The Systems House, Inc.

MDS General Ledger Interface

MDS General Ledger Interface

This guide describes how General Ledger interfaces with MDS.

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Structure of General Ledger Code

- **Format of the General Ledger Number**

- XX -   XXXX -   XXXX
  01 -   6310 -   0000
  Company -   Account –   Dept/Cost Center

- Files defining elements of the code:
    - Company - Company File
    - Account – CADF File (also defines interface to financial statements)
    - Cost Center – CASDF - The Department and Profit Center fields are not required.

- The desired format of the General Ledger number is defined in the company file.

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Interface to MDS Sub-Systems

- Invoices and Credit Memos
  - Sales and cost of goods sold
  - May be by product type or customer type
  - Sales tax entries
  - Miscellaneous charges
- Accounts Receivable
  - Customer payments
  - A/R adjustments
- Accounts Payable
  - Merchandise and expense vouchers
  - Cash disbursements (payments)
- Journal Entries
  - Standard
  - Recurring
  - Auto-Reverse

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Setup of the General Ledger Codes

- **Company** – The company record establishes the corporate entity, including basic general ledger interface numbers. Located under File Maintenance->Company Related Files-> Company.

- **C/A Account Description -** Creates the base account number, and establishes the interface to the financial statements. Located under File Maintenance->Accounts Payable and General Ledger Files->C/A Account Description.

- **C/A Suffix** - If departments are used as part of the general ledger key, they are entered using this program. Located under File Maintenance->Accounts Payable and General Ledger Files-> C/A Suffix Description.

- **Opening Balances** - Create and validate all general ledger numbers – also allows the input of opening balances. Located under Accounting Menu->General Ledger->Journal Entries-> Opening Balances.

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MDS Files Utilizing G/L Accounts

- **Bank –** The bank description including the asset general ledger number. Located under File Maintenance->Company Related Files->Bank.
- **General Ledger Control -** This file contains all of the general ledger interface numbers not defined elsewhere. G/L numbers may vary by company and/or warehouse. Located under File Maintenance->Company Related Files->General Ledger Control. This is coded in the finder file where each company-warehouse set is assigned to a set of G/L control numbers. Located under File Maintenance->Company Related Files->Finder.
- **Miscellaneous Charge Maintenance -** This file contains the miscellaneous charges that may be added to an order/invoice. Located under File Maintenance->Company Related Files-> Miscellaneous Charge Codes.
- **Customer Type –** This file stores the G/L account numbers to be used if the sales interface to the G/L is by customer grouping. Located under File Maintenance->Customer Related Files->Customer Type.

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MDS files Utilizing G/L Accounts

- **Product Type** – This file store the G/L account numbers to be used if the sales interface to the G/L is by product. Located under File Maintenance->Product Related Files->Product Type.
- **Miscellaneous Code** – Defines the write-off codes used in cash entry (i.e., Short Pay, Cash discount, etc.). Located under File Maintenance->Company Related Files->Miscellaneous Code Maintenance.
- **Tax Rate** – Defines the sales tax rates and tax liability GL numbers by taxing jurisdiction. Located under File Maintenance ->Customer Related Files->Tax Rate Maintenance.
- **Inventory Reason Code** – Contains valid inventory adjustment codes with associated G/L expense codes. Located under File Maintenance->Product Related Files->Inventory Reason Code Maintenance.
- **Vendor Maintenance** – Sets up each vendor with the ability to assign standard General Ledger Numbers. Located under File Maintenance->Accounts Payable and General Ledger Files-> Vendor Maintenance.

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The Systems House, Inc.

COMPANY FILE MAINTENANCE

Company #   20

Company Maintenance

1. Company Name   &&&&&&&&&&&&&&&&&&&&&&&&&&&&
2. Address 1
3. Address 2
4. City
5. State
6. Zip
7. Phone
8. Registration
9. DEA#

General Ledger Information

10. PL Break GL#
11. A/P GL#
12. Earned Disc GL#
13. Retain Earn GL#
14. Inter Cash GL#
15. Inter A/P GL#

16. Curr Yr Earngs   0.00
17. Fiscal Month
18. Journal Entry#
19. Voucher #
20. EDI Sender ID

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

Create a New Company Record

This file holds pertinent information for each company as defined by the MDS client. A maximum of 99 companies may be defined. The company name stored in this record is used as the heading for the various reports. In addition, the prompt mask and next internal number to be used for the Product and Customer files are stored in this record.

From the Main Menu, click on File Maintenance, click on Company Related Files, then click on Company.

At the Company Number field, type in your new company number, for example, "20", then hit <ENTER>.

The system will display,

"20 not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

You will now be prompted to enter the new company information:

Company Name – Enter the company name to be used for reports and documents throughout MDS.

Address 1 – Enter the first line of company address.

Address 2 – Company address line 2. Enter the second line of company address (optional).

City – Enter the company city.

State – Enter the 2 letter code for the state.

Zip – Enter the zip code.

Phone – Enter the phone number (optional).

Registration – Enter the federal tax identification number, which is used for 1099 form print and tape.

DEA# - Enter DEA identification number for ARCOS tracking/reporting.

