DAPREX, INC.

Specialists in Data Processing

Presents...

The Accounts Payable System

For The IBM AS/400 (R)

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Rev. 01/10

INTRODUCTION TO THE ACCOUNTS PAYABLE SYSTEM

This section outlines the general purpose of each menu option on the A/P Main Menu. Each of these is examined in detail in subsequent sections of the manual.

DAILY PROCESSING - This menu contains all of the data entry, edit and update procedures for Invoices, Hand Disbursements, Recurring Invoices and Void Checks. All payment selection, check writing and electronic payment is also done from this menu.

INQUIRIES & REPORTS - All Accounts Payable inquiries and reports, (excluding Month End reporting) can be found on this menu. Detailed Vendor Ledger, 12 Month Purchase History, Aged Accounts Payable, Check History and Monthly Purchase and Disbursement Journals can be accessed via screen inquiries. Complete A/P reporting including Cash Requirements, Aged Accounts Payable, Vendor Ledger and much more is contained under this menu option.

MONTH END PROCESSING - All month end and final check reconciliation processing jobs are found on this menu.

YEAR END PROCESSING - 1099 reporting and special processing jobs are found on this menu.

FILE MAINTENANCE - All Master files are entered and maintained on this menu.

FILE LISTINGS - Listings of each master file can be obtained from this menu.

MISCELLANEOUS FUNCTIONS - Transaction modifications can be processed from this menu. If you are using the DAPREX Purchase Order system, invoiced receipts can be posted to the A/P system from this menu. The programs to create an electronic payment pre-note file and to save either that file or the actual electronic payments are also found on this menu.

SUPERVISOR FUNCTIONS - Voucher, hand disbursement and void check batches under any user ID can be accessed from the options on this menu. Various other options exist for releasing locks on batches etc.

A/P CHECK RECONCILIATION - All check reconciliation processing jobs are found on this menu.

FUNCTION KEYS

Throughout the system, various function keys are utilized for special purposes. This section provides a brief overview of these keys and their functions. While ALL of the functions are described here, only those that are listed at the bottom of a particular screen are available from that screen. It is therefore important to read the screens and use the available HELP text to determine which keys can be used in each job. We have tried to be consistent with the use of these function keys and hope this enables our users to adapt quickly and easily to our systems.

F3=	**EXIT**	Exit the screen and return to the menu.
F4=	**SCAN**	Scan on any input field for which there is a master file. I.E. - account#, vendor#.
F5=	**RESET**	Reset the screen and re-enter the data.
F6=	**NOTES**	Allows the operator to add or view notes for a record.
F10=	**ADD**	Switch back to ADD mode from UPDATE mode in a transaction file. I.E.- A/P Voucher Entries.
F11=	**UPDATE**	Change or delete an entry in a transaction file. I.E. - A/P Voucher Entries
F12=	**PREVIOUS**	Go back to the previous screen.
F14=	**CORP/DIV/DEPT/JOB**	Select the Corporations, Divisions, Departments, and/or Jobs on which to inquire/report.
F16=	**DISPLAY BY CODE**	Displays a maintenance file in numeric order.
F17=	**DISPLAY BY NAME**	Displays a maintenance file in alphabetical order by description/name.
F19=	**SHIFT LEFT**	Move the screen to the left to view additional columns of data.
F20=	**SHIFT RIGHT**	Move the screen to the right to view additional columns of data.
F21=	**PREVIOUS INV/BATCH**	Displays the previous invoice or batch.
F22=	**NEXT INV/BATCH**	Displays the next invoice or batch.

USING THE DAPREX FILE MAINTENANCE UTILITY

When performing File Maintenance, there are several types of files. The first kind is a non-corporate specific file where multiple records can be entered onto the same screen. These files have relatively few fields, all of which fit on the screen. The Department File is an example of this type of file. See below.

```
            DEPARTMENT MAINTENANCE

   ENTER/UPDATE DEPARTMENT# & DESCRIPTION

   POSITION TO:                (BY G/L DEPT#)

          DEPT.            DESCRIPTION
          001              ADMINISTRATIVE
          002              DATA PROCESSING
          003              WAREHOUSE
          004              SALES & MARKETING
```

The second kind is almost identical to the first except that it is corporate specific. This means that a Corp# must be entered PRIOR to entering any records to the file. This file type also contains few enough fields that they all fit on one screen. The Division File is an example of this type of file. See below.

```
         DIVISION FILE MAINTENANCE

   *CORPORATION 1
    POSITION TO:                (BY DIVISION#)

   DIVISION                 DESCRIPTION
   001                      NEW YORK
   002                      CONNECTICUT
   003                      VERMONT
   004                      FLORIDA
```

When first building these first two file types, simply key in the necessary data. When all records have been entered or the first screen is full, press **ENTER** to proceed. Press **F20** to accept the new or changed records or **F12** to cancel the new or changed entries. If you have filled the first screen and now want to add more records, type 999 (or as many nines are required to fill the field) at the **POSITION TO** field. This takes you to the end of the file, displaying a blank or partially blank screen on which to make the additional entries. Continue as previously described. When adding records to the file at a later time, either move the cursor to the first blank line and key the new data or enter nines at the **POSITION TO** field. To change/update an existing record, move the cursor to the field in question and key the new data over the old. Press **ENTER** when all changes have been made, and **F20** to accept the changes. To delete a record, key a *'4'* in the **DLT** field and **ENTER**. Again, press **F20** to confirm the delete.

The third kind of file is that which is frequently corporate specific AND each record has more fields than will fit on the first screen that is displayed. An example is the Multiple Account Distribution File. When this menu option is selected for the first time, a blank screen like that shown below appears.

```
MULTIPLE ACCOUNT DISTRIBUTION MAINTENANCE

POSITION TO:                    (BY DISTRIBUTION CODE)


OPT     CODE        DISTRIBUTION DESCRIPTION




F3=EXIT  F10=ADD
```

Press **F10** to Add a record. The actual entry screen then appears, prompting the operator for the **DESC., CORP, DIV, DEPT**, etc. After keying all of the necessary fields, press **ENTER** to accept the record, and **F12**. Continue with the next record to be added. All of the records that were added will be displayed as shown below.

```
            MULTIPLE ACCOUNT DISTRIBUTION MAINTENANCE

POSITION TO:                    (BY DISTRIBUTION CODE)


OPT     CODE            DISTRIBUTION  DESCRIPTION
         1              INSURANCE ALLOCATION
         2              UTILITY ALLOCATION

F3=EXIT  F10=ADD
```

To change/update any of the existing records, key a *'1'* in the **OPT** field and press **ENTER**. This will display the selected record and you may make any updates/changes or delete the record by keying a *'4'* in the **OPT** field.

The last type of file is that which may or may not be corporate specific and is entered one record at a time without displaying the existing records. The Corporation, Vendor and Bank Files are examples. Upon selection of one of these menu options, the operator is prompted for the Corp#, for example. Press **ENTER** to proceed. The remaining fields are then displayed. Enter the necessary fields and press **ENTER** to accept the record. Continue with the next record. To change/update an existing record, call up that record, move the cursor to the field to be changed, and key over the existing data. Press **ENTER** to accept. To delete an existing record, key a *'D'* in the **D=DELETE** field and press **ENTER**.

USING THE DAPREX SELECTION UTILITIES

Throughout the Accounts Payable system, extensive use is made of the Corporation, Corporation/Vendor and Corporation/Bank selection utilities to designate the entities to be included in reports. This section outlines the use of these utilities, along with that of selecting certain G/L accounts for reporting.

On almost every report option on the INQUIRIES and REPORTS menu and all of the Check Reconciliation reports, the above mentioned utilities are used to allow the operator to select what is to be included in a report. Let's first look at the Corporation Selection. (In most cases it comes up automatically but in others, the operator may need to press **F14** to call it up). A screen like that below appears showing each active corporation# and name.

CORPORATION SELECTION UTILITY

SELECT CORPORATIONS: 1=SELECT CORP, 4=CLEAR

1,4	CORP#	NAME	STATUS
	1	XYZ CORP.	
	2	HIGH TECH CO.	
	3	DAPREX, INC.	

The operator has 2 options: **1=SELECT** a corporation, **4=CLEAR** a previously selected corporation. Place a *'1'* in the **1,4** field to the left of the corporation# and press **ENTER**. If a *'1'* is keyed, *SELECTED* appears in the status field. To clear a previously selected corporation, key a *'4'* in the **1,4** field and press **ENTER**.

The Corporation/Bank selection utility is almost identical except that there is another level of selection. Where in the above example there are options 1 and 4, the Corporation/Bank utility has options **1=ALL BANKS, 2=SELECTED BANKS, AND 4=CLEAR**. If a *'1'* is keyed next to a corporation, ALL BANKS appears in the status field. If a *'2'* is keyed, a Bank Selection screen appears displaying all the banks in the selected corporation. Now key a *'1'* next to the bank to be selected or key a *'4'* to clear a previously selected bank. Press **F12** to return to the Corporation Selection screen and **F3** to exit and continue processing.

The Corporation/Vendor selection utility is identical to the Corp/Bank utility except that when a *'2'* for selected vendors is keyed, the operator must either key in the vendor numbers or use the Vendor Scan to select the vendors to be included in the report.

In a few of the reports, the operator has the ability to select the G/L accounts to be included. Where this option appears, the command key **F15=G/L Accounts**, allows the operator to enter the account numbers or select a range of accounts.

PROFILE OPTIONS

When the DAPREX Accounts Payable system is installed at your location, the installer needs to identify which Profile Options are to be active. Profile Options are system instructions regarding certain types of processing and depending on whether an option is active or not, the system handles certain situations differently. Once set, the Profile Options should not be changed without checking with your DAPREX representative. All but a few A/P profile options are General. All profile options should be answered with a *'Y'* or an *'N'*. The generic Accounts Payable Profile Options can be accessed via menu option #2 on the Profile menu using an area code of 'AP'. The options should appear in the following sequence. Section headings such as '---GENERAL LEDGER POSTING ---' are not listed here and do not require a Y/N response.

Multiple A/P Accounts Per Bank - Allows multiple liability accounts to be debited at the time of check writing when all checks are written out of the same bank. See the section entitled 'A/P Accounts' under File Maintenance for further explanation.

Process Auto-distribution at Batch Update - When the Auto-distribution and/or MAD# features are being used, the invoice explosion is done at the time of updating the A/P batches rather than at month end. This should always be activated.

Spread Cash on Cross Corp. Postings - Spreads the cash and discount entries across the various corporations when an intercorporate invoice is paid. This occurs whenever computer checks, hand checks or void checks are posted to the G/L.

Zero Out Depts. for G/L Cash Discounts - Disregards the department# associated with an invoice when posting the A/P cash discount at the time of A/P check writing.

Multiple Fiscal Years - When using the interfund posting mechanism to update G/L for funds having different fiscal years, this option must be activated.

Allow Dept# if Debit# < 300000 - Permits entry of a department# when debiting a balance sheet account in Voucher/Hand Disbursement entry.

Allow Job# if Debit# < 300000 - Permits entry of a job# when debiting a balance sheet account in Voucher/Hand Disbursement entry.

Zero Out Dept/Job for G/L Currency P/L - A 'Y' posts the foreign currency gain/loss at the Corp/Div level only, zeroing out any dept# or job# that was used to post the expense.

Force Purchase Discount to Default Entities - A 'Y' indicates that the A/P purchase discount defaults from the Corp. Master file are to be used when posting a discount to the G/L. These defaults are used regardless of whether an invoice has a division# of its own.

Force Purchase Discount to Debit Acct# - A 'Y' forces the G/L account for purchase discount to be the same as the debit account. Note: If the discount amount is changed in the Check Selection menu option, the *entire* discount for the invoice goes against debit account# on the first distribution line.

Force Discount to Debit Account for ALL Accounts – A 'Y' posts the discount to the original debit account on the invoice regardless of whether that is a P&L or Balance Sheet account. If set to 'N' an invoice posted to a balance sheet account has its discount posted to the discount account# in the bank file.

Don't Post Job# through to G/L - A 'Y' prevents the job# data from posting to the G/L from the voucher update, check payment or transaction modification jobs. This is used in situations where the job# field is used to enter data that should **not** post to G/L. If set to 'Y', the Trans. Modification program allows changes to the job# regardless of accounting period status.

Voucher Entry Defaults - defaults the 'Y' or 'N' values on the batch header screen. Once set here, the defaults may be overridden on a batch-by-batch basis. (**Allow Division** through **Allow Job#**). See the section entitled 'Voucher Entry' under Daily Processing for further explanation.

Uses Factoring - Allows for the use of A/P factors. Two additional file maintenance options appear, enabling the operator to enter factor numbers and assign them to particular vendors for whom they can be used. If the profile option regarding the use of Remit To Vendors is set to 'Y', that profile takes precedence.

Voucher Entry - Allow Line Comments – A 'Y' indicates that the system allows for multiple comments per invoice.

Voucher Entry - Check Dups within Batch - the system checks for duplicate entries within the same batch. (A duplicate exists when the vendor#, invoice#, interfund#, div#, dept#, job# and account# are identical to a previous line entry.)

Post Vouchers Directly to G/L - Posts to the G/L every time the Voucher, Hand Disbursement, Recurring Voucher, Void Check and Trans. Modification update is run. This means that the G/L is as up to date as what exists in the A/P system, excluding unposted batches.   If used, the profile option to allow interim posting should be activated as well.

Void Check Replacement Voucher Pay Immed. - A 'Y' indicates the system should assigns a payment status of P=Pay Immediate to the replacement invoices created during a void check batch.   If not activated, the status is set to N=Normal.

Voucher Entry: Allow Department - defaults the 'Y' or 'N' value for Department# on the new voucher entry program batch header screen. Once set here, the default may be overridden on a batch-by-batch basis.

Voucher Entry: Allow MAD# - defaults the 'Y' or 'N' value for MAD# on the new voucher entry program batch header screen. Once set here, the defaults may be overridden on a batch-by-batch basis.

Voucher Entry: Force Line Comments - A 'Y' forces line comments.

Use New Voucher Entry/Edit/Update - A 'Y' indicates that the new version of the voucher entry program will be used.

Voucher Entry: Auto Assign New Batch# - A 'Y' assigns the next available batch# in the New Voucher Entry program. An 'N' allows the user to assign the batch#.

Voucher Entry – PO# is Required – A 'Y' requires entry of a PO# on every line distribution of every invoice. An 'N' does not require a PO# on every line of every invoice.

Voucher Entry: Use Executive Board Action date – A 'Y' uses an 'Executive Board Action Date in voucher entry instead of the PO#. LOCAL 3 Only

Hash Totals on Edit - Prints account# hash totals on the old Voucher and Hand Disbursement edit reports.

Select Voucher Batches to Post - Allows the operator to select individual voucher and hand disbursement batches for edit/update.

Fixed Assets Update in Voucher Entry - Allows you to update the Fixed Asset Master File during voucher entry when an asset is purchased.

Use PO#/Line# as Fixed Asset Number – A 'Y' tells the system to use a combination of the purchase order# and the invoice line# as the fixed asset# when automatically creating a fixed asset.

V/E: Check Dup Inv# w/Different Date - A 'Y' indicates that the system will check for duplicate invoice numbers regardless of the invoice date in the Voucher Entry program.

Special PO# Validation - Reserved. A 'Y' indicates that when certain G/L accounts are debited in the Voucher and Hand Disbursement Entry programs, additional data is required in the PO# field.

Default Voucher Period From Invoice Date if Zero - This option can be set to 'Y' only if you are using the new A/P Voucher Entry program. A 'Y allows you to leave the accounting period field blank on the batch header screen and have the system determine the period against which to post each invoice based on the invoice date. This allows invoices for multiple periods to be entered in the same batch.

Allow Foreign Currencies - A 'Y' allows for entry of invoices in foreign currencies in the new Voucher Entry program only. Payment will always be in US$ with the system converting based on the current rate of exchange. **Regardless of whether this is set to 'Y' or 'N', you MUST build a US$ currency in the Currency Master File. Refer to that section of the manual for further details.**

Voucher Entry: Protect Due Date - A 'Y' protects the invoice due date field in the new Voucher Entry program. An 'N' allows the operator to enter data into that field.

Tours Voucher Entry: Allow Loss - Not Applicable

Tours Voucher Entry: Allow Date Change - Not Applicable

Print Vendor Address on Voucher/Hand Disb. Edit - A 'Y' prints the vendor address in addition to the name on the edit listings. The address prints on a second line.

Print Vendor Name With Address On Edit - A 'Y' prints the vendor name and address on the edit listings. Both the name and address print on a second line. The profile '**Print Vendor**

Address on Voucher/Hand Disb. Edit' must also be set to 'Y'.

Use Corp/Intercorp Cross-Reference - A 'Y' validates the voucher corp/intercorp combinations in file CRPXRFP (corp/intercorp cross reference file). The Corp/Intercorp Cross Reference file is found on the A/P File Maintenance menu.

V/E - Treat Blank Line Fields as Dup Key - A 'Y' indicates that in Voucher and Hand Disbursement line entry, whenever a field that is DUP key capable (i.e. Intercorp, Div, Dept, Job, Account etc.) is left blank, the system will automatically duplicate the value for that field from the previous line.

Voucher Edit - Print Job Description - A 'Y' prints the job description in place of the gross & discount amounts on the Voucher Edit. The net amount is printed and the gross & discount amounts still print on the total lines.

Allow Temporary Vendors in Recurring Voucher Entry – A 'Y' allows temporary vendors (900000-999998) to be used in the Recurring Voucher Entry programs. The temporary vendor must be coded for 1099 in the Vendor Master File to prevent the transaction history from being converted to vendor# 999999 when each recurring payment is made.

Default 1099=Y for Old VE Temporary Vendors – Set to 'N'.

No Default Intercorp (Old VE) – A 'Y' does not use the batch header corporation# as the default in the InterCorp# field. This applies to the old voucher entry program only.

Use Voucher Templates – A 'Y' allows for entry of a template code in the new Voucher Entry program. The templates can be created for specific vendors and used on specific invoices.

Voucher Edit - Print Accounting Pd. Desc. – A 'Y' prints the accounting period description on the 2nd line of the Voucher Edit listing if the batch header does not have an assigned accounting period.

Voucher Edit - Print Job Desc. - A 'Y' prints the job description on the 2nd line of the voucher edit listing.

Do Not Delete Expiring Recurring Entries – An 'N' deletes the expiring recurring AP entries when they are posted to their final period. A 'Y' does NOT delete them.

Test for Duplicate Vendor#/Invoice#/PO# in Voucher Entry – A 'Y' checks for duplicates based on identical invoice#s with the same PO# for a vendor.

Print Division/Account# on Checks - Prints the G/L division and account# information for each invoice on the check stub.

Print Corporation Name on Checks - Prints the corporation name if no corporate logo or name is preprinted on the check.

Hand Check#'s = Computer Check#'s - Allows the use of one series of check numbers for both manual and computer checks.

Print ATTN Line on Checks - Prints the 'Attention To' line from the A/P Vendor file on the A/P check.

Print Invoice Comments on A/P Checks - Prints the invoice comments on the A/P check stub.

Print check amount at 10 CPI - A 'Y' prints the check amount as XXX Dollars and XX Cents on the face of the check, (i.e. 423 Dollars and .52 Cents), rather than spelling it out in English, (i.e. Four Hundred Twenty-Three Dollars and Fifty-two Cents).

Separate Detail for each Check Run - A 'Y' response indicates that the posting of computer checks to the G/L will have a description of "COMPUTER DISBURSEMENT MM/DD", MM/DD indicating the month and day of the check date. Unless more than one check run is done out of the same bank on the same day, separate postings for each check run will exist in the G/L. An 'N' response will cause the MM/DD to be omitted from the posting description, thereby creating ONE monthly computer disbursement entry in the G/L.

Uses A/P Comment File A-Z for Checks - Indicates that check comments will be used. Check comments can be assigned to specific vendor invoices with those invoices printed on a separate check from other vendor invoices assigned with a different check comment. Consult with your DAPREX representative for further information.

Disallow Invoice Date > Check Date – A 'Y' prevents an invoice date from being greater than the check date.

Check Selection - One User at a Time - A 'Y' prevents the Check Selection & Processing job from being run by more than 1 user at a time.

Check Selection - Hold All Negative Checks - A 'Y' holds all invoices for vendors whose selected invoices would result in a negative amount. Those invoices are available for selection once the check processing is complete. An 'N' sends a message to the operator with the option to press F15 to place those same items on temporary hold.

Sort A/P Checks by Vendor/Factor/Remit-To Name - A 'Y' prints the A/P checks in vendor name/factor name/remit-to name sequence. If you have a custom A/P check print program, do not set to 'Y' until checking with your DAPREX representative. An 'N' prints the checks in vendor# sequence.

Print Check Register by Category Also - A 'Y' prints a second check register during the A/P Check Update that sorts and subtotals by vendor category.

Allow Multiple Check Formats - A 'Y' allows you to have different check formats for the different A/P banks. If set to 'Y', F16=A/P Check Overrides can be used in the bank file to specify the appropriate check data for a particular bank. Refer to the Bank File Maintenance section for further information.

Use EZPRINT/ACOM - A 'Y' indicates that the EZPRINT/ACOM software is being used to print laser checks. The library ACOM must be in your library list and when set to 'Y', additional fields appear during check processing.

NEW Only - EZPRINT Fields in APRP02R - A 'Y' forces the EZPRINT fields, (bank account#, corp/bank) to APRP02R.

Print Checks For All Corps – A 'Y' prints A/P checks for all corporations in one run. The 10-position profile #10 (for Corp 999) must contain the Corp# to use for bank file validation and update. (Hitch)

Default Bank# in Check Selection – A 'Y defaults to paying bills out of the first bank valid for A/P in the Bank File.

Sort Checks by Category/Vendor/Factor – A 'Y' prints the checks in vendor category/vendor name sequence.

Display Unused Checks in Check Selection – A 'Y' alerts the user to a situation where starting check# for a check run is NOT one greater than the LAST check# used and shows how many unused check#s will result from proceeding (only when using a bank with prenumbered checks). If you are not using prenumbered checks there is no reason to set this to 'Y' as the system is assigning the next check# anyway.

Check Selection – Hold all Zero Checks – A 'Y' holds all ZERO amount checks in Check Selection. This used to be part of profile #67 which held all negative **AND** zero checks. Unless you are trying to post discounts on a zero check this profile should be set to 'Y'.

Use NORWEST Positive Pay File - A 'Y' indicates that the system creates a file of check numbers and amounts each time computer checks are run or voided and each time hand checks are updated. This file can then be transmitted to the NORWEST bank for verification of the checks being cashed out of the bank account.

Use Positive Pay File (APC) - Only set to 'Y' for Amer. Prod. Co.

Use Citibank Positive Pay File (ABC) – Only set to 'Y' for ABC.

Use Chase Positive Pay File – A 'Y' creates the Chase Bank version of the positive pay file.

Use Bank of America Positive Pay File – A 'Y' creates the Bank of America version of the positive pay file.

Store the Positive Pay File Name in Bank File – A 'Y' allows you to store the positive pay file name in the bank file.

Log Transaction Modifications - Maintains a file of the changes made through the Transaction Modification program.

Allow Trans. Mod. to Change Gross & Discount$ - Allows changes to the gross and discount amounts on unpaid items posted to the current, unclosed period. This can only be done from the Transaction Modification accessed in the Month End procedure.

Allow Trans. Mod. to Delete Items - Allows deletion of unpaid items posted to the current, unclosed period. This can only be done from the Transaction Modification accessed in the Month End procedure.

Protect PO# in Transaction Modification - A 'Y' prevents changes to the purchase order# field in the Transaction Modification program.

Change Vendor in Trans. Mod. - A 'Y' allows the user to change the vendor in the new transaction modifications program (only if unpaid).

Change Paid Invoice# in Trans. Mod. – A 'Y' allows the user to change the invoice# even after the invoice has been paid in the new transaction modification program.

Print GL Account# on EOM Schedule - Prints the G/L debit account# on the End of Month Schedule. If an invoice is debited to more than one account#, the first debits account# is shown here.

Close Month Without Running Preliminary Reports - Allows you to perform a final A/P End of Month Close WITHOUT running the preliminary reports.

Print Div. 1 Discounts on EOM Schedule – A 'Y' prints the division 1 discount totals by department after the corp. totals on the regular EOM schedule report. Okun only.

Print Purchase Journal by PO# - A 'Y' prints the purchase journal with totals by P.O.# instead of by debit account, div#, dept# and job#. VENCO

Print Recurring Batches During EOM – A 'Y' prints a list of all of the recurring batches for the month 2 months later than the one being closed during the A/P Final Close.
I.E. During the May month end, the recurring batches that should be scheduled for July posting are printed. They are printed simply for review purposes

Print EOM Schedule by Division Also - In addition to the standard End of Month Schedule, separate schedules by division# are printed.

Print EOM Schedule by Division Instead - Instead of the standard End of Month Schedule, separate schedules by division# are printed.

Print Vendor Totals Not Job on PJ/DJ - If you are not using the Job# level of the A/P and G/L systems, you may wish to print vendor totals on the Purchase and Disbursement Journals that are generated during the month end close.

Allow Electronic Disbursements - Allows you to process electronic payments in addition to check payments.

Don't Print Electronic Disbursement Advice Notices - A 'Y' prevents the electronic disbursement advice notices from printing during check processing. An 'N' prints them.

Separate E/D Spool File for Compleo – A 'Y' generates a separate spool file for electronic disbursements advice notices so that they can be emailed to vendors rather than printed and mailed.

E/D - Don't Flag Payment as Reconciled - A 'Y' indicates that electronic disbursements should *not* be automatically reconciled by the system in the Check Reconciliation file. This then allows those transactions to be voided if necessary. If set to 'N', the electronic disbursements *are* automatically reconciled in that file. If the need arises to void an electronic

payment, it must be 'unreconciled' using the Check Rec. Entry program, #10 on the Check Reconciliation menu. When set to 'N' the reconciliation date assigned to electronic disbursements is the same as the payment date.

Don't Create the Electronic Disb. File – A 'Y' does NOT create the ACH file when processing electronic payments.

Print Address Info On Vendor E/D Listing – A 'Y' prints the vendor address and attention to information on the Vendor E/D Listing.

Save Vendor E/D Info to File – A 'Y' saves the vendor electronic payment master file data to a .csv file each time the file listing is printed.

Covenant House Electronic Disbursements Overrides – Covenant House only.

Allow Interim PJ/DJ Posting to G/L - Permits the interim posting of A/P purchase and disbursement period totals, (rather than only at month end) to the G/L for the purpose of running up-to-the minute, accurate financial reports. The system automatically reverses the previously posted entries for the period and recreates them. ****NOTE**** If a *'Y'* is keyed here, each active corporation must be closed SEPARATELY for the A/P Month End.

Bypass Reports in Interim Post - Prints **only** the G/L Journal Entry Edit during the interim month end posting. Normally the Purchase and Disbursement Journals are also printed.

Use Corporate Level Security - Allows you to limit user access to specific corporations/funds.

Uses Locations - To be activated only when you need to process A/P checks separately for separate A/P liability accounts. Contact your DAPREX representative for further details regarding use of this option.

Multi-Corp for A/P - Indicates that more than one corporation is using the A/P system.

Unpaid Bills Schedule – Show G/L Detail – A 'Y' prints the G/L detail of each invoice line on the Unpaid Bills report.

Special Voucher Allocation (Borics) – Not Applicable – Borics only.

Default Vendor Inquiries to Descending Sequence – A 'Y' displays the Vendor Transaction History in descending sequence (most recent invoice dates first). An 'N' uses ascending sequence as the default. In either case, you can switch from one sequence to the other as desired within the inquiry.

Special Intercompany Processing – A 'Y' allows you to enter invoices for multiple corporations into the same batch but have the system post both the expense and the credit to A/P in the separate corporations, rather than having the system create the normal Due To/From transactions. If the batch accounting period is left blank during Voucher Entry, the system uses the intercompany# to calculate the period based on the invoice date. (Borics & Hitch)

Special Intercompany Processing – A 'Y' causes the system to use the cash account# from the bank in the 'TO' Corp on intercorporate hand checks. Additionally, the transaction modification program prevents changes to the inter-corp field when this profile is set to 'Y'. (Hitch)

Don't Clear MAD# After Auto Distribution - A 'Y' keeps the MAD# with the transaction in APPAYP even if MAD# distribution occurs during the voucher update (profile #2 = 'Y'). (WHCA)

Check History Inquiry - 1 Line Per Invoice – A 'Y' displays only one line per invoice in the check history inquiry screens. An 'N' displays each G/L distribution line of each invoice.

Do Not Allow ALL Corp Inquiry - A 'Y' does NOT allow inquiry into ALL corporations' transaction history for a vendor. If all corporations are NOT using a single vendor master file, this must be set to 'Y'. If all corporations are sharing a single vendor master file, this can be set to 'N' unless users are not authorized to all corporations.

Hide SS#/Fed ID# in Vendor Inquiry – A 'Y' prevents users from seeing the SS#/Fed ID# in the Vendor name lookup program. An 'N' displays the SS#/Fed ID# when using **the F16=GL Info/Phone-Fax-Email/SS#** key.

Display PO# in Transaction Inquiry – A 'Y' displays the PO# instead of the discount amount in the 80 column version of the AP Transaction Inquiry.

Non-display Non-allowed Options – A 'Y' hides menu options for which a user is not authorized. An 'N' displays those menu options but does not allow the user to use them.

Print Headings at 10 CPI - Prints the report headings at 10 characters per inch.

Expanded Name & Address Lines - Indicates that the system uses expanded Vendor name and address fields. Each field is then 40 characters instead of 30. The last ten characters of each field are ONLY PRINTED ON THE AP CHECK.

Use Next# Window in Vendor Maint. - Enables a function key to assign the next available vendor# in the Vendor Master Maintenance program.

Use City File for state and city name - Uses the City File for pulling city and state names based on the zip code. This is used in Vendor Maintenance.

