Solution-IV™ Accounting
Accounts Payable

THOROUGHBRED
software international, inc

Version 8.81

46 Vreeland Drive, Suite 1 • Skillman, NJ 08558-2638
Telephone: 732-560-1377 • Outside NJ 800-524-0430 • Fax: 732-560-1594

Internet address: **http://www.tbred.com**

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1 Introduction

This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Accounts Payable features.

The Accounts Payable and System Integration flowcharts show how your Accounts Payable module operates and how it relates to the overall accounting system.

Thoroughbred Solutions

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform, which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

Thoroughbred Solution-IV Accounting: Accounts Payable

The Solution-IV Accounts Payable module is designed to help you manage your vendor base and outgoing cash flow. Purchases and payments are organized into reports that show where your money is going, who needs to be paid, and how much cash you need to make timely payments or to take advantage of discounts. All of this can be done while saving time and increasing accuracy over doing it manually.

Integrating Solution-IV Accounts Payable with the Solution-IV General Ledger module can save you even more time by automatically posting directly to the appropriate accounts, thereby eliminating duplicate entries and reducing errors on your financial statements.

Accounts Payable allows you to enter vendor invoices (where discounts are automatically calculated) and handwritten checks. You can also print checks and 1099 forms. The Aged Trial Balance and Cash Requirement reports give you the control required to take advantage of discounts by providing you with information on how much cash is required on selected dates.

The reports and vendor purchase information are as current as the last update, allowing you to determine easily and quickly your status with each vendor.

Solution-IV Accounts Payable Features

The Thoroughbred Solution-IV Accounts Payable module is a flexible and complete package for tracking your payables and making payments to your vendors. It is designed to help you control profitability by controlling your cash flow. The following is a list of the highlights and features available in Solution-IV Accounts Payable.

> ➢ A smooth interface with the Solution-IV General Ledger module is provided on either a cash or accrual basis.

> ➢ Vendor purchase history is tracked including items such as last invoice and payment information. It also tracks the number and amount of purchases and payments made month-to-date, year-to-date, and all of last year.

> ➢ Invoice entry handles either vendor invoice numbers or automatic voucher numbers. Invoices, credits, and adjustments are all entered in the same place and invoices can be automatically selected for payment at the time of entry.

> ➢ Recurring payables such as rent, leases, and contract shipments are entered once and then processed automatically as required.

> ➢ Flexible payment selection criteria is provided including automatic selection by invoice, selected vendors, range of vendors, or various due dates. Individual invoices may be selected for payment, and partial payments may be made as well.

> ➢ Manual checks can be entered directly without first entering an invoice.

> ➢ Multiple bank accounts can be used for both computer-generated and manual checks.

> ➢ 1099-MISC forms may be printed at the end of the calendar year, even if the company operates on a fiscal year.

Standard reports include:

> ♦ Aged Trial Balance with optional payment history.

> ♦ Cash Requirements Report to help determine how much cash is needed to pay invoices on time and takes advantage of available discounts.

> ♦ Monthly Check Register which shows all checks paid or only the checks that have not yet cleared the bank.

> ♦ Vendor Purchase Analysis giving you the ability to rank your vendors.

All of these reports have various sort and print options.

All of the preceding features are standard to the Solution-IV Accounts Payable package. You can customize the system to meet your needs by setting the parameters for such items as what aging categories you use, whether or not you use vouchers, and how you want to post to General Ledger. This is done without making any changes to the programs themselves. If additional modifications are required, Solution-IV is a 4GL-based package that makes customization easy and practical. For additional information, contact your Thoroughbred representative.

Thoroughbred Solution-IV Accounting Flowchart

The following System Integration Flowchart illustrates how the various Solution-IV Accounting modules relate to one another.

The Solution-IV Accounts Payable Flowchart on the following page shows how the various components of the Accounts Payable module are related.

Solution-IV Accounts Payable Flowchart

How to Make the Greatest Use of This Manual

Introduction

With this manual we have created reference material that is easy to read, yet contains all of the information you need to set up and run the Thoroughbred Solution-IV Accounts Payable system.

This manual introduces you to the capabilities of Solution-IV Accounts Payable, gives you ideas to help you get started with the initial setup, provides complete processing instructions, and also serves as a reference guide once you are up and running.

Suggested Steps

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before entering your own data into the system.

> ➢ **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.

> ➢ **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.

> ➢ **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.

> ➢ **Use the demonstration data**. Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.

> ➢ **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.

> ➢ **Keep the manual handy**. Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance.

How This Manual is Organized

This manual has been organized to take you through normal Accounts Payable activity.

Chapter 1

Introduction-Explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Accounts Payable features. The Accounts Payable and System Integration flowcharts show how your Accounts Payable module operates and how it relates to the overall accounting system.

Chapter 2

Accounts Payable Menus-Describes the options available on the Accounts Payable Main Menu, Check Printing Menu, Vendor Maintenance Menu, Code File Maintenance Menu, and Reports Menu.

Chapter 3

Accounts Payable Setup-Explains how to get started with your Accounts Payable system. This chapter contains all of the options on the Code File Maintenance Menu.

Chapter 4

Vendor Maintenance-Describes the options that are available from the Vendor Maintenance Menu. Vendor Options include Vendor Name and Address Maintenance, Alternate Address Maintenance, Contact Maintenance, Comment Maintenance, Purchase History Lookup, Aging and Open Invoice Lookup, and Change/Delete Vendor Code.

Chapter 5

Transaction Processing-Describes the options that are available when processing transactions. They include Invoice Entry, Register, and Update; and Recurring Invoice Entry, Register, and Update.

Chapter 6

Payment Processing Menu-Describes the options that are available from the Check Printing Menu. They include Automatic Payment Selection, Payment Selection Entry, Payment Selection Register, Check Printing, and Check Register and Update, Manual Check Entry, Register, and Update; Non-Check Payment Entry, Register & Update.

Chapter 7

Accounts Payable Reports-Describes how to execute the Solution-IV Accounts Payable reports. They include Vendor Masterfile Listing, Vendor Label Printing, Aged Trial Balance, Cash Requirements Report, Monthly Check Register, Vendor Purchase Analysis, Monthly Purchases Journal, Monthly Disbursements Journal, and 1099 Forms.

Chapter 8

Period End Processing-Describes the options available during Period End Processing. They include Maintain Cleared Checks, Period End Update, and Status Change Update.

2　Accounts Payable Menus

This chapter describes the options that are available on the following Solution-IV Accounts Payable menus:

> ➢ Accounts Payable Main Menu

> ➢ Payment Processing Menu

> ➢ Vendor Maintenance Menu

> ➢ Code File Maintenance Menu

> ➢ Reports Menu

Accounts Payable Main Menu

Introduction

The Solution-IV Accounts Payable module is designed to help you manage your vendor base and outgoing cash flow. Your purchases and payments are organized into reports that show where your money is going, who needs to be paid, and how much cash you need to make timely payments or to take advantage of discounts. All of this can be done while saving time and increasing accuracy over doing it manually.

Integrating Solution-IV Accounts Payable with the Solution-IV General Ledger module can save you even more time by automatically posting directly to the appropriate accounts, eliminating duplicate entries and reducing errors on your financial statements.

Accounts Payable allows you to enter vendor invoices (where discounts are automatically calculated) and handwritten checks. You can also print checks and 1099 forms. The Aged Trial Balance and Cash Requirements reports give you the control required to take advantage of discounts by providing you with information on how much cash is required on selected dates.

The reports and vendor purchase information are as current as the last update, allowing you to determine easily and quickly your status with each vendor.

How to Execute

From the Accounting System Master Menu, select **Accounts Payable** Main Menu.

Transaction Entry

Invoice Entry

This option is used to enter vendor invoices, credit memos, or adjustments. To print a computerized check, an invoice must be entered here; manual checks must be written for invoices not entered here.

Recurring Invoice Entry

This option is used to maintain a file of invoices that do not change much from billing cycle to billing cycle. Leases, standard shipments, or service contracts are good examples of recurring invoices. Once a recurring invoice has been set up, it can be selected as needed and put into the invoice entry file where, if needed, it can be modified.

Transaction Registers & Updates

Invoice Register

The Invoice Register lists the information entered during Invoice Entry. If everything is correct, perform the update, which posts the invoice information to the permanent vendor, purchase history files and to the General Ledger account and transaction files.

Recurring Invoice Register

The Recurring Invoice Register starts with the selection of the desired recurring invoices. The register prints to let the user verify the invoice selection.

If everything is correct, perform the update, which adds the selected recurring invoices into the invoice entry file. Here they may be modified and otherwise treated like regular invoices.

Payment Processing

Payment Processing Menu

This option gives you access to the menu containing all the functions required to process payments via computer checks, manual checks or non-check payments.

Maintenance & Inquiries

Vendor Maintenance

This option will give you access to the menu used to maintain detailed records for each vendor.

Vendor Inquiry

This option is used to view and/or print basic information about a vendor. The displayed information includes name and address, purchase history, and open invoices. Only vendor comments can be modified from Vendor Inquiry.

Code File Maintenance Menu

This option gives you access to the Code File Maintenance Menu.

From this menu you can maintain the Accounts Payable Parameters and all of the code files. These codes should be set up before entering anything else in the system, since Vendor Maintenance and Invoice Entry use information entered in the code files.

Reports

Vendor Masterfile Listing
This option lists the vendor information as found in Vendor Maintenance. You can choose from a variety of print options.

Vendor Label Printing
This option is used to print labels using information from the Vendor Masterfile.

Reports Menu
This option gives you access to the menu containing reports.

All of the reports on this menu may be printed at any time; you will probably print the Aged Trial Balance and Cash Requirements Reports more often than once a month. All of the reports are as current as the last update.

Period End Processing

Maintain Cleared Checks
This option is used to "mark" checks as having cleared the bank, or "unmark" them if they were cleared incorrectly. This process can also be done using the Solution-IV Bank Reconciliation module.

Period End Update
The Period End Update must be run at the end of each accounting period after all invoices and checks have been entered for the period and after all monthly reports have been printed.

The Period End Update does the following:

> ➤ Removes paid invoices that are older than the number of days specified in AP Parameters Maintenance from the open invoice file.

> ➤ Clears all month-to-date fields and moves next month amounts to the month-to-date fields in Accounts Payable.

> ➤ Clears the monthly check file in the manner stated in AP Parameters Maintenance.

> ➤ Clears the history as requested by the user.

Status Change Update
This option takes all of the Masterfile entries that you marked to change or delete, verifies that the changes or deletions are valid, and performs them. A report is printed before the update, which helps the user decide whether or not to continue with the update.

Payment Processing Menu

Introduction
This option gives you access to the menu containing all the functions required to process payments via computer checks, manual checks or non-check payments. These options include invoice selection process, printing the checks and the accompanying audit report and update.

How to Execute
From the Accounts Payable Main Menu, select **Payment Processing Menu**.

Check Processing

Automatic Payment Selection
This option allows you to select invoices by vendor, invoice, due date, discount date, or discount availability. Once the selections are entered, the open invoice file is searched for invoices meeting the statement criteria.

Payment Selection Entry
This option allows you to select specified invoices for payment to specified vendors. You can also use the function to de-select invoices that were incorrectly selected during Automatic Payment Selection as well as to make partial payments on invoices.

Payment Selection Register
This option lists the invoices selected for payment during Automatic Payment Selection and Payment Selection Entry. This report (and entry to it) can be run as many times as required to select the proper invoices for payment.

Check Printing
This option prints checks to mail to your vendors. A default format is included, however, the format may be modified to match your check stock using Thoroughbred Report-IV.

Check Register and Update
This option details the checks just printed and the invoice(s) paid on these checks. If the check register printed correctly, the information may be posted to the appropriate files in Accounts Payable, General Ledger, and Bank Reconciliation.

Manual Check Entry

This option is used to enter all handwritten or manual checks into the system. It is used to enter checks that pay invoices previously entered into the system, as well as checks that pay for items that have not been entered into the system.

Manual Check Register & Update

The Manual Check Register lists the checks entered during Manual Check Entry. If everything is correct, perform the update, which posts these payments to the permanent invoice payment file, vendor purchase history files, General Ledger account and transaction files, and Bank Reconciliation files.

Non-Check Payment Entry

This program is used to enter credit card invoices to record invoices previously entered into the system that will be paid by credit card.

A regular invoice is then created for the amount due the credit card company, which will then be paid using normal Check Printing or Manual Check Processing.

Non-Check Payment Reg & Update

The Non-Check Payment Register lists the credit card invoices along with the vendor invoices they are paying and any additional General Ledger Distributions. If everything is correct, the update may be performed which will post the vendor invoice "payments" to the permanent invoice payment file, vendor purchase history files, and the General Ledger transaction file. In addition, it will post the credit card invoice to the open invoice file and history files where it can then be paid later either using Check Printing or Manual Check Processing.

The Non-Check Payment Register is an audit report and must be kept with the rest of your accounting records.

Vendor Maintenance

Introduction

This option will give you access to the menu that allows you to maintain detailed records for each of your vendors.

How to Execute

From the Accounts Payable Main Menu, select **Vendor Maintenance Menu**. Select a Vendor Code to display the Vendor Options.

Vendor Options

Name and Address Maintenance
This option allows you to maintain the vendor address, terms codes, and other codes.

Alternate Address Maintenance
This option allows you to maintain additional purchase order and/or check addresses for this vendor.

Contact Maintenance
This option allows you to maintain additional contacts for this vendor.

Comment Maintenance
This option allows you to maintain a text field of telephone conversations or other information about this vendor.

Purchase History Lookup
This option allows you to maintain and see such information as highest balance, purchases this year, and last purchase date.

Aging and Open Invoice Lookup
This option allows you to see and scan the open invoices for this vendor and see the aging buckets at a glance.

Average Days to Pay
This option allows you to see the average number of days you took to pay your bills during each month of a given year.

Change/Delete Vendor Code
This option allows you to delete a vendor, change its number to another, combine it with another vendor, or mark it as inactive. This function works in conjunction with the Status Change Update.

Code File Maintenance Menu

Introduction
This option gives you access to the menu that allows you to maintain the Accounts Payable parameters and all of the code files. These codes should be set up before entering anything else into the system, because Vendor Maintenance and Invoice Entry use information entered in the code files.

How to Execute
From the Accounts Payable Main Menu, select **Code File Maintenance Menu**.

Accounts Payable Parameters

AP Parameters Maintenance
The parameters allow you to customize the Accounts Payable package to meet the specific needs of your company. Here you are able to state whether you operate on a cash or accrual basis, how many days you want to maintain paid invoices, what you want for your aging categories, and whether or not you want to post to General Ledger.

Note: You must start here when setting up your Accounts Payable.

AP Parameters Listing
This report shows what was entered in AP Parameters Maintenance.

Code File Maintenance

Agent Code Maintenance
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.

Bank Code Maintenance
This option is used by all applications to maintain a central banking source. Set up as many bank codes as you require, having at least one for each bank account from which you write checks or to which you deposit checks.

Class Code Maintenance
Class codes provide an additional sorting option and are used in Vendor Maintenance.

Country Code Maintenance
Country codes are used in reports so that you may print the country name in an address instead of just the country code. The country code is 2 characters with a 35 character description.

Positive Pay Maintenance
Positive Pay records are used in conjunction with the creation of positive pay files for sending your check information to your bank.

This maintenance option allows you to assign a specific bank number to the positive pay records for each bank.

Posting Code Maintenance
The posting code determines to which General Ledger accounts the following posts:
Accounts Payable
Trade Discounts
Freight
Sales Tax
You may wish to separate vendors by suppliers, commissioned sales representatives, non-product vendors, or by location, division, or profit center.

