

THE SYSTEM HOUSE  
MASTER DISTRIBUTION DOCUMENTATION

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## ACCOUNTS PAYABLE OVERVIEW

### INTRODUCTION

The accounts payable module of TSH's Master Distributor System is designed to and automate the payment of vendor invoices. It is fully integrated into the general ledger system.

The module functions on an open item accrual accounting basis.

It contains the following features:

### VOUCHER INPUT

1. The system is multi company and multi bank by design. Vendor balance and activity fields are maintained by company.
2. Invoice and cash discount due date are automatically computed based on terms resident on each Vendor's file (Vend.Det).
3. Discount amounts are automatically computed based on the vendor terms stored in the Vendor file (Vend.Det), applied to the discountable portion of the invoice. The computed discount amount can be overridden by the entry of a discount amount or percentage during voucher entry
4. The automatic derivation of general ledger distribution coding and payment bank assignment is based upon information contained in the Vendor file.
5. Provision for the entry of temporary vendors is also available. These vendors are generated during voucher input, and are purged after the check has been written, balance is 0 and check is older than 65 days.
6. Full override on all automatic computations.
7. Automatic voucher number assignment with separate sequence control for each company.
8. Proper processing of manually prepared checks and bank transfers, including letter of credit payments.

## ACCOUNTS PAYABLE OVERVIEW

### VOUCHER INPUT (Continued)

9. The recurring vouchers module provides for the periodic vouchering of bills paid on a recurring basis, such as rent bills or loan payments. The user can specify the amount, frequency, and number of payments for each recurring item.
10. Optional batch control function for voucher entry.
11. Optional AP/PO receiving interface at voucher entry time, to insure vendor invoiced amount match the PO received value.

### CHECK WRITING AND CASH FORECASTING

1. Cash requirements forecasting is facilitated through the flexible accounts payable payment schedule report.
2. Automatic disbursement of payable items based on payment due date.
3. Selective item disbursement (including partial payment) when full automatic processing is not desired.
4. Protection against negative disbursements.
5. The bank from which the check is to be written, may be specified at the time of check writing, or at the time of voucher input.

### ACCOUNTING

1. The ability to post to several months (and even accounting years) simultaneously.
2. Complete batch audit controls for all transactions.
3. Proper accounting treatment of voucher deletions and check reversals.
4. Bank reconciliation procedures.
5. Automatic posting to the general ledger of all disbursements and expense distributions.

**ACCOUNTS PAYABLE OVERVIEW****ACCOUNTING (Continued)**

6. Monthly summary journals supporting general ledger postings.
7. Optional interfaces with purchasing, inventory, and job costing modules.
8. Vendor activity and performance reporting.
9. Full interactive prompting of all operator instructions is provided to insure ease of use.
10. Optional capability to divide the fiscal year into 12 or 13 fiscal periods.
11. Optional letter of credit tracking and open exposure reporting.

## PARAMETERS USED IN THE ACCOUNTS PAYABLE AND GENERAL LEDGER SYSTEM

### PARAMETER USED IN ACCOUNTS PAYABLE SYSTEM

The following parameters are used by the accounts payable system.

31. Is a job number used (Y/N)
32. The number of months in the future allowed in voucher input and voucher maintenance. This is checked during voucher input/maintenance to determine if the fiscal period is in the allowable range.
33. The number of months in the future allowed in cash disbursements.
34. Indicator to determine if batch controls are to be used in voucher input (Y/N).
35. Indicator to determine if the bank number is entered at cash disbursement time for regular (machine) check (Y or NULL).
36. A 'Y' in this attribute indicates the use of a 13 fiscal period year.

### PARAMETERS USED IN THE GENERAL LEDGER SYSTEM

37. The number of digits of suffix in division. If null or 0, then division coding is not in use for financials.
39. A 'Y' in this attribute indicates the use of the letter of credit system. If this is set to 'N', letter of credit information cannot be entered.
40. A 'Y' in this attribute indicates the use of accounts payable/purchase order interface in voucher input.
72. Receiver maintenance average cost recalculation option
  0. Do not recalculate average cost.
  1. Recalculate average cost from the Fifo file.
  2. Recalculate average cost from the Lifo file.

If the general ledger distribution Cadf record has a category of "I" and the flag is set to 'Y' the receiver and purchase order information must be entered and validated.

## FILE MAINTENANCE PROGRAMS

This section describes the maintenance programs provided to establish the master files used by the accounts payable/general ledger module.

The files included are:

1. VENDOR MASTER FILE
2. VENDOR DETAIL FILE
3. CHART OF ACCOUNTS DESCRIPTION FILE
4. CHART OF ACCOUNTS SUFFIX DESCRIPTION FILE
5. JOB DESCRIPTION FILE
6. GENERAL LEDGER SOURCE CODE DESCRIPTIONS
7. BANK MASTER
8. COMPANY MASTER

## MASTER FILE MAINTENANCE FUNCTION KEYS

The first 8 function keys on your keyboard (F1-F8) are reserved for special functions in the MDS master file maintenance programs.

They appear on the last line of the screen as follows.

### 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 words or numbers into an existing text. Simply bring your 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.



## MASTER FILE MAINTENANCE FUNCTION KEYS

### **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.

### **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 function see item above) function to move back and forth between the screens.

### **INQUIRY**

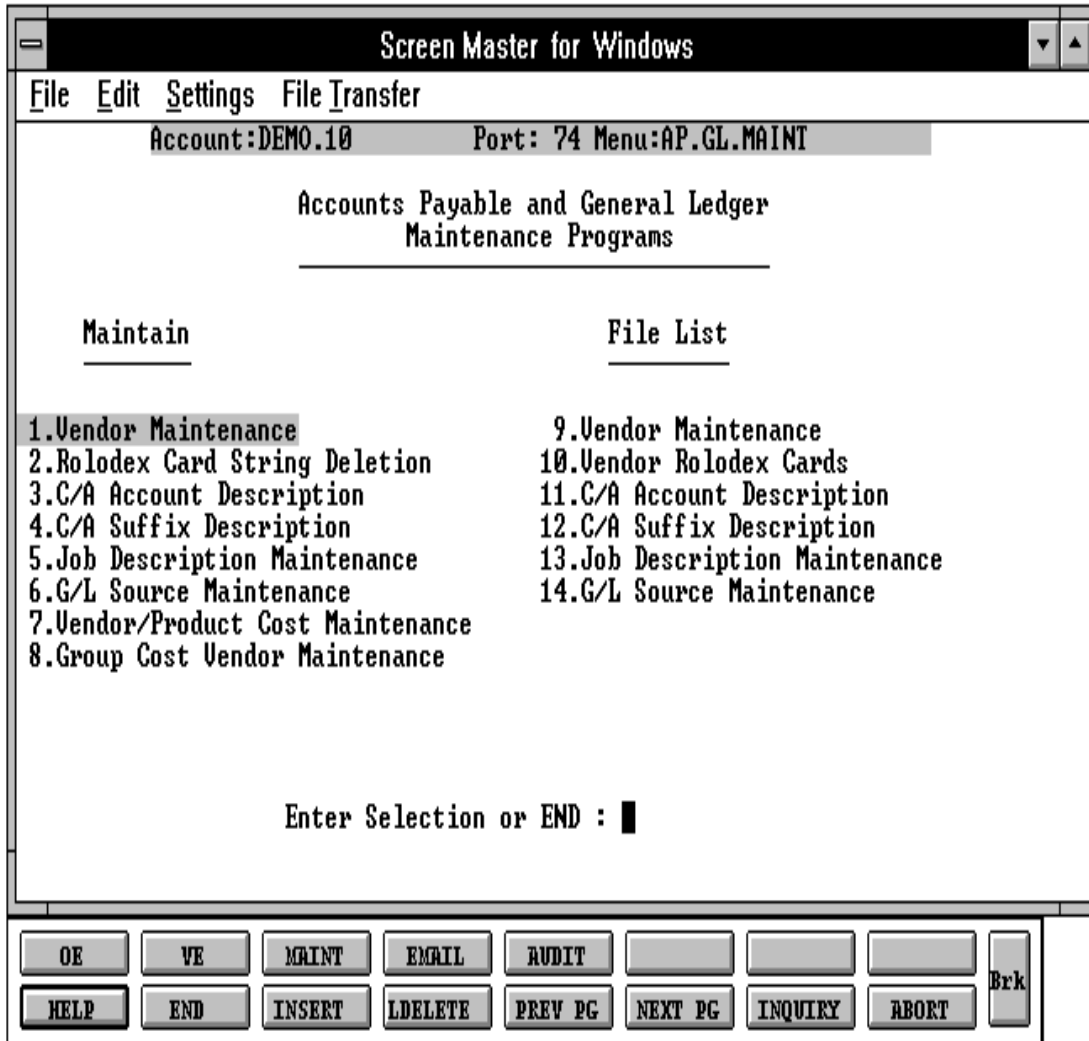
The INQUIRY function is available by pressing the F7 function key (SHIFT F3 for terminals supporting only 4 function keys). This function allows the operator the flexibility to display items in the master file already entered and to display other master files used within the file being created. Example: 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.

FILE MAINTENANCE SELECTOR



## VENDOR FILE MAINTENANCE

PROGRAM NAME	SSS.BP,SUBS VEND.DET.MAINT	
	SSS.BP,SUBS VEND.MAST.DEW	
	SSS.BP,SUBS VEND.MAST.MAINT010	
SELECTION	MENU-12.4	
SELECTION NUMBER	1	
FILE ACCESSED	VEND.MAST	ALPHA.CUST
	VEND.DET	
	VEND.INV	
	CA	
	BANK	
	CADF	
	COMPANY	
	CUST.MAST	

### 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

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.

VENDOR FILE MAINTENANCE

Screen Master for Windows

\*\*\* 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 :█

F1	F2	F3	F4	F5	F6	F7	F8	Brk	

**VENDOR FILE MAINTENANCE****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  $\leq$  to the cutoff date, the due date is the following month, on that date. If beyond the cutoff date, the invoice will be due on the due date but a month later.

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 re-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.

## VENDOR FILE MAINTENANCE

### **B. VENDOR DETAIL FILE (Continued)**

After you have completed the Vendor Master file you will then input the Vendor Detail file 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 Detail and then the Vendor Master record.

VENDOR FILE MAINTENANCE

Screen Master for Windows

File
Edit
Settings
File Transfer

\*\*\* VENDOR DETAIL MAINTENANCE \*\*\*

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

F1	F2	F3	F4	F5	F6	F7	F8	Brk	

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**VENDOR MASTER MAINTENANCE**


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LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
0	0	VENDOR NO:	AN	8	Enter the vendor number.
1	1	VENDOR NAME	AN	25	Enter the vendor's 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	9	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 address City & 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 MASTER MAINTENANCE

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
13	13	FED ID/SS#:	N	12	Enter the vendor's 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	STANDARD G/L#:	N		Enter the standard G/L# for voucher entry.
19	20	TEMP VENDOR	A	1	If this is a temporary vendor enter "T" otherwise hit return.
20	22	DUNS#	N	5	Enter DUNS# or return
21	23	A/R CUST#:	N	6	If the vendor is also a customer enter the customer number. This customer will be checked during cash disbursements.
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.

## VENDOR MASTER MAINTENANCE

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
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 CUTOFFS	AN	6	Not currently in use.
29	33	CURRENCY	A	2	If you are using foreign currency, enter currency. If currency is US hit return.
30	37	PO TYPE	A	1	Process purchase orders via EDI, Fax or phone (E, F, or P).
31	35	FAX PHONE#:	N	12	Fax phone number.
32	39	DEA#:	AN	9	Vendor's DEA registration number for ACROS tracking and reporting.
33	38	REBATE VIA EDI (Y/N)	A	1	Rebates sent via EDI Y or N.
34	60	VENDOR CUST#	AN	15	Enter your customer number for this particular vendor.

## VENDOR DETAIL MAINTENANCE

LINE	ATTR	PROMPT	TYPE	SIZE	DESCRIPTION
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	4	Enter the vendor's discount percent if applicable.
3	38	DUE DAYS:	N	3	Enter due days if discount is not taken.
4	39	DISC DAYS:	N	12	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 MAINTENANCE**

PROK NAME	AP.P PVENL
PROGRAM NAME	AP VENL
	AP BATCH.UPD.AP
	AP CONS.VENL
SELECTION	MENU-12.4
SELECTION NUMBER	10
FILE ACCESSED	VEND.MAST
	VEND.DET
	COMPANY

**OVERVIEW**

When option 10 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**

**ENTER OPTION OR 'END'**

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

Enter 'A' for all companies. If you enter '1' for a specific company number the operator will be prompted:

**ENTER COMPANY NUMBER OR 'END'**

Enter a specific company number or 'END' to return to the selector.

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

Enter 'N' for all vendors. If you enter 'Y' the operator will be prompted:

**VENDOR MAINTENANCE****OPERATING INSTRUCTIONS (Continued)**

**ENTER STARTING VENDOR NUMBER:**  
**ENTER ENDING VENDOR NUMBER:**

Enter the vendor starting and ending number.

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 dollar 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. If the consolidated option is selected, you will receive the same information as the analysis option, but consolidating the companies.

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

## VENDOR MAINTENANCE

V E N D O R F I L E A N A L Y S I S

DATE: 11/20/97

PAGE 1

CO: 01 THE SYSTEMS HOUSE

TIME: 11:18:97

VEND#	VENDOR NAME	ADDRESS	CITY & STATE	ZIP	DISC%	DIS.DAYS	DUE DAYS
A/R CUST	VEND AR NO						
A1000	G&A WHOLESALERS	19 UNION AVE	UNION, NEW JERSEY	07624	2.00%	10	30
A/P BALANCE:	2523.00	LAST VOUCH NUMB:	000055	DISC TO DATE:	0.00	CONTACT NAME:	RON GLASS
PURCH. MTD:	723.00	LAST VOUCH DATE:	09/25/97	ORDER\$ TO DTE:	20490.00	PHONE#:	201-625-1000
PURCH. YTD:	2523.00	LAST VOUCH AMT:	100.00	DATE LAST P/O:	01/16/97	FED ID/SS#:	3000
PURCH. LYR:	0.00	LAST CHECK NUMB:		LAST P/O NUMB:	125674	1099 REQ:	Y
PAYMENT MTD:	0.00	LAST CHECK DATE:		NUMB. OF P/P:	3	VENDOR CLASS:	
PAYMENT YTD:	0.00	LAST CHECK AMT:	0.00	TEMP VEND FLG:	N	STD G/L #:	4010-00
PAYMENT LYR:	0.00	# INV. TO DATE:	25	PAYMENT STAT.:	P	BANK #:	100
A1200	C&R REAL ESTATE	1200 RT 46	CLIFTON, NEW JERSEY	07038	2.00%	10	60
A/P BALANCE:	3000.00	LAST VOUCH NUMB:	000174	DISC TO DATE:	0.00	CONTACT NAME:	RON GLASS
PURCH. MTD:	1223.00	LAST VOUCH DATE:	10/03/97	ORDER\$ TO DTE:	31254.00	PHONE#:	201-778-1037
PURCH. YTD:	4523.00	LAST VOUCH AMT:	850.00	DATE LAST P/O:	05/20/97	FED ID/SS#:	245-45-7412
PURCH. LYR:	0.00	LAST CHECK NUMB:		LAST P/O NUMB:	2154715	1099 REQ:	Y
PAYMENT MTD:	0.00	LAST CHECK DATE:		NUMB. OF P/P:	7	VENDOR CLASS:	
PAYMENT YTD:	0.00	LAST CHECK AMT:	0.00	TEMP VEND FLG:	N	STD G/L #:	4020-00
PAYMENT LYR:	0.00	# INV. TO DATE:	25	PAYMENT STAT.:	P	BANK #:	100

# VENDOR MAINTENANCE

V E N D O R F I L E L I S T I N G

DATE: 11/20/97

PAGE 1

CO: 01 THE SYSTEMS HOUSE

TIME: 11:18:42

VEND# A/R CUST	VENDOR NAME VEND AR NO	ADDRESS	CITY & STATE	ZIP	DISC%	DIS.DAYS	DUE DAYS
A1000	G&A WHOLESALERS	19 UNION AVE	UNION, NEW JERSEY	07624	2.00%	10	30
A1200	C&R REAL ESTATE	1200 RT 46	CLIFTON, NEW JERSEY	07038	2.00%	10	30
A3000	BRAND X MFG, INC	487 FIRST ST.	LINDEN, NEW JERSEY	07016	0.00%	15	45
A4000	ARIWIRK MFG CO.	124 SOUTH ST.	CANTON, OHIO	85214	2.00%	30	60

## VENDOR MAINTENANCE

V E N D O R   F I L E   C O N S O L I D A T E D   A N A L Y S I S

DATE: 11/20/97

PAGE 1

CO: 01      THE SYSTEMS HOUSE

TIME: 11:18:97

VEND#	VENDOR NAME	ADDRESS	CITY & STATE	ZIP	DISC%	DIS.DAYS	DUE DAYS
A/R CUST	VEND AR NO						
A1000	G&A WHOLESALERS	19 UNION AVE	UNION, NEW JERSEY	07624	2.00%	10	30
A/P BALANCE: 2523.00    LAST VOUCH NUMB: 000055    DISC TO DATE: 0.00    CONTACT NAME: RON GLASS							
PURCH. MTD: 723.00    LAST VOUCH DATE: 09/25/97    ORDER\$ TO DTE: 20490.00    PHONE#: 201-625-1000							
PURCH. YTD: 2523.00    LAST VOUCH AMT: 100.00    DATE LAST P/O: 01/16/97    FED ID/SS#: 3000							
PURCH. LYR: 0.00    LAST CHECK NUMB:    LAST P/O NUMB: 125674    1099 REQ: Y							
PAYMENT MTD: 0.00    LAST CHECK DATE:    NUMB. OF P/P: 3    VENDOR CLASS:							
PAYMENT YTD: 0.00    LAST CHECK AMT: 0.00    TEMP VEND FLG: N    STD G/L #: 4010-00							
PAYMENT LYR: 0.00    # INV. TO DATE: 25    PAYMENT STAT.: P    BANK #: 100							

A1200	C&R REAL ESTATE	1200 RT 46	CLIFTON, NEW JERSEY	07038	2.00%	10	60
A/P BALANCE: 3000.00    LAST VOUCH NUMB: 000174    DISC TO DATE: 0.00    CONTACT NAME: RON GLASS							
PURCH. MTD: 1223.00    LAST VOUCH DATE: 10/03/97    ORDER\$ TO DTE: 31254.00    PHONE#: 201-778-1037							
PURCH. YTD: 4523.00    LAST VOUCH AMT: 850.00    DATE LAST P/O: 05/20/97    FED ID/SS#: 245-45-7412							
PURCH. LYR: 0.00    LAST CHECK NUMB:    LAST P/O NUMB: 2154715    1099 REQ: Y							
PAYMENT MTD: 0.00    LAST CHECK DATE:    NUMB. OF P/P: 7    VENDOR CLASS:							
PAYMENT YTD: 0.00    LAST CHECK AMT: 0.00    TEMP VEND FLG: N    STD G/L #: 4020-00							
PAYMENT LYR: 0.00    # INV. TO DATE: 25    PAYMENT STAT.: P    BANK #: 100							



## VENDOR ROLODEX CARDS

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

### 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 or new vendors that have been added since the last run. Enter 'END' to end the program with no print and return to the menu.

#### **DO YOU WANT TO USE A COMPANY OTHER THAN '01' FOR THE PRINTING OF DISC%, DISC DAYS AND STD DUE DAYS? (Y/N)**

#### **HOW MANY CARD PER VENDOR?**

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:

Vendor name and address  
Contact and telephone number  
Standard terms information

## VENDOR ROLODEX CARDS

JULY 17, 1997

PAGE 1

### 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

## ACCOUNTS PAYABLE VOUCHER SELECTION

Screen Master for Windows

File Edit Settings File Transfer

Account: DEMO.10 Port: 62 Menu: AP.MENU

Accounts Payable Selector

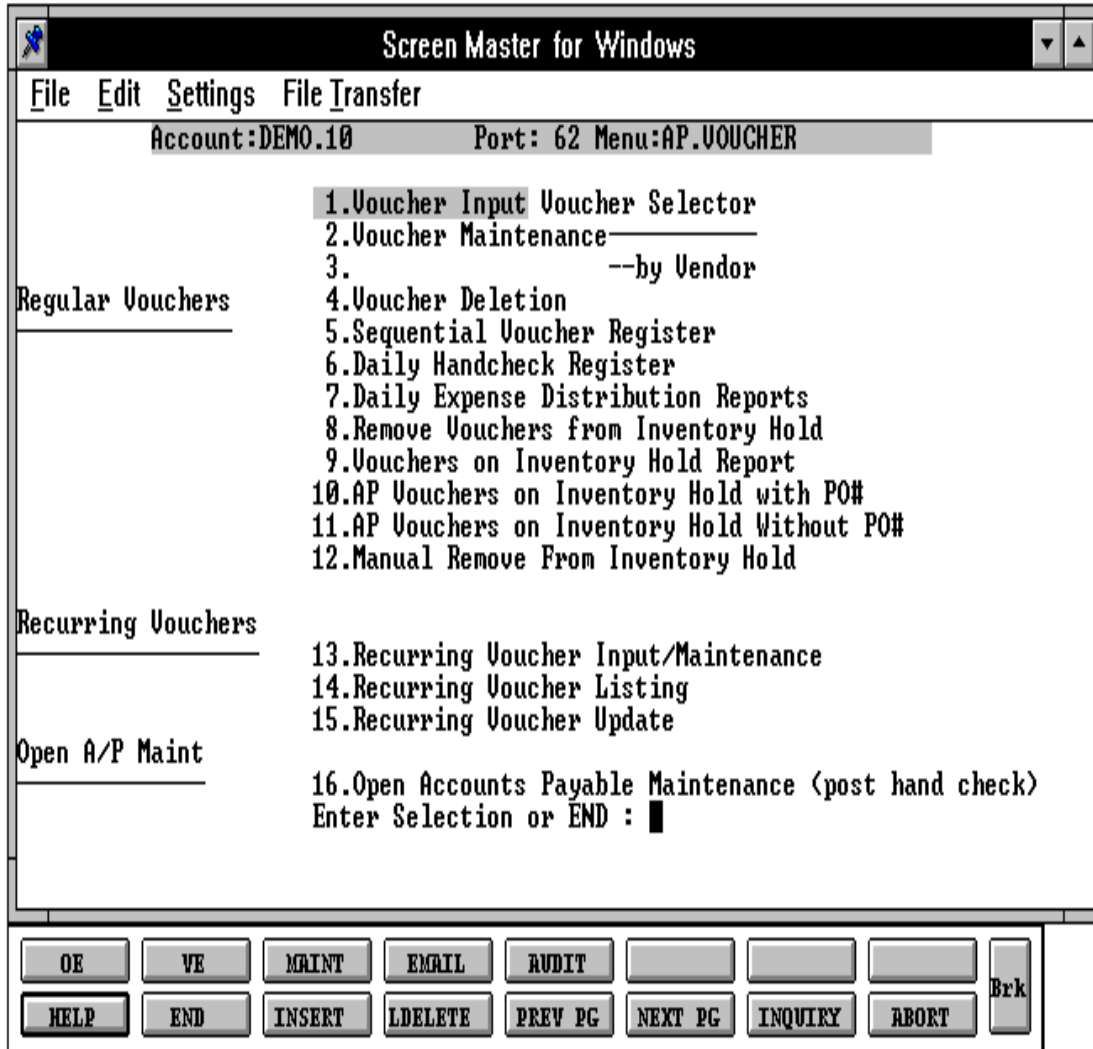
- 1.Voucher Entry
- 2.Cash Disbursements
- 3.Month End Reports
- 4.Month End Job Stream
- 5.Accounts Payable/General Ledger Tape Backup
- 6.Vendor Detailed Payables Inquiry
- 7.Vendor Purchase History Inquiry
- 8.Vendor Payment History Inquiry
- 9.Open Accounts Payable Listing
- 10.Accounts Payable Vendor Card
- 11.1099 Procedures
- 12.Vendor-Customer Listing
- 13.A/P Invoice Verification List
- 14.Letter of Credit System

Enter Selection or END : █

OE VE MAINT EMAIL AUDIT

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

ACCOUNTS PAYABLE VOUCHER ENTRY



## PURCHASE ORDER/ACCOUNTS PAYABLE INTERFACE

### OVERVIEW - ACCOUNTS PAYABLE VOUCHER INPUT

1. When the vendor's invoice is received, it is entered into the system using the accounts payable voucher input program. The operator identifies the purchase order and receiver to which this vendor's invoice applies. Multiple purchase orders and/or receiving's may be identified on a single vendor's invoice by entry of each on a separate distribution line item.
2. To facilitate the matching process, the operator will have the ability to inquire into the status of receivers for a specific purchase order. At the prompt for the general ledger number, the operator may request an inquiry of open receivers for a specific purchase order. Upon entry of a purchase order number, the inquiry will display the following information on all receiving to this purchase order. The source of this information will be the Inv.Rcpt file.
  - a. Purchase Order Number
  - b. Receiver Number
  - c. Receipt Date
  - d. Total Quantity Received
  - e. Total Value Received
  - f. Total Value Received against the Purchase Order
  - g. Total Value Vouchered to Date Against this Receiver
  - h. Un-Vouchered Balance on This Receiver
3. The system insures that every transaction affecting an inventory account will eventually have a purchase order cross-reference entered, by placing all vouchers affecting an inventory account on inventory hold (see below). If the receiver is not known at the time of voucher entry, the document will be held in suspense (inventory hold), until it is properly matched via the voucher maintenance program. These inventory accounts will be identified via a flag in the CADF file (Category Code = "I"). Accounts without code "I" will not allow a purchase order/receiver reference to be entered.
4. All vouchers with a purchase order cross reference or with an inventory account general ledger distribution line will automatically be put on inventory hold, a separate attribute (44) from the normal payment status field. Vouchers will not be eligible for payment if they are on inventory hold.

## PURCHASE ORDER/ACCOUNTS PAYABLE INTERFACE

### OVERVIEW - ACCOUNTS PAYABLE VOUCHER INPUT (Continued)

5. The Inv.Rcpt file, the file in which the receiving information has been recorded, is updated with the voucher information, in addition to the update now performed to the Purchase Order file.

