

<b>Overview</b>	<b>1</b>
Package Overview .....	1
How To Use This Manual .....	1
A/P Menu Bar Selections and Definitions .....	2
Some Accounts Payable Concepts And Terms .....	6
A/P Accounting Considerations .....	9
<b>Maintenance</b>	<b>11</b>
Vendor File Maintenance .....	11
Application Overview .....	11
Run Instructions .....	12
A/P Account File Maintenance .....	33
Application Overview .....	33
Run Instructions .....	34
FOB Code File Maintenance .....	39
Application Overview .....	39
Run Instructions .....	39
Ship Via Code File Maintenance .....	43
Application Overview .....	43
Run Instructions .....	43
Job Code File Maintenance .....	47
Application Overview .....	47
Run Instructions .....	47
<b>Inquiry</b>	<b>51</b>
Vendor Account Inquiry .....	51
Application Overview .....	51
Run Instructions .....	51
A/P Account Summary Inquiry .....	55
Vendor File Inquiry .....	57
Application Overview .....	57
Run Instructions .....	57
<b>Processing</b>	<b>67</b>
A/P Transaction Processing .....	67
Application Overview .....	67
Run Instructions - Double Screen Transaction Entry .....	69
Run Instructions - Single Screen Transaction Entry .....	81
Landed Cost Processing .....	89
Advanced P.O. Processing .....	91
Receiving Accrual Account Reconciliation .....	91
Speedy Voucher Processing .....	91
Recurring Voucher Processing .....	93
Application Overview .....	93
Run Instructions .....	93
A/P Open Item Adjustment .....	101
Application Overview .....	101
Run Instructions .....	101
Post A/P Transactions .....	109

Application Overview.....	109
Run Instructions .....	109
Post Recurring A/P Transactions .....	111
Application Overview.....	111
Run Instructions .....	111
Post Adjustment Transactions .....	115
Application Overview.....	115
Run Instructions .....	115
Post A/P Checks .....	117
Application Overview.....	117
Run Instructions .....	117
Payment Preparation.....	121
Application Overview.....	121
Run Instructions .....	123
Check Reconciliation.....	133
Application Overview.....	133
Run Instructions .....	133
Void Checks After Posting .....	137
Application Overview.....	137
Run Instructions .....	137
Purge A/P Open Item File .....	139
Application Overview.....	139
Run Instructions .....	139
Clear Vendor YTD Accumulators .....	143
Application Overview.....	143
Print A/P Checks .....	145
Application Overview.....	145
Run Instructions .....	146
Print/Create 1099 Forms.....	153
Application Overview.....	153
Run Instructions .....	154
<b>Reports .....</b>	<b>161</b>
A/P Open Item Report.....	161
Application Overview.....	161
Run Instructions .....	161
Cash Requirements Report.....	165
Application Overview.....	165
Run Instructions .....	167
A/P Distribution to G/L Report.....	171
Application Overview.....	171
Run Instructions .....	172
Check History Report .....	175
Application Overview.....	175
Run Instructions .....	175
Vendor Analysis Report.....	179
Application Overview.....	179
Run Instructions .....	179
Vendor History Report.....	181
Application Overview.....	181
Run Instructions .....	181
Job Distribution Report.....	183
Application Overview.....	183
Run Instructions .....	183

Job Analysis Report .....	187
Application Overview.....	187
Run Instructions .....	187
Vendor Audit Trail Report.....	191
Application Overview.....	191
Run Instructions .....	191
Pre-Check Writing Report .....	195
Application Overview.....	195
Run Instructions .....	195
Check Reconciliation Report.....	199
Application Overview.....	199
Run Instructions .....	200
Manual Check Register Report .....	205
Application Overview.....	205
Run Instructions .....	205
<b>Utilities Setup .....</b>	<b>209</b>
A/P Setup .....	218
Application Overview.....	218
Run Instructions .....	219
Print Spooled Reports .....	226
Application Overview.....	226
Run Instructions .....	226
Reset Fully Paid Status .....	228
Application Overview.....	228
Run Instructions .....	228
A/P Invoice Import Utility .....	231
Introduction.....	231
Functionality .....	231
Import File Layout.....	231
<b>A/P Global Utilities .....</b>	<b>235</b>
A/P Global Control.....	235
1. Print Voucher Reference On A/P Check.....	235
2. Use Rec Accrual Account Reconciliation .....	236
3. Vendor Remit To Flag .....	236
4. Print Vendor Name On A/P Check.....	237
5. Allow Dist To PO line Item Acct for Non-Inv Item PPV .....	237
6. Dist To PO Line Item Acct For Non-Inv Itm By Default .....	238
7. Voucher Reference For Interface to G/L.....	238
Using Global Utilities .....	239
Receiving Accrual Account Reconciliation .....	239
Speedy Voucher Processing .....	251
Remit-To Vendor .....	255
Dist To PO Line Item Acct For Non-Inv Item By Default .....	261
A/P Batch Processing.....	263

**This Page Intentionally Blank**

## Overview

### *Package Overview*

#### How To Use This Manual

When most people receive a new product, they want to use it right away. Unfortunately, this is not quite possible when dealing with computer hardware and software. This manual is intended to serve as a reference guide in describing the functionality and the application of the **Accounts Payable** package.

The first few sections of this manual are intended to introduce the user to the **Accounts Payable (A/P)** system and help get started. The latter sections are for reference when the user has specific questions about each of the **Accounts Payable** applications. These applications are described later in this section under **A/P Menu Bar Selections and Definitions**.

The **Accounts Payable** Package allows you to use miscellaneous or one-time-payment vendors. Miscellaneous vendors are vendors your company will have very limited **A/P** activity with. The advantage of using miscellaneous vendors is keeping the number of vendors in your vendor file limited to vendors you regularly do business with. When the miscellaneous vendor has been fully paid and the **A/P** Open Item file is purged, the vendor will be deleted from the Master Vendor file and the vendor totals will be added to the default miscellaneous vendor number **\*99999**. This will keep the vendor file free of inactive or one-time-payment vendors. The **\*99999** vendor number will maintain year-to-date totals for all deleted miscellaneous vendors.

It is suggested that the user first read the **System Manager** manual. The **Package Overview** section of this manual gives an overview of the **Accounts Payable** Package. The **General Operator Instructions** in the **System Manager** manual explains how to enter and edit data and the use of special keys on the keyboard. The **Startup** section gives step-by-step instructions on how to load the programs, create the data files and enter the initial data. The **Processing Procedures** section gives direction in daily, period and year ending procedures.

The user should then scan each of the **A/P** sections to understand how each of the **A/P** applications work. A very basic description of each of these applications is also contained under the heading **A/P Menu Bar Selections and Definitions** which is part of this **Package Overview**.

Data Load Sheets are included in this manual under many of the applications. These sheets may be used to manually fill out the data that must be entered at the computer. They may be helpful in easing data entry.

Sample screens and reports are also included under each of the appropriate **A/P** applications. These are a guide to show the user the type of screens and reports that may be obtained from the system.

## A/P Menu Bar Selections and Definitions

There are many Accounts Payable functions, which can be performed by the **A/P** package. These applications are as follows:

### Maintenance

#### Vendor File

Allows entry of the basic information about every vendor you do business with. Almost every major application in the **A/P** package uses the Vendor file to ensure that processing done to a vendor is handled according to the specifications for that vendor.

#### A/P Account File

Allows the user to designate which **G/L** accounts may be used with the **A/P** package.

#### FOB Code File

Allows the user to specify FOB codes associated with each vendor.

#### Ship Via Code File

Allows the user to specify ship via codes associated with each vendor.

#### Job Code File

Allows the user to specify allowable job numbers.

#### Check File

Posted check file maintenance.

### Inquiry

#### Vendor Account

Allows you to view on the screen all the open items in a vendor's account.

#### Vendor File

Allows you to view on the screen detail information about each vendor.

### Processing

#### A/P Transaction Processing

Allows you to enter all day-to-day **A/P** transactions.

### **Recurring Voucher Processing**

Allows you to enter payables that recur on a regular basis and for which there is no invoice or reminder of when payment is due.

### **A/P Open Item Adjustment**

Allows you to make adjustments to items in the A/P Open Item file. You may change the Due Date, Discount Date, Allowable Discount Balance or you may enter a manual payment for an open item.

### **Post A/P Transactions**

This application will update the files in **A/P** with the information that was in the **A/P Transaction File**.

### **Post Recurring Transactions**

This will update the **A/P** transaction files in **A/P** with the information that was entered in the **Recurring Voucher Processing** application.

### **Post Adjustment Transactions**

This application will update the **A/P** Open Item File files and **A/P** Distribution to **G/L** file in **A/P** with the information from the **Open Item Adjustment** entry application.

### **Post A/P Checks**

This application will update **A/P** files with the information that was printed in the **Print A/P Checks** application.

### **Payment Preparation**

Allows you to select vouchers for payment or deferral.

### **Check Reconciliation**

Allows you to select checks to mark as paid, then print an Accounts Payable Check Reconciliation report that will show which checks are paid and which are unpaid. The reconciled checks may then be purged from the file.

### **Void Checks After Posting**

Allows you to void a check that has been posted to the **A/P** files.

### **Purge A/P Open Item File**

Allows the user to purge all invoices that have been fully paid from the **A/P** Open Item file up to a particular cut-off date by vendor.

### **Clear Vendor YTD Accumulators**

Allows the user to move the current year-to-date purchases and discount values to last-year purchases and discount values and then clear the current year-to-date values.

### **Print A/P Checks**

Allows you to print checks that have been selected in **Payment Preparation**.

### **Print/Create 1099 Forms**

Allows you to print Federal 1099-MISC forms once a year for the government. They are printed for individuals who received compensation from your company.

## **Reports**

### **A/P Open Item Report**

Allows you to print a report of all items in the **A/P** Open Item file. These items include all new **A/P** transactions that have been posted.

### **Cash Requirements Report**

Allows you to print a report of the cash needed to pay all **A/P** open items up through a certain date.

### **A/P Distribution to G/L Report**

Allows the user to print a report showing the account distributions that will be interfaced to **G/L**.

### **Check History Report**

Allows the user to print a report showing information on checks, which have been written since the last purge date of the **A/P** Open Item file.

### **Vendor Analysis Report**

Allows the user to print the **Vendor Analysis Report**, which compares purchases and discounts for the different vendors for the year-to-date and for last year.

### **Vendor History Report**

Allows the user to print a report showing information on paid vendor invoices if they were paid since the cut-off date of the last purge of the **A/P** Open Item file.

### **Job Distribution Report**

Allows the user to print the **Job Distribution Report** which gives a breakdown of expense distributions by **G/L** account number for each job.

### **Job Analysis Report**

Allows you to print a report that shows all **PR** expensed, **A/P** expensed, and **A/R** billed against a job, and compares these to budgeted job figures.

### **Vendor Audit Trail Report**

Allows you to print detailed information about the Vendor File and how it has been changed. This option needs to be turned on in **A/P Setup** under the **Util\_setup** pull down window before you can use this report.



**Pre-Check Writing Report**

This report will detail all information that will be printed on the checks. The **Pre-Check Writing Report** should be run BEFORE you print your checks.

**Check Reconciliation Report**

This report will help in reconciling your statements from the bank.

**Manual Check Register Report**

The register of Manual Checks may be printed with this option. This report must be run after printing manual checks.

**Check History Distribution Report**

Auditing report for invoice line item paid the check.

**Util setup****A/P Setup**

Allows the user to tailor the **Accounts Payable** package to the way you do accounting in your company.

**Print Spooled Reports**

This will allow you to display to the screen or to print all reports that were sent to the hard disk drive from **A/P** applications.

**Reset Fully Paid Status**

This procedure resets the fully paid flag status for records in the **A/P** Open Item File.

**Global Utilities**

These are extended features and functions available on a “**Pick & Choose**” basis.

**A/P Global Control****Receiving Accrual Account Reconciliation****Speedy Voucher Processing****Remit-To Vendor****A/P Batch Processing**

## Some Accounts Payable Concepts And Terms

A few accounting terms should be defined here for those who may not have much background in accounting.

Accounting is the keeping of financial records of a business concern (and the analysis and interpretation of those records). An account is one category of the records that are kept; for example, all records concerning a particular customer's transactions would make up that customer's account.

Next, accounts payable is simply the money that your company owes to its vendors in exchange for goods or services received but not yet paid for. A vendor is simply a person or company who sells goods or services.

Debit (abbreviated **DR**) is an item of debt as recorded in an account. It is a type of entry in an account. Credit (abbreviated **CR**) is essentially the opposite type of entry in an account.

We will frequently use the term transaction, which is an instance of doing business, or an exchange. Typical transactions in this **Accounts Payable** system are the recording of new items of **Accounts Payable** and the printing of checks (that is, payment transactions). The word transaction is frequently abbreviated as TRX.

When transactions are entered into the computer to record them, they are usually entered into a temporary Transaction File. The transaction in the Transaction File can be easily changed or deleted. After the correctness of the transactions has been verified, they may be posted to become part of more permanent data files, similar to the way that, in bookkeeping, transactions are posted from a journal (book of daily transactions) to a ledger (a final book of accounts).

We frequently refer to vouchers in **Accounts Payable**. A voucher is an authorization to pay for something. It is a document that serves as proof that a transaction occurred. For example, when new **A/P** transactions are being entered, each transaction (for example, the receipt of an invoice from a vendor) generates a voucher. Vouchers are identified by a voucher number. Sometimes there is actually no piece of paper associated with a voucher that is in the computer. For example, when someone refers to vouchers that are in the computer, it does not mean that, if you open the computer cabinet, you will find a pile of paper vouchers stored there. What it means is that the data relating to vouchers is stored on the computer's disk and that the computer is capable of printing a record of the actual vouchers at some later time.

We also have the concept of a document that can apply to another document. For example, if your company purchases an item from a vendor and a voucher is made to indicate that there is an **Accounts Payable** open item pertaining to that vendor, the vendor or your company may discover that the price charged for the item was too high. A credit memo might be sent out by the vendor to decrease the amount owed. This credit memo would be entered as a voucher that would decrease the Accounts Payable while a regular invoice would increase the Accounts Payable. A debit memo, in which the vendor advises your company that it owes an additional amount, acts to increase Accounts Payable. When your company pays the vendor, for example, by a computer printed or handwritten check, the Accounts Payable is decreased.

The General Ledger is a collection of accounts into which all the financial transactions of the company are distributed after being classified. Each General Ledger account is identified by an account number. This number is divided into three parts: a main account number, profit center, and department number. The format of an account number is XXXXX-YYYYY-ZZZZZ where XXXXX represents the main account number, YYYYY the profit center, and ZZZZZ, the department number.

The profit center number is useful for tracking income and expenses associated with different profit centers within a company. For example, your company might have two major divisions associated with the sale of product type A and product type B. To keep separate accounts of income and expenses associated with the two different product lines (profit centers) you could assign a profit center number of 100 to all income and expense accounts associated with product type A and a profit center number of 200 to all income and expense accounts associated with product type B.

This example is taken a step further by dividing each profit center into functional departments, such as sales, marketing, advertising, customer support, or education. The income and expenses associated with each departmental group could then be identified with a department number.

In double entry bookkeeping, debit and credit entries are made to different General Ledger accounts so that the entries exactly balance. That is, the total of the debit entries equals the total of the credit entries for a particular transaction. For example, suppose your company makes a payment on its account with a vendor. The Accounts Payable account of the company (the amount owed to the vendors) would be debited while the cash in the bank account would be credited. Thus the debit and credit in these two accounts would offset each other and equal zero.

Another concept of importance is discount. From an **A/P** viewpoint this is a reduction in the amount your company owes to a vendor. Frequently, discounts are granted by a vendor if payment is made on or before a certain number of days after the invoice is presented. For example, companies often allow a two-percent discount if payment is made in 10 days from the date of the invoice. A valid discount then is one that is claimed within the proper time limit.

The age of Accounts Payable open items is of interest. The age is simply how old in days the Accounts Payable item is. It is important when keeping track of discounts so as not to lose their validity. Also interest may be charged by the vendor on Accounts Payable which have a certain age, for example, more than 30 days past due.

Other accounting and Accounts Payable terms will be explained as they are encountered in describing the **A/P** applications sections of this manual.

**This Page Intentionally Blank**

## A/P Accounting Considerations

### Profit Centers

Profit centers are branches or possibly departments of a company, which are considered to be separate from each other in terms of revenue and expenses. The purpose for setting up profit centers is to determine the profitability of the different areas. This is done by setting up separate revenue and expense accounts for each profit center and distributing the revenues and expenses to the appropriate accounts. For example: the expense accounts for branches A, B, and C might be 50000-10000-00000, 50000-20000-00000, and 50000-30000-00000, respectively. When an invoice comes in for merchandise needed exclusively by profit center B, then the entries generated would be a credit to **A/P** and a debit to expense account 50000-20000-00000.

### Job Numbers

Jobs are particular projects, activities, or contracts. The purpose for setting up a job is to allow tracking of expenses associated with it in order to determine its cost. Each job for which expenses will be tracked is given a number. When each new **A/P** transaction is entered into the system, the invoice amount can be distributed to one or more jobs. Then, after vouchers have been posted, a Job Distribution report can be printed which will itemize all expenses for each job. Expenses can be tracked by job and by profit center concurrently.

### Multiple A/P Accounts

Multiple **A/P** accounts really only have significance in **G/L**. They would be used if you want to have a breakdown of different types of **A/P** shown on the Balance Sheet and Trial Balance. When multiple **A/P** accounts are being used, the **A/P** account number will be entered on each new **A/P** transaction entered into the system. The field will, however, default to any account number you wish.

### Multiple Cash Accounts

It is best to have at least two cash accounts if you will be printing computer checks and writing checks manually. Using two cash accounts will avoid confusion that could be caused by having both types of checks appear together on reports, such as the **Check Register** and the **Check Reconciliation** report.

### Discount Account

When a payment is made in **A/P**, it normally consists of a debit to **A/P** and a credit to cash. If a discount is taken, the debit to **A/P** will be larger than the credit to cash and the difference will be posted as a credit to a discount account. For example, there is a \$10.00 invoice with a \$1.00 discount. A \$9.00 check is written to fully pay the invoice, so there would be a \$10.00 debit to **A/P**, a \$9.00 credit to cash, and a \$1.00 credit to discounts. The discount account would normally be considered a revenue or an expense account with a typical credit balance.

## **Miscellaneous Charges Account**

Miscellaneous charges are an expense. If this expense is to be distributed to the different expense accounts, jobs and profit centers, along with the rest of the invoice amount, then a miscellaneous charges account need not be set up. If, on the other hand, miscellaneous charges are always to be posted to a particular account and are not further distributed, then a miscellaneous charges expense account is needed.

## **Sales Tax Account**

Sales tax is an expense. If this expense is to be distributed to the different expense account, jobs and profit centers, along with the rest of the invoice amount, then a sales tax account need not be set up. If, on the other hand, sales tax is always to be posted to a particular account and is not further distributed, and then a sales tax expense account would be needed.

## **Freight Charges Account**

Freight charges are an expense. If this expense is to be distributed to the different expense accounts, jobs and profit centers, along with the rest of the invoice amount, then a freight charges account need not be set up. If, on the other hand, freight charges are always to be posted to a particular account and are not further distributed, then a freight charges account would be needed.

## Maintenance

### *Vendor File Maintenance*

#### Application Overview

The **Vendor File** is used to store information on all companies and individuals from whom materials, supplies, and services are purchased. This application allows entry of information into this file and then maintenance of this data.

The **Vendor File** contains information such as the vendor's name, address, telephone number, federal 1099 information, and credit terms given your company. For each vendor, the package also keeps track of the total purchases made, discounts taken, and payments made so far in the current year and for the previous year.

There are three different entry screens used in the **Vendor File** application. The first screen is where general vendor information pertaining to **A/P** is entered. The second screen is where information pertaining to **Elliott's Purchase Order and Receiving** package is entered. It contains default values regarding purchasing from this vendor, such as **FOB** and **Ship Via**, as well as historical purchasing and performance statistics for the vendor. The third screen allows for what are called **Vendor Automatic Distributions**. (This is the subject of the next paragraph.) This third screen information is optional and will only be entered if you specify on the first screen that the vendor is to have automatic distributions.

When an invoice comes in and is entered into the system, the invoice amount is posted to the **General Ledger** as a credit to **A/P**. This is counter-balanced by a debit to one or more expense accounts. The posting of these debits is called expense distribution, since we are sometimes distributing the expenses to several accounts. This distribution process is explained more completely in the **Application Overview** for **A/P Transaction Processing**. Automatic vendor distributions are designed to speed up this often-tedious task of entering expense distributions, especially where the distribution is fairly predictable ahead of time. For example: say you have a vendor called Universal Office Supply. Whenever an invoice comes in from this vendor, the credit to **A/P** is counter-balanced by a debit to the office supply expense account. The automatic distributions for the vendor could be set up to automatically debit the office supply expense account for the invoice amount. But, say you have your company divided into three-profit centers - 100, 200, and 300. You find from past records that, on the average, profit center 100 uses 20% of the office supplies, 200 uses 50%, and 300 uses the remaining 30%. The automatic vendor distributions could easily be set up to distribute the expense to three different accounts, according to these percentages.

The **Numeric\_list** displays a report of the information on file for a selected range of vendors from whom you have made no purchases since a specified date. It also prints a report of related **Purchase Order And Receiving** information, and lists miscellaneous vendors.

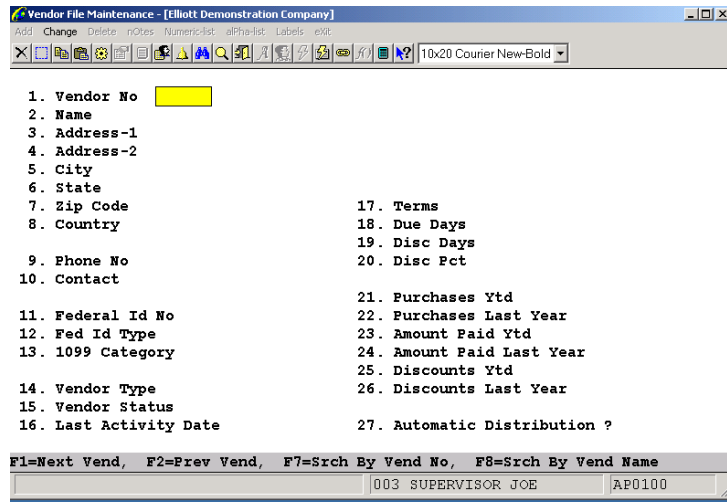
The **Alpha\_list** is printed in alphabetical order by the vendor name and only shows some of the information on file for each vendor. See the sample report for information on exactly what is printed on the report.

By selecting **Notes** from the **Vendor File** menu bar, you can define any additional requirements for each vendor record on file. The benefit of this feature is apparent when you need special information that isn't present in any other file maintenance application. The **Notes** function displays a window that enables entry of the vendor's account number. You can enter up to 5 lines 30 characters each of additional comments plus one date and 1 amount field. The descriptions for these lines must be entered in **A/P Setup** in the **Util\_setup** pull down window before you can access this application.

By selecting **Labels** from the **Vendor File** menu bar, you can print mailing labels for a selected range of vendor accounts. The actual label size should be defined in **Label Code Setup** in the **Util\_setup** off the **Elliott** main menu bar. The default label code setting is defined in **A/P Setup**.

## Run Instructions

Select **Vendor File** from the pull down **A/P Maintenance** window. The following screen will then be displayed:



1. Vendor No	
2. Name	
3. Address-1	
4. Address-2	
5. City	
6. State	
7. Zip Code	
8. Country	
9. Phone No	
10. Contact	
11. Federal Id No	
12. Fed Id Type	
13. 1099 Category	
14. Vendor Type	
15. Vendor Status	
16. Last Activity Date	
17. Terms	
18. Due Days	
19. Disc Days	
20. Disc Pct	
21. Purchases Ytd	
22. Purchases Last Year	
23. Amount Paid Ytd	
24. Amount Paid Last Year	
25. Discounts Ytd	
26. Discounts Last Year	
27. Automatic Distribution ?	

F1=Next Vend, F2=Prev Vend, F7=Srch By Vend No, F8=Srch By Vend Name

003 SUPERVISOR JOE AP0100

### Vendor File Maintenance Entry Screen – Screen 1

The following options are available:

- \* Select the desired mode from the **Vendor File** menu bar
- \* Enter the data requested on the screen
- \* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.



## Entry Field Descriptions: Base Data Screen 1

Name	Type and Description
1. Vendor No	<p>6 alphanumeric characters.</p> <p>This number is used throughout the <b>Accounts Payable Package</b> to refer to the vendor.</p> <p>Pressing the <b>F7</b> key will allow you to search for the vendor by number or pressing the <b>F8</b> key will allow you to search for the vendor by name. This is useful in the change or delete modes to find a vendor when you do not know the vendor number. If you wish to use miscellaneous Vendors, you must enter vendor number *99999. This vendor is used to accumulate totals for all vendors after the open item file is purged.</p> <p>For more information on miscellaneous vendors, refer to the <b>Package Overview</b> section of this manual.</p>
2. Name	<p>30 alphanumeric characters.</p> <p>Enter the vendor's name.</p> <p>In most places in <b>A/P</b> where the vendor's number is entered, the <b>F8</b> key can be pressed and a search for the vendor by this name is allowed. If you have a large number of vendors and will be using the <b>F8</b> key search, it would be best to keep the name as simple as possible and enter it in a format that will allow it to be alphabetized, e.g., <b>Food Store</b> instead of <b>The Food Store</b>. This will also make for a more meaningful Alphabetical Print-Out. This name will also appear on checks printed for the vendor.</p>
3. Address-1	<p>30 alphanumeric characters.</p> <p>Enter the vendor's address, as it is to appear on checks.</p>
4. Address-2	<p>30 alphanumeric characters.</p> <p>Enter the vendor's address as it is to appear on checks.</p>
5. City	<p>15 alphanumeric characters.</p> <p>Enter the vendor's city as it is to appear on checks.</p>
6. State	<p>2 alphanumeric characters.</p> <p>Enter the United States Post Office code for the vendor's state, for example TX = Texas.</p>
7. Zip Code	<p>10 alphanumeric characters.</p> <p>Enter the vendor's zip code.</p>
8. Country	<p>15 alphanumeric characters.</p> <p>Enter the vendor's country. If the vendor's country is the same as the country where you are located, you may wish to leave this field blank so that the check will not have this unnecessary information printed on it.</p>

Name	Type and Description
9. Phone No	12 alphanumeric characters.  Enter the phone number that is used to contact the vendor for inquiries on your account.
10. Contact	20 alphanumeric characters.  Enter the name of the person who is to be contacted for inquiries on your account.
11. Federal Id No	9 numeric digits (999999999).  This field is used solely for vendors whose <b>Accounts Payable</b> payments must be reported to federal and state governments on a 1099 form on a yearly basis.  Enter the federal ID number of the vendor. If the vendor does not have a federal ID number, then his social security number can be used. This field is not required.
12. Fed Id Type	1 alphanumeric character.  If a federal ID number was entered above, enter F. If a social security number was used, then enter S. Once this field has been entered, the federal ID number will be redisplayed in the correct format. This field is not required.
13. 1099 Category	1 alphanumeric character.  The 1099 category entered (1 thru 8) will indicate in which box the 1099 data will print. (ie. 1099 category 3 will print in box 3.) If the 1099 category is NOT 1 thru 8 the YTD payment amount will print in box 7.  The 1099 forms can only be printed for one category of vendor at a time.
14. Vendor Type	3 alphanumeric characters.  This is a user-defined field. It can be used for anything you like.
15. Vendor Status	1 alphanumeric character.  This field has four valid values:  " " = Normal Status - Normal activity allowed and discounts are taken according to vendor terms.  A = Always Take Discount - Discounts will be taken on all payments to this vendor, regardless of due dates. This allows certain vendors to be flagged as having trade discounts.  H = Hold Payments - Computer checks will not be printed for this vendor. Manual payments can still be entered, but a warning will be displayed.  N = No Purchases - Payments will still be allowed by this package, but if the <b>Purchase Order Package</b> is being used it will not allow entry of new purchase orders for this vendor.  This field defaults to normal status (blank).
16. Last Activity Date	A date in the standard date format.  This date will be updated by the package every time a voucher is entered into the

Name	Type and Description
	<p>system for the vendor. The invoice date of the voucher entered will be used.</p> <p>This field will default to the system date.</p>
17. Terms	<p>15 alphanumeric characters.</p> <p>This is a description of the terms allowed by the vendor. The contents of this field do not actually affect any processing in the package. The actual terms data used is entered below.</p>
18. Due Days	<p>3 numeric digits (999).</p> <p>This is the number of days from the invoice date when it becomes due.</p>
19. Disc Days	<p>3 numeric digits (999).</p> <p>This is the number of days from the invoice date when the early payment discount can still be taken.</p> <p>The number of discount days must be less than or equal to the number of due days.</p>
20. Disc Pct	<p>4 numeric digits with 2 decimal places (99.99).</p> <p>This is the early payment discount, which is allowed by the vendor.</p>
21. Purchases Ytd	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This is the total amount of all purchases made from this vendor year-to-date (so far this year). This field is automatically maintained.</p>
22. Purchases Last Year	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This is the total amount of all purchases made from this vendor last year. This field is set when the <b>Clear Vendor YTD Accumulators</b> application is run.</p>
23. Amount Paid Ytd	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This is the total amount paid to this vendor year-to-date (so far this year). This field is automatically maintained.</p>
24. Amount Paid Last Year	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This is the total amount paid to this vendor last year. This field is set when the <b>Clear Vendor YTD Accumulators</b> application is run.</p>
25. Discounts Ytd	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This is the total amount of all discounts taken on payments made to this vendor year-to-date (so far this year). This field is automatically maintained.</p>
26. Discounts Last Year	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This is the total amount of all discounts taken on payments made to this vendor last year. This field is set when the <b>Clear Vendor YTD Accumulators</b> application is run.</p>
27. Automatic Distribution ?	<p>Y or N.</p> <p>If you wish to enter automatic distributions for this vendor, enter <b>Y</b>; if not, enter <b>N</b>. Vendor automatic distribution is explained in the <b>Application Overview</b>.</p>

**Screen 2: Purchase Order Data**

Name	Type and Description
1. Buyer Contact	<p>20 alphanumeric characters.</p> <p>Enter the name of the person who is to be contacted with regard to new purchases.</p>
2. Fob Code	<p>2 alphanumeric characters.</p> <p>Enter an FOB code from the <b>FOB Code File</b>. The description of the code will display on the screen after entry. It will be used as a default when purchase orders are entered in the <b>Purchase Order and Receiving</b> package.</p> <p>In add or change mode, press the F7 key to search for FOB Code.</p> <p>This field is not required.</p>
3. Ship Via Code	<p>2 alphanumeric characters.</p> <p>Enter a Ship Via code from the <b>Ship Via Code File</b>. The description of the code will display on the screen after entry. It will be used as a default when purchase orders are entered in the <b>Purchase Order and Receiving</b> package. In add or change mode, press the F7 key to search for Ship Via Code.</p> <p>This field is required.</p>
4. Print Price On Po's ?	<p>Y or N.</p> <p>This flag indicates whether the price for each item will appear on the purchase order if the <b>Purchase Order and Receiving</b> package is being used.</p> <p>This field defaults to Y.</p>
5. Acknowledge ?	<p>Y or N.</p> <p>There is a small box on the purchase order form marked <b>acknowledge</b>. A Y or N is printed in this box by the computer. This indicates to the vendor whether or not you want him to send an order acknowledgement.</p> <p>The value entered here becomes the default value to be printed on the purchase order. It can be overridden when purchase orders are entered. This field defaults to N.</p>
6. Confirm ?	<p>Y or N.</p> <p>There is a small box on the purchase order form marked <b>confirm</b>. A Y or N is printed in this box by the computer. This indicates to the vendor whether or not you want him to send an order confirmation.</p> <p>The value entered here becomes the default value to be printed on purchase orders. It can be overridden when purchase orders are entered. This field defaults to N.</p>
7. Po's Ytd	<p>5 numeric digits (99,999).</p> <p>This is the total number of purchase orders that have been sent to the vendor year-to-date (so far this year). If the <b>Purchase Order and Receiving</b> package is in</p>

Name	Type and Description
	use, this field will be automatically updated when the Purge Closed Purchase Orders application is run.
8. Line Items Ytd	<p>7 numeric digits (9,999,999).</p> <p>This is the total number of line items on all of the purchase orders that were sent to the vendor year-to-date (so far this year). If the <b>Purchase Order and Receiving</b> package is in use, this field will be automatically updated when the Purge Closed Purchase Orders application is run.</p>
9. Lines Late Ytd	<p>7 numeric digits (9,999,999).</p> <p>This is the total number of purchase order lines for which the shipment arrived late year-to-date (so far this year). If the <b>Purchase Order and Receiving</b> package is in use, this field will be automatically updated when the Purge Closed Purchase Orders application is run.</p>
10. Pct Late Last Year	<p>5 numeric digits with 2 decimal places (999.99).</p> <p>This is the percentage of purchase order lines for which the shipment arrived late last year. This field will be set when the <b>Clear Vendor YTD Accumulators</b> application is run.</p>
11. Avg Cost Variance %	<p>5 numeric digits with 2 decimal places with an optional minus sign (999.99-).</p> <p>This is the average percentage that the cost of the items varied from the cost anticipated on the purchase order. This field will be kept current automatically if the <b>Purchase Order and Receiving</b> package is being used.</p>
12. Avg Rejected Items %	<p>5 numeric digits with 2 decimal places with an optional minus sign (999.99-).</p> <p>This is the average percentage of items, which are rejected when received. If the <b>Purchase Order and Receiving</b> package is in use, this field will be automatically updated when the Purge Closed Purchase Orders application is run.</p>
13. Avg Lead Time	<p>5 numeric digits with 2 decimal places with an optional minus sign (999.99-).</p> <p>This is the average lead-time for items received from this vendor. For example: if this figure were 20, it would mean that, on the average, it takes 20 days from the time an order is sent to the time the item is received in inventory. If the <b>Purchase Order and Receiving</b> package is in use, this field will be automatically updated when the Purge Closed Purchase Orders application is run.</p>
14. Avg No of Days Late	<p>3 numeric digits with an optional minus sign (999-).</p> <p>This is the average number of days late that the goods for a particular purchase order line item arrived. For example: if there are 10 line items on a purchase order and the goods for 9 of the line items arrive on time, but the goods for one line item are 30 days late, then the average number of days late would be 3. A negative number would indicate that, on the average, shipments from this vendor are early. If the <b>Purchase Order and Receiving</b> package is in use, this field will be automatically updated when the Purge Closed Purchase Orders application is run.</p>
15. Commodity Codes	<p>5 codes of 4 alphanumeric characters each.</p> <p>A Commodity Code is a code indicating a particular type of commodity, such as lumber, steel, solvent, gas, etc. Each vendor can have up to five commodities associated with it. These are the commodities that the particular vendor supplies.</p>

Name	Type and Description
	<p>In the <b>Purchase Order and Receiving</b> package, the Commodity Code Vendor Report prints the vendors by commodity code.</p> <p>Five different commodity codes are allowed for each vendor.</p>
Delivery Lead Time	<p>This is the number of times it takes the vendor to deliver merchandise to your door. This field is user defined for comparisons to actual in Field 13.</p>

### Auto Distribution

Available if Automatic Distribution as flagged "Y" in Base Data, Field 27.

Name	Type and Description
Account-No	<p>Enter the account number in the standard format.</p> <p>Pressing the <b>F7</b> key will allow you to search for the account by number. Pressing the <b>F8</b> key will allow you to search for the account by description. This is useful in finding an account when you do not know the account number.</p> <p>Enter the account number of the <b>G/L</b> account to which the expense distribution is to be made during <b>A/P Transaction Processing</b>. (See the <b>Application Overview</b>.)</p>
Percent	<p>6 numeric characters with 3 decimal places and an optional minus sign (999.999-).</p> <p>Enter the percentage of the total invoice amount, which is to be distributed to the account.</p> <p>The total of all distribution percentages must be exactly 100. This field defaults to the remaining amount.</p>

### Notes

Name	Type and Description
Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the vendor account number that notes will be added to. Press the <b>F7</b> key to search by vendor name or <b>F8</b> to search by vendor number.</p>
Vendor Note Literal 1-5	<p>5 lines of 30 alphanumeric characters.</p> <p>You may enter up to 30 alphanumeric characters each 5 line defined in <b>A/P Setup</b>.</p>
Date Literal	<p>A date in the standard date format.</p> <p>Enter the date relative to this vendor note entry.</p>
Amount	<p>9 numeric digits with 2 decimal places.</p> <p>Enter an amount relative to this vendor note entry.</p>

**Numeric list**

Name	Type and Description
Starting Vendor No	6 alphanumeric characters.  Enter the beginning of the range of vendor numbers, which you wish to print on the report.  This field defaults to <b>All</b> .
Ending Vendor No	6 alphanumeric characters.  Enter the end of the range of vendor numbers, which you wish to print on the report.  This field defaults to the starting vendor number to facilitate printing a single vendor.
Print PO Data ?	<b>Y or N.</b>  The purchase order data is the data entered on the second screen of the <b>Vendor File</b> application.  This field defaults to <b>Y</b> if the <b>Purchase Order and Receiving</b> package is being used, <b>N</b> otherwise.
No Activity Since	Enter a date in the standard date format.  All vendor records have a last activity date stored for them. This is the date of the last invoice or payment entered for the vendor. Vendors with last activity dates later than the date entered here will not appear on the report.  For example: if you wish to print out all vendors for whom there has been no activity since the end of 1988, then enter Dec 31, 1988 as the date here.  This field is not required. The default is to <b>All</b> vendors, regardless of their activity dates.
Print Misc Vendors ?	<b>Y or N.</b>  This will allow or disallow printing of miscellaneous vendors on the report.

**Alpha list**

Name	Type and Description
Starting Vendor Name	30 alphanumeric characters.  Enter the beginning of the range of vendor names, which you wish to print on the report.  This field defaults to <b>All</b> .
Ending Vendor Name	30 alphanumeric characters.  Enter the end of the range of vendor names, which you wish to print on the report.

Name	Type and Description
	This field defaults to the starting vendor name.
Print Misc Vendors	Y or N.  This will allow or disallow printing of miscellaneous vendors on the report.

### Labels

Name	Type and Description
1. Starting Vendor No	6 alphanumeric characters.  Enter the starting number of the range of vendors for which you wish labels to be printed.  This field defaults to <b>All</b> .
2. Ending Vendor No	6 alphanumeric characters.  Enter the ending number of the range of vendors for which you wish labels to be printed.  This field defaults to the starting vendor number if not all vendors selected.

### Search For Vendor By Number

This window will display when the **F7** key is pressed for the vendor number in most places where it is entered in this package. Additionally, you can setup alternative search keys in System Global Setup.

Name	Type and Description
Vendor No	6 alphanumeric characters.  Enter the beginning of the vendor number for which you are searching. Any vendors whose numbers start with the characters entered will be displayed below in vendor number order.  If this field is left blank, all vendors will be shown in vendor number order.
Select Vendor	Enter the <b>Vendor number</b> shown to the left of the correct vendor.  This window will then clear and the original entry screen (where you press <b>F7</b> ) will be redisplayed.  If this field is left blank and there are more vendors on file who should be displayed, a new list of vendors will appear. When all vendors who qualify (start with the characters you entered) have been displayed, then leaving this field blank will allow you to enter another vendor number.



**Search For Vendor By Name**

This window will display when the **F8** key is pressed for the vendor number in most places where it is entered in this package. . Additionally, you can setup alternative search keys in System Global Setup.

Name	Type and Description
Vendor Name	<p>30 alphanumeric characters.</p> <p>Enter the beginning of the vendor name for which you are searching. Any vendors whose names start with the characters entered will be displayed below in alphabetical order.</p> <p>If this field is left blank, all vendors will be shown in alphabetical order.</p>
Select Vendor	<p>Enter the vendor number shown to the left of the correct vendor.</p> <p>This window will then clear and the original entry screen (where you press <b>F8</b>) will be redisplayed.</p> <p>If this field is left blank and there are more vendors on file who should be displayed, a new list of vendors will appear. When all vendors who qualify (start with the characters you entered) have been displayed, then leaving this field blank will allow you to enter another vendor name.</p>

Date filled out \_\_\_\_\_ by \_\_\_\_\_ ADD, CHANGE, DELETE  
Page 1 of 4

VENDOR FILE MAINTENANCE LOAD SHEET

- 1) Vendor No        \_\_\_\_\_
- 2) Name            \_\_\_\_\_  
                             \_\_\_\_\_
- 3) Address-1        \_\_\_\_\_  
                             \_\_\_\_\_
- 4) Address-2        \_\_\_\_\_  
                             \_\_\_\_\_
- 5) City             \_\_\_\_\_
- 6) State            \_\_\_\_
- 7) Zip Code        \_\_\_\_\_
- 8) Country         \_\_\_\_\_
- 9) Phone No        \_\_\_\_\_
- 10) Contact        \_\_\_\_\_
- 11) Federal ID No    \_\_\_\_\_
- 12) Federal ID Type    \_ F = Federal ID No S = Social Security No
- 13) 1099 Category    \_
- 14) Vendor Type     \_\_\_\_

Date filled out \_\_\_\_\_ by \_\_\_\_\_ ADD, CHANGE, DELETE  
Page 2 of 4

### VENDOR FILE MAINTENANCE LOAD SHEET

15) Vendor Status    \_ " " = Normal Status  
                          A = Always Take Discount  
                          H = Hold Payments For This Vendor  
                          N = No Purchases

16) Last Activity Date    \_/\_/\_/ \_

17) Terms                    \_ \_ \_ \_ \_

18) Due Days                \_ \_ \_

19) Disc Days                \_ \_ \_

20) Disc Pct                \_ \_ . \_ \_

21) Purchases YTD            \_ \_ \_ \_ \_ . \_ \_

22) Purchases Last Year    \_ \_ \_ \_ \_ . \_ \_

23) Amount Paid YTD        \_ \_ \_ \_ \_ . \_ \_

24) Amount Paid Last Year    \_ \_ \_ \_ \_ . \_ \_

25) Discounts YTD            \_ \_ \_ \_ \_ . \_ \_

26) Discounts Last Year    \_ \_ \_ \_ \_ . \_ \_

27) Automatic Distribution? \_ Y = Yes, N = No

Date filled out \_\_\_\_\_ by \_\_\_\_\_ ADD, CHANGE, DELETE  
Page 3 of 4

VENDOR FILE MAINTENANCE LOAD SHEET  
VENDOR PURCHASE ORDER DATA

- 1) Buyer Contact \_\_\_\_\_
- 2) FOB Code \_\_\_\_
- 3) Ship Via Code \_\_\_\_
- 4) Print Price on PO's \_ Y = Yes, N = No
- 5) Acknowledge ? \_ Y = Yes, N = No
- 6) Confirm ? \_ Y = Yes, N = No
- 7) PO's YTD \_\_\_\_ , \_\_\_\_
- 8) Line Items YTD \_ , \_\_\_\_ , \_\_\_\_
- 9) Lines Late YTD \_ , \_\_\_\_ , \_\_\_\_
- 10) Pct Late Last Year \_\_\_\_ . \_\_\_\_
- 11) Avg Cost Variance % \_\_\_\_ . \_\_\_\_
- 12) Avg Rejected Items % \_\_\_\_ . \_\_\_\_
- 13) Avg Lead Time \_\_\_\_ . \_\_\_\_
- 14) Avg No Of Days Late \_\_\_\_
- 15) Commodity Code: \_\_\_\_\_

Date filled out \_\_\_\_\_ by \_\_\_\_\_ ADD, CHANGE, DELETE  
Page 4 of 4

**VENDOR FILE MAINTENANCE LOAD SHEET  
VENDOR AUTOMATIC DISTRIBUTIONS**

	Account-No	Percent
1)	-----	-----
2)	-----	-----
3)	-----	-----
4)	-----	-----
5)	-----	-----
6)	-----	-----
7)	-----	-----
8)	-----	-----
9)	-----	-----
10)	-----	-----

Vendor File Maintenance - [Elliott Demonstration Company]

Add Change Delete nOtes Numeric-list alpha-list Labels eXit

10x20 Courier New

\*1. Vendor No  
2. Name  
3. Address-1  
4. Address-2  
5. City  
6. State  
7. Zip Code  
8. Country  
  
9. Phone No  
10. Contact  
  
11. Federal Id No  
12. Fed Id Type  
13. 1099 Category  
  
14. Vendor Type  
15. Vendor Status  
16. Last Activity Date  
  
27. Automatic Distribution ?

Vendor Search By Name

Vend-No	Vendor Name
000900	2 C Trucking Co. Inc.
000800	Allied Electronics Company
000300	Anawalt Computer Company
001200	Castings Inc.
001600	Commercial Plastics
000200	CompuPart Computer Services
000100	Computer Electronics Center
000400	Computers of America

Up, Dn, PgDn, PgUp, RETURN To Select

NETcellent System, Inc. (32-bit) 006 RAH BJJ AP0100

Vendor File Maintenance (Vendor Search By Name)

Vendor File Maintenance - [Elliott Demonstration Company]

Add Change Delete nOtes Numeric-list alpha-list Labels eXit

10x20 Courier New-Bold

1. Vendor No  
2. Name  
3. Address-1  
4. Address-2  
5. City  
6. State  
7. Zip Code  
8. Country  
  
9. Phone No  
10. Contact  
  
11. Federal Id No  
12. Fed Id Type  
13. 1099 Category  
  
14. Vendor Type  
15. Vendor Status  
16. Last Activity Date  
  
17. Terms  
18. Due Days  
19. Disc Days  
20. Disc Pct  
  
21. Purchases Ytd  
22. Purchases Last Year  
23. Amount Paid Ytd  
24. Amount Paid Last Year  
25. Discounts Ytd  
26. Discounts Last Year  
  
27. Automatic Distribution ?

Customer Search Selection

Vendor Search By Number  
TELEPHONE  
ZIP-CODE  
CONTACT

NETcellent System, Inc. 003 SUPERVISOR JOE AP0100

Vendor File Maintenance (Vendor Search w/Alternative Key searches)

Vendor File Maintenance - [Elliott Demonstration Company]

Add Change Delete nOtes Numeric-list alpha-list Labels eXit

10x20 Courier New-Bold

1. Buyer Contact	Kirby Zandoratineos		
2. Fob Code	LA Los Angeles		
3. Ship Via Code	TC Trucking Co.		
4. Print Price On Po's ?	Y		
5. Acknowledge ?	N	11. Avg Cost Variance %	11.23
6. Confirm ?	N	12. Avg Rejected Items %	1.29
7. Po's Ytd	0	13. Avg Lead Time	17.98
8. Line Items Ytd	0	14. Avg No Of Days Late	3
9. Lines Late Ytd	0	15. Commodity Codes:	
10. Pct Late Last Year	0.00	PRTS SRVC	
		16. Delivery Lead Time	30

Field Number ?

NETcellent System, Inc.	003 SUPERVISOR JOE	AP0100
-------------------------	--------------------	--------

Vendor File Maintenance (Screen #2)

Vendor File Maintenance - [Elliott Demonstration Company]

Add Change Delete nOtes Numeric-list alpha-list Labels eXit

10x20 Courier New

1. Vendor No	Vendor No 000100 Computer Electronics Center		
2. Name	Fax Number 213-723-8378		
3. Address-1	Misc. Info Received Proposal 10/01/89		
4. Address-2	Competitor Bennett Showcase		
5. City	RFP ? Best Proposal to Date		
6. State	Contact Bob Wolanski (President)		
7. Zip Code	RFP Date 09/15/89		
8. Country	RFP Amt. 1,500.00		
9. Phone No	Any Change ? N		
10. Contact	23. Amount Paid Ytd		
11. Federal Id No	24. Amount Paid Last Year		
12. Fed Id Type	25. Discounts Ytd		
13. 1099 Category	26. Discounts Last Year		
14. Vendor Type	27. Automatic Distribution ?		
15. Vendor Status			
16. Last Activity Date			

NETcellent System, Inc. (32-bit) 006 RAH BJJ AP0100

Vendor File Maintenance (Vendor Notes)

Vendor File Maintenance - [Elliott Demonstration Company]

Add Change Delete Files Numeric List ePrint Labels e33

10x20 Courier New

1. Vendor No  
2. Name  
3. Address-1  
4. Address-2  
5. City  
6. State  
7. Zip Code  
8. Country  
  
9. Phone No  
10. Contact  
  
11. Federal Id No  
12. Fed Id Type  
13. 1099 Category  
  
14. Vendor Type  
15. Vendor Status  
16. Last Activity Date  
  
27. Automatic Distribution ?

**Numeric Vendor List**

Starting Vendor No All  
Ending Vendor No  
Print PO Data ? Y  
No Activity Since All Year  
Print Misc Vendors ? N Year  
Any Change ? N Year

NETcellent System, Inc. (32-bit) 006 RAH BJJ AP0100

Vendor File Maintenance (Numeric Vendor List)

Vendor File Maintenance - [Elliott Demonstration Company]

Add Change Delete Files Numeric List ePrint Labels e33

10x20 Courier New

1. Vendor No  
2. Name  
3. Address-1  
4. Address-2  
5. City  
6. State  
7. Zip Co  
8. Countr  
  
9. Phone  
10. Contac  
  
11. Federa  
12. Fed Id Type  
13. 1099 Category  
  
14. Vendor Type  
15. Vendor Status  
16. Last Activity Date  
  
23. Amount Paid Ytd  
24. Amount Paid Last Year  
25. Discounts Ytd  
26. Discounts Last Year  
  
27. Automatic Distribution ?

**Alphabetic Vendor List**

Starting Vendor Name All  
Ending Vendor Name  
Print Misc Vendors ? N  
Any Change ? N

NETcellent System, Inc. (32-bit) 006 RAH BJJ AP0100

Vendor File Maintenance (Alphabetic Vendor List)



Vendor File Maintenance - [Elliott Demonstration Company]

Add Change Delete Notes Numeric Print Labels eXit

10x20 Courier New

1. Vendor No	21. Purchases Ytd
2. Name	22. Purchases Last Year
3. Address-1	23. Amount Paid Ytd
4. Address-2	24. Amount Paid Last Year
5. City	25. Discounts Ytd
6. State	26. Discounts Last Year
7. Zip Code	27. Automatic Distribution ?
8. Country	
9. Phone No	
10. Contact	
11. Federal Id No	
12. Fed Id Type	
13. 1099 Category	
14. Vendor Type	
15. Vendor Status	
16. Last Activity Date	

Vendor Mailing Labels

Starting Vendor No All

Ending Vendor No

Any Change ? ☐

Vendor File Maintenance (Vendor Mailing Labels)

Vendor File Maintenance - [Elliott Demonstration Company]

Add Change Delete Notes Numeric Print Labels eXit

10x20 Courier New

1. Vendor No	22. Purchases Last Year
2. Name	23. Amount Paid Ytd
3. Address-1	24. Amount Paid Last Year
4. Address-2	25. Discounts Ytd
5. City	26. Discounts Last Year
6. State	27. Automatic Distribution ?
7. Zip Code	
8. Country	
9. Phone No	
10. Contact	
11. Federal Id No	
12. Fed Id Type	
13. 1099 Category	
14. Vendor Type	
15. Vendor Status	
16. Last Activity Date	

Vendor Mailing Labels

NETcellent Windows System

Please Mount Forms On Printer  
(Type "Done" When Ready)

006 RAH BJJ AP0100

Vendor File Maintenance (Vendor Mailing Labels Screen #2)

Vendor File Maintenance - [Elliott Demonstration Company]

1. Vendor No  
2. Name  
3. Address-1  
4. Address-2  
5. City  
6. State  
7. Zip Code  
8. Country  
9. Phone No  
10. Contact  
11. Federal Id No  
12. Fed Id Type  
13. 1099 Category  
14. Vendor Type  
15. Vendor Status  
16. Last Activity Date  
21. Purchases Ytd  
22. Purchases Last Year  
23. Amount Paid Ytd  
24. Amount Paid Last Year  
25. Discounts Ytd  
26. Discounts Last Year  
27. Automatic Distribution ?

