DAC
User Guide

Accounts Payable

Table of Contents

Preface

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

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

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

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

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

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

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

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

Getting Started With Accounts Payable

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Accounts Payable And General Ledger Account Numbers

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

Posting Invoice Batches

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

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


Company  . . . . . . :    001

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

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

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


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


F3=Exit    F12=Key screen
```

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

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

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

Item code  . . :    INVENTORY06

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

G/L Account #   .: 12001









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

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

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

Company . . . . . . . . :     001

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


Suspense cost center/account .

Ret. earnings cost cntr/account    10                    270

Profit/loss cost cntr/account      10                    275






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

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

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

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

Processing Payments

Payment processing includes:

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

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

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

Company  . . . . . . :     001

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

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

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


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

F3=Exit    F12=Key screen
```

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

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

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

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

Bank code   1STNBC

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

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




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

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

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

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

Company  . . . . . . . :   001

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

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

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


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

F3=Exit    F12=Key screen
```

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

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

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

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

Working With Accounts Payable File Maintenance

The Accounts Payable File Maintenance applications are used to create:

- Company Records
- User Profile Records
- Company A/P Options
- Company G/L Options
- Period Date Records
- Bank Records

- Terms Records
- Vendor Records
- A/P Item Records
- A/P Options
- Recurring Invoice Records

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

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

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

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

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

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

Working With Company Records

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

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

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

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

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

Company

















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

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

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


Type options, press Enter.
1=Select request

   CDR   CREATIVE DATA RESEARCH                 MANDEVILLE           LA
   001   VAUGHAN WHOLESALE                      CORDOVA              TN













F3=Exit
```

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

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

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

Company

















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

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

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

Company  002

















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

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

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

Company  . . . . . . . :   002

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

G/L interface (Y/N)  . .




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

6. Enter data for the following fields:
   - **Name** (40,a) - the name of the company.
   - **Address line 1** (30,a) - the company's street number and street name, or post office box number.
   - Optional: **Address line 2** (30,a) - remaining portion of the company's address, such as post office box number if not entered for **Address Line 1**.
   - **City** (20,a) - the city of the company's mailing address.
   - **State** (2,a) - the state of the company's mailing address.
   - **Postal code** (5-9,n) - the zip code and 4-digit extension of the company's mailing address.
   - Optional: **Phone number** (10,n) - the company's area code and telephone number.
   - Optional: **Fax number** (10,n) - the company's area code and telephone number for fax transmission.

7. Enter *Y* (yes) for the **G/L interface** (1,a) field to designate that Accounts Payable data is transferred automatically to General Ledger. If the DAC General Ledger System is not used, enter *N* (no). Note: If the General Ledger System is not used, but chart of account numbers that are created using the General Ledger System are used, *Y* must be entered for the **G/L interface** field.

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

Company  . . . . . . . :   002

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

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




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

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

```
SY1101R      ADD      CREATIVE DATA RESEARCH              7/14/05 15:03:22
JEANNINE                      COMPANY MAINTENANCE          QPADEV000B

Company









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

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

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

Working With User Profile Records

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

Refer to Selecting An Alternative Company for information about using the Select Alternative Company application to work with a different company.

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

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

      ==================> A / P   F I L E   M A I N T E N A N C E <=============
      =======================================================================
      !!!!!!!!!!  1. Vendor                    10. Entity
      THE    !!  2. Bank                       11. User Profile
      DAC    !!  3. Item                       12. Period Dates
      SYSTEM !!  4. Special Item               13. Recalculate Vendor Data
      !!!!!!!!!!  5. Terms
                 6. Select Alternative Company
                 7. Company                    16. A/P Options
                 8. Company G/L One Time Maint. 17. Refresh Vendors From Dac
                 9. Company A/P One Time Maint. 18. Change A/P Bank Code
                         M E N U   C A L L S
      19. Purchasing System   20. A/P Inquiry        21. A/P Reports
      22. General Ledger      23. Dac Main Menu       90. Sign Off
      =======================================================================
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      ===>
```
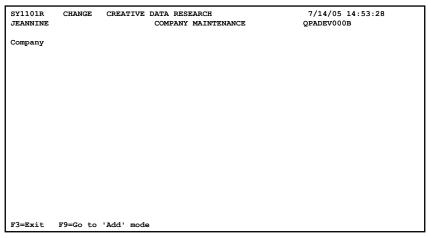
1. Select option 11 (User Profile) from the A/P File Maintenance screen. The User Profile Maintenance (Add) screen appears without values for the **User**, **User name**, **Cmp** and **Company name** fields if no user profile records have been added.

2. If necessary, press <F9> (Go to 'Add' mode) to display the User Profile Maintenance (Add) screen.

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


Type options, press Enter.
4=Delete request

? User         User name                     Cmp  Company name













                                                                        +

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

3. Enter data for the following fields for each user:
   - **User** (10,a) - the username which the user enters to sign on the system.
   - **User name** (30,a) - the user's name.
   - **Cmp** (3,a) - a company code designating the user's default company. If necessary, enter *?* and press <Enter> to select a company code from the Company Selection screen.
     Note: If the value of the **Cmp** field is later changed in the user profile record of a user who is currently signed on, that user must sign off and sign on before the change takes affect.

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


Type options, press Enter.
4=Delete request

?  User          User name                    Cmp   Company name
   SHERI         Sheri Stogner                CDR



                                                                        +

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

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

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

User

Type options, press Enter.
4=Delete request

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




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

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

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

Selecting An Alternative Company

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

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

```
User: JEANNINE                  Menu: APCV1FM                  Date:  7/19/05

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

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

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


Type options, press Enter.
1=Select

?  Cmp  Company name
   CDR  CREATIVE DATA RESEARCH
   TED  VAUGHAN WHOLESALE












F3=Exit
```

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

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


Type options, press Enter.
1=Select

?  Cmp  Company name
   CDR  CREATIVE DATA RESEARCH
   TED  VAUGHAN WHOLESALE








F3=Exit
Your current company code is now TED.
```

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

Selecting The Default Company

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

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

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

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

Working With Company A/P Options

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

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

```
User: JEANNINE               Menu: APCV1FM              Date: 12/05/08

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

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

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

Company


















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

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

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

Company  . . . . . . . :    001

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

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




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

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

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

Company  . . . . . . :    001

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

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

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


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

F3=Exit    F12=Key screen
```

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

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

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

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

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

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

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

6. Enter data for the following fields as necessary:

   • **A/P aging bucket 1 name** - a description of the first aging bucket, such as *Current*.

   • **A/P aging bucket 1 days** - the number of days which an invoice cannot exceed to be included in the first bucket.

   • Optional: **A/P aging bucket 2 name** - a description of the second aging bucket, such as *31 to 60*.

   • Optional: **A/P aging bucket 2 days** - the number of days which an invoice cannot exceed to be included in the second bucket.

   • Optional: **A/P aging bucket 3 name** - a description of the third aging bucket, such as *61 to 90*.

   • Optional: **A/P aging bucket 3 days** - the number of days which an invoice cannot exceed to be included in the third bucket.

   • Optional: **A/P aging bucket 4 name** - a description of the fourth aging bucket, such as *91 - 120*.

   • Optional: **A/P aging bucket 4 days** - the number of days which an invoice cannot exceed to be included in the fourth bucket. Note: When using the Vendor Account Inquiry application to display four columns of aging figures, the amount calculate for the fourth bucket is combined with the fifth bucket, and displayed in the far right column of the screen.

   • Optional: **A/P aging bucket 5 name** - a description of the fifth aging bucket, such as *121+*.

   • Optional: **A/P aging bucket 5 days** - enter *999* for the number of days which an invoice cannot exceed to be included in the fifth bucket. Note: When using the Vendor Account Inquiry application to display four columns of aging figures, the amount calculate for the fifth bucket is combined with the fourth bucket, and displayed in the far right column of the screen.

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

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

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

8. Enter *Y* (yes) for the **Allow detail payment change** field to enable changing the amount of a payment when selecting invoices for payment.

9. Enter *1* for the **Number of leader checks** field to designate that the first check loaded in the printer is used when checks are printed. If a single check is "wasted" every time checks are printed, enter *2* for this field. If the first two checks are not used every time checks are printed, enter *3* for this field.

10. Enter one of the following values for the **Inv jrnl entry method** field:

    • *B* designates that a single credit journal entry is created in General Ledger for the entire batch when an invoice batch is posted in Accounts Payable. Refer to Adding An Invoice Batch for information about using the **Posting date** field to post entries to the General Ledger.

    • *I* designates that a credit journal entry is created in General Ledger for each invoice when an invoice batch is posted. Refer to Adding An Invoice Batch for information about using the **Inv date** field to post entries to the General Ledger.

11. Enter one of the following values for the **Pmt jrnl entry method** field:

    • *B* designates that a single debit journal entry is created in General Ledger for the entire batch when a payment batch is posted in Accounts Payable.

    • *C* designates that a debit journal entry is created in General Ledger for each payment when a payment batch is posted.

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

12. Optional: Enter *Y* (yes) for the **Reprint check numbers on preprinted checks** field to print check numbers on checks that are pre-numbered, and verify that the correct check is being printed on the correct form.

13. If *Y* (yes) is entered for the **G/L interface** field of the company's record, data may be entered for the following fields:

    • **A/P account number** - the cost center number and the liability account number which are credited when invoices are posted and debited when payments are made. Refer to Posting An Invoice Batch and Printing Checks And Check Register for additional information.
    The cost center number entered for the **A/P account number** field is also used

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

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

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

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

Company  . . . . . . :    001

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

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

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


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

F3=Exit    F12=Key screen
```

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

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

Working With Company G/L Options

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

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

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

           7. Company                       16. A/P Options
           8. Company G/L One Time Maint.   17. Refresh Vendors From Dac
           9. Company A/P One Time Maint.
                       M E N U   C A L L S
19. Purchasing System   20. A/P Inquiry        21. A/P Reports
22. General Ledger      23. Dac Main Menu       90. Sign Off
========================================================================
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===>
```

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

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

Company










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

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

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

Company  . . . . . . . :    001

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

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




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

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

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

Company  . . . . . . . :    004

                                Cost cntr hdr    Account header



Suspense cost center/account .

Ret. earnings cost cntr/account

Profit/loss cost cntr/account




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

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

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

Company  . . . . . . . :    001

                                Cost cntr hdr    Account header



Suspense cost center/account .

Ret. earnings cost cntr/account

Profit/loss cost cntr/account




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

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

4. Enter the text designating the company's cost centers, such as *Cost Center*, for the **Cost cntr hdr** (12,a) field. This text will appear as a field name on various A/P System screens (see the Bank Maintenance screen below), and as a column heading on various A/P System reports. Refer to the example of the A/P-G/L Transaction Register in the Posting An Invoice Batch section of this document.

5. Enter the text designating the company's General Ledger account numbers, such as *G/L Account #,* for the **Account header** (15,a) field. This text will appear as a field name on various A/P System screens (see the Bank Maintenance screen below), and as a column heading on various A/P System reports. Refer to the example of the A/P Invoice Transaction Register in the Posting An Invoice Batch section of this document.

6. Enter data for the following fields:
   • Optional: **Suspense cost center/account** - the cost center number (3+4,n) and the account number (5+4,n) used for the suspense total.
   • Optional: **Ret. earnings cost cntr/account** - the cost center number (3+4,n) and the account number (5+4,n) used for the retained earnings total.
   • Optional: **Profit/loss cost cntr/account** - the cost center number (3+4,n) and the account number (5+4,n) used for the net profit/loss total.

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


Company  . . . . . . . :    001


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


Suspense cost center/account .

Ret. earnings cost cntr/account    10               270

Profit/loss cost cntr/account      10               275







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

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

```
SY1101R    CHANGE    CREATIVE DATA RESEARCH                    5/30/00 15:27:46
JTIPPIN                        COMPANY MAINTENANCE            QPADEV0005

Company













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

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

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

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

Bank code  1STNBC

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

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







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

Working With Period Date Records

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

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

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

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

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

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

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

Period year . . . . . .

















F3=Exit    Enter to Continue
```

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

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

Period year . . . . . .    04


















F3=Exit    Enter to Continue
```

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

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

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

Period year  . . . :    4
Period 1 start date

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



F3=Exit
```

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

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

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

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

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



F3=Exit
```

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

Working With Bank Records

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

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

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

                7. Company                      16. A/P Options
                8. Company G/L One Time Maint.  17. Refresh Vendors From Dac
                9. Company A/P One Time Maint.
                        M E N U   C A L L S
    19. Purchasing System    20. A/P Inquiry          21. A/P Reports
    22. General Ledger       23. Dac Main Menu         90. Sign Off
    =======================================================================
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    ===>
```

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

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

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

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

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

   Code    Name                         Account


Type options, press Enter.
1=Select request

   CB      COLONIAL BANK                0450998134










F3=Exit
```

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

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

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














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

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

```
SY1000R    ADD       CREATIVE DATA RESEARCH              10/22/99 18:42:12
JTIPPIN                         BANK MAINTENANCE           QPADEV0003
Bank code  1STNBC














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

5. Press <Enter>.

```
SY1000R      ADD      CREATIVE DATA RESEARCH            10/22/99 18:46:29
JTIPPIN                        BANK MAINTENANCE         QPADEV0003

Bank code  1STNBC

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

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




F3=Exit   F12=Key screen
```

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

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

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

Bank code  1STNBC

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

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




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

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

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

Working With Terms Records

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

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

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

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

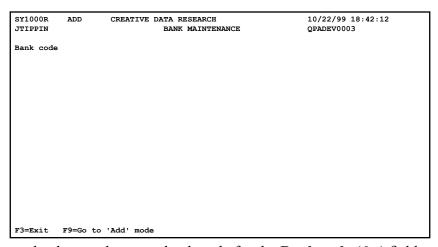1. Select option 5 (Terms) from the A/P File Maintenance screen. The Vendor Terms Maintenance screen appears without values for any of the fields if no terms records have been previously added using Accounts Payable. If necessary, press <F9> (Go to 'Add' mode).

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



   Type options, press Enter.
   4=Delete request

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






                                                                    +

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

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

record added for the Purchasing System's vendor records.

- **Terms code Description** (25,a) - a description of the payment terms. The value entered for this field should duplicate the value entered for the **Terms Code Description** field of the corresponding record added with the Terms Definitions application.

- Optional: **Pmt due days** (3,n) - the number of days in which payment must be received by the vendor before an invoice is considered past due. This value is added to the vendor's invoice date to calculate the payment due date. If a value is not entered for this field, a value must be entered for the **Pmt due dte** field (see below).

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

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

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

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

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

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

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

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

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

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

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

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


Type options, press Enter.
4=Delete request

?   Terms   Description             Pmt   Disc  Terms     Pmt   Disc  EFT
    code                            due   due   discount  due   due   Sts
                                    days  days  percent   dte   dte
    27      3.5% 15 NET 30          30    15    3.50




                                                                +

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

3. Press <Enter> when data entry is complete.

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

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

Working With Vendor Records

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

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

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

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

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

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

           7. Company                     16. A/P Options
           8. Company G/L One Time Maint. 17. Refresh Vendors From Dac
           9. Company A/P One Time Maint.
                          M E N U   C A L L S
        19. Purchasing System   20. A/P Inquiry        21. A/P Reports
        22. General Ledger      23. Dac Main Menu       90. Sign Off
==========================================================================
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===>
```

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

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

   Alpha name        Code


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

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

F3=Exit   F6=Add new vendor
```

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

- *2=Change* - the Vendor Maintenance screen appears. The user can edit a vendor record by changing the values of the Vendor Maintenance screen, and pressing <Enter> to change the values of the Vendor Maintenance Details screen. Refer to the following instructions for additional information about the field of these screens.
- *5=Inquiry* - the Vendor Inquiry screen appears. The user can review but not change the vendor information that appears on this screen. Refer to Working With Vendor Inquiry for additional information.
- *7=Recurring invoices* - the Recurring Invoice Maintenance screen appears. Refer to Working With Recurring Invoice Records for additional information.
- *N=Notes* - the Entity Notes Maint (A/P) screen appears which can be used to log miscellaneous information about a vendor.

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

```
SY1375R     ADD      CREATIVE DATA RESEARCH              11/03/99 12:15:46
JTIPPIN                      VENDOR MAINTENANCE KEY SCREEN        QPADEV0012


Vendor















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

3. Enter a vendor code for the **Vendor** (6,a) field. The value of the **Vendor** field can be used to print a list of vendors. Refer to Working With Accounts Payable Reports for additional information.

```
SY1375R     ADD      CREATIVE DATA RESEARCH              11/03/99 12:15:46
JTIPPIN                      VENDOR MAINTENANCE KEY SCREEN        QPADEV0012


Vendor   ABC01















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

4. Press <Enter>. The Vendor Maintenance screen appears.

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

Vendor  . . :    ABC01

Name  . . . .
Address line 1
Address line 2
City  . . . .
State . . . .
Postal code .

Phone number
Fax number  .

Alpha code  .




F3=Exit
```

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

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

Vendor  . . :    ABC01

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

Phone number     5046268825
Fax number  .

Alpha code  .    ABC OFFICE RENT




F3=Exit
```

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

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

Vendor code . . . . :   ABC01  ABC Office Rentals

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




F3=Exit    F11=Delete
```

7. To delete the vendor record, press <F11> (Delete). The *Record changed* message
   appears at the bottom of the Vendor Maintenance KEY SCREEN screen. The user
   can press <F3> to exit, or continue adding (or deleting) vendor records.

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

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

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

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


Vendor code . . . . :    ABC01  ABC Office Rentals


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




F3=Exit    F11=Delete
```

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

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

Vendor














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

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

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

   Alpha name      Code


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

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


F3=Exit    F6=Add new vendor
```

Vendor Record Worksheet
(Vendor Maintenance KEY SCREEN and Vendor Maintenance screens)

Vendor*(6,a) _____

Name*(30,a) _____

Address line 1*(30,a) _____

Address line 2*(30,a) _____

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

Postal code*(5-9,n) _____

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

Alpha code (15,a) _____

(Vendor Maintenance Details screen)

Contact name* (30,a) _____

Corporate vendor (6,a) _____

Remit-to vendor (6,a) _____

Type code (2,a) _____

Bank code (6,a) _____

Terms Code*(2,a) _____

1099 code (6,a) _____

Tax ID (11,a) _____

Allow payment (1,a) _____

Critical payment (1,a) _____

Minimum order value (11.2,n) _____

Maximum order value (11.2,n) _____

NOTES:

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

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

Working With A/P Item Records

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

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

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

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

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

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

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

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

```
SY9405R    DISPLAY   CREATIVE DATA RESEARCH              7/12/05 14:56:51
JEANNINE                       ITEM MAINTENANCE          QPADEV000C

   Item            Description


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

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

F3=Exit    F6=Add new item
```

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

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

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

```
SY1400R    CHANGE    CREATIVE DATA RESEARCH              7/12/05 14:57:51
JEANNINE                   ITEM MAINTENANCE KEY SCREEN   QPADEV000C

Item code












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

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

To add an A/P item record for transferring purchase orders to Accounts Payable, enter *INVENTORY* and an item category number for the **Item code** field. Valid values are *INVENTORY01* through *INVENTORY99*.
Note: Though an A/P item record should be added for every item category number used by the distributor, a single A/P item record can be added by using the value of *INVENTORY* without a category number for the **Item code** field.

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

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

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

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


Item code   VRDEAL4


















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

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

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

Item code  . . :    VRDEAL4

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

G/L Account #    .:








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

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

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

6. To continue adding the A/P item record, enter data for the following fields of the Item Maintenance Details screen:
   - **Description** (30,a) - the description of the item. If necessary, the user can override this value when it appears during invoice entry.
   - **Discount allowed** (1,a) - the default value of *Y* (yes) designates that a discount can be taken on the item. If necessary, the user can override this value when it appears during invoice entry.
   - Optional: **Actual cost** (7.2,n) - this field is left blank.
   - Optional: **List price** (7.2,n) - this field is left blank.
   - **G/L Account #** (5+4,n) - the account number that is debited in General Ledger when invoices are posted. Refer to Working With Company A/P Options for information about the **A/P account number** field.
     To add an A/P item record for transferring purchase orders to Accounts Payable, enter an account number for the **G/L Account #** field. If necessary, the user can override this value when it appears during invoice entry.

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

Item code   . . :    VRDEAL4

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

G/L Account #   .:    845






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

7. Press <Enter> when data entry is complete. The *Record added* message appears at the bottom of the Item Maintenance KEY SCREEN screen.
8. Press <F3> to exit. The Item Maintenance screen appears.

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

   Item              Description


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

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

F3=Exit    F6=Add new item
```

Working With A/P Options

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

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

```
      User: JEANNINE              Menu: APCV1FM              Date:  4/30/12

      ===================> A / P   F I L E   M A I N T E N A N C E <=============
      ============================================================================
      !!!!!!!!!!  1. Vendor                     10. Entity
      THE    !!  2. Bank                        11. User Profile
      DAC    !!  3. Item                        12. Period Dates
      SYSTEM !!  4. Special Item                13. Recalculate Vendor Data
      !!!!!!!!!!  5. Terms                       14. Rebate Payable Interface
                 6. Select Alternative Company
                 7. Company                     16. A/P Options
                 8. Company G/L One Time Maint.  17. Refresh Vendors From Dac
                 9. Company A/P One Time Maint.  18. Change A/P Bank Code
                           M E N U   C A L L S
      19. Purchasing System   20. A/P Inquiry        21. A/P Reports
      22. General Ledger      23. Dac Main Menu       90. Sign Off
      ============================================================================
      COPYRIGHT @1992-2004@ Creative Data Research, Inc.



        ==>
```

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

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

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












F3=Exit    F5=Impose A/P Options
```

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

```
SYW5E1R    CHANGE  CDR Customer Conference                    4/30/12 15:32:38
                                General A/P Options Details




          Default Company Number        ___
          Default Terms Code            _
          Default Bank Code             _____
          Default Pay Date From....     _
          Take Disc If Past Due Dte     _
          A/P Check Date (PD,BP)        __
          G/L Custom Report Heading     __
          Restrict AP Batch To User     _____
          Default Cost Center
          Condensed Written Chk V3      _____
          Device Name (EOY Backup)      _____




 F3=Exit
```

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

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

4. Enter a terms code for the **Default Terms Code** (2,a) field. The default terms code is used if no payment terms is available for a vendor's invoice when purchase orders are transferred to A/P. Refer to Transferring Purchase Orders to Accounts Payable of the Purchasing document for additional information. The default terms code is also used if vendor records are copied from Purchasing. Refer to Working With Vendor Records for additional information.

5. Enter a bank code for the **Default Bank Code** (6,a) field. The default bank code is used for processing payments, and is also used if vendor records are copied from Purchasing.

6. Enter one of the following values for the **Default Pay Date From** (1,a) field to designate which date is used by default as an invoice's pay date if the pay date is not entered when the invoice is created (or transferred from Purchasing):

   • *1* - the invoice's due date is used for the pay date.

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

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

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

- Adding An Invoice Batch for information about the **Inv date** and **Due date** fields.

- Transferring Purchase Orders to Accounts Payable of the Purchasing document for information about the **Invoice Date**, **Due** and **Pay** fields of the Prompt Header Information screen.

7. Enter one of the following values for the **Take Disc If Past Due Dte** (1,a) field to designate if a discounted payment amount is paid to vendors:

   - *1* - discounted payment amounts are not paid to vendors when invoices are past due.

   - *2* - discounted payment amounts are paid to vendors when invoices are past due. Refer to Working With Terms Records for information about the **Terms discount percent** field.

8. Enter one of the following values for the **A/P Check Date** (2,a) field. With the exception described in the note below, the value of the **A/P Check Date** field designates 1) which date is used for posting entries to the General Ledger, 2) which date is printed on checks, and 3) how many checks are printed per vendor:

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

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

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

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

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

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

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

9. If using General Ledger custom reports, *22* can be entered for the **G/L Custom Report Heading** (2,a) field to print one or two additional lines of text with the report headings. Refer to Working With G/L Report Records of the General Ledger document for information about using the **1** and **2** fields of the G/L Report Maintenance screen when defining a custom report. If the **G/L Custom Report Heading** field is left blank, or *11* is entered, the report heading will include the company name, but not the additional text.

10. Enter **YES* for the **Restrict AP Batch To User** (6,a) field if purchase orders are transferred to Accounts Payable. A DAC/CV1 Object Lock message appears if others are using Accounts Payable at the time a user attempts to transfer purchase orders. Refer to Transferring Purchase Orders to Accounts Payable of the Purchasing document for additional information.

11. If multiple cost centers exist, enter a cost center number for the **Default Cost Center** (3,n) field. Contact CDR support personnel for additional information.

12. Enter **YES* for the **Condensed Written Chk V3** (6,a) field if *PD* is entered for the **A/P Check Date** field above, and additional space is needed to print the written amount on checks.

13. Enter the device name of the user's tape drive for the **Device Name (EOY Backup)** (30,a) field. The data files of the DACACTDATA library are automatically saved to a tape cartridge during General Ledger end of year processing.

14. Press <Enter> when data entry is complete.

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




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




        F3=Exit
                                                    CONFIRM: Y (Y/N)
```

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

```
SYW4DFR     DISPLAY CDR Customer Conference             4/30/12 15:30:37
                                      Work with A/P Options
A/P Option   Key Text
Key

_____   _____
Type option and press enter:  2=Edit Record

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










   F3=Exit    F5=Impose A/P Options
```

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

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




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

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




        F3=Exit
```

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

18. Enter *Y* for the **Print A/P Remittance Rpt** (1,a) field to print a remittance report, similar to a check stub, for EFT payments.

19. Enter *Y* (yes) for the **GL Act# on AP Chk Reg-Y/N** (1,a) field to designate that the account numbers which are debited in the General Ledger (when posting invoices) are printed on the check register. Refer to Working With A/P Item Records for information about the **G/L Acct Number** field which is used to designate these account numbers.

20. If A/P laser printer checks are used, enter one of the following values for the **A/P Laser Check?(No/1/2)** (1,a) field to designate the type of printer used. If the continous form check is used, enter *N* (no). Refer to the A/P Check Forms document for additional information.
    - *1* - a printer with IPDS (intelligent printer data stream) capability is used for printing the checks.
    - *2* - a printer without IPDS capability is used for printing the checks.

21. Enter *Y* (yes) for the **Use GL hdr desc 2 for dtl** (1,a) field to designate that text entered for the **Desc 2** field of the Journal Entry screen is printed as the journl entry's detail information; otherwise, the account name/description from the chart of account is used.

22. Enter **YES* for the **Print Invoice Entry Edit** (6,a) field to designate that the Invoice Entry Edit List is automatically printed when an A/P invoice batch is posted.

23. Enter **YES* for the **Allow Auto EFT & Man Chks** (6,a) field to designate that EFT and manual check payments can be automatically posted when users enter vendor invoices. Refer to Automatically Posting Manual Payments and Automatically Posting EFT Payments for additional information.

24. Press <Enter>.

```
SYW5E1R     CHANGE  CDR Customer Conference              5/01/12 16:24:59
                              General A/P Options Details



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

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




     F3=Exit
                                                  CONFIRM: Y (Y/N)
```

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

Working With Recurring Invoice Records

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

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

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

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

                   7. Company                         16. A/P Options
                   8. Company G/L One Time Maint.     17. Refresh Vendors From Dac
                   9. Company A/P One Time Maint.
                           M E N U   C A L L S
        19. Purchasing System     20. A/P Inquiry         21. A/P Reports
        22. General Ledger        23. Dac Main Menu       90. Sign Off
        ============================================================================
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        ===>
```

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

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

   Alpha name       Code


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

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

F3=Exit    F6=Add new vendor
```

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

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

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

                Abita Springs        LA 70420

Type options, press Enter.
2=Change

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










F3=Exit    F6=Add recurring invoice
```

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

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

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

Type options, press Enter.
4=Delete request
? Item            Desc (?=spcl items)           Qty     Price    Ext amt
                                                                  Disc
                                                                     .00

                                                                     .00

                                                                     .00

                                                                     .00

F3=Exit
```

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

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

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

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

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

                                                                     .00

                                                                     .00

F3=Exit
                                                           CONFIRM: N (Y/N)
```

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

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

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

                Abita Springs        LA 70420

Type options, press Enter.
2=Change

? Reference                          Invoice amt  Cur/Max   Current/Max
                                                  Number       Amount
  DRINKING WATER                         25.00        0          .00






F3=Exit    F6=Add recurring invoice
```

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

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

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

   Alpha name        Code


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

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

F3=Exit    F6=Add new vendor
```

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

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

Working With Vendor Invoices

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

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

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

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

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

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

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

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

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

Batch number           (blank for new batch)














F3=Exit    F8=Select batch
```

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

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

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

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

  Batch    Posted   Control total   Created by  Workstation   Date


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

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








F3=Exit
```

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

```
AP4210R     ADD      CDR CUSTOMER CONFERENCE                11/10/08 17:21:11
JEANNINE                    A/P INVOICE POSTING             QPADEV0004
Voucher     157 Batch     73 Post date 11/10/08 Control         2849.70
Vendor                                         Inv total           .00
Inv.                            Pymt type   Disc avail           .00
Terms                      Rcv Dte       Inv date       Due date
Ref                                      Pay date       Disc due
Dft cost center   10            Cost Center            Net           .00
                                         Check #       Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item           Desc (?=spcl items)            Qty     Price    Ext Amt
                 Cost Center    G/L Account               Discount
                                                                   .00

                                                                   .00

                                                                   .00

                                                                   .00


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

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

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

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

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

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

```
AP4120R    DISPLAY   CDR CUSTOMER CONFERENCE                 11/10/08 17:23:16
JEANNINE                          INVOICE REVIEW              QPADEV0004

Batch      78 Posting date  11/10/08        4160.04 Control total       4160.04
 Disc -->         99.49   Net -->      4060.55     Batch Total        4160.04

Type options, press Enter.
2=Change   3=Copy   4=Delete

? Voucher  Invoice      Vendor Name                Invoice amt        Net amt
       153 12264        RJR100 R.J. REYNOLDS TOBA    2849.70         2792.71
                                                    Pay Date 10/26/08
       154 266541       KEE001 KEEBLER COMPANY        308.64          297.07
                                                    Pay Date 10/30/08
       155 699811       JOH001 JOHN MIDDLETON INC     116.40          112.03
                                                    Pay Date 11/05/08
       156 32251        PHI001 PHILLIP MORRIS INC     885.30          858.74
                                                    Pay Date 10/31/08




F3=Exit   F4=Post batch
```

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

- *2=Change* - the A/P Invoice Posting (Change) screen appears (see below). The user can make numerous changes to the invoice including editing, adding and deleting items.

- *4=Delete* - the invoice is deleted from the batch. After entering *4* in the selection column next to the voucher number of the desired invoice, press <Enter>.

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

                                                                    .00

                                                                    .00

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

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

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

- **Desc** (30,a) - the A/P item's description. Refer to Working With A/P Item Records for additonal information.

- **Disc due** - the date by which the vendor must receive payment for the distributor to qualify for a cash discount. Refer to Working With Terms Records for information about the **Disc due days** and **Disc due dte** fields which are used to calculate the discount due date. Also refer to Working With A/P Options for information about the **Take A/P Disc If Past Due Date** field which can be used to make discounted payments to vendors when an invoice is past due.

- **Discount** - *Y* (yes) designates that the distributor can qualify for a cash discount for the item, and the calculated amount of the discount appears. Refer to Working With A/P Item Records for information about the **Discount allowed** field.

  Refer to Working With Company A/P Options for information about the **Allow discount override** field which designates if the values of the **Discount** fields can be changed when processing invoice batches.

- **Due date** - the date by which the vendor must receive payment before the invoice is considered past due. Refer to Working With Terms Records for information about calculating the payment due date.

- **G/L Account** - the account number that is debited when posting the invoice. Refer to Working With A/P Item Records for information about the **G/L Account** field.

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

- **Inv.** - vendor's invoice number.

- **Inv date** - vendor's invoice date is used for posting entries to General Ledger if *I* is entered for the **Inv jrnl entry method** field of a company record.

- **Item** - an A/P item code. Refer to Working With A/P Item Records for additional information. Refer to Calculating An A/P Allowance for information about using the **Item**, **Price** and **Qty** fields to calculate an allowance for an invoice.

- **Pay date** - the date by which the distributor intends to pay the vendor.

  Refer to Working With A/P Options for information about using the **Default Pay Date From** field to designate the default pay date.   Also refer to Working With A/P Options for information about using the **A/P Check Date** field to designate that the pay date is used for posting entries to the payment journal.

- **Price** - the item's net cost. The default value of the **Price** field appears if it was entered for the **Actual cost** field of the A/P item's record. Refer to Working With A/P Item Records for additional information. Also refer to Calculating An A/P Allowance for information about using the **Item**, **Price** and **Qty** fields to calculate an allowance for an invoice.

- **Rcv Dte** - the date on which the order was received from the vendor. The value of the **Rcv Dte** field is used to print the A/P Tobacco Invoice Report. Refer to Working With Accounts Payable Reports for additional information.

- **Ref** - text printed on check stubs, the A/P Invoice Transaction Register report, and A/P invoice journal reports. When purchase orders are transferred to Accounts Payable from DAC Purchasing, the PO numbers are automatically entered for the **Ref** field.

  Refer to Printing Multiple Reference Lines for information about printing a check stub containing more than one line of text.

- **Terms** - the vendor's payment terms.

- **Vendor** - vendor code.

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


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

                                                                .00

                                                                .00


F3=Exit
```

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

Adding An Invoice Batch

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

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

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

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

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

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

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

Batch number         (blank for new batch)
















F3=Exit    F8=Select batch
```

2. Enter a date for the **Posting date** field to designate the posting date of the invoice batch.

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

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

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


Batch number          (blank for new batch)










F3=Exit    F8=Select batch
```

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

```
AP4210R     ADD       CDR CUSTOMER CONFERENCE              11/10/08 17:48:02
JEANNINE                    A/P INVOICE POSTING           QPADEV0004
Voucher      157 Batch      79  Post date  11/11/08  Control            1.00
Vendor                                       Inv total            .00
Inv.                            Pymt type   Disc avail          .00
Terms                    Rcv Dte       Inv date        Due date
Ref                                    Pay date        Disc due
Dft cost center   10            Cost Center            Net          .00
                                      Check #          Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item          Desc (?=spcl items)          Qty     Price     Ext Amt
                Cost Center     G/L Account              Discount
                                                                  .00

                                                                  .00

                                                                  .00

                                                                  .00

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

5. Enter a vendor code for the **Vendor** field to designate the vendor from whom the invoice was received. If necessary, enter *?* and press <Enter> to select a vendor code from the Vendor Select screen.

6. To add a recurring invoice, press <F14> (Recurring invoices), and select the desired recurring invoice record from the Recurring Invoice Selection screen. If recurring invoices are used to print a check stub containing more than one line of text, select the invoices in the correct order. Refer to Printing Multiple Reference Lines for additional information.

7. Enter the vendor's invoice number for the **Inv.** field. If the number was previously entered for the vendor, the warning message *Another voucher exists for this vendor invoice* appears.

8. Enter one of the following values for the **Pymt type** field:
   - *P* - designates that a system-generated check will be used to pay the vendor.
   - *M* - designates that a hand-written check will be used to pay the vendor.
   - *E* - designates that an EFT payment will be used to pay the vendor.

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

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

```
AP4210R     ADD       CDR CUSTOMER CONFERENCE              11/11/08  8:08:48
JEANNINE                   A/P INVOICE POSTING             QPADEV0004
Voucher      157  Batch     79  Post date  11/11/08  Control         1.00
Vendor    HER001  HERSHEY CHOCOLATE                 Inv total          .00
Inv. 35571       DALLAS            TX Pymt type P Disc avail          .00
Terms 11 NET 7 DAYS          Rcv Dte       Inv date 110708 Due date 111408
Ref                                     Pay date 111408 Disc due
Dft cost center    10          Cost Center              Net           .00
                                         Check #        Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item              Desc (?=spcl items)          Qty     Price    Ext Amt
                    Cost Center    G/L Account               Discount
                                                                    .00

                                                                    .00

                                                                    .00

                                                                    .00


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

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

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

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

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

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

```
AP4210R      ADD        CDR CUSTOMER CONFERENCE                11/11/08 10:25:50
JEANNINE                    A/P INVOICE POSTING                QPADEV0004
Voucher      157  Batch     79  Post date  11/11/08  Control            1.00
Vendor    HER001   HERSHEY CHOCOLATE                  Inv total      2567.50
Inv.  35571       DALLAS               TX Pymt type P Disc avail          .00
Terms 11 NET 7 DAYS            Rcv Dte       Inv date 110708 Due date 111408
Ref                                          Pay date 111408 Disc due
Dft cost center    10              Cost Center            Net       2567.50
                                        Check #          Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item             Desc (?=spcl items)           Qty     Price     Ext Amt
                      Cost Center     G/L Account                Discount
  INVENTORY04      Inventory Holding - Candy/Gu     1    2334.50    2334.50
                     10               290                 Y
  INVENTORY05      Inventory Holding - Grocery      1    233.00      233.00
                     10               290                 Y
                                                                      .00

                                                                      .00


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

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

```
AP4210R      ADD        CDR CUSTOMER CONFERENCE                11/11/08 10:32:07
JEANNINE                    A/P INVOICE POSTING                QPADEV0004
Voucher      158  Batch     79  Post date  11/11/08  Control            1.00
Vendor                                               Inv total          .00
Inv.                                  Pymt type   Disc avail            .00
Terms                         Rcv Dte       Inv date       Due date
Ref                                         Pay date       Disc due
Dft cost center    10              Cost Center            Net            .00
                                        Check #          Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item             Desc (?=spcl items)           Qty     Price     Ext Amt
                      Cost Center     G/L Account                Discount
                                                                      .00

                                                                      .00

                                                                      .00

                                                                      .00


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

15. Continue adding invoices to the batch, and press one of the following when data entry is complete:
- <F3> to exit without posting the batch.
- <F4> to post the batch. Refer to Posting An Invoice Batch for additional information.

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

Calculating An A/P Allowance

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

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


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

                                                                   .00


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

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

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

Printing Multiple Reference Lines

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

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

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

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

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

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

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

Editing An Invoice Batch

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

- Adding A Credit Memo - users can adjust posted or unposted invoices.

- Adjusting A Posted Invoice - users can enter adjustments and override system-generated discounts after posting invoice batches.

- Adding A Payment Batch - users can change payment amounts, and override system-generated discounts prior to accepting payment batches. Note: When a voucher is deleted from a batch, it is not delete from the A/P system.

- Editing A Voucher - users can change a voucher's pay date, due date and payment type after its corresponding invoice is posted.

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

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

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

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

Posting date
Control total

Batch number          (blank for new batch)
















F3=Exit    F8=Select batch
```

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

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

   Batch   Posted   Control total   Created by  Workstation   Date


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

      165  12/07/99        10.00    KIM         QPADEV0003  12/07/99  12:45:25
      166  12/07/99       100.00    DANETTE     QPADEV0004  12/07/99  15:05:49
      167  12/08/99       100.00    DANETTE     QPADEV0008  12/08/99  14:33:14
      168  12/13/99        50.00    DANETTE     QPADEV0003  12/13/99  10:58:32
      177  12/15/99       999.00    JTIPPIN     QPADEV0008  12/15/99  14:25:25
      178  12/16/99       100.00    DANETTE     QPADEV0008  12/16/99   8:18:37
      179  12/17/99       999.00    JTIPPIN     QPADEV0003  12/17/99   8:37:15
      180  12/18/99       589.80    JTIPPIN                 12/17/99  11:57:48
      181  12/18/99       350.00    JTIPPIN                 12/17/99  13:14:17




F3=Exit
```

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

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

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

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

   Batch   Posted   Control total   Created by  Workstation   Date


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

4     165  12/07/99        10.00    KIM         QPADEV0003  12/07/99  12:45:25
      166  12/07/99       100.00    DANETTE     QPADEV0004  12/07/99  15:05:49
      167  12/08/99       100.00    DANETTE     QPADEV0008  12/08/99  14:33:14
      168  12/13/99        50.00    DANETTE     QPADEV0003  12/13/99  10:58:32
      177  12/15/99       999.00    JTIPPIN     QPADEV0008  12/15/99  14:25:25
      178  12/16/99       100.00    DANETTE     QPADEV0008  12/16/99   8:18:37
      179  12/17/99       999.00    JTIPPIN     QPADEV0003  12/17/99   8:37:15
      180  12/18/99       589.80    JTIPPIN                 12/17/99  11:57:48
      181  12/18/99       350.00    JTIPPIN                 12/17/99  13:14:17




F3=Exit
```

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

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

Invoice Entry Edit List

```
Creative Data Research                  Invoice Entry Edit List              JTIPPIN     12/20/99 14:40:41 Page     1


Company CDR

   Batch Number    181 Status    Batch Control Total       350.00

Voucher     Vendor Vendor Name               Vendor    Invoice   Invoice   Invoice    Total      Total            Terms Description
                                             Invoice     Date    Due Date  Pay Date   Inv.Amt.   Disc. Allowed

2000132 R  74295  AMERICAN CANDY COMPANY      A308     12/17/99  1/15/00   1/15/00     390.00                     30 30 Days

        Seq Typ Item Number     Item description        Detail    Detail    Discount   Adjustment  Remain Due  Act. Cost
                                                        Amount    Qty

          1  R  INVENTORY01      Purchases - Cigarettes   390.00       1                              390.00

2000137 R  28200  PHILIP MORRIS, INC.          65489    12/13/99  1/11/00   1/01/00     196.00        2.45       20 1.25% 20 Net 30

        Seq Typ Item Number     Item description        Detail    Detail    Discount   Adjustment  Remain Due  Act. Cost
                                                        Amount    Qty

          1  R  INVENTORY02      Purchases - Tobacco       98.00       2       2.45                    196.00

** END OF REPORT **
```

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

   Batch    Posted   Control total   Created by  Workstation   Date


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

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




F3=Exit
```

5. To edit the invoices of a batch, locate the desired batch (use <Page Down> if necessary), and enter *1* (Select) in the selection column next to its batch number.

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

   Batch    Posted   Control total   Created by  Workstation   Date


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

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




F3=Exit
```

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

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

Posting date    121899
Control total        350.00

Batch number      181   (blank for new batch)














F3=Exit    F8=Select batch
```

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

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

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

                                                              .00

                                                              .00

                                                              .00


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

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

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

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

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

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






F3=Exit    F4=Post batch
```

The following fields of the Invoice Review screen can change as invoices are added to the batch, deleted from the batch, or edited.
- **Disc** - the total of the payment discounts for which the distributor qualifies.
- **Net** - the total payment due of all the invoices of the batch less the total of the payment discounts.
- **Batch Total** - the total payment due for all the invoices of the batch.

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

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

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

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

? Voucher  Invoice     Vendor Name              Invoice amt       Net amt
  2000132  A308         74295  AMERICAN CANDY COM     390.00        380.25
                                                    Pay Date  1/15/00
4 2000136  R6987        12301  R.J. REYNOLDS TOBA     355.00        355.00
                                                    Pay Date  1/13/00
  2000137  65489        28200  PHILIP MORRIS, INC     196.00        193.55
                                                    Pay Date  1/01/00




F3=Exit    F4=Post batch
```

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

```
AP4120R    DISPLAY  CREATIVE DATA RESEARCH                12/20/99 10:09:00
JTIPPIN                           INVOICE REVIEW            QPADEV0003

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

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

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




F3=Exit    F4=Post batch
```

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

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

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


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

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






F3=Exit    F4=Post batch
```

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

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


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

                                                               .00

                                                               .00

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

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

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

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


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

                                                               .00

                                                               .00

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

Press <Enter> when editing is complete.

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


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

                                                                    .00

                                                                    .00


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

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

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

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

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

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




F3=Exit    F4=Post batch
```

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

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

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


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

                                                                    .00

                                                                    .00

                                                                    .00


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

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

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

Posting date    121899
Control total          350.00

Batch number      181  (blank for new batch)













F3=Exit    F8=Select batch
```

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

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

Posting date    121899
Control total          586.00

Batch number      181  (blank for new batch)













F3=Exit    F8=Select batch
```

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

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

Adding A Credit Memo

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

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

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

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

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

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

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

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

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

Posting date
Control total

Batch number          (blank for new batch)












F3=Exit    F8=Select batch
```

2. Enter a date for the **Posting date** (6,n) field to designate the posting date of the invoice batch. Refer to Adding An Invoice Batch for information about using this date for posting entries to the General Ledger.

3. Enter the amount of the credit memo for the **Control total** (11.2,n) field, and press <Field Minus> (not <Field Exit>). Note: A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appear (such as *1}* when *10* is entered), but it is converted to a negative number when data entry is complete.

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

Posting date   122299
Control total           59.2}

Batch number          (blank for new batch)












F3=Exit    F8=Select batch
```

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

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


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

                                                                      .00

                                                                      .00

                                                                      .00


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

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

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

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


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

                                                                     .00

                                                                     .00

                                                                     .00


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

9. Press <Enter>.

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


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

                                                                     .00

                                                                     .00

                                                                     .00


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

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

- **Terms** (2,a) - the vendor's payment terms can be changed. If necessary, delete
  the previously entered code, enter *?* and press <Enter> to select a different
  terms code from the Vendor Terms Select screen.
- Optional: **Rcv Dte** (6,n) - the date on which the purchase order was received
  from the vendor.
- **Due date** (6,n) - the date by which the vendor must receive payment before an
  invoice is considered past due.
- **Pay date** (6,n) - the date by which the distributor intends to pay the vendor.
- Optional: **Disc due** (6,n) - the date by which the vendor must receive payment
  for the distributor to qualify for a cash discount.

10. Enter text for the **Ref** (30,a) field which appears on the A/P Invoice Transaction
    Register when the invoice batch is posted.
11. Enter an A/P item code for the **Item** (15,a) field, and press <Enter>; or enter *?*
    and press <Enter> to select an item code from the Item Selection screen. Refer to
    Working With A/P Item Records for information about the **Item code** field.
12. If necessary, enter a description of the item for the **Desc** (30,a) field. Refer to
    Working With A/P Item Records for information about the **Description** field.

13. To enter the quantity of the item for the **Qty** (7,n) field, enter the number, and press <Field Minus> (not <Field Exit>). A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appear (such as *1}* when *10* is entered), but it is converted to a number when data entry is complete.

14. To enter the amount of the credit memo for **Price** (7.2,n) field, enter the number, and press <Field Exit> (not <Field Minus>). Note: The amount appears as a positive number, but a negative number appears for the **Ext Amt** field when data entry is complete.

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

16. If necessary, enter the account number which is used when posting the credit memo for the **G/L Account #** (5+4,n) field. Refer to Working With A/P Item Records for information about the **G/L Account #** field. Note: The **G/L Account #** field name will be different if another value is entered for the **Account header** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

17. If necessary, users may be able to change the value of the **Discount** (1,a) field which defaults from the **Discount allowed** field of the A/P item record. Refer to Working With A/P Item Records for additional information. Refer to Working With Company A/P Options for information about the **Allow discount override** field which designates *if* the value of the **Discount** field can be changed when processing invoice batches.

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

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


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

                                                                          .00

                                                                          .00


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

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

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


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

                                                                      .00

                                                                      .00

                                                                      .00


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

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

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

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

Posting date    122299
Control total          59.20-

Batch number     185  (blank for new batch)










F3=Exit    F8=Select batch
```

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

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

Posting An Invoice Batch

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

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

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

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

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

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

Posting date
Control total

Batch number          (blank for new batch)












F3=Exit    F8=Select batch
```

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

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

   Batch    Posted   Control total   Created by  Workstation   Date


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

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












F3=Exit
```

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

3. Locate the desired batch (use <Page Down> if necessary), and enter *1* (Select) in
    the selection column next to its batch number.

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

   Batch    Posted   Control total   Created by  Workstation   Date


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

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












F3=Exit
```

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

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

Posting date    121799
Control total         635.00

Batch number     179  (blank for new batch)
```
```
F3=Exit    F8=Select batch
```

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

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

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


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

                                                                    .00

                                                                    .00

                                                                    .00


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

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

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

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

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

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



F3=Exit    F4=Post batch
```

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

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


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

                                                                    .00

                                                                    .00

                                                                    .00


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

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

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

Posting date   122299
Control total       635.00

Batch number     179  (blank for new batch)











F3=Exit    F8=Select batch
```

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

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

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

                                                                   .00

                                                                   .00

                                                                   .00


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

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

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

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

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

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




F3=Exit    F4=Post batch
```

8. Press <F4> (Post batch). The A/P Invoice Posting (Enter) screen appears, and the
   following reports (see below) are printed:
   • A/P-G/L Trans Register
   • Invoice Entry Edit List (optional)
   • A/P Invoice Transaction Register.

A/P-G/L Trans Register

```
CREATIVE DATA RESEARCH                A/P-G/L TRANS REGISTER            JTIPPIN    12/22/99 11:28:18 Page      1

Batch    179

Cost Center    G/L Account #        Jrnl    Inv date    Posted    Description                    Debits        Credits
  10              200               417     12/22/99   12/22/99   A/P Invoice batch 179             .00        1035.00CR
                                                                                              _____     _____
                                                                                                    .00        1035.00CR

  10              820               417     12/22/99   12/22/99   BANNER CANDY COMPA2000138       400.00            .00
  10              820               417     12/22/99   12/22/99   DANDY CONFECTIONS2000142        245.00            .00
                                                                                              _____     _____
                                                                                                 645.00            .00

  10              830               417     12/22/99   12/22/99   FIRCREST FARMS2000143            45.00            .00
  10              830               417     12/22/99   12/22/99   GENERAL MILLS, INC2000144       345.00            .00
                                                                                              _____     _____
                                                                                                 390.00            .00


                                                                                              _____     _____
Final totals                                                                                    1035.00        1035.00CR

** END OF REPORT **
```

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

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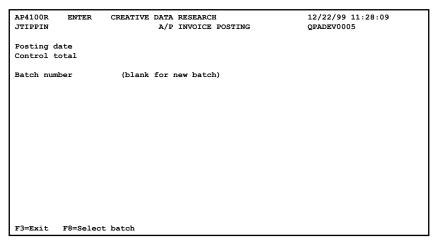
Invoice Entry Edit List

```
Creative Data Research                  Invoice Entry Edit List            JTIPPIN    12/22/99 11:28:05 Page      1


Company CDR

   Batch Number    179 Status    Batch Control Total      1035.00

Voucher      Vendor Vendor Name            Vendor    Invoice   Invoice   Invoice   Total       Total          Terms Description
                                           Invoice    Date     Due Date  Pay Date  Inv.Amt.    Disc. Allowed

2000138 R  41696  BANNER CANDY COMPANY      12587    12/16/99  1/14/00  12/22/99   400.00                    30 30 Days

        Seq Typ Item Number    Item description        Detail    Detail   Discount   Adjustment  Remain Due  Act. Cost
                                                       Amount    Qty

          1  R  INVENTORY04     Purchases - Candy/Gum   100.00      4                             400.00

2000142 R  62640  DANDY CONFECTIONS          3265    12/17/99  1/15/00  12/22/99   245.00                    30 30 Days

        Seq Typ Item Number    Item description        Detail    Detail   Discount   Adjustment  Remain Due  Act. Cost
                                                       Amount    Qty

          1  R  INVENTORY04     Purchases - Candy/Gum   245.00      1                             245.00

2000143 R  99989  FIRCREST FARMS             6589    12/18/99  1/16/00  12/22/99    45.00                    30 30 Days

        Seq Typ Item Number    Item description        Detail    Detail   Discount   Adjustment  Remain Due  Act. Cost
                                                       Amount    Qty

          1  R  INVENTORY05     Purchases - Grocery      45.00      1                              45.00

2000144 R  16000  GENERAL MILLS, INC.         167    12/16/99  1/19/00  12/22/99   345.00                    15 2.5% 15 Net 35

        Seq Typ Item Number    Item description        Detail    Detail   Discount   Adjustment  Remain Due  Act. Cost
                                                       Amount    Qty

          1  R  INVENTORY05     Purchases - Grocery     345.00      1                             345.00

** END OF REPORT **
```

A/P Invoice Transaction Register

```
CREATIVE DATA RESEARCH               A/P INVOICE TRANSACTION REGISTER      JTIPPIN   12/22/99 11:28:14 Page     1

Batch    179    Posting date 12/22/99

   Voucher  2000138  Vendor  41696  BANNER CANDY COMPANY          Inv date  12/16/99    Inv total        400.00
        Terms   30 30 Days            Ref.                        Invoice Type P  Vnd Inv#  12587

        Item         Description           Qty   Amount   Ext cost   Avail.Disc    Ext Net   Cost Center    G/L Account #
        INVENTORY04  Purchases - Candy/Gum    4   100.00    400.00         .00     400.00    10             820

   Voucher  2000142  Vendor  62640  DANDY CONFECTIONS            Inv date  12/17/99    Inv total        245.00
        Terms   30 30 Days            Ref.  Invoice 3265          Invoice Type P  Vnd Inv#  3265

        Item         Description           Qty   Amount   Ext cost   Avail.Disc    Ext Net   Cost Center    G/L Account #
        INVENTORY04  Purchases - Candy/Gum    1   245.00    245.00         .00     245.00    10             820

   Voucher  2000143  Vendor  99989  FIRCREST FARMS               Inv date  12/18/99    Inv total         45.00
        Terms   30 30 Days            Ref.  invoice 6589          Invoice Type P  Vnd Inv#  6589

        Item         Description           Qty   Amount   Ext cost   Avail.Disc    Ext Net   Cost Center    G/L Account #
        INVENTORY05  Purchases - Grocery      1    45.00     45.00         .00      45.00    10             830

   Voucher  2000144  Vendor  16000  GENERAL MILLS, INC.          Inv date  12/16/99    Inv total        345.00
        Terms   15 2.5% 15 Net 35     Ref.  invoice 167          Invoice Type P  Vnd Inv#  167

        Item         Description           Qty   Amount   Ext cost   Avail.Disc    Ext Net   Cost Center    G/L Account #
        INVENTORY05  Purchases - Grocery      1   345.00    345.00         .00     345.00    10             830

Total for batch    179                                        1035.00         .00    1035.00

** END OF REPORT **
```

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

```
AP4100R      ENTER    CREATIVE DATA RESEARCH            12/22/99 11:28:09
JTIPPIN                        A/P INVOICE POSTING      QPADEV0005

Posting date
Control total

Batch number          (blank for new batch)

















F3=Exit    F8=Select batch
```

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

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

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

Adjusting A Posted Invoice

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

Adjustments made (as described below) are:

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

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

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

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

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

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

   Alpha name       Code


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

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


F3=Exit
```

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

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

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

During the course of adjusting posted invoices, the following fields can be used to locate the vendor of the desired invoice:
- **Alpha name** - enter an alpha code and press <Enter> to redisplay the list beginning with the designated vendor.
- **Code** - enter a vendor code and press <Enter> to redisplay the list beginning with the designated vendor.

2. Enter *1* (Select) in the selection column next to the vendor for whom the invoice adjustment will be made. If necessary, press <Page Down>, or use the **Alpha name** and **Code** fields to locate the desired vendor.

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

   Alpha name        Code
   R.J.              12301

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

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


F3=Exit
```

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

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

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


Type options, press Enter.
1=Select

? Voucher  Vendor inv  Trans date  Invoice amt  Reference

     1228  RJ2443        4/15/00       200.00   INV RJ2443
     1265  RJ3321        5/01/00       220.00   INV RJ3321
     1266  RJ3322        5/02/00       320.00   INV RJ3322
     1267  RJ3323        5/02/00       200.00   INV RJ3323
     1269  RJ3443        5/02/00        50.00-  CR on RJ3321




F3=Exit   F24=Notes                                          +
```

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

4. Enter *1* (Select) in the selection column next to the voucher number of the desired invoice (press <Page Down> if necessary), and press <Enter>. The A/P DR/CR Maintenance screen appears.

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


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

                                                                     .00

                                                                     .00


F3=Exit
```

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

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

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

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


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

                                                                     .00

                                                                     .00


F3=Exit
```

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

7. If necessary, enter the account number which is used when posting the adjustment for the **G/L Account #** (5+4,n) field. Refer to Working With A/P Item Records for information about the **G/L Account #** field. Note: The **G/L Account #** field name will be different if another value is entered for the **Account header** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

8. If necessary, users may be able to change the value of the **Discount** (1,a) field which defaults from the **Discount allowed** field of the A/P item record. Refer to Working With A/P Item Records for additional information. Refer to Working With Company A/P Options for information about the **Allow discount override** field which designates *if* the value of the **Discount** field can be changed when processing invoice batches.

9. If an amount appears for the **Discount** field, it must be deleted to allow the A/P System to calculate the correct discount amount.

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


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

                                                                   .00

                                                                   .00


F3=Exit
```

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

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


Type options, press Enter.
4=Delete
?  Item               Desc (?=spcl items)           Adj amt     Ext amt
                          Cost Center     G/L Account #         Discount
   INVENTORY01         Purchases - Cigarettes          20.00-     300.00
                           10              800               Y     30.00
                                                                   .00

                                                                   .00

                                                                   .00

F3=Exit
                                                   CONFIRM: N (Y/N)
```

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

A/P Debit/Credit G/L Journal Register

```
Creative Data Research              A/P Debit/Credit G/L Journal Register JTIPPIN    ARECPFR     5/08/00 13:39:46 Page    1

Journal Entry Number    672    Posting Date 5/08/00

          Trans     Description              Amount          Cost      G/L account
          Date                                               Center

          5/08/00  DEBIT/CREDIT ADJ0001266        20.00      1000000   2000000000000

     G/L account   2000000000000                  20.00

          5/08/00  DEBIT/CREDIT ADJ0001266        20.00CR    1000000   8000000000000

     G/L account   8000000000000                  20.00CR

** END OF REPORT **
```

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

```
AP5750R     DISPLAY   CREATIVE DATA RESEARCH                5/08/00 15:58:43
JTIPPIN                       DR/CR INVOICE SELECTION        QPADEV000D

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

Type options, press Enter.
1=Select

? Voucher  Vendor inv  Trans date  Invoice amt  Reference

    1228   RJ2443        4/15/00        200.00   INV RJ2443
    1265   RJ3321        5/01/00        220.00   INV RJ3321
    1266   RJ3322        5/02/00        320.00   INV RJ3322
    1267   RJ3323        5/02/00        200.00   INV RJ3323
    1269   RJ3443        5/02/00         50.00-  CR on RJ3321




F3=Exit    F24=Notes                                          +
```

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

```
AP5750R     DISPLAY   CREATIVE DATA RESEARCH                5/08/00 15:59:58
JTIPPIN                       DR/CR INVOICE SELECTION        QPADEV000D

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

Type options, press Enter.
1=Select

? Voucher  Vendor inv  Trans date  Invoice amt  Reference

    1228   RJ2443        4/15/00        200.00   INV RJ2443
    1265   RJ3321        5/01/00        220.00   INV RJ3321
    1266   RJ3322        5/02/00        300.00   INV RJ3322
    1267   RJ3323        5/02/00        200.00   INV RJ3323
    1269   RJ3443        5/02/00         50.00-  CR on RJ3321




F3=Exit    F24=Notes                                          +
```

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

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

Vendor  12301

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




















F3=Exit
```

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

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

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

Type options, press Enter.
1=Select

? Voucher  Vendor inv  Trans date  Invoice amt  Reference

   1228   RJ2443       4/15/00        200.00   INV RJ2443
   1265   RJ3321       5/01/00        220.00   INV RJ3321
   1266   RJ3322       5/02/00        300.00   INV RJ3322
   1267   RJ3323       5/02/00        200.00   INV RJ3323
   1269   RJ3443       5/02/00         50.00-  CR on RJ3321



F3=Exit    F24=Notes                                             +
```

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

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

  Alpha name        Code
  R.J.              12301

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

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

F3=Exit
```

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

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

```
AP4230R    DISPLAY   CREATIVE DATA RESEARCH                  5/09/00 11:31:38
JTIPPIN                      A/P INVOICE INQUIRY           QPADEV000G

Voucher    1266  Batch    308                    Inv total       300.00
Vendor   12301                                   Disc avail       30.00
Invoice  RJ3322                 Pymt type P        Post date  5/05/00
Terms 10 10% 10 Net 30          Inv date   5/02/00 Due date   6/01/00
Ref   INV RJ3322               Pay date    5/12/00 Disc due   5/12/00


 Item           Description              Qty    Price    Ext amt
      Cost Center    G/L Account #       Disc          Adj amt
 INVENTORY01      Purchases - Cigarettes        1   320.00       300.00
         10              800              Y               20.00-




F3=Exit
```

Working With Payments

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

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

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

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

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

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

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

Batch number  .            (blank for new batch)




F3=Exit    F8=Select batch
```

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

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

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

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

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








F3=Exit
```

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

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

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








F3=Exit    F4=Accept batch    F6=Add invoice
```

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

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

```
AP4400R    CHANGE    CREATIVE DATA RESEARCH              5/10/00 11:19:05
JTIPPIN                 PAYMENT DETAIL MAINTENANCE        QPADEV0006

Voucher  2000182                       Invoice payment         5.00
Vendor   72965                         Total payments          5.00
Terms    10                            Total discounts          .50
Reference                              Net Amount              4.50

Item               Description                  Payment   Discount
INVENTORY01        Purchases - Cigarettes          5.00        .50


















F3=Exit
```

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

```
AP4315R     DISPLAY   CREATIVE DATA RESEARCH            5/10/00 11:27:03
JTIPPIN                 A/P INVOICE SELECTION           QPADEV0006

     Voucher   Vendor   Vendor Name


Type options, press Enter.
1=Select

? Voucher Vendor Reference                 Remain due  Type
  2000077 62640                               999.00    P
      Name DANDY CONFECTIONS
  2000080 62640                              2074.46    P
      Name DANDY CONFECTIONS
  2000082 72965                              1000.00    P
      Name ADAMS & BROOKS, INC.
  2000084 72965                               600.00    P
      Name ADAMS & BROOKS, INC.
  2000088 STA01  Child Support Payment         33.00    P
      Name State of Louisiana                                   +

F3=Exit
```

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

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

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




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

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

Adding A Payment Batch

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

The instructions which follow describe:

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

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

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

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

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

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

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

        ==================> A C C O U N T S   P A Y A B L E <====================
        =========================================================================
        !!!!!!!!!!    1. Invoice Entry/Update        11. Void Check Entry (Blanks)
        THE   !!      2. Debit/Credit Maint.
        DAC   !!      3. Process Manual Payments
        SYSTEM !!     4. Auto Payment Selection
        !!!!!!!!!!    5. Process EFT Payments
                      6. Print Checks
                      7. Select Default Company
                      8. Edit Voucher Pay Date
                      9. Receive Remote Invoices
                     10. Check Reconciliation
                           M E N U   C A L L S
        19. A/P Inquiry         20. A/P File Maint.      21. A/P Report Menu
        22. General Ledger      23. A/P Closing Menu     90. Sign Off
        =========================================================================
        COPYRIGHT @1992-2004@ Creative Data Research, Inc.


        ===>
```

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

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

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

Batch number . .             (blank for new batch)










F3=Exit    F8=Select batch
```

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

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

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

Batch number . .            (blank for new batch)










F3=Exit    F8=Select batch
```

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

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

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




F3=Exit    F4=Accept batch    F6=Add invoice
```

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

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

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

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

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

```
AP4310R     DISPLAY  CREATIVE DATA RESEARCH                 5/10/00 16:01:25
JTIPPIN                      A/P PAYMENT SELECTION          QPADEV0006
Batch    329  Sel date  5/15/00 Per    Vendor         Payments        2976.67
  Bank FNB     Check count      3    Disc       73.17   Net       2903.50
Type options, press Enter.
4=Delete   8=Details

?    Vendor Voucher Reference              Pay Date      Payment amt  Discount amt
     12300    1218 000335                  5/10/00          731.67         73.17
       Name R.J.R.                                  Net Amt. -       658.50
8    18346  2000053                        5/15/00         2000.00
       Name ALEX FOODS INC.                          Net Amt. -      2000.00
     62640  2000142 Invoice 3265           5/01/00          245.00
       Name DANDY CONFECTIONS                        Net Amt. -       245.00




F3=Exit    F4=Accept batch    F6=Add invoice
```

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

```
AP4400R      CHANGE     CREATIVE DATA RESEARCH                    5/10/00 16:35:25
JTIPPIN                       PAYMENT DETAIL MAINTENANCE          QPADEV0006

Voucher   2000053                             Invoice payment        2000.00
Vendor    18346                               Total payments         2000.00
Terms     30                                  Total discounts            .00
Reference                                     Net Amount             2000.00

Item              Description                 Payment    Discount
INVENTORY06       Purchases - HBA/Drugs       2000.00




















F3=Exit
```

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

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

```
AP4400R      CHANGE     CREATIVE DATA RESEARCH                    5/10/00 16:35:25
JTIPPIN                       PAYMENT DETAIL MAINTENANCE          QPADEV0006

Voucher   2000053                             Invoice payment        2000.00
Vendor    18346                               Total payments         2000.00
Terms     30                                  Total discounts            .00
Reference                                     Net Amount             2000.00

Item              Description                 Payment    Discount
INVENTORY06       Purchases - HBA/Drugs            500          50


















F3=Exit
```

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

```
AP4400R      CHANGE     CREATIVE DATA RESEARCH                    5/10/00 16:41:14
JTIPPIN                    PAYMENT DETAIL MAINTENANCE             QPADEV0006

Voucher  2000053                              Invoice payment       2000.00
Vendor   18346                                Total payments         500.00
Terms    30                                   Total discounts         50.00
Reference                                     Net Amount             450.00

Item            Description                      Payment   Discount
INVENTORY06     Purchases - HBA/Drugs             500.00      50.00













F3=Exit
Invoice total not equal to total payments.
```

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

```
AP4310R     DISPLAY  CREATIVE DATA RESEARCH                    5/10/00 16:55:22
JTIPPIN                   A/P PAYMENT SELECTION                QPADEV0006
Batch    329  Sel date 5/15/00 Per    Vendor       Payments      1476.67
  Bank FNB     Check count       3    Disc      123.17   Net       1353.50
Type options, press Enter.
4=Delete   8=Details

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








F3=Exit    F4=Accept batch    F6=Add invoice
```

The following values which appear for each voucher may be changed:
  • **Payment amt** - the amount that would be paid if cash discounts were
    excluded when checks were printed.
  • Optional: **Discount amt** - the cash discount for which the distributor qualifies.
  • **Net Amt.** - the amount that will be paid when checks are printed.
The value of the **Payments**, **Disc** and **Net** fields at the top of the A/P Payment
Selection screen may also change when users make a partial payment or change
the discount amount of a voucher.

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

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

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









F3=Exit    F4=Accept batch    F6=Add invoice
```

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

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

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









F3=Exit    F4=Accept batch    F6=Add invoice
```

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

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

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

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

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

Batch number  .    329    (blank for new batch)






F3=Exit    F8=Select batch
```

7. Press <F3> (Exit). The Accounts Payable screen appears.

The vouchers of a saved payment batch cannot be included in another payment
batch. If necessary, users can delete a voucher from one payment batch, as previously
described, before adding it to another batch. Note: When a voucher is deleted from a
payment batch, its corresponding vendor invoice is not deleted from the A/P system.

Refer to Editing A Payment Batch for information about changing a saved payment
batch. Refer to Working With Invoice Voucher Inquiry for information about
displaying the payment details of vendor invoices.

Reconciling Pay Dates And Periods

If *PD* is entered for the **A/P Check Date** field of the A/P Options, and if the pay date of a voucher and the selection date of the payment batch (in which the voucher is included) fall in different periods, the payment batch cannot be accepted for payment processing. As illustrated below, highlighting is used on the A/P Payment Selection screen to designate the vouchers with pay dates of a different period.

```
AP4310R    DISPLAY  CREATIVE DATA RESEARCH                   5/11/00 16:44:22
JTIPPIN                       A/P PAYMENT SELECTION             QPADEV0003
Batch    331  Sel date  5/15/00 Per  5 Vendor         Payments      2963.10
  Bank FNB     Check count      3    Disc      287.73   Net        2675.37
Type options, press Enter.
4=Delete   8=Details

?     Vendor Voucher Reference          Pay Date     Payment amt  Discount amt
      011000    1202 000356             5/04/00           138.10          1.73
        Name LIGGETT & MYERS                 Net Amt. -       136.37
      10000     1205                  4/11/00  4           215.00         25.00
        Name A-1 WHOLESALE                   Net Amt. -       190.00
      12300     1224 000373             5/10/00          2610.00        261.00
        Name R.J.R.                          Net Amt. -      2349.00




F3=Exit   F4=Accept batch   F6=Add invoice
```

The period in which the batch's selection date falls (*5*) is displayed as the value of the **Per** field at the top of the A/P Payment Selection screen. The period in which the voucher's pay date falls (*4*) is highlighted to the right of the pay date.

Refer to Working With Accounts Payable Inquiry for information about displaying period dates.

Below are two procedures which users can follow in order to accept a payment batch such as the one illustrated above.

Procedure 1: Use the *4=Delete* option to delete the "out-of-period" vouchers from the payment batch before accepting it.

1. Locate the desired voucher (use <Page Down> if necessary), and enter *4* (Delete) in the selection column next to its vendor code.

```
AP4310R    DISPLAY  CREATIVE DATA RESEARCH                  5/11/00 16:44:22
JTIPPIN                    A/P PAYMENT SELECTION            QPADEV0003
Batch    331  Sel date  5/15/00 Per  5 Vendor         Payments      2963.10
  Bank FNB     Check count      3   Disc     287.73   Net       2675.37
Type options, press Enter.
4=Delete    8=Details

?    Vendor Voucher Reference          Pay Date     Payment amt  Discount amt
     011000    1202 000356              5/04/00         138.10          1.73
        Name LIGGETT & MYERS            Net Amt. -      136.37
4    10000     1205                     4/11/00  4      215.00         25.00
        Name A-1 WHOLESALE              Net Amt. -      190.00
     12300     1224 000373              5/10/00        2610.00        261.00
        Name R.J.R.                     Net Amt. -     2349.00






F3=Exit    F4=Accept batch    F6=Add invoice
```

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

```
AP4310R    DISPLAY  CREATIVE DATA RESEARCH                  5/11/00 16:44:54
JTIPPIN                    A/P PAYMENT SELECTION            QPADEV0003
Batch    331  Sel date  5/15/00 Per  5 Vendor         Payments      2748.10
  Bank FNB     Check count      2   Disc     262.73   Net       2485.37
Type options, press Enter.
4=Delete    8=Details

?    Vendor Voucher Reference          Pay Date     Payment amt  Discount amt
     011000    1202 000356              5/04/00         138.10          1.73
        Name LIGGETT & MYERS            Net Amt. -      136.37
     12300     1224 000373              5/10/00        2610.00        261.00
        Name R.J.R.                     Net Amt. -     2349.00







F3=Exit    F4=Accept batch    F6=Add invoice
```

Note: When a voucher is deleted from a payment batch, its corresponding vendor invoice is not deleted from the A/P system.

3. If necessary, repeat the previous instructions to continue deleting "out-of-period" vouchers.

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

Procedure 2: Use the Edit Voucher Pay Date application to change the pay date of the "out-of-period" vouchers in the payment batch before accepting it. As described below, the vouchers must be deleted from the payment batch, then added to the batch after the pay date is changed.

```
AP4310R     DISPLAY   CREATIVE DATA RESEARCH                    5/11/00 16:44:22
JTIPPIN                       A/P PAYMENT SELECTION              QPADEV0003
Batch    331  Sel date  5/15/00 Per  5 Vendor       Payments      2963.10
  Bank FNB    Check count       3    Disc      287.73   Net       2675.37
Type options, press Enter.
4=Delete   8=Details

?    Vendor Voucher Reference         Pay Date     Payment amt  Discount amt
     011000    1202 000356            5/04/00          138.10          1.73
       Name LIGGETT & MYERS                  Net Amt. -      136.37
     10000     1205              █4/11/00 4█              215.00         25.00
       Name A-1 WHOLESALE                    Net Amt. -      190.00
     12300     1224 000373            5/10/00         2610.00        261.00
       Name R.J.R.                           Net Amt. -     2349.00




F3=Exit    F4=Accept batch    F6=Add invoice
```

1. Press <F3> to exit. The Auto Payment Selection screen appears.

```
AP4300R      ENTER     CREATIVE DATA RESEARCH                 5/12/00  8:51:54
JTIPPIN                     AUTO PAYMENT SELECTION            QPADEV0003

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

Batch number  .      331    (blank for new batch)











F3=Exit    F8=Select batch
```

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

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

   ==================> A C C O U N T S   P A Y A B L E <==================
   ========================================================================
   !!!!!!!!!!    1. Invoice Entry/Update        11. Void Check Entry (Blanks)
   THE    !!     2. Debit/Credit Maint.
   DAC    !!     3. Process Manual Payments
   SYSTEM !!     4. Auto Payment Selection
   !!!!!!!!!!    5. Process EFT Payments
                 6. Print Checks
                 7. Select Default Company
                 8. Edit Voucher Pay Date
                 9. Receive Remote Invoices
                10. Check Reconciliation
                     M E N U   C A L L S
   19. A/P Inquiry        20. A/P File Maint.      21. A/P Report Menu
   22. General Ledger     23. A/P Closing Menu     90. Sign Off
   ========================================================================
   COPYRIGHT @1992-2004@ Creative Data Research, Inc.


   ===>
```

3. Select option 8 (Edit Voucher Pay Date) from the Accounts Payable screen. The Invoice Pay Date Maintenance Prompt Screen screen appears.

```
ARBTE1R    CHANGE    CREATIVE DATA RESEARCH                5/12/00  8:57:33
JTIPPIN              Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number  .
Voucher Type (R ) .













F3=Exit    F9=New    F10=Actions
```

4. Enter the voucher of the desired voucher for the **Voucher Number** (7,n) field.
5. Enter *R* for the **Voucher Type** (2,a) field.

```
ARBTE1R     CHANGE    CREATIVE DATA RESEARCH                5/12/00  8:57:33
JTIPPIN               Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number  .   0001205
Voucher Type (R ) .    R













F3=Exit    F9=New    F10=Actions
```

6. Press <Enter>. The Invoice Pay Date Maintenance screen appears.

```
ARBTE1R     CHANGE    CREATIVE DATA RESEARCH                5/12/00  9:04:41
JTIPPIN                    Invoice Pay Date Maintenance       QPADEV0003

Voucher nbr . . . . . . . :      1205
Vendor  . . . . . . . . . :   10000  A-1 WHOLESALE
Voucher Reference . . . . :
Vendor's Invoice Number . :   S8946
Voucher Status  . . . . . :   A
Voucher Post Date . . . . :    4/24/00
Voucher Disc Due Date . . :    4/11/00
Invoice Total . . . . . . :        215.00
Remaining Amount Due  . . :        215.00
Due Date  . . . . . . . . .    50100
Pay Date  . . . . . . . . .    41100
Payment Type  . . . . . . .    P
   (Payment Type Codes:  P-Regular Invoice  M-Manual Invoice  E-EFT Invoice)




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

7. Enter the desired date for the **Pay Date** (6,n) field, and press <Enter>.

Accounts Payable (Rev. 7/09/13)

```
ARBTE1R     CHANGE    CREATIVE DATA RESEARCH                  5/12/00  9:06:20
JTIPPIN                    Invoice Pay Date Maintenance         QPADEV0003

Voucher nbr . . . . . . . :       1205
Vendor  . . . . . . . . . :    10000  A-1 WHOLESALE
Voucher Reference . . . . :
Vendor's Invoice Number . :    S8946
Voucher Status  . . . . . :    A
Voucher Post Date . . . . :     4/24/00
Voucher Disc Due Date . . :     4/11/00
Invoice Total . . . . . . :          215.00
Remaining Amount Due  . . :          215.00
Due Date  . . . . . . . .      50100
Pay Date  . . . . . . . .      51500
Payment Type  . . . . . . .    P
  (Payment Type Codes:  P-Regular Invoice  M-Manual Invoice  E-EFT Invoice)




F3=Exit   F10=Actions   F11=Delete   F12=Cancel
                                                    CONFIRM: Y (Y/N)
```

8. Press <Enter> when prompted to confirm. The Invoice Pay Date Maintenance
   Prompt Screen screen appears with the *Record changed* message.

```
ARBTE1R     CHANGE    CREATIVE DATA RESEARCH                  5/12/00  9:09:29
JTIPPIN              Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number  .
Voucher Type (R ) .













F3=Exit   F9=New   F10=Actions
Record changed.
```

9. If necessary, users can repeat the previous instructions to continue editing
   vouchers, or press <F3> (Exit). The Accounts Payable screen appears.

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

    ==================> A C C O U N T S  P A Y A B L E <==================
    =====================================================================
    ¦¦¦¦¦¦¦¦¦¦    1. Invoice Entry/Update       11. Void Check Entry (Blanks)
    THE    ¦¦    2. Debit/Credit Maint.
    DAC    ¦¦    3. Process Manual Payments
    SYSTEM ¦¦    4. Auto Payment Selection
    ¦¦¦¦¦¦¦¦¦¦    5. Process EFT Payments
                 6. Print Checks
                 7. Select Default Company
                 8. Edit Voucher Pay Date
                 9. Receive Remote Invoices
                10. Check Reconciliation
                        M E N U   C A L L S
    19. A/P Inquiry        20. A/P File Maint.      21. A/P Report Menu
    22. General Ledger     23. A/P Closing Menu     90. Sign Off
    =====================================================================
    COPYRIGHT @1992-2004@ Creative Data Research, Inc.


       ===>
```

10. Select option 4 (Auto Payment Selection) to select the desired payment batch with
    the F8 (Select batch) function key and the Batch Selection screen.

```
AP4310R    DISPLAY  CREATIVE DATA RESEARCH              5/12/00 09:10:22
JTIPPIN                  A/P PAYMENT SELECTION              QPADEV0003
Batch    331  Sel date  5/15/00 Per  5 Vendor        Payments      2963.10
  Bank FNB    Check count      3   Disc      287.73   Net      2675.37
Type options, press Enter.
4=Delete    8=Details

?   Vendor Voucher Reference        Pay Date    Payment amt  Discount amt
    011000   1202 000356            5/04/00        138.10         1.73
      Name LIGGETT & MYERS               Net Amt. -     136.37
    10000    1205              4/11/00  4           215.00        25.00
      Name A-1 WHOLESALE                 Net Amt. -     190.00
    12300    1224 000373            5/10/00       2610.00       261.00
      Name R.J.R.                        Net Amt. -    2349.00




    F3=Exit   F4=Accept batch   F6=Add invoice
```

11. When the A/P Payment Selection screen appears, use the *4=Delete* option to delete the "out-of-period" vouchers in the payment batch.

```
AP4310R      DISPLAY  CREATIVE DATA RESEARCH              5/12/00  9:11:21
JTIPPIN                  A/P PAYMENT SELECTION              QPADEV0003
Batch    331  Sel date  5/15/00 Per  5 Vendor        Payments      2748.10
  Bank FNB    Check count      2   Disc      262.73   Net      2485.37
Type options, press Enter.
4=Delete    8=Details

?   Vendor Voucher Reference        Pay Date    Payment amt  Discount amt
    011000   1202 000356            5/04/00        138.10         1.73
      Name LIGGETT & MYERS               Net Amt. -     136.37
    12300    1224 000373            5/10/00       2610.00       261.00
      Name R.J.R.                        Net Amt. -    2349.00





    F3=Exit   F4=Accept batch   F6=Add invoice
```

12. Use the <F6> (Add invoice) function key to add the vouchers with changed pay dates to the payment batch. Refer to Editing A Payment Batch for additional information.

```
AP4310R      DISPLAY  CREATIVE DATA RESEARCH              5/12/00  9:12:16
JTIPPIN                  A/P PAYMENT SELECTION              QPADEV0003
Batch    331  Sel date  5/15/00 Per  5 Vendor        Payments      2963.10
  Bank FNB    Check count      3   Disc      287.73   Net      2675.37
Type options, press Enter.
4=Delete    8=Details

?   Vendor Voucher Reference        Pay Date    Payment amt  Discount amt
    011000   1202 000356            5/04/00        138.10         1.73
      Name LIGGETT & MYERS               Net Amt. -     136.37
    10000    1205                   5/15/00        215.00        25.00
      Name A-1 WHOLESALE                 Net Amt. -     190.00
    12300    1224 000373            5/10/00       2610.00       261.00
      Name R.J.R.                        Net Amt. -    2349.00




    F3=Exit   F4=Accept batch   F6=Add invoice
```
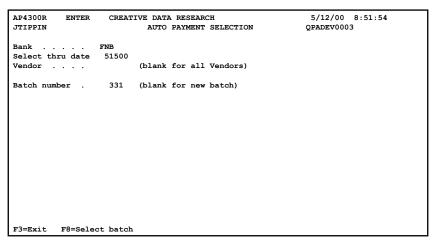
13. To save the payment batch without accepting it, press <F3> (Exit); otherwise, press <F4> (Accept batch) and refer to Accepting A Payment Batch for information about the A/P Payment Check Date Edit Report.

Editing A Voucher

The instructions below describe using the Edit Voucher Pay Date application to change the pay date, due date and payment type of a posted invoice's voucher. If the voucher which is edited is included in an existing payment batch, one of these processes must also be followed:

- The voucher must be deleted from the payment batch, and then added to it or added to another batch. Refer to Reconciling Pay Dates And Periods (see Procedure 2) for an example of this process.
- The entire payment batch containing the voucher must be deleted, and a new batch containing the voucher must be added. Refer to Editing A Payment Batch for additional information about this process.

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

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

1. Select option 8 (Edit Voucher Pay Date) from the Accounts Payable screen. The Invoice Pay Date Maintenance Prompt Screen screen appears.

```
ARBTE1R    CHANGE    CREATIVE DATA RESEARCH                1/05/00  9:11:50
JTIPPIN              Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number  .
Voucher Type (R ) .















F3=Exit   F9=New   F10=Actions
```

2. Enter the number of the desired voucher for the **Voucher Number** (7,n) field.
3. Enter *R* for the **Voucher Type** (2,a) field.

```
ARBTE1R    CHANGE   CREATIVE DATA RESEARCH                1/05/00  9:26:21
JTIPPIN              Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number  .   2000102
Voucher Type (R ) .   R













F3=Exit    F9=New    F10=Actions
```

4. Press <Enter>. The Invoice Pay Date Maintenance screen appears, unless one of
   the following messages is displayed:
   - *Voucher has not been posted*. Refer to Editing An Invoice Batch for
     information about changing the pay date, due date and payment type of an
     invoice before it is posted.
   - *Voucher Already Paid*. Refer to Working With Invoice Voucher Inquiry for
     information about displaying the payment details of vendor invoices.

```
ARBTE1R    CHANGE   CREATIVE DATA RESEARCH                1/05/00  9:27:28
JTIPPIN              Invoice Pay Date Maintenance          QPADEV0003

Voucher nbr . . . . . . . :   2000102
Vendor   . . . . . . . . . :   12301  R.J. REYNOLDS TOBACCO COMPANY
Voucher Reference . . . . :   000293
Vendor's Invoice Number . :   A123123456
Voucher Status  . . . . . :   A
Voucher Post Date . . . . :   10/29/99
Voucher Disc Due Date . . :   11/04/99
Invoice Total . . . . . . :       552.00
Remaining Amount Due  . . :       552.00
Due Date  . . . . . . . .   102599
Pay Date  . . . . . . . .   122299
Payment Type  . . . . . .   P
  (Payment Type Codes:  P-Regular Invoice  M-Manual Invoice  E-EFT Invoice)




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

5. To change the voucher's due date, enter the desired date for the **Due Date** (6,n)
   field.
6. To change the voucher's pay date, enter the desired date for the **Pay Date** (6,n)
   field.
7. To change the voucher's payment type, enter one of the following values for the
   Payment Type (1,a) field:
   - *P* - designates that the Auto Payment Selection application will be used to
     process the payment of the invoice with a system-generated check.
   - *M* - designates that the Process Manual Payments application will be used to
     process the payment of the invoice with a manually-written check.
   - *E* - designates that the Process EFT Payments application will be used to
     process the payment of the invoice with an electronic funds transfer.
8. Press <Enter> when data entry is complete.

```
ARBTE1R     CHANGE     CREATIVE DATA RESEARCH              1/05/00 10:33:21
JTIPPIN                Invoice Pay Date Maintenance        QPADEV0013

Voucher nbr . . . . . . . :   2000102
Vendor  . . . . . . . . . :   12301  R.J. REYNOLDS TOBACCO COMPANY
Voucher Reference . . . . :   000293
Vendor's Invoice Number . :   A123123456
Voucher Status  . . . . . :   A
Voucher Post Date . . . . :   10/29/99
Voucher Disc Due Date . . :   11/04/99
Invoice Total . . . . . . :        552.00
Remaining Amount Due  . . :        552.00
Due Date  . . . . . . . . .   102599
Pay Date  . . . . . . . . .    10500
Payment Type  . . . . . . .   P
  (Payment Type Codes:  P-Regular Invoice  M-Manual Invoice  E-EFT Invoice)




F3=Exit   F10=Actions   F11=Delete   F12=Cancel
                                                  CONFIRM: Y (Y/N)
```

9. Press <Enter> when prompted to confirm. The Invoice Pay Date Maintenance
   Prompt Screen screen appears with the *Record changed* message.

```
ARBTE1R     CHANGE     CREATIVE DATA RESEARCH              1/05/00 10:56:12
JTIPPIN              Invoice Pay Date Maintenance Prompt Screen QPADEV0013

Voucher Number  .
Voucher Type (R ) .













F3=Exit   F9=New   F10=Actions
Record changed.
```

10. If necessary, users can repeat the previous instructions to continue editing
    vouchers, or press <F3> (Exit). The Accounts Payable screen appears.

Editing A Payment Batch

The instructions which follow describe using the Auto Payment Selection application to delete an unaccepted payment batch, and to add a voucher to a payment batch. Refer to the following sections for additional information about making changes:

- Adding A Payment Batch - users can delete a voucher from a payment batch, change payment amounts, and override system-generated discounts prior to accepting payment batches. Note: When a voucher is deleted from a batch, its corresponding vendor invoice is not deleted from the A/P system.

- Editing A Voucher - users can change a voucher's pay date, due date and payment type after its corresponding invoice is posted.

- Deleting A Payment Batch - users can delete an entire payment batch after it is accepted.

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

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

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

```
AP4300R     ENTER     CREATIVE DATA RESEARCH            1/07/00 15:25:55
JTIPPIN                    AUTO PAYMENT SELECTION       QPADEV0003

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

Batch number  .             (blank for new batch)

















F3=Exit    F8=Select batch
```

2. Press <F8> (Select batch). The Batch Selection screen appears with a list of previously created payment batches that have not yet been accepted for payment processing.

```
AP5300R     DISPLAY   CREATIVE DATA RESEARCH                 1/07/00 15:26:08
JTIPPIN                           BATCH SELECTION            QPADEV0003

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

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

      160    1/07/00 STA01   FNB     JTIPPIN     QPADEV0003    1/07/00
      161    1/31/00         FNB     JTIPPIN     QPADEV0003    1/07/00
      162    1/20/00         FNB     JTIPPIN     QPADEV0003    1/07/00
      163    1/07/00         FNB     JTIPPIN     QPADEV0003    1/07/00










F3=Exit
```

3. During the course of editing payment batches, the following fields can be used to locate the desired batch:
    - **Batch** - enter a batch number and press <Enter> to redisplay the list beginning with the designated batch.
    - **Sel.dt** - enter a selection date and press <Enter> to limit the list to batches added with a specific selection date.
    - **Vendor** - enter a vendor code and press <Enter> to limit the list to batches added with a specific vendor's vouchers.
    - **Bank** - enter a bank code and press <Enter> to limit the list to batches designated for processing through the specified bank.
    - **Created by** - enter a username and press <Enter> to limit the list to batches added by the specified user.
    - **Workstation** - enter a job (or terminal) name and press <Enter> to limit the list to batches created by the specified job or at the specified terminal.
    - **Date** - enter a date and press <Enter> to limit the list to batches added on the specified date.

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

```
AP5300R     DISPLAY   CREATIVE DATA RESEARCH                 1/07/00 15:26:52
JTIPPIN                           BATCH SELECTION            QPADEV0003

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

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

      160    1/07/00 STA01   FNB     JTIPPIN     QPADEV0003    1/07/00
4     161    1/31/00         FNB     JTIPPIN     QPADEV0003    1/07/00
      162    1/20/00         FNB     JTIPPIN     QPADEV0003    1/07/00
      163    1/07/00         FNB     JTIPPIN     QPADEV0003    1/07/00










F3=Exit
```

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

5. To print a detailed report of the vouchers of a batch (see below), enter *P* (Print Batch) in the selection column next to the batch number of the desired batch, and press <Enter>.

A/P Payment Edit List

```
Creative Data Research                A/P Payment Edit List              JTIPPIN    1/06/00  9:05:21 Page     1

Company CDR Payment Batch    156

Vendor code 36000  KIMBERLY-CLARK CORPORATION

Voucher    1012

Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms

R       111180.00       111180.00   A1012       2/19/98  1/30/98   1/20/00   10

Seq Item code      Item Desc.          Detail   Detail      Disc.        Remain.    Payment  Discount Cost      G/L Account
                                       Amount   Qty         Calc.        Amount     Amount   Amount   Center

  1 INVENTORY06    Purchases - HBA/Drugs 38400.00      1      3335.40  R  111180.00  111180.00 3335.40 1000000   8250000000000
  2 INVENTORY05    Purchases - Grocery   72780.00      1               R                     .00 1000000   8300000000000

Vendor code 72965  ADAMS & BROOKS, INC.

Voucher 2000082

Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms

R         1000.00         1000.00   852         1/15/00            1/15/00   00

Seq Item code      Item Desc.          Detail   Detail      Disc.        Remain.    Payment  Discount Cost      G/L Account
                                       Amount   Qty         Calc.        Amount     Amount   Amount   Center

  1 INVENTORY01    Purchases - Cigarette 1000.00      1               R    1000.00    1000.00      .00 1000000   8000000000000
Voucher 2000159

Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms

R            1.00            1.00   569         2/02/00  1/13/00   1/13/00   00

Seq Item code      Item Desc.          Detail   Detail      Disc.        Remain.    Payment  Discount Cost      G/L Account
                                       Amount   Qty         Calc.        Amount     Amount   Amount   Center

  1 INVENTORY01    Purchases - Cigarette   1.00      1         .01  R       1.00       1.00      .01 1000000   8000000000000
```

```
Creative Data Research                A/P Payment Edit List              JTIPPIN    1/06/00  9:05:21 Page     2

Seq Item code      Item Desc.          Detail   Detail      Disc.        Remain.    Payment  Discount Cost      G/L Account
                                       Amount   Qty         Calc.        Amount     Amount   Amount   Center

Vendor code 99980   UNITED BEVERAGE

Voucher 2000113

Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms

R         1263.50         1263.50   85125       1/04/00            1/04/00   30

  1 INVENTORY02    Purchases - Tobacco   1263.50      1               R    1263.50    1263.50      .00 1000000   8100000000000

Vendor code 999930 SOUTH CENTRAL BELL

Voucher    1011

Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms

R         7250.00         7250.00   A1011       2/19/98  1/30/98   1/30/00   10

Seq Item code      Item Desc.          Detail   Detail      Disc.        Remain.    Payment  Discount Cost      G/L Account
                                       Amount   Qty         Calc.        Amount     Amount   Amount   Center

  1 2050           Telephone             7250.00      1      217.50  R    7250.00    7250.00   217.50 1000000  20500000000000

        120694.50        120694.50  Final totals

** END OF REPORT **
```

6. To add a voucher to an existing payment batch, enter *1* (Select) in the selection column next to the batch number of the desired batch.

```
AP5300R    DISPLAY  CREATIVE DATA RESEARCH                1/07/00 15:28:05
JTIPPIN                        BATCH SELECTION            QPADEV0003

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

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

      160   1/07/00  STA01   FNB      JTIPPIN    QPADEV0003   1/07/00
      162   1/20/00           FNB      JTIPPIN    QPADEV0003   1/07/00
1     163   1/07/00           FNB      JTIPPIN    QPADEV0003   1/07/00




F3=Exit
```

Press <Enter>. The Auto Payment Selection screen appears with the batch number of the desired payment batch.

```
AP4300R     ENTER    CREATIVE DATA RESEARCH              1/07/00 15:28:54
JTIPPIN                      AUTO PAYMENT SELECTION       QPADEV0003

Bank  . . . . .    FNB
Select thru date   010700
Vendor  . . . .             (blank for all Vendors)

Batch number  .    163    (blank for new batch)










F3=Exit    F8=Select batch
```

Press <Enter>. The A/P Payment Selection screen appears with the vouchers previously added to the batch.

```
AP4310R    DISPLAY  CREATIVE DATA RESEARCH                1/07/00 15:29:25
JTIPPIN                      A/P PAYMENT SELECTION        QPADEV0003
Batch    163  Sel date  1/07/00 Per  1 Vendor       Payments     1704.00
  Bank FNB    Check count      3   Disc     30.53    Net      1673.47
Type options, press Enter.
4=Delete    8=Details

?   Vendor Voucher Reference           Pay Date     Payment amt  Discount amt
    STA01  2000173 Steve Johnson        1/07/00         33.00
      Name State of Louisiana              Net Amt. -      33.00
    STA01  2000174 S.S No. 346-87-9933  1/07/00
      Name State of Louisiana              Net Amt. -
    12303  2000155 Inv. A3456           1/12/00        1221.00       30.53
      Name R.J. REYNOLDS TOBACCO COMPANY    Net Amt. -    1190.47
    41364  2000169 Inv. 12365           1/07/00         450.00
      Name AMERICAN LICORICE               Net Amt. -     450.00




F3=Exit    F4=Accept batch    F6=Add invoice
```

Press <F6> (Add invoice). The A/P Invoice Selection screen appears with a list of all the existing vouchers with payment types of *P* (payment by system-generated check) and *E* (EFT payments). Refer to Editing A Voucher for information about changing a voucher's payment type.

```
AP4315R     DISPLAY   CREATIVE DATA RESEARCH              1/07/00 15:29:51
JTIPPIN                      A/P INVOICE SELECTION          QPADEV0003

        Voucher   Vendor   Vendor Name


Type options, press Enter.
1=Select

? Voucher Vendor Reference                        Remain due  Type
  2000028 34000                                       100.00    P
      Name HERSHEY FOODS CORPORATION
  2000031 10000                                        50.00    P
      Name A-1 WHOLESALE
  2000035 34000                                       400.00    P
      Name HERSHEY FOODS CORPORATION
  2000049 34000                                                 P
      Name HERSHEY FOODS CORPORATION
  2000050 18346                                      1500.00    P
      Name ALEX FOODS INC.                                             +



F3=Exit
```

During the course of adding vouchers to a payment batch, the following fields can
be used to locate the desired voucher:

- **Voucher** - enter a voucher number and press <Enter> to redisplay the list
  beginning with the designated voucher.
- **Vendor** - enter a vendor code and press <Enter> to limit the list to vouchers of
  a specific vendor.
- **Vendor Name** - enter a vendor's name and press <Enter> to limit the list to
  vouchers of a specific vendor.

The F6 (Add invoice) function key is used for a variety of reasons including:

- To add an additional voucher needed to print a check stub containing more
  than one line of text. Refer to Printing Multiple Reference Lines for additional
  information.
- To apply a credit memo to an invoice by including the vouchers of both in the
  same payment batch, as illustrated below. Refer to Adding A Credit Memo for
  additional information. Refer to Working With Accounts Payable Reports for
  information about printing an open credits report.

Locate the desired voucher, and enter *1* (Select) in the selection column next to its
voucher number.

```
AP4315R     DISPLAY   CREATIVE DATA RESEARCH              1/07/00 15:30:46
JTIPPIN                      A/P INVOICE SELECTION          QPADEV0003

        Voucher   Vendor   Vendor Name
        2000175

Type options, press Enter.
1=Select

? Voucher Vendor Reference                        Remain due  Type
1 2000175 41364  CR-INV 12365                        50.00-    P
      Name AMERICAN LICORICE
  5000001 12301                                       88.00    P
      Name R.J. REYNOLDS TOBACCO COMPANY
  5000004 123000                                      14.00    P
      Name RJ REYNOLDS TOBACCO
  5000006 123000                                       3.00    P
      Name RJ REYNOLDS TOBACCO




F3=Exit
```

Press <Enter>. The *Voucher number # already exists in batch #* message appears
if the designated voucher was previously included in an existing payment batch.

The *Vendor # is not allowed payments* message appears if *N* (no) is entered for the **Allow payments** field of the vendor's record.

If necessary, continue adding vouchers to the payment batch, or press <F3> (Exit). The A/P Payment Selection screen appears.

```
AP4310R    DISPLAY  CREATIVE DATA RESEARCH              1/07/00 15:31:56
JTIPPIN                   A/P PAYMENT SELECTION             QPADEV0003
Batch    163  Sel date 1/07/00 Per  1 Vendor        Payments     1654.00
  Bank FNB    Check count       3   Disc      30.53   Net       1623.47
Type options, press Enter.
4=Delete   8=Details

?    Vendor Voucher Reference          Pay Date     Payment amt  Discount amt
     STA01  2000173 Steve Johnson       1/07/00          33.00
       Name State of Louisiana                   Net Amt. -       33.00
     STA01  2000174 S.S No. 346-87-9933 1/07/00
       Name State of Louisiana                   Net Amt. -
     12303  2000155 Inv. A3456          1/12/00        1221.00        30.53
        Name R.J. REYNOLDS TOBACCO COMPANY       Net Amt. -     1190.47
     41364  2000169 Inv. 12365          1/07/00         450.00
       Name AMERICAN LICORICE                    Net Amt. -      450.00
     41364  2000175 CR-INV 12365        1/07/00          50.00-
       Name AMERICAN LICORICE                    Net Amt. -       50.00-




F3=Exit    F4=Accept batch    F6=Add invoice
```

If the vouchers of a credit memo and the corresponding invoice (see voucher number 2000169 and 2000175 above) are included in the same payment batch, and *PD* is entered for the **A/P Check Date** field of the A/P Options, the credit memo cannot be applied to the invoice when checks are printed unless the vouchers of both have the same pay date. This is not necessary if *BP* is entered for the **A/P Check Date** field. Refer to Working With A/P Options for information about the **A/P Check Date** field.

7. To save the payment batch without accepting it for payment processing, press <F3> (Exit). The Auto Payment Selection (Enter) screen appears.

```
AP4300R     ENTER    CREATIVE DATA RESEARCH              1/07/00 15:32:49
JTIPPIN                    AUTO PAYMENT SELECTION            QPADEV0003

Bank  . . . . .    FNB
Select thru date   10700
Vendor  . . . .            (blank for all Vendors)

Batch number  .    163     (blank for new batch)









F3=Exit    F8=Select batch
```

8. Press <F3> (Exit). The Accounts Payable screen appears.

Accepting A Payment Batch

After payment batches are entered, and all necessary editing is completed, batches are accepted for payment processing.

Changes cannot be made to the vouchers that are included in a payment batch after it is accepted. Users must first delete an accepted payment batch in order to edit any of its vouchers, then add and accept a new payment batch containing the vouchers.

Refer to Deleting An Accepted Payment Batch for information about deleting a payment batch that is accepted for payment processing.

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

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

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

```
AP4300R     ENTER    CREATIVE DATA RESEARCH                1/07/00  8:25:05
JTIPPIN                      AUTO PAYMENT SELECTION         QPADEV0003

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

Batch number  .             (blank for new batch)
















F3=Exit    F8=Select batch
```

2. Press <F8> (Select batch). The Batch Selection screen appears with a list of previously created payment batches. Refer to Editing A Payment Batch for information about using the restrictor fields at the top of the screen to locate the desired payment batch.

```
AP5300R     DISPLAY   CREATIVE DATA RESEARCH               1/07/00  8:25:38
JTIPPIN                           BATCH SELECTION          QPADEV0003

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

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

        153    1/08/00  STA01   FNB      JTIPPIN    QPADEV0013   1/05/00
        156    1/07/00          FNB      JTIPPIN    QPADEV0003   1/06/00
        157    1/12/00          ASI      DANETTE    QPADEV0009   1/06/00




F3=Exit
```

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

3. Locate the desired batch (use <Page Down> if necessary), and enter *1* (Select) in the selection column next to the batch number.

```
AP5300R     DISPLAY   CREATIVE DATA RESEARCH               1/07/00  8:25:38
JTIPPIN                           BATCH SELECTION          QPADEV0003

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

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

        153    1/08/00  STA01   FNB      JTIPPIN    QPADEV0013   1/05/00
1       156    1/07/00          FNB      JTIPPIN    QPADEV0003   1/06/00
        157    1/12/00          ASI      DANETTE    QPADEV0009   1/06/00




F3=Exit
```

4. Press <Enter>. The Auto Payment Selection screen appears with the batch number of the desired payment batch.

```
AP4300R      ENTER     CREATIVE DATA RESEARCH              1/07/00  8:36:03
JTIPPIN                         AUTO PAYMENT SELECTION     QPADEV0003

Bank  . . . . .      FNB
Select thru date    10700
Vendor  . . . .              (blank for all Vendors)

Batch number  .     156    (blank for new batch)










F3=Exit    F8=Select batch
```

5. Press <Enter>. The A/P Payment Selection screen appears with the vouchers previously added to the batch.

```
AP4310R     DISPLAY   CREATIVE DATA RESEARCH                 1/07/00  8:55:19
JTIPPIN                A/P PAYMENT SELECTION               QPADEV0003
Batch    156  Sel date  1/07/00 Per  1 Vendor      Payments      21345.50
  Bank FNB     Check count       5   Disc      552.90    Net       20792.60
Type options, press Enter.
4=Delete    8=Details

?    Vendor  Voucher Reference            Pay Date     Payment amt  Discount amt
     12301  2000102 000293               1/05/00          552.00
       Name R.J. REYNOLDS TOBACCO COMPANY      Net Amt. -      552.00
     36000     1012                      1/20/00        11180.00         335.40
       Name KIMBERLY-CLARK CORPORATION         Net Amt. -    10844.60
     72965  2000082                      1/15/00         1000.00
       Name ADAMS & BROOKS, INC.               Net Amt. -     1000.00
     72965  2000159                      1/13/00          100.00
       Name ADAMS & BROOKS, INC.               Net Amt. -      100.00
     99980  2000113                      1/04/00         1263.50
       Name UNITED BEVERAGE                     Net Amt. -     1263.50
     999930    1011                      1/30/00         7250.00         217.50
       Name SOUTH CENTRAL BELL                 Net Amt. -     7032.50



F3=Exit    F4=Accept batch    F6=Add invoice
```

6. Press <F4> (Accept batch). The Auto Payment Selection screen appears with the
    A/P payment batch # has been posted message, and the A/P Payment Check Date
    Edit Report may print (as noted below).
    Payments are not actually posted to the General Ledger until payments are
    processed. Refer to Printing Checks And Check Register, Working With Manual
    Payments and Working With EFT Payments for information about payment
    processing.

A/P Payment Check Date Edit Report

```
Creative Data Research              A/P Payment Check Date Edit Report    JTIPPIN    1/07/00  9:03:11 Page     1

   Payment Batch    156

     Vendor  Name                        Voucher  Check      Gross        Discount         Net
                                                  Date       Amount       Amount          Amount

     72965   ADAMS & BROOKS, INC.        2000082  1/15/00    1000.00         .00          1000.00
     72965   ADAMS & BROOKS, INC.        2000159  1/13/00     100.00         .00           100.00
     99980   UNITED BEVERAGE             2000113  1/04/00    1263.50         .00          1263.50
     36000   KIMBERLY-CLARK CORPORATION     1012  1/20/00   11180.00      335.40         10844.60
     999930  SOUTH CENTRAL BELL             1011  1/30/00    7250.00      217.50          7032.50
     12301   R.J. REYNOLDS TOBACCO COMPANY 2000102 1/05/00    552.00         .00           552.00

     Final Totals                                          21345.50      552.90         20792.60

** END OF REPORT **
```

The A/P Payment Check Date Edit Report only prints if *PD* is entered for the
A/P Check Date field of the A/P Options. It is strongly recommended that users
closely review this report before printing checks.

If *PD* is entered for the **A/P Check Date** field and multiple vouchers with
different dates appear on the report for an individual vendor (see voucher number
2000082 and 2000159 above), multiple checks will be printed per pay date.
Otherwise, if the vouchers have the same pay date, a single check will be printed.
Refer to Working With A/P Options for additional information about the **A/P
Check Date** field of the A/P Options.

```
AP4300R     ENTER     CREATIVE DATA RESEARCH              1/07/00  9:03:12
JTIPPIN                      AUTO PAYMENT SELECTION        QPADEV0003

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

Batch number  .             (blank for new batch)











F3=Exit    F8=Select batch
A/P payment batch 156 has been posted.
```

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

The vouchers of an accepted payment batch cannot be included in another payment batch. If necessary, users can delete an accepted payment batch before adding one of its vouchers to another batch. Refer to Deleting An Accepted Payment Batch for information about deleting a payment batch that is accepted for payment processing.

Deleting An Accepted Payment Batch

The instructions below describe using the Print Checks application to delete a payment batch after it is accepted for payment processing. Refer to Editing A Payment Batch for information about deleting an unaccepted payment batch.

```
User: JEANNINE              Menu: APCV1               Date:  8/23/11

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

1. Select option 6 (Print Checks) from the Accounts Payable screen. The A/P Check Print Prompt screen appears.

```
AP6440R      ENTER     CDR CUSTOMER CONFERENCE              8/23/11 13:01:28
JEANNINE                   A/P CHECK PRINT PROMPT           QPADEV000D




       Enter information below, and press ENTER to print the A/P Checks.


                         Batch number . . .

                         Check date . . . .
                                                  Last check
                         Beginning check no.

                         A/P Check Version 1




F3=Exit    F8=Select batch
```

2. Press <F8> (Select batch) from the Accounts Payable screen. The Batch Selection screen appears.

```
AP5300R    DISPLAY  CDR CUSTOMER CONFERENCE                8/23/11 13:03:58
JEANNINE                           BATCH SELECTION         QPADEV000D

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

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

   20076   8/23/11            CHECK    JEANNINE    QPADEV000D  8/23/11       6














F3=Exit
```

3. To print a detailed report of the vouchers in the batch (see below), enter *P* (Print Batch) in the selection column next to the batch number of the desired batch, and press <Enter>.

4. Enter 4 (Delete) in the selection column next to the batch number of the desired batch.

```
AP5300R    DISPLAY  CDR CUSTOMER CONFERENCE                8/23/11 13:03:58
JEANNINE                           BATCH SELECTION         QPADEV000D

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

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

4  20076   8/23/11            CHECK    JEANNINE    QPADEV000D  8/23/11       6














F3=Exit
```

5. Press <Enter> to delete the batch.

6. Press <F3> (Exit). The A/P Check Print Prompt screen appears.

7. Press <F3> (Exit). The Accounts Payable screen appears.

A/P Payment Edit List

```
CDR Customer Conference              A/P Payment Edit List              JEANNINE   ARATPFR   8/23/11 13:08:53 Page     1

Company 001 Payment Batch 20076

Vendor code CON001 CONWOOD CORP.

Voucher     341
Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms
R      8103.36       8103.36 23555      5/07/11           5/07/11   11
Seq Item code       Item Desc.         Detail     Detail     Disc.          Remain.      Payment      Discount Cost    G/L Account
                                       Amount     Qty        Calc.          Amount       Amount       Amount   Center
  1 INVENTORY02     Inventory Holding - T  8103.36      1              R    8103.36      8103.36          .00 1000000   2900000000000


Vendor code HER001 HERSHEY CHOCOLATE

Voucher     342
Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms
R   4648853.57    4648853.57 34        7/08/11           7/08/11   11
Seq Item code       Item Desc.         Detail     Detail     Disc.          Remain.      Payment      Discount Cost    G/L Account
                                       Amount     Qty        Calc.          Amount       Amount       Amount   Center
  1 INVENTORY04     Inventory Holding - C 4648853.57     1             R 4648853.57  4648853.57         .00 1000000   2900000000000


Vendor code JOH001 JOHN MIDDLETON INC.

Voucher     330
Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms
R     155976.00     155976.00 39995      8/25/11 8/25/11   8/25/11   12
Seq Item code       Item Desc.         Detail     Detail     Disc.          Remain.      Payment      Discount Cost    G/L Account
                                       Amount     Qty        Calc.          Amount       Amount       Amount   Center
  1 INVENTORY02     Inventory Holding - T  155976.00    1      5849.10 R   155976.00    155976.00     5849.10 1000000   2900000000000

Voucher     337
Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms
R      1513.20       1513.20 3562       8/25/11 8/25/11   8/25/11   12
Seq Item code       Item Desc.         Detail     Detail     Disc.          Remain.      Payment      Discount Cost    G/L Account
                                       Amount     Qty        Calc.          Amount       Amount       Amount   Center
  1 INVENTORY02     Inventory Holding - T  1513.20      1        56.75 R    1513.20      1513.20       56.75 1000000   2900000000000

Voucher     343
Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms
R      1746.00       1746.00 56         6/08/11 6/08/11   6/08/11   12
Seq Item code       Item Desc.         Detail     Detail     Disc.          Remain.      Payment      Discount Cost    G/L Account
                                       Amount     Qty        Calc.          Amount       Amount       Amount   Center
  1 INVENTORY02     Inventory Holding - T  1746.00      1        65.48 R    1746.00      1746.00       65.48 1000000   2900000000000
```

```
CDR Customer Conference              A/P Payment Edit List              JEANNINE   ARATPFR   8/23/11 13:08:53 Page     2

 Vendor code LIG001 LIGGETT & MEYERS TOBACCO

 Voucher     331
 Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms
 R      27898.20      27898.20 09923      8/20/11 8/19/11   8/19/11   E1
 Seq Item code       Item Desc.         Detail     Detail     Disc.          Remain.      Payment      Discount Cost    G/L Account
                                        Amount     Qty        Calc.          Amount       Amount       Amount   Center
   1 INVENTORY01     Inventory Holding - C  27898.20     1       557.96 R   27898.20     27898.20      557.96 1000000
 2900000000000


 Vendor code RJR100 R.J. REYNOLDS TOBACCO INC.

 Voucher     333
 Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms
 R      7326.00       7326.00 98234      8/20/11 8/19/11   8/19/11   E1
 Seq Item code       Item Desc.         Detail     Detail     Disc.          Remain.      Payment      Discount Cost    G/L Account
                                        Amount     Qty        Calc.          Amount       Amount       Amount   Center
   1 INVENTORY01     Inventory Holding - C  7326.00      1       146.52 R    7326.00      7326.00      146.52 1000000
 2900000000000


 Vendor code USS001 U.S. SMOKELESS TOBACCO

 Voucher     324
 Typ Inv.Total      Remain Due      Invoice     Due Date Disc.Date Sched.Pay Terms
 R    1252023.69    1252023.69 273737     3/14/11 3/13/11   3/13/11   E3
 Seq Item code       Item Desc.         Detail     Detail     Disc.          Remain.      Payment      Discount Cost    G/L Account
                                        Amount     Qty        Calc.          Amount       Amount       Amount   Center
   1 INVENTORY02     Inventory Holding - T 1252023.69     1     37560.71 R 1252023.69  1252023.69    37560.71 1000000
 2900000000000
         6103440.02       6103440.02  Final totals


 ** END OF REPORT **
```

Working With Printed Checks

After payment batches are accepted for payment processing, the Print Checks application is used to print checks and a check register, and to post payments to the General Ledger. Refer to the A/P Check Forms document for samples of the laser printer check and continuous printer check forms.

When necessary, the Print Checks application can also be used to delete an accepted payment batch. Note: The vouchers of an accepted payment batch are not deleted from the A/P system when the batch is deleted. Users can return to the Auto Payment Selection (Enter) screen where the vouchers can be selected for a new payment batch.

Refer to Working With A/P Options for information about the **G/L Acct# on A/P Check Reg** field which is used to print General Ledger account numbers on the check register.

The primary screen used to print checks is the A/P Check Print Prompt screen illustrated below.

```
AP6440R     ENTER    CDR CUSTOMER CONFERENCE              12/01/08  9:45:20
JEANNINE                     A/P CHECK PRINT PROMPT        QPADEV0004



         Enter information below, and press ENTER to print the A/P Checks.


                         Batch number . . .   20038

                         Check date . . . .
                                                  Last check
                         Beginning check no.   55035        55034

                         A/P Check Version 1




F3=Exit    F8=Select batch
```

The value appearing by default, or enterd by the user, for the **A/P Check Version** field above designates the following:

- If *1* appears, one check will be printed for payment of all the vouchers of each vendor. Users have the option of entering *2* to designate that one check will be printed for each voucher of each vendor. If *2* is entered for the **A/P Check Version** field, multiple reference lines cannot be printed on a check stub. Refer to Printing Multiple Reference Lines for additional information.

- If *3* appears for the field, one check per vendor will be printed for payment of all the vouchers which have the same pay date, and users cannot change this value.

Refer to Working With A/P Options for information about using the **A/P Check Date** field to designate the default value of the **A/P Check Version** field.

Refer to Working With Company A/P Options for information about the **Reprint check numbers on preprinted checks** field which is used to print check numbers on checks that are pre-numbered, and verify that the correct check is being printed on the correct form.

Printing Checks And Check Register

The following instructions describe how to process an accepted payment batch for payment with system-generated checks, and how to manually print the spooled check file and check register if they do not print automatically.

*The step-by-step instructions below **must be followed through to completion** to successfully print a valid check register. Users should never end their DAC session **before the check register is printed**. If a vaild check register is not spooled for printing, payments are not posted to the payment journal.*

It is strongly recommended that users print and review the A/P Pay-G/L Trans Reg report after the A/P Check Register is printed. Refer to Printing the A/P Payment Transaction Register for additional information.

```
 User: JEANNINE                  Menu: APCV1              Date: 12/10/08

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

1. Select option 6 (Print Checks) from the Accounts Payable screen. The A/P Check Print Prompt screen appears.

```
 AP6440R     ENTER     CREATIVE DATA RESEARCH              12/10/08 13:39:31
 JEANNINE                    A/P CHECK PRINT PROMPT        QPADEV000T




     Enter information below, and press ENTER to print the A/P Checks.



                          Batch number . . .

                          Check date . . . .
                                                    Last check
                          Beginning check no.

                          A/P Check Version 1








 F3=Exit   F8=Select batch
```

2. To select the desired payment batch for check printing, either:
   - Enter the payment batch number, and press <Enter>, or
   - Press <F8> (Select batch) to use the Batch Selection screen illustrated below.

```
AP5300R    DISPLAY   CREATIVE DATA RESEARCH                  12/10/08 13:40:25
JEANNINE                        BATCH SELECTION               QPADEV000T

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

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

   35484   12/10/08  W4730    FNB      JEANNINE    QPADEV0002  12/10/08      2













F3=Exit
```

To use the Batch Selection screen, locate the desired batch (use <Page Down>
if necessary), enter *1* (Select) in the selection column next to the batch number,
and press <Enter>. The *P=Print Batch* option of this screen can be used to print
a detailed report of the vouchers in a payment batch before selecting it. Refer to
the example of the A/P Payment Edit List in the Deleting An Accepted Payment
Batch section of this document.

```
AP6440R    ENTER     CREATIVE DATA RESEARCH                  12/10/08 13:40:37
JEANNINE                     A/P CHECK PRINT PROMPT           QPADEV000T




      Enter information below, and press ENTER to print the A/P Checks.


                        Batch number . . .   35484

                        Check date . . . .
                                                    Last check
                        Beginning check no.    1262      1261

                        A/P Check Version 1




F3=Exit    F8=Select batch
```

The A/P Check Print Prompt screen appears with the number of the last printed
check for the **Last check** field.

3. Enter data for the following fields as necessary:
    - **Check date** - enter the date which will be printed on the checks.
    - **Beginning check no.** - enter the number of the first check that will be used if
      the default value is incorrect.
    - **A/P Check Version** - If *1* appears, which designates that one check will be
      printed for payment of all the vouchers of each vendor, users have the option
      of entering *2* to designate that one check will be printed for each voucher of
      each vendor. If *3* appears for the field, one check per vendor will be printed
      for payment of all the vouchers which have the same pay date, and this value
      cannot be changed.

4. Press <Enter> when data entry is complete.

```
AP6440R     ENTER     CREATIVE DATA RESEARCH              12/10/08 13:40:58
JEANNINE                  A/P CHECK PRINT PROMPT              QPADEV000T




        Enter information below, and press ENTER to print the A/P Checks.


                        Batch number . . .   35484

                        Check date . . . .   121008
                                                    Last check
                        Beginning check no.   1262      1261

                        A/P Check Version 1





F3=Exit    F8=Select batch
                                                    CONFIRM: N (Y/N)
```

5. Enter *Y* (yes) for the **Confirm** field. The check file is spooled for printing, and the A/P Check Print Confirmation screen appears.

```
AP6450R     ENTER     CREATIVE DATA RESEARCH              12/10/08 13:41:14
JEANNINE                  A/P CHECK PRINT CONFIRMATION        QPADEV000T






        Have the checks printed successfully? . .   Y  (Y,N)

        If No, reprint entire batch of checks?  .   N  (Y,N)









F22=Display check output queue
```

6. If the check file is automatically sent to a printer previously loaded with check forms, press <Enter> and continue with step 11.

7. If the spooled check file must be manually printed, press <F22> (<Shift> plus <F10>). The Work With All Spooled Files screen appears.

```
                        Work with All Spooled Files

    Type options, press Enter.
      1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages
      8=Attributes          9=Work with printing status


                            Device or                   Total    Cur
    Opt  File       User     Queue      User Data   Sts  Pages   Page  Copy
         AP7440R$   JEANNINE  T630       AP7440R     MSGW    2            1
         BSUPUPR$   JEANNINE  QPRINT     BSUPUPR     RDY     2            1
         QSYSPRT    JEANNINE  QPRINT     XXRSTRR     RDY     1            1
         DSV6PFR$   JEANNINE  QPRINT     DSV6PFR     RDY     1            1
         GWQ1PFR$   JEANNINE  QPRINT     GWQ1PFR     RDY     1            1
         GWQ2PFR$   JEANNINE  QPRINT     GWQ2PFR     RDY     1            1
         GSJ0PFR$   JEANNINE  QPRINT     GSJ0PFR     RDY     1            1
         DSXOPFR$   JEANNINE  QPRINT     DSXOPFR     RDY    20            1
         DSXNPFR$   JEANNINE  QPRINT     CMP_PROF_W  RDY     1            1
                                                                    More...
    Parameters for options 1, 2, 3 or command
    ===>
    F3=Exit    F10=View 4    F11=View 2    F12=Cancel    F22=Printers    F24=More keys
```

One of the following print file names will appear with a *MSGW* status on the Work With All Spooled Files screen: AP7440R$ (illustrated below), ARANPFR$, APBVPFR$, ARE1PFR$, AREPPFR$ or ARF4PFR$.

```
                    Work with All Spooled Files

Type options, press Enter.
  1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages
  8=Attributes          9=Work with printing status


                            Device or                      Total    Cur
Opt  File       User       Queue         User Data   Sts   Pages    Page   Copy
 7   AP7440R$   JEANNINE    T630          AP7440R     MSGW    2              1
     BSUPUPR$   JEANNINE    QPRINT        BSUPUPR     RDY     2              1
     QSYSPRT    JEANNINE    QPRINT        XXRSTRR     RDY     1              1
     DSV6PFR$   JEANNINE    QPRINT        DSV6PFR     RDY     1              1
     GWQ1PFR$   JEANNINE    QPRINT        GWQ1PFR     RDY     1              1
     GWQ2PFR$   JEANNINE    QPRINT        GWQ2PFR     RDY     1              1
     GSJ0PFR$   JEANNINE    QPRINT        GSJ0PFR     RDY     1              1
     DSXOPFR$   JEANNINE    QPRINT        DSXOPFR     RDY    20              1
     DSXNPFR$   JEANNINE    QPRINT        CMP_PROF_W  RDY     1              1
                                                                   More...
Parameters for options 1, 2, 3 or command
===>
F3=Exit    F10=View 4    F11=View 2    F12=Cancel    F22=Printers    F24=More keys
```

8. To print the checks, enter *7* (Messages) in the selection column next to the file's name (as illustrated above), and press <Enter>. The Additional Message Information screen appears with a *Load form type* message.

```
                    Additional Message Information

Message ID . . . . . . :   CPA3394
Date sent  . . . . . . :   12/10/08      Time sent  . . . . . . :    13:41:13


Message . . . . :   Load form type 'APCHECK' device T630 writer T630.  (G B I
  H R C)

Cause . . . . . :   The file on output queue T630 in library QUSRSYS requires
  form type 'APCHECK' to be loaded on device T630. The form type for the file
  was all blanks when '' appears as the form type.
Possible choices for replying to message . . . . . . . . . . . . . . . . :
  G -- Begin processing the current file after loading the form type.
  B -- Begin processing the current file after loading and aligning the form
    type (no alignment message is sent - same as option 1 on System/36).
  I -- Ignore the request to load the form type.  Print the file on the
    current formtype (same as option 0 on System/36).
                                                                   More..
Type reply below, then press Enter.
Reply  . . . .

F1=Help    F3=Exit    F6=Print    F9=Display message details    F12=Cancel
F21=Select assistance level
```

9. After confirming that the checks are loaded and aligned in the printer, reply to the message by entering *G* and pressing <Enter> twice. The Work With All Spooled Files screen appears.

```
                        Work with All Spooled Files

    Type options, press Enter.
      1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages
      8=Attributes          9=Work with printing status


                                  Device or                    Total    Cur
    Opt  File      User         Queue      User Data   Sts    Pages    Page   Copy
         AP7440R$  JEANNINE     T630       AP7440R     MSGW      2              1
         BSUPUPR$  JEANNINE     QPRINT     BSUPUPR     RDY       2              1
         QSYSPRT   JEANNINE     QPRINT     XXRSTRR     RDY       1              1
         DSV6PFR$  JEANNINE     QPRINT     DSV6PFR     RDY       1              1
         GWQ1PFR$  JEANNINE     QPRINT     GWQ1PFR     RDY       1              1
         GWQ2PFR$  JEANNINE     QPRINT     GWQ2PFR     RDY       1              1
         GSJ0PFR$  JEANNINE     QPRINT     GSJ0PFR     RDY       1              1
         DSXOPFR$  JEANNINE     QPRINT     DSXOPFR     RDY      20              1
         DSXNPFR$  JEANNINE     QPRINT     CMP_PROF_W  RDY       1              1
                                                                       More...
    Parameters for options 1, 2, 3 or command
    ===>
    F3=Exit    F10=View 4    F11=View 2    F12=Cancel    F22=Printers    F24=More keys
```

10. Press <F3> to exit. The A/P Check Print Confirmation screen appears with *N* (no) entered for the **Confirm** field.

```
AP6450R      ENTER     CREATIVE DATA RESEARCH              12/10/08 13:43:15
JEANNINE                A/P CHECK PRINT CONFIRMATION        QPADEV000T




             Have the checks printed successfully? . .   Y  (Y,N)

             If No, reprint entire batch of checks?  .   N  (Y,N)




F22=Display check output queue
                                                  CONFIRM: N (Y/N)
```

Users should never end their DAC session at the A/P Check Print Confirmation screen - even when the checks have printed successfully. The instructions below must be followed to print the check register, after which the payments are posted to the General Ledger by the A/P System.

11. Users have three options when the A/P Check Print Confirmation screen appears:

   • If *none of the checks* printed successfully, stop here and refer to Reprinting All Checks below for additional instructions.

   • If *some of the checks* did not print successfully, stop here and refer to Reprinting Selected Checks below for additional instructions.

   • If *all of the checks* printed successfully, enter *Y* (yes) for the **Confirm** field, and continue with step 12 below. The A/P Check Print Prompt screen appears, and several reports (including the check register), are spooled for printing.

```
AP6440R      ENTER     CREATIVE DATA RESEARCH              12/10/08 13:44:11
JEANNINE                A/P CHECK PRINT PROMPT              QPADEV000T



          Enter information below, and press ENTER to print the A/P Checks.


                         Batch number . . .

                         Check date . . . .
                                                      Last check
                         Beginning check no.

                         A/P Check Version 1




F3=Exit    F8=Select batch
```

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

```
   User: JEANNINE              Menu: APCV1              Date: 12/10/08

   ==================> A C C O U N T S   P A Y A B L E <==================
   ======================================================================
   ¦¦¦¦¦¦¦¦¦    1. Invoice Entry/Update        11. Void Check Entry (Blanks)
   THE     ¦¦   2. Debit/Credit Maint.
   DAC     ¦¦   3. Process Manual Payments
   SYSTEM  ¦¦   4. Auto Payment Selection
   ¦¦¦¦¦¦¦¦¦    5. Process EFT Payments
                6. Print Checks
                7. Select Default Company
                8. Edit Voucher Pay Date
                9. Receive Remote Invoices
               10. Check Reconciliation
                       M E N U   C A L L S
   19. A/P Inquiry        20. A/P File Maint.      21. A/P Report Menu
   22. General Ledger     23. A/P Closing Menu     90. Sign Off
   ======================================================================
   COPYRIGHT @1992-2004@ Creative Data Research, Inc.


   ==> wrksplf
```

The following instructions, which describe how to manually print the check register, are only followed if the register does not automatically print after the checks are printed.

13. To print the check register, enter **WRKSPLF** on a command line as illustrated above, and press <Enter>. The Work With All Spooled Files screen appears.

```
                     Work with All Spooled Files

  Type options, press Enter.
    1=Send   2=Change   3=Hold   4=Delete   5=Display   6=Release   7=Messages
    8=Attributes        9=Work with printing status


                           Device or                  Total    Cur
 Opt  File       User      Queue       User Data   Sts Pages   Page  Copy
      AREKPFR$   JEANNINE   T630        AREKPFR     MSGW   1           1
      BSUPUPR$   JEANNINE   QPRINT      BSUPUPR     RDY    2           1
      QSYSPRT    JEANNINE   QPRINT      XXRSTRR     RDY    1           1
      DSV6PFR$   JEANNINE   QPRINT      DSV6PFR     RDY    1           1
      GWQ1PFR$   JEANNINE   QPRINT      GWQ1PFR     RDY    1           1
      GWQ2PFR$   JEANNINE   QPRINT      GWQ2PFR     RDY    1           1
      GSJ0PFR$   JEANNINE   QPRINT      GSJ0PFR     RDY    1           1
      DSXOPFR$   JEANNINE   QPRINT      DSXOPFR     RDY   20           1
      DSXNPFR$   JEANNINE   QPRINT      CMP_PROF_W  RDY    1           1
                                                              More...
  Parameters for options 1, 2, 3 or command
  ===>
  F3=Exit   F10=View 4   F11=View 2   F12=Cancel   F22=Printers   F24=More keys
```

One of the following print file names will appear with a *MSGW* status on the Work With All Spooled Files screen: AREKPFR$ (illustrated above) or AP7360R$.

```
                        Work with All Spooled Files

    Type options, press Enter.
      1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages
      8=Attributes          9=Work with printing status


                                Device or                    Total    Cur
    Opt  File        User        Queue        User Data  Sts  Pages    Page  Copy
     7   AREKPFR$    JEANNINE    T630         AREKPFR    MSGW    1            1
         BSUPUPR$    JEANNINE    QPRINT       BSUPUPR    RDY     2            1
         QSYSPRT     JEANNINE    QPRINT       XXRSTRR    RDY     1            1
         DSV6PFR$    JEANNINE    QPRINT       DSV6PFR    RDY     1            1
         GWQ1PFR$    JEANNINE    QPRINT       GWQ1PFR    RDY     1            1
         GWQ2PFR$    JEANNINE    QPRINT       GWQ2PFR    RDY     1            1
         GSJ0PFR$    JEANNINE    QPRINT       GSJ0PFR    RDY     1            1
         DSXOPFR$    JEANNINE    QPRINT       DSXOPFR    RDY    20            1
         DSXNPFR$    JEANNINE    QPRINT       CMP_PROF_W RDY     1            1
                                                                         More...
    Parameters for options 1, 2, 3 or command
    ===>
    F3=Exit    F10=View 4    F11=View 2    F12=Cancel    F22=Printers    F24=More keys
```

14. To print the check register, enter *7* (Messages) in the selection column next to the file's name (as illustrated above) and press <Enter>. The Additional Message Information screen appears with a *Load form type* message.

```
                        Additional Message Information

    Message ID . . . . . . :   CPA3394
    Date sent . . . . . . :    12/10/08        Time sent . . . . . . :    13:44:12


    Message . . . . :    Load form type '*STD' device T630 writer T630.  (G B I H R
      C)

    Cause . . . . . :    The file on output queue T630 in library QUSRSYS requires
      form type '*STD' to be loaded on device T630. The form type for the file was
      all blanks when '' appears as the form type.
    Possible choices for replying to message . . . . . . . . . . . . . . . :
      G -- Begin processing the current file after loading the form type.
      B -- Begin processing the current file after loading and aligning the form
         type (no alignment message is sent - same as option 1 on System/36).
      I -- Ignore the request to load the form type.  Print the file on the
         current formtype (same as option 0 on System/36).
                                                                         More...
    Type reply below, then press Enter.
    Reply  . . . .

    F1=Help    F3=Exit    F6=Print    F9=Display message details    F12=Cancel
    F21=Select assistance level
```

15. After confirming that the correct paper is loaded and aligned in the printer, reply to the message by entering *G* and pressing <Enter> twice. The A/P Check Register is printed (see below), and the Work With All Spooled Files screen appears.

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

It is strongly recommended that users print and review the A/P Pay-G/L Trans Reg report after the A/P Check Register is printed. Refer to Printing the A/P Payment Transaction Register for additional information.

Refer to Printing The Negative Check Report for information about printing the "negative check" report that is spooled when printing checks.

A/P Check Register

Batch 35484

Check	Date	Vendor		Gross Amount	Discount	Amount Paid	Jrnl no
1262	12/10/08	W4730	QUAKER OATS COMPANY	17142.90	471.44	16671.46	72843

Voucher	Invoice#	Received Date	Invoice Date		
41631	378438	4/21/08	4/15/08		
10	820	783.60	PURCHASES-CONFECTIONS		
10	248	15749.30	Inventory Holding		
10	800	610.00	PURCHASES-CIGARETTES		

```
                                                 ------------   -------------   ------------
Total for check    1262                            17142.90        471.44        16671.46

                                                 ------------   ------------    ------------
Total for batch 35484                              17142.90        471.44        16671.46
```

** END OF REPORT **

Printing The A/P Payment Transaction Register

The following instructions, which describe how to manually print the A/P Pay-G/L Trans Reg report, are only followed if the report does not automatically print when payments are posted to the payment journal.

It is strongly recommended that users review the A/P Pay-G/L Trans Reg report. If this posting control report's final total does not equal zero, contact CDR support personnel immediately to determine why the journal entries posted are not balanced.

```
 User: JEANNINE                 Menu: APCV1               Date:  8/23/11

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

1. Enter **WRKSPLF** on the command line as illustrated above, and press <Enter>. The Work With All Spooled Files screen appears.

```
                      Work with All Spooled Files

 Type options, press Enter.
   1=Send    2=Change   3=Hold    4=Delete   5=Display   6=Release   7=Messages
   8=Attributes         9=Work with printing status


                              Device or               Total     Cur
 Opt   File        User       Queue      User Data  Sts  Pages  Page  Copy
       GSN4PFR$    JEANNINE   FORM       INVOICED   SAV    1           1
       GWQBPFR$    JEANNINE   FORM       INVOICEH   HLD   16           1
       GWQBPFR$    JEANNINE   FORM       INVOICEH   HLD    2           1
       GWQBPFR$    JEANNINE   FORM       INVOICEH   HLD   31           1
       GWQBPFR$    JEANNINE   FORM       INVOICEH   HLD    4           1
       BSKPPFR$    JEANNINE   FORM       INVOICEB   HLD   13           1
       HINSPFR$    JEANNINE   FORM       HINSPFR    SAV    1           1
       ARA0PFR$    JEANNINE   T630       ARA0PFR    HLD    1           1
       ARAZPFR$    JEANNINE   T630       ARAZPFR    HLD    1           1
                                                                  Bottom
 Parameters for options 1, 2, 3 or command
 ===>
 F17=Top   F18=Bottom   F21=Select assistance level   F24=More keys
```

2. Press <Page Down>, or use <F18> (<Shift> plus <F6>) to go to the bottom of the list, to locate the ARAZPFR$ print file (illustrated above).

    If the print file name appears with a *MSGW* status, use *7* (Messages) and reply to the message as necessary.

