



1620 S 7th Street Terre Haute, In 47802

**ACCUTECH**

Accurate Technology Provided by R & E Software Design llc

**812-244-0647**

# ACCOUNTS PAYABLE

**Copyright © 1998 FMS2000 (Version 3). All Rights Reserved.**

All rights reserved. This manual may not, in whole or part, be reproduced or transmitted, in any form or by any means, without prior consent, in writing, from FMS Global LLC.

The manual and software described in this manual is furnished under license and may only be used or copied in accordance with the terms of such license.

The information in this manual is furnished for informational use only, is subject to change without notice and should not be construed as a commitment by FMS Global LLC. FMS Global LLC assumes no responsibility or liability for any errors, omissions or inaccuracies.

Unless otherwise noted, all names of companies, products, street addresses, and persons contained herein are part of a completely fictitious scenario or scenarios and are used solely to document the use of FMS Global LLC software.

IBM is a registered trademark of International Business Machines Corporation.

All other product names are copyright, trademarks or tradenames of their respective owners.

FMS Global LLC  
1620 S 7<sup>th</sup> Street  
Terre Haute, IN 47802

Voice: (812) 244 0647  
Fax: (812) 238 9887  
Email: FMSsupport@resoftware.net  
FMSHelp@FMSglobal.com

Website: [www.fmsglobal.com](http://www.fmsglobal.com)

## Table of Contents

<b>Introduction.....</b>	<b>1</b>
<b>Accounts Payable Selection Menu.....</b>	<b>2</b>
<b>Menu AP0010: Voucher Batch Processing.....</b>	<b>3</b>
Enter/Update Voucher Batches .....	4
Batch Control Information .....	7
Voucher Information Header.....	9
Voucher Expense Distribution .....	13
Check For Missing Voucher Numbers.....	17
Print Voucher Register.....	18
Voucher Browse.....	20
Drop Shipment Maintenance .....	21
Display Batch Status.....	25
List Batch Status.....	27
Reprint Voucher Register.....	28
<b>Menu AP0020: Voucher Changes .....</b>	<b>30</b>
Apply Check Number & Date To Outstanding Voucher(s).....	31
Change Voucher Due Date .....	36
Change Voucher Location Number .....	41
Change Voucher Check Number & Date.....	45
Split Voucher (Partial Payment) .....	49
Cancel Outstanding Voucher .....	53
Change Voucher GL Number .....	55
Cancel Check-Current Period .....	58
How To Cancel A Check From A Prior Period.....	60
<b>Menu AP0030: Reports.....</b>	<b>61</b>
Cash Requirements Listing (Detail/Summary)-PTD.....	62
By Week Number.....	64
By Due Date .....	67
Aged Trial Balance (Detail/Summary)-PTD .....	69
Check Register (Detail/Summary)-PTD .....	73
GL Distribution (Detail/Summary) .....	75
GL Distribution Select By GL Or Supplier.....	77
By GL Account .....	79
By Supplier.....	80
GL Accrual List By Period Code (Detail).....	81
Financial Ageing Summary (Past/Future)-PTD.....	83
Summary Analysis By Period (Supplier & General Ledger Number)-YTD.....	86
Summary Analysis By Period (General Ledger & Supplier Number)-YTD.....	88
Voucher Paid History By Supplier/1099 Code-YTD.....	89
By Supplier.....	91
By 1099 Code .....	93
Check Register (Prior Period/YTD)-YTD .....	94
General Ledger Report (Detail)-YTD.....	96
By Starting/Ending GL Account Numbers With Mask .....	98

Potential Lost Discounts .....99

**Menu AP0040: Check Processing.....101**

    Cash Requirements Report .....102

    Backup Accounts Payable Files On-line.....103

    Edit Check Date & Week Number For Check Run.....104

    Print Checks & Check Registers.....107

        Regular Check Run .....110

        Cash Discounts Lost.....112

        Select Specific Suppliers For Due Week or Due Date Specified.....113

        Select Only Certain Supplier Vouchers.....114

        Direct Entry of Vouchers To Pay .....118

    Print Manual Check Register (If No System Checks).....119

    Special Restore To Status Before Check Selection .....121

**Menu AP0050: Inquiries .....122**

    Supplier Status & Voucher Transactions-Current .....123

        Supplier Alpha Search.....125

        Supplier Status .....127

        Display Paid Vouchers-Current Period .....129

        Display Outstanding Vouchers .....131

        Display Paid Vouchers-History.....133

        Voucher GL Distribution Inquiry.....135

    Voucher Transactions-Current .....136

    Paid Voucher Transactions-History .....139

    Displays By Check Number .....140

        Periodic or History Summary Display .....144

        Display Check Register Summary.....147

    Summary Browse Of Outstanding Payables .....149

    Aged Trial Balance Summary By Supplier .....153

    Financial Ageing Summary.....156

        Days Past Due .....158

        Future Requirements .....158

    Potential Lost Discounts.....159

**Menu AP0060: Supplier Maintenance .....162**

    Supplier Maintenance.....163

        Update Supplier Note File.....170

    Supplier Check Hold Maintenance .....171

    Supplier List-Numeric.....175

    Supplier List-Alpha.....177

    Print Supplier Labels.....178

    Supplier List-Purchase Dollar Value.....180

    Supplier List-Supplier Type With \$ Values .....182

    Supplier Voucher List (Possible Duplicates) .....183

    Branch Code Maintenance .....184

        Select Code.....185

    1099 Code Maintenance.....187

    Supplier Type Code Maintenance .....189

    List 1099 Codes.....191

    List Supplier Type Codes.....192

    Supplier Note File Listing .....193

Edit Supplier Master File.....	195
<b>Menu AP0070: Due Date Cross Reference.....</b>	<b>196</b>
Update Due Date Cross Reference.....	197
List Due Date Cross Reference.....	199
<b>Menu AP0080: Check Reconciliation.....</b>	<b>200</b>
Edit Reconciliation Period .....	201
Clear Outstanding Checks-Individual .....	203
Clear Outstanding Checks-Range .....	206
Clear Outstanding Checks-Group .....	208
Edit Outstanding Checks .....	211
List Outstanding Checks.....	215
List Cleared Checks.....	217
Drop Cleared Checks & Prepare For Next Period.....	218
Display Outstanding & Cleared Totals.....	221
Restore Check Reconciliation .....	223
<b>Menu AP0085: Drop Shipments.....</b>	<b>225</b>
Drop Shipment Default Maintenance.....	226
Drop Shipment Supplier/Customer Maintenance .....	229
Print Drop Shipment Invoices.....	232
Reprint Drop Shipment Invoices.....	233
Purge Drop Shipment Invoice History.....	235
Setting Up Drop Shipments .....	237
Processing Overview.....	238
<b>Menu AP0090: Period End Processing .....</b>	<b>239</b>
Print Period End Reports .....	240
Period End Close .....	242
Restore Period End .....	245
<b>Menu AP0100: Year End Processing .....</b>	<b>247</b>
Calendar Year End Close.....	248
Fiscal Year End Close .....	251
Restore Fiscal Year End.....	254
<b>Appendix A: Accounts Payable Data Entry Forms .....</b>	<b>256</b>



## ***Introduction***

Accounts Payable provides for the control and processing of payable information and aids the user in improving and increasing control over cash flow. Aged cash requirement reports allow you to avoid late payment charges, secure supplier discounts, and match cash requirements to cash resources.

Interfaces to other **FMS** modules such as General Ledger and Purchasing make it a comprehensive financial management tool. The system is extremely flexible and has been designed with many special features to meet your present and future requirements. A few of these features are highlighted below:

### ***Features***

- \* On-line help provided to assist you during setup and while you are using the accounts payable system.
- \* On-screen lists of suppliers provided, allowing you to select a supplier without having to consult a master listing.
- \* Quick referencing of account status provided by on-screen displays.
- \* Multiple companies and divisions within each company are supported.
- \* Easy to use voucher batch entry.
- \* Allows 'one-time' miscellaneous suppliers.
- \* Automatic due date calculation and standard supplier defaults of terms and general ledger distribution account numbers.
- \* Optional payment discounts calculated automatically during voucher entry or check printing.
- \* Pay suppliers with computer-printed full or partial payments checks.
- \* Simple on-line manipulation of payment due dates.
- \* Ability to hold payments on disputed invoices and place suppliers on check hold.
- \* Print or display cash requirements by supplier and due date ranges.
- \* Manual checks can be issued any time and updated immediately on-line.
- \* Printing checks is as easy as 1-2-3.
- \* Ability to void checks and reverse the associated GL entries in the current period.
- \* Reporting for period end filing for audit purposes automatically produced.
- \* Reprint prior period reporting selections.
- \* Database of history provides an accounts payable sub-ledger of General Ledger distributions in summary or detail.
- \* Period and year-to-date reports can be selected in advance of the Period Close.
- \* 1099 reporting for your suppliers who require this information.
- \* Possible duplicate invoice checking.
- \* Various supplier lists, to help you obtain the information you require, such as discounts, terms, and purchase dollar values.
- \* History summary by supplier/period or General Ledger account/period.
- \* Year-to-date check register (disbursement).
- \* Paid invoices - last 12 periods detail by supplier.
- \* Handles accruals so Accounts Payable can be closed immediately at period end.
- \* Flexible on-line check reconciliation by check number, range of check numbers, or a group of check numbers.
- \* Multiple currencies can be maintained.
- \* Mailing labels.
- \* Accounts Payable department can access all information on-line year-to-date.

## Accounts Payable Selection Menu

.....	:		:
:	:	Application Selection	:
:	:	Order Entry/Invoicing	:
:	:	Pricing	:
:	:	Contract Pricing	:
:	:	Order Guides	:
:	:	Purchasing	:
:	:	Inventory Control	:
:	:	Sales Analysis	:
:	:	Accounts Receivable	:
:	:	<b>Accounts Payable</b>	:
:	:	General Ledger	:
:	:	Physical Inventory	:
:	:	Periodic Processing	:
:	:	FMS System Maintenance	:
:	:	System Maintenance	:
:	:	AS/400 Operations Menu	:
:	:		:
:	:		:
.....	:		:

.....	:		:
:	:	Menu Selection	:
:	:	Voucher Batch Processing	:
:	:	Voucher Changes	:
:	:	Reports	:
:	:	Check Processing	:
:	:	Inquiries	:
:	:	Supplier Maintenance	:
:	:	Due Date X-Ref Maintenance	:
:	:	Check Reconciliation	:
:	:	Drop Shipments	:
:	:	Period End Processing	:
:	:	Year End Processing	:
:	:		:
:	:		:
.....	:		:

The Application menu is displayed on the screen during system initialization and identifies all Accutech-FMS applications that are available on your system. The applications menu could contain any or all of the Accutech-FMS applications. The above is an example of an applications menu that contains many of the Accutech-FMS applications. Menus are used to access all processing options in the Food Management System.

If you selected Accounts Payable from the Application Selection Menu, the above Menu Selection screen for the Accounts Payable is displayed. This is a master list of all the standard programs offered by the Accounts Payable application and available to the user.

To locate the appropriate Menu Options screen to carry out a particular task, use the table of contents listed at the beginning of this manual.

To make a selection from the Menu, use the cursor control keys to position the cursor on the desired selection and press . The selections on this window will take you to the next screen, which will display the available Menu Selection options.

## Menu AP0010: Voucher Batch Processing

```
Company: 81 Accutech Documentation V3          System:  OTTAWA1
Appl...: FMSNBFAP          Accounts Payable
Menu...: AP0010          Voucher Batch Processing

Select one of the following:

Enter/Update Voucher Batches          Rpt AP204R
Display Voucher Entry Help Text
Display Batch Status
List Batch Status          Rpt AP209R
Reprint Voucher Register          Rpt AP204R
Display Reprint Voucher Register Help Text

Bottom
F3=Exit   F6=Messages   F9=Command entry   F10=Change company   F11=Change menu
F13=Services   F14=Toggle info   F24=Function Lookup   Attn=Change application
```

If you selected Voucher Batch Processing from the Accounts Payable Menu Selection menu, the above menu is displayed. To make a selection from the Menu, use the cursor control keys to position the cursor on the appropriate selection and press .

## Enter/Update Voucher Batches

### Function

Enter accounts payable transactions from the source input documents. Use Voucher Entry to enter invoice information, adjustments, and drop shipment entries. This would be done on a daily, weekly or periodic basis depending on volume.

The system calculates due dates (and discounts if applicable) using the terms assigned at the supplier level.

### Notes

You can add or delete transactions and delete the open batch at anytime until the batch is posted.

Before you begin you should prepare your source documents for processing:

1. File Maintenance. During preparation of source input documents for operator entry, it may be necessary to make additions or changes to master file information. It is necessary to add new information and to change existing information prior to entering accounts payable transactions. Failure to do so could interrupt normal operator entry of accounts payable transactions and result in rejection of the transaction when the Accounts Payable System does not find the necessary information on system master files (e.g. AP Supplier Master File).
2. Code input source documents (e.g. invoice or internal expense forms).
3. Group documents in batches (e.g. Invoice, Adjustment, and Manual Check batches), total all documents in the batch, and attach adding machine tape.
4. Prepare batch control log sheet.

Then do the following:

1. Enter, close, list and post batch, using option **Enter/Update Voucher Batches**.
2. Confirm that the voucher listings totals balance with the totals on the batch control log sheet.
3. File voucher register list (sequentially by period number).
4. File vouchers in supplier 'Not Paid' file. Note: If voucher is for a manual check issued before voucher went into system then file voucher in supplier 'Paid' file.

Each entry in a batch is assigned a voucher number allowing the system to identify transactions entered. Vouchers require an invoice number or other reference. The program checks for and displays any missing voucher numbers within a batch, and checks for duplicate invoices for the same supplier number.

Within each entry, transactions are distributed to general ledger accounts. You can have several batches open at one time. Allowing you to group transactions by location, category, date etc.

Batch and voucher numbers should always start over at the beginning of each new period.

On-line Help Text is available using option **Display Voucher Entry Help Text**.

A batch control log form has been provided (see **Appendix A: Accounts Payable Data Entry Forms** on page 256). This form can be used to control your batch and voucher numbers for each period.

The first screen displayed is used to select the location and batch number you wish to work with.

```

Accutech Computer Systems Limited - Accounts Payable System
10/16/98  13:58:25  ACCOUNTS PAYABLE VOUCHER ENTRY

Enter Location number . . . 1
Batch number . . . . 000

F1=Cancel  F4=Delete batch  F6=Display batch status  Last Batch Number Used
                                                    1

```

### Field Descriptions

#### **Location Number (1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number to which the transaction(s) you are entering should be distributed.

If you have only one location, the system automatically defaults to 'Location 1' and positions the cursor in the *Batch Number* field.

Refer to **Accounts Payable Setup Manual, Menu SM0100: Setup Menu-Accounts Payable**, option **Edit System Options**.

#### **Batch Number (1-989):**

You assign a number to each batch entry. This number is used to recall an open batch for editing or deletion. If you are starting a new voucher batch, enter the next sequential batch number available. If you are updating an existing batch, enter the batch number and press **[FExit]**. If you cannot recall the batch number, press **[F6]** to goto **Display Batch Status** screen. Note: Last batch number used is displayed on the bottom right-hand corner of the screen.

Note: If the batch number has been posted, the batch cannot be updated using this option. Batch numbers '990-999' are reserved for system use (e.g. cancelled vouchers).

### **Function Keys**

- |                |   |   |
|----------------|---|---|
| <b>[Enter]</b> | ⇒ | Confirm entries and continue processing.                                |
| <b>[F1]</b>    | ⇒ | Cancel and return to Menu AP0010.                                       |
| <b>[F4]</b>    | ⇒ | Enter location and batch number. Press <b>[F4]</b> to delete the batch. |
| <b>[F6]</b>    | ⇒ | Goto <b>Display Batch Status</b> screen (see page 25).                  |

***Batch Control Information***

```

Accutech Computer Systems Limited - Accounts Payable System
10/16/98  14:03:44  ACCOUNTS PAYABLE VOUCHER ENTRY

Enter Location number . . . 1 BANK-DOMESTIC V3
Batch number . . . . . 2
Batch total . . . . . 000000000
Batch date . . . . . 101698
Accumulated total . . . . . .00

From voucher# To voucher#
812 0000 0 812 0000 0

F1=Cancel F4=Delete batch F6=Display batch status Last Batch Number Used
2

```

The next screen is used to enter or update your batch control information. When you are adding a new batch, Batch Total, Accumulated Total and From-To Vouchers Numbers are blank or zero filled.

**Field Descriptions****Location Number:**

The location number and description displayed.

**Batch Number:**

The batch number entered on the previous screen is displayed.

**Batch Total (.00):**

If you are entering a new batch, enter your batch control total (from adding machine tape). For example, \$50.00 would be entered as '5000'. This is the total dollar amount of the vouchers you are about to enter in this batch.

If you are updating an existing batch and you are going to be making changes, which will affect the batch, total, update the batch total to reflect these changes.

**Batch Date (MMDDYY):**

The date field defaults to the system date. Leave as is or enter the actual date of the batch. When manual checks are entered, the system uses this date to verify the period end file for the A/P to G/L transfer. Note: The program prompts you to verify the date, if you enter a date that is less than/greater than current system month.

**Accumulative Total (.00):**

Accumulative batch total is displayed. This field is zero for a new batch.

**From-To Voucher Numbers (000 00000 0 - 000 00000 0):**

The 'From-To' voucher numbers for the batch are displayed. The voucher number consists of three fields. The first 3 position field indicates the last digit in the current year and period number (YPP). For example, Year 1998 and fiscal period eight, would appear as '808'.

Refer to **Accounts Payable Setup Manual, Menu SM0100: Setup Menu-A/P**, option **Edit System Options**.

The next field is the actual voucher number. The display indicates which voucher numbers have been used so far. When entering a new batch, these fields equal zero.

The last field is the voucher sub number. In most cases, the sub field equals zero. Voucher Sub Numbers are used in the **Split Vouchers, Change G/L Numbers** and **Cancel Outstanding Voucher** functions. Note: All three fields are display only.

**Last Batch Number Used:**

Last batch number used is displayed on the bottom right-hand corner of the screen.

**Function Keys**

- |  |   |   |
|--|---|---|
| <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Enter</div>   | ⇒ | Confirm entries and continue processing.  |
| <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">F1</div>  | ⇒ | Cancel and return to Menu AP0010.   |
| <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">F4</div>  | ⇒ | To cancel an existing batch. Once the batch is cancelled, a message will be displayed at the bottom of the screen <i>'This Batch Has Been Cancelled - Press ENTER To End Job'</i> . Press <div style="border: 1px solid black; padding: 2px; display: inline-block; font-size: small;">Enter</div> to return to Menu AP0010. When the batch is deleted, it does not retain the batch number as an audit control, and you can re-use the number. |
| <p>If the batch you are trying to cancel does not exist, a message will be displayed <i>'This Batch Does Not Exist To Cancel'</i>. If this occurs, you can either press <div style="border: 1px solid black; padding: 2px; display: inline-block; font-size: small;">Enter</div> to continue or <div style="border: 1px solid black; padding: 2px; display: inline-block; font-size: small;">F1</div> to cancel and return to Menu AP0010.</p> |   |   |
| <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">F6</div>  | ⇒ | Goto <b>Display Batch Status</b> screen (see page 25).  |
| <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">F7</div>  | ⇒ | To begin entering or update an existing batch.  |



**Enter Supplier Number or Alpha Word:**

If you are adding a new voucher, enter the number of supplier whose invoice you are recording. If you are entering a 'one-time' miscellaneous supplier, leave the field blank and enter the suppliers name (see *Miscellaneous Name and Address* field). To locate a supplier when the account number is not known, press the **F2** key to goto **Supplier Alpha Search** screen. Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

or

Enter up to 5 alphanumeric characters in the *Alpha Word* field to display **Supplier Alpha Search** screen (bypasses selection options). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

Note: You cannot enter a voucher for an inactive supplier. Supplier numbers can be reactivated using the **Supplier Maintenance** function (see page 163).

**Reference:**

The reference field is mandatory. Enter the number on the source document (i.e. invoice) you received from this supplier. The information keyed in this field will appear on the computer-printed check stub, which the supplier can refer to if needed. If "Check For Duplicate Invoice Numbers At Voucher Entry" is activated at the Supplier level, an edit in Voucher Entry prevents the user from paying a supplier for the same invoice twice (identical invoice number and dollar amount). The program edits current and historical voucher transactions, if an identical invoice/amount match is found, an on-screen warning is displayed.

**Date (MMDDYY):**

Enter the date on the source document (i.e. invoice) or the date you received this invoice, credit or debit memo from the supplier. The program requires a document date. This date is used to calculate invoice due and discount dates.

**Invoice Amount (.00):**

Enter the amount of the invoice. If "Check For Duplicate Invoice Numbers At Voucher Entry" is activated at the Supplier level, an edit in Voucher Entry prevents the user from paying a supplier for the same invoice twice (identical invoice number and dollar amount). The program edits current and historical voucher transactions, if an identical invoice/amount match is found, an on-screen warning is displayed.

**Account Payable Awaiting Approval Number (A.P.A.):**

Enter APA number and **FExit**. This field is used if you are interfaced with Purchasing. Validation occurs, if *Purchasing A.P.A. Number Required* is set to **Yes** at the supplier level. Auto matching to A.P.A. outstanding amounts from Purchasing. Match to A.P.A. listing is generated after voucher has been posted (PUR360R-Purchasing and Accounts Payable Accrual Listing).

**Branch Number (01-99):**

If your accounts payable is setup to use branch numbers, enter the branch number to which the transaction you are entering should be distributed to.

**Purchase Order Number (P.O.):**

The purchase order number field is optional. The number entered in this field appears on your General Ledger detailed distribution reports. If AP is interfaced with Purchasing and an APA number is entered, the Purchase Order Number field is pre-filled.

**X or C:**

Override validation of A.P.A. number if required or clear outstanding amount remaining.

**Action To Take (A, C or D):**

Select an action (Add, Change or Delete).

**Miscellaneous Name and Address (Blank or Y):**

The supplier name and address is displayed when you enter a supplier number. If you wish to enter name and address information for a 'one-time' supplier, enter a 'Y' in the field provided and leave the Supplier Number field blank. You are required to enter the supplier name (address is optional).

Note: This option can only be used when you are in 'Add' mode. Once you have entered the voucher information for this miscellaneous supplier, the program automatically issues a '90000' series supplier account number for the supplier information you have entered. The miscellaneous supplier name and address is added to the Supplier Master File for future reference. Voucher number and date is inserted in "Contact 1" field on the AP Supplier Master File (internal reference). "One-Time" suppliers can be listed using the **Supplier List-Numeric** (report AP095R) option (see page 175).

**Alpha Sequence:**

First nine letters of the portion of supplier's name which should be used to determine placement on the alphabetical listings (Capital letters only). Do not leave any blanks or use any special characters. Accounts Payable uses the alpha word to sort suppliers in alphabetic sequence for the alphabetic supplier list(s). For example, ABC FARMS FRESH PRODUCE LTD. would have an alpha word of ABCFARMSF. Note: Only applicable to 'one-time' supplier.

### Function Keys

- [Enter]** ⇒ Confirm entries and continue processing.
- [F2]** ⇒ Goto **Supplier Alpha Search** screen (see page 125).
- [F5]** ⇒ Close batch and check totals. This option is normally used when you have completely finished entering the batch you are working with. You must close your batch before posting to accounts payable.
- If the batch total amount does not equal the accumulated total amount, a message will be displayed *'Batch amount does NOT equal details - Do list if necessary'*. The difference between the control and actual totals is displayed. If this occurs, press **[F7]** to exit. Make necessary corrections using the **Enter/Update Voucher Batches** option. If the two totals are equal, a message will be displayed *'Batch is in balance - Use [F7] to exit- OR continue'*.
- [F6]** ⇒ Goto **Voucher Browse** selection screen. Displays all vouchers within a batch (see page 20).
- [F7]** ⇒ Exit and check for missing voucher numbers (see page 17).
- [F8]** ⇒ Enter Supplier Number. Press **[Enter]** to goto **Current Supplier Status Display** screen (see page 123).
- [F9]** ⇒ Enter Supplier Number. Press **F9** to goto **Update Supplier Note File** screen (see page 170). Note: "Y" indicates notes exist.
- [F12]** ⇒ Goto **Drop Shipment Maintenance** screen (see page 21). Only available if Drop Shipment function has been activated (see **Menu SM0100: Setup Menu-A/P**, option **Edit System Options**). For further information refer to **Menu AP0085: Drop Shipments** on page 225.

***Voucher Expense Distribution***

```

10 Big Apple Fruit Company          30 days          Vch#  2   1
12/07/99      8:35:19
Reference  Date      Gross      Disc      Net      Mode  #Days  Due Date
0000000000 000000  000000000  000000000 000000000  0 or  000 or 000000
                                     Week#    0    015  122299
Branch  A.P.A.# P.O.# X/C 1099  Federal ID#  52 015 DAYS  Check#  Date
 00  000000 00000 0  00  Federal Id#          00000  000000
X Acct#  Sub          Other Information      Amount
 00000 000000 TELEPHONE          00000000000000000000 000000000

F1=Cancel F5=GL alpha search F10=Calc.disc  Pur.Per.Cd.- 000          2,527.50
    
```

On the Voucher Expense Distribution screen, distribute the invoice amount to the appropriate GL accounts and enter or update voucher details. The accounts defaulted here are picked up from the Supplier File.

**Field Descriptions**

**Supplier Number and Name:**

The supplier number and name are displayed for your information.

**Payment Method Description:**

The payment method description for this supplier, as defined in the supplier master, is displayed for your information.

**Voucher Number:**

The voucher number selected is displayed for your information.

**Reference:**

The reference as keyed on the previous screen will be displayed for you. This field can be changed if required.

**Date (MMDDYY):**

The date as keyed on the previous screen will be displayed for you. This field can be changed if required.

**Gross:**

The invoice amount as keyed on the previous screen will be displayed for you. This field can be changed if required.

**Discount (.00)**

If your system is setup to have the cash discount amount calculated by the voucher entry program automatically (voucher distribution to net invoice amount), the discount and net amounts are displayed. If not, press  to calculate.

Supplier discount terms are maintained at the supplier level. Note: To recalculate a discount amount, press **[F10]**. Discount amounts can be calculated manually. Enter the discount amount and press **[FIELD-]**.

**Net:**

The net amount (gross less any discounts), is automatically calculated and can be overridden if required.

**Payment Method:**

There are three methods of payment: By Mode, Numbers of Days or Due Date. You cannot select more than one payment method.

The default payment mode code assigned at the supplier level (see **Supplier Maintenance** on page 163) is displayed. To override the default, enter either Number of Days or Due Date. The payment mode codes are:

1 = IMMED.	4 = 21 Days	7 = 60 days
2 = 7 days	5 = 30 days	8 = 90 days
3 = 14 days	6 = 45 days	9 = H O L D

Note: If the payment mode is set to "9" (hold), the program will not pay any invoices for the supplier until the "9" is removed and replaced with an alternate code.

If you choose By Mode or Number of Days, the system calculates the due date. The due date, whether calculated by the system or entered by you, must exist on the due date reference file. Refer to **Menu AP0070: Due Date Cross Reference Maintenance**, option **Update Due Date Cross Reference** (see page 197). Note: Always keep the due date reference file updated a year or more in advance.

**Branch:**

The branch number entered on the previous screen is displayed. This field can be changed if required. The branch number is not displayed if you do not have multiple branches specified on the Setup Menu.

**Accounts Payable Approval Number:**

The A.P.A. number entered on the previous screen is displayed and can be changed if required.

**Purchase Order Number:**

The Purchase Order Number entered on the previous screen is displayed. This field can be changed if required.

**X/C Code:**

The X/C code entered on the previous screen is displayed. This field can be changed if required.

**1099 Code (U.S. Only):**

Enter a valid 1099 code or update number displayed. 1099 codes are setup using option **1099 Code Maintenance** (see page 187) and are assigned at the supplier level. The code is used to track payments made to independent contractors as required by the U.S. Federal Government for tax reporting purposes.

**Federal Identification Number (U.S. Only):**

Suppliers subject to "1099" reporting require an employer identification number. The government assigns this number to each supplier and this information is entered on the supplier file. Enter number or update number displayed.

**Check Number:**

This field is only used if you have produced the check manually and will not be producing a check using the **Print Checks** function. Do not enter a check number for checks to be printed from A/P. Computerized check numbers are assigned by the program. Note: Check number and date must both be entered for a manual check.

**Date (MMDDYY):**

Enter the date that the manual check was issued for this voucher (if any). This field is edited the same way as the invoice date. Note: Check number and date must both be entered for a manual check.

**Account Number and Sub:**

Enter an existing general ledger distribution account number and sub account (if used). The G/L account number specifies the general ledger accounts to which the purchase detail will be distributed.

Note: Default General Ledger distribution accounts (2) can be assigned at the Supplier level.

**Other Information (optional):**

Use this field to enter a description of the invoice for future reference.

**Amount (.00):**










For each general ledger distribution account number entered, you are required to enter an amount. The total distribution amount must equal the net amount.

**Purchase Period Code:**

This field is used for reporting purposes only. It applies only to the voucher you are entering and does not affect any other vouchers for this supplier.

The reason you would use a purchase period code is if you were entering a voucher in the current period '505' and you want the voucher information to show on the previous period's listings. You would enter '504' in the purchase period code field. This does not affect any current listings, the voucher will still appear on the current period's file. It will only show on a previous period's listings not files.

### Function Keys

-  ⇒ Confirm entries and continue processing. The system checks for duplicate voucher numbers on the open item file. If the voucher number and supplier number is the same on another batch, an error message is displayed *'This voucher already exists on open item file - Cannot use it'*. This prevents you from entering the same voucher number for the same supplier twice. To correct this error, press  to cancel and enter another transaction.
-  ⇒ Cancel and return to previous screen.
-  ⇒ If you can't recall the correct GL account/sub number, press  to goto **GL Account Alpha Search** screen. Enter up to 5 characters of the account name, and press . Enter line number of the account you wish to select and press . The account number selected will be displayed on the Voucher Expense Distribution screen.
-  ⇒ Unlock screen and change entries.
-  ⇒ Calculate discount. Discount percentages are maintained at the supplier level (see **Supplier Maintenance** page 163).

### *Check For Missing Voucher Numbers*

```
                TO CHECK FOR ANY MISSING VOUCHER NUMBERS      Batch number - 003
Missing vouchers are                                         First voucher- 00001
      4

Missing vouchers found - Press Print key - Press ENTER - Last voucher00006
This batch has not been closed yet - F5 - With entry program
```

If there are any missing voucher number(s) the system will display them on the screen for you, with a message at the bottom of the screen saying '*Missing Vouchers Found - Press Print Key - Press ENTER - Last Voucher Number*'. Here is an example of what could have caused this error:

Let's say you have entered voucher numbers 1, 2, 3, 5 and 6. When you press  to exit the system checks for and displays any missing voucher numbers (in this case 4). Should this occur, check your voucher slips and verify that all vouchers have been entered. If you find one that has not been entered, the voucher number on the slip should be the missing voucher number (in this case number 4).

If all vouchers were entered, the error exists because the vouchers were numbered in the wrong sequence. To correct the error, delete the last voucher number entered (6) and enter the missing voucher number (4). Your vouchers will now be in proper sequence.

To avoid this problem, it is recommended that a consecutive numbering stamp be used to assign numbers to your voucher slips.

If there are no vouchers missing, a message is displayed '*No Vouchers Missing --- Press ENTER*'. Press  to continue.

