The Systems House, Inc.

Accounts Payable and General Ledger Maintenance Training Guide

Accounts Payable and General Ledger Maintenance Training Guide

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Customer Master   1

The Systems House, Inc.

This guide describes how to create and maintain vendors, vendor shipping addresses, C/A account information, job descriptions, and general ledger source numbers.

From the main system selector go into File Maintenance, and then the Accounts Payable and General Ledger Files Menu.

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Account:3944 DEMO.12   Port:944 Menu:AP.GL.MAINT      Capture:On

                     Accounts Payable and General Ledger
                          Maintenance Programs


      Maintain                                    File List


1. Vendor Maintenance                     8. Vendor Maintenance

2. Vendor Ship To Maintenance             9. Vendor Ship-to List

3. Vendor Notes Maintenance

4. C/A Account Description                10. C/A Account Description

5. C/A Suffix Description                 11. C/A Suffix Description

6. Job Description Maintenance            12. Job Description List

7. G/L Source Maintenance                 13. G/L Source List




              Enter Selection or END :
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| OE | CONTACTS | MAINT | DRILL | EXECINQ | REPORTS | CAPT OFF | VIEW | CRM MENU | VRM MENU | | |
| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | CANCEL | Off | | | Popup |

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Customer Master   2

Account:12 BASE.12	Port:012 Menu:AP.GL_MAINT	Capture:On

Accounts Payable and General Ledger
Maintenance Programs

Maintain

File List

Maintain	File List
1. Vendor Maintenance	8. Vendor Maintenance
2. Vendor Ship To Maintenance	9. Vendor Ship-to List
3. Vendor Notes Maintenance	
4. C/A Account Description	10. C/A Account Description
5. C/A Suffix Description	11. C/A Suffix Description
6. Job Description Maintenance	12. Job Description List
7. G/L Source Maintenance	13. G/L Source List

Enter Selection or END :

	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM MENU	VRM MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Notes:

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Accounts Payable and General Ledger 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:

HELP - The HELP function is available by clicking on the 'HELP' icon or by pressing the 'F1' function key. Help text is setup 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.

OK/END – The OK/END function is available by clicking on the 'OK/END' icon, pressing the 'F2' function key, or by typing in the word 'END' and hitting <ENTER>. This function acts as an "accept" within a record.

INSERT – The INSERT function is available by clicking on the 'INSERT' icon or by pressing the 'F3' function key. The INSERT mode feature allows insertion of letters or numbers into existing text. For example, if in the master file and 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 LINE DELETE function is available by clicking on the 'LDELETE' icon or by pressing the 'F4' function key. The LDELETE function allows you to delete a line from the master file. Simply bring the cursor to the line you wish to delete, and click or press 'F4'.

PREV PAGE – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by pressing the 'F5' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV PG function to move back and forth between the screens.

The Systems House, Inc.

Account:12 BASE.12	Port:012 Menu:AP.GL.MAINT	Capture:On

Accounts Payable and General Ledger

Maintenance Programs

Maintain

File List

1. Vendor Maintenance		8. Vendor Maintenance
2. Vendor Ship To Maintenance		9. Vendor Ship-to List
3. Vendor Notes Maintenance		
4. C/A Account Description		10. C/A Account Description
5. C/A Suffix Description		11. C/A Suffix Description
6. Job Description Maintenance		12. Job Description List
7. G/L Source Maintenance		13. G/L Source List

Enter Selection or END :

CONTACTS	MAINT	DRILL	EXECINO	REPORTS	CAPT OFF	VIEW	CRM MENU	VRM MENU	
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

NEXT PG – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by pressing the 'F6' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV PG function to move back and forth between the screens.

INQUIRY – The INQUIRY function is available by clicking on the 'INQUIRY' icon or by pressing the 'F7' function key. 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 the operator clicks on the 'INQUIRY' icon or 'F7' is pressed the inquiry can be made to display products on file (to eliminate duplication). If you click on the 'INQUIRY' icon or press the 'F7' function 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.

CANCEL – The CANCEL function is available by clicking on the 'CANCEL' icon or by pressing the 'F8' function key. 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.

Off – The Off function is available by clicking on the 'Off' icon or by pressing the 'F9' function at any menu. This function will disconnect your session from WinMDS.

Popup – The Popup function is available by clicking on the 'Popup' icon or by pressing the 'F12' function key. This function will bring up a custom menu with personally specified menu options.

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Account:12 BASE.12   Port:012 Menu:AP.GL.MAINT   Capture:On

Accounts Payable and General Ledger
Maintenance Programs

Maintain   **File List**

Maintain	File List
1. Vendor Maintenance	8. Vendor Maintenance
2. Vendor Ship To Maintenance	9. Vendor Ship-to List
3. Vendor Notes Maintenance	
4. C/A Account Description	10. C/A Account Description
5. C/A Suffix Description	11. C/A Suffix Description
6. Job Description Maintenance	12. Job Description List
7. G/L Source Maintenance	13. G/L Source List

Enter Selection or END :

HELP	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU	
	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Accounts Payable and General Ledger Maintenance Function Keys

The top row function keys on your keyboard <Shift>+(F1-F8) are reserved for special functions in the MDS master file maintenance programs.

These function keys change in each of the programs that you are in. For example, Product File Price Maintenance's top row of function keys will be different than Batch Price Changes – by Vendor's top row of function keys.

CONTACTS - The CONTACTS function is available by clicking on the 'CONTACTS' icon or by pressing the Shift+'F2' function key. This will bring the user to the Contacts inquiry.

MAINT - The MAINTENANCE function is available by clicking on the 'MAINT' icon or by pressing the Shift+'F3' function key. This will bring the user to the File Maintenance menu.

DRILL - The DRILL function is available by clicking on the 'DRILL' icon or by pressing the Shift+'F4' function key. This will bring the user to the Drill Down menu.

EXECINQ - The EXECUTIVE INQUIRY is available by clicking on the 'EXECINQ' icon or by pressing the Shift+'F5' function key. This will bring the user to the Executive Inquiry.

REPORTS – The REPORTS module is available by clicking on the 'REPORTS' icon or by pressing the Shit+'F6' function key.

CAPT OFF - The CAPTURE OFF function is available by clicking on the 'CAPT OFF' icon or by pressing the Shift+'F7' function key. This will disable all available reports from going to Report Capture.

VIEW - The VIEW function is available by clicking on the 'VIEW' icon or by pressing the Shift+'F8' function key. This will forward the user to Report Capture and display all reports previously ran.

CRM.MENU – The CRM.MENU function is available by clicking on the 'CRM.MENU' icon or by pressing the Shift+'F9' function key. This will forward the user to the Customer Relationship Management menu.

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VRM.MENU – The VRM.MENU function is available by clicking on the 'VRM.MENU' icon or by pressing the Shift+'F10' function key. This will forward the user to the Vendor Relationship Management menu.

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The Systems House, Inc.

Vendor Master Maintenance		Created		

Vendor Number	PSEG	** Purchase Order Address **	
1.Name	PSE&G	20.PO Name	
2.Address 1	PO BOX 14106	21.PO Add1	
3.Address 2	ACCT: 31 104 041 17	22.PO Add2	
4.City	NEW BRUNSWICK	23.PO City	
5.State	NJ Country	24.PO State	Country
6.Zip Code	07013	25.PO Zip	
7.Contact		26.PO Phone	
8.Telephone	800-542-0049	27.PO Fax Phone	
9.Fax Phone		28.PO Contact	
10.Fed ID/SS#		29.PO Type	
11.1099 Req	N	30.Ship Method	
12.Misc Data		31.Frt PD Cutoff$	0
13.Misc Data 2		32.Currency	
14.Vend Class		33.Combo Code	0
15.Std G/L #	7010	34.Dea#	
		35.Pay Status	P
16.Temporary	N	36.Rebate Via EDI	
17.DUNS#		37.Vendor Cust#	
18.A/R Cust#		38.Inactive Flag	
19.EMail Addr			

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 1 OF 2

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

Vendor Maintenance

This maintenance contains the alphanumeric vendor number which is used as the primary access method to obtain the Vendor Master and Detail records. This record contains various master file data such as name and address, contact and telephone, standard general ledger numbers (max 4), dunns number, purchase order address, and correspondent bank.

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The Systems House, Inc.