### ACCOUNTS PAYABLE VOUCHER MAINTENANCE

The voucher maintenance will not have the ability to remove the inventory hold flag. The hold flag can only be removed by the comparison program identified below (batch matching). Voucher maintenance will retain the ability to put/remove a voucher on normal payment hold.

The Vou.Rcvr.Xref file is updated with the voucher number if any transaction is modified to include a purchase order, receiver cross reference.

The voucher maintenance program provides the ability to change the purchase order or receiver reference on any line item coded to an inventory distribution line. In addition, if the month has not been closed, the program allows a change to any of the data elements on the general ledger distribution line, including, the general ledger code, job number, and/or distribution amount.

### BATCH MATCHING PROGRAM

A batch program will be initiated periodically from the accounts payable menu to compare the vouchers entered to the value of the corresponding receivers. The records in the Vou.Rcvr.Xref file are sorted in receiver order to facilitate this match. All records pertaining to a receiver are read in, and their total value accumulated. After all referenced vouchers for a specific receiver are read, their total is matched to the value of the receiver. If they are in balance, the following updates occur:

1. The Receiver (Inv.Rcpt) record is marked as in balance (the Stat.Cd is set to "C").
2. All corresponding records in the Vou.Rcvr.Xref file are deleted, or the associated receiver cross reference deleted from its value marked location in the record.
3. The associated vouchers are taken off inventory hold.

**PURCHASE ORDER/ACCOUNTS PAYABLE INTERFACE****OPEN RECEIVER REPORT**

A report of all open receivers will be provided, driven off the Inv.Rcpt file. This report will display both the value of the receivers, as well as the corresponding vouchers received and their value open.

**VOUCHERS IN SUSPENSE**

As a follow up tool for the accounts payable department, a report will be written off the OAP file, listing in department sequence all vouchers on inventory hold. The source of the department will be the department of the first general ledger distribution line. If a receiver number has been entered against this voucher, then it will print on the report. Each time the report is run, a sequence number in the Voucher record will be updated and printed on the report in order to show how long this voucher has been in suspense.

**VOUCHER INPUT**

PROGRAM NAME	AP VOUIN006 AP VOU.CON.ENTRY AP VOU.CON.APPLY AP VENDOR.LOOKUP AP VOUIN.GL.SUB006 AP VOUIN.SUB006 AP VOUIN.RECEIVERS006
SELECTION	MENU-13.1
SELECTION NUMBER	1
FILES ACCESSED	VARIOUS ACCOUNTS PAYABLE FILES

**OVERVIEW**

This program is used to enter various transactions received from your vendors or issued to your vendor. Transactions include invoices (vouchers), credit memos, debit memos and on-accounts.

**PARAMETERS USED IN VOUCHER INPUT**

The following parameters are used in the voucher input program:

31. Is the job# input (Y/N)
32. The number of months in the future for which input is allowed.
34. Are batch controls used (Y/N)
39. Is the letter of credit system used (Y/N)
40. Is the A/P - P/O interface system used (Y/N)

**BATCH CONTROL FOR VOUCHER INPUT**

The batch control screen is initiated only if parameter (34) indicates that batch control is in use. The operator is prompted for the number of vouchers to be entered, as well as the gross dollar amount of the batches. At the completion of the batch, these figures will be compared to the actual number of vouchers entered and to the calculated gross total.



## VOUCHER INPUT

### BATCH CONTROL FOR VOUCHER INPUT (Continued)

If either of these totals are not in agreement, the screen displays both the entered and calculated figures and a message that the batch is not in balance. The operator is then given the option to continue to add vouchers or to end the voucher entry session.

A Batch Control record is established in the Vou.Con file, which retains the amounts input in the control screen as well as the actual voucher amounts input. When the daily sequential voucher listing is run, an open batch listing will be produced, as in the accounts receivable module. However, unlike receivables, even if the session is ended with the batch out of balance, the vouchers entered will be processed in the normal fashion.

Be sure to run the sequential voucher register to insure all batches are in balance prior to accounts payable month end, as the program will stop if there are any open batches for the fiscal period being closed in the file.

### OPERATING INSTRUCTIONS

If batch control is used, this screen will be displayed and the following should be input:

#### **CO#**

Enter the company number the purchase should be recorded against.

#### **PERIOD**

Enter the fiscal period that the purchase should be posted to.

#### **# OF VOUCHERS**

Enter the number of vouchers that you will be entering.

#### **GROSS AMT\$**

Enter the total gross dollar amount of the invoices, etc.

After this information is input, a batch number will be assigned and you will proceed to enter each voucher.

## ACCOUNTS PAYABLE BATCH HEADER SCREEN

Screen Master for Windows

File Edit Settings File Transfer

\*\*\* VOUCHER CONTROL ENTRY \*\*\*

BATCH#: 000344

1. CO#: 01 THE SYSTEMS HOUSE

2. PERIOD: 9605

3. # OF VOUCHERS: 1

4. GROSS AMT \$: 100.00

NEW BATCH # IS >>>: 000344 ,HIT <RTN> TO CONTINUE

OE VE MAINT EMAIL AUDIT

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

## VOUCHER INPUT

### OPERATING INSTRUCTIONS (Continued)

When option 1 is selected, the voucher input routine is started. If batch control was not used you will enter the following:

#### **ENTER COMPANY NUMBER OR 'END':**

The user is prompted for company number which is validated to Company file.

#### **ENTER FISCAL YEAR AND MONTH (YYMM) OR 'END':**

You are then prompted for the fiscal period. The period entered will be validated to the Company file to insure:

That the month is not already closed.

That the month entered is within the acceptable range of input, determined by the number of months in the future, which was specified in the Parameter file (32).

If batch control was used you will be prompted for the following prompts:

#### **ENTER 'L' FOR LOOKUP, VENDOR NUMBER OR 'END':**

The actual vendor code may be entered or, if not known, an 'L' may be entered to invoke the generic vendor lookup routine. The vendor lookup screen is displayed, and the user is prompted for a lookup code. The lookup code may consist of the first four characters of any word of the vendor's name.

All vendors matching this code will be displayed, along with a corresponding line number. The user may then select the line number of the appropriate vendor. Once the vendor is located on the VEND.MAST file, the name and address is displayed for verification.

#### **IS THIS A TEMPORARY VENDOR? (RTN/N):**

If the vendor is not on file, the user is questioned whether or not it is a temporary vendor. If it is, the name and address may be input by the user and are stored in the Vend.Mast file, flagged as a temporary vendor. If you wish to retain the temporary as a permanent vendor you must go to the vendor master maintenance program and change the flag (TEMP T/N) to 'N'. Temporary vendors are deleted from the system at month end if no activity has occurred vendor for 62 days.

## VOUCHER INPUT

**OPERATING INSTRUCTIONS (Continued)****IS THIS THE CORRECT VENDOR? (RTN/N):**

If this is the correct vendor hit 'RETURN'.

**TERMS:**

If the vendor has discount terms indicated, the operator is asked if the discount is to be taken. If the discount is to be taken, the due date is computed based upon the due date for discount contained in the Vendor Detail file. Otherwise it is based upon the normal terms in the same file.

**TRANSACTION CD (I/C/D/OA):**

Four types of transactions are accommodated by the voucher input program and are identified by a transaction code, which are as follows:

- I - Invoice received from vendor
- C - Credit memo received from vendor
- D - Debit memo issued to the vendor. The sign of both credit and debit memos are negative, and serve to REDUCE accounts payable.
- O/A - On account payments or vendor advances. The effect of this transaction is to create two (2) transactions: A DEBIT so that the advance check can be drawn, and a CREDIT memo in a like amount so that the total accounts payable balance is not changed when an on account voucher is entered. The operator is prompted for two due dates, the first for the check payment, and the second for the date of the credit memo.

**INV#:**

The vendor invoice number may consist of up to 15 characters. The Ap.Inv.Ver file determines if that invoice has already been entered for that vendor, to safeguard against duplicate entries. The invoice number will be retained for a period of 370 days, at which time the invoice number can then be repeated.

**VOUCHER INPUT****OPERATING INSTRUCTIONS (Continued)****INV DT:**

Enter the date of the invoice. This will be used for calculation of due date.

**DUE DATE (OR PAID)**

The due date is calculated from the invoice date using either the discount or standard terms dating, both found in the Vendor Detail file. The due date can be overridden, or replaced with the word 'PAID' for handchecks.

**HANDCHECK ENTRY**

If the entry of PAID (in the due date field) is input, the payment bank, check date, and the check number must be entered. The Hdch and Apcheck files are searched to insure that the entered check number is not already in use. Optionally, a bank reference can be entered on hand checks to record bank draft information. After the voucher input is complete the daily handcheck register should be run, reviewed and updated if ok.

**GROSS, MERCH, NON DISC, DISC:**

The gross amount of the invoice must be entered, and agree in sign with the transaction type (i.e. positive for an 'I'nvoice, negative for a 'C'redit and 'D'ebit memos). The merchandise amount is the amount on which the discount (if the discount option is taken) is calculated. The operator has the option of entering either:

1. The discountable amount (MERCHANDISE) or
2. Non discountable amount

If neither is entered then the full amount of the invoice is assumed to be discountable. The discount amount will then be computed and displayed. The discount amount can be changed by the entry of an overriding discount percent or an actual discount amount.

**MICRO#**

6N - can be used for any purpose, intended for use to record an external reference number used by the MDS user.

**VOUCHER INPUT****OPERATING INSTRUCTIONS (Continued)****PAYMENT STATUS CD:**

The vendor's payment status code (P-pay N-do not pay) is displayed from the Vendor Master and an override is permitted. Any invoice with a pay status of 'N' (do not pay) will be excluded for payment until the status code is changed.

**NET:**

The net amount of the invoice is displayed, based on what was entered in the gross, merch, non disc and disc fields.

**BANK#:**

If the bank number is entered at voucher input time, the bank number from the Vendor Detail file is displayed and override allowed.

If the Parameter file (35) indicates that the bank is entered at disbursement time, no prompt for bank occurs.

The bank number must be entered on handchecks, as well as the check number and check date.

**SNG CHECK:**

The operator is prompted if the voucher is to be paid on a separate check, as might be the case for payroll tax bank deposits.

**DO YOU WANT TO PAY THIS VOUCHER ON A SEPARATE CHECK?  
(Y/N/NL):**

Enter 'Y' to pay this voucher on a separate check, enter 'N' or 'RETURN' to pay on one check.

**MISC DESC:**

30 A/N - can be used for any purpose, intended for additional descriptive data about the voucher, which can be printed on the check stub.

**VOUCHER INPUT****OPERATING INSTRUCTIONS (Continued)****LETTER OF CREDIT NUMBER**

If the letter of credit system is used and the voucher entered is a handcheck, the user is prompted if a letter of credit payment applies.

If 'Y' is entered the system prompts for the letter of credit number.

The payment is applied to the open balance of the letter of credit providing the following criteria has been met:

1. The bank number entered must match the bank number that the letter of credit was issued through.
2. The fiscal period of the voucher is not less than the fiscal period that the letter of credit was issued.
3. The letter of credit is not expired.

Prior to accepting the header portion of the voucher, options are provided to change or delete the input information thus far.

**ENTER LINE# TO CHANGE, 'DELETE' TO DELETE OR '0' TO ACCEPT THE VOUCHER HEADER.**

Enter the line number to change, delete to delete the header and restart or '0' to accept the voucher header and advance to the detail portion of the voucher.

After the header portion of the voucher is approved by the operator, a voucher number is assigned and displayed. The voucher number is composed of the company number concatenated with a six digit number assigned in the company, from the Sequence Control file.

**VOUCHER NUMBER ASSIGNED IS: XXXXXXXX  
PRESS <RTN> TO CONTINUE:**

Hit 'RETURN' to continue.

**VOUCHER INPUT****OPERATING INSTRUCTIONS (Continued)****G/L CODE & DESC**

If standard general ledger numbers were entered for that vendor in the Vendor Master file, they are displayed for reference purposes. If a 'RETURN' is entered for the general ledger number, the first standard general ledger code contained on the Vendor Master file is used if they have been set up. If no general ledger numbers have been assigned in vendor maintenance, the general ledger numbers must be entered. 'L' for lookup can also be used to begin an inquiry for the general ledger and department numbers.

**JOB NO**

If the Parameter file (31) is flagged for use of job numbers and a job number is entered, it is validated against the Job Master file. If valid, the number is stored on the vouchers and OAP files. The distribution amount will be updated to the Job Master file at the accounts payable end of month.

**PO#**

If at the PO# prompt a valid purchase order number is entered, and the general ledger account type is an 'I' the distribution amount is compared to the un-vouchered amount of the PO. If the distribution amount is less than or equal to the balance remaining on the PO, the vouchered amount is updated. If the PO is invoiced and received complete, it is flagged as closed. If the distribution amount is greater than the un-vouchered amount of the PO receipt, then an error is displayed showing the un-vouchered amount of that receipt. The operator may accept the amount entered or correct it. If it is accepted, the PO will then print on a PO exception report and the PO must be manually closed through PO entry or corrected through PO adjustment program. (Parameter file #40 AP/PO Interface must be set to 'Y' in order to use the purchase order and receiver number fields.)

**RECEIVER#**

At the receiver number prompt a valid receiver number must be entered for the PO# entered. 'I' can be entered at the receiver number prompt, to display all the receivers for the purchase order number that was entered. You may then select the receiver and 'END' to return to the receiver number prompt with the receiver number selected. The program will validate the PO/REC# combination and verify voucher distributions made (if any) against it. The voucher will go on inventory hold until the batch matching program is run to remove vouchers from inventory hold.



## VOUCHER INPUT

## OPERATING INSTRUCTIONS (Continued)

**DIST AMT**

If <RETURN> is hit for a distribution amount, the remaining balance of the voucher is made to the distribution amount for the line. The distribution amounts can also be applied manually to multiple accounts.

After the distribution amount is entered for each line, the user can go back to the beginning of that line by entering an 'N' in the approval field.

The next general ledger account will be prompted for if the distribution amount does not equal \$ 0.00.

If the distribution amount equals \$ 0.00, you will be prompted:

**ENTER DISTRIBUTION LINE# TO CHNG, '0' TO ACCEPT VOUCHER, <RTN>  
FOR NEXT SCREEN, 'ADD' TO ADD DISTRIBUTION LINES OR 'DELETE' TO  
DELETE VOUCHER**

If you want to change a distribution line, you must enter that line number. If you want to accept the voucher as entered, enter '0' and return. If you have more than one screen of distributions, enter 'RETURN' to see the next screen. Enter 'DELETE' if you want to delete the voucher.

When the distributed amount equals the gross amount, the voucher is considered complete and the data is stored. The process then returns to the vendor number prompt. A voucher cannot be updated unless the entire amount of the invoice is distributed.

VOUCHER INPUT

Screen Master for Windows

VOUCHER INPUT

VEND#: A1400	COMP: 01
NAME: NJ TELEPHONE	MON: 9605
ADDR: PO BOX 2600	BATCH: 000344
S. HACKENSACK, NJ 07606	
TERMS: NET 30 DAYS	TRANSACTION CD (I/C/D/OA): I
1. INU#: 334455	2. INU DT: 05/07/96 3. DUE DATE (OR PAID): 06/06/96
4. GROSS: 100.00	5. MERCH: 100.00 6. NON-DISC: 0.00 7. DISC: 0.00
8. MICRO#:	9. PAY STATUS CD: P NET: 100.00
10. BANK#: 100 FIDELITY UNION TRUST	11. SNG CK: N VOUCHER NO --> 01000013
LN# G/L CODE & DESC JOB NO PO# RECEIVER#	DIST AMT OK?
1 01-4610-00 TELEPHONE	100.00

GROSS TOTL  
100.00

DIST BAL  
0.00

ENTER DISTRIBUTION LINE# TO CHNG, '0' TO ACCEPT VOUCHER, <RTN> FOR NEXT SCREEN,  
'ADD' TO ADD DISTRIBUTION LINES OR 'DELETE' TO DELETE VOUCHER █

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

### VOUCHER INPUT

File Edit Settings File Transfer
\_ □ ×

**VOUCHER INPUT**

<b>VEND#:</b> RAS	<b>COMP:</b> 01
<b>NAME:</b> RADISON SUPPLY	<b>MON:</b> 9705
<b>ADDR:</b>	<b>BATCH:</b> 000389
11111	
<b>TERMS:</b> NET 0 DAYS	<b>TRANSACTION CD (I/C/D/OA):</b> I
<b>1. INU#:</b> 7737	<b>2. INU DI:</b> 06/09/97
<b>3. DUE DATE (OR PAID):</b> 06/09/97	
<b>4. GROSS:</b> 280.00	<b>5. MERCH:</b> 280.00
<b>6. NON-DISC:</b> 0.00	<b>7. DISC:</b> 0.00
<b>8. MICRO#:</b>	<b>9. PAY STATUS CD:</b> P
<b>10. BANK#:</b> 100 FIDELITY UNION TRUST	<b>11. SNG CK:</b> N
<b>PO#:</b> 126240	<b>VOUCHER NO --&gt;&gt;</b> 0111116

LN#	RECEIVER#	DATE	RCUR	RECEIVER	RECU'D PO	RECEIVER	RECEIVER N
1	000969	05/20/97	5	625.00	625.00	500.00	125.00
2	000970	05/20/97	5	2.00	2.00	0.00	2.00

**TOTAL APPLIED = 500.00    OPEN = 127.00**  
 ENTER LINE TO BE APPLIED, RTN FOR NEXT PAGE OR 'END' -->

OE	VE	MAINT	EMAIL	AUDIT				Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

## VOUCHER MAINTENANCE

PROGRAM NAME	AP VOU.MAINT006	
	AP VOU.MAINT.GL.SUB006	
	AP VOUIN.SUB006	
	AP VOU.MAINT.RECEIVESR006	
SELECTION	MENU-13.1	
SELECTION NUMBER	2	
FILES ACCESSED	COMPANY	OAP
	SQV	HDCH
	VEND.MAST	VEND.DET
	BANK	CADF
	CA	PO
	OPERATOR	INV.RCPT
	JOB.DESC	VOU.RCVR.XREF
	VOUCHERS	

### OVERVIEW

The voucher maintenance program allows the changing of the following fields:

1. Invoice Date
2. Due Date
3. Gross Amount
4. Discount Amount or Percent
5. Payment Status
6. Bank Number
7. Single Check
8. Miscellaneous Description
9. General Ledger Distribution
10. Gross Amount (if voucher does not have a payment against it)

Any other changes will require the deletion of the voucher, and its reentry as a new voucher. If the voucher is for a previous period, the general ledger distribution can still be changed if the voucher is still open. If the voucher has been paid in the current period, the general ledger distributions can still be changed (gross amount cannot be changed).

If parameter (35) is set to a 'Y', indicating that the bank is entered at disbursement time, the program will not allow changes to the bank number. If this is an inventory voucher the voucher will go on inventory hold and the remove vouchers from hold program should then be run.

## VOUCHER MAINTENANCE

### OPERATING INSTRUCTIONS

#### **ENTER COMPANY NUMBER OR 'END':**

Enter the company number for the voucher or 'END'.

#### **ENTER VOUCHER NUMBER OR 'END':**

Enter the voucher number (without the company number) or 'END'.

The operator is prompted for the company and voucher number to be maintained. The program steps through the fields that may be maintained, and then prompts:

#### **ENTER LINE# TO CHANGE, 'X' TO EXIT OR '0' TO ACCEPT THE HEADER:**

If 'X' is input, the screen will be cleared, and the changes will not be saved.

If '0' is input then the header information is saved, and the voucher line item distribution information is displayed.

If the voucher has been paid the gross amount, discount amount, bank and single check can not be changed.

If the month has been closed and the voucher has been paid, maintenance will not be allowed. However, if the month has been closed but the voucher has not been paid, maintenance will be allowed.

If the gross amount of the invoice is changed, the distribution balance will show a (+ or -) to distribute. Enter the line number and re-enter the correct distribution. When you are through the program will prompt:

#### **ENTER DISTRIBUTION LINE # TO CHNG, '0' TO ACCEPT VOUCHER, <RET> FOR NEXT SCREEN, 'ADD' to ADD DISTRIBUTION LINES, OR 'C' TO CANCEL**

The cancel option will only cancel the maintenance NOT the voucher.

Run the sequential voucher register, an \* next to the voucher designated that maintenance has been performed to the voucher.



## VOUCHER MAINTENANCE BY VENDOR

PROGRAM NAME	AP VOU.MAINT.FAST	
SELECTION	MENU-13.1	
SELECTION NUMBER	3	
FILES ACCESSED	COMPANY	PO
	OAP	INV.RCPT
	VEND.MAST	AP.INV.VER
	VEND.DET	VEND.INV
	BANK	
	VOUCHERS	
	PARAMETER	
	OPERATOR	

### OVERVIEW

The voucher maintenance by vendor program will retrieve all open invoices for a vendor, and provide a quick way of maintaining the open invoices for a vendor in preparation for check writing. The following fields may be maintained:

1. Invoice Date
2. Due Date
3. Discount Amount
4. Bank Number
5. Payment Status
6. Single Check

### OPERATING INSTRUCTIONS

The operator is prompted for the vendor to be maintained:

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

The actual vendor code may be entered or, if not known, an 'L' may be entered to invoke the generic vendor lookup routine.

The vendor lookup screen is displayed, and the user prompted for a lookup code. The lookup code may consist of the first four (4) characters of any word in the vendor name. All vendors matching this code will be displayed, along with a corresponding line number. The user may then select the line number of the appropriate vendor.

**IS THIS THE VENDOR YOU WANT (N/<RTN>)?**

**VOUCHER MAINTENANCE BY VENDOR****OPERATING INSTRUCTIONS (Continued)**

Hit 'RETURN' if this is the correct vendor, or enter 'N' to reenter a new vendor number.

**ENTER COMPANY NUMBER OR 'A' FOR ALL:**

The company number should be entered, or 'RETURN' for all companies. All vouchers with the company/vendor combination will then be maintained.

**INV-DATE**

The first open item is displayed and the cursor position at invoice date. The following may be input:

PERIOD (.)	-	to bypass the item
INVOICE DATE	-	to change the invoice date
RETURN	-	to leave the invoice date as is
END	-	to end maintenance on the vendor

**DUE-DATE**

The first open item is displayed, and the cursor positioned by the due date fields. The following may be input:

DUE DATE	-	to change the due date
RETURN	-	to leave the due date as is
END	-	to end maintenance on the vendor

**DISC-AMT**

The discount amount may be changed or 'RETURN' to keep as displayed.

**BNK**

The payment bank number may be changed

**H**

The payment status will be displayed. If the voucher is on inventory hold, you will not be able to change the payment status. Valid payment status entries are 'N' for non-pay or 'P' for pay.



**VOUCHER MAINTENANCE BY VENDOR****OPERATING INSTRUCTIONS (Continued)****S**

The single check flag may be changed.

NOTE: The voucher must be in an open status on the OAP file in order for maintenance to be performed.

After the above fields have been edited, the program prompts:

**IS THIS WHAT YOU WANT ( RTN/N ) ?**

If 'RETURN' is entered, the program will re-file the voucher and display the next open voucher for the vendor, or return to the vendor prompt if there are no other open vouchers for the vendor.

If 'N' is entered, the program will re-prompt for the input fields.

### VOUCHER MAINTENANCE BY VENDOR

Screen Master for Windows

File Edit Settings File Transfer

\*\*\*\*\* VOUCHER MAINTENANCE BY VENDOR \*\*\*\*\*

VENDOR: A/P BALANCE:

VOUCH#	VENDOR	INVOICE#	INU-DATE	DUE-DATE	GROSS-AMT	DISC-AMT	NET/OPEN	BNK H S
--------	--------	----------	----------	----------	-----------	----------	----------	---------

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

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

## VOUCHER DELETION

PROGRAM NAME	AP VOUDEL6	
SELECTION	MENU-13.1	
SELECTION NUMBER	4	
FILES ACCESSED	COMPANY	AP.INV.VER
	OAP	VEND.INV
	VOUCHERS	OPERATOR
	SQV	PARAMETER
	HDCH	VOU.CON
	VEND.MAST	LETTER.CREDIT
	VEND.DET	INV.RCPT
	DUMP-OAP	VOU.RCVR.XREF

### OVERVIEW

The voucher deletion program is used to delete those vouchers that were entered in error, or that should not have been entered.

If the voucher is on either the Hdch file or the Oap file it can be deleted. However, as a protection against a bad entry, an open payables item cannot be deleted once it has been paid, either in full or part.

If batch controls are in use (parameter 34 set to 'Y') then the batch controls for the appropriate batch are updated, to reflect the deletion.

If the letter of credit system is used (parameter 39 set to 'Y') and the voucher being deleted was applied to a letter of credit, the letter of credit is updated to reflect the deletion.

The fiscal period of deletion, will be the period used in the entry of the voucher except if that period has already been closed. In that case the current fiscal period (stored in the company file) issued.

To accomplish the deletion a 'Y\*\*\*' must be entered.

### OPERATING INSTRUCTIONS

#### **ENTER COMPANY NUMBER OR 'END':**

Enter the company number for the voucher or 'END'.

**VOUCHER DELETION****OPERATING INSTRUCTIONS (Continued)****ENTER VOUCHER NUMBER OR 'END':**

Enter the voucher number (without the company number) or 'END'.

If this is a valid voucher that does not have a payment against it, you will be prompted:

**DO YOU WANT TO DELETE THIS VOUCHER (Y/RTN):**

Enter 'Y\*\*\*' to delete the voucher. Hit 'RETURN' if you do not want to delete voucher.

**ENTER DATE OF DELETION OR 'RTN' FOR TODAY'S DATE: MM/DD/YY**

Enter date of deletion or 'RETURN' for today's date.

The voucher registers will show the deleted voucher.