Log changes to Vendor Master and Print at F3 -A 'Y' indicates that any changes to the Vendor File are to be logged to an audit file and be printed out at the end of the File Maintenance session.

Keep Exp. Delivery Days in Telex Pos. 1-2 – A 'Y' indicates that the Email field is used to store the number of expected delivery days for purchasing. An 'N' leaves the Email field intact.

Vendor Scan Default Sort By Name - A 'Y' indicates that alphabetic sequencing is used when displaying matching vendors in the Vendor Scan program. An 'N' indicates that vendor# sequencing is used when displaying matching vendors in that program. In either situation F15 toggles back and forth between the two modes.

Default Vendor 1099 Code - Key a 'Y' to automatically set the **RUN 1099 AT EOY** field in the Vendor Master file to 'Y' for all new vendors, or 'N' to automatically set the field to 'N'. It can be overridden as needed.

Require Vendor Category Code - A 'Y' requires entry of a Vendor Category code in the Vendor Master file. This field can also be used for sorting and subtotaling on the Cash Requirements and EOM Schedule reports. An 'N' indicates that the Vendor Category code is optional in the master file.

Use '¦' For Vendor Name Sort - When set to 'Y', the character '¦' may be used in the Vendor Name field to separate the sort name from its prefix, i.e. "Major Company¦The" will appear under "M" when sorted, but will print "The Major Company" where needed.

Trap Duplicate Fed. ID# In Vendor Master - A 'Y' has the system check for duplicate federal ID/Social Security numbers when adding/updating vendors to the master file. This is intended to prevent entry of duplicate vendors and thereby multiple 1099s. If there is a duplicate, a window appears, displaying the vendor#, name, city, state, and active Y/N code. The operator then has the option to accept the duplicate or return to the entry screen.

Use Remit-to Name and Address - A 'Y' allows you to create and use multiple remit to names/addresses for A/P check printing. This Y/N setting overrides Profile Option #15, Uses Factoring. If you are using the Remit To feature of the system, you should not use the multi-code feature of check processing, (allows multiple checks per vendor in the same check run). Refer to the Check Processing section for further details.

Reserve Vendors 880000-899999 (CHA) – Choctaw Housing only.

Union Member Import from Vend Maint – Local 3 Only

Force Invoices to Separate Checks – Local 3 only

Don't Print Vendor Master Chgs at F3 – If AP Profile #46 is set to 'Y' to log changes to the vendor file, key a 'Y' here if you do NOT want to print the changes report when exiting the maintenance program.

Include G/L Accounts for 1099's - Only to be used if SELECTED G/L accounts are to be considered in the calculation of 1099 earnings. A 'Y' indicates that invoices posted to the G/L account numbers in the Include/Exclude 1099 Debit file are to be INCLUDED in 1099 earnings for those vendors coded for 1099s. Invoices posted to all other G/L accounts will be EXCLUDED from the 1099 earnings. See the next profile option for additional information.

Exclude G/L accounts from 1099's - Only to be used if SELECTED G/L accounts are to be considered in the calculation of 1099 earnings. A 'Y' indicates that invoices posted to the G/L accounts in the Include/Exclude 1099 Debit file are to be EXCLUDED in 1099 earnings for those vendors coded for 1099s. Invoices posted to all other G/L accounts will be INCLUDED from the 1099 earnings.

Sort Misc. 1099 Reports by C/S Code - A 'Y' sorts and totals the regular (menu options 1-3 on Year End menu) Misc. 1099 reports by reporting code (C=Corp., S=SS#) in the Vendor Master File.

Once all of your responses have been made, press **ENTER** and **F20** to accept. The cross application library also has general profile options, which affect A/P and must be set properly. Move the cursor to the area code field and key 'XP' and press **ENTER**.

Multi-corporate - Indicates whether more than one corporation/fund will be active on the system. This pertains to ALL DAPREX modules.

Validate Entity Combinations - 4 Level - Indicates whether you are using the 4 level entity validation file. All valid Corp/Div/Dept/Job combinations can be entered into the 4 Level Entity Validation file and all input data can be checked for proper combinations when this option is set to 'Y'.

Allow Div# with Account# < 300000 - Indicates that balance sheet accounts can be associated with divisions. Divisional Balance Sheets can then be run.

4 Level Validation for Accts < 300000 - Indicates whether you wish to perform 4 level entity validation on balance sheet accounts. If you are using balance sheet accounts as corporate level only, this is not necessary. However, if you are using balance sheet accounts at any of the other 3 levels, (Div, Dept, Job) you may want to respond with a 'Y'.

Warn if G/L# Overrides MAD# - Alerts operator that an account# and a MAD# have been entered for the same transaction and that the account# will override the account#s in the MAD#.

Force Div# 001 for All (Including B/S) - A 'Y' forces division# 001 into all A/P and G/L entries, including balance sheet accounts. In most cases, this should never be used.

Test Rejection Mask in GL Accounts Search – No longer used.

Protect Div. File from Deleted Records - Prevents users from deleting division numbers from the Division Master file.

Protect Dept. File from Deleted Records - Prevents users from deleting department numbers from the Department Master file.

Protect Job File from Deleted Records - Prevents users from deleting job numbers from the Job Master file.

Don't Close G/L if A/P or A/R Open - A 'Y' prevents an operator from setting the **Valid for G/L** flag to 'N' in the Accounting Period file when A/P and/or A/R are still open for the period.

Use Accounting Period 13 - A 'Y' allows for a 13th accounting period per year, whereas an 'N' limits you to 12 periods.

Use 4-Level Entity Consolidation – GMC only.

Multi-Entity Check Rec. – A 'Y' allows a user to perform a joint check reconciliation (same bank# across multiple corporations) by using Corp# 999 in the Check Rec. Entry program. The system then matches check numbers for the bank across all corps.   In the edit, update

and end of month programs, the system prompts for the multi-corp. bank number first. Enter the shared bank# or leave it blank to use the normal corp/bank selection.

GUI Screen Display – A 'Y' must be here if you are using the GUI interface. When pressing F13 for the System Function Menu, the background screen will disappear temporarily.

Do Spool Mail Send Interactively – Set to 'Y' if using Spoolmail.

Spool Mail - No "Do Not Reply' Message – A 'Y' does not add the text "Please do not reply to this message" to the email text sent with the spool file. Provided for users who use the AS/400 for their regular email.

Show Explanation in Deposit Reconciliation – A 'Y' displays the G/L explanation on the deposit reconciliation screens & reports.

Print Insurance Column on Bank Balance Report – A 'Y' prints an INSURANCE column on bank balances report(APRP59).

Non-Display Non-allowed menu options – A 'Y' does NOT display the men options that a user is not authorized to access.

The corporate specific Accounts Payable Profile Options are as follows:

Uses Vege400 - 'N' unless using the DAPREX Produce system.

List VEGE400 GP with Selected to be Paid - 'N' unless using the DAPREX Produce system.

Uses Country Code - Should be 'N' unless there are foreign vendors.

Country Code Required - If the previous profile option is set to 'Y' and you want to require entry of a country code, key 'Y' here.

PO - Sort Field is FOB/Del. D=Default - Not Applicable.

Update Special ID# from Job# if Gen. Profile #13=Y – If General Profile option #13, Allow Job# is set to 'Y', a 'Y' here updates the Special ID# file with the codes entered in the Job# Master file.

Use EZPRINT/ACOM – A 'Y' automatically merges the check spool file with an EZPrint form. Default info is entered in 10-pos. profiles for corp #999 or under the specific corp# if unique.

Cov. House Electronic Disbursement Overrides – Covenant House only.

When all of your responses have been made, press **ENTER** and **F20** to accept. Once the corporate specific profiles have been created for one corporation, they can be cloned to another corporation by pressing **F24=Clone** and entering the To Corp#. If data already exists for the To Corp#, the operator is prompted to press **F20** to copy ALL profile settings, **F15** to clone only those options that are blank in the To Corp# or **F12** to cancel the clone procedure.

OTHER CONSIDERATIONS: There is one other file containing information that affects A/P voucher, hand disbursement and EZPRINT check processing. Select General Functions from the main menu

and then #1, File Maintenance. Now select #13, Corp. Values, key '*999'* at the **CORP** field and *'AP'* at the **AREA CODE** field and press **ENTER**. Record numbers 2-9 are used when using the EZPRINT/ACOM check merge. Record numbers 11 and 12 can be used to enter a range of debit account numbers for which a PO# **must** be entered in the Voucher and Hand Disbursement Entry programs. Contact your DAPREX representative for further details. See sample screen that follows.

```
   CORPORATION (*) . .  999   DAPREX
   AREA . . . . . . .  AP          ACCOUNTS PAYABLE

 DLT REC  DESCRIPTION                                       VALUE
       1    FOUNDATION
       2  EZPRINT FORM NAME FOR A/P CHECKS       PRTAP2
       3  EZPRINT FROM OUTQ                    LISA
       4  EZPRINT TO OUTQ                      LCP
       5  EZPRINT FROM OUTQ LIBRARY            QGPL
       6  EZPRINT TO OUTQ LIBRARY              QUSRSYS
       7  EZPRINT COPIES                 (4N)
       8  EZPRINT COPIES OUTQ
       9  EZPRINT COPIES OUTQ LIBRARY
      10  CORP FOR PRINT CHECKS ALL CORPS (CP 999)
      11   STARTING GL# FOR FORCING PO#            (6) 400000
      12   ENDING  GL# FOR FORCING PO#             (6) 499999
     999   DEFAULT CP # (ENTER IN CP 999 ONLY)        (3)
```

FILE MAINTENANCE

The File Maintenance Menu contains all the programs necessary to create the files that are used in the Accounts Payable System. The menu appears as below.

1.	CORPORATION
2.	VENDOR
3.	CHART OF ACCOUNTS
4.	CHART OF ACCOUNTS - AUTODISTRIBUTION
5.	CHART OF ACCOUNTS - REJECTION MASK
6.	DIVISION
7.	DEPARTMENT
8.	BANK
9.	JOB
10.	TERMS
11.	ACCOUNTING PERIOD
12.	STATE/PROVINCE
13.	MULTIPLE ACCOUNT DISTRIBUTION
14.	A/P ACCOUNTS
15.	FACTOR
16.	VENDOR/FACTOR CROSS REFERENCE
17.	SPECIAL IDS
18.	MINORITY TABLE
19.	A/P DEBIT ACCOUNT#S
20.	CITY FILE
21.	INCLUDE/EXCLUDE DEBIT (1099)
22.	A/P LOCATIONS
23.	1099 TRANSMISSION CODE
24.	VENDOR SCAN REBUILD
25.	CHECK COMMENTS
26.	1099 LAYOUT DEFINITION
27.	DEBIT ACCOUNT ASSIGNMENT
28.	BANK LASER
29.	BANK E/D DATA
30.	VENDOR E/D DATA
31.	COUNTRY
32.	VENDOR CATEGORY CODES
33.	CURRENCY CODES
34.	CORP/INTERCORP X-REFERENCE
35.	VOUCHER TEMPLATES

Each of these files is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

CORPORATION/FUND MASTER

The Corporation/Fund is the highest level in the General Ledger hierarchy of Corporation/Division/Department/Job, and typically represents a single balance sheet entity. Up to 999 corporations/funds can exist on the system, each with its own fiscal year. Multiple corporations may share a Vendor Master file or each may have its own or a combination of these two can be used. The second screen of this file contains data regarding A/R aging buckets as well as a place to enter a default Purchase Discount Div#, Dept# and Job#. (See Note.) These fields are used when an A/P invoice is debited against an asset or liability account and a discount is taken during check writing. See sample screens below. If the Profile Option indicating that foreign currencies may be used has been activated, you will see fields on the second screen for inputting the div#, dept# and/or job# for posting the currency profit/loss.

```
CORP # . . . . :   1

CORP NAME . . .        DAPREX, INC                    NOTES
STREET ADDRESS .    860 CANAL STREET
ADDRESS LINE 2 .
CITY . . . . . . STAMFORD              STATE CT      ZIP 06902 -
ADDRESS LINE 4 .
TELEPHONE #  . . 203 324 2474        FOREIGN ADDRESS ONLY:
TELEX . . . . .                       STATE NAME . .
FAX . . . . . . 2033488228            ZIP/POSTAL CODE
FEDERAL ID#  . . 123456789            COUNTRY CODE .
STATE ID# . . .       1
FISCAL MO #1 . . 1        CONTACT PERSON FOR SSA REPORTING:
PO WHSE# . . . . 1        NAME  . MARY SMITH
INTEREST % . . .          E-MAIL  MSMITH@DAPREX.NET
AR CORP #  . . . 1        FAX #  . 2033488228  (USA ONLY)
VENDOR FROM CORP   1
DEPOSIT SCHED.    (M/S)    PHONE # 203-324-2474    EXT.
DELETE=D                   PREFERRED METHOD OF NOTIFICATION : 2
                                   (1=E-MAIL,2=FAX,3=MAIL)
```

```
ACCOUNTS RECEIVABLE AGEING INFORMATION

  AGE HEADING #1 .  CURRENT          AGE DAYS 1 . . .
  AGE HEADING #2 .  PAST DUE         AGE DAYS 2 . . .   29
  AGE HEADING #3 .  DELINQUENT       AGE DAYS 3 . . .   59
  AGE HEADING #4 .  OVER 60          AGE DAYS 4 . . .   89
  AGE HEADING #5 .  OVER 90          AGE DAYS 5 . . .  119
  AGE HEADING #6 .  OVER 120         AGE DAYS 6 . . .  999

  A/P PURCH. DISC. DFLTS:    CURRENCY P/L DEFAULTS:

  DIV # . . . .   1           DIV# . . . .
  DPT # . . . .   5           DPT# . . . .
  JOB # . . . .   5           JOB# . . . .
```

NOTE - As stated above the Purchase Discount fields are used when an A/P invoice is debited against an asset or liability account and a discount is take during check writing. Normally the discount is posted against the discount account# entered in the Bank File and the Div/Dept/Job data comes from the line distribution(s) of the invoice. If A/P Profile #17, Zero Out Dept/Job for Cash Discounts, is set to 'Y', the discount is posted against the discount account# and the appropriate Div# only, ignoring the Dept# and Job# field of the invoice line distribution. If Profile Option #79, Force Purchase Discount to Default Entities, is set to 'Y', the discount is always posted to the discount account# and the default Div/Dept/Job entities in the Corp. Master file, regardless of A/P line distribution entities. If A/P Profile Option #90, Force Purchase Discount to Debit Account, is set to 'Y', the discount is posted to the same account# as the debit for each line distribution on the invoice. (If the discount amount is changed in check selection the entire discount for the invoice goes against the debit account# in first distribution line.)

VENDOR MASTER

NOTE The Corporation, Division, Department, Job, Chart of Accounts, MAD#, Terms Code, Minority (optional) and Category (optional) Files must be built prior to adding vendors to the system.

A vendor record must be created for each corporation or individual to whom checks are to be written. Based on the coding in the Corporation file, each corporation may have its own Vendor File, or may share that of another corporation. When sharing vendors, all A/P invoice and payment data is maintained individually for each corporation, but the vendor is only entered once. In addition to regular vendors, you may set up your banks as vendors so that the miscellaneous charges (i.e. Stop Payment, Bounced Check, Account fees etc.) can be posted against the account and show up in both the G/L and the Check Reconciliation files.

Vendor 999999 is reserved for Miscellaneous Vendor and should be built for each active corporation. Hand Disbursements written to vendors NOT in the vendor file can be posted against this account, and the vendor name can be captured at hand check entry time.

Vendor numbers 900000 - 999998 are reserved for Temporary Vendors and are automatically assigned by the computer each time a temporary vendor is created. The difference between Miscellaneous and Temporary Vendors is that invoices can be entered for a Temporary Vendor and a computer check issued, whereas only hand checks can be entered for the Miscellaneous Vendor. Once an invoice is posted and a computer check has been issued to a temporary vendor, the temporary vendor# is dropped from the system, (assuming there are no remaining unpaid bills), and the invoice and payment A/P data is transferred to the Miscellaneous Vendor# 999999. If a temporary vendor *may* need or definitely needs to receive a 1099 at year end, or will be used in the Recurring Voucher Entry program (use Profile Option #96), key a *'Y'* in the **RUN 1099 AT EOY** field when creating the temporary vendor.   This prevents the temporary vendor record and invoice/payment data from being transferred to the Misc. Vendor account. Instead the data will remain attached to the temporary vendor# until a 1099 is run or until the **"Consolidate Temporary Vendor Data"** job is run from the Year End menu. Refer to the section entitled **"Consolidate Temporary Vendor Data"** for further details.   A temporary vendor and all transactions associated with the account can be converted also to a regular vendor, assuming that the **RUN 1099 AT EOY** field was set to *'Y'*. Refer to the section entitled "**Change Temp. Vendor to Permanent Status**" for details.

NOTES If 2 corporations are sharing a Vendor File but running payables separately, you must use create 2 temporary vendors, (one for each corporation), when you plan to enter an invoice under each corporation. Otherwise the system will delete the vendor# when the vendor balance under one corporation is zero. The **FEDERAL ID#** field on the initial Vendor Master screen can be used to screen for possible duplicate vendors based on the federal ID#. When adding a new vendor, leave the **VENDOR#** field blank and then key in the federal ID# in the appropriate field and press **F4** to search for any vendors with the same ID# in that corporation#.

If AP Profile Option #73, 'Use '¦' For Vendor Name Sort' has been activated, you can use the '¦' character to distinguish that portion of the vendor name that is to be used for alphabetic sorting from its prefix. I.E. The name for vendor 'A Country Store' should be entered as Country Store¦A - with the special character separating the prefix word. When sorting alphabetically, the system will now sort on Country rather than on 'A'. The system will, however, print the name as A Country Store as needed on checks etc.

Vendors can be either U.S. or foreign and the system requests the appropriate address data depending on the vendor type. The Category code is optional unless Profile Option #64 has been set to 'Y', requiring its entry here. Other than general name and address data, the file contains space for a default G/L expense account, MAD#, default division, default department and/or default job for posting to the General Ledger. (A MAD# and an account# can both be keyed when you want to use the Corp/Div/Dept/Job and percentage allocations from a MAD# with a specific account# entered here.) These fields can be overridden at invoice/hand disbursement entry time. The **TERMS CODE** field is required and terms codes are used to calculate invoice due dates. A default discount percentage can be entered, resulting in the system calculating the discount on each invoice posted into the system. It can be overridden at entry time.

Finally, coding for 1099 and minority reporting can be input. For 1099 vendors, enter the social security# or corporate id#, indicate which of those it is (*'S'* or *'C'*), and key a *'Y'* to print the 1099 form at the end of the year. (If profile option #61, 'Default Vendor 1099 Code' is set to *'Y'*, the **RUN 1099 AT EOY** field is automatically set to 'Y' for all new vendors and may be overridden as needed.) If a vendor has an alternate name/address for use on the 1099 form, it may be entered here by pressing **F8,** (the Federal ID# must be entered in order to use **F8**), or via menu option #10, Alternate Address for 1099 Vendor, on the Year End Processing menu. If profile option #82, 'Trap Duplicate Federal ID# in Vendor Master' is set to *'Y'*, the system checks for duplicate federal ID/Social Security numbers and displays a list of those vendors. Female owned and minority owned vendors are marked as such for the purpose of printing yearly totals on the 12 Month Vendor Summary report. A vendor can be coded with a *'Y'* in the **SEPARATE CHECKS** field to indicate that each invoice paid in the same pay run should be printed on a separate check or electronic disbursement advice notice during Check Processing. If set to *'Y'*, factors, remit-to addresses and multi-code features of the system CANNOT be used for this vendor. A vendor can be flagged as inactive using **F23** and can be reactivated using **F24**. Inactive vendors cannot be used in Voucher, Hand Disbursement or Recurring Voucher Entry. A list of inactive vendors can be obtained from the Vendor Master Listing option on the File Listings menu. **F7=Trans. Dates** displays the last transaction and last payment dates. **F11=Vendor E/D** allows you to add or change the bank information for paying the vendor electronically. (That same information can be accessed via menu option #30 from the File Maintenance Menu.) If Profile Option #95, 'Use Remit To Name & Address' is set to 'Y', use **F9=Multi Remit** to enter any additional Remit-to names/addresses for the vendor. The remit to vendor# can be assigned when entering an invoice or during check selection. Valid remit-to vendor codes are A-Z and 1-9 for each vendor, thereby providing up to 35 remit-to addresses per vendor. See the following sample screen.

```
REMIT TO CODE . . . . . A              TELEPHONE . .
NAME  . . . BLACKWELL & DECKSTER        TELEX . . . .
ADDRESS . . 4501 WESTERN AVE.           FAX . . . . .

CITY  . . . CAMBRIDGE
STATE . . . MA   ZIP . . 01652 -
ATTN  . . . TIM FREDE
```

If Profile Option #46, 'Log Changes to Vendor Master', has been activated, the system prints a list of any changes made to existing Vendor records upon exiting file maintenance. These changes are then saved to an audit log file, APMSAUP.

```
                        VENDOR MASTER FILE

FUND # . . . :    1        DAPREX INC.
 VENDOR # . . :  10000
 VENDOR NAME .      BLACK & DECKER
 ADDRESS . . .      111 WEST ST.
                    SUITE 525
CITY . . . . .      NEW YORK CITY        STATE. . .  NY
COUNTRY. . . .  US                       ZIP. . . .  10021 -
ATTENTION . .  SALLY CARTER             CATEGORY . . . .  001
G/L ACCT . . .  400000 PURCHASES
MAD# . . . . .
 DIVISION # . .   1   STAMFORD, CT
 DEPARTMENT # .   1    SALES
JOB COST # . .                          TELEPHONE. . . . .   212 612-5698
DISCOUNT % . .  2.00
DUE DATE TERMS  30               FAX. . . . . . . . . . . .
FEDERAL ID . .  123456789        MINORITY. . . . . .
1099 EDIT C/S.  S  (C= FUND# S=SS#) *   FEMAILE OWNED . . N  Y=YES, N=NO
RUN 1099 @ EOY  Y  (Y=YES,N=NO)  SEPARATE CHECKS  N   Y=YES, N=NO
REQ PART ON PO  N  (Y=YES N=NO)  D=DELETE . . . . .
E-MAIL . . . . . . . . . . B&D@AOL.COM

F3=EXIT  F4=SEL(*)  F6=NOTES  F7=TRANS DATES  F8=ALT ADDR  F9=MULTI
REMIT F12=PREV  F10=US/FOREIGN  F11=VENDOR E/D  F23=INACTIVATE
```

```
                    ALTERNATE ADDRESS

 VENDOR NAME . BLACK & DECKER
 ADDRESS . . .    1452 FOREST AVE.
                  SUITE 4122
 CITY . . . . .      CHICAGO             STATE. . .  IL
 * COUNTRY # . .    US                   ZIP. . . .  50214 -
 ATTENTION . .
```

If you need to change an existing vendor from a US vendor to a Foreign vendor or vice versa, use the **F10** key once the vendor information is displayed on the screen.

CHART OF ACCOUNTS

This file contains a master list of ALL possible G/L account numbers and names that are used by the active corporation(s). Using the Chart of Accounts - Rejection Mask (see that section), use of certain accounts can be limited to specific corporate/divisional /departmental/job entities. If you have set up this file under the General Ledger menu, it already exists. When setting up the Chart of Accounts, you must use the following ranges for your accounts.

100000	-	199999	ASSETS
123001	-	123999	RESERVED FOR INTERCORPORATE DUE TO AND DUE FROM ACCOUNTS
200000	-	299999	LIABILITIES
300000	-	999999	INCOME AND EXPENSES

NOTES It is important to remember that the descriptions of the accounts are constant from corporation to corporation. For the coding of intercorporate Due to and Due From accounts, the last three digits of the account number represent the due to or from corporation number. (i.e. 123001 is for Corp# 001, 123055 is for Corp# 055). If you have converted the chart of accounts file and need to rebuild the scan file of account descriptions, run DXBT01C from a command line.

CHART OF ACCOUNTS - REJECTION MASK

The Chart of Accounts Rejection Mask file allows the operator to indicate which account(s) from the master Chart of Accounts are not used or are invalid for certain corporate/divisional/departmental entities. By creating this "Rejection Mask" for an account, no postings can be made to that account within the specified corporation/division/department. For example: In the Chart of Accounts there is a Travel and Entertainment account. This account is only valid in two of the three divisions within the corporation. The operator needs to create a record in this file to indicate that this account is INVALID for the third division. By the same token, the account may be valid for Corporation 1 but invalid for Corporation 2. Or to take it a step further, it may only be valid for certain departments within certain divisions of a corporation. You may enter rejection mask records for one account at a time or use the **FROM/TO ACCOUNT#** fields to enter a range of account numbers. Be careful to use the correct range when using this option or you will create many more rejection mask records than necessary.

By using *'999'* at any of the three levels, (Corp/Div/Dept), access can be restricted to ALL entities at a level and subsequently those levels beneath it. I.E. - a *'999'* at the Div. level indicates that the account is invalid in All divisions and also all departments within the specified corporation.

DIVISION MASTER

The Division is the second level of the G/L hierarchy Corporation/Division/Department/Job and represents a separate P&L entity, cost center etc. Divisions are corporate specific and a maximum of

999 may exist in any one corporation. Each division may be broken down further into departments and jobs. See following sample screen.

```
* FUND    . . . .   1 DAPREX INC.
  POSITION TO . . . .        BY DIV#


   DLT    DIV          DESCRIPTION        NOTES
           1           STAMFORD, CT        Y
           2           NEW YORK CITY
           3           WESTCHESTER         Y
```

DEPARTMENT MASTER

Department represents the third level of the G/L hierarchy and its use it entirely optional. It also is a P&L entity as a subsidiary to a division, and departmental reporting can be on an individual or consolidated basis. For those companies where a divisional breakdown is sufficient, it is not necessary to make any entries to this file. For those companies wishing to use departments, it is important to know that up to 999 departments can be active on the system and that they can cut across corporate and divisional boundaries. For Example: Dept #1 - Data Processing, can be used by any division within any corporation except where prohibited by the Rejection Mask. See sample screen on the following page

```
DXFM13            G/L DEPARTMENT FILE MAINTENANCE

  POSITION TO . . . .        BY G/L DEPT #

  DLT    G/L DEPT #  DESCRIPTION               NOTES=Y
           1         SALES                       Y
           2         ADVERTISING                 Y
           3         RESEARCH AND DEV.           Y
           4         WAREHOUSING                 Y
           5         EXECUTIVE                   Y
```

BANK MASTER

The Accounts Payable system allows up to 99 banks (cash accounts) per corporation for check writing (both hand disbursements and computer checks). If profile option #84-Allow Multiple Check Formats has been activated, there can be specific check formats for specific banks. For each active bank, identify the **CHECKING ACCOUNT#** (only if A/P Profile #76, Output Checks to Positive Pay File, is set to 'Y'), the **G/L CASH, A/P** (must exist in the A/P Accounts File. Also, see note.), and **PURCHASE DISCOUNT** account numbers for posting to General Ledger. This file also contains the **LAST CHECK#** used, the **LOWEST CHECK#** for COMPUTER CHECKS, and whether the checks are prenumbered or

the system is to number them. The **LAST CHECK#** is updated every time computer checks are issued and for start-up purposes should be set at one less than the first check# you want to start with. The **LOWEST CHECK#** is entered so that there is no conflict of computer issued and hand check numbers. Hand check numbers MUST BE LESS THAN the **LOWEST CHECK#** entered UNLESS the A/P Profile has been set up to allow the use of one series of check numbers for both hand disbursements and computer checks. Use **F14=Valid Applications** to indicate the application(s) in which this bank# may be used. Choices are A/P, A/R, Payroll and Misc. Cash. Use **F16=A/P Check Overrides** to enter the specific check format data (if profile option #84 mentioned above has been set to 'Y'). Contact your DAPREX representative for that information. See sample screens that follow.

```
 * FUND     . . . . . . :    1 DAPREX INC.
   BANK # . . . . . . . . :    1

    BANK NAME . . . . . . . .      UNION TRUST
    CHECKING ACCOUNT # . . .      123456789
  * G/L CASH ACCT#. . . . . .  100500 CASH ON HAND -CHASE M.
  * G/L DISC ACCT#. . . . . .   410000 PURCHASE DISCOUNTS
  * G/L A/P ACCT# . . . . . .   200000 ACCOUNTS PAYABLE
    LAST CHECK# . . . . . . .   955571
    LOWEST CHECK #. . . . . .  20000
    PRE-NUMBERED CHECKS . . .  Y          Y=YES, N=NO
    NOTES Y/N . . . . . . . .          Y          Y=YES, N=NO
    LAST F/D ADVICE# . . . . .
    DELETE. . . . . . . . . .          D=DELETE

  VALID FOR:   ACCOUNTS PAYABLE . . . . .    N   Y=YES, N=NO
                      ACCOUNTS RECEIVABLE . . .   Y   Y=YES, N=NO
                      PAYROLL . . . . . . . . . .           Y   Y=YES, N=NO
                      MISCELLANEOUS CASH  . . .   Y   Y=YES, N=NO
```

```
  A/P CHECK PRINT OVERRIDES
   LIBRARY  . . . . . . . . . . . . .
   PROGRAM . . . . . . . . . . . . . . .
   PRINTER FILE  . . . . . . . . . . . .
   FORM TYPE . . . . . . . . . . . . . .
   STUB LINES + 1  . . . . . . . . . . .
   PRINTER ID (OPTIONAL) . . . . . . . .
```

NOTES If multiple A/P Liability accounts are being used, the system will debit the correct account(s) when posting to G/L as a result of check writing. All valid A/P liability account numbers MUST exist in the AP Accounts file. The **LAST F/D ADVICE#** field appears only if the profile regarding foreign currencies has been activated. It should be set to 950000 and will be updated by the system each time a foreign currency disbursement is made. See the note under the Corporation Master File regarding the posting of discounts.