***Print Voucher Register***

```

Accutech Computer Systems Limited - Accounts Payable System

12/30/98  12:30:45  ACCOUNTS PAYABLE VOUCHER BATCH PROCESSING  FMSPR

          Batch number-   005

          Do you want to do a voucher register now?

          Enter a "Y" to do list,
          or hit enter to end now -

          If you do a voucher register and there are no rejections and the
          batch is in balance, then the batch will automatically be posted
          to accounts payable.

```

Final screen prompts user to print a voucher register. If you do not wish to print a voucher register at this time (e.g. batch incomplete), press  to return to Menu AP0010. Note: You must print a voucher register in order to finalize and post the batch.

If the batch is complete, enter a 'Y' in the field provided. Each time a batch is posted, an Accounts Payable Detail List By Voucher-AP204R is submitted to batch. The list shows the details of each entry in the batch.

If the batch was not successfully posted to accounts payable, the following screen is displayed:

```

Accutech Computer System Limited - Accounts Payable System

12/30/98  12:43:13
          ACCOUNTS PAYABLE VOUCHER BATCH PROCESSING

          Batch number-   006

          The voucher register was produced. Batch has
          NOT been posted to accounts payable.

          POSSIBLE REASONS:
          - Batch not closed
          - Batch not balanced
          - Missing vouchers
          - Invalid supplier or GL account

          Check your voucher register

          PRESS ENTER TO END NOW

```

If this occurs, press  to exit and return to Menu AP0010. Check and verify the voucher register for errors. If you made any errors, correct them, using option **Enter/Update Voucher Batches**, close and post the batch again.

If the batch was posted successfully to accounts payable, the following screen will be displayed.

```
Accutech Computer Systems Limited - Accounts Payable System

12/30/98  12:44:14
          ACCOUNTS PAYABLE VOUCHER BATCH PROCESSING

          Batch number-  005

          Batch HAS BEEN successfully posted to accounts
          payable.

          TO DO  :
          - File your voucher register list
          - File your unpaid supplier voucher invoices
          - File any paid voucher supplier invoices

          PRESS ENTER TO END NOW
```

Once the voucher register is listed, this screen is displayed to indicate that the batch has been successfully posted to accounts payable. Press  to exit and return to Menu AP0010.

The Accounts Payable Detail List by Voucher is printed as a byproduct of the posting process. The voucher register is listed by voucher number in ascending order. Because the voucher register reflects all detail postings, it should be saved for audit purposes. Voucher registers should be filed by batch number in ascending order for each period.

Note: Once the batch has been closed, if a voucher register listing is requested and there are no rejections, the batch is automatically posted to accounts payable.

## Voucher Browse

The Voucher Browse screen appears when you select **F6=Voucher browse** from the **Voucher Information Header** screen (page 9). Displays information about vouchers within a batch. Allows user to change or delete one or more voucher records in an open batch.

```

8/09/95      8:38:22                                FMSAP
Type choice, press <Enter>
ITEM          CHOICE                                POSSIBLE CHOICES
Voucher number . . . 203 00000 0                    See below

                                LIST OF VOUCHERS
Or select voucher by keying 'C' for change, 'D' for delete
OPT VOUCHER  SUPPLIER                                REFERENCE  DATE          AMOUNT
* 203      10 ***** Supplier A                    123        08/07/95      10.00
  203      20 ***** Supplier B                    123        08/07/95      10.00
  203      30 ***** Supplier C                    123        08/08/95      10.00

Batch total . . : 30.00          Total Keyed:      30.00          Diff:          .00
F1=Cancel          <Enter> Next Screen          F12=Previous

```

## Field Descriptions

### Voucher Number:

Enter voucher number to be changed or deleted. Press  to goto voucher details screen.

### Select Option (Blank, C or D):

Select voucher number to be changed or deleted from batch. Press  to goto voucher details screen.

- C** = Change voucher.
- D** = Delete voucher.

## Function Keys

- ⇒ To display additional vouchers. Press  to advance to the next screen.
- ⇒ Cancel and return to **Voucher Information Header** screen (page 9).
- ⇒ Return to previous display.

## Drop Shipment Maintenance

The Drop Shipment Maintenance screen appears when you select **F12=Drop Ships** from the **Voucher Information Header** screen (page 9). The screen displays a request for an invoice, GST and provincial sales tax amounts (if applicable). If you want to change any of this data, enter a new response. If you do not want to change any of the information fields, press the  key. The screen displays a new format.

DS9001.01	Accutech Computer Systems Limited	2/20/01	14:38:09
	Drop Shipment Maintenance		
Supplier . . . . .	: 00010	Big Apple Fruit Company	
Voucher . . . . .	: 104000030		
Invoice reference . . . . .	: 104310		
Invoice date . . . . .	: 022001		
Invoice amount . . . . .	: 24800		
GST amount . . . . .	: 0000000000		
PST amount . . . . .	: 0000000000		

F12=Previous

### Field Descriptions

#### **Invoice Amount:**

Enter the total amount of the transaction. If this entry is a credit memo, enter  after entering the dollar amount. The previously entered invoice amount appears as the default.

#### **GST Amount:**

Enter the total amount of the Goods and Service Tax (if applicable). If this entry is a credit memo, enter  after entering the dollar amount.

#### **PST Amount:**

Enter the total amount of the Provincial Sales Tax (if applicable). If this entry is a credit memo, enter  after entering the dollar amount.

### **Function Keys**

- |                                      |   |  |
|--------------------------------------|---|--|
| <input type="button" value="Enter"/> | ⇒ | Confirm entries and continue processing. |
| <input type="button" value="F12"/>   | ⇒ | Cancel and return to previous screen.    |

The next screen displays a request for a customer billing account and sub account number (if applicable). If you want to change any of this data, enter a new response. If you do not want to change any of the information fields, press the **Enter** key. The screen displays a new format.

```

DS9001.01      Accutech Computer Systems Limited      2/20/01  14:47:37
FMSAP          Drop Shipment Maintenance
Supplier . . . . . : 00040      Tobacco Company
Voucher . . . . . : 104000040
Invoice reference . . . : 104440
Invoice date . . . . . : 022001
Invoice amount . . . . . :          50.00
GST amount . . . . . :          3.50
PST amount . . . . . :          4.00
BILLING INFORMATION
Sold to . . . . . : 000000
Ship to . . . . . : 000

F2=Customer search  F12=Previous
    
```

**Field Descriptions**

**Sold To:**

Enter the number of the customer whose drop shipment invoice you are recording. The customer name is displayed when you press **Enter**.

**Ship To:**

Enter the 'ship-to' number of the customer whose drop shipment invoice you are recording (if applicable).

**Function Keys**

- Enter** ⇒ Confirm entries and continue processing.
- F12** ⇒ Cancel and return to previous screen.

The next screen displays a request for an upcharge percent (if applicable), invoice date and AR and GL information. Default information established using the **Drop Shipment Supplier/Customer Maintenance** function is displayed (see page 229). If you want to change any of this data, enter a new response. If you do not want to change any of the information fields, press the  key.

```

DS9001.01      Accutech Computer Systems Limited      2/21/01  07:50:43
FMSAP          Drop Shipment Maintenance
Supplier . . . . . : 00010      Big Apple Fruit Company
Voucher . . . . . : 000000030
Invoice reference . . . . . : 104310
Invoice date . . . . . : 022001
Invoice amount . . . . . :      248.00
GST amount . . . . . :      17.36
PST amount . . . . . :      19.84
BILLING INFORMATION
Sold to . . . . . : 000010      ABC Grocery
Ship to . . . . . : 000      * SAME *
Upcharge percent . . . . . : 1000
ACCOUNTS RECEIVABLE INFORMATION
Invoice date . . . . . : 22001
Invoice amount . . . . . :      272.80
GENERAL LEDGER INFORMATION
Account number . . . . . : 50015      500
Sales amount . . . . . :      23188-
GST amount . . . . . :      1910-
PST amount . . . . . :      2182-

F12=Previous

```

### Field Descriptions

#### **Upcharge Percent (.00):**

Accept the default, which is the percent entered using the **Drop Shipment Supplier/Customer Maintenance** function (see page 229) or change the upcharge percent.

#### **Invoice Date (MMDDYY):**

Accept the default, which is batch date or enter the date customer received drop shipment from the supplier, using the form MMDDYY.

#### **Invoice Amount:**

The system calculates the invoice amount based on amount and upcharge percent you entered.

#### **GL Account Number:**

Accept the default, which is the GL Revenue Account entered using the **Drop Shipment Supplier/Customer Maintenance** function (see page 229) or change the account.

#### **Sales Amount:**

The system calculates the sales amount. Either accept or enter another amount.




#### **GST Amount:**

The system calculates the GST amount. Either accept or enter another amount.

#### **PST Amount:**

The system calculates the PST amount. Either accept or enter another amount.

### Function Keys

- |   |   |   |
|---|---|---|
|  | ⇒ | Confirm entries and continue processing (see <b>Voucher Expense Distribution</b> on page 13). |
|  | ⇒ | Delete record.  |
|  | ⇒ | Cancel and return to previous screen.   |

**Display Batch Status**

**Function** This option is used to display the status of all accounts payable batches for the current period.

**Notes** The batch control file can be listed using option **List Batch Status** (page 27).  
Batch control file is cleared during period end processing.





Display of Batch Control File screen looks like this:

DISPLAY OF BATCH CONTROL FILE							
Loc Num	Period Y-PP	Batch Number	Batch Total	Voucher Numbers From To	Has Been Completed	Batch Date	
1	6-01	1	102.72	1		YES	7/26/96
2	6-01	2	575.00	2		YES	7/26/96
Total completed-		2	Total not completed-	Final-		677.72	

The Batch Control File screen displays batches for the current period. The batches are either open or closed (posted). If a batch has not been completed (NO), transactions can be added, changed or deleted.

- Location number
- Period (year & period)
- Batch number
- Batch total
- From-To voucher number
- Status (completed - Yes or No)
- Completion date (if applicable)
- Total number of batches completed (posted)
- Total not completed
- Final total of all batches

### Function Keys

-  ⇒ Page up and display additional records. If there are no additional records, press  to exit and return to Menu AP0010.
-  ⇒ Cancel and return to previous screen.
-  ⇒ Exit and return to Menu AP0010.

**List Batch Status**

**Function**

This option is used to print a period to date batch summary for each location. Review the listing and confirm that the batch totals balance with your manual control totals.

The batch control file can be displayed using option **Display Batch Status** (page 25).

**Notes**

Period To Date Batch Summary-AP209R is submitted to batch.

AP209R	C-0002	PERIOD TO DATE BATCH SUMMARY				PRINTED -10/09/96	12:05	PAGE 1
		LOC 1 - BANK-DOMESTIC						
PERIOD	BATCH	BATCH	VOUCHER NUMBER		HAS BEEN	BATCH		
Y-PP	NUM.	TOTAL	FROM	TO	COMPLETED	DATE		
6-01	1	100.00	1 0		YES	10/01/96		
6-01	2	100.00	2 0	3 0	NO	10/08/96		
6-01	3	50.00	4 0	4 0	NO	10/09/96		
		250.00 *						
		250.00 **						

**Reprint Voucher Register**

**Function** This option is used to reprint a voucher register for a batch completed (posted) in the current period.

**Notes** The voucher register is similar to the one generated in option **Enter/Update Voucher Batches**. If the voucher has been paid, the check date and number is given. *'This Is A Reprint'* appears in the upper left-hand corner of the report.

On-line Help Text is available using option **Display Reprint Voucher Register Help Text**.

```
Accutech Computer Systems Limited - Accounts Payable System
REPRINT OF ACCOUNTS PAYABLE BATCH

Enter the period number-:  YPP
                          ***

Enter the batch number--:  ***

(Batch must be one completed this period)


F1=Cancel                      Press ENTER to start selection
```

### Field Descriptions



#### **Enter The Period Number:**

The period number must be in the form of YPP where: Y = Last digit of the year and PP = Period. For example, if the current period is 1, 1996, the period number would be entered as '601'.

#### **Enter The Batch Number:**

Enter the batch number (current period) to reprint and press . Note: If you have entered an incorrect batch number or the batch does not exist, a message is displayed at your terminal: *There Were No Records Found For The Requested Batch.*

### **Function Keys**

- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue processing. Accounts Payable Detail List By Voucher-AP204R is submitted to batch. |
|  | ⇒ | Cancel and return to Menu AP0010.  |

## Menu AP0020: Voucher Changes

```
Company: 81 V3.0 FMS Documentation                System: OTTAWA1
Appl...: FMSNBFAP                               Accounts Payable
Menu...: AP0020                                 Voucher Changes

Select one of the following:

  Apply Check# & Date To Outstanding Voucher(s)    Rpt AP022R/057R
  Change Voucher Due Date                          Rpt AP044R/045R
  Change Voucher Location Number                   Rpt AP045R
  Change Voucher Check Number & Date              Rpt AP047R/057R
  Split Voucher (Partial Payment)                 Rpt AP046R
  Cancel Outstanding Voucher                      Rpt AP172R
  Display Cancel Outstanding Voucher Help Text
  Change Voucher GL Number                        Rpt AP173R
  Cancel Check-Current Period

                                                    Bottom
F3=Exit   F6=Messages   F9=Command entry   F10=Change company   F11=Change menu
F13=Services  F14=Toggle info  F24=Function Lookup  Attn=Change application
                Copyright (c) 1998 FMS2000 (Version 3)
```

If you selected Voucher Changes from the Accounts Payable Menu Selection menu, the above menu is displayed. To make a selection from the Menu, use the cursor control keys to position the cursor on the appropriate selection and press **[Enter]**.

## **Apply Check Number & Date To Outstanding Voucher(s)**

**Function** Apply payment to outstanding (unpaid) vouchers, for which a manual check was issued and print audit trail.


The following listings are generated:

1. AP022R-Accounts Payable-Apply Manual Checks
2. AP057R-Periodic Add To Reconciliation Master File

**Notes** Here are some examples of when you may have to use this option:

You may have a supplier who allows 30 days for payment. However, only 15 days have gone by and the supplier requests to be paid immediately. In this case, you would issue a manual check. The check number and date of the manual check must be entered to prevent the system from issuing a computer printed check. This option will allow you to enter the check number and date.

Another situation is if a manual check was issued before the voucher was entered into the system (**Enter/Update Voucher Batches**) but you forgot to enter the check number and date when you entered the voucher. If the batch containing this voucher has already been posted, you cannot enter the check number and date using option **Enter/Update Voucher Batches**. You must enter the information through this option.

On-line 'Help' text is available by pressing . Use this feature to access further explanations of fields and functions.

The Manual Check Update screen is displayed:

```

Accutech Computer Systems Limited - Accounts Payable System
7/19/01 11:17:12      ACCOUNTS PAYABLE MANUAL CHECK UPDATES
                      V3.1.01 FMS Documentation

Supplier number . . 00000
OR/ Alpha word . . 00000

Check number . . . 00000

Check date . . . . 000000 MDY

Transaction date . 000000

Check amount . . . 0000000000

Apply to ALL .(Y).  Y

F2=Alpha search  F7=Exit  F8=Supplier inquiry with supl#  Help

```

### Field Descriptions

#### **Enter Supplier Number or Alpha Word:**

Enter the supplier number to which the manual check is made payable. To locate a supplier when the account number is not known, press the **[F2]** key to goto **Supplier Alpha Search** screen.

Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

or

Enter up to 5 alphanumeric characters in the *Alpha Word* field to display **Supplier Alpha Search** screen (bypasses selection options). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

#### **Check Number:**

You are required to enter the check number for the manual check. This number is usually preprinted on the check.

Note: If a check number of '99999' is entered, a previous period outstanding voucher can be cancelled as long as no check has been issued. '99999' check numbers are recognized by the system as voided or cancelled items and always appear at the end of your check register.

If a check number of '99999' is entered, you must return to option **Enter/Update Voucher Batches**, and enter a voucher using the exact same information, except apply a check number of '99999'.

#### **Check Date (MMDDYY):**

Enter the date that the manual check was issued.

#### **Transaction Date (MMDDYY):**

Enter the date of the transaction or leave blank to default to check date. The purpose of this date is to determine the fiscal period to use when you post to the general ledger.






**Check Amount:**

Enter the amount of the check.

**Apply To All (Y):**

If you enter a 'Y' in the field provided, to indicate that the check specified covers the present outstanding balance for the supplier number entered, the next screen displays ALL outstanding vouchers on the open item file for the supplier specified.

**Function Keys**

- |   |   |   |
|---|---|---|
|  | ⇒ | Confirm entries and continue processing.  |
|  | ⇒ | Goto <b>Supplier Alpha Search</b> screen (see page 125).  |
|  | ⇒ | Exit and return to Menu AP0020. Accounts Payable-Apply Manual Checks-AP022R and Periodic Add To Reconciliation Master File-AP057R is submitted to batch.                              |
|  | ⇒ | Enter supplier number. Press  to goto <b>Current Supplier Status Display</b> screen (see page 123). |






**Voucher Paid.** If any of the voucher numbers entered have already been paid, an error message will be displayed '*At least one voucher already paid*'. The amount and check number for the paid voucher is highlighted.

**Duplicate Voucher.** If you enter the same voucher number twice on this screen, an error message will be displayed '*At least one voucher duplicate*'.

**Difference Between Amount of Check and Paid Vouchers.** The system will also verify that the check amount entered on the selection screen is equal to the voucher total. If they do not equal, the screen will display each voucher amount so that you can visually verify that you have not missed a voucher or that you have not entered a wrong voucher amount.

### Function Keys

- |   |   |   |
|---|---|---|
|  | ⇒ | Confirm entries and continue processing. The check number and date will be applied to each voucher so that a computer printed check will not be issued. |
|  | ⇒ | Cancel and return to previous screen.   |
|  | ⇒ | Unlock screen and change entries.   |

**Change Voucher Due Date*****Function***

After reviewing the Cash Requirements Report and prior to printing checks, you can use this function to change the voucher due date on selected vouchers. This option is used to change the due date of outstanding (unpaid) vouchers, and place selected vouchers on hold so they will not be paid.

For example, if you have received a partial shipment from a supplier, you can put the voucher on hold so that the supplier will not be paid at all.

***Notes***

When using this option, use your Cash Requirements Report (**Menu AP0040: Check Processing**, option **Cash Requirements Report**) and due date cross reference listing (**Menu AP0070: Due Date Cross Reference Maintenance**, option **List Due Date Cross Reference**) for reference.

The first screen displayed will show:

```

Accutech Computer Systems Limited - Accounts Payable System

7/19/01  12:32:25      TO CHANGE DUE DATE/WEEK OF VOUCHERS
                          V3.1.01 FMS Documentation

Enter Supplier Number --: 00000
OR/ Alpha word -----: 00000

Enter Voucher Number ---: 000 00000 0
                          (Optional)

F2=Alpha search   F7=Exit   F8=Display supplier status with supl#
F9=View and select a voucher#
F10=Change location# on vouchers

```

### Field Descriptions

#### **Enter Supplier Number or Alpha Word:**

Enter an existing supplier number. To locate a supplier when the account number is not known, press the **F2** key to goto **Supplier Alpha Search** screen. Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

or

Enter up to 5 alphanumeric characters in the *Alpha Word* field to display **Supplier Alpha Search** screen (bypasses selection options). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.









#### **Voucher Number-Optional (000 00000 0 - 000 00000 0):**

This is an optional field. If you do not enter a voucher number, the next screen displays ALL vouchers for the selected supplier number. If you wish to work with only one voucher, enter the voucher number you wish to work with.

The voucher number must exist on the open item file. The voucher number is added to the open item file when the batch is posted using option **Enter/Update Voucher Batches** (see page 4). If the batch has not been posted, the voucher numbers contained in the batch will not be found on the open item file.

Update the due week for a voucher that has not yet been added to the open item file, using option **Enter/Update Voucher Batches** (see page 4).

### Function Keys

-  ⇒ Continue to *Due Date Maintenance* screen.
-  ⇒ Goto **Supplier Alpha Search** screen (see page 125).
-  ⇒ Exit and return to Menu AP0020.
-  ⇒ Enter Supplier Number. Press  to display **Supplier Status** (see page 123).
-  ⇒ Enter Supplier Number. Press  to **Display Outstanding Vouchers** screen (see page 131).
-  ⇒ Goto **Change Voucher Location Number** function (see page 41).

The next screen displayed will show:

Accutech Computer Systems Limited - Accounts Payable System							
Supplier #:	100	Telephone Company				IMMED.	1
Voucher Number	Invoice Reference	Invoice Date	MDY	Due Date	HOLD H	Due Week	Net Amount
601 00001	1 REFERENCE	7/18/96		<b>070196</b>	*	27	535.00
601 00002	RE	7/18/96		080196		31	535.00
601 00003	RE	7/19/96		090196		35	535.00

F1=Cancel    Roll Up=Page Forward    Roll Down=Page Backward

### Field Descriptions

#### **Supplier Number and Name:**

The supplier information will be displayed, based on the supplier number entered on the previous selection screen.

#### **Voucher Number, Invoice Reference and Date, Due Date and Week and Net Amount:**

If the voucher number field on the previous selection screen was left blank, the voucher number, invoice reference, invoice date, due week and net amount of each outstanding voucher for the supplier will be displayed. You cannot change the information in these fields.

If you entered a voucher number on the previous selection screen, the voucher number, invoice reference, invoice date, due week and net amount for that voucher only will be displayed. You cannot change the information in these fields.

#### **Due Date (MMDDYY):**

Use the Accounts Payable Due Date Cross Reference list to find which days are included for the week number specified. Enter one of the due dates in the field provided.





If the due date exists on the due date cross reference file but is not part of the due week specified, an error message will be displayed 'Due date on x-reference file is - XX' (where XX = due week which contains due date entered). If the due date does not exist on the Due Date Cross Reference file, an error message is displayed: *Due Date is not on Reference File.*

#### **Hold (H):**

Enter an 'H' in this field if you wish to put this voucher on hold for payment. When a cash requirement pre-list is printed, this voucher appears in the 'hold' column instead of the column corresponding to the due date.

Note: Due week defaults to 54 when a voucher is put on hold.

**Function Keys**

-  ⇒ Confirm entries and continue processing. Accounts Payable Due Date Changes-AP044R listing is submitted to batch.
-  ⇒ Cancel and return to previous screen.
-  ⇒ The PgDn key takes you to the next record.
-  ⇒ The PgUp key takes you to the previous record.

**Change Voucher Location Number*****Function***

This option is used to change the location number for an outstanding (unpaid) vouchers.

The Change Voucher Location Number selection screen looks like this:

```

Accutech Computer Systems Limited - Accounts Payable System
7/19/01 12:35:41 TO CHANGE LOCATION CODE OF VOUCHERS
                 V3.1.01 FMS Documentation

Enter Supplier Number --: 00000
OR/ Alpha word -----: 00000

Enter Voucher Number ---: 000 00000 0
                 (Optional)

F2=Alpha search  F7=Exit

```

### Field Descriptions

#### **Enter Supplier Number or Alpha Word:**

Enter an existing supplier number. To locate a supplier when the account number is not known, press the **F2** key to goto **Supplier Alpha Search** screen. Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

or

Enter up to 5 alphanumeric characters in the *Alpha Word* field to display **Supplier Alpha Search** screen (bypasses selection options). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.




#### **Voucher Number-Optional (000 00000 0 - 000 00000 0):**

This is an optional field. If you do not enter a voucher number, the next screen displays ALL vouchers for the selected supplier number. If you wish to work with only one voucher, enter the voucher number you wish to work with.

The voucher number must exist on the open item file. The voucher number is added to the open item file when the batch is posted using option **Enter/Update Voucher Batches** (see page 4). If the batch has not been posted, the voucher numbers contained in the batch will not be found on the open item file.

Update the due week for a voucher that has not yet been added to the open item file, using option **Enter/Update Voucher Batches** (see page 4).

### Function Keys

-  ⇒ Confirm entries and continue processing.
-  ⇒ Goto **Supplier Alpha Search** screen to display and select from a list of existing suppliers (page 125).
-  ⇒ Exit and return to Menu AP0020.

The next screen displayed will show:

Accutech Computer Systems Limited - Accounts Payable System						
Supplier #:	10	Big Apple Fruit Company			30 days 5	
Voucher Number	Invoice Reference	Invoice Date	Due Date	Loc Cd	Due Week	Net Amount
808 00003	808310	6/04/98	6/19/98	2	25	9.77
808 00004	808410	6/04/98	6/19/98	2	25	14.66
902 00006	902610	12/30/98	1/14/99	1	3	97.75
905 00001	808510	3/25/99	4/09/99	1	15	95.55
912 00001	123	10/19/99	11/15/99	1	47	242.42

F1=Cancel    Roll Up=Page Forward    Roll Down=Page Backward

**Field Descriptions**

**Supplier Number and Name:**

The supplier information will be displayed, based on the supplier number entered on the previous selection screen.

**Voucher Number, Invoice Reference and Date, Due Date and Week and Net Amount:**





If the voucher number field on the previous selection screen was left blank, the voucher number, invoice reference, invoice date, due week and net amount of each outstanding voucher for the supplier will be displayed. You cannot change the information in these fields.

If you entered a voucher number on the previous selection screen, the voucher number, invoice reference, invoice date, due week and net amount for that voucher only will be displayed. You cannot change the information in these fields.

**Location Code:**

Enter valid location code. Note: Cannot change location if not same funds currency.

**Function Keys**

-  → Confirm entries and continue processing. AP045R-Accounts Payable Change Location Numbers listing submitted to batch.
-  → Cancel and return to previous screen.
-  → The PgDn key takes you to the next record.
-  → The PgUp key takes you to the previous record.

**Change Voucher Check Number & Date**

**Function** This option is used to change the check number and/or check date for a paid voucher, by voucher number.

**Notes** You would normally use this option for manual checks, which have been entered with an incorrect, check number or date.

The following reports are generated:

- AP047R-Accounts Payable Check Number Changes
- AP057R-Periodic Add To Reconciliation Master File

AP047R	C-0014	ACCOUNTS PAYABLE - CHECK NUMBER CHANGES			PRINTED- 8/06/96	11:51	PAGE 1	
SUPPLIER		VOUCHER #	INVOICE REF	DATE	OLD CHECK#	NEW CHECK#	LOC	AMOUNT
00200 Print House		601 00005 0 1		7/31/96	10000	10001	2	201.33
					8/06/96	8/06/96		
TOTAL VOUCHERS CHANGED-		1						

This screen is used to select the voucher number you wish to work with.

```

Accutech Computer Systems Limited - Accounts Payable System
7/16/01 09:33:06 TO CHANGE EXISTING CHECK NUMBER AND/OR DATE
                V3.1.01 FMS Documentation

Supplier number --: 00000
OR/ Alpha word  --: 00000

Voucher number ---: 000 00000 0

F2=Alpha search  F7=Exit          F8=Supplier status with supl#
                                F9=View and select a voucher#

```

### Field Descriptions

#### **Enter Supplier Number or Alpha Word:**

Enter an existing supplier number. To locate a supplier when the account number is not known, press the **F2** key to goto **Supplier Alpha Search** screen. Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

or

Enter up to 5 alphanumeric characters in the *Alpha Word* field to display **Supplier Alpha Search** screen (bypasses selection options). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

#### **Voucher Number (000 00000 0):**








Enter the voucher number you wish to work with. The voucher number consists of three fields. The first 3 position field indicates the last digit in the current year and period number (YPP).

The next field is the actual voucher number. The last field is the voucher sub number. In most cases, the sub field equals zero. You must enter at least the first two parts to have a valid voucher number.

Note: The voucher number must exist on the open item file. (The voucher number is added to the open item file when the batch is posted using option **Enter/Update Voucher Batches**. If the batch has not been posted, the voucher numbers contained in the batch will not be found on the open item file.) If you wish to change a check number and/or date for a voucher not found on the open item file, use option **Enter/Update Voucher Batches**. This option will allow you to update vouchers for batches not yet posted. If the voucher number entered on this screen does not exist, an error message will be displayed *'Voucher Not On Open Item'*.

The voucher must already have been paid. If it is still outstanding, an error message will be displayed *'Voucher number not yet paid'*.

### Function Keys

-  ⇒ Confirm entries and continue processing.
-  ⇒ Goto **Supplier Alpha Search** screen to display and select from a list of existing suppliers (page 125).
-  ⇒ Exit and return to Menu AP0020. Accounts Payable Check Number Changes-AP047R listing is submitted to batch.
-  ⇒ Enter Supplier Number. Press  to display **Supplier Status** (see page 123).
-  ⇒ Enter Supplier Number. Press  to **Display Paid Vouchers-Current Period** screen (see page 129).

This screen is used to change the check number and/or date for the voucher number selected.

```

8/09/95   Accutech Computer Systems Limited - Accounts Payable System
          11:46:51                                     FMSAP
          TO CHANGE EXISTING CHECK NUMBER AND/OR DATE
-----
Voucher Number --: *** ***** *      ***** Supplier Name
Invoice Date ----: **/**/**      Reference -: *****
Voucher Amount --: *****




          Check #      Check date
          MDY
E X I S T I N G ---: 00000      000000
C H A N G E T O --: 00000      000000

F1=Cancel
    
```

The voucher number, supplier number and name, invoice date and reference, voucher amount, existing check number and check date are displayed for verification. You cannot change the information in these fields.

Enter the new check number and date (MMDDYY) you are changing to.

### Function Keys

-  ⇒ Confirm entries and continue processing. Message displayed at terminal: *Changed to check number #####.*
-  ⇒ Cancel and return to previous screen.
-  ⇒ Unlock screen and change entries.

**Split Voucher (Partial Payment)**

**Function** This option is used to split an outstanding (unpaid) voucher and create a new voucher, to allow for partial payments.

When you use this option, you will actually be splitting the voucher into two or more parts by assigning voucher sub numbers and transferring an amount from the original voucher. The program ensures the new net dollar amount of the split voucher(s) is not greater than the original voucher amount.

**Notes** To apply payment to split vouchers, use option **Apply Check Number & Date To Outstanding Voucher(s)** (see page 31).

Split Vouchers For Partial Payments-AP046R list prints, showing the voucher(s) before and after the split and the total number of vouchers changed.

AP046R		C-0008		SPLIT VOUCHERS FOR PARTIAL PAYMENTS			PRINTED - 8/06/96 12:18		PAGE 1
SUPPLIER		VOUCHER #	INVOICE REF	DATE	GROSS	DISCOUNT	NET		
00010	Supplier Name	601 00002 0	RE	7/23/96	500.00	53.50-	446.50 BEFORE		
		601 00002 0			400.00	53.50-	346.50 AFTER		
		601 00002 2			100.00		100.00 AFTER		
00010	Supplier Name	601 00002 0	RE	7/23/96	400.00	53.50-	346.50 BEFORE		
		601 00002 0			300.00	53.50-	246.50 AFTER		
		601 00002 3			100.00		100.00 AFTER		
TOTAL VOUCHERS CHANGED-		2							

The input screen is displayed:

```

Accutech Computer Systems Limited - Accounts Payable System
7/16/01  10:59:46      TO SPLIT A VOUCHER FOR PARTIAL PAYMENT
                          V3.1.01 FMS Documentation

Supplier Number ---: 00000
OR/ Alpha word  ---: 00000

Voucher Number ----: 000 00000  0

F2=Alpha search      F7=Exit      F8=Display Status with Supl#
                          F9=View and select a voucher#

```

### Field Descriptions

#### **Enter Supplier Number or Alpha Word:**

Enter an existing supplier number. To locate a supplier when the account number is not known, press the **F2** key to goto **Supplier Alpha Search** screen. Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

or

Enter up to 5 alphanumeric characters in the *Alpha Word* field to display **Supplier Alpha Search** screen (bypasses selection options). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

#### **Voucher Number (000 00000 00)**

Enter the voucher number of the voucher you wish to split. The voucher number must be outstanding (unpaid) on the open item file.