VOUCHER DELETION

Screen Master for Windows
▼ ▲

---

File Edit Settings File Transfer
VOUCHER DELETION
COMP: 01

**UEND#:** A1200  
**NAME:** C & R REAL ESTATE  
**ADDR:** 1200 RT 46  
           CLIFTON, NEW JERSEY           10314  
**TERMS:** 2.00% 10 DAYS/NET 60 DAYS   **TRANSACTION CD (I/C/D):** I  
**INUNO:**444                   **INU DT:** 04/14/96   **DUE DATE (OR PAID):** 04/24/96  
**GROSS:**     20.00   **MERCH:**     20.00   **DISC:**       0.40   **NET:**       19.60  
**BANK#:** 200   **DISB ACC:** 01-1120-00  
**MICRO#:**                   **PAY STATUS CD:**       P           **VOUCHER NO -->** 01070012

THIS VOUCHER HAS EITHER BEEN COMPLETELY PAID,  
 OR PARTIALLY PAID AND CANNOT BE DELETED!!

USE CHECK REVERSAL TO DELETE OR MODIFY

PRESS <RTN> TO CONTINUE: █

OE

VE

MAINT

EMAIL

AUDIT

Brk

HELP

END

INSERT

LDELETE

PREV PG

NEXT PG

INQUIRY

ABORT

## SEQUENTIAL VOUCHER REGISTER

PROK NAME	AP.P PSEQVOU
PROGRAM NAME	AP SEQVOU
	AP FIX.SQV
	AP CHECK.PARAM.34
	AP SEQVOU.BATCH
	AP DEL.BAL.BATCHES
	AP OPEN.BATCHES.LIST
SELECTION	MENU-13.1
SELECTION NUMBER	5
FILES ACCESSED	SQV
	COMPANY
	VEND.MAST
	VEND.DET

### OVERVIEW

When option 5 is selected from the selector screen, the sequential voucher listing process is initiated.

This listing is intended to be used as a method to review the batch of vouchers just entered. If batch control is not in use, the program will print all vouchers entered since the last run of this listing. If batch control is in effect, then the program will additionally prompt for a batch number or all.

### OPERATING INSTRUCTIONS

#### **SEQUENTIAL VOUCHER LISTING**

**<RTN> TO CONTINUE OR 'END':**

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

Several print options are provided. The first allows the selection of company.

**ENTER COMPANY NUMBER (2N), OR 'A' FOR ALL OR 'END':**

The second prompt occurs only if batch control is in effect:

**SEQUENTIAL VOUCHER REGISTER****OPERATING INSTRUCTIONS (Continued)****ENTER BATCH NUMBER (6N) OR 'A' FOR ALL:**

Enter batch number or 'A' for all batches.

The sequential voucher listing prints each vendor and show, for each voucher, the vendor number, vendor name, voucher date, voucher total, distribution account number, account description and amount for each distribution. Grand totals show the total number of vouchers, the total voucher amount, and the total distributed amount. After the report has been produced, the following prompt will appear:

**IF 'Y' IS ANSWERED, TEMPORARY PRINT FILE WILL BE CLEARED.  
DID THE REPORT PRINT SATISFACTORILY (Y/N):**

If the response is 'Y\*\*\*', the Sequential Voucher Register file is cleared. (Actually a print flag is set in the SQV file). If the response is 'N', the file is not cleared and the vouchers on the report will continue to appear on the report until the 'Y\*\*\*' response is entered. No other response is accepted.

If batch control is in effect, the following occurs in addition.

1. Batches that are in balance are closed
2. An open batch listing (if any) is printed.

After the report is produced the selector screen is displayed.

The sequential voucher listing prints all vouchers that have had maintenance performed on them, they are designated by an \* in front of the individual vouchers. A 'D' after the voucher number indicates a deleted voucher.

# SEQUENTIAL VOUCHER REGISTER

## SEQUENTIAL VOUCHER LISTING

CO: 01 THE SYSTEMS HOUSE  
FISCAL: 9706  
BATCH: 000400

DATE: 07/29/97  
TIME: 01:24:57

VOUCH#	VEND NO	VENDOR NAME	INVOICE NO.	INV DATE	DUE DATE	GROSS AMT	DISC	NET AMT	JOB#	BANK REF	G/L CODE	DIST AMT
000027	RAS	RADISON SUPPLY	01121751	07/28/97	08/28/97	500.00	10.00	490.00	0254	100	01-1000-00	500.00
000028	WEBB	WEBB SUPPLY	01321698	06/30/97	07/30/97	750.25	10.00	740.25	1652	100	01-4100-00	750.25
000029	EMER	EMERSON CO.	01126748	07/15/97	08/25/97	650.00	20.00	630.00	4521	100	01-4010-00	650.00
000030	RAS	RADISON SUPPLY	01124785	06/20/97	07/20/97	325.00	10.00	315.00	0254	100	01-1000-00	325.00

4 records listed



**DAILY HAND CHECK REGISTER**

PROK NAME	AP.P PHDCHREG
PROGRAM NAME	AP HDREG
	AP HDREGUPD2
SELECTION	MENU-13.1
SELECTION NUMBER	6
FILES ACCESSED	COMPANY
	BANK
	VEND.MAST
	HDCH

**OVERVIEW**

Like the check register for open payables, the handcheck register is a register of those checks entered in voucher input with due date 'PAID'.

It should be noted that the handchecks entered during voucher input and/or deleted in voucher maintenance are not fully processed until the running of the next handcheck register.

Upon completion of the report, the user is asked if the report printed correctly. If it did, the question is answered with a 'Y\*\*\*' then the Mcd, Apcheck and Oap files will be updated, and the Hdch file will be cleared and transferred to the Mon.Hdch file to print the monthly handcheck register.

If the response is 'N' the files are not updated and cleared and will continue to appear on the handcheck register until 'Y\*\*\*' is entered.

**OPERATING INSTRUCTIONS****ACCOUNTS PAYABLE HANDCHECK REGISTER  
HIT 'RETURN' TO CONTINUE OR 'END':**

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

**DAILY HAND CHECK REGISTER****OPERATING INSTRUCTIONS (Continued)****IF 'Y' IS ANSWERED, FILE WILL BE UPDATED AND ERASED  
DID THE REPORT PRINT SATISFACTORILY? (Y/N):**

If the response is 'Y\*\*\*', the Hdch file is cleared. If the response is 'N', the file is not cleared. No other response is accepted.

# CHECK REGISTER

HAND CHECK REGISTER  
FISCAL PERIOD: 9708

CO: 01 THE SYSTEMS HOUSE

DATE: 07/29/97  
TIME: 09:52:38

CHECK#	L/C#	VENDOR#	VENDOR NAME	INVOICE NO.	INV. DATE	VOUCH#	GROSS AMOUNT	DISCOUNT	NET AMOUNT	BAN K
131741	1	RAS	RADISON SUPPLY	01121751	07/30/97	000017	50.00	0.00	50.00	100
002365		WEBB	WEBB SUPPLY	01451231	06/15/97	010012	150.00	10.00	140.00	100
126951	2	EMER	EMERSON CO.	01123589	06/30/97	010001	75.25		75.25	100

3 records listed.

**DAILY EXPENSE DISTRIBUTION REPORTS**

PROC NAME	AP.P PVOUREG.DAILY
PROGRAM NAME	AP VOUREG AP VILLACH AP VOUIJOB
SELECTION	MENU-13.1
SELECTION NUMBER	7
FILES ACCESSED	CADF COMPANY VEND.MAST VOUCHERS CASDF DICT VOUCHERS JOB.DESC

**OVERVIEW**

When option 7 is selected from the selector screen, the daily expense distribution process is initiated. The user enters the date of the report, and is presented with an option to print 1 or more of the three versions.

1. Expense Distribution by General Ledger Number
2. Expense Distribution by Department
3. Expense distribution by Job Number.

NOTE: This report selects only those voucher distributions with a job number entry.

**OPERATING INSTRUCTIONS****DAILY EXPENSE DISTRIBUTION REGISTER****ENTER DATE OF REPORT OR 'END':**

- 1. BY G/L #**
- 2. BY DEPARTMENT**
- 3. BY JOB #**

**DAILY EXPENSE DISTRIBUTION REPORTS****OPERATING INSTRUCTIONS (Continued)**

Since this is intended as a daily report, after all the reports have printed, the following is displayed:

**HAVE YOU PRINTED ALL THE DAILY EXPENSE DIST. REPORTS (Y/N):**

If the response is 'Y\*\*\*', the selected vouchers will be updated to reflect that they have already printed on the daily report.

NOTE: The Report file can be cleared on any cycle desired by the customer, daily, weekly, etc.

## DAILY EXPENSE DISTRIBUTION

EXPENSE DISTRIBUTION REGISTER BY G/L #

CO: 01 THE SYSTEMS HOUSE

10:16:53 07/29/97

G/L	DESCRIPTION	BANK REF	JOB NO	VOUCH#	VEND NUM	VENDOR NAME	INVOICE NO	INV. DATE	DUE DATE	DIST AMOUNT
4010	EQUIPMENT COST-OF SALES									
*****										
100			7410	040003	17000	OLYMPIC SKIWEAR	01121754	06/01/97	07/01/97	987.50
100			2103	051110	17625	RADISON SUPPLY	01100012	06/15/97	07/15/97	125.25
4610	TELEPHONE									
*****										
100			3260	110015	10002	AIRWICK MFG CO.	01231001	06/02/97	07/02/97	75.36
100			1254	011110	11100	PARKER, INC.	01253210	05/30/97	06/30/97	149.32
1000	ASSETS									
*****										
200			1230	203001	78412	TBN SUPPLY CO.	01452121	06/30/97	07/30/97	321.45
200			5230	123570	121105	EMERSON SUPPLY	04189630	07/15/97	08/15/97	569.25

3 records listed.

## DAILY EXPENSE DISTRIBUTION

### EXPENSE DISTRIBUTION REGISTER BY DEPARTMENT

CO: 01 THE SYSTEMS HOUSE

10:16:53

07/29/97

G/L	DESCRIPTION	BANK REF	JOB NO	VOUCH#	VEND NUM	VENDOR NAME	INVOICE NO	INV. DATE	DUE DATE	DIST AMOUNT	
4010	EQUIPMENT COST-OF SALES										
*****											
	100		7410	040003	17000	OLYMPIC SKIWEAR	01121754	06/01/97	07/01/97	987.50	
	100		2103	051110	17625	RADISON SUPPLY	01100012	06/15/97	07/15/97	125.25	
										-----	
ACCOUNT			4010			EQUIPMENT COST OF SALES				TOTALS	1112.75
											-----
DEPARTMENT			23			SALES				TOTALS	1112.75
4610	TELEPHONE										
*****											
	100		3260	110015	10002	AIRWICK MFG CO.	01231001	06/02/97	07/02/97	75.36	
	100		1254	011110	11100	PARKER, INC.	01253210	05/30/97	06/30/97	149.32	
										-----	
ACCOUNT			4610			TELEPHONE				TOTALS	224.68
											-----
DEPARTMENT			52			EXPENSES				TOTALS	224.68

2 records listed.

## DAILY EXPENSE DISTRIBUTION

### SEQUENTIAL VOUCHER LISTING

CO: 01 THE SYSTEMS HOUSE  
FISCAL: 9707  
BATCH: 000401

07/29/97 PAGE 1  
TIME: 10:03:27

VOUCH#	VEND NO	VENDOR NAME	INVOICE NO.	INV DATE	DUE DATE	GROSS AMT	DISC	NET AMT	JOB#	BANK REF	G/L CODE	DIST AMT
000029	RAS	RADISON SUPPLY	01122159	07/20/97	08/25/97	512.00	10.00	502.00	4512	100	01-4010-00	512.00

\*\*\*TOTAL\*\*\* 512.00

000030	WEBB	WEBB DIST.	01122456	07/15/97	08/15/97	675.00	15.00	660.00	3002	100	01-4000-00	675.00
--------	------	------------	----------	----------	----------	--------	-------	--------	------	-----	------------	--------

\*\*\*TOTAL\*\*\* 675.00

2 records listed.



## REMOVE VOUCHERS FROM INVENTORY HOLD

PROK NAME	AP.P PAP.INV.HOLD.REL
PROGRAM NAME	AP AP.INV.HOLD.REL
SELECTION	MENU-13.1
SELECTION NUMBER	8
FILES ACCESSED	OAP CADF INV.RCPT VOU.RCVR.XREF

### OVERVIEW

This program will remove vouchers from inventory hold if the receiver and vouchers totals match.

### OPERATING INSTRUCTIONS

#### **REMOVE AVAILABLE VOUCHERS FROM INVENTORY HOLD (BATCH PROGRAM).**

#### **HIT <NL> TO CONTINUE OR 'END':**

If 'RETURN' is entered, all open accounts payable on inventory hold will be checked to determine if the voucher can now be taken off inventory hold.

If the vouchered inventory amount does not match the received value the voucher will remain on inventory hold. If the voucher information is incorrect, voucher maintenance can be done and this program rerun. If the received value is incorrect, the receiving adjustment program can be used to correct the quantity and/or price errors for the purchase order. Details of this adjustment program can be found in the purchasing system documentation.

**VOUCHERS ON INVENTORY HOLD REPORT**

PROK NAME	AP.P VOUCH.ON.HOLD
PROGRAM NAME	AP VOUCH.EXCEPT.UPD
SELECTION	MENU-13.1
SELECTION NUMBER	9
FILES ACCESSED	OAP

**OVERVIEW**

This report will print all open accounts payable on inventory hold.

**OPERATING INSTRUCTIONS****VOUCHERS IN SUSPENSE REPORT  
HIT RETURN TO CONTINUE OR END**

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

After the report has been generated you will be prompted:

**DO YOU WANT TO UPDATE EXCEPTION COUNTERS (Y/N)**

A response of 'Y\*\*\*' will increment the counter for number of times voucher has appeared on the suspense report.

# VOUCHERS ON INVENTORY HOLD REPORT

VOUCHERS IN SUSPENSE REPORT  
FOR COMPANY

RUN: 03:41:49pm

29 Jul 1997

PAGE: 1

DEPT.	VOUCH#	VEND#	VENDOR.NAME	GROSS.AMT.	DISC.TAKEN	INV.DATE	DUE.DATE	PAY.CODE	REC#	#.EXCEPT
23	10001	RAS	RADISON SUPPLY	580.00	10.00	06/31/97	07/30/97	P		1
15	12001	WEBB	WEBB SUPPLY	175.00		07/01/97	08/01/97	P		2
10	30012	CML	CAMEL MFG CO	250.00	25.00	08/01/97	09/01/97	N		1

3 records listed.

**AP VOUCHERS ON INVENTORY HOLD WITH PO#**

PROK NAME	AP.P PVOUCH.HOLD.PO
PROGRAM NAME	AP BATCH.UPD.AP
	AP INV.HOLD.PO
SELECTION	MENU-13.1
SELECTION NUMBER	10
FILES ACCESSED	OAP
	VEND.MAST
	PO
	INV.RCPT
	PROD.MAST
	COMPANY
	PARAMETER

**OVERVIEW**

This report will print all open accounts payable on inventory hold with purchase order numbers.

**OPERATING INSTRUCTIONS****OPEN PAYABLES ON HOLD REPORT  
ENTER DATE OR 'END'**

Enter date of report or 'END' to return to the selector.

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

If you enter 'A' the report will print for all companies. If you enter '1' you will be prompted:

**ENTER COMPANY NUMBER:**

Enter the company number.

**DO YOU WANT TO SELECTIVELY LIST ONE VENDOR? (Y/N)**

If you enter 'N' the report will print all vendors. If you enter 'Y' you will be prompted:

**AP VOUCHERS ON INVENTORY HOLD WITH PO#****OPERATING INSTRUCTIONS (Continued)****ENTER VENDOR NUMBER:**

Enter the vendor number.

**ENTER BATCH# OR 'A' FOR ALL:**

You can enter 'A' for all batches to print, or enter a specific batch number.

AP VOUCHERS ON INVENTORY HOLD WITH PO#

DATE: 04:26:31pm 12 AUG 1997 INVENTORY HOLD REPORT - VOUCHERS WITH PO PAGE: 1

VOUCHER# 01000047

VENDOR# RAS RADISON SUPPLY

11111

MERCHANDISE	FREIGHT	MISC	DISC. AMT	NET AMOUNT	GROSS AMOUNT	FAIL REASON
80.00	0.00	0.00	1.60	98.40	100.00	M

PO# 01126259	AMOUNT: 150.00	RECEIVER#: 000994	AMOUNT: 50.00	FREIGHT: 0.00	MISC: 0.00
--------------	----------------	-------------------	---------------	---------------	------------

RECVR#	PO#	LN#	ITEM#	MFG#	DESC	ORD QTY	REC QTY	UNIT COST	UNIT FRT	TOT COST	TOT FRT	PUR UM	CASE QTY	VOUCH#
0000994	126259	001	3-MB		MAPLE DESK	2	1	50.00		50.00	0.00	EA	1	000047

**AP VOUCHERS ON INVENTORY HOLD WITHOUT PO#**

PROK NAME	AP.P PVOUCH.HOLD.PO
PROGRAM NAME	AP BATCH.UPD.AP
	AP INV.HOLD.NO.PO
SELECTION	MENU-13.1
SELECTION NUMBER	11
FILES ACCESSED	OAP
	VEND.MAST

**OVERVIEW**

This report will print all open accounts payable on inventory hold without purchase order numbers.

**OPERATING INSTRUCTIONS****OPEN PAYABLES ON HOLD REPORT - WITH NO PO  
ENTER DATE OR 'END'**

Enter date of report or 'END' to return to the selector.

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

If you enter 'A' the report will print for all companies. If you enter '1' you will be prompted:

**ENTER COMPANY NUMBER:**

Enter the company number.

**DO YOU WANT TO SELECTIVELY LIST ONE VENDOR? (Y/N)**

If you enter 'N' the report will print all vendors. If you enter 'Y' you will be prompted:

**ENTER VENDOR NUMBER:**

Enter the vendor number.

AP VOUCHERS ON INVENTORY HOLD WITHOUT PO#

OPERATING INSTRUCTIONS (Continued)

**ENTER BATCH# OR 'A' FOR ALL:**

You can enter 'A' for all batches to print, or enter a specific batch number.



AP VOUCHERS ON INVENTORY HOLD WITHOUT PO#

DATE: 04:26:31pm 12 AUG 1997 INVENTORY HOLD REPORT - VOUCHERS WITH NO PO PAGE: 1

VOUCHER# 01000047 BATCH# 000411

VENDOR# RAS RADISON SUPPLY

11111

MERCHANDISE	FREIGHT	MISC	DISC. AMT	NET AMOUNT	GROSS AMOUNT
80.00	0.00	0.00	1.60	98.40	100.00

**MANUAL REMOVE FROM INVENTORY HOLD**

PROGRAM NAME	AP INV.HOLD.CLEAR
SELECTION	MENU-13.1
SELECTION NUMBER	12
FILES ACCESSED	OAP
	OPERATOR

**OVERVIEW**

This process lets you manually remove vouchers from inventory hold one voucher at a time.

**OPERATING INSTRUCTIONS****INVENTORY HOLD REMOVAL PROCEDURE**

=====

**ENTER VOUCHER NUMBER OR 'END'**

Enter the voucher number you want to remove from inventory hold or enter 'END' to return to the selector.

**HIT <RETURN> TO REMOVE INVENTORY HOLD OR 'END'**

Hit 'RETURN' to remove vouchers from inventory hold or 'END' to return to the menu.

**NOW UPDATING. PLEASE WAIT.****OAP RECORD UPDATED.****ALL DONE. HIT <RETURN>**

## RECURRING VOUCHER INPUT/MAINTENANCE

PROGRAM NAME	AP RECC.VOUIIN	
	AP CA.LOOKUP	
SELECTION	MENU-13.1	
SELECTION NUMBER	13	
FILES ACCESSED	COMPANY	
	VOUCHRECC	VEND.MAST
	VEND.DET	CA
	CADF	AP.INV.VER
	BANK	PARAMETER
	OPERATOR	JOB.DESC

### OVERVIEW

The recurring voucher input program is designed to maintain vouchers which occur on a regular basis, such as rent payments, auto payments, insurance payments, advances, etc.

### OPERATING INSTRUCTIONS

#### **ENTER COMPANY NUMBER OR 'END':**

Each recurring voucher is assigned a reference number for maintenance purposes. The user is prompted for the company number which is validated to the Company file, and the user assigned reference.

#### **ENTER REFERENCE NUMBER OR 'END':**

If the reference number already exists, the data is displayed for changes. If it is a new reference number, the user is prompted for the remainder of the voucher information.

#### **ENTER VENDOR NUMBER OR 'END':**

The actual vendor code must be entered. Once the vendor is located on the Vend.Mast file, the name and address is displayed for verification.

#### **IS THIS THE CORRECT VENDOR? (RTN/N):**

Hit 'RETURN' if this is the correct vendor. Enter 'N' to be re-prompted for the vendor number.

**RECURRING VOUCHER INPUT/MAINTENANCE****OPERATING INSTRUCTIONS (Continued)****TERMS**

If the vendor has discount terms indicated, the operator is asked if the discount is to be taken. If the discount is to be taken, the due date is computed based upon the due date for discount contained in the Vendor Detail file. Otherwise it is based upon the normal terms in the Vendor Detail file.

**TRANSACTION CD (I/C/D):**

Three types of transactions are accommodated by the voucher input program and are identified by a transaction code:

- I - Invoice received by vendor
- C - Credit memo received from vendor
- D - Debit memo issued to the vendor. The sign of both credit and debit memos are negative, and serve to reduce accounts payable.

**INV#**

The vendor invoice number may consist of up to 15 characters. The recurring update program will assign a suffix to the vendor invoice number upon each running of the update. Therefore the input vendor invoice number may not have a "-" in it. The Ap.Inv.Ver file is searched to determine if that invoice has already been entered for that vendor, to safeguard against duplicate entries.

**INV DT**

Enter the due date of the invoice. This will be used for calculation of due date.

**DUE DATE**

The due date is calculated from the invoice date using either the discount or standard terms dating, both found in the Vendor Detail file. The due date is recalculated each month as part of the update process.

**RECURRING VOUCHER INPUT/MAINTENANCE****OPERATING INSTRUCTIONS (Continued)****GROSS, MERCH AND DISC**

The gross amount of the invoice must be entered, and agree in sign with the transaction type (i.e. positive for an 'I'nvoice, negative for 'C'redit and 'D'ebit). The merchandise amount is the amount on which the discount (if the discount option is taken) is calculated. The operator has the option of entering either:

1. The discountable amount (MERCHANDISE) or
2. Non discountable amount

If neither is entered then the full amount of the invoice is assumed to be discountable.

The discount amount will then be computed and displayed. The discount amount can be changed by the entry of an overriding discount percent or an actual discount amount.

**PO NUMB**

A purchase order number can be entered. This purchase order is not validated to the Purchase Order file.

**PAY STATUS CD**

The vendor's payment code (P- pay N- do not pay) is displayed, and override permitted.

**NET:**

The net amount of the invoice is displayed, based on what was entered in the gross, merch, non disc and disc fields.

**ENTER BANK ACCT# OR 'RTN' FOR SAME BANK AS ABOVE:**

If the bank number is entered at voucher input time, the bank number from the vendor Detail file is displayed and override allowed. If Parameter file (35) indicates that the bank is entered at disbursement time, no prompt for bank occurs.

**DO YOU WANT TO PAY THIS VOUCHER ON A SEPARATE CHECK?  
(Y/N/NL):**

**RECURRING VOUCHER INPUT/MAINTENANCE****OPERATING INSTRUCTIONS (Continued)**

The operator is queried if the voucher is to be paid on a separate check, as might be the case for payroll tax bank deposits.

After the header portion of the voucher has been input the operator is given the option to delete the information already entered, or to make corrections as in voucher input.

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

Enter line number to change, delete to delete or '0' to accept the header.

**G/L CODE**

If standard general ledger numbers were entered in the Vendor Master file for that vendor, they are displayed for reference purposes.

If a 'RETURN' is entered for the general ledger number, the first standard general ledger code contained on the Vendor Master file is used or manually enter a general ledger number.

**JOB NO**

If a job number is input it is validated to the Job Master file. If validated, the number is stored on the vouchers and Oap files, and the distribution amount updated to the Job Master file.

**RECPT#**

The receipts number can be entered but will not be validated to the Vou.Rcur.Xref file.

**DIST AMT**

If 'RETURN' is entered for a distribution amount, the remaining balance of the voucher is made for the distribution amount for the line.

**ARE THE RECURRING VOUCHER EXPENSES OK ('RTN'/N):**

After the distribution amount is entered for each line, the user can go back to the beginning of that line by entering an 'N' in the approval field.

**RECURRING VOUCHER INPUT/MAINTENANCE****OPERATING INSTRUCTIONS (Continued)**

If the user over distributes the voucher, the process returns to the beginning of the last line entered, allowing the operator an opportunity to correct the entry.

**DO YOU WANT VOUCHERS CREATED (A) 1 EVERY FISCAL PERIOD,  
(B) SPECIFIC FISCAL PERIODS OR (C) KEEP SAME (A/B/C)**

When the distributed amount equals the gross amount, the voucher is considered complete and the data is stored.

The user must choose one of the following options:

'A' - one every fiscal period for up to 99 periods.

'B' - for specific periods, with a maximum of 10

'C' - leave the same as previously entered.  
(used in correction mode)

If 'A' is entered, the operator is prompted for the number of fiscal periods. Valid answers are 1-99.

If 'B' is entered, the operator is prompted for the fiscal period, invoice date and due date to be used when creating vouchers. The process then returns to the reference input.

The voucher is not created until the recurring voucher update is run. When the update is run the operator is prompted for fiscal period to control the process. If a voucher is to be created every period, the system will increment the invoice date and due date by one month until the number of periods has been reached. If the voucher is only to be created in specific fiscals, the record is searched to see if a voucher should be created for this period.

RECURRING VOUCHER INPUT/MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

\*\* RECURRING VOUCHER MAINT \*\*

VEND#: A1400  
 NAME: NJ TELEPHONE  
 ADDR: PO BOX 2600  
 S. HACKENSACK, NJ 07606  
 TERMS: NET 30 DAYS  
 1.INU#:44556677 2.INU DT:05/08/96 3.DUE DATE: 06/07/96  
 4.GROSS: 40.00 5.MERCH: 40.00 6.NON-DISC: 0.00 7.DISC: 0.00  
 8.P/O NUMB: 9.PAY STATUS CD: P NET: 40.00  
 10.BANK#:100 FIDELITY UNION TRUST 11.SNG CK: N  
 G/L CODE DESCRIPTION JOB NO RECPT# DIST AMT OK?

