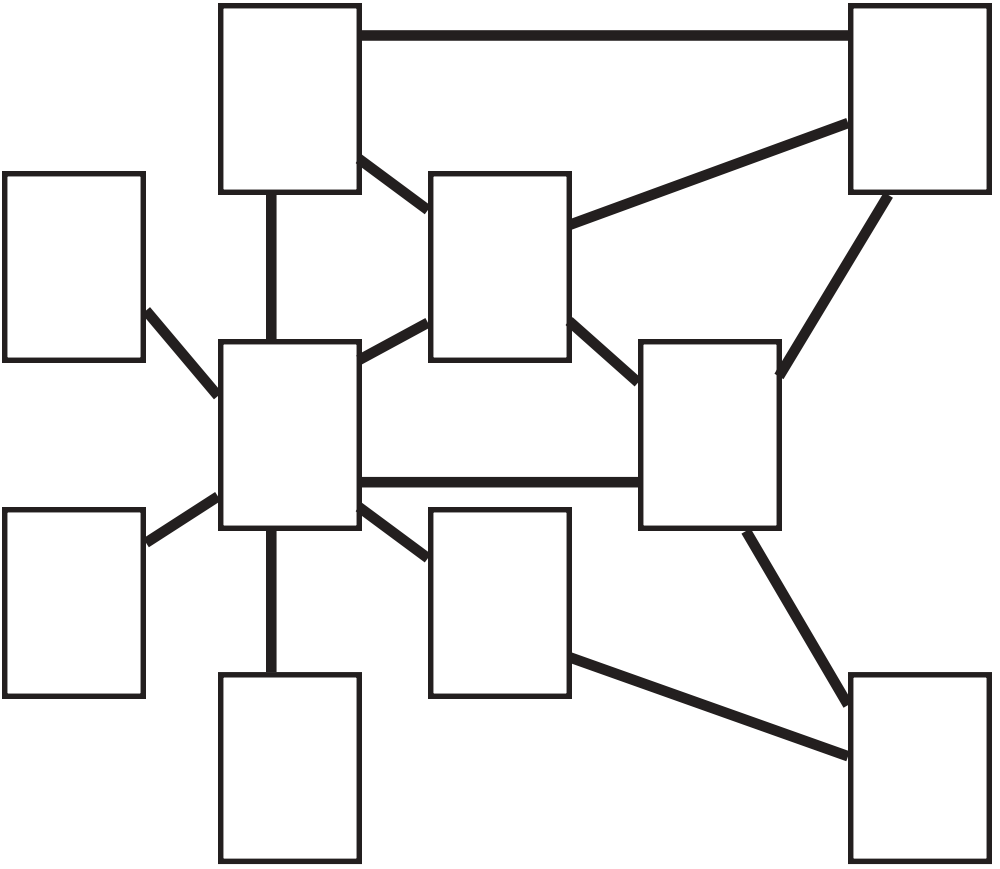
Total Order Plus
Integrated Accounting Series
Accounts Payable

Mindware Corporation
Of America

Integrated Accounting Series



Copyright © 1999 by Mindware Corporation Of America

The information contained herein is proprietary to Mindware Corporation Of America.

Any part of this publication may not be reproduced, recorded, or stored in a retrieval system, or transmitted, in any form or by any means, whether electronic, mechanical, photographic, or otherwise, without prior written permission of Mindware Corporation Of America.

Written and designed by Mindware Corporation Of America, Phoenix, AZ 85395 USA

Printed in the United States of America

TABLE OF CONTENTS

INTRODUCING THE ACCOUNTS PAYABLE SYSTEM 8
- Using This Guide 9
- Accounts Payable Menu Structure 10

DEFINING THE ACCOUNTS PAYABLE SYSTEM 12
- Accounts Payable Definition Menu 13
- Company Name Maintenance 14
- Accounts Payable Parameters 16
- File Information and Creation 19
- Division Maintenance 20
- General Ledger Interface..... 22
- Bank Account Maintenance 24
- UnForm Parameter Maintenance 26
- Password Maintenance 28

OPERATING THE ACCOUNTS PAYABLE SYSTEM 30
- Vendor Masterfile Maintenance 31
- Vendor Status Maintenance..... 32
- Purchase And Balance Summary 36
- Open Invoice Display..... 38
- Vendor Disbursement Display 39
- Open Purchase Order Display..... 40
- Invoice History Display 41
- Check History Display 42
- Purchase Order History Display 43
- Print Mailing Label 44
- Contact Information Maintenance..... 46
- Vendor Card File Maintenance 48
- Next Contact Maintenance 51

Contact History Maintenance 54
Vendor Part Number Display 56

Invoice & Manual Check Processing Menu 57
Invoice Data Entry 58
Invoice Data Entry Register 63
Invoice Data Entry Register Sample 64
Manual Check Data Entry 65
Manual Check Register 71
Manual Check Register Sample 72

Payment Selection & Check Printing Menu 73
Automatic Payment Selection 74
Manual Payment Selection Entry 77
Payment Selection Register 79
Payment Selection Register Sample 80
Check Printing 81
Check With Voucher Sample 84
Laser Check Sample 85
Check Register 86
Check Register Sample 87
Check Update 88
Period-End Processing 89
Check Reconciliation 91

1099 Processing Menu 94
1099 Format Maintenance 95
1099 Print 97
1099 Audit Report 99
1099 Audit Report Sample 101

Export File Menu 102
Export Vendor Name and Address 103
Export Contacts for Outlook 105
Import American Express File 107

ACCOUNTS PAYABLE REPORT MENU 109
Accounts Payable Report Menu 110
Vendor Masterfile Listing 111
Vendor Masterfile Listing Sample 113
Vendor Masterfile Detail Listing 114
Vendor Masterfile Detail Listing Sample 117
Vendor Cross-Reference Listing 118
Vendor Cross-Reference Listing Sample 119
Vendor Mailing Labels 120
Vendor Label Sample 122
Open Invoice Report 123
Open Invoice Report Sample 125
Aged Open Invoice Report 126
Aged Open Invoice Report Sample 128
Cash Requirements Report 129
Cash Requirements Report Sample 132
Disbursements Register 133
Disbursements Register Sample 135
Vendor Contact Report 136
Vendor Contact Report Sample 138
Invoice History Report 139
Invoice History Report Sample 141
Check History Report 142
Check History Report Sample 144
Check History Summary By Vendor 145
Check History Summary By Vendor Sample 147

ACCOUNTS PAYABLE OPTIONS MENU 150
Accounts Payable Options Menu 151
Terms Code Maintenance 153
Add Vendor 155
Vendor Type Maintenance 157
Ship Via Maintenance 159

INTRODUCING ACCOUNTS PAYABLE SYSTEM

- ❑ **Using This Guide**
- ❑ **Menu Structure**

Using This Guide

Welcome

Since this is primarily a reference manual, we have tried to make it easy for you to find the information you need. It is important that you first read the 'Introduction' section of this manual prior to proceeding further. It will familiarize you with data input conventions using TOP, will help you to utilize 'On-Line Help', will explain printer selection, how to use the TOP menu system and how to set up user services to benefit your company.

This guide is divided into five parts:

Part 1: Introducing the Accounts Payable System

You can view vendor's open invoices and purchases month-to-date and year-to-date, check and invoice history, open purchase orders, purchase history, vendor contact and cardfile information. The Accounts Payable System produces an open invoice and check disbursement register during period-end processing, on demand reports for check history, invoice history, cash requirements and mailing labels. You can print vendor information in various report formats.

Part 2: Defining the Accounts Payable System.

How to customize and set up system parameters, view file sizing specifications, establish divisions, bank account codes, General Ledger account numbers (if applicable) and menu password restrictions.

Part 3: Operating the Accounts Payable System.

The Accounts Payable System allows you to set up vendors and be able to view their purchases period-to-date and year-to-date, average number of days to pay, open invoices, purchase orders, invoice and check history, purchases and contact history. You can expense vendor invoices to the proper General Ledger account for payment. You have a choice of computer generated checks or the option to manually enter check information. Vendor information can be exported to a text file for use in spreadsheet programs.

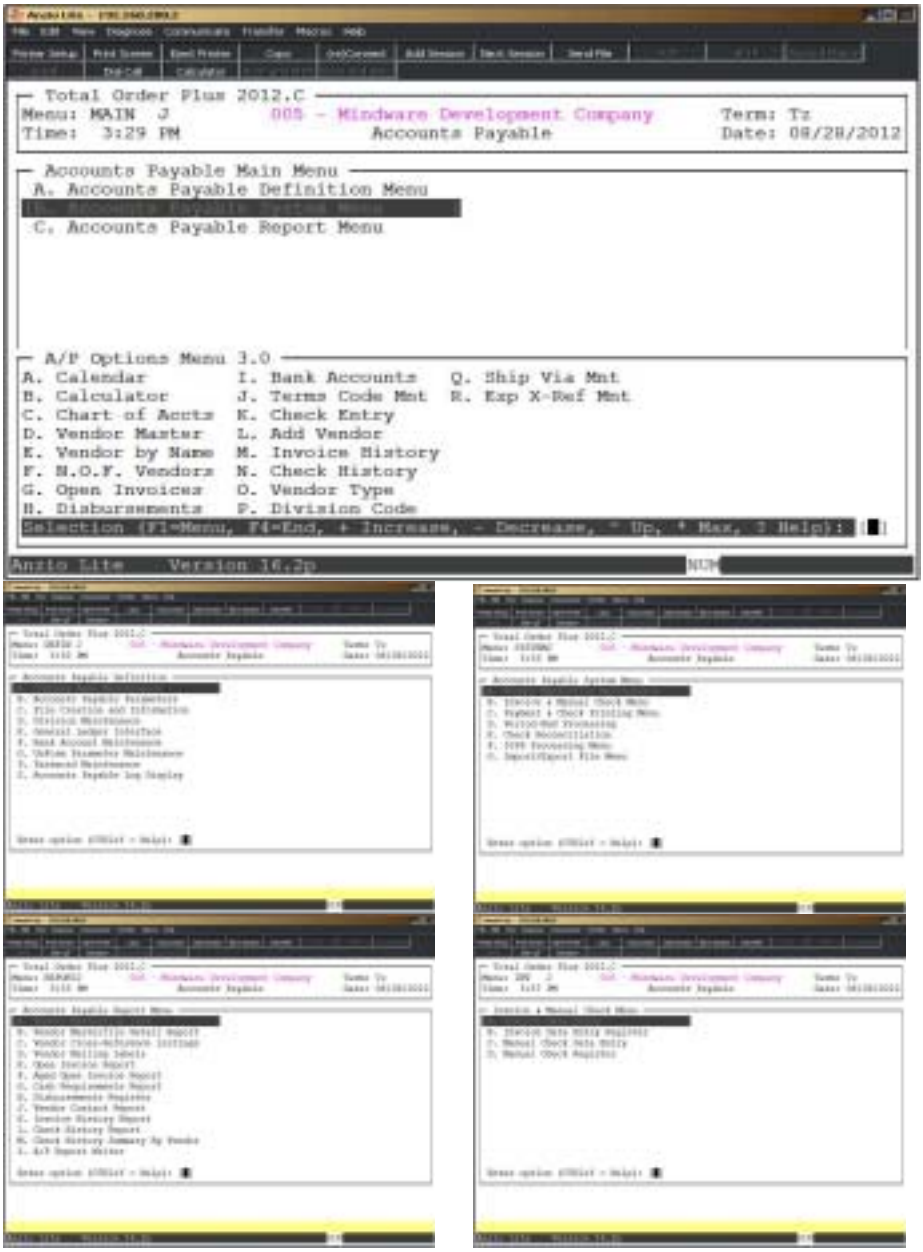
Part 4: Accounts Payable Reporting System

The Accounts Payable Reporting system offers vendor masterfile detailed and summary formats, mailing labels, cash requirement report, invoice and check history reports. Vendor management reports include vendor contacts, card files, next contacts and next contact history.

Part 5: Accounts Payable Options Menu

The options menu lets you view the vendor masterfile by vendor code or alphabetically, list all open invoices for NOF vendors and display check and invoice history. Maintenance programs include adding a new vendor, vendor types, term codes and ship via codes.

Accounts Payable Menu Structure



1

DEFINING THE ACCOUNTS PAYABLE SYSTEM

- Accounts Payable Definition Menu
- Company Name Maintenance
- Accounts Payable Parameters
- File Creation and Information
- Division Maintenance
- General Ledger Interface
- Bank Account Maintenance
- UnForm Maintenance
- Password Maintenance
- Accounts Payable System Log

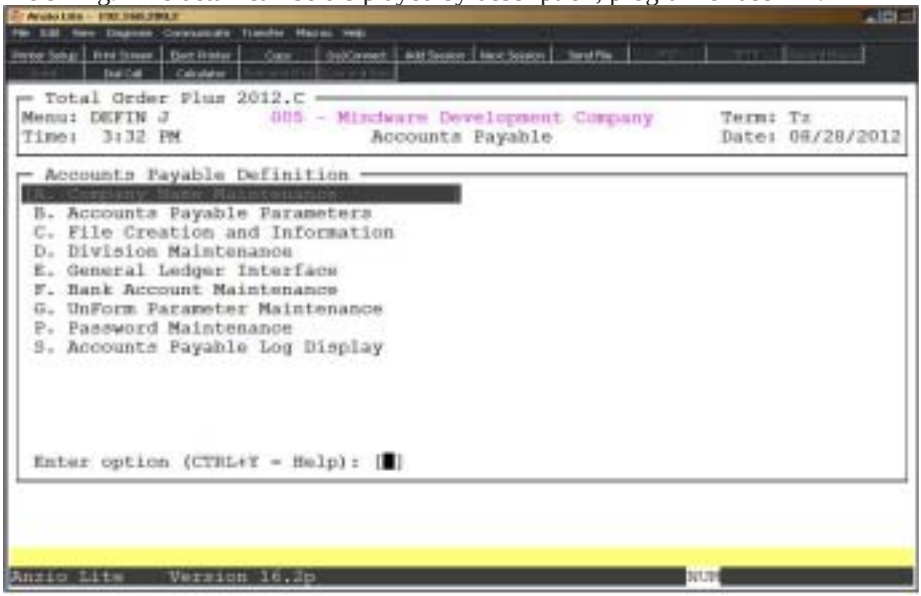
Accounts Payable Definition Menu

Overview

The Accounts Payable Definition Menu lets you define your system parameters, a vendor code format, establish file sizing specifications, General Ledger account numbers for payable expenses, create bank account codes, set UnForm Paramerers for printing checks and create password restrictions.

Parameters allow you to customize Total Order Plus to fit your needs. The system checks the definition files during processing of invoices, check printing and system updates.

The General Ledger Log Display lists user activity for a date change, journal entry transactions, daily, monthly and yearly reports and closings, account maintenance and file sizing. The detail can be disiplayed by description, program or user ID.



Company Name Maintenance

Procedure

1. Choose Company Masterfile Maintenance on the Accounts Payable Definition Menu.

Press **F4** to return to the General Ledger Definition Menu.

> *Note: The division number displays on your screen. If you have multiple divisions,enter the division code to create or edit.*

2. Company Name:

Type your company name up to thirty-five (35) characters and **Enter**.

> *Note: The company name and address prints on all Accounts Payable reports and screen headings.*

3. Address:

The cursor moves to the first of four address lines. You can enter up to thirty-five (35) characters on each line. Press the **Enter** key after you complete each line.

> *Note: The Federal, State and City ID numbers are 'information only' fields.*

4. Federal ID Number:

Type your federal tax ID number up to twelve (12) characters and **Enter**.

5. State ID Number:

Type your state tax ID number up to twelve (12) characters and **Enter**.

6. City ID Number:

Type your city tax ID number up to twelve (12) characters and **Enter**.

7. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** to accept the data and return to the Inventory Control Definition Menu.

Type **N** to return to the company name field for editing. Go to Step 2.

Type **D** to delete the company name and address. Go to Step 2.

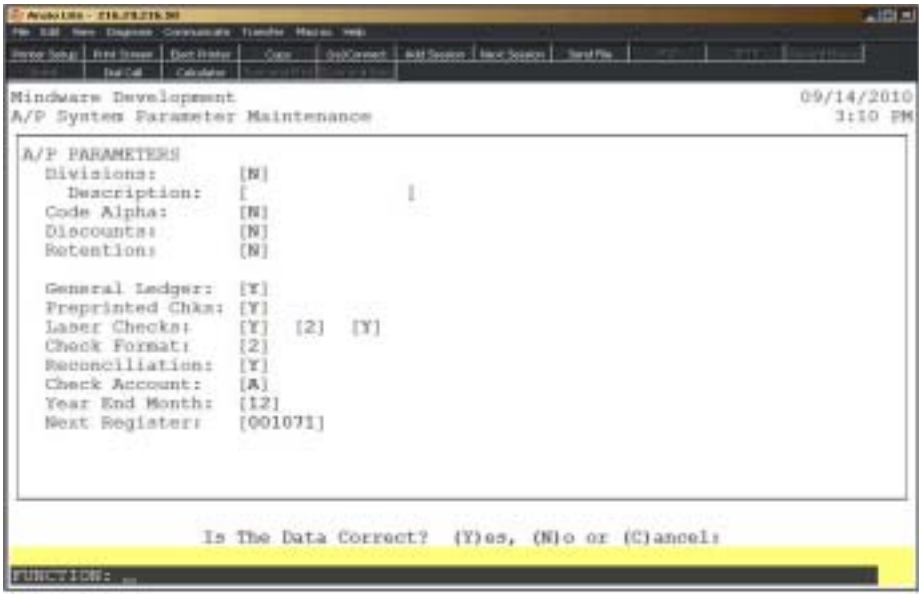
Type **E** to end and return to the Inventory Control Definition Menu without saving changes.

Accounts Payable Parameters

Overview

Operating parameters tell the system if you have divisions, assumed discounts, check reconciliation, whether or not to interface to the general ledger and information needed for check processing formats. These questions also determine file creation.

Do not change parameter questions after you enter data. Changing these fields could cause data corruption.



Procedure

1. Select Accounts Payable Parameters on the Accounts Payable Definition Menu.

   Note: The parameter screen displays. If you are initially setting up the parameters, the cursor displays at the first input field. If you are reviewing the parameters, go to Step 15.

2. Divisions:

Type **Y**+ the **Enter** key if you want your vendor code to include division.

Type **N**+ the **Enter** key not to use divisions. Go to Step 4.

3. Description:

Enter up to a fourteen (14) character division description and **Enter**.

4. Code Alpha:

Type **N+** the **Enter** key if the vendor code will be numeric.

Type **Y+** the **Enter** key to use alpha-numeric characters for the vendor code.

5. Discounts:

Type **Y+** the **Enter** key if you want to automatically assume discounts during check processing.

Type **N+** the **Enter** key if you do not want the system to assume discounts.

> *Note: The General Ledger distribution amounts should equal the full invoice amount minus the discount. Discounts taken are not considered revenue and are not entered as credits against expenses. Discounts are applied only when checks are processed.*

6. Retention:

Type **Y+** the **Enter** key if you want to be able to retain a portion of an invoice until certain conditions are met for payment.

Type **N+** the **Enter** key if you do now want the system to withhold retention.

> *Note: Retention is withheld during automatic payment selection.*

7. General Ledger:

Type **Y+** the **Enter** key if you are using the General Ledger.

Type **N+** the **Enter** key if you are not interfaced to the General Ledger.

8. Preprinted Chks:

Type **Y+** the **Enter** key if you have preprinted checks with your company name and address printed on the checks.

Type **N+** the **Enter** key if you want the computer to print your name and address on your checks.

9. Laser Checks:

Type **Y+** the **Enter** key if you want to print your checks on a laser printer.

Type **N+** the **Enter** key if you will not be using a laser printer for check printing.

10. Laser Spacing:

Type up to three (1-3) line feeds and **Enter** or type **0+** the **Enter** key if no spacing is required.

> *Note: The line feeds are for vertical spacing on the check itself and not the check stub.*

11. UnForm:

Type **Y+** the **Enter** key if you want to print your checks using UnForm.

Type **N+** the **Enter** key if you will not be using UnForm.

12. Check Format:

Type **1+** the **Enter** key to print the vendor number, invoice number and date, invoice amount, amount paid, discount, net check amount, check number and totals on the check stub.

Type **2+** the **Enter** key to print vendor number, invoice date, invoice number, description, invoice amount, discount, net amount, memo, check number and totals.

13. Reconciliation:

Type **Y+** the **Enter** key to let the computer reconcile your bank statement.

Type **N+** the **Enter** key if you do not want to use check reconciliation.

14. Check Account:

Type the bank code to use for check reconciliaton and check printing and **Enter**.

> *Note: The bank code is setup in 'Bank Code Maintenance' on the Accounts Payable Definition Menu.*

15. Year-End Month:

Type the month (1-12) in which you perform year-end closing procedures and **Enter**.

> *Note: The Next Register number displays on the screen. TOP automatically updates this number whenever a register is printed and an update is performed.*

16. Is The Data Correct? (Y)es, (N)o or (C)ancel:

Type **Y+** the **Enter** key to accept the date and relink the General Ledger interface file.

Type **N+** the **Enter** key to edit the information. Go to Step 2.

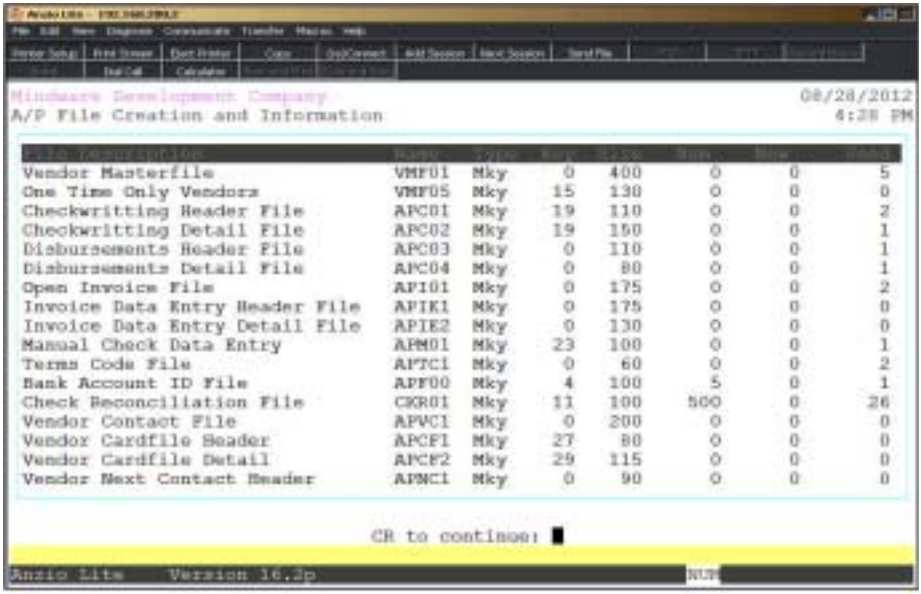
Type **C+** the **Enter** key to exit the parameter screen and return to the Accounts Payable Definition Menu with an option whether or not to save any parameter changes.

> *Note: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save changes? (Y)es or (N)o:*
>
> *Type **Y** to exit the parameters and save any changes that were made.*
>
> *Type **N** to exit the parameters without saving any changes.*

File Information and Creation

Overview

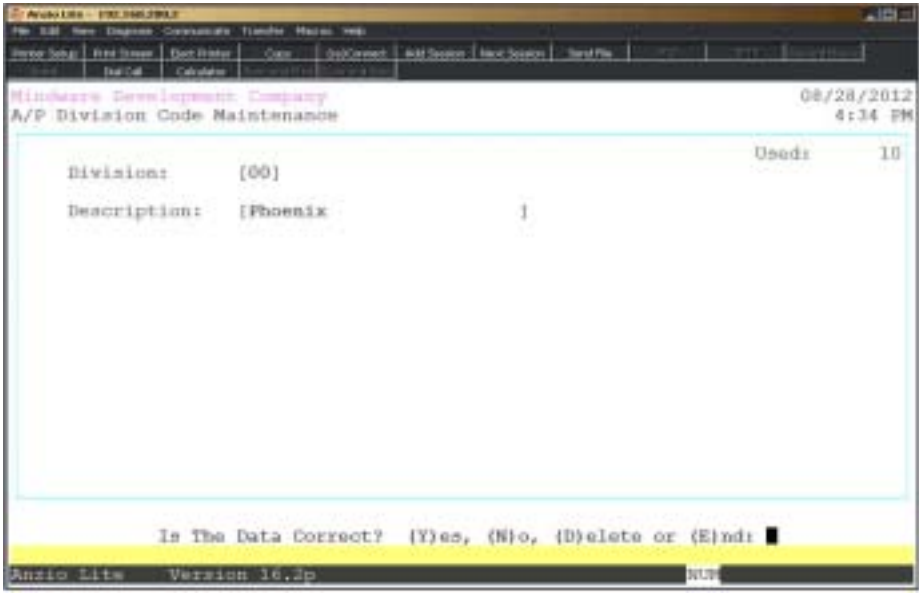
File Creation And Information lets you view individual data files in your Accounts Payable system. All of the data files are structured as multi-keyed files, which means that you do not have to increase the size of the files because they are dynamic (automatically increase in size as data is written to each file). The screen displays the file description, file name, key size, byte size of each individual record within the file and the number of records used in each file.



Division Maintenance

Overview

The Division Maintenance program lets you enter a code and title for each division. When you enter a vendor in the Vendor Masterfile, you enter a division code as part of the vendor code. This allows you to print some reports listing division subtotals.



Procedure

1. Select Division Maintenance on the Accounts Payable Definition Menu.

2. Division:

Type up to a two (2) character division code and **Enter** or type **?** to display the Division Code Selection window.

Press **F2** to print a listing of existing division codes and descriptions.

Press **F4** to exit and return to the Accounts Payable Definition Menu.

3. Description:

Enter up to a twenty four (24) character description and **Enter**.

4. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Enter **Y** to accept the new division. Return to Step 2.

Type **N** to edit the division description. Go to Step 3.

Type **D** to delete this division from the system. Return to Step 2.

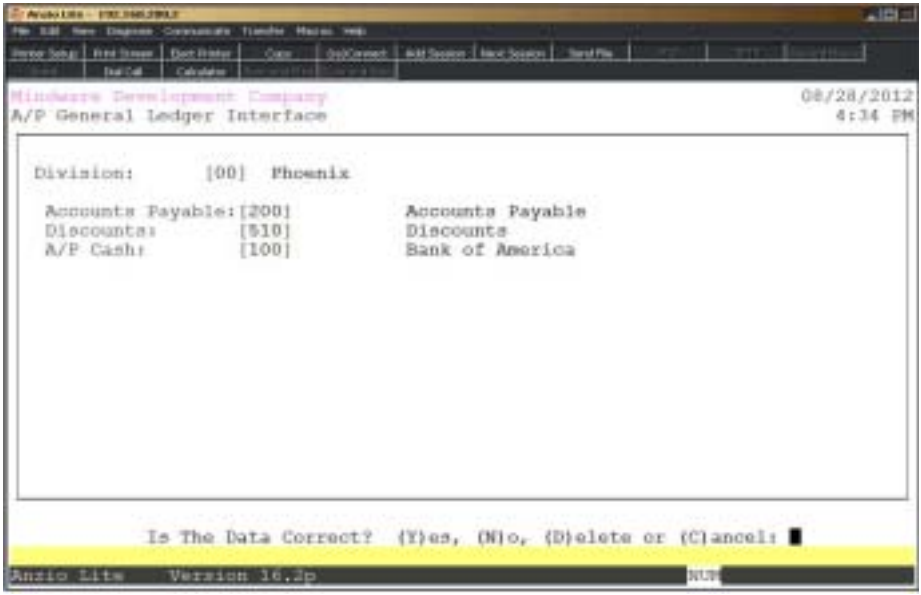
Type **E** to exit this program and return to the Accounts Payable Definition Menu.

General Ledger Interface

Overview

The General Ledger Interface program allows you to enter account numbers you will use when posting transactions to the General Ledger. If you do not have the General Ledger, you must still use account numbers or titles for the General Ledger Distribution Report.

If you have divisions, you must enter account numbers for each division you specified in Division Maintenance.



Procedure

1. Select General Ledger Interface on the Accounts Payable Definition Menu.

> *Note: In the Accounts Payable Parameters, you indicated whether or not your company supports divisions. Division codes let you separate expenses so you can isolate and compare expenditures by division. If you answered no to divisions, proceed to Step 3.*

2. Division:

Type up to a two (2) character division code and **Enter** or type **?** to display the Division Code Selection window.

Press **F4** to return to the Accounts Payable Definition Menu.

3. Accounts Payable:

Type the account number for Accounts Payable and **Enter** or type **?** to display the Account Number Selection window.

Press **F4** to return to the Accounts Payable Definition Menu.

4. Discounts:

Type the account number for discount taken and **Enter** or type **?** to display the Account Number Selection window.

Press **F2** to return to the prior input field.

5. A/P Cash:

Type the cash account number used for Accounts Payable check printing and **Enter** or type **?** to display the Account Number Selection window.

> *Note: If you answered yes to Check Reconciliation in the Accounts Payable Parameters, the system will not use the cash account number you entered here. At the time the checks are printed, the system will use the cash account number associated with an individual Bank Account ID.*

6. Is The Data Correct? (Y)es, (N)o, (D)elete or (C)ancel:

Type **Y** if the account numbers are correct. Go to Step 2.

Type **N** to edit the account numbers. Go to Step 3.

Type **D** to remove the account numbers from the system. Go to Step 2.

Type **C** to return to the Accounts Payable Definition Menu with an option to save any changes.

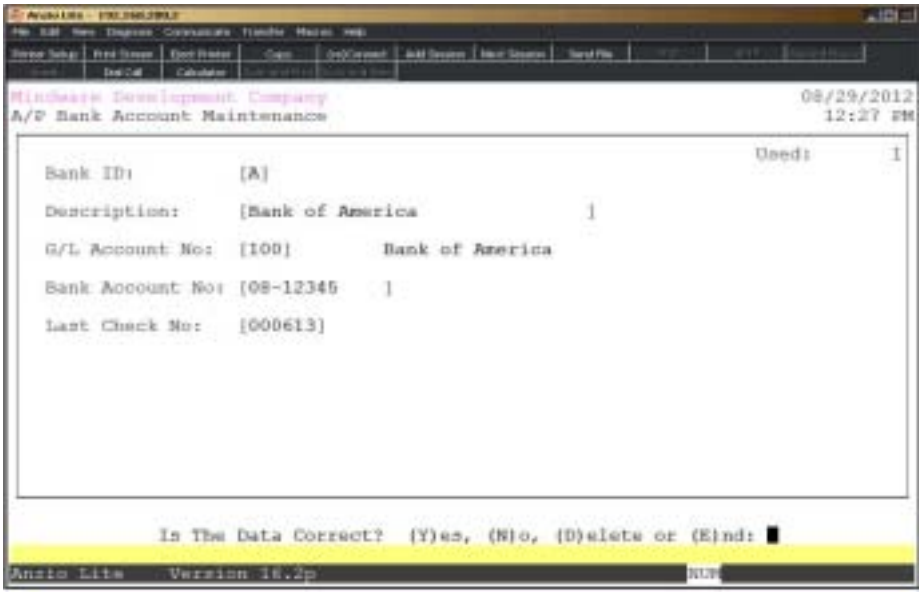
> *Note: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save changes? (Y)es or (N)o:*
>
> *Type **Y** to exit the parameters and save any changes that were made.*
>
> *Type **N** to exit the parameters without saving any changes.*

Bank Account Maintenance

Overview

You must assign codes to each bank account you use with your Accounts Payable system. These codes are used to mark the checks you write and to assign them to the correct bank account number and the correct cash account number.

