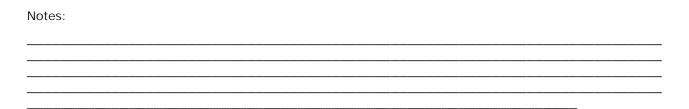
Accounts Payable and General Ledger
Maintenance Training Guide

Accounts Payable and General Ledger Maintenance Training Guide



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Accounts Payable and General Ledger Maintenance Training Guide

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.

Notes:

1. Vendor Maintenance 2. Vendor Ship To Maintenance 3. Vendor Notes Maintenance 4. C/A Account Description 5. C/A Suffix Description 6. Job Description Maintenance 7. GL Source Maintenance 12. Job Description List 13. GL Source List Enter Selection or END:	1. Vendor Maintenance 2. Vendor Ship To Maintenance 3. Vendor Notes Maintenance 4. CA Account Description 5. C.A Suffix Description 6. Joh Description Maintenance 12. Joh Description List 7. G.L. Source Maintenance 13. G.L. Source List Enter Selection or END: CONTACTS MAINT DRILL EXECING REPORTS CAPT DIFF VIEW CRIMMENU VRMMENU		Accounts Payable and Go Maintenance Pro	The state of the s		
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Notes:

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.

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Notes:		

Accounts Payable and General Ledger Maintenance Function Keys

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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3. Vendor Notes Maintenance							
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5. C/A Suffix Description		11.0	A Suffix Descr	iption			
6. Job Description Maintenance		12. J	ob Description	List			
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Notes:

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.

e Systems I	House, Inc.	
VRM user	M.MENU – The VRM.MENU function is available by clicking on the 'VRM.MENU' icon or by pressing the Shift+'F10' function key. This will fore to the Vendor Relationship Management menu.	ward tl
Notes:		

/endor Number	PSEG			** p	urchase Order	Address **		
1.Name	PSE&G			20.PO Name	munase order			T.
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.P0 Zip				
7.Contact				26.PO Phone		- 0	-1	
8.Telephone	800-542-0049			27.P0 Fax PI	ione			
9.Fax Phone				28.PO Contac	1			
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1.1099 Req	N			30.Ship Meth	od			
2.Misc Data				31.Frt PD Cut	offs		0	
3.Misc Data 2				32.Currency				
4.Vend Class				33.Combo Co	de	0		
5.Std G/L #	7010			34.Dea#				
				35.Pay Status		P		
6.Temporary	N			36.Rebate Vi	a EDI			
7.DUNS#				37.Vendor Cu	ist#			
8,A/R Cust#				38.Inactive F	lag			
9.EMail Addr								
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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.

endor Number	PSEG				p	urchase Order	Address **		
.Name	PSE&G				20.PO Name	mundse Order	Muntess		
Address 1	PO BOX 14	106			21.PO Add1	-			
Address 2	ACCT: 31 1				22.PO Add2	-			
.City	NEW BRUN				23.PO City				
State	NJ Com	7.00(100)			24.PO State		Country		
Zip Code	07013				25.P0 Zip				
.Contact	0.010				26.PO Phone				
.Telephone	800-542-00	149			27.PO Fax PI				
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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.

Notes:

endor Number	PSEG	r Maintenance	794 p	Cr urchase Order			
Name	PSE&G		20.PO Name	archase Order	Aduless		
Address 1	PO BOX 14106		21.PO Add1				
Address 2	ACCT: 31 104 041 17		22.PO Add2	-			
City	NEW BRUNSWICK		23.PO City				
State	NJ Country		24.PO State		Country		
Zip Code	07013		25.P0 Zip		The second secon		_
Contact			26.PO Phone		0		
Telephone	800-542-0049		27.P0 Fax PI				
Fax Phone			28.PO Contac	at .			
Fed ID/SS#			29.P0 Type				-
.1099 Req	N		30.Ship Meth	od			
.Misc Data	2.01		31.Frt PD Cut			0	
3.Misc Data 2			32.Currency				
LVend Class		-	33.Combo Co	de	0		
5.Std G/L #	7010		34.Dea#				
			35.Pay Status		P		
5.Temporary	N		36.Rebate Vi	a EDI			
7.DUNS#			37.Vendor Co	ist#			
AR Cust			38.Inactive F	lag			
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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

he Syste	ms House, Inc.
	cleared during the Accounts Payable Month End Job stream when the balance for the vendor is 0 and check payment is 62 days old.
Notes	

