



Accounts Payable User Guide

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OVERVIEW

The DMS Accounts Payable System is designed to provide the means to voucher invoices, control payments, project cash requirements, write checks, produce General Ledger input, and keep vendor historical data. The system is completely multi-company with each company having its own reports, checks, and General Ledger input. Multiple banks can exist within companies. Accounts Payable Processing is controlled through three menus. The menus are designed for ease of operation and include:

A/P DATABASE MAINTENANCE
A/P PROCESSING FUNCTIONS
A/P MAINTENANCE AND REPORTS

A Vendor Master file is maintained containing one record per vendor. Vendors can be accessed by a seven character code or through Vendor Name Search during Vendor Maintenance, Transaction Entry, or Vendor Inquiry. Information for each vendor includes: name, address, phone number, contact person, short name, payment terms code, and 1099 code. The payment terms code refers to the Terms file from which the cash discount and due date can be calculated automatically. The terms can include: cash discount percent, cash discount days, net days, prox terms, and terms description. Federal 1099 Miscellaneous Forms can be printed at the end of the year for all 1099 vendors. A 1099 diskette file can be built for 1099 magnetic media filing.

Invoices may be vouchered as they are received and entered through Accounts Payable Transaction Entry. Invoices are entered, edited, and updated by batch number. Most information entered is edited on line. Vouchers for one-time vendors can be entered using a vendor code of '9999999'. Checks will be written for the name entered. This eliminates the need to maintain a Vendor Master record for each one-time vendor or miscellaneous payment. Handwritten check payments can be entered also. The check number and check date are entered for these vouchers.

Recurring Transactions may be set up to eliminate the need to enter transactions which occur on a monthly, quarterly, semi-annual, or annual basis. The transactions are generated into the Transaction file based upon the next invoice date, next distribution month and year, and the remaining number of times to generate.

Prior to the Check Writing Phase invoices may be selected for payment by due date, discount date, vendor, and/or specific transaction number.

During the Check Writing Phase, all invoices selected for payment will have a check written. One check per vendor per company is produced with the exception of one-time vendors for which one check per invoice is produced. All invoices paid are listed on the check stub or a separate remittance sheet if there are more invoices than can be listed on one stub.



Timely Accounts Payable information is available through Vendor Inquiry and seven standard reports that may be produced at any time. The Vendor Inquiry displays Vendor Master information and complete open and paid (month-to-date and historical) voucher data. The standard reports can be run by company and can be requested by multiple workstations at the same time. The reports available on demand are:

Open Item Report	- Prints all open items
Distribution Report	- Prints the General Ledger distribution of all vouchers
Aged Cash Requirements Report	- Prints an aging of all items in the Open Item file
Vendor Analysis Report	- Prints current and last year-to-date vendor totals
Month-to-Date Check Registers	- Print both Regular and Handwritten Check Registers
Y-T-D 1099 Report	- Prints calendar year-to-date activity for 1099 vendors
Paid History Reports	- Print historical payment information

Transactions from the Accounts Payable System to General Ledger can be generated on demand. General Ledger account numbers of up to thirteen characters are accommodated. Vouchers which have an expense period equal to the current period are used to create entries for General Ledger and are listed on the Voucher/Purchases Journal. Month-to-date paid items are listed on the Cash Disbursements Journal. Future vouchers and checks will not be affected. During End-of-Month Processing, any unposted vouchers and payments for the period being closed are automatically generated to General Ledger.

The End-of-Month Processing includes moving month-to-date paid items into the Paid History file, automatic update of the company's current expense period, and printing the End-of-Month Reports.

The DMS Accounts Payable System is designed to interface with three other DMS accounting systems:

1. DMS Purchasing System
2. DMS General Ledger System
3. DMS Check Reconciliation System

For more information on the operation and features of these systems, consult the appropriate user guides for these systems or contact your DMS Representative.



How To Use This Manual

This users' guide is designed to include all information needed to operate the DMS Accounts Payable System. The guide is organized into six sections:

- | | |
|-----------------|--|
| 1) Overview | - This section provides a general explanation of how the system operates and can be used as an orientation to the overall system. |
| 2) Installation | - This section explains the installation steps in detail. |
| 3) Menu Options | - This section describes each menu option, including a short narrative of the option and detailed information describing each data field keyed or displayed in the system. |
| 4) Reports | - This section describes each report produced by the system. Report contents, print sequence, and special notes are given. |
| 5) Processing | - This section describes the processing steps necessary to operate the system. Daily, End-of-Month, and Special Processing are described along with the actual messages which appear on the CRT screen and required responses to all operator prompts. |
| 6) Appendices | - The appendices consist of Audits and Controls. |



INSTALLATION

New installation of the DMS Accounts Payable System is divided into 2 sections - Library Build and File Initialization, Master File Entry.

If you are converting from a previous DMS Accounts Payable System skip these instructions and go directly to the Conversion Instructions.

Insert the appropriate library media containing the source, object, and procedures - labeled A99LIB. The A/P System requires approximately 12 megabytes.

KEY: RSTLIB A99LIB DEV(?) (to load the library)
 CHGCURLIB A99LIB
 CALL A99INIT (to create the files library and initialize files in the files library)

Now you are ready to set up your Master Files.



Master Files Set Up

Set up the master files in this order: (See Menu Options section for details of each file.)

1. Control File
System control information is entered and updated using this option.
2. Company File
The information for the companies used in the Accounts Payable system are entered and updated using this option.
3. Terms File
The payment terms codes are entered and updated using this option.
4. Vendor Master
The information for the vendors is entered and updated using this option. The Vendor Master file is shared by all companies.
5. Mini Chart/Accounts
The description for the General Ledger account numbers which are used in the distribution lines of an invoice are entered and updated. If the DMS General Ledger is installed and the Chart of Accounts build, the Mini Chart of Accounts can be brought in from G/L.
6. Bank Table
The information for each bank table code is entered using this option. There is one bank code for each A/P, Cash, and Payment Discount, G/L Account Number combination which is used. Each bank code has an entry for the three accounts and the Check Code.
7. Recurring Transactions
Building this file is optional. The information for payments which are made on a regular payment schedule of monthly, quarterly, semi-annually, or annually are set up once and generated at the appropriate time.



Conversion From DMS A/P Ver 5.0

Conversions from the DMS Accounts Payable VERSION 5.0 up to DMS Accounts Payable Version 7.0 consist of backing-up the VERSION 5.0 files and library, restoring the Version 7.0 library, and calling the conversion procedure APCONV70.



MASTER FILES

Company File Maint./Listing

The information for the companies used in the Accounts Payable system are entered, updated and listed using this option. Processing may be selected for all companies or for specific companies.

For each company the current fiscal period, fiscal year begin month, and fiscal period ending dates must be entered. These dates are used for posting transactions and for End-of-Month Processing.

This menu option cannot be run if any of the following are ACTIVE:

- Print Checks/Register
- Month End Processing



Screen 1 Entry Fields:

COMPANY CODE: 2 characters. Required. Enter the company code to be added or updated.

Screen 1 Command Keys:

ROLL Pages through the company file.
ENTER Continues to the next screen if a company code is entered.
F3 END. Ends the job.
F4 Prints the COMPANY FILE LISTING.
F12 PREVIOUS. Ends the job.

Screen 2 Entry Fields:

COMPANY NAME: 30 characters. Required.

ADDRESS LINES: 30 characters for each line. If there is only one line, use Line 1.

CITY/STATE/ZIP: 15 characters for city, 2 character postal code for state, and 9 characters for zip code. The USA 9 digit zip codes print with the dash.

CREDIT AGE CODE: 1 character.
blank - Credit invoices age according to due date.
'C' - Credit invoices age current regardless of due date.

DETAIL/SUMMARY
G/L POSTING CODE: 1 character. Required as follows:
'D' - Invoice/check detail posts to G/L.
'S' - Account summary amounts post to G/L.

1099 FED ID#: 15 characters. Prints on the 1099 forms.

Screen 2 Command Keys:

ENTER Updates the file and continues to the next screen.
F12 PREVIOUS. Returns to 1st screen. The file is not updated.
F23 DELETE. Deletes this record from the file.

Screen 3 Entry Fields:

CURRENT EXPENSE (MM/YY): 4 digits. Required. Enter the current expense period as a calendar or fiscal month/year according to the control record. This expense period is the default distribution period



for transactions. After initial entry, the system maintains the MM/YY.

CURRENT FISCAL PERIOD: 2 digits. Required. Enter the current fiscal period. The current fiscal period is used during Generate G/L Transactions and Month End Processing. After initial entry, the system maintains the fiscal period.

FISCAL YEAR BEGIN MONTH: 2 digits. Required. Enter the first calendar month of the company's fiscal year.

FISCAL PERIOD END DATES: 6 digits. Required. Enter the calendar ending dates (MMDDYY) for each fiscal period. Leave period 13 blank unless there are 13 periods needed.

Screen 3 Command Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.



Vendor Master Maint./Listing

The information for the vendors is entered, updated and listed using this option. Each vendor master record includes the name and address of the vendor to print on the checks, phone number, fax number, contact person, and short name. A terms code may be specified for the vendor. This code must be a valid code in the Terms file. By entering a 'Y' for the 1099 code, payment information for the vendor is accumulated for printing the 1099 Miscellaneous Forms. If an existing vendor is to be updated, the vendor may be found using the Name Search feature.

The Vendor Master List may be printed in vendor number and/or short name Sequence.

This menu option cannot be run if any of the following are ACTIVE:

- Print Checks/Register
- Month End Processing



Screen 1 Entry Fields:

VENDOR NUMBER: 7 characters. Required.
If the vendor has been previously set up, the information for that vendor is displayed. If the vendor number is not known, the Vendor Name Search can be used to locate the vendor by SHORT NAME.

Screen 1 Command Keys:

ENTER Continues to the next screen if a vendor is entered.
F3 END. Ends the job.
F4 Prints VENDOR MASTER LIST.
F10 NAME SEARCH. Executes the Vendor Name Search.
F12PREVIOUS. Ends the job.

Screen 2 Entry Fields:

NAME: 30 characters. Required.

ADDRESS LINES: 30 characters for each line. If there is only one line, use line 1.

CITY/STATE/ZIP: 15 characters for city, 2 character postal code for state, and 9 characters for zip code. The USA 9 digit zip codes print with the dash. Other zip codes as entered.

SHORT NAME: 10 characters. Required. This field is used by the Name Search to locate and display vendors when the vendor number is unknown.

PHONE NUMBER: 10 digits. Separate fields distinguish between area code, exchange, and number.

FAX NUMBER: 10 digits. Separate fields distinguish between area code, exchange, and number.

CONTACT: 20 characters. Contact person.

*TERMS CODE: 2 characters. If used, the terms code must exist in the Terms file.

1099 CODE: 1 character. 'Y' - saves payment information for a 1099 vendor.



1099 ID#:

15 characters. Required if the 1099 code is 'Y'.
Enter the vendor's 1099 identification number.



Screen 2 Command Keys:

ENTER	Updates the file and returns to the 1st screen.
F10	FIELD INQUIRY. Calls Search program for field where the cursor is positioned.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.
F23	DEACTIVATES or RE-ACTIVATES this vendor.

Screen 4 Display Fields:

*ACCOUNT#:	The G/L distribution account number.
DESCRIPTION:	The account description from the Mini Chart of Accts.
DIST PERC:	The percent of the gross to be distributed to the account.

Screen 4 Entry Fields:

ACCOUNT#:	13 digits. Required. The General Ledger account number to which the amount is to be distributed. The account number must exist in the Mini Chart of Accts.
AMOUNT:	4 digits. Required. Format 99.99. The percent of the gross to be distributed.

Screen 4 Command Keys:

ROLL	Pages through the account distribution lines.
ENTER	Updates the file and assigns the next line number.
F3	END. Ends the transaction distribution
F5	ENTER MODE. Changes to enter mode.
F6	UPD MODE. Changes to update mode.
F10	FIELD INQUIRY Displays the mini chart window for selection of a valid account number.
F12	CHG AMT. Returns to the transaction header screen to change the gross amount.
F23	DELETE. Deletes this distribution line.



Vendor Name Search

Screen 1 Display Fields:

VENDOR SHORT NAME:	10 characters. Required. Enter from 1 to 10 characters of the short name. All vendors with short names matching the entered characters are displayed. To scan the entire vendor file enter a blank space followed by any character.
VENDOR#:	Vendor number.
VENDOR NAME:	Vendor name.
CITY:	Remittance address city.
ST:	Remittance address state.

Screen 1 Entry Fields:

LINE TO SELECT:	1 character. Required. Enter a 'S' on the line of the desired vendor.
-----------------	---

Screen 1 Command Keys:

ROLL	Pages through the vendor file.
ENTER	Continues to the next screen if a search name is entered.
F3	END. Ends the job. Returns to the calling program previous screen.