If you are using Check Reconciliation each month, your checks will be sorted by bank code. This code also displays on the 'Invoice History Display' and the 'Check History Display' located on the Vendor Sub-Menu in Vendor Masterfile Maintenance.



Procedure

1. Choose Bank Account Maintenance on the Accounts Payable Definition Menu.

2. Bank Code:

Type a one (1) character bank ID code and **Enter** or type **?** to display the Bank Account Selection window.

Press **F2** to list the bank codes and display printer selections.

Press **F4** to return to the Accounts Payable Definition Menu.

3. Description:

Type up to a thirty (30) character bank name and **Enter**.

4. G/L Account No:

Type the cash account number for this bank and **Enter** or type **?** to display the Account Number Selection window.

Press **F2** to return to the previous input field.

5. Bank Account No:

Type the bank account number for this bank and **Enter**.

Press **CTRL+Y** to display the edit help menu.

6. Last Check No:

Enter the last check number used and **Enter**.

> *Note: TOP will maintain and display this check number during the check printing process.*

6. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** to accept the data. Go to Step 2.

Type **N** to edit the data. Go to Step 3.

Type **D** to remove the account numbers from the system. Go to Step 2.

Type **E** to return to the Accounts Payable Definition Menu.

UnForm Parameter Maintenance

Overview

The UnForm software allows you to print your company logo on your check form in a specific column and row and specify which paper tray for the checks.

Procedure

1. Select UnForm Parameter Maintenance on the Accounts Payable Definition Menu.

2. Form Name:

Type a C for check form name and **Enter**.

Press **F2** to list the forms to a printer.

Press **F4** to return to the Accounts Payable Definition Menu.

3. Division:

Type a valid division number and **Enter** or type **?** to display the Division Code Selection window.

4. Printer:

Type the alias for the printer you want to print your forms on (LP, P1, etc.) or leave blank not to select a particular printer.

5. Logo Name:

Note: The logo file is not used on Accounts Payable checks.

6. Column:

Column number is not used on Accounts Payable checks.

7. Row:

Row number is not used on Accounts Payable checks.

8. Copy 1:

Description is not used on Accounts Payable checks.

9.Paper Tray:

Type the number os the paper tray you want to use for checks.

Note: Copy 2, 3 and 4 are not used on Accounts Payable checks.

Format and message lines are not used on Accounts Payable checks.

10. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** if the form parameters are correct. Return to Step 2.

Type **N** to edit the form information. Return to Step 3.

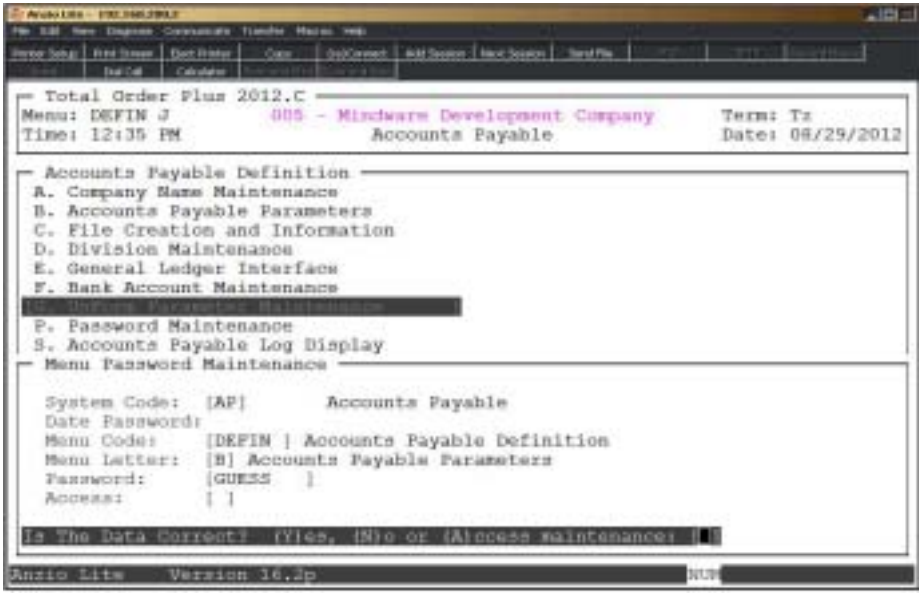
Type **D** to delete this form. Return to Step 2.

Type **E** to end form input and return to the Accounts Payable Definition Menu.

Password Maintenance

Overview

Password Maintenance allows you to set up passwords to restrict access to any Accounts Payable Menu or individual menu selections. Once you have entered a password for a menu, the system will prompt each user for that password every time they access that menu. The Definition Menu is normally password protected.



Procedure

1. Choose Password Maintenance from the Accounts Payable Definition Menu.

> *Note: The System Code is automatically defaulted by the system to correspond with the current menu application (i.e. AP-Accounts Payable).*

2. Date Password:

Type a date password (optional) and **Enter** or press **Enter** to bypass password entry.

Press **F4** to return to the Accounts Payable Definition Menu.

> *Note: The system will prompt a user for this password when attempting to change the application date for this module.*

3. Menu Code:

Type the menu code and **Enter** or press **F1** to display the available menu codes.

Note: Menu codes are displayed in the upper left hand corner of each menu screen. See prior page for example: Menu: DEFIN.

4. Menu Letter:

Type the **letter** of the menu item to set password for or press **F1** to display the item selections available (i.e. A, B, etc.) for the menu you specified in Step 3.

5. Password:

Type the **password+** the **Enter** key for the menu item listed in Step 4.

6. Is The Data Correct? (Y)es or (N)o:

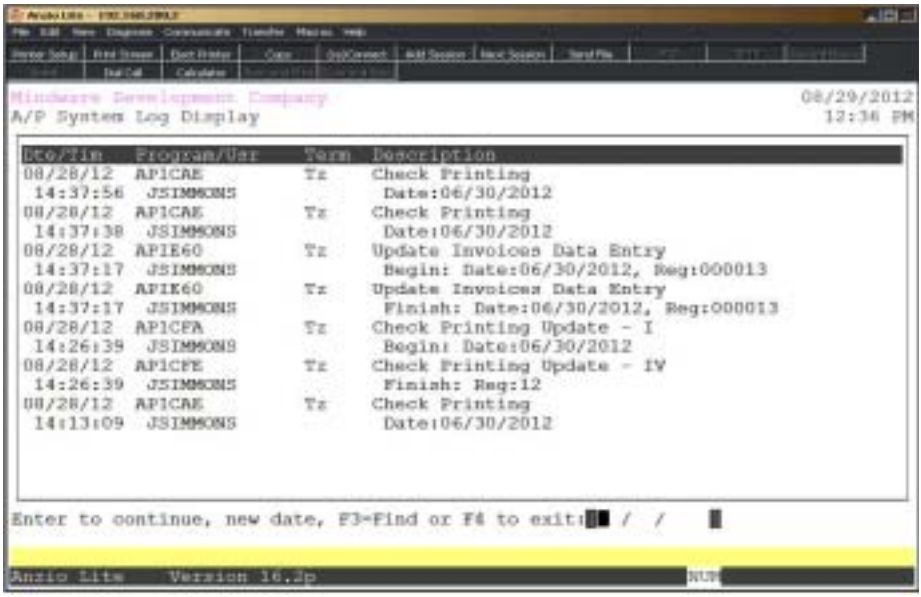
Type **Y** if data is correct. Return to Step 2.

Type **N** to return to Step 5 to re-enter password.

Accounts Payable Log Display

Overview

The General Ledger Log Display lists user activity for a date change, journal entry transactions, daily, monthly and yearly reports and closings, account maintenance and file sizing. The detail can be disiplayed by description, program or user ID.

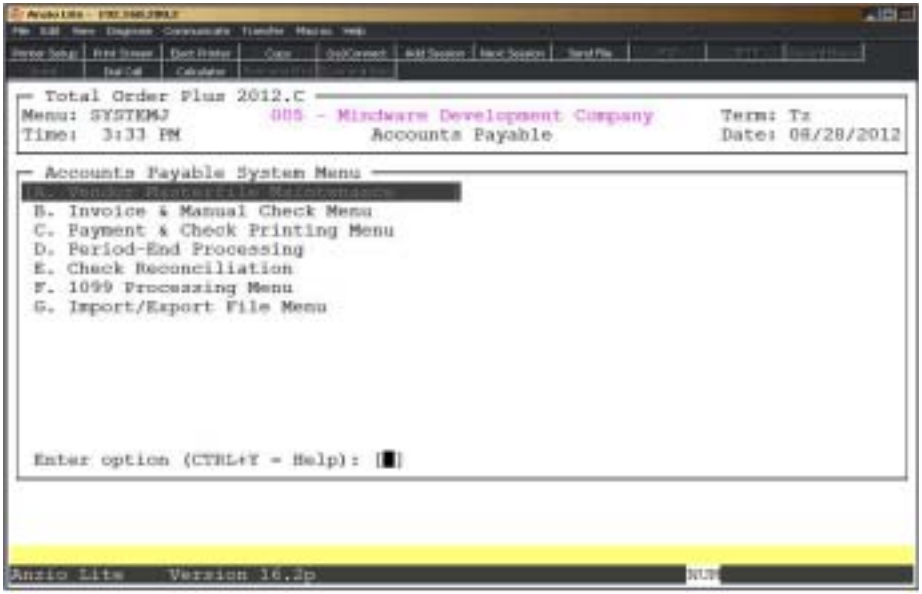


2

OPERATING THE ACCOUNTS PAYABLE SYSTEM

- **Vendor Masterfile Maintenance**
- **Invoice & Manual Check Processing Menu**
- **Payment Selection & Check Printing Menu**
- **Period-End Processing**
- **Check Reconciliation**
- **1099 Processing Menu**
- **Import/Export File Menu**

Accounts Payable System Menu



Overview

The Accounts Payable System allows you to assign a vendor code for each vendor to make up your vendor masterfile. Each vendor has its own name and address, telephone and facsimile numbers, terms code, ship via code, pay cycle, buyer code, vendor account number, type code for reporting, 1099 information and General Ledger expense account used in A/P 'Open Invoice Data Entry' located elsewhere in this section.

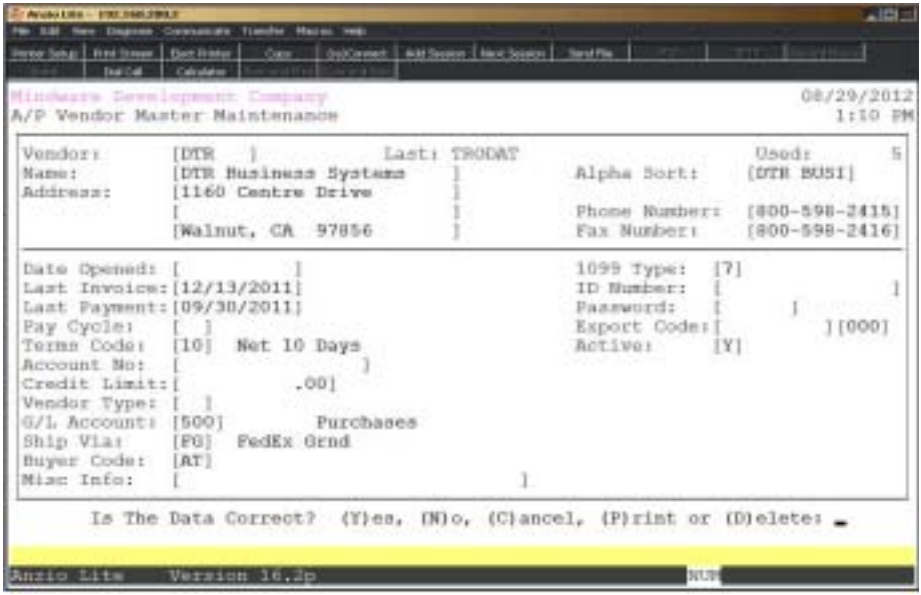
You can view period-to-date and year-to-date purchase balances, open invoices, open purchase order information, purchase history, vendor disbursements and invoice and check history.

The Vendor Management system provides contact information, next contact and contact history information and multiple cardfiles used to display information during purchase order processing and A/P invoice data entry.

Vendor Status Maintenance

Overview

The Vendor Masterfile stores information about each of your vendors: vendor code, name, address, telephone and facsimile numbers, terms code, pay cycle, date of last invoice and payment, ship via and vendor type codes, buyer code, general ledger expense account and 1099 type and Federal ID number.



Procedure

1. Select Vendor Masterfile Maintenance on the Accounts Payable System Menu.

2. Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F1** to display the next available vendor code in the masterfile.

Press **F4** to return to the Accounts Payable System Menu.

3. Is This a New Vendor? (Y)es or (N)o:

Type **Y** to accept the new vendor code. Go to Step 4.

Type **N** to re-enter the vendor code. Return to Step 2.

4. Name:

Type up to a twenty-four (24) character vendor name and **Enter**.

Press **CTRL+Y** to display the edit help menu.

Press **F4** to bypass the rest of the entry fields. Go to Step 27.

5. Address:

Type the vendor address line one and **Enter**. Address can be up to twenty-four (24) alpha-numeric characters.

Press **F2** to return to the previous input field.

6. Address:

Type the vendor address line two and **Enter**. Address can be up to twenty-four (24) alpha-numeric characters.

7. Address:

Type the city, state and zip code for address line three and **Enter**. Line three can be up to twenty-four (24) alpha-numeric characters.

8. Alpha Sort:

Press the **Enter** key to accept the default sort displayed on the screen or override the sort key with up to eight (8) alpha-numeric characters and **Enter**.

> *Note: The sort key defaults to the first eight characters of the vendor name. The sort key controls the order in which the vendors display in the Vendor Code Selection window. This is an option in the 'Accounts Payable Parameters' located elsewhere in this manual.*

9. Phone Number:

Type the telephone number for this vendor and **Enter**. No dashes or slashes are required.

10. Fax Number:

Type the facsimile number for this vendor and **Enter**. No dashes or slashes are required.

11. Date Opened:

Type the date the account was opened in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

12. Last Invoice:

The date of the last invoice is automatically updated by the system during 'Open Invoice Data Entry Register & Update' located elsewhere in this section.

13. Last Payment:

The date of the last payment to this vendor is automatically updated by the system during 'Payment Selection & Check Processing' located elsewhere in this section.

14. Pay Cycle:

Type a two (2) character alpha-numeric pay cycle code and **Enter**.

Note: Pay cycle codes are used to group payments and is an option during the payment selection process.

15. Terms Code:

Type a valid terms code and **Enter** or type **?** to display the Terms Code Selection window.

16. Account No:

Type up to a sixteen (16) alpha-numeric account number and **Enter**.

Note: This is the vendor's customer account number.

17. Credit Limit:

Type the amount of credit you have established with this vendor and **Enter**. This is an optional field.

18. Vendor Type:

Type a valid vendor type code and **Enter** or type **?** to display the Vendor Type Code Selection window.

Note: The vendor type field is used to sort vendor label printing.

19. G/L Account:

Type a valid expense account number and **Enter** or type **?** to display the General Ledger Account Number Selection window.

20. Ship Via:

Type a valid ship via code and **Enter** or type **?** to display the A/P Ship Via Code Selection window.

Note: The ship via code defaults during 'Purchase Order Data Entry' in the Purchase Order module.

21. Buyer Code:

Type a two (2) character buyer code and **Enter**.

Note: The buyer code defaults during 'Purchase Order Data Entry'. You can also batch print purchase orders by buyer code.

22. Misc Info:

Type a miscellaneous message of up to thirty (30) characters and **Enter**.

Note: This field can be used for additional information concerning a particular vendor (i.e. E-mail address,URL, etc.).

23. 1099 Type:

Type a valid 1099 type code and **Enter**.

Note: Valid 1099 type codes are: (0) None, (1) Rent, (2) Royalties, (3) Awards, (4) Federal Income Tax, (5) Fishing Boat Proceeds, (6) Med/Health Care Payments, (7) Non-Employee Compensation, (8) Substitute Payments.

24. ID Number:

Type a Federal ID number for this vendor and **Enter**.

Note: This ID number prints on the 1099 form sent to this vendor at the end of the year and is required by law.

25. Password:

Type up to a six (6) character password for this vendor and **Enter** or press the **Enter** key to leave field blank.

Note: Password is used when trying to access this vendor in Vendor Masterfile Maintenance.

26. Export Code:

Type the TOP customer export code and **Enter**.

Note: Used to export purchase orders to vendors using Total Order Plus.

27. Warehouse:

Type warehouse number for the export customer code and **Enter**.

Note: Use 000 for warehouse if not used on your system.

28. Active?

Type **N+** the **Enter** key if this vendor is inactive. New invoices for an inactive vendor is not allowed.

29. Is The Data Correct? (Y)es, (N)o, (C)ancel, (P)rint or (D)elete:

Type **Y** to write the information to the vendor masterfile. Go to Step 2.

Type **N** to edit the information. Go to Step 4.

Type **C** to exit status maintenance without saving changes.

Type **P** to print a hardcopy of the status information.

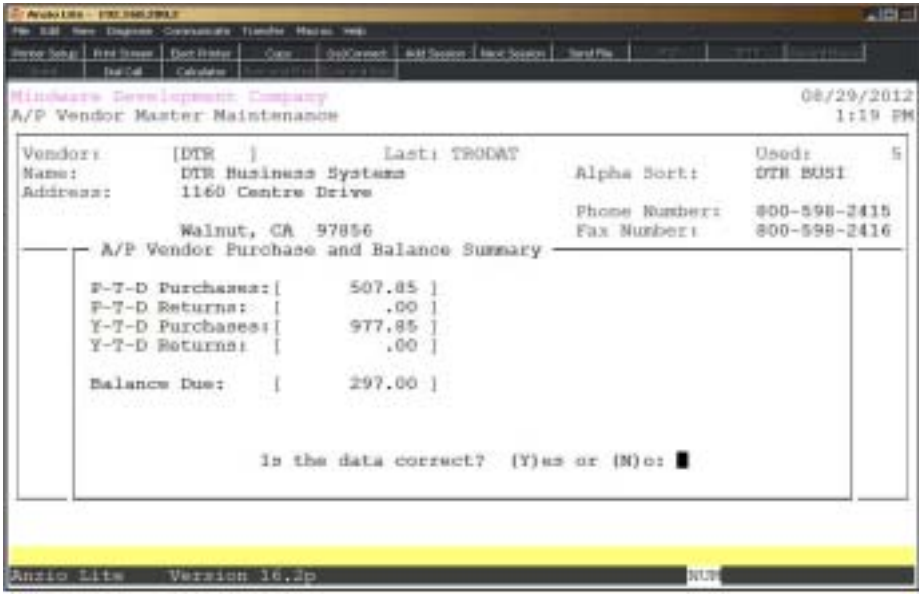
Type **D** to remove this vendor from the system. Go to Step 2.

Purchase And Balance Summary

Overview

The Vendor Purchase & Balance Summary displays a summary of the P-T-D purchases, P-T-D returns, Y-T-D purchases and Y-T-D returns and the open invoice total balance due.

The system automatically updates these fields during 'Open Invoice Data Entry' register and update located elsewhere in this section. Period-To-Date information is reset to zero during 'Period-End Processing'. The only time you would enter dollar amounts in any of these fields would be when you initially set up your vendor file.



Procedure

1. Choose Purchase And Balance Summary on the Vendor Sub-Menu.

2. Is The Data Correct? (Y)es or (N)o:

Type **Y** to accept the data displayed and return to the Vendor Sub-Menu.

Type **N** to edit the dollar amounts for purchases and vendor returns.

3. P-T-D Purchases:

Type the purchase amount entered for this vendor for the current period and **Enter**.

4. P-T-D Returns:

Type the return amount entered for this vendor for the current period and **Enter**.

5. Y-T-D Purchases:

Type the purchase amount entered for this vendor year-to-date and **Enter**.

6. Y-T-D Returns:

Type the return amount entered for this vendor year-to-date and **Enter**.

7. Balance Due:

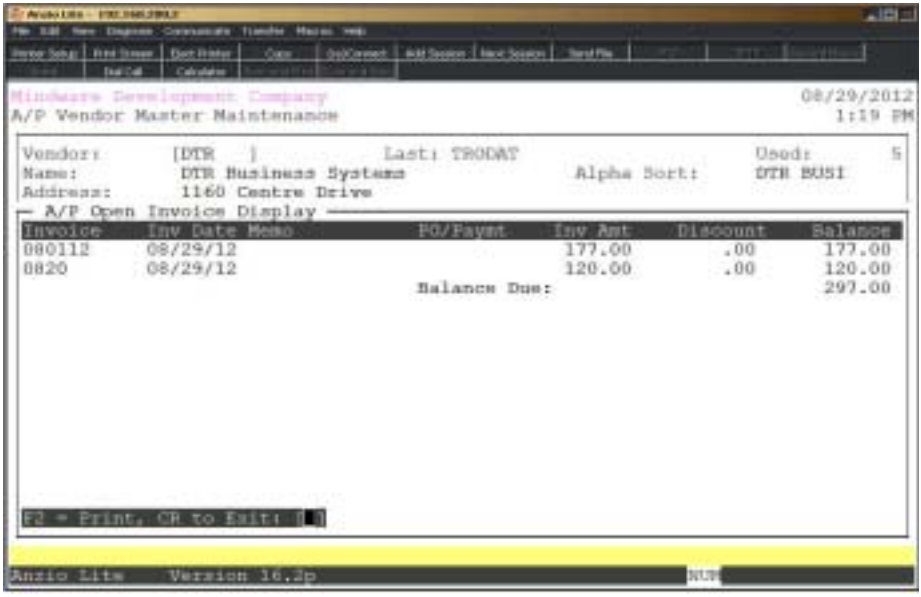
Type the total amount of all open invoices for this vendor and **Enter**. Return to Step 2.

Note: This amount is established when you enter open invoices for this vendor during the initial set up of your Accounts Payable system.

Open Invoice Display

Overview

The Open Invoice Display shows all open invoices on a vendor's account. The display lists invoice number, invoice date, memo comments, purchase order number, payment reference, amount of invoice, discount amount and balance due.



Procedure

1. Choose Open Invoice Display on the Vendor Sub-Menu.

2. F2=Print, CR to Exit:

Press the **Enter** key to scroll through the open invoices and return to the Vendor Sub-Menu.

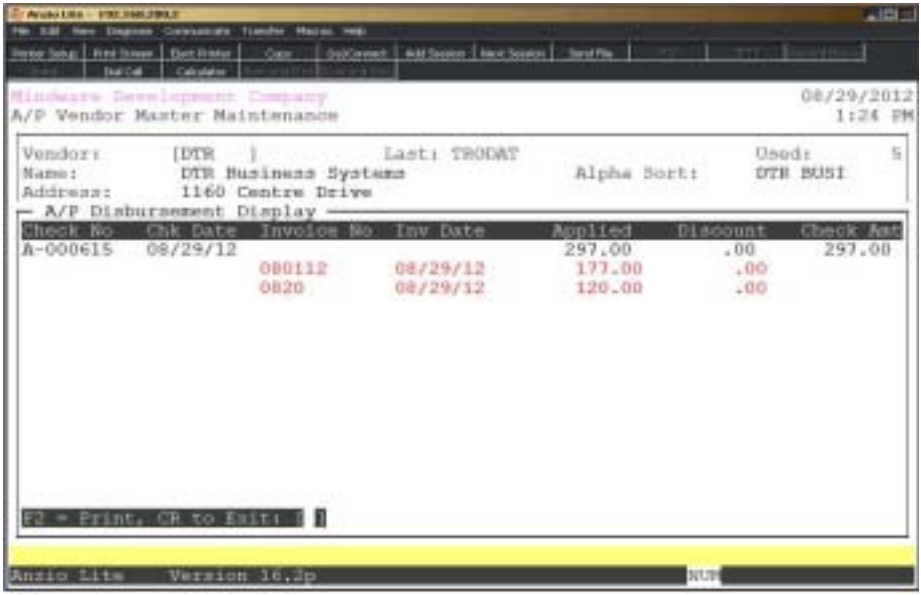
Press **F2** to list the open invoices in invoice number range. A running balance total has been added to this report.

3. Select the appropriate printer for this report.

Vendor Disbursement Display

Overview

The Vendor Disbursement Display reflects all checks processed on the 'Payment Selection & Check Printing' menu. Information includes the bank code and check number, check date, invoice number and date, amount paid by this check, amount of discount allowed and the amount of the check.



Procedure

1. Choose Vendor Disbursement Display on the Vendor Sub-Menu.

2. F2=Print, CR to Exit:

Press the **Enter** key to scroll through the disbursements and return to the Vendor Sub-Menu.

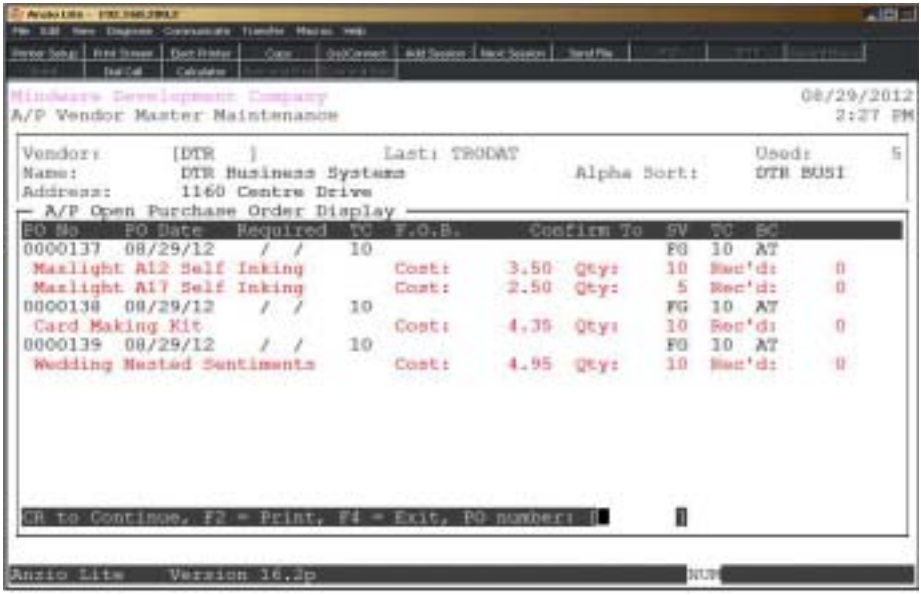
Press **F2** to list the disbursements in check number order.

3. Select the appropriate printer for this report.

Open Purchase Order Display

Overview

Open purchase orders are displayed in detail and summary format. The summary format lists the purchase order number, purchase order date, date required, terms code, F.O.B., confirmation name or number, ship via and buyer code. The detail list each inventory item received, item description, purchase cost, quantity ordered and quantity received.



Procedure

1. Choose Open Purchase Order Display on the Vendor Sub-Menu.

2. CR to continue, F2=Print, F4 to Exit or PO Number:

Press the **Enter** key to scroll through the open purchase orders or type a purchase order number to advance the display forward or backward.

Press **F2** to list the open purchase orders by purchase order number. Go to Step 3.

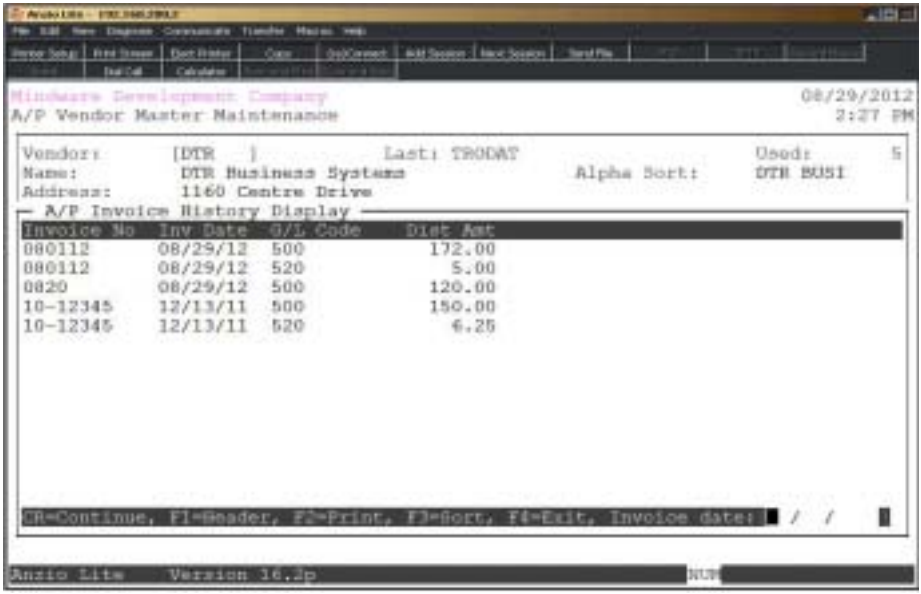
Press **F4** to exit the display and return to the Vendor Sub-Menu.

3. Select the appropriate printer for this report.

Invoice History Display

Overview

Invoice History displays in descending order with an option to sort by (I)nvoice number or by (D)ate of invoice. Information displayed is invoice number, invoice date, due date, memo comments, purchase order number, invoice amount and check number, if paid, and an option to display General Ledger invoice distribution.



Procedure

1. Choose Invoice History Display on the Vendor Sub-Menu.

2. CR to continue, F1=Detail, F2=Print, F3=Sort, F4 to Exit, Invoice Date:

Press the **Enter** key to scroll through the invoice history or type an invoice date to advance the display forward or backward.

Press **F1** to display General Ledger distribution for this vendor's invoices.

Press **F2** to list the invoice history within a specific date range. Go to Step 3.

Press **F3** to access the sort display options by invoice number or invoice date.

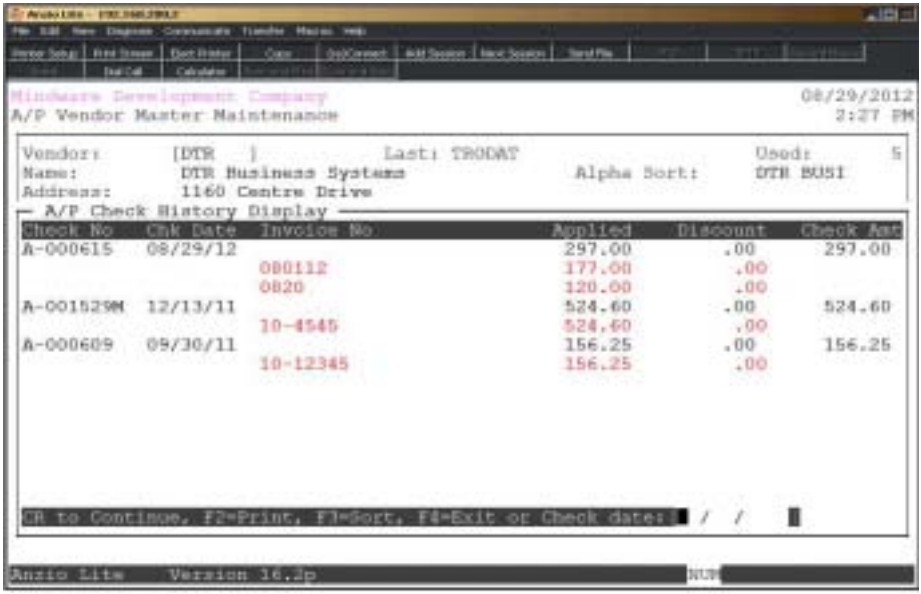
Press **F4** to exit the display and return to the Vendor Sub-Menu.

3. Select the appropriate printer for this report.

Check History Display

Overview

The Check History lists all of the checks that were processed in check processing or manual check processing by bank code. The display includes check number and date, invoice numbers paid by this check, the amount applied to each invoice (partial payments are allowed), discount amount if taken and the check amount.



Procedure

1. Choose Check History Display on the Vendor Sub-Menu.

2.CR to Continue, F2=Print, F3=Sort , F4=Exit or Check Date:

Press the **Enter** key to scroll through the check history.

Press **F2** to list the check history in check number order. Go to Step 3.

Press **F3** to sort history by check number or check data.

Press **F4** to return to the Vendor Sub-Menu.

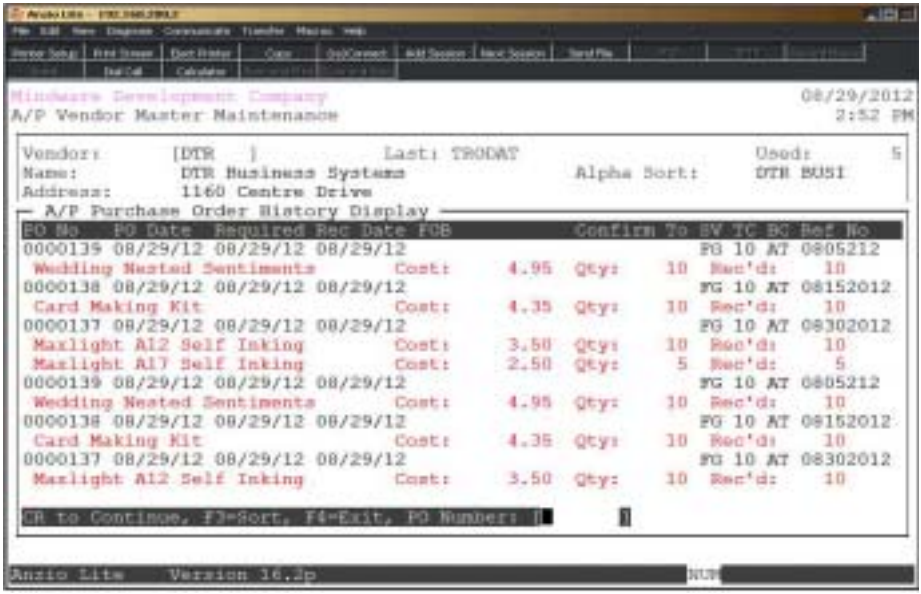
Enter a date to advance the display.

3. Select the appropriate printer for this report.

Purchase Order History Display

Overview

The Purchase Order History Display lists all of the purchases for this vendor from the history file. The screens reflects purchase order number and date, date required and date received, terms code, confirmation, buyer code and reference number from the 'Transaction Data Entry Register' update. Each item on each purchase orders shows the item description, purchase cost, quantity ordered and quantity received.



Procedure

1. Choose Purchase Order History Display on the Vendor Sub-Menu.

2. CR to continue, F2=Print, F3=Sort, F4 to Exit or PO Number:

Press the **Enter** key to scroll through the open purchase orders or type a purchase order number to advance the display forward or backward.

Press **F2** to list the open purchase orders by purchase order number. Go to Step 3.

Press F3 to sort display by purchase order number or receipt date.

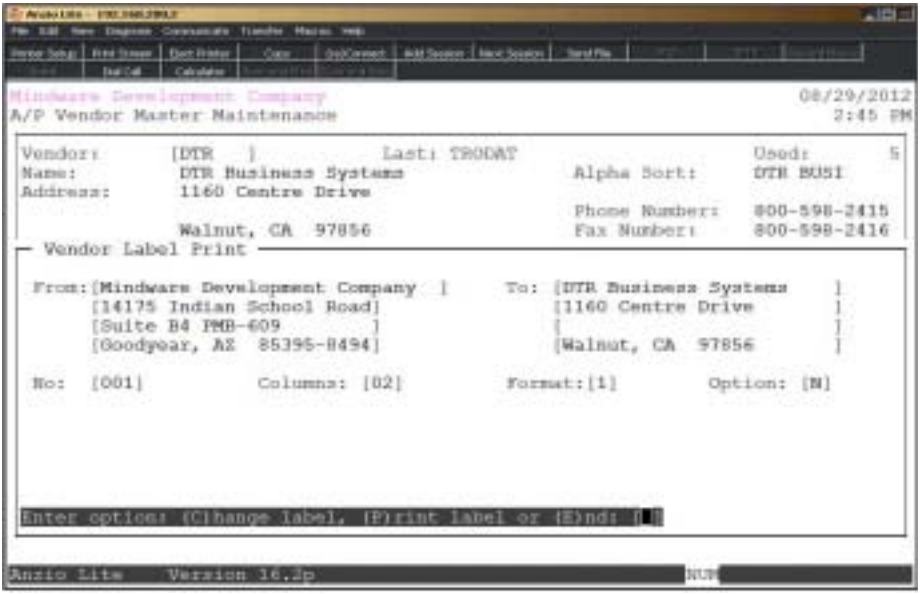
Press **F4** to exit the display and return to the Vendor Sub-Menu.

3. Select the appropriate printer for this report.

Print Mailing Label

Overview

You can print a mailing label for an individual vendor with an option to edit the bill-to and ship-to name and address information. You can specify how many labels you want to print, the column print positions, the size of the label and whether or not your company information is preprinted on the label.



Procedure

1. Choose Print Mailing Label on the Vendor Sub-Menu.

> *Note: The system displays the company name and address out of the company masterfile on the Accounts Payable Definition Menu for the From address. The To name and address is from the vendor displayed on the screen. Go to Step 10.*

2. From:

Override the from company name up to thirty (30) characters and **Enter** or press the **Enter** key to accept the name displayed.

Press **CTRL+Y** to display the edit help menu.

Press **F4** to return to the Vendor Sub-Menu.

3. Address:

The cursor moves to the first of three address lines. You can enter up to twenty-four (24) characters on each line. Press the **Enter** key after you complete each line or press the **Enter** key to accept the address displayed.

4. To:

Override the vendor name up to twenty-four (24) characters and **Enter** or press the **Enter** key to accept the name displayed.

5. Address:

The cursor moves to the first of three address lines. You can enter up to twenty-four (24) characters on each line. Press the **Enter** key after you complete each line or press the **Enter** key to accept the address displayed.

6. No:

Type the number of labels you want to print and **Enter**.

7. Columns:

Type the number of the column for the first print position and **Enter**.

8. Format:

Type the number corresponding to the size of the label you are printing and **Enter**.

Note: One (1) prints on one inch labels, two (2) prints on 2.5 inch label, three (3) prints on a three inch label and four (4) prints a 3.5 inch label.

9. Option:

Type **N+** the **Enter** key not to print the From address on the label (i.e. pre-printed label forms).

Type **Y+** the **Enter** key to print the From address on the label.

10. Enter option: (C)hange label, (P)rint label or (E)nd:

Type **C** to edit the information. Go to Step 2.

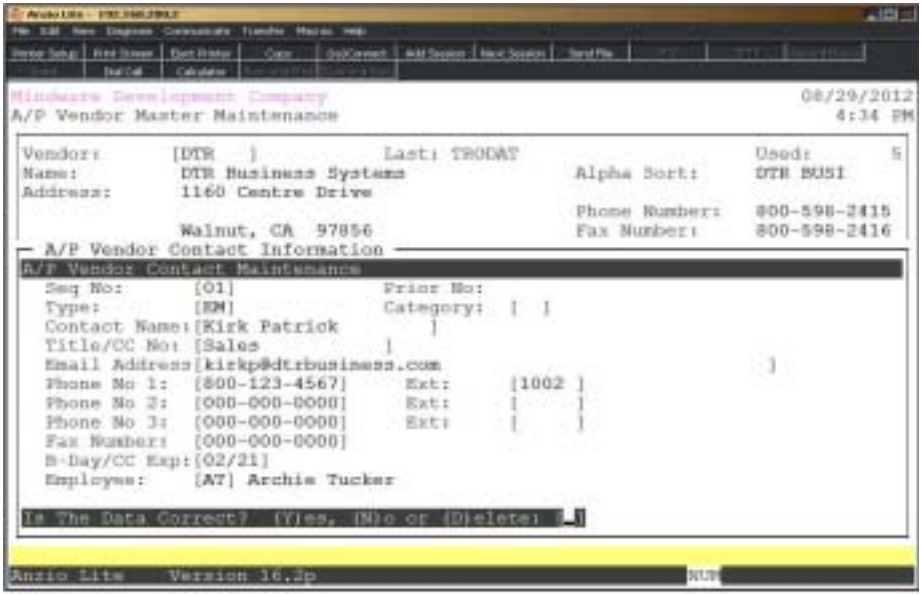
Type **P** to print the label with the information displayed on the screen. Select the appropriate printer for the label print.

Type **E** to return to the Vendor Sub-Menu.

Contact Information Maintenance

Overview

Contact information contains name, title, name, email address, telephone numbers, extensions, facsimile number, birth date, credit card number and expiration dates. Contact name is displayed in purchase order data entry.



Procedure

1. Choose Contact Information Maintenance on the Vendor Sub-Menu.

2. Continue=CR, Mnt=F1, Print=F2, Return=F4, ,=Calendar or Name:

Press the **Enter** key to display all of the contact names or enter a category name to advance the display forward or backward.

Press **F1** to enter maintenance mode.

Press **F2** to list the contacts to a printer.

Press **F4** to return to the Vendor Sub-Menu.

Type , to display the system calendar.

Type the contact name to advance the display.

3. Seq No:

The sequence number is automatically assigned by the system.

4. Type:

Note: There are specific contact type codes that are used in TOP. S# will display contact name in 'Purchase Order Data Entry', IN will display name in 'Open Invoice Data Entry' and CH will display name in Manual Check Data Entry.

5. Category:

Type up to a two (2) character category code and **Enter** (i.e. PR=President).

Note: 'Vendor Mailing Labels' has an option to print labels by category code.

6. Contact Name:

Type up to a twenty (20) character contact name and **Enter**.

7. Title:

Type up to a fifteen (15) character title and **Enter**.

8. Email Address:

Type up to a fifty (50) character email address for this contact and **Enter**.

9. Phone No 1:

Type the telephone number for this contact and **Enter**. No dashes are required.

10. Extension:

Type the extension number for this contact and **Enter**. This field could also be used as a memo field (i.e. cell, fax, modem, etc.).

Note: You can input three (3) telephone numbers and extensions per contact.

11. Fax Number:

Type the fascimile number for this contact and **Enter**.

12. Birthday:

Type the month and day of the birth date of this contact in MMDD format and **Enter**.

13. Employee:

Type the employee number or initials that are associated with this contact and **Enter**.

14. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the contact information. Return to Step 3.

Type **N** to edit the contact information. Go to Step 4.

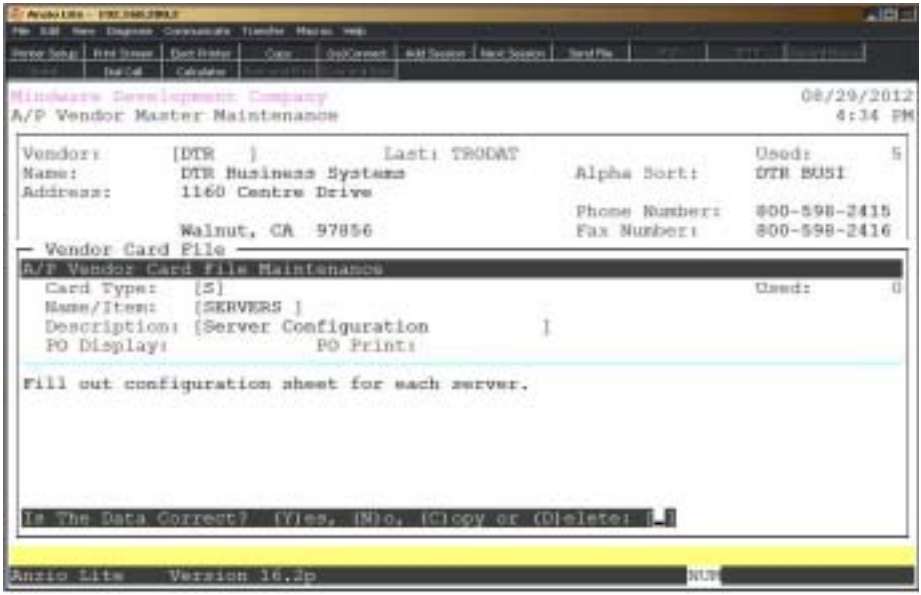
Type **D** to remove this contact from the system. Go to Step 3.

Vendor Card File Maintenance

Overview

Vendor Card File Maintenance allows you to enter standard or item notepads pertaining to a specific vendor. Invoice messages and inventory item specifications can be displayed during invoice data entry and purchase order data entry. This information can be used to alert an operator about certain purchasing requirements for a vendor, specify instructions for purchasing certain inventory items, etc.

System card files are AP_INV (invoice data entry message), AP_MAN (manual check entry), AP_PAY (payment selection), AP_NOTE (PO Note Pad) and AP_POP (PO print message).



Procedure

1. Choose Vendor Cardfile Maintenance on the Vendor Sub-Menu.

2. Continue=CR, Mnt=F1, Print=F2, Return=F4 or Card:

Press the **Enter** key to advance the card display or enter a card name to advance the display forward or backward.

Press **F1** to enter maintenance mode.

Press **F2** to list the card files to a printer.

Press **F4** to return to the Vendor Sub-Menu.

Type a card name to advance the display.

3. Card Type:

Type **S+** the **Enter** key to set up a standard type card file.

Type **I+** the **Enter** key to set up an item type card file. Go to Step 5.

Press **F2** to display the cards already on file.

Press **F4** to return to the Vendor Sub-Menu.

4. Name:

Type the name of the new standard card file and **Enter**. Go to Step 6.

Press **F1** to display the next card in the file.

Press **F2** to return to the previous input field.

Press **F3** to display the System Card File Selection window.

5. Item:

Type the **item code+** the **Enter** key or type **?** to display the Item Code Selection window.

Press **F2** to return to the previous input field.

6. Description:

Type up to a thirty (30) character card description and **Enter**.

> *Note: If you selected a standard card file type, proceed to Step 11. You do not have an option to display standard card files during order/invoice data entry unless they are system card file types.*

7. PO Display:

Type **Y+** the **Enter** key if you want to display this card during purchase order data entry.

Type **N+** the **Enter** key not to display card file during purchase order data entry.

8. PO Print:

Type **Y+** the **Enter** key if you want to print the text on this card file on the purchase order form.

Type **N+** the **Enter** key not to print the text on the order.

9. Card File Text Maintenance:

Type up to seven (7) lines of text, each comprised of eighty (80) characters and **Enter**.

Press the **ESC** key, **F4** or **F8** keys to proceed to Step 10.

Press **CTRL+Y** to display the edit help menu.

10. Is The Data Correct? (Y)es, (N)o, (C)opy or (D)elete:

Type **Y** to accept the card file information. Go to Step 3.

Type **N** to edit the lines of text. Go to Step 9.

Type **C** to copy the contents of this card file to another card file name. Go to Step 11.

Type **D** to remove this card file from the system. Go to Step 3.

11. Enter new card file code or F4=End:

Type the new card file code to copy to and **Enter**.

> *Note: The system will prompt you with a message whether or not you want to copy the card file to the new card file name. Press B to abort the copy procedure. Return to Step 10.*.

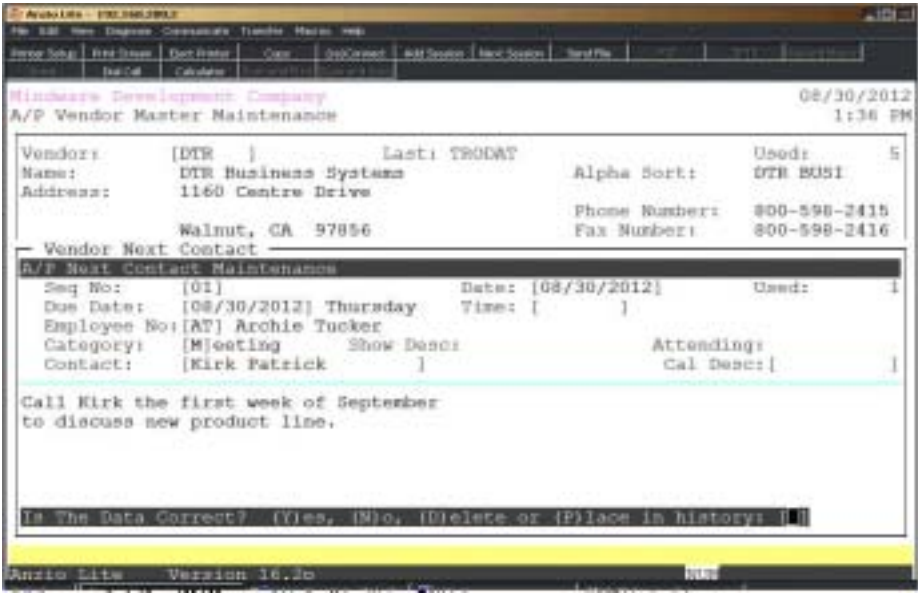
Press **F4** to end copy and return to Step 10.

Next Contact Maintenance

Overview

Next Contact Maintenance can be utilized to keep track of scheduled appointments with a vendor, meetings past, present or future, telephone calls, any information or literature sent, date for return calls, price information given by a vendor and any trips planned for the future.

Contact information is displayed by due date showing the number of days since the last contact was made.



Procedure

1. Choose Next Contact Maintenance on the Vendor Sub-Menu.

2. Continue=CR, Mnt=F1, Print=F2, Return=F4 or Sequence Number :

Type a sequence number or press the **Enter** key to advance the contact display.

Press **F1** to enter maintenance mode. Go to Step 3.

Press **F2** to print the contact information. Select the appropriate printer.

Press **F4** to return to the Vendor Sub-Menu.

3. Seq No:

The system automatically assigns the next available sequence number. Press the **Enter** key to accept the number displayed or type a sequence number that you want to view.

Note: On a new sequence, the Accounts Receivable menu date displays on the screen to the right of the sequence number.

4. Due Date:

Type the date you want to contact this customer in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F2** to return to the previous input field.

Press **F4** to bypass data entry. Go to Step 14.

5. Time:

Type the time of day you want to contact this customer in HHMM format and **Enter**. You can also specify morning (AM) or afternoon (PM).

6. Employee:

Type the employee **code+** the **Enter** key or type **?+** the **Enter** key to display the User Services Employee Code Selection window.

7. Category:

Category codes are:	C-collection	P-phone
	I-information sent	Q-quote
	L-letter	S-show
	M-meeting	T-trip
	O-other	

Type a category code+ the **Enter** key. Go to Step 10.

Note: If you selected S for show, you will continue to Step 8.

8. Show Desc:

Type the name of the show this contact will be attending (i.e. Chicago trade show, San Diego art stamp show, etc.) and **Enter**. This information is an optional field.

9. Attending:

Type **Y+** the **Enter** key if this contact will be attending the show defined in Step 8.

Type **N+** the **Enter** key if not attending the show.

Type **U+** the **Enter** key if the contact is undecided.

10. Contact:

Type the name of the contact and **Enter** or press **F1** to display the next contact name.

Press **CTRL+Y** to display the edit help menu.

Note: The contact telephone number and extension will display to the right of the contact name.

11. Cal Desc:

Type a brief description that you want to view on the full screen calendar display and **Enter**.

Note: The full screen calendar display can be accessed by entering a , at any TOP menu or by accessing the User Services 'Calendar Display' option.

12. Next Contact Text Maintenance:

Type up to four (4) lines of text, forty (40) characters each, and **Enter** after each line of input.

Press the ESC, F4, F8 or CTRL+Y=Help:

Press the **ESC** key, the **F4** or **F8** keys to end text maintenance.

Press **CTRL+Y** to display the edit help menu.

13. Is The Data Correct: (Y)es, (N)o, (D)elete or (P)lace in History:

Type **Y** to accept the contact information. Go to Step 3.

Type **N** to edit the information. Go to Step 4.

Type **D** to remove the contact information from the system. Go to Step 3.

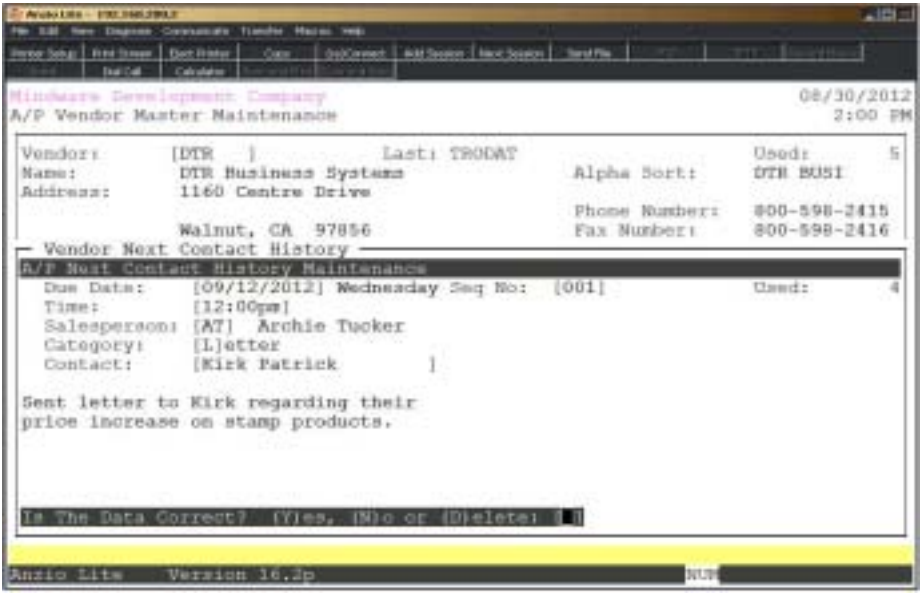
Type **P** to write the contact information to the Next Contact History file. Go to Step 3.

Contact History Maintenance

Overview

Contact History is a chronological display of all contacts made with a vendor on a specific date and time in descending date order. The display indicates the person who made the contact, the person that was contacted and the reason for the contact.

The Contact History file records can be updated from the 'Next Contact Maintenance' program or you can manually input history records.



Procedure

1. Choose Contact History Maintenance on the Vendor Sub-Menu.

2. Continue=CR, Mnt=F1, Print=F2, Return=F4 or Seq number:

Press the **Enter** key to advance the next contact display or type a sequence number to display and **Enter**.

Press **F1** to enter maintenance mode. Go to Step 3.

Press **F2** to print the next contact information. Select the appropriate printer.

Press **F4** to return to the Vendor Sub-Menu.

3. Due Date:

Type the date you want to contact this customer in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

4. Seq No:

The system automatically assigns the next available sequence number. Press the **Enter** key to accept the number displayed or type a sequence number that you want to view.

Press **F2** to return to the previous input field.

5. Time:

Type the time of day you want to contact this customer in HHMM format and **Enter**. You can also specify morning (AM) or afternoon (PM).

Press **F4** to bypass data entry. Go to Step 11.

6. Employee:

Type the employee **code+** the **Enter** key or type **?** to display the User Services Employee Code Selection window.

7. Category:

Category codes are:	C-collection	P-phone	O-other
	I-information sent	Q-quote	R-renewal
	L-letter	S-show	
	M-meeting	T-trip	

Type a category **code+** the **Enter** key.

8. Contact:

Type the name of the contact and **Enter** or press **F1** to display the next contact name.

Press **CTRL+Y** to display the edit help menu.

9. Next Contact Text Maintenance:

Type up to four (4) lines of text, forty (40) characters each, and **Enter** after each line of input.

ESC, F4, F8 or CTRL+Y=Help:

Press the **ESC** key, the **F4** or **F8** keys to end text maintenance.

Press **CTRL+Y** to display the edit help menu.

11. Is The Data Correct: (Y)es, (N)o, (D)elete:

Type **Y** to accept the contact information. Go to Step 3.

Type **N** to edit the information. Go to Step 4.

Type **D** to remove the contact information from the system. Go to Step 3.

Vendor Part Number Display

Overview

The Vendor Part Number Display lists the inventory item and description, vendor part number and number of days lead time for shipments. This information is set up in the Item Masterfile in the Inventory Control module. Each item can have up to three suppliers.

The vendor part number is displayed during 'Purchase Order Data Entry' and is printed on each purchase order.

Procedure

1. Choose Ship-To Address Maintenance on the Customer Sub-Menu.

2. CR=Continue, F2=Print, F4=Exit or Part Number:

Press the **Enter** key to advance the vendor part display or type a part number and **Enter** to advance the display forward or backward.

Press **F2** to print the vendor part numbers. Select the appropriate printer.

Press **F4** to return to the Vendor Sub-Menu.

Invoice & Manual Check Processing Menu

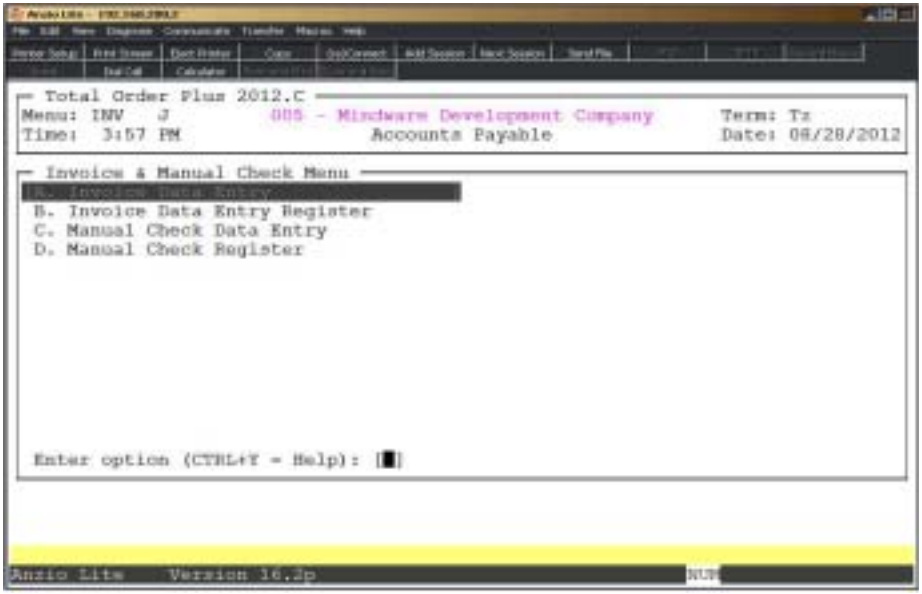
Overview

The Invoice and Manual Check Processing Menu lets you enter invoices and manual check information.

Invoice Data Entry allows you to add new invoices or edit, adjust and reverse invoices that have already been updated to the open invoice file. Invoice Data Entry allows you to distribute expenses to multiple General Ledger accounts (i.e. purchases, freight, etc.).

Manual Check Data Entry allows you to post checks that were not processed in the check processing procedure. You can enter multiple invoice numbers for one check as well as the expense accounts to the General Ledger. You can also pay open invoices through this process.

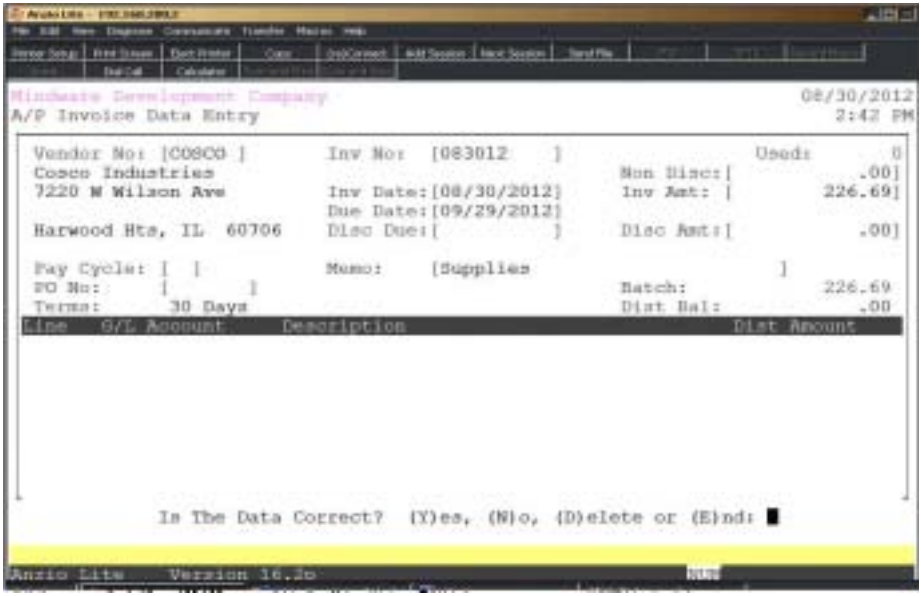
Before updating the registers, make sure the date in the upper right hand corner of the screen reflects the date you want to post the information to the General Ledger. This procedure also updates the vendor information and the open invoice file.



Invoice Data Entry

Overview

The Open Invoice Data Entry program allows you to enter conversion invoices into the system to establish open invoice balances in the vendor masterfile. You can also use this program to add new invoices and edit or adjust invoices that have already been updated. Any changes made to existing invoices using this program only affects the vendor masterfile and the General Ledger, not history files.



Procedure

1. Choose Invoice Data Entry on the Invoice & Manual Check Menu.

2. Vendor No:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

> *Note: The system displays the vendor name, address and terms code and the vendor invoice notepad, if applicable.*
>
> *Note: Type **NOF+** the **Enter** key for a one-time vendor.The cursor moves to an input field for you to type in the 'Not On File' name and address. There are four lines of twenty four (24) characters each.*

Type a **PO number+F1** to display the invoice information for this purchase order.

Press **F4** to return to the Invoice & Manual Check Menu.

3. Inv No:

Type an invoice number and **Enter** or type ? to display open invoices for this vendor.

> *Note: If the invoice number is already in the open invoice file, the system will prompt you with 'Is This An Invoice Adjustment'? (Y)es or (N)o. The invoice header information will display on the screen.*
>
> *Type **N**+ the **Enter** key if this is not an adjustment and return to Step 2.*
>
> *Type **Y**+ the **Enter** key to edit this existing invoice. Proceed to Step 13.*

4. Inv Date:

Type the invoice date in MMDD format and **Enter** or press the **Enter** key to accept the default application date. No dashes or slashes are required. The system will insert the current century and year.

5. Due Date:

Type the invoice due date in MMDD format and **Enter** or press the **Enter** key to accept the default application date. No dashes or slashes are required. The system will insert the current century and year.

> *Note: The due date is automatically calculated if the vendor has a terms code that requires number of days until due.*

Press **F2** to return to the previous input field.

6. Non Disc:

Type the non-discount amount, such as freight, and **Enter**.

> *Note: The system subtracts this amount from the invoice total before calculating the discount amount.*

7. Inv Amt:

Type the amount of the invoice and **Enter**.