If the voucher has already been paid, the following message is displayed: *This voucher paid on check #####.*

### **Function Keys**

- Enter** ⇒ Confirm entries and continue processing.
- F7** ⇒ Exit and return to Menu AP0020.
- F8** ⇒ Enter Supplier Number. Press **F8** to display **Supplier Status** (see page 123).
- F9** ⇒ Enter Supplier Number. Press **F9** to **Display Outstanding Vouchers** screen (see page 131).

```

Accutech Computer Systems Limited - Accounts Payable System
5/07/01 14:33:46 TO SPLIT A VOUCHER FOR PARTIAL PAYMENT
-----
Voucher Number -: 107      2      10 Big Apple Fruit Company
Invoice Date ---: 5/07/01 Reference -: 107210

Voucher Amount -:          Gross      Discount          Net
                  243.40              243.40

Enter voucher sub number to transfer amount to --: 1
Enter the amount you wish transferred to this

          Gross- 000000000 Discount- 000000000 Net- 000000000

F1=Cancel

```

This screen is used to split an outstanding (unpaid) voucher into two or more parts, to allow for partial payment. For example, you want to make a partial payment of \$750.00 for Voucher '508 00001 0' totaling \$1,000.00.

### **Field Descriptions**




#### **Enter Voucher Sub Number To Transfer To (1-9):**

Enter a new (unused) voucher sub number to transfer amount to. For example, you would enter '1'. Whenever the sub number is entered, a new voucher number will be created. Before the system creates the new voucher number, it verifies that the voucher number does not already exist.

#### **Enter The Amount You Wish To Transfer (Gross + Discount = Net).**

Enter the amount of the partial payment (for example '75000'), Discount amount (if applicable) and Net amount (for example 75000). Note: If you are entering a Discount amount, enter amount and press [FIELD-].

### **Function Keys**

- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue processing. |
|  | ⇒ | Cancel and return to previous screen.    |
|  | ⇒ | Unlock screen and change entries.        |

If there are no errors, the voucher is split (see example screen below). You now have two vouchers: '508 00001 0 for \$250.00 and '508 00001 1 for \$750.00'.

```

Accutech Computer Systems Limited - Accounts Payable System
-----
                TO SPLIT A VOUCHER FOR PARTIAL PAYMENT
-----
Voucher Number -: 508 00001 0   00000 Supplier A
Invoice Date   ---: MM/DD/YY   Reference -: Reference Number

Voucher Amount -:
                Gross          Discount          Net
                250.00
-----
Enter voucher sub number to transfer amount to --: 1
Enter the amount you wish transferred to this
                Gross-    75000   Discount-          Net-    75000
F1=Cancel
    
```

## **Cancel Outstanding Voucher**

**Function** This option is used to cancel an outstanding (unpaid) voucher on the open item file.

**Notes** The procedure will do the following:

1. Update the original voucher with check number '999999'. '999999' check numbers are recognized by the system as voided or cancelled items and always appear at the end of your check register
2. Create a reversal voucher with voucher sub number '9' for audit purposes.
3. Create and post a cancelled batch. Cancelled batches are numbered 991 through 998, 991 would be for location 1 and 992 would be for location 2 etc. This batch will maintain the reversal amounts. The original batch maintains the same batch total amount.
4. Print AP172R-Cancelled Vouchers listing.

At period-end, a voucher register of any cancellations is generated. File the register with your regular batches for the period.

Here are a few examples of when you may have to use this option:

- You have a supplier who has issued you an incorrect invoice.
- A voucher was entered incorrectly.
- A voucher was entered with the wrong supplier number.

On-line Help Text is available using option **Display Cancel Outstanding Voucher Help Text**.

Note: Cannot delete voucher from the prior period or that is paid.

This screen is used to select the supplier number and voucher number you wish to work with.

```

7/16/01  11:03:47      CANCEL OUTSTANDING VOUCHER
                        V3.1.01 FMS Documentation

Enter Supplier Number --: 00000
OR/ Alpha word -----: 00000

Enter Voucher Number ---: 000 00000 0
you wish to cancel

F2=Alpha search      F7=Exit      F8=Display supplier status with supl#
                        F9=View and select a voucher#

```

### Field Descriptions

#### **Enter Supplier Number or Alpha Word:**

Enter an existing supplier number. To locate a supplier when the account number is not known, press the **F2** key to goto **Supplier Alpha Search** screen. Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

or

Enter up to 5 alphanumeric characters in the *Alpha Word* field to display **Supplier Alpha Search** screen (bypasses selection options). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

#### **Enter Voucher Number:**

Enter the number of the voucher to be cancelled. The voucher must be outstanding (unpaid) in the current period. If the voucher has already been paid, the following message is displayed: *Cannot Cancel This Voucher With This Program - Already Paid*. Note: If a voucher is cancelled in error, a new voucher with a new number will have to be entered using option **Enter/Update Voucher Batches** (see page 4).

### **Function Keys**

- Enter** ⇒ Cancel voucher. All general ledger disbursements for that voucher are automatically reversed. Message display at terminal upon completion: *This Voucher Has Been Cancelled*.
- F2** ⇒ Goto **Supplier Alpha Search** screen (see page 125).
- F7** ⇒ Exit and return to Menu AP0020. Cancelled Vouchers-AP172R listing is submitted to batch.
- F8** ⇒ Enter Supplier Number. Press **F8** to display **Supplier Status** (see page 123).
- F9** ⇒ Enter Supplier Number. Press **F9** to **Display Outstanding Vouchers** screen (see page 131).

**Change Voucher GL Number**

**Function**

This option is used to correct distributions to wrong G/L accounts, for an outstanding voucher in the current period.

For example, suppose you entered a voucher for office supplies and you debited the sales expense account in error and now you need to change the distribution to the office supplies expense account. You would use this option to correct the posting error.

**Notes**

Changed G/L Numbers-AP173R listing prints, showing all changes.

AP173R		C-0006		C H A N G E D G / L N U M B E R S			PRINTED - 8/06/96 13:16		PAGE 1
SUPPLIER NUMBER	VOUCHER NUMBER	INVOICE REFERENCE	INVOICE DATE	OLD GL NUMBER	NEW GL NUMBER	AMOUNT			
200	601 00008 9	CHG.REVERS	7/31/96	85000-000884	85000-000883	1.00-	-- REVERSING ENTRY ADDED		

This screen is used to select the supplier number and voucher number you would like to work with.

```

Accutech Computer Systems Limited - Accounts Payable System

7/16/01  11:09:06  TO CHANGE CURRENT PERIOD GENERAL LEDGER
                DISTRIBUTION NUMBER ON A VOUCHER
                V3.1.01 FMS Documentation

Enter Supplier Number --: 00000
OR/ Alpha word -----: 00000

Enter Voucher Number ---: 000 00000 0

                Acct#   Sub
Enter Old G/L Number ---: 00000 000000

Enter New G/L Number ---: 00000 000000

F2=Alpha search(supl)  F7=Exit    F8=Display supplier status with supl#
                        F10=View and select a voucher#
                        F11=View G/L Dist. on a voucher
                        F12=G/L alpha search

```

### Field Descriptions

#### **Enter Supplier Number or Alpha Word:**

Enter an existing supplier number. To locate a supplier when the account number is not known, press the **F2** key to goto **Supplier Alpha Search** screen. Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

or

Enter up to 5 alphanumeric characters in the *Alpha Word* field to display **Supplier Alpha Search** screen (bypasses selection options). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

#### **Voucher Number (000 00000 0):**

Enter the voucher number you wish to work with. The voucher number must be outstanding (unpaid) in the current period.

#### **Old G/L Number:**

Enter the original G/L distribution account number and sub (if used) entered for voucher. To locate a GL number when the account number is not known, press the **F12** key to goto **GL Account Alpha Search** screen. Allows you to select a GL account you want to capture and automatically insert the selected account in the *GL* field.

#### **New G/L Number:**

Enter the new G/L distribution account number and sub (if used). To locate a GL number when the account number is not known, press the **F12** key to goto **GL Account Alpha Search** screen. Allows you to select a GL account you want to capture and automatically insert the selected account in the *GL* field.

### Function Keys

- Enter** ⇒ Confirm entries and continue processing. If there are no errors, the screen is redisplayed showing the old general ledger account number and description and the new general ledger account number and description. Message displayed at terminal upon completion: *G/L Numbers Have Been Changed ----- Supplier.*
- F2** ⇒ Goto **Supplier Alpha Search** screen to display and select from a list of existing suppliers (page 125).
- F7** ⇒ Exit and return to Menu AP0020. Changed G/L Numbers-AP173R listing submitted to print, showing all changes made.
- F8** ⇒ Enter Supplier Number. Press **F8** to display **Supplier Status** (see page 123).
- F9** ⇒ Unlock screen and change entries.
- F10** ⇒ Enter Supplier Number. Press **F10** to **Display Outstanding Vouchers** screen (see page 131).
- F11** ⇒ Enter Supplier and Voucher Number. Press **F11** to goto **Voucher GL Distribution Inquiry** screen (see page 135).
- F12** ⇒ Goto **GL Account Alpha Search** screen. Enter up to 5-characters of the account name and press **Enter**. Enter line number of the account you wish to select and press **Enter**. The account number selected will automatically be inserted in the appropriate field.

**Cancel Check-Current Period*****Function***

This option is used to cancel an outstanding check in the current period. Change the status of the voucher(s) from paid to outstanding.

***Notes***

The procedure creates a reversal entry with voucher series number "90000-99999" and reference "CAN-cancelled" for audit purposes.

Check remains outstanding on the check reconciliation file (check total = 0) and should be cleared as part of your monthly check reconciliation process.

The Check Register shows cancelled checks.

To cancel a check in a previous period see **How To Cancel A Check From A Prior Period** on page 60.

The Cancel Paid Checks screen looks like this:

```

AP0100.01          Accutech Computer Systems Limited          7/16/01
                   Accounts Payable System                   11:14:09
                   Cancel Paid Checks

                   V3.1.01 FMS Documentation

                   Enter Supplier Number ---: 00000
                   OR/ Alpha word -----: 00000
                   Enter Check Number  -----: 00000
                   Enter Check Amount  -----: 00000000 (xxxxxxxx.xx)

ENTER=Process  F2=Alpha      F7=Exit  F8=Display supplier status

```

### Field Descriptions

#### **Enter Supplier Number or Alpha Word:**

Enter the account number of the supplier to whom the check was issued. To locate a supplier when the account number is not known, press the **[F2]** key to goto **Supplier Alpha Search** screen. Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

or

Enter up to 5 alphanumeric characters in the *Alpha Word* field to display **Supplier Alpha Search** screen (bypasses selection options). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

#### **Check Number:**

Enter the check number.

#### **Check Amount (.00):**

Enter the dollar value of the check issued.

### **Function Keys**

- |                |   |   |
|----------------|---|---|
| <b>[Enter]</b> | ⇒ | Cancel check and continue processing. Message displayed at terminal: <i>Deletion performed.</i> |
| <b>[F1]</b>    | ⇒ | Cancel.   |
| <b>[F2]</b>    | ⇒ | Goto <b>Supplier Alpha Search</b> screen (see page 125).  |
| <b>[F7]</b>    | ⇒ | Exit and return to Menu AP0020.   |
| <b>[F8]</b>    | ⇒ | Goto <b>Current Supplier Status Display</b> screen (see page 123).                              |

## **How To Cancel A Check From A Prior Period**

To cancel a check from a prior period, do the following:

1. Select **Enter/Update Voucher Batches** from the **Voucher Batch Processing Menu**.
  - Enter new voucher batch.
  - Enter next available voucher number.
  - Enter supplier number to whom the check you wish to void was issued
  - Enter the same invoice number, date, and GL distribution account(s) that relates to the invoice associated with the voided check.
  - Enter the amount of the voided check as a credit.
  - Enter the check number of the voided check.
2. After the check has been cancelled, you must re-enter the voucher(s) for the voided check.
3. Check remains outstanding on the check reconciliation file (check total = 0) and should be cleared as part of your monthly check reconciliation process.

The voucher will show as a credit on current reports and as a voided check on the year-to-date check register.

**Menu AP0030: Reports**

```

Company: 81 V3.1.01 FMS Documentation                System:  OTTAWA1
Appl...: FMSNBFAP                                Accounts Payable
Menu...: AP0030                                    Reports

Select one of the following:

Cash Requirements Listing      (Detail/Summary)-PTD    Rpt AP036R/AP037R
Aged Trial Balance             (Detail/Summary)-PTD    Rpt AP033R/AP034R
Check Register                 (Detail/Summary)-PTD    Rpt AP040R
GL Distribution                (Detail/Summary)        Rpt AP050R/AP051R
GL Distribution Select By GL Or Supplier      Rpt AP050R
GL Accrual List By Period Code (Detail)                 Rpt AP050R/AP051R
Financial Ageing Summary      (Past/Future)-PTD      Rpt AP422R/423R
Summary Analysis By Period    (Supplier#/G/L#)-YTD   Rpt AP121R
Summary Analysis By Period    (G/L#/Supplier#)-YTD   Rpt AP120R
Voucher Paid History By Supplier/1099 Code -YTD Rpt AP072R/076R/076C
Check Register                (Prior Period/YTD)-YTD Rpt AP041R
General Ledger Report          (Detail)-YTD           Rpt AP050R
Potential Lost Discounts                               Rpt AP127R

                                                    Bottom
F3=Exit   F6=Messages   F9=Command entry   F10=Change company   F11=Change menu
F13=Services   F14=Toggle info   F24=Function Lookup   Attn=Change application
Copyright (c) 1998 FMS2000 (Version 3)

```

If you selected Reports from the Accounts Payable Menu Selection menu, the above menu is displayed. To make a selection from the Menu, use the cursor control keys to position the cursor on the appropriate selection and press **[Enter]**.

**Cash Requirements Listing (Detail/Summary)-PTD*****Function***

Cash Requirements Report identifies outstanding accounts payable items due as of a specified date or due week and shows the amount of money that is required to pay all outstanding items. Lists invoices due for payment in supplier number or name sequence showing amounts “on hold” and discount amounts (if available).

Report is available in summary (one line per supplier) or detail (detail items are identified by invoice number and voucher number for each supplier) format. Report allows for selection of specific supplier type.

***Notes***

If a sufficient amount of funds is not available, review the report to determine which payments can be deferred until a later check printing run.

If one or more vouchers are to be deferred, use the **Voucher Changes Menu** (page 30) to defer payment on those vouchers. As a result, an accounts payable check will not be prepared at this time for those vouchers.

When changes have been completed, reprint the Cash Requirements Report.

The first screen will show:

```
Accutech Computer Systems Limited - Accounts Payable System
8/14/95  11:16:15      ACCOUNTS PAYABLE SELECTION      FMSAP
                                FOR CASH REQUIREMENT PRELIST

                                Enter selection type to use-----: 2
                                1) By week number
                                2) By due dates

F7=Exit
```



### Field Descriptions

#### **Enter Selection Type To Use (1 or 2):**

Enter listing selection code.

- 1 = List by week number (see **By Week Number** screen on page 64).
- 2 = List by due dates.

### **Function Keys**

-  ⇒ Confirm entries and continue processing.
-  ⇒ Exit and return to Menu AP0030.

**By Week Number**

```

Accutech Computer Systems Limited - Accounts Payable System
8/14/95  13:23:01  ACCOUNTS PAYABLE SELECTION          FMSAP
          FOR CASH REQUIREMENT PRELIST

Enter date of report to print-----: MMDDYY
Enter location number to select --: 0  ANY BANK
Enter branch number to select ----: 00 To 00
Enter Year/Week # to use (01-52)--: YY 00
Enter supl. type or blank for all-: 00

F1=Cancel

```

This screen is used to select the location, branch (if used), year and first week number (YYWW) you would like to appear on the listing. If you have only one location, the location number will default to '1'. The system will automatically list the next three consecutive weeks, as well as any outstanding vouchers, which are on hold. The values shown for each field on the screen are the values entered for the last selection.

**Field Descriptions****Date of Report To Print (MMDDYY):**

Enter the date you wish to appear at the top of each page on the listing. This date does not affect the contents of the listing but it does allow you to confirm that the listing is current.

**Location Number To Select (1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number. If you have only one location, the system automatically defaults to 'Location 1'.

**Branch Number To Select (01-99):**

This field is only displayed if you support multiple branches within location (see **Menu SM0100-Setup Menu-A/P**, option **Edit System Options**). Enter the branch number range you wish to work with. If nothing is entered in these range fields, they will default to '01 to 99' and be displayed for visual verification.

**Year/Week Number To Use (01-52):**

Enter the last two digits of the year and the first week number (01-52), you would like to appear on the listing. All outstanding vouchers, which have a week number less than or equal to the week number specified in this field, will appear in the first column (current).

The system will then list all outstanding vouchers, which are due during the next three weeks. These vouchers will appear in either columns 2, 3 or 4. Column 5 will contain all outstanding vouchers, which are currently on hold.

Here is an example of how you would select a week number and how it is used to produce the listing:

Today is March 22, 1995. A listing is required of all outstanding vouchers due this week. Using your current due date cross reference listing, check to see what week number is assigned for the week selected. In this case, week number 12.

Enter '12' in the field provided (week number). When producing the **Cash Requirements Listing (Detail/Summary)-PTD**, all outstanding vouchers which have a week number less than or equal to 12 will appear in the first column. All outstanding vouchers, which have a week number equal to 13, will appear in the second column.




The system also checks for outstanding vouchers due during week number 14 (column 3) and 15 (column 4).

Column 4 contains all outstanding vouchers with a week number greater than or equal to 15. The last column will contain all outstanding vouchers, which are on hold.

**Enter Supplier Type or Blank For All:**

Enter a specific supplier type to select or accept default to select ALL.

**Function Keys**

	⇒	Confirm entries and continue processing.
	⇒	Cancel and return to previous screen.
	⇒	Unlock screen and change entries.

The next screen will be displayed:

```

Accutech Computer Systems Limited - Accounts Payable System
8/14/95  11:36:35      CASH REQUIREMENT PRELIST      FMSAP

Enter selection for printing-----:  D
      (D) - Detail , print all outstanding vouchers
      (S) - Summary, print one line per supplier

Enter sequence of report to print--:  A
      (A) - By alpha word
      (N) - By supplier number

Enter (Y) for report by branch ----:  Y

F1=Cancel

```

This screen is used to select the type of listing you wish to print. You can ask for a detail or summary listing, printed in sequence either by alpha word or supplier number, and specify if you wish it to report by branch.

### Field Descriptions

#### **Selection For Printing (D or S):**

Enter selection code for printing.

- D** = Print listing in detail (all outstanding vouchers for supplier).
- S** = Print listing in summary form (one line per supplier).

#### **Sequence of Report To Print (A or N):**



Enter selection code for report sequence.

- A** = Print listing in sequence by Supplier Number.
- N** = Print listing in sequence by Alpha Word.

#### **(Y) For Report By Branch:**

Enter a 'Y' if you wish to have the listing printed by branch number range (if used).

### **Function Keys**

-  ⇒ Select. Cash Requirement Pre-list-AP036R is submitted to batch. Message displayed at terminal upon completion: *Cash Requirement Pre-List has completed successfully*. Note: If there are no outstanding vouchers, the listing is cancelled.
-  ⇒ Cancel and return to Menu AP0030.

**By Due Date**

```

      Accutech Computer Systems Limited - Accounts Payable System
8/14/95  13:36:36      ACCOUNTS PAYABLE SELECTION      FMSAP
      FOR CASH REQUIREMENT PRELIST

Enter date of report to print-----: MMDDYY
Enter location number to select----: 0  ANY BANK
Enter branch number to select ----: 00 To 00
      1st      2nd      3rd
Enter due dates to use-----: MMDDYY MMDDYY MMDDYY
      MDY

Only select vouchers with 1st due
date equal or lower (Y/N) -----: Y
Enter Supl. type or blank for all-: **

F1=Cancel

```

This screen is used to select the location, branch (if used), year and first week number (YYWW) you would like to appear on the listing. If you have only one location, the location number will default to '1'. The system will automatically list the next three consecutive weeks, as well as any outstanding vouchers, which are on hold. The values shown for each field on the screen are the values last entered on the date file.

**Field Descriptions****Date of Report To Print (MMDDYY):**

Enter the date you wish to appear at the top of each page on the listing. This date does not affect the contents of the listing but it does allow you to confirm that the listing is current.

**Location Number To Select (1-8):**

If your accounts payable is set up to use more than one location number, enter the one-digit location number to select. If you have only one location, the system will default to 'Location 1'.

**Branch Number To Select (01-99):**

If your accounts payable is set up to use multiple branches within each location number, enter the two-digit branch number to select or accept default to select all.

**Due Dates To Use (MMDDYY):**

Enter the three due dates you would like to appear on the listing. All three due date fields must be entered. Press  to move from field to field.

All outstanding vouchers, which have a due date less than or equal to the due date specified in the first field, will appear in the first column. All outstanding vouchers which have a due date greater than or equal to the due date specified in the first field but less than the due date in the second field will appear in the second column.

All outstanding vouchers which have a due date greater than or equal to the due date specified in the second field but less than the due date in the third field will appear in the third column.

Column 5 will contain all outstanding vouchers, which are on hold.

Here is an example of how you would select the due dates and how they are used to produce the listing:

Today is March 22, 1996. A listing is required of all outstanding vouchers with the due dates of March 22, 1996, April 22, 1996, May 22, 1996.

Enter March 22, 1996 in the first field provided (due dates), April 22, 1996 in the second field, and May 22, 1996 in the third field. When producing the cash requirements listing, all outstanding vouchers, which have a due date less than or equal to March 22, 1996, will appear in the first column.

All outstanding vouchers which have a due date greater than or equal to March 22, 1996 but less than April 22, 1996 will appear in the second column.

All outstanding vouchers which have a due date greater than or equal to April 22, 1996 but less than May 22, 1996 will appear in the third column.

Column 4 contains all outstanding vouchers with the due date greater than or equal to April 22, 1996.

The last column contains outstanding vouchers on hold.




**Only Select Vouchers With 1st Due Date Equal or Lower (Y/N):**

This will allow you to limit the selected content of the report to include only vouchers equal to or less than the first due date entered. You need only enter the first due date as the 2nd and 3rd are ignored when you select 'Y'. Vouchers on hold are not be selected to print.

**Enter Supplier Type or Blank For All:**

Enter a specific supplier type to select or accept default to select ALL.

**Function Keys**

- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue to the next screen (see page 66). |
|  | ⇒ | Cancel and return to Menu AP0030.                              |
|  | ⇒ | Unlock screen and change entries.                              |

**Aged Trial Balance (Detail/Summary)-PTD*****Function***

Print an Aged Trial Balance report showing overdue payables, in detail or summary format.

An aged trial balance can help you determine how well you are (or aren't) paying your accounts payable. The report is a useful tool for analyzing the makeup of your accounts payable balance.

The accounts payable aging report looks almost like an accounts receivable ageing report. However, instead of showing the amounts your customers owe you, the payables aging report is used for listing the amounts you owe your various suppliers — a breakdown by supplier of the total amount of your accounts payable balance. Most businesses print an aged trial balance report at the end of each period.

***Notes***

Outstanding invoices are aged into five periods: Current (not overdue) and four additional periods. (for example):

1. Column 1 is the current column. Listed in this column are the amounts you owe to your suppliers for purchases made during the current month. Amounts listed in this column aren't past due yet.
2. Column 2 lists the amounts you owe to your suppliers that are 31 to 60 days past due.
3. Column 3 lists the amounts you owe to your suppliers that are over 60 days past due.
4. Column 4 lists the amounts you owe to your suppliers that are over 90 days past due.
5. Column 5 lists the amounts you owe to your suppliers that are over 120 days past due.

The information in the columns can be changed to meet your reporting needs. For instance, you might prefer listing the outstanding amounts in 15-day intervals rather than 30-day intervals. You specify the date as of which to calculate outstanding balances. The report ages outstanding supplier invoices by invoice or due date and can be sequenced by supplier account number or alpha word.

```

Accutech Computer Systems Limited - Accounts Payable System

      ACCOUNTS PAYABLE SELECTION
      FOR AGED TRIAL BALANCE REPORT

Enter date of report to print-----: MMDDYY  Mth DD, YYYY
Enter location number to select --: 0   ANYBANK
Enter branch number to select-----: 00  To  00
    
```

The values shown for each field on the screen are the values entered for the last selection. Accept as is, or make changes. If you have only one location and/or do not support multiple branches within each location, the location and branch number to select fields are not displayed.

**Field Descriptions**

**Date of Report To Print (MMDDYY):**

Enter the date to be used for ageing vouchers. The report date is used to calculate which 30 day period the voucher is due to be paid (Current, 31-60 days, 61-90 days, 91-120 days or 121 and above). The system calculates the payment date of the voucher by comparing the report date entered against the invoice date of the voucher.

For example, the report date entered is '032696' (March 26, 1996). The first outstanding voucher is 503 00001 0 - ABC Company. The invoice date is March 4, 1996. The number of days between March 4 and March 26 is 22. Therefore, the amount of this voucher would appear in the Current column 1 (0 - 30 days)

Each outstanding voucher is processed in the same manner.




**Location Number To Select (1-8):**

If your accounts payable is set up to use more than one location number, enter the one-digit location number to select.

**Branch Number To Select (01-99):**

If your accounts payable is set up to use multiple branches within each location number, enter the two-digit branch number to select or accept default to select all.

**Function Keys**

-  → Confirm entries and continue processing. The date file will be updated and the printing selection screen will be displayed.
-  → Cancel.
-  → Exit and return to Menu AP0030.

```

Accutech Computer Systems Limited - Accounts Payable System

AGED TRIAL BALANCE REPORT

Enter selection for printing---:  D
    (D) - Detail , print all outstanding vouchers
    (S) - Summary, print one line per supplier

Enter ageing days selection

    030    060    090    120
    Days   Days   Days   Days

Enter selection for date-----:  1
    (1) - Aged from invoice date
    (2) - Aged from due date

Enter report sequence to print-:  A
    (A) - By alpha word
    (N) - By supplier number

Enter (Y) for report by branch :  Y

F1=Cancel

```

This screen is used to select the type of listing you wish to produce as well as selecting the number of aging days you wish to appear on the report.

### Field Descriptions

#### **Selection for Printing (D or S):**

Enter selection code for printing.

- D** = Print listing in detail (all outstanding vouchers for supplier).
- S** = Print listing in summary form (one line per supplier).

#### **Ageing Days Selection:**

Enter the days you wish the system to use when ageing the outstanding vouchers. The system compares the report date entered against the invoice date of the voucher and enters the voucher in the appropriate column using the ageing days you have selected. All four ageing day selection fields must be entered.

Use the **F5** key to move to each field. Note: Number of ageing days must be in ascending sequence (30, 60, 90 etc.).

#### **Selection for Date (1 or 2):**

- 1** = Age invoices by invoice date.
- 2** = Age invoices by payment due date.

#### **Report Sequence To Print (A or N):**



Enter selection code for report sequence.

- A** = Sort trial balance by Supplier Name.
- N** = Sort trial balance by Supplier Number.

#### **(Y) For Report By Branch:**

Enter a 'Y' if you wish to have the listing printed by branch number range (if used).

**Function Keys**

-  ⇒ Confirm entries and continue processing. AP033R-Aged Trial Balance Report is submitted to batch.  
Note: If there are no outstanding vouchers the report is cancelled.
-  ⇒ Cancel and return to Menu AP0030.

**Check Register (Detail/Summary)-PTD**

***Function*** This option is used to produce an audit list of checks generated during a check run, in sequence by check number.

Lists checks printed and the vouchers to which the checks apply.

***Notes*** You can print the check register in either detailed or summary format.

Your check registers should be kept on file as part of your audit trail of payments made during a check run.

The first screen displayed requires you to indicate the date for report selection. This date does not affect the contents of the listing but it does allow you to confirm that the listing is current. Refer to **Aged Trial Balance (Detail/Summary)-PTD** option on page 69 for additional information.

```
Accutech Computer Systems Limited - Accounts Payable System

7/26/96   9:16:38   PERIOD TO DATE CHECK REGISTER



Enter Selection for Printing ---: D

          (D) - Detail Check Register
          (S) - Summary Check Register

F1=Cancel
```

This screen is used to select the type of check register you wish to print. Enter 'S' to print the check register in summary format (one line per supplier) or 'D' to print a detailed check register.

### Function Keys

- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue processing. Accounts Payable Check Register-AP040R is submitted to batch. |
|  | ⇒ | Cancel and return to Menu AP0030.  |

**GL Distribution (Detail/Summary)**

***Function*** This option is used to list periodic general ledger distribution entries. The transactions are sequenced by general ledger number.

***Notes*** You can print the check register in either detailed or summary format. The detailed report lists supplier and voucher details, while the summary lists one line for each account.

The first screen displayed requires you to indicate the date for report selection. This date does not affect the contents of the listing but it does allow you to confirm that the listing is current. Refer to **Aged Trial Balance (Detail/Summary)-PTD** option on page 69 for additional information.

```
Accutech Computer Systems Limited - Accounts Payable System

7/26/96   9:32:39   PERIOD TO DATE G/L DISTRIBUTION REPORT

Enter Selection for Printing ---: D

          (D) - Detail Distribution
          (S) - Summary by G/L Number

F1=Cancel
```

### Field Descriptions

#### **Enter Selection For Printing (D or S)**

Enter selection code.

- D** = Print the distribution report in detailed format.
- S** = Print the distribution report in summary format.

### **Function Keys**

- Confirm entries and continue processing. Accounts Payable General Ledger Account Distribution-AP050R report is submitted to batch.
- Cancel and return to Menu AP0030.

**GL Distribution Select By GL Or Supplier*****Function***

This option is used to print a detailed periodic general ledger distribution report by G/L account or supplier. You can list transactions by specific general ledger account or supplier numbers.

The first screen displayed requires you to indicate the date for report selection. This date does not affect the contents of the listing but it does allow you to confirm that the listing is current. Refer to **Aged Trial Balance (Detail/Summary)-PTD** option on page 69 for additional information.

```
Accutech Computer Systems Limited - Accounts Payable System

7/26/96  9:34:46
          PERIOD END G/L DISTRIBUTION REPORT BY SELECTION

          Enter Selection for Printing --: *

          (A) - Select by G/L Account#
          (B) - Select by Supplier#

F1=Cancel
```



### Field Descriptions

#### **Enter Selection For Printing (D or S)**

Enter selection code.

- A** = Select one or more GL Accounts to print (see **By GL Account** on page 79).
- B** = Select one or more Suppliers to print (see **By Supplier** on page 80).

### **Function Keys**

-  ⇒ Confirm entries and continue processing.
-  ⇒ Cancel and return to Menu AP0030.

**By GL Account**

```

Accutech Computer Systems Limited - Accounts Payable System
Select various G/L account nos. to print
Acct#      Sub      Account description
00000  000000  - Enter G/L number

F1=Cancel  F2=Alpha search  F7=Exit

```

This screen is used to select the general ledger accounts to be listed on the report. Enter G/L account number(s) including sub account (if used) for each account to select, and press **[F7]**. For example, if you want to print report for account '00100-000001', you would enter '100' in the main account field and '000001' in the sub account field, press **[F7]**.

**Function Keys**

- [F1]** ⇒ Cancel and return to Menu AP0030.
- [F2]** ⇒ Goto **GL Account Alpha Search** screen. Enter up to 5-characters of the account name and press **[Enter]**. Enter line number of the account you wish to select and press **[Enter]**. The account number selected will automatically be inserted in the appropriate field.
- [F7]** ⇒ Exit and initiate report printing. G/L Distribution Report-AP050R is submitted to batch.

