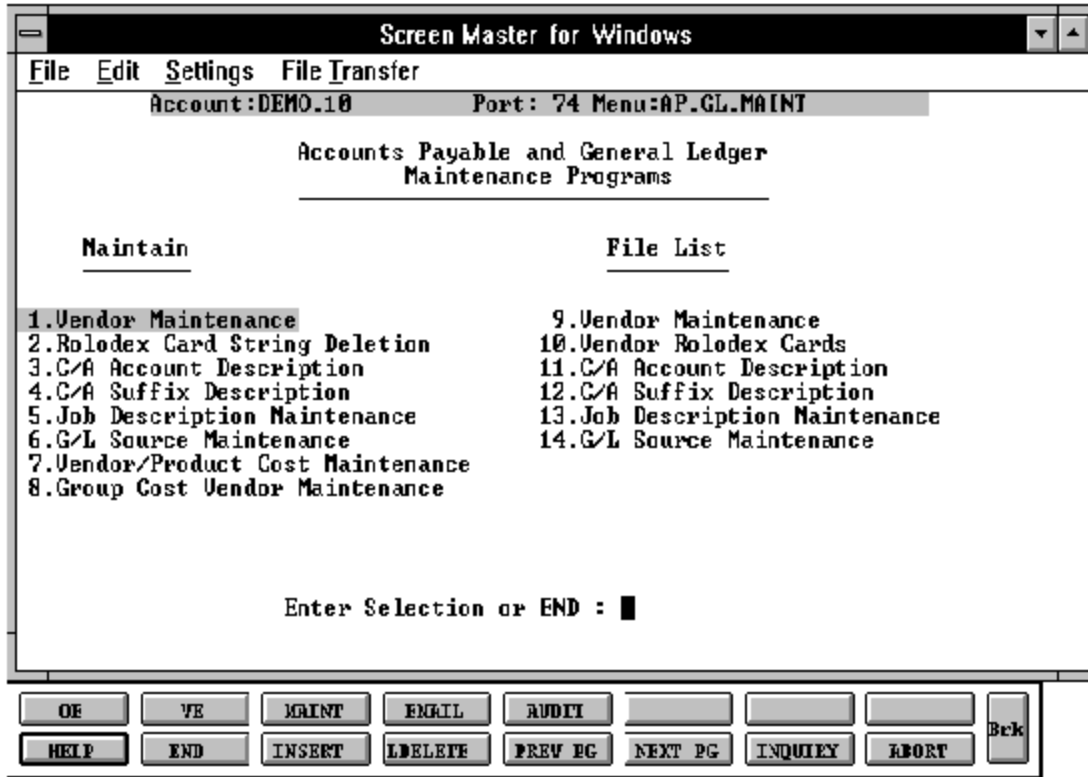**THE SYSTEMS HOUSE**
MASTER DISTRIBUTION DOCUMENTATION

T A B L E   O F   C O N T E N T S

ACCOUNTS PAYABLE AND GENERAL LEDGER MAINTENANCE
PROGRAM SELECTOR

```
┌─────────────────────────────────────────────────────────────────┐
│  ─                 Screen Master for Windows              ▼  ▲  │
├─────────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                          │
│         Account:DEMO.10          Port: 74 Menu:AP.GL.MAINT        │
│                                                                   │
│                 Accounts Payable and General Ledger              │
│                       Maintenance Programs                        │
│                       ─────────────────────                       │
│                                                                   │
│       Maintain                            File List               │
│       ────────                            ─────────               │
│                                                                   │
│   1.Vendor Maintenance                9.Vendor Maintenance         │
│   2.Rolodex Card String Deletion     10.Vendor Rolodex Cards       │
│   3.C/A Account Description          11.C/A Account Description     │
│   4.C/A Suffix Description           12.C/A Suffix Description      │
│   5.Job Description Maintenance      13.Job Description Maintenance │
│   6.G/L Source Maintenance           14.G/L Source Maintenance     │
│   7.Vendor/Product Cost Maintenance                               │
│   8.Group Cost Vendor Maintenance                                 │
│                                                                   │
│                                                                   │
│                 Enter Selection or END : █                        │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
┌──────┐ ┌──────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌────┐ ┌────┐ ┌─────┐ ┌─────┐
│  OK  │ │  VE  │ │ MAINT │ │ EMAIL │ │ AUDIT │ │    │ │    │ │     │ │ Brk │
├──────┤ ├──────┤ ├───────┤ ├───────┤ ├───────┤ ├────┴─┴────┴─┴─────┤ │     │
│ HELP │ │ END  │ │INSERT │ │LDELETE│ │PREV PG│ │NEXT PG││INQUIRY││ABORT│ │     │
└──────┘ └──────┘ └───────┘ └───────┘ └───────┘ └───────┘└───────┘└─────┘ └─────┘
```

MASTER FILE FUNCTION KEY DEFINITION

HELP

The HELP function is available by pressing the F1 function key. Help text is set up as two layers. By pressing F1 at the first field on the screen, an overall description of the master file will be displayed. If F1 is pressed at a specific field within the master file a detailed description of the field and its use will be displayed.

END

The END function is available by pressing the F2 function key. This feature eliminated the need to manually type the word "END" at the end of a program after accepting the data.

INSERT

The INSERT function is available by pressing the F3 function key. The insert mode feature allows insertion of word or numbers into an existing text. Simply bring you cursor to the line or position in which you wish to insert and press F3. For example, if in a master file you wish to insert additional words into a description field or correct a spelling error, you may use the insert function to do so, rather than retype the text.

LDELETE

The LDELETE (line delete) function is available by pressing the F4 function key. The LDELETE function allows you to delete a line from the master file, in place of the *, which is used in older versions of the system. Simply bring the cursor to the line or field you wish to delete and press F4.

PREV PAGE

The PREV PAGE (previous page) function is available by pressing the F5 key (SHIFT F1 for terminals supporting only 4 function keys). This function would be used for master files which contain multiple input screens, and will allow easy paging to additional screens. This function will be used simultaneously with the NEXT PG (next page function see next item) function to move back and forth between the screens.

MASTER FILE FUNCTION KEY DEFINITION

NEXT PG

The NEXT PG (next page) function is available by pressing the F6 function key (SHIFT F2 for terminals supporting only 4 function keys). This function would be used for master files which contain multiple input screens, and will allow easy paging to additional screens. This function will be used simultaneously with the PREV PG (previous page functionsee item above) function to move back and forth between the screens.

INQUIRY

The INQUIRY function is available by pressing the F7 function key (SHIFT F3 for terminals supporting only 4 function keys). This function allows the operator the flexibility to display items in the master file already entered and to display other master files used within the file being created. Example: The Product Master file. At the first prompt for product number, if F7 is pressed an inquiry can be made to display products on file (to eliminate duplication). If you press the F7 key at another field for example product type (which is another master file) the system will display product types on file to help the operator in selecting which product type best fits the product being created. As you can see the inquiry function can be a very useful tool when creating or maintaining master files.

ABORT

The ABORT function is available by pressing the F8 function key (SHIFT F4 for terminals supporting only 4 function keys). This function is used to end a program without applying changes or additions made and should only be used if you DO NOT want the changes to be updated to the file. If used, the record will be filed as it was before the operator accessed it, in other words, as though no changes were made.

The function keys listing above only apply to master file maintenance programs.

VENDOR FILE MAINTENANCE

PROGRAM NAME   SSS.BP SSS.INPUT
                            MDS.SUBS,MAINT VEND-MAINT8
                            VEND.MAST.OPEN009
                            VEND.MAST.INIT009
                            VEND.MAST.READ008
                            VEND.MAST.EXIT008
SELECTION   MENU-12.4
SELECTION NUMBER   1
FILE ACCESSED   VEND.MAST   ALPHA.CUST
                            VEND.DET   DICT VEND.MAST
                            CA   CUST.MAST
                            BANK
                            CADF
                            COMPANY
                            VEND.INV

OVERVIEW

The vendor maintenance program establishes and updates the two master files pertaining to each vendor.

