen has been saved, you will go on to the next record in Add mode; otherwise, you will return to the Vendors (Basic Information) Screen. To return without saving, press END or click ☒ or the Back or Cancel buttons. If the Research button is enabled, you can click on it to access the Researching Overlay (which first saves the current screen if applicable).

The following icons are available for use on the toolbar:

List Vendors: See Vendors List for further information.

Display Vendor Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current screen if applicable), after which you will return to where you are.

Vendors Researching Overlay

The Vendors Researching Overlay, shown in Figure 4-6b below, appears when you click on the Researching button from either the Vendors (Basic Information) Screen or the Vendors (Invoicing Information) Screen in Vendors File Maintenance. You are always in Inquire mode on this screen and you cannot change mode. However, you will resume your original mode when you return to your previous screen.

This overlay is intended for use in Live Operations to provide visibility of transactions for this vendor within other applications on your system.

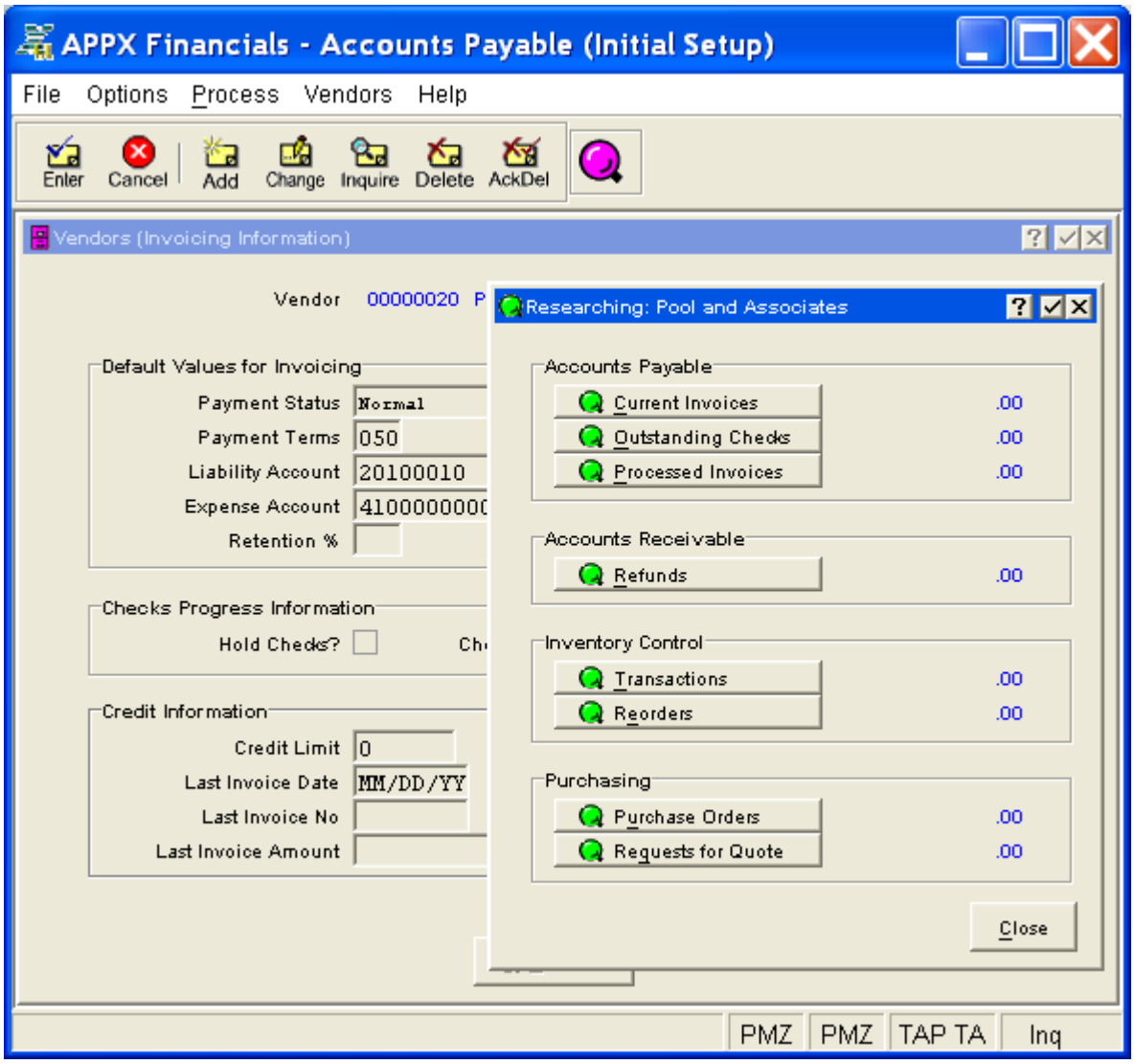


Figure 4-6b. Vendors Researching Overlay

Grouped by application, this overlay displays totals of various vendor transactions as well as buttons for viewing detail information for the current vendor (identified in the title bar of the overlay). In each case, if the application and file exist on your system, clicking the corresponding button will access screen displays supporting the total amount shown here; otherwise, you will be notified that the given application has not been installed.

For complete descriptions of these various inquiries, along with sample screen displays, refer to the Accounts Payable Live Operations Manual.

Press the Close button to return to your previous screen.

The following icon is available for use on the toolbar:

Display Vendor Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation, after which you will return to where you are.

Vendor History File Maintenance

Use this function in Initial Setup to enter vendor history data for prior months or years as desired. In Live Operations this is system-maintained file and cannot be modified.

The Vendor History Screen, shown in Figure 4-7 below, appears when you select *Vendor History* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Vendor History screen

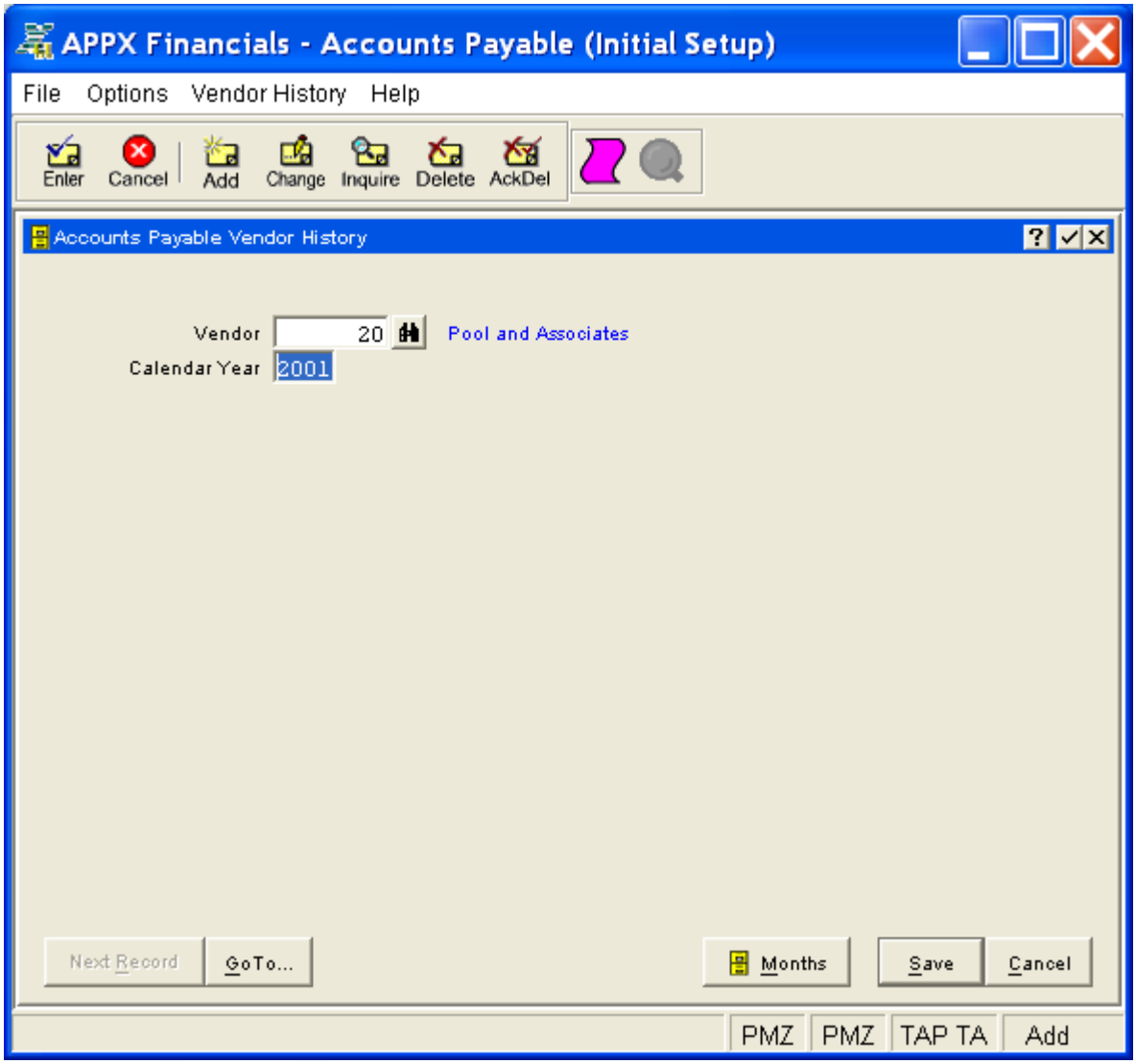


Figure 4-7

This screen contains the following fields that make up the primary key to the Vendor History file:

Vendor (required)

Enter the vendor number which must be on file in the Vendors file. You can click on or press the Scan key to find an appropriate entry. The system displays the vendor name so that you can verify your entry.

<Calendar/Fiscal> Year (required)

Enter the calendar or fiscal year as appropriate. The content and label for this field is based on what method you selected for keeping history (see *History by Calender Month?* on the Parameters (Posting) Screen).

Press ENTER or click ✔ or the Save button to save the information on this screen. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current screen has not yet been saved; you must address any concerns and press ENTER or click ✔ or the Save button again. To exit without saving, press END or click ✖ or the Cancel button.

When you save a record, the system will automatically present the Vendor History Months Overlay, or you can click on the Months button to access it (which first saves the current record if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Vendor History: See Vendor History List for further information.

Display Vendor History Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Vendor History Months Overlay

The Vendor History Months Overlay, shown in Figure 4-7a below, appears automatically when you save a record or when you click on the Months button from the Vendor History Screen in Vendor History File Maintenance. This overlay addresses vendor amounts by month (or period) associated with the current vendor/year but maintained in a separate file. You normally enter this level in the same mode you were in at the higher level (except you are converted to Add mode if no records exist in Change mode) but you can change mode by using the mode icons on the toolbar or the mode function keys. If desired, in key entry, you can click on 🔭 or press the Scan key to review the records currently on file and select one for editing or viewing.

This file stores purchase, disbursement, and discount information for each vendor by calendar month or fiscal period (according to the *History by Calendar Month?* selection in the Parameters file). Postings to 'EY' or end of year are stored as month 99. The *Months of Vendor History* field on the Parameters (Posting) Screen indicates how many months of history are maintained in Live Operations. Obsolete records are deleted during end of month processing.

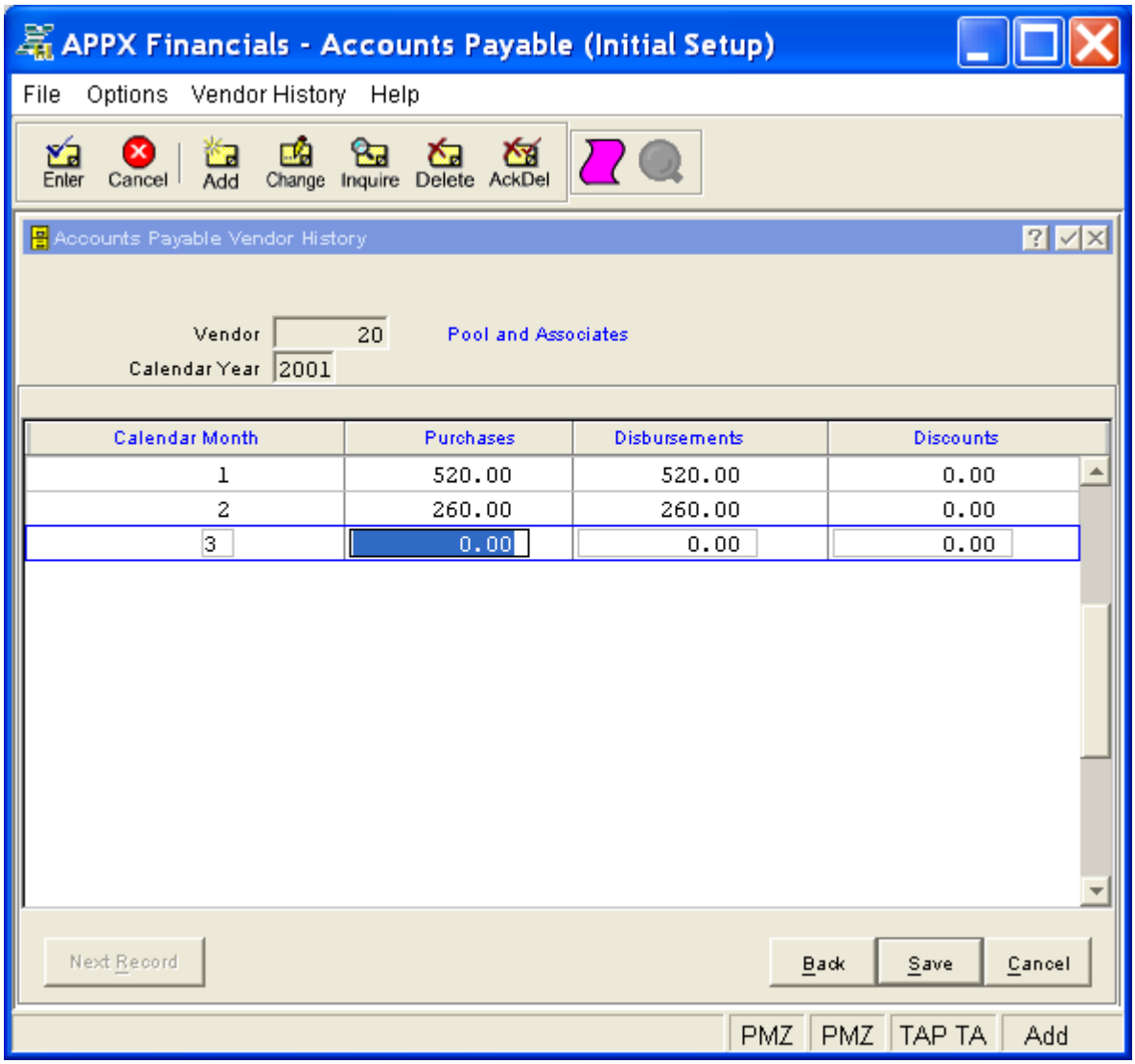


Figure 4-7a. Vendor History Months Overlay

This is a scrolling overlay which contains the following fields for each calendar month or fiscal period associated with the current vendor/year (identified at the top of the screen).

< Calendar Month/Fiscal Period> (required)

Enter the calendar month or fiscal period as appropriate. The content and label for this field is based on what method you selected for keeping history (see *History by Calender Month?* on the Parameters (Posting) Screen). Enter "99" to signify end of year or 'EY' postings.

Purchases

Enter the amount of purchases, if any, from this vendor for the designated month or period (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a negative amount). Purchase amounts in this file are normally positive.

Disbursements

Enter the amount of disbursements, if any, to this vendor for the designated month or period (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a negative amount). Disbursement amounts in this file are normally positive.

Discounts

Enter the amount of discounts, if any, for this vendor for the designated month or period (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a negative amount). Discount amounts in this file are normally negative.

Press ENTER or click ☑ or the Save button to save the information for the current calendar month or fiscal period. If any information has changed, the system may redisplay the screen to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ☑ or the Save button again. To exit without saving, press END or click ☒ or the Cancel button. When the record has been saved, you will go on to the next record at this level, if any.

When you have finished with the records at this level (or to prevent saving the current record), click the Back button to return to the Vendor History Screen for the current vendor/year or press END or click ☒ or the Cancel button to go on to the next vendor/year, if any.

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Vendor History: See Vendor History List for further information.

Display Vendor History Months Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Recurring Payments File Maintenance

Use this function to enter/edit recurring payments records if applicable. You can do this file maintenance at any time, either now in Initial Setup or later in Live Operations. However, the *Paid to Date* field cannot be modified in Live Operations.

If your company makes regular payments for products or services such as rent, maintenance fees, or monthly retainers, you can use this feature to provide for automatically generating these payments. When recurring payments are generated in Live Operations, the system creates an invoice entry transaction for each recurring payment transaction, eliminating the need to manually enter the same invoice information each time.

The Recurring Payments Screen, shown in Figure 4-8 below, appears when you select *Recurring Payments* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Recurring Payments screen

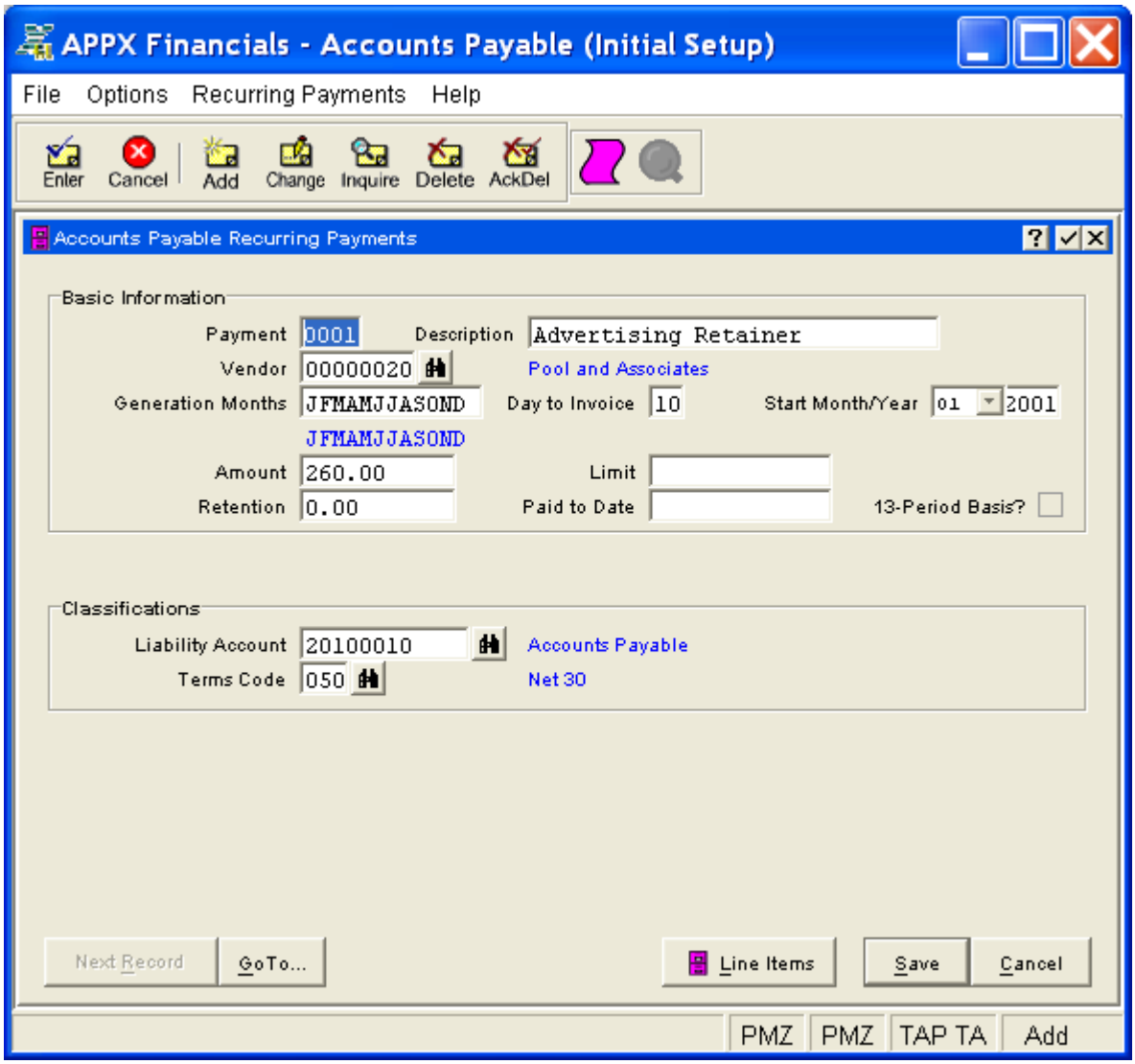


Figure 4-8

This screen contains the following fields grouped by sections.

Basic Information

Payment (required)

Enter a positive number (with up to 4 digits) to identify the recurring payment. The system automatically displays the next available number beginning with `1'. You may enter your own unique number or accept the default.

Description (required)

Enter a description for this recurring payment, up to 30 characters in length.

Vendor (required)

Enter the number of the vendor which must be on file in the Vendors file. You can click on or press the Scan key to find an appropriate entry. The system displays the vendor name so that you can verify your entry.

Generation Months

Indicate the months or periods in which to generate the recurring payment in accordance with the alignment grid displayed below this field on the screen. If you operate on a monthly accounting basis, both the initial default and the grid will appear as 'JFMAMJJASOND ' with each letter representing a calendar month. If you are on a 13-period basis (as defined by *Number of Accounting Periods* in Parameters File Maintenance), both will appear as '1234567890123' with each digit representing a fiscal period. However, the *13-Period Basis?* field on this screen must also be "yes" in order to generate a recurring payment in the 13th period.

If you want an invoice generated every month or period, do not change the default value. Otherwise, space over the characters of those months/periods for which an invoice does not apply. For example, if you want to generate a recurring payment every "odd" calendar month, blank out the even month characters so that the field appears as "J M M J S N ".

Day to Invoice (required)

If the *13-Period Basis?* field on this screen is "no" (see below), enter the day of the month (from 1 to 31) to use in the invoice date; otherwise, enter the day of the period (from 1 to 28).

If *13-Period Basis?* is "no", this day pertains to a calendar month. For example, suppose you entered a "2" in this field, and you are currently in February. The "2" would represent February 2nd, since this date is the second day in the calendar month.

If *13-Period Basis?* is "yes", this day pertains to a 28-day accounting period. For example, suppose you entered a "2" in this field, and you are currently in the second accounting period of the year. Assuming that your fiscal year begins January 1, the "2" would represent January 30th, since this date is the second day in the accounting period.

Start Month/Year (required)

If you are on a monthly basis, enter the calendar month and year to start generating recurring payments for this entry; otherwise, enter the fiscal period and year. If you are on a 13-period basis, the *13-Period Basis?* field on this screen must also be "yes" in order to start a recurring payment in the 13th period.

Amount

Enter the amount (with up to 7 digits to the left of the decimal and 2 digits to the right) of the invoice to be generated. The line items for the recurring payment should total to this amount.

Limit

If applicable, enter the maximum amount (with up to 9 digits to the left of the decimal and 2 digits to the right) of all invoices to be generated by this recurring payment. A payment will not be generated once the *Paid to Date* field reaches this limit. If left blank or zero, the recurring payment is unlimited.

If the generation of a given month's invoice will exceed the limit, a prorated invoice and line items are generated. For example, if *Limit* is $10,000, *Paid to Date* is $9,600, and *Amount* is $600, the last invoice generated will be for $400.

Retention

If applicable, enter the retention amount (with up to 7 digits to the left of the decimal and 2 digits to the right) to withhold from the invoice amount. The system computes the initial default by multiplying *Amount* on this screen by the vendor's retention % from the Vendors (Invoicing Information) Screen but it can be changed.

Paid to Date

If desired, enter the amount already paid (with up to 9 digits to the left of the decimal and 2 digits to the right) for this recurring payment. In Live Operations, this amount is system-maintained and cannot be modified. If a *Limit* amount is specified, invoices will only be generated for this recurring payment until the *Paid to Date* amount reaches the *Limit* amount.

13-Period Basis? (required)

This field controls whether or not the system bases the *Day to Invoice* on the day of a 28-day accounting period and allows a recurring payment to be generated in the 13th period. If you are on a monthly basis, this field is automatically set to "no" and cannot be changed. Otherwise, you must make a selection.

If "yes" or , the *Day to Invoice* corresponds to a day in the 28-day accounting period and a recurring payment can be generated in the 13th period.

If "no" or , the *Day to Invoice* corresponds to a day in the calendar month and a recurring payment cannot be generated in the 13th period.

Classifications

Liability Account (required)

Enter the number of the liability account for this recurring payment, up to 12 characters in length. The system defaults the vendor's liability account from the Vendors (Invoicing Information) Screen.

If General Ledger is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Terms Code (required)

Enter the code to identify the terms to use when generating recurring payments. The system defaults the vendor's payment terms code from the Vendors (Invoicing Information) Screen. This code must be on file in the Vendor Terms file. You can click on or press the Scan key to find an appropriate entry. The system displays the terms description so that you can verify your entry.

During invoice generation, the system computes the discount amount, discount due date, and invoice due date for the invoice based on this terms code.

Press ENTER or click or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click or the Save button again. To exit without saving, press END or click or the Cancel button.

When you save a record, the system will automatically present the Recurring Payments Line Items Overlay, or you can click on the Line Items button to access it (which first saves the current record if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Recurring Payments: See Recurring Payments List for further information.

Display Recurring Payment Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Recurring Payments Line Items Overlay

The Recurring Payments Line Items Overlay, shown in Figure 4-8a below, appears automatically when you save a record or when you click on the Line Items button from the Recurring Payments Screen in Recurring Payments File Maintenance. This overlay addresses line item detail associated with the current recurring payment record but maintained in a separate file. You normally enter this level in the

same mode you were in at the higher level (except you are converted to Add mode if no records exist in Change mode) but you can change mode by using the mode icons on the toolbar or the mode function keys. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

When recurring payments are generated in Live Operations, the system creates an invoice line item for each recurring payment line item. The total line item amount should balance to the amount specified in the recurring payment record.

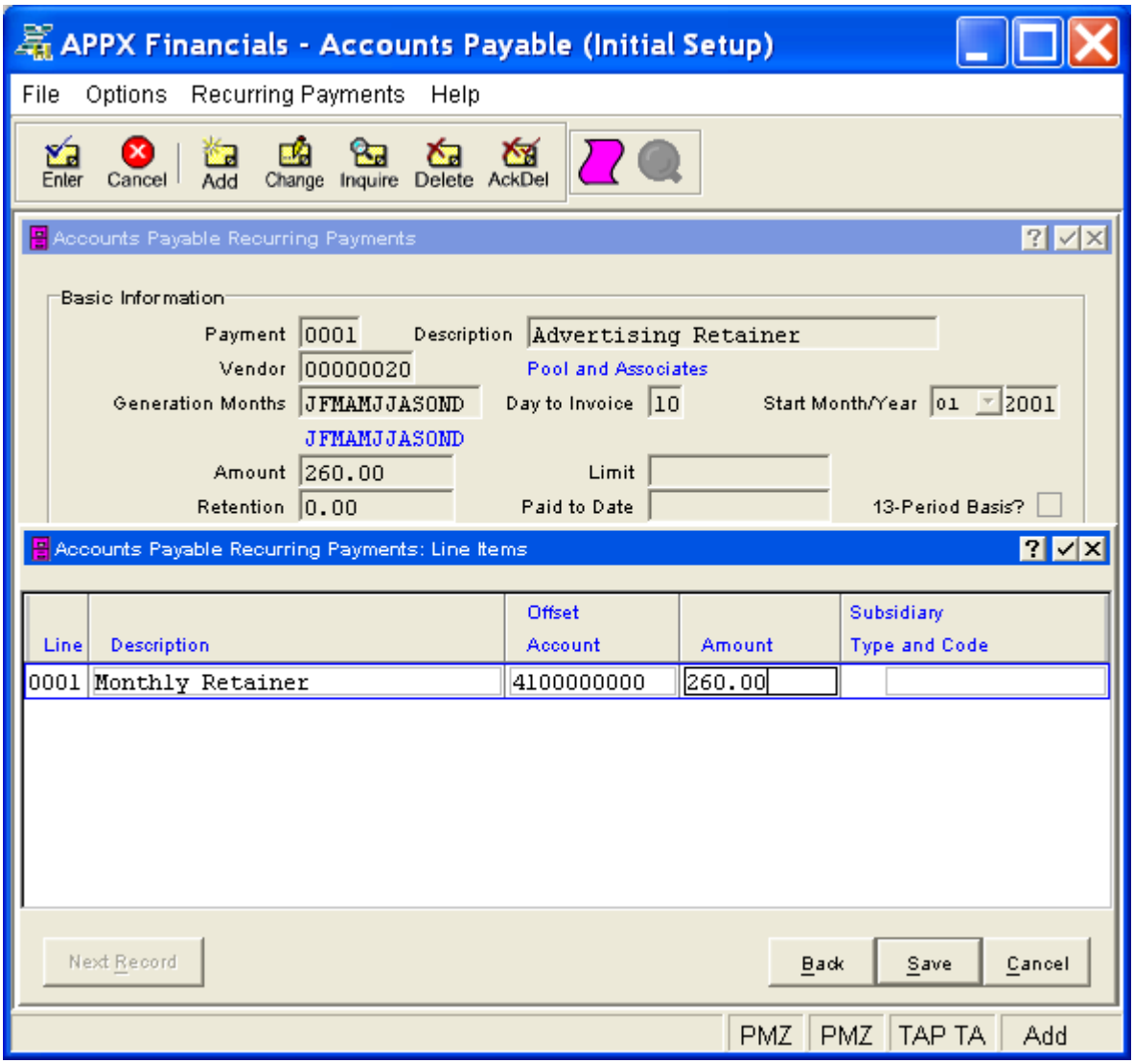


Figure 4-8a. Recurring Payments Line Items Overlay

This is a scrolling overlay which contains the following fields for each line item associated with the current recurring payment (identified at the top of the screen).

Line (required)

This field contains a sequence number (with up to 4 digits) to identify the line item. The system automatically assigns the next available number beginning with `1' and this number cannot be modified.

Description

If desired, enter a description for the line item, up to 30 characters in length.

Offset Account

Enter the offset (expense) account to post for this line item, up to 12 characters in length. The initial default is the expense account, if any, defined on the Vendors (Invoicing Information) Screen but it can be overridden.

If General Ledger is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Amount

Enter the amount (with up to 7 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount) of the line item to be generated. The total of this amount for all line items for the recurring payment should match the amount specified on the Recurring Payments Screen.

Subsidiary Type

If General Ledger is part of your system, the subsidiary type defined for the account in Chart of Accounts File Maintenance is displayed and cannot be modified.

If General Ledger is not part of your system, you can enter any 2-letter value in this field. Transactions posted to various subsidiary types and codes will print on the Subsidiary Codes GL Distributions report accessed from the Monthly pulldown menu in Live Operations.

Subsidiary Code

If *Subsidiary Type* on this overlay is blank, you cannot enter a subsidiary code; conversely, if *Subsidiary Type* is not blank, you must enter a subsidiary code (up to 16 characters in length).

If the *Subsidiary Type* defined in General Ledger for the account is "GL" (signifying General Subsidiary), the subsidiary code you enter must be on file for this account in the Subsidiary Codes by Account file. You can press the Scan key to find an appropriate entry.

Press ENTER or click or the Save button to save the information for the current line item. If any information has changed, the system may redisplay the line item to show any new or changed system-supplied items or to report any error or warning messages. If so, the current line item has not yet been saved; you must address any concerns and press ENTER or click or the Save button again. When the line item has been saved, you will go on to the next line item, if any.

When you have finished with the line items associated with the current recurring payment (or to prevent saving the current line item), click the Back button to return to the Recurring Payments Screen for the current payment or press END or click or the Cancel button to go on to the next payment, if any.

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Recurring Payments: See Recurring Payments List for further information.

Display Line Item Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Processed Invoices File Maintenance

In Initial Setup, use this function to enter processed invoice information as needed for historical purposes. Since processed invoice records are created during the Process Initial Setup function for all invoices entered through Opening Transactions, use this function only to add processed invoice records that are fully paid and not included in the opening transactions. In Live Operations, this file is system-maintained and cannot be modified.

This file holds processed invoice records by vendor for the number of months indicated by the *Months of Processed Invoices* specification on the Parameters (Posting) Screen. In Live Operations, obsolete records are deleted during Close Month processing based on the later of invoice date or date paid.

The Processed Invoices Screen, shown in Figure 4-9 below, appears when you select *Processed Invoices* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Processed Invoices screen

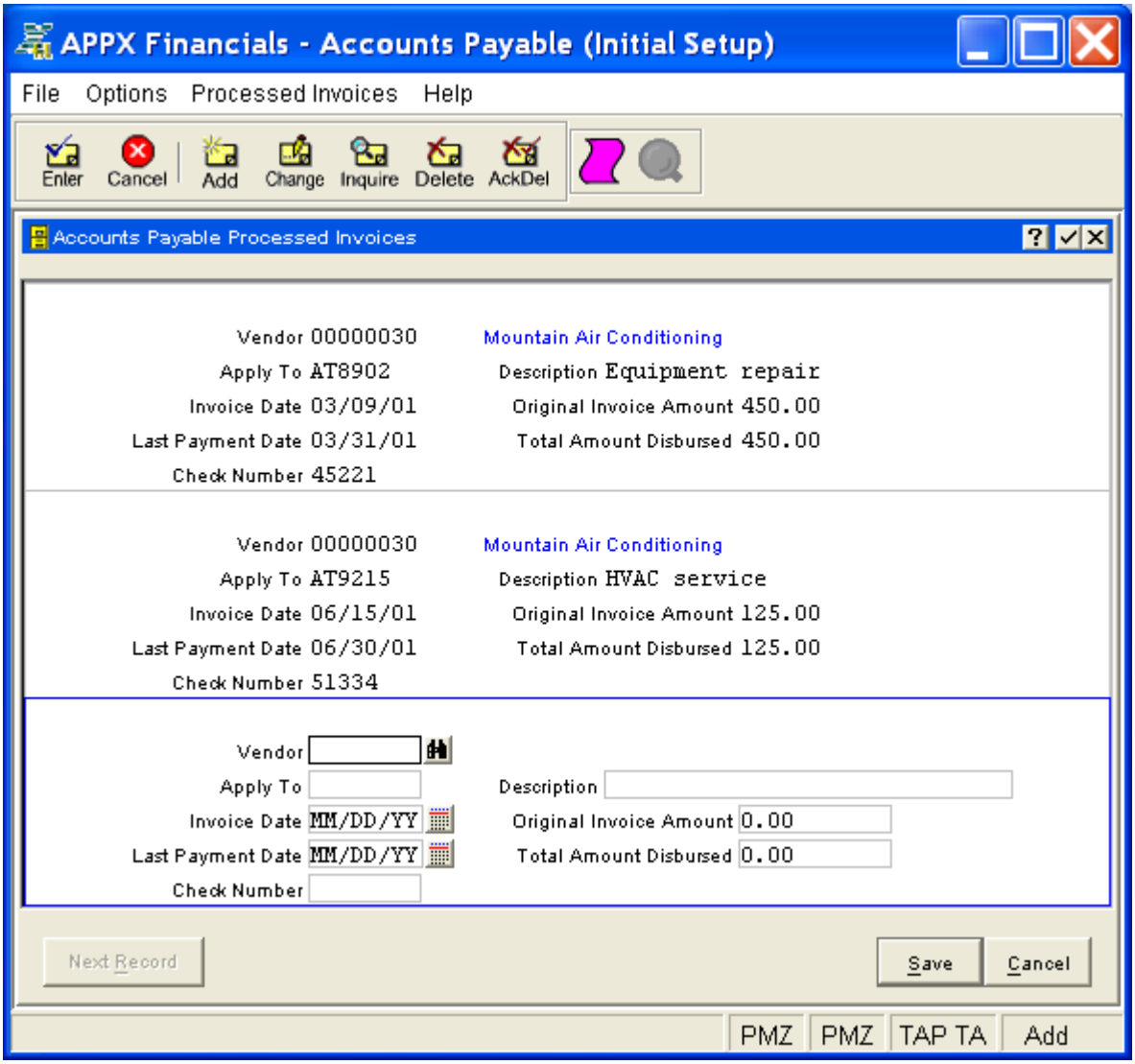


Figure 4-9

This is a scrolling screen which contains the following fields for each record:

Vendor (required)

Enter the number of the vendor which must be on file in the Vendors file. You can click on or press the Scan key to find an appropriate entry. The system displays the vendor name so that you can verify your entry. If you are entering a miscellaneous vendor, be sure to enter the name and address information through Miscellaneous Vendors File Maintenance.

Apply To (required)

Enter the number of the invoice, credit memo, or debit memo affected by this transaction, up to 8 characters in length. The apply to is generally the invoice number (except for invoices that affect an earlier invoice, in which case the apply to is the original invoice number).

Description

Enter a description if desired, up to 30 characters in length.

Invoice Date

Enter the date of the invoice.

Original Invoice Amount

Enter the original invoice amount (with up to 7 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount).

Last Payment Date

Enter the date of the last payment made toward this invoice.

Total Amount Disbursed

Enter the total amount that has been paid for this invoice (with up to 7 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount). The amount paid is equal to the invoice amount if the invoice has been paid in full with no discount or if you are using the "lost" discount method and the invoice has been paid net of the discount. The amount paid is less than the invoice amount if a partial payment has been made to the invoice or if you are using the "earned" discount method and the discount was taken for this invoice. For more information, see the *Discount Method* specification on the Parameters (Posting) Screen.

Check Number

Enter the number of the check for the last payment made toward this invoice.

Press ENTER or click ✓ or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ✓ or the Save button again. To exit without saving, press END or click ✗ or the Cancel button.

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Processed Invoices: See Processed Invoices List for further information.

Display Processed Invoice Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Miscellaneous Vendors File Maintenance

In Initial Setup, use this function to enter/edit miscellaneous vendor information. In particular, this is needed to support any transactions entered for miscellaneous vendors through Processed Invoices File Maintenance or Opening Transactions. In Live Operations, this file is system-maintained and cannot be modified.

The Miscellaneous Vendors Screen, shown in Figure 4-10 below, appears when you select *Miscellaneous Vendors* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Miscellaneous Vendors screen

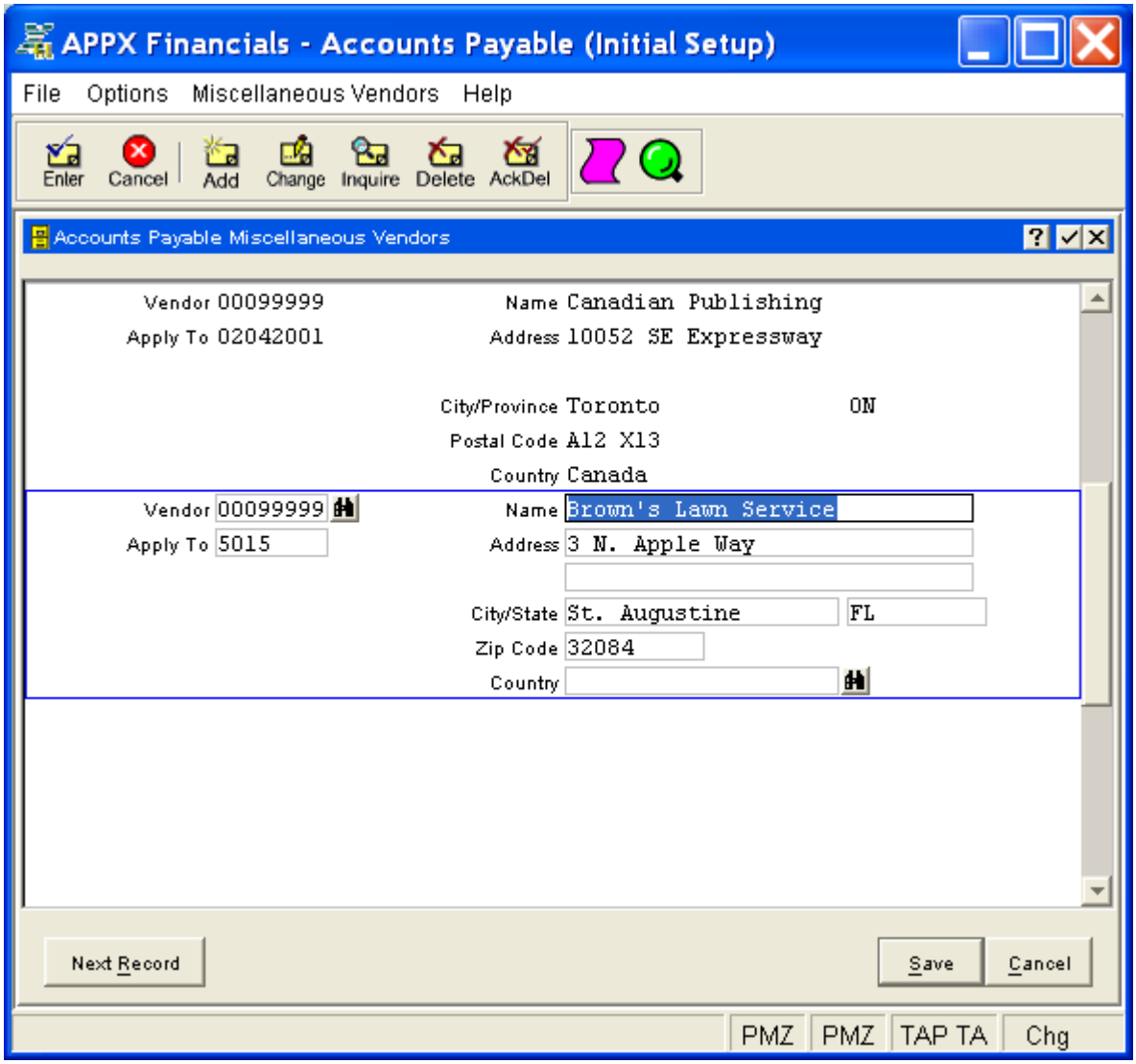


Figure 4-10

This is a scrolling screen which contains the following fields for each record:

Vendor (required)

Enter the number of the vendor which must be on file in the Vendors file and must be flagged as a miscellaneous vendor. You can click on or press the Scan key to find an appropriate entry.

Name (required)

Enter the name of the vendor, up to 30 characters in length.

Apply To (required)

Enter the apply to of the invoice associated with the vendor, up to 8 characters in length.

Address <Line 1, Line 2>

Enter up to two lines of address, up to 30 characters in length. You may want to enter the shipping address in the first line and the mailing address in the second line.

City

Enter the vendor's city, up to 20 characters in length.

Region {State, ...}

Enter the vendor's region, up to 10 characters in length. If the vendor's country is the one defined as *USA Country* in the System Parameters record, enter the standard 2-letter FIPS state abbreviation (as defined in the States table in the System Parameters record).

The screen label for this field is customized according to the *Region Label* specified for the vendor's country in Countries File Maintenance.

Postal Code {Zip Code, ...}

Enter the vendor's postal code, up to 10 characters in length.

The screen label for this field is customized according to the *Postal Code Label* specified for the vendor's country in Countries File Maintenance.

Country

Enter the vendor's country, up to 20 characters in length. If entered, this country must be defined in Countries File Maintenance (accessed from the Utilities pulldown menu on the main application menu). You can click on or press the Scan key to find an appropriate entry. If no country is entered, country is assumed to be the *System Default Country* specified in the System Parameters record.

When printing checks, the vendor's address will be formatted according to the *Address Format* instructions specified for the vendor's country in Countries File Maintenance. Screen labels for region and postal code on this screen are also customized according to the vendor's country.

Press ENTER or click or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click or the Save button again. To exit without saving, press END or click or the Cancel button.

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Miscellaneous Vendors: See Miscellaneous Vendors List for further information.

Display Misc Vendor Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Listings Pulldown Menu

The Listings Pulldown Menu, shown in Figure 4-11 below, appears when the user selects *Listings* from the Maintenance Pulldown Menu. You can print the contents of any file by selecting the corresponding list from this menu. Lists include items in each record which can be entered or changed, as well as system-maintained information. A sample list for each file is provided later in this chapter.

During Initial Setup, you should print lists to check the accuracy of the data being entered. These lists provide you with a printed record of the information used to begin Live Operations.

The procedure for printing lists is the same for all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to record selection, sort order, and disposition screens.

Listings Pulldown menu

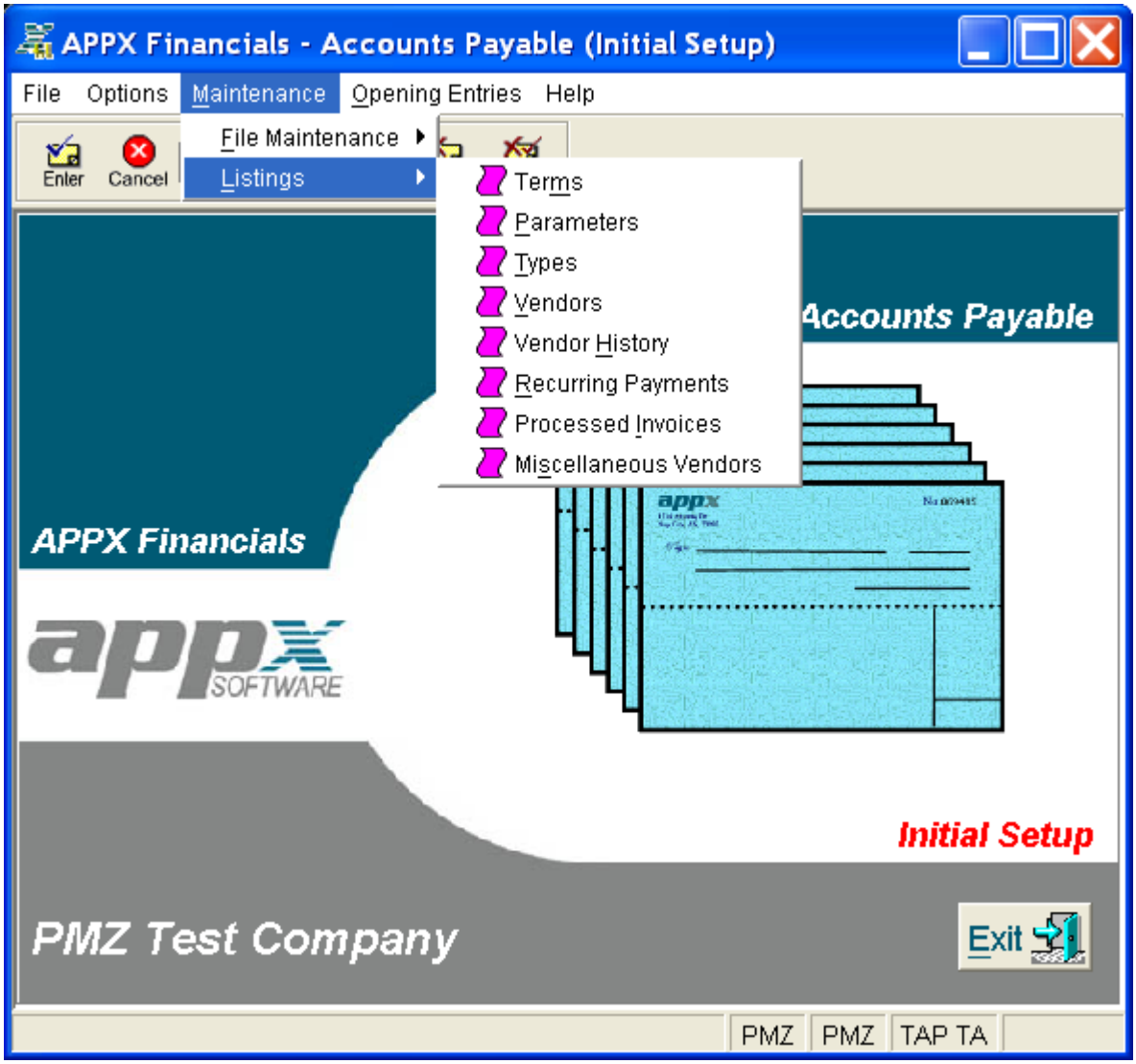


Figure 4-11

This menu provides access to the following file lists described later in this chapter:

- Vendor Terms List
- Parameters List
- Vendor Types List
- Vendors List
- Vendor History List
- Recurring Payments List
- Processed Invoices List
- Miscellaneous Vendors List

Vendor Terms List

Use this function to print the contents of the Vendor Terms file. It is accessed by selecting *Terms* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Vendor Terms List is shown below.

```
                                        Expert Computing, Inc.
09/02/94 12:37                                                                                                  LGG Page:  1
                                              Terms List
Terms                                          Disc   Disc    Code             Discount  Net    Net    Code                 — N
 Code   Description                    Disc % Code   Days    Description     Day of Mo Code   Days    Description           Day
=============================================================================================================================
  010   2/10, Net 30                    2.000    1     10    Invoice Date                 1     30    Invoice Date
  020   Net EOM                         0.000    1      0    Invoice Date                 2      0    End of Month
  030   3/15th, Net 25th                3.000    3      0    Specific Days    15          3      0    Specific Days    25
  040   Cash                            0.000                                             1      0    Invoice Date
  050   Net 30                          0.000    1      0    Invoice Date                 1     30    Invoice Date
  060   2/10,25 N/25,10                 2.000    3      0    Specific Days    10    25    3      0    Specific Days    25    10
```

Parameters List

Use this function to print the contents of the Parameters file. It is accessed by selecting *Parameters* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Parameters List is shown below.

```
                                                Expert Computing, Inc.
09/02/94 09:42                                                                                                                LGG Page:     1
                                              Accounts Payable Parameters List
=============================================================================================================================================
                        Current Fiscal Month / Year       3 90    Current Calendar Month / Year    8 89
                        Number of Accounting Periods        12    Start Month of Fiscal Year          6
                                                                  Calendar History ?                  N
                        Months of Vendor History            12    Months to Keep Cancelled Chks       3
                        Months to Hold Processed Invoices   12    Months of Transaction History       2
                        Hold Transactions?                   Y    Discount Method       L
                        Check Control Same As Stock No?      N    Check Stub Rows       14
                        Recognize Retention At Invoicing?    N    Maximum Check Amount  9999999.99
                        Post to Other Applications?  GL Y IC Y
                        Prepaid Account    1061001000  Prepaids & Deposits
                        Retention Account  2030001001  Retention Payable, Sales
                        Discount Account   4070000000WH  Discounts Lost, Wholesale
                        Cash Account       1010001001  Cash, Sales Outlets
                                EOM Reports           Required?   Printed?     System Control Numbers
                        Check Reconciliation Report       N           N        Invoices          25
                        Purchases GL Distributions        N           N        Adjustments        4
                        Disbursements GL Distributions    N           N        Disbursements     12
                        Adjustments GL Distributions      N           Y
                        Subsidiary Code GL Distributions  N           Y        Check Processing Control
                        Transaction Control Report        N           N
                                                                               Check Date      08/09/94
                                                                               Next Chk Date   08/17/94
                                                                               Check Sequence  A
                        Ageing Report Periods               0   30   60   90
                        Transaction Register Periods        0   30
                        Ageing Type                     2
                        Recurring Payments Generated?   Y
                        Ask for Operator ID?            Y
                        Use Transaction Control?        Y
                        Months of Transaction Control   12
                        OK Applications
```

Vendor Types List

Use this function to print the contents of the Vendor Types file. It is accessed by selecting *Types* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Vendor Types List is shown below.

```
                              Expert Computing, Inc.
09/08/94 14:27                                                  LGG Page:     1
                                Vendor Types List
Vendor                                                  Changed
Type   Description                    Date Added Added By On       Changed By
====== ============================== ========== ======== ======== ========== ==
10     Supplier                       11/14/89   SRR      11/14/89 SRR
20     Subcontractor                  11/14/89   SRR      11/14/89 SRR
30     Employee                       03/26/90   SRR      03/26/90 SRR
40     Agent                          03/26/90   SRR      03/26/90 SRR
```

Vendors List

Use this function to print either a short or detail listing of the Vendors file.