G/L CODE	DESCRIPTION	JOB NO	RECPT#	DIST	AMT	OK?
01-4610-00	TELEPHONE				40.00	
01-4610-00	TELEPHONE					

GROSS TOTL  
40.00

DIST BAL  
0.00

DO YOU WANT VOUCHERS CREATED (A) 1 EVERY FISCAL PERIOD,  
(B) SPECIFIC FISCAL PERIODS OR (C) KEEP SAME (A/B/C) █

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



**RECURRING VOUCHER LISTING**

PROK NAME	AP.P RECC.SEQVOU
PROGRAM NAME	AP RECC.SEQVOU
SELECTION	MENU-13.1
SELECTION NUMBER	14
FILES ACCESSED	VOUCHRECC
	COMPANY
	VEND.MAST

**OVERVIEW**

The recurring voucher listing is designed to act as a file listing of the Vouchrecc file. It prints in reference number sequence.

**OPERATING INSTRUCTIONS****RECURRING VOUCHER LISTING  
<RTN> TO CONTINUE OR 'END':**

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

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

Enter 'A' for all companies or '1' if you want one company, you will then be prompted:

**ENTER COMPANY NUMBER (2N) OR 'END':**

Enter company number or 'END' to return to the selector.

RECURRING VOUCHER LISTING

R E C U R R I N G V O U C H E R L I S T I N G

DATE: 07/29/97

PAGE 1

CO: 01 THE SYSTEMS HOUSE

TIME: 16:05:41

REF#	VENDOR NAME	# OF SPEC	INV #	INV DATE	DUE DATE	GROSS AMT	DISC	NET AMT	BANK#	LST UPD	FISC	G/L CODE	DIST AMT
000077	RADISON SUPPLY	9708 77-5	01212	0	0	1	2	5	1		9707 50.00	01-1000-00	
												*** TOTAL: 50.00	
222222	TBN SUPPLIER	9706 36-2	0121541	10/19/90	11/29/90	25.00	0.50	2	1		9707 25.00	01-1000-00	
												*** TOTAL: 25.00	
COMPANY: 01						TOTAL:		125.00	2.50	74.50			
												75.00	
GRAND TOTAL:								125.00	2.50	74.50			
												75.00	

## RECURRING VOUCHER UPDATE

PROK NAME	AP.P PRECC.VOU.UPD	
PROGRAM NAME	AP RECC.VOU.UPD	
SELECTION	MENU-13.1	
SELECTION NUMBER	15	
FILES ACCESSED	VOUCHRECC	CA
	COMPANY	CADF
	VEND.MAST	HDCH
	VEND.DET	VEND.INV
	OAP	AP.INV.VER
	DICT OAP	BANK
	VOUCHERS	PARAMETER
	SQV	VOU.CON

### OVERVIEW

The recurring voucher update process all recurring voucher in the Vouchrecc that should have a voucher created this period, and writes a record to the 'Oap' file. The operator is prompted for the company number and fiscal month to control updating. A batch number will be assigned if batch control is used.

After the update, the vouchers created will appear on the sequential voucher listing.

### OPERATING INSTRUCTIONS

#### **RECURRING VOUCHER UPDATE <RTN> TO CONTINUE OR 'END'**

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

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

If you enter 1 then you will be prompted:

#### **ENTER COMPANY NUMBER OR 'END'**

Enter the company number or 'END' to return to menu.

RECURRING VOUCHER UPDATE

OPERATING INSTRUCTIONS (Continued)

**ENTER FISCAL MONTH (YYMM) OR 'END'**

Enter the fiscal period to update or 'END' to return to the menu.

## OPEN ACCOUNTS PAYABLE MAINTENANCE (POST HAND CHECK)

PROGRAM NAME	AP WASHOUT.ENTRY2B	
SELECTION	MENU-13.1	
SELECTION NUMBER	16	
FILES ACCESSED	COMPANY	HDCH
	OAP	APCHECK
	BANK	PARAMETER
	CKP	
	VEND.MAST	
	MON.CKR	
	DICT CKR	
	OPERATOR	

### OVERVIEW

The open accounts payable maintenance program is designed to allow payment of the open payables items without the creation of an actual check. The methodology used is identical to that used on the creation of computer generated checks. However, the check number is assigned from a separate number series stored in the Bank file (next washout number).

The operator also has the option of entering a different check number than the one assigned from the Bank file. In this way, the maintenance program may be use to record the entry of a hand check.

The operator is asked for the fiscal month and the voucher to be paid. The program prompts for the amount of each voucher that is to be 'PAID'. The check register should be printed and updated immediately after the maintenance is completed.

If the Parameter file indicates that the disbursement account is entered at disbursement time, the bank number and bank general ledger number will now be stored in the voucher on the Check Register file.

You may also use this program to apply vendor credits against open voucher.

The primary use of this program is to accurately record payments made through bank drafts or other commercial payment forms.

Open accounts payable should not be done during the cash disbursement procedure.

**OPEN ACCOUNTS PAYABLE MAINTENANCE****OPERATING INSTRUCTIONS****COMPANY:**

Enter the company the disbursement should be posted to or 'END' to return to the menu.

**BANK:**

Enter the bank number the disbursement should be posted to or 'END' to return to company number.

All the checks will then be selected and put into a list. This list will be checked during input of check number to determine if the check is already on file.

**FISCAL (YYMM):**

Enter the fiscal period the distribution should be posted to or 'END' to return to bank number.

**CHECK DATE:**

Enter the date of the check or 'END' to return to fiscal period.

**CHECK NO.**

Enter the check number or 'END' to return to fiscal period. The check number entered must not be a check already issued on the system.

**VENDOR:**

Enter the vendor number or 'END' to return to check date.

**VOUCHER**

Enter the voucher to pay (without the company number). The system checks that the voucher belongs to the vendor, has an open balance and is not on pay hold or inventory hold.

The voucher number, gross amount and discount will be displayed and prompted for.

**OPEN ACCOUNTS PAYABLE MAINTENANCE****OPERATING INSTRUCTIONS (Continued)****DO YOU WANT TO CHANGE THE DISCOUNT AMOUNT? (Y/NL):**

If 'Y' is selected you will be prompted:

**ENTER NEW DISCOUNT AMOUNT OR END:**

Enter the new discount amount.

**DO YOU WANT TO PARTIALLY PAY THIS VOUCHER? (Y/NL):**

If 'Y' is selected you will be prompted for the amount to pay.

After you have completed the entry for that voucher, you will be prompted:

**ACCEPT THE VOUCHER (NL/N):**

A 'RETURN' will accept the voucher and add the amount paid to the check total at the top of the screen. An input of 'N' will clear the line for reentry.

After you have completed the entry, enter 'END' at the voucher number. The next prompt is :

**IS THIS WHAT YOU WANT (Y/N):**

A response of 'N' will prompt you:

**ENTER 'W' FOR WIPE-OUT AND START AGAIN, 'A' TO ADD VOUCHERS OR 'D' TO DELETE VOUCHERS:**

'W' will clear the entry and reprompt for check date. 'A' will allow you to add additional vouchers, 'D' will prompt for the line number to delete or 'END'.

A response of 'Y' will post the check to the Check file.

After you have completed all your washout entries, the check register should be run, reviewed and updated if everything is ok.

### OPEN ACCOUNTS PAYABLE MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

\*\*\*\*\* VOUCHER WASHOUT ENTRY \*\*\*\*\*

COMPANY: IN  
BANK: NEXT CHECK:  
FISCAL (YYMM): CHECK TOTAL  
CHECK DATE:  
VENDOR:

LINE#	VOUCHER	GROSS AMT	DISC AMT	DISC TAKEN	AMT PAID TD	AMT PAID
-------	---------	-----------	----------	------------	-------------	----------

OE VE MAINT EMAIL AUDIT [ ] [ ] [ ] Brk

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT



## ACCOUNTS PAYABLE CASH DISBURSEMENTS

Screen Master for Windows

File Edit Settings File Transfer

Account: DEMO.10 Port: 68 Menu: AP.CASH.DISB

Accounts Payable Cash Disbursement Selector

- 1.A/P Payment Schedule (Aged)
- 2.A/P Summary Payment Schedule
- 3.Scheduled Cash Disbursements
- 4.Cash Disbursements (by Due Date)
- 5.Cash Disbursements (Indiv Vouchers)
  
- 6.Clear Check Print File
- 7.A/P Check Print
- 8.Check Register
  
- 9.Bank Reconciliation Entry
- 10.Bank Reconciliation Listing
- 11.Check Reversal
- 12.Open Payables On Hold Report
- 13.Due Date Update On Items Past Cash Discount Date

Enter Selection or END : █

OE VE MAINT EMAIL RUDIT [ ] [ ] [ ] [ ]

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

**ACCOUNTS PAYABLE PAYMENT SCHEDULE (AGED)**

PROK NAME	AP.P PAPSCH
PROGRAM NAME	AP APSCH1
	AP BATCH.UPD.AP
SELECTION	MENU-13.2
SELECTOR NUMBER	1
FILES ACCESSED	OAP
	VEND.MAST
	VEND.DET
	COMPANY
	TYPE
	DICT OAP

**OVERVIEW**

The accounts payable payment schedule is intended to provide a corporate cash flow forecast, based upon 3 time intervals selected by the user.

**OPERATING INSTRUCTIONS**

When option 1 is selected from the selection screen, the accounts payable payment schedule process is initiated. This option will produce a report of payments scheduled by three due dates.

**ACCOUNTS PAYABLE PAYMENT SCHEDULE  
PRESS <RTN> TO CONTINUE OR 'END':**

Press 'RETURN' to continue with the schedule, or 'END' to return to the selector.

**ENTER FIRST DATE:**  
**ENTER SECOND DATE:**  
**ENTER THIRD DATE:**

The user is requested to enter the three due dates. These dates must be entered in the form 'MM/DD/YY'. The third date must be later than the second date, and the second date later than the first date. The user is also given the option of selecting a range of vendor numbers. If this option is selected, the user is requested to enter the starting and ending vendor numbers.

**ACCOUNTS PAYABLE PAYMENT SCHEDULE (AGED)****OPERATING INSTRUCTIONS (Continued)****DO YOU WANT ONE COMPANY OR ALL (1/A):**

If you enter 'A' the schedule will include all vendors. If you enter '1' you will be prompted:

**ENTER COMPANY NUMBER:**

Enter company number.

**DO YOU WANT TO SELECT A RANGE OF VENDORS? (Y/N):**

If you enter 'N' all schedule will include all vendors. If you enter 'Y' you will be prompted:

**ENTER STARTING VENDOR NUMBER:****ENTER ENDING VENDOR NUMBER:**

Enter starting and ending vendor numbers.

The report is in sequence by voucher number within vendor number, with vendor totals and grand totals. Each voucher amount appears in one of four columns, according to the due date. The heading of these columns are the three dates entered and 'FUTURE' for those vouchers due after the third date entered. All vouchers on hold are included in the future column. Therefore the 'FUTURE' column is used to print the total due to each vendor. The holds are displayed with an 'H' directly after the due date. The amounts are included with the open voucher amount totals and by themselves, make up the hold total.

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

## ACCOUNTS PAYABLE PAYMENT SCHEDULE

A / P P A Y M E N T S C H E D U L E

07/30/97

PAGE: 1

CO: 01 THE SYSTEMS HOUSE

10:48:03

VEND NUM	VENDOR NAME	S/C	INVOICE NO	INV DATE	VOUCH#	DUE DATE	DISCOUNT	07/01/97	07/15/97	07/30/97	FUTURE/ TOTAL
17000	OLYMPIC SKIWEAR	365	01121547	06/10/97	040003	07/15/97	19.75		987.50		987.50
						VENDOR TOTALS:	19.75	0.00	987.50	0.00	987.50
RAS	RADISON SUPPLY	APR	01126261	06/01/97	040073	07/01/97	10.00	100.00	0.00	0.00	100.00
						VENDOR TOTALS:	10.00	100.00	0.00	0.00	100.00

2 records listed.

**ACCOUNTS PAYABLE SUMMARY PAYMENT SCHEDULE**

PROK NAME	AP.P PAPSCH.CRT
PROGRAM NAME	AP BATCH.UPD.AP AP APSCH.CRT
SELECTION	MENU-13.2
SELECTION NUMBER	2
FILES ACCESSED	VEND.MAST COMPANY OAP VEND.DET DICT OAP INVOICE

**OVERVIEW**

The accounts payable summary payment schedule is a summary version of the preceding accounts payable schedule. This report will print the total lines that would appear in the accounts payable payment schedule, but where the detail report would break out and print the hold totals, the summary version prints the totals to be paid.

**OPERATING INSTRUCTIONS**

This report may be directed to the terminal or to the printer.

**ACCOUNTS PAYABLE PAYMENT SCHEDULE-SUMMARY VERSION  
PRESS <RTN> TO CONTINUE OR 'END':**

Press 'RETURN' to continue with the schedule or 'END' to return to the selector.

**ENTER FIRST DATE:**  
**ENTER SECOND DATE:**  
**ENTER THIRD DATE:**

The user is requested to enter the three due dates. These dates must be entered in the form 'MM/DD/YY'. The third date must be later than the second date, and the second date later than the first date.

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

If you enter 'A' the schedule will include all vendors. If you enter '1' you will be prompted:

**ACCOUNTS PAYABLE SUMMARY PAYMENT SCHEDULE****OPERATING INSTRUCTIONS (Continued)****ENTER COMPANY NUMBER:**

Enter company number.

**DO YOU WANT TO SELECT A RANGE OF VENDORS? (Y/N):**

If you enter 'N' the schedule will include all vendors. If you enter 'Y' you will be prompted:

**ENTER STARTING VENDOR NUMBER:****ENTER ENDING VENDOR NUMBER:**

Enter starting and ending vendor number.

The final question is whether to print the report to the terminal or to the printer.

**NOW SPOOLING ACCOUNTS PAYABLE SCHEDULE/AGING****PRINTER??? (Y/N):**

If you enter 'N' the schedule will appear on the CRT. If you enter 'Y' it will spool to the printer.

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

## ACCOUNTS PAYABLE SUMMARY PAYMENT SCHEDULE

A/P PAYMENT SCHEDULE

07/10/97

PAGE: 1

CO: 01 THE SYSTEMS HOUSE

11:18:56

		06/01/97	07/01/97	08/01/97	
A/P BALANCE GREATER THAN ZERO					
TOTALS:	188.92	2650.00	7652.73	3654.00	13956.73
COMPANY 01 TOTALS	188.92	2650.00	7652.73	3654.00	13956.73
PAY TOTALS:	99.38	0.00	3998.73	3654.00	7652.73
GRAND TOTALS:	188.92	2650.00	7652.73	3654.00	13956.73
PAY TOTALS:	99.38	0.00	3998.73	3654.00	7652.73

**SCHEDULED CASH DISBURSEMENT**

PROK NAME	AP.P PSCHCD1
PROGRAM NAME	AP SCHCD AP SCHCD2 AP BATCH.UPD.AP
SELECTION	MENU-13.2
SELECTION NUMBER	3
FILES ACCESSED	OAP VEND.MAST CUST.MAST VEND.DET COMPANY DICT OAP

**OVERVIEW**

The scheduled cash disbursement report provides a short term cash flow forecast of payments due through a particular date. This report will include all vouchers that would be selected for payment if the voucher payment routine by due date were initiated.

**OPERATING INSTRUCTIONS**

When option 3 is selected from the selector screen, the scheduled cash disbursements report process is initiated. This option provides for producing a report of disbursements due on or before a specified date.

**SCHEDULED CASH DISBURSEMENTS  
ENTER DUE DATE TO PAY OR 'END'**

This date must be entered in the form 'MM/DD/YY'. The date entered is used for report selection. Any open accounts payable due on or before the entered date will be printed.

**DO YOU WANT TO SELECTIVELY NOT PAY ANY VENDORS? (Y/NL):**

If the response is 'Y' the user is given the option to selectively bypass vendors. If this option is selected, the user can enter up to 200 vendor numbers to bypass. Each vendor number entered must be on the Vendor Master file to be accepted. These vendor numbers will not appear on the report.



**SCHEDULED CASH DISBURSEMENT****OPERATING INSTRUCTIONS (Continued)****DO YOU WANT ONE COMPANY OR ALL (1/A):**

If '1' is entered, you will be prompted:

**ENTER COMPANY NUMBER:**

Enter the company number.

**DO YOU WANT TO SELECTIVELY PAY ONE VENDOR (Y/N):**

If the response is 'Y', you will be prompted:

**ENTER VENDOR NUMBER**

Enter the vendor number.

The report is in sequence by voucher number within vendor number, and shows vendor number, due date, and invoice net amount, with vendor totals and grand totals.

After the report is produced, the selector screen is displayed.

Note: Vendors with open accounts receivable balances, overall negative balance or inventory hold vouchers are flagged for nonpayment.

## SCHEDULED CASH DISBURSEMENT REPORT

SCHEDULED CASH DISBURSEMENTS JOURNAL FOR 07/31/97

CO: 01 THE SYSTEMS HOUSE 12:33:10 07/30/97 PAGE: 1

VEND NUM	VENDOR NAME	INVOICE NO.	INV. DATE	DUE DATE	G/L CODE	GROSS AMT	DISCOUNT	NET AMT	VOUCH #
17000	OLYMPIC SKIWEAR	01121457	06/15/97	07/15/97	01-4010-00	987.50	19.75	967.75	040003
17000	OLYMPIC SKIWEAR	01131963	06/30/97	07/30/97	01-4010-00	2569.65	51.39	2518.26	050008
VENDOR 17000					TOTAL:	3557.15	71.14	3486.01	***** *
A1000	G&A WHOLESALERS	01115321	06/01/97	07/01/97	01-1000-00	100.00	2.00	98.00	000018
A1000	G&A WHOLESALERS	01113256	06/15/97	07/20/97	01-1000-00	25.00	.50	24.50	000019
A1000	G&A WHOLESALERS	01212573	07/15/97	08/15/97	01-1000-00	150.00	2.50	147.50	000020
VENDOR A1000					TOTAL:	275.00	5.00	270.00	***** *

2 records listed.

## CASH DISBURSEMENTS (BY DUE DATE)

PROK NAME	AP.P PCD0	
PROGRAM NAME	AP VOID	
	AP AUTOPAY	
	AP CD1	
	AP CDUPD	
	AP CD2	
	AP CHECK.PARAM.35	
	AP BATCH.UPD.AP	
	AP INPUT.CD.BANK	
	AP.CLR.DICT.CKP	
SELECTION	MENU-13.2	
SELECTION NUMBER	4	
FILES ACCESSED	CKP	BANK
	OAP	CUST.MAST
	COMPANY	
	VEND.MAST	
	VEND.DET	
	DICT CKP	
	DICT OAP	
	PARAMETER	

### OVERVIEW

Option 4 on the cash disbursements selector initiates the disbursement of cash to all vouchers with a due date less than or equal to a date that the user enters when prompted.

Since this procedure initiates the cash disbursement process, no voucher deletion, maintenance or washout entry should be done at this time.

If the Parameter file indicates that the disbursement account is entered at cash disbursement time, the operator will be prompted to enter a specific company and bank number to validate against the Bank file. The bank number and bank general ledger number will be stored in the voucher written to the Check Print (Ckp) file. If the vendor has a customer number in its record, the customer's balance will also be checked.

**CASH DISBURSEMENTS (BY DUE DATE)****OPERATING INSTRUCTIONS****CASH DISBURSEMENTS  
ENTER DUE DATE TO PAY OR END:**

The date entered will be used for selection of the open accounts payable or end to exit the program.

**DO YOU WANT TO PAY SPECIFIC VENDORS (Y/N)**

If you respond with a 'Y', you will be prompted:

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

Enter 'A' for all companies or '1' and you will be prompted:

**ENTER COMPANY NUMBER (2N)**

Enter the 2 digit company number or 'END' to return to the menu.

**ENTER VENDOR NUMBER OR 'END'**

Input each vendor number you want to pay and when you are through entering the vendors, enter 'END'.

**DO YOU WANT TO SELECTIVELY PAY ONE VENDOR (Y/N)**

If your response is 'Y', you will be prompted for the vendor number. If your response is 'N', all vendors will be selected.

The process that occurs starts with the selection and copying of those vouchers that qualify to the Ckp file. Then each vendor that has vouchers to be paid is checked to see if the net amount is greater than zero. If not, that vendor is added to a nonpayment listing (payment suppression) that is then displayed to the user, who is asked if he wishes to add any vendors to the list.

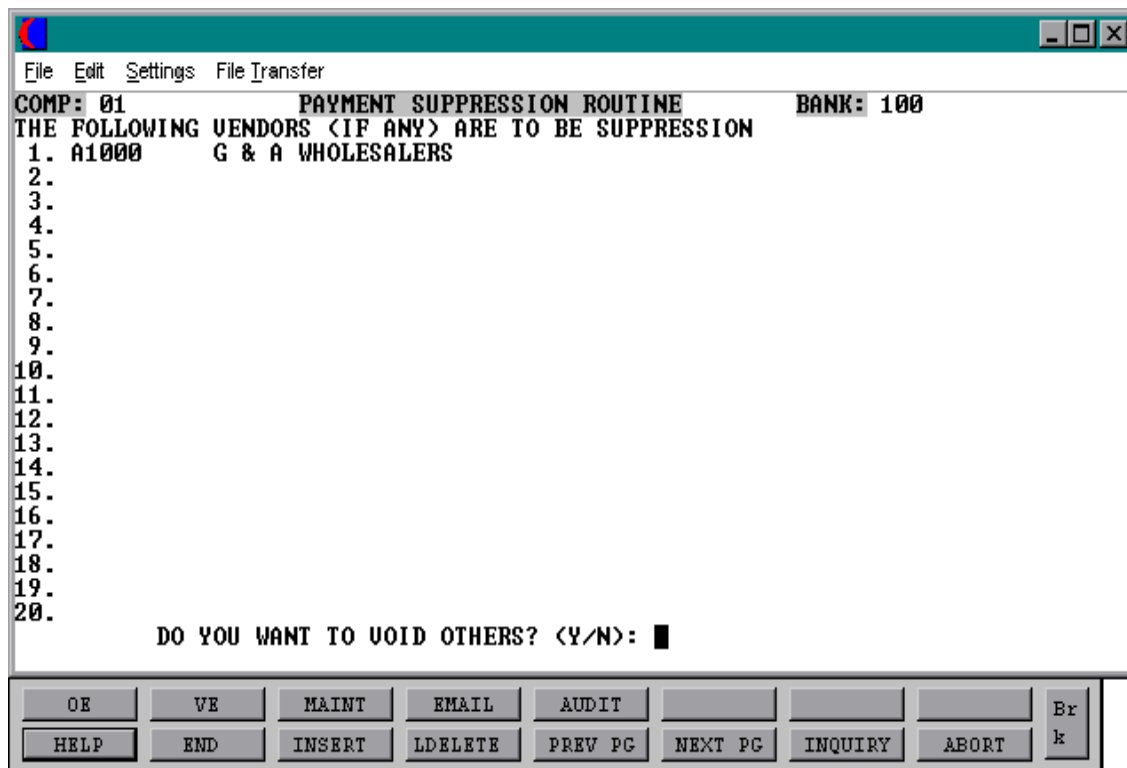
After all vendors have been checked and those to be excluded are removed, the process prints a cash disbursements report.

**CASH DISBURSEMENTS (BY DUE DATE)****OPERATING INSTRUCTIONS (Continued)**

If the check register has not been updated since the last check run, or if washout entry is in program, an error message will appear on the screen and the cash disbursement program will stop. After the error is corrected, the cash disbursement can be run.

After the report has been reviewed, the cash disbursement by individual voucher can be used to add vouchers or remove vouchers from the Check Print file.

## CASH DISBURSEMENTS (BY DUE DATE)



The screenshot shows a window titled "PAYMENT SUPPRESSION ROUTINE" with a menu bar containing "File", "Edit", "Settings", and "File Transfer". The window displays the following text:

COMP: 01                      PAYMENT SUPPRESSION ROUTINE                      BANK: 100  
THE FOLLOWING VENDORS <IF ANY> ARE TO BE SUPPRESSION  
1. A1000      G & A WHOLESALERS  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
9.  
10.  
11.  
12.  
13.  
14.  
15.  
16.  
17.  
18.  
19.  
20.

DO YOU WANT TO VOID OTHERS? <Y/N>: █

At the bottom of the window is a control panel with the following buttons:

OE	VE	MAINT	EMAIL	AUDIT				Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

CASH DISBURSEMENTS (BY DUE DATE)

CASH DISBURSEMENTS JOURNAL FOR 07/01/97

CO: 01 12:02:56 8/15/97 PAGE: 1

VEND NUM	VENDOR NAME	BANK#	INVOICE#	INV DATE	DUE DATE	GROSS AMT	DISCOUNT	NET AMT	VOU
A1000	G & A WHOLESALERS	100	01121751	06/01/97	07/01/97	500.00	10.00	490.00	001
RAS	RADISON SUPPLY	100	01122412	06/15/97	07/01/97	250.00	5.00	245.00	003
PARK1	PARKER DIST.	100	01123141	06/02/97	07/01/97	421.00	12.00	409.00	007

3 records listed.

## CASH DISBURSEMENTS INDIVIDUAL VOUCHERS

PROK NAME	AP.P PCD1	
PROGRAM NAME	AP PARTPAY2	
	AP CD1.IND	
	AP CD2	
	AP BATCH.UPD.AP	
	AP CDUPD	
	AP VOID	
SELECTION	MENU-13.2	
SELECTION NUMBER	5	
FILES ACCESSED	CADF	OPERATOR
	CKP	CUST.MAST
	OAP	BANK
	COMPANY	PARAMETER
	VEND.MAST	
	VEND.DET	
	DICT CKP	
	DICT OAP	

### OVERVIEW

This procedure allows the user to select specific vouchers for payment. This procedure would normally be used in conjunction with due date check writing, to allow the inclusion of specific vouchers not meeting due date requirements.

Since this procedure initiates the cash disbursement process, no voucher deletion, maintenance or washout entry should be done at this time.

If the Parameter file indicates that the disbursement account is entered at cash disbursement time, the operator will be prompted to enter a specific company and bank number to validate against the Bank file. The bank number and bank general ledger number will be stored in the voucher written to the check print (Ckp) file.

