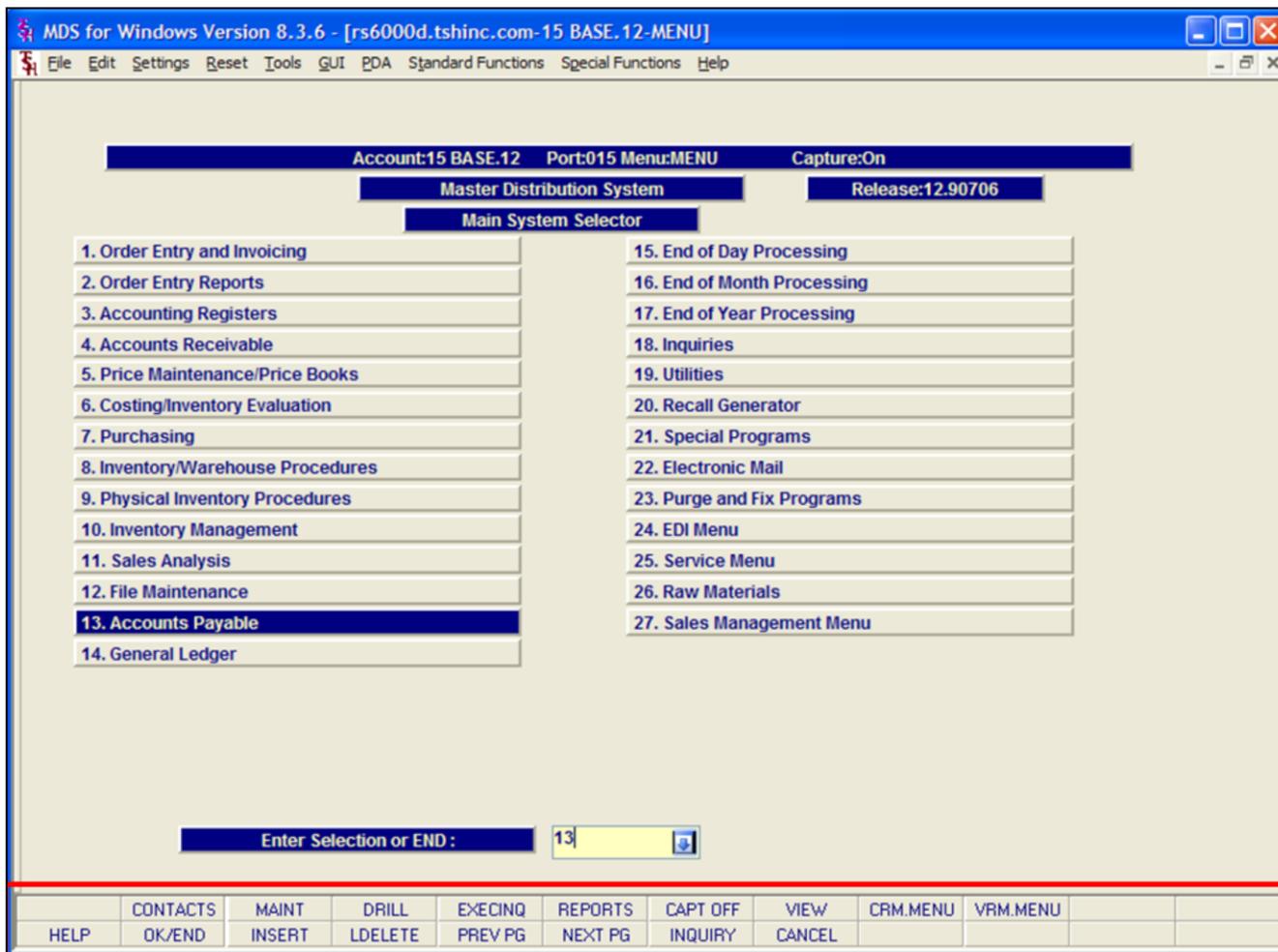


Notes:



Notes:

Master File Maintenance Function Keys

The first 12 function keys on your keyboard (F1-F12) are reserved for special functions in the MDS master file maintenance programs. They appear on the last line of the screen as follows:

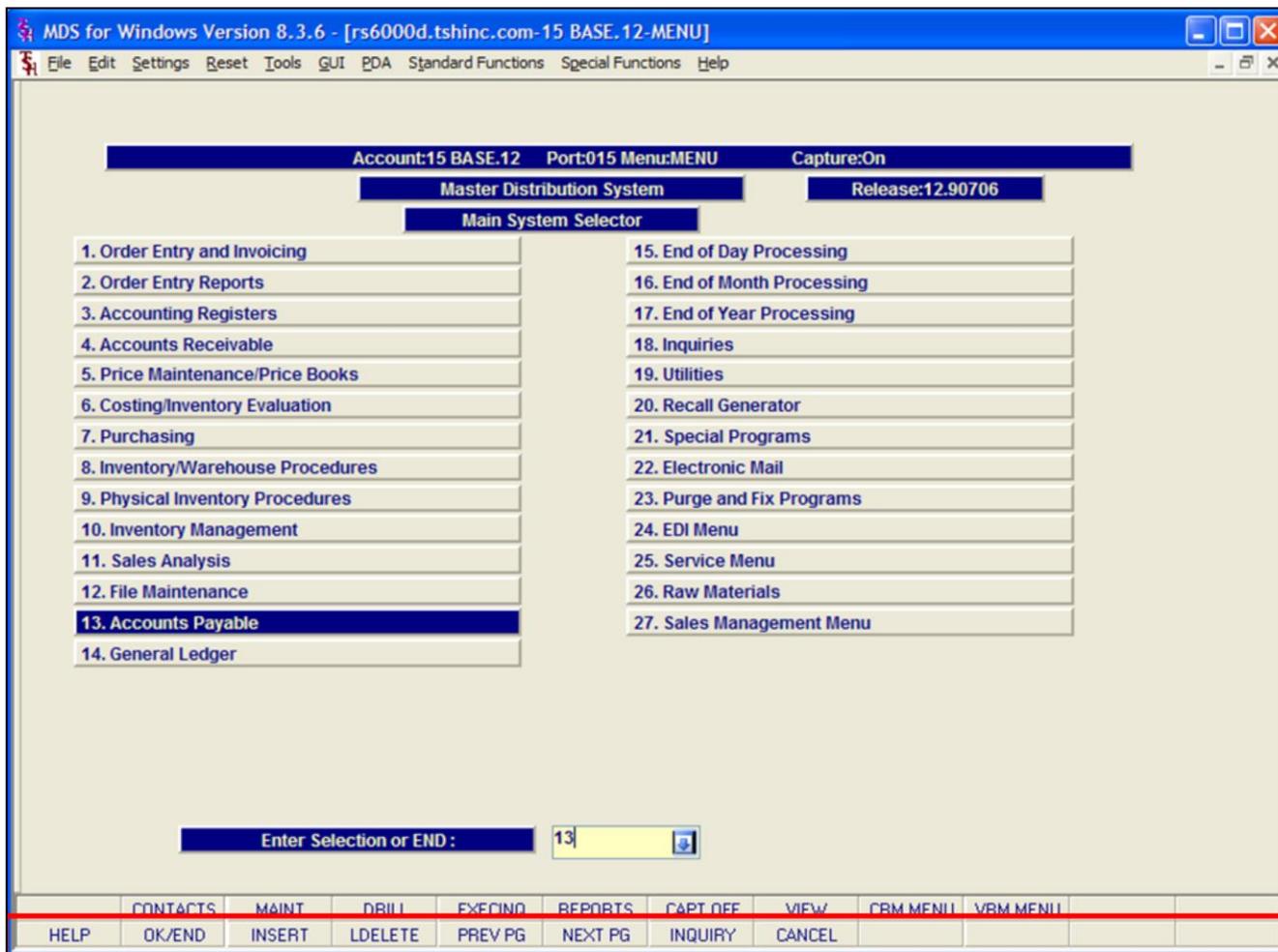
HELP - The HELP function is available by clicking on the 'HELP' icon or by pressing the <F1> function key. Help text is setup as two layers. By pressing 'F1' at the first field on the screen, an overall description of the master file will be displayed. If 'F1' is pressed at a specific field within the 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 key acts an 'accept' within a program. It will also takes you back a menu within menus.

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.

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 will be used simultaneously with the NEXT PG function to move back and forth between the screens.



Master File 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.

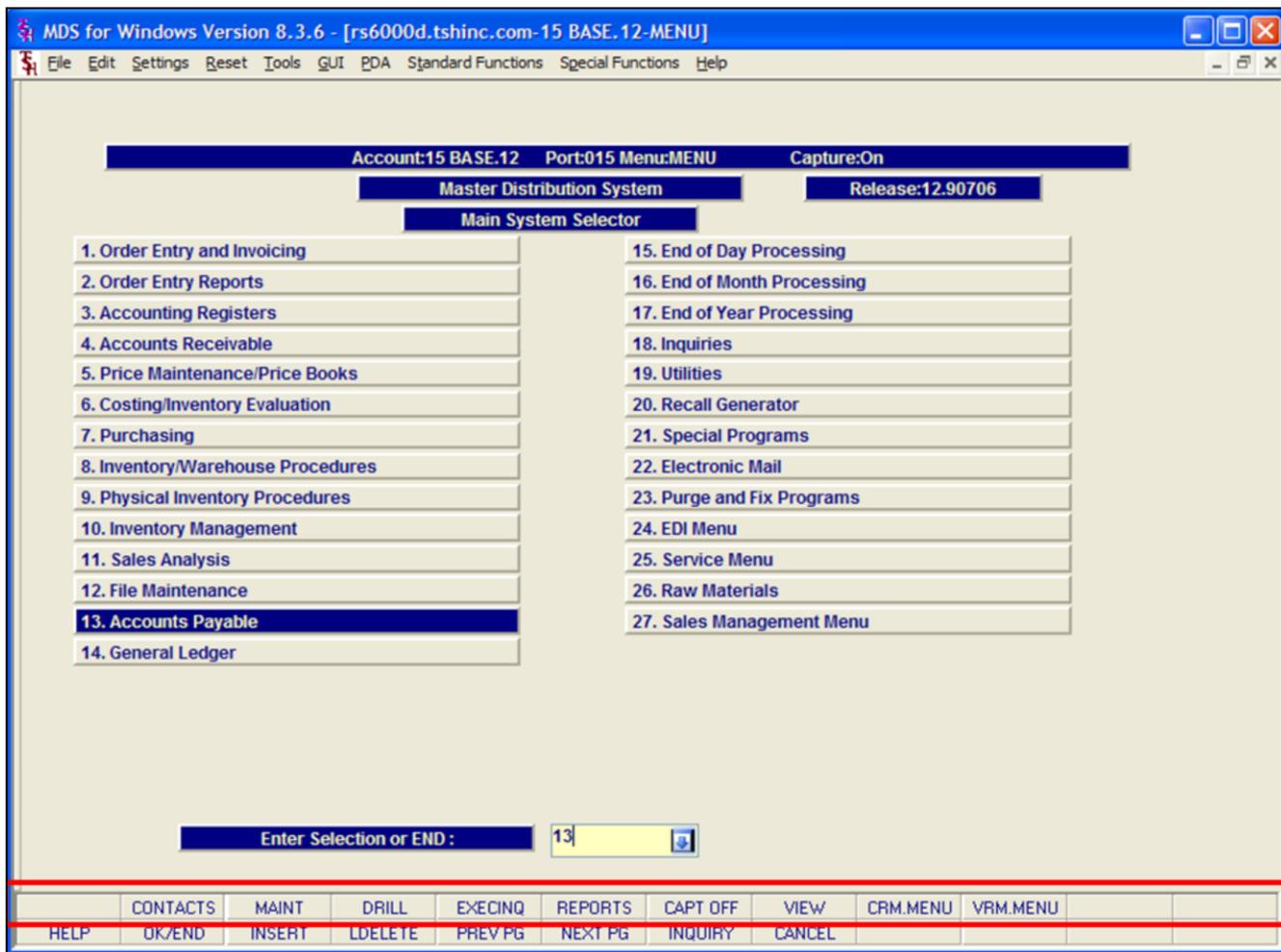
Off – The Off function is available by clicking on the **'Off'** icon or by pressing the 'F9' function at any menu. This function will disconnect your session from WinMDS.

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

Notes:

custom menu with personally specified menu options.

Notes:



Notes:

Master File 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.

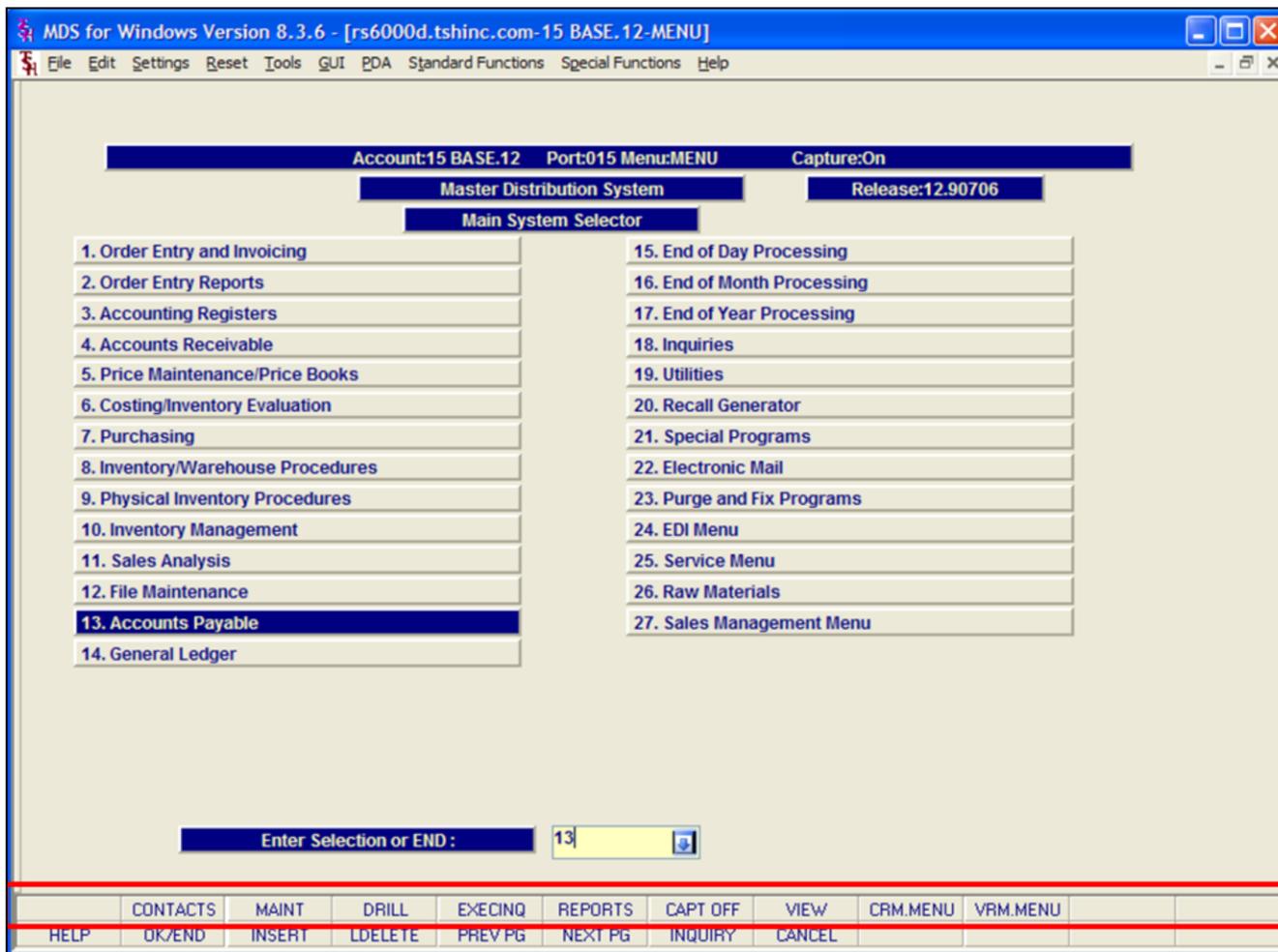
MAINT - The MAINTENANCE function is available by clicking on the '**MAINT**' icon or by pressing the Shift+'F3' function key. This will bring the user to the File Maintenance menu.

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 Shift+'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.



Master File 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.

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.

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.

Notes:



Accounts Payable Parameters

- How many future months for vouchers?
- How many future months for Cash Disbursements?
- Is batch control being used?
- Pickup Bank number for CD?
- Is the AP/PO interface being used?

Notes:

Accounts Payable Parameters

Parameter file setting should be setup before going live.

32- VOU.MO – future months for AP vouchers (3 is usually the default)

33- CD.MO - future months for Cash Disbursements

34 VOU.BATCH – Are batches used? This will bring additional screen in voucher entry.

35 CD.BANK - Will the Bank # be entered at CD time? Default is N. Automatically takes from voucher.

NOTE: There are many Parameter files that affect the entire MDS system. These are reviewed and set with your analyst prior to going live.

80 LOGON.OPERATOR Use LOGON Operator throughout MDS (L) or always Re-prompt (R)

MDS for Windows Version 8.3.6 - [rs6000d.tshinc.com-12 BASE.12-COMPANY-MAINT010S3]

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

COMPANY MASTER MAINTENANCE

Company # 01

Additional	AP	Parameters	Statements	and Invoicing
45.AP Allow Tier1		30.00	60.Name	THE SYSTEMS HOUSE
AP Allow Tier2	P	25.00	61.Addr 1	FOR E. GLUCK CORPORATION
46.Frt Hold \$		0.00	62.Addr 2	1033 ROUTE 46
47.Frt Hold %		0.00	63.City	CLIFTON
48.Frt Max \$			64.State	NJ
49.Frt Max %		0.00	65.Zip	07013
50.Frt Min \$		0.00	66.Phone	973-777-8050
51.Frt Min %		0.00	67.AP Tolerance GL #	01-1000-00
52.AP Mdse GL #			68.UPC Prefix	
53.AP Frt GL #			69.Print Pick Ticket	Y
54.AP Misc GL #			70.Service Labor Rate	55.00
55.AP Disc GL #				
56.AP Debit GL #				
57.AP Credit GL #				
58.Foreign Gain/Loss GL#				
59.Check DS Frt		N		

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX PAGE 3 OF 4

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

Company File Settings

From the main system selector go into File Maintenance Menu, Company Related Files Menu and then Company.

AP settings in the Company File:

Set the AP Allowance (AP/PO interface):

AP Allow Tier 1 - Enter the accounts payable allowance dollars for purchase orders. This is used to remove vouchers from inventory hold automatically and to SET the accept variance flag automatically as part of the purchase order accrual reports.

AP Allow Tier 2 (CODE) – Second tier code (either F or P) for flat amount or a percentage to be used in manual release from inventory hold (vouchers) and accept variance flag maintenance (purchase orders). Allowable entries are F or P.

AP Allowance 2nd Tier (VALUE) - The value is either a flat amount or a percentage to be used in manual release from inventory hold (vouchers) and accept variance flag maintenance (purchase orders).

AP Tolerance GL# - Enter the AP/PO interface tolerance general ledger number to be used to post inventory discrepancy between what was received and what was

Notes:

invoiced. Pertains to purchase order receipts and vouchers.

Notes:

MDS for Windows Version 8.3.6 - [rs6000d.tshinc.com-13 BASE.12-OPERATOR-MAINT010S2]

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

Master Distributor System - Operator Maintenance

Operator Code CRC

20.Sell Warehouse 001

21.Default Company 02

22.Default Salesman 000 HOUSE ORDERS

23.Email Address jbeach@tshinc.com

24.Email Alias SYFERTIG

25.Copy All EMails Y

26.Popup Menu SF

27.Default to Capture ON Y

28.Picker/Packer Code 07 JOYPACKER

29.Catalog Display Y

30.Catalog Convert Y

31.#	Processing Codes	Update
1.	OP Operator Maintenance	F
2.	PY Payroll	F
3.	FR Financial Reporting	F
4.	CO Company Related File Maintenances	F
5.	CU Customer Related File Maintenances	F
6.	PR Product Related File Maintenances	F
7.	OE Order Entry	F
8.	IV Invoicing and Release	F

Enter Function Key Number to change, 0 to Accept : XXXXXX PAGE 2 OF 3

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

Operator File Settings

From the main system selector go into File Maintenance Menu, Company Related Files Menu and then Operator.

You may set a Default Company *per Operator* in the Operator file.

Default Company - This will pre-set the company field in accounts payable screens.

Processing Codes - Processing codes control access to system areas. Enter processing codes for this operator. For accounts payable you will need at a minimum AP, GL.

Optional:

Logon - Entering a menu name in this field will take this operator directly to this menu whenever they log into MDS.

Notes:

MDS for Windows Version 8.3.6 - [rs6000d.tshinc.com-13 BASE.12-CADM008S1]

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

CHART OF ACCOUNTS DESCRIPTION MAINTENANCE

ACCOUNT NUMBER

1.DESCRPTION

2.TYPE

3.CATEGORY

4.ACCT TYPE

5.SOCIFC

6.ACCT HIST FLAG (D/S)

7.INACTIVE FLAG

8.PL Line#	9.Y/B FLAG	10.SCHED#	11.SCHED LN#	12.ALT REPORT#
<input type="text"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

General Ledger Settings - Chart of Accounts Description Maintenance

From the main system selector go into File Maintenance Menu, Accounts Payable and General Ledger Files Menu and then C/A Account Description.

Category: You may enter a 1 character code for the category of each account. For example, "A" may be for assets, "L" for liabilities, and so on. The category code is not used during financial processing, but if the category is "I", accounts payable voucher entry will require purchase order and receiver information. The following category codes are used during A/P P/O and A/P P/O in-transit interface in conjunction with cost evaluation:

- 'I' First Cost (Inventory)
- 'O' Ocean Freight
- 'S' Insurance
- 'D' Duty
- 'B' Brokerage
- 'F' Inland Freight

Notes:

MDS for Windows Version 8.3.6 - [rs6000d.tshinc.com-23 BASE.12-VEND.MAST.MAINT011S1]

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

Vendor Master Maintenance Created 10/26/06 NOTES

Vendor Number A1000 **** Purchase Order Address ****

1.Name SAMPLE VENDOR 20.PO Name Laura M.

2.Address 1 123 Broadway 21.PO Add1 456 Lake Forest Dr.

3.Address 2 Building A5 22.PO Add2 3455 International Drive

4.City CHICAGO 23.PO City CHICAGO

5.State IL Country 000 U.S.A. 24.PO State IL Country 000 U.S.A.

6.Zip Code 60645 25.PO Zip IL

7.Contact 60645 26.PO Phone 88888888888888888888

8.Telephone 11111111111111111111 27.PO Fax Phone 77777777777777777777

9.Fax Phone 99999999999999999999 28.PO Contact REP; JIM

10.Fed ID/SS# 4445556789 29.PO Type P

11.1099 Req N 30.Ship Method

12.Misc Data Jane Doe CFO 31.Frt PD Cutoff\$ 0

13.Misc Data 2

14.Vend Class 001 32.Currency US

15.Std G/L # 4566-00 33.Combo Code 0

4000-00 34.Dea# MG1002334

16.Temporary N 35.Pay Status P

17.DUNS# 36.Rebate Via EDI

18.A/R Cust# 37.Vendor Cust# 45673TSH

19.EMail Addr JOHNSEN@TSHINC.COM 38.Inactive Flag

PAGE 1 OF 2

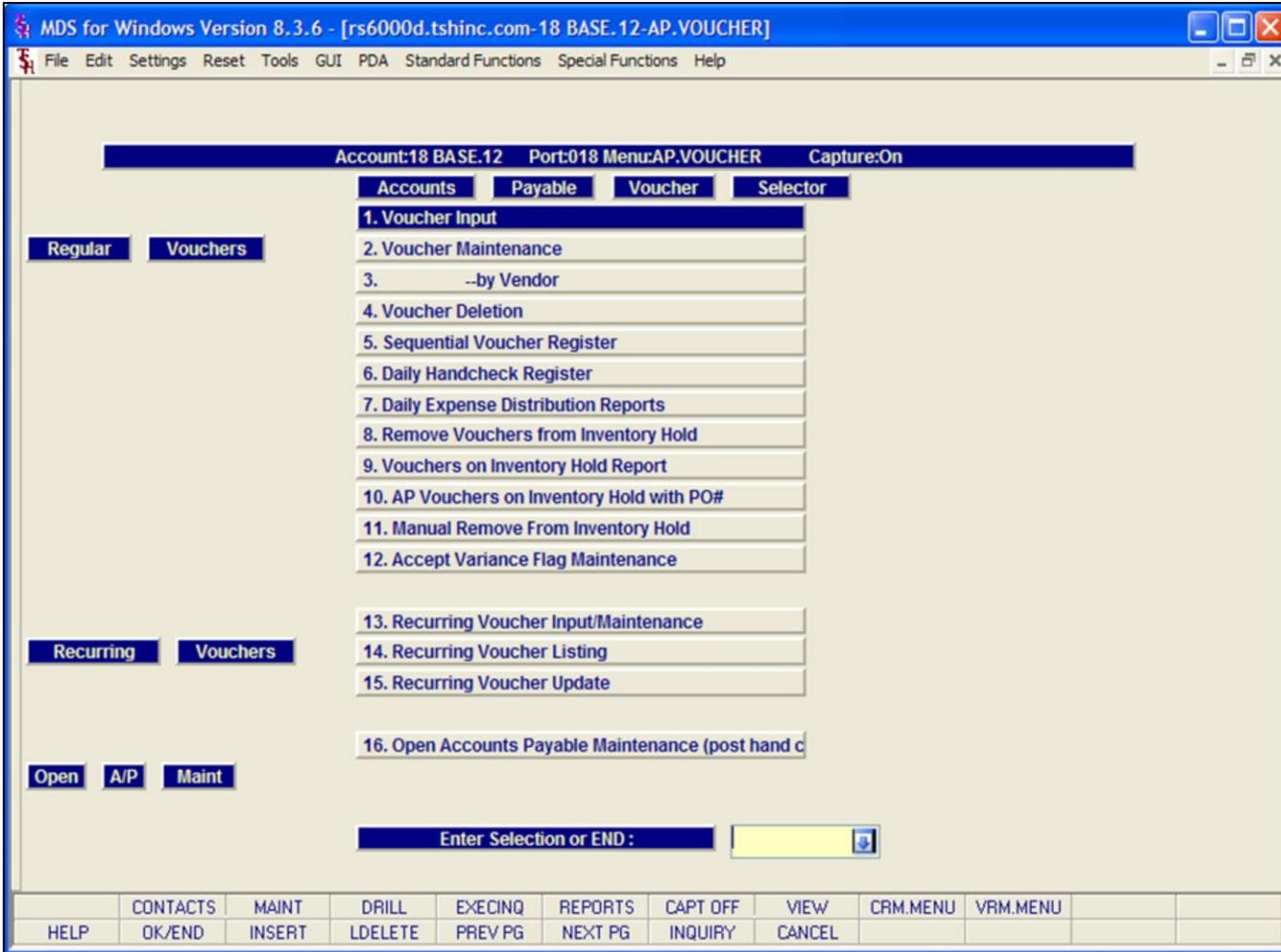
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	NOTES INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	------------------	--------	--	--	--	--

Vendor Maintenance

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

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.

Notes:



Voucher Entry Menu

From the main system selector go into Accounts Payable and then Voucher Entry.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-28 BASE.12-SSS.VOU.CON.ENTRY011\$1]

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

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

1.BATCH# NEW

2.CO# 01 The Systems House, Inc.

3.PERIOD 0708

4.# OF VOUCHERS 12

5.GROSS AMT \$ 1562.00

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

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

Voucher Input

If batches are in use and Parameter(34)VOU.BATCH is set to 'Y' the operator will first see the batch control entry screen.

Batch Voucher Entry

Batch# - Enter an existing batch number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available batch's or hit 'ENTER' to create a new batch number.

CO# - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

PERIOD - Enter fiscal period in YYYY format.

OF VOUCHERS - Enter the number of vouchers in this batch.

GROSS AMT \$ - Enter total dollar amount for this batch.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-28 BASE.12-SSS.VOU.CON.ENTRY011\$1]

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

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

1.BATCH# NEW

2.CO# 01 The Systems House, Inc.

3.PERIOD 0708

4.# OF VOUCHERS 12

5.GROSS AMT \$ 1562.00

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

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

Voucher Input

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:

MDS for Windows Version 8.3.6 - [rs6000d.tshinc.com-18 BASE.12-SSS.VOU.ENTRY.HDR01151]

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

VOUCHER ENTRY INPUT (HEADER)		CO#	01	The Systems House,
VEND#	XXXXXXXX	MON	0710	
1.NAME		BATCH#		
2.ADDR1		VOU#		
3.ADDR2		CURRENCY		
4.CITY, STATE		CURR RATE	0.000000	
5.ZIP CODE		7.FOR VALUE	0.00	
6.DISCOUNT				
TERMS				
TRANS CD				
8.INVOICE#		16.PAY STATUS		
9.INV DATE		17.BANK#		
HAND CHECK		18.SING CHECK		
10.DUE DATE		19.MISC DESC		
11.DUE DT 2nd				
12.GROSS AMT	0.00	20.BANK REF		
13.MERCH AMT	0.00	21.HAND CHK#		
14.NON-DISC	0.00	22.HAND CKDT		
15.DISC AMT	0.00	23.L/C NUMBER		
NET AMT	0.00			

Vend Inq	Check Inq	Vouch Inq	VRM Det							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

Voucher Input

If batches are not in use, Voucher Entry will immediately take you to the Voucher Entry Input screen.

CO# - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

MON - Enter fiscal period in YYMM format.

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

Notes:

MDS for Windows Version 8.3.6 - [rs6000d.tshinc.com-18 BASE.12-SSS.VOU.ENTRY.HDR011S1]

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

VOUCHER	ENTRY	INPUT	(HEADER)	CO#	01	The Systems House,
VEND#	A1000			MON	0710	
1.NAME	SAMPLE VENDOR			BATCH#		
2.ADDR1	123 Broadway			VOU#		
3.ADDR2	Building A5					
4.CITY,STATE	CHICAGO,IL			CURRENCY	US	
5.ZIP CODE	60645			CURR RATE	0.000000	
6.DISCOUNT	Y			7.FOR VALUE	0.00	
TERMS	10.00% 10 DAYS/NET 30 DAYS					
TRANS CD	XX					
8.INVOICE#			16.PAY STATUS			
9.INV DATE			17.BANK#			
HAND CHECK			18.SING CHECK			
10.DUE DATE			19.MISC DESC			
11.DUE DT 2nd						
12.GROSS AMT		0.00	20.BANK REF			
13.MERCH AMT		0.00	21.HAND CHK#			
14.NON-DISC		0.00	22.HAND CKDT			

Contextual Help

Enter Transaction Code: "I" - Invoice, "C" - Credit Memo, "D" - Debit Memo or "OA" - On Account.

Vend Inq	Check Inq	Vouch Inq	VRM Det						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Voucher Input

DISCOUNT – This is the discount flag. Allowable entries are Y or N.

TERMS - The vendors terms will display.

TRANS CD – Enter a transaction code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select 'I' for Invoice, 'C' for Credit Memo, 'D' for Debit Memo or 'O/A' for On Account.

The operator can select 'I' to enter a vendor invoice, 'C' if a credit is issued from your vendor, 'D' will be credited from the return to vendor and rebate system and 'O/A' can be used for pre-paid invoices.

INVOICE # - Enter the vendor invoice number. The system will let you know if an invoice number for that vendor is a duplicate.

INV DATE - Hit return for today's date or enter a date. You can also click on the drop down box and select a date from the calendar.

HAND CHECK – Enter a 'Y' if this is a hand check. This field will default to 'N'.

DUE DATE - Enter a due date or hit return and system will calculate a date from TERMS.

DUE DATE 2nd – This field is used for On Accounts (O/A).

OA Vouchers actually create 2 vouchers. The first voucher is an 'I' Invoice voucher and the second is a 'C' Credit Memo against the first voucher. Both will have the same invoice number. Net effect to accounts payable balance is \$0.

Notes:

MDS for Windows Version 8.3.15 - [rs6000d.tshnj.com-25 BASE.12-SSS.VOU.ENTRY.HDR011\$1]

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

VOUCHER	ENTRY	INPUT	(HEADER)	CO#	01	The Systems House, Inc.
VEND#	A1000			MON	0710	
1.NAME	SAMPLE VENDOR			BATCH#		
2.ADDR1	123 Broadway			VOU#		
3.ADDR2	Building A5					
4.CITY,STATE	CHICAGO,IL			CURRENCY	US	
5.ZIP CODE	60645			CURR RATE	0.000000	
6.DISCOUNT	Y			7.FOR VALUE	0.00	
TERMS	10.00% 10 DAYS/NET 30 DAYS					
TRANS CD	I					
8.INVOICE#	123321		16.PAY STATUS	P		
9.INV DATE	07/10/07		17.BANK#	100	FIDELITY UNION TRUST	
HAND CHECK	N			N		
10.DUE DATE	07/20/07			misc description for invoice		
11.DUE DT 2nd			19.MISC DESC			
12.GROSS AMT	1000.00			20.BANK REF		
13.MERCH AMT	1000.00			21.HAND CHK#		
14.NON-DISC	0.00			22.HAND CKDT		
15.DISC AMT	100.00			23.L/C NUMBER		
NET AMT	900.00					

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

Vend Inq	Check Inq	Vouch Inq	VRM Det							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

Voucher Input

GROSS AMT – Enter the total invoiced amount.

MERCH AMT - Enter the merchandise (discountable amount). Hit 'ENTER' to default entire invoice amount.

NON-DISC – This is the remainder of invoice; freight, surcharge or non-discountable items.

DISC AMT – This will be calculated for you based on the discount field.

NET AMT - Total for disbursement (payment) and will be calculated automatically.

PAY STATUS - Enter a pay status. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select 'P' for pay voucher or 'N' do not pay voucher.

If 'N' is entered the voucher will require maintenance to remove the 'N' and allow voucher to be paid.

BANK# - Enter a bank. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks.

SING CHECK – Enter a 'Y' if you want this voucher to print on a single check. This field will display to 'N'.

MISC DESC - Enter a miscellaneous description if you want this to print on memo on the check; which will also display on maintenance by Vendor.

Note: the last four fields are only used for paid handchecks. These will be discussed later. They are: Bank Reference, Hand Check Number, Hand Check Date, and Letter of Credit Number.

Notes:

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.

Notes:

MDS for Windows Version 8.3.15 - [rs6000d.tshnj.com-25 BASE.12-SSS.VOU.ENTRY.DET011\$1]

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

VOUCHER ENTRY INPUT (DETAIL) CO# 01 The Systems House, Inc.

VEND# A1000 MON 0710

NAME SAMPLE VENDOR BATCH#

INVOICE# 123321 VOU#

INV DATE 07/10/07

DUE DATE 07/20/07

GROSS AMT 1000.00

MERCH AMT 1000.00

NON-DISC 0.00

DISC AMT 100.00

NET AMT 900.00

STANDARD	G/L#'S	GROSS TOTAL
01-4010-00	EQUIPMENT- COST OF SALES	1000.00
01-4000-00	EXPENSE ACCOUNTS	
01-1000-00	ASSETS	
		1000.00

DIST BALANCE

LN#	G/L#	DESC	JOB NO	PO#	RECEIVER#	DIST	AMT
1	XXXXXXXXXXXXXXXXXX					0.00	
2						0.00	
3						0.00	
4						0.00	

Contextual Help

Enter General Ledger Number or <RETURN> for Standard G/L# - 1.

Gross Amt

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

Voucher Input

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.

G/L# - The standard general ledger numbers are displayed from vendor maintenance. Hit 'ENTER' to select the the first standard general ledger number. The operator can also enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

JOB NO - This field is optional and used for another method of tracking and reporting within MDS. Enter job number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available job numbers.

If you are utilizing the AP/PO Interface the purchase order number and receiver number fields need to be entered.

PO# - Enter purchase order number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available purchase orders.

RECEIVER# - Enter receiver number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu

Notes:

for you to select from the available receivers.