Terms Code Maintenance
The terms code determines the invoice due date, discount due date, and discount amounts for each invoice. A different terms code should be entered for each of the different terms offered to you by your vendors. A terms code is entered for each vendor, but can be overridden during Invoice Entry.

Code File Listings

Agent Code Listing
This option lists the agent codes as entered in Agent Code Maintenance.

Bank Code Listing
This option lists the bank codes as entered in Bank Code Maintenance.

Class Code Listing
This option lists the class codes as entered in Class Code Maintenance.

Country Code Listing
This report lists the country codes entered through Country Code Maintenance.

Positive Pay Listing
This report lists the positive pay bank codes entered through Positive Pay Maintenance.

Posting Code Listing
This option lists the posting codes and their associated account codes as entered in Posting Code Maintenance.

Terms Code Listing
This option lists the terms codes as entered through Terms Code Maintenance.

Reports Menu

Introduction
This option will give you access to the menu containing all the monthly reports. All of the reports on this menu can be printed at any time; in fact, you will probably print the Aged Trial Balance and Cash Requirements Reports more often than once per month. All reports are current to the last update.

How to Execute
From the Accounts Payable Main Menu, select **Reports Menu**.

Vendor Reports

Vendor Masterfile Listing
This is a list of the vendor information as found in Vendor Maintenance. You may choose from a variety of sort and print options, from a minimum amount of information to the full vendor masterfile.

Vendor Label Printing
This function is used to print labels using information from the vendor masterfile. The labels print on continuous form 1 ½" by 4" labels, either 1-up or 2-up, with the vendor name and address printed on them. Changes may be made using Report-IV. You can choose from a variety of sort and print options.

Standard Reports

Aged Trial Balance
The Aged Trial Balance or "aging" report provides a detailed list of vendor invoices with the remaining invoice balances printing in the appropriate aging column. You can select the level of detail you want to see on the report.

Cash Requirements Report
The Cash Requirements Report is similar to the Aged Trial Balance but is designed to help control which invoices you pay and when you pay them. The aging categories may be changed each time the report is printed and you may decide to select only those invoices with discounts available.

The report also has columns which detail the discounts available and the discounts lost. If you are not currently taking terms discounts, this report can help you decide whether to start this practice.

Monthly Check Register
The Monthly Check Register is a detailed list of all the checks that have been printed during the month. Depending on the answer to the question in AP Parameters Maintenance, the register may also contain outstanding checks from prior months.

Analysis Reports

Vendor Purchase Analysis
This option prints the month-to-date, year-to-date, and last-year purchase information for each vendor. Because the report may be sorted by month-to-date, year-to-date, or last-year purchases, you may use it to determine who your largest vendors are.

Accumulation Journals

Historical Purchases Journal
This report will print all the invoices entered into the system for a specified date range. If printed monthly, the report is a combination of all the invoice registers for the month.

Note: Since this report uses the history files, it only prints information as old as the history you are maintaining.

Historical Disbursements Journal
This report prints all of the checks entered into the system for a specified date range. If printed monthly, the report is essentially a recreation of all of the check registers and manual check registers, without regard to when the checks cleared.

Note: Since this report uses the history files, it only prints information as old as the history you are maintaining.

Year End Reports

1099 Forms
This option is usually used at the end of the calendar year when it prints the 1099-MISC forms required by the government. You can select which box on the form is to be used to print the payment.

3   Accounts Payable Setup

This chapter explains how to perform the initial setup of your Thoroughbred Solution-IV Accounts Payable system. Instructions for using the AP Parameters Maintenance and all of the code files are given here.

You must set up all of the items covered in this chapter before entering any vendors or invoices because the items set up here are used everywhere else in the system.

AP Parameters Maintenance

Introduction
The parameters allow you to customize the Accounts Payable package to meet the specific needs of your company. Here you will state whether you operate on a cash or accrual basis, how many days you want to maintain paid invoices, what you want for your aging categories, and whether or not you want to post to General Ledger.

Note: You must set up the AP Parameters before doing anything else.

How to Execute
From the Code File Maintenance Menu, select **AP Parameters Maintenance**.

Description of Fields
Post distributions to General Ledger?
You may choose to not make any postings to General Ledger from Accounts Payable. Normally this would not be the case, except when you are initially entering invoices into the system. Enter one of the following:

Y   Posts invoices and checks to the General Ledger.

N   Makes no postings outside the Accounts Payable system.

Post to General Ledger on a cash or accrual basis?
You have the option of posting to the General Ledger on a cash or accrual basis. Enter one of the following:

C   **Cash Basis:** No posting is made to the General Ledger during the invoice update. All postings are made during manual check entry or check printing.

A   **Accrual Basis:** The General Ledger is updated during the invoice update (to the Accounts Payable and distribution accounts) and during the manual check update and check printing update (to the cash and Accounts Payable accounts).

Note: Once any invoices have been entered into Accounts Payable, this response cannot be changed until the open invoice file has been completely cleared.

Purge all checks monthly, yearly or only cleared checks?
You have the option of retaining checks in the monthly check file until they have cleared, if desired. Enter one of the following:

M **Monthly:** Clears the monthly check file during month end processing.

Y **Yearly:** Clears the monthly check file only during year end processing.

C **Cleared Checks:** Removes from the monthly check file only the checks marked as having cleared the bank during period end processing.

Create Positive Pay file?
You have the option of creating a positive pay file based on ACW standards that may then be sent to your bank.

Y A file will be created with the positive pay information for your bank based upon the parameters you have set up in Code File Maintenance for Positive Pay Parameters.

N No file will be created.

Access to vendor comments from Vendor Inquiry?
Information displayed in Vendor Inquiry cannot be modified, except for the vendor comments as follows:

C Gives you the ability to read and modify the comments.

I Only allows you to read the comments.

N You will have no access to the comments when in Vendor Inquiry.

Print amount applied or original invoice amount on check stub
Choose which amount to print on the check stub if making a partial payment as follows:

A Prints the amount applied on this check only in the "Gross" field on the check stub.

O Prints the original invoice amount, even if you are making a partial payment.

Number of days to retain paid invoices
You can choose to keep invoices in the open invoice file for as long as you like. This allows you to see past purchase history on an invoice-by-invoice basis either on the aging report or in vendor maintenance. A disadvantage of keeping invoices around for too long is that the detailed aging report gets very long and the Vendor Inquiry becomes cumbersome.

Invoices that have been paid for longer than the days you enter here are cleared from the open invoice file during the next Period End Processing.

Note: All invoices are kept in a history file, so information is accessible if necessary.

Current Accounts Payable calendar month and year (MMYYYY)
This field controls whether the invoice and check amounts will be posted to the month-to-date or next month fields in the vendor master file. If the posting date (entered before printing an audit report) is not in the period displayed here, the amounts will be posted to the next month before closing the current month. This field is incremented by Period End Processing.

Use automatic voucher number system?
You have the option of using either automatically generated voucher numbers or invoice numbers as found on the vendor's invoice. Your answer depends on how much internal control you want over invoice numbers. Enter one of the following:

Y   Generates voucher numbers automatically. When performing Invoice Entry, you must press **F8** to pull the next voucher number from the parameter file. You may then enter the vendor's invoice number in the invoice reference field. Some companies find that using internal voucher numbers provide them with more control over their payable invoices. A disadvantage is that you then refer to an invoice differently than the vendor who sent you the invoice initially.

> **Note**: If you make this selection, you are forced to use voucher numbers exclusively.

N   Uses the invoice number as found on the vendor's invoice. The system positions the cursor at the "Age by invoice or due date" field.

Next voucher number
If you answered **Y** to "Use automatic voucher system," enter the next number you would like to use for the voucher number here. It is automatically incremented from Invoice Entry by selecting **F8**.

Save deleted vouchers?
If you delete a voucher in Invoice Entry before it has been updated, the system does one of the following:

Y   The voucher is not deleted, but all amounts are changed to zeros and the vendor is changed to "Deleted Voucher". This will give you better control over your vouchers and does not leave gaps on your monthly reports.

N   The voucher is deleted from the system without a trace.

Age by invoice or due date?
On your Aged Trial Balance, you have the option of aging by the invoice date or the invoice due date as follows:

I   Ages by the invoice date.

D   Ages by the invoice due date.

Age by day or month?
You may choose to print your Aged Trial Balance by day or by month.

Aging by days is the most common approach. Enter the days to age by in the next field. If you age by month, please note that if an invoice is dated 9/30/14, it falls into the one-month column on 10/1/14. If you age by day and your first aging bucket is 30 days the same invoice would not fall into that column until 10/31/14.

Enter one of the following:
D   Ages by day.

M   Ages by month.

If days, age by

If you answered **D** above, enter the number of days you wish to have as your aging buckets. The default is 30, 60, 90, 120, but you may enter any you like, as long as the days increment in each bucket.

Exit the Screen

Once you have completed entering the parameters, you are automatically returned to the Code File Maintenance Menu.

AP Parameters Listing

Introduction

This report displays or prints the parameters as entered in AP Parameters Maintenance.

How to Execute

From the Code File Maintenance Menu, select **AP Parameters Listing**.

Report

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

Agent Code Maintenance

Introduction

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.

How to Execute

From the Code File Maintenance Menu, select **Agent Code Maintenance**.

Description of Fields

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 used to describe the agent code.

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 Accounts Payable.

- Active	This record may be used anywhere, anytime.
I – Inactive	This record may be used by those records already using it, but 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.

Exit the Screen

Once you are finished entering Agent Codes, press F4 and select Yes to add the record.

Agent Code Listing

Introduction

This report lists the agent codes as entered in Agent Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select **Agent Code Listing.**

Report

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu

Bank Code Maintenance

Introduction

All Thoroughbred Solution-IV Accounting applications use this function to define different bank accounts. A different bank code must be set up for each checking or deposit account you use. Accounts Payable, Payroll, and Accounts Receivable all have access to the same bank codes. The results tie together in General Ledger and Bank Reconciliation.

How to Execute

From the Code File Maintenance Menu, select **Bank Code Maintenance**.

Description of Fields

Bank Code

Enter a two-character alphanumeric code. The system uses this code to select the proper General Ledger cash account to use when entering or printing checks.

Example: BA — Bank of America checking

Description

Enter up to 40 alphanumeric characters to describe the bank code.

GL Account No

Enter the General Ledger account code to which this bank code should post. It is normally a cash account. Each bank code should post to a unique General Ledger account code.

Bank Acct. No

Enter up to 15 alphanumeric characters for your bank account number. This field is optional and for internal use only.

Status

Enter the status definition. The status is normally blank.

Exit the Screen

When you have completed the maintenance, press **F4** from the bank code, and you will be returned to the Code File Maintenance Menu.

Bank Code Listing

Introduction

This report lists all bank codes, descriptions, General Ledger account codes, and bank account ID numbers as entered in Bank Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select **Bank Code Listing.**

Report

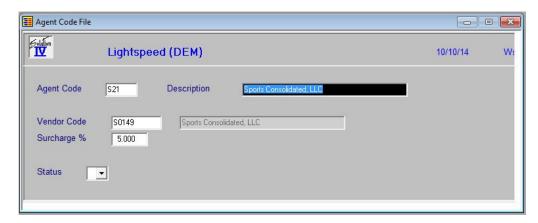After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu

Class Code Maintenance

Introduction

Class codes are options giving you another means of categorizing your vendors. They are used in Vendor Maintenance and on most reports. They are optional.

How to Execute

From the Code File Maintenance Menu, select **Class Code Maintenance**.

Description of Fields

Class Code

Enter up to six alphanumeric characters for the class code.

Example: OFFICE - Office Supplies Vendor

Description

Enter up to 35 alphanumeric characters to describe the class code.

Status

Enter the status definition. The status is normally blank.

Exit the Screen

When you have completed the maintenance, press **F4** from the class code field and you will be returned to the Code File Maintenance Menu.

Class Code Listing

Introduction
This report lists the class codes as entered in Class Code Maintenance.

How to Execute
From the Code File Maintenance Menu, select **Class Code Listing**.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

Country Code Maintenance

Introduction
Country codes are used in reports so that you may print the country name in an address instead of just the country code. The country code is 2 characters with a 35 character description. If you are in the United States and are shipping to an address in the US, you will not want to use the country code/name when addressing.

How to Execute
From the Code File Maintenance Menu, select **Country Code Maintenance**.

Description of Fields
Country Code
Enter up to 2 alphanumeric characters for the country code. This code is used to find the Country Name when printing addresses.

Name
Enter up to 35 alphanumeric characters to describe the country code.

Exit the Screen
When you have completed the maintenance, press **F4** and you will be returned to the Code File Maintenance Menu.

Country Code Listing

Introduction
This report lists the country codes entered through Country Code Maintenance.

How to Execute
From the Code File Maintenance Menu, select **Country Code Listing**.

Report
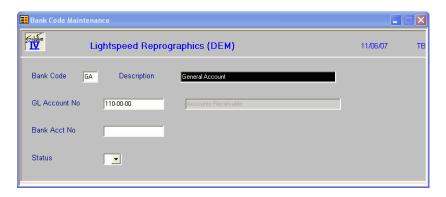After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

Positive Pay Maintenance

Introduction
Positive pay records are used in conjunction with the creation of positive pay files for sending your check information to your bank. This maintenance option allows you to assign a specific bank number to the positive pay records for each bank.

How to Execute
From the Code File Maintenance Menu, select **Positive Pay Maintenance.**

Description of Fields
Bank Code

Enter up to two alphanumeric characters representing the bank code that these non-check payments were/will be written from.

You will need at least one bank code to be used to indicate that various invoices are being paid via credit card, perhaps CC. You may want to setup a bank code for each credit card that you use to pay invoices, perhaps CV and CA (for Credit Card Visa and Credit Card American Express); or use something similar to V1 and V2 if you have multiple Visa cards.

Please note that you will want to use this/these bank code(s) exclusively in Non-Check Payment Entry. You will not use them for regular manual checks or cash receipts.

Description

Displays the name of the bank selected.

Bank Number

Enter up to 3 characters for the bank number. The bank will be able to provide you with this number.

Exit the Screen
When you have completed the maintenance, press **F4** and you will be returned to the Code File Maintenance Menu.

Positive Pay Listing

Introduction
This report lists the positive pay bank codes entered through Positive Pay Maintenance.

How to Execute
From the Code File Maintenance Menu, select **Positive Pay Listing**.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

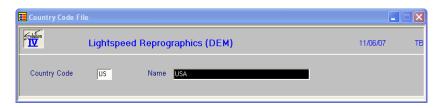## Posting Code Maintenance

Introduction
Posting codes are used to categorize your vendors in both General Ledger and Accounts Payable. You may wish to categorize your vendors by suppliers, commissioned sales representatives, and non-product vendors. Another method is to separate vendors by location, division, or profit center.

You can have as many posting codes as required for your particular needs. However, you must set up at least one since the posting code defines the accounts payable, discount, freight, and sales tax accounts used when posting to General Ledger.

How to Execute
From the Code File Maintenance Menu, select **Posting Code Maintenance**.

Description of Fields
Posting Code
Enter up to six alphanumeric characters for the posting code.

Examples: VEND — Regular vendor
              INT — Internal/non-product vendor (telephone or rent)
              COMM — Commissioned sales representative

Description
Enter up to 35 alphanumeric characters to describe the posting code.

General Ledger Accounts

The following fields are the posting code's link to General Ledger. The length of each account code and location of the dashes within the account code is dependent upon what was entered in GL Parameters Maintenance. See the General Ledger manual for more information on setting up General Ledger account codes.

> **Note**: The General Ledger account codes do not have to be unique for each posting code, but usually are.

Accounts Payable

Enter the General Ledger accounts payable account for this posting code. If you are on an accrual basis, this account is automatically credited during the invoice update and debited during the manual check and check printing updates. If you are on a cash basis, this field is skipped.