The following screen is displayed, the user enters a voucher number and if it is open, (not previously paid) the voucher data is displayed. The user then decides whether or not to pay the voucher in full, the discount is taken. If the user decides not to pay the voucher in full, the option to partially pay is given.

This routine also provides the ability to suppress payment of a voucher previously selected to be paid by the due date payment procedure.



**CASH DISBURSEMENTS INDIVIDUAL VOUCHERS****OPERATING INSTRUCTIONS**

You will be prompted as follows:

**CAUTION!! THIS PROGRAM WILL UPDATE YOU ACCOUNTS PAYABLE!**

**CASH DISBURSEMENTS JOURNAL**

**ENTER DATE OF PAYMENT (MM/DD/YY) OR END:**

The date input will be used for the report only.

Enter each voucher you wish to pay or remove from the check print. The voucher will be checked for a hold status. If it is not on hold you will be prompted as follows.

**ENTER COMPANY NUMBER OR 'END':**

Enter the company number you wish to pay or 'END'.

**DO YOU WANT TO CHANGE THE DISCOUNT AMOUNT? (Y/NL):**

If 'Y' is entered, the new discount amount will be entered. If 'RETURN' is entered the discount will not change.

**DO YOU WANT TO PAY THE WHOLE VOUCHER (NL/N):**

If you want to pay the entire voucher enter 'RETURN'. If you want to partially pay the voucher or remove the voucher from the check print enter 'N'. If you do not want to pay the entire voucher the next prompt is:

**DO YOU WANT TO PARTIALLY PAY THIS VOUCHER (RTN/N):**

If the response is return you will be prompted:

**ENTER AMOUNT TO BE PAID OR END:**

If the response is 'N', the next prompt will be:

**DELETE THE VOUCHER FROM CHECK PRINT FILE? (Y/N):**

If you answer 'Y', this voucher will be removed from the check run. If you answer 'N', the voucher will be paid.

**CASH DISBURSEMENTS INDIVIDUAL VOUCHERS****OPERATING INSTRUCTIONS (Continued)**

When the user has paid all vouchers, hitting 'RETURN' will terminate the voucher payment and the cash disbursements report will print. If there is additional maintenance necessary you may return to this procedure as many times as necessary until you are ready to print the checks.

If the check register has not been updated since the last check run, or if washout entry is in program, an error message will appear on the screen and the cash disbursement program will stop. After the error is corrected, the cash disbursements can be run.

**CASH DISBURSEMENTS INDIVIDUAL VOUCHERS**

CASH DISBURSEMENTS JOURNAL FOR 07/01/97

CO: 01 12:02:56 8/15/97 PAGE: 1

VEND NUM	VENDOR NAME	BANK#	INVOICE#	INV DATE	DUE DATE	GROSS AMT	DISCOUNT	NET AMT	VOUCH#
A1231	PHOENIX BUSINESS	100	01131568	06/01/97	07/01/97	150.00	3.00	147.00	059117
			VENDOR A1231		TOTAL:	150.00	3.00	147.00	*****
A1000	G & A WHOLESALERS	100	01121751	06/10/97	07/01/97	500.00	10.00	490.00	059157
			VENDOR A1000		TOTAL:	500.00	10.00	490.00	*****
			BANK: 100		TOTALS:	650.00	13.00	637.00	
			COMPANY: 01		TOTALS:	650.00	13.00	637.00	
					GRAND TOTALS:	650.00	13.00	637.00	

## CHECK PRINT FILE CLEAR

PROK NAME	AP.P PCLEAR.CKP
PROGRAM NAME	AP CKREG.UPD.DCKR
	AP DELETE.FLAG
SELECTION	MENU-13.2
SELECTION NUMBER	6
FILES ACCESSED	CKP
	CKR
	BANK
	COMPANY
	DICT CKP
	DICT OAP

### OVERVIEW

The check print file clear routine allows the clearing of checks (or vouchers) that were selected for payment using either option 4 or 5. The purpose of this routine is to stop the issuance of checks that were selected for payment in error. (Such as the entry of a wrong payment selection date, wrong company, wrong vendor, etc.)

The clearing routine reinstates the vouchers on the Oap file, and as candidates for payment at a later date.

This is not part of the normal check print procedure and is only used to clear the file due to an error.

There is no output by this process and no accounting entries are issued.

After the check clear is complete the next check number should be reset in the bank record if you wish to reuse the check numbers. The entire cash disbursement procedure must now be repeated.

### OPERATING INSTRUCTIONS

#### **HIT RETURN TO CLEAR CHECK PRINT FILE OR 'END'**

Hit 'RETURN' to clear the Check Print file or 'END' to return to the menu.

## ACCOUNTS PAYABLE CHECK PRINT

PROK NAME	AP.P PCKPRT010
PROGRAM NAME	AP BATCH.UPD.AP AP CKPRT010 AP VD.ENTRY010 AP PRINT.EXTRA.STUBS010 AP DELETE.CHECKS
SELECTION	MENU-13.2
SELECTION NUMBER	7
FILES ACCESSED	CKR                    EXTRA.STUBS CKP VEND.MAST BANK DICT CKP PARAMETER APCHECK COMPANY

### OVERVIEW

When option 7 is selected from the selection screen, the accounts payable check print process is initiated. This option provides for printing checks for those vouchers selected in option 4 and 5.

Since this procedure initiates the check print, no voucher deletion, maintenance or washout entry should be done at this time.

The check date is prompted for. The check print process is selective by company and bank. The fiscal period of the disbursement can be the current period or a period in the future determined by the Parameter record.

### OPERATING INSTRUCTIONS

#### **ACCOUNTS PAYABLE CHECK PRINT ENTER DATE OF THIS RUN OR END:**

Enter the check date or 'END' to return to the menu.

**ACCOUNTS PAYABLE CHECK PRINT****OPERATING INSTRUCTIONS (Continued)****IS THE CHECK DATE CORRECT (Y/N)?**

If the check date is correct enter 'Y'. Enter 'N' if you have to change the date.

**ENTER COMPANY NUMBER OR 'END':**

Enter the company number you are running the checks for or 'END'.

**ENTER BANK NUMBER OR 'END':**

Enter the disbursements bank or 'END'.

The checks are produced to a spooler hold file, from where they can be printed at the user's convenience. The user is reminded to record the hold file number.

After the processing of checks, they are written to the Check Register file and deleted from the Check Print file (from Ckp to Ckr). The check register should be run after the checks are printed in order to update the open Accounts Payable and Disbursement files. If you find an error on a single check run, run the check register and update it. You may now proceed to void the single check (see check reversals procedure).

After the checks are produced, the selector screen is displayed.

**CHECK PRINTING PROCEDURES**

1. Have everyone stop voucher maintenance and entry.
2. Have everyone stop open accounts payable maintenance (washout entry.)
3. Run the remove vouchers from inventory hold program (if you are using AP/PO interface.
4. Run the cash disbursements by due date or cash disbursements by individual voucher to select the open accounts payable to be paid.

**ACCOUNTS PAYABLE CHECK PRINT****CHECK PRINTING PROCEDURES (Continued)**

5. Review the cash disbursements report and make any corrections via cash disbursements by individual vouchers. A new report will print each time you return to the menu.
6. Run the check print and review the checks.
7. Run the check register and review the report BEFORE updating the checks. This will update all the files.

## ACCOUNTS PAYABLE CHECK REGISTER

PROK NAME	AP.P PCKREG	
PROGRAM NAME	AP CKREG.UPD.PCKR	
	AP CKREG	
	AP CK.UPD.MCD	
	AP CKREGUPD2	
	AP CKP.DELETE	
	AP CKR.DELETE	
SELECTION	MENU-13.2	
SELECTION NUMBER	8	
FILES ACCESSED	CKR	DICT CKP
	CKP	APCHECK
	MCD	
	COMPANY	
	VEND.MAST	
	VEND.DET	
	BANK	
	MON.CKR	

### OVERVIEW

When option 8 is selected from the selector screen, the accounts payable check register process is initiated. This option produces a register of the checks printed in option 8 or entered through washout entry. The register is in sequence by check number and shows, for each check, invoice detail and check amount. As the checks are processed, a summary of the check is written to the Bank Reconciliation file (Apcheck).

### OPERATING INSTRUCTIONS

#### **ACCOUNTS PAYABLE CHECK REGISTER PRESS <RTN> TO CONTINUE OR 'END'**

After the report has been produced, the following prompt appears:

**IF 'Y' IS ANSWERED, CHECK PRINT FILES WILL BE UPDATED AND  
ERASED  
DID THE REPORT PRINT SATISFACTORILY ? (Y/N)**

If the response is 'N', the files are not updated or cleared and the check information will continue to appear on the check register until 'Y\*\*\*' is entered. If 'Y\*\*\*' is answered:







## BANK RECONCILIATION ENTRY

PROK NAME	AP.P BANK-REC
	AP BANK-REC
SELECTION	MENU-13.2
SELECTION NUMBER	9
FILES ACCESSED	APCHECK
	VEND.MAST
	BANK
	PARAMETER
	COMPANY
	OPERATOR

### OVERVIEW

The program in this module allows the customer to control outstanding and cleared checks through the various accounts payable bank accounts. The check number, vendor name and check amount will be displayed and can be cleared.

To simplify entry, the operator is asked for the range of checks to be cleared. In the input program, each check in the range is sequentially displayed, and the operator is prompted for the input of the 'CLEARED' information.

The input program provides both an entry and inquiry option, the inquiry being provided to allow the operator to determine the cleared status of a particular check. Once a check has been cleared and deleted from the Apcheck file, it is no longer available for inquiry and can not be voided.

Several reports are available from the system to control the reconciliation.

1. Cleared Check Register
2. Outstanding Check list
3. Checks Outstanding over 90 days

After the printing of the three reports, the operator is asked whether or not to delete all cleared checks from the Apcheck file. If 'Y\*\*\*' is responded to this prompt, the entries are cleared from the file.

The following are the screen and report layouts used.

**BANK RECONCILIATION ENTRY****OPERATING INSTRUCTIONS**

This program enables the user to enter information against checks.

**BANK RECONCILIATION  
PRESS <RTN> TO CONTINUE OR 'END':**

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

**ENTER COMPANY NUMBER:**

Enter a valid company number.

**ENTER BANK NUMBER:**

Enter a valid bank number or 'END' to return to the menu.

**ENTER STARTING CHECK-NO:**

Enter the starting check number.

**ENTER ENDING CHECK-NO:**

Enter the ending check number.

The program selects the specified checks, and then prompts for:

**ENTER 'M' FOR MAINTENANCE, 'I' FOR INQUIRY OR 'END'.**

If 'END' is entered, the program is terminated. If 'I' is entered, the necessary check information will be displayed. However, in this mode, changes are not allowed. 'M' initiates the maintenance mode. The checks will be displayed sequentially, and the operator will be allowed to enter check clearance information.

**CLEAR CHECK, CHANGE, SKIP ? (C/CH/RTN)**

C (CLEAR CHECK) will establish the check as cleared for the written amount. The 'check amount' is written to the 'check amount paid' field. The number one (1) is posted to the 'CLEARED' attribute, and remarks may be entered.

**BANK RECONCILIATION ENTRY****OPERATING INSTRUCTIONS (Continued)**

CH (CHANGE) will allow changes to:  
check amount paid  
cleared indicator  
check amount cleared  
check remarks

RTN Skips the check, and displays the next item.

**BANK RECONCILIATION LISTING**

PROK NAME            AP.P BANK-REC-REPORT  
PROGRAM NAME        AP APC.DELETE  
SELECTION            MENU-13.2  
SELECTION NUMBER    10  
FILES ACCESSED       APCHECK

**OVERVIEW**

This program will produce the bank reconciliation listings, as well as update and delete the checks cleared through the bank.

**OPERATING INSTRUCTIONS****BANK RECONCILIATION REPORTS****ENTER REPORT DATE (MM/DD/YY) or 'END':**

The report date is used for dating the reports only. Enter 'END' to return to the menu.

**ENTER FISCAL MONTH (YMMM) OR 'END':**

The program will select only those checks that were issued in a fiscal period earlier than or equal to the input fiscal period. Enter 'END' to return to the menu.

**ENTER 'L' FOR LISTING & UPDATE OR 'U' JUST FOR UPDATE:**

If 'L' is entered, the listing will print and then the files will be updated. If 'U' is entered, the reports are bypassed, and only the files will be updated.

**CAUTION!! IF YOU ANSWER 'Y' TO THIS PROMPT,  
YOU WILL REMOVE ALL CLEARED CHECKS FROM FILE!****DO YOU WANT TO UPDATE THE BANK RECONCILIATION FILE? (Y/N):**

Enter 'Y\*\*\*' to update the Bank Reconciliation file.

BANK RECONCILIATION LISTING

DATE: 06/30/97

BANK RECONCILIATION  
CHECKS CLEARED

FISCAL PERIOD: 9706

PAGE: 1

CO#: 01

COUNT	CO#	BANK#	BANK NAME	CHECK#	CODE	CHECK-AMT	CHECK -AMT-PD	DIFFERENCE	REMARKS	VEND#	VENDOR NAME
1	01	100	FIDELITY NATIONAL	256		250.00	250.00			RAS	R A D I S O N SUPP
2	01	100	FIDELITY NATIONAL	1120		546.00	546.00			A1000	WEBB SUPPLY
3	01	200	FIDELITY FEDERAL	2002		2000.00	2000.00			PARK1	P A R K E R DIST.

3 records listed.

### BANK RECONCILIATION LISTING

DATE: 06/30/97

BANK RECONCILIATION  
OUTSTANDING CHECKS

FISCAL PERIOD: 9706

PAGE: 1

CO#: 01

COUNT	CO#	BANK#	BANK NAME	CHECK#	CODE	VEND#	VENDOR NAME	CHECK-DATE	CHECK-AMT	REMARKS
1	01	100	FIDELITY NATIONAL	2001	01	RAS	RADISON SUPPLY	06/15/97	250.00	LATE PYMT
2	01	100	FIDELITY NATIONAL	2541	02	PARK1	PARKER DIST.	06/02/97	123.00	
3	02	200	DREYFUS LIQ ASSET	5230	01	A1000	G&A WHOLESale	06/01/97	652.15	

3 records listed.



### BANK RECONCILIATION LISTING

DATE: 06/30/97

BANK RECONCILIATION  
CHECKS OVER 90 DAYS

FISCAL PERIOD: 9706  
PAGE: 1

CO#: 01

COUNT	CO#	BANK#	BANK NAME	CHECK#	CODE	VEND#	VENDOR NAME	CHECK-DATE	CHECK-AMT	REMARKS
1	01	100	FIDELITY NATIONAL	20015	02	A1000	G&A WHOLESALE	06/06/97	1009.00	
2	01	100	FIDELITY NATIONAL	2103	01	RAS	RADISON SUPPLY	06/15/97	5029.00	
3	02	200	DREYFUS LIQ ASSET	5230	01	PARK1	PARKER DIST	06/15/97	250.00	POST DATE

3 records listed.

# BANK RECONCILIATION LISTING

DATE: 07/27/97

BANK RECONCILIATION  
VOIDED CHECKS

PAGE: 1

CO#:

COUNT	CO#	BANK#	BANK NAME	CHECK#	CODE	VEND#	VENDOR NAME	CHECK-DATE	CHECK-AMT	PERIOD	VOID PERIOD	VOID DATE
1	01	100	FIDELITY FEDERAL	020002		A1200	C&R REAL ESTATE	07/11/97	19.60	9705	9 7 1 1 11/15/97	

1 records listed.

## CHECK REVERSAL

PROK NAME	AP.P PCK.REVERSAL
PROGRAM NAME	AP CKREV3 AP HDCH.CKREV3
SELECTION	MENU-13.2
SELECTION NUMBER	11
FILES ACCESSED	VARIOUS ACCOUNTS PAYABLE FILES

### OVERVIEW

Two check reversal programs are provided. The first is for regular checks and has the effect of reinstating the accounts payable liability on the open Accounts Payable file. The voucher will then be updated, and the open amount will be increased. The voucher will remain open and be available for payment.

The second procedure is to allow the voiding of handchecks in which the reversal directly affects the General Ledger file and Letter of Credit file, if applicable. The voucher will be deleted if the check was a handcheck entry (handchecks are checks entered through the voucher entry program, checks issued through the A/P washout program are not voided as handchecks, but as regular checks).

In order to void a check, the check must still be on the Apcheck file on the theory that a check cannot be voided after it has cleared the bank. To simplify entry, the voiding program retrieves the check data from this file and from the Dump-Oap file which maintains a copy of all paid vouchers.

To update the check reversal program you must run either the check or hand check register. If you have not updated the check register and want to void one of those checks, you must run the check register and updated first.

### OPERATING INSTRUCTIONS

NOTE: Handcheck voids DO NOT reinstate the accounts payable liability on the open Accounts Payable file. (If you void a handcheck the voucher is also voided.)

### CHECK REVERSALS

- 1. REGULAR CHECKS**
- 2. HAND CHECKS**

**CHECK REVERSAL****OPERATING INSTRUCTIONS (Continued)**

Select '1' for regular checks or '2' for hand checks.

**VOID DATE:**

Enter the date of the check void or 'END' to return to the menu.

**COMP#:**

Enter the company number that this check pertains to or 'END' to return to void date prompt.

**FISC MO:**

Enter the fiscal period of the void. The period must be the current period or a future period. If the check was not for the current period, you can enter the current fiscal period and the void will be posted to the current period. 'END' will return you to the company prompt.

**BANK:**

Enter the bank number or 'END' to return to the fiscal month prompt.

**CHECK#:**

Enter the 6 digit check you want to void. If the check exists, the vendor name and address, check amount and check date will be displayed. You will then be prompted:

**IS THIS THE CORRECT CHECK AND DO YOU WANT TO CONTINUE? (Y/N):**

An answer of 'N' will clear the information and reprompt you for check number. An answer of 'Y' will start the display of the voucher information and prompt OK? (RTN/N). If this is correct enter 'Y'. If it is not correct, enter 'N' and you will be able to change the invoice date, due date, transaction, and pay status. After all the vouchers for the check are displayed, you will return to the check number prompt.

If the check is over 365 days old, you will be prompted for the following voucher information, because it is no longer in the History file and must be recreated:

The voucher number will automatically be displayed in the VOUCH# field.

**CHECK REVERSAL****OPERATING INSTRUCTIONS (Continued)****INV.NO**

Enter the invoice number that pertains to this check.

**INV.DATE**

Enter the invoice date that pertains to this check.

**ENTER DUE.DTE**

Enter the due date for this check. The due date is calculated during voucher input using either the discount or standard terms dating found in the Vendor Detail file.

**TC**

Enter the transaction code that pertains to this check. There are three types of transaction codes that are accommodated during the check reversal program and are identified by a transaction code, which are as follows:

- I - Invoice received from vendor
- C - Credit memo received from vendor
- D- Debited memo issued to the vendor. The sign of both credit and debit memos are negative, and serve to REDUCE accounts payable.

**P/S**

Enter the vendor's payment status code (P- pay, N- do not pay). The user is given the option to change a pay status code from P to N and will be excluded for payment until the status code is changed.

**OK? (NL/N):**

An answer of 'N' will clear the information and reprompt you for the invoice number, invoice date, due date, transaction code (TC) and payment status (P/S). An answer of 'Y' will display the following statement and screen:

**CHECK REVERSAL****OPERATING INSTRUCTIONS (Continued)**

**NO EXPENSE GL#'S AND AMOUNTS - MUST ENTER THEM  
PRESS <RTN> TO CONTINUE:**

Hit 'RETURN' to continue.

**G/L CODE**

All standard general ledger numbers pre-stored for that vendor are displayed for reference purposes. Enter the general ledger code that pertains to this check. If a 'RETURN' is entered for the general ledger number, the first standard general ledger code contained within the Vendor Master file is used.

**DESCRIPTION**

Enter the description that pertains to the general ledger code entered above or press 'RETURN' to enter the default description associated with that code.

**JOB NO**

Enter the job number that pertains to this check or press 'RETURN' to move to the next field. If a job number is input it is validated to the Job Master file. If validated, the number is stored on the vouchers and Oap files, and the distribution amount updated to the Job Master file. Attribute (31) in the Parameter file would indicate that job numbers are in use.

**RECPT#**

Enter the receipt number that pertains to this check.

**DIST AMT**

Enter the distribution amount that pertains to this check. If 'RETURN' is entered for a distribution amount, the remaining balance of the voucher is made for the distribution amount for the line.

**CHECK REVERSAL****OPERATING INSTRUCTIONS (Continued)****OK? (NL/N):**

An answer of 'N' will clear the information and re-prompt you for G/L code, description, job no, recpt#, and distribution amount. An answer of 'Y' will either return the user to the next line to be edited, if another record exists. Otherwise, the system will return you to the check# prompt. Type 'END' to exit.

## CHECK REVERSAL

***** REGULAR CHECK REVERSAL ENTRY *****			
<b>VENDOR:</b>	<b>VOID DATE:</b> MM/DD/YY	<b>FISC MO:</b>	
<b>NAME:</b>	<b>COMPH:</b>		
<b>ADDR:</b>	<b>BANK:</b>		
	<b>G/L#:</b>		
	<b>CHECK#:</b>	<b>CHECK DT:</b>	
	<b>CK AMT:</b>		
<b>GROSS:</b>	<b>DISCOUNT:</b>	<b>NET:</b>	<b>VOUCHER TOTALS:</b>

OE	VE	MAINT	EMAIL	AUDIT				Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k



## CHECK REVERSAL

The screenshot shows a window titled "HANDCHECK REVERSAL ENTRY" with a menu bar (File, Edit, Settings, File Transfer) and a main data entry area. The data is organized into two columns. The left column contains fields for Vendor information and Gross amount. The right column contains fields for Company, Bank, Check details, and Net amount. A bottom navigation bar contains buttons for various actions like OE, VE, MAINT, EMAIL, AUDIT, HELP, END, INSERT, LDELETE, PREV PG, NEXT PG, INQUIRY, and ABORT.

***** HANDCHECK REVERSAL ENTRY *****	
<b>VENDOR:</b>	<b>COMP#:</b> JN
<b>NAME:</b>	<b>BANK:</b>
<b>ADDR:</b>	<b>G/L#:</b>
	<b>CHECK#:</b> <b>CHECK DT:</b>
	<b>CK AMT:</b>
<b>GROSS:</b>	<b>VOUCH#:</b>
	<b>DISC:</b> <b>NET:</b>

OE	VE	MAINT	EMAIL	AUDIT				Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

**OPEN PAYABLES ON HOLD REPORT**

PROK NAME            AP.P PVOUCH.HOLD  
PROGRAM NAME       AP VOUCH.HOLD  
                         AP BATCH.UPD.AP  
SELECTION            MENU-13.2  
SELECTION NUMBER   12  
FILES ACCESSED      VEND.MAST  
                         DICT OAP  
                         OAP  
                         COMPANY

**OVERVIEW**

The open accounts payable on hold report, provides a listing of all accounts payable items that are in a "do not pay status" because of payment or inventory hold. The vouchers on hold will remain on file until they are placed in a pay status via the voucher maintenance procedure. The vouchers on inventory hold can be removed by running the program to remove vouchers from inventory hold. If there is still a discrepancy with the receiver amounts, receiver maintenance can be done to correct the discrepancy and then run the program to remove the vouchers from inventory hold.

**OPERATING INSTRUCTIONS****OPEN PAYABLES ON HOLD REPORT  
ENTER DATE OR 'END'**

Enter the report date.

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

A selection of 'A' will select all companies. If you select '1' you will be prompted:

**ENTER COMPANY NUMBER:**

Enter the company number.

**DO YOU WANT TO SELECTIVELY LIST ONE VENDOR (Y/N)**

If 'N' is selected all vendors will be listed. If 'Y' is selected you will be prompted:

OPEN PAYABLES ON HOLD REPORT

OPERATING INSTRUCTIONS (Continued)

**ENTER VENDOR NUMBER:**

Enter the vendor number.

# VOUCHERS ON HOLD

OPEN PAYABLES ON HOLD REPORT FOR 06/30/97

CO: 01 THE SYSTEMS HOUSE

14:48:22

07/15/97

PAGE: 1

VEND	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	G/L CODE	GROSS AMT	DISCOUNT	NET AMOUNT	VOUCH#
170K	KANE SUPPLY	0121214	05/01/97	06/01/97	01-4010-00	2148.69	44.00	2104.69	05001
			VENDOR	170K	TOTAL:	2148.69	44.00	2104.69	
RAS	RADISON SUPPLY	0135410	05/15/97	06/15/97	01-4010-00	3654.00	52.00	3602.00	02100
			VENDOR	RAS	TOTAL:	3654.00	52.00	3602.00	
			COMPANY:	01	TOTALS:	5802.69	96.00	5706.69	
					GRAND TOTALS:	5802.69	96.00	5706.69	

**DUE DATE UPDATE ON ITEMS PAST CASH DISCOUNT DATE**

PROK NAME	AP.P PDUE.DATE.UPD
PROGRAM NAME	AP DUE.DATE.UPD
SELECTION	MENU-13.3
SELECTION NUMBER	13
FILES ACCESSED	OAP
	VEND.DET

**OVERVIEW**

This procedure is completely optional. It will calculate the new due date for items that are past the discount terms date and clear the discount amount.

**OPERATING INSTRUCTIONS****OPEN ACCOUNTS PAYABLE DUE DATE UPDATE  
ENTER TODAYS DATE (MM/DD/YY) OR END:**

Enter current date as (MM/DD/YY) or 'END' to return to the menu.

**IS THE DATE CORRECT? (Y/N)**

Enter 'N' to return to the selector or 'Y' to continue.

All open accounts payable with a discount and a due date less than the date input will be selected. The due date will be recalculated based on the vendor terms without a discount.

## ACCOUNTS PAYABLE MONTHLY REPORTS SELECTOR

Screen Master for Windows

File Edit Settings File Transfer

Account: DEMO.10 Port: 84 Menu: AP.ME.RPT

Accounts Payable Month End Reports

1. Expense Distribution Register
2. Sequential Voucher Listing
3. A/P Check Register and Paid Invoice Register
4. Hand Check Register
5. Summary Check Register
6. Month End C/D Summary
7. Open Accounts Payable Listing
8. Vendor File Month/Year End Update
9. Temporary Vendor Deletion
10. Job Cost Summary Report
11. Job Detail History Report
12. Update Vendor History File
13. Voucher History Report
14. Vendor Purchase History Report
15. Vendor Payment History Report

Enter Selection or END : █

OE VE MAINT EMAIL AUDIT

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

## MONTH END REPORTS

At month end a series of recap reports are provided to summarize the months accounts payable activity.