> *Note: If this entry is an adjustment to an existing invoice, only enter the amount you want to adjust. If you want to deduct from the invoice amount, precede the amount with a minus sign (hyphen). If you are only editing the invoice dates, enter a zero for the amount.*

8. Disc Due:

Type the discount due date for this invoice in MMDD format and **Enter** or press the **Enter** key to accept the default date calculated by the system. No dashes or slashes are required. The system will insert the current century and year.

9. Disc Amt:

Press the **Enter** key to accept the default discount amount or type an amount of discount and **Enter**.

> *Note: The system calculates the discount amount and discount date, if applicable, based on the terms code in the vendor file. You can change the discount amount or set the amount to zero if you are not taking the discount. This amount is calculated only once when you initially enter the invoice. If you change the amount of the invoice or the invoice date, you must manually enter the new discount date and discount amount.*

10. Pay Cycle:

Press the **Enter** key to accept the default pay cycle displayed or enter a different pay cycle and **Enter**.

Press the **Spacebar+** the **Enter** key if there is not pay cycle for this vendor.

11. Memo:

Type up to a thirty (30) character notation about this transaction and **Enter**.

> *Note: The memo field prints on the A/P check stub if you have the parameters set up for format 2 in the 'Accounts Payable Parameters', located on the Accounts Payable Definition Menu.*

12. PO No:

Type a purchase order number to reference this invoice and **Enter**.

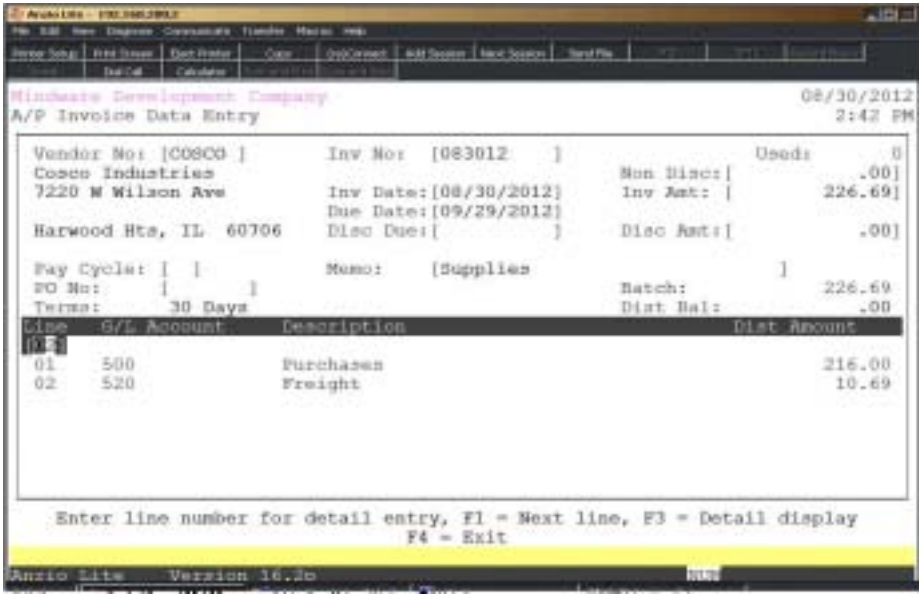
13. Is The Data Correct? (Y)es, (N)o, (D)elete of (E)nd:

Type **Y** to accept the invoice header information. Proceed to Step 14.

Type **N** to edit the header information. Go to Step 4.

Type **D** to remove this invoice from the batch total. Return to Step 2.

Type **E** to abort this invoice entry and return to the Invoice & Manual Check Entry menu.



14. Line No:

Press the **Enter** key to have the system automatically assign the next incremental line number or type an existing **line number+** the **Enter** key that you need to edit.

Press **F1** to display the next existing line number.

Press **F4** to exit the distribution entry window. Return to Step 4.

> *Note: If the distribution amounts are not correct, this message displays on your screen: 'Warning: Invoice Data Entry Is Out Of Balance. Distributions Must Equal Invoice Total. CR to Continue or (D)elete:*
>
> *Press the **Enter** key to edit line distributions.*
>
> *Type **D** to delete and re-enter line distributions.*

15. G/L Account:

> *Note: The cursor moves to the General Ledger account number distribution window. The system displays the default account number you entered in Step 2.*

Press the **Enter** key to accept the account displayed or type **?** to display the General Ledger Account Selection window.

> *Note: The account description displays to the right of the account number.*

Note: The expense account number established for this vendor in the vendor file displays at the cursor position. The distribution balance displays the amount you must distribute to the General Ledger.

If you are converting an existing system to Total Order Plus and you are interfaced to the General Ledger module, enter the Accounts Payable account number to avoid double entry to the General Ledger, if applicable.

16. Distribution:

Press the **Enter** key to accept the displayed balance or type the amount you want to distribute to this account number.

Note: The cursor returns to the General Ledger account number field. Each time you enter an account number, the remaining invoice balance displays as a default amount for that entry. The Invoice Balance field displays the remaining invoice balance. When the entire entry is distributed, the invoice balance is zero.

17. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** if the distribution is correct. The cursor returns to the invoice number field in Step 3.

Type **N** to make distribution adjustments where necessary. Go to Step 15.

Type **D** to remove the entire G/L distribution. Return to Step 14.

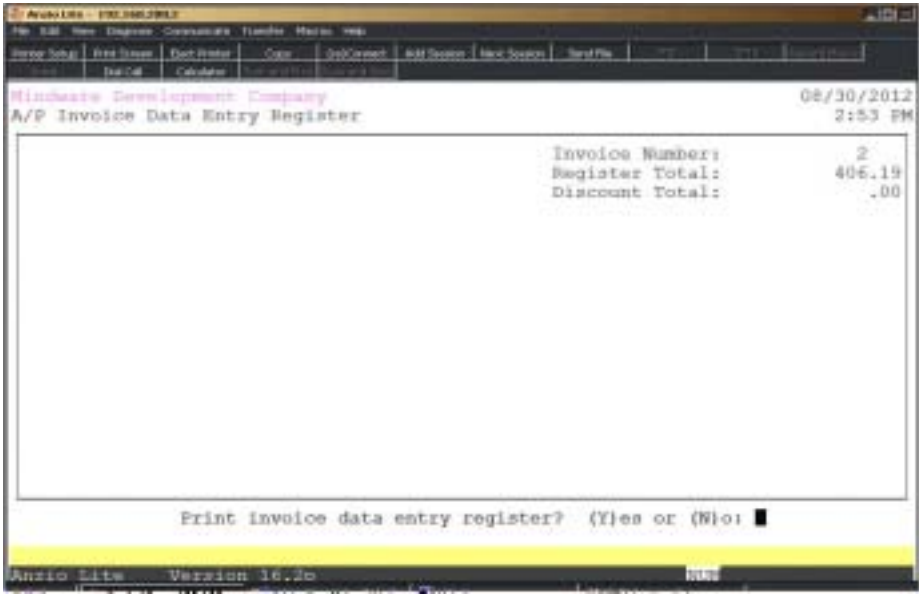
Invoice Data Entry Register

Overview

After entering invoices, you can print the Invoice Data Entry Register for a detailed listing to check for accuracy. After checking your entries, you can run the invoice update to post to the Vendor Masterfile, the Open Invoice file and the General Ledger.

The invoice account distribution is posted to the End-Of-Day transaction file on the General Ledger System Menu using the Accounts Payable system date.

The register prints in vendor order showing the vendor code and name, invoice number, invoice date, invoice due date, discount amount and invoice distribution by General Ledger account number.



Procedure

1. Choose Invoice Data Entry Register on the Invoice & Manual Check Menu.

2. Print Invoice Data Entry Register? (Y)es or (N)o:

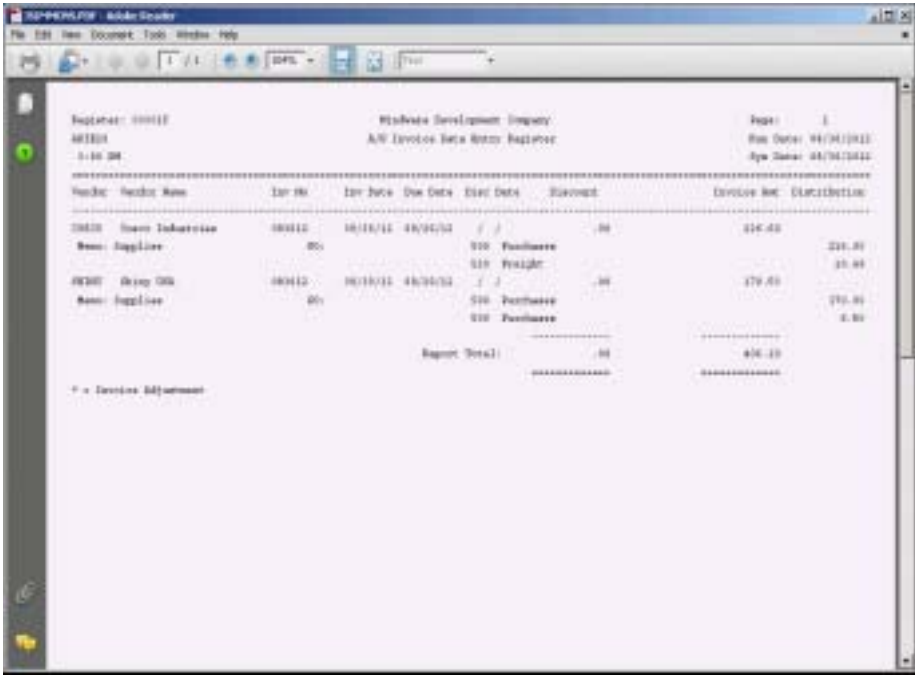
Type **Y** to print the invoice register. Go to Step 3.

Type **N** to abort the print and return to the Invoice & Manual Check Menu.

3. Select the appropriate printer for this report.

Note: You will be prompted to update the invoices when the report is printed.

Invoice Data Entry Register Sample



Manual Check Data Entry

Overview

The Manual Check Data Entry program allows you to record manually written checks and apply them to open invoices already on file or apply them to new invoices. You can add new invoices as you enter the manual check information and one check can cover several invoices. Each invoice can be distributed to multiple General Ledger accounts.

You cannot edit checks that have already been updated. You must reverse a check using this program. If the invoices were already on file, the invoices will be written back to the open invoice file for that vendor.

To void a check using this program , just enter V after the check number.

All manual check entries are updated to the monthly disbursement file and to the check history file.

Procedure

1. Choose Manual Check Data Entry on the Invoice & Manual Check Menu.

2. Check No:

Type a new check number and **Enter** or press **F1** to assign the next available number from check history.

Press **F4** to return to the Invoice & Manual Check Menu.

3. Is This A Check Reversal? (Y-N):

Note: If this is a check reversal, the system displays the check date, vendor code and name and the check amount. Proceed to Step 7.

4. Check Date:

Type the check date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press the **Enter** key to accept the default application date.

5. Vendor No:

Type the vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Type **NOF+** the **Enter** key if the vendor is 'Not On File' in the vendor masterfile.

Note: The system will prompt you to enter the name of the NOF vendor.

6. Check Amount:

Type the total amount of the check and **Enter**.

Note: You can write one check for multiple invoices.

Press **F2** to return to the previous input field.

7. Is The Heading Information Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key if the heading information is correct.

Type **N+** the **Enter** key to return to the check date field in Step 4.

Press **F7** or type **DELETE+** the **Enter** key to remove the entire entry and return to the check number field in Step 2.

8. Invoice No:

Type an invoice number and **Enter** or type **?** to display the Open Invoice Selection window or press **F1** to display the open invoices for this vendor.

Press **F8** to end invoice input and return to the check number field in Step 2.

> *Note: The invoices covered by this check can be from your open invoice file or a new invoice number. If you enter an invoice number already on file for this vendor, payment information is displayed. Proceed to Step 13.*
>
> *If the invoice is a reversal and was entered during 'Manual Check Data Entry' instead of 'Invoice Data Entry', you must distribute the expenses to the General Ledger. If the invoice numbers affected by this reversal were entered in 'Invoice Data Entry', the invoice is reset to open status and written back to the open invoice file.*

9. Inv Date:

Type the invoice date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

10. Discount Amt:

Type the discount amount, if applicable, and **Enter**.

11. Retention Amount:

Type the retention amount and **Enter**.

Note: This field only displays if you answer Y to retention in the 'Accounts Payable Parameters' on the Accounts Payable Definition Menu.

12. Amt Applied:

Type the amount of this invoice to be paid and **Enter**.

13. Is The Invoice Information Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key if the information is correct. Go to Step 8.

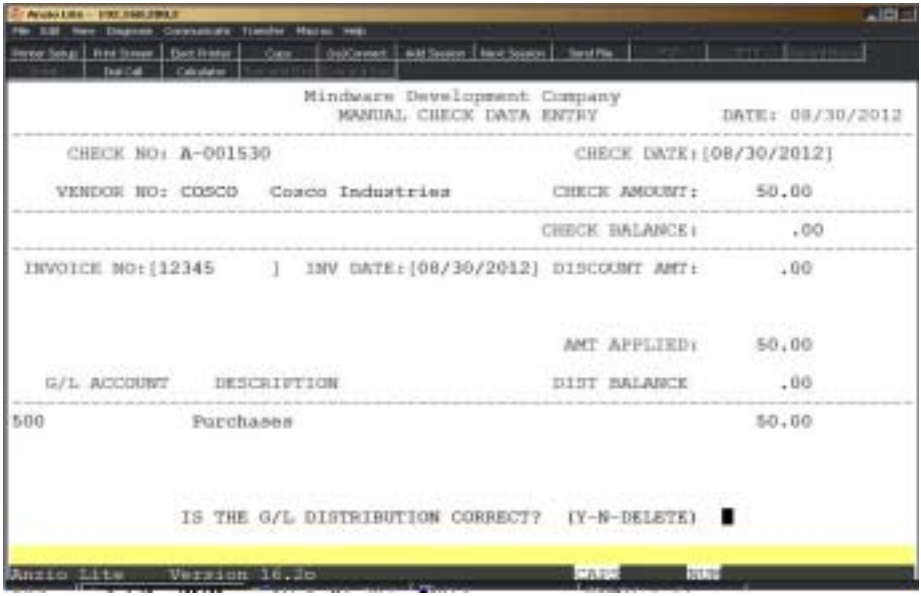
Type **N+** the **Enter** key to edit the invoice information. Return to Step 9.

Press **F7** or type **DELETE+** the **Enter** key to delete this invoice. The cursor returns to the invoice number field in Step 8.

*Note: If you have not distributed the entire check and you type **END** at the invoice number field, the following message displays: 'Check Is Not In Balance. CR or Delete'.*

*Press the **Enter** key to make the necessary corrections until the check balance is zero.*

*Press **F7** or type **DELETE+** the **Enter** key to remove this entire entry.*



14. G/L Account:

Press the **Enter** key to accept the default account number or type **?** to display the Account Number Selection window. The account description is displayed to the right of the account number.

> *Note: If this vendor is on file, the expense account defaults from the Vendor Masterfile. NOF vendors require you to manually input an appropriate account number.*

15. Dist Balance:

Press the **Enter** key to accept the displayed amount or type a new distribution amount and **Enter**.

> *Note: The cursor returns to Step 17 for additional account number entries. The invoice expense can be distributed to multiple accounts, such as, materials, freight, returns, etc.*

Press the **Enter** key or **F4** to end the distribution.

16. Is The G/L Distribution Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key if the amount is correct and return to the invoice number in Step 8.

Type **N+** the **Enter** key to return to edit the distribution amount in Step 15.

Type **DELETE+** the **Enter** key to delete the entire entry. Go to Step 2.

Note: You cannot edit or delete the account number once an entry is made. If you do not wish to use the account, enter a zero in the amount field. Continue to make additions or corrections until the check distributions is equal to zero.

Note Regarding Check Reversals: If you reverse a check from a previous accounting period and End-Of-Period processing has occurred, the system does not retain the detailed information about the original check. You can still enter the reversal but you must also do the following:

- Enter the check number followed by an R for reversal

- Enter the original check date and vendor number

- Enter the amount of the check (will automatically go negative)

- Enter the invoice number and date

- Enter the discount amount, if applicable

- Enter the G/L distribution amounts

- Re-enter the original invoice in 'Invoice Data Entry' if you want the invoice to show on the vendor's account in the 'Open Invoice Display' on the Vendor Sub-Menu

Manual Check Register

Overview

This option gives a detailed list of manual check entries sorted by check number. The report includes check date, vendor number and name, invoice number and distribution information.

This report must be printed in order to update the entries to the disbursement file for 'Period-End Processing' and the Check History file.

Procedure

1. Select Manual Check Register on the Invoice & Manual Check Menu.

2. Print The Manual Check Register? (Y)es or (N)o:

Type **Y** to print the manual check register.

Type **N** to abort the register and return to the Invoice & Manual Check Menu.

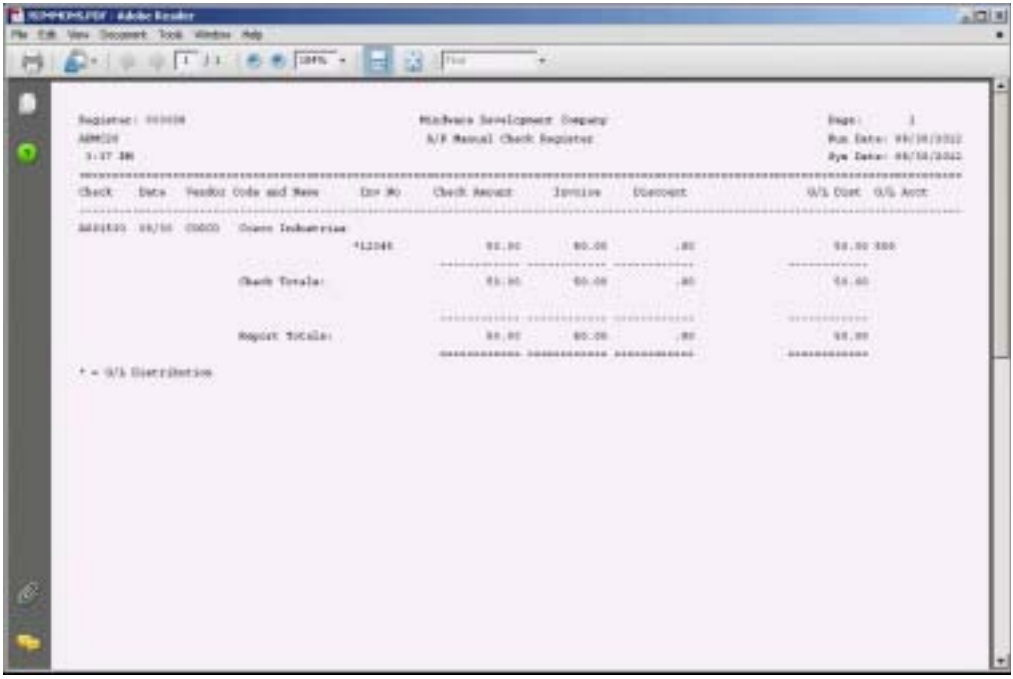
3. Choose the appropriate printer for this report.

4. Are You Ready To Update The Manual Checks? (YES-NO):

Type **YES+** the **Enter** key to update the manual checks.

Type **NO+** the **Enter** key to abort the update and return to the Invoice & Manual Check Menu.

Manual Check Register Sample



Register: XXXXXX Middware Development Company Page: 1
ADMIN A/P Manual Check Register Run Date: 99/99/9999
1:17 PM Sys Date: 99/99/9999

Check	Date	Vendor Code and Name	Inv No	Check Amount	Invoice	Discount	G/L Dist	G/L Acct
0000000	99/99	CODCO Cisco Industries						
			*12345	99.99	99.99	.99		99.99 999
		Check Totals:		99.99	99.99	.99		99.99
		Report Totals:		99.99	99.99	.99		99.99

* = G/L Distribution

Payment Selection & Check Printing Menu

Overview

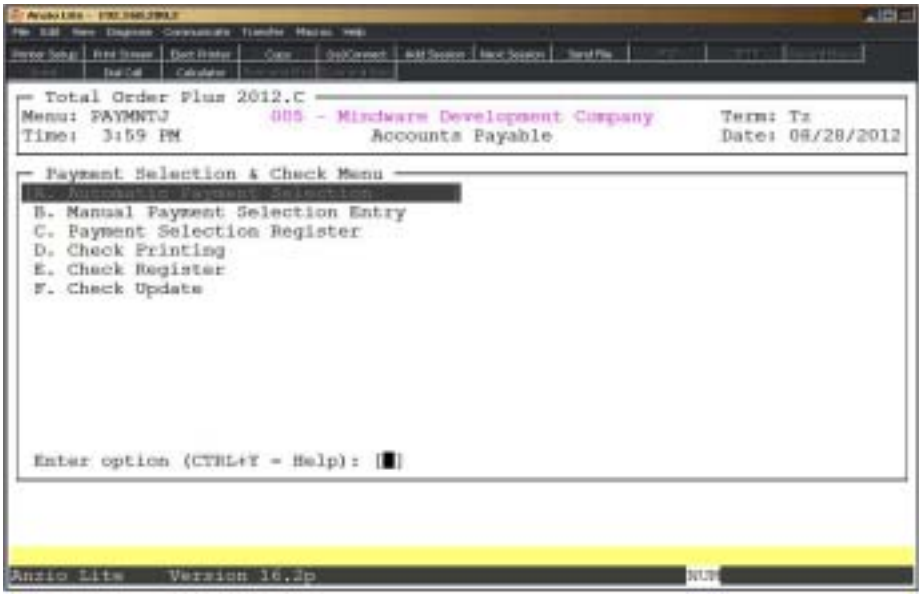
You have two options when you select invoices for payment:

'Automatic Payment Selection' allows you to pay all invoices, pay according to pay cycle, by invoice due date or discount due date. You can choose more than one payment selection. The system scans the open invoice file for invoices that fall within the categories selected.

'Manual Payment Selection Entry' allows you to enter each vendor and only those invoices you want to pay. You have the capability to do partial payments.

After either selection, make sure the 'Payment Selection Register' reflects only the invoices you selected for payment before going into the check printing process. Any credit amounts on the vendor account will be selected and subtracted from the net payment due.

During the check printing process, make sure the checking account code displayed is the correct code for the account you use to write checks. The system allows for multiple bank accounts and General Ledger cash accounts.



Automatic Payment Selection

Overview

Automatic Payment Selection offers four ways to select invoices for payment:

By Pay Cycle: Select pay cycles to pay. If you assigned pay cycle codes to vendors in 'Vendor Status Maintenance' (i.e. pay cycle 10 could indicate to select vendor invoices that are paid on the 10th of each month).

By Due Date: Select invoices by the date invoices are due for payment.

By Discount Due Date: Select invoices by the last day on which discount applies.

All Open Invoices. Select all open invoices for payment. Invoices can be deleted from payment using the 'Manual Payment Selection Entry' program.

> *Note: If you have made a previous selection without printing checks, you have an option to clear the previous selection.*

Procedure

1. Choose Automatic Payment Selection on the Payment Selection & Check Printing Menu.

2. Do You Want To Clear The Previous Selection? (Y-N):

Type **Y+** the **Enter** key to erase the previously selected invoices.

Type **N+** the **Enter** key to keep or add to the previous selection.

Note: If you company does not have divisions, go to Step 4.

3. Enter The Division (#-ALL-END):

Type the division number for which you want to write checks and **Enter**.

Type **ALL+** the **Enter** key to allow selections from all divisions.

Type **END+** the **Enter** key to return to the Payment Selection & Check Printing Menu.

4. Enter Option (#-END):

Type **1+** the **Enter** key to select invoices by pay cycle.

Note: You can enter up to ten different pay cycles, side by side, with no spaces in between (i.e. 102040 would be pay cycle 10, cycle 20 and cycle 40). If you select a pay cycle less than two (2) digits in length, you must enter a leading zero (i.e. enter 5 as 05).

Type **2+** the **Enter** key to select invoices by the date the invoices are due for payment. Enter the date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year. Proceed to Step 5.

Type **3+** the **Enter** key to select invoices by the last day on which discounts apply. Enter the date in MMDD format and **Ente**r. No dashes or slashes are required. The system will insert the current century and year. Proceed to Step 5.

Type **4+** the **Enter** key to select all invoices for payment.

Note: If you selected a division in Step 3, this selection is limited to that division.

5. Is The Above Selection Correct? (CR-N):

Press the **Enter** key to confirm selections.

Type **N+** the **Enter** key to change pay cycles or date selections. Go to Step 4.

6. Do You Want To Allow Past Due Discounts? (Y-N):

Type **Y+** the **Enter** key to take discounts even though the payment date may be past the discount due date.

Type **N+** the **Enter** key to let discount dates remain in effect.

Note: The system scans the open invoice file and displays the invoice numbers that meet the criteria you specified for selection.

7. Do You Want To Make Another Selection? (Y-N):

Type **Y+** the **Enter** key to make an additional selection. Go to Step 4.

Type **N+** the **Enter** key to continue the payment selection process.

Note: The system allows for multiple selections. If an invoice falls into more than one selection category, the system will not allow a double payment.

Manual Payment Selection Entry

Overview

The Manual Payment Selection feature lets you select invoices for payment on a vendor-by-vendor basis. For each vendor you select, you can pay all invoices or select individual invoice numbers. You can pay an invoice in full or you can override the invoice amount for a partial payment.

If you selection invoices using 'Automatic Payment Selection', you can use this program to remove a particular vendor or invoice from that payment group. You also use this program to make any corrections necessary on the 'Payment Selection Register'.

Procedure

1. Choose Manual Payment Selection on the Payment Selection & Check Printing Menu.

2. Vendor No:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F8** to return to the Payment Selection & Check Printing Menu.

3. Invoice No (ALL):

Type an invoice number and **Enter**. The invoice information displays on the screen.

Type **ALL+** the **Enter** key to write all invoices for this vendor to the selection file. Go to Step 6.

Type **?** to display open invoices for this vendor.

Press **F1** to select multiple open invoices for this vendor.

To cancel all invoices for this vendor, proceed to Step 5.

> *Note: If a vendor has already been selected in 'Automatic Payment Selection', you have an option to cancel all of his entries from the selection file.*

4. Is The Data Correct? (CR-N-CANCEL):

Press the **Enter** key to add this invoice to the selection file.

Type **N+** the **Enter** key to edit the discount amount or the amount of payment.

Type **CANCEL+** the **Enter** key to remove this invoice from the selection file.

5. Do You Want To Cancel These Entries? (Y-N):

Type **Y+** the **Enter** key to remove all invoices for this vendor from the selection file. Go to Step 2.

Type **N+** the **Enter** key to retain all invoices for this vendor in the selection file.

6. Do You Want To Add These Entries? (Y-N):

Type **Y+** the **Enter** key to add all open invoices for this vendor to the selection file.

Type **N+** the **Enter** key to prevent invoices from being added to the selection file.

7. Do You Want To Allow Past Due Invoices? (Y-N):

Type **Y+** the **Enter** key to take discounts even though the payment date may be past the discount due date. Return to vendor code in Step 2.

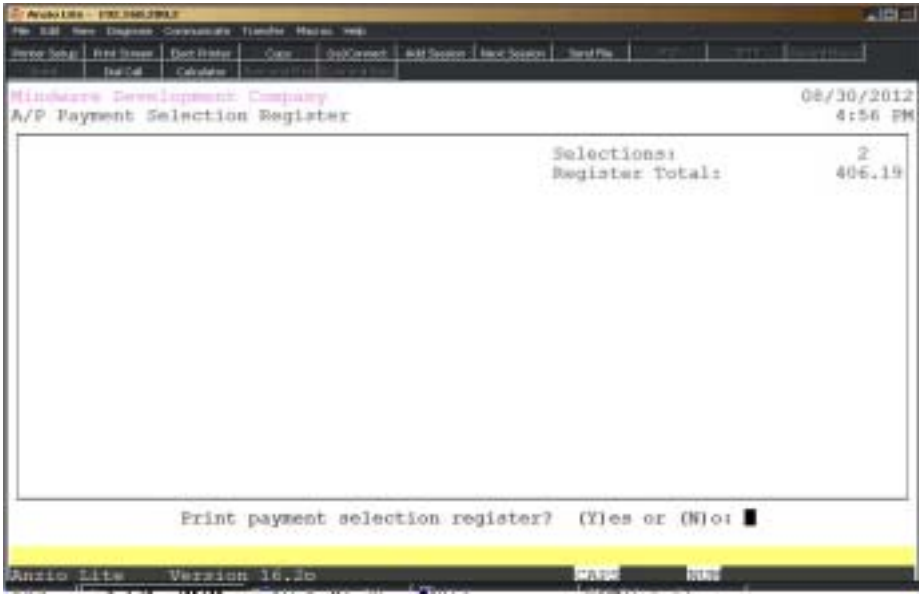
Type **N+** the **Enter** key to let discount dates remain in effect. Return to Step 2.

Payment Selection Register

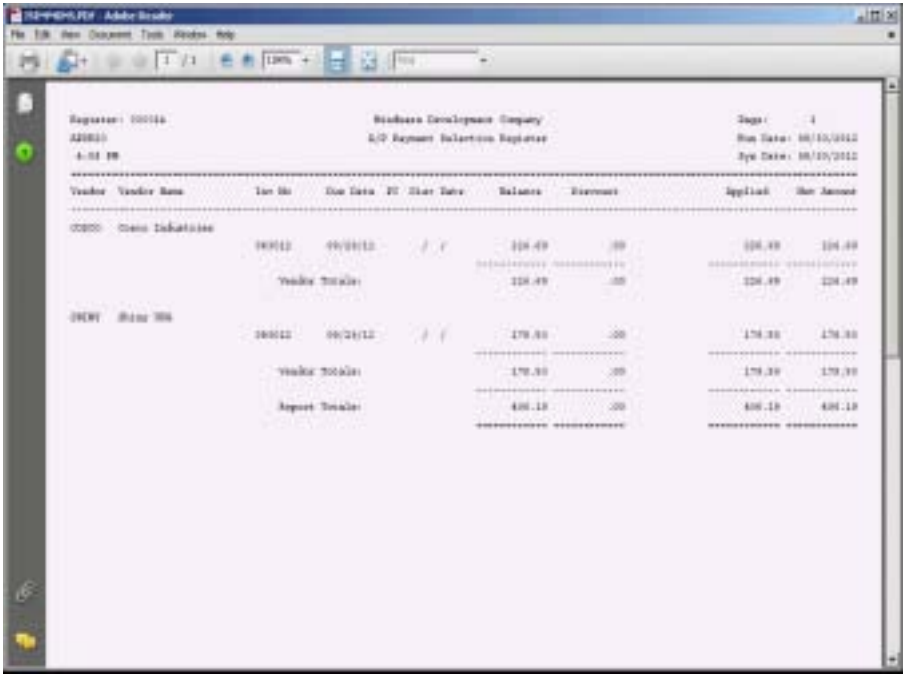
Overview

The Payment Selection Register lists each vendor and all invoices that will be printed on the voucher portion of the check. Information on the report include vendor code and name, invoice numbers, invoice due date and discount date, pay cycle, invoice balance amount, discount amount, amount applied to each invoice and the net amount of the check.

Once the register is printed, the following message displays on your screen: 'Are You Ready To Print The Checks?'. If the selection register is correct, you can go ahead and print checks. However, if you need to make any corrections, you must answer no to this question. Otherwise, you will not be able to enter corrections using 'Manual Payment Selection'.



Payment Selection Register Sample



Check Printing

Overview

Prior to printing checks, be sure to change the application date. Press the **F5** key and enter the date that you want to print on the checks and also to post transactions to the General Ledger during the check update.

