



## Accounts Payable Transfers

- A simple method to use your credit card to pay vendor for goods and services but still record the payables against the original vendor.
- “Keep the miles and the Details”

Notes:

---

---

---

MDS for Windows Version 8.3.24 - [rs6000d.tshinc.com-34 BASE.12-VEND.MAST.MAINT011S2]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

### Vendor Master Maintenance

Vendor Number  Created

39.Vendor EDI Qualifier	<input type="text"/>	52.Auto PO Flag	<input type="text"/>
40.Vendor EDI ID	<input type="text"/>	53.Lead Time	<input type="text" value="0.0"/>
41.Company EDI Qualifier	<input type="text"/>	54.ROP/Min Months	<input type="text" value="0.0"/>
42.Company EDI ID	<input type="text"/>	55.ROQ/Max Months	<input type="text" value="0.0"/>
43.Rebate Report (A-Z)	<input type="text"/>	56.Min POS	<input type="text" value="0"/>
44.Invoice Copy	<input type="text" value="N"/>	57.Min PO Qty	<input type="text"/>
45.Credit Limit	<input type="text"/>	58.Serv Co#	<input type="text" value="01"/>
46.Terms Code	<input type="text"/>	59.Serv Whse	<input type="text" value="001"/>
47.Allow Drop Ship	<input type="text" value="N"/>	60.Serv Rep	<input type="text"/>
48.Drop Ship Info	<input type="text"/>		
49.Comments	<input type="text"/>	61.Pedigree Req'd	<input type="text"/>
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
50.Web Site ID	<input type="text"/>		
51.Manufacturer Flag	<input type="text"/>	62.Trans Vend	<input type="text"/>
63.Credit Card Type	<input type="text" value="VISA"/>	Card#	<input type="text" value="4444.4444.4444.4444"/>
		Exp	<input type="text" value="1209"/>

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

PAGE 2 OF 2

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	NOTES INQUIRY	CANCEL	Off			Userfil Popu
------	--------	--------	---------	---------	---------	------------------	--------	-----	--	--	-----------------

**Vendor Maintenance (for Transfer Vendors)**

A Vendor has to be created for the Trans Vendor (this is the vendor which an existing voucher will be transferred to).

**Credit Card Type** – Enter the credit card type, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available credit card types.

**Card#** - Enter the credit card number.

**Exp** – Enter the expiration date.

Notes:

---



---



---

MDS for Windows Version 8.3.24 - [rs6000d.tshinc.com-34 BASE.12-VEND.MAST.MAINT011S1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Vendor Master Maintenance Created [ ] NOTES

Vendor Number D1000 \*\* Purchase Order Address \*\*

1.Name DESK WHOLESALE'S INC. 20.PO Name [ ]

2.Address 1 19 PARSIPPANY AVE 21.PO Add1 [ ]

3.Address 2 [ ] 22.PO Add2 [ ]

4.City PARSIPPANY

5.State NJ Country [ ]

6.Zip Code 07624

7.Contact RON GLASS

8.Telephone 201-265-7200

9.Fax Phone [ ]

10.Fed ID/SS# [ ]

11.1099 Req Y

12.Misc Data [ ]

13.Misc Data 2 [ ]

14.Vend Class [ ]

15.Std G/L # 4010-00

16.Temporary [ ]

17.DUNS# [ ]

18.A/R Cust# [ ]

19.EMail Addr dwi@tshinc.com

ENTER LINE # TO CHANGE,DELETE TO DE

HELP OK/END INSERT LDELETE

---

MDS for Windows Version 8.3.24 - [rs6000d.tshinc.com-34 BASE.12-VEND.MAST.MAINT011S2]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Vendor Master Maintenance

Vendor Number D1000 Created [ ] NOTES

39.Vendor EDI Qualifier [ ] 52.Auto PO Flag [ ]

40.Vendor EDI ID [ ] D1000 53.Lead Time 0.0

41.Company EDI Qualifier [ ] 54.ROP/Min Months 0.0

42.Company EDI ID TSH 55.ROQ/Max Months 0.0

43.Rebate Report (A-Z) [ ] 56.Min PO\$ 0

44.Invoice Copy [ ] 57.Min PO Qty [ ]