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COMPANY FILE MAINTENANCE

Company #   20

Company Maintenance

1.Company Name   &&&&&&&&&&&&&&&&&&&&&&&&&&&

2.Address 1

3.Address 2

4.City

5.State

6.Zip

7.Phone

8.Registration

9.DEA#

General Ledger Information

10.PL Break GL#

11.A/P GL#

12.Earned Disc GL#

13.Retain Earn GL#

14.Inter Cash GL#

15.Inter A/P GL#

16.Curr Yr Earngs   0.00

17.Fiscal Month

18.Journal Entry#

19.Voucher #

20.EDI Sender ID

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

Create a New Company Record

For the fields that require a general ledger number, you must first create the GL Format located on the second page of this maintenance. When that is completed, you will then need to add all general ledger numbers, discussed in the slide titled, "Adding GL Numbers". Once those 2 steps are completed, come back into the company maintenance and add all necessary general ledger numbers.

PL Break GL# - Profit and loss break number. Enter the profit and loss general ledger break number for this company. This is the general ledger number that signifies the last balance sheet account. The number used in this field must match the format used in the field GL format. This break is used for the preliminary and post closing trial balances, and to determine the type of account during entry of a new general ledger number (type 1 = balance sheet, type 2 = P&L).

A/P GL# - Enter the general ledger number for the accounts payable account for this company. The GL number used in this field must match the format in the GL format field.

Earned Disc GL# - Enter the general ledger number for the earned discount account. The GL number used in this field must match the format in the GL format field.

Retain Earn GL# - Enter the general ledger number for the retained earnings account. The GL number used in this field must match the format in the GL format field.

Inter Cash GL# - Enter the inter-company cash general ledger number for this company. The GL number used in this field must match the format in the GL format field. If you are posting cash receipts in one company for accounts receivable in more than one company, this account will be used for the inter-company posting.

Inter A/P GL# - Enter the inter-company accounts payable general ledger number for this company. The GL number used in this field must match the format in the GL format field.

Curr Yr Earngs – Current year earnings. Enter the earnings for the current year. It is a system accumulated value and should be entered only at start up time.

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The Systems House, Inc.

COMPANY FILE MAINTENANCE

Company #   20

Company Maintenance
1. Company Name   &&&&&&&&&&&&&&&&&&&&&&&&&&&
2. Address 1
3. Address 2
4. City
5. State
6. Zip
7. Phone
8. Registration
9. DEA#

General Ledger Information
10. PL Break GL#   16. Curr Yr Earngs   0.00
11. A/P GL#   17. Fiscal Month
12. Earned Disc GL#   18. Journal Entry#
13. Retain Earn GL#   19. Voucher #
14. Inter Cash GL#   20. EDI Sender ID
15. Inter A/P GL#

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

Create a New Company Record

Fiscal Month – This field holds the first month of the fiscal year for this company. For example, if January is the first month on the fiscal year, enter 1. If May is the first month of the fiscal year, enter 5.

Journal Entry # - Enter the next journal entry number. This field is used by the system to determine the next journal entry number (six digits number). This should only be entered once and NOT changed during processing.

Voucher# - Enter the next voucher number. This field is used by the system to determine the next voucher number (six digits number). This should only be entered once and NOT changed during processing.

EDI Sender ID – Enter the sender's ID for EDI transactions.

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Dashboard - [rs6000d.tshinc.com-demo.12-COMPANY-MAINT010$2]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

Company File Maintenance

Company # 20

Formats and Masks

21. GL Format

22. GL Match

23. Vendor Format

24. Vendor Match

25. Customer Format

26. Customer Match

27. Internal Customer#

28. Product Format

29. Product Match

30. Internal Product #

Accounts Receivable

31. Cred Auth Password		36. Cash Method		43. Frt Cutoff Src	
32. Cred Rel Password		37. Write Off %	0.00	44. Frt Ord Min	0
33. Number Credit Days		38. Write Off $	0.00	45. Ret Auth Pass	
34. Cash Discount %	0.00	39. Credit Msg		46. Ret Maint Pass	
35. Minumum Order $	0	40. Credit Chk			
		41. Fax Phone			

42. Global Msg

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

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Create a New Company Record

GL Format – Enter the general ledger number format (mask), i.e., ##-####-##. The first two positions represent your company number. The second part of the format is the chart of accounts number (maximum length 13). The last part of the format is the suffix or department (maximum length 8), which is optional (this is determined in the parameter file). The GL MATCH field further defines this format (i.e., ##-####-## = GL MATCH 2N-4N-2N). The maximum length of the entire general ledger number is 16 characters.

GL Match – Enter the general ledger number pattern match (i.e., 2N-5N-2N must match GL format field). The maximum length of the entire general ledger is 16 characters.

Vendor Format – Enter the vendor format. This field will be used for all vendor number prompts. For example, ###### or XXXXXX.

Vendor Match – Enter the vendor match. This field will be used to verify the vendor number (i.e., 5N must match vendor format NNNNN). If no match is required, enter 0X.

Customer Format – Enter the customer format. This field will be used for all the customer number prompts (i.e., #####).

Customer Match – Enter the customer match. This field will be used to verify the customer number (i.e., 5N). If no match is required, enter 0X.

Internal Customer# - Enter the next internal customer number. This will be used by the system to store customers using a six digit sequential number. This should be entered only once and not changed during processing. During the input of a new customer number, this number is checked to insure that it does not exist in the Customer Master file.

Product Format – Enter the item number format. This field is used for the product number prompt (i.e., XXX-NNNN).

Product Match – Enter the item number match. This field is used to verify the product number (i.e., 3A-5N must match the item format).