Notes:

MDS for Windows Version 8.3.15 - [rs6000d.tshnj.com-25 BASE.12-SSS.VOU.ENTRY.DET011\$1]

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

VOUCHER ENTRY INPUT (DETAIL) CO# 01 The Systems House, Inc.
 MON 0710

VEND# A1000 NAME SAMPLE VENDOR INVOICE# 123321 INV DATE 07/10/07 DUE DATE 07/20/07

	STANDARD	G/L#'S	GROSS TOTAL
GROSS AMT	1000.00	01-4010-00 EQUIPMENT- COST OF SALES	1000.00
MERCH AMT	1000.00	01-4000-00 EXPENSE ACCOUNTS	
NON-DISC	0.00	01-1000-00 ASSETS	
DISC AMT	100.00		
NET AMT	900.00		

LN#	G/L#	DESC	JOB NO	PO#	RECEIVER#	DIST	AMT
1	01-4010-00	EQUIPMENT- COST OF SALES	10	130257			981.00
2	01-4000-00	EXPENSE ACCOUNTS	10				19.00
3							0.00
4							0.00

ENTER LINE# TO CHANGE , '0' TO ACCEPT VOUCHER ,
 'ADD' TO ADD LINES OR 'DELETE' TO DELETE VOUCHER: XXXXXX

VOUCHER NUMBER: 01001185 IS ON INVENTORY HOLD , Hit <RETURN>

Gross Amt
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Voucher Input

DIST AMT – Enter the distribution amount for this general ledger. Hit enter to automatically fill in the remaining amount.

ENTER LINE# TO CHANGE, '0' TO ACCEPT VOUCHER, 'ADD' TO ADD LINES OR 'DELETE' TO DELETE VOUCHER

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. You also have the ability to enter 'A' to add a new line.

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

Upon '0' to accept the voucher number will be assigned.

If the AP/PO Interface is utilized and you enter a inventory general ledger number the message will appear:

VOUCHER NUMBER: IS ON INVENTORY HOLD, Hit <RETURN>.

Notes:

MDS for Windows Version 8.3.15 - [rs6000d.tshnj.com-57 BASE.12-SSS.VOU.ENTRY.DET01151]

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

VOUCHER ENTRY INPUT (DETAIL) CO# 01 The Systems House, Inc.

VEND# A1000 MON 0710

NAME SAMPLE VENDOR BATCH#

INVOICE# 999888 VOU# 01001091

INV DATE 07/12/07 STANDARD G/L#S GROSS TOTAL 100.00

DUE DATE 07/22/07

GROSS AMT 100.00 01-4010-00 EQUIPMENT-COST OF SALES

MERCH AMT 100.00 01-4000-00 EXPENSE ACCOUNTS DIST BALANCE

NON-DISC 0.00 01-1000-00 ASSETS 0.00

DISC AMT 10.00

NET AMT 90.00

LN#	G/L#	DESC	JOB	NO	PO#	RECEIVER#	DIST	AMT
1	01-1410-00						100.00	
		DEPOSITS						
2							0.00	
3							0.00	
4							0.00	

'OA' VOUCHER NUMBER ASSIGNED IS: 01001091, Hit <RETURN>

Gross Amt HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Voucher #2

Voucher #1

VOUCHER NUMBER ASSIGNED IS: 01001090, Hit <RETURN>

Gross Amt HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Voucher Input

When an On Account (O/A) voucher is accepted it assigns 2 vouchers. The first voucher is an 'I' Invoice voucher and the second is a 'C' Credit Memo against the first voucher. Both will have the same invoice number. Net effect to accounts payable balance is \$0.

Notes:

The first voucher number reads:

VOUCHER NUMBER ASSIGNED IS: Hit <RETURN>

In addition, you will get a second screen with 'OA' VOUCHER
NUMBER ASSIGNED IS: Hit <RETURN>

This is the number for second (Credit) voucher.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-57 BASE.12-SSS.VOU.MAINT.HDR011\$1]

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

VOUCHER MAINTENANCE (HEADER)		CO#	01	The Systems House,
VEND#	A1000	VOU#	01001086	
NAME	SAMPLE VENDOR	MON	0710	
ADDR1	123 Broadway	BATCH#		
ADDR2	Building A5			
CITY,STATE	CHICAGO,IL	CURRENCY	US	
ZIP CODE	60645	CURR RATE	0.000000	
TERMS	10.00% 10 DAYS/NET 30 DAYS	1.FOR VALUE	0.00	
TRANS CD	I			
2.INVOICE#	123321	9.PAY STATUS	N	
3.INV DATE	07/10/07	10.BANK#	100	FIDELITY UNION TRUST
4.DUE DATE	07/20/07	11.SING CHECK	N	
5.GROSS AMT	1000.00	12.MISC DESC		misc description for invoice
6.MERCH AMT	1000.00			
7.NON-DISC	0.00			
8.DISC AMT	100.00			
NET AMT	900.00			

ENTER LINE# TO CHANGE, "CANCEL" TO EXIT OR "0" TO ACCEPT THE HEADER: XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
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Voucher Maintenance

Accounts payable voucher maintenance is used to maintain a voucher after voucher entry and before cash disbursements. This maintenance requires the input of a voucher number.

CO# - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

VOU# - Enter the voucher number to be maintained.

ENTER LINE# TO CHANGE, "CANCEL" TO EXIT OR "0" TO ACCEPT THE HEADER:

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 enter Line Number to make desired changes on the header screen.

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

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshn].com-57 BASE.12-SSS.VOU.MAINT.DET011\$1

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

VOUCHER MAINTENANCE (DETAIL)

CO# 01 The Systems House,
 MON 0710
 BATCH#
 VOU# 01001086

VEND# A1000
 NAME SAMPLE VENDOR
 INVOICE# 123321
 INV DATE 07/10/07
 DUE DATE 07/20/07

	STANDARD	G/L#'S	GROSS	TOTAL
GROSS AMT	1000.00	01-4010-00	EQUIPMENT- COST OF SALES	1000.00
MERCH AMT	1000.00	01-4000-00	EXPENSE ACCOUNTS	
NON-DISC	0.00	01-1000-00	ASSETS	0.00
DISC AMT	100.00			
NET AMT	900.00			

LN#	G/L#	DESC	JOB NO	PO#	RECEIVER#	DIST	AMT
1	01-4010-00	EQUIPMENT- COST OF SALES	10	130257			981.00
2	01-4000-00	EXPENSE ACCOUNTS	07				19.00
3							0.00
4							0.00

ENTER LINE# TO CHANGE , '0' TO ACCEPT VOUCHER ,
 'ADD' TO ADD LINES OR 'C' TO CANCEL THIS SESSION:

XXXXXX

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

Voucher Maintenance

ENTER LINE# TO CHANGE, "0" TO ACCEPT VOUCHER, 'ADD' TO ADD LINES OR 'C' TO CANCEL THIS SESSION:

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

The user can enter Line Number to make desired changes to any distribution line on the detail screen. You also have the ability to enter 'A' to add a new line.

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

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-57 BASE.12-SSS.VOU.MAINT.VEND011\$1]

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

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

VENDOR# A1000 SAMPLE VENDOR A/P BALANCE 0002740.20
 CO# A

LN#	VOUCHER#	VENDOR-INVOICE#	INV-DATE	DUE-DATE	GROSS-AMT	DISC-AMT	NET/OPEN
	MISC. DESCRIPTION				BANK#	PAY-STAT	SING-CHK
56	01001087	345543	07/11/07	07/11/07	-25.00	0.00	-25.00
	Credit Memo				100	P	
57	01001088	34555	07/12/07	07/22/07	-30.00	-3.00	-27.00
	debit memo				100	P	
58	01001090	999888	07/12/07	07/22/07	100.00	10.00	90.00
	OA Invoice Voucher				100	P	N
59	01001091	999888C	07/12/07	07/30/07	-100.00	0.00	-100.00
	OA Invoice Voucher				100	P	N
60	02000000	INV-1	10/26/04	12/10/04	9999999.00	0.00	9999999.00
					100	N	N
61	02000002	01000001	05/16/07	06/10/07	5.00	0.10	4.90
					100	N	N

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
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Voucher Maintenance by Vendor

Accounts payable voucher maintenance by vendor is used to maintain a voucher after voucher entry and before cash disbursements. This maintenance requires the input of a vendor number.

This maintenance shows all vouchers for a specific vendor. The user has the ability to maintained specific fields.

VENDOR# - The operator can also enter the vendor number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the vendor number.

CO# - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

VENDOR-INVOICE# - Enter the new vendor invoice number or hit enter to bypass this field.

INV-DATE - Enter the new invoice number or hit enter to bypass this field.

DUE-DATE - Enter the new due date or hit enter to bypass this field.

DISC-AMT - Enter the new discount date or hit enter to bypass this field.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-57 BASE.12-SSS.VOU.MAINT.VEND011\$1]

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

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

VENDOR# A1000 SAMPLE VENDOR A/P BALANCE 0002740.20
 CO# A

LN#	VOUCHER#	VENDOR-INVOICE#	INV-DATE	DUE-DATE	GROSS-AMT	DISC-AMT	NET/OPEN
	MISC. DESCRIPTION				BANK#	PAY-STAT	SING-CHK
56	01001087	345543	07/11/07	07/11/07	-25.00	0.00	-25.00
	Credit Memo				100	P	
57	01001088	34555	07/12/07	07/22/07	-30.00	-3.00	-27.00
	debit memo				100	P	
58	01001090	999888	07/12/07	07/22/07	100.00	10.00	90.00
	OA Invoice Voucher				100	P	N
59	01001091	999888C	07/12/07	07/30/07	-100.00	0.00	-100.00
	OA Invoice Voucher				100	P	N
60	02000000	INV-1	10/26/04	12/10/04	9999999.00	0.00	9999999.00
					100	N	N
61	02000002	01000001	05/16/07	06/10/07	5.00	0.10	4.90
					100	N	N

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

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

Voucher Maintenance by Vendor

MISC – Enter new miscellaneous information or hit enter to bypass this field.

BANK# – Enter a new back number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks.

SING CHECK – Enter a 'Y' if you want this voucher to print on a single check or 'N' .

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

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

The user can enter Line Number to make desired changes.

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

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-36 BASE.12-SSS.VOU.DELETE011\$1]

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

VOUCHER DELETION		CO#	01	The Systems House,
VEND#	A1000	VOU#	01001081	
NAME	SAMPLE VENDOR	MON	0701	
ADDR1	123 Broadway	BATCH#		
ADDR2	Building A5			
CITY,STATE	CHICAGO,IL			
ZIP CODE	60645			
TERMS	10.00% 10 DAYS/NET 30 DAYS			
TRANS CD	I			
INVOICE#	113	PAY STATUS	P	
INV DATE	06/22/07	BANK#	100	FIDELITY UNION TRUST
DUE DATE	07/02/07	SING CHECK	N	
GROSS AMT	1.00	MISC DESC		
MERCH AMT	1.00	HAND CHECK#		
NON-DISC	0.00			
DISC AMT	0.10	1.DEL DATE	07/30/07	
NET AMT	0.90			

ENTER LINE# TO CHANGE, "CANCEL" TO EXIT, OR "DELETE" TO DELETE VOUCHER:

DELETE

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
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AP Voucher Deletion

Accounts payable voucher deletion is used to delete a voucher.

CO# - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

VOU# - Enter the voucher number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available vouchers.

DEL DATE – Hit return for today's date or enter a date. You can also click on the drop down box and select a date from the calendar.

ENTER LINE# TO CHANGE, "CANCEL" TO EXIT, OR "DELETE" TO DELETE VOUCHER:

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. You also have the ability to enter 'A' to add a new line.

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

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-15 BASE.12-SEQ.VOU.LIST\$1]

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

Sequential Voucher Listing

1. Company Number (2N) or 'A' for All 01 The Systems House, Inc.

2. Batch Number (6N) or 'A' for All

Enter Line# to Change , '0' to Accept and Print or 'ABORT': 0

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
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Sequential Voucher Register

The sequential voucher register lists all vouchers entered and maintained on the system since the last time this report was run and cleared. Y*** clears the register file but does NOT do any updating.

This register is not required for CD. It is used to check that all invoices have a voucher entered and to check GL distribution. Report will show almost all fields and the distribution lines. Gives total by period, by company. Deleted vouchers will appear with a D after the number.

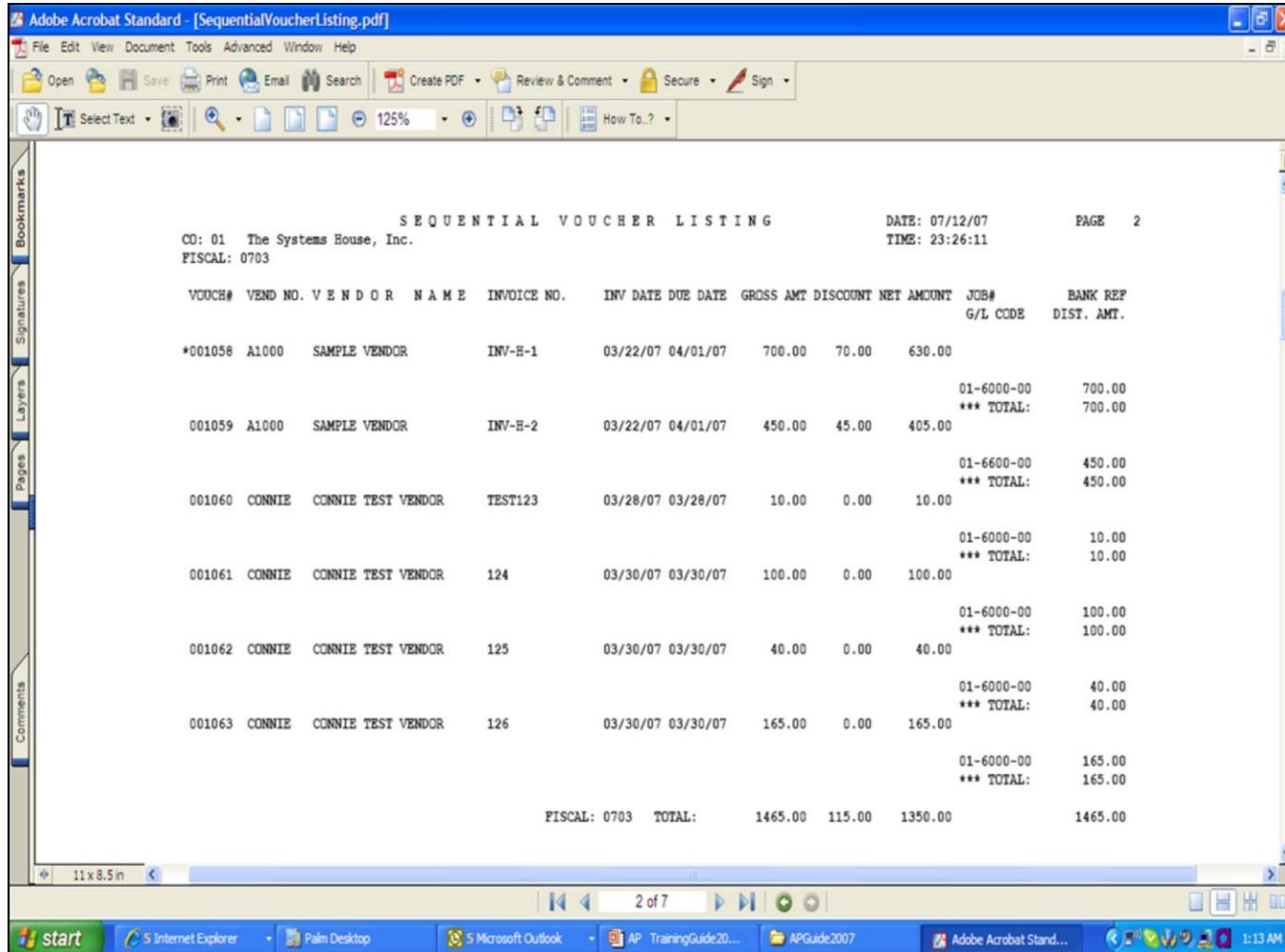
Company Number(2A) or 'A' for All

Enter the 2 digit company code, enter 'A' for all companies or you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

Batch number (6N) or 'A' for All

Enter a batch number, enter 'A' for all batches or you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available batches.

Notes:



Sequential Voucher Register

ENTER LINE # TO CHANGE, 0 TO ACCEPT and Print or ABORT:

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 enter Line Number to make desired changes on the header screen.

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

IF 'Y' IS ANSWERED, TEMPORARY PRINT FILE WILL BE CLEARED.

DID THE REPORT PRINT SATISFACTORILY (Y/N):

Enter Y*** if the report printed satisfactorily.

Notes:



AP/PO Interface- Summary

- Voucher Entry: "I" for Inventory Transaction Code, PO and Receiver Number required during General Ledger distribution.
- All vouchers go on Inventory Hold
- Must run: Remove Vouchers from Inventory Hold
- Use the following additional menu items:
 - Vouchers on Inventory Hold Report
 - AP Vouchers on Inventory Hold with PO#
 - Manual Remove From Inventory Hold

Notes:



Remove Vouchers from Inventory Hold (Batch)

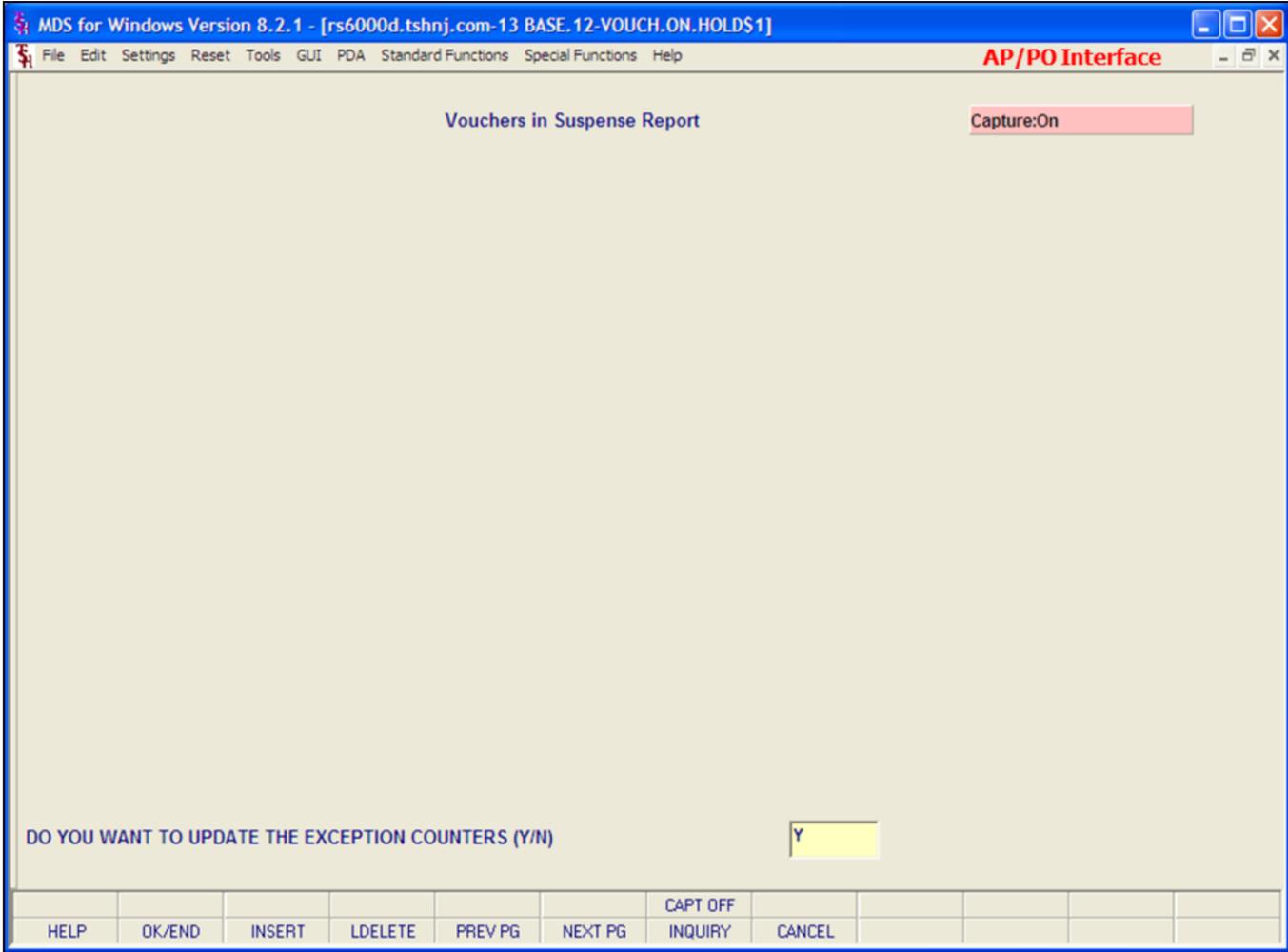
If the AP/PO Interface is active, all vouchers with an inventory general ledger number are automatically put on Inventory hold. Running this program checks the AP/PO differential and vendor status and will remove appropriate vouchers from inventory hold. There is no report produced.

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.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

Notes:



Vouchers on Inventory Hold Report

This report will print all open account payable vouchers on Inventory hold. It is for use with the AP/PO interface. You have the option to update the number of exceptions in the exception counter. Vouchers are put on hold if the difference between the Merchandise (Merch) amt of the voucher and the received amt of PO is > the AP tolerance.

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.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

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

Answering 'Y***' will update the counter as to how many times this voucher has appeared on this report.

Notes:

Adobe Acrobat Standard - [VouchersinSuspenseReport.pdf]

File Edit View Document Tools Advanced Window Help

Open Save Print Email Search Create PDF Review & Comment Secure Sign

Select Text 150% How To..?

VOUCHERS IN SUSPENSE REPORT RUN : 11:13:50pm 16 Jul 2007
FOR COMPANY 01 PAGE : 2

DEPT.	VOUCH#..	VEND#.....	VENDOR.NAME.....	GROSS.AMT.	DISC.AMT.	INV.DATE	DUE.DATE	PAY.CODE	REC#..	#.EXCEPT
00	01001053	JOY	JOY'S PONY SHAMPOO CO	200.00	6.00	01/30/07	02/04/07	N	004872	2
00	01001057	JOY	JOY'S PONY SHAMPOO CO	150.00	4.50	02/07/07	02/12/07	N	004886	2
00	01001070	A1000	SAMPLE VENDOR	75.00	7.50	05/16/07	05/26/07	P	004951	1
00	01001060	CONNIE	CONNIE TEST VENDOR	10.00	0.00	03/28/07	03/28/07	N	004970	2
00	01001061	CONNIE	CONNIE TEST VENDOR	100.00	0.00	03/30/07	03/30/07	N	004970	1
00	01001062	CONNIE	CONNIE TEST VENDOR	40.00	0.00	03/30/07	03/30/07	N	004970	1
00	01001065	RJ11	RACHEL VEND	55.00	0.00	04/24/07	04/24/07	P	004974	1
00	01001066	RJ11	RACHEL VEND	55.00	0.00	04/25/07	04/25/07	P	004975	1
00	01001083	A111	TEST VEND	10.00	0.00	06/28/07	06/28/07	P	005011	1
00	01001086	A1000	SAMPLE VENDOR	1,000.00	100.00	07/10/07	07/20/07	N		1
00	01000747	A1000	SAMPLE VENDOR	9,999,999.00	0.00	02/02/05	03/04/05	N		3
									003715	
TOTAL DEPT 00				10,303,375.00	458.85					
***				10,303,375.00	458.85					
TOTAL COMPANY 01				10,303,375.00	458.85					

11x8.5in 2 of 3

Vouchers on Inventory Hold Report

The exception counter appears in the last column of the report under the heading EXCEPT.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-14 BASE.12-INV.HOLD.PO\$1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help **AP/PO Interface**

Inventory Hold Report - Vouchers With PO Capture:On

1. Company	Range				01 to 02
2. Vendor#	A1000				A1000
3. Batch Number	All				All

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	CAPT OFF	INQUIRY	CANCEL				
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AP Vouchers on Inventory Hold with PO#

For use with AP/PO interface. This report will print all open AP on inventory hold with Purchase Order numbers. (Items put on hold by the AP/PO interface).

Company

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

Vendor

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

Batch Number

In this field the operator has the option of selecting 'All Batches', 'Batch Range' or 'Specific Batch'.

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.

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

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

Notes:

Adobe Acrobat Standard - [InventoryHoldReportVouchersWithPO.pdf]

AP/PO Interface

DATE: 12:57:50am 17 Jul 2007 INVENTORY HOLD REPORT - VOUCHERS WITH PO PAGE: 10

VOUCHER# 01001070 BATCH#

VENDOR# A1000 SAMPLE VENDOR
123 Broadway
Building A5
CHICAGO, IL 60645

MERCHANDISE	FREIGHT	MISC.	DISC. AMT	NET AMOUNT	GROSS AMOUNT	FAIL REASON
75.00	0.00	0.00	7.50	67.50	75.00	M

PO#: 01130192 AMOUNT: 2120.72 US RECEIVER#: 004282 AMOUNT: 50.00 FREIGHT: 0.00 MISC: 0.00

RECEIVER#	PO #	LN#	ITEM #	MPG #	DESC	ORD QTY	REC QTY	UNIT COST	TOT CDST	UM	CASE QTY	VOUCH#
004282	130192	001	LOT757		LOT TEST	14	0	5.00	0.00	EA	1	
004282	130192	002				174	50	1.00	50.00	EA		
004283	130192	002				174	2	1.00	2.00	EA		
004951	130192	002				174	10	1.00	10.00	EA		001070
004978	130192	002				174	10	1.00	10.00	EA		

AP Vouchers on Inventory Hold with PO#

Fail Reason Codes:

M = Merchandise

F = Freight

B = Both

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-12 BASE.12-SSS.INV.HOLD.CLEAR011\$1]

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

	INVENTORY	HOLD	REMOVAL	PROCEDURE
VEND#	A1000			
NAME	SAMPLE VENDOR			
ADDR1	123 Broadway			
ADDR2	Building A5			
CITY,STATE	CHICAGO,IL			
ZIP CODE	60645			
TERMS	10.00% 10 DAYS/NET 30 DAYS			
TRANS CD	I			
INVOICE#	123321		PAY STATUS	N
INV DATE	07/10/07		BANK#	100 FIDELITY UNION TRUST
DUE DATE	07/20/07		SING CHECK	N
GROSS AMT	1000.00		MISC DESC	misc description for invoice
MERCH AMT	1000.00		INV HOLD	Y
NON-DISC	0.00			
DISC AMT	100.00			
NET AMT	900.00			

CO# 01 The Systems House,
VOU# 01001086
MON 0710
BATCH#

DO YOU WANT TO REMOVE VOUCHER FROM INVENTORY HOLD ? (Y/N): Y

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

Manual Remove from Inventory Hold

Used to manually remove vouchers from inventory hold.

CO# - Enter the 2 digit company code or you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

VOU# - Enter 6 digit Voucher number.

"DO YOU WANT TO REMOVE VOUCHER FROM INVENTORY HOLD? (Y/N):"

Enter 'Y***' to remove from inventory hold

***TIP* To test-** Enter same CO# and Voucher#- you should get message: "VOUCHER IS NOT ON INVENTORY HOLD, Hit <RETURN>"

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-13 BASE.12-SSS.ACC.VAR.FLAG.MAINT011\$1]

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

Accept	Variance	Flag	Maintenance
Po#:	01130257		
Vendor	A1000	SAMPLE VENDOR	
Received Value	366.25		
Invoiced Value	981.00		
Accrual Value	-614.75		
1.Accept Variance Flag	Y		

Enter Line# to Change or "0" to Accept: 0

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

Accept Variance Flag Maintenance

This maintenance is used to accept the variance on certain PO's even though the variance falls outside of the specified tolerance. Maintenance is performed by PO#.

PO# - Enter 8 digit purchase order number.

System will fill the remainder of the fields with information from the PO file. Vendor number and name, received value of purchase order, invoiced value (from voucher) and accrual value.

Accept Variance Flag - Enter Y to accept variance or N (or leave blank) to NOT accept variance.

ENTER LINE # TO CHANGE or 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.

Notes:

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

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



Hand Check Methods Summary

Washout Entry Open AP Maintenance (post hand check)

- Double Entry
- Must RUN Separate "Check Register and Update" (clear regular vouchers first).

PAID Voucher

- Must be used for L/C Entry
- Must Run "Handcheck Register"

Notes:

Hand Check Methods:

Note: ALL Vouchers (Regular, PAID, and PAID-L/C) will appear on the "Sequential Voucher Register"

Washout Entry Open accounts payable Maintenance (post hand check) :

For use with vouchers already on the system, that were paid by handcheck.

2 step process: regular voucher was entered on system, then do OAP (Open Accounts Payable) maintenance to 'wash out'. If AP/PO interface is in use, may have to remove voucher from inventory hold first or accept variance.

Note: MUST run a separate Check Register and Update (Cash Disbursements menu) for washouts immediately after entry (separately from a regular voucher check run). If you try to run OAP without clearing check run will get error message:

"CHECKS BEING PRINTED OR HAVE NOT BEEN UPDATED!! - PRESS <RTN> TO END:"

PAID Vouchers:

For use when you already know voucher has been paid at time of entry on the system, or if the Voucher is being paid through a letter of credit.

Enter voucher with Due Date of "PAID"

You **MUST** run Daily Handcheck Register (from Voucher entry menu).

Note: PAID vouchers will **not** appear on the regular "Check Register and Update".

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-12 BASE.12-SSS.VOU.ENTRY.HDR01151]

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

VOUCHER	ENTRY	INPUT	(HEADER)	CO#	01	The Systems House,
VEND#	A1000			MON	0710	
1.NAME	SAMPLE VENDOR			BATCH#		
2.ADDR1	123 Broadway			VOU#		
3.ADDR2	Building A5					
4.CITY,STATE	CHICAGO,IL			CURRENCY	US	
5.ZIP CODE	60645			CURR RATE	0.000000	
6.DISCOUNT	Y			7.FOR VALUE	0.00	
TERMS	10.00% 10 DAYS/NET 30 DAYS					
TRANS CD	I					
8.INVOICE#	9988		16.PAY STATUS	P		
9.INV DATE	07/22/07		17.BANK#	100	FIDELITY UNION TRUST	
HAND CHECK	N		18.SING CHECK	N		
10.DUE DATE	08/01/07		19.MISC DESC	washout handcheck		
11.DUE DT 2nd						
12.GROSS AMT		250.00	20.BANK REF			
13.MERCH AMT		250.00	21.HAND CHK#			
14.NON-DISC		0.00	22.HAND CKDT			
15.DISC AMT		25.00	23.L/C NUMBER			
NET AMT		225.00				

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

Vend Inq	Check Inq	Vouch Inq	VRM Det						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Open Accounts Payable Maintenance (post hand check)

Washout Handcheck

Step 1-

Regular AP Voucher Entry . Continue to Detail page and complete the GL Distribution

Note the voucher number.

You can also use this for a voucher that was already entered on the system.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-12 BASE.12-SSS.OPEN.AP.MAINT011\$1]

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

OPEN ACCOUNTS PAYABLE MAINTENANCE (WASHOUT ENTRY)

CO# 01 The Systems House, Inc.
 BANK# 001 TEST-BANK NEXT CHECK# 600001
 FISCAL (YYMM) 0707
 CHECK DATE 07/07/07 CHECK# NEW CHECK TOTAL
 VEND# A1000 SAMPLE VENDOR 145.00

LN#	VOUCH#	GROSS-AMT	DISC-AMT	DISC-TAKEN	AMT-PD-TD	AMT-PAID
1	001085	100.00			50.00	50.00
2	001090	100.00	5.00			95.00
3						
4						
5						
6						
7						
8						
9						
10						

ENTER '0' TO ACCEPT, 'W' TO WIPE-OUT THIS SESSION AND START AGAIN OR
 'ADD' TO ADD VOUCHERS: 0

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

Open Accounts Payable Maintenance (post hand check)

Step 2 -

This procedure washes out a voucher on the system.

CO# - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

Bank# - Enter 3 digit bank number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks.

FISCAL (YYMM) - Enter fiscal period in 2 digit year, 2 digit month format.

Check Date - Enter check date. You can also click on the drop down box and select a date from the calendar.

Check# - Enter number or hit enter for NEW check number.

VEND# - You can enter the vendor number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the vendor number

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-12 BASE.12-SSS.OPEN.AP.MAINT011\$1]

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

OPEN ACCOUNTS PAYABLE MAINTENANCE (WASHOUT ENTRY)

CO# 01 The Systems House, Inc.
 BANK# 001 TEST-BANK NEXT CHECK# 600001
 FISCAL (YYMM) 0707
 CHECK DATE 07/07/07 CHECK# NEW CHECK TOTAL
 VEND# A1000 SAMPLE VENDOR 145.00

LN#	VOUCH#	GROSS-AMT	DISC-AMT	DISC-TAKEN	AMT-PD-TD	AMT-PAID
1	001085	100.00			50.00	50.00
2	001090	100.00	5.00			95.00
3						
4						
5						
6						
7						
8						
9						
10						

ENTER '0' TO ACCEPT, 'W' TO WIPE-OUT THIS SESSION AND START AGAIN OR 'ADD' TO ADD VOUCHERS: 0

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

Open Accounts Payable Maintenance (post hand check) or (Washout entry)

VOUCH# - Enter voucher number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available vouchers.

Users can enter multiple vouchers at once and pay the entire amount, partial or the discounted total, or remove or change discount amount. The system keeps track of the check total (see upper right of screen).

ENTER '0' TO ACCEPT, 'W' to WIPE-OUT THIS SESSION AND START AGAIN OR 'ADD' TO ADD VOUCHERS:

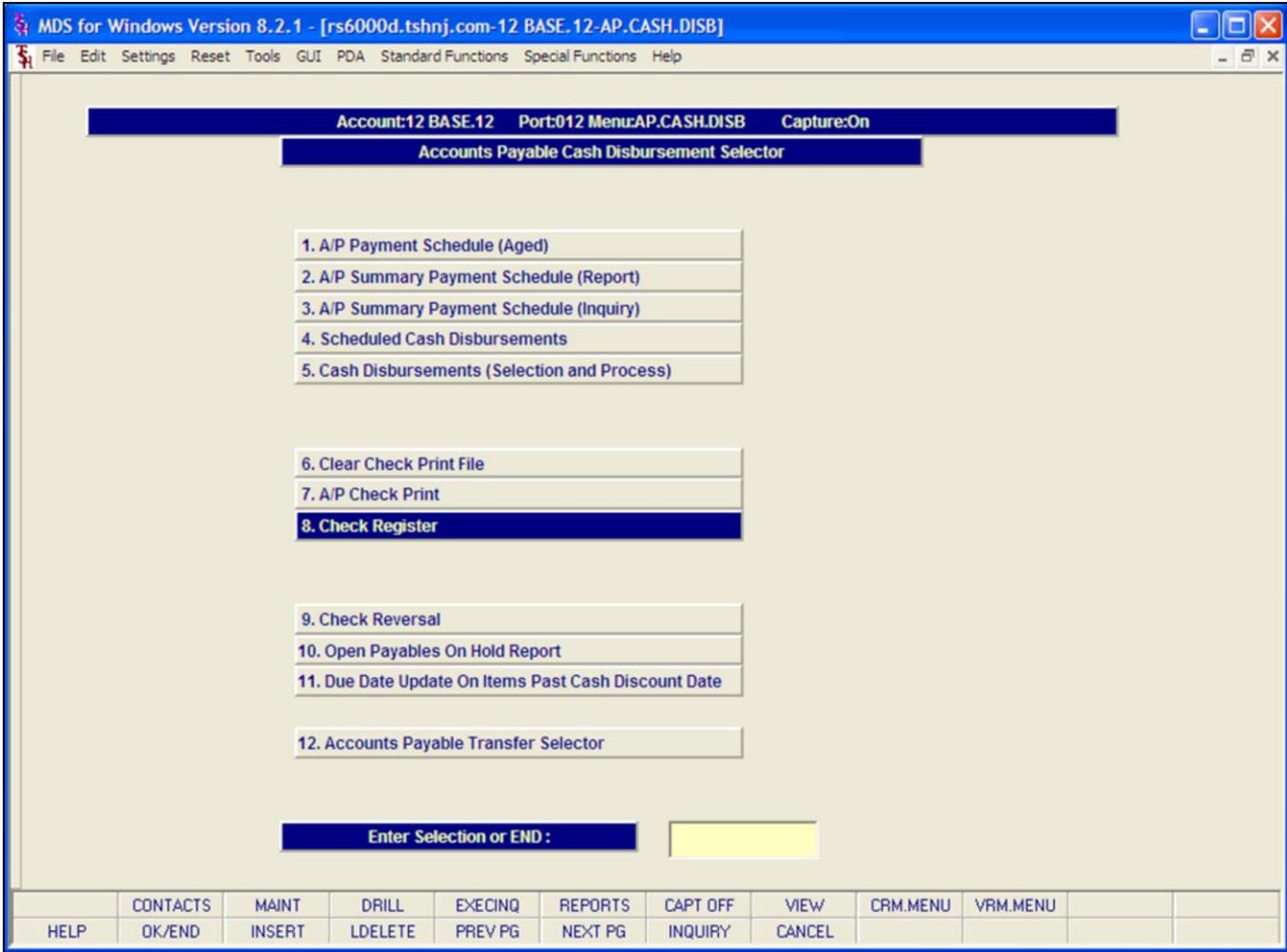
Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

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

Type W to wipe out this entire session of OAP or ADD to go to next available line number and add additional vouchers for this vendor.