45.Credit Limit [ ] 58.Serv Co# [ ]

46.Terms Code [ ] 59.Serv Whse [ ]

47.Allow Drop Ship Y 60.Serv Rep SY1 SY FERTIG

48.Drop Ship Info [ ]

49.Comments [ ] 61.Pedigree Req'd [ ]

[ ]

[ ]

[ ]

50.Web Site ID [ ]

51.Manufacturer Flag [ ] 62.Trans Vend VISA VISA CARD

63.Credit Card Type [ ] Card# [ ] Exp [ ]

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : [ ] PAGE 2 OF 2

HELP OK/END INSERT LDELETE PREV PG NEXT PG NOTES INQUIRY CANCEL Off Userfile Popup

**Vendor Maintenance (for Transfer Vendors)**

This is the vendor that the vouchers will be paid by the Trans Vendor (by Credit Card Vendor).

**Email Addr** – Enter the vendors email address. A report will be automatically emailed to this vendor showing vouchers that were paid by the Trans Vendor (Credit Card Vendor).

**Trans Vend** – Enter the Vendor Number that this vendor is typically paid through. This field will not automatically transfer the voucher.

Notes:

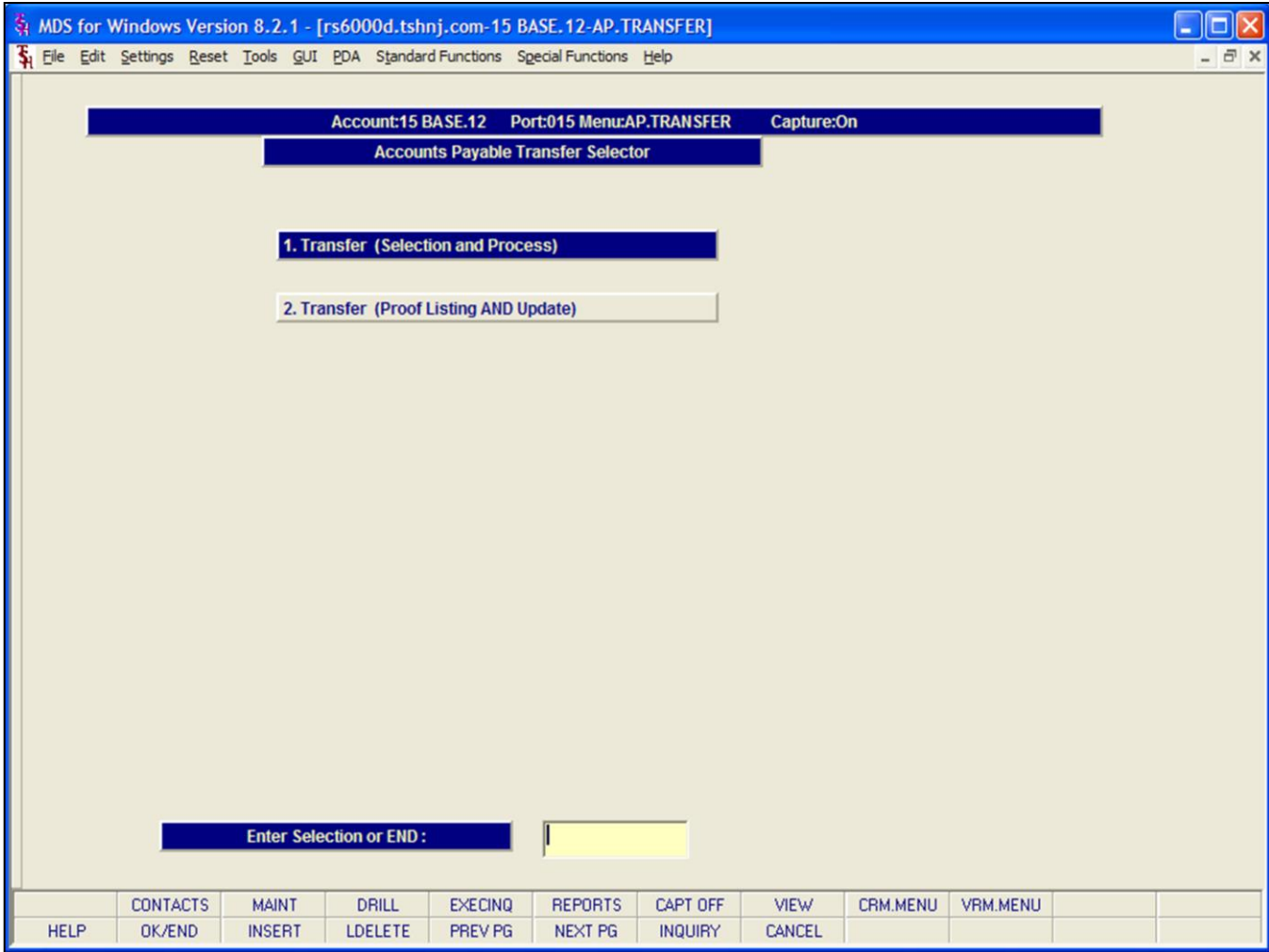
---



---



---



**Accounts Payable Transfer Selector**

Used to transfer existing Vouchers from one vendor to another vendor. Primarily used for Vendors who are typically paid through another vendor (ex: credit card vendors).

Notes:

---



---



---

MDS for Windows Version 8.3.24 - [rs6000d.tshinc.com-34 BASE.12-SSS.AP.TRANSFER.SEL012S1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

### Accounts Payable Transfer (Selection Screen)

New Select or Continue with current file? (N/C)

1. Company#  The Systems House, Inc.

2. Select All, Range or Selected Vendors

3. Beg Vendor#   
End Vendor#

4. Selected Vendors

5. Bank#

6. Due Date

7. Include Vouchers on Hold? (Y/N)

8. Discounted Vouchers ONLY? (Y/N)

9. Bank# for Selection

ENTER LINE# TO CHANGE , "0" TO ACCEPT OR "C" TO CANCEL THIS SESSION:

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup
------	--------	--------	---------	---------	---------	---------	--------	-----	--	--	-------