Internal Product# - Enter the next internal item number. This field is used by the system to file products using a sequential six digit number. This should only be entered once and NOT changed during processing. During the input of a new product number, this is checked to insure that it does not exist on the product master file.

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Chart of Accounts Description Maintenance

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

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

Dashboard - [rs6000d.tshinc.com-demo.12-CADM008$1]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

CHART OF ACCOUNTS DESCRIPTION MAINTENANCE

ACCOUNT NUMBER   1000

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

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

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

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

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CHART OF ACCOUNTS DESCRIPTION MAINTENANCE

ACCOUNT NUMBER   1000

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

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

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

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

Chart of Accounts Description Maintenance

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

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

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

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

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The Systems House, Inc.

CHART OF ACCOUNTS DESCRIPTION MAINTENANCE

ACCOUNT NUMBER   1000

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

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

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

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

Chart of Accounts Description Maintenance

Acct Type - Enter an account type - used for executive inquiry.

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

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

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

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

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

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

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The Systems House, Inc.

CHART OF ACCOUNTS DESCRIPTION MAINTENANCE

ACCOUNT NUMBER   1000

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

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

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

| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | CANCEL | Off | | | Userfile |
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Y/B Flag - Enter a Y or B flag indicator. If the flag is set to B or Y, month-to-date and year-to-date fields will be updated and printed on the financial reports. If the flag is Y, the month and year-to-date fields on the financials will both be updated with the year-to-date figures. This is mainly used for showing beginning and ending inventory on financial reports.

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

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

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

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File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

CHART OF ACCOUNTS DESCRIPTION MAINTENANCE

ACCOUNT NUMBER   1000

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

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

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

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

Chart of Accounts Description Maintenance

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

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

The user can also enter line number to make desired changes.

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

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

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MDS General Ledger Interface   15

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Chart of Accounts Suffix Description Maintenance

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

Dashboard - [rs6000d.tshinc.com-BASE.12-CADMS008$1]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

*** CHART OF ACCTS DESCRIPTION MAINTENANCE ***

SUFFIX NUMBER   22

1.DESCRIPTION   TWENTY-TWO

2.CONSOLIDATED DEPT   22

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

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

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Chart of Accounts Suffix Description Maintenance

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

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

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

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

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

The user can also enter line number to make desired changes.

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

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

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OPENING BALANCE MAINTENANCE

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ACCOUNT NO.   20-1234-00

                     ACCOUNT PAYABLE

1. OPENING BALANCE THIS YEAR

2. OPENING BALANCE NEXT YEAR

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

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

Adding GL Numbers

From the main menu, click on general ledger, click on journal entries, then click on opening balances.

At the account number field, enter the account number, and hit <ENTER>. The system will display:

"Description Not On File! Do you want to enter it? (Y/N)"

Enter "Y" and hit <ENTER>.

Next, type in the account number's description and hit <ENTER>. The system will respond:

"*XXX-XXXX-XX* not on file, Create it (Y/N)".

Enter "Y" and hit <ENTER>.

Opening Balance This Year: If you have the opening balance for this year, you may enter it. Otherwise, hit <ENTER> to bypass. **Note:** This is only for balance sheet accounts.

Opening Balance Next Year: If you have the opening balance for next year, you may enter it. Otherwise, hit <ENTER> to bypass. **Note:** This is only for balance sheet accounts.

Enter Line# to Change, Delete to Delete, 0 to Accept:

Enter '0' and hit <ENTER> to accept the new record and add the next account. You may also click on the "OK/END" button, or hit the "F2" function key to accept the record.

Continue until all general ledger accounts have been entered.

Once all have been entered, you will need to go back to the company maintenance to input the necessary general ledger numbers.

To do this, go to the main menu, then click on file maintenance, click on company related files, lastly click on company maintenance and enter the company number and hit <ENTER>.

From here, make the appropriate changes to the record.

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The Systems House, Inc.

BANK MAINTENANCE

COMPANY NO   20   The Systems House, Inc
BANK #   100

1.BANK NAME   COMMERCE BANK
2.G/L NUMBER   20-1160-00
3.ACCOUNT NUMBER   8524164
4.NEXT CHECK#   652452
5.NEXT WASHOUT CHECK#   001000
6.BANK EXPENSE G/L#   20-1400-00
7.CREDIT LINE   0.00
8.BANK VER DETAIL TEMPLATE
9.BANK VER TOTAL TEMPLATE

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

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

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Bank File Maintenance

Once the company file is created, the banks should be entered.

This file is used to define the various bank accounts used for each company. Each company can have up to 999 banks. The asset general ledger account is stored in this record as well as descriptive information about the bank account. This file is used by the accounts receivable, accounts payable, and payroll modules.

Company No – Enter the company number and hit <ENTER>. You may also click on the down arrow next to the field, click on the "INQUIRY" button, or hit the "F7" function key to display a list of companies to choose from.

Bank # - Enter the 3 digit bank number for this company and hit <ENTER>. The system will display:

"*XXXXX* not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

Bank Name – Enter the bank name for this bank code.

G/L Number – Enter the general ledger number for this bank. This is the general ledger number that will be used to post cash disbursements and cash receipts.

Account Number – Enter the bank account number.

Next Check# - Enter the next check number. This number is used and incremented during the accounts payable check print programs.

Next Washout Check# - Enter the next washout check number. This number is displayed and used in the accounts payable maintenance (washout entry or "hand check") program.

