

DAC

User Guide

Accounts Payable

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Preface

Before “getting started” with DAC Accounts Payable (A/P) System, users should refer to the Introduction of the Getting Started document for information about DAC data, screens and menus.

```
User: JEANNINE           Menu: DACCV1           Date: 8/10/12
=====
> THE DAC SOFTWARE SYSTEM <=====
||||||| Distributor Analysis and Control |||||
||||||| MAIN OPERATIONS MENU |||||
=====
|||||||
THE  || 1. File Maintenance Menu
DAC  || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||||| 4. Inventory System
||||||| 5. Purchasing System
||||||| 6. Reports Menu
||||||| 7. Truck Scheduling
||||||| 8. Closing Procedures
||||||| 9. Integration
||||||| 10. Other Functions Menu
||||||| 11. Accounts Payable
||||||| 12. General Ledger
||||||| 90. Sign Off
=====
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==>
```

After selecting option 11 (Accounts Payable) of the DAC Main Operations Menu screen, the Accounts Payable screen appears.

```
User: JEANNINE           Menu: APCV1           Date: 7/13/05
=====
> A C C O U N T S P A Y A B L E <=====
||||||| 1. Invoice Entry/Update          11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
||||||| 6. Print Checks
||||||| 7. Select Default Company
||||||| 8. Edit Voucher Pay Date
||||||| 9. Receive Remote Invoices
||||||| 10. Check Reconciliation
||||||| M E N U C A L L S
19. A/P Inquiry          20. A/P File Maint.          21. A/P Report Menu
22. General Ledger      23. A/P Closing Menu        90. Sign Off
=====
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==>
```

Users can press <F3> to redisplay the Main Operations Menu screen.

Refer to the Accounts Payable Quick Reference Guide for an overview of the use of the Accounts Payable System.

For information about transferring purchase order to Accounts Payable, and the report which is printed when transfers occur, refer to Transferring Purchase Orders To Accounts Payable of the Purchasing document.

Getting Started With Accounts Payable

The steps below are followed to create the necessary records before the Accounts Payable System is used. If the DAC General Ledger System is used (or only the General Ledger account numbers are used), the steps below must not be taken until:

- The cost center number(s) and General Ledger account numbers are defined. Refer to the General Ledger document for information about using the G/L File Maintenance applications to add cost center and G/L account records.
- The cost center number(s) and General Ledger account numbers are combined using the Work With Cost Center application.

Note: The General Ledger System is used by selecting option 22 (General Ledger) of the Accounts Payable screen, or by selecting option 12 (General Ledger) of the DAC Main Operations Menu screen.

Step 1: Use the Work With System Options application to make any necessary changes to the value of the default system option record fields related to Accounts Payable. Refer to the DAC Default System Options document for information about the **A/P Interface Active?** and **A/P Terms Positions Used** fields of the SYS005 default system option, and the **Accounts Payable Active?** field of the SYS015 default system option.

Step 2: Use the Company Maintenance screens to add preliminary data, such as name and address, of the company. Multiple companies must be set up if users track retained earnings or net profit and loss for more than one entity, such as multiple warehouses or divisions. Refer to Working With Company Records for additional information. Note: This step is not necessary if the company records were previously added using the General Ledger System.

Step 3: Use the User Profile Maintenance screen to designate the names of A/P users, and with which company each user works. Refer to Working With User Profile Records for additional information. Note: This step is not necessary if the user profile records were previously added using the General Ledger System.

Step 4: Sign off the DAC system, then sign back on.

Step 5: Use the Company Maintenance (A/P) screen to add company A/P data, such as the aging method used by a company. Refer to Working With Company A/P Options for additional information.

Step 6: Use the Company Maintenance (G/L) screen to add company G/L data if General Ledger account numbers are used. Refer to Working With Company G/L Options for additional information. Note: This step is not necessary if the company G/L options were previously added using the General Ledger System.

Step 7: Use the Period Date Maintenance screen to add period date data. Refer to Working With Period Date Records for additional information. Note: This step is not necessary if the period date records were previously added using the General Ledger System.

Step 8: Use the Period Date Inquiry screen to verify the starting and ending dates of the periods (also referred to as months) of the user's fiscal year. Refer to Displaying Period Date Records for additional information.

Step 9: Use the Period Status Inquiry screen to verify the A/P open status for the periods of the user's fiscal year. Refer to Displaying Period Status Records for additional information.

Step 10: Contact CDR support personnel who will assist users with the execution of the Company A/P One Time Maintenance application.

Step 11: Use the Bank Maintenance screen to add bank data. Refer to Working With Bank Records for additional information.

Step 12: Use the Vendor Terms Maintenance screen to add terms data. Refer to Working With Terms Records for additional information.

Step 13: Use the Vendor Maintenance screen to add vendor data. Refer to Working With Vendor Records for additional information.

Step 14: Use the Item Maintenance screen to add A/P item data. Refer to Working With A/P Item Records for additional information.

Step 15: Use the Work With A/P Options screen to designate various defaults (company, terms, bank and pay date) and A/P related options. Refer to Working With A/P Options for additional information.

Step 16: Use the Vendor Maintenance screen to add data concerning recurring payments. Refer to Working With Recurring Invoice Records for additional information.

Note: The Special Item application (option 4 of the A/P File Maintenance screen) and Entity application (option 10 of the A/P File Maintenance screen) are no longer used due to system upgrades.

Refer to the Accounts Payable Quick Reference Guide for an overview of the use of the Accounts Payable System.

Accounts Payable And General Ledger Account Numbers

If the DAC General Ledger (G/L) System is used, credit and debit journal entries are created when invoice batches are posted and payments are processed.

Posting Invoice Batches

The General Ledger account number which is credited when invoice batches are posted is designated by the **A/P account number** field (see below) of the company A/P options.

```

SY1170R  ADD      CREATIVE DATA RESEARCH      10/22/99  9:45:43
JTIPPIN                COMPANY MAINTENANCE (A/P)  QPADEV0008

Company . . . . . : 001

A/P aging method . . . I          Days to hold closed A/P  30

A/P aging bucket 1 name CURRENT      A/P aging bucket 1 days 030
A/P aging bucket 2 name 31 TO 60      A/P aging bucket 2 days 060
A/P aging bucket 3 name 61 TO 90      A/P aging bucket 3 days 090
A/P aging bucket 4 name 91 - 120      A/P aging bucket 4 days 120
A/P aging bucket 5 name 120+          A/P aging bucket 5 days 999

Allow discount override . . N          Inv jrnل entry method  I
Allow detail payment change  Y        Pmt jrnل entry method  C
                                         Reprint check numbers
                                         on preprinted checks  N

A/P account number . . . : 10          200
Discount account . . . : 10          620

F3=Exit  F12=Key screen
  
```

Refer to Working With Company A/P Options for additional information.

The various G/L account numbers which are debited when invoice batches are posted are designated by a user-named field (see below) of the A/P item records. Refer to Working With A/P Item Records for additional information.

```

SY1400R  ADD      CREATIVE DATA RESEARCH      11/04/99  14:57:33
JTIPPIN                ITEM MAINTENANCE DETAILS  QPADEV0014

Item code . . . : INVENTORY06

Description . .  Drugs/HBA
Discount allowed Y
Actual cost . .
List price . . .

G/L Account # . . : 12001

F3=Exit  F11=Delete  F12=Key screen
  
```

Note: The specific name of this A/P item record field is designated by the value of the **Account header** field (see below) of a company's G/L options. Refer to Working With Company G/L Options for additional information.

```

SY1161R  CHANGE  CREATIVE DATA RESEARCH      5/30/00 15:27:23
JTIPPIN          COMPANY MAINTENANCE (G/L)    QPADEV0005

Company . . . . . : 001

                Cost cntr hdr  Account header
                Cost Center   G/L Account #

Suspense cost center/account .

Ret. earnings cost cntr/account  10          270

Profit/loss cost cntr/account   10          275

F3=Exit  F11=Delete  F12=Key screen

```

When invoice batches are posted, a single debit journal entry is created in G/L for each detail line of an invoice.

Refer to Working With Company A/P Options for information about the:

- **Inv jrnl entry method** field which is used to designate if a single credit journal entry is created for each invoice of a batch, or for the entire batch.
- Dates used for debit and credit journal entries when posting invoice batches.

Processing Payments

Payment processing includes:

- Using the Print Checks application to print checks for a payment batch.
- Using the Process Manual Payments application to enter data concerning payments made with hand-written checks.
- Using the Process EFT Payments application to enter data concerning payments made with electronic funds transfers (EFTs).

The General Ledger account number which is debited when payments are processed is designated by the **A/P account number** field (see below) of the company A/P options.

```

SY1170R  ADD  CREATIVE DATA RESEARCH      10/22/99 9:45:43
JTIPPIN          COMPANY MAINTENANCE (A/P)    QPADEV0008

Company . . . . . : 001

A/P aging method . . . I          Days to hold closed A/P  30

A/P aging bucket 1 name  CURRENT          A/P aging bucket 1 days  030
A/P aging bucket 2 name  31 TO 60         A/P aging bucket 2 days  060
A/P aging bucket 3 name  61 TO 90         A/P aging bucket 3 days  090
A/P aging bucket 4 name  91 - 120        A/P aging bucket 4 days  120
A/P aging bucket 5 name  120+           A/P aging bucket 5 days  999

Allow discount override . . N          Inv jrnl entry method  I
Allow detail payment change Y          Pmt jrnl entry method  C
                                       Reprint check numbers
                                       on preprinted checks  N

A/P account number . . . : 10          200
Discount account . . . : 10          620

F3=Exit  F12=Key screen

```

Refer to Working With Company A/P Options for additional information.

The G/L account numbers which are credited when payments are processed (also referred to as the *cash account number* and the *discount number*) are designated by the following fields:

- **Cost Center** and **G/L Account #** fields (see below) of the bank records. Refer to Working With Bank Records for additional information.

```

SY1000R  ADD      CREATIVE DATA RESEARCH      10/22/99 18:48:12
JTIPPIN          BANK MAINTENANCE              QPADEV0003

Bank code 1STNBC

Bank name . . . 1st National Bank of Commerce
Bank account . 080663225
Bank type . . . Checking
Forms code . .

G/L cash account
Cost Center . . : 10
G/L Account # . : 100

F3=Exit  F11=Delete  F12=Key screen

```

Note: The specific names of these bank record fields are designated by the values of the **Cost cntr hdr** and **Account header** fields of a company's G/L options (as described above).

- **Discount account** field (see below) of the company A/P options.

```

SY1170R  ADD      CREATIVE DATA RESEARCH      10/22/99  9:45:43
JTIPPIN          COMPANY MAINTENANCE (A/P)      QPADEV0008

Company . . . . . : 001

A/P aging method . . . I          Days to hold closed A/P 30

A/P aging bucket 1 name CURRENT      A/P aging bucket 1 days 030
A/P aging bucket 2 name 31 TO 60      A/P aging bucket 2 days 060
A/P aging bucket 3 name 61 TO 90      A/P aging bucket 3 days 090
A/P aging bucket 4 name 91 - 120      A/P aging bucket 4 days 120
A/P aging bucket 5 name 120+          A/P aging bucket 5 days 999

Allow discount override . . N          Inv jrnل entry method I
Allow detail payment change Y          Pmt jrnل entry method C
                                         Reprint check numbers
                                         on preprinted checks N

A/P account number . . : 10           200
Discount account . . . : 10           620

F3=Exit  F12=Key screen

```

Refer to Working With Company A/P Options for additional information.

When payments are processed, a single credit journal entry is created in G/L (for both the cash account number and the discount number) for each individual payment (printed check, manually-written check and EFT transaction).

Refer to Working With Company A/P Options for information about the:

- **Pmt jrnل entry method** field which is used to designate if a single debit journal entry is created for each payment of a batch, or for the entire batch when printing checks. Note: A single debit journal entry is created for each manual check and each EFT processed.
- Dates used for debit and credit journal entries when processing payments.

Working With Accounts Payable File Maintenance

The Accounts Payable File Maintenance applications are used to create:

- Company Records
- User Profile Records
- Company A/P Options
- Company G/L Options
- Period Date Records
- Bank Records
- Terms Records
- Vendor Records
- A/P Item Records
- A/P Options
- Recurring Invoice Records

After selecting option 11 from the Main Operations Menu screen, the Accounts Payable screen appears.

```
User: JEANNINE          Menu: APCV1          Date: 7/13/05

===== > A C C O U N T S   P A Y A B L E <=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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==>
```

After selecting option 20 (A/P File Maint.) from the Accounts Payable screen, the A/P File Maintenance screen appears.

```
User: JEANNINE          Menu: APCV1FM        Date: 7/13/05

===== > A / P   F I L E   M A I N T E N A N C E <=====
||||||| 1. Vendor                    10. Entity
THE  || 2. Bank                      11. User Profile
DAC  || 3. Item                      12. Period Dates
SYSTEM || 4. Special Item            13. Recalculate Vendor Data
||||||| 5. Terms
      6. Select Alternative Company
      7. Company
      8. Company G/L One Time Maint.  16. A/P Options
      9. Company A/P One Time Maint.  17. Refresh Vendors From Dac
                M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry      21. A/P Reports
22. General Ledger    23. Dac Main Menu   90. Sign Off
=====
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====>
```

Working With Company Records

The Company Maintenance screen is used to add at least one company record before the Accounts Payable System is used. Multiple companies must be set up if users track retained earnings or net profit and loss for more than one entity, such as multiple warehouses or divisions. Refer to Working With Company G/L Options for additional information.

```
User: JEANNINE           Menu: APCV1FM           Date: 7/14/05

===== > A / P   F I L E   M A I N T E N A N C E <=====
=====
||||||||| 1. Vendor                10. Entity
THE  || 2. Bank                    11. User Profile
DAC  || 3. Item                     12. Period Dates
SYSTEM || 4. Special Item          13. Recalculate Vendor Data
||||||||| 5. Terms
      6. Select Alternative Company
      7. Company                    16. A/P Options
      8. Company G/L One Time Maint. 17. Refresh Vendors From Dac
      9. Company A/P One Time Maint. 18. Change A/P Bank Code
                                M E N U   C A L L S
19. Purchasing System           20. A/P Inquiry             21. A/P Reports
22. General Ledger              23. Dac Main Menu          90. Sign Off
=====
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==>
```

1. Select option 7 (Company) from the A/P File Maintenance screen. The Company Maintenance (Change) screen appears.

```
SY1101R  CHANGE  CREATIVE DATA RESEARCH      7/14/05 14:53:28
JEANNINE                                COMPANY MAINTENANCE      QPADEV000B

Company

F3=Exit  F9=Go to 'Add' mode
```

2. If necessary, enter ? for the **Company** (3,a) field and press <Enter> to display a list of the previously added company records on the Company Selection screen.

```

SY9100R  SELECT  Creative Data Research          7/14/05 14:58:52
JEANNINE                                COMPANY SELECTION  QPADEV000B
  Cmpny  Name                                City                St

Type options, press Enter.
1=Select request

      CDR  CREATIVE DATA RESEARCH          MANDEVILLE          LA
      001  VAUGHAN WHOLESALE                CORDOVA              TN

F3=Exit

```

If desired, 1 (Select Request) can be entered in the selection column to display, edit or delete a company record, or the user can press <F3> to display the Company Maintenance (Add) screen.

3. If necessary, press <F9> (Go to 'Add' mode) to display the Company Maintenance (Add) screen.

```

SY1101R  ADD      CREATIVE DATA RESEARCH          7/14/05 14:59:24
JEANNINE                                COMPANY MAINTENANCE  QPADEV000B

Company

F3=Exit  F9=Go to 'Change' mode

```

4. To add a new company record, enter a company code for the **Company** (3,a) field.

```

SY1101R  ADD      CREATIVE DATA RESEARCH          7/14/05 14:59:24
JEANNINE                                COMPANY MAINTENANCE  QPADEV000B

Company 002

F3=Exit  F9=Go to 'Change' mode

```

5. Press <Enter>. The Company Maintenance screen is redisplayed.

```

SY1101R  ADD      CREATIVE DATA RESEARCH      7/14/05 15:00:32
JEANNINE                COMPANY MAINTENANCE      QPADEV000B

Company . . . . . : 002

Name . . . . .
Address line 1 . . . . .
Address line 2 . . . . .
City . . . . .
State . . . . .
Postal code . . . . .
Phone number . . . . .
Fax number . . . . .

G/L interface (Y/N) . .

F3=Exit  F11=Delete  F12=Key screen  F15=G/L  F16=A/P

```

6. Enter data for the following fields:
 - **Name** (40,a) - the name of the company.
 - **Address line 1** (30,a) - the company's street number and street name, or post office box number.
 - Optional: **Address line 2** (30,a) - remaining portion of the company's address, such as post office box number if not entered for **Address Line 1**.
 - **City** (20,a) - the city of the company's mailing address.
 - **State** (2,a) - the state of the company's mailing address.
 - **Postal code** (5-9,n) - the zip code and 4-digit extension of the company's mailing address.
 - Optional: **Phone number** (10,n) - the company's area code and telephone number.
 - Optional: **Fax number** (10,n) - the company's area code and telephone number for fax transmission.
7. Enter *Y* (yes) for the **G/L interface** (1,a) field to designate that Accounts Payable data is transferred automatically to General Ledger. If the DAC General Ledger System is not used, enter *N* (no). Note: If the General Ledger System is not used, but chart of account numbers that are created using the General Ledger System are used, *Y* must be entered for the **G/L interface** field.

```

SY1101R  ADD      CREATIVE DATA RESEARCH      7/14/05 15:00:32
JEANNINE                COMPANY MAINTENANCE      QPADEV000B

Company . . . . . : 002

Name . . . . .      THOMAS WHOLESALE
Address line 1 . . . . . 92192 Johnston Rd
Address line 2 . . . . .
City . . . . .      Dade City
State . . . . .      FL
Postal code . . . . . 33523
Phone number . . . . . 3525883121
Fax number . . . . . 3525881231

G/L interface (Y/N) . .  Y

F3=Exit  F11=Delete  F12=Key screen  F15=G/L  F16=A/P

```

8. Press <Enter> when prompted to confirm. The *Record added* message appears at the bottom of the Company Maintenance screen.

```
SV1101R  ADD  CREATIVE DATA RESEARCH  7/14/05 15:03:22
JEANNINE  COMPANY MAINTENANCE  QPADEV000B

Company

F3=Exit  F9=Go to 'Change' mode
Record added.
```

9. Press <F3> to exit. The A/P File Maintenance screen appears.

Refer to Working With General Ledger Reports of the General Ledger document for information about printing a complete list of companies.

Working With User Profile Records

After company records are added, the User Profile Maintenance screen is used to add user profile records which designate the company with which each user works. The designated company will be automatically selected when a user signs on.

Refer to [Selecting An Alternative Company](#) for information about using the Select Alternative Company application to work with a different company.

Refer to [Selecting The Default Company](#) for information about using the Select Default Company application to resume working with the default company when work with an alternative company is complete.

```

User: JEANNINE           Menu: APCV1FM           Date: 7/15/05
=====
> A / P   F I L E   M A I N T E N A N C E <=====
=====
||||||| 1. Vendor                10. Entity
THE  || 2. Bank                  11. User Profile
DAC  || 3. Item                  12. Period Dates
SYSTEM || 4. Special Item        13. Recalculate Vendor Data
||||||| 5. Terms
        6. Select Alternative Company
        7. Company
        8. Company G/L One Time Maint.  16. A/P Options
        9. Company A/P One Time Maint.  17. Refresh Vendors From Dac
        18. Change A/P Bank Code
M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry        21. A/P Reports
22. General Ledger     23. Dac Main Menu     90. Sign Off
=====
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====>

```

1. Select option 11 (User Profile) from the A/P File Maintenance screen. The User Profile Maintenance (Add) screen appears without values for the **User**, **User name**, **Cmp** and **Company name** fields if no user profile records have been added.
2. If necessary, press <F9> (Go to 'Add' mode) to display the User Profile Maintenance (Add) screen.

```

SY1730R  ADD      CREATIVE DATA RESEARCH      7/15/05 11:20:56
JEANNINE          USER PROFILE MAINTENANCE    QPADEV0009

Type options, press Enter.
4=Delete request

? User          User name                      Cmp Company name

+

F3=Exit  F9=Go to 'Change' mode

```

3. Enter data for the following fields for each user:

- **User** (10,a) - the username which the user enters to sign on the system.
- **User name** (30,a) - the user's name.
- **Cmp** (3,a) - a company code designating the user's default company. If necessary, enter ? and press <Enter> to select a company code from the Company Selection screen.

Note: If the value of the **Cmp** field is later changed in the user profile record of a user who is currently signed on, that user must sign off and sign on before the change takes affect.

```
SY1730R  ADD      CREATIVE DATA RESEARCH      7/15/05 11:23:55
JEANNINE                                USER PROFILE MAINTENANCE      QPADEV0009

Type options, press Enter.
4=Delete request

? User      User name      Cmp Company name
  SHERI      Sheri Stogner      CDR

F3=Exit  F9=Go to 'Change' mode
```

4. Press <Enter> and <F9> (Go to 'Change' mode) when data entry is complete. The User Profile Maintenance (Change) screen appears.

```
SY1730R  CHANGE   CREATIVE DATA RESEARCH      7/15/05 11:24:57
JEANNINE                                USER PROFILE MAINTENANCE      QPADEV0009

User

Type options, press Enter.
4=Delete request

? User      User name      Cmp Company name
  JEANNINE   Jeannine Pender  CDR CREATIVE DATA RESEARCH
  KIM        Kim Talley       CDR CREATIVE DATA RESEARCH
  SHERI      Sheri Stogner    CDR CREATIVE DATA RESEARCH

F3=Exit  F9=Go to 'Add' mode
```

5. To delete a user profile record, enter 4 (Delete request) in the selection column of the desired record, and press <Enter>. Press <Page Down> or use the **User** restrictor field at the top of the screen to locate the desired record.

6. Press <F3> to exit. The A/P File Maintenance screen appears.

Selecting An Alternative Company

After a user signs on, the Select Alternative Company application can be used to work with a company other than the user's default company.

Refer to Selecting The Default Company for information about using the Select Default Company application to resume working with the default company when work with an alternative company is complete.

```
User: JEANNINE           Menu: APCVLFM           Date: 7/19/05

===== > A / P   F I L E   M A I N T E N A N C E <=====
=====
||||||| 1. Vendor                10. Entity
THE  || 2. Bank                  11. User Profile
DAC  || 3. Item                  12. Period Dates
SYSTEM || 4. Special Item        13. Recalculate Vendor Data
||||||| 5. Terms
      6. Select Alternative Company
      7. Company
      8. Company G/L One Time Maint.  16. A/P Options
      9. Company A/P One Time Maint.  17. Refresh Vendors From Dac
      18. Change A/P Bank Code
      M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry          21. A/P Reports
22. General Ledger     23. Dac Main Menu        90. Sign Off
=====
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==>
```

1. Select option 6 (Select Alternative Company) from the A/P File Maintenance screen. The Select Alternative Company screen appears.

```
SY0105R  DISPLAY  CREATIVE DATA RESEARCH      7/19/05 14:28:40
JEANNINE                SELECT ALTERNATIVE COMPANY      QPADEV000B
  Cmp

Type options, press Enter.
1=Select

? Cmp  Company name
  CDR  CREATIVE DATA RESEARCH
  TED  VAUGHAN WHOLESALE

F3=Exit
```

2. Enter 1 (Select) in the selection column next to the company code of the desired company, and press <Enter>. The *Your current company code is now ###* message appears designating the alternative company selected.

```

SY0105R   DISPLAY   CREATIVE DATA RESEARCH           7/19/05 14:30:24
JEANNINE                               SELECT ALTERNATIVE COMPANY       QPADEV000B
      Cmp

Type options, press Enter.
1=Select

? Cmp  Company name
  CDR  CREATIVE DATA RESEARCH
  TED  VAUGHAN WHOLESALE

F3=Exit
Your current company code is now TED.

```

5. Press <F3> to exit. The A/P File Maintenance screen appears.

Selecting The Default Company

After working with an alternative company, the Select Default Company application is used to resume working with the user's default company. Refer to Working With User Profile Records for information about designating each user's default company.

Select option 7 (Select Default Company) from the Accounts Payable screen. The *The default company has been selected* message appears.

```

User: JEANNINE           Menu: APCV1           Date: 7/19/05

===== > A C C O U N T S   P A Y A B L E < =====
||||||| 1. Invoice Entry/Update           11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
6. Print Checks
7. Select Default Company
8. Edit Voucher Pay Date
9. Receive Remote Invoices
10. Check Reconciliation
M E N U   C A L L S
19. A/P Inquiry           20. A/P File Maint.           21. A/P Report Menu
22. General Ledger       23. A/P Closing Menu         90. Sign Off
=====
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===>
The default company has been selected

```

Working With Company A/P Options

After company records are added, the values of several A/P options must be designated for each company.

If necessary, the Select Alternative Company application can be used before working with company A/P options to allow the user to work with a company other than the user's default company. Refer to Selecting An Alternative Company for additional information.

```
User: JEANNINE          Menu: APCV1FM          Date: 12/05/08
===== > A / P   F I L E   M A I N T E N A N C E <=====
||||| 1. Vendor              10. Entity
THE   || 2. Bank             11. User Profile
DAC   || 3. Item             12. Period Dates
SYSTEM || 4. Special Item    13. Recalculate Vendor Data
||||| 5. Terms              14. Rebate Payable Interface
      6. Select Alternative Company
      7. Company              16. A/P Options
      8. Company G/L One Time Maint. 17. Refresh Vendors From Dac
      9. Company A/P One Time Maint. 18. Change A/P Bank Code
                                M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry          21. A/P Reports
22. General Ledger    23. Dac Main Menu       90. Sign Off
=====
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==>
```

1. Select option 7 (Company) from the A/P File Maintenance screen. The Company Maintenance screen appears.

```
SY1101R  CHANGE  CDR CUSTOMER CONFERENCE  12/05/08  9:59:47
JEANNINE                COMPANY MAINTENANCE  QPADEV0003

Company

F3=Exit  F9=Go to 'Add' mode
```

2. Enter the company code of the desired company and press <Enter>, or enter ? for the **Company** field and press <Enter> to select a company from the Company Selection screen.

```

SY1101R  CHANGE  CDR CUSTOMER CONFERENCE  12/05/08 10:00:53
JEANNINE  COMPANY MAINTENANCE  QPADEV0003

Company . . . . . : 001

Name . . . . . CDR CUSTOMER CONFERENCE
Address line 1 . . . . . 205 E Lockwood Street
Address line 2 . . . . .
City . . . . . Covington
State . . . . . LA
Postal code . . . . . 70433
Phone number . . . . . 9856268408
Fax number . . . . . 9856245084

G/L interface (Y/N) . . Y

F3=Exit  F11=Delete  F12=Key screen  F15=G/L  F16=A/P

```

3. Press <F16> (<Shift> plus <F4>). The Company Maintenance (A/P) screen appears.

```

SY1170R  ADD  CREATIVE DATA RESEARCH  12/05/08 10:35:08
JEANNINE  COMPANY MAINTENANCE (A/P)  QPADEV000Z

Company . . . . . : 001

A/P aging method . . . . . Days to hold closed A/P

A/P aging bucket 1 name . . . . . A/P aging bucket 1 days
A/P aging bucket 2 name . . . . . A/P aging bucket 2 days
A/P aging bucket 3 name . . . . . A/P aging bucket 3 days
A/P aging bucket 4 name . . . . . A/P aging bucket 4 days
A/P aging bucket 5 name . . . . . A/P aging bucket 5 days

Allow discount override . . . . . Inv jrnل entry method
Allow detail payment change . . . . . Pmt jrnل entry method
Number of leader checks . . . . . Reprint check numbers
                                   on preprinted checks

A/P account number . . . . .
Discount account . . . . .

F3=Exit  F12=Key screen

```

4. Enter one of the following values for the **A/P aging method** field:

- *I* designates that A/P aging is based on the invoice date. For example, if an invoice is dated November 1 with 30-day terms, the invoice is considered 1 day past due on December 2.
- *D* designates that A/P aging is based on the invoice due date. For example, if the due date is November 1 with 30-day terms, the invoice is considered 31 days past due on December 2.
- *P* designates that A/P aging is based on the posting date. For example, if the posting date is November 1 with 30-day terms, the invoice is considered 31 days past due on December 2.

The aging method is used to produce the A/P cash forecast report (entitled Vendor Aging Summary), and used to calculate the aging figures which appear on the Vendor Account Inquiry (Display) screen.

5. Enter the number of days past the date on which an invoice no longer has a

remaining balance for the **Days to hold closed A/P** (3,n) field. The recommended value is *30*. It designates how long invoice records and payment records remain in the A/P current files. After this time elapses, the records are automatically saved in A/P history files when the Month End Close application is used.

6. Enter data for the following fields as necessary:

- **A/P aging bucket 1 name** - a description of the first aging bucket, such as *Current*.
- **A/P aging bucket 1 days** - the number of days which an invoice cannot exceed to be included in the first bucket.
- Optional: **A/P aging bucket 2 name** - a description of the second aging bucket, such as *31 to 60*.
- Optional: **A/P aging bucket 2 days** - the number of days which an invoice cannot exceed to be included in the second bucket.
- Optional: **A/P aging bucket 3 name** - a description of the third aging bucket, such as *61 to 90*.
- Optional: **A/P aging bucket 3 days** - the number of days which an invoice cannot exceed to be included in the third bucket.
- Optional: **A/P aging bucket 4 name** - a description of the fourth aging bucket, such as *91 - 120*.
- Optional: **A/P aging bucket 4 days** - the number of days which an invoice cannot exceed to be included in the fourth bucket. Note: When using the Vendor Account Inquiry application to display four columns of aging figures, the amount calculate for the fourth bucket is combined with the fifth bucket, and displayed in the far right column of the screen.
- Optional: **A/P aging bucket 5 name** - a description of the fifth aging bucket, such as *121+*.
- Optional: **A/P aging bucket 5 days** - enter *999* for the number of days which an invoice cannot exceed to be included in the fifth bucket. Note: When using the Vendor Account Inquiry application to display four columns of aging figures, the amount calculate for the fifth bucket is combined with the fourth bucket, and displayed in the far right column of the screen.

The values of the A/P aging fields are used to produce the A/P cash forecast report (entitled Vendor Aging Summary), and used to calculate the aging figures which appear on the Vendor Account Inquiry (Display) screen.

7. Enter *Y* (yes) for the **Allow discount override** field to enable the user to change

the values of the **Discount** and fields of the A/P Invoice Posting (Add) and (Change) screens, and the **Discount** field of the Payment Detail Maintenance screen. Refer to Adding An Invoice Batch, Adding A Payment Batch, Working With Manual Payments, and Working With EFT Payments for additional information.

8. Enter *Y* (yes) for the **Allow detail payment change** field to enable changing the amount of a payment when selecting invoices for payment.
9. Enter *1* for the **Number of leader checks** field to designate that the first check loaded in the printer is used when checks are printed. If a single check is “wasted” every time checks are printed, enter *2* for this field. If the first two checks are not used every time checks are printed, enter *3* for this field.
10. Enter one of the following values for the **Inv jrnl entry method** field:
 - *B* designates that a single credit journal entry is created in General Ledger for the entire batch when an invoice batch is posted in Accounts Payable. Refer to Adding An Invoice Batch for information about using the **Posting date** field to post entries to the General Ledger.
 - *I* designates that a credit journal entry is created in General Ledger for each invoice when an invoice batch is posted. Refer to Adding An Invoice Batch for information about using the **Inv date** field to post entries to the General Ledger.
11. Enter one of the following values for the **Pmt jrnl entry method** field:
 - *B* designates that a single debit journal entry is created in General Ledger for the entire batch when a payment batch is posted in Accounts Payable.
 - *C* designates that a debit journal entry is created in General Ledger for each payment when a payment batch is posted.

Refer to Working With A/P Options for information about using the **A/P Check** field to designate which date is used for posting entries to the General Ledger.

12. Optional: Enter *Y* (yes) for the **Reprint check numbers on preprinted checks** field to print check numbers on checks that are pre-numbered, and verify that the correct check is being printed on the correct form.
13. If *Y* (yes) is entered for the **G/L interface** field of the company’s record, data may be entered for the following fields:
 - **A/P account number** - the cost center number and the liability account number which are credited when invoices are posted and debited when payments are made. Refer to Posting An Invoice Batch and Printing Checks And Check Register for additional information.
The cost center number entered for the **A/P account number** field is also used

as the default value when adding recurring invoice records and adding invoice batches. Refer to Working With Recurring Invoice Records and Adding An Invoice Batch for additional information.

- **Discount account** - the cost center number and the expense or income account number used for crediting discounts when payments are made.

Refer to Working With Company Records for additional information about the **G/L interface** field. Refer also to Working With A/P Item Records for information about the **G/L Account #** field, and to Working With Bank Records for information about the **Cost Center** and **G/L Account #** fields.

```

SY1170R  CHANGE  CDR CUSTOMER CONFERENCE      12/05/08 12:18:27
JEANNINE                                COMPANY MAINTENANCE (A/P)  QPADEV0008

Company . . . . . : 001

A/P aging method . . . I           Days to hold closed A/P  30

A/P aging bucket 1 name CURRENT      A/P aging bucket 1 days 030
A/P aging bucket 2 name 31 TO 60     A/P aging bucket 2 days 060
A/P aging bucket 3 name 61 TO 90     A/P aging bucket 3 days 090
A/P aging bucket 4 name 91 - 120     A/P aging bucket 4 days 120
A/P aging bucket 5 name 120+         A/P aging bucket 5 days 999

Allow discount override . . N        Inv jrnl entry method  I
Allow detail payment change Y       Pmt jrnl entry method  C
Number of leader checks . . 1       Reprint check numbers
                                      on preprinted checks  N

A/P account number . . : 10          200
Discount account . . . : 10          620

F3=Exit  F12=Key screen

```

14. Press <Enter> when data entry is complete. The *Record added* message appears at the bottom of the Company Maintenance screen.
15. Press <F3> to exit. The A/P File Maintenance screen appears.

Working With Company G/L Options

After company records are added, the values of several G/L options must be designated for each company if G/L account numbers are used. If necessary, the Select Alternative Company application can be used before working with company G/L options to allow the user to work with a company other than the user's default company. Refer to Selecting An Alternative Company for additional information.

```
User: JTIPPIN           Menu: APCV1FM           Date: 5/30/00

===== > A / P   F I L E   M A I N T E N A N C E <=====
=====
||||| 1. Vendor              10. Entity
THE   || 2. Bank             11. User Profile
DAC CV1|| 3. Item            12. Period Status
SYSTEM || 4. Special Item    13. Period Dates
||||| 5. Terms              14. Calendar Generation

              7. Company          16. A/P Options
              8. Company G/L One Time Maint.  17. Refresh Vendors From Dac
              9. Company A/P One Time Maint.

                      M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry          21. A/P Reports
22. General Ledger     23. Dac Main Menu        90. Sign Off

=====
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==>
```

1. Select option 7 (Company) from the A/P File Maintenance screen. The Company Maintenance screen appears.

```
SY1101R  CHANGE  CREATIVE DATA RESEARCH      5/30/00 14:44:12
JTIPPIN          COMPANY MAINTENANCE          QPADEV0005

Company

F3=Exit  F9=Go to 'Add' mode
```

2. Enter the company code of the desired company and press <Enter>, or enter ? for the **Company** (3,a) field and press <Enter> to select a company from the Company Selection screen.

```

SY1101R  CHANGE  CREATIVE DATA RESEARCH      5/30/00 14:44:46
JTIPPIN                COMPANY MAINTENANCE      QPADEV0005

Company . . . . . : 001

Name . . . . . CREATIVE DATA RESEARCH
Address line 1 . . . . . 1150 N CAUSEWAY BLVD
Address line 2 . . . . .
City . . . . . MANDEVILLE
State . . . . . LA
Postal code . . . . . 70471
Phone number . . . . . 5046268408
Fax number . . . . . 5046245084

G/L interface (Y/N) . . Y

F3=Exit  F11=Delete  F12=Key screen  F14=A/R  F15=G/L  F16=A/P

```

3. Press <F15> (G/L). The Company Maintenance (G/L) screen appears.

```

SY1161R  CHANGE  CREATIVE DATA RESEARCH      5/30/00 14:51:11
JTIPPIN                COMPANY MAINTENANCE (G/L)  QPADEV0005

Company . . . . . : 004

                                Cost cntr hdr  Account header

Suspense cost center/account .
Ret. earnings cost cntr/account
Profit/loss cost cntr/account

F3=Exit  F11=Delete  F12=Key screen

```

If the value of the **Company** field is changed (as illustrated above), the Select Alternative Company application must be used before continuing to work with the Company Maintenance (G/L) screen. In this case, press <F3> to exit, and refer to Selecting An Alternative Company for additional information.

```

SY1161R  CHANGE  CREATIVE DATA RESEARCH      5/30/00 14:51:11
JTIPPIN                COMPANY MAINTENANCE (G/L)  QPADEV0005

Company . . . . . : 001

                                Cost cntr hdr  Account header

Suspense cost center/account .
Ret. earnings cost cntr/account
Profit/loss cost cntr/account

F3=Exit  F11=Delete  F12=Key screen

```

If the value of the **Company** field is unchanged (as illustrated above), continue with the steps below to enter values for the fields of the Company Maintenance (G/L) screen.

4. Enter the text designating the company's cost centers, such as *Cost Center*, for the **Cost cntr hdr** (12,a) field. This text will appear as a field name on various A/P System screens (see the Bank Maintenance screen below), and as a column heading on various A/P System reports. Refer to the example of the A/P-G/L Transaction Register in the Posting An Invoice Batch section of this document.
5. Enter the text designating the company's General Ledger account numbers, such as *G/L Account #*, for the **Account header** (15,a) field. This text will appear as a field name on various A/P System screens (see the Bank Maintenance screen below), and as a column heading on various A/P System reports. Refer to the example of the A/P Invoice Transaction Register in the Posting An Invoice Batch section of this document.
6. Enter data for the following fields:
 - Optional: **Suspense cost center/account** - the cost center number (3+4,n) and the account number (5+4,n) used for the suspense total.
 - Optional: **Ret. earnings cost cntr/account** - the cost center number (3+4,n) and the account number (5+4,n) used for the retained earnings total.
 - Optional: **Profit/loss cost cntr/account** - the cost center number (3+4,n) and the account number (5+4,n) used for the net profit/loss total.

SY1161R	CHANGE	CREATIVE DATA RESEARCH	5/30/00 15:27:23
JTIPPIN		COMPANY MAINTENANCE (G/L)	QPADEV0005
Company : 001			
		Cost cntr hdr	Account header
		Cost Center	G/L Account #
Suspense cost center/account .			
		Ret. earnings cost cntr/account	10 270
		Profit/loss cost cntr/account	10 275
F3=Exit F11=Delete F12=Key screen			

7. Press <Enter> when data entry is complete. The *Record added* message appears at the bottom of the Company Maintenance screen.

SY1101R	CHANGE	CREATIVE DATA RESEARCH	5/30/00 15:27:46
JTIPPIN		COMPANY MAINTENANCE	QPADEV0005
Company			
F3=Exit F9=Go to 'Add' mode			
Record added.			

8. Press <F3> to exit. The A/P File Maintenance screen appears.

In the example below, the field names **Cost Center** and **G/L Account #** appear on the Bank Maintenance screen because the values *Cost Center* and *G/L Account #* are entered for the **Cost cntr hdr** and **Account header** fields of the Company Maintenance (G/L) screen.

```
SY1000R  ADD      CREATIVE DATA RESEARCH      10/22/99 18:48:12
JTIPPIN          BANK MAINTENANCE              QPADEV0003

Bank code 1STNBC

Bank name . . . 1st National Bank of Commerce
Bank account . 080663225
Bank type . . . Checking
Forms code . .

G/L cash account
Cost Center . . : 10
G/L Account #  : 100

F3=Exit  F11=Delete  F12=Key screen
```

Working With Period Date Records

After the A/P related options are designated for each company, the periods (also referred to as months) of the user's fiscal year are defined for each company.

The instructions below must be followed to define the next fiscal year prior to closing the current year. Refer to Closing A Year for additional information.

The instructions below may also be followed to ensure that the correct period is closed before using the Month End Close application. Refer to Closing A Month for additional information.

```
User: JEANNINE           Menu: APCV1FM           Date: 7/15/05

===== > A / P   F I L E   M A I N T E N A N C E < =====
=====
||||||| 1. Vendor                10. Entity
THE    || 2. Bank                11. User Profile
DAC    || 3. Item                12. Period Dates
SYSTEM || 4. Special Item        13. Recalculate Vendor Data
||||||| 5. Terms
        6. Select Alternative Company
        7. Company
        8. Company G/L One Time Maint.  16. A/P Options
        9. Company A/P One Time Maint.  17. Refresh Vendors From Dac
        18. Change A/P Bank Code
                M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry          21. A/P Reports
22. General Ledger     23. Dac Main Menu        90. Sign Off
=====
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===>
```

1. Select option 12 (Period Dates) from the A/P File Maintenance screen. The Period Date Maintenance screen appears.

```
ARCNPVR  ENTER  Creative Data Research           7/15/05 11:41:12
                PERIOD DATE MAINTENANCE

Period year . . . . .

F3=Exit  Enter to Continue
```

2. Enter the last two digits of the desired fiscal year for the **Period year** (2,n) field.

```

ARCNPVR  ENTER  Creative Data Research          7/15/05 11:41:12
                                PERIOD DATE MAINTENANCE

Period year . . . . . 04

F3=Exit  Enter to Continue

```

3. Press <Enter>. The Period Date Maintenance (Add) screen appears if period dates have not yet been defined.

The Period Date Maintenance (Change) screen appears for users to review previously defined period dates, and to ensure that the correct period is closed before pressing <F3> to exit, and using the Month End Close application.

```

SY1450R  ADD    CREATIVE DATA RESEARCH          7/15/05 11:42:10
JEANNINE                                QPADEV0009
                                PERIOD DATE MAINTENANCE

Period year . . . . . 4
Period 1 start date

Period 1 end date .
Period 2 end date .
Period 3 end date .
Period 4 end date .
Period 5 end date .
Period 6 end date .
Period 7 end date .
Period 8 end date .
Period 9 end date .
Period 10 end date .
Period 11 end date .
Period 12 end date .
Period 13 end date .

F3=Exit

```

4. Enter data for the following fields. Note: If the user defines a month as a four-week period, a value must be entered for all 13 **Period...end date** fields.
 - **Period 1 start date** (6,n) - the date of the first day of the fiscal year's first month.
 - **Period 1 end date** (6,n) - the date of the last day of the fiscal year's first month.
 - **Period 2 end date** (6,n) - the date of the last day of the fiscal year's second month.
 - **Period 3 end date** (6,n) - the date of the last day of the fiscal year's third month.
 - **Period 4 end date** (6,n) - the date of the last day of the fiscal year's fourth month.
 - **Period 5 end date** (6,n) - the date of the last day of the fiscal year's fifth month.
 - **Period 6 end date** (6,n) - the date of the last day of the fiscal year's sixth month.

- **Period 7 end date** (6,n) - the date of the last day of the fiscal year's seventh month.
- **Period 8 end date** (6,n) - the date of the last day of the fiscal year's eighth month.
- **Period 9 end date** (6,n) - the date of the last day of the fiscal year's ninth month.
- **Period 10 end date** (6,n) - the date of the last day of the fiscal year's tenth month.
- **Period 11 end date** (6,n) - the date of the last day of the fiscal year's eleventh month.
- **Period 12 end date** (6,n) - the date of the last day of the fiscal year's twelfth month.
- **Optional: Period 13 end date** (6,n) - the date of the last day of the fiscal year's last "month" is entered if the user defines a month as a four-week period.

```

SY1450R  ADD      CREATIVE DATA RESEARCH          7/15/05 12:14:13
JEANNINE                PERIOD DATE MAINTENANCE      QPADEV0009

Period year . . . . :      4
Period 1 start date  010104

Period 1 end date .  013104
Period 2 end date .  22904
Period 3 end date .  33104
Period 4 end date .  43004
Period 5 end date .  53104
Period 6 end date .  63004
Period 7 end date .  73104
Period 8 end date .  83104
Period 9 end date .  93004
Period 10 end date . 103104
Period 11 end date . 113004
Period 12 end date . 123104
Period 13 end date .

F3=Exit

```

5. Press <Enter> when data entry is complete.
6. Enter Y (yes) for the **Confirm** (1,a) field. The Period Date Maintenance (Enter) screen appears.
7. Press <F3> to exit. The A/P File Maintenance screen appears.

Working With Bank Records

After executing the Company A/P One Time Maintenance application (under the direction of CDR support personnel), the bank records are added. Refer to Working With Accounts Payable Reports for information about printing a list of banks.

```
User: JTIPPIN           Menu: APCV1FM           Date: 10/22/99

===== > A / P   F I L E   M A I N T E N A N C E <=====
||||||| 1. Vendor                10. Entity
THE  || 2. Bank                  11. User Profile
DAC CV1|| 3. Item                12. Period Status
SYSTEM || 4. Special Item        13. Period Dates
||||||| 5. Terms                 14. Calendar Generation

          7. Company              16. A/P Options
          8. Company G/L One Time Maint.  17. Refresh Vendors From Dac
          9. Company A/P One Time Maint.

                      M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry          21. A/P Reports
22. General Ledger     23. Dac Main Menu        90. Sign Off

=====
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==>
```

1. Select option 2 (Bank) from the A/P File Maintenance screen. The Bank Maintenance (Change) screen appears.

```
SY1000R  CHANGE  CREATIVE DATA RESEARCH      10/22/99 18:35:21
JTIPPIN          BANK MAINTENANCE             QPADEV0003

Bank code

F3=Exit  F9=Go to 'Add' mode
```

2. If necessary, enter ? for the **Bank code** field and press <Enter> to display a list of the previously added bank records on the Bank Selection screen.

```

SY9000R  SELECT  CREATIVE DATA RESEARCH      10/22/99 18:37:24
JTIPPIN          BANK SELECTION              QPADEV0003

Code      Name                          Account

Type options, press Enter.
1=Select request

CB      COLONIAL BANK                    0450998134

F3=Exit

```

If desired, 1 (Select request) can be entered in the selection column to display, edit or delete a bank record, or the user can press <F3> to redisplay the Bank Maintenance screen.

3. If necessary, press <F9> (Go to 'Add' mode) to display the Bank Maintenance (Add) screen.

```

SY1000R  ADD      CREATIVE DATA RESEARCH      10/22/99 18:42:12
JTIPPIN          BANK MAINTENANCE              QPADEV0003

Bank code

F3=Exit  F9=Go to 'Add' mode

```

4. To add a new bank record, enter a bank code for the **Bank code** (6,a) field.

```

SY1000R  ADD      CREATIVE DATA RESEARCH      10/22/99 18:42:12
JTIPPIN          BANK MAINTENANCE              QPADEV0003

Bank code 1STNBC

F3=Exit  F9=Go to 'Add' mode

```

5. Press <Enter>.

```

SY100R  ADD      CREATIVE DATA RESEARCH      10/22/99 18:46:29
JTIPPIN                BANK MAINTENANCE      QPADEV0003

Bank code  1STNBC

Bank name . . .
Bank account .
Bank type . . .
Forms code . .

G/L cash account
Cost Center . . :
G/L Account #  :

F3=Exit  F12=Key screen

```

Note: The **Cost Center** and **G/L Account #** field names will be different if other values are entered for the **Cost cntr hdr** and **Account header** fields of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

6. Enter data for the following fields:
 - Optional: **Bank name** (30,a) - the name of the bank.
 - Optional: **Bank account** (20,a) - the bank account number.
 - **Bank Type** (30,a) - the type, such as *Checking* or *Payroll*, of bank account.
 - Optional: **Forms code** (6,a) - the text designating the forms used to print checks.
7. If the chart of account records created using the DAC General Ledger System are used, enter data for the following fields under the *G/L cash account* heading:
 - **Cost Center** - the cost center number (3+4,n) which is used (with the account number described below) to designate the asset account number which is credited when payments are made.
 - **G/L Account #** - the account number (5+4,n) which is used (with the cost center number described above) to designate the asset account number which is credited when payments are made.

Refer to Printing Checks And Check Register for additional information.

```

SY100R  ADD      CREATIVE DATA RESEARCH      10/22/99 18:48:12
JTIPPIN                BANK MAINTENANCE      QPADEV0003

Bank code  1STNBC

Bank name . . .  1st National Bank of Commerce
Bank account .  080663225
Bank type . . .  Checking
Forms code . .

G/L cash account
Cost Center . . :  10
G/L Account #  :  100

F3=Exit  F11=Delete  F12=Key screen

```

8. Press <Enter> when data entry is complete. The *Record added* message appears at the bottom of the Bank Maintenance screen.
9. Press <F3> to exit. The A/P File Maintenance screen appears.

Working With Terms Records

The instructions below must be followed to designate the payment terms for use with A/P vendor records. These payment terms records must include duplicate records corresponding to the payment terms records added for use with the Purchasing System's vendor records. Refer to Working With Terms Definitions of the Customer File Maintenance document for information about adding the vendor payment terms for use with the Purchasing System.

Refer to the DAC Default System Options document for information about the **A/P Terms Positions Used** field of the SYS005 default system option (Accounting Options).

```

User: JEANNINE           Menu: APCV1FM           Date: 12/08/08

===== > A / P   F I L E   M A I N T E N A N C E < =====
=====
||||||| 1. Vendor                10. Entity
THE    || 2. Bank                11. User Profile
DAC    || 3. Item                12. Period Dates
SYSTEM || 4. Special Item        13. Recalculate Vendor Data
||||||| 5. Terms                14. Rebate Payable Interface
        6. Select Alternative Company
        7. Company
        8. Company G/L One Time Maint.
        9. Company A/P One Time Maint.
        16. A/P Options
        17. Refresh Vendors From Dac
        18. Change A/P Bank Code
                M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry          21. A/P Reports
22. General Ledger     23. Dac Main Menu       90. Sign Off
=====
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==>

```

1. Select option 5 (Terms) from the A/P File Maintenance screen. The Vendor Terms Maintenance screen appears without values for any of the fields if no terms records have been previously added using Accounts Payable. If necessary, press <F9> (Go to 'Add' mode).

```

SY1710R  ADD      CDR CUSTOMER CONFERENCE      12/08/08 12:50:57
JEANNINE          VENDOR TERMS MAINTENANCE     QPADEV0003

Type options, press Enter.
4=Delete request

? Terms  Description          Pmt  Disc  Terms  Pmt  Disc  EFT
  code                               due  due  discount  due  due  Sts
                               days  days  percent  dte  dte

+

F3=Exit  F9=Go to 'Change' mode

```

2. Enter data for the following fields as necessary:
 - **Terms code** (2,a) - a 2-digit code to designate the type of the payment terms, such as 20 for net due in 20 days. The value entered for this field must duplicate the value entered for the **Terms Code** field of the corresponding

record added for the Purchasing System's vendor records.

- **Terms code Description** (25,a) - a description of the payment terms. The value entered for this field should duplicate the value entered for the **Terms Code Description** field of the corresponding record added with the Terms Definitions application.
- Optional: **Pmt due days** (3,n) - the number of days in which payment must be received by the vendor before an invoice is considered past due. This value is added to the vendor's invoice date to calculate the payment due date. If a value is not entered for this field, a value must be entered for the **Pmt due dte** field (see below).

The value entered for the **Pmt due days** field should duplicate the value entered for the **Age Days** field of the corresponding record added for the Purchasing System's vendor records.

- Optional: **Disc due days** (3,n) - the number of days in which payment must be received by the vendor before the distributor qualifies for a cash discount. This value is added to the vendor's invoice date to calculate the discount due date. Refer to Working With A/P Options for information about using the **Take A/P Disc If Past Due Date** field to pay discounted payment amounts when invoices are past due.

To designate the discount due date as a specific day of each month, do not enter a value for the **Disc due days** field, and enter a value for the **Disc due dte** field (see below).

The value entered for the **Disc due days** field should duplicate the value entered for the **Disc Days** field of the corresponding record added for the Purchasing System's vendor records.

- Optional: **Terms discount percent** (5.2,n) - the discount percentage received from the vendor is used to calculate the discounted payment amount by multiplying the percentage by the amount due for only the items of vendor's invoice which can be discounted. Refer to Working With A/P Item Records for information about the **Discount Allowed** field.

The value entered for the **Terms discount percent** field should duplicate the value entered for the **Cash Disc. %** field of the corresponding record added for the Purchasing System's vendor records.

- Optional: **Pmt due dte** (4,n) - the payment due date designated as a specific day of each month. The valid values are 9901 through 9931 (for the 1st through the 31st). Note: The 99 digits of these values are not related in any way to the year 1999.

If a value is not entered for the **Pmt due dte** field, a value must be entered for the **Pmt due days** field (see above).

- Optional: **Disc due dte** (4,n) - the discount due date designated as a specific day of each month. The valid values are 9901 through 9931 (for the 1st through the 31st). Note: The 99 digits of these values are not related in any way to the year 1999.

To calculate the discount due date using a specific number of days, do not enter a value for the **Disc due dte** field, and enter a value for the **Disc due days** field (see above).

- Optional: **EFT Sts** (1,a) - enter *Y* (yes) to designate that the default value of an invoice's payment type is *E* for electronic file transfer (EFT) payment.

```

SY1710R  ADD      CDR CUSTOMER CONFERENCE      12/08/08 13:52:20
JEANNINE          VENDOR TERMS MAINTENANCE      QPADEV0003

Type options, press Enter.
4=Delete request

?  Terms  Description          Pmt  Disc  Terms  Pmt  Disc  EFT
   code                                due  due  discount  due  due  Sts
                                days  days  percent  dte  dte
                                30   15   3.50

      27   3.5% 15 NET 30

+

F3=Exit  F9=Go to 'Change' mode

```

3. Press <Enter> when data entry is complete.
4. Press <F3> to exit. The A/P File Maintenance screen appears.

After the payment terms records are created, they are linked to vendor records by entering the value of the **Terms code** field of a terms record for the value of a A/P vendor record's **Terms code** field. Refer to Working With Vendor Records for additional information.

Working With Vendor Records

After the terms records are added, the Vendor Maintenance and Vendor Maintenance Details screens are used to add vendor records.

If vendor records were previously created by using the Work With Vendors application of the Purchasing System, the Refresh Vendors From Dac application (option 17 of the A/P File Maintenance screen) can be used *one time* to initially copy those records to create the A/P vendor records. After using the Refresh Vendors From Dac application, users must edit the new A/P vendor records to enter data for the fields which are noted in the instructions below.

If necessary, CDR support personnel can include a function with the End Of Day (EOD) processing application which creates new A/P vendor records by copying only the Purchasing System vendor records added since EOD was last executed. Users would edit these new A/P vendor records also, as noted in the instructions.

The instructions given below, which describe adding and deleting a vendor record, can also be followed to edit a record.

```

User: JTIPPIN                Menu: APCV1FM                Date: 11/03/99

===== > A / P   F I L E   M A I N T E N A N C E <=====
=====
||||| 1. Vendor                10. Entity
THE   || 2. Bank                11. User Profile
DAC CV1|| 3. Item                12. Period Status
SYSTEM || 4. Special Item      13. Period Dates
||||| 5. Terms                14. Calendar Generation

              7. Company                16. A/P Options
              8. Company G/L One Time Maint.  17. Refresh Vendors From Dac
              9. Company A/P One Time Maint.

                      M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry                21. A/P Reports
22. General Ledger     23. Dac Main Menu              90. Sign Off

=====
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===>

```

1. Select option 1 (Vendor) from the A/P File Maintenance screen. The Vendor Maintenance screen appears with vendor records if any have been previously added.

```

SY9755R  DISPLAY  CREATIVE DATA RESEARCH      11/03/99 12:05:28
JTIPPIN          VENDOR MAINTENANCE          QPADEV0012

Alpha name      Code

Type options, press Enter.
2=Change  5=Inquiry  7=Recurring invoices  N=Notes

ABITA SPRINGS  ABI01  Abita Springs Water
ACCESS TRAVEL  ACC01  Access Travel
ADVANTA BUSINES  ADV01  Advanta Business Services
AIRBORNE EXPRES  AIR01  Airborne Express
BELL SOUTH     BEL01  BELL SOUTH
BORDE PEST CONT  BOR01  Borde Pest Control
CANDY SUPPLY   CAN01  Candy Supply House
CIGARETTE SUP  CIG01  Cigarette Supply House
CLECO          CLE01  Cleco
DAY-TIMERS INC  DAY01  Day-Timers, Inc.
ENTERGY CORP.  ENT01  Entergy Corp.
HERSHEY CHOCOLA 034000 Hershey Chocolate Company      +

F3=Exit  F6=Add new vendor

```

During the course of adding a vendor record, the following options can be used:

SY1375R	ADD	CREATIVE DATA RESEARCH	11/03/99 12:17:24
JTIPPIN		VENDOR MAINTENANCE	QPADEV0012
Vendor . . . : ABC01			
Name			
Address line 1			
Address line 2			
City			
State			
Postal code .			
Phone number			
Fax number .			
Alpha code .			
F3=Exit			

5. To add a vendor record, enter data for the following fields, as necessary:
- **Name** (30,a) - the vendor's name. Refer to Working With Accounts Payable Reports for information about printing vendor file labels.
 - **Address line 1** (30,a) - first line of vendor's address. Refer to Working With Accounts Payable Reports for information about printing vendor address labels.
 - Optional: **Address line 2** (30,a) - second line of vendor's address.
 - **City** (20,a) - the city of the vendor's mailing address.
 - **State** (2,a) - the state abbreviation of the vendor's mailing address.
 - **Postal code** (5-9,n) - the zip code and 4-digit extension of the vendor's mailing address. If the vendor record was copied from the Purchasing System's vendor record, the 4-digit extension does not appear, and must be entered by the A/P user.
 - Optional: **Phone number** (10,n) - the vendor's area code and telephone number.
 - Optional: **Fax number** (10,n) - the vendor's area code and telephone number for fax transmission.
 - Optional: **Alpha code** (15,a) - text used to alphabetically display and select vendors on screens. It can also be used for sorting vendors when printing a vendor list. Refer to Adjusting A Posted Invoice, Working With Vendor Account Inquiry, Working With Vendor Account Inquiry History, Working With Vendor Alpha Inquiry and Printing Vendor Lists for additional information.
- The last name and first name, such as *EARNHARDT DALE*, could be used for an individual. The significant part of a company's name, such as *HOME DEPOT* for The Home Depot, could be used.

```

SY1375R  ADD      CREATIVE DATA RESEARCH      11/03/99 12:17:24
JTIPPIN          VENDOR MAINTENANCE          QPADEV0012

Vendor . . . : ABC01

Name . . . . ABC Office Rentals
Address line 1 123 Brookhollow Rd
Address line 2
City . . . . Mandeville
State . . . . LA
Postal code . 70471

Phone number 5046268825
Fax number .

Alpha code . ABC OFFICE RENT

F3=Exit

```

6. Press <Enter>. The Vendor Maintenance Details screen appears.

```

SY1750R  ADD      CREATIVE DATA RESEARCH      11/03/99 12:20:13
JTIPPIN          VENDOR MAINTENANCE DETAILS    QPADEV0012

Vendor code . . . . : ABC01 ABC Office Rentals

Contact name . . . .
Corporate vendor . .
Remit-to vendor . . .
Type code . . . . .
Bank code . . . . .
Terms code . . . . .
1099 code . . . . .
Tax ID . . . . .
Allow payment (Y,N) . Y
Critical payment (Y,N) N
Minimum order value .
Maximum order value .

F3=Exit  F11=Delete

```

7. To delete the vendor record, press <F11> (Delete). The *Record changed* message appears at the bottom of the Vendor Maintenance KEY SCREEN screen. The user can press <F3> to exit, or continue adding (or deleting) vendor records.
8. To continue adding the vendor record, enter data for the following fields of the Vendor Maintenance Details screen:
 - Optional: **Contact name** (30,a) - the name of the vendor employee with whom the user primarily communicates.
 - Optional: **Corporate vendor** (6,a) - a vendor code previously defined by the user to designate an associated vendor. If necessary, enter ? and press <Enter> to select a vendor code from the Vendor Select screen. This field is not required for using DAC directly, but provided for the informational purposes of the user. If the vendor record was copied from the Purchasing System's vendor record, no value appears for this field, and must be entered by the A/P user if necessary.
 - Optional: **Remit-to vendor** (6,a) - a vendor code previously defined by the user to designate the business or individual to whom payments will be made. If necessary, enter ? and press <Enter> to select a vendor code from the Vendor Select screen. If the vendor record was copied from the Purchasing System's vendor record, no value appears for this field, and must be entered by the A/P user if necessary.

- Optional: **Type code** (2,a) - a code which is not previously defined by the user, and not associated with a DAC master file. The value of the **Type code** field can be used to print a list of vendors. Refer to Working With Accounts Payable Reports for additional information.
If the vendor record was copied from the Purchasing System's vendor record, no value appears for this field, and must be entered by the A/P user if necessary.
- **Bank code** (6,a) - a bank code previously defined by the user with the Bank Maintenance screen. If necessary, enter ? and press <Enter> to select a bank code from the Bank Selection screen. If the vendor record was copied from the Purchasing System's vendor record, the value of this field will default from the **Default bank code** field of the General A/P Options Details screen. Refer to Working With A/P Options for additional information.
- **Terms code** (2,a) - a terms code previously defined by the user with the Terms Code Maintenance screen. If necessary, enter ? and press <Enter> to select a terms code from the Vendor Terms Select screen. If the vendor record was copied from the Purchasing System's vendor record, the value of this field will default from the **Default terms code** field of the General A/P Options Details screen. Refer to Working With A/P Options for additional information.
- Optional: **1099 code** (6,a) - text printed on the A/P Vendor 1099 Report. Refer to Printing A Vendor 1099 Report for additional information. If the **1099 code** field is left blank, the vendor will not be included on the report. If the vendor record was copied from the Purchasing System's vendor record, no value appears for this field, and must be entered by the A/P user if necessary.
- Optional: **Tax ID** (11,a) - the vendor's federal tax identification number which appears on the Vendor 1099 Report. If the vendor record was copied from the Purchasing System's vendor record, no value appears for this field, and must be entered by the A/P user if necessary.
- **Allow payment** (1,a) - the default value of Y (yes) designates that the vendor's invoices are not withheld when select invoices for payment. Refer to Editing A Payment Batch for additional information. If the vendor record was copied from the Purchasing System's vendor record, no value appears for this field, and must be entered by the A/P user if necessary.
- **Critical payment** (1,a) - the default value of N (no) designates that payments to the vendor need not be made in a timely manner. Enter Y (yes) to designate otherwise. This field is not required for using DAC directly, but provided for the informational purposes of the user. If the vendor record was copied from the Purchasing System's vendor record, no value appears for this field, and must be entered by the A/P user if necessary.
- Optional: **Minimum order value** (11.2,n) - designates the minimum dollar value which must be purchased from the vendor. This field is not required for using DAC directly, but provided for the informational purposes of the user. If the vendor record was copied from the Purchasing System's vendor record, no value appears for this field, and must be entered by the A/P user if necessary. Note: If a value is entered for the **Minimum order value** field, a higher value must be entered for the **Maximum order value** field (see below).

- Optional: **Maximum order value** (11.2,n) - designates the maximum dollar value which can be purchased from the vendor. This field is not required for using DAC directly, but provided for the informational purposes of the user. If the vendor record was copied from the Purchasing System's vendor record, no value appears for this field, and must be entered by the A/P user if necessary. Note: A value must be entered for the **Maximum order value** field if a value is entered for the **Minimum order value** field (see above).

```

SY1750R  CHANGE  CREATIVE DATA RESEARCH      11/03/99 16:24:16
JTIPPIN          VENDOR MAINTENANCE DETAILS      QPADEV0012

Vendor code . . . . . : ABC01 ABC Office Rentals

Contact name . . . . .
Corporate vendor . . .
Remit-to vendor . . .
Type code . . . . .
Bank code . . . . . PNB Parish National Bank
Terms code . . . . . 01 NET DUE 10 DAYS 1% DISC
1099 code . . . . .
Tax ID . . . . .
Allow payment (Y,N) . Y
Critical payment (Y,N) N
Minimum order value . 300.00
Maximum order value . 30000.00

F3=Exit F11=Delete

```

9. Press <Enter> when data entry is complete. The Vendor Maintenance KEY SCREEN screen appears with the *Record added* message.

```

SY1375R  CHANGE  CREATIVE DATA RESEARCH      11/03/99 16:26:07
JTIPPIN          VENDOR MAINTENANCE KEY SCREEN  QPADEV0012

Vendor

F3=Exit F9=Go to 'Add' mode
Record added.

```

10. Press <F3> to exit. The Vendor Maintenance screen appears.

```

SY9755R  DISPLAY  CREATIVE DATA RESEARCH      11/03/99 12:05:28
JTIPPIN          VENDOR MAINTENANCE          QPADEV0012

Alpha name      Code

Type options, press Enter.
2=Change  5=Inquiry  7=Recurring invoices  N=Notes

ABC OFFICE RENT ABC01 ABC Office Rentals
ABITA SPRINGS  ABI01 Abita Springs Water
ACCESS TRAVEL  ACC01 Access Travel
ADVANTA BUSINES ADV01 Advanta Business Services
AIRBORNE EXPRES AIR01 Airborne Express
BELL SOUTH    BEL01 BELL SOUTH
BORDE PEST CONT BOR01 Borde Pest Control
CANDY SUPPLY  CAN01 Candy Supply House
CIGARETTE SUP CIG01 Cigarette Supply House
CLECO        CLE01 Cleco
DAY-TIMERS INC DAY01 Day-Timers, Inc.
ENTERGY CORP. ENT01 Entergy Corp.

F3=Exit F6=Add new vendor

```

Vendor Record Worksheet

(Vendor Maintenance KEY SCREEN and Vendor Maintenance screens)

Vendor*(6,a) _____

Name*(30,a) _____

Address line 1*(30,a) _____

Address line 2*(30,a) _____

City*(20,a) _____ **State***(2,a) _____

Postal code*(5-9,n) _____

Phone number*(10,n) _____ Fax number*(10,n) _____

Alpha code (15,a) _____

(Vendor Maintenance Details screen)

Contact name* (30,a) _____

Corporate vendor (6,a) _____

Remit-to vendor (6,a) _____

Type code (2,a) _____

Bank code (6,a) _____

Terms Code*(2,a) _____

1099 code (6,a) _____

Tax ID (11,a) _____

Allow payment (1,a) _____

Critical payment (1,a) _____

Minimum order value (11.2,n) _____

Maximum order value (11.2,n) _____

NOTES:

(1) Data entry is strongly recommended, or required by the system, for the fields displayed in **bold** type above.

(2) The data entered for the fields marked above with an asterisk (*) is copied from the Purchasing System vendor's record.

Working With A/P Item Records

After the vendor records are added, the Item Maintenance Details screen is used to add Accounts Payable (A/P) item records. The instructions given below, which describe adding and deleting an A/P item record, can also be followed to edit a record.

Accounts Payable item records are used to link A/P transactions with General Ledger (G/L) account numbers; therefore, an A/P item record must be created for each G/L account number that will be debited during invoice posting.

If DAC Purchasing System is used, A/P item records must be created to link purchasing transactions with the appropriate G/L account number.

If any PO off invoice deduction (5) type of vendor deal is used, the *VRDEAL5* A/P item record must be added. If any item allow-OI deduction (4) type of vendor deal is used, the *VRDEAL4* A/P item record must be added.

Refer to Working With Accounts Payable Reports for information about printing a list of A/P item records.

```
User: JEANNINE          Menu: APCV1FM          Date: 7/12/05

===== > A / P   F I L E   M A I N T E N A N C E <=====
||||||| 1. Vendor                10. Entity
THE  || 2. Bank                  11. User Profile
DAC  || 3. Item                  12. Period Dates
SYSTEM || 4. Special Item        13. Recalculate Vendor Data
||||||| 5. Terms
      6. Select Alternative Company
      7. Company                  16. A/P Options
      8. Company G/L One Time Maint. 17. Refresh Vendors From Dac
      9. Company A/P One Time Maint. 18. Change A/P Bank Code

                          M E N U   C A L L S
19. Purchasing System    20. A/P Inquiry          21. A/P Reports
22. General Ledger       23. Dac Main Menu        90. Sign Off

=====
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==>
```

1. Select option 3 (Item) from the A/P File Maintenance screen. The Item Maintenance screen appears with A/P item records if any have been previously added.

Item	Description
INVENTORY01	Purchases - Cigarettes
INVENTORY02	Purchases - Tobacco
INVENTORY03	Purchases - Cigars
INVENTORY04	Purchases - Candy/Gum
INVENTORY05	Purchases - Grocery
INVENTORY06	Purchases - HBA/Drugs
INVENTORY07	Purchases - Paper Prod
INVENTORY08	Purchases - General Merchandis
INVENTORY09	Purchases - Frozen/Refrig.
INVENTORY10	Purchases - Non Inventory
INVENTORY11	Purchases - Misc.
INVENTORY20	Purchases - Misc. Grocery

During the course of adding an A/P item record, the following options can be used:

- *2=Change* - the Item Maintenance Details screen appears. The user can edit an A/P item record by changing the values of the screen's fields. Refer to the following instructions for additional information about these fields.
- *5=Inquiry* - the Item Inquiry screen appears. The user can review but not change the A/P item information that appears on this screen. Refer to Working With Item Inquiry for additional information.

2. Press <F6> (Add new item). The Item Maintenance KEY SCREEN screen appears.

Item code

3. Enter an item code for the **Item code** (15,a) field. To add an A/P item record for each of the G/L accounts that will be debited during invoice posting, users may enter the chart of account numbers for the **Item code** field. For example, if *890* is the G/L account number for bank charges, *890* would be entered for the **Item code** field of the corresponding A/P item record.

To add an A/P item record for transferring purchase orders to Accounts Payable, enter *INVENTORY* and an item category number for the **Item code** field. Valid values are *INVENTORY01* through *INVENTORY99*.

Note: Though an A/P item record should be added for every item category number used by the distributor, a single A/P item record can be added by using the value of *INVENTORY* without a category number for the **Item code** field.

To use any PO off invoice deduction (5) type of vendor deal, enter *VRDEAL5* for the **Item code** field. To use any item allow-OI deduction (4) type of vendor deal, enter *VRDEAL4* for the **Item code** field. Refer to Adding PO Off Invoice Deduction Deals and Adding Item Allow-OI Deduction Deals of the Vendor Receivables document for additional information.

The value of the **Item code** field is also used to designate a tobacco product when printing the Tobacco Invoice Report. Refer to Working With Accounts Payable Reports for additional information.

Refer to Printing An Accounts Payable Item List to review examples of A/P item records.

```

SY1400R  CHANGE  CREATIVE DATA RESEARCH  7/12/05 14:58:52
JTIPPIN  ITEM MAINTENANCE KEY SCREEN  QPADEV000C

Item code  VRDEAL4

F3=Exit  F9=Go to 'Add' mode

```

4. Press <Enter>. The Item Maintenance Details screen appears.

```

SY1400R  ADD  CREATIVE DATA RESEARCH  7/12/05 15:02:52
JEANNINE  ITEM MAINTENANCE DETAILS  QPADEV000C

Item code . . . : VRDEAL4

Description . .
Discount allowed Y
Actual cost . .
List price . . .

G/L Account # .:

F3=Exit  F11=Delete  F12=Key screen

```

Note: The **G/L Account #** field name will be different if another value is entered for the **Account header** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

5. To delete the A/P item record, press <F11> (Delete). The Item Maintenance screen appears without the deleted A/P item record.

6. To continue adding the A/P item record, enter data for the following fields of the Item Maintenance Details screen:

- **Description** (30,a) - the description of the item. If necessary, the user can override this value when it appears during invoice entry.
- **Discount allowed** (1,a) - the default value of Y (yes) designates that a discount can be taken on the item. If necessary, the user can override this value when it appears during invoice entry.
- Optional: **Actual cost** (7.2,n) - this field is left blank.
- Optional: **List price** (7.2,n) - this field is left blank.
- **G/L Account #** (5+4,n) - the account number that is debited in General Ledger when invoices are posted. Refer to Working With Company A/P Options for information about the **A/P account number** field.

To add an A/P item record for transferring purchase orders to Accounts Payable, enter an account number for the **G/L Account #** field. If necessary, the user can override this value when it appears during invoice entry.

```

SY1400R  ADD      CREATIVE DATA RESEARCH      7/12/05 15:45:02
JEANNINE                                ITEM MAINTENANCE DETAILS  QPADEV000C

Item code . . . : VRDEAL4

Description . .  Off Invoice Ded (4)
Discount allowed Y
Actual cost . .
List price . . .

G/L Account # . . : 845

F3=Exit  F11=Delete  F12=Key screen
  
```

7. Press <Enter> when data entry is complete. The *Record added* message appears at the bottom of the Item Maintenance KEY SCREEN screen.

8. Press <F3> to exit. The Item Maintenance screen appears.

```

SY9405R  DISPLAY  CREATIVE DATA RESEARCH      7/12/05 15:58:43
JEANNINE                                ITEM MAINTENANCE        QPADEV000C

Item          Description

Type options, press Enter.
Z=Change  5=Inquiry

INVENTORY01  Purchases - Cigarettes
INVENTORY02  Purchases - Tobacco
INVENTORY03  Purchases - Cigars
INVENTORY04  Purchases - Candy/Gum
INVENTORY05  Purchases - Grocery
INVENTORY06  Purchases - HBA/Drugs
INVENTORY07  Purchases - Paper Prod
INVENTORY08  Purchases - General Merchandis
INVENTORY09  Purchases - Frozen/Refrig.
INVENTORY10  Purchases - Non Inventory
INVENTORY11  Purchases - Misc.
INVENTORY20  Purchases - Misc. Grocery      +

F3=Exit  F6=Add new item
  
```

Working With A/P Options

The step-by-step instructions which follow describe using the General A/P Options Details screen to designate various A/P defaults options. *After the A/P System operation is begun, these options should not be changed without first consulting CDR support personnel, and using extreme caution.*

Refer to the DAC Default System Options document for information about the A/P related fields of the SYS005 Accounting options.

```

User: JEANNINE           Menu: APCVLFM           Date: 4/30/12

===== > A / P   F I L E   M A I N T E N A N C E <=====
||||||| 1. Vendor                10. Entity
THE  || 2. Bank                  11. User Profile
DAC  || 3. Item                  12. Period Dates
SYSTEM || 4. Special Item        13. Recalculate Vendor Data
||||||| 5. Terms                 14. Rebate Payable Interface
        6. Select Alternative Company
        7. Company                 16. A/P Options
        8. Company G/L One Time Maint. 17. Refresh Vendors From Dac
        9. Company A/P One Time Maint. 18. Change A/P Bank Code

                                M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry           21. A/P Reports
22. General Ledger     23. Dac Main Menu        90. Sign Off

=====
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==>

```

1. Select option 16 (A/P Options) from the A/P File Maintenance screen. The Work With A/P Options screen appears.

```

SYW4DFR  DISPLAY CDR Customer Conference           4/30/12 15:30:37
                                Work with A/P Options
A/P Option  Key Text
Key
-----
Type option and press enter: 2=Edit Record

?  A/P Options  Key Text
   Key
-  AP0001      General A/P Options 1
-  AP0002      A/P System Options 1

F3=Exit  F5=Impose A/P Options

```

2. Enter 2 (Edit Record) in the selection column next to *AP0001* (General A/P Options 1), and press <Enter>. The General A/P Options Details screen appears.