```
                        Work with All Spooled Files

         Type options, press Enter.
           1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages
           8=Attributes          9=Work with printing status


                                        Device or              Total   Cur
         Opt  File        User         Queue      User Data  Sts  Pages  Page  Copy
              GSN4PFR$    JEANNINE     FORM       INVOICED   SAV    1           1
              GWQBPFR$    JEANNINE     FORM       INVOICEH   HLD   16           1
              GWQBPFR$    JEANNINE     FORM       INVOICEH   HLD    2           1
              GWQBPFR$    JEANNINE     FORM       INVOICEH   HLD   31           1
              GWQBPFR$    JEANNINE     FORM       INVOICEH   HLD    4           1
              BSKPPFR$    JEANNINE     FORM       INVOICEB   HLD   13           1
              HINSPFR$    JEANNINE     FORM       HINSPFR    SAV    1           1
              ARA0PFR$    JEANNINE     T630       ARA0PFR    HLD    1           1
          6   ARAZPFR$    JEANNINE     T630       ARAZPFR    HLD    1           1
                                                                          Bottom
         Parameters for options 1, 2, 3 or command
         ===>
         F17=Top    F18=Bottom    F21=Select assistance level    F24=More keys
```

3. Enter *6* (Release) in the selection column next to the file's name (as illustrated above), and press <Enter>.

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

If the A/P Pay-G/L Trans Reg report's final total does not equal zero, contact CDR support personnel immediately to determine why the journal entries posted are not balanced.

A/P Pay-G/L Trans Reg

```
CDR Customer Conference              A/P Pay-G/L Trans Reg            JEANNINE   ARAZPFR    8/23/11  9:24:17 Page     1

Journal Entry Number  2116   Posting Date  8/23/11

        Trans      Description            Amount         Cost      G/L account
        Date                                             Center

        8/23/11   HERSHEY CHOCOLATE 20072    3052053.30CR  1000000   1000000000000
        8/23/11   KEEBLER COMPANY 20072        43768.74CR  1000000   1000000000000
        8/23/11   PHILLIP MORRIS INC. 20072  1547172.50CR  1000000   1000000000000

    G/L account   1000000000000           4642994.54CR

        8/23/11   A/P Check batch 20072      4692547.66    1000000   2000000000000

    G/L account   2000000000000           4692547.66

        8/23/11   KEEBLER COMPANY 20072         1702.42CR  1000000   6200000000000
        8/23/11   PHILLIP MORRIS INC. 20072    47850.70CR  1000000   6200000000000

    G/L account   6200000000000             49553.12CR

Final Totals for Jrnl #  2116                    .00

** END OF REPORT **
```

Reprinting All Checks

The following instructions describe how to proceed when the A/P Check Print Confirmation screen appears with *N* (no) entered for the **Confirm** field, and none of the checks printed successfully.

```
AP6450R      ENTER     CDR CUSTOMER CONFERENCE              8/22/11  9:05:16
JEANNINE                   A/P CHECK PRINT CONFIRMATION      QPADEV000D




                    Have the checks printed successfully? . .   Y  (Y,N)

                    If No, reprint entire batch of checks?  .   N  (Y,N)




    F22=Display check output queue
                                                       CONFIRM: N (Y/N)
```

Users should never end their DAC session at the A/P Check Print Confirmation screen - even when the checks have printed successfully. The instructions below must be followed to print the check register, after which the payments are posted to the payment journal.

1. Press <Enter>.

2. Enter *N* (no) for the **Have the checks printed successfully?** field.

3. Enter *Y* (yes) for the **If No, reprint entire batch of checks?** field, and press <Enter>.

```
AP6450R      ENTER     CDR CUSTOMER CONFERENCE              8/22/11  9:16:48
JEANNINE                   A/P CHECK PRINT CONFIRMATION      QPADEV000D




                    Have the checks printed successfully? . .   N  (Y,N)

                    If No, reprint entire batch of checks?  .   Y  (Y,N)




    F22=Display check output queue
                                                       CONFIRM: N (Y/N)
```

4. Enter *Y* (yes) for the **Confirm** field. The A/P Check Reprint Prompt sceen appears.

```
AP6445R      ENTER      CDR CUSTOMER CONFERENCE              8/22/11 10:27:50
JEANNINE                   A/P CHECK REPRINT PROMPT          QPADEV000D




     Enter information below, and press ENTER to reprint the A/P Checks.


                         Batch number . . :   20067

                         Check date . . . .   82211
                                                   Last check
                         Beginning check no.   55161       55160








F3=Exit
```

5. Enter data for the following fields as necessary:
   - **Check date** - enter the date which will be printed on the checks.
   - **Beginning check no.** - enter the number of the first check that will be used if the default value is incorrect.

6. Press <Enter> when data entry is complete.

```
AP6445R      ENTER      CDR CUSTOMER CONFERENCE              8/22/11 10:42:05
JEANNINE                   A/P CHECK REPRINT PROMPT          QPADEV000D




     Enter information below, and press ENTER to reprint the A/P Checks.


                         Batch number . . :   20067

                         Check date . . . .   82211
                                                   Last check
                         Beginning check no.   55161       55160






F3=Exit
                                                      CONFIRM: N (Y/N)
```

7. Enter *Y* (yes) for the **Confirm** field. The check file is spooled for printing, and the A/P Check Print Confirmation screen appears.

```
AP6450R      ENTER      CDR CUSTOMER CONFERENCE              8/22/11 10:43:08
JEANNINE                   A/P CHECK PRINT CONFIRMATION      QPADEV000D






            Have the checks printed successfully? . .   Y  (Y,N)

            If No, reprint entire batch of checks?  .   N  (Y,N)







F22=Display check output queue
```

8. If the check file is automatically sent to a printer previously loaded with check forms, press <Enter> and continue with step 12.

9. If the spooled check file must be manually printed, press <F22> (<Shift> plus <F10>). The Work With All Spooled Files screen appears.

```
                       Work with All Spooled Files

     Type options, press Enter.
       1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages
       8=Attributes          9=Work with printing status


                                Device or                 Total    Cur
     Opt  File       User       Queue       User Data   Sts  Pages    Page  Copy
          AP7440R$   JEANNINE   FORM        AP7440R     MSGW    6        0     1
          HIRJPFR$   JEANNINE   JOE         HIRJPFR     RDY     1              1
          DCSBPFR$   JEANNINE   JOE         STATRECAP   RDY     1              1
          GSJOPFR$   JEANNINE   JOE         GSJOPFR     RDY     1              1
          CVGUPFR$   JEANNINE   JOE         DAILYNETSL  RDY     6              1
          XXRFPFR$   JEANNINE   JOE         XXRFPFR     RDY     1              1
          DMAZPFR$   JEANNINE   JOE         DMAZPFR     RDY     1              1
          DMAZPFR$   JEANNINE   JOE         DMAZPFR     RDY     1              1
          BSKPPFR$   JEANNINE   JOE         INVOICEB    RDY     9              1
                                                                     More...
     Parameters for options 1, 2, 3 or command
     ===>
     F3=Exit    F10=View 4    F11=View 2    F12=Cancel    F22=Printers    F24=More keys
```

One of the following print file names will appear with a *MSGW* status on the Work With All Spooled Files screen: AP7440R$, ARANPFR$, APBVPFR$, ARE1PFR$, AREPPFR$ or ARF4PFR$.

10. To print the checks, enter *7* (Messages) in the selection column next to the file's name, and press <Enter>. The Additional Message Information screen appears with a *Load form type* message.
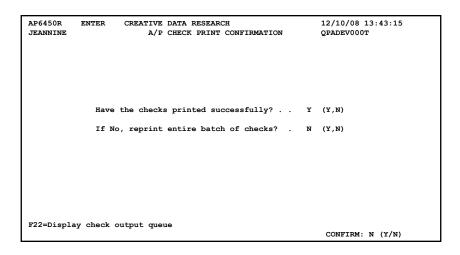
```
                    Additional Message Information

     Message ID . . . . . . . :   CPA3394       Severity . . . . . . . . :   99
     Message type . . . . . :   Inquiry
     Date sent  . . . . . . . :   08/22/11      Time sent  . . . . . . . :   10:43:08

     Message . . . . :   Load form type 'APCHECK' device FORM writer FORM.  (G B I
        H R C)
     Cause . . . . . . :     The file on output queue FORM in library QUSRSYS requires
       form type 'APCHECK' to be loaded on device FORM. The form type for the file
       was all blanks when '' appears as the form type.
     Possible choices for replying to message . . . . . . . . . . . . . . . :
       G -- Begin processing the current file after loading the form type.
       B -- Begin processing the current file after loading and aligning the form
          type (no alignment message is sent - same as option 1 on System/36).
       I -- Ignore the request to load the form type.  Print the file on the
          current formtype (same as option 0 on System/36).
                                                                     More...
     Type reply below, then press Enter.
     Reply  . . . .

     F3=Exit    F6=Print    F9=Display message details    F12=Cancel
     F21=Select assistance level
```

11. After confirming that the checks are loaded and aligned in the printer, reply to the message by entering *G* and pressing <Enter> twice. The Work With All Spooled Files screen appears.

12. Press <F3> to exit. The A/P Check Print Confirmation screen appears.

```
AP6450R      ENTER     CDR CUSTOMER CONFERENCE              8/22/11 11:05:36
JEANNINE                  A/P CHECK PRINT CONFIRMATION        QPADEV000D




               Have the checks printed successfully? . .   Y  (Y,N)

               If No, reprint entire batch of checks?  .   N  (Y,N)






F22=Display check output queue
                                                    CONFIRM: N (Y/N)
```

13. Users have three options when the A/P Check Print Confirmation screen appears:

- If *all of the checks* printed successfully, enter *Y* (yes) for the **Confirm** field, and continue with step 12 of Printing Checks And Check Register above.

- If *none of the checks* printed successfully, repeat the previous steps beginning with step 1 above.

- If *some of the checks* did not print successfully, stop here and refer to Reprinting Selected Checks below for additional instructions.

Reprinting Selected Checks

The following instructions describe how to proceed when the A/P Check Print Confirmation screen appears with *N* (no) entered for the **Confirm** field, and some of the checks did not print successfully.

```
AP6450R      ENTER     CDR CUSTOMER CONFERENCE                  8/23/11 11:16:20
JEANNINE                   A/P CHECK PRINT CONFIRMATION         QPADEV000D




                     Have the checks printed successfully? . .   Y   (Y,N)

                     If No, reprint entire batch of checks?  .   N   (Y,N)




F22=Display check output queue
                                                       CONFIRM: N (Y/N)
```

Users should never end their DAC session at the A/P Check Print Confirmation screen - even when the checks have printed successfully. The instructions below must be followed to print the check register, after which the payments are posted to the payment journal.

1. Press <Enter>.

2. Enter *N* (no) for the **Have the checks printed successfully?** field, and press <Enter>.

```
AP6450R      ENTER     CDR CUSTOMER CONFERENCE                  8/23/11 11:21:59
JEANNINE                   A/P CHECK PRINT CONFIRMATION         QPADEV000D




                     Have the checks printed successfully? . .   N   (Y,N)

                     If No, reprint entire batch of checks?  .   N   (Y,N)




F22=Display check output queue
                                                       CONFIRM: N (Y/N)
```

3. Enter *Y* (yes) for the **Confirm** field. The A/P Check Reprint Select sceen appears.

```
AP5360R    DISPLAY  CDR CUSTOMER CONFERENCE              8/23/11 11:23:00
JEANNINE                  A/P CHECK REPRINT SELECT        QPADEV000D

      Check
             Batch 20075

Type options, press Enter.
1=Select for reprint    V=Void check

?    Check  Vendor                                  Check amt    Part of
                                                                 Overflow
     55170  BIC001  BIC CORPORATION                  1507.51
     55171  CON001  CONWOOD CORP.                   40164.48
     55172  HER001  HERSHEY CHOCOLATE             5015966.36
     55173  KEE001  KEEBLER COMPANY                   493.99




F3=Exit
```

4. Enter *1* (Select for reprint) in the selection column next to the desired checks, and press <Enter>.

> ***It is strongly recommended that V (Void check) not be used.*** *Refer to Voiding Payments for information about the check voiding process.*

```
AP5360R    DISPLAY  CDR CUSTOMER CONFERENCE              8/23/11 11:57:54
JEANNINE                  A/P CHECK REPRINT SELECT        QPADEV000D

      Check
             Batch 20075

Type options, press Enter.
1=Select for reprint    V=Void check

?    Check  Vendor                                  Check amt    Part of
                                                                 Overflow
     55170  BIC001  BIC CORPORATION                  1507.51
     55171  CON001  CONWOOD CORP.                   40164.48
1    55172  HER001  HERSHEY CHOCOLATE             5015966.36
1    55173  KEE001  KEEBLER COMPANY                   493.99




F3=Exit
                                              CONFIRM: N (Y/N)
```

5. Enter *Y* (yes) for the **Confirm** field. The A/P Check Reprint Prompt screen appears.

```
AP6445R     ENTER    CDR CUSTOMER CONFERENCE              8/23/11 11:59:30
JEANNINE                  A/P CHECK REPRINT PROMPT        QPADEV000D



   Enter information below, and press ENTER to reprint the A/P Checks.


                        Batch number . . :   20075

                        Check date . . . .   82311
                                                    Last check
                        Beginning check no.   55174     55173






F3=Exit
```

6. Enter data for the following fields as necessary:
   - **Check date** - enter the date which will be printed on the checks.
   - **Beginning check no.** - enter the number of the first check that will be used if the default value is incorrect.

7. Press <Enter> when data entry is complete.

8. Enter *Y* (yes) for the **Confirm** field. The check file is spooled for printing, and the A/P Check Print Confirmation screen appears.

```
AP6450R      ENTER     CDR CUSTOMER CONFERENCE              8/23/11 12:07:36
JEANNINE                A/P CHECK PRINT CONFIRMATION         QPADEV000D




                  Have the checks printed successfully? . .   Y  (Y,N)

                  If No, reprint entire batch of checks?  .   N  (Y,N)






F22=Display check output queue
```

9. If the check file is automatically sent to a printer previously loaded with check forms, press <Enter> and continue with step 13.

10. If the spooled check file must be manually printed, press <F22> (<Shift> plus <F10>). The Work With All Spooled Files screen appears.

```
                      Work with All Spooled Files

  Type options, press Enter.
    1=Send   2=Change   3=Hold   4=Delete   5=Display   6=Release   7=Messages
    8=Attributes        9=Work with printing status


                          Device or                     Total    Cur
  Opt  File      User      Queue      User Data   Sts    Pages   Page  Copy
       AP7440R$  JEANNINE  T630       AP7440R     MSGW      4      0     1
       HIRJPFR$  JEANNINE  JOE        HIRJPFR     RDY       1            1
       DCSBPFR$  JEANNINE  JOE        STATRECAP   RDY       1            1
       GSJOPFR$  JEANNINE  JOE        GSJOPFR     RDY       1            1
       CVGUPFR$  JEANNINE  JOE        DAILYNETSL  RDY       6            1
       XXRFPFR$  JEANNINE  JOE        XXRFPFR     RDY       1            1
       DMAZPFR$  JEANNINE  JOE        DMAZPFR     RDY       1            1
       DMAZPFR$  JEANNINE  JOE        DMAZPFR     RDY       1            1
       BSKPPFR$  JEANNINE  JOE        INVOICEB    RDY       9            1
                                                                 More...
  Parameters for options 1, 2, 3 or command
  ===>
  F3=Exit   F10=View 4   F11=View 2   F12=Cancel   F22=Printers   F24=More keys
```

One of the following print file names will appear with a *MSGW* status on the Work With All Spooled Files screen: AP7440R$, ARANPFR$, APBVPFR$, ARE1PFR$, AREPPFR$ or ARF4PFR$.

11. To print the checks, enter *7* (Messages) in the selection column next to the file's name, and press <Enter>. The Additional Message Information screen appears with a *Load form type* message.

```
                        Additional Message Information

Message ID . . . . . . :   CPA3394          Severity . . . . . . . . :    99
Message type . . . . . :   Inquiry
Date sent  . . . . . . :   08/23/11         Time sent  . . . . . . :   12:12:31

Message . . . . :    Load form type 'APCHECK' device T630 writer T630.  (G B I
   H R C)
Cause . . . . . :     The file on output queue T630 in library QUSRSYS requires
   form type 'APCHECK' to be loaded on device T630. The form type for the file
   was all blanks when '' appears as the form type.
Possible choices for replying to message . . . . . . . . . . . . . . . :
   G -- Begin processing the current file after loading the form type.
   B -- Begin processing the current file after loading and aligning the form
     type (no alignment message is sent - same as option 1 on System/36).
   I -- Ignore the request to load the form type.  Print the file on the
     current formtype (same as option 0 on System/36).
                                                                       More...
Type reply below, then press Enter.
Reply  . . . .

F3=Exit   F6=Print   F9=Display message details    F12=Cancel
F21=Select assistance level
```

12. After confirming that the checks are loaded and aligned in the printer, reply to the message by entering *G* and pressing <Enter> twice. The Work With All Spooled Files screen appears.

13. Press <F3> to exit. The A/P Check Print Confirmation screen appears.

```
AP6450R     ENTER     CDR CUSTOMER CONFERENCE                  8/23/11 12:17:42
JEANNINE                 A/P CHECK PRINT CONFIRMATION           QPADEV000D




                   Have the checks printed successfully? . .   Y  (Y,N)

                   If No, reprint entire batch of checks?  .   N  (Y,N)






F22=Display check output queue
                                                           CONFIRM: N (Y/N)
```

14. Users have two options when the A/P Check Print Confirmation screen appears:

- If *all of the checks* printed successfully, enter *Y* (yes) for the **Confirm** field, and continue with step 12 of Printing Checks And Check Register above.

- If *some of the checks* did not print successfully, repeat the previous steps beginning with step 1 above.

Voiding Payments

The following instructions describe how to use the "check voiding" process to reverse the posting of an A/P payment in General Ledger, and open the corresponding invoice in Accounts Payable. This process can be applied to system-generated check payments, hand-written "manual" check payments and EFT payments.

After voiding a payment, users have two options for processing the open invoice if they do not intend to process another payment for it:

- If the invoice's posting date falls within the current month, use option 2 (Debit/Credit Maint.) to zero it out with a credit adjustment. Refer to Adjusting A Posted Invoice for additional information.
- If the invoice's posting date does not fall within the current month, use option 1 (Invoice Entry/Update) to create a credit memo of the same payment type to zero out the invoice. Refer to Adding A Credit Memo for additional information.

During the course of voiding payments, the following fields can be used to locate the desired check or EFT payment on the A/P Check Reconciliation screen illustrated below:

- **Bank** - enter a bank code and press <Enter>.
- **Check** - enter the check number of a system-generated or manual check, press <Field Exit> and press <Enter>.
- **Vendor Code** - enter a vendor code and press <Enter>.
- **Check Date** - enter a date and press <Enter>.
- **Typ** - enter the payment type and press <Enter>. Valid values are *P* (system-generated check used), *M* (manual check used), *E* (EFT used) and *V* (blank check voided).
- **Sts** - enter the payment's status and press <Enter>. Valid values are *C* (Checks printed), *O* (Selected for Void), *V* (Void), *S* (Selected for Reconciliation) and *R* (Reconciled with bank).

```
ARBJDFR      DISPLAY  CDR CUSTOMER CONFERENCE              11/12/08  8:55:19
JEANNINE                    A/P Check Reconciliation       QPADEV0004
Cmpny  Bank    Check  Vendor    Check Typ Sts
                               Code    Date
001            55008                        Mode: All checks
Check #  Recon. Selected  Tape Selected     Voids Selected   Outstanding Chks
                 .00              .00               .00          378738.84


Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

?  Bank    Check  Chk date        Amount  TY Vendor Status
                                             code
   CHECK    55008  5/31/07        4970.94   P LIG001 Checks printed
   CHECK    55009  5/31/07        7716.74   P PHI001 Checks printed
   CHECK    55010 10/16/07       74844.06   P PHI001 Checks printed
   CHECK    55011 10/16/07      199761.24   P RJR100 Checks printed
   CHECK    55012 10/16/07         680.57   P 1001   Checks printed
   CHECK    55013 11/29/07        2857.46   P HER001 Checks printed
   CHECK    55014 11/29/07         560.17   P JOH001 Checks printed
   CHECK    55015 11/29/07        1389.00   P KEE001 Checks printed          +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

```
          User: JEANNINE                  Menu: APCV1                  Date: 11/12/08

          ==================> A C C O U N T S   P A Y A B L E <==================
          ==============================================================================
          !!!!!!!!!!    1. Invoice Entry/Update        11. Void Check Entry (Blanks)
          THE    !!     2. Debit/Credit Maint.
          DAC    !!     3. Process Manual Payments
          SYSTEM !!     4. Auto Payment Selection
          !!!!!!!!!!    5. Process EFT Payments
                        6. Print Checks
                        7. Select Default Company
                        8. Edit Voucher Pay Date
                        9. Receive Remote Invoices
                       10. Check Reconciliation
                              M E N U   C A L L S
          19. A/P Inquiry        20. A/P File Maint.       21. A/P Report Menu
          22. General Ledger     23. A/P Closing Menu      90. Sign Off
          ==============================================================================
          COPYRIGHT @1992-2004@ Creative Data Research, Inc.


             ==>
```

1. Select option 10 (Check Reconciliation) from the Accounts Payable screen. The A/P Check Reconciliation screen appears.

```
ARBJDFR    DISPLAY  CDR CUSTOMER CONFERENCE              11/12/08 15:22:39
JEANNINE                    A/P Check Reconciliation     QPADEV0003
Cmpny  Bank   Check  Vendor   Check Typ Sts
                     Code     Date
001                                          Mode: All checks
Check #  Recon. Selected  Tape Selected     Voids Selected   Outstanding Chks
                  .00             .00              .00           370118.95


Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void


? Bank     Check  Chk date       Amount  TY Vendor Status
                                             code
  CHECK    32211 11/03/08        321.99   M OFF001 Checks printed
  CHECK    32242 11/04/08        524.39   M OFF001 Checks printed
  CHECK    32243 11/07/08       1272.96   M HER001 Checks printed
  CHECK    32244 11/07/08        560.17   M JOH001 Checks printed
  CHECK    32245 11/07/08        321.29   M OFF001 Checks printed
  CHECK    32246 11/07/08        297.07   M KEE001 Checks printed
  CHECK    32247 11/10/08        858.74   M PHI001 Checks printed
  CHECK    32248 11/10/08        332.12   M HER001 Checks printed          +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

2. To locate a system-generated or manual check to void, enter the check's number in the **Check** field at the top of the screen, press <Field Exit>, and press <Enter>.

3. If necessary, press <Page Down> or use the other restrictor fields at the top of the screen (as previously described) to locate the payment.

```
ARBJDFR    DISPLAY  CDR CUSTOMER CONFERENCE              11/12/08 15:23:19
JEANNINE                    A/P Check Reconciliation     QPADEV0003
Cmpny  Bank   Check  Vendor   Check Typ Sts
                     Code     Date
001           55009                          Mode: All checks
Check #  Recon. Selected  Tape Selected     Voids Selected   Outstanding Chks
                  .00             .00              .00           370118.95


Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void


? Bank     Check  Chk date       Amount  TY Vendor Status
                                             code
  CHECK    55009  5/31/07       7716.74   P PHI001 Checks printed
  CHECK    55010 10/16/07      74844.06   P PHI001 Checks printed
  CHECK    55011 10/16/07     199761.24   P RJR100 Checks printed
  CHECK    55012 10/16/07        680.57   P 1001   Checks printed
  CHECK    55013 11/29/07       2857.46   P HER001 Checks printed
  CHECK    55014 11/29/07        560.17   P JOH001 Checks printed
  CHECK    55015 11/29/07       1389.00   P KEE001 Checks printed
  CHECK    55016 11/29/07      16569.84   P LIG001 Checks printed          +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

4. Enter *V* (Select for Void) in the selection column next to the payment, and press <Enter>. The A/P Void Check Option Screen appears.

```
ARFYPVR     ENTER   CDR CUSTOMER CONFERENCE                11/12/08 15:23:46
                              A/P Void Check Option Screen

Company . . . . . . . :     001
Pmt batch nbr . . . . :     20002
A/P check . . . . . . :      55009
A/P chk check date  . :     5/31/07
A/P chk status  . . . :     C
A/P chk type  . . . . :     P
A/P chk check amt . . :        7716.74
Vendor code . . . . . :     PHI001  PHILLIP MORRIS INC.
Bank code . . . . . . :     CHECK
Jrnl source . . . . . :     AP
Jrnl entry nbr  . . . :       158


          Date of Void  .   111208

Note - Payment will be reversed in G/L and Vouchers will be returned
       to open payables when F10 is pressed.


F3=Exit   F10=Update
```

5. If necesary, change the value of the **Date of Void** field. This date, which is used for posting the payment reversal entries to General Ledger, must fall within the range of an open period.

6. Press <F10> (Update), and enter *Y* to confirm when prompted. The A/P Check Reconciliation screen appears, and the A/P Check Void Reverse Register report is printed (see below).

7. If necessary, users can repeat the previous instructions to void additional payments.

A/P Check Void Reverse Register

```
Creative Data Research, Inc.          A/P Check Void Reverse Register      JEANNINE   ARFZPFR    11/12/08 15:30:52 Page     1

Company 001

Journal Entry Number    845    Posting Date 11/12/08

        Trans      Description            Amount         Cost      G/L account
        Date                                            Center

        11/12/08  VOID CHECK REVERSE0055009      7716.74    1000000    1000000000000

    G/L account   1000000000000         7716.74

        11/12/08  VOID CHECK REVERSE0055009      7955.40CR   1000000    2000000000000

    G/L account   2000000000000         7955.40CR

        11/12/08  VOID CHECK REVERSE0055009       238.66    1000000    6200000000000

    G/L account   6200000000000          238.66

Company 001

Final totals

** END OF REPORT **
```

```
ARBJDFR      DISPLAY  CDR CUSTOMER CONFERENCE                11/12/08 15:30:53
JEANNINE              A/P Check Reconciliation                QPADEV0003
Cmpny  Bank    Check  Vendor    Check Typ Sts
                        Code     Date
001            55009                        Mode: All checks
Check #  Recon. Selected  Tape Selected      Voids Selected   Outstanding Chks
                    .00             .00          7716.74         362402.21


Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

?  Bank    Check  Chk date      Amount  TY Vendor Status
                                           code
   CHECK   55009  5/31/07       7716.74  P  PHI001 Selected for Void
   CHECK   55010 10/16/07      74844.06  P  PHI001 Checks printed
   CHECK   55011 10/16/07     199761.24  P  RJR100 Checks printed
   CHECK   55012 10/16/07        680.57  P  1001   Checks printed
   CHECK   55013 11/29/07       2857.46  P  HER001 Checks printed
   CHECK   55014 11/29/07        560.17  P  JOH001 Checks printed
   CHECK   55015 11/29/07       1389.00  P  KEE001 Checks printed
   CHECK   55016 11/29/07      16569.84  P  LIG001 Checks printed            +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

8. Press <F10> (Process Selected Checks) to complete the process of voiding payments. The Voided Check Report is printed.

Voided Check Report

```
CDR CUSTOMER CONFERENCE                Voided Check Report          JEANNINE   ARBLPFR   11/12/08 15:42:54 Page     1

     Check #  Vendor   Name                     Date    Type      Amount

      55009   PHI001  PHILLIP MORRIS INC.       5/31/07  P       7716.74

Final totals                                                     7716.74

** END OF REPORT **
```

```
ARBJDFR      DISPLAY  CDR CUSTOMER CONFERENCE                11/12/08 15:42:54
JEANNINE              A/P Check Reconciliation                QPADEV0003
Cmpny  Bank    Check  Vendor    Check Typ Sts
                        Code     Date
001            55009                        Mode: All checks
Check #  Recon. Selected  Tape Selected      Voids Selected   Outstanding Chks
                    .00             .00              .00         362402.21


Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

?  Bank    Check  Chk date      Amount  TY Vendor Status
                                           code
   CHECK   55009  5/31/07       7716.74  P  PHI001 Void
   CHECK   55010 10/16/07      74844.06  P  PHI001 Checks printed
   CHECK   55011 10/16/07     199761.24  P  RJR100 Checks printed
   CHECK   55012 10/16/07        680.57  P  1001   Checks printed
   CHECK   55013 11/29/07       2857.46  P  HER001 Checks printed
   CHECK   55014 11/29/07        560.17  P  JOH001 Checks printed
   CHECK   55015 11/29/07       1389.00  P  KEE001 Checks printed
   CHECK   55016 11/29/07      16569.84  P  LIG001 Checks printed            +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

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

Voiding Blank Checks

The following instructions describe how to designate that a check, such as a leader check, was not used for issuing a payment. These blank checks will appear with printed checks on the A/P Check Register Report.

Refer to Voiding Payments above for information about voiding checks that were printed.

```
       User: JEANNINE                Menu: APCV1              Date: 11/26/08

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

1. Select option 11 (Void Check Entry-Blanks) from the Accounts Payable screen. The Void Check Entry screen appears.

```
ARFBEFR     ADD     CDR CUSTOMER CONFERENCE              11/26/08 15:10:34
                                       Void Check Entry
 Company :    001 CDR CUSTOMER CONFERENCE

Opt  Check     Check    Bank     Status  Type
     Number    Date     Code












F3=Exit Enter=Add Entries
```

2. Enter data for the following fields:
   - **Check Number** - the number of a blank check that will not be used for issuing a payment.
   - **Check Date** - the date on which the blank check was discarded.
   - **Bank Code** - the bank code designating the bank for which the check will be reconciled.

```
ARFBEFR      ADD      CDR CUSTOMER CONFERENCE              11/26/08 15:36:02
                                     Void Check Entry
 Company :    001 CDR CUSTOMER CONFERENCE

Opt   Check      Check    Bank      Status  Type
      Number     Date     Code
      32212      110408   CHECK
      32213      110408   CHECK
      32214      110408   CHECK




                                                                        +

 F3=Exit Enter=Add Entries
```

3. Press <Enter> when data entry is complete.

```
ARFBEFR      ADD      CDR CUSTOMER CONFERENCE              11/26/08 15:36:43
                                     Void Check Entry
 Company :    001 CDR CUSTOMER CONFERENCE

Opt   Check      Check    Bank      Status  Type
      Number     Date     Code
      32212      110408   CHECK       V      V   Void Entry for Blank Chk#
      32213      110408   CHECK       V      V   Void Entry for Blank Chk#
      32214      110408   CHECK       V      V   Void Entry for Blank Chk#




                                                                        +

 F3=Exit Enter=Add Entries
                                                          CONFIRM: N (Y/N)
```

4. Enter *Y* when prompted to confirm.

```
ARFBEFR      ADD      CDR CUSTOMER CONFERENCE              11/26/08 15:37:11
                                     Void Check Entry
 Company :    001 CDR CUSTOMER CONFERENCE

Opt   Check      Check    Bank      Status  Type
      Number     Date     Code






 F3=Exit Enter=Add Entries
```

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

Printing The Negative Check Report

The following instructions describe how to print the "negative check" report which is spooled when printing checks, and held for printing if it contains data.

The "negative check" reports list any credit memos in the selected payment batch which could not be processed when the checks were printed.

- The A/P Vouchers Not Selected (Negatives) report is spooled for printing when A/P check version *1* or *2* is used. The credit memos listed are those for which no voucher is selected for payment, or those with an amount greater than the vendor's check payment.

- The A/P Neg Checks Not Sel By Pay Date report is spooled for printing when the A/P check version *3* is used. The credit memos listed are those with an amount greater than the vendor's payment; those for which no voucher is selected for payment; or those for which no voucher with the same pay date is selected for payment.

The unprocessed credit memos listed in these reports remain open for selection in a future payment batch.

```
User: JEANNINE              Menu: APCV1              Date:  8/24/11

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

1. Enter **WRKSPLF** on the command line as illustrated above, and press <Enter>. The Work With All Spooled Files screen appears.

2. Press <Page Down> or use <F18> (<Shift> plus <F6>) to go to the bottom of the list to locate the ARA0PFR$ print file or the ARBYPFR$ print file.

```
                            Work with All Spooled Files

        Type options, press Enter.
          1=Send    2=Change   3=Hold    4=Delete   5=Display   6=Release   7=Messages
          8=Attributes          9=Work with printing status


                                      Device or                         Total     Cur
        Opt   File       User        Queue         User Data    Sts    Pages     Page   Copy
              HIRJPFR$    JEANNINE    JOE           HIRJPFR      RDY      1                1
              DCSBPFR$    JEANNINE    JOE           STATRECAP    RDY      1                1
              GSJ0PFR$    JEANNINE    JOE           GSJ0PFR      RDY      1                1
              CVGUPFR$    JEANNINE    JOE           DAILYNETSL   RDY      6                1
              XXRFPFR$    JEANNINE    JOE           XXRFPFR      RDY      1                1
              DMAZPFR$    JEANNINE    JOE           DMAZPFR      RDY      1                1
              DMAZPFR$    JEANNINE    JOE           DMAZPFR      RDY      1                1
              BSKPPFR$    JEANNINE    JOE           INVOICEB     RDY      9                1
         6    ARBYPFR$    JEANNINE    JOE           ARBYPFR      HLD      1                1
                                                                                  Bottom
        Parameters for options 1, 2, 3 or command
        ===>
        F3=Exit    F10=View 4   F11=View 2   F12=Cancel   F22=Printers   F24=More keys
```

3. Enter *6* (Release) in the selection column next to the file's name (as illustrated above), and press <Enter>.

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

A/P Vouchers Not Selected (Negatives)

```
CDR Customer Conference                 A/P Vouchers Not Selected (Negatives) JEANNINE   ARA0PFR    8/24/11 16:03:35 Page     1

   Company 001           Payment Batch 20080

Vendor JOH001  JOHN MIDDLETON INC.

     Voucher         Invoice      Remaining      Date          Payment
     Number          Amount      Amount Due     Posted         Amount

       281          213.40CR       213.40CR     3/22/11       213.40CR

Vendor Totals JOH001                                          213.40CR

** END OF REPORT **
```

A/P Neg. Checks Not Sel By Pay Date

```
CDR Customer Conference                 A/P Neg. Checks not sel By Pay Date   JEANNINE   ARBYPFR    8/24/11 16:10:37 Page     1

   Company 001           Payment Batch 20083

Vendor JOH001  JOHN MIDDLETON INC.

       Pmt hdr check date  8/24/11

     Voucher         Invoice      Remaining      Date          Payment
     Number          Amount      Amount Due     Posted         Amount

       281          213.40CR       213.40CR     3/22/11       213.40CR

       Total for Check Date  8/24/11                          213.40CR

** END OF REPORT **
```

Reconciling Checks And EFT Payments

The following instructions describe how to designate that checks are no longer outstanding. This process can be applied to system-generated checks, hand-written "manual" checks and EFT payments.

Refer to Working With Accounts Payable Reports for information about printing outstanding check reports.

During the course of reconciling checks and payments, the following fields can be used to locate the desired check or EFT payment on the A/P Check Reconciliation screen illustrated below:

- **Bank** - enter a bank code and press <Enter>.
- **Check** - enter the check number of a system-generated or manual check, press <Field Exit> and press <Enter>.
- **Vendor Code** - enter a vendor code and press <Enter>.
- **Check Date** - enter a date and press <Enter>.
- **Typ** - enter the payment type and press <Enter>. Valid values are *P* (system-generated check used), *M* (manual check used), *E* (EFT used) and *V* (blank check voided).
- **Sts** - enter the payment's status and press <Enter>. Valid values are *C* (Checks printed), *O* (Selected for Void), *V* (Void), *S* (Selected for Reconciliation) and *R* (Reconciled with bank).

```
ARBJDFR     DISPLAY  CDR CUSTOMER CONFERENCE              11/25/08 12:42:33
JEANNINE                   A/P Check Reconciliation       QPADEV0003
Cmpny  Bank    Check   Vendor   Check Typ Sts
                        Code     Date
001            32211                      Mode: All checks
Check #  Recon. Selected  Tape Selected      Voids Selected   Outstanding Chks
                  .00             .00               .00         362754.53


Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

?  Bank    Check  Chk date       Amount  TY Vendor Status
                                            code
   CHECK   32211 11/03/08        321.99   M OFF001 Checks printed
   CHECK   32242 11/04/08        524.39   M OFF001 Checks printed
   CHECK   32243 11/07/08       1272.96   M HER001 Checks printed
   CHECK   32244 11/07/08        560.17   M JOH001 Checks printed
   CHECK   32245 11/07/08        321.29   M OFF001 Checks printed
   CHECK   32246 11/07/08        297.07   M KEE001 Checks printed
   CHECK   32247 11/10/08        858.74   M PHI001 Checks printed
   CHECK   32248 11/10/08        332.12   M HER001 Checks printed         +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

```
     User: JEANNINE              Menu: APCV1              Date: 11/25/08

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

1. Select option 10 (Check Reconciliation) from the Accounts Payable screen. The A/P Check Reconciliation screen appears.

```
ARBJDFR     DISPLAY  CDR CUSTOMER CONFERENCE              11/25/08 12:50:37
JEANNINE                    A/P Check Reconciliation      QPADEV0003
Cmpny  Bank   Check  Vendor    Check Typ Sts
                     Code      Date
001                                          Mode: All checks
Check #  Recon. Selected  Tape Selected     Voids Selected   Outstanding Chks
                   .00              .00               .00        362754.53

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

?  Bank    Check  Chk date      Amount  TY Vendor Status
                                           code
   CHECK   32211 11/03/08       321.99   M OFF001 Checks printed
   CHECK   32242 11/04/08       524.39   M OFF001 Checks printed
   CHECK   32243 11/07/08      1272.96   M HER001 Checks printed
   CHECK   32244 11/07/08       560.17   M JOH001 Checks printed
   CHECK   32245 11/07/08       321.29   M OFF001 Checks printed
   CHECK   32246 11/07/08       297.07   M KEE001 Checks printed
   CHECK   32247 11/10/08       858.74   M PHI001 Checks printed
   CHECK   32248 11/10/08       332.12   M HER001 Checks printed          +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

2. To select a system-generated or manual check for reconciling, enter the check's number for the **Check #** field, and press <Field Exit>.

```
ARBJDFR     DISPLAY  CDR CUSTOMER CONFERENCE              11/25/08 12:59:24
JEANNINE                    A/P Check Reconciliation      QPADEV0003
Cmpny  Bank   Check  Vendor    Check Typ Sts
                     Code      Date
001                                          Mode: All checks
Check #  Recon. Selected  Tape Selected     Voids Selected   Outstanding Chks
0032211            .00              .00               .00        362754.53

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

?  Bank    Check  Chk date      Amount  TY Vendor Status
                                           code
   CHECK   32211 11/03/08       321.99   M OFF001 Checks printed
   CHECK   32242 11/04/08       524.39   M OFF001 Checks printed
   CHECK   32243 11/07/08      1272.96   M HER001 Checks printed
   CHECK   32244 11/07/08       560.17   M JOH001 Checks printed
   CHECK   32245 11/07/08       321.29   M OFF001 Checks printed
   CHECK   32246 11/07/08       297.07   M KEE001 Checks printed
   CHECK   32247 11/10/08       858.74   M PHI001 Checks printed
   CHECK   32248 11/10/08       332.12   M HER001 Checks printed          +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

   Press <Enter>.

Accounts Payable (Rev. 7/09/13)   164

```
ARBJDFR     DISPLAY  CDR CUSTOMER CONFERENCE              11/25/08 14:21:41
JEANNINE                    A/P Check Reconciliation          QPADEV0003
Cmpny  Bank    Check  Vendor    Check Typ Sts
                      Code      Date
001                                          Mode: All checks
Check #   Recon. Selected  Tape Selected    Voids Selected    Outstanding Chks
                 321.99              .00              .00         362432.54

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

?  Bank    Check  Chk date       Amount  TY Vendor Status
                                            code
   CHECK    32211 11/03/08       321.99  M  OFF001 Select for Reconciliation
   CHECK    32242 11/04/08       524.39  M  OFF001 Checks printed
   CHECK    32243 11/07/08      1272.96  M  HER001 Checks printed
   CHECK    32244 11/07/08       560.17  M  JOH001 Checks printed
   CHECK    32245 11/07/08       321.29  M  OFF001 Checks printed
   CHECK    32246 11/07/08       297.07  M  KEE001 Checks printed
   CHECK    32247 11/10/08       858.74  M  PHI001 Checks printed
   CHECK    32248 11/10/08       332.12  M  HER001 Checks printed          +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

Repeat this step as often as necessary to quickly select multiple checks for reconciling.

3. Any type of payment can be selected for reconciliation by entering *1* (Select for Check Reconciliation) in the selection column next to the bank code.

```
ARBJDFR     DISPLAY  CDR CUSTOMER CONFERENCE              11/25/08 14:21:41
JEANNINE                    A/P Check Reconciliation          QPADEV0003
Cmpny  Bank    Check  Vendor    Check Typ Sts
                      Code      Date
001                                          Mode: All checks
Check #   Recon. Selected  Tape Selected    Voids Selected    Outstanding Chks
                 321.99              .00              .00         362432.54

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

?  Bank    Check  Chk date       Amount  TY Vendor Status
                                            code
   CHECK    32211 11/03/08       321.99  M  OFF001 Select for Reconciliation
1  CHECK    32242 11/04/08       524.39  M  OFF001 Checks printed
1  CHECK    32243 11/07/08      1272.96  M  HER001 Checks printed
1  CHECK    32244 11/07/08       560.17  M  JOH001 Checks printed
1  CHECK    32245 11/07/08       321.29  M  OFF001 Checks printed
1  CHECK    32246 11/07/08       297.07  M  KEE001 Checks printed
   CHECK    32247 11/10/08       858.74  M  PHI001 Checks printed
   CHECK    32248 11/10/08       332.12  M  HER001 Checks printed          +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

Press <Enter> when data entry is complete.

```
ARBJDFR     DISPLAY  CDR CUSTOMER CONFERENCE              11/25/08 14:28:31
JEANNINE                    A/P Check Reconciliation          QPADEV0003
Cmpny  Bank    Check  Vendor    Check Typ Sts
                      Code      Date
001                                          Mode: All checks
Check #   Recon. Selected  Tape Selected    Voids Selected    Outstanding Chks
                3297.87              .00              .00         359456.66

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

?  Bank    Check  Chk date       Amount  TY Vendor Status
                                            code
   CHECK    32211 11/03/08       321.99  M  OFF001 Select for Reconciliation
   CHECK    32242 11/04/08       524.39  M  OFF001 Select for Reconciliation
   CHECK    32243 11/07/08      1272.96  M  HER001 Select for Reconciliation
   CHECK    32244 11/07/08       560.17  M  JOH001 Select for Reconciliation
   CHECK    32245 11/07/08       321.29  M  OFF001 Select for Reconciliation
   CHECK    32246 11/07/08       297.07  M  KEE001 Select for Reconciliation
   CHECK    32247 11/10/08       858.74  M  PHI001 Checks printed
   CHECK    32248 11/10/08       332.12  M  HER001 Checks printed          +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

4. If necessary, payments can be unselected by entering *2* (Reset to Chks Printed) in the selection column next to the bank code, and pressing <Enter>.

```
ARBJDFR    DISPLAY  CDR CUSTOMER CONFERENCE              11/25/08 15:02:37
JEANNINE                    A/P Check Reconciliation         QPADEV0003
Cmpny Bank   Check  Vendor   Check Typ Sts
                    Code     Date
001                                          Mode: All checks
Check #  Recon. Selected  Tape Selected    Voids Selected   Outstanding Chks
              2679.51           .00              .00          360075.02

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

?  Bank    Check  Chk date       Amount  TY Vendor Status
                                            code
   CHECK    32211 11/03/08       321.99  M  OFF001 Select for Reconciliation
   CHECK    32242 11/04/08       524.39  M  OFF001 Select for Reconciliation
   CHECK    32243 11/07/08      1272.96  M  HER001 Select for Reconciliation
   CHECK    32244 11/07/08       560.17  M  JOH001 Select for Reconciliation
   CHECK    32245 11/07/08       321.29  M  OFF001 Checks printed
   CHECK    32246 11/07/08       297.07  M  KEE001 Checks printed
   CHECK    32247 11/10/08       858.74  M  PHI001 Checks printed
   CHECK    32248 11/10/08       332.12  M  HER001 Checks printed           +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

5. As an alternative, all payments selected for reconciliation can be unselected by pressing <F11> (Unselect All). The Selected Records Chg Back To Printed report is printed when <F11> is used.

Selected Records Chg Back To Printed

```
CDR CUSTOMER CONFERENCE                Selected Records Chg Back to Printed  JEANNINE    ARBMPFR    11/25/08 15:04:13
Page    1

     Check #  Vendor  Name                    Date     Type     Amount

      32211   OFF001  Office Depot          11/03/08   M       321.99

      32242   OFF001  Office Depot          11/04/08   M       524.39

      32243   HER001  HERSHEY CHOCOLATE      11/07/08   M      1272.96

      32244   JOH001  JOHN MIDDLETON INC.    11/07/08   M       560.17

Final totals                                                  2679.51

** END OF REPORT **
```

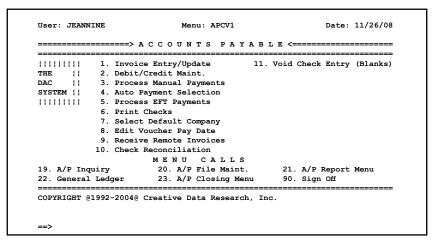```
ARBJDFR   DISPLAY CDR CUSTOMER CONFERENCE   11/25/08 15:29:46
JEANNINE   A/P Check Reconciliation   QPADEV0003
Cmpny Bank   Check Vendor   Check Typ Sts
                    Code   Date
001   Mode: All checks
Check #   Recon. Selected Tape Selected   Voids Selected Outstanding Chks
          79099.17   .00   .00   283655.36

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

? Bank   Check Chk date   Amount TY Vendor Status
                                          code
  CHECK   55004 5/31/07   2042.00   P BIC001 Select for Reconciliation
  CHECK   55005 5/31/07   352.32   P CON001 Select for Reconciliation
  CHECK   55006 5/31/07   1860.79   P HER001 Select for Reconciliation
  CHECK   55007 5/31/07   1447.49   P KEE001 Void
  CHECK   55008 5/31/07   4970.94   P LIG001 Void
  CHECK   55009 5/31/07   7716.74   P PHI001 Void
  CHECK   55010 10/16/07   74844.06   P PHI001 Select for Reconciliation
  CHECK   55011 10/16/07   199761.24   P RJR100 Checks printed   +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

6.  When the necessary checks are selected for reconciliation (as illustrated above),
    press <F10> (Process Selected Checks). The Reconciled Check Report is printed
    (see below).

```
ARBJDFR    DISPLAY  CDR CUSTOMER CONFERENCE              11/25/08 16:34:43
JEANNINE                 A/P Check Reconciliation        QPADEV0003
Cmpny Bank   Check  Vendor   Check Typ Sts
                    Code     Date
001                                     Mode: All checks
Check #   Recon. Selected  Tape Selected    Voids Selected  Outstanding Chks
             .00             .00              .00           283655.36


Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void


? Bank    Check  Chk date      Amount  TY Vendor Status
                                          code
  CHECK   55004  5/31/07      2042.00   P BIC001 Reconciled with bank
  CHECK   55005  5/31/07       352.32   P CON001 Reconciled with bank
  CHECK   55006  5/31/07      1860.79   P HER001 Reconciled with bank
  CHECK   55007  5/31/07      1447.49   P KEE001 Void
  CHECK   55008  5/31/07      4970.94   P LIG001 Void
  CHECK   55009  5/31/07      7716.74   P PHI001 Void
  CHECK   55010 10/16/07     74844.06   P PHI001 Reconciled with bank
  CHECK   55011 10/16/07    199761.24   P RJR100 Checks printed            +


F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

Reconciled Check Report

```
CDR CUSTOMER CONFERENCE              Reconciled Check Report          JEANNINE   ARBKPFR   11/25/08 15:30:13 Page      1

    Check #   Vendor    Name                     Date    Type      Amount

     55004 BIC001  BIC CORPORATION             5/31/07    P       2042.00

     55005 CON001  CONWOOD CORP.               5/31/07    P        352.32

     55006 HER001  HERSHEY CHOCOLATE           5/31/07    P       1860.79

     55010 PHI001  PHILLIP MORRIS INC.        10/16/07    P      74844.06

Final totals                                                     79099.17

** END OF REPORT **
```

7. If necessary, the process of reconciling a payment can be reversed by entering *2* (Reset to Chks Printed) in the selection column next to the bank code, and pressing <Enter>.

```
ARBJDFR     DISPLAY  CDR CUSTOMER CONFERENCE                11/25/08 16:45:13
JEANNINE                    A/P Check Reconciliation        QPADEV0004
Cmpny  Bank   Check  Vendor   Check Typ Sts
                     Code     Date
001                                        Mode: All checks
Check #  Recon. Selected  Tape Selected      Voids Selected   Outstanding Chks
                    .00              .00               .00         362754.53

Type options, press Enter.
1=Select for Check Reconciliation /2=Reset to Chks Printed /V=Select for Void

?  Bank   Check  Chk date       Amount  TY Vendor Status
                                           code
   CHECK   55004  5/31/07       2042.00  P BIC001 Checks printed
   CHECK   55005  5/31/07        352.32  P CON001 Checks printed
   CHECK   55006  5/31/07       1860.79  P HER001 Checks printed
   CHECK   55007  5/31/07       1447.49  P KEE001 Void
   CHECK   55008  5/31/07       4970.94  P LIG001 Void
   CHECK   55009  5/31/07       7716.74  P PHI001 Void
   CHECK   55010 10/16/07      74844.06  P PHI001 Checks printed
   CHECK   55011 10/16/07     199761.24  P RJR100 Checks printed           +

F3=Exit; F10=Process Selected Checks; F11=UNSELECT ALL; F14=Auto Sel. Frm Tape
```

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

Working With Manual Payments

When payments are made with hand-written checks (also called "manual checks"), users have several options for processing these "manual" payments:

- If the invoice is not yet entered, users can enter and post the invoice that is immediately processed for payment with a manual check. Refer to Automatically Posting Manual Payments below.

- If a manual check must be used for payment of a posted invoice, users can process the manual payment after editing the invoice. Refer to Processing Manual Payments After Invoices Are Posted below.

Automatically Posting Manual Payments

The instructions below describe how to enter and post an invoice that is immediately processed for payment with a manual check. Refer to Adding An Invoice Batch for information about how to enter invoices to be processed with many payments at some later time.

```
User: JEANNINE                Menu: APCV1                  Date: 11/04/08

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

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

```
AP4100R     ENTER     CDR CUSTOMER CONFERENCE              11/04/08 13:47:53
JEANNINE                    A/P INVOICE POSTING            QPADEV0003


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


Batch number          (blank for new batch)











F3=Exit    F8=Select batch
```

2. Enter data for the following fields:
   - **Posting date** - the posting date of the invoice batch.
   - **Control total** - the total amount due for all the invoices of the batch.

```
AP4100R     ENTER     CDR CUSTOMER CONFERENCE              11/04/08 13:47:53
JEANNINE                    A/P INVOICE POSTING            QPADEV0003

Posting date   110408
Control total  524.39
Bank Code  .   CHECK   (Used for Automatic EFT Processing Only)

Batch number          (blank for new batch)











F3=Exit    F8=Select batch
```

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

```
AP4210R     ADD       CDR CUSTOMER CONFERENCE              11/04/08 13:57:47
JEANNINE                    A/P INVOICE POSTING            QPADEV0003
Voucher     136 Batch     65  Post date 11/04/08  Control        524.39
Vendor                                          Inv total           .00
Inv.                              Pymt type   Disc avail           .00
Terms                      Rcv Dte       Inv date      Due date
Ref                                      Pay date      Disc due
Dft cost center   10           Cost Center            Net           .00
                                        Check #       Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item           Desc (?=spcl items)           Qty      Price    Ext Amt
                 Cost Center    G/L Account               Discount
                                                                    .00

                                                                    .00

                                                                    .00

                                                                    .00

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

4. Enter data for the following fields:
   - **Vendor** - enter a vendor code to designate the vendor from whom the invoice

was received. If necessary, enter *?* and press <Enter> to select a vendor code from the Vendor Select screen.

- **Inv.** - enter the vendor's invoice number.
- **Pymt type** - enter *M* to designate the type of payment is manual.
- **Inv date** - enter the date of the vendor's invoice.

```
AP4210R     ADD       CDR CUSTOMER CONFERENCE                 11/04/08 13:57:47
JEANNINE                      A/P INVOICE POSTING             QPADEV0003
Voucher      136  Batch     65  Post date  11/04/08  Control        524.39
Vendor   OFF001                              Inv total         .00
Inv.  221152                      Pymt type M Disc avail       .00
Terms                    Rcv Dte       Inv date 102408 Due date
Ref                                    Pay date       Disc due
Dft cost center   10             Cost Center        Net         .00
                                      Check #       Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item          Desc (?=spcl items)          Qty     Price    Ext Amt
                 Cost Center    G/L Account                Discount
                                                              .00

                                                              .00

                                                              .00

                                                              .00


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

5. Press <Enter>.

```
AP4210R     ADD       CDR CUSTOMER CONFERENCE                 11/04/08 13:59:41
JEANNINE                      A/P INVOICE POSTING             QPADEV0003
Voucher      136  Batch     65  Post date  11/04/08  Control        524.39
Vendor   OFF001  Office Depot                 Inv total         .00
Inv.  221152     Baton Rouge        LA Pymt type M Disc avail       .00
Terms NT NET DUE              Rcv Dte       Inv date 102408 Due date 102508
Ref                                    Pay date 102508 Disc due
Dft cost center   10             Cost Center        Net         .00
                                      Check #       Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item          Desc (?=spcl items)          Qty     Price    Ext Amt
                 Cost Center    G/L Account                Discount
                                                              .00

                                                              .00

                                                              .00

                                                              .00


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

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

7. Enter the manual check number in the **Check #** field.

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

9. Enter data for the following fields as necessary:
    - **Qty** - the quantity of the item if greater than 1.
    - **Price** - the item's net cost.
    - **Cost Center** - the cost center number which is used when posting the invoice.
    - **G/L Account** - the account number that is debited when posting the invoice.
    - **Discount** - if the distributor qualifies for a cash discount, enter *Y* and the discount amount.

10. Continue adding A/P items as necessary, and press <Enter> when data entry is complete.

```
AP4210R    ADD      CDR CUSTOMER CONFERENCE              11/04/08 14:12:41
JEANNINE                      A/P INVOICE POSTING            QPADEV0003
Voucher      136  Batch     65  Post date 11/04/08  Control        524.39
Vendor   OFF001  Office Depot                    Inv total        524.39
Inv.  221152      Baton Rouge        LA Pymt type M Disc avail         .00
Terms NT NET DUE              Rcv Dte       Inv date 102408 Due date 102508
Ref                                          Pay date 110408 Disc due
Dft cost center   10             Cost Center          Net         524.39
                                      Check #   32242  Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item            Desc (?=spcl items)        Qty     Price    Ext Amt
               Cost Center     G/L Account            Discount
  INVENTORY07     Inventory Holding-Paper Prod    1    198.96     198.96
                  10              290                  Y
  INVENTORY08     Inventory Holding-General Md    1    325.43     325.43
                  10              290                  Y
                                                                   .00

                                                                   .00

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

11. Press <Enter> when prompted to confirm. The A/P Invoice Posting (Add) screen appears.

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

```
AP4120R    DISPLAY  CDR CUSTOMER CONFERENCE            11/04/08 14:13:32
JEANNINE                      INVOICE REVIEW               QPADEV0003

Batch     65 Posting date  11/04/08      524.39 Control total     524.39
 Disc -->         .00  Net -->      524.39    Batch Total     524.39

Type options, press Enter.
2=Change   3=Copy   4=Delete

? Voucher  Invoice     Vendor Name                Invoice amt      Net amt
    136  221152      OFF001 Office Depot          524.39       524.39
                                            Pay Date 11/04/08




F3=Exit    F4=Post batch
```

13. Press <F4> (Post Batch). The A/P Automatic Manual Payment Selection screen appears.

The following reports (see examples below) are printed when an invoice batch is posted:
- Invoice Entry Edit List (optional)
- A/P Invoice Transaction Register
- A/P-G/L Trans Register - It is strongly recommended that users retain this report for future reference when data entry errors occur. Refer to Posting An Invoice Batch for additional information about this report.

```
ARE4DFR     DISPLAY  CDR CUSTOMER CONFERENCE                11/04/08 14:14:27
JEANNINE                 A/P Automatic Manual Payment Selection    QPADEV0003
Vendor Voucher
                Bank CHECK  Last check    55034 Check date 11/04/08 CDO 110408

Type options, press Enter.
1=Select for payment

?   Check Vendor Voucher Reference                    Remain due   Net Pay Amt
    32242 OFF001    136                                  524.39        524.39




F3=Exit
```

14. If necessary, change the value of the **CDO** (check date override) field.

15. Enter *1* (Select for payment) in the selection column next to the vouchers designated for automatic payment, and press <Enter>.

```
ARE4DFR     DISPLAY  CDR CUSTOMER CONFERENCE                11/04/08 14:17:05
JEANNINE                 A/P Automatic Manual Payment Selection    QPADEV0003
Vendor Voucher
                Bank CHECK  Last check    55034 Check date 11/04/08 CDO 110408

Type options, press Enter.
1=Select for payment

?   Check Vendor Voucher Reference                    Remain due   Net Pay Amt
1   32242 OFF001    136                                  524.39        524.39




F3=Exit
                                                        CONFIRM: N (Y/N)
```

16. Enter *Y* (yes) for the **Confirm** field. The A/P Invoice Posting (Enter) screen appears, and the following reports (see examples below) are printed:
- A/P Manual Check Register
- A/P Pay-G/L Trans Reg - It is strongly recommended that users retain this posting control report for future reference.

Accounts Payable (Rev. 7/09/13)   **173**

```
AP4100R      ENTER     CDR CUSTOMER CONFERENCE              11/04/08 14:17:54
JEANNINE                        A/P INVOICE POSTING         QPADEV0003

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

Batch number         (blank for new batch)











F3=Exit    F8=Select batch
```

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

Invoice Entry Edit List

```
Creative Data Research, Inc.            Invoice Entry Edit List            JEANNINE   ARARPFR   11/04/08 14:14:26 Page     1

Company 001

   Batch Number    65 Status   Batch Control Total      524.39

Voucher      Vendor Vendor Name              Vendor    Invoice  Invoice  Invoice     Total      Total              Terms Description
                                             Invoice   Date    Due Date Pay Date   Inv.Amt.   Disc. Allowed

   136 R  OFF001 Office Depot                221152   10/24/08 10/25/08 11/04/08    524.39                 NT NET DUE

     Seq Typ Item Number    Item description        Detail     Detail   Discount    Adjustment Remain Due Act. Cost
                                                    Amount     Qty

       1  R  INVENTORY07    Inventory Holding-Paper Prod.     198.96       1                              198.96

       2  R  INVENTORY08    Inventory Holding-General Mdse    325.43       1                              325.43

** END OF REPORT **
```

A/P Invoice Transaction Register

```
CDR CUSTOMER CONFERENCE                A/P INVOICE TRANSACTION REGISTER        JEANNINE   AP7250R   11/04/08 14:14:27 Page     1

Batch     65     Posting date 11/04/08

   Voucher     136 Vendor  OFF001 Office Depot           Inv date  10/24/08    Inv total       524.39
        Terms   NT NET DUE              Ref.                       Invoice Type M   Vnd Inv#   221152

   Item          Description            Qty    Amount   Ext cost  Avail.Disc    Ext Net   Cost Center   G/L Account
   INVENTORY07   Inventory Holding-Paper Prod    1    198.96    198.96       .00     198.96    10            290
   INVENTORY08   Inventory Holding-General Md     1    325.43    325.43       .00     325.43    10            290
                                                        _____   _____   _____
Total for batch    65                                   524.39       .00     524.39

** END OF REPORT **
```

A/P-G/L Trans Register

```
CDR CUSTOMER CONFERENCE                A/P-G/L TRANS REGISTER              JEANNINE   GL7566R   11/04/08 14:14:28 Page      1

Batch    65

Cost Center     G/L Account          Jrnl   Inv date    Posted   Description              Debits            Credits
10                 200               826    11/04/08   11/04/08  Voucher number 136          .00            524.39CR
                                                                                         _____        _____
                                                                                            .00            524.39CR

10                 290               826    11/04/08   11/04/08  Office Depot0000136      198.96               .00
10                 290               826    11/04/08   11/04/08  Office Depot0000136      325.43               .00
                                                                                         _____        _____
                                                                                         524.39                .00

                                                                                         _____        _____
Final totals                                                                             524.39            524.39CR

** END OF REPORT **
```

It is strongly recommended that users retain the A/P-G/L Trans Register for future reference when data entry errors occur. Refer to Posting An Invoice Batch for additional information about this report.

A/P Manual Check Register

```
CDR CUSTOMER CONFERENCE                A/P Manual Check Register          JEANNINE   ARENPFR   11/04/08 14:17:54 Page      1

Batch    21
        Check      Date      Vendor                            Gross Amount    Disc. Amt.    Net Amount    Jrnl no

        32242   11/04/08   OFF001  Office Depot                    524.39          .00         524.39       827
                Voucher   Invoice#   Received   Invoice
                                      Date        Date
                  136    221152                 10/24/08

            10          290         198.96     Inventory Holding

            10          290         325.43     Inventory Holding
                                                                 _____    _____    _____
        Total for check   32242                                    524.39          .00         524.39

                                                                 _____    _____    _____
Total for batch    21                                              524.39          .00         524.39

** END OF REPORT **
```

A/P Pay-G/L Trans Reg

```
Creative Data Research, Inc.           A/P Pay-G/L Trans Reg              JEANNINE   ARAZPFR   11/04/08 14:17:54 Page      1

Journal Entry Number   827   Posting Date 11/04/08

            Trans        Description          Amount         Cost      G/L account
            Date                                             Center

            11/04/08  Office Depot 21          524.39CR    1000000    1000000000000

        G/L account   1000000000000           524.39CR

            11/04/08  A/P Check batch 21       524.39      1000000    2000000000000

        G/L account   2000000000000           524.39

Final Totals for Jrnl #   827                    .00

** END OF REPORT **
```

It is strongly recommended that users retain the A/P Pay-G/L Trans Reg posting control report for future reference.

Processing Manual Payments After Invoices Are Posted

The instructions below describe how to process manual check payments at some time after an invoice batch is posted. If the invoice's voucher currently exists in a payment batch, the user must delete it from the batch before proceeding. Refer to Adding A Payment Batch for information about deleting a voucher from a payment batch.

If the value of the **Payment Type** field of the posted invoice is *M*, users may begin with step 7 below.

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

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

1. Select option 8 (Edit Voucher Pay Date) from the Accounts Payable screen. The Invoice Pay Date Maintenance Prompt Screen screen appears.

```
ARBTE1R     CHANGE    CDR CUSTOMER CONFERENCE              11/10/08 11:55:08
JEANNINE               Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number  .
Voucher Type (R ) .   R

















F3=Exit    F9=New    F10=Actions
```

2. Enter the invoice's voucher number for the **Voucher Number** field, enter *R* for the **Voucher Type** field, and press <Enter>. The Invoice Pay Date Maintenance screen appears, unless one of the following messages is displayed:
   - *Voucher is Pending in a Payment Batch - Cannot be Selected!*
     If necessary, refer to Adding A Payment Batch for information about deleting the invoice's voucher from the payment batch.
   - *Voucher has not been posted* appears if the invoice is not yet posted.
   - *Voucher Already Paid*.

```
ARBTE1R      CHANGE    CDR CUSTOMER CONFERENCE              11/10/08 12:11:51
JEANNINE                    Invoice Pay Date Maintenance    QPADEV0003

Voucher nbr . . . . . . . :        133
Vendor  . . . . . . . . . :    HER001 HERSHEY CHOCOLATE
Voucher Status  . . . . . :    A
Voucher Post Date . . . . :    11/03/08
Voucher Disc Due Date . . :
Invoice Total . . . . . . :           332.12
Remaining Amount Due  . . :           332.12
Due Date  . . . . . . . . .    110808
Pay Date  . . . . . . . . .    110808
Payment Type  . . . . . . .    P
  (Payment Type Codes:  P-Regular Invoice  M-Manual Invoice  E-EFT Invoice)
Voucher Reference . . . . .
Rcv Date  . . . . . . . . .
Vendor's Invoice Number . .    355122




F3=Exit   F12=Cancel  Enter=Update
```

3. Enter *M* for the **Payment Type** field, and enter new values for the following fields as necessary:
   - **Due Date** - the date by which the vendor must receive payment before the invoice is considered past due.
   - **Pay Date** - the date by which the distributor intends to pay the vendor.
   - **Voucher Reference** - the text printed on the check stub if a system-generated check is printed by the user. When purchase orders are transferred to Accounts Payable from DAC Purchasing, PO numbers appear in the **Voucher Reference** field.
   - **Rcv Date** - the date on which the order was received from the vendor.
   - **Vendor's Invoice Number** - the vendor's invoice number.