Bank Expense G/L# - Enter the bank expense GL number. Used in the account reconciliation process for the recording of additional bank entries such as fees, interest, etc.

Enter Line# to Change, Delete to Delete, 0 to Accept:

Enter 0 and hit <ENTER> to save the record. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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Finder File Maintenance

This file is used by the various programs in MDS to determine which set of control totals, sequence numbers (i.e., order# invoice#) and general ledger numbers are to be used for this company and branch. The key to the finder file is co#:warehouse#: 99:999. The keys to the sequence control, general ledger control, and control total files are arbitrary numbers assigned when the system is started. Thus the designer has the flexibility of having all companies share a common pool of numbers, each have unique sets of number series, or any combination that is appropriate to the client's needs.

Company: Enter the company number for this finder record.

Warehouse: Enter the warehouse number for this finder record. If multiple warehouses are used, each one must be set up individually, even if they are all using the same control, sequence and general ledger control files.

If entering information for a new company, the system will respond:

"XX not file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

1. Control #: Enter the control number for this company/warehouse combination.

2. SEQ #: Enter the sequence control number for this company/warehouse record. The sequence control record is used throughout the system to determine the number pools for invoices, credit memos, releases, orders, purchase orders, etc.

3. G/L #: Enter the GL control number for this finder record. The GL Control record contains the general ledger numbers that are used to post accounts receivable transactions during the month end procedure.

FINDER FILE MAINTENANCE

COMPANY   20
WAREHOUSE   200
1.CONTROL #   001
2.SEQ #   200
3.GL #   200

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

XXXXXX

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

Notes:

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The Systems House, Inc.

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

SEQUENCE CONTROL

CODE   200

1.ORDER NO	000001	17.INVENTORY TRANS NO	000001
2.INVOICE NO	000001	18.PHY INV TAG NO	000001
3.C/M NO	000001	19.STANDING ORDER NO	000001
4.D/M NO	000001	20.MISC CASH NO	000001
5.C/B NO	000001	21.A/R BATCH NO	000001
6.ADJ NO	000001	22.P/O NO	000001
7.ON ACCT NO	000001	23.W/O NO	000001
8.UNAPPLIED NO	000001	24.PRO W/O NO	000001
9.SERV CHG NO	000001	25.BILL OF LADING NO	000001
10.POSTING NO	000001	26.VENDOR RETURN NO	000001
11.POSTING SEQ NO	000001	27.PEDIGREE ID	000000000001
12.CASH SEQ NO	000001		
13.ADJ SEQ NO	000001		
14.JOURNAL ENTRY NO	000001		
15.JOURNAL SEQ NO	000001		
16.VOUCHER NO	000001		

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

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

Notes:

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Sequence Control Maintenance
This file contains the sequence numbers to be used throughout the system.

Code – Enter a 3 digit key to the file and hit <ENTER>. The system will respond:
"*XXX* is not on file, Create it (Y/N)"
Enter "Y" and hit <ENTER>.

Order No – Enter the starting order number.
Invoice No – Enter the starting invoice number.
C/M No – Enter the starting credit memo number.
D/M No – Enter the starting debit memo number.
C/B No – Enter the starting chargeback number.
Adj No – Enter the starting adjustment number.
On Acct No – Enter the starting on-account number.
Unapplied No – Enter the starting number for unapplied cash.
Serv Chg No – Enter the starting service charge number.
Posting No – Enter the starting posting (conversion) number.
Posting Seq No – Enter the starting posting sequence number.
Cash Seq No – Enter the starting cash sequence number.
Adj Seq No – Enter the starting adjustment sequence number.
Journal Entry No – Enter the starting journal entry number.
Journal Seq No – Enter the starting journal sequence number.
Voucher No – Enter the starting number for accounts payable vouchers.
Inventory Trans No – Enter the starting inventory transaction number.
Phy Inv Tag No – Enter the starting physical inventory tag number.
Standing Order No – Enter the starting standing order number.

MDS General Ledger Interface   21

The Systems House, Inc.

Sequence Control Maintenance

SEQUENCE CONTROL

CODE   200

1.ORDER NO	000001	17.INVENTORY TRANS NO	000001
2.INVOICE NO	000001	18.PHY INV TAG NO	000001
3.C/M NO	000001	19.STANDING ORDER NO	000001
4.D/M NO	000001	20.MISC CASH NO	000001
5.C/B NO	000001	21.A/R BATCH NO	000001
6.ADJ NO	000001	22.P/O NO	000001
7.ON ACCT NO	000001	23.W/O NO	000001
8.UNAPPLIED NO	000001	24.PRO W/O NO	000001
9.SERV CHG NO	000001	25.BILL OF LADING NO	000001
10.POSTING NO	000001	26.VENDOR RETURN NO	000001
11.POSTING SEQ NO	000001	27.PEDIGREE ID	000000000001
12.CASH SEQ NO	000001		
13.ADJ SEQ NO	000001		
14.JOURNAL ENTRY NO	000001		
15.JOURNAL SEQ NO	000001		
16.VOUCHER NO	000001		

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

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

Misc Cash No – Enter the starting miscellaneous cash number.

A/R Batch No – Enter the starting number for A/R batch control.

P/O No – Enter the starting purchase order number.

W/O No – Enter the starting work order number.

Pro W/O No – Enter the starting proforma work order number.

Bill of Lading No – Enter the starting number for bill of lading orders.

Vendor Return No – Enter the starting vendor return number.

Pedigree ID – Enter the starting pedigree number.

Enter Line# to Change, Delete to Delete, 0 to Accept:

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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The Systems House, Inc.

GENERAL LEDGER CONTROL

CODE   001

1.A/R G/L NO	01-1200-00	15.INVENTORY G/L NO	01-1400-00
2.SALES G/L NO	01-3010-00	16.INV ACCRUAL G/L NO	01-2605-00
3.RTNS G/L NO	01-3020-00	17.INVENT SUSP G/L NO	01-1414-00
4.COST GOODS SOLD G/L	01-4010-00	18.FREIGHT IN G/L NO	01-1416-00
5.FRT G/L NO	01-3040-00	19.CONS INV G/L NO	01-4018-00
6.DISC G/L NO	01-3050-00		
7.MISC CHARGES G/L NO	01-3030-00	20.SERV LAB G/L NO	01-4665-00
8.VEND RET G/L NO	01-1410-00	21.INV. RAW G/L NO	01-6200-00
9.RESTCK CH G/L NO	01-4900-00		
10.SERVICE CHG G/L NO	01-3060-00	22.INV. INT G/L NO	01-6000-00
11.CC BANK UPD G/L NO	01-2610-00	23.FIRST CST G/L NO	01-6700-00
12.DS FRT G/L NO	01-3045-00	24.OCEAN FRT G/L NO	01-6800-00
13.DS MISC G/L NO	01-3035-00	25.INV. INS G/L NO	01-6900-00
14.P/I VAR. G/L NO	01-4910-00	26.INV. DUTY G/L NO	01-7000-00
		27.INV. BROK G/L NO	01-7100-00
		28.INLND FRT G/L NO	01-7200-00

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

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

General Ledger Control Maintenance

The GL.CONT file contains most of the general ledger interface numbers not defined elsewhere in the system. (ex. bank file). G/L numbers may vary by company and/or warehouse. This is coded in the finder file where each company-warehouse set is assigned to a set of G/L control numbers.

A/R- The Accounts Receivable G/L Control Account

Sales - Sales General Ledger Number

Rtns - Returns General Ledger Number

Cost of Sales - Cost of Sales General Ledger Number
_____
In the MDS system, the sales, returns, and cost of good sold general ledger interface may be defined in one of three ways:

One account for all transactions – the number used is stored here in GL.CONT.

Customer Type – If sales is to be posted to the general ledger by customer grouping, then the account numbers are stored in the customer type file. Located under File Maintenance->Customer Related Files->Customer Type.

Product Type – This file stores the G/L account numbers to be used if the sales interface to the G/L is by product groupings. Located under File Maintenance->Product Related Files->Product Type.
_____
Frt - Freight Out General Ledger Account.

Dist - Discount General Ledger Number

Misc Charges - If a single miscellaneous charge is used, then it is stored in this file. Otherwise, it is stored in the miscellaneous charge file. Located under File Maintenance->Company Related Files->Miscellaneous Charge Codes.

Vend Ret - This G/L number will be used to record the value of the inventory being returned to the vendor. Used in the return to vendor system.

Restck CHG - The charge imposed by the vendor on returned merchandise is expensed to this account.

Service CHG - Service Charge General Ledger Number

CC Bank UPD - MDS has a program that will allow us to accept the distribution of credit cards and create a journal entry from the data. This accounts where the offsetting entry is posted. This might be followed by another entry when the bank pays the credit card.

DS Frt G/L No - Source of the freight GL number in the drop ship receiving/voucher entry program.

DS Misc G/L No - Source of the miscellaneous charge GL number in the drop ship receiving/voucher entry program.

P/I Var.- General ledger account to which the physical inventory variance is posted when the physical is finalized.

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The Systems House, Inc.

GENERAL LEDGER CONTROL

CODE 001

1.A/R G/L NO	01-1200-00	15.INVENTORY G/L NO	01-1400-00
2.SALES G/L NO	01-3010-00	16.INV ACCRUAL G/L NO	01-2605-00
3.RTNS G/L NO	01-3020-00	17.INVENT SUSP G/L NO	01-1414-00
4.COST GOODS SOLD G/L	01-4010-00	18.FREIGHT IN G/L NO	01-1416-00
5.FRT G/L NO	01-3040-00	19.CONS INV G/L NO	01-4018-00
6.DISC G/L NO	01-3050-00		
7.MISC CHARGES G/L NO	01-3030-00	20.SERV LAB G/L NO	01-4665-00
8.VEND RET G/L NO	01-1410-00	21.INV. RAW G/L NO	01-6200-00
9.RESTCK CH G/L NO	01-4900-00		
10.SERVICE CHG G/L NO	01-3060-00	22.INV. INT G/L NO	01-6000-00
11.CC BANK UPD G/L NO	01-2610-00	23.FIRST CST G/L NO	01-6700-00
12.DS FRT G/L NO	01-3045-00	24.OCEAN FRT G/L NO	01-6800-00
13.DS MISC G/L NO	01-3035-00	25.INV. INS G/L NO	01-6900-00
14.P/I VAR. G/L NO	01-4910-00	26.INV. DUTY G/L NO	01-7000-00
		27.INV. BROK G/L NO	01-7100-00
		28.INLND FRT G/L NO	01-7200-00

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

XXXXXX

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

General Ledger Control Maintenance

Inventory - The Inventory General Ledger Account.

Inv Accrual – To record inventory received, but not vouchered at months end. MDS creates an auto-reversing accrual entry. (Debit to the inventory account - credit is to this account.)

Invent Susp – To record the inventory from a vendor invoice received via an EDI 810 transaction, which cannot be matched to the proper purchase order and receiver.

Freight In - This account number is used to record freight in on EDI 810's.

Cons Inv - This account records the amount of merchandise out on consignment.

Serv Lab - Service Labor G/L# - Used in the service work order posting procedure.

Inv Raw G/L - Raw Material Inventory G/L Number.
_____

The following fields are used to record foreign costs in the P/O intransit posting and drop ship P/O receipts procedures.

Inv Int - Used to record inventory intransit between warehouses and/or intransit from the vendor

First Cst G/L NO - Vendor First Cost

Ocean Frt G/L NO - Ocean Freight Cost

Inv. Ins G/L NO - Insurance Cost

Inv. Duty G/L NO - Duty Cost

Inv. Brok G/L NO - Brokerage Cost

Inlnd Frt G/L NO - In-land Freight Cost

Enter Line# to Change, Delete to Delete, 0 to Accept:

Enter 0 and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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Dashboard - [rs6000d.tshinc.com-BASE.12-MISC.CHG.CODES.MAINT012$1]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

Miscellaneous Charges Code Maintenance

Miscellaneous Code	FSC
1.Description	Fuel Surcharge
2.G/L Number	3510-00 FUEL FEE INCOME
3.Default Amount	3.50

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

XXXXXX

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

Miscellaneous Charges Code Maintenance

This process is used to create the miscellaneous charges that may be applied to the orders and invoices.

Miscellaneous Code – Enter a new code number, (3 A/N) the system will display:

"*XXX* not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

Description - Enter the miscellaneous code description.

G/L# - Enter the general ledger number. You may use the lookup feature to find the correct general ledger number.

Default Amount – This is the standard charge for this item. i.e., $3.50 is the fuel surcharge. This amount may be overridden on a specific order or invoice.

Enter Line# to Change, Abort to Cancel, Delete to Delete, 0 to Accept:

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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The Systems House, Inc.
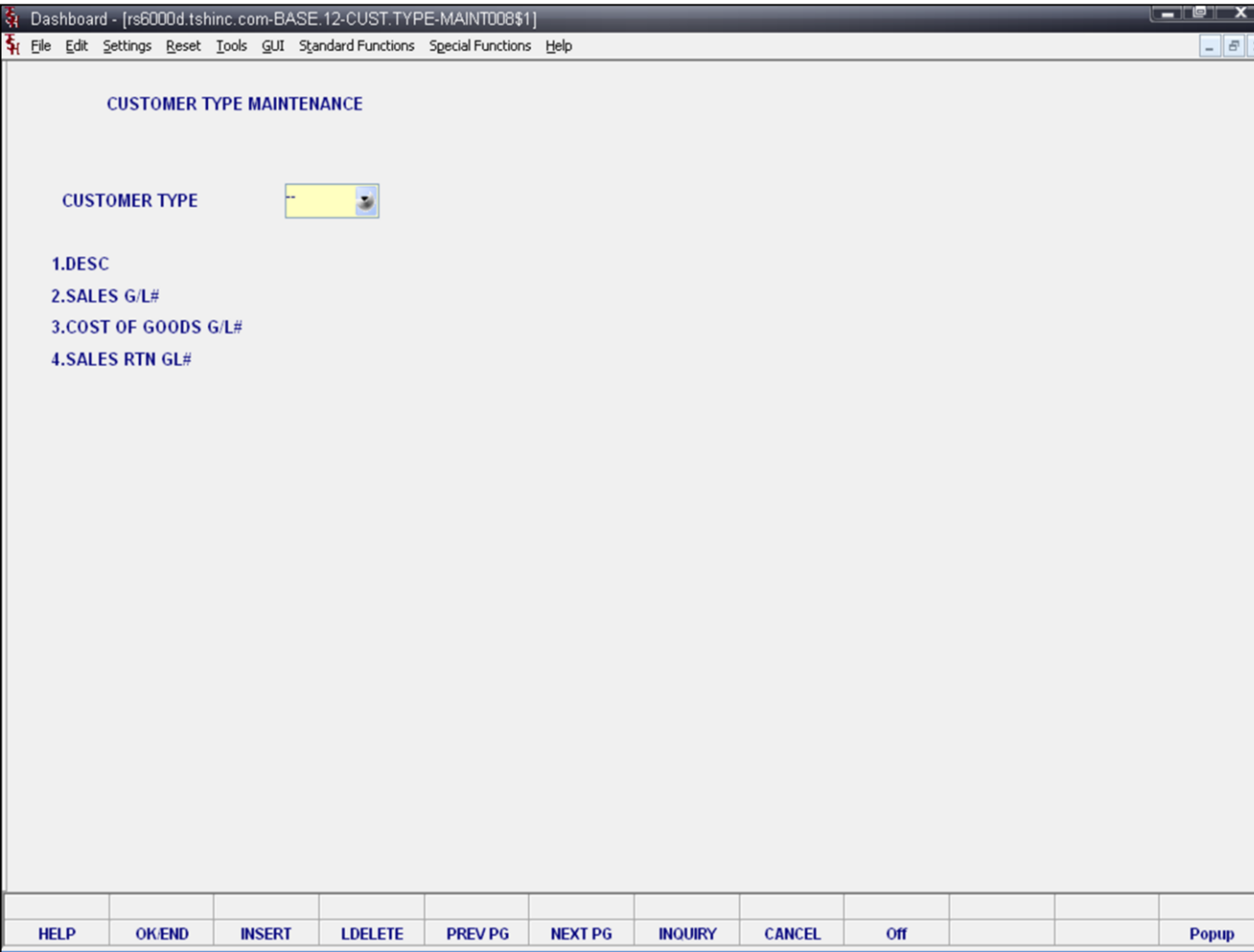
Customer Type Maintenance