Vendor Mailing Labels

NETcellent Windows

Print Alignment ?

Any Change ? N

Vendor File Maintenance (Vendor Mailing Labels Screen #3)

## VENDOR FILE PRINT-OUT

Printed For All Vendors.

Vendor Statuses: Blank = Normal A = Always Take Discount H = Hold Payment N = No Purchases

Vendor No	Name	Address-1 Address-2 City, State And Zip Code	Phone# Contact Country	Type Status Lst-Actv	Purch-Ytd Amt-Paid-Ytd Disc-Ytd	Purch-Last-Yr Amt-Pd-Last-Yr Disc-Last-Yr
000100	Computer Electronics Center 83-4773473 1099 Category: X F	7237 South Vermont Ave. Los Angeles , CA 93477 Terms: 5% 30 / NET 60	213-723-8377 Harvey USA	SUP 02/11/92	2,690.15 .00 .00	.00 .00 .00
Buyer Contact: Kirby Zandoratineos Po's-Ytd: 1 Avg-Cost-Var-%: .00 Commodity-Codes: PRTS SRVC Fob: LA Ship-Via: TC Line-Items-Ytd: 1 Avg-Rej-Items-%: 1.29 Print-Price-On-Po's?: Y Late-Lines-Ytd: 1 Avg-Lead-Time: 337.00- Acknowledge?: N Confirm?: N %Late-Lst-Yr: .00 Avg-Late-Days: 8						
000200	CompuPart Computer Services 73-4777343 1099 Category: X F	Lumbard Park 6000 Unkerman Blvd. San Diego , CA 98437 Terms: 6% 30 / net 60	834-834-8388 Garish Hilltop USA	SUP 09/17/89	1,194.41 1,141.86 52.55	.00 .00 .00
Buyer Contact: Garish Po's-Ytd: 0 Avg-Cost-Var-%: 5.23 Commodity-Codes: PRTS Fob: LA Ship-Via: TC Line-Items-Ytd: 0 Avg-Rej-Items-%: .09 Print-Price-On-Po's?: Y Late-Lines-Ytd: 0 Avg-Lead-Time: 7.83 Acknowledge?: N Confirm?: N %Late-Lst-Yr: .00 Avg-Late-Days: 2						
000300	Anawalt Computer Company 97-2978771 1099 Category:	6232 Verduso Blvd.	213-823-8238 Sammy Jones	SUP A	.00 .00	.00 .00

**ALPHABETICAL VENDOR LIST**

Vendor Statuses: Blank = Normal A = Always Take Discount H = Hold Payment N = No Purchases

Vendor-Name Phone-No	Vend-#	Address-1 Address-2	City, State Zip-Code	Country	-----Terms----- Due Disc Disc Days Days Pct	Last Activity Date	Type	Status
2 C TRUCKING CO. INC. 917-335-5555	000900	P.O. Box 778	Los Angeles 97115	, CA USA	1% 10 net 30 30 10 1.00	09/19/89		A
Allied Electronics Company 213-555-7878	000800	P. O. Box 1235	Los Angeles 93477	, CA USA	Net 15 0 .00	09/17/89		A
Anawalt Computer Company 213-823-8238	000300	6232 Verduso Blvd.	Glendale 91020	, CA USA	2% 15 / Net 30 30 15 2.00	09/17/89	SUP	A
Castings Inc. 123-454-3434	001200	1285 East Font Rd. Suite #299	St. Louis 34565	, MO U.S.A.	0 0 .00	04/28/92		
Commercial Plastics 343-434-2344	001600	24135 Commerce Aveune Lakeside North	Columbus 34554	, OH U.S.A.	0 0 .00	04/28/92		
CompuPart Computer Services 834-834-8388	000200	Lumbard Park 6000 Unkerman Blvd.	San Diego 98437	, CA USA	6% 30 / net 60 60 30 6.00	09/17/89	SUP	
Computer Electronics Center 213-723-8377	000100	7237 South Vermont Ave.	Los Angeles 93477	, CA USA	5% 30 / NET 60 60 30 5.00	02/11/92	SUP	
Computers of America 213-823-3000	000400	CA Building West 7346 Broadway	Los Angeles 93477	, CA USA	0 0 .00	10/17/89		

**Vendor Mailing Labels**

Computer Electronics Center  
7237 South Vermont Ave.  
Los Angeles CA 93477

CompuPart Computer Services  
Lumbard Park  
6000 Unkerman Blvd.  
San Diego CA 98437

Anawalt Computer Company  
6232 Verduso Blvd.  
Glendale CA 91020

Computers of America  
CA Building West  
7346 Broadway  
Los Angeles CA 93477

Ronson Electronics  
Arco Building Suite #4844  
834 South Hill Street  
Los Angeles CA 98347

Maintenance Electronics  
312 East Port Avenue  
Concord CA 23465

**This Page Intentionally Blank**

## ***A/P Account File Maintenance***

### **Application Overview**

Of all the accounts in your **General Ledger**, only some will be affected by **A/P**. They are:

- One or more cash accounts
- One or more A/P accounts
- A discount taken account (this is a revenue)
- Several expense accounts possibly including miscellaneous charges expense, sales tax expense, and freight charges expense.

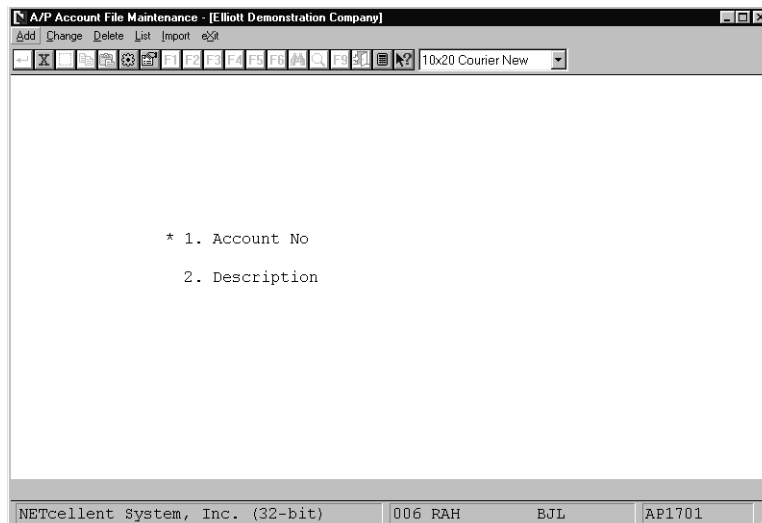
If you are using the **General Ledger** package and the **Accounts Payable** package, you may control where the **Accounts Payable** package will find the appropriate account in **A/P Setup**. If you choose to have the accounts verified from **Accounts Payable** then the **A/P Account File** stores the numbers of all the accounts that will be directly affected by **Accounts Payable**. A description for each account is also stored. When an account number is entered from within the **Accounts Payable** package, it is checked against this file. If the account number is not found, the entry is invalid, and the operator must enter a different number. If the account number is found, the description is displayed on the screen so he can see if this is the intended account. This greatly reduces the number of operator entry errors that occur on account numbers.

The format of the account number is variable. It can be a single number of from one to eight characters, or it can be a triple number with a hyphen, each number having from one to eight characters. See the **System Manager** manual for a full description of how to set up your account number format.

The **Import** application will allow a range of accounts from the **General Ledger Chart Of Accounts File** to be imported into the **Accounts Payable Account File**. This selection appears only if the **Elliott General Ledger** package is installed.

## Run Instructions

Select **A/P Account File** from the pull down **A/P Maintenance** window. The following screen will then be displayed:



\* 1. Account No

2. Description

NETcellent System, Inc. (32-bit) 006 RAH BJL AP1701

A/P Account File Maintenance Entry Screen

The following options are available:

- \* Select the desired mode from the **A/P Account File** menu bar
- \* Enter the data requested on the screen
- \* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

## Entry Field Descriptions

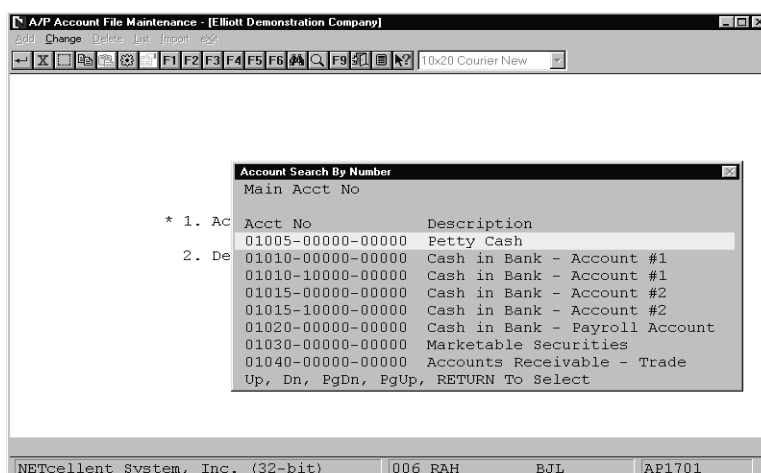
Name	Type and Description
1. Account No	<p>An account number in the standard account number format.</p> <p>Enter the account number from <b>G/L</b>.</p> <p>In the change, inquire or delete modes, pressing the <b>F7</b> key will allow you to search for the main account by number or pressing the <b>F8</b> key will allow you to search for the account by description.</p>
2. Description	<p>30 alphanumeric characters.</p> <p>Enter a description of the account number, which will make it clear to the operator at a glance whether or not he has entered the correct number.</p>

## List

Name	Type and Description
Starting Account No	<p>An account number in the standard account number format.</p> <p>Enter the beginning of the range of accounts that you want to list, or press the <b>RETURN</b> key to list <b>All</b> accounts.</p>
Ending Account No	<p>An account number in the standard account number format.</p> <p>Enter the end of the range of accounts that you want to list.</p> <p>This field defaults to the starting account number to facilitate listing a single account number.</p>

## Import

Name	Type and Description
1. Starting Account No	<p>An account number in the standard account number format.</p> <p>This question and the next one (Ending Account No) allow you to specify a range of accounts to be imported from the <b>G/L Account File</b>. If you press <b>RETURN</b> for the entry of the Starting Account No, the field will default to <b>All</b> accounts, and the entry of the Ending Account No will be skipped.</p> <p><b>NOTE:</b> If you have to change a description of an account in <b>G/L</b> and try to import it into <b>A/P</b>, the description will not import. You must first delete the account in <b>A/P</b>, then import.</p>
2. Ending Account No	<p>An account number in the standard account number format.</p> <p>If you press <b>RETURN</b> for the entry of the Ending Account No, the field will default to the same value as entered for the Starting Account No.</p>



A/P Account File Maintenance (Account Search By Number)



A/P Account File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Import Exit

Field Number ?

\* 1. Account No 01005-00000-00000

2. Description Petty Cash

A/P Account File Maintenance

A/P Account File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Import Exit

Field Number ?

A/P Account File List

\* 1 Starting Account No All

2 Ending Account No

Any Change ? N

A/P Account File List

A/P Account File Maintenance - [Elliott Demonstration Company]

Add Change Delete Link Import OK

10x20 Courier New

1. Starting Account No All

2. Ending Account No

Field Number ?

NETcellent System, Inc. (32-bit) 006 RAH BJL AP1701

### Import G/L Accounts Into A/P Account File

#### A / P V A L I D G / L A C C O U N T F I L E L I S T

Account-No	Description
01005-00000-00000	Petty Cash
01010-00000-00000	Cash in Bank - Account #1
01010-10000-00000	Cash in Bank - Account #1
01015-00000-00000	Cash in Bank - Account #2
01015-10000-00000	Cash in Bank - Account #2
01020-00000-00000	Cash in Bank - Payroll Account
01030-00000-00000	Marketable Securities
01040-00000-00000	Accounts Receivable - Trade
01045-00000-00000	Allowance for Bad Debts
01050-00000-00000	Notes Receivable
01060-00000-00000	Interest Receivable
01070-00000-00000	Other Receivables
01080-00000-00000	Accounts Receiv. - Employees
01100-00000-00000	Inventory - Raw Materials
01100-10000-00000	Inventory - Raw Materials
01105-00000-00000	Inventory - Components/Assem.
01110-00000-00000	Inventory - WIP - CPU
01120-00000-00000	Inventory - WIP - VIDEO
01125-00000-00000	Inventory - WIP I/O
01130-00000-00000	Inventory - WIP - Components
01135-00000-00000	Inventory - WIP - Out. Process.
01136-10000-00000	Inventory - WIP
01137-10000-00000	Inventory WIP Variance
01140-00000-00000	Inventory - Finished Goods
01140-10000-00000	Inventory - Finished Goods
01150-00000-00000	Inventory - Clearing

## FOB Code File Maintenance

### Application Overview

The **FOB Code File** represents the normal location that merchandise shipped by the vendor is **Free on Board** (see **FOB** in the **Accounts Payable Glossary**). It is used in the **Purchase Order and Receiving** package when purchase orders are being entered. Whenever the **FOB** code is entered at a terminal it will be looked up in this file and the description will be displayed.

### Run Instructions

Select **FOB Code File** from the pull down **A/P Maintenance** window. The following screen will then be displayed:

\* 1. Fob Code  
2. Description

FOB Code File Maintenance Entry Screen

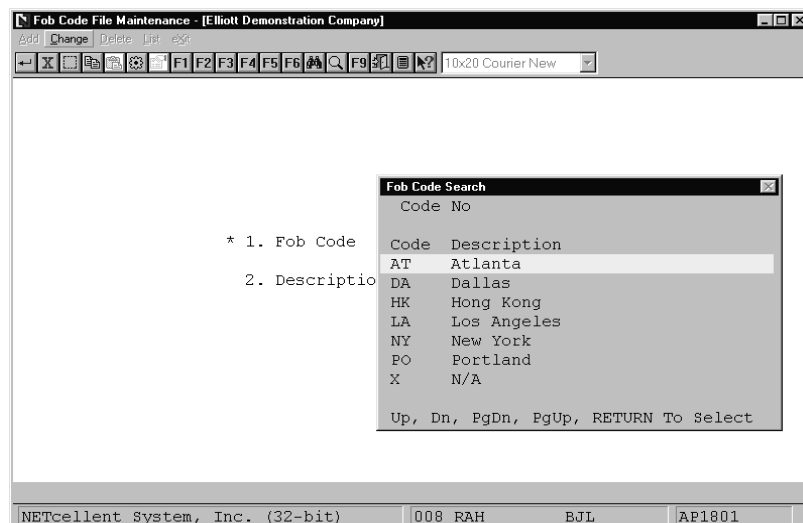
The following options are available:

- \* Select the desired mode from the **FOB Code File** menu bar
- \* Enter the data requested on the screen
- \* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen
- \* If the **List** is selected, all **FOB Codes** on file will be printed with their descriptions

To return to the menu bar, press the **ESC** or **F10** key.

## Entry Field Descriptions

Name	Type and Description
1. Fob Code	<p>2 alphanumeric characters.</p> <p>Choose a two-character code for the location being entered. For example, San Francisco might be represented as S. All vendors who normally ship merchandise FOB from San Francisco would be given this code.</p> <p>In change or delete mode, press the <b>F7</b> key to search for the FOB Code.</p>
2. Description	<p>12 alphanumeric characters.</p> <p>Enter a description of the FOB code, which will make it clear to the operator at a glance whether or not he has entered the correct code.</p>



FOB Code File Maintenance (FOB Code Search)

FOB Code File Maintenance - [Elliott Demonstration Company]

Add Change Delete List Help

10x20 Courier New

\* 1. Fob Code AT

2. Description Atlanta

Field Number ?

NETcellent System, Inc. (32-bit) 008 RAH BJJ AP1801

### FOB Code File Maintenance

F O B C O D E L I S T

Fob Code	Description
AT	Atlanta
DA	Dallas
HK	Hong Kong
LA	Los Angeles
NY	New York
PO	Portland
X	N/A

7 Fob Codes On File

**This Page Intentionally blank**

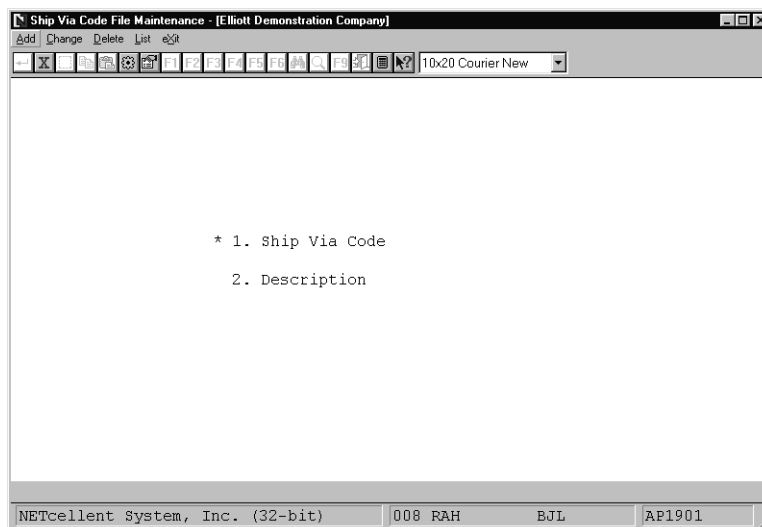
## Ship Via Code File Maintenance

### Application Overview

The **Ship Via Code File** represents the method of shipment normally used by the vendor. It is used in the **Purchase Order and Receiving** package when purchase orders are being entered. Whenever the Ship Via code is entered at a terminal, it will be looked up in this file and the description will be displayed.

### Run Instructions

Select **Ship Via Code File** from the pull down **A/P Maintenance** window. The following screen will then be displayed:



Ship Via Code File Maintenance Entry Screen

The following options are available:

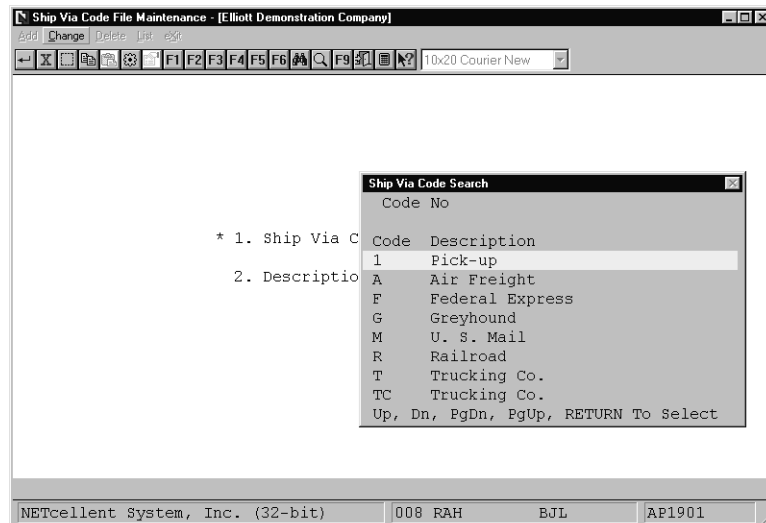
- Select the desired mode from the **Ship Via Code File** menu bar
- Enter the data requested on the screen
- If the **List** is selected, all Ship Via Codes on file will be printed with their descriptions
- To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
1. Ship Via Code	<p>2 alphanumeric characters.</p> <p>Choose a two-character code for the shipping method being entered. For example, <b>freight train</b> might be represented as <b>FT</b>. All vendors who normally ship merchandise via freight train would be given this code.</p> <p>In change or delete mode, press the <b>F7</b> key to search for Ship Via Code.</p>
2. Description	<p>15 alphanumeric characters.</p> <p>Enter a description of the Ship Via code, which will make it clear to the operator at a glance whether or not he has entered the correct code.</p>





## SHIP VIA CODE LIST

Ship Via	Description
-------------	-------------

1	Pick-up
A	Air Freight
F	Federal Express
G	Greyhound
M	U. S. Mail
R	Railroad
T	Trucking Co.
TC	Trucking Co.
U	U. P. S.
X	N/A

10 Ship Via Codes On File

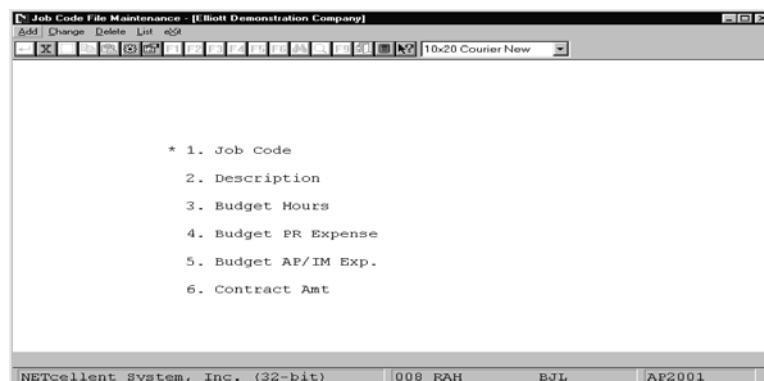
## Job Code File Maintenance

### Application Overview

A job is a particular project or activity for which you are tracking expenses and billings. The **Job Code File** is used to keep track of all of the valid job numbers being used and their associated budgets. When new **A/P** transactions are entered into the system, the invoice amounts can be distributed among any of the jobs, which have been entered into this file.

### Run Instructions

Select **Job Code File** from the pull down **A/P Maintenance** window. The following screen will then be displayed:



Job Code File Maintenance Entry Screen

The following options are available:

- \* Select the desired mode from the **Job Code File** menu bar
- \* Enter the data requested on the screen
- \* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
1. Job Code	6 alphanumeric characters.  Enter the code that you would like to assign to the job being entered.  In change or delete mode, press the <b>F7</b> key to search for Job Code.
2. Description	30 alphanumeric characters.  Enter a description of the job, which will make it clear to the operator at a glance whether or not he has entered the correct code.
3. Budget Hours	8 numeric digits with 2 decimal places and optional minus sign (999,999.99-).  Enter the number of hours that are budgeted for this job.
4. Budget PR Expense	11 numeric digits with 2 decimal places and optional minus sign (999,999,999.99-).  Enter the amount of <b>Payroll</b> expenses that are budgeted for this job.
5. Budget AP Expense	11 numeric digits with 2 decimal places and optional minus sign (999,999,999.99-).  Enter the amount of <b>Accounts Payable</b> expenses that are budgeted for this job.
6. Contract Amt	11 numeric digits with 2 decimal places and optional minus sign (999,999,999.99-).  Enter the total contract amount for this job.

Job Code Search

Code No	Description
100	Main Assembly T-Tops
CHEM	Outside Process
CPU-SX	Personal Computer 306/SX
METL-A	Metal Parts and Finishes
PC-10A	Production Order (PC-10A)
PC-306	PC-306 Personnel Computer
PC100	Personal Computer (PC100)

Up, Dn, PgDn, PgUp, RETURN To Select

NETcellent System, Inc. (32-bit) 005 RAH BJL AP2001

Job Code File Maintenance (Job Code Search)

Job Code Search

Code No	Description
100	Main Assembly T-Tops
CHEM	Outside Process
CPU-SX	Personal Computer 306/SX
METL-A	Metal Parts and Finishes
PC-10A	Production Order (PC-10A)
PC-306	PC-306 Personnel Computer
PC100	Personal Computer (PC100)

Up, Dn, PgDn, PgUp, RETURN To Select

NETcellent System, Inc. (32-bit) 005 RAH BJL AP2001

FOB Code File Maintenance

J O B   C O D E   L I S T					
Job #	Description	Budgeted Hours	Budgeted PR Expenses	Budgeted AP/IM Expenses	Contract Amount
CHEM	Outside Process	1,000.00	5,000.00	5,000.00	10,000.00
CPU-SX	Personal Computer 386/SX	50.00	1,300.00	1,200.00	2,200.00
PC-10A	Production Order (PC-10A)	300.00	1,700.00	1,400.00	3,000.00
PC-386	PC-386 Personnel Computer	200.00	2,400.00	2,200.00	5,000.00
PC100	Personal Computer (PC100)	1,600.00	1,400.00	1,200.00	2,500.00
5 Job Codes On File		3,150.00	11,800.00	11,000.00	22,700.00

## Inquiry

### *Vendor Account Inquiry*

#### Application Overview

Whenever you need information on a particular vendor's account or a particular invoice, Vendor Account Inquiry is the application to use.

This application displays the vendor's name, terms, invoice date, due date, voucher number, and any credit memos or checks that have been applied towards the invoice. The four types of transactions shown are V = Regular Voucher (Vendor Invoice), Cm = Vendor Credit Memo Voucher, Cc = Computer Check, Mc = Manually Written Check.

The discount taken, net A/P amount for each invoice, the purchase order number, and the reference field is also displayed for each transaction.

Vendor invoices which have been fully paid off but not yet purged from the file can be displayed or not, at your option.

Up to 15 transactions can be displayed on the screen at one time. The F1 key is used to step through the account one page at a time, if there are more than 15 transactions. If you miss an item during a multiple page inquiry, press the F2 key to return to the previous page. If the entire account is looked at in this manner, the vendor total A/P amount will be displayed when the end of the account is reached.

If you wish to inquire about a particular vendor invoice, the invoice number can be entered, and the account will be displayed from that invoice on. If this is done, invoices with lower numbers will not display and the vendor A/P total will not be shown.

#### Run Instructions

Select Vendor Account from the pull down A/P Inquiry window. The following screen will then be displayed:

Vendor Account Inquiry - [Elliott Demonstration Company]

Inquire

Vendor No: Terms:

Vendor-	Inv-Date	Ty	Vouchr	Disc	Due	Inv/Chk	Disc-Taken	Net A/P
Invoice	Chk-Date		Chk-No	Date	Date	Amount		Amount

NETcellent System, Inc. (32-bit) 005 RAH BJL AP0400

Vendor Account Inquiry Entry Screen

The following options are available:

- \* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions













Name	Type and Description
Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the vendor number of the vendor whose account you wish to inquire. The vendor's name and terms display automatically.</p> <p>If you do not know the vendor name, press the F7 key to do a search for the vendor by number or press the F8 key to do a search for the vendor by name.</p>
Show Paid Invoices ?	<p>Y or N.</p> <p>If you want invoices, which have been fully paid to also appear on the screen, answer Y; otherwise, answer N. Note that invoices, which have been fully paid, will eventually be purged from the file. Only those fully paid invoices, which have not yet been purged, will even display. If you need information on paid invoices, which have been purged, you will need to consult previous purge journals.</p> <p>This field defaults to Y.</p>
Vendor-Invoice	<p>8 alphanumeric characters.</p> <p>To see information on a particular vendor invoice, enter the invoice number here. If the invoice is on file, its data will be displayed and you will have the option of seeing the remainder of the account. If it is not on file, the data for any invoices with higher numbers on file for that vendor will be displayed.</p> <p>To inquire on the vendor account in general or if the invoice number is not known, press RETURN and the entire account will be displayed.</p> <p>When a specific invoice number is entered, the vendor total will not be displayed when the end of the account is reached.</p> <p>If more than 15 transactions exist for this vendor, you can press the F1 key to see more transactions and by continuing this you can browse through the remaining invoices for this vendor and their associated payments.</p> <p>To see the previous page enter the F2 key.</p>
Inv-Date/Chk-Date	<p>8 alphanumeric characters.</p> <p>This field will be displayed automatically, no entry is allowed. For vendors and vendor credit memos the document date will be displayed here. For checks, the date the check was written will be displayed.</p>
Ty	<p>4 alphanumeric characters.</p>



Name	Type and Description
	<p>This field is displayed automatically, no entry is allowed.</p> <p>V = Voucher  Cm = Vendor Credit Memo  Cc = Computer-Printed Check  Mc = Manually Written Check</p>
Voucher/Chk-No	<p>6 numeric digits (999999).</p> <p>This field is displayed automatically, no entry is allowed.</p> <p>For vouchers and vendor credit memos this is the voucher number assigned during A/P Transaction Processing.</p> <p>For checks, this is the number of the check.</p>
Disc-Date	<p>A date in the standard date format but without the year.</p> <p>This field is displayed automatically, no entry is allowed.</p> <p>This date is the last date that any early payment discount can be taken.</p>
Due-Date	<p>A date in the standard date format, but without the year.</p> <p>This field is displayed automatically, no entry is allowed.</p> <p>This is the due date of the document.</p>
Inv/Chk Amount	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field is displayed automatically, no entry is allowed.</p>
Inv/Chk Amount (continued)	<p>This amount indicates the effect that the open item has on the A/P balance. Invoices increase the A/P balance and are shown as positive, vendor credit memos and checks decrease the A/P balance and are, therefore, shown as negative.</p>
Disc-Taken	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field is displayed automatically, no entry is allowed.</p> <p>This amount applies only to checks, and shows the amount of discount taken when the check was written or printed. This amount is subtracted from the invoice amount (as is the check amount) to get the net A/P amount.</p>
Net-A/P Amount	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field is displayed automatically, no entry is allowed.</p> <p>This is the net effect that the invoice has on the vendor's A/P account. The net A/P amount is only shown once for each invoice no matter how many vendor credit memos and/or checks apply to it.</p> <p>If account inquiry has been done from the beginning of the file straight through to the end, the vendor total will display on the screen. This is a total of all of these net A/P amounts for the vendor.</p>
PO #	<p>Display only.</p> <p>The PO number will be shown after the appropriate voucher number.</p>

Name	Type and Description
Reference:	Display only.
	The reference defined in A/P Transaction Processing will be displayed after the voucher.

Vendor Account Inquiry - [Elliott Demonstration Company]

Inquire             10x20 Courier New












Vendor No: \_\_\_\_\_ Terms: \_\_\_\_\_

Vendor-	Inv-Date	Ty	Vouchr	Disc	Due	Inv/Chk	Disc-Taken	Net A/P																		
Invoice	Chk-Date		Chk-No	Date	Date	Amount		Amount																		
<div> <div>Vendor Search By Number</div> <div>Vendor No</div> <table> <thead> <tr> <th>Vend-No</th><th>Vendor Name</th></tr> </thead> <tbody> <tr><td>000100</td><td>Computer Electronics Center</td></tr> <tr><td>000200</td><td>CompuPart Computer Services</td></tr> <tr><td>000300</td><td>Anawalt Computer Company</td></tr> <tr><td>000400</td><td>Computers of America</td></tr> <tr><td>000500</td><td>Ronson Electronics</td></tr> <tr><td>000600</td><td>Maintenance Electronics</td></tr> <tr><td>000700</td><td>Southern Electronics</td></tr> <tr><td>000800</td><td>Allied Electronics Company</td></tr> </tbody> </table> <div>Up, Dn, PgDn, PgUp, RETURN To Select</div> </div>									Vend-No	Vendor Name	000100	Computer Electronics Center	000200	CompuPart Computer Services	000300	Anawalt Computer Company	000400	Computers of America	000500	Ronson Electronics	000600	Maintenance Electronics	000700	Southern Electronics	000800	Allied Electronics Company
Vend-No	Vendor Name																									
000100	Computer Electronics Center																									
000200	CompuPart Computer Services																									
000300	Anawalt Computer Company																									
000400	Computers of America																									
000500	Ronson Electronics																									
000600	Maintenance Electronics																									
000700	Southern Electronics																									
000800	Allied Electronics Company																									

NETcellent System, Inc. (32-bit) 005 RAH BJJ AP0400

## Vendor Account Inquiry (Vendor Search By Number)

Vendor Account Inquiry - [Elliott Demonstration Company]

Inquire             10x20 Courier New Close

Vendor No: 000700 Southern Electronics Terms: Net 30

Vendor-	Inv-Date	Ty	Vouchr	Disc	Due	Inv/Chk	Disc-Taken	Net A/P
Invoice	Chk-Date		Chk-No	Date	Date	Amount		Amount
<div>Show Paid Invoices ? <input checked="" type="checkbox"/></div>								

NETcellent System, Inc. (32-bit) 005 RAH BJJ AP0400

## Vendor Account Inquiry

## A/P Account Summary Inquiry

Vendor Account Inquiry - [Netcellent System Inc. - Live]

Inquire exit

08x15 Fixedsys

Vendor No: E8398 Te-Yu, Pan Terms:

Vendor- Invoice	Inv-Date	Ty	Vouchr	Disc	Due	Inv/Chk	Batch-Id /	Net A/P
Invoice	Chk-Date		Chk-No	Date	Date	Amount	Disc-Taken	Amount
10220	07/18/02	U	010220	07/18	07/18	70.00	SANDY	
						Reference: Replace light bulb		
	07/18/02	Cc	051756			70.00-	.00	.00
Vendor Total:								.00

Acct End - Press Return

NETcellent System, Inc. 025 EMK TS1EMK AP0400

On top, Elliott prompts for Vendor#, Show Paid Invoices?, and Starting Invoice#. One voucher per line is displayed.

The following information is also displayed:

Invoice Number  
 Invoice Date  
 Voucher Number  
 Discount Date  
 Due Date  
 Invoice Amount  
 Discount Taken  
 Net A/P Amount (calculated)

As the user highlights each voucher, the system will display the following information at the bottom:

- (1) PO Number
- (2) Batch ID
- (3) Fully Paid Date (if it is fully paid, ie. Net A/P Amount = 0)
- (4) Reference
- (5) Discount Amount
- (6) A/P Account + Desc.
- (7) The Check Number, Check Type (Cc or Mc), Check Date, Check Amount and Check Discount Taken. However, there can be more than one check and information about the other checks can be viewed by pressing the F2 key.
- (8) A/P Distribution Account Number and Distribution Amount, History for the voucher. If there is more than one distribution, the literal "(Multiple Distributions)" will display between the open items

and the footer information. The user can press the Enter key to get a breakdown of the distributions.

- (9) Quantity (of the items orders), Item Number (of the first item ordered), Unit Of Measure and Job Number. You can press F3 to drill down to the PO information.

## Vendor File Inquiry

### Application Overview

The **Vendor File Inquiry** application enables you to examine the information, and notes that were previously entered into this **Vendor File**. This function is for inquiry purposes only.

Purchases year-to-date, the amount paid year-to-date, the vendors address and phone number as well as their automatic distributions may be viewed. If changes are required, then these need to be performed via change mode in the **Vendor File Maintenance** application.

### Run Instructions

Select **Vendor File** from the pull down **AP Inquiry** window. The following screen will then be displayed:

1. Vendor No  
2. Name  
3. Address-1  
4. Address-2  
5. City  
6. State  
7. Zip Code  
8. Country  
9. Phone No  
10. Contact  
11. Federal Id No  
12. Fed Id Type  
13. 1099 Category  
14. Vendor Type  
15. Vendor Status  
16. Last Activity Date  
17. Terms  
18. Due Days  
19. Disc Days  
20. Disc Pct  
21. Purchases Ytd  
22. Purchases Last Year  
23. Amount Paid Ytd  
24. Amount Paid Last Year  
25. Discounts Ytd  
26. Discounts Last Year  
27. Automatic Distribution ?

NETcellent System, Inc. (32-bit) 005 RAH BJL AP0100

Vendor File Inquiry Entry Screen

The following options are available:

- \* View, without the ability to change, basic vendor information such as address, vendor type, terms codes, PTD and YTD figures

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

### Entry Field Descriptions

Name	Type and Description
1. Vendor No	6 alphanumeric characters.  Enter the vendor number of the vendor whose file you wish to inquire on. This number is used throughout the <b>Accounts Payable Package</b> to refer to the vendor.

Name	Type and Description
	Pressing the <b>F7</b> key will allow you to search for the vendor by number or pressing the <b>F8</b> key will allow you to search for the vendor by name. This is useful to find a vendor when you do not know the vendor number.
2. Name	30 alphanumeric characters.  This field will be displayed automatically, no entry is allowed. In most places in <b>A/P</b> where the vendor's number is entered, the <b>F8</b> key can be pressed and a search for the vendor by this name is allowed.
3. Address-1	30 alphanumeric characters.  This field will be displayed automatically, no entry is allowed.
4. Address-2	30 alphanumeric characters.  This field will be displayed automatically, no entry is allowed.
5. City	15 alphanumeric characters.  This field will be displayed automatically, no entry is allowed.
6. State	2 alphanumeric characters.  This field will be displayed automatically, no entry is allowed. It displays the United States Post Office code for the vendor's state, for example, TX = Texas.
7. Zip Code	10 alphanumeric characters.  This field will be displayed automatically, no entry is allowed. It displays the vendor's zip code.
8. Country	15 alphanumeric characters.  This field will be displayed automatically, no entry is allowed. It displays the vendor's country. If the vendor's country is the same as the country where you are located, you may wish to leave this field blank so that the check will not have this unnecessary information printed on it.
9. Phone No	12 alphanumeric characters.  This field will be displayed automatically, no entry is allowed. It displays the phone number that is used to contact the vendor for inquiries on your account.
10. Contact	20 alphanumeric characters.  This field will be displayed automatically, no entry is allowed. It displays the name of the person who is to be contacted for inquiries on your account.
11. Federal Id No	9 numeric digits (999999999).  This field will be displayed automatically, no entry is allowed. It is used solely for vendors whose <b>Accounts Payable</b> payments must be reported to federal and state governments on a 1099 form on a yearly basis.
12. Fed Id Type	1 alphanumeric character.  This field will be displayed automatically, no entry is allowed. If a federal ID number was entered above, enter <b>F</b> . If a social security number was used, then enter <b>S</b> . If this field was entered, the federal ID number will be redisplayed in the correct format.

Name	Type and Description
	This field is not allowed.
13. 1099 Category	<p>1 alphanumeric character.</p> <p>This field will be displayed automatically, no entry is allowed. This is a user-defined category. It will be used at the end of the year when federal 1099 forms are printed. The 1099 forms can only be printed for one category of vendor at a time.</p>
14. Vendor Type	<p>3 alphanumeric characters.</p> <p>This field will be displayed automatically, no entry is allowed. This is a user-defined field. It can be used for anything you like.</p>
15. Vendor Status	<p>1 alphanumeric character.</p> <p>This field will be displayed automatically, no entry is allowed. This field has four valid values:</p> <p>" " = Normal Status - Normal activity allowed and discounts are taken according to vendor terms.</p> <p><b>A</b> = Always Take Discount - Discounts will be taken on all payments to this vendor, regardless of due dates. This allows certain vendors to be flagged as having trade discounts.</p> <p><b>H</b> = Hold Payments - Computer checks will not be printed for this vendor. Manual payments can still be entered, but a warning will be displayed.</p> <p><b>N</b> = No Purchases - Payments will still be allowed by this package, but if the <b>Purchase Order Package</b> is being used it will not allow entry of new purchase orders for this vendor.</p>
16. Last Activity Date	<p>A date in the standard date format.</p> <p>This field will be displayed automatically, no entry is allowed. This date is updated by the package every time a voucher is entered into the system for the vendor. The invoice date of the voucher entered will be used.</p>
17. Terms	<p>15 alphanumeric characters.</p> <p>This field will be displayed automatically, no entry is allowed. This is a description of the terms allowed by the vendor. The contents of this field do not actually affect any processing in the package. The actual terms data used is entered below.</p>
18. Due Days	<p>3 numeric digits (999).</p> <p>This field will be displayed automatically, no entry is allowed. It refers to the number of days from the invoice date when it becomes due.</p>
19. Disc Days	<p>3 numeric digits (999).</p> <p>This field will be displayed automatically, no entry is allowed. It refers to the number of days from the invoice date when the early payment discount can still be taken.</p> <p>The number of discount days must be less than or equal to the number of due days.</p>
20. Disc Pct	<p>4 numeric digits with 2 decimal places (99.99).</p> <p>This field will be displayed automatically, no entry is allowed. It refers to the early</p>

Name	Type and Description
	payment discount, which is allowed by the vendor.
21. Purchases Ytd	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field will be displayed automatically, no entry is allowed. It is the total amount of all purchases made from this vendor year-to-date (so far this year). This field is automatically maintained.</p>
22. Purchases Last Year	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field will be displayed automatically, no entry is allowed. It is the total amount of all purchases made from this vendor last year. This field is set when the <b>Clear Vendor YTD Accumulators</b> application is run.</p>
23. Amount Paid Ytd	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field will be displayed automatically, no entry is allowed. It is the total amount paid to this vendor year-to-date (so far this year). This field is automatically maintained.</p>
24. Amount Paid Last Year	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field will be displayed automatically, no entry is allowed. This is the total amount paid to this vendor last year. This field is set when the <b>Clear Vendor YTD Accumulators</b> application is run.</p>
25. Discounts Ytd	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field will be displayed automatically, no entry is allowed. It is the total amount of all discounts taken on payments made to this vendor year-to-date (so far this year). This field is automatically maintained.</p>
26. Discounts Last Year	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field will be displayed automatically, no entry is allowed. It is the total amount of all discounts taken on payments made to this vendor last year. This field is set when the <b>Clear Vendor YTD Accumulators</b> application is run.</p>
27. Automatic Distribution ?	<p>Y or N.</p> <p>This field will be displayed automatically, no entry is allowed. It displays whether automatic distributions for this vendor have been entered. If automatic distributions have been entered, Y is displayed. If not, N will appear. Vendor automatic distribution is explained in the <b>Application Overview</b>.</p>

### Purchase Order Data

Name	Type and Description
1. Buyer Contact	<p>20 alphanumeric characters.</p> <p>This field will be displayed automatically, no entry is allowed. Displays the name of the person who is to be contacted with regard to new purchases.</p>
2. Fob Code	<p>2 alphanumeric characters.</p>



Name	Type and Description
	This field will be displayed automatically, no entry is allowed. Displays an FOB code from the <b>FOB Code File</b> , as well as its corresponding description. It is used as a default when purchase orders are entered in the <b>Purchase Order and Receiving</b> package.
3. Ship Via Code	2 alphanumeric characters.  This field will be displayed automatically, no entry is allowed. Displays a Ship Via code from the <b>Ship Via Code File</b> as well as its corresponding description. It is used as a default when purchase orders are entered in the <b>Purchase Order and Receiving</b> package.
4. Print Price On Po's ?	Y or N.  This field will be displayed automatically, no entry is allowed. It indicates whether the price for each item will appear on the purchase order if the <b>Purchase Order and Receiving</b> package is being used.
5. Acknowledge ?	Y or N.  This field will be displayed automatically, no entry is allowed. There is a small box on the purchase order form marked <b>acknowledge</b> . A <b>Y</b> or <b>N</b> is printed in this box by the computer. This indicates to the vendor whether or not you want him to send an order acknowledgement.  The value entered here becomes the default value to be printed on the purchase order.
6. Confirm ?	Y or N. This field will be displayed automatically, no entry is allowed. There is a small box on the purchase order form marked <b>confirm</b> . A <b>Y</b> or <b>N</b> is printed in this box by the computer. This indicates to the vendor whether or not you want him to send an order confirmation.  The value entered here becomes the default value to be printed on purchase orders. It can be overridden when purchase orders are entered.
7. Po's Ytd	5 numeric digits (99,999).  This field will be displayed automatically, no entry is allowed. It displays the total number of purchase orders that have been sent to the vendor year-to-date (so far this year). This field will automatically be kept current if the <b>Purchase Order and Receiving</b> package is being used.
8. Line Items Ytd	7 numeric digits (9,999,999).  This field will be displayed automatically, no entry is allowed. This is the total number of line items on all of the purchase orders that were sent to the vendor year-to-date (so far this year). It is automatically updated if the <b>Purchase Order and Receiving</b> package is being used.
9. Lines Late Ytd	7 numeric digits (9,999,999).  This field will be displayed automatically, no entry is allowed. It displays the total number of purchase order lines for which the shipment arrived late year-to-date (so far this year). It is automatically updated if the <b>Purchase Order and Receiving</b> package is being used.
10. Pct Late Last Year	5 numeric digits with 2 decimal places (999.99).

Name	Type and Description
	This field will be displayed automatically, no entry is allowed. It displays the percentage of purchase order lines for which the shipment arrived late last year. This field will be set when the <b>Clear Vendor YTD Accumulators</b> application is run.
11. Avg Cost Variance %	<p>5 numeric digits with 2 decimal places with an optional minus sign (999.99-).</p> <p>This field will be displayed automatically, no entry is allowed. It displays the average percentage that the cost of the items varied from the cost anticipated on the purchase order. This field will be kept current automatically if the <b>Purchase Order and Receiving</b> package is being used.</p>
12. Avg Rejected Items %	<p>5 numeric digits with 2 decimal places with an optional minus sign (999.99-).</p> <p>This field will be displayed automatically, no entry is allowed. It displays the average percentage of items, which are rejected when received. This field will be kept current automatically if the <b>Purchase Order and Receiving</b> package is being used.</p>
13. Avg Lead Time	<p>5 numeric digits with 2 decimal places with an optional minus sign (999.99-).</p> <p>This field will be displayed automatically, no entry is allowed. It displays the average lead-time for items received from this vendor. For example: if this figure were 20, it would mean that, on the average, it takes 20 days from the time an order is sent to the time the item is received in inventory. This field will not be automatically kept up to date unless the <b>Purchase Order and Receiving</b> package is being used.</p>
14. Avg No of Days Late	<p>3 numeric digits with an optional minus sign (999-).</p> <p>This field will be displayed automatically, no entry is allowed. It displays the average number of days late that the goods for a particular purchase order line item arrived. For example: if there are 10 line items on a purchase order and the goods for 9 of the line items arrive on time, but the goods for one line item are 30 days late, then the average number of days late would be 3. A negative number would indicate that, on the average, shipments from this vendor are early. This field will be automatically kept current if the <b>Purchase Order and Receiving</b> package is being used.</p>
15. Commodity Codes	<p>5 codes of 4 alphanumeric characters each.</p> <p>This field will be displayed automatically, no entry is allowed. A Commodity Code is a code indicating a particular type of commodity, such as lumber, steel, solvent, gas, etc. Each vendor can have up to five commodities associated with it. These are the commodities that the particular vendor supplies.</p> <p>In the <b>Purchase Order and Receiving</b> package, there is a report, which allows the printing of vendors by commodity code.</p>

## Notes

Name	Type and Description
Vendor No	6 alphanumeric characters.  To inquire about vendor notes, enter the Vendor account number that is the subject of your inquiry. Press the <b>F7</b> key to search by vendor name or <b>F8</b> to search by vendor number.
Vendor Note Literal 1-5	5 lines of 30 alphanumeric characters.  These fields display account information entered into the <b>Vendor File</b> relative to the account number you requested in the previous field.
Date	A date in the standard date format.  Displays the corresponding date relative to this vendor note entry.
Amount	9 numeric digits with 2 decimal places.  Displays the corresponding amount relative to this vendor note entry.

The screenshot shows the 'Vendor File Inquiry - [Elliott Demonstration Company]' application. The main window lists fields for vendor information: 1. Vendor No, 2. Name, 3. Address-1, 4. Address-2, 5. City, 6. State, 7. Zip Code, 8. Country, 9. Phone No, 10. Contact, 11. Federal Id No, 12. Fed Id Type, 13. 1099 Category, 14. Vendor Type, 15. Vendor Status, 16. Last Activity Date, and 27. Automatic Distribution ?. A 'Vendor Search By Number' dialog box is open, displaying a list of vendors with their Vendor No and Vendor Name. The vendors listed are: 000100 Computer Electronics Center, 000200 CompuPart Computer Services, 000300 Anawalt Computer Company, 000400 Computers of America, 000500 Ronson Electronics, 000600 Maintenance Electronics, 000700 Southern Electronics, and 000800 Allied Electronics Company. The dialog box also includes navigation instructions: 'Up, Dn, PgDn, PgUp, RETURN To Select'. The status bar at the bottom shows 'NETcellent System, Inc. (32-bit)', '005 RAH', 'BJL', and 'AP0100'.

Vend-No	Vendor Name
000100	Computer Electronics Center
000200	CompuPart Computer Services
000300	Anawalt Computer Company
000400	Computers of America
000500	Ronson Electronics
000600	Maintenance Electronics
000700	Southern Electronics
000800	Allied Electronics Company

Vendor File Inquiry (Vendor Search By Number)

Vendor File Inquiry - [Elliott Demonstration Company]

Inquire *Notes* *ESC*

10x20 Courier New

*1. Vendor No	000200		
2. Name	CompuPart Computer Services		
3. Address-1	Lumbard Park		
4. Address-2	6000 Unkerman Blvd.		
5. City	San Diego		
6. State	CA		
7. Zip Code	98437	17. Terms	6% 30 / net 60
8. Country	USA	18. Due Days	60
		19. Disc Days	30
9. Phone No	834-834-8388	20. Disc Pct	6.00
10. Contact	Garish Hilltop		
		21. Purchases Ytd	0.00
11. Federal Id No	73-4777343	22. Purchases Last Year	0.00
12. Fed Id Type	F	23. Amount Paid Ytd	0.00
13. 1099 Category	X	24. Amount Paid Last Year	0.00
		25. Discounts Ytd	0.00
14. Vendor Type	SUP	26. Discounts Last Year	0.00
15. Vendor Status			
16. Last Activity Date	09/10/89	27. Automatic Distribution ?	Y

Do You Wish To Display Next Screen ? ☒

NETcellent System, Inc. (32-bit) 005 RAH BJJ AP0100

## Vendor File Inquiry

Vendor File Inquiry - [Elliott Demonstration Company]

Inquire *Notes* *ESC*

10x20 Courier New

1. Buyer Contact	Garish		
2. Fob Code	LA Los Angeles		
3. Ship Via Code	TC Trucking Co.		
4. Print Price On Po's ?	Y		
5. Acknowledge ?	N	11. Avg Cost Variance %	5.23
6. Confirm ?	N	12. Avg Rejected Items %	0.09
		13. Avg Lead Time	7.83
7. Po's Ytd	0	14. Avg No Of Days Late	2
8. Line Items Ytd	0		
9. Lines Late Ytd	0	15. Commodity Codes:	
10. Pct Late Last Year	0.00	PRTS	

Inquiry Only Access - No Changes Allowed Press "Return" To Continue ☐

NETcellent System, Inc. (32-bit) 005 RAH BJJ AP0100

## Vendor File Inquiry (Purchase Order Information)

Vendor File Inquiry - [Elliott Demonstration Company]

Inquire Notes

10x20 Courier New

Screen 0

Vendor: 000200 CompuPart Computer Services

-----Automatic Distribution-----

Account-No	Percent
1. <input type="text"/>	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Percent Remaining To Distribute: 100.000

F7 = Search By Main Acct No F8 = Search By Acct Description

NETcellent System, Inc. (32-bit)	005 RAH	BJL	AP0100
----------------------------------	---------	-----	--------

Vendor Automatic Distribution Screen

Vendor File Inquiry - [Elliott Demonstration Company]

Inquire Notes

10x20 Courier New

1. Vendor No	Vendor No 000200 CompuPart Computer Services
2. Name	Fax Number 834-834-8389
3. Address-1	Misc. Info Have NOT received Proposal
4. Address-2	Competitor Standard Lumber
5. City	RFP ? yes
6. State	Contact Tammy Corrado
7. Zip Code	RFP Date 09/15/89
8. Country	RFP Amt. 1,800.00
9. Phone No	
10. Contact	
11. Federal Id No	Inquiry Only - Change Not Allowed Press Return
12. Fed Id Type	23. Amount Paid Ytd
13. 1099 Category	24. Amount Paid Last Year
14. Vendor Type	25. Discounts Ytd
15. Vendor Status	26. Discounts Last Year
16. Last Activity Date	27. Automatic Distribution ?

NETcellent System, Inc. (32-bit)	005 RAH	BJL	AP0100
----------------------------------	---------	-----	--------

Vendor Notes Inquiry

**This Page Intentionally Blank**

## Processing

### *A/P Transaction Processing*

#### Advanced Features

The A/P Modules includes many features and functions, not applicable to all business, which we let you **Pick & Choose** to enhance your functionality and processing needs. These are detailed in the A/P Global Utilities section of this manual

#### Application Overview

In a manual, non-computer oriented **Accounts Payable** system; a voucher is a slip of paper that is used to represent a vendor's invoice. This puts order into the **A/P** system by making every payable item conform to a single specific format. A number is assigned to each voucher, which can be used whenever the payable item is referred to.