A.   VENDOR MASTER FILE

One record is established on file for each vendor with which business is done. This record contains master file data such as:

1.   Name and Address

2.   Contact and Telephone

3.   Standard General Ledger Number (UP TO 4)

4.   Duns #

5.   Purchase Order Address

6.   Correspondent Bank

VENDOR FILE MAINTENANCE

OVERVIEW (Continued)

A.   VENDOR MASTER FILE (Continued)

The key to the Vendor file is variable, and is established by the MDS customer. The prompt mask and validation pattern is stored in the Company record, and retrieved for use in this program. The format of the vendor number may be from 1 to 8 alphanumeric characters.

B.   VENDOR DETAIL FILE

This file contains one record for each vendor, for each company with which that vendor does business. In this record information which would vary by company is entered such as:

1.   Bank Number

2.   Discount Percent

3.   Standard Due Days

4.   Standard Discount Days

5.   Cutoff Date for PROX Dating

6.   Due Date for PROX Dating

7.   Discount Date for PROX Dating

NOTE: Prox and regular dating are mutually exclusive. Thus if (3 or 4) has been entered, 6 or 7 cannot be entered, and vice versa.

The logic of PROX dating, is as follows:

If the invoice date $< =$ to the cutoff date the due date is the following month, on the due date. If beyond the cutoff date, the invoice will be due on the due date but a month later.

VENDOR FILE MAINTENANCE

OVERVIEW (Continued)

The same logic would apply if a discount was involved.

If the vendor is a new vendor, the prompt will be:

NOT ON FILE, CREATE IT (Y/N)

'Y' will allow you to create a new vendor, 'N' will clear the screen and prompt for vendor number. If you are doing maintenance on an existing vendor, all the Vendor Master details will be displayed and you will be prompted for line number to change.

After you have completed the Vendor Master record you will then input the vendor detail information. If you want to make a change to the vendor detail, you must input the vendor number, accept the vendor master and then change the vendor detail.

If you are deleting a vendor, you must delete the Vendor Master record and it will automatically delete the Vendor Detail record.

If you try to delete a vendor with an open accounts receivable balance you will receive the following message:

VENDOR HAS AN OPEN BALANCE - - CANNOT DELETE, HIT <RETURN>

VENDOR FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	VENDOR NO	AN	8	Enter the vendor number.
1	1	VENDOR NAME	AN	25	Enter the vendors name.
2	2	ADDRESS-1	AN	25	Enter the first line of the accounts payable address.
3	3	ADDRESS-2	AN	25	Enter the second line of the accounts payable address.
4	4	CITY + STATE	AN	25	Enter the city, and 2 character state.
5	5	ZIP	N	10	Enter the zip code.
6	6	PURCHASE ORDER NAME	AN	25	Enter the purchase order name.
7	7	PURCHASE ORDER ADDRESS	AN	25	Enter the first line of the purchase order address.
8	8	PURCHASE ORDER ADDRESS	AN	25	Enter the second line of the purchase order address.
9	9	PURCHASE ORDER CITY & STATE	AN	25	Enter the third line of the purchase order, city and state.
10	10	PURCHASE ORDER ZIP	AN	10	Enter the zip code for the purchase order address.
11	11	CONTACT	AN	15	Enter the vendor contact.
12	12	TELEPHONE	N	12	Enter the vendor's telephone number.

VENDOR FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
13	13	FED ID/SS#	N	11	Enter the vendor's Federal ID number or social security number.
14	14	1099 REQ	A	1	Enter Y or N for 1099 updates and reports. Enter Y if 1099 is required.
15	15	MISC DATA 1	AN	25	Enter miscellaneous data information.
16	16	MISC DATA 2	AN	25	Enter miscellaneous data information.
17	17	VEND CLASS	AN	5	Enter the vendor class.
18	18	STD G/L#	N	7	Enter the standard general ledger number for voucher entry.
19	20	TEMP VEND	A	1	If this is a temporary vendor enter "T" otherwise hit return.
20	22	DUNS#	N	15	Enter DUNS# or return.
21	23	A/R CUST#	N	15	If the vendor is also a customer enter the customer number. This customer will be checked during cash disbursements.

VENDOR FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
22	24	PAY STATUS	A	1	If you do not want the vendor on hold enter "P" or return. To place a vendor on hold enter 'N' for non pay.
23	28	CORRESPONDENT BANK	AN	25	Not used at present time.
24	29	CORRESPONDENT BANK	AN	25	Not used at present time.
25	30	CORRESPONDENT BANK	AN	25	Not used at present time.
26	31	CORRESPONDENT BANK	AN	25	Not used at present time.
27	32	ZIP	AN	10	Not used at present time.
28	34	FRT PD CUTOFF$	AN	6	Not currently in use.
29	33	CURRENCY	A	4	If you are using foreign currency, enter currency. If currency is US hit return.
30	37	PO TYPE	A	1	Process of purchase orders P = Phone E = EDI F = FAX
31	35	FAX PHONE#	N	12	Fax phone number.
32	39	DEA#	AN	9	Vendor's DEA registration number for ACROS tracking and reporting.

VENDOR FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
33	38	REBATE VIA EDI (Y/N)	A	1	Rebate's being sent EDI (Y/N).
34	60	VENDOR CUST#	AN	15	Enter your customer number for this vendor.

VENDOR DETAIL FILE MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	VENDOR NO	AN	8	Enter the vendor number.
0	0	CO#	N	2	Enter a valid company that will do business with this vendor.
1	18	BANK#	N	3	Enter the bank you will normally pay this vendor from.
2	37	DISC PCT	N	5	Enter the vendor's discount percent or return.
3	38	DUE DAYS	N	3	Enter due days if discount is not taken.
4	39	DISC DAYS	N	2	Enter number of days allowed for discount
5	4	CUTOFF DATE	N	2	If you are using PROX dating enter the cutoff date.
6	2	DUE DATE	N	2	If you are using PROX dating, enter the date of the month the invoice is due.
7	3	DISC DATE	N	2	If you are using PROX dating enter the date of the month the invoice is due if discount is taken.

VENDOR MASTER MAINTENANCE

```
 ┌──────────────────────────────────────────────────────────────────────────┐
 │ ─           Screen Master for Windows                            ▼  ▲     │
 ├──────────────────────────────────────────────────────────────────────────┤
 │ File   Edit   Settings   File Transfer                                     │
 │                    ***      VENDOR MASTER MAINTENANCE      ***             │
 │                                                                            │
 │  VENDOR NO:     A1400                       ** PURCHASE ORDER ADDRESS **    │
 │  1.VENDOR NAME  NJ TELEPHONE              6.                                │
 │  2.ADDRESS-1:   PO BOX 2600               7.                                │
 │  3.ADDRESS-2:                             8.                                │
 │  4.CITY+STATE:  S. HACKENSACK, NJ         9.                                │
 │  5.ZIP:         07606                    10.                                │
 │                                             ** CORRESPONDENT BANK **        │
 │ 11.CONTACT:                              23.                                │
 │ 12.TELEPHONE:   201-773-9900             24.                                │
 │ 13.FED ID/SS#:                           25.                                │
 │ 14. 1099 REQ:   Y                        26.                                │
 │ 15.MISC DATA1:                           27.                                │
 │ 16.MISC DATA2:                           28.FRT PD CUTOFF$      0           │
 │ 17.VEND CLASS                            29.CURRENCY                        │
 │ 18.STD G/L #:   4610-00                  30.PO TYPE                         │
 │                                          31.FAX PHONE#:                     │
 │ 19.TEMP VEND                             32.DEA#:                           │
 │ 20.DUNS#                                 33.REBATE VIA EDI (Y/N)            │
 │ 21.A/R CUST#:                            34.VENDOR CUST#                    │
 │ 22.PAY STATUS:                                                             │
 │                                                                            │
 │ ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT  :█                     │
 │                                                                            │
 │ ┌────┐ ┌────┐ ┌────┐ ┌────┐ ┌────┐ ┌────┐ ┌────┐ ┌────┐ ┌───┐              │
 │ │    │ │    │ │    │ │    │ │    │ │    │ │    │ │    │ │Brk│              │
 │ ├────┤ ├────┤ ├────┤ ├────┤ ├────┤ ├────┤ ├────┤ ├────┤ └───┘              │
 │ │ F1 │ │ F2 │ │ F3 │ │ F4 │ │ F5 │ │ F6 │ │ F7 │ │ F8 │                    │
 │ └────┘ └────┘ └────┘ └────┘ └────┘ └────┘ └────┘ └────┘                    │
 └──────────────────────────────────────────────────────────────────────────┘
```