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

Notes:



Check Register

Accounts Payable- Cash Disbursements Menu – Check Register

Run this separately for washouts.

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.

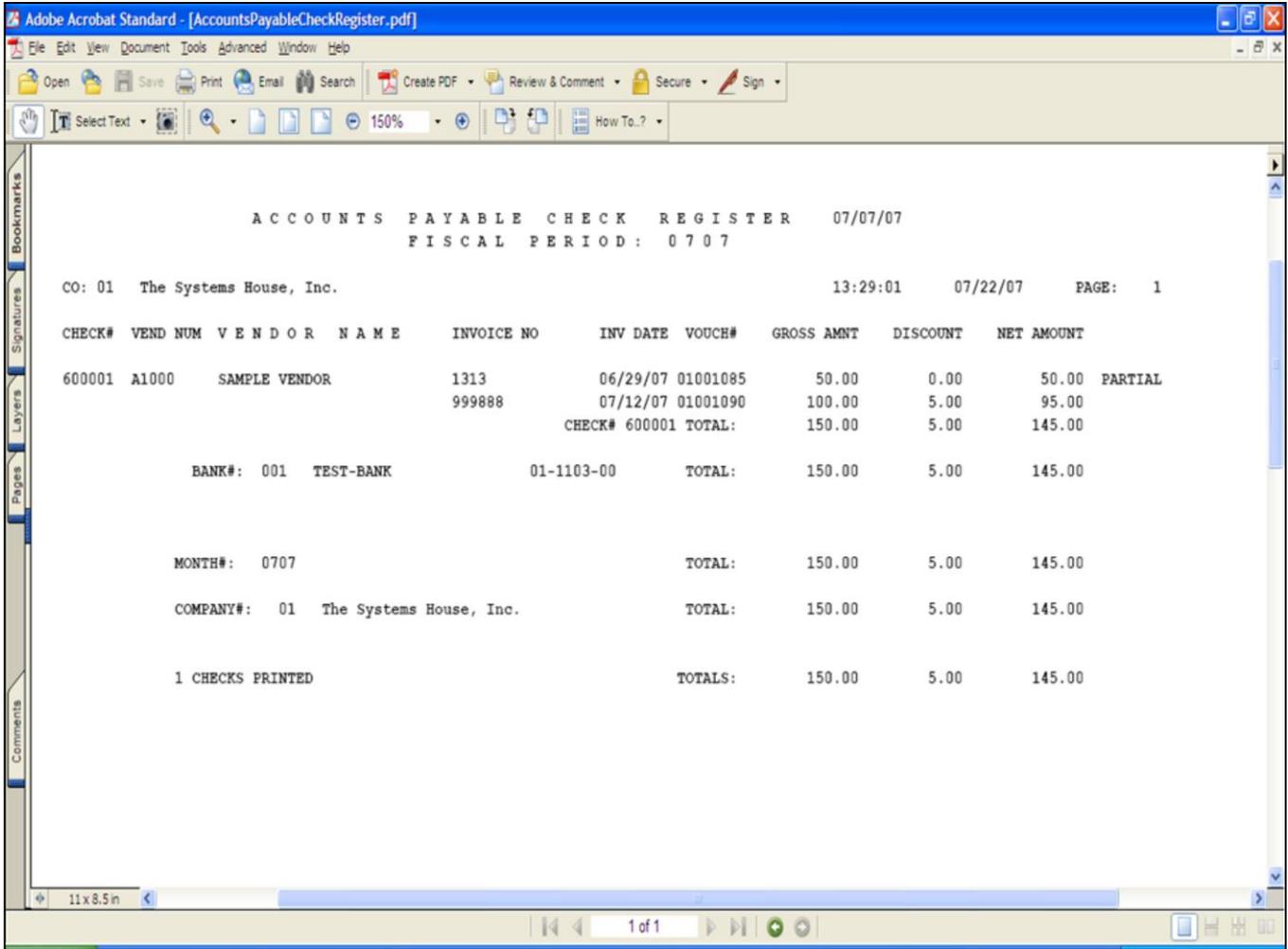
Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

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

DID THE REPORT PRINT SATISFACTORILY ? (Y/N)

Enter Y***to update only if report did print and is correct. If using Report Capture say "N" first, check report and then run again with update!

Notes:



Check Register

This register should be run separately for washouts.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-13 BASE.12-SSS.VOU.ENTRY.HDR01151]

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

VOUCHER ENTRY INPUT (HEADER) CO# 01 The Systems House,
 MON 0710
 BATCH#
 VOU#

VEND# A1000
 1.NAME SAMPLE VENDOR
 2.ADDR1 123 Broadway
 3.ADDR2 Building A5
 4.CITY,STATE CHICAGO,IL
 5.ZIP CODE 60645
 6.DISCOUNT Y
 TERMS 10.00% 10 DAYS/NET
 TRANS CD I
 8.INVOICE# 98765
 9.INV DATE 07/22/07
 HAND CHECK X
 10.DUE DATE 08/01/07
 11.DUE DT 2nd
 12.GROSS AMT 0.00
 13.MERCH AMT 0.00
 14.NON-DISC 0.00
 15.DISC AMT 0.00
 NET AMT 0.00

0.000000
 0.00

Inquiry List

Settings Help

ACCEPTABLE VALUES :

Y Yes

N No

Add OK Cancel

Vend Inq Check Inq Vouch Inq VRM Det
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Voucher Input - PAID Handcheck

Step 1-

Hand Check Flag

Use regular voucher entry. When entering the voucher, after the INV DATE (invoice date) field Enter 'Y' or click INQUIRY (F7) to select from the inquiry box.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-13 BASE.12-SSS.VOU.ENTRY.HDR01151]

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

VOUCHER	ENTRY	INPUT	(HEADER)	CO#	01	The Systems House,
VEND#	A1000			MON	0710	
1.NAME	SAMPLE VENDOR			BATCH#		
2.ADDR1	123 Broadway			VOU#		
3.ADDR2	Building A5					
4.CITY,STATE	CHICAGO,IL			CURRENCY	US	
5.ZIP CODE	60645			CURR RATE	0.000000	
6.DISCOUNT	Y			7.FOR VALUE	0.00	
TERMS	10.00% 10 DAYS/NET 30 DAYS					
TRANS CD	I					
8.INVOICE#	98765		16.PAY STATUS			
9.INV DATE	07/22/07		17.BANK#	100	FIDELITY UNION TRUST	
HAND CHECK	Y		18.SING CHECK			
10.DUE DATE	PAID		19.MISC DESC	PAID Hand check		
11.DUE DT 2nd						
12.GROSS AMT	1000.00		20.BANK REF	for MFE		
13.MERCH AMT	1000.00		21.HAND CHK#	000109		
14.NON-DISC	0.00		22.HAND CKDT	07/22/07		
15.DISC AMT	100.00		23.L/C NUMBER			
NET AMT	900.00					

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

Vend Inq	Check Inq	Vouch Inq	VRM Det						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Voucher Input - PAID Handcheck

Hand Check Fields for Voucher Header

When a voucher is specified as a HAND CHECK- fields PAY STATUS and SING CHECK are skipped

For Hand checks the last four fields are in use:

BANK REF - text reference field.

HAND CHK# - Enter hand check number (MUST BE NUMERIC). This should be the number of the physical hand check from your checkbook.

HAND CKDT - Enter date of Hand check or return for today's date. You can also click on the drop down box and select a date from the calendar.

L/C NUMBER - Enter Letter of credit number or click INQUIRY (F7) to select Letter of Credit number. Leave blank if this is not part of a L/C.

Notes:

Voucher Input - PAID Handcheck

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

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.

Continue with Voucher Distribution. Remember you may NOT assign Hand Check vouchers to Inventory GL accounts.

Remember to RUN Check register & Update separately!

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-13 BASE.12-SSS.VOU.ENTRY.HDR01151]

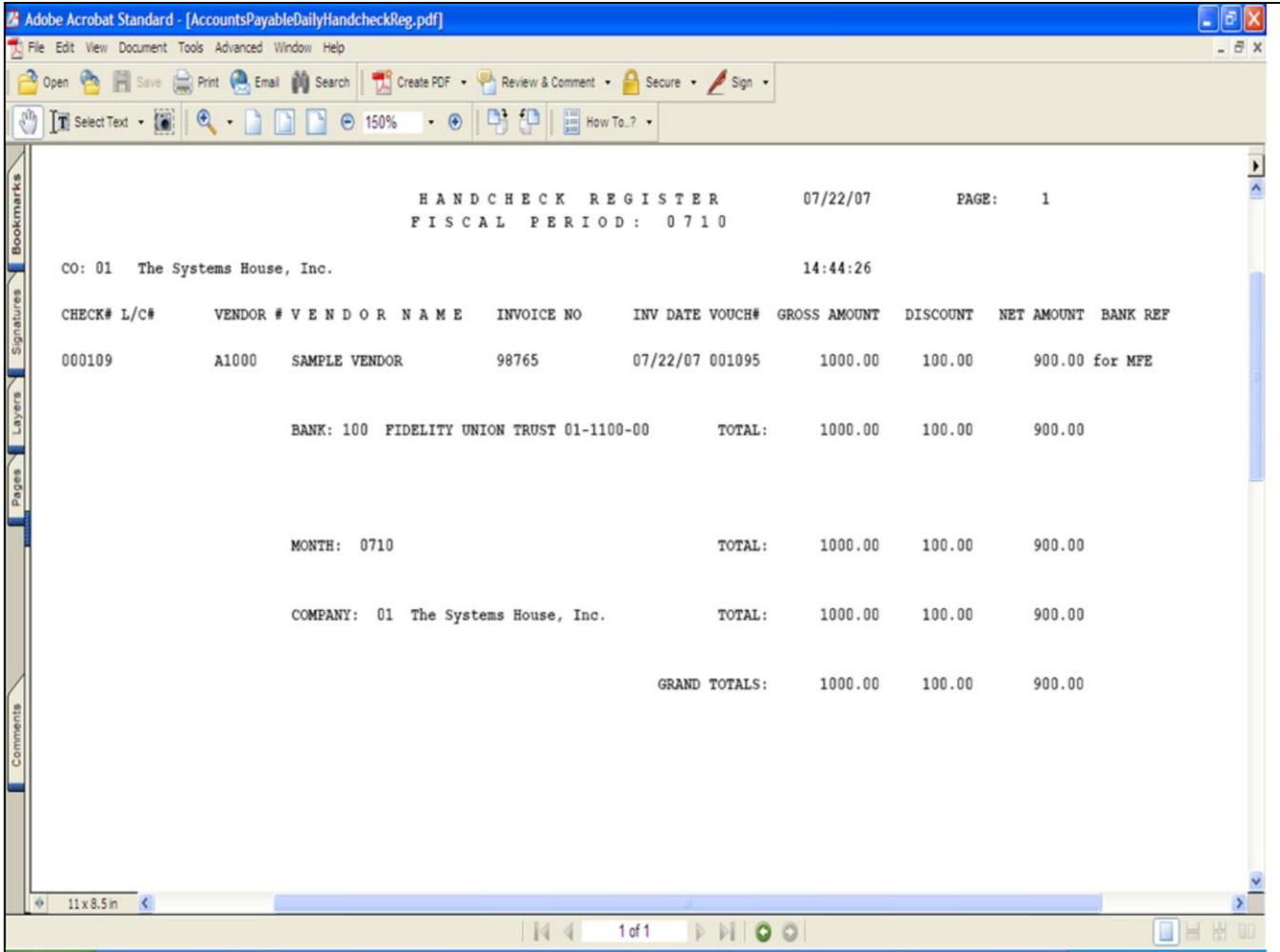
File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

VOUCHER	ENTRY	INPUT	(HEADER)	CO#	01	The Systems House,
VEND#	A1000			MON	0710	
1.NAME	SAMPLE VENDOR			BATCH#		
2.ADDR1	123 Broadway			VOU#		
3.ADDR2	Building A5					
4.CITY,STATE	CHICAGO,IL			CURRENCY	US	
5.ZIP CODE	60645			CURR RATE	0.000000	
6.DISCOUNT	Y			7.FOR VALUE	0.00	
TERMS	10.00% 10 DAYS/NET 30 DAYS					
TRANS CD	I					
8.INVOICE#	98765		16.PAY STATUS			
9.INV DATE	07/22/07		17.BANK#	100	FIDELITY UNION TRUST	
HAND CHECK	Y		18.SING CHECK			
10.DUE DATE	PAID		19.MISC DESC	PAID Hand check		
11.DUE DT 2nd						
12.GROSS AMT	1000.00		20.BANK REF	for MFE		
13.MERCH AMT	1000.00		21.HAND CHK#	000109		
14.NON-DISC	0.00		22.HAND CKDT	07/22/07		
15.DISC AMT	100.00		23.L/C NUMBER			
NET AMT	900.00					

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

Vend Inq	Check Inq	Vouch Inq	VRM Det						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Notes:



Daily Handcheck Register

PAID Handcheck –

Similar to the "Check Register" (from cash disbursements menu). This lists all hand checks entered in voucher input, (vouchers flagged with a 'Y' for handcheck or LC). This finishes the process of updating the handchecks.

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.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

IF 'Y' IS ANSWERED, (HDCH) FILE WILL BE UPDATED AND ERASED

DID THE REPORT PRINT SATISFACTORILY ? (Y/N)

Enter Y***to update only if report did print! If using Report Capture: say "N" first, check report, and then run again with update!

Updating this report finishes the process of updating PAID Hand Checks.

Notes:



Handcheck Entry Review

- Method #1 Washout Handcheck
 - Regular Voucher Entry
 - Sequential Voucher Register
 - OAP Maintenance (washout)
 - CD Menu - Check Register & Update
- Method #2 PAID Handcheck
 - Voucher Entry with 'Y' in Handcheck field
 - Sequential Voucher Register
 - Daily Handcheck Register & Update

Notes:

Handcheck Entry Review

Method 1

Remember, you need to run a separate Check Register (and Update) from the Cash Disbursements menu for Washout Handchecks.

Method 2

If you do PAID vouchers remember to run the "Daily Handcheck Register" (and Update) from the Voucher Entry menu.

Remember: All vouchers (regular, PAID and L/C), will appear on the Sequential Voucher Register. This is your check for voucher entry.

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-32 BASE.12-VOUREG.DAILY\$1]

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

Daily Expense Distribution Registers

1.Date of Report

1. By G/L #
 2. By Department
 3. By Job #

2.Option Number (1 - 3)

IF 'Y' IS ANSWERED, THE VOUCHERS FILE WILL BE UPDATED
 HAVE YOU PRINTED ALL THE DAILY EXPENSE DIST. REPORTS (Y/N)

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

Daily Expense Distribution Reports

Report used for general ledger accounting which shows voucher distribution.

Date Of Report- Enter a date. You can also click on the drop down box and select a date from the calendar.

Option Number (1-3) - You have the choice of 3 sorting options for this report:

- 1. By G/L#**
- 2. By Department**
- 3. By Job #**

Enter the option number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select an option.

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.

**IF Y IS ANSWERED, THE VOUCHERS FILE WILL BE UPDATED
 HAVE YOU PRINTED ALL THE DAILY EXPENSE DISTRIBUTION REPORTS (Y/N)**

It is suggested to run this report the first time and say N then check report and run again with a Y*** to update.

Notes:

Adobe Acrobat Standard - [DailyExpDistRegbyGL.pdf]

File Edit View Document Tools Advanced Window Help

Open Save Print Email Search Create PDF Review & Comment Secure Sign

Select Text 150% How To.?

EXPENSE DIST. REGISTER FOR 07/22/07 PAGE: 1

FISCAL PERIOD: 0307

CO: 01 The Systems House, Inc. 14:54:51 07/22/07

G/L	DESCRIPTION	BANK REF	JOB NO	VOUCH#	VEND NUM	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	DIST	AMOUNT
1342	FREIGHT-IN										
				000646	D1000	DESK WHOLESALER'S INC.	INV-DS-1	09/26/03	10/26/03		30.00
						DEPARTMENT	00 SALES			TOTAL:	30.00
						ACCOUNT 1342	FREIGHT-IN			TOTAL:	30.00
4000	EXPENSE ACCOUNTS										
				000633	A1000	SAMPLE VENDOR	REB:01000012	09/11/03	09/11/03		-150.00
				000634	BEIE	BEIERSDORF MEDICAL	REB:01000013	09/11/03	09/11/03		-2589.00
				000635	ETHIC	ETHICON	REB:01000014	09/11/03	09/11/03		-6.00
				000638	ETHIC	ETHICON	REB:01000015	01/01/03	01/01/03		-6.00
				000639	SHERWO	SHERWOOD MEDICAL	REB:01000016	01/01/03	01/01/03		-10.00
				000648	SHERWO	SHERWOOD MEDICAL	REB:01000017	01/01/03	01/01/03		-10.00
				000649	SHERWO	SHERWOOD MEDICAL	REB:01000018	01/01/03	01/01/03		-10.00
						DEPARTMENT	00 SALES			TOTAL:	-2781.00
						ACCOUNT 4000	EXPENSE ACCOUNTS			TOTAL:	-2781.00

11 x 8.5 in 1 of 67

Daily Expense Distribution Reports

This report is used for general ledger accounting. It shows distribution by general ledger number and lists general ledger number, description, and information from voucher.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-13 BASE.12-SSS.RECC.VOU.HDR011\$1]

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

RECURRING	VOUCHER	ENTRY/MAINT	(HEADER)	CO#	01	The Systems House,
VEND#	A1000			MON	0702	
NAME	SAMPLE VENDOR			REF#	01000002	
ADDR1	123 Broadway					
ADDR2	Building A5					
CITY,STATE	CHICAGO,IL					
ZIP CODE	60645					
TERMS	NET 30 DAYS					
TRANS CD	I					
1.INVOICE#	001		8.PAY STATUS	P		
2.INV DATE	07/22/07		9.BANK#	100	FIDELITY UNION TRUST	
3.DUE DATE	08/10/70		10.SING CHECK	N		
4.GROSS AMT	3200.00		11.PO#			
5.MERCH AMT	3200.00					
6.NON-DISC	0.00					
7.DISC AMT	0.00					
NET AMT	3200.00					

VENDOR'S TERMS ARE: 10.00% 10 DAYS/NET 30 DAYS

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

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

Recurring Voucher Input/Maintenance

Recurring voucher input/maintenance is designed to maintain vouchers that occur on a regular basis, such as rent payment.

The first 2 screens are the same as regular voucher input.

REF# - Recurring voucher reference number. This is used instead of the Voucher number. Enter this number to keep track of recurring vouchers for maintenance.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-13 BASE.12-SSS.RECC.VOU.DET011\$1]

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

RECURRING VOUCHER ENTRY/MAINT (DETAIL) CO# 01 The Systems House,

VEND# A1000 MON 0702

NAME SAMPLE VENDOR REF# 01000002

INVOICE# 001

INV DATE 07/22/07 STANDARD G/L#'S GROSS TOTAL

DUE DATE 08/10/70 3200.00

GROSS AMT 3200.00 01-4010-00 EQUIPMENT- COST OF SALES

MERCH AMT 3200.00 01-4000-00 EXPENSE ACCOUNTS DIST BALANCE

NON-DISC 0.00 01-1000-00 ASSETS 0.00

DISC AMT 0.00

NET AMT 3200.00

LN#	G/L#	DESC	JOB NO	RECEIVER#	DIST	AMT
1	01-1000	ASSETS	124			3200.00
2						0.00
3						0.00
4						0.00

ENTER LINE# TO CHANGE , '0' TO ACCEPT DETAIL ,
'ADD' TO ADD LINES OR 'DELETE' TO DELETE VOUCHER: 0

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

Recurring Voucher Input/Maintenance

The general ledger distribution screen is the same as regular voucher input. However, you cannot enter recurring vouchers for inventory general ledger accounts.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-12 BASE.12-SSS.RECC.VOU.PER011\$1]

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

RECURRING VOUCHER ENTRY/MAINT (PERIODS) CO# 01 The Systems House,

VEND# A1000 MON 0702 REF# 01000002

NAME SAMPLE VENDOR INV DATE 07/22/07 DUE DATE 08/21/07

1.# OF PERIODS 12

2.SPECIFIC

PERIOD	INV DATE	DUE DATE
1.		
2.		
3.		

ENTER LINE# TO CHG, '0' TO ACCEPT PERIODS OR 'DELETE' TO DELETE VOUCHER: 0

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

Recurring Voucher Input/Maintenance

There are 2 ways to specify recurring vouchers; by number of periods or by fiscal period.

OF PERIODS - This could be used for installment payments or for monthly payments like rent. Entering 12 here means that this voucher will be created every month.

Entering the number **4** here will mean that this voucher will be created for the next 4 fiscal periods that the recurring voucher update is run. (e.g.: If this voucher was entered in March of 01, and recurring voucher update is run every month, this voucher will be created for April, May, June and July.)

Please Note: If recurring voucher update is skipped for one period, then this voucher will be for the next 4 period where the update is run. (e.g.. April, May, July, and Aug or July, Sept, Nov, Dec.)

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-12 BASE.12-SSS.RECC.VOU.PER011\$1]

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

RECURRING VOUCHER ENTRY/MAINT (PERIODS) CO# 01 The Systems House,

VEND# A1000 MON 0702 REF# 01000002

NAME SAMPLE VENDOR INV DATE 07/22/07 DUE DATE 08/21/07

2.SPECIFIC

1.# OF PERIODS	PERIOD	INV DATE	DUE DATE
1.	0704	04/01/07	04/01/07
2.	0708	08/01/07	08/01/07
3.	0712	12/01/07	12/01/07

ENTER LINE# TO CHG, '0' TO ACCEPT PERIODS OR 'DELETE' TO DELETE VOUCHER: 0

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

Recurring Voucher Input/Maintenance

The second way to enter recurring vouchers is by specifying specific periods. User may enter specific periods to update this voucher, along with invoice date and due date for cash disbursement.

SPECIFIC PERIOD - Enter period for voucher to be created.

INV DATE - Enter date for invoice. You can also click on the drop down box and select a date from the calendar.

DUE DATE - Enter due date for invoice or system will calculate from terms. Multiple due dates are provided for multiple vouchers within a single period. For instance, vouchers that recur weekly.

Note - If recurring voucher update is not run for a month specified in a recurring voucher, the voucher will never be created for the skipped period.

ENTER LINE # TO CHANGE, '0' TO ACCEPT PERIODS OR 'DELETE' TO DELETE VOUCHER:

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

Notes:

on the 'CANCEL' icon to cancel out.

Notes:

Adobe Acrobat Standard - [RecurringVoucherListing1.pdf]

File Edit View Document Tools Advanced Window Help

Open Save Print Email Search Create PDF Review & Comment Secure Sign

Select Text 150% How To..?

RECURRING VOUCHER LISTING DATE: 07/22/07 PAGE 1

CO: 01 The Systems House, Inc. TIME: 17:39:24

REF #	VEND NO.	VENDOR NAME	# OF SPEC FISC FISC	INV #	INV DATE	DUE DATE	GROSS AMT	DISCOUNT	NET AMOUNT	BANK#	LST UPD	DIST. AMT.
000001	D1000	DESK WHOLESALER'S I	12	321-1	01/01/05	01/20/05	150.00	0.00	150.00	100	0308	
										01-1000-00		150.00
										*** TOTAL:		150.00
000002	A1000	SAMPLE VENDOR	12	001	07/22/07	08/21/07	3200.00	0.00	3200.00	100		
										01-1000		3200.00
										*** TOTAL:		3200.00
000004	A1000	SAMPLE VENDOR	12	recur	04/20/05	04/30/05	1000.00	20.00	980.00	100		
										01-1000-00		1000.00
										*** TOTAL:		1000.00
001000	A1000	SAMPLE VENDOR	4	134	08/15/03	08/25/03	100.00	2.00	98.00	100		
										01-1000-00		100.00
										*** TOTAL:		100.00
111111	A4000	AIRWICK MFG CO	7	INV-881	12/15/03	12/20/03	250.00	2.50	247.50	100	0311	
										01-1500-00		130.00
										01-1510-00		120.00
										*** TOTAL:		250.00
333333	D1000	DESK WHOLESALER'S I	0409	INV-6791	06/21/05	13606*13	5500.00	110.00	5390.00	100	0311	
										01-1330-00		3000.00
										01-1440-00		2500.00
										*** TOTAL:		5500.00
COMPANY: 01 TOTAL:							10200.00	134.50	10065.50			10200.00
GRAND TOTAL:							10200.00	134.50	10065.50			10200.00

11x8.5in 1 of 1

Recurring Voucher Listing

Lists Recurring voucher reference number, vendor number, vendor Name, # of fiscal Periods/ or specific fiscal period, invoice number, invoice date, due date, gross amount for invoice, discount and net amount, bank #, general ledger number, first update period and distribution amount.

Company

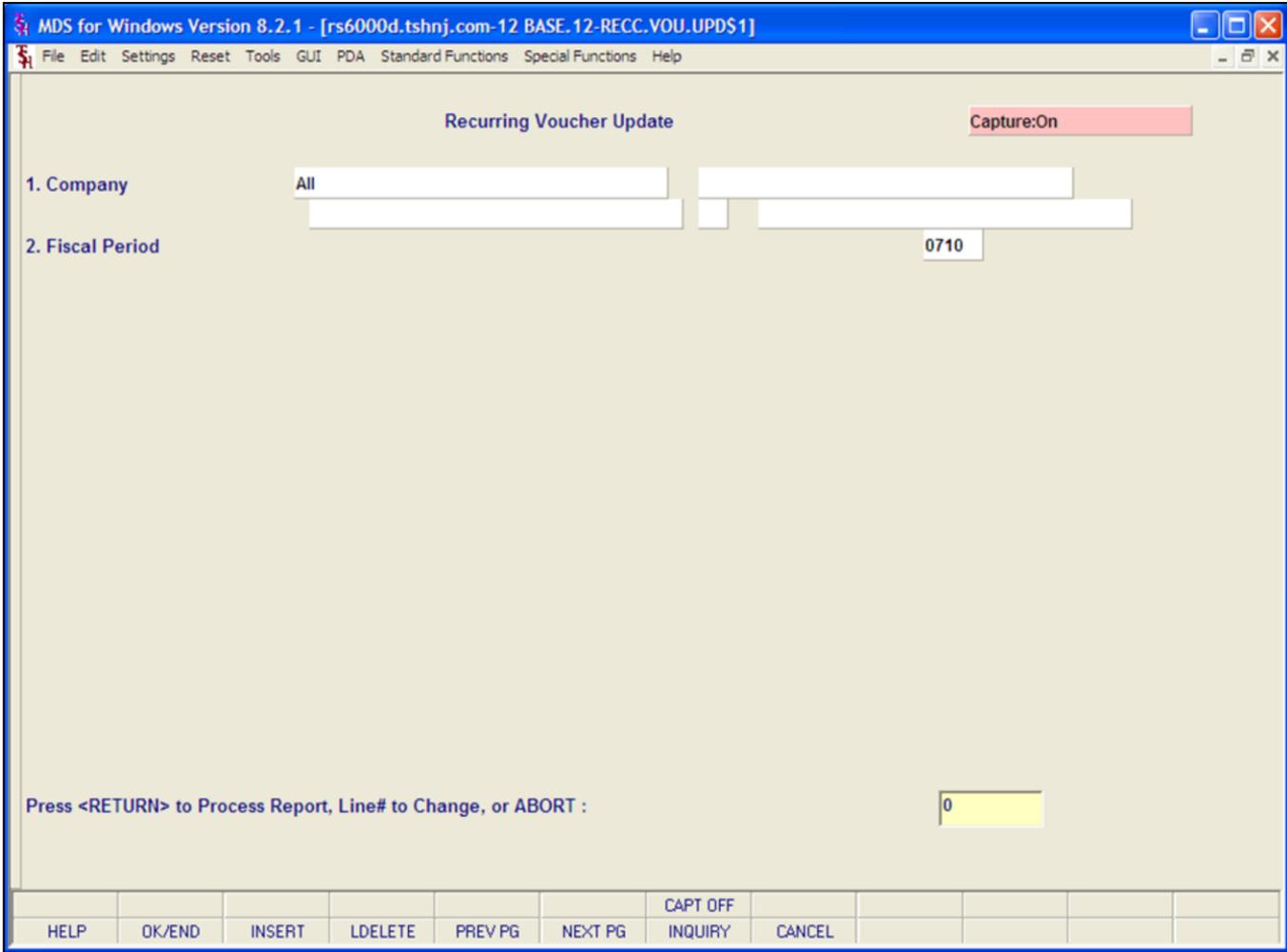
In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

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.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

Notes:



Recurring Voucher Update

You must run this once a fiscal period to create recurring vouchers. (Vouchers will appear on the Sequential Voucher Register.)

CAUTION: If you do not run this for a period in which a recurring voucher has been specified, the voucher will never be created. If you run this twice for a period where vouchers have been specified, the voucher will be created twice!

Company

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

Fiscal Period

Enter fiscal period.

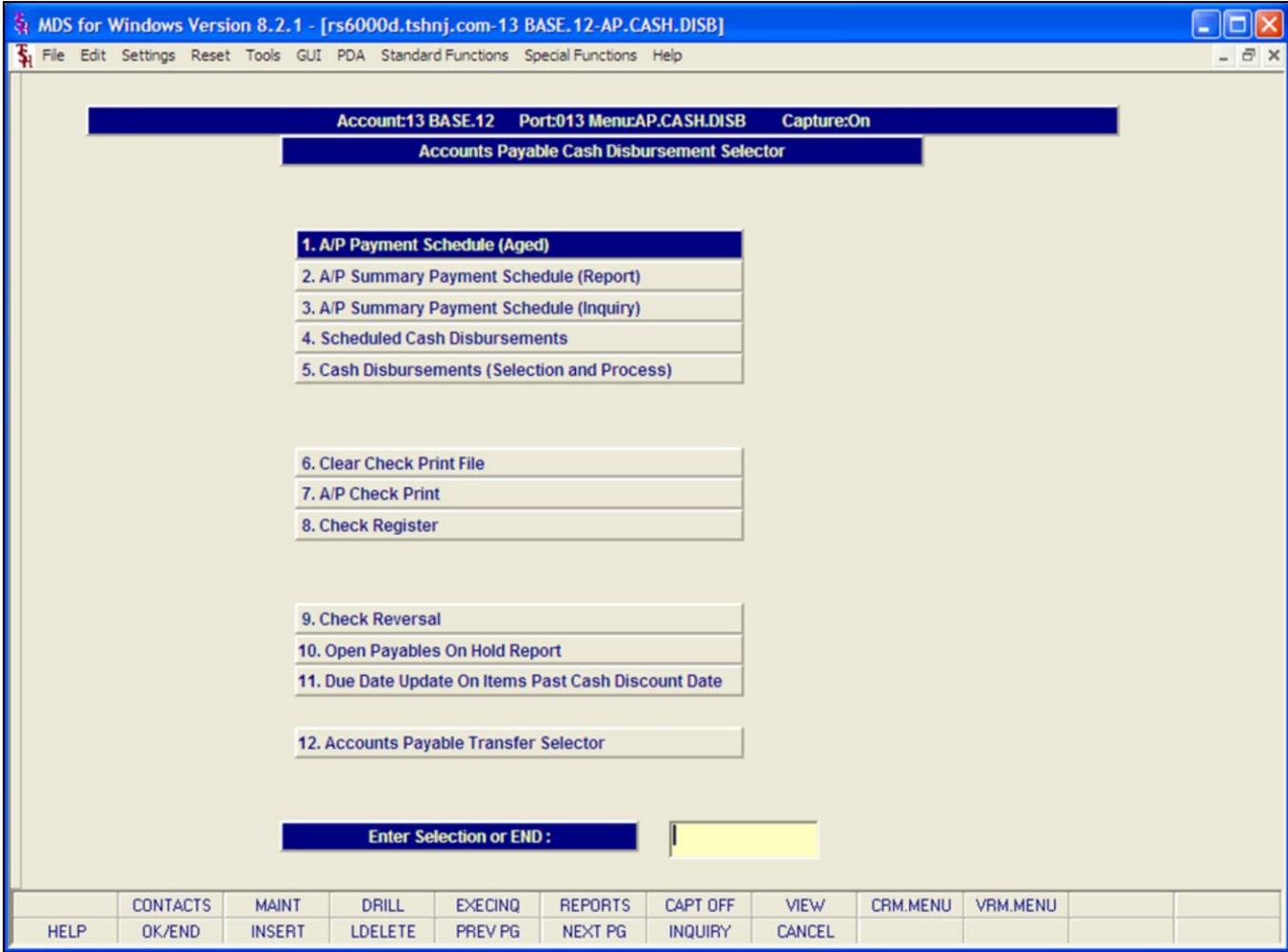
Press <RETURN> to Process Report, Line# to Change, or Abort:

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

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

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

Notes:



Accounts Payable- Cash Disbursements Selection Menu

From the main system selector go into Accounts Payable and then Cash Disbursements.

After all vouchers are entered and updated, the next step in accounts payable is cash disbursements.

Notes:



Cash Disbursements

Payment Schedules (Forecasts):

- A/P Payment Schedule (Aged)
- A/P Summary Payment Schedule (Report)
- A/P Summary Payment Schedule (Inquiry)
- Scheduled Cash Disbursements

Cash Disbursement Selection:

- Cash Disbursements Selection and Process

Cash Disbursement Overview

MDS has several forecasting options:

Payment Schedules are intended to provide a corporate cash flow forecast.

Cash Disbursements (CD) are the vouchers that will be paid in the next check run. It is a short term cash flow forecast of payments through the specific voucher selection.

NOTE: You cannot have any washout entries running (see Open Accounts Payable Maintenance (post hand check)) in the voucher entry section) while running cash disbursements. You will get an error message: "Washout Entries running!" You must run a separate check register and update and then do cash disbursements. You can have paid hand checks running as these are on a separate register.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-15 BASE.12-SSS.AP.PAY.SCHED.AHDR012S1]

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

A/P Payment Schedule Aged Header

1.First Date

2.Second Date

3.Third Date

4.Company

5.Starting Vendor

6.Ending Vendor

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
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AP Payment Schedule (AGED)

The AP payment schedule is intended to provide a corporate cash flow forecast based on 3 month intervals entered by user. It will prompt for 3 dates.

The report is in sequence by voucher number within each vendor with totals and grand totals. All vouchers after 3rd date and vouchers on hold are in the FUTURE column.

First Date

Enter first interval date. You can also click on the drop down box and select a date from the calendar.

Second Date

Enter second interval date. You can also click on the drop down box and select a date from the calendar.

Third Date

Enter third interval date. You can also click on the drop down box and select a date from the calendar.

Company

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

Notes:

AP Payment Schedule (AGED)

Starting Vendor

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

Ending Vendor

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

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.

