

Solution-IV[®] Accounting Account Payable Agents File



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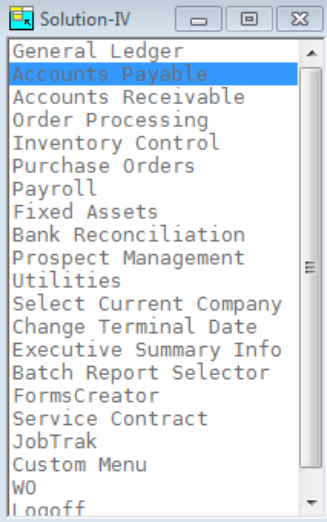
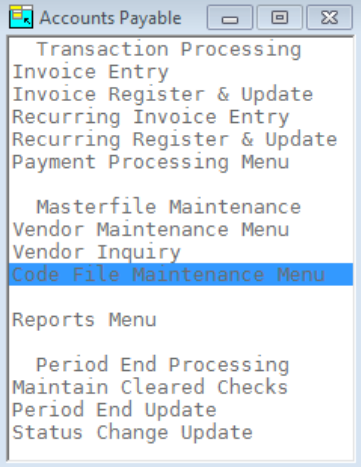
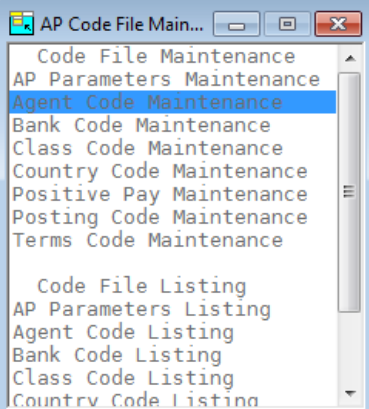
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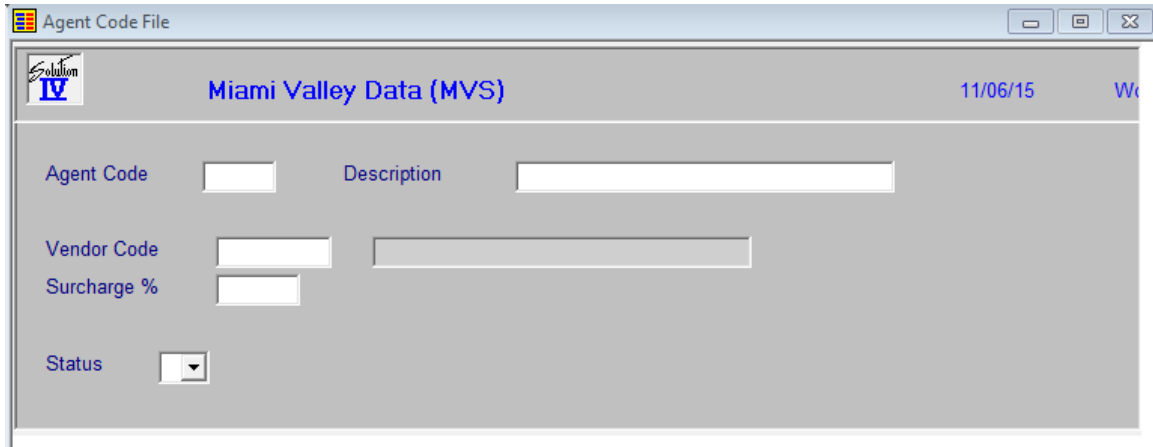
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Agents Codes

Agent codes are used to consolidate AP Check payments. The agent code will be used to match against alternate addresses in invoices. All invoices to be paid will be processed against the agent vendor.

<p>From the Solution-IV Main Menu where you select Account Payable.</p>	 <p>The screenshot shows the 'Solution-IV' application window. A list of menu items is displayed, with 'Accounts Payable' highlighted in blue. Other visible items include General Ledger, Accounts Receivable, Order Processing, Inventory Control, Purchase Orders, Payroll, Fixed Assets, Bank Reconciliation, Prospect Management, Utilities, Select Current Company, Change Terminal Date, Executive Summary Info, Batch Report Selector, FormsCreator, Service Contract, JobTrak, Custom Menu, WO, and Logout.</p>
<p>select Code File Maintenance Menu</p>	 <p>The screenshot shows the 'Accounts Payable' application window. A list of menu items is displayed, with 'Code File Maintenance Menu' highlighted in blue. Other visible items include Transaction Processing, Invoice Entry, Invoice Register & Update, Recurring Invoice Entry, Recurring Register & Update, Payment Processing Menu, Masterfile Maintenance, Vendor Maintenance Menu, Vendor Inquiry, Reports Menu, Period End Processing, Maintain Cleared Checks, Period End Update, and Status Change Update.</p>
<p>select Agent Code Maintenance</p>	 <p>The screenshot shows the 'AP Code File Main...' application window. A list of menu items is displayed, with 'Agent Code Maintenance' highlighted in blue. Other visible items include Code File Maintenance, AP Parameters Maintenance, Bank Code Maintenance, Class Code Maintenance, Country Code Maintenance, Positive Pay Maintenance, Posting Code Maintenance, Terms Code Maintenance, Code File Listing, AP Parameters Listing, Agent Code Listing, Bank Code Listing, Class Code Listing, and Country Code Listing.</p>



Agent Code

Enter up to 6 alphanumeric characters for the agent code. The agent code is a file verified code used in invoice entry when tying invoices to a particular holding house or factor.

Description

Enter up to 40 characters to describe the agent code.

Examples: Corporate Holding House
Factor Agent 100

Vendor Code

Enter up to 10 characters for the vendor code. The vendor code will be used throughout the system when referring to a particular vendor.

If you want numerical vendor codes, press **Enter** to get the next available vendor code. These numbers are maintained from Solution-IV Utilities - Company/Password Menu - Company Next Numbers.

Surcharge %

Enter the surcharge rate for this code.

Example: If the rate is 10% enter 10.000.

Status

The status field is used to hold the current status of every Masterfile record in the Accounts Payable.

The status may be set as follows:

- | | |
|--------------|--|
| – Active | This record may be used anywhere, anytime. |
| I – Inactive | This record may be used by those records already using it, but may not be added to new records. |
| D – Deleted | This record is scheduled for deletion. In order to delete a vendor, they must not have any open invoices. |
| C – Changed | This record is scheduled to be changed to either a new vendor code or combined with an existing vendor code. All purchase history will be transferred to the "change to" vendor code. NEWKEY contains the code to be changed to. |

If you are adding a new record, the system will display:



If you are changing an existing record, the system displays:

