

DAC

User Guide

Vendor Billing

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Working With Vendor Billing

The Vendor Billing applications are primarily used to create invoices. Typically the transactional amounts accumulated by vendor deals are “imported” by vendor billing users who later “export” the invoiced amounts to Vendor Receivables for tracking and processing. Refer to the Vendor Receivables document for additional information.

```
User: JEANNINE          Menu: PUCV1          Date: 8/26/22

======> P U R C H A S I N G <=====
=====
||||| 1. Work With Purchase Orders      12. Import Costs
THE   || 2. Work With Vendors           13. W/W Vendor/Whse PO Msg
DAC   || 3. Work With Items             14. Display Vendor Changes
SYSTEM || 4. Work With Buyer Control File 15. Display Multi Whs Qtys
||||| 5. Work With Buying Allowances
      6. Work With Dock Receiving
      7. Work With A/P Transfers
      8. Work With RF Receiving
      9. Work With Buyer Messages
     10. Vendor Receivables
     11. Work With Vendor Groups
          M E N U   C A L L S
19. Truck Scheduling    20. A/P Menu      21. Purchasing Reports
22. Inventory Menu     23. Dac Main Menu   90. Sign Off

==> 10 _____
```

To begin working with Vendor Billing, select option 10 (Vendor Receivables) from the Purchasing screen. The Vendor Relations screen appears.

```
User: JEANNINE          Menu: VRCV1          Date: 8/26/22

===== V E N D O R   R E L A T I O N S =====
=====
||||| 1. Vendor Deals & Tracking
THE   || 2. Vendor Billing
DAC   || 3. Vendor Receivables
SYSTEM || 4. Customer Loyalty Program
||||| 5. Vendor/Customer Tracking

          M E N U   C A L L S
19. Purchasing Menu    20. Vendor Spoils Mgmt  21.
22.                   23. Dac Main Menu    90. Sign Off

==> 2 _____
```

To open the Vendor Billing screen, select option 2 (Vendor Billing) from the Vendor Relations screen.

User: JEANNINE

Menu: VBCV1

Date: 8/26/22

===== > V E N D O R B I L L I N G < =====

```
|||||
THE  ||
DAC  ||
SYSTEM ||
|||||
```

1. Work with Vendor Invoices
2. Build Vendor Invoice
3. Work with Address Book
4. Review Invoice Details
5. Deals with Unexported Transactions
6. A/P Credit Interface

M E N U C A L L S

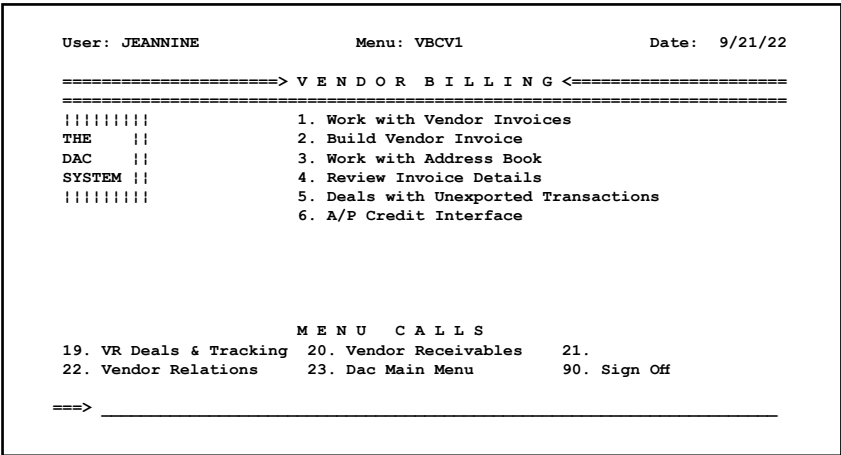
19. VR Deals & Tracking	20. Vendor Receivables	21.
22. Vendor Relations	23. Dac Main Menu	90. Sign Off

==> _____

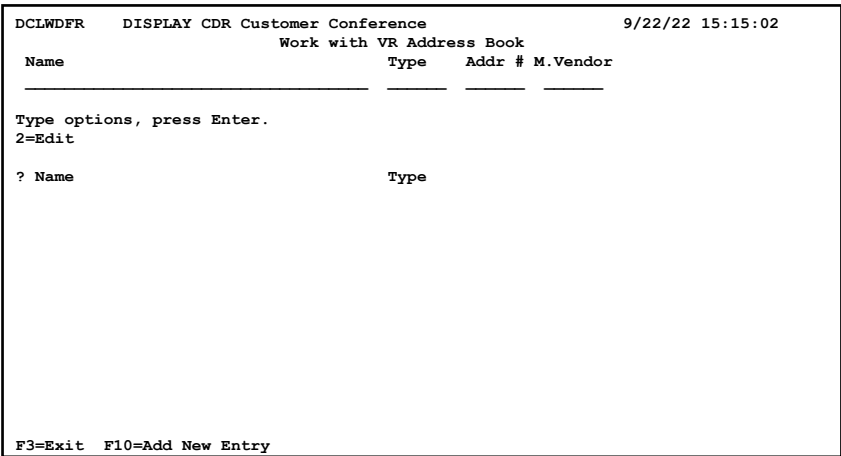
Editing The Vendor Receivable Address Book

The Work With Address Book application is used to add the distributor’s “remit to” address for the vendor billing invoices, and alternative vendor addresses if needed.