The reports provided are:

1. Expense Distribution Register (Voucher Register)
2. Sequential Voucher Listing (Purchase Journal)
3. A/P Check Register and Paid Invoice Register
4. Hand Check Register
5. Summary Check Register
6. Month End C/D Summary
7. Open Accounts Payable Listing
8. Vendor File Month/Year End Update
9. Temporary Vendor Deletion
10. Job Cost Summary Report
11. Job Detail History Report
12. Update Vendor History File
13. Voucher History Report
14. Vendor Purchase History Report
15. Vendor Payment History Report

These reports can be run individually from selector 13.3. They are also run during the accounts payable jobstream

\*\*\*\*\* NOTE \*\*\*\*\*

All updates are performed as part of the month end jobstream.

**EXPENSE DISTRIBUTION REGISTER**

PROK NAME	AP.P PVOUREG
PROGRAM NAME	AP BATCH.UPD.AP AP VOUREG AP VOULOC AP VOUIJOB
SELECTOR	MENU-13.3
SELECTOR NUMBER	1
FILES ACCESSED	CADF CASDF COMPANY VEND.MAST VOUCHERS DICT VOUCHERS JOB.DESC

**OVERVIEW**

When option 1 is selected from the selector screen, the monthly expense distribution process is initiated.

**OPERATING INSTRUCTIONS****EXPENSE DISTRIBUTION REGISTER  
ENTER END OF MONTH DATE OR 'END':**

Enter date as MM/DD/YY or 'END' to return to the menu.

**ENTER FISCAL PERIOD AS (YYMM) OR 'END':**

Enter fiscal period or 'END'.

All transactions for a specific fiscal period are selected from the Vouchers file.



**EXPENSE DISTRIBUTION REGISTER****OPERATING INSTRUCTIONS (Continued)**

Three report options are provided:

- 1. BY G/L#**
- 2. BY DEPARTMENT**
- 3. BY JOB#**

**ENTER OPTION (1-3) OR 'END':**

Enter an option or 'END' to return to the menu. After the report is produced, the selector screen is displayed.

NOTE: These reports can not be run for a month that has been closed. These reports are also produced during the accounts payable month end jobstream.

## EXPENSE DISTRIBUTION REGISTER

EXPENSE DISTRIBUTION REGISTER BY G/L#  
 FOR MONTH ENDING 06/30/97  
 FISCAL PERIOD 9706

CO: 01

15:02:25

07/15/97

GL	DESCRIPTION	BANK REF	JOB NO	VOUCH#	VEND NUM	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	D I S T	AMOUNT
1000	CASH IN BANK										
*****											
				000026	S1000	G&A WHOLESALE	0000123	07/28/97	08/07/97		500.00
				000027	RAS	RADISON SUPPLY	0212100	07/15/97	08/15/97		251.00
				000028	RAS	RADISON SUPPLY	0154002	07/10/97	08/10/97		1029.00
				000029	PARK1	PARKER DIST	0215400	07/01/97	08/01/97		159.00
											-----
					ACCOUNT	1000	CASH IN BANK	TOTALS:			1939.00
											-----
					DEPARTMENT	00	SALES	TOTALS:			1939.00
											-----
					FISCAL	9706		TOTALS:			1939.00

## EXPENSE DISTRIBUTION REGISTER

EXPENSE DISTRIBUTION REGISTER BY DEPARTMENT  
 FOR MONTH ENDING 06/30/97  
 FISCAL PERIOD 9706

CO: 01 15:02:25 07/15/97

GL	DESCRIPTION	BANK REF	JOB NO	VOUCH#	VEND NUM	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	D I S T	T
										AMOUNT	
01-1000-00	CASH IN BANK										
*****											
				059102	ABC	ABC DISPLAY	123674	06/10/97	PAID	-980.00	
				059102	ABC	ABC DISPLAY	REVERSAL	06/10/97	PAID	980.00	
				059117	A1300	MILLER HARNESS	259547	06/25/97	PAID	-124.74	
										-----	
						ACCOUNT 01-1000-001	TOTALS:			-124.74	

**EXPENSE DISTRIBUTION REGISTER**

EXPENSE DISTRIBUTION REGISTER BY JOB NUMBER  
 FOR MONTH ENDING 06/30/97  
 FISCAL PERIOD 9706

CO: 01 THE SYSTEMS HOUSE 15:02:25 07/15/97

GL	DESCRIPTION	BANK REF	JOB NO	VOUCH#	VEND NUM	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	D I S T	AMOUNT
01-4120-00	OUTSIDE CONSULTANTS										
	*****										
			754	059101	ABC	ABC DISPLAY	125674	06/01/97	06/15/97		1000.00
			754	059124	ABC	ABC DISPLAY	125684	06/03/97	06/15/97		1500.00
			754	059133	ABC	ABC DISPLAY	125689	06/03/97	06/15/97		1000.00
											-----
						ACCOUNT 01-4120-00		TOTALS:			3500.00
											-----
			JOB NO 754			COMPUTER INSTALLATION		TOTALS:			3500.00

## SEQUENTIAL VOUCHER LISTING

PROK NAME	AP.P PMON.SEQVOU
PROGRAM NAME	AP BATCH.UPD.AP
	AP CHECK.PARAM.24
	AP MON.SEQVOU
	AP MON.SEQVOU.BATCH
SELECTOR	MENU-13.3
SELECTOR NUMBER	2
FILES ACCESSED	SQV
	COMPANY
	VEND.MAST
	VEND.DET
	PARAMETER

### OVERVIEW

This report provides a sequential listing of all vouchers entered for a specific fiscal month. It is commonly referred to as a purchase journal.

This report can not be run for a period that has been closed. This report is also a byproduct of the accounts payable month end jobstream.

### OPERATING INSTRUCTIONS

#### **MONTHLY SEQUENTIAL VOUCHER LISTING ENTER END OF MONTH DATE OR 'END':**

Enter month end date as MM/DD/YY or 'END' to return to the menu.

#### **ENTER FISCAL PERIOD AS (YYMM) OR 'END'**

Enter fiscal period or 'END' to return to the menu.



**A/P CHECK REGISTER AND PAID INVOICE REGISTER**

PROK NAME	AP.P PMON.CKREG
PROGRAM NAME	AP MON.CKREG
	AP MON.PAID.VOUCH
SELECTOR	MENU-13.3
SELECTOR NUMBER	3
FILES ACCESSED	MON.CKR
	COMPANY
	VEND.MAST
	BANK
	DICT VOUCHERS
	VOUCHERS

**OVERVIEW**

The report will print a listing of all paid invoices for the specific fiscal period along with the voucher number and detail information.

These reports can not be run for a month that has been closed. These reports will be generated during the accounts payable month end jobstream.

**OPERATING INSTRUCTIONS****ENTER END OF MONTH DATE OR 'END'**

Enter month end date as MM/DD/YY or 'END' to return to the menu.

**ENTER FISCAL PERIOD AS (YMMM) OR 'END'**

Enter fiscal period or 'END' to return to the menu.

**A/P CHECK REGISTER AND PAID INVOICE REGISTER**

M O N T H L Y   A C C O U N T S   P A Y A B L E   C H E C K   R E G I S T E R

06/31/97    PAGE 1

CO:    01    THE SYSTEMS HOUSE

06/25/97    17:17:57

CHECK#	DATE-PD	VEND#	VENDOR NAME	INVOICE NO	INV DATE	VOUCH#	GROSS AMT	DISCOUNT	NET AMOUNT
001043	06/30/97	A1200	ABC DISPLAY	024587	06/01/97	059101	1000.00	20.00	980.00
				CHECK# 001043		TOTAL:	1000.00	20.00	980.00
001044	06/30/97	A1111	BAT INDUSTRIES	568741	06/25/97	059110	150.00	3.00	147.00
				CHECK# 001044		TOTAL:	150.00	3.00	147.00
001045	06/30/97	A2222	PHOENIX SYSTEMS	567841	06/27/97	059217	2000.00	0.00	2000.00
				CHECK# 001045		TOTAL:	2000.00	0.00	2000.00
	BANK#:	100	FIDELITY FEDERAL	01-1000-00		TOTAL:	3150.00	23.00	3127.00
	COMPANY#:	01	THE SYSTEMS HOUSE			TOTAL:	3150.00	23.00	3127.00
	3 CHECKS PRINTED					TOTALS:	3150.00	23.00	3127.00



**A/P CHECK REGISTER AND PAID INVOICE REGISTER**

M O N T H L Y A / P P A I D I N V O I C E R E G I S T E R

06/31/97

PAGE 1

CO: 01 THE SYSTEMS HOUSE

06/25/97

17:18:15

VOUCH#	VEND#	VENDOR NAME	INV DATE	INVOICE NO	DATE-PD	CHECK#	GROSS AMT	DISCOUNT	NET AMOUNT
059101	A1200	ABC DISPLAY	06/01/97	125874	06/30/97	001043	1000.00	20.00	980.00
059105	A2222	PHOENIX SYSTEM	06/25/97	125478	06/30/97	020001	1500.00	30.00	1470.00
059117	A1111	BAT INDUSTRIES	06/25/97	125748	06/30/97	032141	500.00	0.00	500.00
COMPANY: 01 THE SYSTEMS HOUSE						TOTAL:	3000.00	50.00	2950.00
GRAND TOTALS:							3000.00	50.00	2950.00

**HAND CHECK REGISTER**

PROK NAME	AP.P PMON.HDCHREG
PROGRAM NAME	AP MON.HREG
SELECTOR	MENU-13.3
SELECTOR NUMBER	4
FILES ACCESSED	COMPANY BANK VEND.MAST VEND.DET MON.HDCH DICT VOUCHERS

**OVERVIEW**

Like the monthly check register prepared for regular vouchers, the monthly handcheck register prints a recap of all handchecks processed for a specific fiscal period. Handcheck voids are printed on this report as well. The primary source of this report is the Mon.Hdch file. The operator is asked for a month end date and fiscal period to print on the report.

These reports can not be run for a month that has been closed. These reports will be generated during the accounts payable month end jobstream.

**OPERATING INSTRUCTIONS****ACCOUNTS PAYABLE MONTHLY HANDCHECK REGISTER  
ENTER END OF MONTH DATE OR 'END':**

Enter month end date as MM/DD/YY or 'END' to return to the menu.

**ENTER FISCAL PERIOD AS (YYMM) OR 'END'**

Enter fiscal period or 'END' to return to the menu.

## HAND CHECK REGISTER

M O N T H L Y H A N D C H E C K R E G I S T E R

06/30/97

PAGE: 1

CO: 01 THE SYSTEMS HOUSE

17:18:27

CHECK#	VENDOR#	VENDOR NAME	INVOICE NO	INV DATE	VOUCH#	GROSS AMOUNT	DISCOUNT	NET AMOUNT	BANK REF
002598	A1200	ABC DISPLAY	125987	06/25/97	059125	1000.00	20.00	980.00	
002617	A1200	ABC DISPLAY	REVERSAL	06/25/97	059125V	-1000.00	-20.00	-980.00	
002710	A1300	MILLER HARNESS	132547	06/25/97	059137	126.00	1.26	124.74	REF 2589
BANK:		100 FIDELITY FEDERAL		01-1100-00	TOTAL:	126.00	1.26	124.74	
COMPANY:		01 THE SYSTEMS HOUSE			TOTAL:	126.00	1.26	124.74	
GRAND TOTALS:						126.00	1.26	124.74	

**SUMMARY CHECK REGISTER**

PROK NAME	AP.P PMON.CKREG.SUM
PROGRAM NAME	AP MON.CK.SUMM
SELECTION	MENU-13.3
SELECTION NUMBER	5
FILES ACCESSED	APCHECK VOUCHERS VEND.MAST BANK COMPANY

**OVERVIEW**

The summary check register combines the handchecks and regular checks in one report. The report is sorted by company by bank with totals by each. The operator will be prompted for date and fiscal period.

This report can be run after the month has been closed. This report is generated during the month end jobstream.

**OPERATING INSTRUCTIONS****MONTHLY SUMMARY A/P CHECK REGISTER  
ENTER END OF MONTH DATE OR 'END':**

Enter month end date as MM/DD/YY or 'END' to return to the menu.

**ENTER FISCAL PERIOD (YYMM) OR 'END':**

Enter fiscal period or 'END' to return to the menu.

SUMMARY CHECK REGISTER

MONTHLY ACCOUNTS PAYABLE SUMMARY CHECK REGISTER 06/31/97 PAGE 1  
 FISCAL PERIOD: 9706

CO: 01 THE SYSTEMS HOUSE

07/02/97 09:15:  
 13

CHECK#	DATE-PD	VEND#	VENDOR NAME		GROSS AMT	DISCOUNT	NET AMOUNT
001048	03/15/97	17000	OLYMPIC SKIWEAR	CHECK# 001048 TOTAL:	4057.15	81.14	3976.01
001049	03/15/97	A1200	C&R REAL ESTATE	CHECK# 001049 TOTAL:	500.00	10.00	490.00
100157	03/13/97	A1400	NJ TELEPHONE	CHECK# 100157 TOTAL:	2356.21	0.00	2356.21
210120	03/17/97	A4000	AIRWICK MFG CO.	CHECK# 210120 TOTAL:	654.87	0.00	654.87
980001	03/12/97	A1000	G&A WHOLESALERS	CHECK# 980001 TOTAL:	1000.00	20.00	980.00
980002	03/14/97	A1000	G&A WHOLESALERS	CHECK# 980002 TOTAL:	80.00	1.60	78.40
001157	03/15/97	A3000	BRAND X MFG, INC.	CHECK# 001157 TOTAL:	5141.65	10.00	5131.65
	BANK#:	100	FIDELITY FEDERAL	01-1000-00 TOTAL:	13789.88	122.74	13667.14
	COMPANY#:	01	THE SYSTEMS HOUSE	TOTAL:	13789.88	122.74	13667.14
	7 CHECKS PRINTED			TOTALS:	13789.88	122.74	13667.14

**MONTH END C/D SUMMARY**

PROK NAME	AP.P. CDSUM
SELECTOR	MENU-13.3
SELECTOR NUMBER	6
FILES ACCESSED	MCD

**OVERVIEW**

The month end cash disbursement summary reports are a recapitulation of a specific month's disbursements. Two separate reports are generated. The first one is the summary for the regular disbursements, and shows the starting check, the general ledger code, the number of checks disbursed on that date, and the totals of gross, discount, and net amounts.

Report number two is the summary-detail for the handchecks. This report lists all handchecks by number and gives the same data as the first report. In addition, vendor number and name are included on the report.

These reports can not be run for a month that has been closed. These reports will be generated during the accounts payable month end jobstream.

NOTE: If there is no data in the file for a report, no report will be generated.

**OPERATING INSTRUCTIONS****MONTHLY CASH DISTRIBUTION SUMMARY  
ENTER <RTN> TO CONTINUE OR 'END'**

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

**ENTER DATE FOR REPORT**

Enter month end date as MM/DD/YY or 'END' to return to the menu.

**ENTER FISCAL PERIOD**

Enter fiscal period or 'END' to return to the menu.

## MONTH END C/D SUMMARY

MONTHLY REGULAR CASH DISBURSEMENT SUMMARY REPORT FOR PERIOD ENDING: 06/30/97

PAGE: 1

CO#: 01 THE SYSTEMS HOUSE

COMP#	BANK#	BANK NAME	STARTING CHECK	NUMBER OF CHECKS	GROSS AMOUNT	DISCOUNT AMOUNT	NET AMOUNT	DATE DISBURSED
01	100	FIDELITY FEDERAL	001043	1	1,000.00	20.00	980.00	06/30/97
01	100	FIDELITY FEDERAL	001047	2	1,150.00	23.00	1,127.00	06/30/97
01	200	UNION TRUST	015784	1	3,505.00	70.10	3,434.90	06/30/97
				4	5,655.00	113.10	5,541.90	
				4	5,655.00	113.10	5,541.90	

## MONTH END C/D SUMMARY

MONTHLY HANDCHECK DISBURSEMENT SUMMARY REPORT FOR PERIOD ENDING:

06/30/97

PAGE: 1

CO#: 01

THE SYSTEMS HOUSE

COMP#	BANK#	BANK NAME	STARTING CHECK	NUMBER OF CHECKS	GROSS AMOUNT	DISCOUNT AMOUNT	NET AMOUNT	DATE DISBURSED	VENDOR NAME	VENDOR
01	100	FIDELITY FEDERAL	002598	1	1,000.00	20.00	980.00	06/30/97	A1200	ABC
01	100	FIDELITY FEDERAL	002599	1	126.00	1.26	124.74	06/30/97	DISPLAY	
				2	1,126.00	21.26	1,107.74		A1300	MIL
				2	1,126.00	21.26	1,107.74		HARNES	



**OPEN ACCOUNTS PAYABLE LISTING**

PROK NAME	AP.P PRECON.RPT
PROGRAM NAME	AP RECON.RPT4
SELECTOR	MENU-13.3
SELECTOR NUMBER	7
FILES ACCESSED	OAP VEND.MAST COMPANY

**OVERVIEW**

The accounts payable listing report lists all open accounts payable items as of the end of a specific month. It is useful as a reconciliation tool to prove to the summary balances in the ledger.

The report can be run for one company or all. The fiscal period that is input for the report is used as a cutoff to determine if the voucher is still open.

**OPERATING INSTRUCTIONS****ACCOUNTS PAYABLE ACTIVITY LIST****ENTER END OF MONTH DATE OR 'END':**

Enter month end date or 'END' to return to the menu.

**ENTER FISCAL MONTH NUMBER (YYMM) OR 'END':**

Enter fiscal period or 'END' to return to the menu.

**ENTER COMPANY NUMBER (NN), 'A' FOR ALL OR 'END':**

Enter the two digit company number, 'A' if you want all companies or 'END' to return to the reports menu.

## OPEN ACCOUNTS PAYABLE LISTING

ACCOUNTS PAYABLE ACTIVITY LIST AS OF : 06/30/97

PAGE 1

CO: 01 THE SYSTEMS HOUSE

06/25/97

17:50:04

VOUCH NO	INVOICE#	INV DATE	DUE DATE	PO NO	GROSS AMT	NET AMT	BAL-OPEN	CHECK#	CHECK-DT	CHECK AMT	DISC AMT TAKEN	DEL AMT
VENDOR: A1111 B.A.T INDUSTRIES												
01059110	1236547	06/15/97	06/30/97	258364	150.00	147.00	0.00	001044	06/30/97	147.00	3.00	
	VENDOR-	A1111	TOTALS:		150.00	147.00	0.00			147.00	3.00	0.00
VENDOR: A1200 ABC DISPLAY												
01059101	137371	06/01/97	06/15/97		1000.00	980.00	1000.00	001043	06/29/97	980.00	20.00	
								001043	06/30/97	980.00-	20.00-	
01059103	138945	06/10/97	07/15/97		1500.00	1470.00	1500.00					
01059109	139521	06/13/97	06/25/97		1000.00	980.00	0.00	001045	06/30/97	980.00	20.00	

**VENDOR FILE MONTH END/YEAR END UPDATE**

PROK NAME	AP.P PVEND.UPD
PROGRAM NAME	AP VEND.UPD
SELECTOR	MENU-13.3
SELECTOR NUMBER	8
FILE ACCESSED	VEND.DET

**OVERVIEW**

The month end/year end process clears month-to-date and/or year-to-date accumulations in the Vendor file.

Note: The updates are performed as part of the month end job stream and therefore should not normally have to be run separately.

Program #8 should be run for year end updates only off this menu.

No reports are generated during this update.

**OPERATING INSTRUCTIONS****VENDOR MONTH/YEAR END UPDATE****DO YOU WANT MONTH OR YEAR END UPDATE OR 'END' (M/Y/END):**

Enter 'M' for monthly update (this is already run in month end). Enter 'Y' for year end update, or 'END' to return to the monthly reports menu.

## TEMPORARY VENDOR DELETION

PROK NAME	AP.P PTEMP.VEND.DEL
PROGRAM NAME	AP TEMP.VEND.DEL
SELECTION	MENU-13.3
SELECTION NUMBER	9
FILES ACCESSED	VEND.DET VEND.MAST

### OVERVIEW

This program will delete any temporary vendors with a balance of \$0.00 and a check date older than 65 days.

This program will delete all temporary vendors from the Vend.Mast and Vend.Det files. To be a candidate for deletion, the vendor must be flagged as temporary, and the open accounts payable balance must be zero, the 1099 flag set to N and the check date is greater than 60 days old.

NOTE: The updates are performed as part of the month end job stream and therefore should not normally have to be run separately.

No report is generated during this deletion.

### OPERATING INSTRUCTIONS

#### **TEMPORARY VENDOR DELETION HIT 'RETURN' TO CONTINUE OR 'END'**

Hit 'RETURN' to delete the temporary vendors, or 'END' to return to the menu.

**JOB COST SUMMARY REPORT**

PROK NAME	AP.P PJOB.SUMM
SELECTOR	MENU-13.3
SELECTOR NUMBER	10
FILES ACCESSED	JOB

**OVERVIEW**

The job cost summary report provides a recap of all charges entered against a job by general ledger number. The report prints month to date and year-to-date totals.

# JOB COST SUMMARY REPORT

PAGE 1

\*\*\*\*\* JOB COST SUMMARY \*\*\*\*\*

DATE: 18:07:37

25 JULY 1997

CO#: 01 THE SYSTEMS HOUSE

CO#	JOB#	JOB DESCRIPTION	G/L#	GL.DESC	ACTIV.MTD.	ACTIV.YTD.
01	457	COMPUTER PROGRAMMING	4120-00	OUTSIDE CONSULTANTS		3500.00
	***				0.00	3500.00
01	372	OFFICE BUILDING	1310-00	OFFICE EQUIPMENT		1000.00
01	372	OFFICE BUILDING	4660-00	PUBLICATIONS		1500.00
	***				0.00	2500.00
					0.00	6000.00

**JOB DETAIL HISTORY REPORT**

PROK NAME	AP.P PJOB.HIST.SUMM
SELECTION	MENU-13.3
SELECTION NUMBER	11
FILES ACCESSED	JOB.HIST

**OVERVIEW**

This report prints the details for each job for each transaction.

**OPERATING INSTRUCTIONS****JOB DETAIL HISTORY REPORT****HIT <RTN> TO CONTINUE OR 'END' TO END**

Enter 'RETURN' to run the report, or 'END' to return to the reports menu.

# JOB DETAIL HISTORY REPORT

PAGE 1

\*\*\*\*\* JOB DETAIL HISTORY REPORT \*\*\*\*\*

DATE: 09:51:58

27 JULY 1997

CO#: 01 THE SYSTEMS HOUSE

CO#	PERIOD	JOB#	JOB.DESC	REFER#	TRANS DT	G/L#	G/L DESCRIPTION	DIST.AMT
01	9707	574	COMPUTER PROGRAMMING	000005	07/03/97	01-1000-00	ADMINISTRATIVE EXP	30.00
01	9707	574	COMPUTER PROGRAMMING	000005	07/03/97	01-1000-00	ADMINISTRATIVE EXP	-30.00
	****							0.00
01	9707	472	COMPUTER INSTALLATION	0000007	07/05/97	01-1000-00	ADMINISTRATIVE EXP	850.00
	****							850.00



**UPDATE VENDOR HISTORY FILE**

PROK NAME	AP.P PDUMP-OAP.UPD
SELECTOR	MENU-13.3
SELECTOR NUMBER	12
FILES ACCESSED	OAP DUMP-OAP VEND.MAST CADF CASDF COMPANY

**OVERVIEW**

The monthly vendor history update copies the current status of all items in the Oap file to the Dump-Oap file. The History file is used to produce the vendor ledger card, and to serve as a source of voucher information in the check voiding process (regular only).

NOTE: This process is part of the month end job stream.

No reports are generated during this update.

**OPERATING INSTRUCTIONS****UPDATE VENDOR HISTORY FILE  
HIT <RETURN> TO CONTINUE OR 'END'**

Enter 'RETURN' to run the update, or 'END' to return to the reports menu.

**VOUCHER HISTORY REPORT**

PROK NAME	AP.P PVOUCHER.HIST
PROGRAM NAME	AP BATCH.UPD.AP
	AP VOUCHER.HIST
SELECTION	MENU-13.3
SELECTION NUMBER	13
FILES ACCESSED	VOUCHERS
	H.VOUCHERS

**OVERVIEW**

This report will generate a listing of voucher history based on a range of fiscal periods and general ledger numbers.

**OPERATING INSTRUCTIONS****EXPENSE DISTRIBUTION REGISTER HISTORY REPORT  
ENTER DATE OF RUN OR 'END'**

Enter the date for the report, or 'END' to return to the menu.

**DO YOU WANT TO UPDATE HISTORY FILE:**

Enter 'Y' if you wish to update the Voucher History file from the Vouchers file. If you enter 'N' no history will be updated and you will go to the next prompt.

**ENTER STARTING FISCAL PERIOD AS (YMMM)**

Enter the beginning period that should print on the report or 'END' to return to the reports menu.

**ENTER ENDING FISCAL PERIOD AS (YMMM)**

Enter the ending period that should print on the report or 'END' to return to the reports menu.

**DO YOU WANT A RANGE OF GL #'S? (Y/N)**

If you respond with a 'Y' you will be prompted for a beginning and ending range of general ledger numbers.