PSEG PSE&G PO BOX 14106 ACCT: 31 104 041 17 NEW BRUNSWICK NJ Country		20.P0 Name 21.P0 Add1 22.P0 Add2 23.P0 City	rchase Order			
PO BOX 14106 ACCT: 31 104 041 17 NEW BRUNSWICK		21.PO Add1 22.PO Add2	E			
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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.

endor Number	PSEG	M Bounds over O	haday Address III
Name	PSE&G	20.PO Name	Order Address **
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Address 1 Address 2	PO BOX 14106	21.PO Add1	
	ACCT: 31 104 041 17	22.PO Add2	
.City	NEW BRUNSWICK	23.PO City	(Control of the cont
.State	NJ Country	24.PO State	Country
Zip Code	07013	25.P0 Zip	
.Contact		26.PO Phone	
Telephone	800-542-0049	27.PO Fax Phone	
.Fax Phone		28.PO Contact	
Fed ID/SS#		29.PO Type	4
.1099 Req	N	30.Ship Method	
Misc Data		31.Frt PD Cutoff\$	0
3.Misc Data 2		32.Currency	
LVend Class		33.Combo Code	0
i.Std G/L #	7010	34.Dea#	
		35.Pay Status	P
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EMail Addr			
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Notes:	
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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.

Vendor Number	PSEG		r Maintenance		** D	urchase Orde	e Address **		
1.Name	PSE46				20.PO Name	urchase Orge	H Address		
2.Address 1	PO BOX 14	100			21.PO Add1				_
3.Address 2	ACCT: 31 1				22.PO Add2				
	NEW BRUN	******			23.P0 City				
4.City 5.State		E7.19765			24.PO State	F	0		_
	NJ Cou	ntry			The state of the s		Country		
6.Zip Code	07013				25.P0 Zip				
7.Contact	222 222	122	1		26.PO Phone	TOWN CO.	-		
8.Telephone	800-542-00	149			27.PO Fax Ph	70000			_
9.Fax Phone					28.PO Contac	t			
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13.Misc Data 2					32.Currency		1		
4.Vend Class					33.Combo Co	de	0		
15.Std G/L #	7010				34.Dea#				
					35.Pay Status		P		
6.Temporary	N				36.Rebate Via	EDI			
7.DUNS#					37.Vendor Cu	st#			
8.A/R Cust=					38.Inactive FI	ag			
9.EMail Addr									
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Notes:

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

.Company EDI Qualifier .Company EDI ID .Company EDI ID .S5.ROO.Max Months .0.0 .Rebate Report (A-Z) .Invoice Copy .N .Set Serv Co# .Terms Code .Allow Drop Ship .Drop Ship Info .Comments	endor Number	PSEG			Created		
.Vendor EDI ID .Company EDI Qualifier .Company EDI ID .S. ROO Max Months .O. .Company EDI ID .Company	39.Vendor EDI Quali	fier	100	52 Auto PO Flag			
Company EDI Qualifier Company EDI ID S5.ROO.Max Months 0.0 Sebate Report (A.Z) S6.Min PO\$ 0 Invoice Copy N S7.Min PO Gty S8.Serv Co# S9.Serv Whse Allow Drop Ship N 60.Serv Rep Drop Ship Info Comments Web Site ID Manufacturer Flag ER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT ; PAGE 2 OF 2	40.Vendor EDI ID					0.0	
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.Invoice Copy N 57.Min PO Oty Credit Limit 58.Serv Ce# 59.Serv Whse .Allow Drop Ship N 60.Serv Rep .Drop Ship Info .Comments		2)		- Control of the cont		200	
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	50.Web Site ID 51.Manufacturer Fla NTER LINE # TO CHA		ETE,0 TO ACCEPT:		2 000000	PAGE 2 OF 2	
	51.Manufacturer Fla (TER LINE # TO CHA HELP OK/END	NGE,DELETE TO DEI				PAGE 2 OF 2	Pog

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.