- 1. Select option 10 (Vendor Receivables) from the Purchasing screen. The Vendor Relations screen appears.
- 2. Select option 2 (Vendor Billing) from the Vendor Relations screen. The Vendor Billing screen appears.



- 3. Select option 3 (Work With Address Book) from the Vendor Billing screen. The Work with VR Address Book screen appears.



- 4. Press <F10> (Add New Entry). The Edit VR Address Entry Details screen appears.

DCLVE1R	CHANGE	CDR Customer Conference	9/23/22	9:46:04
Edit VR Address Entry Details				
Address #	11			
Type changes, press Enter.				
Name	_____			
Address Line 1	_____			
Address Line 2	_____			
Address Line 3	_____			
City	_____			
State	__	Zip Code	_____	Zip Ext
Address Type	_____			
Master Vendor	_____			
F3=Exit F4=Search				

5. Enter data for the following:
 - **Name** (35,a) - company name of the distributor or vendor.
 - **Address Line 1** (30,a) - first line of the mailing address.
 - **Address Line 2** (30,a) - second line of the address.
 - **Address Line 3** (30,a) - third line of the address.
 - **City** (25,a) - city of the mailing address.
 - **State** (2,a) - state abbreviation of the address.
 - **Zip Code** (5,n) - zip code of the address.
 - **Zip Ext** (5,n) - 4-digit extension of the address.
6. Enter *REMIT* for the **Address Type** (6,a) field if adding the distributor's address; otherwise, any text can be entered for the informational purposes of the user.

DCLVE1R	CHANGE	CDR Customer Conference	9/23/22	10:56:27
Edit VR Address Entry Details				
Address #	11			
Type changes, press Enter.				
Name	A-1 WHOLESALE DISTRIBUTORS_____			
Address Line 1	123 MAIN STREET_____			
Address Line 2	_____			
Address Line 3	_____			
City	JEFFERSON_____			
State	LA	Zip Code	70121	Zip Ext
Address Type	REMIT_			
Master Vendor	_____			
F3=Exit F4=Search				

7. Enter the vendor code for the **Master Vendor** (6,a) field if adding an alternative vendor's address. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
8. Press <F3> when data entry is complete. The Work With VR Address Book screen appears.

Adding An Invoice By Importing Vendor Deal Data

The instructions below describe using the Build Vendor Invoice application to create vendor billing invoices by importing data accumulated for vendor deals.

1. Select option 10 (Vendor Receivables) from the Purchasing screen. The Vendor Relations screen appears.
2. Select option 2 (Vendor Billing) from the Vendor Relations screen. The Vendor Billing screen appears.

```
User: JEANNINE          Menu: VBCV1          Date: 9/21/22

===== > V E N D O R   B I L L I N G <=====
=====
|||||
THE  ||
DAC  ||
SYSTEM ||
|||||
1. Work with Vendor Invoices
2. Build Vendor Invoice
3. Work with Address Book
4. Review Invoice Details
5. Deals with Unexported Transactions
6. A/P Credit Interface

                                M E N U   C A L L S
19. VR Deals & Tracking  20. Vendor Receivables  21.
22. Vendor Relations    23. Dac Main Menu        90. Sign Off

==> _____
```

3. To open the Build Vendor Invoice screen either select:
 - Option 2 (Build Vendor Invoice) from the Vendor Billing screen, or
 - Option 1 (Work With Vendor Invoices) and press <F10> (Create Invoice) when the Work With Vendor Invoices screen appears.

```
DCJ0PVR  ENTER  CDR Customer Conference  10/05/22 13:16:24
                Build Vendor Invoice

Vendor # . _____
Invoice Date 100522      Terms ____ Due Date _____

Data Import Options:
Import Deal # Activity . . . _____
If you import data from a deal, you may choose item level information or
a single line summary of the deal.
Import Item Level Details for Deal? Y (Y/N) N=Summary Only
Include Items with Zero Accrual $ ? Y (Y/N)
If you use item level details you may specify a start and end date.
                Start Date _____
                End Date   _____

F3=Exit  F4=Search  F10=Create Invoice
```

4. Enter data for the following fields:
 - Optional: **Vendor #** (6,a) - the vendor code. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
 - Optional: **Invoice Date** (6,n) - the invoice date.
 - Optional: **Terms** (3,a) - a terms code. If necessary, press <F4> to select a terms code from the Select Terms Description screen.

- Optional: **Due Date** (6,n) - the due date.
- **Import Deal # Activity** (6,n) - a vendor deal number. If necessary, press <F4> to select a deal number from the Select Deal screen. The *This is a mixed vendor deal. A separate invoice will created for each vendor* message appears when a mixed vendor deal is selected.
- **Import Item Level Details for Deal?** (1,a) - *Y* (yes) to import item level information, or *N* (no) to create a single line summary of the deal activity.
- **Include Items with Zero Accrual \$?** (1,a) - *Y* (yes) to import item level information for items with no accumulated amounts.
- Optional: **Start Date** and **End Date** (6,n) - dates to limit the invoice to amounts accumulated during a designated date range.