4. Press <Enter> when data entry is complete.

```
ARBTE1R      CHANGE    CDR CUSTOMER CONFERENCE              11/10/08 12:12:49
JEANNINE                    Invoice Pay Date Maintenance    QPADEV0003

Voucher nbr . . . . . . . :        133
Vendor  . . . . . . . . . :    HER001 HERSHEY CHOCOLATE
Voucher Status  . . . . . :    A
Voucher Post Date . . . . :    11/03/08
Voucher Disc Due Date . . :
Invoice Total . . . . . . :           332.12
Remaining Amount Due  . . :           332.12
Due Date  . . . . . . . . .    110808
Pay Date  . . . . . . . . .    110808
Payment Type  . . . . . . .    M
  (Payment Type Codes:  P-Regular Invoice  M-Manual Invoice  E-EFT Invoice)
Voucher Reference . . . . .
Rcv Date  . . . . . . . . .
Vendor's Invoice Number . .    355122




F3=Exit   F12=Cancel  Enter=Update
                                              CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm. The Invoice Pay Date Maintenance Prompt Screen screen appears with the *Record changed* message.

6. If necessary, users can repeat the previous instructions to designate that manual check payments are made for other posted invoices, or press <F3> (Exit). The Accounts Payable screen appears.

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

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

7. Select option 3 (Process Manual Payments) from the Accounts Payable screen.
    The A/P Manual Payment Prompt screen appears.

```
AP4350R      ENTER     CDR CUSTOMER CONFERENCE          11/10/08 12:13:57
JEANNINE                     A/P MANUAL PAYMENT PROMPT   QPADEV0003

Bank  . . . . .    CHECK
Check date  . .
Vendor  . . . .          (blank for all Vendors)









Register queue *JOB          Copies   1    Hold N (Y-Hold, N-Release)


F3=Exit
```

8. Enter data for the following fields:
    • **Bank** - the bank code to designate the bank through which the manual checks
      are processed.
    • **Check Date** - the date used for posting the payment transactions to General
      Ledger.
    • Optional: **Vendor** - a vendor code to designate a single vendor to be payed. If
      necessary, enter *?* and press <Enter> to select a vendor code from the Vendor
      Select screen.

```
AP4350R    ENTER    CDR CUSTOMER CONFERENCE              11/10/08 12:13:57
JEANNINE                    A/P MANUAL PAYMENT PROMPT        QPADEV0003


Bank  . . . . .    CHECK
Check date  . .    111008
Vendor  . . . .              (blank for all Vendors)













Register queue *JOB          Copies   1   Hold N (Y-Hold, N-Release)


F3=Exit
```

9. Press <Enter>. The A/P Manual Payment Selection screen appears.

```
AP4355R    DISPLAY  CDR CUSTOMER CONFERENCE              11/10/08 12:14:44
JEANNINE                    A/P MANUAL PAYMENT SELECTION     QPADEV0003
            Vendor Voucher
                         Bank CHECK    Last check   55034 Check date 11/10/08

Type options, press Enter.
1=Select for payment   5=Inquiry    8=Payment details

?   Check Vendor Voucher Reference              Remain due       Payment
          KEE001     11 000001                    586.76         586.76
          PHI001    108 000082                    885.30         885.30
          HER001    133                           332.12         332.12
          KEE001    140 000101                    462.96         462.96








F3=Exit    F6=Add standard invoice to list
```

10. If necessary, enter a vendor code for the **Vendor** field, press <Field Exit>, enter a voucher number for the **Voucher** field, press <Field Exit>, and press <Enter> to locate the manual payments for processing.

11. To make a partial payment or change the cash discount amount, locate the desired payment (use <Page Down> if necessary), and enter *8* (Payment details) in the selection column next to its vendor code.

```
AP4355R    DISPLAY  CDR CUSTOMER CONFERENCE              11/10/08 12:14:44
JEANNINE                    A/P MANUAL PAYMENT SELECTION     QPADEV0003
            Vendor Voucher
                         Bank CHECK    Last check   55034 Check date 11/10/08

Type options, press Enter.
1=Select for payment   5=Inquiry    8=Payment details

?   Check Vendor Voucher Reference              Remain due       Payment
          KEE001     11 000001                    586.76         586.76
8         PHI001    108 000082                    885.30         885.30
          HER001    133                           332.12         332.12
          KEE001    140 000101                    462.96         462.96








F3=Exit    F6=Add standard invoice to list
```

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

```
AP4400R      CHANGE    CDR CUSTOMER CONFERENCE                 11/10/08 12:16:25
JEANNINE                     PAYMENT DETAIL MAINTENANCE         QPADEV0003

Voucher      108                             Invoice payment        885.30
Vendor    PHI001 PHILLIP MORRIS INC.         Total payments         885.30
Terms     E3                                 Total discounts         26.56
Reference  000082                                 Net Amount         858.74

Item              Description                      Payment    Discount
INVENTORY01       Inventory Holding - Cigarettes    885.30       26.56




F3=Exit
```

Enter data for the following fields as necessary, and press <Enter> when
complete:
- **Payment** - the amount of a partial payment.
- **Discount** - enter (or delete) the amount of the cash discount.
  Refer to Working With Company A/P Options for information about the **Allow
  discount override** field which designates if the value of the **Discount** field
  can be changed when processing payments.

```
AP4400R      CHANGE    CDR CUSTOMER CONFERENCE                 11/10/08 12:16:25
JEANNINE                     PAYMENT DETAIL MAINTENANCE         QPADEV0003

Voucher      108                             Invoice payment        885.30
Vendor    PHI001 PHILLIP MORRIS INC.         Total payments         885.30
Terms     E3                                 Total discounts         26.56
Reference  000082                                 Net Amount         858.74

Item              Description                      Payment    Discount
INVENTORY01       Inventory Holding - Cigarettes    885.30




F3=Exit
```

Press <Enter> and press <F3> (Exit) when changes are completed, or press <F3>
to exit without making changes. The A/P Manual Payment Selection screen
appears.

```
AP4355R      DISPLAY  CDR CUSTOMER CONFERENCE                11/10/08 12:20:07
JEANNINE                       A/P MANUAL PAYMENT SELECTION        QPADEV0003
              Vendor Voucher
                            Bank CHECK    Last check    55034 Check date 11/10/08


Type options, press Enter.
1=Select for payment   5=Inquiry   8=Payment details

?    Check Vendor Voucher Reference                   Remain due        Payment
           KEE001      11 000001                          586.76         586.76
           PHI001     108 000082                          885.30         885.30
           HER001     133                                 332.12         332.12
           KEE001     140 000101                          462.96         462.96








F3=Exit    F6=Add standard invoice to list
```

12. To process the necessary manual payments, enter *1* (Select for payment) in the
    selection column, and the manual check number in the **Check** field of the desired
    vouchers, and press <Enter>.

```
AP4355R      DISPLAY  CDR CUSTOMER CONFERENCE                11/10/08 12:21:20
JEANNINE                       A/P MANUAL PAYMENT SELECTION        QPADEV0003
              Vendor Voucher
                            Bank CHECK    Last check    55034 Check date 11/10/08


Type options, press Enter.
1=Select for payment   5=Inquiry   8=Payment details

?    Check Vendor Voucher Reference                   Remain due        Payment
           KEE001      11 000001                          586.76         586.76
1    32247 PHI001     108 000082                          885.30         885.30
1    32248 HER001     133                                 332.12         332.12
           KEE001     140 000101                          462.96         462.96







F3=Exit    F6=Add standard invoice to list
                                                    CONFIRM: N (Y/N)
```

13. Enter *Y* (yes) for the **Confirm** field. The A/P Manual Payment Prompt screen
    appears, and the following reports (see examples below) are printed:
    • A/P Manual Check Register
    • A/P Pay-G/L Trans Reg - It is strongly recommended that users retain this
      posting control report for future reference.

```
AP4350R      ENTER    CDR CUSTOMER CONFERENCE                11/10/08 12:22:02
JEANNINE                        A/P MANUAL PAYMENT PROMPT          QPADEV0003

Bank  . . . . .
Check date  . .
Vendor  . . . .            (blank for all Vendors)












Register queue *JOB         Copies   1    Hold N (Y-Hold, N-Release)


F3=Exit
```

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

A/P Manual Check Register

```
CDR CUSTOMER CONFERENCE              A/P Manual Check Register          JEANNINE   ARENPFR   11/10/08 12:22:02 Page      1
Batch    24
         Check    Date     Vendor                                Gross Amount    Disc. Amt.    Net Amount    Jrnl no
         32247  11/10/08   PHI001  PHILLIP MORRIS INC.               885.30         26.56        858.74       837
                Voucher  Invoice#    Received  Invoice
                                       Date      Date
                   108   002214     10/24/08  10/24/08
            10         290            885.30   Inventory Holding
                                                              ------------  ------------  -----------
            Total for check   32247                              885.30         26.56        858.74

         32248  11/10/08   HER001  HERSHEY CHOCOLATE                332.12          .00         332.12       837
                Voucher  Invoice#    Received  Invoice
                                       Date      Date
                   133   355122                11/01/08
            10         290            332.12   Inventory Holding
                                                              ------------  ------------  -----------
            Total for check   32248                              332.12          .00         332.12
                                                              ------------  ------------  -----------
         Total for batch    24                                  1217.42         26.56       1190.86

         ** END OF REPORT **
```

A/P Pay-G/L Trans Reg

```
Creative Data Research, Inc.          A/P Pay-G/L Trans Reg            JEANNINE   ARAZPFR   11/10/08 12:22:03 Page      1

Journal Entry Number   837   Posting Date 11/10/08

          Trans     Description            Amount       Cost      G/L account
          Date                                          Center

          11/10/08  PHILLIP MORRIS INC. 24       858.74CR   1000000   1000000000000

          11/10/08  HERSHEY CHOCOLATE 24         332.12CR   1000000   1000000000000

      G/L account   1000000000000         1190.86CR

          11/10/08  A/P Check batch 24          1217.42    1000000   2000000000000

      G/L account   2000000000000         1217.42

          11/10/08  PHILLIP MORRIS INC. 24        26.56CR   1000000   6200000000000

      G/L account   6200000000000           26.56CR
Final Totals for Jrnl #   837                     .00

** END OF REPORT **
```

It is strongly recommended that users retain the A/P Pay-G/L Trans Reg posting control report for future reference.

Working With EFT Payments

User have several options for processing EFT payments:

- If the EFT payment of an unposted invoice is ready for processing, users can edit and post the invoice which simaultaneously posts the EFT payment. Refer to Automatically Posting EFT Payments below.

- If the EFT payment is expected for an unposted invoice, users can edit and post the invoice to be processed for payment at some later time. Refer to Processing EFT Payments After Posting Invoices below.

- If the EFT payment of a posted invoice is ready for processing, users can process the payment after editing the invoice. Refer to Processing EFT Payments After Invoices Are Posted below.

Automatically Posting EFT Payments

This section describes how to process EFT payments for existing unposted invoices. Refer to Adding An Invoice Batch for information about how to enter invoices to be automatically processed with EFT payments when posted.

The instructions below describe how to edit unposted invoices, and immediately post the invoices to simultaneously post the EFT payments.

```
User: JEANNINE              Menu: APCV1              Date: 10/28/08

=================> A C C O U N T S   P A Y A B L E <=================
===================================================================
!!!!!!!!!!     1. Invoice Entry/Update      11. Void Check Entry (Blanks)
THE     !!     2. Debit/Credit Maint.
DAC     !!     3. Process Manual Payments
SYSTEM  !!     4. Auto Payment Selection
!!!!!!!!!!     5. Process EFT Payments
               6. Print Checks
               7. Select Default Company
               8. Edit Voucher Pay Date
               9. Receive Remote Invoices
              10. Check Reconciliation
                    M E N U   C A L L S
19. A/P Inquiry          20. A/P File Maint.      21. A/P Report Menu
22. General Ledger       23. A/P Closing Menu     90. Sign Off
===================================================================
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==>
```

1. Select option 1 (Invoice Entry/Update) from the Accounts Payable screen. The A/P Invoice Posting (Enter) screen appears.

2. Press F8 (Select Batch). The Batch Selection screen appears.

```
AP5100R    DISPLAY   CDR CUSTOMER CONFERENCE                10/29/08 10:47:31
JEANNINE                        BATCH SELECTION             QPADEV0004

   Batch   Posted   Control total   Created by  Workstation   Date


Type options, press Enter.
1=Select   4=Delete    P=Print Edit List

        46  10/24/08        308.64    JEANNINE              10/24/08  16:59:04
        49  10/29/08       1270.44    JEANNINE              10/29/08   9:29:23












F3=Exit
```

3. Locate the desired invoice batch, enter *1* (Select) in the selection column next
    to its batch number, and press <Enter>. The A/P Invoice Posting (Enter) screen
    appears for the selected invoice batch.

```
AP4100R     ENTER     CDR CUSTOMER CONFERENCE              10/29/08 10:47:53
JEANNINE                      A/P INVOICE POSTING          QPADEV0004

Posting date   102908
Control total        1270.44
Bank Code  .   CHECK  (Used for Automatic EFT Processing Only)

Batch number      49  (blank for new batch)












F3=Exit    F8=Select batch
```

4. If necessary, users can change the following values of the selected invoice batch:
    - **Posting date** - the posting date of the invoice batch.
    - **Control total** - the total amount due for all the invoices of the batch.
    - **Bank Code** - the bank code to designate the bank through which all the
      payments of the invoices of the batch are processed.

5. Press <Enter>. The A/P Invoice Posting (Add) screen appears for the selected
    invoice batch.

```
AP4210R      ADD       CDR CUSTOMER CONFERENCE                10/29/08 10:48:11
JEANNINE                     A/P INVOICE POSTING               QPADEV0004
Voucher     122  Batch      49  Post date  10/29/08  Control         1270.44
Vendor                                               Inv total           .00
Inv.                              Pymt type  Disc avail              .00
Terms                        Rcv Dte      Inv date        Due date
Ref                                       Pay date        Disc due
Dft cost center    10              Cost Center           Net              .00
                                            Check #       Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item            Desc (?=spcl items)            Qty      Price    Ext Amt
                     Cost Center    G/L Account                Discount
                                                                       .00

                                                                       .00

                                                                       .00

                                                                       .00


F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint. F17=Vend Maint.
```
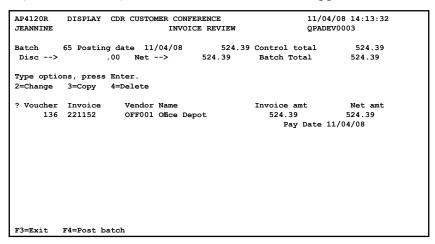
6. Press <F4> (Invoice review). The Invoice Review screen appears with the invoices created by transferring purchase orders to Accounts Payable.

```
AP4120R     DISPLAY  CDR CUSTOMER CONFERENCE              10/29/08 10:48:24
JEANNINE                       INVOICE REVIEW             QPADEV0004

Batch     49 Posting date  10/29/08      1270.44 Control total       1270.44
 Disc -->          32.85  Net -->       1237.59     Batch Total      1270.44


Type options, press Enter.
2=Change   3=Copy   4=Delete


? Voucher  Invoice     Vendor Name              Invoice amt       Net amt
     119   699811      JOH001 JOHN MIDDLETON INC    116.40        112.03
                                                 Pay Date 11/05/08
     120   266811      KEE001 KEEBLER COMPANY       308.64        297.07
                                                 Pay Date 11/05/08
     121   12269       LIG001 LIGGETT & MEYERS T    845.40        828.49
                                                 Pay Date 10/31/08




F3=Exit    F4=Post batch
```

7. Locate an invoice for which an EFT payment should be automatically processed, enter 2 (Change) in the selection column next to its voucher number, and press <Enter>. The A/P Invoice Posting (Change) screen appears for the invoice.

```
AP4210R      CHANGE    CDR CUSTOMER CONFERENCE              10/29/08 10:48:55
JEANNINE                     A/P INVOICE POSTING             QPADEV0004
Voucher      120  Batch      49  Post date  10/29/08  Control        1270.44
Vendor   KEE001  KEEBLER COMPANY                 Inv total           308.64
Inv. 266811     ATLANTA              GA Pymt type P Disc avail         11.57
Terms 12 EFT 7 DAYS             Rcv Dte 102908 Inv date 102908 Due date 110508
Ref 000093                                     Pay date 110508 Disc due 110508
Dft cost center    10             Cost Center           Net           297.07
                                            Check #      Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item            Desc (?=spcl items)            Qty      Price    Ext Amt
                     Cost Center    G/L Account                Discount
  INVENTORY05     Inventory Holding - Grocery      1     308.64     308.64
                       10              290                  Y       11.57
                                                                       .00

                                                                       .00

                                                                       .00


F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint. F17=Vend Maint.
```

8. Enter *E* for the **Pymt type** field, and *Y* (yes) for the **Auto. Post EFT's** field.

```
AP4210R    CHANGE   CDR CUSTOMER CONFERENCE              10/29/08 10:48:55
JEANNINE                    A/P INVOICE POSTING          QPADEV0004
Voucher     120  Batch    49  Post date  10/29/08  Control       1270.44
Vendor   KEE001  KEEBLER COMPANY                    Inv total       308.64
Inv.  266811     ATLANTA            GA Pymt type E Disc avail       11.57
Terms 12 EFT 7 DAYS            Rcv Dte 102908 Inv date 102908 Due date 110508
Ref 000093                              Pay date 110508 Disc due 110508
Dft cost center   10            Cost Center          Net          297.07
                                        Check #      Auto. Post EFT's Y
Type options, press Enter.
4=Delete   5=PO Details
? Item            Desc (?=spcl items)         Qty     Price    Ext Amt
                    Cost Center    G/L Account              Discount
  INVENTORY05     Inventory Holding - Grocery    1    308.64     308.64
                       10           290                Y       11.57
                                                                  .00

                                                                  .00

                                                                  .00


F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint. F17=Vend Maint.
```

9. Continue making other changes to the invoice as necessary, and press <Enter> when data entry is complete.

```
AP4210R    CHANGE   CDR CUSTOMER CONFERENCE              10/29/08 10:49:38
JEANNINE                    A/P INVOICE POSTING          QPADEV0004
Voucher     120  Batch    49  Post date  10/29/08  Control       1270.44
Vendor   KEE001  KEEBLER COMPANY                    Inv total       308.64
Inv.  266811     ATLANTA            GA Pymt type E Disc avail       11.57
Terms 12 EFT 7 DAYS            Rcv Dte 102908 Inv date 102908 Due date 110508
Ref 000093                              Pay date 110508 Disc due 110508
Dft cost center   10            Cost Center          Net          297.07
                                        Check #      Auto. Post EFT's Y
Type options, press Enter.
4=Delete   5=PO Details
? Item            Desc (?=spcl items)         Qty     Price    Ext Amt
                    Cost Center    G/L Account              Discount
  INVENTORY05     Inventory Holding - Grocery    1    308.64     308.64
                       10           290                Y       11.57
                                                                  .00

                                                                  .00

                                                                  .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint. F17=Vend Maint.
                                                        CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Invoice Review screen appears.

```
AP4120R    DISPLAY  CDR CUSTOMER CONFERENCE              10/29/08 10:50:33
JEANNINE                         INVOICE REVIEW          QPADEV0004

Batch    49 Posting date  10/29/08      1270.44 Control total      1270.44
 Disc -->        32.85  Net -->      1237.59    Batch Total        1270.44

Type options, press Enter.
2=Change   3=Copy   4=Delete

? Voucher  Invoice      Vendor Name          Invoice amt       Net amt
      119  699811       JOH001 JOHN MIDDLETON INC   116.40        112.03
                                              Pay Date 11/05/08
      120  266811       KEE001 KEEBLER COMPANY      308.64        297.07
                                              Pay Date 11/05/08
      121  12269        LIG001 LIGGETT & MEYERS T   845.40        828.49
                                              Pay Date 10/31/08





F3=Exit   F4=Post batch
```

11. If necessary, users can repeat the previous instructions to designate that EFT payments for other invoices will be automatically processed when the invoice batch is posted.

Refer to Processing EFT Payments After Posting Invoices below for information about using option 2 (Change) of the Invoice Review screen to designate that an EFT payment will be manually processed at some time after the batch is posted.

12. When all the necessary changes are made to the invoices of the batch, press <F4> (Post Batch). The A/P Automatic EFT Payment Selection screen appears.

```
ARE5DFR     DISPLAY   CDR CUSTOMER CONFERENCE                10/29/08 10:51:55
JEANNINE                  A/P Automatic EFT Payment Selection     QPADEV0004
           Vendor Voucher
                         Bank CHECK    Last check   55029 Check date 10/29/08

Type options, press Enter.
1=Select for payment

?   Check Vendor Voucher Reference               Remain due  Net Pay Amt.
        0 KEE001     120 000093                     308.64       297.07




F3=Exit
```

The following reports (see examples below) are printed when an invoice batch is posted:
  • Invoice Entry Edit List (optional)
  • A/P Invoice Transaction Register
  • A/P-G/L Trans Register - It is strongly recommended that users retain this report for future reference when data entry errors occur. Refer to Posting An Invoice Batch for additional information about this report.

13. Enter *1* (Select for payment) in the selection column next to the vouchers designated for automatic payment, and press <Enter>.

```
ARE5DFR     DISPLAY   CDR CUSTOMER CONFERENCE                10/29/08 10:53:13
JEANNINE                  A/P Automatic EFT Payment Selection     QPADEV0004
           Vendor Voucher
                         Bank CHECK    Last check   55029 Check date 10/29/08

Type options, press Enter.
1=Select for payment

?   Check Vendor Voucher Reference               Remain due  Net Pay Amt.
1  999990 KEE001     120 000093                     308.64       297.07




F3=Exit
                                                       CONFIRM: N  (Y/N)
```

14. Enter *Y* (yes) for the **Confirm** field. The A/P Invoice Posting (Enter) screen appears, and the following reports (see examples below) are printed:
  • A/P EFT Check Register
  • A/P Pay-G/L Trans Reg - It is strongly recommended that users retain this posting control report for future reference.

```
AP4100R      ENTER     CDR CUSTOMER CONFERENCE              10/29/08 10:53:48
JEANNINE                        A/P INVOICE POSTING         QPADEV0004


Posting date
Control total
Bank Code  .   CHECK   (Used for Automatic EFT Processing Only)


Batch number         (blank for new batch)













F3=Exit     F8=Select batch
```

15. Press <F3> to exit. The Accounts Payable screen appears.

Invoice Entry Edit List

```
Creative Data Research, Inc.            Invoice Entry Edit List          JEANNINE   ARARPFR   10/29/08 10:51:55 Page    1

Company 001

   Batch Number    49 Status   Batch Control Total        425.04

Voucher      Vendor Vendor Name             Vendor    Invoice  Invoice  Invoice     Total     Total            Terms Description
                                            Invoice   Date     Due Date Pay Date    Inv.Amt.  Disc. Allowed

   119 R  JOH001 JOHN MIDDLETON INC.        699811    10/29/08 11/05/08 11/05/08    116.40        4.37  12 EFT 7 DAYS

       Seq Typ Item Number     Item description          Detail    Detail   Discount    Adjustment Remain Due  Act. Cost
                                                         Amount    Qty

        1  R  INVENTORY02      Inventory Holding - Tobacco    116.40       1      4.37                116.40

   120 R  KEE001 KEEBLER COMPANY            266811    10/29/08 11/05/08 11/05/08    308.64       11.57  12 EFT 7 DAYS

       Seq Typ Item Number     Item description          Detail    Detail   Discount    Adjustment Remain Due  Act. Cost
                                                         Amount    Qty

        1  R  INVENTORY05      Inventory Holding - Grocery    308.64       1     11.57                308.64

** END OF REPORT **
```

A/P Invoice Transaction Register

```
CDR CUSTOMER CONFERENCE               A/P INVOICE TRANSACTION REGISTER       JEANNINE    AP7250R    10/29/08 10:51:55 Page    1

Batch     49    Posting date 10/29/08

   Voucher      119  Vendor  JOH001 JOHN MIDDLETON INC.         Inv date  10/29/08    Inv total        116.40
        Terms   12 EFT 7 DAYS           Ref.  000092                     Invoice Type P   Vnd Inv#  699811

   Item         Description              Qty     Amount    Ext cost   Avail.Disc     Ext Net   Cost Center    G/L Account
   INVENTORY02  Inventory Holding - Tobacco    1    116.40     116.40        4.37      112.03   10               290

   Voucher      120  Vendor  KEE001 KEEBLER COMPANY             Inv date  10/29/08    Inv total        308.64
        Terms   12 EFT 7 DAYS           Ref.  000093                     Invoice Type E   Vnd Inv#  266811

   Item         Description              Qty     Amount    Ext cost   Avail.Disc     Ext Net   Cost Center    G/L Account
   INVENTORY05  Inventory Holding - Grocery    1    308.64     308.64       11.57      297.07   10               290
                                                        _____   _____        _____
Total for batch    49                                    425.04      15.94        409.10

** END OF REPORT **
```

A/P-G/L Trans Register

```
CDR CUSTOMER CONFERENCE                A/P-G/L TRANS REGISTER              JEANNINE   GL7566R    10/29/08 10:51:55 Page     1

Batch    49

Cost Center   G/L Account       Jrnl   Inv date   Posted     Description                      Debits        Credits
10            200               802    10/29/08   10/29/08   Voucher number 119                  .00         116.40CR
10            200               802    10/29/08   10/29/08   Voucher number 120                  .00         308.64CR
                                                                                             _____        _____
                                                                                                .00         425.04CR


10            290               802    10/29/08   10/29/08   JOHN MIDDLETON INC0000119        116.40             .00
10            290               802    10/29/08   10/29/08   KEEBLER COMPANY0000120           308.64             .00
                                                                                             _____        _____
                                                                                             425.04             .00


                                                                                             _____        _____
Final totals                                                                                 425.04         425.04CR

** END OF REPORT **
```

It is strongly recommended that users retain the A/P-G/L Trans Register for future reference when data entry errors occur. Refer to Posting An Invoice Batch for additional information about this report.

A/P EFT Check Register

```
CDR CUSTOMER CONFERENCE                A/P EFT Check Register             JEANNINE   AREOPFR    10/29/08 10:53:48 Page     1

Batch    12
         Check      Date      Vendor       Name                Gross Amount    Disc. Amt    Net Amt.    Jrnl no

         999990   10/29/08    KEE001  KEEBLER COMPANY              308.64         11.57       297.07      803
            Voucher  Invoice#   Received   Invoice
                                  Date      Date
              120   266811    10/29/08   10/29/08

            10        290        308.64    Inventory Holding
                                                            _____      _____      _____
         Total for check  999990                             308.64        11.57       297.07

                                                            _____      _____      _____
Total for batch     12                                       308.64        11.57       297.07

** END OF REPORT **
```

A/P Pay-G/L Trans Reg

```
Creative Data Research, Inc.           A/P Pay-G/L Trans Reg             JEANNINE   ARAZPFR    10/29/08 10:53:49 Page     1

Journal Entry Number   803   Posting Date 10/29/08

          Trans      Description            Amount        Cost      G/L account
          Date                                            Center

          10/29/08   KEEBLER COMPANY 12       297.07CR   1000000    1000000000000

     G/L account    1000000000000            297.07CR

          10/29/08   A/P Check batch 12       308.64     1000000    2000000000000

     G/L account    2000000000000            308.64

          10/29/08   KEEBLER COMPANY 12        11.57CR   1000000    6200000000000

     G/L account    6200000000000             11.57CR

Final Totals for Jrnl #   803                   .00

** END OF REPORT **
```

It is strongly recommended that users retain the A/P Pay-G/L Trans Reg posting control report for future reference.

Processing EFT Payments After Posting Invoices

The instructions below describe how to edit unposted invoices to be paid with EFT payments, post the invoices, and process the EFT payments at some later time. Refer to Adding An Invoice Batch for information about how to enter invoices to be immediately processed with EFT payments when posted.

```
     User: JEANNINE                 Menu: APCV1                 Date: 10/29/08

     ==================> A C C O U N T S   P A Y A B L E <==================
     ======================================================================
     !!!!!!!!!    1. Invoice Entry/Update       11. Void Check Entry (Blanks)
     THE    !!    2. Debit/Credit Maint.
     DAC    !!    3. Process Manual Payments
     SYSTEM !!    4. Auto Payment Selection
     !!!!!!!!!    5. Process EFT Payments
                  6. Print Checks
                  7. Select Default Company
                  8. Edit Voucher Pay Date
                  9. Receive Remote Invoices
                 10. Check Reconciliation
                         M E N U   C A L L S
     19. A/P Inquiry          20. A/P File Maint.      21. A/P Report Menu
     22. General Ledger       23. A/P Closing Menu     90. Sign Off
     ======================================================================
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     ==>
```

1. Select option 1 (Invoice Entry/Update) from the Accounts Payable screen. The A/P Invoice Posting (Enter) screen appears.

2. Press F8 (Select Batch). The Batch Selection screen appears.

```
AP5100R    DISPLAY  CDR CUSTOMER CONFERENCE              10/29/08 16:36:36
JEANNINE                      BATCH SELECTION            QPADEV0003

  Batch   Posted   Control total   Created by  Workstation   Date


Type options, press Enter.
1=Select   4=Delete   P=Print Edit List

        46  10/24/08      308.64     JEANNINE              10/24/08  16:59:04
        50  10/29/08     2117.10     JEANNINE              10/29/08  16:15:22
        51  10/29/08      355.68     JEANNINE              10/29/08  16:30:26
        52  10/29/08     1117.68     JEANNINE              10/29/08  16:36:17








F3=Exit
```

3. Locate the desired invoice batch, enter *1* (Select) in the selection column next to its batch number, and press <Enter>. The A/P Invoice Posting (Enter) screen appears for the selected invoice batch.

```
AP4100R     ENTER     CDR CUSTOMER CONFERENCE               10/29/08 16:36:56
JEANNINE                     A/P INVOICE POSTING            QPADEV0003

Posting date   102908
Control total      1117.68
Bank Code  .   CHECK  (Used for Automatic EFT Processing Only)

Batch number     52  (blank for new batch)













F3=Exit    F8=Select batch
```

4. If necessary, users can change the following values of the selected invoice batch:
   - **Posting date** - the posting date of the invoice batch.
   - **Control total** - the total amount due for all the invoices of the batch.
   - **Bank Code** - the bank code to designate the bank through which all the payments of the invoices of the batch are processed.

5. Press <Enter>. The A/P Invoice Posting (Add) screen appears for the selected invoice batch.

```
AP4210R     ADD       CDR CUSTOMER CONFERENCE               10/29/08 16:37:06
JEANNINE                     A/P INVOICE POSTING            QPADEV0003
Voucher     128  Batch     52  Post date 10/29/08  Control      1117.68
Vendor                                         Inv total          .00
Inv.                              Pymt type    Disc avail         .00
Terms                       Rcv Dte      Inv date      Due date
Ref                                      Pay date      Disc due
Dft cost center   10         Cost Center             Net           .00
                                      Check #        Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item            Desc (?=spcl items)            Qty     Price    Ext Amt
                  Cost Center    G/L Account              Discount
                                                                   .00

                                                                   .00

                                                                   .00

                                                                   .00

F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint.  F17=Vend Maint.
```

6. Press <F4> (Invoice review). The Invoice Review screen appears with the invoices created by transferring purchase orders to Accounts Payable.

```
AP4120R      DISPLAY   CDR CUSTOMER CONFERENCE                 10/29/08 16:37:31
JEANNINE                         INVOICE REVIEW                 QPADEV0003

Batch      52 Posting date  10/29/08       1117.68 Control total       1117.68
 Disc -->        26.09   Net -->      1091.59      Batch Total          1117.68


Type options, press Enter.
2=Change    3=Copy    4=Delete

? Voucher   Invoice      Vendor Name                 Invoice amt       Net amt
      124   122899       CON001 CONWOOD CORP.             352.32        352.32
                                                    Pay Date 11/04/08
      125   35581        HER001 HERSHEY CHOCOLATE          69.60         69.60
                                                    Pay Date 11/04/08
      126   366781       JOH001 JOHN MIDDLETON INC        232.80        224.07
                                                    Pay Date 11/03/08
      127   96678        KEE001 KEEBLER COMPANY           462.96        445.60
                                                    Pay Date 11/04/08




F3=Exit    F4=Post batch
```

7. Locate an invoice for which an EFT payment will be manually processed after posting the invoice batch, enter 2 (Change) in the selection column next to its voucher number, and press <Enter>. The A/P Invoice Posting (Change) screen appears for the invoice.

```
AP4210R      CHANGE    CDR CUSTOMER CONFERENCE                 10/29/08 16:38:14
JEANNINE                      A/P INVOICE POSTING              QPADEV0003
Voucher      124  Batch     52  Post date  10/29/08  Control        1117.68
Vendor   CON001  CONWOOD CORP.                       Inv total        352.32
Inv.  122899     BIRMINGHAM          AL Pymt type P Disc avail          .00
Terms 11 NET 7 DAYS              Rcv Dte 102908 Inv date 102808 Due date 110408
Ref 000098                                   Pay date 110408 Disc due
Dft cost center   10              Cost Center           Net        352.32
                                            Check #       Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item            Desc (?=spcl items)           Qty     Price    Ext Amt
                       Cost Center     G/L Account                Discount
  INVENTORY02     Inventory Holding - Tobacco      1    352.32     352.32
                       10              290                 Y
                                                                     .00
                                                                     .00
                                                                     .00


F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint. F17=Vend Maint.
```

8. If *M* or *P* appears for the **Pymt type** field, enter *E* for the field.

9. Continue making other changes to the invoice as necessary, and press <Enter> when data entry is complete.

```
AP4210R      CHANGE    CDR CUSTOMER CONFERENCE                 10/29/08 16:38:14
JEANNINE                      A/P INVOICE POSTING              QPADEV0003
Voucher      124  Batch     52  Post date  10/29/08  Control        1117.68
Vendor   CON001  CONWOOD CORP.                       Inv total        352.32
Inv.  122899     BIRMINGHAM          AL Pymt type E Disc avail          .00
Terms 11 NET 7 DAYS              Rcv Dte 102908 Inv date 102808 Due date 110408
Ref 000098                                   Pay date 110408 Disc due
Dft cost center   10              Cost Center           Net        352.32
                                            Check #       Auto. Post EFT's
Type options, press Enter.
4=Delete    5=PO Details
? Item            Desc (?=spcl items)           Qty     Price    Ext Amt
                       Cost Center     G/L Account                Discount
  INVENTORY02     Inventory Holding - Tobacco      1    352.32     352.32
                       10              290                 Y
                                                                     .00
                                                                     .00
                                                                     .00


F3=Exit  F4=Invoice review  F14=Recur Inv  F16=One-time Maint. F17=Vend Maint.
                                                      CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Invoice Review screen appears.

```
AP4120R    DISPLAY  CDR CUSTOMER CONFERENCE              10/29/08 16:39:1
JEANNINE                         INVOICE REVIEW              QPADEV0003

Batch     52 Posting date  10/29/08      1117.68 Control total      1117.68
 Disc -->          26.09   Net -->       1091.59    Batch Total      1117.68

Type options, press Enter.
2=Change    3=Copy    4=Delete

? Voucher  Invoice     Vendor Name                  Invoice amt       Net amt
       124 122899      CON001 CONWOOD CORP.              352.32        352.32
                                                      Pay Date 11/04/08
       125 35581       HER001 HERSHEY CHOCOLATE           69.60         69.60
                                                      Pay Date 11/04/08
       126 366781      JOH001 JOHN MIDDLETON INC         232.80        224.07
                                                      Pay Date 11/03/08
       127 96678       KEE001 KEEBLER COMPANY            462.96        445.60
                                                      Pay Date 11/04/08




F3=Exit    F4=Post batch
```

11. If necessary, users can repeat the previous instructions to designate that EFT payments for other invoices will be manually processed at some time after the batch is posted.

12. When all the necessary changes are made to the invoices of the batch, press <F4> (Post Batch), and press <F3> (Exit) when the A/P Invoice Posting screen appears. The Accounts Payable screen appears.

   The following reports are printed when an invoice batch is posted. Refer to Automatically Posting EFT Payments above for examples of these reports.
   • Invoice Entry Edit List (optional)
   • A/P Invoice Transaction Register
   • A/P-G/L Trans Register - It is strongly recommended that users retain this report for future reference when data entry errors occur. Refer to Posting An Invoice Batch for additional information about this report.

```
    User: JEANNINE               Menu: APCV1               Date: 10/29/0

    ==================> A C C O U N T S   P A Y A B L E <==================
    =======================================================================
    ¦¦¦¦¦¦¦¦¦¦    1. Invoice Entry/Update        11. Void Check Entry (Blanks
    THE    ¦¦     2. Debit/Credit Maint.
    DAC    ¦¦     3. Process Manual Payments
    SYSTEM ¦¦     4. Auto Payment Selection
    ¦¦¦¦¦¦¦¦¦¦    5. Process EFT Payments
                  6. Print Checks
                  7. Select Default Company
                  8. Edit Voucher Pay Date
                  9. Receive Remote Invoices
                 10. Check Reconciliation
                         M E N U   C A L L S
    19. A/P Inquiry        20. A/P File Maint.      21. A/P Report Menu
    22. General Ledger     23. A/P Closing Menu     90. Sign Off
    =======================================================================
    COPYRIGHT @1992-2004@ Creative Data Research, Inc.


    ==>
```

13. Select option 5 (Process EFT Payments) from the Accounts Payable screen. The A/P Payment EFT Prompt screen appears.

```
ARA9PVR      ENTER    CDR CUSTOMER CONFERENCE                    10/29/08 16:52:23
                                  A/P Payment EFT Prompt

Bank  . . . . . . .    CHECK
Selection Date  . .
Vendor  . . . . . .           (blank for all Vendors)




















     Register Outq  *JOB        Copies    1   Hold  N (Y-Hold, N-Release)

F3=Exit
```

14. Enter data for the following fields:
    - **Bank** - the bank code to designate the bank through which the EFT payments
      are processed.
    - **Selection Date** - the date designating when the EFT payments are processed.
      This date is used for posting the EFT payment transactions to General Ledger.
    - Optional: **Vendor** - a vendor code to designate a single vendor to be payed. If
      necessary, enter *?* and press <Enter> to select a vendor code from the Vendor
      Select screen.

15. Press <Enter>.

```
ARA9PVR      ENTER    CDR CUSTOMER CONFERENCE                    10/29/08 16:53:33
                                  A/P Payment EFT Prompt

Bank  . . . . . . .    CHECK
Selection Date  . .    110108
Vendor  . . . . . .           (blank for all Vendors)


















     Register Outq  *JOB        Copies    1   Hold  N (Y-Hold, N-Release)

F3=Exit
                                                        CONFIRM: N (Y/N)
```

16. Enter *Y* (yes) for the **Confirm** field. The A/P Inv Hdr EFT Pmt Sel screen appears.

```
ARBBDFR     DISPLAY  CDR CUSTOMER CONFERENCE            10/29/08 17:00:37
JEANNINE                    A/P Inv Hdr EFT Pmt Sel          QPADEV0003
            Vendor Voucher
                         Bank CHECK    Last check    55029 Check date 11/01/08


Type options, press Enter.
1=Select for payment    5=Inquiry    8=Payment details

?    Check Vendor Voucher Reference              Remain due         Payment
         0 CON001    124 000098                     352.32          352.32
         0 CON001    116 000090                     352.32          352.32
         0 KEE001    127 000101                     462.96          462.96
         0 LIG001    107 000081                     845.40          845.40
         0 RJR100    109 000083                    2849.70         2849.70
         0 RJR100    115 000089                    2849.70         2849.70






F3=Exit
```

17. If necessary, enter a vendor code for the **Vendor** field, press <Field Exit>, enter a voucher number for the **Voucher** field, press <Field Exit>, and press <Enter> to locate the EFT payments for processing.

18. To make a partial payment or change the cash discount amount, locate the desired payment (use <Page Down> if necessary), and enter *8* (Payment details) in the selection column next to its vendor code.

```
ARBBDFR     DISPLAY  CDR CUSTOMER CONFERENCE            10/30/08  8:23:25
JEANNINE                    A/P Inv Hdr EFT Pmt Sel          QPADEV0003
            Vendor Voucher
                         Bank CHECK    Last check    55029 Check date 11/01/08


Type options, press Enter.
1=Select for payment    5=Inquiry    8=Payment details

?    Check Vendor Voucher Reference              Remain due         Payment
8        0 CON001    124 000098                     352.32          352.32
         0 CON001    116 000090                     352.32          352.32
         0 KEE001    127 000101                     462.96          462.96
         0 LIG001    107 000081                     845.40          845.40
         0 RJR100    109 000083                    2849.70         2849.70
         0 RJR100    115 000089                    2849.70         2849.70






F3=Exit
```

Press <Enter>. The Payment Detail Maintenance screen appears.

```
AP4400R     CHANGE   CDR CUSTOMER CONFERENCE            10/30/08  8:24:05
JEANNINE                    PAYMENT DETAIL MAINTENANCE       QPADEV0003

Voucher      124                          Invoice payment        352.32
Vendor    CON001 CONWOOD CORP.            Total payments         352.32
Terms    11                               Total discounts           .00
Reference  000098                         Net Amount             352.32

Item            Description               Payment    Discount
INVENTORY02     Inventory Holding - Tobacco    352.32








F3=Exit
```

Enter data for the following fields as necessary, and press <Enter> when complete:

- **Payment** - the amount of a partial payment.
- Optional: **Discount** - enter (or delete) the amount of the cash discount for which the distributor qualifies. Refer to Working With Company A/P Options for information about the **Allow discount override** field which designates if the value of the **Discount** field can be changed when processing payments.

```
AP4400R    CHANGE    CDR CUSTOMER CONFERENCE              10/30/08  8:27:39
JEANNINE                    PAYMENT DETAIL MAINTENANCE         QPADEV0003

Voucher      124                              Invoice payment      352.32
Vendor    CON001 CONWOOD CORP.                Total payments       352.32
Terms     11                                  Total discounts        7.05
Reference  000098                                 Net Amount        345.27

Item                  Description                    Payment    Discount
INVENTORY02           Inventory Holding - Tobacco     352.32        7.05




F3=Exit
```

Press <F3> (Exit) when changes are completed. The A/P Inv Hdr EFT Pmt Sel screen appears.

```
ARBBDFR     DISPLAY  CDR CUSTOMER CONFERENCE              10/30/08  8:35:52
JEANNINE                     A/P Inv Hdr EFT Pmt Sel           QPADEV0003
            Vendor Voucher
                         Bank CHECK    Last check   55029 Check date 11/01/08

Type options, press Enter.
1=Select for payment    5=Inquiry    8=Payment details

?   Check Vendor Voucher Reference               Remain due        Payment
8       0 CON001    124 000098                       352.32         352.32
        0 CON001    116 000090                       352.32         352.32
        0 KEE001    127 000101                       462.96         462.96
        0 LIG001    107 000081                       845.40         845.40
        0 RJR100    109 000083                      2849.70        2849.70
        0 RJR100    115 000089                      2849.70        2849.70




F3=Exit
```

19. To process the desired EFT payments, enter *1* (Select for payment) in the selection column next to each, and press <Enter>.

```
ARBBDFR     DISPLAY   CDR CUSTOMER CONFERENCE              10/30/08  8:57:44
JEANNINE               A/P Inv Hdr EFT Pmt Sel             QPADEV0003
           Vendor Voucher
                           Bank CHECK    Last check    55029 Check date 11/01/08

Type options, press Enter.
1=Select for payment   5=Inquiry   8=Payment details

?   Check Vendor Voucher Reference              Remain due        Payment
1  999990 CON001     124 000098                    352.32          352.32
        0 CON001     116 000090                    352.32          352.32
1  999991 KEE001     127 000101                    462.96          462.96
1  999992 LIG001     107 000081                    845.40          845.40
1  999993 RJR100     109 000083                   2849.70         2849.70
        0 RJR100     115 000089                   2849.70         2849.70




F3=Exit
                                                   CONFIRM: N (Y/N)
```

20. Enter *Y* (yes) for the **Confirm** field. The A/P Payment EFT Prompt screen appears, and the following reports (see examples below) are printed:
    - A/P EFT Check Register
    - A/P Pay-G/L Trans Reg - It is strongly recommended that users retain this posting control report for future reference.

```
ARA9PVR     ENTER    CDR CUSTOMER CONFERENCE              10/30/08 16:33:50
                           A/P Payment EFT Prompt

Bank  . . . . . . .
Selection Date  . .
Vendor  . . . . . .           (blank for all Vendors)












   Register Outq  *JOB        Copies   1   Hold  N (Y-Hold, N-Release)
F3=Exit
```

21. Press <F3> to exit. The Accounts Payable screen appears.

A/P EFT Check Register

```
CDR CUSTOMER CONFERENCE                A/P EFT Check Register              JEANNINE    AREOPFR   10/30/08  8:58:09 Page      1

Batch    13
        Check      Date     Vendor       Name                       Gross Amount     Disc. Amt      Net Amt.     Jrnl no

        999990   11/01/08   CON001   CONWOOD CORP.                     352.32            7.05         345.27        805
             Voucher  Invoice#    Received  Invoice
                                   Date      Date
             124   122899        10/29/08 10/28/08
             10       290          352.32    Inventory Holding
                                                                     _____       _____     _____

        Total for check  999990                                       352.32            7.05         345.27

        999991   11/01/08   KEE001   KEEBLER COMPANY                   462.96           17.36         445.60        805
             Voucher  Invoice#    Received  Invoice
                                   Date      Date
             127   96678         10/29/08 10/28/08
             10       290          462.96    Inventory Holding
                                                                     _____       _____     _____

        Total for check  999991                                       462.96           17.36         445.60

        999992   11/01/08   LIG001   LIGGETT & MEYERS TOBACCO          845.40           16.91         828.49        805
             Voucher  Invoice#    Received  Invoice
                                   Date      Date
             107   3353          10/24/08 10/22/08
             10       290          845.40    Inventory Holding
                                                                     _____       _____     _____

        Total for check  999992                                       845.40           16.91         828.49

        999993   11/01/08   RJR100   R.J. REYNOLDS TOBACCO INC.       2849.70           56.99        2792.71        805
             Voucher  Invoice#    Received  Invoice
                                   Date      Date
             109   6887          10/24/08 10/23/08
             10       290         2849.70    Inventory Holding
                                                                     _____       _____     _____

        Total for check  999993                                      2849.70           56.99        2792.71

                                                                     _____       _____     _____

        Total for batch    13                                        4510.38           98.31        4412.07

        ** END OF REPORT **
```

A/P Pay-G/L Trans Reg

```
Creative Data Research, Inc.           A/P Pay-G/L Trans Reg             JEANNINE    ARAZPFR   10/30/08  8:58:10 Page      1

Journal Entry Number   805   Posting Date 11/01/08

            Trans      Description              Amount      Cost      G/L account
            Date                                            Center

         11/01/08  CONWOOD CORP. 13               345.27CR  1000000   1000000000000

         11/01/08  KEEBLER COMPANY 13             445.60CR  1000000   1000000000000

         11/01/08  LIGGETT & MEYERS TOBACCO       828.49CR  1000000   1000000000000

         11/01/08  R.J. REYNOLDS TOBACCO INC     2792.71CR  1000000   1000000000000

      G/L account   1000000000000               4412.07CR

         11/01/08  A/P Check batch 13            4510.38    1000000   2000000000000

      G/L account   2000000000000               4510.38

         11/01/08  CONWOOD CORP. 13                 7.05CR  1000000   6200000000000

         11/01/08  KEEBLER COMPANY 13              17.36CR  1000000   6200000000000

         11/01/08  LIGGETT & MEYERS TOBACCO        16.91CR  1000000   6200000000000

         11/01/08  R.J. REYNOLDS TOBACCO INC       56.99CR  1000000   6200000000000

      G/L account   6200000000000                 98.31CR

Final Totals for Jrnl #   805                       .00

        ** END OF REPORT **
```

It is strongly recommended that users retain the A/P Pay-G/L Trans Reg posting control report for future reference.

Processing EFT Payments After Invoices Are Posted

The instructions below describe how to edit a posted invoice to be paid with an EFT payment, and process the EFT payment immediately or at some later time. If the invoice's voucher currently exists in a payment batch, the user must delete it from the batch before proceeding. Refer to Adding A Payment Batch for information about deleting a voucher from a payment batch.

```
User: JEANNINE              Menu: APCV1              Date: 11/24/08

==================> A C C O U N T S   P A Y A B L E <==================
=====================================================================
!!!!!!!!!!    1. Invoice Entry/Update        11. Void Check Entry (Blanks)
THE    !!     2. Debit/Credit Maint.
DAC    !!     3. Process Manual Payments
SYSTEM !!     4. Auto Payment Selection
!!!!!!!!!!    5. Process EFT Payments
              6. Print Checks
              7. Select Default Company
              8. Edit Voucher Pay Date
              9. Receive Remote Invoices
             10. Check Reconciliation
                    M E N U   C A L L S
19. A/P Inquiry          20. A/P File Maint.       21. A/P Report Menu
22. General Ledger       23. A/P Closing Menu      90. Sign Off
=====================================================================
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==>
```

1. Select option 8 (Edit Voucher Pay Date) from the Accounts Payable screen. The Invoice Pay Date Maintenance Prompt Screen screen appears.

```
ARBTE1R     CHANGE    CDR CUSTOMER CONFERENCE              11/24/08 11:27:17
JEANNINE              Invoice Pay Date Maintenance Prompt Screen QPADEV0003

Voucher Number  .
Voucher Type (R ) .    R















F3=Exit    F9=New    F10=Actions
```

2. Enter the invoice's voucher number for the **Voucher Number** field, enter *R* for the **Voucher Type** field, and press <Enter>. The Invoice Pay Date Maintenance screen appears, unless one of the following messages is displayed:
   - *Voucher is Pending in a Payment Batch - Cannot be Selected!*
     If necessary, refer to Adding A Payment Batch for information about deleting the invoice's voucher from the payment batch.
   - *Voucher has not been posted* appears if the invoice is not yet posted.
   - *Voucher Already Paid*.

```
ARBTE1R      CHANGE    CDR CUSTOMER CONFERENCE              11/24/08 11:36:48
JEANNINE                     Invoice Pay Date Maintenance       QPADEV0003

Voucher nbr . . . . . . . :         116
Vendor  . . . . . . . . . :    CON001 CONWOOD CORP.
Voucher Status  . . . . . :    A
Voucher Post Date . . . . :    10/29/08
Voucher Disc Due Date . . :
Invoice Total . . . . . . :         352.32
Remaining Amount Due  . . :         352.32
Due Date  . . . . . . . .      110508
Pay Date  . . . . . . . .      110508
Payment Type  . . . . . .      E
   (Payment Type Codes:  P-Regular Invoice  M-Manual Invoice  E-EFT Invoice)
Voucher Reference . . . . .     000090
Rcv Date  . . . . . . . .       102908
Vendor's Invoice Number . .     355971




F3=Exit    F12=Cancel   Enter=Update
```

3. If *P* or *M* appears for the the **Payment Type** field, enter *E* for the field.

4. Enter new values for the following fields as necessary:
   - **Due Date** - the date by which the vendor must receive payment before the invoice is considered past due.
   - **Pay Date** - the date by which the distributor intends to pay the vendor.
   - **Voucher Reference** - the text printed on the check stub if a system-generated check is printed by the user. When purchase orders are transferred to Accounts Payable from DAC Purchasing, PO numbers appear in the **Voucher Reference** field.
   - **Rcv Date** - the date on which the order was received from the vendor.
   - **Vendor's Invoice Number** - the vendor's invoice number.

5. Press <Enter> when data entry is complete.

```
ARBTE1R      CHANGE    CDR CUSTOMER CONFERENCE              11/24/08 13:51:48
JEANNINE                     Invoice Pay Date Maintenance       QPADEV0003

Voucher nbr . . . . . . . :         116
Vendor  . . . . . . . . . :    CON001 CONWOOD CORP.
Voucher Status  . . . . . :    A
Voucher Post Date . . . . :    10/29/08
Voucher Disc Due Date . . :
Invoice Total . . . . . . :         352.32
Remaining Amount Due  . . :         352.32
Due Date  . . . . . . . .      110508
Pay Date  . . . . . . . .      110508
Payment Type  . . . . . .      E
   (Payment Type Codes:  P-Regular Invoice  M-Manual Invoice  E-EFT Invoice)
Voucher Reference . . . . .     000090
Rcv Date  . . . . . . . .       102908
Vendor's Invoice Number . .     355971




F3=Exit    F12=Cancel   Enter=Update
                                                     CONFIRM: Y (Y/N)
```

6. Press <Enter> when prompted to confirm. The Invoice Pay Date Maintenance Prompt Screen screen appears with the *Record changed* message.

7. If necessary, users can repeat the previous instructions to designate that EFT payments are made for other posted invoices, or press <F3> (Exit). The Accounts Payable screen appears.

Users may continue with the following steps to process the EFT payment immediately or at some later time.

```
User: JEANNINE                    Menu: APCV1                    Date: 11/24/08

===================> A C C O U N T S   P A Y A B L E <===================
=========================================================================
!!!!!!!!!!   1. Invoice Entry/Update        11. Void Check Entry (Blanks)
THE    !!    2. Debit/Credit Maint.
DAC    !!    3. Process Manual Payments
SYSTEM !!    4. Auto Payment Selection
!!!!!!!!!!   5. Process EFT Payments
             6. Print Checks
             7. Select Default Company
             8. Edit Voucher Pay Date
             9. Receive Remote Invoices
            10. Check Reconciliation
                      M E N U   C A L L S
19. A/P Inquiry          20. A/P File Maint.      21. A/P Report Menu
22. General Ledger       23. A/P Closing Menu     90. Sign Off
=========================================================================
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==>
```

8. Select option 5 (Process EFT Payments) from the Accounts Payable screen. The A/P Payment EFT Prompt screen appears.

```
ARA9PVR    ENTER   CDR CUSTOMER CONFERENCE              11/24/08 14:10:25
                             A/P Payment EFT Prompt

Bank  . . . . . . .    CHECK
Selection Date  . .
Vendor  . . . . . .            (blank for all Vendors)










    Register Outq *JOB       Copies   1   Hold  N (Y-Hold, N-Release)

F3=Exit
```

9. Enter data for the following fields:
   • **Bank** - the bank code to designate the bank through which the EFT payments are processed.
   • **Selection Date** - the date designating when the EFT payments are processed. This date is used for posting the EFT payment transactions to General Ledger.
   • Optional: **Vendor** - a vendor code to designate a single vendor to be payed. If necessary, enter *?* and press <Enter> to select a vendor code from the Vendor Select screen.

10. Press <Enter>.

```
ARA9PVR     ENTER    CDR CUSTOMER CONFERENCE                11/24/08 15:20:45
                               A/P Payment EFT Prompt


Bank  . . . . . . .   CHECK
Selection Date  . .   112408
Vendor  . . . . . .              (blank for all Vendors)












   Register Outq  *JOB        Copies    1   Hold  N (Y-Hold, N-Release)

F3=Exit
                                                      CONFIRM: N (Y/N)
```

11. Enter *Y* (yes) for the **Confirm** field. The A/P Inv Hdr EFT Pmt Sel screen appears.

```
ARBBDFR     DISPLAY   CDR CUSTOMER CONFERENCE               11/24/08 15:21:02
JEANNINE                    A/P Inv Hdr EFT Pmt Sel         QPADEV0003
            Vendor Voucher
                          Bank CHECK    Last check   55034 Check date 11/24/08

Type options, press Enter.
1=Select for payment   5=Inquiry    8=Payment details

?   Check Vendor Voucher Reference              Remain due       Payment
        0 BIC001    123 000097                    355.68         355.68
        0 CON001    116 000090                    352.32         352.32
        0 LIG001    107 000081                    845.40         845.40
        0 RJR100    147 000087                   1849.70        1849.70
        0 RJR100    115 000089                   2849.70        2849.70








F3=Exit
```

12. If necessary, enter a vendor code for the **Vendor** field, press <Field Exit>, enter a
    voucher number for the **Voucher** field, press <Field Exit>, and press <Enter> to
    locate the EFT payments for processing.

13. To make a partial payment or change the cash discount amount, locate the desired
    payment (use <Page Down> if necessary), and enter *8* (Payment details) in the
    selection column next to its vendor code.

```
ARBBDFR     DISPLAY   CDR CUSTOMER CONFERENCE               11/24/08 15:21:02
JEANNINE                    A/P Inv Hdr EFT Pmt Sel         QPADEV0003
            Vendor Voucher
                          Bank CHECK    Last check   55034 Check date 11/24/08

Type options, press Enter.
1=Select for payment   5=Inquiry    8=Payment details

?   Check Vendor Voucher Reference              Remain due       Payment
        0 BIC001    123 000097                    355.68         355.68
8       0 CON001    116 000090                    352.32         352.32
        0 LIG001    107 000081                    845.40         845.40
        0 RJR100    147 000087                   1849.70        1849.70
        0 RJR100    115 000089                   2849.70        2849.70








F3=Exit
```

Press <Enter>. The Payment Detail Maintenance screen appears.

```
AP4400R      CHANGE    CDR CUSTOMER CONFERENCE                11/24/08 15:35:06
JEANNINE                    PAYMENT DETAIL MAINTENANCE         QPADEV0003

Voucher      116                          Invoice payment        352.32
Vendor    CON001 CONWOOD CORP.            Total payments         352.32
Terms     11                              Total discounts           .00
Reference  000090                             Net Amount         352.32

Item            Description                   Payment    Discount
INVENTORY02     Inventory Holding - Tobacco    352.32








F3=Exit
```

Enter data for the following fields as necessary, and press <Enter> when
complete:

- **Payment** - the amount of a partial payment.
- Optional: **Discount** - enter (or delete) the amount of the cash discount for
  which the distributor qualifies. Refer to Working With Company A/P Options
  for information about the **Allow discount override** field which designates if
  the value of the **Discount** field can be changed when processing payments.

```
AP4400R      CHANGE    CDR CUSTOMER CONFERENCE                11/24/08 15:35:06
JEANNINE                    PAYMENT DETAIL MAINTENANCE         QPADEV0003

Voucher      116                          Invoice payment        352.32
Vendor    CON001 CONWOOD CORP.            Total payments         352.32
Terms     11                              Total discounts           .00
Reference  000090                             Net Amount         352.32

Item            Description                   Payment    Discount
INVENTORY02     Inventory Holding - Tobacco    264.24








F3=Exit
```

Press <Enter> and press <F3> (Exit) when changes are completed, or press <F3>
to exit without making changes. The A/P Inv Hdr EFT Pmt Sel screen appears.

```
ARBBDFR     DISPLAY  CDR CUSTOMER CONFERENCE              11/24/08 15:37:13
JEANNINE                   A/P Inv Hdr EFT Pmt Sel           QPADEV0003
            Vendor Voucher
                         Bank CHECK    Last check   55034 Check date 11/24/08


Type options, press Enter.
1=Select for payment    5=Inquiry    8=Payment details

?    Check Vendor Voucher Reference              Remain due        Payment
        0 BIC001   123 000097                      355.68          355.68
        0 CON001   116 000090                      352.32          352.32
        0 LIG001   107 000081                      845.40          845.40
        0 RJR100   147 000087                     1849.70         1849.70
        0 RJR100   115 000089                     2849.70         2849.70






F3=Exit
```

14. To process the desired EFT payments, enter *1* (Select for payment) in the selection column next to each, and press <Enter>.

```
ARBBDFR     DISPLAY  CDR CUSTOMER CONFERENCE              11/24/08 15:38:28
JEANNINE                   A/P Inv Hdr EFT Pmt Sel           QPADEV0003
            Vendor Voucher
                         Bank CHECK    Last check   55034 Check date 11/24/08


Type options, press Enter.
1=Select for payment    5=Inquiry    8=Payment details

?    Check Vendor Voucher Reference              Remain due        Payment
        0 BIC001   123 000097                      355.68          355.68
1  999990 CON001   116 000090                      352.32          352.32
        0 LIG001   107 000081                      845.40          845.40
        0 RJR100   147 000087                     1849.70         1849.70
        0 RJR100   115 000089                     2849.70         2849.70






F3=Exit
                                                   CONFIRM: N (Y/N)
```

15. Enter *Y* (yes) for the **Confirm** field. The A/P Payment EFT Prompt screen appears, and the following reports are printed:
    - A/P EFT Check Register
    - A/P Pay-G/L Trans Reg - It is strongly recommended that users retain this posting control report for future reference.

```
ARA9PVR     ENTER   CDR CUSTOMER CONFERENCE              11/24/08 15:38:49
                              A/P Payment EFT Prompt

Bank  . . . . . . .
Selection Date  . .
Vendor  . . . . . .           (blank for all Vendors)












   Register Outq  *JOB         Copies    1   Hold  N (Y-Hold, N-Release)
F3=Exit
```
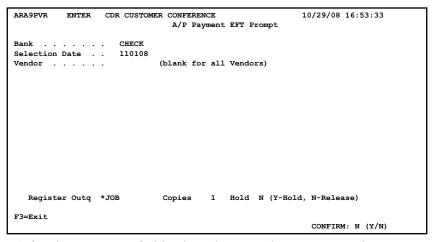
16. Press <F3> to exit. The Accounts Payable screen appears.

Working With Accounts Payable Inquiry

The A/P Inquiry application (option 19 of the Accounts Payable screen) is used to display information about the following:

- Invoice Vouchers
- Vendor Records
- Company Records
- User Profile Records
- Company A/P and G/L Options
- Period Date Records
- Calendar Records
- Period Status Records
- Bank Records
- Terms Records
- A/P Item Records

```
User: JEANNINE              Menu: APCV1              Date:  8/25/11

===================> A C C O U N T S   P A Y A B L E <==================
=======================================================================
¦¦¦¦¦¦¦¦¦      1. Invoice Entry/Update        11. Void Check Entry (Blanks)
THE    ¦¦      2. Debit/Credit Maint.
DAC    ¦¦      3. Process Manual Payments
SYSTEM ¦¦      4. Auto Payment Selection
¦¦¦¦¦¦¦¦¦      5. Process EFT Payments
              6. Print Checks
              7. Select Default Company
              8. Edit Voucher Pay Date
              9. Receive Remote Invoices
             10. Check Reconciliation
                      M E N U   C A L L S
19. A/P Inquiry          20. A/P File Maint.      21. A/P Report Menu
22. General Ledger       23. A/P Closing Menu     90. Sign Off
=======================================================================
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  ===>
```

Select option 19 (A/P Inquiry) from the Accounts Payable screen. The A/P Inquiry screen appears.

```
User: JEANNINE              Menu: APCV1IQ            Date:  8/25/11

========================> A / P   I N Q U I R Y <======================
=======================================================================
¦¦¦¦¦¦¦¦¦      1. Vendor Alpha Inquiry        10. Bank
THE    ¦¦      2. Vendor Account Inquiry      11. Items
DAC    ¦¦      3. Company                     12. Special Items
SYSTEM ¦¦      4. Entity                      13. Terms
¦¦¦¦¦¦¦¦¦      5. User Profile                14. Voucher Inquiry
              6. Period Status               15. Vendor Account Inquiry Hist.
              7. Period Dates                16. A/P Check Inquiry
              8. Calendar                    17. Vendor Acct. Inq. (All Comp)
              9. Vendor
                      M E N U   C A L L S
19. Purchasing System    20. A/P File Maint.      21. A/P Reports
22. General Ledger       23. Dac Main Menu        90. Sign Off
=======================================================================
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  ===>
```

```
   User: JEANNINE              Menu: APCV1FM            Date:  8/25/11

   ==================> A / P   F I L E   M A I N T E N A N C E <=============
   ========================================================================
   !!!!!!!!!!  1. Vendor                    10. Entity
   THE    !!  2. Bank                       11. User Profile
   DAC    !!  3. Item                       12. Period Dates
   SYSTEM !!  4. Special Item               13. Recalculate Vendor Data
   !!!!!!!!!!  5. Terms                     14. Rebate Payable Interface
              6. Select Alternative Company
              7. Company                    16. A/P Options
              8. Company G/L One Time Maint. 17. Refresh Vendors From Dac
              9. Company A/P One Time Maint. 18. Change A/P Bank Code
                        M E N U   C A L L S
   19. Purchasing System   20. A/P Inquiry          21. A/P Reports
   22. General Ledger      23. Dac Main Menu         90. Sign Off
   ========================================================================
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    ===>
```

If using the A/P File Maintenance application, select option 20 (A/P Inquiry) from the A/P File Maintenance screen.

```
   User: JEANNINE              Menu: APCV1IQ            Date:  8/25/11

   =======================> A / P   I N Q U I R Y  <=======================
   ========================================================================
   !!!!!!!!!!     1. Vendor Alpha Inquiry     10. Bank
   THE    !!      2. Vendor Account Inquiry    11. Items
   DAC    !!      3. Company                   12. Special Items
   SYSTEM !!      4. Entity                    13. Terms
   !!!!!!!!!!     5. User Profile              14. Voucher Inquiry
                  6. Period Status             15. Vendor Account Inquiry Hist.
                  7. Period Dates              16. A/P Check Inquiry
                  8. Calendar                  17. Vendor Acct. Inq. (All Comp)
                  9. Vendor
                        M E N U   C A L L S
   19. Purchasing System   20. A/P File Maint.       21. A/P Reports
   22. General Ledger      23. Dac Main Menu          90. Sign Off
   ========================================================================
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    ===>
```

Note: The Entity application (option 4 of the A/P Inquiry screen) and Special Items application (option 12 of the A/P Inquiry screen) are no longer used due to system upgrades.

For quick reference, see Working With A/P Inquiry of the Accounts Payable Quick Reference Guide.

Working With Invoice Voucher Inquiry

The Invoice Voucher Inquiry application is used to display detailed information about individual vendor invoices and payments, as illustrated below. Note: Credit memos are handled by the A/P System in the same manner as invoices; therefore, references to "invoices" below also refer to credit memos.

```
AP4230R     DISPLAY   CREATIVE DATA RESEARCH                5/19/00  8:26:32
JTIPPIN                     A/P INVOICE INQUIRY             QPADEV0005

Voucher      1266  Batch    308                   Inv total        300.00
Vendor   12301                                    Disc avail        30.00
Invoice  RJ3322                Pymt type P        Post date  5/05/00
Terms 10 10% 10 Net 30         Inv date   5/02/00 Due date   6/01/00
Ref    INV RJ3322              Pay date   5/12/00 Disc due   5/12/00


 Item            Description               Qty     Price     Ext amt
        Cost Center    G/L Account #       Disc             Adj amt
 INVENTORY01     Purchases - Cigarettes      1    320.00       300.00
        10            800                 Y                  20.00-




F3=Exit
```

Refer to Displaying Invoice Detail for information about the A/P Invoice Inquiry screen above.