VENDOR DETAIL MAINTENANCE

```
 ─                         Screen Master for Windows                  ▼ ▲
  File   Edit   Settings   File Transfer
              ***   VENDOR DETAIL MAINTENANCE ***

 VENDOR NO:     A1400                      ** PURCHASE ORDER ADDRESS **
                NJ TELEPHONE
                PO BOX 2600

                S. HACKENSACK, NJ
                07606

 CO#:           01    THE SYSTEMS HOUSE

 1.BANK #:      100   FIDELITY UNION TRUST
 2.DISC PCT:    0.00
 3.DUE DAYS:    30
 4.DISC DAYS:    0
 5.CUTOFF DATE   0
 6.DUE DATE      0
 7.DISC DATE:    0




 ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT  :█
```

```
┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌────┐
│      │ │      │ │      │ │      │ │      │ │      │ │      │ │      │ │Brk │
├──────┤ ├──────┤ ├──────┤ ├──────┤ ├──────┤ ├──────┤ ├──────┤ ├──────┤ │    │
│  F1  │ │  F2  │ │  F3  │ │  F4  │ │  F5  │ │  F6  │ │  F7  │ │  F8  │ └────┘
└──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘
```

VENDOR MAINTENANCE FILE LISTING

PROC NAME   AP.P PVENL
PROGRAM NAME   AP VENL
                               AP CONS.VENL

SELECTION   MENU-12.4
SELECTION NUMBER   10
FILE ACCESSED   VEND.MAST
                               VEND.DET
                               COMPANY
                               DICT VEND.DET

OVERVIEW
When option 9 is selected from the selection screen, the Vendor file analysis and listing process is initiated. The user is presented with several options:

OPERATING INSTRUCTIONS

VENDOR FILE REPORTS

1.   **ANALYSIS**

2.   **LISTING**

3.   **CONSOLIDATED**

DO YOU WANT ONE COMPANY OR ALL (1/A):

DO YOU WANT TO SELECT A RANGE OF VENDOR NUMBER (Y/N):

If the listing option is selected, each vendor's name, address, and terms codes are printed on the report. If the analysis option is selected, the vendor's amounts disbursed month-to-date, year-to-date and last year are printed, as well as the last payment date amount, and check number in addition to the listing information.

After the report is produced, the selection screen is redisplayed.

VENDOR FILE ANALYSIS LISTING

VEND#	VENDOR NAME	ADDRESS	CITY & STATE	ZIP	DISC%	DIS.DAYS	DUE DAYS	A/R CUST	VEND AR NO
11250	DOLOMITE BOOT CO	592 MAIN STREET	ELMSFORD, N.Y.	10594	2.00%	10	30		

A/P BALANCE: 2575.00	LAST VOUCH NUMB: 01250001	DISC. TO DATE: 2.00	CONTACT NAME: D. STANKY
PURCH. MTD: 4523.21	LAST VOUCH DATE: 06/01/97	ORDER$ TO DTE: 9560.23	PHONE #: 914-569-0123
PURCH. YTD: 12956.01	LAST VOUCH AMT: 245.98	DATE LAST P/O: 06/30/97	FED ID/SS#: 059-70-5991
PURCH. LYR: 15980.50	LAST CHECK NUM: 1012	LAST P/O NUMB: 6150	1099 REQ: N
PAYMENT MTD: 2225.00	LAST CHECK DATE: 06/15/97	NUMB. OF P/O: 1	VENDOR CLASS: 001
PAYMENT YTD: 10500.00	LAST CHECK AMT: 245.98	TEMP VEND FLAG: N	STD. G/L# : 4010-00
PAYMENT LYR: 15980.50	# INV. TO DATE: 5	PAYMENT STAT: P	BANK #: 100

VEND#	VENDOR NAME	ADDRESS	CITY & STATE	ZIP	DISC%	DIS.DAYS	DUE DAYS	A/R CUST	VEND AR NO
16000	TIVOLI SKIWEAR	672 W. 57TH ST	NEW YORK, NY	10018	1.25%	15	30		

A/P BALANCE: 1235.75	LAST VOUCH NUMB: 01451001	DISC. TO DATE: 1.25	CONTACT NAME: T. EMMONS
PURCH. MTD: 750.00	LAST VOUCH DATE: 04/25/97	ORDER$ TO DTE: 3050.00	PHONE # : 212-421-0022
PURCH. YTD: 5200.00	LAST VOUCH AMT: 75.00	DATE LAST P/O: 05/01/97	FED ID/SS#: 084-56-9632
PURCH. LYR: 6251.00	LAST CHECK NUM: 1250	LAST P/O NUMB: 4120	1099 REQ: N
PAYMENT MTD: 525.00	LAST CHECK DATE: 04/30/97	NUMB. OF P/O: 1	VENDOR CLASS: 003
PAYMENT YTD: 3550.23	LAST CHECK AMT: 75.00	TEMP VEND FLAG: N	STD. G/L#: 4010-00
PAYMENT LYR: 6251.00	# INV. TO DATE: 6	PAYMENT STAT: P	BANK #: 200

VENDOR FILE LISTING

VEND#	VENDOR NAME	ADDRESS	CITY & STATE	ZIP	DISC%	DIS.DAYS	DUE DAYS	A/R CUST	VEND AR NO
11250	DOLOMITE BOOT CO	592 MAIN STREET	ELMSFORD, N.Y.	10594	2.00%	10	30		
16000	TIVOLI SKIWEAR	672 W. 57TH ST	NEW YORK, NY	10018	1.25%	15	30		
A1000	G. WHOLESALERS	19 UNION AVE	UNION, NJ	07624	2.50%	7	25		
A10000	UNION ATHLETIC	400 UNION TPK	UNIONVILLE, PA	52598	0.00%		30		

VENDOR FILE LISTING CONSOLIDATED

VEND#	VENDOR NAME	ADDRESS	CITY & STATE	ZIP	DISC%	DIS.DAYS	DUE DAYS	A/R CUST	VEND AR NO
11250	DOLOMITE BOOT CO	592 MAIN STREET	ELMSFORD, N.Y.	10594	2.00%	10	30		

A/P BALANCE: 2575.00	LAST VOUCH NUMB: 01250001	DISC. TO DATE: 2.00	CONTACT NAME: D. STANKY
PURCH. MTD: 4523.21	LAST VOUCH DATE: 06/01/97	ORDER$ TO DTE: 9560.23	PHONE #: 914-569-0123
PURCH. YTD: 12956.01	LAST VOUCH AMT: 245.98	DATE LAST P/O: 06/30/97	FED ID/SS#: 059-70-5991
PURCH. LYR: 15980.50	LAST CHECK NUM: 1012	LAST P/O NUMB: 6150	1099 REQ: N
PAYMENT MTD: 2225.00	LAST CHECK DATE: 06/15/97	NUMB. OF P/O: 1	VENDOR CLASS: 001
PAYMENT YTD: 10500.00	LAST CHECK AMT: 245.98	TEMP VEND FLAG: N	STD. G/L# : 4010-00
PAYMENT LYR: 15980.50	# INV. TO DATE: 5	PAYMENT STAT: P	BANK #: 100

VENDOR SHIP-TO MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                            VEND.SHIP.TO.MAINT010
                            VEND.SHIP.TO.OPEN010
                            VEND.SHIP.TO.PRE.XREF010
SELECTION   MENU-12,4
SELECTION NUMBER   2
FILES ACCESSED   COMPANY
                            VEND.MAST
                            SHIP.METHOD
                            LOOKUP.FILE
                            PARAMETER
                            VENDOR.SHIP.TO
                            VENDOR.SHIP.TO.XREF

OVERVIEW

The vendor ship-to programs allows the MDS user to create and maintain several ship-to addresses for vendors with more than one location.

VENDOR SHIP-TO MAINTENANCE

FIELD DESCRIPTIONS

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
00	0	VENDOR #	AN	8	Enter vendor number.
00	0	SHIP-TO #	N	6	Enter 6 digit numeric ship-to code.
1	1	NAME	AN	25	Enter the vendor name.
2	2	ADDRESS1	AN	25	Enter the vendors address.
3	3	ADDRESS2	AN	25	Enter the vendors address.
4	4	ADDRESS3	AN	25	Enter the vendors address.
5	5	CITY	A	15	Enter the city.
6	6	STATE	A	2	Enter the 2 digit state code.
7	7	ZIP	N	10	Enter the zip code.
8	8	SHIP METHOD	N	2	Enter the 2 digit shipping method code.
9	9	SPEC INST	AN	25	Enter any special instructions.

VENDOR SHIP-TO MAINTENANCE

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ◖ Screen Master for Windows                                    _ □ ✕     │
├─────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Settings  File Transfer                                      │
│                    VENDOR SHIPTO MAINTENANCE                              │
│                                                                          │
│ VENDOR #:                XXXXXXX                                          │
│ SHIPTO #:                                                                 │
│                                                                          │
│   1.   NAME:                                                             │
│   2.   ADDRESS1:                                                         │
│   3.   ADDRESS2:                                                         │
│   4.   ADDRESS3:                                                         │
│   5.   CITY:                                                             │
│   6.   STATE:                                                            │
│   7.   ZIP CODE:                                                         │
│   8.   SHIP METHOD:                                                      │
│   9.   SPEC INST:                                                        │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│      ENTER 'NEW' AT SHIPTO FOR NEW ITEM                                   │
│                                                                          │
│ ▮                                                                        │
├─────────────────────────────────────────────────────────────────────┬───┤
│ ┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐      │Br │
│ │ HELP ││ END  ││INSERT││LDELETE││PREV PG││NEXT PG││INQUIRY││ ABORT│      │ k │
│ └──────┘└──────┘└──────┘└──────┘└──────┘└──────┘└──────┘└──────┘      │   │
└─────────────────────────────────────────────────────────────────────┴───┘
```

VENDOR SHIP-TO FILE LISTING

PROK NAME   PROK VEND.SHIP.TO.MAINT
SELECTION   MENU-12,4
SELECTION NUMBER   11
FILES ACCESSED   VENDOR.SHIP.TO

OVERVIEW
When option 11 is chosen from the selection screen, the vendor ship-to listing process is initiated. This allows the MDS user to view a listing of vendors and their various ship-to's.

OPERATING INSTRUCTIONS

> **VENDOR SHIP-TO FILE LISTING**
> **HIT <RETURN> TO CONTINUE OR 'END' TO RETURN TO SELECTOR**

Hit 'RETURN' to continue with the program or 'END' to return to the menu.

VENDOR SHIP-TO FILE LISTING

VEND#	SHIPTO#	NAME AND ADDRESS	SHIP METHOD	SPECIAL INST
RAS	1001	RADISON SUPPLY 1003 VAN HOUTEN AVE P.O. BOX 896 CLIFTON, NJ 07013	02	ONLY OPEN MONDAY UNTIL 4PM
TOP91	1002	TOPAZ, INC. 56 RIDGE TERRACE HIGHLAND, NY 10253	01	ORDERS ONLY TAKEN ON MONDAYS
RTU132	1003	RIVERTEC, INC. 830 52ND STREET SUITE 100 NY, NY 10023	01	OPEN 7 DAYS A WEEK
POST	1004	POST SUPPLY, INC. 3201 LEXINGTON CIRCLE LOS ANGELES, CA 95632	03	PURCHASING AGENT THERE TILL 8PM

ROLODEX CARD STRING DELETION

PROK NAME   AP.P PDEL.ROLODEX
PROGRAM NAME   AP DEL.ROLODEX
SELECTION   MENU-12.4
SELECTION NUMBER   3
FILES ACCESSED   VEND.MAST
                             DICT VEND.MAST

OVERVIEW
This program will delete the Rolodex file.

OPERATING INSTRUCTIONS

> **ROLODEX POINTER DELETE PROGRAM**
> **HIT <RTN> TO CONTINUE OR 'END'**

Hit 'RETURN' to continue with the program or 'END' to return to the menu.

> **DID THE ROLODEX CARDS PRINT PROPERLY AND**
> **DO YOU HAVE ALL THE COPIES YOU WILL NEED (Y/N)**

If 'Y' is entered the pointers will be destroyed, if 'N' is entered the Rolodex files will remain.

VENDOR ROLODEX CARDS

PROK NAME   AP.P PROLPRT
PROGRAM NAME   AP ROLPRT1
                             AP.ROLPRT
SELECTION   MENU-12.4
SELECTION NUMBER   12
FILES ACCESSED   DICT VEND.MAST
                             VEND.MAST
                             DICT VEND.MAST
                             VEND.DET

OVERVIEW
The vendor rolodex routine consists of two options. The first option allows you to print all vendors on file, and the second option allows you to print only the vendors that have been added or changed since the last time cards were printed.

OPERATING INSTRUCTIONS

ROLODEX CARD PRINT

1.   ALL VENDORS

2.   NEW AND CHANGED VENDORS
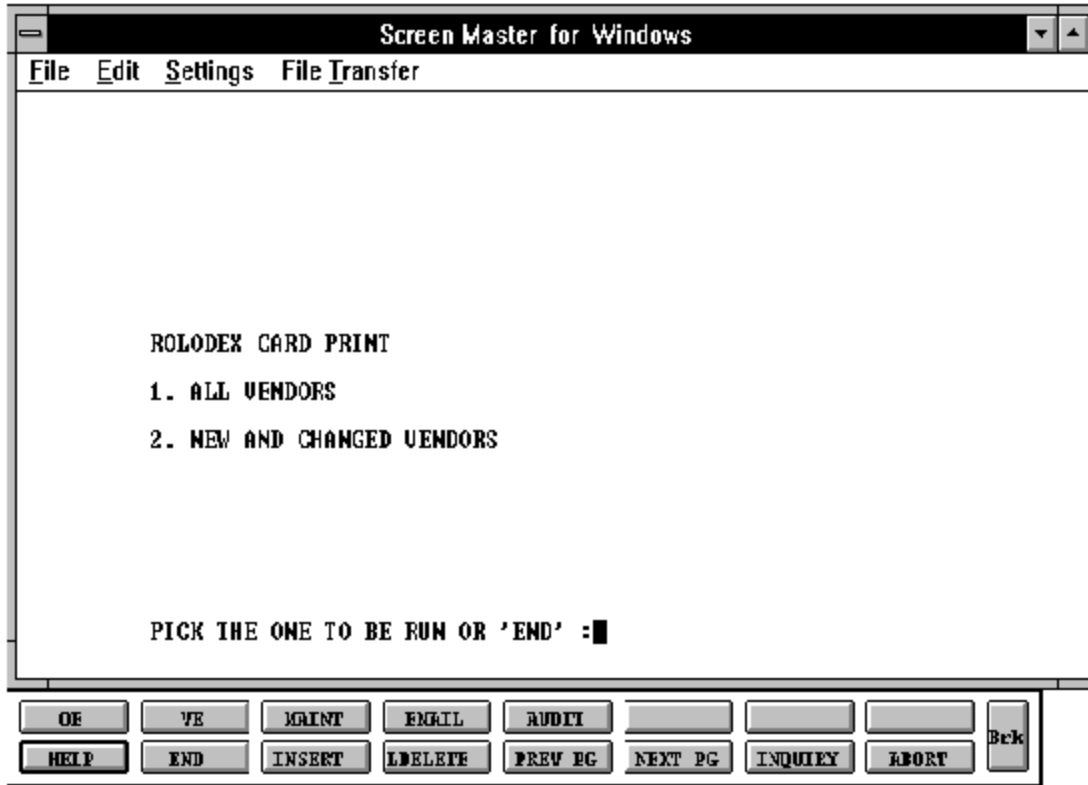
PICK THE ONE TO BE RUN OR 'END':

Select option 1 (one) to print rolodex cards for all vendors on file. Select option 2 (two) to print rolodex cards for only those vendors that have either had maintenance performed (since the last run) and any new vendors that have been added. Enter 'END' to end the program with no print and return to the menu.

The rolodex cards will be spooled to a hold file so that they can be printed at the convenience of the customer.

The cards will contain the following information:

1.   Vendor name and address.
2.   Contact and telephone number.
3.   Standard terms information.

VENDOR ROLODEX CARDS

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▬              Screen Master for Windows                      ▼  ▲   │
├─────────────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                             │
├─────────────────────────────────────────────────────────────────────┤
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│         ROLODEX CARD PRINT                                          │
│                                                                     │
│         1. ALL VENDORS                                              │
│                                                                     │
│         2. NEW AND CHANGED VENDORS                                  │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│         PICK THE ONE TO BE RUN OR 'END' :█                         │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
```

| OE | VE | MAINT | EMAIL | AUDIT | | | | Brk |
| HELP | END | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | ABORT | |

VENDOR ROLODEX CARDS ALL VENDORS

VENDOR ROLODEX REPORT

A1200   DISC%:   2.00
PHOENIX BUSINESS SYSTEM   DIS DYS: 10
255 MAIN AVE   DUE DYS: 60

CLIFTON, NJ   07013

CONTACT: JOHN SABATO
TELE#   201-847-4742

A1500   DISC%:   2.00
RADISON SUPPLY   DIS DYS: 10
77 BRANT STREET   DUE DYS: 30

MONROE, NY   10950

CONTACT: PETE SMITH
TELE#   914-782-9573

CHART OF ACCOUNT DESCRIPTION

PROGRAM NAME   SSS.BP GEN.MASTER
                                   GL CADM008
                                   CADM.OPEN008
                                   CADM.INIT008
                                   CADM.READ008
                                   CADM.EXIT008
SELECTION   MENU-12.4
SELECTION NUMBER   4
FILES ACCESSED   PARAMETER   OPERATOR
                                   CA.USE   STATUS-LOG
                                   CADF   COMPANY
                                   CASDF

OVERVIEW
The chart of accounts description maintenance program establishes the Cadf file and assigns each account to specific lines on the financial reports. You will be prompted for operator's initials.

OPERATING INSTRUCTIONS
Enter the natural general ledger number. This is the number after the company number and before the department number XX-**XXXX**-XX.

If you have input an existing account number, all the fields will be displayed, and you will be prompted for line number to change or delete.

If this is a new account, you will be prompted to enter the following information:

1.   DESCRIPTION

This is the description that will be used for all general ledger reports. If you are using multiple companies, this description will be the same for all companies.

CHART OF ACCOUNT DESCRIPTION

OPERATING INSTRUCTIONS (Continued)

2.   TYPE

Enter the type of account. Any account before the P&L break number will be a type 1 account (balance sheet), and any account after the P&L break number will be a type 2 (profit and loss).

The type is also used during year end.

3.   CATEGORY

You may enter a one character code for the category of each account. For example, "A" may be for assets, "L" for liabilities, and so on. It is not used during financials processing, but, if the category is "I" accounts payable voucher entry will require receiver information. (Details can be found in the accounts payable documentation)

4.   SOCIFC LINE

If you are using the statement of changes in financial condition (Report 9), enter the line number that this general ledger number should be assigned to. You can print the chart of account listing by P&L schedule line number report to check your entries. This report will print all the Cadf records in financial report line number order and can be found on the financials menu.

5.   P&L LINE#

The P&L line# is the line number on the financials that this account should go to. If the account is a type 1 account, the P&L line# is the line number on the balance sheet (unless the alternate report# is used). If the account is a type 2 account, the P&L line# is the line number on the income statement. If this account should be used in calculations on more than one line of the report, you can enter up to 8 line numbers. The report type will be the type specified above or the alternate report if entered.

CHART OF ACCOUNT DESCRIPTION

OPERATING INSTRUCTIONS (Continued)

6. YTD FLAG

This is used primarily with balance sheet accounts if you do not wish to see the month to date figures set the flag to "Y", and the month to date column on the financials will print the same figures as the year to date column. If the flag is set to N or null, the month to date column will reflect the next of all the month to date transactions. If the flag is set to "Y" for one balance sheet account, the other balance sheet accounts should also be set to "Y" to avoid an imbalance on the month to date portion of the balance sheet.

7. SCHED

If you are using supporting schedules (A-Z), enter the supporting schedule number(s). Each general ledger number can appear on up to four supporting schedules.

EX: A   C

The above example indicates that this account should be included on supporting schedules A and C.

8. SCHED LN

If you are using the supporting schedules (A-Z), enter the line number on the corresponding supporting schedule.

EX: 10 22

In the above example, this account will be in the calculation of line 10 on supporting schedule A and on line 22 of supporting schedule C.

9. ALT REPORT

If you wish to alter the type of the account for financial purposes, enter a 1 or 2 here. If the account is a type 1 account but should print on the P&L, then enter 2. The line number for the alternate report would be the P&L line number.

CHART OF ACCOUNT DESCRIPTION

OPERATING INSTRUCTIONS (Continued)

10. ACCT HIST FLAG (D/S)

If you select 'D' for the detail in the account history flag the system will keep detail history of this account. If you select 'S' for the summary, it will only keep summary history of this account. This flag can be changed at any time, but if you had the flag set to 'S' and change it to 'D', it will only start detail history as of the date of the change.

CHART OF ACCOUNT DESCRIPTION MAINTENANCE

```
 ─                    Screen Master for Windows              ▼  ▲
 File   Edit   Settings   File Transfer
                    CHART OF ACCOUNTS DESCRIPTION MAINTENANCE

                    ACCOUNT NUMBER:   1000

                        1.DESCRIPTION:   ASSETS

                        2.TYPE:          1   BALANCE SHEET

                        3.CATEGORY:      A

                        4.SOCIFC:        56    10.ACCT HIST FLAG (D/S)

          5.P&L LINE#    6.YTD FLAG    7.SCHED#      8.SCHED LN#    9.ALT REPORTH
               02




 ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT   :█

   ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐ ┌───┐
   │     │ │     │ │     │ │     │ │     │ │     │ │     │ │     │ │Brk│
   └─────┘ └─────┘ └─────┘ └─────┘ └─────┘ └─────┘ └─────┘ └─────┘ └───┘
    ┌───┐   ┌───┐   ┌───┐   ┌───┐   ┌───┐   ┌───┐   ┌───┐   ┌───┐
    │ F1│   │ F2│   │ F3│   │ F4│   │ F5│   │ F6│   │ F7│   │ F8│
    └───┘   └───┘   └───┘   └───┘   └───┘   └───┘   └───┘   └───┘
```

CHART OF ACCOUNTS DESCRIPTION FILE LISTING

PROK NAME   GL.P PCADF.LIST
SELECTOR   MENU-12.4
SELECTOR NUMBER   13
FILES ACCESSED   CADF

OVERVIEW
When option 11 is selected from the selector screen, the Chart of Accounts Description file listing is initiated. The report is a "RECALL" based report, and has no selection or options.