Procedure

1. Choose Check Print on the Payment Selection & Check Printing Menu.

2. Is This A Restart? (Y-N-END):

Type **Y+** the **Enter** key if you are **restarting** the check print. Go to Step 13.

> *Note: You will only see this message if you had not completed the check print process.*

3. Check Date:

Type the date you want to print on the check in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

4. Is The Date Correct? (CR-N):

Press the **Enter** key to accept the check date as displayed.

Type **N+** the **Enter** key to reenter the date. Return to Step 3.

5. Please Load The <bank name> Check Forms. 'X' Is The Current Bank Code, Enter 'C' to Change Bank Code, CR to Continue Or End:

If the bank code is correct, load your check forms in the printer and **Enter**.

Type a different bank code and **Enter** (you can have multiple banks).

Type **END+** the **Enter** key to return to the Payment Selection & Check Printing Menu.

6. Enter The Starting Check No:

Type the number for the first check to be printed and **Enter**.

7. Select the appropriate printer for this report.

8. Do You Want To Print A Test Pattern? (Y-N):

Type **Y+** the **Enter** key to print a test pattern on the first check if you are not using a laser printer.

Type **N+** the **Enter** key continue with check printing.

9. Did The Checks Print Properly? (Y-N):

Type **Y+** the **Enter** key if the checks printed correctly. Proceed to Step 10.

Type **N+** the **Enter** key if the checks did not print correctly. Go to the restart procedure in Step 13.

10. Load Stock Paper and CR When Ready:

Replace the check forms with regular report paper on the printer and **Enter**.

11. Are You Ready To Print The Check Register? (Y-N):

Type **Y+** the **Enter** key to generate a list of all the checks that were printed.

Type **N+** the **Enter** key to return to the Payment Selection & Check Printing Menu.

12. Are You Ready To Update Cash Disbursements? (YES-NO):

Type **YES+** the **Enter** key to update the check information.

Type **NO+** the **Enter** key to return to the Payment Selection & Check Printing Menu.

> *Note: You must print the Check Register and run the Check Update to complete the payment selection procedure. Otherwise, the checks will not be updated to the disbursement file and the invoices will not be reflected as paid*

for each vendor. You will not be able to process another selection until these two steps are completed.

13. Is This A Restart? (Y-N-END):

Type **Y+** the **Enter** key to restart check printing. Return to Step 4.

Type **N+** the **Enter** key to reprint all checks. Return to Step 3.

Type **END+** the **Enter** key to return to the Payment Selection & Check Printing Menu.

14. Enter The First Vendor Code:

Type the vendor code where check printing will restart and **Enter**.

Note: If the first vendor code is a NOF (Not On File) vendor, the system will prompt you for a beginning invoice number. Check printing will resume with that invoice number.

Check With Voucher Sample

NOTE: Please view our check samples on our support website www.mindwarecorp.com.

Laser Check Sample

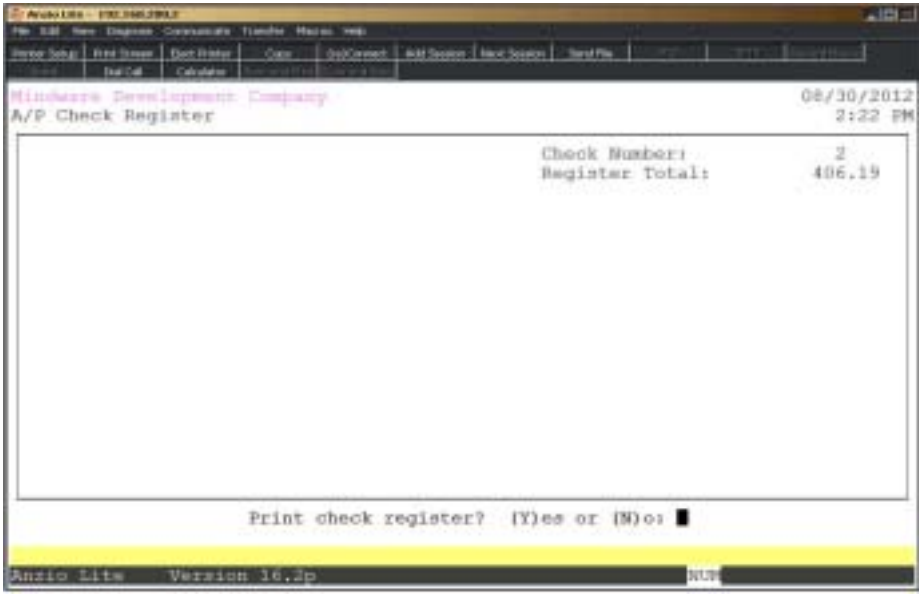
NOTE: Please view our check samples on our support website www.mindwarecorp.com.

Check Register

Overview

The Check Register prints a list of all checks printed for the bank specified during the check printing process. The list contains the check number, vendor number and name, check date, gross amount of the check, discount amounts and the net check total. All void checks are recorded and printed on the register.

The report will also print totals by division if so specified in the 'Accounts Payable Parameters' located on the Accounts Payable Definition Menu.



Procedure

1. Choose Check Register on the Payment Selection & Check Printing Menu.

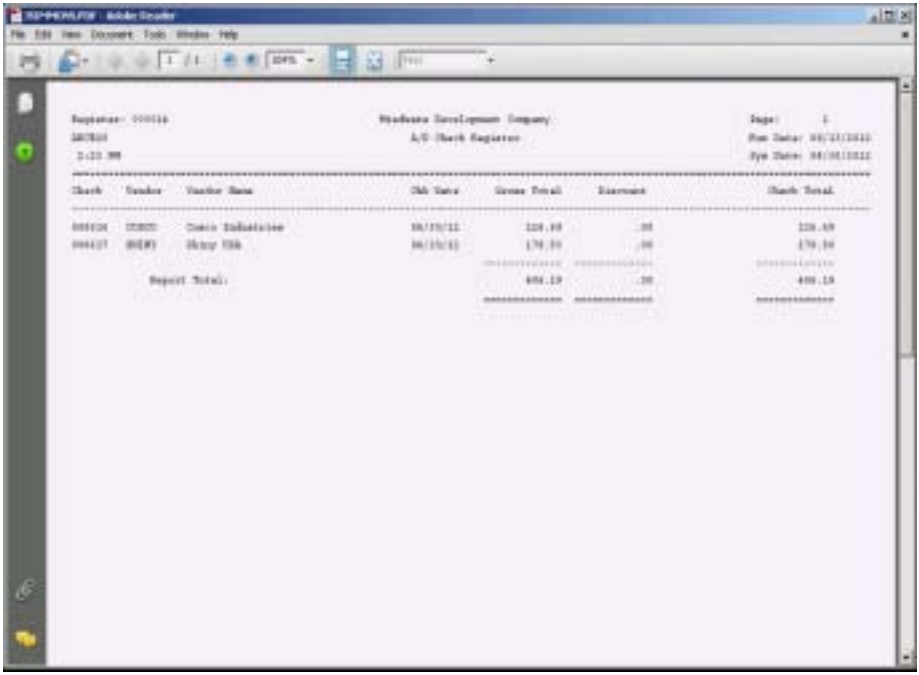
2. Select the appropriate printer for this report.

3. Are You Ready To Update Cash Disbursements? (YES-NO):

Type **YES+** the **Enter** key to update the check information to the vendor file and the check history file.

Type **NO+** the **Enter** key to return to the Payment Selection & Check Printing Menu.

Check Register Sample



Check Update

Overview

The Check Update program clears the check writing files, generates transaction postings to the General Ledger, flags open invoices to a paid status in the Open Invoice File, adds to the Purchases-To-Date in the Vendor Masterfile and writes the information to the Check History File.

Procedure

1. Choose Check Update on the Accounts Payable Payment Selection & Check Printing Menu.

2. Are You Ready To Update Cash Disbursements? (YES-NO):

Type **YES+** the **Enter** key to update the cash disbursements to the check history file, cash disbursement transaction file and the check reconciliation file.

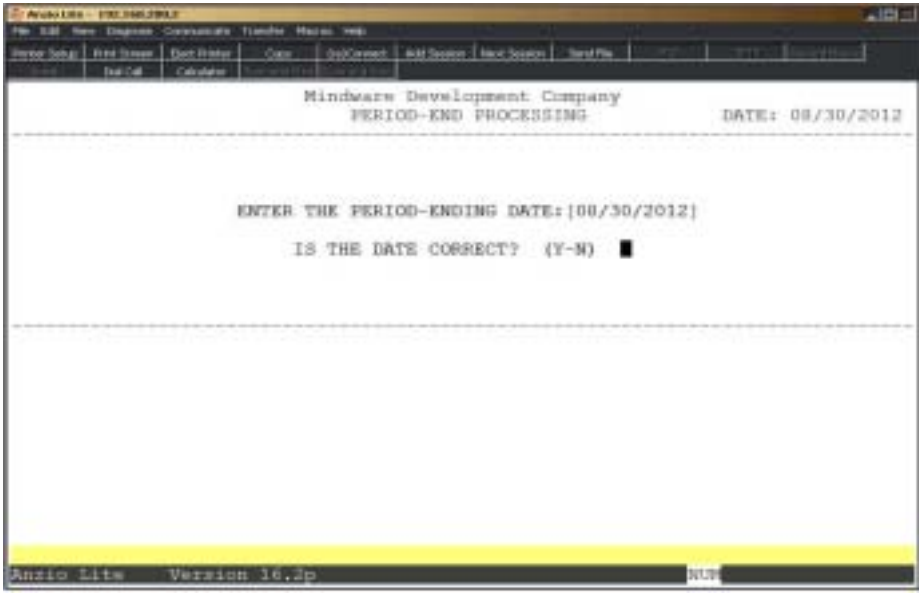
Type **NO+** the **Enter** key to return to the Accounts Payable Payment Selection & Check Printing Menu.

> *Note: You will not be able to process any additional checks until this step is completed.*

Period-End Processing

Overview

Period-End Processing is a procedure that you should perform at the end of each accounting period. During this process the transaction files are cleared and the period-to-date purchase figures for each vendor are reset to zero. The system automatically generates two audit reports: the 'Aged Open Invoice Report' and a 'Disbursement Register'.



Procedure

1. Choose Period-End Processing on the Accounts Payable System Menu.

2. Enter The Period-Ending Date:

Press the **Enter** key to accept the application date or type in a new date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

3. Is The Data Correct? (Y-N):

Type **Y+** the **Enter** key to accept the date as displayed.

Type **N+** the **Enter** key to edit the period-ending date.

Aging Date:

1. Invoice Date

2. Invoice Due Date

4. Enter Your Option: (#-END):

Type **1+** the **Enter** key to generate an 'Aged Open Invoice Report' based on the date of the invoice.

Type **2+** the **Enter** key to generate an 'Aged Open Invoice Report' based on the invoice due date.

5. Are You Ready To Print The Disbursement Register? (Y-N):

Type **Y+** the **Enter** key to generate the register for this period.

Type **N+** the **Enter** key to abort the Period-End Processing and return to the Accounts Payable System Menu.

6. Are You Ready To Clear A/P Period-To-Date Data? (Y-N):

Type **Y+** the **Enter** key to clear the disbursement file and reset the period-to-date totals to zero in the vendor file.

Type **N+** the **Enter** key to abort period-end and return to the Accounts Payable System Menu.

7. Are You Ready To Clear A/P Year-To-Date Data? (Y-N):

Type **Y+** the **Enter** key to clear year-to-date totals for each vendor if this period is the end of your fiscal year.

Type **N+** the **Enter** key to return to the Accounts Payable System Menu.

> *Note: This prompt displays if the processing date is in the year-end closing month you specified in the 'Accounts Payable Parameters' on the Accounts Payable Definition Menu. If you do not choose to clear the year-to-date totals at this time, you must do so before entering invoice information for the new year.*

Check Reconciliation

Overview

Check Reconciliation matches the bank balances on your General Ledger, if applicable, with the balances on your monthly bank statement. Before starting this procedure, you should examine your bank statement and note which checks are outstanding. Do the same with deposit slips. Note any adjustments to your bank balance such as returned check charges, service charges, etc.

This feature is only available if you answered yes to check reconciliation in the 'Accounts Payable Parameters' on the Accounts Payable Definition Menu.

Procedure

1. Choose Check Reconciliation on the Accounts Payable System Menu.

2. Bank ID:

Type the single character bank ID for the account you want to reconcile and **Enter**. The bank name displays on your screen for verification.

Type **END+** the **Enter** key to return to the Accounts Payable System Menu.

3. Reconciliation Date:

Type the bank statement date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

4. General Ledger Balance:

Type the G/L balance for this account as of the reconciliation date and **Enter**.

5. Bank Statement Balance:

Type the balance shown on the bank statement and **Enter**.

Note: The system maintains the Adjusted Balance fields. The Check Reconciliation Sub-Menu Displays.

6. **Header Information Maintenance:**

Type **1+** the **Enter** key to change the reconciliation date, statement balance or G/L balance.

7. **Enter Outstanding Deposits:**

Type **2+** the **Enter** key to enter deposits made but not cleared by the bank.

- Number: Type the deposit number and **Enter**.
- Deposit Date: Type the date of the deposit in MMDD format and **Enter**. The system will insert the current century and year.
- Memo: Type a memo about this deposit and **Enter**. This is an optional field.
- Amount: Type the amount of the deposit and **Enter**.
- Return to the Number field to enter additional deposits.

Is The Data Correct? (Y-N):

Type **Y+** the **Enter** key to accept the deposits and return to the Accounts Payable System Menu.

Type **N+** the **Enter** key to return the cursor to the Deposit Amount field to make any necessary corrections.

8. **Enter Paid Checks:**

Type **3+** the **Enter** key to mark all checks for the current processing period which have not cleared the bank.

Is The Data Correct? (Y-N):

Type **Y+** the **Enter** key if the checks displayed show the correct paid flag.

Type **N+** the **Enter** key to change the paid field flag.

Note: You can add additional checks if needed. You should enter only those checks dated on or before the reconciliation date entered in Step 3. The system will not recognize any entries with dates past the reconciliation date. Type the check number, date, payee and amount and set the paid flag to yes or no on all new entries.

9. **Enter Account Adjustments:**

Type **4+** the **Enter** key to make entries for adjustments for debit or credit memos, bank service charges, check printing charges or returned checks.

- Number: Type a reference number for this adjustment and **Enter**.
- Date: Type the adjustment date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.
- Memo: Type a brief description of the adjustment and **Enter**. This field is optional.
- Amount: Type the amount of the adjustment and **Enter**. Adjustments are subtracted from the G/L Adjusted Balance field as you enter them.

Note: If you have interest earned or a credit memo and want to add either entry to the balance, you must enter the amount as a negative number.

Is The Data Correct? (Y-N):

Type **Y+** the **Enter** key if the data is correct.

Type **N+** the **Enter** key to return to the first adjustment field for corrections.

Note: After you complete your adjusting entries, the balances shown in the Adjusted Balance field should match. If they do not, go back and review your entries for accuracy.

10. **Print Reconciliation:**

Type **5+** the **Enter** key to print the reconciliation statement.

Note: Outstanding deposits and checks, all adjusting entries and your ending balance are documented on this report.

11. Do You Want To Clear The Check Reconciliation File? (YES-NO):

Type **YES+** the **Enter** key to clear the reconciliation file for this bank and return to the Accounts Payable System Menu.

Type **NO+** the **Enter** key to return to the Check Reconciliation Sub-Menu. Return to Step 2.

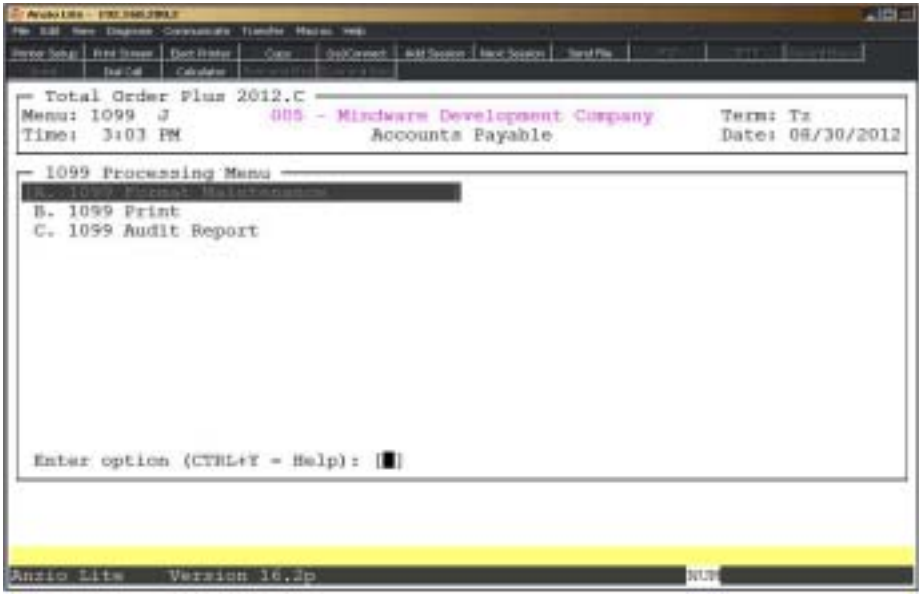
1099 Processing Menu

Overview

To process 1099 forms for vendors at the end of the calendar year, you must have a federal ID number and a 1099 type code in each vendor's masterfile status record. The system will scan the vendor file and print an audit report that will reflect the vendors that should receive a 1099 for the calendar year.

Prior to printing the 1099 forms, make sure the information in '1099 Format Maintenance' has the correct print positions.

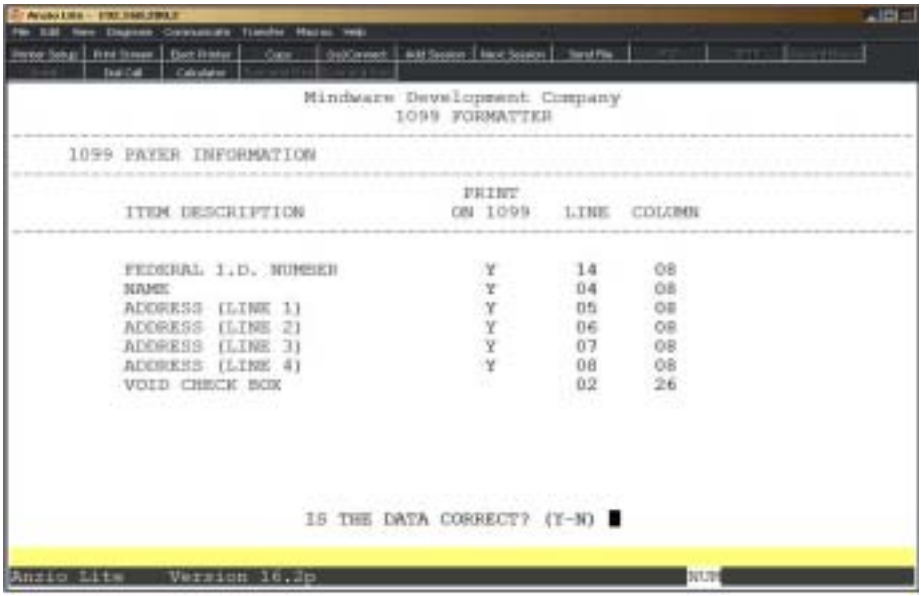
> *Note: The 1099 forms **must** be printed prior to closing the year and before any data has been entered for the new year. The Year-To-Date figures in the vendor file are the figures that print on the forms.*



1099 Format Maintenance

Overview

The 1099 Format Maintenance program displays each field that is printed on the 1099 form and allows you to determine what fields should print on the form, on what line of the form and in which column. The system originally comes with the proper print positions. If the government changes the format, you must edit the following screens.



Procedure

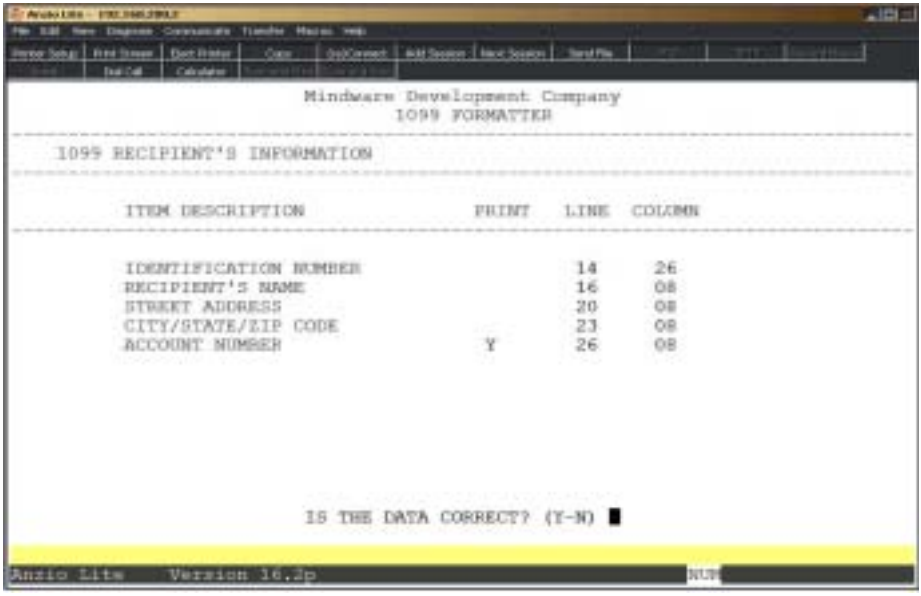
1. Choose 1099 Format Maintenance on the 1099 Processing Menu.

2. Is The Data Correct? (Y-N):

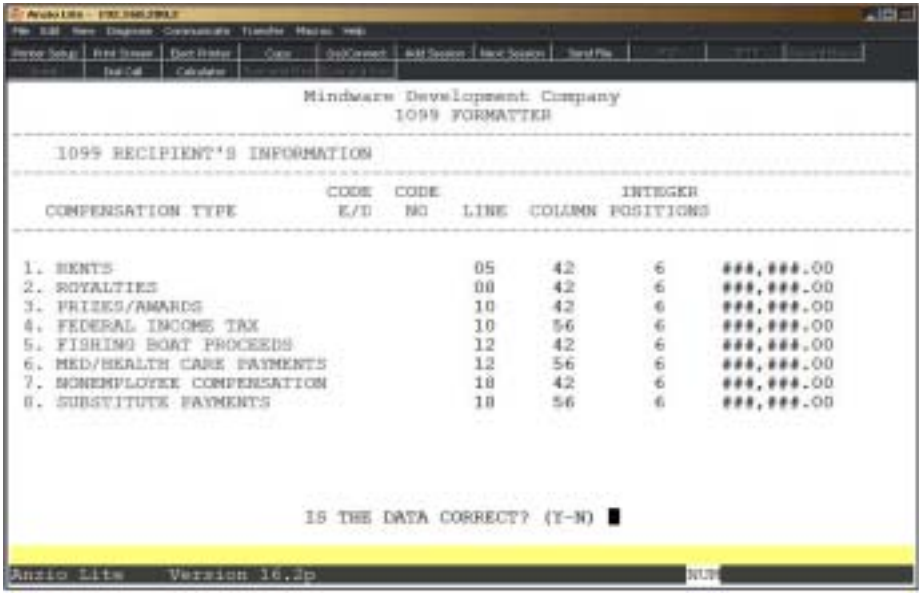
Type **Y+** the **Enter** key if the print positions are correct. Proceed to the next screen.

Type **N+** the **Enter** key to edit the print parameters.

> *Note: You have to enter Y to print the information on the 1099 form for each field displayed on the screen. You must also specify the line on the form and the column print position on the form (right to left). These will only change from year to year if the form itself changes by the government.*
>
> *Follow the same instruction for all three screens.*



```
                          Mindware Development Company
                                  1099 FORMATTER

   1099 RECIPIENT'S INFORMATION

         ITEM DESCRIPTION                  PRINT    LINE   COLUMN

         IDENTIFICATION NUMBER                      14      26
         RECIPIENT'S NAME                           16      08
         STREET ADDRESS                             20      08
         CITY/STATE/ZIP CODE                        23      08
         ACCOUNT NUMBER                    Y        26      08




                          IS THE DATA CORRECT? (Y-N)

Anzio Lite     Version 16.2p                                    NUM
```



```
                          Mindware Development Company
                                  1099 FORMATTER

   1099 RECIPIENT'S INFORMATION

                                 CODE  CODE                        INTEGER
   COMPENSATION TYPE             E/D   NO    LINE  COLUMN POSITIONS

1. RENTS                                   05      42      6      ###,###.00
2. ROYALTIES                               08      42      6      ###,###.00
3. PRIZES/AWARDS                           10      42      6      ###,###.00
4. FEDERAL INCOME TAX                      10      56      6      ###,###.00
5. FISHING BOAT PROCEEDS                   12      42      6      ###,###.00
6. MED/HEALTH CARE PAYMENTS                12      56      6      ###,###.00
7. NONEMPLOYEE COMPENSATION                10      42      6      ###,###.00
8. SUBSTITUTE PAYMENTS                     10      56      6      ###,###.00




                          IS THE DATA CORRECT? (Y-N)

Anzio Lite     Version 16.2p                                    NUM
```

1099 Print

Overview

The 1099 Print program allows you to print 1099 forms for all vendors or you can select a range of vendors. You can select a minimum amount to exclude vendors from getting a 1099 form. The system scans the Year-To-Date dollar amount and compares it to the minimum you suggested. You have the option to deduct any vendor returns during the year from the vendor purchases for the year and print the difference as the amount on the 1099 form.

This program must be run prior to closing the year and prior to entering any data for the new year.

Procedure

1. Choose 1099 Print on the 1099 Processing Menu.

2. Print 1099 Forms? (Y)es or (N)o:

Type **Y** to begin the printing process.

Type **N** to abort the print and return to the 1099 Processing Menu.

3. Select the appropriate printer for this report.

4. Minimum $ Amount:

Type the minimum dollar amount to exclude and **Enter**.

> *Note: Vendors with a year-to-date dollar amount less than the minimum amount will not receive a 1099 form. The government requirement is $600.00 or greater.*

5. Enter Beginning Vendor Code:

Press the **Enter** key to display the first vendor to print.

Type a valid beginning vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F4** or **F8** to return to the 1099 Processing Menu.

6. Enter Ending Vendor Code:

Type a valid ending vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F4** or **F8** to return to the 1099 Processing Menu.

7. Subtract YTD Returns From YTD Purchases For Vendors? (Y-N):

Type **Y+** the **Enter** key to deduct returns from purchases for all vendors.

Type **N+** the **Enter** key to print only YTD purchases.

8. Do You Want A Test Pattern? (Y-N):

Type **Y+** the **Enter** key to print a test pattern on your forms.

Type **N+** the **Enter** key to print all 1099 forms.

1099 Audit Report

Overview

The 1099 Audit Report scans the vendor masterfile and lists each vendor code and name, the type of 1099, federal identification number, year-to-date purchases and year-to-date vendor returns. This report allows you to see what vendors will have a printed 1099 form. Any corrections can be made in the 'Purchase and Balance Summary' on the Vendor Sub-Menu.

Procedure

1. Choose 1099 Audit Report on the 1099 Processing Menu.

2. Enter Beginning Vendor Code: (CR-END-ALL):

Type a valid beginning vendor code and **Enter** or press the **Enter** key to assume the first vendor in the vendor masterfile.

Type **END+** the **Enter** key or press **F8** to abort this report and return to the 1099 Processing Menu.

Type **ALL+** the **Enter** key to print all vendors in the vendor masterfile. Go to Step 4.

3. Enter Ending Vendor Code: (END-ALL):

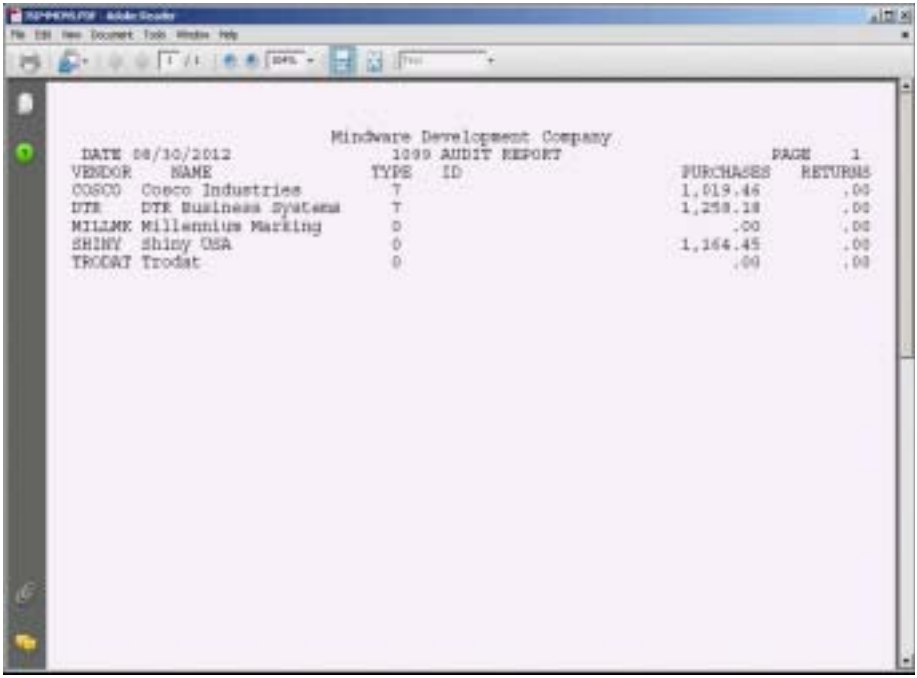
Type a valid ending vendor code and **Enter**.

Press **F8** to abort this report and return to the 1099 Processing Menu.

Type **ALL+** the **Enter** key to print all vendors in the vendor masterfile.

4. Select the appropriate printer for this report.

1099 Audit Report Sample



Mindware Development Company

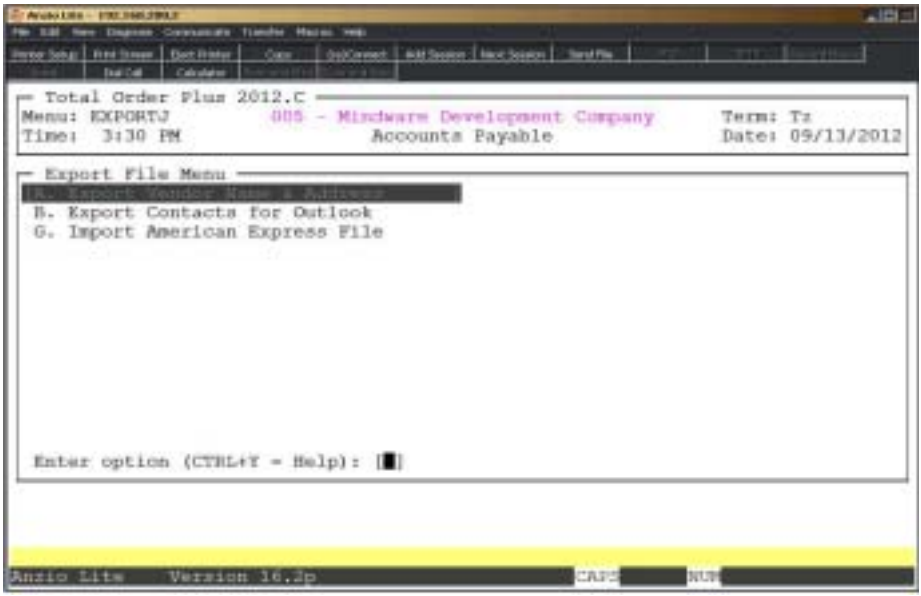
DATE 08/30/2012 1099 AUDIT REPORT PAGE 1

VENDOR	NAME	TYPE	ID	PURCHASES	RETURNS
COSCO	Coeco Industries	T		1,019.46	.00
DTK	DTK Business Systems	T		1,258.18	.00
MILLMK	Millennium Marking	0		.00	.00
SHINY	Shiny USA	0		1,164.45	.00
TRODAT	Trodat	0		.00	.00

Export File Menu

Overview

The first export utility program on the Export File Menu allows you to capture vendor name and address data and write this information to a text file. The second program will export vendor contact information, with an option to include only contacts with email addresses or telephone numbers. You can select to write the information to a comma separated or tab delimited file format.