JOB MASTER

Job# represents the fourth level of the G/L hierarchy and its use is also optional. It is a P&L entity as a subsidiary to a department, and job reporting can be on an individual or consolidated basis. For those organizations where a divisional or departmental breakdown is sufficient, it is not necessary to make any entries to this file. For those that wish to use jobs, it is important to know that up to 99999 jobs can be active on the system and that they cut across corporate, divisional, and departmental boundaries, similar to departments.

TERMS MASTER

All of the terms codes to be assigned to the A/P Vendors must be entered in this file. Terms codes calculate invoice due dates in the Voucher Entry programs and any number of terms codes may be created. There are two types of terms; Straight (i.e. 30 days) and End of Month (i.e. EOM + 10). When entering straight terms the operator enters the number of days to be added to the invoice date in order to calculate the due date. If the number of days is left blank, the due date will be the same as the invoice date. When entering EOM terms, the operator enters the end of month cutoff day, (i.e. 25th), and the number of days to be added to that in order to calculate the due date (i.e. 10). The field **ADDITIONAL DAYS** should be left blank.

ACCOUNTING PERIOD

This file contains the fiscal year periods for each active corporation. If the Accounting Period file was previously entered under the General Ledger menu, it already exists. Assign period numbers and the actual closing date of each period for the fiscal year. A fiscal year may have a maximum of 13 periods, the first period always being 01, regardless of whether it is January or July. (If you want to use 13 periods, general Profile Option #11-Use Accounting Period 13 under area code *'XP'* must be set to *'Y'*). The accounting periods are used during invoice and hand disbursement entry and in the running of certain reports. More than one accounting period may be open at a time for Accounts Payable purposes. However, once a period has been closed, no more A/P entries can be made. See the section on the Accrual Journal for more information on what to do with invoices that come in AFTER a period has been closed. If you are using the DAPREX Fixed Assets system, the Accounting Period file **must** contain data through December of the current CALENDAR year. If your fiscal year ends in June, you **must** build the following fiscal year *at least* through the month of December

NOTESThe Accounting Period file records can be cloned from one corporation/year to another corporation/year OR to the same corporation and a different year using the CLONE ACCOUNTING PERIODS option on the G/L File Maintenance menu.

STATE/PROVINCE MASTER

The State/Province file contains all of the valid states and/or provinces that are used when entering the A/P vendors. State codes are entered as two letters, (i.e. NY, CT etc.) and provinces as three digits, (i.e. 001,002, 003 etc.). The system validates the state/province codes as they are entered in the Vendor file. This file containing all 50 states is installed by DAPREX and does not need to be built unless foreign country provinces are needed.

MULTIPLE ACCOUNT DISTRIBUTION

The Multiple Account Distribution feature of the DAPREX A/P System allows the user to create an unlimited number of predetermined G/L distributions or allocations that cross Corp/Div./Dept./Job/Acct lines. Whereas the Chart of Accounts - Auto-Distribution feature allows allocation over various corporations, divisions and departments for ONE G/L account, the Multiple Accounts Distribution feature allows for allocation to **MULTIPLE** accounts over various corporations, divisions, departments and jobs. Each line distribution is assigned a percentage, and the total allocation must equal 100%.

Any transaction (i.e. invoice, hand disbursement, or G/L journal entry) can be automatically allocated according to the multiple account distributions set up in this file. The Multiple Account Distribution feature is activated on an entry by entry basis in the A/P entry programs by entering the appropriate multiple account distribution number at the **MAD#** field. See the note below for additional information.

Upon selection of this menu option, press **F10=ADD**. The system automatically assigns the first **ACCOUNT DISTRIBUTION#** and increments by 1 as more are added. Each distribution# refers to a series of allocations equaling 100%. First key the desired description for this distribution. Key in the first **CORP#**, **DIV#**, **DEPT#** (if any), **JOB#** (if any), **ACCT#** and **DISTRIBUTION%** for the first allocation. Continue with the rest of the allocations, making sure the percentages add up to 100%.   If you want the system to automatically allocate the 100% based on the number of lines entered here, leave the **DISTRIBUTION%** field blank for each line and press **F7.** When all entries have been made for this distribution#, press **ENTER** to verify. Press **F12** to add the next multiple account distribution. See sample screen below.

```
APFM10      MULTI-ACCOUNT DISTRIBUTION MAINTENANCE

 ACCOUNT DISTRIBUTION NUMBER:  117  DESC: INSURANCE ALLOCATION

 FND  PGM  DPT  JOB #     ACCT#  DESCRIPTION        DIST%       D=DEL
  1    1               855000  INSURANCE-DISABIL   10.00
  1    1               855100  INSURANCE-GENERAL  10.00
  1    1               855200  INSURANCE-GROUP H  10.00
  1    2               855000  INSURANCE-DISABIL   10.00
  1    2               855100  INSURANCE-GENERAL  10.00
  1    2               855200  INSURANCE-GROUP H  50.00
```

NOTE A MAD# can be created leaving the account# fields blank. In this way the MAD# can be used in conjunction with an account# during A/P Voucher or Hand Disb. Entry. In such cases the system uses the account# entered with the transaction to override the account#s (if any) in the MAD# along with the Corp/Div/Dept/Job and percentages contained in the MAD# file. Refer to the section entitled 'Voucher Entry' for further details.

A/P ACCOUNTS

The A/P Accounts File contains the valid liability account(s) to be used in the A/P system. (The credit account# used in A/P Voucher Entry is validated against this file.) It is important to specify the valid liability account numbers since invoices posted to different liability accounts can be paid out of the same bank or cash account. If, in addition to a straight Accounts Payable account, Loans Payable and Taxes Payable liability accounts are to be used, and ALL checks are to be drawn from the same bank, those additional liability account numbers must be entered into this file. By entering the account numbers here, the system is able to debit the appropriate liability accounts at the time of check writing. Additionally, there is a profile option that must be activated if multiple A/P liability accounts are used. **CAUTION:** If hand checks are DEBITED against any of the account#s in this file, on-account payment records will be created (showing as credit invoices on the A/P schedule). See the section on Hand Disbursement Entry for further details.

FACTOR

This file must contain each factor name/address that will be used in the A/P system. In order to use factors in the system, a special Profile Option must be set to *'Y'*. Valid factor codes are A-Z and 1-9, EXCEPT if A/P Profile option #42 has been activated. If so valid factor codes are ONLY 1-9.

VENDOR/FACTOR CROSS REFERENCE

For each vendor for whom factors will be used in the system, a cross-reference record must be built in this file. That record must contain each factor code that is valid for the vendor. A factor code can be used by more than one vendor and a vendor may have as many factors as necessary.

SPECIAL IDS

This file must contain any special ID numbers upon which to report through Special Id# Reporting on the Reports and Inquiries menu. Special ID#s can be used in the Purchase Order# field in Voucher, Hand Disbursement and Recurring Voucher entry.

MINORITY CODES

This file contains any minority codes to be used in the Vendor Master File for the purpose of tracking business done with minority and female owned companies. Use of Minority Codes is optional.

A/P DEBIT ACCOUNT#S

If there are certain debit account numbers for which second check signatures or special check handling is required, those account numbers can be entered into this file. At the time of A/P check processing, the system groups checks containing invoices debited to these account numbers at the end of the check run so they can be handled separately. There will also be a page break separating these checks on the "Selected To Be Paid" and "Check Register" reports. In order to use this feature of the system, the data area "APCHKSORT$" must be set to *'0'*. Contact your DAPREX representative if you are unsure how to check the setting of this data area.

CITY FILE

The City File comes pre-loaded on your system and contains a complete list of zip codes and corresponding city and state names. If you receive a message in the Vendor Master that the zip code you have entered is invalid, it can be added directly to the City file, using this menu option.

INCLUDE/EXCLUDE DEBIT (1099) FILE

This file is to be used when there is the need to indicate that invoices posted to specific G/L accounts are to be included or excluded from the 1099 earnings for 1099 vendors. If all invoices for a 1099 vendor, regardless of their debit account#, are considered as 1099 earnings, no entries are required in this file. If you plan to make use of this include/exclude feature, Profile option #38 **or** #39 must be activated. #38 indicates that invoices posted to the accounts in this file **are** considered as 1099 earnings and invoices posted to all other G/L accounts **are not**. #39 indicates that invoices posted to the accounts in this file **are not** considered as 1099 earnings and invoices posted to all other G/L accounts **are**.

After selecting this menu option, enter the appropriate eligible/ineligible account numbers and press **ENTER** and **F20** to accept.

A/P LOCATIONS

The A/P Location File can be used in conjunction with A/P Profile Option #40 - "Uses Locations". Once activated, the system allows separate processing of A/P checks by location - location being an arbitrary designation above and beyond Corp/Div/Dept/Job etc. For example: there are separate physical sites within a corporation (the site or 'location' is a combination of divisions/depts/jobs) and each 'location' is responsible for its own data entry and check processing. In order to use this feature of the system, you MUST use separate A/P liability account#s for the different locations. In effect a location is designated by a separate A/P liability account#.

This Location File contains two pieces of information for each location. The first is the Corp# under which the location falls and the A/P liability account#(s) that are valid for the location. The second piece concerns the A/P bank#(s) and valid check# ranges for the bank#(s).
On the data entry side: A separate A/P liability account# must be used for each location. In the Valid A/P Accounts file, each of these valid liability account numbers must be keyed. During A/P Regular and Recurring Voucher Entry, the system verifies that the liability account# keyed is valid for the Corp#. The Location Master File contains the valid check number ranges for each bank to be used by that location. This allows individual locations within a corporation to issue checks out of the same cash account, using a reserved range of check numbers.

On the reporting side: The Unpaid Bills Listing and Cash Requirements report have the option to print separate reports for all or selected A/P liability account numbers (separate locations).

1099 TRANSMISSION CODE

If you plan to transmit 1099 data to the IRS either by diskette, tape or via communications, there is a five-digit code that the IRS provides you which must exist in this file in order to create a transmission file. Enter the federal ID of the corp/fund and press **ENTER**.   Now enter the five-digit code assigned to you by the IRS and press **ENTER** to accept.

CHECK COMMENTS

The Check Comment file contains general comments/messages that can be printed on selected checks assuming A/P Profile option #42 has been activated. Each comment can consist of up to 9 lines of free format text and will be printed at the top of the stub portion of the check as indicated by the user. Valid comment codes are A-Z. Each text line is assigned a sequence# which determines the order in which the lines are printed. Check comment codes can be assigned to specific invoices in the Check Selection process. Refer to the section entitled, **Check Selection and Payment**, for further details.

1099 LAYOUT DEFINITION

This file must contain the 1099 box definitions and abbreviations if you plan to print 1099 amounts in boxes 1-16 on the 1099 forms. If you only use box #7, Non Employee Compensation, no entries are necessary. Simply enter the box number, the box description and the box abbreviation. The abbreviation is used in the **'Edit 1099 Work File'** options #12 and #16 on the Year End menu.

1099 DEBIT ACCOUNT ASSIGNMENT

If you need to use boxes 1-16 on the 1099 form for the printing of different types of 1099 earnings, you must assign G/L debit account numbers to each of the boxes that will be used. For example, box 2 is Royalties. In this file you must specify which G/L account number(s) represent 1099 royalty income. Simply enter each G/L account number and key a 'Y' under the box# to which it pertains. Multiple account numbers can have a 'Y' under the same box#, but a single account# may only be included in one box#.

BANK E/D DATA

This file contains the bank transmittal data for electronic payment of A/P invoices. Since the data contained in this file can vary based on a bank's transmittal requirements, check with your DAPREX representative prior to entering any information here. See following sample.

```
CORPORATION # . . . . . .:    1  DAPREX INC.
BANK # . . . . . . . . .:    1

PRIORITY CODE . . . . . :
IMMEDIATE DESTINATION :
FILE ID MODIFIER  . . . :
RECORD SIZE . . . . . . :
BLOCKING FACTOR . . . . :
FORMAT CODE . . . . . . :
RECEIVING POINT . . . . :
REFERENCE . . . . . . . :

SERVICE CLASS CODE  . . :          MODEM PHONE # . . . :
STANDARD ENTRY CLASS  . :          COMMUNICATION TYPE . :
ORIGINATING STATUS CODE :
ORIGINATING INST. I.D.:            LAST ADVICE #  . . . : 9000020
```

NOTE The **LAST ADVICE#** should be set to 900000 (can be no greater than 949999). This is the last number assigned the remittance advice on electronic payments.

VENDOR E/D DATA

A record must exist in this file for each vendor to whom electronic payments will be made. The following fields are required: **BANK ROUTING ID#,** (the 9th digit of the routing ID# or check digit is automatically calculated by the system and does NOT need to be entered here), vendor's **BANK ACCOUNT#, ACCOUNT TYPE** (checking or savings), and **APPROVAL CODE**. When the vendor data is added, the approval code defaults to 'N' (not yet sent or approved. Once a pre-note record is sent to

the bank it changes to a 'P'. Once the pre-note is approved, it must be manually changed to a 'Y' in order to process electronic payments.

NOTE The vendor E/D data can also be accessed from the Vendor Master file by using the F11 key once the master record is displayed on the screen. If vendors are shared by multiple corporations, the record here MUST be entered using the Corp# under which the vendor(s) exist in the Vendor Master File.

COUNTRY

The Country file should contain a code for each and every foreign country that will be used in the Vendor Master File. Valid country codes are AA-ZZ. Telephone International access and country codes can also be entered into this file.

VENDOR CATEGORY CODES

This file allows you to create vendor category codes and descriptions that can be assigned in the Vendor Master File. If AP Profile Option #64, Require Vendor Category Code is set to 'Y', a category must be assigned to each vendor. If set to 'N' the category field is optional in the vendor file. Valid codes are AAA-ZZZ and 001-999. There are options in the Cash Requirements report and EOM Schedule which sort and sub-total based on the vendor category field.

CURRENCY CODES

The Currency Code file must contain a record for US$ as shown on the first line below. Be sure to enter both the conversion ratio and the number of decimal places. Enter other records for every foreign currency that will be used when entering A/P invoices if A/P Profile Option #66 - Allow Foreign Currencies, is activated.

CURRENCY CODE FILE MAINTENANCE

DLT	CODE	DESCRIPTION	CONVERSION RATIO	# DECIMALS
	US$	U.S. DOLLAR	1.000000000	2
	CN$	CANADIAN DOLLAR	1.439300000	4
	DM	GERMAN MARK	1.819000000	2
	FF	FRENCH FRANC	6.095000000	2
	PS	MEXICAN PESO	8.423000000	2
	ST	BRITISH STIRLING	.612600000	2
	WON	S. KOREAN WON	1582.000000000	0
	YEN	JAPANESE YEN	130.	0

CORP/INTERCORP X-REFERENCE

This file is used when A/P Profile option #86-Use Corp/Intercorp Cross Reference, has been set to 'Y'. The file should then contain all valid Corp/Intercorp combinations that are valid for A/P Voucher Entry. If a combination is used in Voucher Entry and does not exist in this file, the system will not allow entry of that transaction.

VOUCHER TEMPLATES

Templates (standard G/L line distributions without dollar amounts or percentages) can be created for selected vendors and used in conjunction with specific invoices in the new Voucher Entry program. By creating a template, the line distributions (Corp/Div/Dept/Job/Account) are predefined and the operator can select the desired template at Voucher Entry time and enter the correct dollar amounts for each line at that time. Once a template has been created for one vendor it can be cloned to another vendor if needed.

Upon selection of this menu option, enter the Corp# and Vendor# for whom to create a template. If vendors are shared by multiple corporations, all templates should be created under the master corporation#. When the following screen appears, press **F6** to create a new template.

```
              VOUCHER TEMPLATE MAINTENANCE

          * CORP . . . .    1  DAPREX, INC
          * VENDOR . . . 12000  BUSINESS PRODUCTS
            POSITION TO . . . .       TEMPLATE CODE
  2=EDIT  3=COPY  4=DELETE
   OPT    CODE     DESCRIPTION




 F2=TOP  F3=EXIT  F4=PROMPT(*)  F6=ADD  F18=BOTTOM
```

The following screen now appears. Enter a template code (1-10 characters), a template description, a pay by code (*'C'*=Check, *'E'*=Electronic Disbursement), # of payments and days apart, if applicable, invoice comment (optional), remit to code, if any, and invoice status (*'N'*=Normal, *'P'*=Immediate Pay,

'T'=Temporary Hold, *'H'*=Hold). If left blank, the **PAY BY** field is automatically determined based on whether the vendor is set up for electronic payments and the **INVOICE STATUS** defaults to *'N'*. Press **ENTER** to proceed.

```
                    VOUCHER TEMPLATE MAINTENANCE

 CORP  1                 VENDOR  12000
 CODE_____          DESC_____
  PAY BY         # OF PYMTS         DAYS APART
  COMMENT                    REMIT
                            STATUS


 4=DELETE   INTER * A L L O C A T I O N  *
 OPT  SEQ#  CRP  DIV DPT    DEBIT#  MAD#_____




      F3=EXIT  F4=SELECT(*)                F12=PREVIOUS
```

On the lower half of the screen key in the line items that are to be a part of this template. Press
ENTER and **F20** to accept. To create another template for the same vendor press **F6** or press **F12** to
return to the previous screen. From the initial screen key a *'2'* to edit/view a template, a *'3'* to clone a
template or a *'4'* to delete a template. If you key a '3' to copy/clone a template the following screen
appears. Enter the 'To' vendor#, template code and description and press **ENTER** twice to accept.
You are returned o the initial menu.

```
 FROM: CORP      1         DAPREX, INC
       VENDOR    12000     BUSINESS PRODUCTS INC.
       TEMPLATE CODE  12   SAMPLE TEMPLATE

 TO:   VENDOR
       TEMPLATE CODE        DESCRIPTION
```

To add/change/delete templates for a new vendor, move the cursor to the **VENDOR#** field and key the
new vendor# and press **ENTER**.

FILE LISTINGS

The FILE LISTINGS menu contains the following options.

1.	**CORPORATION**
2.	**VENDOR**
3.	**CHART OF ACCOUNTS**
4.	**CHART OF ACCOUNTS - AUTODISTRIBUTION**
5.	**CHART OF ACCOUNTS - REJECTION MASK**
6.	**DIVISION**
7.	**DEPARTMENT**
8.	**BANK**
9.	**JOB**
10.	**TERMS**
11.	**ACCOUNTING PERIOD**
12.	**STATE/COUNTRY**
13.	**MULTIPLE ACCOUNT DISTRIBUTION**
14.	**A/P ACCOUNTS**
15.	**FACTORS**
16.	**VENDOR/FACTOR CROSS REFERENCE**
17.	**SPECIAL IDS**
18.	**MINORITY CODES**
19.	**A/P DEBIT ACCOUNT#S**
20.	**CITY FILE**
21.	**INCLUDE/EXCLUDE DEBIT (1099)**
22.	**A/P LOCATIONS**
23.	**1099 TRANSMISSIOM CODE**
24.	**CHART OF ACCOUNTS BY ENTITY**
25.	**CHECK COMMENTS**
26.	**1099 LAYOUT DEFINITION**
27.	**1099 DEBIT ACCT ASSIGNMENT**
28.	**BANK LASER**
29.	**BANK E/D DATA**
30.	**VENDOR E/D DATA**
31.	**COUNTRY**
32.	**VENDOR CATEGORY**
33.	**CURRENCIES**
34.	**CORP/INTERCORP X-REFERENCE**
35.	**VOUCHER TEMPLATES**

Each menu option prints a listing of the master file. Many of the options make use of the Corporation Selection Utility, allowing the operator to select what entities are to be included in the report.

DAILY PROCESSING

The DAILY PROCESSING menu contains the following options.

1.	**VOUCHER ENTRY**
2.	**VOUCHER EDIT LISTING**
3.	**VOUCHER UPDATE**
4.	**HAND DISBURSEMENT ENTRY**
5.	**HAND DISBURSEMENT EDIT LISTING**
6.	**HAND DISBURSEMENT UPDATE**
7.	**RECURRING VOUCHER ENTRY**
8.	**RECURRING VOUCHER EDIT LISTING**
9.	**RECURRING VOUCHER UPDATE**
11.	**WORK WITH UNPAID BILLS**
14.	**QUICK CHECK PROCESSING**
15.	**CHECK SELECTION AND PAYMENT**
16.	**VOID CHECK ENTRY**
17.	**VOID CHECK EDIT LISTING**
18.	**VOID CHECK UPDATE**
20.	**ZERO CHECK RUN SELECTION**
23.	**RESET BATCH 'IN USE' FLAGS**
24.	**GENERATE EOM POSITIVE PAY FILE**

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

VOUCHER ENTRY - OLD VERSION

NOTE There are two versions of the Voucher/Hand Disbursement/Recurring Voucher entry programs. The setting of AP profile option #59 - Use New Voucher Entry/Edit/Update, determines which is used. There are two separate explanations for entry purposes. The Edit and Update screens are identical even though the programs are slightly different.

This menu option is used to enter all A/P invoices and debit memos. A separate workfile is created for each user accessing the entry job based on the user's sign-on ID. All entry is done in batches and whether entered daily or weekly, the invoices should be separated by corporation, accounting period and A/P liability account# and entered as a batch. Multiple daily batches for one period/account# can be entered to make it easier for control purposes.

Each batch has a header record which contains general information along with a control total. The batch# that is assigned is simply a control number that can be re-used once the batch has been updated. The Batch Header record requires the following data: **BATCH#**, **CORP#**, the **G/L ACCOUNT** to be credited, (i.e. Accounts Payable - validated against the A/P Accounts file), the **ACCOUNTING PD**. to which the entries are to be posted and a **BATCH TOTAL**. If Profile option #40 - Uses Locations has been activated, the A/P account is validated against the Location Master file. See sample screen below.

```
           ACCOUNTS PAYABLE VOUCHER ENTRY

      BATCH # . . . . .        1
      A/P FUND # . . .        1  DAPREX INC.
    * G/L CREDIT #. . .    200000  ACCOUNTS PAYABLE - HEADQUARTERS
      ACCOUNTING PERIOD      0695  MAY
      BATCH TOTAL $ . .    1500.00


      D=DELETE . . . .

      ================  DEFAULTS / OPTIONS  ========================

    ALLOW PRGM#   ENTRY Y/N .  Y    ALLOW AUTO-DISTRIBUTION Y/N. . .N
    ALLOW DISCOUNT  Y/N . . . .    Y    DEFAULT TO IMMED. PAYMENT. . . . N
    ALLOW P.O.#  Y/N . . . . .      Y    ALLOW MULTI-PAYMENTS Y/N . . . . .N
    ALLOW INTER FUND CHARGES .  Y    ALLOW JOB # Y/N . . . . . .        N
    ALLOW LINE COMMENTS . . . . . N
```

On the second half of the screen the operator has the option of turning on or off certain entry functions. The defaults for these fields can be set up in the A/P Profile and overridden here as necessary.

By turning them on with a '*Y*', additional fields appear on the entry screen allowing the selected functions. An '*N*' prevents the additional fields from displaying on the entry screen. These include: **ALLOW DIVISION ENTRY** - key a '*Y*' here if the corporation is multi-divisional so that the operator has access to the **DIVISION** field. **ALLOW AUTO-DISTRIBUTION** - key a '*Y*' here if the operator needs to take advantage of the Chart of Accounts Autodistribution OR Multiple Account Distribution features for any

invoice in the batch. (See the sections entitled **Chart Of Accounts - Autodistribution** and **Multiple Account Distribution** under File Maintenance for further explanations). **ALLOW DISCOUNT** - key a '*Y*' here to allow the operator to enter a discount amount for any invoice in the batch. **DEFAULT TO IMMEDIATE PAY** - key a '*Y*' here to automatically assign a default "To Pay" status to each invoice in the batch. (This may be overridden on a line-by-line basis). Invoices assigned a "To Pay" status are pre-selected for check writing. There are three other statuses that may be assigned during invoice entry: *N=Normal* - this is the normal default status. Invoices assigned a Normal status are not paid until selected for payment. *H=Hold* - places an invoice on indefinite hold. It cannot be paid until the HOLD status is removed in Check Selection. *T=Temporary Hold* - places an invoice on temporary hold. It is held during the next check run even if the due date falls within the cutoff date used for selection of invoices to be paid. After the check run, it reverts to a Normal status. **ALLOW P.O.#** - key a '*Y*' here to be able to enter purchase order numbers associated with individual invoices. **ALLOW MULTI-PAYMENTS** - key a '*Y*' here to allow the automatic explosion of an invoice that has, for example 30, 60, 90 day terms. **ALLOW INTERCORPORATE CHARGES** - key a '*Y*' here to allow intercorporate charges to be processed in the batch. **ALLOW JOB#** - key a '*Y*' here to allow the entry of job numbers if you using that level in the G/L. **ALLOW LINE COMMENTS** - key a 'Y' here to allow for invoice line comments. A 'Y' indicates that there can be multiple comments per invoice.

When all entries on the batch header have been keyed, press **ENTER** to proceed. The entry screen then appears. Key in the vendor# (if known), and press **ENTER**. If you do not know the vendor#, press **F4** to scan by name. Refer to the 'Vendor Scan' section of the manual under Inquiries and Reports. (To add a new vendor at this time, press **F15** to go directly to the Vendor Master Maintenance program). See sample screen below.

```
  VOUCHER3A           ACCOUNTS PAYABLE VOUCHER ENTRY


  BATCH#:   1   TOTAL $ . :       1,500.00
  FUND #:   1   RUNNING BAL:          .00
   LN#  VEND# INVOICE #  INV-DATE DUE-DATE    GROSS AMT   DISC$ DEBIT# DIV




 * VEND#   10000    BLACK & DECKER              INTER FND #  1
   INV #  1255       NEW TOOLSET                DATE      6/15/95
   GROSS$     325.25    DISC$    32.53          DUE AT    7/15/95
 * DEBIT#  400000   PURCHASES                   *MAD#
 * DIV #    1 STAMFORD, CT    * DEPT #          JOB#
   P.O.#                P/T/H/N   N             AUTO Y/N   N
                        PAY BY  C
 ENTER F4=SELCT(*) F6=NOTE F12=PREVIOUS F20=SHIFT RIGHT ROLL UP/DOWN
```

The rest of the entry fields appear based on your selections on the batch header. Any defaults from the vendor's file also appear (**I.E. - DEBIT#, DIV#**, **DEPT#** and **JOB#**), and these may be overridden if necessary. If the defaults appear, the only other required fields are **INVOICE#, DATE** and **GROSS AMOUNT**. (****NOTE**** Duplicate invoice number/invoice date records for a vendor are NOT normally allowed. If a duplicate invoice is found, press the reset key and **F16=AP Inquiry** to display the duplicate transaction in the A/P History file. If profile option #45 is activated, the system checks for duplicate invoice numbers with *different* invoice dates. If a duplicate invoice number with a different date is found, press reset and **F16** as described above or press **F21** to override and accept the

duplicate. When entering invoices for temporary vendors, the system checks against the Misc. Vendor 999999 to make sure that the invoice#/invoice date combination is unique since the history is transferred to Vendor# 999999 when paid.) Use the comment field (after **INVOICE#**) to record any desired information about the invoice. (The comment remains on file and is printed on appropriate reports. Multiple comments per invoice are allowed if the appropriate profile setting and batch flag have been set). When these fields have been keyed, press **ENTER**. The system verifies the entry for any errors, displays the account, division and department descriptions and calculates the due date and any discount. You may override any field if necessary. Press **ENTER** again to proceed with the next invoice. (If any errors are found, the appropriate message displays at the bottom of the screen. Press **RESET** and key the correct data). The just completed entry is now displayed on the upper portion of the screen. Continue with the next invoice.

** **NOTE** ** Voucher entry also has the ability to check for a duplicate invoice distribution within a batch. It is controlled by activating A/P profile option #48. The error is triggered if all of these fields are the same for two entries within the same batch: Corp#, vendor#, invoice date, invoice#, inter-corp#, division#, department#, job#, debit account#, MAD#.   If a duplicate is found the message **"Duplicate invoice distribution line within this batch"** is displayed at the bottom of the screen when you try to press **ENTER** to accept the line. Press **RESET** and rekey the entry correctly.

If any of the special options on the batch header have been activated, those fields appear when entering the invoices. As outlined above, these special fields may be used for any or all invoices within the batch. To activate the Multiple Account Distribution feature, key the appropriate distribution# in the **MAD#** field. If a MAD# is entered, entries to the division#, department# and job# fields are not allowed and will be blanked out if entered. You may use an account# in conjunction with a MAD# when you want to use the Corp/Div/Dept/Job and percentage allocations from the MAD# but override the account#s in the MAD# with the account# entered here. If the profile option has been set to do so, a warning message appears alerting you that the account# will be used to override the account#s in the MAD#. Simply press **RESET** and **ENTER** to accept. If a mistake was made in entering both, press **RESET**, remove the MAD# or the account# from the entry and press **ENTER**.

To record a purchase order#, key it in at the **P.O.#** field. Invoices posted to specific debit account numbers can be required to have a PO# if you wish. (Refer to the "Other Considerations" paragraph in the section entitled Profile Options or contact your DAPREX representative for further information.)

If the Profile Option to allow electronic disbursements has been activated, the **PAY BY** field appears on the entry screen. The system defaults to a *'C'* for check when the vendor does NOT have a record in the Vendor Electronic Disbursement file or to an *'E'* for electronic disbursement when the vendor DOES have a record in that file. The 'E' is defaulted even if the status in the Vendor E/D file is an *'N'* (unapproved) or *'P'* (pre-note approval pending). In order to actually pay by electronic disbursement, the status in that file MUST be *'Y'* (approved). If you wish to pay by check for a vendor to whom electronic payments are normally made, the **PAY BY** code may be overridden on an invoice-by-invoice basis here. The **PAY BY** code may also be changed at check selection time.

To activate the Multi-payment feature, key in the number of payments to be made and the number of days apart between each payment in the **PAYMENTS#** and **DAYS APART** fields. The system converts the last digit of the invoice# to A, B etc. until it reaches the appropriate number of payments. The gross amount is divided by the number of payments to calculate the amount of each payment. To use the Intercorporate Charges feature, simply enter the corp# against which to post the expense in the **INTER CORP#** field. The system validates the division#, department#, job# and account# that you enter against the Corp# keyed into this field. When this entry is updated to the open A/P file, the entire invoice is under the Corp# contained on the batch header screen and can be paid ONLY under

that corporation. When posted, the system automatically creates a debit to the expense and a credit to the Due To/From account in this Inter Corp# corporation and a credit to A/P and a debit to the Due To/From account in the batch header corporation#.