Bank Table Maint./Listing

The information for each bank table code is entered, updated and listed using this option. There is one bank code for each A/P, Cash, and Payment Discount G/L Account number combination which is used. Each bank code has an entry for the three accounts and the Check Code.

This menu option cannot be run if any of the following are ACTIVE:

- Generate G/L Transactions
- Month End Processing



Screen 1 Entry Fields:

COMPANY:	2 characters. Required.
BANK:	2 characters. Required. If the company/bank code has been previously set up, the information for that code is displayed.

Screen 1 Command Keys:

ROLL	Pages through the bank table file.
ENTER	Continues to the next screen if a company/bank is entered.
F3	END. Ends the job.
F4	Prints BANK TABLE MASTER LIST.
F12	PREVIOUS. Ends the job.

Screen 2 Entry Fields:

BANK DESC:	30 characters. Required.
A/P ACCOUNT#:	13 digits. Required. (*) This account is credited when the voucher is entered and debited when paid.
CASH ACCOUNT#:	13 digits. Required. (*) This account is credited when a voucher is paid.
DISC ACCOUNT#:	13 digits. Required. (*) This account is credited when a voucher is paid which has a payment discount.
	(*) When credit vouchers or void checks are posted, the debit and credit accounts are reversed.
CHK:	1 character. Required. Checks are printed by check code. More than one bank code may use the same code. If DMS Check Reconciliation is installed, the code distinguishes bank accounts.

Screen 2 Command Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.
F23	DELETE. Deletes this record from the file.



Mini Chart of Accts Maint./Listing

The description for the General Ledger account numbers which are used in the distribution lines of an invoice are entered and updated. If the DMS General Ledger is installed and the Chart of Accounts entered in gl, the Mini Chart of Accounts is generated from G/L.

This menu option cannot be run if any of the following are ACTIVE:

- Generate G/L Transactions
- Update Mini Chart from G/L
- Month End Processing



Screen 1 Entry Fields:

COMPANY:	2 characters. Required. Must exist in the company file.
ACCOUNT#:	13 digits. The account numbers will be verified in transaction account distribution entries. If the company/account has been previously set up, the information for that account is displayed.

Screen 1 Command Keys:

ROLL	Pages through the mini chart file.
ENTER	Continues to the next screen if a company/account entered.
F3	END. Ends the job.
F4	Prints MINI CHART OF ACCOUNTS PROOF LIST
F12	PREVIOUS. Ends the job.

Screen 2 Entry Fields:

DESCRIPTION:	30 characters. Required. The description displays in the transaction account distribution entries.
--------------	--

Screen 2 Command keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to 1st screen. The file is not updated.
F23	DELETE. Deletes this record from the file.



Terms File Maint./Listing

The terms codes are entered and updated using this option. The terms include net days with or without payment discounts and prox terms with or without payment discounts. If the terms code is entered on a vendor record, the discount amount, discount date, and due date will be calculated automatically during the A/P Transaction Entry.

This menu option cannot be run if any of the following are ACTIVE:

- Month End Processing



Screen 1 Entry Fields:

TERMS CODE:	2 characters. Required. If the terms code has been previously set up, the information for that code is displayed.
-------------	--

Screen 1 Command Keys:

ROLL	Pages through the terms file.
ENTER	Continues to the next screen if a terms code is entered.
F3	END. Ends the job.
F4	Prints TERMS CODE MASTER LIST.
F12	PREVIOUS. Ends the job.

Screen 2 Entry Fields:

DESCRIPTION:	30 characters. Required.
PERCENT:	4 digits. Format 99.99. Payment discount percent used to calculate the payment discount.
DISC DAYS:	2 digits. Either the number of days or day of the month (PROX) which determines the payment discount period. The payment discount date can be calculated from the invoice date using the disc days.
PROX:	1 character. 'P' - Prox terms. The DISC DAYS is the day of the next month by which the payment should be made to take the payment discount.
NET DAYS:	2 digits. Either the number of days or day of the month (PROX) which determines the due date. The due date can be calculated from the invoice date using the due days.
PROX:	1 character. 'P' - Prox terms. The NET DAYS is the day of the next month by which the invoice should be paid.
# OF PMTS:	2 digits. Number of payment periods.
PMT INTV:	2 digits. Number of payment intervals between payments. For Prox terms, the number of months: for day terms the number of days.



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DELAY INTV:

2 digits. Number of intervals delay before first payment is due. For Prox terms, the number of months: for day terms the number of days.



Screen 2 Entry Fields...continued

CUTOFF DATE:

2 digits. Last day of the month for which Prox terms are due the following month. An invoice date with a day later will be delayed one month. If no cutoff date, leave blank.

Screen 2 Command Keys:

ENTER

Updates the file and returns to the 1st screen.

F12

PREVIOUS. Returns to 1st screen. The file is not updated.

F23

DELETE. Deletes this record from the file.



Recurring Trans Maint./Listing

For payments which are made on a regular payment schedule of monthly, quarterly, semi-annually, or annually, the transaction is set up once and generated at the appropriate time. The data for these transactions are entered and updated using this option. The gross amount and G/L Distribution amounts can be left blank for variable payment transactions.

The generation of each transaction is controlled by the initial entry of the next invoice date, next distribution month and year, and the number of times the transaction is to be generated.

This menu option cannot be run if any of the following are ACTIVE:

- Generate Recurring Trans
- Month End Processing



Screen 1 Entry Fields:

*RECORD#:	4 digits. Required. In ADD mode the number is supplied when ENTER is pressed. In UPDATE mode, enter the number of the record to be changed.
-----------	---

Screen 1 Command Keys:

ENTER	Continues to the next screen.
F4	Prints RECURRING TRANSACTED PROOF LIST.
F5	ADD MODE. Changes to add mode.
F6	UPD MODE. Changes to update mode.
F3	END. Ends the job.
F10	SEARCH. Executes the Record Search.
F12	PREVIOUS. Ends the job.

Screen 2 Entry Fields:

COMPANY:	2 characters. Required.
BATCH#:	4 characters. Required. The A/P Transaction Edit totals and allows selection by batch.
*VENDOR#:	7 characters. Required. If the vendor number is not known, the Vendor Name Search can be used to locate the vendor by short name.

Screen 2 Command Keys:

ENTER	The vendor name and terms data is displayed.
F10	NAME SEARCH. Executes the Vendor Name Search.
F12	PREVIOUS. Returns to 1st screen.

Screen 3 Entry Fields:

*BANK CODE:	2 characters. Required. Must exist in the Bank Table.
VOUCHER#:	5 digits. Supplied if the system generates voucher numbers.
INVOICE#:	12 characters. Required.
GROSS AMOUNT:	9 digits. Format 9,999,999.99. The gross amount will be compared to the total amount distributed if it is entered. May be left blank.
DISCOUNT %:	4 digits. Format 99.99. The percent is supplied if the discount percent is specified in the terms file. Can be overridden. Used to calculate discount amount.



Screen 3 Entry Fields...continued

DISCOUNT AMT:	7 digits. Format 99,999,99. The discount amount and percent cannot both be entered. Use an amount if the amount cannot be calculated as a percent of the gross.
FREQUENCY:	1 character. Required as follows: 'M' - Generate this transaction MONTHLY. 'Q' - Generate this transaction QUARTERLY. 'S' - Generate this transaction SEMI-ANNUALLY. 'A' - Generate this transaction ANNUALLY.
# OF TIMES:	2 digits. Required. The total number of times this transaction is to be generated. The number is reduced every time the transaction is generated. When it is equal to zero, the transaction is no longer generated but remains in the file. Enter '99' for perpetual generation; the system does not reduce the '99'.
NEXT INV DATE:	6 digits. Required. Format MMDDYY. In ADD mode, enter the first date this transaction is to be generated. The system updates this date each time the transaction is generated based upon the frequency entered.
NEXT DIST M/Y:	4 digits. Required. Format MMY. In ADD mode, enter the first General Ledger Distribution period to which the transaction is to be expensed. This is automatically maintained by the system after initial entry.
COMMENTS:	15 characters.
1099 CODE:	1 character. Required as follows: 'Y' - This transaction will be included in 1099. 'N' - This transaction will not be included in 1099. ' ' - This is the only valid option for a vendor not coded as a 1099 vendor.

Screen 3 Command Keys:

ENTER	Updates the file and continues to the invoice distribution screen if the transaction was not deleted.
F12	PREVIOUS. Returns to the previous screen. The file is not updated.
F23	DELETE. Deletes the entire transaction.



Screen 4 Display Fields:

RECORD#:	The record number.
VOUCHER#:	The voucher number.
INVOICE#:	The invoice number.
GROSS AMOUNT:	The gross amount of the transaction.
AMT REMAINING:	The gross amount not distributed. This amount must be zero to complete the transaction distribution.
LINE:	The number of the distribution line.
ACCOUNT#:	The G/L distribution account number.
DESCRIPTION:	The account description from the Mini Chart of Accts.
DIST AMT:	The amount distributed to the account on the line.

Screen 4 Entry Fields:

LINE:	3 digits. Automatically supplied in ADD mode.
*ACCOUNT#:	13 digits. Required. The General Ledger account number to which the amount is to be distributed. The account number must exist in the Mini Chart of Accts.
AMOUNT:	9 digits. Required. Format 9,999,999.99. The gross amount to be distributed. This amount posts to the General Ledger account number on the line.

Screen 4 Command Keys:

ROLL	Pages through the account distribution lines.
ENTER	Updates the file and assigns the next line number.
F6	UPD MODE. Changes to update mode.
F8	END. Ends the transaction distribution.
F10	FIELD INQUIRY. Displays the mini chart window for selection of a valid account number.
F12	CHG AMT. Returns to the transaction header screen to change the gross amount.
F23	DELETE. Deletes this distribution line.

Screen 5 Entry Fields: (Update Mode)

LINE:	3 digits. Enter the number of the line to change.
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Screen 5 Command Keys:

ROLL	Pages through the account distribution lines.
ENTER	Continues to the next screen if a valid line number is entered.
F5	ADD MODE. Changes to add mode.
F3	END. Ends the transaction distribution.
F12	CHG AMT. Returns to the transaction header screen to change the gross amount.

Screen 6 Entry Fields: (Update Mode)

*ACCOUNT#:	13 digits. Required. The General Ledger account number to which the amount is to be distributed. The account number must exist in the Mini Chart of Accts. Press F10 to display the mini chart window for selection of a valid account number.
AMOUNT:	9 digits. Required. Format 9,999,999.99. The gross amount to be distributed. This amount posts to the General Ledger account number on the line.

Screen 6 Command Keys:

ENTER	Updates the file and returns to the previous screen.
F12	PREVIOUS. Returns to the previous screen for selection of another line. The file is not updated.

Screen 7 Entry Fields: ('99999999' Vendors Only)

VENDOR NAME:	30 characters. Required. The name to appear on the check for this invoice.
ADDRESS 1 & 2:	30 characters for each line. If there is only one line, use line 1.
CITY/ST/ZIP:	15 characters for city, 2 character postal code for state, and 9 characters for zip code. The USA 9 digit zip codes print with the dash. Other zip codes as entered.

Screen 7 Command Keys:

ENTER	Updates the file and continues to the account distribution screen.
F12	PREVIOUS. Returns to the previous screen. The file is not updated.



F23

DELETE. Deletes this distribution line.



Control File Maintenance

The control information is entered and updated using this option. The data defines if the system is to assign voucher numbers; if the DMS General Ledger System is installed; if the Accounts Payable checks are to be reconciled (requires DMS Check Reconciliation System); and if the expense periods entered through A/P Transaction Entry are on a Calendar or Fiscal year basis.



Screen 1 Entry Fields:

- ASSIGN VOUCHER NUMBERS?: 1 character. Required as follows:
'Y' - Voucher numbers are assigned by the system.
'N' - Voucher numbers may be entered by the user.
- NEXT VOUCHER NUMBER: 5 digits. Required if the voucher numbers are to be assigned by the system.
- G/L INSTALLED?: 1 character. Required as follows:
'Y' - DMS General Ledger is installed.
'N' - DMS General Ledger is not installed.
- RECONCILE CHECKS?: 1 character. Required as follows:
'Y' - DMS Check Reconciliation is installed.
'N' - DMS Check Reconciliation is not installed.
- CALENDAR/FISCAL EXP MM/YY: 1 character. Required as follows:
'C' - Expense periods are entered as calendar month and year.
'F' - Expense periods are entered as fiscal month and year.

Screen 1 Command Keys:

- ENTER Updates the file and displays the same screen.
F3 END. Ends the job. The CONTROL FILE PROOF LIST is printed.



DATA ENTRY

Enter A/P Transactions

The vendor invoices are entered, changed, or deleted using this option. Handwritten check vouchers and voids are also entered. Recurring transactions generated through option 7, may be changed. The vendor number, company/bank code, terms code, and G/L distribution account numbers are verified against the Master Files.

A miscellaneous vendor code of '9999999' is allowed, with the entry of a name and address. Duplicate vendor/invoice numbers cause a warning message which may be overridden.

This menu option may not be run if any of the following are ACTIVE:

Month End Processing



Screen 1 Entry Fields:

COMPANY:	2 characters. Required.
BATCH#:	4 characters. Required. The A/P Transaction Edit totals and allows selection by batch. If the input includes more than one distribution period, each period should be in a separate batch. The sequence for batch numbers is suggested in the AUDITS AND CONTROLS section of the USER GUIDE.
RECORD#:	4 digits. Required in UPDATE mode. In ADD mode the number is supplied when ENTER is pressed.

Screen 1 Command Keys:

ENTER	Continues to the next screen.
F5	ADD MODE. Changes to add mode.
F6	UPD MODE. Changes to update mode.
F10	SEARCH. Executes the Batch/Record Search.
F3	END. Ends the job.
F12PREVIOUS.	Ends the job.

Screen 2 Entry Fields:

TRANS TYPE:	1 character. 'R' is assumed. Required as follows: 'R' - Regular. Check has not been written. 'H' - Handwritten. Check has been written and check number and check date are required.
VOID CODE:	1 character. 'V' - Voided check. The check number and check date are required. The dollar amounts are entered as positive. The voucher is not automatically re-opened.
DIST MM/YY:	4 digits. Required. Format MMY. Enter the period month and year the transaction is to be expensed to General Ledger. The current month/year is supplied from the company file at first and then from the previous transaction.
*BANK CODE:	2 characters. Required. Must exist in the Bank Table.
*VENDOR#:	7 characters. Required. If the vendor number is not known, the Vendor Name Search can be used to locate the vendor by short name. The number '9999999' designates a miscellaneous vendor.



Accounts Payable User Guide

VOUCHER#:

5 digits. Supplied if the system generates voucher numbers.



Screen 2 Entry Fields: continued...

INVOICE#:	12 characters. Required. If there is no invoice number, enter the invoice date so that duplicate invoice checking will have validity.
INVOICE DATE:	6 digits. Required. Format MMDDYY. The due date and discount date can be calculated from this date using the transaction terms.
GROSS AMOUNT:	9 digits. Format 9,999,999.99. The gross amount will be compared to the total amount distributed. This may be left blank for zero amount void checks.
*TERMS CODE:	2 characters. Must exist in the Terms File. Supplied from the the vendor master if blank.

Screen 2 Command Keys:

ENTER	Continues to next screen.
F10	SEARCH. Executes the search for the '*' field in which the cursor is positioned.
F12	PREVIOUS. Returns to the previous screen.

Screen 3 Entry Fields:

DUE DATE:	6 digits. Required. Format MMDDYY.
DISC DATE:	6 digits. Format MMDDYY. If left blank, the terms discount days is used to calculate this date from the invoice date. This date is compared against the payment date to determine if a discount is to be taken.
DISCOUNT BASE:	9 digits. Format 9,999,999,99. The amount by which the discount percent is multiplied to calculate the discount amount. Use if the discount amount cannot be calculated as a percent of gross.
-OR-	
NON-DISC BASE:	9 digits. Format 9,999,999,99. The amount to be subtracted from the gross amount to calculate the discount base amount. Use if the discount amount cannot be calculated as a percent of gross.
DISCOUNT %:	4 digits. Format 99.99. The percent is supplied if the discount percent is specified in the terms file. Can be overridden. Used to calculate discount amount.
DISCOUNT AMT:	7 digits. Format 99,999,99. The discount amount and percent cannot both be entered. Use an amount if the amount cannot be calculated.



CHECK#: 6 digits. Required for handwritten and voided checks.

CHECK DATE: 6 digits. Format MMDDYY. Required for handwritten and voided checks.

HOLD CODE: 1 character. 'H' - Places this transaction on hold. The transaction will not be selected for payment until the 'H' is removed.

1099 CODE: 1 character. Required as follows:
'Y' - This transaction will be included in 1099
'N' - This transaction will not be included in 1099
' ' - This is the only valid option for a vendor not coded as a 1099 vendor

P/O NUMBER: 10 characters.

COMMENTS: 15 characters.

Screen 3 Command Keys:

ENTER	Updates the file and continues to the invoice distribution screen if the transaction was not deleted.
F10	SEARCH. Executes the Search for the '*' field.
F12	PREVIOUS. Returns to the previous screen. The file is not updated.
F23	DELETE. Deletes the entire transaction.

Screen 4 Display Fields:

RECORD#:	The record number.
VOUCHER#:	The voucher number.
INVOICE#:	The invoice number.
GROSS AMOUNT:	The gross amount of the transaction.
AMT REMAINING:	The gross amount not distributed. This amount must be zero to complete the transaction distribution.
LINE:	The number of the distribution line.
ACCOUNT#:	The G/L distribution account number.
DESCRIPTION:	The account description from the Mini Chart of Accts.



DIST AMT: The amount distributed to the account on the line.



Screen 4 Entry Fields:

LINE: 3 digits. Automatically supplied in ADD mode.

*ACCOUNT#: 13 digits. Required. The General Ledger account number to which the amount is to be distributed. The account number must exist in the Mini Chart of Accts.

AMOUNT: 9 digits. Required. Format 9,999,999.99. The gross amount to be distributed. This amount posts to the General Ledger account number on the line.

Screen 4 Command Keys:

ROLL Pages through the account distribution lines.

ENTER Updates the file and assigns the next line number.

F3 END. Ends the transaction distribution.

F6 UPD MODE. Changes to update mode.

F10 SEARCH. Executes the Search for the '*' field.

F12 CHG AMT. Returns to the transaction header screen to change the gross amount.

F23 DELETE. Deletes the distribution line.

Screen 5 Entry Fields: (Update Mode)

LINE: 3 digits. Enter the number of the line to change.

Screen 5 Command Keys:

ROLL Pages through the account distribution lines.

ENTER Continues to the next screen if a valid line number is entered.

Screen 6 Entry Fields: (Update Mode)

*ACCOUNT#: 13 digits. Required. The General Ledger account number to which the amount is to be distributed. The account number must exist in the Mini Chart of Accts.

AMOUNT: 9 digits. Required. Format 9,999,999.99. The gross amount to be distributed. This amount posts to the General Ledger account number on the line.

Screen 6 Command Keys:

ENTER Updates the file and returns to the previous screen.

F10 SEARCH. Executes the Search for the '*' field.

F12 PREVIOUS. Returns to the previous screen for selection of another line. The file is not updated.

F23 DELETE. Deletes the distribution line.



Screen 7 Entry Fields: (Misc Vendor Only)

VENDOR NAME:	30 characters. Required. The name to appear on the check for this invoice.
ADDRESS 1 & 2:	30 characters for each line. If there is only one line, use line 1.
CITY/ST/ZIP:	15 characters for city, 2 character postal code for state, and 9 characters for zip code. The USA 9 digit zip codes print with the dash. Other zip codes as entered.

Screen 7 Command Keys:

ENTER	Updates the file and returns to Screen 1.
F12	PREVIOUS. Returns to the previous screen. The file is not updated.



Print Transactions Edit

The vouchers in the A/P Transaction file are edited and printed using this option. The edit may be run for selected batches or all batches. The vouchers are listed in batch/voucher number sequence with totals printed for each company/batch. The batch totals should be checked carefully prior to update. All System detectable errors are noted on the report and must be corrected using option 'Enter A/P Transactions', in UPDATE mode.

The status of a batch is updated with a 'G' if no system detectable errors are found. The batch cannot be selected for update without the 'G'.

This menu option cannot be run if any of the following are ACTIVE:

Month End Processing



A/P Batch Control Entry

Screen 1 Entry Fields:

SELECT ALL BATCHES? (Y/N): 1 character. Required as follows:
'Y' - All company/batches are selected.
'N' - The company/batches are displayed for desired selection.

*** A batch will only be selected for an Edit or Update if that batch is not currently being used during an Edit or Update from another workstation. To select a batch for an Update the transactions must have also gone through a successful Edit.

Screen 1 Command Keys:

ENTER Continues to process the menu option.

Screen 2 Entry Fields:

COMPANY: 2 characters. Displayed.
BATCH: 4 characters. Displayed.
STATUS: 1 character. Displayed. 'G' - The batch has been successfully edited with no errors.
SELECT (Y/N): 'Y' - The company/batch is selected.
'N' - The company/batch is not selected.

*** A batch will only be selected for an Edit or Update if that batch is not currently being used during an Edit or Update from another workstation. To select a batch for an Update the transactions must also have a STATUS code of 'G'.

Screen 2 Command Keys:

ENTER Continues to display the remaining company/batch codes for selection.
F3 END. Ends the selection. The menu option is processed with the selected batches.



Update A/P Transactions

This option updates the Open Item, Distribution, and MTD Paid files with the transactions in the A/P Transaction file. The update may be run for selected batches or all batches. The A/P Transaction Update Report prints the transaction count and totals for each company/batch updated.

When batches are selected, only the batches with a status code of a 'G' will be processed. The other batches will remain in the transaction file and must be edited prior to update.

This menu option cannot be run if any of the following are ACTIVE:

- Update Handwritten Checks
- Print Checks/Register
- Generate G/L Transactions
- Month End Processing



Open Item Maintenance

The Open Item Maintenance procedure allows vouchers to be changed after they have been added to the Open Item file. A transaction number, from the Open Item Report, is used to select the voucher for maintenance. All transaction information can be changed until it has been posted to General Ledger. If this is the case, the distribution data cannot be changed.

The A/P Open Item Maintenance Report is produced showing each transaction before and after the maintenance.

This menu option cannot be run if any of the following are ACTIVE:

- Update W/ Hand Checks
- Print Checks/Register
- Generate G/L Transactions
- Month End Processing



Screen 1 Entry Fields:

*TRANSACTION#: 5 digits. Required. Enter the transaction number to change.

Screen 1 Command Keys:

ENTER	Continues to the next screen.
F3	END. Ends the job.
F10	SEARCH. Executes the Transaction Number Search.
F12	PREVIOUS. Ends the job.

Screen 2 Entry Fields:

COMPANY:	2 characters. Required. (**)
VENDOR#:	7 characters. Required. The number '9999999' is used to designate a miscellaneous vendor.
BANK CODE:	1 character. Required. Must exist in the Bank Table.
DIST MM/YY:	4 digits. Required. Format MMY. The period month and year the transaction is to be expensed to General Ledger.(**)
VOUCHER#:	5 digits.
INVOICE#:	12 characters. Required.
INVOICE DATE:	6 digits. Required. Format MMDDYY.
GROSS AMOUNT:	9 digits. Format 9,999,999.99. The gross amount is compared to the total amount distributed. (**)
DUE DATE:	6 digits. Format MMDDYY.
DISCOUNT %:	4 digits. Format 99.99.
DISC DATE:	6 digits. Format MMDDYY. This date is compared to the payment date to determine if a discount is to be taken.
DISCOUNT AMT:	7 digits. Format 99,999,99. The discount amount and percent cannot both be entered.
COMMENTS:	15 characters.

** - CANNOT CHANGE if the item has already posted to G/L.



Screen 2 Command Keys:

ENTER	Updates the file and continues to the invoice distribution screen if the transaction has not already been posted to General Ledger.
F12	PREVIOUS. Returns to the 1st screen. The file is not updated.

Screen 3 Display Fields: (Add Mode)

TRANS#:	The transaction number.
VOUCHER#:	The voucher number.
INVOICE#:	The invoice number.
GROSS AMOUNT:	The gross amount of the transaction.
AMT REMAINING:	The gross amount not distributed. This amount must be zero to complete the transaction distribution.
LINE:	The number of the distribution line.
ACCOUNT#:	The G/L distribution account number.
DESCRIPTION:	The account description from the Mini Chart of Accts.

Screen 3 Entry Fields: (Add Mode)

LINE:	3 digits. Automatically supplied in ADD mode.
*ACCOUNT#:	13 digits. Required. The General Ledger account number to which the amount is to be distributed. The account number must exist in the Mini Chart of Accts.
AMOUNT:	9 digits. Required. Format 9,999,999.99. The gross amount to be distributed.

Screen 3 Command Keys:

ROLL	Pages through account distribution lines.
ENTER	Updates the file and returns to screen.
F3	END. Ends the transaction distribution.
F6	UPDATE MODE. Changes to update mode.



F10

SEARCH. Executes the G/L Account Search.

F12

PREVIOUS. Returns to screen 2. The file is not updated.

Screen 4 Entry Fields: (Update Mode)

LINE:

3 digits. Enter the number of the line to change.

Screen 4 Command Keys: (Update Mode)

ROLL

Pages through the account distribution lines.

ENTER

Continues to the next screen if a valid line number is entered.

F3

END. Ends the transaction distribution.

F5

ADD MODE. Changes to add mode.

Screen 5 Entry Fields: (Update Mode)

*ACCOUNT#:

13 digits. Required. The General Ledger account number to which the amount is to be distributed. An account number must exist in the Mini Chart of Accts.

AMOUNT:

9 digits. Required. Format 9,999,999.99. The gross amount to be distributed.

Screen 5 Command Keys:

ENTER

Updates the file and returns to the previous screen.

F10

SEARCH. Executes the G/L Account Search.

F12

PREVIOUS. Returns to the previous screen for selection of another line. The file is not updated.

F23

DELETE. Deletes the distribution line from the file.

Screen 6 Entry Fields: ('9999999' Vendor Only)

VENDOR NAME:

30 characters. Required. The name to appear on the check for this invoice.

ADDRESS 1 & 2:

30 characters for each line. If there is only one line, use line 1.

CITY/ST/ZIP:

15 characters for city, 2 character postal code for state, and 9 characters for zip code. The USA 9 digit zip codes print with the dash. Other zip codes as entered.

Screen 6 Command Keys:

ENTER

Updates the file and continues to the account distribution screen.



F12

PREVIOUS. Returns to the previous screen. The file is not updated.



Distribution Maintenance

This option is used to change the account distribution on vouchers which have not already been posted to General Ledger but which are no longer open. To select a voucher for Distribution Maintenance, enter its transaction number from the Distribution Report.

This menu option cannot be run if any of the following are ACTIVE:

- Update w/ Hand Checks
- Print Checks/Register
- Month End Processing



Screen 1 Entry Fields:

*TRANSACTION#:

5 digits. Required. Enter the transaction number to change.
The number may be found on the A/P Open Item Report.

Screen 1 Command Keys:

ENTER

F3

F10

Continues to the next screen.

END. Ends the job. MENU AP002 is displayed.

SEARCH. Executes the Transaction Number Search.

Screen 2 Display Fields:

COMPANY:

VENDOR#:

BANK CODE:

VOUCHER#:

INVOICE#:

INVOICE DATE:

GROSS AMOUNT:

Company code.

Vendor number.

Bank code.

Voucher number.

Invoice number.

Invoice date.

Invoice gross amount. The gross amount is compared to the
total amount distributed.

Screen 2 Entry Fields:

DIST MM/YY:

4 digits. Format MMY. The period month and year the
transaction is to be expensed to General Ledger.

Screen 2 Command Keys:

ENTER

F12

Updates the file and continues to the invoice distribution
screen.

PREVIOUS. Returns to the 1st screen. The file is not
updated.

Screen 3 Display Fields:

TRANS#:

VOUCHER#:

INVOICE#:

GROSS AMOUNT:

The transaction number.

The voucher number.

The invoice number.

The gross amount of the transaction.



Screen 3 Display Fields: continued...

AMT REMAINING:	The gross amount not distributed. This amount must be zero to complete the transaction distribution.
LINE:	The number of the distribution line.
ACCOUNT#:	The G/L distribution account number.
DESCRIPTION:	The account description from the Mini Chart of Accts.
DIST AMT:	The amount distributed to the account on the line.

Screen 3 Entry Fields:

LINE:	3 digits. Automatically supplied in ADD mode.
*ACCOUNT#:	13 digits. Required. The General Ledger account number to which the amount is to be distributed. The account number must exist in the Mini Chart of Accts.
AMOUNT:	9 digits. Required. Format 9,999,999.99. The gross amount to be distributed.

Screen 3 Command Keys:

ROLL	Pages through the account distribution lines.
ENTER	Updates the file and assigns the next line number.
F3	END. Ends the transaction distribution.
F6	UPD MODE. Changes to update mode.
F10	SEARCH. Executes the G/L Account Search.



Screen 4 Entry Fields:

LINE: 3 digits. Enter the number of the line to change.

Screen 4 Command Keys:

ROLL	Pages through the account distribution lines.
ENTER	Continues to the next screen if a valid line number is entered.
F3	END. Ends the transaction distribution.
F5	ADD MODE. Changes to add mode.

Screen 5 Entry Fields: (Add Mode)

*ACCOUNT#: 13 digits. Required. The General Ledger account number to which the amount is to be distributed. The account number must exist in the Mini Chart of Accts.

AMOUNT: 9 digits. Required. Format 9,999,999.99. The gross amount to be distributed.

Screen 5 Command Keys: (Add Mode)

ENTER	Updates the file and returns to the previous screen.
F12	PREVIOUS. Returns to the previous screen for selection of another line. The file is not updated.
F23	DELETE. Delete the distribution line from the file.



Handwritten Check Maintenance

When vouchers in the Open Item file have been paid with a handwritten check, this option is used to enter the check information. This includes the check number, check date, payment amount, and discount taken. The bank code can also be changed. Any voucher in the Open Item file that has had no partial payment made against it or has not been posted to the General Ledger may be updated. The voucher is accessed by the transaction number found on the Open Item Report.

This menu option cannot be run if any of the following are ACTIVE:

- Update Handwritten Checks
- Print Checks/Register
- Month End Processing



Screen 1 Entry Fields:

*TRANSACTION#: 5 digits. Required. Enter the transaction number of the desired voucher.

Screen 1 Command Keys:

ENTER	Continues to the next screen if a transaction number is entered.
F3	END. End of job.
F10	SEARCH. Executes the Transaction Number Search.
F12	PREVIOUS. End of job.

Screen 2 Display Fields:

COMPANY:	Company code.
VENDOR#:	Vendor number.
VOUCHER#:	Voucher number.
INVOICE#:	Invoice number.
INVOICE DATE:	Invoice date.
DUE DATE:	Invoice due date.
DISCOUNT DATE:	Payment discount date.
GROSS AMOUNT:	Original invoice amount.
DISCOUNT AMT:	Original payment discount amount.
BALANCE DUE:	Balance due on invoice.
DISCOUNT BAL:	Discount balance.

Screen 2 Entry Fields:

CHECK#:	6 digits. Required.
CHECK DATE:	6 digits. Required. Format MMDDYY.



PAYMENT AMT:	9 digits. Format 9,999,999.99. Defaults to and may not exceed the balance due.
DISCOUNT TAKEN:	7 digits. Format 99,999.99. Defaults to and may not exceed the discount balance.
*BANK CODE:	2 characters. Required. Must be a valid code in the Bank Table.

Screen 2 Command Keys:

ENTER	Updates the file and returns to the 1st screen.
F10	SEARCH. Executes the Search for the '*' field.
F12	PREVIOUS. Returns to the 1st screen. The file is not updated.



Print Handwritten Check Proof

All vouchers that have been paid by handwritten checks and entered through 'Handwritten Check Maintenance' are printed on this report. This report should be reviewed carefully for accuracy before processing the 'Update Handwritten Checks' option.

This menu option cannot be run if any of the following are ACTIVE:

- Update Handwritten Checks
- Print Checks/Register
- Month End Processing



Update W/ Hand Checks

This option produces the Handwritten Check Report and updates the MTD Paid and Vendor Master files with the handwritten check data. The transactions paid with the handwritten checks are removed from the Open Item file.

This menu option cannot be run if any of the following are ACTIVE:

- Open Item Maintenance
- Distribution Maintenance
- Update w/ Transactions
- Update w/ Hand Checks
- Print Checks/Register
- All Inquiry and Report Options



Void Check Maintenance

When vouchers have been paid with a computer or handwritten check and then must be voided, this option may be used to facilitate the void process. The check code, check number, and check amount is entered using this option. A code is also entered to specify if the vouchers are to be re-instated as open items. After entering this data, the 'Void Check Edit Report' must be printed to verify the total of the vouchers paid on the check against the void check amount entered. Then 'Process Void Checks' option may be run to generate the void transactions as if they had been keyed.

This menu option cannot be run if any of the following are ACTIVE:

- Process Void Checks
- Print Checks/Register
- Month End Processing



Screen 1 Entry Fields:

CHECK CODE:	1 character. Required. Enter the check code that was used when the check to be voided was printed.
COMPANY CODE:	2 characters. Required. Enter the company code of the check to void.
CHECK NUMBER:	6 digits. Required. Enter the number of the check to void.

Screen 1 Command Keys:

ENTER	Continues to the next screen if a check code, company, and check number is entered.
F3	END. Ends the job.
F12	PREVIOUS. Ends the job.

Screen 2 Entry Fields:

CHECK AMOUNT:	9 digits. Format 9,999,999.99. The amount of the check to be voided. Used only for verification.
RE-INSTATE?:	1 character. Required as follows: 'N' - Void transactions are generated for each voucher found on the check. 'Y' - Regular transactions to re-instate the vouchers as open items are generated in addition to the void transactions.

Screen 2 Command Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to the 1st screen. The file is not updated.
F23	DELETE. Deletes this record from the file.



Print Void Check Edit

All checks that are to be voided and have been entered using the 'Void Check Maintenance' option are printed on this report along with their corresponding paid vouchers. The void check amount entered must equal the sum of the paid voucher amounts for each check to be voided. Also, the check cannot have been previously voided. This report should be reviewed carefully for accuracy before processing the update option 'Process Void Checks'.

This menu option cannot be run if any of the following are ACTIVE:

- Process Void Checks
- Print Checks/Register
- Month End Processing



Process Void Checks

This option produces the Void Check Update Report and if there are no errors, processes the void checks. Void check transactions are generated and added to the A/P Transaction file. One transaction is generated for each voucher that was paid on the voided check. A new voucher number is generated and the current expense period from the Company file is used. These transactions may be changed by using 'Enter A/P Transactions' option prior to running 'Update A/P Transactions' option to update.

This menu option cannot be run if any of the following are ACTIVE:

- Update A/P Transactions
- Process Void Checks
- Print Checks/Register
- All Report and Inquiry Options



PROCESSING

Generate Recurring Trans

This option generates A/P transactions from the Recurring Transaction file. Transactions can be generated for selected companies or all companies. An A/P Transaction is generated for all recurring transactions with a NEXT INVOICE DATE less than or equal to the EFFECTIVE DATE and with a NUMBER OF TIMES greater than zero.

The system date is supplied as the EFFECTIVE DATE, but may be changed. A Control Report is printed with the companies selected and the effective date. This should be verified before continuing.

This menu option cannot be run if any of the following are ACTIVE:

- Recurring Trans Maint./Listing
- Generate Recurring Trans
- Update A/P Transactions
- Month End Processing



A/P Control Record Entry

Screen 1 Entry Fields:

SELECT ALL COMPANIES? (Y/N): 1 character. Required as follows:
'Y' - All companies are selected.
'N' - The company codes are displayed for desired selection.

ENTER EFFECTIVE DATE: 6 digits. Required. Format MMDDYY.
The effective date that prints on the reports. Defaults to system date.

Screen 1 Command Keys:

ENTER Continues to process the menu option.

Screen 2 Entry Fields:

COMPANY: 2 characters. Displayed.

SELECT (Y/N): 'Y' - The company is selected.
'N' - The company is not selected.

Screen 2 Command Keys:

ENTER Continues to display the remaining company codes for selection.

F3 END. Ends the selection. The menu option is processed with the selected companies.

Screen 3 Entry Field:

Please check the Control Record; printout carefully and continue only if the information is correct.

Do You Wish to Continue?(Y/N): 'Y' - Continues to process the menu option.
'N' - Returns to menu. No transactions are selected.



Invoice Payment Selection

Open items are selected for payment using this option. Open items for one or all companies may be selected by due date, by discount date, by vendor, or all open items may be selected. Specific open items may also be selected or deferred to pay, or a partial payment amount entered. All selections except holds can be cleared.

The Pre-Check Report is used to verify the selection of open items for payment BEFORE printing checks. The report may include all open items or only those selected for payment. It may be rerun as many times as necessary prior to printing checks. The selection status ('Y', 'N', or 'H') is printed on the open item lines at the right margin.

This menu option cannot be run if any of the following are ACTIVE:

- Update A/P Transactions
- Update Handwritten Checks
- Print Checks/Register



OPTION 1 - SELECT ALL VOUCHERS

Screen 1 Entry Fields:

COMPANY CODE:	2 characters. Enter a company code or leave blank to select all companies.
EFFECTIVE DATE (DISC):	6 digits. Required. Format MMDDYY. If the payment discount date occurs after this date, the discount balance becomes the discount amount to take.

Screen 1 Command Keys:

ENTER	Continues to process the payment selection.
F12	CANCEL. Cancels the job.

OPTION 2 - SELECT BY DUE DATE

Screen 2 Entry Fields:

COMPANY CODE:	2 characters. Enter a company code or leave blank to select all companies.
EFFECTIVE DATE (DISC):	6 digits. Required. Format MMDDYY. If the payment discount date occurs after this date, the discount balance becomes the discount amount to take.
SELECTION DATE:	6 digits. Required. Format MMDDYY. If the invoice due date occurs on or before this date, the invoice is flagged for payment.

Screen 2 Command Keys:

ENTER	Continues to process the payment selection.
F12	CANCEL. Cancels the job.



OPTION 3 - SELECT BY DISC DATE

Screen 3 Entry Fields:

COMPANY CODE:	2 characters. Enter a company code or leave blank to select all companies.
EFFECTIVE DATE (DISC):	6 digits. Required. Format MMDDYY. If the payment discount date occurs after this date, the discount balance becomes the discount amount to take.
SELECTION DATE:	6 digits. Required. Format MMDDYY. If the discount date occurs on or before this date, or there is no discount date and the due date occurs on or before this date, the invoice is flagged for payment.

Screen 3 Command Keys:

ENTER	Continues to process the payment selection.
F12	CANCEL. Cancels the job.

OPTION 4 - SELECT BY VENDOR

Screen 4 Entry Fields:

COMPANY CODE:	2 characters. Enter a company code or leave blank to select all companies.
VENDOR NUMBER:	7 characters. Required. The selected vendor code.
EFFECTIVE DATE (DISC):	6 digits. Required. Format MMDDYY. If the payment discount date occurs after this date, the discount balance becomes the discount amount to take.

Screen 4 Command Keys:

ENTER	Continues to process the payment selection.
F12	CANCEL. Cancels the job.



OPTION 5 - DISPLAY PRE-CHECK SELECTIONS

This option displays all or selected for payment open items. Open items may also be deferred from payment or placed on hold. The payment amount and the discount to take can be changed.

Screen 5 Display Fields:

COMPANY: Company code.
VENDOR#: Vendor number.
INVOICE#: Invoice number.
INV DATE: Invoice date.
DUE DATE: Invoice due date.
DIS DATE: Payment discount date.
BALANCE: Original invoice amount.
DISC AVAIL: Discount balance.
PAYMENT AMT: Net amount to be paid. Zero if not selected for payment.

Screen 5 Entry Fields:

SEL 1 character.
'Y' - Selected for payment.
' ' - Not selected for payment.
'N' - Not selected for payment.
'S' - Select invoice to change payment and/or discount amount.
'H' - Invoice on hold.

Screen 5 Command Keys:

ENTER Re-calculates the invoice payment amount and the vendor and overall totals.
F3 END. Ends the job.

Screen 6 Display Fields:

COMPANY: Company code.
VENDOR#: Vendor number.
VOUCHER#: Voucher number.
INVOICE#: Invoice number.
INVOICE DATE: Invoice date.



Screen 6 Display Fields: continued...

DUE DATE:	Invoice due date.
DISCOUNT DATE:	Payment discount date.
GROSS AMOUNT:	Original invoice amount.
DISCOUNT AMT:	Original payment discount amount.
BALANCE DUE:	Equal to the GROSS AMOUNT less any partial payments.
DISCOUNT BAL:	Equal to the DISCOUNT AMT less any discounts taken.

Screen 6 Entry Fields:

PAYMENT AMT:	9 digits. Format 9,999,999.99. Defaults to and may not exceed the balance due.
DISC TO TAKE:	7 digits. Format 99,999.99. Defaults to any may not exceed the discount balance.
*BANK CODE:	2 characters. Required. Must be a valid code in the Bank Table.

Screen 6 Command Keys:

ENTER	Updates the file and returns to the 1st screen.
F12	PREVIOUS. Returns to the 1st screen. The file is not updated.

OPTION 6 - PRINT PRE-CHECK REPORT

The open items are listed by vendor with totals for payment. Either all or selected items may be chosen to print.



Print Checks/Register

This option prints the checks and the check register for vouchers that have been selected for payment. Checks are printed for each CHECK CODE that is entered, prompting for each set of checks to be loaded into the printer. The CHECK DATE and the BEGINNING CHECK NUMBER is also entered. The first check printed is aligned using the AS400 forms alignment prompts. One check prints per company/ vendor. If there are more invoices than will print on one check stub, the invoices are listed on a separate Remittance Sheet.

This menu option cannot be run if any of the following are ACTIVE:

- Open Item Maintenance
- Distribution Maintenance
- Update W/ Transactions
- Update W/ Hand Checks
- Month End Processing



A/P Control Record Entry

Screen 1 Entry Fields:

ENTER CHECK CODE:	1 character. Required. Enter the check code of the checks to print.
ENTER CHECK DATE:	6 digits. Required. Format MMDDYY. The date to print on the checks. Defaults to system date.
BEGINNING CHECK NUMBER:	6 digits. Required. The number of the first check to print.

Screen 1 Command Keys:

ENTER	Continues to process the menu option.
-------	---------------------------------------



Generate G/L Transactions

The General Ledger transactions for purchases and disbursements are created using this option. Transactions are generated for all or selected companies. Distribution transactions are created for all purchases with a DISTRIBUTION MM/YY less than or equal to the expense period entered. Disbursement transactions are created for all payments for which the check date is less than or equal to the entered EFFECTIVE DATE. Any current purchases or disbursements not generated during the period are automatically generated during the END-OF-MONTH procedure.

This menu option cannot be run if any of the following are ACTIVE:

- Update W/ Transactions
- Update W/ Hand Checks
- Print Checks/Register
- Month End Processing



Update Mini Chart from G/L

If the DMS General Ledger System is installed, the Mini Chart of Accounts can be built directly from the G/L Chart of Accounts using this option. This procedure should be executed periodically if new accounts are added.

This menu option cannot be run if any of the following are ACTIVE:

- Mini Chart/Accts (maintenance)
- Enter A/P Transactions
- Print Transaction Edit
- Month End Processing



Print Address Labels

This option prints standard 4-up 15/16" by 3" address labels for all vendors. The labels are printed with the vendor number, name, and address.

This menu option cannot be run if any of the following are ACTIVE:

- Month End Processing



Month End Processing

The fiscal period is closed using this option. Selected companies or all companies may be processed. The procedure prints several reports, generates 'unposted' General Ledger transactions, and updates the Paid History file. The MTD Check Register, Handwritten Check Register, EOM Voucher/Purchases Journal, and EOM Cash Disbursements Journal are printed and serve as a record of all items vouchered and paid during the period. The current expense period and the period ending date from the Company file are used to determine the period to be closed for each company. Deleted records are physically removed from the Master files.

NOTE All A/P files are backed-up before any processing occurs.

This menu option cannot be run if any other A/P option is ACTIVE.



A/P Control Record Entry

Screen 1 Entry Fields:

SELECT ALL COMPANIES? (Y/N): 1 character. Required as follows:
'Y' - All companies are selected.
'N' - The company codes are displayed for desired selection.

Screen 1 Command Keys:

ENTER Continues to process the menu option.

Screen 2 Entry Fields:

COMPANY: 2 characters. Displayed.

SELECT (Y/N): 'Y' - The company is selected.
'N' - The company is not selected.

CLOSING DATE: 6 digits. Displayed from the company file.
The ending date for the month.

EXPENSE MM/YY: 4 digits. Displayed from the company file.
The current month/year for posting to G/L.

Screen 2 Command Keys:

ENTER Continues to display the remaining company codes for selection.

F3 END. Ends the selection. The menu option is processed with the selected companies.



Reset Vendor YTD Totals

This option may be run to reset the Vendor Master year-to-date totals. The year-to-date purchases, discounts taken, and discounts lost are moved to the previous year amounts and then set to zero.

This menu option cannot be run if any of the following are ACTIVE:

- Month End Processing



Purge Paid History File

This option purges the Paid History file of any paid invoices for which the check date is less than or equal to the entered effective date. All companies or selected companies may be purged.

If you are using the 1099 feature make sure you do not purge any current year data.

This menu option cannot be run if any of the following are ACTIVE:

- Month End Processing
- Print 1099'S
- Build 1099 DSKT File
- Paid History Reports



Purge Vendor/Invoice File

The Vendor/Invoice file is purged of all records for which the invoice date is less than or equal to the entered effective date.

This file is used in Transaction Entry to help prevent the entry of duplicate invoices. This option may be run as often as desired to reduce the size of the Vendor/Invoice file.

This menu option cannot be run if any of the following are ACTIVE:

- Enter A/P Transactions
- Print Transaction Edit
- Update W/ Transactions
- Purge Dist History File



Purge Dist History File

This option purges the Distribution History file of any transactions for which the invoice date is less than or equal to the entered effective date. All companies or selected companies may be purged.

This menu option cannot be run if any of the following are ACTIVE:

- Process Void Checks
- Month End Processing



Print 1099's

This option prints the Miscellaneous 1099 Forms for all 1099 vendors. The forms may be printed for all companies or selected companies. Only those items paid with a check date less than or equal to the effective date within the same year are included in the vendor totals.

This menu option cannot be run if any of the following are ACTIVE:

- Month End Processing
- Purge Dist History File



Build 1099 DSKT File

This option builds a diskette file for Miscellaneous 1099 Forms for all 1099 vendors. All companies or selected companies may be processed. Only those items paid with a check date less than or equal to the entered effective date are included in the vendor totals.

The file, labeled 'DF1099', is automatically backed-up to diskette(s) after it is built.

This menu option cannot be run if any of the following are ACTIVE:

- Month End Processing
- Purge Dist History File



REPORTS / INQUIRY

Open Item Report

This option prints the A/P OPEN ITEM REPORT. The report can be printed for selected companies or all companies. All open vouchers are printed in vendor/invoice sequence. The information included is: vendor number and name, voucher number, invoice number, invoice date, due date, discount date, gross amount, balance due, discount available, net amount, comments, and transaction number. The transaction number is used to select specific transactions during Specific Payment Selection, Handwritten Check Maintenance, Open Item Maintenance, or Distribution Maintenance.

This menu option cannot be run if any of the following are ACTIVE:

- Print Checks/Register
- Month End Processing



Distribution Report

This option prints the A/P DISTRIBUTION REPORT. The report can be printed for selected companies or all companies in vendor/invoice sequence and/or account number sequence. The report can include all vouchers, posted vouchers only, or unposted vouchers only. A prompt screen is displayed for the selection of the print options.

This menu option cannot be run if any of the following are ACTIVE:

- Print Checks/Register
- Month End Processing



Ages Cash Requirements

This option prints the AGED CASH REQUIREMENTS REPORT. The report can be printed for selected companies or all companies. All unpaid vouchers are printed in vendor/invoice sequence. The procedure prompts for the entry of three ageing periods. The report includes: vendor number and name, voucher number, invoice number, due date, discount date, balance due, discount available, and cash amounts due for the current period and the three periods entered. Vendor and Company totals are provided on all dollar amounts.

This menu option cannot be run if any of the following are ACTIVE:

- Print Checks/Register
- Month End Processing



SCREEN 1 ENTRY FIELDS:

SELECT ALL COMPANIES? (Y/N): 1 character. Required as follows:
'Y' - All companies are selected.
'N' - The company codes are displayed for desired selection.

ENTER EFFECTIVE DATE: 6 digits required. Format MMDDYY. The effective date that prints on the reports. Defaults to system date.

SCREEN 2 ENTRY FIELDS:

AGEING PERIOD DATES: The three dates entered are compared to the due and payment discount dates. The unpaid vouchers are aged into the appropriate periods.

PERIOD 1 DATE: Check period 1 closing date.

PERIOD 2 DATE: Check period 2 closing date.

PERIOD 3 DATE: Check period 3 closing date.



Vendor Analysis Report

This option prints the VENDOR ANALYSIS REPORT. The report can be printed in vendor number, vendor name, and/or year-to-date purchase amount sequence. The report prints the vendor number, vendor name, year-to-date and last year purchases, discounts taken, and discounts lost, and percent of total purchases. Overall totals and averages are printed for year-to-date and last year purchases and discounts taken and lost.

This menu option cannot be run if any of the following are ACTIVE:

- Print Checks/Register
- Month End Processing



M-T-D Check Register

This option prints the A/P MONTH-TO-DATE CHECK REGISTER and the HANDWRITTEN CHECK REGISTER. The registers can be printed for all companies or selected companies. Both registers include the check number, invoice date, due date, discount date, payment amount, discount taken, and net amount for all checks with a check date less than or equal to the effective date. The M-T-D CHECK REGISTER identifies handwritten checks by an '*' in the handwritten check column. Negative net amounts identify voided checks. Both registers print totals for the amount paid, amount voided, and net disbursement. This report prints automatically during Month End Processing.

This menu option cannot be run if any of the following are ACTIVE:

- Print Checks/Register
- Month End Processing



Y-T-D 1099 Report

This option prints the A/P 1099 HISTORY REPORT. This report is used to verify the data before printing the Miscellaneous 1099 forms at the end of the calendar year. The report includes: vendor number and name, voucher number, invoice number, invoice date, discount date, check date, check number, payment amount, discount taken, net amount, and comments. All 1099 invoices are listed by vendor with vendor and company totals given.

This menu option cannot be run if any of the following are ACTIVE:

- Month End Processing
- Purge 1099 History File



Paid History Reports

This option prints the A/P PAID HISTORY REPORT by vendor/invoice and/or check number. The reports can be printed for selected companies or all companies. The procedure prompts for the entry of FROM and THRU dates which control the selection of which checks will print. Both reports print the vendor number and name, voucher number, invoice number, invoice date, due date, discount date, check date, check number, payment amount, discount taken, net amount, and comments. The A/P HISTORY REPORT BY VENDOR prints totals for each vendor and company. The A/P HISTORY REPORT BY CHECK NUMBER totals for each company.

This menu option cannot be run if any of the following are ACTIVE:

- Month End Processing
- Purge Paid History File



Vendor Inquiry

The Vendor Inquiry displays vendor data by entering the vendor number or using the Vendor Name Search to locate the vendor by short name. The first screen displays the vendor name and address, phone number, contact person, terms, balance due, date of last activity, date of last payment, year-to-date and last year's purchases and discounts taken and lost. Using command keys, the Open Items, Month-to-Date Items, and/or Paid History Items can be displayed and/or printed.

This menu option cannot be run if any of the following are ACTIVE:

- Print Checks/Register
- Month End Processing
- Purge Paid History File



Screen 1 Entry Fields:

*VENDOR NUMBER:	7 characters. Required. If the vendor number is unknown, the Vendor Name Search may be used to locate the vendor by SHORT NAME.
-----------------	---

Screen 1 Command Keys:

ENTER	Continues to the next screen if a vendor is entered.
F3	END. Ends the job. MENU AP004 is displayed.
F10	NAME SEARCH. Executes the Vendor Name Search.

Screen 2 Display Fields:

NAME:	Vendor name.
ADDRESS:	Vendor address.
PHONE NUMBER:	Vendor phone number.
CONTACT:	Contact person.
TERMS:	Vendor terms description.
BALANCE DUE:	Balance due to the vendor.
LAST ACTIVITY:	Date of last invoice or date of last payment.
LAST PAYMENT:	Date of last payment.
PURCHASES:	Total of the vouchers for this year and last.
DISC TAKEN:	Total payment discounts taken this year and last.
DISC LOST:	Total payment discounts lost this year and last.

Screen 2 Command Keys:

ENTER	Returns to the 1st screen for another vendor.
F1	Displays the open invoices.
F2	Displays the MTD paid items.
F3	Displays Paid History items.



F12

PREVIOUS. Returns to previous screen.



Screen 3 Display Fields: (Open Items)

VENDOR#:	Vendor number and name.
CO:	Company code.
INVOICE#:	Invoice number.
VOUCH#:	Voucher number.
INV DATE:	Invoice date.
DUE DATE:	Invoice due date. (Month and year)
DISC DATE:	Invoice payment discount date.
GROSS AMT:	Original gross amount.
BALANCE DUE:	Balance remaining after any partial payments.
DISC AVAIL:	Payment discount balance. An '*' indicates that the DISC DATE is past the current date.
NET AMOUNT:	Balance due less discount available.

Screen 3 Command Keys:

ROLL	Pages through the open items.
F3	END. Returns to 1st screen.
F4	PRINT. Prints all the open items for the vendor after the inquiry is ended.
F12	PREVIOUS. Returns to previous screen.

Screen 4 Display Fields: (MTD & YTD Paid)

VENDOR#:	Vendor number and name.
CO:	Company code.
INVOICE#:	Invoice number.
VOUCH#:	Voucher number.
DUE DATE:	Invoice due date.
DISC DATE:	Invoice payment discount date.
CHK DATE:	Check date.
CHECK#:	Check number. The type displays to the right: 'R' - Regular check 'H' - Handwritten check 'V' - Voided regular or handwritten.



Screen 4 Display Fields: continued

PAYMENT AMOUNT:	Gross payment amount not including payment discount.
DISC TAKEN:	Payment discount taken.
NET AMOUNT:	Net amount paid. Payment amount less the discount taken.

Screen 4 Command Keys:

ROLL	Pages through the paid items.
F3	END. Returns to the 1st screen.
F4	PRINT. Prints all the MTD or Paid History Items for the vendor after the inquiry is ended.
F12	PREVIOUS. Returns to previous screen.



BACK-UP

Restore All A/P Files

All files on the inserted tape or diskettes are restored to disk.

All files are deleted from the A99FILES library prior to the restore of the tape or diskette files.

A warning message is displayed prior to the delete of the disk files and the operator can cancel the option if desired.

Do not select this option unless a back-up for Accounts Payable files is available.

This menu option cannot be run if any other option is ACTIVE.



Back-up All A/P Files

All Accounts Payable disk files in library 'A99FILES' are backed-up to tape or diskette.

It is recommended that the files be backed-up on a regular basis.

This menu option cannot be run if any other option is ACTIVE.



Back-up Library

This option backs-up the Accounts Payable System Library,(A99LIB), onto tape or diskettes.

This menu option cannot be run if any other option is ACTIVE.



REPORT DESCRIPTIONS

The standard reports produced by the DMS Accounts Payable System include Edits, Proof Lists, Checks, and End-of-Period Reports. An example of each report and an explanation of key fields are presented on the following pages.



A/P Control

Menu Options:

Control File

Report Contents:

ASSIGN VOUCHER NUMBERS	'Y' - Voucher numbers are assigned automatically 'N' - Voucher numbers are entered manually
NEXT VOUCHER NUMBER	The next voucher number to be assigned automatically
RECONCILE CHECKS	'Y' - The DMS Check Reconciliation System is installed 'N' - The DMS Check Reconciliation System is not installed
CAL/FIS EXPENSE MM/YY	'C' - Expense periods are on a Calendar year basis 'F' - Expense periods are on a Fiscal year basis



A/P Company File Listing

Menu Options:

Company File Maint./Listing

Report Sequences:

Company code

Report Contents:

CO	Company code
COMPANY NAME/ADDRESS CR AGE	
	Credit age code -
	'C' - Credits are to be aged
	Blank - Credits are not to be aged
D/S G/L	G/L posting code
	'D' - Detail journal transactions are posted to G/L
	'S' - Summary journal transactions are posted to G/L
CUR EXP	Current expense month and year
CUR PRD	Current period
BEG MON	Fiscal year beginning month
FISCAL PERIOD END DATES	Ending date of each fiscal period



Vendor Master File Listing

Menu Options:

Vendor Master Maint./Listing

Report Sequences:

1. Vendor number
2. Vendor short name

Report Contents:

VENDOR	Vendor number
NAME/ADDRESS	Vendor name and address
SHRT NAME	Vendor short name
TELEPHONE/FAX	Vendor telephone/fax number
CONTACT	Contact person
TERMS	Payment terms description
1099	1099 code -
	'Y' - Payment information will be sent to the 1099 file
	Blank - Payment information will not be sent to the 1099 file



Bank Table List

Menu Options:

Bank Table Maint./Listing

Report Sequences:

Company/bank code

Report Contents:

COMP	Company code
BANK	Bank code
BANK DESCRIPTION	Bank description
A/P ACCOUNT#	A/P account number
CASH ACCOUNT#	Cash account number
DISC ACCOUNT#	Discount account number
CHECK CODE	



Mini Chart List

Menu Options:

Mini Chart of Accts Maint./Listing

Report Sequences:

Company/account number

Report Contents:

COMP	Company code
ACCOUNT#	Account number
DESCRIPTION	Account description



Terms Master List

Menu Options:

Terms File Maint./Listing

Report Sequences:

Terms code

Report Contents:

CODE	Terms code
TERMS DESCRIPTION DISC %	Discount percent
DISC DAYS	Days in which the discount is valid
	'P' - Denotes prox terms
NET DAYS	Days in which payment is due
	'P' - Denotes prox terms



A/P Recurring Transaction List

Menu Options:

Recurring Trans Maint./Listing

Report Sequences:

Company/batch/voucher number/record number Page break on company

Report Contents:

BATCH	Batch number
VOUCH#	Voucher number
TYP	Type - 'R' - Regular check
BK	Bank code
VENDOR	Vendor number and name
INVOICE#	Invoice number
GROSS AMOUNT	
DISC % / DISC AMT	Discount percent or discount amount
FREQ	Frequency
# OF TIMES	Number of times this transaction is to be generated
NEXT DATE	Next invoice date
NEXT DIST	Next distribution month and year
COMMENTS	
DISTRIBUTION	Distribution line number Distribution amount G/L account number and description

Totals Provided:

Batch
Company
Transaction count by batch
Transaction count by company



A/P Control List

Menu Options:

- Generate Recurring Trans
- Print Checks/Register
- Generate G/L Transactions
- Print 1099's
- Month End Processing
- Purge Paid History File
- Purge Vendor Invoice File
- Purge Dist History File

Report Contents:

COMP	Company code as entered
EFF DATE	Effective date as entered



A/P Transaction Edit

Menu Options:

Print Transaction Edit

Report Sequences:

Company/batch/voucher/record number

Page break on company

Report Contents:

BATCH	Batch number
VOUCH#	Voucher number
TYP	Type -
	'R' - Regular check
	'H' - Handwritten check
	'RV' - Voided regular check
	'HV' - Voided handwritten check
BK	Bank code
DIST	Distribution period (MM/YY)
VENDOR	Vendor number and name
INVOICE#	Invoice number
GROSS AMOUNT	
INV DATE	Invoice date (MM/DD/YY)
DUE DATE	MM/DD/YY
DISC DATE	Discount date (MM/DD/YY)
DISC BASE	Discount base
NON-DISC BASE	Non-discount base
DISC % / DISC AMT	Discount percent or discount amount
CHECK#	Check number
DATE	Check date (MM/DD/YY)
P/O#	Purchase order number
COMMENTS	
HLD	Hold code
1099	1099 code
REC#	Record number
DISTRIBUTION	Distribution line number
	Distribution amount
	G/L account number and description

Totals Provided:

Batch
Company
Transaction count by batch and company
Detectable errors by batch and company
Warning count by batch and company



See next page for Special Notes.



Special Notes:

1. The distribution is printed for each voucher. Each distribution expense line includes the amount distributed, the G/L account number, and the account description.
2. An error code will print on a separate line under the item in error. Possible error codes are described on the last page.
3. The final Transaction Edit produced should be kept and the batch totals posted to a Voucher/Purchases Period Control Log to be compared to the EOM Voucher/Purchase Journal produced during Month End Processing. The Audits and Controls Section of this manual provides more information on this process.



Handwritten Check Report

Menu Options:

Print Handwritten Check Proof
Update W/ Hand Checks

Report Sequences:

Company/vendor number/invoice/voucher

Report Contents:

CHECK#	Check number
CHECK DATE	Check date (MM/DD/YY)
VENDOR	Vendor number and name
BK	Bank code
VOUCH#	Voucher number
INVOICE#	Invoice number
INV DATE	Invoice date (MM/DD/YY)
DUE DATE	MM/DD/YY
DISC DATE	Discount date (MM/DD/YY)
PAYMENT AMOUNT	
DISC TAKEN	Discount taken
NET AMOUNT	The net amount is the payment amount minus the discount taken.
TRANS#	Transaction record number

Totals Provided:

Check
Company



Void Check Edit Report

Menu Options:

Print Void Check Edit
Process Void Checks

Report Sequences:

Check code/company/check number/vendor/invoice/voucher

Report Contents:

CHECK#	Check number
RE-INSTATE	'N' - Void transactions are generated for each voucher found on check. 'Y' - Regular transactions to re-instate the vouchers as open items are generated in addition to the void transactions.
CHECK DATE	Check date (MM/DD/YY)
VENDOR	Vendor number and name
BK	Bank code
VOUCH#	Voucher number
INVOICE#	Invoice number
INV DATE	Invoice date (MM/DD/YY)
DUE DATE	MM/DD/YY
DISC DATE	Discount date (MM/DD/YY)
PAYMENT AMOUNT	
DISC TAKEN	Discount taken
NET AMOUNT	The net amount is the payment amount minus the discount taken.
ERR	Three asterisks will print if amount entered does not equal the sum of the paid voucher amounts for each check to be voided and any checks that have been previously voided.

Totals Provided:

Check



Open Item Maintenance Report

Menu Options:

Open Item Maintenance

Report Sequences:

Company/record number/before & after

Report Contents:

BATCH	Batch number
VOUCH#	Voucher number
BK	Bank code
DIST	Distribution period (MM/YY)
VENDOR	Vendor number and name
INVOICE#	Invoice number
GROSS AMOUNT	
INV DATE	Invoice date (MM/DD/YY)
DUE DATE	MM/DD/YY
DISC DATE	Discount date (MM/DD/YY)
DISC AMT	Discount amount
COMMENTS	
REC#	Record number

Totals Provided:

Company net change



A/P Transaction Update

Menu Options:

Update W/ Transactions

Report Sequences:

Company/batch

Report Contents:

COMP	Company code
BATCH	Batch number
TRANS COUNT	Transaction count
TOTAL AMOUNT	Total gross amount

Special Notes:

1. The A/P TRANSACTION UPDATE REPORT lists the batches updated for each company, with a total transaction count and dollar amount. Batch totals from this report should be written on a Voucher/Purchases Period Control Log to be compared to the EOM VOUCHER/PURCHASES JOURNAL produced during Month End Processing. The Audits and Controls Section of this manual provides more information on this process.



A/P Pre-Check Report

Menu Options:

Invoice Payment Selection

Report Sequences:

Check code/company/vendor/invoice/voucher

Page break on company

Report Contents:

VENDOR	Vendor number and name
VOUCH#	Voucher number
INVOICE#	Invoice number
INV DATE	Invoice date (MM/DD/YY)
DUE DATE	MM/DD/YY
DISC DATE	Discount date (MM/DD/YY)
BALANCE DUE	
DISC AVAIL	Discount available
PAYMENT AMOUNT	
DISC TAKEN	Discount taken
NET AMOUNT	The net amount is the payment amount minus the discount taken. The net amount is also the check amount. Two asterisks will print on the individual vendor total line, if the total net amount is zero or negative. In this case, a check will not be printed for this vendor.
TRANS#	Transaction record number The select status prints along the right margin if all vouchers were printed: 'Y' - indicates payment 'N' / blank - indicates no payment 'H' - indicates hold payment

Totals Provided:

Vendor
Company
Check

Special Notes:

1. This report prints a list of all selected vouchers in the Open Item file.
2. The PRE-CHECK REPORT is run after selecting vouchers for payment to verify payment selections.



A/P Checks

Menu Options:

Print Checks/Register

Special Notes:

1. Checks are written as selected using the Invoice Payment Selection. One check is produced for each vendor per company with a positive net amount on the PRE-CHECK REPORT.
2. The individual invoices due in payment for a vendor are printed on the check stub. If there are more than twelve invoice lines on a stub, the invoices will be listed on the REMITTANCE REPORT.
3. All invoices which have vendor number '9999999' will have separate checks produced. The checks will be issued to the name and address of the miscellaneous vendor as entered in the Transaction Entry procedure.



A/P Current Period Check Register

Menu Options:

Print Checks/Register

Report Sequences:

Company/check number

Report Contents:

CHECK #	Check number
CHECK DATE	MM/DD/YY
VENDOR	Vendor number and name
BK	Bank code
VOUCH#	Voucher number
INVOICE#	Invoice number
INV DATE	Invoice date (MM/DD/YY)
DUE DATE	MM/DD/YY
DISC DATE	Discount date (MM/DD/YY)
PAYMENT AMOUNT	
DISC TAKEN	Discount taken
NET AMOUNT	

Totals Provided:

Check
Company

Special Notes:

1. This report lists all invoices paid in the current processing run only.



Misc 1099 Forms

Menu Options:

Print 1099's

Report Sequences:

Company/vendor

Report Contents:

Company name and address
Company 1099 Federal ID Number
Vendor 1099 Federal ID Number
Vendor name and address
Total Purchases
Vendor number

Special Notes:

1. 1099 Miscellaneous Forms are produced for all 1099 vendors with amounts.
2. Information is formatted to print directly on Miscellaneous 1099 Forms.



A/P Month-to-Date Check Register

Menu Options:

Month End Processing
M-T-D Check Register

Report Sequences:

Company/check/vendor/invoice/voucher
Page break on company

Report Contents:

CHECK#	Check number
CHECK DATE	
VENDOR	Vendor number and name
BK	Bank code
VOUCH#	Voucher number
INVOICE#	Invoice number
INV DATE	Invoice date (MM/DD/YY)
DUE DATE	MM/DD/YY
DISC DATE	Discount date (MM/DD/YY)
PAYMENT AMOUNT	
DISC TAKEN	Discount taken
NET AMOUNT	Negative amounts indicate voided checks
HWC	Handwritten check code. An asterisk indicates a handwritten check.

Totals Provided:

Check
Company amount paid
Company amount voided
Net disbursement



A/P Handwritten Check Register

Menu Options:

Month End Processing
M-T-D Check Register

Report Sequences:

Company/check/vendor/invoice
Page break on company

Report Contents:

CHECK#	Check number
CHECK DATE	
VENDOR	Vendor number and name
BK	Bank code
VOUCH#	Voucher number
INVOICE#	Invoice number
INV DATE	Invoice date (MM/DD/YY)
DUE DATE	MM/DD/YY
DISC DATE	Discount date (MM/DD/YY)
PAYMENT AMOUNT	
DISC TAKEN	Discount taken
NET AMOUNT	

Totals Provided:

Check
Company amount paid
Company amount voided
Net disbursement



Voucher/Purchases Journal

Menu Options:

Generate G/L Transactions
Month End Processing

Report Sequences:

Company/bank/period/debit account number
Page break on company

Report Contents:

BK	Bank code
PER	Expense or distribution period, MMY
INV DATE	Invoice date (MMDDYY)
VENDOR	Vendor number
NAME	Vendor name
VOUCH#	Voucher number
INVOICE#	Invoice number
DISTR AMOUNT	Distribution amount. The amount to be posted to this debit account for this invoice.
DR ACCOUNT#	The G/L debit account number as entered on the A/P Transaction Entry Screens.
CR ACCOUNT#	The G/L account number for the A/P account as indicated on the Bank Table.

Special Notes:

1. During Month End Processing the EOM VOUCHER/PURCHASES JOURNAL will show all transactions posted to General Ledger. If there are any 'unposted' transactions, the VOUCHERS/PURCHASES JOURNAL will include only these. The actual transactions posted to General Ledger may be detail or summary as indicated in the Company file.
2. The total for company represents the total of all vouchered invoices for the period. This is the amount credited to the G/L account for Accounts Payable. All items are posted to the general ledger for the expense period of each voucher and should equal the total of all batches on the A/p TRANSACTION EDIT REPORT for that distribution month (see Monthly Distribution Control sheet).



3. Users manually posting to a General Ledger can use this report for the total amounts.



Cash Disbursements Journal

Menu Options:

Generate G/L Transaction
Month End Processing

Report Sequences:

Company/bank code/check number
Page break on company

Report Contents:

BK	Bank code
PER	Expense or distribution period, MMY
CHECK#	Check number
CHECK DATE	MM/DD/YY
VENDOR	Vendor number
NAME	Vendor name
VOUCH#	Voucher number
INVOICE#	Invoice number
ACCTS PAY	Accounts payable amount
DISC TKN	Discount taken amount
CASH	Cash account amount

Totals Provided:

Period
Account

Special Notes:

1. During Month End Processing the EOM CASH DISBURSEMENTS JOURNAL will show all transactions posted to General Ledger. If there are any 'unposted' transactions, the CASH DISBURSEMENTS JOURNAL will include only these. The actual transactions posted to General Ledger may be detail or summary as indicated in the Company file.
2. Users manually posting to a General Ledger can use this report for the total amounts.



A/P Open Item Report

Menu Options:

Month End Processing
Open Item Report

Report Sequences:

Company/vendor/invoice/voucher
Page break on company

Report Contents:

VENDOR	Vendor number and name
VOUCH#	Voucher number
INVOICE#	Invoice number
INV DATE	Invoice date (MM/DD/YY)
DUE DATE	MM/DD/YY
DISC DATE	Discount date (MM/DD/YY)
GROSS AMOUNT	Gross amount less any partial payments
BALANCE DUE	Discount available. Prints the discount minus the discount already taken. An asterisk (*) prints if the discount is no longer valid.
DISC AVAIL	
NET AMOUNT	Balance due less valid discount
COMMENTS	
TRANS#	Transaction number

Totals Provided:

Vendor
Company

Special Notes:

1. The OPEN ITEM REPORT can be printed at any time from the Reports/Inquiry Menu.



2. The EOM Open Item Report is printed during Month End Processing and includes all vouchers that were open as of the period ending date.



A/P Distribution Report

Menu Options:

Distribution Report

Report Sequences:

1. Company/vendor/invoice/voucher
2. Company/bank/period/account number/vendor/invoice

Report Contents:

VENDOR	Vendor number
NAME	Vendor name
VOUCH#	Voucher number
INVOICE#	Invoice number
INV DATE	Invoice date
BK	Bank code
PER	Expense or distribution period, MMY
DISTR AMOUNT	Distribution amount
ACCOUNT#	Account number
TRANS#	Transaction number

Totals Provided:

Vendor
Company
Period

Special Notes:

1. The DISTRIBUTION REPORT can be printed for all vouchers, for vouchers already posted to General Ledger, or for unposted vouchers.



Aged Cash Requirements Report

Menu Options:

Aged Cash Requirements

Report Sequences:

Company/vendor/invoice/voucher

Report Contents:

VENDOR	Vendor number and name
VOUCH#	Voucher number
INVOICE#	Invoice number
DUE DATE	MM/DD/YY
DISC DATE	Discount date (MM/DD/YY)
BALANCE DUE	
DISC AVAIL	An asterisk (*) prints if the discount is no longer valid
DUE BY (MM/DD/YY)	The amount due on or before this date but after the previous due date, if any. The amount due is the balance due less any valid discount.
DUE AFTER (MM/DD/YY)	The amount due after this date.

Totals Provided:

Vendor
Company



Vendor Analysis Report

Menu Options:

Vendor Analysis Report

Report Sequences:

1. Vendor number
2. Vendor name (short name)

Report Contents:

VENDOR	Vendor number
NAME	Vendor name (long name)
PURCHASES	Amount purchased year-to-date and last year
%TOT	The percent of total purchases year-to-date and last year
DISC TKN	Discount taken year-to-date and last year
DISC LST	Discount lost year-to-date and last year
LAST ACTIVITY	MM/DD/YY The last invoice date for this vendor

Totals Provided:

Overall

Special Notes:

1. The average purchases, percent of total, discounts taken, and discounts lost are printed for year-to-date this year and last year.



Y-T-D 1099 Report

Menu Options:

Y-T-D 1099 Report

Report Sequences:

Company/vendor/invoice/voucher

Report Contents:

VENDOR	Vendor number and name
VOUCH#	Voucher number
INVOICE#	Invoice number
INV DATE	Invoice date (MM/DD/YY)
DUE DATE	MM/DD/YY
DISC DATE	Discount date (MM/DD/YY)
CHECK DATE	MM/DD/YY
CHECK#	Check number
	The transaction type is printed to the right of the check number
	'R' - Regular check
	'H' - Handwritten check
	'RV' - Voided regular check
	'HV' - Voided handwritten check
PAYMENT AMOUNT	
DISC TAKEN	Discount taken
NET AMOUNT	Payment amount minus the discount taken
COMMENTS	

Totals Provided:

Vendor
Company

Special Notes:

1. Payment information is reported for the calendar year.



2. Vendors listed in this report have had vouchers paid while the 1099 code in their Master records were specified as 'Y'.



A/P Paid History Report

Menu Options:

Paid History Reports

Report Sequences:

1. Company/vendor/invoice/voucher
2. Company/check/vendor/invoice/voucher Page break on company

Report Contents:

VENDOR	Vendor number and name
VOUCH#	Voucher number
INVOICE#	Invoice number
INV DATE	Invoice date (MM/DD/YY)
DUE DATE	MM/DD/YY
DISC DATE	Discount date (MM/DD/YY)
CHECK DATE	MM/DD/YY
CHECK#	Check number
	The transaction type is printed to the right of the check number
	'R' - Regular check
	'H' - Handwritten check
	'RV' - Voided regular check
	'HV' - Voided handwritten check
PAYMENT AMOUNT	
DISC TAKEN	Discount taken
NET AMOUNT	Payment amount minus the discount taken
COMMENTS	

Totals Provided:

Vendor
Company



PROCESSING SCHEDULES

Transaction Processing

Transaction processing involves entering the transactions, editing the transactions, and adding the transactions to the A/P files. The following steps explain the normal Transaction Processing flow, after the initial file build procedures have been completed.

1. Enter new vendors and terms or update current vendors and terms Remember that a terms code must exist in the Terms file before it can be used in a vendor's record. Also, a vendor must exist in the Vendor Master file before an invoice can be vouchered for that vendor.
2. Enter vendor invoices through Enter A/P Transactions. Transactions are entered by 'batch number' and are edited and updated by batch number also. A new Transaction file is built if one does not exist on disk. Existing transactions can be changed using the UPDATE mode.
3. Generate Recurring Transactions if desired. All Recurring Transactions due to be generated are added to the Transaction file. After the company selection and effective dates are entered.

Enter 'Y' to continue or 'N' to re-select the company and effective dates.

If 'Y' is entered, processing continues:

Deleted transaction records are removed from the Recurring Transaction file each time the transactions are generated.

4. Print the A/P TRANSACTION EDIT. The edit can be run for all batches or for selected batches only. Check the edit carefully for undetectable data entry errors. Check all dates for accuracy. Check the batch totals for accuracy.
5. If any errors are on the Edit, return to step 2 to correct them. Re-run the Transaction Edit. After the batches are error free continue to step 6.
6. Select Update Files W/ Trans to update the Open Item, MTD Paid, MTD Distribution, Vendor Master, and Vendor/Invoice files with the transactions. You must select the companies and batches to be updated. Only batches with a 'G' status (successfully edited) will update the files.



Check Processing

A step-by-step description of Check Processing is listed below.

1. Select Invoice Payment Selection to select open items to mark for payment.

The next 2 steps describe selection of vouchers on a general basis or by individual transaction number. You may use one or both selection methods.

2. For General Selection of open items there are four selection options available. After the selection has been made the GENERAL PAYMENT SELECTION screen displays so that required dates can be entered.

This option may be selected more than one time if necessary.

3. Select the DISPLAY OPEN ITEMS to display all or the selected open items by vendor. This option also allows the user to change selection criteria or amounts to be paid.
4. If the general payment selection marked the wrong open items, the option To CLEAR changes all selections (other than 'H') to blank.
5. Select PRINT THE PRE-CHECK REPORT to print the selected open items. The report should be checked to verify proper selection or deferral of open items.
6. After proof reading the PRE-CHECK REPORT, the Payment Selection process can be completely repeated or corrected for certain Open items. To completely repeat the Selection Process, repeat steps.



7. Select Print Checks/Register to print Checks and the Check Register and update the MTD Paid file. If there is any problem encountered during the actual printing of the checks, this option may be cancelled and re-selected ONLY IF the MTD Paid file has not been updated. This screen is displayed when this option is selected.

```
-----  
A99KC2                      A/P CONTROL RECORD ENTRY                      99/99/99  
  
ENTER CHECK CODE:           ...  
ENTER CHECK DATE:           .....  
BEGINNING CHECK NUMBER:     .....  
  
PRESS ENTER TO CONTINUE  
-----
```

You must enter the check code (identifies the check forms), the check date (in format MMDDYY) to be printed on the checks, and the beginning check number. The system date is supplied as the default check date and can be changed. After each item is keyed and ENTER is pressed, the A/P CONTROL LIST is placed on this Spool file and may be displayed or printed.

PLEASE CHECK THE CONTROL RECORD
PRINTOUT CAREFULLY...AND CONTINUE
ONLY IF THE INFORMATION IS CORRECT

DO YOU WISH TO CONTINUE?.....(Y/N)

ENTER MISSING PARAMETER

IF any errors are noted enter an 'N' to cancel the job and start over.

IF the information is correct enter a 'Y' to continue. The processing continues as follows:

A FORMS HALT is displayed on the CONSOLE at this time. To print the checks, follow the CHECK PRINT STEPS.

Continued on next page.



Please allow the checks to finish printing before inserting regular paper and continuing to process...

Was the Check Print Successful? (Y/N)

This pause allows time for checks to be printed before continuing to the update portion of this procedure. DO NOT answer until AFTER the checks have been completely printed. If there is any problem with the printer as checks are printing the option can be cancelled and re-started with no further trouble. To cancel the procedure at this point Select 'N'. Press SHIFT SYS REQ/ATTN and press the enter. The Print Checks/Register procedure can be re-started with no loss of payment selection.

When the checks have printed correctly, enter a 'Y' at this PAUSE and the processing will continue.

After the Print Checks/Register procedure has been completed, continue with normal Transaction Processing.



CHECK PRINT STEPS

1. Press the UPPER SHIFT and SYS REQ/ATTN keys and then ENTER and enter a '6'. The following Forms Halt is displayed:

System Console Message

LOAD FORM TYPE 'APCK' DEVICE - WRITER - (HCGIR)

BEFORE answering this message, mount the check forms on the printer. The checks should be mounted as close to the actual alignment (top of forms and right perforation) as possible.

2. AFTER check forms are mounted, respond to the Forms Halt with OPTION G.

Be sure to take the 'G' option. The system prints an 'X' on the upper left corner of the check. The alignment message in step 3 will display.

3. Make any necessary adjustments in the alignment of the check forms BEFORE responding to the align forms message. Option 'R' prints the same line allowing alignment to be adjusted. The align forms message is re-displayed EVERY time a 'R' response is entered.

SYS-5825 OPTIONS:

Option 0 - Prints the NEXT line on the check form.

Option R - Prints the SAME line on the check form.

Option T - Prints all the checks with no more messages.

Verify alignment on device _ (ICGNR)

R The SAME check line is printed on the check.

Adjust the forms if necessary.

The align forms message is re-displayed.

I The checks are printed with no more messages.

If the checks jam in the printer, the PRINT CHECKS/REGISTER can be cancelled and then re-started.

If all checks have been printed properly, replace the check forms with standard paper and continue as follows. Press the F3 key to return to the COMMAND display. Enter a 'Y' response to the message.



Month End Processing

During Month End Processing the invoices paid on or before the period CLOSING DATE are purged from the MTD Paid file and added to the Paid History file. Several reports are automatically produced. If there are any unposted transactions, the procedure will generate G/L Transactions and print the VOUCHER/PURCHASES JOURNAL and the CASH DISBURSEMENTS JOURNAL prior to printing the EOM Journals.

1. Select Month End Processing. The first step in the Month End Processing procedure is a back-up of all Accounts Payable files. This back-up may be used to restore the files to re-start the End-of-Month Processing if any problem is encountered. This back-up should be saved in order to re-create reports that may be requested at some time in the future.

Select All Companies? (Y/N): _

Insert the oldest tape/diskette for back-up of all A/P files.

Press enter to continue

Save Library (SAVLIB) Device...____

2. When the back-up is complete, the procedure prompts for the selection of all companies or selected companies. After the company selection is entered, the A/P CONTROL LIST prints and the following message displays:

PLEASE CHECK THE CONTROL RECORD
PRINTOUT CAREFULLY...AND CONTINUE
ONLY IF THE INFORMATION IS CORRECT

DO YOU WISH TO CONTINUE?.....(Y/N)

ENTER MISSING PARAMETER

IF any errors are noted enter an 'N' to cancel the job and start over.

IF the information is correct enter a 'Y' to continue. The processing will continue.

The final program in the Month End Processing updates the CURRENT FISCAL PERIOD and the CURRENT EXPENSE PERIOD for each company.



Special Processing

Special Processing of the Paid History, Distribution History, Vendor Master, and Vendor/Invoice files is provided on the Processing Menu. The processing consists of purging accumulated data from the files.

1. The Vendor Master file should be reset at the end of the calendar Or fiscal year. When all Accounts Payables Processing has been completed through Month End Processing for the final period of the calendar or fiscal year, select Reset Vendor YTD Totals. Every vendor's year-to-date purchases, discounts taken, and discounts lost are moved to last year's purchases, discounts taken, and discounts lost.
2. The Paid History file should be purged of 'old' records on a regular basis. If you are using the 1099 feature make sure you do not purge any current year data. To purge the file select Purge Paid History You are required to enter an effective date. All records with invoice dates less than or equal to the effective date are purged from the file.
3. The Vendor/Invoice file should be purged of 'old' records on a regular basis. To purge the file select Purge Vendor/Invoice History You are required to enter an effective date. All records with invoice dates less than or equal to the effective date are purged from the file.
4. The Distribution History file should be purged of 'old' records on a regular basis. To purge the file select Purge Distribution History. You are required to enter an effective date. All records with invoice dates less than or equal to the effective date are purged from the file.



APPENDICES

Audits And Controls

One of the most important things in setting up any system, manual or computer, is to establish good controls from the beginning. Since the data entered in Accounts Payable will determine the checks written to vendors and the dollars which are posted to General Ledger, it is very important that it be correct. There are several points in the process which will require checking controls to be confident that the data has been entered correctly.

In Accounts Payable, the data is entered in one of three ways:

1. Normal A/P Transactions
2. Recurring Transactions
3. Transactions created by the DMS Purchase Order System

In all cases the transactions are printed on the A/P TRANSACTION EDIT before they update the Accounts Payable Open file. The edit should be checked carefully to be sure that the expense periods are correct. The edit report provides totals to be compared to totals which have been manually calculated. This balancing can be very important to find errors in the dollar amounts entered for the invoices.

When the Accounts Payable transactions are updated, the A/P TRANSACTION UPDATE REPORT lists all batches updated with the dollar total of each batch. Different batch numbers may have been used to separate the expense totals by batch, by expense period, or even to separate handwritten and voided check entries. The dollar totals from the update report should be entered on a Voucher/Purchases Period Control Log by batch. Totals from the control log can be compared to the totals from the End-of-Month Journals. A sample Voucher/Purchases Period Control Log is included in this section with an explanation of the entries.

If it is necessary to change the gross amount and/or the distribution period using Open Item Maintenance, the A/P OPEN ITEM MAINTENANCE REPORT lists the before and after and the gross difference. The gross difference amount should be entered on the Voucher/Purchases Period Control Log using "F/M" as the batch.



CONTROLLING A/P EXPENSE INFORMATION

In the Check Writing Procedure, an A/P CURRENT PERIOD CHECK REGISTER is printed. It lists the checks by bank code/check. The totals by bank code/company should be entered on the Cash Disbursements Period Control Log. Totals from this control log can be compared to the totals from the End-of-Month Journals.

Handwritten Check Maintenance produces the HANDWRITTEN CHECK REPORT. Totals from this report should also be entered on the Cash Disbursements Control Log.

POSTING TO GENERAL LEDGER

General Ledger entries from Accounts Payable can be created whenever desired. A VOUCHER/PURCHASES JOURNAL and a CASH DISBURSEMENTS JOURNAL are produced each time General Ledger entries are created. The journals list all invoices that update the General Ledger, and provide totals by period/account. Period totals should be entered on the appropriate Period Control Log to be compared to totals on the End-of-Month Journals.

END-OF-MONTH

During the Month End Processing, two journals are produced which are to be used to compare EOM totals to the accumulated totals on each Period Control Log. See the next 2 pages for an explanation of each Period Control Log.

1. The EOM VOUCHER/PURCHASES JOURNAL lists all expenses by company/bank code/account. Totals are given by bank code/ expense period. The totals for the batch and for the posted items from the Voucher/Purchases Period Control Log should agree with the totals on the EOM VOUCHER/PURCHASES JOURNAL for the period being processed. If there were transactions from earlier periods, the Period Control Log for that period should be in agreement also.
2. The EOM CASH DISBURSEMENTS JOURNAL lists all invoices paid by bank code. There are totals by bank code. The totals for each check and for the posted items from the Cash Disbursements Period Control Log should agree with the totals on the EOM CASH DISBURSEMENTS JOURNAL for the period being processed. If there were transactions from earlier periods, the Period Control Log for that period should be in agreement also.



VOUCHER/PURCHASES PERIOD CONTROL LOG

The Voucher/Purchases Period Control Log is used to verify that all transactions which were posted during the period had the correct expense period. As transactions update the Open Item file, or as maintenance is performed involving gross amounts, the dollars are entered and compared to the totals at the end of month on the EOM VOUCHER/PURCHASES JOURNAL. As the General Ledger update of Accounts Payable is run, the totals are also entered on the log to be compared to the total at end of month.

PERIOD -	Enter the expense period/year. Use a new form for each period.
PERIOD ENDING DATE -	Enter the calendar date of the end of month.
BATCH -	Enter the batch numbers from the A/P TRANSACTION UPDATE. Be sure that the batch appears on the correct Period Control Log. For Open Item Maintenance, enter "F/M".
TOTAL -	Enter the dollar total from the A/P TRANSACTION UPDATE or the A/P OPEN ITEM MAINTENANCE REPORT.
POSTING DATE -	Enter the effective date used when the General Ledger Update was run. Be sure that the posting appears on the correct Period Control Log.
TOTAL -	Enter the dollar total from the VOUCHER/PURCHASES JOURNAL.

EOM VOUCHER/PURCHASES JOURNAL TOTAL –

Enter the total dollars from the journal at the end of the month. This total should agree with the two totals from transactions and from General Ledger posting. If there was more than one period, be sure to adjust totals for the other periods.



CASH DISBURSEMENTS PERIOD CONTROL LOG

The Cash Disbursements Period Control Log is used to verify that all checks which were written/posted during the period had the correct check date. As checks are written or as handwritten/voided checks are entered, the dollars are entered and compared to the totals at the end of month on the EOM CASH DISBURSEMENTS JOURNAL. As the General Ledger update of the Accounts Payable is run, the totals are also entered on the log to be compared to the total at End of month.

PERIOD -	Enter the expense period/year. Use a new form for each period.
PERIOD ENDING DATE -	Enter the calendar date of the end of month.
DATE -	Enter the check date. Handwritten checks should also be entered. Be sure that the checks are entered on the correct Period Control Log.
CHECK -	Enter the first check number. This will be a double check that no checks are missing.
TOTAL -	Enter the dollar total from the A/P CURRENT PERIOD CHECK REGISTER, the A/P TRANSACTION UPDATE, or the HANDWRITTEN CHECK REGISTER.
POSTING DATE -	Enter the effective date used when the General Ledger Update was run. Be sure that the posting appears on the correct Period Control Log.
TOTAL -	Enter the dollar total from the CASH DISBURSEMENTS JOURNAL.
EOM CASH DISBURSEMENTS JOURNAL TOTAL -	Enter the total dollars from the journal at the end of the month. This total should agree with the two totals from checks and from General Ledger posting. If there was more than one period, be sure to adjust totals for the other periods.