In the **A/P Transaction Processing** application, a voucher is much the same thing except that the voucher, instead of being a slip of paper, is a record on the **Open Item File**.

New vouchers (or **A/P** open items) are entered into the system via the **A/P Transaction Processing** application. All information about new payables is entered into a temporary file (the **A/P Transaction File**) and then posted to the **Open Item File**. (This file could also be called the **Voucher File**.) It is very easy to make changes to the information that has been entered into the **A/P Transaction File** before it has been posted, but after posting it is much more difficult. This is because many different files in the **A/P** package are updated when a new **A/P** open item is added and the data in all of these files has to be corrected also. Therefore, it is advisable to carefully recheck all information entered into the **A/P Transaction File** before posting.

If a purchase is made with a manually written check so that the item is already paid for, it can be entered into the system as a prepaid voucher (indicating that payment has already been made).

If the vendor sends a credit memo indicating that you can take credit toward future purchases because of damaged merchandise, or for any other reason, this credit memo is also entered through the **A/P Transaction Processing** application. This is called a vendor credit memo. If you send the vendor a debit memo to charge him for damaged merchandise, or for any other reason, this would also be entered as a vendor credit memo. (Those who are familiar with accounting will see that it is a reduction in the vendor's **A/R** (an asset) and so is a credit to him, but it is a reduction in your **A/P** (a liability) and so is a debit to you.)

The term **vendor credit memo** is used to make it clear that it is the vendor's credit memo that is being represented by the **A/P** open item (or voucher). When a vendor credit memo is entered, it generally applies to an earlier vendor invoice, although the package will allow entry of credit memos, which do not apply to an earlier invoice.

Once the transactions have been posted, it is possible to change the due date, discount date, and discount amount through the **A/P Open Item Adjustment** application. If anything else on the voucher needs to be changed (such as the vendor number, or the voucher amount), it can only be done by entering a cancellation voucher through **A/P Transaction Processing** to delete the original **A/P** open item and then re-entering the voucher with the correct data. Assuming that the cancellation voucher and new voucher entered are correct, this will have the desired effect on all files.

Adding a new voucher to the **Open Item File** increases the total **Accounts Payable** amount in the general

ledger. An accountant would recognize this as a credit, since **A/P** is a liability account. This credit is counter-balanced in the general ledger by one or more debits to expense accounts. Distributing the vendor invoice amount among the different expense accounts is known as expense distribution. This can be done automatically by pressing a function key if the vendor automatic distribution feature in the **Vendor File** is being used.

If freight, miscellaneous charges and taxes are always posted to a particular account, these distributions will be made automatically before you are allowed to enter any distributions. For this reason, you may find that even before you enter any distributions, the screen will show that 1, 2 or 3 distributions have been made. This type of automatic distribution is set up in the **A/P Setup** application.

The **A/P** package also allows tracking of expenses by job (see **Job Code File**). This has nothing to do with the general ledger, but the amounts are distributed in much the same way. The total invoice amount is distributed to one or more jobs. If expenses are tracked by job, it must be done manually on every new **A/P** transaction entered into the system, since the automatic distribution feature does not allow tracking by job number. The job distributions interface to **Elliott's Job Costing** package (if installed) to update the actual costs of material or services on the job.

## Double Screen vs. Single Screen Transaction Entry

The way distributions are entered is affected by whether or not the **Purchase Order & Receiving** package is being used. If **P/O** is installed or the **Enter Transaction P/O Data ?** flag (#19) in **A/P Setup** is set to **Y**, distributions are entered on a second screen. This allows **P/O** to know exactly which items are being billed for on the invoice, what quantity of each item is being billed for, and the price being paid. If it has this information, it can notice any difference between the vendor invoice and the original purchase order that was sent. These distributions will need to be made manually from the vendor invoice. Normally, one distribution would be made for each item on the invoice. For run instructions and entry field descriptions for this type of entry refer to the **Double Screen Transaction Entry** section immediately following this Application Overview.

**NOTE:** When processing **A/P** transactions for receivings recorded in the **Purchase Order & Receiving** package, it is important to distribute to the same account number that was entered for the receivings distribution. If batch receivings processing is being used, this should be the Receivings Accrual Account that is entered in **P/O Setup** and is used to hold the value of the received inventory until the voucher is entered here in **A/P**. For more information on the Receivings Accrual Account, see the **Package Overview** section of the **P/O** manual. If receivings are being recorded online in **P/O**, this should be the line item account number from the purchase order.

If **P/O** is not installed and **A/P Setup** flag #19 is set to **N**, distributions are entered at the bottom of the first screen. This is designed to simplify transaction entry for users who do not want or need to track purchase order transaction data. For more information and entry field descriptions, refer to the **Single Screen Transaction Entry** section later in the **A/P Transaction Processing** chapter.

All of these types of distributions are done by specifying the amount to be distributed to each account number, job number, and purchase order (if appropriate) combination. Entry of distributions could become extremely complex if all of these features were used to the fullest extent, especially if the **Purchase Order and Receiving** package is being used. If, however, invoices generally apply to a single job and expense account, the distribution process will be greatly simplified. For example, an invoice comes in for a shipment of glue that is for use by job number 100. Only one distribution would need to be entered. If an invoice comes in for a shipment of glue, paint and solvent, that is for use by jobs 100, 200 300 and 400, and there are different expense accounts for glue, paint and solvent, then twelve distributions would need to be entered, and the exact amounts for each distribution would need to be estimated or calculated manually.

If an error is discovered in the **A/P** distributions of a voucher that has been posted, it can be corrected with



an adjustment voucher. This is basically a voucher with a zero invoice amount. The distributions for the voucher also total zero. For example, if \$100 was distributed to account 12000-10000-00000, which should have been distributed to 13000-10000-00000, then two distributions would be entered on the adjustment voucher: minus \$100 to 12000-10000-00000 and \$100 to 13000-10000-00000. (\$100-) + (\$100) = zero.

## Run Instructions - Double Screen Transaction Entry

Select **A/P Transaction Processing** from the pull down **A/P Processing** window. If the **P/O** package is installed or **A/P Setup** flag #19 is set to **Y**, the following screen will then be displayed:

A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List Edit

10x20 Courier New

* Voucher No	1. Trx Type
2. Vendor No	
3. P.O. No	
4. Inv Date	Dist To G/L Date
5. Inv No	
6. Invoice Amt	Non-Disc Amt
7. Sales Tax	Discountable ?
8. Freight	Discountable ?
9. Misc Charges	Discountable ?
Total Amount	
10. Due Days	Due Date
11. Disc Days	Disc Date
12. Disc Percent	
13. Disc Amount	
14. Voucher Ref	

NETcellent System, Inc. (32-bit) 005 RAH BJJ AP0200

A/P Double Screen Transaction Entry Screen

The following options are available:

- \* Select the desired mode from the **A/P Transaction Processing** menu bar
- \* Enter the voucher information requested on the screen. Enter any distributions on the second screen.
- \* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

## Entry Field Descriptions - Double Screen Transaction Entry

### Voucher Information Screen

Name	Type and Description
Voucher No	<p>6 numeric digits (999999).</p> <p>In add mode, press the <b>F1</b> key to get the next sequential voucher number. For example, if the last voucher entered was number 19867, then pressing the <b>F1</b> key will cause the number 19868 to be assigned to the voucher.</p> <p>In change mode, the <b>F1</b> key can be used to bring up transactions in voucher number order.</p>
1. Trx Type	<p>1 alphabetic character.</p> <p>This field can have one of the following values:</p> <p><b>V</b> = Regular Voucher  <b>C</b> = Vendor Credit Memo Voucher  <b>P</b> = Prepaid Voucher  <b>X</b> = Cancellation Voucher  <b>A</b> = Adjustment Voucher</p> <p><b>Regular Vouchers:</b> These are used to enter a vendor invoice or any other new payable into the system.</p> <p><b>Vendor Credit Memo Vouchers:</b> These are used to enter a credit memo received from the vendor into the system. They are also used to enter a debit memo sent to the vendor, since these have the same effect as a credit memo received from the vendor. (See the <b>Application Overview</b> for this application for a more complete explanation.)</p> <p><b>Prepaid Vouchers:</b> When merchandise is paid for in advance by check, the check is entered as a prepaid voucher, since the voucher has already been paid when it is entered. This has the same effect as entering a regular voucher and then immediately paying the voucher in full with a manual payment through the <b>Open Item Adjustment</b> application. For vouchers to be shown as fully paid, you must run <b>Manual Check Register</b> from the <b>A/P Reports</b> pull down window. This must be done after posting the new <b>A/P</b> transactions.</p>
Trx Type (continued)	<p><b>Cancellation Vouchers:</b> These are used to cancel vouchers, which have already been posted to the <b>Open Item File</b>. In order for a cancellation voucher to work, the invoice number, invoice date and the total amount (invoice amount plus miscellaneous amount plus sales tax plus freight) must match that of the original voucher. If you are trying to delete a credit memo, the amount must be a negative and the invoice number entered must be the <u>apply to</u> number of the credit memo, not the actual invoice number. If a voucher has had a payment made toward it, the payment (check) must first be voided before the cancellation is attempted.</p> <p><b>Adjustment Vouchers:</b> These are used to correct errors in distributions after the transaction has been posted. If, for example, an amount has been distributed to the wrong account, this could be corrected with an adjustment voucher.</p>

	This field defaults to V.
2. Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the vendor number of the vendor whose invoice is being vouchered. The vendor's name and terms will display to the right. Pressing the <b>F7</b> key will allow you to search for the vendor by number or pressing the <b>F8</b> key will allow you to search for the vendor by name. This is useful in finding a vendor when you do not know the vendor number.</p> <p>Entering an * will allow you to add a new miscellaneous vendor. The number used will be the next available miscellaneous vendor number. For example, if the voucher number is <b>123456</b> then the miscellaneous vendor number will be <b>*23456</b>. The program will then ask you to enter the miscellaneous vendor's name, address, and terms. The default miscellaneous vendor number (<b>*99999</b>) is not allowed to be used in transaction processing and must be entered in Vendor File Maintenance first.</p> <p>For more information on miscellaneous vendors, refer to the <b>Package Overview</b> section of this manual.</p>
3. P.O. No	If the <b>Purchase Order and Receiving</b> package is being used, this field is entered as 6 numeric digits and then 2 numeric digits (999999-99). If the <b>Purchase Order and Receiving</b> package is not being used, it is 10 alphanumeric characters.
P.O. No (continued)	<p>Enter the purchase order number of the purchase order from which the invoice originated. This should appear somewhere on the vendor's invoice. This field becomes the purchase order number default to speed entry of distributions. If there is more than one purchase order number on the invoice, you can leave this field blank.</p> <p>This field is not required. If the payable being entered does not have a purchase order associated with it, leave this field blank.</p>
4. Inv Date	<p>A date in the standard date format.</p> <p>Enter the date printed on the invoice. If the payable being entered is not associated with an invoice, enter the statement date. If there is no statement, enter the due date of the payable.</p> <p>This field defaults to the <b>system date</b>.</p>
Dist To G/L Date	<p>A date in the standard date format.</p> <p>Enter the date that will be associated with this document in the <b>Open Item File</b> and in the <b>A/P Distribution File</b>.</p> <p>After the document is interfaced to <b>General Ledger</b>, it will be posted to the period, which contains this date. This field defaults to the <b>system date</b>.</p>
5. Inv No	<p>8 alphanumeric characters.</p> <p>Enter the document number on the invoice. If there is no invoice, you can press the <b>F1</b> key for a date stamp of the invoice date in the format <b>YYMMDD</b>. Or press the <b>F2</b> key and the voucher number will be used as the invoice number. Duplicate invoice numbers are <b>not</b> allowed.</p> <p>This number will be what you will use to refer to the payable for inquiry and for payment.</p>
Apply To	8 alphanumeric characters.

	<p>This field only appears for vendor credit memos. Enter the vendor invoice number to which this vendor credit memo applies. Press the <b>F1</b> key to default to the invoice number entered in the previous field.</p>
6. Invoice Amt	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>Enter the invoice amount, not including any miscellaneous charges, sales tax and freight.</p>
Non-Disc Amt	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>Enter the part of the invoice amount, which is not subject to any early payment discount (not including miscellaneous charges, sales tax, and freight charges, which are handled below).</p> <p>For example, if no early payment discount could be taken on pencils included on an invoice for an assortment of office supplies, you would enter the cost of the pencils here.</p> <p>This field defaults to zero.</p>
7. Sales Tax	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>Enter the sales tax amount shown on the invoice. This field defaults to zero.</p>
Discountable ?	<p>Y or N.</p> <p>This question may not appear on the screen, but if it appears, it must be answered.</p> <p>If sales tax is subject to the early payment discount in this case enter Y, if not enter N. What this is actually asking is - <b>Do you pay tax on the full stated price or do you pay tax on the discount price?</b> If you pay tax on the full stated price, then tax is not discountable, and so N would be the appropriate answer.</p> <p>The automatic value and/or default for this field is set in the <b>A/P Setup</b> application. If the value for this field is always the same, the <b>A/P Setup</b> will always give it that value automatically and you will not be required to enter it.</p>
8. Freight	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>Enter the freight amount shown on the invoice.</p> <p>This field defaults to zero.</p>
Discountable ?	<p>Y or N.</p> <p>This question may not appear on the screen, but if it appears, it must be answered.</p> <p>If freight charges are subject to the early payment discount in this case, enter Y; if not, enter N.</p> <p>The automatic value and/or default for this field is set in the <b>A/P Setup</b> application. If the value for this field is always the same, the <b>A/P Setup</b> will always give it that value automatically and you will not be required to enter it.</p>
9. Misc Charges	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>Enter the miscellaneous charges amount shown on the invoice.</p> <p>This field defaults to zero.</p>

Discountable ?	<p>Y or N.</p> <p>This question may or may not appear on the screen; if it appears it must be answered.</p> <p>If miscellaneous charges are subject to the early payment discount in this case, enter Y; if not, enter N.</p> <p>The automatic value and/or default for this field is set in <b>A/P Setup</b> application. If the value for this is always the same, <b>A/P Setup</b> will give it that value automatically and you will not be required to enter it.</p>
Total Amount	<p>Display only.</p> <p>This field shows the total amount due for this transaction.</p>

Name	Type and Description
10. Due Days	<p>3 numeric digits (999).</p> <p>Enter the number of days after the invoice date that the invoice becomes due. This will default to the Due Days field in the <b>Vendor File</b>. If zero is entered, you will be allowed to enter the due date.</p>
Due Date	<p>A date in the standard date format.</p> <p>Enter the date that the invoice is due.</p>
11. Disc Days	<p>3 numeric digits (999).</p> <p>Enter the number of days after the invoice date that are allowed before the early payment discount can no longer be taken. This will default to the Discount Days field in the <b>Vendor File</b>. If zero is entered, you will be allowed to enter the discount date.</p>
Disc Date	<p>A date in the standard date format.</p> <p>Enter the last date that the early payment discount can still be taken.</p>
12. Disc Percent	<p>5 numeric digits with three decimal places (99.999).</p> <p>Enter the early payment discount percent. This field defaults to the discount percent in the <b>Vendor File</b>.</p> <p>This will set the default for the early payment discount amount. If you wish to enter the discount amount instead of the percent, enter zero for discount percent</p>
13. Disc Amount	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>The default for this field will be calculated, based on the discount percent entered above.</p>
14. Voucher Ref	<p>30 alphanumeric characters.</p> <p>Enter a description of the voucher. This field can be left blank.</p>

Voucher Ref (continued)	This is a Commentary Reference field used to trace invoices, which will appear on the <b>A/P Transaction Edit List and Register</b> and later appear on the <b>A/P Open Item Report</b> and <b>A/P Account Inquiry</b> .
15. A/P Account	<p>Enter an account number in the standard format.</p> <p>This field will only appear if the <b>Multiple A/P Accounts?</b> in <b>A/P Setup</b> is set to Y.</p> <p>Enter the <b>A/P</b> account, which is affected by the transaction. This could be some liability account other than <b>A/P</b>, if desired.</p> <p>Pressing the <b>F7</b> key will allow you to search for the account by number. Pressing the <b>F8</b> key will allow you to search for the account by description. This is useful in finding an account when you do not know the account number.</p> <p>Defaults to the default <b>A/P</b> account entered in <b>A/P Setup</b>.</p>

**Fields 16-17** will only appear if the Transaction Type was entered as **P** for prepaid voucher.

Name	Type and Description
16. Check No	<p>6 numeric digits (999999).</p> <p>Enter the check number of the check that was used to pay for the merchandise.</p> <p>There is no default for this field.</p>
Date	<p>A date in the standard date format.</p> <p>Enter the date that the check was written.</p> <p>This field defaults to the <b>system date</b>.</p>
17. Cash Account	<p>An account number in the standard format.</p> <p>This field will only appear if the <b>Multiple Cash Accounts</b> flag in <b>A/P Setup</b> is set to Y.</p> <p>Enter the cash account from which the check was drawn.</p> <p>Pressing the <b>F7</b> key will allow you to search for the account by number. Pressing the <b>F8</b> key will allow you to search for the account by description. This is useful in finding an account when you do not know the account number.</p> <p>Defaults to the default cash account entered in <b>A/P Setup</b>.</p>

At the top of the second screen the last account number, purchase order number and item number entered are displayed. Use these fields to keep track of where you are on the invoice or load sheet.

At the bottom of this screen are two fields indicating the number of distributions entered and the amount remaining to distribute. If **A/P Setup** has specified that miscellaneous charges, sales tax and/or freight are to be distributed automatically to a particular account then you may find that the number of distributions entered starts at 1, 2 or 3 before you have entered any. The amount remaining to distribute must be zero before you can leave this screen, there is no way to abort the transaction except by distributing the remaining amount to an account and then going back and deleting the transaction using the delete mode or using change mode to correct the distribution.

## Distributions - Double Screen Transaction Entry

Name	Type and Description
1. Account-No	<p>Enter an account number in the standard format.</p> <p>Enter the account number of the expense account to which distribution is being made.</p>
Account-No	<p>If <b>Purchase Order and Receiving</b> is being used, this field will default to the Purchases Accrual Account number entered in <b>P/O Setup</b>. A blank main account number may be entered here. When the valid line item number is entered from the purchase order, the system will automatically insert the account number entered in <b>Purchase Order and Receiving</b> for this item.</p> <p>Press the <b>F1</b> key at any point in add mode to distribute the remaining invoice amount according to the vendor's automatic distributions.</p> <p>Pressing the <b>F7</b> key will allow you to search for the account by number or pressing the <b>F8</b> key will allow you to search for the account by description. This is useful in finding an account when you do not know the account number.</p> <p>In change mode, press the <b>F1</b> key to bring up distributions for change.</p>
2. Amount	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>Enter the amount of the distribution.</p> <p>If <b>Purchase Order and Receiving</b> is being used and a valid item is entered, the program will calculate the item billed unit cost (distribution amount divided by quantity). If the billed unit cost does not equal P/O received unit cost for the item and the item price variance account assigned through <b>IM</b> is not blank, then the program will ask you if a cost variance entry should be created. If you answer <b>Y</b> to this question, a cost variance distribution entry will be created. For more information concerning the price variance account, see the <b>Cost Type/Location Account File Maintenance</b> application in <b>Inventory Management</b>.</p> <p>There is no default.</p>
3. P.O. Number	<p>If the <b>Purchase Order and Receiving</b> package is being used, this field will be entered as 6 numeric digits and then 2 numeric digits (999999-99). If the <b>Purchase Order and Receiving</b> package is not being used, it will be entered as 10 alphanumeric characters.</p> <p>Enter the purchase order number of the purchase order from which the invoice originated. This should be on the vendor invoice somewhere.</p>
P.O. Number	<p>This field defaults to the purchase order number from the first screen of the <b>A/P Transaction Processing</b> application.</p> <p>Press the <b>F1</b> key to skip the next four fields on the screen. These fields will probably not be needed unless the <b>Purchase Order and Receiving</b> package is being used.</p>
Line Number	<p>3 numeric digits (999).</p> <p>This field is only entered if the <b>Purchase Order and Receiving</b> package is being used.</p>

	<p>If you do not know the purchase order line number that applies to the distribution, leave it blank, and you will be allowed to enter the item number; the line number will be found automatically later.</p> <p>Press the <b>F1</b> key here to bring up each purchase order line in order. The inventory item number, vendor's item number and description will display for each one.</p>
4. Item-Number	<p>15 alphanumeric characters.</p> <p>This field will not be entered if the purchase order line number was entered, as the system would already know the item number in this case, and would have displayed it in this position.</p> <p>Enter your company's inventory item number from the purchase order. The vendor's item number for the item and the description will then display.</p>
5. Quantity	<p>A standard quantity format.</p> <p>Enter the quantity of the item indicated on the invoice.</p> <p>If the <b>Purchase Order and Receiving</b> package is being used, you will be given a warning if this quantity is greater than the quantity ordered or if the merchandise has been received, but in a lower quantity than entered here. If a warning appears, make sure that the quantity you entered is actually what appears on the invoice.</p> <p>This field defaults to <b>zero</b>.</p>
6. Unit of Meas	<p>2 alphanumeric characters.</p> <p>Enter the unit of measure indicated on the invoice for the item being entered. If this does not match what is on the purchase order an error message will be displayed when you have completed entering this screen and you will need to do a conversion to the correct unit of measure. For example, say the invoice says that 15 <b>DZ</b> (dozen) are being billed. You enter this and when you are done with the screen, the message <b>Wrong Unit Of Measure - Po Unit Of Measure Is Ea</b> displays. This means that you will have to multiply the quantity by 12 and change the unit of measure to <b>Ea</b> (each). If you changed the unit of measure only, then the <b>Purchase Order and Receiving</b> package would think that only 15 items had been billed and, therefore, that the price must be too high.</p>
7. Job No	<p>6 alphanumeric characters.</p> <p>This field will only appear if the <b>Use Job Numbers?</b> flag (#4) in <b>A/P Setup</b> is set to <b>Y</b>.</p> <p>Enter the job number of the job, which will be using the merchandise.</p> <p>In add or change mode, press the <b>F7</b> key to search for Job numbers.</p>



Date filled out \_\_\_\_\_ by \_\_\_\_\_ ADD CHANGE DELETE  
Page 1 of 2

## A/P TRANSACTION PROCESSING FILE LOAD SHEET

Voucher No

- 1) Trx Type    ☐ V = Regular Voucher  
                  C = Vendor Credit Memo Voucher  
                  P = Prepaid Voucher  
                  X = Cancellation Voucher  
                  A = Adjustment Voucher
- 2) Vendor No    \_\_\_\_\_
- 3) P.O. No    \_\_\_\_\_
- 4) Inv Date    \_\_/\_\_/\_\_    Dist To G/L Date \_\_/\_\_/\_\_
- 5) Inv No    \_\_\_\_\_/    Apply To: \_\_\_\_\_
- 6) Invoice Amt    \_\_,\_\_\_\_,\_\_\_\_.\_\_\_\_
- Non-Disc Amt    \_\_,\_\_\_\_,\_\_\_\_.\_\_\_\_
- 7) Sales Tax    \_\_,\_\_\_\_,\_\_\_\_.\_\_\_\_    Discountable ?    ☐ Yes/No
- 8) Freight    \_\_,\_\_\_\_,\_\_\_\_.\_\_\_\_    Discountable ?    ☐ Yes/No
- 9) Misc Charges    \_\_,\_\_\_\_,\_\_\_\_.\_\_\_\_    Discountable ?    ☐ Yes/No
- 10) Due Days    \_\_\_\_    Due Date    \_\_/\_\_/\_\_
- 11) Disc Days    \_\_\_\_    Disc Date    \_\_/\_\_/\_\_
- 12) Disc Percent    \_\_\_\_
- 13) Disc Amount    \_\_,\_\_\_\_,\_\_\_\_.\_\_\_\_
- 14) Voucher Ref    \_\_\_\_\_
- \_\_\_\_\_

Date filled out \_\_\_\_\_ by \_\_\_\_\_ ADD CHANGE DELETE  
Page 2 of 2

A/P TRANSACTION PROCESSING FILE LOAD SHEET  
DISTRIBUTIONS

1. Account-No \_\_\_\_\_  
2. Amount \_\_\_\_\_  
3. P.O. Number \_\_\_\_\_ Line Number \_\_\_\_  
4. Item-Number \_\_\_\_\_  
6. Unit of Meas \_\_\_\_  
5. Quantity \_\_\_\_\_  
7. Job No \_\_\_\_\_

1. Account-No \_\_\_\_\_  
2. Amount \_\_\_\_\_  
3. P.O. Number \_\_\_\_\_ Line Number \_\_\_\_  
4. Item-Number \_\_\_\_\_  
6. Unit of Meas \_\_\_\_  
5. Quantity \_\_\_\_\_  
7. Job No \_\_\_\_\_

1. Account-No \_\_\_\_\_  
2. Amount \_\_\_\_\_  
3. P.O. Number \_\_\_\_\_ Line Number \_\_\_\_  
4. Item-Number \_\_\_\_\_  
6. Unit of Meas \_\_\_\_  
5. Quantity \_\_\_\_\_  
7. Job No \_\_\_\_\_

A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List eXit

10x20 Courier New-Bold

\* Voucher No 500099 1. Trx Type V  
 2. Vendor No 000100 Computer Electronics Center  
 Terms: 5% 30 / NET 60

3. P.O. No  
 4. Inv Date 10/18/01 Dist To G/L Date 10/18/01  
 5. Inv No 20011018  
 6. Invoice Amt 100.00 Non-Disc Amt 0.00  
 7. Sales Tax 0.00 Discountable ? Y  
 8. Freight 0.00 Discountable ? Y  
 9. Misc Charges 0.00 Discountable ? Y

Total Amount 100.00  
 10. Due Days 60 Due Date 12/17/01  
 11. Disc Days 30 Disc Date 11/17/01  
 12. Disc Percent 5.000  
 13. Disc Amount 5.00

14. Voucher Ref  
 15. A/P Account 02000-00000-00000 Accounts Payable - Trade

Field Number ?

NETcellent System, Inc. 003 SUPERVISOR JOE AP0200

A/P Double Screen Transaction Entry Processing (Screen #1)

A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List eXit

10x20 Courier New-Bold

Vendor No:000100 Voucher No:500099 Type:Vchr Invoice No:20011018

Last Acct: Last Po: Last Item:

1. Account-No 05360-00000-00000 Advertising  
 2. Amount 100.00  
 3. P.O. Number  
 4. Item-Number  
 5. Quantity 0.00  
 6. Unit Of Meas  
 7. Job No

Distributions Entered: 1 Amount Remaining To Distribute: 0.00

Field Number ?

NETcellent System, Inc. 003 SUPERVISOR JOE AP0200

A/P Double Screen Transaction Entry Processing (Screen #2)

## NEW A / P TRANSACTION EDIT LIST

## Run Instructions - Single Screen Transaction Entry

Select **A/P Transaction Processing** from the pull down **A/P Processing** window. If the **P/O package is not installed** and **A/P Setup** flag #19 is set to **N**, the following screen will then be displayed:

**A/P Transaction Processing - [Elliott Demonstration Company]**

Add Change Delete List exit

10x20 Courier New-Bold

\* Voucher No 1. Trx Type

2. Vendor No

3. P.O. No 4. Inv Date Dist To G/L Date

5. Inv No

6. Inv Amt 11. Due Days Due Date

7. Sales Tax Disc? 12. Disc Days Disc Date

8. Freight Disc? 13. Disc %

9. Misc Chrg Disc? 14. Disc Amt

15. Reference

Total Amt

10. Non-Disc

Account Number	Description	Distrib Amt	Job No
1.			
2.			
3.			
4.			

NETcellent System, Inc. | 003 SUPERVISOR JOE | AP0202

A/P Single Screen Transaction Entry Processing (Screen #1)

The following options are available:

- \* Select the desired mode from the **A/P Transaction Processing** menu bar
- \* Enter the voucher information requested at top of the screen. Enter distributions in the table at the bottom of the screen.
- \* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

## Entry Field Descriptions - Single Screen Transaction Entry

### Voucher Information

Name	Type and Description
Voucher No	<p>6 numeric digits (999999).</p> <p>In add mode, press the <b>F1</b> key to get the next sequential voucher number. For example, if the last voucher entered was number 19867, then pressing the <b>F1</b> key will cause the number 19868 to be assigned to the voucher.</p> <p>In change mode, the <b>F1</b> key can be used to bring up transactions in voucher number order.</p>
1. Trx Type	<p>1 alphabetic character.</p> <p>This field can have one of the following values:</p> <p><b>V</b> = Regular Voucher  <b>C</b> = Vendor Credit Memo Voucher  <b>P</b> = Prepaid Voucher  <b>X</b> = Cancellation Voucher  <b>A</b> = Adjustment Voucher</p> <p><b>Regular Vouchers:</b> These are used to enter a vendor invoice or any other new payable into the system.</p> <p><b>Vendor Credit Memo Vouchers:</b> These are used to enter a credit memo received from the vendor into the system. They are also used to enter a debit memo sent to the vendor, since these have the same effect as a credit memo received from the vendor. (See the <b>Application Overview</b> for this application for a more complete explanation.)</p> <p><b>Prepaid Vouchers:</b> When merchandise is paid for in advance by check, the check is entered as a prepaid voucher, since the voucher has already been paid when it is entered. This has the same effect as entering a regular voucher and then immediately paying the voucher in full with a manual payment through the <b>Open Item Adjustment</b> application. For vouchers to be shown as fully paid, you must run <b>Manual Check Register</b> from the <b>A/P Reports</b> pull down window. This must be done after posting the new <b>A/P</b> transactions.</p>
Trx Type	<p><b>Cancellation Vouchers:</b> These are used to cancel vouchers, which have already been posted to the <b>Open Item File</b>. In order for a cancellation voucher to work, the invoice number, invoice date and the total amount (invoice amount plus miscellaneous amount plus sales tax plus freight) must match that of the original voucher. If you are trying to delete a credit memo, the amount must be a negative and the invoice number entered must be the <u>apply to</u> number of the credit memo, not the actual invoice number. If a voucher has had a payment made toward it, the payment (check) must first be voided before the cancellation is attempted.</p> <p><b>Adjustment Vouchers:</b> These are used to correct errors in distributions after the transaction has been posted. If, for example, an amount has been distributed to the wrong account, this could be corrected with an adjustment voucher.</p>

	This field defaults to V.
2. Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the vendor number of the vendor whose invoice is being vouchered. The vendor's name and terms will display to the right. Pressing the <b>F7</b> key will allow you to search for the vendor by number or pressing the <b>F8</b> key will allow you to search for the vendor by name. This is useful in finding a vendor when you do not know the vendor number.</p> <p>Entering an * will allow you to add a new miscellaneous vendor. The number used will be the next available miscellaneous vendor number. For example, if the voucher number is <b>123456</b> then the miscellaneous vendor number will be <b>*23456</b>. The program will then ask you to enter the miscellaneous vendor's name, address, and terms. The default miscellaneous vendor number (<b>*99999</b>) is not allowed to be used in transaction processing and must be entered in Vendor File Maintenance first.</p> <p>For more information on miscellaneous vendors, refer to the <b>Package Overview</b> section of this manual.</p>
3. P.O. No	<p>10 alphanumeric characters.</p> <p>Enter the purchase order number of the purchase order from which the invoice originated. This should appear somewhere on the vendor's invoice.</p>
P.O. No	<p>This field becomes the purchase order number default to speed entry of distributions. If there is more than one purchase order number on the invoice, you can leave this field blank.</p> <p>This field is not required. If the payable being entered does not have a purchase order associated with it, leave this field blank.</p>
4. Inv Date	<p>A date in the standard date format.</p> <p>Enter the date printed on the invoice. If the payable being entered is not associated with an invoice, enter the statement date. If there is no statement, enter the due date of the payable.</p> <p>This field defaults to the <b>system date</b>.</p>
Dist To G/L Date	<p>A date in the standard date format.</p> <p>Enter the date that will be associated with this document in the <b>Open Item File</b> and in the <b>A/P Distribution File</b>.</p> <p>After the document is interfaced to <b>General Ledger</b>, it will be posted to the period, which contains this date. This field defaults to the <b>system date</b>.</p>
5. Inv No	<p>8 alphanumeric characters.</p> <p>Enter the document number on the invoice. If there is no invoice, you can press the <b>F1</b> key for a date stamp of the invoice date in the format <b>YYMMDD</b>. Or press the <b>F2</b> key and the voucher number will be used as the invoice number. Duplicate invoice numbers are <b>not</b> allowed.</p> <p>This number will be what you will use to refer to the payable for inquiry and for payment.</p>
Apply To	<p>8 alphanumeric characters.</p> <p>This field only appears for vendor credit memos. Enter the vendor invoice number to</p>

	which this vendor credit memo applies. Press the F1 key to default to the invoice number entered in the previous field.
6. Inv Amt	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>Enter the invoice amount, not including any miscellaneous charges, sales tax and freight.</p>
7. Sales Tax	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>Enter the sales tax amount shown on the invoice. This field defaults to zero.</p>
Discountable ?	<p>Y or N.</p> <p>This question may not appear on the screen, but if it appears, it must be answered.</p> <p>If sales tax is subject to the early payment discount in this case enter Y, if not enter N. What this is actually asking is - <b>Do you pay tax on the full stated price or do you pay tax on the discount price?</b> If you pay tax on the full stated price, then tax is not discountable, and so N would be the appropriate answer.</p> <p>The automatic value and/or default for this field is set in the <b>A/P Setup</b> application. If the value for this field is always the same, the <b>A/P Setup</b> will always give it that value automatically and you will not be required to enter it.</p>
8. Freight	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>Enter the freight amount shown on the invoice.</p> <p>This field defaults to zero.</p>
Discountable ?	<p>Y or N.</p> <p>This question may not appear on the screen, but if it appears, it must be answered.</p> <p>If freight charges are subject to the early payment discount in this case, enter Y; if not, enter N.</p>
Discountable ?	<p>The automatic value and/or default for this field is set in the <b>A/P Setup</b> application. If the value for this field is always the same, the <b>A/P Setup</b> will always give it that value automatically and you will not be required to enter it.</p>
9. Misc Charges	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>Enter the miscellaneous charges amount shown on the invoice.</p> <p>This field defaults to zero.</p>
Discountable ?	<p>Y or N.</p> <p>This question may or may not appear on the screen; if it appears it must be answered.</p> <p>If miscellaneous charges are subject to the early payment discount in this case, enter Y; if not, enter N.</p> <p>The automatic value and/or default for this field is set in the <b>A/P Setup</b> application. If the value for this is always the same, <b>A/P Setup</b> will give it that value automatically and you will not be required to enter it.</p>
Total Amount	Display only.



	This field shows the total amount due for this transaction.
10. Non-Disc	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>If any part of the total amount displayed in the field above is <b>not</b> eligible to be discounted, enter that amount here. When the discount amount is calculated, this amount will not be included in the calculation.</p> <p>For example, if no early payment discount could be taken on pencils included on an invoice for an assortment of office supplies, you would enter the cost of the pencils here.</p> <p>This field defaults to zero.</p>
11. Due Days	<p>3 numeric digits (999).</p> <p>Enter the number of days after the invoice date that the invoice becomes due. This will default to the Due Days field in the <b>Vendor File</b>. If zero is entered, you will be allowed to enter the due date.</p>
Due Date	<p>A date in the standard date format.</p> <p>Enter the date that the invoice is due.</p>
12. Disc Days	<p>3 numeric digits (999).</p> <p>Enter the number of days after the invoice date that are allowed before the early payment discount can no longer be taken. This will default to the Discount Days field in the <b>Vendor File</b>. If zero is entered, you will be allowed to enter the discount date.</p>
Disc Date	<p>A date in the standard date format.</p> <p>Enter the last date that the early payment discount can still be taken.</p>
13. Disc %	<p>5 numeric digits with three decimal places (99.999).</p> <p>Enter the early payment discount percent. This field defaults to the discount percent in the <b>Vendor File</b>.</p> <p>This will set the default for the early payment discount amount. If you wish to enter the discount amount instead of the percent, enter zero for discount percent.</p>
14. Disc Amt	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>The default for this field will be calculated, based on the discount percent entered above.</p>
15. Reference	<p>30 alphanumeric characters.</p> <p>Enter a description of the voucher. This field can be left blank. This is a Commentary Reference field used to trace invoices, which will appear on the <b>A/P Transaction Edit List and Register</b> and later appear on the <b>A/P Open Item Report</b> and <b>A/P Account Inquiry</b>.</p>

16. A/P Acct	<p>Enter an account number in the standard format.</p> <p>This field will only appear if the <b>Multiple A/P Accounts?</b> in <b>A/P Setup</b> is set to Y.</p> <p>Enter the <b>A/P</b> account, which is affected by the transaction. This could be some liability account other than <b>A/P</b>, if desired.</p> <p>Pressing the <b>F7</b> key will allow you to search for the account by number. Pressing the <b>F8</b> key will allow you to search for the account by description. This is useful in finding an account when you do not know the account number.</p> <p>Defaults to the default <b>A/P</b> account entered in <b>A/P Setup</b>.</p>
--------------	---

**Fields 17-18** will only appear if the **Trx Type** was entered as **P** for Prepaid Voucher.

Name	Type and Description
17. Check No	<p>An account number in the standard format.</p> <p>This field will only appear if the <b>Multiple Cash Accounts</b> flag in <b>A/P Setup</b> is set to Y.</p> <p>Enter the cash account from which the check was drawn.</p> <p>Pressing the <b>F7</b> key will allow you to search for the account by number. Pressing the <b>F8</b> key will allow you to search for the account by description. This is useful in finding an account when you do not know the account number.</p> <p>Defaults to the default cash account entered in <b>A/P Setup</b>.</p>
Date	<p>A date in the standard date format.</p> <p>Enter the date that the invoice is due.</p>
18. Cash Acct	<p>An account number in the standard format.</p> <p>This field will only appear if the <b>Multiple Cash Accounts</b> flag in <b>A/P Setup</b> is set to Y.</p>
Cash Acct	<p>Enter the cash account from which the check was drawn.</p> <p>Pressing the <b>F7</b> key will allow you to search for the account by number. Pressing the <b>F8</b> key will allow you to search for the account by description.</p> <p>This is useful in finding an account when you do not know the account number.</p> <p>Defaults to the default cash account entered in <b>A/P Setup</b>.</p>

At the bottom of this table are two fields indicating the number of distributions entered and the amount remaining to distribute. If **A/P Setup** has specified that miscellaneous charges, sales tax and/or freight are to be distributed automatically to a particular account then you may find that the number of distributions entered starts at 1, 2 or 3 before you have entered any. The amount remaining to distribute must be zero before you can leave this screen, there is no way to abort the transaction except by distributing the remaining amount to an account and then going back and deleting the transaction using the delete mode or using change mode to correct the distribution.

## Distributions For Single Screen Transaction Entry

Name	Type and Description
Account Number	<p>An account number in the standard format.</p> <p>Enter the account number of the expense account to which distribution is being made.</p> <p>In add mode press the <b>F2</b> key to distribute the remaining invoice amount according to the vendor's automatic distributions.</p> <p>Press the <b>F7</b> key to search for the account by number or press the <b>F8</b> key to search for the account by description. This is useful in finding an account when you do not know the account number.</p>
Distrib Amount	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>Enter the amount to be distributed to this account number.</p>
Job No	<p>6 alphanumeric characters.</p> <p>This field will only be entered if the <b>Use Job Numbers</b> flag (#4) in <b>A/P Setup</b> is set to Y.</p> <p>Enter the job number of the job, which will be using the merchandise.</p> <p>In add or change mode, press the <b>F7</b> key to search for Job numbers.</p>

A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete Upst edit

10x20 Courier New-Bold

\* Voucher No 500100 1. Trx Type V

2. Vendor No 000100 Computer Electronics Center Terms: 5% 30 / NET 60

3. P.O. No 4. Inv Date 10/18/01 Dist To G/L Date 10/18/01

5. Inv No 500100

6. Inv Amt 100.00 11. Due Days 60 Due Date 12/17/01

7. Sales Tax 0.00 Disc? Y 12. Disc Days 30 Disc Date 11/17/01

8. Freight 0.00 Disc? Y 13. Disc % 5.000

9. Misc Chrg 0.00 Disc? Y 14. Disc Amt 5.00

15. Reference

Total Amt 100.00 16. A/P Acct 02000-00000-00000

10. Non-Disc 0.00 Accounts Payable - Trade

Account Number	Description	Distrib Amt	Job No
1. 05360-00000-00000	Advertising	100.00	
2.			
3.			
4.			

Amt Remaining To Dist: .00

Field Number ?

NETcellent System, Inc. 003 SUPERVISOR JOE AP0202

### A/P Single Screen Transaction Entry Processing

## NEW A / P TRANSACTION EDIT LIST

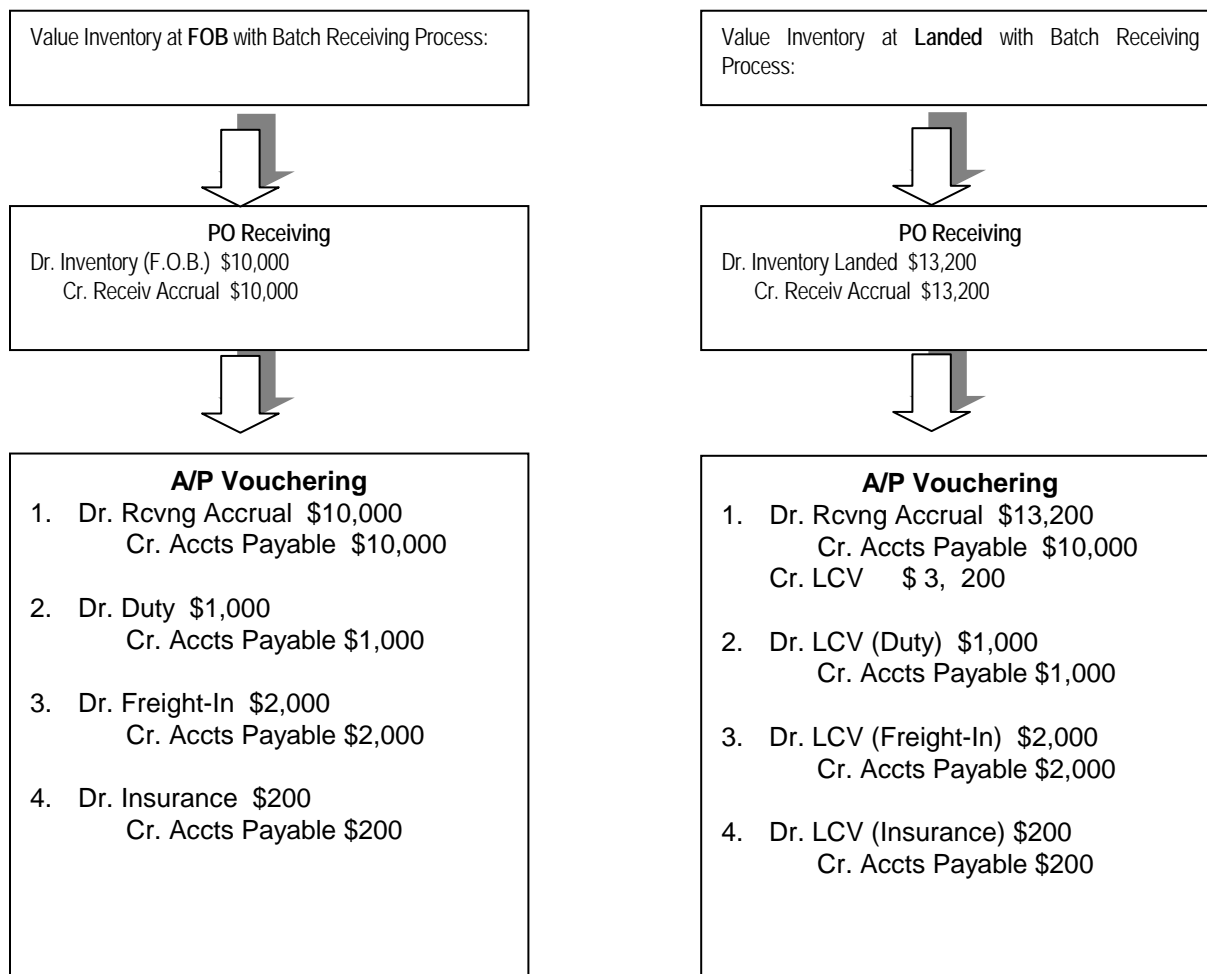
Vouch#	Vendor	Name	Invoice#	Invoice-Amt	Non-Disc-Amt	---Due-&Disc---	Check-No	A/P-Account-No
Trx-Typ	No	Terms	Inv-Date	Sls-Tax-Amt	Disc-Tax ?	Days-----Date	Check-Date	Cash-Account-No
Vouch-Date		P.O.#	Apply-To	Freight-Amt	Disc-Prt ?	Disc-# Amount		
				Misc-Chrges	Disc-Misc ?		Voucher-Reference	
500102	000400	Computers of America	500102	45.60	.00	09/15/89		02000-10000-00000
Vchr		Terms:	09/15/89	.00		09/15/89		
09/15/89		P.O.#:		.00		.00		
				.00			Safe Deposit Box Rental	
	Account-No	Account-Description		Dist-Amount	Item-No	Quantity	Uom	Job-# P.O.-#
	05390-00000-00000	Miscellaneous		22.80				
	05390-10000-00000	Miscellaneous		22.80				
500103	000400	Computers of America	500103	45.60	.00	10/15/89		02000-10000-00000
Vchr		Terms:	10/15/89	.00		10/15/89		
10/15/89		P.O.#:		.00		.00		
				.00			Safe Deposit Box Rental	
	Account-No	Account-Description		Dist-Amount	Item-No	Quantity	Uom	Job-# P.O.-#
	05390-00000-00000	Miscellaneous		22.80				
	05390-10000-00000	Miscellaneous		22.80				
500104	000400	Computers of America	500104	45.60	.00	11/15/89		02000-10000-00000
Vchr		Terms:	11/15/89	.00		11/15/89		
11/15/89		P.O.#:		.00		.00		
				.00			Safe Deposit Box Rental	
	Account-No	Account-Description		Dist-Amount	Item-No	Quantity	Uom	Job-# P.O.-#
	05390-00000-00000	Miscellaneous		22.80				
	05390-10000-00000	Miscellaneous		22.80				

## Landed Cost Processing

This step is critical for accurate posting information. In processing of payables, even though your vendor only invoices you for the FOB cost, it is important to know that the PO receiving side has Debits inventory and Credits the receiving accrual account at Landed Cost. Therefore, the correct value A/P system should take out from receiving accrual account is the Landed Cost, not the FOB cost. The difference will go to an account called **Landed Cost Variance (LCV)** account. The system will do this automatically as long as the right PO number is provided and the distribution to each PO line item is accurately identified. This can be a time consuming process if you do not have the “**Receiving Accrual Account Reconciliation**” feature turned on. If it is turned on, the A/P voucher process can be a speedy process.

The LCV account contains the value of the estimated additional cost, (freight, duty, insurance...etc.) of the received and entered FOB invoice. The account is waiting for the distribution of freight and duty invoices that will then eventually cause LCV account to wash out. Therefore, it is important that you distribute to the LCV account, not an expense account, when you receive the invoice for freight and duty.

The following diagram is meant to give an illustration of the difference between using FOB and Landed Cost for Inventory valuation:



By looking at these account distribution comparisons, the obvious differences are in the Receiving Posting and then the handling of the additional costs in the payables entry. If you value inventory at FOB cost, then during the time of receiving the invoices for freight and duty, you will distribute to expense account.

If you value inventory at Landed cost, then you would distribute it to **LCV (Landed Cost Variance)**, or sometimes referred as Landed Cost Clearing account. The value in this account should wash out itself on the long run. If it does not wash out, then it is most likely caused by the over or under estimation of the landed cost at the time of receiving. You should reconcile this account periodically, and if necessary, make any needed adjustments.

## Advanced P.O. Processing

### Receiving Accrual Account Reconciliation

#### Application Overview

The purpose of this feature is to provide **a means of reconciliation for the P/O receiving accrual account**. If you are using **batch receiving**, posting a PO receiving updates the General Ledger (via the GL Inventory Interface) by debiting inventory and crediting the receiving accrual account as a temporary liability account. Without enabling this feature in **A/P Global Control**, there are no sub-ledger detail reports that could be used reconcile the ending balance in the G/L receiving accrual account.

### Speedy Voucher Processing

#### Application Overview

When processing an AP Voucher to Purchase Order Receiving, you to distribute every applicable P.O. line item during the Voucher entry. If you have enabled the **A/P Global Control Receiving Account Reconciliation feature**, the Speedy AP Voucher Processing feature allows you to enter a voucher and reference it to a P.O. receiving. Once referenced, the system will automatically distribute each line item for you and, as an added bonus, greatly speed up voucher processing.

**Both of these features are documented in the A/P Global utilities section of this manual.**

**This Page Intentionally Blank**



## Recurring Voucher Processing

### Application Overview

In addition to normal A/P activity, most companies have several payables, which are due on a regular basis and for which there is no invoice and often not even a statement or any kind of reminder of when payment is due. Such things include rent, loan payments, mortgage payments, lease payments and notes payable. These payables can be handled in the Accounts Payable package, using recurring vouchers.

Recurring vouchers can recur in two different ways. Either they are due on a specific day of the month (possibly every two or every three months) or they are due every so many days (possibly every 14 days or every 30 days). These two types of recurrence are type M for monthly and type N for number of days.

Each recurring voucher has a starting date and an ending date. The starting date is the date the first payment is due. The ending date is the date of the last payment. On some loans, there will be a certain number of payments at one rate and then more payments at another rate. Two recurring vouchers could be set up with consecutive date ranges to handle the change in payment amount automatically.

Once the Recurring Voucher File is set up, all that remains to be done is to post the recurring vouchers to the A/P Transaction File on a regular basis. These transactions are, in turn, posted to the A/P Open Item File, the same as the transactions entered through A/P Transaction Processing. The vouchers can then be selected for payment and computer checks will be printed to pay them.

Even if recurring vouchers are not posted to the A/P Transaction File frequently enough, payments will not be skipped by the application. The recurring Post Recurring Transactions posting application will create automatically as many A/P transactions as needed to bring the payments up to date.