If an invoice has multiple G/L distributions, (and is to be entered manually instead of using either the Auto-Distribution or Multiple Account Distribution features), key the first distribution as if it were a single invoice. When that entry has been completed, press **F8=DUP** at the **VENDOR#** field to duplicate all of the previous line's entries except **GROSS$** and **DISCOUNT**. Key the amount for this distribution and override the **G/L ACCOUNT#**, **DIVISION**, **DEPARTMENT** and **JOB** as necessary. This may be done as many times as necessary to allocate the invoice. Notice that the system keeps an invoice running balance at the top right of the screen.

To UPDATE or delete a previously keyed invoice, press **F11=Update** and key in the Line# of the invoice to be changed and press **FIELD EXIT**. (The Line# is assigned by the system and appears on the left-hand side of the screen). When the line is displayed at the bottom of the screen, move the cursor to the field(s) to be changed and simply key the correction over the old data. To delete an entry, key a "*D*" in the **D=DEL** field and press **ENTER**. Use **F10=Add** to return to ADD MODE.   When all entries in the batch have been keyed, press **F3=END**. The total screen appears showing the original **BATCH TOTAL**, the **COMPUTER CALCULATED TOTAL**, and the **DIFFERENCE**, if any. If the two are not in balance, you may use **F12=Previous** to return to the lines and review, change, add or delete entries or **F6=Accept Out of Balance Situation** and return to finish the batch later. You can then print an edit to review your entries. Out of balance batches cannot be updated.

VOUCHER ENTRY - NEW VERSION

This menu option is used to enter all A/P invoices and debit memos. A separate workfile is created for each user accessing the entry job based on the user's sign-on ID. All entry is done in batches and whether entered daily or weekly, the invoices should be separated by corporation, accounting period (optional) and A/P liability account# to be entered as a batch. Multiple daily batches for one Corp/Period/A/P account# can be entered to make it easier for control purposes.

Upon selection of this menu option the batch header entry screen is displayed if there are no existing batches. (If batches *do* exist, you may select a batch to work with by keying a *'2'* in the **OPT** field next to the desired, delete a batch by keying a *'4'* in the **OPT** field, or add a batch by pressing **F6**.) Each header record contains general information along with a control total. If AP Profile Option #75, 'Voucher Entry: Auto Assign New Batch#' is set to 'Y', the next available batch# is automatically assigned. If the Profile Option is set to 'N', the user may enter the batch#. The In either case, the batch# is simply a control number that can be re-used once a batch# has been updated. The Batch Header record requires the following data: **CORP#** (the corporation that is going to pay the bills), **ACCOUNTING PD** to which the entries are to be posted, (see notes below)**, G/L ACCOUNT** to be credited, (i.e. Accounts Payable - system defaults the account# from the first record in the Valid A/P Accounts file), **BATCH TOTAL** and an optional **DESCRIPTION.** The **POSITION TO SEQUENCE#** field is used to find a specific line#/invoice# after entries have been made to the batch.

NOTES If A/P Profile option #65 - Default Voucher Period from Invoice Date if Zero, is activated, the accounting period on the batch header may be left blank and the system will determine the period against which to post the expenses based on the individual invoice dates. If that period has been closed, the invoice will be posted to the next open period. If Profile option #40 - Uses Locations, is activated, the A/P account is validated against the Location Master file. If Profile option #66 - Allow Foreign Currencies, is activated, a valid currency code is required on the header. The system defaults to US$ when left blank. See sample batch header screen below.

```
APIA21A                 A/P VOUCHER ENTRY


 BATCH # . . . . . . .       1             USER: LISA
* CORP # . . . . . . .       1
 ACCOUNTING PERIOD . .   10/97             OCTOBER
* G/L CREDIT # . . . .   200000            ACCOUNTS PAYABLE
 BATCH TOTAL $ . . . .   5204.32           DESC:
 RUNNING BALANCE . . .       .00           * CURRENCY . . .
 POSITION TO             (SEQUENCE#)

2=EDIT  4=DELETE
OPT  VEND#  INV DT.  INV#  DUE DT.  STS    GROSS $    DISC $




 F2=TOP  F3=EXIT  F4=SELECT(*)  F6=ADD  F8=SETTINGS  F10=RECALC
 F12=PREVIOUS  F11=DROP LINE  F18=BOTTOM
 F21=PREV BATCH  F22=NEXT BATCH
```

Using function key **F8=Settings**, the operator can turn on/off certain entry functions. (The default settings for these fields have been set in the A/P Profile and can be overridden here as necessary on a batch-by-batch basis.) By activating a setting with a '*Y*', additional fields appear on the entry screen allowing the selected function(s). An '*N*' prevents the additional fields from displaying on the entry screen.

DEFAULT TO IMMEDIATE PAY - key a '*Y*' here to automatically assign a default "Immediate Pay" status to each invoice in the batch. (This may be overridden on a line-by-line basis). Invoices assigned an "Immediate Pay" status are pre-selected for check writing and will be paid in the next check run. There are three other statuses that may be assigned during invoice entry: *N=Normal* - this is the normal default status. Invoices assigned a 'Normal' status are not paid until selected for payment. *H=Hold* - places an invoice on indefinite hold. It cannot be paid until the 'Hold' status is removed in Check Selection. *T=Temporary Hold* - places an invoice on temporary hold. It is held during the next check run even if the invoice due date falls within the cutoff date used for selection of invoices to be paid. After the check run is completed, it reverts to a 'Normal' status.

ALLOW MULTI-PAYMENTS - key a '*Y*' here to allow the payment scheduling for an invoice that can be paid in installments.

ALLOW INTERCORPORATE CHARGES - key a '*Y*' here to allow intercorporate charges to be processed in the batch. The system will automatically balance the entries in the paying and expense corporation(s) using the Due To/From accounts.

ALLOW DIVISION ENTRY - key a '*Y*' here if the corporation is multi-divisional so that the operator has access to the **DIVISION** field.

ALLOW DEPARTMENT ENTRY - key a '*Y*' here if the corporation is multi-departmental so that the operator has access to the **DEPARTMENT** field.

ALLOW JOB ENTRY - key a '*Y*' here if the corporation uses the job# level so that the operator has access to the **JOB** field.

ALLOW MAD# - key a '*Y*' here if the operator needs to use the Multiple Account Distribution features for any invoice in the batch. (See the section entitled **Multiple Account Distribution** under File Maintenance for further explanation).

ALLOW DISCOUNT - key a '*Y*' here to allow the operator to enter a discount amount for any invoice in the batch.

ALLOW P.O.# - key a '*Y*' here to be able to enter purchase order numbers associated with individual invoices.

ALLOW LINE COMMENTS - key a 'Y' here to allow for invoice line comments. A 'Y' indicates that there can be multiple comments per invoice. Line comments can be entered by pressing **F11** on the invoice entry screen.

FORCE LINE COMMENTS - key a 'Y' here to *always* provide line comment entry without having to use **F11**.

When all entries on the batch header and the settings screen have been keyed, press **ENTER** to proceed to the entry screen. If any errors are found in the batch header information, (i.e. accounting period is closed or the A/P account# is invalid) appropriate messages appear at this time. If no errors are found, the entry screen appears. See the following example.

```
                         A/P VOUCHER ENTRY
BATCH: 2   CORP: 1    VENDOR:           TEMPLATE CODE:
INV DATE:            INV#:            DUE DATE:            REMIT:
INVOICE$:        .00                 ACT PD:     10/97
RUNNING BAL:    .00   CREDIT: 200000 ACCTS PAYABLE    PO#:
COMMENT:             STATUS:          PAY BY:


 4=DELETE    INTER
  OPT  SEQ#  CRP  DIV      DEBIT#       GROSS $      DISC $     P.O. #
```

Key in the vendor# (or **F4** to scan for a valid vendor). To add a new vendor at this time, press **F15** to go directly to the Vendor Master Maintenance program. If A/P Profile option #109, 'Use Voucher Templates' is set to '*Y*', the **TEMPLATE CODE** field appears, allowing you to enter a template code to be used with this invoice, if applicable. (Press **F4** to display existing templates for the vendor.) Key the **INVOICE DATE** and **INVOICE#,** and **DUE DATE**, if applicable. Normally the due date is calculated based on the vendor's terms code. By making an entry to the **DUE DATE** field, you override the automatic due date calculation. (The system *does* allow the due date to be prior to to the invoice date but the user will see a warning.) If profile option #15, 'Uses Factoring' or #95, 'Uses Remit-to Name & Address' is set to '*Y*', a **FACTOR** or **REMIT-TO CODE** field appears next, allowing you to enter the correct factor#/remit-to# for the invoice. This code can be assigned now or during check selection. Press F4 with the cursor in that field to perform a lookup of valid factors/remit-to's. Next enter the **INVOICE TOTAL** (the total of all line distributions), **PO#** and **COMMENT.** (If the batch header indicated a foreign currency, all invoices in the batch should be entered in that currency.) Use the comment field to record any desired information about the invoice. (The comment remains on file and is printed on appropriate reports. Multiple comments per invoice are allowed if the appropriate profile setting and batch flag have been set.). Purchase Order # is optional, but if entered here, that same PO# is used as the default for each line distribution. Each line *can* have a different PO# by making an entry in the line specific **PO#** field as necessary. The invoice status defaults to '*N=Normal'* unless the profile option to default to immediate pay is activated or you make another entry here (P=Immediate Pay, H=Hold, T=Temporary Hold).

If the profile option allowing electronic payments is activated, the **PAY BY** field appears, allowing you to indicate whether to pay by check, '*C',* or electronically, '*E'.* The system defaults to a '*C'* for check when the vendor does NOT have a record in the Vendor Electronic Disbursement file or to an '*E'* for electronic disbursement when the vendor DOES have a record in that file. The 'E' is defaulted even if the status in the Vendor E/D file is an '*N'* (unapproved) or '*P'* (pre-note approval pending). In order to actually pay by electronic disbursement, the status in that file MUST be '*Y'* (approved). If you wish to pay by check for a vendor to whom electronic payments are normally made, the **PAY BY** code may be overridden on an invoice-by-invoice basis here. The **PAY BY** code may also be changed at check selection time.

If the profile option to allow multiple payments is activated you may enter the number of payments you wish to make along with the number of days between each payment in the **PAYMENTS#** and **DAYS**

APART fields. The system converts the last digit of the invoice# to A, B, C etc. until it reaches the appropriate number of payments. The gross amount is divided by the number of payments to calculate the amount of each installment.

 See the following sample header screen.

```
APIA21B                    A/P VOUCHER ENTRY


BATCH: 1  CORP: 1  VEND#:  10000  ABC CORP.    TEMPLATE CODE:
INV DATE: 10/15/97    INV #:    102444               DUE DATE:
INVOICE TOTAL $ . . .   6301.26          ACT  PD:   10/97
RUNNING BALANCE . .       .00           CREDIT: 200000  ACCTS. PAY.
COMMENT: MISC.  SUPPLIES               STATUS: N     PAY BY:  C
# OF PYMTS:                          DAYS APART:
          INTER
OPT  SEQ#  CRP  DIV DEP  JOB# DEBIT#  MAD#   GROSS$    DISC$  PO#




    F2=TOP  F3=EXIT  F4=SELECT(*)     F8=DETAIL      F10=RECALC  F12=PREVIOUS
    F11=DROP LINE    F15=VENDOR MAINTENANCE  F18=BOTTOM      F20=INVOICE NOTES
    F21=PREV INV     F22=NEXT INV   F23=VENDOR NOTES
```

Once the invoice header data has been keyed, press **ENTER** to continue. If the invoice is found to be a duplicate, an appropriate message appears. Duplicate invoice number/invoice date records for a vendor are NOT normally allowed. If profile option #45 is activated, the system also checks for duplicate invoice numbers with *different* invoice dates. If a duplicate invoice number/different date is found, a message appears allowing you to accept or reject the entry. When entering invoices for temporary vendors, the system checks against the Misc. Vendor 999999 to make sure that the invoice#/invoice date combination is unique since the history is transferred to Vendor# 999999 when paid. Proceed with the line distributions as follows. Separate explanations are provided for single and multiple G/L line distribution invoices.

NOTE If a template code was entered on the header area, the line distributions appear when you press **ENTER**. Simply fill in the applicable dollar amounts and make any other additions/changes/deletions. Read through the following sections for further details.

Entering an Invoice with a Single G/L Corp/Div/Dept/Job/Acct. Distribution

The system creates the first line item distribution and pulls any G/L defaults from the vendor's file (**I.E. - DEBIT#, DIV#**, **DEPT#** and **JOB#**). The defaults can be overridden at this time. If there are no G/L defaults in the Vendor File, entries must be made to the **INTERCORP, DIV , DEPT, JOB**, **DEBIT ACCOUNT**# and **MAD#** fields as applicable. At a minimum each invoice must have a **DIVISION#** and a **DEBIT#** or **MAD#.** When these fields have been keyed, press **ENTER**. The system verifies the entry for any errors and calculates the line discount. Press **ENTER** again to accept and proceed with the next invoice or press **F12** to cancel and make changes. Upon pressing **ENTER** to accept, the screen is cleared and the cursor repositions to the **VENDOR#** field.   Continue with the next invoice. If the

invoice remains on the screen after pressing **ENTER** the second time and the running balance is blinking, the line distribution amount does not equal the invoice total in the header. Correct the line amount or press **F10** to recalculate the invoice total based on the line amount. Then press **F6=New Invoice** to add a new invoice. See sample invoice that follows.

```
APIA21B              A/P VOUCHER ENTRY


BATCH:  1           CORP:  1          VEND#:  10000   ABC CORP.
INV DATE: 10/15/97    INV #:   102444    DUE DATE:
INVOICE TOTAL $ . . .    456.00       ACT PD:   10/97
RUNNING BALANCE . .      .00          CREDIT: 200000  ACCTS. PAY.
COMMENT: MISC. SUPPLIES               STATUS: N    PAY BY:  C
# OF PYMTS:                           DAYS APART:


         INTER
OPT  SEQ#  CRP  DIV DEP  JOB# DEBIT#   MAD#  GROSS$    DISC$  PO#
      1     1    1   1         400000         456.00     9.12
```

If any of the special options on the batch header have been activated, those fields appear when entering the invoices. As outlined above, these special fields may be used for any or all invoices within the batch. To use the Intercorporate Charges feature, simply enter the corp# against which to post the expense in the **INTER CORP#** field. (This defaults to the same Corp# as on the batch header.) The system validates the division#, department#, job# and account# that you enter against the Corp# keyed into this field. When the entry is updated to the open A/P file, the entire invoice is under the Corp# contained on the batch header screen and can be paid ONLY under that corporation. When the month is closed, the system automatically creates a debit to the expense and a credit to the Due To/From account in this Inter Corp# corporation and a credit to A/P and a debit to the Due To/From account in the batch header corporation#.

To use the Multiple Account Distribution feature, key the appropriate distribution# (press **F4** to scan for a valid MAD#), in the **MAD#** field. If a MAD# is entered, entries to the division#, department# and job# fields are not allowed and will be blanked out if entered. You *may* use a debit account# in conjunction with a MAD# when you want to use the Corp/Div/Dept/Job and percentage allocations from the MAD# but override the account#s in the MAD# with the account# entered here.

The **LINE COMMENT** field is displayed if the profile setting allowing line comments *and* the batch setting to force line comment entry is activated. If the batch setting is deactivated, the **COMMENT** field can be accessed by pressing **F11=Drop Line**. See below.

```
BATCH:  1           CORP:  1          VEND#:  10000   ABC CORP.
INV DATE: 10/15/97    INV #:   102444    DUE DATE:
INVOICE TOTAL $ . . .    456.00       ACT PD:   10/97
RUNNING BALANCE . .      .00          CREDIT: 200000  ACCTS. PAY.
COMMENT: MISC. SUPPLIES               STATUS: N    PAY BY:  C
# OF PYMTS:                           DAYS APART:


         INTER
OPT  SEQ#  CRP  DIV DEP  JOB# DEBIT#   MAD#  GROSS$    DISC$  PO#
```

1	1	1	1	400000	456.00	9.12

COMMENT _____

Entering an Invoice with Multiple G/L Corp/Div/Dept/Job/Acct. Distributions

The system always creates the first line item distribution and pulls any G/L defaults from the vendor's file as described earlier. If there is more than one line distribution, enter or make changes to the default G/L data on the first line, as necessary. Then move the cursor to the **GROSS$** field and key the amount of the first distribution. If a discount was calculated for this line, use the **FIELD EXIT** key to blank it out and the system will recalculate it on a line-by-line basis when the invoice is accepted. On the next line, enter the G/L data and the amount of the second distribution and continue on for as many line distributions exist for the invoice. Once all line distributions have been keyed, press **ENTER** to verify and **ENTER** again to accept or **F12** to make changes. If the invoice remains on the screen after pressing **ENTER** the second time and the running balance is blinking, the line distribution amounts do not equal the invoice total in the header. Correct the line amounts or press **F10** to recalculate the invoice total based on the line amounts. Press **F6=New Invoice** to add a new invoice. See sample below.

```
APIA21B                    A/P VOUCHER ENTRY

BATCH:  1            CORP:  1         VEND#:  10000   ABC CORP.
INV DATE: 10/15/97    INV #:  102444   DUE DATE:
INVOICE TOTAL $ . . .    456.00      ACT PD:   10/97
RUNNING BALANCE . .       .00       CREDIT: 200000  ACCTS. PAY.
COMMENT: MISC.  SUPPLIES            STATUS: N
# OF PYMTS:                         DAYS APART:


          INTER
OPT  SEQ#  CRP  DIV DEP  JOB# DEBIT#   MAD#  GROSS$    DISC$  PO#
      1     1    1   1        400000          156.00    1.56
      2     1    2   1        400000          102.00    1.02
      3     1    3   1        400000          163.00    1.63
      4     1    1   1        500000           35.00     .35
```

All of features previously described can be used when entering an invoice with multiple line distributions.

** NOTE ** Voucher entry also has the ability to check for a duplicate invoice distribution within a batch. It is controlled by activating A/P profile option #48. The error is triggered if all of these fields are the same for two entries within the same batch: Corp#, vendor#, invoice date, invoice#, inter-corp#, division#, department#, job#, debit account#, MAD#.   If a duplicate is found, the message **"Duplicate invoice distribution line within this batch"** is displayed at the bottom of the screen when you try to press **ENTER** to accept the line. Press **RESET** and rekey the entry correctly.

If you have several invoices all from the same vendor, you can use **F9=Duplicate** to duplicate the previous invoice in the batch. This only works when you are on a new invoice screen without any fields entered. Simply change any of the header information and press **ENTER** to continue as previously described. When you use **F9** to duplicate the previous invoice, the system creates the data in the files and then displays it. This means you are no longer in 'entry' mode, so you need to use the **F6** key when done to create another new invoice.

Attaching/Viewing Notes

Notes can be attached to individual invoices using the **F20** key while entering an invoice. A follow-up date, drop date, and distribution code are entered along with each note. Vendor Master file notes can be viewed using **F23,** but there is no note entry function using that command key.

Ending Invoice Entry

Once all invoices have been keyed, press **F12** to return to the batch header screen. Each invoice in the batch is displayed as shown on the following page. If the batch running balance or any invoice gross amount is blinking, the invoices in the batch do not equal the batch total. You may continue to add invoices or press **F10** to recalculate the batch total based on the existing invoice amounts. You may now press **F3** to exist to the menu or **F12** to return to the batch selection screen. From there you can add a new batch by pressing **F6**.

If any of the invoice gross amounts on the batch header screen are blinking, the invoice line distributions do not equal the invoice total. To delete an invoice, key a *'4'* in the **OPT** field on the far left of the screen and press **ENTER** twice to accept. To make changes to an invoice, key a *'2'* in the **OPT** field and press **ENTER** to display the invoice detail lines. From the screen seen below, a line distribution may be deleted by keying a *'4'* in the **OPT** field or changes can be made by keying over any incorrect data. To add a line, key new data on the first blank line. Press **ENTER** twice to accept and **F12** to return to the batch header screen or **F23** to add a new invoice. When all corrections/additions/deletions have been made, press **F3** to exit to the menu or **F12** to return to the batch selection screen.

A/P VOUCHER ENTRY

```
 BATCH # . . . . . . .        9
* CO. # . . . . . . .        1   DAPREX INC.
 ACCOUNTING PERIOD . .      2/98  FEBRUARY
* G/L CREDIT # . . . .   200000      ACCOUNTS PAYABLE - HEADQUARTERS
 BATCH TOTAL $ . . . . . .   1272.27         DESC:
 RUNNING BALANCE . . .    1272.27


 2=EDIT  4=DELETE
```

OPT	VENDOR	INV DATE	INVOICE #	DUE DATE	STS	DSB	GROSS $	DISC $
	35500	2/15/98	546878787	2/16/98	N	C	114.00	
	122	2/15/98	1102LLP	3/17/98	N	E	110.00	2.20
	11000	2/26/98	55023588	4/30/98	N	E	635.58	

VOUCHER EDIT LISTING

This menu option prints an edit listing of the batches entered under the user's ID#. Batches entered under other user ID#s must be requested under those ID#s. (Sign on with the correct user's ID# and select this menu option). If Profile option #29, 'Select Voucher Batches to Post' has been activated, the operator will be able to select individual batches for which to print the edit. Those that are not in use by the entry, edit or update programs have an *'available'* status and can be selected. Key a *'1'*

next to each batch to be selected, press **ENTER** and **F15** to continue. See sample screen that follows.

```
APIA13A            SELECT VOUCHER BATCHES FOR EDIT

OPT  BTCH#  CORP#  NAME          AMOUNT        STATUS
       1      1    DAPREX INC.   1,500.00      AVAILABLE
      13      1    DAPREX INC.    123.45       AVAILABLE
      14      1    DAPREX INC.     50.00       IN USE
```

The edit performs duplicate invoice# checking again and if any errors are detected in the batch, return to the Entry program to make corrections and reprint the edit. The same edit option is used regardless of which version of the Voucher Entry program is being used.

NOTE Invoices in foreign currency batches will be printed with the invoice amounts in the foreign currency *and* in US dollars.

VOUCHER UPDATE

The Voucher Entry Update job prints a Final Edit list and updates in-balance batches entered under the user ID# of the operator requesting this menu option. If Profile option #29, 'Select Voucher Batches to Post' has been activated, the operator will be able to select individual batches to update/post.   (The same rules apply regarding available and in use batches.)   Edit lists are printed for the out-of-balance batches as well, with the message **"BATCH REJECTED - OUT OF BALANCE".**   After selecting this menu option, press **F15** to print the final edit and perform the update, or press **F3** to cancel. If Profile option #51, 'Post Vouchers Directly To G/L' has been activated, a Journal Entry Edit is printed and a posting is made to the G/L. If using the New Voucher Entry and New Journal Entry programs, the system puts the batch information in the Journal Entry Batch description field, i.e. V/E Batch #2.

NOTES If you need to make changes to any records once the batch has been posted, use the 'Transaction Modification' job on the Miscellaneous Functions menu. Invoices in foreign currency batches will be printed with the invoice amounts in the foreign currency *and* in US dollars. The invoices will be converted to US$ for purposes of reporting and payment.

HAND DISBURSEMENTS ENTRY - REGULAR VERSION

This menu option is used to enter all A/P Hand Disbursements. This job is almost identical to Voucher Entry except that certain fields that were applicable for invoices are not for hand disbursements. Only the differences are outlined here.

On the Batch Header, the **G/L CREDIT ACCOUNT#** is a Cash account rather than A/P and the operator is prompted to enter the **FROM** and **TO CHECK NUMBERS** for the batch. (By keying this range of check numbers, there is no chance that the operator can key in check# 5000 when he means 500). As

each hand disbursement is entered, the system verifies that the check# falls within the range entered here). On the DEFAULTS/OPTIONS portion of the screen, only those options that apply to hand disbursements can be activated.

When all Batch Header entries have been keyed, press **ENTER** to proceed. The entry screen then appears. Key in the vendor# and press **ENTER**. The rest of the entry fields appear based on the batch header selections. Any defaults from the vendor file also appear, (**DEBIT#, DIV#**, **DEPT#** and **JOB#**), and may be overridden if necessary. If the defaults appear, the only other required fields are **CHECK#, CHECK AMOUNT AND DATE**. When these fields have been keyed, press **ENTER**. The system verifies the entry for any errors and displays the account, division and department descriptions. You may override any field if necessary. Press **ENTER** again to proceed with the next hand disbursement. If any errors are found, the appropriate message displays at the bottom of the screen. The completed entry is displayed on the upper portion of the screen. Continue with the next entry.

To record hand disbursements for individuals/companies that do not have a vendor#, use Miscellaneous Vendor# 999999 and key the actual vendor's name in the space provided. If you use a temporary vendor# to enter a hand disbursement, the update program transfers the hand disbursement to vendor 999999, Misc. Vendor in the A/P history file.

NOTE If you wish to enter bank charges, wire transfers etc. using the hand disbursement entry, use a hand check# that does not conflict with your hand check#s or your computer check#s. The advantage of entering such items as hand disbursements is that they will appear in the Check Reconciliation programs when doing your bank statement.

ON-ACCOUNT PAYMENTS AND HAND CHECKS AGAINST EXISTING INVOICES

While On-Account and Partial Payments can be processed through regular check writing on the system, from time to time the need arises to issue a hand check in one of these instances. On-Account and full or partial payments against previously entered invoices require a slightly different entry than regular hand disbursements.

An On-Account payment (or prepayment) must use as its debit account the account# for Accounts Payable (or one of the other liability accounts as set up in the A/P Accounts file under File Maintenance), since the invoices covered by this payment will be entered later and debited against the proper expense accounts. The same holds true for hand checks written for **previously posted** invoices and partial payments.

Using Accounts Payable as the debit account causes an offsetting credit to appear on the Accounts Payable Schedule. Any offsetting debits and credits within a vendor's account can be selected during check selection, resulting in a zero check or a check for a net amount. This purges offsetting entries from the schedule and should be done periodically. See the section on Check Selection and Payment & Zero Check Selection sections for further details.

Follow the instructions under the Voucher Entry section for editing, and ending a batch.

When printing a Hand Disbursement Edit list, two reports for each batch are produced. The first lists the entries in the order they were entered, and the second lists them in check# order. Updating a Hand Disbursement batch is identical to updating a batch of invoices. The G/L is updated if Profile option #51, Post Vouchers Directly to the G/L, has been activated.

HAND DISBURSEMENTS ENTRY - NEW VERSION

This job is identical to the Voucher Entry - New Version described earlier, with the following exceptions. Refer to that section for a more detailed explanation. The batch header contains the bank# and range of check numbers included in the batch. The check entry screen contains the check date, check#, invoice date and invoice# as well as a place to enter the Misc. Vendor Name as needed.

NOTE If the invoice# and/or invoice date fields are left blank, they default to the check number and check date. Voided checks still get the 'VCK' + check# as the invoice#. When letting the system calculate the accounting period for a Hand Check batch, the accounting period selected is based on the check date, **not** the invoice date.

RECURRING VOUCHER ENTRY - REGULAR VERSION

This menu option is used to enter all recurring A/P invoices (i.e. rent, loans etc.) These items are entered only once for the life of the entry and they are then posted based on their frequency, (i.e. monthly, annually, semi-annually, quarterly, triennially). This job is almost identical to Voucher Entry with the exception of the frequency selection and certain input fields. Only the differences are outlined here.

When this option is selected, a Recurring Entry Frequency screen appears allowing the operator to select the posting frequency of the batch to be entered. A batch can have only ONE posting frequency but different batches can have different frequencies. Therefore, all the entries in a batch MUST have the same posting frequency, i.e. monthly. If the batch is other than a monthly recurring batch, the operator chooses the months to which the batch is to be posted. (I.E. - a quarterly posted batch might be posted on a Jan./April/July/Dec. cycle or a Feb./May/Aug./Nov. cycle.) Once a frequency has been selected, one or multiple batches can be entered without returning to this selection screen. In order to enter a batch with a different frequency, press **F3** at the Corp#/Batch# prompt to redisplay the selection screen, choose the new frequency and enter the next set of batches associated with this frequency. See sample screen below.

RECURRING MONTHLY			
ANNUALLY	**SEMI-ANNUALLY**	**QUARTERLY**	**TRI-ANNUALLY**
JAN . .	JAN/JUL . .	JAN/APR/JUL/OCT . .	JAN/MAY/SEP . .
FEB . .	FEB/AUG . .	FEB/MAY/AUG/NOV . .	FEB/JUN/OCT . .
MAR . .	MAR/SEP . .	MAR/JUN/SEP/DEC . .	MAR/JUL/NOV . .
APR . .	APR/OCT . .		APR/AUG/DEC . .
MAY . .	MAY/NOV . .		
JUN . .	JUN/DEC . .		
JUL . .			
AUG . .			
SEP . .			
OCT . .			
NOV . .			

On the Batch Header, the operator enters a **BATCH#**, **CORP#**, **G/L ACCOUNT** to be credited, (Accounts Payable), and a **BATCH TOTAL**. Notice that there is no accounting period assigned to recurring entry batches. The DEFAULTS/OPTIONS portion of the screen displays the same options as in Voucher Entry. When all Batch Header entries have been keyed, press **ENTER** to proceed. The entry screen then appears. Key in the vendor# and press **ENTER**. The rest of the entry fields appear based on your selections on the batch header. The only difference from regular Voucher Entry is that along with each entry, you must enter the **EXPIRATION PERIOD** for the entry. By keying the expiration period, the system automatically deletes the entry from this workfile after it has posted it to the last period, unless AP Profile Option #124, 'Do Not Delete Expiring Recurring Entries' is set to *'Y'*. Follow the instructions under the Voucher Entry section for editing, and ending a batch.

RECURRING VOUCHER ENTRY - NEW VERSION

This job is identical to the Voucher Entry - New Version described earlier, with the following exceptions. Refer to that section for a more detailed explanation. The batch header does not contain the accounting period, except to display the last accounting period to which the batch was posted. Each monthly, quarterly, annually recurring invoice has an expiration accounting period associated with it, indicating the final period against which to post the invoice. Each weekly recurring invoice has an expiration date associated with it, indicating the last possible date the invoice can be posted. If A/P Profile #96, 'Allow Temporary Vendors in Recurring Entry' is set to 'Y', the system allows you to use temporary vendors in the Recurring Entry programs. Refer to the A/P Profiles section for further details.

NOTES The last period that the batch was posted is displayed under the batch description field at the top of the batch summary/review screen.

RECURRING VOUCHER EDIT LISTING

This menu option prints an edit listing of *all* or selected recurring batches. After entering the invoice date to be used (defaults to current system date), you can select the 'All Batches' option or select the individual batch frequency(s) for which to print the edit. The batch entries are listed as they were for regular Voucher Entry, except that there is no Accounting Period associated with the batch. This edit does not necessarily reflect those batches that will be posted in the Update job. If any errors are detected in the batch, return to the Entry program to make corrections and reprint the edit.

RECURRING VOUCHER UPDATE

The Recurring Voucher Update job allows you to post just the weekly recurring batches or all other recurring batches. Once that selection has been made, enter the invoice date to use for posting and select the desired batches to post. The system then prints a Final Edit list and updates the in balance batches. If Profile option #51, 'Post Vouchers Directly To G/L' has been activated, a Journal Entry Edit is printed and a posting is made to the G/L. For weekly recurring invoices, the system also updates the **TIMES RECURRED** field in the batch for each invoice.

NOTES If you get an error message that the posting is out of accounting period sequence, call your DAPREX representative. This indicates that an accounting period has been skipped or you are trying to post to the same period a second time. (APVHDP - old entry, APVHDRP - new entry, member RECURR).

WORK WITH UNPAID BILLS

This option allows the operator to change the **PAY BY** code (check or electronic), **PAYMENT STATUS**, **DUE DATE** and/or **DISCOUNT** fields for any unpaid invoices. The functions in this program are similar to those described in the Check Selection and Payment section that follows except that they can be performed outside of the Check Processing.

Upon selection of this option, the following screen appears displaying the unpaid invoices for the selected corporation. To change corporations, key the desired corporation# at the **CORP#** field and press **ENTER**. A cutoff due date can be entered to further sort the invoices due as of that due date. All invoices, including those on hold or temporary status are included in the display.

```
 APFM18              SELECT A/P FOR PAYMENT


  TYPE OPTIONS, PRESS ENTER.
 1=PAYMENT  2=TEMPORARY HOLD  3=PERMANENT HOLD  4=CLEAR  5=PAYROLL

  CORP:  1 DAPREX INC.                          DUE DATE CUTOFF: _____

 CHANGE MULTI . . N  CHANGE DISC. . N  CHANGE DUE DATE . . N  CHANGE PYMT. . N
  POSITION TO . . . .       BY VENDOR


 O  STS  VEND#  MC  INV#     DATE      NET $     DISC   DUE DATE    PYMT.
     1    10000      546878   4/03/96   3680.00           5/03/96      E
     3    10000      4725     9/01/96    214.62   4.38   10/01/96      E
          11000      4845     4/03/96   1000.00           5/30/96      C
```

Once the data appears as shown here, changes to any of the allowed fields, (Multi-code, due date etc.) can be made by keying a *'Y'* at the appropriate field(s) and pressing **ENTER**. Move the cursor to the desired invoice and make the necessary change(s). Any time the status, due date, discount or multi code is changed, press **ENTER** and **F20** to accept. The items are displayed into go to a specific vendor, simply enter that vendor# in the **POSITION TO** field and press **ENTER**. (Press **F11=DROP** to display the vendor name and comment for each invoice.)

Each invoice may have an entry in the **STATUS** field, (1=Selected for payment, 2=Temporary Hold, 3=Permanent Hold, 5=Payroll for Choctaw) or that field may be blank, meaning that the invoice is on normal status and not yet selected for payment. To change from normal to any other status, simply key the correct status code (1, 2, or 3, 5=Choctaw ONLY), and press **ENTER** and **F20** to accept. To remove/change from a '1', '2' or '3' status, you must first clear the existing status, (use code '4' to clear), and then assign the new status or leave blank for normal status.

CHECK SELECTION AND PAYMENT

Check Selection and Payment allows the operator to select invoices to be paid by check (including any invoices entered under a foreign currency) and/or by electronic disbursement (E/D), change the **PAY BY** code (check or electronic), payment status, due dates and discounts, make partial and on-account payments, issue multiple checks per vendor within the same check run if necessary, assign factor/remit to#s to specific invoices, assign check comments (make sure A/P Profile option #42 is activated), print an edit of the selected items, print and reprint the checks, (if necessary), create the electronic transmission data file and update the General Ledger. There is an option, which can be set up by your DAPREX representative to print the edit and the checks in groupings based on check amount. Some organizations have a policy that checks over a certain amount must have a second signature. If such a policy is in place at your organization, the system can be set up to print all checks under that amount first, and then those that are equal to or greater than the cutoff or authorization amount. The edit prints in the same sequence as well.

A second option for the printing order of checks allows you to identify debit account numbers for which a second signature or special handling is required. You must enter the debit account numbers in the **A/P Debit Account#s** file under File Maintenance. At the time of A/P check processing, the system groups checks containing invoices debited to these account numbers at the end of the check run so they can be handled separately. There will also be a page break separating these checks on the "Selected To Be Paid" and "Check Register" reports. In order to use this feature of the system, the data area "APCHKSORT$" must be set to *'0'*. Contact your DAPREX representative if you are unsure how to check the setting of this data area.

If AP Profile Option #74 - "Sort A/P Checks by Vendor/Factor/Remit-To Name" has been activated, the checks print in vendor name/factor name/Remit-To name sequence rather than in vendor number sequence.

If A/P Profile option #40 - "Uses Locations" has been activated, the Check Selection and Payment job runs based on a selected A/P liability account - meaning that selection and check printing is separate for each liability account#.

If A/P Profile option #62 - "Check Selection - One User at a Time" has been activated, only one user at a time may be using this menu option. If more than one user attempts to use Check Selection at the same time, a message indicating that the program is already in use appears to the second user. If for some reason the error message appears, and after checking the active jobs it is determined that no one is actually using the program, use menu option #12 - "Reset Check Selection 'In Use' Flag" on the Supervisor menu to free up the job.

If a vendor has been coded for separate checks in the Vendor Master File, each invoice selected for payment prints on a separate check. In such cases factors, remit-to addresses and the multi-code features cannot be used for that vendor.

Key the Corp# (and A/P account# if using Locations) for which to perform selection and payment of invoices. If the profile option allowing electronic payments has been activated, two options appear allowing you to select check payments and/or electronic payments. One or both may be selected. If the *'By Check'* option is taken, only those invoices with a pay by code of *'C'* (check) are available for selection. If the *'By Elec. Disb.'* option is taken, only those invoices with a by pay code of *'E'* (electronic disb.) are available for selection. If both options are selected, all invoices are available for

payment selection. Once a selection has been made, press **ENTER** and the operator has the option of selecting items to be paid for individual vendors, (this includes the ability to change due dates, discounts, statuses, pay by codes etc.), displaying the selected items (along with the ability to changes status, pay by code, due date and discount), or printing an edit and selecting by invoice due date. The display option can be used to select by due date or simply to display those invoices selected in the first option. The print edit option can be used to select invoices in conjunction with the first method but is described separately in the section entitled "PRINT EDIT WITH OR WITHOUT DUE DATE SELECTION". For now, key an *'X'* next to the first option and **ENTER** to continue. (Again, if the profile option regarding locations has been activated, the selection program displays ONLY those invoices credited to the selected A/P account#.)

PAYMENT SELECTION BY VENDOR

Key in the vendor# for performing selection. The 4 options, **ALLOW DISCOUNT CHANGE, ALLOW DUE DATE CHANGE, ALLOW MULTI CODE CHANGE**, and **ALLOW PAYMENT OPTION CHANGE** can be activated by placing a '*Y*' next to any or all of these fields. The first two are self explanatory, but see the Special Note regarding the changing of discounts in the section entitled "CHANGE DISCOUNT AND DUE DATE". **ALLOW MULTI CODE CHANGE** allows the operator to print more than one check per vendor in the same check run and assign check comments that may result in more than one check per vendor. (Profile option #42 must be activated in order to print check comments.) This is explained further in a later section. The last option is available only if the profile option allowing electronic disbursements has been activated. The operator may change the **PAY BY** code from an *'E'* to a *'C'* (electronic payment to check) or from a *'C'* to an *'E'* (only if the vendor has a record in the Vendor E/D Data file and the status there is a *'Y'* indicating that the pre-note has been approved) as necessary. Once this screen has been filled out, press **ENTER** to continue. Each open item on the vendor's account is displayed along with its current payment status. *(Blank=Normal, 1=Payment. 2=Temporary Hold, 3=Permanent Hold,)*, discount amount, due date and payment option.

To select invoices for payment, key a *'1'* in the **STATUS** column next to each invoice to be paid, and press **ENTER** when all items have been selected. To place an invoice on Temporary Hold, (it is held during this check run only and is available for payment in the next check run), key a *'2'* in the **STATUS** column and press **ENTER**. To place an invoice on Permanent Hold, key a *'3'* in the **STATUS** column and press **ENTER**. To remove a Permanent Hold, Temporary Hold or Payment status, use *'4'* to Clear. When all invoices for the vendor have been selected, press **F12** to work with another vendor. To select **ALL** the vendor's displayed invoices for payment, (EXCEPT those on Temporary or Permanent Hold), press **F7=Select All**. The system places a '*1*' in the **STATUS** column next to each selected invoice. You may remove a *'1'* next to any invoice you DO NOT wish to pay in this check run. When you are sure that all the desired items have been selected, press **ENTER** to process. Press **F12** to continue with another vendor.

PARTIAL AND ON-ACCOUNT PAYMENTS

Partial payments and On-Account payments maybe processed using the **F6** key once the vendor's account is displayed. After pressing **F6**, the operator is prompted to enter the **INVOICE#** against which to make a partial or on-account payment, the **AMOUNT** to be paid, and the **DATE** (this defaults to the system date. The date should reflect the payment date and NOT the original invoice date if a partial payment, as the system does not allow duplicate invoice numbers). Additionally you may override the AP credit account# displayed, if necessary. When these fields have been keyed, press **ENTER**. The system creates 2 entries and displays them with the open items. The first looks like any other invoice and is coded for payment (code 1). The second has an invoice# of *O/A XXXX*, (XXXX being the invoice#), and is a credit amount on temporary hold. In effect, the system pays the open item that looks like an invoice and leaves a credit on the vendor's account with the *ON-ACCOUNT* item. See below.

```
CORP#/VEND#: 1 - 10000         BLACK & DECKER

STATUS:1=PAYMENT,2=TEMP. HOLD,3=PERM. HOLD,4=CLEAR

STATUS  INV#   INV. DATE  NET AMT.  DISC$  DUE DATE
        1198    07/23/89   1457.75          08/10/89
  1      123    07/29/89    550.00          07/29/89
  2     O/A 123 07/29/89    550.00-         07/29/89
```

If for some reason, these partial payment or on-account records are incorrect, you may delete them using code 9-Delete Record. Simply key a '*9*' next to the first record created and press **ENTER**.

CHANGE DISCOUNT AMOUNT, DUE DATE AND PAYMENT OPTION

By keying a '*Y*' next to the prompts **ALLOW DISCOUNT CHANGE**, **ALLOW DUE DATE CHANGE** and/or **ALLOW PAYMENT OPTION CHANGE** on the screen where the vendor# is entered, the operator is given access to the discount$, due date and payment option fields in addition to the status field. This allows the operator to add, change or delete discount amounts, change invoice due dates, and change payment options. To access those fields, use the **FIELD EXIT** key to position the cursor to the desired field and make the appropriate changes. Press **ENTER** when all changes have been made. (In order to select an invoice for electronic payment or to change an invoice from being paid by check to electronically, the vendor must have a record in the Vendor E/D data file and the status of that record must be a *'Y'*, indicating that the pre-note has been approved.) You may perform selection of invoices to be paid or any of the other functions described so far while making changes to discounts, due dates and payment options.

****NOTE**** When the discount amount is changed on an inter-corporate invoice, the total discount amount is applied to the FIRST invoice distribution line. I.E. Invoice 123 is 250.00. $100 is posted against Corp/Fund #1 with a $5 discount, (no inter-corp), another $100 is posted against Inter Corp/Fund #2 with a $5 discount, and the last $50 goes against Inter Corp/Fund #3 with a $2.50 discount. Now there is a $250.00 invoice with a $12.50 discount for the vendor. If in this program the discount is changed to $12.00, the full amount is considered to be against Corp/Fund #1, the first distribution line.

ALLOW MULTI-CODE, REMIT-TO, FACTOR CHANGE

The multi-code field is used to issue separate checks to the same vendor in the same check run, to generate separate checks based on different remit-to addresses, and to generate separate checks based on a factor code BUT each of these uses is exclusive of the others. (There is however, a separate check Y/N flag in the Vendor Master File which prints each invoice on a separate check. Refer to the Vendor Master file section for further details.)

By keying a 'Y' next to the prompt **ALLOW MULTI-CODE CHANGE** on the screen where the vendor# is entered, the operator is given access to the **MULTI** field in addition to the **STATUS** field. In having access to this field, the operator can produce multiple checks per vendor in the SAME check run as well as assign check comments, which **may** result in multiple checks for a vendor. If using this option for the purpose of issuing multiple checks to the same vendor within a check run, the operator specifies those invoices that are to be paid on check #1, those on check #2 etc. Use the **FIELD EXIT** key to position the cursor in the **MULTI** field next to the first invoice to be paid and key a code (*1-9* and *A-Z* are valid codes) to designate the first check. This same code is keyed in the **MULTI** field next to any other invoice(s) to be paid on the first check. For those invoice(s) to be paid on a second check, enter a different code in the multi field to designate the second check. Repeat this process for any additional checks that you wish to print for the vendor during this check run. Press **ENTER** when all changes have been made. See following sample screen.

```
CORP#/VEND#: 1 - 10000          BLACK & DECKER

STATUS:1=PAYMENT,2=TEMP. HOLD,3=PERM. HOLD,4=CLEAR

STAT  MULTI INV#    INV. DATE  NET AMT.  DISC$  DUE DATE
 1      1   11986    07/23/89  1457.75          08/10/89
 1      2   65462    07/26/89  3243.14          07/29/89
 1      1   879H8    06/03/89  2456.00          07/29/89
```

This same procedure is used to assign check comments to invoices. Simply key the check comment code next to each invoice that should be included on the check that will have the assigned comment code text. If some invoices are assigned one comment code and others have either a different comment code or none at all, separate checks will be issued based on the value found in the **MULTI** field (blank being separate from A, B etc.). You may perform selection of invoices to be paid or any of the other functions described so far while making entries to the **MULTI** field. If any of your entries are incorrect, simply remove the code by pressing **FIELD EXIT** through the field or rekeying the correct code.

The same approach is used when using factor codes or remit-to codes. Enter the appropriate factor code or remit-to code in the **MULTI** field to indicate the name/address to be used for printing the check. Any invoices with the same factor or remit-to code for a vendor will be grouped together on the same check.

NOTE Remember that these 3 features are exclusive of one another!!

DISPLAY ITEMS SELECTED & CHANGE STATUS

This option allows you to perform due date selection and view the selected items on-line prior to printing an edit. If you have used the previous option to select invoices on an individual vendor basis, those items will be included in the on-line display of selected items. Once the selected invoices are displayed, the **STATUS**, **DUE DATE**, **DISCOUNT, MULTI-CODE** and/or payment option fields can be changed for individual invoices as previously described. In addition, the cutoff due date can be changed to include/exclude items based on their due dates. If there are any invoices included in the displayed selection that you do not want to pay, you can put them on temporary hold, permanent hold, or simply change their due dates to exclude them from the check run. See sample screen.

```
APFM18              SELECT A/P FOR PAYMENT


 TYPE OPTIONS, PRESS ENTER.
 1=PAYMENT 2=TEMPORARY HOLD 3=PERMANENT HOLD 4=CLEAR

 FUND    1 DAPREX INC.           DUE DATE CUTOFF 10/31/96
 CHANGE MULTI . . N  CHANGE DISC. . N  CHANGE DUE DATE . . N  CHANGE PYMT. . N
 POSITION TO . . . .        BY VENDOR


O  STS  VEND#  MC  INV#      DATE       NET $    DISC   DUE DATE    PYMT.
        10000      546878   4/03/96    3680.00          5/03/96     E
        10000      4725     9/01/96     214.62   4.38   10/01/96    E
        11000      4845     4/03/96    1000.00          5/30/96     C
```

The due date cutoff can be entered either on this screen or on the initial screen where the display option was selected, or the date can be changed here. To change any of the allowed fields, key a *'Y'* at the appropriate field and press **ENTER**. Move the cursor to the desired invoice and make the necessary change(s). The selected items are displayed is vendor# sequence and if you want to start with a specific vendor, simply enter that vendor# in the **POSITION TO** field and press **ENTER**. (Press **F11=DROP** to display the vendor name and comment for each invoice.) For any items that were selected by the due date cutoff, the status field is blank and anything that was selected using the individual vendor program will have a '1' in the status field. It is assumed that all displayed items are to be paid unless they are removed from this screen. To remove an invoice that was selected based on its due date, place it on temporary hold by keying a *'2'* in the **OPT** field or change its due date to a later date. To remove an invoice that has a payment status of *'1'* in the **STATUS** field, key a *'4'* in the **OPT** field to remove the payment status. Any time status, due date, discount or multi changes are made, press **ENTER** and **F20** to accept. Once all changes have been made, press **F15** to display the total gross, discount and net amounts for the check run. Press **F3** to exit and proceed to printing of the edit. The edit **must** be requested in order to proceed to check and/or electronic disbursement advice printing.

PRINT EDIT WITH OR WITHOUT DUE DATE SELECTION

This step prints or reprints an edit of the bills that have been selected for payment. The operator may either make all of the selections using the processes described in the previous sections, perform all selection in this step using a cutoff due date, OR use a combination of the two methods. If all invoice selection has been done using the individual vendor selection procedures previously described, press

F3 at the screen where the vendor# is entered to return to the initial A/P Payment Selection screen shown on the following page.

```
                    A/P PAYMENT SELECTION

    SELECT ONE OPTION:

    CORP#: __

    BSELECT VOUCHERS FOR PAYMENT BY CHECK (Y/N) . . . . . . Y
    SELECT VOUCHERS FOR PAYMENT BY E/D (Y/N) . . . . . . . . Y

    SELECT ITEMS TO BE PAID BY THE INTERACTIVE SELECTION
    PROGRAM (CAN ALSO BE USED TO CHANGE STATUS        _

    DISPLAY ITEMS SELECTED AND CHANGE STATUS

    PRINT AN EDIT LIST OF THE ITEMS SELECTED.  THIS OPTION
    GIVES YOU THE ABILITY TO INCLUDE ITEMS DUE ON OR
    BEFORE A SPECIFIC DATE

    DUE DATE (LEAVE BLANK FOR NO DUE DATE SELECTION)   _
```

Follow the instructions outlined in the next section, leaving the due date field BLANK since all selections have been already made. To use a combination of the individual vendor selection and the due date selection, first select those invoices that would NOT be included in the edit based on the cutoff due date, (i.e. those whose due dates fall AFTER the due date to be used as a cutoff) through the interactive procedure and then use a cutoff due date for automatic selection of ADDITIONAL invoices to be paid. See the section below for further instructions.

SELECT INVOICES BY A CUTOFF DUE DATE

Regardless of any selections made through the interactive selection or the display selected items procedures, key the Corporation# (and A/P account# if using locations), the payment type, (check and/or electronic disbursement) for which to print an edit and key an *'X'* next to the option to print an edit list. At the **DUE DATE** prompt, key in the **CUTOFF DUE DATE** to be used for automatic selection of invoices to be paid. (The due date field is already filled in if you used the display selected items procedure.) The system selects all invoices whose due dates fall on or before the date entered, (except for those invoices on Temporary or Permanent Hold). These, along with any invoices that were posted with a *"To Pay"* status in Voucher Entry program are included on the edit list.

Upon entering this data and pressing **ENTER**, the system searches the file for all invoices that meet the due date criteria and prints the edit list. This should be carefully checked before proceeding. If any errors are found, press **F3** to exit and rerun the selection procedure until the edit is correct. If the system determines that the selected invoices/credits for a vendor would result in a negative or a zero check, a message is sent to the operator. You may either review the edit and put items on hold/temporary hold or press **F15=Hold Negative/Zero Checks** to place those items on temporary hold and proceed with check writing. By pressing **F15**, **all** invoices/credits for the vendor(s) in question are put on temporary hold. If AP profile option #67- Check Selection - Hold All

Negative/Zero Checks is set to *'Y'*, the system will automatically put those vendor's invoices on temporary hold and proceed to check printing.

PRINT CHECKS AND ELEC. DISBURSEMENT ADVICE

If the edit is correct, you may continue with the printing of checks and electronic disbursement advices. After the edit has been checked, the screen prompts you for bank#, check date, starting check# and # of copies of the check register. The starting check# only appears if you are printing checks and is ONLY to be entered if you are using prenumbered checks. It should be the starting check# to use in that case, NOT the check# to be wasted. When these fields have been keyed, press **ENTER** to display the bank name. If correct, press **ENTER** to proceed. Another validation on the check date has been added to A/P Check Processing. If the check date entered is later than the system date and there are no other errors, the program displays a window informing the user to that effect. Press **F20** to accept the date or **F12** to change it. The system sends the checks/electronic disb. advices to the outq and brings up the REPRINT screen shown below. DO NOT PRESS **F20** OR LEAVE THIS SCREEN UNTIL THE CHECKS HAVE BEEN PRINTED AND YOU ARE SURE THAT THEY ARE CORRECT. (The REPRINT screen does not appear if you are only making electronic payments.) If electronic payments are being made a file 'ELECDISB' is created and a message sent to the operator that the file needs to be transmitted to the bank.

NOTES If Profile option #53, 'Disallow Invoice Date > Check date' has been activated, you may receive a message indicating that an invoice has been selected whose date is greater than the check date. In such cases you must either change the check date or remove the invoice in question from those selected by placing it on hold or temporary hold. If Profile Option #74, 'Sort A/P Checks by Vendor/Factor Name' is set to *'Y'*, the checks print in name sequence rather than vendor# sequence. If Profile option #85, 'Use EZPRINT' is set to 'Y', additional fields appear when you enter the bank#, check date etc. The field values for these additional fields come from the 10 positions values found on the General Function File Maintenance menu. Contact your DAPREX representative for further details.

The system prevents more than one user from printing checks out of the same bank at the same time and sends an error message to the screen when such a situation occurs. You must wait until the other user has completed the A/P Check Update before continuing. If the error message appears and no other users are using that bank, use menu option #16-Release Bank Locks on the Supervisor Functions menu to allow you to continue. Refer to that section of the manual for further details.

If you get an error message that there are not enough check numbers for this run, there is another existing check# that would be duplicated in this check run if the system were to proceed. Look in the A/P **and** the Payroll Check Reconciliation files for a duplicate and call DAPREX for assistance.

Once the checks are on the outq, the messages to change and align the forms must be answered by the system operator or by the user requesting the checks. The simplest way to access the messages is to press **F10=Spool File**. Look on the spool file screen for a file called *'APRP02R'*; which is the check print item. When the status of that item displays "MSGW", key a *'7'* to display the messages. If you prefer, the messages can be accessed by signing on to another session or going to another terminal and typing **DSPMSG QSYSOPR** at a command line. In either situation, answer the change forms message with a *'G'*. When the message "**VERIFY ALIGNMENT ON DEVICE XXXX. (I C G N R)**" appears, type an '*I*' in response to print the first line of the first check to make sure it is aligned. If it is aligned properly, type '*I*' again in response to the next identical message to continue with the printing of the remaining checks. If it is NOT aligned properly, adjust the forms vertically or horizontally and type an '*R*' in response to the identical message. This reprints the first line again on the same form. This may be done until the forms are properly aligned. Again, when they are, key an '*I*' to continue.

While the checks are printing, the operator's screen displays the message below, allowing the reprinting of some or all checks if there are any problems.

```
      STAY ON THIS SCREEN UNTIL YOU HAVE PHYSICALLY
      EXAMINED THE PRINTED CHECKS. IF THE CHECKS HAVE
      PRINTED CORRECTLY, PRESS F20 TO UPDATE THE FILES.

      IF YOU WISH TO REPRINT THE CHECKS KEY -REPRINT- .
               BEGINNING WITH CHECK # . . . _____
               NEW STARTING CHECK # . . . . _____

      F10=SPOOL FILES       F20=UPDATE
```

DO NOT LEAVE THIS SCREEN UNLESS YOU ARE SURE THAT THE CHECKS HAVE PRINTED PROPERLY.

To reprint the checks, key **REPRINT** at this prompt and enter a different beginning check# if reprinting from a certain point other than the first check. (The beginning check# must be the check# that has been assigned in this first run of the checks. If the first check had any overflow on the remittance advice, you must specify the check# on which the actual check was printed, NOT the overflow checks.) Also enter the new **STARTING CHECK#** if using prenumbered checks. (The starting check# is the first check form on which to print.) Once again the prompts to align the forms etc. and the REPRINT message above appear. When the checks have printed successfully, press **F20** at this screen to update the files and produce a Check Register and G/L Entry Proof List. If the Check Register produced here is misplaced, a duplicate can be generated by running #24 –Check Register by Date, from the Inquiries & Reports Menu.

NOTES Any discounts taken on invoices that were posted to asset or liability accounts will be posted against the default Div#, Dept#, Job# in the Corporation Master File. If the profile option to spread the cash entry is activated, both the cash and discount entries are spread across the corporations to which the bills were originally expensed. Otherwise the discount posting remains in the paying corporations. If the profile option for "Separate Detail for each Check Run" is activated, the G/L posting description includes the check date month and day. If the profile option for a separate check register by vendor category is set to 'Y', two check registers will print during the update.

If any errors occur regarding the electronic payment check#s, check the file BKDDIP for the last E/D# used.

QUICK CHECK PROCESSING

This menu option allows entry and update of A/P invoices and immediate check generation, all in one job stream. It is most useful if you have a dedicated A/P check printer since checks that would traditionally be hand written can now be entered, posted to A/P and a check generated in less than 2 minutes. The operator simply enters an invoice and the system automatically updates (posts) it into the open payable file with an Immediate Payment code. The system then proceeds directly to the

printing of a 'Selected to be Paid' report, showing ALL items in the system with an Immediate Payment code. If the edit is free of errors, the operator is prompted to enter the bank#, check date and starting check#, just as in the normal Check Print job. If, (any time after the invoice(s) has been posted), changes must be made to the 'Selected to be Paid' listing, simply press **F3=Exit** from the check printing screen and use menu option #15, Check Selection & Payment, to make those changes and print the checks.

The defaults for the batch header fields are as follows: the credit account# defaults from a data area called QCCRDT#, the accounting period is determined based on the system date. Once the check printing screen appears, the bank# defaults from the data area QCBANK# and the check date defaults to the system date. Any or all of these defaults may be overridden.

Again, if Profile option #51, 'Post Vouchers Directly To G/L' has been activated, a Journal Entry Edit is printed when the update of the Quick Check batch is run.

NOTE If Profile option #53, 'Disallow Invoice Date > Check date' has been activated, you may receive a message indicating that an invoice has been selected whose date is greater than the check date. In such cases you must either change the check date or remove the invoice in question from those selected by placing it on hold or temporary hold.

VOIDING A CHECK

This menu option is used to void both computer checks and hand disbursements. A batch must be created for each Corp/Bank in which to void checks. (Make sure that the batch total amount is entered as a positive amount, **not** negative!) The operator needs only to enter the check#(s) of the check(s) to be voided and the system displays each entry showing the **CHECK#, DATE, VENDOR#**, **NAME** and **AMOUNT**. Once all checks have been entered, end the batch, making sure it is in balance. The Edit List prints the keyed entries in the same format as seen on the screen entry program.

During the update of the voided checks, the system prints a **detailed** reversal report in line# and check# order. (These reports are identical to those produced for Hand Disbursements.)   This way the user DOES NOT need to know the G/L Div/Dept/Job/Acct#s debited on each invoice paid on the check. In addition, the system creates an A/P voucher batch of those same invoices, eliminating the need for the user to recreate the original entries. This batch is accessed through Voucher Entry, and any necessary changes/deletions can be made prior to updating. If any invoice is NOT to be reposted, delete it from this batch. (If none of the invoices are to be reposted, delete the entire batch.) Upon updating, these invoices are reposted to the open payables file and can be selected for payment. (If a check issued to a Temporary Vendor has been voided, AND that Temporary Vendor# no longer exists, the operator must create and assign a NEW Temporary Vendor# to the invoice in the newly created voucher batch prior to updating. It will have been assigned a vendor# of 999999 in the voucher batch, but it cannot be updated until a new Temporary Vendor# is created.) In this batch the last position of each invoice# is replaced with an asterisk(*) to prevent duplicate invoice errors. The procedure to edit and update this type of batch is identical to that previously described.

If Profile option #51, 'Post Vouchers Directly To G/L' has been activated, a Journal Entry Edit is printed when the Void Check Update is run. If using the New Voucher Entry and New Journal Entry programs, the system puts the batch information in the Journal Entry Batch description field.

NOTES The system uses the last day of the accounting period that the check was voided in as the Reconciled Date in the Check Reconciliation file. (The last day of the period is found in the Accounting Period File.) The Void Update duplicates any comments from the original invoices into the void batch and the replacement voucher batch. Please note that if the check being voided contains multiple invoices only the last invoice level comment will be taken (all line comments will be duplicated). The replacement batch will have all of the invoice and line comments from the original invoices.

ZERO CHECK SELECTION AND RUN

The procedure to purge offsetting debit and credit entries from the Open A/P file is much the same as that used for regular check selection, except that check numbers are not assigned. Only those invoices that are coded for payment by check, (not electronic disbursement), appear for selection in this program.

The initial screens look identical to check selection. Using *1=Payment*, select ONLY those items that net out to zero for each vendor. (NO OTHER INVOICES CAN HAVE A STATUS CODE OF 1=PAYMENT WHEN RUNNING THIS JOB.) When all selection has been completed, print the edit. The edit should show a ZERO total for each vendor and a grand total of ZERO. If you are ready to proceed, enter the **CHECK DATE** to be used for the purging of these items. A secondary report identical to the edit prints, showing all items that were purged from the Open A/P file. There is no update to G/L but the Vendor Ledger history now shows these offsetting invoices as paid with no check# and no bank#.

RECONSTRUCT HEADER TOTALS

This program rebuilds the header totals for regular, recurring, hand disbursement and void check batches when lost due to an abnormal conclusion to the entry programs, (i.e. power loss). Indicate which type of batch, (*1=Regular Vouchers, 2=Hand Disbursements, 3=Recurring Vouchers, 4=Void Checks, 5=PO/AP Vouchers*) for which to rebuild the totals and press **ENTER**. Next key the Corp/Fund# and Batch# for which to rebuild the totals; press **ENTER** and **F20** to accept. The system now reconstructs the header record based on the existing lines.

NOTE When selecting 5=PO/AP Batches, the batch# should always be '99' along with the appropriate Corp/Fund#.

INQUIRIES AND REPORTS

The INQUIRIES AND REPORTS menu contains the following options.

INQUIRIES:

1.	**VENDOR SCAN**
2.	**VENDOR INQUIRIES**
3.	**PJ/DJ SCAN- 80 COLUMN**
4.	**PJ/DJ SCAN – 132 COLUMN**
5.	**SS#/FEDID# CROSS CORP SCAN**

REPORTS:

7.	**SCHEDULE OF UNPAID BILLS**
8.	**CASH REQUIREMENTS REPORT**
9.	**VENDOR SUMMARY REPORT**
10.	**VENDOR LEDGER REPORT**
11.	**JOB REPORTING**
12.	**PO# INQUIRY**
13.	**LIST CHECKS ACCOUNTED/UNACCOUNTED**
14.	**CHECK REGISTER BY PERIOD**
15.	**TRANSACTION MODIFICATION AUDIT LIST FOR CURRENT USER**
16.	**TRANSACTION MODIFICATION LIST FOR ALL USERS**
17.	**VENDOR LABELS**
18.	**ON-DEMAND AGED OPEN A/P REPORT**
19.	**A/P DETAIL REPORT**
20.	**A/P SUMMARY BY ENTITY**
21.	**VENDOR MASTER AUDIT LOG**
22.	**VENDORS WITH DUPLICATE FEDERAL IDS**
23.	**A/P DETAIL REPORT BY ENTITY**
24.	**CHECK REGISTER BY DATE**
25.	**AP CHECKS IN EXCESS OF $$ REPORT**
27.	**LIST RECURRING VOUCHER BATCHES**
29.	**UPDATE SPECIAL ID#S FROM JOB#**
30.	**SPECIAL ID# REPORTING**
31.	**MINORITY CODE REPORT**

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

Vendor Scan

The Vendor Scan is a program that is used throughout the system to scan or search for an existing vendor#. This is especially helpful if someone wants to sit down and code all of the A/P invoices prior to input. It can also be used when adding new vendor to determine what vendor# should be assigned so that the vendors remain in alphabetic sequence by account number.

The Vendor Scan appears whenever the operator presses **F4** at the **VENDOR#** field, and can be found not only on the **INQUIRIES AND REPORTS** menu, but in any job where the operator needs to enter a vendor#.

There are several options within the scan but the default mode allows the operator to key in any portion of the vendor name on which to scan - it can be as few or as many characters as you wish. The system searches for and displays all vendors within the selected corporation who have that combination of letters at the beginning of ANY WORD in the vendor name. Along with the **VENDOR#** and **NAME**, it displays the **ADDRESS**, and the default **G/L ACCOUNT#** and **DIVISION**. (Press **F6=Shift** to display additional address information.) If the vendor that you are looking for does not appear on this first screen, and the screen is full, use the **ROLL UP/DOWN** keys to view additional data. See example below.

```
CORP# 001    SEARCH WORD: CL_____



VEND#  DIV  G/L#         NAME AND ADDRESS_____
17500   2    750000   CLASSIC SANITATION/105 WEST ST./SUITE 1400/
17515   2    610000    CLASSIFIED NEWS/ 8121 ALMEIDA ST./ LOS
37500   5    745000    WINDOW CLEANERS/ 1401 5TH AVE./ MILWAU
46000   3    520000    LION'S CLUB/ 55 KIRKLAND/ PHILADELPHIA/ PA/

 F3=EXIT  F5=SRCH KEY  F6=SHIFT  F10=INC INACT  F12=PREV
 !F14=REMIT TO  F16= GL INFO/PHONE-FAX-EMAIL/SS#
```

Press **F16= GL Info/Phone-Fax-Email/SS#** to display the GL info/phone/fax/email/SS# (if it exists) instead of the Div# and G/L account#. Press **F16** again to return to the previous display. See sample screen below. If AP profile# 134-Hide SS#/Fed ID# is set to *'Y'*, the SS#/Fed ID# is **not** displayed.

```
 CORP# 001    SEARCH WORD: CL_____


 VEND#  SS#/FED ID#        NAME AND ADDRESS_____
 17500                      CLASSIC SANITATION/105 WEST ST./SUITE 1400/
 17515   514541477   CLASSIFIED NEWS/ 8121 ALMEIDA ST./ LOS
 37500                      WINDOW CLEANERS/ 1401 5TH AVE./ MILWAUKEE/
 46000                      LION'S CLUB/ 55 KIRKLAND/ PHILADELPHIA/ PA/

 F3=EXIT  F5=SRCH KEY   F6=SHIFT  F10=INC INACT  F12=PREV  !F14=REMIT TO
 F16=GL INFO/SS#
```

Press **F10=Inc. Inactive** to include or exclude inactive vendors from the scan. (The default mode excludes inactive vendors.) When inactive vendors *are* included, their vendor numbers are in reverse image to distinguish them from active vendors.

Vendors with multiple remit-to names/addresses are displayed in high intensity. Position the cursor on the desired vendor and press **F14** to display the remit to information.

If you are in any of the programs where you want to select a vendor for inquiry etc., simply position the cursor on the desired vendor and press **ENTER**. This brings the selected vendor# back to the program you were in and you may continue.

VENDOR INQUIRIES

This menu option allows inquiry into all of the vendor information including A/P Ledger history, Last 12 Months Vendor Purchases, Aged Open Payables, and Check History. (Depending on whether your screen is capable of 80 or 132 character display, the following screen sequence may vary - the 80 column version is described here.) Upon selection of this menu option, the following screen appears. For options 1, 2 and 3, key the Corp# and a Vendor#. (You may leave the Corp# blank to include history for ALL corps.) For option 2, the Monthly Inquiry, you can override the start date on the right side of the screen. (This date is used to calculate the last 12 months' totals.) For option 4, key the Corp#, Bank# and a Starting Check# (optional). The default option is #1-Vendor Transactions.

```
            ACCOUNTS PAYABLE INQUIRIES

    1.  VENDOR TRANSACTIONS
    2.  LAST 12 MONTHS – INQUIRY ENDING   5/31/00
    3.  AGED OPEN A/P INQUIRY
    4.  CHECK HISTORY
    OPTION . . . . . . . .  1


    COMP#   # (*) . . .   1    DAPREX INC.
                       _____
                               |
    FOR OPTIONS 1, 2 & 3:      |    FOR OPTIONS 4:
                               |
    VENDOR # (*) . .           |          BANK # (*)  . .
                               |  START CHECK #
```

VENDOR TRANSACTIONS

This option allows the operator to view complete transaction history for a specified Corp/vendor. Leave the Corp# field blank to display transaction history for ALL corps. After keying in the **CORP#** and **VENDOR#** on which to inquire, press **ENTER** to display the following screen.

```
            ACCOUNTS PAYABLE TRANSACTIONS

    CO# . . . . :    1    DAPREX INC.
    VENDOR # . . . :  10000    BLACKWELL & DECKSTER

    1.  UNPAID A/P              FOR ANY OPTION, PLEASE SELECT:
    2.  PAID A/P
    3.  PAID AND UNPAID A/P       1.  GENERAL LEDGER DETAIL
    4.  HAND DISBURSEMENT         2.  INVOICE DETAIL
    5.  ALL

     OPTION . . . . 1              SELECTION . . 2
```

```
        START DATE . . .                   SEQUENCE (A/D)  A
        OR   START INVOICE # .
```

Select the type of transaction inquiry to perform: *1=Unpaid A/P only, 2=Paid A/P only, 3=Paid and Unpaid A/P, 4=Hand Disbursements, 5=All transactions.* (The default is 1=*Unpaid A/P*).   Then select a '*1'* for G/L data (shows each G/L distribution for each invoice) or a '*2'* for invoice detail, (one line per invoice regardless of G/L distribution). The default is 2=Invoice Detail. At the bottom of the screen you may enter a starting date or a starting invoice which displays data only from that point forward or backward. The sequence field is used to indicate whether to display the history in ascending date (oldest first) or descending date (most recent first) sequence. (If A/P Profile option #101 is set to 'Y', descending sequence is the default.) Press **ENTER** to proceed when all selections have been made. See the sample screen below. (If no activity exists for the selections made, the message *"No records found for this Corp/Vendor"* displays. Press **RESET**.)

```
    VENDOR # . . :  10000           BLACKWELL & DECKSTER
    START DATE . .                  BUILDING #10
    INVOICE #  . .                  STAMFORD, CT 06902-1710
            ** INVOICE DETAIL **
    INVOICE/                                 CHECK #  DUE/PAID ACCTG MTH  BK
    CHECK #    DATE    NET AMOUNT   DISCOUNT  PAID(!)   DATE     PER   REC PD
    30225571  2/19/97     638.99      13.04    20356   3/31/97   2/97       3
    20LL1     2/28/97     147.00       3.00  9000004   3/04/97   2/97       3  V
    33665588  2/28/97     387.10       7.90    20359   3/04/97   2/97       3
```

If an invoice is unpaid, it shows in reverse image and does not have anything in the **CHECK# PAID** field. If a check has been voided, the bank# is highlighted on the 132 character screen version. On the 80 character version there is a 'V' on the far right of the screen, as shown above on invoice 20LL1. Once the data is displayed, use the **ROLL UP/DOWN** keys to view all of the records. To view the vendor names for each transaction when inquiring into the Misc. Vendor account, press **F11.** To toggle back and forth between invoice detail and G/L detail, press **F16**. To view additional information about any line on the screen, (including G/L breakdown), place the cursor anywhere on that line and press **ENTER**. If there are multiple G/L distributions for a transaction, a message indicates such. Press **ENTER** to view additional windows for the same transaction. If the transaction was expensed to a corp/fund other than the one that paid the bill, the Corp/Fund# field is highlighted in the window. If notes are attached to the invoice, press **F20** to view them. To exit the window press **F12**. See below.

```
    VENDOR      10000   BLACKWELL & DECKSTER
    INVOICE     888888    1/15/98
    INV. COMMENT:
    LINE COMMENT:
    NET      5,545.82  DISC      113.18
    ACCT PERIOD   12/97
    DEBIT G/L#    400000  PURCHASES
    CO#          1        DAPREX INC.
    DIV          1        STAMFORD, CT
    DPT#         1        SALES
    JOB#
```

```
CREDIT G/L#    200000 ACCOUNTS PAYABLE
P.O.#
```

To view all invoices paid on a particular check#, position the cursor on the desired check# in the
CHECK# PAID field and press **ENTER.** See the following sample screen. To return to the transaction
history screen, press **F12**.

```
CHECK# :   10009 RECONCILED . . : 11/29/93   GROSS:    15000.00
 DATE . : 1/03/92 PERIOD : 1/93              DISC.:      177.00
 VENDOR :   11000 LIBERTY MUTUAL CO.¦A1      NET :    14823.00

 INVOICE #   DATE  DIV  G/L#      GROSS    DISCOUNT      NET
 6656        12/16/91     123004  5000.00     32.00    4968.00
 6656        12/16/91  2  855000  10000.00   145.00    9855.00
```

Back on the Transaction History screen, use the function keys listed at the bottom of the screen to
perform other inquiries or exit.

LAST 12 MONTHS INQUIRY

This option displays the total purchases and discounts taken for each of the prior 12 months based
on the system date or the override start date on the initial selection screen. Also displayed is the
unpaid A/P balance as of the current date. Use the function keys listed at the bottom of the screen to
perform other inquiries or exit.

```
                        LAST 12 MONTHS BUSINESS
                          MONTH      PURCHASES      DISCOUNTS

 FUND # ........:    1     7/07       4,252.90        325.23
 VENDOR # ......:  10000   8/07       1,668.86        102.75
 BLACK & DECKER           9/07       4,149.25        309.11
 P.O.BOX 15846           10/07      98,521.12        361.51
                         11/07       1,685.00         12.50
 NEW YORK CITY           12/07         623.00         50.00
 NY  11117                1/08         835.00         88.00
                          2/08         339.00         15.00
                          3/08         820.00         82.00
                          4/08
                          5/08
                          6/08         600.00         60.00

             TOTAL:                 113,494.13      1,406.10

     TOTAL UNPAID AS OF  7/05/95      3,113.00        422.00
```

AGED OPEN A/P INQUIRY

This option displays a summary aging of a vendor's accounts payable, based on a **FIRST AGING DATE**
and **NUMBER OF DAYS BETWEEN** entered by the operator. (The system defaults to the system date and
an increment of 7 days). The 7 calculated aging buckets are displayed along with the total amount
due as of each date, along with a total due AFTER the last date and a total unpaid balance for the
vendor.   Use the function keys listed at the bottom of the screen to perform other inquiries, or to
select a new vendor. See sample screen on the following page.

```
                        AGED VENDOR SCHEDULE
         FUND #.........:   1
         VENDOR # ......: 10000    BLACK & DECKER
                                          DATE        UNPAID $
         FIRST AGING DATE............   70595      7/05/95      2,763.00
         DAYS BETWEEN......     7                  7/12/95         50.00
                                                  7/19/95        300.00
                                                  7/26/95
                                                  8/02/95
                                                  8/09/95
                                                  8/16/95
                                REMAINDER:
         TOTAL UNPAID:                3,113.00
```

CHECK HISTORY

This option displays the check history for a specified corporation and bank. Upon selection of this
option, the operator is prompted to enter the **BANK#**, **CORPORATION#** and **STARTING CHECK#** on which
to inquire. The system displays the checks from the Corp/Bank, starting with the check# entered
here, until the screen is full. To view additional checks, use the **ROLL UP** key. One line per check is
displayed showing the check#, vendor#, name, gross, discount and net amounts. If a check was
voided the amount fields are zero and the word *'Void'* appears on the far right, (only on the 132
character version). Use the function keys listed at the bottom of the screen to perform other inquiries.

```
APIQ02              CHECK HISTORY INQUIRY              2/02/98
 SFC3                                  9:50:42

  CO# # . . . . :   1    DAPREX INC.
  BANK # . . . . :   3    FIRST FEDERAL
  CHECK # TO SHOW DETAILS . . .    (OR POSITION CURSOR)

                                           - - P A I D - -    RECON.
  CHECK# VEND#      VENDOR NAME       NET     DATE   PERIOD  MONTH
       7    1111   LAROSA'S COFFEE       25.00   8/04/97    8/97    10
       8     122   BARTER'S INC. ME      15.00   8/04/97    8/97     9
       9   10000   BLACKWELL & DECKSTER  25.00  10/27/97   10/97    11
      10    1111   LAROSA'S COFFEE       76.25  10/27/97   10/97    11
      11    2222   CHASE & WORTH        148.26  10/27/97   10/97    11
      12    3333   RED FOX RESTURANT     82.74  10/27/97   10/97    11
```

To view check detail, (the invoices paid on the check), key the desired check# at the **CHECK#** prompt and press **ENTER,** or place the cursor on the desired record and press **ENTER**. Each invoice is listed showing the invoice#, date, div#, G/L acct#, gross, discount and net amounts, and check totals. Profile #118 determines whether each distribution line of each invoice is displayed or only a single line per invoice.

```
 SFC4    CHECK DETAILS            F3=EXIT        F12=PREV
                                                 TOTALS
  CHECK# :   10009 RECONCILED . . : 11/29/93   GROSS:   15000.00
  DATE . : 1/03/92 PERIOD : 1/93              DISC.:      177.00
  VENDOR :   11000 LIBERTY MUTUAL CO.¦A1       NET :    14823.00


  INVOICE #   DATE  DIV  G/L#     GROSS    DISCOUNT      NET
  6656        12/16/91      123004    5000.00      32.00    4968.00
  6656        12/16/91  2  855000   10000.00     145.00    9855.00
```

PJ/DJ SCAN

There are 2 versions of this program, one designed for an 80 column screen, the other for a 132 column screen. This option displays the Purchase or Disbursement Journal detail for any Period/Corporation/Account/Division/Department combination. After keying the **PERIOD,** enter a *'P'* for the Purchase Journal or a *'D'* for the Disbursement Journal, and the desired **CORP, ACCT, DIV,** and **DEPT** and press **ENTER** to proceed. A blank in the **DIV#, DEPT#** and/or **JOB#** fields indicates '000' as the entity value except if a *'Y'* is keyed at the **KEY 'Y' FOR ALL** field(s). The Purchase/Disbursement Journal detail is displayed in division/department/vendor sequence. **F9** and **F10** allow the user to view the previous and next periods. To display the vendor name for each transaction, press **F11**. To view individual line detail, position the cursor anywhere on the line of the specific transaction and press **F8**. A transaction detail window appears on the right hand side of the screen. In order to view a particular invoice including all G/L distributions to other accounts/divs/depts/jobs, place the cursor on the line of that invoice and press **ENTER**. From that screen press **F11** to display additional line information or **F3** to exit.

```
  APIQ04              DETAIL A/P INQUIRY BY ACCOUNT#

 USE ROLL KEYS TO VIEW DETAIL. !=CURSOR TO LINE
  PERIOD . : 12/94    PURCHASE/DISBURSEMENT . . . : P    P,D
  FUND . . :   1    DAPREX INC.                          TOTAL *******3145.30
  ACCT . . : 400000   PURCHASES
  PGM  . . :          KEY 'Y' FOR ALL
  DEPT . . :          KEY 'Y' FOR ALL
  JOB  . . :          KEY 'Y' FOR ALL

  PGM DPT VEND # INV DATE INV/CHECK#     AMOUNT  PD DATE CHECK # JOB #  PO#
   1       10000   12/01/94    1022       123.00  12/31/94  10691         1145
   1       10000   12/05/94    2132       125.00   3/12/95  10729
   1    2    122   12/12/94  661155       277.50   2/01/95  10709         1241
```

1	3	122	12/12/94	661155	770.00	2/01/95	10709		1241
1	4	122	12/12/94	661155	292.80	2/01/95	10709	1	1241
2	1	6666	12/09/94	NYT	500.00	1/05/95	47004	1	
2	2	122	12/12/94	661155	525.00	2/01/95	10709	3	1241

SS#/FED. ID# CROSS CORP SCAN

This scan program allows you to search across all corporations for any vendors with a specific Social Security#/Fed. ID#. Upon selecting this option, a list of all vendors is displayed. Simply enter the SS#/Fed. ID# to search for and press **ENTER**. A list of matching vendors is displayed with the Corp#, Vendor# and name.

CHART OF ACCOUNTS INQUIRY

The Chart of Accounts Scan is a program that is used throughout the system to scan or search for a G/L account# based on its account description. This is especially helpful if someone wants to sit down and code all of the A/P invoices prior to input. Simply key in a portion of the account name and press ENTER to display all matches. Press F12 to reset and search on a new description.

SCHEDULE OF UNPAID BILLS

This report lists the unpaid A/P bills for a selected corporation. The operator has the option of printing ALL unpaid bills, or only those as of a cutoff due date. There are additional options to print separate lists for each division, for each vendor category, and to exclude invoices on permanent or temporary hold status. Upon selection of the menu option, the operator is prompted to enter the **CUTOFF DUE DATE**, if desired, (leave blank to list ALL unpaid bills). Key a *'Y'* to print separate schedules for each division within the selected corporation or a *'Y'* to print separate schedules for each vendor category and indicate whether to exclude invoices on temporary or permanent hold status. Then use **F14=Corporation Selection** Utility to select the corporation for which to run the report. If A/P Profile #97-Unpaid Bills Sched. – Print G/L Detail, as been set to 'Y', the G/L distribution of each invoice line is printed rather than one line per invoice.

CASH REQUIREMENTS

This report ages and lists the unpaid bills based on 7 user-defined dates. Upon selection of this option, the operator is prompted to enter the **REPORT STARTING DATE** (the first aging date to be used), and the **NUMBER OF DAYS BETWEEN EACH COLUMN** (the number of incremental days to be used when calculating the next 6 aging dates), the A/P credit account# (or blank for all accounts), whether to print separate reports for each A/P credit account#, division, vendor category or factor. If separate divisional reports are requested, upon pressing **ENTER**, you may key a single division# or leave the field blank to print all divisions. When these have been keyed, press **ENTER** to proceed.

VENDOR SUMMARY

This report lists the total monthly purchases for each vendor for a 12 or 13 calendar month period or a 12 or 13 accounting period timeframe specified by the operator. There are additional options to print the report by Corporation, by Corp/Div/Vendor, or by Corp/Vendor/Div, and to include vendors whose 12/13 month total is over/under a specific dollar amount. Upon selection of this option, the Corporation/Vendor Selection Utility appears, allowing the operator to select the vendors, (ALL or selected), within a corporation to be included in the report. When all selections have been made, press **F3** to exit. The operator is prompted to enter the **ENDING MONTH/YEAR**, and select a 12 or 13 month format OR the **ENDING PERIOD/YEAR**, and a 12 or 13 period format. (The system prints purchase totals for the selected month/period and the previous 11 or 12 months/periods.) Finally, select the desired report sort option and any dollar cutoff amount(s). When these have been keyed, press **ENTER** to proceed.

VENDOR LEDGER

This report lists the vendor transaction history for a selected period of time. Upon selection of this option, the Corporation/Vendor Selection Utility appears, allowing the operator to select the vendors, (ALL or selected), within a corporation to be included in the report. When all selections have been made, press **F3** to exit. The operator is prompted to enter the **REPORT STARTING** and **ENDING DATES,** whether to print each vendor on a separate age, whether to print separate reports for each division, and whether to print summary or detail information. The summary version prints a single line for each invoice showing the G/L data from the first invoice line distribution. The detail version prints every invoice line distribution with its specific G/L data. When these have been keyed, press **ENTER** to proceed.

JOB REPORTING

This menu option prints 12 month spread reports for selected job#s. There are five sorting methods from which to choose: By Job#, By Vendor, By G/L Account, By G/L Account within Vendor, and By Vendor within G/L Account. The reports can be run for selected corporation(s)/job(s) for a user defined 12 month period.

PO# INQUIRY

This menu option allows you to look up the invoices associated with a specific PO #. You can enter a Corp# and PO# and find any invoices with the same PO# within that corporation or by leaving the Corp# field blank, search for that PO# across ALL corporations. Enter a Corp#, PO# and Vendor# to find all invoices for that PO# within the specified vendor.

LIST CHECKS ACCOUNTED/UNACCOUNTED

This option prints a list of those checks that HAVE or HAVE NOT been accounted for in both the check printing and hand check entry functions. Those checks that were wasted during the loading of check forms and the alignment testing are shown on the Unaccounted For listing. All issued checks (computer and hand disbursements) are shown on the Accounted For listing. The user specifies the Corp# and Bank# for which to generate the report, the range of check numbers to check against and indicates which version to print; accounted for versus unaccounted for checks. The listing also provides a count of the number of missing checks in each range.

CHECK REGISTER BY PERIOD

This option prints a comprehensive check register (including issued and voided checks, and unaccounted for checks) for a specified range of accounting periods and sorted by vendor category if desired. After keying the desired accounting period range and the sort option, press **F4=Select Corp/Bank**, to choose the bank(s) for which to generate this report. Use menu option #24 – Check Register by Date to reproduce a check register for a specific check date.

TRANSACTION MODIFICATION AUDIT LIST FOR CURRENT USER

This option prints a list of the data changes made through the Transaction Modification program for the current user or requester of the job. Selections include a range of accounting periods, invoice dates and/or modification dates as well as all or selected vendors for a Corp/Fund (use **F14**).

TRANSACTION MODIFICATION AUDIT LIST FOR ALL USERS

This option prints a list of the data changes made through the Transaction Modification program for ALL users. Selections include a range of accounting periods, invoice dates and/or modification dates as well as all or selected vendors for a Corp/Fund (use **F14**).

VENDOR LABELS

This option prints 1-up or 4-up labels for all or selected vendors for a corporation(s). After selecting the Corp# and whether to print all or selected vendors, press **F3** to display the screen below.

> **PLEASE SELECT ONE OF THE FOLLOWING RUN OPTIONS:**
> **1. ALL VENDORS**
> **2. ALL VENDORS - NAME & VENDOR # ONLY**

```
        3.  ACTIVE VENDORS ONLY
        4.  ACTIVE VENDORS - NAME & VENDOR # ONLY
        5.  ACTIVE 1099 VENDORS ONLY

   __    OPTION
   __    PRINT VENDOR # FOR 1, 3, OR 5   (Y/N)

   PLEASE SELECT ONE OF THE FOLLOWING SEQUENCES:
     1.  VENDOR NAME SEQUENCE
     2.  VENDOR NUMBER SEQUENCE
     3.  ZIP-CODE SEQUENCE
     __   OPTION
   PRINT LABELS 4-UP . . . .      Y=YES, N=NO
```

All or active vendors only may be selected using options 1 or 3. These options print full name and address, (vendor# is optional). Options 2 and 4 print name and vendor# only. Option 5 prints active 1099 vendors only (where the vendor has a *'Y'* in the **RUN 1099 AT EOY** field and is an active vendor). If option 5 is selected and the vendor has an alternate address, that address is printed on the label rather than the address in the Vendor Master file. Finally, indicate with a *'Y'* or an *'N'* whether to print the vendor# and select the desired print sequence and whether to print 4-up labels. If not, 1-up labels are printed. Labels are 1 in high and 3 inches wide.

ON DEMAND AGED OPEN A/P REPORT

This option prints a detailed or summarized AP aging for a specific Corp and ending accounting period. If running the detail version (every invoice), a separate report is produced for each A/P liability account and the invoices are aged in 30 day increments based on the invoice date. The vendor summary version prints one line per vendor. The corporate summary prints one line for the corporation. The total on these reports should tie out to the A/P End of Month Schedule.

A/P DETAIL REPORT

This option produces a report of A/P transaction detail for selected corporations/vendors and/or G/L debit accounts for a specific range of accounting periods. Invoices and/or hand checks may be selected for inclusion in the report. A separate page is printed for each vendors with the detail sorted by G/L account# within the vendor.

A/P SUMMARY BY ENTITY

This option prints the total hand check payments, total computer check payments and combined total amount paid by a specific entity (Corp, Div, Dept or Job) for any range of accounting periods. If the option to sort by check date is selection, a separate line for each check date is printed.

VENDOR MASTER AUDIT LOG

This option prints a listing of changes made to the Vendor Master File for one, some or all vendors during a user specified period. In order to be able to run this report, A/P Profile option #46, Log Changes to Vendor Master must be activated.

VENDORS WITH DUPLICATE FEDERAL IDS

This option prints a list of vendors with duplicate federal id numbers. Upon selection of this option, the following screen appears. Key a *'Y'* to check for duplicate federal id numbers across multiple corporations, or an *'N'* if you are going to select a single corporation, or if you want a separate listing for each corporation, (assuming that each corporation has its own vendor file). The press **F14** to select the desired corporation(s).

> **LIST VENDORS WITH DUPLICATE FEDERAL ID'S**
>
> **CONSOLIDATE (Y/N) . . . . N**
>
>
> **F3=EXIT F14=SELECT ENTITY**

After selecting the desired corporations and pressing **ENTER**, press **F3** to return to the screen above and press **ENTER** to run the report.

A/P DETAIL REPORT BY ENTITY

This option prints a detailed report of invoices and/or checks for a selected accounting period range. It sorts by G/L account# and prints detailed transactions by vendor within each account. Totals are provided by vendor and by account# for the selected accounting period range. Individual G/L accounts may be selected for inclusion in the report. A summary page is printed as well. See sample selection screen below.

> **A/P DETAIL REPORT BY ENTITY**
>
> **FROM ACCOUNTING PERIOD . . . .**
> **THRU ACCOUNTING PERIOD . . . .**

INCLUDE INVOICES (Y/N) . . . . Y
INCLUDE HAND CHECKS (Y/N) . . . . Y

REPORT LEVEL
(1 = CRP 2 = DIV 3 = DEPT 4 = JOB) . . .

CHECK REGISTER BY DATE

This option prints a checks register for a selected date which can be used if the one produced during check processing and update was lost. Enter the desired Corp/Bank/Date and press **ENTER** to proceed.

AP CHECKS IN EXCESS OF $$ REPORT

This option prints a checks over a user specified dollar amount for selected corporation(s) and bank(s) within a date range.

```
APIA34          A/P CHECKS IN EXCESS OF $$ REPORT

CORP (*) . . . . . .  1   (LEAVE BLANK FOR ALL CORPS)
BANK (*) . . . . . .  1   (LEAVE BLANK FOR ALL BANKS)
CHECK DATE RANGE . . .  XX/XX/XX     -     XX/XX/XX
AMOUNT$>= . . . . . .        .00
```

Key in the Corp# for which to run the report, (leave blank for all), the bank# (leave blank for all), the check date range to search through and the dollar amount to be used an press **ENTER** twice to proceed.

LIST RECURRING VOUCHER BATCHES

This option allows you to enter an invoice date and have the system print a detailed edit report of all recurring batches that WOULD post for the selected date. I.E. – if a date of 6/1/07 is entered, all weekly, monthly, annual (June), semi-annual (June/Dec), quarterly (Mar/Jun/Sep/Dec), and tri-annual (Feb/Jun/Oct) batches are listed.

UPDATE SPECIAL IDS FROM JOB#

This job copies the job#s and descriptions from the Job Master File into the Special ID# File so that they can be used in conjunction with the Special ID# Reporting described in the following section. If there are other numbers that need to exist in the Special ID# file, they can be added File Maintenance menu option #17.

SPECIAL ID# REPORTING

This menu option prints 12 month spread reports for selected special ID#s. There are five sorting methods from which to choose: By ID#, By Vendor, By G/L Account, By G/L Account within Vendor, and By Vendor within G/L Account. The reports can be run for selected corporation/special ID(s) for a user defined 12 month period.

MINORITY CODE REPORT

This menu option prints a 12 month spread report listing vendors categorized by their assigned minority codes. It can be run for selected corporations and any period range within a specific fiscal year.

MONTH END PROCESSING

The MONTH END PROCESSING menu contains the following options.

1.	CLOSE MONTH
2.	ACCRUAL JOURNAL
3.	CHECK RECONCILIATION EDIT
4.	CHECK RECONCILIATION UPDATE
5.	ON-DEMAND PURCHASE/DISBURSEMENTS JOURNAL
6.	ON-DEMAND END OF MONTH SCHEDULE
7.	ON-DEMAND DISBURSEMENTS REGISTER
8.	REVERSE G/L ENTRIES BY PERIOD
9.	INTERIM POST TO G/L

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

CLOSE MONTH

This option allows the operator to close A/P periods by running preliminary Purchase and Disbursement journals, modifying the G/L distribution of transactions if necessary, running final reports and posting to the General Ledger if you are not automatically posting throughout the period. Prior to running the month end, all A/P invoices and hand disbursements for the period should be posted, all computer checks for the period should have been run, and NO ONE SHOULD BE RUNNING ANY OTHER A/P JOBS WHILE THE MONTH END IS BEING RUN.

There is an A/P profile option that permits the "Interim Posting" of A/P Purchase and Disbursements data. If that option has been set to *'Y'* in the profile, the operator can select an option *'5'* during this job to perform the interim posting of these totals to the G/L. The purpose of running the interim posting is to update the G/L files with the most current data for a period. Instead of waiting to post at the end of the month, a user can print accurate financial reports anytime during a period. The interim posting can be done on an as needed basis, and can be run as many times as necessary until the final month end has been run for a period. If the interim posting is run more than once for the same period, the system REVERSES the previously posted data for that period, (providing a G/L Journal Entry Proof List of the reversing entries) and REPOSTS with the most current data. Refer to the section entitled **"Profile Options"** for additional rules regarding the use of this option. (Another profile option, 'Post Vouchers Directly to G/L' is used by those organizations that want the G/L to be updated any time a batch is posted. If that profile option is set to *'Y'* there is no reason to run an interim post.)

The system keeps track of the last period that was closed and provides the operator with the next available period to be closed. Upon selection of this option, a screen like that below appears, listing each active corporation, the next period to be closed and the closing date of the period. (If the next period to be closed is in a new accounting year, that new year must exist in the Accounting Period file. Otherwise an appropriate message appears next to the Corp/Fund name.)

```
        A/P END OF MONTH SELECTION

SELECT CORP#: 1=TRANS. MOD., 2=PRELIM. RPT., 3=MONTH
CLOSE, 4=CLEAR, 5=INTERIM POST, 6=FORCE G/L


1,2,3,4   CORP# & NAME          YEAR    #        CLOSE DATE
  _          1 XYZ CORP         1989    8        08/27/89
  _          2 ABC LTD.         1989    6        07/02/89
```

As previously stated, the interim posting can be done at any point and can be run numerous times as required, reversing previously posted __PJ, __DJ, _XPJ and _XDJ entries. Key a *'5'* and **ENTER** next to the corporation for which to run the interim posting. When your selection has been made, press **F7=Process Choices** to proceed. Now press **F3** to exit. It takes several minutes for the job to process, print reports and update the G/L.

The Preliminary Reports MUST be run prior to closing the month. To run the preliminary reports for a period, key a '*2*' and **ENTER** next to the corporation for which to run the preliminary month end. When your selection has been made, press **F7=Process Choices**, to run the reports. The screen returns to that shown above. Now press **F3** to exit. It takes several minutes for the reports to

process and print. The system prints preliminary Purchase and Disbursement journals for the period being closed. The Purchase Journal lists all A/P invoices and credits posted to the period being closed and prints in Corp#/Div#/Dept#/Acct#/Vendor# order, with totals by department, division and account. The Disbursements journal is identical except that it lists all of the hand disbursements for the period being closed.

The preliminary journals should be checked for any errors before running the final close. These are preliminary in that they are still subject to change prior to the final close and update to the General Ledger. If any of the following fields are in error, they may be changed using Transaction Modification: **CREDIT ACCOUNT#,** (hand checks only), **DEBIT ACCOUNT#, DIVISION, DEPARTMENT, JOB#, INTERCORP#, AUTO-DISTRIB Y/N**, **PO#, INVOICE COMMENT, LINE COMMENT** and **CHECK#** if a hand disbursement.

If no errors are found on the preliminary reports, proceed to the final closing. If errors are found, they must be corrected using Transaction Modification and another set of preliminary reports run prior to running the final closing.

A/P TRANSACTION MODIFICATION

This option is used to make corrections to the data on the preliminary reports printed in the previous section. To access this option, select #1, Close Month, from the Month End Processing menu and key a '*1*' and **ENTER** next to the corporation for which to make corrections.

The operator is prompted to enter the **CORP#** and **VENDOR**# for which to make modifications. The **START FROM INVOICE DATE** can be left blank since the system displays only those records that belong to the period being closed. Press **ENTER** when this data has been keyed to display the vendor's records. Each line on the Purchase and Disbursements journals associated with this vendor is displayed and available for correction. Key the line# to the left of the invoice# to be changed at the prompt **KEY IN LINE# TO UPDATE** and press **FIELD EXIT**. The line detail is displayed at the bottom of the screen and the operator may change any of the following fields simply by keying the correct data over the existing data; **CREDIT ACCOUNT#** (only for hand disbursements)**, DEBIT ACCOUNT#, DIVISION, DEPARTMENT, JOB#, INTERCORP#, AUTO-DISTRIB Y/N, PO#, CHECK#** (if a hand disbursement), **INVOICE COMMENT** and **LINE COMMENT**. Invoice notes can be viewed/changed/added by pressing **F20**. When all changes have been made to the record, press **ENTER** and the corrected record is displayed above. Continue with the next record to be changed. To work with a new vendor, press **F12** and continue as described above.

****NOTE**** - If A/P profile options #49 and/or #50 have been activated, the gross and discount amounts may be changed for any unpaid items posted to the current period and/or any unpaid items posted to the period can be deleted. If profile option # 51, 'Post Vouchers Directly to G/L' is set to 'Y' a G/L posting report is produced upon close of the Transaction Modification.

When all changes have been made, press **F3** to exit and rerun the preliminary reports. You may rerun the preliminary reports and make changes as many times as necessary until the reports are correct. When you are satisfied, proceed to the final closing.

FINAL MONTH CLOSING

This option prints the final detail and summary Purchase and Disbursements Journals, Monthly Disbursements Register, (zero check run items print under Bank 0), G/L Detail report of all __DJ, __CD and __ED entries for the month, EOM A/P Schedule (if intercorporate entries were made during the accounting period, totals by corporation are provided at the end), and a G/L Posting report of all entries made to the General Ledger as a result of this period closing, (reversals of entries made during any interim posting as well as the actual month end __PJ, __DJ, _XPJ and _XDJ entries). ****NOTE**** If profile option #51, 'Post Vouchers Directly to G/L' is set to 'Y', the final month close **does not** post to the G/L as it has been done as each batch was posted during the month. To force posting to the G/L when that profile option is set to *'Y'*, use option **6=Force G/L**. See the next section for further information.

If more than one A/P Liability account is in use, separate End of Month Schedules are printed. A profile flag can be set to print divisional A/P Schedules instead of or in addition to the standard version. Any invoices paid during the period being closed but expensed to a *later* period are shown on the EOM schedule with the message **** PERIOD ERROR ****. At the end of the report the message ****** ACCOUNTING PERIOD ERROR EXISTS FOR $XXXXX ****** appears with the total dollar value. The vendor#, name and dollar amount of the transactions in question are listed as well.

To access this option, select #1, Close Month, from the Month End Processing menu and key a '*3*' and **ENTER** next to the corp# for which to run the final month closing. When your selection has been made, press **F7=Process Choices** to run the reports. The screen returns to that shown above. Now press **F3** to exit. It takes several minutes for the reports to process, print and for the G/L to be updated. The month end is now completed.

FORCE G/L

This option is used to close the month AND force a month end G/L *reposting* regardless of the setting of profile option #51, 'Post Vouchers Directly to G/L'. If the profile is set to *'Y'* the G/L is being updated during the month every time an A/P batch is posted. As such, the G/L should be correct at all times. If however, there were any posting problems during the month, the running of this option should recalculate and post all A/P activity for the month. (Any previously posted entries are reversed and deleted prior to posting here.) To access this option, select #1, Close Month, from the Month End Processing menu and key a '6' and **ENTER** next to the corp# for which to run the final month closing and force the G/L posting. When your selection has been made, press **F7=Process Choices** to run the reports. The screen returns to that shown above. Now press **F3** to exit. It takes several minutes for the reports to process, print and for the G/L to be updated. The month end is now completed.

NOTE If any entries for a period come in AFTER the period has been closed, refer to the section entitled Accrual Journal, for instructions on how to handle those entries.

ACCRUAL JOURNAL

The Accrual System is used when invoices for a period come in AFTER the period has been closed and they need to be accrued into the proper General Ledger period. When the invoices come in, they should be entered into the next open accounting period, but with the original invoice date. During the running of the Accrual Journal, the system looks for items whose invoice dates do not fall within the period to which they have been posted, and accrues them to the proper period. Use of the Accrual system is entirely optional.

This option allows the operator to print a preliminary Accrual Journal, modify the G/L distribution of transactions if necessary, run final Accrual reports and post to the General Ledger. This should be done prior to running the financial statements for a period so as to ensure that all the G/L data is accurate and up to date.

The system keeps track of the last period for which an Accrual Journal was run and provides the operator with the next available period for which to run the accrual for each corporation. Upon selection of this option, a screen like that below appears, listing each active corporation, the next period for accruals and the closing date of the period.

```
         A/P ACCRUAL JOURNAL SELECTION

SELECT CORP#: 1=TRANS. MOD., 2=PRELIM. RPT., 3=MONTH
CLOSE, 4=CLEAR

1,2,3,4   CORP# & NAME            YEAR   #       CLOSE DATE
_         1 XYZ CORP              1989   8       08/27/89
_         2 ABC LTD.              1989   6       07/02/89
```

To run the preliminary Accrual Journal for a period, key a '2' and **ENTER** next to the corporation for which to run the preliminary report. When your selection has been made, press **F7=Process Choices** to run the report. The screen returns to that shown above. Now press **F3** to exit. It takes several minutes for the report to process and print.

The system prints a preliminary Accrual Journal for the period selected. The Accrual Journal lists all A/P invoices and credits that were posted to the period following that for which the accrual is being run BUT whose invoice dates belong in that period.

The preliminary journal should be checked for any errors before running the final close. This is preliminary in that it is still subject to change prior to the final close and update to the General Ledger. If any of the following fields are in error, they may be changed using Transaction Modification: **DEBIT ACCOUNT#, DIVISION, DEPARTMENT, JOB#, PO#, AUTO-DISTRIB Y/N**, and **CHECK#** if a hand disbursement.

If no errors are found on the preliminary reports, proceed to the final closing. If errors are found, they must be corrected using Transaction Modification and another set of preliminary reports run prior to running the final closing.

ACCRUAL TRANSACTION MODIFICATION

This option is used to make corrections to the data on the preliminary reports printed in the previous section. To access this option, select #2, Accrual Journal, from the Month End Processing menu and key a '*1*' and ENTER next to the corporation for which to make corrections.

The operator is prompted to enter the **CORP#** and **VENDOR**# for which to make modifications. The **START FROM INVOICE DATE** can be left blank since the system displays only those records that belong to the period for which the accrual is being run. Press **ENTER** when this data has been keyed to display the vendor's records. Each line on the Accrual journal associated with the vendor is displayed and available for correction. Key the line# to the left of the invoice# to be changed at the prompt **KEY IN LINE# TO UPDATE** and press **FIELD EXIT**. The line detail is displayed at the bottom of the screen and the operator may change any of the following fields simply by keying the correct data over the existing data; **DEBIT ACCOUNT#, DIVISION, DEPARTMENT, JOB#, PO#, AUTO-DISTRIB Y/N**, and **CHECK#** if a hand disbursement. When all changes have been made to the record, press **ENTER** and the corrected record is displayed above. Continue with the next record to be changed. To work with a new vendor, press **F12** and continue as described above.

When all changes have been made, press **F3** to exit and rerun the preliminary reports. You may rerun the preliminary reports and make changes as many times as necessary until the reports are correct. When you are satisfied, proceed to the final closing.

FINAL ACCRUAL CLOSING

This option prints the final detail Accrual Journal and a G/L Entry Proof edit listing all of the entries made to the General Ledger as a result of this period accrual closing.

To access this option, select #2, Accrual Journal, from the Month End Processing menu and key a '*3*' and **ENTER** next to the corporation for which to run the final accrual closing.

When your selection has been made, press **F7=Process Choices**, to run the reports. The screen returns to that shown above. Now press **F3** to exit. It takes several minutes for the reports to process, print and for the G/L to be updated. The accrual journal close is now completed.

ON DEMAND PURCHASE/DISBURSEMENTS JOURNAL

This option allows the operator to print the Detail Purchase and Disbursements Journals, the Summary Purchase Journal, or the Intercorporate Purchase and Disbursement Journals for any contiguous period. You may select the individual report(s) to print as well as the corporation(s) and divisions for which to print the report(s). If you wish to consolidate the selected corporations, key a *'Y'* at the field **CONSOLIDATE SELECTED CORPS Y/N**. If you wish to print either of the intercorporate journals, always select the corporation under which the payables were originally entered and paid. Additionally, ALL or selected general ledger accounts can be included.

Upon selection of this option, the operator is prompted to enter the **FROM** and **TO ACCOUNTING PERIODS** (PD/YY format), select the desired report(s), and indicate whether or not to consolidate. One, several or all reports can be requested by keying a *'1'* in the **SEL** field. Use **F14=Entity**

Selection to the select the corporation(s) and division(s) for which to print the reports. Use **F15=G/L Accounts** to select certain G/L accounts for inclusion.

****NOTE**** When selecting an individual G/L account on either the Intercorporate Purchase or Disbursement Journal, the detail for the selected account# AS WELL AS the intercorporate account# (i.e. 123001) is printed.

ON DEMAND END OF MONTH SCHEDULE

This option allows the operator to print an End of Month A/P Schedule for a selected accounting period. The operator is prompted to enter the Corp# and period for which to print the EOM Schedule as well as the desired sorting sequence; by Vendor, by Div/Vendor, by Div/GL Acct#/Vendor, or by Category/Vendor. If more than one A/P liability account is in use, separate schedules are printed. Any individual invoices paid during the period being closed BUT expensed to a LATER period are shown on the EOM schedule with the message ** **PERIOD ERROR** **. At the end of the report the message **** **ACCOUNTING PERIOD ERROR EXISTS FOR $XXXXX** **** appears with the total dollar value.

ON DEMAND DISBURSEMENTS REGISTER

This option allows the operator to print an End of Month Disbursements Register for a selected accounting period. The operator is prompted to enter the Corp# and period for which to print the EOM Disbursements Register as well as the desired sorting sequence: by Corp/Bank, by Corp/Bank/Div, or by Corp/Bank/Category. The report provides totals by check and by day.

REVERSE G/L ENTRIES BY PERIOD

This option reverses the G/L entries created during the closing of a period in Accounts Payable. This includes the __PJ and __DJ entries from the paying corporation, as well as the _XPJ and _XDJ entries from the corporations affected as a result of intercorporate transactions. After selecting the Corp# and accounting period for which to reverse the monthly A/P entries, the system indicates that the accounting period has been closed if that is the case, and asks the operator to press **F20** to confirm the drop or **F12** to cancel the drop. (If **F20** is pressed the accounting period is reopened automatically. You must now reclose the period.) A G/L Regular Journal Entry Proof List then prints the reversals after they have been posted to the G/L.

INTERIM POST TO G/L

This option allows you to perform an interim post to G/L for any open A/P accounting period. It is identical to the interim close that can be performed as part of the Month End except that you enter the accounting period for which to run the interim post. Remember to use **F14** to select the Corp/Fund for which to run the job.

NOTE In order for this job to post to the G/L, the profile indicating whether to post A/P Vouchers directly to the G/L must be set to 'N'. If set to 'Y', this job runs the month end reports but does not create a posting to the G/L.

YEAR END PROCESSING

The YEAR END PROCESSING menu contains the following options.

1099'S
1.	CREATE 1099 WORK FILES
2.	EDIT 1099 WORK FILES
3.	PRINT 1099 REPORTS AND FORMS
4.	DROP PAYMENT RECORDS BY DATE

CONSOLIDATED 1099'S
5.	CREATE 1099 WORK FILES
6.	EDIT 1099 WORK FILES
7.	PRINT 1099 FORMS AND REPORTS
10.	ALTERNATE ADDRESS FOR 1099 VENDORS

NEW 1099'S
11.	CREATE 1099 WORK FILES
12.	EDIT 1099 WORK FILES
13.	PRINT 1099 REPORTS AND FORMS

NEW CONSOLIDATED 1099'S
15.	CREATE 1099 WORK FILES
16.	EDIT 1099 WORK FILES
17.	PRINT 1099 REPORTS AND FORMS
20.	CONSOLIDATE TEMPORARY VENDOR DATA
21.	LIST POTENTIAL 1099 VENDORS
22.	LIST 1099 VENDORS WITHOUT TAX ID
23.	1099 REPORT

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

GENERATING 1099 WORK FILES/REPORTS/FORMS

There are 4 methods of creating, editing and printing 1099 information. These methods can be broken into 2 groups. The first group (options 1-3 and 5-7) should be used by those organizations that only need to print the 1099 earnings amount in box 7 (non-employee compensation on the 2001 form). The second group (options 11-13 and 15-17) should be used by those organizations that need to print amounts in any box **other than** and **including** box 7. In each group, there are programs to create separate 1099 data for the vendors in each corporation/fund (options 1-3 and 11-13), and programs to create consolidated 1099 data for vendors paid under different corporations/funds which share the same federal ID# (options 5-7 and 15-17). This can be especially useful in the not-for-profit arena. As you read through the following sections be sure to pay attention to the specific function of each option as it will impact the manner in which the 1099 data is generated and presented. Finally, 1099 data for any corporation/fund can only exist in ONE work file at a time. If you attempt to include a Corp/Fund in a work file and 1099 data ALREADY exists for that Corp/Fund, the existing data will be deleted prior to creating the new work file. Messages to this effect will be displayed, giving you the option to cancel the job prior to deletion of the existing data. Once the data has been created reports and forms can be printed and if necessary, an electronic transmission file can be created. If an alternate name/address for a vendor exists in the Alternate Address File, it will be used for 1099 purposes rather than the name/address in the Vendor Master File.

CREATE 1099 WORK FILES - REGULAR AND CONSOLIDATING

Options 1 and 5 on this menu create a 1099 work file for selected corporations/funds for a specific calendar year. In option 1, the vendor 1099 data for the selected Corps/Funds is separate for each Corp/Fund. In option 5, the vendor 1099 data for the selected Corps/Funds is consolidated.   When using the consolidated option, you must enter the Corp/Fund# whose federal ID# is to be used and then press **F14** or **F18** to select the Corps/Funds to be consolidated. There is an additional option to select individual vendors if necessary by pressing **F20**.

All vendors coded as 1099 vendors whose year-to-date paid total (for eligible G/L accounts) is more than the 1099 cutoff amount are included in the work file. (The cutoff dollar amount is contained in a data area. Contact your DAPREX representative regarding any changes to this data area. Eligible G/L accounts are determined by a combination of entries in the Include/Exclude Debit (1099) File and A/P profile options #38 and 39. Refer to the File Maintenance section for further information on eligible accounts.) If existing work files are found, a message is displayed with the option to delete and recreate the work file or cancel.

After the work file has been created, detail and summary reports can be run using the corresponding Print 1099 Reports and Forms options (#3 and #7) found on this menu. If changes need to be made to the 1099 dollar total for any vendors, use the corresponding Edit 1099 Work File option, (#2 and #6).

NOTE - A/P Profile Option #88-Sort Misc. 1099 Reports by C/S Code, can be set to *'Y'* to sort the report by the C/S code(C=Corp., S=SS#) in the Vendor Master file and provide totals for each.

EDIT 1099 WORK FILES

Edit options 2 and 6 allow you to modify or delete the 1099 dollar amount for any vendor included in the work file. Any change to the 1099 total here directly affects the amount printed on the 1099 form for that vendor. Enter the year and Corp/Fund# for which to change 1099 amounts and press **ENTER** to display the list of 1099 vendors, their calculated 1099 amounts, and their IRS amounts. The IRS amount is the dollar value printed on the 1099 form. Simply key a new amount over the displayed IRS amount if desired. To delete a vendor from the work file, key a *'4'* in the **DLT** field and press **ENTER** and **F20** to accept. 1099 forms will not be printed for any vendors deleted from the work file.

PRINT 1099 REPORTS AND FORMS

Option 3 and 7 print summary and detail 1099 reports and 1099 forms for all or selected vendors within a corporation/fund. The reports should be run prior to printing the 1099 forms in case any changes to the IRS amounts need to be made. Changes can be made using the Edit options found on this menu. Once the data is correct, the forms can be printed and the electronic transmission file can be created if necessary.

After selecting the desired corporation (and vendors), enter the year, and the option (detail, summary, forms or create transmission file). The summary report lists each 1099 vendor, the total earnings by G/L account# (exclusions noted), by vendor and the IRS amount. The detail report lists each 1099 vendor, the paid invoices for the year, (exclusions noted), totals by G/L account#, by vendor and the IRS amount. The forms and laser forms options actually prints the 1099 forms. Vendors whose 1099 earnings are less than $600 will NOT be issued a 1099. (If the $600 threshold needs to be changed for any reason, data area "**CUTOFF1099**" can be modified to reflect the new amount.)

NOTES: See the Profile Options section of the menu for information regarding the profile options that affect G/L account# eligibility for 1099 earnings. The file #21, Include/Exclude Debit (1099) must contain entries should either of the profile options be activated. A/P Profile Option #88-Sort Misc. 1099 Reports by C/S Code, can be set to 'Y' to sort the report by the C/S code(C=Corp., S=SS#) and provide totals for each.

If the option to create the transmission file is taken, a message is sent to the user when the job has completed, indicating the member name and file name that has been created. It can then be saved to tape or diskette, or downloaded to a PC and sent via PC communications to the IRS.

CREATE NEW 1099 WORK FILES - REGULAR AND CONSOLIDATING

Options 11 and 15 on this menu create a 1099 work file for selected corporations/funds for a specific calendar year. The 1099 amounts are broken down by box#. Refer to the File Maintenance section for a further explanation of how the box numbers are defined and the G/L debit account numbers that have been assigned to the individual box numbers. In option 11, the vendor 1099 data for the selected Corps/Funds is separate for each Corp/Fund. In option 15, the vendor 1099 data for the

selected Corps/Funds is consolidated.   When using the consolidated option, you must enter the Corp/Fund# whose federal ID# is to be used and then press **F14** or **F18** to select the Corps/Funds to be consolidated. There is an additional option to select individual vendors if necessary by pressing **F20**.

All vendors coded as 1099 vendors whose year-to-date paid total (for eligible G/L accounts) is more than the 1099 cutoff amount are included in the work file. (The cutoff dollar amount is contained in a data area. Contact your DAPREX representative regarding any changes to this data area. The dollars associated with each box number is determined by menu option #27 on the File Maintenance menu. If existing work files are found, a message is displayed with the option to delete and recreate the work file or cancel.

After the work file has been created, detail and summary reports can be run using the corresponding Print 1099 Reports and Forms options (#13 and #17) found on this menu. If changes need to be made to the 1099 box totals for any vendors, use the corresponding Edit 1099 Work File option, (#12 and #16).

EDIT NEW 1099 WORK FILES - REGULAR AND CONSOLIDATING

Edit options 12 and 16 allow you to modify or delete the individual 1099 box totals for any vendor included in the work file. Any change to the box totals here directly affects the amount(s) printed on the 1099 form for that vendor. Enter the year and Corp/Fund# for which to change 1099 box amounts and press **ENTER** to display the list of 1099 vendors, their calculated 1099 amounts, and their IRS amounts. The IRS amount is the total dollar value printed on the 1099 form. To access a vendor's box totals, key a *'2'* in the **OPT** field and press **ENTER**. The calculated and form amounts are displayed for each box for the vendor. Simply key a new amount over the displayed form amount, blank out an amount, or add a new amount as necessary. Press **ENTER** twice to accept. The system will calculate and display the new total 1099 amount for verification. Continue with the next vendor.   To delete a vendor from the work file, key a *'4'* in the **OPT** field and press **ENTER** and **F20** to accept. 1099 forms will not be printed for any vendors deleted from the work file.

PRINT 1099 REPORTS AND FORMS

Options 13 and 17 are identical to the previously described printing options. Refer to that section for further instructions.

DROP PAYMENT RECORDS BY DATE

This menu option allows the operator to drop paid and reconciled items from the A/P file of a specified corporation, based on a user entered invoice date. Only those invoices/hand disbursements whose dates are less than or equal to the date entered are dropped. The operator also has the option to save the entries onto tape prior to dropping them from the system. Upon selection of this option, the Corporation Selection utility appears. After selecting the corporation for which to drop paid records, press **F3** to exit. The following message appears. Key in the **INVOICE DATE CUTOFF** and the **TAPE DEVICE ID** to be used to perform the save, if any. (**F4** can be used to display the tape devices.)

DROP PAYMENT FILE RECORDS

RECORDS FOR THE CORPORATION(S) YOU HAVE SELECTED WHICH ARE PAID, RECONCILED AND HAVE AN INVOICE DATE LESS THAN OR EQUAL TO THE DATE ENTERED HERE WILL BE DROPPED. IF YOU WANT TO SAVE THE DELETED RECORDS TO TAPE, ENTER THE TAPE DEVICE ID.

IF THIS FIELD IS LEFT BLANK, THE DELETED RECORDS WILL NOT BE SAVED.

WARNING NO ONE ELSE MAY BE USING THE PAYMENT FILE WHILE THIS JOB IS RUNNING.

INVOICE DATE CUTOFF: _____
DEVICE ID FOR SAVE: _____

After keying the responses, press **ENTER** to proceed. A warning message appears letting you know you are about to delete data from the system. Press **ENTER** to continue or **F12** to return to the previous screen.

ALTERNATE ADDRESS FOR 1099 VENDORS

An alternate name/address can be entered for any 1099 vendor who needs a different name/address to print on the 1099 forms/transmission file. (In addition to be entered from this menu option, it can be accessed via the Vendor Master Entry screen by pressing **F8**.) Enter the Corp#, Vendor# and indicate whether the address to be entered is in the U.S. and press **ENTER** to proceed. See sample screen below.

```
COMPANY   ....:   1
VENDOR# ......:      10000
U.S. 1099 ADDRESS . :   Y   Y=YES, N=NO
VENDOR NAME ....:   BLACKWELL & DECKSTER
CURRENT ADDRESS:   BUILDING #10
                   STAMFORD COMMERCIAL PLAZA
CITY .......:      STAMFORD
STATE, ZIP ....:   CT  06902 - 1710
```

```
    ATTN:              SALLY CARTER

    ALTERNATE NAME . . . BETTY SNIDER
    ALT. ADDRESS . .    5102 WEST END AVE.
                        P.O. BOX 1255
    CITY . . . . . . . .    NYC
    STATE, ZIP . . . . .    NY  10001 - 1255
    COUNTRY . . (*) . . .   US  USA
    ATTN:
```

CONSOLIDATE TEMPORARY VENDOR DATA

This option transfers *paid* invoice data from temporary vendor numbers to the Misc. Vendor account#
999999 for a year for which 1099s have already been run. If a temporary vendor has been coded to
receive a 1099, the invoice and payment data remains attached to the temporary vendor# until this
program is run for the year in which the payments were made. At that point the paid data for the
selected year is transferred from the temporary vendor# to the miscellaneous vendor account. Any
payments made to the temporary vendor in other years are not transferred until this job is run for that
year.

list potential 1099 vendors

This option prints a list of all vendors who have been paid over the 1099 minimum amount out of a
specific corporation during the selected year. The vendor#, name, telephone#, tax id# amount paid
and 1099 Y/N flag are listed. After entering the year for which to run the report, press F14 to perform
entity selection.

list 1099 vendors without tax id

This option prints a list of those vendors who have been coded as 1099 vendors in the Vendor File
but who do not have tax id#s in the master file.