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

6. Press <F10> (Create Invoice) and press <Enter> to confirm. The Edit Vendor Invoice screen appears if a single invoice is created.

DCJ4E1R	CHANGE	CDR Customer Conference	10/05/22 13:21:04
Edit Vendor Invoice			
Invoice	1005		
B I L L T O :		M E S S A G E S :	
HERSHEY CHOCOLATE			
P.O. BOX 845850			
DALLAS		TX	78284
		Dates-> 09-01-22 - 09-30-22	
Invoice Date	100522	Printed	Invoice Total 873.19
Terms Code		Due Date	
F3=Exit F4=Search for Alternate Billing Address F8=Unlock Address			

7. Enter data for the following fields:

- Optional: **M E S S A G E S** (35,A) - text which will print at the bottom of the invoice.
- Optional: **Terms** (3,a) - a terms code.
- Optional: **Due Date** (6,n) - the due date.

8. To edit the bill to address, either:

- Press <F4> (Search for Alternate Billing Address) and select it from the Select Address Book Entry screen, or
- Press <F8> (Unlock Address) and enter the address.

9. Press <Enter> when data entry is complete. The VR Invoice screen appears.

10. Press <F3> (Exit). The Work With Vendor Invoices screen appears.

Adding A Vendor Billing Invoice Manually

The instructions below describe using the Build Vendor Invoice application to create a vendor billing invoice by entering the data manually.

1. Select option 10 (Vendor Receivables) from the Purchasing screen. The Vendor Relations screen appears.
2. Select option 2 (Vendor Billing) from the Vendor Relations screen. The Vendor Billing screen appears.

```
User: JEANNINE          Menu: VBCV1          Date: 9/26/22

===== > V E N D O R   B I L L I N G <=====
=====
|||||||
THE    ||          1. Work with Vendor Invoices
DAC    ||          2. Build Vendor Invoice
SYSTEM ||          3. Work with Address Book
|||||||          4. Review Invoice Details
|||          5. Deals with Unexported Transactions
|||          6. A/P Credit Interface

                                M E N U   C A L L S
19. VR Deals & Tracking      20. Vendor Receivables      21.
22. Vendor Relations        23. Dac Main Menu           90. Sign Off

==>
```

3. To open the Build Vendor Invoice screen either select:
 - Option 2 (Build Vendor Invoice) from the Vendor Billing screen, or
 - Option 1 (Work With Vendor Invoices) and press <F10> (Create Invoice) when the Work With Vendor Invoices screen appears.

```
DCJ0PVR  ENTER  CDR Customer Conference      10/03/22 12:14:20
                        Build Vendor Invoice

Vendor # . _____
Invoice Date 100322      Terms ____ Due Date _____

Data Import Options:
Import Deal # Activity . . . _____
If you import data from a deal, you may choose item level information or
a single line summary of the deal.
Import Item Level Details for Deal? Y (Y/N) N=Summary Only
Include Items with Zero Accrual $ ? Y (Y/N)
If you use item level details you may specify a start and end date.
                        Start Date _____
                        End Date   _____

F3=Exit  F4=Search  F10=Create Invoice
```

4. Enter data for the following fields:
 - **Vendor #** (6,a) - the vendor code. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
 - Optional: **Invoice Date** (6,n) - the invoice date.
 - Optional: **Terms** (3,a) - a terms code. If necessary, press <F4> to select a terms code from the Select Terms Description screen.
 - Optional: **Due Date** (6,n) - the due date.

DCJ0PVR	ENTER	CDR Customer Conference	10/03/22 12:14:20
Build Vendor Invoice			
Vendor # .	NAT001		
Invoice Date	100322	Terms ____	Due Date 110322
Data Import Options:			
Import Deal # Activity . . . ____			
If you import data from a deal, you may choose item level information or a single line summary of the deal.			
Import Item Level Details for Deal? Y (Y/N) N=Summary Only			
Include Items with Zero Accrual \$? Y (Y/N)			
If you use item level details you may specify a start and end date.			
		Start Date ____	
		End Date ____	
F3=Exit F4=Search F10=Create Invoice			

5. Press <Enter> when data entry is complete.
6. Press <F10> (Create Invoice), and press <Enter> when prompted to confirm. The Edit Vendor Invoice screen appears.

DCJ4E1R	CHANGE	CDR Customer Conference	10/03/22 12:22:16
Edit Vendor Invoice			
Invoice	1004		
B I L L T O :		M E S S A G E S :	
NAT001			
NATIONAL TOBACCO CO.			
135 SOUTH LASSALLE			
CHICAGO	IL	60674	
Invoice Date	100322	Printed	Invoice Total
Terms Code	____	Due Date	110322
F3=Exit F4=Search for Alternate Billing Address F8=Unlock Address			

7. Enter data for the following fields:
 - Optional: **M E S S A G E S** (35,A) - text which will print at the bottom of the invoice.
 - Optional: **Invoice Date** (6,n) - the invoice date.
 - Optional: **Terms Code** (3,a) - a terms code.
 - Optional: **Due Date** (6,n) - the due date.
8. To edit the bill to address, either:
 - Press <F4> (Search for Alternate Billing Address) and select it from the Select Address Book Entry screen, or
 - Press <F8> (Unlock Address) and enter the address.
9. Press <F10> (Create Invoice), and press <Enter> when prompted to confirm. The VR Invoice screen appears.