### Run Instructions

Select Recurring Voucher Processing from the pull down A/P Processing window. The following screen will then be displayed:

Recurring Voucher Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

10x20 Courier New

1. Vendor No

2. Recurring Id

3. Description

4. Type Of Recurrence

5. Interval

6. Starting Date Due

7. Ending Date

8. Amount

9. Last Voucher Date

10. A/P Account No

NETcellent System, Inc. (32-bit) 004 RAH BJL AP0301

### Recurring Voucher Processing

The following options are available:

- \* Select the desired mode from the Recurring Voucher Processing menu bar
- \* Enter the data requested on the screen
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
1. Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the vendor number of the vendor to whom payment will be due. The vendor's name will be displayed automatically.</p> <p>If you do not know the vendor number of the vendor you want, press the F7 key and a search for the vendor by number can be done or press the F8 key and a search by vendor name can be done.</p>
2. Recurring Id	<p>4 alphanumeric characters.</p> <p>This field defines the recurring vouchers for a vendor.</p> <p>It is used to define one of several recurring vouchers for a vendor.</p> <p>The default recurring ID is 1, so if you only have one recurring voucher for a vendor, use this default.</p> <p>Pressing the F1 key will bring up the next recurring voucher for this vendor, in change and delete mode.</p>
3. Description	<p>30 alphanumeric characters.</p> <p>Enter a description of the recurring voucher.</p> <p>For example, a recurring voucher might have a description Rent - 2441 Honolulu Building.</p>
4. Type of Recurrence	<p>1 alphanumeric character.</p> <p>The valid values for this field are:</p> <p>M = Monthly payment N = Number of days between payments</p> <p>If payment will always be due on a certain day of the month, even if there will be more than one month between payments, enter M.</p>
Type of Recurrence	If the payments are due every specified number of days (such as once every 30

Name	Type and Description
	<p>days), then enter N.</p> <p>There is no default for this field. Once entered this field may not be changed.</p>
5. Interval	<p>3 numeric digits (999).</p> <p>If M was entered above, enter the number of months between each payment. If payment is due every month, enter 1. If payment is due every other month, enter 2. If N was entered above, enter the number of days between payments. If payment is due every week, enter 7. If payment is due every other week, enter 14.</p> <p>There is no default for this field.</p>
6. Starting Date	<p>Enter a date in the standard date format.</p> <p>Enter the date that the first payment is to be made. If this is a type M recurring voucher, payments will always be due on the same day of the month as this date.</p> <p>When this field has been entered, a description of when the payment is due will be displayed on the screen. Take a look at this description to ensure that the data entered is correct.</p> <p>This field defaults to the system date.</p> <p>If this date is changed, the last voucher date will be set to zero.</p>
Due	<p>Automatically displays.</p> <p>If field #4 Type Of Recurrence is defined as M (Monthly) and the Interval in field #5, is set at 1 (month), the system displays a starting date and automatically calculates the due date for every subsequent month thereafter.</p> <p>If field #4 Type Of Recurrence is defined as N (Number Of Days Between Payments), and the Interval in field #5 is set at 1 (day), the system displays the starting date, and automatically calculates the due date for every day thereafter.</p>
7. Ending Date	<p>Enter a date in the standard date format.</p> <p>Enter the date that the last payment is to be made or the date after which no payments should be made. This date need not fall exactly on a payment date.</p>
8. Amount	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99).</p> <p>Enter the payable amount.</p>
9. Last Voucher Date	<p>A date in the standard date format.</p> <p>This field will be used by the package to keep track of the last voucher that was posted from this recurring voucher.</p> <p>This field should be left blank when a new recurring voucher is entered in add mode.</p> <p>If, for some reason, you wish to have the recurring voucher posting program skip a voucher or two, this can be done by setting this date to the date of the last voucher which should be skipped. This would cause the system to think that vouchers had already been created up to this date, so it would skip them.</p>

Name	Type and Description
	If this date is changed, the starting date will be updated to a date one interval following this date.
10. A/P Account No	<p>An account number in the standard account number format.</p> <p>This field will only be entered if multiple A/P accounts are being used. (See A/P Setup.)</p> <p>Enter the A/P account (or any other liability account), which will be affected by the transaction.</p> <p>Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by name.</p> <p>Defaults to the default Accounts Payable account number.</p>

### ***Distribution Screen***

The vendor name and number and the description of the recurring voucher being entered or changed is displayed on this screen automatically.

Name	Type and Description
Account-No	<p>An account number in the standard account number format.</p> <p>Enter the account to which the expense distribution will be made when the recurring voucher is posted to the A/P Transaction File. The description of the account will be displayed.</p> <p>Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by name.</p>
Amount	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>Enter the amount, which is to be distributed to the account.</p> <p>The total of all distribution amounts must be exactly the amount of the recurring voucher.</p> <p>The amount remaining to distribute is displayed at the bottom of the screen and will be automatically updated after each distribution is entered. You will not be allowed to leave this screen until the amount remaining to distribute is zero.</p>

**List**

Name	Type and Description
Starting Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the beginning of the vendor number range, which you wish to print on the report.</p> <p>This field defaults to All.</p>
Ending Vendor No	<p>6 alphanumeric characters.</p> <p>This field is not entered if All was selected above.</p> <p>Enter the end of the vendor number range, which you wish to print on the report.</p> <p>This field defaults to the starting vendor number to facilitate printing the recurring vouchers for a single vendor.</p>

Date filled out \_\_\_\_\_ by \_\_\_\_\_      ADD   CHANGE   DELETE

### RECURRING VOUCHER PROCESSING FILE LOAD SHEET

- 1) Vendor No      \_\_\_\_\_
- 2) Recurring ID      \_\_\_\_\_
- 3) Description      \_\_\_\_\_  
\_\_\_\_\_
- 4) Type of Recurrence      \_      M = Monthly, N = Number of Days
- 5) Interval      \_\_\_\_\_
- 6) Starting Date      \_\_/\_\_/\_\_
- 7) Ending Date      \_\_/\_\_/\_\_
- 8) Amount      \_\_, \_\_\_\_, \_\_\_\_.
- 9) Last Voucher Date      \_\_/\_\_/\_\_
- 10) A/P Account No      \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

#### Recurring Voucher Distributions

	Account No	Amount
1.	_____ - _____ - _____	____, ____., ____.
2.	_____ - _____ - _____	____, ____., ____.
3.	_____ - _____ - _____	____, ____., ____.
4.	_____ - _____ - _____	____, ____., ____.
5.	_____ - _____ - _____	____, ____., ____.
6.	_____ - _____ - _____	____, ____., ____.
7.	_____ - _____ - _____	____, ____., ____.
8.	_____ - _____ - _____	____, ____., ____.
9.	_____ - _____ - _____	____, ____., ____.
10.	_____ - _____ - _____	____, ____., ____.

Recurring Voucher Processing - [Elliott Demonstration Company]

Add Change Delete List edit

X [Icons] 10x20 Courier New-Bold

\*1. Vendor No 000100 Computer Electronics Center

\*2. Recurring Id 1

3. Description Advertising Contract

4. Type Of Recurrence M

5. Interval 1

6. Starting Date 10/01/01 Due On The 1st Of Every Month

7. Ending Date 12/31/01

8. Amount 650.00

9. Last Voucher Date

10. A/P Account No 02000-00000-00000 Accounts Payable - Trade

Field Number ? [ ]

NETcellent System, Inc. 003 SUPERVISOR JOE AP0301

### Recurring Voucher Processing

Recurring Voucher Processing - [Elliott Demonstration Company]

Add Change Delete List edit

X [Icons] 10x20 Courier New-Bold

Vendor: 000100 Computer Electronics Center

Description: Advertising Contract

----- Automatic Distribution -----

Account-No	Amount
1. 05360-00000-00000 Advertising	400.00
2. 05360-10000-00000 Advertising	250.00
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Amount Remaining To Distribute: 0.00

Field Number ? [ ]

NETcellent System, Inc. 003 SUPERVISOR JOE AP0301

### Recurring Voucher Processing (Automatic Distribution)

Recurring Voucher Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

10x20 Courier New

1. Vendor No
2. Recurring Id
3. Description
4. Type Of Recurren
5. Interval
6. Starting Date
7. Ending Date
8. Amount
9. Last Voucher Date
10. A/P Account No

Recurring Trx List

Starting Vendor No All

Ending Vendor No

Any Change ? ☐

004 RAH BJJ AP0301

## Recurring Voucher Processing (Recurring Trx List)

RECURRING VOUCHERS LIST

Printed For All Vendors

Vendor No	Name	Description When-Due	Strt-Dte End-Date	Voucher-Amt Last-Vchr-Date	A/P-Acct-No Description
000400	Computers of America	Safe Deposit Box Rental	01/15/87	45.60	02000-10000-00000
		Due On The 15Th Of Every Month	01/15/91	08/15/89	Accounts Payable - Trade
		Account-No Description		Amount	
		05390-00000-00000 Miscellaneous		22.80	
		05390-10000-00000 Miscellaneous		22.80	
000500	Ronson Electronics	Rent - Main Office	06/15/86	2,800.00	02000-10000-00000
		Due On The 15Th Of Every Month	12/31/91	08/15/89	Accounts Payable - Trade
		Account-No Description		Amount	
		05420-00000-00000 Rent		2,800.00	
000600	Maintenance Electronics	Payroll Tax Accounting Fee	01/01/87	42.00	02000-10000-00000
		Due Every 7 Days	01/01/91	08/27/89	Accounts Payable - Trade



## A/P Open Item Adjustment

### Application Overview

The A/P Open Item Adjustment application has two separate and distinct functions.

First, it allows changes to be made to the due date, discount date, and discount balance of an A/P open item. These changes may be required because of an entry error when the transaction was originally entered or for some other reason. This amounts to changing the terms on an invoice.

Second, it allows entry of manual payments made toward vendor invoices. Generally, for some reason, a check has been written manually (not printed by the computer) to pay vouchers and it now must be entered into the system.

These two functions are performed with two different transaction types. These types are T (Change Voucher Terms) and M (Manual Payment). The changes to be made are entered at the terminal and are stored in a temporary file called the Open Item Adjustment Transaction File. Once the data has been entered and verified as correct, it can be posted to the Open Item File. An Open Item Adjustment Register is printed, which can be used as an audit trail for these adjustments.

A single manual check may pay several different vendor invoices. This is done by entering a separate transaction for each vendor invoice paid. To verify that the check amount matches what was entered, print the Open Item Adjustment List and compare the check total against the actual check amount.

In order for vouchers being paid by a manual check to be shown as fully paid, you must run Manual Check Register Report from the Reports pull down window after posting Open Item Adjustments.

### Run Instructions

Select A/P Open Item Adjustment from the pull down A/P Processing window. The following screen will then be displayed:

The screenshot shows a window titled "A/P Open Item Adjustment - [Elliott Demonstration Company]". The window has a menu bar with "Add", "Change", "Delete", "List", and "Exit". Below the menu bar is a toolbar with various icons. The main area of the window is a text input field with the following labels: "Trx Type", "Vendor No", "Invoice No", "Voucher No", "Invoice Date", "Invoice Bal", and "Disc Allowed". At the bottom of the window, there is a status bar with the text "NETcellent System, Inc. (32-bit)" on the left, and "003 RAH", "BJL", and "AP0601" on the right.

The following options are available:

- \* Select the desired mode from the A/P Open Item Adjustment menu bar
- \* Enter the data requested on the screen
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
Trx Type	<p>1 alphanumeric character.</p> <p>The valid entries for this field are:</p> <p>T = Change Voucher Terms M = Manual Payment</p> <p>Enter T if you wish to change the due date, discount date, or discount balance on a voucher. Enter M if you wish to enter a manual payment, which has been made toward one or more vendor invoices already on file.</p> <p>This field defaults to the last entry.</p>
Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the vendor number of the vendor whose invoice is being adjusted. The vendor's name will display automatically to the right. If you do not know the vendor number, press the F7 key and a search for the vendor by number can be done or press the F8 key and a search for the vendor by name can be done.</p>
Invoice No	<p>8 alphanumeric characters.</p> <p>Enter the invoice number of the original vendor invoice for which the adjustment is being made.</p> <p>If you do not know the invoice number, press RETURN, and you will be allowed to enter the voucher number instead.</p>
Voucher No	<p>6 numeric characters (999999).</p> <p>This field is only entered if you choose not to enter the invoice number and enter this number instead.</p> <p>This is the voucher number that was assigned to the invoice during the A/P Transaction Processing.</p>
Invoice Date	<p>A date in the standard date format.</p> <p>This field is displayed automatically, no entry is required.</p> <p>This is the date of the original invoice.</p>
Invoice Bal	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p>

Name	Type and Description
	<p>This field is displayed automatically, no entry is required.</p> <p>This amount indicates how much of the invoice amount still has not been paid. If it is negative, it means that the invoice has been overpaid.</p> <p>The invoice balance is arrived at by subtracting the partial payments and discounts taken from the invoice amount.</p>
Disc Allowed	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field is displayed automatically, no entry is required.</p> <p>This field indicates the amount of early payment discount that was originally allowed on the invoice.</p>

### **"T" Type Adjustments (Change Voucher Terms)**

Name	Type and Description
Old Due Date	<p>A date in the standard date format.</p> <p>This field is displayed automatically, no entry is required. This is the due date of the invoice.</p>
Old Disc Date	<p>A date in the standard date format.</p> <p>This field is displayed automatically, no entry is required. This is the last date that any early payment discount can be taken on this invoice.</p>
1. New Due Date	<p>Enter a date in the standard date format.</p> <p>The old due date will be displayed on the screen. If you wish to change it, enter the new due date here. If you do not wish to change it, press RETURN.</p>
2. New Disc Date	<p>Enter a date in the standard date format.</p> <p>The old discount date will be displayed on the screen. If you wish to change it, enter the new discount date here. If you do not wish to change it, press RETURN.</p>
3. New Discount	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>The original discount amount will be displayed on the screen. If you wish to change it, enter the correct discount amount here. If you do not wish to change it, press RETURN.</p>

**"M" Type Adjustments (Manual Payments)**

Name	Type and Description
1. Check No	6 numeric digits (999999).  Enter the check number of the check, which is being entered.
2. Check Date	Enter a date in the standard date format.  Enter the check date of the check that is being entered.
3. Gross A/P Amt	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).  Enter the amount of the voucher, which is being paid off. If a discount is being taken, the gross A/P amount will be the check amount plus the discount amount.  For example, if a check for \$99.00 has been written to pay off a \$100 voucher with a \$1.00 value discount, then the amount entered here would be \$100.00, since A/P is being reduced by \$100.00.
4. Disc Taken	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).  Enter the discount taken. In the above example, the discount taken would be \$1.00.  After this field has been entered, the net cash amount will be displayed on the screen. If only one vendor invoice was paid by the check, the net check amount should equal the amount of the check; otherwise, the net cash amount represents the part of the check amount applied to this vendor invoice. The total net cash amounts from all adjustments with the same check number should equal the amount of the check. This should be verified on the Edit List. If they do not, the adjustments have not been entered correctly.
5. Cash Account	An account number in the standard account number format.  This field will only be entered if multiple cash accounts are used.  Enter the cash account from which the check was drawn.  Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by name. .

Date filled out \_\_\_\_\_ by \_\_\_\_\_ ADD CHANGE DELETE

A/P OPEN ITEM ADJUSTMENT FILE LOAD SHEET

Trx Type      \_ T = Change Voucher Terms  
M = Manual Payment

Vendor No      \_ \_ \_ \_ \_

Invoice No      \_ \_ \_ \_ \_

OR

Voucher No      \_ \_ \_ \_ \_

Type "T" Transactions Only

1. New Due Date    \_ \_ / \_ \_ / \_ \_

2. New Disc Date    \_ \_ / \_ \_ / \_ \_

3. New Disc Bal    \_ , \_ \_ \_ , \_ \_ \_ . \_ \_

Type "M" Transactions Only

1. Check No      \_ \_ \_ \_ \_

2. Check Date      \_ \_ / \_ \_ / \_ \_

3. Gross A/P Amount    \_ , \_ \_ \_ , \_ \_ \_ . \_ \_

4. Discount Taken    \_ , \_ \_ \_ , \_ \_ \_ . \_ \_

5. Cash Account      \_ \_ \_ \_ \_ - \_ \_ \_ \_ \_ - \_ \_ \_ \_ \_

A/P Open Item Adjustment - [Elliott Demonstration Company]

Add Change Delete List Edit

10x20 Courier New-Bold

Trx Type M

Vendor No 000700 Southern Electronics

Invoice No 500096

Voucher No 500096

Invoice Date 02/18/92

Invoice Bal 4,000.00

Disc Allowed 0.00

1. Check No 3699

2. Check Date 03/10/92

3. Gross A/P Amt 4,000.00

4. Disc Taken 0.00 Net Cash Amt: 4,000.00

5. Cash Account 01010-00000-00000 Cash in Bank - Account #1

Field Number ?

NETcellent System, Inc. 003 SUPERVISOR JOE AP0601

## Manual Payment Transaction

A/P Open Item Adjustment - [Elliott Demonstration Company]

Add Change Delete List Edit

10x20 Courier New-Bold

Trx Type T

Vendor No 000700 Southern Electronics

Invoice No 500096

Voucher No 500096

Invoice Date 02/18/92

Invoice Bal 4,000.00

Disc Allowed 0.00

Old Due Date 03/20/92

Old Disc Date 02/18/92

1. New Due Date 11/20/01

2. New Disc Date 12/01/01

3. New Discount 0.00

Field Number ?

NETcellent System, Inc. 003 SUPERVISOR JOE AP0601

## Change Voucher Terms Transaction

## A / P OPEN ITEM ADJUSTMENT EDIT LIST

Trx Types: T = Change Voucher Term M = Manual Payment

Trx Typ	Vendor No	Invoice No	Vouchr No	Invoice Date	Invoice-Bal Discount-Bal	Old/New Disc-Date	Old/New Due-Date	Old-Disc-Bal New-Disc-Bal	Check-No Chk-Date	Gross-Ap-Amt Disc-Taken	Net-Cash-Amt Cash-Acct-No
M	000200	500100	500100	01/24/93	2,248.00 134.88				456321 01/24/93	2,248.00 134.88	2,113.12 01010-00000-00000
									Check-Totals:	2,248.00 134.88	2,113.12
M	000700	523640	Invoice Not On File Or Fully Paid								
									Check-Totals:	.00 .00	.00
T	000100	930124	500099	01/24/93	289.00 14.45	02/23/93 02/23/93	03/25/93 03/24/93	14.45 .00			
T	000200	18857	Invoice Not On File Or Fully Paid								
T	000300	23528	Invoice Not On File Or Fully Paid								
									Grand-Totals:	2,248.00 134.88	2,113.12
2 A/P Open Item Adjustments											

**This Page Intentionally Blank**



## Post A/P Transactions

### Application Overview

The **Post A/P Transactions** application transfers all transaction vouchers that were previously created in **A/P Transaction Processing** to the **A/P** Open Item file and **A/P** Distribution to **G/L** file. It sends this information to various applications. Consequently, posting serves to automatically adjust the amount that your business owes to a given Vendor.

When performing a posting, the system prints a journal of all transactions that were posted.

### Run Instructions

Select **Post A/P Transactions** from the pull down **A/P Processing** window. The following screen will then be displayed:



Post A/P Transactions Entry Screen

The following options are available:

- \* Enter the data requested on the screen
- \* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time ?	Y or N.  Enter Y if you want to post <b>A/P</b> transactions or <b>N</b> to decline.



## Post A/P Transactions

```

NEW A / P T R A N S A C T I O N   R E G I S T E R

Trx Types:  Vchr = Regular Voucher   Cr-M = Credit Memo   P-Pd = Prepaid Voucher   Cncl = Cancellation Voucher   Ajst = Adjustment

Vouch#  Vendor  Name              Invoice#  Invoice-Amt  Non-Disc-Amt  ---Due-&-Disc---  Check-No  A/P-Account-No
Trx-Typ  No      Terms              Inv-Date  Sls-Tax-Amt  Disc-Tax ?    Days-----Date  Check-Date  Cash-Account-No
Vouc-Date  P.O.#              Apply-To  Freight-Amt  Disc-Frt ?    Disc-%    Amount              Voucher-Reference

500099  000100  Computer Electronics Center  930124      250.00      .00    60    03/25/93      02000-00000-00000
Vchr      Terms: 5% 30 / NET 60      01/24/93      19.00      Y          30    02/23/93
01/24/93  P.O.#:              20.00      Y          5.000      14.45
                        .00      Y

      Account-No      Account-Description      Dist-Amount  Item-No      Quantity  Uom  Job-#  P.O.-#  Line-#
      05415-00000-00000  Sales Tax              19.00
      05320-00000-00000  Freight              20.00
      04900-00000-00000  Inventory Clearing Account  250.00  CLOCK              14.000  EA  PC-10A

500100  000200  CompuPart Computer Services  500100      1,750.00      .00    60    03/25/93      02000-00000-00000
Vchr      Terms: 6% 30 / net 60      01/24/93      43.00      Y          30    02/23/93
01/24/93  P.O.#:              455.00      Y          6.000      134.88
                        .00      Y

```

## Post Recurring A/P Transactions

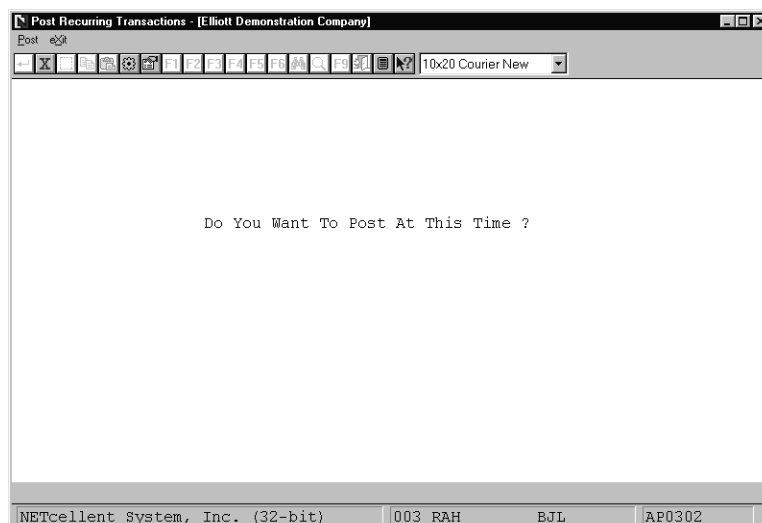
### Application Overview

The **Post Recurring Transactions** application transfers all transaction vouchers that were previously created in **Recurring Voucher Processing** to the **A/P Transaction** file. This posting serves to automatically create transactions that can be checked and adjusted in the **A/P Transaction Processing** application.

A posting journal will not be printed until they are reposted in **Post A/P Transactions**. To verify the transactions, print the **A/P Transaction Processing** edit list.

### Run Instructions

Select **Post Recurring Transactions** from the pull down **A/P Processing** window. The following screen will then be displayed:



Post Recurring Transactions Entry Screen

The following options are available:

- \* Enter the data requested on the screen
- \* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time ?	<p><b>Y or N.</b></p> <p>Enter <b>Y</b> if you want to post or <b>N</b> to decline.</p>
Post Vouchers Due Through	<p>Enter a date in the standard date format.</p> <p>Enter a date at least two payment dates in advance of the current date, preferably a few days ahead of this.</p> <p>If you want recurring vouchers to appear on your <b>Cash Requirements Report</b>, put them out for a few periods in advance.</p> <p>Any recurring vouchers, which are due up to the date entered, will be posted to the <b>A/P Transaction File</b>. Therefore, if today's date was entered here, the only vouchers, which would appear on the file, would be those, which become due today or earlier. Everything would be paid late. If the date of the next payment date were entered, only those vouchers, which became due on the payment date or before would appear on the file.</p> <p>Still, everything would be paid late. If the date of the following payment date were entered, all vouchers, which were going to become due before the following payment date, would appear and could all be paid on time. It is best to enter a date at least a few days beyond this so that checks can be written for vouchers in advance of when they are due, in case there are any delays in getting the checks out.</p>

Post Recurring Transactions - [Elliott Demonstration Company]

Post

10x20 Courier New

Do You Want To Post At This Time ? ☒

NETcellent System, Inc. (32-bit) 003 RAH BJJ AP0302

Do You Want To Post?

Post Recurring Transactions - [Elliott Demonstration Company]

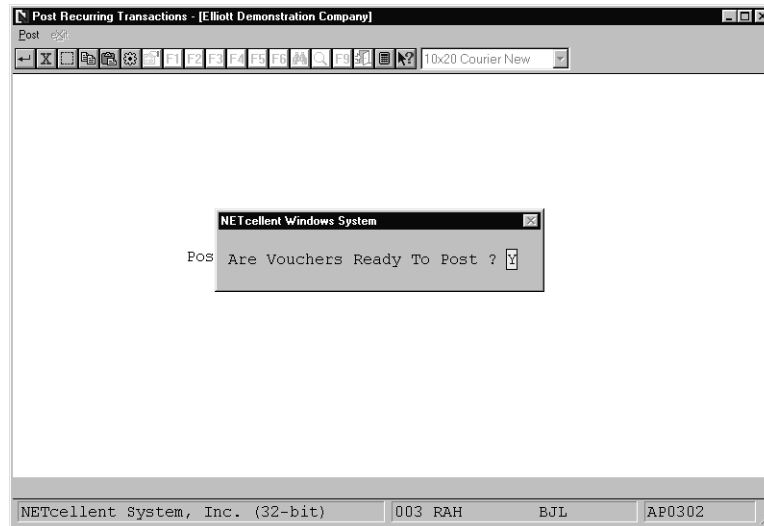
Post

10x20 Courier New

Post Vouchers Due Through 04/24/00

NETcellent System, Inc. (32-bit) 003 RAH BJJ AP0302

Post Vouchers Through What Date?



Are Vouchers Ready To Post?

## Post Adjustment Transactions

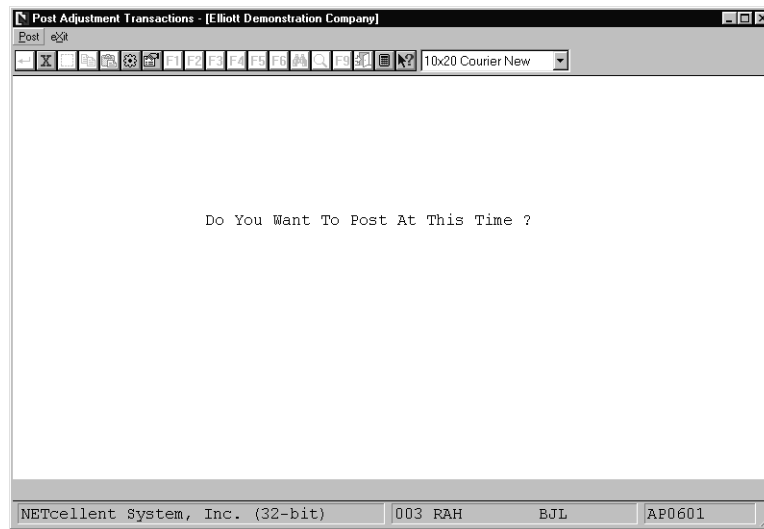
### Application Overview

The **Post Adjustment Transactions** application transfers prior adjustments into the **A/P** Open Item file among others. Consequently, posting serves to automatically adjust the amount that your business owes to a given vendor.

When performing a posting, the system prints a journal of all transactions that were posted.

### Run Instructions

Select **Post Adjustment Transactions** from the pull down **A/P Processing** window. The following screen will then be displayed:



Post Adjustment Transactions Entry Screen

The following options are available:

- \* Enter the data requested on the screen
- \* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time ?	Y or N.  Enter Y if you want to post adjustment transactions or N to decline.



## Post Adjustment Transactions

```

A / P   O P E N   I T E M   A D J U S T M E N T   R E G I S T E R

Trx Types: T = Change Voucher Term   M = Manual Payment

Trx  Vendor  Invoice  Vouchr  Invoice  Invoice-Bal  Old/New  Old/New  Old-Disc-Bal  Check-No  Gross-Ap-Amt  Net-Cash-Amt
Typ   No      No      No      Date    Discount-Bal  Disc-Date  Due-Date  New-Disc-Bal  Chk-Date  Disc-Taken    Cash-Acct-No
-----
M    000200  500100  500100  01/24/93    2,248.00          02/23/93  03/25/93    14.45  456321  2,248.00    2,113.12
                                           134.88          01/24/93    134.88  01010-00000-00000
                                           Check-Totals:  2,248.00    2,113.12
                                           134.88

M    000700  523640  Invoice Not On File Or Fully Paid
                                           Check-Totals:    .00    .00
                                           .00

T    000100  930124  500099  01/24/93    289.00          02/23/93  03/25/93    14.45
                                           14.45          02/23/93  03/24/93    .00

T    000200  18857   Invoice Not On File Or Fully Paid

T    000300  23528   Invoice Not On File Or Fully Paid

                                           Grand-Totals:  2,248.00    2,113.12
                                           134.88

2 A/P Open Item Adjustments

```



## Post A/P Checks

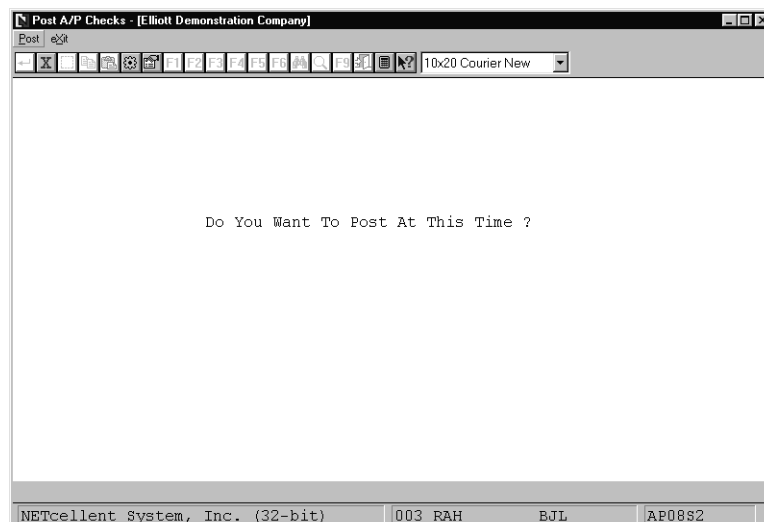
### Application Overview

The **Post A/P Checks** application automatically updates the amount that your business has paid to a given Vendor. It will post the checks that have been printed in **Print Checks** application.

When performing a posting, the system prints a journal of all transactions that were posted.

### Run Instructions

Select **Post A/P Checks** from the pull down **A/P Processing** window. The following screen will then be displayed:



Post A/P Checks Entry Screen

The following options are available:

- \* Enter the data requested on the screen
- \* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time ?	Y or N.  Enter Y if you want to post checks or N to decline.
Cash Account	A standard account number in the standard account number format.  Enter the G/L Cash Account Number where you want to post this transaction.  You may press F1 to delineate all cash accounts, or press F7 to search by main account, and F8 to search by account description.



Post A/P Checks (Screen #1)

Post A/P Checks - [Elliott Demonstration Company]

Post

Cash Account 1010-00000-00000

Do You Want To Post At This Time ? Y

F1 = All F7 = Search By Main Acct No F8 = Search By Acct Description

NETcellent System, Inc. 003 SUPERVISOR JOE AP08S2

## Post A/P Checks (Screen #2)

A C C O U N T S P A Y A B L E C H E C K R E G I S T E R								
Cash Account: 01010-00000-00000 Cash in Bank - Account #1								
Check No	Check Date	Vendor Name	Voucher No	PO-No	Invoice No	Inv-Date	Amount Paid	Discount Taken
012325	01/24/93	000100 Computer Electronics Center (Manual Check)	500101		500101	01/24/93	340.00	17.00
Check Totals:							340.00	17.00
456321	01/24/93	000200 CompuPart Computer Services (Manual Check)	500100		500100	01/24/93	2,248.00	134.88
Check Totals:							2,248.00	134.88
A C C O U N T S P A Y A B L E C H E C K R E G I S T E R								
Account Totals								
Check No	Check Date	Vendor Name	Voucher No	PO-No	Invoice No	Inv-Date	Amount Paid	Discount Taken
0		Computer Checks						
2		Manual Checks						
0		Void Checks						
2		Checks Total						
Cash Account Totals:							2,588.00	151.88
								2,436.12

This Page Intentionally Blank

## ***Payment Preparation***

### **Application Overview**

The Payment Preparation application allows you to automatically select invoices to be paid and make any necessary adjustments to these selections. All affected A/P files are updated automatically when the check run is complete.

The application is divided into five separate functions:

1. Clear Previous Selections
2. Generalized Payment Selection
3. Select Invoices for Payment (Full or Partial)
4. Defer Invoices from Payment
5. Review Selections

The normal sequence of events would be as follows:

Clear Previous Selections - Use if starting the payment preparation process.

Defer Invoices from Payment - Invoices that are not to be paid this pay period are deferred.

Generalized Payment Selection - The bulk of invoices to be paid are selected for payment automatically.

Select Invoices for Payment - Any additional invoices, which are to be fully or partially paid, are selected.

### **Clear Previous Selections**

Clear Previous Selections allows you to clear any selections and/or temporary deferrals previously made. If you made an incorrect generalized selection, you can run this application to clear all selections and try again. You can optionally select whether to clear temporary deferrals or partial payments.

### **Generalized Payment Selection**

Generalized Payment Selection allows you to automatically select invoices to be paid. This is done by entering a range of vendors, a cut-off date, a payment date, and a next payment date, and indicating whether past due, current, or optional invoices or any combination of these are to be selected. It is advisable to run the Cash Requirements Report application first in order to find a good cut-off date to use and decide whether current and optional invoices are to be paid. See the Application Overview of the Cash Requirements Report application for a complete description of how the cut-off date is used and full definitions for past due, current, and optional invoices.

Generalized Payment Selection will not select temporarily deferred vouchers, so temporary deferral of vouchers before generalized selection can be used to exclude the few vouchers you do not wish to pay. Vendors with a vendor status of H for hold payments will be skipped and no invoices will be selected for them.

Generalized Payment Selection will not create partial payments. If you wish to make partial payments, or if

you wish to select invoices for payment that were not otherwise selected, use the Select Invoices For Payment function after the Generalized Payment Selection function has been run.

## Select Invoices For Payment (Full or Partial)

Allows you to select individual invoices by vendor for full or partial payment and make adjustments to selected invoices after running Generalized Payment Selection.

## Defer Invoices From Payment

Defer Invoices From Payment allows you to defer payment of an invoice until the next payment date (called a temporary deferral) or defer payment of an invoice indefinitely (called a permanent deferral).

Temporary deferrals are usually made to reduce the cash required for the check run or to free up some cash for payment of a more urgent invoice. All temporary deferrals can be optionally cleared when running the Clear Previous Selections, but in any event, will be cleared after the printing of checks is completed in the next check run.

Temporary deferrals would normally be done prior to Generalized Payment Selection, but can be done afterwards.

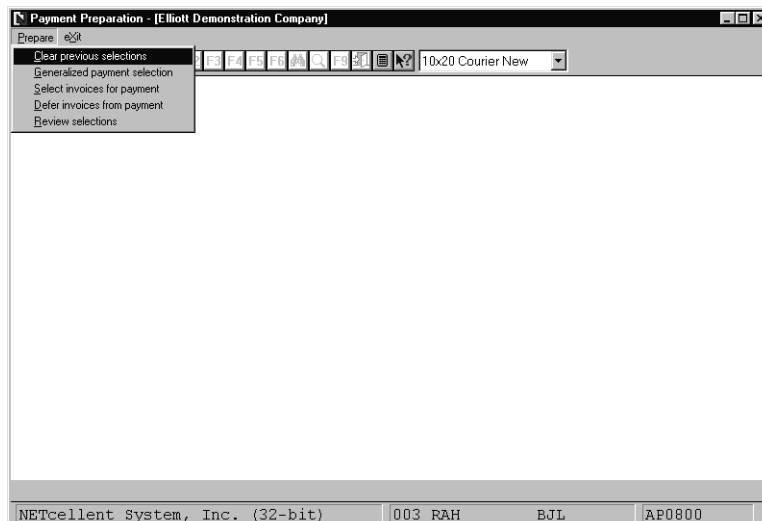
Permanent deferrals are usually made because of a dispute about the invoice. The deferral would be released when the dispute was resolved by specifically selecting the invoice for payment. (Generalized Payment Selection will not select invoices, which are temporarily or permanently deferred.)

Permanent deferrals might be made any time some dispute occurs over an invoice, and then on the following check printing runs, it will be left out unless specifically requested. If you select an invoice that has been deferred, you are warned of its status (temporary or permanent deferral) and allowed the option to select it anyway. This is how permanently deferred invoices are cleared of their deferred status.

If only a portion of an invoice is disputed, one way to defer part of the invoice is to split the invoices up between contested and uncontested portions, canceling the original invoice and creating two invoices in its place. (See the A/P Transaction Processing application documentation). Then you can permanently defer the contested portion. One note is, however, that these two invoices must have different invoice numbers, so you could put the uncontested portion under the old invoice number and the contested portion under the same invoice number, with a C following it. Another way to defer part of an invoice is to make a partial payment and then, after the check run, defer the invoice.

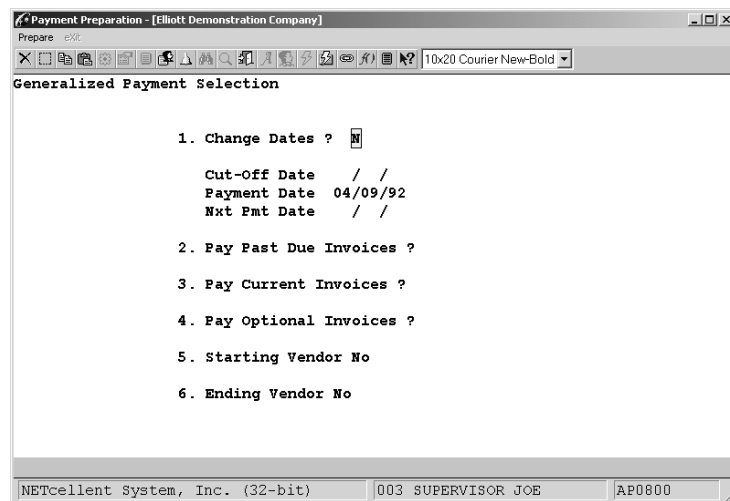
## Run Instructions

Select Payment Preparation from the pull down A/P Processing window. The following screen will then be displayed:



Payment Preparation Entry Screen

## Generalized Payment selection



## Entry Field Descriptions

### Generalized Payment Selection

Name	Type and Description
1. Change Dates ?	<p>Y or N.</p> <p>If Y, you will be allowed to change the cut-off, payment, and/or next payment dates which are displayed on the screen. The dates displayed are the ones used when the Cash Requirements Report or Generalized Payment Selection was last run.</p> <p>The default is N.</p> <p>The following three date fields are skipped if Change Dates ? question is answered N.</p>
Cut-Off Date	<p>A date in the standard date format.</p> <p>All invoices with due dates that fall on or before the cut-off date will be considered past due or current. See the Application Overview for Cash Requirements Report for an exact definition.</p> <p>The default is the last cut-off date selected for Generalized Payment Selection function or in the Cash Requirements Report application.</p>
Payment Date	<p>A date in the standard date format.</p> <p>This is the date on which A/P checks will be printed and mailed for the selections about to be made.</p> <p>The default is to the last payment date entered in the Generalized Payment Selection function, Cash Requirements Report application, or Select Invoices for Payment function.</p>
Nxt Pmt Date	<p>A date in the standard date format.</p> <p>This is the next date on which checks will be printed and mailed after the date entered above.</p> <p>The default is the last next payment date entered in the Generalized Payment Selection function or the Cash Requirements Report application.</p>
2. Pay Past Due Invoices ?	<p>Y or N.</p> <p>If Y, any invoices having due dates before the cut-off date and which will be past due on the payment date will be selected for payment.</p> <p>The default is N.</p> <p>See the Application Overview for the Cash Requirements Report application if a more complete description of a past due invoice is needed.</p>
3. Pay Current Invoices ?	<p>Y or N.</p> <p>If Y, any invoices having due dates before the cut-off date and which will not be past</p>



Name	Type and Description
	<p>due on the payment date will be selected for payment.</p> <p>The default is N.</p> <p>See the Application Overview for the Cash Requirements Report application if a more complete description of a current invoice is needed.</p>
4. Pay Optional Invoices ?	<p>Y or N.</p> <p>If Y, any invoice having a due date after the cut-off date, but whose payment discount will be lost if the invoice is not paid on this check run will be selected for payment. The default is N.</p> <p>See the Application Overview for the Cash Requirements Report application if a more complete description of an optional invoice is needed.</p>
5. Starting Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the first vendor for whom invoices should be selected. This field defaults to All, meaning all vendors.</p>
6. Ending Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the last vendor for whom invoices should be selected.</p> <p>This field defaults to the starting vendor number entry to easily select invoices for a single vendor.</p>

### Select Invoices For Payment

Payment Preparation - [Elliott Demonstration Company]

Prepare e92

File Edit Format Tools Window Help

10x20 Courier New-Bold

Select Invoices For Payment

\* Vendor No

\* Invoice No

Voucher No

Invoice Date

Due Date

Discount Date

Invoice Amt

Partial Paid

Invoice Balance

Valid Discount

Invoice Net

NETcellent Windows

Payment Date 04/09/92

NETcellent System, Inc. (32-bit) 003 SUPERVISOR JOE AP0800

Name	Type and Description
Payment Date	<p>A date in the standard date format.</p> <p>Enter the date that checks will be printed and mailed for the selections about to be made.</p> <p>The default is the last payment date entered through the Select Invoices for Payment or Generalized Payment Selection functions, or through the Cash Requirements Report application.</p>
Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the vendor number of the vendor whose invoice is to be selected. The vendor's name will be displayed automatically.</p> <p>If you do not know the vendor number, press the F7 key and a search for the vendor by number can be done or press the F8 key and a search for the vendor by name can be done.</p>
Invoice No	<p>8 alphanumeric characters.</p> <p>Enter the vendor invoice number of the invoice to be selected for payment. If the invoice is currently deferred this will be indicated to the right.</p> <p>Press the F1 key to bring up the next unselected invoice for this vendor.</p> <p>If you wish to enter the voucher number instead, press RETURN, and you will be allowed to enter the voucher number. The application will then look up the invoice number for the voucher and then allow re-entry of the invoice number using the number found as the default.</p>
Voucher No	<p>6 numeric characters.</p> <p>This field is only entered if you choose not to enter the invoice number and enter this number instead. Once the voucher number is entered, the application will look up the invoice number and display it in the previous field. The invoice number must then be re-entered using this as the default.</p> <p>This is the voucher number that was assigned to the invoice during A/P Transaction Processing.</p>
Invoice Date	<p>A date in the standard date format.</p> <p>This field is displayed automatically, no entry is required.</p> <p>This is the date of the invoice.</p>
Due Date	<p>A date in the standard date format.</p> <p>This field is displayed automatically, no entry is required.</p> <p>This is the due date of the invoice.</p>
Discount Date	<p>A date in the standard date format.</p>

Name	Type and Description
	<p>This field is displayed automatically, no entry is required.</p> <p>This is the last date that any early payment discount can be taken on this invoice.</p>
Invoice Amt	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field is displayed automatically, no entry is required.</p> <p>This amount indicates the items effect on A/P. It would normally be positive for invoices since these increase A/P and negative for vendor credit memos since these decrease A/P.</p>
Partials Paid	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field is displayed automatically, no entry is required.</p> <p>This amount indicates how much has already been paid on the invoice in the form of partial payments.</p>
Invoice Balance	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field is displayed automatically, no entry is required.</p>
Invoice Balance (continued)	<p>This amount indicates how much of the invoice amount still has not been paid. If it is negative, it means that the invoice has been overpaid.</p> <p>The invoice balance is arrived at by subtracting the partials paid from the invoice amount.</p>
Valid Discount	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field is displayed automatically, no entry is required.</p> <p>This field indicates the amount of early payment discount that still remains to be taken. Once the discount date has passed, this amount will become zero unless the vendor has a status of A (always take discount).</p>
Invoice Net	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field is displayed automatically, no entry is required.</p> <p>This amount indicates the net amount that would have to be paid to fully pay the invoice if it were paid today. If the discount balance is not zero, this amount may increase later when the discount date passes.</p>

## Using The Select Invoices Preparation Function

At the Invoice No. Field, pressing the F2 Key, Figure 2A.32, will pop up a window **listing the open invoices** for the vendor. From this window, Figure 2A.33, you can make your selection and elect to pay in full or partial payment.

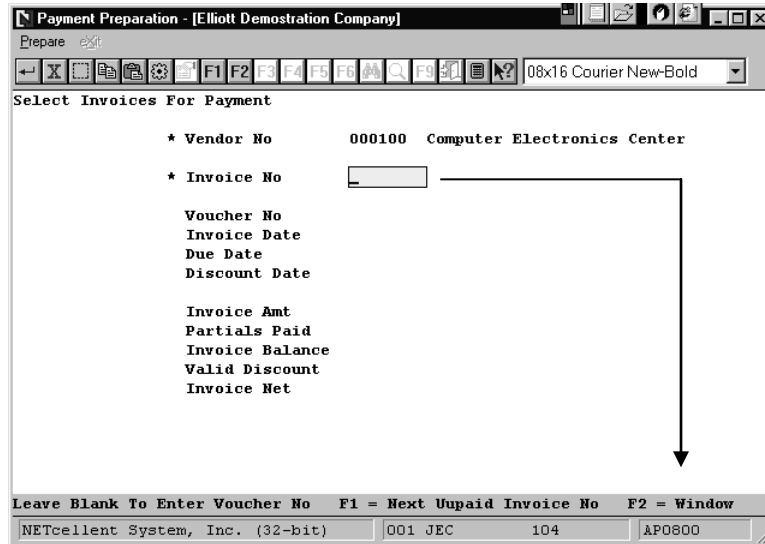
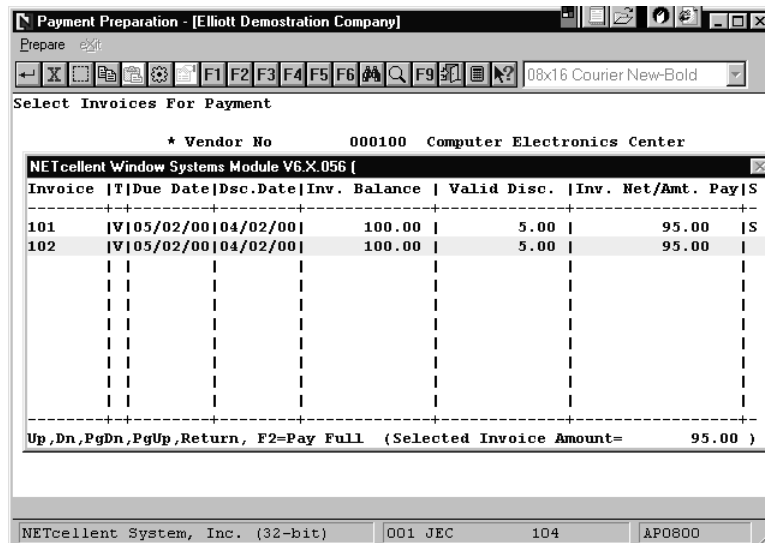


Figure 2A.32

If you do not select F2=Pay in Full, the system returns you to the Payment Preparation window, (Fig. 2A.32), for you to enter a full or partial payment.

After entering the amount paid, the systems returns you to the invoice selection pop up window, (Fig. 2A.33).



Invoice	T	Due Date	Disc. Date	Inv. Balance	Valid Disc.	Inv. Net/Amt. Pay	S
101	V	05/02/00	04/02/00	100.00	5.00	95.00	S
102	V	05/02/00	04/02/00	100.00	5.00	95.00	

Up,Dn,PgDn,PgUp,Return, F2=Pay Full (Selected Invoice Amount= 95.00 )

Figure 2A.33

Payment Preparation - [Elliott Demonstration Company]

Prepare

Select Invoices For Payment

\* Vendor No 000100 Computer Electronics Center

NETcellent Window Systems Module V6.X.056

Invoice	T	Due Date	Disc.Date	Inv. Balance	Valid Disc.	Inv. Net/Amt.	Pay	S
101	V	05/02/00	04/02/00	100.00	5.00	95.00		S
102	V	05/02/00	04/02/00	100.00	5.00	95.00		S

Up,Dn,PgDn,PgUp,Return, F2=Pay Full (Selected Invoice Amount= 190.00 )

Selected - Do You Want To Unselect This Item ? ☒

NETcellent System, Inc. (32-bit) 001 JEC 104 AP0800

### Unselect Option

Double clicking or pressing Return on a "S" (Selected) item gives you the option to unselect.

Figure 2A.34

## Using Review Selections Function

Payment Preparation → Prepare → Review Selections

Payment Preparation - [Elliott Demonstration Company]

Prepare

Summary of Invoices Selected For Payment

Vendor	Invoice	Due Date	Dis.Date	Inv. Balance	Amt To Be Paid	Discount Taken
000300	100	04/02/00	03/18/00	100.00	100.00	2.00
000300	500109	04/03/00	03/19/00	2,016.00	2,016.00	40.32

Name: Anawalt Computer Company Inv. Date: 03/03/00 Voucher No: 500102  
Ref.: Vchr Ref to G/L Flagged "Y" PO NO.:

05390-00000-00000 MISCELLANEOUS 100.00

2 Items Selected Running Total 2,073.68

Return=Change F3=View Dist. F5=Vendor Total F7/F8=Vendor Search Up,Dn,PgDn,PgU

NETcellent System, Inc. (32-bit) 001 JEC 104 AP0800

Review Selections Screen with full editing capabilities.

Tip: By double clicking on a selected item (highlighted) you can deselect that item.

Figure 2A.35

## Defer Invoices From Payment

Name	Type and Description
Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the vendor number of the vendor from whom the invoice to be deferred was received.</p> <p>If you do not know the vendor number, press the F7 key, and a search for the vendor by number can be done or press the F8 key and a search for the vendor by name can be done.</p>
Invoice No	<p>8 alphanumeric characters.</p> <p>Enter the vendor invoice number of the invoice to be deferred for payment. If the invoice is currently already deferred this will be indicated to the right.</p> <p>Press the F1 key to bring up the next unpaid invoice for this vendor.</p>
Invoice No (continued)	<p>If you want to enter the voucher number instead, press RETURN, and you will be allowed to enter the voucher number.</p> <p>See the Entry Field Descriptions for Select Invoices For Payment screen for a description of the displayed fields.</p>
Temporary or Permanent Deferral	<p>1 alphabetic character.</p> <p>This question displays at the bottom of the screen. Enter T or P.</p> <p>Enter T for temporary deferral if you wish to defer payment of the invoice until the next payment period.</p> <p>Enter P for permanent deferral, if you wish to defer payment of the invoice indefinitely.</p> <p>If T is entered, the invoice will not be automatically selected for payment when Generalized Payment Selection is run. After checks are printed, however, this invoice will become und deferred and can be selected by Generalized Payment Selection. Invoices, which are temporarily deferred, can still be manually selected for payment through Select Invoices For Payment.</p> <p>If P is entered, the invoice will never be automatically selected for payment when Generalized Payment Selection is run. The invoice will only be paid if it is manually selected for payment through Select Invoices for Payment.</p> <p>Press the ESC key to avoid deferring the voucher and start over.</p> <p>The default is T for temporary deferral.</p>

## Clear Previous Selections

Name	Type and Description
1. Clear Temporary Deferrals ?	<p>Y or N.</p> <p>If Y, any invoices which have been temporarily deferred (deferred for this payment period only) will be set back to the normal status.</p> <p>The default is N.</p>
2. Clear Partial Payments ?	<p>Y or N.</p> <p>If Y, any invoices which have been selected for partial payment will be unselected.</p> <p>The default is N.</p>
3. Clear Full Payments ?	<p>Y or N.</p> <p>If Y, any invoices, which have been selected for, full payment by either Generalized Payment Selection or manually by Select Invoices for Payment will be unselected.</p> <p>The default is N.</p>
4. Starting Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the first vendor for whom selections should be cleared.</p> <p>This field defaults to All, meaning all vendors.</p>
5. Ending Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the last vendor for whom selections should be cleared.</p> <p>This field defaults to the starting vendor number entry to easily select invoices for a single vendor.</p>

**This Page Intentionally Blank**



## **Check Reconciliation**

### **Application Overview**

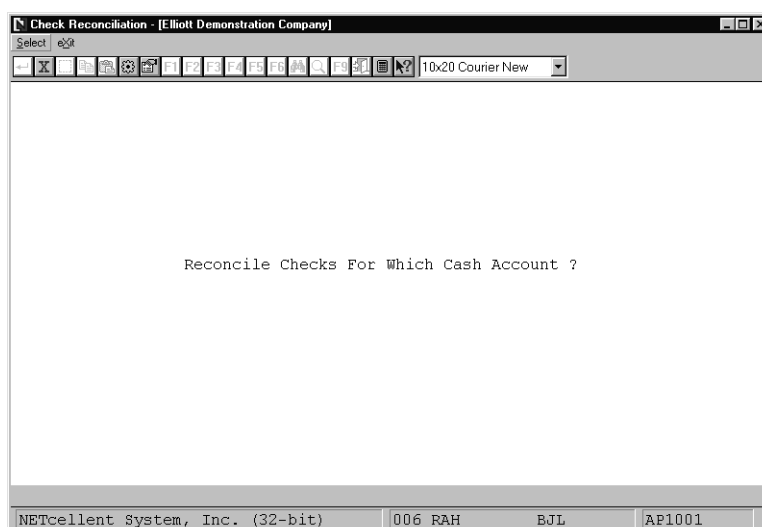
Periodically, the bank will send a statement showing all checks, which have been paid out of your checking account as well as all deposits and charges, made. The canceled checks will be included with the statement. Each of these statements must be reconciled, that is you must ensure that there are no discrepancies between your records and the bank's records concerning the account.