dor Number	PSEG				C	reated			
Vendor EDI Qual	itier			52.Auto PC	Flag	7			
Vender EDI ID				53.Lead Ti	me		0.0		
.Company EDI Qu	alifier			54.ROP/Mil	Months		0,0		
Company EDI ID				55.ROQ Ma	x Months		0.0		
Rebate Report (A	.Z)			56.Min PO			0		
Invoice Copy		- 5	N	57.Min PO	Oty				
.Credit Limit				58.Serv Co	75				
Terms Code			1	59.Serv WI	ise				
Allow Drop Ship			N	60.Serv Re					
Drop Ship Info									
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),Web Site ID I.Manufacturer Fla ER LINE # TO CHA	With the contract of the con-	DELETE A TO	ACCEPT		Dio.	0000	PAGE 2	05.2	
ER EINE # TO CHA	uroc,occc ro	DELETES TO	ACCEPT.	NOTES			PAGE 2	or a	
HELP OK/END									

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.

required for this vend

ndor Number	PSEG					X	Created			
9.Vendor EDI Qualifie	t				52.Auto P) Flag		T.		
O.Vender EDI ID					53.Lead Ti	100 mm		0.0		
1.Company EDI Quali	fier				54.ROP/Mi	n Months		0.0		
2.Company EDI ID					55.R00/M	ax Months		0.0		
3.Rebate Report (A-Z)					56.Min PO	\$			0	
Linvoice Copy		9	N		57.Min PO	Oty				
5.Credit Limit					58.Serv Co	iff		[In.		
5.Terms Code			,,,,		59.Serv W	hse				
7.Allow Drop Ship			N		60.Serv Re	р				- 1
8.Drop Ship Info						A)-				
9.Comments					61.Pedigre	e Req'd				
D.Web Site ID						7				
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TER LINE # TO CHANG	SE,DELETE TO	DELETE,0 TO	ACCEPT :			0	0000X	PAGE	2 OF 2	
					NOTES					
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Notes:										

Vendor Master Maintenance

ENTER LINE # TO CHANGE, DELETE TO DELETE, O 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.

Company Vendor Number	01 TSH MEDICAL SU PSEG PSE&G	PPLY		
	Billing Address :	Pu	rchasing Address	4
Name	PSE&G			
Address	PO BOX 14106			
Address2	ACCT: 31 104 041 17			
City, State	NEW BRUNSWICK,NJ			
Zip	07013			
.Bank #	001		T.	
Discount %	0.00		al.	
Due Days	10			
Disc Days	0			
Cutoff Date	0			
Due Date	0			
.Disc Date	0			
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HELP OK/END	INSERT LOELETE PREV PG	NEXT PG INQUIRY	CANCEL OII	Popu

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

ompany endor Number	01 PSEG	TSH MEDICAL S	SUPPLY				
		1					
	Billing	Address ;		Purch	asing	Address	
ame	PSE&G						
ddress	PO BOX 14106	5					
ddress2	ACCT: 31 104	041 17					
ity, State	NEW BRUNSW	nck,nj					
ip	07013						
	Town To			7			
Bank#	001						
Discount %	0.00						
ue Days	10						
Disc Days	0						
Cutoff Date Oue Date	0						
lisc Date	0						
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		LDELETE PREVA	G NEXT PG	INQUIRY	CANCEL	Off	Po

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 Syste	ems House, Inc.			
	Due Date Disc Date			
Notes:				

Company Vendor Number	01 PSEG	TSH1 PSE8	MEDICAL SUPP G	LY					
	Billing	Address			Pu	rchasing	Address	÷	· F
Name	PSE&G				_				
Address	PO BOX 14106								
Address2	ACCT: 31 104 (
City, State	NEW BRUNSW 07013	ICKNJ							
Sip	0/013								
Bank#	001								
Discount %	0.00								
Due Days	10								
Disc Days	0								
Cutoff Date	0								
Due Date	0								
Disc Date	0								
TER LINE # TO CHAN	GE,DELETE TO DE	LETE,0 TO	ACCEPT :			200	0000		

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, O 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.

NDOR#			PSEG		PS	E&G				
IPTO#			0000	01						
NAME			PSE	k6						
ADDRE	SS1		35 St	arke Rd						
ADDRE	SS2		State	350						
ADDRE	553		* Franklington							
CITY			Clifto	n			-			
STATE			NJ		of a					
ZIP CO	DE		0710	3						
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ENT	TER 'NEW' AT	E,DELETE TO	DELETE,0 TO		NEXT PG	INQUIRY:	1	200		Рори
ENT TER LIN	TER 'NEW' AT	E,DELETE TO	DELETE,0 TO		NEXT PG	INQUIRY	1	200		Рори
ENT TER LIN	TER 'NEW' AT	E,DELETE TO	DELETE,0 TO		NEXT PG	INQUIRY	1	200		Рорц

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.