CO: 01 The Systems House, Inc.

A / P PAYMENT SCHEDULE 01/04/08 PAGE: 1
15:52:04

VEND NUM	VENDOR NAME	S/C	INVOICE NO	INV DATE	VOUCH#	DUE DATE	DISCOUNT	10/31/07	11/30/07	12/31/07	FUTURE/ TOTAL	
ANEX	AMERICAN EXPRESS CARD											
			564587	08/20/06	001120	08/30/06	0.00	50.00			50.00	
			001	07/22/07	001121	08/21/07	0.00	3200.00			3200.00	
			INV-1212121212	08/24/07	001128	09/03/07	0.00	1800.00			1800.00	
			INV-454555	08/24/07	001129	09/03/07	0.00	2700.00			2700.00	
			INV-TBTTSTTT	08/27/07	001136	09/06/07	0.00	3600.00			3600.00	
			INV-2-TBTTSTTT	08/27/07	001137	09/06/07	0.00	5400.00			5400.00	
			INV-1243B4	08/27/07	001144	09/06/07	0.00	4500.00			4500.00	
			INV-4444444	08/27/07	001145	09/06/07	0.00	5400.00			5400.00	
			INV-212222212	08/27/07	001152	09/06/07	0.00	5400.00			5400.00	
			INV-545555555	08/27/07	001153	09/06/07	0.00	7200.00			7200.00	
			3447776	08/22/07	001159	09/01/07	0.00	900.00			900.00	
			INV-12122212	09/24/07	001179	09/24/07	0.00	100.00			100.00	
			55	09/25/07	001184	09/25/07	0.00	300.00			300.00	
		***	DS-CC-TBST-2	05/01/06	001187	05/01/06	0.00	6.00			6.00	
		***	DS-CC-TBST-2	05/01/06	001188	05/01/06	0.00	3.00			3.00	
		***	DS-CC-TBST-3	05/01/06	001189	05/01/06	0.00	4.00			4.00	
			VENDOR TOTALS:---					0.00	40563.00	0.00	0.00	40563.00
CONNIE	CONNIE TEST VENDOR											
			TBST123	03/28/07	001060	03/28/07H	0.00	10.00			10.00	
			124	03/30/07	001061	03/30/07H	0.00	100.00			100.00	
			125	03/30/07	001062	03/30/07H	0.00	40.00			40.00	
			126	03/30/07	001063	03/30/07	0.00	165.00			165.00	
			VENDOR TOTALS:---					0.00	315.00	0.00	0.00	315.00

Notes:

MDS for Windows Version 8.3.24 - [rs6000d.tshinc.com-45 BASE.12-SSS.AP.PAY.SCHED.PHDR012S1]

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

A/P Payment Schedule Printer Header

1.First Date

2.Second Date

3.Third Date

4.Company

5.Starting Vendor

6.Ending Vendor

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup
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AP Summary Payment Schedule

The AP summary payment schedule is a summary of the Aged AP schedule. It has the same selection criteria as Prompts for 3 dates.

First Date

Enter first interval date. You can also click on the drop down box and select a date from the calendar.

Second Date

Enter second interval date. You can also click on the drop down box and select a date from the calendar.

Third Date

Enter third interval date. You can also click on the drop down box and select a date from the calendar.

Company

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

Notes:

A / P PAYMENT SCHEDULE 01/04/08 PAGE: 1
 CO: 01 The Systems House, Inc. 15:55:54

	10/31/07	11/30/07	12/31/07	TOTAL
A/P BALANCE GREATER THAN ZERO				
TOTALS:---	26.50	346676.68	110.00	31.00
A/P BALANCE LESS THAN OR EQUAL TO ZERO				
TOTALS:---	149.82	-3724.68	0.00	0.00
COMPANY 01 TOTALS:---				
	176.32	342952.00	110.00	31.00
PAY TOTALS:---	9.25	112059.00	0.00	21.00
GRAND TOTALS:				
	176.32	342952.00	110.00	31.00
PAY TOTALS:	9.25	112059.00	0.00	21.00

Notes:

AP Summary Payment Schedule

Starting Vendor

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

Ending Vendor

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

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.

MDS for Windows Version 8.3.24 - [rs6000d.tshinc.com-45 BASE.12-SSS.AP.PAY.SCHED.HDR012S1]

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

A/P Payment Schedule Inquiry Header

1.First Date

2.Second Date

3.Third Date

4.Company

5.Starting Vendor

6.Ending Vendor

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup
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AP Summary Payment Schedule- Inquiry

This is an inquiry version of the summary payment schedule and has the same selection screen as AP Schedule and report. Prompts for 3 dates for periods but sends information to screen.

First Date

Enter first interval date. You can also click on the drop down box and select a date from the calendar.

Second Date

Enter second interval date. You can also click on the drop down box and select a date from the calendar.

Third Date

Enter third interval date. You can also click on the drop down box and select a date from the calendar.

Company

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

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-20 BASE.12-SSS.AP.PAY.SCHED.INQ011\$1]

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

A/P Payment Schedule

CO# 01 The Systems House, Inc.

		01/31/07	04/30/07	08/31/07	Total
A/P Balance Greater Than Zero					
Totals	696.19	0286478.23	2578.00	5478.00	0296258.23
A/P Balance Less Than or Equal to Zero					
Totals	98.10	-11963.36		3020.00	-8713.36
Company Totals	794.29	0274514.87	2578.00	8498.00	0287544.87
Pay Totals	263.44	8938.03	1922.40	3500.00	14410.43
Grand Totals	794.29	0274514.87	2578.00	8498.00	0287544.87
Pay Totals	263.44	8938.03	1922.40	3500.00	14410.43

ENTER <RETURN> FOR NEXT COMPANY OR 'END' TO END: XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
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AP Summary Payment Schedule- Inquiry

Starting Vendor

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

Ending Vendor

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

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.

Notes:

Adobe Acrobat Standard - [ScheduledCashDisbursements.pdf]

SCHEDULED CASH DISBURSEMENTS JOURNAL FOR 07/31/07

CO: 01 The Systems House, Inc. 12:45:36 08/10/07 PAGE: 2

VEND NUM	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	G/L CODE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	VOUCH#
A1000	SAMPLE VENDCR	111	11/07/06	11/17/06	01-6000-00	4.69	0.47	4.22	001013
A1000	SAMPLE VENDCR	1111	11/07/06	11/17/06	01-6000-00	4.69	0.47	4.22	001014
A1000	SAMPLE VENDCR	321414	11/08/06	11/18/06	01-1000	10.00	1.00	9.00	001016
A1000	SAMPLE VENDCR	164	01/25/07	02/04/07	01-6000-00	120.00	12.00	108.00	001049
A1000	SAMPLE VENDCR	13464	01/30/07	01/30/07	01-6000-00	175.50	17.55	157.95	001051
A1000	SAMPLE VENDCR	237.4	02/02/07	02/12/07	01-6000-00	237.40	23.74	213.66	001054
A1000	SAMPLE VENDCR	250.	02/02/07	02/12/07	01-6000-00	250.00	25.00	225.00	001055
A1000	SAMPLE VENDCR	INV-H-1	03/22/07	04/01/07	01-6000-00	700.00	70.00	630.00	001058
A1000	SAMPLE VENDCR	INV-H-2	03/22/07	04/01/07	01-6600-00	450.00	45.00	405.00	001059
A1000	SAMPLE VENDCR	01000002	05/16/07	05/26/07	01-3000-00	50.00	5.00	45.00	001067
A1000	SAMPLE VENDCR	01000003	05/16/07	05/26/07	01-3000-00	75.00	7.50	67.50	001068
A1000	SAMPLE VENDCR	INV.BP.1	06/12/07	06/22/07	01-6000-00	28.00	2.80	25.20	001076
A1000	SAMPLE VENDCR	1313	06/29/07	07/09/07	01-4000-00	100.00	0.00	50.00	001085
A1000	SAMPLE VENDCR	345543	07/11/07	07/11/07	01-4010-00	-25.00	0.00	-25.00	001087
A1000	SAMPLE VENDCR	34555	07/12/07	07/22/07	01-4010-00	-30.00	-3.00	-27.00	001088
A1000	SAMPLE VENDCR	999888	07/12/07	07/22/07	01-1410-00	100.00	5.00	95.00	001090
A1000	SAMPLE VENDCR	999888C	07/12/07	07/30/07	01-1410-00	-100.00	0.00	-100.00	001091
A1000	SAMPLE VENDCR	xecux	04/20/05	04/30/05	01-1000-00	1000.00	20.00	980.00	001098
A1000	SAMPLE VENDCR	134	08/15/03	08/25/03	01-1000-00	100.00	2.00	98.00	001099
VENDOR A1000 TOTAL:						1688.53	252.03	1436.50	*****

AP Scheduled Cash Disbursements

Provides a short term cash flow forecast of payments through a particular date. This report includes vouchers that would be selected for payment if the voucher payment by due date routine were initiated.

Enter Due Date to Pay or END - Enter due date. You can also click on the drop down box and select a date from the calendar.

Company

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

Vendor

In this field 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.

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

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

Notes:

This produces the **Scheduled Cash Disbursements Journal**. If you are using report capture, remember to go into Report Capture and check your journal before check print!

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-28 BASE.12-SSS.AP.CASH.DISB.SEL012S1]

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

Cash Disbursement (Selection Screen)

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

1.Company# The Systems House, Inc.

2.Select All, Range or Selected Vendors

3.Beg Vendor#
End Vendor#

4.Selected Vendors

<input type="text" value="A1000"/>	<input type="text" value="SAMPLE VENDOR"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

5.Bank#

6.Due Date

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

8.Discounted Vouchers ONLY? (Y/N)

9.Bank# for Selection

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
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Cash Disbursements (Selection and Process)

NOTE: System will warn if washouts are in progress or of someone else is running cash disbursements. You will not be allowed into the selection screen if someone else is running disbursements.

New Select or Continue with current file?

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

Company# -

Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

Select All, Range or Selected Vendors -

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

Beg Vendor#/End Vendor # -

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

Selected Vendors -

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

Bank# -

Validates against bank file. Only used if parameter is set to enter bank number at CD time. Enter the bank number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-28 BASE.12-SSS.AP.CASH.DISB.SEL012S1]

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

Cash Disbursement (Selection Screen)

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

1.Company# The Systems House, Inc.

2.Select All, Range or Selected Vendors

3.Beg Vendor#

End Vendor#

4.Selected Vendors

<input type="text" value="A1000"/>	<input type="text" value="SAMPLE VENDOR"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

5.Bank#

6.Due Date

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

8.Discounted Vouchers ONLY? (Y/N)

9.Bank# for Selection

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

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

Cash Disbursements (Selection and Process)

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

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

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

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

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

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

Notes:

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

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

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-32 BASE.12-SSS.AP.CASH.DISB.PROCESS01251]

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

Cash Disbursement (Check Selection Screen Display)

Vendor **A1000** Check\$ 3,412.76 # of Vendors in the list 1

Vendor Name **SAMPLE VENDOR** Position of Vendor in the list 1

of Vouchers - This Vendor 32

Tot Amt Open - This Vendor 4,686.76

LN#	PY	Vouch#	Invoice Ref	Pay Amount	Bank	S
1	A	01000227	9987	31.00	100	Y
2	P	01000799	222	4.70	100	N
3	X	01000809	112233		100	N
4	X	01000811	113355		100	N
5	X	01000812	123321		100	N
6	A	01000813	232323	0.98	100	N
7	A	01000819	223344	0.98	100	N
8	A	01000829	221133	49.00	100	N
9	A	01000831	324654	98.00	100	N
10	X	01000837	1654		100	N
11	A	01000871	3D6A	34.30	100	N
12	A	01000919	21654	19.60	100	N
13	A	01000920	21321	19.60	100	N

Inquiry List

Settings Help

ACCEPTABLE VALUES :

A Pay FULL Amount

P Pay PARTIAL Amount

X DO NOT PAY this Voucher

Add OK Cancel

Enter Line# to Change , "0" to Accept this "A" to Accept this Entire session or "C" to

0

Vend Inq	Vouch Inq	Next Vend	Prev Vend	Go Vend	Clr Vend	Vend Hold	Totals			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

Cash Disbursements (Selection and Process)

Vendor - Current Vendor number is displayed

Vendor Name - Current Vendor Name is displayed

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

of vendors in the list – The system displays the number of vendors that are in the current cash disbursement selection list.

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

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

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

LN# - Line number used to access this voucher.

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

Vouch# - voucher number is displayed.

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

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-32 BASE.12-SSS.AP.CASH.DISB.PROCESS012\$1]

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

Cash Disbursement (Check Selection Screen Display)

of Vendors in the list 1

Vendor A1000 Check\$ 3,412.76 Position of Vendor in the list 1

Vendor Name SAMPLE VENDOR # of Vouchers - This Vendor 32

Tot Amt Open - This Vendor 4,686.76

LN#	PY	Vouch#	Invoice Ref	Gross Amt	Disc Amt	P	Due Date	Pay Amount	Bank	S
27	A	01001068	01000003	75.00	7.50	P	05/26/07	67.50	100	N
28	A	01001076	INV.BP.1	28.00	2.80	P	06/22/07	25.20	100	N
29	A	01001088	34555	30.00	3.00	P	07/22/07	27.00	100	N
30	A	01001090	999888	100.00	5.00	P	07/22/07	95.00	100	N
31	A	01001098	recur	1,000.00	20.00	P	04/30/05	980.00	100	N
32	A	01001099	134	100.00	2.00	P	08/25/03	98.00	100	N
33										
34										
35										
36										
37										
38										
39										

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

Vend Inq	Vouch Inq	Next Vend	Prev Vend	Go Vend	Clr Vend	Vend Hold	Totals			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

Cash Disbursements (Selection and Process)

Gross Amt - Gross amount of voucher.

Disc Amt - Discount amount of voucher.

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

Due Date - Due date of the voucher.

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

Bank# - Bank number from voucher.

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

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

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-32 BASE.12-SSS.AP.CASH.DISB.PROCESS01251]

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

Cash Disbursement (Check Selection Screen Display)

of Vendors in the list 1

Vendor A1000 Check\$ 3,412.76 Position of Vendor in the list 1

Vendor Name SAMPLE VENDOR # of Vouchers - This Vendor 32

Tot Amt Open - This Vendor 4,686.76

LN#	PY	Vouch#	Invoice Ref	Gross Amt	Disc Amt	P	Due Date	Pay Amount	Bank	S
27	A	01001068	01000003	75.00	7.50	P	05/26/07	67.50	100	N
28	A	01001076	INV.BP.1	28.00	2.80	P	06/22/07	25.20	100	N
29	A	01001088	34555	30.00	3.00	P	07/22/07	27.00	100	N
30	A	01001090	999888	100.00	5.00	P	07/22/07	95.00	100	N
31	A	01001098	recur	1,000.00	20.00	P	04/30/05	980.00	100	N
32	A	01001099	134	100.00	2.00	P	08/25/03	98.00	100	N
33										
34										
35										
36										
37										
38										
39										

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

Vend Inq	Vouch Inq	Next Vend	Prev Vend	Go Vend	Clr Vend	Vend Hold	Totals			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

Cash Disbursements (Selection and Process)

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

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

Enter 'A' to accept this cash disbursement (CD) and exit this screen.

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

Enter 'C' to cancel this cash disbursement (CD) selection and start over.

This produces the Cash Disbursements Journal.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-32 BASE.12-SSS.AP.CASH.DISB.PROCESS01251]

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

Cash Disbursement (Check Selection Screen Display)

of Vendors in the list 1

Vendor A1000 Check\$ 3,412.76 Position of Vendor in the list 1

Vendor Name SAMPLE VENDOR # of Vouchers - This Vendor 32

Tot Amt Open - This Vendor 4,686.76

LN#	PY	Vouch#	Invoice Ref	Gross Amt	Disc Amt	P	Due Date	Pay Amount	Bank	S
27	A	01001068	01000003	75.00	7.50	P	05/26/07	67.50	100	N
28	A	01001076	INV.BP.1	28.00	2.80	P	06/22/07	25.20	100	N
29	A	01001088	34555	30.00	3.00	P	07/22/07	27.00	100	N
30	A	01001090	999888	100.00	5.00	P	07/22/07	95.00	100	N
31	A	01001098	recur	1,000.00	20.00	P	04/30/05	980.00	100	N
32	A	01001099	134	100.00	2.00	P	08/25/03	98.00	100	N
33										
34										
35										
36										
37										
38										
39										

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

Vend Inq	Vouch Inq	Next Vend	Prev Vend	Go Vend	Clr Vend	Vend Hold	Totals				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				

Cash Disbursements (Selection and Process) - Function Keys

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

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

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

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

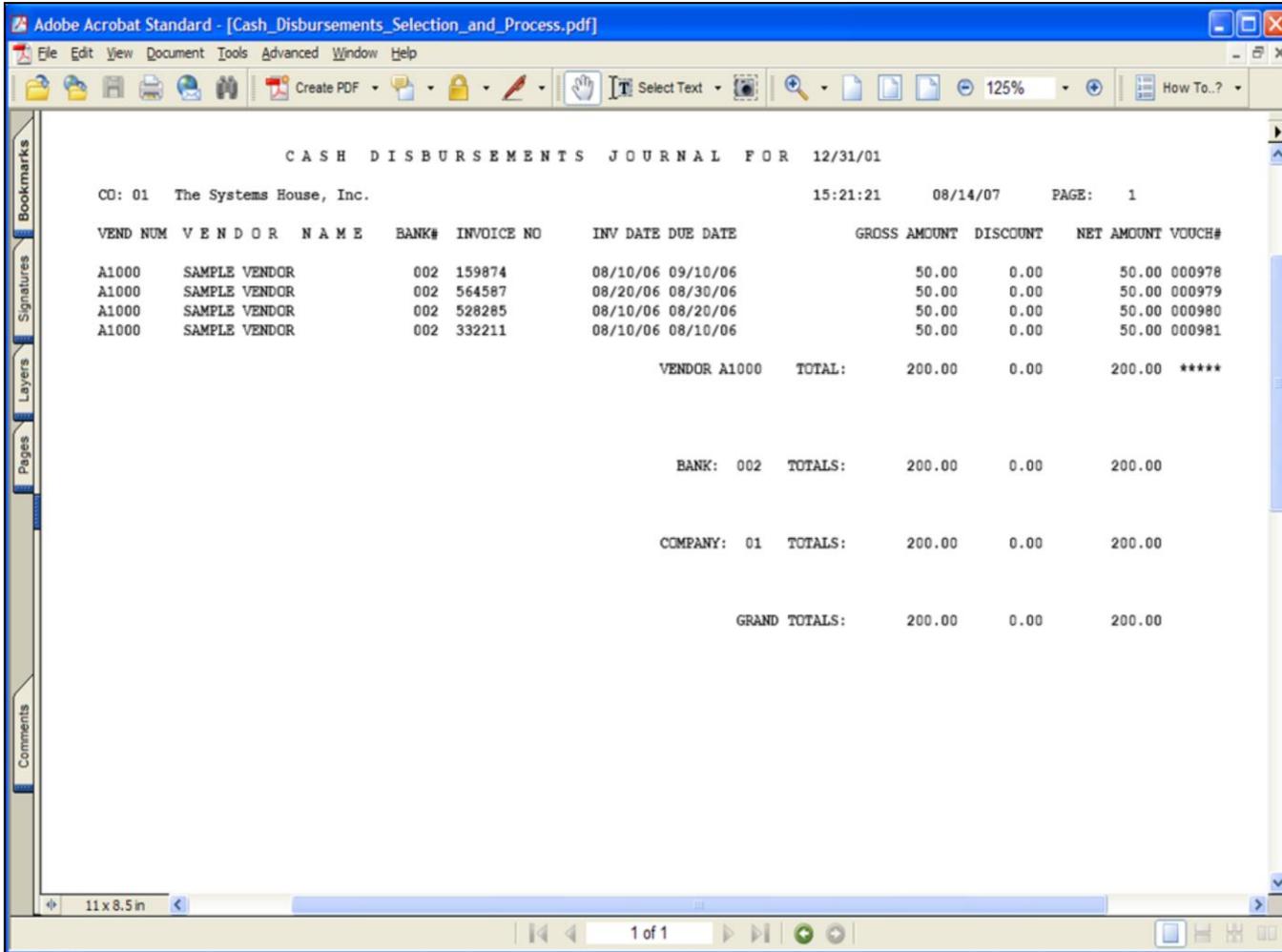
Go Vend - The Go Vend function is available by clicking on the 'Go Vend' icon or by pressing the Shift+ 'F5' function key. This will bring up the vendor lookup feature.

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

Vend Hold - The Vend Hold function is available by clicking on the 'Vend Hold' icon or by pressing the Shift+ 'F7' function key. This will flag all vouchers as 'N' (non-pay) in the 'P' (pay status) field; which will also flag all vouchers as 'X' in the 'PY' (pay code) field to exclude all vouchers for payment. To change the 'P' (pay status) back to 'P' (pay) then click on the 'Cancel' icon or press the 'F8' function key.

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

Notes:

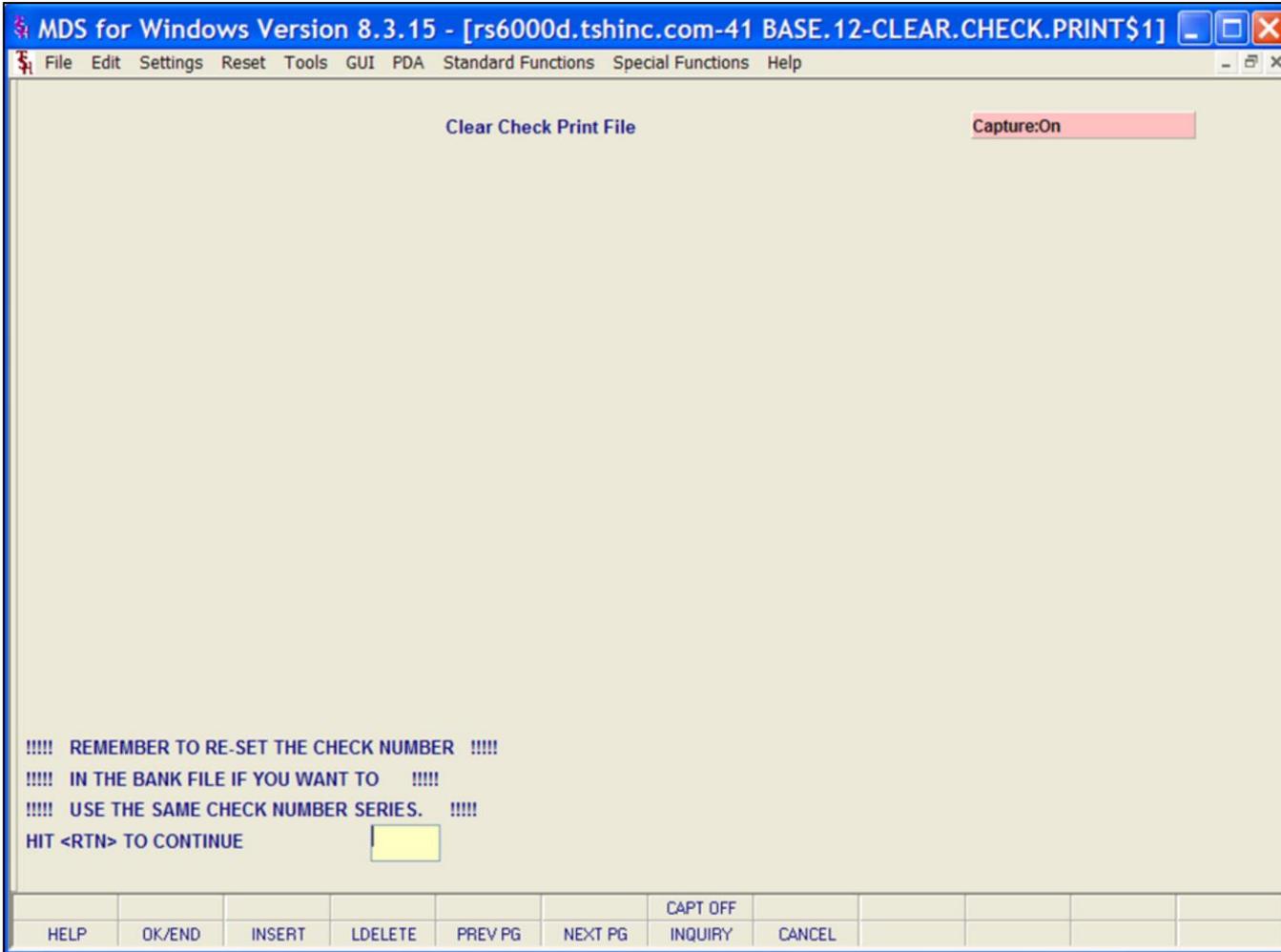


Cash Disbursements Journal

This report prints automatically after the Cash Disbursements selection process. This is a list of vouchers that will be paid in the next check run.

Since this initiates the cash disbursements (CD) process, NO voucher deletion, maintenance or washout entries should be done at this time.

Notes:



Clear Check Print File

This is not part of normal accounts payable processing. This process is used to clear checks accidentally selected for payment. This process **clears ALL checks**. No reports are produced. No accounting is affected.

WARNING: DO NOT RUN THIS AFTER CHECKS HAVE BEEN PRINTED – this will clear the check register.

Remember to Reset check numbers in bank file (or throw out checks).

NOTE: The entire cash disbursement selection process must be repeated.

HELPFUL HINT: Use CLEAR CHECK PRINT FILE to clear current cash disbursements (CD) if you accidentally selected the wrong vouchers for disbursement.

Press <RETURN> to Process Report, line# to Change, or Abort:

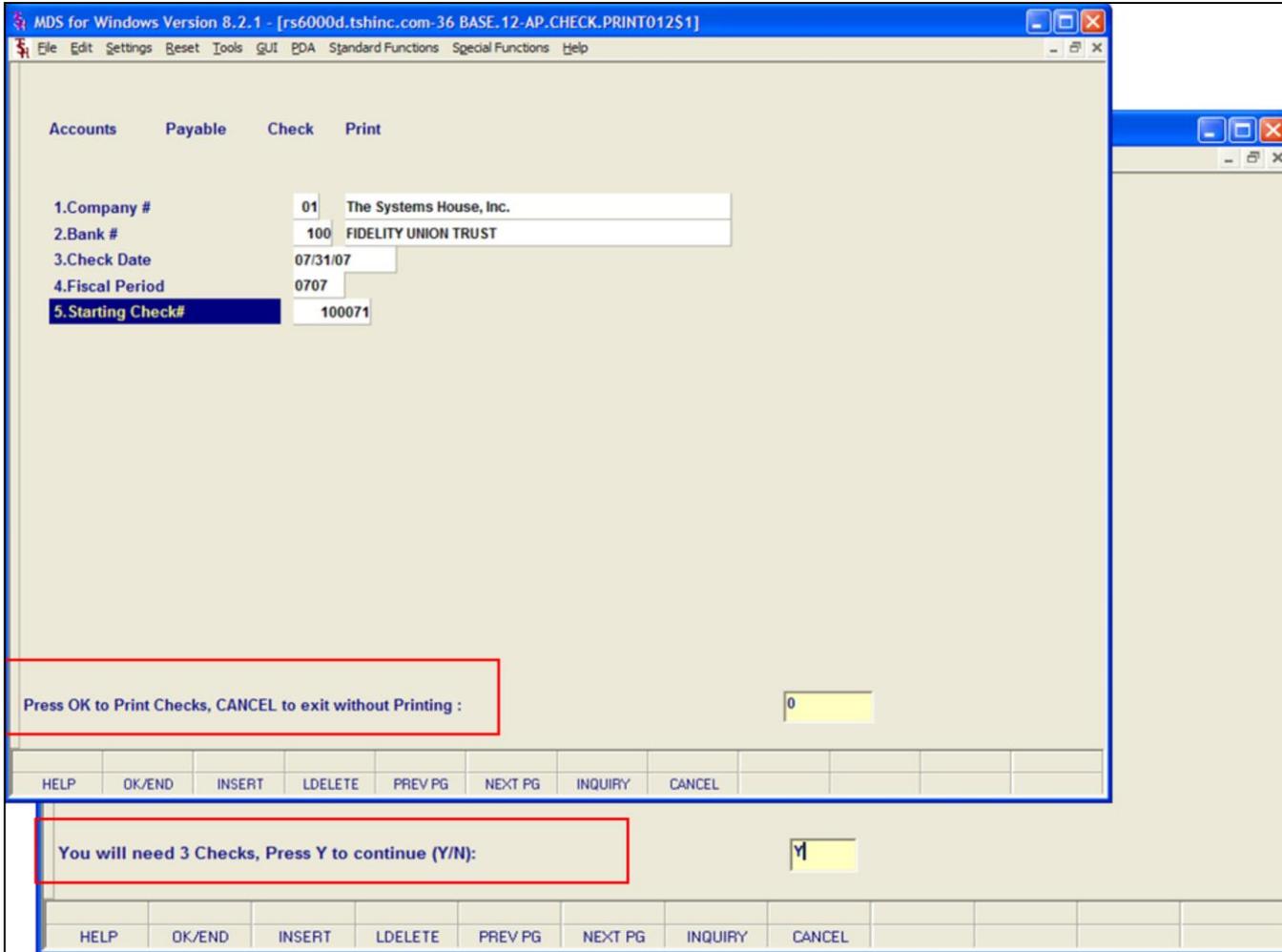
Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to continue this process.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report

ENTER 'Y' TO CLEAR CHECK PRINT FILE OR 'END'

Notes:

Enter 'Y****' to clear the check print file. Enter 'END' or click on the 'OK/END' icon, or press the 'F2' function key to abort this process.



A/P Check Print

This initiates Check Printing. This process will print checks for vouchers selected during Cash Disbursements Selection.

Since this initiates the Check printing process, NO voucher deletion, maintenance or washout entries should be done at this time. The program will give you the next check # and tell you how many checks you need.

Company# - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

Bank# - Enter 3 digit bank number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks.

Check Date - Hit return for today's date or enter a date. You can also click on the drop down box and select a date from the calendar.

Fiscal Period - Enter fiscal period for this check print.

Starting check # - Next check number is displayed. Please note this number if you are matching pre-printed checks. You can also enter a check number.

PRESS OK to Print Checks, CANCEL to exit without Printing:

The user may click on the 'OK/END' function key or type 'END' to run the check process.

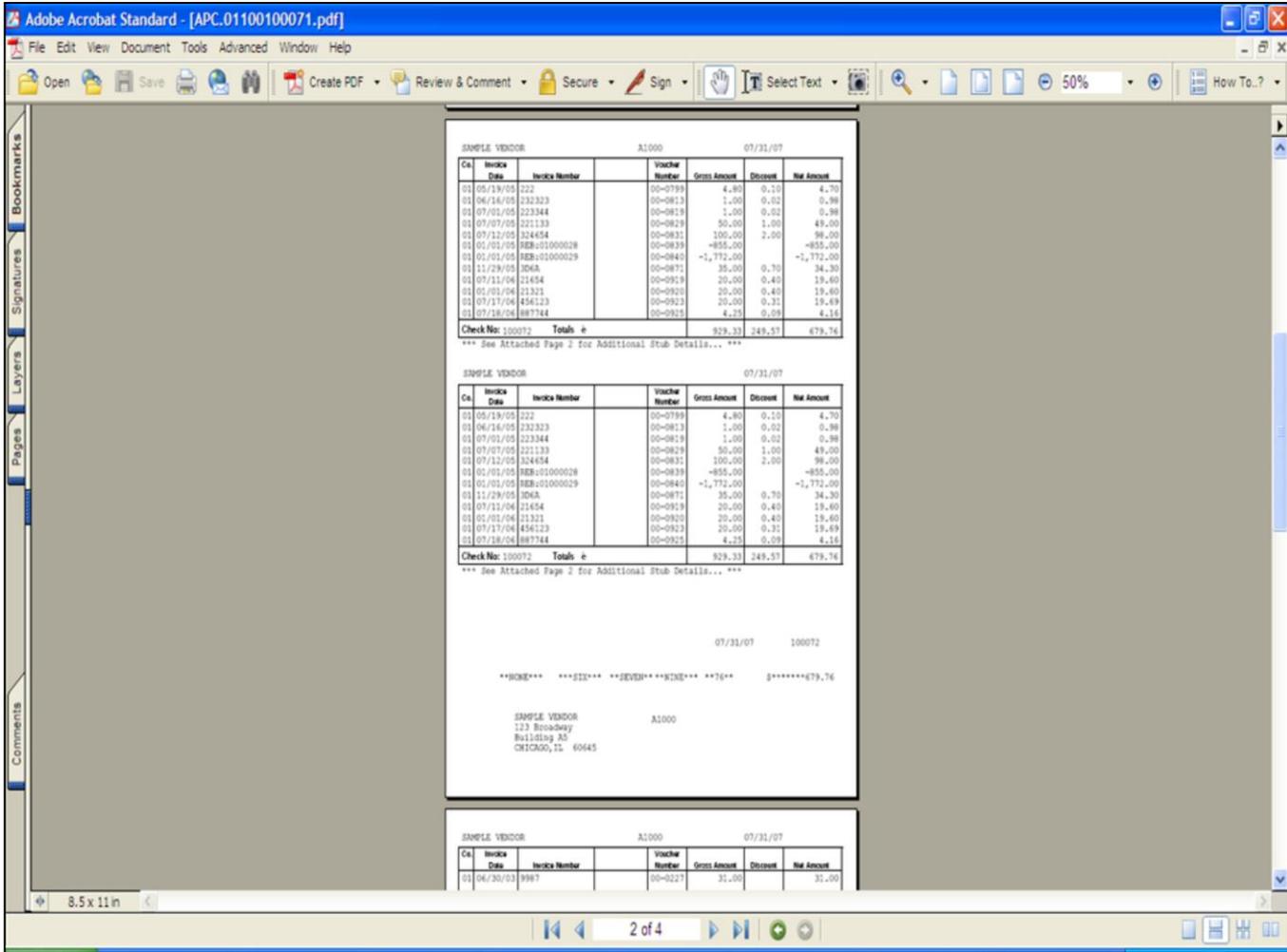
YOU WILL NEED xx Checks, Press Y to continue (Y/N):

Type a 'Y' to continue check printing process or 'N' to abort out of the process.

DID CHECKS PRINT CORRECTLY (Y/N) ?

Enter 'Y' if the checks printed correctly or 'N' to go to the Check Void Program.

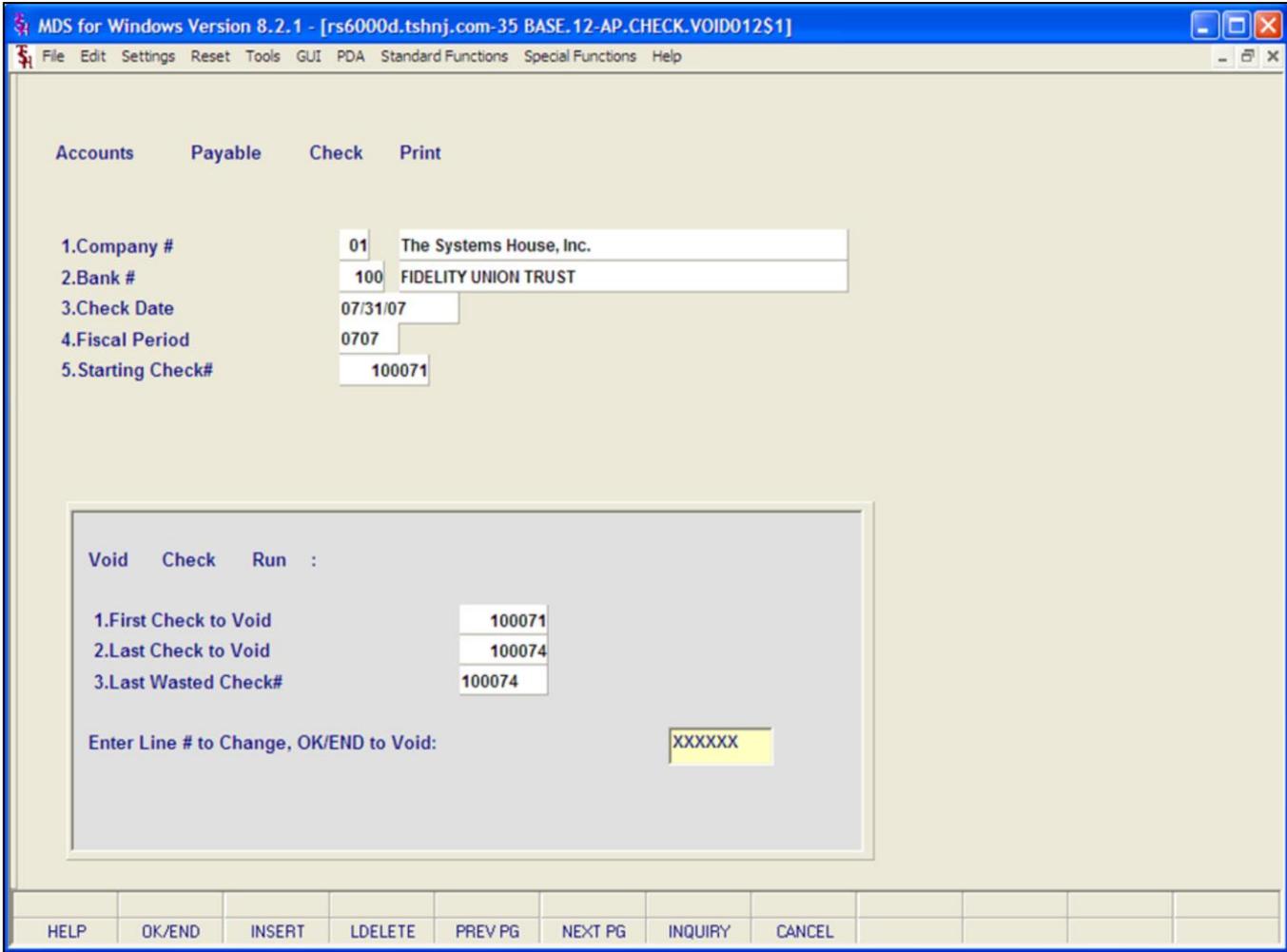
Notes:



A/P Check Print

The above sample is a sample of 3 part check print. Top has 2 check stubs with all vouchers paid on this check listed and the bottom is the actual check. This check prints on pre-printed 3 part check forms. Items such as company logos and layout of checks can be custom designed to suit your needs.

Notes:



Notes:

A/P Check Print

Void Check Run

The void check run is part of the check print program. If for some reason the check did not print properly, the paper got jammed or the checks printed on the wrong paper, you can void the checks here.

DID CHECKS PRINT CORRECTLY (Y/N) ??

If you enter 'N' for NO and you will be entered in to the void check program.

First Check to Void – Enter the first check number to void.

Last Check to Void – Enter the last check number to void.

Last Wasted Check# – Enter the last wasted check number.

Enter Line# to change OK/END to Void

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. You also have the ability to enter 'A' to add a new line.

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

Check Run Voided Successfully, Hit Enter.

Hit 'ENTER' to continue.



A/P Check Print Procedures – Review

1. Have everyone stop AP processing (Voucher Entry & Maintenance).
2. Run Remove Vouchers from Inventory Hold (AP/PO interface).
3. Run Cash Disbursements (by due date or individual vouchers) to select vouchers to be paid.
4. Review cash disbursements report and make corrections.
5. Run the Check Print and review the checks
6. Run the Check Register and review the report BEFORE updating the checks. Remember this will update all the files.

Notes:



AP Troubleshooting – Checks did not print

If all checks did not print:

- 1. Make sure paper is loaded in the check printer.
- 2. Check report capture

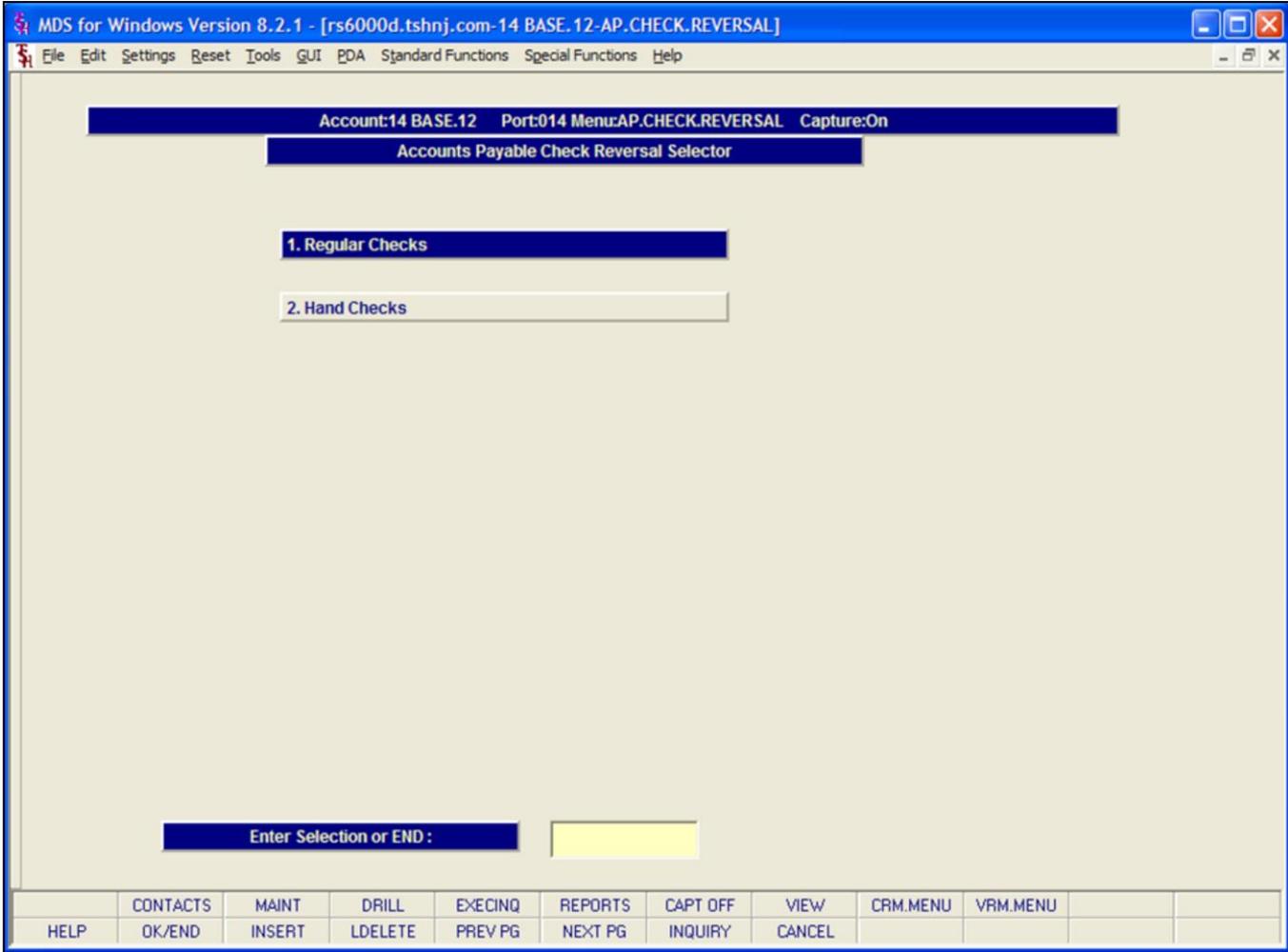
If some checks did not print:

- 3. Make sure voucher is on your CD register
- 4. Make sure vendor is not on hold
- 5. Make sure voucher is not flagged as non-pay.
- 6. Make sure voucher is not flagged as a “sng chk” with a credit/debit memo for that vendor on the system.
- 7. Make sure voucher is not on inventory hold.

Notes:

AP Troubleshooting 1 – Checks not printing:

1. Checks are set to print to a default printer. Check the Printer and Configuration Maintenance for AP Check Form.
2. Cash disbursement register prints after cash disbursements selection.
3. If a vendor is on hold (Vendor Maintenance) at the time of voucher entry, the voucher will be flagged as non-pay.
4. If a voucher is on hold it will be flagged as non-pay. The fastest way to check this is via the Voucher Inquiry by vendor.
5. If a voucher is flagged as a single check (check voucher maintenance) and there is a credit on the system, the vouchers will not print. You may print the voucher using “CD by individual voucher” however, this will not deduct the credit from the amount you are paying the vendor on the check. To have the system automatically calculate the difference you must change the sing chk flag to an “N” (use voucher maintenance or voucher inquiry by vendor).
6. Vouchers will go on inventory hold if the difference between the PO/Receipt and the invoice do not fall within the tolerance. If you are using the AP/PO interface, you should be familiar with remove vouchers from inventory hold.



Check Reversal

This program voids checks after they have printed.

There are two versions of program:

Regular Checks which voids the check and reinstates the voucher(s).

Hand Checks (paid voucher) which voids the check and deletes the voucher(s).

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-12 BASE.12-SSS.CKREV.HDR011\$1]

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

***** REGULAR CHECK REVERSAL ENTRY *****

VEND# D1000
 NAME DESK WHOLESALER'S INC.
 ADDR 19 PARSIPPANY AVE
 PARSIPPANY,NJ
 07624

VOID DATE 08/10/07 FISC MO 0708
 CO# 01 The Systems House, Inc.
 BANK# 100 FIDELITY UNION TRUST
 G/L# 01-1100-00
 CHECK# 100075 CHECK DATE 08/10/07
 CK AMT 150.00

CHECK CHECK CHK VOUCHER
 GROSS AMT 150.00 DISC AMT 0.00 NET 150.00 TOTALS 150.00

LN#	VOUCH#	INVOICE#	INV.DATE	DUE.DATE	T	P	GROSS.AMT	DISC.AMT	NET.AMT
1	001096	321-1	01/01/05	01/20/05	I	P	150.00		150.00
2									
3									
4									
5									
6									
7									
8									
9									

ENTER LINE# TO CHANGE , "0" TO ACCEPT REVERSAL OF THIS CHECK OR
 "C" TO CANCEL THIS REVERSAL: 0

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

Regular Check Reversal

This program Void Checks after printing and reinstates the voucher(s).

To void a regular check, fill in the following fields in the upper right hand corner of the screen.

VOID DATE - Enter void date for this check. You can also click on the drop down box and select a date from the calendar.

CO# - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

FISC MO - Enter fiscal month (period) for this check.

BANK# - Enter 3 digit bank number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks.

CHECK# - Enter 6 digit check number for reversal.

The remainder of the information fields on screen will be filled in with the information for the check numbered entered.

ENTER LINE # TO CHANGE, 0 TO ACCEPT REVERSAL OF THIS CHECK OR 'C' TO CANCEL THIS REVERSAL:

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.

Notes:

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

You may also type "C", Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel this reversal.

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-15 BASE.12-SSS.HDCH.CKREV.HDR011\$1]

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

***** HANDCHECK REVERSAL ENTRY *****

VEND# A1000
 NAME SAMPLE VENDOR
 ADDR 123 Broadway
 Building A5
 CHICAGO,IL
 60645

CO# 01 The Systems House, Inc.
 BANK# 100 FIDELITY UNION TRUST
 G/L# 01-1100-00
 CHECK# 000109 CHECK DATE 07/22/07
 CK AMT 900.00

CHECK CHECK CHK VOUCHER
 GROSS AMT 1000.00 DISC AMT 100.00 NET 900.00 TOTAL 900.00

LN#	VOUCH#	INVOICE#	INV.DATE	DUE.DATE	T	P	GROSS.AMT	DISC.AMT	NET.AMT
1	001095	98765	07/22/07	PAID	I	P	1000.00	100.00	900.00

ENTER LINE# TO CHANGE, "0" TO ACCEPT REVERSAL OF THIS CHECK OR
 "C" TO CANCEL THIS REVERSAL: 0

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

Hand Check Reversal

This procedure is used after 'check register and update'. This voids the check and deletes the voucher(s) for HANDCHECKS (paid vouchers). This will affect the general ledger and letter of credit file (if applicable).

For Hand checks enter company number, bank number and hand check number.

CO# - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

BANK# - Enter 3 digit bank number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks.

CHECK# - Enter 6 digit check number for reversal. The remainder of the information on screen is displayed from the voucher.

ENTER LINE # TO CHANGE, 0 TO ACCEPT REVERSAL OF THIS CHECK OR 'C' TO CANCEL THIS REVERSAL:

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.

You may also type "C", Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel this reversal.

Notes:

Adobe Acrobat Standard - [OpenPayablesOnHoldReport1.pdf]

File Edit View Document Tools Advanced Window Help

Create PDF 125%

OPEN PAYABLES ON HOLD REPORT FOR 07/31/07

CO: 01 The Systems House, Inc. 23:27:45 08/14/07 PAGE 1

VEND	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	G/L CODE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	VOUCH#
A1000	SAMPLE VENDOR	123456	11/22/03	12/22/03	01-4010-00	462.50			000658
					01-1342-00	35.00			000658
					01-4675-00	2.50	0.00	500.00	000658
A1000	SAMPLE VENDOR	46467	11/19/04	12/19/04	01-4010-00	265.00			000660
					01-1342-00	35.00	0.00	300.00	000660
A1000	SAMPLE VENDOR	INV-121212	02/02/05	03/04/05	01-4000-00	50.00			000747
					01-3010-00	950.00			000747
					01-4000-00	9998999.00	0.00	9999999.00	000747
A1000	SAMPLE VENDOR	112233	06/15/05	06/25/05	01-4010-00	100.00	2.00	98.00	000809
A1000	SAMPLE VENDOR	113355	06/16/05	06/26/05	01-4010-00	100.00	2.00	98.00	000811
A1000	SAMPLE VENDOR	123321	06/16/05	06/26/05	01-4010-00	100.00	2.00	98.00	000812
A1000	SAMPLE VENDOR	1654	08/11/05	08/21/05	01-6000-00	1000.00	20.00	980.00	000837
A1000	SAMPLE VENDOR	1144	11/17/05	11/27/05	01-4010-00	1000.00	20.00	980.00	000855
A1000	SAMPLE VENDOR	3244	06/20/06	06/30/06	01-4011-00	-13.20	0.00	-13.20	000899
A1000	SAMPLE VENDOR	101	06/09/06	06/19/06	01-6000-00	10000.00	200.00	9800.00	000904
A1000	SAMPLE VENDOR	6666	06/06/06	06/16/06	01-6000-00	666.00	13.32	652.68	000915
A1000	SAMPLE VENDOR	777	07/07/07	07/17/07	01-6000-00	777.00	15.54	761.46	000916
A1000	SAMPLE VENDOR	888	08/07/06	08/17/06	01-6000-00	87.00	1.74	85.26	000917
A1000	SAMPLE VENDOR	258	08/10/06	08/20/06	01-6000-00	25.00	0.00	25.00	000968
A1000	SAMPLE VENDOR	31	11/09/06	11/09/06	01-4011-00	-4.68	0.00	-4.68	001017
A1000	SAMPLE VENDOR	12345	01/16/07	01/16/07	01-4011-00	-120.00	0.00	-120.00	001047
A1000	SAMPLE VENDOR	5241	01/24/07	02/16/07	01-4011-00	-132.00	0.00	-132.00	001048
A1000	SAMPLE VENDOR	112233	02/05/07	02/05/07	01-4011-00	-182.40	0.00	-182.40	001056
A1000	SAMPLE VENDOR	01000005	05/16/07	05/26/07	01-3000-00	75.00	7.50	67.50	001070
A1000	SAMPLE VENDOR	123321	07/10/07	07/20/07	01-4010-00	981.00			001086
					01-4000-00	19.00	100.00	900.00	001086
A1000	SAMPLE VENDOR	9988	07/22/07	08/01/07	01-4010-00	50.00			001094
					01-4000-00	200.00	25.00	225.00	001094
VENDOR A1000 TOTAL:						10015526.72	409.10	10015117.62	*****
A10000	UNION ATHLETIC WEAR	321	11/09/06	11/09/06	01-4011-00	-4.68	0.00	-4.68	001018

11 x 8.5 in 1 of 6

Open Payables On Hold Report

This is a listing of all open Accounts Payable items with a DO NOT PAY status.

Date - Enter date for the report. You can also click on the drop down box and select a date from the calendar.

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

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

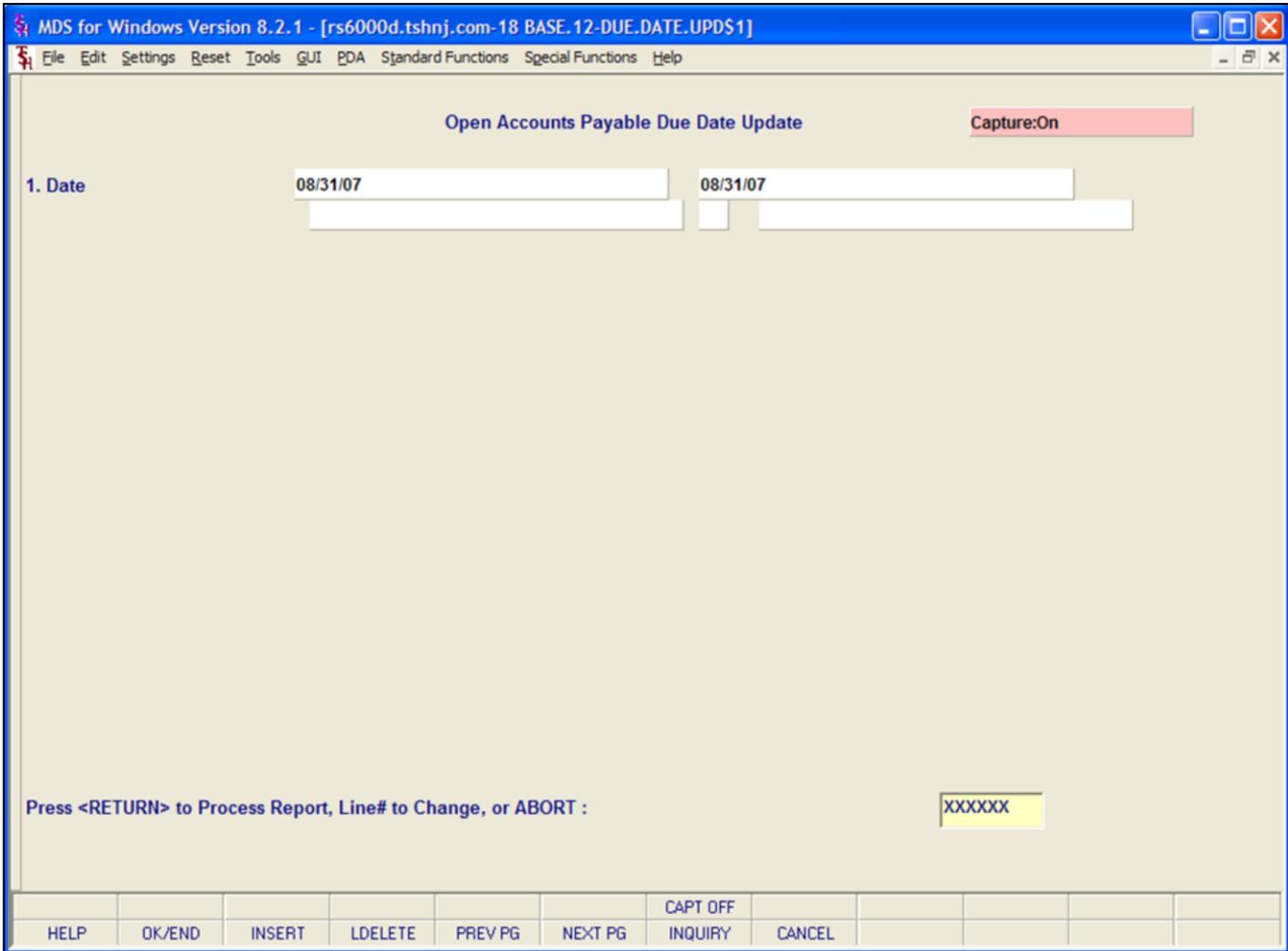
Press <RETURN> to Process Report, Line# to Change, or ABORT:

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

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

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

Notes:



Due Date Update on Items Past Cash Discount

Optional procedure to calculate new due date for items that are past their discount terms and clear the discount amount. This procedure automatically reviews terms and removes discount for vouchers that are past their discount date. (Checks OAP and VEND.DET)

Date - Enter date for the report. You can also click on the drop down box and select a date from the calendar.

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 update.

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

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the update.

Notes:

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

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

Vendor Master Maintenance

Vendor Number Created

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

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

PAGE 2 OF 2

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

Vendor Maintenance (for Transfer Vendors)

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

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

Card# - Enter the credit card number.

Exp – Enter the expiration date.

Notes:

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

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

Vendor Master Maintenance Created [] NOTES

Vendor Number D1000 ** Purchase Order Address **

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

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

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

4.City PARSIPPANY

5.State NJ Country []

6.Zip Code 07624

7.Contact RON GLASS

8.Telephone 201-265-7200

9.Fax Phone []

10.Fed ID/SS# []

11.1099 Req Y

12.Misc Data []

13.Misc Data 2 []

14.Vend Class []

15.Std G/L # 4010-00

16.Temporary []

17.DUNS# []

18.A/R Cust# []

19.EMail Addr dwi@tshinc.com

ENTER LINE # TO CHANGE,DELETE TO DE

HELP OK/END INSERT LDELETE

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

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

Vendor Master Maintenance

Vendor Number D1000 Created [] NOTES

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

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

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

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

43.Rebate Report (A-Z) [] 56.Min POS 0

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

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

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

47.Allow Drop Ship Y 60.Serv Rep SY1 SYFERTIG

48.Drop Ship Info []

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

[]

[]

[]

50.Web Site ID []

51.Manufacturer Flag []

62.Trans Vend VISA VISA CARD

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

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

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

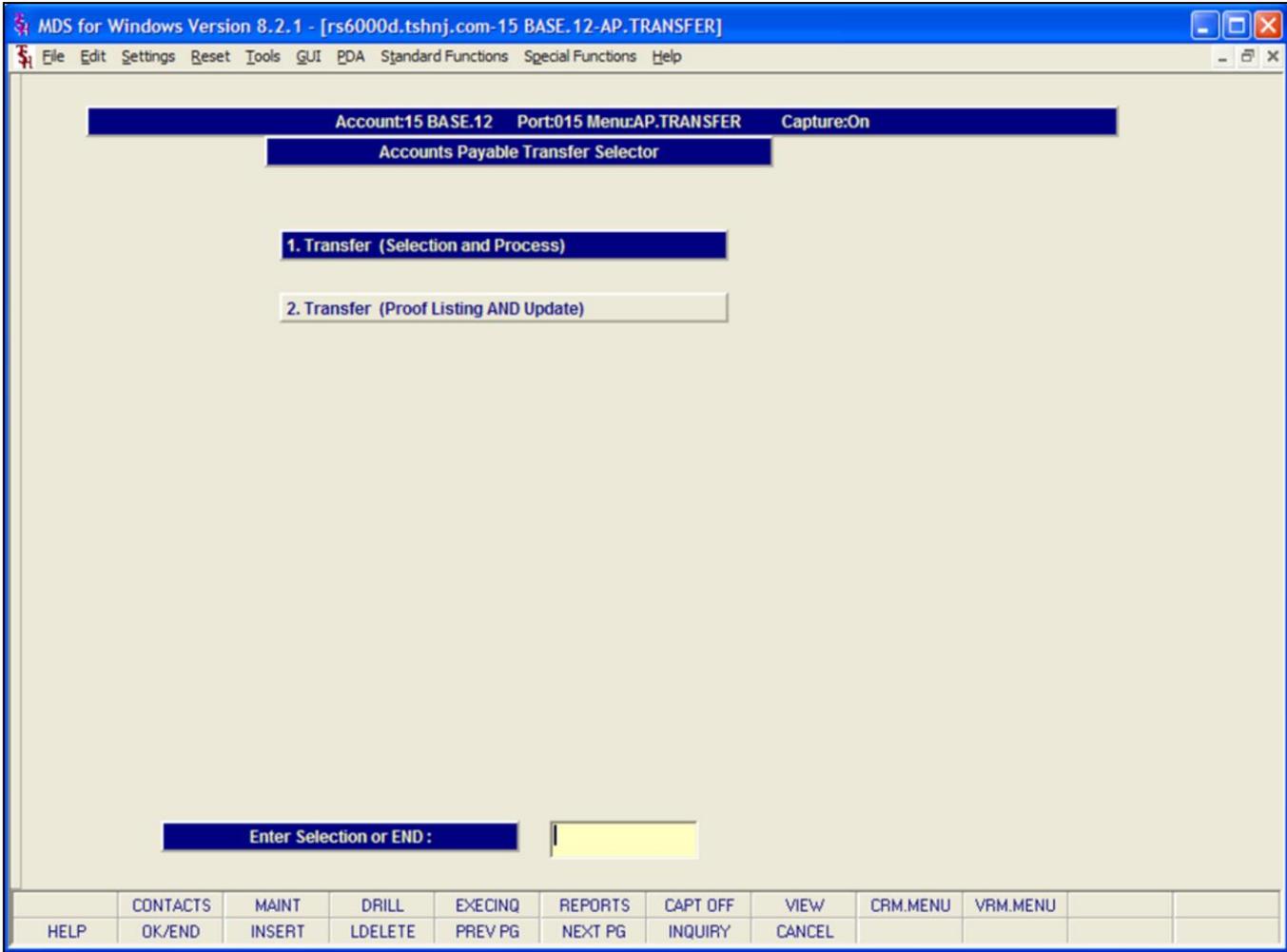
Vendor Maintenance (for Transfer Vendors)

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

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

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

Notes:



Accounts Payable Transfer Selector

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

Notes:

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

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

Accounts Payable Transfer (Selection Screen)

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

1. Company# The Systems House, Inc.

2. Select All, Range or Selected Vendors

3. Beg Vendor#
End Vendor#

4. Selected Vendors

5. Bank#

6. Due Date

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

8. Discounted Vouchers ONLY? (Y/N)

9. Bank# for Selection

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

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

Accounts Payable Transfer Selector

New Select or Continue with current file?

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

Company# - Enter 2 digit company number for selection.

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

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

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

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

Notes:

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

Notes:

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

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

Accounts Payable Transfer (Selection Screen)

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

1. Company# The Systems House, Inc.

2. Select All, Range or Selected Vendors

3. Beg Vendor#
End Vendor#

4. Selected Vendors

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

5. Bank#

6. Due Date

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

8. Discounted Vouchers ONLY? (Y/N)

9. Bank# for Selection

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

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

Accounts Payable Transfer Selector

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

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

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

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

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

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

Notes:

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

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

Notes:

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

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

Accounts Payable Transfer (Process Screen Display)

Vendor: **D1000** Check\$: **682.08** # of Vendors in the list: **1**
 Vendor Name: **DESK WHOLESALE'S INC.** Position of Vendor in the list: **1**
 Trans Vend: **VISA** **VISA CARD** # of Vouchers - This Vendor: **4**
 Tot Amt Open - This Vendor: **682.08**

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

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

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

Account Payable Transfer Selector

Vendor - Current Vendor number is displayed

Vendor Name - Current Vendor Name is displayed

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

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

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

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

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

LN# - Line number used to access this voucher.

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

Vouch# - voucher number is displayed.

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

Notes:

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

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

Accounts Payable Transfer (Process Screen Display)

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

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

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

Tot Amt Open - This Vendor **682.08**

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

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

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

Account Payable Transfer Selector

Gross Amt - Gross amount of voucher.

Disc Amt - Discount amount of voucher.

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

Due Date - Due date of the voucher.

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

Bank# - Bank number from voucher.

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

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

Notes:

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

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

Accounts Payable Transfer (Process Screen Display)

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

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

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

Tot Amt Open - This Vendor: **682.08**

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

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

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

Account Payable Transfer Selector

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

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

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

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

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

Notes:

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

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

Accounts Payable Transfer (Process Screen Display)

of Vendors in the list

Vendor Check\$ Position of Vendor in the list

Vendor Name # of Vouchers - This Vendor

Trans Vend Tot Amt Open - This Vendor

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

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

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

Account Payable Transfer Selector - Function Keys

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

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

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

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

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

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

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

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

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

Notes:

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

Notes:

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

TRANSFER (TO) VENDOR: VISA		VISA CARD		10/21/20	01/23/08	PAGE: 1			
VEND NUM	VENDOR NAME	BANK#	INVOICE NO	INV DATE	DUE DATE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	VOUCH#
D100	DBSK WHOLESALER'S INC.	100	INV-121212	08/08/07	09/07/07	78.00	1.40	68.60	01001107
D100	DBSK WHOLESALER'S INC.	100	INV-13131313	08/09/07	09/08/07	160.00	3.20	156.80	01001108
D100	DBSK WHOLESALER'S INC.	100	INV-131313	12/04/07	01/03/08	16.00	0.32	15.68	01001205
D100	DBSK WHOLESALER'S INC.	100	7754	12/15/07	01/14/08	450.00	9.00	441.00	01001213
TRANSFER (FROM) VENDOR: D1000				TOTALS:		696.00	13.92	682.08	
TRANSFER (TO) VENDOR: VISA				TOTALS:		696.00	13.92	682.08	
GRAND TOTALS:						696.00	13.92	682.08	

Transfer (Proof Listing and Update)

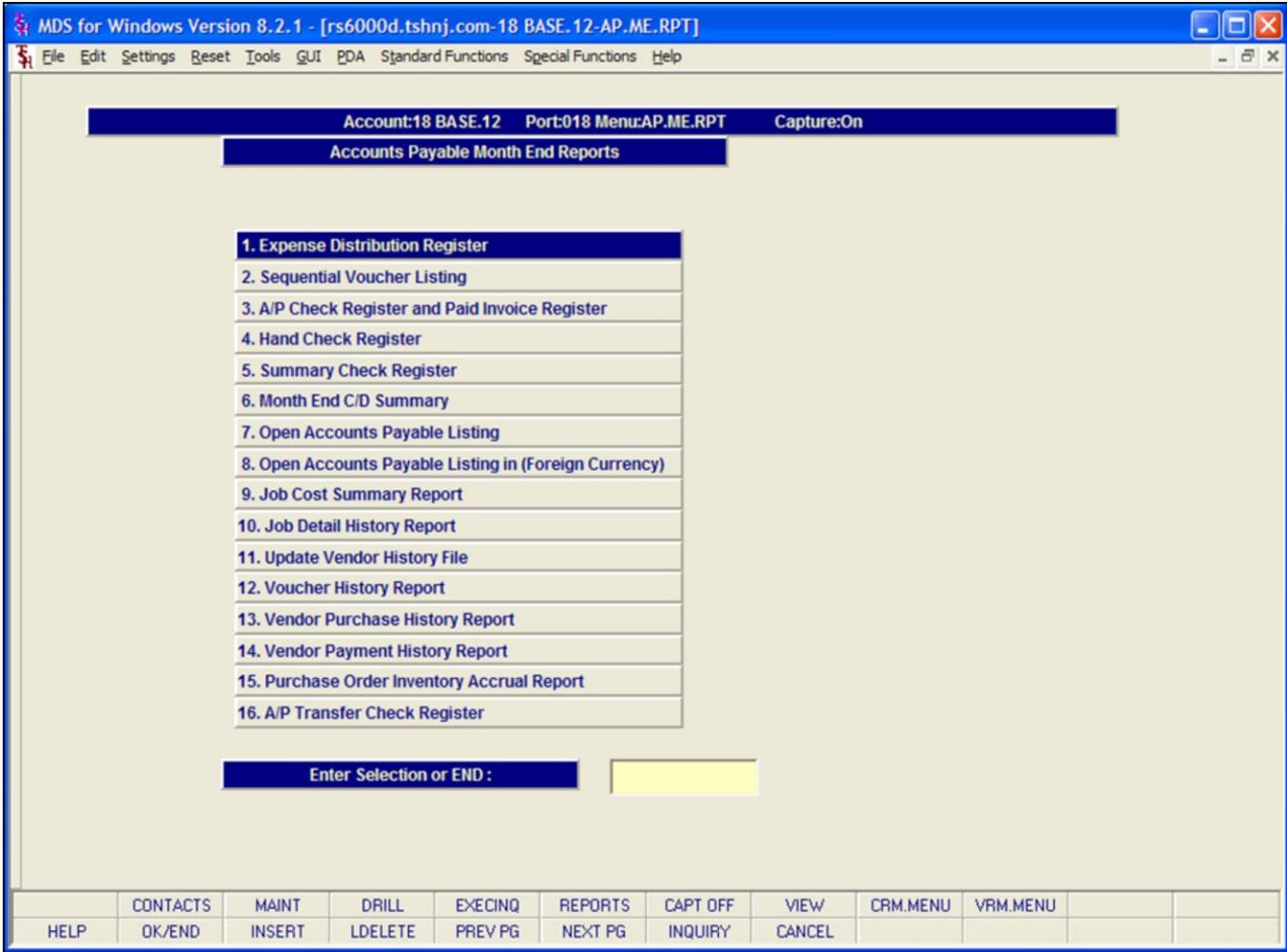
Prints a register of all accounts payable vouchers that were transferred.

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

DID THE REPORT PRINT SATISFACTORILY ? (Y/N)

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

Notes:



Accounts Payable Month End Reports

From the main system selector go into Accounts Payable and then Month End Reports.

Notes:

EXPENSE DIST. REGISTER FOR M/E 01/31/08 PAGE: 1

FISCAL PERIOD: 0001

CO:	01	The Systems House, Inc			13:17:26		01/30/08		
G/L		DESCRIPTION	VOUCH#	VEND NUM	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	DIST AMOUNT
1000		ASSETS							

			001112	GRACE	US VENDOR	2115	09/16/07	10/25/07	100.00
				DEPARTMENT	00 CONSOLIDATED				TOTAL: 100.00
				ACCOUNT 1000	ASSETS				TOTAL: 100.00
1110		PETTY CASH							

			001210	BP	BOORUM AND PEASE	444T	01/18/08	01/28/08	1234.56
				DEPARTMENT	00 CONSOLIDATED				TOTAL: 1234.56
			001211	BP	BOORUM AND PEASE	4414	01/21/08	01/31/08	12345.67
			001212	BP	BOORUM AND PEASE	441444	01/21/08	01/21/08	12345.67
				DEPARTMENT	01 ADMINISTRATION				TOTAL: 24691.34
				ACCOUNT 1110	PETTY CASH				TOTAL: 25925.90
1300		FURNITURE & FIXTURES							

			001213	D1000	DESK WHOLESALER'S INC.	7754	12/15/07	01/14/08	450.00
				DEPARTMENT	00 CONSOLIDATED				TOTAL: 450.00
				ACCOUNT 1300	FURNITURE & FIITURES				TOTAL: 450.00

Notes:

Expense Distribution Register

This report displays all expense transactions for a specified period based off the Vouchers file.

End of Month Date

Enter the end of month date, or click on the drop down box and select a date from the calendar.

Fiscal Period (YYMM)

Enter the fiscal period.

1.By GL#

2.By Department

3.By Job#

Option Number (1-3)

Enter option number choosing how you want the report to sort.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

MONTHLY SEQUENTIAL VOUCHER LISTING DATE: 01/31/08 PAGE 1
 FISCAL PERIOD: 0801

CO: 01 The Systems House, Inc TIME: 13:43:18

VOUCH#	VEND NO.	VENDOR NAME	INVOICE NO.	INV DATE	DUE DATE	GROSS AMT	DISCOUNT	NET AMOUNT	JOB#	BANK REF
									G/L CODE	DIST. AMT.
001112	GRACE	US VENDOR	2115	08/16/07	10/15/07	100.00	0.00	100.00		
									01-1000-00	100.00
									*** TOTAL:	100.00
001210	BP	BOOKUM AND PEASE	444T	01/18/08	01/28/08	1234.56	0.00	1234.56		
									01-1110-00	1234.56
									*** TOTAL:	1234.56
001211	BP	BOOKUM AND PEASE	4414	01/21/08	01/31/08	12345.67	0.00	12345.67		
									01-1110-01	12345.67
									*** TOTAL:	12345.67
001212	BP	BOOKUM AND PEASE	441444	01/21/08	01/21/08	12345.67	0.00	12345.67		
									01-1110-01	12345.67
									*** TOTAL:	12345.67
001213	D1000	DESK WHOLESALE'S INC.	7754	12/15/07	01/14/08	450.00	9.00	441.00		
									01-1300-00	450.00
									*** TOTAL:	450.00
001214	GRACE	US VENDOR	258	01/29/08	03/25/08	35.00	0.00	35.00		
									01-6000-00	35.00
									*** TOTAL:	35.00
COMPANY: 01 TOTAL:						26510.90	9.00	26501.90		26510.90
GRAND TOTAL:						26510.90	9.00	26501.90		26510.90

Sequential Voucher Listing

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

End of Month Date

Enter the end of month date, or click on the drop down box and select a date from the calendar.