DISPLAY DCJ1DFR		JEANNINE	CDR Customer Conference		10/03/22 12:24:48 QPADEV0018		
			VR Invoice				
Inv#	Vendor		Date				
1003	NAT001 NATIONAL TOBACCO CO.		10/03/22			.00	GL
Line	Item	Rsn	Qty	Amount	Line Description		
Create Ad Hoc Line Item--> _____							
2=Edit Line							

F3=Exit F10=Header F15=GL Toggle
No data to display.

10. Enter data for the following fields for the invoice item:
 - **Rsn** (2,a) - reason code. If necessary, press <F4> to select a code from the Select VR Transaction Reason screen.
 - **Qty** (5,n) - quantity of the item.
 - **Amount** (9.2,n) - rate or unit price of the item.
 - Optional: **Line Description** (25,n) - text describing the item.
11. Press <Enter> when data entry is complete. The G/L Account Entries screen appears.

DISPLAY DCJ1DFR		JEANNINE	CDR Customer Conference		10/03/22 12:24:48 QPADEV0018		
			VR Invoice				
Inv#	Vendor		Date				
1002	NST100 NESTLE USA		10/03/22			.00	GL
Line	Item	Rsn	Qty	Amount	Line Description		
Create Ad Hoc Line Item--> D_ 00001 300.00 Debit							
2=Edi							
: G/L Account Entries :							
: :							
: Trans# 1002 Reason D :							
: Vendor NST100 NESTLE USA Type D :							
: Company 001 :							
: Debit Cost Center _10 - Debit Account _122 - :							
: Credit Cost Center _10 - Credit Account _630 - :							
: F3=Exit :							
: :							
: :							
: :							

F3=Exit F10=Header F15=GL Toggle

12. If necessary, enter data for the following fields:
 - **Company** (3,a) - a company code.
 - **Debit Cost Center** (3+4,n) - a cost center number.
 - **Debit Account** (5+4,n) - a G/L account number.
 - **Credit Cost Center** (3+4,n) - a cost center number.
 - **Credit Account** (5+4,n) - a G/L account number.

13. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The VR Invoice screen appears.

DISPLAY DCJ1DFR JEANNINE CDR Customer Conference 10/03/22 12:40:37 QPADEV0018									
VR Invoice									
Inv#	Vendor		Date		Total		GL		
1002	NST100 NESTLE USA		10/03/22		300.00				
Line	Item	Rsn		Qty	Amount	Line Description			
Create Ad Hoc Line Item--> _____									
2=Edit Line									
? Line#	Item	Description	U/M	Qty	Amount	Extension	Rsn		
1				1	300.00	300.00	D	Debit	

F3=Exit F10=Header F15=GL Toggle

14. Press <F3> (Exit) when data entry is complete. The Work With Vendor Invoices screen appears.

Editing A Vendor Billing Invoice

The instructions below describe using the Work With Vendor Invoices application to edit the details and header information of a vendor billing invoice.

DCJ2DFR

DISPLAY CDR Customer Conference

10/03/22 13:11:55

Work with Vendor Invoices

Vendor# Invoice Date Printed Status Amount

Type options, press Enter.

2=Edit Z=Zoom to Header P=Print Invoice X=Export to Receivables V=InvoiceV2

? Vendor	Vendor Name	Inv#	Date	Amount	Printed	Sts
— NST100	NESTLE USA	1002	10/03/22	300.00		O
— RJR100	R.J. REYNOLDS TOBACCO INC	28	9/22/22	3598.90		O
— PHI001	PHILLIP MORRIS INC.	27	9/22/22	48399.70		O
— LIG001	LIGGETT & MEYERS TOBACCO	26	9/22/22	1258.00		O
— RJR100	R.J. REYNOLDS TOBACCO INC	24	8/25/22	150.00	9/14/22	P
— RJR100	R.J. REYNOLDS TOBACCO INC	23	9/22/22	100008891.01	10/03/22	P
— AMER01	AMERICAN SNUFF COMPANY	21	7/28/21	2500.00	7/28/21	O
— KEE001	KEEBLER COMPANY	20	7/28/21	1460.00	7/28/21	X
— KEE001	KEEBLER COMPANY	19	7/28/21	1960.00	7/28/21	P
— NAT001	NATIONAL TOBACCO CO.	18	3/09/20	1595.00	6/03/21	P
— LOR001	LORILLARD	17	3/09/20	1025.00	3/09/20	O
— LIG001	LIGGETT & MEYERS TOBACCO	16	3/09/20	825.00	3/09/20	X +

F3=Exit F10=Create Invoice

When using the Work With Vendor Invoices screen, the following restrictor fields can be used:

- **Vendor#** (6,a) - enter a vendor code and press <Enter> to limit the list to include only the invoices of the desired vendor. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
- **Invoice** (6,n) - enter an invoice number, press <Field Exit> and press <Enter>. The list is redisplayed beginning with this invoice number.
- **Date** (6,n) - enter a date and press <Field Exit> to display only the invoices the date entered.
- **Printed** (6,n) - enter a date and press <Field Exit> to display only the invoices printed on the date entered.
- **Status** (1,a) - enter *O* (Open), *P* (Printed) or *X* (Exported) and press <Field Exit> to display only the invoices of the status entered.
- **Amount** (11.2,n) - enter an amount to display only the invoices with an equal total amount.