OPERATING INSTRUCTIONS

        ACCOUNT DESCRIPTION AND TYPE LISTING!
        HIT <RTN> CONTINUE OR 'END':

Hit 'RETURN' to continue or 'END' to return to the menu.

CHART OF ACCOUNTS DESCRIPTION FILE LISTING

CADF	DESCRIPTION	TYPE	CATEGORY	P&L LINE#	SCHEDULE	SCHEDULE LINE#	YTD.FLG	ALT.REP#	SOCIFC LN#	DET.SUMM
1000	ASSETS	1	A	02	C	02	Y	01	56	Y
1100	CASH IN BANK-MSB	1	A	01	A	03	Y	02	45	Y
1101	CASH IN BANK -MAP	1	A	05	A	01	Y	02	46	Y
2230	EMPLOYEE ADVANCES	1	L	02	B	02	Y		60	Y
2900	CAPITAL	1	C	12	E	25	Y		18	Y
3000	INCOME ACCOUNTS	2	I	02			Y			Y
3010	HARDWARE	2	I	03	A	08	Y			Y
3020	SOFTWARE	2	I	03			Y			Y
3050	INTEREST INCOME	2	I	08						Y
4000	EXPENSE ACCOUNTS	2	E	16						
4010	EQUIPMENT-COS	2	I	17						
4100	PAYROLL EXPENSE	2	E	18						
4105	PAYROLL EXP-ADMIN	2	E	52	A	12				

CHART OF ACCOUNT SUFFIX MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                             GL CADM008
                             CADM.OPEN008
                             CADM.INIT008
                             CADM.READ008
                             CADM.EXIT008
SELECTION   MENU-12.4
SELECTION NUMBER   5
FILES ACCESSED   COMPANY   STATUS-LOG
                             PARAMETER   CA.USE
                             CA   CADF
                             OPERATOR   CASDF

OVERVIEW
If any cost centers or divisions are used in general ledger, this maintenance establishes the description for the cost center or division. The display for the maintenance will depend on the general ledger format established in the Company record and the number of digits for the division in the Parameter record. Each cost center and/or division can be set up.

If you have input an existing account number, all the fields will be displayed, and you will be prompted for line number to change or delete.

OPERATING INSTRUCTIONS
If this is a new account, you will be prompted to enter the following information:

   1.   **SUFFIX NUMBER**

Enter the cost center or division number.

   2.   **DESCRIPTION**

Enter the description of the cost center/division. This description will be used for the financials for the department and the expense distribution register by department in accounts payable.

CHART OF ACCOUNT SUFFIX MAINTENANCE

OPERATING INSTRUCTIONS (Continued)

3.   **CONSOLIDATED DEPT**

If this cost center should be consolidated into another cost center, enter the consolidated department number.

The consolidation only affects the financial reports and has no affect on the general ledger.

> For example:

If the general ledger format is set up as ##-####-##, and the parameter file establishes the division as the first digit of the Casdf record.

> Account# 01-4200-120

Division is the first digit of the suffix.

Suffix maintenance will be done for division 1 - for financial report consolidation.

Suffix maintenance will be done for cost center 120 - for financial report for the cost center.

The Parameter file must be set with the amount of digits in the division and whether the 0 balance items should print on the financials. Parameter 37 sets up the number of digits for a division. If you do not want to see the 0 balance lines appearing on the financial, set Parameter 38 to "Y".

CHART OF ACCOUNT SUFFIX MAINTENANCE

```
 ─                    Screen Master for Windows              ▼  ▲
  File  Edit  Settings  File Transfer
 ┌──────────────────────────────────────────────────────────────┐
 │                                                                │
 │       * * * CHART OF ACCTS DESCRIPTION MAINTENANCE * * *       │
 │                                                                │
 │                                                                │
 │             SUFFIX NUMBER:        ▯#                           │
 │                                                                │
 │          1.DESCRIPTION                                         │
 │                                                                │
 │          2.CONSOLIDATED DEPT:                                  │
 │                                                                │
 │                                                                │
 │                                                                │
 │                                                                │
 │                                                                │
 │                                                                │
 └──────────────────────────────────────────────────────────────┘
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 │  F1  ││  F2  ││  F3  ││  F4  ││  F5  ││  F6  ││  F7  ││  F8  │
 └──────┘└──────┘└──────┘└──────┘└──────┘└──────┘└──────┘└──────┘
```

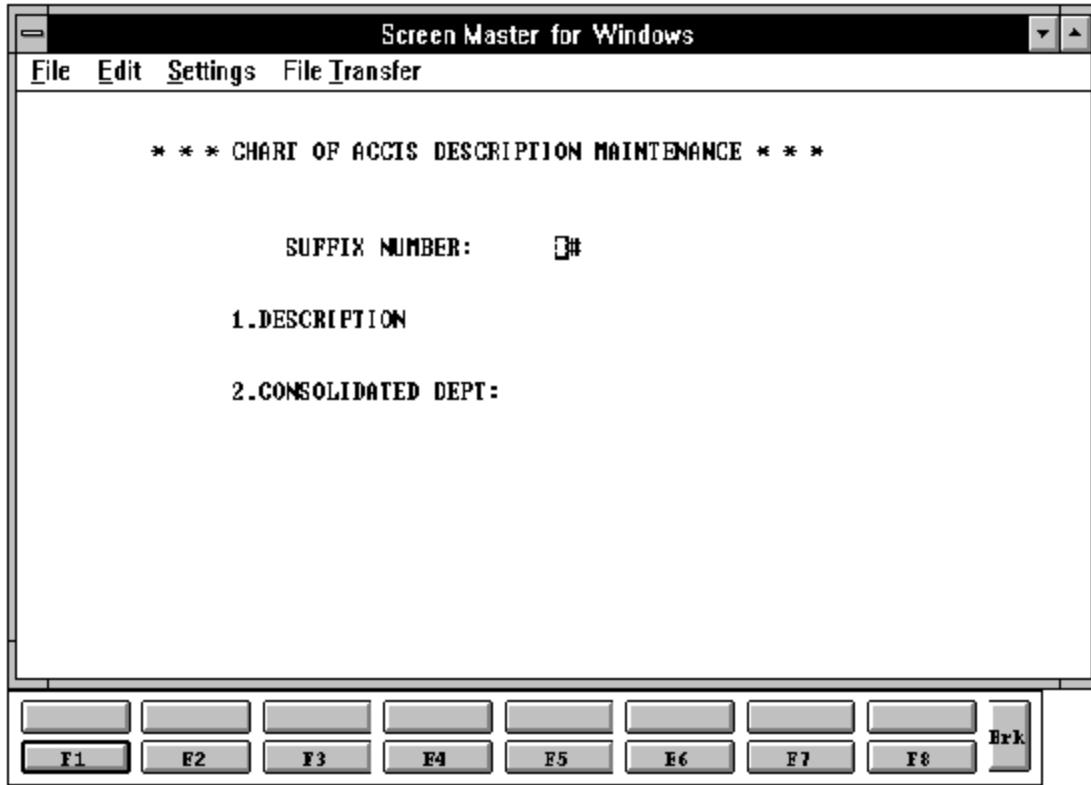## CHART OF ACCOUNTS SUFFIX DESCRIPTION FILE LISTING

PROK NAME   GL.P PCASDF.LIST
SELECTOR   MENU-12.4
SELECTOR NUMBER   14
FILE ACCESSED   CASDF

OVERVIEW

When option 12 is selected from the selector screen, the Chart of Accounts Suffix Description file listing is initiated. The report is a "RECALL" based report, and has no selection or options.

OPERATING INSTRUCTIONS

> *****   SUFFIX DESCRIPTION LISTING*****
> **HIT <RTN> TO CONTINUE OR 'END'**

Hit 'RETURN' to continue with the program or 'END' to return to the menu.