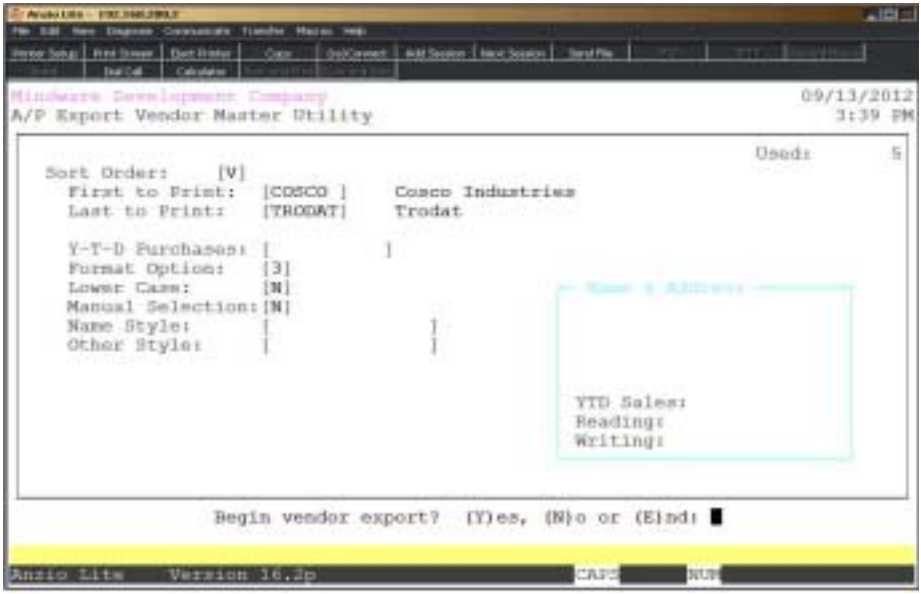


Export Vendor Name and Address

Overview

The Export Vendor Name and Address allows you to export vendor status information to an ASCII text file. The export can be sorted by vendor code or alpha sort key. You can select only vendors that have purchased over a certain dollar amount for the current year and select whether or not you want to include vendor name and address, contact name or vendor telephone number. You can also select to convert data to be upper and lower case sensitive. The system will let you export all vendors or be able to manually select certain vendors to export. The vendor export information displays in the name and address window on the screen.

If you are exporting for PageMaker or a similar desktop publishing application, you can select output styles for the name and address or an actual name of a document that will be used to import this file. You can select other font styles for the rest of the text in the export file.



Procedure

1. Choose Export Vendor Master Utility on the Accounts Payable Report Menu.

2. Sort Order:

Type **A+** the **Enter** key to print the labels in alpha sort key order.

Type **V+** the **Enter** key to print the labels in vendor code order.

Press **F4** to return to the Accounts Payable Report Menu.

3. First To Print:

Type the first valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F2** to return to the previous input field.

4. Last To Print:

Type the last valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

5. Y-T-D Purchases:

Type the minimum dollar purchase level to include and **Enter**.

6. Format Option:

Type **1+** the **Enter** key to export vendor name and address information only

Type **2+** the **Enter** key to export vendor name and address and the EX contact name.

Type **3+** the **Enter** key to export vendor name and telephone number.

7. Lower Case:

Type **Y+** the **Enter** key to convert vendor name and address to upper/lower case.

Type **N+** the **Enter** key to leave the vendor name and address the way it is in the vendor file

8. Manual Selection:

Type **Y+** the **Enter** key to manually select the vendors you want to export.

Type **N+** the **Enter** key to export all vendors.

9. Name Style:

Type the output style for the vendor name and **Enter**.

10. Other Style:

Type the output style for the other text and **Enter**.

Note: Name and other style can be a layout name (PageMaker) or a font style.

11. Begin Vendor Export? (Y)es, (N)o or (E)nd:

Type **Y** to continue with the export.

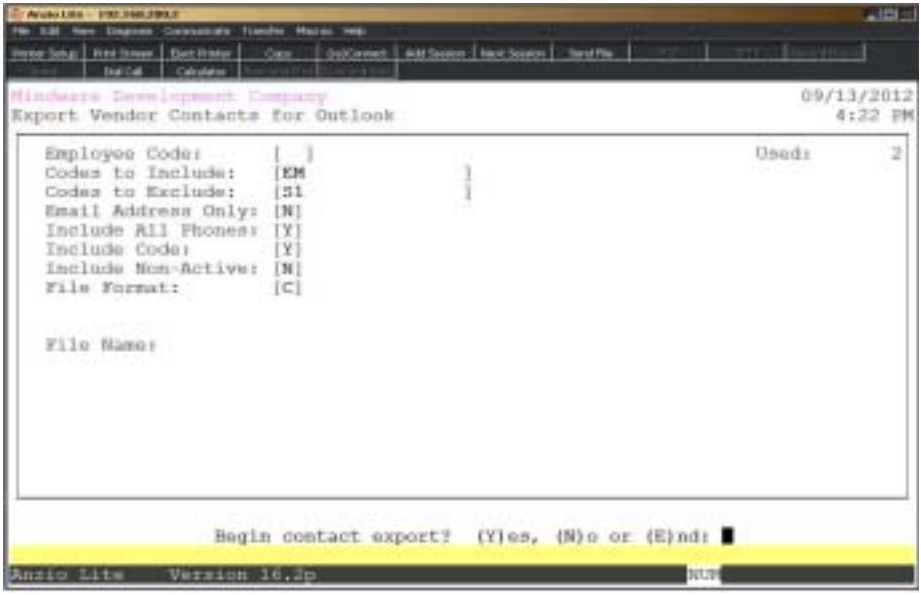
Type **N** to return to Step 2.

Type **E** to return to the Accounts Payable Report Menu.

Export Contacts for Outlook

Overview

The vendor master contains contact information for each vendor. This information contains contact name, telephone and fascimile numbers, and employee codes. This information can be exported to spread sheet applications. You have the option to export only contacts with email addresses or telephone numbers. File format can be comma separated or tab delimited.



Procedure

1. Select Export Contacts For Outlook on the Export File Menu.

2. Employee Code:

Type one employee code to export and **Enter** or leave the field blank to export all employees.

Press **F4** to return to the Export File Menu.

3. Codes to Include:

Type up to eight (8) employee codes to include in the export and **Enter** or leave the field blank to export all employees.

Press **F1** to return to the previous input field.

4. Codes To Exclude:

Type up to eight (8) employee codes to exclude from the export and **Enter** or leave the field blank if you do not want to exclude any employees.

5. Email Address Only:

Type **Y+** the **Enter** key to export only contacts with an email address, otherwise type **N+** the **Enter** key.

6. Include All Phones:

Type **Y+** the **Enter** key to export only contacts with a phone number, otherwise type **N+** the **Enter** key.

7. Include Code:

Type **Y+** the **Enter** key if you want to include the vendor code in the export.

Type **N+** the **Enter** key to exclude vendor codes.

8. Include Non-Active:

Type **Y+** the **Enter** key to include vendors that are inactive.

Type **N+** the **Enter** key to exclude inactive vendors.

9. File Format:

Type **C+** the **Enter** key if you want the file format to be comma separated for.

Type **T+** the **Enter** key if you want the file format to be tab delimited.

Note: Outlook requires the comma separted file format.

Type **V+** the **Enter** Key to export the contact information in vCard format.

10. Begin Contact Export? (Y)es, (N)o or (E)nd:

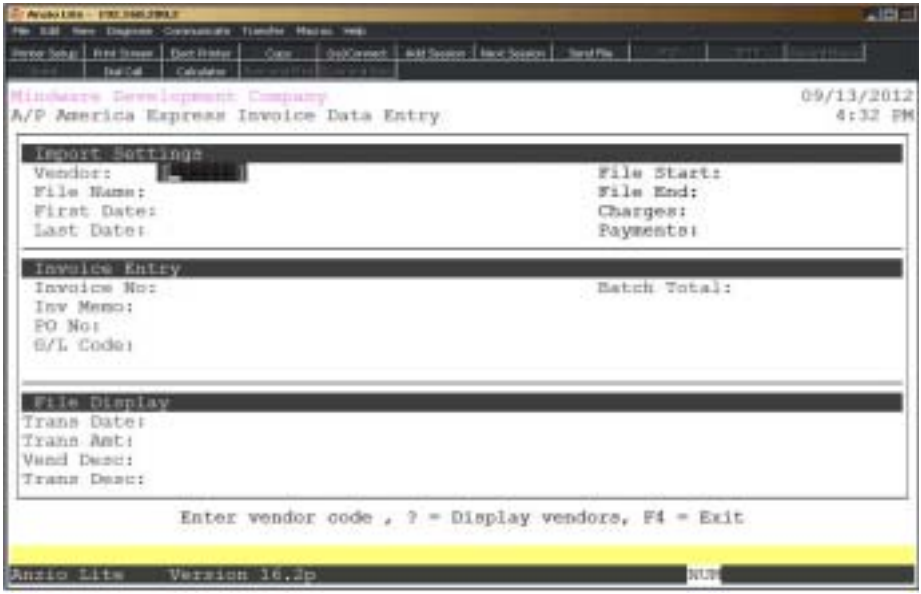
Type **Y+** the **Enter** key to begin the export utility.

Type **N+** the **Enter** key to return to Step 2.

Type **E+** the **Enter** key to abort the export and return to the Export File Menu.

Import American Express File

Overview



3

ACCOUNTS PAYABLE REPORT MENU

- ❑ Vendor Masterfile List
- ❑ Vendor Masterfile Detail Report
- ❑ Vendor Cross-Reference Listings
- ❑ Vendor Mailing Labels
- ❑ Open Invoice Report
- ❑ Aged Open Invoice Report
- ❑ Cash Requirements
- ❑ Disbursements Register
- ❑ Vendor Contact Report
- ❑ Invoice History Report
- ❑ Check History Report
- ❑ Check History Summary By Vendor
- ❑ A/P Report Writer

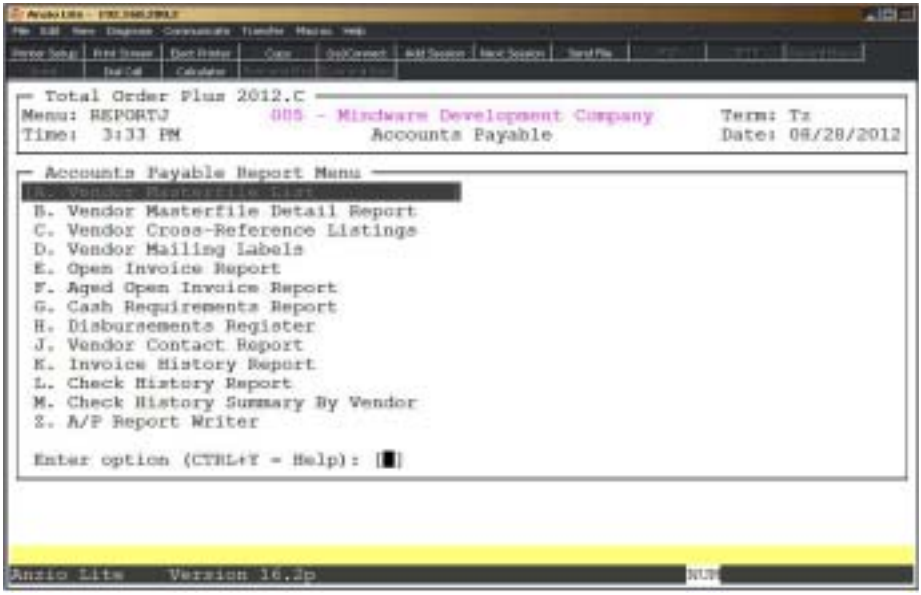
Accounts Payable Report Menu

Overview

Vendor information can be printed in summary or in detail on the vendor masterfile listings in order of vendor code, alpha sort key or telephone number. Detailed information that can be selected to print are vendor status information, next or last contact notes, cardfile information, contact history, open invoices and a purchase history summary.

Vendor mailing labels can be printed by vendor code or by alpha sort key order. The label formati is a single vertical column of labels, allowing you to specify the line feeds before and after the label information to establish the size of each label.

Other reports include an open invoice report, aged open invoice report, cash disbursements, invoice and check history and vendor contact information. Vendor name and address information and sales dollars can also be exported to a text file for use in other software import programs.



Vendor Masterfile Listing

Overview

The Vendor Masterfile List prints the vendor code and name, address line 1 and 2, city, state and zip code, telephone number, vendor type, terms code and ship via code. You have an option to include vendor types, fax numbers and next contact information.

You have the option to specify a date range for either when the account was opened, last invoice or date of the last payment to the vendor.

Procedure

1. Choose the Vendor Masterfile Listing from the Accounts Payable Report Menu.

2. Sort Order:

Type **A+** the **Enter** key to print the listing in alpha sort key order.

Type **V+** the **Enter** key to print the listing in vendor code order.

Type **P+** the **Enter** key to print the listing in telephone number order.

Press **F4** to return to the Accounts Payable Report Menu.

3. First to Print:

Type the first code to print and **Enter**.

Press **F2** to return to the previous input field.

Note: The first code is dependent on the sort option you selected in Step 2:

(A)lpha - enter the first vendor alpha sort key.

(V)endor - enter the first vendor code.

(P)hone - enter the first telephone number.

4. Last to Print:

Type the ending code to print and **Enter**. Press **F1** to duplicate the selection in Step 3.

5. Vendor Types:

Type two characters per type code side by side and **Enter**. Do not use spaces or commas between codes.

6. Double Space:

Type **Y+** the **Enter** key to print a blank line between items.

Type **N+** the **Enter** key to single space the report.

7. Fax Number:

Type **Y+** the **Enter** key to include the facsimile number on the report.

Type **N+** the **Enter** key not to include the facsimile number.

8. Contacts:

Type **Y+** the **Enter** key to include the vendor contact records on this report.

Type **N+** the **Enter** key not to print contact records.

9. Range Option:

Type **A+** the **Enter** key to select vendor accounts opened within a specific date range.

Type **I+** the **Enter** key to select the last invoices posted within a specific date range.

Type **P+** the **Enter** key to select the last date to pay within a specific date range.

10. First Date:

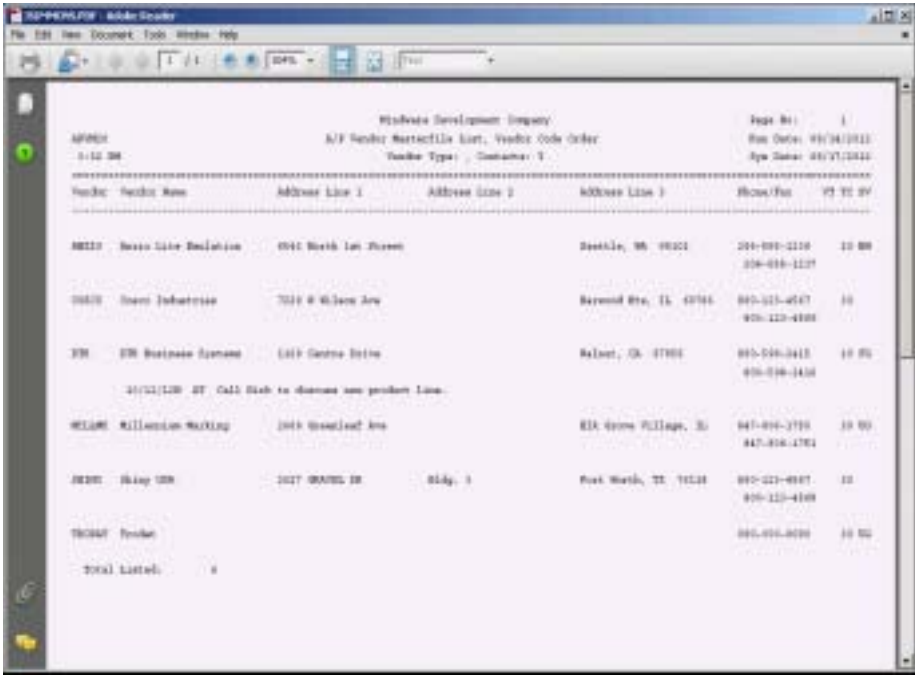
Type the first date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

11. Last Date:

Type the last date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

12. Select the appropriate printer for this report.

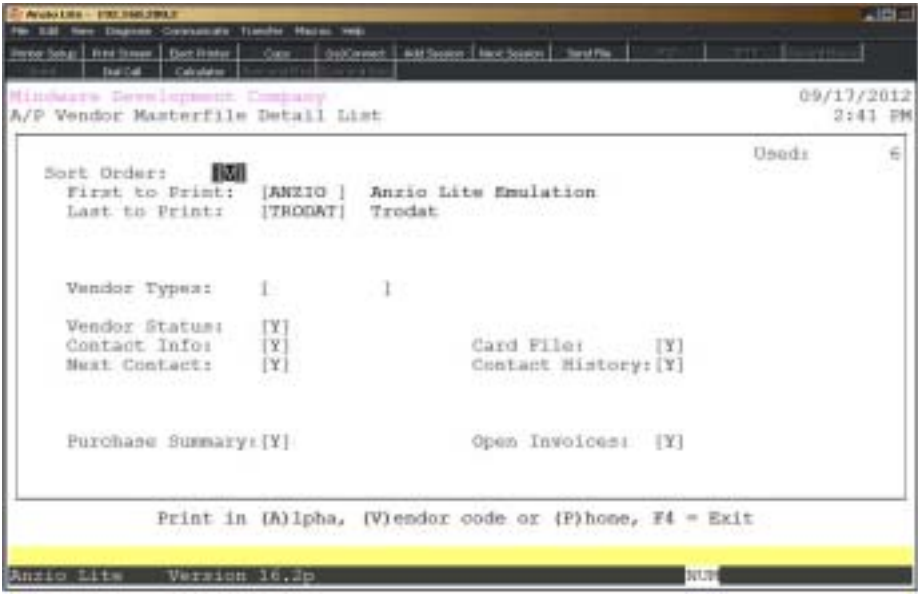
Vendor Masterfile Listing Sample



Vendor Masterfile Detail Listing

Overview

The Vendor Masterfile Detail Listing includes the vendor code, name and address, alpha sort key, telephone number and facsimile number. You have the option to include vendor status information, contact names and telephone numbers, next contact appointments, meetings, etc., vendor cardfiles, purchase and balance summary and open invoice information. Basically, this report reflects most of the information on the Vendor Sub-Menu except for invoice and check history detailed information.



Procedure

1. Choose the Vendor Masterfile Detail Listing from the Accounts Payable Report Menu.

2. Sort Order:

Type **A+** the **Enter** key to print the listing in alpha sort key order.

Type **V+** the **Enter** key to print the listing in vendor code order.

Type **P+** the **Enter** key to print the listing in telephone number order.

Press **F4** to return to the Accounts Payable Report Menu.

3. First to Print:

Type the first code to print and **Enter**.

Note: The first item code is dependent on the sort option you selected in Step 2:

(A)lpha - enter the first vendor alpha sort key.

(V)endor - enter the first vendor code.

(P)hone - enter the first telephone number.

Press **F2** to return to the previous input field.

4. Last to Print:

Type the ending code to print and **Enter**.

*Note: Use the same criteria selected in Step 3. You can press **F1** to duplicate the selection in Step 3.*

5. Vendor Types:

Type two characters per type code and **Enter**. Do not use spaces or commas between codes.

6. Vendor Status:

Type **Y+** the **Enter** key to list the vendor status information on this report.

Type **N+** the **Enter** key not to list the vendor status information.

7. Contact Info:

Type **Y+** the **Enter** key to include contact records on this report.

Type **N+** the **Enter** key not to include contact information.

8. Card File:

Type **Y+** the **Enter** key to list notepad text on this report.

Type **N+** the **Enter** key not to include the notepad information.

9. Next Contact:

Type **Y+** the **Enter** key to include next contact information on this report.

Type **N+** the **Enter** key not to include next contact information.

10. Contact History:

Type **Y+** the **Enter** key to include the next contact history records on this report.

Type **N+** the **Enter** key not the include contact history records.

11. Purchase Summary:

Type **Y+** the **Enter** key to include purchase and balance summary information on this report.

Type **N+** the **Enter** key not to include purchase and summary information.

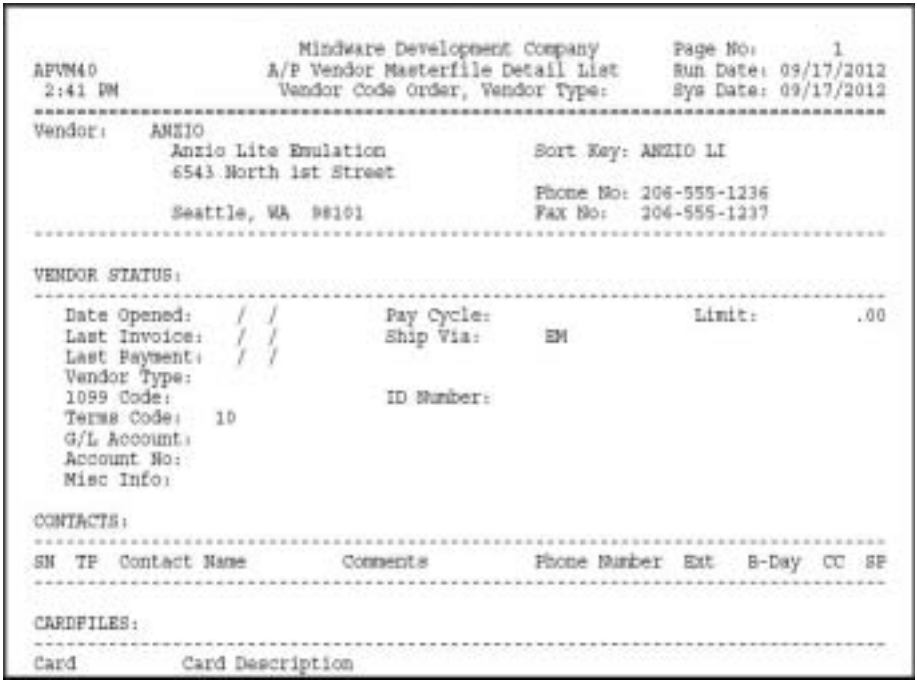
12. Open Invoices:

Type **Y+** the **Enter** key to list current open invoices on this report.

Type **N+** the **Ente**r key not to list open invoices.

13. Select the appropriate printer for this report.

Vendor Masterfile Detail Listing Sample

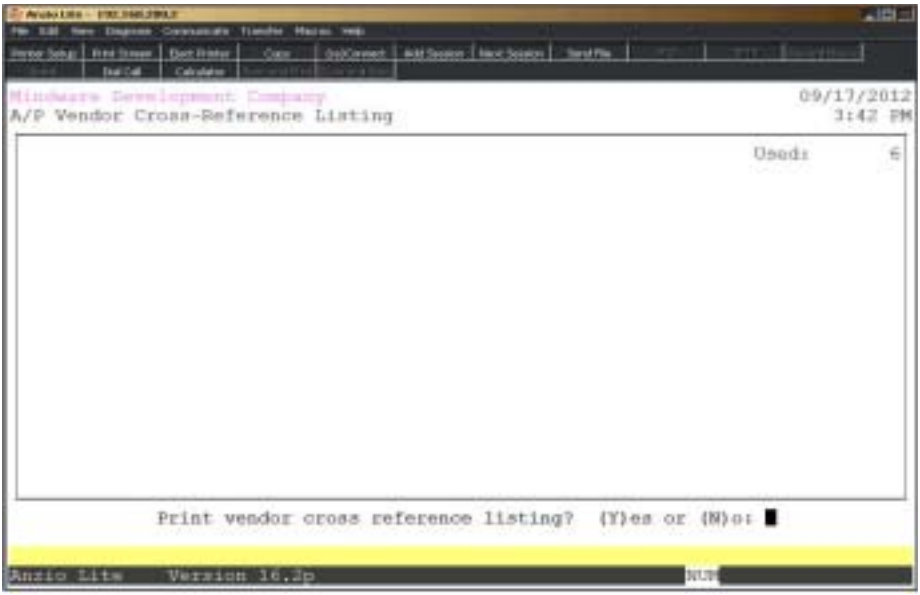


```
                          Mindware Development Company        Page No:       1
APVM40                  A/P Vendor Masterfile Detail List     Run Date: 09/17/2012
 2:41 PM                 Vendor Code Order, Vendor Type:      Sys Date: 09/17/2012
================================================================================
Vendor:    ANZIO
             Anzio Lite Emulation              Sort Key: ANZIO LI
             6543 North 1st Street
                                               Phone No: 206-555-1236
             Seattle, WA  98101                Fax No:   206-555-1237
--------------------------------------------------------------------------------

VENDOR STATUS:
--------------------------------------------------------------------------------
   Date Opened:    /  /          Pay Cycle:                    Limit:        .00
   Last Invoice:   /  /          Ship Via:      EM
   Last Payment:   /  /
   Vendor Type:
   1099 Code:                    ID Number:
   Terms Code:   10
   G/L Account:
   Account No:
   Misc Info:

CONTACTS:
--------------------------------------------------------------------------------
SN  TP  Contact Name         Comments          Phone Number  Ext   B-Day  CC  SP
--------------------------------------------------------------------------------

CARDFILES:
--------------------------------------------------------------------------------
Card          Card Description
```

Vendor Cross-Reference Listing

Overview

The Vendor Cross-Reference Listing provides a vendor listing by vendor code in the left column and alphabetically in the right column.



Procedure

1. Choose Vendor Cross-Reference Listing on the Accounts Payable Report Menu.

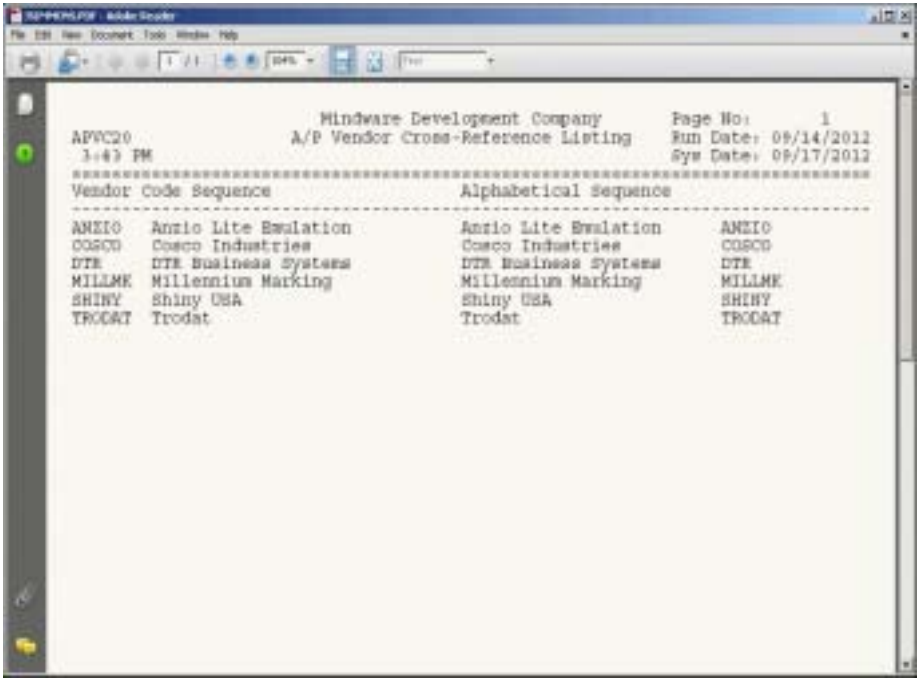
2. Print Vendor Cross Reference Listing? (Y)es or (N)o:

Type **Y** to print the cross reference list.

Type **N** to return to the Accounts Payable Report Menu.

3. Select the appropriate printer for this report.

Vendor Cross-Reference Listing Sample



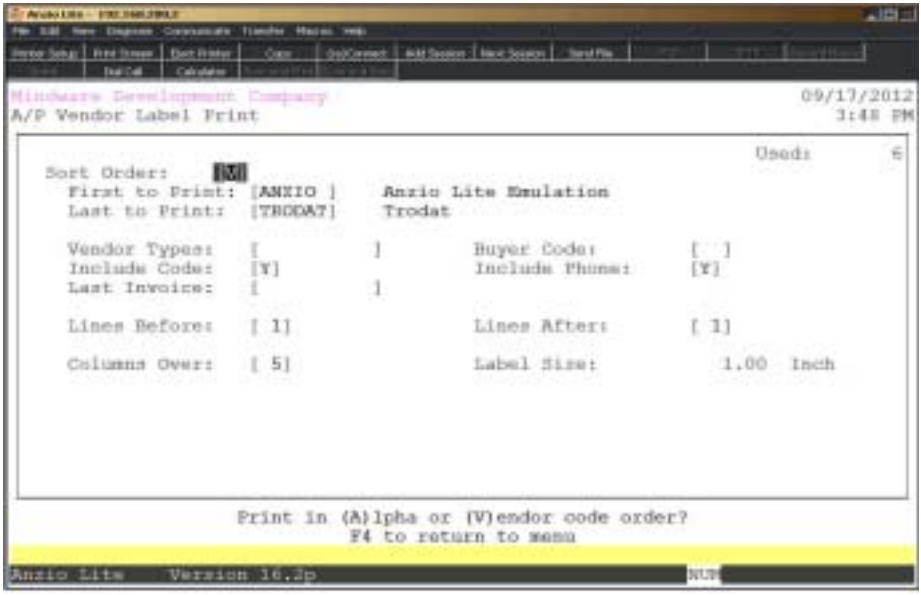
```
                          Mindware Development Company       Page No:       1
APVC20                  A/P Vendor Cross-Reference Listing   Run Date: 09/14/2012
 3:43 PM                                                     Sys Date: 09/17/2012
================================================================================
Vendor Code Sequence                      Alphabetical Sequence
--------------------------------------------------------------------------------
ANZIO   Anzio Lite Emulation              Anzio Lite Emulation      ANZIO
COSCO   Cosco Industries                  Cosco Industries          COSCO
DTK     DTK Business Systems              DTK Business Systems      DTK
MILLMK  Millennium Marking                Millennium Marking        MILLMK
SHINY   Shiny USA                        Shiny USA                 SHINY
TRODAT  Trodat                            Trodat                    TRODAT
```

Vendor Mailing Labels

Overview

Vendor labels can be printed in alpha sort key order or vendor code order. You have the option to sort by vendor types or buyer codes and an option whether or not to include the vendor code and telephone number on each label.