```
AP4240R     DISPLAY   CREATIVE DATA RESEARCH                5/19/00  8:28:06
JTIPPIN                   INVOICE/PAYMENT INQUIRY           QPADEV0005

Voucher . . :      1266   Vendor inv  RJ3322       Invoice amt       300.00
Trans date  :    5/02/00  Disc due date   5/12/00  Disc allowed       30.00
Post date . :    5/05/00  Sched pay date  5/12/00  Disc taken         30.00
Due date  . :    6/01/00  Date closed     5/12/00  Balance amt          .00
Reference . :    INV RJ3322                         Hold/contest

 Pmt#  Check date    Check    Payment amt  Discount amt  Type  Status
   1     5/12/00    120208       300.00         30.00     P      C




F3=Exit
```

Refer to Displaying Payment Detail for information about the Invoice/Payment Inquiry screen above.

Displaying Invoice Detail

The A/P Invoice Inquiry screen is used to review the details of vendor invoices contained in the A/P current files. Refer to Working With Company A/P Options for information about the **Days to hold closed A/P** field which determines how long invoice records remain in the A/P current files.

The instructions below describe using option 14 (Voucher Inquiry) of the A/P Inquiry screen to access the A/P Invoice Inquiry screen. Option 2 (Vendor Account Inquiry) can also be used to review invoice details. Refer to Working With Vendor Account Inquiry for additional information.

```
User: JTIPPIN                     Menu: APCV1IQ                  Date:  4/28/00

========================> A / P   I N Q U I R Y <========================
=============================================================================
!!!!!!!!!!    1. Vendor Alpha Inquiry        10. Bank
THE    !!     2. Vendor Account Inquiry      11. Items
DAC CV1!!     3. Company                     12. Special Items
SYSTEM !!     4. Entity                      13. Terms
!!!!!!!!!!    5. User Profile                14. Voucher Inquiry
              6. Period Status               15. Vendor Account Inquiry Hist.
              7. Period Dates
              8. Calendar
              9. Vendor
                         M E N U   C A L L S
19. Purchasing System   20. A/P File Maint.       21. A/P Reports
22. General Ledger      23. Dac Main Menu          90. Sign Off
=============================================================================
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===>
```

1. Select option 14 (Voucher Inquiry) from the A/P Inquiry screen. The Invoice Voucher Inquiry screen appears with a list of all the vouchers contained in the A/P current files.

```
ARAODFR    DISPLAY  Creative Data Research                    4/28/00 15:22:05
JTIPPIN                     Invoice Voucher Inquiry           QPADEV000F
 Voucher Company   Voucher  Vendor       Status  Transaction  Vendor
                   Type     Invoice#              Date        Number


5=Voucher Detail  8=Invoice Detail  P=Payment Detail

  Voucher Name                        Invoice    Invoice
                                                 Amount
   2000145 R.J. REYNOLDS TOBACCO COMPANY A213699CR       59.20CR
   2000148 R.J. REYNOLDS TOBACCO COMPANY A245011        445.00
   2000149 A-1 WHOLESALE               CD125            20.00CR
   2000150 ETON CHOCOLATES             8965123L         20.00
   2000151 SOLO CUP COMPANY            623147          100.50
   2000152 R.J. REYNOLDS TOBACCO COMPANY 2000152188     200.00
   2000153 HERSHEY FOODS CORPORATION   A32356          500.00
   2000154 HERSHEY FOODS CORPORATION   A12154          275.00
   2000155 R.J. REYNOLDS TOBACCO COMPANY A3456         1221.00
   2000156 AMERICAN CANDY COMPANY      40011           305.00
   2000157 KRAFT FOOD SERVICE          123099            3.99           +

F3=Exit
```

Values appear for each voucher listed on the Invoice Voucher Inquiry screen under the following headings:
- *Voucher* - the voucher number which was automatically generated when the invoice was added.
- *Name* - the name of the vendor.
- *Invoice* - the vendor's invoice number.
- *Invoice Amount* - the total payment due for the invoice. This amount does not include any cash discounts, but does include the amount of any adjustment

entered for the invoice. If *CR* is appended to the value, it designates the amount of a credit memo.

2. Use <Page Down>, or the following fields at the top of the screen to locate the desired invoice:
   - **Voucher** - enter the voucher number of the desired invoice and press <Enter>. The desired voucher is displayed, or the *No data to display* message appears.
   - **Company** - enter the company code corresponding to the desired invoice and press <Enter> to limit the list to vouchers of the designated company.
   - **Voucher Type** - this field is not currently used.
   - **Vendor Invoice#** - enter the vendor's invoice number and press <Enter>. The desired voucher is displayed, or the *No data to display* message appears.
   - **Status** - this field is not currently used.
   - **Transaction Date** - enter the date of the vendor's invoice and press <Enter> to limit the list to vouchers of all the invoices added with the designated invoice date.
   - **Vendor Number** - enter a vendor code and press <Enter> to limit the list to invoices of the designated vendor.

```
ARAODFR     DISPLAY  Creative Data Research                 4/28/00 15:26:49
JTIPPIN                     Invoice Voucher Inquiry           QPADEV000F
 Voucher Company   Voucher  Vendor      Status  Transaction  Vendor
                   Type     Invoice#            Date         Number
                                                  11500

5=Voucher Detail  8=Invoice Detail  P=Payment Detail

   Voucher Name                           Invoice     Invoice
                                                      Amount
   2000082 ADAMS & BROOKS, INC.           852             1000.00
   2000205 RJ REYNOLDS TOBACCO            123000          3942.00
   2000206 R.J. REYNOLDS TOBACCO COMPANY  12301            429.00




                                                                      +

 F3=Exit
```

3. Enter *8* (Invoice Detail) in the selection column next to the desired invoice's voucher number.

```
ARAODFR     DISPLAY  Creative Data Research                 4/28/00 15:43:41
JTIPPIN                     Invoice Voucher Inquiry           QPADEV000F
 Voucher Company   Voucher  Vendor      Status  Transaction  Vendor
                   Type     Invoice#            Date         Number
                                                  11500

5=Voucher Detail  8=Invoice Detail  P=Payment Detail

   Voucher Name                           Invoice     Invoice
                                                      Amount
   2000082 ADAMS & BROOKS, INC.           852             1000.00
   2000205 RJ REYNOLDS TOBACCO            123000          3942.00
 8 2000206 R.J. REYNOLDS TOBACCO COMPANY  12301            429.00




                                                                      +

 F3=Exit
```

4. Press <Enter>. The A/P Invoice Inquiry screen appears.

```
AP4230R    DISPLAY  CREATIVE DATA RESEARCH                    4/28/00 15:43:51
JTIPPIN                        A/P INVOICE INQUIRY            QPADEV000F

Voucher  2000206  Batch    226                     Inv total       429.00
Vendor   12301                                     Disc avail       42.90
Invoice  213100                   Pymt type M        Post date  3/10/00
Terms 10 10% 10 Net 30            Inv date  1/15/00 Due date   2/14/00
Ref   000314                      Pay date  1/25/00 Disc due   1/25/00


 Item              Description                  Qty    Price     Ext amt
          Cost Center    G/L Account #       Disc            Adj amt
 INVENTORY01      Purchases - Cigarettes          1   261.00     261.00
          10              800                 Y
 INVENTORY04      Purchases - Candy/Gum           1   168.00     168.00
          10              820                 Y




F3=Exit
```

The following values appear at the top of the A/P Invoice Inquiry screen:

- **Voucher** - the voucher number which was automatically generated when the invoice was added.
- **Batch** - the invoice batch number which automatically generated when the invoice was added.
- **Vendor** - the vendor code designating the vendor from whom the invoice was received.
- **Invoice** - the vendor's invoice number.
- **Terms** - the payment terms.
- **Ref** - the reference text print on the check stub if a system-generated check is printed by the user. When POs are transferred to A/P, purchase order numbers are entered for the **Ref** field in the invoices that are created.
- **Inv total** - the total payment due for the invoice. This amount does not include any cash discounts, but does include the amount of any adjustment entered for the invoice. A negative amount appears for the **Inv total** field for a credit memo.
- **Disc avail** - the total of the cash discounts for which the distributor qualifies.
- **Pymt type** - one of three values appears for this field to designate the method used to pay the vendor: *P* designates a system-generated check is printed; *M* (manual check) designates a check is manually written; and *E* (EFT) designates an electronic funds transfer is made.
- **Post date** - the posting date of the invoice.
- **Inv date** - the date of the vendor's invoice.
- **Due date** - the date by which the vendor must receive payment before the invoice is considered past due.
- **Pay date** - the date by which the distributor intends to pay the vendor.
- **Disc due** - the date by which the vendor must receive payment for the distributor to qualify for a cash discount.

Refer to Working With Vendor Invoices for additional information about the fields described above.

```
AP4230R    DISPLAY  CREATIVE DATA RESEARCH              4/28/00 15:43:51
JTIPPIN                      A/P INVOICE INQUIRY         QPADEV000F

Voucher  2000206  Batch    226                 Inv total        429.00
Vendor   12301                                 Disc avail        42.90
Invoice  213100                 Pymt type M      Post date  3/10/00
Terms 10 10% 10 Net 30          Inv date  1/15/00 Due date  2/14/00
Ref   000314                    Pay date  1/25/00 Disc due  1/25/00


 Item            Description                   Qty    Price    Ext amt
         Cost Center    G/L Account #     Disc            Adj amt
 INVENTORY01     Purchases - Cigarettes         1   261.00     261.00
         10              800              Y
 INVENTORY04     Purchases - Candy/Gum          1   168.00     168.00
         10              820              Y




F3=Exit
```

The following values are displayed for every item of the invoice:
- **Item** - the A/P item code of the item.
- **Description** - the description of the item.
- **Cost Center** - the cost center number which is used when posting the invoice. Note: The **Cost Center** field name will be different if another value is entered for the **Cost cntr hdr** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.
- **G/L Account #** - the General Ledger account number used when posting the invoice. Note: The **G/L Account #** field name will be different if another value is entered for the **Account header** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.
- **Disc** - *Y* (yes) appears if the distributor qualifies for a cash discount for the item.
- **Qty** - the quantity of the item. A positive amount appears for the **Qty** field for both invoices and credit memos.
- **Price** - the item's base (or net) cost. A positive amount appears for the **Price** field for both invoices and credit memos.
- **Adj amt** - the amount of an adjustment that was entered for the invoice. Refer to Adjusting A Posted Invoice for additional information, and an example of the A/P Invoice Inquiry screen with a value appearing for the **Adj amt** field.
- **Ext amt** - the vendor's selling price for the total quantity of each A/P item. This amount does not include any cash discounts, but does include the amount of any adjustment entered for the invoice. A negative amount appears for the **Ext amt** field for a credit memo.

Refer to Working With Vendor Invoices for additional information about the fields described above.

5. Press <F3> to exit. The Invoice Voucher Inquiry screen appears.

```
ARAODFR    DISPLAY  Creative Data Research              4/28/00 15:44:36
JTIPPIN                    Invoice Voucher Inquiry             QPADEV000F
 Voucher Company  Voucher  Vendor     Status  Transaction  Vendor
                  Type     Invoice#             Date        Number
                                                 11500


5=Voucher Detail  8=Invoice Detail  P=Payment Detail

  Voucher Name                            Invoice    Invoice
                                                     Amount
    2000082 ADAMS & BROOKS, INC.          852           1000.00
    2000205 RJ REYNOLDS TOBACCO           123000        3942.00
    2000206 R.J. REYNOLDS TOBACCO COMPANY 12301          429.00






                                                             +

 F3=Exit
```

Refer to Displaying Payment Detail for information about using *P=Payment Detail* to review the payment details of vendor invoices contained in the A/P current files.

6. Press <F3> to exit. The A/P Inquiry screen appears.

Displaying Payment Detail

The Invoice/Payment Inquiry screen is used to review the payment details of vendor invoices contained in the A/P current files. Refer to Working With Company A/P Options for information about the **Days to hold closed A/P** field which determines how long invoice records remain in the A/P current files.

The instructions below describe using option 14 (Voucher Inquiry) of the A/P Inquiry screen to access the Invoice/Payment Inquiry screen. Option 2 (Vendor Account Inquiry) can also be used to review payment details. Refer to Working With Vendor Account Inquiry for additional information.

```
      User: JTIPPIN                   Menu: APCV1IQ                    Date:  5/19/00

      ========================> A / P   I N Q U I R Y  <======================
      ========================================================================
      !!!!!!!!!!    1. Vendor Alpha Inquiry      10. Bank
      THE    !!     2. Vendor Account Inquiry    11. Items
      DAC CV1!!     3. Company                   12. Special Items
      SYSTEM !!     4. Entity                    13. Terms
      !!!!!!!!!!    5. User Profile              14. Voucher Inquiry
                    6. Period Status             15. Vendor Account Inquiry Hist.
                    7. Period Dates
                    8. Calendar
                    9. Vendor
                              M E N U   C A L L S
      19. Purchasing System   20. A/P File Maint.      21. A/P Reports
      22. General Ledger      23. Dac Main Menu        90. Sign Off
      ========================================================================
      COPYRIGHT @1992@ Creative Data Research, Inc.

      ===>
```

1. Select option 14 (Voucher Inquiry) from the A/P Inquiry screen. The Invoice Voucher Inquiry screen appears with a list of all the vouchers contained in the A/P current files.

```
ARAODFR     DISPLAY  Creative Data Research                5/19/00 14:36:53
JTIPPIN                Invoice Voucher Inquiry              QPADEV0005
 Voucher Company   Voucher   Vendor       Status  Transaction  Vendor
                   Type      Invoice#             Date         Number


5=Voucher Detail  8=Invoice Detail  P=Payment Detail

  Voucher Name                          Invoice    Invoice
                                                   Amount
    1234 A-1 WHOLESALE                   896CM          25.00CR
    1235 KRAFT FOOD SERVICE              12569          25.00
    1236 A-1 WHOLESALE                   85691258       22.00
    1237 HERSHEY FOODS CORPORATION       PI85694       260.00
    1238 ADAMS & BROOKS, INC.            UY8964         30.00
    1239 NESTLE BRANDS                   TF844557       50.00
    1240 R.J. REYNOLDS TOBACCO COMPANY   CR RJR3443     30.00CR
    1241 HERSHEY FOODS CORPORATION       A1241          25.00
    1242 AMERICAN TOBACCO CO             A1242          25.00
    1244 R.J. REYNOLDS TOBACCO COMPANY   CR RJR3443     30.00CR
    1245 R.J. REYNOLDS TOBACCO COMPANY   A385ABC       687.00           +

F3=Exit
```

Values appear for each voucher listed on the Invoice Voucher Inquiry screen under the following headings:

*   *Voucher* - the voucher number which was automatically generated when the invoice was added.
*   *Name* - the name of the vendor.
*   *Invoice* - the vendor's invoice number.
*   *Invoice Amount* - the total payment due for the invoice. This amount does not include any cash discounts, but does include the amount of any adjustment

entered for the invoice. If *CR* is appended to the value, it designates the amount of a credit memo.

2. Use <Page Down>, or the following fields at the top of the screen to locate the desired invoice:

    *   **Voucher** - enter the voucher number of the desired invoice and press <Enter>. The desired voucher is displayed, or the *No data to display* message appears.
    *   **Company** - enter the company code corresponding to the desired invoice and press <Enter> to limit the list to vouchers of the designated company.
    *   **Voucher Type** - this field is not currently used.
    *   **Vendor Invoice#** - enter the vendor's invoice number and press <Enter>. The desired voucher is displayed, or the *No data to display* message appears.
    *   **Status** - this field is not currently used.
    *   **Transaction Date** - enter the date of the vendor's invoice and press <Enter> to limit the list to vouchers of all the invoices added with the designated invoice date.
    *   **Vendor Number** - enter a vendor code and press <Enter> to limit the list to invoices of the designated vendor.

```
ARAODFR    DISPLAY  Creative Data Research            5/19/00 14:38:27
JTIPPIN                 Invoice Voucher Inquiry         QPADEV0005
 Voucher Company  Voucher  Vendor     Status  Transaction  Vendor
                  Type     Invoice#            Date        Number
    1278

5=Voucher Detail  8=Invoice Detail  P=Payment Detail

  Voucher Name                        Invoice    Invoice
                                                 Amount
     1278 R.J. REYNOLDS TOBACCO COMPANY  INV 4455      100.00








                                                            +

F3=Exit
```

3. Enter *P* (Payment Detail) in the selection column next to the desired invoice's voucher number.

```
ARAODFR    DISPLAY  Creative Data Research            5/19/00 14:38:27
JTIPPIN                 Invoice Voucher Inquiry         QPADEV0005
 Voucher Company  Voucher  Vendor     Status  Transaction  Vendor
                  Type     Invoice#            Date        Number
    1278

5=Voucher Detail  8=Invoice Detail  P=Payment Detail

  Voucher Name                        Invoice    Invoice
                                                 Amount
P    1278 R.J. REYNOLDS TOBACCO COMPANY  INV 4455      100.00








                                                            +

F3=Exit
```

4. Press <Enter>. The Invoice/Payment Inquiry screen appears.

```
AP4240R     DISPLAY   CREATIVE DATA RESEARCH                  5/19/00 14:38:52
JTIPPIN                         INVOICE/PAYMENT INQUIRY         QPADEV0005

Voucher . . :      1278   Vendor inv  4455        Invoice amt        100.00
Trans date  :     5/18/00 Disc due date   5/28/00 Disc allowed        10.00
Post date . :     5/18/00 Sched pay date  5/28/00 Disc taken          10.00
Due date  . :     6/17/00 Date closed     5/28/00 Balance amt           .00
Reference . :   INV 4455                          Hold/contest

  Pmt#  Check date    Check   Payment amt   Discount amt   Type  Status
   1      5/28/00     120211       25.00          5.00      P      C
   2      5/28/00     120212       25.00           .00      P      C
   3      5/28/00     120213       50.00          5.00      P      C








F3=Exit
```

The following values appear at the top of the A/P Invoice Inquiry screen:
  • **Voucher** - the voucher number which was automatically generated when the invoice was added.
  • **Trans date** - the date of the vendor's invoice.
  • **Post date** - the posting date of the invoice.
  • **Due date** - the date by which the vendor must receive payment before the invoice is considered past due.
  • **Reference** - the reference text print on the check stub if a system-generated check is printed by the user. When POs are transferred to A/P, purchase order numbers are entered for the **Ref** field in the invoices that are created.
  • **Vendor inv** - the vendor's invoice number.
  • **Disc due date** - if a date appears, it designates the date by which the vendor must receive payment for the distributor to qualify for a cash discount.
  • **Sched pay date** - the date by which the distributor intends to pay the vendor.
  • **Date closed** - the date on which the invoice was closed as designated by the last payment processed for it. If no value appears for the **Date closed** field, the amount remaining to be paid appears for the **Balance amt** field (see below).
  • **Invoice amt** - the total payment due for the invoice. This amount does not include any cash discounts, but does include the amount of any adjustment entered for the invoice. A negative amount appears for the **Invoice amt** field for a credit memo.
  • **Disc allowed** - the total of the cash discounts for which the distributor qualifies.
  • **Disc taken** - the total of the cash discounts taken to date.
  • **Balance amt** - the amount remaining to be paid does not include any cash discounts.
  • **Hold/contest** - if an *H* (held) appears for the holding status of the voucher (invoice), its payment cannot be processed. Refer to Working With Vendor Account Inquiry for information about changing and displaying the holding status of a voucher.

```
AP4240R    DISPLAY   CREATIVE DATA RESEARCH                    5/19/00 14:38:52
JTIPPIN                        INVOICE/PAYMENT INQUIRY          QPADEV0005

Voucher . . :      1278    Vendor inv  4455          Invoice amt       100.00
Trans date  :     5/18/00  Disc due date   5/28/00 Disc allowed        10.00
Post date . :     5/18/00  Sched pay date  5/28/00 Disc taken          10.00
Due date  . :     6/17/00  Date closed     5/28/00 Balance amt           .00
Reference . :     INV 4455                          Hold/contest

 Pmt#  Check date   Check    Payment amt   Discount amt   Type  Status
   1     5/28/00   120211        25.00          5.00       P      C
   2     5/28/00   120212        25.00           .00       P      C
   3     5/28/00   120213        50.00          5.00       P      C









F3=Exit
```

Values appear for each payment processed for the invoice under the following headings:

- *Pmt#* - the chronological number of the payment.
- *Check date* - the date printed on a check, entered for a manual check, or entered for an electronic funds transfer (EFT) which was used to process the payment.
- *Check* - the number of the check used to process the payment. The value *999990* appears if the vendor received payment with an electronic funds transfer.
- *Payment amt* - if a check was printed, the value of the **Payment amt** field designates the portion of the check's amount used for the invoice's payment; otherwise, it designates the amount of a manual check, an EFT, or (when negative) a credit memo.
- *Discount amt* - the amount of any cash discount taken when the payment was processed.
- *Type* - one of two values appears for this field to designate the method used to pay the vendor: *P* designates a system-generated check was printed, and *M* designates a check was manually written or an electronic funds transfer was made.
- *Status* - the value which appears is not currently used by the A/P System.

5. Press <F3> to exit. The Invoice Voucher Inquiry screen appears.

```
ARAODFR     DISPLAY  Creative Data Research                    5/19/00 14:57:24
JTIPPIN                       Invoice Voucher Inquiry          QPADEV0005
 Voucher Company  Voucher  Vendor      Status  Transaction  Vendor
                  Type     Invoice#            Date         Number
    1278

5=Voucher Detail   8=Invoice Detail   P=Payment Detail

  Voucher Name                          Invoice    Invoice
                                                   Amount
     1278 R.J. REYNOLDS TOBACCO COMPANY  INV 4455       100.00








                                                                  +

F3=Exit
```

Refer to Displaying Invoice Detail for information about using *8=Invoice Detail* to review the details of vendor invoices contained in the A/P current files.

6. Press <F3> to exit. The A/P Inquiry screen appears.

Working With Vendor Account Inquiry

The Vendor Account Inquiry application is used to display the following, after first entering the vendor code (number) or alpha code:

- Detailed information about invoices and payments. Refer to Working With Invoice Voucher Inquiry for information about using the Invoice Voucher Inquiry application to display this information after first entering the voucher number or vendor invoice number.
- Aging totals of open invoices. Refer to Working With Company A/P for information about the **A/P aging method** field which is used to designate whether A/P aging is based on the invoice date, invoice due date or posting date.
- Limited vendor record data, such as name and address. Refer to Working With Vendor Alpha Inquiry and Working With Vendor Inquiry for information about displaying detailed vendor record data after entering the vendor's alpha code and vendor code (number), respectively.

The Vendor Account Inquiry application is also used to change the holding status of vouchers. Refer to Adding A Payment Batch, Working With Manual Payments and Working With EFT Payments for information about using the holding status of a voucher to prohibit the payment processing of an invoice.

Only the invoice and payment records contained in the A/P current files are accessed when using the Vendor Account Inquiry application. Refer to Working With Vendor Account Inquiry History for information about accessing the records saved in A/P history files.

Users have access to two different versions of the Vendor Account Inquiry (Display) screen. Initially, the screen appears with a list limited to the vendor's *open invoices* which are displayed in order *by the vendor's invoice number*.

```
AP5755R     DISPLAY  CREATIVE DATA RESEARCH                   5/22/00 11:25:21
JTIPPIN                      VENDOR ACCOUNT INQUIRY           QPADEV000F
Vendor  12301                    Total due        39142.40  Last pmt    6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order              .00  Last inv    5/18/00
P.O. BOX 123254                  Max order              .00  MTD         2760.00
45255 NORTH WENDALL STREET       Avg inv siz        2081.15  YTD        62405.77
MANDEVILLE          LA           Avg pmt siz        1144.92
70458      Phone  504/626-5454 Contact  :   DAVID STEWART
-------------------------------------------------------------------------------
   Ven. Inv #    Voucher  Date      CURRENT      31 TO 60      61 TO 90
                   Totals:         300.00      26842.40      12000.00
-------------------------------------------------------------------------------
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
    T856123        1208  4/11/00          .00      1000.00          .00
    PU2169         1210  4/11/00          .00      3276.40          .00
    K86912         1222  4/06/00          .00     10000.00          .00
    L1269          1223  4/10/00          .00     12366.00          .00
    RJR3443        1228  4/15/00          .00       200.00          .00
    PO856          1230  5/01/00       150.00          .00          .00
    RJ33221        1267  5/02/00       200.00          .00          .00  +

F3=Exit   F14=Invoices   F16=Dr/Cr   F20=Display all invoices   F24=Notes
```

During the course of using the Vendor Account Inquiry application, the F20 (Display all invoices) function key can be used to list the vendor's *open and closed invoices* which are displayed in order *by voucher number*, as illustrated below.

```
AP5755Z    DISPLAY  CREATIVE DATA RESEARCH                5/22/00 11:25:43
JTIPPIN                  VENDOR ACCOUNT INQUIRY           QPADEV000F
Vendor  12301                 Total due       39142.40  Last pmt   6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order            .00  Last inv   5/18/00
P.O. BOX 123254               Max order            .00  MTD            .00
45255 NORTH WENDALL STREET    Avg inv siz      2081.15  YTD            .00
MANDEVILLE          LA        Avg pmt siz      1144.92
70458      Phone  504/626-5454 Contact  :   DAVID STEWART
---------------------------------------------------------------------------
    Inv    Date       CURRENT      31 TO 60     61 TO 90      91 - 120
        Totals:        300.00     26842.40     12000.00           .00
---------------------------------------------------------------------------
Type options, press Enter.
3=Hold invoice   5=Invoice/payment detail   8=Invoice details
      1192  4/02/00         .00          .00          .00          .00
      1194  4/07/00         .00          .00          .00          .00
      1199  3/27/00         .00          .00          .00          .00
      1208  4/11/00         .00      1000.00          .00          .00
      1210  4/11/00         .00      3276.40          .00          .00
      1214  4/22/00         .00          .00          .00          .00
      1215  4/25/00         .00          .00          .00          .00  +

F3=Exit    F14=Invoices   F16=Dr/Cr    F20=Display all invoices   F24=Notes
```

When necessary, the F20 function key can be pressed to toggle between the two versions of screen.

During the course of using the Vendor Account Inquiry application, the following function keys can be used:

- F14 (Invoices) - allows users to add and edit batches of vendor invoices, and post invoices to the General Ledger.
- F16 (Dr/Cr) - allows users to credit and debit vendor invoices which are posted, but not yet paid.
- F24 (Notes) - allows users to log miscellaneous information about a vendor.

```
   User: JTIPPIN                 Menu: APCV1IQ              Date:  5/22/00

   ========================> A / P   I N Q U I R Y  <=====================
   =======================================================================
   !!!!!!!!!!    1. Vendor Alpha Inquiry      10. Bank
   THE    !!     2. Vendor Account Inquiry    11. Items
   DAC CV1!!     3. Company                   12. Special Items
   SYSTEM !!     4. Entity                    13. Terms
   !!!!!!!!!!    5. User Profile              14. Voucher Inquiry
                 6. Period Status             15. Vendor Account Inquiry Hist.
                 7. Period Dates
                 8. Calendar
                 9. Vendor
                         M E N U   C A L L S
   19. Purchasing System    20. A/P File Maint.     21. A/P Reports
   22. General Ledger       23. Dac Main Menu       90. Sign Off
   =======================================================================
   COPYRIGHT @1992@ Creative Data Research, Inc.

   ===>
```

1. Select option 2 (Vendor Account Inquiry) from the A/P Inquiry screen. The Vendor Account Inquiry (Enter) screen appears.

```
AP5754R     ENTER     CREATIVE DATA RESEARCH                5/22/00 11:26:15
JTIPPIN                    VENDOR ACCOUNT INQUIRY          QPADEV000F

Vendor  . .
Alpha search




















F3=Exit
```

2. Enter data for one of the following fields:
   - **Vendor** (6,a) - the vendor code (number) of the desired vendor. If necessary, enter *?* and press <Enter> to select a vendor from the Vendor Select screen.
   - **Alpha search** - the alpha code of the desired vendor. If necessary, enter *?* and press <Enter> to select the vendor from the Vendor Alpha Select screen.

   The Vendor Account Inquiry (Display) screen appears.

```
AP5755R    DISPLAY   CREATIVE DATA RESEARCH                5/22/00 11:27:54
JTIPPIN                    VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor  12301                  Total due        39142.40  Last pmt   6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order             .00  Last inv   5/18/00
P.O. BOX 123254                Max order             .00  MTD        2760.00
45255 NORTH WENDALL STREET     Avg inv siz       2081.15  YTD       62405.77
MANDEVILLE         LA          Avg pmt siz       1144.92
70458     Phone  504/626-5454 Contact  :   DAVID STEWART
------------------------------------------------------------------------------
   Ven. Inv #   Voucher  Date        CURRENT       31 TO 60      61 TO 90
                    Totals:            300.00      26842.40      12000.00
------------------------------------------------------------------------------
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
    T856123        1208  4/11/00          .00       1000.00           .00
    PU2169         1210  4/11/00          .00       3276.40           .00
    K86912         1222  4/06/00          .00      10000.00           .00
    L1269          1223  4/10/00          .00      12366.00           .00
    RJR3443        1228  4/15/00          .00        200.00           .00
    PO856          1230  5/01/00       150.00           .00           .00
    RJ33221        1267  5/02/00       200.00           .00           .00  +

F3=Exit   F14=Invoices   F16=Dr/Cr   F20=Display all invoices   F24=Notes
```

Three columns of aging figures (also called buckets) appear on the Vendor Account Inquiry (Display) screen. Refer to Working With Company A/P Options for information about the **A/P aging bucket...name** and **A/P aging bucket...days** fields which are used to designate the columns headings and the amounts which appear for the aging figures.

Values appear to the left of the aging columns under the following headings:
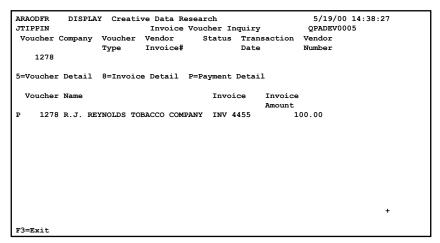   - *Ven. Inv #* - the vendor's invoice number.
   - *Voucher* - the voucher number which was automatically generated when the invoice was added.
   - *Date* - the date of the vendor's invoice.

When the F20 (Display all invoices) function key is used to display the vendor's open and closed invoices, a fourth column of aging figures appears on the screen.

```
AP5755Z    DISPLAY  CREATIVE DATA RESEARCH                    5/22/00 11:28:45
JTIPPIN                      VENDOR ACCOUNT INQUIRY               QPADEV000F
Vendor  12301                   Total due         39142.40 Last pmt    6/02/00
R.J. REYNOLDS TOBACCO COMPANY   Min order              .00 Last inv    5/18/00
P.O. BOX 123254                 Max order              .00 MTD             .00
45255 NORTH WENDALL STREET      Avg inv siz        2081.15 YTD             .00
MANDEVILLE           LA         Avg pmt siz        1144.92
70458     Phone  504/626-5454 Contact  :   DAVID STEWART
--------------------------------------------------------------------------
    Inv    Date        CURRENT       31 TO 60       61 TO 90      91 - 120
       Totals:          300.00       26842.40       12000.00           .00
--------------------------------------------------------------------------
Type options, press Enter.
3=Hold invoice    5=Invoice/payment detail    8=Invoice details
      1192  4/02/00        .00           .00            .00            .00
      1194  4/07/00        .00           .00            .00            .00
      1199  3/27/00        .00           .00            .00            .00
      1208  4/11/00        .00       1000.00            .00            .00
      1210  4/11/00        .00       3276.40            .00            .00
      1214  4/22/00        .00           .00            .00            .00
      1215  4/25/00        .00           .00            .00            .00   +

F3=Exit   F14=Invoices   F16=Dr/Cr   F20=Display all invoices   F24=Notes
```

Note: Any amount displayed in the far right column is a sum of the amounts that appear in the fourth and fifth columns of the A/P cash forecast report. Refer to Working With Company A/P Options for information about the **A/P aging bucket...days** fields which are used to designate the amounts which appear for the aging figures. Refer to Working With Accounts Payable Reports for information about the A/P cash forecast report (entitled Vendor Aging Summary).

Values appear to the left of the aging columns under the following headings:
  • *Inv* - the voucher number which was automatically generated when the invoice was added.
  • *Date* - the date of the vendor's invoice.

Values appear at the top of the Vendor Account Inquiry (Display) screen for each of the following fields:
  • **Vendor** - the vendor code designating the vendor from whom the invoice was received. The vendor's name and address are displayed below the vendor code.
  • **Phone** - the vendor's area code and telephone number.
  • **Total due** - the amount due for all the vendor's invoices.
  • Optional: **Min order** - the minimum dollar value which must be purchased from the vendor. The value of this field defaults from the **Minimum order value** field of the vendor record. Refer to Working With Vendor Records for additional information.
  • Optional: **Max order** - the maximum dollar value which can be purchased from the vendor. The value of this field defaults from the **Maximum order value** field of the vendor record. Refer to Working With Vendor Records for additional information.
  • **Avg inv siz** - the average invoice amount for all the vendor's open and closed invoices.
  • **Avg pmt siz** - the average payment amount for all the vendor's open and closed invoices.
  • Optional: **Contact** - the name of the vendor employee with whom the user primarily communicates. The value of this field defaults from the **Contact name** field of the vendor record. Refer to Working With Vendor Records for additional information.

- **Last pmt** - the date of the last payment made to the vendor.
- **Last inv** - the date of the vendor's last invoice.
- **MTD** - the month-to-date total amount of all the vendor's invoices for the current month (also referred to as current period). This amount does not include any cash discounts, and is calculated according to the invoice date.
- **YTD** - the year-to-date total amount of all the vendor's invoices for the current year.

3. To review the payment details of an invoice, enter *5* (Invoice/payment detail) in the selection column next to the desired invoice (use <Page Down> if necessary).

```
AP5755R     DISPLAY  CREATIVE DATA RESEARCH                   5/22/00 13:20:42
JTIPPIN                     VENDOR ACCOUNT INQUIRY            QPADEV000F
Vendor  12301                     Total due       39142.40  Last pmt    6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order               .00  Last inv    5/18/00
P.O. BOX 123254                Max order               .00  MTD         2760.00
45255 NORTH WENDALL STREET     Avg inv siz        2081.15  YTD        62405.77
MANDEVILLE           LA        Avg pmt siz        1144.92
70458       Phone  504/626-5454 Contact  :   DAVID STEWART
------------------------------------------------------------------------------
   Ven. Inv #   Voucher  Date         CURRENT       31 TO 60      61 TO 90
                        Totals:        300.00       26842.40      12000.00
------------------------------------------------------------------------------
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
5  T856123        1208  4/11/00       .00        1000.00           .00
   PU2169         1210  4/11/00       .00        3276.40           .00
   K86912         1222  4/06/00       .00       10000.00           .00
   L1269          1223  4/10/00       .00       12366.00           .00
   RJR3443        1228  4/15/00       .00         200.00           .00
   PO856          1230  5/01/00    150.00            .00           .00
   RJ33221        1267  5/02/00    200.00            .00           .00   +

F3=Exit    F14=Invoices    F16=Dr/Cr    F20=Display all invoices    F24=Notes
```

Press <Enter>. The Invoice/Payment Inquiry screen appears.

```
AP4240R     DISPLAY  CREATIVE DATA RESEARCH                   5/22/00 13:21:52
JTIPPIN                    INVOICE/PAYMENT INQUIRY            QPADEV000F

Voucher . . :      1208   Vendor inv  T856123      Invoice amt       2510.00
Trans date  :     4/11/00  Disc due date   7/19/00  Disc allowed       112.95
Post date . :     4/24/00  Sched pay date  4/11/00  Disc taken            .00
Due date  . :     4/11/00  Date closed              Balance amt       1000.00
Reference . :    000292                             Hold/contest    H

 Pmt#  Check date   Check    Payment amt   Discount amt   Type  Status
   1     4/11/00   999990       1510.00            .00     M      C




F3=Exit
```

Refer to Displaying Payment Detail for detailed descriptions of all the fields of this screen.

Press <F3> to exit. The Vendor Account Inquiry (Display) screen appears.

```
AP5755R    DISPLAY  CREATIVE DATA RESEARCH              5/22/00 13:22:17
JTIPPIN                 VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor  12301               Total due         39142.40 Last pmt   6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order           .00 Last inv   5/18/00
P.O. BOX 123254             Max order            .00 MTD          2760.00
45255 NORTH WENDALL STREET  Avg inv siz       2081.15 YTD         62405.77
MANDEVILLE         LA       Avg pmt siz       1144.92
70458      Phone  504/626-5454 Contact  :   DAVID STEWART
-----------------------------------------------------------------------
  Ven. Inv #   Voucher  Date        CURRENT      31 TO 60     61 TO 90
                 Totals:            300.00      26842.40     12000.00
-----------------------------------------------------------------------
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
   T856123       1208  4/11/00          .00     1000.00          .00
   PU2169        1210  4/11/00          .00     3276.40          .00
   K86912        1222  4/06/00          .00    10000.00          .00
   L1269         1223  4/10/00          .00    12366.00          .00
   RJR3443       1228  4/15/00          .00      200.00          .00
   PO856         1230  5/01/00       150.00          .00          .00
   RJ33221       1267  5/02/00       200.00          .00          .00   +

F3=Exit   F14=Invoices   F16=Dr/Cr   F20=Display all invoices   F24=Notes
```

4. To review the details of an invoice, enter *8* (Invoice details) in the selection column next to the desired invoice (use <Page Down> if necessary).

```
AP5755R    DISPLAY  CREATIVE DATA RESEARCH              5/22/00 13:22:17
JTIPPIN                 VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor  12301               Total due         39142.40 Last pmt   6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order           .00 Last inv   5/18/00
P.O. BOX 123254             Max order            .00 MTD          2760.00
45255 NORTH WENDALL STREET  Avg inv siz       2081.15 YTD         62405.77
MANDEVILLE         LA       Avg pmt siz       1144.92
70458      Phone  504/626-5454 Contact  :   DAVID STEWART
-----------------------------------------------------------------------
  Ven. Inv #   Voucher  Date        CURRENT      31 TO 60     61 TO 90
                 Totals:            300.00      26842.40     12000.00
-----------------------------------------------------------------------
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
8  T856123       1208  4/11/00          .00     1000.00          .00
   PU2169        1210  4/11/00          .00     3276.40          .00
   K86912        1222  4/06/00          .00    10000.00          .00
   L1269         1223  4/10/00          .00    12366.00          .00
   RJR3443       1228  4/15/00          .00      200.00          .00
   PO856         1230  5/01/00       150.00          .00          .00
   RJ33221       1267  5/02/00       200.00          .00          .00   +

F3=Exit   F14=Invoices   F16=Dr/Cr   F20=Display all invoices   F24=Notes
```

Press <Enter>. The A/P Invoice Inquiry screen appears.

```
AP4230R    DISPLAY  CREATIVE DATA RESEARCH              5/22/00 13:28:01
JTIPPIN                   A/P INVOICE INQUIRY           QPADEV000F

Voucher     1208  Batch    281               Inv total        2510.00
Vendor   12301                               Disc avail        112.95
Invoice  T856123              Pymt type E        Post date 4/24/00
Terms EF 4.5% EFT             Inv date   4/11/00 Due date   4/11/00
Ref   000292                  Pay date   4/11/00 Disc due   7/19/00


 Item          Description               Qty    Price    Ext amt
      Cost Center   G/L Account #    Disc              Adj amt
 INVENTORY01     Purchases - Cigarettes      1  2510.00    2510.00
        10              800             Y




F3=Exit
```

Refer to Displaying Invoice Detail for detailed descriptions of all the fields of this screen.

Press <F3> to exit. The Vendor Account Inquiry (Display) screen appears.

```
AP5755R    DISPLAY  CREATIVE DATA RESEARCH                   5/22/00 13:28:40
JTIPPIN                      VENDOR ACCOUNT INQUIRY           QPADEV000F
Vendor  12301                    Total due        39142.40  Last pmt    6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order             .00  Last inv    5/18/00
P.O. BOX 123254                  Max order             .00  MTD         2760.00
45255 NORTH WENDALL STREET       Avg inv siz       2081.15  YTD        62405.77
MANDEVILLE           LA          Avg pmt siz       1144.92
70458      Phone  504/626-5454 Contact  :   DAVID STEWART
-------------------------------------------------------------------------------
   Ven. Inv #   Voucher  Date        CURRENT       31 TO 60     61 TO 90
                        Totals:       300.00      26842.40     12000.00
-------------------------------------------------------------------------------
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
    T856123         1208  4/11/00          .00      1000.00          .00
    PU2169          1210  4/11/00          .00      3276.40          .00
    K86912          1222  4/06/00          .00     10000.00          .00
    L1269           1223  4/10/00          .00     12366.00          .00
    RJR3443         1228  4/15/00          .00       200.00          .00
    PO856           1230  5/01/00       150.00          .00          .00
    RJ33221         1267  5/02/00       200.00          .00          .00    +

F3=Exit    F14=Invoices    F16=Dr/Cr    F20=Display all invoices    F24=Notes
```

5. To change the holding status of an invoice's voucher, enter *2* (Unhold invoice) or enter *3* (Hold invoice) in the selection column next to the desired invoice (use <Page Down> if necessary).

```
AP5755R    DISPLAY  CREATIVE DATA RESEARCH                   5/22/00 13:34:24
JTIPPIN                      VENDOR ACCOUNT INQUIRY           QPADEV000F
Vendor  12301                    Total due        39142.40  Last pmt    6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order             .00  Last inv    5/18/00
P.O. BOX 123254                  Max order             .00  MTD         2760.00
45255 NORTH WENDALL STREET       Avg inv siz       2081.15  YTD        62405.77
MANDEVILLE           LA          Avg pmt siz       1144.92
70458      Phone  504/626-5454 Contact  :   DAVID STEWART
-------------------------------------------------------------------------------
   Ven. Inv #   Voucher  Date        CURRENT       31 TO 60     61 TO 90
                        Totals:       300.00      26842.40     12000.00
-------------------------------------------------------------------------------
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details
2   T856123         1208  4/11/00          .00      1000.00          .00
    PU2169          1210  4/11/00          .00      3276.40          .00
    K86912          1222  4/06/00          .00     10000.00          .00
    L1269           1223  4/10/00          .00     12366.00          .00
    RJR3443         1228  4/15/00          .00       200.00          .00
    PO856           1230  5/01/00       150.00          .00          .00
    RJ33221         1267  5/02/00       200.00          .00          .00    +

F3=Exit    F14=Invoices    F16=Dr/Cr    F20=Display all invoices    F24=Notes
```

Press <Enter>.

6. Press <F3> to exit. The Vendor Account Inquiry (Enter) screen appears.

```
AP5754R    ENTER    CREATIVE DATA RESEARCH                   5/22/00 13:53:03
JTIPPIN                      VENDOR ACCOUNT INQUIRY           QPADEV000F

Vendor   . .
Alpha search













F3=Exit
```

7. Repeat the previous instructions (beginning with step 2) to continue working with the accounts of other vendors, or press <F3> (Exit) and the A/P Inquiry screen appears.

Working With Vendor Account Inquiry History

The Vendor Account Inquiry History application is used primarily to display, after first entering the vendor code (number) or alpha code, detailed information about closed invoices and voucher payments which are contained in the A/P history files. Refer to Working With Vendor Account Inquiry for information about displaying the invoice and payment data contained in the A/P current files.

```
User: JTIPPIN               Menu: APCV1IQ              Date:  5/22/00

========================> A / P   I N Q U I R Y <========================
=========================================================================
!!!!!!!!!!    1. Vendor Alpha Inquiry      10. Bank
THE    !!     2. Vendor Account Inquiry    11. Items
DAC CV1!!     3. Company                   12. Special Items
SYSTEM !!     4. Entity                    13. Terms
!!!!!!!!!!    5. User Profile              14. Voucher Inquiry
              6. Period Status             15. Vendor Account Inquiry Hist.
              7. Period Dates
              8. Calendar
              9. Vendor
                        M E N U   C A L L S
19. Purchasing System    20. A/P File Maint.      21. A/P Reports
22. General Ledger       23. Dac Main Menu        90. Sign Off
=========================================================================
COPYRIGHT @1992@ Creative Data Research, Inc.

===>
```

1. Select option 15 (Vendor Account Inquiry Hist.) from the A/P Inquiry screen. The Vendor Account Inquiry (Enter) screen appears.

```
AP5754R      ENTER     CREATIVE DATA RESEARCH              5/22/00 11:26:15
JTIPPIN                     VENDOR ACCOUNT INQUIRY         QPADEV000F

Vendor  . .
Alpha search
















F3=Exit
```

2. Enter data for one of the following fields:
   - **Vendor** (6,a) - the vendor code (number) of the desired vendor. If necessary, enter *?* and press <Enter> to select a vendor from the Vendor Select screen.
   - **Alpha search** - the alpha code of the desired vendor. If necessary, enter *?* and press <Enter> to select the vendor from the Vendor Alpha Select screen.

   The Vendor Account Inquiry (Display) screen appears.

```
AP5755R    DISPLAY  CREATIVE DATA RESEARCH              5/22/00 11:27:54
JTIPPIN                VENDOR ACCOUNT INQUIRY              QPADEV000F
Vendor 12301                 Total due       39142.40 Last pmt   6/02/00
R.J. REYNOLDS TOBACCO COMPANY Min order           .00 Last inv   5/18/00
P.O. BOX 123254              Max order            .00 MTD         2760.00
45255 NORTH WENDALL STREET   Avg inv siz      2081.15 YTD        62405.77
MANDEVILLE         LA        Avg pmt siz      1144.92
70458      Phone  504/626-5454 Contact  :   DAVID STEWART
--------------------------------------------------------------------------
   Ven. Inv #   Voucher  Date        CURRENT      31 TO 60     61 TO 90
                         Totals:          .00          .00          .00
--------------------------------------------------------------------------
Type options, press Enter.
2=Unhold invoice  3=Hold invoice  5=Invoice/payment detail  8=Invoice details




F3=Exit    F14=Invoices   F16=Dr/Cr   F20=Display all invoices   F24=Notes
```

3. Press <F20> (Display all invoices) to list the vendor's closed invoices which are contained in the A/P history files.

```
AP5755Z    DISPLAY  CREATIVE DATA RESEARCH              5/22/00 11:28:45
JTIPPIN                VENDOR ACCOUNT INQUIRY              QPADEV000F
Vendor 12301                 Total due       39142.40 Last pmt  6/02/00
R.J. REYNOLDS TOBACCO COMPANY Min order           .00 Last inv  5/18/00
P.O. BOX 123254              Max order            .00 MTD            .00
45255 NORTH WENDALL STREET   Avg inv siz      2081.15 YTD            .00
MANDEVILLE         LA        Avg pmt siz      1144.92
70458      Phone  504/626-5454 Contact  :   DAVID STEWART
--------------------------------------------------------------------------
   Inv     Date      CURRENT       31 TO 60     61 TO 90     91 - 120
       Totals:           .00          .00          .00          .00
--------------------------------------------------------------------------
Type options, press Enter.
3=Hold invoice   5=Invoice/payment detail   8=Invoice details
   2000103 10/25/99        .00          .00          .00          .00
   2000104 10/25/99        .00          .00          .00          .00




F3=Exit   F14=Invoices   F16=Dr/Cr   F20=Display all invoices   F24=Notes
```

The voucher number and invoice date of each of the vendor's invoices are listed under the *Inv* and *Date* column headings, respectively.

During the course of using the Vendor Account Inquiry History application, the following function keys can be used:
- F14 (Invoices) - allows users to add and edit batches of vendor invoices, and post invoices to the General Ledger.
- F16 (Dr/Cr) - allows users to credit and debit vendor invoices which are posted, but not yet paid.
- F24 (Notes) - allows users to log miscellaneous information about a vendor.

Refer to Working With Vendor Account Inquiry for detailed information about the values which appear at the top of the Vendor Account Inquiry (Display) screen.

4. To review the payment details of an invoice, enter *5* (Invoice/payment detail) in the selection column next to the desired invoice (use <Page Down> if necessary).

```
AP5755Z     DISPLAY   CREATIVE DATA RESEARCH                  5/22/00 11:28:45
JTIPPIN                      VENDOR ACCOUNT INQUIRY            QPADEV000F
Vendor  12301                      Total due          39142.40  Last pmt    6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order                .00  Last inv    5/18/00
P.O. BOX 123254                Max order                .00  MTD             .00
45255 NORTH WENDALL STREET     Avg inv siz          2081.15  YTD             .00
MANDEVILLE           LA        Avg pmt siz          1144.92
70458      Phone  504/626-5454 Contact  :    DAVID STEWART
-------------------------------------------------------------------------------
    Inv     Date        CURRENT       31 TO 60      61 TO 90      91 - 120
      Totals:               .00          .00          .00           .00
-------------------------------------------------------------------------------
Type options, press Enter.
3=Hold invoice   5=Invoice/payment detail    8=Invoice details
5  2000103 10/25/99         .00          .00          .00          .00
   2000104 10/25/99         .00          .00          .00          .00




  F3=Exit    F14=Invoices   F16=Dr/Cr   F20=Display all invoices   F24=Notes
```

Press <Enter>. The Invoice/Payment Inquiry screen appears.

```
AP4240R     DISPLAY   CREATIVE DATA RESEARCH                  5/22/00 13:58:51
JTIPPIN                      INVOICE/PAYMENT INQUIRY          QPADEV000F

Voucher . . :   2000103    Vendor inv  A1231         Invoice amt       365.00
Trans date  :   10/25/99   Disc due date   11/04/99  Disc allowed       76.50
Post date . :   10/29/99   Sched pay date   1/08/00  Disc taken         76.50
Due date  . :    1/08/00   Date closed      1/08/00  Balance amt          .00
Reference . :   000303                               Hold/contest

 Pmt#  Check date    Check    Payment amt    Discount amt   Type  Status
   1      1/08/00     1000         365.00           76.50    P      H








  F3=Exit
```

Refer to Displaying Payment Detail for detailed descriptions of all the fields of this screen.

Press <F3> to exit. The Vendor Account Inquiry (Display) screen appears.

```
AP5755Z     DISPLAY   CREATIVE DATA RESEARCH                  5/22/00 13:59:45
JTIPPIN                      VENDOR ACCOUNT INQUIRY            QPADEV000F
Vendor  12301                      Total due          39142.40  Last pmt    6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order                .00  Last inv    5/18/00
P.O. BOX 123254                Max order                .00  MTD             .00
45255 NORTH WENDALL STREET     Avg inv siz          2081.15  YTD             .00
MANDEVILLE           LA        Avg pmt siz          1144.92
70458      Phone  504/626-5454 Contact  :    DAVID STEWART
-------------------------------------------------------------------------------
    Inv     Date        CURRENT       31 TO 60      61 TO 90      91 - 120
      Totals:               .00          .00          .00           .00
-------------------------------------------------------------------------------
Type options, press Enter.
3=Hold invoice   5=Invoice/payment detail    8=Invoice details
   2000103 10/25/99         .00          .00          .00          .00
   2000104 10/25/99         .00          .00          .00          .00




  F3=Exit    F14=Invoices   F16=Dr/Cr   F20=Display all invoices   F24=Notes
```

5. To review the details of an invoice, enter *8* (Invoice details) in the selection column next to the desired invoice (use <Page Down> if necessary).

```
AP5755Z     DISPLAY   CREATIVE DATA RESEARCH                5/22/00 13:59:45
JTIPPIN                      VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor  12301                     Total due          39142.40 Last pmt   6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order                 .00 Last inv   5/18/00
P.O. BOX 123254              Max order                   .00 MTD            .00
45255 NORTH WENDALL STREET   Avg inv siz           2081.15 YTD            .00
MANDEVILLE           LA      Avg pmt siz           1144.92
70458      Phone  504/626-5454 Contact  :   DAVID STEWART
------------------------------------------------------------------------------
    Inv     Date       CURRENT       31 TO 60       61 TO 90      91 - 120
       Totals:              .00          .00            .00           .00
------------------------------------------------------------------------------
Type options, press Enter.
3=Hold invoice   5=Invoice/payment detail   8=Invoice details
8  2000103 10/25/99          .00          .00            .00           .00
   2000104 10/25/99          .00          .00            .00           .00




 F3=Exit    F14=Invoices    F16=Dr/Cr    F20=Display all invoices   F24=Notes
```

Press <Enter>. The A/P Invoice Inquiry screen appears.

```
AP4230R     DISPLAY   CREATIVE DATA RESEARCH                5/22/00 14:02:45
JTIPPIN                      A/P INVOICE INQUIRY             QPADEV000F

Voucher  2000103  Batch    153                   Inv total          365.00
Vendor   12301                                   Disc avail          76.50
Invoice  A1231                 Pymt type P         Post date 10/29/99
Terms 10 10% 10 Net 30         Inv date  10/25/99 Due date   1/08/00
Ref   000303                   Pay date   1/08/00 Disc due  11/04/99


  Item          Description                Qty     Price      Ext amt
        Cost Center    G/L Account #    Disc           Adj amt
  INVENTORY01     Purchases - Cigarettes       1   365.00       365.00
        10            800                 Y





 F3=Exit
```

Refer to Displaying Invoice Detail for detailed descriptions of all the fields of this screen.

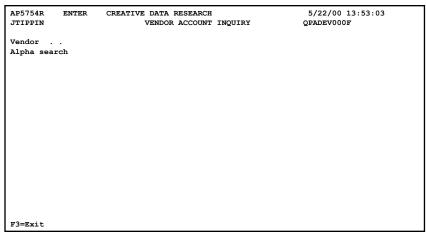Press <F3> to exit. The Vendor Account Inquiry (Display) screen appears.

```
AP5755Z     DISPLAY   CREATIVE DATA RESEARCH                5/22/00 14:03:45
JTIPPIN                      VENDOR ACCOUNT INQUIRY          QPADEV000F
Vendor  12301                     Total due          39142.40 Last pmt   6/02/00
R.J. REYNOLDS TOBACCO COMPANY  Min order                 .00 Last inv   5/18/00
P.O. BOX 123254              Max order                   .00 MTD            .00
45255 NORTH WENDALL STREET   Avg inv siz           2081.15 YTD            .00
MANDEVILLE           LA      Avg pmt siz           1144.92
70458      Phone  504/626-5454 Contact  :   DAVID STEWART
------------------------------------------------------------------------------
    Inv     Date       CURRENT       31 TO 60       61 TO 90      91 - 120
       Totals:              .00          .00            .00           .00
------------------------------------------------------------------------------
Type options, press Enter.
3=Hold invoice   5=Invoice/payment detail   8=Invoice details
   2000103 10/25/99          .00          .00            .00           .00
   2000104 10/25/99          .00          .00            .00           .00




 F3=Exit    F14=Invoices    F16=Dr/Cr    F20=Display all invoices   F24=Notes
```

6. Press <F3> to exit. The Vendor Account Inquiry (Enter) screen appears.

```
AP5754R      ENTER     CREATIVE DATA RESEARCH              5/22/00 14:05:15
JTIPPIN                       VENDOR ACCOUNT INQUIRY       QPADEV000F

Vendor  . .
Alpha search




















F3=Exit
```

7. Repeat the previous instructions (beginning with step 2) to continue working with the accounts of other vendors, or press <F3> (Exit) and the A/P Inquiry screen appears.

Working With Vendor Inquiry

The Vendor Inquiry screen is used to display both vendor record data, such as name and address, and A/P-related data, such as the year-to-date total of payments made to a vendor. Refer to Working With Vendor Records for information about using the Vendor Maintenance screens to add, edit and delete vendor records.

```
SY5755R    DISPLAY  CREATIVE DATA RESEARCH                  5/24/00 15:15:16
JTIPPIN                        VENDOR INQUIRY               QPADEV000C

Vendor code  . . :   12301  R.J. REYNOLDS TOBACCO COMPANY
Address line 1 . :   P.O. BOX 123254                 Phone    504/626-5454
Address line 2 . :   45255 NORTH WENDALL STREET      Fax  :   504/626-5547
City . . . . . . :   MANDEVILLE          LA 70458
Contact  . . . . :   DAVID STEWART
Corporate vendor :
Remit-to vendor  :
                                         MTD invoices  . . :      2760.00
Type code  . . . :                       YTD invoices  . :      62405.77
Status . . . . . :                       Last year invoices     17220.80
Amount due . . . :         39142.40      MTD payments  . . :      2061.50
Min order value  :              .00      YTD payments  . :      41746.32
Max order value  :              .00      Last year payments     15960.00
Last payment date      6/02/00           Last invoice date    5/18/00
Allow payment  . :   Y                   1099 code . . . :
Critical payment :   N                   Tax ID  . . . . :
Terms code . . . :   10     10% 10 Net 30
Bank code  . . . :   FNB    FIRST NATIONAL BANK


F3=Exit   F12=Key screen
```

The instructions below describe using option 1 (Vendor Alpha Inquiry) and option 9 (Vendor) of the A/P Inquiry screen to display vendor information.

Displaying Vendor Records By Alpha Code

The Vendor Alpha Inquiry application is used primarily to display vendor information after first entering the vendor's alpha code. Refer to Displaying Vendor Records By Vendor Code for information about displaying vendor information after first entering the vendor code.

The instructions below also describe using the Vendor Alpha Inquiry application to log miscellaneous information about a vendor.

```
    User: JTIPPIN                 Menu: APCV1IQ            Date:  5/24/00

    ========================> A / P   I N Q U I R Y  <========================
    =========================================================================
    ¦¦¦¦¦¦¦¦¦    1. Vendor Alpha Inquiry       10. Bank
    THE    ¦¦    2. Vendor Account Inquiry     11. Items
    DAC CV1¦¦    3. Company                    12. Special Items
    SYSTEM ¦¦    4. Entity                     13. Terms
    ¦¦¦¦¦¦¦¦¦    5. User Profile               14. Voucher Inquiry
                 6. Period Status              15. Vendor Account Inquiry Hist.
                 7. Period Dates
                 8. Calendar
                 9. Vendor
                        M E N U   C A L L S
    19. Purchasing System    20. A/P File Maint.      21. A/P Reports
    22. General Ledger       23. Dac Main Menu        90. Sign Off
    =========================================================================
    COPYRIGHT @1992@ Creative Data Research, Inc.

    ===>
```

1. Select option 1 (Vendor Alpha Inquiry) from the A/P Inquiry screen. The Vendor Alpha Inquiry screen appears with the vendors listed by alpha code.

```
SY5760R    DISPLAY  CREATIVE DATA RESEARCH              5/24/00 16:37:21
JTIPPIN                       VENDOR ALPHA INQUIRY       QPADEV000C


    Alpha name


Type options, press Enter.
5=Vendor inquiry   N=Notes

?                   Code   Name
   A-1 WHOLESALE     10000  A-1 WHOLESALE
   AC PAPER & SUPP   00022  AC PAPER & SUPPLY
   ADAMS & BROOKS    000120 ADAMS & BROOKS INC
   ADAMS & BROOKS,   72965  ADAMS & BROOKS, INC.
   ADVANCED EQUIPM   000122 ADVANCED EQUIPMENT, INC.
   ALABAMA STAMP T   AL0001 ALABAMA STAMP TAX
   ALASKA SPRINGS    35375  ALASKA SPRINGS
   ALBERT & SON      000100 ALBERT & SON
   ALBERTO-CULVER    22400  ALBERTO-CULVER CO.
   ALEX FOODS INC.   18346  ALEX FOODS INC.
   ALHAMBRA WATER    32000  ALHAMBRA WATER                        +

F3=Exit
```

2. Press <Page Down> to locate the desired vendor, or enter the alpha code of the desired vendor for the **Alpha name** (15,a) field and press <Enter> to redisplay the list beginning with the designated vendor.

```
SY5760R    DISPLAY  CREATIVE DATA RESEARCH              5/24/00 16:57:06
JTIPPIN                       VENDOR ALPHA INQUIRY       QPADEV000C


    Alpha name
    R.J.

Type options, press Enter.
5=Vendor inquiry   N=Notes

?                   Code   Name
   R.J. REYNOLDS T   12301  R.J. REYNOLDS TOBACCO COMPANY
   R.L. ALBERT & S   72084  R.L. ALBERT & SON, INC.
   R.M. PALMER COM   94000  R.M. PALMER COMPANY
   RAGOLD INC.       72976  RAGOLD INC.
   RAGOLD, INC.      072976 RAGOLD, INC.
   RAGU FOODS        36200  RAGU FOODS
   RALSTON PURINA    17800  RALSTON PURINA CO.
   RAYOVAC           012800 RAYOVAC
   RED LION  AKA H   90709  RED LION  AKA HOUSE OF WINDSOR
   RED LION INTERN   070047 RED LION  INTERNATIONAL LTD
   REEVE STORE EQU   2290   REEVE STORE EQUIP                     +

F3=Exit
```

3. Enter *5* (Vendor inquiry) in the selection column next to the desired vendor.

```
SY5760R    DISPLAY  CREATIVE DATA RESEARCH              5/24/00 16:57:06
JTIPPIN                       VENDOR ALPHA INQUIRY       QPADEV000C


    Alpha name
    R.J.

Type options, press Enter.
5=Vendor inquiry   N=Notes

?                   Code   Name
5  R.J. REYNOLDS T   12301  R.J. REYNOLDS TOBACCO COMPANY
   R.L. ALBERT & S   72084  R.L. ALBERT & SON, INC.
   R.M. PALMER COM   94000  R.M. PALMER COMPANY
   RAGOLD INC.       72976  RAGOLD INC.
   RAGOLD, INC.      072976 RAGOLD, INC.
   RAGU FOODS        36200  RAGU FOODS
   RALSTON PURINA    17800  RALSTON PURINA CO.
   RAYOVAC           012800 RAYOVAC
   RED LION  AKA H   90709  RED LION  AKA HOUSE OF WINDSOR
   RED LION INTERN   070047 RED LION  INTERNATIONAL LTD
   REEVE STORE EQU   2290   REEVE STORE EQUIP                     +

F3=Exit
```

4. Press <Enter>. The Vendor Inquiry screen appears.

```
SY5755R    DISPLAY  CREATIVE DATA RESEARCH                5/24/00 17:25:50
JTIPPIN                         VENDOR INQUIRY            QPADEV000C

Vendor code  . . :  12301  R.J. REYNOLDS TOBACCO COMPANY
Address line 1 . :  P.O. BOX 123254                  Phone    504/626-5454
Address line 2 . :  45255 NORTH WENDALL STREET       Fax  :   504/626-5547
City . . . . . . :  MANDEVILLE        LA 70458
Contact  . . . . :  DAVID STEWART
Corporate vendor :
Remit-to vendor  :
                                      MTD invoices  . . :       2760.00
Type code  . . . :                    YTD invoices  . :        62405.77
Status . . . . . :                    Last year invoices       17220.80
Amount due . . . :       39142.40     MTD payments  . . :       2061.50
Min order value  :            .00     YTD payments  . :        41746.32
Max order value  :            .00     Last year payments       15960.00
Last payment date      6/02/00        Last invoice date    5/18/00
Allow payment  . :  Y                 1099 code . . . :
Critical payment :  N                 Tax ID  . . . . :
Terms code . . . :  10      10% 10 Net 30
Bank code  . . . :  FNB     FIRST NATIONAL BANK


F3=Exit   F12=Key screen
```

Many of the values appearing on the Vendor Inquiry screen default from the fields of the vendor's record. Refer to Working With Vendor Records for additional information.

The following information is automatically generated by the Accounts Payable System, and cannot be changed by using the Vendor Inquiry screen:
  • **Vendor code** - the vendor code of the designated vendor. The vendor's name is displayed to the right of the vendor code.
  • **Address line 1** - first line of vendor's address.
  • Optional: **Address line 2** - second line of vendor's address.
  • **City** - the city of the vendor's mailing address. The state abbreviation and zip code of the vendor's mailing address are displayed to the right of the city.
  • Optional: **Phone** - the vendor's area code and telephone number.
  • Optional: **Fax** - the vendor's area code and telephone number for fax transmission.
  • Optional: **Contact** - the name of the vendor employee with whom the user primarily communicates.
  • Optional: **Corporate vendor** - the vendor code designating an associated vendor.
  • Optional: **Remit-to vendor** - the vendor code designating the business or individual to whom payments will be made.
  • Optional: **Type code** - the code previously designated for the **Type code** field of the vendor record.
  • **Status** - this field is not currently used.
  • **Amount due** - the amount due for all the vendor's invoices.
  • Optional: **Min order value** - the minimum dollar value which must be purchased from the vendor.
  • Optional: **Max order value** - the maximum dollar value which can be purchased from the vendor.
  • **Last payment date** - the date of the last payment made to the vendor.
  • **Allow payment** - the default value of *Y* (yes) designates that the vendor's invoices are not withheld when select invoices for payment. Refer to Editing A Payment Batch for additional information.
  • **Critical payment** - the values of *N* (no) and *Y* (yes) designate if payments to the vendor need to be made in a timely manner.

- **Terms code** - the terms code previously designated for the **Terms code** field of the vendor record. The description of the payment terms is displayed to the right of the terms code.
- **Bank code** - the bank code previously designated for the **Bank code** field of the vendor record. The name of the bank is displayed to the right of the bank code.
- **MTD invoices** - the month-to-date total amount of all the vendor's invoices for the current month (also referred to as current period). This amount does not include any cash discounts, and is calculated according to the invoice date.
- **YTD invoices** - the year-to-date total amount of all the vendor's invoices for the current year.
- **Last year invoices** - the total amount of all the vendor's invoices for the previous year.
- **MTD payments** - the month-to-date total amount of all the payments made to the vendor for the current month (also referred to as current period). This amount includes cash discounts, and is calculated according to the invoice date.
- **YTD payments** - the year-to-date total amount of all the payments made to the vendor for the current year.
- **Last year payments** - the year-to-date total amount of all the payments made to the vendor for the previous year.
- **Last invoice date** - the date of the vendor's last invoice.
- Optional: **1099 code** (6,a) - text printed on the A/P Vendor 1099 Report. Refer to Printing A Vendor 1099 Report for additional information. If the **1099 code** field is left blank, the vendor will not be included on the report.
- Optional: **Tax ID** - the vendor's federal tax identification number which appears on the Vendor 1099 Report.

5. Press <F3> to exit. The Vendor Alpha Inquiry screen appears.