Vendor Master Maintenance		Created		
Vendor Number	PSEG	** Purchase Order Address **		
1.Name	PSE&G	20.PO Name		
2.Address 1	PO BOX 14106	21.PO Add1		
3.Address 2	ACCT: 31 104 041 17	22.PO Add2		
4.City	NEW BRUNSWICK	23.PO City		
5.State	NJ Country	24.PO State	Country	
6.Zip Code	07013	25.PO Zip		
7.Contact		26.PO Phone		
8.Telephone	800-542-0049	27.PO Fax Phone		
9.Fax Phone		28.PO Contact		
10.Fed ID/SS#		29.PO Type		
11.1099 Req	N	30.Ship Method		
12.Misc Data		31.Frt PD Cutoff$	0	
13.Misc Data 2		32.Currency		
14.Vend Class		33.Combo Code	0	
15.Std G/L #	7010	34.Dea#		
		35.Pay Status	P	
16.Temporary	N	36.Rebate Via EDI		
17.DUNS#		37.Vendor Cust#		
18.A/R Cust#		38.Inactive Flag		
19.EMail Addr				

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 1 OF 2

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

Vendor Master Maintenance

Vendor Number – Enter the vendor number. You can enter the beginning vendor number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the vendor.

Name – Enter the vendor name. The accounts payable check print program will print the name as it appears in this field.

Address 1 - Enter the first line of the Accounts Payable address.

Address 2 - Enter the second line of the Accounts Payable address.

City – Enter the name of the city.

State – Enter the two digit state. This is a required field and is validated against a state code table. For non-US addresses, use state code 'FF'. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down inquiry box to select from the list of available states.

Country – Enter the 3 digit country code for this address. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down inquiry box to select from the list of available countries.

Zip Code – Enter the zip code for this customer primary address. You may enter the 5 digit zip code or the 5 plus 4 digit zip code.

Contact - Enter the vendor contact name.

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Vendor Master Maintenance

Vendor Master Maintenance		Created		
Vendor Number	PSEG	** Purchase Order Address **		
1.Name	PSE&G	20.PO Name		
2.Address 1	PO BOX 14106	21.PO Add1		
3.Address 2	ACCT: 31 104 041 17	22.PO Add2		
4.City	NEW BRUNSWICK	23.PO City		
5.State	NJ Country	24.PO State	Country	
6.Zip Code	07013	25.PO Zip		
7.Contact		26.PO Phone		
8.Telephone	800-542-0049	27.PO Fax Phone		
9.Fax Phone		28.PO Contact		
10.Fed ID/SS#		29.PO Type		
11.1099 Req	N	30.Ship Method		
12.Misc Data		31.Frt PD Cutoff$	0	
13.Misc Data 2		32.Currency		
14.Vend Class		33.Combo Code	0	
15.Std G/L #	7010	34.Dea#		
		35.Pay Status	P	
16.Temporary	N	36.Rebate Via EDI		
17.DUNS#		37.Vendor Cust#		
18.A/R Cust#		38.Inactive Flag		
19.EMail Addr				

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 1 OF 2

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

Notes:

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Vendor Master Maintenance

Telephone - Enter the vendor's telephone number.

Fax Phone - Enter the vendor's fax number.

Fed ID/SS# - Enter the vendor's federal ID/SS# (Used with 1099 vendors).

1099 Req - Enter Y or N for 1099 updates and reports. Enter Y if a 1099 is required for this vendor.

Misc Data - Enter miscellaneous data information. This field may be used to capture information for recall reports.

Misc Data 2 - Enter miscellaneous data information. This field may be used to capture information for recall reports.

Vend Class - Enter the vendor class. This field can be used to further define classification of vendors. This field may be used to capture information for recall reports.

Std G/L # - Enter the standard general ledger number. Up to 4 general ledger numbers may be entered for this vendor (without company number). If entered, the general ledger numbers will appear during voucher entry general ledger distribution as the default expense accounts. You may use the general ledger numbers or override at entry time. (general ledger override is an optional feature)

Temporary – Temporary vendors are created during the voucher entry program. Temporary vendors are flagged with a type T in this field. You may make a temporary vendor permanent by changing the flag to N (NULL) in this program. Temporary vendors are

cleared during the Accounts Payable Month End Job stream when the balance for the vendor is 0 and check payment is 62 days old.

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Vendor Master Maintenance

Field	Value		Field	Value
		Created		
Vendor Number	PSEG	** Purchase Order Address **		
1.Name	PSE&G	20.PO Name		
2.Address 1	PO BOX 14106	21.PO Add1		
3.Address 2	ACCT: 31 104 041 17	22.PO Add2		
4.City	NEW BRUNSWICK	23.PO City		
5.State	NJ Country	24.PO State		Country
6.Zip Code	07013	25.PO Zip		
7.Contact		26.PO Phone		
8.Telephone	800-542-0049	27.PO Fax Phone		
9.Fax Phone		28.PO Contact		
10.Fed ID/SS#		29.PO Type		
11.1099 Req	N	30.Ship Method		
12.Misc Data		31.Frt PD Cutoff$	0	
13.Misc Data 2		32.Currency		
14.Vend Class		33.Combo Code	0	
15.Std G/L #	7010	34.Dea#		
		35.Pay Status	P	
16.Temporary	N	36.Rebate Via EDI		
17.DUNS#		37.Vendor Cust#		
18.A/R Cust#		38.Inactive Flag		
19.EMail Addr				

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 1 OF 2

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

Vendor Master Maintenance

DUNS# - Enter the dunn and bradstreet number.

A/R Cust# - Enter the accounts receivable customer number if this vendor is also a customer.

EMail Addr - Enter an email address for this vendor.

PO Name - Enter the purchaser order name. A separate name and address for purchasing may be entered on the vendor file. If entered, the purchase order entry program will use this address. The accounts payable programs will use the regular name and address. This eliminates the need to maintain two separate vendor files for accounts payable and purchasing.

PO Add1 - Enter the first line of the purchase order address if different from the accounts payable address.

PO Add2 - Enter the second line of the purchase order address.

PO City - Enter the city of the purchase order address.

PO State - Enter the 2 digit state code. If this is a foreign address and there is no state or province code then enter FF. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down inquiry box to select from the list of available states.

Country - If this is a foreign address then enter the country code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down inquiry box to select from the list of available country codes.

Zip Code - Enter the purchase order zip code.

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Vendor Master Maintenance

Vendor Number	PSEG		** Purchase Order Address **	Created
1.Name	PSE&G	20.PO Name		
2.Address 1	PO BOX 14106	21.PO Add1		
3.Address 2	ACCT: 31 104 041 17	22.PO Add2		
4.City	NEW BRUNSWICK	23.PO City		
5.State	NJ Country	24.PO State		Country
6.Zip Code	07013	25.PO Zip		
7.Contact		26.PO Phone		
8.Telephone	800-542-0049	27.PO Fax Phone		
9.Fax Phone		28.PO Contact		
10.Fed ID/SS#		29.PO Type		
11.1099 Req	N	30.Ship Method		
12.Misc Data		31.Frt PD Cutoff$	0	
13.Misc Data 2		32.Currency		
14.Vend Class		33.Combo Code	0	
15.Std G/L #	7010	34.Dea#		
		35.Pay Status	P	
16.Temporary	N	36.Rebate Via EDI		
17.DUNS#		37.Vendor Cust#		
18.A/R Cust#		38.Inactive Flag		
19.EMail Addr				

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 1 OF 2

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

Vendor Master Maintenance

PO Phone – Enter a purchasing contact phone number. May also be used to store an additional phone number for this Vendor.

PO Fax Phone – Enter the purchasing order fax number. If purchasing order type is set to F for fax, then the purchasing system will pull this number into the PO header screen as the fax number. If this field is blank, the system will take the Fax number from the fax phone field.

PO Contact - Enter the name of the purchasing contact for this vendor.

PO Type - The purchase order type refers to the source that generated the PO.

P= Phone

F= Fax

E= EDI

Ship Method - Enter the default ship method for this vendor (use a valid ship method code as entered in the shipping menu in file maintenance).

Frt PD Cutoff$ - Enter the freight paid cutoff dollars for this vendor. (This will apply in Accounts Payable voucher entry program).

Currency - If you are using foreign currency for this vendor, enter a valid currency code. Hit return for US currency. Foreign currency codes may be entered through rate of exchange maintenance in company related files.

Combo Code - Enter a combo code. This will be used for cost matrix.

Dea# - Enter the DEA number for this vendor.

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Vendor Master Maintenance

Field	Value	Field	Value
		Created	
Vendor Number	PSEG	** Purchase Order Address **	
1.Name	PSE&G	20.PO Name	
2.Address 1	PO BOX 14106	21.PO Add1	
3.Address 2	ACCT: 31 104 041 17	22.PO Add2	
4.City	NEW BRUNSWICK	23.PO City	
5.State	NJ Country	24.PO State	Country
6.Zip Code	07013	25.PO Zip	
7.Contact		26.PO Phone	
8.Telephone	800-542-0049	27.PO Fax Phone	
9.Fax Phone		28.PO Contact	
10.Fed ID/SS#		29.PO Type	
11.1099 Req	N	30.Ship Method	
12.Misc Data		31.Frt PD Cutoff$	0
13.Misc Data 2		32.Currency	
14.Vend Class		33.Combo Code	0
15.Std G/L #	7010	34.Dea#	
		35.Pay Status	P
16.Temporary	N	36.Rebate Via EDI	
17.DUNS#		37.Vendor Cust#	
18.A/R Cust#		38.Inactive Flag	
19.EMail Addr			

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :   XXXXXX   PAGE 1 OF 2

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

Vendor Master Maintenance

Pay Status – Enter a pay status for this vendor. Enter P to pay or N to hold payment for vendor. Voucher entry will pick up the pay status for the vendor from this field and place vouchers on hold if a vendor contains a pay status of N.

Rebate Via EDI - Enter a Y or N. Rebate Via EDI refers to whether or not your vendor receives rebates via the modem or automatically downloaded into their system by the manufacturer.

Vendor Cust# - Enter a vendor customer number. This field is for the input of the account number your vendor has assigned to you. This number usually appears on your invoices from your vendor.

Inactive Flag - Enter a Y if this vendor is inactive, otherwise enter N for an active vendor.

Vendor EDI Qualifier - Enter the vendors EDI qualifier code. Ex.) 01 - Dunn & Bradstreet, 08 – UCC, 12 - Telephone number, ZZ - Mutually agreed upon

Vendor EDI ID - Enter the vendors EDI ID associated with the vendors EDI qualifier code. Ex: If you enter a vendor EDI qualifier code of 12 for telephone number then enter the actual telephone number in this field.

Company EDI Qualifier - Enter the companies EDI qualifier code. Ex.: 01 - Dunn & Bradstreet, 08 – UCC, 12 - Telephone number, ZZ - Mutually agreed upon

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Vendor Master Maintenance

Vendor Number	PSEG	Created	

39.Vendor EDI Qualifier		52.Auto PO Flag	
40.Vendor EDI ID		53.Lead Time	0.0
41.Company EDI Qualifier		54.ROP/Min Months	0.0
42.Company EDI ID		55.ROQ/Max Months	0.0
43.Rebate Report (A-Z)		56.Min PO$	0
44.Invoice Copy	N	57.Min PO Qty	
45.Credit Limit		58.Serv Co#	
46.Terms Code		59.Serv Whse	
47.Allow Drop Ship	N	60.Serv Rep	
48.Drop Ship Info			
49.Comments			

50.Web Site ID	
51.Manufacturer Flag	

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

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

Vendor Master Maintenance

Company EDI ID - Enter the companies EDI ID associated with the companies EDI qualifier code. Ex: If you enter a company EDI qualifier code of 12 for telephone number then enter the actual telephone number in this field.

Rebate Report (A-Z) - Enter the rebate report for this vendor.

Invoice Copy - Enter Y if the vendor requires copies of the invoice with the rebate report.

Credit Limit - Enter the company's credit limit with this vendor.

Terms Code - Enter the terms code for this vendor. The terms code will by displayed in purchasing.

Allow Drop Ship - Enter a Y if dropships are allowed from this vendor.

Drop Ship Info - This is an optional field and will allow the operator to enter up to 30 characters of drop ship information. This information could include minimum values allowed by the vendor or handling charges for a drop ship order.

Comments - Enter comments for this vendor.

Web Site ID - Enter the vendor's web address.

Manufacturer Flag – Enter a Y if this vendor is also a manufacturer.

Auto PO Flag - Set this flag to Y if the vendor is to be included in the run to automatically generate purchase orders. Set this flag to N if purchase orders will be manually generated for this vendor.

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The Systems House, Inc.

Vendor Master Maintenance

Vendor Number PSEG   Created

39.Vendor EDI Qualifier		52.Auto PO Flag	
40.Vendor EDI ID		53.Lead Time	0.0
41.Company EDI Qualifier		54.ROP/Min Months	0.0
42.Company EDI ID		55.ROQ/Max Months	0.0
43.Rebate Report (A-Z)		56.Min PO$	0
44.Invoice Copy	N	57.Min PO Qty	
45.Credit Limit		58.Serv Co#	
46.Terms Code		59.Serv Whse	
47.Allow Drop Ship	N	60.Serv Rep	
48.Drop Ship Info			
49.Comments		61.Pedigree Req'd	

50.Web Site ID
51.Manufacturer Flag

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

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

Notes:
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Vendor Master Maintenance

Lead Time - Enter the standard lead time in months for the vendor.

ROP/Min Months - Enter the standard reorder point factor for the vendor. This is the number of months sales to set the reorder point/minimum. Value has one decimal place. This value is only used if the replenishment method for a product/product line is set to: 3 minimum/maximum.

ROQ/Max Months - Enter the number of months inventory for the reorder quantity maximum. Value has one decimal place. This value is only used if the replenishment method for this product/product line is set to : 3 minimum/maximum.

Min PO$ - Enter the minimum purchase order dollar value for a purchase order, for this vendor.

Min PO Qty -   Enter the minimum quantity for a purchase order to this vendor.

Serv Co# - Enter the company number of the company that serves this vendor. You can click on the 'INQUIRY' icon or press the 'F7' function key to open the drop-down inquiry box to select from the list of available companies.

Serv Whse - Enter the warehouse number for the warehouse that services this vendor. You can click on the 'INQUIRY' icon or press the 'F7' function key to open the drop-down inquiry box and select from the list of available warehouses.

Serv Rep - Enter the operator ID for the Vendor Service Representative.

Pedigree Req'd – Enter a Y or N if a pedigree is required for this vendor.

Vendor Master Maintenance

Vendor Number	PSEG	Created	

39.Vendor EDI Qualifier		52.Auto PO Flag
40.Vendor EDI ID		53.Lead Time	0.0
41.Company EDI Qualifier		54.ROP/Min Months	0.0
42.Company EDI ID		55.ROQ/Max Months	0.0
43.Rebate Report (A-Z)		56.Min PO$	0
44.Invoice Copy	N	57.Min PO Qty
45.Credit Limit		58.Serv Co#
46.Terms Code		59.Serv Whse
47.Allow Drop Ship	N	60.Serv Rep
48.Drop Ship Info		
49.Comments		61.Pedigree Req'd

50.Web Site ID	
51.Manufacturer Flag	

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

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

Vendor Master Maintenance

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

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.

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.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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The Systems House, Inc.

Vendor Detail Maintenance

Company	01	TSH MEDICAL SUPPLY
Vendor Number	PSEG	PSE&G

	Billing Address :	Purchasing Address :
Name	PSE&G	
Address	PO BOX 14106	
Address2	ACCT: 31 104 041 17	
City, State	NEW BRUNSWICK,NJ	
Zip	07013	

1.Bank #	001	
2.Discount %	0.00	
3.Due Days	10	
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 :   XXXXXX

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

Vendor Detail Maintenance

This file contains one record for each vendor and for each maintenance company with which that vendor does business. Enter, in this maintenance, information that would vary by company. For example:

A. Bank Number

B. Discount Percent

C. Standard Due Days

D. Standard Discount Days

E. Cutoff Date for PROX Dating

F. Due Date for PROX Dating

G. Discount Date for PROX Dating

Notes:

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The Systems House, Inc.

Vendor Detail Maintenance

Company	01	TSH MEDICAL SUPPLY
Vendor Number	PSEG	PSE&G

	Billing Address :	Purchasing Address :
Name	PSE&G	
Address	PO BOX 14106	
Address2	ACCT: 31 104 041 17	
City, State	NEW BRUNSWICK,NJ	
Zip	07013	

1.Bank #	001	
2.Discount %	0.00	
3.Due Days	10	
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 :   XXXXXX

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

Notes:

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Vendor Detail Maintenance

Company – Enter the 2 digit company code for this vendor. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down inquiry box to select from the list of available companies.

Bank # -   Enter a valid bank code or you can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list which allows you to select an available bank. The bank code entered is the bank through which the vendor is paid. It will also be used in the voucher entry and cash disbursement programs.

Discount % - Enter the discount percent allowed by this vendor.

Due Days - Enter the due days if discount is not taken.

Disc Days - Enter the number of days allowed for discount for this vendor.

Cutoff Date - If you are using PROX dating, enter the cutoff date. The logic for PROX dating is as follows:

If an invoice date is <= the cutoff date, the invoice date is the following month, on the due date. If beyond the cutoff date, the invoice will be due on the due date, but a month later. The same logic would apply if a discount is involved.