COLUMN STREET,						and the same				
NDOR#			PSEG		Ps	SE&G				
IIPTO#			00000	01						
NAME			PSE&	G						
ADDRES	SS1		35 St	arke Rd						
ADDRES	SS2		Stiffe	350						
ADDRES	SS3									
CITY			Clifton	n.						
STATE			NJ							
ZIP COD	DE		0710	3						
. SHIP ME	ETHOD		01	UPS						
SPEC IN	NST									
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	TER NEW AT S			ACCEPT :	NEXT PG	INQUIRY	CANCEL	OOOX		Рори
ENT ITER LINE	TER 'NEW' AT S E # TO CHANGE OK/END	DELETE TO	DELETE,0 TO		NEXT PG	INQUIRY	ļ.	0.000		Popu
ENT ITER LINE HELP	TER 'NEW' AT S E # TO CHANGE OK/END	DELETE TO	DELETE,0 TO		NEXT PG	INQUIRY	ļ.	0.000		Popu

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 dropdown 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.

			VEN	DOR SHIPTO	MAINTENAN	CE			
ENDOR#		PSEG		PS	E&G				
HIPTO#		00000	01						
I. NAME		PSE&	6						
. ADDRESS1		35 St	arke Rd						
. ADDRESS2		Suite	350						
ADDRESS3									
спу		Clifto	n:						
. STATE		NJ							
ZIP CODE		0710	3						
. SHIP METHOD		01	UPS						
. SPEC INST									
ENTER 'NEW' AT	SHIPTO FOR I	NEW ITEM							
ENTER 'NEW' AT			ACCEPT :			, po	0000X		
			ACCEPT :			po	00000		

Vendor Ship To Maintenance

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

Enter a Zero (0) to accept, click on the 'OK/END' icon, oress 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 ecord.

dor#	PSLG						Ρ.	All Sy Purchasio Accounts	ng			
es	Note					llate	a	utput	Expires	Co	Print	
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5.	-											
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8.	=						_	12-11	= 3	-		
9. 10.	<u> </u>						-	1500	-	-	120	
11.												
12.	-											
13.												
>	OK/EHC	If-SERT	LESLETS	PREVIFG	HEXT FG	INDUIFY	CANC	EL	On			Po
ites:												

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.

						Ρ.	Purcha	Systems rsing nts	Payable			
es.	Note				llate		Output	Expir	es			
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4.	-											
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6.											_	
7. 8.												
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12.	·					_		4		-	122	
13.											la la	
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tes:												

Vendor Notes Maintenance

ENTER LINE # TO CHANGE, DELETE TO DELETE, O 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.

		۸	CCOUNT NUM	BER	1000					
		া	DESCRIPTION	N	CASI	I, CIUI CRING, ISTR	et.			
		2	TYPE		1	BALANCE SHEET	į.			
			CAILGORY		A			75		
			ACCT TYPE		A	Assets				
			SOCIEC							
			ACCT HIST F			0				
		1	INACTIVE FL	AG						
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8.PL Linea		9.WB FL		10.SCHED	=	11.SCHEE) LN#	12.ALT R	EPORT#	
	010		В		-		-		2	
	-		123				-		2	
	-		=		25					
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							700	DOWN.		
ENTER LINE	10 CHANG	E,DELETE TO	DELETE,0 10	ACCEPT :			P.	OXXX		
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Notes:										
Notes:										

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.

		UMBER	1000					
	1.DESCRIPT	TION	CASO, CHE	KING, ISTRA-I				
	2.TYPE		1 BALA	NCE SHEET				
	3.CAILGOR		A			75		
	4,ACCT TYP 5,SOCIEC	'E	A Asse	IS				
		T FI AG (0/S)		n i				
	7.INACTIVE			Ü				
.PL Line#	9.Y/B FLAG	10.SCHED#		11.SCHED LN		12.ALT REP	ORT#	
010	В							
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	<u>j</u>							
	=				-			
	=		4		-		100	
ER LINE # TO CHAI	NGE,DELETE TO DELETE,0	TO ACCEPT :			M OOC	xx		
					i.			
HELP OKÆND	INSERT LEGLETS	PRE/FG	HEXT FG	It-DUIFY	CANCEL	ŽII.		Poo
ONLINE	mount to sters	1 1 1651.9	tiest i G	n son 1	an tost	211	1	1 33.
Notes:								

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.

		СН	ART OF ACC	OUNTS DESC	RIPTION N	IAINTENANCE					
		AC	COUNT NUM	BER	1000						
			DESCRIPTION	N		HECKING, ISTAAL	8			1	
		3.0	ACCT TYPE		A	sols					
		6.4	SOCIEC ACCT HIST F NACTIVE FL			10					
8.PL Line	010	9.Y/B FLA	B - -	10.SCHEDA		11.SCHED L	New Control of the Co	12.ALT RE	PORT#		
HE_P	OK/EHC	II-SERT	LEGELETE	PREVEG	HEXT FG	IN DUIFY	CANCEL	On On			Pooup
Notes:											

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.

		٨	CCOUNT NUM	BER	1000						
		٦	DESCRIPTION	N	CASO,	COLCIONG, ISDA-L					
		2	TYPE		1 1	BALANCE SHEET				1.5	
)	CATLGORY		A			21			
			ACCT TYPE		A .	Assets					
			SOCIFC								
			ACCT HIST F			0					
		-7	INACTIVE FL	ΛG							
8.PL Lines		9.Y/B FL	AG.	10.SCHED#		11.SCHED LN	2	12.ALT REPO	IDT=		
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NTED LINE	TA CUANC	E,DELETE TO	RELETE A TA	ACCEPT			Exx	vev-			
NICK LINE	# 10 CHANG	E,DELETE TO	DELETE, VIO	ACCEPT :			PC.	000			
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Notes:											
Notes:											

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.

8.PL Lines		1 2 3 4 5	DESCRIPTION TYPE CATLGORY ACCT TYPE SOCIEC ACCT HIST TO	N I AG (D/S)	1 A	I, CHI CKII Balanci Assots	NG, ISIDA-I E SHEET I) .SCHED LN		12.ALT R	EPORT#	
ENTER LINE	#TO CHANG	E,DELETE TO	B - - DELETE,0 TO	ACCEPT :				2000	(XXX		
HELP	OKÆHE	It-SERT	LEGELETE	PREVEG.	HEXT	FG	INDUIFY	CANCEL	Oil		Pooup
Notes:											

Chart of Accounts Description Maintenance

ENTER LINE # TO CHANGE, DELETE TO DELETE, O 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.

SUFFIX NUMBER	22			
1.DESCRIPTION	TWENTY-TW)		
2.CONSOLIDATED DEPT	22			
R LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT		XXXXX	XX	
R LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT	₩ ₩	poox	XX	

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.

	*** СН	IART OF ACC	TS DESCRIPTI	ION MAINTEN	ANCE ***					
		SI	UFFIX NUMBE	R	22					
		1.DESCRIP	TION		TWE	ITY-TWO				
		2.CONSOL	IDATED DEPT		22					
ENTER LINE	# TO CHANG	E,DELETE TO	DELETE,0 TO	ACCEPT :			XXXX	xx		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	1	Popup
Note	es: 									

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, O 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.

SPERMOS	Li constanti	10		2022						
ESCRIP	TION	COMP	JTER ACQUISIT	ION						
									Di	
	# TO CHANGE,	ELETE TO	DELETE,0 TO	ACCEPT :			30	OOX		
R LINE		INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popu
ELP	OK/END									

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.

											Job Description Maintenance
JOB#		10	JOB	DESCRIPTION	N ENTRY/MAI/	NTENANCE					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.
1.DESCRIPT	TON	COMP	ITER ACQUISIT	ION							DESCRIPTION - Enter a job description. Max of 30 characters.
											ENTER LINE # TO CHANGE, DELETE TO DELETE, O 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.</enter>
											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.
									A		Enter 'DELETE' followed by *** to delete an existing record.
ENTER LINE	# TO CHANGE	DELETE TO	DELETE,0 TO	ACCEPT :			Þ	OOOOO			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup	
Note	1000000										1

	G/L SOURCE	ENTRY MAINT	*****				
G/L SOURCE	CD						
VALUE MARK	3						
DESCRIPTION	CASH	DISBURSEMENT					
NTER LINE # TO CHANGE,DE	LETE TO DELETE,0 TO	ACCEPT :			D o	OXX	
	LETE TO DELETE,0 TO A	ACCEPT :	NEXT PG	INQUIRY	CANCEL	OM	Рорир

General Ledger Source Maintenance

The general ledger source code maintenance program establishes the valid source code for journal entries hat may be used with the system. In addition, this ile 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 eport.

Jpon installation the GL.SOURCE file is initially set as ollows:

	SRC VM DESCRIPTION
--	--------------------

Cash Disbursements CD

Cash Receipts CR

Journal Entry

Purchase Journal

Payroll

Recurring Journal

Sales Journal

/R Voucher Register

							General Ledger Source Maintenance
G/L SOURCE	CD CD						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-dowr inquiry box to select from the list of available source
1.VALUE MARK	3						codes.
2.DESCRIPTION	CASH DISBURSEMENT.						VALUE MARK - Enter the value mark for the description.
							DESCRIPTION - Enter a general ledger source code description.
							ENTER LINE # TO CHANGE, DELETE TO DELETE, O 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.</enter>
							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 LINE # TO CHANGE, DELETE TO DELET	E,0 TO ACCEPT:		Þ	OXXXX	_		Enter 'DELETE' followed by *** to delete an existing record.
HELP OK/END INSERT LDE	LETE PREVIPG NEXT	PG INQUIRY	CANCEL	Off		Propup	
Notes:		1 178 4010 0					1

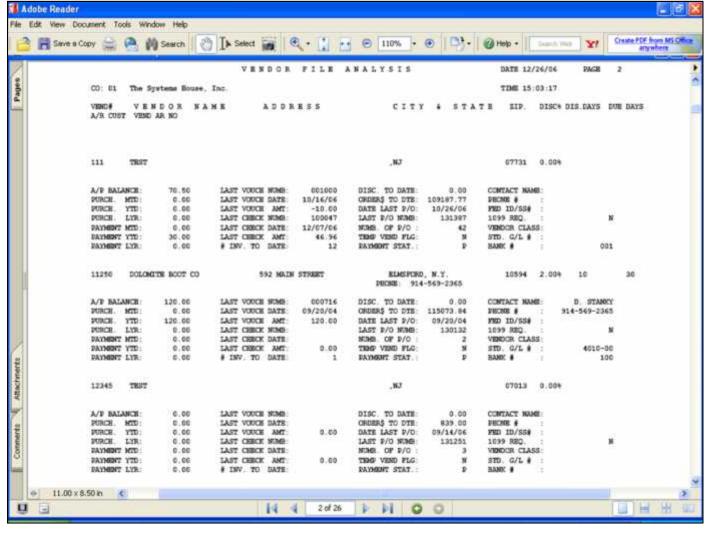
Notes:

			Account:3	428 DEMO.12	Port:428 Menu	VENDLIST	Capture:On			
		j	VENDOR	FILE REPORTS						
			1. Vendor File	Inalysis						
			2. Vendor File l	isting						
			3. Vendor File	Consolidated						
	_									R
		Enter Sele	ection or END:		1					
0E	CONTACTS	MAINT	DRILL	EXECINO	REPORTS	CAPT OFF	VIEW	CRIM.MENIU	VRM.MENU	

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.

NI - + - -



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#

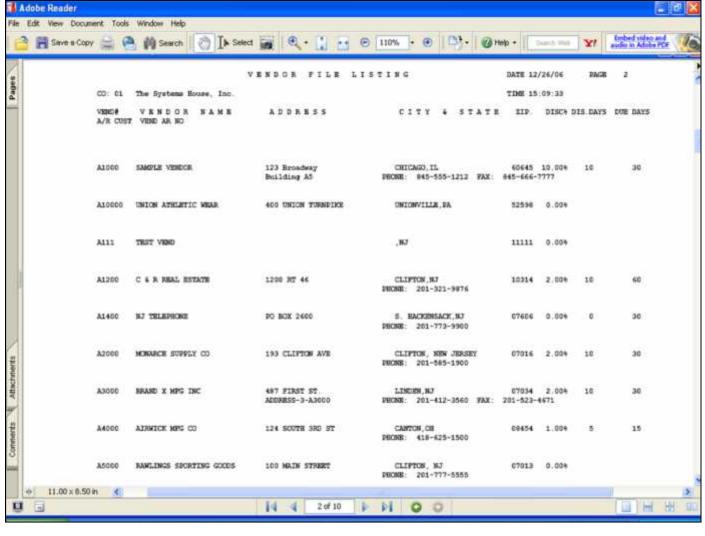
At this prompt the operator has the option of selecting 'All Vendors', 'Vendor Range' or 'Specific Vendor'.

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:			



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#

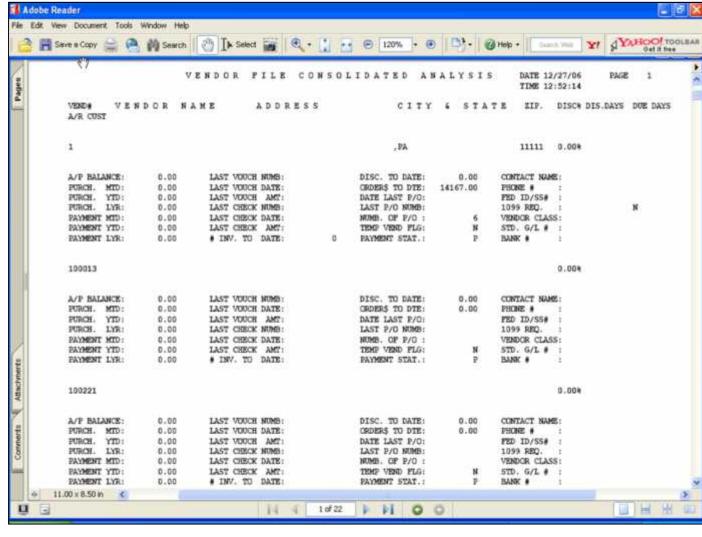
At this prompt the operator has the option of selecting 'All Vendors', 'Vendor Range' or 'Specific Vendor'.

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:



		_		
L Vendor	⊢il⊃	('Onco	lidator	1 Listina

This listing prints consolidated vendor information by vendor number and name, vendor address, city, state, zip, discount percent, discount days and due days.

Vendor#

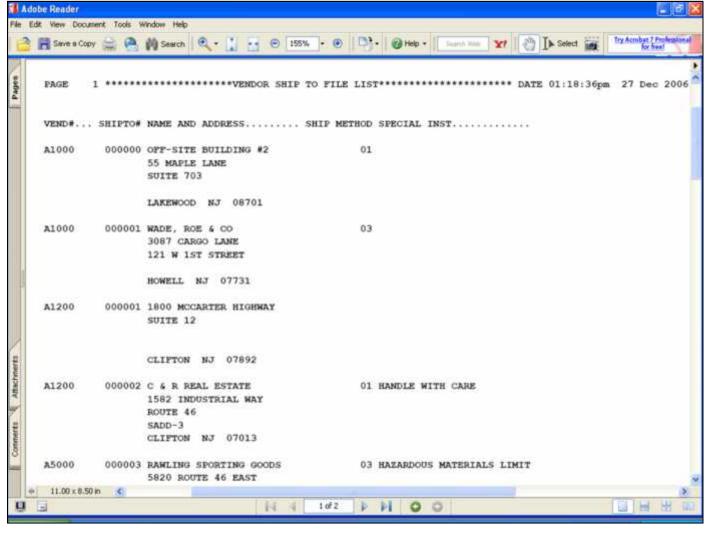
At this prompt the operator has the option of selecting 'All Vendors', 'Vendor Range' or 'Specific Vendor'.

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:



Vendor Ship To File Listing

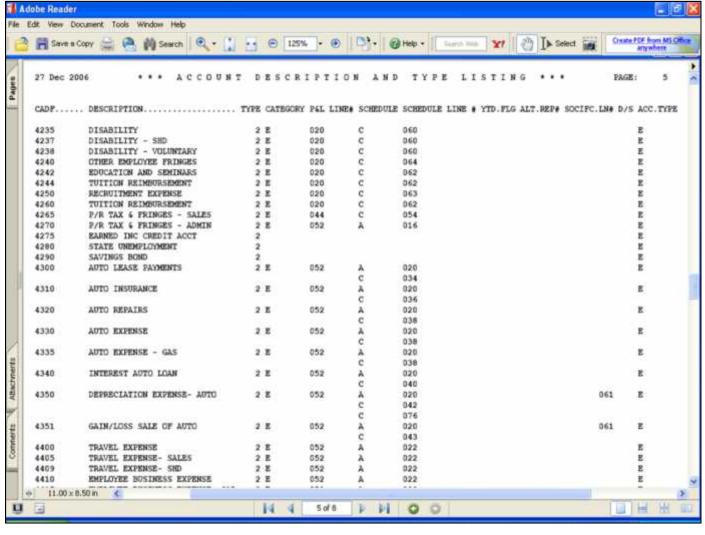
This listing prints vendor ship to addresses by vendor number, vendor name and address, ship method and special instructions.

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.

Notes:



•	Chart of Account Description I	1 -+:
-	L DALL OF ACCOUNT DESCRIPTION	ISTIN

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:

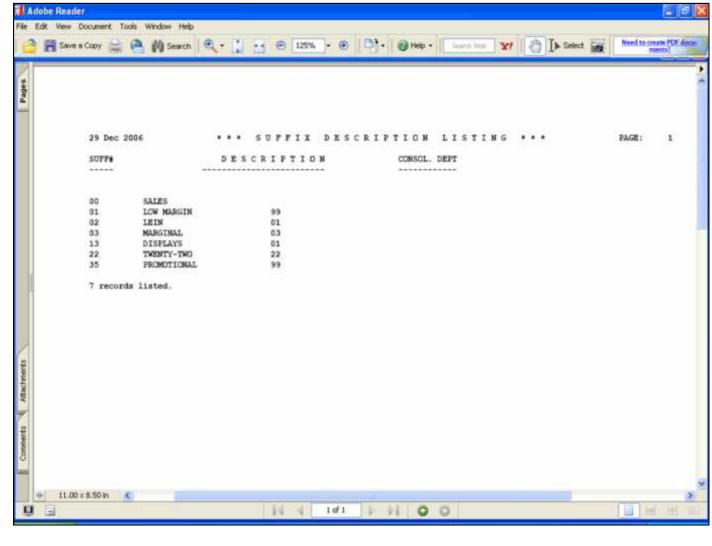


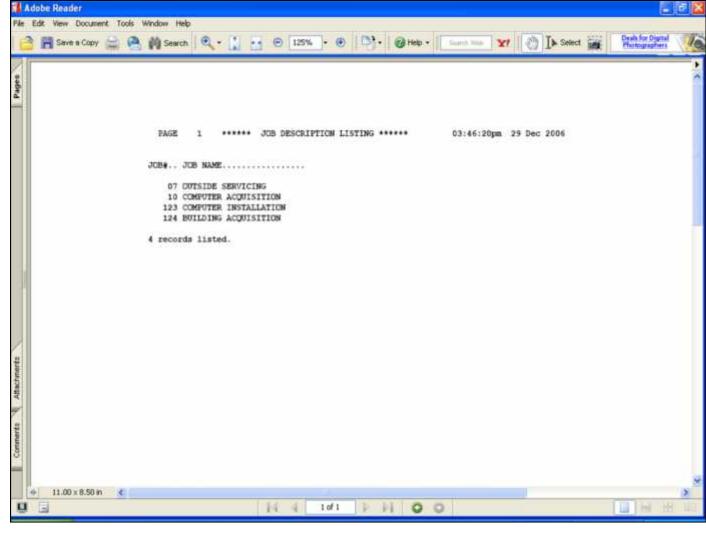
Chart of Account Suffix Description Listing
This listing prints chart of account suffix descriptions
by suffix number, account description, and
consolidation department.

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.

Notes:



Job Description Listing

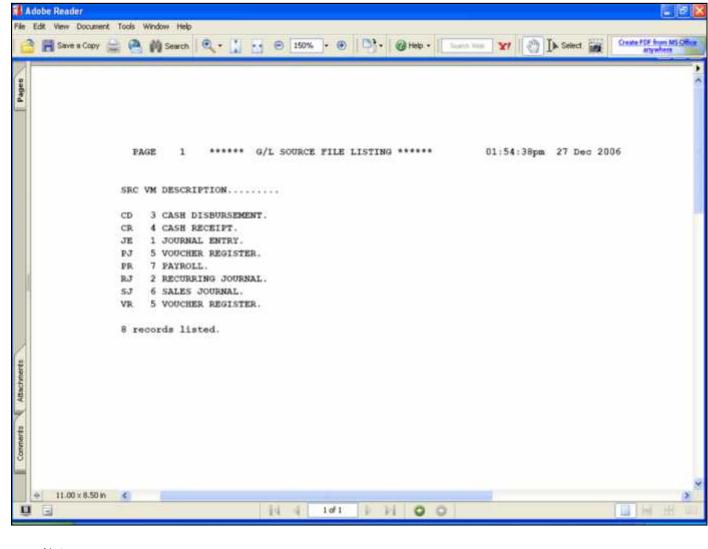
This listing prints chart of account job descriptions by job number and job name

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.

Notes:



General Ledger Source Listin	a
Contor at Loager Coar of Listin	9

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.

Notes:

Comments:



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:		