**Accounts Payable Transfer Selector**

**New Select or Continue with current file? (N/C)** – Enter 'N' for a new select or 'C' to continue with a current cash disbursement, you can also click on the 'INQUIRY' icon or press the 'F7' key which opens the drop-down menu for you to select the available options.

**Company#** - Enter 2 digit company number for selection.

**Select All, Range or Selected Vendors** - In this field the operator has the choice of selecting 'All Vendors', 'Vendor Range' or 'Specific Vendor'.

**Beg Vendor#/End Vendor #** - If vendor RANGE is chosen, these fields become active. Enter beginning and ending vendor numbers for the vendor range. You can enter the vendor number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the vendor number.

**Selected Vendors** - If SELECTED VENDORS is chosen, these fields become active. Enter a single or multiple vendor numbers for the vendor selection. You can enter the vendor number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the vendor number.

**Bank#** - Validates against bank file. Only used if parameter is set to enter bank number at CD time. Enter the bank number, you can also click the 'INQUIRY' icon or press the 'F7'

Notes:

---



---



---

function key which opens the drop-down menu for you to select from the available banks.

Notes:

---

---

---

MDS for Windows Version 8.3.24 - [rs6000d.tshinc.com-34 BASE.12-SSS.AP.TRANSFER.SEL012S1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

### Accounts Payable Transfer (Selection Screen)

New Select or Continue with current file? (N/C)

1. Company#  The Systems House, Inc.

2. Select All, Range or Selected Vendors

3. Beg Vendor#   
End Vendor#

4. Selected Vendors

<input type="text" value="D1000"/>	<input type="text" value="DESK WHOLESALE R'S INC."/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

5. Bank#

6. Due Date

7. Include Vouchers on Hold? (Y/N)

8. Discounted Vouchers ONLY? (Y/N)

9. Bank# for Selection

ENTER LINE# TO CHANGE , "0" TO ACCEPT OR "C" TO CANCEL THIS SESSION:

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup
------	--------	--------	---------	---------	---------	---------	--------	-----	--	--	-------

**Accounts Payable Transfer Selector**

**Due Date** - Hit return for today's date or enter a date. You can also click on the drop down box and select a date from the calendar. All vouchers with a due date less than or equal to the date entered for cash disbursement.

**Include Vouchers on Hold? (Y/N)** - Enter 'Y' to include vouchers on hold or 'N' not to include, you can also click on the 'INQUIRY' icon or press the 'F7' key which opens the drop-down menu for you to select the available options.

**Discounted Vouchers only? (Y/N)** - Enter 'Y' for discounted vouchers only or 'N' for all vouchers, you can also click on the 'INQUIRY' icon or press the 'F7' key which opens the drop-down menu for you to select the available options.

**Bank# for Selection** - Enter the bank number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks or leave blank for ALL banks.

**ENTER LINE # TO CHANGE, 0 TO ACCEPT OR "C" TO CANCEL THIS SESSION:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry. Additionally, you may type "C" to cancel.

Notes:

---



---



---

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Notes:

---

---

---



MDS for Windows Version 8.3.24 - [rs6000d.tshinc.com-34 BASE.12-SSS.AP.TRANSFER.PROCESS012\$1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

**Accounts Payable Transfer (Process Screen Display)**

Vendor **D1000** Check\$ **682.08** # of Vendors in the list **1**

Vendor Name **DESK WHOLESALER'S INC.** Position of Vendor in the list **1**

Trans Vend **VISA VISA CARD** # of Vouchers - This Vendor **4**

Tot Amt Open - This Vendor **682.08**

LN#	PY	Vouch#	Invoice Ref	Gross Amt	Disc Amt	P	Due Date	Pay Amount	Bank	S
1	A	01001107	INV-121212	70.00	1.40	P	09/07/07	68.60	100	N
2	A	01001108	INV-13131313	160.00	3.20	P	09/08/07	156.80	100	N
3	A	01001205	INV-131313	16.00	0.32	P	01/03/08	15.68	100	N
4	A	01001213	7754	450.00	9.00	P	01/14/08	441.00	100	N
5										
6										
7										
8										
9										
10										
11										
12										
13										

Enter Line# to Change , "0" to Accept this Vendor , "ADD" to add a Voucher  
 "A" to Accept this Entire session or "C" to Cancel this Entire session:

Vend Inq	Vouch Inq	Next Vend	Prev Vend	Go Vend	Clr Vend	Pay Vend	Totals	Trans Vnd			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

**Account Payable Transfer Selector**

**Vendor** - Current Vendor number is displayed

**Vendor Name** - Current Vendor Name is displayed

**Check\$** - Current dollar amount of this check is displayed.

**# of vendors in the list** – The system displays the number of vendors that are in the current transfer selection list.

**Position of this vendor in the list** - The number for the current vendor's position in the selection list.

**# of Vouchers-this vendor** - Number of vouchers for this vendor in the current selection list.

**Tot amt open- This Vendor** - Total dollar amount of all vouchers for this vendor in the current transfer selection list.

**LN#** - Line number used to access this voucher.

**PY** – Pay code. Enter 'A' to pay the full amount of the voucher, 'P' for partial payment or 'X' to exclude this voucher for payment. You can also click on the drop down box and select the available options.

**Vouch#** - voucher number is displayed.

**Invoice Ref** - Invoice number (as entered on voucher).

Notes:

---



---



---

MDS for Windows Version 8.3.24 - [rs6000d.tshinc.com-34 BASE.12-SSS.AP.TRANSFER.PROCESS012\$1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

**Accounts Payable Transfer** (Process Screen Display)

Vendor **D1000** Check\$ **682.08** # of Vendors in the list **1**

Vendor Name **DESK WHOLESALE'S INC.** Position of Vendor in the list **1**

Trans Vend **VISA** **VISA CARD** # of Vouchers - This Vendor **4**

Tot Amt Open - This Vendor **682.08**

LN#	PY	Vouch#	Invoice Ref	Gross Amt	Disc Amt	P	Due Date	Pay Amount	Bank	S
1	A	01001107	INV-121212	70.00	1.40	P	09/07/07	68.60	100	N
2	A	01001108	INV-13131313	160.00	3.20	P	09/08/07	156.80	100	N
3	A	01001205	INV-131313	16.00	0.32	P	01/03/08	15.68	100	N
4	A	01001213	7754	450.00	9.00	P	01/14/08	441.00	100	N
5										
6										
7										
8										
9										
10										
11										
12										
13										