Freight

Enter the General Ledger freight expense account for this posting code. If you are on an accrual basis, this account is automatically debited during the invoice update by the amount entered in the freight field. If you are on a cash basis, this account is debited during the manual check and check printing updates.

Sales Tax

Enter the General Ledger sales tax expense account for this posting code. If you are on an accrual basis, this account is automatically debited during the invoice update by the amount entered in the sales tax field. If you are on a cash basis, this account is debited during the manual check and check printing updates.

Discounts

Enter the General Ledger discount account for this posting code. If you take a terms discount when paying the invoice, the discount amount taken posts to the discount account during the manual check and check printing updates.

Surcharge

Enter up to 15 characters for your Accounts Payable surcharge. This account will be posted to GL automatically as required by the invoice, manual check and check printing updates.

Status

Enter the status definition. The status is normally blank.

Exit the Screen

When you have completed the maintenance, press **F4** from the posting code field and you will be returned to the Code File Maintenance Menu.

Posting Code Listing

Introduction
This report lists the posting codes and their associated account codes as entered in Posting Code Maintenance.

How to Execute
From the Code File Maintenance Menu, select **Posting Code Listing**.

Report
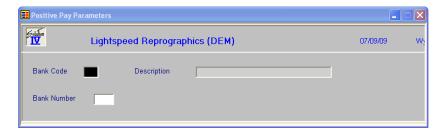After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.
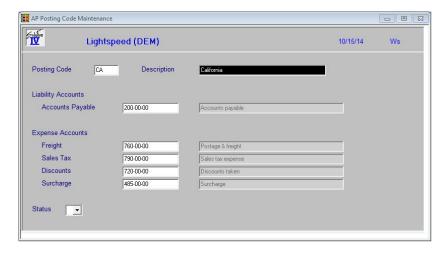
Terms Code Maintenance

Introduction
Terms codes are a file of common payment terms offered to your company by vendors. A different terms code should be entered for each of the terms offered to you by your vendors. The terms code determines the invoice due date, discount due date, and discount amount for each invoice. During invoice processing, the discount amounts are automatically calculated, and the invoice and discount due dates are displayed, based on the terms code assigned to that invoice.

How to Execute
From the AP Code File Maintenance Menu, select **Terms Code Maintenance**.

Description of Fields
Terms Code

Enter up to two alphanumeric characters for the terms code. *Example:* 02 might be the code for "2% 10 days, Net 30 days".

Description
Enter up to 35 alphanumeric characters to describe the terms code.

Number of days before invoice is due OR day of month due
Enter the number of days before the invoice is due; if the terms specify the invoice is going to be due "on the xth," enter the day of the month.

Examples: If the terms are 2% 10 Days, Net 30, enter 30.
If the terms are Due on the 10th, enter 10.
If the terms are Due on the last day of the month, enter 31.

Due "in x days" ,"on the xth", or "on This xth"
Enter one of the following:

I   The invoice is due IN a specified number of days.

O   The invoice is due ON a specific day of the month or on the last day of the month.

T   Indicates that the invoice will be due on a specific date of the current month.

Number of days discount is allowed OR day of month due
Enter the number of days before the discounted invoice is due; if the discount terms are going to be "on the xth," enter the day of the month. If discount terms are not offered, press **Enter.**

Examples: If the terms are 2% 10 Days, Net 30, enter 10.
If the terms are 1% on the 15th, Net 30, enter 15.

Discount percentage
Enter the discount percentage being offered by the vendor.

Example: If the terms are 2% 10 Days, Net 30, enter 2.00.

Specific invoice due date
If this terms code is for a group of invoices due on a specific date, enter the date due. For example, you will use this option if you have a seasonal type business where all fall purchases are due 01/31/14.

If this field is left blank, the due date will be calculated using the values in the above fields.

Status
Enter the status definition. The status is normally blank.

Exit the Screen
When you have completed the maintenance, press **F4** from the terms code field, and you will be returned to the Code File Maintenance Menu.

Terms Code Listing

Introduction
This report lists the terms entered in Terms Code Maintenance.

How to Execute
From the Code File Maintenance Menu, select **Terms Code Listing**.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

4   Vendor Maintenance

After providing hints on how to design vendor codes, this chapter describes the options available from the Vendor Maintenance Menu. Vendor Maintenance Options include:

- ➢ Name and Address Maintenance

- ➢ Alternate Address Maintenance

- ➢ Contact Maintenance

- ➢ Comment Maintenance

- ➢ Purchase History Lookup

- ➢ Aging and Open Invoice Lookup

- ➢ Average Days to Pay

- ➢ Change/Delete Vendor Code

The Vendor Inquiry option is also discussed in detail.

How to Design Vendor Codes

Introduction

Since vendor codes are used to identify all Accounts Payable transactions, it is important that you use a consistent method of numbering. Vendors also appear alphabetically by vendor code when printing reports in Accounts Payable. You may use numbers, letters or a combination of both. We strongly recommend that you do not use special characters such as "~" and "^".

The Solution-IV Accounts Payable module allows you to assign up to ten alphanumeric characters for the vendor code.

The following is a list of three suggested types of numbering methods:

Numbers Only

The numbers-only method is the fastest method when using the numeric keypad. It is best suited for companies with a large number of vendors.

Using the numbers-only method, the system automatically right-justifies the number and fills the spaces to the left with zeros. To access the vendor, you do not need to enter the leading zeros, only the number itself.

Example: If you enter 101 the system displays 0000000101.

The system automatically adds the zeros to keep vendors in numerical order, otherwise you might end up with the vendors printing as follows:
1, 10, 100, 101, …, 11, 110, 111, …, 12, „„ 2, 20, 200, …

Numbers and Letters

This combination method allows vendor codes to be assigned easily, and groups vendors by the first letter in their name. You may want to use the first few characters of the vendor name followed by a four-digit number or code. This method is well suited for large and small companies alike. *Example:* A0010 or AC001

Letters Only

This method allows simple identification of the vendor by looking at the name. You may want to use some form of the vendor's name, or abbreviate the vendor's name. This method is practical only if you have a small number of vendors, because the more vendors you have the harder it is to assign a unique vendor code. The advantage of this method is that it may be easier to identify a vendor using only the vendor code. *Example:* ACME

Vendor Maintenance

Introduction
This option will give you access to the menu that allows you to maintain detailed records for each of your vendors.

How to Execute
From the Accounts Payable Main Menu, select **Vendor Maintenance Menu**.

Description of Fields
Vendor Code
To perform any of the functions on the Vendor Maintenance Menu, you must first enter a vendor code.

Enter up to ten alphanumeric characters for the vendor code. The previous section may help you decide on a vendor numbering scheme.

Three vendor codes have been reserved as follows:

DEFAULT   Enter the vendor code DEFAULT only in Vendor Maintenance (it is not permitted in Invoice Entry or Manual Check Entry). If you create the vendor, DEFAULT, any new vendors you add will default to the information entered for vendor DEFAULT. This is very useful if you are only using one terms code or posting code, or if the majority of your vendors are in California, for example.

DELETED   Do not enter the vendor code DELETED in Vendor Maintenance. It is used to denote deleted vouchers if you are on a voucher-based system.

MISC   The code, MISC is used in manual check entry to designate a check written to a vendor who is not in the Vendor Masterfile. Only enter MISC in manual check entry.

To add a new vendor, enter a new vendor code, and the system will automatically take you through the first maintenance option, Vendor Name and Address Maintenance.

Exit the Screen
When you are done, press **F4** from the vendor code to return to the Accounts Payable Main Menu.

Name and Address Maintenance

Introduction
Use this function to maintain the vendor's name, address, terms, and other codes.

How to Execute
From the Vendor Maintenance Menu, select **1. Name and Address Maintenance**.

Description of Fields
Name

Enter up to 35 characters for the vendor name.

Address

Enter up to two lines of 35 characters each for the vendor's street address and/or P.O. Box. Do not enter the city, state, or ZIP code information on either of these lines.

These address lines, along with the city, state, ZIP code, and country are printed on checks and 1099 forms.

City

Enter up to 25 characters for the city name.

State

Enter up to two characters for the state abbreviation.

ZIP Code

Enter up to ten characters for the ZIP code. If you want any punctuation, you must enter it yourself. *Example:* 08875-1234 or 08875 or AP087QA

Country

Enter up to two characters for the country code, if desired.

Phone

Enter up to ten characters for the vendor's main telephone number. Do not add any punctuation because the system will add it automatically. Additional phone numbers may be entered in Contact Maintenance.

Example: 8005551234 is re-displayed as 800 555-1234.

Ext

Enter up to five characters for the extension of your main contact at this location.

Contact

Enter up to 20 characters for the main contact at this location. Additional contacts may be entered in Contact Maintenance.

Telex

Enter up to 18 characters for the telex number at this location.

FAX

Enter up to 18 characters for the FAX number at this location.

Email

Enter up to 60 characters for the vendor's e-mail address.

Cell

Enter up to 10 characters for the vendor's cell phone number. Do not add any punctuation. Additional cell phone numbers may be entered in Contact Maintenance.

PO del preference

You may enter the vendor's preference for the receiving Purchase Order from you. This option may be overridden on an individual Purchase Order.

P   Hard Copy

A   E-mail as Adobe .pdf

E   E-mail

F   Fax

Alt Sort

Enter up to ten characters for use as an alternate sort for this vendor. Several reports may be printed in alternate sort order.

Vendor Ref

Enter up to ten characters for the code that the vendor uses to refer to you. You can probably find this number on an invoice or statement from your vendor.

Credit Limit

Enter your credit limit with this vendor. This is for your reference only and has no effect on invoice entry, payment selection, or manual checks.

Vendor Type
Enter one of the following:

Enter   This vendor is a regular, permanent vendor.

H   This is a permanent vendor on hold. You do not want to make further payments on the account until certain issues are resolved.

T   This is a temporary vendor who will be deleted when the balance is zero and all history has been removed.

Website
Enter up to 40 characters for the vendor's website.

1099 Box Num
Enter up to two characters for the box number into which this vendor's payments should appear on the 1099 form. If this field is left blank, no 1099 form will print for this vendor.

Taxpayer ID
Enter up to 20 characters for the vendor's tax identification number (Federal ID number or Social Security Number). Enter it exactly as you want it to appear on the 1099 form.

Example: 95-1234567 or 123-45-6789

Terms Code
Enter the terms code representing the terms offered to you by this vendor.

The terms code is used to calculate the invoice due date, the discount due date, and the discount amount in invoice entry. Terms codes are defined in Terms Code Maintenance, and the code must exist before it can be entered here.

Posting Code
Enter the posting code representing the posting category to which this vendor is assigned.

Posting codes are used to define the accounts payable, freight, sales tax, and discount accounts in the General Ledger. Posting codes are defined in Posting Code Maintenance and the code must exist before it can be entered here.

Invoices will default to the posting code entered here, but the code may be overridden.

Class Code 1
Class Code 2
Enter a class code for this vendor, if desired. The class code is a sort option used in Vendor Maintenance as an additional means of grouping your vendors independently from the General Ledger.

Class codes are defined in Class Code Maintenance and the code must exist before it can be entered here.

Default Distrib (Distribution)
Enter the General Ledger account to which you normally distribute invoices from this vendor. If you enter an account code here, the net invoice amount in both invoice and manual check entry is automatically debited to this account, speeding up entry. It may then be changed, if desired.

If you leave this field blank, you must enter a General Ledger account code every time you use invoice and manual check entry.

Def Alt Addr
Enter the default alternate address code to be used on invoices and payments for this vendor. The address is found in the vendor alternate address file.

Exit the Screen
When you are finished maintaining vendor name and address, press **F4** from the vendor code to return to the Vendor Maintenance Menu, or press **F8** to select another screen.

Alternate Address Maintenance

Introduction
Use this function to maintain an unlimited number of alternate or purchase addresses for each vendor. These addresses may be printed on checks and used by the Purchase Order system. For your convenience, vendor name and address information defaults to the information entered for that vendor code in Vendor Name and Address Maintenance. Checks may also be issued to alternate addresses.

How to Execute
From the Vendor Maintenance Menu, select **2**. **Alternate Address Maintenance**.

Description of Fields
Address Code
Enter up to six alphanumeric characters used to represent the alternate address for this vendor. Letters, numbers, or a combination of letters and numbers may be used. If you use only numbers, the code is right justified and filled with zeros (for example, 123 is changed to 000123). Before you start entering your alternate addresses, you should decide on a system to use for assigning alternate address codes.

Name
Enter up to 35 characters for the name of the vendor at this alternate address.

Address
Enter up to two lines of 35 characters each for the vendor's street address and/or P.O. Box. Do not enter the city, state, or ZIP code information on either of these lines.

City
Enter up to 25 characters for the city name.

State
Enter up to two characters for the state abbreviation.

ZIP Code
Enter up to ten characters for the ZIP code. If you want any punctuation, you must add it yourself.

Example: 08875-1234 or 08875 or AP087QA

Country
Enter up to two characters for the country code, if desired.

Phone
Enter up to ten characters for the vendor's telephone number at this location. Do not add any punctuation.

Example: 8005551234 will be redisplayed as 800-555-1234.

Ext
Enter up to five characters for the extension number of the contact at this location.

Contact
Enter up to 20 characters for the name of the contact at this location.

Cell
Enter up to 10 characters for the vendor's cell phone number at this location. Do not add any punctuation. This defaults to the vendor's cell phone number.

Telex
Enter up to 18 characters for the telex number at this location.

FAX
Enter up to 18 characters for the FAX number at this location.

EMAIL
Enter up to 60 characters for the vendor's e-mail address.

Report

You may get a listing of the alternate addresses by following these steps:

1. From the vendor code field, press **F9**.
2. Select **R** - report from the select message.

After selecting a printed or displayed copy, you will be returned to the Vendor Address Screen.

Exit the Screen

When you are done maintaining vendor alternate addresses, press **F4** from the vendor code to return to the Vendor Maintenance Menu, or press **F8** to select another screen.
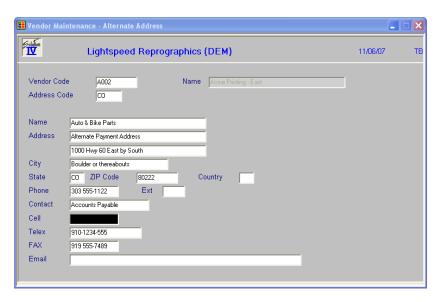
Contact Maintenance

Introduction

Use this function to maintain an unlimited number of contacts for each vendor. These contacts may be entered for your own references or for later use with office productivity software. For your convenience the name, address, and telephone information defaults to the information entered in Vendor Name and Address Maintenance.

How to Execute

From the Vendor Maintenance Menu, select **3**. **Contact Maintenance**.

Description of Fields

Contact Code

Enter up to six alphanumeric characters to represent a code for this contact. Letters, numbers, or a combination of letters and numbers may be used. If you use only numbers, the code is right justified and filled with zeros (for example, 123 is changed to 000123). Before you start entering your contact you should decide on a system to use for assigning contact codes.

Common Name

Enter up to 35 characters for the name that you normally call this contact. This is the line where a nickname would be appropriate.

Example: Susie Jones

Full Name
First Name: Enter up to 25 characters of the formal first name of this contact. Most likely you would not use nicknames here.

Example: Susan

Middle Initial: Enter the middle initial of the contact, followed by a period, if desired.

Example: H.

Last Name: Enter up to 30 characters for the last name of this contact.

Example: Jones

Title
Enter up to four characters for the title of this contact.

Examples: Mr. or Mrs. or Dr. or Miss

Position
Enter up to 35 characters describing the position this contact holds in his/her company.

Examples: President or Sales Representative

Address
Enter up to two lines of 35 characters each for the vendor's street address and/or P.O. Box. Do not enter the city, state, or ZIP code information on either of these lines.

City
Enter up to 25 characters for the city name.

State
Enter up to two characters for the state abbreviation.

ZIP Code
Enter up to ten characters for the ZIP code. If you want any punctuation, you must add it yourself.

Country
Enter up to two characters for the country code, if desired.

Phone
Enter up to ten characters for the telephone number of this contact. Do not add any punctuation.

Example: 8005551234 is redisplayed as 800 555-1234.

Ext
Enter up to five characters for the extension number of this contact.

Cell
Enter up to 10 characters for the cell phone number of this contact. Do not add any punctuation. This defaults to the vendor's cell phone number.

FAX
Enter up to 18 characters for the FAX number of this contact.

EMAIL
Enter up to 60 characters for the vendor's e-mail address.

Report
You may get a listing of the contacts by following these steps:

1. From the vendor code field, press **F9**.
2. Select **R** - report from the select message.
After selecting a printed or displayed copy, you will be returned to the Contact Maintenance Screen.

Exit the Screen
When you are done with contact maintenance, press **F4** from the contact code to return to the Vendor Maintenance Menu, or press **F8** to select another screen.

Comment Maintenance

Introduction
Comment Maintenance allows you to maintain an unlimited number of free-form lines of text. You may use this text field however you want. Suggestions might be notes from telephone conversations or notes on the specific products that you like to order from this vendor.

How to Execute
From the Vendor Maintenance Menu, select **4**. **Comment Maintenance**. You will see a screen similar to the one below. The information shown on this screen is for example only and is only one idea for use of the text field

Description of Fields
Comment
Use the standard text editing keys for your specific terminal to add lines to the text field. Line insert and delete, character insert and delete, page up, page down, etc. all work here. As always it may save you time later if you decide in the beginning how you want to use the comment.

> **Note:** If you use the comment field to record telephone conversations, we suggest that you put the most recent calls at the top by using **Line Insert.**

When you have completed editing the comment, press **F4** and you will receive the following prompt:

Save text (Y/N)?

Y   Saves any changes or additions to the comment.

N   Leaves the comment in the form it was in when you started.

Exit the Screen
When you are finished maintaining comments, press **F4** from the vendor code to return to the Vendor Maintenance Menu, or press **F8** to select another screen.
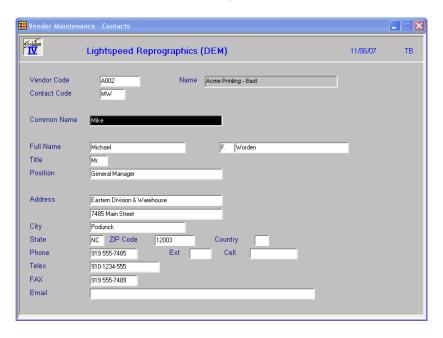
Purchase History Lookup

Introduction
Use this function to maintain and see information such as last purchase date, last check, and purchase and payments month-to-date. This information is automatically kept current by the system during invoice and check processing.

> **Note:** You may want to enter history information when initially adding vendors so that this information is accurate. If you don't, the purchase history only reflects activity starting from when you first started using Solution-IV Accounts Payable.

How to Execute
From the Vendor Maintenance Menu, select **5**. **Purchase History Lookup.**

Description of Fields
Last Invoice
This field contains the last invoice number or voucher number entered for this vendor.

Date (Invoice)
This field contains the date of the last invoice entered for this vendor.

Amount (Invoice)
This field contains the dollar amount of the last invoice for this vendor.

Last Payment
This field contains the last check number used in either manual check entry or check printing for this vendor.

Date (Payment)
This field contains the date of the last manual or computer check entered for this vendor.

Amount (Payment)
This field contains the dollar amount of the last manual or computer check entered for this vendor.

Date of 1st Purchase
Enter the date that you first made a purchase from this vendor. If you do not enter a date during startup, the system automatically inserts the date of the first invoice for this vendor, after you started using Solution-IV.

Date of Highest Balance Ever
This field contains the date of your highest balance with this vendor. It is automatically re-calculated as you reach a new high balance.

Amount (Highest Balance)
This field contains the dollar amount of the highest balance with this vendor. The system automatically recalculates this amount during invoice update.

Current Balance
This field contains your current balance due with this vendor. It is recalculated with the last invoice or check update. You cannot change this field.

1099 Payments
This field contains payments made to this vendor during this calendar year. This is done so that the following fields correspond to your fiscal year if desired. This is the amount (not Payments Year-to-date) that actually prints on the 1099 forms.

Purchases
These fields contain the dollar amounts purchased from this vendor month-to-date, year-to-date, last year, and next month. The purchases fields are updated from Invoice Entry and Manual Check Entry.

Payments
These fields contain the dollar amounts paid to this vendor month-to-date, year-to-date, last year, and next month. These fields are updated from check printing and manual checks.

Discounts Taken
These fields contain the dollar amounts of discounts taken month-to-date, year-to-date, last year, and next month.

Discounts Missed
These fields contain the dollar amounts of discounts missed month-to-date, year-to-date, last year, and next month. A discount is considered "missed" if there was a terms discount calculated for an invoice and it was not taken during check printing or manual check processing.

Number of Invoices

These fields contain the number of invoices entered for this vendor month-to-date, year-to-date, last year, and next month.

Number of Checks

These fields contain the number of checks paid to this vendor month-to-date, year-to-date, last year, and next month.

Exit the Screen

When you are finished with purchase history lookup, press **F4** from the vendor code to return to the Vendor Maintenance Menu, or press **F8** to select another screen.
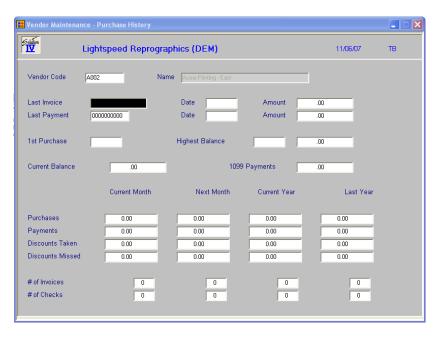
Aging and Open Invoice Lookup

Introduction

Use this function to see the aging buckets and invoice detail for a given vendor. This is essentially the same information you would see in Vendor Inquiry or the Aged Trial Balance.

How to Execute

From the Vendor Maintenance Menu, select **6. Aging and Open Invoice Lookup**.

Scanning Invoices

All of the invoices in the open invoice file for this vendor are scanned so that the aging and purchase/payment history are current. When the scan is complete, the aging buckets and invoice information will display.

Description of Fields
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. Press **F2** for a lookup of vendor codes.

Exit the Screen

When you are finished with Aging and Open Invoice Lookup, press **F4** from the vendor code to return to the Vendor Maintenance Menu, or press **F8** to choose another screen.

Average Days to Pay

Introduction

Use this function to see the number of days you took to pay your bills during each month of a given year.

How to Execute

From the Vendor Maintenance Menu, select option **9**. **Average Days to Pay**.

Description of Fields

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. Press **F2** for a lookup of vendor codes.

Year of Lookup

This field contains the year that the average days to pay information is being kept.

Exit the Screen

When you are finished with Average Days to Pay, press **F4** from the vendor code to return to the Vendor Maintenance Menu.

Change or Delete Vendor Code

Introduction
Use this function for the same purpose as the status field on the code files. The Solution-IV Accounts Payable package uses the status to eliminate the problems caused by some systems when deleting vendors that have current activity. It also allows you to change vendor codes or to mark a vendor as inactive (allowing no further invoices to be posted).

How to Execute
From the Vendor Maintenance Menu, select option **C**. **Change/Delete Vendor Code**.

Description of Fields
Do you want to Delete Change Inactivate Re-activate
Enter one of the following: **D**, **C**, **I**, or **R.**

Delete
Delete this record. Yes No

Y   Marks the vendor for deletion. During the Status Change Update, the vendor is deleted only if it has a current balance of zero, no open invoices, and no history.

N   Does not mark this vendor for deletion and returns the cursor to the vendor code field.

> **Note:** While the deletion does not actually occur until the Status Change Update is performed, a vendor with a status of **D** cannot have any new invoices entered for him/her.

Change
Enter the Vendor Code to change this Vendor Code to:
Enter the new vendor code. This vendor code may or may not already exist in the file. If it does not exist, all references to the old vendor code are changed to the new vendor code. If the new vendor code already exists, the information for the old code is combined with the new. These changes take effect during the Status Change Update.

Inactivate
The vendor is marked with a status of **I.** You are saying that you no longer want to do business with this vendor. Current invoices are paid, but no new ones can be entered. The inactive status takes place immediately.

Reactivate
The reactivate option can be used to remove the inactive status from the vendor at any time, and the delete or change status only before the Status Change Update has been performed.

Exit the Screen
After you have modified the status for a vendor, the cursor returns to the selection prompt on the Vendor Maintenance Menu.

Vendor Inquiry

Introduction

Use this function to view and/or print basic information about a vendor, one vendor at a time. This information includes name and address, some purchase history and detailed invoices and payments. The same information may be found in Vendor Maintenance.

Vendor Inquiry is a separate option on the menu for security reasons. The vendor name and address and open invoices cannot be modified here; only the comments may be changed, if allowed by the parameters.

How to Execute

From the Accounts Payable Main Menu, select **Vendor Inquiry**.

Description of Fields

Vendor Code

Enter the code for the vendor you wish to display. You can press **F2** for a lookup of vendor codes. The vendor's address and purchase history will display. Remember: this information <u>cannot</u> be modified here.

From the Vendor Inquiry Menu

AP Summary

This option displays a summary of the vendor's Accounts Payable information, including current aging information.

AP Detail

This option displays a view of this vendor's invoices. You have the option of viewing all, only open or only paid invoices.

Vendor Contacts

This option displays a view of this vendor's contact records. You then have the ability to view each contact record in detail.

Vendor Alternate Addr
This option displays a view of this vendor's alternate address records. You then have the ability to view each address record in detail.

Vendor Comments
This option displays this vendor's comments.

Avg Days to Pay
This option displays a view of this vendor's average days to pay information by year.

Item Purchase History
This option displays a view of the purchase history from this vendor sorted by item code.

Open PO's
This option displays a view of the open purchase orders for this vendor.

All PO's
This option displays a view of all purchase orders for this vendor.

Reprint PO's
This option allows you to reporting this vendor's POs.

Report
This option produces a summary report of all of this vendor's masterfile information.

Exit the Screen
When you are done with Vendor Inquiry, press **F4** at the vendor code to return to the Accounts Payable Main Menu.

5 Transaction Processing

This chapter describes the options that are available during transaction processing. They include:

> ➢ Invoice Entry, Register, and Update

> ➢ Manual Check Entry, Register, and Update

> ➢ Recurring Invoice Entry, Register, and Update

You will be spending the bulk of your time in this section of the manual, since this is the core of the Solution-IV Accounts Payable system.

Invoice Entry

Introduction

Invoice Entry is used to enter vendor invoices or internal vouchers. Any invoices, credit memos, or adjustments to vendor accounts are done here. Invoices must be entered here in order to print computerized checks. Manual or handwritten checks may be written for invoices not entered here.

How to Execute

From the Accounts Payable Main Menu, select **Invoice Entry**.

Note: The Invoice Entry function uses a "batch" or "holding" file. This means that when you enter an invoice into invoice entry, it is only in the invoice entry file. You then have the opportunity to print the register and verify that everything you entered is correct. If not, you may return to the invoice entry and make any necessary changes.

Only when you run the invoice update are the permanent files modified. After the update is run, you must make necessary changes using an invoice adjustment.

Description of Fields

Vendor Code

Enter the vendor code of the vendor for whom you wish to enter an invoice. The vendor code must exist in order to enter an invoice. You may use the **F3** function, if available to you, to add new vendors. You may use the **F2** function to select a given vendor, an existing entry from the invoice entry file, or an existing entry from the open invoice file.

Invoice/Voucher No

The invoice/voucher number is used differently depending upon what was specified in AP Parameters Maintenance.

> ➢ If you stated that you want to utilize voucher numbers, press **F8** to retrieve the next voucher number.

> ➢ If you are not utilizing the voucher number feature, enter up to 15 unique characters of the invoice number as found on the vendor's invoice.

Invoice Date
Enter the date of the invoice in the form MMDDYY from the vendor's invoice. Make sure the date is correct because it is used to calculate the due date and discount due date.

Total Invoice Amt
Enter the total amount of the invoice including freight and sales tax. This is the amount (less any terms discount that may be applicable) that is paid.

Freight Amount
If you would like the freight amount distributed separately to the General Ledger, enter the freight amount here. It is distributed to the freight account entered in Posting Code Maintenance.

Sales Tax Amount
If you would like the sales tax amount distributed separately to the General Ledger, enter the sales tax amount here. It is distributed to the sales tax account entered in Posting Code Maintenance.

Surcharge Amount
If you would like surcharges to be distributed separately to the General Ledger, enter the surcharge amount here. It will be distributed to the surcharge account entered in Posting Code Maintenance.

Discount Based On
Enter the amount of the invoice that is used for the purpose of calculating any terms discount that might be available. This number is typically the net invoice amount before freight and sales tax. It defaults to "Total Invoice Amt".

Invoice Ref
If you are utilizing the voucher system feature, you should enter up to 15 characters of the vendor's invoice number here. If you are not utilizing the voucher system and entered the vendor's invoice number for invoice/voucher, you may use this field for whatever you want, or leave it blank.

Purchase Order
Enter up to 15 characters for the purchase order number. This is an optional field for your reference only and is not tied to the Purchase Order system.

Payment Address
If you want the payment to go to the vendor's main address, leave this field blank. If you want the check to go to an address other than the main address, enter the vendor's alternate address code here.

Payment Cycle
Enter up to two characters for the payment cycle. The payment cycle is used to group invoices that you wish to select together in Automatic Payment Selection. This field may be left blank.

Example: You may wish to assign a payment cycle of "01" to all invoices that you pay on the first of every month.

Invoice Status
Enter one of the following:

Enter This is a regular invoice without restrictions.

H This invoice is being held. Even though the invoice will be shown on all reports including the Aged Trial Balance, it will not be automatically selected for payment until the status is changed.

S This invoice is selected for immediate payment. During the invoice update, this invoice is automatically put in the payment selection file.

Posting Code
Enter the posting code to which this invoice belongs. The system gets the Accounts Payable, Freight, Sales Tax, and Discounts accounts from this posting code. This field defaults to the posting code in the vendor master file.

Add to 1099?
This field allows you to control whether or not this invoice is subject to 1099 reporting as follows:

Y This invoice will update to the 1099 field in the vendor master file.

N This invoice amount will not be included on a 1099 for this vendor.

Terms Code
Enter the terms code representing the terms as shown on the vendor's invoice. This code defaults to the terms code entered in Vendor Name and Address Maintenance. This code is used to calculate invoice and discount due dates and the discount amount.

Invoice Due
The invoice due date is automatically calculated from the invoice date and the terms code entered above. The invoice due date here should match the invoice due date on the vendor's invoice. On your first pass through the invoice, this field is skipped. To change the invoice due date, press the **Up Arrow** key from invoice comment.

Discount Due
The discount due date is automatically calculated from the invoice date and terms code entered above. The discount due date here should match the discount due date on the vendor's invoice. On your first pass through the invoice, this field is skipped. To change the invoice due date, press the **Up Arrow** key from invoice comment.

Amount (Discount)
The discount amount is automatically calculated from the invoice date and terms code entered above. The discount amount here should match the discount amount on the vendor's invoice. On your first pass through the invoice, this field is skipped; press the **Up Arrow** key from the comment if you want to change it.