For example:

Cutoff date: 15th of the month

Due date: 25th of the month

Invoice date: June 14- invoice due date: July 25

Invoice date: June 17- invoice due date: August 25

The Systems House, Inc.

Due Date
Disc Date

Notes:

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The Systems House, Inc.

Vendor Detail Maintenance

Company	01	TSH MEDICAL SUPPLY
Vendor Number	PSEG	PSE&G

	Billing Address :	Purchasing Address :
Name	PSE&G	
Address	PO BOX 14106	
Address2	ACCT: 31 104 041 17	
City, State	NEW BRUNSWICK,NJ	
Zip	07013	

1.Bank #	001
2.Discount %	0.00
3.Due Days	10
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 :   XXXXXX

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

Vendor Detail Maintenance

Due Date - If you are using PROX dating, enter the date of the month the invoice is due.

Disc Date - If you are using PROX dating, enter the date of the month the invoice is due if a discount is taken.

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

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.

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.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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The Systems House, Inc.

Vendor Ship To Maintenance

The vendor ship-to maintenance contains different ship-to addresses for each vendor. Each vendor may have up to 999 ship-to's on file.

VENDOR #   PSEG   PSE&G
SHIPTO #   000001

1. NAME   PSE&G
2. ADDRESS1   35 Starke Rd
3. ADDRESS2   Suite 350
4. ADDRESS3
5. CITY   Clifton
6. STATE   NJ
7. ZIP CODE   07103
8. SHIP METHOD 01   UPS
9. SPEC INST

ENTER 'NEW' AT SHIPTO FOR NEW ITEM

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

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

Notes:

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_____

VENDOR SHIPTO MAINTENANCE

VENDOR #	PSEG	PSE&G
SHIPTO #	000001	

1. NAME	PSE&G
2. ADDRESS1	35 Starke Rd
3. ADDRESS2	Suite 350
4. ADDRESS3	
5. CITY	Clifton
6. STATE	NJ
7. ZIP CODE	07103
8. SHIP METHOD	01 UPS
9. SPEC INST	

ENTER 'NEW' AT SHIPTO FOR NEW ITEM

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

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

Notes:

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Vendor Ship To Maintenance

VENDOR # – Enter the vendor number. You can enter the beginning vendor number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the vendor.

SHIPTO # - Enter the ship to number or enter 'NEW' at ship to for a new item. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down display to search for an available ship-to number.

NAME – Enter the ship-to name.

ADDRESS1 - Enter the first line of the ship-to address.

ADDRESS2 - Enter the second line of the ship-to address.

CITY – Enter the ship-to city.

STATE – Enter the ship-to state.

ZIP CODE – Enter the zip code for this customer primary address. You may enter the 5 digit zip code or the 5 plus 4 digit zip code.

SHIP METHOD – Enter the 2 digit ship method for this address. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down inquiry box to select from the list of available shipping methods.

SPEC INT - Enter up to 25 characters of special instruction or miscellaneous vendor data in this field.

The Systems House, Inc.

VENDOR SHIPTO MAINTENANCE

VENDOR #   PSEG   PSE&G
SHIPTO #   000001

1. NAME   PSE&G
2. ADDRESS1   35 Starke Rd
3. ADDRESS2   Suite 350
4. ADDRESS3
5. CITY   Clifton
6. STATE   NJ
7. ZIP CODE   07103
8. SHIP METHOD   01   UPS
9. SPEC INST

ENTER 'NEW' AT SHIPTO FOR NEW ITEM

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

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

Vendor Ship To Maintenance

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

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.

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.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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Customer Master   20

Vendor   Notes   Maintenance

	Valid	Output	Codes
	A	All	Systems
	P	Purchasing	
	AP	Accounts	Payable

Vendor#   PSLG

1.Notes	Note	Date	Output	Expires	Co	Print
1.	CLASSIFIED AS UTILITY	12/11/06	P	12/10/06	01	N
2.	--------------------					
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						

| HELP | ON/END | INSERT | LDELETE | PREV FG | NEXT FG | INQUIRY | CANCEL | Oil | | Popup |

Notes:

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Vendor Notes Maintenance

The vendor notes maintenance allows you to enter notes for a particular vendor. Purchasers will have the ability to view on screen any vendor notes that are specific to this vendor. You can also select to allow this to be viewed on all systems, in purchasing, or in accounts payable.

Vendor# - At the vendor number prompt you can enter the vendor number, enter the beginning vendor number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the vendor.

Notes - Enter any note(s). Purchasing and accounts payable will have the ability to view on screen any notes that are specific to this vendor.

Date - Enter the start date for the vendor note. You can hit <ENTER> to fill with the current (system) date.

Output - Enter appropriate output code for where vendor notes should be displayed. Allowable entries A, O, and AR. A for All Systems, P for Purchasing, or AP for Accounts Payable. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up display box to select a specific output.

Expires - Enter the date for which to cease displaying and/or printing this customer note. Hit 'ENTER' for no expiration date.

Co – Enter what company this note applies to. Enter ALL for All Companies. Default is ALL. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down inquiry box to select from the list of available companies.

Print - Enter Y or N if this note should print on the PO. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up display box to select a print option.

The Systems House, Inc.

Vendor Notes Maintenance

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

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.

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.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:
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CHART OF ACCOUNTS DESCRIPTION MAINTENANCE

ACCOUNT NUMBER   1000

1.DESCRIPTION	CASH, CHECKING, ISR&1	
2.TYPE	1	BALANCE SHEET
3.CATLGORY	A	
4.ACCT TYPE	A	Assets
5.SOCIFC		
6.ACCT HIST FLAG (D/S)	D	
7.INACTIVE FLAG		

8.PL Line#	9.Y/B FLAG	10.SCHED#	11.SCHED LN#	12.ALT REPORT#
010	B			

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

HELP	OK/END	INSERT	DELETE	PREV FG	NEXT FG	INQUIRY	CANCEL	Oll		Popup

Chart of Accounts Description Maintenance

The chart of accounts description maintenance program establishes the CADF file. This file contains the description for each natural account, as well as the information needed to link the chart of accounts to the financial reporting module.

Note: The P&L# is determined from the P&L break number in the company record. When initially loading the company record, the break# must be manually loaded, so that this field is computed correctly.

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CHART OF ACCOUNTS DESCRIPTION MAINTENANCE

ACCOUNT NUMBER   1000

1.DESCRIPTION   CASH, CHECKING, ISH&T
2.TYPE   1   BALANCE SHEET
3.CATEGORY   A
4.ACCT TYPE   A   Assets
5.SOCIFC
6.ACCT HIST FLAG (D/S)   D
7.INACTIVE FLAG

8.PL Line#   9.Y/B FLAG   10.SCHED#   11.SCHED LN#   12.ALT REPORT#
   010   B

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

HELP	OK/END	INSERT	LDELETE	PREV FG	NEXT FG	INQUIRY	CANCEL	OII		Popup

Chart of Accounts Description Maintenance

ACCOUNT NUMBER - Enter the natural account number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down inquiry box to select from the list of available accounts.

DESCRIPTION - Enter a chart of accounts description. This is the description that will be used for all general ledger reports. If you are using multiple companies, the description will be the same for all companies.

TYPE - Enter an account type code. Any account before the profit and loss break number will be a type 1 account (Balance Sheet). Any account after the profit and loss break will be a type 2 account (Profit & Loss). The profit and loss break number is specified in the Company Master file. The type is also used at year end to distinguish which accounts are cleared (profit and loss), and which accounts have balances to be brought forward (balance sheet accounts). You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select an available option.

CATEGORY - Enter a category. You may enter a 1 character code for each category account. For example, 'A' may be for assets, for liabilities, and so on. The category code is used during financial processing, but if the category is 'I', accounts payable voucher entry will require receiver information. (Details on accounts payable purchasing interface can be found in your accounts payable documentation manual.) The following category codes are used during accounts payable purchasing in-transit interface in conjunction with cost evaluation: I for First Cost (Inventory); O for Ocean Freight; S for Insurance; D for Duty; B for Brokerage; F for Inland Freight.

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CHART OF ACCOUNTS DESCRIPTION MAINTENANCE

ACCOUNT NUMBER   1000

1.DESCRIPTION	CASH, CHECKING, ISH&I	
2.TYPE	1	BALANCE SHEET
3.CATEGORY	A	
4.ACCT TYPE	A	Assets
5.SOCIFC		
6.ACCT HIST FLAG (D/S)		D
7.INACTIVE FLAG		

8.PL Line#	9.Y/B FLAG	10.SCHED#	11.SCHED LN#	12.ALT REPORT#
010	B			

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

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

Notes:

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Chart of Accounts Description Maintenance

ACCT TYPE - Enter an account type - used for executive inquiry.

A - Assets
L - Liabilities
C - Capital
I - Income (Revenue)
E - Expenses

You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu to select an available option.

SOCIFC - Enter a statement of change in financial condition code. If you are using the statement of change in financial condition (Report 9), enter the line number that this general ledger number should be assigned to. Range 001 to 999.

ACCT HIST FLAG (D/S) - If you select D for detail in this flag, the system will keep detail history on this account. If you select "S" for summary, the system will only keep summary history of this account. This flag may be changed at any time, but if you had the flag set to S and change it to D, the system will only store detailed history as of the date of the change.

INACTIVE FLAG - Enter a Y if this account is inactive, otherwise enter N for an active account. Default is N.

PL Line# - Enter the profit and loss line number on the financials that this account should go to. If the account is a type 1 account, the profit and loss line number is the line number on the balance sheet (unless the alternate report # is used). If the account is a type 2 account, the P&L line# is the line number on the income statement. If this account should be used in calculations on more than one line of the report, you can enter up to 8 line numbers. The report type will be the type specified above, or the alternate report, if entered. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down inquiry box to select from the list of available profit and loss line numbers.

CHART OF ACCOUNTS DESCRIPTION MAINTENANCE

ACCOUNT NUMBER   1000

1.DESCRIPTION   CASH, CHECKING, ISTB&T

2.TYPE   1   BALANCE SHEET

3.CATEGORY   A

4.ACCT TYPE   A   Assets

5.SOCIFC

6.ACCT HIST FLAG (D/S)   D

7.INACTIVE FLAG

8.PL Line#	9.Y/B FLAG	10.SCHED#	11.SCHED LN#	12.ALT REPORT#
010	B			

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

| HELP | OK/END | INSERT | DELETE | PREV FG | NEXT FG | INQUIRY | CANCEL | Off | | | Popup |

Chart of Accounts Description Maintenance

Y/B FLAG - Enter a Y or B flag indicator. If the flag
is set to B or Y, month-to-date and year-to-date fields
will be updated and printed on the financial reports.
If the flag is Y the month and year to date fields on
the financials will both be updated with the Year to
Date figures. This is mainly used for showing
beginning and ending Inventory on financial reports.

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

SCHED LN# - Enter a schedule line number. If you
are using the supporting schedule (A-Z), enter the line
number on the corresponding supporting schedule.

ALT REPORT# - Enter the alternative report
number. If you wish to alter the type of the account
for financial purposes, enter a 1 or 2 here. If the
account is a type 1 account but should appear on the
profit and loss, enter 2. The line number for the
alternate report would be the profit and loss line
number.

Notes:

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The Systems House, Inc.

CHART OF ACCOUNTS DESCRIPTION MAINTENANCE

ACCOUNT NUMBER   1000

1.DESCRIPTION   CASH, CHECKING, ISH&T
2.TYPE   1   BALANCE SHEET
3.CATEGORY   A
4.ACCT TYPE   A   Assets
5.SOCIFC
6.ACCT HIST FLAG (D/S)   D
7.INACTIVE FLAG

8.PL Line#   9.Y/B FLAG   10.SCHED#   11.SCHED LN#   12.ALT REPORT#
     010   B

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

| HELP | OK/END | INSERT | LDELETE | PREV FG | NEXT FG | INQUIRY | CANCEL | Off | | | Popup |

Chart of Accounts Description Maintenance

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

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.

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.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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The Systems House, Inc.

*** CHART OF ACCTS DESCRIPTION MAINTENANCE ***

SUFFIX NUMBER   22

1.DESCRIPTION   TWENTY-TWO

2.CONSOLIDATED DEPT   22

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

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

Chart of Accounts Suffix Description Maintenance

The chart of account suffix description maintenance program establishes the file which validates each department or division. The department code is optional but, if desired, a dash ('-') separator is used to separate the natural account and department. A portion of the suffix may be defined as division code, which if used will generate an additional level of financial statement. Parameter (37) is used to define if a division analysis is desired, and if so, how many digits the division code will be in length.

Notes:

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*** CHART OF ACCTS DESCRIPTION MAINTENANCE ***

SUFFIX NUMBER   22

1.DESCRIPTION   TWENTY-TWO

2.CONSOLIDATED DEPT   22

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

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

Chart of Accounts Suffix Description Maintenance

SUFFIX NUMBER – Enter the suffix number. If you have input an existing suffix code, all the fields will be displayed, and you will be prompted for the line number to change. If this is a new suffix, you will be prompted to enter the required information. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down inquiry box to select from the list of available suffixes.

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

CONSOLIDATED DEPT - If this cost center should be consolidated into another cost center, enter the consolidated department number. The consolidation only affects the financial reports and has no affect on the general ledger.

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

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.

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.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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The Systems House, Inc.

JOB DESCRIPTION ENTRY/MAINTENANCE

JOB #   10

1.DESCRIPTION   COMPUTER ACQUISITION

Job Description Maintenance

The job maintenance program establishes the job record on the JOB.DESC file, which contains the description of established projects. Information ID is accumulated by job number if it is input during voucher entry or journal entry programs. A variety of reports are available to analyze job costs and history.

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

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

Notes:

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The Systems House, Inc.

JOB DESCRIPTION ENTRY/MAINTENANCE

JOB #   10

1.DESCRIPTION   COMPUTER ACQUISITION

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

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

Job Description Maintenance

JOB# - Enter a job number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down inquiry box to select from the list of available job numbers.

DESCRIPTION - Enter a job description. Max of 30 characters.

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

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.

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.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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The Systems House, Inc.

***** G/L SOURCE ENTRY/MAINT *****

G/L SOURCE   CD

1.VALUE MARK   3

2.DESCRIPTION   CASH DISBURSEMENT.

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

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

General Ledger Source Maintenance

The general ledger source code maintenance program establishes the valid source code for journal entries that may be used with the system. In addition, this file defines which value mark of the CA file should be updated for activity from each source. This summary activity is then printed on the summary general ledger report.

Upon installation the GL.SOURCE file is initially set as follows:

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

Notes:

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_____

The Systems House, Inc.

***** G/L SOURCE ENTRY/MAINT *****

G/L SOURCE   CD

1.VALUE MARK   3

2.DESCRIPTION   CASH DISBURSEMENT.

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

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

General Ledger Source Maintenance

G/L SOURCE - Enter the general ledger source code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down inquiry box to select from the list of available source codes.

VALUE MARK - Enter the value mark for the description.

DESCRIPTION - Enter a general ledger source code description.

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

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.

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.

Enter 'DELETE' followed by *** to delete an existing record.

Notes:

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The Systems House, Inc.

VENDOR FILE REPORTS

1. Vendor File Analysis

2. Vendor File Listing

3. Vendor File Consolidated

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU	
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Vendor Maintenance Listings

From the main system selector go into the File Maintenance, and then the Accounts Payable and General Ledger Files menu; select the Vendor Maintenance Menu.

Notes:

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Customer Master

34

The Systems House, Inc.
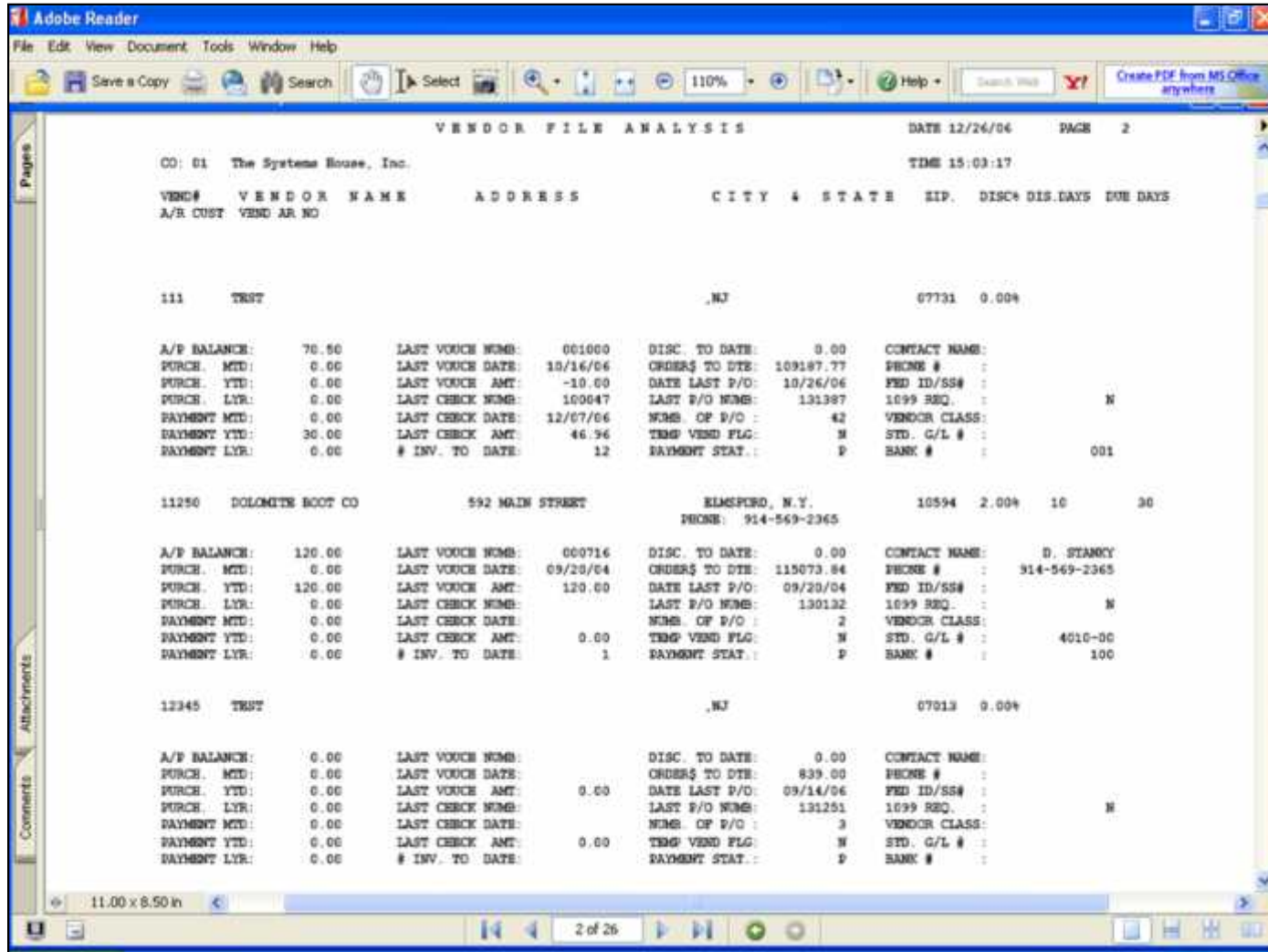
Vendor File Analysis Listing

This listing prints account payables information by vendor, for each company. Report header information includes vendor number and name, address, city and state, zip code, discount percentage, and discount days.

Company
At this prompt the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

Vendor#
At this prompt the operator has the option of selecting 'All Vendors', 'Vendor Range' or 'Specific Vendor'.

Press <RETURN> to Process Report, Line# to Change, or ABORT:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

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The Systems House, Inc.

Vendor File Listing
This listing prints vendor information including vendor number and name, vendor address, city, state, zip, discount percent, discount days and due days.

Company
At this prompt the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.
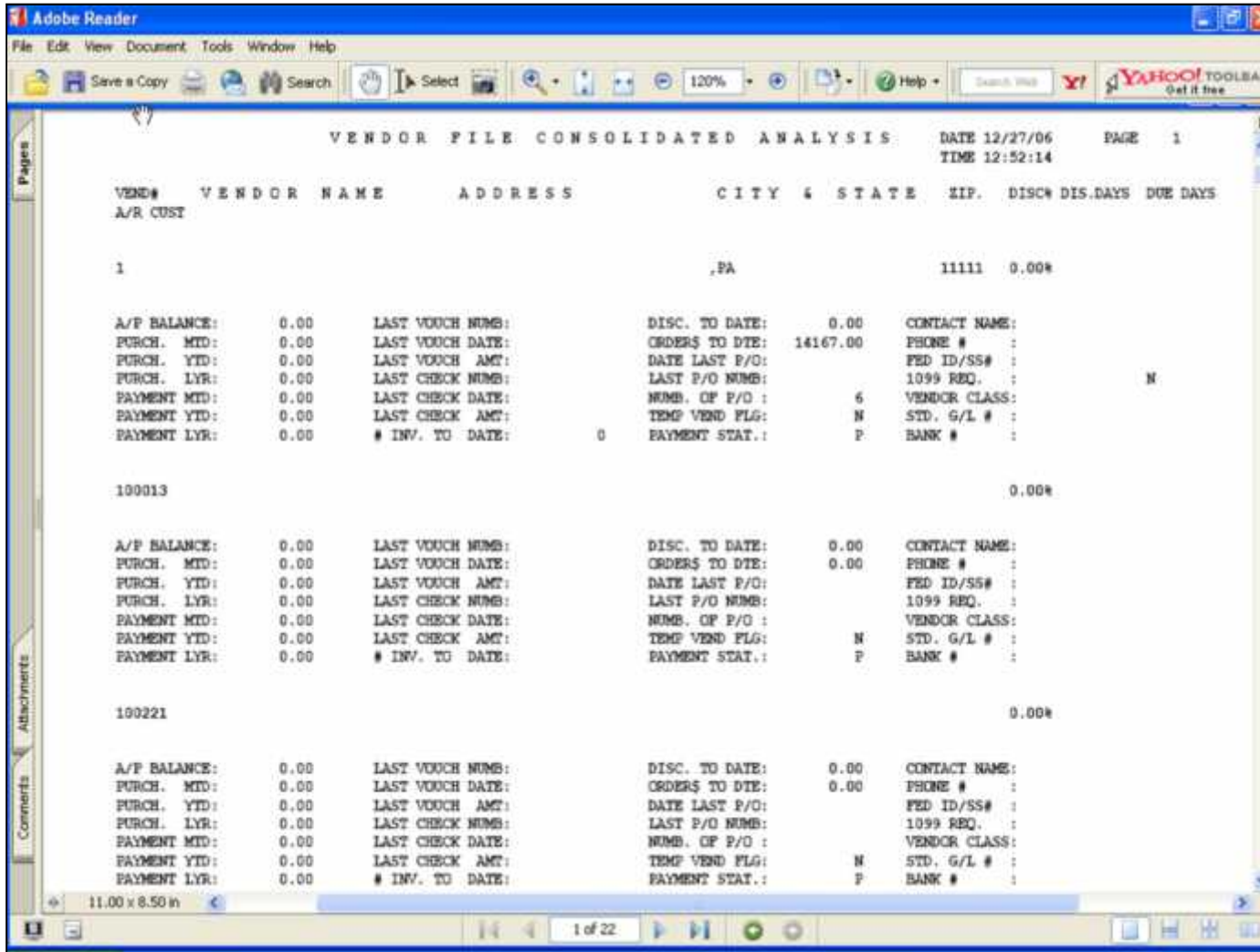
Vendor#
At this prompt the operator has the option of selecting 'All Vendors', 'Vendor Range' or 'Specific Vendor'.

Press <RETURN> to Process Report, Line# to Change, or ABORT:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

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The Systems House, Inc.