The file can be purged to save disk space, or the information can be retained on file for future reference. The following is one procedure to use in reconciling checks:

- 1) If you are using multiple cash accounts, enter the cash account number of the account you are reconciling.
- 2) Enter the number of the first check on the stack. The information on file for the check number entered will be displayed on the screen. Ensure that the vendor and amount are correct; if not, make a note of it.
- 3) Enter the statement ending date on the screen where it says Date Reconciled. This field will default to the last date entered on subsequent entries.
- 4) Repeat steps 3 and 4 until all checks have been entered. You can press the F1 key when the cursor is positioned for entry of the check number to bring up the next check on file. This can save you some entry time.
- 5) After all the checks are entered, print the Check Reconciliation Report in the Reports pull down window for the correct cash account. Answer Y to Show Paid Checks, enter the statement date for the reconciliation date and the ending check date. Answer N to Purge Reconciled Checks.
- 6) A report will print showing all outstanding checks (those that the bank has not paid yet) and all checks, which were shown as, paid on the current statement.
- 7) Find out what the checkbook total was for the account on the statement ending date. This total, plus the total outstanding checks shown on the report, minus any charges shown in the statement should equal the account ending balance shown on the statement.
- 8) If these amounts are not equal, then you must figure out why. First, compare the total of reconciled checks to the figure on the bank statement. If they do not match, find which check amount is incorrect. Make sure that the last statement was properly reconciled. Make sure that there are no arithmetic errors in the checkbook. Correct any errors found.
- 9) Enter the charges shown on the statement into the checkbook.
- 10) The statement is now reconciled.

### **Run Instructions**

Select Check Reconciliation from the pull down A/P Processing window. The following screen will then be displayed:



Check Reconciliation Entry Screen

The following options are available:

- \* Select the desired mode from the Check Reconciliation menu bar
- \* Enter the data requested on the screen
- \* To select paid checks, enter the data per the Entry Field Descriptions
- \* To print the a list of outstanding or reconciled checks, select the Check Reconciliation Report from the Reports pull down window
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
Reconcile Checks For Which Cash Account ?	<p>An account number in the standard account number format.</p> <p>Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.</p> <p>Enter the number of the cash account that corresponds to the checking account being reconciled.</p> <p>This field defaults to the default A/P cash account.</p> <p>This field will only be entered if multiple cash accounts are being used.</p>
Check No	<p>6 numeric digits (999999).</p> <p>Enter the check number, which is printed, on the upper right-hand corner of all checks. Press the F1 key to pull up the next check on file.</p>

Name	Type and Description
Check Date	<p>A date in the standard date format.</p> <p>This field is displayed automatically, no entry is required.</p> <p>This is the date that was written or printed on the check.</p>
Vendor	<p>6 alphanumeric characters.</p> <p>This field is displayed automatically, no entry is required.</p> <p>This is the vendor number of the vendor to whom the check was written. The vendor's name is also displayed automatically to the right of the vendor number.</p>
Amount	<p>9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-).</p> <p>This field is displayed automatically, no entry is required.</p> <p>This is the amount for which the check was written.</p> <p>For manually written checks there is a possibility that the amount was entered incorrectly and that it differs from the actual amount written on the check. If this is the case, and A/P Open Item Adjustment needs to be made for the difference. After this adjustment has been posted, the amount shown here should then be correct.</p> <p>It is possible for this amount to show as negative. This probably indicates that an adjustment has been made to a check that has already been purged from the Check Reconciliation File.</p>
Date Reconciled	<p>A date in the standard date format.</p> <p>This field defaults to the current date the first time and to the last date entered on later entries.</p>

Check Reconciliation - [Elliott Demonstration Company]

Select: 05

10x20 Courier New

Recon 0

Account Search By Number

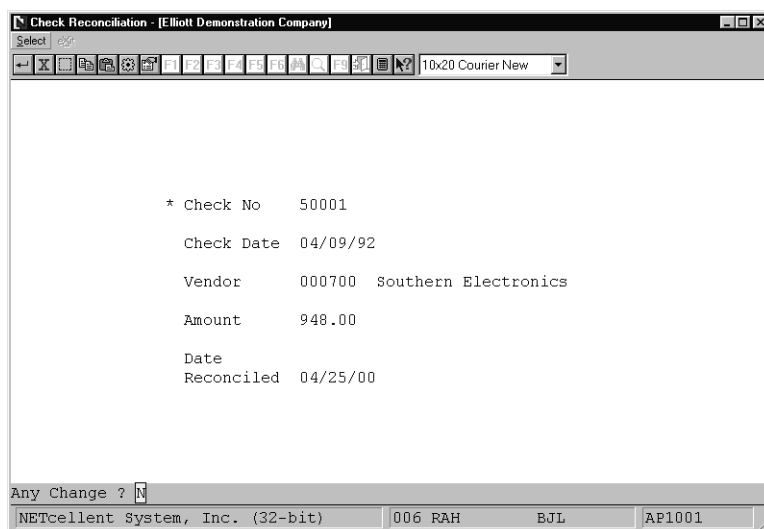
Main Acct No

Acct No	Description
01005-00000-00000	Petty Cash
01010-00000-00000	Cash in Bank - Account #1
01010-10000-00000	Cash in Bank - Account #1
01015-00000-00000	Cash in Bank - Account #2
01015-10000-00000	Cash in Bank - Account #2
01020-00000-00000	Cash in Bank - Payroll Account
01030-00000-00000	Marketable Securities
01040-00000-00000	Accounts Receivable - Trade

Up, Dn, PgDn, PgUp, RETURN To Select

NETcellent System, Inc. (32-bit) 006 RAH BJL AP1001

Check Reconciliation (Account Search By Number)



A screenshot of a 'Check Reconciliation' window from Elliott Demonstration Company. The window has a title bar with the text 'Check Reconciliation - [Elliott Demonstration Company]' and standard window controls. Below the title bar is a menu bar with 'Select' and a font size of '8.5'. A toolbar with various icons is located below the menu bar. The main area of the window displays the following text:

\* Check No     50001  
Check Date    04/09/92  
Vendor        000700   Southern Electronics  
Amount        948.00  
Date  
Reconciled    04/25/00

At the bottom of the window, there is a status bar with the text 'Any Change ? N'. Below the status bar, there are four fields containing the following text: 'NETcellent System, Inc. (32-bit)', '006 RAH', 'BJL', and 'AP1001'.

Enter The Checks To Reconcile

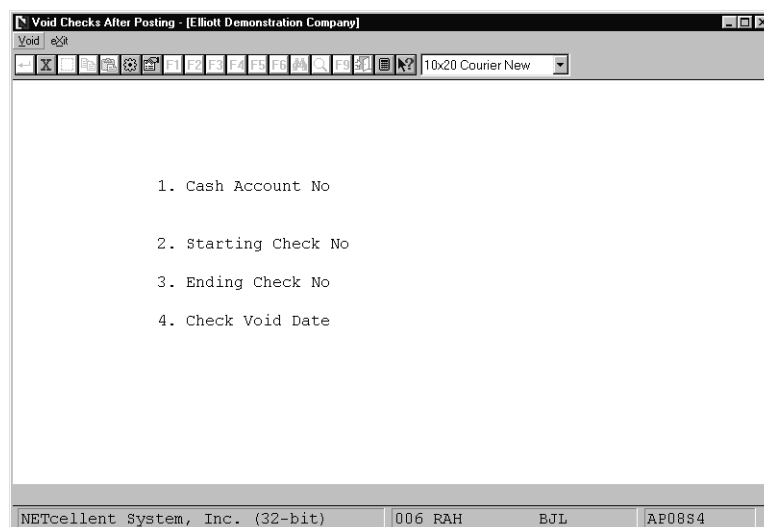
## Void Checks After Posting

### Application Overview

Void Checks After Posting allows you to void checks that have been posted to Accounts Payable incorrectly. Checks can be voided from only one cash account per run. If you use multiple cash accounts then this application may need to be run more than once depending upon what cash account the incorrect checks effect.

### Run Instructions

Select Void Checks After Posting from the pull down A/P Processing window. The following screen will then be displayed:



Void Checks After Posting Entry Screen

The following options are available:

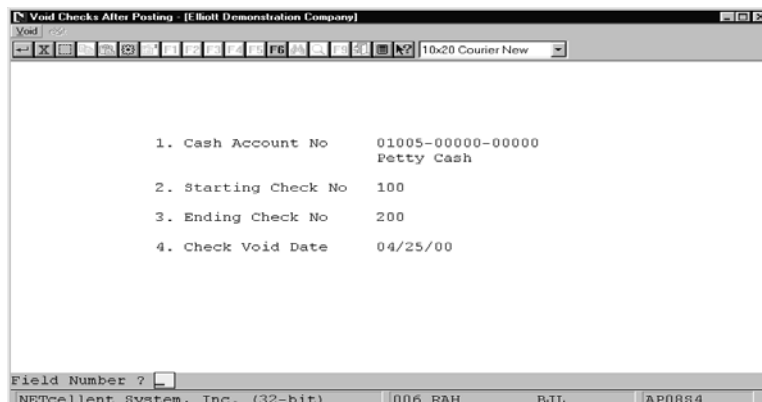
- \* Enter the data requested on the screen
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

### Entry Field Descriptions

Name	TypeDescription
1. Cash Account No	A standard account number in the standard account number format.  Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.

Name	TypeDescription
	Enter the account number of the cash account from which the voided check is to be applied.
2. Starting Check No	6 numeric digits (999999).  Enter the beginning of the range of check numbers you wish to void.  The starting check number must be a valid check in the A/P Open Item File.
3. Ending Check No	6 numeric digits (999999).  Enter the end of the range of check numbers you wish to void.
4. Check Void Date	A date in standard date format.  Enter the date the check was voided.  This field defaults to the system date.



```

Void Checks After Posting - [Elliott Demonstration Company]
Void
1. Cash Account No      01005-00000-00000
                        Petty Cash
2. Starting Check No    100
3. Ending Check No      200
4. Check Void Date      04/25/00

Field Number ?
NETcellent System, Inc. (32-bit) 0006 RAH RTL AP08S4

```

### Void Checks After Posting

## ***Purge A/P Open Item File***

### **Application Overview**

Even when an invoice has been fully paid, the information on the A/P Open Item File pertaining to it remains on file until purged. If you never purged the A/P Open Item File, the disk would eventually get very full, and some of the applications in the A/P package would start running very slowly, since they would need to sift through large volumes of data to operate.

The A/P Open Item File is always purged up to a particular cut-off date. Any invoices on file which have been fully paid on or before this date will be removed from the file. A purge journal is printed which shows all of these removed invoices in detail, sorted by vendor.

Normally, purging clears out a file and the only access you have to purge information is the Purge Journal. **The Elliott Purge A/P Open Item File Function gives you a new file, A/P History File;** and when you purge the A/P Open Item File, the data is written to the A/P History File. As a result, you can still maintain detailed A/P History without slowing the system down.

This is a useful feature in that allows you to selectively maintain historical data by vendor. Example: You may just want to keep open items for 90 days and the rest in history. Since the open items purged are written to the History File, you can then select vendors by range and cutoff date when you purge the A/P History File. This will allow you to keep unlimited history for key vendors, a specified length for other vendors or a determined time period for all vendors.

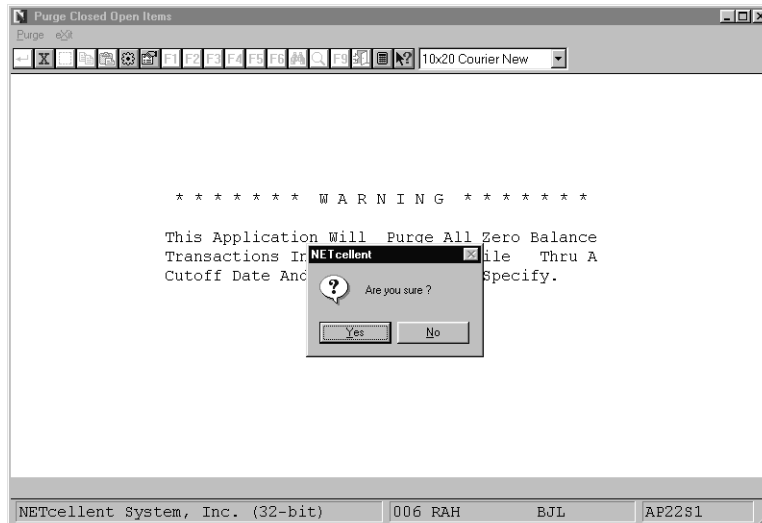
**Note:** When you do a vendor inquiry, you will have the option of viewing both the A/P Open Item File and the A/P History File. At the present time, purged data from the Open Item File will not be available for reporting purposes, i.e., A/P Open Item Report, Vendor History Report, and the Check History Report. However, you can access the A/P History File with a 3<sup>rd</sup> Party Report Writer and create your own reports.

### **Run Instructions**

**Accounts Payable → Processing → Purge A/P Open Item File → Purge →** then select Open Item File or History Item File.

The A/P package always remembers the cut-off date of the last purge. Every time the purge is run, the cut-off date will need to be at least one day later than the previous purge cut-off date.

The purge also removes the data used to produce the Check History, Open Item, Vendor History, and Vendor Analysis Reports.



## Entry Field Descriptions

Name	Type and Description
1. Thru What Date ?	<p>A date in the standard date format.</p> <p>Enter the cut-off date for the purge.</p> <p>Any invoices on file, which have been fully paid on or before this date will be removed from the A/P Open Item File.</p> <p>Press the ESC or F10 key to exit without purging the A/P Open Item File</p>
2. Starting Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the starting vendor number that you want to purge, or press RETURN to default to All vendors.</p>
3. Ending Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the ending vendor number you want to purge. If RETURN was entered in the starting vendor no., this field will be skipped.</p>



Purge Closed Open Items

Purge

10x20 Courier New

Please Enter:

1. Thru What Date ? 04/25/00

2. Starting Vendor No All

3. Ending Vendor No

Field Number ?

Purge A/P Open Item File

A / P OPEN ITEM FILE PURGE JOURNAL

Purged Of All Invoices Paid On Or Before 01/24/93.

Trx Types: Vchr = Regular Voucher Cr-M = Credit Memo Cchk = Computer Check Mchk = Manual Check

All Vendors

Vendor No	Name	Invoice No	Document Date	Vchr Type	Vouchr# Check#	Inv/Chk Amount	Discount Available	Discount Taken	Cash-Or-A/P Account-No
000100	Computer Electronics Center	500101	01/24/93	Vchr	500101	340.00	17.00		02000-00000-00000
			01/24/93	Mchk	012325	323.00-		17.00	01010-00000-00000
000200	CompuPart Computer Services	500100	01/24/93	Vchr	500100	2,248.00	134.88		02000-00000-00000
			01/24/93	Mchk	456321	2,113.12-		134.88	01010-00000-00000
		523730	09/17/89	Vchr	523730	1,194.41	52.55		02000-10000-00000
		Reference: Special Oak Wood Shipment	09/17/89	Mchk	000475	1,141.86-		52.55	01010-10000-00000

2 Vendors Printed

This Page Intentionally Blank

## Clear Vendor YTD Accumulators

### Application Overview

The Vendor File contains fields, which show you the total year-to-date purchases, amount paid, and discounts taken. If the Purchase Order and Receiving package is in use, there are also fields showing the total number of purchase orders and the total number of purchase order lines for which the merchandise arrived late year-to-date. Most of these fields also have corresponding fields showing the previous year's values. At the end of each year, the previous year's figures are replaced by the new year-to-date figures and the year-to-date figures are cleared (set to zero) to start accumulating for the new year.

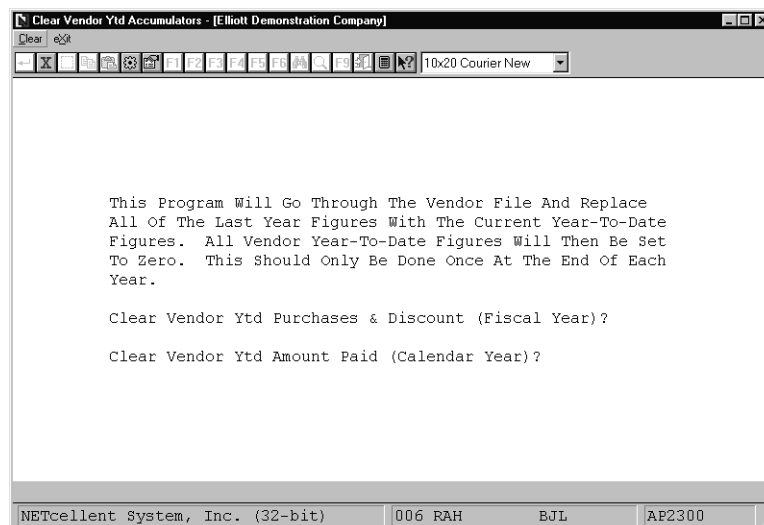
The Clear Vendor YTD Accumulators application enables you to choose between clearing the vendor purchases and discount for the fiscal year, or the vendor year to date amount paid over the calendar year in the Vendor File.

**IMPORTANT:** If you pay 1099 type vendors through your A/P system, you must print the year-end Federal 1099 forms prior to clearing these year-to-date fields. Further, you should track these year-to-date values on a calendar year basis, clearing the year-to-date fields after the end of the calendar year. Clearing these fields at the end of a fiscal year when that does not match the calendar year would produce incorrect results when the Federal 1099 forms are printed.

Running this application more than once at the end of a year will destroy the last year figures. Make sure to run this program only once at the end of each year.

### RUN INSTRUCTIONS

Select Clear Vendor YTD Accumulators from the pull down A/P Processing window. The following screen will then be displayed:



Clear Vendor YTD Accumulators Entry Screen

The following options are available:

- \* You can clear vendor YTD purchases and discounts for the fiscal year and vendor YTD amounts paid for the calendar year.
- \* After entering Y to either or both of these selections the system will ask Are You Sure ? If you answer Y it will clear the accumulators specified above. By answering N or pressing RETURN it will return to the Clear Vendor YTD Accumulators menu bar without clearing these variables.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
Clear Vendor Ytd Purchase & Discount (Fiscal Year) ?	Y or N.  Enter Y to clear vendor year to date purchases and discount amounts accumulated during the fiscal year or N to decline.
Clear Vendor Ytd Amount Paid (Calendar Year) ?	Y or N.  Enter Y to clear vendor year to date for amounts paid during the calendar year, or N to decline.

## ***Print A/P Checks***

### **Application Overview**

The Print A/P Checks function is where the check forms are loaded onto the printer and the checks are actually printed.

Vendors with selected invoices totaling zero or less, that is vendors with more credits outstanding than payments due, will not have checks issued. Those vendors whose selected invoices do not total more than zero will have all their invoices automatically unselected. Zero or negative balance checks cannot be printed.

Each check that is printed has a stub, which indicates to the vendor, which invoices are being paid and what part of the total check amount applies to each and how much discount is being taken. Fifteen invoices can be indicated on a single check stub. If all of the invoices being paid cannot be printed on a single check stub, then more than one check is used. The last check is printed for the entire check amount and any previous checks, which have information on the stub, are voided. For example, there are 40 invoices being paid for a single vendor. Three checks will be used. The first two checks will have 15 invoices indicated on the stubs, but the checks themselves will be void. The third check will have 10 invoices indicated on the stub, and the check, itself, will be printed for the entire amount of the 40 invoices.

The check-printing program is designed to handle most problems that can arise because of printer failures during the check run. Some examples of things that can go wrong and suggested handlings are given in the Error Recovery Procedures section of the RUN INSTRUCTIONS.

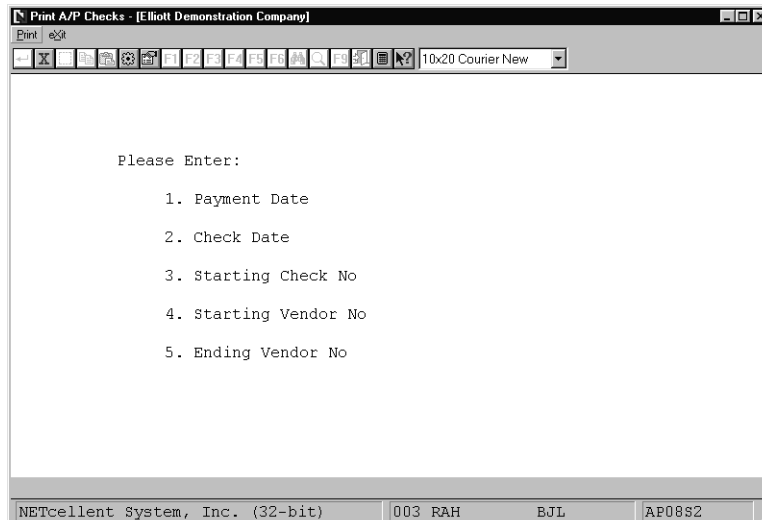
### **Printing Checks On Laser**

Checks may be printed on either standard (continuous) forms or laser forms. To set the system to print checks on laser forms, set the Print Checks On Laser? field #34 in the A/P Setup application to Y. For more information, refer to the description for field #34 in the A/P Setup section of this manual.

Note: Checks for amounts over \$9,999,999.99 will not be handled correctly by this application.

## Run Instructions

Select Print A/P Checks from the pull down A/P Processing window. The following screen will then be displayed:



Print A/P Checks - [Elliott Demonstration Company]

Print Exit

Please Enter:

1. Payment Date
2. Check Date
3. Starting Check No
4. Starting Vendor No
5. Ending Vendor No

NETcellent System, Inc. (32-bit) 003 RAH BJL AP08S2

Print A/P Checks Entry Screen

The following options are available:

- \* Enter the data requested on the screen
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## ERROR RECOVERY PROCEDURES

### *Printer Does Not Work At All*

**PROBLEM #1:** You are printing checks and the paper gets jammed, but the program runs to completion.

**SOLUTION:** If the program has run to completion, the question Are The Checks Just Printed OK ? will be displayed on the screen. Answer N. You will then be asked to enter the range of check numbers, which were not okay. The starting and ending check number fields will default to the numbers of the checks that the computer thinks have been printed. Enter the range of checks, which are unusable. All record of these checks will be removed from the files. Now reprint checks for the range of vendors for whom you still need checks.

**PROBLEM #2:** The starting check number is entered incorrectly and this is not noticed until after the check run has started.

**SOLUTION:** Let the program run to completion, and answer N to Are The Checks Just Printed OK ?. This will clear out all record of the checks having been written. You can use the checks that were printed if you put blank paper on the printer and run checks again, or you can just reprint all of the checks and destroy the originals.

**PROBLEM #3:** The starting check number is entered incorrectly and as a result the computer thinks it is being asked to print a check whose number is already on file. For example, say you entered 5400 as the starting check number when you should have entered 5500. When the computer starts to print the checks it finds that check number 5400 is already on file. The check run will be aborted automatically by the computer as soon as it realizes that this has happened, and you will get a message saying Check Run Aborted - Check 005400 Already On File.

**SOLUTION:** When you press RETURN the computer will ask if the checks just printed were okay. If the computer did not print any non-void checks before the message was displayed, you can enter Y; but if one or more checks were printed, answer N. If you answer N, you will be asked for the range of checks that were not okay. This will default to the range of checks, which were actually printed. Take the defaults since you will need to reprint all of the checks. Then simply re-do the check run using the correct starting check number.

**PROBLEM #4:** For some reason you have received checks with duplicate check numbers from the bank. If you have tried to print checks, a problem similar to #3 will occur; the computer will tell you that the check run was aborted because a check number is already on file.

**SOLUTION:** Of course the correct solution is to get a new shipment of checks with the correct check numbers on them. If you cannot do this, or are forced to use the incorrectly printed checks for the time being, then you will have to put an extra digit into the check number so that the computer will be able to print them without finding the check numbers on file. For example, you might enter 105400 instead of 5400 for the starting check number. This will result in 105400 showing up as the check number in Check Reconciliation and all other check reports, but at least you will be able to print checks.

**GENERAL NOTE:** One thing that you need to be careful of is that you do not end up with duplicate checks being sent out to a vendor. When the computer prints two checks for the same vendor in the same check run because you have decided to reprint a range of checks, it assumes that the first one is void and records it that way. (The check will appear on the check register as a void check), but you must make sure that the actual check is destroyed so that it will not be cashed. It is recommended that if you

are ever required to do any reprinting of checks that you take a look at the check register afterwards and make sure to destroy the check forms shown as void.

## Entry Field Descriptions

### Print Checks

Name	Type and Description
Cash Account ?	<p>An account number in the standard account number format.</p> <p>Pressing the F1 key will default this field to All. This will only post checks for all accounts. It will print checks only for the default cash account defined in the A/P Setup application.</p> <p>This is useful if you have multiple cash accounts for which you print checks for and do not wish to post each time you print checks.</p>
Cash Account ? (continued)	<p>Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.</p> <p>Enter the cash account that the checks printed will be drawn on. This field is not entered unless multiple cash accounts are used.</p>
Print Alignment ?	<p>Y or N.</p> <p>If Y, a check will be printed with all X's to help you align the forms. You can print as many of these as needed to get the form aligned.</p>
1. Payment Date	<p>A date in the standard date format.</p> <p>Enter the date that payment is being made.</p>
2. Check Date	<p>A date in the standard date format.</p> <p>Enter the date that checks are being issued.</p>
3. Starting Check No	<p>6 numeric digits (999999).</p> <p>Look at the check forms on the printer and enter the check number of the next check form to be printed.</p>
4. Starting Vendor No	<p>6 alphanumeric digits.</p> <p>Enter the first vendor for which you want checks to be printed.</p> <p>This field defaults to All for all vendors.</p>
5. Ending Vendor No	<p>6 alphanumeric digits.</p> <p>Enter the last vendor for which you want checks printed.</p> <p>This field defaults to the starting vendor number to make it easy to print a check for a single vendor.</p>
Are The Checks Just Printed Ok ?	Y or N.



Name	Type and Description
	<p>If N, all record of the checks just printed will be erased.</p> <p>Note if you answer Y, you will not be allowed to reprint any or all of the checks.</p> <p>An example of when you would answer N is if you get to the end of the check run and find that the wrong starting check number was entered. All of the checks printed okay, but now the system has the number wrong. It thinks that check number 1000 was sent to vendor ABCABC when actually it was check number 2000. This might result in duplicate check numbers being on file and incorrect check numbers in check reconciliation and on the check register. In this case, you should answer N to this question, then reprint the checks using the correct starting check number.</p> <p>The default is N.</p>

Print A/P Checks - [Elliott Demonstration Company]

Print Edit

Cash Account 01010-00000-00000 Cash in Bank - Account #1

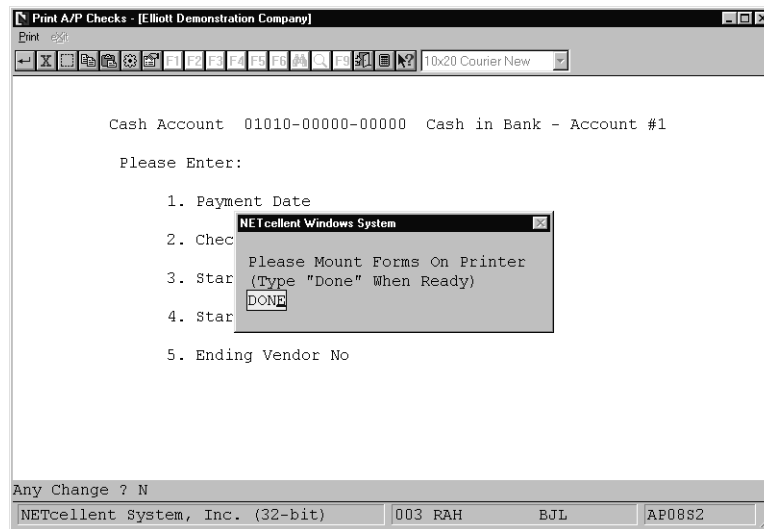
Please Enter:

1. Payment Date
2. Check Date
3. Starting Check No
4. Starting Vendor No
5. Ending Vendor No

Any Change ? N

NETcellent System, Inc. (32-bit) 003 RAH BJL AP08S2

Print A/P Checks (Screen #1)



Print A/P Checks - [Elliott Demonstration Company]

Print

Cash Account 01010-00000-00000 Cash in Bank - Account #1

Please Enter:

1. Payment Date
2. Check
3. Starting
4. Starting
5. Ending Vendor No

Any Change ? N

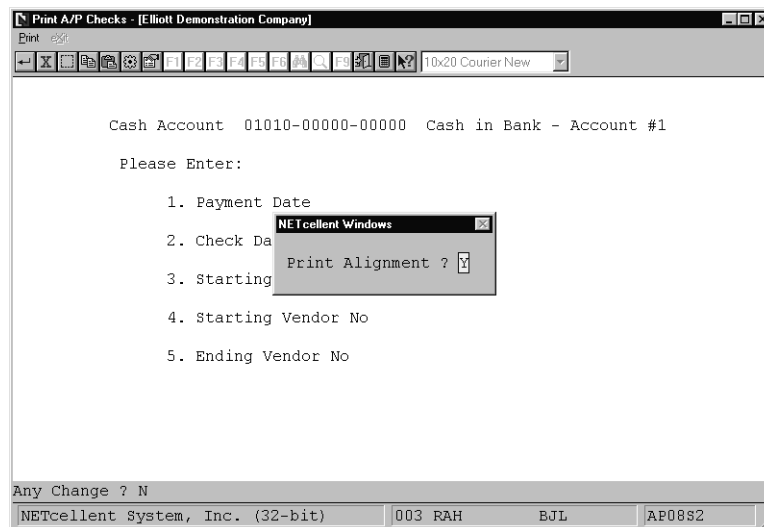
NETcellent System, Inc. (32-bit) 003 RAH BJJ AP08S2

NETcellent Windows System

Please Mount Forms On Printer  
(Type "Done" When Ready)

DONE

Print A/P Checks (Screen #2)



Print A/P Checks - [Elliott Demonstration Company]

Print

Cash Account 01010-00000-00000 Cash in Bank - Account #1

Please Enter:

1. Payment Date
2. Check Da
3. Starting
4. Starting Vendor No
5. Ending Vendor No

Any Change ? N

NETcellent System, Inc. (32-bit) 003 RAH BJJ AP08S2

NETcellent Windows

Print Alignment ? Y

Print A/P Checks (Screen #3)

VENDOR: 000100				CHECK NO. 002745		
VOUCHER NO.	INVOICE NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT
523650	12883	09/13/89	1,207.50	1,207.50	47.88	1,159.62
523702	37525	07/24/89	4,301.00	4,301.00	.00	4,301.00
Check Total						5,460.62

CHECK NO.	CHECK DATE	VENDOR NO.
2745	09/30/89	000100

CHECK NO. 002745

BOATMEN'S BANK OF TENNESSEE  
MEMPHIS, TENNESSEE 38101

FIVE THOUSAND FOUR HUNDRED SIXTY AND 62/100 DOLLARS

CHECK AMOUNT  
\$\*\*\*\*5,460.62

PAY  
TO THE  
ORDER OF  
Standard Lumber & Furniture  
7237 South Vermont Ave.  
Los Angeles CA 93477  
USA

**VOID**  
AUTHORIZED SIGNATURE  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

**This Page Intentionally Blank**

## ***Print/Create 1099 Forms***

### **Application Overview**

The **Print/Create 1099 Forms** application should be run at the end of the year prior to clearing the YTD accumulators. It provides all necessary information on **1099-MISC** forms for individuals who receive compensation but who are not employees. One vendor's name, address, and federal ID number from the vendor file are printed on each form, along with a figure indicating the total payments made to the vendor during the course of the year. The original copy (Copy A) is sent to the IRS. Copy B is sent to the vendor. Copy C is kept in your files and the last copy is for the state.

The program will also allow the user to create the **IRSTAX** file on disk required by the Internal Revenue Service for magnetic media reporting. A file named **IRSTAX** will be created which can be copied to a diskette and forwarded to the IRS. For more information on magnetic media reporting, please refer to the appropriate IRS bulletin.

In the **Vendor File**, there is a field called 1099 category. This is a one-character alphanumeric field. Any one-character entry is allowed. Federal 1099 information returns can only be generated for one category at a time, so it is recommended that **X** be entered as the 1099 category for all vendors for whom 1099 returns are to be generated. In this way, all 1099 returns can be generated in a single run by selecting category **X**. Also see **Processing Procedures** in chapter one and **Vendor File** in the **Maintenance** section (chapter two) for additional information. The 1099 print application supports boxes one to eight on the 1990 1099-MISC tax form. The vendor category code controls which box the year-to-date payment is entered; for example, if the vendor category code contains a three, the payment amount would be printed in box three of the 1099. The following are the codes and 1099 boxes supported by **Elliott**:

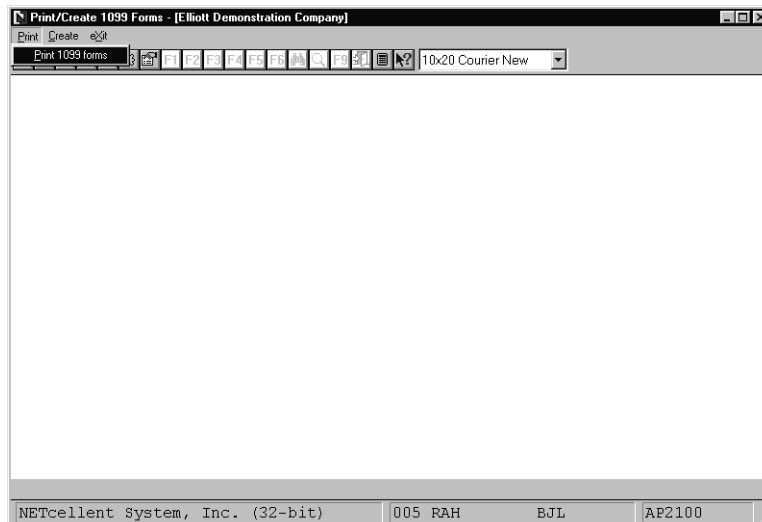
- 1 - Rents
- 2 - Royalties
- 3 - Prizes, awards, etc.
- 4 - Federal income tax withheld
- 5 - Fishing boat proceeds
- 6 - Medical and health care payments
- 7 - Nonemployee compensation
- 8 - Substitute payments in lieu of dividends or interest

If the vendor category code in the vendor record is not one of the above, the year-to-date payment amount will print in box seven of the 1099, nonemployee compensation.

The proper 1099 forms to be used are available through **NETcellent System Incorporated Forms Division**.

## Run Instructions

Select **Print/Create 1099 Forms** from the pull down **A/P Processing** window. The following screen will then be displayed:



Print/Create 1099 Forms Entry Screen

The following options are available:

- \* Select the desired mode from the **Print/Create 1099 Forms** menu bar
- \* A menu bar will then be displayed allowing you to choose one of these options:
  - Print 1099 forms
  - Create 1099 File
- \* Select the option you wish to perform
- \* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

## Print 1099 Forms

**Print/Create 1099 Forms - [Elliott Demonstration Company]**

Print Create exit

08x16 Courier New-Bold

Please Enter The Following Payer's Information

1. Use Ytd or Last Yr Amt Paid? ☒
2. Company Name
3. Company Address 1
4. Company Address 2
5. City, St Zip
6. Company Phone No.

Please Enter 1099 Category, Range Of Vendors And Cut Off Amount To Print

7. 1099 Category
8. Starting Vendor No
9. Ending Vendor No
10. Cut Off Amount

Y = Use Ytd Amt Paid L = Use Last Yr Amt Paid

NETcellent System, Inc. (32-bit) 001 JEC 104 AP2100

**Field 1. Note:** This allows you to close out the current year and later in the New Year print 1099's based "Last Year Amt. Paid."

## Entry Field Descriptions

### Print 1099 Forms

Name	Type and Description
2. Company Name	28 alphanumeric characters.  Enter the company name as you wish it to appear on the 1099 forms.
3. Company Address 1	28 alphanumeric characters.  Enter the company address as you wish it to appear on the 1099 forms.
4. Company Address 2	
5. City, St Zip	28 alphanumeric characters.  Enter the company city, state, and zip code as you wish it to appear on the 1099 forms.  This information must be entered according to the following format. City, St Zip Pomona, CA 91766 Please make sure to place a comma (,) between the city and abbreviated state.


Name	Type and Description
6. Company Phone No.	XXX XXX-XXXX
7. 1099 Category	1 alphanumeric character.  Enter the 1099 category that you wish to print. The 1099 forms will be printed for vendors having this same 1099 category.
8. Starting Vendor No	6 alphanumeric characters.  Enter the starting vendor number in the range that you want to print.  The default is <b>All</b> vendors.
9. Ending Vendor No	6 alphanumeric characters.  Enter the ending vendor number in the range that you want to print.  The default is the starting vendor number to make it easy to print a 1099 form for one vendor.
10. Cut Off Amount	9 numeric characters with 2 decimal positions.  This is the cut-off amount of vendor YTD payments to be reported.

### Create 1099 File

Name	Type and Description
1099 Category	1 alphanumeric character.  Enter the 1099 category that you wish to report. Vendors having this 1099 category will be reported.
Amount Indicator Code	1 alphanumeric character.  Enter the proper amount indicator code from the IRS magnetic media reporting bulletin.
Cut-Off Amount	9 numeric digits with 2 decimal positions.  This is the cut-off amount of vendor YTD payments to be reported. If the vendor's YTD payments are equal to or greater than this amount, the vendor will be reported on the <b>IRSTAX</b> file.
1. Payment Year	4 numeric digits.  Enter the tax year being reported.
2. Payer Name Control	4 alphanumeric characters.  Enter the Payer Name Control assigned to your company by the IRS.
3. Transmitter Control Code	5 alphanumeric characters.  Enter the Transmitter Control Code assigned to your company by the IRS.



Name	Type and Description
4. Payer Federal Id No	9 numeric digits.  Enter your company's Federal Employer ID Number. <b>DO NOT</b> enter all zeros or all nines. Defaults to the Federal ID Number in <b>Accounts Payable Setup</b> .
5. Foreign Corp. Indicator	1 alphanumeric character.  Enter 1 if the payer is a foreign corporation, otherwise enter blank.
6. Transfer Agent Indicator	1 numeric digit.  Enter 0 (zero) or 1 per the IRS magnetic media reporting bulletin.
7. Payer Name One	40 alphanumeric characters.  This should be the reporting company's name. Defaults to the company report name from the company file.
8. Payer Name Two	40 alphanumeric characters.  The contents of this field are dependent upon the Transfer Agent Indicator. If the Transfer Agent Indicator contains a 1, this field <b>must</b> contain the name of the Transfer Agent. If the Transfer Agent Indicator contains a 0 (zero), this field <b>must</b> contain either a continuation of the Payer Name One field or blanks.
9. Payer Address One	40 alphanumeric characters.  If the Transfer Agent Indicator is a 1, enter the shipping address of the Transfer Agent, otherwise enter the shipping address of the payer.
10. Payer Address Two	40 alphanumeric characters.  If the Transfer Agent Indicator is a 1, enter the City, State, and ZIP Code of the Transfer Agent, otherwise enter the City, State, and ZIP Code of the payer.
11. Transmitter Name One	40 alphanumeric characters.  Enter either the name of the transmitter, if different than the payer, or blanks.
12. Transmitter Name Two	40 alphanumeric characters.  Enter either a continuation of the Transmitter Name One or blanks.
13. Transmitter Address One	40 alphanumeric characters.  Enter either the shipping address of the transmitter or blanks.
14. Transmitter Address Two	40 alphanumeric characters.  Enter either the City, State, and ZIP Code of the transmitter or blanks.



Print/Create 1099 Forms - [Elliott Demonstration Company]

Print Create .exe

10x20 Courier New

Please Enter The Following Payer's Information

1. Use Ytd or Last Yr Amt Paid?
2. Company Name
3. Company Address 1
4. Company Address 2
5. City, St Zip
6. Company Phone No.

Please Enter 1099 Category

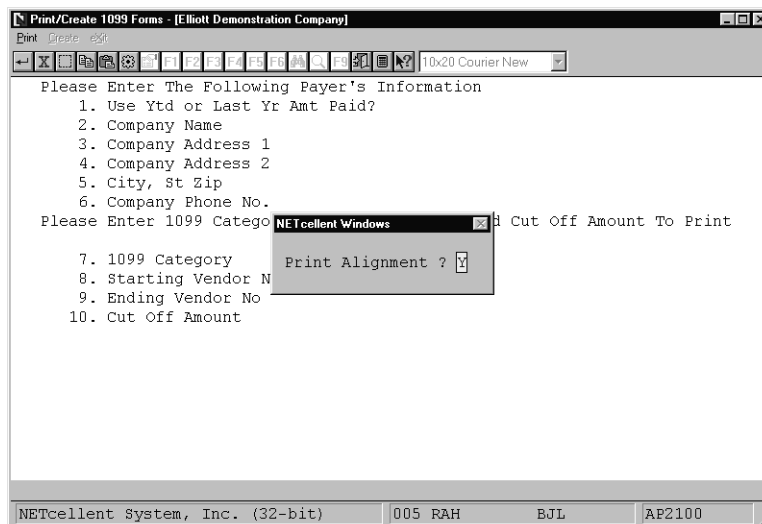
Please Mount Forms On Printer  
(Type "Done" When Ready)

DONE

NETcellent Windows System

NETcellent System, Inc. (32-bit) 005 RAH BJL AP2100

Print 1099 Forms (Screen #1)



Print/Create 1099 Forms - [Elliott Demonstration Company]

Print Create .exe

10x20 Courier New

Please Enter The Following Payer's Information

1. Use Ytd or Last Yr Amt Paid?
2. Company Name
3. Company Address 1
4. Company Address 2
5. City, St Zip
6. Company Phone No.

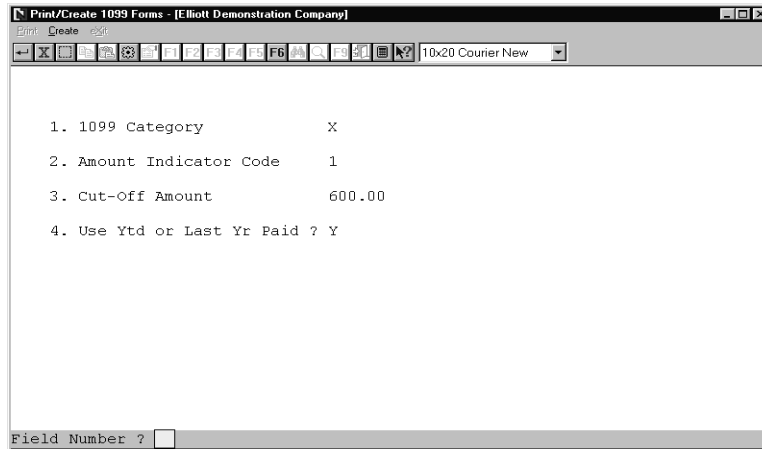
Please Enter 1099 Category

Print Alignment ? Y

NETcellent Windows

NETcellent System, Inc. (32-bit) 005 RAH BJL AP2100

Print 1099 Forms (Screen #2)



1. 1099 Category X

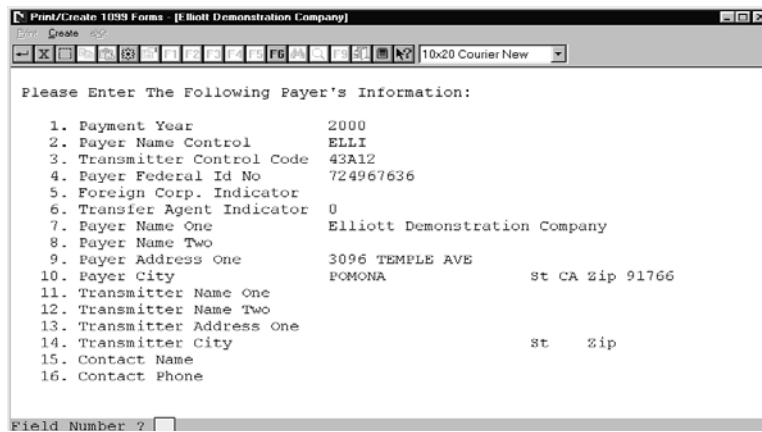
2. Amount Indicator Code 1

3. Cut-Off Amount 600.00

4. Use Ytd or Last Yr Paid ? Y

Field Number ?

Create 1099 Forms (Screen #1)



Please Enter The Following Payer's Information:

1. Payment Year 2000

2. Payer Name Control ELLI

3. Transmitter Control Code 43A12

4. Payer Federal Id No 724967636

5. Foreign Corp. Indicator 0

6. Transfer Agent Indicator 0

7. Payer Name One Elliott Demonstration Company

8. Payer Name Two Elliott Demonstration Company

9. Payer Address One 3096 TEMPLE AVE

10. Payer City POMONA St CA Zip 91766

11. Transmitter Name One

12. Transmitter Name Two

13. Transmitter Address One

14. Transmitter City St Zip

15. Contact Name

16. Contact Phone

Field Number ?

Create 1099 Forms (Screen #2)

1 0 9 9 - M I S C I N F O R M A T I O N R E T U R N S			
Vendor #	Vendor Name	T-I-N	Amount
000200	COMPUPART COMPUTER SERVICES	73-4777343	3,254.98
Totals: 1 Vendors		TOTAL AMOUNT REPORTED:	3,254.98

This Page Intentionally Blank

## Reports

### *A/P Open Item Report*

#### Application Overview

The A/P Open Item Report contains detailed information about the invoices on a vendor's account and summarized vendor aged totals aged by invoice or due date.

The report shows each vendor's aged A/P balance and how much discount is still valid on that balance. Optionally, it will also show detail for every invoice and payment.

The vendor's aged A/P balance is shown in four categories. There are: current 30 days or less, 31-60 days, 61-90 days and over 90 days.

These figures can be based on the invoice date or on the due date of each invoice, at your option. The aging can be done as of any date you wish.

You may also enter a voucher cutoff date. Only vouchers with Distribution to G/L dates on or before this date will print.

If you choose not to include items past the aging date, you can get a view of what the A/P looked like as of the selected aging date. Vouchers paid after this time will appear as unpaid, provided they have not been purged from the system. This can be used to verify the balance in Accounts Payable against your A/P accounts in your General Ledger.

The last option is whether you wish to show fully paid vouchers. By answering Y, you will not affect the aged totals of the vendor but the detail of all transactions that have not been purged will print.

#### Run Instructions

Select A/P Open Item Report from the pull down A/P Reports window. The following screen will then be displayed:

A/P Open Item Report Entry Screen

The following options are available:

- \* Enter the data requested on the screen. The report will be printed at your option
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
1. Starting Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the beginning of the range of vendors to be printed on the report.</p> <p>This field defaults to All.</p>
2. Ending Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the end of the range of vendors to be printed on the report.</p> <p>This field defaults to the starting vendor number to facilitate printing the report for a single vendor.</p>
3. Age Documents As Of	<p>Enter a date in the standard date format.</p> <p>Enter the date that aging is to be based on.</p> <p>This field defaults to the system date.</p>
4 .Based Upon Inv Or Due Date	<p>1 alphanumeric character.</p> <p>The valid values for this field are:</p> <p>I = Documents are to be aged by their invoice dates.</p> <p>D = Documents are to be aged by their due dates.</p> <p>If I is entered, an invoice will be considered to have an age of 30 days if it was written 30 days ago.</p> <p>If D is entered, an invoice will be considered to have an age of 30 days when it is 30 days overdue.</p> <p>It is a matter of company policy which method you will use.</p> <p>The default is D for due date.</p>
5. Include Items Past Aging Date ?	<p>Y or N.</p> <p>This will include or exclude items dated after the aging date selected. If you wish to get a print-out of the exact vendor balances as of the aging date, answer N. If you want the balances to reflect all open items regardless of date, answer Y.</p> <p>This field defaults to N.</p>

Name	Type and Description
6. Show Detail	<p>Y or N.</p> <p>If Y is entered, then detail on every voucher will be printed on the report.</p> <p>If N is entered, only summary data for each vendor will be printed.</p> <p>The default is Y for yes, show detail.</p>
7. Show Fully Paid Vouchers ?	<p>Y or N.</p> <p>If Y is entered, then any fully paid vouchers, which have not yet been purged, will appear on the report if detail is selected.</p> <p>If N is entered, then fully paid vouchers will not be shown on the report.</p> <p>The default is N, do not show fully paid vouchers.</p>
8. Print Misc Vendors ?	<p>Y or N.</p> <p>This will allow or disallow printing of miscellaneous vendors on the report.</p> <p>This field defaults to N.</p>
9. Voucher Cutoff Date	<p>A date in the standard date format.</p> <p>If a date is entered here, items with Distribution to G/L (voucher) dates after this date will be excluded.</p> <p>This field defaults to the system date.</p>

A/P Open Item Report - [Elliott Demonstration Company]

Print

10x20 Courier New

By Vendor Number

Please Enter:

1. Starting Vendor No	000100
2. Ending Vendor No	000800
3. Age Documents As Of	04/26/00
4. Based Upon Inv Or Due Date	D
5. Include Items Past Aging Date ?	N
6. Show Detail	Y
7. Show Fully Paid Vouchers ?	N
8. Print Misc Vendors ?	N
9. Voucher Cutoff Date	04/26/00
10. Payable Account	All

Field Number ?

NETcellent System, Inc. (32-bit) 009 RAH BJJ AP05S1

A/P Open Item Report

A / P O P E N I T E M R E P O R T

Voucher Cutoff Date -- 01/24/93  
 For Vendors 000100 Thru 000100.  
 Aged As Of 01/24/93 Based Upon Due Date, Not Including Items Past The Aging Date, Not Including Fully Paid Vouchers.  
 Trx Types: Vchr = Regular Voucher Cr-M = Credit Memo Cchk = Computer Check Mchk = Manual Check  
 Note: \*\*\* Beside The Type Means That The Voucher Is Permanently Deferred.

Vendor Name No Terms	Vendor Balance	Valid Discount	Vendor Net	-----Aged Vendor Net-----			
				Current	31-60-Days	61-90-Days	Over-90-Days
000100 Computer Electronics Center TERMS: 5% 30 / NET 60							
Invoice# Inv-Date Type Vch/Chk Dsc-Date Due-Date Inv/Chk-Amt Disc-Allowed Disc-Taken Invoice-Net Age Account-No							
500098 02/11/92 Vchr 500098 03/12/92 04/11/92 39.00							
920211 02/11/92 Vchr 500097 03/12/92 04/11/92 78.00							
	117.00		117.00				
		.00		.00		.00	117.00
Grand Totals:	117.00	.00	117.00	.00	.00		117.00



## **Cash Requirements Report**

### **Application Overview**

The Cash Requirements Report can be used to determine, on a general basis, which invoices can be paid with the available cash or to determine exactly how much cash would be required to bring your A/P up to a certain status.

For example, the report will tell you at a glance exactly how much cash would be required to pay off all invoices due up to a certain date (called the cut-off date).

The report itemizes these totals by vendor and optionally details vendor invoices as well. It shows any discounts available on past due and current invoices as well as discounts lost by reason of not paying the invoice by the discount date. It also shows discounts now available that would be lost if the voucher is paid on the next payment date. These are shown as Optional invoices.