Comment
Enter up to 35 characters to describe this invoice. The invoice comment may be printed on the Aged Trial Balance, if desired.

Distr
This field displays the amount of the invoice remaining to be distributed among one or more General Ledger account codes.

Distributing the Invoice

You need to distribute the net invoice amount to one or more General Ledger account codes. The net invoice amount is the total invoice amount less freight and sales tax.

Line

Return	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 it up.
Line insert	Inserts a line at that spot and moves all lines below it down.

GL Account

Enter the General Ledger account code to which you want to distribute.

Amount

Enter the dollar amount to be distributed to this General Ledger account code.

Changing an Invoice Still in the Invoice Entry File

One of the best features of a batch-oriented entry file is that you have the opportunity to correct mistakes before they become a permanent part of your records.

To correct an invoice/voucher before you run the invoice update, enter the vendor code and invoice or voucher number. The screen displays the information you already entered and gives you the following prompt:

Is the information correct? Yes No Lines Delete

Y	Saves the invoice as currently displayed on the screen.
N	Allows you to modify what was previously entered. Use **Up Arrow** and **Down Arrow** to get to the field you want to change and press **Page Down** when done.
L	Allows you to modify the General Ledger distribution for this invoice.
D	Deletes this invoice from the invoice entry file. If you chose to save deleted vouchers in AP Parameters Maintenance, it will be marked as deleted but remain in the entry file.

Entering a Credit Memo

Entering a credit memo from your vendor is no different than entering an invoice; simply use negative numbers for all amounts.

Adjusting an Existing Invoice/Voucher

Once an invoice/voucher has been updated from the invoice entry file to the permanent files, if you need to make any changes to it, you must make an invoice adjustment.

Enter the Vendor Code and Invoice/Voucher Number that you wish to modify. The system prompts:

Existing Open Invoice balance is $ *x* . Adjust (Y/N)?

Y   Allows you to adjust the invoice. Existing dates and terms appear on the screen. You may enter the adjustment amount and/or change any other aspects of the invoice, except vendor code and invoice/voucher number.

Example: If the invoice exists for $1000 and should be $100, enter -900 for the Total Invoice Amount.

N   Does not adjust the balance. The cursor returns to the vendor code field.

The amount entered in Total Invoice Amount is added to the Invoice Balance.

When you are entering an adjustment, the screen works the same as for a new invoice.

Exit the Screen

When you are finished entering invoices, press **F4** from vendor code and you will return to the Accounts Payable Main Menu.

Invoice Register and Update

Introduction

The Invoice Register is an audit report, which prints entries made during Invoice Entry. The report gives you the opportunity to check the accuracy of the information entered in Invoice Entry prior to posting this information to the permanent vendor file, purchase history files, open invoice file, and the General Ledger files (if you are on an accrual basis).

Note: The Invoice Register is an audit report and must be kept with your permanent accounting records.

How to Execute

From the Accounts Payable Main Menu, select **Invoice Register & Update**.

Description of Fields
Enter Posting Date

Enter the date you wish to use for posting the invoices to General Ledger. This date is very important, since it controls the period in which these invoices appear.

Example: If today is 4/3/14 and you are still entering invoices for March, be sure the posting date is 3/31/14.

Note: Because the General Ledger uses the posting date (not the invoice date) when posting, be sure to separate your invoices into batches by month.

From Date
To Date
If you are printing this report for a range of dates, enter the stating and ending dates.

Operator Code
If you wish to limit the update to records processed by one particular operator, enter that operator code here. Leave this field blank if you want all records to be updated regardless of the operator code.

Do you want a printed copy? <u>Yes</u> No

Y   Prints a hard copy of the Invoice Register.

N   Displays the Invoice Register on the screen. You may not update if you display the register on the screen.

If the Invoice Register was printed to the printer, the system prompts:

Do you want to continue the update? <u>Yes</u> No

Y   Updates this batch of invoices to the permanent files and then clears the invoice entry file.

N   Returns to the Accounts Payable Main Menu. You may make any necessary corrections in Invoice Entry, then re-print the register.

Report

After selecting a printed or displayed copy, the system will prompt **Do you want to continue the update?**

Recurring Invoice Entry

Introduction
Recurring Invoice Entry is used to maintain a file of invoices that do not change much from billing cycle to billing cycle. Leases, standard shipments, or service contracts are good examples of recurring invoices.

Once these entries have been set up in the recurring invoice file they can be selected as needed and transferred to the invoice entry file for processing along with other invoices.

How to Execute
From the Accounts Payable Main Menu, select **Recurring Invoice Entry**.

Description of Fields
Vendor Code
Enter the vendor code of the vendor for whom you wish to enter a recurring invoice. The vendor code must exist.

Reference
Enter up to nine characters for the recurring reference. This is the number that will always be used to call up this recurring invoice. When updating selected recurring invoices to the invoice entry file, the invoice/voucher number is different depending upon whether or not you are using voucher numbers:

> ➢ If you are not using vouchers, the invoice number becomes the recurring reference plus the date, in the form xxxxxxxxYYMMDD.

> ➢ If you are using vouchers, the invoice/voucher number uses the next voucher number and the invoice reference becomes the recurring reference.

Start Date
Enter the first date you would want to select this recurring reference. By entering a date into this field, you are able to enter recurring invoices early and be assured that you will not select it too soon.

Number of Billings
Enter the number of times you wish to select this recurring invoice. Once "Invoices To Date" = "Number of Billings" this invoice is no longer selected. If it is to be paid indefinitely, enter 999.

Recurring Amount
Enter the total amount of each recurring invoice payment including freight and sales tax. This is the amount (less any terms discount that may be applicable) that is paid each time.

Discount Based On
Enter the amount of the invoice that is used for the purpose of calculating any terms discount that might be available. This number is typically the net invoice amount before freight and sales tax. This field defaults to the amount entered in "Recurring Amount".

Freight Amount
If you would like the freight amount distributed separately to the General Ledger, enter the freight amount here. It is distributed to the freight account assigned to the vendor's posting code.

Sales Tax Amount
If you would like the sales tax amount distributed separately to the General Ledger, enter the sales tax amount here. It is distributed to the sales tax account assigned to the vendor's posting code.

Terms Code
Enter the terms code representing the terms as shown on the vendor's invoice. This code defaults to the terms code entered in Vendor Constants Maintenance. This code is used to calculate the invoice due date, discount due date (when updating to the invoice entry file), and the discount amount.

Disc Amt
This amount is calculated automatically based on the terms that have been entered for this invoice. It should be the same discount amount that is found on the vendor invoice. If there is no discount available, enter 0.00 or leave it blank. If the calculated amount is different from the actual terms discount, it may be overridden.

Select Cycle
Enter up to two alphanumeric characters to represent the select cycle. The select cycle is used to group recurring invoices that you want to select at the same time. It may be left blank.

Example: You may wish to assign a select cycle of **20** for all of those invoices that you select on the 20th of every month.

Payment Cycle
Enter up to two characters for the payment cycle. The payment cycle is used to group invoices that you wish to select together in Automatic Payment Selection. It may be left blank.

Example: You may wish to assign a payment cycle of **01** to all of those invoices that you pay on the first of every month, such as leases or utilities, even if you select them on the 20th of each month.

Alternate Address
If you want the check to be mailed to the vendor's main address, leave this field blank. If you want the check to go to an address other than the vendor's main address, enter the alternate address code here.

Comment
Enter up to 35 alphanumeric characters to describe this invoice. The invoice comment may be printed on the Aged Trial Balance, if desired.

Original Balance
Enter the original amount of the total amount due. You must enter an amount here, even if the recurring invoice is perpetual, such as the monthly trash bill.

Example: If this recurring invoice is being entered to make payments on a new car, the original balance would be the loan amount plus all interest payments.

Invoiced to Date
Enter the amount that has already been invoiced/paid. This field is automatically updated by the system when you update recurring invoices to the open invoice file.

Remaining Balance
This field is calculated automatically and is equal to the original balance less invoiced to date. When remaining balance is zero, the invoice is no longer selected.

Date Last Invoiced
This field is updated automatically by the system whenever this recurring invoice is updated to the open invoice file.

Invoices to Date
This field is incremented automatically by the system whenever this recurring invoice is updated to the open invoice file.

Distr
This field displays the amount of the invoice remaining to be distributed among one or more General Ledger account codes. You cannot access this field.

Distributing the Invoice

You need to distribute the net invoice amount to one or more General Ledger account codes. The net invoice amount is the total invoice amount less freight and sales tax.

Line

Enter	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 line, 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.

GL Account

Enter the General Ledger account code to which you want to distribute.

Amount

Enter the dollar amount to be distributed to this General Ledger account code.

Exit the Screen

When you are finished entering recurring invoices, press **F4** to return to the Accounts Payable Main Menu.

Recurring Invoice Register and Update

Introduction

The Recurring Invoice Register starts with the selection of the desired recurring invoices. The register then prints to let you verify them. If they are correct, you may then update the selected recurring invoices into the invoice entry file, where they may be modified and otherwise treated like regular invoices.

How to Execute

From the Accounts Payable Main Menu, select **Recurring Register & Update**. You will be asked for the posting date (which will be used for the invoice date) and then you will see the following screen:

Description of Fields

Print All Invoices?

Y   Prints the entire contents of the recurring invoice file on the report. The rest of the questions on this screen are skipped, and no update to Invoice Entry occurs.

N   Allows you to continue on down the screen.

Print Selected Invoices?

This option allows you to select specific recurring invoices for inclusion in the recurring invoice selection process.

Y   Displays a view and allows you to select up to nine individual recurring invoices. The rest of the questions on the screen are skipped.

N   Allows you to continue down the screen.

Print Selected Vendors?

This option allows you to limit the recurring invoice selection to the vendors entered here.

Y   Displays a view and allows you to select up to seven individual vendors. The rest of the selection criteria on this screen is limited to these vendors.

N   Allows you to enter a range of vendors.

If you enter **N**, the system prompts:

Starting Vendor
Ending Vendor
Enter the first and last vendor codes in the range you wish to select or press **Enter** twice to select all vendor codes.

Print Selected Cycles?
This option allows you to limit the recurring invoice selection to the "Select Cycles" entered here.

Y   Allows you to move to the right and enter up to three cycles with which you select invoices.

N   Allows you to enter a range of cycles below.

If you enter **N**, the system prompts:

Starting Cycle
Ending Cycle
Enter the first and last cycles in the range you want to select or press **Enter** twice to select all cycles.

Example: 01 to 15

Do you want a printed copy?
Y   Prints the report to the selected printer. While it is not required, it is recommended that you always print the Recurring Invoice Register and attach it to the appropriate Invoice Register.

N   Displays your selections on the screen.

Do you want to continue the update (Y/N)?
Y   Updates the recurring invoices shown on the register to the invoice entry file.

N   Returns to the Accounts Payable Main Menu.

Report
After selecting a printed or displayed copy, the system prompts **Do you want to continue the update?**

6 Payment Processing Menu

This chapter describes the options that are available from the Check Printing Menu. They include:

- ➢ Automatic Payment Selection

- ➢ Payment Selection Entry

- ➢ Payment Selection Register

- ➢ Check Printing

- ➢ Check Register and Update

- ➢ Manual Check Entry

- ➢ Manual Check Register & Update

- ➢ Non-Check Payment Entry

- ➢ Non-Check Payment Reg & Update

Note Checks can only be printed for invoices previously entered into the system using Invoice Entry.

Automatic Payment Selection

Introduction

This function allows you to select invoices for payment by ranges of due dates, discount dates, discount availability, etc. Once selections are entered, the open invoice file is searched for invoices meeting the stated criteria.

How to Execute

From the Payment Processing Menu, select **Automatic Payment Selection**.

Description of Fields

Print Selected Invoices Only?

You have the option of selecting specific invoices for payment or selecting invoices based on dates, payment cycles, etc.

Y   Displays a view and allows you to select up to ten individual invoices for payment. You then skip to the last question on the screen.

N   Allows you to continue down the screen.

Print Selected Vendors Only?

You have the option of selecting specific vendors to pay. The actual invoices for these vendors must meet other selection criteria entered later on this screen.

Y   Displays a view and allows you to select up to seven individual vendors to pay. You then skip the starting/ending vendor questions.

N   Allows you to select a range of vendors.

If you enter **N**, the system prompts:

Starting Vendor
Ending Vendor
Enter the first and last vendor codes in the range you wish to select, or press **Enter** twice to select all vendor codes.

Print Selected Payment Cycles?
This option allows you to limit the payment selection to the payment cycles entered here.

Y   Allows you to enter up to five payment cycles with which you select invoices for payment.

N   Allows you to enter a range of cycles.

If you enter **N**, the system prompts:

Starting Cycle
Ending Cycle
Enter the first and last cycles in the range of cycles you wish to select, or press **Enter** twice to select all cycles.

Example: 01 to 15

Select Invoices with a Due Date on or before
Enter the last invoice due date from which you want to select invoices. The system defaults to the terminal date, but you may want to change it, especially if you are printing checks for invoices due at the end of the month and you are either ahead of or behind schedule.

Select Invoices with a Discount Date from/to
Enter the first and last date that you consider a discount to be valid. If an invoice has a discount due date before this "from" date, it is considered to be past available. Invoices with discount due dates occurring after the "to date" are selected later.

Select Only Invoices with Avail Disc?
Y   Selects only those invoices within the date ranges entered above that have available discount terms. If there are invoices with due dates that fall into the range but whose discounts either do not exist or are no longer available, they are not selected for payment.

N   Selects any invoice meeting the selection criteria entered above.

Take Discounts Even if Past Avail Date?
Y   Takes discounts even if they are outside the discount due date entered above.

N   Takes discounts only if they are still available.

Modifying Selections
If you have already completed a selection, or you automatically selected invoices for payment during Invoice Entry, and you run Automatic Payment Selection again, the system prompts:

Payment selection in process. Print Merge Clear
You have the following options:

P   **Print Register:** Prints the Payment Selection Register so you can see what has already been selected for payment.

      M   **Merge**: Merges this selection with any prior ones. This feature allows you to do several different selections in the same batch. Merge does not undo any selections you have already made.

      C   **Clear Files:** Clears the Payment Selection file, allowing you to start with a clean slate. Please note that if you modified your selection at all using Payment Selection Entry, those selections are cleared as well.

Exit the Screen
When automatic payment selection is complete, you are automatically returned to the Check Printing Menu.

Payment Selection Entry

Introduction
This function allows you to select specified invoices for payment. You may also use the function to de-select invoices inadvertently selected during Automatic Payment Selection. It is also used to make partial payments or other changes to the original selected amounts.

How to Execute
From the Payment Processing Menu, select **Payment Selection Entry**.

Description of Fields
Vendor
Enter the vendor code representing the vendor for whom you wish to modify the payment amount or add to the payment selection file.

Payment Address
Enter the alternate address code representing the address to which this check is to be sent. If the check is going to the vendor's main address, press **Enter.**

Invoice Number
Enter the invoice or voucher number that you want to add to the payment selection file or modify the payment amount. You can also enter **PK** to display a view open invoices to select for payment.

Total Invoice Amt

This field contains the original total invoice amount before any payments or discounts were taken. This field cannot be modified.

Previous Payments

This field contains any payments that have been previously applied to this invoice. This field cannot be modified.

Discounts Taken

This field contains any discounts that have been previously applied to this invoice. This field cannot be modified.

Invoice Balance

This field contains the balance due currently on this invoice. This field cannot be modified.

Invoice Date

This is the invoice date as entered in Invoice Entry. This field cannot be modified.

Invoice Due Date

This is the invoice due date as entered in Invoice Entry. This field cannot be modified.

Disc Due Date

This is the discount due date as entered in Invoice Entry. This field cannot be modified.

Original Discount

This is the discount amount as entered in Invoice Entry. This field cannot be modified.