**By Supplier**

```

    Accutech Computer Systems Limited - Accounts Payable System
Select various supplier numbers to print
Supplier# Supplier name-----
    00000 - Enter supplier#

F1=Cancel  F2=Alpha search  F7=Exit
    
```

This screen is used to select the supplier numbers to be listed on your report. Enter the supplier number(s) to be listed on report, and press **FExit**. For example, if you want to print report for supplier number '00010', you would enter '10' and press **FExit**. As you select the supplier number, the supplier name and address will be displayed and you will then be allowed to select another number.

**Function Keys**

- F1** ⇒ Cancel and return to Menu AP0030.
- F2** ⇒ Goto **Supplier Alpha Search** screen (see page 125).
- F7** ⇒ Exit and initiate report printing. G/L Distribution Report-AP050R is submitted to batch.

**GL Accrual List By Period Code (Detail)**

**Function** This option is used to print a periodic Accounts Payable/General Ledger distribution report for a purchase period. Prints only those vouchers coded for accrual for a purchase period.

This option will allow you to print the distribution entries in detail or in summary form, by general ledger account numbers.

**Notes** The selection screens are similar to the screens used for option **GL Distribution (Detail/Summary)** (see page 75).

```
Accutech Computer Systems Limited - Accounts Payable System

8/16/95  8:57:43  ACCRUAL G/L DISTRIBUTION BY PURCHASE PERIOD  FMSAP

Select out only vouchers coded for accruals for a purchase period

Enter purchase period code to select----: 000

F1=Cancel
```

The next screen displayed will prompt you for the purchase period code to select. The period code must be in the form of YPP where: Y = Last digit of the year and PP = Period (e.g. 601-1996 Period 1).

### Function Keys



⇒

Confirm entries and continue processing. AP051R-  
Periodic Accounts Payable General Ledger Account  
Distribution is submitted to batch.



⇒

Cancel and return to Menu AP0030.

**Financial Ageing Summary (Past/Future)-PTD*****Function***

This option is used to produce a one page summary of past or future ageing of accounts payable outstanding.

The Financial Ageing Report selection screen look like this:

```

Accutech Computer Systems Limited - Accounts Payable System
8/16/95 10:38:01 ACCOUNTS PAYABLE FINANCIAL AGEING REPORT FMSAP

Report      Enter type of report-----: 2
AP422R      (1)-Financial Ageing report
            with days past due
AP423R      (2)-Financial ageing report
            with future requirements

            Enter starting date -----: MMDDYY

            Single or Double Spacing --: S   S=Single
                                           D=Double

            Enter "Y" to include any
            on hold payment-----: N

            Leave blank if all locations
            OR/ enter one location no.-: 1

Fl=Cancel
    
```

This screen allows you to select which one page summary you what to print.

**Field Descriptions**

**Type of Report (1 or 2):**

- 1 = Financial ageing report with days past due. This report will age from the date entered back 30 days for individual line totals and then a summary of 31-60, 61-90, 91-120, and over 120 days past due.
- 2 = Financial ageing report with future requirements. This will give you a future daily cash requirement based on payment due date along with an accumulated total by day. Summaries of over 30 days same as option 1.

**Starting Date (MMDDYY):**

The date field will default to the system date. You can change it. This date is the starting date for past or future ageing.

**Single or Double Spacing (S or D):**

- S = Single space report. The screen will default to an 'S' when it first appears.
- D = Double space report.



**"Y" To Include Any On Hold Payment (Y/N):**

You have the option not to age invoices, which you have on HOLD payment. The screen will default to a "N" and those invoices due will not be included in the ageing breakdown. The final total at the end of the reports will show the total amount on HOLD due and a combined final total.

**Leave Blank If All Locations or Enter One Location Number (Blank or 1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number or leave field blank to select ALL. If you have only one location, the system automatically defaults to 'Location 1'.

### Function Keys

-  ⇒ Confirm entries and continue processing. Accounts Payable Financial Ageing Report is submitted to batch.
-  ⇒ Cancel and return to Menu AP0030.

**Summary Analysis By Period (Supplier & General Ledger Number)-YTD**

**Function** This option is used to produce a summary listing of year-to-date general ledger distributions resulting from accounts payable transactions.

**Notes** List prints in ascending order by supplier and general ledger account code.

Shows total amount for all accounts.

GENERAL LEDGER		PER		AMOUNT
ACCT#	SUB	NO.		
85000	10 Supplier 10 865 TELEPHONE	7-01		645.00
80000	20 Supplier 20 805 OFFICE SUPPLIES	7-01		500.00
90000	30 Supplier 30 910 UTILITIES	7-01		1,000.00
				2,145.00 ***

The first screen displayed requires you to indicate the date for report selection. This date does not affect the contents of the listing but it does allow you to confirm that the listing is current. Refer to **Aged Trial Balance (Detail/Summary)-PTD** option on page 69 for additional information.

```

8/16/95  11:07:26      YTD SUMMARY ANALYSIS BY PERIOD      FMSAP
                                     (Supplier# Seq.)

Enter Selection for Printing -: *

(A) - Select by G/L Account#
(B) - Select by Supplier#
(C) - Print Complete Report

F1=Cancel

```

This screen is used to select the type of listing you wish to print. Enter 'A' to select only certain general ledger accounts number to print, 'B' to select only certain suppliers to print or 'C' to print a complete report.

### Function Keys

- ⇒ Confirm entries and continue processing. If you selected **C-To Print A Complete Report**, YTD A/P Analysis By Supplier & G/L Summary-AP121R is submitted to batch.
- If you selected **A-Select By G/L account number**, the next screen displayed is the *By GL Account* (see page 79).
- If you selected **B-Select By Supplier Number**, the next screen displayed is the *By Supplier* screen (see page 80). Enter selections and press  to select and return to Menu AP0030.
- ⇒ Cancel and return to Menu AP0030.

**Summary Analysis By Period (General Ledger & Supplier Number)-YTD*****Function***

This option uses the same selection screens and produces the same report as option **Summary Analysis By Period (Supplier & General Ledger Number)-YTD** (see page 86). The only difference in the listing is that it is printed in general ledger account number sequence rather than supplier number sequence.

**Voucher Paid History By Supplier/1099 Code-YTD*****Function***

This option is used to produce a year-to-date listing of fully paid vouchers in the history file. You can select this listing by supplier number or 1099 code.

The first selection screen displayed looks like this:

```

Accutech Computer Systems Limited - Accounts Payable System

8/16/95 12:28:15      VOUCHER PAID HISTORY SELECTION      FMSAP

Enter Selection Option---: 1

1) By Supplier
2) By 1099 Code



F1=Cancel
    
```

**Field Descriptions**

**Selection For Printing (A or B):**

- A** = Print paid voucher history by supplier.
- B** = Print paid voucher history by 1099 code (see **By 1099 Code** page 93).

**Function Keys**

-  ⇒ Confirm entries and continue processing.
-  ⇒ Cancel and return to Menu AP0030.

***By Supplier***

The first screen displayed requires you to indicate the date for report selection. This date does not affect the contents of the listing but it does allow you to confirm that the listing is current. Refer to **Aged Trial Balance (Detail/Summary)-PTD** option on page 69 for additional information.

```

      Accutech Computer Systems Limited - Accounts Payable System

8/18/00   12:16:25      VOUCHER PAID HISTORY REPORT

                        (Last 13 periods)

Enter Selection for Printing -----: A
      (A) - Select by Supplier #
      (B) - Print Complete Report

Enter Sequence of Report to Print --: 1
      (1) - By Voucher Number
      (2) - By Check Number
      (3) - By Supplier Invoice#

Enter Date Range of Vouchers to Select
Enter From Date -----: 000000 (Blank for All)
Enter To Date -----: 000000
Use Check or Voucher Date --: C      (C/V/Blanks)
      (C=Check, V=Voucher)

F1=Cancel

```

**Field Descriptions****Selection For Printing (A or B):**

- A** = Select one or more suppliers to print (see **By Supplier** screen on page 80).
- B** = Print complete report.

**Sequence of Report To Print (1, 2 or 3):**

- 1** = Print report in sequence by voucher number.
- 2** = Print report in sequence by check number.
- 3** = Print report in sequence by supplier invoice number.

**Enter Date Range of Vouchers to Select (MMDDYY):**



Enter the starting and ending dates of the vouchers, you want printed on the Voucher Paid History Report in the form MMDDYY.

**Use Check or Voucher Date (Blank, C or V):**

Choose one of the following only if you selected to print Voucher Paid History Report for a selected date range (see above).

- = Not required.
- C** = Base date range selection on check date (date voucher paid).
- V** = Base date range selection on voucher date.

**Function Keys**

-  ⇒ Confirm entries and continue processing. Accounts Payable History By Supplier-AP072R is submitted to batch. If there are no records to select, the report is cancelled.
-  ⇒ Cancel and return to Menu AP0030.

**By 1099 Code**

```

Accutech Computer Systems Limited - Accounts Payable System

8/17/95   7:46:52   SELECT AND PRINT VOUCHER PAID HISTORY   FMSAP

Enter Year Selection--: 0000   ie.2001

Enter Report Sequence : 2

1) By 1099 Code
2) By Supplier

F1=Cancel

```

**Field Descriptions****Enter Year Selection (i.e. 1995):**




Enter the year in which you would like the voucher paid history report produced for.

**Enter Report Sequence (1 or 2):**

Enter selection code for report sequence.

- 1 = Print listing in sequence by 1099 Code.
- 2 = Print listing in sequence by Supplier Number.

**Function Keys**

-  ⇒ Confirm entries and continue processing. Voucher Paid History By 1099 is submitted to batch. If there are no records to be selected, the job is cancelled.
-  ⇒ Cancel and return to Menu AP0030.
-  ⇒ Unlock screen and change entries.

**Check Register (Prior Period/YTD)-YTD*****Function***

This report provides details of all checks issued year-to-date and for a previous period.

- Lists all checks issued in check number order
- Shows discount amount
- Available in detail and summary format

The first screen displayed requires you to indicate the date for report selection. This date does not affect the contents of the listing but it does allow you to confirm that the listing is current. Refer to **Aged Trial Balance (Detail/Summary)-PTD** option on page 69 for additional information.

```

Accutech Computer Systems Limited - Accounts Payable System

8/17/95      8:07:51      ACCOUNTS PAYABLE REQUEST REPORTING      FMSAP

                YTD CHECK REGISTER REPORT

Enter Selection for Printing -: *

                (A) - List Complete Y.T.D.
                (B) - Reprint 1 Past Period   Enter period#-: **

F1=Cancel

```

This screen is used to select the type of check register you wish to print. Enter 'A' to print a complete year-to-date register or 'B' to reprint a register for a previous period. Note: Selection 'B' requires entry of a period number (1-13). Press  to select and advance to the next screen or  to cancel and return to Menu AP0030.

```

Accutech Computer Systems Limited - Accounts Payable System

8/17/95      8:15:20      ACCOUNTS PAYABLE REQUEST REPORTING      FMSAP

                YTD CHECK REGISTER REPORT

Enter Selection for Printing -: *

                (D) - Detail Check Register
                (S) - Summary Check Register

F1=Cancel

```

This screen is used to select the format of check register you wish to print. Enter 'D' to print the check register in detail or 'S' to print in summary form.

The detail listing shows all checks printed and the breakdown of each check for each supplier, whereas the summary listing only shows a total amount for all checks printed for each supplier.

Press  to select or  to cancel and return to Menu AP0030. Y.T.D. Accounts Payable Check Register-AP041R is submitted to batch.

**General Ledger Report (Detail)-YTD*****Function***

This option is used to produce a listing of all general ledger distribution entries made year-to-date.

The first screen displayed requires you to indicate the date for report selection. This date does not affect the contents of the listing but it does allow you to confirm that the listing is current. Refer to **Aged Trial Balance (Detail/Summary)-PTD** option on page 69 for additional information.

```

Accutech Computer Systems Limited - Accounts Payable System

4/20/01    09:22:17    Y.T.D. G/L DISTRIBUTION REPORT

Enter selection for printing--: D

(A) - Select by G/L account#
(B) - Select by supplier #
(C) - Print complete report
(D) - From-To Accounts with MASK

If 'C' is selected,                                YPP
Enter Period# or leave blank for all periods to print  000

F1=Cancel

```

### Field Descriptions

#### **Enter Selection For Printing (A, B, C, or D):**



There are four methods by which GL reports can be printed. The choices are:

- A** = Print report for one or more selected GL accounts (see **By GL Account** selection screen on page 79).
- B** = Print report for one or more selected suppliers (see **By Supplier** selection screen on page 80).
- C** = Prints one report containing information for all accounts.
- D** = Print report for a specific range of GL accounts with mask (see **By Starting/Ending GL Account Numbers With Mask** selection screen on page 98).

#### **Enter Period Number (YYPP):**

Optional. If 'C' is selected you have the additional option to specify the period you wish to include on the report. Enter period number or leave field blank to include all periods.

### **Function Keys**

-  ⇒ Confirm entries and continue processing. If you selected **C-To Print A Complete Report**, YTD A/P General Ledger Account Distribution-AP050R is submitted to batch.
-  ⇒ Cancel and return to Menu AP0030.

***By Starting/Ending GL Account Numbers With Mask***

```

Accutech Computer Systems Limited - Financial Accounting System
7/17/95  9:11:13  SELECT VARIOUS G/L ACCOUNT# RANGES  FMSGL

Account Number  -Sub--
-From  -To--  XXXXXX -Mask
00000  00000  XXXXXX  - Enter From-To G/L number

F1=Cancel  F2=Alpha search  F7=Exit
F3=Exit/continue & produce separate report for each select
    
```

Enter a 'From-To' range of GL accounts numbers, including Mask to select, and press **[FExit]**. If you cannot recall an account number, press **[F2]** to goto **General Ledger Account Alpha Search** screen. For example, if you want to print a trial balance for account 00100-000001 to 00100-999999, you would enter '100' in the From Account field and press **[FExit]/[Enter]**.

Note: The Mask gives you full control over the selection of sub-accounts to be included in report. If you want to consolidate all sub accounts for the account numbers specified (see Account Range From To), enter XXXXXX in this field. If you wish to have all sub accounts that have a 1 as the third digit, enter XX1XXX in this field. If you wish to have only a specific sub account printed, enter the sub account number in this field.

**Function Keys**

- [Enter]** ⇒ Confirm entries and continue processing.
- [F1]** ⇒ Cancel and return to Menu AP0030.
- [F2]** ⇒ Goto **General Ledger Account Alpha Search** screen.
- [F3]** ⇒ Exit and print separate report for each selection.
- [F7]** ⇒ Exit and return to Menu AP0030. Report submitted to batch.

**Potential Lost Discounts*****Function***

To identify and report potential lost discounts (discounts not taken) to allow management to see the total of discounts lost.

Report is sequenced by due date within supplier. The report includes an entry for each voucher. The entry shows the invoice reference, date, due date, gross amount, cash discount, net amount and cash discount lost.

The Potential Lost Discounts report selection screen is displayed.

```

Accutech Computer Systems Limited - Accounts Payable System
5/29/01 12:53:35      Potential Discount Loss Report      FMSAP

Enter Payment date----- 052901  (MM/DD/YY)

Enter Location----- 1  or blank for all

F1=Cancel
    
```

**Field Descriptions**



**Payment Date (MMDDYY):**

Accept the default, which is the system date, or enter another payment date to calculate lost discounts (in the form MMDDYY).

**Location Number (Blank or 1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number or leave field blank to select ALL. If you have only one location, the system automatically defaults to 'Location 1'.

**Function Keys**

-  ⇒ Confirm entries and continue processing. AP127R-Potential Discounts Lost report submitted to batch.
-  ⇒ Cancel and return to Menu AP0030.

## Menu AP0040: Check Processing

```
Company: 81 Accutech Documentation V3          System:  OTTAWA1
Appl...: FMSNBFAP                Accounts Payable
Menu...: AP0040                  Check Processing

Select one of the following:

Check Requirements Report                Rpt AP036R/AP036S
Backup A/P Files On-line
Edit Check Date & Week Number For Check Run
Print Checks & Check Registers          125/027/029/040/050R
Print Manual Check Register (If NO System Checks)  Rpt AP040R/050R/057R
Special Restore To Status Before Check Selection
Display Check Printing Cycle Help Text

Bottom
F3=Exit  F6=Messages  F9=Command entry  F10=Change company  F11=Change menu
F13=Services  F14=Toggle info  F24=Function Lookup  Attn=Change application
```

If you selected Check Processing from the Accounts Payable Menu Selection menu, the above menu is displayed. To make a selection from the Menu, use the cursor control keys to position the cursor on the appropriate selection and press **[Enter]**.

## **Cash Requirements Report**

### ***Function***

Cash Requirements Report identifies outstanding accounts payable items due as of a specified date or due week and shows the amount of money that is required to pay all outstanding items. Lists invoices due for payment in supplier number or name sequence showing amounts “on hold” and discount amounts (if available).

Report is available in summary (one line per supplier) or detail (detail items are identified by invoice number and voucher number for each supplier) format. Report allows for selection of specific supplier type.

### ***Notes***

If a sufficient amount of funds is not available, review the report to determine which payments can be deferred until a later check printing run.

If one or more vouchers are to be deferred, use the **Voucher Changes Menu** (page 30) to defer payment on those vouchers. As a result, an accounts payable check will not be prepared at this time for those vouchers.

When changes have been completed, reprint the Cash Requirements Report.

Selection screens are identical to option **Cash Requirements Listing (Detail/Summary)-PTD** (see page 62).

## **Backup Accounts Payable Files On-line**

### ***Function***

This option is used to back up (on-line) your accounts payable files prior to the check run. This is done in case you encounter problems while the **Print Checks & Check Registers** function is running or you need to return to your original data for any other reason.

### ***Notes***

Prior to initiating this procedure print a Check Requirements Report using option **Cash Requirements Report** (see page 102). This listing will indicate which items will be paid for the week number specified.

If you wish to include or omit certain vouchers from being paid, due dates can be changed, using option **Change Voucher Due Date** (see page 36). Once you are satisfied with the cash requirements report, you can initiate the check printing cycle.

The first screen displayed is the *Run Confirmation* screen, press  to continue to the next screen.

Message display at terminal upon completion: *Backup is complete*. Proceed with option **Edit Check Date & Week Number For Check Run** (see page 104).

**Edit Check Date & Week Number For Check Run*****Function***

This option is used to enter the check date and starting check number for this check run and select the week number or due date you wish to work with.

***Notes***

All checks selected to print will have a due week or due date equal to or less than the due week or due date specified in this option.

Procedure requires a dedicated A/P system. If another display station is accessing accounts payable, check run will be cancelled.

After completion, proceed to **Print Checks & Check Registers** (see page 107).

The Edit Check Date & Week Number For Check Run screen looks like this:

```

Accutech Computer Systems Limited - Accounts Payable System
12/14/98 10:55:26          ACCOUNTS PAYABLE UPDATE
                          C H E C K   P R I N T I N G

Enter Date of Checks This Run---: 101998
Enter Location Number to Select--: 1  BANK-DOMESTIC V3
Enter Week Number to Use (01-53): 00
                          O R
Enter Due Date to Use-----: 101998
Computer has last check# as ----: 6
To change this enter new last#--: 00000
*note- Computer check printing will add 1 to last used to be first check
       printed. Please verify your box of checks to confirm number

To control which extra reports generated during check run. Y/N to print

AP025x Suppliers bypassed with no voucher select -----: Y
AP125R Vouchers selected for check processing -----: Y
AP040R Check register -----: Y
AP050M GL distribution report for items since last listing -----: Y

```

The information displayed on the screen is the information entered the last time this option was used. Enter new information or press  to accept as is.

### Field Descriptions

#### **Date of Checks This Run (MMDDYY):**

Enter the date to be printed on the checks. Either accept the date displayed or enter the date you want to appear on the computer checks.

#### **Location Number To Select (1-8):**

If your accounts payable is set up to use more than one location number, enter the one-digit location number to which the transaction(s) you are entering should be distributed to.

If you have only one location, the system automatically defaults to 'Location 1'.

#### **Week Number To Use (01-53) or Due Date (MMDDYY):**

Enter the week number you wish to work with. All items, which have a week number equal to or less than the one entered on this screen will have a check printed. Note: The program will allow for week 53, when required.

Use the due date cross-reference listing to find which days are included for the week specified. Enter one of the due dates in the field provided. The due date can only be entered if you have not entered anything in the week number field. The system will not accept both entries.

Note: If you have selected your Cash Requirement Pre-list by due date, you may wish to print your checks by due date. If you have selected your Cash Requirement Pre-list by week number, you may want to print your checks by week number.

#### **Computer Has Last Check Number As:**

This field displays the last check number used by the program. Verify your check forms to confirm the number. The check number will appear on your check register and can be used to verify payments.

**To Change This Enter New Last Number (00000):**

If the next check number to print is incorrect, enter the correct number, using up to five digits.

**To Control Which Extra Reports Print During Check Run (Y/N):**

Select as many reports as you like by typing "Y" next to the report listed. If you decide not to include a selection, type an "N" next to the report.

**Function Keys**

Confirm entries. Update record and return to Menu AP0040.



Unlock screen and change entries.

## Print Checks & Check Registers

### **Function**

This option is used to specify printing conditions for the check run. You can select to print checks by due week or due date, select suppliers or vouchers to pay by computerized check. The Print Checks function automatically selects the outstanding vouchers to be paid in the check run.

The check printing procedure generates the following reports:

- Vouchers selected for check processing-AP125R (optional)
- List of suppliers with credit balance-AP027R
- Check attachment sheet(s)-AP029R
- Check(s)
- Accounts Payable Check Register-AP040R (optional)
- Register of manual checks entered since the last computer check run
- Accounts Payable General Ledger Account Distribution-AP050R (optional)
- Periodic Add To Reconciliation Master File-AP057R

### **Notes**

Procedure requires a dedicated A/P system.

Checks will not be produced for suppliers with a credit balance or vouchers on hold.

If there is not enough room on the check stub to list all necessary details, a message will be printed on the check stub 'AS PER ATTACHED' and an attachment sheet will be printed. These attachment sheets are printed before the checks are printed.

Check registers and G/L distribution reports should be kept on file as part of your permanent records. \*\*\* The Accounts Payable Check Register is important for total control of payables checks and should be filed for audit purposes.

A list of those transactions to be paid can be printed, using option **Cash Requirements Report** (see page 102). This report lists the details and totals of checks that will be produced. After reviewing the report, you may decide not to pay a specific invoice or only part of an invoice. The **Voucher Changes Menu** allows you to make these changes.

To prepare for a check run do the following:

1. Print a Cash Requirements Report.
2. Review and make any changes using the **Voucher Changes Menu**.
3. Backup your data.
4. Enter check number and week number of check run.

You are now ready to print your checks. Two check registers will be produced. One will be equal to the computer checks produced. The other will list manual checks entered since the last computer check run. Do not file manual checks issued until you have matched them against this manual check report. A distribution report of all vouchers entered since the last check run will also be produced. This should also be reviewed.

On-line Help Text is available using option **Display Check Printing Cycle Help Text**.

The first screen displayed will ask you to enter the kind of check selection you would like to make.

```

Accutech Computer Systems Limited - Accounts Payable System

      SELECTION TO PRINT COMPUTER CHECKS

Enter option for printing -  R

(R)- Regular selection. Select all
    for due week or due date specified

(S)- Select only certain suppliers for
    due week or due date specified

(I)- Select only certain supplier vouchers

(D)- Direct Entry of Vouchers to pay

F1=Cancel
  
```



### Field Descriptions

#### **Option For Printing (R, S, I or D):**

Enter option for printing.

- R** = Pay all outstanding supplier vouchers for the due week or due date specified in option **Edit Check Date & Week Number For Check Run** (see page 104). The regular selection automatically prints checks for the outstanding vouchers for the due week or date specified. You can also restrict checks to certain supplier types.
- S** = Select only certain suppliers that you wish to pay who have outstanding vouchers for the due week or date entered using option **Edit Check Date & Week Number For Check Run** (see page 104). Refer to **Select Specific Suppliers For Due Week or Due Date Specified** on page 113.
- I** = Select supplier vouchers for check processing and voucher check print reports. Refer to **Select Only Certain Supplier Vouchers** on page 114.
- D** = Select vouchers to pay by computerized check. Refer to **Direct Entry of Vouchers To Pay** on page 118.

### **Function Keys**

-  ⇒ Confirm entries and continue processing.
-  ⇒ Cancel and return to Menu AP0040.

## ***Regular Check Run***

```
Accutech Computer Systems Limited
9/09/98  7:09:50  Supplier Type Selection For Check Run



Enter Supplier Type to Select, or Blanks for All : 00
```

### **Field Description**

#### **Enter Supplier Type:**

Enter the Supplier Type to restrict checks to a specific supplier type or accept default to select ALL.

### **Function Keys**

- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue processing. |
|  | ⇒ | Unlock screen and change entries.        |

The final screen displayed:

```
Accutech Computer Systems Limited - Accounts Payable System
8/10/95 12:57:18  VOUCHER SELECT FOR COMPUTER CHECKS      FMSAP

Check selection now being done for due date - MMDDYY
```

Checks, reports and registers are submitted to batch. You have now completed the regular check printing cycle.

Note: Options **Print Manual Check Register (If No System Checks)** and **Special Restore To Status Before Check Selection** are not part of the regular check cycle.

### *Cash Discounts Lost*

```
Accutech Computer Systems Limited - Accounts Payable System
8/10/95  12:37:37          CASH DISCOUNTS LOST          FMSAP

Cash discounts were lost because of late payment!  A report (AP125R) has been
printed detailing all discounts lost.  You may wish to review this report prior
to continuing.

F1-Cancel
Press ENTER to proceed with the check run.  (Discounts will be lost.)
```

If there are any lost cash discounts in this check run above screen is displayed. Review listing *Vouchers Selected For Check Processing-AP125R*.

Press  to proceed with check run (discounts are lost) or  to cancel. If you selected to cancel the check run, press  to initiate restore function. Your accounts payable files will be restored to their status immediately preceding this check run. Any discounts 'lost' will be reset so that you can investigate the cause for the late payment.

Please note that while the RESTORE job is running you will not be able to initiate any accounts payable functions. For further information see **Special Restore To Status Before Check Selection** on page 121.

*Select Specific Suppliers For Due Week or Due Date Specified*

```
Accutech Computer Systems Limited - Accounts Payable System
Select various supplier numbers to print
Supplier# Supplier name-----
00000 - Enter supplier#

F1=Cancel F7=Exit
```

Enter supplier number to select or **F1** to cancel and return to Menu AP0040. As you select the supplier number, the supplier name will be displayed and you will then be allowed to select another number. When you have finished entering supplier numbers to select, press **F7** to exit and proceed with check run (see **Regular Check Run** on page 110).

**Select Only Certain Supplier Vouchers**

```

          Accutech Computer Systems Limited - Accounts Payable System
8/10/95  13:29:00      SELECTION FOR CHECK PRINTING          FMSAP
Supplier from/to range---: 00001 - 99999 Location#--: 1
  O p t i o n a l  to display only:
          Current
  Those equal to or less than payment due week-----: 00
OR/ Those within from / to payment due week range-----: 00 - 00
OR/ Those equal to or less than payment due date-----: 000000 MDY
OR/ Those within from / to payment due date range-----: 000000 - 000000
OR/ Those with an invoice date equal to or less than-----: 000000
OR/ Those on H O L D   (Y)-----: *
AND/ Any outstanding credits not in range included (Y/N)--: Y
F1=Cancel
F2=Continue Check Printing  F3=Print Selected Voucher Report

```

This screen allows you to enter various selection criteria in order to select certain supplier vouchers for check printing, using a supplier 'From-To' range, by location, by selecting optional due week and due date ranges, and etc.

**Field Descriptions****Supplier From-To Range:**

Enter starting and ending Supplier Numbers to indicate a specific range of suppliers or accept default to select ALL suppliers.

**Location Number:**

Enter a location number to select suppliers only within this location.

**Optional To Display and Select (Only one optional selection allowed per selection)****Vouchers Equal To or Less Than Payment Due Week (01-52):**

Enter Due Week. All vouchers due on or before this week will be displayed.

**Vouchers Within From-To Payment Due Week Range (01-52):**

Enter starting and ending Due Week Numbers to display vouchers with due weeks between range of 'From-To' week numbers entered.

**Vouchers Equal To or Less Than Payment Due Date (MMDDYY):**

Enter Payment Due Date. All vouchers due on or before this date will be displayed.

**Vouchers Within From-To Payment Due Date Range (MMDDYY):**

Enter starting and ending Payment Due Date numbers to display vouchers with due date between range of dates entered.

**Vouchers With An Invoice Date Equal To or Less Than (MMDDYY):**

Enter Invoice Date. All vouchers with invoice date equal to or less than date entered are displayed.





**Vouchers On Hold:**


Enter 'Y' to display voucher amounts on HOLD.

**AND/Any Outstanding Credits Not In Range Included (Y/N):**

Accept the default 'Y' if you want to include any outstanding credits in amount displayed.

**Function Keys**

	⇒	Confirm entries and continue processing.
	⇒	Cancel check printing cycle and return to Menu AP0040.
	⇒	Proceed with check run (see <b>Regular Check Run</b> on page 110).
	⇒	Print AP125R-Vouchers Selected For Check Processing report. Message display at terminal upon completion: <i>Selected Voucher Check Print Report Has Been Completed</i> . The report lists vouchers selected for processing.

The next screen will be displayed when you press  from the previous selection screen. Suppliers will be displayed starting at the 'From' supplier number entered on the previous screen.

```





Accutech Computer Systems Limited - Accounts Payable System
7/29/96 14:08:14
SELECTION FOR CHECK PRINTING
Supplier no. Range: 100 - 99999 Location- 1 BANK-DOMESTIC
-----
Supl#  Supplier name                Discount      Net  #Vchs
-----
  100  Telephone Company                208.00      208.00  4
-----

Enter Supp# to display all outstanding vouchers : 00000      208.00 Total
F1=Cancel          ROLL UP to Page Forward  ROLL DOWN to Page Backward

```

The supplier number range, and location are displayed for you at the top of the screen for visual verification. The supplier number, name, discount and net amount, and number of vouchers for that supplier are displayed for selection. The accumulative net total is displayed in the bottom right-hand corner of the screen. Enter Supplier Number to display outstanding vouchers.

### Function Keys






-  ⇒ Confirm entries and continue processing.
-  ⇒ Cancel and return to previous screen.
-  ⇒ The PgDn key takes you to the next record.
-  ⇒ The PgUp key takes you to the previous record.

The next screen displayed looks like this:

7/29/96 SELECT SUPPLIER VOUCHERS TO PRINT CHECKS							
100 Telephone Company			Street		City	State	
Select	Voucher	Invoice	Invoice	Due date/	Due	Discount	Net
Prnt	Number	Date	Reference		Wk	Amount	Amount
X	601 00003	8/12/96	11	1	8/26/96	35	65.00
	601 00004	8/19/96	12	1	9/02/96	36	64.00
	601 00005	9/02/96	14	1	0/00/00	54	63.00
	601 00006	7/29/96	15	1	8/12/96	33	16.00
						OUTSTAND.#	208.00
						Roll Up-Forward	
						Roll Down-Backward	F7=Exit
No More Records to Display							

All outstanding vouchers for the supplier number you selected is displayed, including voucher details. Enter an 'X' beside each voucher you wish to include for check printing.