One important use for this report is to help you choose a suitable cut-off date (due date through which to pay invoices) for generalized payment selection. Generalized Payment Selection is part of the Payment Preparation application, which allows you to automatically select invoices for payment. The cut-off date used in Generalized Payment Selection will determine how many vendor invoices are selected for payment. Running the Cash Requirements Report with a given cut-off date will show you the total cash that will be required if that cut-off date is used in Generalized Payment Selection. If the total cash required is too high, the cut-off date would be moved back. If the cash required is lower than available, the cut-off date can be moved forward. When the cash required versus the discounts gained and payments made is correctly optimized, then Generalized Payment Selection can be run, using the same cut-off date. Any needed manual adjustments to these selections can then be made, and you are ready to print checks.

The following are definitions of terms used in this application:

### **Cut-Off Date**

This date controls the number of past due and/or current invoices, which will be included on the report. All invoices having due dates falling on or before this date will be included as either past due or current invoices.

Setting the cut-off-date earlier than the payment date will cause the report to print only invoices which are already past due on the payment date, therefore no current invoices will be included at all. This would be done if there was only enough available cash to pay past due invoices.

Setting the cut-off date on or after the payment date will cause all past due invoices to be included on the report. Any other invoices with due dates on or before the cut-off date would be included as current invoices.

Ideally, the cut-off date would be set to the next payment date. When this is done, then paying all past due and current invoices on one payment date guarantees that there will be no overdue invoices on the next payment date. This is because any invoices due by the next payment date would have been paid the payment period before.

## Payment Date

This is the date on which the A/P checks will be printed and/or mailed. It determines which vendor invoices will be past due and which will be current as of the issue of the check.

## Next Payment Date

This is the next date after the payment date on which you will print and mail A/P checks. It will help determine which discounts are currently valid for this payment and will not be valid for the next payment of Accounts Payable (see Optional).

## Past Due

These are any invoices, which will already be overdue when checks are run. For example, an invoice's due date is the 9th of March and checks will be printed on the 10th of March. The invoice is past due.

Only past due invoices having due dates falling on or before the cut-off date will be shown on the report.

## Current

These are any invoices which are not yet overdue and which have due dates falling on or before the cut-off date. For example, an invoice's due date is the 15th of March. Checks will be run on the 10th of March and the cut-off date is the 17th of March. The invoice is current because it is not overdue this week, but it will be due by the cut-off date.

## Optional

This class of vendor invoices includes invoices with due dates falling after the cut-off date, but for which an early payment discount will be lost if they are not paid on this check run. For example, checks will be run on the 10th of March. An invoice has a 2% discount, which can be taken if the invoice is paid by the 15th. The invoice is not due until the next month, but the next check run will be on the 17th. The cut-off date is the 16th. This is an optional invoice since its due date falls after the cut-off date but the 2% early payment discount will be lost unless the invoice is paid on the upcoming check run.

In short, an optional invoice is one with a due date falling after the cut-off date, but which must be paid on this check run to get the early payment discount.





## Entry Field Descriptions

Name	Type and Description
1. Cut-Off Date	<p>A date in the standard date format.</p> <p>The cut-off date is the last invoice due date to be included on the report. This would optimally be the same as the next payment date, to avoid past due invoices. See the Application Overview for a more detailed description of the cut-off date.</p> <p>All invoices having due dates falling on or before this date will be included on the report as either past due or current invoices.</p> <p>This date defaults to the last cut-off date used in this application or Generalized Payment Selection.</p>
2. Payment Date	<p>A date in the standard date format.</p> <p>Enter the date that checks will be printed and mailed. This date will be used by the system as the current date for determining whether invoices are past due.</p> <p>This date defaults to the last payment date used in this application or the Generalized Payment Selection function of the Payment Preparation application.</p>
3. Next Payment Date	<p>A date in the standard date format.</p> <p>Enter the next date after the payment date that checks will be run. This date is used by the system to determine whether any early payment discount will be lost if the invoice is put off until the next check run.</p> <p>This date defaults to the last next payment date used on this application or the Generalized Payment Selection function of the Payment Preparation application.</p>
4. Show Detail ?	<p>Y or N.</p> <p>If you wish to have all vendor invoice details on the report, answer Y. If you wish to have the report print with only vendor totals and no details, answer N. The default is Y, meaning include vendor invoice detail.</p>
5. Starting Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the beginning of the range of vendor numbers, which you want to have print on the report.</p> <p>The default is All, meaning for all vendors.</p>
6. Ending Vendor No	<p>6 alphanumeric characters.</p> <p>This field will not be entered if All is selected for the starting vendor number entry.</p> <p>Enter the end of the range of vendor numbers, which you want to have print on the report.</p> <p>This field defaults to the starting vendor number entry to make it easy to print the report for a single vendor.</p>
7. Show Disc Lost If Inv Amt Is Zero ?	<p>Y or N.</p>

Name	Type and Description
	If you wish to print invoices that have been paid but there was a discount lost, answer Y.
	If you do not wish to print these invoices, answer N.
	The default is N, meaning the invoices will not print on the report.

**Cash Requirements Report - [Elliott Demonstration Company]**

Print 

 10x20 Courier New

Please Enter:

1. Cut-Off Date 11/20/92

2. Payment Date 04/25/00

3. Next Payment Date 12/20/92

4. Show Detail ? Y

5. Starting Vendor No All

6. Ending Vendor No

7. Show Disc Lost If  
Inv Amt Is Zero ? N

Field Number ?

NETcellent System, Inc. (32-bit) 009 RAH BJL AP07S1

### Cash Requirements Report

C A S H   R E Q U I R E M E N T S   R E P O R T

All Vendors  
Thru 02/10/93 For Payment On 01/24/93 (Next Payment Date Is 02/10/93).  
Trx Types: Vchr = Regular Voucher Cr-M = Credit Memo

Vendor No	Name	Past-Due-Amt	Pst-Valid-Disc	Net-Pst-Amt	Net-Pst	Pst-Disc-Lost
	Terms	Current-Amt	Cur-Valid-Disc	Net-Cur-Amt	Net-Pst+Cur	Cur-Disc-Lost
		Optional-Amt	Opt-Valid-Disc	Net-Opt-Amt	Net-Pst+Cur+Opt	
000100	Computer Electronics Center	117.00	.00	117.00	117.00	5.85
	Terms: 5% 30 / NET 60	.00	.00	.00	117.00	.00
		.00	.00	.00	117.00	
	Invoice# Type Vouch# Inv-Date Disc Due Pst-Due-Amt	Current-Amt	Optnal-Amt	Disc-Lost	Valid-Disc	Net-Amount
	500098 Vchr 500098 02/11/92 03/12 04/11 39.00			1.95	.00	39.00
	920211 Vchr 500097 02/11/92 03/12 04/11 78.00			3.90	.00	78.00
000700	Southern Electronics	5,000.00	.00	5,000.00	5,000.00	.00
	Terms: Net 30	.00	.00	.00	5,000.00	.00
		.00	.00	.00	5,000.00	
	Invoice# Type Vouch# Inv-Date Disc Due Pst-Due-Amt	Current-Amt	Optnal-Amt	Disc-Lost	Valid-Disc	Net-Amount
	500096 Vchr 500096 02/18/92 02/18 03/20 5,000.00			.00	.00	5,000.00
	Grand Totals:	5,117.00	.00	5,117.00	5,117.00	5.85
		.00	.00	.00	5,117.00	.00
		.00	.00	.00	5,117.00	

**This Page Intentionally Blank**

## ***A/P Distribution to G/L Report***

### **Application Overview**

The A/P Distribution to G/L Report is a list of all transactions from A/P, which affect the General Ledger. The report can be printed in detail, showing each entry with its vendor number and voucher number, or it can be printed in summary, showing only one entry per date per account. The report is printed from the A/P Distribution to G/L File, which is also used for the automatic interface within General Ledger. The report would normally be printed once every accounting period and then the file purged, but the information can be retained on file indefinitely if desired.

This Report is available in any combination of the following 5 Report Types:

- Expense Distributions
- New A/P Added
- Checks Written
- Discounts Taken
- A/P Paid

Once you have selected your Report Types, you have the print to report by:

1. Interfaced Items
2. Non-Interfaced Items
3. Both Interfaced and Non-Interface

### **Expense Distributions**

These are entries to be posted to the expense accounts. In the case of purchases of assets, such as inventory or office furniture, this section would contain asset accounts. Most of them will be debits, which were added to the A/P Distribution to G/L File when new A/P transactions were posted. They are normally counterbalanced by credits to an A/P account. For example, a voucher is entered for a shipment of \$1,000 worth of computer supplies and \$2,000 worth of office supplies, with a \$40 freight charge. This transaction increases expenses (a debit) and increases A/P (a credit). Therefore, there might be a \$1,000 debit to the computer supplies expense account, a \$2,000 debit to the office supplies expense account, and a \$40 debit to the freight expense account. These entries would be counterbalanced by a credit entry of \$3040 to an A/P account, which would be found in the New A/P Added section of this report.

### **New A/P Added**

These are entries to be posted to the A/P accounts. Most of them will be credits, which were added to the A/P Distribution to G/L File when new A/P transactions were posted. They are normally counterbalanced by debits to asset or expense accounts. See the example under Expense Distributions.

### **Checks Written**

These are entries to be posted to the cash accounts. Most of them will be credits, which were added to the A/P Distribution to G/L File when a check was printed. They are normally counterbalanced by debits to an A/P account. For example, a check for \$100 is written to pay a \$100 invoice, which has previously

been entered into the system as an A/P open item. This transaction decreases cash (a credit) and decreases A/P (a debit). Therefore, there would be a \$100 credit to a cash account and a \$100 debit to an A/P account.

## Discounts Taken

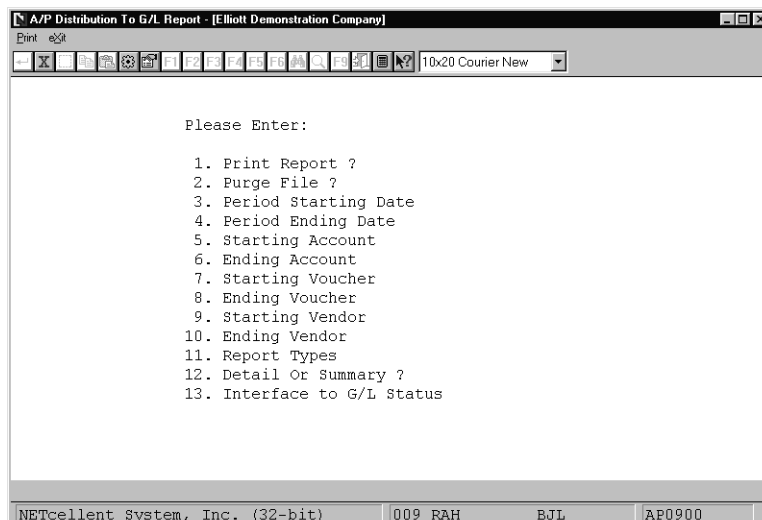
These are entries to be posted to the discount accounts. Most of them will be credits, which were added to the A/P Distribution to G/L File when a check was written to pay an invoice with a discount. They are normally counterbalanced by debits to an A/P account. For example, a check for \$95 is written to pay a \$100 invoice with a \$5 discount. This transaction decreases cash (a credit), increases discounts taken (a credit), and decreases A/P (a debit). Therefore, there would be a \$95 credit to a cash account, a \$5 credit to a discount account, and a \$100 debit to an A/P account.

## A/P Paid

These are entries to be posted to the A/P accounts. Most of them will be debits to the A/P accounts, which were added to the A/P Distribution to G/L file when a check was written to pay an invoice, which has previously been entered into the system as an A/P open item. See the examples under Checks Written Paid and Discounts Taken.

## Run Instructions

Select A/P Distribution To G/L Report from the pull down A/P Reports window. The following screen will then be displayed:



A/P Distribution To G/L Report - [Elliott Demonstration Company]

Print Exit

10x20 Courier New

Please Enter:

1. Print Report ?
2. Purge File ?
3. Period Starting Date
4. Period Ending Date
5. Starting Account
6. Ending Account
7. Starting Voucher
8. Ending Voucher
9. Starting Vendor
10. Ending Vendor
11. Report Types
12. Detail Or Summary ?
13. Interface to G/L Status

NETcellent System, Inc. (32-bit) 009 RAH BJL AP0900

A/P Distribution To G/L Report Entry Screen



A/P Distribution To G/L Report - [Elliott Demonstration Company]

Print Exit

08x16 Courier New-Bold

A/P Distribution To G/L Report

Please Enter:

1. Print Report ?	Y
2. Purge File ?	N
3. Period Starting Date	Earliest
4. Period Ending Date	03/06/00
5. Starting Account	All
6. Ending Account	
7. Starting Voucher	All
8. Ending Voucher	
9. Starting Vendor	All
10. Ending Vendor	
11. Report Types	3 4 5
12. Detail Or Summary ?	D
13. Interface to G/L Status	B

1=Expense Dist. 2=New A/P Added 3=Check Amount paid 4=Discounts 5=A/P Paid

NETcellent System, Inc. (32-bit) 001 JEC 104 AP0900

Report Types:  
Enter for all or by  
individual selection.

ACCOUNTS PAYABLE DISTRIBUTION TO GENERAL LEDGER REPORT

For The Period: Earliest To 01/24/93 In Detail  
Expense Distributions:

Account No	Description	Vouchr No	Vendor No	Vendor Name	Dist Date	Journal Source	Amount Distributed
Expense Distributions:							
01100-00000-00000	Inventory - Raw Materials	500096	000700	Southern Electronics	02/18/92	AP0105	31,552.35
		500098	000100	Computer Electronics Center	02/11/92	Apin	39.00
	Total Debits:	31,591.35		Total Credits:	.00	Account Total:	31,591.35
04230-00000-00000	Purchase Price Variance - R/M	500096	000700	Southern Electronics	02/18/92	AP0105	26,552.35 CR
	Total Debits:	.00		Total Credits:	26,552.35 CR	Account Total:	26,552.35 CR
04900-00000-00000	Inventory Clearing Account	500097	000100	Computer Electronics Center	02/11/92	Apin	78.00
	Total Debits:	78.00		Total Credits:	.00	Account Total:	78.00
						Total:	5,117.00

ACCOUNTS PAYABLE PERIOD SUMMARY

For The Period: Earliest To 01/24/93 In Summary  
Expense Distributions:

Account No	Description	Invoice Date	Amount Distributed
Expense Distributions:			
01100-00000-00000	Inventory - Raw Materials	02/11/92	39.00
		02/18/92	31,552.35
	Account Total:		31,591.35
04230-00000-00000	Purchase Price Variance - R/M	02/18/92	26,552.35 CR
	Account Total:		26,552.35 CR
04900-00000-00000	Inventory Clearing Account	02/11/92	78.00
	Account Total:		78.00
	Total:		5,117.00

**This Page Intentionally Blank**

## Check History Report

### Application Overview

The Check History Report accesses the **A/P Open Item File** for check information. The A/P Open Item File contains information since the last purge date (date for which the Purge A/P Open Item File was last run).

The report can be printed for all vendors, a range of vendors, or for a single vendor. A range of checks and a range of dates can also be selected.

This report can be used as a monthly Check Register. Just ensure you have check data on file (do not run the purge) until printed on a monthly Check Register. Normally, you would wait until a few days after the month or period you wish the Check History Report printed for to ensure all manually written checks get entered into the system.

The Check History Detail Report accesses the **A/P History File**, which contains purged data.

### Run Instructions

#### A/P Reports → Check History Reports → Print

Report Options:

1. Check History Report
2. Check Summary Report
3. Check History Detail Report

Check History Report - [Elliott Demonstration Company]

Print e/xit

Please Enter:

1. Starting Vendor No
2. Ending Vendor No
3. Starting Check No
4. Ending Check No
5. Starting Check Date
6. Ending Check Date
7. Print Distribution
8. Cash Account No

NETcellent System, Inc. (32-bit) 003 SUPERVISOR JOE AP11S1

Check History Report Entry Screen

## Check History Report

### Entry Field Descriptions

Name	Type and Description
1. Starting Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the first vendor to be printed on the report.</p> <p>This field defaults to All.</p>
2. Ending Vendor No	<p>6 alphanumeric characters.</p> <p>Enter the last vendor to be printed on the report.</p> <p>This field defaults to the starting vendor number to make it easy to print the report for a single vendor.</p>
3. Starting Check No	<p>6 numeric digits (999999).</p> <p>Enter the first check to be printed on the report.</p> <p>This field defaults to All.</p>
4. Ending Check No	<p>6 numeric digits (999999).</p> <p>Enter the last check to be printed on the report.</p> <p>This field defaults to the starting check number to make it easy to print the report for a single check.</p>
5. Starting Check Date	<p>A date in the standard date format.</p> <p>Enter the first check date, which is to appear on the report.</p> <p>This field defaults to the day after the last date through which you purged A/P open items.</p>
6. Ending Check Date	<p>A date in the standard date format.</p> <p>Enter the last check date, which is to appear on the report.</p> <p>This field defaults to the current date to make it easy to print all the checks, which are on file.</p>
7. Print distributions	<p>"Y" = Report will prints the distribution account number, name and the distribution amount. Useful auditing or review feature to see what the check paid in detail.</p>
7. Cash Account No	<p>An account number in the standard account number format.</p> <p>This field does not appear if you do not use multiple cash accounts.</p> <p>Enter the cash account which the checks to be printed on the report were drawn against. The description of the account will be displayed automatically below.</p> <p>Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.</p>

Name	Type and Description
	This field defaults to the default cash account.

A C C O U N T S   P A Y A B L E   C H E C K   H I S T O R Y   R E P O R T

Range: All Checks Written Against Cash Account 01010-00000-00000 To All Vendors From 01/01/92 To 11/30/92

Check No	Vendor#	Name Check-Date	Vouchr No	Po-No	Invoice No	Inv-Date	Amount Paid	Discount Taken	Check Amount
002532	000100	Computer Electronics Center 11/01/92	500098 500097	000013-00 000001-00	500098 920211	02/11/92 02/11/92	39.00 78.00	.00 .00	39.00 78.00
Check Totals:							117.00	.00	117.00

## Check History Report

Run Date: Mar 7, 2000 - 4:30pm      Elliott Demonstration Company      Page 1

A C C O U N T S   P A Y A B L E   C H E C K   H I S T O R Y   R E P O R T

Range: All Checks Written Against Cash Account 01010-00000-00000 To Vendors 000700 Through 000700 From 03/01/00 To 03/07/00

Check No	Vendor#	Name Check-Date	Vouchr No	Po-No	Invoice No	Inv-Date	Amount Paid	Discount Taken	Check Amount
002110	000700	Southern Electronics 03/06/00	500122		1234-A	03/07/00	500.00	.00	500.00
					05390-00000-00000	Miscellaneous		250.00	
					05390-10000-00000	Miscellaneous		250.00	
			500123		1234-B	03/07/00	900.00	.00	900.00
					05410-00000-00000	Office Supplies		450.00	
					05410-10000-00000	Office Supplies		450.00	
Check Totals:							1,400.00	.00	1,400.00
Cash Account Totals:							1,400.00	.00	1,400.00

1 Computer Checks  
0 Manual Checks  
1 Checks Total

## Check History Report w/Distributions

**This Page Intentionally Blank**

## Vendor Analysis Report

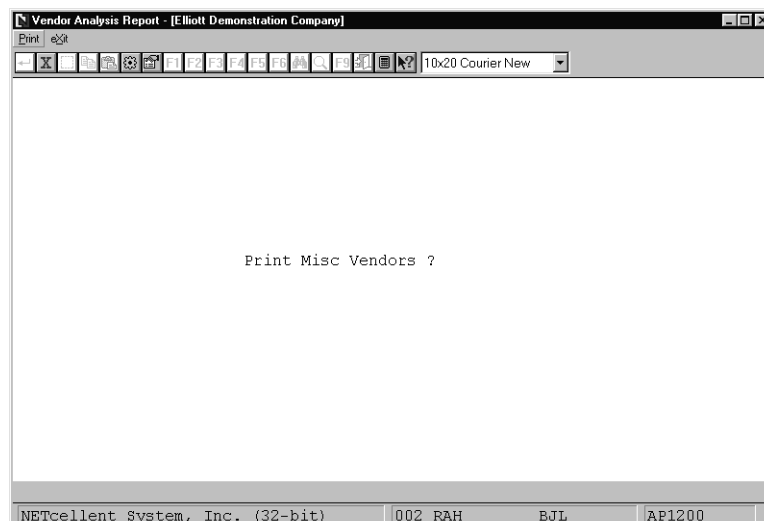
### Application Overview

The Vendor Analysis Report provides up to date information on the cost of doing business with your vendors. It can be used as the basis for negotiating future contracts, or comparing the total amounts paid to specific suppliers.

This report lists all vendor accounts, showing the total amount spent on purchases from each vendor during the year to date and last year. The percentage of total purchases made is also displayed for each vendor account. This enables you to compare your most important vendors.

### Run Instructions

Select Vendor Analysis Report from the pull down A/P Reports window. The following screen will then be displayed:



Vendor Analysis Report Entry Screen

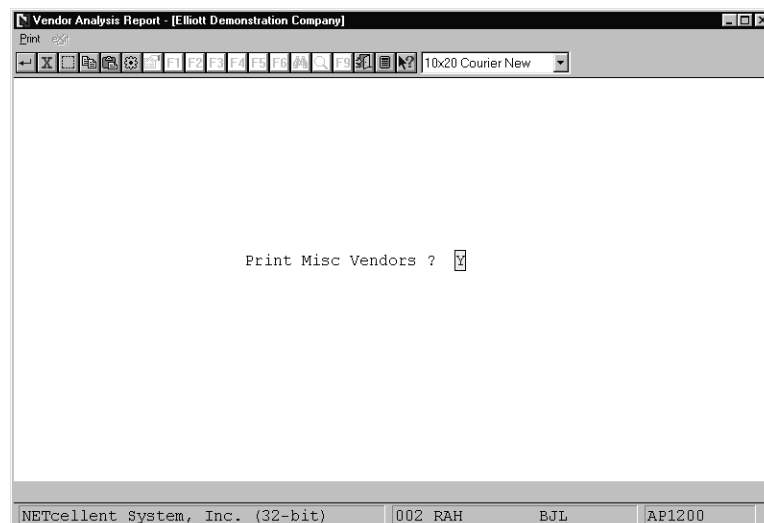
The following option is available:

- \* The report prints and automatically returns to the Accounts Payable menu bar

To return to the menu bar, press the ESC or F10. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
Print Misc Vendors ?	Y or N.  If you answer Y the report will include miscellaneous vendor accounts.  If you answer N the report will not print miscellaneous vendor accounts.  This field defaults to N.



Print Misc Vendors ? ☒

NETcellent System, Inc. (32-bit) 002 RAH BJL AP1200

## Vendor Analysis Report

VENDOR ANALYSIS REPORT										
Vendor	Name	Last Activity Date	Year-To-Date				Last Year			
			Purchases	\$-Of Total	Discounts	\$-Of Total	Purchases	\$-Of Total	Discounts	\$-Of Total
000100	Computer Electronics Center	02/11/92	117.00	2.3	.00	0.0	.00	0.0	.00	0.0
000200	CompuPart Computer Services	09/10/89	.00	0.0	.00	0.0	.00	0.0	.00	0.0
000300	Anawalt Computer Company	09/17/89	.00	0.0	.00	0.0	.00	0.0	.00	0.0
000400	Computers of America	10/17/89	.00	0.0	.00	0.0	.00	0.0	.00	0.0
000500	Ronson Electronics	09/15/89	.00	0.0	.00	0.0	.00	0.0	.00	0.0
000600	Maintenance Electronics	10/14/91	.00	0.0	.00	0.0	.00	0.0	.00	0.0
000700	Southern Electronics	02/18/92	5,000.00	97.7	.00	0.0	.00	0.0	.00	0.0
000800	Allied Electronics Company	09/17/89	.00	0.0	.00	0.0	.00	0.0	.00	0.0
000900	2 C Trucking Co. Inc.	09/19/89	.00	0.0	.00	0.0	.00	0.0	.00	0.0
001000	The Electronics Group	09/12/89	.00	0.0	.00	0.0	.00	0.0	.00	0.0
001100	Dupont	09/01/91	.00	0.0	.00	0.0	.00	0.0	.00	0.0
001200	Castings Inc.	04/28/92	.00	0.0	.00	0.0	.00	0.0	.00	0.0
001300	Metals Inc.	04/28/92	.00	0.0	.00	0.0	.00	0.0	.00	0.0
001400	Metals and Plastics Inc	04/28/92	.00	0.0	.00	0.0	.00	0.0	.00	0.0
001500	Plastic Warehouse	04/28/92	.00	0.0	.00	0.0	.00	0.0	.00	0.0
001600	Commercial Plastics	04/28/92	.00	0.0	.00	0.0	.00	0.0	.00	0.0
16 Vendors On File	Grand Totals:		5,117.00	100.0	.00	0.0	.00	0.0	.00	0.0
	Averages:		319.81		.00		.00		.00	



## Vendor History Report

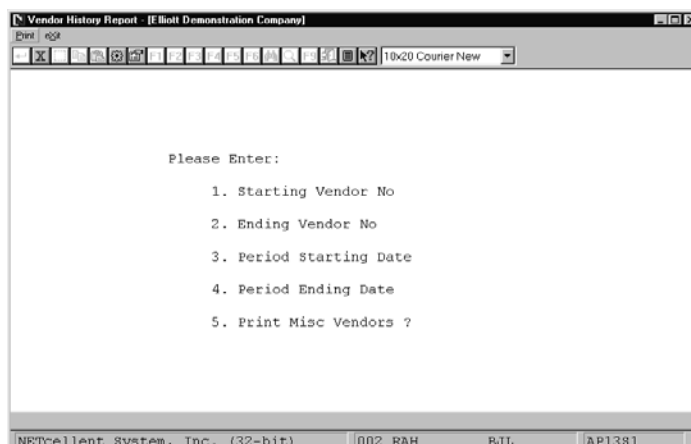
### Application Overview

The Vendor History Report can be used to find information on paid vendor invoices if they were paid since the cut-off date of the last purge of the A/P Open Item File. This report is printed from the A/P Open Item File and, therefore, will not show any paid invoices, which have already been purged from the file. However, individual Vendor History can be controlled by the A/P Purge functions.

If you are looking for information on an invoice which was paid on or before the cut-off date of the last purge, you will have to look through the purge journals of your previous purges, but if you are trying to find an invoice which was paid since this date, the Vendor History Report can be used.

### Run Instructions

Select Vendor History Report from the pull down A/P Reports window. The following screen will then be displayed:



Vendor History Report Entry Screen

The following options are available:

- \* Enter the data requested on the screen
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
1. Starting Vendor No	6 alphanumeric characters.  Enter the first vendor to appear on the report.  This field defaults to All.
2. Ending Vendor No	6 alphanumeric characters.  This field will not be entered if All vendors are selected above.  Enter the last vendor to appear on the report.  This field defaults to the starting vendor number to make it easy to print a single vendor.
3. Period Starting Date	A date in the standard date format.  Enter the starting date of the period for which you wish to print the report.  Any invoices fully paid between this date and the ending date will appear on the report.  This field defaults to the day after the last purge cut-off date and cannot be set to an earlier date than this.
4. Period Ending Date	A date in the standard date format.  Enter the ending date of the period for which you wish to print the report.  Any invoices fully paid between the period starting date and this date will appear on the report.  This field defaults to the period starting date to facilitate printing the report for a single date.
5. Print Misc Vendors ?	Y or N.  Enter Y to print miscellaneous vendor account or N to decline.  This field defaults to N.

## Job Distribution Report

### Application Overview

Distributions are posted to the Job Distribution Report and are printed. This report is a particular project or activity, for which expenses are being tracked. When an invoice is entered into the Accounts Payable package, the invoice amount can be distributed to the appropriate jobs.

The report shows the total expenses incurred by each different job and further breaks down the expenses by expense accounts, showing detail of the expense distributions.

If the Payroll package is being used, it will also contribute distributions to the report.

The Job Distribution File may be purged when the report is printed, or the data may be retained on file for future reference at your option.

### Run Instructions

Select Job Distribution Report from the pull down A/P Reports window. The following screen will then be displayed:

Job Distribution Report - [Elliott Demonstration Company]

Print Exit

Please Enter:

1. Print Report ?
2. Purge File ?
3. Starting Job No
4. Ending Job No
5. Starting Date
6. Ending Date

NETcellent System, Inc. (32-bit) 002 RAH BJL AP1400

Job Distribution Report Entry Screen

The following options are available:

- \* Enter the data requested on the screen
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on

the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
1. Print Report ?	Y or N.  Enter Y to print the report.  Enter N if you do not wish to have the report printed, so you can purge data without printing the report.  The default is Y.
2. Purge File ?	Y or N.  Enter Y if you wish to have the Job Distribution File purged for the range printed to conserve disk space.  Enter N if you wish to have all of the data in the Job Distribution File retained for future reference.  The default is N.
3. Starting Job No	6 alphanumeric characters.  Enter the first job to appear on the report.  This field defaults to All.
4. Ending Job No	6 alphanumeric characters.  Enter the last job to appear on the report.  This field defaults to the starting job number to make it easy to print the report for a single job.
5. Starting Date	A date in the standard date format.  Enter the beginning date of the period for which the report is to be printed.  This field defaults to All.
6. Ending Date	A date in the standard date format.  Enter the ending date of the period for which the report is to be printed.  This field defaults to the starting date to make it easy to print the report for a single date.

Job Distribution Report - [Elliott Demonstration Company]

Please Enter:

1. Print Report ? Y

2. Purge File ? N

3. Starting Job No All

4. Ending Job No

5. Starting Date All

6. Ending Date

Field Number ?

NETcellent System, Inc. (32-bit) 1002 RAH EJJ AP1400

## Job Distribution Report

## J O B   D I S T R I B U T I O N   R E P O R T

For All Periods

Job-No	Description	Account-No	Description	IM AP	Document# Vendor Vouch#	Invoice#	Doc-Date Inv-Date	P.O.-No P.O.-No	Item-No Item-No	Quantity	Distributed
				PR	Employee Check#		Chk-Date	Rate	Hours	Quantity	Amount
CPU-SX	Personal Computer 386/SX										
	01100-00000-00000		Inventory - Raw Materials								
				AP	000700	Southern Electronics					
					500096	500096	02/18/92	00000600	CLOCK	15.000	188.10
					500096	500096	02/18/92	00000600	DATA-BUS	15.000	231.75
					500096	500096	02/18/92	00000600	MEMMGR	15.000	660.00
					500096	500096	02/18/92	00000600	VGA	15.000	3,450.00
					500096	500096	02/18/92	00000600	RAM-2MEG	15.000	750.00
					500096	500096	02/18/92	00000600	RAM-ADDRES	15.000	255.00
					500096	500096	02/18/92	00000600	RESET-CPU	15.000	517.50
					500096	500096	02/18/92	00000600	CPU-30MEG	15.000	25,500.00
										Account Total:	31,552.35
	04230-00000-00000		Purchase Price Variance - R/M								
				AP	000700	Southern Electronics					
					500096	500096	02/18/92	00000600	CLOCK	15.000	175.56-
					500096	500096	02/18/92	00000600	DATA-BUS	15.000	216.30-
					500096	500096	02/18/92	00000600	MEMMGR	15.000	616.00-
					500096	500096	02/18/92	00000600	VGA	15.000	2,300.00-

VENDOR HISTORY REPORT

Printed For All Invoices Fully Paid Between 01/01/93 And 01/24/93 For All Vendors  
 Trx Types: Vchr = Regular Voucher Cr-M = Credit Memo Cchk = Computer Check Mchk = Manual Check

Vendor No	Name	Invoice No	Document Date	Vchr Type	Voucher# Check#	Inv/Chk Amount	Discount Available	Discount Taken	Cash-Or-A/P Account-No
000100	Computer Electronics Center	500101	01/24/93	Vchr	500101	340.00	17.00		02000-00000-00000
			01/24/93	Mchk	012325	323.00-		17.00	01010-00000-00000
000200	CompuPart Computer Services	500100	01/24/93	Vchr	500100	2,248.00	134.88		02000-00000-00000
			01/24/93	Mchk	456321	2,113.12-		134.88	01010-00000-00000

2 Vendors Printed

## Job Analysis Report

### Application Overview

A Job Analysis Report can give you the capability to trace expenses that are being billed. When an invoice is entered into the Accounts Payable package, the invoice amount can be distributed among the appropriate jobs. These distributions are posted to the Job History File and are printed out on this report.

The report shows the total Accounts Payable and Payroll expenses incurred by each different job, the total Accounts Receivable billed to each different job, and if the report is printed in detail format, it will further break down the expenses and sales by accounts, showing detail of the expense and sales distributions. If the Payroll or Accounts Receivable packages are being used, they will also contribute distributions to the report.

Actual billings from A/R and expenses from A/P and PR are accumulated on this report and compared against the budgets in the job code file.

### Run Instructions

Select Job Analysis Report from the pull down A/P Reports window. The following screen will then be displayed:

Job Analysis Report - [Elliott Demonstration Company]

Print Exit

Please Enter:

1. Starting Job No
2. Ending Job No
3. Starting Date
4. Ending Date
5. Print Detail ?
6. Include I/M Cost

NETcellent System, Inc. (32-bit) 002 RAH BJL AP1500

Job Analysis Report Entry

The following options are available:

- \* Enter the data requested on the screen
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
1. Starting Job No	6 alphanumeric characters.  Enter the first job to appear on the report.  This field defaults to All.
2. Ending Job No	6 alphanumeric characters.  Enter the last job to appear on the report.  This field defaults to the starting job number to make it easy to print the report for a single job.
3. Starting Date	A date in the standard date format.  Enter the beginning date of the period for which the report is to be printed.  This field defaults to the system date.
4. Ending Date	A date in the standard date format.  Enter the ending date of the period for which the report is to be printed.  This field defaults to the starting date to make it easy to print the report for a single date.
5. Print Detail ?	Y or N.  Enter whether you want the report to print in detail format or not. If you answer N the report will print in summary format, and will not show detailed distributions.  This field defaults to Y.



Job Analysis Report - [Elliott Demonstration Company]

Print

10x20 Courier New

Please Enter:

- Starting Job No All
- Ending Job No
- Starting Date All
- Ending Date
- Print Detail ? Y
- Include I/M Cost Y

Field Number ?

NETcellent System, Inc. (32-bit) 005 RAH BJJ AP1500

## Job Analysis Report

J O B   A N A L Y S I S   R E P O R T									
Job-No	Description	Description	Period	To	Job Totals				
Account-No	Employee No				Hours	PR	Expense	AP/IM	Expense
Item No	Customer No	Hours	PR	Expense	AP/IM	Expense	Billed	Hours	PR
Customer No		Expense	AP/IM	Expense	Billed	Hours	PR	Expense	AP/IM
CPU-SX	Personal Computer	386/SX							
01100-00000-00000	Inventory - Raw Materials								
	CLOCK			188.10				188.10	
	CPU-30MEG			25,500.00				25,500.00	
	DATA-BUS			231.75				231.75	
	MEMGR			660.00				660.00	
	RAM-2MEG			750.00				750.00	
	RAM-ADDRES			255.00				255.00	
	RESET-CPU			517.50				517.50	
	VGA			3,450.00				3,450.00	
04230-00000-00000	Purchase Price Variance - R/M								
	CLOCK			175.56-				175.56-	
	CPU-30MEG			23,706.49-				23,706.49-	
	DATA-BUS			216.30-				216.30-	
	MEMGR			616.00-				616.00-	
	RAM-2MEG			500.00-				500.00-	
	RAM-ADDRES			1,445.00				1,445.00	
	RESET-CPU			483.00-				483.00-	
	VGA			2,300.00-				2,300.00-	

**This Page Intentionally Blank**

## Vendor Audit Trail Report

### Application Overview

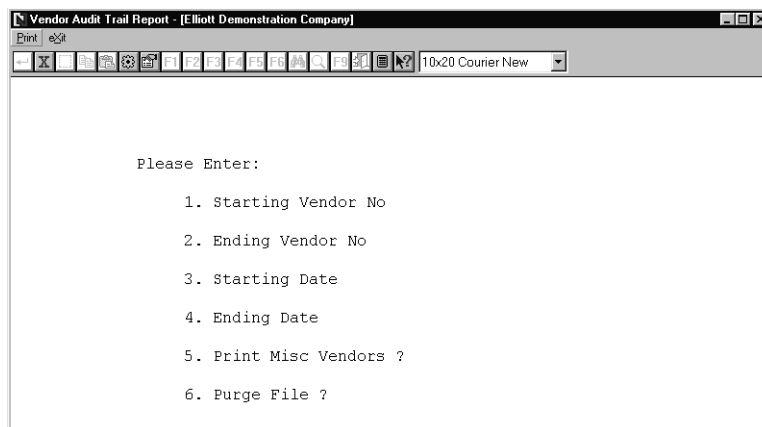
The **Vendor Audit Trail Report** shows any additions, changes, and deletions made to the Vendor File. When you are in **A/P Setup**, you can choose to keep an "audit trail" on the Vendor File. Additions to the file are shown on lines labeled "Added".

Changes are shown on the report with a "Before" and "After" line. The "Before" line shows all vendor information as it was before the change. The "After" line shows only those fields that were changed. Any fields, which were not changed, are shown as spaces. The one exception to this is if a field was changed to spaces. In this case, the field will show as "!".

Deletions are shown on lines labeled "Deleted".

### Run Instructions

Select **Vendor Audit Trail Report** from the pull down **A/P Reports** window. The following screen will then be displayed:



```
Vendor Audit Trail Report - [Elliott Demonstration Company]
Print  e  q
[Icons] 10x20 Courier New

Please Enter:

1. Starting Vendor No
2. Ending Vendor No
3. Starting Date
4. Ending Date
5. Print Misc Vendors ?
6. Purge File ?
```

Vendor Audit Trail Report Entry Screen

The following options are available:

- \* Enter the data requested on the screen
- \* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
1. Starting Vendor No	6 alphanumeric characters.  Enter the beginning of the range of vendor numbers, which you wish to appear on the report.  This field defaults to <b>All</b> .
2. Ending Vendor No	6 alphanumeric characters.  Enter the end of the range of vendor numbers, which you wish to appear on the report.  This field defaults to the starting vendor number to facilitate printing an audit trail for a single vendor.
3. Starting Date	Enter a date in the standard date format.  Enter the beginning of the range of dates for which you want an audit trail.  This field defaults to <b>All</b> dates.
4. Ending Date	Enter a date in the standard date format.  Enter the end of the range of dates for which you want an audit trail.  This field defaults to the starting date to facilitate printing an audit trail for a single date.
5. Print Misc Vendors ?	<b>Y</b> or <b>N</b> .  Enter <b>Y</b> if you wish to see miscellaneous vendors on the report.
6. Purge File ?	<b>Y</b> or <b>N</b> .  If <b>Y</b> is entered, those audit trail transactions, which have been printed, will be deleted from the Audit Trail File.  Defaults to <b>N</b> .

Vendor Audit Trail Report - [Elliott Demonstration Company]

Print

10x20 Courier New

Please Enter:

1. Starting Vendor No	All
2. Ending Vendor No	
3. Starting Date	All
4. Ending Date	
5. Print Misc Vendors ?	N
6. Purge File ?	N

Field Number ?

NETcellent System, Inc. (32-bit) 011 RAH BJJ AP01S4

## Vendor Audit Trail Report

## VENDOR AUDIT TRAIL PRINTOUT

Ranges: All Vendors

All Dates

Vendor Statuses: Blank = Normal A = Always Take Discount H = Hold Payment N = No Purchases

Vendor No	Name Federal-Id-# Id-Type	Address-1 Address-2 City, State And Zip Code	Phone# Contact Country	Type Status Lst-Actv	Purch-Ytd Amt-Paid-Ytd Disc-Ytd	Purch-Last-Yr Amt-Pd-Last-Yr Disc-Last-Yr
Deleted *23627	10/14/91 10:59 By St00 Kern's Building Supply 08-7553322 1099 Category: X F	121 W. 2nd St. East Harber , CA 90017	Joe Jones USA	09/17/89	5,936.50 6,078.01 97.74	.00 .00 .00
	Buyer Contact:	Po's-Ytd:	0	Avg-Cost-Var-#: .00	Commodity-Codes:	
	Fob: LA Ship-Via: TC	Line-Items-Ytd:	0	Avg-Rej-Items-#: .00		
	Print-Price-On-Po's?: Y	Late-Lines-Ytd:	0	Avg-Lead-Time: .00		
	Acknowledge?: N Confirm?: N	%-Late-Lst-Yr:	.00	Avg-Late-Days: 0		
Deleted *23637	10/14/91 10:59 By St00 Smith & Thompson, Inc 23-4567967 1099 Category: F	324 Church Street New York , NY 43567	324-6789 Mr. Smith U.S.A.	06/12/89	.00 .00 .00	.00 .00 .00
	Buyer Contact:	Po's-Ytd:	0	Avg-Cost-Var-#: .00	Commodity-Codes:	
	Fob: NY Ship-Via: A	Line-Items-Ytd:	0	Avg-Rej-Items-#: .00		
	Print-Price-On-Po's?: Y	Late-Lines-Ytd:	0	Avg-Lead-Time: .00		
	Acknowledge?: N Confirm?: N	%-Late-Lst-Yr:	.00	Avg-Late-Days: 0		
Deleted *23652	10/14/91 10:59 By St00 Jones Insurance Company 1099 Category:	1897 Dale P.O. Box 3400			11,250.00 7,500.00	.00 .00

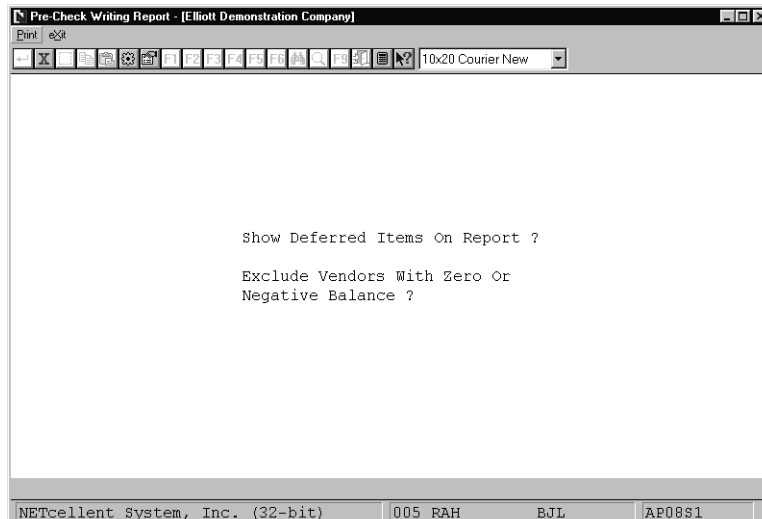
## Pre-Check Writing Report

### Application Overview

The Pre-Check Writing Report shows you exactly what is going to be paid to each vendor and how much cash and discounts are going to be taken for each of the invoices to be paid. It also shows you the exact amount of cash required for the check run. You should print this report when you think you are done with the payment selection process and are ready to print checks. If any of the selections shown on this report are incorrect, they should be corrected and then this report should be run again. When everything looks right, print checks. It is essential to correct selection errors before checks are printed.

### Run Instructions

Select Pre-Check Writing Report from the pull down A/P Reports window. The following screen will then be displayed:



Pre-Check Writing Report Entry Screen

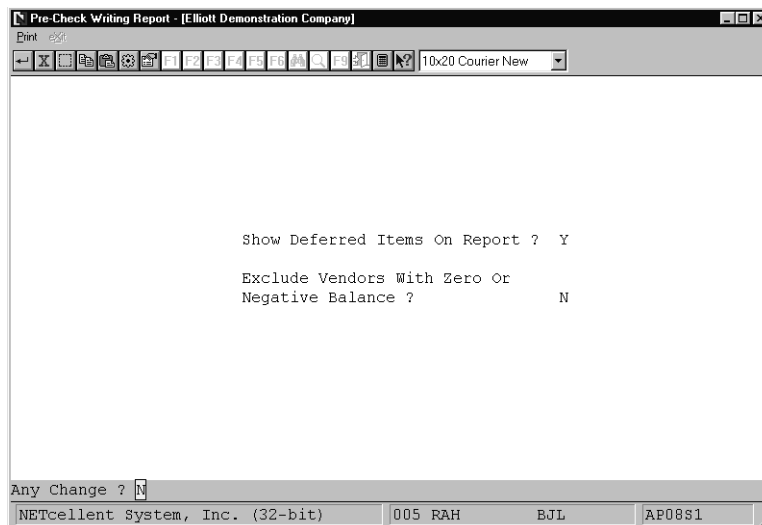
The following options are available:

- \* Enter the data requested on the screen
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
Show Deferred Items on Report ?	<p>Y or N.</p> <p>If Y, the invoices which have been deferred will appear on the report.</p> <p>The report totals will not be affected by these invoices, since the main purpose of the report is to show you check totals and total cash required.</p> <p>The default is N.</p>
Exclude Vendors With Zero Or Negative Balance ?	<p>Y or N.</p> <p>If Y, vendors with zero or negative balances are automatically excluded from this report.</p> <p>If N, all vendors, regardless of their balance, are considered in the report.</p> <p>This field defaults to N.</p>



Pre-Check Writing Report - [Elliott Demonstration Company]

Print Exit

10x20 Courier New

Show Deferred Items On Report ? Y

Exclude Vendors With Zero Or Negative Balance ? N

Any Change ? N

NETcellent System, Inc. (32-bit) 005 RAH BJL AP08S1

Pre-Check Writing Report



## PRE - CHECK WRITING REPORT

Note: Vendors With Zero Or Negative Balances Are Not Included In Totals.  
Vendors With Zero Or Negative Balances Included

Vendor No	Name	Vouchr #	Invoice #	Invoice Date	Due Date	Amount To-Be-Paid	Discount To-Be-Taken	Net-Cash Required	Defer Status
000100	Computer Electronics Center	500098	500098	02/11/92	04/11/92	39.00	.00	39.00	
		523728	737A887B	09/23/89	11/22/89	2,473.15	.00	2,473.15	
		500097	920211	02/11/92	04/11/92	78.00	.00	78.00	
		523729	970914	09/14/89	11/13/89	100.00	.00	100.00	
		Vendor Totals:				2,690.15	.00	2,690.15	
000700	Southern Electronics	523731	18382	09/01/89	10/01/89	510.50-	.00	510.50-	
		500096	500096	02/18/92	03/20/92	5,000.00	.00	5,000.00	
		Vendor Totals:				4,489.50	.00	4,489.50	
		Grand Totals:				7,179.65	.00	7,179.65	

2 Vendors To Be Paid  
2 Check Forms Will Be Required

(This Page Intentionally Blank)

## ***Check Reconciliation Report***

### **Application Overview**

Periodically, the bank will send a statement showing all checks, which have been paid out of your checking account as well as all deposits and charges, made. The canceled checks will be included with the statement. Each of these statements must be reconciled, that is you must ensure that there are no discrepancies between your records and the bank's records concerning the account.

The Check Reconciliation Report application allows you to print a report showing all outstanding checks as of a particular date. The report will also, optionally, print all checks, which were reconciled on a particular bank statement.

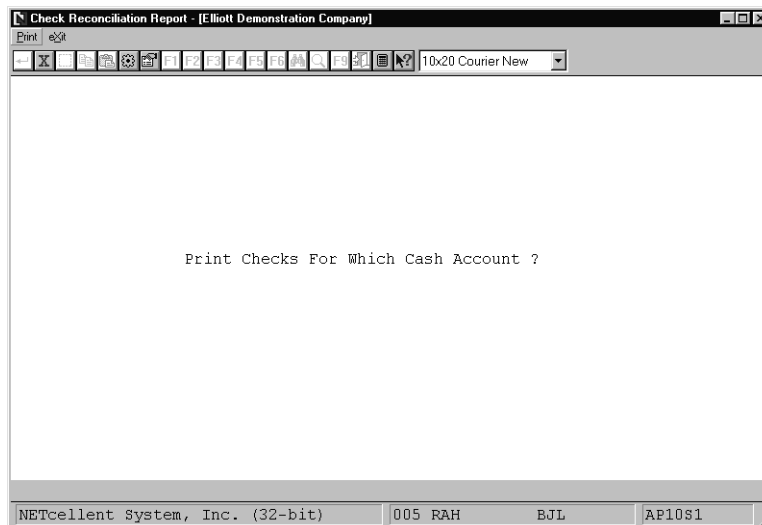
The file can be purged to save disk space, or the information can be retained on file for future reference.

The following is the procedure to print reconciled checks:

- 1) After all the checks are entered via check reconciliation in the Processing pull down window, print the Check Reconciliation Report for the correct cash account. Answer Y to show paid checks, enter the statement date for the reconciliation date and the ending check date. Answer N to purge reconciled checks.
- 2) A report will print showing all outstanding checks (those that the bank has not paid yet) and all checks, which were shown as, paid on the current statement.
- 3) Find out what the checkbook total was for the account on the statement ending date. This total, plus the total outstanding checks shown on the report, minus any charges shown in the statement should equal the account ending balance shown on the statement.
- 4) If these amounts are not equal, then you must figure out why. First, compare the total of reconciled checks to the figure on the bank statement. If they do not match, find which check amount is incorrect. Make sure that the last statement was properly reconciled. Make sure that there are no arithmetic errors in the checkbook. Correct any errors found.
- 5) Enter the charges shown on the statement into the checkbook.
- 6) The statement is now reconciled.

## Run Instructions

Select Check Reconciliation Report from the pull down A/P Report window. The following screen will then be displayed:



Check Reconciliation Report Entry Screen

The following options are available:

- \* Enter the data requested on the screen
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
Print Checks For Which Cash Account ?	<p>An account number in the standard account number format.</p> <p>Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.</p> <p>Enter the number of the cash account being reconciled.</p> <p>This field defaults to the default cash account number.</p> <p>This field will not be entered unless you are using multiple cash accounts.</p>
1. Show Paid Checks ?	<p>Y or N.</p> <p>Enter Y if you wish to have checks, which have already been paid, by the bank to appear on the report.</p> <p>Enter N if you wish to have only outstanding checks appear on the report.</p> <p>The default is Y.</p>
2. Reconciliation Date	<p>A date in the standard date format.</p> <p>This field is not needed if the answer to Show Paid Checks ? was N.</p> <p>Press the F1 key to show all reconciliation dates. If All is selected, then all reconciled checks will appear on the report.</p> <p>If a specific date is entered, then any reconciled checks on file with this reconciliation date will appear on the report.</p> <p>This field defaults to the current date.</p>
3. Purge Reconciled Checks ?	<p>Y or N.</p> <p>Enter Y if you wish to purge those reconciled checks, which appeared on the report. This will conserve disk space.</p> <p>Enter N if you do not want anything purged from the Check Reconciliation File.</p> <p>Normally, you do not want to purge reconciled checks until the bank statement is verified.</p> <p>The default is N.</p>
4. Ending Check Date	<p>A date in the standard date format.</p> <p>This is the last check date of unreconciled checks that will appear on the report.</p> <p>The default is All dates.</p>

Check Reconciliation Report - [Elliott Demonstration Company]

Print

Print Checks For Which Cash Account ?

01010-00000-00000 Cash in Bank - Account #1

Any Change ?

NETcellent System, Inc. (32-bit) 005 RAH B JL AP10S1

Print Check Reconciliation Report (Screen #1)

Check Reconciliation Report - [Elliott Demonstration Company]

Print

Please Enter:

1. Show Paid Checks ?	Y
2. Starting Reconciliation Date	04/27/00
3. Ending Reconciliation Date	04/27/00
4. Purge Reconciled Checks	N
5. Ending Check Date	All

Field Number ?