```
SY5760R     DISPLAY  CREATIVE DATA RESEARCH                5/24/00 17:57:06
JTIPPIN                          VENDOR ALPHA INQUIRY      QPADEV000C


   Alpha name
   R.J.


Type options, press Enter.
5=Vendor inquiry   N=Notes


?                    Code   Name
   R.J. REYNOLDS T   12301  R.J. REYNOLDS TOBACCO COMPANY
   R.L. ALBERT & S   72084  R.L. ALBERT & SON, INC.
   R.M. PALMER COM   94000  R.M. PALMER COMPANY
   RAGOLD INC.       72976  RAGOLD INC.
   RAGOLD, INC.      072976 RAGOLD, INC.
   RAGU FOODS        36200  RAGU FOODS
   RALSTON PURINA    17800  RALSTON PURINA CO.
   RAYOVAC           012800 RAYOVAC
   RED LION  AKA H   90709  RED LION  AKA HOUSE OF WINDSOR
   RED LION INTERN   070047 RED LION INTERNATIONAL LTD
   REEVE STORE EQU   2290   REEVE STORE EQUIP                        +


F3=Exit
```

6. To log miscellaneous information about a vendor, enter *N* (Notes) in the selection column next to the desired vendor and press <Enter>. The Entity Notes Maint (A/P) screen appears.

```
AP4900R     CHANGE    CREATIVE DATA RESEARCH              5/24/00 18:43:34
JTIPPIN                    ENTITY NOTES MAINT (A/P)        QPADEV000C

Vendor  12301

Invoice RJ3322 Voucher 1266 - $20.00 credit 5/8/00










F3=Exit
```

Press <Enter> when data entry is complete, and <F3> to exit. The Vendor Alpha
Inquiry screen appears.

```
SY5760R    DISPLAY  CREATIVE DATA RESEARCH              5/24/00 18:57:00
JTIPPIN                     VENDOR ALPHA INQUIRY         QPADEV000C

   Alpha name
   R.J.

Type options, press Enter.
5=Vendor inquiry   N=Notes

?                   Code    Name
   R.J. REYNOLDS T  12301   R.J. REYNOLDS TOBACCO COMPANY
   R.L. ALBERT & S  72084   R.L. ALBERT & SON, INC.
   R.M. PALMER COM  94000   R.M. PALMER COMPANY
   RAGOLD INC.      72976   RAGOLD INC.
   RAGOLD, INC.     072976  RAGOLD, INC.
   RAGU FOODS       36200   RAGU FOODS
   RALSTON PURINA   17800   RALSTON PURINA CO.
   RAYOVAC          012800  RAYOVAC
   RED LION  AKA H  90709   RED LION  AKA HOUSE OF WINDSOR
   RED LION INTERN  070047  RED LION  INTERNATIONAL LTD
   REEVE STORE EQU  2290    REEVE STORE EQUIP                        +

F3=Exit
```

7. Repeat the previous instructions (beginning with step 2) to continue displaying
   vendor information, or press <F3> (Exit) and the A/P Inquiry screen appears.

Displaying Vendor Records By Vendor Code

The Vendor Inquiry application is used to display information about a vendor after first entering the vendor code. Refer to Displaying Vendor Records By Alpha Code for information about displaying vendor information after first entering the vendor's alpha code.

```
User: JTIPPIN                Menu: APCV1IQ              Date:  5/25/00

========================> A / P   I N Q U I R Y  <=======================
========================================================================
!!!!!!!!!!   1. Vendor Alpha Inquiry       10. Bank
THE     !!   2. Vendor Account Inquiry     11. Items
DAC CV1!!    3. Company                    12. Special Items
SYSTEM !!    4. Entity                     13. Terms
!!!!!!!!!!   5. User Profile               14. Voucher Inquiry
             6. Period Status              15. Vendor Account Inquiry Hist.
             7. Period Dates
             8. Calendar
             9. Vendor
                         M E N U   C A L L S
19. Purchasing System    20. A/P File Maint.       21. A/P Reports
22. General Ledger       23. Dac Main Menu         90. Sign Off
========================================================================
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===>
```

1. Select option 9 (Vendor) from the A/P Inquiry screen. The Vendor Inquiry screen appears.

```
SY5755R     DISPLAY   CREATIVE DATA RESEARCH              5/25/00 17:23:16
JTIPPIN                        VENDOR INQUIRY             QPADEV0005

Vendor code












F3=Exit
```

2. Enter the vendor code for the **Vendor code** (6,a) field. If necessary, enter *?* for the **Vendor code** field and press <Enter> to select a vendor record from the Vendor Select screen.

```
SY5755R    DISPLAY  CREATIVE DATA RESEARCH              5/25/00 17:23:16
JTIPPIN                       VENDOR INQUIRY             QPADEV0005

Vendor code  12301












F3=Exit
```

3. Press <Enter>. The Vendor Inquiry screen is redisplayed.
   The *Entity not found* message appears if the designated vendor record has not
   been added.

```
SY5755R    DISPLAY  CREATIVE DATA RESEARCH              5/25/00 17:27:01
JTIPPIN                       VENDOR INQUIRY             QPADEV0005

Vendor code  . . :   12301  R.J. REYNOLDS TOBACCO COMPANY
Address line 1 . :   P.O. BOX 123254                 Phone    504/626-5454
Address line 2 . :   45255 NORTH WENDALL STREET      Fax  :   504/626-5547
City . . . . . . :   MANDEVILLE          LA 70458
Contact  . . . . :   DAVID STEWART
Corporate vendor :
Remit-to vendor  :
                                  MTD invoices  . . :       2760.00
Type code  . . . :                YTD invoices  . :         62405.77
Status . . . . . :                Last year invoices       17220.80
Amount due . . . :      39142.40  MTD payments  . . :        2061.50
Min order value  :           .00  YTD payments  . :         41746.32
Max order value  :           .00  Last year payments       15960.00
Last payment date     6/02/00     Last invoice date     5/18/00
Allow payment  . :   Y            1099 code . . . :
Critical payment :   N            Tax ID  . . . . :
Terms code . . . :   10     10% 10 Net 30
Bank code  . . . :   FNB    FIRST NATIONAL BANK

F3=Exit    F12=Key screen
```

Refer to Displaying Vendor Records By Alpha Code for detailed descriptions of
all the fields of this screen.

4. To continue displaying other vendor records, press <F12> (Key screen), or press
   <F3> to exit and the A/P Inquiry screen appears.

Displaying Company Records

The Company Inquiry screen is used to display information about a company such as name and address. Refer to Working With Company Records for information about using the Company Maintenance screens to add and edit company records.

```
User: JTIPPIN                  Menu: APCV1IQ                  Date:  4/18/00

========================> A / P  I N Q U I R Y <========================
===============================================================================
!!!!!!!!!!    1. Vendor Alpha Inquiry        10. Bank
THE     !!    2. Vendor Account Inquiry      11. Items
DAC CV1!!     3. Company                     12. Special Items
SYSTEM !!     4. Entity                      13. Terms
!!!!!!!!!!    5. User Profile                14. Voucher Inquiry
              6. Period Status               15. Vendor Account Inquiry Hist.
              7. Period Dates
              8. Calendar
              9. Vendor
                           M E N U   C A L L S
19. Purchasing System    20. A/P File Maint.        21. A/P Reports
22. General Ledger       23. Dac Main Menu          90. Sign Off
===============================================================================
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===>
```

1. Select option 3 (Company) from the A/P Inquiry screen. The Company Inquiry screen appears.

```
SY5101R      DISPLAY  CREATIVE DATA RESEARCH              4/18/00 11:28:20
JTIPPIN                          COMPANY INQUIRY          QPADEV000C

Company








F3=Exit
```

2. Enter the company code of the desired company record for the **Company** (3,a) field and press <Enter>. If necessary, enter *?* for the **Company** field and press <Enter> to select a company record from the Company Selection screen.
    The *Company not found* message appears if the designated company record has not been added.

```
SY5101R    DISPLAY  CREATIVE DATA RESEARCH              4/18/00 11:36:22
JTIPPIN                        COMPANY INQUIRY           QPADEV000C

Company  . . . . . . . :   CDR

Name . . . . . . . . . :   CREATIVE DATA RESEARCH
Address line 1 . . . . :   1150 N CAUSEWAY BLVD
Address line 2 . . . . :
City . . . . . . . . . :   MANDEVILLE
State  . . . . . . . . :   LA
Postal code  . . . . . :   70471

G/L interface (Y/N)  . :   Y







F3=Exit    F12=Key screen    F14=A/R    F15=G/L    F16=A/P
```

Refer to Working With Company Records for detailed descriptions of all the fields of this screen.
Refer to Displaying Company A/P And G/L Options for information about using the F16 (A/P) function key to display the values of the A/P options designated for a company.

3. To continue displaying other company records, press <F12> (Key screen), or press <F3> to exit and the A/P Inquiry screen appears.

Displaying User Profile Records

The User Profile Inquiry screen is used to display a list of the A/P System users and the company with which each user works. Refer to Working With User Profile Records for information about using the User Profile Maintenance screens to add, edit and delete user profile records.

```
    User: JTIPPIN                  Menu: APCV1IQ                Date:  4/18/00

    ========================> A / P   I N Q U I R Y <========================
    ========================================================================
    !!!!!!!!!!    1. Vendor Alpha Inquiry        10. Bank
    THE     !!   2. Vendor Account Inquiry       11. Items
    DAC CV1!!    3. Company                      12. Special Items
    SYSTEM !!    4. Entity                       13. Terms
    !!!!!!!!!!   5. User Profile                 14. Voucher Inquiry
                 6. Period Status                15. Vendor Account Inquiry
 Hist.
                 7. Period Dates
                 8. Calendar
                 9. Vendor
                             M E N U   C A L L S
    19. Purchasing System   20. A/P File Maint.     21. A/P Reports
    22. General Ledger      23. Dac Main Menu        90. Sign Off
    ========================================================================
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    ===>
```

1. Select option 5 (User Profile) from the A/P Inquiry screen. The User Profile Inquiry screen appears.

```
SY5730R    DISPLAY  Creative Data Research                4/18/00 13:27:31
JTIPPIN                         USER PROFILE INQUIRY        QPADEV000C


User        Name                        Cmp


CDR1        CDR1                        CDR   CREATIVE DATA RESEARCH
JTIPPIN     JEANNINE TIPPIN             CDR   CREATIVE DATA RESEARCH
KIM         KIM TALLEY                  CDR   CREATIVE DATA RESEARCH
SHERI       SHERI RICHARDSON            CDR   CREATIVE DATA RESEARCH













F3=Exit
```

Refer to Working With User Profile Records for detailed descriptions of all the fields of this screen.

2. During the course of reviewing user profile records, use <Page Down> or the following fields to locate the desired record:
   - **User** - enter a username and press <Enter> to redisplay the list beginning with the designated username.
   - **Name** - enter a user's name (or part of it) and press <Enter> to redisplay the list beginning with the designated user.
   - **Cmp** - enter a company code and press <Enter> to redisplay the list beginning with the designated company.
3. Press <F3> to exit. The A/P Inquiry screen appears.

Displaying Company A/P And G/L Options

The Company Inquiry (A/P) and Company Inquiry (G/L) screens are used to display the values of a company's A/P and G/L options, respectively.

Refer to Working With Company A/P Options for information about using the Company Maintenance (A/P) screen to edit company A/P options. Refer to Working With Company G/L Options for information about using the Company Maintenance (G/L) screen to edit company G/L options.

```
User: JTIPPIN                    Menu: APCV1IQ              Date:  4/18/00

=======================> A / P   I N Q U I R Y  <=======================
========================================================================
!!!!!!!!!!     1. Vendor Alpha Inquiry       10. Bank
THE    !!     2. Vendor Account Inquiry      11. Items
DAC CV1!!     3. Company                     12. Special Items
SYSTEM !!     4. Entity                      13. Terms
!!!!!!!!!!     5. User Profile               14. Voucher Inquiry
              6. Period Status               15. Vendor Account Inquiry Hist.
              7. Period Dates
              8. Calendar
              9. Vendor
                       M E N U   C A L L S
19. Purchasing System     20. A/P File Maint.       21. A/P Reports
22. General Ledger        23. Dac Main Menu          90. Sign Off
========================================================================
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===>
```

1. Select option 3 (Company) from the A/P Inquiry screen. The Company Inquiry screen appears.

```
SY5101R    DISPLAY  CREATIVE DATA RESEARCH              4/18/00 13:54:13
JTIPPIN                         COMPANY INQUIRY         QPADEV000C

Company




















F3=Exit
```

2. Enter the company code of the desired company record for the **Company** (3,a) field and press <Enter>. If necessary, enter *?* for the **Company** field and press <Enter> to select a company record from the Company Selection screen.
    The *Company not found* message appears if the designated company record has not been added.

```
SY5101R    DISPLAY  CREATIVE DATA RESEARCH                 4/18/00 13:54:25
JTIPPIN                        COMPANY INQUIRY              QPADEV000C

Company  . . . . . . . :    CDR


Name . . . . . . . . . :    CREATIVE DATA RESEARCH
Address line 1 . . . . :    1150 N CAUSEWAY BLVD
Address line 2 . . . . :
City . . . . . . . . . :    MANDEVILLE
State  . . . . . . . . :    LA
Postal code  . . . . . :    70471

G/L interface (Y/N)  . :    Y









F3=Exit    F12=Key screen    F14=A/R    F15=G/L    F16=A/P
```

3. To display the company's A/P options, press <F16> (A/P). The Company Inquiry (A/P) screen appears.

```
SY5170R     DISPLAY  Creative Data Research                4/18/00 13:54:44
JTIPPIN                        COMPANY INQUIRY (A/P)        QPADEV000C

Company  . . . . . . :    CDR
                                         Last A/P voucher number   1202
A/P aging method . . :    I              Days to hold closed A/P    30

A/P aging bucket 1 name  CURRENT         A/P aging bucket 1 days    30
A/P aging bucket 2 name  31 TO 60        A/P aging bucket 2 days    60
A/P aging bucket 3 name  61 TO 90        A/P aging bucket 3 days    90
A/P aging bucket 4 name  91 - 120        A/P aging bucket 4 days   120
A/P aging bucket 5 name    120+          A/P aging bucket 5 days   999

Allow discount override  . :   N         Inv jrnl entry method    I
Allow detail payment change    Y         Pmt jrnl entry method    C
                                         Reprint check number
                                           on preprinted checks   N

                            Cost Center  G/L Account #
A/P account number . . :    10               200
Discount account . . . :    10               620

F3=Exit
```

Refer to Working With Company A/P Options for detailed descriptions of all the fields of this screen, with one exception. The voucher number displayed for the **Last A/P voucher number** field designates the last voucher number used by the A/P System to identify and track a vendor invoice for the company.

Press <F3> to exit. The Company Inquiry screen appears.

```
SY5101R    DISPLAY  CREATIVE DATA RESEARCH                 4/18/00 14:28:09
JTIPPIN                        COMPANY INQUIRY              QPADEV000C

Company  . . . . . . . :    CDR


Name . . . . . . . . . :    CREATIVE DATA RESEARCH
Address line 1 . . . . :    1150 N CAUSEWAY BLVD
Address line 2 . . . . :
City . . . . . . . . . :    MANDEVILLE
State  . . . . . . . . :    LA
Postal code  . . . . . :    70471

G/L interface (Y/N)  . :    Y









F3=Exit    F12=Key screen    F14=A/R    F15=G/L    F16=A/P
```

4. To display the company's G/L options, press <F15> (G/L). The Company Inquiry
    (G/L) screen appears.

```
SY1161R    CHANGE   CREATIVE DATA RESEARCH                    4/18/00 14:29:23
JTIPPIN                       COMPANY INQUIRY (G/L)           QPADEV000C

Company  . . . . . . . :    CDR

                                   Cost cntr hdr    Account header
                                   Cost Center      G/L Account #


Suspense cost center/account .

Ret. earnings cost cntr/account    10               270

Profit/loss cost cntr/account      10               275






F3=Exit    F11=Delete    F12=Key screen
```

Refer to Working With Company G/L Options for detailed descriptions of all the
fields of this screen.

Press <F3> to exit. The Company Inquiry screen appears.

```
SY5101R    DISPLAY  CREATIVE DATA RESEARCH                    4/18/00 14:30:09
JTIPPIN                       COMPANY INQUIRY                 QPADEV000C

Company  . . . . . . . :    CDR

Name . . . . . . . . . :    CREATIVE DATA RESEARCH
Address line 1 . . . . :    1150 N CAUSEWAY BLVD
Address line 2 . . . . :
City . . . . . . . . . :    MANDEVILLE
State  . . . . . . . . :    LA
Postal code  . . . . . :    70471

G/L interface (Y/N)  . :    Y






F3=Exit    F12=Key screen    F14=A/R    F15=G/L    F16=A/P
```

5. To continue displaying the A/P and G/L options of other companies, press <F12>
    (Key screen), or press <F3> to exit and the A/P Inquiry screen appears.

Displaying Period Date Records

The Period Date Inquiry screen is used to display the starting and ending dates of the periods (also referred to as months) of the user's fiscal year. Refer to Working With Period Date Records for information about using the Period Date Maintenance screens to define each period of the fiscal year.

```
User: JTIPPIN                Menu: APCV1IQ              Date:  4/18/00

=========================> A / P   I N Q U I R Y  <=====================
========================================================================
!!!!!!!!!!   1. Vendor Alpha Inquiry        10. Bank
THE     !!   2. Vendor Account Inquiry      11. Items
DAC CV1!!    3. Company                     12. Special Items
SYSTEM !!    4. Entity                      13. Terms
!!!!!!!!!!   5. User Profile                14. Voucher Inquiry
             6. Period Status               15. Vendor Account Inquiry Hist.
             7. Period Dates
             8. Calendar
             9. Vendor
                        M E N U   C A L L S
19. Purchasing System     20. A/P File Maint.      21. A/P Reports
22. General Ledger        23. Dac Main Menu         90. Sign Off
========================================================================
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===>
```

1. Select option 7 (Period Dates) from the A/P Inquiry screen. The Period Date Inquiry (Enter) screen appears.

```
ARCPPVR    ENTER                                        4/18/00 14:49:34
                        PERIOD DATE INQUIRY

Period year . . . . . .




















F3=Exit   Enter to Continue
```

2. Enter the last two digits of the desired fiscal year for the **Period year** (2,n) field and press <Enter>. The Period Date Inquiry (Display) screen appears with a list of the starting dates and ending dates for a minimum of 12 periods.
The *Period dates not found* message appears if the periods of the designated fiscal year have not been defined.

```
SY5450R    DISPLAY  CREATIVE DATA RESEARCH          4/18/00 14:56:59
JTIPPIN                    PERIOD DATE INQUIRY       QPADEV000C

Period year  . . . :    0

                Start Date        End Date
Period 1 . . :    1/01/00          1/31/00
Period 2 . . :    2/01/00          2/29/00
Period 3 . . :    3/01/00          3/31/00
Period 4 . . :    4/01/00          4/30/00
Period 5 . . :    5/01/00          5/31/00
Period 6 . . :    6/01/00          6/30/00
Period 7 . . :    7/01/00          7/31/00
Period 8 . . :    8/01/00          8/31/00
Period 9 . . :    9/01/00          9/30/00
Period 10  . :   10/01/00         10/31/00
Period 11  . :   11/01/00         11/30/00
Period 12  . :   12/01/00         12/31/00
Period 13  . :    1/01/01




F3=Exit
```

The starting and ending dates of a 13th period are displayed if the user defines a
month as a four-week period.

3. Press <F3> to exit. The Period Date Inquiry (Enter) screen appears.

```
ARCPPVR    ENTER                                  4/18/00 15:05:22
                       PERIOD DATE INQUIRY

Period year . . . . . .









F3=Exit   Enter to Continue
```

4. To continue displaying the starting and ending dates of other fiscal years, repeat
step 2 and step 3, or press <F3> to exit and the A/P Inquiry screen appears.

Displaying Calendar Records

The Calendar Inquiry screen is used to display information about a date of any fiscal year that is generated for a user.

```
User: JEANNINE                    Menu: APCV1IQ                   Date:  7/15/05


========================> A / P   I N Q U I R Y  <========================
=========================================================================
¦¦¦¦¦¦¦¦¦¦    1. Vendor Alpha Inquiry      10. Bank
THE    ¦¦    2. Vendor Account Inquiry     11. Items
DAC    ¦¦    3. Company                    12. Special Items
SYSTEM ¦¦    4. Entity                     13. Terms
¦¦¦¦¦¦¦¦¦¦    5. User Profile              14. Voucher Inquiry
             6. Period Status             15. Vendor Account Inquiry Hist.
             7. Period Dates              16. A/P Check Inquiry
             8. Calendar
             9. Vendor
                          M E N U   C A L L S
19. Purchasing System     20. A/P File Maint.       21. A/P Reports
22. General Ledger        23. Dac Main Menu         90. Sign Off
=========================================================================
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==>
```

1. Select option 8 (Calendar) from the A/P Inquiry screen. The Calendar Inquiry screen appears.

```
ARASDFR     DISPLAY   CREATIVE DATA RESEARCH              7/15/05 15:49:36
JEANNINE                        Calendar Inquiry         QPADEV0009

 Date

Opt    Date    Period   Julian    Day of week
       1/01/99    1     21551     FRIDAY
       1/02/99    1     21552     SATURDAY
       1/03/99    1     21553     SUNDAY
       1/04/99    1     21554     MONDAY
       1/05/99    1     21555     TUESDAY
       1/06/99    1     21556     WEDNESDAY
       1/07/99    1     21557     THURSDAY
       1/08/99    1     21558     FRIDAY
       1/09/99    1     21559     SATURDAY
       1/10/99    1     21560     SUNDAY
       1/11/99    1     21561     MONDAY
       1/12/99    1     21562     TUESDAY
       1/13/99    1     21563     WEDNESDAY
       1/14/99    1     21564     THURSDAY
       1/15/99    1     21565     FRIDAY                          +


F3=Exit
```

2. Enter the desired date for the **Date** (6,n) field.

```
ARASDFR     DISPLAY   CREATIVE DATA RESEARCH              7/15/05 15:49:36
JEANNINE                        Calendar Inquiry         QPADEV0009

 Date   010104

Opt    Date    Period   Julian    Day of week
       1/01/99    1     21551     FRIDAY
       1/02/99    1     21552     SATURDAY
       1/03/99    1     21553     SUNDAY
       1/04/99    1     21554     MONDAY
       1/05/99    1     21555     TUESDAY
       1/06/99    1     21556     WEDNESDAY
       1/07/99    1     21557     THURSDAY
       1/08/99    1     21558     FRIDAY
       1/09/99    1     21559     SATURDAY
       1/10/99    1     21560     SUNDAY
       1/11/99    1     21561     MONDAY
       1/12/99    1     21562     TUESDAY
       1/13/99    1     21563     WEDNESDAY
       1/14/99    1     21564     THURSDAY
       1/15/99    1     21565     FRIDAY                          +


F3=Exit
```

3. Press <Enter>. The list is redisplayed beginning with the designated date. The

No date to display message appears if the fiscal year in which the designated date falls has not been generated.

```
ARASDFR      DISPLAY  CREATIVE DATA RESEARCH                    7/15/05 15:50:30
JEANNINE                            Calendar Inquiry            QPADEV0009

  Date    10104

  Opt    Date     Period    Julian   Day of week
         1/01/04    1       23377     THURSDAY
         1/02/04    1       23378     FRIDAY
         1/03/04    1       23379     SATURDAY
         1/04/04    1       23380     SUNDAY
         1/05/04    1       23381     MONDAY
         1/06/04    1       23382     TUESDAY
         1/07/04    1       23383     WEDNESDAY
         1/08/04    1       23384     THURSDAY
         1/09/04    1       23385     FRIDAY
         1/10/04    1       23386     SATURDAY
         1/11/04    1       23387     SUNDAY
         1/12/04    1       23388     MONDAY
         1/13/04    1       23389     TUESDAY
         1/14/04    1       23390     WEDNESDAY
         1/15/04    1       23391     THURSDAY                              +

F3=Exit
```

The following values are displayed for dates appearing on the Calendar Inquiry screen:

- **Period** - designates within which period (also referred to as month) of the user's fiscal year the date falls.
- **Julian** - the value which appears is not currently used by the A/P System.
- **Day of week** - designates on which day of the week the date falls.

4. To continue displaying dates, repeat step 2 and step 3, or press <F3> to exit and the A/P Inquiry screen appears.

Displaying Period Status Records

The Period Status Inquiry screen is used to display the A/P open status (*Y* or *N*) of each period (also referred to as a month) of the user's fiscal year. A period's open status initially equals *Y* (yes) to indicate that the period is open, and that A/P transactions can be posted for the period by the user.

A period's open status is automatically changed to *N* (no) when the Month End Close application is used to close a month (period). Refer to Working With Closing Applications for additional information.

The initial *Y* (yes) value of some period status records must be changed to *N* (no) if the user first "goes live" on the Accounts Payable System after the start of the fiscal year. Contact CDR support personnel for additional information.

If the user's fiscal year does not consist of 13 four-week periods, the Month End Close application must be used to change the value of the period status record which corresponds to the 13th period before the Year End Close application is used to close a year. Refer to Working With Closing Applications for additional information.

```
User: JEANNINE                Menu: APCV1IQ                 Date:  7/14/05

========================> A / P   I N Q U I R Y  <========================
=========================================================================
¦¦¦¦¦¦¦¦¦¦    1. Vendor Alpha Inquiry       10. Bank
THE     ¦¦    2. Vendor Account Inquiry     11. Items
DAC     ¦¦    3. Company                    12. Special Items
SYSTEM ¦¦     4. Entity                     13. Terms
¦¦¦¦¦¦¦¦¦¦    5. User Profile               14. Voucher Inquiry
             6. Period Status              15. Vendor Account Inquiry Hist.
             7. Period Dates               16. A/P Check Inquiry
             8. Calendar
             9. Vendor
                        M E N U   C A L L S
19. Purchasing System    20. A/P File Maint.        21. A/P Reports
22. General Ledger       23. Dac Main Menu          90. Sign Off
=========================================================================
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==>
```

1. Select option 6 (Period Status) from the A/P Inquiry screen. The Period Status Inquiry (Enter) screen appears.

```
ARCQPVR      ENTER                                          7/14/05 10:47:27
                            PERIOD STATUS INQUIRY

Period year . . . . . .
Application code  . . .

F3=Exit
```

2. Enter the last two digits of the desired fiscal year for the **Period year** (2,n) field.
3. Enter *AP* for the **Application code** (3,a) field.

```
ARCQPVR      ENTER                                          7/14/05 10:48:18
                            PERIOD STATUS INQUIRY

Period year . . . . . .   05
Application code  . . .   AP

F3=Exit
```

4. Press <Enter>. The Period Status Inquiry (Display) screen appears. The *Period status not found* message appears if the periods of the designated fiscal year have not been defined. Refer to Working With Period Date Records for additional information.

```
SY5460R      DISPLAY  CREATIVE DATA RESEARCH                7/14/05 10:48:43
JEANNINE                     PERIOD STATUS INQUIRY          QPADEV000B

Period year  . . . :    5
Application code . :   AP

Period 1 open  . . :   N  (Y, N)
Period 2 open  . . :   N
Period 3 open  . . :   N
Period 4 open  . . :   N
Period 5 open  . . :   N
Period 6 open  . . :   N
Period 7 open  . . :   Y
Period 8 open  . . :   Y
Period 9 open  . . :   Y
Period 10 open . . :   Y
Period 11 open . . :   Y
Period 12 open . . :   Y
Period 13 open . . :   Y

F3=Exit
```

The value of the **Period...open** (1,a) fields designates if a period is closed or open. Refer to Closing A Month for additional information.

5. Press <F3> to exit. The Period Status Inquiry (Enter) screen appears.

```
ARCQPVR      ENTER                                          7/14/05 10:51:54
                             PERIOD STATUS INQUIRY

Period year . . . . . .
Application code  . . .














F3=Exit
```

6. To continue displaying period status records, repeat step 2 through step 5, or press <F3> to exit.

Displaying Bank Records

The Bank Inquiry screen is used to display information about a bank such as the asset account number which is credited in General Ledger when payments are made. Refer to Working With Bank Records for information about using the Bank Maintenance screens to add and edit bank records.

```
      User: JTIPPIN                  Menu: APCV1IQ                Date:  4/25/00

      ========================> A / P   I N Q U I R Y  <=======================
      =========================================================================
      !!!!!!!!!!    1. Vendor Alpha Inquiry       10. Bank
      THE     !!    2. Vendor Account Inquiry     11. Items
      DAC CV1!!     3. Company                    12. Special Items
      SYSTEM !!     4. Entity                     13. Terms
      !!!!!!!!!!    5. User Profile               14. Voucher Inquiry
                    6. Period Status              15. Vendor Account Inquiry Hist.
                    7. Period Dates
                    8. Calendar
                    9. Vendor
                            M E N U   C A L L S
      19. Purchasing System     20. A/P File Maint.       21. A/P Reports
      22. General Ledger        23. Dac Main Menu         90. Sign Off
      =========================================================================
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      ===>
```

1. Select option 10 (Bank) from the A/P Inquiry screen. The Bank Inquiry screen appears.

```
SY5000R     DISPLAY   CREATIVE DATA RESEARCH               4/25/00 15:26:40
JTIPPIN                         BANK INQUIRY               QPADEV0004

Bank code












F3=Exit
```

2. Enter the bank code of the desired bank record for the **Bank code** (6,a) field and press <Enter>. If necessary, enter *?* for the **Bank code** field and press <Enter> to select a bank record from the Bank Selection screen.
   The *Bank not found* message appears if the designated bank record has not been added.

```
SY5000R    DISPLAY  CREATIVE DATA RESEARCH              4/25/00 15:35:40
JTIPPIN                         BANK INQUIRY             QPADEV0004

Bank . . . . . :    FNB      FIRST NATIONAL BANK
Bank account . :    51-025462-125
Bank type  . . :    CHECKING

Forms code . . :
Last check number   120179

G/L cost account
Cost Center   . .:  10
G/L Account #   :    100




F3=Exit   F12=Key screen
```

Refer to Working With Bank Records for detailed descriptions of all the fields of this screen, with one exception. The check number displayed for the **Last check number** field designates the last check number used by the Print Checks application to print checks.

3. To continue displaying other bank records, press <F12> (Key screen), or press <F3> to exit and the A/P Inquiry screen appears.

Displaying Terms Records

The Vendor Terms Inquiry screen is used to display a list of the vendors' payment terms. Refer to Working With Terms Records for information about using the Vendor Terms Maintenance screens to add and edit terms records.

```
User: JTIPPIN                Menu: APCV1IQ              Date:  4/25/00

=======================> A / P   I N Q U I R Y <=======================
======================================================================
!!!!!!!!!!   1. Vendor Alpha Inquiry        10. Bank
THE    !!    2. Vendor Account Inquiry      11. Items
DAC CV1!!    3. Company                     12. Special Items
SYSTEM !!    4. Entity                      13. Terms
!!!!!!!!!!   5. User Profile                14. Voucher Inquiry
             6. Period Status               15. Vendor Account Inquiry Hist.
             7. Period Dates
             8. Calendar
             9. Vendor
                          M E N U   C A L L S
19. Purchasing System    20. A/P File Maint.       21. A/P Reports
22. General Ledger       23. Dac Main Menu          90. Sign Off
======================================================================
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===>
```

1. Select option 13 (Terms) from the A/P Inquiry screen. The Vendor Terms Inquiry screen appears.

```
SY5710R    DISPLAY  CREATIVE DATA RESEARCH              4/25/00 15:59:21
JTIPPIN                      VENDOR TERMS INQUIRY        QPADEV0004

 Code  Description


                             Pmt   Disc  Discount  Pmt due  Disc
 Code  Description           due   due   percent   date     due dte
                             days  days            overide  overide
 EF     4.5% EFT              99    99     4.50     00-00    00-00
 00     Net Due                0     0      .00     99-10    00-00
 10     10% 10 Net 30         30    10    10.00     00-00    00-00
 15     2.5% 15 Net 35        35    15     2.50     00-00    00-00
 20     1.25% 20 Net 30       30    20     1.25     00-00    00-00
 30     30 Days               30     0      .00     00-00    00-00




 F3=Exit
```

Refer to Working With Terms Records for detailed descriptions of all the fields of this screen.

2. During the course of reviewing terms records, use <Page Down> or the following fields to locate the desired record:
   - **Code** - enter a terms code and press <Enter> to redisplay the list beginning with the designated terms code.
   - **Description** - enter a description (or part of it) and press <Enter> to limit the list to include only those terms which have descriptions that precisely match what is entered.
3. Press <F3> to exit. The A/P Inquiry screen appears.

Displaying A/P Item Records

The Item Inquiry screen is used to display information about an Accounts Payable (A/P) item record such as name and the account number which is debited in General Ledger when invoices are posted. Refer to Working With A/P Item Records for information about using the Item Maintenance Detail screen to add, delete and edit A/P item records.

```
User: JTIPPIN              Menu: APCV1IQ              Date:  4/25/00

=======================> A / P   I N Q U I R Y <=======================
===============================================================================
¦¦¦¦¦¦¦¦¦   1. Vendor Alpha Inquiry        10. Bank
THE     ¦¦  2. Vendor Account Inquiry      11. Items
DAC CV1¦¦  3. Company                      12. Special Items
SYSTEM ¦¦  4. Entity                       13. Terms
¦¦¦¦¦¦¦¦¦   5. User Profile                 14. Voucher Inquiry
           6. Period Status                15. Vendor Account Inquiry Hist.
           7. Period Dates
           8. Calendar
           9. Vendor
                        M E N U   C A L L S
19. Purchasing System    20. A/P File Maint.       21. A/P Reports
22. General Ledger       23. Dac Main Menu          90. Sign Off
===============================================================================
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===>
```

1. Select option 11 (Items) from the A/P Inquiry screen. The Item Inquiry screen appears.

```
SY5405R    DISPLAY   CREATIVE DATA RESEARCH           4/25/00 16:46:37
JTIPPIN                        ITEM INQUIRY           QPADEV0004

Item code












F3=Exit
```

2. Enter the item code of the desired item record for the **Item code** (15,a) field and press <Enter>. If necessary, enter *?* for the **Item code** field and press <Enter> to select a item record from the Item Selection screen.
   The *Item not found* message appears if the designated item record has not been added.

```
SY5405R    DISPLAY  CREATIVE DATA RESEARCH                4/25/00 16:48:16
JTIPPIN                         ITEM INQUIRY              QPADEV0004

Item code . . . :   INVENTORY01

Description . . :   Purchases - Cigarettes
Discount allowed    Y
Actual cost . . :        .00
List price  . . :        .00

G/L Account #   :     800




F3=Exit    F12=Key screen
```

Refer to Working With A/P Item Records for detailed descriptions of all the fields of this screen.

3. To continue displaying other item records, press <F12> (Key screen), or press <F3> to exit and the A/P Inquiry screen appears.

Working With Accounts Payable Reports

The A/P Reports applications are used to print the following reports, lists and labels:

- Cash Requirements Reports
- Cash Forecast Reports
- Open Credits Report
- Invoice Journal Reports
- Payment Journal Reports
- Invoice/Voucher List
- Tobacco Invoice Report
- Outstanding Checks Reports
- Recurring Invoice List
- Vendor History Reports
- Vendor 1099 Report
- Vendor Address Labels
- Vendor Lists
- Vendor File Labels
- Bank List
- Terms List
- A/P Items List

Refer to Working With Closing Applications for information about the following reports:

- Accounts Payable Monthly Report - should always be printed before closing a month.
- A/P Month End Close Report - is automatically generated when closing a month.

```
 User: JEANNINE                 Menu: APCV1                    Date:  7/20/05

 ====================> A C C O U N T S   P A Y A B L E <====================
 ==========================================================================
 ¦¦¦¦¦¦¦¦¦¦    1. Invoice Entry/Update        11. Void Check Entry (Blanks)
 THE      ¦¦   2. Debit/Credit Maint.
 DAC      ¦¦   3. Process Manual Payments
 SYSTEM ¦¦     4. Auto Payment Selection
 ¦¦¦¦¦¦¦¦¦¦    5. Process EFT Payments
                 6. Print Checks
                 7. Select Default Company
                 8. Edit Voucher Pay Date
                 9. Receive Remote Invoices
                10. Check Reconciliation
                        M E N U   C A L L S
 19. A/P Inquiry         20. A/P File Maint.      21. A/P Report Menu
 22. General Ledger      23. A/P Closing Menu     90. Sign Off
 ==========================================================================
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 ===>
```

1. Select option 21 (A/P Report Menu) from the Accounts Payable screen. The A/P Reports screen appears.

```
User: JEANNINE                Menu: APCV1RP              Date:  7/20/05

========================> A / P   R E P O R T S  <========================
==========================================================================
¦¦¦¦¦¦¦¦¦    1. Cash Requirements          10. Vendor List
THE    ¦¦    2. Cash Forecast              11. Bank List
DAC    ¦¦    3. Vendor 1099 Report         12. Item List
SYSTEM ¦¦    4. Vendor Address Label       13. Special Item List
¦¦¦¦¦¦¦¦¦    5. Payments by Vendor         14. Terms List
            6. Vendor History             15. Vendor File Labels
            7. DB/CR Invoice Adjustments  16. A/P Payment Edit
            8. Payment Journal            17. A/P Payment Edit (Alpha)
            9. Invoice Journal(Post Date) 18. A/P One-Time Vendor Report
                        M E N U   C A L L S
19. Purchasing System   20. A/P Inquiry        21. A/P Reports #2
22. General Ledger      23. A/P File Maint      90. Sign Off
==========================================================================
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  ===>
```

Note: The Special Item List application (option 13 above) is no longer used due to system upgrades.

2. When necessary, select option 21 (A/P Reports #2) from the A/P Reports screen. The A/P Reports #2 screen appears.

```
User: JEANNINE                Menu: APCV1R2              Date:  7/20/05

========================>  A / P   R E P O R T S  <=====================
==========================================================================
¦¦¦¦¦¦¦¦¦¦    1.  A/P Open Credits
THE    ¦¦    2.  A/P Cash Requirement Report
DAC    ¦¦
SYSTEM ¦¦    4.  A/P Recurring Invoice List
¦¦¦¦¦¦¦¦¦    5.  A/P Invoice Journal (Invoice Date)
            6.  Check Register by Date (Previously Paid Checks)
            7.  Check Reconciliation Outstanding Report
            8.  Check Reconciliation Outstanding Report (EFTs Only)
            9.  Check Reconciliation Outstanding Report (Exclude EFTs)
           10.  A/P Tobacco Invoice Report

   19. Purchasing System   20. A/P Inquiry      21. A/P File Maint.
   22. General Ledger      23. A/P Main Menu     90. Sign Off
==========================================================================

Selection or command
  ===>
```

Refer to the DAC Data Library Files document for the list of DACACTDATA library files which can be used with AS/400 Query Utilities to produce reports and create data files.

Printing A Cash Requirements Report

Before payments are processed, the A/P Cash Requirements Report is printed to display the amounts required to meet the financial obligation of open invoices.

The instructions below describe printing two versions of the report. One version details the payables by pay date and vendor, and can be limited to a specific bank. The second version details the payables by payment batch. An example of each version is included below.

```
User: JEANNINE            Menu: APCV1RP          Date:  7/20/05

=======================> A / P   R E P O R T S <=======================
=======================================================================
¦¦¦¦¦¦¦¦¦   1. Cash Requirements        10. Vendor List
THE    ¦¦   2. Cash Forecast            11. Bank List
DAC    ¦¦   3. Vendor 1099 Report       12. Item List
SYSTEM ¦¦   4. Vendor Address Label     13. Special Item List
¦¦¦¦¦¦¦¦¦   5. Payments by Vendor       14. Terms List
           6. Vendor History           15. Vendor File Labels
           7. DB/CR Invoice Adjustments 16. A/P Payment Edit
           8. Payment Journal           17. A/P Payment Edit (Alpha)
           9. Invoice Journal(Post Date) 18. A/P One-Time Vendor Report
                       M E N U   C A L L S
19. Purchasing System   20. A/P Inquiry        21. A/P Reports #2
22. General Ledger      23. A/P File Maint      90. Sign Off
=======================================================================
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===>
```

1. To print the A/P Cash Requirements Report by pay date and vendor, select option 21 (A/P Reports #2) from the A/P Reports screen. The A/P Reports #2 screen appears.

```
User: JEANNINE            Menu: APCV1R2          Date:  7/20/05

=======================>   A / P   R E P O R T S   <===================
=======================================================================
¦¦¦¦¦¦¦¦¦¦   1.  A/P Open Credits
THE    ¦¦   2.  A/P Cash Requirement Report
DAC    ¦¦
SYSTEM ¦¦   4.  A/P Recurring Invoice List
¦¦¦¦¦¦¦¦¦   5.  A/P Invoice Journal (Invoice Date)
           6.  Check Register by Date (Previously Paid Checks)
           7.  Check Reconciliation Outstanding Report
           8.  Check Reconciliation Outstanding Report (EFTs Only)
           9.  Check Reconciliation Outstanding Report (Exclude EFTs)
          10.  A/P Tobacco Invoice Report

  19. Purchasing System   20. A/P Inquiry      21. A/P File Maint.
  22. General Ledger      23. A/P Main Menu    90. Sign Off
=======================================================================

Selection or command
===>
```

Select option 2 (A/P Cash Requirement Report) from the A/P Reports #2 screen. The Cash Requirements Report screen appears.

```
ARERPVR      ENTER    CREATIVE DATA RESEARCH                    7/20/05 17:57:12
                                Cash Requirements Report




        Enter Beginning and Ending Payment Selection Date Below:



                            Company      CDR

                            Start Date

                            End Date

                            Bank Code        (Blank for ALL)



F3=Exit    F6=Print
```

Enter data for the following fields to designate the criteria by which the report is printed:

- Optional: **Start Date** (6,n) - the first date of the range of pay dates designated for including an open invoice amount in the report.
- **End Date** (6,n) - the last date of the range of pay dates designated for including an open invoice amount in the report.
- Optional: **Bank Code** (6,a) - a bank code to designate the bank through which payments will be made.

Press <F6> (Print) when data entry is complete.

```
ARERPVR      ENTER    CREATIVE DATA RESEARCH                    7/20/05 18:25:09
                                Cash Requirements Report




        Enter Beginning and Ending Payment Selection Date Below:



                            Company      CDR

                            Start Date   40105

                            End Date     43005

                            Bank Code        (Blank for ALL)



F3=Exit    F6=Print
                                                     CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm. The A/P Reports #2 screen appears.

A/P Cash Requirements Report By Pay Date and Vendor

```
Creative Data Research      A/P Cash Requirements Report        JEANNINE   ARESPFR    7/20/05 18:25:27 Page    1

Vendor Vendor              Voucher Vendor    Invoice    Due      Pay       Invoice    Remaining    Discount    Net Pay    Typ Bank
       Name                Number  Invoice   Date       Date     Date      Amount     Amount       Amount      Amount

32100  "LET GEORGE DO IT"  41085 121021      4/01/05  4/02/05  4/02/05      23.50       23.50        3.41        20.09     P   EFT
                                                      Total ——>  :          23.50       23.50        3.41        20.09

32100  "LET GEORGE DO IT"  41088 741369      4/03/05  4/03/05  4/03/05     100.00      100.00         .00       100.00     P   EFT
                                                      Total ——>  :         100.00      100.00         .00       100.00

000120 ADAMS & BROOKS INC  41089 120410      4/02/05  5/02/05  4/17/05     785.50      785.50         .00       785.50     P   FNB
                                                      Total ——>  :         785.50      785.50         .00       785.50

000120 ADAMS & BROOKS INC  41090 1504210     4/06/05  5/06/05  4/21/05    1205.50     1205.50         .00      1205.50     P   FNB
                                                      Total ——>  :        1205.50     1205.50         .00      1205.50

000120 ADAMS & BROOKS INC  41091 1501000221  4/07/05  5/07/05  4/22/05     258.50      258.50        7.11       251.39     P   FNB
                                                      Total ——>  :         258.50      258.50        7.11       251.39

02002  AMERICAN EXPRESS    41097 88885       4/11/05  5/11/05  4/26/05      27.00       27.00         .74        26.26     P   FNB
                                                      Total ——>  :          27.00       27.00         .74        26.26

Final totals                                                              2400.00     2400.00       11.26      2388.74

** END OF REPORT **
```

```
User: JEANNINE              Menu: APCV1RP               Date:  7/21/05

=======================> A / P   R E P O R T S <=======================
======================================================================
|||||||||   1. Cash Requirements         10. Vendor List
THE    ||   2. Cash Forecast             11. Bank List
DAC    ||   3. Vendor 1099 Report        12. Item List
SYSTEM ||   4. Vendor Address Label      13. Special Item List
|||||||||   5. Payments by Vendor        14. Terms List
            6. Vendor History            15. Vendor File Labels
            7. DB/CR Invoice Adjustments 16. A/P Payment Edit
            8. Payment Journal            17. A/P Payment Edit (Alpha)
            9. Invoice Journal(Post Date) 18. A/P One-Time Vendor Report
                        M E N U   C A L L S
19. Purchasing System    20. A/P Inquiry        21. A/P Reports #2
22. General Ledger       23. A/P File Maint      90. Sign Off
======================================================================
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   ===>
```

2. To print the A/P Cash Requirements Report by payment batch, select option 1 (Cash Requirements) from the A/P Reports screen. The Cash Requirements Prompt screen appears.

```
AP6410R     ENTER     CREATIVE DATA RESEARCH            7/21/05 12:20:01
JEANNINE                   CASH REQUIREMENTS PROMPT     QPADEV000B



  Enter information below, and press ENTER to submit Cash Requirements Report.


                           Payment batch








    Output queue  *JOB        Copies    1   Hold  N (Y-Hold, N-Release)

F3=Exit    F8=Select batch
```

Enter data for the following fields to designate the criteria by which the report is printed:

- Optional: **Payment batch** (5,n) - the batch number of a payment batch that is accepted for processing. If necessary, press <F8> to select a batch number from the Batch Selection screen, or leave the **Payment batch** field blank to include all the accepted payment batches in the A/P Cash Requirements Report.
- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

Press <Enter> when data entry is complete. The *The report (CASH_REQ) has been submitted* message appears on the Cash Requirements Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.

```
AP6410R      ENTER     CREATIVE DATA RESEARCH                  7/21/05 12:23:13
JEANNINE                     CASH REQUIREMENTS PROMPT           QPADEV000B


  Enter information below, and press ENTER to submit Cash Requirements Report.


                              Payment batch   35333






     Output queue  *JOB        Copies    1   Hold  Y (Y-Hold, N-Release)

F3=Exit    F8=Select batch
The report (CASH_REQ) has been submitted.                                 +
```

Press <F3> to exit. The A/P Reports screen appears.

A/P Cash Requirements Report By Batch

Payment batch 35333

Vendor W2800   GARDETTO'S

Voucher	Vendor inv	Reference	Seq	Payment amt	Disc amt	Net amt
40735	CM40062		1	175.00-	.00	175.00-
Total for vendor W2800				175.00-	.00	175.00-

Vendor W4730   QUAKER OATS COMPANY

Voucher	Vendor inv	Reference	Seq	Payment amt	Disc amt	Net amt
41071	A21445	Test	2	1400.00	41.25	1358.75
Total for vendor W4730				1400.00	41.25	1358.75

Vendor 000120   ADAMS & BROOKS INC

Voucher	Vendor inv	Reference	Seq	Payment amt	Disc amt	Net amt
41089	120410		1	785.50	.00	785.50
Total for vendor 000120				785.50	.00	785.50

Vendor 012300   R.J. REYNOLDS

Voucher	Vendor inv	Reference	Seq	Payment amt	Disc amt	Net amt
40205	880000	CDR TEST11 2508000 PO000471	2	400.00-	.00	400.00-
Total for vendor 012300				400.00-	.00	400.00-

Vendor 10000   A-1 WHOLESALE

Voucher	Vendor inv	Reference	Seq	Payment amt	Disc amt	Net amt
40586	CM90		1	25.00-	.00	25.00-
40640	120860C		1	167.00-	4.18-	162.82-
Total for vendor 10000				192.00-	4.18-	187.82-

Vendor 123000   RJ REYNOLDS TOBACCO

Voucher	Vendor inv	Reference	Seq	Payment amt	Disc amt	Net amt
40734	CM123000		1	3942.00-	.00	3942.00-
Total for vendor 123000				3942.00-	.00	3942.00-

Vendor 12301   R.J. REYNOLDS TOBACCO COMPANY

Voucher	Vendor inv	Reference	Seq	Payment amt	Disc amt	Net amt
40736	CM2000204		1	12000.00-	.00	12000.00-
Total for vendor 12301				12000.00-	.00	12000.00-

Vendor 12303   R.J. REYNOLDS TOBACCO COMPANY

Voucher	Vendor inv	Reference	Seq	Payment amt	Disc amt	Net amt
41057	R78501		1	989615.64	98961.56	890654.08
41076	1205004058		1	1258.50	34.61	1223.89
Total for vendor 12303				990874.14	98996.17	891877.97

Vendor 34000   OLE'S #14

Voucher	Vendor inv	Reference	Seq	Payment amt	Disc amt	Net amt
40701	A40701		2	10.00-	.00	10.00-
40738	CM40738		1	600.00-	.00	600.00-
41078	A41078	Test	1	100.00	.00	100.00
Total for vendor 34000				510.00-	.00	510.00-

				Payment amt	Disc amt	Net amt
Total for batch 35333				975840.64	99033.24	876807.40
Final totals				975840.64	99033.24	876807.40

** END OF REPORT **

Printing A Cash Forecast Report

Before payments are processed, the cash forecast report is used to analyze vendor accounts. An example of the detailed and the summary versions of this report, which is also referred to as the aged trial balance report, are included below.

The **A/P aging method** field of the company A/P options is used to designate whether A/P aging is based on the invoice date, invoice due date or posting date. The **A/P aging bucket...name** and **A/P aging bucket...days** fields are used to designate the columns headings and the amounts which appear for the aging figures on the cash forecast report. Refer to Working With Company A/P Options for information about these fields.

```
User: JTIPPIN                Menu: APCV1RP                Date:  6/02/00

========================> A / P   R E P O R T S  <========================
=========================================================================
|||||||||    1. Cash Requirements        10. Vendor List
THE     ||   2. Cash Forecast            11. Bank List
DAC CV1||    3. Vendor 1099 Report       12. Item List
SYSTEM ||    4. Vendor Address Label     13. Special Item List
|||||||||    5. Payments by Vendor       14. Terms List
             6. Vendor History           15. Vendor File Labels
             7. Invoice Journal
             8. Payment Journal           16. A/P Payment Edit
             9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                        M E N U   C A L L S
19. Purchasing System   20. A/P Inquiry          21. A/P Reports #2
22. General Ledger      23. A/P File Maint        90. Sign Off
=========================================================================
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===>
```

1. Select option 2 (Cash Forecast) from the A/P Reports screen. The A/P Cash Forecast Report Prompt screen appears.

```
AP6210R    ENTER    CREATIVE DATA RESEARCH            6/02/00 16:04:27
JTIPPIN               A/P CASH FORECAST REPORT PROMPT   QPADEV0003




 Enter information below and press ENTER to submit Aged Trial Balance Report.


           Vendor code . . .        (blank for all vendors)

           Transactions as of       (blank for all invoices,
                                      and aged from today's date)
           Summary/Detail .   D      (D=Detail, S=Summary)






   Output queue  *JOB        Copies   1    Hold  N (Y-Hold, N-Release)
F3=Exit
```

2. Enter data for the following fields to designate the criteria by which the report is printed:
   - Optional: **Vendor code** (6,a) - a vendor code to limit the report to a single vendor. If necessary, enter *?* and press <Enter> to select a vendor code from the Vendor Select screen.
   - Optional: **Transactions as of** (6,n) - a date by which aging is calculated. If no value is entered, the current date is used.
   - **Summary/Detail** (1,a) - enter *S* (Summary) to print the summary version of

the report entitled Vendor Aging Summary, or enter *D* (Detail) to print the detailed version entitled A/P Cash Forecast Report.
- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

```
AP6210R     ENTER    CREATIVE DATA RESEARCH                    6/02/00 18:03:36
JTIPPIN                     A/P CASH FORECAST REPORT PROMPT        QPADEV0003



 Enter information below and press ENTER to submit Aged Trial Balance Report.


            Vendor code . . .   STA01   (blank for all vendors)

            Transactions as of          (blank for all invoices,
                                          and aged from today's date)
            Summary/Detail  .   D        (D=Detail, S=Summary)





   Output queue  *JOB          Copies    1    Hold  N (Y-Hold, N-Release)
F3=Exit
```

3. Press <Enter> when data entry is complete. The *The report (AGED_LIST) has been submitted* message appears on the A/P Cash Forecast Report Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.

```
AP6210R     ENTER    CREATIVE DATA RESEARCH                    6/02/00 18:03:36
JTIPPIN                     A/P CASH FORECAST REPORT PROMPT        QPADEV0003



 Enter information below and press ENTER to submit Aged Trial Balance Report.


            Vendor code . . .   STA01   (blank for all vendors)

            Transactions as of          (blank for all invoices,
                                          and aged from today's date)
            Summary/Detail  .   D        (D=Detail, S=Summary)




   Output queue  *JOB          Copies    1    Hold  N (Y-Hold, N-Release)
F3=Exit
The report (AGED_LIST) has been submitted.                             +
```

4. Press <F3> to exit. The A/P Reports screen appears.

Vendor Aging Summary

Vendor	Name	Total Due	CURRENT	31 TO 60	61 TO 90	91 - 120	120+
STA01	State of Louisiana	383.00					383.00
000120	ADAMS & BROOKS INC	260.64			256.18		4.46
00022	AC PAPER & SUPPLY	100.50	100.50				
00031	A.H.	30.00					30.00
011000	LIGGETT & MYERS	8121.40		8121.40			
012300	R.J. REYNOLDS	1974504.00		1974504.00			
019840	NABISCO(COOKIES&CRACKERS)	120.00			80.00	40.00	
028000	NESTLE BRANDS	541.40		190.40		351.00	
028200	PHILIP MORRIS,INC	.25		.25			
030100	KEEBLER CO.	378.06		378.06			
034000	HERSHEY CHOCOLATE CO.	26028.72		25776.00	252.72		
038000	KELLOGG U.S.A, INC.	.00					
09050	DRACKETT PRODUCTS	301.68					301.68
10000	A-1 WHOLESALE	312.00		72.00	215.00		25.00
11000	LIGGETT & MYERS TOBACCO CO.	.000					
12300	R.J.R.	19740.27		15372.00	4368.27		
12300E	R.J. REYNOLDS-TOBACCO	.00					
123000	RJ REYNOLDS TOBACCO	3945.00					3945.00
12301	R.J. REYNOLDS TOBACCO COMPANY	39322.40	180.00	27142.40			12000.00
12303	R.J. REYNOLDS TOBACCO COMPANY	1305.00					1305.00
12546	AMERICAN CHICLE	50.00-		50.00-			
1430	FEDERAL EXPRESS	200.00-					200.00-
16000	GENERAL MILLS, INC.	2174.40					2174.40
16300	CITRUS WORLD	3684.06					3684.06
18346	ALEX FOODS INC.	6364.92					6364.92
21200	3-M HOME PRODUCTS	.00					
2200	PACIFIC BELL TELEPHONE	1079.41					1079.41
25500	PROCTER & GAMBLE GROCERY	.00					
26100	LORILLARD	.00					
27200	BROWN & WILLIAMSON-CIGARETTES	.00					
28200	PHILIP MORRIS, INC.	20.00-					20.00-
34000	HERSHEY FOODS CORPORATION	240.55	500.00-	285.00	205.55		250.00
35375	ALASKA SPRINGS	56.99					56.99
36000	KIMBERLY-CLARK CORPORATION	111180.00					111180.00
36200	RAGU FOODS	404.76					404.76
37001	P&G PAPER	999.00					999.00
40001	M & M MARS CANDY COMPANY	1690.32	174.00	1516.32			
41364	AMERICAN LICORICE	.00					
41696	BANNER CANDY COMPANY	.00					
43300	AMERICAN TOBACCO CO	977.05		25.00	107.05		845.00
43900	SANDOZ NUTRITION	154.88					154.88
50100	KRAFT FOOD SERVICE	1675.61		125.00		37.64	1512.97
62640	DANDY CONFECTIONS	1244.00					1244.00
70419	ROYAL CAKE COMPANY, INC.	.00					
70602	ANNABELLE CANDY CO.	.00					
70842	BEER NUTS. INC.	.00					
72195	SOLO CUP COMPANY	100.50					100.50
72965	ADAMS & BROOKS, INC.	6742.71		30.00	500.75	930.00	5281.96
73190	GENERAL WAX CO.	6814.00					6814.00
74295	AMERICAN CANDY COMPANY	25.00-					25.00-
77353	BAMA	20.00					20.00
77725	COCA COLA	350.00			350.00		
79201	WILLY WONKA BRANDS	.00					
79400	HELENE CURTIS	.00					
90208	CANDY HOUSE	300.00					300.00
90406	ETON CHOCOLATES	20.00					20.00
9623	Gift Baskets Inc.	422.06					422.06

Vendor	Name	Total Due	CURRENT	31 TO 60	61 TO 90	91 - 120	120+
97000	BAKERY DE FRANCE	.00					
97010	B. W. SMITH LABORATORY	500.00					500.00
97031	SMITH KLINE COMPANY	.00					
99980	UNITED BEVERAGE	1263.50					1263.50
99989	FIRCREST FARMS	.00					
999910	SPEEDY PRINTING OF COVINGTON	.00					
999920	WASHINGTON-ST. TAMMANY CO-OP	.00					
999930	SOUTH CENTRAL BELL	.00					

```
               Grand Total Due  2224739.51       45.50-  2053487.83     6335.52     1688.64    163273.02
Invoices As Of            (*** Total Due indicates sum on report not equal to Vendor file total due)

** END OF REPORT **
```

A/P Cash Forecast Report

```
CREATIVE DATA RESEARCH              A/P CASH FORECAST REPORT          JTIPPIN    6/05/00 13:08:10 Page     1

Selection: Vendor  . . . . :  *ALL      Entergy
           Transactions as of
_____
Vendor     Name/Contact              Mix/Max Order Val    Avg Inv/Pmt Size    Last Inv/Pmt Date
ENTERG     Entergy                         .00                393.82          2/20/00
                                           .00                   .00

Voucher    Trans     Due       CURRENT    31 TO 60   61 TO 90    91 - 120      120+      Reference
2000062    7/29/99   7/29/99                                                  500.00
2000247    1/19/00   2/10/00                                                  351.47
2000241    2/20/00   3/10/00                                      330.00
                              _____    _____    _____    _____    _____
        Total Due    1181.47                                      330.00     851.47
_____
Vendor     Name/Contact              Mix/Max Order Val    Avg Inv/Pmt Size    Last Inv/Pmt Date
STA01      State of Louisiana              .00                 43.45          1/07/00
                                           .00                 33.00          1/07/00

Voucher    Trans     Due       CURRENT    31 TO 60   61 TO 90    91 - 120      120+      Reference
2000086    8/06/99   8/06/99                                                            Child Support Payment
2000087    8/06/99   8/06/99                                                            for John Doe
2000088    8/16/99   8/16/99                                                   33.00    Child Support Payment
2000089    8/16/99   8/16/99                                                            for John Smith
2000090    8/16/99   8/16/99                                                            for pay period ending 8/16/99
2000091    8/16/99   8/16/99                                                            Case Number 77-12365447
2000092    8/16/99   8/16/99                                                            SS#555-852-963
2000160    12/08/99  1/07/00                                                  350.00    Richard John's Garnishment
2000161    12/08/99  1/07/00                                                            S.S. #387-45-9876
2000173    1/07/00   1/07/00                                                            Steve Johnson
2000174    1/07/00   1/07/00                                                            S.S No. 346-87-9933
                              _____    _____    _____    _____    _____
        Total Due    383.00                                                  383.00
_____
Vendor     Name/Contact              Mix/Max Order Val    Avg Inv/Pmt Size    Last Inv/Pmt Date
000120     ADAMS & BROOKS INC             .00                 86.31          3/16/00
                                           .00               2407.69          3/07/00

Voucher    Trans     Due       CURRENT    31 TO 60   61 TO 90    91 - 120      120+      Reference
2000242    2/26/00   3/27/00                                                            000327
2000193    1/14/00   4/22/00                                                    4.46    000298
2000263    3/16/00   6/23/00                          256.18                            000342
                              _____    _____    _____    _____    _____
        Total Due    260.64                            256.18                   4.46
```

```
CREATIVE DATA RESEARCH              A/P CASH FORECAST REPORT          JTIPPIN    6/05/00 13:08:10 Page    17

_____
Vendor     Name/Contact              Mix/Max Order Val    Avg Inv/Pmt Size    Last Inv/Pmt Date
999910     SPEEDY PRINTING OF COVINGTON   .00               1825.00          1/20/98
                                           .00               1802.19          5/31/99

Voucher    Trans     Due       CURRENT    31 TO 60   61 TO 90    91 - 120      120+      Reference
 1009      1/20/98   2/19/98
                              _____    _____    _____    _____    _____
        Total Due       .00
_____
Vendor     Name/Contact              Mix/Max Order Val    Avg Inv/Pmt Size    Last Inv/Pmt Date
999930     SOUTH CENTRAL BELL             .00               7250.00          1/20/98
                                           .00               7032.50          3/17/00

Voucher    Trans     Due       CURRENT    31 TO 60   61 TO 90    91 - 120      120+      Reference
 1011      1/20/98   2/19/98
                              _____    _____    _____    _____    _____
        Total Due       .00

Grand Total Due   2224739.51        45.50-  2053487.83    6335.52    1688.64  163273.02
  (*** Total Due indicates sum on report not equal to Vendor file total due)


** END OF REPORT **
```

Printing An Open Credits Report

Before posting a payment batch, the A/P open credits report is used to review the credits which the user may apply to the payment of open invoices.

```
User: JTIPPIN                Menu: APCV1RP              Date:  6/06/00

========================> A / P   R E P O R T S  <========================
==========================================================================
|||||||||     1. Cash Requirements        10. Vendor List
THE     ||    2. Cash Forecast            11. Bank List
DAC CV1||     3. Vendor 1099 Report       12. Item List
SYSTEM ||     4. Vendor Address Label     13. Special Item List
|||||||||     5. Payments by Vendor       14. Terms List
              6. Vendor History           15. Vendor File Labels
              7. Invoice Journal
              8. Payment Journal           16. A/P Payment Edit
              9. Invoice Journal(Post Date)  17. A/P Payment Edit (Alpha)
                       M E N U   C A L L S
19. Purchasing System   20. A/P Inquiry        21. A/P Reports #2
22. General Ledger      23. A/P File Maint      90. Sign Off
==========================================================================
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===>
```

1. Select option 21 (A/P Reports #2) from the A/P Reports screen. The A/P Reports #2 screen appears.

```
User: JTIPPIN                Menu: APCV1R2              Date:  6/06/00

                       A / P   R E P O R T S

|||||||||     1.  A/P Open Credits
THE     ||    2.  A/P Cash Requirement Report
DAC CV1||     3.  A/P Cash Requirement Report By Bank
SYSTEM ||     4.  A/P Recurring Invoice List
|||||||||

              7.  Check Reconciliation Outstanding Report
              8.  Check Reconciliation Outstanding Report (EFTs Only)
              9.  Check Reconciliation Outstanding Report (Exclude EFTs)
             10.  A/P Tobacco Invoice Report

   19. Purchasing System    20. A/P Inquiry      21. A/P File Maint.
   22. General Ledger       23. A/P Main Menu     90. Sign Off


===>
```

2. Select option 1 (A/P Open Credits) from the A/P Reports #2 screen.

3. Press <F3> to exit. The A/P Reports screen appears.

A/P Open Credits

Vendor Number	Vendor Name	Voucher Number	Invoice Due Date	Sched. Pay Date	Invoice Amount	Remain Amount Due
10000	A-1 WHOLESALE	1234	0/06/01	0/05/12	25.00-	25.00-
		2000029	99/05/05	99/05/05		10.00-
		2000149	0/01/20	0/01/20	20.00-	20.00-
				TOTAL	45.00-	55.00-
1210	DOWNEY NATIONAL BANK	303	95/04/10	95/04/10	500.00-	500.00-
				TOTAL	500.00-	500.00-
12301	R.J. REYNOLDS TOBACCO COMPANY	1269	0/06/10	0/06/10	50.00-	50.00-
				TOTAL	50.00-	50.00-
12303	R.J. REYNOLDS TOBACCO COMPANY	2000145	0/01/19	99/12/22	59.20-	59.20-
				TOTAL	59.20-	59.20-
12546	AMERICAN CHICLE	1248	0/05/10	0/05/10	50.00-	50.00-
				TOTAL	50.00-	50.00-
14200	CHARMS COMPANY	335	95/04/10	95/04/10	25.00-	25.00-
				TOTAL	25.00-	25.00-
1430	FEDERAL EXPRESS	1100	99/12/31	99/12/31	200.00-	200.00-
				TOTAL	200.00-	200.00-
14313	VERY SPECIAL CHOC.	439	95/09/09	95/09/09	10.00-	10.00-
				TOTAL	10.00-	10.00-
1630	HAYWARD, CITY OF	311	95/04/10	95/04/10	50.00-	50.00-
				TOTAL	50.00-	50.00-

Vendor Number	Vendor Name	Voucher Number	Invoice Due Date	Sched. Pay Date	Invoice Amount	Remain Amount Due
72740	ORCHIDS PAPER PRODUCTS	455	96/01/10	96/01/10	10.00-	10.00-
		462	96/01/10	96/01/10	10.00-	10.00-
		468	96/01/10	96/01/10	10.00-	10.00-
		474	96/01/10	96/01/10	10.00-	10.00-
		480	96/01/10	96/01/10	10.00-	10.00-
		490	96/01/10	96/01/10	10.00-	10.00-
				TOTAL	60.00-	60.00-
72965	ADAMS & BROOKS, INC.	2000096	99/09/17	99/08/29	719.54	719.54-
		2000181	0/02/04	0/01/15	2.50-	2.50-
		2000199	0/01/31	0/01/11	500.00-	500.00-
				TOTAL	217.04	1222.04-
74295	AMERICAN CANDY COMPANY	2000140	0/01/19	99/12/30	25.00-	25.00-
				TOTAL	25.00-	25.00-
87316	BARLOW TRAIL FARMS	323	95/04/10	95/04/10	15.00-	15.00-
		325	95/04/10	95/04/10	15.00-	15.00-
				TOTAL	30.00-	30.00-
				FINAL TOTALS		
				TOTAL	5279.16-	8678.24-

* * * E N D   O F   R E P O R T * * *

Printing An Invoice Journal Report

The instructions below describe printing two versions of the invoice journal report:

- A/P Invoice Journal - lists the open and closed invoices on the basis of invoice date, and includes those added to unposted invoice batches.
- Invoice Journal By Post Date - lists the open and closed invoices on the basis of posting date, and includes only invoices of posted invoice batches.