Amount to Apply

Enter the amount you are applying to this invoice. If you are paying the invoice in full, this amount will be the invoice balance, even if you are taking a discount. If you are making a partial payment, this amount is the partial payment amount plus any discount you are taking with this payment.

Bal After Check

This field contains the amount of the invoice balance after the check is printed and updated.

Discount Amount

Enter the amount of the discount you are taking with this payment. The amount entered here will be subtracted from the check amount.

Invoice Comment

This comment is what was entered during Invoice Entry. You may change it now, if desired.

Deleting a Selection

If an invoice was selected and you do not wish to pay it at this time, you may delete it from this selection batch. It will remain in the open invoice file and will be available for payment later.

After entering a vendor, payment address, and invoice/voucher number, you will see the prompt:

Is the displayed information correct? <u>Yes</u> No Delete

Y   Saves the selection as shown on the screen.

N   Allows you to change the amount to apply, discount, and/or comment.

D   Deletes the invoice from this payment batch.

Exit the Screen
When you are finished with Payment Selection Entry, press **F4** from the vendor code to return to the Check Printing Menu.

Payment Selection Register

Introduction
The Payment Selection Register is a list of the invoices selected for payment using Automatic Payment Selection and Payment Selection Entry. This report may be run as many times as required to select the proper invoices for payment.

Although this is not a required report, run it before printing your checks. This lets you verify what is going to be printed on the checks.

How to Execute
From the Payment Processing Menu, select **Payment Selection Register**.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Check Printing Menu.

Check Printing

Introduction

This function prints checks that can be put into envelopes with windows and mailed to your vendors. A default check format is included but may be modified using Report-IV to match your check stock. Check stock may be ordered using the Business Forms packet provided with this manual. A sample check is shown in the packet.

> **Note**: Check printing does not allow negative check amounts. A message will be printed and the check will be skipped, leaving the invoices in the open invoice file.

How to Execute

From the Payment Processing Menu, select **Check Printing**.

Description of Fields

Bank Code

Enter the bank code from which this batch of checks is printed. You must print checks from different bank accounts in different batches. The bank code will default to the last bank used in check printing.

Check No

Enter the check number on which the printer will actually start printing. If you have the type of printer that forces you to waste a check in order to get the checks loaded on the tractors, do not enter that wasted check number. The computer will automatically void checks used as test patterns.

The check number defaults to the last check printed from this bank.

Check Date

Enter the date that you want printed on the checks.

Starting Vendor

The starting vendor defaults to the first vendor in the file. Normally press **Enter** through this field. However, if your checks have jammed, or for some other reason you are re-starting check printing in the middle of the batch, enter the starting vendor here.

Print test pattern?

Y   Prints a sample check so you can be assured that you have the checks lined up properly. This check will be voided by the system automatically.

N   Starts printing the actual checks.

When checks have finished printing, you will receive the following prompt:

Do you want to print the Check Register?

Y   Change forms and reset the printer so the paper is at the top of the form. The Check Register will now print.

N   Returns you automatically to the Check Printing Menu.

Check Register and Update

Introduction

The Check Register is a detailed list of the checks just printed and the invoices they paid. Any checks that were used for test patterns or reprinted for another reason are shown as voided.

The Check Update does an update to the permanent invoice payment file, vendor purchase history, and General Ledger and Bank Reconciliation files. The payment selection file is cleared when the update is finished.

Note: The Check Register is an audit report and must be kept with your permanent accounting records.

How to Execute

From the Payment Processing Menu, select **Check Register & Update**.

Description of Fields

Enter Posting Date

Enter the date you wish to use for posting to General Ledger. This date is very important, since it controls the period in which these checks appear in General Ledger.

Example: If today is 4/3/14 and you are printing checks dated 3/31/14, use a posting date of 3/31/14.

Do you want a printed copy? Yes No

Y   Prints a hard copy of the Check Register.

N   Displays the Check Register on the screen. You cannot update if you display the register to the screen.

If the Check Register was printed to the printer, the system prompts:

Do you want to continue the update? Yes No

Y   Updates this batch of checks to the permanent files and then clears the payment selection files.

N   Returns to the Check Printing Menu.

Report

After selecting a printed or displayed copy, the system prompts **Do you want to continue the update?**

Manual Check Entry

Introduction

Manual Check Entry is used to enter all handwritten or manual checks into the system. It is also used to enter:

> ➤ Voided checks (when the amount = 0) The check was written in error and never previously entered into the system.

> ➤ Reversals (when the check was previously entered, but was wrong).

Manual Check Entry may be used to enter checks paying invoices already in the system as well as paying invoices that were never entered during Invoice Entry.

How to Execute

At the Payment Processing Menu, select **Manual Check Entry**.

Bank Section

The Bank Section is where you enter the information about the total batch of checks that you are entering (i.e., from which bank they were written and the total of all the checks). You may have multiple checks in a batch. Be sure all checks in a batch were written during the same period.

Description of Fields

Bank Code

Enter the bank code that represents the account from which these checks were written.

Batch

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

> ➤ You have entered all the checks in the pile.

> ➤ The amounts were entered correctly.

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

Check Section

The Check Section is where you enter information about a particular check in the batch. You can have multiple invoices per check.

Description of Fields
Check
Enter up to ten 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.

Check Amount
Enter the total amount of the check.

Vendor
Enter the vendor code if the check was written for a vendor you have set up on the system. If the amount of this check is more than the minimum required for a 1099 form, you should set up the vendor at this time.

If the amount of the check is small for a vendor from whom you do not plan to purchase further during this year, enter **MISC** and enter the check recipient's name in the next field.

Name (Vendor)
If you entered **MISC** for the vendor code, enter the vendor's name here.

If the vendor already exists, the name will display in this field and <u>cannot</u> be modified.

Invoice Section
The Invoice Section is where you enter the invoice(s) paid by the check just entered above. You can have many invoices per check.

Description of Fields
Invoice Number
Enter the invoice or voucher number that this check paid. The invoice or voucher does not have to be in the open invoice file even if you are entering a check for an existing vendor. If you are using vouchers and entering one that is not yet in the system, press **F8** to get the next voucher number.

Note: 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 at a later time enter the same invoice through Invoice Entry!

Open?
This field is automatically filled as follows:

Y   The invoice is in the open invoice file.

N   The invoice is not in the open invoice file.

Date
Enter the date of the invoice from the vendor invoice.

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

1099?

This field allows you to control whether or not this invoice is subject to 1099 reporting as follows:

Y   This invoice will update to the 1099 field in the vendor master file.

N   This invoice amount will not be included on a 1099 for this vendor.

Amount to Apply

Enter the amount of the check you wish to apply to this invoice. The default is the invoice balance or the remaining check balance plus the available discount whichever is less.

Examples: If Remaining Check = $48, and Invoice Balance = $50, and Available Discount = $2, then the Amount to Apply defaults to $50.

If Remaining Check = $48, and Invoice Balance = $30, and Available Discount = $2then the Amount to Apply defaults to $30.

If Remaining Check = $30, and Invoice Balance = $50, and Available Discount = $2 then the Amount to Apply defaults to $32.

Discount Amount

Enter the amount of the discount, if any, that you are applying to this invoice. This field defaults to the available discount.

General Ledger Distribution

You only get to this part of the screen if you entered an invoice/voucher that was not already in the open invoice file. You now need to distribute the total invoice amount to one or more General Ledger accounts.

Description of Fields

Line

Account

Enter the General Ledger account code to which you want to distribute the amount.

Amount

Enter the dollar amount to distribute to this General Ledger account. Enter debits as positive numbers and credits as negative numbers.

Voiding Checks

If you wasted a check that has not already been entered into the system, you may enter it here as a voided check. A voided check is merely a check for $0.00 that was never issued. You will want to enter voided checks to keep your Monthly Check Register in numeric order. That way, if there are gaps between check numbers, you will know to investigate the cause.

To enter a voided check, in the check section, enter 0.00 for the check amount. You will see the prompt:

Void this check number?

Y   Marks this check with type **V** in the monthly check file.

N   Allows you to continue on to the Invoice section. This check is not really a voided check. You will want to use this option if you are matching credits to invoices.

Reversing Checks

A check reversal is like voiding a check except that the check has already been entered into the system, perhaps through Check Printing. If you enter a check number that already exists in the history file, you will receive the following prompt:

Reverse this check?

Y   Puts a check for minus the amount of the original check into the Monthly Check file, resets the payment amounts on the associated invoices to what they were prior to this check, credits the Accounts Payable account and debits the cash amount. Basically, it resets everything to where it was before the check was originally updated.

N   Returns to the check number field.

Manual Check Register and Update

Introduction

The Manual Check Register is an audit report detailing all manual check entries in the current batch. After verifying the information listed on the register, you can update the entries to the permanent invoice and check files, vendor purchase history files, and the General and Bank Reconciliation files.

> **Note:** The Manual Check Register is an audit report and must be kept with your permanent accounting records.

How to Execute

From the Payment Processing Menu, select **Manual Check Register & Update**.

Description of Fields

Enter Posting Date

Enter the posting date you wish to use for posting the checks to General Ledger. This date is very important since it controls the General Ledger period in which these checks appear. Make sure the date is at least in the proper month.

Example: If today is 2/4/14 and you are still entering invoices for March, be sure the posting date is 3/31/14.

> **Note**: Because the General Ledger uses the posting date (not the invoice date) when posting be sure to separate your checks into batches by month.

Do you want a printed copy? <u>Yes</u> No

Y   Prints a hard copy of the Manual Check Register.

N   Displays the Manual Check Register on the screen. You cannot update if you display the register on the screen.

If the Manual Check Register was printed to the printer, the system prompts:

Do you want to continue the update? <u>Yes</u> No

Y   Updates this batch of checks to the permanent files and then clears the Manual Check entry file.

N   Returns to the Accounts Payable Main Menu. You can make any necessary corrections in Manual Check Entry and then re-print the register.

Report

After selecting a printed or displayed copy, the system prompts **Do you want to continue the update?**

Non-Check Payment Entry

Introduction

Non-Check Payment Entry is used to enter credit card invoices and to record invoices previously entered into the system that will be paid by credit card.

A regular invoice is then created for the amount due the credit card company, which will then be paid using normal Check Printing or manual Check Processing.

How to Execute

At the Payment Processing Menu, select **Non-Check Payment Entry**.

Description of Fields
Bank Code

Enter up to two alphanumeric characters representing the bank code that these non-check payments were/will be written from.

You will need at least one bank code to be used to indicate that various invoices are being paid via credit card (i.e. CC). You may want to setup a bank code for each credit card that you use to pay invoices (i.e. CV and CA for Credit Card Visa and Credit Card American Express); or something like V1 and V2 if you have multiple Visa cards.

Please note that you will want to use this/these bank codes exclusively in Non-Check Payment Entry. You will not use them for regular manual checks or cash receipts.

Non-Check Vendor
Enter the vendor code for the credit card company. For example AMEX or CAPONEVISA. This needs to be a vendor defined in your Vendor Masterfile.

Invoice Number
Enter up to 15 characters for the invoice number from your credit card vendor. If there is no invoice number on your bill, you can use the date or some other unique set of characters. You can also enter **PK** to display a view open invoices to select for payment.

Comm
If desired, enter up to 30 characters to describe this invoice in more detail.

Invoice Date
Enter the date of the credit card invoice.

Amount
Enter the full amount of the credit card invoice.

General Ledger Distribution
You only get to this part of the screen if you select **GL**.

Description of Fields
Line
Account
Enter the General Ledger account code to which you want to distribute the amount.

Amount
Enter the dollar amount to distribute to this General Ledger account. Enter debits as positive numbers and credits as negative numbers.

Non-Check Payment Reg & Update

Introduction
The Non-Check Payment Register lists the credit card invoices along with the vendor invoices they are paying and any additional General Ledger Distributions. If everything is correct, the update may be performed which will post the vendor invoice payments to the permanent invoice payment file, vendor purchase history files, and the General Ledger transaction file. In addition, it will post the credit card invoice to the open invoice file and history files where it can then be paid later either using Check Printing or Manual Check Processing.

Note: The Non-Check Payment Register is an audit report and must be kept with your permanent accounting records.

How to Execute
From the Payment Processing Menu, select **Non-Check Payment Reg & Update**.

Description of Fields
Enter Posting Date
The posting date is the exact date you want the entry posted to in the General Ledger.

If the posting date is in a closed period, you will be forced to enter a new posting date or exit the update procedure and go to General Ledger Parameter Maintenance and re-open the prior period.

Example: If today is 2/4/14 and you are still entering invoices for March, be sure the posting date is 3/31/14.

Note: Because the General Ledger uses the posting date (not the invoice date) when posting be sure to separate your checks into batches by month.

Do you want a printed copy? <u>Yes</u> No
Y Prints a hard copy of the Non-Check Payment Register.

N Displays the Non-Check Payment Register on the screen. You cannot update if you display the register on the screen.

If the Non-Check Payment Register was printed to the printer, the system prompts:

Do you want to continue the update? <u>Yes</u> No
Y Updates this batch of checks to the permanent files and then clears the Non-Check Payment entry file.

N Returns to the Payment Processing Menu. You can make any necessary corrections in Non-Check Payment Entry and then re-print the register.

Report
After selecting a printed or displayed copy, the system prompts **Do you want to continue the update?**

7   Accounts Payable Reports

This chapter describes how to execute the Solution-IV Accounts Payable reports. They include:

> ➢ Vendor Masterfile Listing

> ➢ Vendor Label Printing

> ➢ Aged Trial Balance

> ➢ Cash Requirements Report

> ➢ Monthly Check Register

> ➢ Vendor Purchase Analysis

> ➢ Historical Invoice Journal

> ➢ Historical Disbursements Journal

> ➢ 1099 Edit Report & Forms

Vendor Masterfile Listing

Introduction

This is a list of the vendor information found in Vendor Maintenance. You can choose from a variety of print options and print all or a range of vendors.

How to Execute

From the Reports Menu, select **Vendor Masterfile Listing**.

Sort Options

Enter Sort Option

Enter the option number for the order in which you wish the vendor listing to print. The options are as follows:

1   **Vendor Code**: Prints all, selected, or a range of vendor codes sorted in vendor code order.

2   **Vendor Name**: Prints all or a range of vendors sorted in vendor name order.

3   **Alt Sort Field**: Prints all vendors falling into the selected range of alternate sorts in alternate sort/vendor code order.

4   **ZIP Code**: Prints all vendors falling into the selected range of ZIP codes, in ZIP code/vendor code order.

5   **Posting Code**: Prints all vendors falling into the selected range of posting codes, in posting code/vendor code order.

Detail Options

Print Vendor Address?

Y   Prints the vendor's main address and telephone number.

N   Does not print the address. The vendor code, name, and telephone number all print on one line.

Print Code Information?

Y   Prints assorted information such as terms, sorts, vendor type, and default account.

N   Does not print the code information.

Print Purchase History?

Y   Prints dates and amounts found on the purchase history screen such as highest balance, and purchases and payments month-to-date, year-to-date, and last year.

N   Does not print the purchase history.

Print Comments?

Y   Prints the contents of the comment text file.

N   Does not print the comments.

Print Perm, Temp, Hold or All

You have the option of excluding certain vendor types from this report.

P   Prints only permanent vendors (vendor type = blank).

H   Prints only vendors who are on hold (vendor type = H).

A   Prints all vendors regardless of type.

Print Selected Vendors Only?

If you selected to sort by vendor code, you have the option of printing individual vendors on the Vendor Listing.

Y   Displays a view and allows you to select individual vendors to print on the report.

N   Allows you to enter a range of vendors.