NETcellent System, Inc. (32-bit) 005 RAH B JL AP10S1

Print Check Reconciliation Report

ACCOUNTS PAYABLE CHECK RECONCILIATION REPORT

For Cash Account: 01010-00000-00000 Cash in Bank - Account #1

Check #	Check Date	Vendor #	Name	Unpaid Check-Amount	Paid Check-Amount	Date Reconciled
125	10/15/89	000100	Computer Electronics Center	17,330.23		
126	10/15/89	000200	CompuPart Computer Services	1,530.25		
133	10/15/89	000500	Rohson Electronics	2,800.00		
134	10/15/89	000600	Maintenance Electronics	3,500.00		
237	09/29/89	000100	Computer Electronics Center	1,000.00		
237	09/29/89	000100	Computer Electronics Center	1,037.62		
275	08/16/89	000100	Computer Electronics Center	1,110.50		

(This Page Intentionally Blank)



## Manual Check Register Report

### Application Overview

The Manual Check Register Report shows, in check number order, all checks, which have been drawn on a particular cash account, or, optionally, all cash accounts from which checks have been drawn. Keep a hard copy of each check register in a file for future reference.

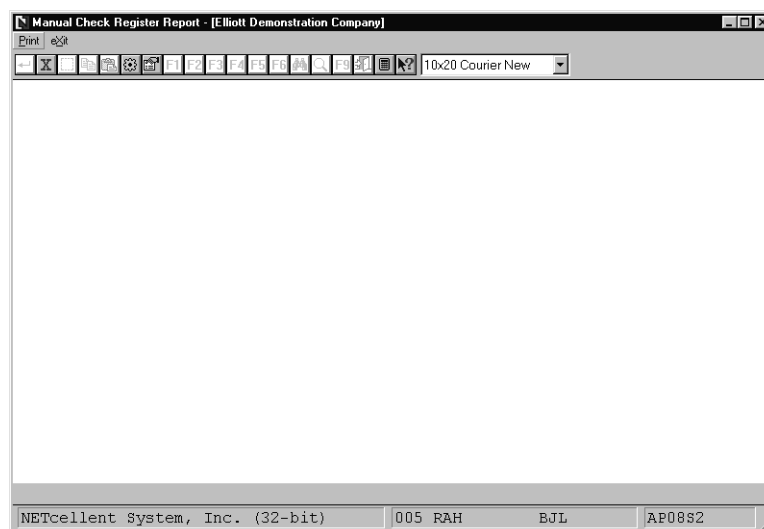
When the check register for computer checks is printed, any manual checks (from A/P Open Item Adjustment) and/or prepaid checks (from A/P Transaction Processing) that are drawn on the same cash account as the computer checks will appear on the register as well. To avoid this, it is best to use a separate cash account for these or print the manual and prepaid check register before printing checks. Then, when the computer check register is printed, it will not also include the manual checks. Checks will only appear on one check register one time. If you try to print the Manual check register twice in a row, you will find that it is blank the second time.

### Manual Payments

Invoices that are fully or partially paid by manual payment transactions still unposted in the A/P Open Item Adjustment application cannot be selected for payment or deferred in Payment Preparation and Check Printing. For this reason it is best to post manual adjustments before selection is done.

### Run Instructions

Select Manual Check Register Report from the pull down A/P Reports window. The following screen will then be displayed:



Manual Check Register Entry Screen

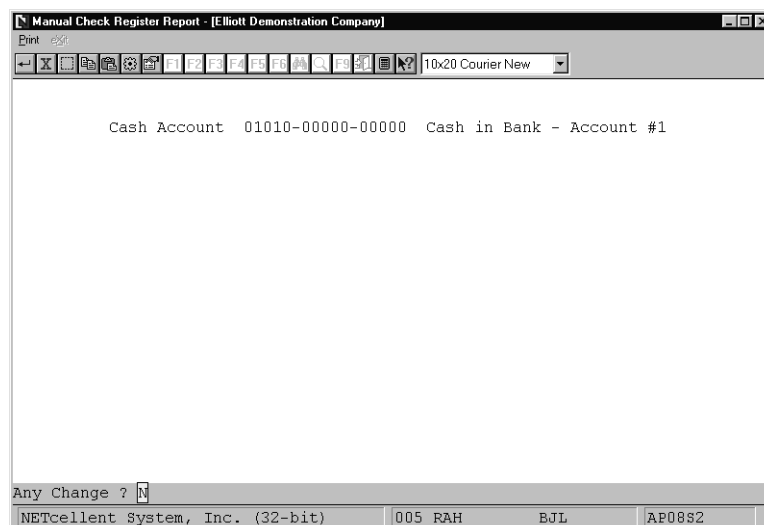
The following options are available:

- \* After pressing RETURN key, enter the data requested on the screen.
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
Cash Account	<p>An account in the standard account number format.</p> <p>Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.</p> <p>Press the F1 key to print All cash accounts.</p> <p>Enter the cash account for which you want the check register. If the same cash account is used for computer checks and manual checks, the manual checks will appear on the same register as computer checks, unless this register is run first to clear them off.</p> <p>The default is the default cash account.</p> <p>The cash account is only entered if multiple cash accounts are used.</p>



Manual Check Register Report - [Elliott Demonstration Company]

Print Exit

10x20 Courier New

Cash Account 01010-00000-00000 Cash in Bank - Account #1

Any Change ? N

NETcellent System, Inc. (32-bit) 005 RAH BJL AP08S2

### Manual Check Register Report

A C C O U N T S   P A Y A B L E   C H E C K   R E G I S T E R

Cash Account: 01010-10000-00000 Cash in Bank - Account #1

Check No	Check Date	Vendor Name No	Voucher PO-No No	Invoice No	Inv-Date	Amount Paid	Discount Taken	Check Amount
000475	09/17/89	000200 CompuPart Computer Services (Manual Check)	523730 823772-00	523730	09/17/89	1,194.41	52.55	1,141.86
Check Totals:						1,194.41	52.55	1,141.86
Cash Account Totals:						1,194.41	52.55	1,141.86
0 Computer Checks 1 Manual Checks 0 Void Checks 1 Checks Total								

**This Page Intentionally Blank**

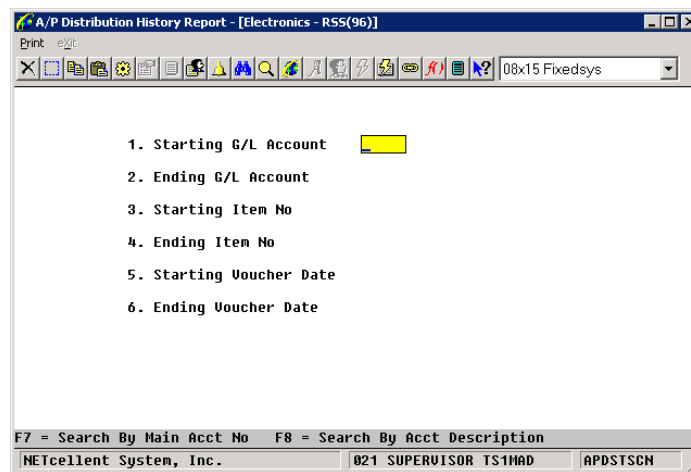
## AP Distribution History Report

### Application Overview

The AP Distribution History Report shows, in GL account number order, all items, which have been purchased on a particular account.

### Run Instructions

Select the Distribution History Report from the pull down A/P Reports window and select Print and then Distribution History Report. The following screen will then be displayed:



A/P Distribution History Report Entry Screen

The following options are available:

- \* After pressing RETURN key, enter the data requested on the screen.
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
1. Starting G/L Account	<p>An account in the standard account number format.</p> <p>Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.</p> <p>Press Enter to print All accounts.</p> <p>The default is blank.</p>
2. Ending G/L Account	<p>An account in the standard account number format.</p> <p>Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.</p> <p>This field is skipped if all accounts are selected.</p> <p>The default is the Starting G/L Account number.</p>
3. Starting Item No	<p>15 alphanumeric characters.</p> <p>Enter the starting item number for the range of items to appear on the report.</p> <p>Press the <b>F7</b> key to search by item number or press the <b>F8</b> key to search by item description. Defaults to <b>All</b> items.</p>
4. Ending Item No	<p>15 alphanumeric characters.</p> <p>Enter the ending item number for the range of items to appear on the report. This field is skipped if all items are selected.</p> <p>Press the <b>F7</b> key to search by item number or press the <b>F8</b> key to search by item description. Defaults to the starting item number.</p>
5. Starting Voucher Date	<p>Enter a date in the standard date format.</p> <p>Enter the starting voucher date you want to appear on the report. Leave this field blank to select all dates.</p> <p>This field defaults to blank.</p>
6. Ending Voucher Date	<p>Enter a date in the standard date format.</p> <p>Enter the ending voucher date you want to appear on the report. This field will be skipped if all dates are selected.</p> <p>This field defaults to the starting voucher date.</p>

A/P Distribution History Report - [Electronics - RSS(96)]

Print exit

08x15 Fixedsys

1. Starting G/L Account	01015-10000-00000
2. Ending G/L Account	01015-10000-00000
3. Starting Item No	1005
4. Ending Item No	1005
5. Starting Voucher Date	01/01/08
6. Ending Voucher Date	12/31/08

Field Number ?

NETcellent System, Inc. 021 SUPERVISOR TS1HAD APDSTSCN

### A/P Distribution History Report

Run Date: Jan 8, 2008 - 10:48am

Electronics - RSS(96)

Page 1

## D I S T R I B U T I O N H I S T O R Y A N A L Y S I S

Ranges: G/L Account: 04230-00000-00000 Thru 04230-00000-00000  
 For All Item  
 For All Date

G/L Account No	Item No	Dist_Amount	Vou_Date	QTY	Uom	Po#	Vendor_No	Vendor_Name
04230-00000-00000	120	0.01	01/01/03	10.000	EA	00016200	000100	Computer Electronics Center
Sub-Total Item:	120	\$0.01						
	202	0.00	01/24/03	100.000	EA	00014000	000100	Computer Electronics Center
		65.00	10/07/04	50.000	EA	00018100	000100	Computer Electronics Center
Sub-Total Item:	202	\$65.00						
Sub-Total Item:	CLOCK	1.00	06/21/02	10.000	EA	00011400	000200	CompuPart Computer Services
	CLOCK	\$1.00-						
Sub-Total Item:	DISPLAY	90.00	03/24/06	1.000	EA	00022100	000100	Computer Electronics Center
	DISPLAY	\$90.00						
Sub-Total Item:	FLC1	9.00	09/18/00	20.000	EA	00007100	000100	Computer Electronics Center
	FLC1	\$9.00-						
Sub-Total Item:	FLC2	18.00	09/18/00	30.000	EA	00007100	000100	Computer Electronics Center
	FLC2	\$18.00-						
Sub-Total Item:	FLC3	21.00	09/18/00	30.000	EA	00007100	000100	Computer Electronics Center
	FLC3	\$21.00-						
Sub-Total Item:	FLC4	54.00	09/18/00	30.000	EA	00007100	000100	Computer Electronics Center
	FLC4	\$54.00-						
Sub-Total Acct:	04230-00000-000	Amt:	\$52.01					
Grand Total Amt:			\$52.01					



## AP Inventory Value Report

### Application Overview

This is essentially an Inventory Stock Status/Valuation Report from the A/P point of view. This information can be especially valuable if you use the Standard Cost method for Inventory Valuation. For example, your Auditor may want to compare the value difference between the item standard cost and the actual cost paid in A/P. This report will show the latest receiving to make up the current inventory and the associated A/P vouchers and checks. Variance between A/P and Standard Cost will be printed for each item; subtotal and grand total level should give the Auditor sufficient information to determine if the book inventory valuation is acceptable.

### Run Instructions

Select the Distribution History Report from the pull down A/P Reports window and select Print and then A/P Inventory Value Report. The following screen will then be displayed:

A/P Inventory Value Report - [Electronics - RSS(96)]

Print Exit

08x15 Fixedsys

Please Enter:

1. Use What Qty ?
2. Starting Item No
3. Ending Item No
4. Starting Product Category
5. Ending Product Category
6. Material Cost Type
7. Buyer/Analyst
8. Include Obsolete Item ?
9. Minimum Variance %
10. Minimum Variance Value
11. Minimum Inventory Value
12. Printing Sequence
13. Print Detail Level
14. Print Variance %
15. Show Mostly Mfg Mfg Items?
16. Show Mostly Purch Mfg Item
17. Show Purchase Items?

Date Used

C=Current Qty, F=Freeze Qty, S=Specific Date Qty

NETcellent System, Inc. 021 SUPERVISOR TS1MAD APVALSCN

A/P Inventory Value Report Entry Screen

The following options are available:

- \* After pressing RETURN key, enter the data requested on the screen.
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
1. Use What Qty	<p>1 alphanumeric character; <b>C</b> = Current Qty, <b>F</b> = Freeze Qty, <b>S</b> = Specific Date Qty.</p> <p>If the Current or Freeze quantity is used, the appropriate date will appear to the right. If the Specific date option is selected, it will prompt you for the date.</p> <p>The default is <b>C</b>.</p>
2. Starting Item No	<p>15 alphanumeric characters.</p> <p>Enter the starting item number for the range of items to appear on the report.</p> <p>Press the <b>F7</b> key to search by item number or press the <b>F8</b> key to search by item description. Defaults to <b>All</b> items.</p>
3. Ending Item No	<p>15 alphanumeric characters.</p> <p>Enter the ending item number for the range of items to appear on the report. This field is skipped if all items are selected.</p> <p>Press the <b>F7</b> key to search by item number or press the <b>F8</b> key to search by item description. Defaults to the starting item number.</p>
4. Starting Product Category	<p>3 alphanumeric characters.</p> <p>Enter the starting product category for the range to print. Press the <b>F7</b> key to search by product category.</p> <p>Defaults to <b>All</b> product categories.</p>
5. Ending Product Category	<p>3 alphanumeric characters.</p> <p>Enter the ending product category for the range to print. Press the <b>F7</b> key to search by product category. This field is skipped if all product categories are selected.</p> <p>Defaults to the starting product category.</p>
6. Material Cost Type	<p>1 alphanumeric character.</p> <p>Enter the material cost type code for the report to print. Press the <b>F7</b> key to search by material cost type. Leave this field blank to select <b>All</b> product categories.</p> <p>Defaults to blank.</p>
7. Buyer/Analyst	<p>2 alphanumeric characters.</p> <p>Enter the buyer code for the report to print. Press the <b>F7</b> key to search by buyer code. Leave this field blank to select <b>All</b> buyers.</p> <p>Defaults to blank.</p>
8. Include Obsolete Item ?	<p>Y, N or O.</p> <p>If Y, obsolete items will appear on the report. If N, obsolete item will not appear on the report. If O, only obsolete items will appear on the report.</p>

Name	Type and Description
	The default is Y.
9. Minimum Variance %	<p>6 numeric digits with 2 decimal places (9,999.99).</p> <p>This is the minimum variance an item must have before it will appear on this report. Leave blank to print <b>All</b>.</p> <p>This field defaults to blank.</p>
10. Minimum Variance Value	<p>10 numeric digits with 2 decimal places (99,999,999.99).</p> <p>This is the minimum variance value an item must have before it will appear on this report. Leave blank to print <b>All</b>.</p> <p>This field defaults to blank.</p>
11. Minimum Inventory Value	<p>10 numeric digits with 2 decimal places (99,999,999.99).</p> <p>This is the minimum inventory value an item must have before it will appear on this report. Leave blank to print <b>All</b>.</p> <p>This field defaults to blank.</p>
12. Printing Sequence	<p>1 alphanumeric character; <b>I</b> = Item, <b>C</b> = Category, <b>M</b> = Material Type and <b>B</b> = Buyer.</p> <p>Select the print sequence you would like the report to print.</p> <p>The default is <b>I</b>.</p>
13. Print Detail Level	<p>1 alphanumeric character; <b>D</b> = Detail and <b>I</b> = Item Summary.</p> <p>Select the detail level you would like the report to print.</p> <p>The default is <b>D</b>.</p>
14. Print Variance %	<p>1 alphanumeric character; <b>I</b> = At Item Level and <b>G</b> = At Grand Total Level.</p> <p>Select the level you would like the print variance percentage to print on the report.</p> <p>The default is <b>G</b>.</p>
15. Show Mostly Mfg Mfg Items?	<p>1 alphanumeric character; <b>N</b> = No, <b>Y</b> = Yes and <b>P</b> = Yes &amp; Show PO &amp; Prod Details Only.</p> <p>The default is <b>P</b>.</p>
16. Show Mostly Purch Mfg Item	<p>1 alphanumeric character; <b>N</b> = No, <b>Y</b> = Yes and <b>P</b> = Yes &amp; Show PO &amp; Prod Details Only.</p> <p>The default is <b>P</b>.</p>
17. Show Purchase Items?	<p>1 alphanumeric character; <b>N</b> = No, <b>Y</b> = Yes and <b>P</b> = Yes &amp; Show PO &amp; Prod Details Only.</p>

Name	Type and Description
	The default is P.

A/P Inventory Value Report - [Electronics - R55(96)]

Print exit

08x15 Fixedsys

Please Enter:

1. Use What Qty ?	C	Date Used	01/08/08
2. Starting Item No	All		
3. Ending Item No			
4. Starting Product Category	All		
5. Ending Product Category			
6. Material Cost Type	All		
7. Buyer/Analyst	All		
8. Include Obsolete Item ?	Y		
9. Minimum Variance %	All		
10. Minimum Variance Value	All		
11. Minimum Inventory Value	12,345,678.12		
12. Printing Sequence	I		
13. Print Detail Level	D		
14. Print Variance %	G		
15. Show Mostly Mfg Mfg Items?	P		
16. Show Mostly Purch Mfg Item	P		
17. Show Purchase Items?	P		

Field Number ?

021 SUPERVISOR TS1MAD APVALSCN

A/P Inventory Value Report

Run Date: Jan 8, 2008 - 4:03pm

Electronics - RSS(96)

Page 1

## A / P I N V E N T O R Y V A L U E D E T A I L R E P O R T

Inventory Qty As of 01/08/08

Printed In Item Number Sequence

From Item 101 Thru 202

For All Categories

Material Cost Type: All

Buyer Code : All

Minimum Variance % All

Minimum Variance Value All

Minimum Inventory Value All

Include Obsolete Items

Show Mfg Mfg Item PO &amp; Prod Dtl Only

Show Mfg Purch Items Purch Dtl Only

Show Purchase Items Purch Dtl Only

Positive Variance Means Favorable

Negative Variance Means Un-Favorable

Item No/Desc	Avg-Cost	Quantity	Invnt-Value	Cat M By	Std-PPV	AP-Cst	AP-Ext-Cst	Purch-PPV	Total-PPV
PO/Doc-# Ln# Inv/Rcvd Inv-No Check#	Quantity	Recv-Cst	Recv-Ext-Cst						
101	11.4371	963.00	11,013.93	1 1					
Testing									
Balance			963.00	11.43	11,013.93		11,013.93	.00	.00
Item 101		Ttl	11,013.93		11,013.93		11,013.93	.00	.00
123	.0000	42.00	.00	FG 1					
rachel test									
Balance			42.00	.00	.00		.00	.00	.00
Item 123		Ttl	.00		.00		.00	.00	.00
202	9.9263	2064.00	20,487.88	C 1					
Box 1 TTTTTTTTTTTTTTTTTTTN									
Balance			2,064.00	9.92	20,487.88		20,487.88	.00	.00
Item 202		Ttl	20,487.88		20,487.88		20,487.88	.00	.00
Grand Total			31,501.81		31,501.81		31,501.81	.00	.00
Total No. Of Item Checked			3		Variance% Rounded			0.00% .00	0.00% .00

## Utilities Setup

### *A/P Setup*

#### Application Overview

A/P Setup allows you to turn certain features of the A/P package on and off and set package-wide defaults. This allows you to tailor the package to your own needs and increase throughput.

**The features, which can be turned on and off, are:**

- Check Reconciliation
- Job Processing (tracking and reporting expenses by job)
- Multiple A/P Accounts
- Multiple Cash Accounts
- Vendor Audit Trail
- Print Checks On Laser Forms

**See A/P Enhancements/Additional Features in this section.**

**The defaults, which can be set, are:**

- Your company's Federal ID number
- A/P account number default
- Cash account number default
- Discount account number default
- Miscellaneous charges expense account number default
- Sales tax expense account number default
- Freight charges expense account number default
- Last voucher number used
- Miscellaneous charges discountable (Y or N)
- Sales tax discountable (Y or N)
- Freight discountable (Y or N)
- Enter vendor P/O data (Y or N)
- Enter transaction P/O data (Y or N)
- FOB Code default
- Ship Via Code default
- Validate Accounts from A/P or G/L
- Vendor Notes Literals
- Label Code

**Going into this application for the first time, you will be required to enter each field.**

## Run Instructions

Select A/P Setup from the pull down A/P Util\_setup window. The following screen will then be displayed:

A/P Setup - [Elliott Demonstration Company]

Change | e|t

10x20 Courier New

1. Federal Id Number
2. Federal Id Type
3. Reconcile Checks ?
4. Use Job Numbers ?
5. Multiple A/P Accounts ?
6. Default A/P Account No
7. Multiple Cash Accounts ?
8. Default Cash Account No
9. Discount Account No
10. Misc Charges Account No
11. Sales Tax Account No
12. Freight Charges Account No
13. Last Voucher Number Used
14. Misc Charges Discountable ?
15. Sales Tax Discountable ?
16. Freight Discountable ?
17. Keep Vendor File Audit Trail ?

NETcellent System, Inc. (32-bit) 005 RAH BJL AP1600

A/P Setup Entry Screen 1 of 2

The following options are available:

- \* Enter the data requested on the screen
- \* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

## Entry Field Descriptions

Name	Type and Description
1. Federal Id Number	9 numeric digits (999999999).  Enter the federal ID number for your company. This number will be printed on the Federal 1099 forms. If you do not have a federal ID number, use your social security number.
2. Federal Id Type	1 alphabetic character.  If you entered a social security number above, enter S. The number will be redisplayed in 999-99-9999 format.  If you entered an actual federal ID number above, enter F. The number will be

Name	Type and Description
	redisplayed in 99-9999999 format.
3. Reconcile Checks ?	<p>Y or N.</p> <p>If you wish to turn on the Check Reconciliation feature, enter Y. The Check Reconciliation application will be enabled and records will be posted to the Check Reconciliation File when checks are posted.</p> <p>If you wish to turn off the Check Reconciliation feature, enter N. The Check Reconciliation application will be disabled and no records will be posted to the Check Reconciliation File. If later you wish to turn this option back on you may, but the file will be empty until some more checks are posted.</p> <p>The default is N.</p>
4. Use Job Numbers ?	<p>Y or N.</p> <p>Job numbers are used to help you track expenses on particular projects and/or activities. Distribution of expenses when entering new A/P transactions may become more time consuming when job numbers must be entered, depending on how extensively the feature is used and how difficult it is to determine which job or jobs a given invoice belongs.</p> <p>If you wish to use job numbers in the A/P package, enter Y. The Job Distribution Report application will be enabled and records will be posted to the Job Distribution File.</p>
Use Job Numbers ? (continued)	<p>If you would prefer not to use job numbers in the A/P package, enter N. The Job Distribution Report application will be disabled and records will not be posted to the Job Distribution File.</p> <p>The default is N.</p>
5. Multiple A/P Accounts ?	<p>Y or N.</p> <p>If you wish to turn on the Multiple A/P Accounts feature, enter Y. Whenever a transaction is entered which affects A/P, the correct A/P account number to affect will be requested on the screen.</p> <p>If you wish to turn off the Multiple A/P Accounts feature, enter N. Whenever a transaction is entered which affects A/P, the default A/P account (next entry) will be affected.</p> <p>The default is N.</p>
6. Default A/P Account No	<p>An account number in the standard account number format.</p> <p>If the Multiple A/P Accounts feature is turned on, this will become the default value whenever the A/P account is entered.</p> <p>If the Multiple A/P Accounts feature is turned off, this will become the A/P account, which is always used by the A/P package.</p> <p>The account number entered here should be a liability account.</p>
7. Multiple Cash Accounts ?	<p>Y or N.</p> <p>If you wish to turn on the Multiple Cash Accounts feature, enter Y. Whenever a</p>



Name	Type and Description
	<p>transaction is entered which affects cash, the correct cash account to affect will be requested on the screen.</p> <p>The default is N.</p>
8. Default Cash Account No	<p>An account number in the standard account number format.</p> <p>If the Multiple Cash Accounts feature is turned on, this will become the default value whenever the cash account is entered.</p> <p>If the Multiple Cash Accounts feature is turned off, this will become the cash account, which is always used by the A/P package.</p> <p>The account number entered here should be an asset account.</p>
9. Discount Account No	<p>An account number in the standard account number format.</p> <p>This is the discounts taken account which will always be used by the A/P package.</p> <p>The account number entered here should be a revenue account.</p>
10. Misc Charges Account No	<p>An account number in the standard account number format.</p> <p>Enter the miscellaneous charges expense account number. Miscellaneous charges can be distributed to this expense account automatically by pressing a function key while entering expense distributions in A/P Transaction Processing.</p> <p>If you do not want miscellaneous charges to be distributed automatically to a particular account, enter a dummy account number in this field that you will not use.</p>
11. Sales Tax Account No	<p>An account number in the standard account number format.</p> <p>Enter the sales tax expense account number. Sales tax can be distributed to this expense account automatically by pressing a function key while entering expense distributions in A/P Transaction Processing.</p> <p>If you do not want sales tax charges to be distributed automatically to a particular account, enter a dummy account number in this field that you will not use.</p>
12. Freight Charges Account No	<p>An account number in the standard account number format.</p> <p>Enter the freight charges expense account number. Freight charges can be distributed to this account automatically by pressing a function key while entering expense distributions in A/P Transaction Processing.</p> <p>If you do not want freight charges to be distributed automatically to a particular account, enter a dummy account in this field that you will not use.</p>
13. Last Voucher Number Used	<p>6 numeric digits (999999).</p> <p>When first setting up the A/P package, the number entered here should be one less than the first number that should automatically be assigned during A/P Transaction Processing.</p> <p>For example, if you wish to have the first voucher number be 1, then enter zero here. If you want to start at voucher number 10000, then enter 9999 here.</p>
14. Misc Charges Discountable ?	<p>1 alphabetic character.</p>

Name	Type and Description
	<p>If miscellaneous charges are discountable, it means that an early payment discount can be taken on the miscellaneous charges amount as well as on the amount paid for goods.</p> <p>There are five valid values for this field:</p> <p>A = Miscellaneous charges are always discountable.  X = Miscellaneous charges are never discountable.  Y = Miscellaneous charges are usually discountable.  N = Miscellaneous charges are not usually discountable.  "" = Miscellaneous charges are sometimes discountable and sometimes not.</p> <p>If A is entered, the operator will not be asked during A/P Transaction Processing if the miscellaneous charges are discountable. It will be assumed that they are discountable.</p> <p>If X is entered, the operator will not be asked during A/P Transaction Processing if the miscellaneous charges are discountable.</p>
Misc Charges Discountable ?	<p>If Y is entered, the operator will be asked during A/P Transaction Processing if the miscellaneous charges are discountable. The answer will default to Y.</p> <p>If N is entered, the operator will be asked during A/P Transaction Processing if the miscellaneous charges are discountable. The answer will default to N.</p> <p>If "" is entered, the operator will be asked during A/P Transaction Processing if the miscellaneous charges are discountable. The answer will not have a default. It will be assumed that they are not discountable.</p>
15. Sales Tax Discountable?	<p>1 alphabetic character.</p> <p>If sales tax is discountable, it means that you are to pay sales tax on the price you are actually paying for goods. If sales tax is not discountable, it means that you pay tax on the full price of merchandise, regardless of whether you get an early payment discount.</p> <p>There are five valid values for this field:</p> <p>A = Sales tax is always discountable.  X = Sales tax is never discountable.  Y = Sales tax is usually discountable.  N = Sales tax is not usually discountable.  "" = Sales tax is sometimes discountable and sometimes not.</p> <p>If A is entered, the operator will not be asked during A/P Transaction Processing if the sales tax is discountable. It will be assumed that it is discountable.</p> <p>If X is entered, the operator will not be asked during A/P Transaction Processing if the sales tax is discountable. It will be assumed that it is not discountable.</p> <p>If Y is entered, the operator will be asked during A/P Transaction Processing if the sales tax is discountable.</p> <p>The answer will default to Y.</p>
Sales Tax Discountable ? (continued)	<p>If N is entered, the operator will be asked during A/P Transaction Processing if the sales tax is discountable. The answer will default to N.</p>

Name	Type and Description
	If "" is entered, the operator will be asked during A/P Transaction Processing if the sales tax is discountable. The answer will not have a default.
16. Freight Discountable ?	<p>1 alphabetic character.</p> <p>If freight is discountable, it means that an early payment discount can be taken on the freight charges amount, as well as on the amount paid for goods.</p> <p>There are five valid values for this field:</p> <p>A = Freight is always discountable.  X = Freight is never discountable.  Y = Freight is usually discountable.  N = Freight is not usually discountable.  "" = Freight is sometimes discountable and sometimes not.</p> <p>If A is entered, the operator will not be asked during A/P Transaction Processing if the freight is discountable. It will be assumed that it is discountable.</p> <p>If X is entered, the operator will not be asked during A/P Transaction Processing if the freight is discountable. It will be assumed that it is not discountable.</p> <p>If Y is entered, the operator will be asked during A/P Transaction Processing if the freight is discountable. The answer will default to Y.</p> <p>If N is entered, the operator will be asked during A/P Transaction Processing if the freight is discountable. The answer will default to N.</p> <p>If "" is entered, the operator will be asked during A/P Transaction Processing if the freight is discountable. The answer will not have a default.</p>
17. Keep Vendor File Audit Trail ?	<p>Y or N.</p> <p>If you wish to turn on the Vendor Audit Trail feature, enter Y. Any additions, changes and deletions to the file will be logged in the Vendor Audit Trail File and the Vendor Audit Trail Report can be printed.</p> <p>If you wish to turn off the Vendor Audit Trail feature, enter N. No records will be added to the Vendor Audit Trail File and the Vendor Audit Trail Report will be disabled. If you later want to turn this option on, you can do so.</p>
Screen 2 18. Enter Vendor P/O Data ?	<p>Y or N.</p> <p>This answer determines whether you will be asked to enter P/O data on the second screen of Vendor File Maintenance. If you answer N to this question, the second screen of Vendor File Maintenance will not appear and the default fields will be used.</p> <p>This field defaults to Y.</p>
19. Enter Transaction P/O Data?	<p>Y or N.</p> <p>This answer determines whether you will be asked to enter P/O data on the second screen of A/P Transaction Processing. If you answer N to this question, the second screen of A/P Transaction Processing will not include P/O data.</p> <p>This field defaults to Y.</p>

Name	Type and Description
20. Default Fob Code	<p>2 alphanumeric characters.</p> <p>Enter the default FOB code to be used during data entry.</p> <p>This is the automatic default if the Enter Vendor P/O Data flag is N.</p>
21. Default Ship Via Code	<p>2 alphanumeric characters.</p> <p>Enter the default Ship Via Code to be used during data entry.</p> <p>This is the automatic default if the Enter Vendor P/O Data flag is N.</p>
22. Change Protected Fields ?	<p>Y or N.</p> <p>Enter whether you are going to allow changes to the protected fields using the F6 key or not.</p> <p>This field defaults to N.</p>
23. Validate Accounts From A/P Or G/L	<p>A or G</p> <p>If you enter A, account number entries are validated against the A/P Account File.</p> <p>If you enter G, account number entries are validated against the G/L Account File.</p>
24. - 28. Vendor Note Literals 1 -5	<p>10 alphanumeric characters.</p> <p>These fields serve to define the literal label that identifies each line of Notes field information.</p> <p>You may enter any expression that suits your needs.</p>
29. Vendor Date Literal	<p>10 alphanumeric characters.</p> <p>This field labels the date expression that is entered into vendor Notes.</p> <p>You may enter any expression that suits your needs.</p>
30. Vendor Amount Literal	<p>10 alphanumeric characters.</p> <p>This field labels the amount expression that is entered into vendor Notes.</p> <p>You may enter any expression that suits your needs.</p>
31. Label Code ?	<p>2 numeric characters.</p> <p>Enter the Label Code that was defined under the Elliott main menu bar of Util_setup.</p>
32. Print A/R Job Info ?	<p>Y or N.</p> <p>If you answer Y, Job History file information generated from Accounts Receivable will be printed on the Job Analysis Report. If you answer N, Job History file information generated from Accounts Receivable will not be printed on the Job Analysis Report.</p>
33. Print Payroll Job Info ?	<p>Y or N.</p> <p>If you answer Y, Job History file information generated from Payroll will be printed on the Job Analysis and Job Distribution Reports. If you answer N, Job History file information generated from Payroll will not be printed on the Job Analysis and Job</p>

Name	Type and Description
	Distribution Reports.
34. Print Checks On Laser?	Y or N.  Enter Y to print A/P checks on laser forms. Enter N to print checks on standard (continuous) forms.

A/P Setup - [Elliott Demonstration Company]

Change

10x20 Courier New

1. Federal Id Number 72-4967636  
 2. Federal Id Type F  
 3. Reconcile Checks ? Y  
 4. Use Job Numbers ? Y  
  
 5. Multiple A/P Accounts ? Y  
 6. Default A/P Account No 02000-00000-00000  
 7. Multiple Cash Accounts ? Y  
 8. Default Cash Account No 01010-00000-00000  
 9. Discount Account No 04210-00000-00000  
 10. Misc Charges Account No 05240-00000-00000  
 11. Sales Tax Account No 05415-00000-00000  
 12. Freight Charges Account No 05320-00000-00000  
  
 13. Last Voucher Number Used 500096  
 14. Misc Charges Discountable ? Y  
 15. Sales Tax Discountable ? Y  
 16. Freight Discountable ? Y  
 17. Keep Vendor File Audit Trail ? Y

Field Number ?

NETcellent System, Inc. (32-bit) 009 RAH BJL AP1600

A/P Setup (Screen #1)

A/P Setup - [Elliott Demonstration Company]

Change

10x20 Courier New

18. Enter Vendor P/O Data ? Y  
 19. Enter Transaction P/O Data ? Y  
 20. Default Fob Code LA  
 21. Default Ship Via Code TC  
 22. Change Protected Fields ? Y  
 23. Validate Accounts  
     From A/P Or G/L ? A  
 24. Vendor Note Literal 1 Fax Number  
 25. Vendor Note Literal 2 Misc. Info  
 26. Vendor Note Literal 3 Competitor  
 27. Vendor Note Literal 4 RFP ?  
 28. Vendor Note Literal 5 Contact  
 29. Vendor Date Literal RFP Date  
 30. Vendor Amount Literal RFP Amt.  
 31. Label Code ? 1  
 32. Print A/R Job Info ? Y  
 33. Print Payroll Job Info ? Y  
 34. Print Checks On Laser ? N

Field Number ?

NETcellent System, Inc. (32-bit) 009 RAH BJL AP1600

A/P Setup (Screen #2)

## Print Spooled Reports

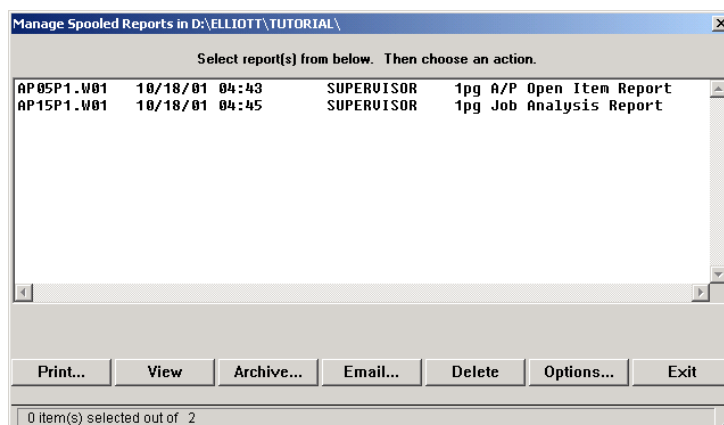
### Application Overview

Spooling reports to disk has many advantages including being able to continue processing even when the printer is busy or not functioning. The **Print Spooled Reports** application allows you to print a spooled report as many times as needed. If the user wants to print several copies of the report, it is much faster to spool one copy of the report and print it several times. Also, when the program writes a report to the disk, it executes much faster than the time it would take for it to write the report directly to a local printer.

You should not delete a spooled report unless it has been printed correctly or if you are positive that a hard copy is not needed. If you neglect to delete spooled reports from the disk for a lengthy period of time, the disk could become very full. The maximum number of spooled reports is 400.

### Run Instructions

Select **Print Spooled Reports** from the pull down **AP Util\_Setup** window. The following screen will display all reports you have spooled, (printed to disk).



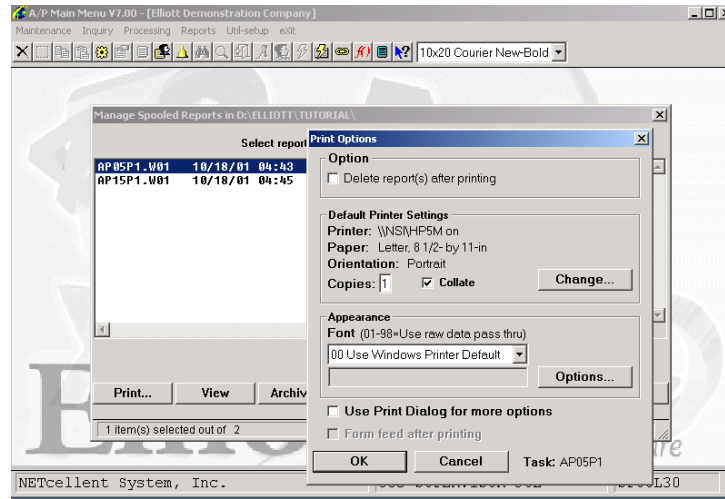
Print Spooled Reports Print Screen

The following options are available:

- The screen displays the reports, which have been spooled and are available for printing. The program will allow you to specify which reports you want to print, (highlight report and hit Ctrl Enter). Along with the names of the reports, the program will display the date and time the report was started, and the station number from which the report was printed. If this selection is run from the A/P menu then only reports spooled to disk from A/P will be displayed.
- Select the desired mode from the lower **Print Spooled Reports** menu bar

**Note:** You can only select one report for viewing from this window  
E-mail will take you to your default e-mail program

- Select Print takes you to the window shown below:



- Option:** Delete Reports after printing
- Change:** Change default printer  
Specify number of copies and Collate
- Options:** Use Window Printer Default fonts or change to user predefined font styles

## Reset Fully Paid Status

### Application Overview

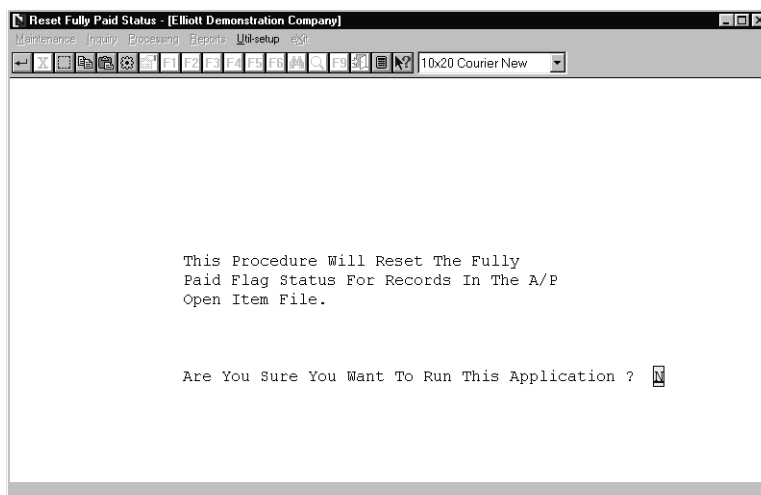
The **Reset Fully Paid Status** application will reset the fully paid status for records in the A/P Open Item File.

This application is available so that if there is ever any doubt about the status of existing vouchers in the **A/P Open Item File** there is a way to reset the appropriate status flags. It compares all payments and credit memos for a particular voucher and determines if the voucher has been fully paid. This application is a utility that will only be run as needed.

**Note:** Before proceeding with this application, prepare a backup of your data files. The actual processing time is dependent on the size of the **A/P Open Item File**. The larger the file, the longer it may take to run this application.

### Run Instructions

Select **Reset Fully Paid Status** from the pull down **A/P Util\_setup** window. The following screen will then be displayed:



Reset Fully Paid Status Entry Screen

The following options are available:

- \* Select the desired mode from the **Reset Fully Paid Status** menu bar.
- \* Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.



## Entry Field Descriptions

Name	Type and Description
Are You Sure You Want To Run This Application?	Y or N.  Default is N.



## ***A/P Invoice Import Utility***

### **Introduction**

This utility is similar to the COP Sales Order Import Utility. It will allow vendor invoices created through an external source to be imported and become New A/P Transactions in Elliott.

Traditionally, if a third party software vendor wished to update the Elliott New A/P Transaction files, they would have the following difficulties:

- Developers need to know all the relevant files when the New A/P Transaction file is updated and make sure those files were updated correctly.
- Developers need to know how Elliott determines variance and create necessary variance entries by comparing with PO.
- Developers need to understand each field's data type in Elliott to make the interface work correctly.
- Developers need to be aware when Elliott updates are made since new fields or files might be introduced. This poses a potential support issue when the A/P module in Elliott is not functioning correctly. Is it the developer's problem or is it an Elliott problem?

The Elliott A/P Invoice Import Utility is designed to provide any third party software developer an easy method for developing an interface with the Elliott New A/P Transaction files. The potential application is that it could be used as an EDI Vendor Invoice Interface. Other E-Commerce applications may be utilized as well.

### **Functionality**

The developer is responsible for writing an ASCII text file for the New A/P Transaction Header and Distribution Detail information in the format specified by this document. The Elliott import utility will then import the data and create New A/P Transaction Records. Elliott's import utility will perform the following functions:

- Validate data integrity.
- Give a warning or error if it detects a problem with the data.
- Assign a default value if a field is left blank.
- Calculate due date, discount date, discount amount, distribution amount, etc.
- Assign voucher numbers sequentially from the A/P Control File.
- Prevent vouchers from being created with duplicate invoice numbers for a vendor.
- Validate against PO.
- Update the following files:
  - New A/P Transaction File
  - New A/P Transaction Distribution File
  - A/P Receiving Accrual File
  - P/O Receiving Accrual File

The import utility provides two functions: (1) Pre-Post Edit List, and (2) Post. The Pre-Post function will check the data integrity and report any warnings or errors, as well as print out a report to show the New A/P Transactions that will be imported. Users should run the Pre-Post and make sure the data is correct before proceeding to post.

### **Import File Layout**

The import file will be a fixed length ASCII file with CR/LF at the end of each record. Records can be terminated with CR/LF less than the full record length if the remaining fields are to be left blank. Also, the

developer should not use the long file name convention. The file can be placed in any directory that the user has privilege to access. The file path and name should not exceed 50 bytes in length.

The 1st byte of each record is the record type and it can be "H" or "D". "H" stands for header record and "D" stands for detail record (or the distribution record). If it is a header record, then from byte 2 onward, it has the same layout as the APTRXFIL file. If it is a detail record, then from byte 2 onward, it has the same layout as the APTRXDST file.

An "H" record can be followed by one "D" record, multiple "D" records or no "D" record at all:

- If there is only one "D" record following the "H" record, it implies the whole invoice amount is to be distributed using that single "D" record.
- If there are multiple "D" records following the "H" record, it implies the invoice amount is to be distributed among the multiple "D" records. Each "D" record must provide the distributed amount and the sum of the "D" records must fully distribute the invoice amount.
- If there are no "D" records at all, it implies the import utility determines the distribution account number. This can be determined if the vendor has auto distribution turned on or it can validate against the PO module if a PO number is provided.

The "D" record will be terminated by another "H" record or when it reaches the end of the file.

Almost all the fields can be left blank and the system can figure out a default value for you. However, the following fields are required:

- VEND\_NO
- INV\_AMT

## Data Types

- The data type "char" means alpha numeric and should be left justified.
- The data type "numeric" means numeric and is a free form text format. It can be placed anywhere in the space reserved. The following are examples of valid numeric data:
  - 1.25
  - -1.25
  - +1.25
  - 1.25-
  - 1.25+
  - 1.2
  - 1
  - 01.25

Make sure to verify the size and decimal precision capability of each numeric field.

- The date field is in YYYYMMDD format and it is always 8 bytes.

## Header Record Layout (APTRXFIL)

Column name	Comment	Data Type	Size	Position	Dec
RECORD_TYPE	Always "H"	Char	1	1	
VCHR_NO	Typically Blank	Numeric	6	2	0
VEND_NO_ALT	Typically Blank	Char	6	8	
INV_NO_ALT	Typically Blank	Char	8	14	
VCHR_DATE		Date	8	22	
TRX_TYPE	Typically "V"	Char	1	30	
<b>VEND_NO</b>	Required	Char	6	31	
PO_NO		Char	10	37	
INV_DATE		Date	8	47	
INV_NO		Char	8	55	
INV_APPLY_TO	Typically Blank	Char	8	63	

INV_AMT	Required	Numeric	10	71	2
NON_DSC_AMT		Numeric	10	81	2
MISC_AMT		Numeric	10	91	2
TAX_AMT		Numeric	10	101	2
FREGIHT_AMT		Numeric	10	111	2
DSC_MISC_FLG		Char	1	121	
DSC_TAX_FLG		Char	1	122	
DSC_FRT_FLG		Char	1	123	
DUE_DAYS		Numeric	3	124	0
DUE_DATE		Date	8	127	
DSC_DAYS		Numeric	3	135	0
DSC_DATE		Date	8	138	
DSC_PCT		Numeric	8	146	3
DSC_AMT		Numeric	10	154	2
VCHR_REF		Char	30	164	
MAIN_AP_ACCT_NO		Char	8	194	
SUB_AP_ACCT_NO		Char	8	202	
DP_AP_ACCT_NO		Char	8	210	
CHK_NO	For "P"repaid trx type only	Numeric	6	218	0
CHK_DATE	For "P"repaid trx type only	Date	8	224	
MAIN_CASH_ACCT_NO		Char	8	232	
SUB_CASH_ACCT_NO		Char	8	240	
DP_CASH_ACCT_NO		Char	8	248	
GST_AMT	Canada Only	Numeric	10	256	2
DSC_GST_FLG	Canada Only	Char	1	266	
REMIT_TO		Char	6	267	
FILLER_001	Reserved	Char	33	273	

### Detail Record Layout (APTRXDST)

Column Name	Comment	Data Type	Size	Position	Dec
RECORD_TYPE	Always "D"	Char	1	1	
VCHR_NO	Typically Blank	Numeric	6	2	0
SEQ_NO	Typically Blank	Numeric	3	8	0
MAIN_ACCT_NO		Char	8	11	
SUB_ACCT_NO		Char	8	19	
DP_ACCT_NO		Char	8	27	
DIST_AMT		Numeric	10	35	2
PO_NO	Typically Blank	Char	10	45	
PO_LINE_NO		Numeric	3	55	0
ITEM_NO		Char	15	58	
ITEM_INV_QTY		Numeric	13	73	3
ITEM_UOM		Char	2	86	
JOB_NO		Char	6	88	
VAR_FLAG	Typically Blank	Char	1	94	
OLD_ACT_COST	Typically Blank	Numeric	11	95	4
MAIN_ASST_ACCT_NO	Typically Blank	Char	8	106	
SUB_ASST_ACCT_NO	Typically Blank	Char	8	114	
DP_ASST_ACCT_NO	Typically Blank	Char	8	122	
RECV_DATE	Typically Blank	Date	8	130	

RECV_DOC_NO	Typically Blank	Numeric	6	138	0
-------------	-----------------	---------	---	-----	---

### An Example of an Interface File

The interface file is a fixed length ASCII file in line sequential file format. The position of each field is very important. Elliott will allow CR/LF to terminate a record prematurely. This assumes that you would leave the remaining fields in the record as blank. The following example shows there are two distributions for the first H record, one distribution for the second H record and no distributions for the last H record. When there are no distributions, it assumes the vendor has auto distribution set up.

```

1234567890123456789012345678901234567890123456789012345678901234567890
H          00010012345600  2003100612345678          0002500.00+
D      00001234000000100000000000  1300.00+          CPU          000000010.00+
D      00001234000000100000000000  1200.00+          CLOCK          10
H          000200          200310101123456          100.00+
D      00005050000000000000000000  100.00+
H          000300          200310071111222          50.25

```

## A/P Global Utilities

### A/P Global Control

Elliott Main Menu → Util-Setup → Global Setup → Acct → A/P Global Control

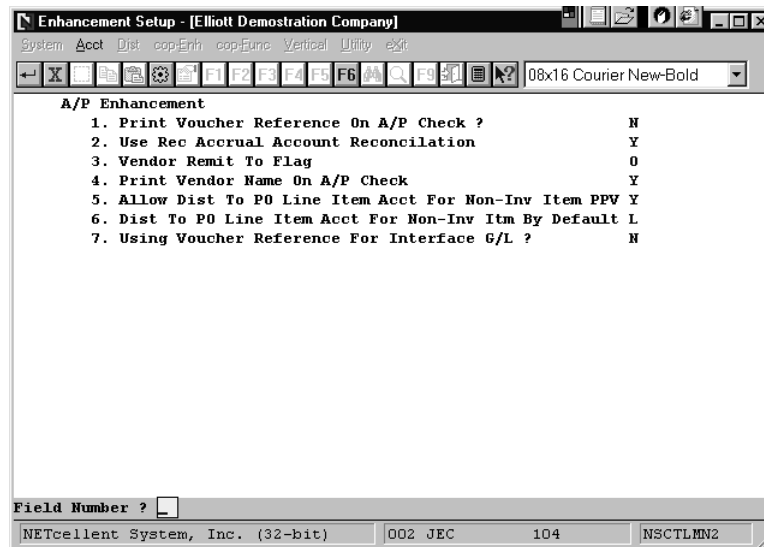


Figure 2A.1 shows the setup screen for A/P Enhancements.

## Field Entry Descriptions

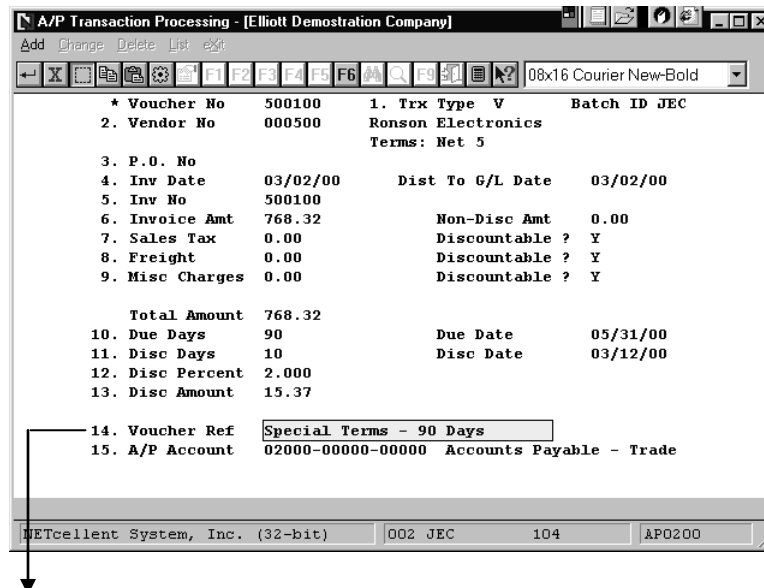
### 1. Print Voucher Reference On A/P Check

Answer "Y" to enable this feature. Default value is "N".

By default, the system does not print any descriptive information referencing the Invoice on the Check Stub. This feature enables printing the voucher reference on check stubs below the invoice number being paid. If enabled, this will make it easier for the person signing checks to have a better idea of what the invoice was for. Additionally, it can be used for the original vendor invoice when it exceeds the 8-digit invoice field of the software. If voucher references are printed, then each check stub will only print up to eight invoices per section. Additional invoices with voucher references will carry over to the next check stub and the corresponding check number will be marked as void.