Vendor File Consolidated Listing

This listing prints consolidated vendor information by vendor number and name, vendor address, city, state, zip, discount percent, discount days and due days.
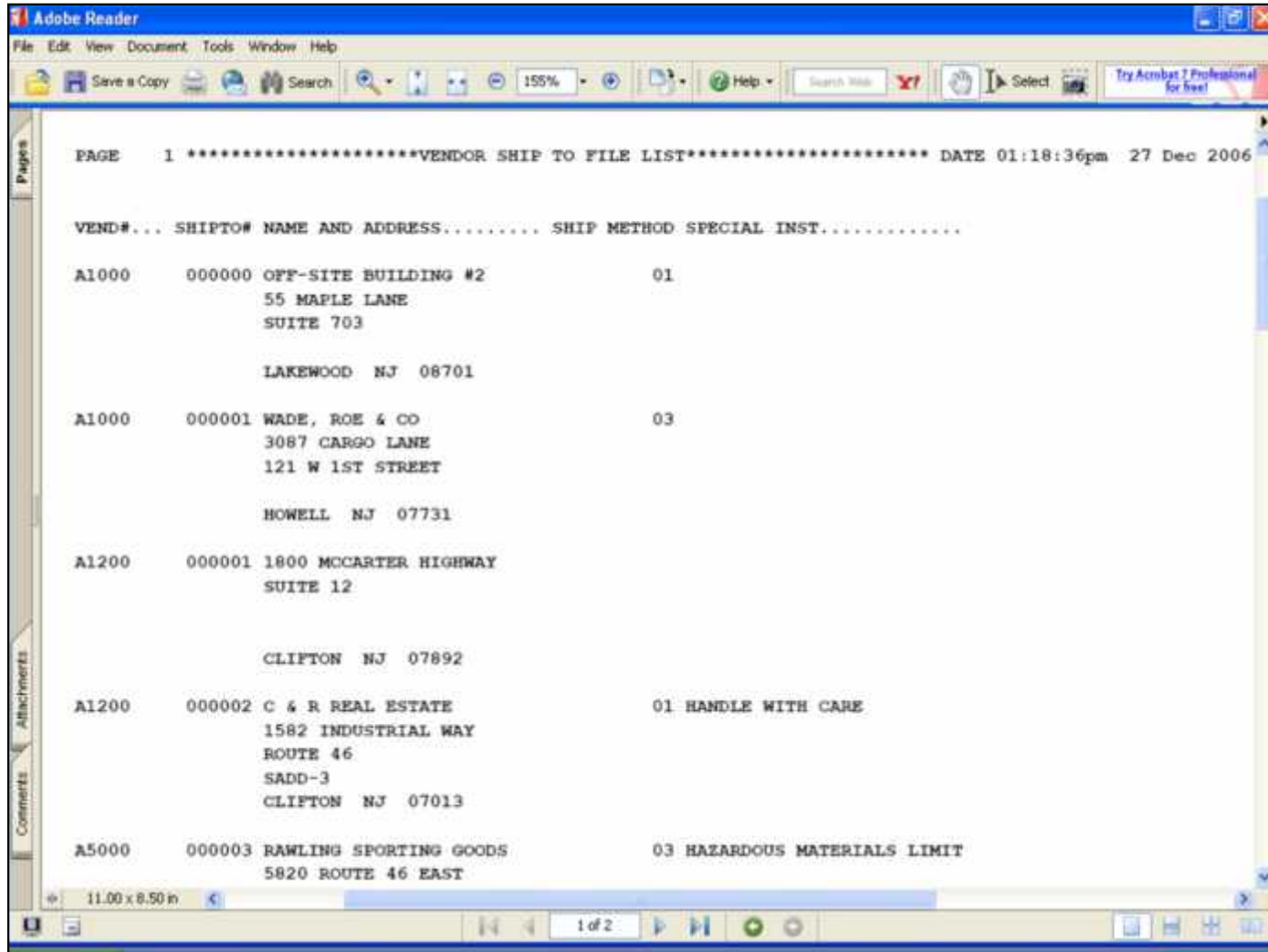
Vendor#
At this prompt the operator has the option of selecting 'All Vendors', 'Vendor Range' or 'Specific Vendor'.

Press <RETURN> to Process Report, Line# to Change, or ABORT:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

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The Systems House, Inc.

This listing prints vendor ship to addresses by vendor number, vendor name and address, ship method and special instructions.

Press <RETURN> to Process Report, Line# to Change, or ABORT:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

```
PAGE     1 *********************VENDOR SHIP TO FILE LIST********************* DATE 01:18:36pm  27 Dec 2006


VEND#... SHIPTO# NAME AND ADDRESS......... SHIP METHOD SPECIAL INST.............

A1000       000000 OFF-SITE BUILDING #2              01
                   55 MAPLE LANE
                   SUITE 703

                   LAKEWOOD  NJ  08701

A1000       000001 WADE, ROE & CO                    03
                   3087 CARGO LANE
                   121 W 1ST STREET

                   HOWELL  NJ  07731

A1200       000001 1800 MCCARTER HIGHWAY
                   SUITE 12



                   CLIFTON  NJ  07892

A1200       000002 C & R REAL ESTATE                 01 HANDLE WITH CARE
                   1582 INDUSTRIAL WAY
                   ROUTE 46
                   SADD-3
                   CLIFTON  NJ  07013

A5000       000003 RAWLING SPORTING GOODS            03 HAZARDOUS MATERIALS LIMIT
                   5820 ROUTE 46 EAST
```

Notes:

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The Systems House, Inc.

Chart of Account Description Listing

This listing prints chart of account descriptions and types by CADF number, account description, type, P&L line number, schedule, schedule line number, ytd flag, alt rep number, SOCIFC line number and D/S account type.

Press <RETURN> to Process Report, Line# to Change, or ABORT:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

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Customer Master   39

The Systems House, Inc.

This listing prints chart of account suffix descriptions by suffix number, account description, and consolidation department.

Press <RETURN> to Process Report, Line# to Change, or ABORT:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

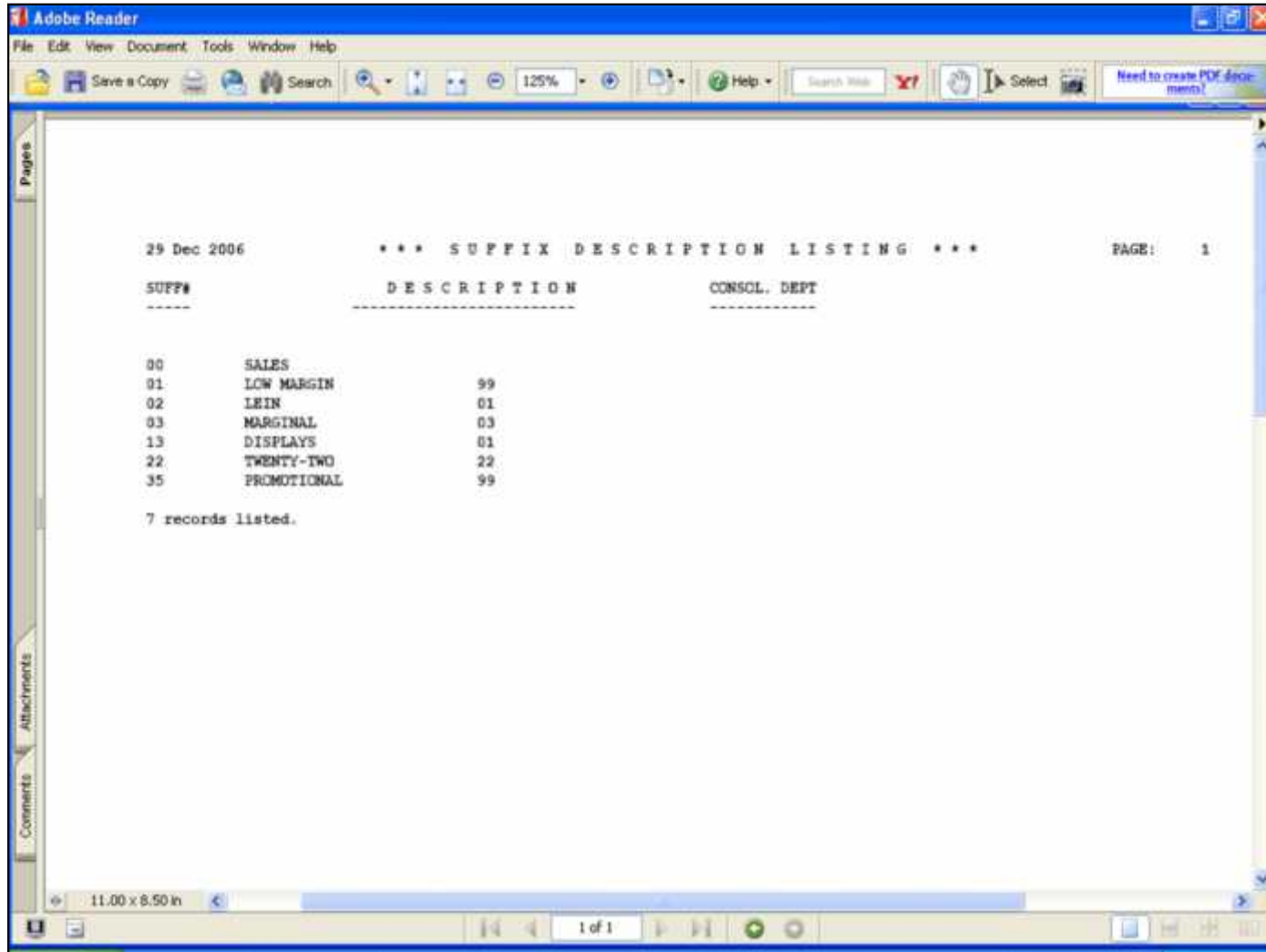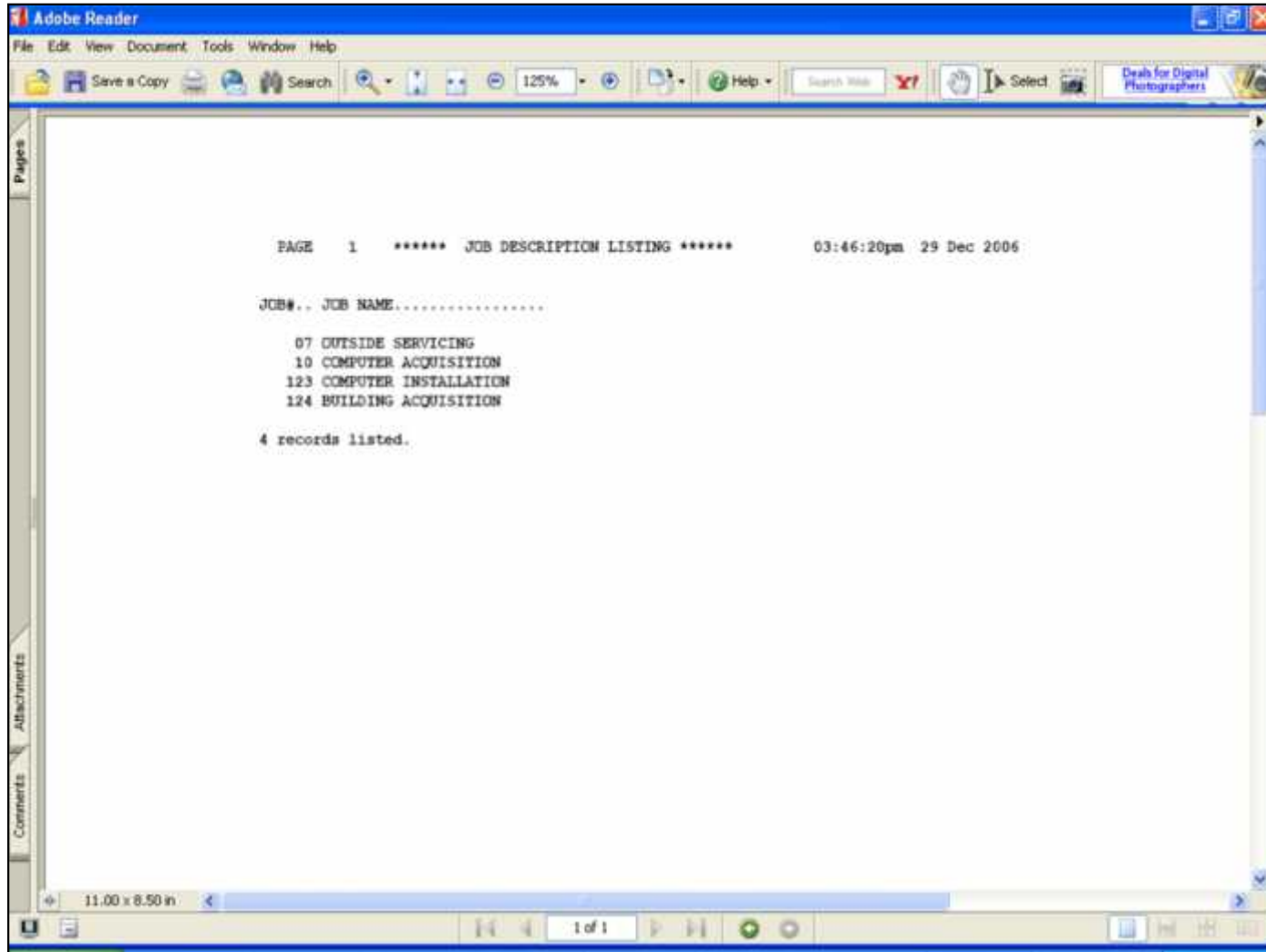Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Within the screenshot:

```
29 Dec 2006          * * *  S U F F I X   D E S C R I P T I O N   L I S T I N G  * * *          PAGE:    1

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

00        SALES
01        LOW MARGIN                    99
02        LEIN                          01
03        MARGINAL                      03
13        DISPLAYS                      01
22        TWENTY-TWO                    22
35        PROMOTIONAL                   99

7 records listed.
```