Enter Line# to Change , "0" to Accept this Vendor , "ADD" to add a Voucher  
 "A" to Accept this Entire session or "C" to Cancel this Entire session:

Vend Inq	Vouch Inq	Next Vend	Prev Vend	Go Vend	Clr Vend	Pay Vend	Totals	Trans Vnd			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

**Account Payable Transfer Selector**

**Gross Amt** - Gross amount of voucher.

**Disc Amt** - Discount amount of voucher.

**P** - Pay status flag from the voucher. Vouchers with a 'N' for Non-pay will also have an 'X' in the 'PY' field. If you do not want to see the non-pay vouchers, you can exclude them in the transfer selection screen.

**Due Date** - Due date of the voucher.

**Pay Amount** - Amount to pay on this voucher for this check. You may change this amount in this field by selecting 'P' for partial pay on that particular voucher in the 'PY' field.

**Bank#** - Bank number from voucher.

**S** - Single Check flag from voucher. You may override this flag here.

If multiple vendors were selected, the program will page through by vendor by entering '0' to accept this Vendor.

Notes:

---



---



---

MDS for Windows Version 8.3.24 - [rs6000d.tshinc.com-34 BASE.12-SSS.AP.TRANSFER.PROCESS012\$1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

**Accounts Payable Transfer** (Process Screen Display)

# of Vendors in the list

Vendor  Check\$  Position of Vendor in the list

Vendor Name  # of Vouchers - This Vendor

Trans Vend   Tot Amt Open - This Vendor

LN#	PY	Vouch#	Invoice Ref	Gross Amt	Disc Amt	P	Due Date	Pay Amount	Bank	S
1	A	01001107	INV-121212	70.00	1.40	P	09/07/07	68.60	100	N
2	A	01001108	INV-13131313	160.00	3.20	P	09/08/07	156.80	100	N
3	A	01001205	INV-131313	16.00	0.32	P	01/03/08	15.68	100	N
4	A	01001213	7754	450.00	9.00	P	01/14/08	441.00	100	N
5										
6										
7										
8										
9										
10										
11										
12										
13										

Enter Line# to Change , "0" to Accept this Vendor , "ADD" to add a Voucher  
 "A" to Accept this Entire session or "C" to Cancel this Entire session:

Vend Inq	Vouch Inq	Next Vend	Prev Vend	Go Vend	Clr Vend	Pay Vend	Totals	Trans Vnd			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

**Account Payable Transfer Selector**

**ENTER LINE # TO CHANGE, "0" to Accept this Vendor, "ADD" to add a voucher, "A" to accept all this entire session or "c" to Cancel this entire session:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept the current vendor. If there are other vendors they will now be displayed. If not, the current vendor will remain on screen.

Enter 'A' to accept this Transfer and exit this screen.

Enter 'ADD' to add a vendor the selection list.

Enter 'C' to cancel this transfer selection and start over.

Notes:

---



---



---

MDS for Windows Version 8.3.24 - [rs6000d.tshinc.com-34 BASE.12-SSS.AP.TRANSFER.PROCESS012\$1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

**Accounts Payable Transfer (Process Screen Display)**

# of Vendors in the list

Vendor  Check\$  Position of Vendor in the list

Vendor Name  # of Vouchers - This Vendor

Trans Vend   Tot Amt Open - This Vendor

LN#	PY	Vouch#	Invoice Ref	Gross Amt	Disc Amt	P	Due Date	Pay Amount	Bank	S
1	A	01001107	INV-121212	70.00	1.40	P	09/07/07	68.60	100	N
2	A	01001108	INV-13131313	160.00	3.20	P	09/08/07	156.80	100	N
3	A	01001205	INV-131313	16.00	0.32	P	01/03/08	15.68	100	N
4	A	01001213	7754	450.00	9.00	P	01/14/08	441.00	100	N
5										
6										
7										
8										
9										
10										
11										
12										
13										

Enter Line# to Change , "0" to Accept this Vendor , "ADD" to add a Voucher  
 "A" to Accept this Entire session or "C" to Cancel this Entire session:

Vend Inq	Vouch Inq	Next Vend	Prev Vend	Go Vend	Clr Vend	Pay Vend	Totals	Trans Vnd			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

**Account Payable Transfer Selector - Function Keys**

**Vend Inq** - The Vend Inq function is available by clicking on the 'Vend Inq' icon or by pressing the Shift+ 'F1' function key. This will bring the user to the Vendor Open Payables inquiry.