1. To edit the invoice details, locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter 2 (Edit) in the selection column next to the vendor code, and press <Enter>. The VR Invoice screen appears.

DISPLAY DCJ1DFR		JEANNINE		CDR Customer Conference		10/04/22 13:04:38 QPADEV0016	
VR Invoice							
Inv#	Vendor			Date			
19	KEE001 KEEBLER COMPANY			7/28/21			
Line	Item	Rsn	Qty	Amount	Line Description	Total	GL
19	KEE001 KEEBLER COMPANY					1,960.00	GL
2=Edit Line							
? Line#	Item	Description	U/M	Qty	Amount	Extension	Rsn
1	561158	KEEBLER CHIPS DELUXE 2OZ	BOX	314	157.00	157.00	@ Deal 156 Customer Tracking
2	561161	KEEBLER PECAN SANDIES 2 OZ	BOX	695	347.50	347.50	@ Deal 156 Customer Tracking
3	561167	KEEBLER VIENNA CREMES 2OZ	CTN	894	447.00	447.00	@ Deal 156 Customer Tracking
4	561759	KEEBLER CLUB CRACKER 5.25 OZ	BOX	513	256.50	256.50	@ Deal 156 Customer Tracking
5	631127	KEEBLER FUDGE STRIPE COOKIES 11.5OZ	BAG	504	252.00	252.00	@ Deal 156 Customer Tracking
6				1	500.00	500.00	D Ad allowance

F3=Exit F10=Header F15=GL Toggle

When using the VR Invoice screen, the following restrictor fields can be used:

- **Line** (5,n) - enter a line number, press <Field Exit> and press <Enter>. The list is redisplayed beginning with this line number.
- **Item** (6,n) - enter an item number and press <Enter> to limit the list to the item with the number entered. If necessary, press <F4> to select an item from the Select Item screen.

- To edit an item, locate the desired item in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter 2 (Edit Line) in the selection column next to the item's line number, and press <Enter>. The Edit VR Invoice Line Details screen appears.

DCJ3E1R		CHANGE		CDR Customer Conference		10/04/22 14:13:01	
Edit VR Invoice Line Details							
VR Invoice Number	19						
VR Invoice Line	1						
Type changes, press Enter.							
Item Number	561158	Item Category	_5				
Unit Of Measure # .	2						
Unit Of Measure Text	BOX						
Deal Number	156						
Deal Description .	Customer Tracking						
Reason	@						
Qty	314						
\$ Amount	157.00						
\$ Extension	157.00						
G/L Company							
Credit Cost Center		-		Credit Account		-	
Debit Cost Center		-		Debit Account		-	
User ID							
F3=Exit F4=Search							

- To change the unit of measure of an item, enter a valid value of 1, 2, 3 or 4 for the **Unit of Measure** (1,n) field, and the unit's description for the **Unit of Measure Text** (3,a) field.
- To change the vendor deal, enter a valid deal number for the **Deal Number** (6,n) field, and the deal's description for the **Deal Description** (25,a) field.

5. To change the VR transaction reason, enter a valid reason code for the **Reason** (2,a) field.
6. If necessary, enter data for the following fields:
 - **Qty** (5,n) - quantity of the item.
 - **\$ Amount** (9.2,n) - rate or unit price of the item.
 - **\$ Extension** (11.2,n) - total price of the item.
7. If necessary, enter data for the following fields:
 - **G/L Company** (3,a) - a company code.
 - **Credit Cost Center** (3+4,n) - a cost center number.
 - **Credit Account** (5+4,n) - a G/L account number.
 - **Debit Cost Center** (3+4,n) - a cost center number.
 - **Debit Account** (5+4,n) - a G/L account number.
8. Press <Enter> when data entry is complete. The VR Invoice screen appears.
9. To add an item to the invoice, enter data for the following fields:
 - **Rsn** (2,a) - reason code. If necessary, press <F4> to select a code from the Select VR Transaction Reason screen.
 - **Qty** (5,n) - quantity of the item.
 - **Amount** (9.2,n) - rate or unit price of the item.
 - Optional: **Line Description** (25,n) - text describing the item.
10. Press <Enter> when data entry is complete. The G/L Account Entries screen appears.
11. If necessary, enter data for the following fields:
 - **Company** (3,a) - a company code.
 - **Debit Cost Center** (3+4,n) - a cost center number.
 - **Debit Account** (5+4,n) - a G/L account number.
 - **Credit Cost Center** (3+4,n) - a cost center number.
 - **Credit Account** (5+4,n) - a G/L account number.
12. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The VR Invoice screen appears.
13. To edit the invoice header information, press <F10> (Header). The Edit Vender Invoice screen appears.