## VOUCHER HISTORY REPORT

E X P E N S E D I S T . H I S T O R Y F O R  
F I S C A L P E R I O D - 9706 TO 9706

07/10/97

PAGE: 1

CO: 01 THE SYSTEMS HOUSE

18:57:27

07/10/97

G/L	DESCRIPTION	FISC.MO	BANK REF	JOB NO	VOUCH#	VEND NUM	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	DIST AMOUNT
1000	ASSETS										
*****											
9706					000013	A1310	TIVOLI SKIWEAR	102574	06/01/97	06/15/97	100.00
9706	DELETED VOUCHER				000013	A1310	TIVOLI SKIWEAR	102574	06/01/97	06/15/97	-100.00
9706					000014	A1310	TIVOLI SKIWEAR	103741	06/02/97	06/25/97	500.00
9706					000017	A1400	RADISON SUPPLY	107521	06/03/97	06/25/97	1000.00
					PERIOD	9706				TOTAL:	1500.00
					DEPARTMENT	00 SALES				TOTAL:	1500.00
					ACCOUNT	1000 ASSETS				TOTAL:	1500.00

COMPANY: 01

TOTAL - - - CREDIT TO A/P ACCOUNT 01-2600-00 1500.00

GRAND TOTAL - - - CREDIT TO A/P ACCT 1500.00

**VENDOR PURCHASE HISTORY REPORT**

PROK NAME            AP.P PVEND.PURCH.HIST  
PROGRAM NAME       AP VEND.PURCH.HIST  
SELECTION            MENU-13.3  
SELECTION NUMBER    14  
FILES ACCESSED       VEND.DET  
                          COMPANY  
                          VEND.MAST

**OVERVIEW**

This report prints the purchase dollars for each vendor by month for this year and last year. The report prints only totals for each month not the details of each purchase.

**OPERATING INSTRUCTIONS****VENDOR PURCHASE HISTORY REPORT  
HIT <RTN> TO CONTINUE OR 'END':**

Enter 'RETURN' to run the report, or 'END' to return to the reports menu.

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

If you select '1' you will be prompted:

**ENTER COMPANY NUMBER OR 'END':**

Enter company number or 'END' to return to the selector.

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

If you select 'Y' you will be prompted:

**ENTER STARTING VENDOR NUMBER:  
ENTER ENDING VENDOR NUMBER:**

Enter a starting and ending vendor number.

## VENDOR PURCHASE HISTORY REPORT

THE SYSTEMS HOUSE  
VENDOR PURCHASE HISTORY REPORT

PAGE 1  
10:13:53 07 JULY 1997

VENDOR NUMBER	VENDOR NAME		YTD PURCHASES	LAST YTD PURCHASES	VARIANCE	YTD DEBIT MEMOS	YTD DISC TAKEN	YTD DISC LOST	LAST PAYMENT DATE
A1210	DOLOMITE BOOT CO.		59000	48000	11000	1500	1800	0	06/30/97
DEC	1000	SEP	9000	JUN	5000	MAR	5000		
NOV	5000	AUG	7000	MAY	1000	FEB	5000		
OCT	8000	JUL	6000	APR	2000	JAN	5000		
TOTAL	14000	22000	8000	15000					
A1100	TIVOLI SKIWEAR		31000	15000	16000	550	1875	350	06/27/97
DEC	1000	SEP	3000	JUN	4000	MAR	5000		
NOV	2000	AUG	2000	MAY	5000	FEB	1500		
OCT	3000	JUL	2000	APR	5000	JAN	1500		
TOTAL	60000	7000	14000	4000					

## ACCOUNTS PAYABLE MONTH END JOB STREAM

PROK NAME	AP.P PAP.STREAM008	
PROGRAM NAME	VARIOUS	
SELECTION	MENU-13	
SELECTION NUMBER	4	
FILES ACCESSED	VOUCHERS	MON.HDCH
	H.VOUCHERS	HDCH
	OAP	COMPANY
	DUMP-OAP	MCD
	GLA	1099.FILE
	CA	AP.INV.VER
	VEND.MAST	BANK
	VEND.DET	CASDF
	APCHECK	CADF
	MON.CKR	

### OVERVIEW

Prior to running the accounts payable end of month jobstream, the following should be done.

1. Verify that all vouchers have been entered for the month and all batches have been updated.
2. Verify that all checks and handchecks have been generated for the month and updated.
3. Run the month end tape backup.

The month end procedure will update the purchases and disbursements to the general ledger. The monthly registers will be printed to hold files for review. The vouchers and open accounts payable will be copied to the History files and the \$ 0.00 balance records will be deleted from the Open Accounts Payable file.

**ACCOUNTS PAYABLE MONTH END JOB STREAM****JOB STREAM SEQUENCE**

The month end stream prints reports and updates as follows:

Note: All reports are printed to spooler hold files.

The reports will not include vouchers for future months. If the voucher is in the current month, but the payment was made in a future month, the voucher will be open during the end of month.

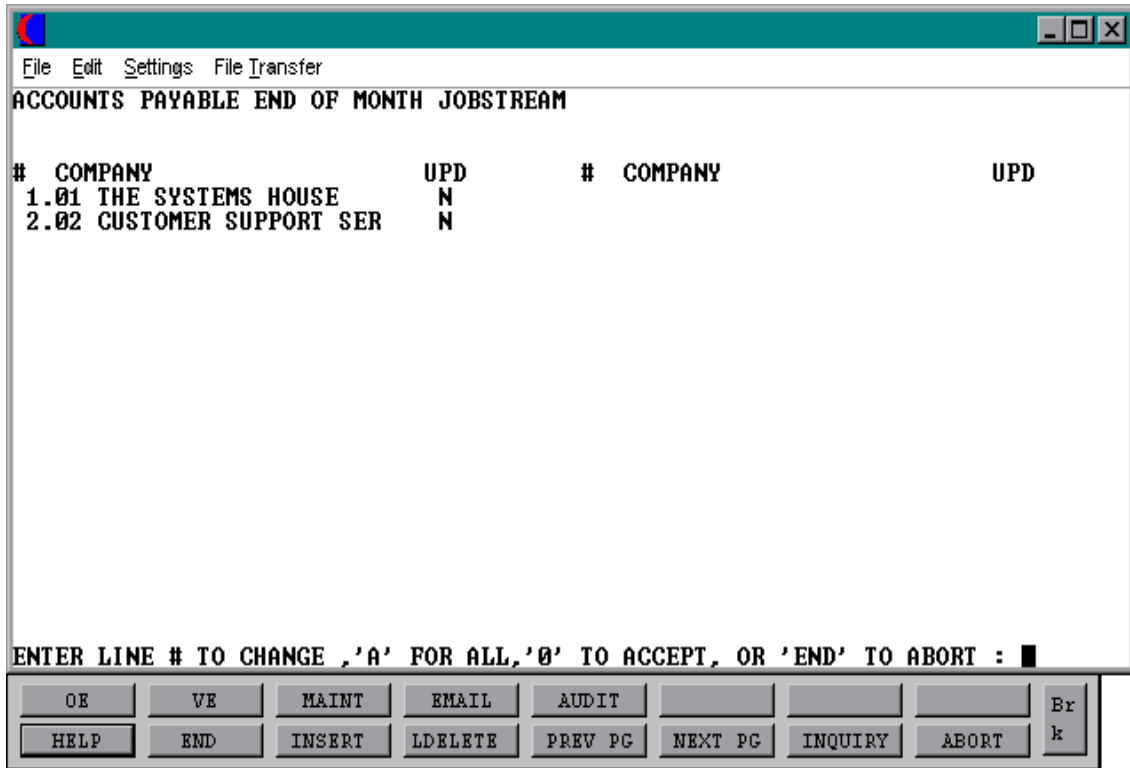
1. Updates Voucher History file (copies Vouchers to H.Vouchers)
2. Prints expense distribution by general ledger
3. Prints expense distribution by department
4. Prints expense distribution by job number
5. Updates and clears Vouchers file -----> Gla file
6. Prints monthly sequential voucher register
7. Clears Sqv file
8. Updates 1099 file from handchecks and regular checks (copies Mon.Hdch to 1099.FILE) (copies Mon.Ckr to 1099.File)
9. Prints monthly check register
10. Prints monthly paid invoice register
11. Clears Mon.Ckr file
12. Prints monthly handcheck register
13. Clear Mon.Hdch
13. Prints monthly cash disbursements - regular
15. Prints monthly cash disbursements - handchecks
16. Prints monthly check summary reports
17. Updates bank cash totals in the Bank file - for the running of the bank balance report.
18. Clears MCD and produces cash disbursement general ledger entries -----> Gla
19. Clears MTD accumulation in Vendor file.
20. Deletes temporary vendors whose:
  - a. Balance is 0
  - b. Check payment date is 32 days old
21. Prints job cost summary report
22. Resets MTD accumulations in the Job file
23. Deletes Job records with no activity in the past 400 days
24. Deletes entries in Ap.Inv.Ver more than 400 days old
25. Prints accounts payable reconciliation report
26. Updates vendor history (copies Oap to Dump-Oap)

**ACCOUNTS PAYABLE MONTH END JOB STREAM****JOB STREAM SEQUENCE (Continued)**

27. Deletes closed Oap items where:
  - a. Balance open = 0
  - b. Date paid = to input end of month date
28. Updates the vendor open invoice string (Vend.Inv)
29. Updates the current activity month and last month closed in the Company record(s)
30. Deletes items more than 370 days old from the vendor history (Dump-Oap File)
31. Deletes items more than 370 days old from the voucher history (H.Vouchers File)



### ACCOUNTS PAYABLE MONTH END JOB STREAM



File Edit Settings File Transfer

**ACCOUNTS PAYABLE END OF MONTH JOBSTREAM**

#	COMPANY	UPD	#	COMPANY	UPD
1.01	THE SYSTEMS HOUSE	N			
2.02	CUSTOMER SUPPORT SER	N			

ENTER LINE # TO CHANGE , 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT : █

OE	VE	MAINT	EMAIL	AUDIT				Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

**ACCOUNTS PAYABLE MONTH END JOB STREAM****OPERATING INSTRUCTIONS****CAUTION !!!****BE SURE TO RUN THE FOLLOWING (D A I L Y) REPORTS  
BEFORE CONTINUING:**

- 1. SEQUENTIAL VOUCHER LISTING**
- 2. CHECK REGISTER**
- 3. HAND CHECK REGISTER**

**ENTER END OF MONTH DATE OR 'END':**

Enter the month end date or 'END' to return to the selector.

**ENTER LINE # TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO  
ABORT:**

Enter the line number associated with the company you will run end of month for.

**ENTER 'Y' TO UPDATE, 'N' TO REMOVE FROM UPDATE:**

'Y' will flag the company for end of month. 'N' will remove the update flag.

'A' will flag all companies in the list for update.

'END' will return to the menu.

If you enter '0', the end of month jobstream will start for all companies with the update flag set to 'Y'.

**ENTER FISCAL PERIOD TO UPDATE OR <END>**

Enter the fiscal period you are closing as 'YYMM' or 'END' to return to the menu. The fiscal period entered must be the current period.

**ACCOUNTS PAYABLE/GENERAL LEDGER TAPE BACKUP**

PROK NAME            AP.P AP-GL.TDUMP  
SELECTION            MENU-13  
SELECTION NUMBER    5  
FILES ACCESSED       VARIOUS ACCOUNTS PAYABLE FILES

**OVERVIEW**

This procedure dumps all the files above to tape. This process should be run immediately before the accounts payable end of month jobstream. The tape should be kept in a secure area and not used again at least until the next month end.

**OPERATING INSTRUCTIONS**

Load the tape, put the tape drive on-line. When you initiate the tape backup procedure, the following message will appear:

**THIS IS THE ACCOUNTS PAYABLE - GENERAL LEDGER BACKUP TAPE  
WRITER  
ENTER <RTN> TO CONTINUE OR 'END'**

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

**MOUNT TAPE INTO dev/rmt 0  
ENTER 'RETURN' WHEN THE TAPE IS READY OR 'END'**

'RETURN' will begin the tape backup. 'END' will return to the menu. After all the files have been dumped a tape check will be prompted.

**DID THE TAPE CHECK OUT OKAY (Y/N)**

If you did not have any parity errors, enter 'Y'. If you had a problem with the tape, enter 'N', and the tape backup will be restarted.

**VENDOR DETAILED PAYABLES INQUIRY**

PROGRAM NAME            AP VEND.INQ008  
                              AP VENDOR.LOOKUP  
SELECTOR                MENU-13  
SELECTOR NUMBER        6  
FILES ACCESSED         VEND.MAST  
                              OAP  
                              OPERATOR  
                              VEND.DET  
                              VEND.INV  
                              DUMP-OAP

**OVERVIEW**

This inquiry will display all open Accounts Payable records, as well as, Accounts Payable History records for a specific vendor. At end of month, all \$0.00 balance records are copied to history and cleared from the current open accounts payable.

**OPERATING INSTRUCTIONS****ENTER VENDOR, 'L' FOR LOOKUP OR 'E' TO END:**

Enter the vendor number, 'L' to access the lookup routine or 'E' to end to return to the menu.

**IS THIS THE VENDOR YOU WANT (N/<RTN>)?**

Enter 'RETURN' if this is the correct vendor. Enter 'N' if this is not the correct vendor.

**(H)ISTORY OR OPEN PAYABLES (H/<RTN>)?**

Enter 'H' for history or hit 'RETURN' for open payables.

**ENTER COMPANY NUMBER, 'A' FOR ALL OR 'I' FOR INVOICE#:**

Enter a specific 2 digit company number or 'A' for a listing of all companies, or 'I' to search for a specific invoice number. If you enter 'I' you will be prompted for the invoice number. You may enter any number of digits of the invoice number. All vouchers whose invoice numbers match the input number will be displayed.'

**VENDOR DETAILED PAYABLES INQUIRY****OPERATING INSTRUCTIONS (Continued)****DO YOU WANT A HARD COPY (Y/'RTN'):**

If you want the inquiry to print, enter 'Y'. If the inquiry should display to the screen enter 'RETURN'.

The first page of open accounts payable detail will display. If there are additional records, you will be prompted.

**(S)TART, (B)ACK, (E)ND, OR CONTINUE (NL):**

A response of 'RETURN' will display the next page. A response of 'N' will clear the screen and prompt for the next vendor number. A response of 'S' will bring you to the first page, 'B' will bring you back one page 'E' will end the program and 'RETURN' will continue with the program.

VENDOR DETAILED PAYABLES INQUIRY

Screen Master for Windows

File Edit Settings File Transfer

\*\*\*\*\* VENDOR OPEN PAYABLES INQUIRY \*\*\*\*\*

VENDOR: A1400	NJ TELEPHONE	A/P BALANCE:	2456.21
		OPEN L/C:	0.00
PURCHASES M-T-D:	100.00	PAYMENTS M-T-D:	0.00
Y-T-D:	100.00	Y-T-D:	0.00
LAST-YR:	0.00	LAST-YR:	0.00

VOUCH#	INU-DATE	DUE-DATE	GROSS-AMT	DISC-AMT	AMT-PAID	LAST-DT	CHECK#	AMT-DUE	H
01000013	05/07	06/06/96	100.00	0.00	0.00			100.00	P
INU#: 334455		MICRO#:	DESC:						
01040006	03/02	04/01/96	2356.21	0.00	0.00			2356.21	P
INU#: APR		MICRO#:	DESC:						

NO MORE INVOICE, HIT 'RTN' TO CONTINUE

OE

VE

MAINT

EMAIL

AUDIT

Brk

HELP

END

INSERT

LDELETE

PREV PG

NEXT PG

INQUIRY

ABORT

**VENDOR PURCHASE HISTORY INQUIRY**

PROGRAM NAME        AP VEND.PURCH.INQ  
SELECTION            MENU-13  
SELECTION NUMBER    7  
FILES ACCESSED      VEND.MAST  
                          VEND.DET  
                          COMPANY  
                          PARAMETER  
                          OPERATOR

**OVERVIEW**

This inquiry will display the cumulative monthly purchase dollars for next year, this year, last year and 2 years ago.

**OPERATING INSTRUCTIONS****CO#**

Enter the company number or 'END' to return to the menu.

**VENDOR:**

Enter the vendor number, 'L' to access the lookup routine, or 'END' to return to the menu.

**IS THIS THE CORRECT VENDOR (CR/N):**

Enter 'RETURN' to continue or 'N' to take you back to the vendor prompt.

The general ledger end of year moves the data in the columns. This year will be moved to last year, next year will be moved to this year and last year will be moved to 2 year ago.

VENDOR PURCHASE HISTORY INQUIRY

Screen Master for Windows

File Edit Settings File Transfer

CO# 01                      VENDOR PURCHASE INQUIRY

VENDOR :    A1400                      NJ TELEPHONE

	PURCH-\$ NEXT YR	PURCH-\$ THIS-YR	PURCH-\$ LAST-YR	PURCH-\$ 2 YRS AGO-YR
JAN				
FEB				
MAR				
APR			2356	
MAY	100			
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				
TOTAL	100		2356	

HIT RETURN TO CONTINUE.

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



**VENDOR PAYMENT HISTORY INQUIRY**

PROGRAM NAME        AP VEND.PAY.INQ  
SELECTION            MENU-13  
SELECTION NUMBER    8  
FILES ACCESSED      VEND.MAST  
                          VEND.DET  
                          COMPANY  
                          PARAMETER  
                          OPERATOR

**OVERVIEW**

This inquiry will display the cumulative monthly payment dollars for next year, this year, last year and 2 years ago.

**OPERATING INSTRUCTIONS****CO#**

Enter the company number or 'END' to return to the menu.

**VENDOR:**

Enter the vendor number, 'L' to access the lookup routine, or 'END' to return to the menu.

**IS THIS THE CORRECT VENDOR (CR/N):**

Enter 'RETURN' to continue or 'N' to take you back to the vendor prompt.

The general ledger end of year moves the data in the columns. This year will be moved to last year, next year will be moved to this year and last year will be moved to 2 year ago.



**OPEN ACCOUNTS PAYABLE LISTING**

PROC NAME	AP.P PRECON.RPT
PROGRAM NAME	AP RECON.RPT4
SELECTOR	MENU-13
SELECTOR NUMBER	9
FILES ACCESSED	OAP VEND.MAST COMPANY

**OVERVIEW**

The accounts payable reconciliation listing reports all accounts payable open as of the end of the requested fiscal period. Its primary use is to tie together the general ledger financial control accounts to its subsidiary ledger, the Open Accounts Payable file.

The program determines the open items as follows:

1. Entered in the current or previous fiscal period(s) and
2. Paid during the fiscal period entered by the operator during the running of this report.

**OPERATING INSTRUCTIONS**

If this report is run as a selection from the menu, the following prompts are displayed:

**ACCOUNTS PAYABLE ACTIVITY LIST****ENTER END OF MONTH DATE OR 'END':**

Enter the end of month date (MM/DD/YY for the report or 'END' to return to the menu.

**ENTER FISCAL MONTH NUMBER (YYMM) OR 'END':**

Enter the fiscal month and year (YYMM) for the report or 'END' to return to the menu.

**OPEN ACCOUNTS PAYABLE LISTING****OPERATING INSTRUCTIONS (Continued)****ENTER COMPANY NUMBER (NN), 'A' OR 'END':**

Enter 'A' for all companies or a specific company number (2 digit) or 'END' to return to the menu.

The reconciliation report is also produced as part of the month end jobstream.

OPEN ACCOUNTS PAYABLE LISTING

ACCOUNTS PAYABLE ACTIVITY LIST AS OF : 06/30/97

PAGE 1

CO: 01 THE SYSTEMS HOUSE

06/25/97

17:50:04

VOUCH NO	INVOICE#	INV DATE	DUE DATE	PO NO	GROSS AMT	NET AMT	BAL-OPEN	CHECK#	CHECK-DT	CHECK AMT	DISC AMT TAKEN	DEL AMT
VENDOR: A1111 B.A.T INDUSTRIES												
01059110	1236547	06/15/97	06/30/97	258364	150.00	147.00	0.00	001044	06/30/97	147.00	3.00	
	VENDOR-	A1111	TOTALS:		150.00	147.00	0.00			147.00	3.00	0.00
VENDOR: A1200 ABC DISPLAY												
01059101	137371	06/01/97	06/15/97		1000.00	980.00	1000.00	001043	06/29/97	980.00	20.00	
								001043	06/30/97	980.00-	20.00-	
01059103	138945	06/10/97	07/15/97		1500.00	1470.00	1500.00					
01059109	139521	06/13/97	06/25/97		1000.00	980.00	0.00	001045	06/30/97	980.00	20.00	

**ACCOUNTS PAYABLE VENDOR CARD**

PROC NAME	AP.P PVENDOR.LEDGER
PROGRAM NAME	AP VENDOR.LEDGER
	AP CONS.VENDOR.LEDGER
SELECTOR	MENU-13
SELECTOR NUMBER	10
FILES ACCESSED	DUMP-OAP
	VEND.MAST
	VEND.DET
	OAP
	COMPANY

**OVERVIEW**

The accounts payable vendor card prints a history of vendor activity for the last 370 days. It prints all vouchers processed as well as checks written against these vouchers for the vendor.

**OPERATING INSTRUCTIONS**

Before the report is processed, the operator is prompted:

**DO YOU WANT TO UPDATE THE VENDOR HISTORY FILE (RTN/Y/END) ?**

If 'Y\*\*\*' is entered, the system will copy all open payables from the Oap file to the Dump-Oap History file, the file from which the report is produced. A response of 'END' will return to the menu.

**VENDOR LEDGER CARD PRINT**

- 1. BY COMPANY**
- 2. CONSOLIDATED**

**ENTER OPTION OR 'END':**

If you select '1' BY COMPANY you will be prompted:

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

**ACCOUNTS PAYABLE VENDOR CARD****OPERATING INSTRUCTIONS (Continued)**

If you select '1' you will be prompted:

**ENTER COMPANY NUMBER OR 'END'**

If you select '2' CONSOLIDATED you will be prompted:

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

If you select 'Y' you will be prompted:

**ENTER STARTING VENDOR NUMBER:**

**ENTER ENDING VENDOR NUMBER:**

Enter starting and ending vendor number.

## ACCOUNTS PAYABLE VENDOR CARD

VENDOR LEDGER

PAGE 1

CO: 01 THE SYSTEMS HOUSE

06/25/97

16:51:43

VENDOR NUMBER: A1200  
 NAME: ABC DISPLAY CO CONTRACT: JOHN SMITH A/P BALANCE: 2500.00  
 ADDRESS: 10 SCHOOL STREET PHONE: 212-777-5841 PURCHASES M-T-D: 4500.00 PAYMENTS M-T-D: 1960.00  
 CLIFTON, NJ DUNS#: DUN12347 Y-T-D: 4500.00 Y-T-D: 1960.00  
 07013 DISC%: 2.00 LAST YR: LAST YR:  
 DISC DAYS: 60 LAST CHECK#: 001045 DATE-PD: 05/31/97 AMT:  
 980.00

VOUCH NO	INVOICE NO	INV DATE	DUE DATE	PO NO	GROSS AMT	DISC AMT	NET AMT	BAL-OPEN	CHECK#	CHECK-DT	CHECK AMT
01059101	145874	06/01/97	06/15/97	145874	1000.00	0.00	980.00	1000.00	001043	06/25/97	980.00
									001043	06/26/97	980.00-
01059103	146741	06/03/97	06/15/97		1500.00	0.00	1470.00	1500.00			
01059109	147741	06/03/97	06/15/97		1000.00	20.00	980.00	0.00	001045	06/25/97	980.00



## ACCOUNTS PAYABLE 1099 PROCEDURES

Screen Master for Windows

File Edit Settings File Transfer

Account: DEMO.10 Port: 61 Menu: AP.1099.P

Accounts Payable 1099 Procedures

1.1099 File Adjustment Entry / Maintenance  
2.1099 Vendor File List  
3.1099 Form Print  
4. Check 1099 File for SS# and Address  
5.1099 Forms on Tape  
6. Tape Dump of 1099 File (should be done before purge)  
7.1099 File Purge (end of calendar year)

Enter Selection or END : █

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

**1099 FILE ADJUSTMENT/ENTRY MAINTENANCE**

PROGRAM NAME        AP 1099-MAINT  
SELECTION            MENU-13.11  
SELECTION NUMBER   1  
FILES ACCESSED     PARAMETER  
                         1099.FILE  
                         VEND.MAST  
                         COMPANY  
                         SCREEN  
                         OPERATOR

**OVERVIEW**

This maintenance program allows you to maintain a 1099 record for a specific vendor. The program is only necessary if there is an error in the vendors 1099 flag, or if you are starting up accounts payable mid-year and want to generate 1099 's at year end.

**OPERATING INSTRUCTIONS****CO#:**

Enter a 2 digit company number or 'END' to return to the menu.

**VENDOR#:**

Enter vendor number or 'END' to return to the menu.

**1. ADJUSTMENT \$:**

The adjustment amount can be a positive or negative amount.

**2. ADJUSTMENT DATE:**

The adjustment date determines what year the adjustment will be posted to the 1099 file.

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

Enter line number to change, delete to delete or '0' to accept.

**1099 VENDOR FILE LIST**

PROK NAME	AP.P VEND.1099.LIST
SELECTION	MENU-13.11
SELECTION NUMBER	2
FILES ACCESSED	1099.FILE

**OVERVIEW**

This 1099 list prints the details of 1099 records by vendor. This report is the backup for the 1099 forms.

**OPERATING INSTRUCTIONS****1099 FILE LISTING****HIT <RTN> TO CONTINUE OR 'END':**

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

1099 VENDOR FILE LIST

DATE 21:32:25 24 JUL 1997

\*\*\* 1099 FILE LISTING \*\*\*

PAGE: 1

CO#: 01 THE SYSTEMS HOUSE

CONO	VEND#	VENDOR NAME	SS#	VOUCHER NUMBER	INV.NO	INV.DATE	GROSS.AMT	DATE-PAID	CHECK#	PERIOD
01	A1200	ABC CLEANING CO.	048-39-2957	01000741	ADJUSTMENT		100.00	07/01/97	10257	
01	A1200	ABC CLEANING CO.	048-39-2957	01114587			300.00			
							-----			
							400.00			
01	A1100	ALLIED SUPPLY	947-28-3857	11425471			4,500.00	07/02/97	15741	9707
01	A1100	ALLIED SUPPLY	947-28-3857	11541741			500.00	07/07/97	15810	9707
							-----			
							5,000.00			
							5,400.00			
							5,400.00			

**1099 FORM PRINT**

PROK NAME	AP.P P1099.RPT
PROGRAM NAME	AP VEND.UPD.1099
SELECTOR	MENU-13.11
SELECTOR NUMBER	3
FILES ACCESSED	VEND.MAST 1099.FILE COMPANY TEMP

**OVERVIEW**

All vendors coded to receive a 1099 form are selected for this run, which shows payments year to date, on a 1099 print format. The 1099 miscellaneous income form is of government issue, and is subject to change on an annual basis.