Customer type codes in customer type maintenance (similar to class codes) can be used to further define your customer base. The codes are user defined and will allow reports to be created and sorted by this code. Customer type codes, once created, are included in the customer master file. Example: Use customer type to break out different groups of customers such as retail, wholesale, distributor, etc. In addition, if the general ledger update by customer type is selected (see parameter file), this file is used to store the appropriate sales, cost of goods and sales return general ledger for each customer type.

Customer Type – Enter the two digit numeric customer type code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down list box for you to select from the available customer type codes.

Desc – Enter the customer type code description.

Sales General Ledger Interface - If the sales general ledger interface is by customer type, then the following general ledger numbers are required.

Sales G/L# - Enter the sales general ledger number for this customer code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the available general ledger number.

Cost Of Goods G/L# - Enter the cost of goods general ledger number for this customer code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the available general ledger number.

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Customer Type Maintenance

Sales Rtn GL# - Enter the sales returns general ledger number for this customer code. You can also click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the available general ledger 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.

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

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The Systems House, Inc.

Product Type Maintenance

This file contains the product type descriptions. In addition, if the general ledger update by product type is selected (see parameter file), this file is used to store the appropriate sales General Ledger for each product grouping.

PRODUCT TYPE MAINTENANCE

PRODUCT TYPE   ###

1. DESC

2. SALES G/L#
3. COST OF GOODS G/L#
4. SALES RTN GL#

5. TYPE IMAGE

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

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Product Type Maintenance

Product Type - Enter the product type number. You can also click on the 'INQUIRY' icon or press the 'F7' function key to display all product types currently on file.

Desc - Enter a description for this product type. The character limit is 25.

Sales General Ledger Interface - If the sales general ledger interface is by customer type, then the following general ledger numbers are required.

Sales GL# – Enter the sales general ledger number.

Cost of Goods GL# – Enter the cost of goods general ledger number.

Sales RTN GL# – Enter the sales returns general ledger number.

All general ledger numbers must match the format for the company (01-) and is used if G/L update by product type has been selected in the parameter file.

Type Image – Enter an image name (i.e., gif or jpg filename) for RemoteNet to use on your website.

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.

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The Systems House, Inc.

MISCELLANEOUS CODES

CO#   01   The Systems House, Inc

CODE   01

1.DESCRIPTION   CASH DISCOUNT

2.G/L #   01-1000-00   ASSETS

3.ABBR. DESCR   CASHDIS

4.SIGN FOR AMOUNT   B

ENTER LINE# TO CHANGE, ABORT TO CANCEL, DELETE TO DELETE, 0 TO ACCEPT   XXXXXX

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

Miscellaneous Code Maintenance

This process is used to enter the miscellaneous code used in the cash entry program and as the heading titles used in the cash receipts journal.

Special codes exist in cash receipts for chargeback, cash discount, and short payment codes. Therefore, whenever these codes are used , the correct abbreviated description must be used.

Co# - Enter the company number.

Code – Enter a new code number, the system will display:

"XXX not on file, Create it (Y/N)"

Enter "Y" and hit <ENTER>.

Description - Enter the miscellaneous code description.

G/L# - Enter the general ledger number. You may use the lookup feature to find the correct general ledger number.

Abbr. Descr. – Abbreviated Description. Enter the special abbreviated description code. Special codes exist for chargeback, cash description, and short payment codes. Therefore, whenever these codes are used, the correct abbreviated description must be used.

Sign for Amount – Enter the sign allowed for the miscellaneous amount entered during cash. N – Negative, P – Positive, or B – Both.

Enter Line# to Change, Abort to Cancel, Delete to Delete, 0 to Accept:

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

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The Systems House, Inc.

TAX RATE MAINTENANCE

TAX JURISDICTION   1

1.TAX %   7.000

2.JUR. DESC   NEW JERSEY

3.TAX G/L #   2400-00   NJ Sales TAXES

4.CHARGE TAX ON FRT   N

5.STATE %   7.000

6.COUNTY %   0.000

7.CITY %   0.000

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

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

Tax Jurisdiction File Maintenance

The tax rate file contains the tax rate to be charged to taxable customers in each tax jurisdiction.

The company number is not entered because the company number is taken from the invoice file. All tax charged to customers during the month will be posted to the general ledger based on the general ledger number in the tax rate file.

Tax Jurisdiction – Enter a new tax jurisdiction number and hit <ENTER>. The system will prompt:

"*X* not on file, Create (Y/N)"

Enter "Y" and hit <ENTER>.

Tax% - Enter the tax percent for this tax jurisdiction.

Jur. Desc. – Enter the tax jurisdiction description.

Tax G/L# - Enter the tax general ledger number. You can click on the down arrow next to the field, click on the "INQUIRY" button or hit the "F7" function key to initiate the lookup routine.