DCJ4E1R	CHANGE	CDR Customer Conference	10/05/22 10:11:14
		Edit Vendor Invoice	
Invoice	1004		
B I L L T O :		M E S S A G E S :	
RJR100			
R.J. REYNOLDS TOBACCO INC.			
P.O. BOX 84153			
DALLAS	TX	88981	
Invoice Date	100522	Printed	Invoice Total
Terms Code	___	Due Date	___
F3=Exit F4=Search for Alternate Billing Address F8=Unlock Address			

14. If necessary, enter data for the following fields:
 - Optional: **M E S S A G E S** (35,A) - text which will print at the bottom of the invoice.
 - Optional: **Invoice Date** (6,n) - the invoice date.
 - Optional: **Terms Code** (3,a) - a terms code.
 - Optional: **Due Date** (6,n) - the due date.
15. To edit the bill to address, either:
 - Press <F4> (Search for Alternate Billing Address) and select it from the Select Address Book Entry screen, or
 - Press <F8> (Unlock Address) and enter the address.
16. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The VR Invoice screen appears.

Printing Vendor Billing Invoices

The instructions below describe using the Work With Vendor Invoices application to print two versions of the vendor billing invoice. The first version uses a landscape format printed on “plain paper.” Version 2 is printed using the Formless Printing optional DAC module in a portrait format. Examples of both versions are included below.

Contact CDR support personnel for additional information about the Formless Printing optional DAC module.

DCJ2DFR

DISPLAY CDR Customer Conference

10/24/22 13:34:34

Work with Vendor Invoices

Vendor# Invoice Date Printed Status Amount

Type options, press Enter.

2=Edit Z=Zoom to Header P=Print Invoice X=Export to Receivables V=InvoiceV2

? Vendor	Vendor Name	Inv#	Date	Amount	Printed	Sts
CDR001	CREATIVE WHOLESALE DISTRI	1014	10/19/22	34.50	10/19/22	P
CDR001	CREATIVE WHOLESALE DISTRI	1013	10/19/22	17.00	10/19/22	P
CDR001	CREATIVE WHOLESALE DISTRI	1012	10/19/22	4.00		O
DOT001	DOT FOODS INC.	1010	10/06/22	198.00	10/19/22	P
ALT001	ALTADIS USA	1009	10/06/22		10/06/22	P
BIC001	BIC CORPORATION	1008	10/06/22		10/06/22	P
HER001	HERSHEY CHOCOLATE	1007	10/05/22	893.55	10/06/22	P
	HERSHEY CHOCOLATE	1006	10/05/22	1043.88		O
	HERSHEY CHOCOLATE	1005	10/05/22	873.19		O
RJR100	R.J. REYNOLDS TOBACCO INC	1004	10/05/22			O
NST100	NESTLE USA	1002	10/03/22	800.00		O
RJR100	R.J. REYNOLDS TOBACCO INC	28	9/22/22	3598.90		O +

F3=Exit F10=Create Invoice

1. To print version 1 of the invoice, locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *P* (Print Invoice) in the selection column next to the vendor code, and press <Enter>.

DCJ2DFR		DISPLAY CDR Customer Conference		10/24/22 13:34:34	
Work with Vendor Invoices					
.....					
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:	Would you like to email				:
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2. Enter *N* (no) and press <Enter> when the *Would you like to email this Vendor Invoice?* message appears.

```

DCJ2DFR      DISPLAY CDR Customer Conference      10/24/22 13:34:34
                        Work with Vendor Invoices
:
:          +++
:
: Would you like to email
: this Vendor Invoice?          : ivables V=InvoiceV2
:
:
:                               Printed Sts
:                               : 4.50 10/19/22 P
:                               : 7.00 10/19/22 P
:                               : .00 O
:                               : .00 10/19/22 P
:                               : .88 10/06/22 P
:                               : .19 10/06/22 P
:                               : .55 10/06/22 P
:                               : .88 O
:                               : .19 O
:                               : O
:                               : .00 O
:                               : 3598.90 O +
:
:                               OK? N (Y/N)
:
: F3=Exit
:
: Do You Want to Print a
: Separate Envelope Window
: Address Page?
:
: HERSHEY CHOCOLA : Y
: HERSHEY CHOCOLA :
: RJR100 R.J. REYNOLDS T :
: NST100 NESTLE USA :
: RJR100 R.J. REYNOLDS TOBACCO INC 28 9/22/22 3598.90
:
F3=Exit F10=Create Invoice

```

3. Enter *N* (no) and press <Enter> when the *Do You Want to Print a Separate Envelope Window Address Page?* message appears.