CHART OF ACCOUNTS SUFFIX DESCRIPTION

```
SUFF#               D E S C R I P T I O N          CONSOL. DEPT
-----               ----------------------         ------------

00                  SALES
01                  UTILITIES              99
02                  EXPENSES               01
03                  DEPT 35                          03
```

3 records listed.

JOB DESCRIPTION MAINTENANCE

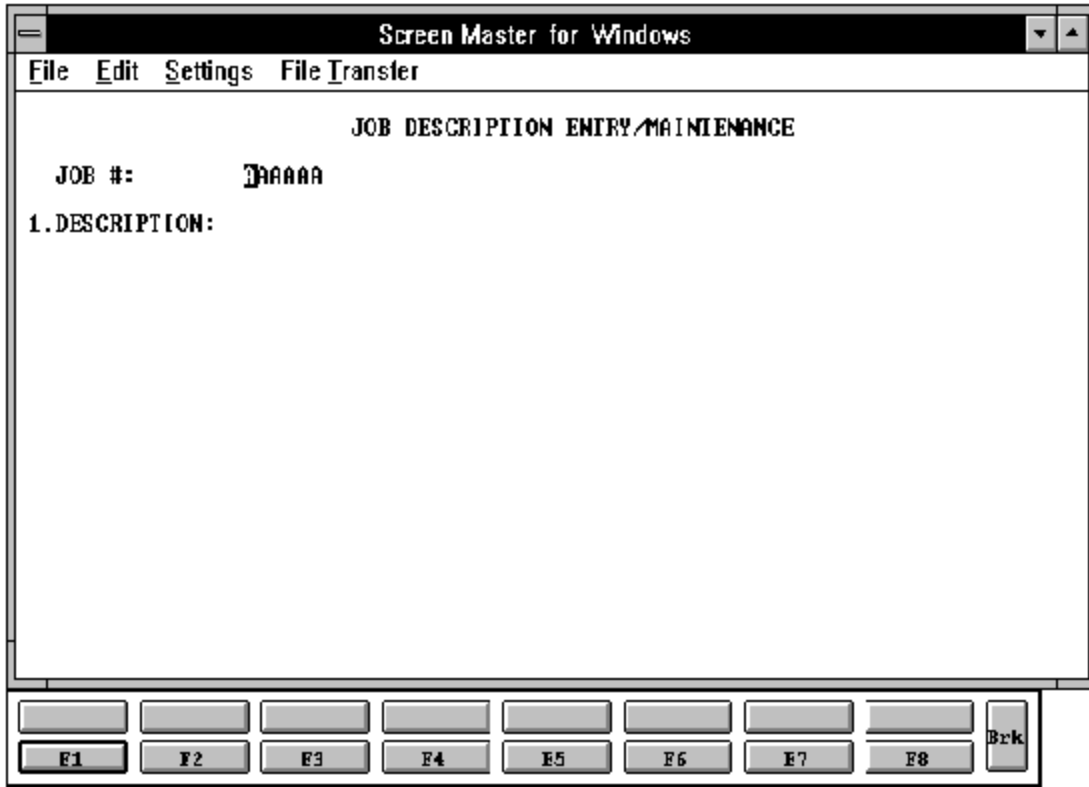PROGRAM NAME   SSS.BP GEN.MASTER
                            AP JOB.DESC.ENTRY
                            STATUS.LOG008
SELECTION   MENU-12.4
SELECTION NUMBER   6
FILES ACCESSED   JOB.DESC
                            STATUS-LOG
                            DICT STATUS-LOG
                            DICT SMAST

OVERVIEW

The job maintenance program establishes the Job record on the Job.Desc file, which contains the description of established projects. The key to Job.Desc file may be from 1 to 6 alphanumeric characters. Information is accumulated by job number, if input during voucher input.

The only input information is the job description.

JOB DESCRIPTION MAINTENANCE

```
 ┌─────────────────────────────────────────────────────────────────────┐
 │ ─                  Screen Master for Windows               ▼  ▲      │
 ├─────────────────────────────────────────────────────────────────────┤
 │ File   Edit   Settings   File Transfer                               │
 ├─────────────────────────────────────────────────────────────────────┤
 │                   JOB DESCRIPTION ENTRY/MAINTENANCE                   │
 │                                                                      │
 │     JOB #:        JAAAAA                                             │
 │                                                                      │
 │  1.DESCRIPTION:                                                      │
 │                                                                      │
 │                                                                      │
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 │  └────┘ └────┘ └────┘ └────┘ └────┘ └────┘ └────┘ └────┘  └───┘    │
 │   F1     F2     F3     F4     F5     F6     F7     F8               │
 └─────────────────────────────────────────────────────────────────────┘
```

JOB DESCRIPTION FILE LISTING

PROK NAME   AP.P JOB.LIST
SELECTION   MENU-12.4
SELECTION NUMBER   15
FILES ACCESSED   JOB.DESC

OVERVIEW
When option 13 is selected from the selection screen, the Job Description file listing is initiated. The report is a "RECALL" based report, and has no selection or options.

OPERATING INSTRUCTIONS

JOB DESCRIPTION LISTING
HIT <RTN> TO CONTINUE OR 'END':

Hit 'RETURN' to continue or 'END' to return to the menu.

JOB DESCRIPTION FILE LISTING

```
JOB#               JOB NAME

 10                COMPUTER ACQUISITION
123                COMPUTER INSTALLATION
124                BUILDING ACQUISITION
105                TRAINING
109                SUPPORT
196                INSTALLATION
785                CONVERSION
```

7 records listed.

GENERAL LEDGER SOURCE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                                GL GL.SOURCE.MAINT
                                STATUS.LOG008
SELECTION   MENU-12.4
SELECTION NUMBER   7
FILES ACCESSED   GL.SOURCE FILE
                                STATUS-LOG
                                DICT STATUS-LOG
                                DICT SMAST

OVERVIEW
The general ledger source code maintenance program establishes the valid source code for journal entries that may be used with the system. The key to the Gl.Source file must be 2 alphanumeric characters.

OPERATING INSTRUCTIONS
Upon installation, the Gl.Source file is initially set as follows**:**

SRC	VM	DESCRIPTION
CD	3	Cash Disbursements
CR	4	Cash Receipts
JE	1	Journal Entry
PR	7	Payroll
RJ	2	Recurring Journal
SJ	6	Sales Journal
VR	5	Voucher Register

GENERAL LEDGER SOURCE MAINTENANCE

```
 ┌─────────────────────────────────────────────────────────────────────┐
 │ ─              Screen Master for Windows                      ▼  ▲   │
 ├─────────────────────────────────────────────────────────────────────┤
 │  File   Edit   Settings   File Transfer                              │
 │                                                                      │
 │                   *****  G/L SOURCE ENTRY/MAINT  *****               │
 │                                                                      │
 │    G/L SOURCE             DA                                         │
 │                                                                      │
 │   1.VALUE MARK                                                       │
 │                                                                      │
 │   2.DESCRIPTION                                                      │
 │                                                                      │
 │                                                                      │
 │                                                                      │
 │                                                                      │
 │                                                                      │
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 │ F1 │ │ F2 │ │ F3 │ │ F4 │ │ F5 │ │ F6 │ │ F7 │ │ F8 │ │Brk│
 └────┘ └────┘ └────┘ └────┘ └────┘ └────┘ └────┘ └────┘ └───┘
```
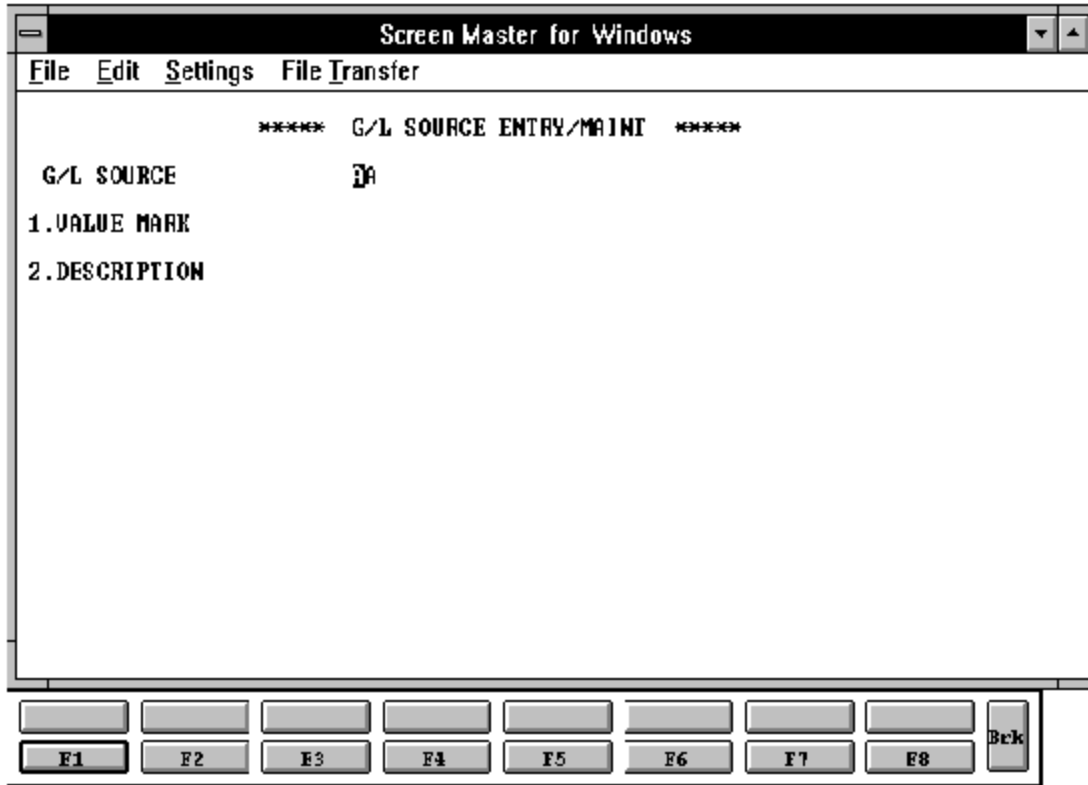
GENERAL LEDGER SOURCE FILE LISTING

PROGRAM NAME	SSS.BP GEN.MASTER
	GL.P PGL.SOURCE.LIST
	STATUS.LOG008
SELECTION	MENU-12.4
SELECTION NUMBER	16
FILES ACCESSED	GL.SOURCE
	STATUS-LOG
	DICT STATUS-LOG
	DICT SMAST

OVERVIEW
When option 14 is selected from the Selection screen, the General Ledger Source file listing is initiated. The report is a "RECALL" based report, and has no selection or options.

OPERATING INSTRUCTIONS

> **G/L SOURCE FILE LISTING**
> **HIT <RTN> TO CONTINUE OR 'END':**

Hit 'RETURN' to continue or 'END' to return to the menu.

GENERAL LEDGER SOURCE FILE LISTING

```
PAGE    1     ******  G/L SOURCE FILE LISTING ******        11:23:31am  28 Jul 1997



SRC           VM                   DESCRIPTION

CD            3                    CASH DISBURSEMENT
CR            4                    CASH RECEIPT
IN            1                    INVENTORY ADJUSTMENT
JE            1                    JOURNAL ENTRY
PJ            5                    VOUCHER REGISTER
PR            7                    PAYROLL
RJ            2                    RECURRING JOURNAL
SJ            6                    SALES JOURNAL
VR            5                    VOUCHER REGISTER


9 records listed.
```

GROUP COST VENDOR MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                                VEND.GRP.PRICE.MIANT010
SELECTION   MENU-12.4
SELECTION NUMBER   8
FILES ACCESSED   VEND.MAST
                                PROD.MAST
                                GROUP.MAST

OVERVIEW
This program allows entry and maintenance of the price, discount and commission fields for a particular group.

If also facilitates the entry of quantity breaks optionally used in order entry.

If you have an exiting group value set up, all the fields will be displayed, and you will be prompted for the line number to change or delete.

OPERATING INSTRUCTIONS
If this is a new account, you will be prompted to enter the following information:

GROUP VALUE

Enter the group number (from the Group Master file).

CURRENCY

Will display from the Vendor file.

		BREAK	**STOCK**		**COST**
1.	**LINE #**	**QUANTITY**	**U/M**	**COST**	**U/M**

QUANTITY BREAK	Enter quantity from 0 to 9999999.
STOCK U/M	Will display from the Product Master.
COST	Enter cost.
COST U/M	Will display from the Product Master.

GROUP COST VENDOR MAINTENANCE

```
 ━                    Screen Master for Windows             ▼ ▲
  File   Edit   Settings   File Transfer
  VENDOR GROUP-COST-MAINT

GROUP VALUE :        ]NNNNNNNNNNNNNNNNNNNNNN


   Currency:


                   Break        Stock       Cost     Cost
      1.Line#    Quantity        U/M                  U/M
```

```
 [      ]  [      ]  [      ]  [      ]  [      ]  [      ]  [      ]  [      ]  Brk
  [ F1 ]    [ F2 ]    [ F3 ]    [ F4 ]    [ F5 ]    [ F6 ]    [ F7 ]    [ F8 ]
```

ACCOUNTS PAYABLE AND GENERAL LEDGER FILE DESCRIPTIONS

CA

Chart of Accounts file. The Ca file is the system Chart of Accounts file, containing in summary all monthly activity pertaining to each general ledger account. Budget and statistical information are stored in this record as well.

CADF

Chart of Accounts Description file. This file contains the description for each natural account. The category code has been expanded to allow "I" to identify an inventory account. This field will be verified by voucher input to insure that on all inventory purchases, a receiver is entered. It also contains the information needed to link the chart of accounts to the financial reporting module.

CASDF

This file contains the description of each department and/or cost center.

COMPANY

This file holds pertinent information for each company as defined by the MDS client. A maximum of 99 companies may be defined. The company name stored in this record is used as the heading for the various reports throughout the system. In addition, the prompt mask and next internal number to be used for the Product and Customer files are also stored in the record.

BANK

This file is used to define the various bank accounts used for each company. The asset general ledger account is stored in this record, as well as descriptive information about the bank account. This file is used by the accounts receivable, accounts payable and payroll modules.

ACCOUNTS PAYABLE AND GENERAL LEDGER FILE DESCRIPTIONS

1099.FILE

The 1099 file is used to store all payments made to vendors who have been coded to receive 1099s. All 1099 vendors should be flagged as such in the Vendor Master. The actual printing of the 1099 forms uses this file to obtain the detail information. 1099 forms may be printed and also transferred to tape for the IRS.

This file is updated during accounts payable monthly jobstream.

JOB

The Job Cost Summary file contains monthly and annual accumulations of charges to projects by general ledger. Its update source is the Vouchers file, which will update the Job file if a job number has been input during voucher entry. If the Job.Desc has been deleted end of month will delete the job information.

JOB.DESC

Contains the alphanumeric descriptions of the valid jobs used in the accounts payable system.

JOB.HIST

The Job.Hist contains the detail that is posted to the Job file. This file is updated during the end of month jobstream and is used for the detail listing.

VEND.MAST

One Vendor Master record is maintained for each of the client's vendors. Generally, this file contains all static data relative to that vendor such as name and address information, D&B number, telephone number and various indicator fields.

VEND.DET

The Vendor Detail file contains one record for each vendor, for each company that vendor deals with. The file contains basic purchase and payment history for the vendor, as well as terms of payment.

ACCOUNTS PAYABLE AND GENERAL LEDGER FILE DESCRIPTIONS

GROUP.MAST

The Group Master file contains one record for each group of vendors. The file contains basic product information.

I N D E X