If you enter **N,** the system prompts:

From Sort Option
To Sort Option

The option will change based on how you answer the first question on this screen. Enter the first and last vendor codes in the range that you wish to print, or press **Enter** twice to print all vendor codes.

Example: 08873-4153 to 09999

Report

After selecting a printed or displayed copy, you will be automatically returned to the Accounts Payable Main Menu.

Vendor Label Printing

Introduction
This function is used to print labels using information from the Vendor Masterfile. The labels may be sorted by ZIP code or vendor code.

The default printing value is 2-up, 1 1/2-inch by 4-inch labels with the vendor name and address printed on them.

How to Execute
From the Reports Menu, select **Vendor Label Printing**.

Sort Options
Enter Sort Option
Enter the option number for the order in which you wish the labels to print. The options are as follows:

1   **Vendor Code** Prints all, selected, or a range of vendor codes in vendor code order.

2   **Vendor Name** Prints all or a range of vendors sorted in vendor name order.

3   **Alt Sort Field**: Prints all or a range of alternate sorts in alternate sort/vendor code order.

4   **ZIP Code** Prints all or a range of ZIP codes in ZIP code/vendor code order. This is great for taking advantage of bulk postage rates when doing large mailings.

Detail Options
Standard or Laser?
S   **Standard:** Continuous form 1-1/2" by 4" labels

L   **Laser:** Avery 5962 laser stock labels

Print Phone Number?
Y   Prints the telephone number on the labels.

N   Does not print telephone numbers on the labels.

Print 1 or 2 Up Labels

1   Prints only one column of labels as follows:
        Vendor A
        Vendor B
        Vendor C
        Vendor D

2   Prints two columns of labels as follows:
        Vendor A   Vendor B
        Vendor C   Vendor D

Print Perm, Temp, Hold or All

You have the option of excluding certain vendor types from this report as follows:

P   Prints only permanent vendors (vendor type = blank).

H   Prints only those vendors who are on hold (vendor type = H).

A   Prints all vendors.

Use address from: Vendor, Alt-Addr or Contact

V   Uses the addresses found in Vendor Name and Address Maintenance.

A   Uses the addresses found in Alternate Address Maintenance for the range of vendors selected below.

C   Uses the addresses found in Vendor Contact Maintenance for the range of vendors selected below.

Print Selected Vendors Only?

If you selected to sort by vendor code, you have the option of printing individual vendors on the vendor.

Y   Displays a view and allows you to select individual vendors to print on the report.

N   Allows you to enter a range of vendors.

From Sort Option
To Sort Option

The option will change based on how you answer the first question on this screen. Enter the first and last code in the range that you wish to print, or press **Enter** twice to print all vendor codes.

Example: 08873-4153 to 09999

Exit the Screen

When the labels are finished you will automatically return to the Accounts Payable Main Menu.

Aged Trial Balance

Introduction

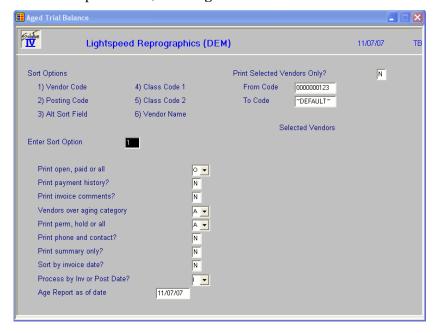The Aged Trial Balance or "aging" report provides a detailed list of vendor invoices with the remaining invoice balances printing in the appropriate aging column based on the terminal date. You can select the level of detail you want to see on the report.

If you would like to print the report for a date in the past (for example, if today is February 15 and you need a report for the end of January), set the terminal date, then print the report for all invoices with payment history.

This report may be printed at any time but should be printed with all detail before running Period End Processing.

How to Execute

From the Reports Menu, select **Aged Trial Balance**.

Sort Options

Enter Sort Option

Enter the option number for the order in which you wish the aging report to print. The options are as follows:

1   **Vendor Code:** Prints all, selected, or a range of vendor codes in vendor code order with a report total at the end.

2   **Posting Code**: Prints all or a range of posting codes in posting code/vendor code order with a total for each posting code and a report total at the end.

3   **Alt Sort Field:** Prints all or a range of alternate sorts in alternate sort/vendor code order.

4/5   **Class Code 1/2**: Prints all or a range of class codes in class code/vendor code order with a total for each class code and a report total at the end.

6   **Vendor Name:** Prints all or a range of vendors in vendor name order with a report total at the end.

Detail Options

Print Open, Paid or All?

You can choose the level of detail you wish to see on the report. The options are as follows:

O   Prints only those invoices with a remaining balance. Invoices with a zero balance are not printed. This is the standard option.

P   Prints only those invoices that have been paid in full.

A   Prints all invoices in the open invoice file.

Print Payment History?

Y   Prints each check posted to each invoice.

N   Prints only the balance for each invoice.

Print Invoice Comment?

Y   Prints the invoice comment as entered during Invoice Entry.

N   Does not print the invoice comment.

Vendors Over Aging Category

You may choose not to print all invoices, but rather print the report for only those vendors whose oldest invoice falls into the aging category selected.

A   Prints the report for all vendors within the selected range.

1/2/3/4   Only includes those vendors on the report who have at least one invoice falling into the aging category selected or older; however, it prints all invoices for that vendor.

Print Perm, Temp, Hold or All

You have the option of excluding certain vendor types from this report as follows:

P   Prints only permanent vendors (vendor type = blank).

H   Prints only those vendors who are on hold (vendor type = H).

A   Prints all vendors.

Print Phone and Contact?

Y   Prints the vendor's main telephone number and contact on the report.

N   Does not print the name and telephone number.

Print Summary Only?

Y   Prints one line per vendor with the total for each aging bucket. No invoice detail is printed.

N   Prints the invoice detail.

Sort by Invoice Date?

You may print this report in invoice date sequence within each vendor.

Y   Report in invoice date sequence.

N   Report in invoice number sequence.

Process by Inv or Post Date?
When you print this report, you have the option of selecting invoices based on the actual invoice date or the posting date that was used to post a particular batch of invoices to the General Ledger.

I   Base the selection on the invoice date.

P   Base the selection on the posting date.

Age Report as of date
Enter the aging date used to age the invoices for this report.
Note: If you wish to see all invoices enter a date 50 years from today.

Print Selected Vendors Only?
You are only asked this question if you are printing the report sorted by vendor code.

Y   Displays a view and allows you to select individual vendors to print on the report.

N   Allows you to select a range of vendors to print.

If you select **N,** the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Reports Menu.
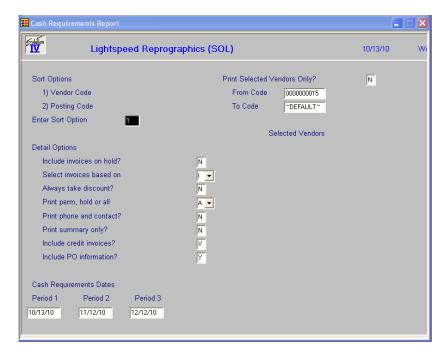
Cash Requirements Report

Introduction

The Cash Requirements Report is similar to the Aged Trial Balance but it helps to control which invoices you will pay and when you pay them. The aging categories may be changed each time the report is printed and you may decide to select only those invoices with discounts available.

The report also has columns which detail the discounts available and the discounts lost. This can help a company decide whether it is wise to start taking discounts, if they have not already done so.

How to Execute

From the Reports Menu, select **Cash Requirements Report**.

Sort Options

Enter Sort Option

Enter the option number for the order in which you wish the Cash Requirements Report to print. The options are as follows:

1   **Vendor Code:** Prints all, selected, or a range of vendor codes in vendor code order with a report total at the end.

2   **Posting Code:** Prints all or a range of posting codes in posting code/vendor code order, with a total for each posting code, and a report total at the end.

Detail Options

Include Invoices on Hold?

Y   Prints all invoices regardless of status.

N   Does not print those invoices whose status = H.

Select Invoices Based On

You can choose how to "age" the invoices and which invoices to select.

I   Prints invoices based on the invoice due date, regardless of when the discount may have been due.

D   Places the invoice in the appropriate column based on the discount due date.

O   Selects, for this report's purposes, only those invoices which have a discount.

Always Take Discount?

Y   Shows an amount due that is less the discount regardless of whether the discount date is now past.

N   Shows an amount due that is less the discount only if the discount is still available.

Print Perm, Hold or All

You have the option of excluding certain vendor types from this report as follows:

P   Prints only permanent vendors (vendor type = blank).

H   Prints only those vendors who are on hold (vendor type = H)

A   Prints all vendors.

Print Phone and Contact?

Y   Prints the vendor's main telephone number and contact on the report.

N   Does not print the contact name and telephone number.

Print Summary Only?

Y   Prints one line per vendor with the total for each aging bucket. No invoice detail is printed.

N   Prints the invoice detail.

Include Credit Invoices?

Y   All invoices within the selection criteria will appear on the report, even if they have a negative balance. This may throw the report off if a vendor has a net credit balance.

N   Only invoices with a positive balance will be printed on the report.

Include PO information ?

When you print this report, if you have Solution-IV Purchase Order module, you have the option of including the PO information.

Y   Process Purchase Order information for this report.

N   Do not process Purchase Order information.

Enter Cash Requirement Dates - Period 1/2/3

A total of three dates may be entered indicating the dates for which you may wish to print checks. The system automatically calculates dates based on the aging categories entered in AP Parameter Maintenance, but you are encouraged to change these.

Print Selected Vendors Only?

You are only asked this question if you are printing the report sorted by vendor code.

Y   Displays a view and allows you to select individual vendors to print on the report.

N   Allows you to select a range of vendors to print.

If you select **N**, the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes for which you wish to print or press **Enter** twice to print all codes.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Reports Menu.
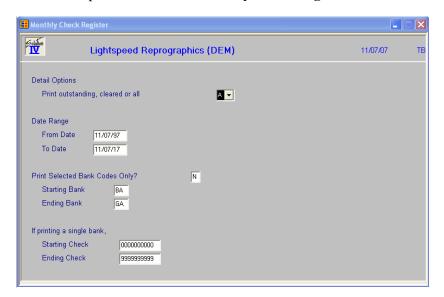
Monthly Check Register

Introduction
The Monthly Check Register is a list of all the checks that have been printed during the month. The register may also contain outstanding checks from prior months, depending upon what was specified in AP Parameters Maintenance.

This report may be printed at any time but should be printed before Period End Processing.

How to Execute
From the Reports Menu, select **Monthly Check Register**.

Description of Fields
Print Outstanding, Cleared or All Checks
This question helps control the checks that are printed on the report, since you may have many months worth of checks in the check file. The options are as follows:

O   This option prints only those checks that you have <u>not</u> marked as having cleared the bank.

C   This option prints only those checks that you have marked as having cleared the bank.

A   This option prints all checks for the banks selected regardless of whether or not they have cleared the bank.

From Date
To Date
Enter the first and last dates in the range that you wish to print, or press **Enter** twice to print all dates.

Selected Bank Codes Only?

Y   Allows you to select up to ten bank codes from the view.

N   Allows you to select a range of bank codes.

> **Note:** If you select more than one bank code, the system skips the questions regarding the range of check numbers you wish to print.

If you select **N**, the system prompts:

Starting Bank
Ending Bank
Enter the first and last bank codes in the range that you wish to print, or press **Enter** twice to print all bank codes.

Starting Check
Ending Check
Enter the first and last checks in the range that you wish to print, or press **Enter** twice to print all checks.

Report
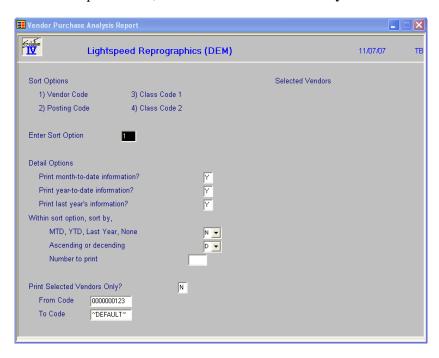After selecting a printed or displayed copy, you are returned automatically to the Reports Menu.

Vendor Purchase Analysis

Introduction

This report prints the month-to-date, year-to-date, and last-year purchase information for each vendor. Because the report may be sorted by month-to-date, year-to-date, or last-year purchases, the report provides a method for identifying your largest vendors.

How to Execute

From the Reports Menu, select **Vendor Purchase Analysis**.

Sort Options

Enter Sort Option

Enter the option number for the order in which you wish the Vendor Purchase Analysis report to print. The options are as follows:

1   **Vendor Code:** Prints all, selected, or a range of vendor codes in vendor code order with a report total at the end.

2   **Posting Code:** Prints the report in posting code/vendor code order with a total for each posting code and then a report total at the end.

3/4   **Class Code 1/2:** Prints all or a range of class codes in class code/vendor code order with a total for each class code and a report total at the end.

Detail Options

Print Month to Date Info?

Y   Prints month-to-date purchase and payment amounts.

N   Does not print month-to-date information.

Print Year to Date Info?

Y   Prints year-to-date purchase and payment amounts.

N   Does not print year-to-date information.

Print Last Year Info?

Y   Prints last year purchase and payment amounts.

N   Does not print last year information.

Within Sort Option, sort by: MTD, YTD, Last Yr, None

You have the option of printing the report ranked by purchase amount. If you selected to sort by posting code or class code, the purchase ranking is within the sort option. Your options here are as follows:

M   **MTD:** Prints ranked by month-to-date purchases.

Y   **YTD:** Prints ranked by year-to-date purchases.

L   **Last Yr**: Prints ranked by last-year's purchases.

N   **None:** Does not print ranked by purchase amounts.

If you select **M**, **Y**, or **L** the system prompts:

Ascending or Descending

You may rank the purchases in either ascending or descending order.

A   Prints the vendor with the lowest purchase amount first.

D   Prints the vendor with the highest purchase amounts first.

Number to print

You have the option of limiting the number of analysis entries to print when you sort in a particular sequence. Enter the number of entries you wish to see.

Print Selected Vendors Only?

You are only asked this question if you are printing by vendor code.

Y   Displays a view and allows you to select individual vendors to print on the report.

N   Allows you to select a range of vendors to print.

If you select **N**, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

After selecting a printed or displayed copy, you are returned automatically to the Reports Menu.
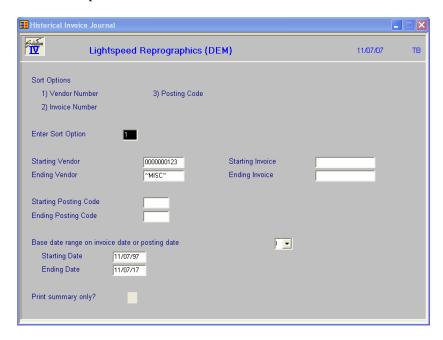
Historical Invoice Journal

Introduction
This report will print all of the invoices entered into the system for a specified date range. If printed monthly, the report is essentially a combination of all invoice registers for that month.

Note: Since this report uses the history files, it only prints information as old as the history maintained.

How to Execute
From the Reports Menu, select **Historical Invoice Journal**.

Description of Fields
Sort Options

V   **Vendor Number:** Prints the report in vendor code order.

I   **Invoice Number:** Prints the report in invoice/voucher number order. This sort only makes sense if you are on a voucher system.

P   **Posting Code:** Prints the report in posting code/vendor code order with subtotals by posting code.

Starting Vendor
Ending Vendor
If you choose to print the report in vendor code order, enter the first and last vendors in the range you wish to print, or press **Enter** twice to select all vendors.

Starting Invoice
Ending Invoice
If you choose to print the report in invoice number or voucher number order, enter the first and last invoice or voucher numbers in the range you wish to print, or press **Enter** twice to select all invoices or vouchers.

Starting Posting Code
Ending Posting Code
If you choose to print the report in posting code order, enter the first and last posting codes in the range you wish to print, or press **Enter** twice to select all posting codes.

Base date range on Invoice Date or Posting Date?

I   Prints the date of the invoice on the report. It will also use the invoice date in the date range entered below.

P   Prints the posting date used when updating the invoice on the report and for the range entered below.

If printed using the posting date for a given month, this report should foot with the General Ledger.

Starting Date
Ending Date
Regardless of the order you choose to sort the report, you may enter the first and last dates in the range you wish to print, or press **Enter** twice to select all dates.

Example: If you want to print purchases for April, enter 040114 for the starting date and 043014 for the ending date.

Print Summary Only?

Y   Prints one line per invoice, showing all amounts but without General Ledger detail.

N   Prints the General Ledger distributions for each invoice, along with the information shown in the summary format.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Reports Menu.
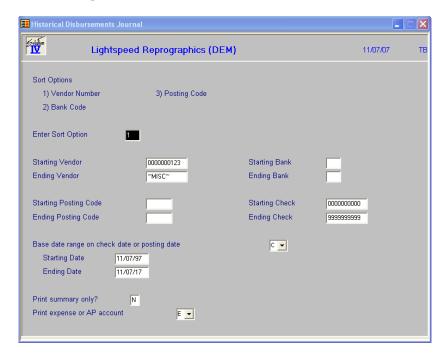
Historical Disbursements Journal

Introduction

This report prints all of the checks entered into the system for a specified date range. If printed monthly, the report is essentially a recreation of all check registers and manual check registers for the month.

Note: Since this report uses the history files, it only prints information as old as the history maintained.

How to Execute

From the Reports Menu, select **Historical Disbursements Journal.**

Description of Fields

Sort Options

V   **Vendor Number:** Prints the report in vendor code order.

B   **Bank Code:** Prints the report in bank/check number order.

P   **Posting Code:** Prints the report in posting code/vendor code order with subtotals by posting code.

Starting Vendor
Ending Vendor

If you choose to print the report in vendor code order, enter the first and last vendors in the range you wish to print, or press **Enter** twice to select all vendors.

Starting Bank
Ending Bank

If you choose to print the report in bank code order, enter the first and last bank codes in the range you wish to print, or press **Enter** twice to select all bank codes.

Starting Check
Ending Check
If you choose to print the report in bank code order, and you enter the same bank codes for starting and ending bank, you may enter the first and last check numbers you wish to print, or press **Enter** twice to select all checks in that bank.

Starting Posting Code
Ending Posting Code
If you choose to print the report in posting code order, enter the first and last posting codes in the range you wish to print, or press **Enter** twice to select all posting codes.

Base date range on Check Date or Posting Date

C   Prints the date for the check on the report. It will also use the check date in the date range entered below.

P   Prints the posting date used when updating the check on the report and for the date range entered below. Using this date should allow you to foot with your Daily Check Registers and Manual Check Registers, if desired.

Starting Date
Ending Date
Regardless of the order in which you choose to sort the report, enter the first and last dates in the range you wish to print, or press **Enter** twice to select all dates.

Example: If you want to print purchases for April, enter 040113 for the starting date and 043013 for the ending date.

Print Summary Only?
You may choose to print the report with or without the postings that each check made to General Ledger as follows:

N   Prints the General Ledger detail. This report may be more detailed than many people want.

Y   Prints each check with the invoices that each check paid, but not the General Ledger distributions.

Print expense or AP Account
N   Prints the expense account debited during Invoice or Manual Check Entry.

E   Prints the expense account debited during Invoice or Manual Check Entry.

A   Prints the AP account debited when the check was cut, or if the invoice was first entered using Manual Check Entry, prints the expense account. This option allows you to compare this report to the Manual Check and Computer Check registers for the same date range.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Reports Menu.
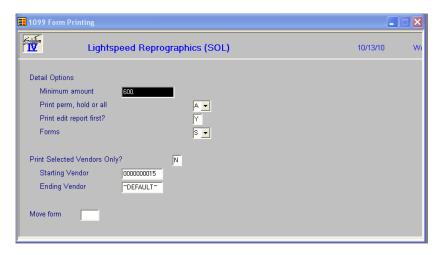
1099 Edit Report & Forms

Introduction

This function is used at the end of the calendar year. It prints the 1099 forms that are required by the government.

The system prints the 1099 Payments amount (as found on the Vendor Maintenance Purchase History Lookup screen) on the 1099's. This amount reflects the calendar-year payments even if you are running the rest of your Accounts Payable system on a fiscal year.

How to Execute

From the Reports Menu, select **1099 Edit Report & Forms.**

Description of Fields

Minimum Amount

Since the government usually designates a minimum payment amount before a 1099 is required, you can enter that amount here to minimize the number of 1099's you print.

Example: If Vendor A has been paid $459.00 this year and the minimum payment amount is $600.00, then a 1099 form would not be printed for Vendor A.

Print Perm, Hold or All

You have the option of excluding certain vendor types from this report:

P   Prints only permanent vendors (vendor type = blank).

H   Prints only those vendors who are on hold (vendor type = H).

A   Prints all vendors.

Print Edit Report First?

You may print a 1099 Edit Report prior to printing your 1099's. This allows you to make sure that you have addresses, taxpayer identification numbers, the proper 1099 box number, and the correct payment amount before actually printing your 1099's.

Y   Prints the edit report before printing the forms.

N   Prints the 1099's directly.

Forms

S   Standard multi-part pin-fed forms

L   Laser Forms 5110-5112

Print Selected Vendors Only?
You may print the report for all, selected, or a range of vendors.

Y   Allows you to select individual vendors to print.

N   Allows you to select a range of vendors.

If you select **N,** the system prompts:

Starting Vendor
Ending Vendor
Enter the first and last vendor codes in the range that you wish to print, or press **Enter** twice to print all vendor codes.

Move form
You may control how much to move the form up or down from the standard printing position. This will allow you to further refine alignment of the forms. If the form needs to be moved up, use a negative number. The amount the form needs to be moved is based on 720 per inch.

Edit Report
If you chose to print the 1099 Edit Report, after selecting a printed or displayed copy, you will see a report similar to the one on the following page.

1099 Forms
Do you want to print the 1099 forms?
Y   Load your 1099 forms and continue.

N   Returns to the Reports Menu.

If you answered **Y,** you will see:

Print test pattern?
Y   Prints a sample 1099 so you can be sure the forms are lined up correctly. You can print as many as you need.

N   Starts printing 1099 Forms.

Exit the Screen
When the 1099's are finished printing, you will be returned automatically to the Reports Menu.

8   Period End Processing

This chapter describes the options available during Period End Processing. They include:

> ➢ Maintain Cleared Checks

> ➢ Period End Update

> ➢ Status Change Update

Each of these functions is usually executed only once each month, after all invoices and checks have been entered for the current month and before any entries are made for the next month.
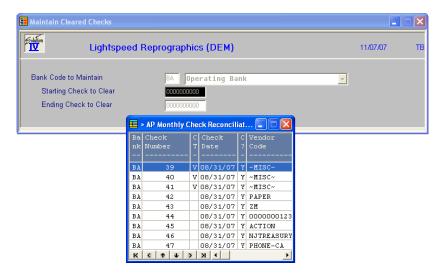
Maintain Cleared Checks

Introduction

This function is used to "mark" checks as having cleared the bank, or "unmark" them if they were cleared and should not have been.

Checks may be marked either one at a time or as a range. You may enter several ranges, if desired.

You will only want to take the time to use this option if you chose to remove cleared checks only from the monthly check file in AP Parameters Maintenance and you are not using the Solution-IV Bank Reconciliation package.

How to Execute

From the Accounts Payable Main Menu, select **Maintain Cleared Checks**.

Description of Fields

Bank Code to Maintain

Enter the bank code for which you want to clear checks.

Starting Check to Clear

You have the option of clearing a series of checks or clearing them one at a time. If you are working from your bank statement, it probably is fastest to use the range option, then go back and "unclear" those checks in the range that were cleared improperly.

> ➢ Clear checks by range. Enter the starting check of the range here, and ending check of the range in the next field.

> ➢ Clear individual checks. Press **F2** at this field. A view of the checks displays on the screen. Use the arrow keys to move up and down the checks. Press **F1** on a highlighted check and it is flagged as "cleared". If it was already cleared, it is re-flagged as open. Press **F2** on a highlighted check and it is selected as the Starting Check to clear.

Ending Check to Clear

> ➢ Enter the last check in the range that you want to clear.

> ➢ Press **F2** as in "Starting Check".

If you entered a range of checks, the system prompts:

Proceed with clearing this check number range <u>Yes</u> <u>No</u> <u>Unclear</u>
You may respond as follows:

Y   Clears the checks in the range. If checks exist in the range that has already been marked as "cleared," nothing happens to them.

N   Returns to the bank code.

U   "Unclears" checks in the range that was previously cleared.

Exit the Screen
When you are finished with this function, press **F4** at either bank code or starting check to return to the Accounts Payable Main Menu.
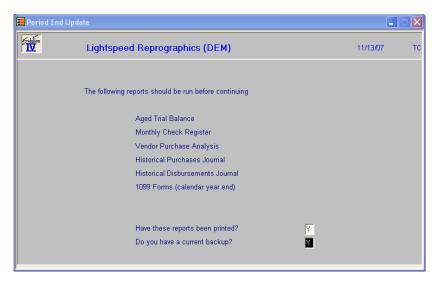
Period End Update

Introduction

This function should be run at the end of each accounting period after all invoices and checks have been entered for the period and after all monthly reports have been printed.

The Period End Update does the following:

> ➢ Removes checks from the monthly check file according to the specifications set in AP Parameters Maintenance.

> ➢ Removes zero-balance invoices from the open invoice file that are older than the specifications set in AP Parameters Maintenance.

> ➢ Removes temporary vendors (vendor type = T) whose balance is zero, if they do not have any history.

> ➢ Zeros out all month-to-date buckets throughout the Accounts Payable system, such as in the vendor masterfile, and moves the next month amounts to the month-to-date buckets.

> ➢ Transfers the year-to-date buckets to the last-year buckets and zeros out all year-to-date buckets if you are running year-end processing.

How to Execute

At the Accounts Payable Main Menu, select **Period End Update**.

Description of Fields

Have these reports been printed?

> **Important**: Print the first three reports before running the Period End Update because information that prints on these reports is deleted during the update and cannot be recreated except by restoring backups.

The two monthly journals print using the history files and must be printed before clearing historical transactions.
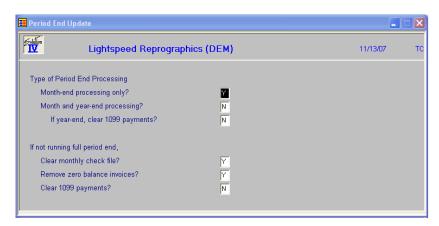
Y Aged Trial Balance, Monthly Check Register, Vendor Purchase Analysis, Historical Purchases Journal, Historical Disbursements Journal, and 1099 Forms (calendar year end) have been printed.

N If these reports have not been printed, the system terminates the update and returns to the Accounts Payable Main Menu.

Do you have a current backup?
See the Solution-IV Utilities manual for information on backups.

Y You have a current backup.

N If you do not have a current backup, the system terminates the update and returns to the Accounts Payable Main Menu.

If you answered **Y** to the above questions, you will see the following screen:

Month-end processing only?
Y Runs full month end processing. The cursor skips to the "Clear historical transactions" question.

N Skips to the next question.

Month and year-end processing?
Year-end does everything month-end does, plus maintains the year-to-date and last-year buckets.

Y Runs year-end processing.

N Skips to the "Only clear monthly check file" prompt.

If year-end, Clear 1099 payments?
If you are running year-end on a calendar-year basis (in December) and you have already printed your 1099's, you may clear the "1099 payments" bucket as part of year-end.

Y Clears the 1099 Payments from the Vendor Masterfile and skips to the "Clear historical transactions" question.

N Leaves the 1099 Payments bucket intact during year end.

If not running full period end, Clear monthly check file?
The monthly check file is cleared as part of month-end processing. However, there may be times when you need to clear the monthly check file mid-month. This may happen if there is not enough room on the disk to expand when the file is full. Be sure to print the monthly register before clearing the check file.

Y   Removes checks from the monthly check file, according to the specifications set in AP Parameters Maintenance.

N   Does not clear the file.

Remove zero balance invoices?
Zero-balance invoices older than the number of days specified in AP Parameters Maintenance are cleared during both month-end and year-end processing. There may be times, however, that you want to clear zero-balance invoices independently from full period-end processing.

Y   Clears zero-balance invoices from the open invoice file.

N   Leaves the open invoice file alone.

Clear 1099 payments?
You must clear the 1099 payments separately from year-end if you are on a fiscal year.

Y   Sets all 1099 payments in the vendor masterfile to zero.

N   Leaves the 1099 payments intact.

Exit the Screen
When the Period End Update is complete, you will be automatically returned to the Accounts Payable Main Menu.

Status Change Update

Introduction

The Status Change Update takes all of the Vendor Masterfile and code file entries that you have marked to change or delete, verifies their validity and then effects the change. A report is printed prior to the update showing what is changed/deleted, and you then have the option of continuing the update or not.

> **Important**: This is a powerful function which may result in codes or vendors being deleted or irreversibly combined with others. Make sure you have current backups before continuing!
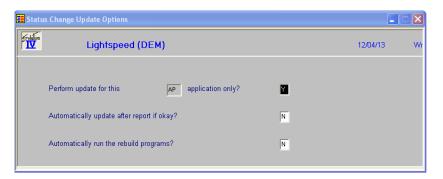
Before You Start

Before you start the Status Change Update, you must do the following:

> ➢ Make a current backup - this is for your own protection!

> ➢ Make sure that the invoice entry, manual check entry, and payments selection entry files have been updated.

> ➢ Make sure no one else is using Solution-IV.

How to Execute

From the Accounts Payable Main Menu, select **Status Change Update**.

Description of Fields

Perform update for this xx application only?

You have the option of performing the status change update process for just the module in which you have selected the process for or for all modules.

Y   Perform the update for just this module.

N   Perform the update for all modules.

Automatically update after report if okay?

You have the option of performing the status change update without having to respond to a prompt after the preprocess report has been run. The update will only run if the preprocess did not run into any significant problems.

Y   Automatically continue with the update after the report is printed.

N   Wait for the user to respond to the continue question.

Automatically run the rebuild programs?
You have the option of automatically running the analysis build programs for Order Processing and/or Purchase Order when applicable.

Y   Automatically continue with the rebuild programs after the update is completed.

N   Do not run the rebuild programs at this time.

Steps in Status Change
The Status Change Update works as follows:

1. Makes sure the entry files are empty and that no one else is using the system (any company, any application).

2. Builds a list of all the records that are marked to be deleted or changed (Status = D or C).

3. Once the list is built, it checks all of the records to be deleted and makes sure that they are not being used anywhere (except for the history files).

   Example: If you are deleting Terms Code 02, 02 may not be used by any vendors in Vendor Maintenance or on any open invoices. However, the code may exist in the history files.

4. It then checks the records to be changed and ensures that the "change to" is not going to be changed to something else or deleted.

5. A report is printed showing the changes to be made and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped.

If there are no conflicts, the system prompts:

Are you sure you want to continue the update?
Y   Completes the status changes as indicated on the report in the following order.

N   Does not run the update and returns to the menu.

6. The requested changes are performed.

7. The requested deletes are performed.

8. The history files are marked if anything was changed. There are multiple flags in each record in each of the history files - one for each element that could be changed. They are normally blank. If the element has been changed, the associated flag is set to **C**.

Exit the Screen
When the Status Change Update is complete, you will be returned automatically to the Accounts Payable Main Menu.