Spacing on each label is six (6) lines per inch (i.e. 3" label has 18 lines). You can determine your spacing dependent on the lines before and after the actual label print.



Procedure

1. Choose Vendor Mailing Labels on the Accounts Payable Report Menu.

2. Sort Order:

Type **A+** the **Enter** key to print the labels in alpha sort key order.

Type **V+** the **Enter** key to print the labels in vendor code order.

Press **F4** to return to the Accounts Payable Report Menu.

3. First To Print:

Type the first valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F2** to return to the previous input field.

4. Last To Print:

Type the last valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

5. Vendor Types:

Type the vendor types you want to include and **Enter** or type **?** to display the Vendor Type Selection window.

Press the **Spacebar** to include all vendor types.

6. Buyer Code:

Type a two (2) character buyer code and **Enter**.

Press the **Spacebar** to include all buyer codes.

7. Include Code:

Type **Y+** the **Enter** key to print the vendor code on the label.

Type **N+** the **Enter** key not to include the vendor code.

8. Include Phone:

Type **Y+** the **Enter** key to print the vendor telephone number on the label.

Type **N+** the **Enter** key not to include the telephone number.

9. Invoice Date:

Enter invoice date in MMDD format and **Enter**.

Note: Only vendors with invoice dates equal to or greater will be included.

10. Lines Before:

Type the number of line feeds to print before the actual label print and **Enter**.

11. Lines After:

Type the number of line feeds to print after the actual label print and **Enter**.

12. Columns Over:

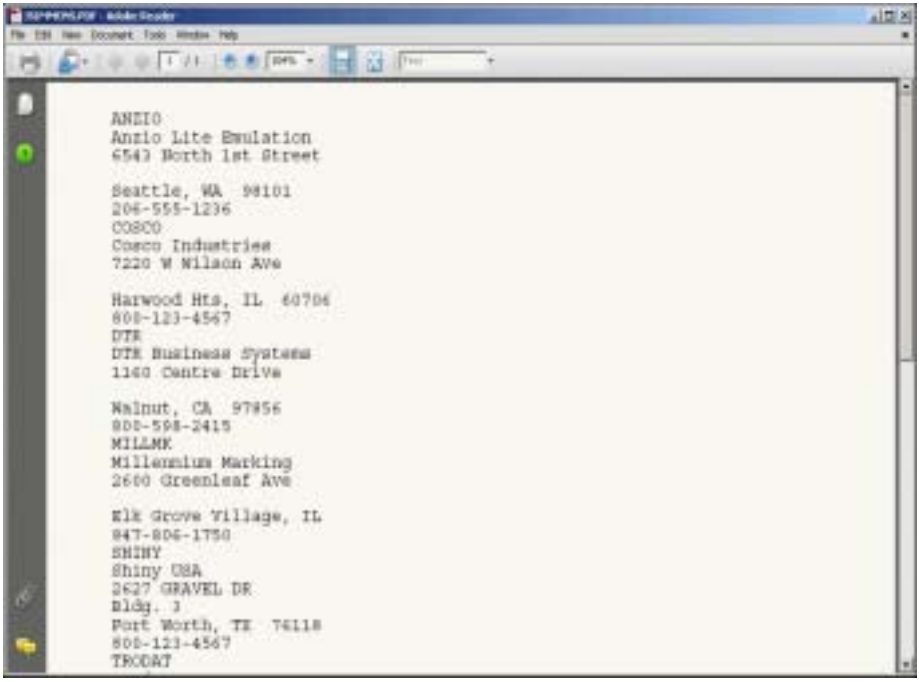
Type the number of columns from the right margin to begin label print and **Enter**.

13. Label Size:

The system calculates the label size and displays it on the screen.

14. Select the appropriate printer for this report.

Vendor Label Sample



ANZIO
Anzio Lite Emulation
6543 North 1st Street

Seattle, WA 98101
206-555-1236
COSCO
Cosco Industries
7220 W Wilson Ave

Harwood Hts, IL 60706
800-123-4567
DTR
DTR Business Systems
1140 Centre Drive

Walnut, CA 97856
800-598-2415
MILLMK
Millennium Marking
2600 Greenleaf Ave

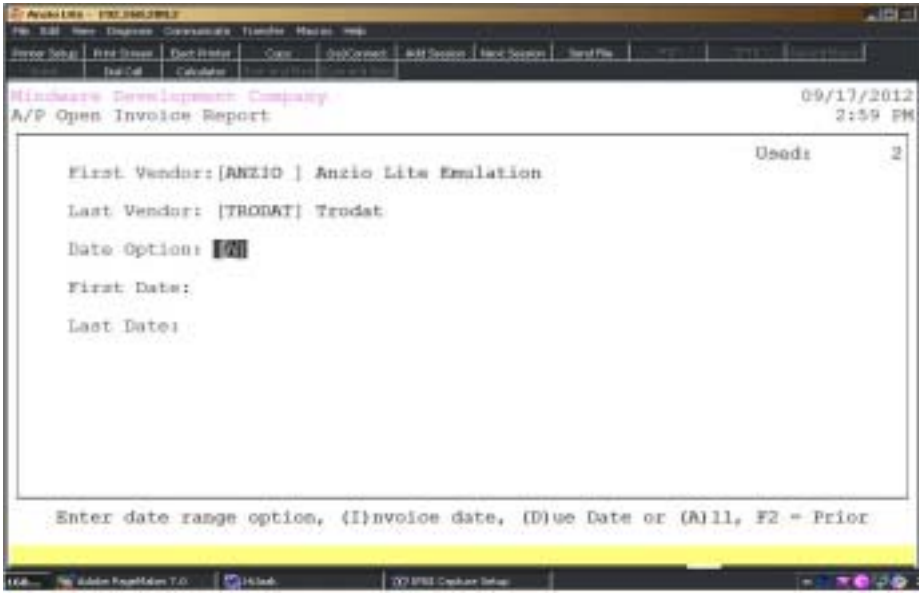
Elk Grove Village, IL
847-806-1750
SHINY
Shiny USA
2627 GRAVEL DR
Bldg. 3
Port Worth, TX 76118
800-123-4567
TRODAT

Open Invoice Report

Overview

The Open Invoice Report prints all invoices entered but not paid through 'Open Invoice Data Entry' on the Invoice & Manual Check Processing Menu. The report format lists the vendor number and name, invoice number, invoice date and due date, partial payment date, pay cycle, invoice memo, amount of the invoice, discount amount and the current invoice balance.

The report totals are by vendor, division (if applicable) and a company report total.



Procedure

1. Choose Open Invoice Report on the Accounts Payable Report Menu.

2. First Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

3. Last Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

4. Date Option:

Type **I+** the **Enter** key to print the open invoice report by invoice date.

Type **D+** the **Enter** key to print the open invoice report by invoice due date.

Type **A+** the **Enter** key to list all open invoices. Go to Step 7.

5. First Date:

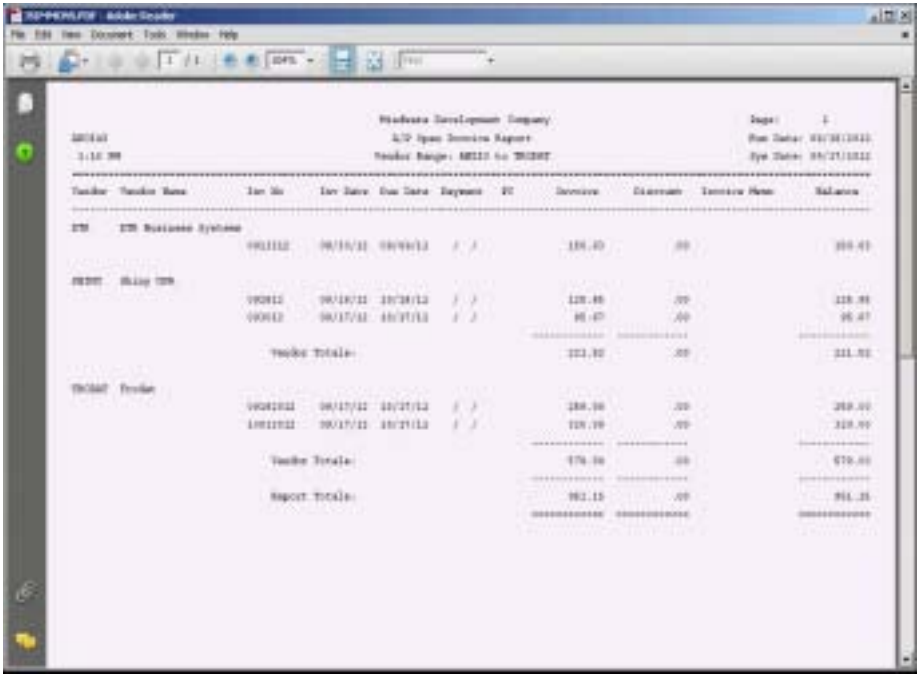
Type the first date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. Last Date:

Type the last date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

7. Select the appropriate printer for this report.

Open Invoice Report Sample

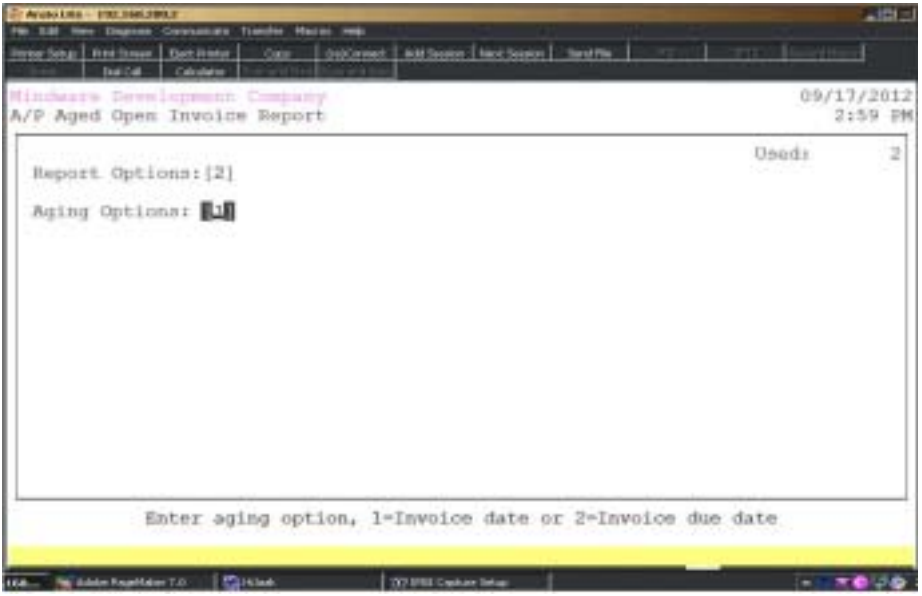


Aged Open Invoice Report

Overview

The Aged Open Invoice Report lists all open invoices in a 30, 60, 90 and 120+ day aging schedule. Make sure the application date is the date you want to use for the aging basis. For example, a 30-day aging schedule reflects all invoices dated 30 days prior to the application date.

The reports reflects the vendor code and name, invoice number, invoice date, balance due, current, 30 days, 60 days, 90 days and 120 days and over. Report totals are by vendor, division (if applicable) and company.



Procedure

1. Choose Aged Open Invoice Report on the Accounts Payable Report Menu.

2. Select the appropriate printer for this report.

3. Enter The Div: (#-ALL-END):

Type a two (2) digit numeric division number and **Enter**.

> *Note: This prompt will only display if you set up divisions in the 'Accounts Payable Parameters' on the Accounts Payable Definition Menu.*

Type **ALL+** the **Enter** key to print report for all divisions.

Type **END+** the **Enter** key to return to the Accounts Payable Report Menu.

Options:

1. Summarized Report By Vendor

2. Detail Report By Invoice

4. Enter Your Option: (#-END):

Type **1+** the **Enter** key to generate a summary report by vendor, showing dollars only and no invoice detail.

Type **2+** the **Enter** key to generate a detailed report of invoices sequenced by vendor.

Type **END+** the **Enter** key to return to the Accounts Payable Report Menu.

Aging:

1. Invoice Date

2. Invoice Due Date

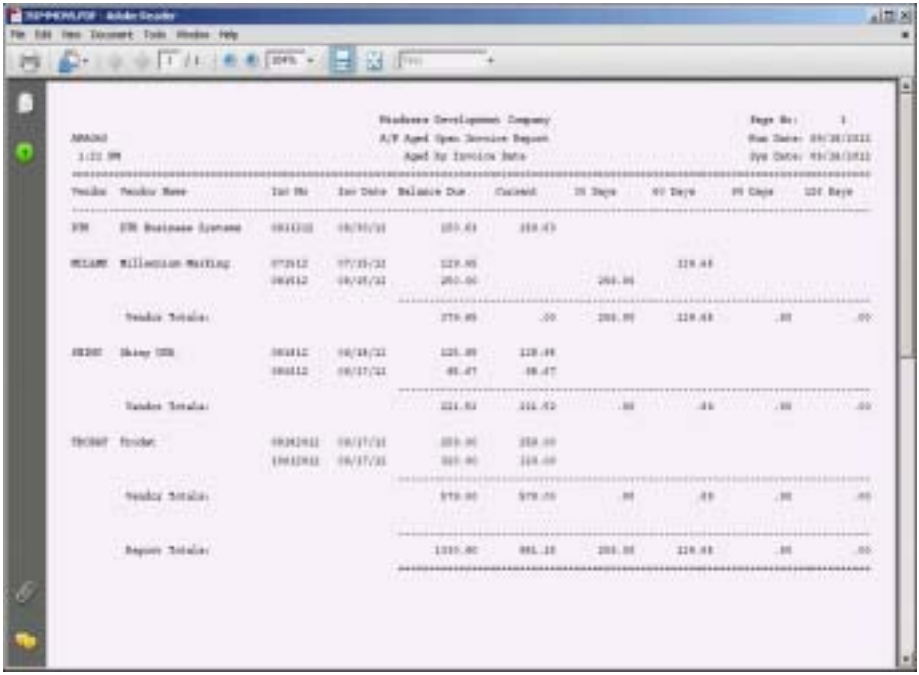
5. Enter Your Option: (#-END):

Type **1+** the **Enter** key to generate an aging based on the date of each invoice.

Type **2+** the **Enter** key to generate a detailed report of invoices by invoice due date.

Type **END+** the **Enter** key to return to the Accounts Payable Report Menu.

Aged Open Invoice Report Sample

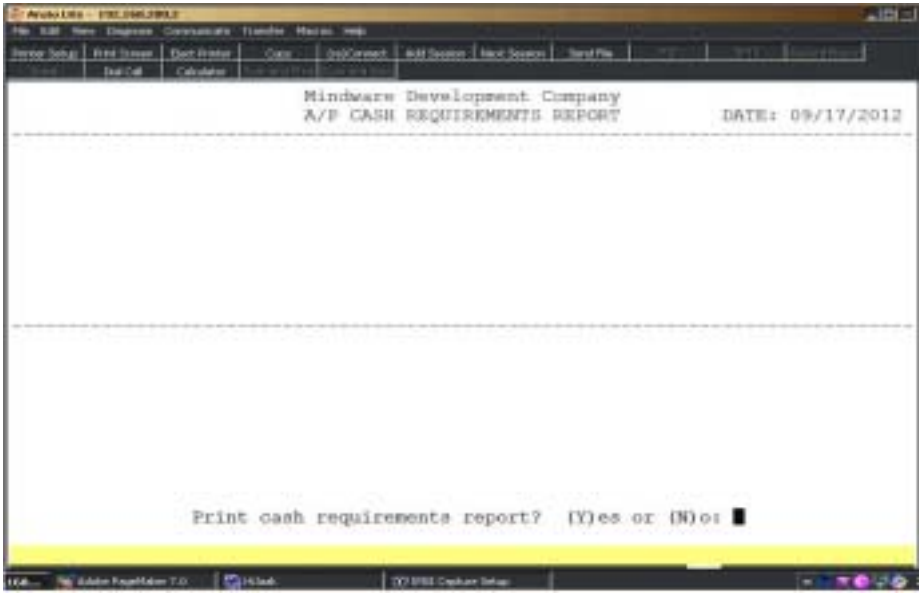


Cash Requirements Report

Overview

The Cash Requirements Report helps you plan your cash requirements before writing checks. You can specify your own time periods (i.e. 10-days, 20-days, 30-days, etc.) and the system will scan the open invoice file and will report total dollars required to pay invoice for each period specified.

Cash requirements are projected in time intervals from the application date forward. Before you generate this report, make the application date is appropriate.



Procedure

1. Choose Cash Requirements Report on the Accounts Payable Report Menu.

2. Print Cash Requirements Report? (Y)es or (N)o:

Type **Y** to print the cash requirements report.

Type **N** to return to the Accounts Payable Report Menu.

3. Select the appropriate printer for this report.

4. Enter The Div: (#-ALL-END):

Type a two (2) digit numeric division number and **Enter** or type **?** to display the Division Code Selection window.

Note: This prompt will only display if you set up divisions in the 'Accounts Payable Parameters' on the Accounts Payable Definition Menu.

Type **ALL+** the **Enter** key to print the report for all divisions.

Type **END+** the **Enter** key to return to the Accounts Payable Report Menu.

Report Options:

1. Summarized Report By Vendor

2. Detail Report By Invoice

5. Enter Your Option: (#-END):

Type **1+** the **Enter** key to generate a summary report by vendor, showing dollars only and no invoice detail.

Type **2+** the **Enter** key to generate a detailed report of invoices sequenced by vendor.

Type **END+** the **Enter** key to return to the Accounts Payable Report Menu.

Aging: 1. Invoice Due Date

2. Invoice Discount Date

6. Enter Your Option: (#-END):

Type **1+** the **Enter** key to generate a report that bases cash requirements on the invoice due date.

Type **2+** the **Enter** key to generate a detailed report of cash requirements based on the invoice discount date.

Type **END+** the **Enter** key to return to the Accounts Payable Report Menu.

Aging Options: 1. Age By Period Entered

2. Age By Month

7. Enter Your Option: (#-END):

Type **1+** the **Enter** key to generate a report based on time intervals that you define.

Note: Type the number of days in the period and Enter. You can use any number from 1 to 99.

Type **2+** the **Enter** key to generate that is based on the current period and for the following three months.

Invoice Amounts: 1. Gross

2. Net of Discount

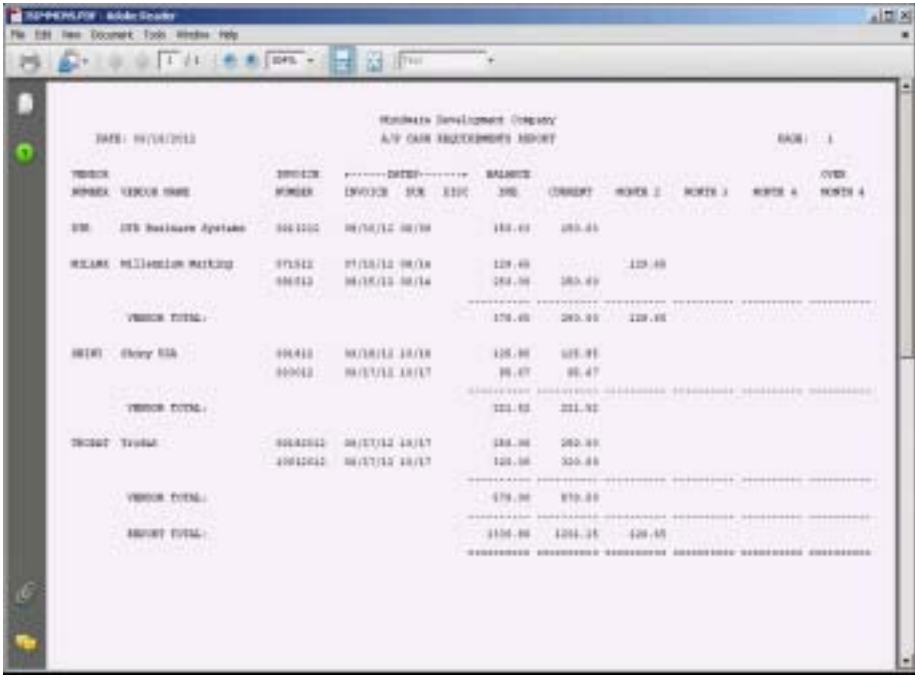
8. Enter Your Option: (#-END):

Type **1+** the **Enter** key to generate a report based on the gross amount of the invoices.

Type **2+** the **Enter** key to generate a report showing available discounts subtracted from the gross of the invoices.

Type **END+** the **Enter** key to return to the Accounts Payable Report Menu.

Cash Requirements Report Sample

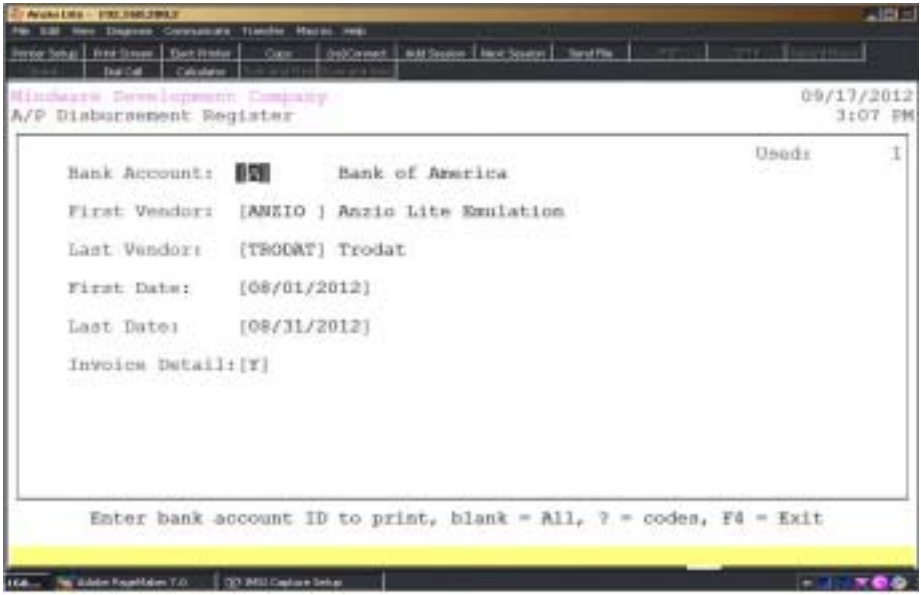


Disbursements Register

Overview

The Disbursements Register gives a detailed list of all Accounts Payable disbursements processed during the current period using the 'Payment Selection & Check Printing' process or the 'Manual Check Data Entry' program.

The register prints in check number order showing vendor code and name, check date, invoice number, date amount, discount amount and the net amount of each check. Reports totals are by check number, vendor, division (if applicable) and company combined report total.



Procedure

1. Choose Disbursement Register on the Accounts Payable Report Menu.

2. Bank Account:

Type a valid bank account and **Enter** or type **?** to display the Bank ID Selection window.

Press the **Enter** key to include all bank accounts.

Press **F4** to return to the Account Payable Report Menu.

3. First Vendor:

Type a valid vendor number and **Enter** or type **?** to display the Vendor

Code Selection window.

4. Last Vendor:

Type a valid vendor number and **Enter** or type **?** to display the Vendor Code Selection window.

5. First Date:

Type the beginning check date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. Last Date:

Type the beginning check date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

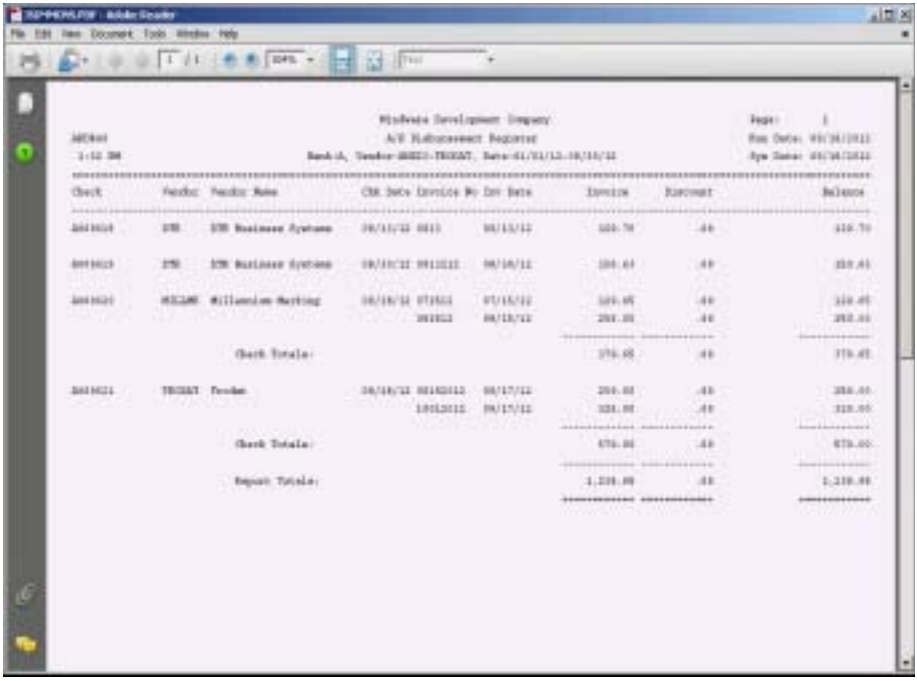
7. Invoice Detail:

Type **Y+** the **Enter** key to include invoice detail informtion.

Type **N+** the **Enter** key to exclude invoice detail.

8. Select the appropriate printer for this report.

Disbursements Register Sample



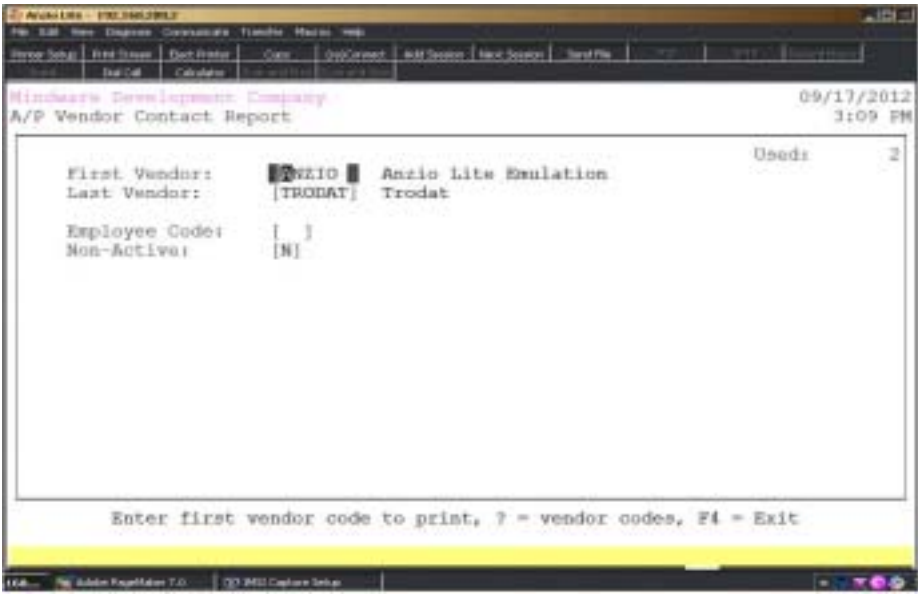
Windows Development Company
A/P Disbursement Register

Check	Vendor	Vendor Name	Chk Date	Invoice	Pr Inv Date	Invoice	Discount	Balance
0003618	DTE	DTE Business Systems	08/15/12	0815	08/15/12	110.70	.00	110.70
0003619	DTE	DTE Business Systems	08/15/12	0911212	08/16/12	159.45	.00	159.45
0003620	MILLWO	Millwood Marking	08/16/12	071511	07/15/12	120.45	.00	120.45
				081612	08/16/12	262.00	.00	262.00
		Check Totals:				382.45	.00	382.45
0003621	TRIBAT	Tribat	08/16/12	08160312	08/17/12	250.00	.00	250.00
				18052012	08/17/12	320.00	.00	320.00
		Check Totals:				570.00	.00	570.00
		Report Totals:				1,239.90	.00	1,239.90

Vendor Contact Report

Overview

The Vendor Contact Report lists all vendor contact records for a range of vendors with an option to sort by employee code. The report prints the vendor code and name, vendor telephone and facsimile numbers, contact type, contact name and title, contact telephone number and extension, birthday (optional), contact category and employee code.



Procedure

1. Choose Vendor Contact Report on the Accounts Payable Report Menu.

2. First Vendor:

Type the first valid vendor code to print and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F4** to return to the Accounts Payable Report Menu.

3. Last Vendor:

Type the last valid vendor code to print and **Enter** or type **?** to display the Vendor Code Selection window.

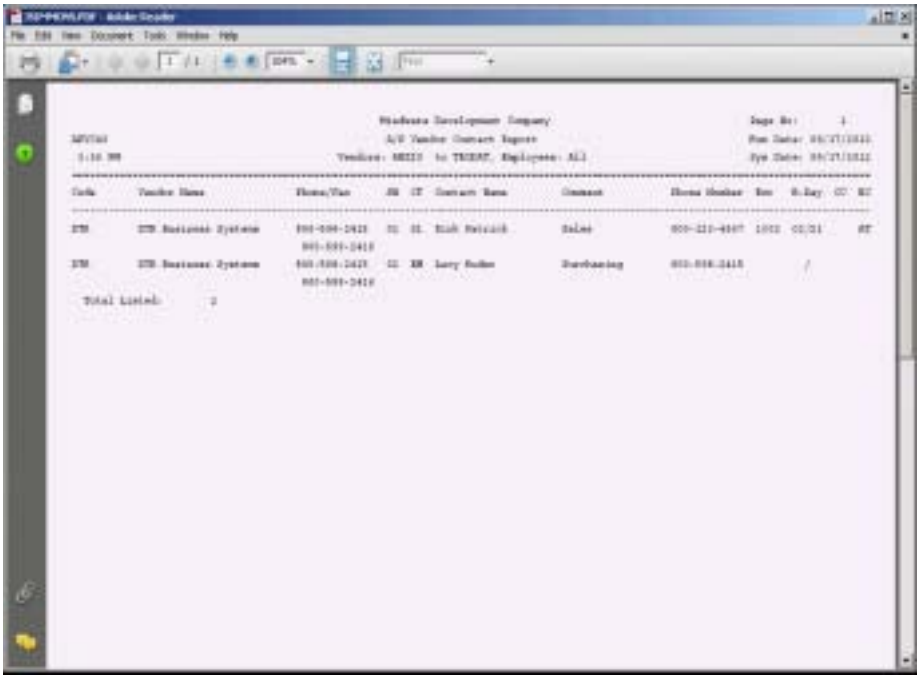
Press **F2** to return to the previous input field.

4. Employee Code:

Type a two (2) character employee code and **Enter** or press the **Spacebar+** the **Enter** key to print all contacts for all employees.

5. Select the appropriate printer for this report.

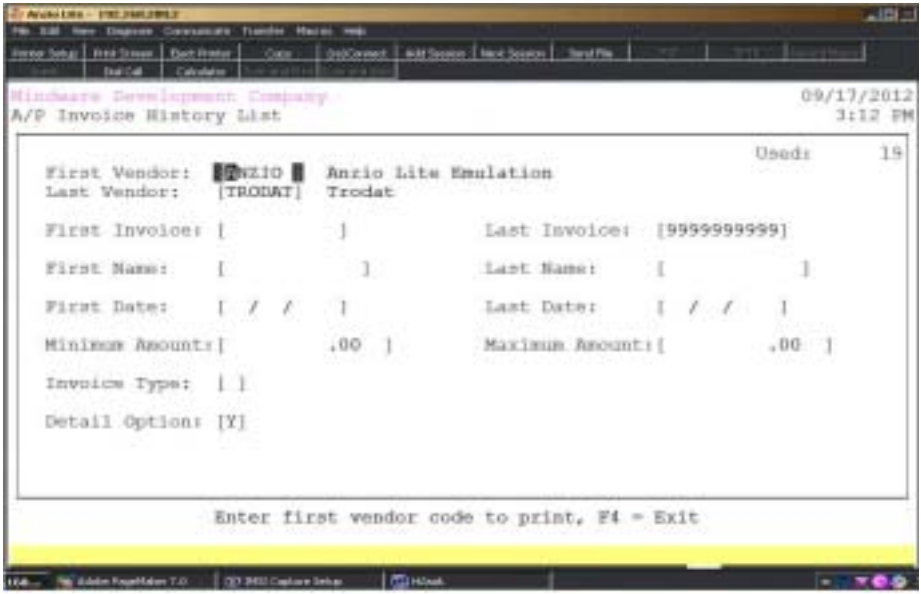
Vendor Contact Report Sample



Invoice History Report

Overview

The Invoice History Report prints in vendor number sequence with options to select a range of invoice numbers, a date range or first and last vendor name. You can specify a minimum and maximum invoice amount to include, the type of invoice (regular invoice or invoice adjustment) and whether or not to include invoice detail.



Procedure

1. Choose Invoice History Report on the Accounts Payable Report Menu.

2. First Vendor:

Type the first valid vendor code to print and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F4** to return to the Accounts Payable Report Menu.

3. Last Vendor:

Type the last valid vendor code to print and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F2** to return to the previous input field.

4. First Invoice:

Type the first invoice number to include and **Enter**.

5. Last Invoice:

Type the last invoice number to include and **Enter**.

6. First Date:

Type the first invoice date to include and **Enter**.

7. Last Date:

Type the first invoice date to include and **Enter**.

8. Minimum Amount:

Type the minimum invoice amount to include and **Enter**.

9. Maximum Amount:

Type a maximum invoice amount to include and **Enter**.

10. Invoice Type:

Type **1+** the **Enter** key to print only regular invoices.

Type **2+** the **Enter** key to print only invoice adjustments.

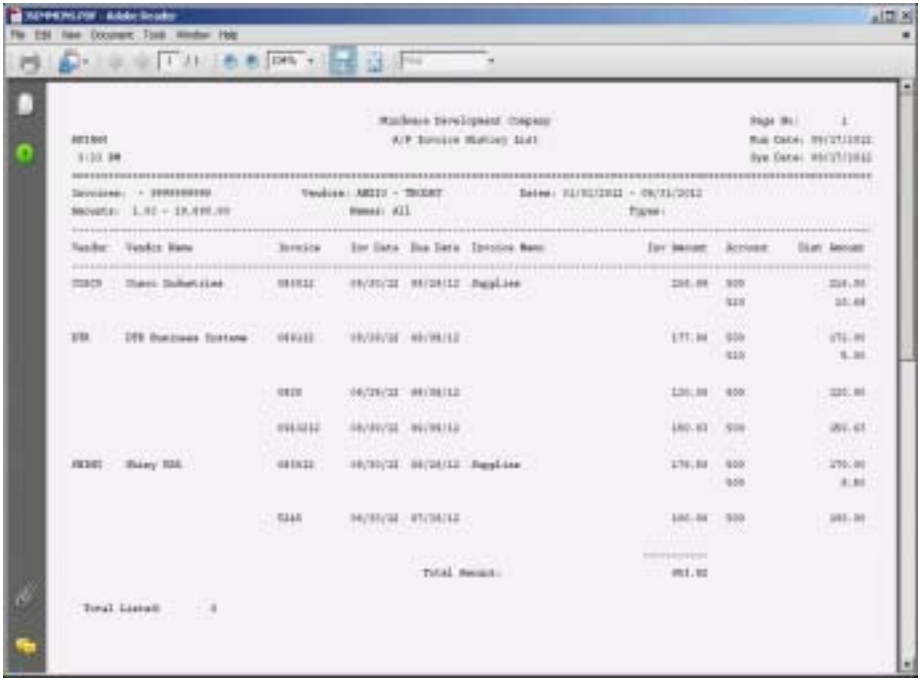
11. Detail Option:

Type **Y+** the **Enter** key to print invoice detailed information, including General Ledger account distribution.

Type **N+** the **Enter** key to exclude invoice detail.

12. Select the appropriate printer for this report.

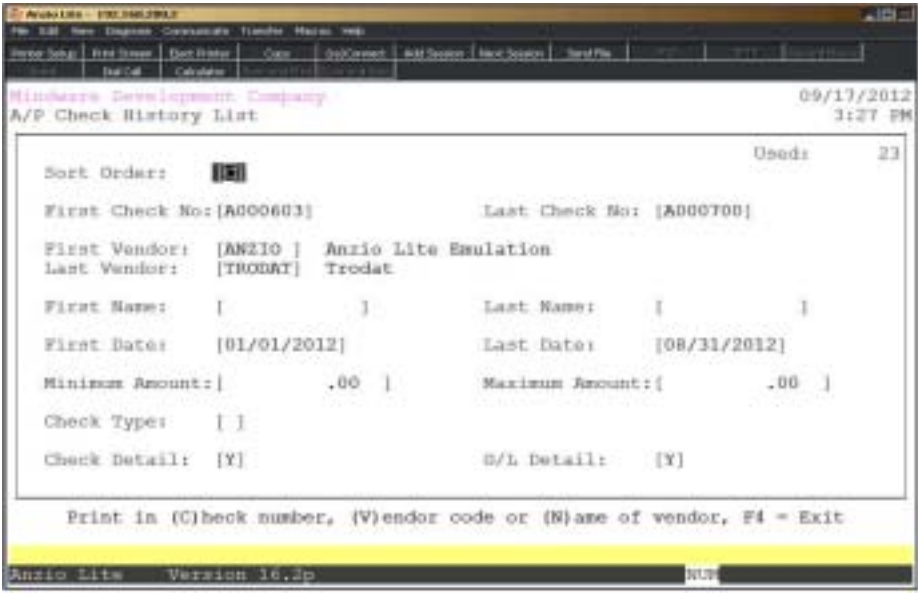
Invoice History Report Sample



Check History Report

Overview

The Check History Report can be printed in vendor number sequence, check number sequence or by vendor name, with options to select a date range of check numbers by bank. You can specify a minimum and maximum check amount to include, the type of check (manual, reversal, void or regular) and whether or not to include check detail.



Procedure

1. Choose Check History Report on the Accounts Payable Report Menu.

2. Sort Order:

Type **C+** the **Enter** key to print the report in check number order.

Type **V+** the **Enter** key to print the report in vendor number sequence.

Type **N+** the **Enter** key to print the report by vendor name.

Press **F4** to return to the Accounts Payable Report Menu.

3. First Check:

Type the first check number to include for this bank and **Enter**.

Press **F2** to return to the previous input field.

4. Last Check:

Type the last check number to include for this bank and **Enter**.

5. First Vendor:

Type the first vendor to print and **Enter** or type **?** to display the Vendor Code Selection window.

6. Last Vendor:

Type the last vendor to print and **Enter** or type **?** to display the Vendor Code Selection window.

7. First Name:

Type the name to the first vendor and **Enter**.

8. Last Name:

Type the name of the last vendor to include and **Enter**.

9. First Date:

Type the first check date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

10. Last Date:

Type the first check date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

11. Minimum Amount:

Type the minimum check amount to include and **Enter**.

12. Maximum Amount:

Type a maximum check amount to include and **Enter**.

13. Check Type:

Type **1+** the **Enter** key to print only manual checks.

Type **2+** the **Enter** key to print only checks that have been reversed.

Type **3+** the **Enter** key to print only void checks.

Type **4+** the **Enter** key to print all regular checks processed by the system.

14. Check Detail:

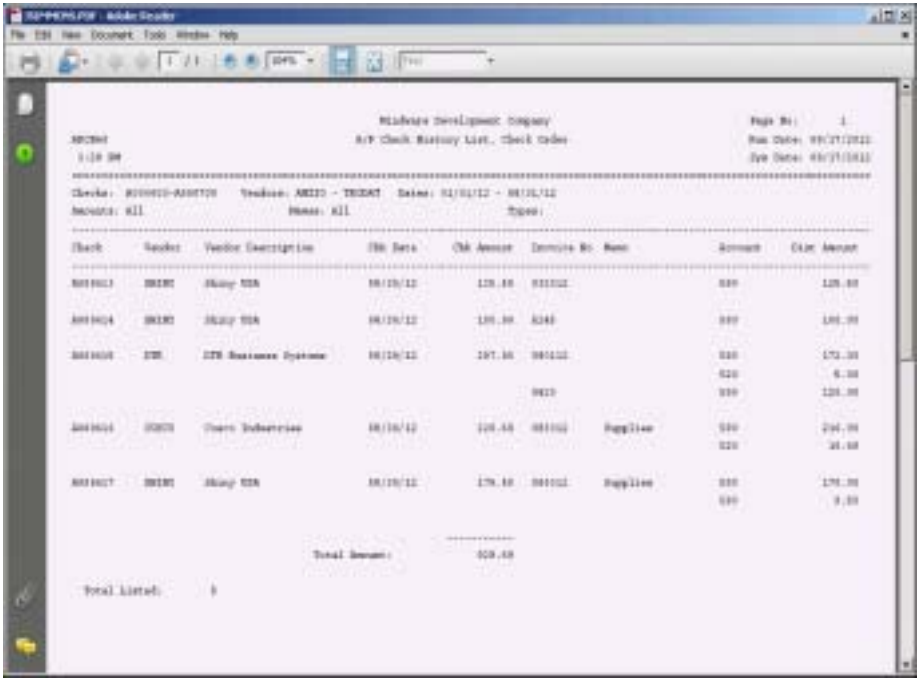
Type **Y+** the **Enter** key to print invoice detail for each check.

15. G/L Detail:

Type **Y+** the **Enter** key to print invoice G/L account distribution.

16. Select the appropriate printer for this report.

Check History Report Sample



Check History Summary By Vendor

Overview

The Check History Summary By Vendor Report can be printed for a range of vendors within a specific date range. You can choose to print only vendors that total above a minimum amount.

Procedure

1. Choose Check History Summary By Vendor on the Accounts Payable Report Menu.

2. First Vendor:

Type a valid vendor number and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F4** to return to the Accounts Payable Report Menu.

3. Last Vendor:

Type a valid vendor number and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F2** to return to the previous input field.

4. First Date:

Type the first check date to include in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Last Date:

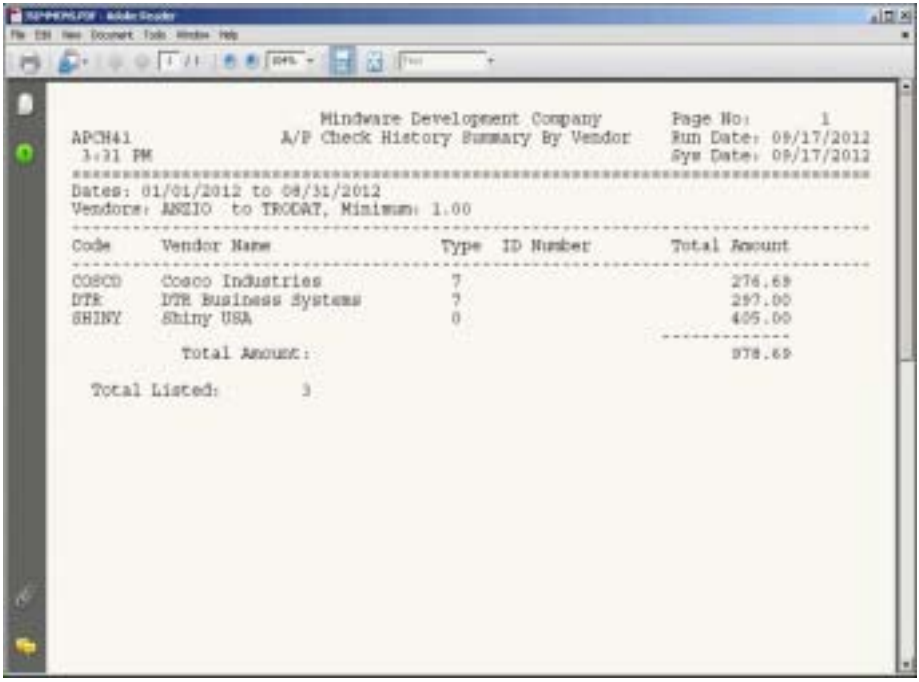
Type the last check date to print in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. Minimum Amount:

Type the minimum vendor total to include and **Enter**.

7. Select the appropriate printer for this report.

Check History Summary By Vendor Sample



```
                              Mindware Development Company        Page No:       1
APCH41                  A/P Check History Summary By Vendor     Run Date: 09/17/2012
 3:31 PM                                                        Sys Date: 09/17/2012
********************************************************************************
Dates: 01/01/2012 to 08/31/2012
Vendors: ANZIO  to TRODAT, Minimum: 1.00
--------------------------------------------------------------------------------
Code      Vendor Name                    Type  ID Number         Total Amount
--------------------------------------------------------------------------------
COSCO     Cosco Industries                7                            276.69
DTR       DTR Business Systems            7                            297.00
SHINY     Shiny USA                       0                            405.00
                                                                    -------------
            Total Amount:                                            978.69

  Total Listed:        3
```

4

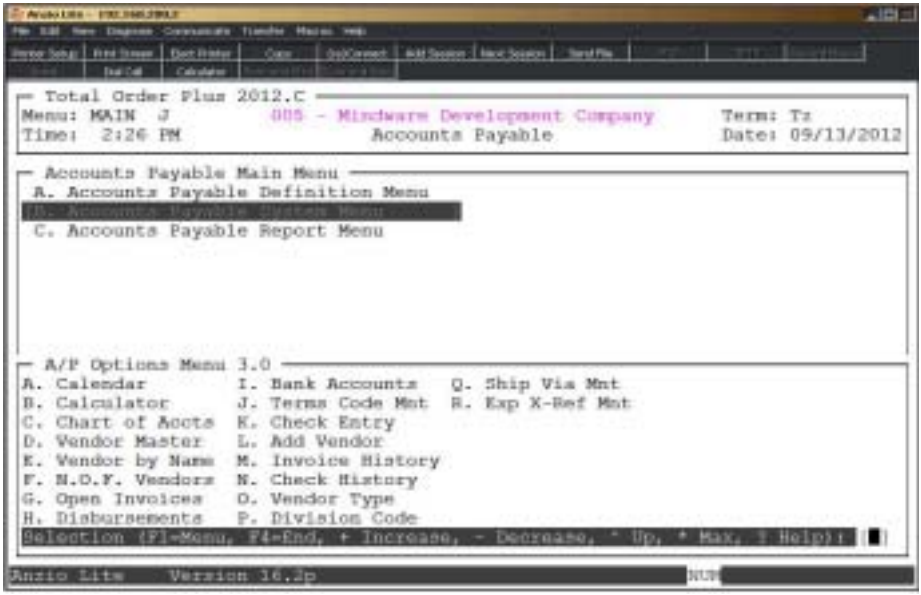
ACCOUNTS PAYABLE OPTIONS MENU

- Options Menu
- Terms Code
- Add Vendor
- Vendor Type
- Vendor Ship Via

Accounts Payable Options Menu

Overview

The Accounts Payable Options Menu allows you access to the system calendar and calculator, the option to display the G/L Chart Of Accounts (if applicable), view vendor information, invoices, disbursements, bank accounts, invoice history and check history. You can add new vendor codes, vendor type codes, terms codes and ship via codes. The vendor information, terms codes and ship via codes are linked to the Purchase Order module, if installed on your system.



Calendar

The calendar display three months at a time, beginning with the current month, highlighting today's date. You have the option to enter another month and year (MMYY format) you want to view or press the **Enter** key to continue the display. Press **F4** to return to the Accounts Receivable Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

Calculator

The calculator allows the user to add, subtract, multiply or divide numeric functions. Each function key has its own specific instruction to perform. The calculator can be displayed from several places in the system. Press **F10** to exit the calculator program and return to the Accounts Receivable Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

Chart Of Accounts

The General Ledger Chart of Accounts displays on the screen. Press the **Enter** key to continue the display or enter an account number to advance the display forward or backward. Press **F4** to return to the Accounts Receivable Options Menu.

Vendor Master

The Vendor Master displays the vendor number and name, address one and telephone number. You can see more vendor information by pressing **F3** for more detail. This options displays the entire vendor name and address as well as account activity and purchases and returns.

Vendor By Name

The Vendor By Name displays the vendor information in alpha sort key order. The information displayed is the vendor name and address one and the telephone number. You can press **F2** to move the screen from left to right to display the rest of the vendor status information. Press **F3** to sort the vendors by vendor, alpha sort key, telephone number or find a vendor by name or by contact name.

NOF Vendors

The NOF (Not On File) vendor open invoices are displayed in invoice number order, showing the vendor name and address one.

Open Invoices

Vendor open invoices are displayed in vendor number order, showing the vendor number, invoice number, invoice date and due date, memo, invoice amount and the balance due.

Disbursements

Checks that been issued through the system or manual checks that have been entered are displayed in check number order. The information includes check number, vendor number, check date, vendor name, amount of discount and the net check amount.

Bank Accounts

The Accounts Payable system allows for multiple bank accounts. This display shows the bank ID code, bank name, General Ledger cash account number and bank account number for each bank.

Terms Code Maintenance

The Terms Code display lists the terms code and description, number of days until due, number of days due for discount and the percentage of discount. Terms codes are assigned to vendors and are used to calculate the invoice due date and the discount amount, if applicable, during 'Open Invoice Data Entry' on the Invoice & Manual Check Processing Menu.

Check Entry

Check Entry displays manual check entries that have been made in 'Manual Check Data Entry' on the Invoice & Manual Check Processing Menu and have not been updated. Information displayed is bank code and check number, check date, vendor number and name and amount of the check.

Add Vendor

The Add Vendor program allows you to enter new vendors into the Vendor Masterfile in a shortened form. You enter the new vendor number, name and address, city, state, zip code, ship via and terms codes. Additional status information can be added at a later time.

Invoice History

Invoice History displays the vendor code and name, invoice number and date, memo information and amount of each invoice. You can use function keys to show invoice detail or to sort history records by vendor, invoice number, vendor name, date of the invoice or you can search history records by vendor code, looking for memo descriptions or dollar amount of an invoice.

Check History

Check History displays the check number and date, vendor code and name, amount applied by each check and the actual check amount. You can use function keys to show check detail or to sort history records by vendor, check number or vendor name.

Vendor Type

Vendor Type displays the vendor type code and description. You can categorize each vendor by entering a vendor type code in the Vendor Masterfile. The vendor label print and several vendor reports can be sorted in vendor type order.

Division Code

Division Code displays the division number and description. The division code is the first two characters of the vendor number. Several reports are totaled by division.

Ship Via Maintenance

The Ship Via display lists the ship via code and description (i.e. UG-UPS Ground, FX-Federal Express, etc.). Terms codes are assigned to vendors and are linked to the Purchase Order module during 'Purchase Order Data Entry'.

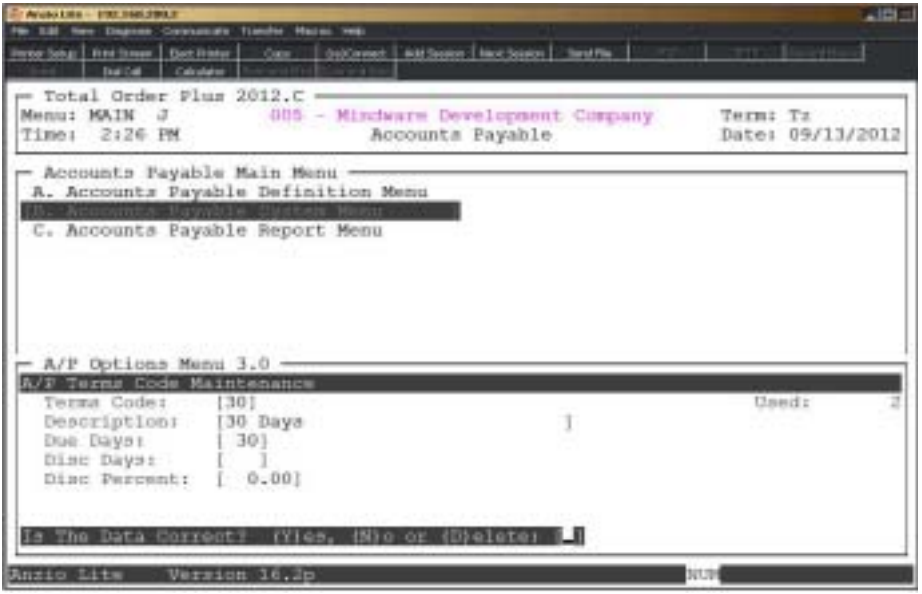
Expense Cross Reference Maintenance

This maintenance programs allows you to enter G/L account numbers and an expense phrase to post as a memo to the G/L during the import of the American Express invoice file.

Terms Code Maintenance

Overview

Terms Code Maintenance allows you to establish terms that you have with your vendors and then be assigned to each purchase order during 'Purchase Order Data Entry' in the Purchase Order module. Terms codes can be number of days or number of days with a discount percent if paid with a specific number of days.



Procedure

1. Choose Terms Code Maintenance on the Accounts Payable Options Menu.

Press the **Enter** key to scroll through the terms code display or enter a terms code to advance the display forwards or backwards.

Press **F1** to enter maintenance mode.

Press **F2** to list the terms code to a printer.

Press **F4** to return to the Accounts Payable Options Menu.

2. Terms Code:

Type up to a two (2) character terms code and **Enter** or type **?+** the **Enter** key to display the Terms Code Selection window.

Press **F2** to display the existing terms codes.

3. Description:

Type up to a twenty-eight (28) character terms code description and **Enter**.

Press **F2** to return to the previous input field.

4. Due Days:

Type the number of days until due and **Enter**.

5. Discount Days:

Type the number of days due for a discount and **Enter**.

6. Discount Percent:

Type the percent of discount and **Enter**.

7. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the data and return to Step 2.

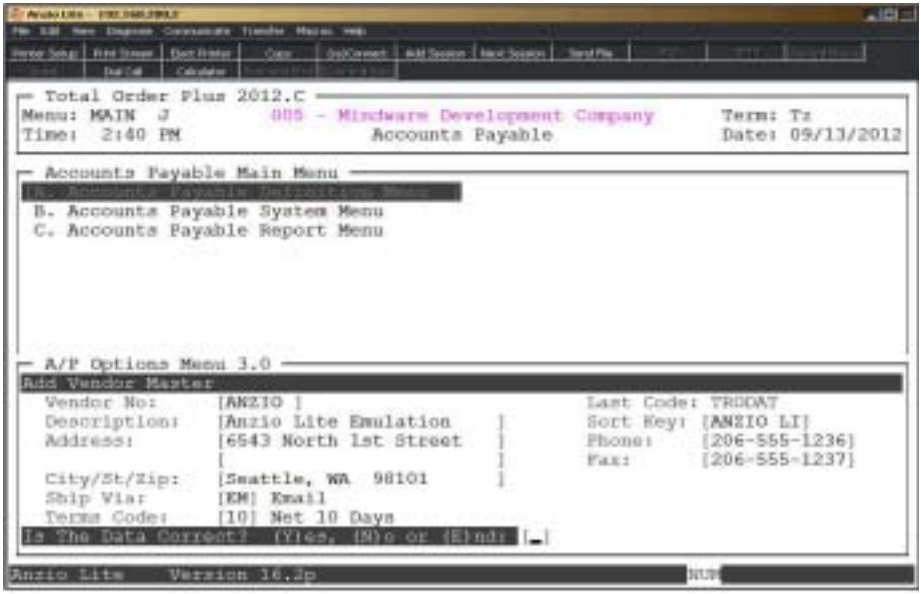
Type **N** to edit the data and return to Step 3.

Type **D** to remove this terms code from the system. Go to Step 2.

Add Vendor

Overview

The Add Vendor program allows you to enter a new vendor in a shortened form without having to go to the 'Vendor Masterfile Maintenance' program on the Accounts Payable System Menu. Vendor information not entered using this screen can be added at a later time.



Procedure

1. Choose Add Vendor on the Accounts Payable Options Menu.

2. Vendor No:

Type a new vendor code and **Enter**.

> *Note: The Last Vendor code in the Vendor Masterfile displays in the upper right corner of the screen. If you should enter an existing vendor code, this messages displays: 'Vendor Already In File - Cannot Add. CR to Continue'. Press the **Enter** key to return to input a new vendor code.*

Press **F4** to return to the Accounts Payable Options Menu.

3. Description:

Type up to a twenty-four (24) character vendor name and **Enter**.

4. Sort Key:

Press the **Enter** key to accept the alpha sort key assigned by the system.

Note: The sort key is the first eight (8) characters of the vendor name and is used to sort various vendor reports.

5. Address:

Type up to a twenty-four (24) character address line one and **Enter**.

Note: Follow the same criteria for address line two.

6. City/St/Zip:

Type up to a twenty-four (24) character city, state abbreviation and zip code and **Enter**.

7. Phone:

Type the telephone number and **Enter**. No dashes or slashes are required.

8. Fax:

Type the facsimile number and **Enter**. No dashes or slashes are required.

9. Ship Via:

Type a valid ship via code and **Enter** or type **?** to display the Ship Via Code Selection window.

10. Terms Code:

Type a valid terms code and **Enter** or type **?** to display the Terms Code Selection window.

11. Is The Data Correct? (Y)es, (N)o or (E)nd:

Type **Y** to accept the new vendor and return to Step 2.

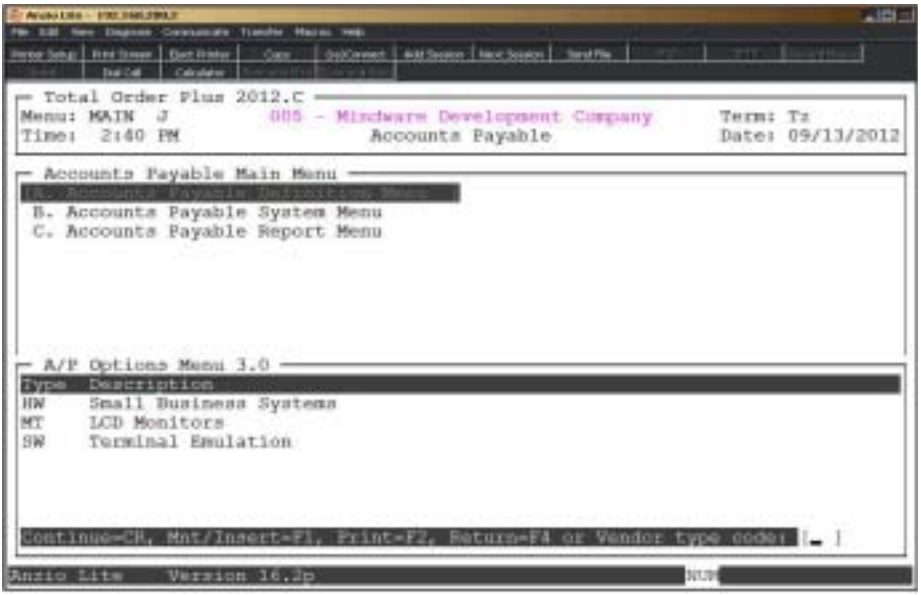
Type **N** to edit the vendor information. Go to Step 3.

Type **E** to end vendor input without writing vendor information to the Vendor Masterfile. Return to Step 2.

Vendor Type Maintenance

Overview

The Vendor Type Maintenance allows you to set up various type of vendors, such as, suppliers, utilities, government, computer vendors, etc. On the Accounts Payable Report Menu, several reports can be sorted by vendor type as well as the 'Vendor Label Print'.



Procedure

1. Choose Vendor Type on the Accounts Payable Options Menu.

2. Continue=CR, Mnt/Insert=F1, Print=F2, Return=F4 or code:

Press the **Enter** key to continue the display or enter a type code to advance the display forward or backward.

Press **F1** to enter maintenance mode.

Press **F2** to list the type codes to a printer.

Press **F4** to return to the Accounts Payable Options Menu.

3. Type Code:

Type a two (2) character type code and **Enter**.

4. Description:

Type up to a thirty (30) character type description and **Enter**.

5. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the type code and return to Step 3.

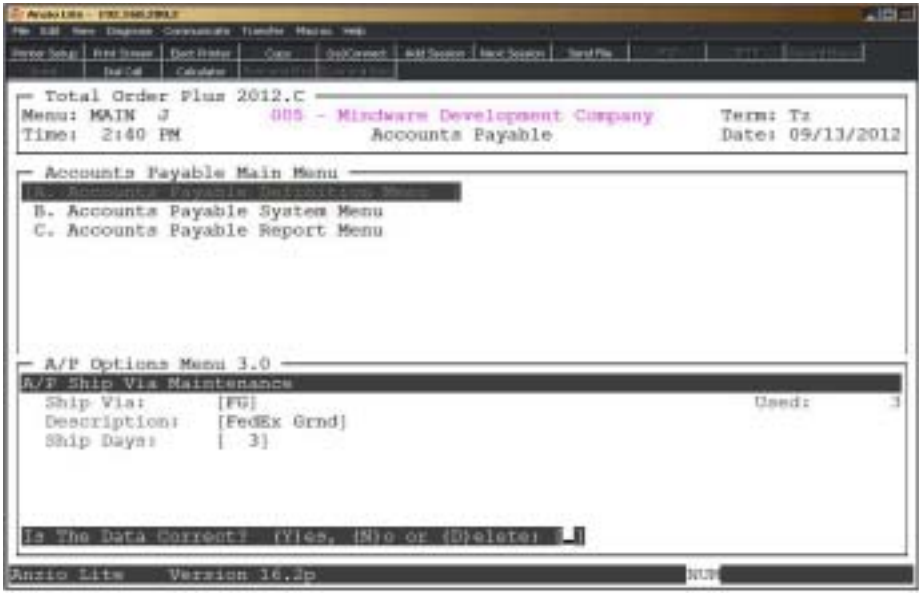
Type **N** to edit the description in Step 4.

Type **D** to remove the type code from the system. Go to Step 3.

Ship Via Maintenance

Overview

The Ship Via Maintenance program allows you to set up various ship via codes to be used during 'Purchase Order Data Entry' in the Purchase Order module. Ship Via codes can be UG=UPS Ground, BW=Best Way, FE=Federal Express, etc. The code is defaulted during purchase order entry from the Vendor Masterfile.



Procedure

1. Choose Ship Via Maintenance on the Accounts Payable Options Menu.

2. Continue=CR, Mnt/Insert=F1, Print=F2, Return=F4 or code:

Press the **Enter** key to continue the display or enter a ship via code to advance the display forward or backward.

Press **F1** to enter maintenance mode.

Press **F2** to list the type ship via codes to a printer.

Press **F4** to return to the Accounts Payable Options Menu.

3. Type Code:

Type a two (2) character ship via code and **Enter**.

4. Description:

Type up to a thirty (30) character description and **Enter**.

5. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the ship via code and return to Step 3.

Type **N** to edit the description in Step 4.

Type **D** to remove the ship via code from the system. Go to Step 3.