Charge Tax On Frt - Enter "Y" or "N" to charge tax on freight. All customers who are taxable with this tax jurisdiction will also be charged tax on the freight for all invoices.

State % - Enter the percentage of the tax from line one that is to be the state tax percent. The total of the state, county and city taxes must

equal the tax on line one.

County % - Enter the percentage of the tax from line one that is to be the county tax percent. The total of the state, county and city taxes must

equal the tax on line one.

City % - Enter the percentage of the tax from line one that is to be the city tax percent. The total of the state, county and city taxes must

equal the tax on line one.

Enter Line# to Change, Delete to Delete, 0 to Accept:

Enter "0" and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

Next, click on the "OK/END" icon or hit the "F2" function to continue.

The system will return you to the warehouse file maintenance screen, specifically to the tax jurisdiction

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The Systems House, Inc.

field, simply click on the newly create tax jurisdiction.

The Systems House, Inc.

The inventory reason code file is used to store the allowable reasons for product adjustments.

Desc – Enter the inventory reason code description.

Adj G/L# - Enter the adjustments general ledger number.

Enter Line# to Change, Delete to Delete, 0 to Accept:

Enter 0 and hit <ENTER>. You may also click on the "OK/END" button, or hit the "F2" function key, to accept the record.

Next, click on the "OK/END" button one time. This will return you to the credit memo processing code maintenance program. From here, simply double click on the newly inventory reason code in the lookup.

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The Systems House, Inc.

Vendor Maintenance

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

Dashboard - [rs6000d.tshinc.com-BASE.12-VEND.MAST.MAINT011$1]

File   Edit   Settings   Reset   Tools   GUI   Standard Functions   Special Functions   Help

Vendor Master Maintenance

Created

** Purchase Order Address **

Vendor Number	PSEG		
1.Name	PSE&G	20.PO Name	
2.Address 1	PO BOX 14106	21.PO Add1	
3.Address 2	ACCT: 31 104 041 17	22.PO Add2	
4.City	NEW BRUNSWICK	23.PO City	
5.State	NJ Country 000 U.S.A.	24.PO State Country	
6.Zip Code	07013	25.PO Zip	Ext.
7.Contact	Ext.	26.PO Phone	
8.Telephone	800-542-0049	27.PO Fax Phone	800-231-4521
9.Fax Phone	800-231-4521	28.PO Contact	
10.Fed ID/SS#		29.PO Type	
11.1099 Req	N	30.Ship Method	
12.Misc Data		31.Frt PD Cutoff$	0
13.Misc Data 2		32.Currency	
14.Vend Class		33.Combo Code	0
15.Std G/L #	7000-00	34.Dea#	
		35.Pay Status	P
16.Temporary	N	36.Rebate Via EDI	
17.DUNS#		37.Vendor Cust#	
18.A/R Cust#		38.Inactive Flag	N
19.EMail Addr			

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

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

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The Systems House, Inc.

Vendor Master Maintenance

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

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

Address 1 - Enter the first line of the accounts payable address.

Address 2 - Enter the second line of the accounts payable address.

City – Enter the name of the city.

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

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

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

Contact - Enter the vendor contact name.

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Vendor Master Maintenance

Telephone - Enter the vendor's telephone number.

Fax Phone - Enter the vendor's fax number.

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

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

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

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

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

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

Temporary – One-time vendors created during the voucher entry program are flagged with a T in this field. A temporary vendor may be made permanent by changing the flag to N (NULL) in this program. Temporary vendors are cleared during the accounts payable month end job stream when the balance for the vendor is 0 and check payment is 62 days old.

Notes:

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The Systems House, Inc.

Vendor Detail Maintenance

Vendor Detail Maintenance

Company	01	The Systems House, Inc	
Vendor Number	PSEG	PSE&G	

Billing   Address   :   **Purchasing   Address   :**

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

1.Bank #	001	FIDELITY BANK
2.Discount %	0.00	
3.Due Days	10	
4.Disc Days	0	
5.Cutoff Date	0	
6.Due Date	0	
7.Disc Date	0	

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

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

Vendor Detail Maintenance

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

A. Bank Number

B. Discount Percent

C. Standard Due Days

D. Standard Discount Days

E. Cutoff Date for PROX Dating

F. Due Date for PROX Dating

G. Discount Date for PROX Dating

Notes:

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The Systems House, Inc.

Vendor Detail Maintenance

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

Bank # - Enter a valid bank code. You can also use the inquiry function to select an available bank. The bank code entered is the bank through which the vendor is paid. It will also be used in the voucher entry and cash disbursement programs.

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

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

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

Cutoff Date - The logic for PROX dating is as follows:

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

For example:
Cutoff date: 15th of the month
Due date: 25th of the month
Invoice date: June 14- invoice due date: July 25
Invoice date: June 17- invoice due date: Aug 25

Notes:

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Dashboard - [rs00000.tsninc.com-BASE.12-VEND.DET.MAIN101$T]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

Vendor Detail Maintenance

Company	01	The Systems House, Inc
Vendor Number	PSEG	PSE&G

Billing   Address   :   Purchasing   Address   :

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

1.Bank #	001	FIDELITY BANK
2.Discount %	0.00	
3.Due Days	10	
4.Disc Days	0	
5.Cutoff Date	0	
6.Due Date	0	
7.Disc Date	0	

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

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

Vendor Detail Maintenance

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

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

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

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

The user can also enter line number to make desired changes.

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

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

Notes:

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Where to Get More Information

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

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