The Vendors List Setup Screen, shown in Figure 4-12 below, appears when you select *Vendors* from the Listings Pulldown Menu. This screen allows you to choose the list option to be stored in a temporary one-record file. You enter the setup screen in Add mode and you are not allowed to change mode.

Vendors List Setup screen

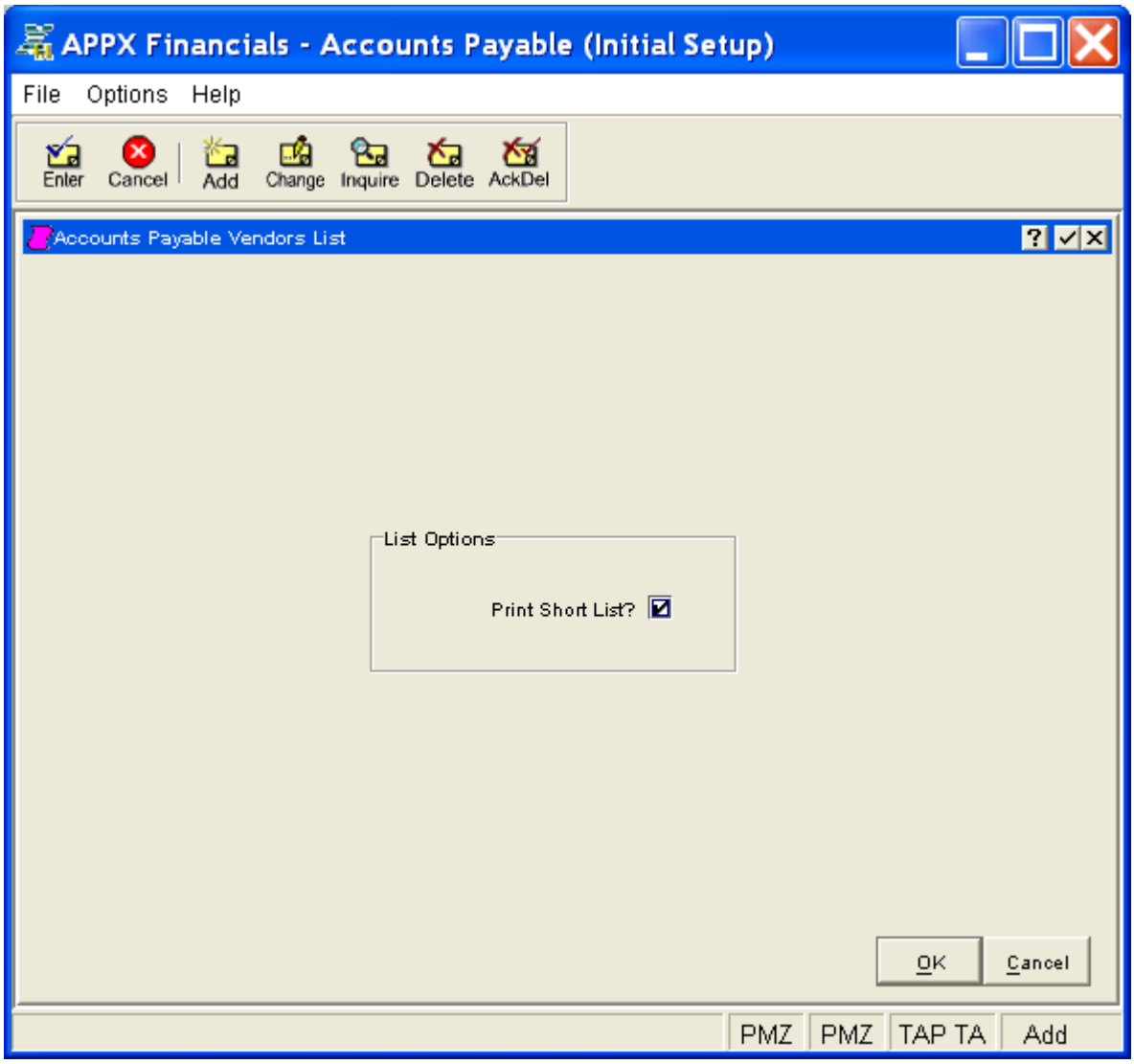


Figure 4-12

This screen contains the following list option for printing the Vendors List:

Print Short List? (required)

Select "yes" or ☑ if you want to print the short version which prints only one line per vendor; otherwise, select "no" or ☐ to print the detail version. The initial default is "no".

Press ENTER or click ✓ or the OK button to store the report option and continue. To exit the function, press END or click ✗ or the Cancel button.

If you elect to continue, you will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample detail version of the Vendors List is shown below. For a sample short version, see the Vendors List (Short).

Expert Computing, Inc.

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Vendors List (Short)

Name	Vendor	Contact	Phone	Fax	Trm	Description
Albert Materials, Inc.	00000040	Milton Albert	555-1256	(206) 555-9874	60	2/10,25 N/25,10
Carpenter's Union #101	00000150	Fritz Holden	441-2367	( ) -	10	2/10, Net 30
Electrician's Union #238	00000160	Cal Worthington	431-8909	( ) -	10	2/10, Net 30
Insurances Unlimited	00000070	Scott Hansen	555-9988	(206) 555-6000	40	Cash
Internal Revenue Service	00000110	Henry Worthmeyer	456-7890	( ) -	40	Cash
Sam Jones	00000080		568-9652	( ) -	20	Net EOM
Miscellaneous Supplier	00000010		-	( ) -	20	Net EOM
Mountain Air Conditioning	00000030	Herman Hill	555-9872	(206) 555-9871	30	3/15th, Net 25th
George Peters	00000090		987-5515	(303) 987-2274	20	Net EOM
Pool and Associates	00000020	Susan White	555-4778	(206) 555-4777	20	Net EOM
State Industrial Insurance	00000130	Joel Bomburg	352-9821	( ) -	40	Cash
State Withholding Agency	00000120	Janice Sdmith	352-1456	( ) -	40	Cash
State Unemployment Insurance	00000140		352-0764	( ) -	40	Cash
Travel Planners	00000060	Jill Peterson	555-4112	(206) 555-1212	50	Net 30
Kris Williams	00000100		987-6541	( ) -	20	Net EOM
Hardware Services, Inc.	00000050	George Johnson	555-0079	(206) 555-1008	10	2/10, Net 30

1. Step 6In order to print the standard Vendors List, this step formats the Vendors information. The following data items are shown: Vendor, Vendor Alpha, Name, Hold Checks?, Miscellaneous Vendor?, Balance, Address - Line 1, Pay Status Description, Credit Limit, Address - Line 2, Tax Identifying Number, Retention %, Retention, City, State, Zip Code, Bank Account No, Last Purchase, Country, Needs Corrected 1099?, Last Invoice Number, Phone, Telefax Number, Last Invoice Amount, Contact, Terms Code, Description, Last Payment Date, Vendor Type, Last Check Number, Liability Account, Last Check Amount, Offset Account and Comment.

A sample output is shown below.

```
                                                Expert Computing, Inc.
09/02/94 13:37                                                                                                                  LGG Page:  1
                                                      Vendors List
=================================================================================================================================================
00000040 ALBERT    Albert Materials, Inc.               Hold Checks?   N   Misc Vendor? N       Balance:            1768.07
                   10112 West Smith                     Pay Status:    Normal                  Credit Limit:       1000000
                                                        Tax ID No:                             Retention:     3 %  2112.07
                   Seattle WA 98112                     Bank Acct No:  205698                  Last Invoice Date:  08/14/89
                   USA                                  Correct 1099?  N                       Last Invoice No:    96215
                   Phone:        (206) 555-1256         FAX:           (206) 555-9874          Last Invoice Amt:   2058.00
                   Contact:      Milton Albert                                                 Last Pymt Date:     08/16/89
                   Vendor Type:  10    Supplier                                              Last Check No:      5500
                   Terms:        060   2/10,25 N/25,10                                       Last Check Amt:     11110.46
                   Liab Acct:    2010001001  Accounts Payable, Sales                         Check GT Max? N     In Process? N
                   Offset Acct:  4010000000MA  Cost of Goods Sold, Corp./Mfg.
                   Comment:  Prompt Supplier.
_________________________________________________________________
00000150 CARPENTR  Carpenter's Union #101               Hold Checks?   N   Misc Vendor? N       Balance:            .00
                   Union Hall                           Pay Status:    Normal                  Credit Limit:       5000
                                                        Tax ID No:                             Retention:     0 %  .00
                   Seattle WA 98101                     Bank Acct No:                          Last Invoice Date:
                   USA                                  Correct 1099?  N                       Last Invoice No:
                   Phone:        (206) 441-2367         FAX:           (   )    -             Last Invoice Amt:   .00
                   Contact:      Fritz Holden                                                  Last Pymt Date:
                   Vendor Type:  40    Agent                                                 Last Check No:      0
                   Terms:        010   2/10, Net 30                                          Last Check Amt:     .00
                   Liab Acct:    2050600000  Carpenter's Union #101                         Check GT Max? N     In Process? N
                   Offset Acct:
                   Comment:
_________________________________________________________________
00000160 ELECTRIC  Electrician's Union #238             Hold Checks?   N   Misc Vendor? N       Balance:            .00
                   Electrician's Hall                   Pay Status:    Normal                  Credit Limit:       4000
                                                        Tax ID No:                             Retention:     0 %  .00
                   Seattle WA 98111                     Bank Acct No:                          Last Invoice Date:
                   USA                                  Correct 1099?  N                       Last Invoice No:
                   Phone:        (206) 431-8909         FAX:           (   )    -             Last Invoice Amt:   .00
                   Contact:      Cal Worthington                                               Last Pymt Date:
                   Vendor Type:  40    Agent                                                 Last Check No:      0
                   Terms:        010   2/10, Net 30                                          Last Check Amt:     .00
                   Liab Acct:    2050700000  Electrician's Union #238                        Check GT Max? N     In Process? N
                   Offset Acct:
                   Comment:
_________________________________________________________________
00000070 INSUR     Insurances Unlimited                 Hold Checks?   N   Misc Vendor? N       Balance:            .00
                   990 Airport Way                      Pay Status:    Normal                  Credit Limit:       25000
                   Suite 7                              Tax ID No:                             Retention:     0 %  .00
                   Seattle WA 98511                     Bank Acct No:  1236-521               Last Invoice Date:  07/10/89
                   USA                                  Correct 1099?  N                       Last Invoice No:    89071000
                   Phone:        (206) 555-9988         FAX:           (206) 555-6000          Last Invoice Amt:   254.80
                   Contact:      Scott Hansen                                                  Last Pymt Date:     08/16/89
                   Vendor Type:  40    Agent                                                 Last Check No:      5502
                   Terms:        040   Cash                                                  Last Check Amt:     254.80
                   Liab Acct:    2010001001  Accounts Payable, Sales                         Check GT Max? N     In Process? N
                   Offset Acct:  4130000000  Insurance Expense
                   Comment:  Libaility insurance provider.
```

Vendors List (Short)

The short version of the Vendors List is accessed when you select *Vendors* from the Listings Pulldown Menu and then, on the Vendors List Setup Screen, select "yes" or ☑ to print the short version.

Once you elect to continue, you will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample short version of the Vendors List is shown below. For a sample detail version, see the Vendors List.

Expert Computing, Inc.

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Vendors List (Short)

Name	Vendor	Contact	Phone	Fax	Trm	Description
Albert Materials, Inc.	00000040	Milton Albert	555-1256	(206) 555-9874	60	2/10,25 N/25,10
Carpenter's Union #101	00000150	Fritz Holden	441-2367	( ) -	10	2/10, Net 30
Electrician's Union #238	00000160	Cal Worthington	431-8909	( ) -	10	2/10, Net 30
Insurances Unlimited	00000070	Scott Hansen	555-9988	(206) 555-6000	40	Cash
Internal Revenue Service	00000110	Henry Worthmeyer	456-7890	( ) -	40	Cash
Sam Jones	00000080		568-9652	( ) -	20	Net EOM
Miscellaneous Supplier	00000010		-	( ) -	20	Net EOM
Mountain Air Conditioning	00000030	Herman Hill	555-9872	(206) 555-9871	30	3/15th, Net 25th
George Peters	00000090		987-5515	(303) 987-2274	20	Net EOM
Pool and Associates	00000020	Susan White	555-4778	(206) 555-4777	20	Net EOM
State Industrial Insurance	00000130	Joel Bomburg	352-9821	( ) -	40	Cash
State Withholding Agency	00000120	Janice Sdmith	352-1456	( ) -	40	Cash
State Unemployment Insurance	00000140		352-0764	( ) -	40	Cash
Travel Planners	00000060	Jill Peterson	555-4112	(206) 555-1212	50	Net 30
Kris Williams	00000100		987-6541	( ) -	20	Net EOM
Hardware Services, Inc.	00000050	George Johnson	555-0079	(206) 555-1008	10	2/10, Net 30

Vendor History List

Use this function to print the contents of the Vendor History file. It is accessed by selecting *Vendor History* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Vendor History List is shown below.

Expert Computing, Inc.

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Vendor History List

	Fisc Month	Purchases	Disbursements	Discounts
00000010 Miscellaneous Supplier				
Fisc Year 89	9	2500.00	2836.58	.00
	11	7097.40	4731.40	.00
	12	120.00	120.00	.00
Fisc Year 90	1	8595.67	5488.55	.00
	2	2212.25	1344.52	.00
	3	2559.50	9237.97	.00
00000020 Pool and Associates				
Fisc Year 89	3	1200.00	1800.00	.00
	4	1050.00	.00	.00
	5	1500.00	1050.00	.00
	6	.00	1500.00	.00
	7	1200.00	1200.00	.00
	8	600.00	.00	.00
	9	600.00	600.00	.00
	10	500.00	1100.00	.00
	11	650.00	650.00	.00
	12	1200.00	1200.00	.00
Fisc Year 90	1	5717.18	13245.73	.00
	2	2619.29	4806.92	.00
	3	2410.00	6014.91	.00
00000030 Mountain Air Conditioning				
Fisc Year 89	3	.00	218.90	.00
	5	218.90	.00	.00
	6	.00	218.90	.00
	9	218.90	.00	.00
	10	.00	218.90	.00
	11	218.90	.00	.00
	12	.00	218.90	.00
Fisc Year 90	1	1008.51	9154.31	34.63-
	2	766.68	1842.23	14.69-
	3	896.39	1457.00	43.12-
00000040 Albert Materials, Inc.				
Fisc Year 89	3	1289.63	1489.44	35.35
	4	874.20	569.33	22.14
	5	1345.65	1586.32	31.68
	6	662.39	810.47	19.62
	7	544.45	449.98	18.54
	8	1104.40	996.27	24.17
	9	895.25	996.14	27.12
	10	1002.55	1165.56	30.51
	11	2265.42	1564.87	30.22
	12	2014.60	1687.44	28.55

Recurring Payments List

Use this function to print the contents of the Recurring Payments file. It is accessed by selecting *Recurring Payments* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Recurring Payments List is shown below.

```
Expert Computing, Inc.
09/02/94 13:38                                                                                                    LGG Page:  1
                                                    Recurring Payments List
Payment
                                                Terms                                                 Amount     13 Month Basis?
Vendor                                                                                          Paid To Date     Generate Months
Liability Account                                                  Limit    Start Mo/Yr         Retention     Day to Invoice
=================================================================================================================================
0001  Advertising Retainer
                                                020  Net EOM                                       500.00     N
00000020  Pool and Associates                                                                     4500.00     JFMAMJJASOND
2010001001  Accounts Payable, Sales                                  .00      06 / 88               .00     10
            Line   Account                                      Sub Type / Code       Description                      Amount
            0001   4100000001WH  Promotion/Advertising, Wholesl                      Monthly retainer                 500.00
_____________________________________________________________________
0002  Quarterly AC Maintenance
                                                030  3/15th, Net 25th                         256.90     N
00000030  Mountain Air Conditioning                                                            1798.30     J  A  J  O
2010001001  Accounts Payable, Sales                                  .00      06 / 88               .00     01
            Line   Account                                      Sub Type / Code       Description                      Amount
            0001   4090000000MA  Repairs and Maintenance, Mfg.    GL  GENERAL          Maintenance                      256.90
_____________________________________________________________________
0003  Monthly Policy Payment
                                                020  Net EOM                                       254.80     N
00000070  Insurances Unlimited                                                                    764.40     JFMAMJJASOND
2010001001  Accounts Payable, Sales                              3057.60      06 / 89               .00     10
            Line   Account                                      Sub Type / Code       Description                      Amount
            0001   4130000000  Insurance Expense                                     Monthly payment                  254.80
_____________________________________________________________________
```

Processed Invoices List

Use this function to print the contents of the Processed Invoices file. It is accessed by selecting *Processed Invoices* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Processed Invoices List is shown below.

```
                                        Expert Computing, Inc.
09/02/94 13:39                                                                                                  LGG Page:  1
Processed Invoices List
                                          Apply                                      Original   Total Amt  Last
Vendor                                 Inv Date   To     Description                  Inv Amt   Disbursed  Pymt     Check No
=============================================================================================================================
00000010 Miscellaneous Supplier        06/15/89 14566    brochure paper                621.35      621.35  06/15/89      701
00000010 Miscellaneous Supplier        06/30/89 20100    binders                      5641.22     5641.22  08/16/89     5504
00000010 Miscellaneous Supplier        08/14/90 221      New lobby plants              305.00                                0
00000010 Miscellaneous Supplier        06/30/89 254      Plumbing repairs              387.90      387.90  07/10/89     5205
00000010 Miscellaneous Supplier        05/01/89 418-6    supplies                      222.00      222.00  06/01/89     5103
00000010 Miscellaneous Supplier        08/13/89 675-SS   sign                          168.90      168.90  08/13/89      303
00000010 Miscellaneous Supplier        06/20/89 854      special tickets               862.53      862.53  06/20/89      704
00000010 Miscellaneous Supplier        06/20/89 855      special tickets               541.30      541.30  06/20/89      704
00000010 Miscellaneous Supplier        06/20/89 856      special tickets               541.37      541.37  06/20/89      704
00000010 Miscellaneous Supplier        08/31/89 89071001 CUSTOMER REFUNDS              100.00                                0
00000010 Miscellaneous Supplier        04/28/89 89121000 tables                        600.00      600.00  07/10/89     5206
00000010 Miscellaneous Supplier        05/08/89 90011000 file cabinets                 200.12      200.12  07/10/89     5207
00000010 Miscellaneous Supplier        05/10/89 987987   office painting              1500.00     1500.00  06/01/89     5104
00000010 Miscellaneous Supplier        07/14/89 DEP6/89  convention room              1012.25     2212.25  08/16/89     5505
00000010 Miscellaneous Supplier        05/03/89 HO/88    Calculators                   156.50      156.50  07/10/89     5208
00000010 Miscellaneous Supplier        08/07/89 INTRVIEW expenses for interviewee      1215.60     1215.60  08/07/89      311
00000010 Miscellaneous Supplier        08/14/89 L9980    Office landscaping            620.00                                0
00000010 Miscellaneous Supplier        08/14/89 P09844   Yellow page ad                250.00                                0
00000020 Pool and Associates           05/07/89 101      brochures                     985.36      985.36  07/10/89     5211
00000020 Pool and Associates           05/19/89 108      advertising                  6685.32     6685.32  06/22/89      703
00000020 Pool and Associates           04/15/89 112      brochure development         1000.00     1000.00  06/01/89     5106
00000020 Pool and Associates           06/25/89 18547    catalog layout               1895.62     1895.62  08/16/89     5508
00000020 Pool and Associates           07/12/89 19066    Summer promotion             1248.29     1248.29  08/16/89     5508
00000020 Pool and Associates           07/29/89 19101    Press release                 871.00      871.00  08/16/89     5508
00000020 Pool and Associates           05/19/89 202      ads                           987.66      987.66  06/01/89     5106
```

Miscellaneous Vendors List

Use this function to print the contents of the Miscellaneous Vendors file. It is accessed by selecting *Miscellaneous Vendors* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Miscellaneous Vendors List is shown below.

```
                                        Expert Computing, Inc.
09/02/94 13:40                                                                                                  LGG Page:  1
                                      Miscellaneous Vendors List
                                                                                                          State / Zip
Vendor     Apply To   Vendor Name                  Address                    City                        Country
=============================================================================================================================
00000010   20100      Northwest Data Supply        408 1st Ave. South         Seattle,                    WA   98102
00000010   221        Northwest Interiors          230 W. Andover             Tukwila,                    WA   98150
00000010   254        MacPlumbing                  421 SW 121st St.           Seattle,                    WA   98103
00000010   418-6      North Seattle Office Supply  8120 9th Avenue North     Seattle,                    WA   98526
00000010   89071001   Master Sellers Company       401 Texas Blvd.            Los Alamos,                 NM   45213
                                                   Bldg. 3-308
00000010   89121000   Alexander's, Inc.            4011 Alder Ave.            Billings,                   MT   59101
00000010   90011000   Master Sellers Company       401 Texas Blvd.            Los Alamos,                 NM   45213
                                                   Bldg. 3-308
00000010   987987     Perfect Painting             101 N. 101st               Tacoma,                     WA   98154
00000010   DEP6/89    Westin Hotel                 990 4th Avenue             Seattle,                    WA   98104
00000010   HO/88      Marvin's Office Machines     P.O. Box 1229              Omaha,                      NE   65420
00000010   L9980      Evergreen Landscaping        424 N. 1st                 Federal Way,                WA   98025
00000010   P09844     Neighborhood Directory       4223 E. Smith              Kent,                       WA   98031
```

CHAPTER 5

Opening Entries

Opening Entries Pulldown Menu

The Opening Entries Pulldown Menu, shown in Figure 5-1 below, appears when the user selects *Opening Entries* from the menu bar on the Accounts Payable Initial Setup Screen.

Opening Entries Pulldown menu

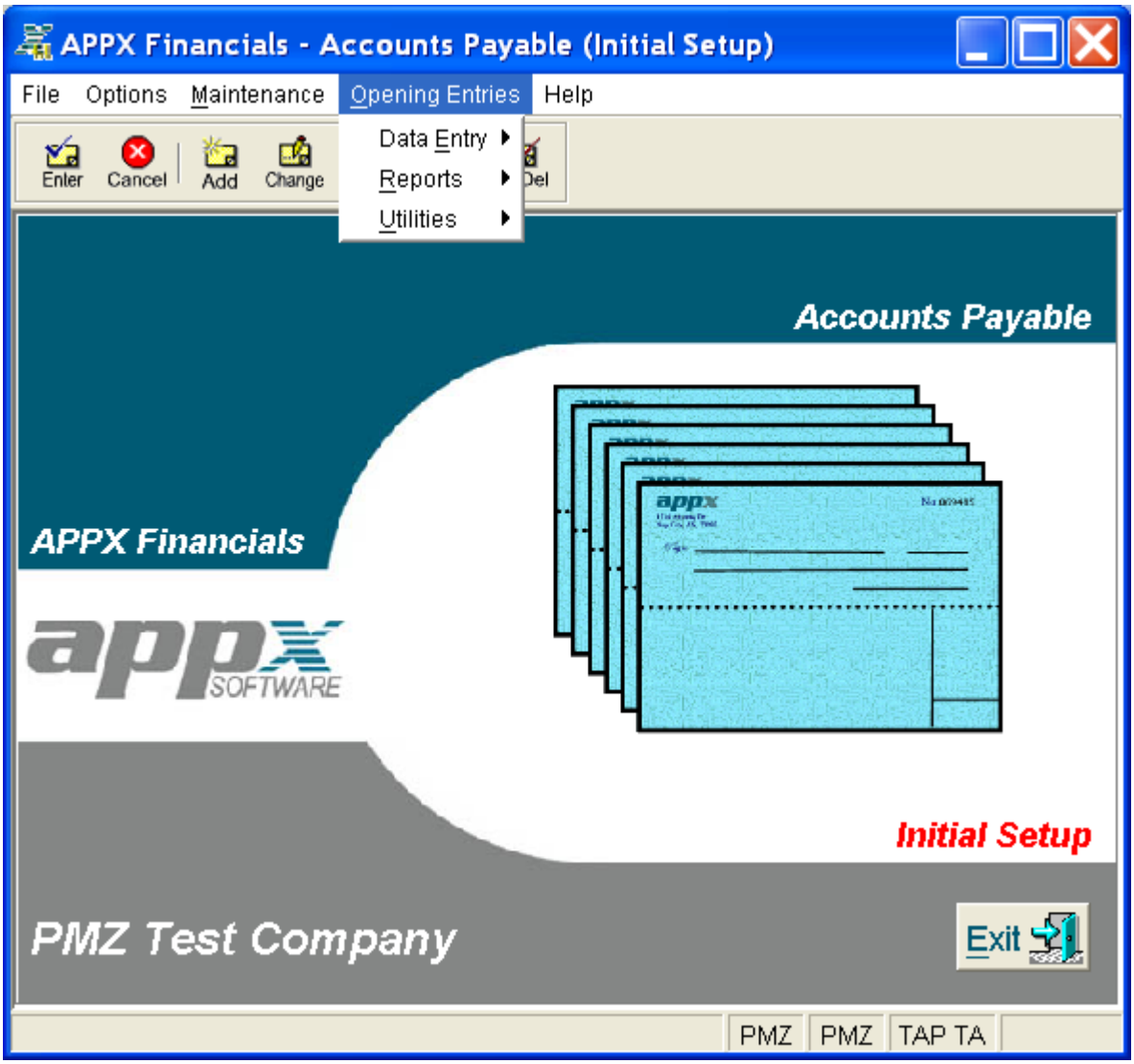

Figure 5-1

This menu provides access to the following pulldown menus described later in this chapter:

- Data Entry Pulldown Menu
- Reports Pulldown Menu

- Utilities Pulldown Menu

Data Entry Pulldown Menu

The Data Entry Pulldown Menu, shown in Figure 5-2 below, appears when the user selects *Data Entry* from the Opening Entries Pulldown Menu.

Data Entry Pulldown menu

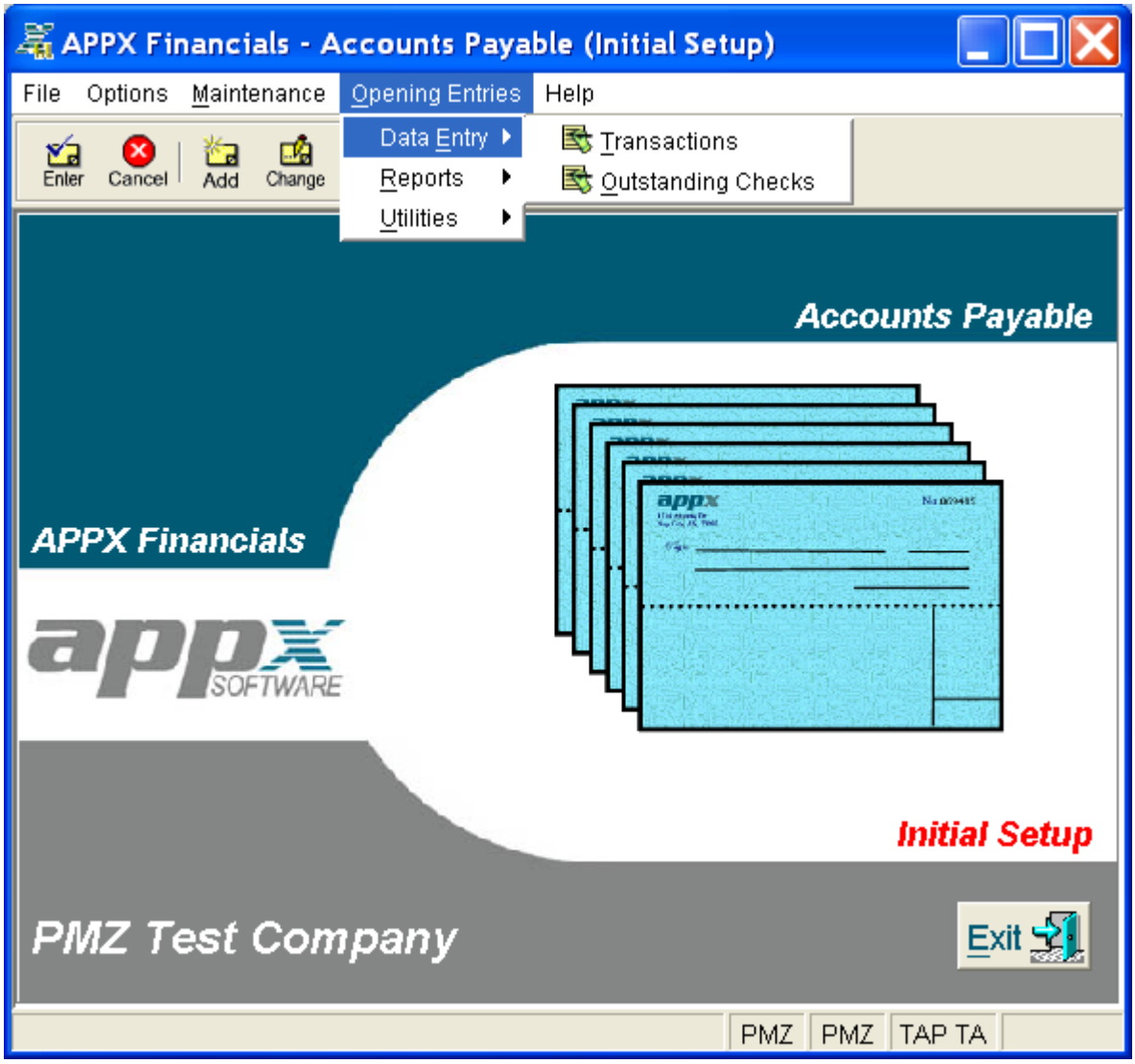

Figure 5-2

This menu provides access to the following data entry functions described later in this chapter:

- Opening Transactions
- Outstanding Checks

Opening Transactions

In Initial Setup, use this function to enter your current outstanding transactions for each vendor. These transactions create the initial detail for each vendor's account. You can minimize the amount of data entry required here if you convert from your existing system immediately following a check run and before entering new invoices; then, limit your entry to transactions with outstanding balances. It is not recommended that you enter fully paid invoices through this function, particularly if they involve discount or retention amounts. See Establishing a Transition Date for other alternatives.

The Opening Transactions Screen, shown in Figure 5-3 below, appears when you select *Transactions* from the Opening Entries Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Opening Transactions screen

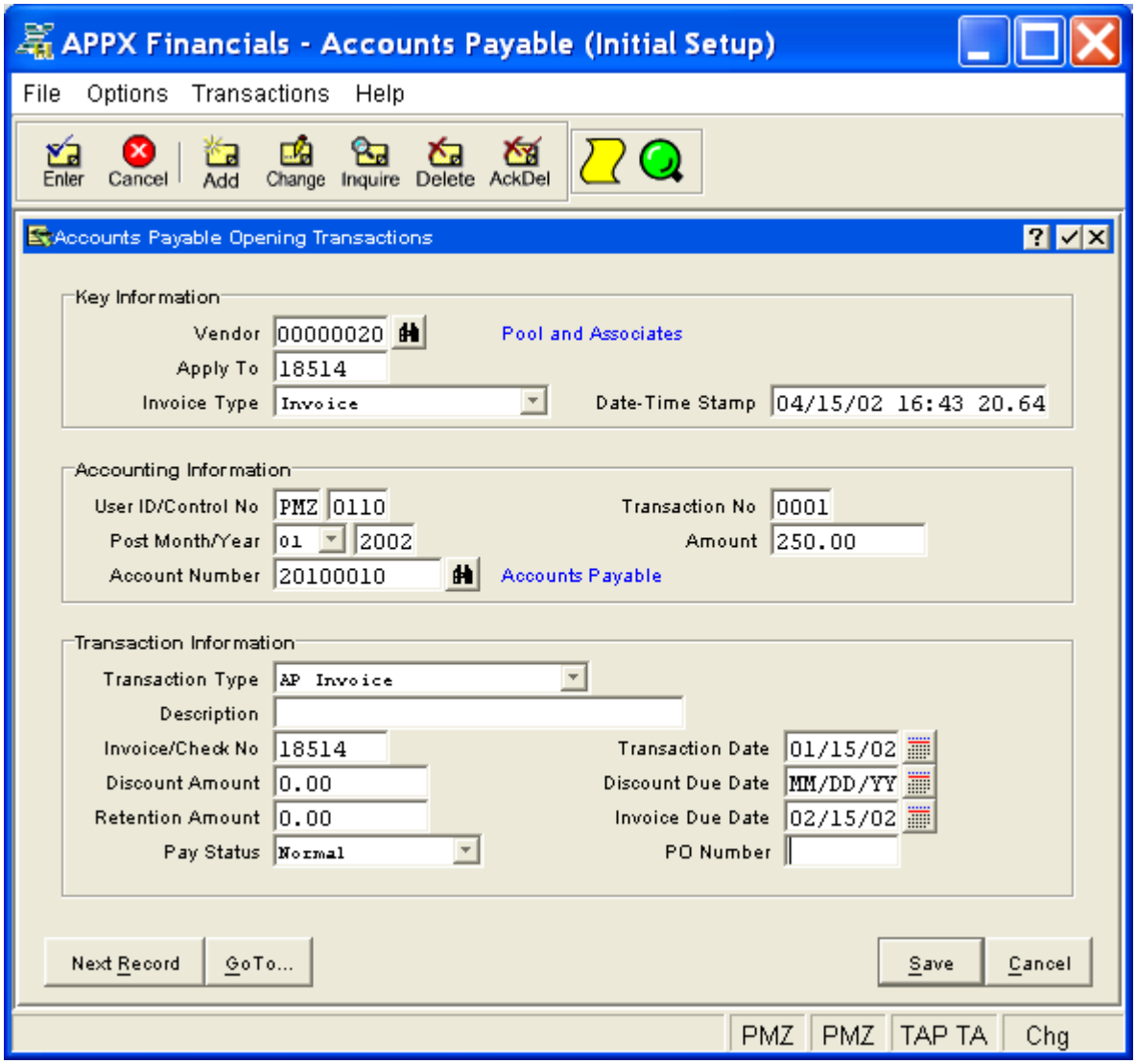

Figure 5-3

This screen contains the following fields grouped by sections:

Key Information

Vendor (required)

Enter the number of the vendor which must be on file in the Vendors file. You can click on or press the Scan key to find an appropriate entry. The system displays the vendor name so that you can verify your entry. If you are entering a miscellaneous vendor, be sure to enter the name and address information through Miscellaneous Vendors File Maintenance.

Apply To (required)

Enter the number of the invoice, credit memo, or debit memo affected by this transaction, up to 8 characters in length. The apply to is generally the invoice number with some exceptions. For instance, if the transaction is a prepayment on a purchase order, the apply to is the purchase order number. Also, if an invoice affects an earlier invoice, the apply to is the original invoice number.

Invoice Type (required)

Enter the invoice type for this transaction. The initial default is "Invoice". In Add mode, this field will automatically be saved from one record to the next. Click the list button to select one of the options listed below:

Invoice:	Transaction is not a retention invoice and does not affect a retention invoice.
Retention Invoice:	Transaction either is or affects a retention invoice.

Date-Time Stamp (required)

Enter a unique date and time for the transaction. This allows the system to distinguish between multiple transactions for the same *Vendor/Apply To.* The initial default is the current date and time. When entering more than one transaction for an apply to, be sure the date-time stamp reflects the logical order of the transactions; for instance, the invoice should normally precede a payment.

Accounting Information

User ID (required)

Enter a code for user ID, up to 3 characters in length. The initial default is the operator ID adding the transaction. In Add mode, this field will automatically be saved from one record to the next.

Control No

Enter a number (with up to 4 digits) to identify the control group for this transaction.

Transaction No

Enter a number (with up to 4 digits) to identify this transaction within the control group.

Post Month/Year (required)

If you are on a monthly basis, enter the calendar month and year affected by this transaction; otherwise, enter the fiscal period and year.

Amount

Enter the amount (with up to 7 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a negative amount) to be debited or credited for this transaction. A credit entry requires a minus sign. Invoices and debit memos are positive amounts; credit memos and payments are negative amounts.

For an invoice transaction (see *Transaction Type* below), enter the gross amount of the invoice here if you are using the "earned" discount method; or, enter the net amount here if using the "lost" method. In either case, enter the amount of discount as the *Discount Amount* below. (See the *Discount Method* entry on the Parameters (Posting) Screen for the discount method that applies to your company.)

Also, for an invoice transaction, if retention applies and retention is recognized at invoicing, enter the invoice amount less the retention amount here and do not enter a *Retention Amount* below; then, enter a separate transaction with "Retention Invoice" as both *Invoice Type* and *Transaction Type* and enter the amount of retention as *Amount*, again leaving *Retention Amount* at blank or zero. If you do not recognize retention at invoicing, enter the full invoice amount here and enter any amount of retention as *Retention Amount* below. (See the *Recognize Retention at Invoicing?* entry on the Parameters (Posting) Screen for the retention method that applies to your company.)

For a payment transaction, if a discount applied to the invoice and if taking the discount, enter the gross amount of the invoice here if you are using the "earned" discount method; or, enter the net amount here if using the "lost" method. Then, enter the amount of discount as the *Discount Amount* below only if using the "earned" method. If not taking the discount, again enter the gross amount of the invoice here if you are using the "earned" discount method; or, enter the net amount here if using the "lost" method. Then, enter the amount of discount as the *Discount Amount* below only if using the "lost" method. All amounts should be entered as negative.

Also, for a payment transaction, if an amount was withheld as retention which was not recognized at invoicing, enter the amount actually paid here as a negative amount and do not enter a *Retention Amount* below. Instead, enter a separate transaction with "Retention Invoice" as both *Invoice Type* and *Transaction Type* and enter the amount of retention as *Amount* (positive amount), again leaving *Retention Amount* at blank or zero.

To record a payment against a retention invoice, enter the amount paid here as a negative amount and be sure *Invoice Type* is "Retention Invoice", *Transaction Type* is "Payment", and *Retention Amount* is zero.

Account Number (required)

Enter the number of the account affected by this transaction, up to 12 characters in length. The system defaults the vendor's liability account from the Vendors (Invoicing Information) Screen unless the transaction is a prepayment or affects a retention invoice. In such cases, the default is either the *Prepaid Account* or the *Retention Account*, respectively, as specified in Parameters File Maintenance.

If General Ledger is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Transaction Information

Transaction Type (required)

Enter the specific type of this transaction. In Add mode, this field will automatically be saved from one record to the next. Click the list button to select one of the options listed below:

AP Invoice:	INV	Transaction is an invoice entered in the Accounts Payable application.
Debit/Credit Memo:	MEM	Transaction reflects a debit or credit memo.
AP Adjustment:	ADJ	Transaction is an adjustment to a previous transaction. (Not normally needed in Initial Setup)
Payment:	PMT	Transaction is a payment. (Normally used for partial payments in Initial Setup)
PO Invoice:	POI	Transaction is an invoice which originated in the Purchase Orders application.
Prepayment:	PRE	Transaction is an advance payment for a purchase order (see *Apply To*).
Retention Invoice:	RTI	Transaction is a retention invoice.
Direct Payment:	DIR	Transaction is the expense side of a direct hand check payment. (Not normally used in Initial Setup)

The second column in the table above provides the 3-letter abbreviation used to designate the transaction type on the Transaction Register Report.

Description

If desired, enter a description for this transaction, up to 30 characters in length. You can optionally print descriptions on the Transaction Register Report.

Invoice/Check No

Enter the invoice or check number as applicable for the transaction, up to 8 characters in length.

Transaction Date (required)

Enter the date of the transaction.

Discount Amount

Enter the amount of discount if any (with up to 7 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a negative amount). See the discussion under *Amount* for more information.

Discount Due Date

Enter the date of the last day of the discount period, if any, for an invoice transaction. If present, the system uses this date as the pay date in Live Operations; otherwise, it uses the *Invoice Due Date* entered below.

Retention Amount

Enter the amount of retention if any (with up to 7 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a negative amount). This amount only applies to an invoice transaction with *Invoice Type* "Invoice" where retention is not recognized at invoicing. See the discussion under *Amount* for more information.

Invoice Due Date (required)

Enter the date the invoice is due for an invoice transaction. If there is no *Discount Due Date* entered above, the system uses this date as the pay date in Live Operations. If neither date is entered, the system assigns a blank pay date which translates to "do not pay". The operator can modify pay date though *Edit Pay Status* in Live Operations.

Pay Status

Enter the pay status for this transaction. The system defaults the *Payment Status* specified on the Vendors (Invoicing Information) Screen, which can be changed. Also, pay status can be modified through Edit Pay Status in Live Operations. Click the list button to select one of the options listed below:

Normal:	Use normal payment terms.
Take Discount:	Take discount regardless of payment terms.
Hold:	Place a hold on payment until released through Edit Pay Status.
Disputed:	Place a hold on payment until problem resolved and payment released through Edit Pay Status.

PO Number

Enter the purchase order number for the invoice, if any, up to 8 characters in length.

Press ENTER or click or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click or the Save button again. To exit without saving, press END or click or the Cancel button.

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

Print Transaction Register Report: See Transaction Register Report for further information.

Display Transaction Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Outstanding Checks

Use this function to enter/edit outstanding checks if desired. You can do this file maintenance at any time, either now in Initial Setup or later in Live Operations.

The Outstanding Check Entry Screen, shown in Figure 5-4 below, appears when you select *Outstanding Checks* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Outstanding Check Entry screen

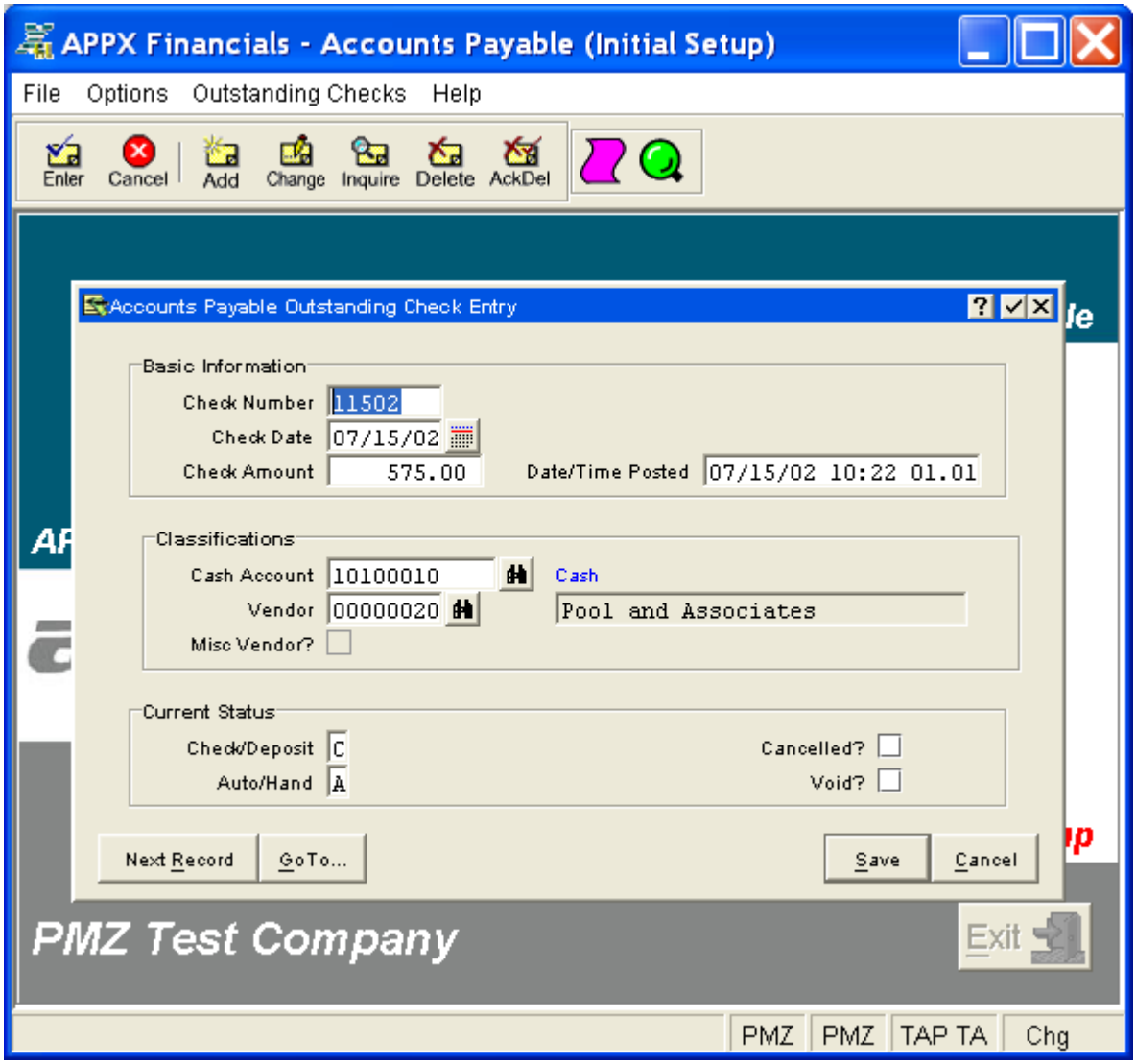

Figure 5-4

This screen contains the following fields grouped by sections.

Basic Information

Check Number (required)

Enter a positive number (with up to 8 digits) to identify the check or deposit.

Check Date (required)

Enter the date of the check or deposit.

Check Amount

Enter the amount of the check or deposit (with up to 7 digits to the left of the decimal and 2 digits to the right).

Date/Time Posted (required)

Enter the approximate date and time when this check or deposit was posted. In Add mode, this field will automatically be saved from one record to the next.

Classifications

Cash Account (required)

Enter the number of the cash account for this check or deposit, up to 12 characters in length. The system initially defaults the cash account from the Parameters (Interfaces) Screen. In Add mode, this field will automatically be saved from one record to the next.

If General Ledger is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Vendor

If this record represents a check, enter the number of the vendor paid by this check, which must be on file in the Vendors file. You can click on or press the Scan key to find an appropriate entry. The system displays the vendor name so that you can verify your entry. In addition, if the vendor is a miscellaneous vendor, the vendor name can be modified.

If this record represents a deposit, leave the *Vendor* field blank.

Misc Vendor?

If a valid vendor number has been entered, the system displays the *Misc Vendor?* flag from the Vendors file. If "yes" or , the vendor is a miscellaneous vendor and the vendor name above can be modified. If "no" or , the vendor is not a miscellaneous vendor and the vendor name is simply displayed for verification.

Current Status

Check/Deposit (required)

Enter a code as specified below to indicate whether this record represents a check or a deposit. The initial default is "C".

C:	Check
D:	Deposit

In Live Operations, if the Accounts Receivable application is part of your system, cash deposits will be transferred to this file to aid you in reconciling your bank accounts.

Cancelled? (required)

Select "yes" or ☑ if this check or deposit has been cancelled (i.e., cleared by your bank); otherwise, select "no" or ☐. The initial default is "no".

Auto/Hand (required)

Enter a code as specified below to indicate whether this check was created through Hand Checks Entry or by the Checks Processing function. The initial default is "A". In Add mode, this field will automatically be saved from one record to the next.

H:	Hand check
A:	Automatic or computer check

Void? (required)

Select "yes" or ☑ if this check or deposit has been voided; otherwise, select "no" or ☐. The initial default is "no".

Press ENTER or click ☑ or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ☑ or the Save button again. To exit without saving, press END or click ✕ or the Cancel button.

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Outstanding Checks: See Outstanding Checks List for further information.

Display Checks Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Reports Pulldown Menu

The Reports Pulldown Menu, shown in Figure 5-5 below, appears when the user selects *Reports* from the Opening Entries Pulldown Menu.