Notes:

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Customer Master   40
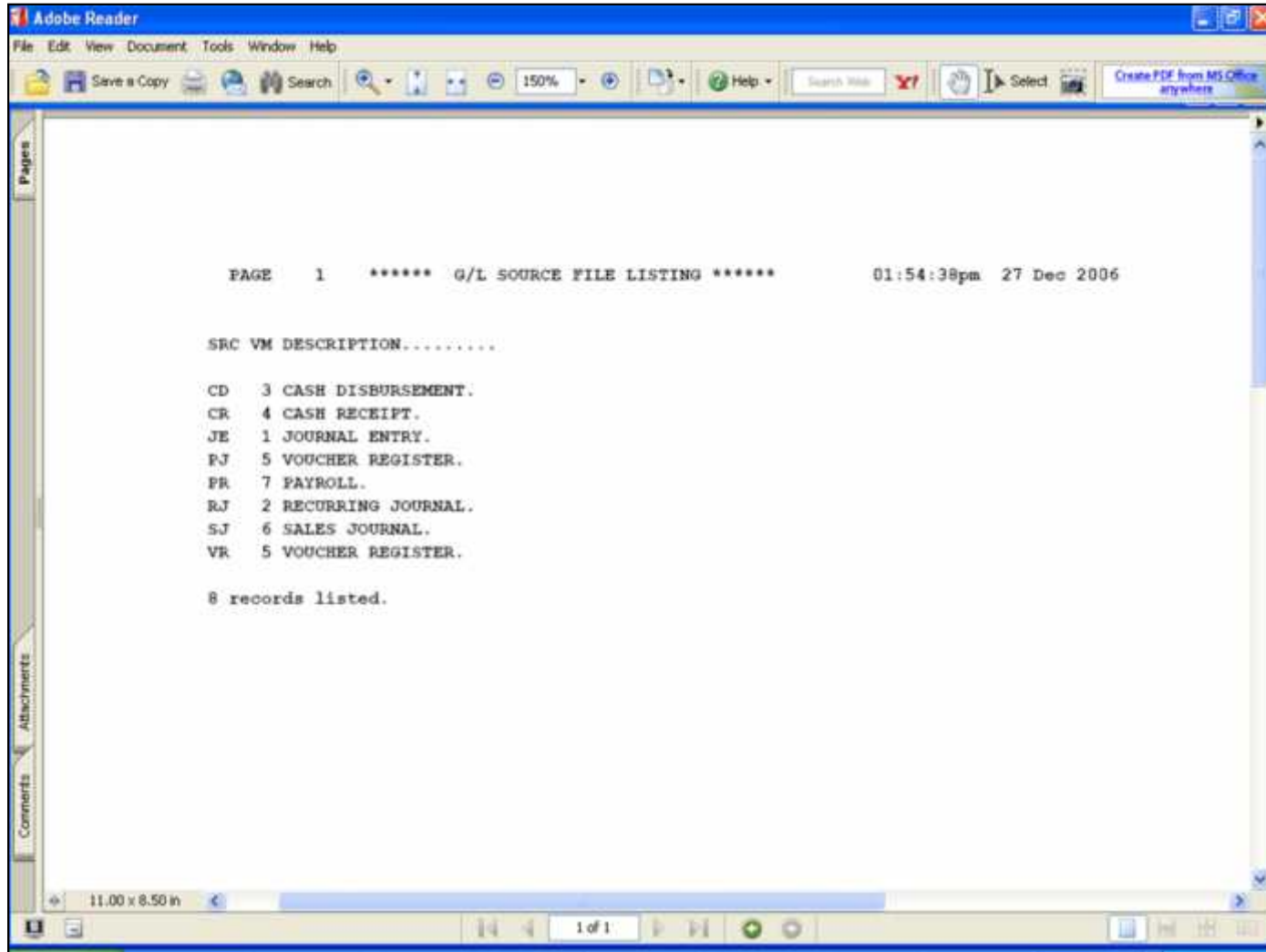
The Systems House, Inc.

This listing prints chart of account job descriptions by job number and job name

Press <RETURN> to Process Report, Line# to Change, or ABORT:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

```
PAGE    1    ****** JOB DESCRIPTION LISTING ******      03:46:20pm  29 Dec 2006

JOB#.. JOB NAME.................

  07 OUTSIDE SERVICING
  10 COMPUTER ACQUISITION
 123 COMPUTER INSTALLATION
 124 BUILDING ACQUISITION

4 records listed.
```

Notes:

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The Systems House, Inc.

This listing prints general ledger source codes by source code, value mark, and description.

Press <RETURN> to Process Report, Line# to Change, or ABORT:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

```
PAGE    1    ******  G/L SOURCE FILE LISTING ******        01:54:38pm  27 Dec 2006


SRC VM DESCRIPTION.........

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

8 records listed.
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Notes:

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The Systems House, Inc.

Where to Get More Information

- To contact support call 973-777-8050 or fax 973-777-3063.
- To access the The System's House website the address is: www.tshinc.com.

Notes:

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