You can input the voucher reference while in the A/P Transaction Processing during add new vouchers or change vouchers. Once the transaction is posted, the voucher reference can no longer be changed. However, the user always has the option of not printing the voucher reference by resetting the flag to "N" in the Enhancements Setup, (Figure 2A.1).

**Note:** This same Voucher Reference can be optionally interfaced to GL.



**A/P Transaction Processing - [Elliott Demonstration Company]**

Add Change Delete List Exit

08x16 Courier New-Bold

* Voucher No	500100	1. Trx Type	V	Batch ID	JEC
2. Vendor No	000500	Ronson Electronics			
		Terms: Net 5			
3. P.O. No					
4. Inv Date	03/02/00	Dist To G/L Date	03/02/00		
5. Inv No	500100				
6. Invoice Amt	768.32	Non-Disc Amt	0.00		
7. Sales Tax	0.00	Discountable ?	Y		
8. Freight	0.00	Discountable ?	Y		
9. Misc Charges	0.00	Discountable ?	Y		
Total Amount	768.32				
10. Due Days	90	Due Date	05/31/00		
11. Disc Days	10	Disc Date	03/12/00		
12. Disc Percent	2.000				
13. Disc Amount	15.37				
14. Voucher Ref	Special Terms - 90 Days				
15. A/P Account	02000-00000-00000	Accounts Payable - Trade			

NETcellent System, Inc. (32-bit) 002 JEC 104 APO200

## 2. Use Rec Accrual Account Reconciliation

Answer "Y" to enable this feature. Default value is "N".

The purpose of this feature is to provide a means of reconciliation for the P/O receiving accrual account. If you are using batch receiving in Purchase Order, by default, there are no detailed report that can be used to reconcile the ending balance in the G/L receiving accrual account. This feature provides the necessary reports to reconcile the ending balance in the receiving accrual account.

As a bonus of enabling this feature, you can also speed up your A/P vouchering process if you integrate with PO module.

**See documentation next chapter for a complete description and how to use this feature.**

## 3. Vendor Remit To Flag

Answer "O" or "R" to enable this feature. Default value is blank.

By default, system does not provide for making payments directly to a Remit-To Vendor. This feature establishes a link between a vendor and its **remit-to vendor**. A factor company is an example of a remit-to vendor. The user may place an order to their vendor and make payment to the remit-to vendor, which in this case could be the factor company.

This feature provides the following options: 1. **Space = Don't Use Remit To**, 2. **O = Trx Under Orig. Vend**, 3. **R = Trx Under Remit To Vend**.

1. If you wish to track all vendor accounts based on the original vendor, type "O" in the "Vendor Remit



To Flag” field. Using this type, all payments are made to the remit-to vendor and the transactions are tracked through the original vendor. This option is less flexible than “R”, but easier to track the vendor transactions.

2. If you wish to track all vendor accounts based on the remit-to vendor, type “R” in the “Vendor Remit To Flag” field. Using this type, both the payments and the transactions are tracked through the remit-to vendor. This method is more flexible than “O” since you can change the Remit-To at voucher entry and change. However, since the voucher is posted to the Remit-To vendor, it makes tracking more difficult.
3. If you do not wish to use this feature, leave the “Vendor Remit To Flag” field blank.

You may enable this feature anytime you want. However, do not change flag from “R” to “O” or vice versa without reading the detail instructions for this feature.

**See documentation next chapter for a complete description and how to use this feature.**

#### **4. Print Vendor Name On A/P Check**

Answer “Y” to enable this feature. Default value is “N”.

This feature prints the Vendor Name rather than Vendor Number on the top line of the Check Stub. This is an identification convenience feature ensuring that multi-check stubs with one check are kept together.

#### **5. Allow Dist To PO line Item Acct for Non-Inv Item PPV**

Answer “Y” to enable this feature.

By default, system creates a Purchase Price Variance (PPV) Distribution in New A/P Trx Processing whenever A/P distribution mismatches PO. For PO non-inventory items (i.e. office supplies), in many cases the purchasing agent does not really know the cost. Therefore, they will just put a \$1 or \$0 in the PO line item unit cost field. However, this creates unintended significant value in the PPV Account. Currently, you can manually enter G/L entries to transfer it to the expense account (P/O Line Item G/L Account). If you answer “Y” to this field, “Allow Dist to P/P Line Item Acct for Non-Inv Item PPV?” and if during A/P voucher distribution the system detects a non-inventory item that has a variance amount, it will prompt the following message: “Item Overpriced By \$9.999. Is this OK?” If you answer “Y,” the system will display a second question: “Distribution Variance to P/O Line Item Acct, PPV Acct, or Other?”

If you answer “Y” to this feature, the system will allow you access to next field and you will be able to define the default distribution account.

**See documentation next chapter for a complete description and how to use this feature.**

## 6. Dist To PO Line Item Acct For Non-Inv Itm By Default

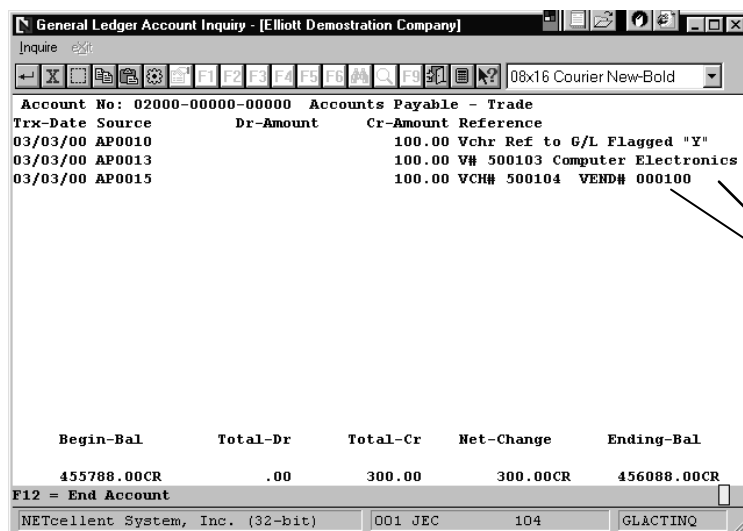
This question is directly related to the previous field. If you answer "Y" to previous field, then this becomes a required field and the system will let you define a default value. You are given three options for your default account when there's a variance as indicated in previous field: L = Line Item Account, P = PPV Account, and O = Other. Be aware that this is just the default and you still can override it at time of A/P distribution.

See Global Setup documentation for a complete description and how to use this feature.

## 7. Voucher Reference For Interface to G/L

Answer "Y" to enable this feature. Default value is "N".

Elliott Business Software gives you the option of using the Vendor name or Vendor Number when you interface AP into GL. This will appear in the Reference field along with the Voucher Number when you do a GL Account Inquiry or print the Trial Balance. Selecting "Y" in the AP Feature set-up will replace the Voucher Number, or Vendor Name/Number with the Voucher Reference, (Figure 2A.3), when you interface. The Voucher Reference will then appear when doing an Account Inquiry or printing the Trial Balance. **See screen next page.**



Trx-Date	Source	Dr-Amount	Cr-Amount	Reference
03/03/00	AP0010		100.00	Vchr Ref to G/L Flagged "Y"
03/03/00	AP0013		100.00	V# 500103 Computer Electronics
03/03/00	AP0015		100.00	VCH# 500104 VEND# 000100

Begin-Bal	Total-Dr	Total-Cr	Net-Change	Ending-Bal
455788.00CR	.00	300.00	300.00CR	456088.00CR

GL Ref. When Flag = Y.

When this enhancement is enabled, it will supercede the interface procedure of bringing over Voucher # and Vendor Name or No.

Default GL Ref.'s when Flag is set to "N".

Figure 2A.3

## Using Global Utilities

### Receiving Accrual Account Reconciliation

#### Difference between On-Line Receiving and Batch Receiving

Before we talk about the purpose of this feature, we have to understand the difference between On-Line and Batch receiving. The following table outlines the difference between these two receiving methods:

	On-Line Receiving	Batch Receiving
P/O & I/M transactions	Once a transaction is entered, the inventory is update immediately. Easy to use and less control.	Once transaction is entered, you can review and edit the data. You will need to post transactions to update inventory.
Inventory Trx. Audit Trail Report	Show in audit trail format.	Show in inventory ledger format for all transactions that affect inventory quantity balance. Great report!
I/M Distribution	No impact on I/M distribution	Dr. Inventory Account Cr. Receiving Accrual Account
A/P vouchering when received a PO invoice	Cr. Accounts Payable Dr. Inventory	Cr. Accounts Payable Dr. Receiving Accrual Account
Month End Reconciliation	G/L Inventory balance will not match I/M Stock Status Report. Therefore, you need to find all the receiving not invoice, or invoice not receiving transaction to reconcile G/L and Inventory sub-ledger. This is a manual process and can be time consuming.	G/L Inventory balance should match I/M Stock Status Report. However, there will be value in Receiving Accrual Account to reconcile at month end. If you do not enable "Receiving Accrual Account Reconciliation" feature, there's no easy way to reconcile.
G/L Financial Statement	G/L Inventory does not reflect your true inventory value.	Add "Receiving Accrual Account" to your Balance Sheet as a temporary liability account.

#### Application Overview

If you are using **batch receiving**, posting a PO receiving updates the General Ledger (via the GL Inventory Interface) by debiting inventory and crediting the receiving accrual account as a temporary liability account. Without enabling this feature, there are no sub-ledger detail reports that could be used reconcile the ending balance in the G/L receiving accrual account.

The purpose of this feature is to provide **a means of reconciliation for the P/O receiving accrual account**. For data accuracy and integrity, the Reconciliation Process should be done prior to your End of Month Reporting. As a bonus, this feature will also speed up A/P voucher processing.

If you are using on-line receiving method, there's no need to enable this feature because there's no such a concept as "Receiving Accrual Account" in on-line receiving process. However, we do recommend most users to use batch receiving instead of on-line for the additional features and benefits of batch receiving process.

## **Additional Files Used by This Feature:**

### **Accounts Payable**

1. APRCNFIL - Receiving Account Reconciliation File. This file will be updated when posting AP Transactions. Two reports will be generated from this file: The Outstanding Report (similar to A/P Open Items), and The Date by Date Report. We will discuss the purpose of these reports later in this document.
2. APRCNHIS - Receiving Reconciliation History File. This file will be updated when you purge the APRCNFIL file. The purpose of this file is to provide history information. You can generate an Outstanding Report from this file.

### **Purchase Order**

1. PORCNFIL - Receiving Account Reconciliation File. This file will be updated after posting Receiving Transactions in P/O. Two reports will be generated from this file: The Outstanding Report, and The Date by Date Report.
2. PORCNHIS - Receiving Reconciliation History File. This file will be updated when you purge the PORCNFIL file. The purpose of this file is to provide history information. You can generate an Outstanding Report from this file.

## **Run Instructions**

Elliot Main Menu → Distribution → Purchase Order & Receiving → Processing → Reconciliation Processing.

## **Setting Receiving Accrual Account in P/O Setup**

Before we can begin using this feature, you will need to setup the Receivings Accrual Account. Figure 2A.4 shows how to do this. Field 16 under P/O setup is where you define the account. In our example, we set this account to 02165-10000-00000.

P/O Setup - [Elliott Demo Company]

Change

08x16 Courier New-Bold

1. Starting Purchase Order No	000028
2. Default Ship-To Code	LA
3. Default Buyer Code	BC
4. Default Notification Initials	JLB
5. Default Move-To Location	QC
6. Percent Early-Ship Allowed	10
7. Percent Overship Allowed	2
8. Percent Overprice Allowed	3
9. \$-Amount Overprice Allowed	100
10. Print Company Name On Order ?	Y
11. Close Po's Not Full Invoiced ?	Y
12. Default PO Form Number	99
13. Create PPV Rec Using STD Cost?	Y
14. Next Doc Number For Receivings	121
15. Online Update Receivings Trx ?	N
16. Receivings Accrual Account	02165-10000-00000
17. Distribute By Amt Or Qty	Q
18. Default PPV Account	04240-00000-00000
19. Print PO's On Laser ?	Y
20. Default Std Cost On PO's ?	N

Field Number ?

NETcellent System, Inc. (32-bit) 001 JEC 104 PO1000

Figure 2A.4 P/O Setup

## Updating and Maintaining P/O & A/P Account Reconciliation Files

**P/O Receiving:** We will start by entering and receiving a purchase order as shown in Figure 2A.5. After posting P/O Receiving, the system will update the Receiving Account Reconciliation File where it can be maintained as shown in Figure 2A.6.

Receivings Processing - [Elliott Demo Company]

Add Change Delete List Printlabel Massreceiving Exit

08x15 Fixedsys

1. P.O. Number	000039-00	2. Line Number	001	4. Doc Number	145
Vendor	000300 Anawalt	Computer Company			
3. Item Number	KBD-F0C-2	Focus FK-5001 Keyboard			
5. Vend Item No					
6. Receipt Date	03/15/00	10. Unit Cost	72.0000		
7. Qty Received	10.00	11. Receiver			
8. Qty Rejected	0.00	12. Hold Posting?	N		
Rej. Reason					
9. Receipt U/M	EA				

NETcellent Window Systems Module V6.X.056 {

Avg FOB:	72.0000	Last FOB:	72.0000	Std FOB:	72.0000
Notify:	JLB	Move To:	QC	Job No:	
Promise Date:	03/20/00	Commodity Cd:	WD03	Exp Cost:	72.0000
Stocking U/M:	EA	Qty Ordered:	10.00	Qty Due:	10.00
Purchase U/M:	EA	Pur-Ratio:	1.000	L FOB Std:	72.0000
Ship-To Code:	LA LA Whse	Location:	LA		
Recv. Accrual Acct:	02165-10000-00000	Receiving Accrual			

Field Number ?

NETcellent System, Inc. (32-bit) 001 SUPERVISOR SUPERVISOR P02000

Figure 2A.5 shows a purchase order being received.

**P/O Reconciliation File Maintenance - [Elliott Demonstration Company]**

Add Change Delete List Exit

08x15 Fixedsys

* 1. P/O Number	000039-00
* 2. P/O Line Number	001
* 3. Receiving Date	03/15/00
* 4. Document No	145
5. Item Number	K8D-F0C-2
6. Document Date	03/14/00
7. Unit of Measure	EA
8. Qty Received	10.00
9. Qty Rejected	0.00
10. FOB/Landed Cost	72.0000 72.0000
11. Amount	720.00
12. Vendor No	000300 Anawalt Computer Company
13. Job No	
Display Field	
Qty Allocated	0.00
Negative Rec	N
Applied Vch/Seq#	

Field Number ?

NETcellent System, Inc. (32-bit) 001 JEC SUPERVISOR PORCNMT

Figure 2A.6.

*After posting P/O Receiving, the system automatically updates The P/O Account Reconciliation file.*

## Processing A/P Transactions

During A/P transaction, the system will display a P/O Reconciliation Search window, (Figure 2A.7 next page). You can easily select the line item by highlighting it and pressing <Enter>. The voucher no. is 50138, and applied to P/O 000039-00. *Note: If you prepaid a P/O without receiving it, you will still need to enter the "Receiving Accrual Account", "P/O No.", "Line No.", "Qty", and "Unit of Measure".* After posting the A/P Transactions, the system updates the A/P Receiving Account Reconciliation File, Figure 2A.8 next page. This is a maintained file that can be edited.

A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

08x15 Fixedsys

Vendor No:000300 Voucher No:500138 Type:Uchr Invoice No:500138

Last Acct: Last Po: Last Item:

1. Account-No 02165-10000-00000 Receiving Accrual

2. Amount 720.00

3. P.O. Number 000039- Line Number:

4. Item-Number

5. Quantity

6. Unit Of Meas

7. Job No

Distributions Entered: 0 Amount Remaining To Distribute: 720.00

F1 = Skip Items 4, 5 And 6

NETcellent System, Inc. (32-bit) 001 JEC SUPERVISOR AP0200

After you enter the P.O. Sub-account number, or press enter to default to "00", the reconciliation window pops up as in Figure 2A.7a below.

Figure 2A.7

A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

08x15 Fixedsys

Vendor No:000300 Voucher No:500138 Type:Uchr Invoice No:500138

Last Acct: Last Po: Last Item:

1. Account-No 02165-10000-00000 Receiving Accrual

P/O Reconciliation Search

P/O Order No 000039-00

Ln	Item-No	Description	Qty-Avail	Rcv-Date	Unit-Cost
001	KBD-F0C-2	Focus FK-5001 Keybo	10.00	03/15/00	72.0000

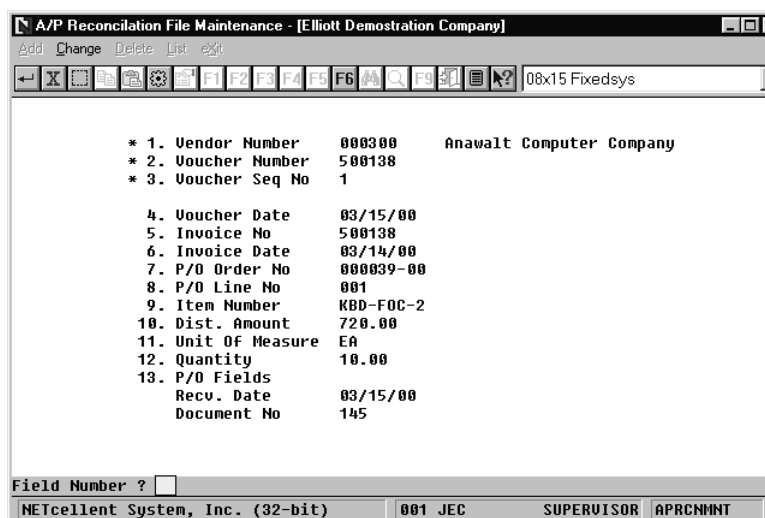
Up, Dn, PgDn, PgUp, RETURN To Select

F1 = Skip Items 4, 5 And 6

NETcellent System, Inc. (32-bit) 001 JEC SUPERVISOR AP0200

P/O Reconciliation Search Window

Figure 2A.7a



**Figure 2A.8** A/P Reconciliation File Maintenance Screen

## Posting Considerations P.O. 000039-00

Posting P.O. Receiving:	DR Inventory	\$720.00
	CR Rec Accrual	720.00

Posting A/P Voucher	DR Rec Accrual	\$720.00
	CR Accts Payable	720.00

If Invoice had come in at \$750.00

Posting A/P Voucher	DR Rec Accrual	\$720.00
	DR PPV	30.00
	CR Accts Payable	750.00

## Reporting

What makes this feature powerful is that it provides detailed reporting to reconcile the ending balance in the G/L receiving accrual account. This function gives you the option to print three reports: 1. Outstanding Report, 2. Date by Date Report, and 3. History Report.

1. **Outstanding Report:** This report should be run at the end of the accounting period. The report will list all Receivings that have not been invoiced and Invoices that have not been received, and compare the net balance to the GL Receiving Accrual Account. This report is generated from the A/P and P/O Account Reconciliation Files.
2. **Date by Date Report:** This report should be run when the Outstanding Report net balance does not match the GL Receiving Accrual Account balance. This report compares the subledger net changes with the G/L Accrual Account and isolates any discrepancies on a day by day basis.



If the net changes for a day match, that day will be skipped. If net changes do not match, the report will print the subledger detail and the G/L Accrual Account detail for that day. By isolating discrepancies to a day, it then becomes relatively easy to identify where the problems come from, e.g., someone updates the G/L Accrual Acct, but not from A/P or P/O. This report is generated from the A/P and P/O Reconciliation Files, and the GL Transaction File.

3. History Report: This is exactly like the Outstanding Report. The difference is that it is generated from the history files: APRCNHS and PORCNHS. These two history files are updated when you purge the A/P and the P/O Account Reconciliation files.

The Reporting Function is accessed from:

Elliott Main Menu → Distribution → Purchase Order & Receiving → Processing → Reconciliation  
Processing → Report

## Outstanding Report

This report items from the AP Reconciliation File and the P/O Reconciliation File. At the time of printing, you have the option to report fully reconciled items. When you purge these files, only the reconciled items get purged by a cut-off date.

**The report is in four sections:**

1. Unapplied A/P
2. Outstanding P/O
3. Fully Applied P/O
4. Grand Total (Net Balance)

## Section 1: Unapplied A/P

These are A/P invoices posted against prepaid Purchase Orders or those P/O's or line items that have not yet been received. When the P/O lines are received, they will be reported as Outstanding P/O line items in Section 2. To reconcile the P/O line items just received against the Unapplied A/P's, you must go to Reconciliation Processing Menu, Processing Sub Menu Re-apply. After this has been done, the posted voucher and posted line items will appear in Section 3, Fully Applied Purchase Order line items.

O U T S T A N D I N G   R E P O R T											
Show Fully Applied: Yes											
Ranges: Date 03/01/00 Thru 03/31/00											
Print Unapplied A/P											
Vnd-No	Vendor Name	Vouch#	Seq	P.O.-No	Ln#	Vch-Date	Inv-No	Inv-Date	Item-No	Trx-Qty	Dist-Amount
000300	Anawalt Computer Company	500139	001	000039-00	002	03/15/00	500139	03/14/00	KEYBOARD	10.00	759.80
000500	Ronson Electronics	500110	001	000009-00	001	03/04/00	500110	03/04/00	CLOCK	144.00	1,123.20
Unapplied A/P Sub Total:											1,883.00

## Section 2: Outstanding P/O Line Items

This reports items from the P/O Reconciliation file and these line items are P/O line items that have been received but not vouchered in A/P.

O U T S T A N D I N G   R E P O R T									
Show Fully Applied: Yes									
Ranges: Date 03/01/00 Thru 03/31/00									
Print Outstanding P/O									
P.O.-No	Ln#	Doc-No	Vnd-No	Item-No	Rcv-Date	Qty-Received	Trx-Amount		
000038-00	001	000143	000200	CLOCK	03/15/00	10.00	125.40CR		

### Section 3: Fully Applied P/O Line Items

This report lists the P/O line items matched up, (reconciled) to the corresponding A/P voucher. If one P/O line item had two receivings, it would appear twice and each with it's corresponding A/P voucher. This is also the information, (reconciled items), that gets purged when you run the Purge function.

O U T S T A N D I N G   R E P O R T							
Show Fully Applied: Yes							
Ranges: Date 03/01/00 Thru 03/31/00							
Print Fully Applied P/O							
P.O.-No	Ln#	Doc-No	Vnd-No	Item-No	Rcv-Date	Qty-Received	Trx-Amount
000000	00	001	000015	000000	03/15/00	10.00	500.00

### Section 4: Grand Total (Net Balance)

This is the last page of the Outstanding Report and reports the difference between Unapplied A/P transactions and outstanding P/O line items.

O U T S T A N D I N G   R E P O R T							
Show Fully Applied: Yes							
Ranges: Date 03/01/00 Thru 03/31/00							
Print Fully Applied P/O							
P.O.-No	Ln#	Doc-No	Vnd-No	Item-No	Rcv-Date	Qty-Received	Trx-Amount

**Grand Total:** A Debit balance indicates there are more unapplied A/P transactions than P/O line item receivings. A Credit Balance indicates more posted receivings than posted vouchers for line items in A/P.

In addition to Prepaid Purchase Orders and line items posted before P/O Receiving, a Debit balance can also occur when you post an A/P voucher without processing it against the P.O. Receiving. This also another good reason why you should reconcile at Month End.

A zero balance will indicate that all the P/O receivings have been matched up to an A/P voucher and that there are no Unapplied A/P transactions.

**Remember:**

P/O Receivings: DR Inventory CR Accrual Account

A/P Vouchers DR Accrual Account CR Accounts Payable  
DR Purchase Price Variance (PPV)

**Day By Day Report**

This report groups and isolates all transactions on a Date By Date reporting basis, thus making it easier to find transactions that do not match up.

DATE BY DATE REPORT				
G/L Accrual Account: 02165-10000-00000				
Date Ranges: 03/14/00 Thru 03/15/00				
Trx-Date	G/L Net Change		A/P, P/O Net Change	
D# 000139 Itm# CLOCK PO0036			601.92CR	
D# 000136 Itm# CLOCK-ADJ PO0035			888.00CR	
D# 000140 Itm# CLOCK-ADJ PO0036			888.00CR	
D# 000137 Itm# DATA-BUS PO0035			741.60CR	
D# 000141 Itm# DATA-BUS PO0036			741.60CR	
D# 000138 Itm# K-BASFDS/HD PO0035			624.00CR	
D# 000142 Itm# K-BASFDS/HD PO0036			624.00CR	
03/14/00	8,834.70		0.00	
GL Trx				
Reference	Source	Amount		
VCH# 500127 VEND# 000200 AP0001		1,488.48		
VCH# 500131 VEND# 000100 AP0001		357.90		
VCH# 500132 VEND# 000500 AP0001		1,123.20		
VCH# 500133 VEND# 000200 AP0001		3,009.60		
VCH# 500134 VEND# 000500 AP0001		2,855.52		
03/15/00	260.40CR		499.40	

## Purging Function

Once the sub ledger is reconciled to the G/L Accrual Account, you should systematically purge the sub ledger to prevent these files from becoming too large. There is a purging function for the A/P and P/O Reconciliation Files and also for the A/P and P/O Reconciliation History Files.

When purging reconciliation files, the system will prompt you for a cutoff date. Any data before this date will be purged from the A/P and P/O Reconciliation files and written to, (updating), the A/P and P/O Reconciliation History Files.

When purging reconciliation history files, the system will display a window prompting you for the cutoff date. Any data before this date will be deleted from the A/P and P/O Reconciliation History Files.

## Re-apply Function

After you print the Outstanding Report, there may be certain A/P transactions that should be applied to a P/O receiving transaction. This may happen when A/P Vouchers are posted prior to the P/O receiving. Although the net balance will match after the P/O receiving has been posted, you must Re-apply these outstanding transactions to match-up A/P and P/O so that they can be purged to prevent your sub ledger from becoming too large and making reconciliation a difficult task. This is a necessary house-cleaning job at Period End Closing.

A/P Reconciliation File Maintenance - [Elliott Demonstration Company]

Re-apply

\* 1. Vendor Number 000900 2 C Trucking Co. Inc.  
\* 2. Voucher Number 500112  
\* 3. Voucher Seq No 1

P/O Reconciliation Search

P/O Order No 000031-00

Ln	Item-No	Description	Qty-Avail	Rcv-Date	Unit-Cost
001	CLOCK	25 Meg Clock For Mo	72.00	03/04/00	14.0000

Dn, Up, PgDn, PgUp, RETURN To Select

NETcellent System, Inc. (32-bit) 001 JEC 104 APRCNMNT

Processed Voucher 500111 against P.O. 000031-00 without it being received. Posted Voucher and Sys updated APRCNFIL file. Posted Receiving for P.O. 000031-00 and Sys updated POPRCNFIL.

Outstanding Report now shows unapplied PO and Receiving. In the Re-Apply function, when the Vendor Number, Voucher Number, and Voucher Sequence Number are entered, the search window pops up and list all unapplied P.O. Receivings. Now you can select the P.O. Receiving and Re-apply it to the AP Voucher.

Figure 2A.9

A/P Reconciliation File Maintenance - [Elliott Demonstration Company]

Re-apply

08x16 Courier New-Bold

* 1. Vendor Number	000900	2 C Trucking Co. Inc.
* 2. Voucher Number	500112	
* 3. Voucher Seq No	1	
4. Voucher Date	03/04/00	
5. Invoice No	500112	
6. Invoice Date	03/04/00	
7. P/O Order No	000031-00	
8. P/O Line No	001	
9. Item Number	CLOCK	
10. Dist. Amount	902.88	
11. Unit Of Measure	EA	
12. Quantity	72.00	
13. P/O Fields		
Recv. Date	<del>03/04/00</del>	
Document No	124	

Is This Correct P/O ? ☒

NETcellent System, Inc. (32-bit) 001 JEC 104 APRCNMNT

After entering Fields 1-3, the system fills in the values for fields 4-13 and updates the AP and PO reconciliation files.

The unapplied situation no longer exists.

**Figure 2A.10**

Re-apply function: Elliot Main Menu → Distribution → Purchase Order & Receiving → Processing → Reconciliation Processing → Processing → Reapply P/O

## Reset Allocation of Reconciliation Files for A/P and P/O

When entering an A/P trx, the system will allocate P/O quantity reconciliation records to prevent other A/P transactions from using them again. In case of data corruption, i.e., when an A/P trx has been deleted and the P/O trx not de-allocated thereby preventing the user from using the allocated P/O trx's, we have provided a utility to rebuild and reset allocations based on the data in A/P trx and P/O receiving trx.

Reset Allocation: Elliot Main Menu → Distribution → Purchase Order & Receiving → Processing → Reconciliation Processing → Processing → Utility → Reset Allocation

## Speedy Voucher Processing

When processing an AP Voucher to Purchase Order Receiving, you to distribute every applicable P.O. line item during the Voucher entry. If you have enabled the **A/P Global Control Receiving Account Reconciliation feature**, the Speedy AP Voucher Processing feature allows you to enter a voucher and reference it to a P.O. receiving. Once referenced, the system will automatically distribute each line item for you and, as an added bonus, greatly speed up voucher processing.

## Using Speedy Voucher Processing

Figure 2A.24

Pressing the F1 Key brings up a window, (Figure 2A.25), with the Rcv-Date and Invoice Amt. Select the transaction that matches your P.O. Amt. and complete the rest of the Voucher header screen. When the header screen is completed, the system will distribute all the line items from the receiving date selected and take you to a new line distribution screen.

**A/P Transaction Processing - [Elliott Demonstration Company]**

Add Change Delete List Exit

08x16 Courier New-Bold

* Voucher No	500115	1. Trx Type V	Batch ID JEC
2. Vendor No	000200	CompuPa	
3. P.O. No	000034-00	Terms:	
4. Inv Date	03/06/00	Rcv-Date	03/06/00
5. Inv No	500115	Inv-Amt	1,506.00
6. Invoice Amt	0.00	Non-Disc Amt	0.00
7. Sales Tax	0.00	Discountable ?	Y
8. Freight	0.00	Discountable ?	Y
9. Misc Charges	0.00	Discountable ?	Y
Total Amount	0.00		
10. Due Days	60	Due Date	03/06/00
11. Disc Days	30	Disc Date	03/06/00
12. Disc Percent	6.000		
13. Disc Amount	0.00		
14. Voucher Ref			
15. A/P Account	02000-00000-00000	Accounts Payable - Trade	

NETcellent System, Inc. (32-bit) 001 JEC 104 AP0200

This window will only show P.O. data for the P.O. entered in Line #3 of the Add Voucher header screen., e.g., if you have three receivings against this P.O., the pop up window will show each one by Rcv-Date and the Amt Rcvd.

Figure 2A.25

**NOTE:** When distributing an A/P vouchers or line items, you can abort (delete) the entire voucher by pressing the F5 key. To delete a line transaction, enter \$0.00 in the amount field.

## Speedy Voucher Processing Exceptions

**A/P Transaction Processing - [Elliott Demonstration Company]**

Add Change Delete List Exit

08x16 Courier New-Bold

* Voucher No	500125	1. Trx Type V	Batch ID JEC
2. Vendor No	000500	Ronson	
3. P.O. No	000037-00	Terms:	
4. Inv Date	03/08/00	Rcv-Date	03/08/00
5. Inv No	500125	Inv-Amt	2,925.60
6. Invoice Amt	0.00	Non-Disc Amt	0.00
7. Sales Tax	0.00	Discountable ?	Y
8. Freight	0.00	Discountable ?	Y
9. Misc Charges	0.00	Discountable ?	Y
Total Amount	0.00		
10. Due Days		Due Date	03/08/00
11. Disc Days		Disc Date	03/08/00
12. Disc Percent	0.000		
13. Disc Amount	0.00		
14. Voucher Ref			
15. A/P Account	02000-00000-00000	Accounts Payable - Trade	

NETcellent System, Inc. (32-bit) 001 JEC 104 AP0200

If the invoice amount does not match the P.O. receiving, you must exit this window and do manual distributions. However, the system will allow you to distribute by a range of P.O. line items or enter specific line item receiving.

For this example, the P.O. contained 4 line items. The Vendor invoice price line #4 at \$48 higher than the receiving.

Figure 2A.26



A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

Vendor No:000500 Voucher No:500125 Type:Vchr Invoice No:500125

Last Acct: Last Po: Last Item:

1. Account-No 02165-10000-00000

Search by P.O. No

P.O. NO	LN#	Item-Number	UOM	Qty	Not Dist	Ext Amount
000037-00	001	CLOCK	EA	48.00		672.00
000037-00	002	CLOCK-ADJ	EA	48.00		888.00
000037-00	003	DATA-BUS	EA	48.00		741.60
000037-00	004	K-BASFDS/HD	EA	48.00		624.00

Up, Dn, PgDn, PgUp, RETURN To Select From 1 To 3

Distributions Entered: 0 Amount Remaining To Distribute: 2,973.60

Any Change ? ☒ N

NETcellent System, Inc. (32-bit) 001 JEC 104 AP0200

In manual mode distribution, press F3 key to access Line Item Window.

In Line Item window, press the F3 Key again to select range of line items.

Select "N" at "Any change" to auto distribute line item range to AP.

Figure 2A.27

A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

Vendor No:000500 Voucher No:500125 Type:Vchr Invoice No:500125

Last Acct: Last Po: Last Item:

1. Account-No 02165-10000-00000 Receiving Accrual

2. Amount 672.00

3. P.O. Number 000037-00 Line Number: 004

4. Item-Number K-BASFDS/HD Vendor Item No: 4 Boxes Of HD Diskettes

5. Quantity 48.00

6. Unit Of Meas EA

7. Job No

Distributions Entered: 4 Amount Remaining To Distribute: 672.00

Field Number ? ☐

NETcellent System, Inc. (32-bit) 001 JEC 104 AP0200

P.O. Line item #4 manually entered at invoice price 448.00 higher

Item accepted at the higher price. With the Receiving Accrual Account reconciliation flag enabled, the system detected a mismatch and recalculated the amount to the P.O. amount of \$624.00 and created a PPV line for \$48.00. As a result, GL Accrual balance is correct and AP Recon. Matches P.O. Recon.

Figure 2A.28

A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

08x16 Courier New-Bold

Vendor No:000500 Voucher No:500125 Type:Vchr Invoice No:500125

Last Acct: 02165-10000-00000 Last Po:000037-00 4 Last Item:K-BASFDS/HD

1. Account-No 02165-10000-00000 Receiving Accrual

2. Amount 624.00

3. P.O. Number 000037-00 Line Number: 4

4. Item-Number K-BASFDS/HD Vendor Item No:  
4 Boxes Of HD Diskettes

5. Quantity 48.00

6. Unit Of Meas EA

7. Job No

Distributions Entered: 6 Amount Remaining To Distribute: 0.00

Field Number ?

NETcellent System, Inc. (32-bit) 001 JEC 104 AP0200

Figure 2A.29

A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

08x16 Courier New-Bold

Vendor No:000500 Voucher No:500125 Type:Vchr Invoice No:500125

Last Acct: 02165-10000-00000 Last Po:000037-00 4 Last Item:K-BASFDS/HD

1. Account-No 04240-00000-00000 Default PPV Account

2. Amount 48.00

3. P.O. Number 000037-00 Line Number: 4

4. Item-Number K-BASFDS/HD Vendor Item No:  
4 Boxes Of HD Diskettes

5. Quantity 48.00

6. Unit Of Meas EA

7. Job No

Distributions Entered: 6 Amount Remaining To Distribute: 0.00

Field Number ?

NETcellent System, Inc. (32-bit) 001 JEC 104 AP0200

Figure 2A.30

## Remit-To Vendor

### A/P Vendor File Maintenance

1. After enabling this feature, you will need to define the vendors and their remit-to vendors. *Note: Remit-to vendors must be in the A/P Vendor File as normal vendors.* Remit-to Vendors may be assigned during add new Vendor or in the change mode.
2. In the following example, we will add a remit-to vendor via change mode. Select an existing vendor you would like to assign a remit-to vendor to, Figure 2A.11. Type "2" to select field 2, "Name." Once in this field, you will see an F2 = *Enter Vendor Remit To* option at the bottom of the screen. When you press the F2 key a popup window will display prompting you for a remit-to vendor no. as shown in Figure 2A.12.

Vendor File Maintenance - [Elliott Demonstration Company]

Add Change Delete Notes Numerical ePrint Labels Exit

08x16 Courier New-Bold

1. Vendor No	000100		
2. Name	Computer Electronics Center		
3. Address-1	7237 South Vermont Ave.		
4. Address-2			
5. City	Los Angeles		
6. State	CA		
7. Zip Code	93477	17. Terms	5% 30 / NET 60
8. Country	USA	18. Due Days	60
		19. Disc Days	30
9. Phone No	213-723-8377	20. Disc Pct	5.00
10. Contact	Harvey		
		21. Purchases Ytd	496.80
11. Federal Id No	83-4773473	22. Purchases Last Year	0.00
12. Fed Id Type	F	23. Amount Paid Ytd	471.96
13. 1099 Category	X	24. Amount Paid Last Year	0.00
		25. Discounts Ytd	24.84
14. Vendor Type	SUP	26. Discounts Last Year	0.00
15. Vendor Status			
16. Last Activity Date	02/28/00	27. Automatic Distribution ?	N

F2 = Enter Vendor Remit To

NETcellent System, Inc. (32-bit) 002 JEC 104 APO100

Figure 2A.11

Vendor File Maintenance - [Elliott Demonstration Company]

Add Change Delete n/tes Numericalist a/Print Labels exit

08x16 Courier New-Bold

1. Vendor No	000100		
2. Name	Computer Electronics Center		
3. Address-1	7237 South Vermont Ave.		
4. Address-2			
5. City	Los Angeles		
6. State	CA		
7. Zip Code	93477	17. Terms	5% 30 / NET 60
8. Country	USA	18. Due Days	60
9. Phone No	213	Remit-To Vendor No: 1100	
10. Contact	Har		
11. Federal Id No	83-4773473	21. Purchases Ytd	496.80
12. Fed Id Type	F	22. Purchases Last Year	0.00
13. 1099 Category	X	23. Amount Paid Ytd	471.96
		24. Amount Paid Last Year	0.00
		25. Discounts Ytd	24.84
14. Vendor Type	SUP	26. Discounts Last Year	0.00
15. Vendor Status			
16. Last Activity Date	02/28/00	27. Automatic Distribution ?	N

F7 = Search By Vendor No F8 = Search By Vendor Name

NETcellent System, Inc. (32-bit)	002 JEC	104	AP0100
----------------------------------	---------	-----	--------

Figure 2A.12.

- Enter the vendor remit-to number. If you do not know the remit-to vendor number, you may look them up using the F7 or F8 search keys. Once the remit-to vendor has been selected, press "Y" to switch to new remit-to vendor. At this point a Warning Message will popup cautioning you about Open AP transactions and asking if you are sure if you want to switch, (Figure 2A.13).

Vendor File Maintenance - [Elliott Demonstration Company]

Add Change Delete n/tes Numericalist a/Print Labels exit

08x16 Courier New-Bold

1. Vendor No	000100		
2. Name	Computer Electronics Center		
3. Address-1	7237 South Vermont Ave.		
4. Address-2			
5. City	Los Angeles		
6. State	CA		
7. Zip	93477	24. Amount Paid Last Year	0.00
8. Coun	USA	25. Discounts Ytd	24.84
9. Phon		26. Discounts Last Year	0.00
10. Cont			
11. Fede			
12. Fed			
13. 1099 Category	X		
14. Vendor Type	SUP		
15. Vendor Status			
16. Last Activity Date	02/28/00	27. Automatic Distribution ?	N

F7 = Search By Vendor No F8 = Search By Vendor Name

NETcellent System, Inc. (32-bit)	002 JEC	104	AP0100
----------------------------------	---------	-----	--------

Figure 2A.13

Vendor File Maintenance - [Elliott Demonstration Company]

Add Change Delete nUtes Numerical: alPhabetic Labels: eXit

08x16 Courier New-Bold

1. Vendor No	000100	Remit To:	001100
2. Name	Computer Electronics Center	Dupont	
3. Address-1	7237 South Vermont Ave.		
4. Address-2			
5. City	Los Angeles		
6. State	CA		
7. Zip Code	93477	17. Terms	5% 30 / NET 60
8. Country	USA	18. Due Days	60
		19. Disc Days	30
9. Phone No	213-723-8377	20. Disc Pct	5.00
10. Contact	Harvey		
11. Federal Id No	83-4773473	21. Purchases Ytd	496.80
12. Fed Id Type	F	22. Purchases Last Year	0.00
13. 1099 Category	X	23. Amount Paid Ytd	471.96
		24. Amount Paid Last Year	0.00
14. Vendor Type	SUP	25. Discounts Ytd	24.84
15. Vendor Status		26. Discounts Last Year	0.00
16. Last Activity Date	02/28/00	27. Automatic Distribution ?	N

Field Number ?

NETcellent System, Inc. (32-bit) 002 JEC 104 AP0100

After you have selected and switched to new Vendor Remit-To, The Remit-To Vendor Number and Name will be displayed in the vendor file and the AP Trx Processing screens. Note: The Remit-To field can be overridden or changed to be blank when processing new AP vouchers.

Figure 2A.14

**Reminder:** This has been an example when the Remit-To Feature flag was set to "R"

## Remit-To Vendor Processing

- Figure 2A.15 shows an entry in AP Transaction Processing with the Vendor Remit-To flag set to "R" in the enhancement Set-up.

A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

08x16 Courier New-Bold

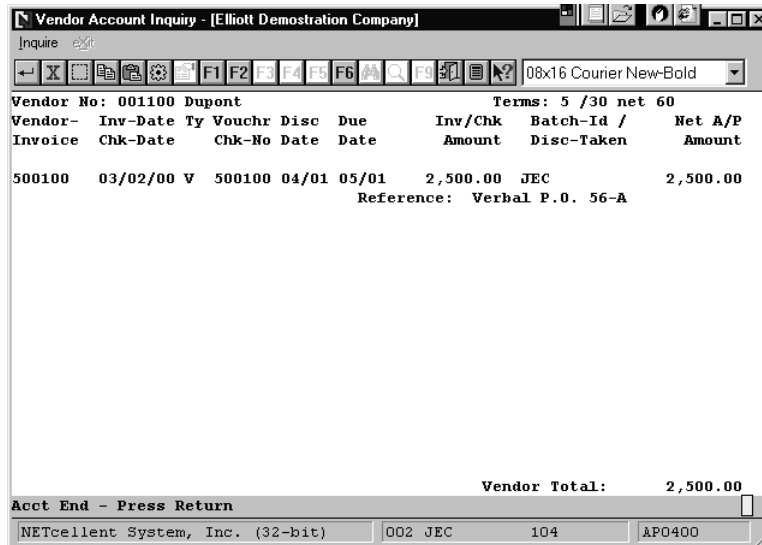
* Voucher No	500100	1. Trx Type	V	Batch ID	JEC
2. Vendor No	000100	Computer Electronics Center			
Remit To	001100	Terms:	5% 30 / NET 60		
3. P.O. No		Dupont			
4. Inv Date	03/02/00	Dist To G/L Date	03/02/00		
5. Inv No	500100				
6. Invoice Amt	2,500.00	Non-Disc Amt	0.00		
7. Sales Tax	0.00	Discountable ?	Y		
8. Freight	0.00	Discountable ?	Y		
9. Misc Charges	0.00	Discountable ?	Y		
Total Amount	2,500.00				
10. Due Days	60	Due Date	05/01/00		
11. Disc Days	30	Disc Date	04/01/00		
12. Disc Percent	5.000				
13. Disc Amount	125.00				
14. Voucher Ref	Verbal P.O. 56-A				
15. A/P Account	02000-00000-00000	Accounts Payable - Trade			

Right Transaction ? ☒ N

NETcellent System, Inc. (32-bit) 002 JEC 104 AP0200

Figure 2A.15

2. Figure 2A.16 shows the open item under Vendor No. 001100, the Remit-To Vendor. Remember that with "R" flagged in the enhancement Set-up, all transactions will follow the Remit-To Vendor.



**Vendor Account Inquiry - [Elliott Demonstration Company]**

Inquire

Vendor Account Inquiry - [Elliott Demonstration Company]

Inquire

08x16 Courier New-Bold

Vendor No: 000100 Computer Electronics Center Terms: 5% 30 / NET 60

Vendor-	Inv-Date	Ty	Vouchr	Disc	Due	Inv/Chk	Batch-Id /	Net A/P
Invoice	Chk-Date		Chk-No	Date	Date	Amount	Disc-Taken	Amount
500101	03/02/00	V	500101	04/01	05/01	2,500.00	JEC	2,500.00

Vendor Total: 2,500.00

Acct End - Press Return

NETcellent System, Inc. (32-bit) 002 JEC 104 AP0400

Figure 2A.18 showing the open item in inquiry mode.

**This Page Intentionally Blank**



## Dist To PO Line Item Acct For Non-Inv Item By Default

The following is an exercise using screen captures that walks you through how this feature works.

A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

Vendor No:000500 Voucher No:500108 Type:Vchr Invoice No:20000303

Last Acct: 02165-10000-00000 Last Po:000027-00 1 Last Item:ABC SERVICES

1. Account-No 02165-10000-00000 Receiving Accrual

2. Amount 100.00

3. P.O. Number 000027-00 Line Number: 001

4. Item-Number ABC SERVICES Vendor Item No: ABC SERVICES

5. Quantity 1.00

6. Unit Of Meas EA

7. Job No

Distributions Entered: 0 Amount Remaining To Distribute: 100.00

Item Overpriced By \$ 99.00000/EA - Notify JLB Before Paying Is This Ok? ☐

NETcellent System, Inc. (32-bit) 001 JEC 104 APO200

Purchase Order entered and received for 1 ea. Non-stock item at \$1.00 cost.

AP Vchr entered for \$100.00.

Figure 2A.19

A/P Transaction Processing - [Elliott Demonstration Company]

Add Change Delete List Exit

Vendor No:000500 Voucher No:500108 Type:Vchr Invoice No:20000303

Last Acct: 02165-10000-00000 Last Po:000027-00 1 Last Item:ABC SERVICES

1. Account-No 02165-10000-00000 Receiving Accrual

2. Amount 100.00

3. P.O. Number 000027-00 Line Number: 001

4. Item-Number ABC SERVICES Vendor Item No: ABC SERVICES

5. Quantity 1.00

6. Unit Of Meas EA

7. Job No

Distributions Entered: 0 Amount Remaining To Distribute: 100.00

Distribution Variance To P/O Line Item Acct Or PPV Acct ? (L/P/O) ☐

NETcellent System, Inc. (32-bit) 001 JEC 104 APO200

Sys Prompt, see bottom line, for distribution type. Default was "L" but changed to "O" for Other and Misc. Acct. # 5390-00000-00000 was used.

Figure 2A.20

**A/P Transaction Processing - [Elliott Demonstration Company]**

Add Change Delete List Exit

08x16 Courier New-Bold

Vendor No:000500 Voucher No:500108 Type:Vchr Invoice No:20000303

Last Acct: 02165-10000-00000 Last Po:000027-00 1 Last Item:ABC SERVICES

1. Account-No 02165-10000-00000 Receiving Accrual

2. Amount 1.00

3. P.O. Number 000027-00 Line Number: 1

4. Item-Number ABC SERVICES Vendor Item No: ABC SERVICES

5. Quantity 1.00

6. Unit Of Meas EA

7. Job No

Distributions Entered: 2 Amount Remaining To Distribute: 0.00

Right Distribution ? ☒

NETcellent System, Inc. (32-bit) 001 JEC 104 APO200

System then generated a \$1.00 posting to Receiving Accrual Account and \$99.00 to Misc. Acct, Figure 2A.22.

Figure 2A.21

**A/P Transaction Processing - [Elliott Demonstration Company]**

Add Change Delete List Exit

08x16 Courier New-Bold

Vendor No:000500 Voucher No:500108 Type:Vchr Invoice No:20000303

Last Acct: 02165-10000-00000 Last Po:000027-00 1 Last Item:ABC SERVICES

1. Account-No 05390-00000-00000 Miscellaneous

2. Amount 99.00

3. P.O. Number 000027-00 Line Number: 1

4. Item-Number ABC SERVICES Vendor Item No: ABC SERVICES

5. Quantity 1.00

6. Unit Of Meas EA

7. Job No

Distributions Entered: 2 Amount Remaining To Distribute: 0.00

Right Distribution ? ☒

NETcellent System, Inc. (32-bit) 001 JEC 104 APO200

TRX History - Non Inv. Item

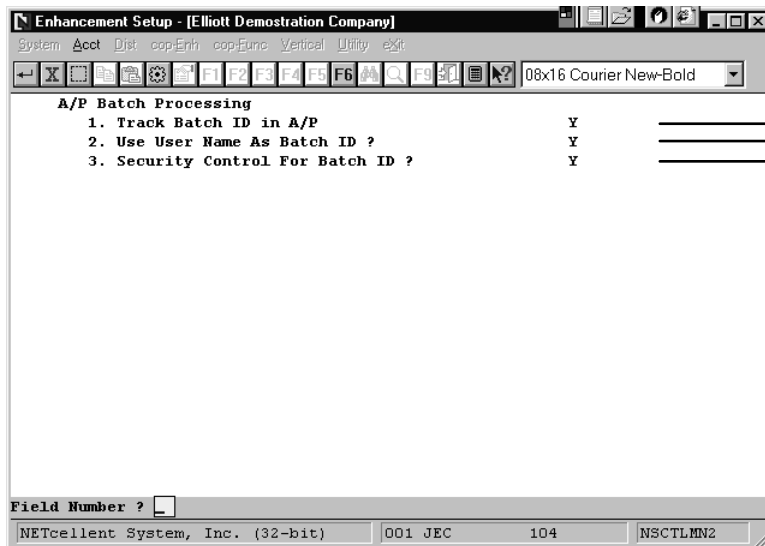
P.O. Recv:  
\$1.00 CR Recv Accrual  
1.00 DB Miscellaneous

AP Vchr  
\$100.00 CR Accts Payable  
1.00 DB Recv Accrual  
99.00 DB Miscellaneous

Enhancement Advantage:  
Distribution options eliminate manual  
G/L adjustments to transfer PPV to  
expense acct.

Figure 2A.22

## A/P Batch Processing



These enhancement features are new functions added to Standard Elliott. Standard Elliott Ver. 6.0 assumed only one person would enter A/P Vouchers. As a result, when you printed or posted A/P Vouchers, it would print or post all Vouchers. This process created problems for companies who wanted to selectively post and who had multiple A/P users.

**Figure 2A.23. AP Batch Processing Feature Setup.**

This feature allows users to add, change, delete, print, and post only their own batches. The system allows you to define up to five supervisors, (users), who can add, change, delete, print and post other user's batches.

**Setup:** Elliott main Menu → Util-setup → Global → Acct → a/p batch processing

### Track Batch ID in AP

Select "Y" to enable this feature.

This feature allows adding, printing, and posting AP transactions by individual or range of Batch ID's. For example: You have AP Vouchers processed and are ready to post, batches 50000 – 50017, but the last two batches are not yet ready to post for various reasons. With this feature you can select batch 50000 as the Starting Batch ID and batch 500015 as the Ending Batch ID and let the system post this range for you in one process. The Batch ID is a 10 digit alphanumeric field.

## **Use User Name as Batch ID**

Select "Y" to enable this feature.

By enabling this feature, the system will use the user login ID as the default Batch ID. However, the user can override it. This feature allows users to add, print, and post AP transactions by Batch ID. For example: User JEC has batches JEC001 – JEC017 and user EMK has batches EMK001 – EMK010 ready to post. By using this feature, user JEC can select his batches, or range of batches, to post without interfering with the EMK batches.

## **Security Control for Batch ID**

Select "Y" to enable this feature.