Reports Pulldown menu

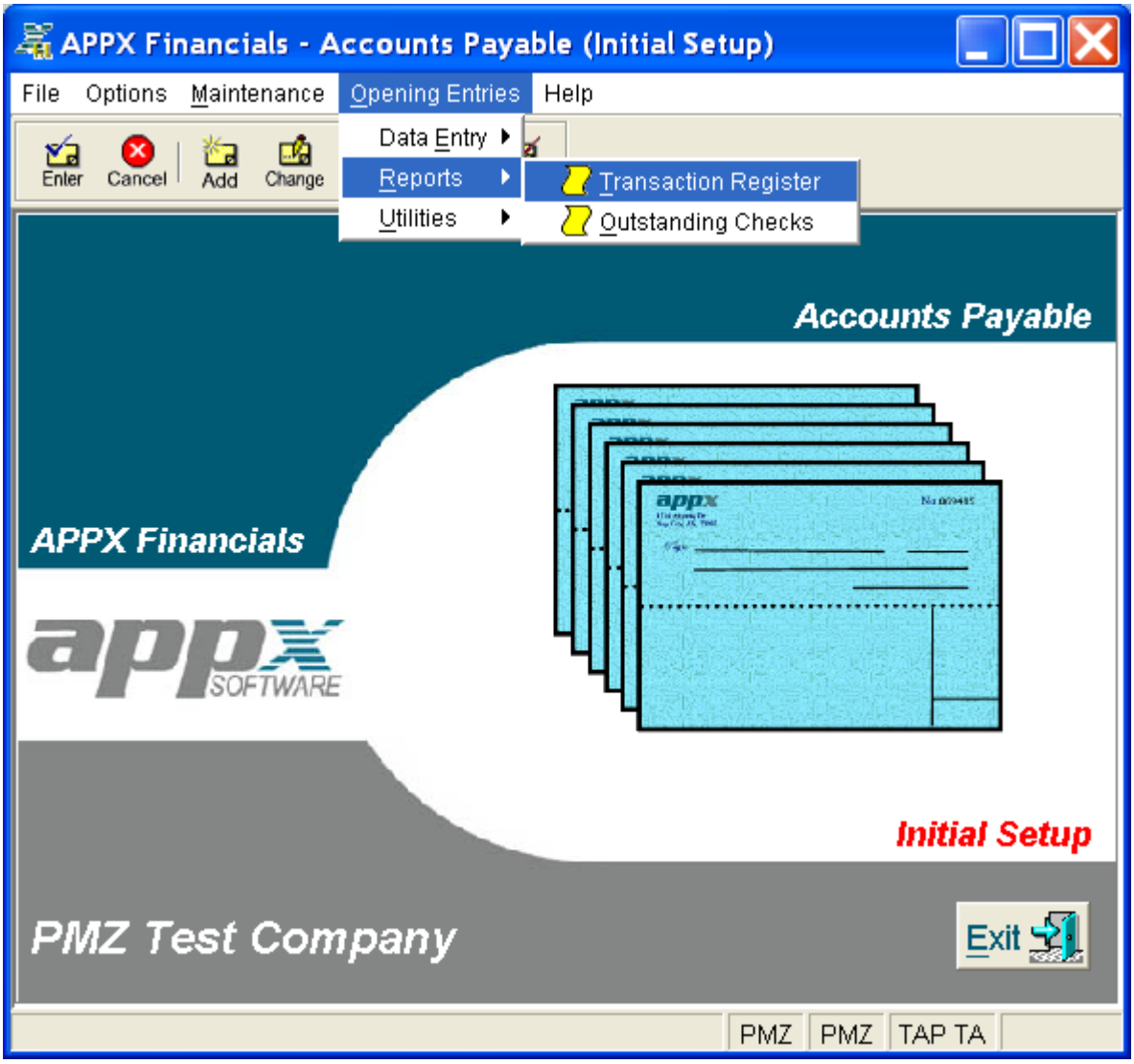

Figure 5-5

This menu provides access to the following report functions described later in this chapter:

- Transaction Register Report
- Outstanding Checks List

Transaction Register Report

Use this function to print a detail listing of vendor transactions, reporting the balance of each transaction in the appropriate ageing column.

The Transaction Register Report Setup Screen, shown in Figure 5-6 below, appears when you select *Transaction Register* from the Reports Pulldown Menu. This screen allows you to establish report options to be stored in a temporary one-record file. You enter the setup screen in Add mode and you are not allowed to change mode.

Transaction Register Report Setup screen

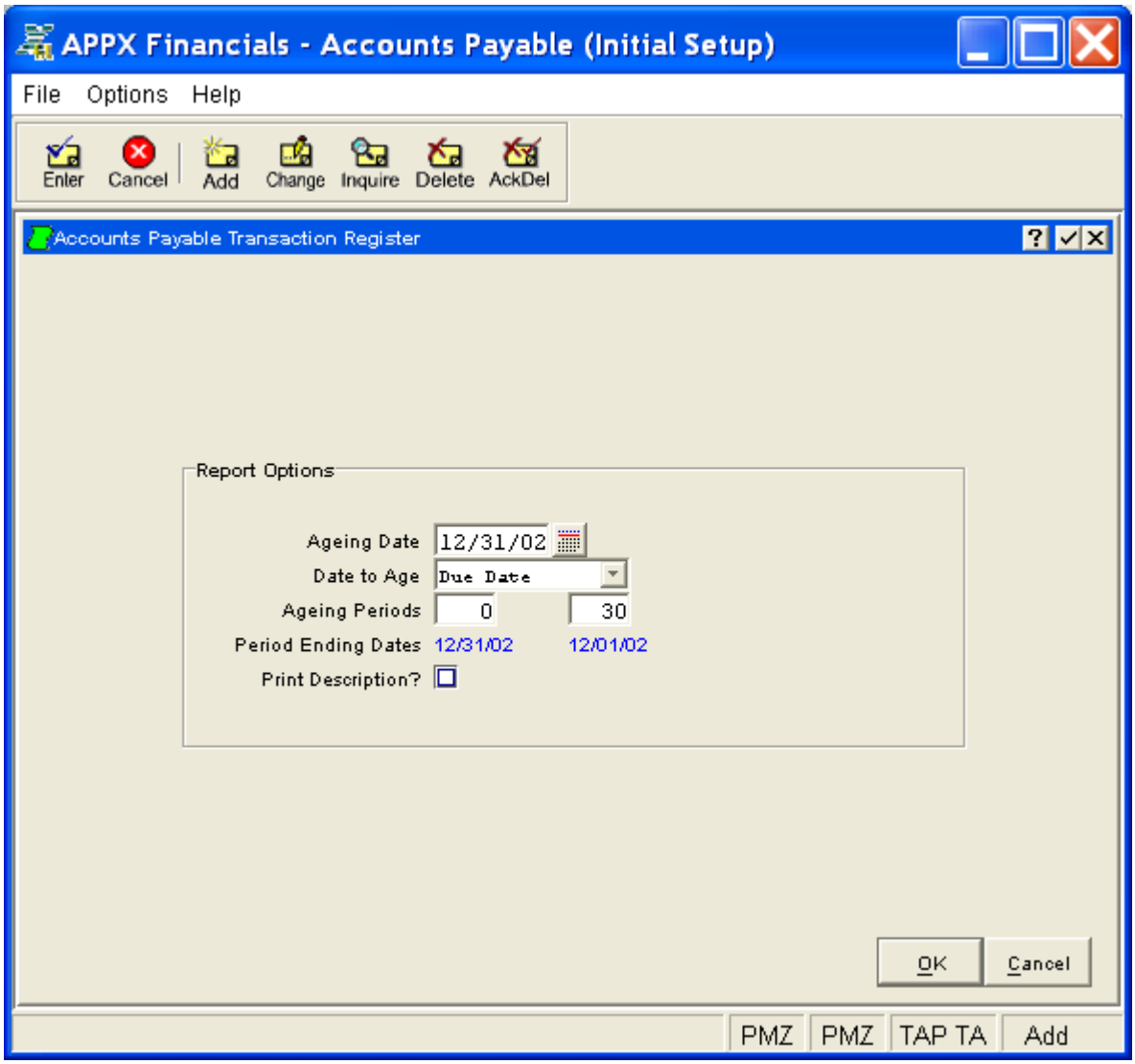

Figure 5-6

This screen contains the following report options for printing the Transaction Register Report:

Ageing Date (required)

Enter the date from which the transactions printed will be aged. By default, the system displays today's date. You can enter a new date to override the display.

Date to Age (required)

Enter the preferred basis for ageing transactions. The system initially defaults the ageing type specified on the Parameters (Reporting) Screen. Click the list button to select one of the options listed below:

Invoice Date:	Age transactions based on Invoice Date
Due Date:	Age transactions based on Due Date

Ageing Periods

Enter a series of two number of days in ascending order (with up to 3 digits each plus a "-" if needed for a negative entry). These entries are used to define three periods for ageing each transaction based on invoice date or due date, depending on the *Date to Age* field above, from the ageing date. A negative entry indicates the number of days future to the ageing date while a positive entry indicates the number of days prior to the ageing date. The system initially defaults the entries specified for the Transaction Register on the Parameters (Reporting) Screen but they can be changed.

For example, entries of 0 and 30 would define periods of 0 and under, 1 to 30, and 31 and over.

Period Ending Dates

The system displays the actual period ending dates which correspond to the ageing periods entered. Each date is determined by subtracting the number of days in the corresponding ageing period from the ageing date.

Print Description? (required)

Select "yes" or if you want to include the transaction description on the report; otherwise, select "no" or . The initial default is "no". Printing this information requires an extra line.

Press ENTER or click or the OK button to store the report options and continue. The system may redisplay the screen to report any error or warning messages. If so, you must address any concerns and press ENTER or click or the OK button again. To exit the function, press END or click or the Cancel button.

If you elect to continue, you will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Transaction Register Report is shown below.

```
                                        Expert Computing, Inc.
09/08/94 16:28                                                                                                    LGG Page:     1
                                      Transaction Register Report
                                   Aged as of 08/15/89 Using Due Date
                                                                                          08/15/89       07/16/89
Apply To Typ ID  Ctrl Trx  Inv/Chck  PO No   Trx Date Due Date      Amount       Balance     0  & Under     1  To  30    Over  30
Description                    Pay Status
================================================================================================================================================
Account 1061001000  Prepaids & Deposits
Vendor 00000010  Miscellaneous Supplier  (   )    -
Misc Vendor  Westin Hotel
DEP6/89  PRE SRR    1 0003 702      DEP6/89  06/20/89 06/20/89    1200.00-
deposit on convention room     Normal
DEP6/89  INV SRR    3 0004 11255    DEP6/89  07/14/89 07/31/89    1200.00           .00           0.           .00           0.
convention room                Normal
                                                                                  _______  _______  _______  _______
Credit Limit     50000                        - Vendor Totals ->                      .00           0.           .00           0.
Available        50000                                                                .0  %         .0  %         .0  %
================================================================================================================================================
Vendor 00000020  Pool and Associates  (206) 555-4778
9877DEP  PRE SRR    7 0002 306      9877DEP  08/10/89 08/10/89    1500.00-       1500.00-           0.       1500.00-           0.
deposit on mailer production   Normal
                                                                                  _______  _______  _______  _______
Credit Limit    100000                        - Vendor Totals ->                   1500.00-           0.       1500.00-           0.
Available       101500                                                               .0  %       100.0  %         .0  %
================================================================================================================================================
                                                                                  _______  _______  _______  _______
                                      - Account Totals ->                          1500.00-           0.       1500.00-           0.
                                                                                                    .0  %       100.0  %         .0  %
                                                                                  ============  ============  ============  ============
Account 2010001001  Accounts Payable, Sales
Vendor 00000040  Albert Materials, Inc.  (206) 555-1256
1006     INV SRR    7 0011 1006              08/06/89 08/25/89    2597.00
1006     PMT SRR    8 0001 5500              08/16/89 08/16/89    2597.00-          .00           .00           0.           0.
308      INV SRR    4 0010 308               07/26/89 08/25/89    4128.15
308      PMT SRR    8 0001 5500              08/16/89 08/16/89    4128.15-          .00           .00           0.           0.
311      INV SRR    4 0011 311               07/18/89 08/10/89    2491.70
311      PMT SRR    8 0001 5500              08/16/89 08/16/89    2491.70-          .00           0.           .00           0.
34576    ADJ SRR    1 0002 34576             08/15/89 08/15/89      36.00-        36.00-          0.         36.00-          0.
84700    ADJ SRR    1 0003 84700             08/15/89 08/15/89      88.00-        88.00-          0.         88.00-          0.
96215    INV SRR    8 0007 96215             08/14/89 09/10/89    2058.00
96215    PMT SRR    8 0001 5500              08/16/89 08/16/89    2058.00-          .00           .00           0.           0.
                                                                                  _______  _______  _______  _______
Credit Limit   1000000                       - Vendor Totals ->                    124.00-          .00         124.00-          0.
Available      1000124                                                              .0  %       100.0  %         .0  %
```

Outstanding Checks List

Use this function to print the contents of the Outstanding Checks file. It is accessed by selecting *Outstanding Checks* from the Reports Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Outstanding Checks List is shown below.

Expert Computing, Inc.

09/02/94 14:01 LGG Page: 1

Accounts Payable Outstanding Checks List

Check No	Post Date/Time	Check Date	Vendor		Amount	Check/ Dep	Cancel?	Void?	Auto/ Hand
Account 1010001001 Cash, Sales Outlets									
00000303	06/13/90 16:30 14.35	08/13/89	00000010	Rainbow Signs, Inc.	168.90	C	Y	N	H
00000306	06/13/90 16:30 17.46	08/10/89	00000020	Pool and Associates	1500.00	C	Y	N	H
00000311	06/13/90 16:30 19.15	08/07/89	00000010	Edward J. Wallace	1215.60	C	N	N	H
00000312	06/13/90 16:30 20.60	08/11/89	00000040	Albert Materials, Inc.	427.55	C	N	N	H
00000700	03/28/90 11:00 16.79	06/12/89	00000060	Travel Planners	912.50	C	Y	N	H
00000701	03/28/90 11:00 17.65	06/15/89	00000010	Western Paper & Supply, Inc.	621.35	C	Y	N	H
00000702	03/28/90 11:00 18.35	06/20/89	00000010	Westin Hotel	1200.00	C	Y	N	H
00000703	03/28/90 11:00 18.90	06/22/89	00000020	Pool and Associates	6685.32	C	Y	N	H
00000704	03/28/90 11:00 19.42	06/20/89	00000010	All World Travel	1945.20	C	N	N	H
00000996	06/10/89 09:10 05.02	04/10/89	00000050	Hardware Services, Inc.	555.00	C	Y	N	A
00001101	11/16/89 13:13 50.87	04/25/89	00000050	Hardware Services, Inc.	4795.00	C	Y	N	A
00001105	11/16/89 13:13 54.66	04/25/89	00000030	Mountain Air Conditioning	218.90	C	N	N	A
00001200	11/20/89 11:46 55.81	05/10/89	00000030	Mountain Air Conditioning	988.15	C	Y	N	A
00001201	11/20/89 11:46 57.06	05/10/89	00000040	Albert Materials, Inc.	1842.00	C	Y	N	A
00001202	11/20/89 11:46 58.17	05/10/89	00000050	Hardware Services, Inc.	863.10	C	Y	N	A
00001203	11/20/89 11:46 59.05	05/10/89	00000070	Insurances Unlimited	306.20	C	Y	N	A
00003699	11/20/89 10:09 42.06	05/17/89	00000060	Travel Planners	226.35	C	Y	N	H
00003700	11/20/89 10:09 42.58	05/28/89	00000010	Northwest Office Machines	1968.55	C	Y	N	H
00005100	03/28/90 16:00 57.96	06/01/89	00000040	Albert Materials, Inc.	6628.78	C	Y	N	A
00005101	03/28/90 16:01 00.27	06/01/89	00000050	Hardware Services, Inc.	8795.22	C	Y	N	A
00005102	03/28/90 16:01 01.33	06/01/89	00000070	Insurances Unlimited	6500.00	C	Y	N	A
00005103	03/28/90 16:01 01.86	06/01/89	00000010	North Seattle Office Supply	222.00	C	Y	N	A
00005104	03/28/90 16:01 02.37	06/01/89	00000010	Perfect Painting	1500.00	C	Y	N	A
00005105	03/28/90 16:01 02.85	06/01/89	00000030	Mountain Air Conditioning	9154.31	C	N	N	A
00005106	03/28/90 16:01 03.85	06/01/89	00000020	Pool and Associates	6560.41	C	Y	N	A
00005107	03/28/90 16:01 05.14	06/01/89	00000060	Travel Planners	2167.75	C	Y	N	A
00005200	04/02/90 09:50 44.97	07/10/89	00000060	Travel Planners	6703.74	C	N	N	A
00005201	04/02/90 09:50 47.46	07/10/89	00000040	Albert Materials, Inc.	16353.63	C	N	N	A
00005202	04/02/90 09:50 50.11	07/10/89	00000050	Hardware Services, Inc.	1532.87	C	Y	Y	A
00005203	04/02/90 09:50 50.44	07/10/89	00000070	Insurances Unlimited	254.80	C	N	N	A
00005204	04/02/90 09:50 51.04	07/10/89	00000080	Sam Jones	2410.36	C	Y	N	A
00005205	04/02/90 09:50 51.58	07/10/89	00000010	MacPlumbing	387.90	C	N	N	A
00005206	04/02/90 09:50 52.21	07/10/89	00000010	Alexander's, Inc.	600.00	C	Y	N	A
00005207	04/02/90 09:50 52.78	07/10/89	00000010	Master Sellers Company	200.12	C	Y	N	A
00005208	04/02/90 09:50 53.34	07/10/89	00000010	Marvin's Office Machines	156.50	C	N	N	A
00005209	04/02/90 09:50 53.92	07/10/89	00000030	Mountain Air Conditioning	1842.23	C	N	N	A
00005210	04/02/90 09:50 55.45	07/10/89	00000090	George Peters	2048.96	C	Y	N	A
00005211	04/02/90 09:50 56.00	07/10/89	00000020	Pool and Associates	4806.92	C	Y	N	A
00005212	04/02/90 09:50 57.14	07/10/89	00000100	Kris Williams	1750.66	C	Y	N	A
08906051	08/09/94 16:49 13.59	08/16/89	00000040	DEPOSIT	11110.46	C	N	N	A
08906051	08/09/94 16:49 14.05	08/16/89	00000050	DEPOSIT	2028.31	C	N	N	A
08906051	08/09/94 16:49 14.09	08/16/89	00000070	DEPOSIT	254.80	C	N	N	A
08906051	08/09/94 16:49 14.11	08/16/89	00000080	DEPOSIT	4253.38	C	N	N	A
08906051	08/09/94 16:49 14.14	08/16/89	00000010	DEPOSIT	5641.22	C	N	N	A
08906051	08/09/94 16:49 14.16	08/16/89	00000010	DEPOSIT	2212.25	C	N	N	A
08906051	08/09/94 16:49 14.18	08/16/89	00000030	DEPOSIT	1457.00	C	N	N	A
08906051	08/09/94 16:49 14.21	08/16/89	00000090	DEPOSIT	4034.16	C	N	N	A
08906051	08/09/94 16:49 14.24	08/16/89	00000020	DEPOSIT	4514.91	C	N	N	A

Utilities Pulldown Menu

The Utilities Pulldown Menu, shown in Figure 5-7 below, appears when the user selects *Utilities* from the Opening Entries Pulldown Menu.

Utilities Pulldown menu

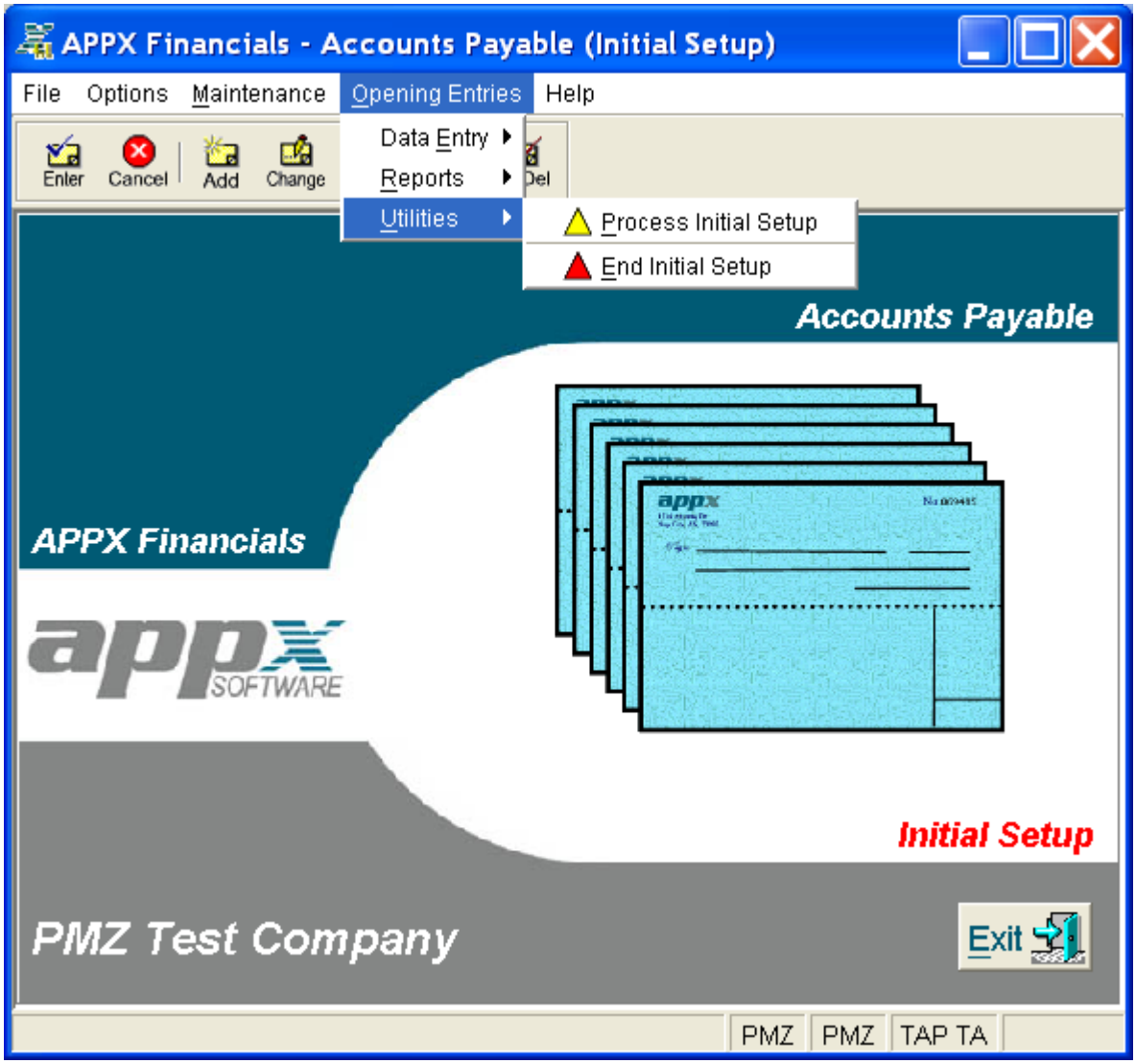

Figure 5-7

This menu provides access to the following utility functions described later in this chapter:

- Process Initial Setup
- End Initial Setup

Process Initial Setup

When you are satisfied you have completed the necessary steps in Initial Setup (see Basic Steps for Initial Setup in Chapter 3), including printing and checking relevant lists and reports, you are ready to process Initial Setup. This utility performs various error-checking and housekeeping duties which are

necessary before beginning Live Operations. For instance, the Unpaid Invoices file will be scratched and re-created based on the contents of the Transactions file. Vendor balances will be established accordingly. Also, records in the Processed Invoices file may be created or updated.

The Process Initial Setup Disposition Screen, shown in Figure 5-8 below, appears when you select *Process Initial Setup* from the Utilities Pulldown Menu. It must be run successfully before you can end Initial Setup or enter transactions in Live Operations. (Note, however, if you have returned to Initial Setup from Live Operations, you should not run Process Initial Setup unless directed to do so when you attempt to run End Initial Setup.)

Process Initial Setup Disposition screen

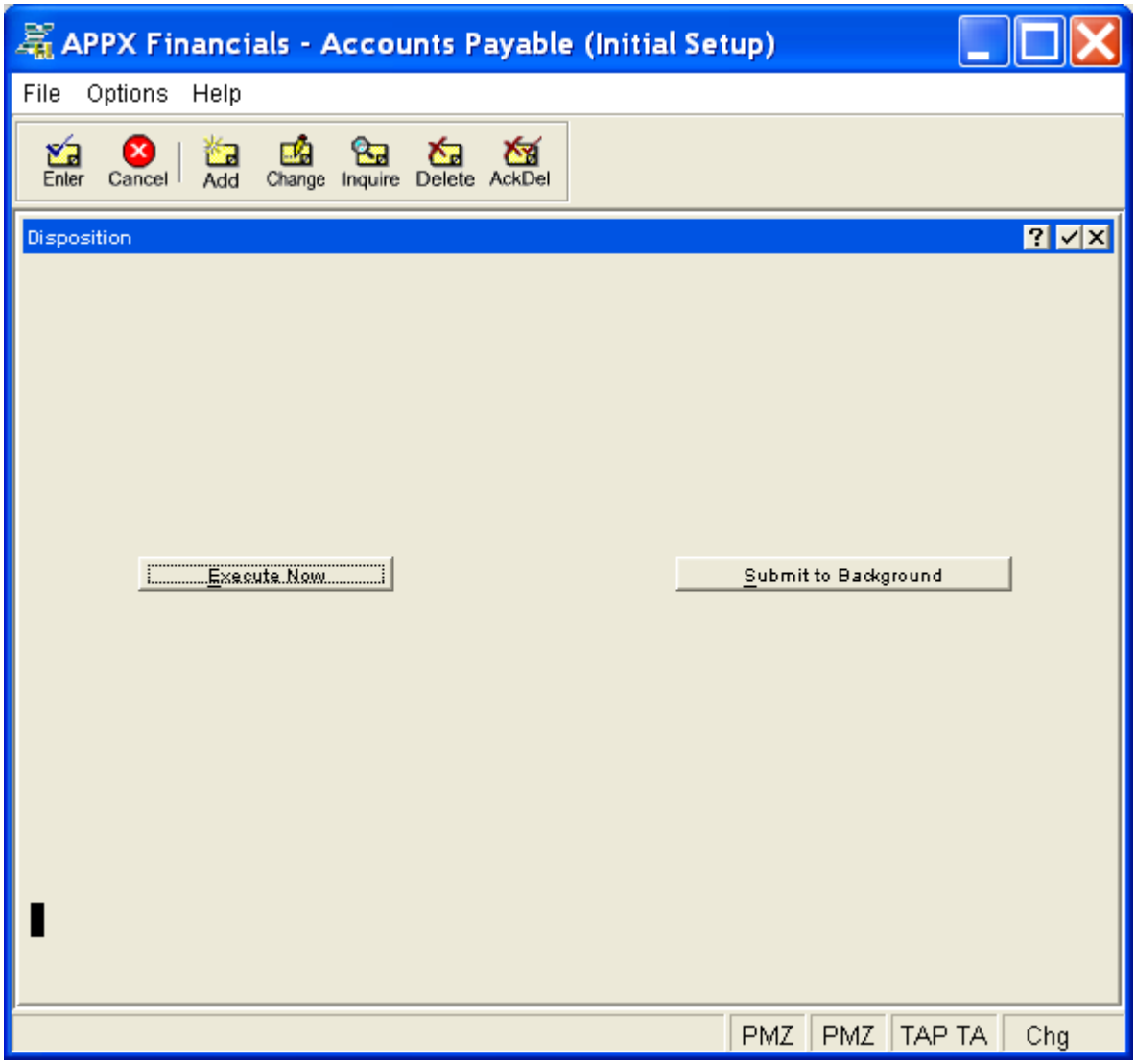

Figure 5-8

This disposition screen gives you two options for executing the *Process Initial Setup* job: Execute Now (meaning in foreground) or Submit to Background. Executing in foreground is recommended to allow you to monitor the progress of the job.

If executed in foreground, what happens when the job is completed will vary depending upon whether or not there were any error messages generated. If errors occurred, a status screen will appear advising you of that fact and directing you to see the error log. If no errors occurred, you will return directly to the application screen where you initiated this function. If you submit the job to background, you return immediately to the application screen and you are not notified when the job is completed or if there were errors. If any errors were encountered, they must be corrected and *Process Initial Setup* must be rerun successfully before you will be allowed to end Initial Setup.

Regardless of how the job is run, when it finishes you should always check for an error log. There may be warning or other messages that should be reviewed (although these will not prevent you from ending Initial Setup). If no messages of any kind were generated, no error log will be produced.

End Initial Setup

Use this function to end the Initial Setup phase of Accounts Payable and begin (or return to) the Live Operations phase. You will not be allowed to run this utility or enter transactions in Live Operations until the *Process Initial Setup* function has run to completion without errors at least once. (Note, however, if you have returned to Initial Setup from Live Operations, you should not run Process Initial Setup unless directed to do so here.)

The End Initial Setup Screen, shown in Figure 5-9 below, appears when you select *End Initial Setup* from the Utilities Pulldown Menu.

End Initial Setup screen

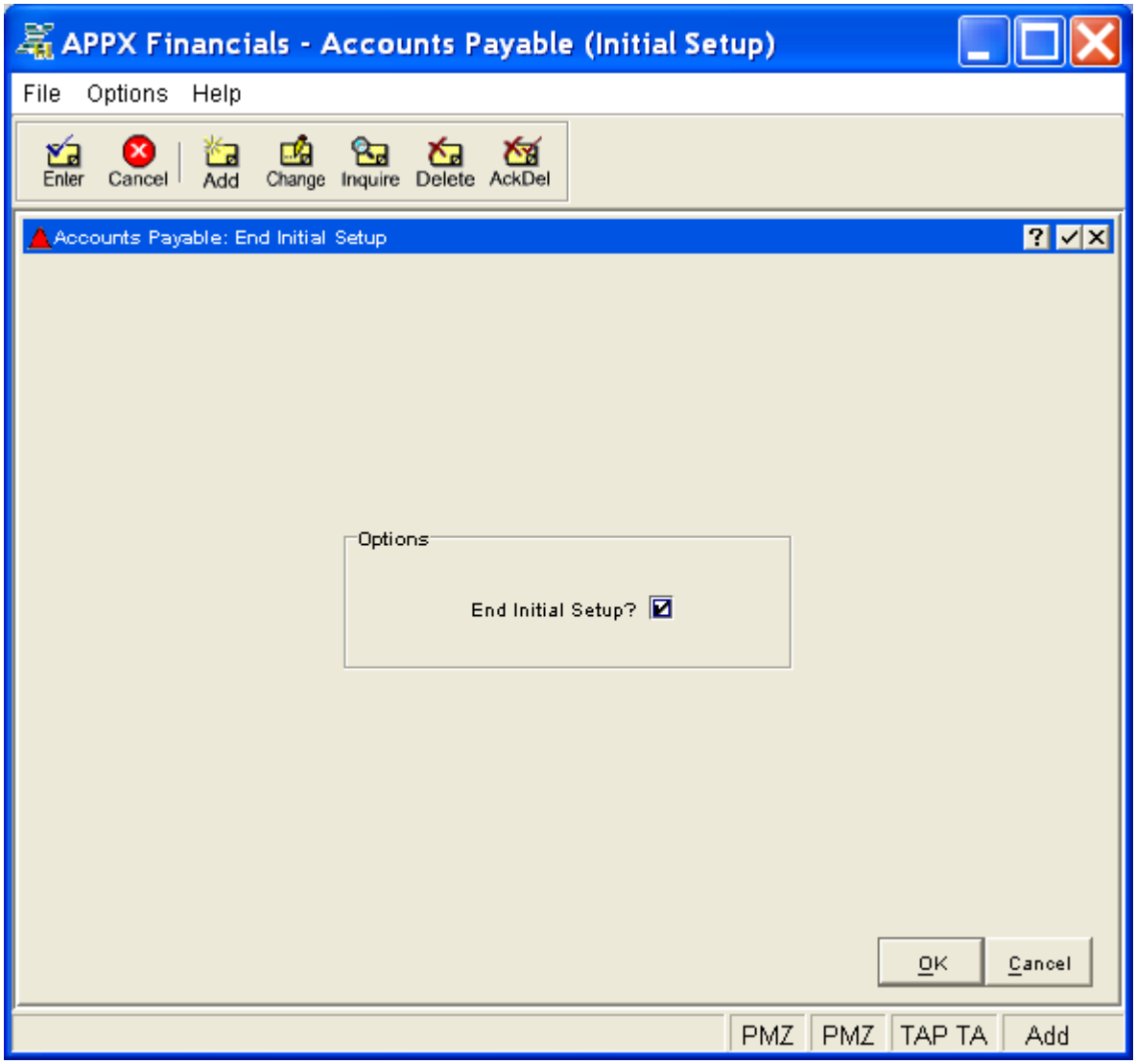

Figure 5-9

This screen contains the following option:

End Initial Setup?

Select "yes" or ☑ if you want to end Initial Setup and begin Live Operations; otherwise, select "no" or ☐. The initial default is "no".

Press ENTER or click ☑ or the OK button to store the option and continue. The system may redisplay the screen to report an error message. If so, you must address any concerns and press ENTER or click ☑ or the OK button again. To exit the function, press END or click ☒ or the Cancel button.

If you answer "yes" to *End Initial Setup?* and continue the job, the system will enter into Live Operations and automatically present the Accounts Payable Live Operations Screen; otherwise, you will return to the Accounts Payable Initial Setup Screen.

See the Accounts Payable Live Operations Manual for complete information about running Accounts Payable for normal business activities.