**Vouch Inq** - The Vouch Inq function is available by clicking on the 'Vouch Inq' icon or by pressing the Shift+ 'F2' function key. This will bring the user to the AP Detailed Voucher inquiry.

**Next Vend** - The Next Vend function is available by clicking on the 'Next Vend' icon or by pressing the Shift+ 'F3' function key. This function will bring the user to the next vendor in the selected cash disbursement list.

**Prev Vend** - The Prev Vend function is available by clicking on the 'Prev Vend' icon or by pressing the Shift+ 'F4' function key. This function will bring the user to the pervious vendor in the selected cash disbursement list.

**Go Vend** - The Go Vend function is available by clicking on the 'Go Vend' icon or by pressing the Shift+ 'F5' function key. This will bring up the vendor lookup feature.

**Clr Vend** - The Clr Vend function is available by clicking on the 'Clr Vend' icon or by pressing the Shift+ 'F6' function key. This will flag all vouchers as 'X' in the 'PY' (pay code) field to exclude all vouchers for payment.

**Pay Vend** - The Pay Vend function is available by clicking on the 'Pay Vend' icon or by pressing the Shift+ 'F7' function key. This will flag all vouchers as 'P' (pay) in the 'P' (pay status) field; which will also flag all vouchers as 'A' in the 'PY' (pay code) field to include all vouchers for payment.

**Totals** - The Totals Vend function is available by clicking on the 'Totals' icon or by pressing the Shift+ 'F8' function key. This will display the total number of vouchers and total payments for the specific vendor in your current cash disbursement selection.

**Trans Vnd** - The Trans Vnd function is available by clicking on the 'Trans Vnd' icon or by pressing the Shift+ 'F9' function key. This

Notes:

---



---



---

gives the operator the ability to change the trans vendor (credit card vendor) for a specific vendor.

Notes:

---

---

---

A / P TRANSFER PROOF LISTING FOR 01/14/08

TRANSFER (TO) VENDOR: VISA		VISA CARD		10/21/20	01/23/08	PAGE: 1			
VEND NUM	VENDOR NAME	BANK#	INVOICE NO	INV DATE	DUE DATE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	VOUCH#
D1000	DBSK WHOLESALER'S INC.	100	INV-121212	08/08/07	09/07/07	70.00	1.40	68.60	01001107
D1000	DBSK WHOLESALER'S INC.	100	INV-13131313	08/09/07	09/08/07	160.00	3.20	156.80	01001108
D1000	DBSK WHOLESALER'S INC.	100	INV-131313	12/04/07	01/03/08	16.00	0.32	15.68	01001205
D1000	DBSK WHOLESALER'S INC.	100	7754	12/15/07	01/14/08	450.00	9.00	441.00	01001213
TRANSFER (FROM) VENDOR: D1000				TOTALS:		696.00	13.92	682.08	
TRANSFER (TO) VENDOR: VISA				TOTALS:		696.00	13.92	682.08	
GRAND TOTALS:						696.00	13.92	682.08	

**Transfer (Proof Listing and Update)**

Prints a register of all accounts payable vouchers that were transferred.

**IF 'Y' IS ANSWERED, CHECK PRINT FILE WILL BE UPDATED AND ERASED**

**DID THE REPORT PRINT SATISFACTORILY ? (Y/N)**

Enter 'Y\*\*\*\*' to update the files. The Check files (CKP and CKR) will be updated and cleared! Also, the Vendor Detail, MTD, YTD, Monthly Cash Disbursements, OAP and MON.CKR files will be updated. Entering 'N' at this point will take you out of transfer register printing without updating.

Notes:

---



---



---