Fiscal Period (YYMM)

Enter the fiscal period.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

Notes:

MONTHLY A / P PAID INVOICE REGISTER 01/31/08 PAGE 1

FISCAL PERIOD: 0801

CO: 01 The Systems House, Inc

01/30/08 13:47:18

VOUCH#	VEND#	VENDOR NAME	INV DATE	INVOICE NO	DATE-PD	CHECK#	GROSS AMNT	DISCOUNT	NET AMOUNT	
01001112	GRACE	US VENDOR	08/16/07	2115	08/16/07	000007	50.00	0.00	50.00	PARTIAL

COMPANY#: 01 The Systems House, Inc TOTAL: 50.00 0.00 50.00

GRAND TOTALS: 50.00 0.00 50.00

AP Check Register and Paid Invoice Register

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

End of Month Date

Enter the end of month date, or click on the drop down box and select a date from the calendar.

Fiscal Period (YMMM)

Enter the fiscal period.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

Notes:

MONTHLY HANDCHECK REGISTER 08/31/08 PAGE: 1

FISCAL PERIOD: 0801

00: 01 The Systems House, Inc

14:15:34

CHECK# L/CH	VENDOR #	VENDOR NAME	INVOICE NO	INV DATE	VOUCH#	GROSS AMOUNT	DISCOUNT	NET AMOUNT	BANK REP
055712	GRACE	US VENDOR	1257	01/01/08	001215	250.00	0.00	250.00	
	BANK: 777	HYD BANK	01-7777-00	TOTAL:		250.00	0.00	250.00	
	COMPANY: 01	The Systems House, Inc		TOTAL:		250.00	0.00	250.00	
				GRAND TOTALS:		250.00	0.00	250.00	

Hand Check Register

This report prints a recap of all hand checks processed for a specific period; including voids.

Date

Enter a date, or click on the drop down box and select a date from the calendar.

Fiscal Period (YYMM)

Enter the fiscal period.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

Notes:

MONTHLY ACCOUNTS PAYABLE SUMMARY CHECK REGISTER 01/31/08 PAGE 1

FISCAL PERIOD: 0001

CO: 01 The Systems House, Inc			01/30/08	14:17:13		
CHECK#	DATE-PD	VEND#	VENDOR NAME	GROSS AMNT	DISCOUNT	NET AMOUNT
000007	08/16/07	GRACE	US VENDOR	CHECK# 000007 TOTAL: 50.00	0.00	50.00
055712	01/15/08	GRACE	US VENDOR	CHECK# 055712 TOTAL: 250.00	0.00	250.00
		BANK#:	777 HUD BANK	01-7777-00 TOTAL: 300.00	0.00	300.00
		COMPANY#:	01 The Systems House, Inc	TOTAL: 300.00	0.00	300.00
		2 CHECKS PRINTED		TOTALS: 300.00	0.00	300.00

Summary Check Register

This summary check register combines the hand checks and regular checks in one report. The report is sorted by company by bank with totals by each.

Date

Enter a date, or click on the drop down box and select a date from the calendar.

Fiscal Period (YYMM)

Enter the fiscal period.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

Notes:

MONTHLY REGULAR CASH DISBURSEMENT SUMMARY REPORT FOR PERIOD ENDING: 01/31/08 PAGE: 1

FISCAL PERIOD: 0801

CO# : 01 The Systems House, Inc

COMP#	BANK#	BANK NAME	ENDING CHECK	NUMBER OF CHECKS	GROSS AMOUNT	DISCOUNT AMOUNT	NET AMOUNT	DATE DISBURSED
01	777	HUD BANK	000007	1	50.00	0.00	50.00	08/14/07
	***			1	50.00	0.00	50.00	
	***			1	50.00	0.00	50.00	
				1	50.00	0.00	50.00	

1 records listed.

MONTHLY HANDCHECK DISBURSEMENT SUMMARY REPORT FOR PERIOD ENDING: 01/31/08 PAGE: 1

FISCAL PERIOD: 0801

CO# : 01 The Systems House, Inc

CO# BANK#	BANK NAME	CHECK NUMBER	OF CHKS	GROSS AMOUNT	DISCOUNT AMOUNT	NET AMOUNT	DATE DISBURSED	VENDOR	VENDOR NAME
01 777	HUD BANK	055712	1	250.00	0.00	250.00	01/15/08	GRACE	VS VENDOR
	***		1	250.00	0.00	250.00			
	***		1	250.00	0.00	250.00			
			1	250.00	0.00	250.00			

1 records listed.

Month End C/D Summary

The month end cash disbursements summary reports are a recapitulation of a specific month's disbursements. Two separate reports are generated. A report for regular disbursements and one for hand checks.

Date

Enter a date, or click on the drop down box and select a date from the calendar.

Fiscal Period (YYMM)

Enter the fiscal period.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

Notes:

CO: 01 The Systems House, Inc

01/30/08 14:23:07

VOUCH NO	INVOICE NO	INV DATE	DUE DATE	PO NO	GROSS AMT	DISC AMT TAKEN	NET AMT	BAL-OPEN	CHECK#	CHECK-DT	CHECK AMT	DEL.AMT
VENDOR- A1000 TOTALS:					4.60-	0.00	4.60-	4.60-			0.00	0.00
VENDOR: A111 TEST VEND												
01000797	45696	05/17/05	05/17/05	130404	30000.00	0.00	30000.00	30000.00				
01000921	321313	07/17/06	07/17/06		39.60-	0.00	39.60-	39.60-				
01000993	VMRA	09/14/06	09/14/06		24.00-	0.00	24.00-	24.00-				
01001083	111	06/28/07	06/28/07	131954	10.00	0.00	10.00	10.00				
01001106	0	08/02/07	08/02/07	131986	10.00	0.00	10.00	10.00				
VENDOR- A111 TOTALS:					29956.40	0.00	29956.40	29956.40			0.00	0.00
VENDOR: A1200 C & R REAL ESTATE												
01000926	554477	07/18/06	07/28/06	131107	20.00	0.00	19.60	20.00				
01000945	235645	07/26/06	09/30/06	131130	50.00	0.00	49.10	50.00				
01000954	123444	08/10/06	09/10/06	131148	50.00	0.00	49.00	50.00				
01000955	123455	08/01/06	09/10/06	131151	40.00	0.00	39.20	40.00				
01000963	331255	08/20/06	09/02/06	131164	20.00	0.00	19.60	20.00				
01000984	898989	08/18/16	08/28/16	131196	50.00	0.00	49.00	50.00				
01000985	558966	08/08/06	10/05/06	131197	50.00	0.00	49.00	50.00				
01000991	221144	09/06/06	09/16/06	131231	50.00	0.00	49.00	50.00				
VENDOR- A1200 TOTALS:					330.00	0.00	323.50	330.00			0.00	0.00

Notes:

Open Accounts Payable Listing

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

Date

Enter a date, or click on the drop down box and select a date from the calendar.

Fiscal Period

Enter the fiscal period.

Company

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

Vendor#

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

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

OPEN PAYABLES IN FOREIGN CURRENCY (BY CUTOFF FISCAL PERIOD) REPORT 01/31/08 PAGE: 3

FISCAL PERIOD: 0801

CO# : 01 The Systems House, Inc

VEND#	VENDOR.NAME	VOUCH#	INV.NO	INV.DATE	DUE.DATE	P/CH	GROSS.AMT.	DISC.AMT.	BAL-OPEN	CURE FOR.VALUE	CONV.AMT.
A7000	ALL-STAR ATHLET	01000145	000000C	05/01/03	05/05/03		-50.00	0.00	-50.00	0.00	0.00
***							-50.00	0.00	-50.00	0.00	0.00
A8000	PARKER BROTHERS	01000298	REB:01000004	06/20/03	06/20/03		-0.30	0.00	-0.30	0.00	0.00
***							-0.30	0.00	-0.30	0.00	0.00
ANEX	AMERICAN EXPRES	01001120	564587	08/20/06	08/30/06		0.00	0.00	50.00	0.00	0.00
ANEX	AMERICAN EXPRES	01001121	001	07/22/07	08/21/07		0.00	0.00	3200.00	0.00	0.00
ANEX	AMERICAN EXPRES	01001128	INV-12121212	08/24/07	09/03/07		0.00	0.00	2000.00	0.00	0.00
			12								
ANEX	AMERICAN EXPRES	01001129	INV-454555	08/24/07	09/03/07		0.00	0.00	3000.00	0.00	0.00
ANEX	AMERICAN EXPRES	01001136	INV-THTTSTTT	08/27/07	09/06/07		0.00	0.00	3200.00	0.00	0.00
ANEX	AMERICAN EXPRES	01001137	INV-2-TBTTT	08/27/07	09/06/07		0.00	0.00	4800.00	0.00	0.00
			TT								
ANEX	AMERICAN EXPRES	01001144	INV-1243B4	08/27/07	09/06/07		0.00	0.00	4000.00	0.00	0.00
ANEX	AMERICAN EXPRES	01001145	INV-4444444	08/27/07	09/06/07		0.00	0.00	4800.00	0.00	0.00
ANEX	AMERICAN EXPRES	01001152	INV-21222221	08/27/07	09/06/07		0.00	0.00	5400.00	0.00	0.00
			2								
ANEX	AMERICAN EXPRES	01001153	INV-54555555	08/27/07	09/06/07		0.00	0.00	7200.00	0.00	0.00
			5								
ANEX	AMERICAN EXPRES	01001159	3447776	08/22/07	09/01/07		0.00	0.00	900.00	0.00	0.00
ANEX	AMERICAN EXPRES	01001179	INV-12122212	09/24/07	09/24/07		0.00	0.00	100.00	0.00	0.00
ANEX	AMERICAN EXPRES	01001184	55	09/25/07	09/25/07		0.00	0.00	300.00	0.00	0.00
ANEX	AMERICAN EXPRES	01001187	DS-CC-TBST-2	05/01/06	05/01/06		0.00	0.00	6.00	0.00	0.00
ANEX	AMERICAN EXPRES	01001188	DS-CC-TBST-2	05/01/06	05/01/06		0.00	0.00	3.00	0.00	0.00
ANEX	AMERICAN EXPRES	01001189	DS-CC-TBST-3	05/01/06	05/01/06		0.00	0.00	4.00	0.00	0.00
***							0.00	0.00	38963.00	0.00	0.00

Notes:

Open Accounts Payable Listing in Foreign Currency

This report lists all open accounts payable items with foreign currency as of the end of a specific month. It is useful as a reconciliation tool to prove to the summary balances in the general ledger.

Company

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

Vendor#

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

Fiscal Period

Enter the fiscal period.

Date

Enter a date, or click on the drop down box and select a date from the calendar.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

CO#: 01 The Systems House, Inc

CO#	JOB#	JOB.NAME	G/L#	GL.DESCR	ACTIV.MTD.	ACTIV.YTD.	LST.UPD.DT
01	07	OUTSIDE SERVICING	1000	ASSETS	0.00	100.00	11/23/04
01	07	OUTSIDE SERVICING	4000-00	EXPENSE ACCOUNTS	0.00	69.00	07/11/07
***					0.00	169.00	
01	10	COMPUTER ACQUISITION	1000-00	ASSETS	0.00	2197.50	07/15/05
01	10	COMPUTER ACQUISITION	1000-01	ASSETS	0.00	900.00	02/07/05
01	10	COMPUTER ACQUISITION	1103-00	Cash IN BANK - BERKSHIRE	0.00	0.00	05/01/03
01	10	COMPUTER ACQUISITION	1330-00	AUTOMOBILES	0.00	200.00	08/12/03
01	10	COMPUTER ACQUISITION	1500-00	INVESTMENTS	0.00	2800.00	07/17/03
01	10	COMPUTER ACQUISITION	3010-00	HARDWARE	0.00	950.00	02/07/05
01	10	COMPUTER ACQUISITION	4010-00	EQUIPMENT- COST OF SALES	0.00	2581.00	07/11/07
01	10	COMPUTER ACQUISITION	4690-00	DISCOUNTS ALLOWED	0.00	19.00	08/12/03
***					0.00	9647.50	
01	123	COMPUTER INSTALLATION	1000-00	ASSETS	0.00	1300.00	07/17/03
01	123	COMPUTER INSTALLATION	1104-00	CAPITAL ACCT - VALLEY	0.00	100.00	02/07/05
01	123	COMPUTER INSTALLATION	1143-00	FIDELITY INVESTMENTS	0.00	1800.00	03/03/04
01	123	COMPUTER INSTALLATION	1220-00	NOTES RECEIVABLE	0.00	100.00	08/12/03
01	123	COMPUTER INSTALLATION	1330-00	AUTOMOBILES	0.00	91000.00	07/29/03
01	123	COMPUTER INSTALLATION	1425-00	PREPAID TAXES	0.00	-900.00	08/25/03
01	123	COMPUTER INSTALLATION	1500-00	INVESTMENTS	0.00	1430.00	08/08/07
01	123	COMPUTER INSTALLATION	4120-00	OUTSIDE CONSULTANTS	0.00	3500.00	05/31/80
***					0.00	98330.00	

Notes:

Job Cost Summary Report

This report provides a recap of all charges entered against a job by general ledger number. This report displays month-to-date and year-to-date totals.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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

CO#: 01 The Systems House, Inc

CO#	PERIOD	JOB#	JOB.DBSC	REFERR	TRANS DT	G/L#	G/L DESCRIPTION	DIST.AMT.
01	0301	10	COMPUTER ACQUISITION	1Q1Q	01/15/03	01-4010-00	EQUIPMENT- COST OF SALES	100.00
01	0301	10	COMPUTER ACQUISITION	6734568	02/12/03	01-4010-00	EQUIPMENT- COST OF SALES	500.00
			***					600.00
			***					600.00
01	0302	10	COMPUTER ACQUISITION	1236754	02/20/03	01-4010-00	EQUIPMENT- COST OF SALES	1,000.00
			***					1,000.00
			***					1,000.00
01	0304	10	COMPUTER ACQUISITION	000000	05/01/03	01-1103-00	Cash IN BANK - BERKSHIRE	50.00
01	0304	10	COMPUTER ACQUISITION	000000c	05/01/03	01-1103-00	Cash IN BANK - BERKSHIRE	-50.00
			***					0.00
			***					0.00
01	0307	10	COMPUTER ACQUISITION	INV-456	07/15/03	01-1000-00	ASSETS	1,200.00
01	0307	10	COMPUTER ACQUISITION	INV-567	07/15/03	01-1500-00	INVESTMENTS	2,800.00
01	0307	10	COMPUTER ACQUISITION	123666	06/05/03	01-1000-00	ASSETS	981.00
01	0307	10	COMPUTER ACQUISITION	123666	06/05/03	01-4690-00	DISCOUNTS ALLOWED	19.00
			***					5,000.00
01	0307	123	COMPUTER INSTALLATION	INV-456	07/15/03	01-1000-00	ASSETS	1,300.00
01	0307	123	COMPUTER INSTALLATION	INV-876	07/15/03	01-1500-00	INVESTMENTS	130.00
01	0307	123	COMPUTER INSTALLATION	INV-6768	07/21/03	01-1330-00	AVTOMOBILES	3,000.00
01	0307	123	COMPUTER INSTALLATION	000446	08/12/03	01-1220-00	NOTES RECEIVABLE	100.00
01	0307	123	COMPUTER INSTALLATION	000453	08/13/03	01-1220-00	NOTES RECEIVABLE	500.00
01	0307	123	COMPUTER INSTALLATION	452	08/12/03	01-1180-00	REFUNDABLE TAXES	400.00
			***					5,430.00

Job Detail History Report

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

Fiscal Period

In this field the operator has the option of selecting 'All Fiscal Periods', 'Fiscal Period Range' or 'Specific Fiscal Period'.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

Notes:

Update Vendor History File

Capture:On

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

XXXXXXXX

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

Notes:

Update Vendor History File

This monthly vendor history update copies the current status of all items in the Oap file to the history Dump-Oap file.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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

Voucher History Report

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

Ending G/L#

Enter the ending general ledger number or click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

EXPENSE DIST. HISTORY REGISTER FOR 01/30/08 PAGE: 1

FISCAL PERIOD - 0001

CO: 01 The Systems House, Inc 14:55:47 01/30/08

G/L	DESCRIPTION								
FISC.NO	BANK REF	JOB NO	VOUCH#	VEND NUM	VENDOR NAME	INVOICE NO	INV DATE	DUE DATE	DIST AMOUNT
1300	FURNITURE & FIXTURES								

0001			001213	D1000	DESK WHOLESALER'S INC.	7754	12/15/07	01/14/08	450.00
0001			001215	GRACE	US VENDOR	2257	01/01/08	PAID	250.00
				PERIOD	0001			TOTAL:	700.00
				DEPARTMENT	00 CONSOLIDATED			TOTAL:	700.00
				ACCOUNT	1300	FURNITURE & FIITURES		TOTAL:	700.00
COMPANY: 01									
TOTAL --- CREDIT TO A/P ACCT 01-2600-00 : 700.00									
GRAND TOTAL --- CREDIT TO A/P ACCT 700.00									

Notes:

CON: 01
CURR MONTH A/P: 0705

The Systems House, Inc
VENDOR PURCHASE HISTORY REPORT

PAGE 7
03:04:28pm 30 Jan 2008

VENDOR NUMBER	VENDOR NAME	YTD PURCHASES	LAST YTD PURCHASES	YTD VARIANCE	YTD DEBIT MEMOS	YTD DISC TAKEN	YTD DISC LOST	LAST PAYMENT DATE
A10000	UNION ATHLETIC WEAR	0	100	-100	0	0	0	12 MAY 2005

```

*****
*          NEXT YEAR *          THIS YEAR *          LAST YEAR *          2 YEARS AGO *
*****
* JAN: * JAN: * JAN: * JAN: *
* FEB: * FEB: * FEB: * FEB: *
* MAR: * MAR: * MAR: * MAR: *
* APR: * APR: * APR: 100 * APR: *
* MAY: * MAY: * MAY: * MAY: *
* JUN: * JUN: * JUN: * JUN: *
* JUL: * JUL: * JUL: * JUL: *
* AUG: * AUG: * AUG: * AUG: *
* SEP: * SEP: * SEP: * SEP: *
* OCT: * OCT: * OCT: * OCT: *
* NOV: * NOV: * NOV: 95 * NOV: *
* DEC: * DEC: * DEC: * DEC: *
* TOTAL: * TOTAL: * TOTAL: 195 * TOTAL: *
*****

```

A111	MARKET DISTRIBUTION	2500	60000	-57500	0	0	0	07 DEC 2006
------	---------------------	------	-------	--------	---	---	---	-------------

```

*****
*          NEXT YEAR *          THIS YEAR *          LAST YEAR *          2 YEARS AGO *
*****
* JAN: * JAN: * JAN: * JAN: *
* FEB: * FEB: 2,500 * FEB: * FEB: *
* MAR: * MAR: * MAR: * MAR: *
* APR: * APR: * APR: 30,000 * APR: *
* MAY: * MAY: * MAY: 30,000 * MAY: *
* JUN: * JUN: 10 * JUN: * JUN: *
* JUL: * JUL: 10 * JUL: * JUL: *
* AUG: * AUG: * AUG: * AUG: *
* SEP: * SEP: 10 * SEP: -30,010 * SEP: *
* OCT: * OCT: * OCT: -24 * OCT: *
* NOV: * NOV: * NOV: * NOV: *
* DEC: * DEC: * DEC: * DEC: *
* TOTAL: * TOTAL: 2,530 * TOTAL: 29,966 * TOTAL: *
*****

```

Notes:

Vouchers Purchase History Report

This report prints the purchase dollars for each vendor by month for the year and last year. This report only totals for each month.

Company

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

Vendor#

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

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

CON: 01
CURR MONTH A/P: 0705

The Systems House, Inc
VENDOR PAYMENT HISTORY REPORT

PAGE 7
03:07:29pm 30 Jan 2008

VENDOR NUMBER	VENDOR NAME	YTD PAYMENTS	LAST PAYMENTS	YTD VARIANCE	YTD DEBIT MEMOS	YTD DISC TAKEN	YTD DISC LOST	LAST PAYMENT DATE
A10000	UNION ATHLETIC WEAR	0	200	-200	0	0	0	12 MAY 2005

```

*****
*          NEXT YEAR *          THIS YEAR *          LAST YEAR *          2 YEARS AGO *
*****
* JAN: * JAN: * JAN: * JAN: *
* FEB: * FEB: * FEB: * FEB: *
* MAR: * MAR: * MAR: * MAR: *
* APR: * APR: * APR: * APR: *
* MAY: * MAY: * MAY: * MAY: *
* JUN: * JUN: * JUN: * JUN: *
* JUL: * JUL: * JUL: * JUL: *
* AUG: * AUG: * AUG: * AUG: *
* SEP: * SEP: * SEP: * SEP: *
* OCT: * OCT: * OCT: * OCT: *
* NOV: * NOV: * NOV: * NOV: *
* DEC: * DEC: * DEC: * DEC: *
*
* TOTAL: * TOTAL: * TOTAL: * TOTAL: *
*****

```

A111	MARKET DISTRIBUTION	0	30	-30	0	0	0	07 DEC 2006
------	---------------------	---	----	-----	---	---	---	-------------

```

*****
*          NEXT YEAR *          THIS YEAR *          LAST YEAR *          2 YEARS AGO *
*****
* JAN: * JAN: * JAN: * JAN: *
* FEB: * FEB: * FEB: * FEB: *
* MAR: * MAR: * MAR: * MAR: *
* APR: * APR: * APR: * APR: *
* MAY: * MAY: * MAY: * MAY: *
* JUN: * JUN: * JUN: * JUN: *
* JUL: * JUL: * JUL: * JUL: *
* AUG: * AUG: * AUG: * AUG: *
* SEP: * SEP: * SEP: * SEP: *
* OCT: * OCT: * OCT: * OCT: *
* NOV: * NOV: * NOV: * NOV: *
* DEC: * DEC: * DEC: * DEC: *
*
* TOTAL: * TOTAL: * TOTAL: * TOTAL: *
*****

```

Notes:

Vendor Payment History Report

This report prints the payment dollars for each vendor by month for the year and last year. This report only totals for each month.

Company

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

Vendor#

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

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

PO.....	VEND #.	VEND.NAME.....	ORD.DATE	PO.VALUE	RECD.VALUE	INV.VALUE	ACC.VALUE	VOUCH#..	INV.DATE	RECV.NO.	RBC VALUE
				.00	00		.00				0
	***			1,000,000	1,000,000.		0.00	1,000,000			1000000.0
				.00	00		.00				0
01132011	A1200	C & R REAL ESTATE	08/20/07	16,500.00	5,500.00		0.00	5,500.00		005091	5500.00
01132012	A1200	C & R REAL ESTATE	08/20/07	300.00	300.00		0.00	300.00		005092	300.00
01132079	A1200	C & R REAL ESTATE	10/04/07	14,999.00	14,999.00		0.00	14,999.00		005188	5833.00
										005189	2611.00
										005190	6555.00
01132080	A1200	C & R REAL ESTATE	10/08/07	600.00	600.00		0.00	600.00		005191	600.00
01132109	A1200	C & R REAL ESTATE	10/10/07	3,000.00	3,000.00		0.00	3,000.00		005204	3000.00
01132110	A1200	C & R REAL ESTATE	10/11/07	6,000.00	6,000.00		0.00	6,000.00		005211	3000.00
										005212	3000.00
01132161	A1200	C & R REAL ESTATE	11/19/07	15,000.00	15,250.00		0.00	15,250.00		005254	15250.00
01132167	A1200	C & R REAL ESTATE	12/04/07	500.00	500.00		0.00	500.00		005262	500.00
01132168	A1200	C & R REAL ESTATE	12/05/07	500.00	500.00		0.00	500.00		005263	500.00
01132170	A1200	C & R REAL ESTATE	12/06/07	1,000.00	40.00		0.00	40.00		DP-FED-T	20.00
										EST21	
										DP-REST-	10.00
										PEDIGREE	
										df-test-	10.00
										pad2	
	***			68,399.00	46,689.00		0.00	46,689.00			46689.00
01131799	A3000	BRAND I MFG INC	02/09/07	6,960.00	6,960.00		0.00	6,960.00		004891	6960.00
01131846	A3000	BRAND I MFG INC	02/28/07	6,445.00	5,945.00		0.00	5,945.00		004935	5945.00
	***			13,405.00	12,905.00		0.00	12,905.00			12905.00

Purchase Order Inventory Accrual Report

This report displays the purchase order received value and the voucher (invoice) value.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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

Notes:

MONTHLY ACCOUNTS PAYABLE TRANSFER CHECK REGISTER 05/30/07

FISCAL PERIOD: 0705

CO: 01 The Systems House, Inc 16:26:47 01/30/08 PAGE: 1

TRANSFER (TO) VENDOR: AMEX AMERICAN EXPRESS CARD

CHECK#	DATE-PD	VEND#	VENDOR NAME	INVOICE NO	INV DATE	VOUCH#	GROSS AMT	DISCOUNT	NET AMOUNT
311143	10/02/07	100013	VEND 13	DS-CC-TEST-2	05/01/06	01000885	6.00	0.00	6.00
		AMEX	AMERICAN EXPRESS CARD	DS-CC-TEST-2	05/01/06	01001187	-6.00	0.00	-6.00
CHECK# 311143 TOTAL:							0.00	0.00	0.00
311144	10/02/07	100013	VEND 13	DS-CC-TEST-2	05/01/06	01000886	3.00	0.00	3.00
		AMEX	AMERICAN EXPRESS CARD	DS-CC-TEST-2	05/01/06	01001188	-3.00	0.00	-3.00
CHECK# 311144 TOTAL:							0.00	0.00	0.00
311145	10/02/07	100013	VEND 13	DS-CC-TEST-3	05/01/06	01000887	4.00	0.00	4.00
		AMEX	AMERICAN EXPRESS CARD	DS-CC-TEST-3	05/01/06	01001189	-4.00	0.00	-4.00
CHECK# 311145 TOTAL:							0.00	0.00	0.00
TRANSFER (TO) VEND: AMEX AMERICAN EXPRESS CARD TOTAL:							0.00	0.00	0.00

A/P Transfer Check Register

Prints a listing of all accounts payable vouchers that were transferred for the month.

End of Month Date

Enter the end of month date, or click on the drop down box and select a date from the calendar.

Fiscal Period (YYMM)

Enter the fiscal period.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

Notes:



Vouchers Per User Report

04:30:13pm 30 Jan 2018 Number of Vouchers per User Page 1

Company: 01 The Systems House, Inc

Operator	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
BENJI POLATE	22	1	43	1	5	5	11	6		8			103
SY FERTIG			2					2					4
Rachel			5	12	7			3		4	1	1	33
TOM I					3					1	1		2
Terri					3				5				8
Company: 01 Totals	22	1	50	13	18	5	11	11	5	14	2	1	154

Vouchers Per User Report

This report displays by user how many vouchers were entered/created per month.

Company Number

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

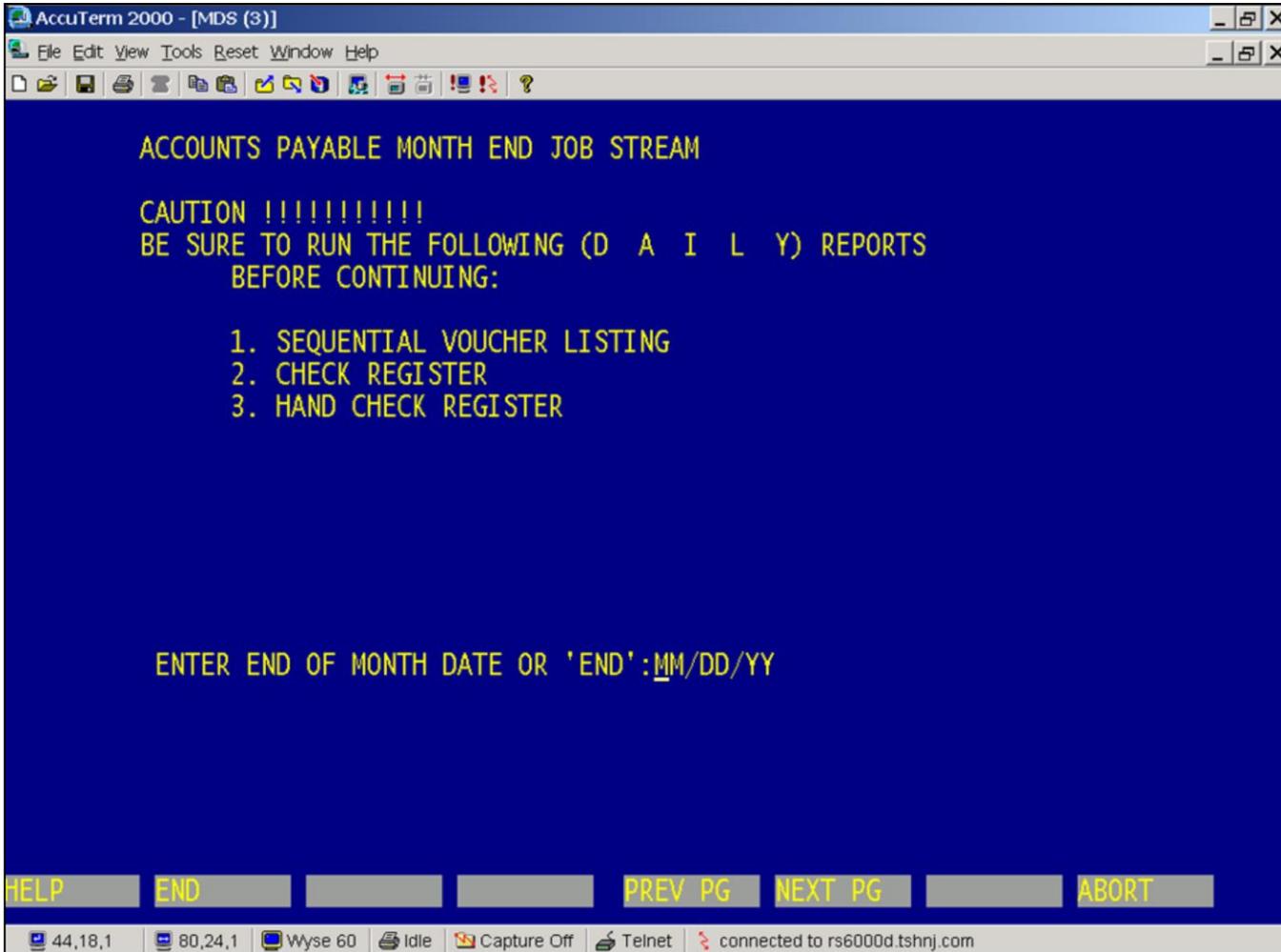
Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

Notes:



Accounts Payable End of Month Job Stream

Prior to running End of Month(EOM) the do the following:

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

Note: You may also run AP EOM from the EOM menu: *End of Month Processing, Accounts Payable End of Month Job Stream.*

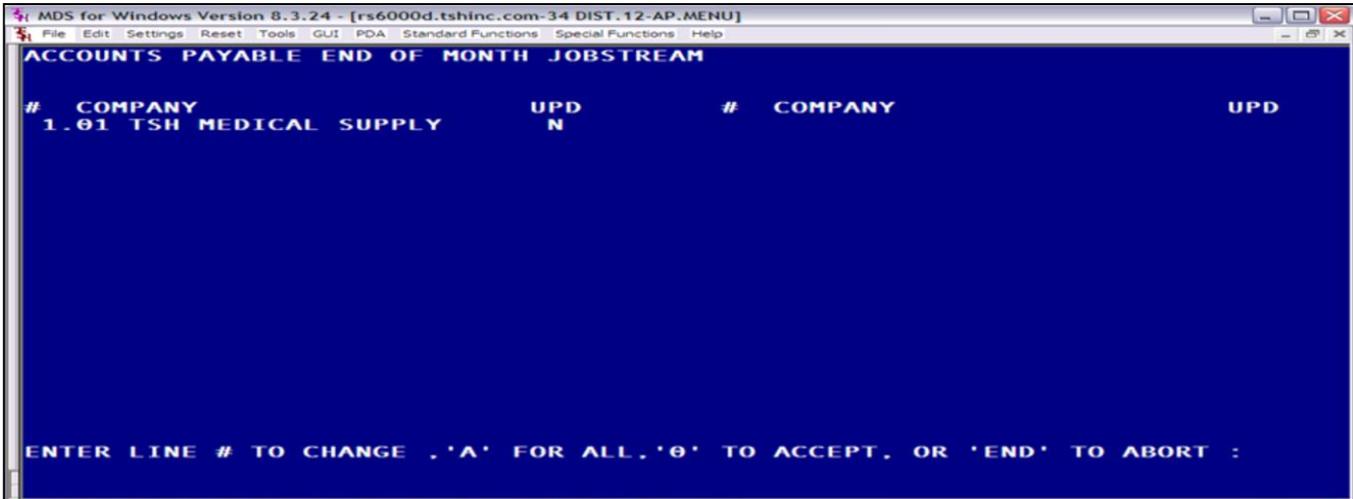
The AP EOM report capture can be accessed from the EOM Menu: *End of Month Processing, View End of Month Reports (Accounts Payable).*

You do not have to close AP at the end of the month.

ENTER END OF MONTH DATE OR 'END': MM/DD/YY

Enter the end of month date for the month you are currently closing or enter 'END' to end out of this process.

