

Solution-IV™ Accounting AP Manual Check Entry



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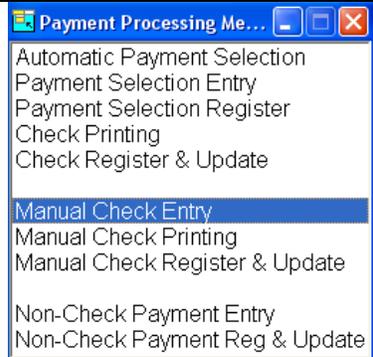
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For help with any option or field please refer to the **Accounts Payable** Manual or press **F6** on your keyboard.

<p>Begin from the Solution-IV Main Menu select Accounts Payable</p>	 <p>The screenshot shows a window titled "Solution-IV" with a list of menu options. The "Accounts Payable" option is highlighted in blue. The other options are: 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, and Logoff.</p>
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<p>From the Accounts Payable Main Menu, select Payment Processing Menu.</p>	 <p>The screenshot shows a window titled "Accounts Payable" with a list of menu options. The "Payment Processing Menu" option is highlighted in blue. The other options are: Transaction Processing, Invoice Entry, Invoice Register & Update, Recurring Invoice Entry, Recurring Register & Update, Masterfile Maintenance, Vendor Maintenance Menu, Vendor Inquiry, Code File Maintenance Menu, Reports Menu, Period End Processing, Maintain Cleared Checks, Period End Update, and Status Change Update.</p>
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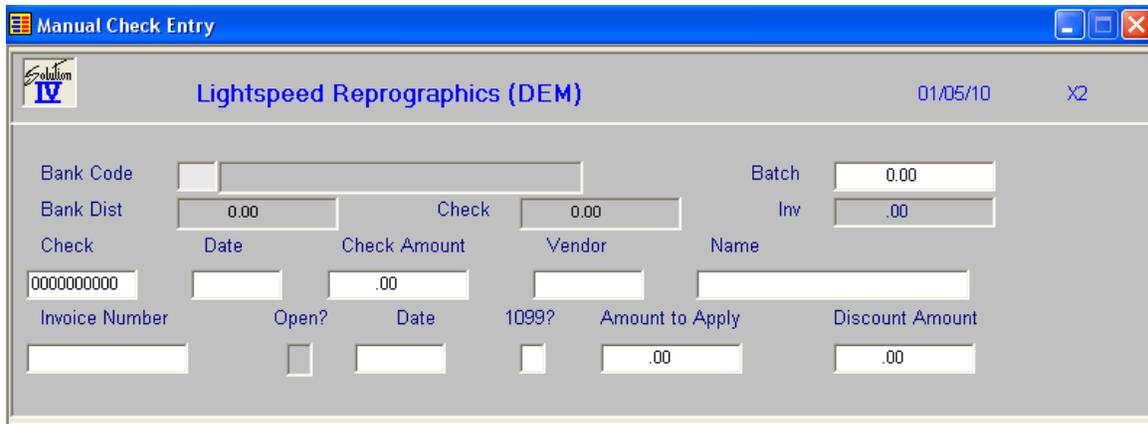
From the **Payment Processing Menu**, select **Manual Check Entry**.



Manual Check

This program is used to enter all handwritten, or manual, checks into the system. The same program is used to enter checks used to pay invoices that have been entered into the system using Invoice Entry as well as to pay for goods that have not been previously entered into the system.

This same program is also used to enter voided checks or reversals of previously updated checks.



Bank Code

Enter up to two alphanumeric characters representing the bank code that these checks were/will be written from.

You will need to create a different bank code for each different General Ledger account code you plan to disburse to from Accounts Payable.

Batch

Run an adding machine tape on all the checks you are entering in this batch and enter the amount here.

This will assure that:

- 1) You entered all the checks in the stack and
- 2) Help assure that the amounts were entered correctly.

If there is a bank distribution amount when you are finished, you will have the opportunity to check both the batch total you entered originally and the checks entered into this batch and make the appropriate corrections.

If you do not wish to run a tape on the checks, enter 0 for the batch total, then use the "C"change option to make the batch total equal the sum of the checks entered into the batch.

Check

Enter up to 10 characters for the check number. You should enter the exact check number from the check.

Date

Enter the date that the check was originally written or press Enter for Today's Date

Check Amount

Enter the actual amount of the check.

Vendor

If the check was written for a vendor that already is set up on the system, enter the up to 10 character vendor code.

If the check will be for more than the minimum required to require a 1099 form, and the recipient is not set up as a vendor, you should assign a vendor code at this time by pressing **F3**.

If the check is for a small amount, for a vendor you do not plan to purchase from further during this year, you may type "MISC" and enter the check recipients name in the next field.

Name

If the vendor does not exist in your system, and you do not wish to enter assign a vendor code at this time, enter his name here.

Invoice Number

Enter the invoice number that this check paid. The invoice does not already have to be in the open invoice file even if you are entering a check for an existing vendor.