### Function Keys

-  ⇒ Confirm entries and continue processing.
-  ⇒ Exit and return to Supplier Selection screen.
-  ⇒ Unlock screen and change entries.
-  ⇒ The PgDn key takes you to the next record.
-  ⇒ The PgUp key takes you to the previous record.

***Direct Entry of Vouchers To Pay***

```

Accutech Computer Systems Limited - Accounts Payable System
7/29/96 14:21:00 DIRECT ENTRY OF VOUCHERS TO PAY THIS CHECK RUN

Enter Supplier Number : 00100 Telephone Company
Enter Voucher Period -: 601
Enter Voucher Number -: 00003 0

Invoice Invoice      Due      Due      Discount      Net
Date Reference      Date      Wk      Amount      Amount
8/12/96 11            8/26/96 35            65.00

Accumulative Net Entered :      65.00

F1=Cancel                                F7=Exit

```

This screen allows you to specify each voucher to be paid for a supplier.

**Field Descriptions****Enter Supplier Number:**

Enter an existing supplier number and press .

**Enter Voucher Period (YPP):**

The voucher period code must be in the form of YPP where: Y = Last digit of the year and PP = Period.

**Enter Voucher Number and Sub (if used) (00000 0):**

Enter voucher number and sub (if used). The voucher must exist on the open payables file.

Note: The invoice date, reference, due date, due week, discount and net amount will be displayed for each voucher you select to pay. An accumulative net total is displayed for verification. You cannot select vouchers that have been previously paid.

**Function Keys**

- ⇒ Confirm entries and continue processing. Voucher entries are tagged to print in this check run.
- ⇒ Cancel the check printing cycle and return to Menu AP0040.
- ⇒ Enter Supplier and Voucher Number and press . Then press  to delete. No check is produced.
- ⇒ Exit and continue with check printing cycle.
- ⇒ Unlock screen and change entries.

**Print Manual Check Register (If No System Checks)*****Function***

This option is used to print a register of all manual checks if no computer generated checks are required and provide a periodic distribution report.

The manual check printing procedure generates the following reports:

- Accounts Payable Check Register-AP040R.
- Accounts Payable General Ledger Account Distribution-AP050R (optional).
- Periodic Add To Reconciliation Master File-AP057R.

```
Accutech Computer Systems - Accounts Payable System
PRINT WEEKLY CHECKS REPORTS/REGISTERS

You did not do a computer check print-----press enter to continue
and list manual checks processed since last run.

F1=Cancel
```

Press  to continue and list manual checks entered since the last check run. If you do not wish to continue, press  to cancel and return to Menu AP0040.

```
Accutech Computer Systems - Accounts Payable System
PRINT WEEKLY CHECKS REPORTS/REGISTERS

Do you want the periodic distribution report (items since last listing)?
(Y/N) N
```

Enter 'N' to cancel periodic distribution report or 'Y' to print *Periodic Accounts Payable General Ledger Account Distribution-AP050R* showing items added since last listing. This report will list all the distributions processed to the different general ledger accounts during the current period.

Note: This screen will not appear if the print control parameter for this report has been set to No. For further information, please refer to **Edit Check Date & Week Number For Check Run** (page 104).

Press  to continue and close manual check printing cycle. Reports and registers are submitted to batch.

## **Special Restore To Status Before Check Selection**

### ***Function***

This option is used to replace your accounts payable files with an on-line backup file created using the **Backup Accounts Payable Files On-line** (see page 103).

During the check printing cycle, files are updated continuously. Due to unexpected power failures, etc., a check printing cycle might be terminated before completing thus resulting in files not getting updated fully and accurately. If a disaster such as a power failure occurs, this option must be taken to restore all files saved back to their original status on disk. Once files are restored back to their original status, the check printing cycle can be run again.

### ***Notes***

This option is not part of the check printing cycle. If you use the special restore, you will lose any/all AP transactions entered since the Save.

The first screen displayed is the *Run Confirmation* screen, press  to continue. Restore procedure is submitted to batch. Message display at terminal upon completion: *Restore is complete.*

## Menu AP0050: Inquiries

```
Company: 81 V3.1.01 FMS Documentation          System:  OTTAWA1
Appl...: FMSNBFAP           Accounts Payable
Menu...: AP0050             Inquiries

Select one of the following:

Supplier Status & Voucher Transactions - Current
Voucher Transactions                 - Current
Paid Voucher Transactions             - History
Displays By Check Number
Summary Browse Of Outstanding Payables
Aged Trial Balance Summary By Supplier
Financial Ageing Summary
Potential Lost Discounts

Bottom
F3=Exit   F6=Messages   F9=Command entry   F10=Change company   F11=Change menu
F13=Services   F14=Toggle info   F24=Function Lookup   Attn=Change application
Copyright (c) 1998 FMS2000 (Version 3)
```

If you selected Inquiries from the Accounts Payable Menu Selection menu, the above menu is displayed. To make a selection from the Menu, use the cursor control keys to position the cursor on the appropriate selection and press .

**Supplier Status & Voucher Transactions-Current**

***Function*** Display current supplier status, transactions, aged balances, cash requirements, total outstanding (including any amounts on hold) and contact person(s) for selected supplier.

***Notes*** You cannot enter or edit information with this function.

The following reports can be selected from the display screens:

- AP040R-Check Register (Detail-PTD) by supplier
- AP036R-Cash Requirement Pre-list (Detail-PTD) by supplier

The Supplier Status Display input screen is displayed:

```

Accutech Computer Systems Limited - Accounts Payable System

7/17/01  13:17:52          DISPLAY SUPPLIER STATUS
                          V3.1.01 FMS Documentation

Enter the supplier number ---: 00000
OR/ Alpha word -----: 00000

F1=Cancel  F2=Alpha search  F5=Overall due date window  Location 0
                                          Enter to select

```

### Field Descriptions

#### **Enter Supplier Number or Alpha Word:**

Enter the account number of the supplier for which you are making the inquiry. To locate a supplier when the account number is not known, press the **F2** key to goto **Supplier Alpha Search** screen. Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

or

Enter up to 5 alphanumeric characters in the *Alpha Word* field to display **Supplier Alpha Search** screen (bypasses selection options). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

### **Function Keys**

- |              |   |   |
|--------------|---|---|
| <b>Enter</b> | ⇒ | Confirm entries and continue processing.  |
| <b>F1</b>    | ⇒ | Cancel and return to Menu AP0050.   |
| <b>F2</b>    | ⇒ | Goto <b>Supplier Alpha Search</b> screen (see page 125).  |
| <b>F5</b>    | ⇒ | Goto <i>Overall Due Date</i> window. Enables you to view on your terminal screen summary data pertaining to open payables for all or selected locations sequenced by due date. Inquiry information includes the number of days outstanding, voucher number, voucher amount, discount amount, net and cumulative amount. |

Enter location number or leave field blank to include all locations. Press F5 to display outstanding accounts payable overall (all suppliers) by due date window.

***Supplier Alpha Search***

```

      Accutech Computer Systems Limited - Accounts Payable System
8/18/95  12:46:00  SUPPLIER FILE ALPHA NAME SEARCH      FMSAP

      Enter search name -: 00000
      (Any word of Supplier Name)
      (One to five letters long)

      OPTIONAL - TO LIMIT SEARCH
      Enter none, or any combination
      (You must enter all characters)
      City-----: 00000
      Zip/Postal code----: 000
      Supplier type-----: 00

      F7=Exit

```

**Field Descriptions****Search Name:**

Enter any five-character combination of a supplier name for the supplier you wish to display. The system will then search all the suppliers on the supplier master and select only those whose name contains the five letters you have entered.

**Optional**

The optional fields require no entry, but can be used to further limit the alpha search based on the following:

**First 5 Characters of City:**

Enter the first five characters of the city that you wish the search to be based on.



**Postal/Zip Code:**

Enter the first three characters postal code or zip code that you wish the search to be based on.

**Supplier Type Code:**

Enter the supplier type code that you wish the search to be based on.

**Function Keys**

- |   |   |   |
|---|---|---|
|  | ⇒ | Confirm entries and continue processing.      |
|  | ⇒ | Exit and return to and return to Menu AP0050. |

```

Accutech Computer Systems Limited - Accounts Payable System

6/12/00  07:58:48      SUPPLIER FILE ALPHA NAME SEARCH

      Alpha Name: BIG      City:      Zip/Postal:      Type:

Ln Supl# Supplier name-----
 1   10 Big Apple Fruit Company Street City State/Province

00 - Enter Line# to Display      OR F2=Enter+line# to see details
F1=Cancel                        ROLL UP to Page Forward ROLL DOWN to Page Backward

```

The Alpha Name, City, Postal/Zip Code and Supplier Type selected on the previous screen is displayed. Based on your selection(s), the screen displays suppliers who met your search requirements with an assigned line number.

Enter the line number assigned to supplier to select and press  to advance to *Current Supplier Status Display* (see option **Supplier Status & Voucher Transactions-Current** on page 123).

### Function Keys

- ⇒ Confirm entries and continue processing.
- ⇒ Cancel and return to the previous screen.
- ⇒ Enter line number and press  to goto **Supplier File Maintenance Inquiry** screen. Displays supplier information on the screen. Press  to return to previous screen. No entry or editing is of information is possible. To enter or edit, use the **Supplier Maintenance** function (see page 163).
- ⇒ The PgDn key takes you to the next record.
- ⇒ The PgUp key takes you to the previous record.

*Supplier Status*

```

Accutech Computer Systems Limited - Accounts Payable System
7/16/01 13:18:42 CURRENT SUPPLIER STATUS DISPLAY
10 Big Apple Fruit Company
726 Sunshine Boulevard
Naples
Florida
33063- Tel#: 613 489-0910
Fax#: 613 489-0918
Billy Bob Ray
Mickey MacDonald
Type----: 01 Terms--: 30 days 5
1099 Cd-: 1 I.D.#-: Federal Id#
Last invoice date ---: 6/13/01
General ledger acct#-: 50500 000510
Comment 1 Comment 2
----- C U R R E N T C A S H R E Q U I R E M E N T S -----
WEEK- 53 WEEK- 02 WEEK- 03 WEEK- 04 ON HOLD
and under and over
9,565.23 1,001.77

F1=Cancel F4=Display Y.T.D payments
F2=Display period payments F6=Update supplier notes Y
F3=Display outstanding F7=Exit F8=Due date window LC- 0

```

The supplier status and voucher transaction display shows the following:

- Snapshot of the data in the AP Supplier File.
- Period and year-to-date (includes PTD) payments.
- Total period and year-to-date (includes PTD) G/L distribution.
- Total period and year-to-date (includes PTD) discounts taken.
- Current Cash Requirements for a four week period, including any amounts on hold. The week numbers shown are selected according to the date(s) entered in the reporting file. Refer to **Menu AP0030: Reports** on page 61.

### Function Keys

- F1** ⇒ Cancel and return to previous screen.
- F2** ⇒ Goto **Display Paid Vouchers-Current Period** screen (see page 129).
- F3** ⇒ Goto **Display Outstanding Vouchers** screen (see page 131).
- F4** ⇒ Goto **Display Paid Vouchers-History** screen (see page 133).
- F6** ⇒ Goto **Update Supplier Note File** screen (see page 170). Note: “Y” indicates notes exist.
- F7** ⇒ Exit and return to Menu AP0050.
- F8** ⇒ Goto *Due Date* window. Enables you to view on your terminal screen summary data pertaining to open payables due supplier for all or selected locations sequenced by due date. Inquiry information includes the number of days outstanding, voucher number, voucher amount, discount amount, net and cumulative amount.

Enter location number or leave field blank to include all locations. Press F8 to display suppliers outstanding accounts payable by due date window.

**Display Paid Vouchers-Current Period**

The following screen appears after you select **F2=Display period payments** from the **Supplier Status** inquiry screen (page 127). Displays information about suppliers paid vouchers in the open item file. The open item file contains a record of all vouchers paid in the current period.

6/09/00 13:49:23		PAYABLES OPEN ITEM DISPLAY/SEARCH									
10 Big Apple Fruit Company			Street							City	State
Voucher Number	Invoice Date	Invoice Reference	Days Old	Date Paid	Check Num	Due Wk	P M	Disc Amount	Net Amount		
00100004	110399	155	1	60900	14	47	0	85.39-	3,709.61		
00100005	110399	160	1	60900	14	47	0	146.27-	6,354.73		
00200001	120799	146	1	60900	14	52	0	56.87-	2,470.63		
00700001	50300	162	1	60900	14	21	0	5.69-	247.31		
00700002	50300	163	1	60900	14	21	0		32,940.00		
00700003	50300	167	1	60900	14	21	0	722.61-	31,393.22		
00700004	50300	169	1	60900	14	21	0	53.01-	2,302.99		
00700005	50300	170	1	60900	14	21	0	2.79-	121.21		
00700006	50300	171	1	60900	14	21	0	143.40-	6,230.10		
00700007	50300	172	1	60900	14	21	0		32,649.35		
00700008	50300	173	1	60900	14	21	0	5.58-	242.42		
00700009	50300	174	1	60900	14	21	0		5,278.50		
00700010	50300	178	1	60900	14	21	0	5.58-	242.42		
00700011	50300	180	1	60900	14	21	0		2,728.50		
00700012	50300	181	1	60900	14	21	0	55.80-	2,424.20		
00700013	50300	182	1	60900	14	21	0		245.57		
00800001	60900	8110	1	60900	14	26	0	83.47-	3,626.14		
G/N- N Scan inv.ref- 0000000000 Vch#- 000 00000 0 NET PAID									.00		
F6=Notes Y F7=Exit F8=Display by due date LC- 0 F10=G/L Dist									Prt(P)- P		
No More Paid Vouchers							Roll Up	Roll Down			

**Field Descriptions**

**Display Net or Gross (N or G):**

- N = Display net amount of paid voucher (amount remaining after deductions).
- G = Display gross amount of paid voucher (amount exclusive of deductions).

**Scan Invoice Reference:**

Enter Invoice Reference to scan. Display is refreshed, showing only voucher(s) with the invoice reference specified.

**Voucher Number To Search (000 00000 0):**

To display a specific voucher, enter Voucher Number to search. Display is refreshed, showing only the voucher you selected.









**Print (P):**

Enter 'P' and press **[F7]** to exit. AP040R-Accounts Payable Check Register is submitted to batch.

**Paid:**

Total net period-to-date payments displayed.

### Function Keys

-  ⇒ Confirm entries and continue processing.
-  ⇒ Goto **Update Supplier Note File** (see page 170).  
Note: “Y” indicates notes exist.
-  ⇒ Exit and return to **Current Supplier Status Display** screen.
-  ⇒ Goto *Display By Due Date* window. Enables you to view on your terminal screen summary data pertaining to open payables due supplier for all or selected locations sequenced by due date. Inquiry information includes the number of days outstanding, voucher number, voucher amount, discount amount, net and cumulative amount.
- Enter location number or leave field blank to include all locations. Press F8 to display suppliers outstanding accounts payable by due date window.
-  ⇒ Position cursor on voucher. Press  to goto **Voucher GL Distribution Inquiry** screen (see page 135).
-  ⇒ The PgDn key takes you to the next record.
-  ⇒ The PgUp key takes you to the previous record.

**Display Outstanding Vouchers**

The following screen appears after you select **F3=Display outstanding** from the **Supplier Status** inquiry screen (page 127) or **Change Voucher Due Date** screen (page 36). Displays information about suppliers unpaid vouchers in the open item file. The open item file contains a record of all vouchers outstanding in the current period.

7/16/01 13:08:35 PAYABLES OPEN ITEM DISPLAY/SEARCH									
10 Big Apple Fruit Company					726 Sunshine Bouleva Naples Flori				
Voucher Number	Invoice Date	Invoice Reference	Days Old	Due Date	Due P Wk M	Disc Amount	Net Amount		
10400001	21301	104110	1 153	22301	8 1		198.25		
10400002	21301	104210	1 153	22301	8 1		198.25		
10400003	22001	104310	1 146	30201	9 1		248.00		
10400004	22201	104410	1 144	40401	14 1	.10-	9.90		
10500001	31401	105110	1 124	32401	12 1		100.00		
10500002	31401	105210	1 124	32401	12 1	.99-	98.01		
10600001	40201	106110	1 105	41201	15 1		452.00		
10600002	40201	106210	1 105	41201	15 1		267.66		
10700001	50401	REF	1 73	51401	20 1		272.80		
10700002	50701	107210	2 70	51701	20 1		43.40		
10700002	1 50701	107210	2 70	51701	20 1		200.00		
10700003	51501	107310	1 62	52501	21 1	2.06-	204.19		
10700004	51501	107410	1 62	52501	21 1	6.64-	657.62		
10700007	52501	107710	2 52	60401	54 4		1,001.77		
10800001	61301	108110	1 33	62301	25 0	.50-	49.50		
10800003	61301	108310	1 33	62301	25 0	.75-	74.25		
10900001	71601	109110	1	72601	30 0		6,491.40		
G/N- N Scan inv.ref- 0000000000 Vch#- 000 00000 0 NET O/S\$							10,567.00		
F6=Notes Y F7=Exit F8=Display by due date LC- 0 F10=G/L Dist Prt(P)- 0									
					Roll Up		Roll Down		

If you selected to display outstanding vouchers, the screen displays outstanding voucher transactions (unpaid).

**Field Descriptions**

**Display Net or Gross (N or G):**

- N** = Display net amount of voucher (amount remaining after deductions).
- G** = Display gross amount of voucher (amount exclusive of deductions).

**Voucher Number To Search (000 00000 0):**

To display a specific voucher, enter Voucher Number to search. Display is refreshed, showing only the voucher you selected.

**Scan Invoice Reference:**

Enter Invoice Reference to scan file and display. Display is refreshed, showing only the voucher with the invoice reference you selected.









**Print (P):**

Enter 'P' and **[F7]** to exit. AP036-Cash Requirement Pre-list is submitted to batch.

**Net Outstanding:**

Total net outstanding (unpaid vouchers) displayed.

### Function Keys

-  ⇒ Confirm entries and continue processing.
-  ⇒ Goto **Update Supplier Note File** screen (see page 170). Note: “Y” indicates notes exist.
-  ⇒ Exit and return to **Current Supplier Status Display** screen.
-  ⇒ Goto *Display By Due Date* window. Enables you to view on your terminal screen summary data pertaining to open payables due supplier for all or selected locations sequenced by due date. Inquiry information includes the number of days outstanding, voucher number, voucher amount, discount amount, net and cumulative amount.
- Enter location number or leave field blank to include all locations. Press F8 to display suppliers outstanding accounts payable by due date window.
-  ⇒ Position cursor on voucher. Press  to goto **Voucher GL Distribution Inquiry** screen (see page 135).
-  ⇒ The PgDn key takes you to the next record.
-  ⇒ The PgUp key takes you to the previous record.

**Display Paid Vouchers-History**

The following screen appears after you select **F4=Display YTD payments** from the **Supplier Status** inquiry screen (page 127). Displays information about fully paid (zeroed) vouchers for supplier in the history file. The history file contains a record of all vouchers paid for the last 12 or 13 periods.

7/16/01		ACCOUNTS PAYABLE PAID HISTORY DISPLAY/SEARCH FMSAP		10 Big Apple Fruit Company		726 Sunshine Bouleva Naples		Flori
Voucher Number	Invoice Date	Invoice Reference	Due date/Date paid	Check Num	Due Wk M	P	Discount Amount	Net Amount
80800003	6/04/98	808310	2 5/04/01	15	34	1	.23-	9.77
80800004	6/04/98	808410	2 5/04/01	15	34	1	.34-	14.66
90200006	12/30/98	902610	1 5/04/01	15	34	1	2.25-	97.75
90500001	3/25/99	808510	1 5/04/01	15	34	1	2.20-	95.55
91200001	10/19/99	123	1 5/04/01	15	34	1	5.58-	242.42
00100001	11/03/99	146	1 2/18/00	13	47	0	4.50	195.50-
00100002	11/03/99	148	1 2/18/00	13	47	0	1,587.62-	68,973.38
00100003	11/03/99	149	1 2/18/00	13	47	0	2,708.16-	117,654.34
00100004	11/03/99	155	1 6/09/00	14	47	0	85.39-	3,709.61
00100005	11/03/99	160	1 6/09/00	14	47	0	146.27-	6,354.73
00200001	12/07/99	146	1 6/09/00	14	52	0	56.87-	2,470.63
00700001	5/03/00	162	1 6/09/00	14	21	0	5.69-	247.31
00700002	5/03/00	163	1 6/09/00	14	21	0		32,940.00
00700003	5/03/00	167	1 6/09/00	14	21	0	722.61-	31,393.22
00700004	5/03/00	169	1 6/09/00	14	21	0	53.01-	2,302.99
00700005	5/03/00	170	1 6/09/00	14	21	0	2.79-	121.21
N/G- N Scan invoice ref- 000000000 or/ Check#- 000000							Gross-	271,806.58
or/ I -I/C Sel. Fr date- 000000 (Opt) To date- 000000							Disc-	5,374.51-
F5=Dsp check# F6=Notes Y F7=Exit Roll Up Roll Down							Net-	266,432.07
More Vouchers/ Paid & Outstanding							F10=G/L Dist	Vch#- 000 0000 0

**Field Descriptions**

**Display Net or Gross (N or G):**

- N** = Display net amount of paid voucher (amount remaining after deductions).
- G** = Display gross amount of paid voucher (amount exclusive of deductions).

**Scan Invoice Reference or Check Number:**

Enter Invoice Reference or Check Number to scan paid history file and display. Display is refreshed, showing only voucher(s) with the invoice reference or check number specified.

**Invoice/Check (I or C):**

- I** = Invoice date.
- C** = Check date (date paid).

**From-To Date (MMDDYY):**

Enter starting and ending dates to indicate a specific range of invoice or check dates to display. Note: User must specify to scan invoice or check date (see above). Note: *To Date* is optional. If field is left blank, only those vouchers with an invoice/check date equal to or greater than *From Date* are displayed.








**Voucher Number To Search (000 0000 0):**

To display a specific voucher, enter Voucher Number to search. Display is refreshed, showing only the voucher specified. Note: If you enter only the first three positions of the voucher number, the display will position to a specific year and period.

**Total Gross/Discount/Net Amount Paid:**

Total gross, discounts taken, and net amounts are displayed.

**Function Keys**

- |   |   |   |
|---|---|---|
|  | ⇒ | Confirm entries and continue processing.  |
|  | ⇒ | Goto <b>Display Check Register Summary</b> selection screen (see page 147).   |
|  | ⇒ | Goto <b>Update Supplier Note File</b> (see page 170).<br>Note: “Y” indicates notes exist.   |
|  | ⇒ | Exit and return to <b>Current Supplier Status Display</b> screen.   |
|  | ⇒ | Position cursor on voucher. Press  to goto <b>Voucher GL Distribution Inquiry</b> screen (see page 135). |
|  | ⇒ | The PgDn key takes you to the next record.  |
|  | ⇒ | The PgUp key takes you to the previous record.  |

### *Voucher GL Distribution Inquiry*

The following screen appears after you select **F10=GL Distribution** from the **Display Paid Vouchers-Current Period** (page 129), **Display Outstanding Vouchers** (page 131) and the **Display Paid Vouchers-History** (page 133) inquiry screens. This function enables you to view on your terminal screen all file data pertaining to expense distributions to the General Ledger. Inquiry information includes the general ledger account number, location, supplier number, voucher number, voucher date and amount distributed.

```
AP290R.01          Accutech Computer Systems Limited    10/09/98    8:16:02
                  V3.0 FMS Documentation
                  A/P Voucher G/L Distribution Inquiry
Location : 1      BANK-DOMESTIC V3
Supplier : 00010 Big Apple Fruit Company
Voucher  : 801 00003 0   Voucher Date : 10/20/97          2,560.95

G/L Account Description          Amount
85000      865 TELEPHONE          2619.90

F10=Return
```

The above screen displays details of the voucher distributions and the affected general ledger accounts. Press **F10** to return to the previous screen.

**Voucher Transactions-Current*****Function***

This option is used to display period-to-date outstanding and/or paid voucher details for a selected supplier.

The following reports can be selected from the display screens:

- AP040R-Check Register (Detail-PTD) by supplier
- AP036R-Cash Requirement Pre-list (Detail-PTD) by supplier

The Current Voucher Transaction input screen is displayed:

```

Accutech Computer Systems Limited - Accounts Payable System

7/17/01  14:41:57      DISPLAY PERIOD TO DATE DETAILS
                        V3.1.01 FMS Documentation

                        Enter the Supplier Number ----: 00000
                        OR/ Alpha word -----: 00000

                        Selection ---: C
                        (A) - Display only outstanding vouchers
                        (B) - Display only paid vouchers
                        (C) - Display outstanding and paid

F1=Cancel   F2=Alpha search   F5=Overall due date window   Location 0

```

### Field Descriptions

#### **Enter Supplier Number or Alpha Word:**

Enter the account number of the supplier for which you are making the inquiry. To locate a supplier when the account number is not known, press the **F2** key to goto **Supplier Alpha Search** screen. Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.





or

Enter up to 5 alphanumeric characters in the *Alpha Word* field to display **Supplier Alpha Search** screen (bypasses selection options). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

#### **Selection (A, B or C):**

- A** = Goto **Display Outstanding Vouchers** screen (see page 131).
- B** = Goto **Display Paid Vouchers-Current Period** screen (see page 129).
- C** = Display outstanding and paid vouchers on the same screen.

### Function Keys

-  ⇒ Confirm entries and continue processing.
-  ⇒ Cancel and return to Menu AP0050
-  ⇒ Goto **Supplier Alpha Search** screen (see page 125).
-  ⇒ Goto *Overall Due Date* window. Enables you to view on your terminal screen summary data pertaining to open payables for all or selected locations sequenced by due date. Inquiry information includes the number of days outstanding, voucher number, voucher amount, discount amount, net and cumulative amount.

Enter location number or leave field blank to include all locations. Press F5 to display outstanding accounts payable overall (all suppliers) by due date window.

**Paid Voucher Transactions-History**

- Function*** This option is used to display all paid voucher transactions, which exist on the history file for a specified supplier, by supplier or alpha search word (see **Supplier Alpha Search** screen on page 125). The history file contains a record of all vouchers paid for the last 12 or 13 periods.
- Notes*** The *Paid Voucher Transactions* selection screen is similar to option **Supplier Status & Voucher Transactions-Current** (see page 123). User is prompted to enter Supplier Number. Supplier's paid voucher history is displayed (see **Display Paid Vouchers-History** on page 133).

**Displays By Check Number*****Function***

This option is used to verify that there are no missing check numbers for the current period, display a summary check register or details of a specific check, for current period or history transactions.

```

Accutech Computer Systems Limited - Accounts Payable System
8/21/95      8:01:42      CHECK NUMBER DISPLAYS      FMSAP

(1) Verify For Missing Check Numbers
(2) Periodic or History Summary Display
(3) Check Details Display

Enter Selection.....: *

F7=Exit

```



### Field Descriptions

#### **Enter Selection (1, 2, or 3):**

Enter selection code.

- 1** = Display missing check numbers for the current period.
- 2** = Display a summary check register for the current period or history transactions.  
Specific checks can also be displayed through this selection (see **Periodic or History Summary Display** on page 144).
- 3** = Display details of a specific check number for the current period or history transactions (see **Display Check Register Summary** 147).

### **Function Keys**

-  ⇒ Confirm entries and continue processing.
-  ⇒ Exit and return to Menu AP0050.

```

Accutech Computer Systems Limited - Accounts Payable System

      VERIFY FOR MISSING CHECK NUMBERS

      From Check Number--: 00000   To Check Number--: 00000
      (1st of current period)   (Last of current period)

      Enter Location Number--: 0

Loc                                     Last computer
*   *****                           Check# Used
*   *****                           *****
*   *****                           *****

F7=Exit
    
```

**Field Descriptions**



**From-To Check Number:**

Enter a 'From-To' check number range to check for any missing check numbers. For example, if your last check number used is '101', enter from 00001-00101'. The system will check for any missing check numbers within this range. Note: 'From' check number must be less than 'To' check number.

**Location Number (1-8):**

Enter location number. The location numbers, descriptions, and last computer check numbers used are displayed.

**Function Keys**

-  ⇒ Confirm entries and continue processing.
-  ⇒ Exit and return to Menu AP0050.



***Periodic or History Summary Display***

```

Accutech Computer Systems Limited - Accounts Payable System
8/21/95  9:06:08  DISPLAY PERIODIC CHECK REGISTER SUMMARY  FMSAP

Enter Check Number Range--: 00001 - 99999

Display Code-----: H
(C) Current
(H) History

Enter Location Number----: 1

Optional - Supplier no.--: 00000

F7=Exit

```

**Field Descriptions****Enter Check Number Range:**

Enter the from check number you wish to display from and the to check number you wish to display to. The system will display a summary check register for the check numbers specified.

**Display Code (C or H):**

Enter display code.

- C** = Display a summary check register for the check numbers specified for the current period transactions.
- H** = Display a summary check register for the check numbers specified for history transactions.



**Location Number (1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number. If you have only one location, the system automatically defaults to 'Location 1'.

**Supplier Number (Optional):**

Enter supplier number to display check register summary for a specific supplier.

**Function Keys**

-  ⇒ Confirm entries and continue processing.
-  ⇒ Exit and return to Menu AP0050.

Accutech Computer Systems Limited - Accounts Payable System						
6/09/98 10:27:54 DISPLAY PERIODIC CHECK REGISTER SUMMARY						
Check Number Range:		1 - 99999	HISTORY RECORDS	Selecting Location- 1	Supplier 10	
Check#	Check Date	Suppl#	Supplier Name	Net Amount	Y=not Cleared	
1	5/27/98	10	Big Apple Fruit Company	195.50		0
17	3/23/98	10	Big Apple Fruit Company	2732.31		

Enter Check Number to Display Details: 00000  
 F1=Cancel                      ROLL UP to Page Forward    ROLL DOWN to Page Backward

The next screen displayed will show you a summary check register based on your selection criteria. The check number range, location number selected, and either current or history records will be displayed on the top of the screen.

For each check number between the from and to range, the corresponding check date, supplier number, supplier name, net amount of check and not cleared indicator is displayed.

If you wish to see the details of a specific check (e.g. vouchers paid by this check etc.), enter the check number and press **Enter**.

### Function Keys

- Enter** ⇒ Confirm entries and continue processing.
- F1** ⇒ Cancel and return to the display periodic check register summary selection screen.
- PgDn** ⇒ The PgDn key takes you to the next record. If there are no additional checks to display, *No More Records To Be Displayed* appears in the bottom left-hand corner of the screen.
- PgUp** ⇒ The PgUp key takes you to the previous record.




```

Accutech Computer Systems Limited - Accounts Payable System
6/09/98 10:41:03 DISPLAY PERIODIC CHECK REGISTER SUMMARY
      Date Paid      Gross      Discount      Net
Check Number:   17   3/23/98   2795.20   62.89-   2732.31
Supplier       :   10 Big Apple Fruit Company
Location       :   1  BANK-DOMESTIC
-----
Voucher #      Invoice      Invoice      Gross      Discount      Net
              Ref        Date
-----
80100001       6          10/17/97    100.00     3.37-        96.63
80100001 1 6          10/17/97     49.90
80100002       60004      10/20/97     24.40        .55-        23.85
80100003       109        10/20/97    2619.90    58.95-     2560.95
80100005        5          11/13/97     1.00        .02-         .98
-----
F1=Cancel          ROLL UP to Page Forward  ROLL DOWN to Page Backward
    
```

The next screen displayed will show you the details for the check number specified. The check number and date, gross, discount and net amount, supplier number and name, location number and description, and either current or history records will be displayed at the top of the screen.

Each voucher that was paid with this check number will also be displayed. The voucher number, invoice reference and date, gross, discount and net amount for each voucher will be displayed on a separate line.

### Function Keys

-  ⇒ Cancel and return to the display periodic summary check register selection screen.
-  ⇒ The PgDn key takes you to the next record.
-  ⇒ The PgUp key takes you to the previous record.

## *Display Check Register Summary*

```
Accutech Computer Systems Limited - Accounts Payable System
8/21/95  9:55:32  DISPLAY PERIODIC CHECK REGISTER SUMMARY  FMSAP

Enter Check Number -----: 00000
Enter Location Number-----: 1

F7=Exit
```

### **Field Descriptions**



#### **Check Number:**

Enter a check number. All vouchers paid by this check will be displayed.

#### **Location Number (1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number. If you have only one location, the system automatically defaults to 'Location 1'.

### **Function Keys**

- |   |   |  |
|---|---|--|
|  | ⇒ | Display periodic check register summary. |
|  | ⇒ | Exit and return to Menu AP0050.          |

```

      Accutech Computer Systems Limited - Accounts Payable System
8/21/95  9:18:08  DISPLAY PERIODIC CHECK REGISTER SUMMARY  FMSAP
                Date Paid      Gross      Discount      Net
Check Number:  6665      3/24/95      300.00
Supplier       :    10  Supplier Name
Location      :    1  ANY BANK
                H I S T O R Y
                Not cleared bank
-----
  Voucher #   Invoice   Invoice   Gross   Discount   Net
             Ref      Date
-----
  50100001   6542      MM/DD/YY      300.00
-----





```

F1=Cancel      ROLL UP to Page Forward    ROLL DOWN to Page Backward

This screen displayed will show you the details for the check number selected. The check number, check date, gross amount, discount amount, net amount, supplier number, supplier name, location number, location description and either current or history records will be displayed at the top of the screen.

Each voucher that was paid with this check number will also be displayed. The voucher number, invoice reference, invoice date, gross amount, discount amount and net amount for each voucher will be displayed on a separate line.

### Function Keys

-  ⇒ Page forward.
-  ⇒ Cancel and return to the display periodic summary check register selection screen.
-  ⇒ The PgDn key takes you to the next record.
-  ⇒ The PgUp key takes you to the previous record.

**Summary Browse Of Outstanding Payables*****Function***

This option is used to display all outstanding (unpaid) vouchers for one or more suppliers.

You can view these vouchers by different selection criteria.

The Summary Browse of Outstanding Payables input screen is displayed:

```

Accutech Computer Systems Limited - Accounts Payable System
8/21/95 10:09:36 SUMMARY BROWSE OF OUTSTANDING PAYABLES FMSAP
Supplier from/to range---: 00001 - 99999 Location#--: 1

O p t i o n a l   t o   d i s p l a y   o n l y :
      Those equal to or less than payment due week-----: 00      Current
                                                    00
OR/ Those within from / to payment due week range-----: 00 - 00
OR/ Those equal to or less than payment due date-----: 000000 MDY
OR/ Those within from / to payment due date range-----: 000000 - 000000
OR/ Those with an invoice date equal to or less than-----: 000000
OR/ Those on H O L D (Y)-----: *
AND/ Any outstanding credits not in range included (Y/N)--: Y

F7=Exit      F8=Display window by due date LC- 1

```

### Field Descriptions

#### **Supplier From-To Range:**

Enter a 'From-To' supplier number to select suppliers only within this range. All suppliers within this range that meet the selection criteria entered are selected for display.

#### **Location Number (1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number to select suppliers only within this location. If you have only one location, the system automatically defaults to 'Location 1'.

#### Optional To Display (Only one optional selection allowed per selection)

#### **Vouchers Equal To or Less Than Payment Due Week (01-53):**

To display summary total of vouchers with due week equal to or less than due week entered.

#### **Vouchers Within From/To Payment Due Week Range (01-53):**

To display summary total of vouchers with due week between range of 'From-To' week numbers entered.

#### **Vouchers Equal To or Less Than Payment Due Date (MMDDYY):**

To display summary total of vouchers with due date equal to or less than date entered.

#### **Vouchers Within From/To Payment Due Date Range (MMDDYY):**

To display summary total of vouchers with due date between range of dates entered.

#### **Vouchers With An Invoice Date Equal To or Less Than (MMDDYY):**

To display summary total of vouchers with invoice date equal to or less than date entered.




#### **Vouchers On Hold :**

Enter 'Y' to goto *Display of Only Amounts On H O L D* screen.


**AND/ Any Outstanding Credits Not In Range Included (Y/N):**

Enter 'Y' to include any outstanding credits in summary total displayed.

**Function Keys**

- |   |   |   |
|---|---|---|
|  | ⇒ | Confirm entries and continue processing.  |
|  | ⇒ | Exit and return to Menu AP0050.   |
|  | ⇒ | Goto <i>Overall Due Date</i> window. Enables you to view on your terminal screen summary data pertaining to open payables for all or selected locations sequenced by due date. Inquiry information includes the number of days outstanding, voucher number, voucher amount, discount amount, net and cumulative amount. |

Enter location number or leave field blank to include all locations. Press F8 to display outstanding accounts payable overall (all suppliers) by due date window.

The next screen will be displayed when you press  from the previous selection screen. Suppliers will be displayed starting at the 'From' supplier number entered on the previous screen.

```

Accutech Computer Systems Limited - Accounts Payable System
7/30/96 10:22:48 SUMMARY BROWSE OF OUTSTANDING PAYABLES
Supplier no. Range: 1 - 99999 Location- 1 BANK-DOMESTIC

Any outstanding credits included in amount
-----
Supl#  Supplier name                Discount          Net  #Vchs
-----
  100  Telephone Company                208.00           208.00  4

Enter Supp# to display all outstanding vouchers : 00000           208.00
F1=Cancel          ROLL UP to Page Forward    ROLL DOWN to Page Backward





```

The supplier number range, and location are displayed for you at the top of the screen for visual verification. There are 2 message lines shown for messages such as 'Any outstanding credits included in amount' and the optional selection description you chose to select by.

The supplier number, name, discount and summary net amount of all selected open payables and the number of vouchers included in the summary total are displayed.

Enter a supplier number shown on the screen to display all outstanding vouchers for that supplier.

### Function Keys

-  ⇒ Confirm entries and continue processing (see **Display Outstanding Vouchers** on page 131).
-  ⇒ Cancel and return to previous screen.
-  ⇒ The PgDn key takes you to the next record.
-  ⇒ The PgUp key takes you to the previous record.

**Aged Trial Balance Summary By Supplier*****Function***

The Aged Trial Balance Summary display provides overall aging totals for each supplier. Totals are presented on the basis of payables being current, 30 days overdue, 60 days overdue, 90 and 120 days overdue or current, 7 days overdue, 14 days overdue, 21 days overdue, and 28 days overdue.

Display aged amounts due by invoice or due date sequenced by supplier account number.

The Aged Trial Balance Summary By Supplier input screen is displayed.

```

Accutech Computer Systems Limited - Accounts Payable System
4/19/01 12:59:04      Display Aged Trial Balance Summary

Enter location number-----:  1

Enter ageing days selection-----:  1
      (1) -   30  60  90 120  Days
      (2) -    7  14  21  28  Days

Enter selection for date-----:  1
      (1) - Aged from invoice date
      (2) - Aged from due date

Display only those with discounts-----:  N  (Y/N)

F1=Cancel

```

### Field Descriptions

#### **Location Number (1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number. If you have only one location, the system automatically defaults to 'Location 1'

#### **Ageing Days Selection (1 or 2):**

- 1** = Accept the default values of 30-60-90-120 days provided or enter changed values.
- 2** = Accept the default values of 7-14-21-28 days provided or enter changed values.

The program compares the system date against the invoice date or payment due date of the voucher and places the amount due in the appropriate ageing column using the ageing days specified. All four ageing day fields must contain a value and the number of ageing days must be in ascending sequence (30, 60, 90 etc.).



#### **Selection For Date (1 or 2):**

- 1** = Age amount due by invoice date.
- 2** = Age amount due by payment due date.

#### **Display Only Those With Discounts (Y or N):**



- Y** = Display only suppliers with discount.
- N** = Not required.

### **Function Keys**

-  ⇒ Confirm entries and continue processing.
-  ⇒ Cancel and return to Menu AP0050.

The Aged Trial Balance summary screen is shown below:

Accutech Computer Systems Limited- Accounts Payable System						
4/20/01 07:45:05 Aged Trail Balance Summary						
Total	Current	31- 60 Days	61- 90 Days	91-120 Days	121+ Days	
10 Big Apple Fruit Company						
8722.69	719.66	198.01	654.40		7150.62	
	86.99-	DISCOUNT				
15 Produce King						
350774.68					350774.68	
20 Acme Meat Wholesalers						
9612.24					9612.24	
30 Coffee Supply House						
188.90					188.90	
40 Tobacco Company						
11215.43-					11215.43-	
F7=Exit						Bottom

If you see More...on the lower right hand of your display, there is more information to view. Press  (Roll Up) to move toward the end of the information. Press  (Roll Down) to move toward the beginning of the information. If you see Bottom instead of More..., you are at the end of the list.

### Function Keys



Exit and return to Menu AP0050.

**Financial Ageing Summary*****Function***

The Financial Ageing Summary provides an on-screen display of overall ageing totals for each ageing category for the overall total due.

Totals are presented based on payables being current, 30 days overdue, 60 days overdue, 90 days overdue and 120 days overdue.

***Notes***

The following two displays are available:

- Financial ageing summary based on days past due
- Financial ageing with future requirements

The Financial Ageing Summary Display input screen is displayed.

```

Accutech Computer Systems Limited - Accounts Payable System
5/29/01 13:01:37 Accounts Payable Financial Ageing Display

Enter type of display-----: 2
(1)-Financial ageing display
    with days past due
(2)-Financial ageing display
    with future requirements

Enter starting date -----: 52901 MDY

Enter (Y) to include any
on hold payment-----: N

Enter location number-----: 1
or blank for all

F1=Cancel

```

### Field Descriptions

#### **Type of Display (1 or 2):**

- 1 = Financial ageing display with days past due. This display will age from the date entered back 30 days for individual line totals and then a summary of 31-60, 61-90, 91-120, and over 120 days past due.
- 2 = Financial ageing display with future requirements. Provides you with a future daily cash requirement based on payment due date along with an accumulated total by day. Summaries of over 30 days same as option 1.

#### **Starting Date (MMDDYY):**

Accept the default, which is the system date, or enter another date in the form MMDDYY. This date is the starting date for past or future ageing.



#### **"Y" To Include Any On Hold Payment (Y/N):**

You have the option not to age invoices, which you have on HOLD payment. The screen will default to a "N" and those invoices due will not be included in the ageing breakdown.

#### **Location Number (Blank or 1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number or leave field blank to select ALL. If you have only one location, the system automatically defaults to 'Location 1'

### **Function Keys**




- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue processing. |
|  | ⇒ | Cancel and return to Menu AP0050         |

**Days Past Due**

FMSOE		Accutech Computer Systems Limited			QPADEV000G
		Financial Ageing Display			
Display Type 1		Location 1 BANK-DOMESTIC V3			
(1)- Days past due		Date Display Aged From 5/07/01			
(2)- Future requirements					
Number of Days Aged	Total Amount	Accumulative Amount	% of Total	Accumulative %	Date
0 days					May 7 / 01
1 day					May 6 / 01
2 days					May 5 / 01
3 days					May 4 / 01
4 days					May 3 / 01
5 days					May 2 / 01
6 days					May 1 / 01
7 days					Apr 30 / 01
8 days					Apr 29 / 01
					More...
Press Enter to Exit		Roll Up			Roll Down

**Future Requirements**

FMSOE		Accutech Computer Systems Limited			QPADEV000G
		Financial Ageing Display			
Display Type 2		Location 1 BANK-DOMESTIC V3			
(1)- Days past due		Date Display Aged From 5/07/01			
(2)- Future requirements					
Number of Days Aged	Total Amount	Accumulative Amount	% of Total	Accumulative %	Date
0 days					May 7 / 01
1 day					May 8 / 01
2 days					May 9 / 01
3 days					May 10 / 01
4 days					May 11 / 01
5 days					May 12 / 01
6 days					May 13 / 01
7 days					May 14 / 01
8 days					May 15 / 01
					More...
Press Enter to Exit		Roll Up			Roll Down

If you see More... on the lower right hand of your display, there is more information to view. Press  (Roll Up) to move toward the end of the information. Press  (Roll Down) to move toward the beginning of the information. If you see Bottom instead of More..., you are at the end of the list. Press  to exit.

**Potential Lost Discounts*****Function***

To identify and display potential lost discounts (discounts not taken) to allow management to see the total of discounts lost.

Display is sequenced by due date within supplier. The display includes an entry for each voucher. The entry shows the invoice reference, date, due date, gross amount, cash discount, net amount and cash discount lost.

You cannot enter or edit information with this function.

The Potential Lost Discounts display input screen is displayed.

Accutech Computer Systems Limited			DSPPC1A
Display Potential Lost Discounts			
Payment	Blank (all)	Disc. lost in	Already
Date: 000000	or Loc. 0	(Optional) 00 days or less	Lost N Y/N
F7=Exit			

### Field Descriptions

#### **Payment Date (MMDDYY):**

Accept the default, which is the system date, or enter another payment date to calculate lost discounts (in the form MMDDYY).

#### **Location Number (Blank or 1-8):**

Enter the location number to display lost discounts for a specific location or accept default to display ALL.



#### **Discounts Lost In ## Days Or Less:**

Optional. Enter number of days. All discounts lost within the number of days specified will be displayed.

#### **Already Lost (Y or N):**

- Y = Display discounts already lost.
- N = Not required.




### **Function Keys**

-  ⇒ Confirm entries and continue processing.
-  ⇒ Exit and return to Menu AP0050.




The Potential Lost Discounts Display screen is displayed.

Accutech Computer Systems Limited							DSPPC1A	
Display Potential Lost Discounts								
Payment	Blank (all)			Disc. lost in		Already		
Date:	52501	or Loc.	1	(Optional)	days or less	Lost	N	Y/N
Voucher	Inv	Invoice	Due	Gross	Net	Cash	Days	
Number	Ref	Date	Date	Amount	Amount	Disc.	Lost	In
10	Big Apple	Fruit Company		Disc.	Days/Grace	10	5	
10400004	0 104410	2/22/01	4/04/01	10.00		9.90		
				Disc.	Days/Grace	10	5	46-
10500002	0 105210	3/14/01	3/24/01	99.00		98.01		
				Disc.	Days/Grace	5	1	57-
30	Coffee Supply	House		Disc.	Days/Grace			
10700006	0 107630	5/15/01	5/20/01	200.00		198.00		
							2.00-	4-
200	Print House			Disc.	Days/Grace			
90300002	0 9032	1/26/99	2/16/99	19,975.00		19,575.50		
							399.50-	829-
								Bottom

F1=Select    F7=Exit

If you see More... on the lower right hand of your display, there is more information to view. Press  (Roll Up) to move toward the end of the information. Press  (Roll Down) to move toward the beginning of the information. If you see Bottom instead of More..., you are at the end of the list. Press  to exit.

### Function Keys

	⇒	Confirm entries and continue processing.
	⇒	Cancel and return to previous screen.
	⇒	Exit and return to Menu AP0050.

## Menu AP0060: Supplier Maintenance

```
Company: 81 V3.0 FMS Documentation                System:  OTTAWA1
Appl...: FMSNBFAP                               Accounts Payable
Menu...: AP0060                                 Supplier Maintenance

Select one of the following:

Supplier Maintenance                             Rpt AP092R
Supplier Check Hold Maintenance
Supplier List-Numeric                             Rpt AP095R
Supplier List-Alpha                               Rpt AP096R
Print Supplier Labels                             Rpt AP089R
Supplier List-Purchase $Value                     Rpt AP097R
Supplier List-Supplier Type With $Values         Rpt AP098R
Supplier Voucher List (Possible Duplicates)     Rpt AP075R
Branch Code Maintenance                          Rpt AP0771R
1099 Code Maintenance                            Rpt AP0770R
Supplier Type Code Maintenance                   Rpt AP0772R
List 1099 Codes                                  Rpt AP100R
List Supplier Type Codes                         Rpt AP105R
Supplier Note File Listing                       Rpt XAP011AP
Edit Supplier Master File                        Rpt XEAPSM

F3=Exit    F6=Messages  F9=Command entry  F10=Change company  F11=Change menu
F13=Services  F14=Toggle info  F24=Function Lookup  Attn=Change application
Copyright (c) 1998 FMS2000 (Version 3)
```

If you selected Supplier Maintenance from the Accounts Payable Menu Selection menu, the above menu is displayed. To make a selection from the Menu, use the cursor control keys to position the cursor on the appropriate selection and press .

## **Supplier Maintenance**

### ***Function***

This option is used to establish and maintain your Supplier File. The information required for each account includes:

- Account number (code)
- Supplier name
- Supplier Type code

At the supplier level, you can also assign terms, discount details, default payment mode and up to two G/L distribution accounts.

### ***Notes***

You should devise a method for assigning supplier numbers and use that method consistently. We recommend you use numbers of at least five digits and leave adequate spacing between numbers, for future expansion (inserting new supplier numbers). Note: Supplier numbers 90000-99999 are reserved by the system for 'one-time' suppliers.

The supplier number is a unique number. Once you have added the number, you can change the number only by deleting the number. Most Accounts Payable reports are printed in ascending order by supplier number.

If you are interfaced with Purchasing, you must use the same account number for the supplier in both systems. AP supplier cannot be deleted if linked to Purchasing.

To preserve the integrity of your data, the system will not allow you to delete an account with transactions in the current year. We recommend you inactivate the account. You can delete the account when the suppliers year-to-date balance is at zero.

When you inactivate an account, the account can no longer be used in voucher batch processing.

An on-screen note pad is available for each supplier.

You can select to periodically run an edit of the supplier master file (Supplier Master File Error Report-XEAPSM). The reports checks for the following:

1. Alpha Word
2. Supplier Name
3. Valid Payment Mode, 1099 Code and G/L Distribution Account Numbers.

The first screen displayed will show:

```

Accutech Computer Systems Limited - Accounts Payable System
V3.1.01 FMS Documentation
7/16/01 13:42:14 SUPPLIER FILE MAINTENANCE

Enter Supplier Number--: 00000
OR/ Alpha word -----: 00000

Enter Action Code ----: X
(D)-Delete
(I)-In-activate
(R)-Re-activate

F2=Alpha search F5=Check HOLD update F7=Exit
F8=Submit and run batch edit report of supplier master F10=Turn OFF Print

```

### Field Descriptions

#### **Enter Supplier Number or Alpha Word:**

Each supplier must be identified by a unique number, using up to five numeric characters. Enter a new or existing supplier number. Note: Supplier number cannot be zero, include any blank spaces, and must be less than 90000. Supplier numbers 90000 to 99999 are system-defined. This series of numbers are reserved for miscellaneous suppliers. Refer to **Enter/Update Voucher Batches** (Voucher Information Header) for further information (see page 9). To locate a supplier when the account number is not known, press the **F2** key to goto **Supplier Alpha Search** screen (page 125). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.







or

Enter up to 5 alphanumeric characters in the *Alpha Word* field to display **Supplier Alpha Search** screen (bypasses selection options). Allows you to select a supplier you want to capture and automatically insert the selected supplier in the *Supplier Number* field.

#### **Enter Action Code:**

Select an action (**Delete**, **Inactivate**, or **Reactivate**). Leave field blank to add a new or modify an existing supplier.

### Function Keys

-  ⇒ Confirm entries and continue processing.
-  ⇒ Goto **Supplier Alpha Search** screen (page 125).
-  ⇒ Goto **Supplier Check Hold Maintenance** function (see page 171).
-  ⇒ Exit and return to Menu AP0060. If print supplier maintenance audit list is active and a change has been made to the supplier file; AP092R-Supplier File Maintenance List is generated.
-  ⇒ Select batch edit report of supplier master. XEAPSM-*Supplier Master File Error Report* is submitted to batch. If there are any errors on the file, they are listed by supplier (i.e. missing alpha word). For further information see **Edit Supplier Master File** on page 195.
-  ⇒ Toggle between turn off/on maintenance audit report.

This is an example of the Supplier File Maintenance screen:

```

Accutech Computer Systems Limited - Accounts Payable System
V3.1.01 FMS Documentation
5/09/01 10:43:57 SUPPLIER FILE MAINTENANCE
Alpha -: *****
N a m e ----: *****
Addr. line 1-: *****
Addr. line 2-: *****
Addr. line 3-: ***** Zip/Postal --: *****
Telephone # -: 000 0000000 0000 Fax number --: 000 0000000
Contact 1: ***** 2: *****
Comment 1: ***** 2: *****

----- D i s c o u n t s -----
Supplier terms -----: ***** Days from Invoice: 000 Grace Days-: 000
Supplier type code -----: 00 Discount Percent--: 0000
Default payment mode code : 0 (1-9 or ? for inq)
Default general ledger nos: Acct# Sub Acct# Sub
                          00000 000000 00000 000000
1099 code -----: 00
Purchasing APA# required (Y)----: Y Federal id. #--: *****
Check for duplicate inv#/ amount at voucher entry -- : Y (Y, N or H)
Always print one check per voucher ----- : Y (Y,N)

F1=Cancel F2=G/L# alpha search F6=Update notes

```

The following fields are mandatory: Supplier alpha sequence word and name.

### Field Descriptions

#### **Account Status:**

The status of the account is displayed. For example, if the account is currently inactive *This Supplier Currently In-Active* is displayed.

#### **Alpha:**

First nine letters of the portion of supplier's name which should be used to determine placement on the alphabetical listings (Capital letters only). Do not leave any blanks or use any special characters. Accounts Payable uses the alpha word to sort suppliers in alphabetic sequence for the alphabetic supplier list(s). For example, ABC FARMS FRESH PRODUCE LTD. would have an alpha word of ABCFARMSF.

#### **Supplier Name (35 Characters):**

Enter supplier name, as it should appear on checks. If the supplier is an individual, enter the last name first, for example 'Smith, John'.

#### **Address Line 1 (35 Characters):**

First line of the supplier's address. For example, this may be a street address or a suite number.

#### **Address Line 2 (35 Characters):**

Second line of the supplier's address. This is an optional field. If only one line is required for the address, leave this field blank.

#### **Address Line 3 (35 Characters):**

Name of the city/state or province in which the vendor is located (e.g. Ottawa, Ontario).

#### **Zip/Postal Code:**

Postal or zip code for the area in which this supplier is located. US installations use either 5 or 9 digits. Enter 9 digits without a dash--the dash is inserted by the system.

**Telephone and Extension Number:**

Telephone number of this supplier. Enter the area code, basic number and extension. Do not enter dashes between the digits; they are automatically inserted by the system. Number is displayed on the Current Supplier Status screen.

**Fax Number:**

Enter the area code and basic number. Do not enter dashes between the digits; they are automatically inserted by the system. Number is displayed on the Current Supplier Status screen.

**Contact 1 And 2:**

Enter the name of the person(s), position or department (e.g. Credit Manager) at the suppliers business responsible for handling Accounts Payable inquiries, using up to 30 characters. Both contact fields are optional and can be left blank. Contact names are displayed on the Current Supplier Status screen.

**Comment 1 And 2:**

Optional. The Comments fields allow you to store important reminders or notes about a supplier, using up to 30 characters. Comment lines are displayed on the Current Supplier Status screen.

**Supplier Terms:**

Enter the supplier terms, using up to 7 characters. If you are going to enter a payment mode code, leave this field blank and the supplier terms will automatically be calculated for you.

**Supplier Type Code:**

Enter a valid supplier type code. The supplier type code can be used to categorize your suppliers (e.g. type 01 - suppliers who supply dry goods, type 02 - suppliers who supply canned goods). Supplier Type Codes are setup using option **Supplier Type Code Maintenance** (see page 189 for more information). The only code that is define by the program is '99'. If you enter 99 as the supplier type code, one check for each voucher will be printed, rather than one check for all outstanding vouchers.

**Default Payment Mode Code (1-9 or ?):**

The system needs to know the net number of days after the invoice date the supplier expects reimbursement. Enter the default payment mode code for the supplier or "?" to goto *Payment Mode Defaults* window. Choose one of the following codes:

1 = IMMED.	4 = 21 Days	7 = 60 days
2 = 7 days	5 = 30 days	8 = 90 days
3 = 14 days	6 = 45 days	9 = H O L D

Note: If you set the status to "9" (hold), the program will not pay any invoices for the supplier until you remove the "9" and replace it with an alternate code.

**Default General Ledger Numbers:**

You can assign G/L distribution codes to the supplier. The account numbers appear as the default distribution during voucher entry. If vouchers for this particular supplier are always distributed to a specific General Ledger account, enter the G/L distribution account number(s) to which expenses for this supplier are normally distributed. If you cannot recall an existing number, press  to goto *General Ledger Alpha Search* screen.

**1099 Code (1-99): (U.S. ONLY)**

This code is used to track payments made to independent 'contractors' as required for U.S. Federal Government tax purposes. This code enables you to run listings so that reports may be

submitted to the government. If you report more than one type of payment to a particular supplier, you must have a different code for each type of account. You can establish up to 99 different codes and the reporting will allow a breakdown by each code (see **1099 Code Maintenance** on page 187). The system does not print on the government preprinted forms as they change continuously.

**Federal Identification Number: (U.S. ONLY)**

For each supplier subject to "1099" reporting, you must enter the suppliers employer identification number (TIN). The government assigns this number to each supplier and this information should be kept on file.

**Purchasing APA# (Accounts Payable Approval Number) required (Blank or Y):**

Enter a 'Y' if you are interfaced with Purchasing, and you require the entry of an A.P.A. number, sometimes referred to as 'Receiving voucher number'. All invoices entered for this supplier will require a valid A.P.A. number, which exists within the Purchasing system. Once entered it will automatically reduce outstanding purchases within the Purchasing system. Leave this field blank if you do not wish to force entry.

**Check For Duplicate Invoice Number/Amount At Voucher Entry (Y, N or H):**

The duplicate invoice check is a system check used in Voucher Entry to prevent the user from paying a supplier for the same invoice twice (identical invoice number and dollar amount). If this field is left blank, it will default to Y.

- Y** = The program edits current and historical voucher transactions, if an identical invoice/amount match is found, an on-screen warning is displayed.
- N** = If you do not want the Voucher Entry program to check for duplicate invoice numbers, enter 'N'.
- H** = An 'H' will cause a hard error during voucher entry.

**Always Print One Check Per Voucher (Y/N):**

- Y** = Print one check for each voucher.
- N** = Print one check for all outstanding vouchers.

Discounts

If the supplier offers a discount for early payment enter the information in fields below:

**Days From Invoice (Discounts):**

Enter the number of days (from invoice date) to qualify for the discount. Example: You specify 15 days from invoice date. The invoice date is January 1st. The system will calculate a discount for this invoice if it is paid before January 16th. If it is paid after this date, no discount will be calculated.






**Grace Days:**

Enter the number of 'grace' days you wish the system to allow when calculating discounts based on the number of days from invoice date. Example: You specify 15 days from invoice date and 5 'grace' days. The invoice is dated January 1st. The system will calculate a discount for this invoice if it is paid before January 22nd. If it is paid after this date, no discount will be calculated.

**Discount Percent (.00):**

Enter the percentage discount x 100 (e.g. 200 for 2.00%).

### Function Keys

- |   |   |   |
|---|---|---|
|  | ⇒ | Confirm entries and continue processing.  |
|  | ⇒ | Cancel and return to previous screen.   |
|  | ⇒ | Goto <b>GL Account Alpha Search</b> screen.   |
|  | ⇒ | Goto <b>Update Supplier Note File</b> screen (see page 170). Note: “Y” indicates notes exist. |
|  | ⇒ | Unlock screen and change entries.   |



**Supplier Check Hold Maintenance*****Function***

The supplier check hold maintenance function is used to place a supplier on 'Check Hold' status. For example, if you are in dispute with a supplier (incorrect pricing etc.) you may flag the supplier as 'Check Hold'.

When an accounts payable supplier is placed on Credit Hold, no computerized checks are produced. Supplier is flagged as "Credit Hold" on the Supplier Status Display and the Cash Requirements report.

***Notes***

This is a secured function requiring an access password.

```
AP0510.01      Accutech Computer Systems Limited
                V3.0 FMS Documentation
12/14/98   7:28:50  Maintain A/P Supplier Check Hold Flag

                This a secured function, you must have access security

                Enter Password for this function : XXXXXXXXXXXX

F7=Exit                F10=Change password
```

This code is used to access the 'Check Hold' function in the Accounts Payable Supplier Master File. To initially setup a password, enter \*FIRST in the password field (uppercase) and then press **F10**. Type the new password you want to use to access the Check Hold function. Passwords can be up to 10 characters.

To change your password, enter existing password and press **F10**=Change password. When you type your password on the display, it does not appear on the screen.

Note: If the password you enter is incorrect, you see an error message on the bottom of the display.

### Function Keys

- |              |   |  |
|--------------|---|--|
| <b>Enter</b> | ⇒ | Confirm entries and continue processing. |
| <b>F7</b>    | ⇒ | Exit and return to previous screen.      |
| <b>F10</b>   | ⇒ | Toggle between add/change password.      |

The next screen displayed is used to add or modify your password.

```
AP0510.02          Accutech Computer Systems Limited
                  V3.0 FMS Documentation
12/14/98   7:42:24   Maintain A/P Supplier Check Hold Flag

      This a secured function, you must have access security
                To change password

      Enter New password -----: XXXXXXXXXXXX
      Enter New password once again ---: XXXXXXXXXXXX

F7=Exit
```

### Field Descriptions



#### **Enter New Password:**

To add a new password, type the password you want to use to access the Check Hold function. To change your password, type the password you currently use. Note: When you type your password on the display, it does not appear on the screen.

#### **Enter New Password To Verify:**

Type the password again to make sure that you have entered it correctly. If the password you enter is different from the one you entered in the previous field, an error message is displayed on the bottom of the display. Note: When you type your password on the display, it does not appear on the screen.

### **Function Keys**

- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue processing. |
|  | ⇒ | Exit and return to previous screen.      |

The next screen displayed allows you to change Check Hold status for Accounts Payable suppliers in the Supplier Master File.

```

AP0510.H1          Accutech Computer Systems Limited
                   V3.0 FMS Documentation
12/14/98  10:44:41  Maintain A/P Supplier Check Hold Flag

Supplier  Name                                     Check Hold
  10     Big Apple Fruit Company                   H
  20     Acme Meat Wholesalers                     H
  30     Coffee Supply House                       H
  40     Tobacco Company                           H
  50     Christmas Store                           H
  60     The Cleaners                               H
  70     Baking Suppliers                           H
  90     Chillies North                             H
 100     Supplier Name                             H
 200     Print House                               H
 300     Office Equipment Supply Company Ltd       H      +

F7=Exit          F10=Position To          F12=All suppliers

```

### Field Descriptions

#### **Check Hold (Blank or H):**

To place a supplier on status 'Check Hold', enter an "H" in the Check Field. To quickly review which suppliers are currently on 'Check Hold', press **F12**.

#### **Confirm Entries (Y/N):**

Enter "Y" to confirm and accept entries or "N" to unlock screen and change entries.

### **Function Keys**

- Enter** → Confirm entries and continue processing.
- F7** → Exit and return to Supplier Maintenance function
- F10** → Position display to a specific Supplier Number.
- F12** → Toggle between display all suppliers/suppliers on Check Hold.

**Supplier List-Numeric**

<b><i>Function</i></b>	Print a numerical list of suppliers with their address, telephone number, person to contact and discount details.  Print a list of 'one-time' suppliers.
<b><i>Notes</i></b>	The complete list is an ideal source for determining available supplier numbers for new accounts.

The Print Supplier List in numerical sequence selection screen looks like this:

```
Accutech Computer Systems Limited - Accounts Payable System

8/22/95  7:32:48  TO PRINT A SUPPLIER LIST IN NUMERICAL SEQ.  FMSAP



      Enter a Y to have only Miscellaneous
      Suppliers listed----: N

      Press ENTER to produce list

F1=Cancel
```

Enter 'Y' to list Miscellaneous Suppliers. Miscellaneous 'one-time' supplier are added to the Supplier Master file using option **Enter/Update Voucher Batches** (see *Miscellaneous Name & Address* field on page 11).

### Function Keys

- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue processing. Supplier Listing-Numerical Sequence-AP095R is submitted to batch. |
|  | ⇒ | Cancel and return to Menu AP0060.  |

**Supplier List-Alpha**

***Function*** Print an alphabetical list of suppliers with their address, telephone number and person to contact.

Sorts suppliers by alpha word entered on the Supplier Master file.

Miscellaneous suppliers are included.

***Notes*** We recommend you print the list at regular intervals, especially after you have added, modified or deleted a large number of accounts.

AP096R-Supplier Listing-Alphabetic Sequence is submitted to batch.

**Print Supplier Labels*****Function***

This option is used to print supplier labels, by supplier number. The following information prints on the labels:

- Name and address
- Supplier number
- Supplier name only (optional)

***Notes***

Label size is 3-1/2 by 15/16 inches. Labels are printed for inactive and miscellaneous suppliers.

The Print Supplier Labels selection screen looks like this:

```

Accutech Computer Systems Limited - Accounts Payable System

7/15/99  11:19:02  PRINT SUPPLIER LABELS - 3 1/2" x 15/16"

Enter supplier number to print from -: *****
Enter supplier number to print to  --: *****
Enter number of labels across(1-3)  --: 1
Print supplier name only (Y/N) -----: N

F1=Cancel

```

### Field Descriptions

#### **Supplier Number To Print 'From-To':**

Enter starting and ending supplier numbers to print a specific range or accept the default to select ALL. For example, to select labels for all your miscellaneous suppliers, enter '90001-99999'.



#### **Number of Labels Across (1-3):**

Enter the number of labels to print across the page.

#### **Print Supplier Name Only (Y/N):**

- Y** = Print only the supplier name on the label.
- N** = Print regular labels, showing supplier number, name, and address.

### **Function Keys**

-  ⇒ Confirm entries and continue processing. Labels-AP089R submitted to batch. Message displayed upon completion: *Supplier Labels completed successfully.*
-  ⇒ Cancel and return to Menu AP0060.

**Supplier List-Purchase Dollar Value*****Function***

This option is used to print a supplier listing in descending order by total year-to-date purchases, showing year-to-date paid purchases (as at last period end).

The Supplier List By Purchase Value selection screen looks like this:

```
Accutech Computer Systems Limited - Accounts Payable System

8/22/95   9:41:57   SUPPLIERS LISTED BY PURCHASE VALUE   FMSAP

To select suppliers to print descending by purchase value
Enter number of suppliers with highest to print --: 050

F1=Cancel
```

The screen displayed will prompt you to select the number of suppliers to be listed (up to 999) or accept the system default. For example, if you press **[Enter]**, the report will list your top fifty suppliers (based on dollar value).

### Function Keys

- |                |   |   |
|----------------|---|---|
| <b>[Enter]</b> | ⇒ | Select and return to Menu AP0060. Supplier Listing Descending By \$Purchase-AP097R is submitted to batch. |
| <b>[F1]</b>    | ⇒ | Cancel and return to Menu AP0060.   |

**Supplier List-Supplier Type With \$ Values**

***Function*** This option is used to print a year-to-date listing of all suppliers by type and purchase value, in ascending supplier number sequence.

***Notes*** Supplier Listing With Sales By Type-AP098R is submitted to batch.

**Supplier Voucher List (Possible Duplicates)**

<b><i>Function</i></b>	This option is used to print a listing of possible duplicate invoices. The system checks the supplier number, invoice number and amount, and if any of these parameters are identical for two or more vouchers, they will appear on the report.
<b><i>Notes</i></b>	Accounts Payable Voucher List-Possible Duplicates-AP075R is submitted to batch.

**Branch Code Maintenance*****Function***

This option is used to create, edit, and delete 'Branch' codes. If you have 'Support For Multiple Branches Within Each Location', you are required to setup branch codes.

***Notes***

Branch Code are entered in the **Enter/Update Voucher Batches** option (see page 4).

The Cash Requirement Prelist and Aged Trial Balance report can be printed for each branch.

For further information refer to **Setting Up Accounts Payable, Menu SM0100: Setup Menu A/P**, option **Edit System Options**.

**Select Code**

```
AP0771D1      80  V3.0 Documentation Company      1/02/96
DSPPCL1S1                                     13:08:04
          C o d e s   F i l e   M a i n t e n a n c e
                * *   B r a n c h   C o d e s   * *

Enter Branch# to work with or PRESS ENTER to review/update: 00



Produce a maintenance audit report (Y/N): Y

F7=Exit
```

(Reference Form AP0060-2)

Enter a new or existing 'Branch' code, using up to 2 numeric characters. If you do not wish to print the maintenance audit report, enter 'N'.

**Function Keys**



- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue processing. |
|  | ⇒ | Exit and return to Menu AP0060.          |

The next screen displayed will show:







```

AP0771D2          81 V3.1.01 FMS Documentation          5/09/01
QPADEV000G      C o d e s   F i l e   M a i n t e n a n c e      10:49:50
                ** B r a n c h   C o d e s   **          FMSAP
Branch#         Description -----                D -to delete
  1            Branch Code 01
  2            Branch Code 02
  3            Branch Code 03
  99           Branch Code 99
  **          *****                               *

ENTER to verify  F1=Cancel  F7=Exit                Roll UP  Roll Down
    
```

Enter a description of the branch, using up to 30 alphanumeric characters. Note: To delete a code, enter 'D'. Make sure you press  and  to update before going to another screen.

### Function Keys

-  ⇒ Confirm entries and continue processing.
-  ⇒ Cancel and return to previous screen.
-  ⇒ Exit and return to Menu AP0060.
-  ⇒ Update and return to selection screen. AP0771R-Maintenance Audit is submitted to batch.
-  ⇒ The PgDn key takes you to the next record.
-  ⇒ The PgUp key takes you to the previous record.

**1099 Code Maintenance**

**Function** This option is used to create, edit, and delete supplier '1099' codes. These codes are used to track payments made to independent 'contractors' as required by the U.S. Federal Government for tax reporting purposes.

**Notes** 1099 codes are attached at the supplier level (see **Supplier Maintenance** on page 163).

The codes can be listed, using option **List 1099 Codes**.

You can print a year-to-date listing of all paid vouchers by 1099 code, using option **Voucher Paid History By Supplier/1099 Code-YTD** (see page 89) or select the 1099 report in the **Calendar Year End Close** (see page 248).

The first screen displayed is the selection screen (see page 185). Enter a new or existing 1099 Code, using up to 2 numeric characters. If you do not wish to print the maintenance audit report, enter 'N'. Press **Enter** to advance to the next screen or **F7** to exit and return to Menu AP0060.

```

AP0770D2          81 V3.1.01 FMS Documentation          5/09/01
QPADEV000G      C o d e s   F i l e   M a i n t e n a n c e      10:51:02
                  ** 1 0 9 9   C o d e s   **              FMSAP
1099 cd         Description -----                D -Delete
  1             1099 Code 01
**             *****                          *

```

ENTER Verify    F1=Cancel    F7=Exit                    Roll Up    Roll Down

Enter a description of the 1099 code, using up to 30 alphanumeric characters. Note: To delete a code, enter 'D'. Make sure you press **Enter** and **F9** to update before going to another screen.

### Function Keys

- Enter** ⇒ Confirm entries and continue processing.
- F1** ⇒ Cancel and return to previous screen.
- F7** ⇒ Exit and return to Menu AP0060.
- F9** ⇒ Update and return to selection screen. AP0771R-Maintenance Audit is submitted to batch.
- PgDn** ⇒ The PgDn key takes you to the next record.
- PgUp** ⇒ The PgUp key takes you to the previous record.

## **Supplier Type Code Maintenance**

**Function** This option is used to create, edit, and delete Supplier Type codes. This enables grouping of suppliers by type as well as listings by type. Supplier Type codes are attached at the supplier level, using option **Supplier Maintenance**.

**Notes** Supplier Type Code '99' is system-defined and is reserved for suppliers requiring a separate check for each voucher.

You can print a year-to-date listing of all suppliers by Supplier Type and purchase dollar value, using option **Supplier List-Supplier Type With \$ Values** (see page 182).

The Supplier Alpha Search function includes a search by Supplier Type.

The codes can be listed, using option **List Supplier Type Codes**.

The first screen displayed is the selection screen (see page 185). Enter a new or existing Supplier Type code, using up to 2 numeric characters. If you do not wish to print the maintenance audit report, enter 'N'. Press **Enter** to advance to the next screen or **F7** to exit and return to Menu AP0060.

```

AP0772D2          81  V3.1.01 FMS Documentation          5/09/01
QPADEV000G      C o d e s  F i l e  M a i n t e n a n c e    10:51:54
                **  S u p p l i e r  T y p e s          **      FMSAP
Type#  Description ----- Currency desc.-  D  -to delete
  1    Supplier Type 01
  2    Supplier Type 02
  99   Supplier Type 99
**    ***** *

ENTER to verify  F1=Cancel  F7=Exit          Roll Up  Roll Down

Always PRESS ENTER if you make ANY changes before going to another screen

```

(Reference Form AP0060-4)

Enter a description of the Supplier Type code, using up to 30 alphanumeric characters. The currency description field is optional. You can enter a description of the currency. For example, 'Canadian \$ or American \$'. Note: This information will print on accounts payable checks.

Note: To delete a code, enter 'D'. Make sure you press **Enter** and **F9** to update before exiting the screen.

### Function Keys

- Enter** ⇒ Confirm entries and continue processing.
- F1** ⇒ Cancel and return to previous screen.
- F7** ⇒ Exit and return to Menu AP0060.
- F9** ⇒ Update and return to selection screen. AP0771R-Maintenance Audit is submitted to batch.
- PgDn** ⇒ The PgDn key takes you to the next record.
- PgUp** ⇒ The PgUp key takes you to the previous record.

**List 1099 Codes**

<i>Function</i>	This option is used to list the '1099' codes entered using option <b>1099 Code Maintenance</b> (page 187).
<i>Notes</i>	Listing of 1099 Codes-AP100R is submitted to batch.

**List Supplier Type Codes**

**Function** This option is used to list the Supplier Type codes entered using option **Supplier Type Code Maintenance** (page 189).

**Notes** Listing of Supplier Type Codes-AP105R is submitted to batch.

**Supplier Note File Listing**

**Function** List supplier note file information for one or more users for a specified date range.

**Notes** Supplier note file information is maintained using option, **Supplier Maintenance** (see **Update Supplier Note File** on page 170).

XAP011AP FMSPR		Accounts Payable Supplier Note File Listing		PRINTED - 6/09/00	8:46	PAGE
Supplier	Name	Notes	Date Entered	User ID		
00010	Big Apple Fruit Company	AP Supplier Notes test new ap supplier note print program	6/09/98 6/06/00	FMSPR FMSPR		

The List Supplier Note File selection screen looks like this:

```

XAP010AA          List Accounts Payable Supplier Note File
 6/09/00          V3.0 FMS Documentation
08:45:22

Enter User ID to Select  ..: 0000000000      (Blank for all)

Enter Date Range to Select : 000000 to 000000 (Blank for all)

F7=Exit

```

### Field Descriptions




#### **User ID To Select:**

Enter user ID (name that identifies an existing user profile) to print supplier notes for a specific user or accept default to select ALL.

#### **Date Range To Select (MMDDYY):**

Enter starting and ending dates to print supplier notes for a specific date range or accept default to select ALL.

### **Function Keys**

- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue processing.<br>XAP011AP-Accounts Payable Supplier Note File<br>Listing is submitted to batch. |
|  | ⇒ | Exit and return to Menu AP0060.  |
|  | ⇒ | Unlock screen and change entries.  |

**Edit Supplier Master File**

<b><i>Function</i></b>	Program checks supplier master file information to insure that data entered is permitted for particular fields. Supplier Master File Error Report (XEAPCM) lists suppliers with invalid data in critical fields.
<b><i>Notes</i></b>	Supplier file edit is submitted to batch.

**Menu AP0070: Due Date Cross Reference Maintenance**

```
Company: 81 Accutech Documentation V3          System:  OTTAWA1
Appl...: FMSNBFAP          Accounts Payable
Menu...: AP0070          Due Date X-Ref Maintenance

Select one of the following:

Update Due Date Cross Reference
List Due Date Cross Reference          Rpt AP155R

Bottom
F3=Exit  F6=Messages  F9=Command entry  F10=Change company  F11=Change menu
F13=Services  F14=Toggle info  F24=Function Lookup  Attn=Change application
```

If you selected Due Date X-Ref Maintenance from the Accounts Payable Menu Selection menu, the above menu is displayed. To make a selection from the Menu, use the cursor control keys to position the cursor on the appropriate selection and press .

**Update Due Date Cross Reference*****Function***

This option is used to recreate the Accounts Payable due date cross reference file which is used to cross reference calendar dates to week numbers. Please note that this file is automatically created during the calendar year end processing.

The Recreate Accounts Payable Date Cross Reference File screen looks like this:

```
Accutech Computer Systems Limited - Accounts Payable System
RECREATE A/P DATE X-REF FILE

Current Year      : 99
First day of Week : 1  0= Sun    4= Thurs
                   1= Mon    5= Fri
                   2= Tues   6= Sat
                   3= Wed

F1=Cancel
```

### Field Descriptions



#### **Current Year (YY):**

Enter the last two digits of the new calendar year (e.g. if are closing 1998, enter '99').

#### **First Day of Week:**

Enter the numeric value that corresponds to a day of the week (e.g. 1=Monday).

### **Function Keys**

- |   |   |   |
|---|---|---|
|  | ⇒ | Create A/P date cross reference file and return to Menu AP0070. |
|  | ⇒ | Cancel and return to Menu AP0070.                               |

**List Due Date Cross Reference**

- Function*** This option is used to list the Due Date Cross Reference file by due date in ascending order. The report will list the previous, current and next years due dates.
- Notes*** Accounts Payable Due Date Cross Reference-AP155R is submitted to batch.

**Menu AP0080: Check Reconciliation**

```
Company: 81 V3.0 FMS Documentation                System:  OTTAWA1
Appl...: FMSNBFAP                               Accounts Payable
Menu...: AP0080                                 Check Reconciliation

Select one of the following:

  Edit Reconciliation Period
  Clear Outstanding Checks-Individual           Rpt AP308R/331R
  Clear Outstanding Checks-Range              Rpt AP308R
  Clear Outstanding Checks-Group             Rpt AP311R
  Edit Outstanding Checks                    Rpt AP0315R
  List Outstanding Checks                    Rpt AP320R/321R
  List Cleared Checks                        Rpt AP320R/321R
  Drop Cleared Checks & Prepare For Next Period
  Display Outstanding & Cleared Totals
  Restore Check Reconciliation

                                                    Bottom
F3=Exit   F6=Messages   F9=Command entry   F10=Change company   F11=Change menu
F13=Services   F14=Toggle info   F24=Function Lookup   Attn=Change application
                Copyright (c) 1998 FMS2000 (Version 3)
```

If you selected Check Reconciliation from the Accounts Payable Menu Selection menu, the above menu is displayed. To make a selection from the Menu, use the cursor control keys to position the cursor on the appropriate selection and press **[Enter]**.

**Edit Reconciliation Period*****Function***

This option is used to update the check reconciliation period number.

The period number you enter is used when listing the outstanding checks. The listing will include any check, which has a period number equal to, or less than the period number entered through this option.

You can have any number of months of outstanding checks in the system. The period number will control the month you wish to work on.

The period number you enter is also used to calculate the outstanding and cleared totals displayed in option Display Outstanding & Cleared Totals. Both totals are for all checks whose period number is equal to or less than the period number entered through this option.

```

Accutech Computer Systems Limited - Accounts Payable System
12/30/98 10:51:54 UPDATE RECONCILIATION CONTROL PERIOD

Enter location number-----: 1

Your last Reconciliation period was -: 901
                                     YPP

Enter new period number -----: 902

Help

```

### Field Descriptions

#### **Location Number (1-8):**

If you have more than one location for your accounts payable system, enter the location number you wish to work with. If you have only one location, the system defaults to 'Location 1' and the cursor is positioned at the *New Period Number* field.



#### **Your Last Reconciliation Period Was (YPP):**

This field shows the last period number entered through this option. You cannot change the information in this field.

#### **New Period Number (YPP):**

Enter the new period number. For example, if the last reconciliation period was 601, you would enter 602.

### **Function Keys**

- |   |   |  |
|---|---|--|
|  | ⇒ | Update reconciliation control period. Press again to exit and return to Menu AP0080. |
|  | ⇒ | Display Edit Reconciliation Period Help Text.  |

**Clear Outstanding Checks-Individual*****Function***

This option is used to clear individual, from-to range, or a group of outstanding checks for the current period. A cleared check is a check that has been paid, cleared by the bank and returned to your company exactly as issued.

This option will also produce a listing with a batch total which you should verify. This is the only way to ensure that you have not forgotten to enter one of the checks within a batch.

***Notes***

This is a dedicated program. No other accounts payable jobs should be active. Before using this option, it is recommended that the following steps be completed:

1. If you have a large amount of checks, divide them into batches.
2. Using an adding machine, calculate the total amount for each batch.

```

Accutech Computer Systems Limited - Accounts Payable System
12/30/98 10:56:30
CLEARING OF ACCOUNTS PAYABLE CHECK RECONCILIATION

For Period Ending - 901

Location -----: 1 BANK-DOMESTIC V3

Enter check number to clear ----: 00000 0
Enter exact check amount -----: 000000000

Last check was- .00

F7=Exit      F2=To clear batch total      F8=Goto mass from/to check clear
Help         Batch total                F9=Goto mass entry check clear
            .00                        Grand total
            .00                        .00

```

### Field Descriptions

#### **Location (1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number. If you have only one location, the system automatically defaults to 'Location 1'

#### **Check Number and Sub Number (00000 0):**

Enter the check number to be cleared. The check number must exist on the reconciliation file for the location number specified.

If the check number has already been cleared, an error message will be displayed: *'This check has previously been cleared'*.

Normally all checks have a zero sub. However, if the same check number is used more than once, the system will assign 0 as the sub for the first time it is entered and a 1 as the sub for the next time it is entered etc.

Here is an example of where you may have two check numbers the same. Let's say you manually write out a check for a bill and the check number is 00128. This check number would be keyed into the field provided when entering the voucher. This ensures that the system will not print another check for the voucher. However, when the system prints the checks for the other vouchers, the system automatically assigns a check number for each check printed. The number 00128 may be assigned as one of the check numbers. Therefore, you would now have two checks with the same check number. The manual check would be assigned a 0 sub and the computer generated check would be assigned a 1 sub.

To avoid the above situation, it is recommended that you have a different manual check series than the computer generated check series.

If you receive a check, which has a non-zero sub when clearing your checks, you should verify with the person who entered the vouchers that this situation is valid and is not due to a keying error.

**Check Amount (.00):**

Enter the exact amount of the check and press **FExit** to right justify. If the amount entered differs from the actual amount of the check, a message will be displayed showing the actual amount and the difference.

Once you enter the check amount, the system will automatically clear the check specified. If there are no errors, a message is displayed 'Has successfully been cleared - key next or select end of job option'.

**Last Check Was:**

The last check number cleared, supplier name and amount of check is displayed.

**Batch and Grand Totals:**

The system will also add the check amount to the batch total and the grand total. This enables you to verify that your adding machine totals correspond to the totals calculated by the system. The grand total will show you the total of all your batches.

**Function Keys**

<b>Enter</b>	⇒	Confirm entries and continue processing.
<b>F2</b>	⇒	Once you have entered one of your batches, press <b>F2</b> to clear the batch total. The system will then zero out the batch total. You are then ready to continue with your next batch.
<b>F7</b>	⇒	Exit and return to Menu AP0080. AP308R-Update/Check Reconciliation is submitted to batch.
<b>F8</b>	⇒	Goto <b>Clear Outstanding Checks-Range</b> screen (page 206).
<b>F9</b>	⇒	Goto <b>Clear Outstanding Checks-Group</b> screen (page 208).
<b>Help</b>	⇒	Display Clear Outstanding Checks Help Text.

**Clear Outstanding Checks-Range*****Function***

This function allows you to select ranges of check numbers to clear from the check reconciliation file.

The Clear Outstanding Checks-Range entry screen looks like this:

```

12/09/98 14:24:11  Accutech Computer Systems Limited - Accounts Payable System
                   ACCOUNTS PAYABLE CHECK RECONCILIATION (MASS ENTRY)
                   For Period Ending - 901

Location -----: 1 BANK-DOMESTIC V3
Bank Statement Date ----: 000000

                   From Check #           To Check #
                   00000                   00000

Totals:           Checks           Amount
                   0                 .00

F7=Exit                                     F10=To clear entries

```

### Field Descriptions

#### **Location (1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number. If you have only one location, the system automatically defaults to 'Location 1'




#### **Bank Statement Date (MMDDYY):**

Enter the bank statement date, in the form MMDDYY.

#### **From-To Check Number:**

Enter starting and ending check numbers to indicate a specific range of checks to be cleared.

### **Function Keys**

-  ⇒ Confirm entries and continue processing.
-  ⇒ Exit and return to Menu AP0080. AP308R-Update/Check Reconciliation is submitted to batch.
-  ⇒ Clears the entries made on this screen, allowing you to begin again.

**Clear Outstanding Checks-Group*****Function***

This function allows you to clear a group of check numbers from the check reconciliation file.

The Clear Outstanding Checks-Group entry screen looks like this:

```

AP330R.01          Accutech Computer Systems Limited
                   V3.0 FMS Documentation
12/29/98   8:15:37   Clear checks on Check reconciliation

                   Enter Bank location number ----- : 1  BANK-DOMESTIC V3

This is a on line batch function to clear a group of checks. Only one person
can run this function at a time. You can exit and return, or exit and actually
clear what you have entered.

                   Batch totals:          -#checks          $Total




F7=Exit          F9=Exit and clear checks entered
  
```

### Field Descriptions

#### **Enter Bank Location Number (1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number. If you have only one location, the system automatically defaults to 'Location 1'

### **Function Keys**

- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue processing.   |
|  | ⇒ | Exit and return to Menu AP0080.  |
|  | ⇒ | Exit and clear checks entered. AP331R-List of Cleared Checks This Batch is submitted to batch. |

This screen displays all current outstanding checks on the Accounts Payable Check Reconciliation file. Use the on-screen entry program to quickly clear one or more checks.

```

AP330R.H1          Accutech Computer Systems Limited
                   V3.0 FMS Documentation
12/29/98   8:33:54   Clear check reconciliation
                   2  BANK-FOREIGN  V3
Clear
|
| Check#      Check      Check      Supl#  Supplier name
*   2         6/05/98   Amount          10 Big Apple Fruit Company
   3         6/05/98          10 Big Apple Fruit Company

Batch totals:          -#checks          $Total
End of file reached no more records to display
F1=Cancel  F10=Position to check  F12=Display cleared checks
    
```

**Field Descriptions**





**Clear Code (Blank or 4):**

To clear a check displayed on the screen, enter a "4" in the Clear Code field.

**Confirm Entries (Y/N):**

Enter "Y" to confirm and accept entries or "N" to unlock screen and change entries.

**Function Keys**

-  ⇒ Confirm entries and continue processing.
-  ⇒ Cancel and return to previous screen.
-  ⇒ Position display to *Check Number*.
-  ⇒ Toggle between display checks/cleared checks.

## **Edit Outstanding Checks**

### ***Function***

This option is used to add, change or delete outstanding checks. Below are some examples of when you would need to use this option:

When you are entering your vouchers, you have the option of entering the check number (usually entered when manual check made) or of letting the system assign a check number when the checks are printed.

The check number is then used to create the check reconciliation file, which allows you to keep track of the checks sent out and which ones have been cashed.

If the check is returned and has not been cashed, the proper procedure is to enter a reversing voucher using the same check number so that the amount of the check will equal zero.

The next time that the checks are transferred to the reconciliation file, the system will check to see if the check number already exists on the file. If it does, the system will simply add the two check amounts together giving one total check amount.

If you wish to remove this check from the reconciliation file because it has not been cashed, you can use this option to delete the check number.

However, if you delete the check number before the reversing voucher is entered, you will have to remember to delete the check number again once the reversing voucher is transferred to the reconciliation file.

If you have cleared an outstanding check in error, using option **Clear Outstanding Checks**, it can be corrected using this option.

### ***Notes***

If the reconciliation file is in use when you execute this option, the job will be cancelled.

```

Accutech Computer Systems Limited - Accounts Payable System
12/30/98  12:21:24  CHECK RECONCILIATION MASTER UPDATE

Location -----: 1
Check number -: 11111
Check sub ----: 1

Action -----: C
(A)-Add
(C)-Change
(D)-Delete

F7=Exit  Help

```

### Field Descriptions

#### **Location Number (1-8):**

If you have more than one location for your accounts payable system, enter the location number you wish to work with. If you have only one location, the system will default to 'Location 1'.

#### **Check Number and Sub Number:**

Enter the check number and sub you wish to work with.




#### **Action (A, C, or D):**

Select an action (**A**ddition, **C**hange or **D**elete). Enter an 'A' if you wish to add a new check number. If the check number you are adding already exists on the check reconciliation file for the location you have specified, an error message will be displayed 'Addition already on file'. If this occurs, you can either enter a 'C' to look at the check number or enter another check number.

Enter a 'C' if you wish to change the information for a check number. You cannot change the check number by entering a 'C' as the action. If you wish to change a check number, you must enter the check number you would like to change, enter a 'D' to delete the record, enter the new check number and enter an 'A' to add the new check number.

Enter a 'D' if you wish to delete a check number from the check reconciliation file.

### **Function Keys**

	⇒	Confirm entries and continue processing.
	⇒	Exit and return to Menu AP0080. Accounts Payable Check Reconciliation-AP315R is submitted to batch.
	⇒	Display Edit Outstanding Checks Help Text.

```

Accutech Computer Systems Limited - Accounts Payable System
8/22/95 12:48:41 CHECK RECONCILIATION MASTER UPDATE FMSAP

Location -----: *
Check number ---: *****
Period number --: 000
Supplier number -: 00000
Check date -----: 000000
Type of check --: * (M-Manual / C-Computer)
Check amount ---: 000000000
Current status -: * (C-Cleared / Blank-Still Outstanding)

Fl=Cancel

```

### Field Descriptions

#### **Location and Check Number:**

Location and check number entered on the previous screen is displayed.

#### **Period Number (YPP):**

The period number you enter in this field is used to determine whether or not this check number will appear on the outstanding check list. The check number will appear on the outstanding check listing if the period number you enter on this screen is less than or equal to the period number entered using option **Edit Reconciliation Period** (see page 201).

#### **Supplier Number:**

Enter the supplier number the check was issued to.

#### **Check Date (MMDDYY):**

Enter the date that the check was issued.

#### **Type of Check (Blank, M or C):**

This field is used to indicate whether the check was a manual or computer generated check.




#### **Check Amount:**

Enter the amount of the check in this field.

#### **Current Status (Blank or C):**

This field is used to indicate whether the check is still outstanding or has been cleared. Leave this field blank if you wish the status to be outstanding for the check or enter a 'C' if you wish to clear the check.

### Function Keys

-  ⇒ Confirm entries and continue processing. Message is displayed indicating that the check has been successfully added, changed or deleted.
-  ⇒ Cancel and return to previous screen.
-  ⇒ Exit and return to Menu AP0080. AP315R-Accounts Payable Check Reconciliation listing is produced showing all changes, additions or deletions made.

**List Outstanding Checks**

**Function** This option is used to list the details of all outstanding checks for a specified period (see **Edit Reconciliation Period**) in detail and summary form.

An outstanding check is a check that has been issued to the supplier, but has not been paid by the bank and returned to your company.

**Notes** Detail report shows both computer and manual checks. Prints check number and total dollar amount outstanding.

```

Accutech Computer Systems Limited - Accounts Payable System
12/30/98  11:00:12
                LIST OUTSTANDING CHECK RECONCILIATION

Enter Location number -----: 1

F1=Cancel  Help

```

This screen is used to select an Outstanding Check Reconciliation List, by location and period number.

### **Field Descriptions**




#### **Location Number (1-8):**

If you have more than one location for your accounts payable system, enter the location number you wish to work with. If you have only one location, the system defaults to 'Location 1'.

#### **List Now Being Done For Period Number (YPP):**

The period number entered using option **Edit Reconciliation Period** is displayed.

### **Function Keys**

- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue processing. All outstanding checks for the location requested whose period number is equal to or less than the period number shown on the screen will be selected to print. Outstanding Reconciliation-AP320R and AP321R listings are submitted to batch. |
|  | ⇒ | Cancel and return to previous screen.  |
|  | ⇒ | Display List Outstanding Checks Help Text.   |

**List Cleared Checks*****Function***

This option is used to list all cleared checks, which exist, on the check reconciliation file.

This option uses the same displays as option **List Outstanding Checks** (see page 215). The only difference is that the listing produced will show cleared checks for the period, not outstanding.

***Notes***

AP321R-List of Cleared Checks Summary and AP320R-List of Cleared Checks are submitted to batch.

**Drop Cleared Checks & Prepare For Next Period*****Function***

This option will drop all the cleared checks from the outstanding file. Do not run this option until you have run your outstanding list and cleared list and they are both in balance.

Run this option before you start working on the check reconciliation for the next period.

***Notes***

Tape Volume Id APM310 is required to be inserted. Backup will be taken before cleared items are dropped. If you have to restore the file for any reason, select option **Restore Check Reconciliation** (see page 223). Your file will be at the status before this option was executed.

The first screen displayed is the *Run Confirmation* screen, press **F5** to continue to the next screen.

```
Accutech Computer Systems Limited
Drop Cleared Checks/Prepare for next Period

1) Insert tape volume          APM310
2) Press ENTER to continue

F1=Cancel
```

Insert tape volume APM310 in the tape device. Press **Enter** to save reconciliation file and execute and purge or **F1** to cancel and return to Menu AP0080. The backup saves a copy of all records on the check reconciliation file before any checks are dropped from the file. Message displayed at terminal upon completion: *APM310 Backup Has Been Successfully Completed.*

```

Accutech Computer Systems Limited - Accounts Payable System

12/30/98  11:16:19  TO REMOVE CLEARED CHECKS FOR PERIOD

Enter location number -----: 1

Help

```

If your accounts payable is set up to use more than one location number, enter the one-digit location number to which you want to clear checks. Press  to continue to the next screen. Note: If you have only one location, the above screen is not displayed.

```

Accutech Computer Systems Limited - Accounts Payable System

8/30/95  11:46:26  TO REMOVE CLEARED CHECKS FOR PERIOD          FMSAP

Enter location number -----: *

Cleared checks being removed for Period # -: YPP

Press ENTER to start remove

```

Press  to remove cleared checks for the location and period displayed. Message displayed at terminal upon completion: *XXXXX Press  - To exit Job Now* (where XXXXX = number of checks cleared). Press  to exit and return to Menu AP0080.

**Display Outstanding & Cleared Totals**

**Function** This option is used to display the total number of checks cleared and the total number of outstanding checks.

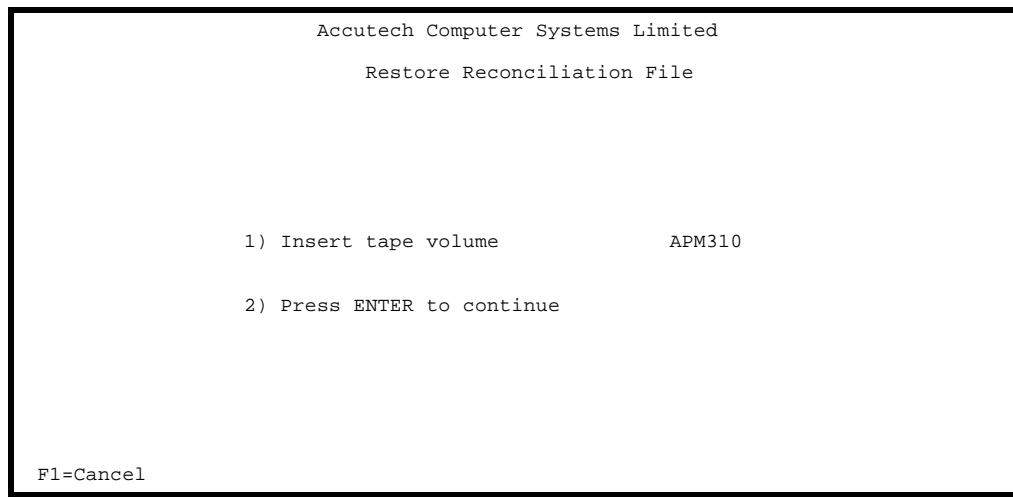
**Notes** Do not execute this option if the **Drop Cleared Checks & Prepare For Next Period** function is running.



**Restore Check Reconciliation*****Function***

This option is used to restore the check reconciliation file to its original status before option **Drop Cleared Checks & Prepare For Next Period** (see page 218) was executed.

The first screen displayed is the *Run Confirmation* screen, press **F5** to continue to the next screen.



Insert tape volume APM310 in the tape device. Press **Enter** to execute restore or **F1** to cancel and return to Menu AP0080.

The check reconciliation file is restored to its original status before option **Drop Cleared Checks & Prepare For Next Period** was executed (see page 218). Message displayed at terminal upon completion: *Reconciliation file successfully restored.*

**Menu AP0085: Drop Shipments**

```
Company: 81 V3.1.01 FMS Documentation                System:  OTTAWA1
Appl...: FMSNBFAP                Accounts Payable
Menu...: AP0085                Drop Shipments

Select one of the following:

Drop Shipment Default Maintenance
Drop Shipment Supplier/Customer Maintenance
Print Drop Shipment Invoices                Rpt DSHIP1
Reprint Drop Shipment Invoices                Rpt DSHIP1
Purge Drop Shipment Invoice History

Bottom
F3=Exit   F6=Messages   F9=Command entry   F10=Change company   F11=Change menu
F13=Services   F14=Toggle info   F24=Function Lookup   Attn=Change application
Copyright (c) 1998 FMS2000 (Version 3)
```

If you selected Drop Shipments from the Accounts Payable Menu Selection screen, the above Menu for Drop Shipments is displayed. To make a selection from the Menu, use the cursor control keys to position the cursor on the desired option and press .

**Drop Shipment Default Maintenance*****Function***

This option is used to establish and maintain the default settings for Drop Shipments in the Accounts Payable Voucher Entry function.

Assign a range of invoice numbers, A/R batch type, and the default General Ledger distribution accounts.

If your system is set up for multiple warehouses, the first screen displayed requires the user to indicate which Warehouse location to select. Enter a valid Warehouse Number, press **F6** and **Enter** to continue to the next screen or **F3** to exit and return to Menu AP0085.

```

DS0001.02          Acutech Computer Systems Limited      9/24/96  14:10:10
                   Drop Shipment Default Maintenance

Warehouse . . . . . 001 - MAIN LOCATION - WAREHOUSE 1

Starting invoice . . . 959999
Ending invoice . . . 969999
Last number used . . 959999

Batch type . . . . . 12          DROP SHIPMENTS

Clearing account . . 10550       Accounts Receivable-Clearing
Revenue account . . 40010       Sales-Drop Shipments

F3=End   F4=Delete   F12=Previous

```

### Field Descriptions

#### **Starting Invoice Number (000000):**

Enter the lowest level of the associated range, using up to 6 digits. Note: Invoice Numbers 1-999 are reserved by the Accounts Receivable System for 'Unapplied Cash' in Open Item. Do not use the range of numbers assigned to invoices, credits and pickups in the Order Entry system.

#### **Ending Invoice Number (000000):**

Enter the highest level of the associated range, using up to 6 digits. The Invoice Number fields let you specify how to number Drop Shipment Invoices generated by *Print Invoice* function. Once the Ending Invoice Number is used, the program will reset the Last Number Used field. For example, if the starting number is 1000, ending is 9999 and the last number used is 9998, and you print three invoices they will be numbered as follows: 9999, 1000 and 1001.

#### **Last Number Used (000000):**

Enter the Last Number used. For example, if your invoice numbers start at '1000' you would enter '1000'. Note: The program will update the Last Number Used field each time invoices are generated.

The program assigns and updates the invoice number for each charge. For example, if you assign a starting invoice number of 1000, the first invoice generated for the charge will be 1001, the second 1002, etc.

If you delete a batch of Invoices before it has been posted, there will be a gap in your audit trail of invoice numbers. To prevent this from occurring you can reset the last invoice number used.

**Batch Type (00):**

You are required to enter the Batch Type Code setup for 'Drop Shipments'. Refer to **Menu AR0060: Code Maintenance**, option **Batch Type Codes**. Note: Do NOT use Batch Type Code **3-INVOICES/CREDIT/DEBITS**, which is reserved for Order Entry.

Default G/L Entries**Clearing Account (00000 000000):**

Enter the GL account defined as Accounts Receivable-Clearing. Note: This account should be the same account used for Distribution (offset) account in the Batch Type Code setup for Drop Shipments.

**Revenue Account (00000 000000):**

Enter GL account code that has been assigned to Sales-Drop Shipments. Note: This account can be overridden in the maintenance function screens.





**GST Account (00000 000000):**

Canadian installations only. Enter GL account code that has been assigned to Sales Tax Payable-Federal.

**PST Account (00000 000000):**

Canadian installations only. Enter GL account code that has been assigned to Sales Tax Payable-Provincial/State.

### Function Keys

	⇒	Confirm entries and update record.
	⇒	Exit and return to Menu AP0085.
	⇒	Delete records.
	⇒	Return to previous screen.

**Drop Shipment Supplier/Customer Maintenance*****Function***

This option is used to setup and maintain drop shipment supplier/customer default settings for Accounts Payable Voucher Entry.

The first screen displayed looks like this:


```
DS0002.01          Accutech Computer Systems Limited      9/23/96  14:11:31
                   Drop Shipment Supplier/Customer Maintenance

Supplier number . . . 00000          Number, blank for search
Customer number . . . 000000 000    Number, blank for search


F7=Exit
```

### Field Descriptions



#### **Supplier Number:**

Enter a valid accounts payable supplier number and press . Leave blank to goto *Supplier Alpha Search* screen.

#### **Customer Number:**

Enter a valid accounts receivable customer number and press . Leave blank to goto *Customer Alpha Search* screen.

### **Function Keys**

- |   |   |  |
|---|---|--|
|  | ⇒ | Confirm entries and continue processing. |
|  | ⇒ | Exit and return to Menu AP0085.          |

The next screen displayed looks like this:

DS0002.02	Accutech Computer Systems Limited	9/25/96	9:50:46
FMSAP	Drop Shipment Supplier/Customer Maintenance		
Supplier number . . .	00010	The Telephone Company	
		Address 1	
		Address 2	
		Address 3	
		ZIP/POST	
Customer number . . .	000001 000	Customer Name	
		Street	
		City	
		Province	
		K1A 1K1	
BILLING INFORMATION			
Dropship upcharge . .	****		
GENERAL LEDGER INFORMATION			
Revenue account . . .	40010 000000	Sales-Drop Shipments	
F3=Cancel		F12=Previous	

### Field Descriptions

#### **Drop Ship Upcharge (.00):**

Optional. Enter the percentage amount of the drop shipment upcharge and press **FExit**. Do not enter a decimal. Note: amount can be overridden in **Voucher Entry** function.

#### **Revenue Account (00000 000000):**

Enter G/L account code that has been assigned to Drop Shipment Revenue.

#### **GST Account (00000 000000):**

Canadian installations only. Enter G/L account code that has been assigned to Sales Tax Payable-Federal.

#### **PST Account (00000 000000):**

Canadian installations only. Enter G/L account code that has been assigned to Sales Tax Payable-Provincial/State.

### **Function Keys**

- |               |   |  |
|---------------|---|--|
| <b>FEnter</b> | ⇒ | Confirm entries and continue processing. |
| <b>F3</b>     | ⇒ | Exit and return to Menu AP0085.          |
| <b>F4</b>     | ⇒ | Delete record.                           |
| <b>F12</b>    | ⇒ | Return to previous screen.               |

## **Print Drop Shipment Invoices**

### ***Function***

This option is used to print Drop Shipment Invoices. The procedure generates the following:

- Invoices

### ***Notes***

If your system is setup for multiple warehouses, you are prompted to select a warehouse location.

Message displayed at terminal upon completion: *Printing of Drop Shipment Invoices has completed successfully.*

Invoices are formatted to print on 8.5" x 11" stock tab paper.

Terms used for Drop Shipment invoices are derived from the customers terms on the Customer Master File.

The invoices remain in the Drop Shipment Invoice History file until the **Purge Drop Shipment Invoice History** program is run (see page 235).

## **Reprint Drop Shipment Invoices**

<b><i>Function</i></b>	This option is used to reprint one or more drop shipment invoices for the current period if required.
<b><i>Notes</i></b>	<p>The invoices are identical to the original invoices, except ‘** REPRINT **’ appears directly below the invoice date.</p> <p>The invoices remain in the Drop Shipment Invoice History file until the <b>Purge Drop Shipment Invoice History</b> program is run (see page 235).</p>

The screen displays the Invoice Number range prompt.

```

Accutech Computer Systems Limited - Wholesale Distribution System
4/02/01 08:33:37      Reprint Drop Shipment Invoices

      From Invoice No. : 000000
      To   Invoice No. : 000000





*NOTE* Reprints are only available for the current period

F7=Exit

```

The above screen displayed will allow you to select the range of invoices you wish to have reprinted. If you want to select a specific range of invoices for reprinting, enter the first invoice's number in the first field and then enter the number of the final invoice you want reprinted in the last field. If you want one invoice reprinted, enter that invoice number in the first field and last field. For example, if you wanted to reprint all invoices for the current order day, enter '000001 - 999999'.

### Function Keys

- |   |   |   |
|---|---|---|
|  | ⇒ | Press  to confirm entries and select invoices to reprint. Message displayed at terminal upon completion: <i>Reprint of drop ship invoices has been submitted to BATCH.</i> |
|  | ⇒ | Exit and return to Menu AP0085.   |
|  | ⇒ | Unlock screen and change entries.   |

**Purge Drop Shipment Invoice History**

**Function** This option is used to purge invoice detail information from the Drop Shipment Invoice History File (APDSHS) file using a date entered by the user.

**Notes** Make sure no one is using or accessing options **Print Drop Shipment Invoices** and **Reprint Drop Shipment Invoices**. The purge program cannot run if the file is being used by another process.

No backup media required (e.g. tape).

Drop Shipment Invoice History File is copied to a new file (APDSHH) which is automatically cleared the next time the purge is executed.

The next screen displayed is the *Purge Drop Shipment History* run confirmation screen, press **F5** to continue to the next screen.

```

Accutech Computer Systems Limited - Accounts Payable System

6/13/01  13:12:14   Purge A/P Drop Shipment History

Enter Purge date (MMDDYY) -----: 000000
(Clear invoices less than or equal to date)

F7=Exit

```

### Field Descriptions

#### **Enter Purge Date (MMDDYY):**

All Drop Shipment invoices that have a date less than and equal to the date entered are purged from the Drop Shipment Invoice History file.

### **Function Keys**

- |              |   |   |
|--------------|---|---|
| <b>Enter</b> | ⇒ | Confirm entries and continue processing. Message displayed upon completion: <i>Purge of A/P Drop Shipment History File (APDSHS) completed successfully.</i> |
| <b>F7</b>    | ⇒ | Exit and return to Menu AP0085.   |
| <b>F9</b>    | ⇒ | Unlock screen and change entries.   |

## Setting Up Drop Shipments

There are a series of steps that must be completed before you can use Drop Shipments. The steps involved in setting up and defining Drop Shipments are summarized in the checklist below:

---

- Create FMS Drop Shipment files. Goto **Menu SM0030: Service Menu-General System** and run option **Create/Refresh FMS Database**.
- Activate Drop Shipments. Goto **Menu SM0100: Setup Menu-A/P**, option **Edit System Options**. Set parameter "*Do you wish to activate and use Drop Shipments*" to **Yes**.
- Review your chart of accounts. Make sure it contains the control accounts to which drop shipment data is automatically distributed by the program (e.g. Drop Shipment Clearing, Revenue etc.). Refer to **Menu GL0010: G/L Master File Maintenance**, option **Print Chart of Accounts**.
- Add Batch Type Code for Drop Shipments. Refer to **Menu AR0060: Code Maintenance**, option **Batch Type Codes**. Note: Valid transaction types to accept are 0-Invoices, 1-Debits, and 2-Credits.
- Assign a range of invoice numbers, Batch Type, and default G/L distribution accounts. Refer to option **Drop Shipment Default Maintenance** on page 226.
- Drop Shipment Customer/Supplier Maintenance. Refer to option **Drop Shipment Supplier/Customer Maintenance** on page 229.

## Processing Overview

The checklist below outlines, in sequential steps, the procedures required to process and control drop shipments.

---

- Enter purchase invoices into the A/P system. For further information, please refer to your Accounts Payable Reference Manual, **Menu AP0010: Voucher Batch Processing**, option **Enter/Update Voucher Batches, Voucher Information Header** screen. Press **F12** to goto **Drop Shipment Supplier/Customer Maintenance** screen.
  
- When you have completed a voucher batch, it can be posted. The posting procedure creates a transaction batch in Accounts Receivable and generates an invoice register (DS1002R). The program assigns the next available batch number and adds it to the A/R Batch file. Batch has the description "Dropship" and the batch type is 'Drop Shipments'. After you have posted the batch, you can print the Drop Shipment invoices.
  
- Print Drop Shipment invoices, using option **Print Drop Shipment Invoices** on page 232.
  
- Post the transactions to customer accounts. Refer to **Menu AR0010: Transaction Processing**, option **Post Batches**.

You can review (edit) entries in the batch, if necessary, using option **Enter/Update Batches** before posting the batch. Refer to **Menu AR0010: Transaction Processing**.

Note: if you delete a batch of drop ship invoices before they are posted, there will be a gap in your audit trail of invoice numbers. To prevent this from occurring, you can reset the invoice numbers using the **Drop Shipment Default Maintenance** option (see page 226). A/P vouchers will need to be cancelled.

## Menu AP0090: Period End Processing

```
Company: 81 V3.0 FMS Documentation                System: OTTAWA1
Appl...: FMSNBFAP                               Accounts Payable
Menu...: AP0090                                 Period End Processing

Select one of the following:

    Print Period End Reports                      AP050R/051R/040R/033
    Display Period End Reports Help Text
    Period End Close                             Rpt AP057R
    Display Period End Close Help Text
    Restore Period End

                                                    Bottom
F3=Exit   F6=Messages   F9=Command entry   F10=Change company   F11=Change menu
F13=Services   F14=Toggle info   F24=Function Lookup   Attn=Change application
Copyright (c) 1998 FMS2000 (Version 3)
```

If you selected Period End Processing from the Accounts Payable Menu Selection menu, the above menu is displayed. To make a selection from the Menu, use the cursor control keys to position the cursor on the appropriate selection and press **[Enter]**.

## **Print Period End Reports**

**Function**

This option is used to produce the normal period end reports which should be kept on file in period sequence.

**Notes**

This option can be run as often as required until the reports are balanced. If changes are required, return to **Menu AP0020: Voucher Changes** (page 30) or **Menu AP0010: Voucher Batch Processing** (page 3).

Do not initiate the period end close until you are satisfied that all errors have been corrected and all reports are in balance. You must reprint your period end reports if any changes are made.

The following period end reports are generated:

- AP050R-Accounts Payables General Ledger Account Distribution
- AP051R-Periodic Accounts Payable General Ledger Account Distribution Summary
- AP040R-Accounts Payable Check Register Detail (shows paid vouchers)
- AP040R-Accounts Payable Check Register Summary (one line per check)
- AP033R-Aged Trial Balance - Period End (over due accounts payable in detail by supplier)

These reports will indicate what vouchers have been processed for the current period.

On-screen Help Text is available using option **Display Period End Reports Help Text**.

```

Accutech Computer Systems Limited - Accounts Payable System
8/23/95  12:24:03      ACCOUNTS PAYABLE SELECTION      FMSAP
                                FOR PERIODIC REPORTING TO PRINT

Enter date of report to print-----: MMDDYY
Enter location number to select --: *

Press ENTER to accept or key new information

```

This screen is used to select the location number you wish to work with and the date you would like to appear at the top of each page on the listing. If you have only one location, the location number selection field will not be displayed. The values shown for each field on the screen are the values entered for the last selection. Accept as is or make changes.

**Date of Report (MMDDYY):**

Enter the date you wish to appear at the top of each page on the listing. This date does not affect the contents of the listing but it does allow you to confirm that the listing is current.




**Location Number (1-8):**

If your accounts payable is setup to use more than one location number, enter the one-digit location number. If you have only one location, the system automatically defaults to 'Location 1' and field is not displayed.

The difference between the detail and summary general ledger distribution listings is that the detail listing shows all distribution amounts for each general ledger number, but the summary listing only shows a total distribution amount for each general ledger number.

The difference between the detail and summary check register listings is that the detail listing shows all checks printed for each supplier, but the summary listing only shows a total amount of all checks printed for each supplier.

### Function Keys

-  ⇒ Confirm entries and continue processing. The date file will be updated and the reports are submitted to batch.
-  ⇒ Unlock screen and change entries.
-  ⇒ Exit and return to Menu AP0090.

## **Period End Close**

### ***Function***

This option is used to backup your accounts payable files and complete your period end close.

To prepare to run the Period End Close procedure:

- Process all the voucher batches for the period you are closing. Period End Close cannot be run if there are unposted batches. You should not enter any voucher batches or do a computer check run for the next period until this option has been executed.
- Complete check processing cycle. You cannot close the period if check cycle in progress.
- Print and file period end reports.
- Tape (APM300).
- Make sure no one is using or accessing Accounts Payable.

The Period End Close procedure performs several tasks:

- Accounts Payable files are backed up prior to the period end close.
- Prints Periodic Add To Reconciliation Master File-AP057R report.
- Prints Detail List By Voucher-AP204R.
- Add information to Accounts Payable History files.
- Add information to year-to-date G/L detail history files.
- Add information to year-to-date voucher paid history files.
- Add paid checks to outstanding reconciliation file.
- Retrieve general ledger transactions created from the Accounts Payable interface and transfer them to the GL Hold file by location.
- Setup A/P files for the next period.
- Rebuild Alpha Search table (optional).

### ***Notes***

Period-end processing must be done separately for each location.

Outstanding vouchers are not be added to the history file until they have been paid.

The first screen displayed is the *Run Confirmation* screen, press **F5** to continue to the next screen.

```
Accutech Computer Systems Limited
Accounts Payable Period Close

1) Insert tape volume          APM300

2) Press ENTER to continue

F1=Cancel
```

Before proceeding make sure no other conflicting jobs are active. If you have not yet inserted your APM300 tape in the tape device, do so now. Press **Enter** to save accounts payable files and continue to the next screen or **F1** to cancel and return to Menu AP0090. Message displayed at terminal: *Accounts Payable Files Now Being Saved.*

```

Accutech Computer Systems Limited - Accounts Payable System
8/12/96    9:14:13    ACCOUNTS PAYABLE SELECTION
                Period-end Closing Procedure

Enter date of report to print-----: 063196  Jun 31, 1996
Enter location number to select --: 1  BANK-DOMESTIC

Press ENTER to accept or key new information

```

This screen is used to select the location number you wish to work with and the date you would like to appear at the top of each page on the check reconciliation report. This report indicates which checks were added to the check reconciliation file.

### Field Descriptions

#### **Date of Report To Print (MMDDYY):**

Enter the date you wish to appear at the top of each page on the listing. This date does not affect the contents of the listing but it does allow you to confirm that the listing is current.

#### **Location Number To Select (1-8):**

Enter the location number you wish to work with. If you have only one location, the *Location Number To Select* field is not displayed.

The field value(s) displayed are the values, which were last entered on the date file. If you do not wish to change these values, press  to accept default.

### **Function Keys**

- |                                      |   |  |
|--------------------------------------|---|--|
| <input type="button" value="Enter"/> | ⇒ | Confirm entries and continue processing. The date file will be updated and the period end processing will begin. The final screen displayed is the rebuild alpha search run confirmation screen. Press <input type="button" value="F5"/> to execute or <input type="button" value="F1"/> to cancel and return to Menu AP0090. Message displayed at terminal upon completion: <i>Periodic Closing of Accounts Payable, Loc- # completed.</i><br>For further information refer to your <b>Accounts Payable Setup Manual, Menu SM0100: Setup Menu-A/P, option Rebuild Supplier Alpha Search File.</b> |
| <input type="button" value="F1"/>    | ⇒ | Cancel and reselect.   |
| <input type="button" value="F7"/>    | ⇒ | Cancel and return to Menu AP0090.  |

## **Restore Period End**

### ***Function***

This option is used to restore your accounts payable files to their original status before option **Period End Close** (page 242) was executed. The Restore function is not part of the regular period end closing and can only be used if the backup of files before the period end close was implemented.

### ***Notes***

Procedure requires a dedicated accounts payable system.

If there were no problems with the period close, a message will be displayed informing the user to rerun the period close -- before rerunning the period close check to be sure it has not already been successfully completed.

If the period close was stopped at some point after the files had been successfully backed up, you will be prompted to insert backup tape volume id APM300. After these have been restored, the Restore procedure will automatically restart the period close from a point just after the backup of the files.

The first screen displayed:

```
Accutech Computer Systems Limited
Accounts Payable Restore for Period Close

1) Insert tape volume          APM300

2) Press ENTER to continue

F1=Cancel
```

Make sure no one else is accessing accounts payable. If you have not yet inserted your APM300 tape in the tape device, do so now. Press  to execute the restore or  to cancel and return to Menu AP0090.

Message displayed at terminal: *Accounts Payable Files Now Being Restored*. All the accounts payable files will be restored to the disk so that they are back to their original status.

The restore procedure will restart the period end close. Press  to initiate or  to cancel and return to Menu AP0090.

**Menu AP0100: Year End Processing**

```
Company: 81 Accutech Documentation V3          System:  OTTAWA1
Appl...: FMSNBFAP                Accounts Payable
Menu...: AP0100                  Year End Processing

Select one of the following:

    Calendar Year End Close                Rpt AP081R
    Fiscal Year End Close
    Restore Fiscal Year End

                                                    Bottom
F3=Exit   F6=Messages   F9=Command entry   F10=Change company   F11=Change menu
F13=Services   F14=Toggle info   F24=Function Lookup   Attn=Change application
```

If you selected Year End Processing from the Accounts Payable Menu Selection menu, the above menu is displayed. To make a selection from the Menu, use the cursor control keys to position the cursor on the appropriate selection and press **[Enter]**.

## **Calendar Year End Close**

### ***Function***

This option is used to prepare your accounts payable system for a new calendar year. The close function will force the payment due weeks to a minus on the open item file. This enables you to start at due week 01 at the beginning of January each year.

Run this option on the last working day of the current fiscal year.

The following reports are generated:

- AP081R-Year End Update of Open Item Records
- Voucher Paid History By 1099 Code (U.S. if selected)

The first screen displayed is the *Run Confirmation* screen, press **F5** to continue to the next screen.

```
Accutech Computer Systems - Accounts Payable System
YEAR-END CLOSE (CALENDAR)

Use this option (AXYTD1CL) to close A/P when you start at Week 01.
Do you wish to continue? (Y/N) ----: N

F1=Cancel
```

If you do not wish to continue, press **Enter** or **F1** cancel and return to Menu AP0100. To close your accounts payable calendar year and start at week one, enter 'Y'. Press **Enter** to advance to the next screen.

```
Accutech Computer Systems - Accounts Payable System
YEAR-END CLOSE (CALENDAR)

Do you wish to produce a 1099 Report for the year? (Y/N) Y
```

For United States applications, the '1099' code is used to track payments to contractors for remittance purposes. If you do not wish to produce the report, enter 'N'. Press **Enter** to advance to the Recreate A/P Due Date Cross Reference screen. The calendar year end closing will continue and a listing, 'Year end update of open item records' will be produced.

If you wish to produce the 'Voucher paid history by 1099' report, enter a 'Y'. Press **Enter** to continue to the next screen.

```

Accutech Computer Systems Limited - Accounts Payable System

8/24/95  11:07:24   SELECT AND PRINT VOUCHER PAID HISTORY   FMSAP

Enter Year Selection--: ****  ie.2001

Enter Report Sequence : 2

      1) By 1099 Code
      2) By Supplier

F1=Cancel

```

### Field Descriptions

#### **Enter Year Selection:**

Enter the year you wish the report produced for (i.e. the calendar year you are closing).

#### **Enter Report Sequence (1 or 2):**

Select 1 or 2 to determine the order in which you want the report sorted.

- 1 = Sequence report by 1099 code.
- 2 = Sequence report by supplier number.

### **Function Keys**

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="button" value="Enter"/> | ⇒ | Confirm entries and continue processing. AP076R-Voucher Paid History By 1099 is submitted to batch (if applicable). If there are no 1099 records the report is cancelled. The next screen displayed is the <b>Update Due Date Cross Reference</b> screen (for further information see page 197). AP081R-Year End Update Of Open Item Records is submitted to batch. |
| <input type="button" value="F1"/>    | ⇒ | Cancel and return to Menu AP0100.   |
| <input type="button" value="F9"/>    | ⇒ | Unlock screen and change entries.   |

## **Fiscal Year End Close**

### ***Function***

This option is used to backup and close year in accounts payable and prepare for the new fiscal year.

To prepare to run the Fiscal Year End Close procedure:

- Complete final period end close. Do not enter any transactions for the new fiscal year until the current year has been closed.
- Print and file year end reports.
- Initialize tape APM900.
- Make sure no one is using or accessing Accounts Payable.

Fiscal Year End Close procedure performs several tasks:

- Accounts Payable files are backed up prior to clearing out year-to-date information.
- Remove any records from the due date cross reference file which are over one year old.
- Zero out year-to-date discount, gross amount and general ledger distribution totals on the supplier master.
- Tag last year's voucher paid history records so that they are not included in the year-to-date check register.
- Requires update of fiscal period end dates.

### ***Notes***

Fiscal Year End Close must be run for each location.

The first screen displayed is the *Run Confirmation* screen, press **F5** to continue to the next screen.

```

Accutech Computer Systems Limited
Accounts Payable Year-End Close

1) Insert tape volume          APM900

2) Press ENTER to continue

F1=Cancel

```

If you have not yet inserted your APM900 tape in the tape device, do so now. Press **Enter** to save accounts payable files and continue to the next screen or **F1** to cancel and return to Menu AP0100. Message displayed at terminal upon completion: *Backup of Files Completed.*

```

Accutech Computer Systems Limited - Accounts Payable System
8/30/95   12:58:33           YEAR END CLOSE           FMSAP

Location number -----: 1  ANY BANK

Enter last digit of new year -: 0

If you have more than 1 location you must run this
for each one
This procedure should only be run after you have
closed last period of your fiscal year and have a
backup

It will clear your history files to begin new year
and drop due date reference records older than 1 year

F1=Cancel

```

#### Location Number (1-8):

If you have multiple locations, enter the location number for which year end close is to be done. If you have only 1 location, this field will not be displayed.

#### Last Digit of New Year:

Enter the last digit of the new year. For example, if you are closing fiscal year 1995, enter '6' (1996).

Press **Enter** to confirm entries and continue processing or **F1** to cancel and return to Menu AP0100. If no errors are found a message will be displayed, *No errors found - press ENTER*. Press **Enter** again. Records, which are over a year old, are removed from the due date cross reference file. Fields such as year-to-date discount, gross amount, and general ledger distribution totals, on the supplier master are set to zero. Last year's voucher paid history records will be tagged so they are not included in the year-to-date check register.

The next screen displayed is the *A/P Setup-Change Period Dates Run Confirmation* screen, press **F5** to continue to the next screen.

```

8/30/95      Accutech Computer Systems Limited - Accounts Payable System
              13:54:24                                          FMSAP

              FISCAL PERIOD END DATES

Prior year end . 000000
Period 01 . . . . 000000
" " 02 . . . . 000000
" " 03 . . . . 000000
" " 04 . . . . 000000
" " 05 . . . . 000000
" " 06 . . . . 000000
" " 07 . . . . 000000
" " 08 . . . . 000000
" " 09 . . . . 000000
" " 10 . . . . 000000
" " 11 . . . . 000000
" " 12 . . . . 000000

Please enter the period end dates corresponding to each of your fiscal periods
F1=Cancel

```

This is an example of the Fiscal Period End Dates (for 12 periods) screen. Enter at Least 12 Fiscal Period End Dates (MM/DD/YY). Depending on whether you selected 12 or 13 periods in your fiscal year (see **Accounts Payable Setup Manual, Menu SM0100: Setup Menu-A/P, option Edit System Options**), you will enter the appropriate number of period end dates.

Enter the ending dates for each period, using six digits in this format: Month/Day/Year. You must also enter the period end date coinciding with your prior year end.

### Function Keys

- Enter** ⇒ Confirm entries and continue processing. Once fiscal year end close is complete, you will receive a message displayed at your work station, *Year-End Closing of Accounts Payable Completed*. Press **Enter** to continue and return to Menu AP0100.
- F1** ⇒ Cancel and return to Menu AP0100.
- F9** ⇒ Unlock screen and change entries.

**Restore Fiscal Year End*****Function***

This option is used to restore your accounts payable files to the way they were prior to initiating the Fiscal Year End Close.

This option is only used if there were problems with the fiscal year end closing.

```
Accutech Computer Systems Limited
Accounts Payable Restore for Year End Close

1) Insert tape volume          APM900

2) Press ENTER to continue

F1=Cancel
```

Make sure no one else is accessing accounts payable. If you have not yet inserted your APM900 tape in the tape device, do so now. Press  to restore accounts payable files or  to cancel and return to Menu AP0100.

All the accounts payable files saved prior to option **Fiscal Year End Close** are restored from tape to disk. Message displayed at terminal upon completion: *Accounts Payable Files Successfully Restored.*

## ***Appendix A: Accounts Payable Data Entry Forms***

This appendix lists the three data entry forms included with the Accounts Payable Reference Manual. The forms are provided to assist you with voucher batch processing and supplier file maintenance. We recommend that you photocopy these forms and keep the originals with your manual.

---

- **Voucher Batch Work In Progress Control Sheet** (Form AP-1)
- **Voucher Form** (Form AP-2)
- **Supplier Maintenance** (Form AP-3)