SYW5E1R CHANGE CDR Customer Conference 4/30/12 15:32:38	
General A/P Options Details	
Default Company Number	_____
Default Terms Code	_____
Default Bank Code	_____
Default Pay Date From....	_____
Take Disc If Past Due Dte	_____
A/P Check Date (PD,BP)	_____
G/L Custom Report Heading	_____
Restrict AP Batch To User	_____
Default Cost Center	_____
Condensed Written Chk V3	_____
Device Name (EOY Backup)	_____

F3=Exit

3. Enter a company code for the **Default Company Number** (3,a) field. The default company code is used if purchase orders are transferred to A/P. Refer to Transferring Purchase Orders to Accounts Payable of the Purchasing document for additional information. The default company code is also used if vendor records are copied from Purchasing. Refer to Working With Vendor Records for additional information.

If necessary, press <F4> to select a default company code from the Company Selection screen. If <F4> is used, enter N (no) for the Confirm field of the General A/P Options Details screen to continue entering values.

4. Enter a terms code for the **Default Terms Code** (2,a) field. The default terms code is used if no payment terms is available for a vendor's invoice when purchase orders are transferred to A/P. Refer to Transferring Purchase Orders to Accounts Payable of the Purchasing document for additional information. The default terms code is also used if vendor records are copied from Purchasing. Refer to Working With Vendor Records for additional information.
5. Enter a bank code for the **Default Bank Code** (6,a) field. The default bank code is used for processing payments, and is also used if vendor records are copied from Purchasing.
6. Enter one of the following values for the **Default Pay Date From** (1,a) field to designate which date is used by default as an invoice's pay date if the pay date is not entered when the invoice is created (or transferred from Purchasing):

- 1 - the invoice's due date is used for the pay date.
- 2 - if a discount date is calculated for the invoice, it is used for the pay date; otherwise the invoice's due date is used for the pay date.

Refer to the following sections for additional information about the fields used to calculate the due date and discount date:

- Working With Terms Records for information about **Pmt due days**, **Pmt due dte**, **Disc due days** and **Disc due dte** fields.

- Adding An Invoice Batch for information about the **Inv date** and **Due date** fields.
 - Transferring Purchase Orders to Accounts Payable of the Purchasing document for information about the **Invoice Date**, **Due** and **Pay** fields of the Prompt Header Information screen.
7. Enter one of the following values for the **Take Disc If Past Due Dte** (1,a) field to designate if a discounted payment amount is paid to vendors:
- *1* - discounted payment amounts are not paid to vendors when invoices are past due.
 - *2* - discounted payment amounts are paid to vendors when invoices are past due. Refer to Working With Terms Records for information about the **Terms discount percent** field.
8. Enter one of the following values for the **A/P Check Date** (2,a) field. With the exception described in the note below, the value of the **A/P Check Date** field designates 1) which date is used for posting entries to the General Ledger, 2) which date is printed on checks, and 3) how many checks are printed per vendor:

- *BP* - the value entered for the **Check date** field when printing checks is used for posting payments to the payment journal, and is printed on checks. Refer to Printing Checks And Check Register for information about the **Check date** field of the A/P Check Print Prompt screen.

If *BP* is entered for the **A/P Check Date** field, the default value of the **A/P Check Version** field on the A/P Check Print Prompt screen is *1* which designates that one check is printed per vendor. Refer to Printing Checks And Check Register for information about the **A/P Check Version** field.

When printing checks, users can change the default value of the **A/P Check Version** field to *2* which designates that one check is printed for each voucher of each vendor. Note: If *2* is entered for the **A/P Check Version** field, multiple reference lines cannot be printed on a check stub. Refer to Printing Multiple Reference Lines for additional information.

- *PD* - the value of the **Pay Date** field is used for posting payments to the payment journal, and is printed on checks. Refer to Adding A Payment Batch for information about the **Pay Date** field of the A/P Payment Selection screen. Refer also to Adding An Invoice Batch for information about the **Pay date** field of the A/P Invoice Posting (Add) screen.

If *PD* is entered for the **A/P Check Date** field, the default value of the **A/P Check Version** field is *3* on the A/P Check Print Prompt screen which designates that one check will be printed per vendor per pay date. Refer to

Printing Checks And Check Register for information about the **A/P Check Version** field.

Note: The value of the **Pay Date** field is used for posting payments to the payment journal, regardless of the value entered for the **A/P Check Date** field, when payments are made with either hand-written checks or electronic funds transfers (EFTs). Refer to Working With Manual Payments and Working With EFT Payments for information about the **Check date** and **Selection Date** fields, respectively.

9. If using General Ledger custom reports, 22 can be entered for the **G/L Custom Report Heading (2,a)** field to print one or two additional lines of text with the report headings. Refer to Working With G/L Report Records of the General Ledger document for information about using the **1** and **2** fields of the G/L Report Maintenance screen when defining a custom report. If the **G/L Custom Report Heading** field is left blank, or *//* is entered, the report heading will include the company name, but not the additional text.
10. Enter **YES* for the **Restrict AP Batch To User (6,a)** field if purchase orders are transferred to Accounts Payable. A DAC/CV1 Object Lock message appears if others are using Accounts Payable at the time a user attempts to transfer purchase orders. Refer to Transferring Purchase Orders to Accounts Payable of the Purchasing document for additional information.
11. If multiple cost centers exist, enter a cost center number for the **Default Cost Center (3,n)** field. Contact CDR support personnel for additional information.
12. Enter **YES* for the **Condensed Written Chk V3 (6,a)** field if *PD* is entered for the **A/P Check Date** field above, and additional space is needed to print the written amount on checks.
13. Enter the device name of the user's tape drive for the **Device Name (EOY Backup) (30,a)** field. The data files of the DACACTDATA library are automatically saved to a tape cartridge during General Ledger end of year processing.
14. Press <Enter> when data entry is complete.

```

SYW5E1R  CHANGE  CDR Customer Conference  4/30/12 16:38:54
                                     General A/P Options Details

Default Company Number      001
Default Terms Code          10
Default Bank Code           CHECK
Default Pay Date From....   2
Take Disc If Past Due Dte   2
A/P Check Date (PD,BP)     BP
G/L Custom Report Heading   11
Restrict AP Batch To User   *YES
Default Cost Center
Condensed Written Chk V3    *NO
Device Name (EOY Backup)    TAP01

F3=Exit

CONFIRM: Y (Y/N)

```

15. Press <Enter> when prompted to confirm. The Work With A/P Options screen appears.

```

SYW4DFR  DISPLAY CDR Customer Conference  4/30/12 15:30:37
                                     Work with A/P Options
A/P Option  Key Text
Key
-----
Type option and press enter:  2=Edit Record

?  A/P Options  Key Text
Key
-  AP0001      General A/P Options 1
-  AP0002      A/P System Options 1

F3=Exit  F5=Impose A/P Options

```

16. Enter 2 (Edit Record) in the selection column next to AP0002 (A/P System Options 1), and press <Enter>. The General A/P Options Details screen appears.

```

SYW5E1R  CHANGE  CDR Customer Conference  4/30/12 16:25:29
                                     General A/P Options Details

A/P Auto Tape Recon.      _____
Print A/P Remittance Rpt  _____
Use Alt. A/P Check Ver. 1  _____
GL Act# on AP Chk Reg-Y/N  _____
A/P Laser Check?(No/1/2)  _____
Use GL hdr desc 2 for dtl  _____

Print Invoice Entry Edit?  _____
Fiscal Year? (YES/NO)     _____
Allow Auto EFT & Man Chks  _____

F3=Exit

```

17. Enter YES for the **A/P Auto Tape Recon** (3,a) field if monthly reconciliation with the bank is handled electronically. Contact CDR personnel for additional information.

18. Enter *Y* for the **Print A/P Remittance Rpt** (1,a) field to print a remittance report, similar to a check stub, for EFT payments.
19. Enter *Y* (yes) for the **GL Act# on AP Chk Reg-Y/N** (1,a) field to designate that the account numbers which are debited in the General Ledger (when posting invoices) are printed on the check register. Refer to Working With A/P Item Records for information about the **G/L Acct Number** field which is used to designate these account numbers.
20. If A/P laser printer checks are used, enter one of the following values for the **A/P Laser Check?(No/1/2)** (1,a) field to designate the type of printer used. If the continuous form check is used, enter *N* (no). Refer to the A/P Check Forms document for additional information.
 - *1* - a printer with IPDS (intelligent printer data stream) capability is used for printing the checks.
 - *2* - a printer without IPDS capability is used for printing the checks.
21. Enter *Y* (yes) for the **Use GL hdr desc 2 for dtl** (1,a) field to designate that text entered for the **Desc 2** field of the Journal Entry screen is printed as the journal entry's detail information; otherwise, the account name/description from the chart of account is used.
22. Enter **YES* for the **Print Invoice Entry Edit** (6,a) field to designate that the Invoice Entry Edit List is automatically printed when an A/P invoice batch is posted.
23. Enter **YES* for the **Allow Auto EFT & Man Chks** (6,a) field to designate that EFT and manual check payments can be automatically posted when users enter vendor invoices. Refer to Automatically Posting Manual Payments and Automatically Posting EFT Payments for additional information.
24. Press <Enter>.

SYW5E1R	CHANGE	CDR Customer Conference	5/01/12 16:24:59
General A/P Options Details			
A/P Auto Tape Recon.		TC	
Print A/P Remittance Rpt			
Use Alt. A/P Check Ver. 1		*NO	
GL Act# on AP Chk Reg-Y/N		Y	
A/P Laser Check?(No/1/2)		1	
Use GL hdr desc 2 for dtl		N	
Print Invoice Entry Edit?			
Fiscal Year? (YES/NO)			
Allow Auto EFT & Man Chks		*YES	
F3=Exit			
CONFIRM: Y (Y/N)			

25. Press <Enter> when prompted to confirm. The Work With A/P Options screen appears.

Working With Recurring Invoice Records

After the vendor records are added, the Vendor Maintenance and Recurring Invoice Maintenance screens are used to add recurring invoice records. These are used to quickly and accurately process invoices for expenses such as monthly rent payments. Refer to Printing Multiple Reference Lines for information about using recurring invoices to print multiple text lines on a check stub.

The instructions given below, which describe adding recurring invoice records, can also be followed to edit a record.

```

User: JTIPPIN           Menu: APCV1FM           Date: 11/22/99

===== > A / P   F I L E   M A I N T E N A N C E   <=====
=====
||||||||| 1. Vendor                10. Entity
THE      || 2. Bank                 11. User Profile
DAC CV1|| 3. Item                   12. Period Status
SYSTEM || 4. Special Item          13. Period Dates
||||||||| 5. Terms                 14. Calendar Generation

              7. Company                16. A/P Options
              8. Company G/L One Time Maint.  17. Refresh Vendors From Dac
              9. Company A/P One Time Maint.

                      M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry          21. A/P Reports
22. General Ledger    23. Dac Main Menu       90. Sign Off
=====
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===>

```

1. Select option 1 (Vendor) from the A/P File Maintenance screen. The Vendor Maintenance screen appears.

```

SY9755R  DISPLAY  CREATIVE DATA RESEARCH      11/22/99 14:41:00
JTIPPIN          VENDOR MAINTENANCE        QPADEV0009

Alpha name      Code

Type options, press Enter.
2=Change  5=Inquiry  7=Recurring invoices  N=Notes

ABC OFFICE RENT  ABC01  ABC OFFICE RENTALS
ABITA SPRINGS  ABI01  Abita Springs Water
ACCESS TRAVEL   ACC01  Access Travel
ADVANTA BUSINES ADV01  Advanta Business Services
AIRBORNE EXPRES AIR01  Airborne Express
BELL SOUTH     BEL01  BELL SOUTH
BORDE PEST CONT BOR01  Borde Pest Control
CANDY SUPPLY    CAN01  Candy Supply House
CIGARETTE SUP   CIG01  Cigarette Supply House
CLECO          CLE01  Cleco
DAY-TIMERS INC  DAY01  Day-Timers, Inc.
ENTERGY CORP.  ENT01  Entergy Corp.

F3=Exit  F6=Add new vendor

```

2. Enter 7 (Recurring Invoices) in the selection column of the desired vendor's record, and press <Enter>. The Recurring Invoice Maintenance (Display) screen appears with recurring invoice records if any have been previously added for the vendor.

```

AP5515R  DISPLAY  CREATIVE DATA RESEARCH      11/22/99 14:52:15
JTIPPIN                RECURRING INVOICE MAINTENANCE      QPADEV0007

Vendor  ABI01  Abita Springs Water          Phone 504/898-3661
                P.O. Box 1177                Fax
                Abita Springs          LA 70420

Type options, press Enter.
2=Change

? Reference                Invoice amt  Cur/Max    Current/Max
                           Number        Amount

F3=Exit  F6=Add recurring invoice

```

3. Press <F6> (Add Recurring Invoice). The Recurring Invoice Maintenance (Add) screen appears

```

AP4510R  ADD  CREATIVE DATA RESEARCH      11/22/99 15:00:23
JTIPPIN                RECURRING INVOICE MAINTENANCE      QPADEV0007

Vendor  ABI01  Abita Springs Water          Invoice total          .00
Terms . .                Disc available        .00
Reference                Max nbr select . . .
Default cost center  10    Max amt select

                CREATIVE DATA RESEARCH

Type options, press Enter.
4=Delete request

? Item                Desc (?=spcl items)          Qty  Price  Ext amt
                                   Disc
                                   .00
                                   .00
                                   .00
                                   .00

F3=Exit

```

4. To add a recurring invoice record, enter data for the following fields:
- **Terms** (2,a) - a terms code previously defined by the user with the Terms Code Maintenance screen. If necessary, enter ? and press <Enter> to select a terms code from the Vendor Terms Select screen.
 - Optional: **Reference** (30,a) - the text which appears on the stub if a system-generated check is printed by the user.
 - Optional: **Max Nbr Select** (5,n) - the maximum number of times that the recurring invoice will be used. A warning message is displayed during invoice entry if the number is exceeded.
 - **Default cost center** (3+4,n) - the cost center number which can be used when posting the invoice and its payment. This value is used as the default value of the **Cost Center** field (see below) when A/P items are added to the recurring invoice, but can be overridden if necessary.
The cost center number appearing for the **Default cost center** field defaults from the cost center number of the **A/P Account Number** field of the company's A/P options. Refer to Working With Company A/P Options for additional information.
 - Optional: **Max Amt Select** (11.2,n) - the maximum total amount that will be paid when the recurring invoice is used. A warning message is displayed during invoice entry if the amount is exceeded.

5. To add an item to the recurring invoice record, enter data for the following fields:
 - **Item** (15,a) - item code previously defined by the user with the Item Maintenance screen. If necessary, enter ? and press <Enter> to select an item code from the Item Selection screen. The user can override this value when it appears during invoice entry.
 - **Desc** (30,a) - the description of the item, which defaults from the item record, can be overridden.
 - **Qty** (7,n) - the quantity of the item being invoiced.
 - **Price** (7.2,n) - the vendor's billing price for a single quantity of the item.
 - **Cost Center** (3+4,n) - the cost center number, which defaults from the **Default Cost Center** field (see above), can be overridden. Note: The **Cost Center** field name does not appear on the Recurring Invoice Maintenance (Add) screen.
 - **G/L Account #** (5+4,n) - the account number that is debited in General Ledger when invoices are posted. This value defaults from the item record, but can be overridden. Note: The **G/L Account #** field name does not appear on the Recurring Invoice Maintenance (Add) screen.
 - **Disc** (1,a) - the value of this field, which defaults from the item record, can be overridden, and indicates if a discount can be taken on the item. The valid values of this field are *Y* (yes) and *N* (no).
6. Continue adding line items, and press <Enter> when the recurring invoice record is complete.

```

AP4510R  ADD      CREATIVE DATA RESEARCH      11/22/99 16:31:16
JTIPPIN          RECURRING INVOICE MAINTENANCE  QPADEV0007

Vendor ABI01  Abita Springs Water      Invoice total      25.00
Terms . . 30 NET DUE 30 DAYS          Disc available    .00
Reference DRINKING WATER              Max nbr select . . .
Default cost center 10                 Max amt select

          CREATIVE DATA RESEARCH

Type options, press Enter.
4=Delete request
? Item      Desc (?=spcl items)          Qty   Price   Ext amt
          Disc
75500      Supplies Expense              1    25.00   25.00
          10          12001              Y
          .00
          .00
          .00

F3=Exit

CONFIRM: N (Y/N)

```

Values appear for the following fields:

- **Ext Amt** - vendor's billing price for the total quantity of the items of each line item.
 - **Invoice total** - vendor's total billing price, before any available discount, for the recurring invoice.
 - **Disc available** - total payment discount amount that can be received for the recurring invoice according to the designated payment terms record.
7. Enter *Y* (yes) for the **Confirm** field, and press <Enter> when prompted to confirm. The Recurring Invoice Maintenance (Display) screen appears.

```

AP5515R   DISPLAY   CREATIVE DATA RESEARCH   11/22/99 16:52:15
JTIPPIN                                     RECURRING INVOICE MAINTENANCE   QPADEV0007

Vendor  ABI01   Abita Springs Water           Phone 504/898-3661
        P.O. Box 1177                       Fax
        Abita Springs           LA 70420

Type options, press Enter.
2=Change

? Reference           Invoice amt  Cur/Max   Current/Max
                   Number           Amount

DRINKING WATER           25.00      0         .00

F3=Exit   F6=Add recurring invoice

```

During the course of adding recurring invoice records for a vendor, the 2=Change option can be used to edit the records.

- Continue adding recurring invoice records for the vendor, or press <F3> to exit. The Vendor Maintenance <Display> screen appears.

```

SY9755R   DISPLAY   CREATIVE DATA RESEARCH   11/22/99 16:53:00
JTIPPIN                                     VENDOR MAINTENANCE   QPADEV0009

Alpha name      Code

Type options, press Enter.
2=Change  5=Inquiry  7=Recurring invoices  N=Notes

ABC OFFICE RENT  ABC01   ABC OFFICE RENTALS
ABITA SPRINGS   ABI01   Abita Springs Water
ACCESS TRAVEL   ACC01   Access Travel
ADVANTA BUSINES ADV01   Advanta Business Services
AIRBORNE EXPRES AIR01   Airborne Express
BELL SOUTH      BEL01   BELL SOUTH
BORDE PEST CONT BOR01   Borde Pest Control
CANDY SUPPLY     CAN01   Candy Supply House
CIGARETTE SUP   CIG01   Cigarette Supply House
CLECO           CLE01   Cleco
DAY-TIMERS INC  DAY01   Day-Timers, Inc.
ENTERGY CORP.   ENT01   Entergy Corp.

F3=Exit   F6=Add new vendor

```

- Continue adding recurring invoice records for other vendors, or press <F3> to exit. The A/P File Maintenance screen appears.

Refer to Working With Accounts Payable Reports for information about printing a complete list of all the recurring invoices.

Working With Vendor Invoices

The Invoice Entry/Update application (option 1 of the Accounts Payable screen) is primarily used to add and edit batches of vendor invoices. The application is also used to post invoices to General Ledger.

Credit memos are handled by the A/P System in the same manner as invoices; therefore, references to “invoices” below also include credit memos.

The Debit/Credit Maintenance application (option 2 of the Accounts Payable screen) is used to credit and debit vendor invoices which are posted, but not yet paid.

```
User: JEANNINE           Menu: APCV1           Date: 11/10/08
===== > A C C O U N T S P A Y A B L E < =====
||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE   || 2. Debit/Credit Maint.
DAC   || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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==>
```

If the DAC Purchasing System is used to transfer purchase orders to Accounts Payable, vendor invoices are automatically added for A/P users who can edit (if necessary) the invoices before posting them.

Below are the screens used during the process of working with vendor invoices.

```

AP4100R  ENTER  CDR CUSTOMER CONFERENCE  11/10/08 17:16:07
JEANNINE                A/P INVOICE POSTING  QPADEV0004

Posting date
Control total
Bank Code .  CHECK  (Used for Automatic EFT Processing Only)
Batch number                (blank for new batch)

F3=Exit  F8=Select batch

```

The A/P Invoice Posting (Enter) screen is used to begin the invoice batch entry and editing processes. The F8 (Select batch) key is used to select previously entered invoice batches including those automatically added if the DAC Purchasing System is used to transfer purchase orders to Accounts Payable.

The **Posting date** field, which designates the posting date of the invoice batch, used for posting entries to the General Ledger if *B* is entered for the **Inv jrnل entry method** field of a company record. Refer to Working With Company A/P Options for additional information.

The **Control total** field designates the total net amount of all the invoices of a batch.

```

AP5100R  DISPLAY  CDR CUSTOMER CONFERENCE  11/10/08 17:18:49
JEANNINE                BATCH SELECTION  QPADEV0004

  Batch  Posted  Control total  Created by  Workstation  Date

Type options, press Enter.
1=Select  4=Delete  P=Print Edit List

   73  11/10/08    2849.70  JEANNINE    11/10/08  16:52:51
   74  11/10/08     116.40  JEANNINE    11/10/08  16:53:06
   75  11/10/08     308.64  JEANNINE    11/10/08  16:53:15
   76  11/10/08     885.30  JEANNINE    11/10/08  16:53:18
   77  11/10/08     462.96  JEANNINE    11/10/08  16:53:21
   78  11/10/08    4160.04  JEANNINE    11/10/08  16:59:33

F3=Exit

```

The Batch Selection screen is used to select invoice batches for deleting, editing and posting, including those automatically added if the DAC Purchasing System is used to transfer purchase orders to Accounts Payable. The *P=Print Edit List* option of this screen is used to print a detailed report of the invoices of a batch.

```

AP4210R  ADD      CDR CUSTOMER CONFERENCE      11/10/08 17:21:11
JEANNINE                                A/P INVOICE POSTING      QPADEV0004
Voucher      157  Batch      73  Post date  11/10/08  Control      2849.70
Vendor                                Inv total      .00
Inv.                                Pymt type     Disc avail     .00
Terms                                Rcv Dte       Inv date       Due date
Ref                                Pay date      Disc due
Dft cost center  10                Cost Center     Net            .00
                                Check #       Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details
? Item          Desc (?=spcl items)      Qty  Price  Ext Amt
                                Cost Center  G/L Account              Discount

                                                                .00
                                                                .00
                                                                .00
                                                                .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.

```

The A/P Invoice Posting (Add) screen is used to add an individual invoice to an invoice batch. It also appears when users are selecting batches to edit and post.

The values of the **Voucher** and **Batch** fields appearing on the screen above are automatically generated by the Accounts Payable System, and cannot be changed by the user.

The cost center number appearing for the **Dft cost center** field, which can be changed by the user, defaults from the cost center number of the **A/P account number** field of the company's A/P options. Refer to Working With Company A/P Options for additional information.

The value of the **Dft cost center** field is used as the default value of the **Cost Center** field (described below) when A/P items are added to the invoice.

During the course of entering an invoice, the following function keys can be used:

- F4 (Invoice review) - allows users to display information about all the previously entered invoices of the batch. If the Invoice Review screen (see below) does not appear after pressing <F4>, no invoices have been added to the batch.
- F14 (Recurring invoices) - allows users to add a recurring invoice to the batch.
- F16 (Vendor Maintenance) - interrupts the entry of an invoice to allow users to work with A/P vendor records. Refer to Working With Vendor Records for additional information.

AP4120R	DISPLAY	CDR CUSTOMER CONFERENCE	11/10/08 17:23:16
JEANNINE		INVOICE REVIEW	QPADEV0004
Batch	78	Posting date 11/10/08	4160.04 Control total 4160.04
Disc -->	99.49	Net --> 4060.55	Batch Total 4160.04
Type options, press Enter.			
2=Change 3=Copy 4=Delete			
? Voucher	Invoice	Vendor Name	Invoice amt Net amt
153	12264	RJR100 R.J. REYNOLDS TOBA	2849.70 2792.71
			Pay Date 10/26/08
154	266541	KEE001 KEEBLER COMPANY	308.64 297.07
			Pay Date 10/30/08
155	699811	JOH001 JOHN MIDDLETON INC	116.40 112.03
			Pay Date 11/05/08
156	32251	PHI001 PHILLIP MORRIS INC	885.30 858.74
			Pay Date 10/31/08
F3=Exit F4=Post batch			

The Invoice Review screen appears after pressing <F4> (Invoice review) at the A/P Invoice Posting screens. During the course of using the Invoice Review screen, the following options can be used:

- *2=Change* - the A/P Invoice Posting (Change) screen appears (see below). The user can make numerous changes to the invoice including editing, adding and deleting items.
- *4=Delete* - the invoice is deleted from the batch. After entering *4* in the selection column next to the voucher number of the desired invoice, press <Enter>.

AP4210R	CHANGE	CDR CUSTOMER CONFERENCE	11/10/08 17:22:33
JEANNINE		A/P INVOICE POSTING	QPADEV0004
Voucher	148	Batch 73	Post date 11/10/08 Control 2849.70
Vendor	RJR100	R.J. REYNOLDS TOBACCO INC.	Inv total 2849.70
Inv.	5322	DALLAS	TX Pymt type E Disc avail 56.99
Terms	E1 EFT - 2.00 %	Rcv Dte 102808	Inv date 102808 Due date 103008
Ref	000089		Pay date 103008 Disc due 102908
Dft cost center	10	Cost Center	Net 2792.71
		Check #	Auto. Post EFT's
Type options, press Enter.			
4=Delete 5=PO Details			
? Item	Desc (=?spcl items)	Qty	Price Ext Amt
	Cost Center G/L Account		Discount
INVENTORY01	Inventory Holding - Cigarette	1	2849.70 2849.70
	10 290		Y 56.99
			.00
			.00
			.00
F3=Exit F4=Invoice review F14=Recur Inv F16=One-time Maint. F17=Vend Maint.			

The values of the following fields (listed in alphabetical order) are system-generated when POs are transferred to Accounts Payable from DAC Purchasing:

- **Cost Center** - the cost center number which is used when posting the invoice. The value of the **Dft cost center** field (described above) is used as the default value of the **Cost Center** field. The **Cost Center** field name will be different if another value is entered for the **Cost cntr hdr** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.
- **Desc (30,a)** - the A/P item's description. Refer to Working With A/P Item Records for additional information.

- **Disc due** - the date by which the vendor must receive payment for the distributor to qualify for a cash discount. Refer to Working With Terms Records for information about the **Disc due days** and **Disc due dte** fields which are used to calculate the discount due date. Also refer to Working With A/P Options for information about the **Take A/P Disc If Past Due Date** field which can be used to make discounted payments to vendors when an invoice is past due.
- **Discount** - *Y* (yes) designates that the distributor can qualify for a cash discount for the item, and the calculated amount of the discount appears. Refer to Working With A/P Item Records for information about the **Discount allowed** field.
Refer to Working With Company A/P Options for information about the **Allow discount override** field which designates if the values of the **Discount** fields can be changed when processing invoice batches.
- **Due date** - the date by which the vendor must receive payment before the invoice is considered past due. Refer to Working With Terms Records for information about calculating the payment due date.
- **G/L Account** - the account number that is debited when posting the invoice. Refer to Working With A/P Item Records for information about the **G/L Account** field.
Note: The **G/L Account** field name will be different if another value is entered for the **Account header** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.
- **Inv.** - vendor's invoice number.
- **Inv date** - vendor's invoice date is used for posting entries to General Ledger if *I* is entered for the **Inv jrnl entry method** field of a company record.
- **Item** - an A/P item code. Refer to Working With A/P Item Records for additional information. Refer to Calculating An A/P Allowance for information about using the **Item**, **Price** and **Qty** fields to calculate an allowance for an invoice.
- **Pay date** - the date by which the distributor intends to pay the vendor.
Refer to Working With A/P Options for information about using the **Default Pay Date From** field to designate the default pay date. Also refer to Working With A/P Options for information about using the **A/P Check Date** field to designate that the pay date is used for posting entries to the payment journal.

- **Price** - the item's net cost. The default value of the **Price** field appears if it was entered for the **Actual cost** field of the A/P item's record. Refer to Working With A/P Item Records for additional information. Also refer to Calculating An A/P Allowance for information about using the **Item**, **Price** and **Qty** fields to calculate an allowance for an invoice.
- **Rcv Dte** - the date on which the order was received from the vendor. The value of the **Rcv Dte** field is used to print the A/P Tobacco Invoice Report. Refer to Working With Accounts Payable Reports for additional information.
- **Ref** - text printed on check stubs, the A/P Invoice Transaction Register report, and A/P invoice journal reports. When purchase orders are transferred to Accounts Payable from DAC Purchasing, the PO numbers are automatically entered for the **Ref** field.
Refer to Printing Multiple Reference Lines for information about printing a check stub containing more than one line of text.
- **Terms** - the vendor's payment terms.
- **Vendor** - vendor code.

```

AP4215R  CHANGE  CDR CUSTOMER CONFERENCE  11/11/08 10:08:00
JEANNINE  A/P DR/CR MAINTENANCE  QPADEV0004
Voucher  147  Batch  72  Post date 11/10/08  Control  2849.70
Vendor  RJR100  R.J. REYNOLDS TOBACCO INC.  Inv total  2849.70
Invoice 12264  Pymt type E  Disc avail  56.99
Terms E1 EFT - 2.00 %  Inv date 10/24/08  Due date  10/26/08
Ref 000087  Pay date 10/26/08  Disc due  10/25/08
Default cost center 10  Cost Center

Type options, press Enter.
4=Delete
? Item          Desc (?=spcl items)      Adj amt  Ext amt
          Cost Center  G/L Account      Discount
INVENTORY01  Inventory Holding - Cigarette  2849.70
              10          290              Y  56.99
              .00
              .00
              .00

F3=Exit

```

The A/P DR/CR Maintenance screen is used to credit and debit vendor invoices which are posted, but not yet paid. Refer to Adjusting A Posted Invoice for additional information.

Adding An Invoice Batch

The instructions which follow describe using the A/P Invoice Posting screen to enter an invoice batch containing vendor invoices. Refer to Adding A Credit Memo below for information about including credit memos in an invoice batch.

Refer to Working With Vendor Invoices above for detailed information about the fields used in the following instructions.

```
User: JEANNINE          Menu: APCV1          Date: 11/10/08

===== > A C C O U N T S   P A Y A B L E <=====
=====
||||||| 1. Invoice Entry/Update          11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
6. Print Checks
7. Select Default Company
8. Edit Voucher Pay Date
9. Receive Remote Invoices
10. Check Reconciliation

M E N U   C A L L S
19. A/P Inquiry          20. A/P File Maint.          21. A/P Report Menu
22. General Ledger      23. A/P Closing Menu          90. Sign Off

=====
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==>
```

1. Select option 1 (Invoice Entry/Update) from the Accounts Payable screen. The A/P Invoice Posting (Enter) screen appears.

```
AP4100R  ENTER  CDR CUSTOMER CONFERENCE  11/10/08 17:34:50
JEANNINE          A/P INVOICE POSTING      QFADEV0004

Posting date
Control total
Bank Code . CHECK (Used for Automatic EFT Processing Only)

Batch number      (blank for new batch)

F3=Exit  F8=Select batch
```

2. Enter a date for the **Posting date** field to designate the posting date of the invoice batch.
3. Enter an amount for the **Control total** field to designate the total amount due for all the invoices that will be added to the batch. If the total amount is not known, an estimate of the total must be entered to continue. The actual total amount can be changed after all the invoices are added. Note: Zero cannot be entered for the **Control total** field.

```

AP4100R  ENTER  CDR CUSTOMER CONFERENCE  11/10/08 17:34:50
JEANNINE  A/P INVOICE POSTING  QPADEV0004

Posting date  111108
Control total  1
Bank Code .  CHECK (Used for Automatic EFT Processing Only)

Batch number  (blank for new batch)

F3=Exit  F8=Select batch

```

4. Press <Enter>. The A/P Invoice Posting (Add) screen appears.

```

AP4210R  ADD  CDR CUSTOMER CONFERENCE  11/10/08 17:48:02
JEANNINE  A/P INVOICE POSTING  QPADEV0004
Voucher  157  Batch  79  Post date  11/11/08  Control  1.00
Vendor  Inv total  .00
Inv . Pymt type  Disc avail  .00
Terms Rcv Dte  Inv date  Due date
Ref Pay date  Disc due
Dft cost center  10  Cost Center  Net  .00
Check #  Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details
? Item  Desc (=?=spcl items)  Qty  Price  Ext Amt
Cost Center  G/L Account  Discount
.00
.00
.00
.00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.

```

5. Enter a vendor code for the **Vendor** field to designate the vendor from whom the invoice was received. If necessary, enter ? and press <Enter> to select a vendor code from the Vendor Select screen.
6. To add a recurring invoice, press <F14> (Recurring invoices), and select the desired recurring invoice record from the Recurring Invoice Selection screen. If recurring invoices are used to print a check stub containing more than one line of text, select the invoices in the correct order. Refer to Printing Multiple Reference Lines for additional information.
7. Enter the vendor's invoice number for the **Inv.** field. If the number was previously entered for the vendor, the warning message *Another voucher exists for this vendor invoice* appears.
8. Enter one of the following values for the **Pymt type** field:
 - *P* - designates that a system-generated check will be used to pay the vendor.
 - *M* - designates that a hand-written check will be used to pay the vendor.
 - *E* - designates that an EFT payment will be used to pay the vendor.

The **Pymt type** field can be left blank to designate that a system-generated check will be used.

9. Enter the vendor's invoice date for the **Inv date** field, and press <Enter>.

```

AP4210R  ADD      CDR CUSTOMER CONFERENCE                11/11/08  8:08:48
JEANNINE                                A/P INVOICE POSTING                QPADEV0004
Voucher      157  Batch      79  Post date  11/11/08  Control      1.00
Vendor  HER001  HERSHEY CHOCOLATE                      Inv total      .00
Inv.  35571    DALLAS                                TX Pymt type P  Disc avail    .00
Terms 11 NET 7 DAYS                                Rcv Dte        Inv date 110708 Due date 111408
Ref                                                Pay date 111408 Disc due
Dft cost center  10                                Cost Center    Net          .00
                                                Check #       Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details
? Item          Desc (?=spcl items)      Qty  Price  Ext Amt
                                                Cost Center  G/L Account  Discount

                                                .00
                                                .00
                                                .00
                                                .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.

```

10. The following information is automatically generated, but can be changed by the user:

- **Terms** - the vendor's payment terms. If necessary, delete the previously entered code, enter ? and press <Enter> to select a different terms code from the Vendor Terms Select screen.
If the value of the **Terms** field is changed by the user, delete the values for the **Due date**, **Pay date** and **Disc due** fields, and press <Enter> to regenerate them.
- Optional: **Rcv Dte** - the date on which the order was received from the vendor.
- **Due date** - the date by which the vendor must receive payment before the invoice is considered past due.
- **Pay date** - the date by which the distributor intends to pay the vendor.
- Optional: **Disc due** - the date by which the vendor must receive payment for the distributor to qualify for a cash discount.

11. Enter data for the following fields as necessary:

- **Ref** - text printed on check stubs, the A/P Invoice Transaction Register report, and A/P invoice journal reports.
- **Check #** - when a hand-written check is used, the check's number can be entered to automatically process the invoice's payment when the invoice batch is posted. Refer to Working With Manual Payments below for additional information.
- **Auto. Post EFT's** - when an EFT payment is used, enter Y (yes) to automatically process the invoice's payment when the invoice batch is posted. Refer to Working With EFT Payments below for additional information.

12. To add an A/P item to the invoice, enter an A/P item code for the **Item** field, and press <Enter>; or enter ? and press <Enter> to select an item code from the Item Selection screen.

Most of the following information is system-generated, but can be changed by the user:

- **Desc** - the A/P item's description.
- **Qty** - the quantity of the item if greater than 1.
- **Price** - the item's net cost.
- **Cost Center** - the cost center number which is used when posting the invoice.
- **G/L Account** - the account number that is debited when posting the invoice.
- **Discount** - if *Y* (yes) appears designating that the distributor can qualify for a cash discount for the item, the calculated amount of the discount appears.

13. Continue adding A/P items, if necessary, or press <Enter> when data entry of the invoice is complete.

```

AP4210R  ADD      CDR CUSTOMER CONFERENCE                11/11/08 10:25:50
JEANNINE                                A/P INVOICE POSTING                QPADEV0004
Voucher      157  Batch      79  Post date 11/11/08  Control      1.00
Vendor      HER001  HERSHEY CHOCOLATE                Inv total      2567.50
Inv.      35571  DALLAS                TX Pymt type P  Disc avail      .00
Terms 11 NET 7 DAYS                Rcv Dte      Inv date 110708  Due date 111408
Ref                                Pay date 111408  Disc due
Dft cost center 10                Cost Center      Net      2567.50
                                Check #      Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details
? Item      Desc (?=spcl items)                Qty      Price      Ext Amt
                                Cost Center  G/L Account                Discount
INVENTORY04  Inventory Holding - Candy/Gu      1      2334.50      2334.50
                                10          290                Y
INVENTORY05  Inventory Holding - Grocery      1      233.00      233.00
                                10          290                Y
                                                .00
                                                .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.
CONFIRM: Y (Y/N)

```

14. Press <Enter> when prompted to confirm. The A/P Invoice Posting (Add) screen is redisplayed with a new voucher number.

```

AP4210R  ADD      CDR CUSTOMER CONFERENCE                11/11/08 10:32:07
JEANNINE                                A/P INVOICE POSTING                QPADEV0004
Voucher      158  Batch      79  Post date 11/11/08  Control      1.00
Vendor                                Inv total      .00
Inv.                                Pymt type P  Disc avail      .00
Terms                                Rcv Dte      Inv date      Due date
Ref                                Pay date      Disc due
Dft cost center 10                Cost Center      Net      .00
                                Check #      Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details
? Item      Desc (?=spcl items)                Qty      Price      Ext Amt
                                Cost Center  G/L Account                Discount
                                                .00
                                                .00
                                                .00
                                                .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.

```

15. Continue adding invoices to the batch, and press one of the following when data entry is complete:

- <F3> to exit without posting the batch.
- <F4> to post the batch. Refer to Posting An Invoice Batch for additional information.

Note: If necessary, press <F4> (Invoice review) *before* entering any values for another invoice; otherwise, the data must be re-entered after reviewing the other invoices of the batch.

Calculating An A/P Allowance

When adding an invoice batch, users can include an allowance for an invoice. The screen below illustrates how to add an A/P item and use the **Qty** and **Price** fields for calculating the allowance.

```

AP4210R  ADD      CREATIVE DATA RESEARCH      12/16/99 13:21:52
JTIPPIN                A/P INVOICE POSTING      QPADEV0001
Voucher 2000125 Batch 177 Post date 12/15/99 Control          400.00
Vendor 10000 A-1 WHOLESALE                      Inv total          400.00
Inv. A456987 12333 BELLEFLOWER BLV CA Pymt type P Disc avail    .00
Terms 20 1.25% 20 Net 30          Rcv Dte          Inv date 111599 Due date 121599
Ref                                Pay date 120599 Disc due 120599
Dft cost center 10          Creative Data Research Net          400.00

Type options, press Enter.
4=Delete
? Item          Desc (?=spcl items)          Qty          Price          Ext Amt
                Cost Center          G/L Account #          Discount
INVENTORY05    Purchases - Grocery          1          452.00          452.00
                10          830          N
INVENTORY05    Purchases - Grocery          1          52.00          52.00-
                10          830          N
                .00
                .00

F3=Exit  F4=Invoice review  F14=Recurring invoices  F16=Vendor Maintenance
  
```

Unlike a cash discount, an A/P allowance is included in the invoice's total payment due which appears for the **Inv total** field at the top of the screen. Also, allowances are realized when invoices are posted, whereas cash discounts are not "received" until payments are posted to the payment journal.

When including an allowance, enter data for the following fields as described below:

- **Qty** (7,n) - enter the number, and press <Field Minus> (not <Field Exit>).
Note: A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appear (such as *I}* when *10* is entered), but it is converted to a number when data entry is complete.
- **Price** (7.2,n) - enter the number, and press <Field Exit> (not <Field Minus>).
Note: The amount appears as a positive number, but a negative number appears for the **Ext Amt** field when data entry is complete.

Printing Multiple Reference Lines

Multiple references lines can be printed on a check stub if a single check is printed for multiple vouchers. Refer to Working With A/P Options for information about using the **A/P Check Date** field to designate how many checks are printed.

To print a check stub containing more than one line of text, users can add and post an invoice batch which contains a single, nearly-identical invoice for each text line. When adding the invoice batch, the following exceptions are made:

- **Ref** - the first line of text is entered for the first invoice, the second line of text is entered for the second invoice, and so on.
- **Price** - the total amount due to the vendor is entered for the first invoice, and 0 (zero) is entered for all the other invoices.

After the invoice batch is posted, all the corresponding vouchers must be included in the same payment batch for processing. Refer to Editing A Payment Batch for information about using the F6 (Add invoice) function key.

Users can also use recurring invoices to print multiple text lines on a check stub. When adding the recurring invoice records, the following exceptions are made:

- **Reference** - the first line of text is entered for the first recurring invoice, the second line of text is entered for the second recurring invoice, and so on.
- **Price** - the total amount due to the vendor is entered for the first recurring invoice, and 0 (zero) is entered for the remaining invoices.

After adding the recurring invoices to an invoice batch, and posting the batch, all the corresponding vouchers must be included in the same payment batch for processing.

Editing An Invoice Batch

The instructions which follow describe using the A/P Invoice Posting screens to edit and delete the invoices of a batch, and delete an entire invoice batch before it is posted. Refer to the following sections for additional information about making changes:

- Adding A Credit Memo - users can adjust posted or unposted invoices.
- Adjusting A Posted Invoice - users can enter adjustments and override system-generated discounts after posting invoice batches.
- Adding A Payment Batch - users can change payment amounts, and override system-generated discounts prior to accepting payment batches. Note: When a voucher is deleted from a batch, it is not delete from the A/P system.
- Editing A Voucher - users can change a voucher's pay date, due date and payment type after its corresponding invoice is posted.

```
User: JEANNINE           Menu: APCV1           Date: 8/25/11

===== > A C C O U N T S   P A Y A B L E <=====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger   23. A/P Closing Menu      90. Sign Off
=====
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==>
```

1. Select option 1 (Invoice Entry/Update) from the Accounts Payable screen. The A/P Invoice Posting (Enter) screen appears.

```
AP4100R  ENTER  CREATIVE DATA RESEARCH  12/20/99  9:26:28
JTIPPIN          A/P INVOICE POSTING      QPADEV0003

Posting date
Control total

Batch number          (blank for new batch)

F3=Exit  F8=Select batch
```

2. Press <F8> (Select batch). The Batch Selection screen appears with the unposted invoice batches listed by invoice batch number. These batches include those with invoices added by transferring purchase orders to Accounts Payable from DAC Purchasing.

Batch	Posted	Control total	Created by	Workstation	Date
Type options, press Enter.					
1=Select 4=Delete P=Print Edit List					
165	12/07/99	10.00	KIM	QPADEV0003	12/07/99 12:45:25
166	12/07/99	100.00	DANETTE	QPADEV0004	12/07/99 15:05:49
167	12/08/99	100.00	DANETTE	QPADEV0008	12/08/99 14:33:14
168	12/13/99	50.00	DANETTE	QPADEV0003	12/13/99 10:58:32
177	12/15/99	999.00	JTIPPIN	QPADEV0008	12/15/99 14:25:25
178	12/16/99	100.00	DANETTE	QPADEV0008	12/16/99 8:18:37
179	12/17/99	999.00	JTIPPIN	QPADEV0003	12/17/99 8:37:15
180	12/18/99	589.80	JTIPPIN		12/17/99 11:57:48
181	12/18/99	350.00	JTIPPIN		12/17/99 13:14:17

F3=Exit

During the course of editing invoice batches, the following fields can be used to locate the desired batch:

- **Batch** - enter a batch number and press <Enter> to redisplay the list beginning with the designated batch.
- **Posted** - enter a posting date and press <Enter> to limit the list to batches with a specific posting date.
- **Control total** - enter an amount and press <Enter> to limit the list to batches of the specified amount.
- **Created by** - enter a username and press <Enter> to limit the list to batches added (or transferred from Purchasing) by the specified user.
- **Workstation** - enter a job (or terminal) name and press <Enter> to limit the list to batches created by the specified job or at the specified terminal.
- **Date** - enter a date and press <Enter> to limit the list to batches added (or transferred from Purchasing) on the specified date.

- To delete an entire batch of invoices, locate the desired batch (use <Page Down> if necessary) and enter 4 (Delete) in the selection column next to its batch number.

Batch	Posted	Control total	Created by	Workstation	Date
Type options, press Enter.					
1=Select 4=Delete P=Print Edit List					
4	165	12/07/99	10.00	KIM	QPADEV0003 12/07/99 12:45:25
	166	12/07/99	100.00	DANETTE	QPADEV0004 12/07/99 15:05:49
	167	12/08/99	100.00	DANETTE	QPADEV0008 12/08/99 14:33:14
	168	12/13/99	50.00	DANETTE	QPADEV0003 12/13/99 10:58:32
	177	12/15/99	999.00	JTIPPIN	QPADEV0008 12/15/99 14:25:25
	178	12/16/99	100.00	DANETTE	QPADEV0008 12/16/99 8:18:37
	179	12/17/99	999.00	JTIPPIN	QPADEV0003 12/17/99 8:37:15
	180	12/18/99	589.80	JTIPPIN	12/17/99 11:57:48
	181	12/18/99	350.00	JTIPPIN	12/17/99 13:14:17

F3=Exit

Press <Enter>. The screen's list is redisplayed without the deleted batch.

- To print a detailed report of the invoices of a batch (see below), enter P (Print Edit List) in the selection column next to the batch number of the desired batch, and press <Enter>.

Invoice Entry Edit List

Creative Data Research		Invoice Entry Edit List			JTIPPIN		12/20/99 14:40:41		Page 1
Company CDR									
Batch Number	181	Status	Batch Control	Total	350.00				
Voucher	Vendor	Vendor Name	Vendor Invoice	Invoice Date	Invoice Due Date	Invoice Pay Date	Total Inv.Amt.	Total Disc. Allowed	Terms Description
2000132	R	74295	AMERICAN CANDY COMPANY	A308	12/17/99	1/15/00	1/15/00	390.00	30 30 Days
Seq Typ	Item Number	Item description		Detail Amount	Detail Qty	Discount	Adjustment	Remain Due	Act. Cost
1 R	INVENTORY01	Purchases - Cigarettes		390.00	1			390.00	
2000137	R	28200	PHILIP MORRIS, INC.	65489	12/13/99	1/11/00	1/01/00	196.00	20 1.25% 20 Net 30
Seq Typ	Item Number	Item description		Detail Amount	Detail Qty	Discount	Adjustment	Remain Due	Act. Cost
1 R	INVENTORY02	Purchases - Tobacco		98.00	2	2.45		196.00	
** END OF REPORT **									

```

AP5100R  DISPLAY  CREATIVE DATA RESEARCH      12/20/99  9:55:33
JTIPPIN          BATCH SELECTION                QPADEV0003

  Batch  Posted  Control total  Created by  Workstation  Date

Type options, press Enter.
1=Select  4=Delete  P=Print Edit List

   166 12/07/99    100.00  DANETTE    QPADEV0004 12/07/99 15:05:49
   167 12/08/99    100.00  DANETTE    QPADEV0008 12/08/99 14:33:14
   168 12/13/99     50.00  DANETTE    QPADEV0003 12/13/99 10:58:32
   177 12/15/99    999.00  JTIPPIN    QPADEV0008 12/15/99 14:25:25
   178 12/16/99    100.00  DANETTE    QPADEV0008 12/16/99  8:18:37
   179 12/17/99    999.00  JTIPPIN    QPADEV0003 12/17/99  8:37:15
   180 12/18/99    589.80  JTIPPIN    12/17/99 11:57:48
   181 12/18/99    350.00  JTIPPIN    12/17/99 13:14:17

F3=Exit
    
```

5. To edit the invoices of a batch, locate the desired batch (use <Page Down> if necessary), and enter *I* (Select) in the selection column next to its batch number.

```

AP5100R  DISPLAY  CREATIVE DATA RESEARCH      12/20/99  9:55:33
JTIPPIN          BATCH SELECTION                QPADEV0003

  Batch  Posted  Control total  Created by  Workstation  Date

Type options, press Enter.
1=Select  4=Delete  P=Print Edit List

   166 12/07/99    100.00  DANETTE    QPADEV0004 12/07/99 15:05:49
   167 12/08/99    100.00  DANETTE    QPADEV0008 12/08/99 14:33:14
   168 12/13/99     50.00  DANETTE    QPADEV0003 12/13/99 10:58:32
   177 12/15/99    999.00  JTIPPIN    QPADEV0008 12/15/99 14:25:25
   178 12/16/99    100.00  DANETTE    QPADEV0008 12/16/99  8:18:37
   179 12/17/99    999.00  JTIPPIN    QPADEV0003 12/17/99  8:37:15
   180 12/18/99    589.80  JTIPPIN    12/17/99 11:57:48
  1    181 12/18/99    350.00  JTIPPIN    12/17/99 13:14:17

F3=Exit
    
```

6. Press <Enter>. The A/P Invoice Posting (Enter) screen appears with the posting date, control total and batch number of the desired invoice batch.

```

AP4100R  ENTER  CREATIVE DATA RESEARCH  12/20/99  9:57:49
JTIPPIN  A/P INVOICE POSTING  QPADEV0003

Posting date  121899
Control total  350.00

Batch number  181  (blank for new batch)

F3=Exit  F8=Select batch

```

7. If necessary, users can change the following values of the selected invoice batch:
 - **Posting date** - the posting date of the invoice batch.
 - **Control total** - the total amount due for all the invoices of the batch.
8. Press <Enter>. The A/P Invoice Posting (Add) screen appears at which users can add new invoices to the batch. Refer to Adding An Invoice Batch (beginning with step 5) for additional information.

```

AP4210R  ADD  CREATIVE DATA RESEARCH  12/20/99  9:59:57
JTIPPIN  A/P INVOICE POSTING  QPADEV0003
Voucher  2000138  Batch  181  Post date  12/18/99  Control  350.00
Vendor  Inv total  .00
Inv. Pymt type  Disc avail  .00
Terms Rcv Dte  Inv date  Due date
Ref Pay date  Disc due
Dft cost center  10  Creative Data Research  Net  .00

Type options, press Enter.
4=Delete
? Item Desc (?=spcl items) Qty Price Ext Amt
Cost Center G/L Account # Discount
.00
.00
.00
.00

F3=Exit  F4=Invoice review  F14=Recurring invoices  F16=Vendor Maintenance

```

9. Press <F4> (Invoice review). The Invoice Review screen appears with the invoices previously added to the batch.

```

AP4120R  DISPLAY  CREATIVE DATA RESEARCH  12/20/99  10:02:53
JTIPPIN  INVOICE REVIEW  QPADEV0003

Batch  181  Posting date  12/18/99  Control total  350.00
Disc --> 12.20  Net --> 928.80  Batch Total  941.00

Type options, press Enter.
2=Change  4=Delete

? Voucher  Invoice  Vendor Name  Invoice amt  Net amt
2000132  A308  74295  AMERICAN CANDY COM  390.00  380.25
Pay Date  1/15/00
2000136  R6987  12301  R.J. REYNOLDS TOBA  355.00  355.00
Pay Date  1/13/00
2000137  65489  28200  PHILIP MORRIS, INC  196.00  193.55
Pay Date  1/01/00

F3=Exit  F4=Post batch

```

The following fields of the Invoice Review screen can change as invoices are added to the batch, deleted from the batch, or edited.

- **Disc** - the total of the payment discounts for which the distributor qualifies.
- **Net** - the total payment due of all the invoices of the batch less the total of the payment discounts.
- **Batch Total** - the total payment due for all the invoices of the batch.

- To delete an invoice of the batch, locate the desired invoice (use <Page Down> if necessary), and enter 4 (Delete) in the selection column next to its voucher number.

AP4120R		DISPLAY	CREATIVE DATA RESEARCH		12/20/99 10:02:53	
JTIPPIN			INVOICE REVIEW		QPADEV0003	
Batch	181	Posting date	12/18/99	Control total	350.00	
Disc -->		12.20	Net -->	928.80	Batch Total	941.00
Type options, press Enter.						
2=Change 4=Delete						
? Voucher	Invoice	Vendor Name		Invoice amt	Net amt	
2000132	A308	74295	AMERICAN CANDY COM	390.00	380.25	
				Pay Date	1/15/00	
4 2000136	R6987	12301	R.J. REYNOLDS TOBA	355.00	355.00	
				Pay Date	1/13/00	
2000137	65489	28200	PHILIP MORRIS, INC	196.00	193.55	
				Pay Date	1/01/00	
F3=Exit F4=Post batch						

Press <Enter>. The screen's list is redisplayed without the deleted invoice.

AP4120R		DISPLAY	CREATIVE DATA RESEARCH		12/20/99 10:09:00	
JTIPPIN			INVOICE REVIEW		QPADEV0003	
Batch	181	Posting date	12/18/99	Control total	350.00	
Disc -->		12.20	Net -->	573.80	Batch Total	586.00
Type options, press Enter.						
2=Change 4=Delete						
? Voucher	Invoice	Vendor Name		Invoice amt	Net amt	
2000132	A308	74295	AMERICAN CANDY COM	390.00	380.25	
				Pay Date	1/15/00	
2000137	65489	28200	PHILIP MORRIS, INC	196.00	193.55	
				Pay Date	1/01/00	
F3=Exit F4=Post batch						

- To edit an invoice of the batch, locate the desired invoice (use <Page Down> if necessary), and enter 2 (Change) in the selection column next to its voucher number.

```

AP4120R  DISPLAY  CREATIVE DATA RESEARCH  12/20/99 10:22:34
JTIPPIN  INVOICE REVIEW  QPADEV0003

Batch 181  Posting date 12/18/99  Control total 350.00
Disc --> 12.20 Net --> 573.80  Batch Total 586.00

Type options, press Enter.
2=Change 4=Delete

? Voucher Invoice Vendor Name Invoice amt Net amt
2 2000132 A308 74295 AMERICAN CANDY COM 390.00 380.25
Pay Date 1/15/00
2000137 65489 28200 PHILIP MORRIS, INC 196.00 193.55
Pay Date 1/01/00

F3=Exit F4=Post batch

```

Press <Enter>. The A/P Invoice Posting (Change) screen appears.

```

AP4210R  CHANGE  CREATIVE DATA RESEARCH  12/20/99 10:23:21
JTIPPIN  A/P INVOICE POSTING  QPADEV0003
Voucher 2000132 Batch 181 Post date 12/18/99 Control 350.00
Vendor 74295 AMERICAN CANDY COMPANY Inv total 390.00
Inv. A308 SUITE 200 CA Pymt type P Disc avail 9.75
Terms 15 2.5% 15 Net 35 Rcv Dte 122099 Inv date 121799 Due date 12100
Ref 000308 Pay date 11500 Disc due
Dft cost center 10 Creative Data Research Net 380.25

Type options, press Enter.
4=Delete
? Item Desc (?=spcl items) Qty Price Ext Amt
Cost Center G/L Account # Discount
INVENTORY01 Purchases - Cigarettes 1 390.00 390.00
10 800 Y 9.75
.00
.00
.00

F3=Exit F4=Invoice review F14=Recurring invoices F16=Vendor Maintenance

```

Refer to Adding An Invoice Batch for detailed descriptions of all the fields of this screen.

If the values of the **Terms** or **Inv date** fields are changed by the user, delete the previously entered values for the **Due date**, **Pay date** and **Disc due** fields. If a change of terms involving a discount is made, the user should also delete the previously calculated discount amounts. The discount amount should also be deleted if the value of the **Price** field is changed. All the deleted values will be recalculated by the A/P System when editing is completed.

```

AP4210R  CHANGE  CREATIVE DATA RESEARCH  12/20/99 10:46:49
JTIPPIN  A/P INVOICE POSTING  QPADEV0003
Voucher 2000132 Batch 181 Post date 12/18/99 Control 350.00
Vendor 74295 AMERICAN CANDY COMPANY Inv total 390.00
Inv. A308 SUITE 200 CA Pymt type P Disc avail .00
Terms 30 30 Days Rcv Dte 122099 Inv date 121799 Due date
Ref 000308 Pay date Disc due
Dft cost center 10 Creative Data Research Net 390.00

Type options, press Enter.
4=Delete
? Item Desc (?=spcl items) Qty Price Ext Amt
Cost Center G/L Account # Discount
INVENTORY01 Purchases - Cigarettes 1 390.00 390.00
10 800 Y .00
.00
.00

F3=Exit F4=Invoice review F14=Recurring invoices F16=Vendor Maintenance

```

Press <Enter> when editing is complete.

```

AP4210R  CHANGE  CREATIVE DATA RESEARCH  12/20/99 10:51:03
JTIPPIN  A/P INVOICE POSTING  QPADEV0003
Voucher 2000132 Batch 181 Post date 12/18/99 Control 350.00
Vendor 74295 AMERICAN CANDY COMPANY Inv total 390.00
Inv. A308 SUITE 200 CA Pymt type P Disc avail .00
Terms 30 30 Days Rcv Dte 122099 Inv date 121799 Due date 11500
Ref 000308 Pay date 11500 Disc due
Dft cost center 10 Creative Data Research Net 390.00

Type options, press Enter.
4=Delete
? Item Desc (?=spcl items) Qty Price Ext Amt
Cost Center G/L Account # Discount
INVENTORY01 Purchases - Cigarettes 1 390.00 390.00
10 800 Y .00
.00
.00

F3=Exit F4=Invoice review F14=Recurring invoices F16=Vendor Maintenance
CONFIRM: Y (Y/N)

```

Press <Enter> when prompted to confirm. The Invoice Review screen appears.

```

AP4120R  DISPLAY  CREATIVE DATA RESEARCH  12/20/99 10:51:30
JTIPPIN  INVOICE REVIEW  QPADEV0003

Batch 181 Posting date 12/18/99 Control total 350.00
Disc --> 2.45 Net --> 583.55 Batch Total 586.00

Type options, press Enter.
2=Change 4=Delete

? Voucher Invoice Vendor Name Invoice amt Net amt
2000132 A308 74295 AMERICAN CANDY COM 390.00 390.00
Pay Date 1/15/00
2000137 65489 28200 PHILIP MORRIS, INC 196.00 193.55
Pay Date 1/01/00

F3=Exit F4=Post batch

```

If the values of the **Control total** and **Batch Total** fields differ, make a note of the new value of the **Batch Total** field. The invoice batch cannot be posted unless the values of both fields are identical. Changing the value of the **Control total** field is described below.

- If necessary, users can repeat the previous instructions to continue editing the invoices of the batch, or press <F3> (Exit). The A/P Invoice Posting (Add) screen appears.

```

AP4210R  ADD  CREATIVE DATA RESEARCH  12/20/99 11:04:42
JTIPPIN  A/P INVOICE POSTING  QPADEV0003
Voucher 2000138 Batch 181 Post date 12/18/99 Control 350.00
Vendor Inv total .00
Inv. Pymt type Disc avail .00
Terms Rcv Dte Inv date Due date
Ref Pay date Disc due
Dft cost center 10 Creative Data Research Net .00

Type options, press Enter.
4=Delete
? Item Desc (?=spcl items) Qty Price Ext Amt
Cost Center G/L Account # Discount
.00
.00
.00
.00

F3=Exit F4=Invoice review F14=Recurring invoices F16=Vendor Maintenance

```

13. Press <F3> to exit. The A/P Invoice Posting (Enter) screen appears.

```
AP4100R  ENTER  CREATIVE DATA RESEARCH  12/20/99 11:06:09
JTIPPIN  A/P INVOICE POSTING  QPADEV0003

Posting date  121899
Control total  350.00

Batch number  181 (blank for new batch)

F3=Exit  F8=Select batch
```

14. If necessary, users can change the values of the **Posting date** and **Control total** fields.

```
AP4100R  ENTER  CREATIVE DATA RESEARCH  12/20/99 16:23:32
JTIPPIN  A/P INVOICE POSTING  QPADEV0003

Posting date  121899
Control total  586.00

Batch number  181 (blank for new batch)

F3=Exit  F8=Select batch
```

If the value of the **Posting date** field or the **Control total** field is changed, press <Enter>. When the A/P Invoice Posting (Add) screen appears, press <F3> to exit. The A/P Invoice Posting (Enter) screen appears.

15. Press <F3> to exit. The Accounts Payable screen appears.

Adding A Credit Memo

In addition to adding invoices to batches, the A/P Invoice Posting screen is also used:

- To enter credit memos received from vendors.
- To enter a credit memo to reverse part or all of the data entry of a posted or unposted invoice.

Refer to Adjusting A Posted Invoice for information about making adjustments to posted invoices. The primary differences between adding a credit memo and making adjustments are:

- Credit memos appear on the A/P-G/L Transaction Register, and adjustments do not. Refer to Posting An Invoice Batch for additional information about this posting control report.
- Adjustments are automatically applied to corresponding invoices, and credit memos are not. Refer to Editing A Payment Batch for information about applying a credit memo to a specific invoice during the payment process.
- Adjustments can only be made to posted invoices, but credit memos are not restricted in this way.

The instructions which follow describe using the A/P Invoice Posting screen to enter an invoice batch which consists of a single credit memo.

```
User: JEANNINE           Menu: APCV1           Date: 8/25/11

===== > A C C O U N T S P A Y A B L E < =====
=====
||||| 1. Invoice Entry/Update          11. Void Check Entry (Blanks)
THE   || 2. Debit/Credit Maint.
DAC   || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry          20. A/P File Maint.          21. A/P Report Menu
22. General Ledger       23. A/P Closing Menu          90. Sign Off
=====
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==>
```

1. Select option 1 (Invoice Entry/Update) from the Accounts Payable screen. The A/P Invoice Posting (Enter) screen appears.

```

AP4100R  ENTER  CREATIVE DATA RESEARCH  12/21/99  8:03:10
JTIPPIN          A/P INVOICE POSTING      QPADEV0008

Posting date
Control total

Batch number          (blank for new batch)

F3=Exit  F8=Select batch

```

2. Enter a date for the **Posting date** (6,n) field to designate the posting date of the invoice batch. Refer to Adding An Invoice Batch for information about using this date for posting entries to the General Ledger.
3. Enter the amount of the credit memo for the **Control total** (11.2,n) field, and press <Field Minus> (not <Field Exit>). Note: A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appear (such as *1}* when *10* is entered), but it is converted to a negative number when data entry is complete.

```

AP4100R  ENTER  CREATIVE DATA RESEARCH  12/21/99  8:03:10
JTIPPIN          A/P INVOICE POSTING      QPADEV0008

Posting date  122299
Control total          59.2}

Batch number          (blank for new batch)

F3=Exit  F8=Select batch

```

4. Press <Enter>. The A/P Invoice Posting (Add) screen appears.

```

AP4210R  ADD      CREATIVE DATA RESEARCH      12/21/99  8:58:42
JTIPPIN          A/P INVOICE POSTING      QPADEV0008
Voucher 2000145  Batch   185  Post date 12/22/99  Control   59.20-
Vendor                               Inv total   .00
Inv.                               Pymt type  Disc avail  .00
Terms                               Rcv Dte    Inv date   Due date
Ref                               Pay date   Disc due
Dft cost center 10                Creative Data Research  Net          .00

Type options, press Enter.
4=Delete
? Item          Desc (?=spcl items)      Qty      Price      Ext Amt
                Cost Center      G/L Account #              Discount
                                      .00
                                      .00
                                      .00
                                      .00

F3=Exit  F4=Invoice review  F14=Recurring invoices  F16=Vendor Maintenance

```

Refer to Adding An Invoice Batch for detailed descriptions of all the fields of the A/P Invoice Posting (Add) screen including the **Voucher**, **Batch** and **Dft cost center** fields.

5. Enter a vendor code for the **Vendor** (6,a) field to designate the vendor from whom the credit memo was received. If necessary, enter ? and press <Enter> to select a vendor code from the Vendor Select screen.
6. Enter a code (numbers and/or letters) to designate the credit memo for the **Inv.** (10,a) field. If the number was previously entered for the vendor, *Another voucher exists for this vendor invoice* appears. This field is not used directly by DAC, but can be used to locate a credit on the Invoice Voucher Inquiry screen. Refer to Working With Invoice Voucher Inquiry for additional information.
7. Enter one of the following values for the **Pymt type** (1,a) field:
 - *P* - designates that the Auto Payment Selection application will be used to process the credit.
 - *M* - designates that the Process Manual Payments application will be used to process the credit.
 - *E* - designates that the Process EFT Payments application will be used to process the credit.

If the **Pymt type** field is left blank, the Auto_ Payment Selection application will be used to process the credit. If necessary, the payment type can be changed after an invoice batch is posted. Refer to Editing A Voucher for additional information.

8. Enter the date of the vendor's credit memo for the **Inv date** (6,n) field. Refer to Adding An Invoice Batch for additional information about this field.

```

AP4210R  ADD      CREATIVE DATA RESEARCH          12/21/99  8:17:55
JTIPPIN                A/P INVOICE POSTING          QPADEV0008
Voucher 2000145  Batch 185  Post date 12/22/99  Control 59.20-
Vendor 12303  R.J. REYNOLDS TOBACCO COMPANY  Inv total .00
Inv. A213699CR DALLAS TX Pymt type Disc avail .00
Terms 15 2.5% 15 Net 35 Rcv Dte Inv date 121699 Due date
Ref credit memo - inv. A213699 Pay date Disc due
Dft cost center 10 Creative Data Research Net .00

Type options, press Enter.
4=Delete
? Item Desc (?=spcl items) Qty Price Ext Amt
          Cost Center G/L Account # Discount
                                          .00
                                          .00
                                          .00
                                          .00

F3=Exit F4=Invoice review F14=Recurring invoices F16=Vendor Maintenance

```

9. Press <Enter>.

```

AP4210R  ADD      CREATIVE DATA RESEARCH          12/21/99  8:17:55
JTIPPIN                A/P INVOICE POSTING          QPADEV0008
Voucher 2000145  Batch 185  Post date 12/22/99  Control 59.20-
Vendor 12303  R.J. REYNOLDS TOBACCO COMPANY  Inv total .00
Inv. A213699CR DALLAS TX Pymt type Disc avail .00
Terms 15 2.5% 15 Net 35 Rcv Dte Inv date 121699 Due date 11900
Ref credit memo - inv. A213699 Pay date 123199 Disc due 123199
Dft cost center 10 Creative Data Research Net 00.00

Type options, press Enter.
4=Delete
? Item Desc (?=spcl items) Qty Price Ext Amt
          Cost Center G/L Account # Discount
                                          .00
                                          .00
                                          .00
                                          .00

F3=Exit F4=Invoice review F14=Recurring invoices F16=Vendor Maintenance

```

The following information is automatically generated by the Accounts Payable System, but can be changed by the user. Refer to Adding An Invoice Batch for additional information about these fields:

- **Terms** (2,a) - the vendor's payment terms can be changed. If necessary, delete the previously entered code, enter ? and press <Enter> to select a different terms code from the Vendor Terms Select screen.
 - Optional: **Rcv Dte** (6,n) - the date on which the purchase order was received from the vendor.
 - **Due date** (6,n) - the date by which the vendor must receive payment before an invoice is considered past due.
 - **Pay date** (6,n) - the date by which the distributor intends to pay the vendor.
 - Optional: **Disc due** (6,n) - the date by which the vendor must receive payment for the distributor to qualify for a cash discount.
10. Enter text for the **Ref** (30,a) field which appears on the A/P Invoice Transaction Register when the invoice batch is posted.
 11. Enter an A/P item code for the **Item** (15,a) field, and press <Enter>; or enter ? and press <Enter> to select an item code from the Item Selection screen. Refer to Working With A/P Item Records for information about the **Item code** field.
 12. If necessary, enter a description of the item for the **Desc** (30,a) field. Refer to Working With A/P Item Records for information about the **Description** field.

13. To enter the quantity of the item for the **Qty** (7,n) field, enter the number, and press <Field Minus> (not <Field Exit>). A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appear (such as *I}* when *10* is entered), but it is converted to a number when data entry is complete.
14. To enter the amount of the credit memo for **Price** (7.2,n) field, enter the number, and press <Field Exit> (not <Field Minus>). Note: The amount appears as a positive number, but a negative number appears for the **Ext Amt** field when data entry is complete.
15. If necessary, enter the cost center number which is used when posting the credit memo for the **Cost Center** (3+4,n) field. Note: The **Cost Center** field name will be different if another value is entered for the **Cost cntr hdr** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.
16. If necessary, enter the account number which is used when posting the credit memo for the **G/L Account #** (5+4,n) field. Refer to Working With A/P Item Records for information about the **G/L Account #** field. Note: The **G/L Account #** field name will be different if another value is entered for the **Account header** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.
17. If necessary, users may be able to change the value of the **Discount** (1,a) field which defaults from the **Discount allowed** field of the A/P item record. Refer to Working With A/P Item Records for additional information. Refer to Working With Company A/P Options for information about the **Allow discount override** field which designates *if* the value of the **Discount** field can be changed when processing invoice batches.
18. Continue adding A/P items, if necessary, or press <Enter> when data entry of the credit memo is complete.

```

AP4210R  ADD      CREATIVE DATA RESEARCH      12/21/99 17:19:31
JTIPPIN          A/P INVOICE POSTING          QPADEV0008
Voucher 2000145 Batch 185 Post date 12/22/99 Control 59.20-
Vendor 12303 R.J. REYNOLDS TOBACCO COMPANY Inv total 59.20-
Inv. A213699CR DALLAS TX Pymt type Disc avail .00
Terms 15 2.5% 15 Net 35 Rcv Dte Inv date 121699 Due date 11900
Ref credit memo - inv. A213699 Pay date 122299 Disc due 123199
Dft cost center 10 Creative Data Research Net 59.20-

Type options, press Enter.
4=Delete
? Item Desc (?=spcl items) Qty Price Ext Amt
Cost Center G/L Account # Discount
INVENTORY03 Purchases - Cigars 1 59.20 59.20-
10 810 N .00
.00
.00

F3=Exit F4=Invoice review F14=Recurring invoices F16=Vendor Maintenance
CONFIRM: Y (Y/N)

```

19. Press <Enter> when prompted to confirm. The A/P Invoice Posting (Add) screen is redisplayed with a new voucher number.

```

AP4210R  ADD      CREATIVE DATA RESEARCH      12/22/99 10:50:35
JTIPPIN                               A/P INVOICE POSTING      QPADEV0005
Voucher 2000146 Batch 185 Post date 12/22/99 Control          59.20-
Vendor                               Inv total          59.20-
Inv.                               Pymt type  Disc avail          .00
Terms                               Rcv Dte      Inv date      Due date
Ref                               Pay date
Dft cost center 10                Creative Data Research Net          .00

Type options, press Enter.
4=Delete
? Item          Desc (=?spl items)      Qty      Price      Ext Amt
                Cost Center      G/L Account #          Discount
                .00
                .00
                .00
                .00

F3=Exit  F4=Invoice review  F14=Recurring invoices  F16=Vendor Maintenance

```

Refer to Adding An Invoice Batch for information about using the F4 (Invoice Review) key.

20. Press <F3> (Exit) when data entry is complete. The A/P Invoice Posting (Enter) screen appears.

```

AP4100R  ENTER    CREATIVE DATA RESEARCH      12/22/99 10:53:27
JTIPPIN                               A/P INVOICE POSTING      QPADEV0005

Posting date 122299
Control total          59.20-

Batch number 185 (blank for new batch)

F3=Exit  F8=Select batch

```

Refer to Adding An Invoice Batch for information about changing the values of the **Posting date** and **Control total** fields.

21. Press <F3> to exit. The Accounts Payable screen appears.

Posting An Invoice Batch

After an invoice batch is added, and all necessary editing is completed, it is posted to create vouchers for each invoice and credit memo included in the batch. Refer to Adjusting A Posted Invoice for information about applying a credit or debit to a posted invoice (and its corresponding voucher).

Refer to Working With Accounts Payable Reports for information about printing invoice journal reports.

```
User: JEANNINE           Menu: APCV1           Date: 8/25/11

===== > A C C O U N T S   P A Y A B L E < =====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger   23. A/P Closing Menu      90. Sign Off
=====
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==>
```

1. Select option 1 (Invoice Entry/Update) from the Accounts Payable screen. The A/P Invoice Posting (Enter) screen appears.

```
AP4100R  ENTER  CREATIVE DATA RESEARCH  12/22/99 11:18:05
JTIPPIN          A/P INVOICE POSTING    QPADEV0005

Posting date
Control total

Batch number          (blank for new batch)

F3=Exit  F8=Select batch
```

2. Press <F8> (Select batch). The Batch Selection screen appears with the unposted invoice batches listed by invoice batch number. Refer to Editing An Invoice Batch for information about using the restrictor fields at the top of the screen to locate the desired invoice batch.

```

AP5100R  DISPLAY  CREATIVE DATA RESEARCH      12/22/99 11:24:31
JTIPPIN          BATCH SELECTION              QPADEV0005

  Batch   Posted   Control total   Created by   Workstation   Date

Type options, press Enter.
1=Select   4=Delete   P=Print Edit List

      179 12/17/99      635.00  JTIPPIN    QPADEV0003 12/17/99  8:37:15
      184 12/22/99      300.00  JTIPPIN    QPADEV0008 12/21/99 13:34:30
      185 12/22/99       59.20-  JTIPPIN    QPADEV0008 12/21/99 16:58:37

F3=Exit

```

Refer to Editing An Invoice Batch for information about using the *P=Print Edit List* option to print a detailed report of the invoices of a batch.