Vendor Billing Invoice Version 1

V E N D O R		I N V O I C E					
-----B I L L T O :-----		-----R E M I T T O :-----					
Invoice # 1007 Invoice Date 10/05/22 Vendor HER001 HERSHEY CHOCOLATE P.O. BOX 845850 DALLAS TX 00000		A-1 WHOLESALE DISTRIBUTORS 123 MAIN STREET JEFFERSON LA 70121 9999					
Message Dates-> 07-01-22 - 07-31-22							
Item	Item Description	Rsn UPC	U/M Deal#	M E M O :	Units	Rate	Amount
403078	HERSHEY NUGGET ASSORTED	@ 03400001688	CS 177	Hershey Buydown	52	.55 \$	28.60
439336	HERSHEY PLAIN GIANT BAR	@ 03400019036	BOX 177	Hershey Buydown	98	.75 \$	73.50
439393	HERSHEY MINIATURES 12 OZ	@ 03400021303	CS 177	Hershey Buydown	171	.75 \$	128.25
439394	HERSHEY KISSES 12 OZ	@ 03400013000	CSE 177	Hershey Buydown	445	1.01 \$	449.45
439397	HERSHEY HUGS 12 OZ	@ 03400011000	BAG 177	Hershey Buydown	282	.75 \$	211.50
440024	HERSHEY KISSES 24 OZ	@	CSE 177	Hershey Buydown	3	.75 \$	2.25
Total					1051		893.55
C A T E G O R Y S U M M A R Y							
Category 4 CANDY/GUM				\$		893.55	

DCJ2DFR

DISPLAY CDR Customer Conference

10/25/22 11:02:27

Work with Vendor Invoices

Vendor# Invoice Date Printed Status Amount

Type options, press Enter.

2=Edit Z=Zoom to Header P=Print Invoice X=Export to Receivables V=InvoiceV2

? Vendor	Vendor Name	Inv#	Date	Amount	Printed	Sts
- CDR001	CREATIVE WHOLESALE DISTRI	1014	10/19/22	34.50	10/19/22	P
-	CREATIVE WHOLESALE DISTRI	1013	10/19/22	17.00	10/19/22	P
- CDR001	CREATIVE WHOLESALE DISTRI	1012	10/19/22	4.00		O
- DOT001	DOT FOODS INC.	1010	10/06/22	198.00	10/19/22	P
- ALT001	ALTADIS USA	1009	10/06/22		10/06/22	P
- BIC001	BIC CORPORATION	1008	10/06/22		10/06/22	P
- HER001	HERSHEY CHOCOLATE	1007	10/05/22	893.55	10/24/22	P
-	HERSHEY CHOCOLATE	1006	10/05/22	1043.88		O
-	HERSHEY CHOCOLATE	1005	10/05/22	873.19		O
- RJR100	R.J. REYNOLDS TOBACCO INC	1004	10/05/22			O
- NST100	NESTLE USA	1002	10/03/22	800.00		O
- RJR100	R.J. REYNOLDS TOBACCO INC	28	9/22/22	3598.90		O +

F3=Exit F10=Create Invoice

1. To print version 2 of the invoice, locate the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *V* (InvoiceV2) in the selection column next to the vendor code, and press <Enter>.

```

DCJ2DFR      DISPLAY CDR Customer Conference
                                10/25/22 11:02:27
                                Work with Vendor Invoices
.....
:                                     +++
:                                     :
:                                     :
: Would you like to email
: this Vendor Invoice?              : ivables V=InvoiceV2
:                                     :
:                                     : Printed Sts
:                                     : 4.50 10/19/22 P
:                                     : 7.00 10/19/22 P
:                                     : 4.00 O
: F3=Exit                          : 8.00 10/19/22 P
:                                     : 10/06/22 P
:                                     : 10/06/22 P
:                                     : 3.55 10/24/22 P
.....
-      HERSHEY CHOCOLATE          1006 10/05/22      1043.88      O
-      HERSHEY CHOCOLATE          1005 10/05/22      873.19      O
- RJR100 R.J. REYNOLDS TOBACCO INC 1004 10/05/22      O
- NST100 NESTLE USA                1002 10/03/22      800.00      O
- RJR100 R.J. REYNOLDS TOBACCO INC 28 9/22/22      3598.90      O +

F3=Exit F10=Create Invoice

```

2. Enter *N* (no) and press <Enter> when the *Would you like to email this Vendor Invoice?* message appears.

DCJ2DFR		DISPLAY CDR Customer Conference			10/25/22 11:02:27	
Work with Vendor Invoices						
.....						
:	+++			:		
:				:		
:	Would you like to email			:		
:	this Vendor Invoice?			:	ivables V=InvoiceV2	
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:				:	Printed Sts	
:				:	4.50 10/19/22 P	
:	OK? N (Y/N)			:	7.00 10/19/22 P	
:			:	.00 O	
:	F3=Exit			:	.00 10/19/22 P	
:	Do You Want to Print a			:	10/06/22 P	
:	Separate Envelope Window			:	10/06/22 P	
:	Address Page?			:	.55 10/24/22 P	
:			:		
-	HERSHEY CHOCOLA : Y			:	.88 O	
-	HERSHEY CHOCOLA :			:	.19 O	
-	RJR100 R.J. REYNOLDS T :			:	O	
-	NST100 NESTLE USA :			:	.00 O	
-	RJR100 R.J. REYNOLDS TOBACCO INC 28 9/22/22			:	3598.90 O +	
F3=Exit F10=Create Invoice						

Exporting Invoice Data To Vendor Receivables

The instructions below describe using the Work With Vendor Invoices application to export invoiced amounts to Vendor Receivables for tracking and processing. Refer to the Vendor Receivables document for information about adding and applying vendor receivable transactions after the invoice data is exported.