**OPERATING INSTRUCTIONS****1099 FORM PRINT****HIT <RTN> TO CONTINUE OR 'END':**

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

**ENTER YEAR OR 'END':**

Enter the fiscal year to print or 'END' to return to the menu.

**ENTER COMPANY NUMBER OR 'END':**

Enter the company number to print or 'END' to return to the menu.

1099 FORM PRINT

THE SYSTEMS HOUSE, INC.  
1033 ROUTE 46  
CLIFTON, NJ 07013

22-224 456AS

ABC DISPLAY CO.

10 SCHOOL STREET 1500.00

CHESTER, NY 10345

-----  
THE SYSTEMS HOUSE, INC.  
1033 ROUTE 46  
CLIFTON, NJ 07013

22-224 456AS

ALMAR SUPPLY CO.

1035 ROUTE 36 850.00

CLIFTON, NJ 07014

**CHECK 1099 FILE FOR SS# AND ADDRESS**

PROK NAME	AP.P PVEND.MAST.1099.CHK
PROGRAM NAME	AP VEND.MAST.1099.CHK
SELECTION	MENU-13.11
SELECTION NUMBER	4
FILES ACCESSED	1099.FILE VEND.MAST 1099.VEND.ERR

**OVERVIEW**

This program should be run before the 1099's are printed or dumped to tape. The program checks all vendors with 1099 records for city, state and zip code in proper format and tax ID in proper format.

**OPERATING INSTRUCTIONS****1099 VENDOR MASTER DATA CHECK ROUTINE****HIT <RETURN> TO CONTINUE OR 'END':**

Hit 'RETURN' to run the check or, 'END' to return to the 1099 menu.

If any errors are found a report will print.

# CHECK FOR SS# AND ADDRESS

05 OCT 1997

VENDOR MASTER RECORDS WITH INCOMPLETE 1099 DATA FIELDS

PAGE: 1

VENDOR#	VENDOR NAME	1099 VENDOR MASTER FILE ERROR DESCRIPTION
A1400	LAMB ELECTRIC	1. INVALID STATE CODE 2. FED ID/SS# DOES NOT MATCH PATTERN OF ###-##-#### OR ##-#####



**1099 FORMS ON TAPE**

PROK NAME	AP.P P1099.TAPE
PROGRAM NAME	AP 1099.TAPE
SELECTION	MENU-13.11
SELECTION NUMBER	5
FILES ACCESSED	1099.FILE
	VEND.MAST
	COMPANY
	TEMP

**OVERVIEW**

This program generates the 1099 form to tape in the format required by the IRS. The format is subject to change by the IRS. No reports are generated by this program.

**OPERATING INSTRUCTIONS****1099 TAPE OUTPUT****HIT <RTN> TO CONTINUE OR 'END':**

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

**ENTER YEAR OR 'END'**

Enter year or 'END' to return to the menu.

**ENTER COMPANY NUMBER OR 'END':**

Enter company number or 'END' to return to the menu.

**ENTER TRANSMITTAL CONTROL CODE (5A/N) OR 'END':**

Enter transmittal control code or 'END' to return to the menu.

**ENTER PAY NAME (4A/N) OR 'END':**

Enter pay name or 'END' to return to the menu.

**1099 FORMS ON TAPE****OPERATING INSTRUCTIONS (Continued)****DID THE TAPE CHECK OUT OKAY (Y/N)**

If you had no parity errors or problems then enter 'Y'. If you enter an 'N', the program will start again.

**TAPE DUMP OF 1099 FILE**

PROK NAME	AP.P P1099.TDUMP
SELECTION	MENU-13.11
SELECTION NUMBER	6
FILES ACCESSED	1099.FILE VEND.MAST VEND.DET

**OVERVIEW**

This procedure dumps the 1099 file and Vendor file to tape. This should be done before the 1099 file purge is run. The tape should be stored in a secure location in case you need to retrieve 1099 information from previous calendar years.

**OPERATING INSTRUCTIONS**

**THIS IS THE 1099 TAPE DUMP  
ENTER <RTN> TO CONTINUE OR 'END'**

Hit 'RETURN' to run the tape dump. Enter 'END' to return to the 1099 menu.

**MOUNT TAPE TO BE USED FOR BACKUP  
ENTER <RTN> WHEN TAPE IS READY**

The files will be copied to tape and the tape will be checked. When the procedure is complete, you will be prompted:

**ID THE TAPE CHECK OUT OKAY (Y/N)**

If the backup was complete without errors, enter 'Y'. If you had any errors (parity errors, etc.) enter 'N' and the backup will begin again.

**1099 FILE PURGE (END OF CALENDAR YEAR)**

PROGRAM NAME        AP.P 1099.FILE.CLEAR  
SELECTOR            MENU-13.11  
SELECTOR NUMBER    5  
FILES ACCESSED     1099.FILE

**OVERVIEW**

This program is used to clear out the 1099 detail activity after the printing of the 1099 forms.

If the 1099's for the year are purged, you will not be able to generate 1099's. The purge is normally run after April 15th.

**OPERATING INSTRUCTIONS**

**CAUTION - ANSWERING YES TO THE FOLLOWING  
WILL CLEAR THE 1099 FILES. MAKE SURE THE  
1099 FORM PRINT HAS BEEN RUN BEFORE YOU  
CONTINUE WITH THIS PROCEDURE !!!**

**DO YOU WANT TO CLEAR THE 1099 FILE (Y/N)**

Enter a 'Y\*\*\*' to proceed.

**ENTER CALENDAR YEAR TO CLEAR (NN):**

The calendar year to be cleared is then prompted for, and the purge proceeds.

**VENDOR-CUSTOMER LISTING**

PROGRAM NAME        AP.P PVEND.CUST.RPT  
SELECTOR            MENU-13  
SELECTOR NUMBER    12  
FILES ACCESSED     VEND.MAST  
                      VEND.DET  
                      CUST.MAST  
                      CUST.DET

**OVERVIEW**

This report provides a cross reference listing of all vendors that are also a customer of the company. The report shows:

1. Vendor Number
2. Customer Number
3. Accounts Payable Balance
4. Accounts Receivable Balance

**OPERATING INSTRUCTIONS****VENDOR-CUSTOMER LISTING  
HIT <RTN> TO CONTINUE OR 'END':**

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

VENDOR-CUSTOMER LISTING

17 OCT 1997

VENDOR-CUSTOMER LISTING

PAGE: 1

CO#: 01 THE SYSTEMS HOUSE

CO#	VEND#	VENDOR NAME	CUST#	OPBAL	ARBAL
01	A1111	ABC DISPLAY	000012	2,900.00	169,011.86
01	A1212	DAN SWARTS	000057		10,000.00
***				2,900.00	179,011.86

**A/P INVOICE VERIFICATION LISTING**

PROGRAM NAME	AP.P P.INV.VER.LIST
SELECTOR	MENU-13
SELECTOR NUMBER	13
FILES ACCESSED	VEND.MAST VEND.DET AP.INV.VER

**OVERVIEW**

This report lists all vendor invoices received and vouchered. The Ap.Inv.Ver file is maintained strictly to insure that the same vendor invoice is not entered twice in error.

In the voucher input program, upon entry of a vendor invoice number, this file is searched to determine if that invoice has already been entered. If it is, the operator cannot enter it a second time. If it is not, an entry is generated to the file.

Information is kept for one (1) year on the Ap.Inv.Ver file. Records more than one year old are purged as part of the month end job stream.

**OPERATING INSTRUCTIONS****A/P INVOICE VERIFICATION LISTING  
HIT 'RTN' TO CONTINUE OR 'END'**

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

# A/P INVOICE VERIFICATION LISTING

PAGE 1

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

DATE 16:51:38

25 SEPT 1997

VEND#	VENDOR NAME	INV.NO	VOUCH#	DATE CREATED
A1111	B.SMITH	125874	01215471	09/01/97
***				
A1200	ABC DISPLAY	127125	01278412	09/03/97
A1200	ABC DISPLAY	127325	01279123	09/07/97
A1200	ABC DISPLAY	128100	01280003	09/12/97
A1200	ABC DISPLAY	REVERSAL	01280003	09/12/97
***				
A1300	MILLER HARNESS	128155	01280017	09/15/97
A1300	MILLER HARNESS	128220	01280117	09/20/97



## LETTER OF CREDIT SELECTION

Screen Master for Windows

File Edit Settings File Transfer

Account: DEMO.10 Port: 61 Menu: AP.LC

Letter of Credit System

1. Letter of Credit Maintenance
2. Open Letter of Credit Position Report
3. Letter of Credit File Purge
4. Letter of Credit Inquiry
5. Letter of Credit Inquiry (detail)

Enter Selection or END : █

OE VE MAINT EMAIL AUDIT

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

## LETTER OF CREDIT MAINTENANCE

PROGRAM NAME	AP LETTER.CREDIT-MAINT010
SELECTION	MENU-13.14
SELECTION NUMBER	1
FILES ACCESSED	COMPANY LETTER.CREDIT VEND.MAST PARAMETER BANK LETTER.CREDIT.XREF VEND.DET OPERATOR

### OVERVIEW

The letter of credit maintenance program is used:

1. To establish new letters of credit
2. To post adjustments or payments to a letter of credit
3. To expire a letter of credit based on bank notification

### HEADER INPUT

When option 1 is selected, the letter of credit maintenance routine is started.

The Parameter record is used to determine if the letter of credit system will be used. If the Parameter record is set to 'N', letter of credit entry cannot be performed.

#### **COMPANY:**

The user is prompted for the company number which is validated to the Company file.

#### **BANK:**

The user is prompted for the bank number which is validated to the Bank file.

#### **L/C#:**

The user is prompted for the letter of credit number. The letter of credit number may be no more than ten (10) alphanumeric characters.

**LETTER OF CREDIT MAINTENANCE****HEADER INPUT (Continued)**

If the letter of credit is already on file, the remaining header data is displayed and you will be asked if you want to expire this letter of credit.

If the letter of credit has already expired, no maintenance is allowed and the user is prompted for the next letter of credit. If this is a new letter of credit you will be prompted for:

**VENDOR:**

The user is prompted for the vendor number. The vendor number is validated to the Vend.Mast and Vend.Det files.

**ISSUE DATE:**

The letter of credit issuance date is entered.

**EXPIRATION DATE:**

The scheduled letter of credit expiration date is entered.

**EXPIRED (Y/N):**

DATE EXPIRED - expiration fiscal period.

OPEN BALANCE - if there is an open balance it will display.

When the letter of credit expiration notification is received from the bank, the expired indicator is entered as 'Y' and the actual date of expiration and fiscal period of expiration are entered. The fiscal period may not be a period less than the fiscal period for when the letter of credit was issued. Once the letter of credit is flagged as expired, no further maintenance or payment may be applied to the letter of credit.

**LINE ITEM INPUT****DATE**

The transaction date is entered. For entries of the letter of credit issuance, a 'RETURN' may be entered to repeat the issuance date entered in header input.

**LETTER OF CREDIT MAINTENANCE****ITEM INPUT (Continued)****PERIOD**

The fiscal month of the transaction is prompted for. The input period is validated to the Company file to insure:

1. That the month is not already closed.
2. That the input month is within the acceptable range of input, by determining the number of months in the future, and whether that is within the acceptable range of input specified in the Parameter file (32).
3. That the input month is not less than the issuance fiscal month.

**CODE**

Four types of transactions are accommodated by the letter of credit maintenance program and are identified by a transaction code:

ISS - Issuance of letter of credit. This code is automatically entered for the first transaction posted to the letter of credit and may not be used for further transactions.

ADJ - Adjustment. This code allows adjustment to the open balance of the letter of credit.

AMD - Amendment. This code is used to post amendments to the letter of credit such as terms, expiration date, and amount.

PMT - Payment. This code is used to post payments against the letter of credit where payment was not entered during the voucher input program.

**DESCRIPTION**

A 25 alphanumeric description or reference is entered.

**TERMS**

A 10 alphanumeric terms description is entered.

**LETTER OF CREDIT MAINTENANCE****ITEM INPUT (Continued)****EXPR-DATE**

When an amendment is posted to the letter of credit, the letter of credit expiration date may be changed. A 'RETURN' will repeat the expiration date from the previous transaction line.

**AMOUNT**

The transaction amount must be entered and fall under the following restrictions:

1. The amount may not be negative if the transaction code is 'ISS'.
2. If the transaction code entered is 'PMT', the amount is entered as a positive amount, and the system will post the amount as a negative amount.
3. If an amendment is posted where no change to the amount is necessary, an amount of '0' must be entered.

After each line item is entered the user is prompted:

**ENTER LINE# TO CHANGE, NEXT PG, PREV PG, DELETE TO DELETE, 0 TO ACCEPT:**

If '0' is entered, the letter of credit is permanently updated.

LETTER OF CREDIT MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

LETTER OF CREDIT MAINTENANCE

COMPANY: █ BANK: L/C #:	2.ISSUE DATE: 3.EXPIRATION DATE: 4.EXPIRED (Y/N):                      EXP FISC 5.DATE EXPIRED: OPEN BALANCE:
-------------------------------	---

1.VENDOR:

6.DATE	PERIOD	CODE	DESCRIPTION	TERMS	EXPR-DATE	AMOUNT

HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Brk	

## OPEN LETTER OF CREDIT POSITION REPORTS

PROK NAME	AP.P PLETTER.CREDIT-RPT
PROGRAM NAME	AP LETTER.CREDIT-RPT
	AP LETTER.CRED.DS.RPT
	AP LETTER.CRED.SUM.RPT
SELECTION	MENU-13.14
SELECTION NUMBER	2
FILES ACCESSED	LETTER.CREDIT
	COMPANY
	VEND.MAST
	VEND.DET

### OVERVIEW

The open letter of credit position reports lists all open letters of credit as of the end of a specified fiscal period. It is useful as a reconciliation tool to prove to the summary balances in the general ledger.

### OPERATING INSTRUCTIONS

#### OPEN LETTER OF CREDIT POSITION REPORT

- 1. DETAIL REPORT**
- 2. DETAILED SUMMARY REPORT**
- 3. SUMMARY REPORT (NO DETAILS)**

#### ENTER SELECTION OR 'END':

Detail report shows detail transactions for each letter of credit. Detail summary report shows the open balance of each letter of credit by vendor. Summary report shows the vendor's open letter of credit balance.

#### ENTER MONTH ENDING DATE:

Enter month ending date.

#### ENTER FISCAL PERIOD:

Enter fiscal period.





OPEN LETTER OF CREDIT POSITION REPORT (DET.SUM)

PAGE: 1 OPEN LETTER OF CREDIT POSITION REPORT (DET.UM) DATE: 07/27/97

COMPANY: 01 THE SYSTEMS HOUSE MONTH ENDING: 07/31/97 FISCAL PERIOD ENDING: 97-07

VENDOR	VENDOR NAME	BANK	L/C#	DATE-ISS	DATE-EXPR	DESCRIPTION	ORIGINAL AMT	OPEN BALANCE
A1000	G&A WHOLESALERS	100	100-01	07/01/97	12/31/97	SALES CONTRACT #99873	5000.00	5000.00
A1000	G&A WHOLESALERS	100	100-02	07/15/97	12/31/97	SALES CONTRACT #99874	7500.00	7500.00
VENDOR TOTALS:							13000.00	13000.00

OPEN LETTER OF CREDIT POSITION REPORT (SUMMARY)

PAGE: 1                      OPEN LETTER OF CREDIT POSITION REPORT (SUMMARY)                      DATE: 07/27/97  
COMPANY: 01              THE SYSTEMS HOUSE      MONTH ENDING: 07/31/97              FISCAL PERIOD ENDING: 97-07

VENDOR	VENDOR NAME	TOTAL ORIG AMT	TOTAL OPEN BAL
A1000	G & A WHOLESALERS	125000.00	125000.00
A2000	MONARCH SUPPLY CO.	50000.00	45000.00
	COMP 01              TOTALS:	175000.00	170000.00
	GRAND TOTALS:	175000.00	170000.00

**LETTER OF CREDIT FILE PURGE**

PROGRAM NAME	AP LETTER.CREDIT-PURGE
SELECTION	MENU-13.14
SELECTION NUMBER	3
FILES ACCESSED	LETTER.CREDIT LETTER.CREDIT.XREF COMPANY OPERATOR

**OVERVIEW**

The letter of credit file purge purges expired letters of credit based on the latest expiration date to be purged entered by the user and the company number selected.

**OPERATING INSTRUCTIONS**

**ENTER LAST DATE TO BE PURGED OR 'END'  
ALL LETTERS OF CREDIT EXPIRED LESS THAN OR  
EQUAL TO THIS DATE WILL BE DELETED**

**DATE:**

Enter the date to purge or 'END' to return to the menu.

**ENTER COMPANY NUMBER (NN) OR 'A' FOR ALL COMPANIES**

Enter the 2 digit company number of 'A' for all companies or 'END' to return to the menu.

**ARE YOU SURE ?**

Enter 'Y\*\*\*' if you want to continue with purge, enter 'END' to return to the menu.

**LETTER OF CREDIT INQUIRY**

PROGRAM NAME	AP LETTER.CREDIT-INQ
SELECTION	MENU-13.14
SELECTION NUMBER	4
FILES ACCESSED	COMPANY LETTER.CREDIT VEND.MAST PARAMETER OPERATOR LETTER.CREDIT.XREF

**OVERVIEW**

This inquiry allows you to review a specific letter of credit.

**OPERATING INSTRUCTIONS****CO#**

Enter company number or 'END' to return to the menu.

**BANK#**

Enter bank number or 'END' to return to the menu.

**VEND#**

Enter vendor number or 'END' to return to the menu.

Each letter of credit for that vendor will be displayed and you can then review the details of a specific letter of credit.



**LETTER OF CREDIT INQUIRY (DETAIL)**

PROGRAM NAME	AP DET.LETTER.CREDIT-INQ
	AP DET.LETTER.CREDIT.INQ
SELECTION	MENU-13.14
SELECTION NUMBER	5
FILES ACCESSED	COMPANY
	LETTER.CREDIT
	VEND.MAST
	PARAMETER
	OPERATOR
	LETTER.CREDIT.XREF

**OVERVIEW**

This inquiry allows you to review the detail for a specific letter of credit.

**OPERATING INSTRUCTIONS****COMPANY**

Enter company number or 'END' to return to the menu.

**BANK**

Enter bank number or 'END' to return to the menu.

**L/C#**

Enter the letter of credit number.

**VENDOR**

The vendor number will display.

The letter of credit for that vendor will be displayed for you to review.

LETTER OF CREDIT INQUIRY (DETAIL)

Screen Master for Windows

File Edit Settings File Transfer

DETAIL LETTER OF CREDIT INQUIRY

COMPANY: ##  
 BANK:  
 L/C #:  
 UENDOR:

ISSUE DATE:  
 EXPIRATION DATE:  
 EXPIRED (Y/N):           EXP FISC  
 DATE EXPIRED:  
 OPEN BALANCE:

DATE	PERIOD	CODE	DESCRIPTION	TERMS	EXPR-DATE	AMOUNT

OE

VE

MAINT

EMAIL

AUDIT

Brk

HELP

END

INSERT

LDELETE

PREV PG

NEXT PG

INQUIRY

ABORT

## ACCOUNTS PAYABLE FILE DESCRIPTIONS

### **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.

### **1099.FILE**

The 1099 file is used to store all payments made to vendors, who have been coded to receive 1099's. 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.

### **AP**

Accounts Payable Program file.

### **AP.P**

Accounts Payable Prok file.

### **APCHECK**

Bank Reconciliation file.



**ACCOUNTS PAYABLE FILE DESCRIPTIONS****AP.INV.VER**

The Ap.Inv.Ver file is used to insure that vendor invoices are not entered more than once. The key to the file is vendor number, vendor invoice number. In the voucher input program, upon entry of the vendor's invoice number, this file is checked to determine if this invoice has already been vouchered. If on file, the operator is prohibited from entering the invoice a second time.

If the invoice is not found on file, a new entry is generated, and maintained on the system for a period of 13 months.

**CKP**

Vouchers selected for payment are copied from the Oap file to the Ckp file. The check print routine reads this file to create the actual accounts payable checks.

**CKR**

This file is written to during the check print/update process and is used to produce the accounts payable check register.

**DUMP-OAP**

As records in the Open Accounts Payable file are deleted, they are transferred to the Dump-Oap file for historical purposes during the Accounts Payable end of month jobstream. This file can be purged on a cycle selected by the MDS user.

**HDCH**

This file contains all handchecks processed that have not been updated to the monthly handcheck file (Mon.Hdch).

**H.VOUCHERS**

The H.Vouchers file contains a cumulative listing of all the distribution amounts of each voucher entered in to system. Its source is the Vouchers file and is updated monthly. The contents are used to produce the annual cumulative expense distribution reports. The H.Vouchers are maintained for 13 months and are purged off the system at accounts payable month end.

**ACCOUNTS PAYABLE FILE DESCRIPTIONS****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.

**LETTER.CREDIT**

The letter of credit file contains the open item detail of each letter of credit on the system. Each amendment and payment record is stored in this file until the letter of credit is expired.

Deletion of expired items is performed under control of the MDS user.

**LETTER.CREDIT.XREF**

This file is a cross reference of all letters of credit for a given vendor.

**MCD**

The Monthly Cash Disbursements Summary file updates general ledger during accounts payable month end jobstream.

**MON.CKR**

This file is used to print the monthly check register report, and to update the 1099.File. It is purged at end of month.

**ACCOUNTS PAYABLE FILE DESCRIPTIONS****MON.HDCH**

This file is used to print the monthly handchecks register, and to update the 1099.File. It is purged at end of month.

**OAP**

The Open Accounts Payable file contains the open item detail of each voucher open on the system. Check payment record is stored in the file, until the voucher is fully paid.

Deletion of paid items is performed at month end, after being copied to Dump.Oap.

**SQV**

The Sequential Voucher file is used to produce the sequential and monthly voucher reports. Its contents are commonly referred to as the Purchase Journal. The records for the specific month is cleared at accounts payable month end.

**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.

**VEND.INV**

This file is a cross reference of all open invoices for a given vendor.

**VEND.INV.HIST**

This file is the cross reference for the Dump.Oap (History of Open Payables).

**ACCOUNTS PAYABLE FILE DESCRIPTIONS****INV.RCPT**

Cross reference of PO receipt by receiving number

**VOU.CON**

The Vou.Con file is used by the system when the batch control option is used by voucher entry, as determined by the parameter record ATTR 34. The key is the batch number. The record contains company number, fiscal period, the number of vouchers, and the gross amount of the batch.

**VOU.RCVR.XREF**

This cross-reference file will be used to match vendor invoices (vouchers) to inventory receipts. The key to this file will be the voucher number, ATTR 1 will store a list of all receivers applied to this receiving. This file will be updated by the voucher input and maintenance programs.

**VOUCHERS**

The VOUCHERS file contains the distribution amounts of each voucher entered into the system. Its contents are used to produce the Expense Distribution reports, and to ultimately update the General Ledger (Gla) file. The records are copied to the H.Vouchers and the records for that specific period are deleted from the Vouchers file.

**VOUCHRECC**

This file contains all recurring vouchers, and contains all the information necessary to transform these entries into actual vouchers.

## 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.

### **FIN.PROG**

The Financial Reporting System Program file.

### **FIN.RPT**

The Financial Report Work file. This file is updated from the Ca (Chart of Accounts file), and is used to prepare financial reports.

### **D.FIN.RPT**

This file is used for financial reports with percent calculations.

### **GL**

GL is the program file for the general ledger system.

### **GL.P**

This is the Proc file for the general ledger system.

## GENERAL LEDGER FILE DESCRIPTIONS

### **GL.SOURCE**

The Gl.Source file contains an index of valid source code designated in the general ledger system.

### **GLA**

The General Ledger Activity file contains all the detail for updating the chart of accounts. Entries are generated into this file from all external systems affecting the general ledger, such as accounts payable, fixed assets, cash receipts, sales, etc. In addition, the various journal entry programs create transactions into this file after their proof listings have been accepted.

At month end, all transactions for the closed month are selected from this file, used to update the Ca file, copied to the Gla.Hist file and deleted from the Gla file.

### **GLA.HIST**

The Gla.Hist file contains a copy of all general ledger update transactions (from Gla), which have already been updated to the Ca file. Its purpose is to create an audit trail, as well as to provide a cumulative, detailed general ledger.

### **GL.INQ.XREF**

This file is used to facilitate the General ledger history inquiry. It contains a value marked string of all entries pertaining to a general ledger Account.

The file contains the keys to all records in the Gla.Hist file for a specific company-natural account number. The file is updated as part of the general ledger month and year ends.

### **GLM**

Detail General Ledger Print file. This file is used to print the post-closing general ledger detail report and should be cleared after the report is run.

### **JE**

Journal Entry file. This file contains only journal entries input through journal entry maintenance and not yet updated.

**GENERAL LEDGER FILE DESCRIPTIONS****JE-REV**

Auto-reverse Journal Entry file. This file contains any auto-reversing journal entries not yet updated.

**JERECC**

Recurring Journal Entry file. This file contains all recurring entries to be used for updates to the JE file.

**P&L.DESC**

The Profit and Loss Description file contains the layout of the financial reports. It is used in the preparation of financial statements.

**P&L.RPT.DATA**

This file contains a copy of the financial reports with total lines. The file is not used for any reports however, it can be used to download the information to a PC or Spreadsheet file or for custom designed reports for additional analysis.

**PGLM**

Preliminary Detail General Ledger Print file. This file is used to print the pre-closing general ledger detail report.

**REDIST.GLA**

This file contains the general ledger activity created by the allocation entries.

**REDIST.JE**

This file contains the allocation entries.

**TEMP.CA**

The Temp.Ca file is used to prepare a preliminary trial balance prior to the close of the fiscal month. It is a copy of the current CA file, updated with the current months Gla transactions. Each time the Temp.Ca update is run the file is cleared and rebuilt.

## GENERAL LEDGER FILE DESCRIPTIONS

**TEMP.REDIST.GLA**

This file contains the preliminary general ledger activity created by the allocation entries.



THE SYSTEM HOUSE  
MASTER DISTRIBUTION DOCUMENTATION

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