3. Locate the desired batch (use <Page Down> if necessary), and enter *I* (Select) in the selection column next to its batch number.

```

AP5100R  DISPLAY  CREATIVE DATA RESEARCH      12/22/99 11:24:31
JTIPPIN          BATCH SELECTION              QPADEV0005

  Batch   Posted   Control total   Created by   Workstation   Date

Type options, press Enter.
1=Select   4=Delete   P=Print Edit List

1  179 12/17/99      635.00  JTIPPIN    QPADEV0003 12/17/99  8:37:15
  184 12/22/99      300.00  JTIPPIN    QPADEV0008 12/21/99 13:34:30
  185 12/22/99       59.20-  JTIPPIN    QPADEV0008 12/21/99 16:58:37

F3=Exit

```

4. Press <Enter>. The A/P Invoice Posting (Enter) screen appears with the posting date, control total and batch number of the desired invoice batch.

```

AP4100R  ENTER    CREATIVE DATA RESEARCH      12/22/99 11:25:19
JTIPPIN          A/P INVOICE POSTING          QPADEV0005

Posting date 121799
Control total      635.00

Batch number  179 (blank for new batch)

F3=Exit  F8=Select batch

```

5. If necessary, users can change the following values of the selected invoice batch:
 - **Posting date** - the date that the invoice batch will be posted.
 - **Control total** - the total amount due for all the invoices of the batch.

6. Press <Enter>. The A/P Invoice Posting (Add) screen appears.

```

AP4210R  ADD      CREATIVE DATA RESEARCH      12/22/99 11:25:51
JTIPPIN          A/P INVOICE POSTING          QPADEV0005
Voucher 2000148 Batch 179 Post date 12/22/99 Control 635.00
Vendor                               Inv total  .00
Inv.                               Pymt type  Disc avail  .00
Terms                               Rcv Dte   Inv date   Due date
Ref                               Pay date  Disc due
Dft cost center 10                Creative Data Research Net .00

Type options, press Enter.
4=Delete
? Item          Desc (?=spcl items)      Qty   Price  Ext Amt
                Cost Center      G/L Account #           Discount
                                                .00
                                                .00
                                                .00
                                                .00

F3=Exit  F4=Invoice review  F14=Recurring invoices  F16=Vendor Maintenance
  
```

7. Press <F4> (Invoice review). The Invoice Review screen appears with the invoices previously added to the batch.

```

AP4120R  DISPLAY  CREATIVE DATA RESEARCH      12/22/99 11:26:03
JTIPPIN          INVOICE REVIEW          QPADEV0005

Batch 179      Posting date 12/22/99      Control total 635.00
Disc -->      .00 Net --> 1035.00      Batch Total 1035.00

Type options, press Enter.
2=Change  4=Delete

? Voucher Invoice  Vendor Name      Invoice amt  Net amt
2000138 12587  41696 BANNER CANDY COMPA 400.00      400.00
                Pay Date 12/22/99
2000142 3265   62640 DANDY CONFECTIONS 245.00      245.00
                Pay Date 12/22/99
2000143 6589   99989 FIRCREST FARMS 45.00       45.00
                Pay Date 12/22/99
2000144 167    16000 GENERAL MILLS, INC 345.00      345.00
                Pay Date 12/22/99

F3=Exit  F4=Post batch
  
```

If the values of the **Control total** and **Batch Total** fields are identical, continue with step 8; otherwise make a note of the value of the **Batch Total** field and press <F3> (Exit). The A/P Invoice Posting (Add) screen appears.

```

AP4210R  ADD      CREATIVE DATA RESEARCH      12/22/99 11:26:40
JTIPPIN          A/P INVOICE POSTING          QPADEV0005
Voucher 2000148 Batch 179 Post date 12/22/99 Control 635.00
Vendor                               Inv total  .00
Inv.                               Pymt type  Disc avail  .00
Terms                               Rcv Dte   Inv date   Due date
Ref                               Pay date  Disc due
Dft cost center 10                Creative Data Research Net .00

Type options, press Enter.
4=Delete
? Item          Desc (?=spcl items)      Qty   Price  Ext Amt
                Cost Center      G/L Account #           Discount
                                                .00
                                                .00
                                                .00
                                                .00

F3=Exit  F4=Invoice review  F14=Recurring invoices  F16=Vendor Maintenance
  
```

Press <F3> (Exit). The A/P Invoice Posting (Enter) screen appears.

```

AP4100R  ENTER  CREATIVE DATA RESEARCH      12/22/99 11:27:00
JTIPPIN                A/P INVOICE POSTING      QPADEV0005

Posting date  122299
Control total          635.00

Batch number    179  (blank for new batch)

F3=Exit  F8=Select batch

```

Enter the correct value for the **Control total** field (and the **Posting date** field if necessary), and press <Enter>. The A/P Invoice Posting (Add) screen appears with the new control total entered for the **Control** field.

```

AP4210R  ADD  CREATIVE DATA RESEARCH      12/22/99 11:27:19
JTIPPIN                A/P INVOICE POSTING      QPADEV0005
Voucher 2000148 Batch  179 Post date 12/22/99 Control 1035.00
Vendor                               Inv total      .00
Inv.                               Pymt type     Disc avail    .00
Terms                               Rcv Dte      Inv date     Due date
Ref                               Pay date     Disc due
Dft cost center 10      Creative Data Research  Net          .00

Type options, press Enter.
4=Delete
? Item          Desc (?=spcl items)      Qty      Price  Ext Amt
                               Cost Center  G/L Account #          Discount
                               .00
                               .00
                               .00
                               .00

F3=Exit  F4=Invoice review  F14=Recurring invoices  F16=Vendor Maintenance

```

Press <F4> (Invoice review). The Invoice Review screen appears.

```

AP4120R  DISPLAY CREATIVE DATA RESEARCH      12/22/99 11:27:32
JTIPPIN                INVOICE REVIEW      QPADEV0005

Batch 179      Posting date 12/22/99      Control total 1035.00
Disc -->      .00      Net -->      1035.00      Batch Total 1035.00

Type options, press Enter.
2=Change  4=Delete

? Voucher Invoice  Vendor Name      Invoice amt      Net amt
2000138 12587  41696 BANNER CANDY COMPA  400.00      400.00
                               Pay Date 12/22/99
2000142 3265  62640 DANDY CONFECTIONS  245.00      245.00
                               Pay Date 12/22/99
2000143 6589  99989 FIRCREST FARMS  45.00      45.00
                               Pay Date 12/22/99
2000144 167  16000 GENERAL MILLS, INC  345.00      345.00
                               Pay Date 12/22/99

F3=Exit  F4=Post batch

```

8. Press <F4> (Post batch). The A/P Invoice Posting (Enter) screen appears, and the following reports (see below) are printed:

- A/P-G/L Trans Register
- Invoice Entry Edit List (optional)
- A/P Invoice Transaction Register.

A/P-G/L Trans Register

CREATIVE DATA RESEARCH		A/P-G/L TRANS REGISTER			JTIPPIN	12/22/99 11:28:18	Page	1
Batch 179								
Cost Center	G/L Account #	Jrnl	Inv date	Posted	Description	Debits	Credits	
10	200	417	12/22/99	12/22/99	A/P Invoice batch 179	.00	1035.00CR	
						.00	1035.00CR	
10	820	417	12/22/99	12/22/99	BANNER CANDY COMPA2000138	400.00	.00	
10	820	417	12/22/99	12/22/99	DANDY CONFECTIONS2000142	245.00	.00	
						645.00	.00	
10	830	417	12/22/99	12/22/99	FIRCREST FARMS2000143	45.00	.00	
10	830	417	12/22/99	12/22/99	GENERAL MILLS, INC2000144	345.00	.00	
						390.00	.00	
Final totals						1035.00	1035.00CR	
** END OF REPORT **								

It is strongly recommended that users retain the A/P-G/L Transaction Register for future reference when data entry errors occur. Before filing the posting control report, verify that the:

- Correct cost center numbers and G/L account numbers were debited and credited. Note: The *Cost Center* and *G/L Account #* headings (see above) will be different if other values are entered for the **Cost cntr hdr** and **Account header** fields, respectively, of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.
- Final totals for debits and credits are equal. If not, contact CDR support personnel immediately.

Invoice Entry Edit List

Creative Data Research		Invoice Entry Edit List			JTIPPIN	12/22/99 11:28:05	Page	1	
Company CDR									
Batch Number	179	Status	Batch Control	Total	1035.00				
Voucher	Vendor	Vendor Name	Vendor Invoice	Invoice Date	Invoice Due Date	Invoice Pay Date	Total Inv.Amt.	Total Disc. Allowed	Terms Description
2000138 R	41696	BANNER CANDY COMPANY	12587	12/16/99	1/14/00	12/22/99	400.00		30 30 Days
	Seq Typ	Item Number	Item description	Detail Amount	Detail Qty	Discount	Adjustment	Remain Due	Act. Cost
	1 R	INVENTORY04	Purchases - Candy/Gum	100.00	4			400.00	
2000142 R	62640	DANDY CONFECTIONS	3265	12/17/99	1/15/00	12/22/99	245.00		30 30 Days
	Seq Typ	Item Number	Item description	Detail Amount	Detail Qty	Discount	Adjustment	Remain Due	Act. Cost
	1 R	INVENTORY04	Purchases - Candy/Gum	245.00	1			245.00	
2000143 R	99989	FIRCREST FARMS	6589	12/18/99	1/16/00	12/22/99	45.00		30 30 Days
	Seq Typ	Item Number	Item description	Detail Amount	Detail Qty	Discount	Adjustment	Remain Due	Act. Cost
	1 R	INVENTORY05	Purchases - Grocery	45.00	1			45.00	
2000144 R	16000	GENERAL MILLS, INC.	167	12/16/99	1/19/00	12/22/99	345.00		15 2.5% 15 Net 35
	Seq Typ	Item Number	Item description	Detail Amount	Detail Qty	Discount	Adjustment	Remain Due	Act. Cost
	1 R	INVENTORY05	Purchases - Grocery	345.00	1			345.00	
** END OF REPORT **									

A/P Invoice Transaction Register

CREATIVE DATA RESEARCH		A/P INVOICE TRANSACTION REGISTER		JTIPPIN		12/22/99 11:28:14		Page 1	
Batch	179	Posting date 12/22/99							
Voucher	2000138	Vendor	41696	BANNER CANDY COMPANY		Inv date	12/16/99	Inv total	400.00
Terms	30 30 Days	Ref.				Invoice Type	P	Vnd Inv#	12587
Item	INVENTORY04	Description	Purchases - Candy/Gum	Qty	4	Amount	100.00	Ext cost	400.00
						Avail.Disc	.00	Ext Net	400.00
Cost Center	10	G/L Account #	820						
Voucher	2000142	Vendor	62640	DANDY CONFECTIONS		Inv date	12/17/99	Inv total	245.00
Terms	30 30 Days	Ref.		Invoice	3265	Invoice Type	P	Vnd Inv#	3265
Item	INVENTORY04	Description	Purchases - Candy/Gum	Qty	1	Amount	245.00	Ext cost	245.00
						Avail.Disc	.00	Ext Net	245.00
Cost Center	10	G/L Account #	820						
Voucher	2000143	Vendor	99989	FIRCREST FARMS		Inv date	12/18/99	Inv total	45.00
Terms	30 30 Days	Ref.		invoice	6589	Invoice Type	P	Vnd Inv#	6589
Item	INVENTORY05	Description	Purchases - Grocery	Qty	1	Amount	45.00	Ext cost	45.00
						Avail.Disc	.00	Ext Net	45.00
Cost Center	10	G/L Account #	830						
Voucher	2000144	Vendor	16000	GENERAL MILLS, INC.		Inv date	12/16/99	Inv total	345.00
Terms	15 2.5% 15 Net 35	Ref.		invoice	167	Invoice Type	P	Vnd Inv#	167
Item	INVENTORY05	Description	Purchases - Grocery	Qty	1	Amount	345.00	Ext cost	345.00
						Avail.Disc	.00	Ext Net	345.00
Cost Center	10	G/L Account #	830						
Total for batch	179					1035.00	.00	1035.00	
** END OF REPORT **									

Note: The *Cost Center* and *G/L Account #* headings (see above) will be different if other values are entered for the **Cost cntr hdr** and **Account header** fields, respectively, of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

AP4100R	ENTER	CREATIVE DATA RESEARCH	12/22/99 11:28:09
JTIPPIN		A/P INVOICE POSTING	QPADEV0005
Posting date			
Control total			
Batch number		(blank for new batch)	
F3=Exit F8=Select batch			

9. If necessary, users can repeat the previous instructions (beginning with step 2) to continue posting invoice batches, or press <F3> (Exit). The Accounts Payable screen appears.

Refer to the following sections for information about processing the payment of vendor invoices:

- Working With Payments - payments are made with system-generated checks using the Auto Payment Selection application.
- Working With Manual Payments - the Process Manual Payments application is used after making payments with manually-written checks.
- Working With EFT Payments - payments are made with electronic funds transfers using the Process EFT Payments application.

Adjusting A Posted Invoice

The Debit/Credit Maintenance application is used to credit and debit vendor invoices which are posted, but not yet paid. Refer to Adding A Credit Memo for information about adjusting posted *and* unposted vendor invoices.

Adjustments made (as described below) are:

- Automatically applied to the corresponding vouchers of the posted invoices.
- Appear on the A/P Debit/Credit G/L Journal Register, but not the A/P-G/L Transaction Register.
- Appear on the A/P Invoice Inquiry screen.

The instructions which follow also describe using the A/P DR/CR Maintenance screen to override a posted invoice's discount amount which is then applied to the corresponding voucher.

```

User: JEANNINE           Menu: APCV1           Date: 8/25/11

===== > A C C O U N T S   P A Y A B L E < =====
=====
||||| 1. Invoice Entry/Update          11. Void Check Entry (Blanks)
THE   || 2. Debit/Credit Maint.
DAC   || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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===>

```

1. Select option 2 (Debit/Credit Maintenance) from the Accounts Payable screen. The DR/CR Vendor Selection screen appears with the vendors listed by alpha code.

```

AP9755R  DISPLAY  CREATIVE DATA RESEARCH      5/08/00 13:21:51
JTIPPIN  DR/CR VENDOR SELECTION      QPADEV000D

Alpha name      Code

Type options, press Enter.
1=Select  5=Inquiry  N=Notes

A-1 WHOLESALE  10000  A-1 WHOLESALE
AC PAPER & SUPP 00022  AC PAPER & SUPPLY
ADAMS & BROOKS, 72965  ADAMS & BROOKS, INC.
ALABAMA STAMP T AL0001  ALABAMA STAMP TAX
ALASKA SPRINGS 35375  ALASKA SPRINGS
ALBERTO-CULVER 22400  ALBERTO-CULVER CO.
ALEX FOODS INC. 18346  ALEX FOODS INC.
ALHAMBRA WATER 32000  ALHAMBRA WATER
ALLEN, OLIVER  1045   ALLEN, OLIVER
ALMA-LEO U.S.A. 460668  ALMA-LEO U.S.A.
ALOHA PACIFIC I 15823  ALOHA PACIFIC INC
AMBOY SPECIALTY 99969  AMBOY SPECIALTY FOODS      +

F3=Exit

```

Before adjusting a vendor's invoice, the following options can be used:

- *5=Inquiry* - the Vendor Inquiry screen appears. The user can review but not change the vendor information that appears on this screen. Refer to Working With Vendor Inquiry for additional information.

- *N=Notes* - the Entity Notes Maint (A/P) screen appears. Additional information concerning the use of this screen is included in the instructions below.

During the course of adjusting posted invoices, the following fields can be used to locate the vendor of the desired invoice:

- **Alpha name** - enter an alpha code and press <Enter> to redisplay the list beginning with the designated vendor.
- **Code** - enter a vendor code and press <Enter> to redisplay the list beginning with the designated vendor.

2. Enter *I* (Select) in the selection column next to the vendor for whom the invoice adjustment will be made. If necessary, press <Page Down>, or use the **Alpha name** and **Code** fields to locate the desired vendor.

```

AP9755R  DISPLAY  CREATIVE DATA RESEARCH      5/08/00 13:24:49
JTIPPIN                                DR/CR VENDOR SELECTION      QPADEV000D

      Alpha name      Code
      R.J.            12301

Type options, press Enter.
1=Select  5=Inquiry  N=Notes

1  R.J. REYNOLDS T 12301  R.J. REYNOLDS TOBACCO COMPANY
   R.L. ALBERT & S 72084  R.L. ALBERT & SON, INC.
   R.M. PALMER COM 94000  R.M. PALMER COMPANY
   RAGOLD INC.     72976  RAGOLD INC.
   RAGU FOODS     36200  RAGU FOODS
   RALSTON PURINA 17800  RALSTON PURINA CO.
   RED LION AKA H  90709  RED LION AKA HOUSE OF WINDSOR
   REEVE STORE EQU 2290  REEVE STORE EQUIP
   REPUBLIC TOBACC 90710  REPUBLIC TOBACCO
   RICH LTD       23500  RICH LTD
   RICOLA INC.    36602  RICOLA INC.
                                     +

F3=Exit

```

3. Press <Enter>. The DR/CR Invoice Selection screen appears with the designated vendor's posted invoices (and credit memos).

```

AP5750R  DISPLAY  CREATIVE DATA RESEARCH      5/08/00 13:25:43
JTIPPIN                                DR/CR INVOICE SELECTION      QPADEV000D

Vendor 12301  R.J. REYNOLDS TOBACCO COMPANY      Phone 504/626-5454
                P.O. BOX 123254                Fax 504/626-5547
                45255 NORTH WENDALL STREET
                MANDEVILLE LA 70458

Type options, press Enter.
1=Select

? Voucher  Vendor inv  Trans date  Invoice amt  Reference
-----
1228  RJ2443      4/15/00      200.00  INV RJ2443
1265  RJ3321      5/01/00      220.00  INV RJ3321
1266  RJ3322      5/02/00      320.00  INV RJ3322
1267  RJ3323      5/02/00      200.00  INV RJ3323
1269  RJ3443      5/02/00       50.00-  CR on RJ3321

F3=Exit  F24=Notes

```

Only posted invoices and posted credit memos appear on the DR/CR Invoice Selection screen. Invoices which have been entered but not yet posted do not appear. If an adjustment was previously entered for a posted invoice of the designated vendor, the value of the adjustment is included in the calculation of the **Invoice amt** field of the invoice. Refer to Working With Invoice Voucher Inquiry for information about viewing the amount of an invoice adjustment on the A/P Invoice Inquiry screen.

4. Enter *I* (Select) in the selection column next to the voucher number of the desired invoice (press <Page Down> if necessary), and press <Enter>. The A/P DR/CR Maintenance screen appears.

```

AP4215R  CHANGE  CREATIVE DATA RESEARCH          5/08/00 13:35:20
JTIPPIN          A/P DR/CR MAINTENANCE          QPADEV000D
Voucher 1266 Batch 308 Post date 5/05/00 Control 690.00
Vendor 12301 R.J. REYNOLDS TOBACCO COMPANY Inv total 320.00
Invoice RJ3322 Pymt type P Disc avail 32.00
Terms 10 10% 10 Net 30 Inv date 5/02/00 Due date 6/01/00
Ref INV RJ3322 Pay date 5/12/00 Disc due 5/12/00
Default cost center 10 Creative Data Research

Type options, press Enter.
4=Delete
? Item Desc (?=spcl items) Adj amt Ext amt
          Cost Center G/L Account # Discount
INVENTORY01 Purchases - Cigarettes 320.00
          10 800 Y 32.00
          .00
          .00
          .00

F3=Exit

```

Note: No more than one adjustment can be made to an item of an invoice using the Debit/Credit Maintenance application. If additional debit or credit adjustments must be made for a previously adjusted item of an invoice, users can enter invoices or credit memos, respectively, to make the necessary adjustments.

5. To enter a credit adjustment, enter the amount for the **Adj amt** (7.2,n) field, and press <Field Minus> (not <Field Exit>). Note: A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appear (such as *I}* when *10* is entered), but it is converted to a negative number when data entry is complete. As illustrated below, *2}* appears after entering *20* and pressing <Field Minus>.

To enter a debit adjustment, enter the amount for the **Adj amt** (7.2,n) field, and press <Field Exit>.

```

AP4215R  CHANGE  CREATIVE DATA RESEARCH          5/08/00 13:38:09
JTIPPIN          A/P DR/CR MAINTENANCE          QPADEV000D
Voucher 1266 Batch 308 Post date 5/05/00 Control 690.00
Vendor 12301 R.J. REYNOLDS TOBACCO COMPANY Inv total 320.00
Invoice RJ3322 Pymt type P Disc avail 32.00
Terms 10 10% 10 Net 30 Inv date 5/02/00 Due date 6/01/00
Ref INV RJ3322 Pay date 5/12/00 Disc due 5/12/00
Default cost center 10 Creative Data Research

Type options, press Enter.
4=Delete
? Item Desc (?=spcl items) Adj amt Ext amt
          Cost Center G/L Account # Discount
INVENTORY01 Purchases - Cigarettes 2} 320.00
          10 800 Y 32.00
          .00
          .00
          .00

F3=Exit

```

6. If necessary, enter the cost center number which is used when posting the adjustment for the **Cost Center** (3+4,n) field. Note: The **Cost Center** field name will be different if another value is entered for the **Cost cntr hdr** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

7. If necessary, enter the account number which is used when posting the adjustment for the **G/L Account #** (5+4,n) field. Refer to Working With A/P Item Records for information about the **G/L Account #** field. Note: The **G/L Account #** field name will be different if another value is entered for the **Account header** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.
8. If necessary, users may be able to change the value of the **Discount** (1,a) field which defaults from the **Discount allowed** field of the A/P item record. Refer to Working With A/P Item Records for additional information. Refer to Working With Company A/P Options for information about the **Allow discount override** field which designates *if* the value of the **Discount** field can be changed when processing invoice batches.
9. If an amount appears for the **Discount** field, it must be deleted to allow the A/P System to calculate the correct discount amount.

```

AP4215R  CHANGE  CREATIVE DATA RESEARCH          5/08/00 13:38:09
JTIPPIN          A/P DR/CR MAINTENANCE          QPADEV000D
Voucher 1266 Batch 308 Post date 5/05/00 Control 690.00
Vendor 12301 R.J. REYNOLDS TOBACCO COMPANY Inv total 320.00
Invoice RJ3322 Pymt type P Disc avail 32.00
Terms 10 10% 10 Net 30 Inv date 5/02/00 Due date 6/01/00
Ref INV RJ3322 Pay date 5/12/00 Disc due 5/12/00
Default cost center 10 Creative Data Research

Type options, press Enter.
4=Delete
? Item Desc (?=spl items) Adj amt Ext amt
      Cost Center G/L Account # Discount
INVENTORY01 Purchases - Cigarettes 2) 320.00
            10 800 Y
            .00
            .00
            .00

F3=Exit

```

10. Press <Enter> when data entry is complete. The A/P DR/CR Maintenance screen is redisplayed with new amounts for the **Inv total**, **Adj amt** and **Ext amt** fields. New amounts may also appear for the **Disc avail** and **Discount** fields.

```

AP4215R  CHANGE  CREATIVE DATA RESEARCH          5/08/00 13:39:00
JTIPPIN          A/P DR/CR MAINTENANCE          QPADEV000D
Voucher 1266 Batch 308 Post date 5/05/00 Control 690.00
Vendor 12301 R.J. REYNOLDS TOBACCO COMPANY Inv total 300.00
Invoice RJ3322 Pymt type P Disc avail 30.00
Terms 10 10% 10 Net 30 Inv date 5/02/00 Due date 6/01/00
Ref INV RJ3322 Pay date 5/12/00 Disc due 5/12/00
Default cost center 10 Creative Data Research

Type options, press Enter.
4=Delete
? Item Desc (?=spl items) Adj amt Ext amt
      Cost Center G/L Account # Discount
INVENTORY01 Purchases - Cigarettes 20.00- 300.00
            10 800 Y
            .00
            .00
            .00

F3=Exit
CONFIRM: N (Y/N)

```

11. Press <Y> when prompted to confirm. The A/P Debit/Credit G/L Journal Register is spooled for printing, and the DR/CR Invoice Selection screen appears.

A/P Debit/Credit G/L Journal Register

Creative Data Research		A/P Debit/Credit G/L Journal Register JTIPPIN		ARECPFR	5/08/00 13:39:46 Page 1
Journal Entry Number	672	Posting Date	5/08/00		
Trans Date	Description	Amount	Cost Center	G/L account	
5/08/00	DEBIT/CREDIT ADJ0001266	20.00	1000000	2000000000000	
G/L account 2000000000000		20.00			
5/08/00	DEBIT/CREDIT ADJ0001266	20.00CR	1000000	8000000000000	
G/L account 8000000000000		20.00CR			
** END OF REPORT **					

It is strongly recommended that users print and retain the A/P Debit/Credit G/L Journal Register for future reference. This posting control report lists the General Ledger account numbers affected by the invoice adjustment, and the number of the voucher corresponding to the adjusted invoice. As illustrated above, the voucher number (1266) appears with the description.

AP5750R	DISPLAY	CREATIVE DATA RESEARCH	5/08/00 15:58:43		
JTIPPIN		DR/CR INVOICE SELECTION	QPADEV000D		
Vendor 12301	R. J. REYNOLDS TOBACCO COMPANY	Phone	504/626-5454		
	P. O. BOX 123254	Fax	504/626-5547		
	45255 NORTH WENDALL STREET				
	MANDEVILLE LA 70458				
Type options, press Enter.					
1=Select					
? Voucher	Vendor inv	Trans date	Invoice amt	Reference	
1228	RJ2443	4/15/00	200.00	INV RJ2443	
1265	RJ3321	5/01/00	220.00	INV RJ3321	
1266	RJ3322	5/02/00	320.00	INV RJ3322	
1267	RJ3323	5/02/00	200.00	INV RJ3323	
1269	RJ3443	5/02/00	50.00-	CR on RJ3321	
F3=Exit F24=Notes					

12. To display the adjusted invoice amount for the **Invoice amt** field on the DR/CR Invoice Selection screen, <F3> (Exit), use the *1=Select* option as previously described, and press <Enter>. The DR/CR Invoice Selection screen appears.

AP5750R	DISPLAY	CREATIVE DATA RESEARCH	5/08/00 15:59:58		
JTIPPIN		DR/CR INVOICE SELECTION	QPADEV000D		
Vendor 12301	R. J. REYNOLDS TOBACCO COMPANY	Phone	504/626-5454		
	P. O. BOX 123254	Fax	504/626-5547		
	45255 NORTH WENDALL STREET				
	MANDEVILLE LA 70458				
Type options, press Enter.					
1=Select					
? Voucher	Vendor inv	Trans date	Invoice amt	Reference	
1228	RJ2443	4/15/00	200.00	INV RJ2443	
1265	RJ3321	5/01/00	220.00	INV RJ3321	
1266	RJ3322	5/02/00	300.00	INV RJ3322	
1267	RJ3323	5/02/00	200.00	INV RJ3323	
1269	RJ3443	5/02/00	50.00-	CR on RJ3321	
F3=Exit F24=Notes					

13. If desired, press <F24> (Notes) to enter a comment at the Entity Notes Maint (A/P) screen.

```

AP4900R  CHANGE  CREATIVE DATA RESEARCH          5/08/00 16:13:35
JTIPPIN                                ENTITY NOTES MAINT (A/P)  QPADEV000D

Vendor 12301

Invoice RJ3322 Voucher 1266 - $20.00 credit 5/8/00

F3=Exit

```

Press <Enter> when data entry is complete, and press <F3> to exit. The DR/CR Invoice Selection screen appears.

```

AP5750R  DISPLAY  CREATIVE DATA RESEARCH          5/08/00 16:15:58
JTIPPIN                                DR/CR INVOICE SELECTION  QPADEV000D

Vendor 12301  R.J. REYNOLDS TOBACCO COMPANY      Phone 504/626-5454
                                     P.O. BOX 123254      Fax 504/626-5547
                                     45255 NORTH WENDALL STREET
                                     MANDEVILLE          LA 70458

Type options, press Enter.
1=Select

? Voucher  Vendor inv  Trans date  Invoice amt  Reference
-----
1228  RJ2443      4/15/00      200.00  INV RJ2443
1265  RJ3321      5/01/00      220.00  INV RJ3321
1266  RJ3322      5/02/00      300.00  INV RJ3322
1267  RJ3323      5/02/00      200.00  INV RJ3323
1269  RJ3443      5/02/00       50.00-  CR on RJ3321

F3=Exit  F24=Notes

```

14. If necessary, users can repeat the previous instructions to continue entering invoice adjustments, or press <F3> (Exit). The DR/CR Vendor Selection (Display) screen appears.

```

AP9755R  DISPLAY  CREATIVE DATA RESEARCH          5/08/00 16:16:49
JTIPPIN                                DR/CR VENDOR SELECTION  QPADEV000D

Alpha name      Code
R.J.            12301

Type options, press Enter.
1=Select  5=Inquiry  N=Notes

R.J. REYNOLDS T 12301  R.J. REYNOLDS TOBACCO COMPANY
R.L. ALBERT & S 72084  R.L. ALBERT & SON, INC.
R.M. PALMER COM 94000  R.M. PALMER COMPANY
RAGOLD INC.    72976  RAGOLD INC.
RAGU FOODS    36200  RAGU FOODS
RALSTON PURINA 17800  RALSTON PURINA CO.
RED LION AKA H 90709  RED LION AKA HOUSE OF WINDSOR
REEVE STORE EQU 2290  REEVE STORE EQUIP
REPUBLIC TOBACC 90710  REPUBLIC TOBACCO
RICH LTD      23500  RICH LTD
RICOLA INC.   36602  RICOLA INC.

F3=Exit

```

15. Press <F3> to exit. The Accounts Payable screen appears.

Refer to Working With Invoice Voucher Inquiry for information about the **Adj amt** field (see below) of the A/P Invoice Inquiry screen which can be used to view an invoice adjustment.

AP4230R	DISPLAY	CREATIVE DATA RESEARCH		5/09/00 11:31:38	
JTIPPIN		A/P INVOICE INQUIRY		QPADEV000G	
Voucher	1266	Batch	308	Inv total 300.00	
Vendor	12301			Disc avail 30.00	
Invoice	RJ3322			Pymt type P Post date 5/05/00	
Terms	10 10% 10 Net 30			Inv date 5/02/00 Due date 6/01/00	
Ref	INV RJ3322			Pay date 5/12/00 Disc due 5/12/00	
Item	Cost Center	Description	G/L Account #	Disc Qty Price Ext amt	
INVENTORY01	10	Purchases - Cigarettes	800	Y 1 320.00 300.00	
					20.00-
F3=Exit					

Working With Payments

After vouchers are created, the Auto Payment Selection application (option 4 of the Accounts Payable screen) is primarily used to add, edit (if necessary) and accept batches of vouchers for which system-generated checks will be printed. Refer to Working With Manual Payments and Working With EFT Payments for information about entering data concerning hand-written checks and electronic fund transfers, respectively.

Note: Credit memos are handled by the A/P System in the same manner as invoices; therefore, references to “vouchers” refers to those created for credit memos as well as invoices.

Before adding payment batches, the Edit Voucher Pay Date application can be used to change the pay date, due date and payment type of a posted invoice’s voucher.

After payment batches are accepted for check processing, the Print Checks application is used to print checks and a check register, and to post payments to the General Ledger. Refer to Accounts Payable And General Ledger Account Numbers for additional information.

Below are the screens used during the process of working with voucher payments.

```
AP4300R  ENTER  CREATIVE DATA RESEARCH      5/10/00 11:16:42
JTIPPIN          AUTO PAYMENT SELECTION    QPADEV0006

Bank . . . . . FNB
Select thru date
Vendor . . . . . (blank for all Vendors)
Batch number . . (blank for new batch)

F3=Exit  F8=Select batch
```

The Auto Payment Selection (Enter) screen is used to add a payment batch by selecting the vouchers of previously posted invoices. The F8 function key is used to display previously created batches.

```

AP5300R   DISPLAY   CREATIVE DATA RESEARCH           5/10/00 11:17:57
JTIPPIN                                     BATCH SELECTION           QPADEV0006

  Batch   Sel.dt   Vendor   Bank   Created by   Workstation   Date           No.checks

Type options, press Enter.
1=Select  4=Delete  P=Print Batch

      316   5/15/00           FNB   JTIPPIN     QPADEV0006   5/10/00
      317   5/01/00           FNB   JTIPPIN     QPADEV0006   5/10/00
      318   5/01/00           FNB   JTIPPIN     QPADEV0006   5/10/00

F3=Exit

```

The Batch Selection screen is used to select payment batches for deleting, editing, accepting for payment, and check printing. The *P=Print Batch* option of this screen is used to print a detailed report of the vouchers in a payment batch.

```

AP4310R   DISPLAY   CREATIVE DATA RESEARCH           5/10/00 11:17:35
JTIPPIN                                     A/P PAYMENT SELECTION     QPADEV0006
Batch 318 Sel date 5/01/00 Per Vendor           Payments      650.00
Bank FNB  Check count 3 Disc .50 Net          649.50
Type options, press Enter.
4=Delete  8=Details

? Vendor Voucher Reference           Pay Date   Payment amt  Discount amt
  41696  2000138                    4/01/00    400.00
      Name BANNER CANDY COMPANY           Net Amt. - 400.00
  62640  2000142 Invoice 3265          5/01/00    245.00
      Name DANDY CONFECTIONS             Net Amt. - 245.00
  72965  2000182                    1/15/00     5.00        .50
      Name ADAMS & BROOKS, INC.           Net Amt. - 4.50

F3=Exit  F4=Accept batch  F6=Add invoice

```

The A/P Payment Selection screen appears after vouchers are selected for a payment batch. During the course of adding a payment batch, the following options can be used:

- *4=Delete* - a voucher can be deleted from the batch. Note: When a voucher is deleted from a payment batch, its corresponding vendor invoice is not deleted from the A/P system.
- *8=Details* - the Payment Detail Maintenance screen appears (see below) at which the user can make partial payments and changes to discount amounts prior to accepting the payment batch.

AP4400R	CHANGE	CREATIVE DATA RESEARCH	5/10/00 11:19:05	
JTIPPIN		PAYMENT DETAIL MAINTENANCE	QPADEV0006	
Voucher	2000182		Invoice payment	5.00
Vendor	72965		Total payments	5.00
Terms	10		Total discounts	.50
Reference			Net Amount	4.50
Item	Description	Payment	Discount	
INVENTORY01	Purchases - Cigarettes	5.00	.50	
F3=Exit				

Refer to Accepting A Payment Batch for information about using the F4 (Accept batch) function key which appears on the A/P Payment Selection screen.

AP4315R	DISPLAY	CREATIVE DATA RESEARCH	5/10/00 11:27:03	
JTIPPIN		A/P INVOICE SELECTION	QPADEV0006	
Voucher	Vendor	Vendor Name		
Type options, press Enter.				
1=Select				
? Voucher	Vendor	Reference	Remain due	Type
2000077	62640		999.00	P
Name	DANDY CONFECTIONS			
2000080	62640		2074.46	P
Name	DANDY CONFECTIONS			
2000082	72965		1000.00	P
Name	ADAMS & BROOKS, INC.			
2000084	72965		600.00	P
Name	ADAMS & BROOKS, INC.			
2000088	STA01	Child Support Payment	33.00	P
Name	State of Louisiana			+
F3=Exit				

The A/P Invoice Selection screen appears after pressing <F6> (Add invoice) on the A/P Payment Selection screen. Refer to Editing A Payment Batch for information about using the 1=Select option of this screen.

```

ARBTE1R  CHANGE  CREATIVE DATA RESEARCH      5/10/00 11:20:37
JTIPPIN          Invoice Pay Date Maintenance  QPADEV0006

Voucher nbr . . . . . : 2000138
Vendor . . . . . : 41696 BANNER CANDY COMPANY
Voucher Reference . . . . . :
Vendor's Invoice Number . . . . . : 12587
Voucher Status . . . . . : A
Voucher Post Date . . . . . : 12/22/99
Voucher Disc Due Date . . . . . :
Invoice Total . . . . . : 400.00
Remaining Amount Due . . . . . : 400.00
Due Date . . . . . : 40100
Pay Date . . . . . : 40100
Payment Type . . . . . : P
(Payment Type Codes: P-Regular Invoice M-Manual Invoice E-EFT Invoice)

F3=Exit  F10=Actions  F11=Delete  F12=Cancel

```

The Invoice Pay Date Maintenance screen is used to change the due date, pay date and payment type of a voucher.

Adding A Payment Batch

After vouchers are created, the Auto Payment Selection application (option 4 of the Accounts Payable screen) is primarily used to add, edit (if necessary) and accept batches of vouchers for which system-generated checks will be printed.

The instructions which follow describe:

- Adding a payment batch of vouchers for which system-generated checks will be printed.
- Deleting a voucher from a payment batch.
- Making partial payments by changing the payment and discount amounts of a voucher prior to accepting the payment batch.
- Saving or accepting the payment batch.

Refer to Adjusting A Posted Invoice for information about making adjustments and overriding a posted invoice's discount before it is paid. Refer to Editing A Payment Batch for information about applying a credit memo to an invoice.

A voucher can only be selected for including in a payment batch under the following circumstances:

- The payment type of the voucher must be *P* which designates that the Auto Payment Selection application will be used to process the payment with a system-generated check. Refer to Adding An Invoice Batch for information about the **Payment type** field. Refer to Editing A Voucher for information about changing the payment type after an invoice batch is posted.
- The value of *Y* (yes) must be entered for the **Allow payment** field of the vendor's record. Refer to Working With Vendor Records for additional information.
- The holding status of the voucher (invoice) *is not H* (held). Refer to Working With Vendor Account Inquiry for information about changing and displaying the holding status of a voucher.

A voucher cannot be selected for including in more than one payment batch simultaneously. Users must delete a voucher from one payment batch, or delete the entire batch, before selecting the voucher to be included to a different batch. Refer to Editing A Payment Batch for information about deleting an entire payment batch.

Before adding a payment batch, users can print a cash requirements report, a cash forecast report, and an open credits report. Refer to Working With Accounts Payable Reports for additional information.

```

User: JEANNINE           Menu: APCV1           Date: 8/25/11

===== > A C C O U N T S P A Y A B L E <=====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
6. Print Checks
7. Select Default Company
8. Edit Voucher Pay Date
9. Receive Remote Invoices
10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger   23. A/P Closing Menu      90. Sign Off
=====
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==>

```

1. Select option 4 (Auto Payment Selection) from the Accounts Payable screen. The Auto Payment Selection (Enter) screen appears.

```

AP4300R  ENTER  CDR CUSTOMER CONFERENCE      8/26/11 15:15:46
JEANNINE          AUTO PAYMENT SELECTION      QPADEV000D

Bank . . . . . CHECK
Select thru date
Vendor . . . . . (blank for all Vendors)
Sort Option . . . . . 1 (1=Vendor #, 2=Vendor Alph 1st 10 pos.)
Batch number . . . . . (blank for new batch)

F3=Exit  F8=Select batch

```

2. Enter data for the following fields:
 - **Bank** (6,a) - a bank code to designate the bank through which checks are processed. The value of the **Bank** field defaults from the value of the **Default bank code** field of the A/P Options. Refer to Working With A/P Options for additional information.
The voucher for a vendor's invoice will not be selected if this bank code is not entered in the **Bank code** field of the vendor record. Refer to Working With Vendor Records for additional information.
 - **Select thru date** (6,n) - a pay date used for selecting vouchers. Only vouchers with a pay date equal or earlier than this date can be selected for the payment batch. Refer to Adding An Invoice Batch for information about the **Pay date** field. Refer to Editing A Voucher for information about changing a voucher's pay date.
 - **Vendor** (6,a) - a vendor code to limit the vouchers to those of a single vendor. If necessary, enter ? and press <Enter> to select a vendor code from the Vendor Select screen. If the **Vendor** field is left blank, a payment batch will be created for all vendors for whom any invoice balance exists and to whom payment is due.
 - **Sort Option** (1,n) - enter 1 to use the vendors' codes, or 2 to use the first ten characters of the vendors' names to designate how the vouchers are sorted to appear on the A/P Payment Selection screen.

```

AP4300R  ENTER  CDR CUSTOMER CONFERENCE      8/26/11 15:20:40
JEANNINE                                AUTO PAYMENT SELECTION      QPADEV000D

Bank . . . . . CHECK
Select thru date 082611
Vendor . . . . . (blank for all Vendors)
Sort Option . . . . . 1 (1=Vendor #, 2=Vendor Alph 1st 10 pos.)

Batch number . . . . . (blank for new batch)

F3=Exit  F8=Select batch

```

3. Press <Enter> when data entry is complete. The A/P Payment Selection screen appears with the selected vouchers in vendor code order.

```

AP4310R  DISPLAY  CDR CUSTOMER CONFERENCE      8/26/11 15:21:54
JEANNINE                                A/P PAYMENT SELECTION      QPADEV000D
Batch 20093 Sel date 8/26/11 Per 8 Vendor      Payments 15170590.56
Bank CHECK Check count 5 Disc 33130.22 Net 15137460.34
Type options, press Enter.
4=Delete  8=Details

? Vendor Voucher Reference      Pay Date      Payment amt  Discount amt
CON001  335 000324      8/26/11      3875.52
      Name CONWOOD CORP.
      Net Amt. - 3875.52
HER001  336 000326      8/26/11      14204222.64
      Name HERSHEY CHOCOLATE
      Net Amt. - 14204222.64
JOH001  330 000316      8/26/11      155976.00      5849.10
*CR Name JOHN MIDDLETON INC.
      Net Amt. - 150126.90
KEE001  346 000517      8/26/11      726996.40      27281.12
      Name KEEBLER COMPANY
      Net Amt. - 699715.28
KRA001  347 000518      8/26/11      79520.00
      Name KRAFT FOODS
      Net Amt. - 79520.00

F3=Exit  F4=Accept batch  F6=Add invoice

```

The value which appears for the **Batch** field, is automatically generated by the Accounts Payable System, and used by A/P to identify and track each batch of payments. Other values which appear at the top of this screen include:

- **Sel date** - the selection date of the payment batch.
- Optional: **Per** - the period in which the payment batch's selection date falls. A value appears for the **Per** field only if *PD* is entered for the **A/P Check Date** field of the A/P Options. Refer to Working With A/P Options for additional information.
- **Vendor** - the vendor code, if previously entered for the **Vendor** field at the Auto Payment Selection (Enter) screen, designating a single vendor whose vouchers are included in the batch.
- **Payments** - the total amount that would be paid for the entire payment batch if cash discounts were excluded when checks were printed.
- **Bank** - the bank code previously entered for the **Bank** field at the Auto Payment Selection (Enter) screen.
- **Check count** - the number of checks that will be printed for the payment batch.
- Optional: **Disc** - the total of the cash discounts of the vouchers of the payment batch.
- **Net** - the total amount that will be paid for the entire payment batch when checks are printed.

The following values appear for each voucher selected for the payment batch:

- **Vendor** - the vendor code designating the vendor for whom the voucher was created.
- **Voucher** - the voucher number which was automatically generated when the invoice was added.
- **Reference** - the text entered when the invoice was added. Refer to Adding An Invoice Batch for information about the **Ref** field.
- **Name** - the name of the vendor.
- **Pay Date** - the date by which the distributor intends to pay the vendor. If *PD* is entered for the **A/P Check Date** field of the A/P Options, and the pay date of a voucher and the selection date of the batch (**Sel date** field) fall in different periods, the value of the **Pay Date** field is highlighted. Refer to Reconciling Pay Dates And Periods for information about processing a payment batch when **Pay Date** fields are highlighted. If *BP* is entered for the **A/P Check Date** field of the A/P Options, the pay date of all the selected vouchers *appears* equal to the batch's selection date (**Sel date** field). The actual value of the vouchers' pay date is not changed when the vouchers are selected. Refer to Working With A/P Options for additional information about the **A/P Check Date** field.
- **Payment amt** - the amount that would be paid if cash discounts were excluded when checks were printed.
- Optional: **Discount amt** - the cash discount for which the distributor qualifies.
- **Net Amt.** - the amount that will be paid when checks are printed.

Refer to Editing A Payment Batch for information about using the F6 (Add invoice) function key to add a voucher, which was not selected by the A/P system, to the payment batch.

4. To make a partial payment or change the discount amount of a voucher prior to accepting the payment batch, locate the desired voucher (use <Page Down> if necessary), and enter 8 (Details) in the selection column next its vendor code.

AP4310R	DISPLAY	CREATIVE DATA RESEARCH		5/10/00 16:01:25
JTIIPPIN		A/P PAYMENT SELECTION		QPADEV0006
Batch	329	Sel date	5/15/00	Per Vendor
Bank FNB	Check count	3	Disc	73.17
			Net	2903.50
Type options, press Enter.				
4=Delete 8=Details				
?	Vendor	Voucher	Reference	Pay Date
	12300	1218	000335	5/10/00
	Name	R.J.R.		Payment amt
				731.67
				Discount amt
				73.17
8	18346	2000053		5/15/00
	Name	ALEX FOODS INC.		Net Amt. -
				2000.00
	62640	2000142	Invoice 3265	5/01/00
	Name	DANDY CONFECTIONS		Net Amt. -
				245.00
F3=Exit F4=Accept batch F6=Add invoice				

Press <Enter>. The Payment Detail Maintenance screen appears.

AP4400R	CHANGE	CREATIVE DATA RESEARCH	5/10/00 16:35:25	
JTIPPIN		PAYMENT DETAIL MAINTENANCE	QPADEV0006	
Voucher	2000053		Invoice payment	2000.00
Vendor	18346		Total payments	2000.00
Terms	30		Total discounts	.00
Reference			Net Amount	2000.00
Item	Description	Payment	Discount	
INVENTORY06	Purchases - HBA/Drugs	2000.00		
F3=Exit				

The following values appear for the voucher:

- **Invoice payment** - the total payment due for the invoice. This amount does not include any cash discounts.
- **Total payments** - the amount that would be paid if cash discounts were excluded when checks were printed.
- Optional: **Total discounts** - the cash discount for which the distributor qualifies.
- **Net Amount** - the amount that will be paid when checks are printed. This value can change, as described below.

If necessary, change the value of the **Payment** field to designate the amount of the partial payment. Users may also be able to change (or delete) the value of the **Discount** field to designate the amount of the cash discount for which the distributor qualifies. Refer to Working With Company A/P Options for information about the **Allow discount override** field which designates if the value of the **Discount** field can be changed when processing payment batches.

AP4400R	CHANGE	CREATIVE DATA RESEARCH	5/10/00 16:35:25	
JTIPPIN		PAYMENT DETAIL MAINTENANCE	QPADEV0006	
Voucher	2000053		Invoice payment	2000.00
Vendor	18346		Total payments	2000.00
Terms	30		Total discounts	.00
Reference			Net Amount	2000.00
Item	Description	Payment	Discount	
INVENTORY06	Purchases - HBA/Drugs	500	50	
F3=Exit				

Press <Enter>. As illustrated below, the value of the **Total payments**, **Total discounts** and **Net Amount** fields at the top of the Payment Detail Maintenance screen may change. Also, the *Invoice total not equal to total payments* message may appear when changes are made to the value of the **Payment** and **Discount** fields.

AP4400R CHANGE CREATIVE DATA RESEARCH		5/10/00 16:41:14	
JTIPPIN PAYMENT DETAIL MAINTENANCE		QPADEV0006	
Voucher	2000053	Invoice payment	2000.00
Vendor	18346	Total payments	500.00
Terms	30	Total discounts	50.00
Reference		Net Amount	450.00
Item	Description	Payment	Discount
INVENTORY06	Purchases - HBA/Drugs	500.00	50.00
F3=Exit			
Invoice total not equal to total payments.			

Press <F3> (Exit) when changes are completed. The A/P Payment Selection screen appears.

AP4310R DISPLAY CREATIVE DATA RESEARCH		5/10/00 16:55:22	
JTIPPIN A/P PAYMENT SELECTION		QPADEV0006	
Batch	329 Sel date 5/15/00 Per Vendor	Payments	1476.67
Bank FNB	Check count 3 Disc	Net	1353.50
Type options, press Enter.			
4=Delete 8=Details			
?	Vendor Voucher Reference	Pay Date	Payment amt Discount amt
	12300 1218 000335	5/10/00	731.67 73.17
	Name R.J.R.	Net Amt. -	658.50
	18346 2000053	5/15/00	500.00 50.00
	Name ALEX FOODS INC.	Net Amt. -	450.00
	62640 2000142 Invoice 3265	5/01/00	245.00
	Name DANDY CONFECTIONS	Net Amt. -	245.00
F3=Exit F4=Accept batch F6=Add invoice			

The following values which appear for each voucher may be changed:

- **Payment amt** - the amount that would be paid if cash discounts were excluded when checks were printed.
- **Optional: Discount amt** - the cash discount for which the distributor qualifies.
- **Net Amt.** - the amount that will be paid when checks are printed.

The value of the **Payments**, **Disc** and **Net** fields at the top of the A/P Payment Selection screen may also change when users make a partial payment or change the discount amount of a voucher.

5. To delete a voucher from the payment batch, locate the desired voucher (use <Page Down> if necessary), and enter 4 (Delete) in the selection column next to its vendor code. Note: When a voucher is deleted from a payment batch, its corresponding vendor invoice is not deleted from the A/P system.

```

AP4310R   DISPLAY   CREATIVE DATA RESEARCH           5/10/00 17:17:57
JTIPPIN   A/P PAYMENT SELECTION           QPADEV0003
Batch 329 Sel date 5/15/00 Per Vendor           Payments 1476.67
Bank FNB Check count 3 Disc 123.17 Net 1353.50
Type options, press Enter.
4=Delete 8=Details

? Vendor Voucher Reference           Pay Date   Payment amt  Discount amt
12300 1218 000335           5/10/00     731.67      73.17
Name R.J.R.           Net Amt. - 658.50
4 18346 2000053           5/15/00     500.00      50.00
Name ALEX FOODS INC. Net Amt. - 450.00
62640 2000142 Invoice 3265           5/01/00     245.00
Name DANDY CONFECTIONS Net Amt. - 245.00

F3=Exit F4=Accept batch F6=Add invoice

```

Press <Enter>. The screen's list is redisplayed without the deleted voucher.

```

AP4310R   DISPLAY   CREATIVE DATA RESEARCH           5/10/00 17:18:40
JTIPPIN   A/P PAYMENT SELECTION           QPADEV0003
Batch 329 Sel date 5/15/00 Per Vendor           Payments 976.67
Bank FNB Check count 2 Disc 73.17 Net 903.50
Type options, press Enter.
4=Delete 8=Details

? Vendor Voucher Reference           Pay Date   Payment amt  Discount amt
12300 1218 000335           5/10/00     731.67      73.17
Name R.J.R.           Net Amt. - 658.50
62640 2000142 Invoice 3265           5/01/00     245.00
Name DANDY CONFECTIONS Net Amt. - 245.00

F3=Exit F4=Accept batch F6=Add invoice

```

As illustrated above, the value of the **Payments**, **Check count**, **Disc** and **Net** fields at the top of the A/P Payment Selection screen may change when a voucher is deleted from a payment batch.

Refer to Editing A Payment Batch for information about using the F6 (Add invoice) function key to apply a credit memo to an invoice. Note: If *PD* is entered for the **A/P Check Date** field of the A/P Options, a credit memo cannot be applied to an invoice unless the vouchers of both have the same pay date. Refer to Working With A/P Options for information about the **A/P Check Date** field.

- To save the payment batch without accepting it, press <F3> (Exit); otherwise, press <F4> (Accept batch) and refer to Accepting A Payment Batch for information about the A/P Payment Check Date Edit Report. The Auto Payment Selection (Enter) screen appears.

```
AP4300R  ENTER  CREATIVE DATA RESEARCH  5/10/00 17:19:42
JTIPPIN          AUTO PAYMENT SELECTION  QPADEV0003

Bank . . . . . FNB
Select thru date 51500
Vendor . . . . . (blank for all Vendors)

Batch number . . 329 (blank for new batch)

F3=Exit  F8=Select batch
```

7. Press <F3> (Exit). The Accounts Payable screen appears.

The vouchers of a saved payment batch cannot be included in another payment batch. If necessary, users can delete a voucher from one payment batch, as previously described, before adding it to another batch. Note: When a voucher is deleted from a payment batch, its corresponding vendor invoice is not deleted from the A/P system.

Refer to *Editing A Payment Batch* for information about changing a saved payment batch. Refer to *Working With Invoice Voucher Inquiry* for information about displaying the payment details of vendor invoices.

Reconciling Pay Dates And Periods

If *PD* is entered for the **A/P Check Date** field of the A/P Options, and if the pay date of a voucher and the selection date of the payment batch (in which the voucher is included) fall in different periods, the payment batch cannot be accepted for payment processing. As illustrated below, highlighting is used on the A/P Payment Selection screen to designate the vouchers with pay dates of a different period.

AP4310R		DISPLAY		CREATIVE DATA RESEARCH		5/11/00 16:44:22		
JTIPPIN				A/P PAYMENT SELECTION		QPADEV0003		
Batch	331	Sel date	5/15/00	Per	5	Vendor	Payments	2963.10
Bank FNB		Check count	3	Disc			Net	2675.37
Type options, press Enter.								
4=Delete 8=Details								
?	Vendor	Voucher	Reference	Pay Date	Payment amt	Discount amt		
	011000	1202	000356	5/04/00	138.10	1.73		
	Name	LIGGETT & MYERS			Net Amt. -	136.37		
	10000	1205		4/11/00	215.00	25.00		
	Name	A-1 WHOLESALE			Net Amt. -	190.00		
	12300	1224	000373	5/10/00	2610.00	261.00		
	Name	R.J.R.			Net Amt. -	2349.00		
F3=Exit F4=Accept batch F6=Add invoice								

The period in which the batch's selection date falls (5) is displayed as the value of the **Per** field at the top of the A/P Payment Selection screen. The period in which the voucher's pay date falls (4) is highlighted to the right of the pay date.

Refer to Working With Accounts Payable Inquiry for information about displaying period dates.

Below are two procedures which users can follow in order to accept a payment batch such as the one illustrated above.

Procedure 1: Use the 4=*Delete* option to delete the “out-of-period” vouchers from the payment batch before accepting it.

1. Locate the desired voucher (use <Page Down> if necessary), and enter 4 (Delete) in the selection column next to its vendor code.

```

AP4310R   DISPLAY   CREATIVE DATA RESEARCH           5/11/00 16:44:22
JTIPPIN   A/P PAYMENT SELECTION   QPADEV0003
Batch 331 Sel date 5/15/00 Per 5 Vendor   Payments 2963.10
Bank FNB Check count 3 Disc 287.73 Net 2675.37
Type options, press Enter.
4=Delete  8=Details

? Vendor Voucher Reference      Pay Date   Payment amt  Discount amt
  011000  1202 000356           5/04/00     138.10      1.73
      Name LIGGETT & MYERS           Net Amt. -   136.37
4  10000  1205                4/11/00     215.00      25.00
      Name A-1 WHOLESALE           Net Amt. -   190.00
  12300  1224 000373           5/10/00    2610.00     261.00
      Name R.J.R.                   Net Amt. -   2349.00

F3=Exit  F4=Accept batch  F6=Add invoice
  
```

2. Press <Enter>. The screen’s list is redisplayed without the deleted voucher.

```

AP4310R   DISPLAY   CREATIVE DATA RESEARCH           5/11/00 16:44:54
JTIPPIN   A/P PAYMENT SELECTION   QPADEV0003
Batch 331 Sel date 5/15/00 Per 5 Vendor   Payments 2748.10
Bank FNB Check count 2 Disc 262.73 Net 2485.37
Type options, press Enter.
4=Delete  8=Details

? Vendor Voucher Reference      Pay Date   Payment amt  Discount amt
  011000  1202 000356           5/04/00     138.10      1.73
      Name LIGGETT & MYERS           Net Amt. -   136.37
  12300  1224 000373           5/10/00    2610.00     261.00
      Name R.J.R.                   Net Amt. -   2349.00

F3=Exit  F4=Accept batch  F6=Add invoice
  
```

Note: When a voucher is deleted from a payment batch, its corresponding vendor invoice is not deleted from the A/P system.

3. If necessary, repeat the previous instructions to continue deleting “out-of-period” vouchers.
4. To save the payment batch without accepting it, press <F3> (Exit); otherwise, press <F4> (Accept batch) and refer to Accepting A Payment Batch for information about the A/P Payment Check Date Edit Report.

Procedure 2: Use the Edit Voucher Pay Date application to change the pay date of the “out-of-period” vouchers in the payment batch before accepting it. As described below, the vouchers must be deleted from the payment batch, then added to the batch after the pay date is changed.

```

AP4310R  DISPLAY  CREATIVE DATA RESEARCH          5/11/00 16:44:22
JTIPPIN                A/P PAYMENT SELECTION      QPADEV0003
Batch 331 Sel date 5/15/00 Per 5 Vendor           Payments 2963.10
Bank FNB  Check count 3 Disc 287.73 Net 2675.37
Type options, press Enter.
4=Delete 8=Details

? Vendor Voucher Reference      Pay Date      Payment amt  Discount amt
011000 1202 000356              5/04/00        138.10      1.73
Name LIGGETT & MYERS
10000 1205                      4/11/00        215.00      25.00
Name A-1 WHOLESALE
12300 1224 000373              5/10/00       2610.00     261.00
Name R.J.R.
Net Amt. - 136.37
Net Amt. - 190.00
Net Amt. - 2349.00

F3=Exit F4=Accept batch F6=Add invoice

```

1. Press <F3> to exit. The Auto Payment Selection screen appears.

```

AP4300R  ENTER  CREATIVE DATA RESEARCH          5/12/00 8:51:54
JTIPPIN                AUTO PAYMENT SELECTION      QPADEV0003

Bank . . . . . FNB
Select thru date 51500
Vendor . . . . . (blank for all Vendors)

Batch number . 331 (blank for new batch)

F3=Exit F8=Select batch

```

2. Press <F3> to exit. The Accounts Payable screen appears.

```

User: JEANNINE          Menu: APCV1          Date: 8/25/11

===== > A C C O U N T S   P A Y A B L E < =====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
6. Print Checks
7. Select Default Company
8. Edit Voucher Pay Date
9. Receive Remote Invoices
10. Check Reconciliation

M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu     90. Sign Off

=====
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==>

```

3. Select option 8 (Edit Voucher Pay Date) from the Accounts Payable screen. The Invoice Pay Date Maintenance Prompt Screen screen appears.

```

ARBTE1R  CHANGE  CREATIVE DATA RESEARCH      5/12/00  8:57:33
JTIPPIN          Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number .
Voucher Type (R) .

F3=Exit  F9=New  F10=Actions

```

4. Enter the voucher of the desired voucher for the **Voucher Number** (7,n) field.
5. Enter *R* for the **Voucher Type** (2,a) field.

```

ARBTE1R  CHANGE  CREATIVE DATA RESEARCH      5/12/00  8:57:33
JTIPPIN          Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number . 0001205
Voucher Type (R) . R

F3=Exit  F9=New  F10=Actions

```

6. Press <Enter>. The Invoice Pay Date Maintenance screen appears.

```

ARBTE1R  CHANGE  CREATIVE DATA RESEARCH      5/12/00  9:04:41
JTIPPIN          Invoice Pay Date Maintenance      QPADEV0003

Voucher nbr . . . . . : 1205
Vendor . . . . . : 10000 A-1 WHOLESALE
Voucher Reference . . . . . :
Vendor's Invoice Number . . . . . : S8946
Voucher Status . . . . . : A
Voucher Post Date . . . . . : 4/24/00
Voucher Disc Due Date . . . . . : 4/11/00
Invoice Total . . . . . : 215.00
Remaining Amount Due . . . . . : 215.00
Due Date . . . . . : 50100
Pay Date . . . . . : 41100
Payment Type . . . . . : P
(Payment Type Codes: P-Regular Invoice M-Manual Invoice E-EFT Invoice)

F3=Exit  F10=Actions  F11=Delete  F12=Cancel

```

7. Enter the desired date for the **Pay Date** (6,n) field, and press <Enter>.

```

ARBTEIR  CHANGE  CREATIVE DATA RESEARCH          5/12/00  9:06:20
JTIPPIN              Invoice Pay Date Maintenance  QPADEV0003

Voucher nbr . . . . . :      1205
Vendor . . . . . :    10000 A-1 WHOLESALE
Voucher Reference . . . . . :
Vendor's Invoice Number . . . . . :    S8946
Voucher Status . . . . . :      A
Voucher Post Date . . . . . :    4/24/00
Voucher Disc Due Date . . . . . :    4/11/00
Invoice Total . . . . . :              215.00
Remaining Amount Due . . . . . :      215.00
Due Date . . . . . :      50100
Pay Date . . . . . :      51500
Payment Type . . . . . :      P
(Payment Type Codes: P-Regular Invoice M-Manual Invoice E-EFT Invoice)

F3=Exit  F10=Actions  F11=Delete  F12=Cancel

CONFIRM: Y (Y/N)

```

8. Press <Enter> when prompted to confirm. The Invoice Pay Date Maintenance Prompt Screen screen appears with the *Record changed* message.

```

ARBTEIR  CHANGE  CREATIVE DATA RESEARCH          5/12/00  9:09:29
JTIPPIN              Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number .
Voucher Type ( R ) .

F3=Exit  F9=New  F10=Actions
Record changed.

```

9. If necessary, users can repeat the previous instructions to continue editing vouchers, or press <F3> (Exit). The Accounts Payable screen appears.

```

User: JEANNINE          Menu: APCV1          Date: 8/25/11

===== > A C C O U N T S P A Y A B L E < =====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
6. Print Checks
7. Select Default Company
8. Edit Voucher Pay Date
9. Receive Remote Invoices
10. Check Reconciliation
      M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger   23. A/P Closing Menu      90. Sign Off

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==>

```

10. Select option 4 (Auto Payment Selection) to select the desired payment batch with the F8 (Select batch) function key and the Batch Selection screen.

```

AP4310R   DISPLAY   CREATIVE DATA RESEARCH           5/12/00 09:10:22
JTIPPIN           A/P PAYMENT SELECTION             QPADEV0003
Batch 331 Sel date 5/15/00 Per 5 Vendor           Payments 2963.10
Bank FNB   Check count 3 Disc 287.73 Net 2675.37
Type options, press Enter.
4=Delete 8=Details

? Vendor Voucher Reference      Pay Date   Payment amt  Discount amt
011000   1202 000356             5/04/00    138.10      1.73
Name LIGGETT & MYERS              Net Amt. -   136.37
10000   1205                       4/11/00    215.00      25.00
Name A-1 WHOLESALE                Net Amt. -   190.00
12300   1224 000373             5/10/00    2610.00     261.00
Name R.J.R.                       Net Amt. -   2349.00

F3=Exit  F4=Accept batch  F6=Add invoice

```

- When the A/P Payment Selection screen appears, use the *4=Delete* option to delete the “out-of-period” vouchers in the payment batch.

```

AP4310R   DISPLAY   CREATIVE DATA RESEARCH           5/12/00 9:11:21
JTIPPIN           A/P PAYMENT SELECTION             QPADEV0003
Batch 331 Sel date 5/15/00 Per 5 Vendor           Payments 2748.10
Bank FNB   Check count 2 Disc 262.73 Net 2485.37
Type options, press Enter.
4=Delete 8=Details

? Vendor Voucher Reference      Pay Date   Payment amt  Discount amt
011000   1202 000356             5/04/00    138.10      1.73
Name LIGGETT & MYERS              Net Amt. -   136.37
12300   1224 000373             5/10/00    2610.00     261.00
Name R.J.R.                       Net Amt. -   2349.00

F3=Exit  F4=Accept batch  F6=Add invoice

```

- Use the <F6> (Add invoice) function key to add the vouchers with changed pay dates to the payment batch. Refer to *Editing A Payment Batch* for additional information.

```

AP4310R   DISPLAY   CREATIVE DATA RESEARCH           5/12/00 9:12:16
JTIPPIN           A/P PAYMENT SELECTION             QPADEV0003
Batch 331 Sel date 5/15/00 Per 5 Vendor           Payments 2963.10
Bank FNB   Check count 3 Disc 287.73 Net 2675.37
Type options, press Enter.
4=Delete 8=Details

? Vendor Voucher Reference      Pay Date   Payment amt  Discount amt
011000   1202 000356             5/04/00    138.10      1.73
Name LIGGETT & MYERS              Net Amt. -   136.37
10000   1205                       5/15/00    215.00      25.00
Name A-1 WHOLESALE                Net Amt. -   190.00
12300   1224 000373             5/10/00    2610.00     261.00
Name R.J.R.                       Net Amt. -   2349.00

F3=Exit  F4=Accept batch  F6=Add invoice

```

- To save the payment batch without accepting it, press <F3> (Exit); otherwise, press <F4> (Accept batch) and refer to *Accepting A Payment Batch* for information about the A/P Payment Check Date Edit Report.

Editing A Voucher

The instructions below describe using the Edit Voucher Pay Date application to change the pay date, due date and payment type of a posted invoice's voucher. If the voucher which is edited is included in an existing payment batch, one of these processes must also be followed:

- The voucher must be deleted from the payment batch, and then added to it or added to another batch. Refer to Reconciling Pay Dates And Periods (see Procedure 2) for an example of this process.
- The entire payment batch containing the voucher must be deleted, and a new batch containing the voucher must be added. Refer to Editing A Payment Batch for additional information about this process.

```
User: JEANNINE           Menu: APCV1           Date: 8/25/11

===== > A C C O U N T S   P A Y A B L E < =====
=====
||||||| 1. Invoice Entry/Update          11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry          20. A/P File Maint.          21. A/P Report Menu
22. General Ledger      23. A/P Closing Menu          90. Sign Off
=====
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==>
```

1. Select option 8 (Edit Voucher Pay Date) from the Accounts Payable screen. The Invoice Pay Date Maintenance Prompt Screen screen appears.

```
ARBTE1R  CHANGE  CREATIVE DATA RESEARCH          1/05/00  9:11:50
JTIPPIN              Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number .
Voucher Type (R) .

F3=Exit  F9=New  F10=Actions
```

2. Enter the number of the desired voucher for the **Voucher Number** (7,n) field.
3. Enter *R* for the **Voucher Type** (2,a) field.

```

ARBTE1R  CHANGE  CREATIVE DATA RESEARCH      1/05/00  9:26:21
JTIPPIN          Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number . . . . . 2000102
Voucher Type (R) . . . . . R

F3=Exit  F9=New  F10=Actions

```

4. Press <Enter>. The Invoice Pay Date Maintenance screen appears, unless one of the following messages is displayed:
 - *Voucher has not been posted.* Refer to Editing An Invoice Batch for information about changing the pay date, due date and payment type of an invoice before it is posted.
 - *Voucher Already Paid.* Refer to Working With Invoice Voucher Inquiry for information about displaying the payment details of vendor invoices.

```

ARBTE1R  CHANGE  CREATIVE DATA RESEARCH      1/05/00  9:27:28
JTIPPIN          Invoice Pay Date Maintenance      QPADEV0003

Voucher nbr . . . . . : 2000102
Vendor . . . . . : 12301 R.J. REYNOLDS TOBACCO COMPANY
Voucher Reference . . . . . : 000293
Vendor's Invoice Number . . . . . : A123123456
Voucher Status . . . . . : A
Voucher Post Date . . . . . : 10/29/99
Voucher Disc Due Date . . . . . : 11/04/99
Invoice Total . . . . . : 552.00
Remaining Amount Due . . . . . : 552.00
Due Date . . . . . : 102599
Pay Date . . . . . : 122299
Payment Type . . . . . : P
(Payment Type Codes: P-Regular Invoice M-Manual Invoice E-EFT Invoice)

F3=Exit  F10=Actions  F11=Delete  F12=Cancel

```

5. To change the voucher's due date, enter the desired date for the **Due Date** (6,n) field.
6. To change the voucher's pay date, enter the desired date for the **Pay Date** (6,n) field.
7. To change the voucher's payment type, enter one of the following values for the **Payment Type** (1,a) field:
 - *P* - designates that the Auto Payment Selection application will be used to process the payment of the invoice with a system-generated check.
 - *M* - designates that the Process Manual Payments application will be used to process the payment of the invoice with a manually-written check.
 - *E* - designates that the Process EFT Payments application will be used to process the payment of the invoice with an electronic funds transfer.
8. Press <Enter> when data entry is complete.

```

ARBTE1R  CHANGE  CREATIVE DATA RESEARCH      1/05/00 10:33:21
JTIPPIN          Invoice Pay Date Maintenance  QPADEV0013

Voucher nbr . . . . . : 2000102
Vendor . . . . . : 12301 R.J. REYNOLDS TOBACCO COMPANY
Voucher Reference . . . . . : 000293
Vendor's Invoice Number . . . . . : A123123456
Voucher Status . . . . . : A
Voucher Post Date . . . . . : 10/29/99
Voucher Disc Due Date . . . . . : 11/04/99
Invoice Total . . . . . : 552.00
Remaining Amount Due . . . . . : 552.00
Due Date . . . . . : 102599
Pay Date . . . . . : 10500
Payment Type . . . . . : P
(Payment Type Codes: P-Regular Invoice M-Manual Invoice E-EFT Invoice)

F3=Exit  F10=Actions  F11=Delete  F12=Cancel

CONFIRM: Y (Y/N)

```

9. Press <Enter> when prompted to confirm. The Invoice Pay Date Maintenance Prompt Screen screen appears with the *Record changed* message.

```

ARBTE1R  CHANGE  CREATIVE DATA RESEARCH      1/05/00 10:56:12
JTIPPIN          Invoice Pay Date Maintenance Prompt Screen QPADEV0013

Voucher Number .
Voucher Type (R) .

F3=Exit  F9=New  F10=Actions
Record changed.

```

10. If necessary, users can repeat the previous instructions to continue editing vouchers, or press <F3> (Exit). The Accounts Payable screen appears.

Editing A Payment Batch

The instructions which follow describe using the Auto Payment Selection application to delete an unaccepted payment batch, and to add a voucher to a payment batch. Refer to the following sections for additional information about making changes:

- Adding A Payment Batch - users can delete a voucher from a payment batch, change payment amounts, and override system-generated discounts prior to accepting payment batches. Note: When a voucher is deleted from a batch, its corresponding vendor invoice is not deleted from the A/P system.
- Editing A Voucher - users can change a voucher's pay date, due date and payment type after its corresponding invoice is posted.
- Deleting A Payment Batch - users can delete an entire payment batch after it is accepted.

```
User: JEANNINE           Menu: APCV1           Date: 8/25/11
===== > A C C O U N T S   P A Y A B L E < =====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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==>
```

1. Select option 4 (Auto Payment Selection) from the Accounts Payable screen. The Auto Payment Selection (Enter) screen appears.

```
AP4300R  ENTER  CREATIVE DATA RESEARCH  1/07/00 15:25:55
JTIPPIN          AUTO PAYMENT SELECTION  QPADEV0003

Bank . . . . . FNB
Select thru date
Vendor . . . . . (blank for all Vendors)
Batch number . . (blank for new batch)

F3=Exit  F8=Select batch
```

2. Press <F8> (Select batch). The Batch Selection screen appears with a list of previously created payment batches that have not yet been accepted for payment processing.

Batch	Sel.dt	Vendor	Bank	Created by	Workstation	Date	No. checks
Type options, press Enter.							
1=Select 4=Delete P=Print Batch							
160	1/07/00	STA01	FNB	JTIPPIN	QPADEV0003	1/07/00	
161	1/31/00		FNB	JTIPPIN	QPADEV0003	1/07/00	
162	1/20/00		FNB	JTIPPIN	QPADEV0003	1/07/00	
163	1/07/00		FNB	JTIPPIN	QPADEV0003	1/07/00	

F3=Exit

3. During the course of editing payment batches, the following fields can be used to locate the desired batch:
- **Batch** - enter a batch number and press <Enter> to redisplay the list beginning with the designated batch.
 - **Sel.dt** - enter a selection date and press <Enter> to limit the list to batches added with a specific selection date.
 - **Vendor** - enter a vendor code and press <Enter> to limit the list to batches added with a specific vendor's vouchers.
 - **Bank** - enter a bank code and press <Enter> to limit the list to batches designated for processing through the specified bank.
 - **Created by** - enter a username and press <Enter> to limit the list to batches added by the specified user.
 - **Workstation** - enter a job (or terminal) name and press <Enter> to limit the list to batches created by the specified job or at the specified terminal.
 - **Date** - enter a date and press <Enter> to limit the list to batches added on the specified date.
4. To delete an entire payment batch, locate the desired batch (use <Page Down> if necessary) and enter 4 (Delete) in the selection column next to its batch number.

Batch	Sel.dt	Vendor	Bank	Created by	Workstation	Date	No. checks
Type options, press Enter.							
1=Select 4=Delete P=Print Batch							
	160	1/07/00	STA01	FNB	JTIPPIN	QPADEV0003	1/07/00
4	161	1/31/00		FNB	JTIPPIN	QPADEV0003	1/07/00
	162	1/20/00		FNB	JTIPPIN	QPADEV0003	1/07/00
	163	1/07/00		FNB	JTIPPIN	QPADEV0003	1/07/00

F3=Exit

Press <Enter>. The screen's list is redisplayed without the deleted batch.

5. To print a detailed report of the vouchers of a batch (see below), enter *P* (Print Batch) in the selection column next to the batch number of the desired batch, and press <Enter>.