Both versions of the invoice journal report are printed according to a user-designated range of dates. An example of each report version is included below.

```
     User: JTIPPIN                 Menu: APCV1RP                Date:  6/07/00

     ========================> A / P   R E P O R T S <========================
     ========================================================================
     !!!!!!!!!!    1. Cash Requirements            10. Vendor List
     THE     !!    2. Cash Forecast                11. Bank List
     DAC CV1!!     3. Vendor 1099 Report           12. Item List
     SYSTEM !!     4. Vendor Address Label         13. Special Item List
     !!!!!!!!!!    5. Payments by Vendor           14. Terms List
                   6. Vendor History               15. Vendor File Labels
                   7. Invoice Journal
                   8. Payment Journal              16. A/P Payment Edit
                   9. Invoice Journal(Post Date)   17. A/P Payment Edit (Alpha)
                           M E N U   C A L L S
     19. Purchasing System    20. A/P Inquiry         21. A/P Reports #2
     22. General Ledger       23. A/P File Maint      90. Sign Off
     ========================================================================
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     ===>
```

1. To print the A/P Invoice Journal report, select option 7 (Invoice Journal) from the A/P Reports screen. The A/P Invoice Journal Prompt screen appears.

```
AP6200R     ENTER     CREATIVE DATA RESEARCH                   6/07/00 11:18:38
JTIPPIN                   A/P INVOICE JOURNAL PROMPT           QPADEV0008




     Enter information below and press ENTER to submit Invoice Journal.


                      From transaction date

                      Thru transaction date







   Output queue  *JOB        Copies   1    Hold  N (Y-Hold, N-Release)

F3=Exit
```

Enter data for the following fields to designate the criteria by which the report is printed:

- Optional: **From transaction date** (6,n) - the first date of the range of invoice dates designated for including an invoice in the report. If no value is entered, the report includes all invoices with invoice dates equal to or earlier than the value entered for the **Thru transaction date** field (see below).
- Optional: **Thru transaction date** (6,n) - the last date of the range of invoice dates designated for including an invoice in the report. If no value is entered, the report includes all invoices with invoice dates equal to or later than the value entered for the **From transaction date** field (see above).

- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

```
AP6200R     ENTER     CREATIVE DATA RESEARCH                6/07/00 12:37:16
JTIPPIN                     A/P INVOICE JOURNAL PROMPT       QPADEV0008




        Enter information below and press ENTER to submit Invoice Journal.


                             From transaction date  050100

                             Thru transaction date  053100






    Output queue  *JOB          Copies    1    Hold  N (Y-Hold, N-Release)

F3=Exit
```

Press <Enter> when data entry is complete. The *The report (INV_JRNL) has been submitted* message appears on the A/P Invoice Journal Prompt screen. The *Job... completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.

Press <F3> to exit. The A/P Reports screen appears.

A/P Invoice Journal

```
CREATIVE DATA RESEARCH                    A/P INVOICE JOURNAL             JTIPPIN     6/07/00 12:40:48 Page     1

Selection:  From date   5/01/00
            Thru date   5/31/00

Inv date   Voucher   Vendor   Name                             Invoice amt   Adjustment   Balance due   Reference

  5/01/00     1230     12301   R.J. REYNOLDS TOBACCO COMPANY       150.00         .00        150.00
  5/01/00     1231     10000   A-1 WHOLESALE                       780.00         .00           .00
  5/01/00     1232     10000   A-1 WHOLESALE                        50.00-        .00           .00
  5/01/00     1255     34000   HERSHEY FOODS CORPORATION            25.00         .00         25.00
  5/01/00     1261     12546   AMERICAN CHICLE                     355.00         .00           .00    INV AC5522
  5/01/00     1265     12301   R.J. REYNOLDS TOBACCO COMPANY       200.00         .00           .00    INV RJ3321
  5/01/00     1272     50100   KRAFT FOOD SERVICE                  100.00         .00        100.00
  5/01/00     1275     74295   AMERICAN CANDY COMPANY               50.00         .00           .00    INV VCHR1275
  5/01/00  2000249    028200   PHILIP MORRIS,INC                      .25         .00           .25    000332
  5/02/00     1234     10000   A-1 WHOLESALE                        25.00-        .00         25.00-
  5/02/00     1235     50100   KRAFT FOOD SERVICE                   25.00         .00         25.00
  5/02/00     1236     10000   A-1 WHOLESALE                        22.00         .00         22.00
  5/02/00     1237     34000   HERSHEY FOODS CORPORATION           260.00         .00        260.00
  5/02/00     1238     72965   ADAMS & BROOKS, INC.                 30.00         .00         30.00
  5/02/00     1239    028000   NESTLE BRANDS                        50.00         .00         50.00
  5/02/00     1266     12301   R.J. REYNOLDS TOBACCO COMPANY       300.00         .00           .00    INV RJ3322
  5/02/00     1267     12301   R.J. REYNOLDS TOBACCO COMPANY       200.00         .00        200.00
  5/02/00     1269     12301   R.J. REYNOLDS TOBACCO COMPANY        50.00-        .00         50.00-   CR on RJ55443
  5/02/00     1273     12301   R.J. REYNOLDS TOBACCO COMPANY       150.00         .00           .00    INV RJR2334
  5/02/00     1274     12546   AMERICAN CHICLE                     400.00         .00           .00    INV AM5543
  5/03/00     1268     12301   R.J. REYNOLDS TOBACCO COMPANY      1455.00         .00           .00    INV RJ2333
  5/08/00     1277     12301   R.J. REYNOLDS TOBACCO COMPANY       255.00         .00           .00    INV RJ6671
  5/10/00     1276     00022   AC PAPER & SUPPLY                   100.50         .00        100.50
  5/10/00     1280     34000   HERSHEY FOODS CORPORATION          3000.00         .00       3000.00
  5/10/00     1281     34000   HERSHEY FOODS CORPORATION          3500.00-        .00       3500.00-
  5/16/00     1284     12301   R.J. REYNOLDS TOBACCO COMPANY       180.00         .00        180.00    INV 33478
  5/18/00     1278     12301   R.J. REYNOLDS TOBACCO COMPANY       100.00         .00           .00    INV 4455
  5/24/00     1279     40001   M & M MARS CANDY COMPANY            174.00         .00        174.00    000381
                                                                 _____      _____      _____

Final totals                                                     4736.75         .00        741.75

** END OF REPORT **
```

```
User: JTIPPIN                   Menu: APCV1RP                    Date:  6/07/00


=======================> A / P   R E P O R T S  <=======================
========================================================================
¦¦¦¦¦¦¦¦¦¦      1. Cash Requirements          10. Vendor List
THE      ¦¦    2. Cash Forecast               11. Bank List
DAC CV1¦¦      3. Vendor 1099 Report          12. Item List
SYSTEM ¦¦      4. Vendor Address Label        13. Special Item List
¦¦¦¦¦¦¦¦¦¦      5. Payments by Vendor          14. Terms List
               6. Vendor History              15. Vendor File Labels
               7. Invoice Journal
               8. Payment Journal             16. A/P Payment Edit
               9. Invoice Journal(Post Date)  17. A/P Payment Edit (Alpha)
                            M E N U   C A L L S
          19. Purchasing System   20. A/P Inquiry        21. A/P Reports #2
          22. General Ledger      23. A/P File Maint      90. Sign Off
========================================================================
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===>
```

2. To print the Invoice Journal By Post Date report, select option 9 (Invoice Journal-Post Date) from the A/P Reports screen. The A/P Invoice Journal by Post Date screen appears.

```
ARCWPVR      ENTER      CREATIVE DATA RESEARCH                6/07/00 12:46:20
JTIPPIN                  A/P Invoice Journal by Post Date      QPADEV0008



         Enter information below and press ENTER to submit Invoice Journal.


                          From post date

                          Thru post date






      Output queue  *JOB        Copies   1    Hold  N (Y-Hold, N-Release)

F3=Exit
```

Enter data for the following fields to designate the criteria by which the report is printed:

- Optional: **From post date** (6,n) - the first date of the range of invoice posting dates designated for including an invoice in the report. If no value is entered, the report includes all invoices with posting dates equal to or earlier than the value entered for the **Thru post date** field (see below).
- Optional: **Thru post date** (6,n) - the last date of the range of invoice posting dates designated for including an invoice in the report. If no value is entered, the report includes all invoices with invoice posting dates equal to or later than the value entered for the **From post date** field (see above).
- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

```
ARCWPVR      ENTER      CREATIVE DATA RESEARCH                6/07/00 12:46:20
JTIPPIN                  A/P Invoice Journal by Post Date      QPADEV0008



         Enter information below and press ENTER to submit Invoice Journal.


                          From post date   050100

                          Thru post date   053100






      Output queue  *JOB        Copies   1    Hold  N (Y-Hold, N-Release)

F3=Exit
```

Press <Enter> when data entry is complete. No message appears on the A/P Invoice Journal Prompt screen, nor in the user's AS/400 message queue when the report is spooled for printing.

Press <F3> to exit. The A/P Reports screen appears.

Invoice Journal By Post Date

```
CREATIVE DATA RESEARCH              Invoice Journal by Post Date        JTIPPIN    6/07/00 12:51:43 Page    1

Selection:  From date   5/01/00
            Thru date   5/31/00

Post Date  Voucher  Vendor  Name                          Invoice amt   Adjustment   Balance due  Reference
   5/01/00    1228   12301  R.J. REYNOLDS TOBACCO COMPANY      200.00          .00       200.00  INV RJR3443
   5/01/00    1230   12301  R.J. REYNOLDS TOBACCO COMPANY      150.00          .00       150.00
   5/01/00    1231   10000  A-1 WHOLESALE                      780.00          .00          .00
   5/01/00    1232   10000  A-1 WHOLESALE                       50.00-         .00          .00
   5/01/00    1240   12301  R.J. REYNOLDS TOBACCO COMPANY       30.00-         .00          .00  CR on RJR3443
   5/01/00    1241   34000  HERSHEY FOODS CORPORATION           25.00          .00        25.00
   5/01/00    1242   43300  AMERICAN TOBACCO CO                 25.00          .00        25.00
   5/01/00    1244   12301  R.J. REYNOLDS TOBACCO COMPANY       30.00-         .00          .00  CR on RJR3443
   5/01/00    1245   12301  R.J. REYNOLDS TOBACCO COMPANY      687.00          .00       687.00  000385
   5/01/00    1246   12546  AMERICAN CHICLE                    300.00          .00          .00  INV AC5566
   5/01/00    1247   41364  AMERICAN LICORICE                  200.00          .00          .00  INV AL2344
   5/01/00    1248   12546  AMERICAN CHICLE                     50.00-         .00        50.00- CR on INV AC5566
   5/01/00    1251   43300  AMERICAN TOBACCO CO                 25.00          .00        25.00
   5/01/00    1252   43300  AMERICAN TOBACCO CO                 25.00          .00        25.00
   5/01/00    1253   41364  AMERICAN LICORICE                  400.00          .00          .00  INV AL9988
   5/01/00    1254   41364  AMERICAN LICORICE                   95.00          .00          .00  INV AL10054
   5/01/00    1258   12546  AMERICAN CHICLE                    100.00          .00          .00  INV AC5568
   5/01/00    1259   12546  AMERICAN CHICLE                     25.00-         .00          .00  CR on INV AC5568
   5/01/00    1261   12546  AMERICAN CHICLE                    355.00          .00          .00  INV AC5522
   5/01/00    1262   12301  R.J. REYNOLDS TOBACCO COMPANY      300.00          .00          .00  INV RJ3660
   5/02/00    1234   10000  A-1 WHOLESALE                       25.00-         .00        25.00-
   5/02/00    1235   50100  KRAFT FOOD SERVICE                  25.00          .00        25.00
   5/02/00    1236   10000  A-1 WHOLESALE                       22.00          .00        22.00
   5/02/00    1237   34000  HERSHEY FOODS CORPORATION          260.00          .00       260.00
   5/02/00    1238   72965  ADAMS & BROOKS, INC.                30.00          .00        30.00
   5/02/00    1239  028000  NESTLE BRANDS                       50.00          .00        50.00
   5/02/00    1272   50100  KRAFT FOOD SERVICE                 100.00          .00       100.00
   5/02/00 2000249  028200  PHILIP MORRIS,INC                     .25          .00          .25  000332
   5/03/00    1276   00022  AC PAPER & SUPPLY                  100.50          .00       100.50
   5/04/00    1278   12301  R.J. REYNOLDS TOBACCO COMPANY      100.00          .00          .00  INV 4455
   5/05/00    1265   12301  R.J. REYNOLDS TOBACCO COMPANY      200.00          .00          .00  INV RJ3321
   5/05/00    1266   12301  R.J. REYNOLDS TOBACCO COMPANY      300.00          .00          .00  INV RJ3322
   5/05/00    1267   12301  R.J. REYNOLDS TOBACCO COMPANY      200.00          .00       200.00
   5/05/00    1268   12301  R.J. REYNOLDS TOBACCO COMPANY     1455.00          .00          .00  INV RJ2333
   5/05/00    1269   12301  R.J. REYNOLDS TOBACCO COMPANY       50.00-         .00        50.00- CR on RJ55443
   5/05/00    1270  019840  NABISCO(COOKIES&CRACKERS)           40.00          .00        40.00  000358
   5/05/00    1273   12301  R.J. REYNOLDS TOBACCO COMPANY      150.00          .00          .00  INV RJR2334
   5/05/00    1274   12546  AMERICAN CHICLE                    400.00          .00          .00  INV AM5543
   5/10/00    1275   74295  AMERICAN CANDY COMPANY              50.00          .00          .00  INV VCHR1275
   5/12/00    1277   12301  R.J. REYNOLDS TOBACCO COMPANY      255.00          .00          .00  INV RJ6671
   5/25/00    1280   34000  HERSHEY FOODS CORPORATION         3000.00          .00      3000.00
   5/25/00    1281   34000  HERSHEY FOODS CORPORATION         3500.00-         .00      3500.00-
   5/25/00    1284   12301  R.J. REYNOLDS TOBACCO COMPANY      180.00          .00       180.00  INV 33478
   5/31/00    1279   40001  M & M MARS CANDY COMPANY           174.00          .00       174.00  000381
   Final totals                                               6998.75          .00      1693.75

   ** END OF REPORT **
```
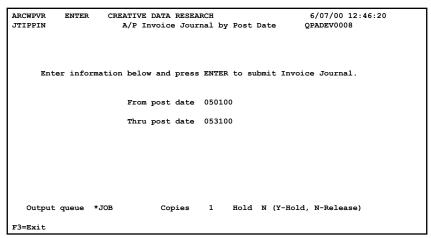
Printing A Payment Journal Report

The instructions below describe printing two versions of the payment journal report:

- A/P Payment Journal - lists the payments processed for the invoices of all vendors during a user-designated range of dates. The report is printed in order by the "check date" (date printed on a check, entered for a manual check, or entered for an electronic funds transfer) which was used to process the payment.

- A/P Payments By Vendor - lists the payments processed for the invoices of one or all vendors. The report is printed by vendor code and in order by voucher number.

An example of each report version is included below.

```
    User: JTIPPIN              Menu: APCV1RP              Date:  6/07/00

    ========================> A / P   R E P O R T S  <========================
    ==========================================================================
    !!!!!!!!!!    1. Cash Requirements        10. Vendor List
    THE     !!    2. Cash Forecast            11. Bank List
    DAC CV1!!    3. Vendor 1099 Report        12. Item List
    SYSTEM !!    4. Vendor Address Label       13. Special Item List
    !!!!!!!!!!    5. Payments by Vendor        14. Terms List
                  6. Vendor History            15. Vendor File Labels
                  7. Invoice Journal
                  8. Payment Journal           16. A/P Payment Edit
                  9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                          M E N U   C A L L S
    19. Purchasing System   20. A/P Inquiry         21. A/P Reports #2
    22. General Ledger      23. A/P File Maint       90. Sign Off
    ==========================================================================
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      ===>
```

1. To print the A/P Payment Journal report, select option 8 (Payment Journal) from the A/P Reports screen. The A/P Payment Journal Prompt screen appears.

```
AP6400R     ENTER     CREATIVE DATA RESEARCH              6/07/00 14:19:17
JTIPPIN               A/P PAYMENT JOURNAL PROMPT          QPADEV0008




    Enter information below and press ENTER to submit the Payment Journal.


                        From check date

                        Thru check date







    Output queue  *JOB        Copies   1   Hold  N (Y-Hold, N-Release)

F3=Exit
```

Enter data for the following fields to designate the criteria by which the report is printed:

- Optional: **From check date** (6,n) - the first date of the range of dates designated for including a payment in the report. If no value is entered, the report includes all payments with "check dates" equal to or earlier than the value entered for the **Thru check date** field (see below).

- Optional: **Thru check date** (6,n) - the last date of the range of dates designated for including a payment in the report. If no value is entered, the report includes all payments with "check dates" equal to or later than the value entered for the **From check date** field (see above).
- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

```
AP6400R    ENTER    CREATIVE DATA RESEARCH                 6/07/00 14:40:17
JTIPPIN                      A/P PAYMENT JOURNAL PROMPT         QPADEV0008




        Enter information below and press ENTER to submit the Payment Journal.


                                From check date  051500

                                Thru check date  053100






        Output queue  *JOB        Copies   1   Hold  N (Y-Hold, N-Release)

F3=Exit
```

Press <Enter> when data entry is complete. The *The report (PYMT_JRNL) has been submitted* message appears on the A/P Payment Journal Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.

Press <F3> to exit. The A/P Reports screen appears.

A/P Payment Journal

```
CREATIVE DATA RESEARCH                  A/P PAYMENT JOURNAL               JTIPPIN    6/07/00 14:40:28 Page    1

Selection:  From date
            Thru date

  Check date  Check     Voucher  Vendor  Type      Amount  Discount amt   Reference

     5/16/00  999990      1222   12301   M         92.00          .00   000369
     5/16/00  999990      1222   12301   M        600.00          .00   000369
     5/16/00  999990      1222   12301   M        300.00          .00   000369
     5/16/00  120183      1246   12546   P        300.00         3.75   INV AC5566
     5/16/00  120208   2000156   74295   M        200.00        30.00   Inv. 40011
     5/16/00  120203   2000243   011000  P       4790.28       215.56   000328
     5/18/00  120204      1277   12301   P        255.00        25.50   INV RJ6671
     5/25/00  120185      1215   12301   P        100.00          .00   Inv. RJ3211
     5/26/00  120186      1214   12301   P        345.00          .00   Inv RJ1233
     5/26/00  120207      1253   41364   P        400.00          .00   INV AL9988
     5/26/00  120186      1260   12301   P          2.00-         .00   CR on INV RJ3211
     5/28/00  120190      1262   12301   P        300.00          .00   INV RJ3660
     5/28/00  120211      1278   12301   P         25.00         5.00   INV 4455
     5/28/00  120212      1278   12301   P         25.00          .00   INV 4455
     5/28/00  120213      1278   12301   P         50.00         5.00   INV 4455
                                                 _____      _____
  Final totals                                   7780.28       284.81

  ** END OF REPORT **
```

```
User: JTIPPIN              Menu: APCV1RP              Date:  6/07/00

========================> A / P   R E P O R T S  <========================
=========================================================================
|||||||||    1. Cash Requirements        10. Vendor List
THE    ||    2. Cash Forecast            11. Bank List
DAC CV1||    3. Vendor 1099 Report       12. Item List
SYSTEM ||    4. Vendor Address Label     13. Special Item List
|||||||||    5. Payments by Vendor       14. Terms List
             6. Vendor History           15. Vendor File Labels
             7. Invoice Journal
             8. Payment Journal           16. A/P Payment Edit
             9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                        M E N U   C A L L S
19. Purchasing System   20. A/P Inquiry        21. A/P Reports #2
22. General Ledger      23. A/P File Maint       90. Sign Off
=========================================================================
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===>
```

2. To print the A/P Payments By Vendor report, select option 5 (Payments By Vendor) from the A/P Reports screen.

```
AP6420R     ENTER    CREATIVE DATA RESEARCH          6/07/00 14:49:06
JTIPPIN                      PAYMENTS BY VENDOR PROMPT      QPADEV0008



 Enter information below and press ENTER to submit Payments by Vendor report.


              Vendor code . . .        (blank for all vendors)







   Output queue  *JOB        Copies   1    Hold  N (Y-Hold, N-Release)

F3=Exit
```

Enter data for the following fields to designate the criteria by which the report is printed:

- Optional: **Vendor code** (6,a) - a vendor code to limit the report to a single vendor. If necessary, enter *?* and press <Enter> to select a vendor code from the Vendor Select screen.
- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

```
AP6420R      ENTER     CREATIVE DATA RESEARCH                    6/07/00 14:53:07
JTIPPIN                     PAYMENTS BY VENDOR PROMPT             QPADEV0008




     Enter information below and press ENTER to submit Payments by Vendor report.


                     Vendor code . . .   12301  (blank for all vendors)










         Output queue  *JOB         Copies   1   Hold  N (Y-Hold, N-Release)

F3=Exit
```

Press <Enter> when data entry is complete. The *The report (PYMT_VNDR) has been submitted* message appears. The Payments By Vendor Prompt screen appears on the Payments By Vendor Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.
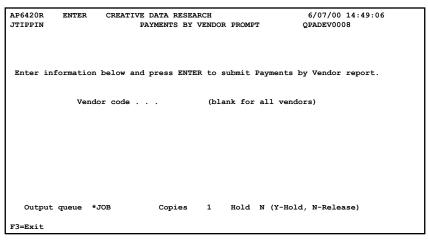
Press <F3> to exit. The A/P Reports screen appears.

A/P Payments By Vendor

```
CREATIVE DATA RESEARCH                    A/P PAYMENTS BY VENDOR              JTIPPIN      6/07/00 14:53:46 Page      1

Vendor  12301                    Voucher :      1260     Inv date :    4/26/00     Inv total          2.00-
R.J. REYNOLDS TOBACCO COMPANY    Vendor inv  CR RJ3211   Due date :    5/26/00     Remain due          .00
Reference    CR on INV RJ3211

        Check     Check date       Amount        Discount   Type
        120186     5/26/00          2.00-            .00     P     Standard paymen
Vendor  12301                    Voucher :      1262     Inv date :    4/28/00     Inv total        300.00
R.J. REYNOLDS TOBACCO COMPANY    Vendor inv  RJ3660      Due date :    5/28/00     Remain due          .00
Reference    INV RJ3660

        Check     Check date       Amount        Discount   Type
        120190     5/28/00         300.00            .00     P     Standard paymen
Vendor  12301                    Voucher :      1265     Inv date :    5/01/00     Inv total        200.00
R.J. REYNOLDS TOBACCO COMPANY    Vendor inv  RJ3321      Due date :    5/31/00     Remain due          .00
Reference    INV RJ3321

        Check     Check date       Amount        Discount   Type
        120209     5/11/00         200.00          20.00     P     Standard paymen
Vendor  12301                    Voucher :      1266     Inv date :    5/02/00     Inv total        300.00
R.J. REYNOLDS TOBACCO COMPANY    Vendor inv  RJ3322      Due date :    6/01/00     Remain due          .00
Reference    INV RJ3322

        Check     Check date       Amount        Discount   Type
        120208     5/12/00         300.00          30.00     P     Standard paymen
Vendor  12301                    Voucher :      1268     Inv date :    5/03/00     Inv total       1455.00
R.J. REYNOLDS TOBACCO COMPANY    Vendor inv  RJR2333     Due date :    6/02/00     Remain due          .00
Reference    INV RJ2333

        Check     Check date       Amount        Discount   Type
        120193     6/02/00        1455.00            .00     P     Standard paymen


** END OF REPORT **
```

Printing An Invoice/Voucher List

The instructions below describe printing two versions of the invoice (voucher) list:

- • A/P Payment Edit - lists the vouchers of every company in order by scheduled payment date.
- • A/P Payment Edit-Alpha - lists the vouchers of every company in order by scheduled payment date, but prints the voucher data by vendor name after sorting by the payment date.

An example of each report version is included below.

```
User: JTIPPIN                    Menu: APCV1RP                    Date:  6/09/00

========================> A / P   R E P O R T S  <========================
=============================================================================
!!!!!!!!!!    1. Cash Requirements           10. Vendor List
THE    !!     2. Cash Forecast               11. Bank List
DAC CV1!!     3. Vendor 1099 Report          12. Item List
SYSTEM !!     4. Vendor Address Label        13. Special Item List
!!!!!!!!!!    5. Payments by Vendor          14. Terms List
              6. Vendor History              15. Vendor File Labels
              7. Invoice Journal
              8. Payment Journal             16. A/P Payment Edit
              9. Invoice Journal(Post Date)  17. A/P Payment Edit (Alpha)
                        M E N U   C A L L S
19. Purchasing System    20. A/P Inquiry           21. A/P Reports #2
22. General Ledger       23. A/P File Maint         90. Sign Off
=============================================================================
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===>
```

1. To print the A/P Payment Edit report, select 16 (A/P Payment Edit) from the A/P Reports screen. No message appears on the A/P Reports screen, nor in the user's AS/400 message queue when the report is spooled for printing.

2. To print the A/P Payment Edit-Alpha report, select 17 (A/P Payment Edit-Alpha) from the A/P Reports screen. No message appears on the A/P Reports screen, nor in the user's AS/400 message queue when the report is spooled for printing.

A/P Payment Edit

```
Creative Data Research            A/P Payment Edit              JTIPPIN    6/09/00 13:51:17 Page    11


Company CDR

 Scheduled Vendor         Vendor Name
 Pay Date  Number

  5/10/00  43300  AMERICAN TOBACCO CO
      Inv # - A1185      Voucher # -    1185 Inv Date -   2/01/00 Inv Amt -         87.00
      Disc. Avail. -         3.91  Amt. Due -         .00  Due Date 5/10/00 Disc. Date -  5/10/00
  5/10/00  012300 R.J. REYNOLDS
      Inv # - F8569      Voucher # -    1190 Inv Date -   4/11/00 Inv Amt -      1974504.00
      Disc. Avail. -          .00  Amt. Due -       504.00  Due Date 5/10/00 Disc. Date -
  5/10/00  12300  R.J.R.
      Inv # - SW4569     Voucher # -    1218 Inv Date -   4/01/00 Inv Amt -        731.67
      Disc. Avail. -          .00  Amt. Due -       731.67  Due Date 5/10/00 Disc. Date -
  5/10/00  12300  R.J.R.
      Inv # - MK85112    Voucher # -    1221 Inv Date -   4/07/00 Inv Amt -       7542.00
      Disc. Avail. -          .00  Amt. Due -      7542.00  Due Date 5/10/00 Disc. Date -
  5/10/00  12300  R.J.R.
      Inv # - KO8569     Voucher # -    1224 Inv Date -   4/26/00 Inv Amt -       2610.00
      Disc. Avail. -        261.00  Amt. Due -      2610.00  Due Date 5/10/00 Disc. Date -  5/06/00
  5/10/00  12300  R.J.R.
      Inv # - KO56974269 Voucher # -    1226 Inv Date -   4/21/00 Inv Amt -       5220.00
      Disc. Avail. -          .00  Amt. Due -      5220.00  Due Date 5/10/00 Disc. Date -
  5/10/00  43300  AMERICAN TOBACCO CO
      Inv # - A1242      Voucher # -    1242 Inv Date -   4/15/00 Inv Amt -         25.00
      Disc. Avail. -          .00  Amt. Due -        25.00  Due Date 5/10/00 Disc. Date -
  5/10/00  12546  AMERICAN CHICLE
      Inv # - CR5566     Voucher # -    1248 Inv Date -   4/26/00 Inv Amt -         50.00CR
      Disc. Avail. -          .00  Amt. Due -        50.00CR Due Date 5/10/00 Disc. Date -
  5/10/00  43300  AMERICAN TOBACCO CO
      Inv # - A1251      Voucher # -    1251 Inv Date -   4/20/00 Inv Amt -         25.00
      Disc. Avail. -         1.00  Amt. Due -        25.00  Due Date 5/20/00 Disc. Date -  5/10/00
  5/10/00  34000  HERSHEY FOODS CORPORATION
      Inv # - A1256      Voucher # -    1256 Inv Date -   4/30/00 Inv Amt -         25.00
      Disc. Avail. -          .00  Amt. Due -         .00  Due Date 5/30/00 Disc. Date -  5/10/00
  5/10/00  34000  HERSHEY FOODS CORPORATION
      Inv # - A1257      Voucher # -    1257 Inv Date -   4/30/00 Inv Amt -         15.00
      Disc. Avail. -         1.50  Amt. Due -         .00  Due Date 5/30/00 Disc. Date -  5/10/00

 Scheduled Payment Date   5/10/00                   16607.67

  5/11/00  12301  R.J. REYNOLDS TOBACCO COMPANY
      Inv # - PO856      Voucher # -    1230 Inv Date -   5/01/00 Inv Amt -        150.00
      Disc. Avail. -          .00  Amt. Due -       150.00  Due Date 5/31/00 Disc. Date -  5/11/00
  5/11/00  34000  HERSHEY FOODS CORPORATION
      Inv # - A1241      Voucher # -    1241 Inv Date -   4/15/00 Inv Amt -         25.00
      Disc. Avail. -         3.00  Amt. Due -        25.00  Due Date 5/15/00 Disc. Date -  5/11/00
  5/11/00  34000  HERSHEY FOODS CORPORATION
      Inv # - A1255      Voucher # -    1255 Inv Date -   5/01/00 Inv Amt -         25.00
      Disc. Avail. -         2.50  Amt. Due -        25.00  Due Date 5/31/00 Disc. Date -  5/11/00

 Scheduled Payment Date   5/11/00                    200.00

  5/12/00  10000  A-1 WHOLESALE
      Inv # - 896CM      Voucher # -    1234 Inv Date -   5/02/00 Inv Amt -         25.00CR
      Disc. Avail. -         2.50CR Amt. Due -        25.00CR Due Date 6/01/00 Disc. Date -  5/12/00
  5/12/00  34000  HERSHEY FOODS CORPORATION
      Inv # - PI85694    Voucher # -    1237 Inv Date -   5/02/00 Inv Amt -        260.00
      Disc. Avail. -        26.00  Amt. Due -       260.00  Due Date 6/01/00 Disc. Date -  5/12/00
  5/12/00  72965  ADAMS & BROOKS, INC.
      Inv # - UY8964     Voucher # -    1238 Inv Date -   5/02/00 Inv Amt -         30.00
      Disc. Avail. -         3.00  Amt. Due -        30.00  Due Date 6/01/00 Disc. Date -  5/12/00
  5/12/00  12301  R.J. REYNOLDS TOBACCO COMPANY
      Inv # - RJ33221    Voucher # -    1267 Inv Date -   5/02/00 Inv Amt -        200.00
      Disc. Avail. -        20.00  Amt. Due -       200.00  Due Date 6/01/00 Disc. Date -  5/12/00

 Scheduled Payment Date   5/12/00                    465.00

  5/15/00  18346  ALEX FOODS INC.
      Inv # - 980511     Voucher # - 2000053 Inv Date -   5/11/98 Inv Amt -       2000.00
      Disc. Avail. -          .00  Amt. Due -      2000.00  Due Date 5/15/00 Disc. Date -
  5/15/00  62640  DANDY CONFECTIONS
      Inv # - 3265       Voucher # - 2000142 Inv Date -  12/17/99 Inv Amt -        245.00
      Disc. Avail. -          .00  Amt. Due -       245.00  Due Date 5/01/00 Disc. Date -
  5/15/00  10000  A-1 WHOLESALE
      Inv # - S8946      Voucher # -    1205 Inv Date -   4/01/00 Inv Amt -        215.00
      Disc. Avail. -        25.00  Amt. Due -       215.00  Due Date 5/01/00 Disc. Date -  4/11/00

 Scheduled Payment Date   5/15/00                   2460.00
```

A/P Payment Edit-Alpha

```
Company CDR

 Scheduled Vendor         Vendor Name
 Pay Date  Number

 5/10/00 12546  AMERICAN CHICLE
     Inv # -  CR5566      Voucher # -    1248 Inv Date -   4/26/00 Inv Amt -          50.00CR
     Disc. Avail. -           .00  Amt. Due -        50.00CR Due Date  5/10/00 Disc. Date -
 5/10/00 43300  AMERICAN TOBACCO CO
     Inv # -  A1185       Voucher # -    1185 Inv Date -   2/01/00 Inv Amt -          87.00
     Disc. Avail. -          3.91  Amt. Due -         .00   Due Date  5/10/00 Disc. Date -   5/10/00
 5/10/00 43300  AMERICAN TOBACCO CO
     Inv # -  A1242       Voucher # -    1242 Inv Date -   4/15/00 Inv Amt -          25.00
     Disc. Avail. -           .00  Amt. Due -        25.00  Due Date  5/10/00 Disc. Date -
 5/10/00 43300  AMERICAN TOBACCO CO
     Inv # -  A1251       Voucher # -    1251 Inv Date -   4/20/00 Inv Amt -          25.00
     Disc. Avail. -          1.00  Amt. Due -        25.00  Due Date  5/20/00 Disc. Date -   5/10/00
 5/10/00 34000  HERSHEY FOODS CORPORATION
     Inv # -  A1256       Voucher # -    1256 Inv Date -   4/30/00 Inv Amt -          25.00
     Disc. Avail. -           .00  Amt. Due -         .00   Due Date  5/30/00 Disc. Date -   5/10/00
 5/10/00 34000  HERSHEY FOODS CORPORATION
     Inv # -  A1257       Voucher # -    1257 Inv Date -   4/30/00 Inv Amt -          15.00
     Disc. Avail. -          1.50  Amt. Due -         .00   Due Date  5/30/00 Disc. Date -   5/10/00
 5/10/00 012300  R.J. REYNOLDS
     Inv # -  F8569       Voucher # -    1190 Inv Date -   4/11/00 Inv Amt -       1974504.00
     Disc. Avail. -           .00  Amt. Due -        504.00 Due Date  5/10/00 Disc. Date -
 5/10/00 12300  R.J.R.
     Inv # -  SW4569      Voucher # -    1218 Inv Date -   4/01/00 Inv Amt -         731.67
     Disc. Avail. -           .00  Amt. Due -       731.67  Due Date  5/10/00 Disc. Date -
 5/10/00 12300  R.J.R.
     Inv # -  MK85112     Voucher # -    1221 Inv Date -   4/07/00 Inv Amt -        7542.00
     Disc. Avail. -           .00  Amt. Due -      7542.00  Due Date  5/10/00 Disc. Date -
 5/10/00 12300  R.J.R.
     Inv # -  KO8569      Voucher # -    1224 Inv Date -   4/26/00 Inv Amt -        2610.00
     Disc. Avail. -        261.00  Amt. Due -      2610.00  Due Date  5/10/00 Disc. Date -   5/06/00
 5/10/00 12300  R.J.R.
     Inv # -  KO56974269 Voucher # -    1226 Inv Date -   4/21/00 Inv Amt -        5220.00
     Disc. Avail. -           .00  Amt. Due -      5220.00  Due Date  5/10/00 Disc. Date -

 Scheduled Payment Date   5/10/00                    16607.67

 5/11/00 34000  HERSHEY FOODS CORPORATION
     Inv # -  A1241       Voucher # -    1241 Inv Date -   4/15/00 Inv Amt -          25.00
     Disc. Avail. -          3.00  Amt. Due -        25.00  Due Date  5/15/00 Disc. Date -   5/11/00
 5/11/00 34000  HERSHEY FOODS CORPORATION
     Inv # -  A1255       Voucher # -    1255 Inv Date -   5/01/00 Inv Amt -          25.00
     Disc. Avail. -          2.50  Amt. Due -        25.00  Due Date  5/31/00 Disc. Date -   5/11/00
 5/11/00 12301  R.J. REYNOLDS TOBACCO COMPANY
     Inv # -  PO856       Voucher # -    1230 Inv Date -   5/01/00 Inv Amt -         150.00
     Disc. Avail. -           .00  Amt. Due -       150.00  Due Date  5/31/00 Disc. Date -   5/11/00

 Scheduled Payment Date   5/11/00                     200.00

 5/12/00 10000  A-1 WHOLESALE
     Inv # -  896CM       Voucher # -    1234 Inv Date -   5/02/00 Inv Amt -          25.00CR
     Disc. Avail. -        2.50CR  Amt. Due -        25.00CR Due Date  6/01/00 Disc. Date -   5/12/00
 5/12/00 72965  ADAMS & BROOKS, INC.
     Inv # -  UY8964      Voucher # -    1238 Inv Date -   5/02/00 Inv Amt -          30.00
     Disc. Avail. -          3.00  Amt. Due -        30.00  Due Date  6/01/00 Disc. Date -   5/12/00
 5/12/00 34000  HERSHEY FOODS CORPORATION
     Inv # -  PI85694     Voucher # -    1237 Inv Date -   5/02/00 Inv Amt -         260.00
     Disc. Avail. -         26.00  Amt. Due -       260.00  Due Date  6/01/00 Disc. Date -   5/12/00
 5/12/00 12301  R.J. REYNOLDS TOBACCO COMPANY
     Inv # -  RJ33221     Voucher # -    1267 Inv Date -   5/02/00 Inv Amt -         200.00
     Disc. Avail. -         20.00  Amt. Due -       200.00  Due Date  6/01/00 Disc. Date -   5/12/00

 Scheduled Payment Date   5/12/00                     465.00

 5/15/00 10000  A-1 WHOLESALE
     Inv # -  S8946       Voucher # -    1205 Inv Date -   4/01/00 Inv Amt -         215.00
     Disc. Avail. -         25.00  Amt. Due -       215.00  Due Date  5/01/00 Disc. Date -   4/11/00
 5/15/00 18346  ALEX FOODS INC.
     Inv # -  980511      Voucher # - 2000053 Inv Date -   5/11/98 Inv Amt -        2000.00
     Disc. Avail. -           .00  Amt. Due -      2000.00  Due Date  5/15/00 Disc. Date -
 5/15/00 62640  DANDY CONFECTIONS
     Inv # -  3265        Voucher # - 2000142 Inv Date -  12/17/99 Inv Amt -         245.00
     Disc. Avail. -           .00  Amt. Due -       245.00  Due Date  5/01/00 Disc. Date -

 Scheduled Payment Date   5/15/00                    2460.00
```

Printing A Tobacco Invoice Report

After invoices are added, tobacco invoice reports can be printed which detail the invoice amounts due for a specified A/P item during a designated range of purchase order receiving dates, and for a designated company.

```
User: JTIPPIN              Menu: APCV1RP            Date:  6/15/00

========================> A / P   R E P O R T S <========================
===============================================================================
¦¦¦¦¦¦¦¦¦    1. Cash Requirements        10. Vendor List
THE    ¦¦    2. Cash Forecast            11. Bank List
DAC CV1¦¦    3. Vendor 1099 Report       12. Item List
SYSTEM ¦¦    4. Vendor Address Label     13. Special Item List
¦¦¦¦¦¦¦¦¦    5. Payments by Vendor        14. Terms List
             6. Vendor History           15. Vendor File Labels
             7. Invoice Journal
             8. Payment Journal          16. A/P Payment Edit
             9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                         M E N U   C A L L S
19. Purchasing System   20. A/P Inquiry        21. A/P Reports #2
22. General Ledger      23. A/P File Maint      90. Sign Off
===============================================================================
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===>
```

1. Select option 21 (A/P Reports #2) from the A/P Reports screen. The A/P Reports #2 screen appears.

```
User: JTIPPIN              Menu: APCV1R2            Date:  6/15/00

                        A / P   R E P O R T S

¦¦¦¦¦¦¦¦¦    1.  A/P Open Credits
THE    ¦¦    2.  A/P Cash Requirement Report
DAC CV1¦¦    3.  A/P Cash Requirement Report By Bank
SYSTEM ¦¦    4.  A/P Recurring Invoice List
¦¦¦¦¦¦¦¦¦

             7.  Check Reconciliation Outstanding Report
             8.  Check Reconciliation Outstanding Report (EFTs Only)
             9.  Check Reconciliation Outstanding Report (Exclude EFTs)
            10.  A/P Tobacco Invoice Report

   19. Purchasing System   20. A/P Inquiry      21. A/P File Maint.
   22. General Ledger      23. A/P Main Menu     90. Sign Off

     ===>
```

2. Select option 10 (A/P Tobacco Invoice Report) from the A/P Reports #2 screen. The Prompt Tobacco Inv. Rpt screen appears.

```
ARD6PVR     ENTER    Creative Data Research              6/15/00  9:14:27
                             Prompt Tobacco Inv. Rpt


                         Company     CDR

                         Start Date

                         End Date

                 Tobacco Item Number







F3=Exit    F6=Print
```

3. Enter data for the following fields to designate the criteria by which the report is printed:
   - **Company** (3,a) - the company code of the desired company. Refer to Working With Company Records for information about the **Company** field.
   - **Start Date** (6,n) - the first date of the range of purchase order receiving dates designated for including an invoice amount in the report. Refer to Adding An Invoice Batch for information about the **Rcv Dte** field.
   - **End Date** (6,n) - the last date of the range of purchase order receiving dates designated for including an invoice amount in the report. Refer to Adding An Invoice Batch for information about the **Rcv Dte** field.
   - **Tobacco Item Number** (15,a) - the A/P item code of the desired tobacco products. Refer to Working With A/P Item Records for information about the **Item code** field.
4. Press <F6> (Print) when data entry is complete.

```
ARD6PVR     ENTER    Creative Data Research              6/15/00  9:40:16
                             Prompt Tobacco Inv. Rpt


                         Company     CDR

                         Start Date   60100

                         End Date     63000

                 Tobacco Item Number INVENTORY01







F3=Exit    F6=Print
                                                       CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm. The A/P Reports #2 screen appears. No message appears on the A/P Reports #2 screen, nor in the user's AS/400 message queue when the report is spooled for printing.

Tobacco Invoice Report

```
Creative Data Research              Tobacco Invoice Report          JTIPPIN    6/15/00  9:42:11 Page    1

        Receive     Invoice    Invoice No.        Reference              Amount
        Date        Date

  Company CDR    From  6/01/00 to  6/30/00

   Vendor 12301    R.J. REYNOLDS TOBACCO COMPANY

       6/05/00     6/02/00    63987       Inv. 63987                      251.00
       6/15/00     6/14/00    234441      Inv. 234441                   1,100.00
                                                        Vendor Total    1,351.00
   Vendor 26100    LORILLARD

       6/09/00     6/08/00    23400       Inv. 23400                      770.00
                                                        Vendor Total      770.00
   Vendor 27200    BROWN & WILLIAMSON-CIGARETTES

       6/01/00     5/22/00    E1213213    Inv. E1213213                   251.00
                                                        Vendor Total      251.00
   Vendor 31700    HELME TOBACCO COMPANY

       6/01/00     6/05/00    123456                                       50.00-
       6/02/00     5/01/00    F1231524    Inv. F1231524                 4,320.00
       6/22/00     6/12/00    A1257       Inv. A1257                      515.00
                                                        Vendor Total    4,785.00

   Vendor 43300    AMERICAN TOBACCO CO

       6/10/00     6/08/00    A1263       Inv. A1263                      544.00
       6/15/00     6/15/00    A1292                                        15.00
                                                        Vendor Total      559.00
   Vendor 90600    GENERAL CIGAR COMPANY

       6/11/00     6/08/00    A1255       Inv. A1255                      820.00
                                                        Vendor Total      820.00
   Vendor 90915    L & M ENTERPRISES

       6/14/00     6/12/00    A1256       Inv. A1256                      550.00
                                                        Vendor Total      550.00

   Final totals                                                        9,086.00

 ** END OF REPORT **
```

Printing An Outstanding Checks Report

The instructions below describe printing three versions of the outstanding checks report:

- A/P Outstanding Check Reconciliation - lists system-generated checks, manually-written checks and electronic funds transfers (EFTs).
- A/P Check Reconciliation Report (EFT's only) - lists only electronic funds transfers.
- Outstanding Chk Rpt (Excluding EFTs) - lists only system-generated checks and manually-written checks.

The outstanding checks report is limited to listing the checks printed for the company with which the user is currently working, but includes checks printed for all the banks through which checks are processed for that company. An example of each version of the outstanding checks report is included below.

```
User: JTIPPIN                Menu: APCV1RP              Date:  6/13/00


=========================> A / P   R E P O R T S  <=========================
===========================================================================
¦¦¦¦¦¦¦¦¦     1. Cash Requirements          10. Vendor List
THE    ¦¦    2. Cash Forecast              11. Bank List
DAC CV1¦¦    3. Vendor 1099 Report          12. Item List
SYSTEM ¦¦    4. Vendor Address Label        13. Special Item List
¦¦¦¦¦¦¦¦¦     5. Payments by Vendor          14. Terms List
             6. Vendor History             15. Vendor File Labels
             7. Invoice Journal
             8. Payment Journal            16. A/P Payment Edit
             9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                         M E N U   C A L L S
19. Purchasing System   20. A/P Inquiry        21. A/P Reports #2
22. General Ledger      23. A/P File Maint      90. Sign Off
===========================================================================
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===>
```

1. Select option 21 (A/P Reports #2) from the A/P Reports screen. The A/P Reports #2 screen appears.

```
User: JTIPPIN                Menu: APCV1R2              Date:  6/13/00

                         A / P   R E P O R T S

    ¦¦¦¦¦¦¦¦¦¦    1.  A/P Open Credits
    THE    ¦¦    2.  A/P Cash Requirement Report
    DAC CV1¦¦    3.  A/P Cash Requirement Report By Bank
    SYSTEM ¦¦    4.  A/P Recurring Invoice List
    ¦¦¦¦¦¦¦¦¦

                 7.  Check Reconciliation Outstanding Report
                 8.  Check Reconciliation Outstanding Report (EFTs Only)
                 9.  Check Reconciliation Outstanding Report (Exclude EFTs)
                10.  A/P Tobacco Invoice Report

    19. Purchasing System   20. A/P Inquiry      21. A/P File Maint.
    22. General Ledger      23. A/P Main Menu    90. Sign Off


    ===>
```

2. To print the A/P Outstanding Check Reconciliation report, select option 7 (Check Reconciliation Outstanding Report) from the A/P Reports screen. The A/P Check Reconciliation Rpt By Sel. Date screen appears.

```
ARBIPVR      ENTER      CREATIVE DATA RESEARCH                6/13/00 11:26:39
JTIPPIN                 A/P Check Reconciliation Rpt By Sel. Date QPADEV0006




                            Enter Date Selection



                Press ENTER to print the Check Reconciliation Report.







F3=Exit
```

Enter a date for the **Enter Date Selection** (6,n) field to limit the report to checks and EFTs with dates equal to or earlier than the designated date.

```
ARBIPVR      ENTER      CREATIVE DATA RESEARCH                6/13/00 11:26:39
JTIPPIN                 A/P Check Reconciliation Rpt By Sel. Date QPADEV0006




                            Enter Date Selection
                                 053100


                Press ENTER to print the Check Reconciliation Report.






F3=Exit
```

Press <Enter> when data entry is complete. The *A/P Outstanding Check Reconciliation Report Print is Complete* message appears.

Press <F3> to exit. The A/P Reports screen appears.

A/P Outstanding Check Reconciliation

```
CREATIVE DATA RESEARCH              A/P Outstanding Check Reconciliation  JTIPPIN    ARBHPFR    6/13/00 11:31:21 Page    1

Company CDR

   Check # Vendor  Name                        Check    A/P       Check
                                               Date     Type      Amount

    120128 43300   AMERICAN TOBACCO CO          3/17/00   P          69.25
    120134 41364   AMERICAN LICORICE            4/15/00   M         180.00
    120178 21200   3-M HOME PRODUCTS            4/20/00   P        2000.00
    120179 10000   A-1 WHOLESALE                4/24/00   P      180000.00
    120180 72965   ADAMS & BROOKS, INC.         4/24/00   M         222.22
    120181 10000   A-1 WHOLESALE                4/24/00   P          90.00
    120182 12301   R.J. REYNOLDS TOBACCO COMPANY 5/05/00  P         137.50
    120183 12546   AMERICAN CHICLE              5/16/00   P         296.25
    120184 12546   AMERICAN CHICLE              5/01/00   P          75.00
    120185 12301   R.J. REYNOLDS TOBACCO COMPANY 5/25/00  P         100.00
    120186 12301   R.J. REYNOLDS TOBACCO COMPANY 5/26/00  P         343.00
    120188 12301   R.J. REYNOLDS TOBACCO COMPANY 4/07/00  P        5085.50
    120189 12301   R.J. REYNOLDS TOBACCO COMPANY 4/07/00  P          78.70
    120190 12301   R.J. REYNOLDS TOBACCO COMPANY 5/28/00  P         300.00
    120191 12546   AMERICAN CHICLE              5/11/00   P         319.50
    120194 12546   AMERICAN CHICLE              5/12/00   P         400.00
    120195 10000   A-1 WHOLESALE                5/11/00   P         715.00
    120196 72965   ADAMS & BROOKS, INC.         4/05/00   P         360.00
    120197 72965   ADAMS & BROOKS, INC.         5/05/00   P           1.75
    120198 79400   HELENE CURTIS                4/01/00   P         700.00
    120199 028000  NESTLE BRANDS                4/21/00   P         280.80
    120200 12301   R.J. REYNOLDS TOBACCO COMPANY 3/13/00  P         282.15
    120201 41696   BANNER CANDY COMPANY         5/12/00   P         400.00
    120202 72965   ADAMS & BROOKS, INC.         5/11/00   P           4.50
    120203 011000  LIGGETT & MYERS              5/16/00   P        4574.72
    120204 12301   R.J. REYNOLDS TOBACCO COMPANY 5/18/00  P         229.50
    120206 41364   AMERICAN LICORICE            5/10/00   P         290.00
    120207 41364   AMERICAN LICORICE            5/26/00   P         400.00
    120208 74295   AMERICAN CANDY COMPANY       5/16/00   M         170.00
    120208 12301   R.J. REYNOLDS TOBACCO COMPANY 5/12/00  P         270.00
    120209 12301   R.J. REYNOLDS TOBACCO COMPANY 5/11/00  P         180.00
    120210 12301   R.J. REYNOLDS TOBACCO COMPANY 4/21/00  P        6183.00
    120211 12301   R.J. REYNOLDS TOBACCO COMPANY 5/28/00  P          20.00
    120212 12301   R.J. REYNOLDS TOBACCO COMPANY 5/28/00  P          25.00
    120213 12301   R.J. REYNOLDS TOBACCO COMPANY 5/28/00  P          45.00
    120222 10000   A-1 WHOLESALE                5/12/00   P          19.80
    999990 123000  RJ REYNOLDS TOBACCO          5/10/00   E         230.47
    999990 70602   ANNABELLE CANDY CO.          5/11/00   E         245.00
    999990 12301   R.J. REYNOLDS TOBACCO COMPANY 5/16/00  E          92.00
    999990 12301   R.J. REYNOLDS TOBACCO COMPANY 5/16/00  E         600.00
    999990 12301   R.J. REYNOLDS TOBACCO COMPANY 5/16/00  E         300.00
    999991 34000   HERSHEY FOODS CORPORATION    5/10/00   E         188.93

Company CDR

Final totals                                                    206504.54

** END OF REPORT **
```

```
      User: JTIPPIN                Menu: APCV1R2              Date:  6/13/00

                              A / P   R E P O R T S

      !!!!!!!!!!    1.  A/P Open Credits
      THE    !!     2.  A/P Cash Requirement Report
      DAC CV1!!     3.  A/P Cash Requirement Report By Bank
      SYSTEM !!     4.  A/P Recurring Invoice List
      !!!!!!!!!!

                    7.  Check Reconciliation Outstanding Report
                    8.  Check Reconciliation Outstanding Report (EFTs Only)
                    9.  Check Reconciliation Outstanding Report (Exclude EFTs)
                   10.  A/P Tobacco Invoice Report

         19. Purchasing System    20. A/P Inquiry      21. A/P File Maint.
         22. General Ledger       23. A/P Main Menu     90. Sign Off


         ===>
```

3. To print the A/P Check Reconciliation Report (EFT's only) report, select option
    8 (Check Reconciliation Outstanding Report-EFTs Only) from the A/P Reports
    screen. The A/P Check Reconciliation Report (EFT's Only) screen appears.

```
ARDRPVR      ENTER      CREATIVE DATA RESEARCH                  6/13/00 11:47:13
JTIPPIN                A/P Check Reconciliation Report (EFT's Only)




                              Enter Date Selection




                   Press ENTER to print the Check Reconciliation Report.






F3=Exit
```

Enter a date for the **Enter Date Selection** (6,n) field to limit the report to EFTs
with dates equal to or earlier than the designated date.

```
ARDRPVR      ENTER      CREATIVE DATA RESEARCH                  6/13/00 11:47:13
JTIPPIN                A/P Check Reconciliation Report (EFT's Only)




                              Enter Date Selection
                                    53100



                   Press ENTER to print the Check Reconciliation Report.






F3=Exit
```

Press <Enter> when data entry is complete. The *A/P Outstanding Check
Reconciliation Report Print is Complete* message appears.

Press <F3> to exit. The A/P Reports screen appears.

A/P Check Reconciliation Report (EFT's only)

```
CREATIVE DATA RESEARCH              A/P Check Reconciliation Report (EFT'sJTIPPIN     ARDSPFR      6/13/00 11:48:52 Page     1
Company CDR

   Check # Vendor  Name                      Check    A/P     Check
                                             Date     Type    Amount

     999990 123000  RJ REYNOLDS TOBACCO        5/10/00   E       230.47
     999990 70602   ANNABELLE CANDY CO.        5/11/00   E       245.00
     999990 12301   R.J. REYNOLDS TOBACCO COMPANY 5/16/00 E       92.00
     999990 12301   R.J. REYNOLDS TOBACCO COMPANY 5/16/00 E      600.00
     999990 12301   R.J. REYNOLDS TOBACCO COMPANY 5/16/00 E      300.00
     999991 34000   HERSHEY FOODS CORPORATION  5/10/00   E       188.93

Company CDR

Final totals                                                   1656.40

** END OF REPORT **
```

```
         User: JTIPPIN                  Menu: APCV1R2                Date:  6/13/00

                                   A / P   R E P O R T S

         ¦¦¦¦¦¦¦¦¦     1.  A/P Open Credits
         THE      ¦¦   2.  A/P Cash Requirement Report
         DAC CV1¦¦     3.  A/P Cash Requirement Report By Bank
         SYSTEM ¦¦     4.  A/P Recurring Invoice List
         ¦¦¦¦¦¦¦¦¦

                       7.  Check Reconciliation Outstanding Report
                       8.  Check Reconciliation Outstanding Report (EFTs Only)
                       9.  Check Reconciliation Outstanding Report (Exclude EFTs)
                      10.  A/P Tobacco Invoice Report

           19. Purchasing System    20. A/P Inquiry      21. A/P File Maint.
           22. General Ledger       23. A/P Main Menu     90. Sign Off


         ===>
```
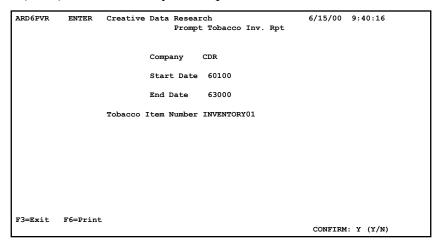
4. To print the Outstanding Chk Rpt (Excluding EFTs) report, select option 9 (Check Reconciliation Outstanding Report-Exclude EFTs) from the A/P Reports screen. The A/P Chk Recon Rpt P NOEFT screen appears.

```
ARDVPVR      ENTER     CREATIVE DATA RESEARCH               6/13/00 11:54:38
JTIPPIN                      A/P Chk Recon Rpt P NOEFT         QPADEV0006




                         Enter Date Selection




                 Press ENTER to print the Check Reconciliation Report.








F3=Exit
```

Enter a date for the **Enter Date Selection** (6,n) field to limit the report to system-generated and manually-written checks with dates equal to or earlier than the designated date.

```
ARDVPVR      ENTER     CREATIVE DATA RESEARCH                6/13/00 11:54:38
JTIPPIN                A/P Chk Recon Rpt P NOEFT             QPADEV0006




                              Enter Date Selection
                                   053100



                    Press ENTER to print the Check Reconciliation Report.






 F3=Exit
```

Press <Enter> when data entry is complete. The *A/P Outstanding Check Reconciliation Report Print is Complete* message appears.

Press <F3> to exit. The A/P Reports screen appears.

Outstanding Chk Rpt (Excluding EFTs)

```
CREATIVE DATA RESEARCH                 Outstanding Chk Rpt(Excluding EFTs)   JTIPPIN    ARDUPFR    6/13/00 11:56:50 Page     1

Company CDR

   Check # Vendor  Name                        Check    A/P       Check
                                               Date     Type      Amount

    120128 43300   AMERICAN TOBACCO CO         3/17/00   P           69.25
    120134 41364   AMERICAN LICORICE           4/15/00   M          180.00
    120178 21200   3-M HOME PRODUCTS           4/20/00   P         2000.00
    120179 10000   A-1 WHOLESALE               4/24/00   P       180000.00
    120180 72965   ADAMS & BROOKS, INC.        4/24/00   M          222.22
    120181 10000   A-1 WHOLESALE               4/24/00   P           90.00
    120182 12301   R.J. REYNOLDS TOBACCO COMPANY 5/05/00 P          137.50
    120183 12546   AMERICAN CHICLE             5/16/00   P          296.25
    120184 12546   AMERICAN CHICLE             5/01/00   P           75.00
    120185 12301   R.J. REYNOLDS TOBACCO COMPANY 5/25/00 P          100.00
    120186 12301   R.J. REYNOLDS TOBACCO COMPANY 5/26/00 P          343.00
    120188 12301   R.J. REYNOLDS TOBACCO COMPANY 4/07/00 P         5085.50
    120189 12301   R.J. REYNOLDS TOBACCO COMPANY 4/07/00 P           78.70
    120190 12301   R.J. REYNOLDS TOBACCO COMPANY 5/28/00 P          300.00
    120191 12546   AMERICAN CHICLE             5/11/00   P          319.50
    120194 12546   AMERICAN CHICLE             5/12/00   P          400.00
    120195 10000   A-1 WHOLESALE               5/11/00   P          715.00
    120196 72965   ADAMS & BROOKS, INC.        4/05/00   P          360.00
    120197 72965   ADAMS & BROOKS, INC.        5/05/00   P            1.75
    120198 79400   HELENE CURTIS               4/01/00   P          700.00
    120199 028000  NESTLE BRANDS               4/21/00   P          280.80
    120200 12301   R.J. REYNOLDS TOBACCO COMPANY 3/13/00 P          282.15
    120201 41696   BANNER CANDY COMPANY        5/12/00   P          400.00
    120202 72965   ADAMS & BROOKS, INC.        5/11/00   P            4.50
    120203 011000  LIGGETT & MYERS             5/16/00   P         4574.72
    120204 12301   R.J. REYNOLDS TOBACCO COMPANY 5/18/00 P          229.50
    120206 41364   AMERICAN LICORICE           5/10/00   P          290.00
    120207 41364   AMERICAN LICORICE           5/26/00   P          400.00
    120208 74295   AMERICAN CANDY COMPANY      5/16/00   M          170.00
    120208 12301   R.J. REYNOLDS TOBACCO COMPANY 5/12/00 P          270.00
    120209 12301   R.J. REYNOLDS TOBACCO COMPANY 5/11/00 P          180.00
    120210 12301   R.J. REYNOLDS TOBACCO COMPANY 4/21/00 P         6183.00
    120211 12301   R.J. REYNOLDS TOBACCO COMPANY 5/28/00 P           20.00
    120212 12301   R.J. REYNOLDS TOBACCO COMPANY 5/28/00 P           25.00
    120213 12301   R.J. REYNOLDS TOBACCO COMPANY 5/28/00 P           45.00
    120222 10000   A-1 WHOLESALE               5/12/00   P           19.80

Company CDR

Final totals                                                    204848.14

** END OF REPORT **
```

Printing A Recurring Invoice List

The instructions below describe printing information about the recurring invoices of all the vendors.

```
User: JTIPPIN                Menu: APCV1RP            Date:  6/12/00

=========================> A / P   R E P O R T S  <=====================
=======================================================================
||||||||||    1. Cash Requirements        10. Vendor List
THE    ||     2. Cash Forecast            11. Bank List
DAC CV1||     3. Vendor 1099 Report       12. Item List
SYSTEM ||     4. Vendor Address Label     13. Special Item List
||||||||||    5. Payments by Vendor       14. Terms List
              6. Vendor History           15. Vendor File Labels
              7. Invoice Journal
              8. Payment Journal          16. A/P Payment Edit
              9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                           M E N U   C A L L S
19. Purchasing System   20. A/P Inquiry        21. A/P Reports #2
22. General Ledger      23. A/P File Maint      90. Sign Off
=======================================================================
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===>
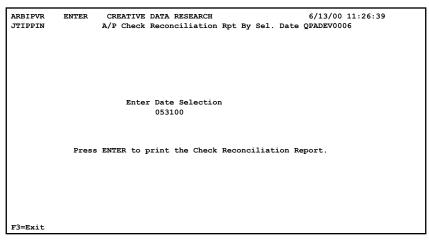```

1.  Select option 21 (A/P Reports #2) from the A/P Reports screen. The A/P Reports #2 screen appears.

```
User: JTIPPIN                Menu: APCV1R2            Date:  6/12/00

                         A / P   R E P O R T S

||||||||||    1.  A/P Open Credits
THE    ||     2.  A/P Cash Requirement Report
DAC CV1||     3.  A/P Cash Requirement Report By Bank
SYSTEM ||     4.  A/P Recurring Invoice List
||||||||||
              7.  Check Reconciliation Outstanding Report
              8.  Check Reconciliation Outstanding Report (EFTs Only)
              9.  Check Reconciliation Outstanding Report (Exclude EFTs)
              10. A/P Tobacco Invoice Report

   19. Purchasing System   20. A/P Inquiry      21. A/P File Maint.
   22. General Ledger      23. A/P Main Menu    90. Sign Off


   ===>
```

2. Select option 4 (A/P Recurring Invoice List) from the A/P Reports #2 screen. The Recurring Invoice List Prompt screen appears.

```
AP2510R    ENTER    CREATIVE DATA RESEARCH              6/12/00 11:06:03
JTIPPIN                    RECURRING INVOICE LIST PROMPT     QPADEV000D



  Enter information below and press ENTER to submit Recurring Invoice List.











  Output queue  *JOB       Copies   1    Hold  N (Y-Hold, N-Release)

F3=Exit
```

3. Enter data as necessary for the following fields:

- **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
- **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
- **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

4. Press <Enter> when data entry is complete. The *The report (Recur_List) has been submitted* message appears on the Recurring Invoice List Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.

5. Press <F3> to exit. The A/P Reports screen appears.

Recurring Invoice List

```
CREATIVE DATA RESEARCH                 RECURRING INVOICE LIST              JTIPPIN      6/12/00 11:36:23 Page     1

Vendor  STA01     Invoice amt        33.00    Disc allowed         .00    Ref   Child Support Payment

        Item               Qty     Amount  Description                   Cost Center     G/L Account #
        CHILD SUPPORT        1      33.00  CHILD SUPPORT                    10                205

Vendor  STA01     Invoice amt         .00    Disc allowed         .00    Ref   for John Doe

        Item               Qty     Amount  Description                   Cost Center     G/L Account #
        CHILD SUPPORT        1       .00   CHILD SUPPORT                    10                205

Vendor  ABI01     Invoice amt        25.00    Disc allowed         .00    Ref   Drinking Water

        Item               Qty     Amount  Description                   Cost Center     G/L Account #
        75500                1      25.00  Supplies Expense                 10              12001

** END OF REPORT **
```

Refer to Printing Multiple Reference Lines for information about using recurring invoices to print multiple text lines on a check stub, as illustrated above (see vendor code STA01).

Printing A Vendor History Report

The instructions below describe printing two versions of the vendor history report which lists the total amounts for invoices added, payments processed, cash discounts taken and net payments due. This invoice and payment information is derived from both the A/P current and history files.

Both versions of the report are printed according to a user-designated range of dates which are compared to the invoice posting dates, and payment "check dates" (date printed on a check, entered for a manual check, or entered for an electronic funds transfer). The detailed version is printed by vendor code and in order by voucher number. An example of each report version is included below.

```
         User: JTIPPIN                  Menu: APCV1RP                 Date:  6/07/00

         =======================> A / P   R E P O R T S <=======================
         ========================================================================
         !!!!!!!!!!   1. Cash Requirements          10. Vendor List
         THE     !!   2. Cash Forecast              11. Bank List
         DAC CV1!!    3. Vendor 1099 Report         12. Item List
         SYSTEM !!    4. Vendor Address Label       13. Special Item List
         !!!!!!!!!!   5. Payments by Vendor         14. Terms List
                      6. Vendor History             15. Vendor File Labels
                      7. Invoice Journal
                      8. Payment Journal            16. A/P Payment Edit
                      9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                            M E N U   C A L L S
         19. Purchasing System   20. A/P Inquiry        21. A/P Reports #2
         22. General Ledger      23. A/P File Maint      90. Sign Off
         ========================================================================
         COPYRIGHT @1992@ Creative Data Research, Inc.

         ===>
```

1. Select option 6 (Vendor History) from the A/P Reports screen. The Prompt Vendor History Rpt screen appears.

```
 AREDPVR     ENTER   Creative Data Research                  6/07/00 16:08:54
                             Prompt Vendor History Rpt




                   Company . . . . . . . . . :    CDR
                   Beginning Date . . . . .
                   Ending Date  . . . . . .
                   Vendor code  . . . . . .        (blank for all vendors)
                   Summary or Detail Flag  . . .     (S or D)









 F3=Exit    F6=Print
```

The company code, which cannot be changed at the Prompt Vendor History Rpt screen, appears for the **Company** field designating the company with which the user is working.