If the invoice is not in the open invoice file you will later be asked to distribute the amount to the appropriate General Ledger account codes. Do not later enter this same invoice through Invoice Entry!

If you are entering an invoice not previously entered through Invoice Entry, and there is no invoice number on the invoice, be sure you enter a unique substitute invoice number instead. This number could be the date, for example. If you are entering the invoice for vendor "MISC", the invoice number needs to be unique for all miscellaneous invoices, so you may need to use something like the date plus a sequence number.

Open?

This is a display only field that will be:

- Y** If the invoice is in the open invoice file.
- N** If the invoice is not in the open invoice file.

Date

Enter the date of the invoice from the vendor invoice.

The cursor will stop on this field only if the invoice is not in the open invoice file.

1099?

This field controls whether or not payments against this invoice will be added to the vendor's "1099 Payments" amount when this invoice is paid as follows:

- Y** Adds this payment amount to the "1099 Payments"
- N** Does not add the payment for this invoice to the 1099 amount.

Amount to Apply

Enter the amount by which you wish to reduce the invoice balance.

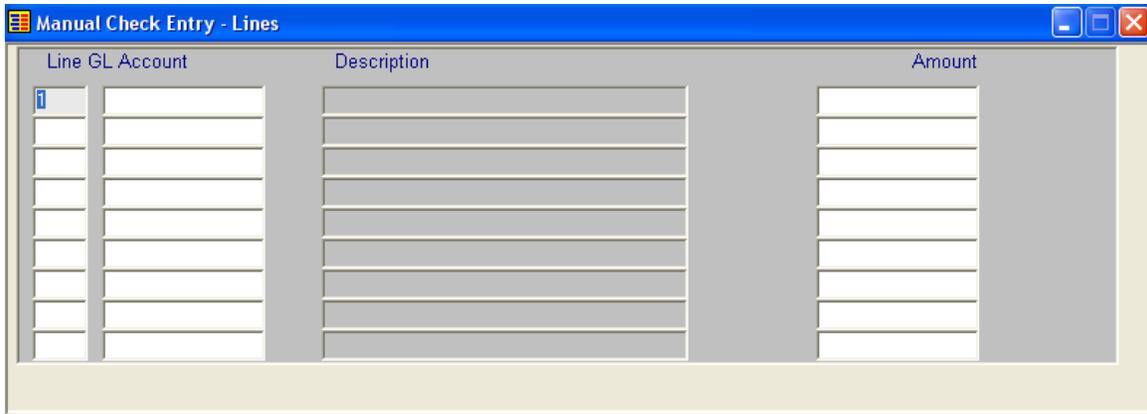
Example: If you have an invoice balance of \$224 that you wish to pay in full with a \$200 check and a \$24 discount enter the following:

Check Amount	=	200
Amount to Apply	=	224
Discount Amount	=	24

The invoice balance will be reduced by the amount entered in AMOUNT TO APPLY.

The remaining check amount will be reduced by AMOUNT TO APPLY minus DISCOUNT AMOUNT.

If new Invoice the follow screen will display for the entry of GL distribution:



Line

<CR>	Modifies the line, if it exists. Adds a line, if it is blank.
<Line #>	Goes to that line. If you enter a line that is greater than the total number of lines it goes to the last line.
<Up arrow>	Goes to next line above.
<Down arrow>	Goes to next line below.
<Page-up>	Goes to the previous screen.
<Page-down>	Goes to the next screen.
<Line delete>	Deletes that line and moves all lines below up.
<Line insert>	Inserts a line at that spot and moves all lines below down.

Account Code

General Ledger Account

Default Distribution

Enter up to 15 characters representing the General Ledger account. The length and location of the dashes for this field is dependent upon what was entered in the General Ledger parameters.

The dashes separate the segments of the account code and are optional entries. If they are not entered, the system will automatically insert them.

Default values: Empty segments zero fill, numeric segments right justify and zero fill, character segments left justify and space fill.

Examples: If accounts are set up to look like xxx-xx-xx,
 101 would be redisplayed as 101-00-00
 101AB would be redisplayed as 101-AB-00
 101A B would be redisplayed as 101-A -B
 1010101 would be redisplayed as 101-01-01
 101--1 would be redisplayed as 101-00-01
 A-1-A would be redisplayed as A -01-A

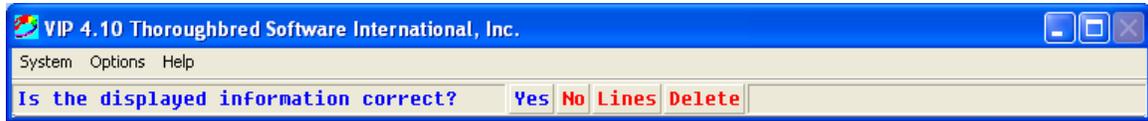
Amount

Enter the amount of the invoice that you are applying to this particular General Ledger account code. You will only see this field if the invoice was not in the open invoice file.

Press **F4**, the system displays:



The system displays:



Select **Yes**.

Press **F4**, the system displays:



Select **Yes**.