1099 REPORT

This option prints a detailed listing of each check issued to a vendor during a user specified date
range. The detail shows each invoice paid on a check along with the G/L debit account information
for each line of each invoice. This report can be used to identify the amounts that print on the 1099
form. Upon selection of this option, the following screen appears.

```
                        1099 REPORT

      FROM CHECK DATE . . . . . . . . . .
      THRU CHECK DATE . . . . . . . . . .
      1099 VENDORS (Y/N)  . . . . . . . . Y
      CONSOLIDATE (Y/N) . . . . . . . . . N
    * CONSOLIDATION CORP  . . . . . . . .
```

Enter the date range of the checks to be included and indicate whether or not to include only 1099
vendors, (Y=any vendor with a *'Y'* in the **RUN 1099 AT EOY** field, N=any vendor with something **other
than** *'Y'* in that field). If you want to consolidate check data from multiple corporations/funds, key a
'Y' and then enter the Corp# under which to consolidate for reporting.   Finally, press **F14** to select all
or specific vendors to be included.

MISCELLANEOUS FUNCTIONS

The MISCELLANEOUS FUNCTIONS menu contains the following options.

1.	**TRANSACTION MODIFICATION**
2.	**PO/AP MAINTENANCE MENU**
3.	**PURGE TRANSACTION MOD. AUDIT FILE**
4.	**SAVE ELECTRONIC DISBURSEMENT FILE TO TAPE**
5.	**CREATE ELECTRONIC DISBURSEMENT PRE-NOTES**
6.	**INACTIVATE UNUSED A/P VENDORS**
9.	**CORRECT CHECK NUMBERS**

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

TRANSACTION MODIFICATION

This option is used to make corrections to the invoice and hand disbursement data entered into the system, and is the same program used to correct the preliminary A/P Month End reports. (In order to change any of the fields that affect the G/L, the period to which the invoice/hand disbursement was posted MUST NOT YET BE CLOSED.) The fields that can be changed are **CREDIT ACCOUNT#** (only for hand disbursements), **DEBIT ACCOUNT#, DIVISION, DEPARTMENT, JOB#, INTERCORPORATE#, AUTO-DISTRIB Y/N, PO#, INVOICE COMMENT, LINE COMMENT** and **CHECK#** if a hand disbursement. Invoice notes can be added/viewed/changed as well.

The operator is prompted to enter the **CORP#** and **VENDOR**# for which to make modifications. The **START FROM INVOICE DATE** can be left blank since the system displays only those records that belong to the period being closed. Press **ENTER** when this data has been keyed to display the vendor's records. Each line on the Purchase and Disbursements journals associated with this vendor is displayed and available for correction. Key the line# to the left of the invoice# to be changed at the prompt **KEY IN LINE# TO UPDATE** and press **FIELD EXIT**. The line detail is displayed at the bottom of the screen and the operator may change any of the following fields simply by keying the correct data over the existing data; **CREDIT ACCOUNT#** (only for hand disbursements), **DEBIT ACCOUNT#, DIVISION, DEPARTMENT, JOB#, INTERCORPORATE#, AUTO-DISTRIB Y/N, PO#, CHECK#** (if a hand disbursement), **INVOICE COMMENT** and **LINE COMMENT**. Invoice notes can be viewed/changed/added by pressing **F20**. When all changes have been made to the record, press **ENTER** and the corrected record is displayed above. Continue with the next record to be changed. To work with a new vendor, press **F12** and continue as described above.

NOTES - Even if A/P profile options #49 and/or #50 have been activated, you must use the Transaction Modification that is part of the Month End procedure to change amounts or delete unpaid items. If A/P profile option #51-Post Vouchers Directly to G/L is set to 'N' (meaning that the G/L is updated only during the Month End Close or via Interim Posting), ANY open invoice, regardless of its accounting period, can be deleted or changed (the invoice amount) using Transaction Modification on the Misc. Functions menu. The same duplicate invoice# checking logic used in AP Voucher Entry is also used here.

When all changes have been made, press **F3** to exit.

PURGE TRANSACTION MODIFICATION AUDIT LIST

Using this option you can purge the transaction modification log. This deletes only the details **associated** with those changes, including the date of change, old and new value and the user ID of the user who made the change(s). The purge may be performed for a range of accounting periods or invoice dates within a Corp/Fund. Optional entry of modification dates further defines the data to be dropped if necessary. A listing of the data to be purged can be generated as well.

SAVE ELECTRONIC DISBURSEMENT FILE TO TAPE

This option allows you to save the electronic payments or the pre-note records to tape for sending to the bank. (If you are downloading a file and transmitting via PC communications, this step is not necessary.) Upon selection of the menu option, you are prompted to enter a *'1'* to save the electronic payments or a *'2'* to save the pre-notes as well as the device ID.

CREATE ELECTRONIC DISBURSEMENT PRE-NOTES

This option creates a file of pre-note records to be transmitted to the bank. It will create a record for all or selected vendors who have a record in the Vendor E/D Data file whose status is *'N'*. Upon selection of this menu option you are prompted for the Corp# and Bank# for which to create pre-note records. You may also use **F14** to select the Corp/Vendor(s) for which to create the pre-note records. If there are no records for which pre-notes need to be created, a message is sent to that effect. Once this file is created, it can be saved to tape using the previous menu option. The file name is **PRENOTE.**

****NOTE**** If vendors are shared by multiple corporations, make sure to select the vendors from the Corp# under which they exist in the Vendor Master file when using the **F14** key.

INACTIVATE UNUSED A/P VENDORS

This menu option inactivates vendors who have not had any activity (invoices or payments) since a user specified date *and* who do not have any open items. Optionally, it can maintain all previously inactivated vendors regardless of dates, (use option *'K'*) or redo all vendors based on the dates, (use option *'R'*). If the vendors are shared by multiple corporations, the system checks each sharing corporation for open items. (The last transaction date and last payment date are stored in the Vendor File but are not displayed on the Vendor Master maintenance screen. Those fields are updated each time a transaction is entered and each time checks are processed.) If a vendor is automatically inactivated and for any reason should not have been, reactivate the vendor in the Vendor Master file. A list of inactive vendors can be printed before and/or after running this job using menu option #2 on the File Listings menu.

CORRECT CHECK NUMBERS

This menu option should be used only in the case where A/P checks have been printed and updated with the wrong check numbers. This situation arises when an incorrect starting check# was entered when printing checks. This results in the actual preprinted checks numbers not matching the check

numbers assigned and recorded by the system into the Vendor History and Check Reconciliation files. Prior to running this job, make sure that the last check# in the Bank File is **one less than** the new correct check# to be used for the renumbering. Renumbering of the system recorded checks numbers should only be performed under the supervision of your DAPREX representative.

SUPERVISOR FUNCTIONS

The SUPERVISOR FUNCTIONS menu contains the following options.

1.	**VOUCHER ENTRY**
2.	**VOUCHER EDIT LISTING**
3.	**VOUCHER UPDATE**
4.	**HAND DISBURSEMENT ENTRY**
5.	**HAND DISBURSEMENT EDIT LISTING**
6.	**HAND DISBURSEMENT UPDATE**
7.	**VOID CHECK ENTRY**
8.	**VOID CHECK EDIT LISTING**
9.	**VOID CHECK UPDATE**
10.	**RESET BATCH 'IN USE' FLAGS**
12.	**RESET CHECK SELECTION 'IN USE' FLAG**
14.	**UPDATE ACCOUNTING PERIOD FLAGS**
16.	**RELEASE BANK LOCKS**
18.	**TRANSACTION MODIFICATION**
19.	**TRANS MOD AUDIT FILE LIST**
20.	**TRANS MOD AUDIT FILE PURGE**
22.	**CHANGE TEMP. VENDOR TO PERM. STATUS**
23.	**ADD CHECKS TO CHECK REC. FILE**
24.	**CHANGE RECONCILED DATE**
25.	**UN-RECONCILE ELECTRONIC DISB.**
26.	**CHANGE LAST POSTED PERIOD FOR RECUURING VOUCHERS**
27.	**CHANGE INVOICE NUMBERS**

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

VOUCHER ENTRY

This menu option allows you to access the unposted voucher batches that were entered under any user ID. Upon selection of this menu option, the screen below appears indicating how many outstanding batches exist under each user ID, along with the file creation and last update dates. Select the user whose batches you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept, proceeding to Voucher Entry. **You must know the batch# prior to using this job so it is a good idea to first print the edit listing for the desired user.**

```
            SUPERVISOR VOUCHER ENTRY

   POSITION TO . . . .        USER

 1=SELECT 4=CLEAR

 OPT   USER        BATCHES     CREATION      LAST UPDATE
       TOMC        2           05/12/00      05/13/00
       BETTYK      1           06/29/00      06/29/00
       SANDYR      4           06/30/00      06/30/00
```

Once this program has been used to work with another user's batches, they can be edited and updated using menu options 2 & 3.

VOUCHER EDIT LISTING

This menu option allows you to print an edit listing of the unposted voucher batches that were entered under any user ID. Upon selection of this menu option a screen appears indicating how many outstanding batches exist under each user ID. Select the user whose batches you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept. If the A/P profile has been set to allow the selection of individual batches for printing the second screen below appears. From that screen select the batch (or multiple batches), for which to print an edit list.

```
            SUPERVISOR VOUCHER ENTRY

   POSITION TO . . . .        USER

 1=SELECT 4=CLEAR

 OPT   USER        BATCHES     CREATION      LAST UPDATE
       TOMC        2           05/12/00      05/13/00
       BETTYK      1           06/29/00      06/29/00
       SANDYR      4           06/30/00      06/30/00
```

```
          SELECT VOUCHER BATCHES FOR EDIT

   POSITION TO . . . .    BATCH NUMBER
   1=SELECT 4=CLEAR                    USER: HEARN

  OPT   BATCH#  CORP#  NAME                    AMOUNT
           1       1   DAPREX INC.            14,000.00
           2       1   DAPREX INC.             8,000.00
```

Once this program has been used to edit another user's batches, they can be changed/deleted or updated using menu options 1 & 3.

VOUCHER UPDATE

This menu option allows you to update the unposted voucher batches that were entered under any user ID. Upon selection of this menu option a screen appears indicating how many outstanding batches exist under each user ID. Select the user whose batches you wish to update and press **F15** to continue. At the selection confirmation screen press **F20** to accept. If the A/P profile has been set to allow the selection of individual batches for updating, a screen like that above appears. From that screen, select the batch (or multiple batches), to be updated.

HAND DISBURSEMENT ENTRY, EDIT & UPDATE

These menu options allow you to change/delete, edit and update the unposted hand disbursement batches that were entered under any user ID. The procedures are identical to that previously described for vouchers.

VOID CHECK ENTRY, EDIT & UPDATE

These menu options allow you to change/delete, edit and update the unposted void check batches that were entered under any user ID. The procedures are identical to that previously described for vouchers.

RESET BATCH 'IN USE' FLAGS

This program is used to release/unflag batches when an error message "Batches are In Use" appears in the Voucher, Hand Disbursement or Void Check Entry, Edit or Update jobs. Upon selection of this option, key a *'1'* next to the type of batch where the error occurred, (Regular Vouchers, Hand Disbursements, Void Checks) and press **ENTER**. A list of users and their number of outstanding batches is then displayed. Key a *'1'* next to the user's batches to unflag and press **ENTER**, **F15** to continue and **F20** to accept. A list of the user's batches is then displayed as shown below.

```
        RESET REGULAR VOUCHER BATCH 'IN USE' FLAGS

   TYPE OPTIONS, PRESS ENTER.
    4=CLEAR                           USER: LISA

   OPT  BATCH#  CORP#  NAME              AMOUNT    STATUS
          1        1  DAPREX INC.       1,000.00  IN USE
          3        1  DAPREX INC.      15,000.00  AVAILABLE
         58        1  DAPREX INC.       1,565.00  IN USE
```

Key a *'4'* next to the batch or batches to unflag and press **ENTER** to accept.

RESET CHECK SELECTION 'IN USE' FLAGS

This program is used to release/unflag the Check Selection program if A/P Profile option #62 - 'Check Selection - One User at a Time' has been activated and an error has occurred, locking users out of the Check Selection job. Prior to using this option, be sure that **no** users are using the Check Selection job. Upon selection of this option a message like that below is displayed showing the USER ID of the person supposedly using the Check Selection program. If after checking the active jobs it is determined that no one is using the program, press **F20** at the message below.

```
      A/P CHECK SELECTION IS IN USE BY USER LISA

        PRESS F20 TO CLEAR THE 'IN USE' FLAG.
```

UPDATE ACCOUNTING PERIOD FLAGS

This program allows you to access and change the accounting period flags indicating whether a period is valid for G/L, whether the A/P month end has been run for a period, and whether the recurring journal entries have been posted to a period. In addition, you can set the monthly status

code for the AR. Blank=Not yet open, 0=Open, 1=Cash Receipts Closed, 2=Billing Closed, 3=Cash and Billing Closed, 4=Month Closed. See following sample screen.

```
DXFM39          UPDATE ACCOUNTING PERIOD Y/N FLAGS

* CORP # . . . . . . .  1  DAPREX, INC.
  YEAR . . . . . . . . 2003

                      CLOSING  VALID  A/P   RECUR J/E  A/R CLOSED
    PERIOD  NAME        DATE    G/L  POSTED  POSTED   (0/1/2/3/4)
      1   JANUARY     1/31/03    N     Y       Y           4
      2   FEBRUARY    2/28/03    N     Y       Y           4
      3   MARCH       3/31/03    N     Y       Y           4
      4   APRIL       4/30/03    N     Y       Y           4
      5   MAY         5/31/03    N     Y       Y           4
      6   JUNE        6/30/03    Y     N       Y           3
      7   JULY        7/31/03    Y     N       N           0
      8   AUGUST      8/31/03    Y     N       N
      9   SEPTEMBER   9/30/03    Y     N       N
     10   OCTOBER    10/31/03    Y     N       N
     11   NOVEMBER   11/30/03    Y     N       N
     12   DECEMBER   12/30/03    Y     N       N
```

RELEASE BANK LOCKS

This program is used to release the bank file in the Check Selection program if the system has detected that more than one user is trying to print checks out of the same bank. Before using this program to release the bank, be sure that **no** users are in the middle of running checks out of the bank. Upon selection of this option, a screen like that below is displayed showing the Bank#, the process being performed and the user ID of the person using the Check Print/Quick Check program. If after checking the active jobs it is determined that no one is using the program, key a *'4'* on the **OPT** field next to the desired bank#, press **ENTER** and **F20** to accept.

```
                    RELEASE BANK LOCKS

  4=RELEASE
     CORPORATION (*) . .   1  DAPREX INC.
     POSITION TO . . . .        BY BANK#

   OPT  BANK  DESCRIPTION           PROCESS          USER
           1    CHASE MANHATTAN
           2    SHAWMUT FIDELITY
           3    FIRST FEDERAL
           4    STATE BANK AND TRUST
           5    BANK OF AMERICA
```

TRANSACTION MODIFICATION

This is a supervisory level option that can be used to make corrections to the invoice and hand disbursement data entered into the system. This is a much more powerful version of the program that is found on the Miscellaneous Functions and Month End Processing menus. Upon selection of the menu option enter the desired Corp# and Vendor# and press **ENTER**. The following screen appears.

```
                          A/P TRANSACTION MODIFICATION

                              * CORP . . . .    1  DAPREX, INC.
                              * VENDOR . . .  122  METTA MANUFACTURING CO.

                              POSITION TO . . . .      INVOICE DATE
                                                       INVOICE #

    2=EDIT  4=DELETE
    OPT    INV DATE       INVOICE #       AMOUNT           DESCRIPTION
           12/16/99        84278         1,000.00
            3/01/00        01148        50,000.00     PAYMENT OF LOAN# :01148.
            5/12/00       654568        12,444.00     NEW OFFICE FURNITURE
           10/17/00       102444           44.00
           12/31/00          521          111.00
            1/16/01       114744         3,215.00     NEW HOSE SYSTEM
            1/19/01       885444          612.54      ADDITIONAL PARTS
            2/01/01       521215         2,377.00
```

You can enter an invoice date and/or invoice# to search for using the **POSITION TO** fields. Once you have found the invoice# you want to change, key a *'2'* in the **OPTION** field and press **ENTER** to proceed. (If you want to delete an invoice (this can only be done if the invoice has not been paid), key a *'4'* in the **OPTION** field on this screen and press **ENTER** an **F20** to proceed.) After selecting an invoice to change, the following screen appears, showing all of the detailed invoice information.

```
APIA29A               A/P TRANSACTION MODIFICATION

  CORP         1        DAPREX, INC.
  VENDOR     122        METTA MANUFACTURING COMPANY AP     ACCTG PD  5/03  OPEN
  INV DATE 5/02/03      INV # 6578788          DUE DATE 5/07/03
  CREDIT  200000        STATUS N             PAY BY  C        STATUS:    UNPAID
  INVOICE TOTAL $       11521.32             COMMENT   NEW HAULING EQUIPMENT
                        USER: LISA

  4=DELETE   INTER * A L L O C A T I O N *
  OPT  SEQ#  CRP  DIV   DPT  JOB#      DEBIT#   MAD#      GROSS      DISC        P.O. #
        1     1    1               500000             11000.00     .00
        2     1    2               400000               521.00     .00
```

You can move the cursor to any field that needs to be changed and make the correction, add or delete distribution lines etc. but essentially it works the same way. Certain fields are protected depending on whether the invoice is unpaid or paid. Upon exiting this option, a prompt appears asking whether to print all of the current day's modifications made under your userid.

TRANSACTION MOD. – AUDIT FILE LIST

This option prints a listing of all transaction modifications made for selected dates and/or Corp/Vendors. You can also select all or specific users who have made such changes.

TRANSACTION MOD. – AUDIT FILE PURGE

This option deletes the transaction modification data for selected dates and/or Corps/Vendors. You can also select all or specific users and indicate whether to print a list of the purged data.

CONVERT TEMPORARY VENDOR TO PERMANENT STATUS

This option allows you to change a Temporary vendor to a permanent vendor, assuming that the **PRINT 1099 AY YEAR END** field is set to '*Y*'. Upon selection of this option the following screen appears. Enter the Corp#, Temporary Vendor# and the new permanent vendor# to use. The permanent vendor# MUST NOT ALREADY EXIST in the Vendor File.   Press **ENTER** and **F20** to proceed.

```
          CHANGE TEMPORARY VENDOR TO PERMANENT STATUS

   (*)      CORP:
   (*)      TEMP VENDOR:
            PERM VENDOR:
```

All Vendor Master data and all transaction history is transferred to the new vendor#.

ADD CHECKS TO CHECK RECONCILIATION FILE

This option allows the supervisor to add a check# to the check reconciliation file if it is missing when trying to reconcile it. Simply enter the Corp#, Bank# and Check# and press **ENTER** to display the check information – vendor#, name, check amount and check date. Press **F20** to accept and add the record to the file.

CHANGE RECONCILED DATE

This option allows the supervisor to change the reconciled date of the reconciled and posted checks in CHKRLP. If the operator entered and posted the reconciled checks with the wrong reconciliation date, but those checks have not yet been dropped using #21-Check Monthly Reconciliation Update on the Check Reconciliation menu, enter the Corp#, Bank# and the 'From' (incorrect) date and the 'To' (correct) date and press **ENTER** twice to proceed.

UN-RECONCILE ELECTRONIC DISBURSEMENT

This option allows the supervisor to un-reconcile an electronic disbursement so that it can be voided. Simply enter the Corp#, Bank# and E/D# and press **ENTER** and **F20** to accept.

CHANGE LAST POSTED PERIOD FOR RECURRING VOUCHERS

This option allows a supervisor to change the last period that a recurring batch was posted. For example, if the recurring batch was last posted in period 01/03 but for some reason never posted for periods 2/03 and 03/03, this job allows the last posted period to be changed from 01/03 to 04/03. The 'To' period must be later than the 'From' period and it cannot be later than the earliest expiration period in the batch.

CHANGE INVOICE NUMBERS

This option allows a supervisor to change invoice numbers on paid and unpaid invoices. This can be done on an invoice by invoice basis or a group of invoice#s can all be changed to another number. Ideally invoice numbers should be unique so use caution when changing a group of invoices.

A/P CHECK RECONCILIATION

The A/P CHECK RECONCILIATION menu contains the following options.

```
            *** ELECTRONIC ***

1.      PROCESS ELECTRONIC FEED IN BY BANK
2.      CLEAR RESULTS OF PROCESSING

         *** DAILY ***

10.     CHECK RECONCILIATION ENTRY
11.     CHECK RECONCILIATION EDIT LISTING
12.     CHECK RECONCILIATION UPDATE


         *** MONTHLY ***

20.     CHECK RECONCILIATION EDIT
21.     CHECK RECONCILIATION UPDATE
22.     BANK RECONCILIATION REPORT

31.     DEPOSIT RECONCILIATION ENTRY
32.     DEPOSIT RECONCILIATION EDIT
33.     DEPOSIT RECONCILIATION UPDATE
```

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

CHECK RECONCILIATION ENTRY

This menu option enables on-line reconciliation of Accounts Payable checks, (computer, hand checks and electronic disbursements) for each active bank. Since the system has stored each issued check in a special file, the operator need only enter the individual numbers of the checks to be reconciled or a range of check numbers. It is not necessary to put the checks in numeric order prior to entering them - the edit list is printed in the same sequence as the checks are entered. Upon selection of this menu option, a screen like that shown below appears. (See NOTE below for exceptions.) Key in the **CORP#** and **BANK#** for the reconciliation, the **RECONCILIATION DATE**, (if different from the system date, and the **STATUS** code to assign, (*R=Reconciled, C=Clear Status*).

```
A/P CHECK RECONCILIATION

CORP#.................
BANK#.................
DATE  7/25/89
STATUS (R/C)........
CHECK#...........  -  ............
AMOUNT (OPTIONAL).....
```

NOTE If 'XP' profile #12-Multi-Entity Check Rec. is set to *'Y'* , and you are performing a check reconciliation for a common bank# used in multiple corporations, key '*999*' in the **CORP#** field. This causes the system to lock for the check#s in any corporation for the bank# entered.

Once these fields have been keyed, you can enter the first check# and press **FIELD EXIT**. If the check# is a valid one for the designated Corp/Bank, the system displays the **VENDOR#** and **NAME**, **CHECK AMOUNT**, **CHECK DATE**, and a blank **STATUS**. Visually verify that this is the right check and press **ENTER** to process. Continue with the rest of the checks.

To reconcile a range of checks, enter the starting and ending check numbers - all outstanding checks falling within that range will be coded as *'Reconciled'.* The system does not display the individual checks when using the check# range method of reconciliation.

Any checks that were voided through the system have already been assigned a *'Void'* status. If you enter a check# that was already reconciled or voided, the system displays the message "*Check Already Reconciled*" or "*Check Already Voided*". In order to clear an incorrectly assigned status, place a '*C*' in the **STATUS** field and enter the check#. Press **ENTER** when the check data is displayed to clear the previously assigned status. When all checks for the bank have been entered, press **F3** to end. Proceed to the printing of an edit list to review your work.

NOTES - If A/P Profile Option #81, 'E/D - Don't Flag Payment as Reconciled' has been set to 'Y', you must enter those for reconciliation just like regular checks. If it set to 'N', the electronic disbursements are automatically reconciled and require no entry here. However, if you need to 'unreconcile' an electronic payment so that it can be voided, you must enter the check# here with a 'C' to clear out the reconciled status. Only then will you be able to void that payment through the Void Check program.

CHECK RECONCILIATION EDIT LISTING

This menu option prints an edit listing of the checks entered in the Check Reconciliation Entry job. The edit may be printed for one, selected, or ALL banks within a corporation and lists each cashed and voided check for the Corp/Bank along with totals. The checks are listed in the order in which they were entered.

Upon selection of this option, the Corporation/Bank selection screen appears. (See NOTE below for exceptions.)   Key a *'1'* next to a corporation to select ALL banks. A *'2'*, Selected Banks, brings up a list of all active banks within the corporation. Key a *'1'* next to the Banks for which to print an edit. A *'4'* on either the Corporation or Bank screen clears a previously selected entity. When all selections have been made, press **F3** at the Corporation screen to process the edit listing. The edit should be reviewed for any errors prior to running the Update.

NOTE If 'XP' profile #12-Multi-Entity Check Rec. is set to *'Y'*, and you are performing a check reconciliation for a common bank# used in multiple corporations, you are prompted for the shared bank#. Key in the common bank# for which to run the job or leave blank and press **ENTER** to proceed to the normal Corp/Bank selection screen.

CHECK RECONCILIATION UPDATE

This job prints an Updated Check Reconciliation Listing (same format as the Edit) for the selected Corps/Banks and posts the reconciled/voided checks into the Monthly File. (The same Corporation/Bank selection screens described in the previous section appear upon selection of this menu option. See NOTE below for exceptions.) When you are ready to run an End of Month Check Reconciliation, go to the Month End Processing menu.

NOTE If 'XP' profile #12-Multi-Entity Check Rec. is set to *'Y'*, and you are performing a check reconciliation for a common bank# used in multiple corporations, you are prompted for the shared bank#. Key in the common bank# for which to run the job or leave blank and press **ENTER** to proceed to the normal Corp/Bank selection screen.

MONTHLY CHECK RECONCILIATION EDIT

Once all of the reconciled checks have been entered, verified and updated using the options 10, 11, and 12, this job can be run to print a list of ALL outstanding, voided, and cashed checks as of a user specified cutoff date. It may be run for all or selected banks within a corporation.

Upon selection of this option, the Corporation/Bank selection screen appears. (See NOTE below for exceptions.) Key a *'1'* next to a corporation to select ALL banks. A *'2'*, Selected Banks, displays a list of all active banks within the corporation. Key a *'1'* next to the bank(s) for which to print an edit. A *'4'* on either the Corporation or Bank screen clears a previously selected entity.   Press **F3** to exit once all selections have been made. The operator is then prompted to enter a cutoff check date. By

entering this date, only those checks written ON or BEFORE this date are included on the edit so as to allow you to cut off on the same day as the bank statement. Assuming that everything is correct, proceed to #21, Check Reconciliation Update, on the Month End Processing menu.

NOTE If 'XP' profile #12-Multi-Entity Check Rec. is set to *'Y'*, and you are performing a check reconciliation for a common bank# used in multiple corporations, you are prompted for the shared bank#. Key in the common bank# for which to run the job or leave blank and press **ENTER** to proceed to the normal Corp/Bank selection screen.

MONTHLY CHECK RECONCILIATION UPDATE

Once the Check Reconciliation Edit has been printed and it is correct, the Check Reconciliation Update drops the reconciled records from the file. It drops only those reconciled (voided and cashed) records whose check date is on or before the cutoff check date entered by the operator. It may be run for all or selected banks within a corporation.

Upon selection of this option, the Corporation/Bank selection screen appears. (See NOTE below for exceptions.) Key a *'1'* next to a corporation to select ALL banks. A *'2'*, *Selected Banks*, displays a list of all active banks within the corporation. Key a *'1'* next to the Banks for which to run the update. A *'4'* on either the Corporation or Bank screen clears a previously selected entity. Press **F3** to exit once all selections have been made. The operator is then prompted to enter a **CUTOFF CHECK DATE**. By entering this date, only those reconciled checks written ON or BEFORE this date are dropped from the file. The system prints a Final Check Reconciliation report and then drops the appropriate records.

NOTE If 'XP' profile #12-Multi-Entity Check Rec. is set to *'Y'*, and you are performing a check reconciliation for a common bank# used in multiple corporations, you are prompted for the shared bank#. Key in the common bank# for which to run the job or leave blank and press **ENTER** to proceed to the normal Corp/Bank selection screen.

MONTHLY BANK RECONCILIATION REPORT

This option prints a monthly bank activity summary report showing the opening balance from the previous month, all cash in (separated into AR Cash, Misc Cash, and Sales Journal Cash), all check/disbursements out (separated into AP Computer Checks, AP Hand Checks, AP Electronic Disbursements, and Payroll Checks), other journal entries for the selected period and the ending balance for the selected period. It can be run for one or selected banks. Additionally there is an option to print the G/L Detail of the "Other" journal entries.

DEPOSIT RECONCILIATION ENTRY

This menu option enables on-line reconciliation of all cash deposits made in the DAPREX Accounts Receivable and Miscellaneous Cash Receipts programs for each active bank. Upon selection of this menu option, enter the Corp#, Bank# and the statement date and press **ENTER** to display all unreconciled deposits through the statement date. See sample screen that follows:

```
DXIA32              DEPOSIT RECONCILIATION ENTRY

   * CORP . . . . . . . .    1  DAPREX, INC.
   * BANK . . . . . . . .    4  FIRST FEDERAL
    STATEMENT DATE . . .  6/30/07
    POSITION TO  . . . .          (DEPOSIT DATE)


  2=RECONCILE 4=CLEAR
  OPT  DEPOSIT  SEQ  SRC  BATCH     AMOUNT     RECONCILED          EXPLANATION
        5/31/07   1    MC   105     1,255.00                    MCR JRNL BT#018    05/31
        6/01/07   1    MC   106       843.36                    MCR JRNL BT#019    06/01
        6/19/07   1    AR     3    27,000.00                    CASH RECEIPTS 06/19 002
        6/19/07   2    MC   623     2,336.45                    MCR JRNL BT#020    06/19
        6/19/07   3    AR   752       530.07                    CASH RECEIPTS 06/19 003
        6/20/07   1    MC     4     2,500.00                    MCR JRNL BT#021    01/23
```

To reconcile one or more deposits, simply key a *'2'* in the **OPT** field on the left side of the screen and press **ENTER** and **F20** to accept. If a batch was coded as reconciled in error, key a *'4'* in the **OPT** column to unreconcile it.

DEPOSIT RECONCILIATION EDIT LISTING

This menu option prints an edit listing of the outstanding and reconciled deposits as of a selected cutoff date. The edit may be printed for one, selected, or ALL banks within a corporation and lists each deposit for the Corp/Bank along with totals.

DEPOSIT RECONCILIATION UPDATE

This job prints an Updated Deposit Reconciliation Listing (same format as the Edit) for the selected Corps/Banks and removes the reconciled deposits from the file, leaving only outstanding deposits. The job can be run for one, selected, or ALL banks within a corporation and lists each deposit for the Corp/Bank along with totals.