A/P Payment Edit List

Creative Data Research		A/P Payment Edit List				JTIPPIN		1/06/00 9:05:21 Page		1	
Company CDR Payment Batch 156											
Vendor code 36000 KIMBERLY-CLARK CORPORATION											
Voucher 1012											
Typ	Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R	111180.00	111180.00	A1012	2/19/98	1/30/98	1/20/00	10				
Seq	Item code	Item Desc.	Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account	
1	INVENTORY06	Purchases - HBA/Drugs	38400.00		1	3335.40	R 111180.00	111180.00	3335.40	1000000	8250000000000
2	INVENTORY05	Purchases - Grocery	72780.00		1		R		.00	1000000	8300000000000
Vendor code 72965 ADAMS & BROOKS, INC.											
Voucher 2000082											
Typ	Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R	1000.00	1000.00	852	1/15/00		1/15/00	00				
Seq	Item code	Item Desc.	Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account	
1	INVENTORY01	Purchases - Cigarette	1000.00		1		R 1000.00	1000.00	.00	1000000	8000000000000
Voucher 2000159											
Typ	Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R	1.00	1.00	569	2/02/00	1/13/00	1/13/00	00				
Seq	Item code	Item Desc.	Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account	
1	INVENTORY01	Purchases - Cigarette	1.00		1	.01	R 1.00	1.00	.01	1000000	8000000000000

Creative Data Research		A/P Payment Edit List				JTIPPIN		1/06/00 9:05:21 Page		2	
Seq	Item code	Item Desc.	Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account	
Vendor code 99980 UNITED BEVERAGE											
Voucher 2000113											
Typ	Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R	1263.50	1263.50	85125	1/04/00		1/04/00	30				
1	INVENTORY02	Purchases - Tobacco	1263.50		1		R 1263.50	1263.50	.00	1000000	8100000000000
Vendor code 999930 SOUTH CENTRAL BELL											
Voucher 1011											
Typ	Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R	7250.00	7250.00	A1011	2/19/98	1/30/98	1/30/00	10				
Seq	Item code	Item Desc.	Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account	
1	2050	Telephone	7250.00		1	217.50	R 7250.00	7250.00	217.50	1000000	2050000000000
	120694.50	120694.50	Final totals								
** END OF REPORT **											

6. To add a voucher to an existing payment batch, enter *I* (Select) in the selection column next to the batch number of the desired batch.

```

AP5300R  DISPLAY  CREATIVE DATA RESEARCH          1/07/00 15:28:05
JTIPPIN                                BATCH SELECTION          QPADEV0003

  Batch  Sel.dt  Vendor  Bank  Created by  Workstation  Date          No.checks

Type options, press Enter.
1=Select  4=Delete  P=Print Batch

      160  1/07/00  STA01  FNB   JTIPPIN   QPADEV0003  1/07/00
      162  1/20/00   FNB   JTIPPIN   QPADEV0003  1/07/00
1     163  1/07/00   FNB   JTIPPIN   QPADEV0003  1/07/00

F3=Exit

```

Press <Enter>. The Auto Payment Selection screen appears with the batch number of the desired payment batch.

```

AP4300R  ENTER  CREATIVE DATA RESEARCH          1/07/00 15:28:54
JTIPPIN                                AUTO PAYMENT SELECTION    QPADEV0003

Bank . . . . . FNB
Select thru date 010700
Vendor . . . . . (blank for all Vendors)

Batch number . 163 (blank for new batch)

F3=Exit  F8=Select batch

```

Press <Enter>. The A/P Payment Selection screen appears with the vouchers previously added to the batch.

```

AP4310R  DISPLAY  CREATIVE DATA RESEARCH          1/07/00 15:29:25
JTIPPIN                                A/P PAYMENT SELECTION    QPADEV0003
Batch 163 Sel date 1/07/00 Per 1 Vendor          Payments 1704.00
Bank FNB Check count 3 Disc 30.53 Net 1673.47

Type options, press Enter.
4=Delete  8=Details

? Vendor Voucher Reference          Pay Date  Payment amt  Discount amt
  STA01 2000173 Steve Johnson          1/07/00    33.00
  Name State of Louisiana              Net Amt. -    33.00
  STA01 2000174 S.S No. 346-87-9933    1/07/00
  Name State of Louisiana              Net Amt. -
  12303 2000155 Inv. A3456              1/12/00    1221.00    30.53
  Name R.J. REYNOLDS TOBACCO COMPANY   Net Amt. -    1190.47
  41364 2000169 Inv. 12365              1/07/00    450.00
  Name AMERICAN LICORICE                Net Amt. -    450.00

F3=Exit  F4=Accept batch  F6=Add invoice

```

Press <F6> (Add invoice). The A/P Invoice Selection screen appears with a list of all the existing vouchers with payment types of *P* (payment by system-generated check) and *E* (EFT payments). Refer to Editing A Voucher for information about changing a voucher's payment type.

```

AP4315R  DISPLAY  CREATIVE DATA RESEARCH  1/07/00 15:29:51
JTIPPIN  A/P INVOICE SELECTION  QPADEV0003

Voucher Vendor Vendor Name

Type options, press Enter.
1=Select

? Voucher Vendor Reference          Remain due Type
2000028 34000                      100.00 P
   Name HERSHEY FOODS CORPORATION
2000031 10000                      50.00 P
   Name A-1 WHOLESALE
2000035 34000                      400.00 P
   Name HERSHEY FOODS CORPORATION
2000049 34000                      P
   Name HERSHEY FOODS CORPORATION
2000050 18346                      1500.00 P
   Name ALEX FOODS INC.
+

F3=Exit

```

During the course of adding vouchers to a payment batch, the following fields can be used to locate the desired voucher:

- **Voucher** - enter a voucher number and press <Enter> to redisplay the list beginning with the designated voucher.
- **Vendor** - enter a vendor code and press <Enter> to limit the list to vouchers of a specific vendor.
- **Vendor Name** - enter a vendor's name and press <Enter> to limit the list to vouchers of a specific vendor.

The F6 (Add invoice) function key is used for a variety of reasons including:

- To add an additional voucher needed to print a check stub containing more than one line of text. Refer to Printing Multiple Reference Lines for additional information.
- To apply a credit memo to an invoice by including the vouchers of both in the same payment batch, as illustrated below. Refer to Adding A Credit Memo for additional information. Refer to Working With Accounts Payable Reports for information about printing an open credits report.

Locate the desired voucher, and enter *I* (Select) in the selection column next to its voucher number.

```

AP4315R  DISPLAY  CREATIVE DATA RESEARCH  1/07/00 15:30:46
JTIPPIN  A/P INVOICE SELECTION  QPADEV0003

Voucher Vendor Vendor Name

2000175

Type options, press Enter.
1=Select

? Voucher Vendor Reference          Remain due Type
1 2000175 41364 CR-INV 12365        50.00- P
   Name AMERICAN LICORICE
5000001 12301                      88.00 P
   Name R.J. REYNOLDS TOBACCO COMPANY
5000004 123000                     14.00 P
   Name RJ REYNOLDS TOBACCO
5000006 123000                      3.00 P
   Name RJ REYNOLDS TOBACCO

F3=Exit

```

Press <Enter>. The *Voucher number # already exists in batch #* message appears if the designated voucher was previously included in an existing payment batch.

The *Vendor # is not allowed payments* message appears if *N* (no) is entered for the **Allow payments** field of the vendor's record.

If necessary, continue adding vouchers to the payment batch, or press <F3> (Exit). The A/P Payment Selection screen appears.

```

AP4310R  DISPLAY  CREATIVE DATA RESEARCH  1/07/00 15:31:56
JTIPPIN  A/P PAYMENT SELECTION  QPADEV0003
Batch 163 Sel date 1/07/00 Per 1 Vendor  Payments 1654.00
Bank FNB Check count 3 Disc 30.53 Net 1623.47
Type options, press Enter.
4=Delete 8=Details

? Vendor Voucher Reference Pay Date Payment amt Discount amt
  STA01 2000173 Steve Johnson 1/07/00 33.00
    Name State of Louisiana Net Amt. - 33.00
  STA01 2000174 S.S No. 346-87-9933 1/07/00
    Name State of Louisiana Net Amt. -
  12303 2000155 Inv. A3456 1/12/00 1221.00 30.53
    Name R.J. REYNOLDS TOBACCO COMPANY Net Amt. - 1190.47
  41364 2000169 Inv. 12365 1/07/00 450.00
    Name AMERICAN LICORICE Net Amt. - 450.00
  41364 2000175 CR-INV 12365 1/07/00 50.00-
    Name AMERICAN LICORICE Net Amt. - 50.00-

F3=Exit F4=Accept batch F6=Add invoice

```

If the vouchers of a credit memo and the corresponding invoice (see voucher number 2000169 and 2000175 above) are included in the same payment batch, and *PD* is entered for the **A/P Check Date** field of the A/P Options, the credit memo cannot be applied to the invoice when checks are printed unless the vouchers of both have the same pay date. This is not necessary if *BP* is entered for the **A/P Check Date** field. Refer to Working With A/P Options for information about the **A/P Check Date** field.

7. To save the payment batch without accepting it for payment processing, press <F3> (Exit). The Auto Payment Selection (Enter) screen appears.

```

AP4300R  ENTER  CREATIVE DATA RESEARCH  1/07/00 15:32:49
JTIPPIN  AUTO PAYMENT SELECTION  QPADEV0003

Bank . . . . . FNB
Select thru date 10700
Vendor . . . . . (blank for all Vendors)

Batch number . 163 (blank for new batch)

F3=Exit F8=Select batch

```

8. Press <F3> (Exit). The Accounts Payable screen appears.

Accepting A Payment Batch

After payment batches are entered, and all necessary editing is completed, batches are accepted for payment processing.

Changes cannot be made to the vouchers that are included in a payment batch after it is accepted. Users must first delete an accepted payment batch in order to edit any of its vouchers, then add and accept a new payment batch containing the vouchers.

Refer to Deleting An Accepted Payment Batch for information about deleting a payment batch that is accepted for payment processing.

```
User: JEANNINE           Menu: APCV1           Date: 8/25/11

======> A C C O U N T S P A Y A B L E <=====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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==>
```

1. Select option 4 (Auto Payment Selection) from the Accounts Payable screen. The Auto Payment Selection (Enter) screen appears.

```
AP4300R  ENTER  CREATIVE DATA RESEARCH      1/07/00  8:25:05
JTIPPIN          AUTO PAYMENT SELECTION      QPADEV0003

Bank . . . . . FNB
Select thru date
Vendor . . . . . (blank for all Vendors)
Batch number . . (blank for new batch)

F3=Exit  F8=Select batch
```

2. Press <F8> (Select batch). The Batch Selection screen appears with a list of previously created payment batches. Refer to Editing A Payment Batch for information about using the restrictor fields at the top of the screen to locate the desired payment batch.

```

AP5300R  DISPLAY  CREATIVE DATA RESEARCH          1/07/00  8:25:38
JTIPPIN                                BATCH SELECTION          QPADEV0003

  Batch  Sel.dt  Vendor  Bank  Created by  Workstation  Date          No.checks

Type options, press Enter.
1=Select  4=Delete  P=Print Batch

      153  1/08/00  STA01  FNB   JTIPPIN   QPADEV0013  1/05/00
      156  1/07/00          FNB   JTIPPIN   QPADEV0003  1/06/00
      157  1/12/00          ASI   DANETTE  QPADEV0009  1/06/00

F3=Exit

```

Refer to Editing An Invoice Batch for information about using the *P=Print Batch* to print a detailed report of the vouchers of a batch.

3. Locate the desired batch (use <Page Down> if necessary), and enter *1* (Select) in the selection column next to the batch number.

```

AP5300R  DISPLAY  CREATIVE DATA RESEARCH          1/07/00  8:25:38
JTIPPIN                                BATCH SELECTION          QPADEV0003

  Batch  Sel.dt  Vendor  Bank  Created by  Workstation  Date          No.checks

Type options, press Enter.
1=Select  4=Delete  P=Print Batch

1      153  1/08/00  STA01  FNB   JTIPPIN   QPADEV0013  1/05/00
      156  1/07/00          FNB   JTIPPIN   QPADEV0003  1/06/00
      157  1/12/00          ASI   DANETTE  QPADEV0009  1/06/00

F3=Exit

```

4. Press <Enter>. The Auto Payment Selection screen appears with the batch number of the desired payment batch.

```

AP4300R  ENTER    CREATIVE DATA RESEARCH          1/07/00  8:36:03
JTIPPIN                                AUTO PAYMENT SELECTION  QPADEV0003

Bank . . . . . FNB
Select thru date 10700
Vendor . . . . . (blank for all Vendors)

Batch number . . 156 (blank for new batch)

F3=Exit  F8=Select batch

```

5. Press <Enter>. The A/P Payment Selection screen appears with the vouchers previously added to the batch.

AP4310R	DISPLAY	CREATIVE DATA RESEARCH	1/07/00	8:55:19
JTIPPIN		A/P PAYMENT SELECTION	QPADEV0003	
Batch	156	Sel date	1/07/00	Per 1 Vendor
Bank FNB	Check count	5	Disc	552.90
			Payments	21345.50
			Net	20792.60
Type options, press Enter.				
4=Delete 8=Details				
?	Vendor	Voucher Reference	Pay Date	Payment amt
	12301	2000102 000293	1/05/00	552.00
	Name	R.J. REYNOLDS TOBACCO COMPANY	Net Amt.	- 552.00
	36000	1012	1/20/00	11180.00
	Name	KIMBERLY-CLARK CORPORATION	Net Amt.	- 10844.60
	72965	2000082	1/15/00	1000.00
	Name	ADAMS & BROOKS, INC.	Net Amt.	- 1000.00
	72965	2000159	1/13/00	100.00
	Name	ADAMS & BROOKS, INC.	Net Amt.	- 100.00
	99980	2000113	1/04/00	1263.50
	Name	UNITED BEVERAGE	Net Amt.	- 1263.50
	999930	1011	1/30/00	7250.00
	Name	SOUTH CENTRAL BELL	Net Amt.	- 7032.50
F3=Exit F4=Accept batch F6=Add invoice				

6. Press <F4> (Accept batch). The Auto Payment Selection screen appears with the *A/P payment batch # has been posted* message, and the A/P Payment Check Date Edit Report may print (as noted below).
 Payments are not actually posted to the General Ledger until payments are processed. Refer to *Printing Checks And Check Register, Working With Manual Payments and Working With EFT Payments* for information about payment processing.

A/P Payment Check Date Edit Report

Creative Data Research	A/P Payment Check Date Edit Report			JTIPPIN	1/07/00	9:03:11	Page	1
Payment Batch	156							
Vendor	Name	Voucher	Check Date	Gross Amount	Discount Amount	Net Amount		
72965	ADAMS & BROOKS, INC.	2000082	1/15/00	1000.00	.00	1000.00		
72965	ADAMS & BROOKS, INC.	2000159	1/13/00	100.00	.00	100.00		
99980	UNITED BEVERAGE	2000113	1/04/00	1263.50	.00	1263.50		
36000	KIMBERLY-CLARK CORPORATION	1012	1/20/00	11180.00	335.40	10844.60		
999930	SOUTH CENTRAL BELL	1011	1/30/00	7250.00	217.50	7032.50		
12301	R.J. REYNOLDS TOBACCO COMPANY	2000102	1/05/00	552.00	.00	552.00		
Final Totals				21345.50	552.90	20792.60		
** END OF REPORT **								

The A/P Payment Check Date Edit Report only prints if *PD* is entered for the **A/P Check Date** field of the A/P Options. It is strongly recommended that users closely review this report before printing checks.

If *PD* is entered for the **A/P Check Date** field and multiple vouchers with different dates appear on the report for an individual vendor (see voucher number 2000082 and 2000159 above), multiple checks will be printed per pay date. Otherwise, if the vouchers have the same pay date, a single check will be printed. Refer to *Working With A/P Options* for additional information about the **A/P Check Date** field of the A/P Options.

```
AP4300R  ENTER  CREATIVE DATA RESEARCH      1/07/00  9:03:12
JTIPPIN                AUTO PAYMENT SELECTION      QPADEV0003

Bank . . . . .
Select thru date
Vendor . . . . .      (blank for all Vendors)
Batch number .      (blank for new batch)

F3=Exit  F8=Select batch
A/P payment batch 156 has been posted.
```

7. If necessary, users can repeat the previous instructions (beginning with step 2) to continue accepting batches, or press <F3> (Exit). The Accounts Payable screen appears.

The vouchers of an accepted payment batch cannot be included in another payment batch. If necessary, users can delete an accepted payment batch before adding one of its vouchers to another batch. Refer to *Deleting An Accepted Payment Batch* for information about deleting a payment batch that is accepted for payment processing.

Deleting An Accepted Payment Batch

The instructions below describe using the Print Checks application to delete a payment batch after it is accepted for payment processing. Refer to Editing A Payment Batch for information about deleting an unaccepted payment batch.

```
User: JEANNINE           Menu: APCV1           Date: 8/23/11

=====> A C C O U N T S P A Y A B L E <=====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger   23. A/P Closing Menu      90. Sign Off
=====
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===>
```

1. Select option 6 (Print Checks) from the Accounts Payable screen. The A/P Check Print Prompt screen appears.

```
AP6440R  ENTER  CDR CUSTOMER CONFERENCE      8/23/11 13:01:28
JEANNINE                A/P CHECK PRINT PROMPT      QPADEV000D

Enter information below, and press ENTER to print the A/P Checks.

Batch number . . .
Check date . . . .
Beginning check no.                Last check
A/P Check Version 1

F3=Exit  F8=Select batch
```

2. Press <F8> (Select batch) from the Accounts Payable screen. The Batch Selection screen appears.

Batch	Sel.dt	Vendor	Bank	Created by	Workstation	Date	No.checks
Type options, press Enter.							
1=Select 4=Delete P=Print Batch							
20076	8/23/11		CHECK	JEANNINE	QPADEV000D	8/23/11	6

F3=Exit

- To print a detailed report of the vouchers in the batch (see below), enter *P* (Print Batch) in the selection column next to the batch number of the desired batch, and press <Enter>.
- Enter 4 (Delete) in the selection column next to the batch number of the desired batch.

Batch	Sel.dt	Vendor	Bank	Created by	Workstation	Date	No.checks
Type options, press Enter.							
1=Select 4=Delete P=Print Batch							
4	20076	8/23/11	CHECK	JEANNINE	QPADEV000D	8/23/11	6

F3=Exit

- Press <Enter> to delete the batch.
- Press <F3> (Exit). The A/P Check Print Prompt screen appears.
- Press <F3> (Exit). The Accounts Payable screen appears.

A/P Payment Edit List

CDR Customer Conference		A/P Payment Edit List				JEANNINE	ARATPFR	8/23/11 13:08:53 Page		1
Company 001 Payment Batch 20076										
Vendor code CON001 CONWOOD CORP.										
Voucher 341										
Typ Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R 8103.36	8103.36	23555	5/07/11		5/07/11	11				
Seq Item code	Item Desc.		Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account
1 INVENTORY02	Inventory Holding - T		8103.36	1		R 8103.36	8103.36	.00	1000000	2900000000000
Vendor code HER001 HERSHEY CHOCOLATE										
Voucher 342										
Typ Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R 4648853.57	4648853.57	34	7/08/11		7/08/11	11				
Seq Item code	Item Desc.		Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account
1 INVENTORY04	Inventory Holding - C		4648853.57	1		R 4648853.57	4648853.57	.00	1000000	2900000000000
Vendor code JOH001 JOHN MIDDLETON INC.										
Voucher 330										
Typ Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R 155976.00	155976.00	39995	8/25/11	8/25/11	8/25/11	12				
Seq Item code	Item Desc.		Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account
1 INVENTORY02	Inventory Holding - T		155976.00	1		R 155976.00	155976.00	5849.10	1000000	2900000000000
Voucher 337										
Typ Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R 1513.20	1513.20	3562	8/25/11	8/25/11	8/25/11	12				
Seq Item code	Item Desc.		Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account
1 INVENTORY02	Inventory Holding - T		1513.20	1		R 1513.20	1513.20	56.75	1000000	2900000000000
Voucher 343										
Typ Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R 1746.00	1746.00	56	6/08/11	6/08/11	6/08/11	12				
Seq Item code	Item Desc.		Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account
1 INVENTORY02	Inventory Holding - T		1746.00	1		R 1746.00	1746.00	65.48	1000000	2900000000000

CDR Customer Conference		A/P Payment Edit List				JEANNINE	ARATPFR	8/23/11 13:08:53 Page		2
Vendor code LIG001 LIGGETT & MEYERS TOBACCO										
Voucher 331										
Typ Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R 27898.20	27898.20	09923	8/20/11	8/19/11	8/19/11	E1				
Seq Item code	Item Desc.		Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account
1 INVENTORY01	Inventory Holding - C		27898.20	1		R 27898.20	27898.20	557.96	1000000	2900000000000
Vendor code RJR100 R.J. REYNOLDS TOBACCO INC.										
Voucher 333										
Typ Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R 7326.00	7326.00	98234	8/20/11	8/19/11	8/19/11	E1				
Seq Item code	Item Desc.		Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account
1 INVENTORY01	Inventory Holding - C		7326.00	1		R 7326.00	7326.00	146.52	1000000	2900000000000
Vendor code USS001 U.S. SMOKELESS TOBACCO										
Voucher 324										
Typ Inv.Total	Remain Due	Invoice	Due Date	Disc.Date	Sched.Pay	Terms				
R 1252023.69	1252023.69	273737	3/14/11	3/13/11	3/13/11	E3				
Seq Item code	Item Desc.		Detail Amount	Detail Qty	Disc. Calc.	Remain. Amount	Payment Amount	Discount Amount	Cost Center	G/L Account
1 INVENTORY02	Inventory Holding - T		1252023.69	1		R 1252023.69	1252023.69	37560.71	1000000	2900000000000
6103440.02	6103440.02	Final totals								
** END OF REPORT **										

Working With Printed Checks

After payment batches are accepted for payment processing, the Print Checks application is used to print checks and a check register, and to post payments to the General Ledger. Refer to the A/P Check Forms document for samples of the laser printer check and continuous printer check forms.

When necessary, the Print Checks application can also be used to delete an accepted payment batch. Note: The vouchers of an accepted payment batch are not deleted from the A/P system when the batch is deleted. Users can return to the Auto Payment Selection (Enter) screen where the vouchers can be selected for a new payment batch.

Refer to Working With A/P Options for information about the **G/L Acct# on A/P Check Reg** field which is used to print General Ledger account numbers on the check register.

The primary screen used to print checks is the A/P Check Print Prompt screen illustrated below.

```
AP6440R  ENTER  CDR CUSTOMER CONFERENCE  12/01/08  9:45:20
JEANNINE                A/P CHECK PRINT PROMPT  QPADEV0004

Enter information below, and press ENTER to print the A/P Checks.

Batch number . . . . 20038
Check date . . . .
Beginning check no. 55035      Last check
                               55034
A/P Check Version 1

F3=Exit  F8=Select batch
```

The value appearing by default, or entered by the user, for the **A/P Check Version** field above designates the following:

- If 1 appears, one check will be printed for payment of all the vouchers of each vendor. Users have the option of entering 2 to designate that one check will be printed for each voucher of each vendor. If 2 is entered for the **A/P Check Version** field, multiple reference lines cannot be printed on a check stub. Refer to Printing Multiple Reference Lines for additional information.
- If 3 appears for the field, one check per vendor will be printed for payment of all the vouchers which have the same pay date, and users cannot change this value.

Refer to Working With A/P Options for information about using the **A/P Check Date** field to designate the default value of the **A/P Check Version** field.

Refer to Working With Company A/P Options for information about the **Reprint check numbers on preprinted checks** field which is used to print check numbers on checks that are pre-numbered, and verify that the correct check is being printed on the correct form.

Printing Checks And Check Register

The following instructions describe how to process an accepted payment batch for payment with system-generated checks, and how to manually print the spooled check file and check register if they do not print automatically.

*The step-by-step instructions below **must be followed through to completion** to successfully print a valid check register. Users should never end their DAC session **before the check register is printed**. If a valid check register is not spooled for printing, payments are not posted to the payment journal.*

It is strongly recommended that users print and review the A/P Pay-G/L Trans Reg report after the A/P Check Register is printed. Refer to Printing the A/P Payment Transaction Register for additional information.

```
User: JEANNINE           Menu: APCV1           Date: 12/10/08

===== > A C C O U N T S   P A Y A B L E < =====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE    || 2. Debit/Credit Maint.
DAC    || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
        6. Print Checks
        7. Select Default Company
        8. Edit Voucher Pay Date
        9. Receive Remote Invoices
        10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry           20. A/P File Maint.           21. A/P Report Menu
22. General Ledger       23. A/P Closing Menu          90. Sign Off
=====
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==>
```

1. Select option 6 (Print Checks) from the Accounts Payable screen. The A/P Check Print Prompt screen appears.

```
AP6440R  ENTER  CREATIVE DATA RESEARCH      12/10/08 13:39:31
JEANNINE                A/P CHECK PRINT PROMPT      QPADEV000T

Enter information below, and press ENTER to print the A/P Checks.

Batch number . . .
Check date . . .
Beginning check no.
A/P Check Version 1

Last check

F3=Exit  F8=Select batch
```

2. To select the desired payment batch for check printing, either:
 - Enter the payment batch number, and press <Enter>, or
 - Press <F8> (Select batch) to use the Batch Selection screen illustrated below.

Batch	Sel.dt	Vendor	Bank	Created by	Workstation	Date	No. checks
Type options, press Enter.							
1=Select 4=Delete P=Print Batch							
35484	12/10/08	W4730	FNB	JEANNINE	QPADEV0002	12/10/08	2

F3=Exit

To use the Batch Selection screen, locate the desired batch (use <Page Down> if necessary), enter *1* (Select) in the selection column next to the batch number, and press <Enter>. The *P=Print Batch* option of this screen can be used to print a detailed report of the vouchers in a payment batch before selecting it. Refer to the example of the A/P Payment Edit List in the Deleting An Accepted Payment Batch section of this document.

Batch number . . .	Check date	Beginning check no.	Last check
35484		1262	1261
A/P Check Version 1			

F3=Exit F8=Select batch

The A/P Check Print Prompt screen appears with the number of the last printed check for the **Last check** field.

3. Enter data for the following fields as necessary:
 - **Check date** - enter the date which will be printed on the checks.
 - **Beginning check no.** - enter the number of the first check that will be used if the default value is incorrect.
 - **A/P Check Version** - If *1* appears, which designates that one check will be printed for payment of all the vouchers of each vendor, users have the option of entering *2* to designate that one check will be printed for each voucher of each vendor. If *3* appears for the field, one check per vendor will be printed for payment of all the vouchers which have the same pay date, and this value cannot be changed.
4. Press <Enter> when data entry is complete.

```

AP6440R  ENTER  CREATIVE DATA RESEARCH      12/10/08 13:40:58
JEANNINE                A/P CHECK PRINT PROMPT      QPADEV000T

Enter information below, and press ENTER to print the A/P Checks.

Batch number . . . 35484
Check date . . . 121008
Beginning check no. 1262      Last check 1261
A/P Check Version 1

F3=Exit  F8=Select batch

CONFIRM: N (Y/N)

```

5. Enter **Y** (yes) for the **Confirm** field. The check file is spooled for printing, and the A/P Check Print Confirmation screen appears.

```

AP6450R  ENTER  CREATIVE DATA RESEARCH      12/10/08 13:41:14
JEANNINE                A/P CHECK PRINT CONFIRMATION  QPADEV000T

Have the checks printed successfully? . . Y (Y,N)
If No, reprint entire batch of checks? . N (Y,N)

F22=Display check output queue

```

6. If the check file is automatically sent to a printer previously loaded with check forms, press <Enter> and continue with step 11.
7. If the spooled check file must be manually printed, press <F22> (<Shift> plus <F10>). The Work With All Spooled Files screen appears.

```

Work with All Spooled Files

Type options, press Enter.
1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
8=Attributes 9=Work with printing status

Opt  File      User      Device or  User Data  Sts  Total  Cur  Copy
      File      User      Queue     User Data  Sts  Pages  Page Copy
AP7440R$  JEANNINE  T630     AP7440R  MSGW     2    2      1
BSUPUPR$  JEANNINE  QPRINT   BSUPUPR  RDY     2    2      1
QSYSPRT  JEANNINE  QPRINT   XXRSTRR  RDY     1    1      1
DSV6PFR$  JEANNINE  QPRINT   DSV6PFR  RDY     1    1      1
GWQ1PFR$  JEANNINE  QPRINT   GWQ1PFR  RDY     1    1      1
GWQ2PFR$  JEANNINE  QPRINT   GWQ2PFR  RDY     1    1      1
GSJ0PFR$  JEANNINE  QPRINT   GSJ0PFR  RDY     1    1      1
DSXOPFR$  JEANNINE  QPRINT   DSXOPFR  RDY     20   1      1
DSXNPFR$  JEANNINE  QPRINT   CMP_PROF_W RDY     1    1      1
More...

Parameters for options 1, 2, 3 or command
===>
F3=Exit  F10=View 4  F11=View 2  F12=Cancel  F22=Printers  F24=More keys

```

One of the following print file names will appear with a *MSGW* status on the Work With All Spooled Files screen: AP7440R\$ (illustrated below), ARANPFR\$, APBVPFR\$, ARE1PFR\$, AREPPFR\$ or ARF4PFR\$.

```

Work with All Spooled Files

Type options, press Enter.
1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
8=Attributes 9=Work with printing status

Opt File User Device or Queue User Data Sts Total Cur
7 AP7440R$ JEANNINE T630 AP7440R MSGW 2 Page Copy
BSUPUPR$ JEANNINE QPRINT BSUPUPR RDY 2 1
QSYSVRT JEANNINE QPRINT XXRSTRR RDY 1 1
DSV6PFR$ JEANNINE QPRINT DSV6PFR RDY 1 1
GWQ1PFR$ JEANNINE QPRINT GWQ1PFR RDY 1 1
GWQ2PFR$ JEANNINE QPRINT GWQ2PFR RDY 1 1
GSJ0PFR$ JEANNINE QPRINT GSJ0PFR RDY 1 1
DSXOPFR$ JEANNINE QPRINT DSXOPFR RDY 20 1
DSXNPFR$ JEANNINE QPRINT CMP_PROF_W RDY 1 1
More...

Parameters for options 1, 2, 3 or command
===>
F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys

```

- To print the checks, enter 7 (Messages) in the selection column next to the file's name (as illustrated above), and press <Enter>. The Additional Message Information screen appears with a *Load form type* message.

```

Additional Message Information

Message ID . . . . . : CPA3394
Date sent . . . . . : 12/10/08 Time sent . . . . . : 13:41:13

Message . . . . . : Load form type 'APCHECK' device T630 writer T630. (G B I
H R C)

Cause . . . . . : The file on output queue T630 in library QUSRSYS requires
form type 'APCHECK' to be loaded on device T630. The form type for the file
was all blanks when ' ' appears as the form type.
Possible choices for replying to message . . . . . :
G -- Begin processing the current file after loading the form type.
B -- Begin processing the current file after loading and aligning the form
type (no alignment message is sent - same as option 1 on System/36) .
I -- Ignore the request to load the form type. Print the file on the
current formtype (same as option 0 on System/36).
More..

Type reply below, then press Enter.
Reply . . . .

F1=Help F3=Exit F6=Print F9=Display message details F12=Cancel
F21=Select assistance level

```

- After confirming that the checks are loaded and aligned in the printer, reply to the message by entering *G* and pressing <Enter> twice. The Work With All Spooled Files screen appears.

```

Work with All Spooled Files

Type options, press Enter.
  1=Send  2=Change  3=Hold  4=Delete  5=Display  6=Release  7=Messages
  8=Attributes  9=Work with printing status

Opt  File          User          Device or      User Data      Sts  Total  Cur
      AP7440R$     JEANNINE     T630          AP7440R      MSGW  2      Page  Copy
      BSUPUPR$     JEANNINE     QPRINT       BSUPUPR      RDY   2      1
      QSYSVRT      JEANNINE     QPRINT       XXRSTRR      RDY   1      1
      DSV6PFR$     JEANNINE     QPRINT       DSV6PFR      RDY   1      1
      GWQ1PFR$     JEANNINE     QPRINT       GWQ1PFR      RDY   1      1
      GWQ2PFR$     JEANNINE     QPRINT       GWQ2PFR      RDY   1      1
      GJSJ0PFR$    JEANNINE     QPRINT       GJSJ0PFR     RDY   1      1
      DSXOPFR$     JEANNINE     QPRINT       DSXOPFR      RDY   20     1
      DSXNPFR$     JEANNINE     QPRINT       CMP_PROF_W   RDY   1      1
                                           More...

Parameters for options 1, 2, 3 or command
====>
F3=Exit  F10=View 4  F11=View 2  F12=Cancel  F22=Printers  F24=More keys

```

10. Press <F3> to exit. The A/P Check Print Confirmation screen appears with *N* (no) entered for the **Confirm** field.

```

AP6450R  ENTER    CREATIVE DATA RESEARCH      12/10/08 13:43:15
JEANNINE                A/P CHECK PRINT CONFIRMATION QPADEV000T

Have the checks printed successfully? . .  Y (Y,N)
If No, reprint entire batch of checks? .  N (Y,N)

F22=Display check output queue

CONFIRM: N (Y/N)

```

Users should never end their DAC session at the A/P Check Print Confirmation screen - even when the checks have printed successfully. The instructions below must be followed to print the check register, after which the payments are posted to the General Ledger by the A/P System.

11. Users have three options when the A/P Check Print Confirmation screen appears:
 - If *none of the checks* printed successfully, stop here and refer to Reprinting All Checks below for additional instructions.
 - If *some of the checks* did not print successfully, stop here and refer to Reprinting Selected Checks below for additional instructions.
 - If *all of the checks* printed successfully, enter *Y* (yes) for the **Confirm** field, and continue with step 12 below. The A/P Check Print Prompt screen appears, and several reports (including the check register), are spooled for printing.

```

AP6440R  ENTER  CREATIVE DATA RESEARCH      12/10/08 13:44:11
JEANNINE                A/P CHECK PRINT PROMPT      QPADEV000T

Enter information below, and press ENTER to print the A/P Checks.

Batch number . . . .

Check date . . . .

Beginning check no.                Last check

A/P Check Version 1

F3=Exit  F8=Select batch

```

12. Press <F3> to exit. The Accounts Payable screen appears.

```

User: JEANNINE          Menu: APCV1          Date: 12/10/08

===== > A C C O U N T S   P A Y A B L E <=====
=====
|||||||  1. Invoice Entry/Update          11. Void Check Entry (Blanks)
THE  ||  2. Debit/Credit Maint.
DAC  ||  3. Process Manual Payments
SYSTEM ||  4. Auto Payment Selection
|||||||  5. Process EFT Payments
6. Print Checks
7. Select Default Company
8. Edit Voucher Pay Date
9. Receive Remote Invoices
10. Check Reconciliation
M E N U   C A L L S
19. A/P Inquiry          20. A/P File Maint.          21. A/P Report Menu
22. General Ledger      23. A/P Closing Menu        90. Sign Off
=====
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==> wrksplf

```

The following instructions, which describe how to manually print the check register, are only followed if the register does not automatically print after the checks are printed.

13. To print the check register, enter **WRKSPLF** on a command line as illustrated above, and press <Enter>. The Work With All Spooled Files screen appears.

```

Work with All Spooled Files

Type options, press Enter.
1=Send  2=Change  3=Hold  4=Delete  5=Display  6=Release  7=Messages
8=Attributes  9=Work with printing status

Opt  File          User          Device or      User Data  Sts  Total  Cur
      File          User          Queue          Data      Pages Page Copy
AREKPPR$ JEANNINE      T630          AREKPPR  MSGW  1      1
BSUPUPR$ JEANNINE      QPRINT       BSUPUPR  RDY   2      1
QSYSPRT  JEANNINE      QPRINT       XXRSTRR  RDY   1      1
DSV6PFR$ JEANNINE      QPRINT       DSV6PFR  RDY   1      1
GWQ1PFR$ JEANNINE      QPRINT       GWQ1PFR  RDY   1      1
GWQ2PFR$ JEANNINE      QPRINT       GWQ2PFR  RDY   1      1
GSJ0PFR$ JEANNINE      QPRINT       GSJ0PFR  RDY   1      1
DSXOPFR$ JEANNINE      QPRINT       DSXOPFR  RDY   20     1
DSXNPPR$ JEANNINE      QPRINT       CMP_PROF_W RDY   1      1
More...

Parameters for options 1, 2, 3 or command
==>
F3=Exit  F10=View 4  F11=View 2  F12=Cancel  F22=Printers  F24=More keys

```

One of the following print file names will appear with a *MSGW* status on the Work With All Spooled Files screen: AREKPFR\$ (illustrated above) or AP7360R\$.

```

Work with All Spooled Files

Type options, press Enter.
1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
8=Attributes 9=Work with printing status

Opt File User Device or Queue User Data Sts Total Cur
7 AREKPFR$ JEANNINE T630 AREKPFR MSGW 1 1
BSUPUPR$ JEANNINE QPRINT BSUPUPR RDY 2 1
QSYSVRT JEANNINE QPRINT XXRSTRR RDY 1 1
DSV6PFR$ JEANNINE QPRINT DSV6PFR RDY 1 1
GWQ1PFR$ JEANNINE QPRINT GWQ1PFR RDY 1 1
GWQ2PFR$ JEANNINE QPRINT GWQ2PFR RDY 1 1
GSJ0PFR$ JEANNINE QPRINT GSJ0PFR RDY 1 1
DSX0PFR$ JEANNINE QPRINT DSX0PFR RDY 20 1
DSXNPFR$ JEANNINE QPRINT CMP_PROF_W RDY 1 1
More...

Parameters for options 1, 2, 3 or command
==>
F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys

```

- To print the check register, enter 7 (Messages) in the selection column next to the file's name (as illustrated above) and press <Enter>. The Additional Message Information screen appears with a *Load form type* message.

```

Additional Message Information

Message ID . . . . . : CPA3394
Date sent . . . . . : 12/10/08 Time sent . . . . . : 13:44:12

Message . . . . . : Load form type '*STD' device T630 writer T630. (G B I H R
C)

Cause . . . . . : The file on output queue T630 in library QUSRSYS requires
form type '*STD' to be loaded on device T630. The form type for the file was
all blanks when ' ' appears as the form type.
Possible choices for replying to message . . . . . :
G -- Begin processing the current file after loading the form type.
B -- Begin processing the current file after loading and aligning the form
type (no alignment message is sent - same as option 1 on System/36).
I -- Ignore the request to load the form type. Print the file on the
current formtype (same as option 0 on System/36).
More...

Type reply below, then press Enter.
Reply . . . . .

F1=Help F3=Exit F6=Print F9=Display message details F12=Cancel
F21=Select assistance level

```

- After confirming that the correct paper is loaded and aligned in the printer, reply to the message by entering *G* and pressing <Enter> twice. The A/P Check Register is printed (see below), and the Work With All Spooled Files screen appears.
- Press <F3> to exit. The Accounts Payable screen appears.

It is strongly recommended that users print and review the A/P Pay-G/L Trans Reg report after the A/P Check Register is printed. Refer to Printing the A/P Payment Transaction Register for additional information.

Refer to Printing The Negative Check Report for information about printing the “negative check” report that is spooled when printing checks.

Printing The A/P Payment Transaction Register

The following instructions, which describe how to manually print the A/P Pay-G/L Trans Reg report, are only followed if the report does not automatically print when payments are posted to the payment journal.

It is strongly recommended that users review the A/P Pay-G/L Trans Reg report. If this posting control report's final total does not equal zero, contact CDR support personnel immediately to determine why the journal entries posted are not balanced.

```

User: JEANNINE           Menu: APCV1           Date: 8/23/11

===== > A C C O U N T S P A Y A B L E < =====
||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE   || 2. Debit/Credit Maint.
DAC   || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger   23. A/P Closing Menu      90. Sign Off

=====
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====> wrksplf
  
```

1. Enter **WRKSPLF** on the command line as illustrated above, and press <Enter>. The Work With All Spooled Files screen appears.

```

                                Work with All Spooled Files

Type options, press Enter.
1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
8=Attributes 9=Work with printing status

Opt  File      User      Device or  User Data  Sts  Total  Cur  Copy
      File      Name      Queue      Data      Sts  Pages Page Copy
      GSN4PFR$  JEANNINE  FORM      INVOICED  SAV   1     1     1
      GWQBPF$  JEANNINE  FORM      INVOICEH  HLD  16     1     1
      GWQBPF$  JEANNINE  FORM      INVOICEH  HLD   2     1     1
      GWQBPF$  JEANNINE  FORM      INVOICEH  HLD  31     1     1
      GWQBPF$  JEANNINE  FORM      INVOICEH  HLD   4     1     1
      BSKPPF$  JEANNINE  FORM      INVOICEB  HLD  13     1     1
      HINSPF$  JEANNINE  FORM      HINSPFR  SAV   1     1     1
      ARAOPF$  JEANNINE  T630      ARAOPFR  HLD   1     1     1
      ARAZPF$  JEANNINE  T630      ARAZPFR  HLD   1     1     1
                                           Bottom

Parameters for options 1, 2, 3 or command
====>
F17=Top  F18=Bottom  F21=Select assistance level  F24=More keys
  
```

2. Press <Page Down>, or use <F18> (<Shift> plus <F6>) to go to the bottom of the list, to locate the ARAZPFR\$ print file (illustrated above).

If the print file name appears with a *MSGW* status, use 7 (Messages) and reply to the message as necessary.

```

Work with All Spooled Files

Type options, press Enter.
  1=Send  2=Change  3=Hold  4=Delete  5=Display  6=Release  7=Messages
  8=Attributes  9=Work with printing status

Opt  File      User      Device or  User Data  Sts  Total  Cur
      File      User      Queue     User Data  Sts  Pages  Page Copy
      GSN4PFR$  JEANNINE  FORM      INVOICED  SAV  1      1      1
      GWQBPFPR$ JEANNINE  FORM      INVOICEH  HLD  16     1      1
      GWQBPFPR$ JEANNINE  FORM      INVOICEH  HLD  2      1      1
      GWQBPFPR$ JEANNINE  FORM      INVOICEH  HLD  31     1      1
      GWQBPFPR$ JEANNINE  FORM      INVOICEH  HLD  4      1      1
      BSKPPFR$  JEANNINE  FORM      INVOICEB  HLD  13     1      1
      HINSPFR$  JEANNINE  FORM      HINSPFR   SAV  1      1      1
      ARA0PFR$  JEANNINE  T630     ARA0PFR   HLD  1      1      1
  6   ARAZPFR$  JEANNINE  T630     ARAZPFR   HLD  1      1      1
                                           Bottom

Parameters for options 1, 2, 3 or command
====>
F17=Top  F18=Bottom  F21=Select assistance level  F24=More keys

```

3. Enter 6 (Release) in the selection column next to the file's name (as illustrated above), and press <Enter>.

4. Press <F3> to exit. The Accounts Payable screen appears.

If the A/P Pay-G/L Trans Reg report's final total does not equal zero, contact CDR support personnel immediately to determine why the journal entries posted are not balanced.

A/P Pay-G/L Trans Reg

CDR Customer Conference		A/P Pay-G/L Trans Reg		JEANNINE	ARAZPFR	8/23/11	9:24:17	Page	1
Journal Entry Number	2116	Posting Date	8/23/11						
Trans Date	Description	Amount	Cost Center	G/L account					
8/23/11	HERSHEY CHOCOLATE 20072	3052053.30CR	1000000	10000000000000					
8/23/11	KEEBLER COMPANY 20072	43768.74CR	1000000	10000000000000					
8/23/11	PHILLIP MORRIS INC. 20072	1547172.50CR	1000000	10000000000000					
G/L account	10000000000000	4642994.54CR							
8/23/11	A/P Check batch 20072	4692547.66	1000000	20000000000000					
G/L account	20000000000000	4692547.66							
8/23/11	KEEBLER COMPANY 20072	1702.42CR	1000000	62000000000000					
8/23/11	PHILLIP MORRIS INC. 20072	47850.70CR	1000000	62000000000000					
G/L account	62000000000000	49553.12CR							
Final Totals for Jrnl #	2116	.00							
** END OF REPORT **									

Reprinting All Checks

The following instructions describe how to proceed when the A/P Check Print Confirmation screen appears with *N* (no) entered for the **Confirm** field, and none of the checks printed successfully.

AP6450R	ENTER	CDR CUSTOMER CONFERENCE	8/22/11 9:05:16
JEANNINE		A/P CHECK PRINT CONFIRMATION	QPADEV000D
Have the checks printed successfully? . . Y (Y,N)			
If No, reprint entire batch of checks? . N (Y,N)			
F22=Display check output queue			
CONFIRM: N (Y/N)			

Users should never end their DAC session at the A/P Check Print Confirmation screen - even when the checks have printed successfully. The instructions below must be followed to print the check register, after which the payments are posted to the payment journal.

1. Press <Enter>.
2. Enter *N* (no) for the **Have the checks printed successfully?** field.
3. Enter *Y* (yes) for the **If No, reprint entire batch of checks?** field, and press <Enter>.

AP6450R	ENTER	CDR CUSTOMER CONFERENCE	8/22/11 9:16:48
JEANNINE		A/P CHECK PRINT CONFIRMATION	QPADEV000D
Have the checks printed successfully? . . N (Y,N)			
If No, reprint entire batch of checks? . Y (Y,N)			
F22=Display check output queue			
CONFIRM: N (Y/N)			

4. Enter *Y* (yes) for the **Confirm** field. The A/P Check Reprint Prompt screen appears.

```

AP6445R  ENTER  CDR CUSTOMER CONFERENCE      8/22/11 10:27:50
JEANNINE                A/P CHECK REPRINT PROMPT      QPADEV000D

Enter information below, and press ENTER to reprint the A/P Checks.

Batch number . . . : 20067
Check date . . . . 82211
Beginning check no. 55161      Last check
                                   55160

F3=Exit

```

5. Enter data for the following fields as necessary:
 - **Check date** - enter the date which will be printed on the checks.
 - **Beginning check no.** - enter the number of the first check that will be used if the default value is incorrect.
6. Press <Enter> when data entry is complete.

```

AP6445R  ENTER  CDR CUSTOMER CONFERENCE      8/22/11 10:42:05
JEANNINE                A/P CHECK REPRINT PROMPT      QPADEV000D

Enter information below, and press ENTER to reprint the A/P Checks.

Batch number . . . : 20067
Check date . . . . 82211
Beginning check no. 55161      Last check
                                   55160

F3=Exit

CONFIRM: N (Y/N)

```

7. Enter *Y* (yes) for the **Confirm** field. The check file is spooled for printing, and the A/P Check Print Confirmation screen appears.

```

AP6450R  ENTER  CDR CUSTOMER CONFERENCE      8/22/11 10:43:08
JEANNINE                A/P CHECK PRINT CONFIRMATION  QPADEV000D

Have the checks printed successfully? . . Y (Y,N)
If No, reprint entire batch of checks? . N (Y,N)

F22=Display check output queue

```

8. If the check file is automatically sent to a printer previously loaded with check forms, press <Enter> and continue with step 12.
9. If the spooled check file must be manually printed, press <F22> (<Shift> plus <F10>). The Work With All Spooled Files screen appears.

```

Work with All Spooled Files

Type options, press Enter.
1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
8=Attributes 9=Work with printing status

Opt File User Device or Queue User Data Sts Total Cur
AP7440R$ JEANNINE FORM AP7440R MSGW 6 0 1
HIRJPPR$ JEANNINE JOE HIRJPPR RDY 1 1
DCSBPFR$ JEANNINE JOE STATRECAP RDY 1 1
GSJ0PFR$ JEANNINE JOE GSJ0PFR RDY 1 1
CVGUPFR$ JEANNINE JOE DAILYNETSL RDY 6 1
XXRFPFR$ JEANNINE JOE XXRFPFR RDY 1 1
DMAZPFR$ JEANNINE JOE DMAZPFR RDY 1 1
DMAZPFR$ JEANNINE JOE DMAZPFR RDY 1 1
BSKPFR$ JEANNINE JOE INVOICEB RDY 9 1
More...

Parameters for options 1, 2, 3 or command
====>
F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys

```

One of the following print file names will appear with a *MSGW* status on the Work With All Spooled Files screen: AP7440R\$, ARANPFR\$, APBVPFR\$, ARE1PFR\$, AREPPFR\$ or ARF4PFR\$.

10. To print the checks, enter 7 (Messages) in the selection column next to the file's name, and press <Enter>. The Additional Message Information screen appears with a *Load form type* message.

```

Additional Message Information

Message ID . . . . . : CPA3394 Severity . . . . . : 99
Message type . . . . . : Inquiry
Date sent . . . . . : 08/22/11 Time sent . . . . . : 10:43:08

Message . . . . . : Load form type 'APCHECK' device FORM writer FORM. (G B I
H R C)
Cause . . . . . : The file on output queue FORM in library QUSRSYS requires
form type 'APCHECK' to be loaded on device FORM. The form type for the file
was all blanks when ' ' appears as the form type.
Possible choices for replying to message . . . . . :
G -- Begin processing the current file after loading the form type.
B -- Begin processing the current file after loading and aligning the form
type (no alignment message is sent - same as option 1 on System/36).
I -- Ignore the request to load the form type. Print the file on the
current fordtype (same as option 0 on System/36).
More...

Type reply below, then press Enter.
Reply . . . . .

F3=Exit F6=Print F9=Display message details F12=Cancel
F21=Select assistance level

```

11. After confirming that the checks are loaded and aligned in the printer, reply to the message by entering *G* and pressing <Enter> twice. The Work With All Spooled Files screen appears.
12. Press <F3> to exit. The A/P Check Print Confirmation screen appears.

AP6450R	ENTER	CDR CUSTOMER CONFERENCE	8/22/11 11:05:36
JEANNINE		A/P CHECK PRINT CONFIRMATION	QPADEV000D
<p>Have the checks printed successfully? . . Y (Y,N)</p> <p>If No, reprint entire batch of checks? . N (Y,N)</p>			
F22=Display check output queue			CONFIRM: N (Y/N)

13. Users have three options when the A/P Check Print Confirmation screen appears:

- If *all of the checks* printed successfully, enter *Y* (yes) for the **Confirm** field, and continue with step 12 of Printing Checks And Check Register above.
- If *none of the checks* printed successfully, repeat the previous steps beginning with step 1 above.
- If *some of the checks* did not print successfully, stop here and refer to Reprinting Selected Checks below for additional instructions.

Reprinting Selected Checks

The following instructions describe how to proceed when the A/P Check Print Confirmation screen appears with *N* (no) entered for the **Confirm** field, and some of the checks did not print successfully.

AP6450R	ENTER	CDR CUSTOMER CONFERENCE	8/23/11 11:16:20
JEANNINE		A/P CHECK PRINT CONFIRMATION	QFADEV000D
Have the checks printed successfully? . . Y (Y,N)			
If No, reprint entire batch of checks? . N (Y,N)			
F22=Display check output queue			
CONFIRM: N (Y/N)			

Users should never end their DAC session at the A/P Check Print Confirmation screen - even when the checks have printed successfully. The instructions below must be followed to print the check register, after which the payments are posted to the payment journal.

1. Press <Enter>.
2. Enter *N* (no) for the **Have the checks printed successfully?** field, and press <Enter>.

AP6450R	ENTER	CDR CUSTOMER CONFERENCE	8/23/11 11:21:59
JEANNINE		A/P CHECK PRINT CONFIRMATION	QFADEV000D
Have the checks printed successfully? . . N (Y,N)			
If No, reprint entire batch of checks? . N (Y,N)			
F22=Display check output queue			
CONFIRM: N (Y/N)			

3. Enter *Y* (yes) for the **Confirm** field. The A/P Check Reprint Select screen appears.

```

AP5360R  DISPLAY  CDR CUSTOMER CONFERENCE      8/23/11 11:23:00
JEANNINE                                A/P CHECK REPRINT SELECT      QPADEV000D

      Check
            Batch 20075

Type options, press Enter.
1=Select for reprint  V=Void check

?  Check  Vendor                                Check amt  Part of
                                         Overflow

      55170 BIC001 BIC CORPORATION                1507.51
      55171 CON001 CONWOOD CORP.                 40164.48
      55172 HER001 HERSHEY CHOCOLATE            5015966.36
      55173 KEE001 KEEBLER COMPANY              493.99

F3=Exit

```

4. Enter *1* (Select for reprint) in the selection column next to the desired checks, and press <Enter>.

It is strongly recommended that V (Void check) not be used. Refer to Voiding Payments for information about the check voiding process.

```

AP5360R  DISPLAY  CDR CUSTOMER CONFERENCE      8/23/11 11:57:54
JEANNINE                                A/P CHECK REPRINT SELECT      QPADEV000D

      Check
            Batch 20075

Type options, press Enter.
1=Select for reprint  V=Void check

?  Check  Vendor                                Check amt  Part of
                                         Overflow

      55170 BIC001 BIC CORPORATION                1507.51
      55171 CON001 CONWOOD CORP.                 40164.48
      1  55172 HER001 HERSHEY CHOCOLATE            5015966.36
      1  55173 KEE001 KEEBLER COMPANY              493.99

F3=Exit

CONFIRM: N (Y/N)

```

5. Enter *Y* (yes) for the **Confirm** field. The A/P Check Reprint Prompt screen appears.

```

AP6445R  ENTER    CDR CUSTOMER CONFERENCE      8/23/11 11:59:30
JEANNINE                                A/P CHECK REPRINT PROMPT      QPADEV000D

Enter information below, and press ENTER to reprint the A/P Checks.

      Batch number . . . : 20075

      Check date . . . . 82311

      Beginning check no. 55174      Last check 55173

F3=Exit

```

6. Enter data for the following fields as necessary:
 - **Check date** - enter the date which will be printed on the checks.
 - **Beginning check no.** - enter the number of the first check that will be used if the default value is incorrect.
7. Press <Enter> when data entry is complete.
8. Enter *Y* (yes) for the **Confirm** field. The check file is spooled for printing, and the A/P Check Print Confirmation screen appears.

```

AP6450R  ENTER  CDR CUSTOMER CONFERENCE      8/23/11 12:07:36
JEANNINE                A/P CHECK PRINT CONFIRMATION  QPADEV000D

Have the checks printed successfully? . .  Y  (Y,N)
If No, reprint entire batch of checks? .  N  (Y,N)

F22=Display check output queue

```

9. If the check file is automatically sent to a printer previously loaded with check forms, press <Enter> and continue with step 13.
10. If the spooled check file must be manually printed, press <F22> (<Shift> plus <F10>). The Work With All Spooled Files screen appears.

```

Work with All Spooled Files

Type options, press Enter.
1=Send  2=Change  3=Hold  4=Delete  5=Display  6=Release  7=Messages
8=Attributes  9=Work with printing status

Opt  File          User          Device or   User Data   Sts   Total   Cur   Page  Copy
      File          User          Queue      Data        Status Pages   Page Copy
      AP7440R$     JEANNINE     T630       AP7440R     MSGW   4       0     1     1
      HIRJPF$     JEANNINE     JOE        HIRJPF$    RDY    1       1     1     1
      DCSBPF$     JEANNINE     JOE        STATRECAP  RDY    1       1     1     1
      GSJOPF$     JEANNINE     JOE        GSJOPF$    RDY    1       1     1     1
      CVGUPF$     JEANNINE     JOE        DAILYNETSL RDY    6       1     1     1
      XXRFPF$     JEANNINE     JOE        XXRFPF$    RDY    1       1     1     1
      DMAZPF$     JEANNINE     JOE        DMAZPF$    RDY    1       1     1     1
      DMAZPF$     JEANNINE     JOE        DMAZPF$    RDY    1       1     1     1
      BSKPPF$     JEANNINE     JOE        INVOICEB   RDY    9       1     1     1
                                          More...

Parameters for options 1, 2, 3 or command
===>
F3=Exit  F10=View 4  F11=View 2  F12=Cancel  F22=Printers  F24=More keys

```

One of the following print file names will appear with a *MSGW* status on the Work With All Spooled Files screen: AP7440R\$, ARANPFR\$, APBVPFR\$, ARE1PFR\$, AREPPFR\$ or ARF4PFR\$.

11. To print the checks, enter 7 (Messages) in the selection column next to the file's name, and press <Enter>. The Additional Message Information screen appears with a *Load form type* message.

```

Additional Message Information

Message ID . . . . . : CFA3394      Severity . . . . . : 99
Message type . . . . . : Inquiry
Date sent . . . . . : 08/23/11     Time sent . . . . . : 12:12:31

Message . . . . . : Load form type 'APCHECK' device T630 writer T630. (G B I
H R C)
Cause . . . . . : The file on output queue T630 in library QUSRSYS requires
form type 'APCHECK' to be loaded on device T630. The form type for the file
was all blanks when ' ' appears as the form type.
Possible choices for replying to message . . . . . :
G -- Begin processing the current file after loading the form type.
B -- Begin processing the current file after loading and aligning the form
type (no alignment message is sent - same as option 1 on System/36).
I -- Ignore the request to load the form type. Print the file on the
current formtype (same as option 0 on System/36).

Type reply below, then press Enter.
Reply . . . . .

F3=Exit F6=Print F9=Display message details F12=Cancel
F21=Select assistance level
More...

```

12. After confirming that the checks are loaded and aligned in the printer, reply to the message by entering *G* and pressing <Enter> twice. The Work With All Spooled Files screen appears.

13. Press <F3> to exit. The A/P Check Print Confirmation screen appears.

```

AP6450R  ENTER  CDR CUSTOMER CONFERENCE      8/23/11 12:17:42
JEANNINE                A/P CHECK PRINT CONFIRMATION  QPADEV000D

Have the checks printed successfully? . . Y (Y,N)
If No, reprint entire batch of checks? . N (Y,N)

F22=Display check output queue

CONFIRM: N (Y/N)

```

14. Users have two options when the A/P Check Print Confirmation screen appears:

- If *all of the checks* printed successfully, enter *Y* (yes) for the **Confirm** field, and continue with step 12 of Printing Checks And Check Register above.
- If *some of the checks* did not print successfully, repeat the previous steps beginning with step 1 above.

Voiding Payments

The following instructions describe how to use the “check voiding” process to reverse the posting of an A/P payment in General Ledger, and open the corresponding invoice in Accounts Payable. This process can be applied to system-generated check payments, hand-written “manual” check payments and EFT payments.

After voiding a payment, users have two options for processing the open invoice if they do not intend to process another payment for it:

- If the invoice’s posting date falls within the current month, use option 2 (Debit/Credit Maint.) to zero it out with a credit adjustment. Refer to Adjusting A Posted Invoice for additional information.
- If the invoice’s posting date does not fall within the current month, use option 1 (Invoice Entry/Update) to create a credit memo of the same payment type to zero out the invoice. Refer to Adding A Credit Memo for additional information.

During the course of voiding payments, the following fields can be used to locate the desired check or EFT payment on the A/P Check Reconciliation screen illustrated below:

- **Bank** - enter a bank code and press <Enter>.
- **Check** - enter the check number of a system-generated or manual check, press <Field Exit> and press <Enter>.
- **Vendor Code** - enter a vendor code and press <Enter>.
- **Check Date** - enter a date and press <Enter>.
- **Typ** - enter the payment type and press <Enter>. Valid values are *P* (system-generated check used), *M* (manual check used), *E* (EFT used) and *V* (blank check voided).
- **Sts** - enter the payment’s status and press <Enter>. Valid values are *C* (Checks printed), *O* (Selected for Void), *V* (Void), *S* (Selected for Reconciliation) and *R* (Reconciled with bank).

ARBJDFR	DISPLAY	CDR	CUSTOMER	CONFERENCE	11/12/08 8:55:19	
JEANNINE				A/P Check Reconciliation	QPADEV0004	
Cmpny	Bank	Check	Vendor Code	Check Date	Typ	Sts
001		55008				
				Mode: All checks		
Check #	Recon.	Selected	Tape	Selected	Voids Selected	Outstanding Chks
		.00		.00	.00	378738.84
Type options, press Enter.						
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void						
? Bank	Check	Chk date	Amount	TY	Vendor	Status
					code	
CHECK	55008	5/31/07	4970.94	P	LIG001	Checks printed
CHECK	55009	5/31/07	7716.74	P	PHI001	Checks printed
CHECK	55010	10/16/07	74844.06	P	PHI001	Checks printed
CHECK	55011	10/16/07	199761.24	P	RJR100	Checks printed
CHECK	55012	10/16/07	680.57	P	1001	Checks printed
CHECK	55013	11/29/07	2857.46	P	HER001	Checks printed
CHECK	55014	11/29/07	560.17	P	JOH001	Checks printed
CHECK	55015	11/29/07	1389.00	P	KEE001	Checks printed
						+
F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape						

```

User: JEANNINE           Menu: APCV1           Date: 11/12/08

===== > A C C O U N T S   P A Y A B L E < =====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE    || 2. Debit/Credit Maint.
DAC    || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
        6. Print Checks
        7. Select Default Company
        8. Edit Voucher Pay Date
        9. Receive Remote Invoices
        10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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==>

```

1. Select option 10 (Check Reconciliation) from the Accounts Payable screen. The A/P Check Reconciliation screen appears.

```

ARBBDJR DISPLAY CDR CUSTOMER CONFERENCE      11/12/08 15:22:39
JEANNINE A/P Check Reconciliation           QPADEV0003
Cmpny Bank Check Vendor Check Typ Sts
                Code Date
001
Check # Recon. Selected Tape Selected Voids Selected Outstanding Chks
                .00 .00 .00 370118.95

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank Check Chk date Amount TY Vendor Status
                code
CHECK 32211 11/03/08 321.99 M OFF001 Checks printed
CHECK 32242 11/04/08 524.39 M OFF001 Checks printed
CHECK 32243 11/07/08 1272.96 M HER001 Checks printed
CHECK 32244 11/07/08 560.17 M JOH001 Checks printed
CHECK 32245 11/07/08 321.29 M OFF001 Checks printed
CHECK 32246 11/07/08 297.07 M KEE001 Checks printed
CHECK 32247 11/10/08 858.74 M PHI001 Checks printed
CHECK 32248 11/10/08 332.12 M HER001 Checks printed +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

2. To locate a system-generated or manual check to void, enter the check's number in the **Check** field at the top of the screen, press <Field Exit>, and press <Enter>.
3. If necessary, press <Page Down> or use the other restrictor fields at the top of the screen (as previously described) to locate the payment.

```

ARBBDJR DISPLAY CDR CUSTOMER CONFERENCE      11/12/08 15:23:19
JEANNINE A/P Check Reconciliation           QPADEV0003
Cmpny Bank Check Vendor Check Typ Sts
                Code Date
001          55009
Check # Recon. Selected Tape Selected Voids Selected Outstanding Chks
                .00 .00 .00 370118.95

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank Check Chk date Amount TY Vendor Status
                code
CHECK 55009 5/31/07 7716.74 P PHI001 Checks printed
CHECK 55010 10/16/07 74844.06 P PHI001 Checks printed
CHECK 55011 10/16/07 199761.24 P RJR100 Checks printed
CHECK 55012 10/16/07 680.57 P 1001 Checks printed
CHECK 55013 11/29/07 2857.46 P HER001 Checks printed
CHECK 55014 11/29/07 560.17 P JOH001 Checks printed
CHECK 55015 11/29/07 1389.00 P KEE001 Checks printed
CHECK 55016 11/29/07 16569.84 P LIG001 Checks printed +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

- Enter *V* (Select for Void) in the selection column next to the payment, and press <Enter>. The A/P Void Check Option Screen appears.

```

ARFYFVR  ENTER  CDR CUSTOMER CONFERENCE  11/12/08 15:23:46
                                A/P Void Check Option Screen

Company . . . . . : 001
Pmt batch nbr . . . . . : 20002
A/P check . . . . . : 55009
A/P chk check date . . . . . : 5/31/07
A/P chk status . . . . . : C
A/P chk type . . . . . : P
A/P chk check amt . . . . . : 7716.74
Vendor code . . . . . : PHI001 PHILLIP MORRIS INC.
Bank code . . . . . : CHECK
Jrnl source . . . . . : AP
Jrnl entry nbr . . . . . : 158

Date of Void . 111208

Note - Payment will be reversed in G/L and Vouchers will be returned
to open payables when F10 is pressed.

F3=Exit  F10=Update

```

- If necessary, change the value of the **Date of Void** field. This date, which is used for posting the payment reversal entries to General Ledger, must fall within the range of an open period.
- Press <F10> (Update), and enter *Y* to confirm when prompted. The A/P Check Reconciliation screen appears, and the A/P Check Void Reverse Register report is printed (see below).
- If necessary, users can repeat the previous instructions to void additional payments.

A/P Check Void Reverse Register

```

Creative Data Research, Inc.      A/P Check Void Reverse Register      JEANNINE  ARFZPFR  11/12/08 15:30:52 Page 1
Company 001
Journal Entry Number 845 Posting Date 11/12/08

```

Trans Date	Description	Amount	Cost Center	G/L account
11/12/08	VOID CHECK REVERSE0055009	7716.74	1000000	1000000000000
G/L account	1000000000000	7716.74		
11/12/08	VOID CHECK REVERSE0055009	7955.40CR	1000000	2000000000000
G/L account	2000000000000	7955.40CR		
11/12/08	VOID CHECK REVERSE0055009	238.66	1000000	6200000000000
G/L account	6200000000000	238.66		

```

Company 001
Final totals
** END OF REPORT **

```

```

ARBBDJFR  DISPLAY  CDR CUSTOMER CONFERENCE  11/12/08 15:30:53
JEANNINE  A/P Check Reconciliation  QPADEV0003
Cmpny Bank  Check  Vendor  Check Typ Sts
              Code  Date
001          55009  Mode: All checks
Check # Recon. Selected  Tape Selected  Voids Selected  Outstanding Chks
              .00          .00          7716.74      362402.21

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank  Check  Chk date      Amount  TY Vendor Status
      code
CHECK  55009  5/31/07      7716.74  P PHI001 Selected for Void
CHECK  55010  10/16/07     74844.06  P PHI001 Checks printed
CHECK  55011  10/16/07     199761.24  P RJR100 Checks printed
CHECK  55012  10/16/07      680.57  P 1001 Checks printed
CHECK  55013  11/29/07     2857.46  P HER001 Checks printed
CHECK  55014  11/29/07      560.17  P JOH001 Checks printed
CHECK  55015  11/29/07     1389.00  P KEE001 Checks printed
CHECK  55016  11/29/07     16569.84  P LIG001 Checks printed      +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

8. Press <F10> (Process Selected Checks) to complete the process of voiding payments. The Voided Check Report is printed.

Voided Check Report

```

CDR CUSTOMER CONFERENCE  Voided Check Report  JEANNINE  ARBLPFR  11/12/08 15:42:54 Page 1

Check #  Vendor  Name  Date  Type  Amount
55009  PHI001  PHILLIP MORRIS INC.  5/31/07  P  7716.74

Final totals  7716.74

** END OF REPORT **

```

```

ARBBDJFR  DISPLAY  CDR CUSTOMER CONFERENCE  11/12/08 15:42:54
JEANNINE  A/P Check Reconciliation  QPADEV0003
Cmpny Bank  Check  Vendor  Check Typ Sts
              Code  Date
001          55009  Mode: All checks
Check # Recon. Selected  Tape Selected  Voids Selected  Outstanding Chks
              .00          .00          .00      362402.21

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank  Check  Chk date      Amount  TY Vendor Status
      code
CHECK  55009  5/31/07      7716.74  P PHI001 Void
CHECK  55010  10/16/07     74844.06  P PHI001 Checks printed
CHECK  55011  10/16/07     199761.24  P RJR100 Checks printed
CHECK  55012  10/16/07      680.57  P 1001 Checks printed
CHECK  55013  11/29/07     2857.46  P HER001 Checks printed
CHECK  55014  11/29/07      560.17  P JOH001 Checks printed
CHECK  55015  11/29/07     1389.00  P KEE001 Checks printed
CHECK  55016  11/29/07     16569.84  P LIG001 Checks printed      +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

9. Press <F3> to exit. The Accounts Payable screen appears.

Voiding Blank Checks

The following instructions describe how to designate that a check, such as a leader check, was not used for issuing a payment. These blank checks will appear with printed checks on the A/P Check Register Report.

Refer to Voiding Payments above for information about voiding checks that were printed.

```

User: JEANNINE                Menu: APCV1                Date: 11/26/08
===== > A C C O U N T S P A Y A B L E < =====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
        6. Print Checks
        7. Select Default Company
        8. Edit Voucher Pay Date
        9. Receive Remote Invoices
        10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry          20. A/P File Maint.      21. A/P Report Menu
22. General Ledger      23. A/P Closing Menu      90. Sign Off
=====
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==>

```

1. Select option 11 (Void Check Entry-Blanks) from the Accounts Payable screen. The Void Check Entry screen appears.

```

ARFBEFR  ADD  CDR CUSTOMER CONFERENCE  11/26/08 15:10:34
                Void Check Entry
Company : 001 CDR CUSTOMER CONFERENCE
Opt Check  Check  Bank  Status  Type
   Number  Date   Code
F3=Exit Enter=Add Entries

```

2. Enter data for the following fields:
 - **Check Number** - the number of a blank check that will not be used for issuing a payment.
 - **Check Date** - the date on which the blank check was discarded.
 - **Bank Code** - the bank code designating the bank for which the check will be reconciled.

```

ARFBEFR  ADD      CDR CUSTOMER CONFERENCE      11/26/08 15:36:02
                                     Void Check Entry
Company : 001 CDR CUSTOMER CONFERENCE

Opt  Check   Check   Bank   Status  Type
     Number  Date    Code
32212 110408  CHECK
32213 110408  CHECK
32214 110408  CHECK

+

F3=Exit Enter=Add Entries

```

3. Press <Enter> when data entry is complete.

```

ARFBEFR  ADD      CDR CUSTOMER CONFERENCE      11/26/08 15:36:43
                                     Void Check Entry
Company : 001 CDR CUSTOMER CONFERENCE

Opt  Check   Check   Bank   Status  Type
     Number  Date    Code
32212 110408  CHECK      V      V  Void Entry for Blank Chk#
32213 110408  CHECK      V      V  Void Entry for Blank Chk#
32214 110408  CHECK      V      V  Void Entry for Blank Chk#

+

F3=Exit Enter=Add Entries

CONFIRM: N (Y/N)

```

4. Enter *Y* when prompted to confirm.

```

ARFBEFR  ADD      CDR CUSTOMER CONFERENCE      11/26/08 15:37:11
                                     Void Check Entry
Company : 001 CDR CUSTOMER CONFERENCE

Opt  Check   Check   Bank   Status  Type
     Number  Date    Code

F3=Exit Enter=Add Entries

```

5. Press <F3> to exit. The Accounts Payable screen appears.

Printing The Negative Check Report

The following instructions describe how to print the “negative check” report which is spooled when printing checks, and held for printing if it contains data.

The “negative check” reports list any credit memos in the selected payment batch which could not be processed when the checks were printed.

- The A/P Vouchers Not Selected (Negatives) report is spooled for printing when A/P check version 1 or 2 is used. The credit memos listed are those for which no voucher is selected for payment, or those with an amount greater than the vendor’s check payment.
- The A/P Neg Checks Not Sel By Pay Date report is spooled for printing when the A/P check version 3 is used. The credit memos listed are those with an amount greater than the vendor’s payment; those for which no voucher is selected for payment; or those for which no voucher with the same pay date is selected for payment.

The unprocessed credit memos listed in these reports remain open for selection in a future payment batch.

```
User: JEANNINE           Menu: APCV1           Date: 8/24/11
=====
=====> A C C O U N T S P A Y A B L E <=====
||||||||| 1. Invoice Entry/Update           11. Void Check Entry (Blanks)
THE      || 2. Debit/Credit Maint.
DAC      || 3. Process Manual Payments
SYSTEM  || 4. Auto Payment Selection
||||||||| 5. Process EFT Payments
          6. Print Checks
          7. Select Default Company
          8. Edit Voucher Pay Date
          9. Receive Remote Invoices
         10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry           20. A/P File Maint.           21. A/P Report Menu
22. General Ledger       23. A/P Closing Menu           90. Sign Off
=====
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====> wrksplf
```

1. Enter **WRKSPLF** on the command line as illustrated above, and press <Enter>. The Work With All Spooled Files screen appears.
2. Press <Page Down> or use <F18> (<Shift> plus <F6>) to go to the bottom of the list to locate the ARA0PFR\$ print file or the ARBYPFR\$ print file.

```

Work with All Spooled Files

Type options, press Enter.
1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
8=Attributes 9=Work with printing status

Opt File User Device or Queue User Data Sts Total Cur
Pages Page Copy
HIRJPF$ JEANNINE JOE HIRJPF$ RDY 1 1
DCSBPF$ JEANNINE JOE STATRECAP RDY 1 1
GSJ0PF$ JEANNINE JOE GSJ0PF$ RDY 1 1
CVGUPF$ JEANNINE JOE DAILYNETSL RDY 6 1
XXRPF$ JEANNINE JOE XXRPF$ RDY 1 1
DMAZPF$ JEANNINE JOE DMAZPF$ RDY 1 1
DMAZPF$ JEANNINE JOE DMAZPF$ RDY 1 1
BSKPF$ JEANNINE JOE INVOICEB RDY 9 1
6 ARBYPF$ JEANNINE JOE ARBYPF$ HLD 1 1
Bottom

Parameters for options 1, 2, 3 or command
==>
F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys

```

3. Enter 6 (Release) in the selection column next to the file's name (as illustrated above), and press <Enter>.

4. Press <F3> to exit. The Accounts Payable screen appears.

A/P Vouchers Not Selected (Negatives)

```

CDR Customer Conference A/P Vouchers Not Selected (Negatives) JEANNINE ARA0PF$ 8/24/11 16:03:35 Page 1
Company 001 Payment Batch 20080
Vendor JOH001 JOHN MIDDLETON INC.
Voucher Invoice Remaining Date Payment
Number Amount Amount Due Posted Amount
281 213.40CR 213.40CR 3/22/11 213.40CR
Vendor Totals JOH001 213.40CR
** END OF REPORT **

```

A/P Neg. Checks Not Sel By Pay Date

```

CDR Customer Conference A/P Neg. Checks not sel By Pay Date JEANNINE ARBYPF$ 8/24/11 16:10:37 Page 1
Company 001 Payment Batch 20083
Vendor JOH001 JOHN MIDDLETON INC.
Pmt hdr check date 8/24/11
Voucher Invoice Remaining Date Payment
Number Amount Amount Due Posted Amount
281 213.40CR 213.40CR 3/22/11 213.40CR
Total for Check Date 8/24/11 213.40CR
** END OF REPORT **

```

Reconciling Checks And EFT Payments

The following instructions describe how to designate that checks are no longer outstanding. This process can be applied to system-generated checks, hand-written “manual” checks and EFT payments.

Refer to Working With Accounts Payable Reports for information about printing outstanding check reports.

During the course of reconciling checks and payments, the following fields can be used to locate the desired check or EFT payment on the A/P Check Reconciliation screen illustrated below:

- **Bank** - enter a bank code and press <Enter>.
- **Check** - enter the check number of a system-generated or manual check, press <Field Exit> and press <Enter>.
- **Vendor Code** - enter a vendor code and press <Enter>.
- **Check Date** - enter a date and press <Enter>.
- **Typ** - enter the payment type and press <Enter>. Valid values are *P* (system-generated check used), *M* (manual check used), *E* (EFT used) and *V* (blank check voided).
- **Sts** - enter the payment’s status and press <Enter>. Valid values are *C* (Checks printed), *O* (Selected for Void), *V* (Void), *S* (Selected for Reconciliation) and *R* (Reconciled with bank).

```

ARBBDJR  DISPLAY  CDR CUSTOMER CONFERENCE      11/25/08 12:42:33
JEANNINE                                A/P Check Reconciliation  QPADEV0003
Cmpny  Bank   Check  Vendor  Check Typ Sts
          Code   Date
001          32211                               Mode: All checks
Check #  Recon. Selected  Tape Selected  Voids Selected  Outstanding Chks
          .00           .00           .00           362754.53

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank   Check  Chk date      Amount  TY Vendor Status
          code
CHECK   32211  11/03/08      321.99  M OFF001 Checks printed
CHECK   32242  11/04/08      524.39  M OFF001 Checks printed
CHECK   32243  11/07/08     1272.96  M HER001 Checks printed
CHECK   32244  11/07/08      560.17  M JOH001 Checks printed
CHECK   32245  11/07/08      321.29  M OFF001 Checks printed
CHECK   32246  11/07/08      297.07  M KEE001 Checks printed
CHECK   32247  11/10/08      858.74  M PHI001 Checks printed
CHECK   32248  11/10/08      332.12  M HER001 Checks printed      +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
  
```

```

User: JEANNINE           Menu: APCV1           Date: 11/25/08

===== > A C C O U N T S   P A Y A B L E < =====
=====
||||||| 1. Invoice Entry/Update          11. Void Check Entry (Blanks)
THE   || 2. Debit/Credit Maint.
DAC   || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
6. Print Checks
7. Select Default Company
8. Edit Voucher Pay Date
9. Receive Remote Invoices
10. Check Reconciliation
      M E N U   C A L L S
19. A/P Inquiry          20. A/P File Maint.          21. A/P Report Menu
22. General Ledger       23. A/P Closing Menu         90. Sign Off
=====
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==>

```

1. Select option 10 (Check Reconciliation) from the Accounts Payable screen. The A/P Check Reconciliation screen appears.

```

ARBJDFR  DISPLAY  CDR CUSTOMER CONFERENCE      11/25/08 12:50:37
JEANNINE                A/P Check Reconciliation  QPADEV0003
Cmpny  Bank  Check  Vendor  Check Typ Sts
                Code   Date

001
Check # Recon. Selected  Tape Selected  Voids Selected  Outstanding Chks
                .00          .00          .00          362754.53

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank  Check  Chk date      Amount  TY Vendor Status
                code
CHECK  32211  11/03/08      321.99  M OFF001 Checks printed
CHECK  32242  11/04/08      524.39  M OFF001 Checks printed
CHECK  32243  11/07/08     1272.96  M HER001 Checks printed
CHECK  32244  11/07/08      560.17  M JOH001 Checks printed
CHECK  32245  11/07/08      321.29  M OFF001 Checks printed
CHECK  32246  11/07/08      297.07  M KEE001 Checks printed
CHECK  32247  11/10/08      858.74  M PHI001 Checks printed
CHECK  32248  11/10/08      332.12  M HER001 Checks printed          +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

2. To select a system-generated or manual check for reconciling, enter the check's number for the **Check #** field, and press <Field Exit>.

```

ARBJDFR  DISPLAY  CDR CUSTOMER CONFERENCE      11/25/08 12:59:24
JEANNINE                A/P Check Reconciliation  QPADEV0003
Cmpny  Bank  Check  Vendor  Check Typ Sts
                Code   Date

001
Check # Recon. Selected  Tape Selected  Voids Selected  Outstanding Chks
0032211 .00          .00          .00          362754.53

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank  Check  Chk date      Amount  TY Vendor Status
                code
CHECK  32211  11/03/08      321.99  M OFF001 Checks printed
CHECK  32242  11/04/08      524.39  M OFF001 Checks printed
CHECK  32243  11/07/08     1272.96  M HER001 Checks printed
CHECK  32244  11/07/08      560.17  M JOH001 Checks printed
CHECK  32245  11/07/08      321.29  M OFF001 Checks printed
CHECK  32246  11/07/08      297.07  M KEE001 Checks printed
CHECK  32247  11/10/08      858.74  M PHI001 Checks printed
CHECK  32248  11/10/08      332.12  M HER001 Checks printed          +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

Press <Enter>.

```

ARBJDFR  DISPLAY  CDR CUSTOMER CONFERENCE  11/25/08 14:21:41
JEANNINE  A/P Check Reconciliation  QPADEV0003
Cmpny Bank  Check  Vendor  Check Typ Sts
          Code  Date

001
Check # Recon. Selected  Tape Selected  Voids Selected  Outstanding Chks
          321.99          .00          .00          362432.54

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank  Check  Chk date      Amount  TY Vendor Status
          code
CHECK  32211 11/03/08      321.99  M OFF001 Select for Reconciliation
CHECK  32242 11/04/08      524.39  M OFF001 Checks printed
CHECK  32243 11/07/08     1272.96  M HER001 Checks printed
CHECK  32244 11/07/08      560.17  M JOH001 Checks printed
CHECK  32245 11/07/08      321.29  M OFF001 Checks printed
CHECK  32246 11/07/08      297.07  M KEE001 Checks printed
CHECK  32247 11/10/08      858.74  M PHI001 Checks printed
CHECK  32248 11/10/08      332.12  M HER001 Checks printed      +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

Repeat this step as often as necessary to quickly select multiple checks for reconciling.

- Any type of payment can be selected for reconciliation by entering *I* (Select for Check Reconciliation) in the selection column next to the bank code.

```

ARBJDFR  DISPLAY  CDR CUSTOMER CONFERENCE  11/25/08 14:21:41
JEANNINE  A/P Check Reconciliation  QPADEV0003
Cmpny Bank  Check  Vendor  Check Typ Sts
          Code  Date

001
Check # Recon. Selected  Tape Selected  Voids Selected  Outstanding Chks
          321.99          .00          .00          362432.54

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank  Check  Chk date      Amount  TY Vendor Status
          code
CHECK  32211 11/03/08      321.99  M OFF001 Select for Reconciliation
1 CHECK  32242 11/04/08      524.39  M OFF001 Checks printed
1 CHECK  32243 11/07/08     1272.96  M HER001 Checks printed
1 CHECK  32244 11/07/08      560.17  M JOH001 Checks printed
1 CHECK  32245 11/07/08      321.29  M OFF001 Checks printed
1 CHECK  32246 11/07/08      297.07  M KEE001 Checks printed
CHECK  32247 11/10/08      858.74  M PHI001 Checks printed
CHECK  32248 11/10/08      332.12  M HER001 Checks printed      +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

Press <Enter> when data entry is complete.

```

ARBJDFR  DISPLAY  CDR CUSTOMER CONFERENCE  11/25/08 14:28:31
JEANNINE  A/P Check Reconciliation  QPADEV0003
Cmpny Bank  Check  Vendor  Check Typ Sts
          Code  Date

001
Check # Recon. Selected  Tape Selected  Voids Selected  Outstanding Chks
          3297.87          .00          .00          359456.66

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank  Check  Chk date      Amount  TY Vendor Status
          code
CHECK  32211 11/03/08      321.99  M OFF001 Select for Reconciliation
CHECK  32242 11/04/08      524.39  M OFF001 Select for Reconciliation
CHECK  32243 11/07/08     1272.96  M HER001 Select for Reconciliation
CHECK  32244 11/07/08      560.17  M JOH001 Select for Reconciliation
CHECK  32245 11/07/08      321.29  M OFF001 Select for Reconciliation
CHECK  32246 11/07/08      297.07  M KEE001 Select for Reconciliation
CHECK  32247 11/10/08      858.74  M PHI001 Checks printed
CHECK  32248 11/10/08      332.12  M HER001 Checks printed      +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

4. If necessary, payments can be unselected by entering 2 (Reset to Chks Printed) in the selection column next to the bank code, and pressing <Enter>.

```

ARBUDFR  DISPLAY  CDR CUSTOMER CONFERENCE          11/25/08 15:02:37
JEANNINE                                A/P Check Reconciliation  QPADEV0003
Cmpny  Bank   Check  Vendor  Check Typ Sts
      Code    Date
001
Check # Recon. Selected  Tape Selected      Voids Selected  Outstanding Chks
      2679.51                .00                .00                360075.02

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank   Check  Chk date      Amount  TY Vendor Status
      code
CHECK   32211  11/03/08      321.99  M OFF001 Select for Reconciliation
CHECK   32242  11/04/08      524.39  M OFF001 Select for Reconciliation
CHECK   32243  11/07/08     1272.96  M HER001 Select for Reconciliation
CHECK   32244  11/07/08      560.17  M JOH001 Select for Reconciliation
CHECK   32245  11/07/08      321.29  M OFF001 Checks printed
CHECK   32246  11/07/08      297.07  M KEE001 Checks printed
CHECK   32247  11/10/08      858.74  M PHI001 Checks printed
CHECK   32248  11/10/08      332.12  M HER001 Checks printed      +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

5. As an alternative, all payments selected for reconciliation can be unselected by pressing <F11> (Unselect All). The Selected Records Chg Back To Printed report is printed when <F11> is used.

Selected Records Chg Back To Printed

```

CDR CUSTOMER CONFERENCE          Selected Records Chg Back to Printed  JEANNINE  ARBMPFR  11/25/08 15:04:13
Page      1

```

Check #	Vendor	Name	Date	Type	Amount
32211	OFF001	Office Depot	11/03/08	M	321.99
32242	OFF001	Office Depot	11/04/08	M	524.39
32243	HER001	HERSHEY CHOCOLATE	11/07/08	M	1272.96
32244	JOH001	JOHN MIDDLETON INC.	11/07/08	M	560.17
Final totals					2679.51

** END OF REPORT **

```

ARBBDJFR  DISPLAY  CDR CUSTOMER CONFERENCE  11/25/08 15:29:46
JEANNINE  A/P Check Reconciliation  QPADEV0003
Cmpny Bank  Check  Vendor  Check Typ Sts
          Code  Date
001
Check # Recon. Selected  Tape Selected  Voids Selected  Outstanding Chks
          79099.17  .00  .00  283655.36

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank  Check  Chk date  Amount  TY Vendor Status
      code
CHECK  55004  5/31/07  2042.00  P BIC001 Select for Reconciliation
CHECK  55005  5/31/07  352.32  P CON001 Select for Reconciliation
CHECK  55006  5/31/07  1860.79  P HER001 Select for Reconciliation
CHECK  55007  5/31/07  1447.49  P KEE001 Void
CHECK  55008  5/31/07  4970.94  P LIG001 Void
CHECK  55009  5/31/07  7716.74  P PHI001 Void
CHECK  55010  10/16/07  74844.06  P PHI001 Select for Reconciliation
CHECK  55011  10/16/07  199761.24  P RJR100 Checks printed  +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

6. When the necessary checks are selected for reconciliation (as illustrated above), press <F10> (Process Selected Checks). The Reconciled Check Report is printed (see below).

```

ARBBDJFR  DISPLAY  CDR CUSTOMER CONFERENCE  11/25/08 16:34:43
JEANNINE  A/P Check Reconciliation  QPADEV0003
Cmpny Bank  Check  Vendor  Check Typ Sts
          Code  Date
001
Check # Recon. Selected  Tape Selected  Voids Selected  Outstanding Chks
          .00  .00  .00  283655.36

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank  Check  Chk date  Amount  TY Vendor Status
      code
CHECK  55004  5/31/07  2042.00  P BIC001 Reconciled with bank
CHECK  55005  5/31/07  352.32  P CON001 Reconciled with bank
CHECK  55006  5/31/07  1860.79  P HER001 Reconciled with bank
CHECK  55007  5/31/07  1447.49  P KEE001 Void
CHECK  55008  5/31/07  4970.94  P LIG001 Void
CHECK  55009  5/31/07  7716.74  P PHI001 Void
CHECK  55010  10/16/07  74844.06  P PHI001 Reconciled with bank
CHECK  55011  10/16/07  199761.24  P RJR100 Checks printed  +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

Reconciled Check Report

Check #	Vendor	Name	Date	Type	Amount
55004	BIC001	BIC CORPORATION	5/31/07	P	2042.00
55005	CON001	CONWOOD CORP.	5/31/07	P	352.32
55006	HER001	HERSHEY CHOCOLATE	5/31/07	P	1860.79
55010	PHI001	PHILLIP MORRIS INC.	10/16/07	P	74844.06
Final totals					79099.17
** END OF REPORT **					

7. If necessary, the process of reconciling a payment can be reversed by entering 2 (Reset to Chks Printed) in the selection column next to the bank code, and pressing <Enter>.

```

ARBDFR   DISPLAY  CDR CUSTOMER CONFERENCE           11/25/08 16:45:13
JEANNINE                               A/P Check Reconciliation  QPADEV0004
Cmpny  Bank  Check  Vendor  Check Typ Sts
          Code   Date
001
Check # Recon. Selected Tape Selected      Voids Selected Outstanding Chks
          .00                .00                .00                362754.53

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank  Check  Chk date      Amount  TY Vendor Status
          code
CHECK  55004  5/31/07      2042.00 P BIC001 Checks printed
CHECK  55005  5/31/07       352.32 P CON001 Checks printed
CHECK  55006  5/31/07      1860.79 P HER001 Checks printed
CHECK  55007  5/31/07      1447.49 P KEE001 Void
CHECK  55008  5/31/07      4970.94 P LIG001 Void
CHECK  55009  5/31/07      7716.74 P PHI001 Void
CHECK  55010  10/16/07     74844.06 P PHI001 Checks printed
CHECK  55011  10/16/07    199761.24 P RJR100 Checks printed      +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape

```

8. Press <F3> to exit. The Accounts Payable screen appears.

Working With Manual Payments

When payments are made with hand-written checks (also called “manual checks”), users have several options for processing these “manual” payments:

- If the invoice is not yet entered, users can enter and post the invoice that is immediately processed for payment with a manual check. Refer to Automatically Posting Manual Payments below.
- If a manual check must be used for payment of a posted invoice, users can process the manual payment after editing the invoice. Refer to Processing Manual Payments After Invoices Are Posted below.

Automatically Posting Manual Payments

The instructions below describe how to enter and post an invoice that is immediately processed for payment with a manual check. Refer to Adding An Invoice Batch for information about how to enter invoices to be processed with many payments at some later time.

```
User: JEANNINE           Menu: APCV1           Date: 11/04/08

===== > A C C O U N T S   P A Y A B L E <=====
=====
||||| 1. Invoice Entry/Update          11. Void Check Entry (Blanks)
THE   || 2. Debit/Credit Maint.
DAC   || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry          20. A/P File Maint.          21. A/P Report Menu
22. General Ledger      23. A/P Closing Menu          90. Sign Off
=====
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==>
```

1. Select option 1 (Invoice Entry/Update) from the Accounts Payable screen. The A/P Invoice Posting (Enter) screen appears.

```

AP4100R  ENTER  CDR CUSTOMER CONFERENCE  11/04/08 13:47:53
JEANNINE  A/P INVOICE POSTING  QPADEV0003

Posting date
Control total
Bank Code .  CHECK  (Used for Automatic EFT Processing Only)

Batch number      (blank for new batch)

F3=Exit  F8=Select batch

```

2. Enter data for the following fields:

- **Posting date** - the posting date of the invoice batch.
- **Control total** - the total amount due for all the invoices of the batch.

```

AP4100R  ENTER  CDR CUSTOMER CONFERENCE  11/04/08 13:47:53
JEANNINE  A/P INVOICE POSTING  QPADEV0003

Posting date  110408
Control total 524.39
Bank Code .  CHECK  (Used for Automatic EFT Processing Only)

Batch number      (blank for new batch)

F3=Exit  F8=Select batch

```

3. Press <Enter>. The A/P Invoice Posting (Add) screen appears.

```

AP4210R  ADD  CDR CUSTOMER CONFERENCE  11/04/08 13:57:47
JEANNINE  A/P INVOICE POSTING  QPADEV0003
Voucher   136  Batch   65  Post date  11/04/08  Control   524.39
Vendor                               Inv total   .00
Inv.                               Pymt type  Disc avail  .00
Terms                               Rcv Dte    Inv date    Due date
Ref                               Pay date    Disc due
Dft cost center  10                Cost Center  Net         .00
                                       Check #     Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details
? Item      Desc (?=spcl items)  Qty  Price  Ext Amt
                                       Cost Center  G/L Account  Discount

.00
.00
.00
.00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.

```

4. Enter data for the following fields:

- **Vendor** - enter a vendor code to designate the vendor from whom the invoice

was received. If necessary, enter ? and press <Enter> to select a vendor code from the Vendor Select screen.

- **Inv.** - enter the vendor's invoice number.
- **Pymt type** - enter *M* to designate the type of payment is manual.
- **Inv date** - enter the date of the vendor's invoice.

```

AP4210R  ADD      CDR CUSTOMER CONFERENCE                11/04/08 13:57:47
JEANNINE                                A/P INVOICE POSTING          QPADEV0003
Voucher      136  Batch      65  Post date  11/04/08  Control      524.39
Vendor      OFF001                                Inv total                    .00
Inv.      221152                                Pymt type M Disc avail      .00
Terms                                Rcv Dte      Inv date 102408 Due date
Ref                                Pay date      Disc due
Dft cost center  10                                Cost Center      Net          .00
                                                Check #          Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details
? Item          Desc (?=spcl items)          Qty  Price  Ext Amt
                Cost Center  G/L Account                    Discount
                                                .00
                                                .00
                                                .00
                                                .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.

```

5. Press <Enter>.

```

AP4210R  ADD      CDR CUSTOMER CONFERENCE                11/04/08 13:59:41
JEANNINE                                A/P INVOICE POSTING          QPADEV0003
Voucher      136  Batch      65  Post date  11/04/08  Control      524.39
Vendor      OFF001  Office Depot                                Inv total                    .00
Inv.      221152  Baton Rouge                                LA Pymt type M Disc avail      .00
Terms NT NET DUE                                Rcv Dte      Inv date 102408 Due date 102508
Ref                                Pay date      Disc due
Dft cost center  10                                Cost Center      Net          .00
                                                Check #          Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details
? Item          Desc (?=spcl items)          Qty  Price  Ext Amt
                Cost Center  G/L Account                    Discount
                                                .00
                                                .00
                                                .00
                                                .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.

```

6. The following information is automatically generated, but can be changed by the user:

- **Terms** - the vendor's payment terms. If necessary, delete the previously entered code, enter ? and press <Enter> to select a different terms code from the Vendor Terms Select screen.
If the value of the **Terms** field is changed by the user, delete the values for the **Due date**, **Pay date** and **Disc due** fields, and press <Enter> to regenerate them.
- Optional: **Rcv Dte** - the date on which the order was received from the vendor.
- **Due date** - the date by which the vendor must receive payment before the invoice is considered past due.
- **Pay date** - the date by which the distributor intends to pay the vendor.
- Optional: **Disc due** - the date by which the vendor must receive payment for the distributor to qualify for a cash discount.

7. Enter the manual check number in the **Check #** field.
8. Enter an A/P item code for the **Item** field, and press <Enter>; or enter ? and press <Enter> to select an item code from the Item Selection screen.
9. Enter data for the following fields as necessary:
 - **Qty** - the quantity of the item if greater than 1.
 - **Price** - the item's net cost.
 - **Cost Center** - the cost center number which is used when posting the invoice.
 - **G/L Account** - the account number that is debited when posting the invoice.
 - **Discount** - if the distributor qualifies for a cash discount, enter *Y* and the discount amount.
10. Continue adding A/P items as necessary, and press <Enter> when data entry is complete.

```

AP4210R  ADD      CDR CUSTOMER CONFERENCE          11/04/08 14:12:41
JEANNINE                                A/P INVOICE POSTING      QPADEV0003
Voucher      136  Batch      65  Post date 11/04/08  Control      524.39
Vendor  OFF001  Office Depot                                Inv total      524.39
Inv.  221152  Baton Rouge                                LA Pymt type M Disc avail      .00
Terms NT NET DUE                                Rcv Dte      Inv date 102408 Due date 102508
Ref                                Pay date 110408 Disc due
Dft cost center  10                                Cost Center      Net      524.39
                                Check #      32242  Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details
? Item      Desc (?=spcl items)      Qty      Price      Ext Amt
                                Cost Center  G/L Account      Discount
INVENTORY07  Inventory Holding-Paper Prod      1      198.96      198.96
                                10                                290      Y
INVENTORY08  Inventory Holding-General Md      1      325.43      325.43
                                10                                290      Y
                                .00
                                .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.
CONFIRM: Y (Y/N)

```

11. Press <Enter> when prompted to confirm. The A/P Invoice Posting (Add) screen appears.
12. Press <F4> (Invoice review). The Invoice Review screen appears.

```

AP4120R  DISPLAY  CDR CUSTOMER CONFERENCE          11/04/08 14:13:32
JEANNINE                                INVOICE REVIEW          QPADEV0003

Batch      65  Posting date 11/04/08      524.39  Control total      524.39
Disc -->      .00  Net -->      524.39  Batch Total      524.39

Type options, press Enter.
2=Change  3=Copy  4=Delete

? Voucher  Invoice      Vendor Name      Invoice amt      Net amt
      136  221152      OFF001 Office Depot      524.39      524.39
                                Pay Date 11/04/08

F3=Exit  F4=Post batch

```

13. Press <F4> (Post Batch). The A/P Automatic Manual Payment Selection screen appears.

The following reports (see examples below) are printed when an invoice batch is posted:

- Invoice Entry Edit List (optional)
- A/P Invoice Transaction Register
- A/P-G/L Trans Register - It is strongly recommended that users retain this report for future reference when data entry errors occur. Refer to Posting An Invoice Batch for additional information about this report.

```

ARE4DFR   DISPLAY   CDR CUSTOMER CONFERENCE           11/04/08 14:14:27
JEANNINE   A/P Automatic Manual Payment Selection   QPADEV0003
Vendor Voucher
           Bank CHECK Last check   55034 Check date 11/04/08 CDO 110408

Type options, press Enter.
1=Select for payment

?  Check Vendor Voucher Reference           Remain due   Net Pay Amt
   32242 OFF001      136                       524.39      524.39

F3=Exit
  
```

14. If necessary, change the value of the **CDO** (check date override) field.
15. Enter *1* (Select for payment) in the selection column next to the vouchers designated for automatic payment, and press <Enter>.

```

ARE4DFR   DISPLAY   CDR CUSTOMER CONFERENCE           11/04/08 14:17:05
JEANNINE   A/P Automatic Manual Payment Selection   QPADEV0003
Vendor Voucher
           Bank CHECK Last check   55034 Check date 11/04/08 CDO 110408

Type options, press Enter.
1=Select for payment

?  Check Vendor Voucher Reference           Remain due   Net Pay Amt
1  32242 OFF001      136                       524.39      524.39

F3=Exit

CONFIRM: N (Y/N)
  
```

16. Enter *Y* (yes) for the **Confirm** field. The A/P Invoice Posting (Enter) screen appears, and the following reports (see examples below) are printed:
 - A/P Manual Check Register
 - A/P Pay-G/L Trans Reg - It is strongly recommended that users retain this posting control report for future reference.

```

AP4100R  ENTER  CDR CUSTOMER CONFERENCE  11/04/08 14:17:54
JEANNINE  A/P INVOICE POSTING  QPADEV0003

Posting date
Control total
Bank Code . CHECK (Used for Automatic EFT Processing Only)
Batch number (blank for new batch)

F3=Exit F8=Select batch

```

17. Press <F3> to exit. The Accounts Payable screen appears.

Invoice Entry Edit List

```

Creative Data Research, Inc.      Invoice Entry Edit List      JEANNINE  ARARPFR  11/04/08 14:14:26 Page  1
Company 001
Batch Number  65 Status  Batch Control Total      524.39
Voucher  Vendor Vendor Name      Vendor Invoice Invoice Invoice Total Total Terms Description
Invoice Date Due Date Pay Date Inv.Amt. Disc. Allowed
136 R OFF001 Office Depot      221152  10/24/08 10/25/08 11/04/08      524.39      NT NET DUE
Seq Typ Item Number      Item description      Detail Detail Discount Adjustment Remain Due Act. Cost
Amount Qty
1 R INVENTORY07      Inventory Holding-Paper Prod.      198.96      1      198.96
2 R INVENTORY08      Inventory Holding-General Mdse      325.43      1      325.43
** END OF REPORT **

```

A/P Invoice Transaction Register

```

CDR CUSTOMER CONFERENCE      A/P INVOICE TRANSACTION REGISTER      JEANNINE  AP7250R  11/04/08 14:14:27 Page  1
Batch  65      Posting date 11/04/08
Voucher  136 Vendor OFF001 Office Depot      Inv date 10/24/08      Inv total      524.39
Terms  NT NET DUE      Ref.      Invoice Type M      Vnd Inv# 221152
Item      Description      Qty      Amount      Ext cost      Avail.Disc      Ext Net      Cost Center      G/L Account
INVENTORY07      Inventory Holding-Paper Prod      1      198.96      198.96      .00      198.96      10      290
INVENTORY08      Inventory Holding-General Md      1      325.43      325.43      .00      325.43      10      290
Total for batch  65      524.39      .00      524.39
** END OF REPORT **

```

A/P-G/L Trans Register

CDR CUSTOMER CONFERENCE		A/P-G/L TRANS REGISTER			JEANNINE	GL7566R	11/04/08 14:14:28	Page 1
Batch 65								
Cost Center	G/L Account	Jrnl	Inv date	Posted	Description	Debits	Credits	
10	200	826	11/04/08	11/04/08	Voucher number 136	.00	524.39CR	
						.00	524.39CR	
10	290	826	11/04/08	11/04/08	Office Depot0000136	198.96	.00	
10	290	826	11/04/08	11/04/08	Office Depot0000136	325.43	.00	
						524.39	.00	
Final totals						524.39	524.39CR	
** END OF REPORT **								

It is strongly recommended that users retain the A/P-G/L Trans Register for future reference when data entry errors occur. Refer to Posting An Invoice Batch for additional information about this report.

A/P Manual Check Register

CDR CUSTOMER CONFERENCE		A/P Manual Check Register			JEANNINE	ARENPFRR	11/04/08 14:17:54	Page 1
Batch 21								
Check	Date	Vendor	Gross Amount	Disc. Amt.	Net Amount	Jrnl no		
32242	11/04/08	OFF001 Office Depot	524.39	.00	524.39	827		
		Voucher Invoice#						
		136 221152						
		Received Date						
		10/24/08						
		10 290	198.96					
		10 290	325.43					
Total for check 32242			524.39	.00	524.39			
Total for batch 21			524.39	.00	524.39			
** END OF REPORT **								

A/P Pay-G/L Trans Reg

Creative Data Research, Inc.		A/P Pay-G/L Trans Reg			JEANNINE	ARAZPFR	11/04/08 14:17:54	Page 1
Journal Entry Number 827 Posting Date 11/04/08								
Trans Date	Description	Amount	Cost Center	G/L account				
11/04/08	Office Depot 21	524.39CR	1000000	10000000000000				
G/L account	10000000000000	524.39CR						
11/04/08	A/P Check batch 21	524.39	1000000	20000000000000				
G/L account	20000000000000	524.39						
Final Totals for Jrnl # 827		.00						
** END OF REPORT **								

It is strongly recommended that users retain the A/P Pay-G/L Trans Reg posting control report for future reference.

Processing Manual Payments After Invoices Are Posted

The instructions below describe how to process manual check payments at some time after an invoice batch is posted. If the invoice's voucher currently exists in a payment batch, the user must delete it from the batch before proceeding. Refer to Adding A Payment Batch for information about deleting a voucher from a payment batch.

If the value of the **Payment Type** field of the posted invoice is *M*, users may begin with step 7 below.

```
User: JEANNINE           Menu: APCV1           Date: 11/10/08

======> A C C O U N T S   P A Y A B L E <=====
=====
||||||| 1. Invoice Entry/Update          11. Void Check Entry (Blanks)
THE    || 2. Debit/Credit Maint.
DAC    || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
        6. Print Checks
        7. Select Default Company
        8. Edit Voucher Pay Date
        9. Receive Remote Invoices
        10. Check Reconciliation

                M E N U   C A L L S
19. A/P Inquiry           20. A/P File Maint.           21. A/P Report Menu
22. General Ledger       23. A/P Closing Menu           90. Sign Off
=====
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==>
```

1. Select option 8 (Edit Voucher Pay Date) from the Accounts Payable screen. The Invoice Pay Date Maintenance Prompt Screen appears.

```
ARBTELR  CHANGE  CDR CUSTOMER CONFERENCE          11/10/08 11:55:08
JEANNINE      Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number .
Voucher Type (R) . R

F3=Exit  F9=New  F10=Actions
```

2. Enter the invoice's voucher number for the **Voucher Number** field, enter *R* for the **Voucher Type** field, and press <Enter>. The Invoice Pay Date Maintenance screen appears, unless one of the following messages is displayed:
 - *Voucher is Pending in a Payment Batch - Cannot be Selected!*
If necessary, refer to Adding A Payment Batch for information about deleting the invoice's voucher from the payment batch.
 - *Voucher has not been posted* appears if the invoice is not yet posted.
 - *Voucher Already Paid.*

```

ARBTE1R  CHANGE  CDR CUSTOMER CONFERENCE  11/10/08 12:11:51
JEANNINE          Invoice Pay Date Maintenance  QPADEV0003

Voucher nbr . . . . . :      133
Vendor . . . . . :    HER001 HERSHEY CHOCOLATE
Voucher Status . . . . . :      A
Voucher Post Date . . . . . :    11/03/08
Voucher Disc Due Date . . . . . :
Invoice Total . . . . . :          332.12
Remaining Amount Due . . . . . :          332.12
Due Date . . . . . :      110808
Pay Date . . . . . :      110808
Payment Type . . . . . :      P
(Payment Type Codes: P-Regular Invoice M-Manual Invoice E-EFT Invoice)
Voucher Reference . . . . . :
Rcv Date . . . . . :
Vendor's Invoice Number . . . . . :    355122

F3=Exit  F12=Cancel  Enter=Update

```

3. Enter **M** for the **Payment Type** field, and enter new values for the following fields as necessary:

- **Due Date** - the date by which the vendor must receive payment before the invoice is considered past due.
- **Pay Date** - the date by which the distributor intends to pay the vendor.
- **Voucher Reference** - the text printed on the check stub if a system-generated check is printed by the user. When purchase orders are transferred to Accounts Payable from DAC Purchasing, PO numbers appear in the **Voucher Reference** field.
- **Rcv Date** - the date on which the order was received from the vendor.
- **Vendor's Invoice Number** - the vendor's invoice number.

4. Press <Enter> when data entry is complete.

```

ARBTE1R  CHANGE  CDR CUSTOMER CONFERENCE  11/10/08 12:12:49
JEANNINE          Invoice Pay Date Maintenance  QPADEV0003

Voucher nbr . . . . . :      133
Vendor . . . . . :    HER001 HERSHEY CHOCOLATE
Voucher Status . . . . . :      A
Voucher Post Date . . . . . :    11/03/08
Voucher Disc Due Date . . . . . :
Invoice Total . . . . . :          332.12
Remaining Amount Due . . . . . :          332.12
Due Date . . . . . :      110808
Pay Date . . . . . :      110808
Payment Type . . . . . :      M
(Payment Type Codes: P-Regular Invoice M-Manual Invoice E-EFT Invoice)
Voucher Reference . . . . . :
Rcv Date . . . . . :
Vendor's Invoice Number . . . . . :    355122

F3=Exit  F12=Cancel  Enter=Update

CONFIRM: Y (Y/N)

```

5. Press <Enter> when prompted to confirm. The Invoice Pay Date Maintenance Prompt Screen screen appears with the *Record changed* message.

6. If necessary, users can repeat the previous instructions to designate that manual check payments are made for other posted invoices, or press <F3> (Exit). The Accounts Payable screen appears.

```

User: JEANNINE           Menu: APCV1           Date: 11/10/08

======> A C C O U N T S P A Y A B L E <=====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger   23. A/P Closing Menu      90. Sign Off
=====
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==>

```

7. Select option 3 (Process Manual Payments) from the Accounts Payable screen. The A/P Manual Payment Prompt screen appears.

```

AP4350R  ENTER  CDR CUSTOMER CONFERENCE      11/10/08 12:13:57
JEANNINE                A/P MANUAL PAYMENT PROMPT  QPADEV0003

Bank . . . . . CHECK
Check date . .
Vendor . . . . . (blank for all Vendors)

Register queue *JOB           Copies 1   Hold N (Y-Hold, N-Release)

F3=Exit

```

8. Enter data for the following fields:
 - **Bank** - the bank code to designate the bank through which the manual checks are processed.
 - **Check Date** - the date used for posting the payment transactions to General Ledger.
 - Optional: **Vendor** - a vendor code to designate a single vendor to be paid. If necessary, enter ? and press <Enter> to select a vendor code from the Vendor Select screen.

```

AP4350R  ENTER  CDR CUSTOMER CONFERENCE      11/10/08 12:13:57
JEANNINE                               A/P MANUAL PAYMENT PROMPT      QPADEV0003

Bank . . . . . CHECK
Check date . . . 111008
Vendor . . . . . (blank for all Vendors)

Register queue *JOB          Copies  1   Hold N (Y-Hold, N-Release)

F3=Exit

```

9. Press <Enter>. The A/P Manual Payment Selection screen appears.

```

AP4355R  DISPLAY CDR CUSTOMER CONFERENCE      11/10/08 12:14:44
JEANNINE                               A/P MANUAL PAYMENT SELECTION    QPADEV0003
Vendor Voucher
Bank CHECK  Last check  55034 Check date 11/10/08

Type options, press Enter.
1=Select for payment  5=Inquiry  8=Payment details

?  Check Vendor Voucher Reference          Remain due      Payment
   KEE001    11 000001                586.76          586.76
   PHI001   108 000082                885.30          885.30
   HER001    133                      332.12          332.12
   KEE001   140 000101                462.96          462.96

F3=Exit  F6=Add standard invoice to list

```

10. If necessary, enter a vendor code for the **Vendor** field, press <Field Exit>, enter a voucher number for the **Voucher** field, press <Field Exit>, and press <Enter> to locate the manual payments for processing.

11. To make a partial payment or change the cash discount amount, locate the desired payment (use <Page Down> if necessary), and enter 8 (Payment details) in the selection column next to its vendor code.

```

AP4355R  DISPLAY CDR CUSTOMER CONFERENCE      11/10/08 12:14:44
JEANNINE                               A/P MANUAL PAYMENT SELECTION    QPADEV0003
Vendor Voucher
Bank CHECK  Last check  55034 Check date 11/10/08

Type options, press Enter.
1=Select for payment  5=Inquiry  8=Payment details

?  Check Vendor Voucher Reference          Remain due      Payment
8  KEE001    11 000001                586.76          586.76
   PHI001   108 000082                885.30          885.30
   HER001    133                      332.12          332.12
   KEE001   140 000101                462.96          462.96

F3=Exit  F6=Add standard invoice to list

```

Press <Enter>. The Payment Detail Maintenance screen appears.

AP4400R	CHANGE	CDR CUSTOMER CONFERENCE	11/10/08 12:16:25
JEANNINE		PAYMENT DETAIL MAINTENANCE	QPADEV0003
Voucher	108	Invoice payment	885.30
Vendor	PHI001 PHILLIP MORRIS INC.	Total payments	885.30
Terms	E3	Total discounts	26.56
Reference	000082	Net Amount	858.74
Item	Description	Payment	Discount
INVENTORY01	Inventory Holding - Cigarettes	885.30	26.56
F3=Exit			

Enter data for the following fields as necessary, and press <Enter> when complete:

- **Payment** - the amount of a partial payment.
- **Discount** - enter (or delete) the amount of the cash discount.

Refer to Working With Company A/P Options for information about the **Allow discount override** field which designates if the value of the **Discount** field can be changed when processing payments.

AP4400R	CHANGE	CDR CUSTOMER CONFERENCE	11/10/08 12:16:25
JEANNINE		PAYMENT DETAIL MAINTENANCE	QPADEV0003
Voucher	108	Invoice payment	885.30
Vendor	PHI001 PHILLIP MORRIS INC.	Total payments	885.30
Terms	E3	Total discounts	26.56
Reference	000082	Net Amount	858.74
Item	Description	Payment	Discount
INVENTORY01	Inventory Holding - Cigarettes	885.30	
F3=Exit			

Press <Enter> and press <F3> (Exit) when changes are completed, or press <F3> to exit without making changes. The A/P Manual Payment Selection screen appears.

```

AP4355R  DISPLAY  CDR CUSTOMER CONFERENCE      11/10/08 12:20:07
JEANNINE                A/P MANUAL PAYMENT SELECTION  QPADEV0003
      Vendor Voucher
      Bank CHECK   Last check   55034 Check date 11/10/08

Type options, press Enter.
1=Select for payment   5=Inquiry   8=Payment details

?  Check Vendor Voucher Reference              Remain due      Payment
   KEE001      11 000001                      586.76         586.76
   PHI001     108 000082                      885.30         885.30
   HER001      133                          332.12         332.12
   KEE001     140 000101                      462.96         462.96

F3=Exit   F6=Add standard invoice to list

```

12. To process the necessary manual payments, enter *1* (Select for payment) in the selection column, and the manual check number in the **Check** field of the desired vouchers, and press <Enter>.

```

AP4355R  DISPLAY  CDR CUSTOMER CONFERENCE      11/10/08 12:21:20
JEANNINE                A/P MANUAL PAYMENT SELECTION  QPADEV0003
      Vendor Voucher
      Bank CHECK   Last check   55034 Check date 11/10/08

Type options, press Enter.
1=Select for payment   5=Inquiry   8=Payment details

?  Check Vendor Voucher Reference              Remain due      Payment
1  32247 PHI001     108 000082                      885.30         885.30
1  32248 HER001      133                          332.12         332.12
   KEE001     140 000101                      462.96         462.96

F3=Exit   F6=Add standard invoice to list
CONFIRM: N (Y/N)

```

13. Enter *Y* (yes) for the **Confirm** field. The A/P Manual Payment Prompt screen appears, and the following reports (see examples below) are printed:
- A/P Manual Check Register
 - A/P Pay-G/L Trans Reg - It is strongly recommended that users retain this posting control report for future reference.

```

AP4350R  ENTER    CDR CUSTOMER CONFERENCE      11/10/08 12:22:02
JEANNINE                A/P MANUAL PAYMENT PROMPT  QPADEV0003

Bank . . . . .
Check date . .
Vendor . . . . .      (blank for all Vendors)

Register queue *JOB          Copies 1   Hold N (Y-Hold, N-Release)

F3=Exit

```

14. Press <F3> to exit. The Accounts Payable screen appears.

A/P Manual Check Register

CDR CUSTOMER CONFERENCE		A/P Manual Check Register			JEANNINE	ARENPFPR	11/10/08 12:22:02	Page	1
Batch	24								
Check	Date	Vendor		Gross Amount	Disc. Amt.	Net Amount	Jrnl no		
32247	11/10/08	PHI001	PHILLIP MORRIS INC.	885.30	26.56	858.74	837		
	Voucher	Invoice#	Received Invoice						
			Date Date						
	108	002214	10/24/08 10/24/08						
	10	290	885.30 Inventory Holding						
Total for check 32247				885.30	26.56	858.74			
32248	11/10/08	HER001	HERSHEY CHOCOLATE	332.12	.00	332.12	837		
	Voucher	Invoice#	Received Invoice						
			Date Date						
	133	355122	11/01/08						
	10	290	332.12 Inventory Holding						
Total for check 32248				332.12	.00	332.12			
Total for batch 24				1217.42	26.56	1190.86			
** END OF REPORT **									

A/P Pay-G/L Trans Reg

Creative Data Research, Inc.		A/P Pay-G/L Trans Reg			JEANNINE	ARAZPFPR	11/10/08 12:22:03	Page	1
Journal Entry Number	837	Posting Date	11/10/08						
Trans Date	Description	Amount	Cost Center	G/L account					
11/10/08	PHILLIP MORRIS INC. 24	858.74CR	1000000	10000000000000					
11/10/08	HERSHEY CHOCOLATE 24	332.12CR	1000000	10000000000000					
G/L account	10000000000000	1190.86CR							
11/10/08	A/P Check batch 24	1217.42	1000000	20000000000000					
G/L account	20000000000000	1217.42							
11/10/08	PHILLIP MORRIS INC. 24	26.56CR	1000000	62000000000000					
G/L account	62000000000000	26.56CR							
Final Totals for Jrnl # 837		.00							
** END OF REPORT **									

It is strongly recommended that users retain the A/P Pay-G/L Trans Reg posting control report for future reference.

Working With EFT Payments

User have several options for processing EFT payments:

- If the EFT payment of an unposted invoice is ready for processing, users can edit and post the invoice which simultaneously posts the EFT payment. Refer to Automatically Posting EFT Payments below.
- If the EFT payment is expected for an unposted invoice, users can edit and post the invoice to be processed for payment at some later time. Refer to Processing EFT Payments After Posting Invoices below.
- If the EFT payment of a posted invoice is ready for processing, users can process the payment after editing the invoice. Refer to Processing EFT Payments After Invoices Are Posted below.

Automatically Posting EFT Payments

This section describes how to process EFT payments for existing unposted invoices. Refer to Adding An Invoice Batch for information about how to enter invoices to be automatically processed with EFT payments when posted.

The instructions below describe how to edit unposted invoices, and immediately post the invoices to simultaneously post the EFT payments.

```
User: JEANNINE           Menu: APCV1           Date: 10/28/08

===== > A C C O U N T S   P A Y A B L E < =====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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==>
```

1. Select option 1 (Invoice Entry/Update) from the Accounts Payable screen. The A/P Invoice Posting (Enter) screen appears.
2. Press F8 (Select Batch). The Batch Selection screen appears.

```

AP5100R  DISPLAY  CDR CUSTOMER CONFERENCE      10/29/08 10:47:31
JEANNINE                                BATCH SELECTION      QPADEV0004

  Batch   Posted   Control total   Created by   Workstation   Date

Type options, press Enter.
1=Select  4=Delete  P=Print Edit List

      46 10/24/08      308.64  JEANNINE      10/24/08 16:59:04
      49 10/29/08     1270.44  JEANNINE      10/29/08  9:29:23

F3=Exit

```

3. Locate the desired invoice batch, enter *I* (Select) in the selection column next to its batch number, and press <Enter>. The A/P Invoice Posting (Enter) screen appears for the selected invoice batch.

```

AP4100R  ENTER   CDR CUSTOMER CONFERENCE      10/29/08 10:47:53
JEANNINE                                A/P INVOICE POSTING  QPADEV0004

Posting date  102908
Control total 1270.44
Bank Code .   CHECK (Used for Automatic EFT Processing Only)

Batch number  49 (blank for new batch)

F3=Exit  F8=Select batch

```

4. If necessary, users can change the following values of the selected invoice batch:
 - **Posting date** - the posting date of the invoice batch.
 - **Control total** - the total amount due for all the invoices of the batch.
 - **Bank Code** - the bank code to designate the bank through which all the payments of the invoices of the batch are processed.
5. Press <Enter>. The A/P Invoice Posting (Add) screen appears for the selected invoice batch.

```

AP4210R  ADD      CDR CUSTOMER CONFERENCE          10/29/08 10:48:11
JEANNINE                                A/P INVOICE POSTING          QPADEV0004
Voucher      122  Batch      49  Post date 10/29/08  Control      1270.44
Vendor                               Inv total      .00
Inv.                               Pymt type      Disc avail      .00
Terms                               Rcv Dte        Inv date        Due date
Ref                               Pay date        Disc due
Dft cost center 10                Cost Center      Net              .00
                                       Check #         Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details
? Item          Desc (?=spcl items)      Qty  Price  Ext Amt
                                       Cost Center  G/L Account  Discount
                                                                .00
                                                                .00
                                                                .00
                                                                .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.

```

6. Press <F4> (Invoice review). The Invoice Review screen appears with the invoices created by transferring purchase orders to Accounts Payable.

```

AP4120R  DISPLAY  CDR CUSTOMER CONFERENCE          10/29/08 10:48:24
JEANNINE                                INVOICE REVIEW              QPADEV0004

Batch      49  Posting date 10/29/08      1270.44  Control total      1270.44
Disc -->      32.85  Net -->      1237.59  Batch Total      1270.44

Type options, press Enter.
2=Change  3=Copy  4=Delete

? Voucher  Invoice  Vendor Name          Invoice amt  Net amt
      119  699811  JOH001 JOHN MIDDLETON INC      116.40    112.03
                                       Pay Date 11/05/08
      120  266811  KEE001 KEEBLER COMPANY          308.64    297.07
                                       Pay Date 11/05/08
      121  12269  LIG001 LIGGETT & MEYERS T      845.40    828.49
                                       Pay Date 10/31/08

F3=Exit  F4=Post batch

```

7. Locate an invoice for which an EFT payment should be automatically processed, enter 2 (Change) in the selection column next to its voucher number, and press <Enter>. The A/P Invoice Posting (Change) screen appears for the invoice.

```

AP4210R  CHANGE  CDR CUSTOMER CONFERENCE          10/29/08 10:48:55
JEANNINE                                A/P INVOICE POSTING          QPADEV0004
Voucher      120  Batch      49  Post date 10/29/08  Control      1270.44
Vendor  KEE001  KEEBLER COMPANY          116.40    308.64
Inv.  266811  ATLANTA                GA Pymt type P  Disc avail      11.57
Terms 12 EFT 7 DAYS                Rcv Dte 102908  Inv date 102908  Due date 110508
Ref 000093                Pay date 110508  Disc due 110508
Dft cost center 10                Cost Center      Net              297.07
                                       Check #         Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details
? Item          Desc (?=spcl items)      Qty  Price  Ext Amt
                                       Cost Center  G/L Account  Discount
      INVENTORY05  Inventory Holding - Grocery  1    308.64  308.64
                                       10          290          Y          11.57
                                                                .00
                                                                .00
                                                                .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.

```

8. Enter *E* for the **Pymt type** field, and *Y* (yes) for the **Auto. Post EFT's** field.

```

AP4210R  CHANGE  CDR CUSTOMER CONFERENCE 10/29/08 10:48:55
JEANNINE A/P INVOICE POSTING QPADEV0004
Voucher 120 Batch 49 Post date 10/29/08 Control 1270.44
Vendor KEE001 KEEBLER COMPANY Inv total 308.64
Inv. 266811 ATLANTA GA Pymt type E Disc avail 11.57
Terms 12 EFT 7 DAYS Rcv Dte 102908 Inv date 102908 Due date 110508
Ref 000093 Pay date 110508 Disc due 110508
Dft cost center 10 Cost Center Net 297.07
Check # Auto. Post EFT's Y

Type options, press Enter.
4=Delete 5=PO Details
? Item Desc (=?=spcl items) Qty Price Ext Amt
Cost Center G/L Account Discount
INVENTORY05 Inventory Holding - Grocery 1 308.64 308.64
10 290 Y 11.57
.00
.00
.00

F3=Exit F4=Invoice review F14=Recur Inv F16=One-time Maint. F17=Vend Maint.

```

9. Continue making other changes to the invoice as necessary, and press <Enter> when data entry is complete.

```

AP4210R  CHANGE  CDR CUSTOMER CONFERENCE 10/29/08 10:49:38
JEANNINE A/P INVOICE POSTING QPADEV0004
Voucher 120 Batch 49 Post date 10/29/08 Control 1270.44
Vendor KEE001 KEEBLER COMPANY Inv total 308.64
Inv. 266811 ATLANTA GA Pymt type E Disc avail 11.57
Terms 12 EFT 7 DAYS Rcv Dte 102908 Inv date 102908 Due date 110508
Ref 000093 Pay date 110508 Disc due 110508
Dft cost center 10 Cost Center Net 297.07
Check # Auto. Post EFT's Y

Type options, press Enter.
4=Delete 5=PO Details
? Item Desc (=?=spcl items) Qty Price Ext Amt
Cost Center G/L Account Discount
INVENTORY05 Inventory Holding - Grocery 1 308.64 308.64
10 290 Y 11.57
.00
.00
.00

F3=Exit F4=Invoice review F14=Recur Inv F16=One-time Maint. F17=Vend Maint.
CONFIRM: Y (Y/N)

```

10. Press <Enter> when prompted to confirm. The Invoice Review screen appears.

```

AP4120R  DISPLAY  CDR CUSTOMER CONFERENCE 10/29/08 10:50:33
JEANNINE INVOICE REVIEW QPADEV0004
Batch 49 Posting date 10/29/08 1270.44 Control total 1270.44
Disc --> 32.85 Net --> 1237.59 Batch Total 1270.44

Type options, press Enter.
2=Change 3=Copy 4=Delete
? Voucher Invoice Vendor Name Invoice amt Net amt
119 699811 JOH001 JOHN MIDDLETON INC 116.40 112.03
Pay Date 11/05/08
120 266811 KEE001 KEEBLER COMPANY 308.64 297.07
Pay Date 11/05/08
121 12269 LIG001 LIGGETT & MEYERS T 845.40 828.49
Pay Date 10/31/08

F3=Exit F4=Post batch

```

11. If necessary, users can repeat the previous instructions to designate that EFT payments for other invoices will be automatically processed when the invoice batch is posted.

Refer to Processing EFT Payments After Posting Invoices below for information about using option 2 (Change) of the Invoice Review screen to designate that an EFT payment will be manually processed at some time after the batch is posted.

- When all the necessary changes are made to the invoices of the batch, press <F4> (Post Batch). The A/P Automatic EFT Payment Selection screen appears.

```

ARE5DFR  DISPLAY  CDR CUSTOMER CONFERENCE      10/29/08 10:51:55
JEANNINE          A/P Automatic EFT Payment Selection  QPADEV0004
                Vendor Voucher
                        Bank CHECK   Last check  55029 Check date 10/29/08

Type options, press Enter.
1=Select for payment

?  Check Vendor Voucher Reference                Remain due  Net Pay Amt.
   0 KEE001      120 000093                      308.64      297.07

F3=Exit

```

The following reports (see examples below) are printed when an invoice batch is posted:

- Invoice Entry Edit List (optional)
- A/P Invoice Transaction Register
- A/P-G/L Trans Register - It is strongly recommended that users retain this report for future reference when data entry errors occur. Refer to Posting An Invoice Batch for additional information about this report.

- Enter *I* (Select for payment) in the selection column next to the vouchers designated for automatic payment, and press <Enter>.

```

ARE5DFR  DISPLAY  CDR CUSTOMER CONFERENCE      10/29/08 10:53:13
JEANNINE          A/P Automatic EFT Payment Selection  QPADEV0004
                Vendor Voucher
                        Bank CHECK   Last check  55029 Check date 10/29/08

Type options, press Enter.
1=Select for payment

?  Check Vendor Voucher Reference                Remain due  Net Pay Amt.
1  999990 KEE001      120 000093                      308.64      297.07

F3=Exit

CONFIRM: N (Y/N)

```

- Enter *Y* (yes) for the **Confirm** field. The A/P Invoice Posting (Enter) screen appears, and the following reports (see examples below) are printed:
 - A/P EFT Check Register
 - A/P Pay-G/L Trans Reg - It is strongly recommended that users retain this posting control report for future reference.

```

AP4100R  ENTER  CDR CUSTOMER CONFERENCE  10/29/08 10:53:48
JEANNINE  A/P INVOICE POSTING  QPADEV0004

Posting date
Control total
Bank Code .  CHECK (Used for Automatic EFT Processing Only)
Batch number (blank for new batch)

F3=Exit  F8=Select batch

```

15. Press <F3> to exit. The Accounts Payable screen appears.

Invoice Entry Edit List

Creative Data Research, Inc.		Invoice Entry Edit List			JEANNINE	ARARPFR	10/29/08 10:51:55	Page	1
Company 001									
Batch Number	49	Status	Batch Control	Total	425.04				
Voucher	Vendor	Vendor Name	Vendor Invoice	Invoice Date	Invoice Due Date	Invoice Pay Date	Total Inv.Amt.	Total Disc. Allowed	Terms Description
119 R	JOH001	JOHN MIDDLETON INC.	699811	10/29/08	11/05/08	11/05/08	116.40	4.37	12 EFT 7 DAYS
Seq Typ	Item Number	Item description		Detail Amount	Detail Qty	Discount	Adjustment	Remain Due	Act. Cost
1 R	INVENTORY02	Inventory Holding - Tobacco		116.40	1	4.37		116.40	
120 R	KEE001	KEEBLER COMPANY	266811	10/29/08	11/05/08	11/05/08	308.64	11.57	12 EFT 7 DAYS
Seq Typ	Item Number	Item description		Detail Amount	Detail Qty	Discount	Adjustment	Remain Due	Act. Cost
1 R	INVENTORY05	Inventory Holding - Grocery		308.64	1	11.57		308.64	
** END OF REPORT **									

A/P Invoice Transaction Register

CDR CUSTOMER CONFERENCE		A/P INVOICE TRANSACTION REGISTER			JEANNINE	AP7250R	10/29/08 10:51:55	Page	1
Batch	49	Posting date 10/29/08							
Voucher	119	Vendor	JOH001 JOHN MIDDLETON INC.	Inv date	10/29/08	Inv total	116.40		
Terms	12 EFT 7 DAYS	Ref.	000092	Invoice Type	P	Vnd Inv#	699811		
Item	INVENTORY02	Description	Inventory Holding - Tobacco	Qty	1	Amount	116.40	Ext cost	116.40
						Avail.Disc	4.37	Ext Net	112.03
						Cost Center	10	G/L Account	290
Voucher	120	Vendor	KEE001 KEEBLER COMPANY	Inv date	10/29/08	Inv total	308.64		
Terms	12 EFT 7 DAYS	Ref.	000093	Invoice Type	E	Vnd Inv#	266811		
Item	INVENTORY05	Description	Inventory Holding - Grocery	Qty	1	Amount	308.64	Ext cost	308.64
						Avail.Disc	11.57	Ext Net	297.07
						Cost Center	10	G/L Account	290
Total for batch	49						425.04		15.94
									409.10
** END OF REPORT **									

A/P-G/L Trans Register

CDR CUSTOMER CONFERENCE		A/P-G/L TRANS REGISTER			JEANNINE	GL7566R	10/29/08 10:51:55	Page 1
Batch 49								
Cost Center	G/L Account	Jrnl	Inv date	Posted	Description	Debits	Credits	
10	200	802	10/29/08	10/29/08	Voucher number 119	.00	116.40CR	
10	200	802	10/29/08	10/29/08	Voucher number 120	.00	308.64CR	
						.00	425.04CR	
10	290	802	10/29/08	10/29/08	JOHN MIDDLETON INC0000119	116.40	.00	
10	290	802	10/29/08	10/29/08	KEEBLER COMPANY0000120	308.64	.00	
						425.04	.00	
Final totals						425.04	425.04CR	
** END OF REPORT **								

It is strongly recommended that users retain the A/P-G/L Trans Register for future reference when data entry errors occur. Refer to Posting An Invoice Batch for additional information about this report.

A/P EFT Check Register

CDR CUSTOMER CONFERENCE		A/P EFT Check Register			JEANNINE	AREOPFR	10/29/08 10:53:48	Page 1
Batch 12								
Check	Date	Vendor	Name		Gross Amount	Disc. Amt	Net Amt.	Jrnl no
999990	10/29/08	KEE001	KEEBLER COMPANY		308.64	11.57	297.07	803
		Voucher Invoice#	Received Invoice					
		120 266811	10/29/08 10/29/08					
10	290		308.64	Inventory Holding				
Total for check 999990					308.64	11.57	297.07	
Total for batch 12					308.64	11.57	297.07	
** END OF REPORT **								

A/P Pay-G/L Trans Reg

Creative Data Research, Inc.		A/P Pay-G/L Trans Reg			JEANNINE	ARAZPFR	10/29/08 10:53:49	Page 1
Journal Entry Number 803 Posting Date 10/29/08								
Trans Date	Description	Amount	Cost Center	G/L account				
10/29/08	KEEBLER COMPANY 12	297.07CR	1000000	10000000000000				
G/L account	10000000000000	297.07CR						
10/29/08	A/P Check batch 12	308.64	1000000	20000000000000				
G/L account	20000000000000	308.64						
10/29/08	KEEBLER COMPANY 12	11.57CR	1000000	62000000000000				
G/L account	62000000000000	11.57CR						
Final Totals for Jrnl # 803		.00						
** END OF REPORT **								

It is strongly recommended that users retain the A/P Pay-G/L Trans Reg posting control report for future reference.

Processing EFT Payments After Posting Invoices

The instructions below describe how to edit unposted invoices to be paid with EFT payments, post the invoices, and process the EFT payments at some later time. Refer to Adding An Invoice Batch for information about how to enter invoices to be immediately processed with EFT payments when posted.

```

User: JEANNINE           Menu: APCV1           Date: 10/29/08
===== > A C C O U N T S P A Y A B L E < =====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE    || 2. Debit/Credit Maint.
DAC    || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
        6. Print Checks
        7. Select Default Company
        8. Edit Voucher Pay Date
        9. Receive Remote Invoices
        10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger   23. A/P Closing Menu      90. Sign Off
=====
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==>

```

1. Select option 1 (Invoice Entry/Update) from the Accounts Payable screen. The A/P Invoice Posting (Enter) screen appears.
2. Press F8 (Select Batch). The Batch Selection screen appears.

```

AP5100R  DISPLAY  CDR CUSTOMER CONFERENCE      10/29/08 16:36:36
JEANNINE                                BATCH SELECTION      QPADEV0003

  Batch  Posted  Control total  Created by  Workstation  Date

Type options, press Enter.
1=Select  4=Delete  P=Print Edit List

   46  10/24/08      308.64  JEANNINE      10/24/08 16:59:04
   50  10/29/08     2117.10  JEANNINE      10/29/08 16:15:22
   51  10/29/08      355.68  JEANNINE      10/29/08 16:30:26
   52  10/29/08     1117.68  JEANNINE      10/29/08 16:36:17

F3=Exit

```

3. Locate the desired invoice batch, enter *I* (Select) in the selection column next to its batch number, and press <Enter>. The A/P Invoice Posting (Enter) screen appears for the selected invoice batch.

```

AP4100R  ENTER  CDR CUSTOMER CONFERENCE  10/29/08 16:36:56
JEANNINE  A/P INVOICE POSTING  QPADEV0003

Posting date  102908
Control total  1117.68
Bank Code .   CHECK (Used for Automatic EFT Processing Only)

Batch number  52 (blank for new batch)

F3=Exit  F8=Select batch

```

4. If necessary, users can change the following values of the selected invoice batch:
 - **Posting date** - the posting date of the invoice batch.
 - **Control total** - the total amount due for all the invoices of the batch.
 - **Bank Code** - the bank code to designate the bank through which all the payments of the invoices of the batch are processed.

5. Press <Enter>. The A/P Invoice Posting (Add) screen appears for the selected invoice batch.

```

AP4210R  ADD  CDR CUSTOMER CONFERENCE  10/29/08 16:37:06
JEANNINE  A/P INVOICE POSTING  QPADEV0003
Voucher  128  Batch  52  Post date  10/29/08  Control  1117.68
Vendor  Pymt type  Disc avail  Inv total  .00
Inv.  Disc avail  .00
Terms  Rcv Dte  Inv date  Due date
Ref  Pay date  Disc due
Dft cost center  10  Cost Center  Net  .00
Check #  Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details
? Item  Desc (?=spcl items)  Qty  Price  Ext Amt
Cost Center  G/L Account  Discount

.00
.00
.00
.00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.

```

6. Press <F4> (Invoice review). The Invoice Review screen appears with the invoices created by transferring purchase orders to Accounts Payable.

```

AP4120R  DISPLAY  CDR CUSTOMER CONFERENCE          10/29/08 16:37:31
JEANNINE                                INVOICE REVIEW          QPADEV0003

Batch      52 Posting date 10/29/08          1117.68 Control total    1117.68
Disc -->      26.09 Net -->      1091.59 Batch Total      1117.68

Type options, press Enter.
2=Change  3=Copy  4=Delete

? Voucher Invoice      Vendor Name          Invoice amt      Net amt
   124 122899      CON001 CONWOOD CORP.          352.32          352.32
                                   Pay Date 11/04/08
   125 35581      HER001 HERSHEY CHOCOLATE          69.60           69.60
                                   Pay Date 11/04/08
   126 366781     JOH001 JOHN MIDDLETON INC        232.80          224.07
                                   Pay Date 11/03/08
   127 96678      KEE001 KEEBLER COMPANY            462.96          445.60
                                   Pay Date 11/04/08

F3=Exit  F4=Post batch

```

- Locate an invoice for which an EFT payment will be manually processed after posting the invoice batch, enter 2 (Change) in the selection column next to its voucher number, and press <Enter>. The A/P Invoice Posting (Change) screen appears for the invoice.

```

AP4210R  CHANGE  CDR CUSTOMER CONFERENCE          10/29/08 16:38:14
JEANNINE                                A/P INVOICE POSTING      QPADEV0003
Voucher   124 Batch   52 Post date 10/29/08 Control    1117.68
Vendor   CON001 CONWOOD CORP.          Inv total    352.32
Inv.    122899 BIRMINGHAM              AL Pymt type P Disc avail    .00
Terms 11 NET 7 DAYS              Rcv Dte 102908 Inv date 102808 Due date 110408
Ref 000098                          Pay date 110408 Disc due
Dft cost center 10              Cost Center          Net          352.32
                                   Check #            Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details

? Item          Desc (=?=spcl items)      Qty  Price  Ext Amt
              Cost Center  G/L Account              Discount
INVENTORY02  Inventory Holding - Tobacco  1    352.32  352.32
              10              290              Y
                                   .00
                                   .00
                                   .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.

```

- If *M* or *P* appears for the **Pymt type** field, enter *E* for the field.
- Continue making other changes to the invoice as necessary, and press <Enter> when data entry is complete.

```

AP4210R  CHANGE  CDR CUSTOMER CONFERENCE          10/29/08 16:38:14
JEANNINE                                A/P INVOICE POSTING      QPADEV0003
Voucher   124 Batch   52 Post date 10/29/08 Control    1117.68
Vendor   CON001 CONWOOD CORP.          Inv total    352.32
Inv.    122899 BIRMINGHAM              AL Pymt type E Disc avail    .00
Terms 11 NET 7 DAYS              Rcv Dte 102908 Inv date 102808 Due date 110408
Ref 000098                          Pay date 110408 Disc due
Dft cost center 10              Cost Center          Net          352.32
                                   Check #            Auto. Post EFT's

Type options, press Enter.
4=Delete  5=PO Details

? Item          Desc (=?=spcl items)      Qty  Price  Ext Amt
              Cost Center  G/L Account              Discount
INVENTORY02  Inventory Holding - Tobacco  1    352.32  352.32
              10              290              Y
                                   .00
                                   .00
                                   .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.
CONFIRM: Y (Y/N)

```

10. Press <Enter> when prompted to confirm. The Invoice Review screen appears.

```

AP4120R  DISPLAY  CDR CUSTOMER CONFERENCE          10/29/08 16:39:1
JEANNINE                                INVOICE REVIEW          QPADEV0003

Batch      52 Posting date 10/29/08          1117.68 Control total      1117.68
Disc -->      26.09 Net -->          1091.59 Batch Total      1117.68

Type options, press Enter.
2=Change  3=Copy  4=Delete

? Voucher Invoice      Vendor Name          Invoice amt      Net amt
   124 122899      CON001 CONWOOD CORP.          352.32          352.32
                                     Pay Date 11/04/08
   125 35581      HER001 HERSHEY CHOCOLATE          69.60          69.60
                                     Pay Date 11/04/08
   126 366781     JOH001 JOHN MIDDLETON INC        232.80          224.07
                                     Pay Date 11/03/08
   127 96678      KEE001 KEEBLER COMPANY           462.96          445.60
                                     Pay Date 11/04/08

F3=Exit   F4=Post batch

```

11. If necessary, users can repeat the previous instructions to designate that EFT payments for other invoices will be manually processed at some time after the batch is posted.

12. When all the necessary changes are made to the invoices of the batch, press <F4> (Post Batch), and press <F3> (Exit) when the A/P Invoice Posting screen appears. The Accounts Payable screen appears.

The following reports are printed when an invoice batch is posted. Refer to Automatically Posting EFT Payments above for examples of these reports.

- Invoice Entry Edit List (optional)
- A/P Invoice Transaction Register
- A/P-G/L Trans Register - It is strongly recommended that users retain this report for future reference when data entry errors occur. Refer to Posting An Invoice Batch for additional information about this report.

```

User: JEANNINE          Menu: APCV1          Date: 10/29/0

===== > A C C O U N T S   P A Y A B L E <=====
=====
||||||| 1. Invoice Entry/Update          11. Void Check Entry (Blanks
THE    || 2. Debit/Credit Maint.
DAC    || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
        6. Print Checks
        7. Select Default Company
        8. Edit Voucher Pay Date
        9. Receive Remote Invoices
       10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.          21. A/P Report Menu
22. General Ledger   23. A/P Closing Menu          90. Sign Off
=====
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==>

```

13. Select option 5 (Process EFT Payments) from the Accounts Payable screen. The A/P Payment EFT Prompt screen appears.

```

ARA9PVR  ENTER  CDR CUSTOMER CONFERENCE  10/29/08 16:52:23
                    A/P Payment EFT Prompt

Bank . . . . . CHECK
Selection Date . .
Vendor . . . . . (blank for all Vendors)

Register Outq *JOB      Copies  1  Hold  N (Y-Hold, N-Release)
F3=Exit

```

14. Enter data for the following fields:
 - **Bank** - the bank code to designate the bank through which the EFT payments are processed.
 - **Selection Date** - the date designating when the EFT payments are processed. This date is used for posting the EFT payment transactions to General Ledger.
 - Optional: **Vendor** - a vendor code to designate a single vendor to be payed. If necessary, enter ? and press <Enter> to select a vendor code from the Vendor Select screen.

15. Press <Enter>.

```

ARA9PVR  ENTER  CDR CUSTOMER CONFERENCE  10/29/08 16:53:33
                    A/P Payment EFT Prompt

Bank . . . . . CHECK
Selection Date . . 110108
Vendor . . . . . (blank for all Vendors)

Register Outq *JOB      Copies  1  Hold  N (Y-Hold, N-Release)
F3=Exit
                    CONFIRM: N (Y/N)

```

16. Enter Y (yes) for the **Confirm** field. The A/P Inv Hdr EFT Pmt Sel screen appears.

```

ARBBD FR   DISPLAY CDR CUSTOMER CONFERENCE      10/29/08 17:00:37
JEANNINE   A/P Inv Hdr EFT Pmt Sel             QPADEV0003
Vendor Voucher
Bank CHECK Last check 55029 Check date 11/01/08

Type options, press Enter.
1=Select for payment 5=Inquiry 8=Payment details

? Check Vendor Voucher Reference                Remain due      Payment
0 CON001    124 000098                          352.32          352.32
0 CON001    116 000090                          352.32          352.32
0 KEE001    127 000101                          462.96          462.96
0 LIG001    107 000081                          845.40          845.40
0 RJR100    109 000083                          2849.70         2849.70
0 RJR100    115 000089                          2849.70         2849.70

F3=Exit

```

17. If necessary, enter a vendor code for the **Vendor** field, press <Field Exit>, enter a voucher number for the **Voucher** field, press <Field Exit>, and press <Enter> to locate the EFT payments for processing.
18. To make a partial payment or change the cash discount amount, locate the desired payment (use <Page Down> if necessary), and enter 8 (Payment details) in the selection column next to its vendor code.

```

ARBBD FR   DISPLAY CDR CUSTOMER CONFERENCE      10/30/08 8:23:25
JEANNINE   A/P Inv Hdr EFT Pmt Sel             QPADEV0003
Vendor Voucher
Bank CHECK Last check 55029 Check date 11/01/08

Type options, press Enter.
1=Select for payment 5=Inquiry 8=Payment details

? Check Vendor Voucher Reference                Remain due      Payment
8 0 CON001    124 000098                          352.32          352.32
0 CON001    116 000090                          352.32          352.32
0 KEE001    127 000101                          462.96          462.96
0 LIG001    107 000081                          845.40          845.40
0 RJR100    109 000083                          2849.70         2849.70
0 RJR100    115 000089                          2849.70         2849.70

F3=Exit

```

Press <Enter>. The Payment Detail Maintenance screen appears.

```

AP4400R   CHANGE CDR CUSTOMER CONFERENCE      10/30/08 8:24:05
JEANNINE   PAYMENT DETAIL MAINTENANCE         QPADEV0003

Voucher    124                               Invoice payment   352.32
Vendor     CON001 CONWOOD CORP.                     Total payments  352.32
Terms      11                               Total discounts  .00
Reference  000098                               Net Amount      352.32

Item        Description                               Payment  Discount
INVENTORY02 Inventory Holding - Tobacco                352.32

F3=Exit

```

Enter data for the following fields as necessary, and press <Enter> when complete:

- **Payment** - the amount of a partial payment.
- Optional: **Discount** - enter (or delete) the amount of the cash discount for which the distributor qualifies. Refer to Working With Company A/P Options for information about the **Allow discount override** field which designates if the value of the **Discount** field can be changed when processing payments.

AP4400R	CHANGE	CDR CUSTOMER CONFERENCE	10/30/08	8:27:39
JEANNINE		PAYMENT DETAIL MAINTENANCE	QPADEV0003	
Voucher	124		Invoice payment	352.32
Vendor	CON001	CONWOOD CORP.	Total payments	352.32
Terms	11		Total discounts	7.05
Reference	000098		Net Amount	345.27
Item	Description	Payment	Discount	
INVENTORY02	Inventory Holding - Tobacco	352.32	7.05	

F3=Exit

Press <F3> (Exit) when changes are completed. The A/P Inv Hdr EFT Pmt Sel screen appears.

ARBDFR	DISPLAY	CDR CUSTOMER CONFERENCE	10/30/08	8:35:52	
JEANNINE		A/P Inv Hdr EFT Pmt Sel	QPADEV0003		
	Vendor Voucher				
	Bank CHECK	Last check	55029	Check date 11/01/08	
Type options, press Enter.					
1=Select for payment 5=Inquiry 8=Payment details					
?	Check	Vendor Voucher	Reference	Remain due	Payment
8	0	CON001	124 000098	352.32	352.32
	0	CON001	116 000090	352.32	352.32
	0	KEE001	127 000101	462.96	462.96
	0	LIG001	107 000081	845.40	845.40
	0	RJR100	109 000083	2849.70	2849.70
	0	RJR100	115 000089	2849.70	2849.70

F3=Exit

19. To process the desired EFT payments, enter *1* (Select for payment) in the selection column next to each, and press <Enter>.

```

ARBBDFFR  DISPLAY  CDR CUSTOMER CONFERENCE  10/30/08  8:57:44
JEANNINE  A/P Inv Hdr EFT Pmt Sel  QPADEV0003

Vendor Voucher
Bank CHECK  Last check  55029 Check date 11/01/08

Type options, press Enter.
1=Select for payment  5=Inquiry  8=Payment details

?  Check Vendor Voucher Reference  Remain due  Payment
1  999990 CON001  124 000098  352.32  352.32
   0 CON001  116 000090  352.32  352.32
1  999991 KEE001  127 000101  462.96  462.96
1  999992 LIG001  107 000081  845.40  845.40
1  999993 RJR100  109 000083  2849.70  2849.70
   0 RJR100  115 000089  2849.70  2849.70

F3=Exit

CONFIRM: N (Y/N)

```

20. Enter *Y* (yes) for the **Confirm** field. The A/P Payment EFT Prompt screen appears, and the following reports (see examples below) are printed:
- A/P EFT Check Register
 - A/P Pay-G/L Trans Reg - It is strongly recommended that users retain this posting control report for future reference.

```

ARA9PVR  ENTER  CDR CUSTOMER CONFERENCE  10/30/08  16:33:50
A/P Payment EFT Prompt

Bank . . . . .
Selection Date . .
Vendor . . . . . (blank for all Vendors)

Register Outq *JOB  Copies  1  Hold  N (Y-Hold, N-Release)

F3=Exit

```

21. Press <F3> to exit. The Accounts Payable screen appears.

A/P EFT Check Register

CDR CUSTOMER CONFERENCE		A/P EFT Check Register		JEANNINE	AREOPFR	10/30/08	8:58:09	Page	1
Batch 13									
Check	Date	Vendor	Name	Gross Amount	Disc. Amt	Net Amt.	Jrnl no		
999990	11/01/08	CON001	CONWOOD CORP.	352.32	7.05	345.27	805		
Voucher	Invoice#	Received	Invoice						
		Date	Date						
124	122899	10/29/08	10/28/08						
10	290	352.32	Inventory Holding						
Total for check 999990				352.32	7.05	345.27			
999991	11/01/08	KEE001	KEEBLER COMPANY	462.96	17.36	445.60	805		
Voucher	Invoice#	Received	Invoice						
		Date	Date						
127	96678	10/29/08	10/28/08						
10	290	462.96	Inventory Holding						
Total for check 999991				462.96	17.36	445.60			
999992	11/01/08	LIG001	LIGGETT & MEYERS TOBACCO	845.40	16.91	828.49	805		
Voucher	Invoice#	Received	Invoice						
		Date	Date						
107	3353	10/24/08	10/22/08						
10	290	845.40	Inventory Holding						
Total for check 999992				845.40	16.91	828.49			
999993	11/01/08	RJR100	R.J. REYNOLDS TOBACCO INC.	2849.70	56.99	2792.71	805		
Voucher	Invoice#	Received	Invoice						
		Date	Date						
109	6887	10/24/08	10/23/08						
10	290	2849.70	Inventory Holding						
Total for check 999993				2849.70	56.99	2792.71			
Total for batch 13				4510.38	98.31	4412.07			
** END OF REPORT **									

A/P Pay-G/L Trans Reg

Creative Data Research, Inc.		A/P Pay-G/L Trans Reg		JEANNINE	ARAZPFR	10/30/08	8:58:10	Page	1
Journal Entry Number 805 Posting Date 11/01/08									
Trans Date	Description	Amount	Cost Center	G/L account					
11/01/08	CONWOOD CORP. 13	345.27CR	1000000	1000000000000					
11/01/08	KEEBLER COMPANY 13	445.60CR	1000000	1000000000000					
11/01/08	LIGGETT & MEYERS TOBACCO	828.49CR	1000000	1000000000000					
11/01/08	R.J. REYNOLDS TOBACCO INC	2792.71CR	1000000	1000000000000					
G/L account	1000000000000	4412.07CR							
11/01/08	A/P Check batch 13	4510.38	1000000	2000000000000					
G/L account	2000000000000	4510.38							
11/01/08	CONWOOD CORP. 13	7.05CR	1000000	6200000000000					
11/01/08	KEEBLER COMPANY 13	17.36CR	1000000	6200000000000					
11/01/08	LIGGETT & MEYERS TOBACCO	16.91CR	1000000	6200000000000					
11/01/08	R.J. REYNOLDS TOBACCO INC	56.99CR	1000000	6200000000000					
G/L account	6200000000000	98.31CR							
Final Totals for Jrnl # 805		.00							
** END OF REPORT **									

It is strongly recommended that users retain the A/P Pay-G/L Trans Reg posting control report for future reference.

Processing EFT Payments After Invoices Are Posted

The instructions below describe how to edit a posted invoice to be paid with an EFT payment, and process the EFT payment immediately or at some later time. If the invoice's voucher currently exists in a payment batch, the user must delete it from the batch before proceeding. Refer to Adding A Payment Batch for information about deleting a voucher from a payment batch.

```
User: JEANNINE           Menu: APCV1           Date: 11/24/08
===== > A C C O U N T S   P A Y A B L E < =====
||||||| 1. Invoice Entry/Update           11. Void Check Entry (Blanks)
THE    || 2. Debit/Credit Maint.
DAC    || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
        6. Print Checks
        7. Select Default Company
        8. Edit Voucher Pay Date
        9. Receive Remote Invoices
       10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry           20. A/P File Maint.           21. A/P Report Menu
22. General Ledger       23. A/P Closing Menu           90. Sign Off
=====
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==>
```

1. Select option 8 (Edit Voucher Pay Date) from the Accounts Payable screen. The Invoice Pay Date Maintenance Prompt Screen screen appears.

```
ARBTE1R  CHANGE  CDR CUSTOMER CONFERENCE  11/24/08 11:27:17
JEANNINE  Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number .
Voucher Type (R) . R

F3=Exit  F9=New  F10=Actions
```

2. Enter the invoice's voucher number for the **Voucher Number** field, enter *R* for the **Voucher Type** field, and press <Enter>. The Invoice Pay Date Maintenance screen appears, unless one of the following messages is displayed:
 - *Voucher is Pending in a Payment Batch - Cannot be Selected!*
If necessary, refer to Adding A Payment Batch for information about deleting the invoice's voucher from the payment batch.
 - *Voucher has not been posted* appears if the invoice is not yet posted.
 - *Voucher Already Paid.*

```

ARBTE1R  CHANGE  CDR CUSTOMER CONFERENCE      11/24/08 11:36:48
JEANNINE                               Invoice Pay Date Maintenance  QPADEV0003

Voucher nbr . . . . . :      116
Vendor . . . . . :      CON001 CONWOOD CORP.
Voucher Status . . . . . :      A
Voucher Post Date . . . . . :      10/29/08
Voucher Disc Due Date . . . . . :
Invoice Total . . . . . :              352.32
Remaining Amount Due . . . . . :      352.32
Due Date . . . . . :      110508
Pay Date . . . . . :      110508
Payment Type . . . . . :      E
(Payment Type Codes:  P-Regular Invoice  M-Manual Invoice  E-EFT Invoice)
Voucher Reference . . . . . :      000090
Rcv Date . . . . . :      102908
Vendor's Invoice Number . . . . . :      355971

F3=Exit  F12=Cancel  Enter=Update

```

3. If *P* or *M* appears for the the **Payment Type** field, enter *E* for the field.
4. Enter new values for the following fields as necessary:
 - **Due Date** - the date by which the vendor must receive payment before the invoice is considered past due.
 - **Pay Date** - the date by which the distributor intends to pay the vendor.
 - **Voucher Reference** - the text printed on the check stub if a system-generated check is printed by the user. When purchase orders are transferred to Accounts Payable from DAC Purchasing, PO numbers appear in the **Voucher Reference** field.
 - **Rcv Date** - the date on which the order was received from the vendor.
 - **Vendor's Invoice Number** - the vendor's invoice number.
5. Press <Enter> when data entry is complete.

```

ARBTE1R  CHANGE  CDR CUSTOMER CONFERENCE      11/24/08 13:51:48
JEANNINE                               Invoice Pay Date Maintenance  QPADEV0003

Voucher nbr . . . . . :      116
Vendor . . . . . :      CON001 CONWOOD CORP.
Voucher Status . . . . . :      A
Voucher Post Date . . . . . :      10/29/08
Voucher Disc Due Date . . . . . :
Invoice Total . . . . . :              352.32
Remaining Amount Due . . . . . :      352.32
Due Date . . . . . :      110508
Pay Date . . . . . :      110508
Payment Type . . . . . :      E
(Payment Type Codes:  P-Regular Invoice  M-Manual Invoice  E-EFT Invoice)
Voucher Reference . . . . . :      000090
Rcv Date . . . . . :      102908
Vendor's Invoice Number . . . . . :      355971

F3=Exit  F12=Cancel  Enter=Update

CONFIRM: Y (Y/N)

```

6. Press <Enter> when prompted to confirm. The Invoice Pay Date Maintenance Prompt Screen screen appears with the *Record changed* message.
7. If necessary, users can repeat the previous instructions to designate that EFT payments are made for other posted invoices, or press <F3> (Exit). The Accounts Payable screen appears.

Users may continue with the following steps to process the EFT payment immediately or at some later time.

```

User: JEANNINE           Menu: APCV1           Date: 11/24/08

===== > A C C O U N T S   P A Y A B L E <=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE    || 2. Debit/Credit Maint.
DAC    || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
        6. Print Checks
        7. Select Default Company
        8. Edit Voucher Pay Date
        9. Receive Remote Invoices
        10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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==>

```

8. Select option 5 (Process EFT Payments) from the Accounts Payable screen. The A/P Payment EFT Prompt screen appears.

```

ARA9PVR  ENTER  CDR CUSTOMER CONFERENCE      11/24/08 14:10:25
                A/P Payment EFT Prompt

Bank . . . . . CHECK
Selection Date . .
Vendor . . . . . (blank for all Vendors)

Register Outq *JOB      Copies 1 Hold N (Y-Hold, N-Release)
F3=Exit

```

9. Enter data for the following fields:
- **Bank** - the bank code to designate the bank through which the EFT payments are processed.
 - **Selection Date** - the date designating when the EFT payments are processed. This date is used for posting the EFT payment transactions to General Ledger.
 - Optional: **Vendor** - a vendor code to designate a single vendor to be paid. If necessary, enter ? and press <Enter> to select a vendor code from the Vendor Select screen.

10. Press <Enter>.

```

ARA9PVR  ENTER  CDR CUSTOMER CONFERENCE  11/24/08 15:20:45
                                     A/P Payment EFT Prompt
Bank . . . . . CHECK
Selection Date . . 112408
Vendor . . . . . (blank for all Vendors)

Register Outq *JOB      Copies  1  Hold N (Y-Hold, N-Release)
F3=Exit
                                     CONFIRM: N (Y/N)

```

11. Enter *Y* (yes) for the **Confirm** field. The A/P Inv Hdr EFT Pmt Sel screen appears.

```

ARBBDFR  DISPLAY  CDR CUSTOMER CONFERENCE  11/24/08 15:21:02
JEANNINE  A/P Inv Hdr EFT Pmt Sel  QPADEV0003
Vendor Voucher
Bank CHECK  Last check  55034 Check date 11/24/08

Type options, press Enter.
1=Select for payment  5=Inquiry  8=Payment details

?  Check Vendor Voucher Reference          Remain due      Payment
   0 BIC001  123 000097                    355.68          355.68
   0 CON001  116 000090                    352.32          352.32
   0 LIG001  107 000081                    845.40          845.40
   0 RJR100  147 000087                    1849.70         1849.70
   0 RJR100  115 000089                    2849.70         2849.70

F3=Exit

```

12. If necessary, enter a vendor code for the **Vendor** field, press <Field Exit>, enter a voucher number for the **Voucher** field, press <Field Exit>, and press <Enter> to locate the EFT payments for processing.

13. To make a partial payment or change the cash discount amount, locate the desired payment (use <Page Down> if necessary), and enter 8 (Payment details) in the selection column next to its vendor code.

```

ARBBDFR  DISPLAY  CDR CUSTOMER CONFERENCE  11/24/08 15:21:02
JEANNINE  A/P Inv Hdr EFT Pmt Sel  QPADEV0003
Vendor Voucher
Bank CHECK  Last check  55034 Check date 11/24/08

Type options, press Enter.
1=Select for payment  5=Inquiry  8=Payment details

?  Check Vendor Voucher Reference          Remain due      Payment
   0 BIC001  123 000097                    355.68          355.68
  8  0 CON001  116 000090                    352.32          352.32
   0 LIG001  107 000081                    845.40          845.40
   0 RJR100  147 000087                    1849.70         1849.70
   0 RJR100  115 000089                    2849.70         2849.70

F3=Exit

```

Press <Enter>. The Payment Detail Maintenance screen appears.

AP4400R CHANGE CDR CUSTOMER CONFERENCE		11/24/08 15:35:06	
JEANNINE PAYMENT DETAIL MAINTENANCE		QPADEV0003	
Voucher	116	Invoice payment	352.32
Vendor	CON001 CONWOOD CORP.	Total payments	352.32
Terms	11	Total discounts	.00
Reference	000090	Net Amount	352.32
Item	Description	Payment	Discount
INVENTORY02	Inventory Holding - Tobacco	352.32	
F3=Exit			

Enter data for the following fields as necessary, and press <Enter> when complete:

- **Payment** - the amount of a partial payment.
- Optional: **Discount** - enter (or delete) the amount of the cash discount for which the distributor qualifies. Refer to Working With Company A/P Options for information about the **Allow discount override** field which designates if the value of the **Discount** field can be changed when processing payments.

AP4400R CHANGE CDR CUSTOMER CONFERENCE		11/24/08 15:35:06	
JEANNINE PAYMENT DETAIL MAINTENANCE		QPADEV0003	
Voucher	116	Invoice payment	352.32
Vendor	CON001 CONWOOD CORP.	Total payments	352.32
Terms	11	Total discounts	.00
Reference	000090	Net Amount	352.32
Item	Description	Payment	Discount
INVENTORY02	Inventory Holding - Tobacco	264.24	
F3=Exit			

Press <Enter> and press <F3> (Exit) when changes are completed, or press <F3> to exit without making changes. The A/P Inv Hdr EFT Pmt Sel screen appears.

```

ARBBD FR   DISPLAY  CDR CUSTOMER CONFERENCE      11/24/08 15:37:13
JEANNINE   A/P Inv Hdr EFT Pmt Sel              QPADEV0003
Vendor Voucher
Bank CHECK  Last check  55034 Check date 11/24/08

Type options, press Enter.
1=Select for payment  5=Inquiry  8=Payment details

?  Check Vendor Voucher Reference              Remain due      Payment
   0 BIC001    123 000097                      355.68          355.68
   0 CON001    116 000090                      352.32          352.32
   0 LIG001    107 000081                      845.40          845.40
   0 RJR100    147 000087                      1849.70         1849.70
   0 RJR100    115 000089                      2849.70         2849.70

F3=Exit

```

14. To process the desired EFT payments, enter *1* (Select for payment) in the selection column next to each, and press <Enter>.

```

ARBBD FR   DISPLAY  CDR CUSTOMER CONFERENCE      11/24/08 15:38:28
JEANNINE   A/P Inv Hdr EFT Pmt Sel              QPADEV0003
Vendor Voucher
Bank CHECK  Last check  55034 Check date 11/24/08

Type options, press Enter.
1=Select for payment  5=Inquiry  8=Payment details

?  Check Vendor Voucher Reference              Remain due      Payment
   0 BIC001    123 000097                      355.68          355.68
  1 999990 CON001 116 000090                      352.32          352.32
   0 LIG001    107 000081                      845.40          845.40
   0 RJR100    147 000087                      1849.70         1849.70
   0 RJR100    115 000089                      2849.70         2849.70

F3=Exit
CONFIRM: N (Y/N)

```

15. Enter *Y* (yes) for the **Confirm** field. The A/P Payment EFT Prompt screen appears, and the following reports are printed:

- A/P EFT Check Register
- A/P Pay-G/L Trans Reg - It is strongly recommended that users retain this posting control report for future reference.

```

ARA9PVR   ENTER   CDR CUSTOMER CONFERENCE      11/24/08 15:38:49
A/P Payment EFT Prompt

Bank . . . . .
Selection Date . .
Vendor . . . . .      (blank for all Vendors)

Register Outq *JOB      Copies  1  Hold N (Y-Hold, N-Release)

F3=Exit

```

16. Press <F3> to exit. The Accounts Payable screen appears.

Working With Accounts Payable Inquiry

The A/P Inquiry application (option 19 of the Accounts Payable screen) is used to display information about the following:

- Invoice Vouchers
- Vendor Records
- Company Records
- User Profile Records
- Company A/P and G/L Options
- Period Date Records
- Calendar Records
- Period Status Records
- Bank Records
- Terms Records
- A/P Item Records

```
User: JEANNINE           Menu: APCV1           Date: 8/25/11

=====> A C C O U N T S P A Y A B L E <=====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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==>
```

Select option 19 (A/P Inquiry) from the Accounts Payable screen. The A/P Inquiry screen appears.

```
User: JEANNINE           Menu: APCV1IQ          Date: 8/25/11

=====> A / P   I N Q U I R Y <=====
=====
||||||| 1. Vendor Alpha Inquiry      10. Bank
THE  || 2. Vendor Account Inquiry     11. Items
DAC  || 3. Company                   12. Special Items
SYSTEM || 4. Entity                   13. Terms
||||||| 5. User Profile               14. Voucher Inquiry
      6. Period Status                 15. Vendor Account Inquiry Hist.
      7. Period Dates                  16. A/P Check Inquiry
      8. Calendar                       17. Vendor Acct. Inq. (All Comp)
      9. Vendor
                M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.      21. A/P Reports
22. General Ledger     23. Dac Main Menu       90. Sign Off
=====
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==>
```

```

User: JEANNINE           Menu: APCV1FM           Date: 8/25/11

===== > A / P   F I L E   M A I N T E N A N C E <=====
=====
||||||| 1. Vendor              10. Entity
THE  || 2. Bank                11. User Profile
DAC  || 3. Item                12. Period Dates
SYSTEM || 4. Special Item      13. Recalculate Vendor Data
||||||| 5. Terms              14. Rebate Payable Interface
        6. Select Alternative Company
        7. Company
        8. Company G/L One Time Maint.
        9. Company A/P One Time Maint.
        16. A/P Options
        17. Refresh Vendors From Dac
        18. Change A/P Bank Code
        M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry          21. A/P Reports
22. General Ledger    23. Dac Main Menu       90. Sign Off
=====
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===>

```

If using the A/P File Maintenance application, select option 20 (A/P Inquiry) from the A/P File Maintenance screen.

```

User: JEANNINE           Menu: APCV1IQ           Date: 8/25/11

===== > A / P   I N Q U I R Y <=====
=====
||||||| 1. Vendor Alpha Inquiry  10. Bank
THE  || 2. Vendor Account Inquiry 11. Items
DAC  || 3. Company              12. Special Items
SYSTEM || 4. Entity              13. Terms
||||||| 5. User Profile          14. Voucher Inquiry
        6. Period Status          15. Vendor Account Inquiry Hist.
        7. Period Dates          16. A/P Check Inquiry
        8. Calendar              17. Vendor Acct. Inq. (All Comp)
        9. Vendor
        M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.      21. A/P Reports
22. General Ledger    23. Dac Main Menu       90. Sign Off
=====
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===>

```

Note: The Entity application (option 4 of the A/P Inquiry screen) and Special Items application (option 12 of the A/P Inquiry screen) are no longer used due to system upgrades.

For quick reference, see Working With A/P Inquiry of the Accounts Payable Quick Reference Guide.

Working With Invoice Voucher Inquiry

The Invoice Voucher Inquiry application is used to display detailed information about individual vendor invoices and payments, as illustrated below. Note: Credit memos are handled by the A/P System in the same manner as invoices; therefore, references to “invoices” below also refer to credit memos.

Item	Description		Qty	Price	Ext amt
INVENTORY01	Purchases -	Cigarettes	1	320.00	300.00
10	800		Y		20.00-

Refer to Displaying Invoice Detail for information about the A/P Invoice Inquiry screen above.

Pmt#	Check date	Check	Payment amt	Discount amt	Type	Status
1	5/12/00	120208	300.00	30.00	P	C

Refer to Displaying Payment Detail for information about the Invoice/Payment Inquiry screen above.

Displaying Invoice Detail

The A/P Invoice Inquiry screen is used to review the details of vendor invoices contained in the A/P current files. Refer to Working With Company A/P Options for information about the **Days to hold closed A/P** field which determines how long invoice records remain in the A/P current files.

The instructions below describe using option 14 (Voucher Inquiry) of the A/P Inquiry screen to access the A/P Invoice Inquiry screen. Option 2 (Vendor Account Inquiry) can also be used to review invoice details. Refer to Working With Vendor Account Inquiry for additional information.

```

User: JTIPPIN                Menu: APCVLIQ                Date: 4/28/00

===== > A / P   I N Q U I R Y   <=====
=====
||||| 1. Vendor Alpha Inquiry      10. Bank
THE   || 2. Vendor Account Inquiry  11. Items
DAC CVL|| 3. Company                  12. Special Items
SYSTEM || 4. Entity                  13. Terms
||||| 5. User Profile              14. Voucher Inquiry
      6. Period Status              15. Vendor Account Inquiry Hist.
      7. Period Dates
      8. Calendar
      9. Vendor

                M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.    21. A/P Reports
22. General Ledger     23. Dac Main Menu     90. Sign Off
=====
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===>

```

1. Select option 14 (Voucher Inquiry) from the A/P Inquiry screen. The Invoice Voucher Inquiry screen appears with a list of all the vouchers contained in the A/P current files.

```

ARAODFR  DISPLAY  Creative Data Research      4/28/00 15:22:05
JTIPPIN   Invoice Voucher Inquiry           QPADEV000F
Voucher Company Voucher Vendor Status Transaction Vendor
              Type Invoice#      Date      Number

5=Voucher Detail  8=Invoice Detail  P=Payment Detail

Voucher Name                               Invoice Invoice
                                                Amount
2000145 R.J. REYNOLDS TOBACCO COMPANY A213699CR 59.20CR
2000148 R.J. REYNOLDS TOBACCO COMPANY A245011 445.00
2000149 A-1 WHOLESALE                  CD125 20.00CR
2000150 ETON CHOCOLATES                8965123L 20.00
2000151 SOLO CUP COMPANY                623147 100.50
2000152 R.J. REYNOLDS TOBACCO COMPANY 2000152188 200.00
2000153 HERSHEY FOODS CORPORATION A32356 500.00
2000154 HERSHEY FOODS CORPORATION A12154 275.00
2000155 R.J. REYNOLDS TOBACCO COMPANY A3456 1221.00
2000156 AMERICAN CANDY COMPANY 40011 305.00
2000157 KRAFT FOOD SERVICE 123099 3.99 +

F3=Exit

```

Values appear for each voucher listed on the Invoice Voucher Inquiry screen under the following headings:

- *Voucher* - the voucher number which was automatically generated when the invoice was added.
- *Name* - the name of the vendor.
- *Invoice* - the vendor's invoice number.
- *Invoice Amount* - the total payment due for the invoice. This amount does not include any cash discounts, but does include the amount of any adjustment

entered for the invoice. If *CR* is appended to the value, it designates the amount of a credit memo.

2. Use <Page Down>, or the following fields at the top of the screen to locate the desired invoice:
 - **Voucher** - enter the voucher number of the desired invoice and press <Enter>. The desired voucher is displayed, or the *No data to display* message appears.
 - **Company** - enter the company code corresponding to the desired invoice and press <Enter> to limit the list to vouchers of the designated company.
 - **Voucher Type** - this field is not currently used.
 - **Vendor Invoice#** - enter the vendor's invoice number and press <Enter>. The desired voucher is displayed, or the *No data to display* message appears.
 - **Status** - this field is not currently used.
 - **Transaction Date** - enter the date of the vendor's invoice and press <Enter> to limit the list to vouchers of all the invoices added with the designated invoice date.
 - **Vendor Number** - enter a vendor code and press <Enter> to limit the list to invoices of the designated vendor.

```

ARAODFR   DISPLAY   Creative Data Research           4/28/00 15:26:49
JTIPPIN                               Invoice Voucher Inquiry       QPADEV000F
Voucher Company  Voucher  Vendor      Status  Transaction  Vendor
                  Type      Invoice#      Date      Date          Number
                                 11500

5=Voucher Detail  8=Invoice Detail  P=Payment Detail

Voucher Name                               Invoice  Invoice
                                           Amount
2000082 ADAMS & BROOKS, INC.                852      1000.00
2000205 RJ REYNOLDS TOBACCO                 123000   3942.00
2000206 R.J. REYNOLDS TOBACCO COMPANY      12301     429.00
    
```

+

F3=Exit

3. Enter 8 (Invoice Detail) in the selection column next to the desired invoice's voucher number.

```

ARAODFR   DISPLAY   Creative Data Research           4/28/00 15:43:41
JTIPPIN                               Invoice Voucher Inquiry       QPADEV000F
Voucher Company  Voucher  Vendor      Status  Transaction  Vendor
                  Type      Invoice#      Date      Date          Number
                                 11500

5=Voucher Detail  8=Invoice Detail  P=Payment Detail

Voucher Name                               Invoice  Invoice
                                           Amount
2000082 ADAMS & BROOKS, INC.                852      1000.00
2000205 RJ REYNOLDS TOBACCO                 123000   3942.00
8 2000206 R.J. REYNOLDS TOBACCO COMPANY      12301     429.00
    
```

+

F3=Exit

4. Press <Enter>. The A/P Invoice Inquiry screen appears.

Item	Cost Center	Description	G/L Account #	Disc	Qty	Price	Ext amt	Adj amt
INVENTORY01	10	Purchases - Cigarettes	800	Y	1	261.00	261.00	
INVENTORY04	10	Purchases - Candy/Gum	820	Y	1	168.00	168.00	

The following values appear at the top of the A/P Invoice Inquiry screen:

- **Voucher** - the voucher number which was automatically generated when the invoice was added.
- **Batch** - the invoice batch number which automatically generated when the invoice was added.
- **Vendor** - the vendor code designating the vendor from whom the invoice was received.
- **Invoice** - the vendor's invoice number.
- **Terms** - the payment terms.
- **Ref** - the reference text print on the check stub if a system-generated check is printed by the user. When POs are transferred to A/P, purchase order numbers are entered for the **Ref** field in the invoices that are created.
- **Inv total** - the total payment due for the invoice. This amount does not include any cash discounts, but does include the amount of any adjustment entered for the invoice. A negative amount appears for the **Inv total** field for a credit memo.
- **Disc avail** - the total of the cash discounts for which the distributor qualifies.
- **Pymt type** - one of three values appears for this field to designate the method used to pay the vendor: *P* designates a system-generated check is printed; *M* (manual check) designates a check is manually written; and *E* (EFT) designates an electronic funds transfer is made.
- **Post date** - the posting date of the invoice.
- **Inv date** - the date of the vendor's invoice.
- **Due date** - the date by which the vendor must receive payment before the invoice is considered past due.
- **Pay date** - the date by which the distributor intends to pay the vendor.
- **Disc due** - the date by which the vendor must receive payment for the distributor to qualify for a cash discount.

Refer to Working With Vendor Invoices for additional information about the fields described above.

Item	Cost Center	Description	G/L Account #	Disc	Qty	Price	Ext amt
INVENTORY01	10	Purchases - Cigarettes	800	Y	1	261.00	261.00
INVENTORY04	10	Purchases - Candy/Gum	820	Y	1	168.00	168.00

The following values are displayed for every item of the invoice:

- **Item** - the A/P item code of the item.
- **Description** - the description of the item.
- **Cost Center** - the cost center number which is used when posting the invoice. Note: The **Cost Center** field name will be different if another value is entered for the **Cost cntr hdr** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.
- **G/L Account #** - the General Ledger account number used when posting the invoice. Note: The **G/L Account #** field name will be different if another value is entered for the **Account header** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.
- **Disc** - *Y* (yes) appears if the distributor qualifies for a cash discount for the item.
- **Qty** - the quantity of the item. A positive amount appears for the **Qty** field for both invoices and credit memos.
- **Price** - the item's base (or net) cost. A positive amount appears for the **Price** field for both invoices and credit memos.
- **Adj amt** - the amount of an adjustment that was entered for the invoice. Refer to Adjusting A Posted Invoice for additional information, and an example of the A/P Invoice Inquiry screen with a value appearing for the **Adj amt** field.
- **Ext amt** - the vendor's selling price for the total quantity of each A/P item. This amount does not include any cash discounts, but does include the amount of any adjustment entered for the invoice. A negative amount appears for the **Ext amt** field for a credit memo.

Refer to Working With Vendor Invoices for additional information about the fields described above.

5. Press <F3> to exit. The Invoice Voucher Inquiry screen appears.

Creative Data Research						4/28/00 15:44:36
Invoice Voucher Inquiry					QPADEV000F	
Voucher	Company	Voucher	Vendor	Status	Transaction	Vendor
Type		Type	Invoice#		Date	Number
					11500	
5=Voucher Detail 8=Invoice Detail P=Payment Detail						
Voucher Name			Invoice	Invoice Amount		
2000082	ADAMS & BROOKS, INC.		852	1000.00		
2000205	R.J. REYNOLDS TOBACCO		123000	3942.00		
2000206	R.J. REYNOLDS TOBACCO COMPANY		12301	429.00		
						+
F3=Exit						

Refer to *Displaying Payment Detail* for information about using *P=Payment Detail* to review the payment details of vendor invoices contained in the A/P current files.

6. Press <F3> to exit. The A/P Inquiry screen appears.

Displaying Payment Detail

The Invoice/Payment Inquiry screen is used to review the payment details of vendor invoices contained in the A/P current files. Refer to Working With Company A/P Options for information about the **Days to hold closed A/P** field which determines how long invoice records remain in the A/P current files.

The instructions below describe using option 14 (Voucher Inquiry) of the A/P Inquiry screen to access the Invoice/Payment Inquiry screen. Option 2 (Vendor Account Inquiry) can also be used to review payment details. Refer to Working With Vendor Account Inquiry for additional information.

```

User: JTIPPIN           Menu: APCVIQ           Date: 5/19/00

===== > A / P   I N Q U I R Y   <=====
=====
||||| 1. Vendor Alpha Inquiry      10. Bank
THE   || 2. Vendor Account Inquiry  11. Items
DAC CV1|| 3. Company                    12. Special Items
SYSTEM || 4. Entity                    13. Terms
||||| 5. User Profile              14. Voucher Inquiry
      6. Period Status              15. Vendor Account Inquiry Hist.
      7. Period Dates
      8. Calendar
      9. Vendor

                M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.    21. A/P Reports
22. General Ledger     23. Dac Main Menu    90. Sign Off
=====
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===>

```

1. Select option 14 (Voucher Inquiry) from the A/P Inquiry screen. The Invoice Voucher Inquiry screen appears with a list of all the vouchers contained in the A/P current files.

```

ARAODFR  DISPLAY  Creative Data Research      5/19/00 14:36:53
JTIPPIN   Invoice Voucher Inquiry           QPADEV0005
Voucher Company  Voucher  Vendor      Status  Transaction  Vendor
                  Type      Invoice#    Date      Date          Number

5=Voucher Detail  8=Invoice Detail  P=Payment Detail

Voucher Name                               Invoice      Invoice
                                           Amount

1234 A-1 WHOLESALE                          896CM       25.00CR
1235 KRAFT FOOD SERVICE                     12569       25.00
1236 A-1 WHOLESALE                          85691258    22.00
1237 HERSHEY FOODS CORPORATION              PI85694     260.00
1238 ADAMS & BROOKS, INC.                   UY8964      30.00
1239 NESTLE BRANDS                          TF844557    50.00
1240 R. J. REYNOLDS TOBACCO COMPANY          CR RJR3443  30.00CR
1241 HERSHEY FOODS CORPORATION              A1241       25.00
1242 AMERICAN TOBACCO CO                    A1242       25.00
1244 R. J. REYNOLDS TOBACCO COMPANY          CR RJR3443  30.00CR
1245 R. J. REYNOLDS TOBACCO COMPANY          A385ABC     687.00      +

F3=Exit

```

Values appear for each voucher listed on the Invoice Voucher Inquiry screen under the following headings:

- *Voucher* - the voucher number which was automatically generated when the invoice was added.
- *Name* - the name of the vendor.
- *Invoice* - the vendor's invoice number.
- *Invoice Amount* - the total payment due for the invoice. This amount does not include any cash discounts, but does include the amount of any adjustment

entered for the invoice. If *CR* is appended to the value, it designates the amount of a credit memo.

2. Use <Page Down>, or the following fields at the top of the screen to locate the desired invoice:
 - **Voucher** - enter the voucher number of the desired invoice and press <Enter>. The desired voucher is displayed, or the *No data to display* message appears.
 - **Company** - enter the company code corresponding to the desired invoice and press <Enter> to limit the list to vouchers of the designated company.
 - **Voucher Type** - this field is not currently used.
 - **Vendor Invoice#** - enter the vendor's invoice number and press <Enter>. The desired voucher is displayed, or the *No data to display* message appears.
 - **Status** - this field is not currently used.
 - **Transaction Date** - enter the date of the vendor's invoice and press <Enter> to limit the list to vouchers of all the invoices added with the designated invoice date.
 - **Vendor Number** - enter a vendor code and press <Enter> to limit the list to invoices of the designated vendor.

```

ARAODFR   DISPLAY   Creative Data Research           5/19/00 14:38:27
JTIPPIN                               Invoice Voucher Inquiry       QPADEV0005
Voucher Company  Voucher  Vendor      Status Transaction  Vendor
                Type      Invoice#      Date              Number
                1278

5=Voucher Detail  8=Invoice Detail  P=Payment Detail

Voucher Name                               Invoice  Invoice
                R.J. REYNOLDS TOBACCO COMPANY  INV 4455      Amount
                100.00

+

F3=Exit

```

3. Enter *P* (Payment Detail) in the selection column next to the desired invoice's voucher number.

```

ARAODFR   DISPLAY   Creative Data Research           5/19/00 14:38:27
JTIPPIN                               Invoice Voucher Inquiry       QPADEV0005
Voucher Company  Voucher  Vendor      Status Transaction  Vendor
                Type      Invoice#      Date              Number
                1278

5=Voucher Detail  8=Invoice Detail  P=Payment Detail

Voucher Name                               Invoice  Invoice
                R.J. REYNOLDS TOBACCO COMPANY  INV 4455      Amount
                100.00
P

+

F3=Exit

```

4. Press <Enter>. The Invoice/Payment Inquiry screen appears.

AP4240R		DISPLAY	CREATIVE DATA RESEARCH		5/19/00 14:38:52	
JTIPPIN		INVOICE/PAYMENT INQUIRY			QPADEV0005	
Voucher . . .	1278	Vendor inv	4455	Invoice amt	100.00	
Trans date . .	5/18/00	Disc due date	5/28/00	Disc allowed	10.00	
Post date . .	5/18/00	Sched pay date	5/28/00	Disc taken	10.00	
Due date . .	6/17/00	Date closed	5/28/00	Balance amt	.00	
Reference . .	INV 4455			Hold/contest		
Pmt#	Check date	Check	Payment amt	Discount amt	Type	Status
1	5/28/00	120211	25.00	5.00	P	C
2	5/28/00	120212	25.00	.00	P	C
3	5/28/00	120213	50.00	5.00	P	C

F3=Exit

The following values appear at the top of the A/P Invoice Inquiry screen:

- **Voucher** - the voucher number which was automatically generated when the invoice was added.
- **Trans date** - the date of the vendor's invoice.
- **Post date** - the posting date of the invoice.
- **Due date** - the date by which the vendor must receive payment before the invoice is considered past due.
- **Reference** - the reference text print on the check stub if a system-generated check is printed by the user. When POs are transferred to A/P, purchase order numbers are entered for the **Ref** field in the invoices that are created.
- **Vendor inv** - the vendor's invoice number.
- **Disc due date** - if a date appears, it designates the date by which the vendor must receive payment for the distributor to qualify for a cash discount.
- **Sched pay date** - the date by which the distributor intends to pay the vendor.
- **Date closed** - the date on which the invoice was closed as designated by the last payment processed for it. If no value appears for the **Date closed** field, the amount remaining to be paid appears for the **Balance amt** field (see below).
- **Invoice amt** - the total payment due for the invoice. This amount does not include any cash discounts, but does include the amount of any adjustment entered for the invoice. A negative amount appears for the **Invoice amt** field for a credit memo.
- **Disc allowed** - the total of the cash discounts for which the distributor qualifies.
- **Disc taken** - the total of the cash discounts taken to date.
- **Balance amt** - the amount remaining to be paid does not include any cash discounts.
- **Hold/contest** - if an *H* (held) appears for the holding status of the voucher (invoice), its payment cannot be processed. Refer to Working With Vendor Account Inquiry for information about changing and displaying the holding status of a voucher.

AP4240R DISPLAY CREATIVE DATA RESEARCH				5/19/00 14:38:52	
JTIPPIN INVOICE/PAYMENT INQUIRY				QPADEV0005	
Voucher . . . :	1278	Vendor inv 4455		Invoice amt	100.00
Trans date . . :	5/18/00	Disc due date	5/28/00	Disc allowed	10.00
Post date . . . :	5/18/00	Sched pay date	5/28/00	Disc taken	10.00
Due date . . . :	6/17/00	Date closed	5/28/00	Balance amt	.00
Reference . . . :	INV 4455			Hold/contest	
Pmt#	Check date	Check	Payment amt	Discount amt	Type Status
1	5/28/00	120211	25.00	5.00	P C
2	5/28/00	120212	25.00	.00	P C
3	5/28/00	120213	50.00	5.00	P C

F3=Exit

Values appear for each payment processed for the invoice under the following headings:

- *Pmt#* - the chronological number of the payment.
- *Check date* - the date printed on a check, entered for a manual check, or entered for an electronic funds transfer (EFT) which was used to process the payment.
- *Check* - the number of the check used to process the payment. The value 999990 appears if the vendor received payment with an electronic funds transfer.
- *Payment amt* - if a check was printed, the value of the **Payment amt** field designates the portion of the check's amount used for the invoice's payment; otherwise, it designates the amount of a manual check, an EFT, or (when negative) a credit memo.
- *Discount amt* - the amount of any cash discount taken when the payment was processed.
- *Type* - one of two values appears for this field to designate the method used to pay the vendor: *P* designates a system-generated check was printed, and *M* designates a check was manually written or an electronic funds transfer was made.
- *Status* - the value which appears is not currently used by the A/P System.

5. Press <F3> to exit. The Invoice Voucher Inquiry screen appears.

ARAODFR DISPLAY Creative Data Research				5/19/00 14:57:24	
JTIPPIN Invoice Voucher Inquiry				QPADEV0005	
Voucher Company	Voucher Vendor	Status	Transaction	Vendor	
Type	Invoice#	Date	Number		
1278					
5=Voucher Detail 8=Invoice Detail P=Payment Detail					
Voucher Name	Invoice	Invoice	Amount		
1278 R.J. REYNOLDS TOBACCO COMPANY	INV 4455		100.00		
					+

F3=Exit

Refer to *Displaying Invoice Detail* for information about using *8=Invoice Detail* to review the details of vendor invoices contained in the A/P current files.

6. Press <F3> to exit. The A/P Inquiry screen appears.

Working With Vendor Account Inquiry

The Vendor Account Inquiry application is used to display the following, after first entering the vendor code (number) or alpha code:

- Detailed information about invoices and payments. Refer to Working With Invoice Voucher Inquiry for information about using the Invoice Voucher Inquiry application to display this information after first entering the voucher number or vendor invoice number.
- Aging totals of open invoices. Refer to Working With Company A/P for information about the **A/P aging method** field which is used to designate whether A/P aging is based on the invoice date, invoice due date or posting date.
- Limited vendor record data, such as name and address. Refer to Working With Vendor Alpha Inquiry and Working With Vendor Inquiry for information about displaying detailed vendor record data after entering the vendor's alpha code and vendor code (number), respectively.

The Vendor Account Inquiry application is also used to change the holding status of vouchers. Refer to Adding A Payment Batch, Working With Manual Payments and Working With EFT Payments for information about using the holding status of a voucher to prohibit the payment processing of an invoice.

Only the invoice and payment records contained in the A/P current files are accessed when using the Vendor Account Inquiry application. Refer to Working With Vendor Account Inquiry History for information about accessing the records saved in A/P history files.

Users have access to two different versions of the Vendor Account Inquiry (Display) screen. Initially, the screen appears with a list limited to the vendor's *open invoices* which are displayed in order *by the vendor's invoice number*.

Ven. Inv #		Voucher	Date	CURRENT	31 TO 60	61 TO 90

		Totals:		300.00	26842.40	12000.00

Type options, press Enter.						
2=Unhold invoice	3=Hold invoice	5=Invoice/payment detail		8=Invoice details		
T856123	1208	4/11/00	.00	1000.00	.00	
PU2169	1210	4/11/00	.00	3276.40	.00	
K86912	1222	4/06/00	.00	10000.00	.00	
L1269	1223	4/10/00	.00	12366.00	.00	
RJR3443	1228	4/15/00	.00	200.00	.00	
PO856	1230	5/01/00	150.00	.00	.00	
RJ33221	1267	5/02/00	200.00	.00	.00 +	
F3=Exit F14=Invoices F16=Dr/Cr F20=Display all invoices F24=Notes						

During the course of using the Vendor Account Inquiry application, the F20 (Display all invoices) function key can be used to list the vendor's *open and closed invoices* which are displayed in order *by voucher number*, as illustrated below.

AP5755Z	DISPLAY	CREATIVE DATA RESEARCH	5/22/00 11:25:43
JTIPPIN	VENDOR ACCOUNT INQUIRY		QPADEV000F
Vendor 12301	Total due	39142.40	Last pmt 6/02/00
R.J. REYNOLDS TOBACCO COMPANY	Min order	.00	Last inv 5/18/00
P.O. BOX 123254	Max order	.00	MTD .00
45255 NORTH WENDALL STREET	Avg inv siz	2081.15	YTD .00
MANDEVILLE LA	Avg pmt siz	1144.92	
70458	Phone 504/626-5454	Contact : DAVID STEWART	

Inv	Date	CURRENT	31 TO 60	61 TO 90	91 - 120
Totals:		300.00	26842.40	12000.00	.00

Type options, press Enter.

3=Hold invoice	5=Invoice/payment detail	8=Invoice details
1192 4/02/00	.00 .00	.00 .00
1194 4/07/00	.00 .00	.00 .00
1199 3/27/00	.00 .00	.00 .00
1208 4/11/00	.00 1000.00	.00 .00
1210 4/11/00	.00 3276.40	.00 .00
1214 4/22/00	.00 .00	.00 .00
1215 4/25/00	.00 .00	.00 .00 +

F3=Exit F14=Invoices F16=Dr/Cr F20=Display all invoices F24=Notes

When necessary, the F20 function key can be pressed to toggle between the two versions of screen.

During the course of using the Vendor Account Inquiry application, the following function keys can be used:

- F14 (Invoices) - allows users to add and edit batches of vendor invoices, and post invoices to the General Ledger.
- F16 (Dr/Cr) - allows users to credit and debit vendor invoices which are posted, but not yet paid.
- F24 (Notes) - allows users to log miscellaneous information about a vendor.

User: JTIPPIN	Menu: APCVLIQ	Date: 5/22/00
=====> A / P I N Q U I R Y <=====		
	1. Vendor Alpha Inquiry	10. Bank
THE	2. Vendor Account Inquiry	11. Items
DAC CV1	3. Company	12. Special Items
SYSTEM	4. Entity	13. Terms
	5. User Profile	14. Voucher Inquiry
	6. Period Status	15. Vendor Account Inquiry Hist.
	7. Period Dates	
	8. Calendar	
	9. Vendor	
M E N U C A L L S		
19. Purchasing System	20. A/P File Maint.	21. A/P Reports
22. General Ledger	23. Dac Main Menu	90. Sign Off
=====		
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==>		

1. Select option 2 (Vendor Account Inquiry) from the A/P Inquiry screen. The Vendor Account Inquiry (Enter) screen appears.

```

AP5754R  ENTER  CREATIVE DATA RESEARCH      5/22/00 11:26:15
JTIPPIN          VENDOR ACCOUNT INQUIRY      QPADEV000F

Vendor . .
Alpha search

F3=Exit

```

2. Enter data for one of the following fields:
- **Vendor** (6,a) - the vendor code (number) of the desired vendor. If necessary, enter ? and press <Enter> to select a vendor from the Vendor Select screen.
 - **Alpha search** - the alpha code of the desired vendor. If necessary, enter ? and press <Enter> to select the vendor from the Vendor Alpha Select screen.
- The Vendor Account Inquiry (Display) screen appears.

```

AP5755R  DISPLAY  CREATIVE DATA RESEARCH      5/22/00 11:27:54
JTIPPIN          VENDOR ACCOUNT INQUIRY      QPADEV000F
Vendor 12301          Total due          39142.40  Last pmt      6/02/00
R. J. REYNOLDS TOBACCO COMPANY  Min order          .00  Last inv      5/18/00
P. O. BOX 123254      Max order          .00  MTD           2760.00
45255 NORTH WENDALL STREET  Avg inv siz       2081.15  YTD           62405.77
MANDEVILLE          LA          Avg pmt siz       1144.92
70458      Phone 504/626-5454 Contact :  DAVID STEWART
-----
Ven. Inv #  Voucher Date          CURRENT      31 TO 60      61 TO 90
Totals:          300.00      26842.40      12000.00
-----
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
T856123          1208 4/11/00          .00      1000.00          .00
FU2169          1210 4/11/00          .00      3276.40          .00
K86912          1222 4/06/00          .00      10000.00          .00
L1269          1223 4/10/00          .00      12366.00          .00
RJR3443          1228 4/15/00          .00      200.00           .00
PO856          1230 5/01/00          150.00          .00           .00
RJ33221          1267 5/02/00          200.00          .00           .00  +
F3=Exit  F14=Invoices  F16=Dr/Cr  F20=Display all invoices  F24=Notes

```

Three columns of aging figures (also called buckets) appear on the Vendor Account Inquiry (Display) screen. Refer to Working With Company A/P Options for information about the **A/P aging bucket...name** and **A/P aging bucket...days** fields which are used to designate the columns headings and the amounts which appear for the aging figures.

Values appear to the left of the aging columns under the following headings:

- *Ven. Inv #* - the vendor's invoice number.
- *Voucher* - the voucher number which was automatically generated when the invoice was added.
- *Date* - the date of the vendor's invoice.

When the F20 (Display all invoices) function key is used to display the vendor's open and closed invoices, a fourth column of aging figures appears on the screen.

AP5755Z		DISPLAY CREATIVE DATA RESEARCH		5/22/00 11:28:45	
JTIPPIN		VENDOR ACCOUNT INQUIRY		QPADEV000F	
Vendor	12301	Total due	39142.40	Last pmt	6/02/00
R. J. REYNOLDS TOBACCO COMPANY		Min order	.00	Last inv	5/18/00
P. O. BOX 123254		Max order	.00	MTD	.00
45255 NORTH WENDALL STREET		Avg inv siz	2081.15	YTD	.00
MANDEVILLE	LA	Avg pmt siz	1144.92		
70458	Phone 504/626-5454	Contact :	DAVID STEWART		

Inv	Date	CURRENT	31 TO 60	61 TO 90	91 - 120
Totals:		300.00	26842.40	12000.00	.00

Type options, press Enter.					
3=Hold invoice	5=Invoice/payment detail	8=Invoice details			
1192	4/02/00	.00	.00	.00	.00
1194	4/07/00	.00	.00	.00	.00
1199	3/27/00	.00	.00	.00	.00
1208	4/11/00	.00	1000.00	.00	.00
1210	4/11/00	.00	3276.40	.00	.00
1214	4/22/00	.00	.00	.00	.00
1215	4/25/00	.00	.00	.00	.00 +
F3=Exit F14=Invoices F16=Dr/Cr F20=Display all invoices F24=Notes					

Note: Any amount displayed in the far right column is a sum of the amounts that appear in the fourth and fifth columns of the A/P cash forecast report. Refer to Working With Company A/P Options for information about the **A/P aging bucket...days** fields which are used to designate the amounts which appear for the aging figures. Refer to Working With Accounts Payable Reports for information about the A/P cash forecast report (entitled Vendor Aging Summary).

Values appear to the left of the aging columns under the following headings:

- *Inv* - the voucher number which was automatically generated when the invoice was added.
- *Date* - the date of the vendor's invoice.

Values appear at the top of the Vendor Account Inquiry (Display) screen for each of the following fields:

- **Vendor** - the vendor code designating the vendor from whom the invoice was received. The vendor's name and address are displayed below the vendor code.
- **Phone** - the vendor's area code and telephone number.
- **Total due** - the amount due for all the vendor's invoices.
- Optional: **Min order** - the minimum dollar value which must be purchased from the vendor. The value of this field defaults from the **Minimum order value** field of the vendor record. Refer to Working With Vendor Records for additional information.
- Optional: **Max order** - the maximum dollar value which can be purchased from the vendor. The value of this field defaults from the **Maximum order value** field of the vendor record. Refer to Working With Vendor Records for additional information.
- **Avg inv siz** - the average invoice amount for all the vendor's open and closed invoices.
- **Avg pmt siz** - the average payment amount for all the vendor's open and closed invoices.
- Optional: **Contact** - the name of the vendor employee with whom the user primarily communicates. The value of this field defaults from the **Contact name** field of the vendor record. Refer to Working With Vendor Records for additional information.

- **Last pmt** - the date of the last payment made to the vendor.
- **Last inv** - the date of the vendor's last invoice.
- **MTD** - the month-to-date total amount of all the vendor's invoices for the current month (also referred to as current period). This amount does not include any cash discounts, and is calculated according to the invoice date.
- **YTD** - the year-to-date total amount of all the vendor's invoices for the current year.

3. To review the payment details of an invoice, enter 5 (Invoice/payment detail) in the selection column next to the desired invoice (use <Page Down> if necessary).

```

AP5755R  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 13:20:42
JTIPPIN                                VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor 12301                            Total due          39142.40  Last pmt    6/02/00
R. J. REYNOLDS TOBACCO COMPANY          Min order          .00      Last inv    5/18/00
P. O. BOX 123254                         Max order          .00      MTD         2760.00
45255 NORTH WENDALL STREET              Avg inv siz       2081.15  YTD         62405.77
MANDEVILLE                               LA                 Avg pmt siz   1144.92
70458      Phone 504/626-5454  Contact :  DAVID STEWART
-----
Ven. Inv #  Voucher  Date          CURRENT    31 TO 60    61 TO 90
Totals:          300.00    26842.40    12000.00
-----
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
5  T856123        1208  4/11/00          .00      1000.00     .00
   FU2169        1210  4/11/00          .00      3276.40     .00
   K86912        1222  4/06/00          .00     10000.00     .00
   L1269         1223  4/10/00          .00     12366.00     .00
   RJR3443       1228  4/15/00          .00       200.00     .00
   PO856         1230  5/01/00        150.00         .00     .00
   RJ33221       1267  5/02/00        200.00         .00     .00  +
F3=Exit  F14=Invoices  F16=Dr/Cr  F20=Display all invoices  F24=Notes

```

Press <Enter>. The Invoice/Payment Inquiry screen appears.

```

AP4240R  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 13:21:52
JTIPPIN                                INVOICE/PAYMENT INQUIRY          QPADEV000F
Voucher . . . : 1208  Vendor inv T856123      Invoice amt      2510.00
Trans date . . : 4/11/00  Disc due date 7/19/00  Disc allowed    112.95
Post date . . . : 4/24/00  Sched pay date 4/11/00  Disc taken       .00
Due date . . . : 4/11/00  Date closed          Balance amt    1000.00
Reference . . . : 000292                                Hold/contest   H
-----
Pmt#  Check date  Check  Payment amt  Discount amt  Type  Status
1     4/11/00    999990  1510.00      .00           M     C
-----
F3=Exit

```

Refer to Displaying Payment Detail for detailed descriptions of all the fields of this screen.

Press <F3> to exit. The Vendor Account Inquiry (Display) screen appears.

```

AP5755R  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 13:22:17
JTIPPIN                                VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor 12301                            Total due      39142.40  Last pmt    6/02/00
R. J. REYNOLDS TOBACCO COMPANY          Min order      .00             Last inv    5/18/00
P. O. BOX 123254                         Max order      .00             MTD         2760.00
45255 NORTH WENDALL STREET              Avg inv siz    2081.15        YTD         62405.77
MANDEVILLE LA                             Avg pmt siz    1144.92
70458      Phone 504/626-5454 Contact :  DAVID STEWART
-----
Ven. Inv #  Voucher Date          CURRENT      31 TO 60      61 TO 90
Totals:                300.00      26842.40     12000.00
-----
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
T856123          1208 4/11/00          .00      1000.00      .00
FU2169           1210 4/11/00          .00      3276.40      .00
K86912           1222 4/06/00          .00     10000.00     .00
L1269            1223 4/10/00          .00     12366.00     .00
RJR3443          1228 4/15/00          .00       200.00      .00
PO856            1230 5/01/00         150.00      .00          .00
RJ33221          1267 5/02/00         200.00      .00          .00 +
F3=Exit  F14=Invoices  F16=Dr/Cr  F20=Display all invoices  F24=Notes

```

4. To review the details of an invoice, enter 8 (Invoice details) in the selection column next to the desired invoice (use <Page Down> if necessary).

```

AP5755R  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 13:22:17
JTIPPIN                                VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor 12301                            Total due      39142.40  Last pmt    6/02/00
R. J. REYNOLDS TOBACCO COMPANY          Min order      .00             Last inv    5/18/00
P. O. BOX 123254                         Max order      .00             MTD         2760.00
45255 NORTH WENDALL STREET              Avg inv siz    2081.15        YTD         62405.77
MANDEVILLE LA                             Avg pmt siz    1144.92
70458      Phone 504/626-5454 Contact :  DAVID STEWART
-----
Ven. Inv #  Voucher Date          CURRENT      31 TO 60      61 TO 90
Totals:                300.00      26842.40     12000.00
-----
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
8 T856123          1208 4/11/00          .00      1000.00      .00
FU2169           1210 4/11/00          .00      3276.40      .00
K86912           1222 4/06/00          .00     10000.00     .00
L1269            1223 4/10/00          .00     12366.00     .00
RJR3443          1228 4/15/00          .00       200.00      .00
PO856            1230 5/01/00         150.00      .00          .00
RJ33221          1267 5/02/00         200.00      .00          .00 +
F3=Exit  F14=Invoices  F16=Dr/Cr  F20=Display all invoices  F24=Notes

```

Press <Enter>. The A/P Invoice Inquiry screen appears.

```

AP4230R  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 13:28:01
JTIPPIN                                A/P INVOICE INQUIRY          QPADEV000F
Voucher 1208 Batch 281                      Inv total      2510.00
Vendor 12301                                Disc avail     112.95
Invoice T856123                               Pymt type E    Post date 4/24/00
Terms EF 4.5% EFT                            Inv date 4/11/00 Due date 4/11/00
Ref 000292                                    Pay date 4/11/00 Disc due 7/19/00

Item      Description
Cost Center  G/L Account #      Disc  Qty  Price  Ext amt
INVENTORY01 Purchases - Cigarettes  y     1  2510.00  2510.00
10          800
F3=Exit

```

Refer to Displaying Invoice Detail for detailed descriptions of all the fields of this screen.

Press <F3> to exit. The Vendor Account Inquiry (Display) screen appears.

```

AP5755R  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 13:28:40
JTIPPIN          VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor 12301          Total due          39142.40  Last pmt  6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order          .00  Last inv  5/18/00
P.O. BOX 123254      Max order          .00  MTD       2760.00
45255 NORTH WENDALL STREET  Avg inv siz       2081.15  YTD       62405.77
MANDEVILLE          LA          Avg pmt siz       1144.92
70458      Phone 504/626-5454 Contact :  DAVID STEWART
-----
Ven. Inv #  Voucher Date          CURRENT      31 TO 60      61 TO 90
Totals:          300.00      26842.40      12000.00
-----
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
T856123          1208 4/11/00          .00      1000.00          .00
PU2169          1210 4/11/00          .00      3276.40          .00
K86912          1222 4/06/00          .00      10000.00          .00
L1269          1223 4/10/00          .00      12366.00          .00
RJR3443          1228 4/15/00          .00      200.00           .00
PO856          1230 5/01/00          150.00          .00           .00
RJ33221          1267 5/02/00          200.00          .00           .00  +
-----
F3=Exit  F14=Invoices  F16=Dr/Cr  F20=Display all invoices  F24=Notes

```

5. To change the holding status of an invoice's voucher, enter 2 (Unhold invoice) or enter 3 (Hold invoice) in the selection column next to the desired invoice (use <Page Down> if necessary).

```

AP5755R  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 13:34:24
JTIPPIN          VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor 12301          Total due          39142.40  Last pmt  6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order          .00  Last inv  5/18/00
P.O. BOX 123254      Max order          .00  MTD       2760.00
45255 NORTH WENDALL STREET  Avg inv siz       2081.15  YTD       62405.77
MANDEVILLE          LA          Avg pmt siz       1144.92
70458      Phone 504/626-5454 Contact :  DAVID STEWART
-----
Ven. Inv #  Voucher Date          CURRENT      31 TO 60      61 TO 90
Totals:          300.00      26842.40      12000.00
-----
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
2 T856123          1208 4/11/00          .00      1000.00          .00
PU2169          1210 4/11/00          .00      3276.40          .00
K86912          1222 4/06/00          .00      10000.00          .00
L1269          1223 4/10/00          .00      12366.00          .00
RJR3443          1228 4/15/00          .00      200.00           .00
PO856          1230 5/01/00          150.00          .00           .00
RJ33221          1267 5/02/00          200.00          .00           .00  +
-----
F3=Exit  F14=Invoices  F16=Dr/Cr  F20=Display all invoices  F24=Notes

```

Press <Enter>.

6. Press <F3> to exit. The Vendor Account Inquiry (Enter) screen appears.

```

AP5754R  ENTER    CREATIVE DATA RESEARCH          5/22/00 13:53:03
JTIPPIN          VENDOR ACCOUNT INQUIRY          QPADEV000F

Vendor . .
Alpha search

-----
F3=Exit

```

7. Repeat the previous instructions (beginning with step 2) to continue working with the accounts of other vendors, or press <F3> (Exit) and the A/P Inquiry screen appears.

Working With Vendor Account Inquiry History

The Vendor Account Inquiry History application is used primarily to display, after first entering the vendor code (number) or alpha code, detailed information about closed invoices and voucher payments which are contained in the A/P history files. Refer to Working With Vendor Account Inquiry for information about displaying the invoice and payment data contained in the A/P current files.

```
User: JTIPPIN           Menu: APCV1IQ           Date: 5/22/00

===== > A / P   I N Q U I R Y   <=====
=====
||||| 1. Vendor Alpha Inquiry      10. Bank
THE   || 2. Vendor Account Inquiry  11. Items
DAC CV1|| 3. Company                  12. Special Items
SYSTEM || 4. Entity                  13. Terms
||||| 5. User Profile              14. Voucher Inquiry
      6. Period Status              15. Vendor Account Inquiry Hist.
      7. Period Dates
      8. Calendar
      9. Vendor

                M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.    21. A/P Reports
22. General Ledger     23. Dac Main Menu     90. Sign Off
=====
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==>
```

1. Select option 15 (Vendor Account Inquiry Hist.) from the A/P Inquiry screen. The Vendor Account Inquiry (Enter) screen appears.

```
AP5754R  ENTER  CREATIVE DATA RESEARCH  5/22/00 11:26:15
JTIPPIN  VENDOR ACCOUNT INQUIRY        QPADEV000F

Vendor . .
Alpha search

F3=Exit
```

2. Enter data for one of the following fields:
 - **Vendor** (6,a) - the vendor code (number) of the desired vendor. If necessary, enter ? and press <Enter> to select a vendor from the Vendor Select screen.
 - **Alpha search** - the alpha code of the desired vendor. If necessary, enter ? and press <Enter> to select the vendor from the Vendor Alpha Select screen.The Vendor Account Inquiry (Display) screen appears.

```

AP5755R  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 11:27:54
JTIPPIN                                VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor 12301                            Total due          39142.40  Last pmt    6/02/00
R.J. REYNOLDS TOBACCO COMPANY          Min order          .00          Last inv    5/18/00
P.O. BOX 123254                          Max order          .00          MTD         2760.00
45255 NORTH WENDALL STREET              Avg inv siz        2081.15     YTD         62405.77
MANDEVILLE LA                            Avg pmt siz        1144.92
70458      Phone 504/626-5454 Contact :  DAVID STEWART
-----
Ven. Inv #  Voucher  Date          CURRENT    31 TO 60    61 TO 90
Totals:          .00          .00          .00
-----
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details

F3=Exit  F14=Invoices  F16=Dr/Cr  F20=Display all invoices  F24=Notes

```

3. Press <F20> (Display all invoices) to list the vendor's closed invoices which are contained in the A/P history files.

```

AP5755Z  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 11:28:45
JTIPPIN                                VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor 12301                            Total due          39142.40  Last pmt    6/02/00
R.J. REYNOLDS TOBACCO COMPANY          Min order          .00          Last inv    5/18/00
P.O. BOX 123254                          Max order          .00          MTD         .00
45255 NORTH WENDALL STREET              Avg inv siz        2081.15     YTD         .00
MANDEVILLE LA                            Avg pmt siz        1144.92
70458      Phone 504/626-5454 Contact :  DAVID STEWART
-----
Inv   Date          CURRENT    31 TO 60    61 TO 90    91 - 120
Totals:          .00          .00          .00          .00
-----
Type options, press Enter.
3=Hold invoice  5=Invoice/payment detail  8=Invoice details
2000103 10/25/99          .00          .00          .00          .00
2000104 10/25/99          .00          .00          .00          .00

F3=Exit  F14=Invoices  F16=Dr/Cr  F20=Display all invoices  F24=Notes

```

The voucher number and invoice date of each of the vendor's invoices are listed under the *Inv* and *Date* column headings, respectively.

During the course of using the Vendor Account Inquiry History application, the following function keys can be used:

- F14 (Invoices) - allows users to add and edit batches of vendor invoices, and post invoices to the General Ledger.
- F16 (Dr/Cr) - allows users to credit and debit vendor invoices which are posted, but not yet paid.
- F24 (Notes) - allows users to log miscellaneous information about a vendor.

Refer to Working With Vendor Account Inquiry for detailed information about the values which appear at the top of the Vendor Account Inquiry (Display) screen.

4. To review the payment details of an invoice, enter 5 (Invoice/payment detail) in the selection column next to the desired invoice (use <Page Down> if necessary).

```

AP5755Z  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 11:28:45
JTIPPIN          VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor 12301          Total due          39142.40  Last pmt  6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order          .00  Last inv  5/18/00
P.O. BOX 123254      Max order          .00  MTD          .00
45255 NORTH WENDALL STREET  Avg inv siz      2081.15  YTD          .00
MANDEVILLE          LA          Avg pmt siz      1144.92
70458      Phone 504/626-5454 Contact :  DAVID STEWART
-----
Inv  Date          CURRENT          31 TO 60          61 TO 90          91 - 120
Totals:          .00          .00          .00          .00
-----
Type options, press Enter.
3=Hold invoice      5=Invoice/payment detail      8=Invoice details
5  2000103 10/25/99          .00          .00          .00          .00
   2000104 10/25/99          .00          .00          .00          .00
-----
F3=Exit  F14=Invoices  F16=Dr/Cr  F20=Display all invoices  F24=Notes

```

Press <Enter>. The Invoice/Payment Inquiry screen appears.

```

AP4240R  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 13:58:51
JTIPPIN          INVOICE/PAYMENT INQUIRY          QPADEV000F
Voucher . . . : 2000103  Vendor inv A1231          Invoice amt      365.00
Trans date . . : 10/25/99  Disc due date 11/04/99  Disc allowed    76.50
Post date . . . : 10/29/99  Sched pay date 1/08/00  Disc taken      76.50
Due date . . . : 1/08/00  Date closed 1/08/00  Balance amt     .00
Reference . . . : 000303          Hold/contest
-----
Pmt#  Check date    Check    Payment amt    Discount amt    Type  Status
   1    1/08/00      1000      365.00          76.50          P     H
-----
F3=Exit

```

Refer to Displaying Payment Detail for detailed descriptions of all the fields of this screen.

Press <F3> to exit. The Vendor Account Inquiry (Display) screen appears.

```

AP5755Z  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 13:59:45
JTIPPIN          VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor 12301          Total due          39142.40  Last pmt  6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order          .00  Last inv  5/18/00
P.O. BOX 123254      Max order          .00  MTD          .00
45255 NORTH WENDALL STREET  Avg inv siz      2081.15  YTD          .00
MANDEVILLE          LA          Avg pmt siz      1144.92
70458      Phone 504/626-5454 Contact :  DAVID STEWART
-----
Inv  Date          CURRENT          31 TO 60          61 TO 90          91 - 120
Totals:          .00          .00          .00          .00
-----
Type options, press Enter.
3=Hold invoice      5=Invoice/payment detail      8=Invoice details
2000103 10/25/99          .00          .00          .00          .00
2000104 10/25/99          .00          .00          .00          .00
-----
F3=Exit  F14=Invoices  F16=Dr/Cr  F20=Display all invoices  F24=Notes

```

5. To review the details of an invoice, enter 8 (Invoice details) in the selection column next to the desired invoice (use <Page Down> if necessary).

```

AP5755Z  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 13:59:45
JTIPPIN          VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor 12301          Total due 39142.40 Last pmt 6/02/00
R.J. REYNOLDS TOBACCO COMPANY Min order .00 Last inv 5/18/00
P.O. BOX 123254          Max order .00 MTD .00
45255 NORTH WENDALL STREET Avg inv siz 2081.15 YTD .00
MANDEVILLE          LA Avg pmt siz 1144.92
70458 Phone 504/626-5454 Contact : DAVID STEWART
-----
Inv Date CURRENT 31 TO 60 61 TO 90 91 - 120
Totals: .00 .00 .00 .00
-----
Type options, press Enter.
3=Hold invoice 5=Invoice/payment detail 8=Invoice details
8 2000103 10/25/99 .00 .00 .00 .00
2000104 10/25/99 .00 .00 .00 .00
-----
F3=Exit F14=Invoices F16=Dr/Cr F20=Display all invoices F24=Notes

```

Press <Enter>. The A/P Invoice Inquiry screen appears.

```

AP4230R  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 14:02:45
JTIPPIN          A/P INVOICE INQUIRY          QPADEV000F
Voucher 2000103 Batch 153          Inv total 365.00
Vendor 12301          Disc avail 76.50
Invoice A1231          Pymt type P Post date 10/29/99
Terms 10 10% 10 Net 30          Inv date 10/25/99 Due date 1/08/00
Ref 000303          Pay date 1/08/00 Disc due 11/04/99
-----
Item Description Qty Price Ext amt
Cost Center G/L Account # Disc Adj amt
INVENTORY01 Purchases - Cigarettes 1 365.00 365.00
10 800 Y
-----
F3=Exit

```

Refer to Displaying Invoice Detail for detailed descriptions of all the fields of this screen.

Press <F3> to exit. The Vendor Account Inquiry (Display) screen appears.

```

AP5755Z  DISPLAY  CREATIVE DATA RESEARCH          5/22/00 14:03:45
JTIPPIN          VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor 12301          Total due 39142.40 Last pmt 6/02/00
R.J. REYNOLDS TOBACCO COMPANY Min order .00 Last inv 5/18/00
P.O. BOX 123254          Max order .00 MTD .00
45255 NORTH WENDALL STREET Avg inv siz 2081.15 YTD .00
MANDEVILLE          LA Avg pmt siz 1144.92
70458 Phone 504/626-5454 Contact : DAVID STEWART
-----
Inv Date CURRENT 31 TO 60 61 TO 90 91 - 120
Totals: .00 .00 .00 .00
-----
Type options, press Enter.
3=Hold invoice 5=Invoice/payment detail 8=Invoice details
2000103 10/25/99 .00 .00 .00 .00
2000104 10/25/99 .00 .00 .00 .00
-----
F3=Exit F14=Invoices F16=Dr/Cr F20=Display all invoices F24=Notes

```

6. Press <F3> to exit. The Vendor Account Inquiry (Enter) screen appears.

```
AP5754R  ENTER  CREATIVE DATA RESEARCH      5/22/00 14:05:15
JTIPPIN          VENDOR ACCOUNT INQUIRY      QPADEV000F

Vendor . .
Alpha search

F3=Exit
```

7. Repeat the previous instructions (beginning with step 2) to continue working with the accounts of other vendors, or press <F3> (Exit) and the A/P Inquiry screen appears.

Working With Vendor Inquiry

The Vendor Inquiry screen is used to display both vendor record data, such as name and address, and A/P-related data, such as the year-to-date total of payments made to a vendor. Refer to Working With Vendor Records for information about using the Vendor Maintenance screens to add, edit and delete vendor records.

```

SY5755R   DISPLAY  CREATIVE DATA RESEARCH          5/24/00 15:15:16
JTIPPIN                                VENDOR INQUIRY          QPADEV000C

Vendor code . . . : 12301 R.J. REYNOLDS TOBACCO COMPANY
Address line 1 . . : P.O. BOX 123254                      Phone 504/626-5454
Address line 2 . . : 45255 NORTH WENDALL STREET          Fax   : 504/626-5547
City . . . . . : MANDEVILLE LA 70458
Contact . . . . . : DAVID STEWART
Corporate vendor :
Remit-to vendor  :

Type code . . . . : MTD invoices . . . : 2760.00
Status . . . . . : YTD invoices . . . : 62405.77
Amount due . . . . : 39142.40          Last year invoices : 17220.80
Min order value . . : .00              MTD payments . . . : 2061.50
Max order value . . : .00              YTD payments . . . : 41746.32
Last payment date . 6/02/00           Last year payments : 15960.00
Allow payment . . . : Y                Last invoice date  : 5/18/00
Critical payment . . : N                1099 code . . . . :
Terms code . . . . : 10 10% 10 Net 30 Tax ID . . . . . :
Bank code . . . . . : FNB FIRST NATIONAL BANK

F3=Exit F12=Key screen
  
```

The instructions below describe using option 1 (Vendor Alpha Inquiry) and option 9 (Vendor) of the A/P Inquiry screen to display vendor information.

Displaying Vendor Records By Alpha Code

The Vendor Alpha Inquiry application is used primarily to display vendor information after first entering the vendor's alpha code. Refer to Displaying Vendor Records By Vendor Code for information about displaying vendor information after first entering the vendor code.

The instructions below also describe using the Vendor Alpha Inquiry application to log miscellaneous information about a vendor.

```

User: JTIPPIN           Menu: APCVLIQ           Date: 5/24/00

===== > A / P I N Q U I R Y <=====
||||| 1. Vendor Alpha Inquiry      10. Bank
THE   || 2. Vendor Account Inquiry 11. Items
DAC CV1|| 3. Company                12. Special Items
SYSTEM || 4. Entity                  13. Terms
||||| 5. User Profile              14. Voucher Inquiry
      6. Period Status              15. Vendor Account Inquiry Hist.
      7. Period Dates
      8. Calendar
      9. Vendor

          M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.    21. A/P Reports
22. General Ledger     23. Dac Main Menu     90. Sign Off

=====
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==>
  
```

1. Select option 1 (Vendor Alpha Inquiry) from the A/P Inquiry screen. The Vendor Alpha Inquiry screen appears with the vendors listed by alpha code.

```

SY5760R   DISPLAY   CREATIVE DATA RESEARCH   5/24/00 16:37:21
JTIPPIN   VENDOR ALPHA INQUIRY   QPADEV000C

Alpha name

Type options, press Enter.
5=Vendor inquiry  N=Notes

?
Code Name
A-1 WHOLESALE 10000 A-1 WHOLESALE
AC PAPER & SUPP 00022 AC PAPER & SUPPLY
ADAMS & BROOKS 000120 ADAMS & BROOKS INC
ADAMS & BROOKS, 72965 ADAMS & BROOKS, INC.
ADVANCED EQUIPM 000122 ADVANCED EQUIPMENT, INC.
ALABAMA STAMP T AL0001 ALABAMA STAMP TAX
ALASKA SPRINGS 35375 ALASKA SPRINGS
ALBERT & SON 000100 ALBERT & SON
ALBERTO-CULVER 22400 ALBERTO-CULVER CO.
ALEX FOODS INC. 18346 ALEX FOODS INC.
ALHAMBRA WATER 32000 ALHAMBRA WATER
+

F3=Exit

```

2. Press <Page Down> to locate the desired vendor, or enter the alpha code of the desired vendor for the **Alpha name** (15,a) field and press <Enter> to redisplay the list beginning with the designated vendor.

```

SY5760R   DISPLAY   CREATIVE DATA RESEARCH   5/24/00 16:57:06
JTIPPIN   VENDOR ALPHA INQUIRY   QPADEV000C

Alpha name
R.J.

Type options, press Enter.
5=Vendor inquiry  N=Notes

?
Code Name
R.J. REYNOLDS T 12301 R.J. REYNOLDS TOBACCO COMPANY
R.L. ALBERT & S 72084 R.L. ALBERT & SON, INC.
R.M. PALMER COM 94000 R.M. PALMER COMPANY
RAGOLD INC. 72976 RAGOLD INC.
RAGOLD, INC. 072976 RAGOLD, INC.
RAGU FOODS 36200 RAGU FOODS
RALSTON PURINA 17800 RALSTON PURINA CO.
RAYOVAC 012800 RAYOVAC
RED LION AKA H 90709 RED LION AKA HOUSE OF WINDSOR
RED LION INTERN 070047 RED LION INTERNATIONAL LTD
REEVE STORE EQU 2290 REEVE STORE EQUIP
+

F3=Exit

```

3. Enter 5 (Vendor inquiry) in the selection column next to the desired vendor.

```

SY5760R   DISPLAY   CREATIVE DATA RESEARCH   5/24/00 16:57:06
JTIPPIN   VENDOR ALPHA INQUIRY   QPADEV000C

Alpha name
R.J.

Type options, press Enter.
5=Vendor inquiry  N=Notes

?
Code Name
5 R.J. REYNOLDS T 12301 R.J. REYNOLDS TOBACCO COMPANY
R.L. ALBERT & S 72084 R.L. ALBERT & SON, INC.
R.M. PALMER COM 94000 R.M. PALMER COMPANY
RAGOLD INC. 72976 RAGOLD INC.
RAGOLD, INC. 072976 RAGOLD, INC.
RAGU FOODS 36200 RAGU FOODS
RALSTON PURINA 17800 RALSTON PURINA CO.
RAYOVAC 012800 RAYOVAC
RED LION AKA H 90709 RED LION AKA HOUSE OF WINDSOR
RED LION INTERN 070047 RED LION INTERNATIONAL LTD
REEVE STORE EQU 2290 REEVE STORE EQUIP
+

F3=Exit

```

4. Press <Enter>. The Vendor Inquiry screen appears.

SY5755R DISPLAY CREATIVE DATA RESEARCH		5/24/00 17:25:50	
JTIPPIN		QPADEV000C	
VENDOR INQUIRY			
Vendor code . . . :	12301 R.J. REYNOLDS TOBACCO COMPANY		
Address line 1 . . :	P.O. BOX 123254	Phone	504/626-5454
Address line 2 . . :	45255 NORTH WENDALL STREET	Fax :	504/626-5547
City :	MANDEVILLE LA 70458		
Contact :	DAVID STEWART		
Corporate vendor :			
Remit-to vendor :			
		MTD invoices . . . :	2760.00
Type code :		YTD invoices . . . :	62405.77
Status :		Last year invoices	17220.80
Amount due :	39142.40	MTD payments . . . :	2061.50
Min order value . . :	.00	YTD payments . . . :	41746.32
Max order value . . :	.00	Last year payments	15960.00
Last payment date	6/02/00	Last invoice date	5/18/00
Allow payment . . . :	Y	1099 code :	
Critical payment . . :	N	Tax ID :	
Terms code :	10 10% 10 Net 30		
Bank code :	FNB FIRST NATIONAL BANK		
F3=Exit F12=Key screen			

Many of the values appearing on the Vendor Inquiry screen default from the fields of the vendor's record. Refer to Working With Vendor Records for additional information.

The following information is automatically generated by the Accounts Payable System, and cannot be changed by using the Vendor Inquiry screen:

- **Vendor code** - the vendor code of the designated vendor. The vendor's name is displayed to the right of the vendor code.
- **Address line 1** - first line of vendor's address.
- Optional: **Address line 2** - second line of vendor's address.
- **City** - the city of the vendor's mailing address. The state abbreviation and zip code of the vendor's mailing address are displayed to the right of the city.
- Optional: **Phone** - the vendor's area code and telephone number.
- Optional: **Fax** - the vendor's area code and telephone number for fax transmission.
- Optional: **Contact** - the name of the vendor employee with whom the user primarily communicates.
- Optional: **Corporate vendor** - the vendor code designating an associated vendor.
- Optional: **Remit-to vendor** - the vendor code designating the business or individual to whom payments will be made.
- Optional: **Type code** - the code previously designated for the **Type code** field of the vendor record.
- **Status** - this field is not currently used.
- **Amount due** - the amount due for all the vendor's invoices.
- Optional: **Min order value** - the minimum dollar value which must be purchased from the vendor.
- Optional: **Max order value** - the maximum dollar value which can be purchased from the vendor.
- **Last payment date** - the date of the last payment made to the vendor.
- **Allow payment** - the default value of *Y* (yes) designates that the vendor's invoices are not withheld when select invoices for payment. Refer to Editing A Payment Batch for additional information.
- **Critical payment** - the values of *N* (no) and *Y* (yes) designate if payments to the vendor need to be made in a timely manner.

- **Terms code** - the terms code previously designated for the **Terms code** field of the vendor record. The description of the payment terms is displayed to the right of the terms code.
- **Bank code** - the bank code previously designated for the **Bank code** field of the vendor record. The name of the bank is displayed to the right of the bank code.
- **MTD invoices** - the month-to-date total amount of all the vendor's invoices for the current month (also referred to as current period). This amount does not include any cash discounts, and is calculated according to the invoice date.
- **YTD invoices** - the year-to-date total amount of all the vendor's invoices for the current year.
- **Last year invoices** - the total amount of all the vendor's invoices for the previous year.
- **MTD payments** - the month-to-date total amount of all the payments made to the vendor for the current month (also referred to as current period). This amount includes cash discounts, and is calculated according to the invoice date.
- **YTD payments** - the year-to-date total amount of all the payments made to the vendor for the current year.
- **Last year payments** - the year-to-date total amount of all the payments made to the vendor for the previous year.
- **Last invoice date** - the date of the vendor's last invoice.
- **Optional: 1099 code (6,a)** - text printed on the A/P Vendor 1099 Report. Refer to Printing A Vendor 1099 Report for additional information. If the **1099 code** field is left blank, the vendor will not be included on the report.
- **Optional: Tax ID** - the vendor's federal tax identification number which appears on the Vendor 1099 Report.

5. Press <F3> to exit. The Vendor Alpha Inquiry screen appears.

```

SY5760R  DISPLAY  CREATIVE DATA RESEARCH      5/24/00 17:57:06
JTIPPIN  VENDOR ALPHA INQUIRY      QPADEV000C

Alpha name
R.J.

Type options, press Enter.
5=Vendor inquiry  N=Notes

?
Code Name
R.J. REYNOLDS T 12301 R.J. REYNOLDS TOBACCO COMPANY
R.L. ALBERT & S 72084 R.L. ALBERT & SON, INC.
R.M. PALMER COM 94000 R.M. PALMER COMPANY
RAGOLD INC. 72976 RAGOLD INC.
RAGOLD, INC. 072976 RAGOLD, INC.
RAGU FOODS 36200 RAGU FOODS
RALSTON PURINA 17800 RALSTON PURINA CO.
RAYOVAC 012800 RAYOVAC
RED LION AKA H 90709 RED LION AKA HOUSE OF WINDSOR
RED LION INTERN 070047 RED LION INTERNATIONAL LTD
REEVE STORE EQU 2290 REEVE STORE EQUIP
+

F3=Exit

```

6. To log miscellaneous information about a vendor, enter *N* (Notes) in the selection column next to the desired vendor and press <Enter>. The Entity Notes Maint (A/P) screen appears.

```

AP4900R  CHANGE  CREATIVE DATA RESEARCH      5/24/00 18:43:34
JTIPPIN          ENTITY NOTES MAINT (A/P)      QPADEV000C

Vendor 12301

Invoice RJ3322 Voucher 1266 - $20.00 credit 5/8/00

F3=Exit

```

Press <Enter> when data entry is complete, and <F3> to exit. The Vendor Alpha Inquiry screen appears.

```

SY5760R  DISPLAY  CREATIVE DATA RESEARCH      5/24/00 18:57:00
JTIPPIN          VENDOR ALPHA INQUIRY          QPADEV000C

Alpha name
R.J.

Type options, press Enter.
5=Vendor inquiry  N=Notes

?
      Code  Name
R.J. REYNOLDS T 12301 R.J. REYNOLDS TOBACCO COMPANY
R.L. ALBERT & S 72084 R.L. ALBERT & SON, INC.
R.M. PALMER COM 94000 R.M. PALMER COMPANY
RAGOLD INC.     72976 RAGOLD INC.
RAGOLD, INC.   072976 RAGOLD, INC.
RAGU FOODS     36200 RAGU FOODS
RALSTON PURINA 17800 RALSTON PURINA CO.
RAYOVAC        012800 RAYOVAC
RED LION AKA H 90709 RED LION AKA HOUSE OF WINDSOR
RED LION INTERN 070047 RED LION INTERNATIONAL LTD
REEVE STORE EQU 2290  REEVE STORE EQUIP

```

- Repeat the previous instructions (beginning with step 2) to continue displaying vendor information, or press <F3> (Exit) and the A/P Inquiry screen appears.

Displaying Vendor Records By Vendor Code

The Vendor Inquiry application is used to display information about a vendor after first entering the vendor code. Refer to Displaying Vendor Records By Alpha Code for information about displaying vendor information after first entering the vendor's alpha code.

```
User: JTIPPIN           Menu: APCVLIQ           Date: 5/25/00

===== > A / P   I N Q U I R Y   <=====
=====
||||| 1. Vendor Alpha Inquiry      10. Bank
THE   || 2. Vendor Account Inquiry  11. Items
DAC CV1|| 3. Company                  12. Special Items
SYSTEM || 4. Entity                    13. Terms
||||| 5. User Profile              14. Voucher Inquiry
      6. Period Status              15. Vendor Account Inquiry Hist.
      7. Period Dates
      8. Calendar
      9. Vendor

      M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.    21. A/P Reports
22. General Ledger    23. Dac Main Menu     90. Sign Off
=====
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==>
```

1. Select option 9 (Vendor) from the A/P Inquiry screen. The Vendor Inquiry screen appears.

```
SY5755R  DISPLAY  CREATIVE DATA RESEARCH      5/25/00 17:23:16
JTIPPIN          VENDOR INQUIRY                QPADEV0005

Vendor code

F3=Exit
```

2. Enter the vendor code for the **Vendor code** (6,a) field. If necessary, enter ? for the **Vendor code** field and press <Enter> to select a vendor record from the Vendor Select screen.

```

SY5755R   DISPLAY   CREATIVE DATA RESEARCH           5/25/00 17:23:16
JTIPPIN   VENDOR INQUIRY                             QPADEV0005

Vendor code 12301

F3=Exit

```

3. Press <Enter>. The Vendor Inquiry screen is redisplayed. The *Entity not found* message appears if the designated vendor record has not been added.

```

SY5755R   DISPLAY   CREATIVE DATA RESEARCH           5/25/00 17:27:01
JTIPPIN   VENDOR INQUIRY                             QPADEV0005

Vendor code . . . : 12301 R.J. REYNOLDS TOBACCO COMPANY
Address line 1 . . : P.O. BOX 123254 Phone 504/626-5454
Address line 2 . . : 45255 NORTH WENDALL STREET Fax : 504/626-5547
City . . . . . : MANDEVILLE LA 70458
Contact . . . . . : DAVID STEWART
Corporate vendor :
Remit-to vendor :

Type code . . . . : MTD invoices . . . : 2760.00
Status . . . . . : YTD invoices . . . : 62405.77
Amount due . . . . : 39142.40 Last year invoices 17220.80
Min order value . . : .00 MTD payments . . . : 2061.50
Max order value . . : .00 YTD payments . . . : 41746.32
Last payment date . : 6/02/00 Last year payments 15960.00
Allow payment . . . : Y Last invoice date 5/18/00
Critical payment . . : N 1099 code . . . . :
Terms code . . . . : 10 10% 10 Net 30 Tax ID . . . . :
Bank code . . . . . : FNB FIRST NATIONAL BANK

F3=Exit F12=Key screen

```

Refer to Displaying Vendor Records By Alpha Code for detailed descriptions of all the fields of this screen.

4. To continue displaying other vendor records, press <F12> (Key screen), or press <F3> to exit and the A/P Inquiry screen appears.

Displaying Company Records

The Company Inquiry screen is used to display information about a company such as name and address. Refer to Working With Company Records for information about using the Company Maintenance screens to add and edit company records.

```
User: JTIPPIN           Menu: APCVLIQ           Date: 4/18/00

===== > A / P   I N Q U I R Y <=====
=====
||||| 1. Vendor Alpha Inquiry      10. Bank
THE   || 2. Vendor Account Inquiry  11. Items
DAC CV1|| 3. Company                  12. Special Items
SYSTEM || 4. Entity                  13. Terms
||||| 5. User Profile              14. Voucher Inquiry
      6. Period Status              15. Vendor Account Inquiry Hist.
      7. Period Dates
      8. Calendar
      9. Vendor

                M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.      21. A/P Reports
22. General Ledger     23. Dac Main Menu       90. Sign Off

=====
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===>
```

1. Select option 3 (Company) from the A/P Inquiry screen. The Company Inquiry screen appears.

```
SY5101R  DISPLAY  CREATIVE DATA RESEARCH      4/18/00 11:28:20
JTIPPIN          COMPANY INQUIRY              QPADEV000C

Company

F3=Exit
```

2. Enter the company code of the desired company record for the **Company** (3,a) field and press <Enter>. If necessary, enter ? for the **Company** field and press <Enter> to select a company record from the Company Selection screen. The *Company not found* message appears if the designated company record has not been added.

```
SY5101R   DISPLAY  CREATIVE DATA RESEARCH      4/18/00 11:36:22
JTIPPIN                                COMPANY INQUIRY      QPADEV000C

Company . . . . . : CDR

Name . . . . . : CREATIVE DATA RESEARCH
Address line 1 . . . . . : 1150 N CAUSEWAY BLVD
Address line 2 . . . . . :
City . . . . . : MANDEVILLE
State . . . . . : LA
Postal code . . . . . : 70471

G/L interface (Y/N) . . : Y

F3=Exit  F12=Key screen  F14=A/R  F15=G/L  F16=A/P
```

Refer to Working With Company Records for detailed descriptions of all the fields of this screen.

Refer to Displaying Company A/P And G/L Options for information about using the F16 (A/P) function key to display the values of the A/P options designated for a company.

3. To continue displaying other company records, press <F12> (Key screen), or press <F3> to exit and the A/P Inquiry screen appears.

Displaying User Profile Records

The User Profile Inquiry screen is used to display a list of the A/P System users and the company with which each user works. Refer to Working With User Profile Records for information about using the User Profile Maintenance screens to add, edit and delete user profile records.

```

User: JTIPPIN           Menu: APCV1IQ           Date: 4/18/00

===== A / P I N Q U I R Y =====
=====
||||||| 1. Vendor Alpha Inquiry      10. Bank
THE     || 2. Vendor Account Inquiry  11. Items
DAC CV1|| 3. Company                  12. Special Items
SYSTEM || 4. Entity                    13. Terms
||||||| 5. User Profile              14. Voucher Inquiry
Hist.   6. Period Status              15. Vendor Account Inquiry

          7. Period Dates
          8. Calendar
          9. Vendor

          M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.    21. A/P Reports
22. General Ledger     23. Dac Main Menu    90. Sign Off
=====
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==>

```

1. Select option 5 (User Profile) from the A/P Inquiry screen. The User Profile Inquiry screen appears.

```

SY5730R  DISPLAY  Creative Data Research      4/18/00 13:27:31
JTIPPIN          USER PROFILE INQUIRY      QPADEV000C

User          Name                               Cmp

CDR1          CDR1                               CDR  CREATIVE DATA RESEARCH
JTIPPIN       JEANNINE TIPPIN                          CDR  CREATIVE DATA RESEARCH
KIM           KIM TALLEY                               CDR  CREATIVE DATA RESEARCH
SHERI        SHERI RICHARDSON                         CDR  CREATIVE DATA RESEARCH

F3=Exit

```

Refer to Working With User Profile Records for detailed descriptions of all the fields of this screen.

2. During the course of reviewing user profile records, use <Page Down> or the following fields to locate the desired record:
 - **User** - enter a username and press <Enter> to redisplay the list beginning with the designated username.
 - **Name** - enter a user's name (or part of it) and press <Enter> to redisplay the list beginning with the designated user.
 - **Cmp** - enter a company code and press <Enter> to redisplay the list beginning with the designated company.
3. Press <F3> to exit. The A/P Inquiry screen appears.

Displaying Company A/P And G/L Options

The Company Inquiry (A/P) and Company Inquiry (G/L) screens are used to display the values of a company's A/P and G/L options, respectively.

Refer to Working With Company A/P Options for information about using the Company Maintenance (A/P) screen to edit company A/P options. Refer to Working With Company G/L Options for information about using the Company Maintenance (G/L) screen to edit company G/L options.

```
User: JTIPPIN           Menu: APCVLIQ           Date: 4/18/00

===== > A / P   I N Q U I R Y   <=====
=====
||||||| 1. Vendor Alpha Inquiry      10. Bank
THE  || 2. Vendor Account Inquiry    11. Items
DAC CV1|| 3. Company                 12. Special Items
SYSTEM || 4. Entity                   13. Terms
||||||| 5. User Profile              14. Voucher Inquiry
        6. Period Status              15. Vendor Account Inquiry Hist.
        7. Period Dates
        8. Calendar
        9. Vendor

                M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.    21. A/P Reports
22. General Ledger    23. Dac Main Menu     90. Sign Off
=====
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====>
```

1. Select option 3 (Company) from the A/P Inquiry screen. The Company Inquiry screen appears.

```
SY5101R  DISPLAY  CREATIVE DATA RESEARCH      4/18/00 13:54:13
JTIPPIN          COMPANY INQUIRY              QPADEV000C

Company

F3=Exit
```

2. Enter the company code of the desired company record for the **Company** (3,a) field and press <Enter>. If necessary, enter ? for the **Company** field and press <Enter> to select a company record from the Company Selection screen. The *Company not found* message appears if the designated company record has not been added.

```

SY5101R  DISPLAY  CREATIVE DATA RESEARCH          4/18/00 13:54:25
JTIPPIN                                COMPANY INQUIRY          QPADEV000C

Company . . . . . : CDR

Name . . . . . : CREATIVE DATA RESEARCH
Address line 1 . . . . . : 1150 N CAUSEWAY BLVD
Address line 2 . . . . . :
City . . . . . : MANDEVILLE
State . . . . . : LA
Postal code . . . . . : 70471

G/L interface (Y/N) . . : Y

F3=Exit  F12=Key screen  F14=A/R  F15=G/L  F16=A/P

```

3. To display the company's A/P options, press <F16> (A/P). The Company Inquiry (A/P) screen appears.

```

SY5170R  DISPLAY  Creative Data Research          4/18/00 13:54:44
JTIPPIN                                COMPANY INQUIRY (A/P)    QPADEV000C

Company . . . . . : CDR

A/P aging method . . . : I                Last A/P voucher number 1202
                                           Days to hold closed A/P 30

A/P aging bucket 1 name CURRENT           A/P aging bucket 1 days 30
A/P aging bucket 2 name 31 TO 60         A/P aging bucket 2 days 60
A/P aging bucket 3 name 61 TO 90         A/P aging bucket 3 days 90
A/P aging bucket 4 name 91 - 120         A/P aging bucket 4 days 120
A/P aging bucket 5 name 120+             A/P aging bucket 5 days 999

Allow discount override . . : N           Inv jrnl entry method I
Allow detail payment change Y           Pmt jrnl entry method C
                                           Reprint check number
                                           on preprinted checks N

                                           Cost Center  G/L Account #
A/P account number . . . : 10             200
Discount account . . . . : 10             620

F3=Exit

```

Refer to Working With Company A/P Options for detailed descriptions of all the fields of this screen, with one exception. The voucher number displayed for the **Last A/P voucher number** field designates the last voucher number used by the A/P System to identify and track a vendor invoice for the company.

Press <F3> to exit. The Company Inquiry screen appears.

```

SY5101R  DISPLAY  CREATIVE DATA RESEARCH          4/18/00 14:28:09
JTIPPIN                                COMPANY INQUIRY          QPADEV000C

Company . . . . . : CDR

Name . . . . . : CREATIVE DATA RESEARCH
Address line 1 . . . . . : 1150 N CAUSEWAY BLVD
Address line 2 . . . . . :
City . . . . . : MANDEVILLE
State . . . . . : LA
Postal code . . . . . : 70471

G/L interface (Y/N) . . : Y

F3=Exit  F12=Key screen  F14=A/R  F15=G/L  F16=A/P

```

- To display the company's G/L options, press <F15> (G/L). The Company Inquiry (G/L) screen appears.

```

SY1161R  CHANGE  CREATIVE DATA RESEARCH      4/18/00 14:29:23
JTIPPIN          COMPANY INQUIRY (G/L)      QPADEV000C

Company . . . . . : CDR

                                Cost cntr hdr  Account header
                                Cost Center   G/L Account #

Suspense cost center/account .

Ret. earnings cost cntr/account  10           270

Profit/loss cost cntr/account   10           275

F3=Exit  F11=Delete  F12=Key screen

```

Refer to Working With Company G/L Options for detailed descriptions of all the fields of this screen.

Press <F3> to exit. The Company Inquiry screen appears.

```

SY5101R  DISPLAY  CREATIVE DATA RESEARCH      4/18/00 14:30:09
JTIPPIN          COMPANY INQUIRY      QPADEV000C

Company . . . . . : CDR

Name . . . . . : CREATIVE DATA RESEARCH
Address line 1 . . . . . : 1150 N CAUSEWAY BLVD
Address line 2 . . . . . :
City . . . . . : MANDEVILLE
State . . . . . : LA
Postal code . . . . . : 70471

G/L interface (Y/N) . . : Y

F3=Exit  F12=Key screen  F14=A/R  F15=G/L  F16=A/P

```

- To continue displaying the A/P and G/L options of other companies, press <F12> (Key screen), or press <F3> to exit and the A/P Inquiry screen appears.

Displaying Period Date Records

The Period Date Inquiry screen is used to display the starting and ending dates of the periods (also referred to as months) of the user's fiscal year. Refer to Working With Period Date Records for information about using the Period Date Maintenance screens to define each period of the fiscal year.

```
User: JTIPPIN           Menu: APCV1IQ           Date: 4/18/00

===== > A / P   I N Q U I R Y   <=====
=====
|||||||  1. Vendor Alpha Inquiry      10. Bank
THE  ||  2. Vendor Account Inquiry    11. Items
DAC CV|| 3. Company                  12. Special Items
SYSTEM || 4. Entity                   13. Terms
|||||||  5. User Profile              14. Voucher Inquiry
      6. Period Status                15. Vendor Account Inquiry Hist.
      7. Period Dates
      8. Calendar
      9. Vendor

                M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.      21. A/P Reports
22. General Ledger    23. Dac Main Menu      90. Sign Off
=====
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==>
```

1. Select option 7 (Period Dates) from the A/P Inquiry screen. The Period Date Inquiry (Enter) screen appears.

```
ARCFVVR  ENTER           4/18/00 14:49:34
                PERIOD DATE INQUIRY

Period year . . . . .

F3=Exit  Enter to Continue
```

2. Enter the last two digits of the desired fiscal year for the **Period year** (2,n) field and press <Enter>. The Period Date Inquiry (Display) screen appears with a list of the starting dates and ending dates for a minimum of 12 periods. The *Period dates not found* message appears if the periods of the designated fiscal year have not been defined.

```

SY5450R   DISPLAY  CREATIVE DATA RESEARCH          4/18/00 14:56:59
JTIPPIN                                     PERIOD DATE INQUIRY          QPADEV000C

Period year . . . . :    0

                Start Date          End Date
Period 1 . . . :    1/01/00          1/31/00
Period 2 . . . :    2/01/00          2/29/00
Period 3 . . . :    3/01/00          3/31/00
Period 4 . . . :    4/01/00          4/30/00
Period 5 . . . :    5/01/00          5/31/00
Period 6 . . . :    6/01/00          6/30/00
Period 7 . . . :    7/01/00          7/31/00
Period 8 . . . :    8/01/00          8/31/00
Period 9 . . . :    9/01/00          9/30/00
Period 10 . . . :   10/01/00         10/31/00
Period 11 . . . :   11/01/00         11/30/00
Period 12 . . . :   12/01/00         12/31/00
Period 13 . . . :    1/01/01

F3=Exit

```

The starting and ending dates of a 13th period are displayed if the user defines a month as a four-week period.

3. Press <F3> to exit. The Period Date Inquiry (Enter) screen appears.

```

ARCPPVR   ENTER                                     4/18/00 15:05:22
                                     PERIOD DATE INQUIRY

Period year . . . . .

F3=Exit  Enter to Continue

```

4. To continue displaying the starting and ending dates of other fiscal years, repeat step 2 and step 3, or press <F3> to exit and the A/P Inquiry screen appears.

Displaying Calendar Records

The Calendar Inquiry screen is used to display information about a date of any fiscal year that is generated for a user.

```

User: JEANNINE           Menu: APCV1IQ           Date: 7/15/05

===== > A / P   I N Q U I R Y   <=====
=====
||||||| 1. Vendor Alpha Inquiry      10. Bank
THE  || 2. Vendor Account Inquiry    11. Items
DAC  || 3. Company                   12. Special Items
SYSTEM || 4. Entity                   13. Terms
||||||| 5. User Profile              14. Voucher Inquiry
6. Period Status                    15. Vendor Account Inquiry Hist.
7. Period Dates                     16. A/P Check Inquiry
8. Calendar
9. Vendor

M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.    21. A/P Reports
22. General Ledger     23. Dac Main Menu     90. Sign Off
=====
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==>

```

1. Select option 8 (Calendar) from the A/P Inquiry screen. The Calendar Inquiry screen appears.

```

ARASDFR  DISPLAY  CREATIVE DATA RESEARCH      7/15/05 15:49:36
JEANNINE                               Calendar Inquiry      QPADEV0009

Date

Opt  Date   Period  Julian  Day of week
1/01/99  1      21551  FRIDAY
1/02/99  1      21552  SATURDAY
1/03/99  1      21553  SUNDAY
1/04/99  1      21554  MONDAY
1/05/99  1      21555  TUESDAY
1/06/99  1      21556  WEDNESDAY
1/07/99  1      21557  THURSDAY
1/08/99  1      21558  FRIDAY
1/09/99  1      21559  SATURDAY
1/10/99  1      21560  SUNDAY
1/11/99  1      21561  MONDAY
1/12/99  1      21562  TUESDAY
1/13/99  1      21563  WEDNESDAY
1/14/99  1      21564  THURSDAY
1/15/99  1      21565  FRIDAY
+

F3=Exit

```

2. Enter the desired date for the **Date** (6,n) field.

```

ARASDFR  DISPLAY  CREATIVE DATA RESEARCH      7/15/05 15:49:36
JEANNINE                               Calendar Inquiry      QPADEV0009

Date 010104

Opt  Date   Period  Julian  Day of week
1/01/99  1      21551  FRIDAY
1/02/99  1      21552  SATURDAY
1/03/99  1      21553  SUNDAY
1/04/99  1      21554  MONDAY
1/05/99  1      21555  TUESDAY
1/06/99  1      21556  WEDNESDAY
1/07/99  1      21557  THURSDAY
1/08/99  1      21558  FRIDAY
1/09/99  1      21559  SATURDAY
1/10/99  1      21560  SUNDAY
1/11/99  1      21561  MONDAY
1/12/99  1      21562  TUESDAY
1/13/99  1      21563  WEDNESDAY
1/14/99  1      21564  THURSDAY
1/15/99  1      21565  FRIDAY
+

F3=Exit

```

3. Press <Enter>. The list is redisplayed beginning with the designated date. The

No date to display message appears if the fiscal year in which the designated date falls has not been generated.

ARASDFR	DISPLAY	CREATIVE DATA RESEARCH	7/15/05 15:50:30
JEANNINE		Calendar Inquiry	QPADEV0009
Date	10104		
Opt	Date	Period	Julian Day of week
	1/01/04	1	23377 THURSDAY
	1/02/04	1	23378 FRIDAY
	1/03/04	1	23379 SATURDAY
	1/04/04	1	23380 SUNDAY
	1/05/04	1	23381 MONDAY
	1/06/04	1	23382 TUESDAY
	1/07/04	1	23383 WEDNESDAY
	1/08/04	1	23384 THURSDAY
	1/09/04	1	23385 FRIDAY
	1/10/04	1	23386 SATURDAY
	1/11/04	1	23387 SUNDAY
	1/12/04	1	23388 MONDAY
	1/13/04	1	23389 TUESDAY
	1/14/04	1	23390 WEDNESDAY
	1/15/04	1	23391 THURSDAY
			+
F3=Exit			

The following values are displayed for dates appearing on the Calendar Inquiry screen:

- **Period** - designates within which period (also referred to as month) of the user's fiscal year the date falls.
- **Julian** - the value which appears is not currently used by the A/P System.
- **Day of week** - designates on which day of the week the date falls.

4. To continue displaying dates, repeat step 2 and step 3, or press <F3> to exit and the A/P Inquiry screen appears.

Displaying Period Status Records

The Period Status Inquiry screen is used to display the A/P open status (*Y* or *N*) of each period (also referred to as a month) of the user's fiscal year. A period's open status initially equals *Y* (yes) to indicate that the period is open, and that A/P transactions can be posted for the period by the user.

A period's open status is automatically changed to *N* (no) when the Month End Close application is used to close a month (period). Refer to Working With Closing Applications for additional information.

The initial *Y* (yes) value of some period status records must be changed to *N* (no) if the user first "goes live" on the Accounts Payable System after the start of the fiscal year. Contact CDR support personnel for additional information.

If the user's fiscal year does not consist of 13 four-week periods, the Month End Close application must be used to change the value of the period status record which corresponds to the 13th period before the Year End Close application is used to close a year. Refer to Working With Closing Applications for additional information.

```
User: JEANNINE           Menu: APCV1IQ           Date: 7/14/05

===== > A / P   I N Q U I R Y   <=====
=====
|||||||||  1. Vendor Alpha Inquiry      10. Bank
THE      ||  2. Vendor Account Inquiry   11. Items
DAC      ||  3. Company                  12. Special Items
SYSTEM  ||  4. Entity                    13. Terms
|||||||||  5. User Profile              14. Voucher Inquiry
        6. Period Status                15. Vendor Account Inquiry Hist.
        7. Period Dates                 16. A/P Check Inquiry
        8. Calendar
        9. Vendor

                                M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.  21. A/P Reports
22. General Ledger    23. Dac Main Menu   90. Sign Off
=====
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=>
```

1. Select option 6 (Period Status) from the A/P Inquiry screen. The Period Status Inquiry (Enter) screen appears.

```

ARCQPVR  ENTER                                7/14/05 10:47:27
                                PERIOD STATUS INQUIRY

Period year . . . . .
Application code . . .

F3=Exit

```

2. Enter the last two digits of the desired fiscal year for the **Period year** (2,n) field.
3. Enter *AP* for the **Application code** (3,a) field.

```

ARCQPVR  ENTER                                7/14/05 10:48:18
                                PERIOD STATUS INQUIRY

Period year . . . . . 05
Application code . . . AP

F3=Exit

```

4. Press <Enter>. The Period Status Inquiry (Display) screen appears. The *Period status not found* message appears if the periods of the designated fiscal year have not been defined. Refer to Working With Period Date Records for additional information.

```

SY5460R  DISPLAY  CREATIVE DATA RESEARCH      7/14/05 10:48:43
JEANNINE                                PERIOD STATUS INQUIRY      QPADEV000B

Period year . . . . : 5
Application code . . : AP

Period 1 open . . . : N (Y, N)
Period 2 open . . . : N
Period 3 open . . . : N
Period 4 open . . . : N
Period 5 open . . . : N
Period 6 open . . . : N
Period 7 open . . . : Y
Period 8 open . . . : Y
Period 9 open . . . : Y
Period 10 open . . . : Y
Period 11 open . . . : Y
Period 12 open . . . : Y
Period 13 open . . . : Y

F3=Exit

```

The value of the **Period...open** (1,a) fields designates if a period is closed or open. Refer to Closing A Month for additional information.

5. Press <F3> to exit. The Period Status Inquiry (Enter) screen appears.

```
ARCQPVR    ENTER                                7/14/05 10:51:54
                                     PERIOD STATUS INQUIRY

Period year . . . . .
Application code . . .

F3=Exit
```

6. To continue displaying period status records, repeat step 2 through step 5, or press <F3> to exit.

Displaying Bank Records

The Bank Inquiry screen is used to display information about a bank such as the asset account number which is credited in General Ledger when payments are made. Refer to Working With Bank Records for information about using the Bank Maintenance screens to add and edit bank records.

```
User: JTIPPIN           Menu: APCVLIQ           Date: 4/25/00

===== > A / P   I N Q U I R Y   <=====
=====
||||| 1. Vendor Alpha Inquiry      10. Bank
THE   || 2. Vendor Account Inquiry  11. Items
DAC CV1|| 3. Company                 12. Special Items
SYSTEM || 4. Entity                  13. Terms
||||| 5. User Profile              14. Voucher Inquiry
      6. Period Status              15. Vendor Account Inquiry Hist.
      7. Period Dates
      8. Calendar
      9. Vendor

                M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.    21. A/P Reports
22. General Ledger    23. Dac Main Menu    90. Sign Off

=====
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===>
```

1. Select option 10 (Bank) from the A/P Inquiry screen. The Bank Inquiry screen appears.

```
SY500R  DISPLAY  CREATIVE DATA RESEARCH      4/25/00 15:26:40
JTIPPIN                BANK INQUIRY          QPADEV0004

Bank code

F3=Exit
```

2. Enter the bank code of the desired bank record for the **Bank code** (6,a) field and press <Enter>. If necessary, enter ? for the **Bank code** field and press <Enter> to select a bank record from the Bank Selection screen.
The *Bank not found* message appears if the designated bank record has not been added.

```
SY5000R  DISPLAY  CREATIVE DATA RESEARCH      4/25/00 15:35:40
JTIPPIN                                BANK INQUIRY      QPADEV0004

Bank . . . . . : FNB      FIRST NATIONAL BANK
Bank account . . : 51-025462-125
Bank type . . . : CHECKING

Forms code . . . :
Last check number 120179

G/L cost account
Cost Center . . . : 10
G/L Account #    : 100

F3=Exit  F12=Key screen
```

Refer to Working With Bank Records for detailed descriptions of all the fields of this screen, with one exception. The check number displayed for the **Last check number** field designates the last check number used by the Print Checks application to print checks.

3. To continue displaying other bank records, press <F12> (Key screen), or press <F3> to exit and the A/P Inquiry screen appears.

Displaying Terms Records

The Vendor Terms Inquiry screen is used to display a list of the vendors' payment terms. Refer to Working With Terms Records for information about using the Vendor Terms Maintenance screens to add and edit terms records.

```

User: JTIPPIN                      Menu: APCV1IQ                      Date: 4/25/00
===== > A / P   I N Q U I R Y <=====
||||||| 1. Vendor Alpha Inquiry      10. Bank
THE    || 2. Vendor Account Inquiry  11. Items
DAC CV1|| 3. Company                  12. Special Items
SYSTEM || 4. Entity                    13. Terms
||||||| 5. User Profile              14. Voucher Inquiry
        6. Period Status              15. Vendor Account Inquiry Hist.
        7. Period Dates
        8. Calendar
        9. Vendor
                                M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.      21. A/P Reports
22. General Ledger    23. Dac Main Menu       90. Sign Off
=====
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==>

```

1. Select option 13 (Terms) from the A/P Inquiry screen. The Vendor Terms Inquiry screen appears.

```

SY5710R  DISPLAY  CREATIVE DATA RESEARCH      4/25/00 15:59:21
JTIPPIN          VENDOR TERMS INQUIRY        QPADEV0004

Code  Description

Code  Description          Pmt  Disc  Discount  Pmt due  Disc
due   due   percent    date    due  dte
days days                override override
EF    4.5% EFT             99    99    4.50    00-00   00-00
00    Net Due              0     0     .00    99-10   00-00
10    10% 10 Net 30        30    10    10.00   00-00   00-00
15    2.5% 15 Net 35       35    15    2.50    00-00   00-00
20    1.25% 20 Net 30      30    20    1.25    00-00   00-00
30    30 Days               30     0     .00    00-00   00-00

F3=Exit

```

Refer to Working With Terms Records for detailed descriptions of all the fields of this screen.

2. During the course of reviewing terms records, use <Page Down> or the following fields to locate the desired record:
 - **Code** - enter a terms code and press <Enter> to redisplay the list beginning with the designated terms code.
 - **Description** - enter a description (or part of it) and press <Enter> to limit the list to include only those terms which have descriptions that precisely match what is entered.
3. Press <F3> to exit. The A/P Inquiry screen appears.

Displaying A/P Item Records

The Item Inquiry screen is used to display information about an Accounts Payable (A/P) item record such as name and the account number which is debited in General Ledger when invoices are posted. Refer to Working With A/P Item Records for information about using the Item Maintenance Detail screen to add, delete and edit A/P item records.

```
User: JTIPPIN           Menu: APCV1IQ           Date: 4/25/00

===== > A / P   I N Q U I R Y   <=====
=====
||||||| 1. Vendor Alpha Inquiry      10. Bank
THE  || 2. Vendor Account Inquiry    11. Items
DAC CV1|| 3. Company                 12. Special Items
SYSTEM || 4. Entity                  13. Terms
||||||| 5. User Profile              14. Voucher Inquiry
      6. Period Status              15. Vendor Account Inquiry Hist.
      7. Period Dates
      8. Calendar
      9. Vendor

                M E N U   C A L L S
19. Purchasing System  20. A/P File Maint.      21. A/P Reports
22. General Ledger    23. Dac Main Menu      90. Sign Off

=====
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===>
```

1. Select option 11 (Items) from the A/P Inquiry screen. The Item Inquiry screen appears.

```
SY5405R  DISPLAY  CREATIVE DATA RESEARCH      4/25/00 16:46:37
JTIPPIN          ITEM INQUIRY                QPADEV0004

Item code

F3=Exit
```

2. Enter the item code of the desired item record for the **Item code** (15,a) field and press <Enter>. If necessary, enter ? for the **Item code** field and press <Enter> to select a item record from the Item Selection screen.
The *Item not found* message appears if the designated item record has not been added.

```
SY5405R   DISPLAY   CREATIVE DATA RESEARCH   4/25/00 16:48:16
JTIPPIN                                ITEM INQUIRY   QPADEV0004

Item code . . . :   INVENTORY01

Description . . . :   Purchases - Cigarettes
Discount allowed   Y
Actual cost . . . :           .00
List price . . . :           .00

G/L Account #   :       800

F3=Exit   F12=Key screen
```

Refer to Working With A/P Item Records for detailed descriptions of all the fields of this screen.

3. To continue displaying other item records, press <F12> (Key screen), or press <F3> to exit and the A/P Inquiry screen appears.

Working With Accounts Payable Reports

The A/P Reports applications are used to print the following reports, lists and labels:

- Cash Requirements Reports
- Cash Forecast Reports
- Open Credits Report
- Invoice Journal Reports
- Payment Journal Reports
- Invoice/Voucher List
- Tobacco Invoice Report
- Outstanding Checks Reports
- Recurring Invoice List
- Vendor History Reports
- Vendor 1099 Report
- Vendor Address Labels
- Vendor Lists
- Vendor File Labels
- Bank List
- Terms List
- A/P Items List

Refer to Working With Closing Applications for information about the following reports:

- Accounts Payable Monthly Report - should always be printed before closing a month.
- A/P Month End Close Report - is automatically generated when closing a month.

```
User: JEANNINE           Menu: APCV1           Date: 7/20/05

===== > A C C O U N T S   P A Y A B L E <=====
=====
||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE   || 2. Debit/Credit Maint.
DAC   || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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===>
```

1. Select option 21 (A/P Report Menu) from the Accounts Payable screen. The A/P Reports screen appears.

```

User: JEANNINE           Menu: APCV1RP           Date: 7/20/05

===== > A / P   R E P O R T S   <=====
=====
|||||||||  1. Cash Requirements           10. Vendor List
THE  ||  2. Cash Forecast                   11. Bank List
DAC  ||  3. Vendor 1099 Report             12. Item List
SYSTEM ||  4. Vendor Address Label         13. Special Item List
|||||||||  5. Payments by Vendor          14. Terms List
      6. Vendor History                   15. Vendor File Labels
      7. DB/CR Invoice Adjustments        16. A/P Payment Edit
      8. Payment Journal                  17. A/P Payment Edit (Alpha)
      9. Invoice Journal(Post Date)       18. A/P One-Time Vendor Report
                                M E N U   C A L L S
19. Purchasing System           20. A/P Inquiry           21. A/P Reports #2
22. General Ledger              23. A/P File Maint       90. Sign Off
=====
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====>

```

Note: The Special Item List application (option 13 above) is no longer used due to system upgrades.

- When necessary, select option 21 (A/P Reports #2) from the A/P Reports screen. The A/P Reports #2 screen appears.

```

User: JEANNINE           Menu: APCV1R2           Date: 7/20/05

===== > A / P   R E P O R T S   <=====
=====
|||||||||  1. A/P Open Credits
THE  ||  2. A/P Cash Requirement Report
DAC  ||
SYSTEM ||  4. A/P Recurring Invoice List
|||||||||  5. A/P Invoice Journal (Invoice Date)
      6. Check Register by Date (Previously Paid Checks)
      7. Check Reconciliation Outstanding Report
      8. Check Reconciliation Outstanding Report (EFTs Only)
      9. Check Reconciliation Outstanding Report (Exclude EFTs)
      10. A/P Tobacco Invoice Report

      19. Purchasing System           20. A/P Inquiry           21. A/P File Maint.
      22. General Ledger              23. A/P Main Menu       90. Sign Off
=====

Selection or command
====>

```

Refer to the DAC Data Library Files document for the list of DACACTDATA library files which can be used with AS/400 Query Utilities to produce reports and create data files.

Printing A Cash Requirements Report

Before payments are processed, the A/P Cash Requirements Report is printed to display the amounts required to meet the financial obligation of open invoices.

The instructions below describe printing two versions of the report. One version details the payables by pay date and vendor, and can be limited to a specific bank. The second version details the payables by payment batch. An example of each version is included below.

```
User: JEANNINE          Menu: APCV1RP          Date: 7/20/05

===== > A / P R E P O R T S <=====
=====
||||||||| 1. Cash Requirements          10. Vendor List
THE      || 2. Cash Forecast              11. Bank List
DAC      || 3. Vendor 1099 Report         12. Item List
SYSTEM  || 4. Vendor Address Label       13. Special Item List
||||||||| 5. Payments by Vendor         14. Terms List
          6. Vendor History              15. Vendor File Labels
          7. DB/CR Invoice Adjustments    16. A/P Payment Edit
          8. Payment Journal             17. A/P Payment Edit (Alpha)
          9. Invoice Journal(Post Date)   18. A/P One-Time Vendor Report
          M E N U   C A L L S
19. Purchasing System    20. A/P Inquiry          21. A/P Reports #2
22. General Ledger       23. A/P File Maint      90. Sign Off
=====
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====>
```

1. To print the A/P Cash Requirements Report by pay date and vendor, select option 21 (A/P Reports #2) from the A/P Reports screen. The A/P Reports #2 screen appears.

```
User: JEANNINE          Menu: APCV1R2          Date: 7/20/05

===== > A / P R E P O R T S <=====
=====
||||||||| 1. A/P Open Credits
THE      || 2. A/P Cash Requirement Report
DAC      ||
SYSTEM  || 4. A/P Recurring Invoice List
||||||||| 5. A/P Invoice Journal (Invoice Date)
          6. Check Register by Date (Previously Paid Checks)
          7. Check Reconciliation Outstanding Report
          8. Check Reconciliation Outstanding Report (EFTs Only)
          9. Check Reconciliation Outstanding Report (Exclude EFTs)
          10. A/P Tobacco Invoice Report

          19. Purchasing System    20. A/P Inquiry          21. A/P File Maint.
          22. General Ledger       23. A/P Main Menu      90. Sign Off
=====

Selection or command
====>
```

- Select option 2 (A/P Cash Requirement Report) from the A/P Reports #2 screen. The Cash Requirements Report screen appears.

```

ARERPVR  ENTER  CREATIVE DATA RESEARCH  7/20/05 17:57:12
                          Cash Requirements Report

Enter Beginning and Ending Payment Selection Date Below:

                          Company    CDR
                          Start Date
                          End Date
                          Bank Code    (Blank for ALL)

F3=Exit  F6=Print

```

Enter data for the following fields to designate the criteria by which the report is printed:

- Optional: **Start Date** (6,n) - the first date of the range of pay dates designated for including an open invoice amount in the report.
- **End Date** (6,n) - the last date of the range of pay dates designated for including an open invoice amount in the report.
- Optional: **Bank Code** (6,a) - a bank code to designate the bank through which payments will be made.

Press <F6> (Print) when data entry is complete.

```

ARERPVR  ENTER  CREATIVE DATA RESEARCH  7/20/05 18:25:09
                          Cash Requirements Report

Enter Beginning and Ending Payment Selection Date Below:

                          Company    CDR
                          Start Date 40105
                          End Date   43005
                          Bank Code    (Blank for ALL)

F3=Exit  F6=Print

CONFIRM: Y (Y/N)

```

Press <Enter> when prompted to confirm. The A/P Reports #2 screen appears.

A/P Cash Requirements Report By Pay Date and Vendor

Creative Data Research		A/P Cash Requirements Report				JEANNINE		ARESPPFR		7/20/05 18:25:27 Page		1	
Vendor Name	Vendor Number	Invoice Date	Due Date	Pay Date	Invoice Amount	Remaining Amount	Discount Amount	Net Pay Amount	Typ	Bank			
32100 "LET GEORGE DO IT"	41085 121021	4/01/05	4/02/05	4/02/05	23.50	23.50	3.41	20.09	P	EFT			
		Total			23.50	23.50	3.41	20.09					
32100 "LET GEORGE DO IT"	41088 741369	4/03/05	4/03/05	4/03/05	100.00	100.00	.00	100.00	P	EFT			
		Total			100.00	100.00	.00	100.00					
000120 ADAMS & BROOKS INC	41089 120410	4/02/05	5/02/05	4/17/05	785.50	785.50	.00	785.50	P	FNB			
		Total			785.50	785.50	.00	785.50					
000120 ADAMS & BROOKS INC	41090 1504210	4/06/05	5/06/05	4/21/05	1205.50	1205.50	.00	1205.50	P	FNB			
		Total			1205.50	1205.50	.00	1205.50					
000120 ADAMS & BROOKS INC	41091 1501000221	4/07/05	5/07/05	4/22/05	258.50	258.50	7.11	251.39	P	FNB			
		Total			258.50	258.50	7.11	251.39					
02002 AMERICAN EXPRESS	41097 88885	4/11/05	5/11/05	4/26/05	27.00	27.00	.74	26.26	P	FNB			
		Total			27.00	27.00	.74	26.26					
Final totals					2400.00	2400.00	11.26	2388.74					

** END OF REPORT **

```

User: JEANNINE           Menu: APCV1RP           Date: 7/21/05

===== > A / P   R E P O R T S   <=====
=====
||||||| 1. Cash Requirements      10. Vendor List
THE    || 2. Cash Forecast         11. Bank List
DAC    || 3. Vendor 1099 Report    12. Item List
SYSTEM || 4. Vendor Address Label    13. Special Item List
||||||| 5. Payments by Vendor     14. Terms List
        6. Vendor History         15. Vendor File Labels
        7. DB/CR Invoice Adjustments 16. A/P Payment Edit
        8. Payment Journal         17. A/P Payment Edit (Alpha)
        9. Invoice Journal(Post Date) 18. A/P One-Time Vendor Report
                M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry      21. A/P Reports #2
22. General Ledger     23. A/P File Maint   90. Sign Off
=====
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==>

```

- To print the A/P Cash Requirements Report by payment batch, select option 1 (Cash Requirements) from the A/P Reports screen. The Cash Requirements Prompt screen appears.

```

AP6410R  ENTER  CREATIVE DATA RESEARCH      7/21/05 12:20:01
JEANNINE          CASH REQUIREMENTS PROMPT    QPADEV000B

Enter information below, and press ENTER to submit Cash Requirements Report.

                                Payment batch

Output queue *JOB          Copies  1  Hold N (Y-Hold, N-Release)

F3=Exit  F8=Select batch

```

Enter data for the following fields to designate the criteria by which the report is printed:

- Optional: **Payment batch** (5,n) - the batch number of a payment batch that is accepted for processing. If necessary, press <F8> to select a batch number from the Batch Selection screen, or leave the **Payment batch** field blank to include all the accepted payment batches in the A/P Cash Requirements Report.
- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter Y (yes) to designate that the spool file containing the report will be held for printing in the future.

Press <Enter> when data entry is complete. The *The report (CASH_REQ) has been submitted* message appears on the Cash Requirements Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.

```
AP6410R  ENTER  CREATIVE DATA RESEARCH  7/21/05 12:23:13
JEANNINE          CASH REQUIREMENTS PROMPT  QPADEV000B

Enter information below, and press ENTER to submit Cash Requirements Report.

Payment batch  35333

Output queue *JOB      Copies  1  Hold  Y (Y-Hold, N-Release)
F3=Exit  F8=Select batch
The report (CASH_REQ) has been submitted.  +
```

Press <F3> to exit. The A/P Reports screen appears.

Printing A Cash Forecast Report

Before payments are processed, the cash forecast report is used to analyze vendor accounts. An example of the detailed and the summary versions of this report, which is also referred to as the aged trial balance report, are included below.

The **A/P aging method** field of the company A/P options is used to designate whether A/P aging is based on the invoice date, invoice due date or posting date. The **A/P aging bucket...name** and **A/P aging bucket...days** fields are used to designate the columns headings and the amounts which appear for the aging figures on the cash forecast report. Refer to Working With Company A/P Options for information about these fields.

```

User: JTIPPIN           Menu: APCV1RP           Date: 6/02/00

===== > A / P   R E P O R T S   <=====
||||| 1. Cash Requirements      10. Vendor List
THE   || 2. Cash Forecast       11. Bank List
DAC CVL|| 3. Vendor 1099 Report     12. Item List
SYSTEM || 4. Vendor Address Label 13. Special Item List
||||| 5. Payments by Vendor     14. Terms List
      6. Vendor History         15. Vendor File Labels
      7. Invoice Journal
      8. Payment Journal        16. A/P Payment Edit
      9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                                M E N U   C A L L S
19. Purchasing System          20. A/P Inquiry           21. A/P Reports #2
22. General Ledger            23. A/P File Maint       90. Sign Off
=====
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==>

```

1. Select option 2 (Cash Forecast) from the A/P Reports screen. The A/P Cash Forecast Report Prompt screen appears.

```

AP6210R  ENTER  CREATIVE DATA RESEARCH      6/02/00 16:04:27
JTIPPIN   A/P CASH FORECAST REPORT PROMPT   QPADEV0003

Enter information below and press ENTER to submit Aged Trial Balance Report.

Vendor code . . .           (blank for all vendors)

Transactions as of         (blank for all invoices,
Summary/Detail . D        and aged from today's date)
                          (D=Detail, S=Summary)

Output queue *JOB          Copies 1 Hold N (Y-Hold, N-Release)
F3=Exit

```

2. Enter data for the following fields to designate the criteria by which the report is printed:
 - Optional: **Vendor code** (6,a) - a vendor code to limit the report to a single vendor. If necessary, enter ? and press <Enter> to select a vendor code from the Vendor Select screen.
 - Optional: **Transactions as of** (6,n) - a date by which aging is calculated. If no value is entered, the current date is used.
 - **Summary/Detail** (1,a) - enter S (Summary) to print the summary version of

the report entitled Vendor Aging Summary, or enter *D* (Detail) to print the detailed version entitled A/P Cash Forecast Report.

- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

```

AP6210R  ENTER  CREATIVE DATA RESEARCH      6/02/00 18:03:36
JTIPPIN          A/P CASH FORECAST REPORT PROMPT  QPADEV0003

Enter information below and press ENTER to submit Aged Trial Balance Report.

Vendor code . . . STA01 (blank for all vendors)

Transactions as of          (blank for all invoices,
                             and aged from today's date)
Summary/Detail . . D      (D=Detail, S=Summary)

Output queue *JOB          Copies 1 Hold N (Y-Hold, N-Release)
F3=Exit

```

3. Press <Enter> when data entry is complete. The *The report (AGED_LIST) has been submitted* message appears on the A/P Cash Forecast Report Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.

```

AP6210R  ENTER  CREATIVE DATA RESEARCH      6/02/00 18:03:36
JTIPPIN          A/P CASH FORECAST REPORT PROMPT  QPADEV0003

Enter information below and press ENTER to submit Aged Trial Balance Report.

Vendor code . . . STA01 (blank for all vendors)

Transactions as of          (blank for all invoices,
                             and aged from today's date)
Summary/Detail . . D      (D=Detail, S=Summary)

Output queue *JOB          Copies 1 Hold N (Y-Hold, N-Release)
F3=Exit
The report (AGED_LIST) has been submitted.

```

4. Press <F3> to exit. The A/P Reports screen appears.

Vendor Aging Summary

CREATIVE DATA RESEARCH		Vendor Aging Summary		JTIPPIN		6/05/00 12:52:27 Page 1	
Vendor	Name	Total Due	CURRENT	31 TO 60	61 TO 90	91 - 120	120+
STA01	State of Louisiana	383.00					383.00
000120	ADAMS & BROOKS INC	260.64			256.18		4.46
00022	AC PAPER & SUPPLY	100.50	100.50				
00031	A.H.	30.00					30.00
011000	LIGGETT & MYERS	8121.40		8121.40			
012300	R.J. REYNOLDS	1974504.00		1974504.00			
019840	NABISCO(COOKIES&CRACKERS)	120.00			80.00	40.00	
028000	NESTLE BRANDS	541.40		190.40		351.00	
028200	PHILIP MORRIS, INC	.25		.25			
030100	KEEBLER CO.	378.06		378.06			
034000	HERSHEY CHOCOLATE CO.	26028.72		25776.00	252.72		
038000	KELLOGG U.S.A, INC.	.00					
09050	DRACKETT PRODUCTS	301.68					301.68
10000	A-1 WHOLESALE	312.00		72.00	215.00		25.00
11000	LIGGETT & MYERS TOBACCO CO.	.00					
12300	R.J.R.	19740.27		15372.00	4368.27		
12300E	R.J. REYNOLDS-TOBACCO	.00					
123000	RJ REYNOLDS TOBACCO	3945.00					3945.00
12301	R.J. REYNOLDS TOBACCO COMPANY	39322.40	180.00	27142.40			12000.00
12303	R.J. REYNOLDS TOBACCO COMPANY	1305.00					1305.00
12546	AMERICAN CHICLE	50.00-		50.00-			
1430	FEDERAL EXPRESS	200.00-					200.00-
16000	GENERAL MILLS, INC.	2174.40					2174.40
16300	CITRUS WORLD	3684.06					3684.06
18346	ALEX FOODS INC.	6364.92					6364.92
21200	3-M HOME PRODUCTS	.00					
2200	PACIFIC BELL TELEPHONE	1079.41					1079.41
25500	PROCTER & GAMBLE GROCERY	.00					
26100	LORILLARD	.00					
27200	BROWN & WILLIAMSON-CIGARETTES	.00					
28200	PHILIP MORRIS, INC.	20.00-					20.00-
34000	HERSHEY FOODS CORPORATION	240.55	500.00-	285.00	205.55		250.00
35375	ALASKA SPRINGS	56.99					56.99
36000	KIMBERLY-CLARK CORPORATION	111180.00					111180.00
36200	RAGU FOODS	404.76					404.76
37001	P&G PAPER	999.00					999.00
40001	M & M MARS CANDY COMPANY	1690.32	174.00	1516.32			
41364	AMERICAN LICORICE	.00					
41696	BANNER CANDY COMPANY	.00					
43300	AMERICAN TOBACCO CO	977.05		25.00	107.05		845.00
43900	SANDOZ NUTRITION	154.88					154.88
50100	KRAFT FOOD SERVICE	1675.61		125.00		37.64	1512.97
62640	DANDY CONFECTIONS	1244.00					1244.00
70419	ROYAL CAKE COMPANY, INC.	.00					
70602	ANNABELLE CANDY CO.	.00					
70842	BEER NUTS. INC.	.00					
72195	SOLO CUP COMPANY	100.50					100.50
72965	ADAMS & BROOKS, INC.	6742.71		30.00	500.75	930.00	5281.96
73190	GENERAL WAX CO.	6814.00					6814.00
74295	AMERICAN CANDY COMPANY	25.00-					25.00-
77353	BAMA	20.00					20.00
77725	COCA COLA	350.00			350.00		
79201	WILLY WONKA BRANDS	.00					
79400	HELENE CURTIS	.00					
90208	CANDY HOUSE	300.00					300.00
90406	ETON CHOCOLATES	20.00					20.00
9623	Gift Baskets Inc.	422.06					422.06

CREATIVE DATA RESEARCH		Vendor Aging Summary		JTIPPIN		6/05/00 12:52:27 Page 2	
Vendor	Name	Total Due	CURRENT	31 TO 60	61 TO 90	91 - 120	120+
97000	BAKERY DE FRANCE	.00					
97010	B. W. SMITH LABORATORY	500.00					500.00
97031	SMITH KLINE COMPANY	.00					
99980	UNITED BEVERAGE	1263.50					1263.50
99989	FIRCREST FARMS	.00					
999910	SPEEDY PRINTING OF COVINGTON	.00					
999920	WASHINGTON-ST. TAMMANY CO-OP	.00					
999930	SOUTH CENTRAL BELL	.00					
Grand Total Due		2224739.51	45.50-	2053487.83	6335.52	1688.64	163273.02
Invoices As Of		(***) Total Due indicates sum on report not equal to Vendor file total due)					
** END OF REPORT **							

A/P Cash Forecast Report

CREATIVE DATA RESEARCH		A/P CASH FORECAST REPORT			JTIPPIN		6/05/00 13:08:10 Page		1
Selection: Vendor : *ALL Entergy									
Transactions as of									
<hr/>									
Vendor	Name/Contact	Mix/Max	Order Val	Avg Inv/Pmt	Size	Last Inv/Pmt	Date		
ENTERG	Entergy	.00		393.82		2/20/00			
		.00		.00					
<hr/>									
Voucher	Trans	Due	CURRENT	31 TO 60	61 TO 90	91 - 120	120+	Reference	
2000062	7/29/99	7/29/99						500.00	
2000247	1/19/00	2/10/00						351.47	
2000241	2/20/00	3/10/00				330.00			
Total Due		1181.47				330.00		851.47	
<hr/>									
Vendor	Name/Contact	Mix/Max	Order Val	Avg Inv/Pmt	Size	Last Inv/Pmt	Date		
STA01	State of Louisiana	.00		43.45		1/07/00			
		.00		33.00		1/07/00			
<hr/>									
Voucher	Trans	Due	CURRENT	31 TO 60	61 TO 90	91 - 120	120+	Reference	
2000086	8/06/99	8/06/99						Child Support Payment for John Doe	
2000087	8/06/99	8/06/99						Child Support Payment for John Doe	
2000088	8/16/99	8/16/99					33.00	Child Support Payment for John Smith	
2000089	8/16/99	8/16/99						for pay period ending 8/16/99	
2000090	8/16/99	8/16/99						Case Number 77-12365447	
2000091	8/16/99	8/16/99						SS#555-852-963	
2000092	8/16/99	8/16/99						Richard John's Garnishment	
2000160	12/08/99	1/07/00					350.00	S.S. #387-45-9876	
2000161	12/08/99	1/07/00						Steve Johnson	
2000173	1/07/00	1/07/00						S.S No. 346-87-9933	
2000174	1/07/00	1/07/00							
Total Due		383.00						383.00	
<hr/>									
Vendor	Name/Contact	Mix/Max	Order Val	Avg Inv/Pmt	Size	Last Inv/Pmt	Date		
000120	ADAMS & BROOKS INC	.00		86.31		3/16/00			
		.00		2407.69		3/07/00			
<hr/>									
Voucher	Trans	Due	CURRENT	31 TO 60	61 TO 90	91 - 120	120+	Reference	
2000242	2/26/00	3/27/00						000327	
2000193	1/14/00	4/22/00					4.46	000298	
2000263	3/16/00	6/23/00			256.18			000342	
Total Due		260.64			256.18			4.46	

CREATIVE DATA RESEARCH		A/P CASH FORECAST REPORT			JTIPPIN		6/05/00 13:08:10 Page		17
<hr/>									
Vendor	Name/Contact	Mix/Max	Order Val	Avg Inv/Pmt	Size	Last Inv/Pmt	Date		
999910	SPEEDY PRINTING OF COVINGTON	.00		1825.00		1/20/98			
		.00		1802.19		5/31/99			
<hr/>									
Voucher	Trans	Due	CURRENT	31 TO 60	61 TO 90	91 - 120	120+	Reference	
1009	1/20/98	2/19/98							
Total Due		.00							
<hr/>									
Vendor	Name/Contact	Mix/Max	Order Val	Avg Inv/Pmt	Size	Last Inv/Pmt	Date		
999930	SOUTH CENTRAL BELL	.00		7250.00		1/20/98			
		.00		7032.50		3/17/00			
<hr/>									
Voucher	Trans	Due	CURRENT	31 TO 60	61 TO 90	91 - 120	120+	Reference	
1011	1/20/98	2/19/98							
Total Due		.00							
<hr/>									
Grand Total Due		2224739.51	45.50-	2053487.83	6335.52	1688.64		163273.02	
(***) Total Due indicates sum on report not equal to Vendor file total due)									
** END OF REPORT **									

Printing An Open Credits Report

Before posting a payment batch, the A/P open credits report is used to review the credits which the user may apply to the payment of open invoices.

```
User: JTIPPIN          Menu: APCV1RP          Date: 6/06/00

===== > A / P   R E P O R T S   <=====
=====
||||| 1. Cash Requirements          10. Vendor List
THE   || 2. Cash Forecast           11. Bank List
DAC CV1|| 3. Vendor 1099 Report         12. Item List
SYSTEM || 4. Vendor Address Label       13. Special Item List
||||| 5. Payments by Vendor        14. Terms List
      6. Vendor History             15. Vendor File Labels
      7. Invoice Journal
      8. Payment Journal             16. A/P Payment Edit
      9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                                M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry           21. A/P Reports #2
22. General Ledger     23. A/P File Maint       90. Sign Off
=====
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===>
```

1. Select option 21 (A/P Reports #2) from the A/P Reports screen. The A/P Reports #2 screen appears.

```
User: JTIPPIN          Menu: APCV1R2          Date: 6/06/00

                                A / P   R E P O R T S

||||| 1. A/P Open Credits
THE   || 2. A/P Cash Requirement Report
DAC CV1|| 3. A/P Cash Requirement Report By Bank
SYSTEM || 4. A/P Recurring Invoice List
|||||

      7. Check Reconciliation Outstanding Report
      8. Check Reconciliation Outstanding Report (EFTs Only)
      9. Check Reconciliation Outstanding Report (Exclude EFTs)
     10. A/P Tobacco Invoice Report

     19. Purchasing System  20. A/P Inquiry           21. A/P File Maint.
     22. General Ledger     23. A/P Main Menu       90. Sign Off

===>
```

2. Select option 1 (A/P Open Credits) from the A/P Reports #2 screen.
3. Press <F3> to exit. The A/P Reports screen appears.

A/P Open Credits

06/06/00 15:48:47		A/P Open Credits				PAGE 1
Vendor Number	Vendor Name	Voucher Number	Invoice Due Date	Sched. Pay Date	Invoice Amount	Remain Amount Due
10000	A-1 WHOLESALE	1234	0/06/01	0/05/12	25.00-	25.00-
		2000029	99/05/05	99/05/05		10.00-
		2000149	0/01/20	0/01/20	20.00-	20.00-
		TOTAL				45.00-
1210	DOWNEY NATIONAL BANK	303	95/04/10	95/04/10	500.00-	500.00-
		TOTAL				500.00-
12301	R.J. REYNOLDS TOBACCO COMPANY	1269	0/06/10	0/06/10	50.00-	50.00-
		TOTAL				50.00-
12303	R.J. REYNOLDS TOBACCO COMPANY	2000145	0/01/19	99/12/22	59.20-	59.20-
		TOTAL				59.20-
12546	AMERICAN CHICLE	1248	0/05/10	0/05/10	50.00-	50.00-
		TOTAL				50.00-
14200	CHARMS COMPANY	335	95/04/10	95/04/10	25.00-	25.00-
		TOTAL				25.00-
1430	FEDERAL EXPRESS	1100	99/12/31	99/12/31	200.00-	200.00-
		TOTAL				200.00-
14313	VERY SPECIAL CHOC.	439	95/09/09	95/09/09	10.00-	10.00-
		TOTAL				10.00-
1630	HAYWARD, CITY OF	311	95/04/10	95/04/10	50.00-	50.00-
		TOTAL				50.00-

06/06/00 15:48:47		A/P Open Credits				PAGE 3
Vendor Number	Vendor Name	Voucher Number	Invoice Due Date	Sched. Pay Date	Invoice Amount	Remain Amount Due
72740	ORCHIDS PAPER PRODUCTS	455	96/01/10	96/01/10	10.00-	10.00-
		462	96/01/10	96/01/10	10.00-	10.00-
		468	96/01/10	96/01/10	10.00-	10.00-
		474	96/01/10	96/01/10	10.00-	10.00-
		480	96/01/10	96/01/10	10.00-	10.00-
		490	96/01/10	96/01/10	10.00-	10.00-
		TOTAL				60.00-
72965	ADAMS & BROOKS, INC.	2000096	99/09/17	99/08/29	719.54	719.54-
		2000181	0/02/04	0/01/15	2.50-	2.50-
		2000199	0/01/31	0/01/11	500.00-	500.00-
		TOTAL				217.04
74295	AMERICAN CANDY COMPANY	2000140	0/01/19	99/12/30	25.00-	25.00-
		TOTAL				25.00-
87316	BARLOW TRAIL FARMS	323	95/04/10	95/04/10	15.00-	15.00-
		325	95/04/10	95/04/10	15.00-	15.00-
		TOTAL				30.00-
FINAL TOTALS						
TOTAL					5279.16-	8678.24-
* * * E N D O F R E P O R T * * *						

Printing An Invoice Journal Report

The instructions below describe printing two versions of the invoice journal report:

- A/P Invoice Journal - lists the open and closed invoices on the basis of invoice date, and includes those added to unposted invoice batches.
- Invoice Journal By Post Date - lists the open and closed invoices on the basis of posting date, and includes only invoices of posted invoice batches.

Both versions of the invoice journal report are printed according to a user-designated range of dates. An example of each report version is included below.

```

User: JTIPPIN           Menu: APCVLRP           Date: 6/07/00

===== > A / P   R E P O R T S   <=====
|||||||  1. Cash Requirements      10. Vendor List
THE    ||  2. Cash Forecast         11. Bank List
DAC CVL|| 3. Vendor 1099 Report      12. Item List
SYSTEM || 4. Vendor Address Label   13. Special Item List
|||||||  5. Payments by Vendor    14. Terms List
        6. Vendor History         15. Vendor File Labels
        7. Invoice Journal
        8. Payment Journal         16. A/P Payment Edit
        9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry           21. A/P Reports #2
22. General Ledger     23. A/P File Maint       90. Sign Off
=====
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==>

```

1. To print the A/P Invoice Journal report, select option 7 (Invoice Journal) from the A/P Reports screen. The A/P Invoice Journal Prompt screen appears.

```

AP6200R  ENTER  CREATIVE DATA RESEARCH      6/07/00 11:18:38
JTIPPIN   A/P INVOICE JOURNAL PROMPT        QPADEV0008

Enter information below and press ENTER to submit Invoice Journal.

From transaction date

Thru transaction date

Output queue *JOB      Copies 1  Hold N (Y-Hold, N-Release)
F3=Exit

```

Enter data for the following fields to designate the criteria by which the report is printed:

- Optional: **From transaction date** (6,n) - the first date of the range of invoice dates designated for including an invoice in the report. If no value is entered, the report includes all invoices with invoice dates equal to or earlier than the value entered for the **Thru transaction date** field (see below).
- Optional: **Thru transaction date** (6,n) - the last date of the range of invoice dates designated for including an invoice in the report. If no value is entered, the report includes all invoices with invoice dates equal to or later than the value entered for the **From transaction date** field (see above).

- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

AP6200R	ENTER	CREATIVE DATA RESEARCH	6/07/00 12:37:16
JTIPPIN		A/P INVOICE JOURNAL PROMPT	QPADEV0008
Enter information below and press ENTER to submit Invoice Journal.			
From transaction date 050100			
Thru transaction date 053100			
Output queue	*JOB	Copies	1 Hold N (Y-Hold, N-Release)
F3=Exit			

Press <Enter> when data entry is complete. The *The report (INV_JRNL) has been submitted* message appears on the A/P Invoice Journal Prompt screen. The *Job... completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.

Press <F3> to exit. The A/P Reports screen appears.


```

ARCWPVR  ENTER  CREATIVE DATA RESEARCH      6/07/00 12:46:20
JTIPPIN  A/P Invoice Journal by Post Date      QPADEV0008

Enter information below and press ENTER to submit Invoice Journal.

From post date

Thru post date

Output queue *JOB      Copies 1      Hold N (Y-Hold, N-Release)

F3=Exit

```

Enter data for the following fields to designate the criteria by which the report is printed:

- Optional: **From post date** (6,n) - the first date of the range of invoice posting dates designated for including an invoice in the report. If no value is entered, the report includes all invoices with posting dates equal to or earlier than the value entered for the **Thru post date** field (see below).
- Optional: **Thru post date** (6,n) - the last date of the range of invoice posting dates designated for including an invoice in the report. If no value is entered, the report includes all invoices with invoice posting dates equal to or later than the value entered for the **From post date** field (see above).
- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter Y (yes) to designate that the spool file containing the report will be held for printing in the future.

```

ARCWPVR  ENTER  CREATIVE DATA RESEARCH      6/07/00 12:46:20
JTIPPIN  A/P Invoice Journal by Post Date      QPADEV0008

Enter information below and press ENTER to submit Invoice Journal.

From post date 050100

Thru post date 053100

Output queue *JOB      Copies 1      Hold N (Y-Hold, N-Release)

F3=Exit

```

Press <Enter> when data entry is complete. No message appears on the A/P Invoice Journal Prompt screen, nor in the user's AS/400 message queue when the report is spooled for printing.

Press <F3> to exit. The A/P Reports screen appears.

Invoice Journal By Post Date

CREATIVE DATA RESEARCH Invoice Journal by Post Date JTIPPIN 6/07/00 12:51:43 Page 1

Selection: From date 5/01/00
 Thru date 5/31/00

Post Date	Voucher	Vendor	Name	Invoice amt	Adjustment	Balance due	Reference
5/01/00	1228	12301	R. J. REYNOLDS TOBACCO COMPANY	200.00	.00	200.00	INV RJR3443
5/01/00	1230	12301	R. J. REYNOLDS TOBACCO COMPANY	150.00	.00	150.00	
5/01/00	1231	10000	A-1 WHOLESALE	780.00	.00	.00	
5/01/00	1232	10000	A-1 WHOLESALE	50.00-	.00	.00	
5/01/00	1240	12301	R. J. REYNOLDS TOBACCO COMPANY	30.00-	.00	.00	CR on RJR3443
5/01/00	1241	34000	HERSHEY FOODS CORPORATION	25.00	.00	25.00	
5/01/00	1242	43300	AMERICAN TOBACCO CO	25.00	.00	25.00	
5/01/00	1244	12301	R. J. REYNOLDS TOBACCO COMPANY	30.00-	.00	.00	CR on RJR3443
5/01/00	1245	12301	R. J. REYNOLDS TOBACCO COMPANY	687.00	.00	687.00	000385
5/01/00	1246	12546	AMERICAN CHICLE	300.00	.00	.00	INV AC5566
5/01/00	1247	41364	AMERICAN LICORICE	200.00	.00	.00	INV AL2344
5/01/00	1248	12546	AMERICAN CHICLE	50.00-	.00	50.00-	CR on INV AC5566
5/01/00	1251	43300	AMERICAN TOBACCO CO	25.00	.00	25.00	
5/01/00	1252	43300	AMERICAN TOBACCO CO	25.00	.00	25.00	
5/01/00	1253	41364	AMERICAN LICORICE	400.00	.00	.00	INV AL9988
5/01/00	1254	41364	AMERICAN LICORICE	95.00	.00	.00	INV AL10054
5/01/00	1258	12546	AMERICAN CHICLE	100.00	.00	.00	INV AC5568
5/01/00	1259	12546	AMERICAN CHICLE	25.00-	.00	.00	CR on INV AC5568
5/01/00	1261	12546	AMERICAN CHICLE	355.00	.00	.00	INV AC5522
5/01/00	1262	12301	R. J. REYNOLDS TOBACCO COMPANY	300.00	.00	.00	INV RJ3660
5/02/00	1234	10000	A-1 WHOLESALE	25.00-	.00	25.00-	
5/02/00	1235	50100	KRAFT FOOD SERVICE	25.00	.00	25.00	
5/02/00	1236	10000	A-1 WHOLESALE	22.00	.00	22.00	
5/02/00	1237	34000	HERSHEY FOODS CORPORATION	260.00	.00	260.00	
5/02/00	1238	72965	ADAMS & BROOKS, INC.	30.00	.00	30.00	
5/02/00	1239	028000	NESTLE BRANDS	50.00	.00	50.00	
5/02/00	1272	50100	KRAFT FOOD SERVICE	100.00	.00	100.00	
5/02/00	2000249	028200	PHILIP MORRIS, INC	.25	.00	.25	000332
5/03/00	1276	00022	AC PAPER & SUPPLY	100.50	.00	100.50	
5/04/00	1278	12301	R. J. REYNOLDS TOBACCO COMPANY	100.00	.00	.00	INV 4455
5/05/00	1265	12301	R. J. REYNOLDS TOBACCO COMPANY	200.00	.00	.00	INV RJ3321
5/05/00	1266	12301	R. J. REYNOLDS TOBACCO COMPANY	300.00	.00	.00	INV RJ3322
5/05/00	1267	12301	R. J. REYNOLDS TOBACCO COMPANY	200.00	.00	200.00	
5/05/00	1268	12301	R. J. REYNOLDS TOBACCO COMPANY	1455.00	.00	.00	INV RJ2333
5/05/00	1269	12301	R. J. REYNOLDS TOBACCO COMPANY	50.00-	.00	50.00-	CR on RJ55443
5/05/00	1270	019840	NABISCO (COOKIES&CRACKERS)	40.00	.00	40.00	000358
5/05/00	1273	12301	R. J. REYNOLDS TOBACCO COMPANY	150.00	.00	.00	INV RJR2334
5/05/00	1274	12546	AMERICAN CHICLE	400.00	.00	.00	INV AM5543
5/10/00	1275	74295	AMERICAN CANDY COMPANY	50.00	.00	.00	INV VCHR1275
5/12/00	1277	12301	R. J. REYNOLDS TOBACCO COMPANY	255.00	.00	.00	INV RJ6671
5/25/00	1280	34000	HERSHEY FOODS CORPORATION	3000.00	.00	3000.00	
5/25/00	1281	34000	HERSHEY FOODS CORPORATION	3500.00-	.00	3500.00-	
5/25/00	1284	12301	R. J. REYNOLDS TOBACCO COMPANY	180.00	.00	180.00	INV 33478
5/31/00	1279	40001	M & M MARS CANDY COMPANY	174.00	.00	174.00	000381
Final totals				6998.75	.00	1693.75	

** END OF REPORT **

Printing A Payment Journal Report

The instructions below describe printing two versions of the payment journal report:

- A/P Payment Journal - lists the payments processed for the invoices of all vendors during a user-designated range of dates. The report is printed in order by the “check date” (date printed on a check, entered for a manual check, or entered for an electronic funds transfer) which was used to process the payment.
- A/P Payments By Vendor - lists the payments processed for the invoices of one or all vendors. The report is printed by vendor code and in order by voucher number.

An example of each report version is included below.

```

User: JTIPPIN           Menu: APCV1RP           Date: 6/07/00

===== > A / P R E P O R T S < =====
||||||| 1. Cash Requirements      10. Vendor List
THE  || 2. Cash Forecast          11. Bank List
DAC CV1|| 3. Vendor 1099 Report    12. Item List
SYSTEM || 4. Vendor Address Label  13. Special Item List
||||||| 5. Payments by Vendor    14. Terms List
      6. Vendor History          15. Vendor File Labels
      7. Invoice Journal
      8. Payment Journal          16. A/P Payment Edit
      9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
          M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry           21. A/P Reports #2
22. General Ledger     23. A/P File Maint       90. Sign Off
=====
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==>

```

1. To print the A/P Payment Journal report, select option 8 (Payment Journal) from the A/P Reports screen. The A/P Payment Journal Prompt screen appears.

```

AP6400R  ENTER  CREATIVE DATA RESEARCH      6/07/00 14:19:17
JTIPPIN   A/P PAYMENT JOURNAL PROMPT      QPADEV0008

Enter information below and press ENTER to submit the Payment Journal.

          From check date
          Thru check date

Output queue *JOB          Copies 1  Hold N (Y-Hold, N-Release)
F3=Exit

```

Enter data for the following fields to designate the criteria by which the report is printed:

- Optional: **From check date** (6,n) - the first date of the range of dates designated for including a payment in the report. If no value is entered, the report includes all payments with “check dates” equal to or earlier than the value entered for the **Thru check date** field (see below).

- Optional: **Thru check date** (6,n) - the last date of the range of dates designated for including a payment in the report. If no value is entered, the report includes all payments with “check dates” equal to or later than the value entered for the **From check date** field (see above).
- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

```

AP6400R  ENTER  CREATIVE DATA RESEARCH  6/07/00 14:40:17
JTIPPIN  A/P PAYMENT JOURNAL PROMPT      QPADEV0008

Enter information below and press ENTER to submit the Payment Journal.

From check date  051500
Thru check date  053100

Output queue  *JOB      Copies  1  Hold  N (Y-Hold, N-Release)

F3=Exit

```

Press <Enter> when data entry is complete. The *The report (PYMT_JRNL) has been submitted* message appears on the A/P Payment Journal Prompt screen. The *Job...completed...* message appears in the user’s AS/400 message queue when the report is spooled for printing.

Press <F3> to exit. The A/P Reports screen appears.

A/P Payment Journal

Check date	Check	Voucher	Vendor	Type	Amount	Discount amt	Reference
5/16/00	999990	1222	12301	M	92.00	.00	000369
5/16/00	999990	1222	12301	M	600.00	.00	000369
5/16/00	999990	1222	12301	M	300.00	.00	000369
5/16/00	120183	1246	12546	P	300.00	3.75	INV AC5566
5/16/00	120208	2000156	74295	M	200.00	30.00	Inv. 40011
5/16/00	120203	2000243	011000	P	4790.28	215.56	000328
5/18/00	120204	1277	12301	P	255.00	25.50	INV RJ6671
5/25/00	120185	1215	12301	P	100.00	.00	Inv. RJ3211
5/26/00	120186	1214	12301	P	345.00	.00	Inv RJ1233
5/26/00	120207	1253	41364	P	400.00	.00	INV AL9988
5/26/00	120186	1260	12301	P	2.00-	.00	CR on INV RJ3211
5/28/00	120190	1262	12301	P	300.00	.00	INV RJ3660
5/28/00	120211	1278	12301	P	25.00	5.00	INV 4455
5/28/00	120212	1278	12301	P	25.00	.00	INV 4455
5/28/00	120213	1278	12301	P	50.00	5.00	INV 4455
Final totals					7780.28	284.81	

** END OF REPORT **

```

User: JTIPPIN           Menu: APCV1RP           Date: 6/07/00

===== > A / P   R E P O R T S   <=====
||||||| 1. Cash Requirements      10. Vendor List
THE  || 2. Cash Forecast          11. Bank List
DAC CV1|| 3. Vendor 1099 Report    12. Item List
SYSTEM || 4. Vendor Address Label  13. Special Item List
||||||| 5. Payments by Vendor     14. Terms List
        6. Vendor History         15. Vendor File Labels
        7. Invoice Journal
        8. Payment Journal        16. A/P Payment Edit
        9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry      21. A/P Reports #2
22. General Ledger    23. A/P File Maint   90. Sign Off
=====
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==>

```

2. To print the A/P Payments By Vendor report, select option 5 (Payments By Vendor) from the A/P Reports screen.

```

AP6420R  ENTER  CREATIVE DATA RESEARCH      6/07/00 14:49:06
JTIPPIN   PAYMENTS BY VENDOR PROMPT        QPADEV0008

Enter information below and press ENTER to submit Payments by Vendor report.

Vendor code . . .      (blank for all vendors)

Output queue *JOB      Copies 1      Hold N (Y-Hold, N-Release)

F3=Exit

```

Enter data for the following fields to designate the criteria by which the report is printed:

- Optional: **Vendor code** (6,a) - a vendor code to limit the report to a single vendor. If necessary, enter ? and press <Enter> to select a vendor code from the Vendor Select screen.
- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter Y (yes) to designate that the spool file containing the report will be held for printing in the future.

```

AP6420R  ENTER  CREATIVE DATA RESEARCH  6/07/00 14:53:07
JTIPPIN          PAYMENTS BY VENDOR PROMPT  QPADEV0008

Enter information below and press ENTER to submit Payments by Vendor report.

Vendor code . . . 12301 (blank for all vendors)

Output queue *JOB          Copies 1      Hold N (Y-Hold, N-Release)
F3=Exit

```

Press <Enter> when data entry is complete. The *The report (PYMT_VNDR) has been submitted* message appears. The Payments By Vendor Prompt screen appears on the Payments By Vendor Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.

Press <F3> to exit. The A/P Reports screen appears.

A/P Payments By Vendor

CREATIVE DATA RESEARCH		A/P PAYMENTS BY VENDOR		JTIPPIN	6/07/00 14:53:46	Page 1
Vendor 12301	Voucher :	1260	Inv date :	4/26/00	Inv total	2.00-
R.J. REYNOLDS TOBACCO COMPANY	Vendor inv	CR RJ3211	Due date :	5/26/00	Remain due	.00
Reference CR on INV RJ3211						
Check	Check date	Amount	Discount	Type		
120186	5/26/00	2.00-	.00	P Standard paymen		
Vendor 12301	Voucher :	1262	Inv date :	4/28/00	Inv total	300.00
R.J. REYNOLDS TOBACCO COMPANY	Vendor inv	RJ3660	Due date :	5/28/00	Remain due	.00
Reference INV RJ3660						
Check	Check date	Amount	Discount	Type		
120190	5/28/00	300.00	.00	P Standard paymen		
Vendor 12301	Voucher :	1265	Inv date :	5/01/00	Inv total	200.00
R.J. REYNOLDS TOBACCO COMPANY	Vendor inv	RJ3321	Due date :	5/31/00	Remain due	.00
Reference INV RJ3321						
Check	Check date	Amount	Discount	Type		
120209	5/11/00	200.00	20.00	P Standard paymen		
Vendor 12301	Voucher :	1266	Inv date :	5/02/00	Inv total	300.00
R.J. REYNOLDS TOBACCO COMPANY	Vendor inv	RJ3322	Due date :	6/01/00	Remain due	.00
Reference INV RJ3322						
Check	Check date	Amount	Discount	Type		
120208	5/12/00	300.00	30.00	P Standard paymen		
Vendor 12301	Voucher :	1268	Inv date :	5/03/00	Inv total	1455.00
R.J. REYNOLDS TOBACCO COMPANY	Vendor inv	RJR2333	Due date :	6/02/00	Remain due	.00
Reference INV RJ2333						
Check	Check date	Amount	Discount	Type		
120193	6/02/00	1455.00	.00	P Standard paymen		
** END OF REPORT **						

Printing An Invoice/Voucher List

The instructions below describe printing two versions of the invoice (voucher) list:

- A/P Payment Edit - lists the vouchers of every company in order by scheduled payment date.
- A/P Payment Edit-Alpha - lists the vouchers of every company in order by scheduled payment date, but prints the voucher data by vendor name after sorting by the payment date.

An example of each report version is included below.

```
User: JTIPPIN                Menu: APCV1RP                Date: 6/09/00

===== > A / P   R E P O R T S   <=====
=====
||||| 1. Cash Requirements      10. Vendor List
THE   || 2. Cash Forecast       11. Bank List
DAC CV1|| 3. Vendor 1099 Report     12. Item List
SYSTEM || 4. Vendor Address Label   13. Special Item List
||||| 5. Payments by Vendor    14. Terms List
      6. Vendor History        15. Vendor File Labels
      7. Invoice Journal
      8. Payment Journal        16. A/P Payment Edit
      9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                                M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry           21. A/P Reports #2
22. General Ledger    23. A/P File Maint       90. Sign Off
=====
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====>
```

1. To print the A/P Payment Edit report, select 16 (A/P Payment Edit) from the A/P Reports screen. No message appears on the A/P Reports screen, nor in the user's AS/400 message queue when the report is spooled for printing.
2. To print the A/P Payment Edit-Alpha report, select 17 (A/P Payment Edit-Alpha) from the A/P Reports screen. No message appears on the A/P Reports screen, nor in the user's AS/400 message queue when the report is spooled for printing.

A/P Payment Edit-Alpha

Creative Data Research A/P Payment Edit (Alpha) JTIPPIN 6/09/00 13:51:27 Page 11

Company CDR

Scheduled Vendor Vendor Name
Pay Date Number

5/10/00	12546	AMERICAN CHICLE								
	Inv # -	CR5566	Voucher # -	1248	Inv Date -	4/26/00	Inv Amt -	50.00	CR	
	Disc. Avail.	-		.00	Amt. Due -	50.00	CR Due Date	5/10/00	Disc. Date -	
5/10/00	43300	AMERICAN TOBACCO CO								
	Inv # -	A1185	Voucher # -	1185	Inv Date -	2/01/00	Inv Amt -	87.00		
	Disc. Avail.	-		3.91	Amt. Due -	.00	Due Date	5/10/00	Disc. Date -	5/10/00
5/10/00	43300	AMERICAN TOBACCO CO								
	Inv # -	A1242	Voucher # -	1242	Inv Date -	4/15/00	Inv Amt -	25.00		
	Disc. Avail.	-		.00	Amt. Due -	25.00	Due Date	5/10/00	Disc. Date -	
5/10/00	43300	AMERICAN TOBACCO CO								
	Inv # -	A1251	Voucher # -	1251	Inv Date -	4/20/00	Inv Amt -	25.00		
	Disc. Avail.	-		1.00	Amt. Due -	25.00	Due Date	5/20/00	Disc. Date -	5/10/00
5/10/00	34000	HERSHEY FOODS CORPORATION								
	Inv # -	A1256	Voucher # -	1256	Inv Date -	4/30/00	Inv Amt -	25.00		
	Disc. Avail.	-		.00	Amt. Due -	.00	Due Date	5/30/00	Disc. Date -	5/10/00
5/10/00	34000	HERSHEY FOODS CORPORATION								
	Inv # -	A1257	Voucher # -	1257	Inv Date -	4/30/00	Inv Amt -	15.00		
	Disc. Avail.	-		1.50	Amt. Due -	.00	Due Date	5/30/00	Disc. Date -	5/10/00
5/10/00	012300	R.J. REYNOLDS								
	Inv # -	F8569	Voucher # -	1190	Inv Date -	4/11/00	Inv Amt -	1974504.00		
	Disc. Avail.	-		.00	Amt. Due -	504.00	Due Date	5/10/00	Disc. Date -	
5/10/00	12300	R.J.R.								
	Inv # -	SW4569	Voucher # -	1218	Inv Date -	4/01/00	Inv Amt -	731.67		
	Disc. Avail.	-		.00	Amt. Due -	731.67	Due Date	5/10/00	Disc. Date -	
5/10/00	12300	R.J.R.								
	Inv # -	MK85112	Voucher # -	1221	Inv Date -	4/07/00	Inv Amt -	7542.00		
	Disc. Avail.	-		.00	Amt. Due -	7542.00	Due Date	5/10/00	Disc. Date -	
5/10/00	12300	R.J.R.								
	Inv # -	K08569	Voucher # -	1224	Inv Date -	4/26/00	Inv Amt -	2610.00		
	Disc. Avail.	-		261.00	Amt. Due -	2610.00	Due Date	5/10/00	Disc. Date -	5/06/00
5/10/00	12300	R.J.R.								
	Inv # -	K056974269	Voucher # -	1226	Inv Date -	4/21/00	Inv Amt -	5220.00		
	Disc. Avail.	-		.00	Amt. Due -	5220.00	Due Date	5/10/00	Disc. Date -	

Scheduled Payment Date 5/10/00 16607.67

5/11/00	34000	HERSHEY FOODS CORPORATION								
	Inv # -	A1241	Voucher # -	1241	Inv Date -	4/15/00	Inv Amt -	25.00		
	Disc. Avail.	-		3.00	Amt. Due -	25.00	Due Date	5/15/00	Disc. Date -	5/11/00
5/11/00	34000	HERSHEY FOODS CORPORATION								
	Inv # -	A1255	Voucher # -	1255	Inv Date -	5/01/00	Inv Amt -	25.00		
	Disc. Avail.	-		2.50	Amt. Due -	25.00	Due Date	5/31/00	Disc. Date -	5/11/00
5/11/00	12301	R.J. REYNOLDS TOBACCO COMPANY								
	Inv # -	P0856	Voucher # -	1230	Inv Date -	5/01/00	Inv Amt -	150.00		
	Disc. Avail.	-		.00	Amt. Due -	150.00	Due Date	5/31/00	Disc. Date -	5/11/00

Scheduled Payment Date 5/11/00 200.00

5/12/00	10000	A-1 WHOLESALE								
	Inv # -	896CM	Voucher # -	1234	Inv Date -	5/02/00	Inv Amt -	25.00	CR	
	Disc. Avail.	-		2.50	CR Amt. Due -	25.00	CR Due Date	6/01/00	Disc. Date -	5/12/00
5/12/00	72965	ADAMS & BROOKS, INC.								
	Inv # -	UY8964	Voucher # -	1238	Inv Date -	5/02/00	Inv Amt -	30.00		
	Disc. Avail.	-		3.00	Amt. Due -	30.00	Due Date	6/01/00	Disc. Date -	5/12/00
5/12/00	34000	HERSHEY FOODS CORPORATION								
	Inv # -	PI85694	Voucher # -	1237	Inv Date -	5/02/00	Inv Amt -	260.00		
	Disc. Avail.	-		26.00	Amt. Due -	260.00	Due Date	6/01/00	Disc. Date -	5/12/00
5/12/00	12301	R.J. REYNOLDS TOBACCO COMPANY								
	Inv # -	RJ33221	Voucher # -	1267	Inv Date -	5/02/00	Inv Amt -	200.00		
	Disc. Avail.	-		20.00	Amt. Due -	200.00	Due Date	6/01/00	Disc. Date -	5/12/00

Scheduled Payment Date 5/12/00 465.00

5/15/00	10000	A-1 WHOLESALE								
	Inv # -	S8946	Voucher # -	1205	Inv Date -	4/01/00	Inv Amt -	215.00		
	Disc. Avail.	-		25.00	Amt. Due -	215.00	Due Date	5/01/00	Disc. Date -	4/11/00
5/15/00	18346	ALEX FOODS INC.								
	Inv # -	980511	Voucher # -	2000053	Inv Date -	5/11/98	Inv Amt -	2000.00		
	Disc. Avail.	-		.00	Amt. Due -	2000.00	Due Date	5/15/00	Disc. Date -	
5/15/00	62640	DANDY CONFECTIONS								
	Inv # -	3265	Voucher # -	2000142	Inv Date -	12/17/99	Inv Amt -	245.00		
	Disc. Avail.	-		.00	Amt. Due -	245.00	Due Date	5/01/00	Disc. Date -	

Scheduled Payment Date 5/15/00 2460.00

Printing A Tobacco Invoice Report

After invoices are added, tobacco invoice reports can be printed which detail the invoice amounts due for a specified A/P item during a designated range of purchase order receiving dates, and for a designated company.

```
User: JTIPPIN           Menu: APCV1RP           Date: 6/15/00

===== > A / P   R E P O R T S   <=====
=====
|||||||  1. Cash Requirements          10. Vendor List
THE    ||  2. Cash Forecast             11. Bank List
DAC CV1||  3. Vendor 1099 Report          12. Item List
SYSTEM ||  4. Vendor Address Label       13. Special Item List
|||||||  5. Payments by Vendor         14. Terms List
        ||  6. Vendor History           15. Vendor File Labels
        ||  7. Invoice Journal
        ||  8. Payment Journal
        ||  9. Invoice Journal(Post Date) 16. A/P Payment Edit
        || 17. A/P Payment Edit (Alpha)
        || M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry          21. A/P Reports #2
22. General Ledger    23. A/P File Maint       90. Sign Off
=====
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===>
```

1. Select option 21 (A/P Reports #2) from the A/P Reports screen. The A/P Reports #2 screen appears.

```
User: JTIPPIN           Menu: APCV1R2           Date: 6/15/00

                A / P   R E P O R T S

|||||||  1. A/P Open Credits
THE    ||  2. A/P Cash Requirement Report
DAC CV1||  3. A/P Cash Requirement Report By Bank
SYSTEM ||  4. A/P Recurring Invoice List
|||||||

        ||  7. Check Reconciliation Outstanding Report
        ||  8. Check Reconciliation Outstanding Report (EFTs Only)
        ||  9. Check Reconciliation Outstanding Report (Exclude EFTs)
        || 10. A/P Tobacco Invoice Report

        || 19. Purchasing System
        || 20. A/P Inquiry          21. A/P File Maint.
        || 22. General Ledger    23. A/P Main Menu    90. Sign Off

===>
```

2. Select option 10 (A/P Tobacco Invoice Report) from the A/P Reports #2 screen. The Prompt Tobacco Inv. Rpt screen appears.

```

ARD6PVR  ENTER  Creative Data Research      6/15/00  9:14:27
                    Prompt Tobacco Inv. Rpt

                    Company   CDR
                    Start Date
                    End Date
                    Tobacco Item Number

F3=Exit  F6=Print

```

3. Enter data for the following fields to designate the criteria by which the report is printed:
 - **Company** (3,a) - the company code of the desired company. Refer to Working With Company Records for information about the **Company** field.
 - **Start Date** (6,n) - the first date of the range of purchase order receiving dates designated for including an invoice amount in the report. Refer to Adding An Invoice Batch for information about the **Rev Dte** field.
 - **End Date** (6,n) - the last date of the range of purchase order receiving dates designated for including an invoice amount in the report. Refer to Adding An Invoice Batch for information about the **Rev Dte** field.
 - **Tobacco Item Number** (15,a) - the A/P item code of the desired tobacco products. Refer to Working With A/P Item Records for information about the **Item code** field.
4. Press <F6> (Print) when data entry is complete.

```

ARD6PVR  ENTER  Creative Data Research      6/15/00  9:40:16
                    Prompt Tobacco Inv. Rpt

                    Company   CDR
                    Start Date 60100
                    End Date   63000
                    Tobacco Item Number INVENTORY01

F3=Exit  F6=Print

CONFIRM: Y (Y/N)

```

5. Press <Enter> when prompted to confirm. The A/P Reports #2 screen appears. No message appears on the A/P Reports #2 screen, nor in the user's AS/400 message queue when the report is spooled for printing.

Printing An Outstanding Checks Report

The instructions below describe printing three versions of the outstanding checks report:

- A/P Outstanding Check Reconciliation - lists system-generated checks, manually-written checks and electronic funds transfers (EFTs).
- A/P Check Reconciliation Report (EFT's only) - lists only electronic funds transfers.
- Outstanding Chk Rpt (Excluding EFTs) - lists only system-generated checks and manually-written checks.

The outstanding checks report is limited to listing the checks printed for the company with which the user is currently working, but includes checks printed for all the banks through which checks are processed for that company. An example of each version of the outstanding checks report is included below.

```
User: JTIPPIN           Menu: APCV1RP           Date: 6/13/00

===== > A / P   R E P O R T S   <=====
=====
||||| 1. Cash Requirements           10. Vendor List
THE   || 2. Cash Forecast             11. Bank List
DAC CV1|| 3. Vendor 1099 Report         12. Item List
SYSTEM || 4. Vendor Address Label     13. Special Item List
||||| 5. Payments by Vendor         14. Terms List
      6. Vendor History             15. Vendor File Labels
      7. Invoice Journal
      8. Payment Journal             16. A/P Payment Edit
      9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                                M E N U   C A L L S
19. Purchasing System           20. A/P Inquiry           21. A/P Reports #2
22. General Ledger              23. A/P File Maint       90. Sign Off
=====
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====>
```

1. Select option 21 (A/P Reports #2) from the A/P Reports screen. The A/P Reports #2 screen appears.

```
User: JTIPPIN           Menu: APCV1R2           Date: 6/13/00

                                A / P   R E P O R T S

||||| 1. A/P Open Credits
THE   || 2. A/P Cash Requirement Report
DAC CV1|| 3. A/P Cash Requirement Report By Bank
SYSTEM || 4. A/P Recurring Invoice List
|||||
      7. Check Reconciliation Outstanding Report
      8. Check Reconciliation Outstanding Report (EFTs Only)
      9. Check Reconciliation Outstanding Report (Exclude EFTs)
     10. A/P Tobacco Invoice Report

     19. Purchasing System           20. A/P Inquiry           21. A/P File Maint.
     22. General Ledger              23. A/P Main Menu        90. Sign Off

====>
```

2. To print the A/P Outstanding Check Reconciliation report, select option 7 (Check Reconciliation Outstanding Report) from the A/P Reports screen. The A/P Check Reconciliation Rpt By Sel. Date screen appears.

```
ARBIPVR  ENTER  CREATIVE DATA RESEARCH      6/13/00 11:26:39
JTIPPIN  A/P Check Reconciliation Rpt By Sel. Date QPADEV0006

Enter Date Selection

Press ENTER to print the Check Reconciliation Report.

F3=Exit
```

Enter a date for the **Enter Date Selection (6,n)** field to limit the report to checks and EFTs with dates equal to or earlier than the designated date.

```
ARBIPVR  ENTER  CREATIVE DATA RESEARCH      6/13/00 11:26:39
JTIPPIN  A/P Check Reconciliation Rpt By Sel. Date QPADEV0006

Enter Date Selection
053100

Press ENTER to print the Check Reconciliation Report.

F3=Exit
```

Press <Enter> when data entry is complete. The *A/P Outstanding Check Reconciliation Report Print is Complete* message appears.

Press <F3> to exit. The A/P Reports screen appears.


```

User: JTIPPIN           Menu: APCV1R2           Date: 6/13/00

                A / P  R E P O R T S

|||||||||  1.  A/P Open Credits
THE      ||  2.  A/P Cash Requirement Report
DAC CV1||  3.  A/P Cash Requirement Report By Bank
SYSTEM  ||  4.  A/P Recurring Invoice List
|||||||||

                7.  Check Reconciliation Outstanding Report
                8.  Check Reconciliation Outstanding Report (EFTs Only)
                9.  Check Reconciliation Outstanding Report (Exclude EFTs)
                10. A/P Tobacco Invoice Report

19. Purchasing System    20. A/P Inquiry        21. A/P File Maint.
22. General Ledger      23. A/P Main Menu     90. Sign Off

===>

```

3. To print the A/P Check Reconciliation Report (EFT's only) report, select option 8 (Check Reconciliation Outstanding Report-EFTs Only) from the A/P Reports screen. The A/P Check Reconciliation Report (EFT's Only) screen appears.

```

ARDRPVR  ENTER   CREATIVE DATA RESEARCH      6/13/00 11:47:13
JTIPPIN   A/P Check Reconciliation Report (EFT's Only)

Enter Date Selection

Press ENTER to print the Check Reconciliation Report.

F3=Exit

```

Enter a date for the **Enter Date Selection (6,n)** field to limit the report to EFTs with dates equal to or earlier than the designated date.

```

ARDRPVR  ENTER   CREATIVE DATA RESEARCH      6/13/00 11:47:13
JTIPPIN   A/P Check Reconciliation Report (EFT's Only)

Enter Date Selection
53100

Press ENTER to print the Check Reconciliation Report.

F3=Exit

```

Press <Enter> when data entry is complete. The *A/P Outstanding Check Reconciliation Report Print is Complete* message appears.

Press <F3> to exit. The A/P Reports screen appears.


```

ARDVPVR  ENTER  CREATIVE DATA RESEARCH  6/13/00 11:54:38
JTIPPIN   A/P Chk Recon Rpt P NOEFT  QPADEV0006

Enter Date Selection
053100

Press ENTER to print the Check Reconciliation Report.

F3=Exit

```

Press <Enter> when data entry is complete. The *A/P Outstanding Check Reconciliation Report Print is Complete* message appears.

Press <F3> to exit. The A/P Reports screen appears.

Outstanding Chk Rpt (Excluding EFTs)

Check #	Vendor	Name	Check Date	A/P Type	Check Amount
120128	43300	AMERICAN TOBACCO CO	3/17/00	P	69.25
120134	41364	AMERICAN LICORICE	4/15/00	M	180.00
120178	21200	3-M HOME PRODUCTS	4/20/00	P	2000.00
120179	10000	A-1 WHOLESALE	4/24/00	P	180000.00
120180	72965	ADAMS & BROOKS, INC.	4/24/00	M	222.22
120181	10000	A-1 WHOLESALE	4/24/00	P	90.00
120182	12301	R. J. REYNOLDS TOBACCO COMPANY	5/05/00	P	137.50
120183	12546	AMERICAN CHICLE	5/16/00	P	296.25
120184	12546	AMERICAN CHICLE	5/01/00	P	75.00
120185	12301	R. J. REYNOLDS TOBACCO COMPANY	5/25/00	P	100.00
120186	12301	R. J. REYNOLDS TOBACCO COMPANY	5/26/00	P	343.00
120188	12301	R. J. REYNOLDS TOBACCO COMPANY	4/07/00	P	5085.50
120189	12301	R. J. REYNOLDS TOBACCO COMPANY	4/07/00	P	78.70
120190	12301	R. J. REYNOLDS TOBACCO COMPANY	5/28/00	P	300.00
120191	12546	AMERICAN CHICLE	5/11/00	P	319.50
120194	12546	AMERICAN CHICLE	5/12/00	P	400.00
120195	10000	A-1 WHOLESALE	5/11/00	P	715.00
120196	72965	ADAMS & BROOKS, INC.	4/05/00	P	360.00
120197	72965	ADAMS & BROOKS, INC.	5/05/00	P	1.75
120198	79400	HELENE CURTIS	4/01/00	P	700.00
120199	028000	NESTLE BRANDS	4/21/00	P	280.80
120200	12301	R. J. REYNOLDS TOBACCO COMPANY	3/13/00	P	282.15
120201	41696	BANNER CANDY COMPANY	5/12/00	P	400.00
120202	72965	ADAMS & BROOKS, INC.	5/11/00	P	4.50
120203	011000	LIGGETT & MYERS	5/16/00	P	4574.72
120204	12301	R. J. REYNOLDS TOBACCO COMPANY	5/18/00	P	229.50
120206	41364	AMERICAN LICORICE	5/10/00	P	290.00
120207	41364	AMERICAN LICORICE	5/26/00	P	400.00
120208	74295	AMERICAN CANDY COMPANY	5/16/00	M	170.00
120208	12301	R. J. REYNOLDS TOBACCO COMPANY	5/12/00	P	270.00
120209	12301	R. J. REYNOLDS TOBACCO COMPANY	5/11/00	P	180.00
120210	12301	R. J. REYNOLDS TOBACCO COMPANY	4/21/00	P	6183.00
120211	12301	R. J. REYNOLDS TOBACCO COMPANY	5/28/00	P	20.00
120212	12301	R. J. REYNOLDS TOBACCO COMPANY	5/28/00	P	25.00
120213	12301	R. J. REYNOLDS TOBACCO COMPANY	5/28/00	P	45.00
120222	10000	A-1 WHOLESALE	5/12/00	P	19.80

Company CDR

Final totals 204848.14

** END OF REPORT **

Printing A Recurring Invoice List

The instructions below describe printing information about the recurring invoices of all the vendors.

```

User: JTIPPIN           Menu: APCV1RP           Date: 6/12/00

===== > A / P   R E P O R T S   < =====
=====
||||| 1. Cash Requirements           10. Vendor List
THE   || 2. Cash Forecast             11. Bank List
DAC CV1|| 3. Vendor 1099 Report          12. Item List
SYSTEM || 4. Vendor Address Label       13. Special Item List
||||| 5. Payments by Vendor         14. Terms List
      6. Vendor History              15. Vendor File Labels
      7. Invoice Journal
      8. Payment Journal             16. A/P Payment Edit
      9. Invoice Journal(Post Date)  17. A/P Payment Edit (Alpha)
                                M E N U   C A L L S
19. Purchasing System           20. A/P Inquiry           21. A/P Reports #2
22. General Ledger             23. A/P File Maint       90. Sign Off
=====
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==>

```

1. Select option 21 (A/P Reports #2) from the A/P Reports screen. The A/P Reports #2 screen appears.

```

User: JTIPPIN           Menu: APCV1R2           Date: 6/12/00

                                A / P   R E P O R T S

||||| 1. A/P Open Credits
THE   || 2. A/P Cash Requirement Report
DAC CV1|| 3. A/P Cash Requirement Report By Bank
SYSTEM || 4. A/P Recurring Invoice List
|||||

      7. Check Reconciliation Outstanding Report
      8. Check Reconciliation Outstanding Report (EFTs Only)
      9. Check Reconciliation Outstanding Report (Exclude EFTs)
      10. A/P Tobacco Invoice Report

19. Purchasing System           20. A/P Inquiry           21. A/P File Maint.
22. General Ledger             23. A/P Main Menu       90. Sign Off

==>

```

2. Select option 4 (A/P Recurring Invoice List) from the A/P Reports #2 screen. The Recurring Invoice List Prompt screen appears.

```

AP2510R  ENTER  CREATIVE DATA RESEARCH           6/12/00 11:06:03
JTIPPIN  RECURRING INVOICE LIST PROMPT          QPADEV000D

Enter information below and press ENTER to submit Recurring Invoice List.

Output queue *JOB           Copies 1   Hold N (Y-Hold, N-Release)
F3=Exit

```

3. Enter data as necessary for the following fields:

- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
 - **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
 - **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.
4. Press <Enter> when data entry is complete. The *The report (Recur_List) has been submitted* message appears on the Recurring Invoice List Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.
 5. Press <F3> to exit. The A/P Reports screen appears.

Recurring Invoice List

CREATIVE DATA RESEARCH		RECURRING INVOICE LIST			JTIPPIN		6/12/00 11:36:23 Page		1
Vendor	STA01	Invoice amt	33.00	Disc allowed	.00	Ref	Child Support Payment		
	Item	Qty	Amount	Description	Cost Center	G/L Account #			
	CHILD SUPPORT	1	33.00	CHILD SUPPORT	10	205			
Vendor	STA01	Invoice amt	.00	Disc allowed	.00	Ref	for John Doe		
	Item	Qty	Amount	Description	Cost Center	G/L Account #			
	CHILD SUPPORT	1	.00	CHILD SUPPORT	10	205			
Vendor	ABI01	Invoice amt	25.00	Disc allowed	.00	Ref	Drinking Water		
	Item	Qty	Amount	Description	Cost Center	G/L Account #			
	75500	1	25.00	Supplies Expense	10	12001			
** END OF REPORT **									

Refer to Printing Multiple Reference Lines for information about using recurring invoices to print multiple text lines on a check stub, as illustrated above (see vendor code STA01).

Printing A Vendor History Report

The instructions below describe printing two versions of the vendor history report which lists the total amounts for invoices added, payments processed, cash discounts taken and net payments due. This invoice and payment information is derived from both the A/P current and history files.

Both versions of the report are printed according to a user-designated range of dates which are compared to the invoice posting dates, and payment “check dates” (date printed on a check, entered for a manual check, or entered for an electronic funds transfer). The detailed version is printed by vendor code and in order by voucher number. An example of each report version is included below.

```

User: JTIPPIN                Menu: APCV1RP                Date: 6/07/00

===== > A / P   R E P O R T S   <=====
=====
||||| 1. Cash Requirements      10. Vendor List
THE   || 2. Cash Forecast        11. Bank List
DAC CV1|| 3. Vendor 1099 Report      12. Item List
SYSTEM || 4. Vendor Address Label    13. Special Item List
||||| 5. Payments by Vendor     14. Terms List
      6. Vendor History          15. Vendor File Labels
      7. Invoice Journal
      8. Payment Journal          16. A/P Payment Edit
      9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                                M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry          21. A/P Reports #2
22. General Ledger    23. A/P File Maint      90. Sign Off
=====
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==>

```

1. Select option 6 (Vendor History) from the A/P Reports screen. The Prompt Vendor History Rpt screen appears.

```

AREDPVR  ENTER  Creative Data Research      6/07/00 16:08:54
                    Prompt Vendor History Rpt

Company . . . . . : CDR
Beginning Date . . . . .
Ending Date . . . . .
Vendor code . . . . . (blank for all vendors)
Summary or Detail Flag . . . . . (S or D)

F3=Exit  F6=Print

```

The company code, which cannot be changed at the Prompt Vendor History Rpt screen, appears for the **Company** field designating the company with which the user is working.

2. Enter data for the following fields to designate the criteria by which the report is printed:
 - **Beginning Date** (6,n) - the first date of the range of dates designated for including an invoice and a payment in the report.

- **Ending Date (6,n)** - the last date of the range of dates designated for including an invoice and a payment in the report.
- Optional: **Vendor code (6,a)** - a vendor code to limit the report to a single vendor.
- **Summary or Detail Flag (1,a)** - enter *S* (Summary) to print the summary version of the report, or enter *D* (Detail) to print the detailed version.

3. Press <F6> (Print) when data entry is complete.

```

AREDPVR  ENTER  Creative Data Research          6/07/00 16:30:44
                          Prompt Vendor History Rpt

Company . . . . . : CDR
Beginning Date . . . . . 50100
Ending Date . . . . . 53100
Vendor code . . . . . (blank for all vendors)
Summary or Detail Flag . . . S (S or D)

F3=Exit  F6=Print

CONFIRM: Y (Y/N)

```

4. Press <Enter> when prompted to confirm. The A/P Reports screen appears after the report is spooled for printing, but no message appears in the user's AS/400 message queue.

Vendor History Report - Summary Version

Creative Data Research		Vendor History Report		JTIPPIN	AREEPFR	6/07/00 16:32:18	Page 1
Date Range: From 5/01/00 To 5/31/00							
Vendor Name	Invoice Amount	Payment Amount	Discount Amount	Net Pay Amount			
10000 A-1 WHOLESALE	727.00	730.00	15.00	715.00			
00022 AC PAPER & SUPPLY	100.50	.00	.00	.00			
72965 ADAMS & BROOKS, INC.	30.00	7.00	.75	6.25			
74295 AMERICAN CANDY COMPANY	50.00	250.00	35.00	215.00			
12546 AMERICAN CHICLE	1,080.00	1,130.00	39.25	1,090.75			
41364 AMERICAN LICORICE	695.00	695.00	5.00	690.00			
43300 AMERICAN TOBACCO CO	75.00	.00	.00	.00			
70602 ANNABELLE CANDY CO.	.00	245.00	.00	245.00			
41696 BANNER CANDY COMPANY	.00	400.00	.00	400.00			
34000 HERSHEY FOODS CORPORATION	215.00	200.00	11.07	188.93			
50100 KRAFT FOOD SERVICE	125.00	.00	.00	.00			
011000 LIGGETT & MYERS	.00	4,790.28	215.56	4,574.72			
40001 M & M MARS CANDY COMPANY	174.00	.00	.00	.00			
019840 NABISCO (COOKIES&CRACKERS)	40.00	.00	.00	.00			
028000 NESTLE BRANDS	50.00	.00	.00	.00			
028200 PHILIP MORRIS, INC	.25	.00	.00	.00			
12301 R. J. REYNOLDS TOBACCO COMPANY	4,067.00	2,730.00	88.00	2,642.00			
123000 RJ REYNOLDS TOBACCO	.00	230.47	.00	230.47			
Final totals	6,998.75	11,407.75	409.63	10,998.12			
** END OF REPORT **							

Vendor History Report - Detail Version

Creative Data Research Vendor History Report JTIPPIN AREGPF 6/07/00 16:39:58 Page 1

Date Range: From 5/01/00 To 5/31/00

Vendor Name	City	State	Terms
12301 R.J. REYNOLDS TOBACCO COMPANY	MANDEVILLE	LA	10 10% 10 Net 30

Invoice Number	Invoice Date	Posted Date	Voucher Number	Typ	Invoice Amount
RJR3443	4/15/00	5/01/00	1228	P	200.00
PO856	5/01/00	5/01/00	1230	P	150.00
CR RJR3443	4/15/00	5/01/00	1240	P	30.00-
CR RJR3443	4/15/00	5/01/00	1244	P	30.00-
A385ABC	4/30/00	5/01/00	1245	E	687.00
RJ3660	4/28/00	5/01/00	1262	P	300.00
RJ3321	5/01/00	5/05/00	1265	P	200.00
RJ3322	5/02/00	5/05/00	1266	P	300.00
RJ33221	5/02/00	5/05/00	1267	P	200.00
RJR2333	5/03/00	5/05/00	1268	P	1,455.00
RJ55443	5/02/00	5/05/00	1269	P	50.00-
RJR2334	5/02/00	5/05/00	1273	P	150.00
RJ6671	5/08/00	5/12/00	1277	P	255.00
INV 4455	5/18/00	5/04/00	1278	P	100.00
33478	5/16/00	5/25/00	1284	P	180.00
Invoice Total					4,067.00

Batch Number	Check Number	Check Date	Voucher	Typ	Payment Amount	Discount Amount	Net Pay Amount
291	0120186	5/26/00	1214	P	345.00	.00	345.00
290	0120185	5/25/00	1215	P	100.00	.00	100.00
80052	0999990	5/16/00	1222	M	92.00	.00	92.00
80053	0999990	5/16/00	1222	M	600.00	.00	600.00
80054	0999990	5/16/00	1222	M	300.00	.00	300.00
281	0120182	5/05/00	1228	P	200.00	2.50	197.50
281	0120182	5/05/00	1240	P	30.00-	.00	30.00-
281	0120182	5/05/00	1244	P	30.00-	.00	30.00-
291	0120186	5/26/00	1260	P	2.00-	.00	2.00-
287	0120190	5/28/00	1262	P	300.00	.00	300.00
336	0120209	5/11/00	1265	P	200.00	20.00	180.00
334	0120208	5/12/00	1266	P	300.00	30.00	270.00
333	0120204	5/18/00	1277	P	255.00	25.50	229.50
339	0120211	5/28/00	1278	P	25.00	5.00	20.00
340	0120212	5/28/00	1278	P	25.00	.00	25.00
342	0120213	5/28/00	1278	P	50.00	5.00	45.00
Payment Totals					2,730.00	88.00	2,642.00

** END OF REPORT **

Printing A Vendor 1099 Report

This report lists vendors for whom the Form 1099 is prepared. Refer to Working With Vendor Records for information about the **1099 code** field which designates if a vendor appears on the report.

The vendor 1099 report is printed according to a user-designated range of dates which are compared to the payment “check dates” (date printed on a check, entered for a manual check, or entered for an electronic funds transfer).

```

User: JTIPPIN           Menu: APCVLRP           Date: 6/08/00

===== > A / P   R E P O R T S   <=====
|||||||  1. Cash Requirements      10. Vendor List
THE  ||  2. Cash Forecast          11. Bank List
DAC CV1|| 3. Vendor 1099 Report    12. Item List
SYSTEM || 4. Vendor Address Label  13. Special Item List
|||||||  5. Payments by Vendor    14. Terms List
      6. Vendor History          15. Vendor File Labels
      7. Invoice Journal
      8. Payment Journal          16. A/P Payment Edit
      9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry          21. A/P Reports #2
22. General Ledger    23. A/P File Maint      90. Sign Off
=====
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==>

```

1. Select option 3 (Vendor 1099 Report) from the A/P Reports screen. The Prompt A/P 1099 Report screen appears.

```

ARD8PVR  ENTER  Creative Data Research      6/08/00  9:43:55
                    Prompt A/P 1099 Report

                    Company . . . . . : CDR

                    Beginning Date . . . . .

                    Ending Date . . . . .

F3=Exit  F6=Print

```

The company code, which cannot be changed at the Prompt A/P 1099 Report screen, appears for the **Company** field designating the company with which the user is working.

2. Enter data for the following fields to designate the criteria by which the report is printed:
 - **Beginning Date** (6,n) - the first date of the range of dates designated for including a vendor in the report.
 - **Ending Date** (6,n) - the last date of the range of dates designated for including a vendor in the report.
3. Press <F6> (Print) when data entry is complete.

```
ARD8PVR  ENTER  Creative Data Research      6/08/00 10:26:04
                    Prompt A/P 1099 Report

                    Company . . . . . : CDR

                    Beginning Date . . . . . 40100

                    Ending Date . . . . . 63000

F3=Exit  F6=Print

CONFIRM: Y (Y/N)
```

4. Press <Enter> when prompted to confirm. The A/P Reports screen appears after the report is spooled for printing, but no message appears in the user's AS/400 message queue.

A/P Vendor 1099 Report

Company CDR	Vendor Name	Address	City	ST Zip Code	Phone Number	1099 Code	Tax Id Number	Amount
73190	GENERAL WAX CO.	P. O. BOX 9398	NO. HOLLYWOOD, CALIF	CA 00000-0000	213/875-2121	104525	72-1125458	.00
73214	MEZZETTA	2258 CAMINO RAMON	SAN RAMON CA	CA 94583-0000	415/866-1234	104525	72-1125458	.00
73999	DOME EGBERTS	TWO STAMFORD LANDING	68 SOUTHFIELD AVE	CA 06902-0000		104525	72-1125458	70.00
74300	LEEMING/PACQUIN DIVISIONS	A/C 186896 MAIN P.O	P. O. BOX 7187M	CA 00006-0000	800/332-1240	104525	72-1125458	.00
75390	KLEIN BROS., LTD.	AKA STAGI & SCRIVEN	1405 S. FRESNO AVENU	CA 95206-0000	209/942-1020	104525	72-1125458	.00
75436	GRIST MILL	L&S SALES	1036 COUNTRY CLUB DR	CA 94556-0000	415/376-9720	104525	72-1125458	.00
76753	GOOD COOK	5959 WEST LAS POSITAS BL	PLEASANTON CA.	CA 94588-0000	510/463-3555	104525	72-1125458	.00
77071	LIFOM	1600 UNION ST	BALTIMORE, MD 21211	CA 21211-0000	800/618-1471	104525	72-1125458	.00
77298	NANCY'S SPECIALTY FOODS	THE BROKERAGE	12901 ALCOSWA BLVD.	CA 94583-0000	800/642-0130	104525	72-1125458	40.00
77400	CARL BUDDING & CO.	BELLEVUE, WA	C/O KELLY CLARKE	CA 00000-0000	415/463-3555	104525	72-1125458	50.00

Final totals

** END OF REPORT **

Printing Vendor Address Labels

To print address labels for vendors on 3-1/2" by 15/16" labels (as illustrated below) using a tractor-feed printer, select option 4 (Vendor Address Label) of the A/P Reports screen. No message appears on the A/P Reports screen, nor in the user's AS/400 message queue when the labels are spooled for printing.

```
User: JTIPPIN           Menu: APCV1RP           Date: 6/08/00

===== > A / P R E P O R T S < =====
=====
||||||| 1. Cash Requirements      10. Vendor List
THE  || 2. Cash Forecast          11. Bank List
DAC CV1|| 3. Vendor 1099 Report    12. Item List
SYSTEM || 4. Vendor Address Label  13. Special Item List
||||||| 5. Payments by Vendor    14. Terms List
      6. Vendor History          15. Vendor File Labels
      7. Invoice Journal
      8. Payment Journal         16. A/P Payment Edit
      9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                                M E N U   C A L L S
19. Purchasing System          20. A/P Inquiry           21. A/P Reports #2
22. General Ledger            23. A/P File Maint       90. Sign Off
=====
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====> 4
```

A.H. ROBIN COLECOURT
2101 SOUTH COL. ST.
BOGALUSA LA 70427-0000

A-1 WHOLESALE
12333 BELLFLOWER BLVD
BELLFLOWER CA 90242-5020

AC PAPER & SUPPLY
1321 SEVENTH STREET
BERKELEY CA 94710-0000

ELGREEN BOOTH INC.
5976 W LAS POSITAS
LAS POSITAS CA 94500-1940

KELLEY-CLARKE INC.
6300 DUMBARTON CIRCLE
ALLEN, OLIVER CA 94555-5020

Printing Vendor Lists

The instructions below describe printing a list of vendors by one of the following criteria:

- Vendor code - the **Vendor** field of the vendor records is used.
- Vendor alpha code - the **Alpha code** field of the vendor records is used.
- Vendor type - the **Type code** field of the vendor records is used.
- Amount due from vendor.

An example of each version of the vendor list is included below. Refer to Working With Vendor Records for information about the **Vendor**, **Alpha code** and **Type code** fields.

```

User: JTIPPIN           Menu: APCV1RP           Date: 6/08/00

===== > A / P   R E P O R T S   <=====
=====
||||| 1. Cash Requirements          10. Vendor List
THE   || 2. Cash Forecast            11. Bank List
DAC CV1|| 3. Vendor 1099 Report         12. Item List
SYSTEM || 4. Vendor Address Label      13. Special Item List
||||| 5. Payments by Vendor        14. Terms List
      6. Vendor History             15. Vendor File Labels
      7. Invoice Journal
      8. Payment Journal            16. A/P Payment Edit
      9. Invoice Journal (Post Date) 17. A/P Payment Edit (Alpha)
      M E N U   C A L L S
19. Purchasing System           20. A/P Inquiry           21. A/P Reports #2
22. General Ledger              23. A/P File Maint       90. Sign Off
=====
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```

1. Select option 10 (Vendor List) from the A/P Reports screen. The Vendor List Prompt screen appears.

```

SY2750R  ENTER  CREATIVE DATA RESEARCH      6/08/00 11:19:48
JTIPPIN   VENDOR LIST PROMPT                QPADEV0003

Enter information below and press ENTER to submit Vendor List.

Print vendor list by

1. Vendor code
2. Vendor alpha code
3. Vendor type
4. Amount due

Output queue *JOB      Copies 1 Hold N (Y-Hold, N-Release)
F3=Exit

```

2. Enter one of the following values for the **Print vendor list by** (1,n) field to designate the criteria by which the list is printed:
 - 1 (Vendor code) - vendors appear on the list in alphanumeric order by the vendor code.
 - 2 (Vendor alpha code) - vendors appear on the list in alphanumeric order by the alpha code.
 - 3 (Vendor type) - vendors appear on the list in alphanumeric order by the type code.

- 4 (Amount due) - vendors appear on the list in order from the least to the greatest total amount due to each.
3. Enter data as necessary for the following fields:
- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
 - **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
 - **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

```

SY2750R  ENTER  CREATIVE DATA RESEARCH      6/08/00 13:28:33
JTIPPIN          VENDOR LIST PROMPT      QPADEV0003

Enter information below and press ENTER to submit Vendor List.

Print vendor list by 1

1. Vendor code
2. Vendor alpha code
3. Vendor type
4. Amount due

Output queue *JOB      Copies 1  Hold N (Y-Hold, N-Release)

F3=Exit

```

4. Press <Enter> when data entry is complete. The *The report...has been submitted* message appears on the Vendor List Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.
5. Press <F3> to exit. The A/P Reports screen appears.

Vendor List By Code

CREATIVE DATA RESEARCH		VENDOR LIST BY CODE		JTIPPIN	6/08/00 14:29:45	Page 1
Code	Name/Address	City State/Postal code	Phone/contact Terms	Fax	Type Status	
00001	GOOD STUFF BEVERAGE CO. 12191 FIREBRAND STREET	GARDEN GROVE CA 92640	714/971-8630 MIKE O'BRIEN 30 Days	714/971-8630	A1	
00002	NCR CORP. 6870 KOLL CENTER PARKWAY	PLEASANTON CA 94566	415/484-6252 DERRICK KNIGHT 30 Days	415/484-6252	A1	
00003	MARPRO INC. 9 WEST MITCHELL AVENUE	CINCINNATI CA 45217	513/641-2345 TOM CASEY 30 Days	513/641-2345	A1	
000050	AWREY'S 12301 FARMINGTON RD	LIVONIA MI 48150	810/522-1100 TIM SMITH 30 Days	810/521-6396	A4	
000060	NORTH ATLANTIC TRADING CO 3200 BEECHLEAF COURT SUITE 920	RALEIGH NC 27604	800/553-6282 HENRY THOMAS 30 Days	800/664-5266	A1	
000100	ALBERT & SON 19 W. ELM ST.	GREENWICH CT 06830	203/622-8655 BEN ALBERT 30 Days	800/678-8655	A1	
000102	K & E CHEMICAL CO, INC 3960 E 93 ST	CLEVELAND OH 44105	216/341-0500 KATHERINE ELLIOT 30 Days		A3	
000120	ADAMS & BROOKS INC 1915 SOUTH HOOVER ST	LOS ANGELES CA 90007	213/749-3226 SUSAN ANTHONY 30 Days		B1	

Vendor List By Alpha Code

CREATIVE DATA RESEARCH		VENDOR LIST BY ALPHA CODE		JTIPPIN	6/08/00 14:35:43	Page 1
Alpha/Code	Name/Address	City State/Postal code	Phone/contact Terms	Fax	Type Status	
ADAMS & BROOKS 000120	ADAMS & BROOKS INC 1915 SOUTH HOOVER ST	LOS ANGELES CA 90007	213/749-3226 SUSAN ANTHONY 30 Days		B1	
ADVANCED EQUIPM 000122	ADVANCED EQUIPMENT, INC. 2104 FRONT ST	CUYAHOGA FALLS OH 44221	800/589-3420 SHARON STONE 30 Days		A1	
ALBERT & SON 000100	ALBERT & SON 19 W. ELM ST.	GREENWICH CT 06830	203/622-8655 BEN ALBERT 30 Days	800/678-8655	A1	
ANDES CANDIES I 000220	ANDES CANDIES INC 1400 EAST WISCONSIN ST	DELAVAN WI 53115	800/345-3366 JAMES WEDDELL 30 Days	414/728-9121	B1	
APTER INDUSTRIE 000242	APTER INDUSTRIES, INC P O BOX 456	MCKEESPORT PA 15134	412/672-9628 HENRY SIMPLE 30 Days		A1	
ARTURO FUENTE C 000250	ARTURO FUENTE CIGAR (FANCO INT 1310 N 22ND ST P O BOX 2030	TAMPA FL 33601	800/237-7215 ANTHONY YETTA 30 Days	813/248-5738	A2	
AVALON DISTRUBU 000305	AVALON DISTRUBUTING P O BOX 536	CANAL FULTON OH 44614	800/362-0622 JIM AVALON 30 Days		A1	
AWARD FUND RAIS 000320	AWARD FUND RAISING 685 S BROADWAY P O BOX 1572	AKRON OH 44309	800/221-8889 TERRY SIMON 30 Days		A1	

Vendor List By Type

CREATIVE DATA RESEARCH		VENDOR LIST BY TYPE		JTIPPIN	6/08/00 14:51:17	Page 1
Vendor type A1						
Code	Name/Address	City State/Postal code	Phone/contact Terms	Fax	Status	
00001	GOOD STUFF BEVERAGE CO. 12191 FIREBRAND STREET	GARDEN GROVE CA 92640	714/971-8630 MIKE O'BRIEN 30 Days	714/971-8630		
00002	NCR CORP. 6870 KOLL CENTER PARKWAY	PLEASANTON CA 94566	415/484-6252 DERRICK KNIGHT 30 Days	415/484-6252		
00003	MARPRO INC. 9 WEST MITCHELL AVENUE	CINCINNATI CA 45217	513/641-2345 TOM CASEY 30 Days	513/641-2345		
000060	NORTH ATLANTIC TRADING CO 3200 BEECHLEAF COURT SUITE 920	RALEIGH NC 27604	800/553-6282 HENRY THOMAS 30 Days	800/664-5266		
000100	ALBERT & SON 19 W. ELM ST.	GREENWICH CT 06830	203/622-8655 BEN ALBERT 30 Days	800/678-8655		
000122	ADVANCED EQUIPMENT, INC. 2104 FRONT ST	CUYAHOGA FALLS OH 44221	800/589-3420 SHARON STONE 30 Days			
000242	APTER INDUSTRIES, INC P O BOX 456	MCKEESPORT PA 15134	412/672-9628 HENRY SIMPLE 30 Days			
000305	AVALON DISTRUBUTING P O BOX 536	CANAL FULTON OH 44614	800/362-0622 JIM AVALON 30 Days			
000320	AWARD FUND RAISING 685 S BROADWAY P O BOX 1572	AKRON OH 44309	800/221-8889 TERRY SIMON 30 Days			
000391	BEE INTERNATIONAL 2311 BOSWELL ROAD	CHULA VISTA CA 91914	800/421-6465 GUY SHUSTON 30 Days	619/482-2922		
000410	BEAN, D. D. & SONS 291 PETERBOROUGH RD P O BOX 348	JAFFREY NH 03452	603/532-8311 D.D. BEAN 30 Days	800/326-8311		
000426	BETHANY SALES BOX 248	BETHANY PA 61914	217/655-3395 SUSIE BETHANY 30 Days			
000525	BROOKVILLE GLOVE MFG CO 5-15 WESTERN AVE P O BOX 188	BROOKVILLE PA 15825	814/849-7324 GROVER PENDER 30 Days	800/322-7324		
13 Vendors listed for vendor type A1						

CREATIVE DATA RESEARCH		VENDOR LIST BY TYPE		JTIPPIN	6/08/00 14:51:17	Page 2
Vendor type A2						
Code	Name/Address	City State/Postal code	Phone/contact Terms	Fax	Status	
000250	ARTURO FUENTE CIGAR (FANCO INT 1310 N 22ND ST P O BOX 2030	TAMPA FL 33601	800/237-7215 ANTHONY YETTA 30 Days	813/248-5738		
000418	BERK PAPER & SUPPLY 2671 YOUNGSTOWN RD S E WAREHOUSE EAST MARKET	WARREN OH 44484	216/369-1192 MARK BERK 30 Days	216/394-3321		
2 Vendors listed for vendor type A2						

Vendor List By Amount Due

CREATIVE DATA RESEARCH		VENDOR LIST BY AMOUNT DUE		JTIPPIN	6/08/00 15:07:37	Page	1
Code	Name Address	City State/Postal code	Phone/contact Terms	Fax	Type Status	Amount due	
00001	GOOD STUFF BEVERAGE CO. 12191 FIREBRAND STREET	GARDEN GROVE CA 92640	714/971-8630 MIKE O'BRIEN 30 Days	714/971-8630	A1	50.00-	
00002	NCR CORP. 6870 KOLL CENTER PARKWAY	PLEASANTON CA 94566	415/484-6252 DERRICK KNIGHT 30 Days	415/484-6252	A1	25.00-	
00003	MARPRO INC. 9 WEST MITCHELL AVENUE	CINCINNATI CA 45217	513/641-2345 TOM CASEY 30 Days	513/641-2345	A1	.00	
000050	AWREY'S 12301 FARMINGTON RD	LIVONIA MI 48150	810/522-1100 TIM SMITH 30 Days	810/521-6396	A4	.00	
000060	NORTH ATLANTIC TRADING CO 3200 BEECHLEAF COURT SUITE 920	RALEIGH NC 27604	800/553-6282 HENRY THOMAS 30 Days	800/664-5266	A1	.00	
000100	ALBERT & SON 19 W. ELM ST.	GREENWICH CT 06830	203/622-8655 BEN ALBERT 30 Days	800/678-8655	A1	.00	
000102	K & E CHEMICAL CO, INC 3960 E 93 ST	CLEVELAND OH 44105	216/341-0500 KATHERINE ELLIOT 30 Days		A3	.00	
000122	ADVANCED EQUIPMENT, INC. 2104 FRONT ST	CUYAHOGA FALLS OH 44221	800/589-3420 SHARON STONE 30 Days		A1	.00	
000220	ANDES CANDIES INC 1400 EAST WISCONSIN ST	DELAWARE WI 53115	800/345-3366 JAMES WEDDELL 30 Days	414/728-9121	B1	20.00	
000242	APTER INDUSTRIES, INC P O BOX 456	MCKEESPORT PA 15134	412/672-9628 HENRY SIMPLE 30 Days		A1	20.00	
000250	ARTURO FUENTE CIGAR (FANCO INT 1310 N 22ND ST P O BOX 2030	TAMPA FL 33601	800/237-7215 ANTHONY YETTA 30 Days	813/248-5738	A2	130.00	
000305	AVALON DISTRUBUTING P O BOX 536	CANAL FULTON OH 44614	800/362-0622 JIM AVALON 30 Days		A1	235.00	
000320	AWARD FUND RAISING 685 S BROADWAY P O BOX 1572	AKRON OH 44309	800/221-8889 TERRY SIMON 30 Days		A1	265.00	
000391	BEE INTERNATIONAL 2311 BOSWELL ROAD	CHULA VISTA CA 91914	800/421-6465 GUY SHUSTON 30 Days	619/482-2922	A1	559.00	
000410	BEAN, D. D. & SONS 291 PETERBOROUGH RD P O BOX 348	JAFFREY NH 03452	603/532-8311 D.D. BEAN 30 Days	800/326-8311	A1	660.00	
000418	BERK PAPER & SUPPLY 2671 YOUNGSTOWN RD S E WAREHOUSE EAST MARKET	WARREN OH 44484	216/369-1192 MARK BERK 30 Days	216/394-3321	A2	1555.00	
000426	BETHANY SALES BOX 248	BETHANY PA 61914	217/655-3395 SUSIE BETHANY 30 Days		A1	2554.00	
000495	BOARDMAN MEDICAL SUPPLY 300 N STATE ST	GIRARD OH 44420	216/545-6700 SAMUEL BOARDMAN 30 Days		A3	3458.00	
000525	BROOKVILLE GLOVE MFG CO 5-15 WESTERN AVE P O BOX 188	BROOKVILLE PA 15825	814/849-7324 GROVER PENDER 30 Days	800/322-7324	A1	4552.00	
77353	BAMA C/O ELGAAEN BOOTH 5976 W. LAS POSITAS BLVD	5976 W. LAS POSITAS CA 94566-0000	415/463-8759 FRED DAGGETT 10% 10 Net 30	463-8759	TC	5520.00	

Printing Vendor File Labels

To print file folder labels for vendors (as illustrated below), select option 15 (Vendor File Labels) of the A/P Reports screen. No message appears on the A/P Reports screen, nor in the user's AS/400 message queue when the labels are spooled for printing.

```

User: JTIPPIN                      Menu: APCVLRP                      Date: 6/08/00

===== > A / P   R E P O R T S   <=====
=====
|||||||  1. Cash Requirements          10. Vendor List
THE    ||  2. Cash Forecast              11. Bank List
DAC CV1||  3. Vendor 1099 Report          12. Item List
SYSTEM ||  4. Vendor Address Label       13. Special Item List
|||||||  5. Payments by Vendor          14. Terms List
        6. Vendor History                15. Vendor File Labels
        7. Invoice Journal
        8. Payment Journal                16. A/P Payment Edit
        9. Invoice Journal(Post Date)     17. A/P Payment Edit (Alpha)
                                M E N U   C A L L S
19. Purchasing System           20. A/P Inquiry                21. A/P Reports #2
22. General Ledger              23. A/P File Maint            90. Sign Off
=====
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==>> 15

```

000120
ADAMS & BROOKS INC
LOS ANGELES CA 90007

000122
ADVANCED EQUIPMENT, INC.
CUYAHOGA FALLS OH 44221

000100
ALBERT & SON
GREENWICH CT 06830

18346
ALEX FOODS INC.
ORANGEWOOD CA 92803-5020

32000
ALHAMBRA WATER
BARTON CA 94555-5020

000242
APTER INDUSTRIES, INC
MCKEESPORT PA 15134

000250
ARTURO FUENTE CIGAR
TAMPA FL 33601

Printing A Bank List

The instructions below describe printing information about the user's banks.

```
User: JTIPPIN           Menu: APCV1RP           Date: 6/08/00

===== > A / P   R E P O R T S   <=====
|||||||  1. Cash Requirements           10. Vendor List
THE  ||  2. Cash Forecast                11. Bank List
DAC CV1|| 3. Vendor 1099 Report          12. Item List
SYSTEM || 4. Vendor Address Label       13. Special Item List
|||||||  5. Payments by Vendor         14. Terms List
      6. Vendor History                 15. Vendor File Labels
      7. Invoice Journal                 16. A/P Payment Edit
      8. Payment Journal                17. A/P Payment Edit (Alpha)
      9. Invoice Journal(Post Date)
M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry           21. A/P Reports #2
22. General Ledger     23. A/P File Maint       90. Sign Off
=====
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==>
```

1. Select option 11 (Bank List) from the A/P Reports screen. The Bank List Prompt screen appears.

```
SY2000R  ENTER  CREATIVE DATA RESEARCH      6/08/00 16:11:07
JTIPPIN          BANK LIST PROMPT           QPADEV0003

                                     Press ENTER to print the Bank List.

Output queue *JOB          Copies  1  Hold N (Y-Hold, N-Release)
F3=Exit
```

2. Enter data as necessary for the following fields:
 - **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
 - **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
 - **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.
3. Press <Enter> when data entry is complete. The *The report (Bank List) has been submitted* message appears on the Bank List Prompt screen. The *Job... completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.
4. Press <F3> to exit. The A/P Reports screen appears.

Bank List

CREATIVE DATA RESEARCH		BANK LIST		JTIPPIN	6/08/00 16:23:55 Page		1
Code	Name	Bank account	Type	Form	Cost Center	G/L Account #	
ASI	ASI Credit Union	230-23300	Checking (payroll)		10	105	
EFT	EFT Account	10-14544	Regular checking		10	105	
FNB	FIRST NATIONAL BANK	51-025462-125	Checking (Manual)		10	100	
PNB	PARISH NATIONAL BANK	1245687-25145	Investments		10	170	

** END OF REPORT **

Printing A Terms List

The instructions below describe printing information about payment terms.

```
User: JTIPPIN           Menu: APCV1RP           Date: 6/08/00

===== > A / P R E P O R T S <=====
||||||| 1. Cash Requirements      10. Vendor List
THE  || 2. Cash Forecast          11. Bank List
DAC CV1|| 3. Vendor 1099 Report    12. Item List
SYSTEM || 4. Vendor Address Label  13. Special Item List
||||||| 5. Payments by Vendor     14. Terms List
      6. Vendor History          15. Vendor File Labels
      7. Invoice Journal          16. A/P Payment Edit
      8. Payment Journal         17. A/P Payment Edit (Alpha)
      9. Invoice Journal(Post Date)
                                M E N U   C A L L S
19. Purchasing System          20. A/P Inquiry           21. A/P Reports #2
22. General Ledger            23. A/P File Maint       90. Sign Off
=====
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==>
```

1. Select option 14 (Terms List) from the A/P Reports screen. The Vendor Terms List Prompt screen appears.

```
SY2710R  ENTER  CREATIVE DATA RESEARCH      6/08/00 16:32:35
JTIPPIN  VENDOR TERMS LIST PROMPT          QPADEV0003

Enter information below and press ENTER to submit Terms List.

Output queue *JOB      Copies 1  Hold N (Y-Hold, N-Release)
F3=Exit
```

2. Enter data as necessary for the following fields:
 - **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
 - **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
 - **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.
3. Press <Enter> when data entry is complete. The *The report (Terms_List) has been submitted* message appears on the Vendor Terms List Prompt screen. The *Job... completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.
4. Press <F3> to exit. The A/P Reports screen appears.

Vendor Terms List

CREATIVE DATA RESEARCH

VENDOR TERMS LIST

JTIPPIN

6/08/00 16:35:51 Page 1

Code	Description	Payment due days	Discount due days	Discount percent	Payment due dte override	Discount due dte override
A4	Test for Due on Receipt	1	0	.00		
EF	4.5% EFT	99	99	4.50		
00	Net Due	0	0	.00	99/10	
01	DUE UPON RECEIPT	0	0	.00		
10	10% 10 Net 30	30	10	10.00		
15	2.5% 15 Net 35	35	15	2.50		
20	1.25% 20 Net 30	30	20	1.25		
30	30 Days	30	0	.00		

** END OF REPORT **

Printing An A/P Items List

The instructions below describe printing information about the Accounts Payable items.

```
User: JTIPPIN           Menu: APCV1RP           Date: 6/08/00

===== > A / P   R E P O R T S   <=====
=====
|||||||  1. Cash Requirements      10. Vendor List
THE  !!  2. Cash Forecast            11. Bank List
DAC CV1!! 3. Vendor 1099 Report      12. Item List
SYSTEM !! 4. Vendor Address Label  13. Special Item List
|||||||  5. Payments by Vendor    14. Terms List
      6. Vendor History           15. Vendor File Labels
      7. Invoice Journal
      8. Payment Journal          16. A/P Payment Edit
      9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
M E N U   C A L L S
19. Purchasing System  20. A/P Inquiry      21. A/P Reports #2
22. General Ledger    23. A/P File Maint  90. Sign Off
=====
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==>
```

1. Select option 12 (Item List) from the A/P Reports screen. The Item List Prompt screen appears.

```
SY2400R  ENTER  CREATIVE DATA RESEARCH      6/08/00 16:55:36
JTIPPIN          ITEM LIST PROMPT           QPADEV0003

Enter information below and press ENTER to submit Item List.

Output queue *JOB      Copies  1  Hold N (Y-Hold, N-Release)
F3=Exit
```

2. Enter data as necessary for the following fields:
 - **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
 - **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
 - **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.
3. Press <Enter> when data entry is complete. The *The report (Item_List) has been submitted* message appears on the Item List Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.
4. Press <F3> to exit. The A/P Reports screen appears.

Working With Closing Applications

The Month End Close and Year End Close applications are used after Accounts Payable processing is completed each month and each fiscal year, respectively. This ensures that A/P transactions are not mistakenly posted to a month (also referred to as a period) that should be closed.

Saving Accounts Payable Data To Tape

CDR strongly recommends that users save a copy of the Accounts Payable data to tape cartridges before closing a month or a year. Care should also be taken to safely store these cartridges off-site.

1. Enter **SAVLIB (DACACTDATA) DEV (TC)** on the command line as illustrated below.

```
User: JEANNINE           Menu: APCV1           Date: 8/25/11

===== > A C C O U N T S   P A Y A B L E <=====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE    || 2. Debit/Credit Maint.
DAC    || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
        6. Print Checks
        7. Select Default Company
        8. Edit Voucher Pay Date
        9. Receive Remote Invoices
        10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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====> SAVLIB (DACACTDATA) DEV(TC)
```

2. Press <Enter>.

```
User: JEANNINE           Menu: APCV1           Date: 8/25/11

===== > A C C O U N T S   P A Y A B L E <=====
=====
||||||| 1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE    || 2. Debit/Credit Maint.
DAC    || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
        6. Print Checks
        7. Select Default Company
        8. Edit Voucher Pay Date
        9. Receive Remote Invoices
        10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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====>

384 objects saved from library DACACTDATA.
```

The *...objects saved from library DACACTDATA* message appears on the screen when the save operation is done.

Printing Accounts Payable Monthly Reports

CDR strongly recommends that users print the Accounts Payable monthly report before closing a month. This report lists vendor invoices which are posted, but not yet closed. Invoices that are entered, but not yet posted, and invoices that are closed (paid) do not appear on this report.

```
User: JEANNINE           Menu: APCV1           Date: 8/25/11

===== > A C C O U N T S P A Y A B L E < =====
=====
||||||| 1. Invoice Entry/Update           11. Void Check Entry (Blanks)
THE  || 2. Debit/Credit Maint.
DAC  || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry           20. A/P File Maint.           21. A/P Report Menu
22. General Ledger       23. A/P Closing Menu           90. Sign Off
=====
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==>
```

1. Select option 23 (A/P Closing Menu) from the Accounts Payable screen. The A/P Close screen appears.

```
Menu: APCLOSE

===== > A / P C L O S E < =====
=====
||||||| 1. Accounts Payable Monthly Report (Numeric)
THE  || 2. Accounts Payable Monthly Report (Alpha)
DAC CV1|| 3. Month End Close
SYSTEM ||
||||||| 5. Year End Close

                M E N U   C A L L S
19. A/P Inquiry           20. A/P File Maint.           21. A/P Reports
22. General Ledger       23. A/P Main Menu           90. Sign Off
=====
COPYRIGHT @1992@ Creative Data Research, Inc.
Selection or command
==>
```

2. To print the report in order by vendor code, select option 1 (Accounts Payable Monthly Report-Numeric). No message appears on the A/P Close screen, nor in the user's AS/400 message queue when the report is spooled for printing.
3. To print the report in order by vendor name, select option 2 (Accounts Payable Monthly Report-Alpha). No message appears on the A/P Close screen, nor in the user's AS/400 message queue when the report is spooled for printing.
4. Press <F3> to exit. The Accounts Payable screen appears.

Closing A Month

Closing a month (period) should be done as soon as possible after the last day of a period. Refer to Working With Period Date Records for information about using the Period Date Maintenance screen (see below) to ensure that the correct period will be closed before using the Month End Close application.

```
SY1450R  CHANGE  CREATIVE DATA RESEARCH      7/18/05 14:17:04
JEANNINE                PERIOD DATE MAINTENANCE      QPADEV000F

Period year . . . :    4
Period 1 start date    10104

Period 1 end date :    13104
Period 2 end date :    22904
Period 3 end date :    33104
Period 4 end date :    43004
Period 5 end date :    53104
Period 6 end date :    63004
Period 7 end date :    73104
Period 8 end date :    83104
Period 9 end date :    93004
Period 10 end date :   103104
Period 11 end date :   113004
Period 12 end date :   123104
Period 13 end date :

F3=Exit  F11=Delete
```

Users must be certain that all previous periods are closed before closing the current period. Refer to Displaying Period Status Records for information about using the Period Status Inquiry screen (see below) to verify which periods are open and closed before using the Month End Close application.

```
SY5460R  DISPLAY  CREATIVE DATA RESEARCH      7/18/05 14:18:27
JEANNINE                PERIOD STATUS INQUIRY      QPADEV000F

Period year . . . :    4
Application code . . :  AP

Period 1 open . . . :  Y  (Y, N)
Period 2 open . . . :  Y
Period 3 open . . . :  Y
Period 4 open . . . :  Y
Period 5 open . . . :  Y
Period 6 open . . . :  Y
Period 7 open . . . :  Y
Period 8 open . . . :  Y
Period 9 open . . . :  Y
Period 10 open . . . : Y
Period 11 open . . . : N
Period 12 open . . . : N
Period 13 open . . . : N

F3=Exit
```

Though it is possible to open a previously closed period of the current year, this can only be done under the direction of CDR support personnel to ensure that A/P transactions are not mistakenly posted to a month that should be closed.

Eligible invoice and payment records are moved from A/P current files to A/P history files when the Month End Close application is used. Refer to Working With Company A/P Options for information about using the Company Maintenance (A/P) screen (see below) to change, if necessary, the value of the **Days to hold closed A/P** field which determines how long the records remain in the A/P current files.

```

SY5170R   DISPLAY   Creative Data Research           7/18/05 14:20:00
JEANNINE                                COMPANY INQUIRY (A/P)           QPADEV000F

Company . . . . . : CDR
A/P aging method . . . : I
A/P aging bucket 1 name CURRENT           A/P aging bucket 1 days 30
A/P aging bucket 2 name 31 - 60           A/P aging bucket 2 days 60
A/P aging bucket 3 name 61 - 90           A/P aging bucket 3 days 90
A/P aging bucket 4 name 91 - 120          A/P aging bucket 4 days 120
A/P aging bucket 5 name OVER 120          A/P aging bucket 5 days 999

Last A/P voucher number 167
Days to hold closed A/P 999

Allow discount override . . : Y           Inv jrnl entry method I
Allow detail payment change Y           Pmt jrnl entry method C
Number of leader checks . . : 1           Reprint check number
                                         on preprinted checks N

                                         Cost Center      G/L Acct Number
A/P account number . . . : 10            20000
Discount account . . . : 10              59500

F3=Exit

```

The Accounts Payable Monthly Report is used to review vendor accounts before closing a month, and should be printed before using the Month End Close application. Refer to Printing Accounts Payable Monthly Reports for additional information. Also, refer to Saving Accounts Payable Data To Tape before following the instructions below.

```

User: JEANNINE           Menu: APCV1           Date: 7/18/05

===== > A C C O U N T S P A Y A B L E < =====
=====
||||||| 1. Invoice Entry/Update           11. Void Check Entry (Blanks)
THE    || 2. Debit/Credit Maint.
DAC    || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||||| 5. Process EFT Payments
        6. Print Checks
        7. Select Default Company
        8. Edit Voucher Pay Date
        9. Receive Remote Invoices
        10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry           20. A/P File Maint.           21. A/P Report Menu
22. General Ledger        23. A/P Closing Menu           90. Sign Off
=====
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====>

```

1. Select option 23 (A/P Closing Menu) from the Accounts Payable screen. The A/P Close screen appears.

```

Menu: APCLOSE

======> A/P C L O S E <=====
=====
|||||||
THE  ||      1.  Accounts Payable Monthly Report (Numeric)
DAC  ||      2.  Accounts Payable Monthly Report (Alpha)
SYSTEM ||    3.  Accounts Payable Monthly Report (Numeric-EFT)
SYSTEM ||    4.  Accounts Payable Monthly Report (Alpha-EFT)
|||||||
                                           5.  Month End Close

                                           7.  Year End Close

19. A/P Inquiry          20. A/P File Maint.        21. A/P Reports
22. General Ledger      23. A/P Main Menu          90. Sign Off
=====
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Selection or command
==>

```

2. Select option 5 (Month End Close) from the A/P Close screen. The A/P Month End Close screen appears.

```

AP6215R  ENTER  CREATIVE DATA RESEARCH      7/18/05 14:27:40
JEANNINE                A/P MONTH END CLOSE      QPADEV000F

Enter the period for which invoices will be closed.

Period to close

Output queue *JOB      Copies  1  Hold  N (Y-Hold, N-Release)
F3=Exit

```

3. Enter data for the following fields as necessary:
 - **Period to close** (2,n) - the number of the desired period to be closed.
 - **Output queue** (10,a) - the object name of the appropriate output queue used to print the A/P Month End Close report (see below).
 - **Copies** (3,n) - the number designating the number of duplicate copies of the A/P Month End Close report to print.
 - **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.
4. Press <Enter> when data entry is complete.
5. Press <Enter> when prompted to confirm. When the closing process is complete, the *...month end close for period # completed successfully* message appears.

Though it is possible to open a previously closed period of the current year, this can only be done under the direction of CDR support personnel to ensure that A/P transactions are not mistakenly posted to a month that should be closed.

Closing A Year

Both the following critical tasks must be performed prior to closing the year:

- The Month End Close application must be run to close all 13 periods (also referred to as months) of the year. This task is required regardless of whether or not the user's year equals 13 four-week periods. Refer to Closing A Month for additional information.
- The period dates must be defined for the coming year. Refer to Working With Period Date Records for additional information.

If either of the above tasks are not performed before attempting to close the year, a warning message appears, and year-end processing is not completed.

If the vendor 1099 report is used, it must be printed before closing the year. Refer to Printing A Vendor 1099 Report for additional information. Also, refer to Saving Accounts Payable Data To Tape before following the instructions below.

```
User: JEANNINE          Menu: APCV1          Date: 7/18/05

===== > A C C O U N T S P A Y A B L E <=====
=====
||||| 1. Invoice Entry/Update          11. Void Check Entry (Blanks)
THE   || 2. Debit/Credit Maint.
DAC   || 3. Process Manual Payments
SYSTEM || 4. Auto Payment Selection
||||| 5. Process EFT Payments
      6. Print Checks
      7. Select Default Company
      8. Edit Voucher Pay Date
      9. Receive Remote Invoices
     10. Check Reconciliation
                M E N U   C A L L S
19. A/P Inquiry      20. A/P File Maint.      21. A/P Report Menu
22. General Ledger  23. A/P Closing Menu      90. Sign Off
=====
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====>
```

1. Select option 23 (A/P Closing Menu) from the Accounts Payable screen. The A/P Close screen appears.

```
Menu: APCLOSE

===== > A / P C L O S E <=====
=====
||||| 1. Accounts Payable Monthly Report (Numeric)
THE   || 2. Accounts Payable Monthly Report (Alpha)
DAC   || 3. Accounts Payable Monthly Report (Numeric-EFT)
SYSTEM || 4. Accounts Payable Monthly Report (Alpha-EFT)
||||| 5. Month End Close
      7. Year End Close

19. A/P Inquiry      20. A/P File Maint.      21. A/P Reports
22. General Ledger  23. A/P Main Menu      90. Sign Off
=====
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Selection or command
====>
```

2. Select option 7 (Year End Close) from the A/P Close screen. The A/P Year End Close screen appears.

```
AP8215R  ENTER  CREATIVE DATA RESEARCH      7/18/05 12:50:45
JEANNINE                A/P YEAR END CLOSE      QPADEV0009

This program closes the current year for Accounts Payable.

Before continuing, insure:

1. The Month End has been run,
2. A Period Status record was created for the new year,
3. The Calendar records exist for the new year.

F3=Exit
```

3. Press <Enter>. The length of time it takes to complete year-end closing varies according to the number of vendor records in the user's database.