DCJ2DFR

DISPLAY CDR Customer Conference

10/25/22 13:41:24

Work with Vendor Invoices

Vendor# Invoice Date Printed Status Amount

Type options, press Enter.

2=Edit Z=Zoom to Header P=Print Invoice X=Export to Receivables V=InvoiceV2

? Vendor Vendor Name Inv# Date Amount Printed Sts

CDR001 CREATIVE WHOLESALE DISTRI 1015 10/25/22 22.00 10/25/22 P

CDR001 CREATIVE WHOLESALE DISTRI 1014 10/19/22 34.50 10/25/22 P

CREATIVE WHOLESALE DISTRI 1013 10/19/22 17.00 10/19/22 P

CDR001 CREATIVE WHOLESALE DISTRI 1012 10/19/22 4.00 O

DOT001 DOT FOODS INC. 1010 10/06/22 198.00 10/19/22 P

ALT001 ALTADIS USA 1009 10/06/22 10/06/22 P

BIC001 BIC CORPORATION 1008 10/06/22 10/06/22 P

HER001 HERSHEY CHOCOLATE 1007 10/05/22 893.55 10/25/22 P

HERSHEY CHOCOLATE 1006 10/05/22 1043.88 O

HERSHEY CHOCOLATE 1005 10/05/22 873.19 O

RJR100 R.J. REYNOLDS TOBACCO INC 1004 10/05/22 O

NST100 NESTLE USA 1002 10/03/22 800.00 O +

F3=Exit F10=Create Invoice

When using the Work With Vendor Invoices screen, the following restrictor fields can be used:

- **Vendor#** (6,a) - enter a vendor code and press <Enter> to limit the list to include only the invoices of the desired vendor. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
- **Invoice** (6,n) - enter an invoice number, press <Field Exit> and press <Enter>. The list is redisplayed beginning with this invoice number.
- **Date** (6,n) - enter a date and press <Field Exit> to display only the invoices the date entered.
- **Printed** (6,n) - enter a date and press <Field Exit> to display only the invoices printed on the date entered.
- **Status** (1,a) - enter *O* (Open), *P* (Printed) or *X* (Exported) and press <Field Exit> to display only the invoices of the status entered.
- **Amount** (11.2,n) - enter an amount to display only the invoices with an equal total amount.

1. After locating the desired invoice in the screen's list (use the restrictor fields or <Page Down> if necessary), enter *X* (Export to Receivables) in the selection column next to the vendor code, and press <Enter>.

DCJ2DFR	DISPLAY CDR Customer Conference	10/25/22 13:59:22
Work with Vendor Invoices		
Vendor#	Invoice Date	Printed Status Amount

Type options, press Enter.		
2=Edit Z=Zoom to Header P=Print Invoice X=Export to Receivables V=InvoiceV2		
? Vendor	Vendor Name	Inv# Date Amount Printed Sts
X CDR001	CREATIVE WHOLESALE DISTRI	1015 10/25/22 22.00 10/25/22 P
- CDR001	CREATIVE WHOLESALE DISTRI	1014 10/19/22 34.50 10/25/22 P
:	:	7.00 10/19/22 P
:	Enter Date	: 4.00 O
:	:	: 8.00 10/19/22 P
:	Enter the Transaction	: 10/06/22 P
:	Creation Date	: 10/06/22 P
:	:	: 3.55 10/25/22 P
:	Date: 102522	: 3.88 O
:	:	: 3.19 O
:	F3=Exit	: O
:	:	: 0.00 O +
:	:	:
:	:	:

2. Enter a date when the *Enter the Transaction Creation Date* message appears, press <Enter> and press <Enter> to confirm. The value of X appears for the status of the exported vendor invoice.

DCJ2DFR	DISPLAY CDR Customer Conference	10/25/22 14:11:45
Work with Vendor Invoices		
Vendor#	Invoice Date	Printed Status Amount

Type options, press Enter.		
2=Edit Z=Zoom to Header P=Print Invoice X=Export to Receivables V=InvoiceV2		
? Vendor	Vendor Name	Inv# Date Amount Printed Sts
- CDR001	CREATIVE WHOLESALE DISTRI	1015 10/25/22 22.00 10/25/22 X
- CDR001	CREATIVE WHOLESALE DISTRI	1014 10/19/22 34.50 10/25/22 P
-	CREATIVE WHOLESALE DISTRI	1013 10/19/22 17.00 10/19/22 P
- CDR001	CREATIVE WHOLESALE DISTRI	1012 10/19/22 4.00 O
- DOT001	DOT FOODS INC.	1010 10/06/22 198.00 10/19/22 P
- ALT001	ALTADIS USA	1009 10/06/22 10/06/22 P
- BIC001	BIC CORPORATION	1008 10/06/22 10/06/22 P
- HER001	HERSHEY CHOCOLATE	1007 10/05/22 893.55 10/25/22 P
-	HERSHEY CHOCOLATE	1006 10/05/22 1043.88 O
-	HERSHEY CHOCOLATE	1005 10/05/22 873.19 O
- RJR100	R.J. REYNOLDS TOBACCO INC	1004 10/05/22 O
- NST100	NESTLE USA	1002 10/03/22 800.00 O +
F3=Exit F10=Create Invoice		