2. Enter data for the following fields to designate the criteria by which the report is printed:
    - **Beginning Date** (6,n) - the first date of the range of dates designated for including an invoice and a payment in the report.

- **Ending Date** (6,n) - the last date of the range of dates designated for including an invoice and a payment in the report.
- Optional: **Vendor code** (6,a) - a vendor code to limit the report to a single vendor.
- **Summary or Detail Flag** (1,a) - enter *S* (Summary) to print the summary version of the report, or enter *D* (Detail) to print the detailed version.

3. Press <F6> (Print) when data entry is complete.

```
AREDPVR     ENTER   Creative Data Research                6/07/00 16:30:44
                              Prompt Vendor History Rpt




                    Company . . . . . . . . . :    CDR
                    Beginning Date . . . . .    50100
                    Ending Date  . . . . . .    53100
                    Vendor code  . . . . . .           (blank for all vendors)
                    Summary or Detail Flag  . . .   S  (S or D)







F3=Exit    F6=Print
                                                   CONFIRM: Y (Y/N)
```

4. Press <Enter> when prompted to confirm. The A/P Reports screen appears after the report is spooled for printing, but no message appears in the user's AS/400 message queue.

Vendor History Report - Summary Version

```
Creative Data Research              Vendor History Report          JTIPPIN    AREEPFR   6/07/00 16:32:18 Page     1

Date Range: From  5/01/00  To  5/31/00

     Vendor Name                          Invoice           Payment          Discount          Net Pay
                                          Amount            Amount           Amount            Amount

     10000  A-1 WHOLESALE                  727.00            730.00            15.00            715.00
     00022  AC PAPER & SUPPLY             100.50               .00              .00               .00
     72965  ADAMS & BROOKS, INC.           30.00              7.00              .75              6.25
     74295  AMERICAN CANDY COMPANY         50.00            250.00            35.00            215.00
     12546  AMERICAN CHICLE             1,080.00          1,130.00            39.25          1,090.75
     41364  AMERICAN LICORICE             695.00            695.00             5.00            690.00
     43300  AMERICAN TOBACCO CO            75.00               .00              .00               .00
     70602  ANNABELLE CANDY CO.              .00            245.00              .00            245.00
     41696  BANNER CANDY COMPANY             .00            400.00              .00            400.00
     34000  HERSHEY FOODS CORPORATION     215.00-           200.00            11.07            188.93
     50100  KRAFT FOOD SERVICE            125.00               .00              .00               .00
     011000 LIGGETT & MYERS                  .00          4,790.28           215.56          4,574.72
     40001  M & M MARS CANDY COMPANY      174.00               .00              .00               .00
     019840 NABISCO(COOKIES&CRACKERS)      40.00               .00              .00               .00
     028000 NESTLE BRANDS                  50.00               .00              .00               .00
     028200 PHILIP MORRIS,INC                .25               .00              .00               .00
     12301  R.J. REYNOLDS TOBACCO COMPANY 4,067.00         2,730.00            88.00          2,642.00
     123000 RJ REYNOLDS TOBACCO              .00            230.47              .00            230.47

Final totals                            6,998.75         11,407.75           409.63         10,998.12

** END OF REPORT **
```

Vendor History Report - Detail Version

```
Creative Data Research                    Vendor History Report              JTIPPIN   AREGPFR   6/07/00 16:39:58 Page     1

Date Range: From  5/01/00  To  5/31/00

    Vendor  Name                        City              State    Terms

    12301  R.J. REYNOLDS TOBACCO COMPANY  MANDEVILLE         LA     10 10% 10 Net 30

                               Invoice   Invoice  Posted  Voucher Typ      Invoice
                               Number    Date     Date    Number          Amount

                               RJR3443   4/15/00  5/01/00   1228  P         200.00
                               PO856     5/01/00  5/01/00   1230  P         150.00
                               CR RJR3443 4/15/00 5/01/00   1240  P          30.00-
                               CR RJR3443 4/15/00 5/01/00   1244  P          30.00-
                               A385ABC   4/30/00  5/01/00   1245  E         687.00
                               RJ3660    4/28/00  5/01/00   1262  P         300.00
                               RJ3321    5/01/00  5/05/00   1265  P         200.00
                               RJ3322    5/02/00  5/05/00   1266  P         300.00
                               RJ33221   5/02/00  5/05/00   1267  P         200.00
                               RJR2333   5/03/00  5/05/00   1268  P       1,455.00
                               RJ55443   5/02/00  5/05/00   1269  P          50.00-
                               RJR2334   5/02/00  5/05/00   1273  P         150.00
                               RJ6671    5/08/00  5/12/00   1277  P         255.00
                               INV 4455  5/18/00  5/04/00   1278  P         100.00
                               33478     5/16/00  5/25/00   1284  P         180.00

    Invoice Total                                                        4,067.00

              Batch   Check   Check  Voucher Typ      Payment          Discount           Net Pay
              Number Number   Date                    Amount           Amount             Amount

                291 0120186  5/26/00   1214  P         345.00             .00             345.00
                290 0120185  5/25/00   1215  P         100.00             .00             100.00
              80052 0999990  5/16/00   1222  M          92.00             .00              92.00
              80053 0999990  5/16/00   1222  M         600.00             .00             600.00
              80054 0999990  5/16/00   1222  M         300.00             .00             300.00
                281 0120182  5/05/00   1228  P         200.00            2.50             197.50
                281 0120182  5/05/00   1240  P          30.00-            .00              30.00-
                281 0120182  5/05/00   1244  P          30.00-            .00              30.00-
                291 0120186  5/26/00   1260  P           2.00-            .00               2.00-
                287 0120190  5/28/00   1262  P         300.00             .00             300.00
                336 0120209  5/11/00   1265  P         200.00           20.00             180.00
                334 0120208  5/12/00   1266  P         300.00           30.00             270.00
                333 0120204  5/18/00   1277  P         255.00           25.50             229.50
                339 0120211  5/28/00   1278  P          25.00            5.00              20.00
                340 0120212  5/28/00   1278  P          25.00             .00              25.00
                342 0120213  5/28/00   1278  P          50.00            5.00              45.00

    Payment Totals                                   2,730.00           88.00           2,642.00

    ** END OF REPORT **
```

Printing A Vendor 1099 Report

This report lists vendors for whom the Form 1099 is prepared. Refer to Working With Vendor Records for information about the **1099 code** field which designates if a vendor appears on the report.

The vendor 1099 report is printed according to a user-designated range of dates which are compared to the payment "check dates" (date printed on a check, entered for a manual check, or entered for an electronic funds transfer).

```
 User: JTIPPIN                  Menu: APCV1RP                Date:  6/08/00

 ========================> A / P   R E P O R T S <========================
 =========================================================================
 !!!!!!!!!!    1. Cash Requirements          10. Vendor List
 THE     !!    2. Cash Forecast              11. Bank List
 DAC CV1!!     3. Vendor 1099 Report         12. Item List
 SYSTEM !!     4. Vendor Address Label       13. Special Item List
 !!!!!!!!!!    5. Payments by Vendor         14. Terms List
               6. Vendor History             15. Vendor File Labels
               7. Invoice Journal
               8. Payment Journal            16. A/P Payment Edit
               9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                         M E N U   C A L L S
 19. Purchasing System   20. A/P Inquiry         21. A/P Reports #2
 22. General Ledger      23. A/P File Maint       90. Sign Off
 =========================================================================
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 ===>
```

1. Select option 3 (Vendor 1099 Report) from the A/P Reports screen. The Prompt A/P 1099 Report screen appears.

```
 ARD8PVR    ENTER   Creative Data Research              6/08/00  9:43:55
                            Prompt A/P 1099 Report




                     Company . . . . . . . . . :    CDR


                       Beginning Date . . . .


                         Ending Date . . . . .







 F3=Exit   F6=Print
```

The company code, which cannot be changed at the Prompt A/P 1099 Report screen, appears for the **Company** field designating the company with which the user is working.

2. Enter data for the following fields to designate the criteria by which the report is printed:
   - **Beginning Date** (6,n) - the first date of the range of dates designated for including a vendor in the report.
   - **Ending Date** (6,n) - the last date of the range of dates designated for including a vendor in the report.
3. Press <F6> (Print) when data entry is complete.

```
ARD8PVR      ENTER    Creative Data Research                    6/08/00 10:26:04
                                Prompt A/P 1099 Report




                        Company . . . . . . . . . :    CDR

                            Beginning Date . . . .    40100

                              Ending Date . . . . .    63000






F3=Exit    F6=Print
                                                        CONFIRM: Y (Y/N)
```

4. Press <Enter> when prompted to confirm. The A/P Reports screen appears after
   the report is spooled for printing, but no message appears in the user's AS/400
   message queue.

A/P Vendor 1099 Report

Creative Data Research   A/P Vendor 1099 Report   JTIPPIN   ARD9PFR   6/08/00 10:28:42 Page   1

Company CDR

Vendor Name	Address	City	ST	Zip Code	Phone Number	1099 Code	Tax Id Number	Amount
73190 GENERAL WAX CO.	P.O. BOX 9398	NO. HOLLYWOOD, CALIF	CA	00000-0000	213/875-2121	104525	72-1125458	.00
73214 MEZZETTA	2258 CAMINO RAMON	SAN RAMON,CA	CA	94583-0000	415/866-1234	104525	72-1125458	.00
73999 DOWE EGBERTS	TWO STAMFORD LANDING	68 SOUTHFIELD AVE	CA	06902-0000		104525	72-1125458	70.00
74300 LEEMING/PACQUIN DIVISIONS	A/C 186896 MAIN P.O	P. O. BOX 7187M	CA	00006-0000	800/332-1240	104525	72-1125458	.00
75390 KLEIN BROS., LTD.	AKA STAGI & SCRIVEN	1405 S. FRESNO AVENU	CA	95206-0000	209/942-1020	104525	72-1125458	.00
75436 GRIST MILL	L&S SALES	1036 COUNTRY CLUB DR	CA	94556-0000	415/376-9720	104525	72-1125458	.00
76753 GOOD COOK	5959 WEST LAS POSITAS BL	PLEASANTON,CA.	CA	94588-0000	510/463-3555	104525	72-1125458	.00
77071 LIFOAM	1600 UNION ST	BALTIMORE,MD 21211	CA	21211-0000	800/618-1471	104525	72-1125458	.00
77298 NANCY'S SPECIALTY FOODS	THE BROKERAGE	12901 ALCOSTA BLVD.	CA	94583-0000	800/642-0130	104525	72-1125458	40.00
77400 CARL BUDDING & CO.	BELLEVUE, WA	C/O KELLY CLARKE	CA	00000-0000	415/463-3555	104525	72-1125458	50.00

Final totals

** END OF REPORT **

Printing Vendor Address Labels

To print address labels for vendors on 3-1/2" by 15/16" labels (as illustrated below) using a tractor-feed printer, select option 4 (Vendor Address Label) of the A/P Reports screen. No message appears on the A/P Reports screen, nor in the user's AS/400 message queue when the labels are spooled for printing.

```
User: JTIPPIN                Menu: APCV1RP              Date:  6/08/00

========================> A / P   R E P O R T S  <=========================
==========================================================================
¦¦¦¦¦¦¦¦¦     1. Cash Requirements        10. Vendor List
THE     ¦¦    2. Cash Forecast            11. Bank List
DAC CV1¦¦     3. Vendor 1099 Report       12. Item List
SYSTEM ¦¦     4. Vendor Address Label     13. Special Item List
¦¦¦¦¦¦¦¦¦     5. Payments by Vendor        14. Terms List
              6. Vendor History           15. Vendor File Labels
              7. Invoice Journal
              8. Payment Journal           16. A/P Payment Edit
              9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                        M E N U   C A L L S
     19. Purchasing System   20. A/P Inquiry        21. A/P Reports #2
     22. General Ledger      23. A/P File Maint      90. Sign Off
==========================================================================
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===> 4
```

```
A.H. ROBIN COLECOURT
2101 SOUTH COL. ST.
BOGALUSA    LA 70427-0000
```

```
A-1 WHOLESALE
12333 BELLFLOWER BLVD
BELLFLOWER CA 90242-5020
```

```
AC PAPER & SUPPLY
1321 SEVENTH STREET
BERKELEY CA 94710-0000
```

```
ELGREEN BOOTH INC.
5976 W LAS POSITAS
LAS POSITAS CA 94500-1940
```

```
KELLEY-CLARKE INC.
6300 DUMBARTON CIRCLE
ALLEN, OLIVER CA 94555-5020
```

Printing Vendor Lists

The instructions below describe printing a list of vendors by one of the following criteria:

- Vendor code - the **Vendor** field of the vendor records is used.
- Vendor alpha code - the **Alpha code** field of the vendor records is used.
- Vendor type - the **Type code** field of the vendor records is used.
- Amount due from vendor.

An example of each version of the vendor list is included below. Refer to Working With Vendor Records for information about the **Vendor**, **Alpha code** and **Type code** fields.

```
User: JTIPPIN                    Menu: APCV1RP              Date:  6/08/00

========================> A / P   R E P O R T S  <========================
=========================================================================
!!!!!!!!!!    1. Cash Requirements          10. Vendor List
THE    !!     2. Cash Forecast              11. Bank List
DAC CV1!!     3. Vendor 1099 Report         12. Item List
SYSTEM !!     4. Vendor Address Label       13. Special Item List
!!!!!!!!!!    5. Payments by Vendor         14. Terms List
              6. Vendor History             15. Vendor File Labels
              7. Invoice Journal
              8. Payment Journal            16. A/P Payment Edit
              9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                       M E N U   C A L L S
19. Purchasing System    20. A/P Inquiry         21. A/P Reports #2
22. General Ledger       23. A/P File Maint       90. Sign Off
=========================================================================
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==>
```

1. Select option 10 (Vendor List) from the A/P Reports screen. The Vendor List Prompt screen appears.

```
SY2750R     ENTER    CREATIVE DATA RESEARCH          6/08/00 11:19:48
JTIPPIN                      VENDOR LIST PROMPT        QPADEV0003


         Enter information below and press ENTER to submit Vendor List.


                          Print vendor list by

                          1. Vendor code

                          2. Vendor alpha code

                          3. Vendor type

                          4. Amount due



    Output queue  *JOB        Copies   1    Hold  N (Y-Hold, N-Release)

F3=Exit
```

2. Enter one of the following values for the **Print vendor list by** (1,n) field to designate the criteria by which the list is printed:
   - *1* (Vendor code) - vendors appear on the list in alphanumeric order by the vendor code.
   - *2* (Vendor alpha code) - vendors appear on the list in alphanumeric order by the alpha code.
   - *3* (Vendor type) - vendors appear on the list in alphanumeric order by the type code.

- *4* (Amount due) - vendors appear on the list in order from the least to the greatest total amount due to each.
3. Enter data as necessary for the following fields:
    - **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
    - **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
    - **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

```
SY2750R     ENTER     CREATIVE DATA RESEARCH                 6/08/00 13:28:33
JTIPPIN                        VENDOR LIST PROMPT             QPADEV0003


          Enter information below and press ENTER to submit Vendor List.


                              Print vendor list by  1

                              1. Vendor code

                              2. Vendor alpha code

                              3. Vendor type

                              4. Amount due



     Output queue  *JOB          Copies   1    Hold  N (Y-Hold, N-Release)

F3=Exit
```

4. Press <Enter> when data entry is complete. The *The report...has been submitted* message appears on the Vendor List Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.
5. Press <F3> to exit. The A/P Reports screen appears.

Vendor List By Code

```
CREATIVE DATA RESEARCH                    VENDOR LIST BY CODE              JTIPPIN    6/08/00 14:29:45 Page    1

Code      Name/Address               City              Phone/contact      Fax              Type
                                     State/Postal code Terms                               Status

00001     GOOD STUFF BEVERAGE CO.    GARDEN GROVE      714/971-8630       714/971-8630     A1
          12191 FIREBRAND STREET     CA  92640         MIKE O'BRIEN
                                                       30 Days

00002     NCR CORP.                  PLEASANTON        415/484-6252       415/484-6252     A1
          6870 KOLL CENTER PARKWAY   CA  94566         DERRICK KNIGHT
                                                       30 Days

00003     MARPRO INC.                CINCINNATI        513/641-2345       513/641-2345     A1
          9 WEST MITCHELL AVENUE     CA  45217         TOM CASEY
                                                       30 Days

000050    AWREY'S                    LIVONIA           810/522-1100       810/521-6396     A4
          12301 FARMINGTON RD        MI  48150         TIM SMITH
                                                       30 Days

000060    NORTH ATLANTIC TRADING CO  RALEIGH           800/553-6282       800/664-5266     A1
          3200 BEECHLEAF COURT SUITE 920  NC  27604    HENRY THOMAS
                                                       30 Days

000100    ALBERT & SON               GREENWICH         203/622-8655       800/678-8655     A1
          19 W. ELM ST.              CT  06830         BEN ALBERT
                                                       30 Days

000102    K & E CHEMICAL CO, INC     CLEVELAND         216/341-0500                        A3
          3960 E 93 ST               OH  44105         KATHERINE ELLIOT
                                                       30 Days

000120    ADAMS & BROOKS INC         LOS ANGELES       213/749-3226                        B1
          1915 SOUTH HOOVER ST       CA  90007         SUSAN ANTHONY
                                                       30 Days
```

Vendor List By Alpha Code

```
CREATIVE DATA RESEARCH                    VENDOR LIST BY ALPHA CODE        JTIPPIN    6/08/00 14:35:43 Page    1

Alpha/Code       Name/Address          City              Phone/contact      Fax              Type
                                       State/Postal code Terms                               Status

ADAMS & BROOKS   ADAMS & BROOKS INC    LOS ANGELES       213/749-3226                        B1
000120           1915 SOUTH HOOVER ST  CA  90007         SUSAN ANTHONY
                                                         30 Days

ADVANCED EQUIPM  ADVANCED EQUIPMENT, INC.  CUYAHOGA FALLS  800/589-3420                      A1
000122           2104 FRONT ST         OH  44221         SHARON STONE
                                                         30 Days

ALBERT & SON     ALBERT & SON          GREENWICH         203/622-8655       800/678-8655     A1
000100           19 W. ELM ST.         CT  06830         BEN ALBERT
                                                         30 Days

ANDES CANDIES I  ANDES CANDIES INC     DELAVAN           800/345-3366       414/728-9121     B1
000220           1400 EAST WISCONSIN ST  WI  53115       JAMES WEDDELL
                                                         30 Days

APTER INDUSTRIE  APTER INDUSTRIES, INC  MCKEESPORT       412/672-9628                        A1
000242           P O BOX 456           PA  15134         HENRY SIMPLE
                                                         30 Days

ARTURO FUENTE C  ARTURO FUENTE CIGAR (FANCO INT  TAMPA   800/237-7215       813/248-5738     A2
000250           1310 N 22ND ST        FL  33601         ANTHONY YETTA
                 P O BOX 2030                            30 Days

AVALON DISTRUBU  AVALON DISTRUBUTING   CANAL FULTON      800/362-0622                        A1
000305           P O BOX 536           OH  44614         JIM AVALON
                                                         30 Days

AWARD FUND RAIS  AWARD FUND RAISING    AKRON             800/221-8889                        A1
000320           685 S BROADWAY        OH  44309         TORRY SIMON
                 P O BOX 1572                            30 Days
```

Vendor List By Type

Vendor type A1

Code	Name/Address	City State/Postal code	Phone/contact Terms	Fax	Status
00001	GOOD STUFF BEVERAGE CO. 12191 FIREBRAND STREET	GARDEN GROVE CA 92640	714/971-8630 MIKE O'BRIEN 30 Days	714/971-8630	
00002	NCR CORP. 6870 KOLL CENTER PARKWAY	PLEASANTON CA 94566	415/484-6252 DERRICK KNIGHT 30 Days	415/484-6252	
00003	MARPRO INC. 9 WEST MITCHELL AVENUE	CINCINNATI CA 45217	513/641-2345 TOM CASEY 30 Days	513/641-2345	
000060	NORTH ATLANTIC TRADING CO 3200 BEECHLEAF COURT SUITE 920	RALEIGH NC 27604	800/553-6282 HENRY THOMAS 30 Days	800/664-5266	
000100	ALBERT & SON 19 W. ELM ST.	GREENWICH CT 06830	203/622-8655 BEN ALBERT 30 Days	800/678-8655	
000122	ADVANCED EQUIPMENT, INC. 2104 FRONT ST	CUYAHOGA FALLS OH 44221	800/589-3420 SHARON STONE 30 Days		
000242	APTER INDUSTRIES, INC P O BOX 456	MCKEESPORT PA 15134	412/672-9628 HENRY SIMPLE 30 Days		
000305	AVALON DISTRUBUTING P O BOX 536	CANAL FULTON OH 44614	800/362-0622 JIM AVALON 30 Days		
000320	AWARD FUND RAISING 685 S BROADWAY P O BOX 1572	AKRON OH 44309	800/221-8889 TORRY SIMON 30 Days		
000391	BEE INTERNATIONAL 2311 BOSWELL ROAD	CHULA VISTA CA 91914	800/421-6465 GUY SHUSTON 30 Days	619/482-2922	
000410	BEAN, D. D. & SONS 291 PETERBOROUGH RD P O BOX 348	JAFFREY NH 03452	603/532-8311 D.D. BEAN 30 Days	800/326-8311	
000426	BETHANY SALES BOX 248	BETHANY PA 61914	217/655-3395 SUSIE BETHANY 30 Days		
000525	BROOKVILLE GLOVE MFG CO 5-15 WESTERN AVE P O BOX 188	BROOKVILLE PA 15825	814/849-7324 GROVER PENDER 30 Days	800/322-7324	

   13 Vendors listed for vendor type A1

Vendor type A2

Code	Name/Address	City State/Postal code	Phone/contact Terms	Fax	Status
000250	ARTURO FUENTE CIGAR (FANCO INT 1310 N 22ND ST P O BOX 2030	TAMPA FL 33601	800/237-7215 ANTHONY YETTA 30 Days	813/248-5738	
000418	BERK PAPER & SUPPLY 2671 YOUNGSTOWN RD S E WAREHOUSE EAST MARKET	WARREN OH 44484	216/369-1192 MARK BERK 30 Days	216/394-3321	

   2 Vendors listed for vendor type A2

Vendor List By Amount Due

```
CREATIVE DATA RESEARCH              VENDOR LIST BY AMOUNT DUE          JTIPPIN   6/08/00 15:07:37 Page    1

Code     Name                        City                  Phone/contact      Fax            Type    Amount due
         Address                     State/Postal code     Terms                             Status

00001    GOOD STUFF BEVERAGE CO.     GARDEN GROVE          714/971-8630       714/971-8630   A1          50.00-
         12191 FIREBRAND STREET      CA  92640             MIKE O'BRIEN
                                                           30 Days

00002    NCR CORP.                   PLEASANTON            415/484-6252       415/484-6252   A1          25.00-
         6870 KOLL CENTER PARKWAY    CA  94566             DERRICK KNIGHT
                                                           30 Days

00003    MARPRO INC.                 CINCINNATI            513/641-2345       513/641-2345   A1            .00
         9 WEST MITCHELL AVENUE      CA  45217             TOM CASEY
                                                           30 Days

000050   AWREY'S                     LIVONIA               810/522-1100       810/521-6396   A4            .00
         12301 FARMINGTON RD         MI  48150             TIM SMITH
                                                           30 Days

000060   NORTH ATLANTIC TRADING CO   RALEIGH               800/553-6282       800/664-5266   A1            .00
         3200 BEECHLEAF COURT SUITE 920 NC  27604          HENRY THOMAS
                                                           30 Days

000100   ALBERT & SON                GREENWICH             203/622-8655       800/678-8655   A1            .00
         19 W. ELM ST.               CT  06830             BEN ALBERT
                                                           30 Days

000102   K & E CHEMICAL CO, INC      CLEVELAND             216/341-0500                      A3            .00
         3960 E 93 ST                OH  44105             KATHERINE ELLIOT
                                                           30 Days

000122   ADVANCED EQUIPMENT, INC.    CUYAHOGA FALLS        800/589-3420                      A1            .00
         2104 FRONT ST               OH  44221             SHARON STONE
                                                           30 Days

000220   ANDES CANDIES INC           DELAVAN               800/345-3366       414/728-9121   B1          20.00
         1400 EAST WISCONSIN ST      WI  53115             JAMES WEDDELL
                                                           30 Days

000242   APTER INDUSTRIES, INC       MCKEESPORT            412/672-9628                      A1          20.00
         P O BOX 456                 PA  15134             HENRY SIMPLE
                                                           30 Days

000250   ARTURO FUENTE CIGAR (FANCO INT TAMPA             800/237-7215       813/248-5738   A2         130.00
         1310 N 22ND ST              FL  33601             ANTHONY YETTA
         P O BOX 2030                                      30 Days

000305   AVALON DISTRUBUTING         CANAL FULTON          800/362-0622                      A1         235.00
         P O BOX 536                 OH  44614             JIM AVALON
                                                           30 Days

000320   AWARD FUND RAISING          AKRON                 800/221-8889                      A1         265.00
         685 S BROADWAY              OH  44309             TORRY SIMON
         P O BOX 1572                                      30 Days

000391   BEE INTERNATIONAL           CHULA VISTA           800/421-6465       619/482-2922   A1         559.00
         2311 BOSWELL ROAD           CA  91914             GUY SHUSTON
                                                           30 Days

000410   BEAN, D. D. & SONS          JAFFREY               603/532-8311       800/326-8311   A1         660.00
         291 PETERBOROUGH RD         NH  03452             D.D. BEAN
         P O BOX 348                                       30 Days

000418   BERK PAPER & SUPPLY         WARREN                216/369-1192       216/394-3321   A2        1555.00
         2671 YOUNGSTOWN RD S E      OH  44484             MARK BERK
         WAREHOUSE EAST MARKET                             30 Days

000426   BETHANY SALES               BETHANY               217/655-3395                      A1        2554.00
         BOX 248                     PA  61914             SUSIE BETHANY
                                                           30 Days

000495   BOARDMAN MEDICAL SUPPLY     GIRARD                216/545-6700                      A3        3458.00
         300 N STATE ST              OH  44420             SAMUEL BOARDMAN
                                                           30 Days

000525   BROOKVILLE GLOVE MFG CO     BROOKVILLE            814/849-7324       800/322-7324   A1        4552.00
         5-15 WESTERN AVE            PA  15825             GROVER PENDER
         P O BOX 188                                       30 Days

77353    BAMA                        5976 W. LAS POSITAS   415/463-8759       463-8759       TC        5520.00
         C/O ELGAAEN BOOTH           CA  94566-0000        FRED DAGGETT
         5976 W. LAS POSITAS BLVD                          10% 10 Net 30
```

Printing Vendor File Labels

To print file folder labels for vendors (as illustrated below), select option 15 (Vendor File Labels) of the A/P Reports screen. No message appears on the A/P Reports screen, nor in the user's AS/400 message queue when the labels are spooled for printing.

```
User: JTIPPIN                    Menu: APCV1RP              Date:  6/08/00

========================> A / P  R E P O R T S <========================
========================================================================
¦¦¦¦¦¦¦¦¦¦    1. Cash Requirements          10. Vendor List
THE    ¦¦    2. Cash Forecast              11. Bank List
DAC CV1¦¦    3. Vendor 1099 Report         12. Item List
SYSTEM ¦¦    4. Vendor Address Label       13. Special Item List
¦¦¦¦¦¦¦¦¦¦    5. Payments by Vendor         14. Terms List
             6. Vendor History             15. Vendor File Labels
             7. Invoice Journal
             8. Payment Journal            16. A/P Payment Edit
             9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                       M E N U   C A L L S
19. Purchasing System    20. A/P Inquiry        21. A/P Reports #2
22. General Ledger       23. A/P File Maint      90. Sign Off
========================================================================
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===> 15
```

```
000120
ADAMS & BROOKS INC
LOS ANGELES           CA 90007
```

```
000122
ADVANCED EQUIPMENT, INC.
CUYAHOGA FALLS        OH 44221
```

```
000100
ALBERT & SON
GREENWICH             CT 06830
```

```
18346
ALEX FOODS INC.
ORANGEWOOD            CA 92803-5020
```

```
32000
ALHAMBRA WATER
BARTON                CA 94555-5020
```

```
000242
APTER INDUSTRIES, INC
MCKEESPORT            PA 15134
```

```
000250
ARTURO FUENTE CIGAR
TAMPA                 FL 33601
```

Printing A Bank List

The instructions below describe printing information about the user's banks.

```
User: JTIPPIN                  Menu: APCV1RP              Date:  6/08/00

========================> A / P   R E P O R T S  <========================
=========================================================================
!!!!!!!!!!  1. Cash Requirements         10. Vendor List
THE    !!  2. Cash Forecast             11. Bank List
DAC CV1!!  3. Vendor 1099 Report        12. Item List
SYSTEM !!  4. Vendor Address Label      13. Special Item List
!!!!!!!!!!  5. Payments by Vendor        14. Terms List
           6. Vendor History            15. Vendor File Labels
           7. Invoice Journal
           8. Payment Journal            16. A/P Payment Edit
           9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                    M E N U   C A L L S
19. Purchasing System   20. A/P Inquiry       21. A/P Reports #2
22. General Ledger      23. A/P File Maint     90. Sign Off
=========================================================================
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===>
```

1. Select option 11 (Bank List) from the A/P Reports screen. The Bank List Prompt screen appears.

```
SY2000R     ENTER    CREATIVE DATA RESEARCH              6/08/00 16:11:07
JTIPPIN                        BANK LIST PROMPT          QPADEV0003




              Press ENTER to print the Bank List.










    Output queue  *JOB        Copies   1    Hold  N (Y-Hold, N-Release)

F3=Exit
```

2. Enter data as necessary for the following fields:
   - **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
   - **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
   - **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.
3. Press <Enter> when data entry is complete. The *The report (Bank_List) has been submitted* message appears on the Bank List Prompt screen. The *Job... completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.
4. Press <F3> to exit. The A/P Reports screen appears.

Bank List

```
CREATIVE DATA RESEARCH              BANK LIST                      JTIPPIN    6/08/00 16:23:55 Page     1

Code    Name                Bank account        Type                      Form    Cost Center    G/L Account #

ASI     ASI Credit Union    230-23300           Checking (payroll)                10             105
EFT     EFT Account         10-14544            Regular checking                  10             105
FNB     FIRST NATIONAL BANK 51-025462-125       Checking (Manual)                 10             100
PNB     PARISH NATIONAL BANK 1245687-25145      Investments                       10             170

** END OF REPORT **
```

Printing A Terms List

The instructions below describe printing information about payment terms.

```
     User: JTIPPIN                Menu: APCV1RP              Date:  6/08/00

     ========================> A / P   R E P O R T S <========================
     =========================================================================
     !!!!!!!!!!   1. Cash Requirements        10. Vendor List
     THE    !!    2. Cash Forecast            11. Bank List
     DAC CV1!!    3. Vendor 1099 Report       12. Item List
     SYSTEM !!    4. Vendor Address Label      13. Special Item List
     !!!!!!!!!!   5. Payments by Vendor        14. Terms List
                  6. Vendor History            15. Vendor File Labels
                  7. Invoice Journal
                  8. Payment Journal           16. A/P Payment Edit
                  9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                         M E N U   C A L L S
     19. Purchasing System   20. A/P Inquiry        21. A/P Reports #2
     22. General Ledger      23. A/P File Maint      90. Sign Off
     =========================================================================
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     ===>
```

1. Select option 14 (Terms List) from the A/P Reports screen. The Vendor Terms List Prompt screen appears.

```
SY2710R    ENTER    CREATIVE DATA RESEARCH                6/08/00 16:32:35
JTIPPIN                    VENDOR TERMS LIST PROMPT        QPADEV0003



        Enter information below and press ENTER to submit Terms List.










      Output queue  *JOB       Copies   1   Hold  N (Y-Hold, N-Release)

F3=Exit
```

2. Enter data as necessary for the following fields:
   - **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
   - **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
   - **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.
3. Press <Enter> when data entry is complete. The *The report (Terms_List) has been submitted* message appears on the Vendor Terms List Prompt screen. The *Job... completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.
4. Press <F3> to exit. The A/P Reports screen appears.

Vendor Terms List

```
CREATIVE DATA RESEARCH                  VENDOR TERMS LIST                    JTIPPIN     6/08/00 16:35:51 Page     1

Code Description              Payment   Discount  Discount  Payment due  Discount due
                             due days  due days   percent   dte overide  dte overide

A4   Test for Due on Receipt     1         0        .00
EF   4.5% EFT                    99        99       4.50
00   Net Due                      0         0        .00        99/10
01   DUE UPON RECEIPT             0         0        .00
10   10% 10 Net 30               30        10       10.00
15   2.5% 15 Net 35              35        15        2.50
20   1.25% 20 Net 30             30        20        1.25
30   30 Days                     30         0        .00

** END OF REPORT **
```

Printing An A/P Items List

The instructions below describe printing information about the Accounts Payable items.

```
User: JTIPPIN              Menu: APCV1RP              Date:  6/08/00

==========================> A / P   R E P O R T S  <=========================
=============================================================================
|||||||||   1. Cash Requirements          10. Vendor List
THE   ||    2. Cash Forecast              11. Bank List
DAC CV1||   3. Vendor 1099 Report         12. Item List
SYSTEM ||   4. Vendor Address Label       13. Special Item List
|||||||||   5. Payments by Vendor         14. Terms List
            6. Vendor History             15. Vendor File Labels
            7. Invoice Journal
            8. Payment Journal            16. A/P Payment Edit
            9. Invoice Journal(Post Date) 17. A/P Payment Edit (Alpha)
                       M E N U   C A L L S
19. Purchasing System    20. A/P Inquiry       21. A/P Reports #2
22. General Ledger       23. A/P File Maint     90. Sign Off
=============================================================================
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===>
```

1. Select option 12 (Item List) from the A/P Reports screen. The Item List Prompt screen appears.

```
SY2400R    ENTER    CREATIVE DATA RESEARCH            6/08/00 16:55:36
JTIPPIN                      ITEM LIST PROMPT          QPADEV0003




        Enter information below and press ENTER to submit Item List.








   Output queue  *JOB       Copies   1    Hold  N (Y-Hold, N-Release)

F3=Exit
```

2. Enter data as necessary for the following fields:
   - **Output queue** (10,a) - the object name of the appropriate output queue used to print the report.
   - **Copies** (3,n) - the number designating the number of duplicate copies of the report to print.
   - **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.
3. Press <Enter> when data entry is complete. The *The report (Item_List) has been submitted* message appears on the Item List Prompt screen. The *Job...completed...* message appears in the user's AS/400 message queue when the report is spooled for printing.
4. Press <F3> to exit. The A/P Reports screen appears.

Item List

```
CREATIVE DATA RESEARCH                ITEM LIST                        JTIPPIN     6/08/00 16:52:31 Page    1

Item            Description                     List price    Actual cost   Disc allowed   G/L Account #
INVENTORY01     Purchases - Cigarettes               .00           .00          Y              800
INVENTORY02     Purchases - Tobacco                  .00           .00          Y              810
INVENTORY03     Purchases - Cigars                   .00           .00          Y              810
INVENTORY04     Purchases - Candy/Gum                .00           .00          Y              820
INVENTORY05     Purchases - Grocery                  .00           .00          Y              830
INVENTORY06     Purchases - HBA/Drugs                .00           . 0          Y              825
INVENTORY07     Purchases - Paper Prod               .00           .00          Y              845
INVENTORY08     Purchases - General Merchandis       .00           .00          Y              845
INVENTORY09     Purchases - Frozen/Refrig.           .00           .00          Y              840
INVENTORY10     Purchases - Non Inventory            .00           .00          Y              845
INVENTORY11     Purchases - Misc.                    .00           .00          Y              845
INVENTORY20     Purchases - Misc. Grocery            .00           .00          Y              830
1000            Legal Exp. Collections               .00           .00          N             1000
1010            Legal Exp. Corporation               .00           .00          N             1010
1015            Licenses                             .00           .00          N             1015
1020            Electricity & Water                  .00           .00          N             1020
1025            Office Supplies                      .00           .00          Y             1025
1030            Maintenance Expense                  .00           .00          N             1030
1060            Meals                                .00           .00          N             1060
1075            Miscellaneous Expenses               .00           .00          Y             1075
1080            Employee Bonuses                     .00           .00          N             1080
1085            Pension Plan                         .00           .00          N             1085
1090            Bottle Returns                       .00           .00          N             1090
1095            Rent                                 .00           .00          N             1095
2000            Catalog Expense                      .00           .00          N             2000
2015            Postage                              .00           .00          N             2015
2030            Taxes-Payroll                        .00           .00          N             2030
2035            Taxes-Property                       .00           .00          N             2035
2040            Taxes - FUTA                         .00           .00          N             2040
2045            Taxes - SUTA                         .00           .00          N             2045
2050            Telephone                            .00           .00          N             2050
2060            Travel Expense                       .00           .00          N             2060
2070            Trash Removal                        .00           .00          N             2070
2075            Drivers Test/Exams                   .00           .00          N             2075
2095            Salaries                             .00           .00          N             2095
2130            Automobiles                          .00           .00          N             2130
620             Discounts                            .00           .00          N              620
805             Cigarette Tax                        .00           .00          N              805
815             Tobacco Tax                          .00           .00          N              815
860             Advertising                          .00           .00          N              860
865             Awards & Bonuses                     .00           .00          N              865
890             Bank Charges                         .00           .00          N              890
895             Continuing Education                 .00           .00          N              895
900             Contributions                        .00           .00          N              900
905             Gasoline - Vehicles                  .00           .00          N              905
910             Milage/Tools/Parking                 .00           .00          N              910
915             Delivery Expense                     .00           .00          N              915
920             Leasing                              .00           .00          N              920
925             Fuel Tax                             .00           .00          N              925
930             Lease Repairs                        .00           .00          N              930
940             Depreciation                         .00           .00          N              940
945             Dues/Subscriptions                   .00           .00          N              945
950             Freight/Shipping/Handling            .00           .00          N              950
955             Heat/Air Conditioning                .00           .00          N              955
960             Insurance                            .00           .00          N              960
995             Interest Expense                     .00           .00          N              995

** END OF REPORT **
```
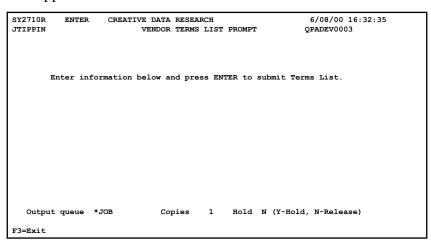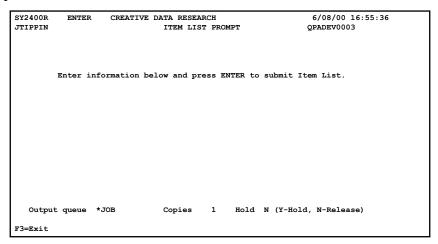
Working With Closing Applications

The Month End Close and Year End Close applications are used after Accounts Payable processing is completed each month and each fiscal year, respectively. This ensures that A/P transactions are not mistakenly posted to a month (also referred to as a period) that should be closed.

Saving Accounts Payable Data To Tape

CDR strongly recommends that users save a copy of the Accounts Payable data to tape cartridges before closing a month or a year. Care should also be taken to safely store these cartridges off-site.

1. Enter **SAVLIB (DACACTDATA) DEV (TC)** on the command line as illustrated below.

```
User: JEANNINE                  Menu: APCV1                    Date:  8/25/11

==================> A C C O U N T S   P A Y A B L E <==================
======================================================================
¦¦¦¦¦¦¦¦¦     1. Invoice Entry/Update        11. Void Check Entry (Blanks)
THE    ¦¦     2. Debit/Credit Maint.
DAC    ¦¦     3. Process Manual Payments
SYSTEM ¦¦     4. Auto Payment Selection
¦¦¦¦¦¦¦¦¦¦     5. Process EFT Payments
              6. Print Checks
              7. Select Default Company
              8. Edit Voucher Pay Date
              9. Receive Remote Invoices
             10. Check Reconciliation
                     M E N U   C A L L S
19. A/P Inquiry        20. A/P File Maint.        21. A/P Report Menu
22. General Ledger     23. A/P Closing Menu       90. Sign Off
======================================================================
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===> SAVLIB (DACACTDATA) DEV(TC)
```

2. Press <Enter>.

```
User: JEANNINE                  Menu: APCV1                    Date:  8/25/11

==================> A C C O U N T S   P A Y A B L E <==================
======================================================================
¦¦¦¦¦¦¦¦¦     1. Invoice Entry/Update        11. Void Check Entry (Blanks)
THE    ¦¦     2. Debit/Credit Maint.
DAC    ¦¦     3. Process Manual Payments
SYSTEM ¦¦     4. Auto Payment Selection
¦¦¦¦¦¦¦¦¦¦     5. Process EFT Payments
              6. Print Checks
              7. Select Default Company
              8. Edit Voucher Pay Date
              9. Receive Remote Invoices
             10. Check Reconciliation
                     M E N U   C A L L S
19. A/P Inquiry        20. A/P File Maint.        21. A/P Report Menu
22. General Ledger     23. A/P Closing Menu       90. Sign Off
======================================================================
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===>

384 objects saved from library DACACTDATA.
```
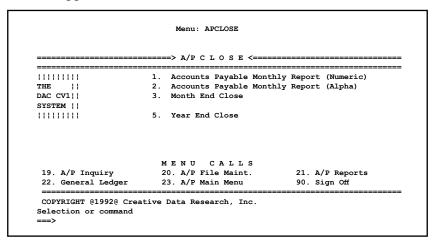
The *...objects saved from library DACACTDATA* message appears on the screen when the save operation is done.

Printing Accounts Payable Monthly Reports

CDR strongly recommends that users print the Accounts Payable monthly report before closing a month. This report lists vendor invoices which are posted, but not yet closed. Invoices that are entered, but not yet posted, and invoices that are closed (paid) do not appear on this report.

```
User: JEANNINE              Menu: APCV1                Date:  8/25/11

==================> A C C O U N T S   P A Y A B L E <==================
=====================================================================
!!!!!!!!!!    1. Invoice Entry/Update        11. Void Check Entry (Blanks)
THE    !!     2. Debit/Credit Maint.
DAC    !!     3. Process Manual Payments
SYSTEM !!     4. Auto Payment Selection
!!!!!!!!!!    5. Process EFT Payments
              6. Print Checks
              7. Select Default Company
              8. Edit Voucher Pay Date
              9. Receive Remote Invoices
             10. Check Reconciliation
                       M E N U    C A L L S
19. A/P Inquiry        20. A/P File Maint.       21. A/P Report Menu
22. General Ledger     23. A/P Closing Menu      90. Sign Off
=====================================================================
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==>
```

1. Select option 23 (A/P Closing Menu) from the Accounts Payable screen. The A/P Close screen appears.

```
                         Menu: APCLOSE


========================> A/P C L O S E <========================
=================================================================
!!!!!!!!!!              1.  Accounts Payable Monthly Report (Numeric)
THE    !!              2.  Accounts Payable Monthly Report (Alpha)
DAC CV1!!              3.  Month End Close
SYSTEM !!
!!!!!!!!!!              5.  Year End Close




                       M E N U    C A L L S
19. A/P Inquiry        20. A/P File Maint.       21. A/P Reports
22. General Ledger     23. A/P Main Menu         90. Sign Off
=================================================================
 COPYRIGHT @1992@ Creative Data Research, Inc.
Selection or command
==>
```

2. To print the report in order by vendor code, select option 1 (Accounts Payable Monthly Report-Numeric). No message appears on the A/P Close screen, nor in the user's AS/400 message queue when the report is spooled for printing.
3. To print the report in order by vendor name, select option 2 (Accounts Payable Monthly Report-Alpha). No message appears on the A/P Close screen, nor in the user's AS/400 message queue when the report is spooled for printing.
4. Press <F3> to exit. The Accounts Payable screen appears.

Accounts Payable Monthly Report

12301 R.J. REYNOLDS TOBACCO COMPANY

Invoice Number	Voucher Number	Invoice Date	Date Posted	Invoice Amount	Remaining Amount Due	Due Date	Disc Due Date
T856123	1208	4/11/00	4/24/00	2510.00	1000.00	4/11/00	7/19/00
PU2169	1210	4/11/00	4/24/40	3276.40	3276.40	4/11/00	
K86912	1222	4/06/00	4/28/00	10992.00	10000.00	4/06/00	7/14/00
L1269	1223	4/10/00	4/28/00	12366.00	12366.00	4/10/00	7/18/00
RJR3443	1228	4/15/00	5/01/00	200.00	200.00	5/15/00	5/05/00
PO856	1230	5/01/00	5/01/00	150.00	150.00	5/31/00	5/11/00
A385ABC	1245	4/30/00	5/01/00	687.00	687.00	8/07/00	8/07/00
RJ33221	1267	5/02/00	5/05/00	200.00	200.00	6/01/00	5/12/00
RJ55443	1269	5/02/00	5/05/00	50.00CR	50.00CR	6/10/00	
33478	1284	5/16/00	5/25/00	180.00	180.00	6/15/00	5/26/00
RT1249	1296	6/12/00	6/19/00	2061.00	2061.00	9/19/00	9/19/00
63987	2000192	6/02/00	6/17/00	251.00	251.00	7/07/00	6/17/00
A1231245	2000213	5/15/00	6/23/00	1530.00	1530.00	5/15/00	5/30/00
234441	2000260	6/14/00	6/29/00	1490.00	1490.00	7/19/00	6/29/00

Vendor Totals   33341.40

27200 BROWN & WILLIAMSON-CIGARETTES

Invoice Number	Voucher Number	Invoice Date	Date Posted	Invoice Amount	Remaining Amount Due	Due Date	Disc Due Date
E1213213	2000216	5/22/00	6/23/00	551.00	551.00	6/26/00	6/06/00

Vendor Totals   551.00

31700 HELME TOBACCO COMPANY

Invoice Number	Voucher Number	Invoice Date	Date Posted	Invoice Amount	Remaining Amount Due	Due Date	Disc Due Date
F1231524	2000217	5/01/00	6/23/00	4540.00	4540.00	6/05/00	5/16/00

Vendor Totals   4540.00

40001 M & M MARS CANDY COMPANY

Invoice Number	Voucher Number	Invoice Date	Date Posted	Invoice Amount	Remaining Amount Due	Due Date	Disc Due Date
A8569	1209	4/06/00	4/24/00	1516.32	1516.32	4/06/00	4/26/00
8569LP	1279	5/24/00	5/31/00	174.00	174.00	6/28/00	6/08/00
G152456	2000218	6/07/00	6/23/00	264.00	264.00	6/07/00	6/11/00
H454654	2000219	6/07/00	6/23/00	8720.00	8720.00	6/07/00	
I121324	2000220	6/07/00	6/23/00	6504.00	6504.00	6/07/00	4/15/00
K45445465	2000221	6/11/00	6/23/00	6592.00	6592.00	6/11/00	6/21/00
L456454	2000222	6/11/00	6/23/00	240.00	240.00	6/11/00	6/21/00
O15454684	2000225	6/12/00	6/23/00	3084.00	3084.00	6/12/00	6/12/00

Vendor Totals   27094.32

43300 AMERICAN TOBACCO CO

Invoice Number	Voucher Number	Invoice Date	Date Posted	Invoice Amount	Remaining Amount Due	Due Date	Disc Due Date
C454654	2000215	5/12/00	6/23/00	4000.00	4000.00	6/16/00	5/27/00

Vendor Totals   4000.00

Accounts Payable Monthly Report By Vendor

```
CREATIVE DATA RESEARCH                    Accounts Payable Monhtly Report by VenJTIPPIN    6/21/00 16:04:33 Page     1

   43300   AMERICAN TOBACCO CO                     P.O. BOX 101040      CA

              Invoice    Voucher Invoice    Date        Invoice       Remaining    Due    Disc Due
              Number     Number  Date       Posted      Amount        Amount       Date   Date
                                                                      Due

              C454654    2000215 5/12/00    6/23/00      4000.00        4000.00     6/16/00 5/27/00

          Vendor Totals                                                4000.00

   27200   BROWN & WILLIAMSON-CIGARETTES           C#26256 S#74731      CA

              Invoice    Voucher Invoice    Date        Invoice       Remaining    Due    Disc Due
              Number     Number  Date       Posted      Amount        Amount       Date   Date
                                                                      Due

              E1213213   2000216 5/22/00    6/23/00       551.00         551.00     6/26/00 6/06/00

          Vendor Totals                                                 551.00

   90600   GENERAL CIGAR COMPANY                   PITTSBURGH, PA       CA

              Invoice    Voucher Invoice    Date        Invoice       Remaining    Due    Disc Due
              Number     Number  Date       Posted      Amount        Amount       Date   Date
                                                                      Due

              A1255         1255 6/08/00    6/18/00       820.00         820.00     7/08/00 6/18/00

          Vendor Totals                                                 820.00

   31700   HELME TOBACCO COMPANY                   P.O. BOX 65743       CA

              Invoice    Voucher Invoice    Date        Invoice       Remaining    Due    Disc Due
              Number     Number  Date       Posted      Amount        Amount       Date   Date
                                                                      Due

              F1231524   2000217 5/01/00    6/23/00      4540.00        4540.00     6/05/00 5/16/00

          Vendor Totals                                                4540.00

   40001   M & M MARS CANDY COMPANY                MANDEVILLE           LA

              Invoice    Voucher Invoice    Date        Invoice       Remaining    Due    Disc Due
              Number     Number  Date       Posted      Amount        Amount       Date   Date
                                                                      Due

              A8569         1209 4/06/00    4/24/00      1516.32        1516.32     4/06/00 4/26/00
              8569LP        1279 5/24/00    5/31/00       174.00         174.00     6/28/00 6/08/00
              G152456    2000218 6/07/00    6/23/00       264.00         264.00     6/07/00 6/11/00
              H454654    2000219 6/07/00    6/23/00      8720.00        8720.00     6/07/00
              I121324    2000220 6/07/00    6/23/00      6504.00        6504.00     6/07/00 4/15/00
              K45445465  2000221 6/11/00    6/23/00      6592.00        6592.00     6/11/00 6/21/00
              L456454    2000222 6/11/00    6/23/00       240.00         240.00     6/11/00 6/21/00
              O15454684  2000225 6/12/00    6/23/00      3084.00        3084.00     6/12/00 6/12/00

          Vendor Totals                                               27094.32

   12301   R.J. REYNOLDS TOBACCO COMPANY           MANDEVILLE           LA

              Invoice    Voucher Invoice    Date        Invoice       Remaining    Due    Disc Due
              Number     Number  Date       Posted      Amount        Amount       Date   Date
                                                                      Due

              T856123       1208 4/11/00    4/24/00      2510.00        1000.00     4/11/00 7/19/00
              PU2169        1210 4/11/00    4/24/00      3276.40        3276.40     4/11/00
              K86912        1222 4/06/00    4/28/00     10992.00       10000.00     4/06/00 7/14/00
              L1269         1223 4/10/00    4/28/00     12366.00       12366.00     4/10/00 7/18/00
              RJR3443       1228 4/15/00    5/01/00       200.00         200.00     5/15/00 5/05/00
              PO856         1230 5/01/00    5/01/00       150.00         150.00     5/31/00 5/11/00
              A385ABC       1245 4/30/00    5/01/00       687.00         687.00     8/07/00 8/07/00
              RJ33221       1267 5/02/00    5/05/00       200.00         200.00     6/01/00 5/12/00
              RJ55443       1269 5/02/00    5/05/00        50.00CR        50.00CR   6/10/00
              33478         1284 5/16/00    5/25/00       180.00         180.00     6/15/00 5/26/00
              RT1249        1296 6/12/00    6/19/00      2061.00        2061.00     9/19/00 9/19/00
              63987      2000192 6/02/00    6/17/00       251.00         251.00     7/07/00 6/17/00
              A1231245   2000213 5/15/00    6/23/00      1530.00        1530.00     5/15/00 5/30/00
              234441     2000260 6/14/00    6/29/00      1490.00        1490.00     7/19/00 6/29/00

          Vendor Totals                                               33341.40
```

Closing A Month

Closing a month (period) should be done as soon as possible after the last day of a period. Refer to Working With Period Date Records for information about using the Period Date Maintenance screen (see below) to ensure that the correct period will be closed before using the Month End Close application.

```
SY1450R    CHANGE   CREATIVE DATA RESEARCH              7/18/05 14:17:04
JEANNINE                      PERIOD DATE MAINTENANCE         QPADEV000F

Period year  . . . :    4
Period 1 start date    10104

Period 1 end date  :    13104
Period 2 end date  :    22904
Period 3 end date  :    33104
Period 4 end date  :    43004
Period 5 end date  :    53104
Period 6 end date  :    63004
Period 7 end date  :    73104
Period 8 end date  :    83104
Period 9 end date  :    93004
Period 10 end date :   103104
Period 11 end date :   113004
Period 12 end date :   123104
Period 13 end date :



F3=Exit   F11=Delete
```

Users must be certain that all previous periods are closed before closing the current period. Refer to Displaying Period Status Records for information about using the Period Status Inquiry screen (see below) to verify which periods are open and closed before using the Month End Close application.

```
SY5460R     DISPLAY  CREATIVE DATA RESEARCH             7/18/05 14:18:27
JEANNINE                        PERIOD STATUS INQUIRY        QPADEV000F

Period year  . . . :     4
Application code . :    AP

Period 1 open  . . :    Y   (Y, N)
Period 2 open  . . :    Y
Period 3 open  . . :    Y
Period 4 open  . . :    Y
Period 5 open  . . :    Y
Period 6 open  . . :    Y
Period 7 open  . . :    Y
Period 8 open  . . :    Y
Period 9 open  . . :    Y
Period 10 open . . :    Y
Period 11 open . . :    N
Period 12 open . . :    N
Period 13 open . . :    N



F3=Exit
```

Though it is possible to open a previously closed period of the current year, this can only be done under the direction of CDR support personnel to ensure that A/P transactions are not mistakenly posted to a month that should be closed.

Eligible invoice and payment records are moved from A/P current files to A/P history files when the Month End Close application is used. Refer to Working With Company A/P Options for information about using the Company Maintenance (A/P) screen (see below) to change, if necessary, the value of the **Days to hold closed A/P** field which determines how long the records remain in the A/P current files.

```
SY5170R    DISPLAY  Creative Data Research                7/18/05 14:20:00
JEANNINE                    COMPANY INQUIRY (A/P)         QPADEV000F


Company  . . . . . . :   CDR
                                     Last A/P voucher number    167
A/P aging method . . :   I           Days to hold closed A/P   999

A/P aging bucket 1 name   CURRENT    A/P aging bucket 1 days    30
A/P aging bucket 2 name   31 - 60    A/P aging bucket 2 days    60
A/P aging bucket 3 name   61 - 90    A/P aging bucket 3 days    90
A/P aging bucket 4 name   91 - 120   A/P aging bucket 4 days   120
A/P aging bucket 5 name   OVER 120   A/P aging bucket 5 days   999

Allow discount override  . :   Y     Inv jrnl entry method    I
Allow detail payment change    Y     Pmt jrnl entry method    C
Number of leader checks  . :   1     Reprint check number
                                       on preprinted checks   N


                          Cost Center   G/L Acct Number
A/P account number . . :   10          20000
Discount account . . . :   10          59500

F3=Exit
```

The Accounts Payable Monthly Report is used to review vendor accounts before closing a month, and should be printed before using the Month End Close application. Refer to Printing Accounts Payable Monthly Reports for additional information. Also, refer to Saving Accounts Payable Data To Tape before following the instructions below.

```
User: JEANNINE                  Menu: APCV1              Date:  7/18/05

==================> A C C O U N T S   P A Y A B L E <==================
=====================================================================
!!!!!!!!!!     1. Invoice Entry/Update        11. Void Check Entry (Blanks)
THE     !!     2. Debit/Credit Maint.
DAC     !!     3. Process Manual Payments
SYSTEM  !!     4. Auto Payment Selection
!!!!!!!!!!     5. Process EFT Payments
               6. Print Checks
               7. Select Default Company
               8. Edit Voucher Pay Date
               9. Receive Remote Invoices
              10. Check Reconciliation
                    M E N U   C A L L S
19. A/P Inquiry         20. A/P File Maint.      21. A/P Report Menu
22. General Ledger      23. A/P Closing Menu     90. Sign Off
=====================================================================
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 ===>
```

1. Select option 23 (A/P Closing Menu) from the Accounts Payable screen. The A/P Close screen appears.

```
                          Menu: APCLOSE


        =========================> A/P C L O S E <=============================
        ====================================================================
        !!!!!!!!!          1.  Accounts Payable Monthly Report (Numeric)
        THE    !!          2.  Accounts Payable Monthly Report (Alpha)
        DAC    !!          3.  Accounts Payable Monthly Report (Numeric-EFT)
        SYSTEM !!          4.  Accounts Payable Monthly Report (Alpha-EFT)
        !!!!!!!!!          5.  Month End Close

                           7.  Year End Close


           19. A/P Inquiry        20. A/P File Maint.        21. A/P Reports
           22. General Ledger     23. A/P Main Menu          90. Sign Off
        ====================================================================
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        Selection or command
        ===>
```

2. Select option 5 (Month End Close) from the A/P Close screen. The A/P Month End Close screen appears.

```
AP6215R      ENTER    CREATIVE DATA RESEARCH             7/18/05 14:27:40
JEANNINE                  A/P MONTH END CLOSE            QPADEV000F




                Enter the period for which invoices will be closed.


                       Period to close









      Output queue  *JOB        Copies   1    Hold  N (Y-Hold, N-Release)

F3=Exit
```

3. Enter data for the following fields as necessary:
   - **Period to close** (2,n) - the number of the desired period to be closed.
   - **Output queue** (10,a) - the object name of the appropriate output queue used to print the A/P Month End Close report (see below).
   - **Copies** (3,n) - the number designating the number of duplicate copies of the A/P Month End Close report to print.
   - **Hold** (1,a) - enter *Y* (yes) to designate that the spool file containing the report will be held for printing in the future.

4. Press <Enter> when data entry is complete.

5. Press <Enter> when prompted to confirm. When the closing process is complete, the *...month end close for period # completed successfully* message appears.

Though it is possible to open a previously closed period of the current year, this can only be done under the direction of CDR support personnel to ensure that A/P transactions are not mistakenly posted to a month that should be closed.

A/P Month End Close Report

```
CREATIVE DATA RESEARCH              A/P MONTH END CLOSE              JEANNINE    AP7215R    7/18/05 14:35:38 Page     1

Period closed   11     Period ending date  11/30/04

    Vendor  Voucher  Reference                    Date posted  Trans date  Date Closed  Batch
    12547   2000108  Invoice 108                   11/20/04     11/02/04    11/20/04      50
    12547   2000109  Invoice 109                   11/20/04     11/03/98    11/20/04      50
    12547   2000110  Invoice 110                   11/20/04     11/06/04    11/20/04      50
    12547   2000111  Invoice 111                   11/20/04     11/06/04    11/20/04      50
    41800   2000130  Invoice 130                   11/20/04     11/01/04    11/20/04      52
    41800   2000131  Invoice 131                   11/20/04     11/03/04    11/20/04      52
    53300   2000132  Invoice 132                   11/20/04     11/05/04    11/20/04      52
    74345   2000133  Invoice 133                   11/21/04     11/01/04    11/20/04      53
    74345   2000134  Invoice 134                   11/21/04     11/02/04    11/20/04      53
    74345   2000135  Invoice 135                   11/21/04     11/03/04    11/20/04      53
    41800   2000136  Invoice 136                   11/21/04     11/05/04    11/20/04      53
    41800   2000137  Invoice 137                   11/21/04     11/06/04    11/20/04      53
    41800   2000138  Invoice 138                   11/21/04     11/06/04    11/20/04      53
    41800   2000139  Invoice 139                   11/21/04     11/08/04    11/20/04      53
    41800   2000140  Invoice 140                   11/21/04     11/10/04    11/20/04      53
    41800   2000141  Invoice 141                   11/21/04     11/02/04    11/20/04      53
    41800   2000142  Invoice 142                   11/21/04     11/10/04    11/20/04      53
    53300   2000143  Invoice 143                   11/21/04     11/02/04    11/20/04      53
    53300   2000144  Invoice 144                   11/21/04     11/05/04    11/20/04      53
    17000   2000145  Invoice 145                   11/21/04     11/12/04    11/20/04      53
    00573   2000146  Invoice 146                   11/21/04     11/12/04    11/20/04      53
    96006   2000147  Invoice 147                   11/21/04     11/02/04    11/20/04      53
    74345   2000148  Invoice 148                   11/20/04     11/01/04    11/19/04      55
    74345   2000149  Invoice 149                   11/20/04     11/02/04    11/19/04      55
    74345   2000150  Invoice 150                   11/20/04     11/03/04    11/19/04      55
    41800   2000151  Invoice 151                   11/20/04     11/05/04    11/19/04      55
    41800   2000152  Invoice 152                   11/20/04     11/05/04    11/19/04      55
    41800   2000153  Invoice 153                   11/20/04     11/07/04    11/19/04      55
    41800   2000154  Invoice 154                   11/20/04     11/09/04    11/19/04      55
    41800   2000155  Invoice 155                   11/20/04     11/10/04    11/19/04      55
    41800   2000156  Invoice 156                   11/20/04     11/10/04    11/19/04      55
    41800   2000157  Invoice 157                   11/20/04     11/07/04    11/19/04      55
    90712   2000163  Invoice 163                   11/21/04     11/01/04    11/19/04      56
    90712   2000164  Invoice 164                   11/21/04     11/02/04    11/19/04      56
    90712   2000165  Invoice 165                   11/21/04     11/05/04    11/19/04      56
    1607    2000166  Invoice 166                   11/21/04     11/05/04    11/19/04      56
    1607    2000167  Invoice 168                   11/21/04     11/02/04    11/19/04      56
    1607    2000168  Invoice 168                   11/21/04     11/05/04    11/19/04      56
    1607    2000169  Invoice 169                   11/21/04     11/02/04    11/19/04      56
    1607    2000170  Invoice 170                   11/21/04     11/05/04    11/19/04      56
    1607    2000171  Invoice 171                   11/21/04     11/05/04    11/19/04      56
    1607    2000172  Invoice 172                   11/21/04     11/01/04    11/19/04      56
    1607    2000173  Invoice 173                   11/21/04     11/01/04    11/19/04      56
    1610    2000174  Invoice 174                   11/21/04     11/01/04    11/19/04      56
    1610    2000175  Invoice 175                   11/21/04     11/01/04    11/19/04      56
    90703   2000176  Invoice 176                   11/21/04     11/01/04    11/19/04      56
```

Closing A Year

Both the following critical tasks must be performed prior to closing the year:

- The Month End Close application must be run to close all 13 periods (also referred to as months) of the year. This task is required regardless of whether or not the user's year equals 13 four-week periods. Refer to Closing A Month for additional information.

- The period dates must be defined for the coming year. Refer to Working With Period Date Records for additional information.

If either of the above tasks are not performed before attempting to close the year, a warning message appears, and year-end processing is not completed.

If the vendor 1099 report is used, it must be printed before closing the year. Refer to Printing A Vendor 1099 Report for additional information. Also, refer to Saving Accounts Payable Data To Tape before following the instructions below.

```
User: JEANNINE                   Menu: APCV1                Date:  7/18/05

==================> A C C O U N T S   P A Y A B L E <==================
========================================================================
¦¦¦¦¦¦¦¦¦¦     1. Invoice Entry/Update        11. Void Check Entry (Blanks)
THE    ¦¦     2. Debit/Credit Maint.
DAC    ¦¦     3. Process Manual Payments
SYSTEM ¦¦     4. Auto Payment Selection
¦¦¦¦¦¦¦¦¦¦     5. Process EFT Payments
              6. Print Checks
              7. Select Default Company
              8. Edit Voucher Pay Date
              9. Receive Remote Invoices
             10. Check Reconciliation
                    M E N U   C A L L S
19. A/P Inquiry        20. A/P File Maint.        21. A/P Report Menu
22. General Ledger     23. A/P Closing Menu       90. Sign Off
========================================================================
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  ===>
```

1. Select option 23 (A/P Closing Menu) from the Accounts Payable screen. The A/P Close screen appears.

```
                         Menu: APCLOSE


==========================> A/P C L O S E <==========================
========================================================================
¦¦¦¦¦¦¦¦¦              1. Accounts Payable Monthly Report (Numeric)
THE    ¦¦              2. Accounts Payable Monthly Report (Alpha)
DAC    ¦¦              3. Accounts Payable Monthly Report (Numeric-EFT)
SYSTEM ¦¦              4. Accounts Payable Monthly Report (Alpha-EFT)
¦¦¦¦¦¦¦¦¦              5. Month End Close

                      7. Year End Close


19. A/P Inquiry        20. A/P File Maint.        21. A/P Reports
22. General Ledger     23. A/P Main Menu          90. Sign Off
========================================================================
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Selection or command
===>
```

2. Select option 7 (Year End Close) from the A/P Close screen. The A/P Year End Close screen appears.

```
AP8215R     ENTER    CREATIVE DATA RESEARCH                 7/18/05 12:50:45
JEANNINE                     A/P YEAR END CLOSE              QPADEV0009




                    This program closes the current year for Accounts Payable.

                    Before continuing, insure:

                         1.   The Month End has been run,
                         2.   A Period Status record was created for the new year,
                         3.   The Calendar records exist for the new year.






F3=Exit
```

3. Press <Enter>. The length of time it takes to complete year-end closing varies according to the number of vendor records in the user's database.