Notes:



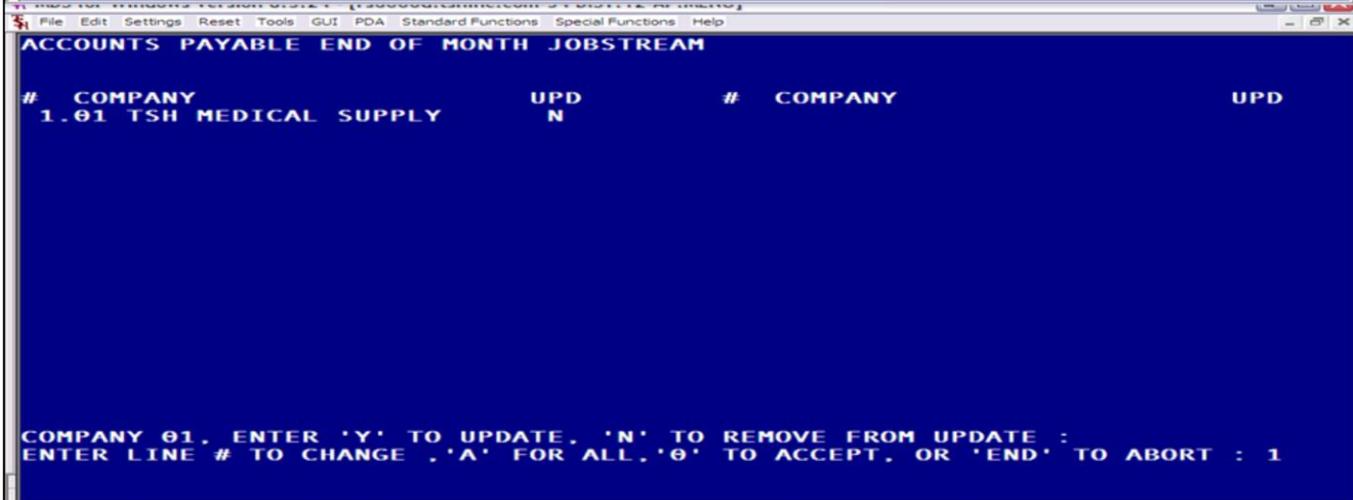
Accounts Payable End of Month Job Stream

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

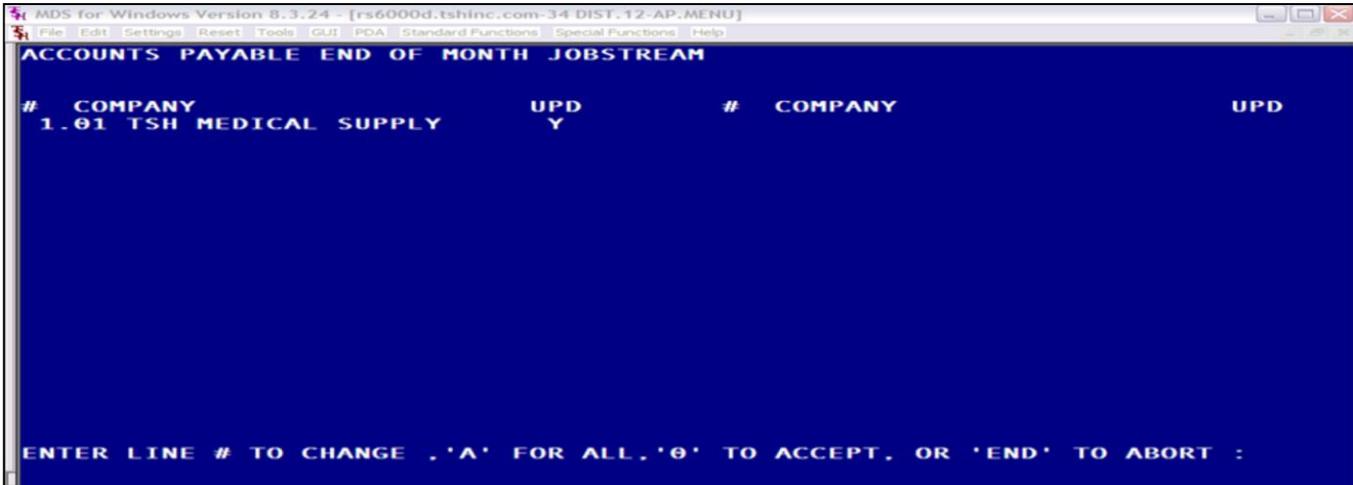
Enter line of the company you want to run the end of month update on or enter 'A' for all companies. Enter '0' to accept or 'END' to abort out of the update.

COMPANY XX, ENTER 'Y' TO UPDATE, 'N' TO REMOVE FROM UPDATE:

Enter 'Y' to update and start the end of month update for the selected company or 'N' to remove the company from the update.



Notes:



Accounts Payable End of Month Job Stream

When you enter 'Y' to update it will change the UPD flag on the screen.

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

Enter a Zero (0) to accept, or type in the word 'END' to abort this update.

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



COMPANIES: XX ARE ON THE SAME FISCAL, ENTER FISCAL PERIOD TO UPDATE OR <END>:

Enter the fiscal period to update.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-19 BASE.12-SSS.VEND.INQ011\$1]

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

Vendor Open Payables Inquiry

Vendor# **A1000** **SAMPLE VENDOR** A/P Balance 6270.87
 Company# **01** **The Systems House, Inc.**
 Purchases MTD 1150.00 Payments MTD 0.00
 YTD 9215.88 YTD 2513.26
 Last Year -4.68 Last Year 0.00
 Open L/C\$ 0.00

Line	Vouch#	Inv Date	Gross Amt	Disc Amt	Amt Paid	Last Dt	Check#	Amount Due	St
	TrnsVend	Due Date	Invoice#	Curr	Foreign\$	Misc Description			
1.	01000227	06/30/03	56.00	2.00	56.00	08/10/07	100077		
		06/27/03	9987						P
2.	01000658	11/22/03	500.00					500.00	
		12/22/03	123456						IN
3.	01000660	11/19/04	300.00					300.00	
		12/19/04	46467						IN
4.	01000694	03/09/04							
		03/09/04	3423423			testing \$0 credit			P
5.	01000743	01/12/05	5.00		5.00	08/10/07	100078		
		02/11/05	1						P

Enter Line# for Detail information or 'END':

PurchHist	Pay Hist	Vouch Inq	Check Inq	VRM Det	Transfer				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Vendor Detailed Payables Inquiry

Displays all open accounts payable records or history for a specific vendor (monthly).

CURRENT or HISTORY?

Click to select current or history. History will show both (current will be at end of history).

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

CO# - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

Enter Line# for Detail Information or 'END':

Enter a line number for detail information on that voucher. Click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-19 BASE.12-SSS.VEND.INQ011\$1]

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

Vendor Open Payables Inquiry

Vendor# **A1000** **SAMPLE VENDOR** A/P Balance 6270.87
 Company# **01** **The Systems House, Inc.**
 Purchases MTD 1150.00 Payments MTD 0.00
 YTD 9215.88 YTD 2513.26
 Last Year -4.68 Last Year 0.00
 Open L/C\$ 0.00

Line	Vouch#	Inv Date	Gross Amt	Disc Amt	Amt Paid	Last Dt	Check#	Amount Due	St
	TrnsVend	Due Date	Invoice#	Curr	Foreign\$	Misc Description			
1.	01000227	06/30/03	56.00	2.00	56.00	08/10/07	100077		
		06/27/03	9987						P
2.	01000658	11/22/03	500.00					500.00	
		12/22/03	123456						IN
3.	01000660	11/19/04	300.00					300.00	
		12/19/04	46467						IN
4.	01000694	03/09/04							
		03/09/04	3423423			testing \$0 credit			P
5.	01000743	01/12/05	5.00		5.00	08/10/07	100078		
		02/11/05	1						P

Enter Line# for Detail information or 'END':

PurchHist Pay Hist Vouch Inq Check Inq VRM Det Transfer

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

Vendor Detailed Payables Inquiry – Function Keys

PurchHist - The Purchase History function is available by clicking on the 'PurchHist' icon or by pressing the Shift+ 'F1' function key. This will bring the user to the Vendor Purchase History Inquiry.

Pay Hist - The Payment History function is available by clicking on the 'Pay Hist' icon or by pressing the Shift+ 'F2' function key. This will bring the user to the Vendor Payment Inquiry.

Vouch Inq – The Vouch Inquiry function is available by clicking on the 'Vouch Inq' icon or by pressing the Shift+ 'F3' function key. This will bring the user to the AP Detailed Voucher Inquiry.

Check Inq – The Check Inquiry function is available by clicking on the 'Check Inq' icon or by pressing the Shift+ 'F4' function key. This will bring the user to the Check Detail Inquiry.

VRM Det – The VRM Detail function is available by clicking on the 'VRM Det' icon or by pressing the Shift+ 'F5' function key. This will bring the user to the Vendor Relationship Management Call Detail Screen.

Transfer – The Transfer function is available by clicking on the 'Transfer' icon or by pressing the Shift+ 'F6' function key. This will bring the user to the Transfer Voucher Detail Inquiry.

Notes:

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

VENDOR PURCHASE INQUIRY

CO# 01 The Systems House, Inc.
 VENDOR# D1000 DESK WHOLESALER'S INC.

	PURCH-\$ NEXT-YR	PURCH-\$ THIS-YR	PURCH-\$ LAST-YR	PURCH-\$ 2 YRS AGO
JAN:			16.00	
FEB:		13.00		
MAR:		230.00	100.00	
APR:			3300.00	
MAY:			19998.00	
JUN:				
JUL:		150.00	20949.00	
AUG:			65760.00	
SEP:		200.00	34224.56	
OCT:			5500.00	-136.00
NOV:			22700.00	643.75
DEC:				
TOTAL		593.00	172547.56	507.75

Enter <RETURN> to Continue XXXXXX

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

Vendor Purchase (History) Inquiry

Displays the cumulative monthly purchase dollars for next year, this year, last year and two years ago.

CO# - Enter the 2 digit company code, 'A' for all companies, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

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

Enter <RETURN> to Continue:

The user may press <ENTER> or type "END" and press <ENTER> to be brought back to the menu.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-57 BASE.12-SSS.VEND.PAY.INQ011\$1]

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

VENDOR PAYMENT INQUIRY

CO# The Systems House, Inc.

VENDOR# DESK WHOLESALER'S INC.

	PAY-\$ NEXT-YR	PAY-\$ THIS-YR	PAY-\$ LAST-YR	PAY-\$ 2 YRS AGO
JAN:				
FEB:		5867.85		
MAR:			630.87	
APR:			1000.00	
MAY:			153032.90	
JUN:				
JUL:			165.62	
AUG:		150.00	16255.80	
SEP:				
OCT:				
NOV:			686.00	
DEC:				100.00
TOTAL		6017.85	171771.19	100.00

Enter <RETURN> to Continue

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

Vendor Payment (History) Inquiry

Displays the cumulative monthly payment dollars for next year, this year, last year and two years ago.

CO# - Enter the 2 digit company code, 'A' for all companies, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

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

Enter <RETURN> to Continue:

The user may press <ENTER> or type "END" and press <ENTER> to be brought back to the menu.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-26 BASE.12-AP.CHECK.DETAIL.INQ011\$1]

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

A/P Check Detail Inquiry

Co# 01 The Systems House, Inc.
 Bank# 100 FIDELITY UNION TRUST
 Check# 100079 Check Date 08/16/07 Check Amt 1260.80
 Vendor# A1000 SAMPLE VENDOR
 HandCheck [] Remarks [] Check Amt Pd []
 Period 0708 Cleared [] Void Period [] Void Date []

Ln#	Vouch#	Invoice#	Inv.Date	Gross.Amt	Disc.Amt	Pay.Amt
1	01000809	112233	6/15/05	100.00	2.00	98.00
2	01000811	113355	6/16/05	100.00	2.00	98.00
3	01000812	123321	6/16/05	100.00	2.00	98.00
4	01000837	1654	8/11/05	1000.00	20.00	980.00
5	01000899	3244	6/20/06	-13.20		-13.20
6						
7						
8						
9						
10						
Check Totals				1286.80	26.00	1260.80

Enter 'END' to END this Inquiry: [XXXXXX]

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

Check Detail Inquiry

This inquiry is used to see the payment detail of a single check.

CO# - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

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

Check# - Enter the check number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available checks.

Enter 'END' to END this inquiry:

Click on the 'OK/END' icon , press the 'F2' function key, or type in the word 'END' and hit <ENTER> to end this inquiry.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-26 BASE.12-AP.DET.VOU.INQ011\$1]

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

A/P Detailed Voucher Inquiry

Vouch#	Invoice#	Inv.Date	Gross.Amt	Vendor#	Vendor-Name
XXXXXXXX					
01001002	A1000	09/01/06	100.00	10.00	90.00
01001013	A1000	11/07/06	4.69	0.47	4.22
01001014	A1000	11/07/06	4.69	0.47	4.22
01001016	A1000	11/08/06	10.00	1.00	9.00
01001017	A1000	11/09/06	-4.68	0.00	0.00
01001047	A1000	01/16/07	-120.00	0.00	0.00
01001048	A1000	01/24/07	-132.00	0.00	0.00
01001049	A1000	01/25/07	120.00	12.00	108.00
01001051	A1000	01/30/07	175.50	17.55	157.95
01001054	A1000	02/02/07	237.40	23.74	213.66
01001055	A1000	02/02/07	250.00	25.00	225.00
01001056	A1000	02/05/07	-182.40	0.00	0.00
01001058	A1000	03/22/07	700.00	70.00	630.00
01001059	A1000	03/22/07	450.00	45.00	405.00
01001067	A1000	05/16/07	50.00	5.00	45.00
01001068	A1000	05/16/07	75.00	7.50	67.50
01001069	A1000	05/16/07	75.00	7.50	67.50
01001070	A1000	05/16/07	75.00	7.50	0.00
01001076	A1000	06/12/07	28.00	2.80	25.20
01001079	A1000	06/20/07	100.00	10.00	100.00
01001080	A1000	06/20/07	100.00	10.00	100.00
01001085	A1000	06/29/07	100.00	0.00	100.00
01001086	A1000	07/10/07	1,000.00	100.00	0.00
01001087	A1000	07/11/07	-25.00	0.00	-25.00
01001088	A1000	07/12/07	-30.00	-3.00	-27.00
01001090	A1000	07/12/07	100.00	5.00	95.00
01001091	A1000	07/12/07	-100.00	0.00	-100.00
01001094	A1000	07/22/07	250.00	25.00	0.00
01001095	A1000	07/22/07	1,000.00	100.00	900.00
01001097	A1000	07/22/07	3,200.00	0.00	0.00
01001098	A1000	04/20/05	1,000.00	20.00	980.00
01001099	A1000	08/15/03	100.00	2.00	98.00
02000000	A1000	10/26/04	9,999,999.	0.00	0.00
02000002	A1000	05/16/07	5.00	0.10	0.00
01001018	A10000	11/09/06	-4.68	0.00	0.00
01000797	A111	05/17/05	30,000.00	0.00	0.00
01000921	A111	07/17/06	-39.60	0.00	0.00
01000993	A111	09/14/06	-24.00	0.00	0.00

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

Detailed Voucher Inquiry

This inquiry can be utilized to see the details of a specific voucher.

Vouch# - At the voucher number prompt you can enter the voucher number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the voucher number.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-49 BASE.12-AP.DET.VOU.INQ011\$1]

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

A/P Detailed Voucher Inquiry

Vouch#	Invoice#	Inv.Date	Gross.Amt	Vendor#	Vendor-Name
01000916	777	7/07/07	777.00	A1000	SAMPLE VENDOR

1. Bank	Check#	Check.Dt	Gross.Amt	Disc.Amt	Pmt.Amt	Balance
1.	100	100080	8/16/07	777.00		400.00
2.						
3.						
Voucher Totals			777.00		400.00	377.00

2. G/L#	G/L Description	Po#	Rcvr#	Job#	Dist.Amt
1.	01-6000-00 INVENTORY PURCHASES	131086	004399		777.00
2.	02-1342-00 FREIGHT-IN				77.00
3.	02-4275-00 EARNED INC CREDIT ACCT				-77.00
Distribution Totals					777.00

Enter 'END' to END this Inquiry:

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

Detailed Voucher Inquiry

Top section shows payment information: Bank number, Check#, Check date, Gross Amount, Discount Amount and Payment amount and remaining balance (if any).

Lower section shows General Ledger information: General Ledger number and description, PO#, receiver#, job# and distribution amount.

Enter 'END' to END this inquiry:

Click on the 'OK/END' icon , press the 'F2' function key, or type in the word 'END' and hit <ENTER> to end this inquiry.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-47 BASE.12-RECON.RPTS1]

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

Accounts Payable Activity List Capture:On

1. Date

2. Fiscal Period

3. Company

4. Vendor#

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	CAPT OFF	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	----------	---------	--------	--	--	--	--

Open Accounts Payable Listing

Lists all open AP as of the end of the requested fiscal period. Primarily used to tie together the general ledger financial control accounts to its subsidiary ledger, the Open Accounts Payable file.

Determines open items as follows:

1. Was it entered in current or previous fiscal period?
2. Paid during the fiscal period entered by the operator for this report? (This report is also produced as part of EOM.)

Date

Enter a date. You can also click on the drop down box and select a date from the calendar.

Fiscal Period

Enter Fiscal period for this report.

Company

In this field the operator has the choice of selecting 'All Companies', 'Company Range', or 'Specific Company'.

Vendor#

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

Notes:

Adobe Acrobat Standard - [AccountsPayableActivityList.pdf]

File Edit View Document Tools Advanced Window Help

ACCOUNTS PAYABLE ACTIVITY LIST AS OF: 08/31/07 FISC PER: 0708 PAGE 2

CO: 01 The Systems House, Inc. 08/17/07 13:38:10

VOUCH NO	INVOICE NO	INV DATE	DUE DATE	PO NO	GROSS AMT	DISC AMT TAKEN	NET AMT	BAL-OPEN	CHECK#	CHECK-DT	CHECK AMT	DEL.AMT
01001014	1111	11/07/06	11/17/06	131420	4.69	0.47	4.22	0.00	100076	08/10/07	4.22	
01001016	321414	11/08/06	11/18/06		10.00	1.00	9.00	0.00	100076	08/10/07	9.00	
01001017	31	11/09/06	11/09/06		4.68-	0.00	4.68-	4.68-				
01001047	12345	01/16/07	01/16/07		120.00-	0.00	120.00-	120.00-				
01001048	5241	01/24/07	02/16/07		132.00-	0.00	132.00-	132.00-				
01001049	164	01/25/07	02/04/07	131615	120.00	12.00	108.00	0.00	100076	08/10/07	108.00	
01001051	13464	01/30/07	01/30/07	131678	175.50	17.55	157.95	0.00	100076	08/10/07	157.95	
01001054	237.4	02/02/07	02/12/07	131700	237.40	23.74	213.66	0.00	100076	08/10/07	213.66	
01001055	250.	02/02/07	02/12/07	131701	250.00	25.00	225.00	0.00	100076	08/10/07	225.00	
01001056	112233	02/05/07	02/05/07		182.40-	0.00	182.40-	182.40-				
01001058	INV-H-1	03/22/07	04/01/07	131874	700.00	70.00	630.00	0.00	100076	08/10/07	630.00	
01001059	INV-H-2	03/22/07	04/01/07	131874	450.00	45.00	405.00	0.00	100076	08/10/07	405.00	
01001067	01000002	05/16/07	05/26/07	130192	50.00	5.00	45.00	0.00	100076	08/10/07	45.00	
01001068	01000003	05/16/07	05/26/07	130192	75.00	7.50	67.50	0.00	100076	08/10/07	67.50	
01001069	01000004	05/16/07	05/26/07	130192	75.00	7.50	67.50	0.00	100064	06/20/07	67.50	
01001070	01000005	05/16/07	05/26/07	130192	75.00	0.00	75.00	75.00				
01001076	INV.BP.1	06/12/07	06/22/07	130521	28.00	2.80	25.20	0.00	100076	08/10/07	25.20	
01001079	21654654	06/20/07	06/30/07		100.00	0.00	90.00	0.00	DELETE	07/01/07		100.00
01001080	131	06/20/07	06/30/07		100.00	0.00	90.00	0.00	DELETE	07/12/07		100.00
01001085	1313	06/29/07	07/09/07		100.00	0.00	100.00	0.00	100066	06/29/07	50.00	
									100076	08/10/07	50.00	
01001087	345543	07/11/07	07/11/07	131961	0.00	0.00	0.00	25.00	100076	08/10/07	25.00-	
01001088	34555	07/12/07	07/22/07	131961	0.00	3.00-	0.00	30.00	100076	08/10/07	27.00-	
01001090	999888	07/12/07	07/22/07		0.00	5.00	0.00	100.00-	100076	08/10/07	95.00	
01001091	999888C	07/12/07	07/30/07		0.00	0.00	0.00	100.00	100076	08/10/07	100.00-	
01001097	001	07/22/07	08/21/07		3200.00	0.00	3200.00	3200.00				
01001098	recur	04/20/05	04/30/05		1000.00	20.00	980.00	0.00	100076	08/10/07	980.00	
01001099	134	08/15/03	08/25/03		100.00	2.00	98.00	0.00	100076	08/10/07	98.00	
VENDOR- A1000 TOTALS:					0019620.25	283.07	0019058.62	0016568.12			2569.06	200.00
COMPANY- 01 TOTALS:					0019620.25	283.07	0019058.62	0016568.12			2569.06	200.00

11 x 8.5 in 2 of 3

Open Accounts Payable Listing

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.

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

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-48 BASE.12-OPEN.AP.FOR.PERIODS1]

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

Open A/P in Foreign Currency Capture:On

1. Company All

2. Vendor# All

3. Fiscal Period 0708

4. Date 07/31/07 07/31/07

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	CAPT OFF	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	----------	---------	--------	--	--	--	--

Open Accounts Payable in (Foreign Currency)

Lists all open AP as of the end of the requested fiscal period. Similar to regular OAP report but shows foreign currency conversions.

Determines open items as follows:

1. Was it entered in current or previous fiscal period?
2. Paid during the fiscal period entered by the operator for this report. (This report is also produced as part of EOM.)

Company

In this field the operator has the choice of selecting 'All Companies', 'Company Range', or 'Specific Company'.

Vendor#

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

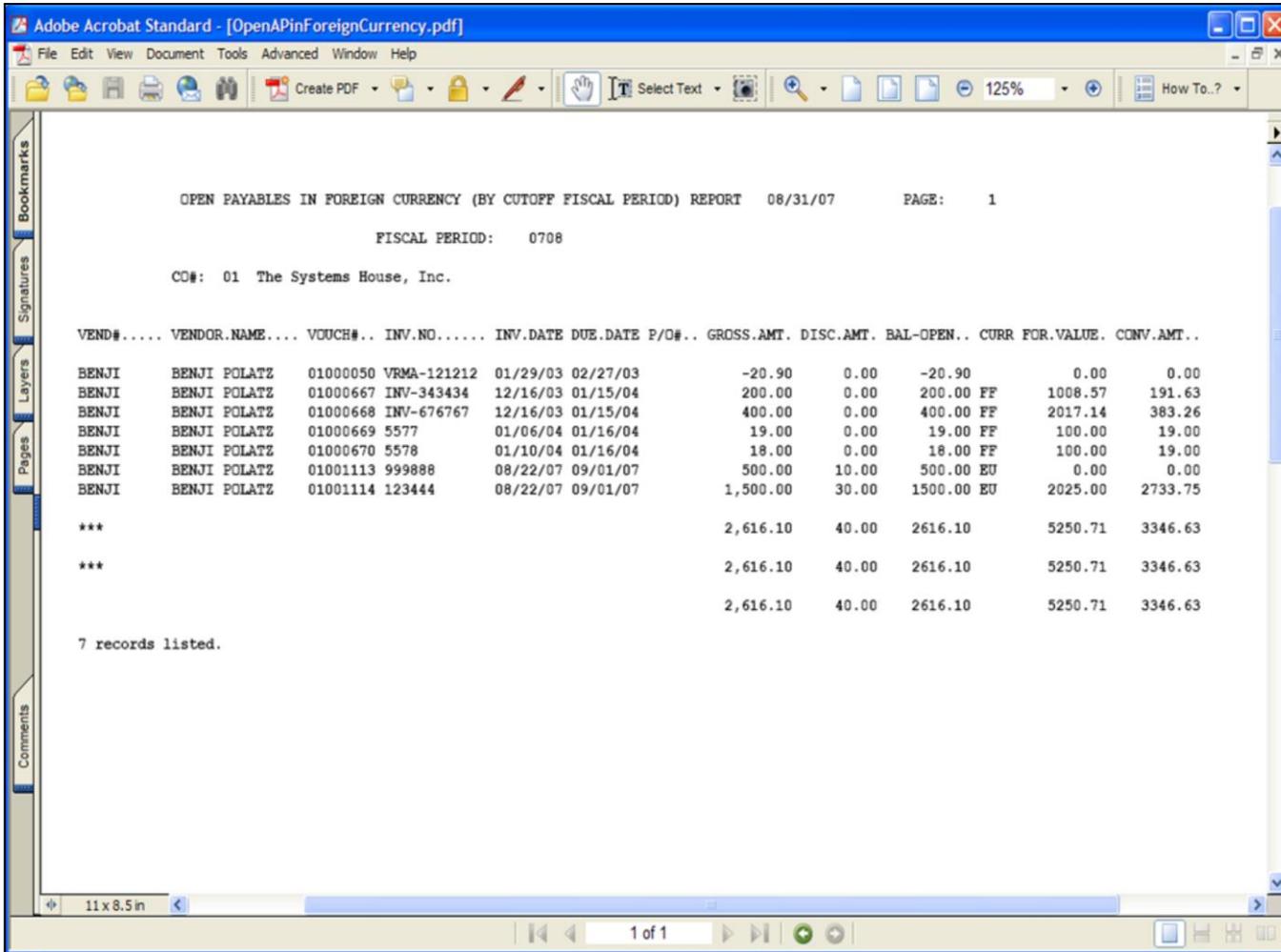
Fiscal Period

Enter Fiscal period for report.

Date

Enter a date. You can also click on the drop down box and select a date from the calendar.

Notes:



Open Accounts Payable Listing Foreign Currency

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.

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

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-37 BASE.12-VENDOR.LEDGERS1]

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

Accounts Payable Vendor Ledger Card Print

1.Update Vendor History File ? (Y/N)

1. By Company
2. Consolidated

2.Option Number (1 - 2)

3.Beginning CO# (2N) or 'A' for ALL

4.Ending CO# (2N)

5.Beginning Vendor# or 'A' for ALL

6.Ending Vendor#

Enter Line# to Change , '0' to Accept and Print or 'ABORT':

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

Account Payable Vendor Card
 This report prints a history of vendor activity for the last 370 days. Prints all vouchers processed and checks written against the vouchers for each vendor.

Update VENDOR HISTORY File? (Y/N)-
 Do you want to update the Vendor History file with the running of this report. Enter Y or N. 'Y' will copy records to the report.

- 1. By Company
- 2. Consolidated

Option Number (1-2)
 Enter option number for type of report. If 'By Company' is chosen the report will be run for each company. If 'Consolidated' is chosen information for all companies will be consolidated.

Company Number(2A) or 'A' for All
 Enter the 2 digit company code, enter 'A' for all companies or you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

Ending CO#(2N)
 Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

Notes:

Adobe Acrobat Standard - [VendorLedgerCardbyCompany.pdf]

File Edit View Document Tools Advanced Window Help

Vendor Ledger PAGE 1

CO: 01 The Systems House, Inc. 08/17/07 14:32:32

VENDOR NUMBER: A1000 CONTACT: Ashley Barnett A/P BALANCE: 4584.07
 NAME: SAMPLE VENDOR PHONE: 973-777-8050 PURCHASES M-T-D: 1150.00 PAYMENTS M-T-D: 0.00
 ADDRESS: 123 Broadway DUNS#: 9215.88 Y-T-D: 4174.06
 Building A5 DISC%: 10.00 LAST YR: 4.68- LAST YR: 0.00
 CHICAGO, IL DISC DAYS: 10 DUE DAYS: 30 LAST CHECK#: 100080 DATE-PD: 08/16/07 AMT: 400.00
 60645

VOUCH NO	INVOICE NO	INV DATE	DUE DATE	PO NO	GROSS AMT	DISC AMT TAKEN	NET AMT	BAL-OPEN	CHECK#	CHECK-DT	CHECK AMT	P
01000020	INV-1212	11/13/02	11/23/02	128947	100.00	2.00	98.00	0.00	000110		98.00	P
01000027	1257	11/20/02	11/30/02	129002	130.00	2.60	127.40	0.00	000103		127.40	P
									000106		127.40	
									000106	05/22/03	127.40-	
01000057	6734568	02/12/03	02/22/03	129120	500.00	10.00	490.00	0.00	000099		490.00	P
01000058	56465	02/12/03	02/22/03	129031	300.00	6.00	294.00	0.00	000101		294.00	P
01000063	01	02/14/03	02/24/03	129204	100.00	0.00	100.00	0.00	000103		100.00	P
01000151	1234433	04/30/03	05/10/03		100.00	2.00	98.00	0.00	000093		98.00	P
01000152	1313	05/01/03	05/11/03		500.00	10.00	490.00	0.00	000093		490.00	P
01000155	1131313	05/01/03	05/11/03		500.00	10.00	490.00	0.00	000096		490.00	P
01000227	9987	06/30/03	06/27/03		56.00	0.00	54.00	0.00	003627	08/27/03	56.00	P
									003627	08/28/03	56.00-	
									100027	05/12/05	56.00	
									100027	05/15/05	56.00-	
									311118	08/18/05	25.00	
									100077	08/10/07	31.00	
01000658	123456	11/22/03	12/22/03	129111	500.00	0.00	500.00	500.00			0.00	N
01000660	46467	11/19/04	12/19/04	129005	300.00	0.00	300.00	300.00			0.00	N
01000694	3423423	03/09/04	03/09/04		0.00	0.00	0.00	0.00			0.00	P
01000743	1	01/12/05	02/11/05	130194	5.00	0.00	5.00	0.00	100078	08/10/07	5.00	P
01000746	344	01/27/05	01/27/05									

11 x 8.5 in 1 of 1

Account Payable Vendor Ledger Card

Beginning Vendor# or 'A' for ALL

Enter the beginning vendor number, enter 'A' for all vendors, or you may click the 'INQUIRY' for vendor lookup.

Ending Vendor#

Enter ending vendor number, or you may click the 'INQUIRY' for vendor lookup.

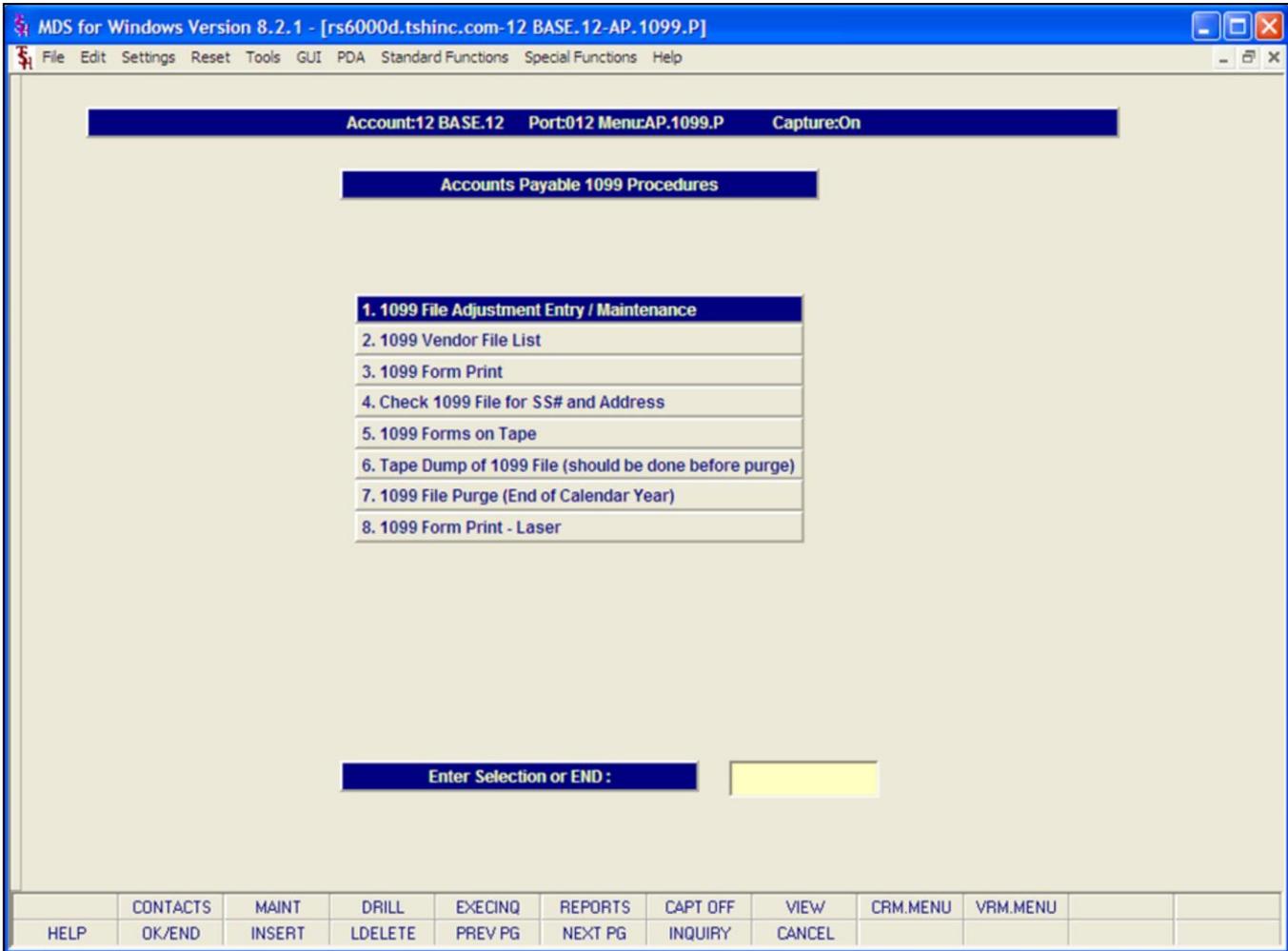
Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

Notes:



Accounts Payable 1099 Procedures Menu

From the main system selector go into Accounts Payable and then 1099 Procedures.

MDS will create 1099 forms and file tape and/or laser prints for all 1099 Vendors. Vendors must be set up as 1099 Vendors for the 1099 forms to be created.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-49 BASE.12-VEND.MAST.MAINT011\$1]

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

Vendor Master Maintenance Created 10/26/06 NOTES

Vendor Number A1000 **** Purchase Order Address ****

1.Name	SAMPLE VENDOR	20.PO Name	Laura M.
2.Address 1	123 Broadway	21.PO Add1	456 Lake Forest Dr.
3.Address 2	Building A5	22.PO Add2	3455 International Drive
4.City	CHICAGO	23.PO City	CHICAGO
5.State	IL Country 000 U.S.A.	24.PO State	IL Country 000 U.S.A.
6.Zip Code	60645	25.PO Zip	60645
7.Contact	Ashley Barnett	26.PO Phone	
8.Telephone	973-777-8050	27.PO Fax Phone	973-777-3063
9.Fax Phone	973-777-3063	28.PO Contact	REP; JIM
10.Fed ID/SS#	4445556789	29.PO Type	P
11.1099 Req	Y	30.Ship Method	
12.Misc Data	Jane Doe CFO	31.Frt PD Cutoff\$	0
13.Misc Data 2		32.Currency	US
14.Vend Class	001	33.Combo Code	0
15.Std G/L #	4010-00	34.Dea#	MG1002334
	4000-00	35.Pay Status	P
16.Temporary	N	36.Rebate Via EDI	
17.DUNS#		37.Vendor Cust#	45673TSH
18.A/R Cust#		38.Inactive Flag	
19.EMail Addr	johnsenr@tshnj.com		

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

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

1099 Procedures – Vendor File Settings

Vendor Master Maintenance

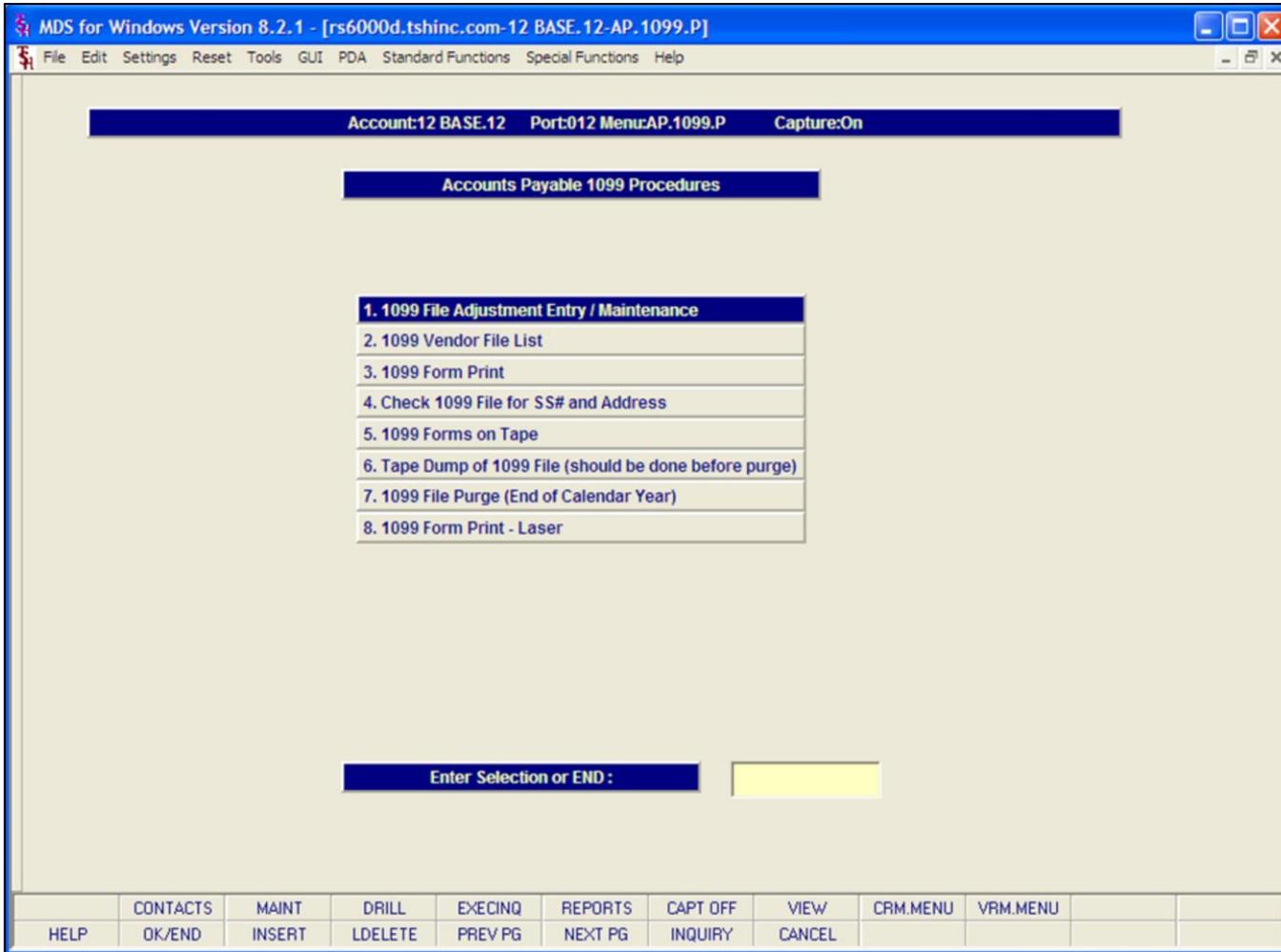
User must set the following fields:

FED ID/SS# - Federal ID or social security number.

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

Also make sure address fields 2-5 are filled in.

Notes:



1099 Procedures Menu Overview:

1099 File Adjustment Entry/ Maintenance - Use this procedure to Adjust 1099 payment amount. (Should only be necessary to correct errors, or if vendor was started mid-year). Adjustments are replacements so subtract.

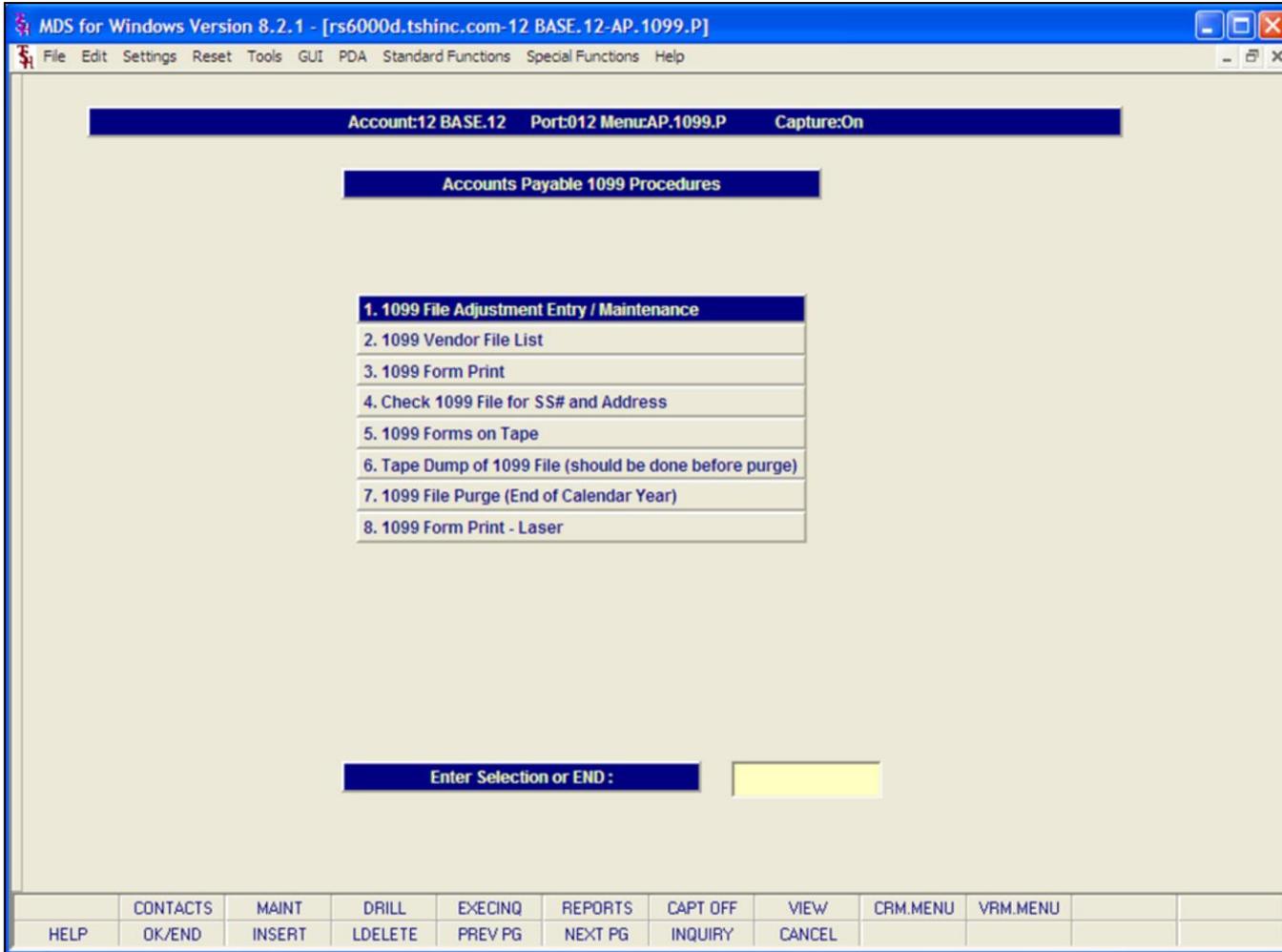
1099 Vendor File List - Detail listing of the 1099 forms by vendor. This is your paper backup for the 1099 forms. Report shows (by company): Co#, Vendor# Vendor Name, SS#, Voucher #, Inv.#, Inv. Date, Gross Amount, Date Paid, Check#, and Fiscal Period.

1099 Form Print- Selects all vendors coded to receive a 1099 form and prints appropriate form. Government form print- subject to change annually. (You must have MDS maintenance to have this form updated annually and make sure this form is current.) <\$600 1099 forms do not print. (per govt.)

Check 1099 File for SS# and Address- Should be run BEFORE 1099 are printed or dumped to tape. Checks each vendor record for proper format of city, state, zip and Tax ID. This will print a report listing Vendor #, vendor Name and Error Description.

1099 Forms on Tape- Generates 1099 on tape in the format required by the IRS. Format is subject to change by IRS. Note: Tape dump of 1099 & vendor file. Should be stored in a secure location in case you need to retrieve 1099 info for previous years.

Notes:



1099 Procedures Menu Overview:

Tape Dump of 1099 File (should be done before purge) - Purges 1099 information. CAUTION: YOU WILL NOT BE ABLE TO GENERATE 1099 AFTER PURGE. Normally run after April15th.

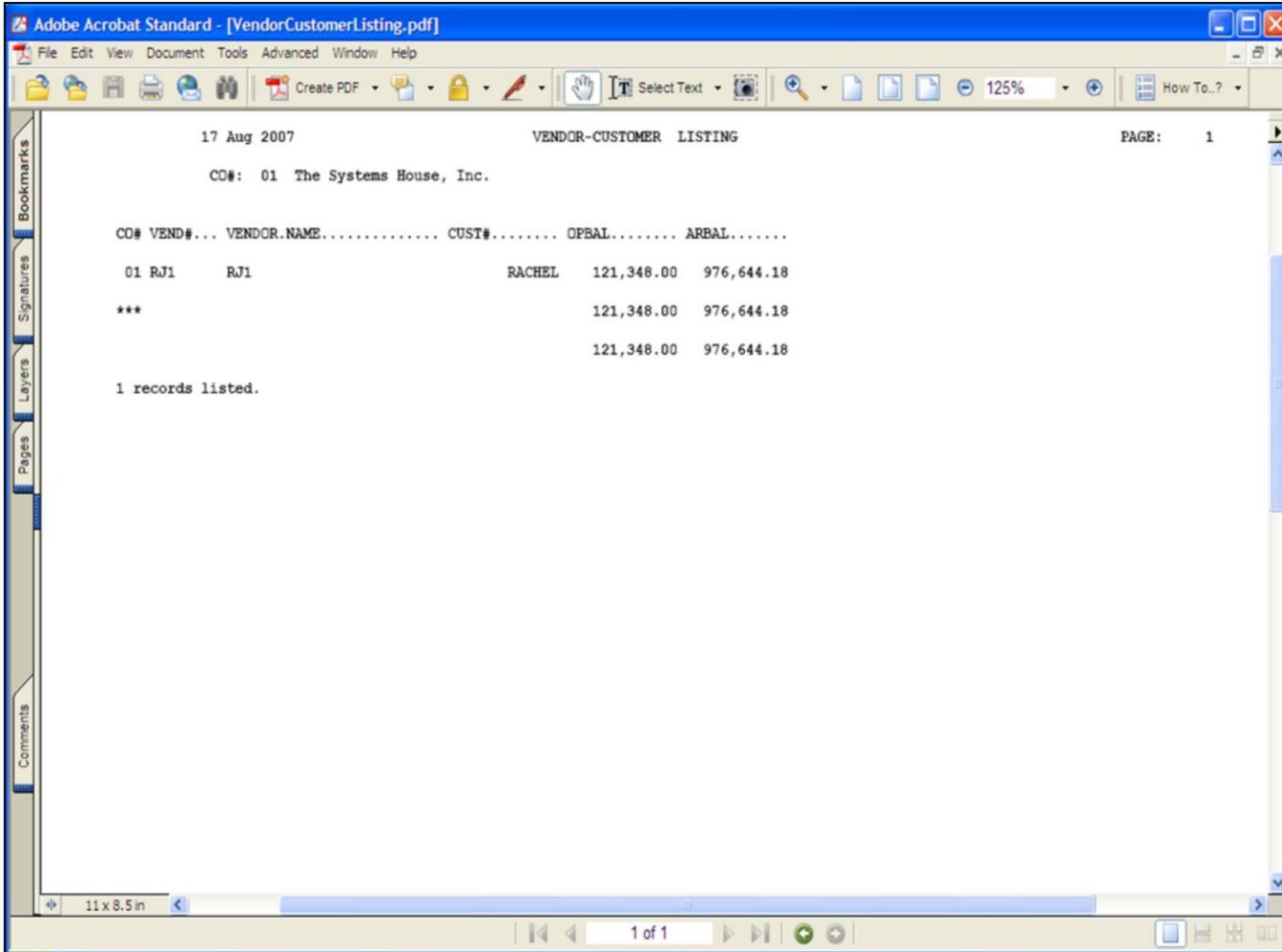
1099 File Purge (end of calendar year) - 1099 file purge. This is a Final purge- only retrieval after this is via the tape.

1099 Form Print – Laser form print.

Notes: 1099 Menu requires an analysts intervention when ready. The 1099 menu is not in order for first time use. Typical first time procedure would be;

Check 1099 File for SS# and Address- Vendor File List- Form Print – Adjustments – Form print (again) - 1099 Forms on Tape- Tape Dump of 1099 File (should be done before purge).

Notes:



Vendor – Customer Listing

This listing provides a cross- reference of all vendors that are also customers.

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

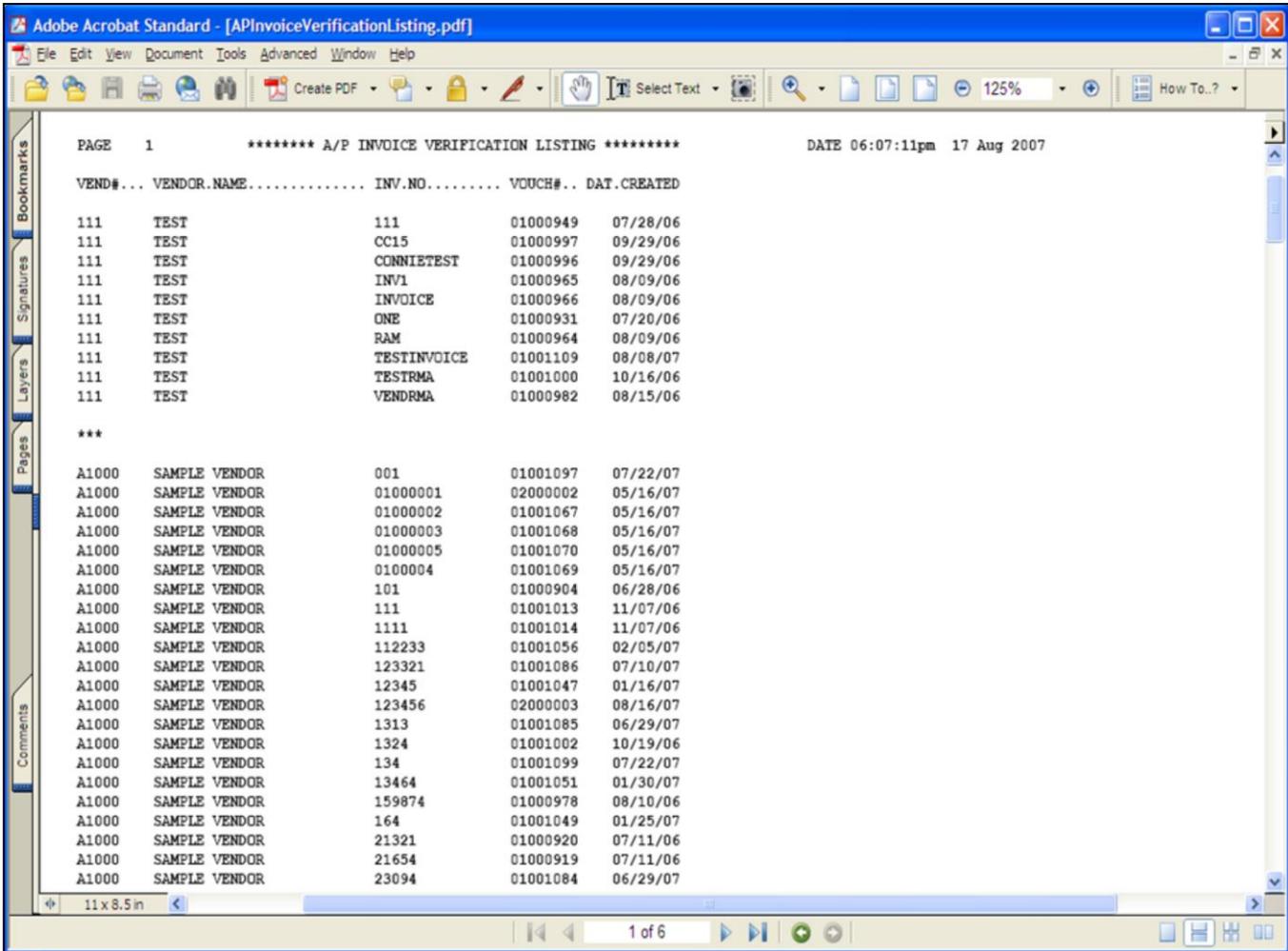
Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

To set a Vendor as a customer:

1. Set up a Customer Master record with the vendor's information.
2. Enter this new Customer Number in field **AR CUST#** of the Vendor Master record.

Notes:



A/P Invoice Verification List

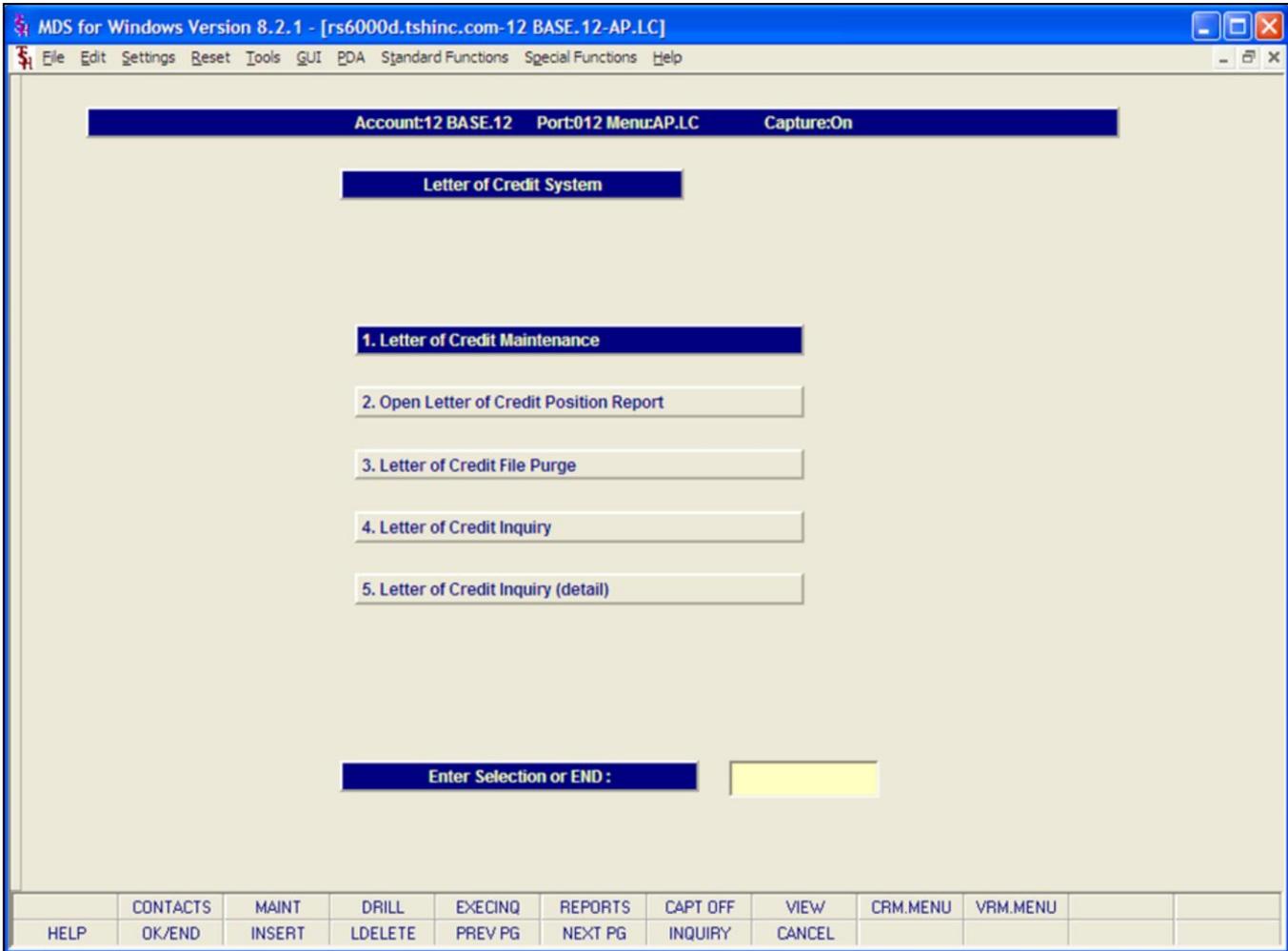
This report lists all vendor invoices received and vouchered. This is kept to ensure that the same vendor invoice is not accidentally vouchered twice. Information is kept for 1 year. Records older than 1 year are purged as part of EOY.

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.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

Notes:



Letter of Credit System Menu

From the main system selector go into Accounts Payable and then Letter of Credit System.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-13 BASE.12-LETTER.CRED.MAINT010\$1]

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

LETTER OF CREDIT MAINTENANCE

COMPANY 01 The Systems House, Inc.
BANK 100 FIDELITY UNION TRUST
L/C # Sample

2.ISSUE DATE
 3.EXPIRATION DATE
 4.EXPIRED (Y/N) EXP FISC
 5.DATE EXPIRED

1.VENDOR OPEN BALANCE

6.DATE	PERIOD	CODE	DESCRIPTION	TERMS	EXPR-DATE	AMOUNT

01*100*Sample not on file, Create it (Y/N)

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

Letter of Credit Maintenance

This maintenance give the operator the ability to enter or maintain a letter of credit.

COMPANY - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

BANK - Enter the bank number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks.

L/C # - Enter a new letter of credit. To maintain an existing letter of credit you can click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available letter of credits.

VENDOR - Enter the vendor number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available vendors.

ISSUE DATE - Enter letter of credit issuance date, hit return for today's date or click on the drop down box and select a date from the calendar.

EXPIRATION DATE - Enter letter of credit expiration date or click on the drop down box and select a date from the calendar.

EXPIRED – The expired flag can be set to 'N'

Notes:

or 'Y' manually.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshnj.com-41 BASE.12-LETTER.CRED.MAINT010\$1]

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

LETTER OF CREDIT MAINTENANCE

COMPANY	01	The Systems House, Inc.	2.ISSUE DATE	05/01/05
BANK	100	FIDELITY UNION TRUST	3.EXPIRATION DATE	05/31/06
L/C #	555		4.EXPIRED (Y/N)	N
			5.DATE EXPIRED	
1.VENDOR	A1000	SAMPLE VENDOR	OPEN BALANCE	9451.90

6.DATE	PERIOD	CODE	DESCRIPTION	TERMS	EXPR-DATE	AMOUNT
05/01/05	0505	ISS	Issuance of new LC		05/31/06	10000.00
05/16/05	0505	ADJ	Adjustment to LC		05/31/06	50.00-
05/20/05	0505	AMD	Amendment to LC		05/31/06	10.00
06/10/05	0506	PMT	VOU# 000270		05/31/06	196.00-
07/12/05	0507	PMT	VOU# 000285		05/31/06	212.10-
07/15/05	0507	PMT	REF#CHK LC VOU#000302		05/31/06	100.00-
07/30/05	0507	AMD	Change of Exp. Date		07/31/06	0.00
						0.00
						0.00
						0.00
						0.00

ENTER LINE # TO CHANGE, NEXT PG, PREV PG, DELETE TO DELETE, 0 TO ACCEPT: XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			
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Letter of Credit Maintenance- Automatic Postings

Vouchers entered on the system and PAID with a letter of credit will automatically be updated to the appropriate letter of credit.

The system will enter the transaction as a PMT with the Misc. Description field (REF# taken from the voucher) and the voucher # (VOU#) in the description field. Note: If there is no miscellaneous description entered, the system will add the Voucher number only.

In the example above there are 3 PMT's that were posted by the system, however, only voucher 000226 had a miscellaneous description. Notice the miscellaneous description comes in as well as the voucher number.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-34 BASE.12-LETTER.CREDIT.REPORT\$1]

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

Open Letter of Credit Position Report

1. Detail Report
 2. Detailed Summary Report
 3. Summary Report (NO Details)

1.Option Number (1 - 3)

2.Month Ending Date (MM/DD/YY)

3.Fiscal Period (YYMM)

4.Company Number (NN) or 'A' for ALL

Enter Line# to Change , '0' to Accept and Print or 'ABORT':

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
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Open Letter of Credit Position Report

This report lists all open Letters of credit as of the end of a specified fiscal period. It is useful as a reconciliation tool to prove to the summary balances in the general ledger.

- 1. Detail**
- 2. Detail Summary**
- 3. Summary**

Option Number (1-3)

Enter option number for type of report. If 'Detail' is chosen the report will print the detail transactions for each letter of credit. If 'Detail Summary' is chosen the report will print opening balances and some detail of the letter of credits by vendor. And if 'Summary' is chosen the report will print a summary of each vendors open letter of credit balance.

Month Ending Date (MM/DD/YY)

Enter the month end date or you can also click on the drop down box and select a date from the calendar.

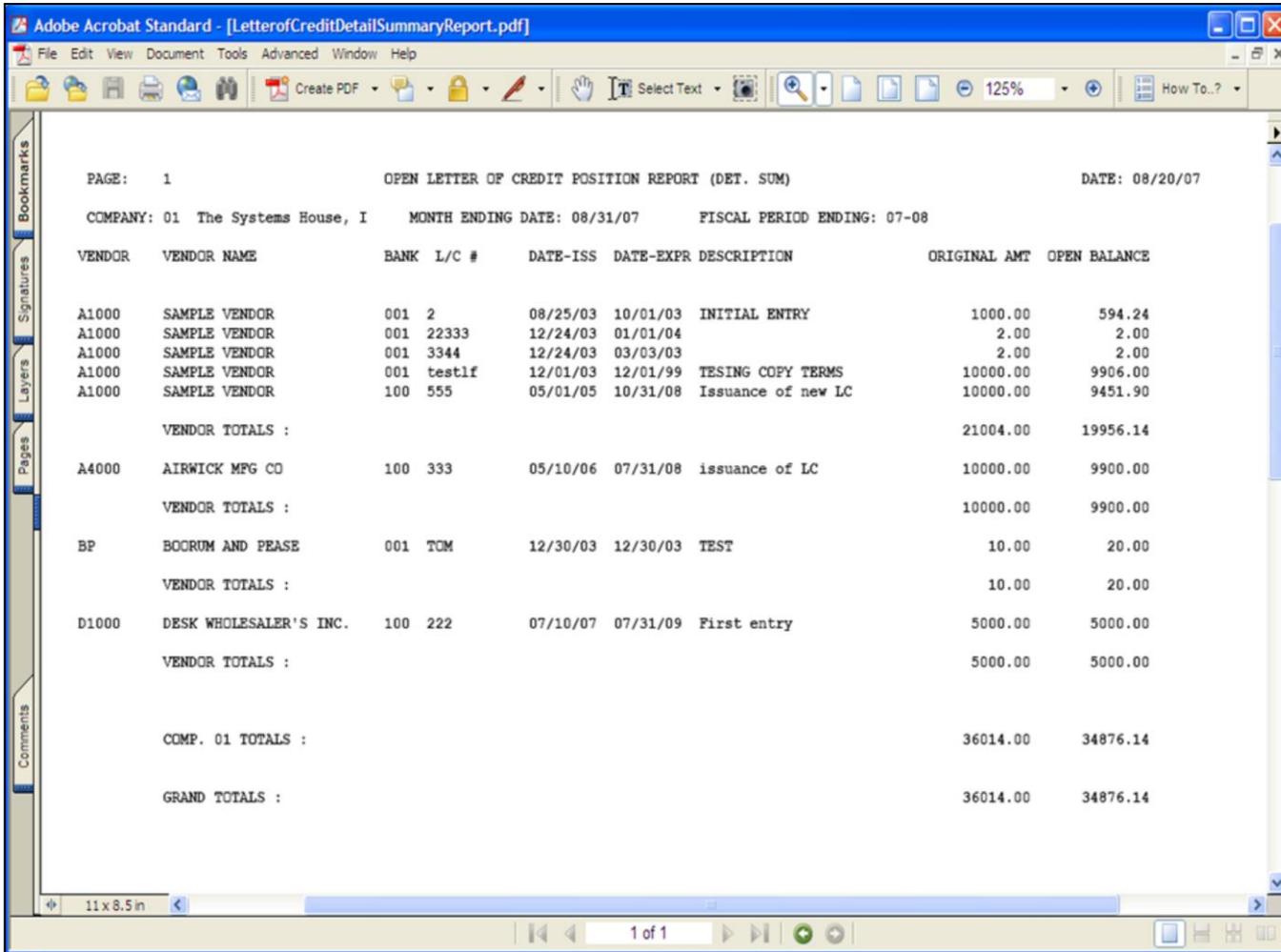
Fiscal Period (YYMM)

Enter Fiscal Period.

Company Number (NN) OR 'A' for ALL

Enter the 2 digit company code, enter 'A' for all companies or you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

Notes:



Open Letter of Credit Position Report

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-42 BASE.12-LETTER.CREDIT.PURGES1]

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

Letter of Credit File Purge

Capture:On

1. Enter Last Date to be Purged 12/31/05

2. Company All

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	CAPT OFF	CANCEL				
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Letter of Credit File Purge

The letter of credit file purge purges expired letters of credit based on the latest expiration date as entered by the user, and the company number selected. The file purge will prevent maintenance of expired L/C. However, the history information will remain in the summary and detail inquiries.

Enter Last Date to be Purged

Enter purge date or you can also click on the drop down box and select a date from the calendar.

Company

In this field the operator has the choice of selecting 'All Companies', 'Company Range' or 'Specific Company'.

Press Line# to Change, '0' to Accept and Print or 'ABORT':

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.

IF Y IS ANSWERED LETTER.CREDIT RECORDS WILL BE PURGED DO YOU WANT TO CONTINUE?

Notes:

Enter 'Y***' to purge.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-12 BASE.12-SSS.LETTER.CRED.INQ011\$1]

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

LETTER OF CREDIT INQUIRY (SUMMARY)

CO# OPEN L/C VALUE

BANK#

VEND#

LN#	CO	BANK	L/C#	ISS-DATE	FISC MTH	DESCRIPTION	OPEN-BALANCE	EXP IND
1	01	001	2	08/25/03	0308	INITIAL ENTRY	594.24	
2	01	001	3344	12/24/03	0312		2.00	
3	01	001	22333	12/24/03	0312		2.00	
4	01	001	testlf	12/01/03	0310	TESING COPY TERMS	9906.00	
5	01	100	1	03/07/03	0303	PREPAT	1000.00	Y
6	01	100	555	05/01/05	0505	Issuance of new LC	9451.90	
7								
8								
9								
10								
11								
12								

Enter Line# for DETAIL or "END":

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

Letter of Credit Inquiry

This inquiry will show all letters of credit for a specific company, bank and vendor combination.

CO# - Enter the 2 digit company code, enter 'A' for all companies or you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

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

VEND# - Enter the vendor number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available vendors.

OPEN L/C VALUE - Calculated total open letter of credit balance of all letter of credits displayed. Expired letter of credits are not included in balance. The first transaction line of each letter of credit is displayed.

Enter Line# for DETAIL or "END":

Enter a line number to see the detail of that specific letter of credit or click on the 'OK/END' icon, press the 'F2' function key or type END to exit this inquiry.

Notes:

MDS for Windows Version 8.2.1 - [rs6000d.tshinc.com-14 BASE.12-SSS.LETTER.CRED.INQ.DET011\$1]

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

LETTER OF CREDIT INQUIRY (DETAIL)

CO# 01 The Systems House, Inc. **ISSUE DATE** 05/01/05
BANK# 100 FIDELITY UNION TRUST **EXPIRATION DATE** 05/31/06
L/C# 555 **EXPIRED (Y/N)** N **EXP FISC**
VEND# A1000 SAMPLE VENDOR **DATE EXPIRED** **OPEN BALANCE** 9451.90

TRAN-DAT	FISC	CODE	DESCRIPTION	TERMS	EXP-DATE	TRAN-AMOUNT
05/01/05	0505	ISS	Issuance of new LC		05/31/06	10000.00
05/16/05	0505	ADJ	Adjustment to LC		05/31/06	-50.00
05/20/05	0505	AMD	Amendment to LC		05/31/06	10.00
06/10/05	0506	PMT	VOU# 000270		05/31/06	-196.00
07/12/05	0507	PMT	VOU# 000285		05/31/06	-212.10
07/15/05	0507	PMT	REF#CHK LC VOU#000302		05/31/06	-100.00
07/30/05	0507	AMD	Change of Exp. Date		07/31/06	
08/15/07	0708	AMD	CHANGE OF DATE		10/31/08	

Use function keys for Previous Page , Next Page or 'END':

XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
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Letter of Credit Inquiry (detail)

This inquiry will show detailed information for a specific letter of credit. (All information from L/C maintenance).

CO# - Enter the 2 digit company code, enter 'A' for all companies or you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

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

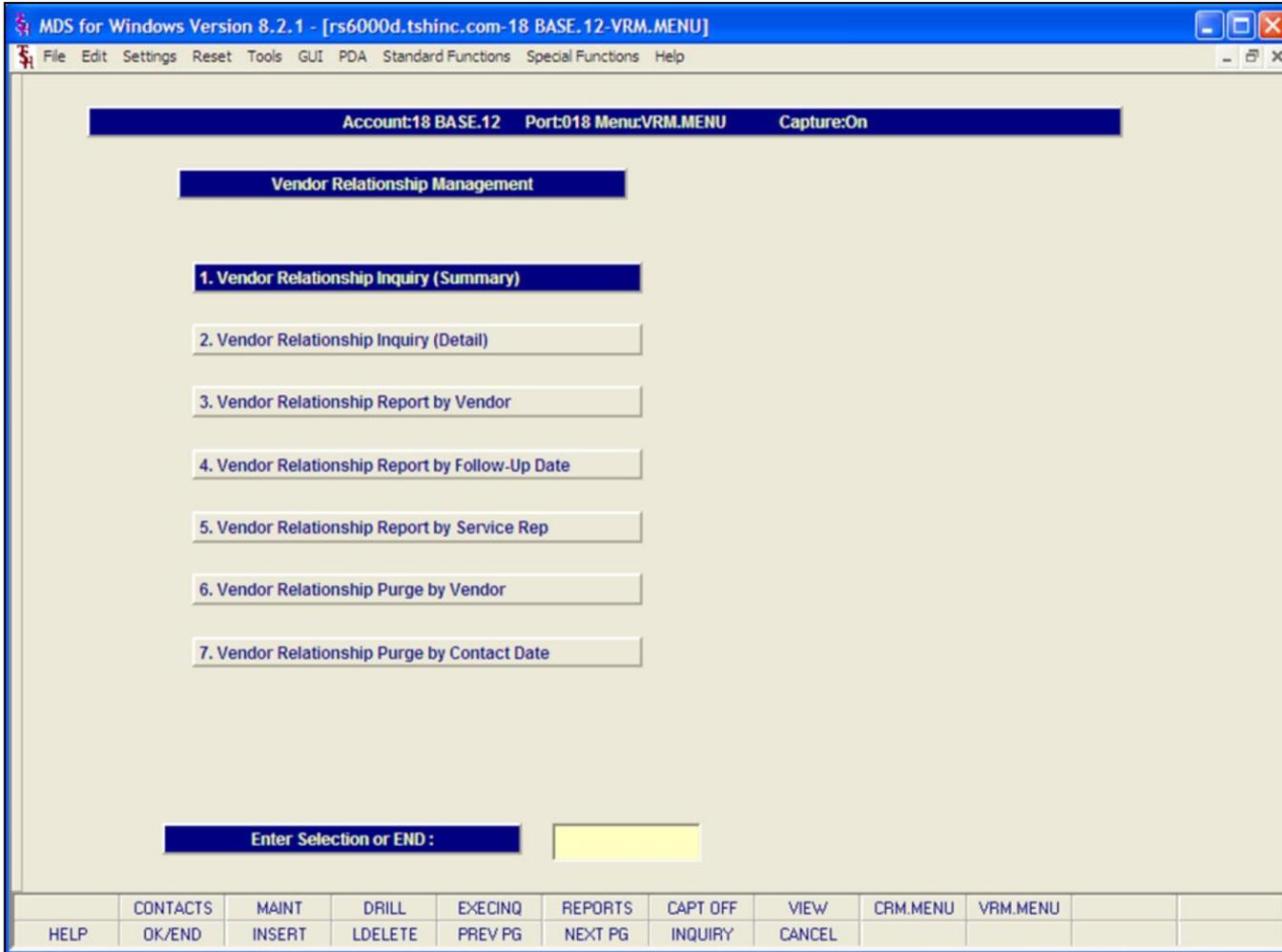
L/C# - Enter Letter of credit number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available letter of credits.

VEND# - System will fill in this information based on letter of credit selected/entered.

Use function keys for Previous Page, Next Page or 'END':

Click on Previous Page or Next page (for multiple pages) or click on the 'OK/END' icon, press the 'F2' function key or type END to exit this inquiry.

Notes:



Vendor Relationship Management

Please see the VRM Guide for details.

Notes:



Where to Get More Information

- Additional Training Sessions
- Documentation CD – AP-GL
- Support Call 973-777-8050

- Please send any comments or questions on this guide to our documentation department at documents@tshinc.com.

Notes:
