

# ***ORDER POWER!***

## Accounts Payable

**User Guide**

**Release 4.1**



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**Accounts Payable**

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# Accounts Payable

The **Accounts Payable** (AP) module is an optional component of **ORDER POWER!**. It has all the standard features of traditional **Accounts Payable** systems plus some functions unique to the Catalog / Mail Order environment.

## Standard Features

**Accounts Payable** is thoroughly integrated with the **ORDER POWER! General Ledger**. To speed **Vendor** invoice entry, **AP** permits the definition of recurring GL accounts and amounts for any **Vendor**. In a multiple company environment, **AP** can automatically generate inter-company GL transactions.

**Accounts Payable** supports temporary (one-time) **Vendors**. This allows **AP** to process customer refunds without having to add names to the trade vendor file manually; **ORDER POWER!** automatically creates a one-time **Vendor** record. **AP** will also process manual or handwritten checks for the occasional check that must be remitted immediately. During **Invoice Entry**, a *temporary vendor* can be set up and both the invoice and check can be recorded simultaneously.

**Accounts Payable** will also print “separate checks” when a **Vendor** (or customer refund process) requires separate checks, invoices can be consolidated in any combination to produce the required separate checks.

**Accounts Payable** supports:

- Automatic prompt payment discounting and vendor terms
- Reconciliation to bank statements
- Spoiled and voided checks can be recorded for reconciliation
- Duplicate invoice checking when booking an invoice
- Multiple bank accounts
- Separate pay-to vendors
- Automatic reentry of voided checks to the open accounts payable
- Automatic reversal of voided checks and invoices in the general ledger
- On-line inquiry of open, paid, and/or voided invoices
- On-line inquiry of open, voided, spoiled, and reconciled checks
- Integration with purchasing for interactive inventory costing with a 3-way match
- Integration with accounts receivable for customer refunds by check
- User-definable aging criteria

### Standard Reports

Accounts Payable provides many standard reports including:

- Aged open payables report by due date
- Future cash requirements report by due date
- Purchase journals
- Cash disbursement journals
- Outstanding (unreconciled) checks
- Recap of all AP to GL transactions

### Processing

Through the Accounts Payable module, credit memos and vendor invoices can be recorded, checks can be printed, purchase orders can be costed, and many reports can be produced. Drop shipments can be simultaneously paid to the **Vendor** and invoiced to the customer.

### Department Number / General Account Number

Throughout *ORDER POWER!*, and **General Ledger**, **Department Number/General Account Numbers** are user-defined codes that identify a department / account number established in *ORDER POWER!*.

The **General Ledger** account number is comprised of three components: company, department, and ledger account. The account number is formatted as **111-222-33333** where: **111** indicates the company number, **222** specifies the department number, and **33333** is the **General Ledger** account.

## The Accounts Payable menu

Besides performing the basic **Accounts Payable** functions of file maintenance, payables, payment, report, and check reconciliation processing, you can readily switch to the **General Ledger** menu and functions. This feature is useful especially when updating journal entries.

### To access the Accounts Payable menu

From the *ORDER POWER! Main Menu*, select: **Accounts Payable** to display the *Accounts Payable Main Menu* (figure 1).

MAN02	Co# 1, Corporate Name	5/05/03
CSI USER	Accounts Payable Main Menu	DSP108S1
Select one of the following menus :		
1. Work with Files		
2. Payables		
3. Payments		
4. Reports		
5. Check Reconciliation		
6. Year End Processing		
12. General Ledger		
More...		
?Selection		
====> ___		
F1=Help F3=Exit F4=?List F9=Command Line F12=Cancel		

*Accounts Payable Main Menu* (figure 1)



These options are available, in addition to the standard **ORDER POWER!** functions:

Option	Description
1. Work with Files	Display <i>Accounts Payable Work with Files panel (figure 2)</i> to work with AP-related master files
2. Payables	Display <i>Accounts Payable Invoice Processing menu (figure 37)</i> to work with AP invoices
3. Payments	Display <i>Accounts Payable Payment Processing menu (figure 54)</i>
4. Reports	Display the <i>Accounts Payable Reports Menu (figure 69)</i>
5. Check Reconciliation	Display the <i>AP Check Reconciliation menu (figure 81)</i>
6. Year End Processing	Display the
12. General Ledger	Display the General Ledger Main Menu to with your GL. (See the "ORDER POWER! General Ledger Users Guide" for more information on using GL.)

## AP Work with Files

Use this menu to maintain the **ORDER POWER!** files that pertain to **Accounts Payable** processing. The **Vendor** file is shared system-wide; therefore, the a *Vendor Master File* may have already been established as a **Purchase Order Vendor** before processing any Accounts Payable transactions. These files are also maintained:

- Inter-Company GL Accounts
- Vendor GL Defaults
- Vendors
- AP Profile
- EDI Interface Profile
- EDI GL Item Class Overrides
- Terms Codes

From the *Accounts Payable Main Menu* (figure 1) select **Work with Files** to display the *Accounts Payable Work with Files panel* (figure 2).

WRK02	Co# 1, Computer Solutions	5/06/03
CSIUSER	Accounts Payable Work with Files	DSP108S1
Select one of the following :		
1. Inter-Company GL Accounts		
2. Vendor GL Defaults		
3. Vendors		
4. AP Profile		
5. EDI Interface Profile		
6. EDI GL Item Class Overrides		
7. Terms Codes		
51. Operational Assistant		
80. AP Main Menu		
90. Signoff		
?Select on		
====> _		Bottom
F1=Help F3=Exit F4=?List F9=Command Line F12=Cancel		

*Accounts Payable Work with Files panel* (figure 2)

These options are available, in addition to the standard **ORDER POWER!** functions:

Option	Description
1. Inter-Company GL Accounts	Display <i>AP Inter-Company Inquiry panel</i> (figure 3) to work with Inter-Company GL Accounts
2. Vendor GL Defaults	Display <i>AP Vendor GL Defaults Prompt panel</i> (figure 6) to work with Vendor GL Defaults
3. Vendors	Display <i>Vendor Inquiry panel</i> (figure 18) to work with <b>Vendors</b>
4. AP Profile	Display <i>AP Configuration Defaults panel</i> (figure 8) to work with the <b>AP Profile</b>
5. EDI Interface Profile	Display the <i>EDI Profile File Maintenance panel</i> (figure 9) to work with the <b>EDI Interface Profile</b>
6. EDI GL Item Class Overrides	Display the <i>EDI GL Item Class Inquiry panel</i> (figure 10)
7. Terms Codes	Display the <i>Terms Code Inquiry panel</i> (figure 13)

## Working with Inter-Company GL Accounts

**ORDER POWER!** has been designed to allow businesses to operate in multiple company environment. For example, the company that received an invoice may differ from the company (or companies) that incurred the expense or in a centralized disbursement environment, the company that pays the invoice may differ from the company that received the invoice. Therefore, the capability has been built in to allow the **Accounts Payable** function to apply the debit(s) and credit(s) to different companies for a single transaction.



Inter-company journal entries balance debits and credits between companies.

The inter-company accounts are validated during invoice entry for expense distribution; therefore, the inter-company account relationships must be established before entering any invoices. For centralized disbursement, the inter-company account relationships must be established before printing checks.

### Example 1

Companies 001, 002, and 003 are all housed in a single building; company 001 is the central company through which all bills are paid. Company 003 receives an invoice for an electric bill of \$100. The transactions are recorded as follows:

#### Post the Invoice:

##### Company 1

001-000-00121	DR	"Due from 003"	100	
001-000-00200	CR	A/P		100

##### Company 3

003-000-00430	DR	Expense	100	
003-000-00201	CR	"Due to 001"		100

#### Post Cash Disbursements (after printing the check):

##### Company 1

001-000-00200:	DR	A/P	100	
001-000-00110	CR	Cash		100

### Example 2

In this example, company 001 has received the electric bill of \$200 for the entire building. The expenses will be allocated among all companies housed in the building; however, only company 001 will pay the bill. The transactions are recorded as follows:

#### Post the Invoice:

##### Company 1

001-000-00121	DR	Due from Affiliate	125	
001-000-00430	DR	Expense	75	
001-000-00200	CR	A/P		200

##### Company 2

002-000-00430	DR	Expense	80	
002-000-00201	CR	"Due to 001"		80

##### Company 3

003-000-00430	DR	Expense	45	
003-000-00201	CR	"Due to 001"		45

#### Post Cash Disbursements (after cutting the check):

##### Company 1

001-000-00200:	DR	A/P	200	
001-000-00110	CR	Cash		200

**To work with Inter-Company GL Accounts**

From the *Accounts Payable Work with Files* panel (figure 2) select **Inter-Company GL Accounts** to display the *AP Inter-Company Inquiry* panel (figure 3).

Pstn : ____	AP Inter-Company Inquiry	Show Delete : <u>N</u>
2=Change 5=Display		
	Payable	Receivable Del
- Co. 002 Due To 001: 002-000-00119	Co. 001 Due From 002: 001-000-00119	
- Co. 004 Due To 001: 004-000-00115	Co. 001 Due From 004: 001-000-00100	
- Co. 022 Due To 001: 022-000-00202	Co. 001 Due From 022: 001-000-00105	
- Co. 023 Due To 001: 023-000-00119	Co. 001 Due From 023: 001-000-00119	
-		
-		
-		
-		
-		
-		
-		
-		
-		
-		
-		
		Bottom
F1=Help F3=Exit F6=Create F7=Bkws F8=Fwds F10=Top F12=Cancel F21=Print List		

*AP Inter-Company Inquiry panel (figure 3)*

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>AP Inter-Company Update</i> panel (figure 5) to work with an existing <b>Inter-Company GL Account</b>
5=Display	Display the <i>Inter-Company GL Account Display</i> window similar to view a <b>Inter-Company GL Account's</b> set up
F6=Create	Display the <i>AP Inter-Company Prompt</i> panel (figure 4) to create a new <b>Inter-Company GL Account</b>

**To create a new Inter-Company GL Account**

1. On the *AP Inter-Company Inquiry* panel (figure 3), press **F6** (Create) to display the *AP Inter-Company Prompt* panel (figure 4).

AP Inter-Company Prompt	
?Enter the Company which has the "Due To..." Account:	<u>000</u>
?Enter the Company which has the "Due From..." Account:	<u>000</u>
F1=Help F3=Exit F4=?List F12=Cancel	

*AP Inter-Company Prompt panel (figure 4)*

1a. Complete these fields:

**Enter the Company which has the Due To Account**

Type the user-defined numeric code identifying the company that incurs the expense but does not disburse payment toward the liability.

**Enter the Company which has the Due From Account**

Type the user-defined numeric code identifying the company “cutting” the check and disbursing payment for the company that incurred the expense.

1b. Press Enter to display the *AP Inter-Company Update panel (figure 5)*.

**To change a Inter-Company GL Account**

1. On the *AP Inter-Company Inquiry panel (figure 3)*, type **2** (Change), beside the **Inter-Company GL Account** you want to work with, then press **Enter** to display the *AP Inter-Company Update panel (figure 5)*.

AP Inter-Company Update

Enter the Company which has the "Due To..." Account: 001 GL Development Company 001

Enter the Company which has the "Due From..." Account: 002 GL Co 002, Calendar July

Company 001 Receivable From 002 ? 001 000 00119 DUE FROM AFFILIATES

Company 002 Payable To 001 ? 002 000 00119 Due To Affiliates

F1=Help F3=Exit F4=?List F12=Cancel Delete

*AP Inter-Company Update panel (figure 5)*

2. Complete these fields:

**Department Number / General Account Number**

Type the user-defined codes that identify a department / account number established in **ORDER POWER!**.

3. Press **Enter** to update the **Inter-Company GL Account**.

**To display a Inter-Company GL Account**

On the *AP Inter-Company Inquiry panel (figure 3)*, type **5** (Display) beside the **Inter-Company GL Account** you want to see, then press **Enter** to display the *Inter-Company GL Account Display window* similar to *AP Inter-Company Update panel (figure 5)*.

**Working with Vendor GL Defaults**

The **Vendor GL Defaults** file is a list you create of all accounts that will be used automatically when an invoice is expensed and booked against a particular **Vendor**. During invoice entry, only the invoice information needs to be specified; the GL accounts and, optionally, GL amounts will be retrieved from this file. An unlimited number of default accounts can be established for each vendor.



**Description**

**Type a Description**

Type a description of each **AP Vendor GL Default** expense transaction you are defining.

**Amount** (optional)

Type an amount for a recurring invoice due for a constant amount, for example, a car payment. The amount field may be omitted for payments that will vary such as monthly electric bills.

3. Press **Enter** to update the **AP Vendor GL Default** record.

**Working with AP Profile**

The **Accounts Payable Profile** allows you to define business rules that control **Accounts Payable** activities. You can modify the next sequential journal voucher numbers to be assigned to cash disbursements and/or purchases. You can also indicate whether all discounts should be taken and whether the void date should be the original date or the date the void was created.

**To Work with the AP Profile**

1. On the *Accounts Payable Work with Files panel (figure 2)*, select **AP Profile**, then press **Enter** to display the *AP Configuration Defaults panel (figure 8)*.

AP Configuration Defaults	
Next Cash Disbursements J.V. #	<u>50513</u>
Next Purchase Journal J.V. #	<u>920</u>
Take All Discounts	<u>N</u> Y/N
Void on Original or Current Date	<u>C</u> O/C
DropShip Receiving with Costing	<u>W</u> 'A' llow, 'E' rror, 'W' arning
Cost Stock Item Prior to Receiving and Suspend Invoice Until Received.	<u>W</u> 'A' llow, 'E' rror, 'W' arning
Unsuspend Invoices During	<u>1</u> 1=P0 Receiving 2=Invoice Posting the @SUSPENDED Batch
Print Remittance Advice	<u>3</u> 1=All, 2=Overflow Only, 3=None
Remittance Advice Check Stub Message	See Attached Remittance Advice
Detail Lines per Check Stub	<u>13</u>
F1=Help F3=Exit F12=Cancel	

*AP Configuration Defaults panel (figure 8)*

2. Complete these fields:

**Next Cash Disbursements J.V. #**

Type the initial General Ledger journal voucher number to be assigned automatically by **ORDER POWER!** to a batch of cash disbursement transactions (printed checks). The JV number will be automatically incremented (by 1) for all subsequent transactions.

**Next Purchase Journal J.V. #**

Type the initial General Ledger journal voucher number to be assigned automatically by **ORDER POWER!** to a batch of purchase journal transactions (invoices). The JV number will be incremented (by 1) for all subsequent transactions.

**Take All Discounts**

Type **Y**(es) or **N**(o) to indicate whether or not you want the AP company to automatically apply (take) all discounts regardless of eligibility. This decision may override the **Vendor** terms.

**Y**(es) all discounts should be applied

**N**(o) discounts may only be applied when the order meets the eligibility requirements as specified in the **Vendor Terms**

**Void on Original or Current Date**

Type a code to indicate whether your AP company intends to void invoices and/or checks by the date the vehicle (check or invoice) was created (original date) or on the date that the void was entered into the system (current date). The void date can be overridden for any transaction.

**C**(urrent) **ORDER POWER!** will use the current system date

**O**(riginal) **ORDER POWER!** will use the date that the vehicle was first created

**DropShip Receiving with Costing**

Type a code to indicate if you want to allow AP to receive **Drop Ship Purchase Orders** at the time they are costed.

**A**(llow) allow receiving of **Drop Ship Purchase Orders** at the time they are costed

**E**(rror) do not allow receiving of **Drop Ship Purchase Orders** at the time they are costed

**W**(arning) allow receiving of **Drop Ship Purchase Orders** at the time they are costed, but only after a warning message is acknowledged by the person who is doing it

**Cost Stock Item Prior to Receiving and Suspend Invoice Until Received**

Type a code to indicate if you want to allow AP to accept and suspend invoice for **Items** prior to receiving the merchandise. If you do this, **ORDER POWER!** places the invoice in suspense (a special batch called

**@SUSPENDED**) until the merchandise is actually received.

**A**(llow) allow entry of invoices before merchandise is received

**E**(rror) do not allow entry of invoices before merchandise is received

**W**(arning) allow entry of invoices before merchandise is received, but only after a warning message is acknowledged by the person who is doing it

**Unsuspend Invoices During**

Type a code to indicate when you want AP to unsuspend invoices in the batch called **@SUSPENDED** batch, which is created by **ORDER POWER!** when you cost **Items** before merchandise is received.

**1** PO Receiving

**2** Invoice Posting the **@SUSPENDED** Batch



### Print Remittance Advice

Type a code to indicate if and when you want your AP company to print a **Remittance Advice** in place of multiple check stubs.

- 1 (All) Prints a **Remittance Advice** for every check
- 2 (Overflow Only) Prints a **Remittance Advice** only when the number of lines on the remittance is more than would fit on a single check stub (defined in the **Detail Lines per Check Stub field** below)

- 3 (None) Never prints a **Remittance Advice**. Instead, if the number of lines on the remittance is more than would fit on a single check stub, more check stubs are used (and the attached, unused checks are marked “void”)



**A Remittance Advice** is a report that lists the check stub information on a standard sheet of paper instead of using multiple checks.

### Remittance Advice Check Stub Message

Type the message you want to appear on check stubs when a **Remittance Advice** is used. The default message is “See Attached Remittance Advice.”

### Detail Lines per Check Stub

Type the number of lines available for **ORDER POWER!** to use on your check stub. **ORDER POWER!** uses this to determine when to print a **Remittance Advice**, or use multiple stubs, depending on what you selected in the **Print Remittance Advice** field above.

3. Press **Enter** to update the **Accounts Payable Profile**.

### Working with EDI Interface Profile

The **Electronic Data Interface (EDI) Profile** defines default values used to process a downloaded EDI Invoice File. These profile options generically apply across all **ORDER POWER!** General Ledger (GL) companies.

#### To Work with the EDI Interface Profile

1. On the *Accounts Payable Work with Files panel (figure 2)*, select **EDI Interface Profile**, then press **Enter** to display the *EDI Profile File Maintenance panel (figure 9)*.

OP! 4.0 DEVELOPMENT ** CO# 001					
EDI Profile File Maintenance					
Over Billing Tolerance	_____	5.00	A	Amt/Pct	
Under Billing Tolerance	_____	.00	A	Amt/Pct	
Quantity Over Tolerance	_____	.00	A	Amt/Pct	
	Add to Cost of Sales	OR	Expense to GL Account	Subj to Discount	
Tax	N		000 00204		
Freight	N		000 44001	N	
Ship/Hand	Y		000 00000	N	
Misc 1	Y		000 00000	N	
Misc 2	Y		000 00000	N	
Allowance 1	Y		000 00000	N	
Allowance 2	Y		000 00000	N	
Allowance 3	Y		000 00000	N	
			Mandatory		Mandatory
Header Info 1	_____		N	Detail Info 1	_____ N
Header Info 2	_____		N	Detail Info 2	_____ N
Header Info 3	_____		N	Detail Info 3	_____ N
F1=Help F3=Exit					

EDI Profile File Maintenance panel (figure 9)

- Complete the first three fields. Type **A**(mount) or **P**(ercent) to indicate whether the value of the corresponding field represents a flat amount or a percentage of a total.

#### Over Billing Tolerance

Type an amount to indicate the largest acceptable variance over the expected price, per your **Purchase Order**. This amount can be expressed as a flat amount or a percentage, depending on what you enter in the **Amt/Pct** field.

#### Under Billing Tolerance

Type an amount to indicate the largest acceptable variance below the expected price, per your **Purchase Order**. This amount can be expressed as a flat amount or a percentage, depending on what you enter in the **Amt/Pct** field.

#### Quantity Over Tolerance

Type an amount to indicate the largest acceptable variance above the expected received quantity, per your **Purchase Order**. This amount can be expressed as a flat amount or a percentage, depending on what you enter in the **Amt/Pct** field.

- Complete these fields:

#### Add to Cost of Sales

##### Tax / Freight / Ship/Hand / Misc 1-2-3 / Allowance 1-2-3

Type **Y**(es) or **N**(o) to indicate whether or not you want to add the corresponding expense to "Cost of Sales." If you type **N**(o), you must then complete the **GL Account information** in the next field.

#### Expense to GL Account

##### Tax / Freight / Ship/Hand / Misc 1-2-3 / Allowance 1-2-3

If you type **N**(o) in the **Add to Cost of Sales** field, type the user-defined code that identifies a department / account number established in **ORDER POWER!** where you want to charge the corresponding expense.

#### Subj to Discount

##### Freight / Ship/Hand / Misc 1-2-3 / Allowance 1-2-3

Type **Y**(es) or **N**(o) to indicate whether or not you want to apply prompt payment discounts to the corresponding expense.

**Header Info 1-2-3 / Detail Info 1-2-3**

Use your EDI application to map user-defined information to these fields.

**Mandatory**

Future enhancement.

- 4. Press **Enter** to update the **EDI Interface Profile** record.

**Working with EDI GL Item Class Overrides**

Use this option to override the **EDI Interface Profile** (see above) for specific **Items**.

**To Work with the EDI GL Item Class Overrides**

- 1. On the *Accounts Payable Work with Files panel (figure 2)*, select **EDI GL Item Class Overrides**, then press **Enter** to display the *EDI GL Item Class Inquiry panel (figure 10)*.

Pstn: _____	OP! 4.1 DEVELOPMENT ** CO# 001	Show Deleted: <u>N</u>
EDI GL Item Class Inquiry		
2=Change	5=Display	
Opt	Comp	GL Class Description Del
—	1	A10 Class A10
—	2	CCC test
Bottom		
F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print		

*EDI GL Item Class Inquiry panel (figure 10)*

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>EDI GL Item Class Overrides update panel (figure 12)</i> to work with an existing <b>EDI GL Item Class Override</b>
5=Display	Display the <i>EDI GL Item Class Override Display window</i> similar to <i>EDI GL Item Class Overrides update panel (figure 12)</i> to view a <b>EDI GL Item Class Override's</b> set up
F6=Create	Display the <i>EDI GL Item Class Overrides prompt panel (figure 11)</i> to create a new <b>EDI GL Item Class Override</b>

**To create a new EDI GL Item Class Override**

- 1. On the *EDI GL Item Class Inquiry panel (figure 10)*, press **F6** (Create) to display the *EDI GL Item Class Overrides prompt panel (figure 11)*.

```

OP! 4.1 DEVELOPMENT ** CO# 001
EDI GL Item Class Overrides

?Company #      ?GL Item Class
  _____      _____

F1=Help F3=Exit F12=Cancel

```

EDI GL Item Class Overrides prompt panel (figure 11)

1a. Complete these fields:

**Company #**

Type the three (3) digit numeric **ORDER POWER!** company identifier that this record applies to.

**GL Item Class**

Type a user-defined code assigned to related items for General Ledger posting purposes that this record applies to.

1b. Press **Enter** to display the *EDI GL Item Class Overrides update panel* (figure 12).

**To change a EDI GL Item Class Override**

1. On the , type **2** (Change), beside the **EDI GL Item Class Override** you want to work with, then press **Enter** to display the *EDI GL Item Class Overrides update panel* (figure 12).

```

OP! 4.1 DEVELOPMENT ** CO# 001
EDI GL Item Class Overrides

Company      :      1
Item Class  :      A10
Description:  Class A10

          Add to Cost of Sales  OR  Expense to  Subj to
          Y                     GL Account  Discount
Tax       Y                     000 00000
Freight   Y                     000 00000  N
Ship/Hand Y                     000 00000  N
Misc 1    Y                     000 00000  N
Misc 2    Y                     000 00000  N
Allowance 1 Y                   000 00000  N
Allowance 2 Y                   000 00000  N
Allowance 3 Y                   000 00000  N

F1=Help F3=Exit F12=Cancel

Del ete:

```

EDI GL Item Class Overrides update panel (figure 12)

2. Complete these fields:

**Add to Cost of Sales**  
**Expense to GL Account**  
**Subj to Discount**

3. Press **Enter** to update the **EDI GL Item Class Override**.

**To display a EDI GL Item Class Override**

On the , type **5** (Display) beside the **EDI GL Item Class Override** you want to see, then press **Enter** to display the *EDI GL Item Class Override Display window* similar to *EDI GL Item Class Overrides update panel* (figure 12) to view a **EDI GL Item Class Override**'s set up.

**Working with Terms Codes**

Terms are user-defined codes that define payment periods and conditions and are used to calculate due dates and cash discounts. The same Terms codes are used for both **Customers** and **Vendors**, however not all fields are applicable in each case (see below).

From the *Accounts Payable Work with Files panel* (figure 2) select **Vendors** to display the *Terms Code Inquiry panel* (figure 13).

Position To : _____		OPI Development - Company 001	Show Delete : <b>N</b>
		Terms Code Inquiry	
2=Change 5=Display			
Term	Description		Del
- 1	b1b		
- ABC	With Invoice due date		
- APP	Credit Application Required		
- ASE	Armando's Test Terms Code ARG		
- AWB	CSI USER's EPP Terms		
- CC	USA Credit Card		
- CCA	Company Check Approved		
- CCI	Test Cal Cos.		
- CHK	Check Prepay		
- CI1	Charge In 10 Days from Order		
- COD	Cash on Delivery		
- CR	Paid by Credit card		
- CRC	Credit Card Terms Code		
- CSH	Marshall Test for AWD		
- DEP	Test EPP cash post		
			More...
F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print			

*Terms Code Inquiry panel* (figure 13)

These actions are available from *Terms Code Inquiry panel* (figure 13), in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Terms Code Update panel</i> (figure 15) to update the <b>Terms Code</b> record.
5=Display	Display <i>Terms Code Display</i> to view the <b>Terms Code</b> record
F6=Create	Display the <i>Terms Code Prompt panel</i> (figure 14) to create a new <b>Terms Code</b> .

**To create a new Terms Code**

1. On the *Terms Code Inquiry panel* (figure 13), press **F6** (Create) to display the *Terms Code Prompt panel* (figure 14).

```

OP! Development - Company 001
Terms Code Prompt

Terms Code
_____

F1=Help F3=Exit F12=Cancel

```

Terms Code Prompt panel (figure 14)

1a. Complete this field:

**Terms Code**

Type the user-defined code that you will use to define payment periods and conditions, and to calculate due dates and cash discounts.

1b. Press **Enter** to display the *Terms Code Update panel (figure 15)*.

**To change a Terms code**

1. On the *Terms Code Inquiry panel (figure 13)*, type **2** (Change) beside the **Terms Code** you want to change, then press **Enter** to display the *Terms Code Update panel (figure 15)*.

```

OP! Development - Company 001
Terms Code Update

Terms Code      VS#
Description     Visa 3EZ Payments EPP
Minimum Merchandise Amt _____
Maximum Merchandise Amt _____
Hold if merchandise amt greater than _____ ?Hold Code ____
Hold if diff in amt tendered greater than _____ A/P ?Hold Code ____

Prompt Payment Discount _____ .000 Amt/Pct _
Invoice Due Days  ___ Discount Due Days ___
OR
Prompt Payment Discount _____ .000 Amt/Pct _
Invoice Due Days  ___ Discount Due Days ___ Ship By Day ___
OR
Invoice Due Date  _____
OR
Extended Pay Plan Terms  Y  Y/N

F1=Help F3=Exit F4=?List F12=Cancel
Delete _

```

Terms Code Update panel (figure 15)

2. Complete the **Description** and either the fields in the box below, or the **Invoice Due Date** field. Fields pictured, but not defined in this section apply to **Customer Terms** only (not Vendors/AP). You can choose to define when payment is expected as either “Due Days” which refers to calendar days from the invoice date, or “Due Day” which refers to a day of the month.

**Description**

Type an explanation that indicates the purpose and elaborates on the meaning of the **Terms** code you are defining.

**Prompt Payment Discount / Amt/Pct**

Type the discount taken for paying an invoice on or before its due date. Type **A**(mount) or **P**(ercent) to indicate whether the corresponding field represents a flat amount or a percentage of the total.

**Invoice Due Days**

Type the number of days added to the invoice date to determine when the invoice is due. For example, if terms are 2% 10, net 30, the invoice due days are 30. 30 days are added to the invoice date to determine the due date.

**Discount Due Days**

Type the number of days added to the invoice date to determine the last day that a prompt pay discount is available (i.e. if terms are 2% 10, net 30, the discount due days are 10. The last day for allowing the 2% discount is 10 days after the invoice date).

- or -

**Invoice Due Date**

Type the negotiated date that an invoice is due.

3. Press **Enter** to update the **Tender** record.

## AP Vendors

A **Vendor** code is a user-defined numerical identifier assigned to a company supplier of goods and services. This master file is used throughout **ORDER POWER!** and comprises the information about each **Vendor** processed through the system. **ORDER POWER!** allows you to establish basic ledger account defaults for each **Vendor**. This information is used automatically when an invoice is booked and eliminates the need to reenter the same information for frequently used accounts (such as fixed monthly car payments).

Since the **Vendor** file is shared between **ORDER POWER!** companies, the **Vendor** defaults are set up on *Corporate Profile Update panel (figure 16)*.

### To Set up Vendor defaults

1. From the **ORDER POWER! Main Menu**, select: **Work with Files** → **Company Profile** → **F15 (Maintenance)** → **Corporate Profile** to display the *Corporate Profile Update panel (figure 16)*.

Company # 001	OPI 4.0 DEVELOPMENT ** CO# 001	Panel 40
Corporate Profile Update		
Name _____ Co# 1, Corporate Name _____		
Vendor Info Fields	Mandatory	
1 ..... Mapi cs # _____	Y	
2 ..... _____	N	
3 ..... _____	N	
Redisplay Session Defaults	N Y/N	
Protect Vendor Power Search	Y Y/N	
Convert Lower Case to Upper Case for Vendor ....	Y Y/N	
Next License Plate # .....	_____ 2702	
Last Inventory Resync	5/19/03	
Last Credit Limit Resync	5/30/03	
Last Item Search Rebuild	2/27/03	
Email Class Info Fields	Mandatory	
1 ..... _____	N	
2 ..... _____	N	
3 ..... _____	N	
OPI/Clippership Interface..	N Y/N	
Logistics Pro Release Level	7.1	Logistics Pro PTF Level 0
F1=Help F3=Exit F21=Print List		

*Corporate Profile Update panel (figure 16)*

2. Complete these fields which apply to **Vendors**:

#### Vendor Info Fields 1/2/3

Type headings per your needs in these user-defined fields that are completed on *Vendor Update panel 2 (figure 21)*. The first of these fields can be inquired upon using search functions.

#### Mandatory

Type **Y**(es) or **N**(o) to indicate whether or not you want response to this prompt to be mandatory

#### Protect Vendor Power Search

Type **Y**(es) or **N**(o) to indicate whether or not you want to protect the **Vendor Power Search** fields on *Vendor Selection panel (figure 17)*, wherever it is displayed in **ORDER POWER!**. A “protected” field does not, by default display as input capable. The user can “unprotect” a protected field for input by pressing the **F2** (Unprotect) key.



## Working with Vendors

From the *Accounts Payable Work with Files* panel (figure 2) select **Vendors** to display the *Vendor Selection* panel (figure 17).

OPI 4.0 DEVELOPMENT \*\* CO# 001  
Vendor Selection

Select one of the following :

Power! Search \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Search Name \_\_\_\_\_

Vendor # \_\_\_\_\_

Info 1 \_\_\_\_\_

DUNS # \_\_\_\_\_

F1=Help F2=Unprotect F3=Exit F6=Create F12=Cancel F21=Print

*Vendor Selection panel (figure 17)*

1. Select an existing **Vendor** by completing one or more of the following fields:



If there is no entry available beside a field you want to use, press **F2** (Unprotect) to allow entry in all fields.

### Power! Search

Type the **first** three characters of any word or number in the customer's name, address or phone number. (Be sure to enter the *first* three characters, not just two, or you will not get the result you expect.)

### Zip Code

Type the five or nine-digit code used by the USPS, or a postal code outside the US.

### Telephone

Type a phone number.

### Search Name

Type the **Vendor**'s name or partial name to position the Vendor Inquiry list. The search name may be defined by the entry operator or when this information is omitted, **ORDER POWER!** automatically defines the **Search Name** as the first ten characters of the **Vendor** name field (excluding "The").

### Vendor #

Type the **Vendor** number or partial number.

### Info 1

Type the requested information in this field, which is user-defined in the Corporate Profile

### DUNS #

Type the Dun & Bradstreet identification sequence, used for credit reporting.

2. Press **Enter**. **ORDER POWER!** returns a list of customers in the **Mail List** that match all the criteria you entered on *Vendor Inquiry* panel (figure 18).

OP! 4.0 DEVELOPMENT ** CO# 001				Show Deleted: N
Vendor Inquiry				Show Temporary : N
2=Change	5=Display	6=Notes	7=Trading Profile	8=Order Interface
9=AP Invoices	10=Purchase Orders	11=Statistics	13=Purch Summary	
Vendor Name	Address	City	Zip code	D
— TEST TELEPHONES	14432 SW 5 st	Miami	331155	
— Kurt Ard	3260 N. W. 13 L	Miami	33125	
— Armando Vidal	780 NW 1st stre	miami	33126	
— CHANNEL TV AND ELECTRONICS	1580 KENNEDY CA	NORTH BAY	33141-0000	
— Mighty Fine Vendor	3333 SW 199 St	Miami	33157	
— Wilson	15029 Sw 53rd T	Miami	33185-4023	
— Hewlett Packard	12345 W. 5th St	Miami	33312	
— USAA Test	123 Main St	Miami	33315	
— ABC SUPPLIES OF MIAMI BEACH CO	111 LINE 1	PLANTATION	33317	
— Sml th Enterprises	661 E. Tropi cal	Plantation	33317	
— Lewis Pollack	10875 N.w. 29th	Sunri se	33322	
— Marv CoS	3213213	Plantation	33324	
— REI Electroni cs	1234 Sml thy Ln	Davle	33324	
— RSI	P O Box 12345	Hol l ywood	33324	
— AURAFIN	14001 NW 4TH ST	SUNRI SE	33325-0000	

More...

F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print

Vendor Inquiry panel (figure 18)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Vendor Update panel 1 (figure 20)</i> to work with an existing <b>Vendor</b>
5=Display	Display the <i>Vendor Display window</i> similar to <i>Vendor Update panel 1 (figure 20)</i> to view a <b>Vendor's</b> set up
F6=Create	Display the <i>Vendor Prompt panel (figure 19)</i> to create a new <b>Vendor</b>
6=Notes	Display the <i>Vendor Note Inquiry window (figure 24)</i> to work with Vendor Notes
7=Trading Profile	Display the <i>Trading Partner Inquiry window (figure 26)</i>
8=Order Interface	Display <i>Order Interface Company Inquiry window (figure 29)</i> to work with a Vendor's <b>Order Interface Profile</b>
9=AP Invoices	Display <i>Vendor Invoice Inquiry panel (figure 33)</i> to view AP invoices that must be paid by your company
10=Purchase Orders	Display <i>Purchase Order Inquiry panel (figure 34)</i> to view your Purchase Orders to the selected Vendor
11=Statistics	Display <i>Vendor Statistics panel (figure 35)</i> to view <b>Vendor Statistics</b> for the selected <b>Vendor</b>
13=Purch Summary	Display <i>Purchase Summary Inquiry (figure 36)</i> to view a <b>Purchase Summary</b> for the selected <b>Vendor</b>

### To create a new Vendor

1. On the *Vendor Inquiry panel (figure 18)*, press **F6** (Create) to display the *Vendor Prompt panel (figure 19)*.

```

OPI 4.0 DEVELOPMENT ** CO# 001
Vendor Prompt

Vendor Number
_____

F1=Help F3=Exit F12=Cancel F24=More

```

Vendor Prompt panel (figure 19)

1a. Complete this field:

**Vendor Number**

Type a code that you want to use to represent a company supplier of goods and services.

1b. Press **Enter** to display *Vendor Update panel 1 (figure 20)*.

**To change a Vendor**

1. On the *Vendor Inquiry panel (figure 18)*, type **2** (Change), beside the **Vendor** you want to work with, then press **Enter** to display *Vendor Update panel 1 (figure 20)*.

```

OPI 4.0 DEVELOPMENT ** CO# 001
Vendor Update

Vendor Number      300                      Temporary N Y/N
Vendor Name        Tractors Inc.                          Search Name TRACTORS I
Contact            Ms. Joan Smith
Position           Purchasing Administrator
Address            123 Westbrook Court
                  _____
City, ?State       Ridgewood      , NJ
Zip, ?Country     07653        , US          FAX
Telephones        #1 201-555-9964 Ext ____ #2 _____ Ext
E-Mail
?Terms            COD                      ?Pay to Vendor _____ Fax PO N Y/N
Federal Id #      59-8523694          1099 Required Y Y/N Hold New Inv N Y/N
?Buyer            _____          Account # _____
?Alert Class     _____          DUNS # _____
Lead Time        15          Forecasting:
                  ?Frequency Code ____
                  ?Order Policy ____
                  Value _____          Delete _
F1=Help F3=Exit F4=?List F5=Bypass Gr1 F9=Reset Add/Tel F12=Cancel F24=More

```

Vendor Update panel 1 (figure 20)

2. Complete these fields:

**Temporary**

Type **Y**(es) or **N**(o) to indicate whether or not you want to identify the **Vendor** you are creating as a temporary, or one-time **Vendor**. **ORDER POWER!** automatically creates a **Temporary Vendor** when you issue a **Refund** to a **Customer**. You can select to purge **Temporary Vendors** separately to reclaim disk space.

**Vendor Name**

Type the full name of the **Vendor** which will appear on documents, reports, etc. (i.e. Purchase Order(s), Accounts Payable checks, Reports).

**Search Name**

Type an identifier used to simplify the **Vendor** database search process. This is used by the Search program in addition to the **Vendor Name** (above). You can also leave the field blank and **ORDER POWER!** will automatically assign one based on the first ten characters of the **Vendor Name**.

**Contact**

Type the name of a person to contact at the **Vendor** company.

**Position**

Type the position of the **Contact** person (above).

**Address / City / State / Zip / Country**

Type the address information for the **Vendor**.



**FAX**

Type the FAX number for the **Vendor**.

**Telephones-Ext 1 / 2**

Type the telephone and extension numbers for the **Vendor**.

The **F9** (Reset Add/Tel) function key copies the **Address** and **Telephone** information from *Vendor Update panel 1 (figure 20)* to all the other **Address** and **Telephone** fields on panel 2 – 4.

**E-Mail**

Type the e-mail address for the **Vendor**.

**Terms**

Type the user-defined code that defines the payment periods and conditions that are used to calculate due dates and cash discounts for the **Vendor**.

**Pay to Vendor**

Type the user-defined code for another **Vendor** who receives payment of this **Vendor**'s accounts payable bill. The bill is “booked” against this **Vendor** but paid to the **Pay to Vendor**.

**Fax PO**

Type **Y**(es) or **N**(o) to indicate whether the vendor will accept a Faxed purchase order.

**Federal Id #**

Type the ID number that uniquely identifies the vendor to the IRS. This field must be entered exactly as it is to appear on the 1099 form. Therefore, if the ID number includes dashes or hyphens, they must be entered.

**1099 Required**

Type **Y**(es) or **N**(o) to indicate whether an IRS form 1099-MISC must be sent to a **Vendor** at the end of a calendar year. The IRS stipulates that this form must be sent to certain **Vendors** paid more than \$600.00 during a calendar year.

**Hold New Inv**

Type **Y**(es) or **N**(o) to indicate whether all new invoices should be accepted and placed on hold until this flag is removed later. Held invoices cannot be selected for payment unless they are manually removed from “hold status.” This indicator does not affect any existing invoices.

**Buyer**

Type the user-defined code that indicates the person or group responsible for ordering merchandise from this **Vendor**.

**Account #**

Type the **Vendor's** account number assigned to *your* company. This field is informational only.

**Alert Class**

Type a user-defined code that identifies “special” situations pertaining to a **Vendor** (such as late delivery or excellent service).

**DUNS #**

Type the Dun & Bradstreet identification sequence, used for credit reporting.

**Lead Time**

Type the expected number of days that may elapse between placing an order to, and receiving the ordered merchandise from a supplier or **Vendor**. This information is used in forecasting.

**Forecasting: Frequency Code**

Type the user-defined code to suggest how often the inventory should be analyzed for stock replenishment. For example, frequency code WED could be created and assigned to all vendors whose inventory should be evaluated for reordering every Wednesday. Code 30, might be used to reevaluate stock quantities every thirty days. A forecasting or purchasing report can be run to extract all vendors meeting a designated “reorder” frequency code.

**Forecasting: Order Policy**

Type a code that corresponds to a set of ideal order requirements suggested by a particular vendor to facilitate merchandise shipment. The policy could specify a minimum order amount, a minimum number of cubes, a minimum weight requirement, etc. The following are the only valid codes:

**A** (mount)

**V** (olume)

**W** (eight)

**Forecasting: Order Value**

Type an **Order Value** that corresponds to the **Order**

**Policy** and indicates the ideal order. For example, a **Vendor** may have an **Order Policy** specified in weight at an **Order Value** of 3000. Therefore, when buying from this **Vendor**, it is desirable to buy enough merchandise to total a shipping weight of 3000.



The **Order Policy** together with the **Order Value** define an “ideal order.”

3. Press **Enter** to display *Vendor Update panel 2* (figure 21).

Vendor	300	OP! 4.0 DEVELOPMENT ** CO# 001
TRACTORS INC.		Vendor Update
Info 1	_____	
Info 2	_____	
Info 3	_____	
Ship Via	_____	
Customer #		
Company #		
PURCHASING		
Contact	Ms. Joan Smith	
Position	Purchasing Administrator	
Address	123 Westbrook Court	
City, ?State	Ridgewood _____, NJ	
Zip, ?Country	07653 _____, US	FAX _____
Telephones	#1 201-555-9964 _____	#2 _____
F1=Help F3=Exit F4=?List F5=Bypass Gr1 F12=Cancel F24=More		

*Vendor Update panel 2* (figure 21)

4. Complete these fields:

**Info 1 / 2 / 3**

Type the requested information in these user-defined fields. (See *Corporate Profile Update panel* (figure 16) for instructions on how to set up **Vendor Info** fields.)

**Ship Via**

Type the name of the **Vendor's** preferred shipper. You are not required to use **Ship Vias** that are set up in **ORDER POWER!** for this informational field. This information appears on your **Purchase Orders** to the **Vendor**.

**Customer # / Company #** (input inhibited)

These display fields are filled by the refund process when it creates temporary **Vendors**. This creates a link between the **Vendor** and the **ORDER POWER!** customer records.

**PURCHASING: Contact**

Type the name of the person to contact at the **Vendor** regarding purchases.

**PURCHASING: Position**

Type the Position of the **Purchasing Contact**.

**PURCHASING: Address / City / State / Zip / Country**

Type the address information for the **Purchasing Contact**.

**PURCHASING: FAX / Telephones 1 / 2**

Type the FAX and telephone numbers for the **Purchasing Contact**.

5. Press **Enter** to display *Vendor Update panel 3* (figure 22).

Vendor		308	OPI 4.0 DEVELOPMENT ** CO# 001	
DFW SUBURBAN NEWSPAPERS			Vendor Update	
SHIPPING				
Contact	_____			
Position	_____			
Address	1000 AVENUE H EAST			
City, ?State	ARLINGTON		TX	
Zip, ?Country	76011		US	FAX _____
Telephones	#1 745-879-7888			#2 _____
CORRESPONDENCE				
Contact	_____			
Position	_____			
Address	1000 AVENUE H EAST			
City, ?State	ARLINGTON		TX	
Zip, ?Country	76011		US	FAX _____
Telephones	#1 745-879-7888			#2 _____
F1=Help F3=Exit F4=?List F5=Bypass Gr1 F12=Cancel F24=More				

Vendor Update panel 3 (figure 22)

6. Complete these fields:

**SHIPPING: Contact**

Type the name of the person to contact at the **Vendor** regarding shipments.

**SHIPPING: Position**

Type the Position of the **Shipping Contact**.

**SHIPPING: Address / City / State / Zip / Country**

Type the address information for the **Shipping Contact**.

**SHIPPING: FAX / Telephones 1 / 2**

Type the FAX and telephone numbers for the **Shipping Contact**.

**CORRESPONDENCE: Contact**

Type the name of the person at the **Vendor** to address correspondence.

**CORRESPONDENCE: Position**

Type the Position of the **Correspondence Contact**.

**CORRESPONDENCE: Address / City / State / Zip / Country**

Type the address information for the **Correspondence Contact**.

**CORRESPONDENCE: FAX / Telephones 1 / 2**

Type the FAX and telephone numbers for the **Correspondence Contact**.

7. Press **Enter** to display *Vendor Update panel 4 (figure 23)*.

Vendor	308	OP! 4.0 DEVELOPMENT ** CO# 001
DFW SUBURBAN NEWSPAPERS		Vendor Update
REMITTANCE		
Contact	_____	
Position	_____	
Address	1000 AVENUE H EAST	
City, ?State	ARLINGTON _____, TX	
Zip, ?Country	76011 _____, US	FAX _____
Telephones	#1 745-879-7888 _____	#2 _____
F1=Help F3=Exit F4=?List F5=Bypass Gr1 F12=Cancel F24=More		

Vendor Update panel 4 (figure 23)

8. Complete these fields:

**REMITTANCE: Contact**

Type the name of the person to contact at the **Vendor** regarding purchases.

**REMITTANCE: Position**

Type the Position of the **REMITTANCE Contact**.

**REMITTANCE: Address / City / State / Zip / Country**

Type the address information for the **REMITTANCE Contact**.

**REMITTANCE: FAX / Telephones 1 / 2**

Type the FAX and telephone numbers for the **REMITTANCE Contact**.

7. Press **Enter** to update the **Vendor**.

**To display a Vendor**

On the *Vendor Inquiry panel (figure 18)*, type **5** (Display) beside the **Vendor** you want to see, then press **Enter** to display the *Vendor Display window* similar to *Vendor Update panel 1 (figure 20)*.

**Working with Vendor Notes**

An **Extended Description** in **ORDER POWER!** is free form text that you may choose to make available online for information purposes, or in some cases, to print on shipping documents, Purchase Orders, etc.

**To work with Vendor Notes**

On the *Vendor Inquiry panel (figure 18)*, type **5** (Display) beside the **Vendor** you want to work with, then press **Enter** to display the *Vendor Note Inquiry window (figure 24)*.



```

OP! 4.0 DEVELOPMENT ** CO# 001
Vendor Inquiry
Show Deleted: N
Show Temporary : N

2=
9= 1 Vendor Note Inquiry From: NEWEST
Miami Computer Vendor, Inc. To: OLDEST
6 5=Display
Comment
Code Notes Date
- GL test usa 32372 5/31/03
- GL Gene L.'s test 5/30/03
- GL Will it go blank? 5/30/03
- GL from company 2 1/15/02
- BNJ aaa-new 0/23/02
- BNJ no code 2/25/02
- PO PO Header notes 2/24/01
- PO PO Header notes 2/24/01
- PO PO Header notes 2/24/00
Bottom
F1=Help F3=Exit F6=Crt/Chg F7=Bkwd F8=Fwd F10=Top F12=Cancel
F16=Seq F18=Bot F21=Print
F1

```

Vendor Note Inquiry window (figure 24)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
F6=Create/Change	Display <i>Vendor Note Update panel</i> (figure 25) to work with the <b>Item Extended Description</b>
F16=Sort Sequence F16=Line Sequence	Toggles the display between sorting on the <b>Comment Code</b> and sorting on the line number

### To create or change an Item Extended Description

1. On the *Vendor Note Inquiry window* (figure 24), press **F6** (Create/Change) to display the *Vendor Note Update panel* (figure 25).

```

OP! 4.0 DEVELOPMENT ** CO# 001
245 Vendor Note Update
Miami Computer Vendor, Inc.
?Comment Code Notes Deleted Line #
- - - - - 1
- - - - - 2
- - - - - 3
- - - - - 4
- - - - - 5
- - - - - 6
- - - - - 7
- - - - - 8
- - - - - 9
- - - - - 10
- - - - - 11
- - - - - 12
- - - - - 13
- - - - - 14
- - - - - 15
More...
F1=Help F3=Exit F4=?List F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bottom

```

Vendor Note Update panel (figure 25)

Each line of the **Vendor Note** can have its own **Comment Code**, even if it is actually a continuation of the line above it. Each line can also be deleted separately.

- Complete these fields:

**?Comment Code**

Type a user-defined code that you want to assign to a line of notes. The code indicates if you want to print the line of notes on shipping documents, Purchase Orders, etc.

**Notes**

Type additional information about the **Vendor**. You can use as many lines as necessary. The only restriction is the amount of space in the area where the notes will eventually print.

**Deleted**

Type **D**(elete) beside the line(s) you want to delete.

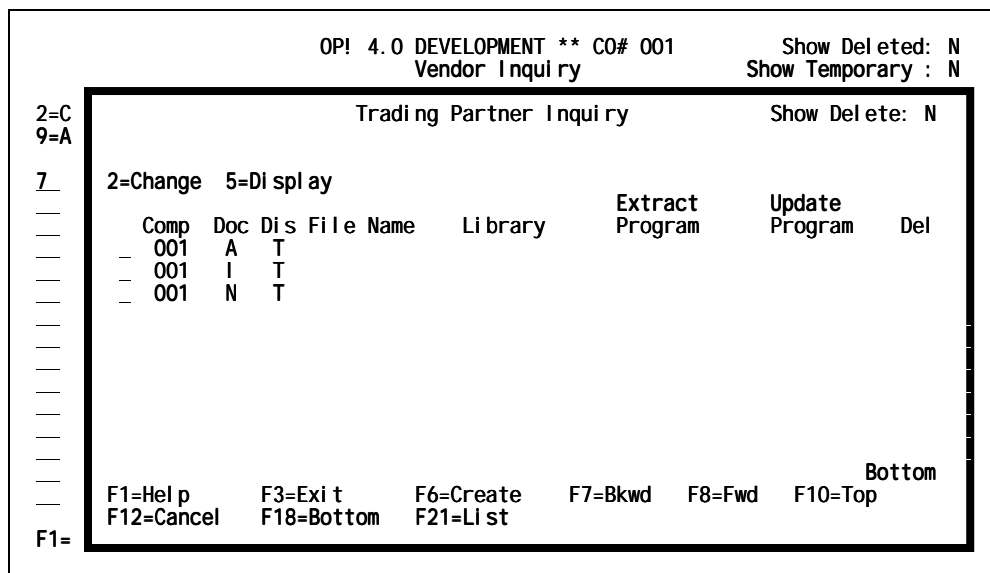
- Press **Enter** to update the **Vendor Note**.

**Working with Trading Partner Profiles**

**ORDER POWER!** requires you set up **Trading Partner Profiles** for **Customers** and **Vendors** who you want to receive faxes or EDI information from **ORDER POWER!**. The **Trading Partner Profile** stores codes that **ORDER POWER!** must embed within the spool files in order to send them by fax or EDI. This information can specify recipient names, fax numbers and formatting options necessary for certain types of documents.

**To work with Vendor Trading Partner Profiles**

- On the *Vendor Inquiry panel (figure 18)*, type **7** (Trading Profile) beside the **Vendor** you want to work with, then press **Enter** to display the *Trading Partner Inquiry window (figure 26)*.



*Trading Partner Inquiry window (figure 26)*

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display the <i>Trading Partners Profile Update panel (figure 28)</i> update the <b>Trading Partner Profile</b>
5=Display	Display the <i>Trading Partner Display</i> , similar to <i>Trading Partners Profile Update panel (figure 28)</i> to view the <b>Trading Partner Profile</b>
F6=Create	Display the <i>Trading Partners Profile Prompt panel (figure 27)</i> to create a new <b>Trading Partner Profile</b>

**To create a new Trading Partner Profile**

1. On the *Trading Partner Inquiry window (figure 26)*, press **F6** (Create) to display the *Trading Partners Profile Prompt panel (figure 27)*.

```

** CSI 3.3 Development Co 1 **
1 C      9473      Trading Partners Profile Prompt
CSI's Favorite Customer      ?Document Type
                                -

F1=Help  F3=Exit  F4=?List  F12=Cancel  F20=Master Record

```

*Trading Partners Profile Prompt panel (figure 27)*

2. Complete this field:

**?Document Type**

Type a code to indicate which document type you are defining:

- P** (Positive Purchase Order) - the document type used for printing **Vendor Purchase Orders**
- N** (Negative Purchase Order) – the document type used for printing **Return To Vendor (RTV) Purchase Orders**.
- I** (Invoice) – the document type used to create a vendor invoice batch from EDI transactions
- A** (Order Acknowledgement) – the document type used for **Order Acknowledgments**, customer **Quotations** or **Bids**, and pro forma invoices from Order Entry or Order Inquiry/Customer Service

3. Press **Enter** to display the *Trading Partners Profile Update panel (figure 28)*.

```

001 C      9473      ** CSI 3.3 Development Co 1 **
                  Trading Partners Profile Update
?Document Type A Orders Acknowledgement ?Disposition Type F
File Name / Library _____ / _____
Extraction Program _____ Update Program _____
OP! ID _____ Trading Part ID _____
Override Terms Code _ Auto Post to EDI
Fax Telephone _____
Print Cover Page? _ To Line 1 *FN123-456-7890 *FI Purchasing Dept.
                    Line 2 _____
                    Line 3 _____
Cover Page Printer _____ Bottom of Spool Document
File _____ From Line 1 *ZZ _____
Libr _____ Line 2 _____
                    Line 3 _____
                    Cover Page Title _____
                    Cover Page Comment _____
F1=Help F3=Exit F4=?List F12=Cancel Delete _

```

Trading Partners Profile Update panel (figure 28)

4. Complete these fields:

**Disposition Type**

Type a code to indicate which type of electronic transmission is being received or sent.

- F Fax Documents
- T Transfer File

**File Name / Library**

Identify the output queue and library where a fax document is spooled.

**Extraction Program (for incoming files)**

Type the name of the mapping program used to link fields in an import file with standard **ORDER POWER!** fields.



Mapping is tailored to the specific **Vendor** because trading partners may have unique document formats.

**Update Program (for outgoing files)**

Type the name of the mapping program used to convert standard **ORDER POWER!** fields into a customized export file format.

**OP! ID**

Type a unique code used by the EDI Interface to identify your company to the trading partner.

**Trading Part ID**

Type a unique code used by the EDI Interface to identify each **Trading Partner Profile**.

**Override Terms Code**

Type **Y**(es) or **N**(o) to indicate whether the incoming **Tender** and payment term's information should preempt the **Terms** you have defined in **ORDER POWER!**.

**Auto Post to EDI**

Type **Y**(es) or **N**(o) to indicate whether an incoming EDI invoice should be automatically processed upon successful edit validation. Automatic posting records the invoice to the **Accounts Payable** ledger, receives and costs the **Purchase Order** at the expected cost, and processes the customer's order as if it were an invoice for a drop ship order. When auto post to EDI is set to **N**(o), error-free EDI invoices are placed in an Accounts Payable invoice batch awaiting batch posting.

**ORDER POWER!** integrates with Quadrant Software's outbound faxing software. The following fields define the fax interface requirements and commands for the FastFax software.

**Fax Telephone**

Type the telephone number to which the outbound fax will be sent.

**Print Cover Page**

Type **Y**(es) or **N**(o) to indicate whether or not you want a separate facsimile cover page to be included with the electronically transmitted document.

**Cover Page Printer File / Libr**

Identify the location of the cover page document.

**Top of Spool Document****Line 1 / Line 2**

Type the fax codes that specify recipient names, fax numbers and formatting options you have decided on for this recipient.

For detailed information regarding all the possible fax codes and their correct syntax and usage, please consult you **FASTFAX™** User Guide.

**Top of Spool Document****Line 3**

Type a comment to be viewed online only. Line 3 is not processed as fax codes, but can be used for notes.

**Bottom of Spool Document****Line 1 / Line 2**

Type **\*ZZ**. This code (upper case required) is required to indicate the end of the fax.

**Bottom of Spool Document****Line 3**

Type a comment to be viewed online only. Line 3 is not processed as fax codes, but can be used for notes.

**Cover Page Title**

Type a title that you want to appear on the document's cover page.

**Cover Page Comment**

Type a line of text that you want to be appended to the cover page as a comment line.

5. Press **Enter** to update the **Trading Partner Profile**.

### Working with the Order Interface Company Profile

Order Interface Company Profile maintains a file of default values that you can assign to required **ORDER POWER!** fields when creating orders you have imported from an external source, such as call centers or the Internet.

The default values are defined uniquely for each customer, vendor and *Web Store*. When the external information is mapped to **ORDER POWER!** files, these defaults are used to populate fields required by **ORDER POWER!** that were omitted from the incoming file. After the records are populated with incoming file information and/or the **Order Interface Company Profile** default values, new orders are created.

#### To work with Order Interface profiles

1. On the *Vendor Inquiry panel* (figure 18), type **8** (Order Interface) beside the **Vendor** you want to work with, then press **Enter** to display the *Order Interface Company Inquiry window* (figure 29).

```

OPI 4.0 DEVELOPMENT ** CO# 001          Show Deleted: N
Vendor Inquiry                          Show Temporary : N

2=Change                               Order Interface Company Inquiry
_ AP Invo                               Pstn: _____ Show Delete : N
Vendor
8_ Kreidm                               2=Change 5=Display
  Gary W
  Luis L
  Whatev
  *****
  Wilson
  Ferdin
  Sg-Di s
  Sml th
  Royal t
  ABC SU
  Berkel
  Waters
  Mi ghty
  Recoto
F1=Hel p F

Comp  Type  Imp Ref #  Import Reference Source  Del
  1    V     1      1  Kreidman's International, Inc
  2    V     1      1  Kreidman's International, Inc
  4    V     1      1  Kreidman's International, Inc
 555  V     1      1  Kreidman's International, Inc
 888  V     1      1  Kreidman's International, Inc

F1=Hel p F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top
F12=Cancel F18=Bot F21=Print
Bottom
  
```

*Order Interface Company Inquiry window* (figure 29)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Order Interface Company Update panel 1</i> (figure 30) to update the <b>Interface Profile</b>
5=Display	Display the <i>Order Interface Company Display</i> similar to <i>Order Interface Company Update panel 1</i> (figure 30) to view the <b>Interface Profile</b>
F6=Create	Display the <i>Order Interface Company Update panel 1</i> (figure 30) to create a new <b>Interface Profile</b>

#### To create a new Order Interface Profile

On the *Order Interface Company Inquiry window* (figure 29), press **F6** (Create) to display the *Order Interface Company Update panel 1* (figure 30).

#### To change an Order Interface Profile

1. On the *Order Interface Company Inquiry window* (figure 29), type **2** (Change) beside the profile you want to change.

2. Press **Enter** to display the *Order Interface Company Update panel 1* (figure 30).

Order Interface Company Update							
1 V	Import Ref Source	9473	Miami	Call Center, Inc.			
	Tech Contact	_____					
	Telephone	_____					
	OP! Calculate	?Tax1	N	?Tax2	N	Fax:	
	Auto Post Closed Order	N	Y/N	?S/H	N	?Disc	N
	Defaults: ?Customer Class	EMP		Empl oyees		?Misc1	N
	?Order Origin	PHO		Phone		?Misc2	N
	?Media	MISC		Miscellaneous Media Code		?Override	
	?Priority Code	_____					
	?Salesperson 1	_____					
	?Salesperson 2	_____					
	Ship Complete	_____					
	?Ship Via	_____					
	?Warehouse	MIA		Miami Warehouse			
	?Terms Code	_____					
	?Header Comment Code	_____		my info fl	_____		
	?Detail Comment Code	_____					
	Accept Pick Ticket Code	N	Y/N				
							Delete _
F1=Help F3=Exit F4=?List F12=Cancel							

*Order Interface Company Update panel 1* (figure 30)

3. Complete these fields:

**Tech Contact**

Type the name of the person at the **Call Center** responsible for dealing with sending orders to **ORDER POWER!**.

**Telephone**

Type a phone number for the **Tech Contact**.

**Fax**

Type a fax number for the **Tech Contact**.

**OP! Calculate**

?Tax1 ?Tax2 ?S/H ?Disc ?Misc1 ?Misc2

Type a code to indicate to what extent, if any, **ORDER POWER!** should verify Taxes, Shipping and Handling, Discounts and Miscellaneous charges.

- Y** **ORDER POWER!** calculates the charge and overrides any charges that were uploaded
- N** **ORDER POWER!** accepts the upload without performing any verification
- F** **ORDER POWER!** calculates the charge and verifies that the uploaded charge is an exact match. If it is not, **ORDER POWER!** reports an error on the *Order Interface Edit* report.

**Auto Post Closed Order**

Type **Y(es)** or **N(o)** to indicate whether you want **ORDER POWER!** to automatically post the payments for **Counter Sales** orders to **Accounts Receivable**.

- Y(es)** post **Counter Sales** orders with all other imported orders
- N (o)** do not post **Counter Sales** orders with all other imported orders. (You must then run the **Post Counter Sales** option in **Accounts Receivable** to post these orders.)

4. For each of the default fields, type a value that **ORDER POWER!** can use to populate required fields if the information is omitted in the incoming file. For each default, complete the **Override** field (on the right side of the panel).

**Override**

Type a code to indicate whether the default value should override the information you upload with the order or inquiry

<b>N</b> (o)	Override
<b>O</b> (rders only)	WORDRS file only
<b>I</b> (nquiries only)	WMLLST file only
<b>B</b> (oth)	both orders and inquiries

**Default: ?Customer Class**

Type a customer class code that identifies a group or type of customer (wholesale, consumer, or government agency, etc.). Customer classes frequently have pricing significance. For example, item pricing, shipping and handling calculation methods, and applicable discounts may be determined according to customer class.

**Default: ?Order Origin**

Type a user-defined code to indicate how an order was received (i.e. telephone, mail, fax, etc.). **ORDER POWER!** provides statistics on orders by order origin.

**Default: ?Media**

Type the **Media** code you want to assign to new customers.

**Default: ?Priority Code**

Type a user-defined code that assigns relative importance to order release. Orders can be released by selected priority codes.

**Default: ?Salesperson 1 / 2**

Type the names of the primary and secondary Salespeople.

**Default: Ship Complete**

Type **Y** or **N** to indicate whether an order should be held until all items are available.

<b>Y</b> (es)	hold if not complete
<b>N</b> (no)	partial shipment is allowed

**Default: ?Ship Via**

Type a user-defined code to specify a required carrier and method of shipment (for example, UPS Ground, FedEx Next Day, etc.).

**Default: ?Warehouse**

Type a user-defined code to specify an inventory storage area. This may be either a physical or logical warehouse.

**?Terms Code**

Type a user-defined code to specify a **Terms Code** that defines payment periods and conditions and is used to calculate due dates and cash discounts.

**?Header Comment Code**

Type user-defined alphanumeric code that you want to assign to the header note.

**?Detail Comment Code**

Type user-defined alphanumeric code that you want to assign to the detail line note.



**Accept Pick Ticket Code**

Type **Y** or **N** to indicate whether you want to accept the **Pick Ticket Code** that is imported with each order.

**Y(es)** accept the **Pick Ticket Code**

**N(o)** do not accept the **Pick Ticket Code**

**Info fields 1, 2, 3**

Type the text you want to populate these 10-character user-defined fields. The prompts for these **Info fields** are set up in the **Header Info Fields Company Profile Panel 4.5**.

- 5. Press **Enter** to display the *Order Interface Company Update mapping panel (figure 31)*.

```

Computer Solutions, Inc.
Order Interface Company Update

1 V                               9473   Miami Call Center, Inc.

                                File 1           File 2
Import from PC Folder           _____
Import from PC Document        _____
Import to Physical File Name    _____
Mapping Program                 _____

                                Secondary Mail List Criteria
                                (Enter # of characters to use)

Last Name... (10) _____   Addr 1..... (30) _____   Phone 1.... (10) _____
Full Name... (30) _____   Addr 2..... (30) _____   Phone 2.... (10) _____
Company.... (30) _____   Addr 3..... (30) _____
Title/Pos (30) _____     City..... (20) _____
                                State..... ( 2) _____
                                Zip Code... (10) _____

F1=Help F3=Exit F12=Cancel

```

*Order Interface Company Update mapping panel (figure 31)*

Because the order file can originate in any format (such as PC, UNIX, Macintosh), a custom program is normally needed to create a format that can be used by **Order Interface**. To do so, you must move the PC file to an intermediate AS/400 file before it can be mapped to the **Order Interface** order file, WORDER. The fields in this intermediate file must be a mirror image of the fields in the PC document (see “Order file: WORDS” in the *Order Interface Users Guide*).

- 3. The **PC Mapping** fields are used to specify the location of the file you want to import, and the mapping program to use. Complete these fields:

**Import from PC Folder**

**File 1/File 2**

Type the name of the folder which contains the PC document(s) that contains the orders.

**Import from PC Document**

**File 1/File 2**

Type the name of the PC document (the order file) you want to import.

**Import to Physical File Name**

**File 1/File 2**

Type the name of AS/400 intermediary file (see above) where the orders will be copied before mapping them to the **Order Interface** file, **WORDER**.

### Mapping Program

Type the name of the mapping program or CL for **Order Interface** to use to map the PC order file to the AS/400 order file.

**ORDER POWER!**'s matchcode process compares the names and addresses of customers in the imported order file to existing customers in your **ORDER POWER!** company to prevent duplication. **ORDER POWER!** determines a duplicate or match by creating a **Match Code**.

The **Match Code** consists of ZZZZZAANN where,

**ZZZZZ** represents the five digits of the customer's zip code  
**AA** represents the first two characters of the customer's address  
**NN** represents the first two characters of the customer's last name

If a match is found, the existing customer number is used for the order. The **Secondary Mail List Criteria** fields provide additional protection against duplicate customer records by checking the number of characters you specify in these fields.

Last Name	Full Name	Company	Title/Pos	Addr 1
Addr 2	Addr 3	City	State	Zip Code
Phone 1	Phone 2	Country		

Type the number of characters to check for in each field. The numbers in parentheses indicate the maximum size of each one.

4. Press **Enter** to display the *Order Interface Company Update panel 3* (figure 32).

Web Store  
Order Interface Company Update

1 V

Number of days past expiration to permit upload:

Medias/Books	___
Unauthorized Credit Cards	___
Item	___
Customer Class	___

F1=Help F3=Exit F12=Cancel

*Order Interface Company Update panel 3* (figure 32)

5. Complete these fields:

**Number of days past expiration to allow:**  
**Medias/Books / Unauthorized Credit Cards / Item / Customer Class**

For each field, type the number of days past the expiration date you want to allow orders to be updated using the information contained there without causing an error.

6. Press **Enter** to update the **Order Interface Profile**.

**To display an Order Interface Profile**

On the *Order Interface Company Inquiry* window (figure 29), type **5** (Display) beside the profile you want to see, then press **Enter** to display the *Order Interface Company Display* windows, which are similar to the *Order Interface Company Update* panels.

**AP Invoices**

**AP Invoices** are bills your company must be paid by your company to **Vendors** and occasionally customers (refunds).

**To Work with AP Invoices**

On the *Vendor Inquiry* panel (figure 18), type **9** (AP Invoices) beside the **Vendor** you want to work with, then press **Enter** to display the *Vendor Invoice Inquiry* panel (figure 33). This is the same panel accessible from the *ORDER POWER! Work with Files* menu.

Vendor	1	Vendor Invoice Inquiry	Show Open :	<u>Y</u>		
	Kreidman's International, Inc		Show Paid :	<u>N</u>		
			Show Void :	<u>N</u>		
Pstn To :						
2=Change	5=Display	2 Open Invoices	122.00			
	Invoice	Description	Inv Date	Due Date	Amount	Status
-	1321321	test	5/30/03	6/25/03	61.00	OPEN
-	35163516	test2	5/30/03	6/25/03	61.00	OPEN
Bottom						
F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print List						

*Vendor Invoice Inquiry* panel (figure 33)

**Vendor Purchase Order Inquiry**

On the *Vendor Inquiry* panel (figure 18), type **10** (Purchase Orders) beside the **Vendor** you want to work with, then press **Enter** to display *Purchase Order Inquiry* panel (figure 34). This is the same panel accessible from the *Purchase Order* menu.

Order #	Date	Status	Name	Vendor Number
4561	31102	ACTIVE	Brigade Data Systems	254
45618	31102	ACTIVE	Brigade Data Systems	254
45615	30602	ACTIVE	Brigade Data Systems	254
45614	30602	ACTIVE	Brigade Data Systems	254
45613	30602	ACTIVE	Brigade Data Systems	254
4560	30502	ACTIVE	Brigade Data Systems	254
44327	42401	ACTIVE	Brigade Data Systems	254
43768 RTV	12301	RECEIVED	Brigade Data Systems	254
43736	12201	RECEIVED	Brigade Data Systems	254

OPI 4.1 DEVELOPMENT \*\* CO# 001  
 Purchase Order Inquiry  
 Show Closed : Y  
 Show Temp Vndr : Y  
 5=Display 6=Order Detail 7=Order Notes 8=Audit  
 9=Vendor Stats 10=Purch Summary  
 Bottom  
 F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F11=Fold F12=Cancel F18=Bot

Purchase Order Inquiry panel (figure 34)

### Vendor Statistics and Purchase Summary

**Vendor Statistics** provide a quick picture of your relationship with any **Vendor**. This can be useful for negotiating pricing for your company. The **Vendor Purchase Summary** provides a month-by-month detail of your company's orders and returns for the selected **Vendor** for the current and previous calendar years.

#### To display Vendor Statistics

On the *Vendor Inquiry panel (figure 18)*, type **11** (Statistics) beside the **Vendor** you want to work with, then press **Enter** to display *Vendor Statistics panel (figure 35)*.

OPI 4.0 DEVELOPMENT ** CO# 001		
Vendor Statistics		
Vendor:	1 Kreidman's International, Inc	
	Current Year	Prior Year
YTD invoice amounts:	\$122.00	\$1,900.50
YTD payments:	\$.00	\$502,136.90
YTD discounts taken:	\$.00	\$31.47
Last payment dated 12/31/02 for	\$575.00	
OrderPower! Company: 001		
Last purchase order:	Number:	48206
	Status:	CLOSED
	Date:	6/13/03
	Amount:	\$.00
F1=Help F3=Exit F12=Cancel F20=Purchase Summary		

Vendor Statistics panel (figure 35)

**To display the Purchase Summary**

On the *Vendor Inquiry* panel (figure 18), type **12** (Purchase Summary) beside the **Vendor** you want to work with, then press **Enter** to display *Purchase Summary Inquiry* (figure 36).

OP! 4.0 DEVELOPMENT ** CO# 001				
Purchase Summary Inquiry				
Vendor:	1 Kreidman's International, Inc		OP! Company: 001	
	----- 2003 -----		----- 2002 -----	
	Ordered	Returned	Ordered	Returned
	Amount	Amount	Amount	Amount
Jan:	942	38	481	10
Feb:	270	636	4,128	0
Mar:	685	0	34,676	1
Apr:	472	0	1,240,643	640
May:	122	0	691	0
Jun:	2,605	0	32	33
Jul:	0	0	167	13,380
Aug:	0	0	6,689	0
Sep:	0	0	10,879	0
Oct:	0	0	5,054	0
Nov:	0	0	131	0
Dec:	0	0	856	243
Ttl:	5,096	674	1,304,427	14,307

F1=Help F3=Exit F11=Previous F12=Cancel F20=Vendor Statistics

*Purchase Summary Inquiry (figure 36)*

## Payables

Use this menu to work with AP invoices that must be paid by your company to **Vendors** and occasionally customers (refunds).

From the *Accounts Payable Main Menu* (figure 1) select **Payables** to display the *Accounts Payable Invoice Processing menu* (figure 37).

APP02	Test Committed Item Auth	6/18/03
CSIUSER	Accounts Payable Invoice Processing	DSP108S1
Select one of the following :		
<ol style="list-style-type: none"> <li>1. Enter Invoices</li> <li>2. Invoice Inquiry</li> <li>3. Void Invoices</li> <li>4. Reprint Purchase Journal</li> <li>5. Enter and Process Quick Checks</li> </ol>		
		More...
?Select on ====> _		
F1=Help F3=Exit F4=?List F9=Command Line F12=Cancel		

*Accounts Payable Invoice Processing menu* (figure 37)

These options are available, in addition to the standard **ORDER POWER!** functions:

Option	Description
1. Enter Invoices	Display <i>AP Batch Inquiry panel</i> (figure 38) to work with <b>AP Batches</b>
2. Invoice Inquiry	Display <i>Vendor Invoice Inquiry Prompt panel</i> (figure 49) to view <b>Vendor</b> Invoices
3. Void Invoices	Display <i>Void Invoices Prompt panel</i> (figure 50) to void invoices
4. Reprint Purchase Journal	Display <i>Reprint Purchase Journals Prompt window</i> (figure 52) to select journals for print
5. Enter and Process Quick Checks	Display
30. EDI Interface File Inquiry and Maintenance	
31. EDI Interface File Edit and Posting	

### **Entering AP Invoices**

Invoices are recorded into **Accounts Payable** as a batch of transactions. The batch can consist of one to many invoices. The invoices you enter in **Accounts Payable** do not affect the General Ledger until they are posted.

#### **To enter AP Invoices**

From *Accounts Payable Invoice Processing menu* (figure 37) select **Enter Invoices** to display *AP Batch Inquiry panel* (figure 38).

Pstn : _____	AP Batch Inquiry		Show Unposted : Y
2=Change 4=Delete 5=Display 6=List 7=Edit 8=Post			Show Posted : N
9=Unsuspend			Show Deleted : N
Batch	Status	Description	Locked by
@SUSPENDED	Unedit ed	Awa iting PO Recei pts	GARY
— KI 1	E di ti ng	test	DARREN
— S002-04342	Unedit ed	AR Refund Batch -	
— TEST1119	Unedit ed	test1119	
			Opened Date
			Last Chg Date
			11/22/00 3/25/03
			9/10/02 9/10/02
			11/07/02 11/07/02
			11/21/02 11/21/02
			Bottom
F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F21=Print List			

AP Batch Inquiry panel (figure 38)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>AP Batch Invoice Entry panel (figure 40)</i> to work with an existing <b>AP Batch</b>
5=Display	Display the <i>Batch Display window (figure 46)</i> to view batch and invoice information
6=List	Print the <b>Invoices, Batch Detail List</b> for the selected batch in entry sequence
7=Edit	Validates and prints a report of all the invoices in the selected batch
8=Post	Display the <i>Posting Verification window (figure 48)</i> to validate the invoice information, print Purchase Journal, posts the invoices to the <b>General Ledger</b> , and updates Average Cost information for purchased goods
9=Unsuspend	Only valid for the batch named @SUSPENDED, this posts to open <b>Accounts Payable</b> any suspended invoices where the <b>Purchase Order</b> was received after original invoice entry
F6=Create	Display <i>AP Batch Invoice Prompt panel (figure 39)</i> to create a new <b>AP Batch</b>

**To create a new AP Batch**

1. On the *AP Batch Inquiry panel (figure 38)*, press **F6** (Create) to display the *AP Batch Invoice Prompt panel (figure 39)*.

AP Batch Invoice Prompt	
Batch	_____
Description	_____
F1=Help F3=Exit F12=Cancel	

*AP Batch Invoice Prompt panel (figure 39)*

1. Complete these fields:

**Batch**

Type a name you want to assign to a group of invoice entries. Batch names must begin with A-Z, cannot contain imbedded blanks, and must be unique in both **Accounts Payable** and **General Ledger**.

A batch allows a group of invoices to be processed together. Grouping invoices by month or type may be useful. For example, one batch may contain invoices processed during May while another batch may contain only AR Refunds.

**Description**

Type an explanation that helps identify the batch you are defining.

2. Press **Enter** to display the *AP Batch Invoice Entry panel (figure 40)*.

**To change a AP Batch description or work with invoices**

1. On the *AP Batch Inquiry panel (figure 38)*, type **2** (Change), beside the **AP Batch** you want to work with, then press **Enter** to display *AP Batch Invoice Prompt panel (figure 39)*, then press **Enter** again to display *AP Batch Invoice Entry panel (figure 40)*.



Batch Description	S002-04355 Snack foods	AP Batch Invoice Entry			Opened Batch Amt	6/10/03 5.00-
2=Change	4=Delete					
- Co#	Vendor	Invoice	Inv Date	Description	Inv. Amt	HC
- 001	4028	063003	6/30/03	po cost	100.00-	
- 001	54908	25896	7/04/03	Hershey Bars	75.00	
- 001	54908	968454	4/21/03	Diet Coke	20.00	
-						
-						
-						
-						
-						
-						
Invoice Entry					More...	
?Co	?Vendor	Invoice	Inv Date	Description	Inv Amount	
000						

F1=Help F3=Exit F4=?List F7=Bkwd F8=Fwd F10=Top F12=Cancel

AP Batch Invoice Entry panel (figure 40)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display <i>AP Batch Invoice Entry Update panel (figure 41)</i> to work with an existing invoice entry
4=Delete	To delete the selected invoice entry

**To enter invoices in an AP Batch**

- On *AP Batch Invoice Entry panel (figure 40)*, complete these fields:

**Co**

Type the number of the **General Ledger** company that owes the invoice.

**Vendor**

Type the user-defined numerical identifier assigned to a company that supplies goods and services.

**Invoice**

Type the **Vendor's** billing reference for merchandise and/or services.

**Inv Date**

Type the date of the invoice.

**Description**

Type an explanation of what the invoice is for.

**Inv Amount**

Type the amount of the invoice.

- Press **Enter** to display *AP Batch Invoice Entry Update panel (figure 41)*.

**To change an invoice entry**

- On the *AP Batch Invoice Entry panel (figure 40)*, type **2** (Change), beside the invoice entry you want to work with, then press **Enter** to display the *AP Batch Invoice Entry Update panel (figure 41)*.

AP Batch Invoice Entry							
Batch Description	S002-04355 Snack foods					Opened Batch Amt	6/10/03 5.00-
2=Change	4=Delete						
Co#	Vendor	Invoice	Inv Date	Description		Inv. Amt	HC
001	4028	063003	6/30/03	po cost		100.00-	
001	54908	25896	7/04/03	Hershey Bars		75.00	
001	54908	968454	4/21/03	Diet Coke		20.00	
-							
-							
-							
-							
-							
UPDATE							
?Co	?Vendor	Invoice	Inv Date	Description		Inv Amount	
001	54908	968454	4/21/03	Diet Coke		20.00	
Amt Subj Disc			Purchase Order	N Y/N	Hand Check	N Y/N	
Disc Avail			Hold Invoice	N Y/N			
Discount Date			Due Date	6/10/03	Vendor	GARY WINSTEQ	
F1=Help F12=Cancel F23=User							

AP Batch Invoice Entry Update panel (figure 41)

**Accounts Payable** prefills the panel with information based on the **Inv Amount**, **Amt Subj Disc** and the **Vendor** terms you defined on *Vendor Update panel 1* (figure 20). If you change these fields, **ORDER POWER!** automatically recalculates the **Discount Available**, **Discount**, and **Due Date**.

2. Complete these fields:

**Description**

Type an explanation of what the invoice is for.

**Inv Amount**

Type the amount of the invoice.

**Amt Subj Disc**

Type the amount of the invoice in dollars eligible for the discount (for example, excluding sales tax). The **Amount Subject to Discount** defaults to the total invoice amount but you can be adjust as required. **ORDER POWER!** automatically calculates the **Discount Available** based upon the value in this field.

**Purchase Order**

Type **Y(es)** or **N(o)** to indicate whether this invoice relates to a **Purchase Order** you have created in **ORDER POWER!**. If you type **Y(es)**, you can enter **Purchase Order Costing**, however the **Purchase Order** is not actually costed until the invoice batch is posted.

**Hand Check**

Type **Y(es)** or **N(o)** to indicate whether you are recording a hand check. If you choose **Y(es)**, an additional screen is presented for you to record the check information. Duplicate check numbers cannot be written against the same cash account. A hand check entry books the invoice and payment concurrently. The entry is recorded as a paid invoice.

**Disc Avail**

Type the total discount amount that can be applied.

**Hold Invoice**

Type **Y**(es) or **N**(o) to indicate whether this invoice should be placed in “hold status.” This flag does not affect other invoices. Any held invoice must be manually removed from “hold status” as required. Held invoices cannot be selected for payment.

**Discount Date**

Type the calendar date of the month on or before which you can take a “prompt payment discount.”

**Due Date**

Type the date of the month on or before which the invoice must be paid.

3. Press **Enter**. Depending on what you entered in the **Purchase Order** field above, one of the following panels will display:

- *Purchase Order Costing window (figure 42)*

- or -

- *Expense Detail Entry window (figure 44)*

**Costing / Expensing an invoice**

**Purchase Orders** are costed to ensure that profitability is based upon the actual item cost rather than the expected item cost. During **Purchase Order Costing, ORDER POWER!**:

- closes out an existing purchase order, if complete
- adjusts the average cost per item, as necessary, for the inventory on hand
- adjusts the Cost of Sales per item, as necessary, for the inventory sold

You must also create entries to account for payments that don’t have a corresponding **Purchase Order**, such as Utilities, Rent and other miscellaneous expenses. This process is known as Expensing a payment.

**To cost an invoice (Purchase Order costing)**

If you typed **Y**(es) in the **Purchase Order** field on *AP Batch Invoice Entry Update panel (figure 41)*, **ORDER POWER!** displays *Purchase Order Costing window (figure 42)*.

AP Batch Invoice Entry			
Batch	S002-04355	Opened	6/10/03
Description	Snack foods	Batch Amt	5.00-
2=Change 4=Delete			
Invoice 968454 Purchase Order Costing Debit Memo P.O. Exists			HC
?Order Power! Company for PO 001 OP! Development - Company 001			
?Purchase Order Number		Invoice Amt	20.00
F1=Help F4=?List F12=Cancel		Costed Amt	20.00
UPDATE			
?Co	?Vendor	Invoice	Inv Date Description
001	54908	968454	4/21/03 Diet Coke
			Inv Amount
			20.00
Amt Subj	Disc	Purchase Order	N Y/N Hand Check N Y/N
Disc Avail		Hold Invoice	N Y/N
Discount Date		Due Date	6/10/03 Vendor GARY WINSTEQ
F1=Help F12=Cancel F23=User			

*Purchase Order Costing window (figure 42)*

1. Type the **Purchase Order** number in the **Purchase Order Number** field, then press **Enter** to display *Purchase Order Cost Entry* window (figure 43).

AP Batch Invoice Entry						
Pstn To :	___	Purchase Order Cost Entry			Drop Ship: N	
PO Number	48373					
Line Item/		Description/	Whse	U/M	Unit Cost	
	Order Qty	Rec'd Qty	Costed Qty	Costed Amount		
1 Diet Coke	1.000	crate - extra caffeine	MIA	EAC	20.0000	
		Cost Qty/Amt:				
						Bottom
F1=Hel p F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Debit Memo PO F23=Fully Cost						
F1=Hel p F12=Cancel F23=User						

*Purchase Order Cost Entry* window (figure 43)

2. Complete these fields for each line of the **Purchase Order**, or press **F23** (Fully Cost) to apply the expected quantities and cost from the PO.

**Costed Qty**

Type the quantity of the **Item** you are costing.

**Costed Amount**

Type the total extended cost for the quantity received.

3. Press **Enter** to cost the **Purchase Order** for those **Items**. If you haven't received the merchandise, you may receive the message, "Costing quantity will exceed received quantity. F5-To Suspend Invoice" depending on what you have set up on *AP Configuration Defaults* panel (figure 8).

**To expense an invoice (no Purchase Order)**

1. If you typed N(o) in the **Purchase Order** field on *AP Batch Invoice Entry Update* panel (figure 41), **ORDER POWER!** displays the *Expense Detail Entry* window (figure 44).

AP Batch Invoice Entry							
Batch Descr	Expense Detail Entry					Inv Amt: 22.00	30
2=Change	4=Delete		Total...				
Co	Account		Amount	Description			
00	001-000-00525		15.00	Lollipops			
	001-000-00525		7.00	Blowpops			
					Bottom		
	?Account		Amount	Description			
	000 000 00000			Lollipops			
F1=Help F4=?List F7=Bkwd F8=Fwd F10=Top							
?Co	?Vendor	Invoice	Inv Date	Description	Inv Amount		
001	325	111797	7/25/03	Lollipops	22.00		
Amt	Subj	Disc	Purchase Order		N	Y/N	
		22.00					
Disc Avail	2.20		Hold Invoice		N	Y/N	
Discount Date	7/25/03		Due Date		7/25/03		
Vendor M/A/R/C							
F1=Help F3=Exit F4=?List F7=Bkwd F8=Fwd F10=Top F12=Cancel							

Expense Detail Entry window (figure 44)

- Complete these fields to create GL entries for the check:

**Account**

Type the user-defined codes that identify a department / account number established in **ORDER POWER!**. The window is prefilled with the default account you set up for this **Vendor** on *AP Vendor GL Defaults Update panel* (figure 7).

**Amount**

Type the amount of this entry.

**Description**

Type a description of each entry.

- When you have completed all the entries related to the check, press **Enter** to redisplay *Expense Detail Entry window* (figure 44).
- Repeat these steps if there are additional entries related to this check.

**To apply Debit Memos against an invoice**

**Debit Memos** are used to modify a check stub to indicate why you are paying an invoice for an amount less than expected. **Debit Memos** are created in the **Purchase Order** program, but you apply it while costing the invoice it charges against.

- On the *AP Batch Invoice Entry panel* (figure 40), complete these fields:

**Co**

Type the number of the **General Ledger** company that owes the invoice.

**Vendor**

Type the user-defined numerical identifier assigned to a company that supplies goods and services.

**Invoice**

Type the **Vendor's** billing reference for merchandise and/or services.

**Inv Date**

Type the date of the invoice.

**Description**

Type an explanation of what the invoice is for.

**Inv Amount**

Type the amount of the invoice.

2. Press **Enter** to display *AP Batch Invoice Entry Update panel (figure 41)*. When there is an open **Debit Memo** for the **Vendor**, the following message appears on the status line at the bottom of the panel:

Notice: Unapplied Debit Memo P.O. exists for vendor. Press F18 to view P.O.
---

3. Complete these fields:

**Description**

Type an explanation of what the invoice is for.

**Inv Amount**

Type the amount of the invoice that you intend to pay  
(**price each \* quantity received**).

**Amt Subj Disc**

Type the amount of the invoice in dollars eligible for the discount (for example, excluding sales tax). The **Amount Subject to Discount** defaults to the total invoice amount but you can be adjust as required. **ORDER POWER!** automatically calculates the **Discount Available** based upon the value in this field.

**Purchase Order**

Type **Y(es)** so that you can reference the **Purchase Order** and its associated **Debit Memo**.

**Hand Check**

Type **N(o)**.

**Disc Avail**

Type the total discount amount that can be applied.

**Hold Invoice**

Type **Y(es)** or **N(o)** to indicate whether this invoice should be placed in “hold status.” This flag does not affect other invoices. Any held invoice must be manually removed from “hold status” as required. Held invoices cannot be selected for payment.

**Discount Date**

Type the calendar date of the month on or before which you can take a “prompt payment discount.”

**Due Date**

Type the date of the month on or before which the invoice must be paid.

4. Press **Enter** to display the *Purchase Order Costing window (figure 42)*.

- Type the **Purchase Order** number in the **Purchase Order Number** field, then press **Enter** to display *Purchase Order Cost Entry* window (figure 43).
- Complete these fields for each line of the **Purchase Order**.
  - Costed Qty**  
Type the actual received quantity of the **Item** you are costing.
  - Costed Amount**  
Type the total extended cost for the quantity received.
- Press **Enter** to cost the **Purchase Order** for those **Items**.
- Press F18=Debit Memo to display *Debit Memo Selection* window (figure 45).

**AP Batch Invoice Entry**

P	Debit Memo Selection			Inactive: <u>N</u>
P	Vendor#	00000426	Andrea's Vendor	
L	Ref PO#	48706	Batch P112686	Invoice 112686
		1=Select	4=Close	5=Display
		6=Order Detail	7=Order Notes	8=Audit
		9=Deselect	10=Purch Summary	11=Vendor Stats
	Opt	Order#	Date	Status of Debit Memo
		48707	11/26/03	ACTIVE
			Debit Amt	Sts
			149.85	A

Bottom

F1= F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Bot F18=Bot

*Debit Memo Selection window (figure 45)*

- Type **1** (Select) beside the **Debit Memo** you want to apply, then press **Enter**, then **F3** (Exit) to apply the **Debit Memo**.

When the checks are printed, the **Debit Memo** reference appears on the check like this:

	VENDOR	426		
DM PO#	48707 11/26/03	149.85-	149.85-	149.85-
	112686 11/26/03	4995.00	4995.00	4995.00
			.00	-----
				4845.15

---

11/25/03      426

\*\*\*\*\*4,845.15\*\*\*

FOUR THOUSAND EIGHT HUNDRED FORTY FIVE DOLLARS AND 15 CENTS  
 CSI Vendor  
 6187 NW 167 Street  
 Miami      FL 33015

**To delete an invoice entry**

On the *AP Batch Invoice Entry* panel (figure 40), type **4** (Display) beside the invoice entry you want to delete, then press **Enter** to delete the selected invoice entry.

**To display an AP Batch and its invoices**

On the *AP Batch Inquiry panel (figure 38)*, type **5** (Display) beside the **AP Batch** you want to see, then press **Enter** to display the *Batch Display window (figure 46)*.

```

Pstn : _____ AP Batch Inquiry Show Unposted : Y
Show Posted : N
2=Change 4=Delete 5=Display 6=List 7=Edit 8=Post Show Deleted : N
9=Unsuspend Opened Last Chg
Batch Status Description Locked by Date Date
_ @SUSPENDED Unedit ed Awa iting PO Recei pts GARY 11/22/00 3/25/03
_ KI 1 Edi ting test DARREN 9/10/02 9/10/02
_ 5 S002-04342 Unedit ed AR R
_ TEST1119 Unedit ed test

```

```

Batch Display
Status Unedit ed
Batch S002-04342
Description AR Refund Batch - S002-04342
Opened 11/07/02
Posted
Changed 7/22/03
G/L date
Total Amount 9991.34
Locked By/Ws
Last Changed By/Ws CSI USER DSP108S1
F1=Hel p F3=Exi t F12=Cancel

```

F1=Hel p F3=Exi t F6=Create F7

*Batch Display window (figure 46)*

You can press **Enter** to display *AP (batch) Invoice Inquiry window (figure 47)*.

```

Pstn : _____ AP Batch Inquiry Show Unposted : Y
Show Posted : N
Batch: S002-04342 AP Invoice Inquiry
AR Refund Batch - S002-04342
Pstn : _____
5=Di spl ay

```

Co#	Vendor	Invoice	Description	Invoice Date	Amount	HC
2	444444722	000001056	AR Refund Invoi	11/07/02	93.57	
2	444444722	000001060	AR Refund Invoi	11/07/02	94.57	
2	444444722	000002289	AR Refund Invoi	11/07/02	15.87	
2	444444722	000002427	AR Refund Invoi	11/07/02	24.98	
2	444444722	000002436	AR Refund Invoi	11/07/02	24.98	
2	444444722	000002449	AR Refund Invoi	11/07/02	25.34	
2	444444722	000002672	AR Refund Invoi	11/07/02	100.00	
2	444444722	000003194	AR Refund Invoi	11/07/02	35.55	
2	444444722	000004019	AR Refund Invoi	11/07/02	1.00	
2	444444722	000004020	AR Refund Invoi	11/07/02	1.00	

F1=Hel p F3=Exi t F7=Bkwd F8=Fwd F10=Top F12=Cancel F21=Print List

*AP (batch) Invoice Inquiry window (figure 47)*

**To print a Invoices, Batch Detail List for a selected batch**

Use the **6** (List) function to print a batch listing, in entry sequence, (the listing does not check for errors). On the *AP Batch Inquiry panel (figure 38)*, type **6** (List) beside the **AP Batch** you want to print, then press **Enter** to print the **Invoices, Batch Detail List** (see page 51).

**To edit an AP Batch**

Before an invoice batch can be posted, it must be edited by **ORDER POWER!** to identify any errors. All errors must be corrected before you can post the batch. On the *AP Batch Inquiry panel (figure 38)*, type **6** (List) beside the **AP Batch** you want to print, then press **Enter** to print the **Invoice Batch Edit Listing** (see page 52).



# Invoices, Batch Detail List

User: CSIUSER  
 Wsid: DSP108S1  
 Prog: AP02005  
 Batch S002-04342 AR Refund Batch - S002-04342

Test Committed Item Auth  
 Date Opened 11/07/02 Date Posted  
 Date 7/22/03  
 Time: 13:51:55  
 By CSIUSER  
 Batch Status Unedited

Expense AR Refund Expense - 000006247 9.00 Exp Acct: 002-002-00210  
 Expense total 9.00  
 Co 002 GL Co 002, Calendar July  
 Vendor 999999922 GARY WINSTEL

Invoice Description	Amount	Invoice Date	Due Date	Discount Date	Subject Disc.	Amount of Disc.	Hand Ck Date	Hand Ck Disc.
000006290 AR Refund Invoice - 000006290	108.76	11/07/02	11/07/02		.00	.00		.00
Expense AR Refund Expense - 000006369	50.43	Cash Acct: 000-000-00000						6290
Expense total	50.43	Exp Acct: 002-002-00210						
Co 002 GL Co 002, Calendar July								
Vendor 999999922 GARY WINSTEL								

Invoice Description	Amount	Invoice Date	Due Date	Discount Date	Subject Disc.	Amount of Disc.	Hand Ck Date	Hand Ck Disc.
000006438 AR Refund Invoice - 000006438	20.19	11/07/02	11/07/02		.00	.00		.00
Expense AR Refund Expense - 000006448	9.94	Cash Acct: 000-000-00000						6438
Expense total	9.94	Exp Acct: 002-002-00210						
Co 002 GL Co 002, Calendar July								
Vendor 999999922 GARY WINSTEL								

Invoice Description	Amount	Invoice Date	Due Date	Discount Date	Subject Disc.	Amount of Disc.	Hand Ck Date	Hand Ck Disc.
000006450 AR Refund Invoice - 000006450	92.14	11/07/02	11/07/02		.00	.00		.00
Expense AR Refund Expense - 000006450	92.14	Exp Acct: 002-002-00210						
Expense total	92.14							
Report total	9991.34							

# Invoice Batch Edit Listing

User: CSIUSER  
 Wsid: DSP108S1  
 Prog: AP02010  
 Batch: A99426

Co# 1, Computer Solutions, Inc.

Page: 1  
 Date: 11/19/03  
 Time: 11:06:07

Invoice Batch Edit Listing  
 CSIUSER writer batch

Date Opened: 7/25/03  
 Last Changed: 11/19/03

By User: CSIUSER  
 Wsid: DSP108S1  
 Batch Seq#: 1

Company: 001  
 Vendor: 325  
 Invoice: 111797  
 Inv Date: 7/25/03  
 Due Date: 7/25/03

GL Development Company 001  
 M/A/R/C  
 Desc: Lollipops  
 Discount Due: 7/25/03  
 Amount Subject to Discount: 165.00  
 Discount Amt: .00

=====  
 Distribution:

Expense Total: .00  
 Invoice Total: 165.00  
 \*\*\*\*\* OUT OF BALANCE \*\*\*\*\*

Company: 001  
 Vendor: 1  
 Invoice: 26458  
 Inv Date: 7/04/03  
 Due Date: 8/25/03

GL Development Company 001  
 KREIDMAN'S INTERNATIONAL, INC  
 Desc: Lollipops  
 Discount Due: 8/10/03  
 Amount Subject to Discount: 22.00  
 Discount Amt: .44

Distribution:

Expense Total: 22.00  
 Invoice Total: 22.00

001-000-00525 15.00 Lollipops  
 001-000-00525 7.00 Blowpops

A99426 Batch Final Totals: No. Invoices . . . . : 2  
 Amount of Invoices : 187.00  
 Disc Amt Taken : .00  
 Disc Amt Available : .44  
 Total Costed PO's . . : .00  
 Total PO Variance . . : .00  
 Total Debit Memos . . : .00

\* Suspend \*  
 0  
 \*\*\*\*\*  
 \*\* ERRORS IN BATCH \*\*  
 \*\* CANNOT POST \*\*  
 \*\*\*\*\*

### To post an AP Batch

After you have edited a batch and found no errors, you can then post it. Posting a batch means performs error checking, and if no errors are found, prints a Purchase Journal Listing then posts to **Accounts Payable** and **General Ledger**.

1. On the *AP Batch Inquiry* panel (figure 38), type **8** (Post) beside the **AP Batch** you want to post, then press **Enter** to display the *Posting Verification* window (figure 48).

AP Batch Inquiry				Show Unposted : <u>Y</u>	Show Posted : <u>N</u>
2=Change	4=Delete	5=Display	6=List	7=Edit	8=Post
9=Unsuspend					
Batch	Status	Description	Locked by	Opened Date	Last Chg Date
@SUSPENDED	Unedited	Awaiting PO Receipts	GARY	11/22/00	3/25/03
— KI1	Editing	test	DARREN	9/10/02	9/10/02
<u>8</u> S002-04342	No Errors	AR Refund Batch -		11/07/02	7/23/03
— TEST1119	Unedited	test1119		11/21/02	11/21/02

Posting Verification	
S002-04342	
AR Refund Batch -	S002-04342
Continue?	<u>Y</u> Y/N
GL Posting Date	<u>7/23/03</u>
F1=Help	F3=Exit F12=Cancel

F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F1

Posting Verification window (figure 48)

2. Confirm that the information displayed is for the batch you intend to post, then complete these fields:

#### Continue?

Type **Y**(es) or **N**(o) to indicate whether or not you want to post the batch.

#### GL Posting Date

Type the date you want to apply to the posting of this batch. The **GL Posting Date** may differ from the actual calendar or system date.

3. Press **Enter** to post the batch.

### To unsuspend a suspended invoice

When you cost **Items** in **Accounts Payable** prior to receiving the merchandise, **ORDER POWER!** places the invoice in suspense (a special batch called @SUSPENDED) until the merchandise is actually received. You can then periodically use the **Unsuspend** option to batch and post invoices after receiving the goods.

On the *AP Batch Inquiry* panel (figure 38), type **9** (Unsuspend) beside the @SUSPENDED batch, then press **Enter**. If a **Purchase Order** has been received against invoices in @SUSPENDED, then **ORDER POWER!** creates a new batch named “SU $mmddy$ ” (where  $mmddy$  represents the current date.) containing the unsuspended invoices. You must then use options 7 and 8 to edit and post the new batch.



It is only necessary to manually unsuspend a batch if you have chosen option 2, Unsuspend Invoices During Invoice Posting the @SUSPENDED Batch on the *AP Configuration Defaults* panel (figure 8). If you chose option 1, Unsuspend Invoices During PO Receiving, **ORDER POWER!** will unsuspend them for you at that time.

### **Invoice Inquiry**

Use the Invoice Inquiry function to view a list of invoices.

1. From *Accounts Payable Invoice Processing menu* (figure 37) select **Invoice Inquiry** to display *Vendor Invoice Inquiry Prompt panel* (figure 49).

Vendor Invoice Inquiry Prompt

?Vendor \_\_\_\_\_

?PO# \_\_\_\_\_ ?OP! Co# 1

F1=Help F3=Exit F4=?List F12=Cancel

*Vendor Invoice Inquiry Prompt panel (figure 49)*

2. Complete these fields to select which invoices will display:

**Vendor**

Type the user-defined numerical identifier assigned to a company supplier of goods and services.

**PO#**

Type the number of the document issued by your company to the **Vendor**, to guarantee payment for the goods being ordered.

**OP! Co#**

Type the number of the **ORDER POWER!** company you want to view invoices for.

3. Press **Enter** to display *Vendor Invoice Inquiry panel* (figure 33).

### **Void Invoices**

Use this option to void an invoice and reverse its GL entries.

#### **To void AP Invoices**

1. From *Accounts Payable Invoice Processing menu* (figure 37) select **Void Invoices** to display *AP Batch Inquiry panel* (figure 38).

Void Invoices Prompt

?Vendor \_\_\_\_\_

?PO# \_\_\_\_\_ ?OP! Co# 1

F1=Help F3=Exit F4=?List F12=Cancel

Void Invoices Prompt panel (figure 50)

- Complete these fields to narrow the display of invoices you can select from:

**Vendor**

Type the user-defined numerical identifier assigned to a company supplier of goods and services.

**PO#**

Type the number of the document issued by your company to the **Vendor**, to guarantee payment for the goods being ordered.

**Co#**

Type the number of the **ORDER POWER!** company you want to view invoices for.

- Press **Enter** to display *Void Invoice Selection panel (figure 51)*.

Vendor 1 Void Invoice Selection  
Kreidman's International, Inc

Pstn To : \_\_\_\_\_  
2=Change 5=Display \_=Void

9 Open Invoices 921.17

Invoice	Description	Inv Date	Due Date	Amount	Status
031402B	tst	3/14/02	4/25/02	100.00	OPEN
10013	10013	8/31/00	9/25/00	50.00	OPEN
10022	10022	8/31/00	9/25/00	100.00	OPEN
10023	10023	8/31/00	9/25/00	100.00	OPEN
110299	12345	11/02/99	1/02/00	250.00-	OPEN
124937	z	8/01/02	8/25/02	50.00	OPEN
45628	45628	3/11/02	4/25/02	60.00	OPEN
45641A	45641	3/14/02	4/25/02	136.17	OPEN
45649A	This is a KI test	2/14/02	3/25/02	575.00	OPEN

Bottom

F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print List

Void Invoice Selection panel (figure 51)

### Reprint Purchase Journal

This report lists all transactions and/or batches of transactions posted to the **Accounts Payable Ledger** after all payments were disbursed (invoices were posted). You can select the transactions you want printed based on either the **Company Number** and **Posting Date** or a **Purchase Journal Voucher Number** (batch).

#### To print transactions

1. From *Accounts Payable Invoice Processing menu* (figure 37) select **Reprint Purchase Journal** to display *Reprint Purchase Journals Prompt window* (figure 52).

APP02 CSIUSER	Test Committed Item Auth Accounts Payable Invoice Processing	7/23/03 DSP108S1
Select one of the following :		
1. Enter Invoices 2. Invoice Inquiry 3. Void Invoices 4. Reprint Purchase Journal 5. Enter and		
?Selection ==> 4	<b>Reprint Purchase Journals Prompt</b> Company      ?From 000 ?To 000  Posted Dates From _____ To _____  - OR - Purchase Journal Voucher#: _____	
F1=Help F3=Exit	F1=Help F3=Exit F4=?List F12=Cancel	

*Reprint Purchase Journals Prompt window (figure 52)*

2. Complete either the first set of fields, or the last field alone to select which **Purchase Journals** you want to print:

#### Company From /To

Type a range of **ORDER POWER!** Company numbers.

#### Posted Dates From /To

Type a range of Posting dates.

#### Purchase Journal Voucher#

Type the number of a specific **Journal Voucher**.

3. Press **Enter** to display the *Printer Defaults window*. (See “Setting Printer Defaults” section on page 98 for instructions on setting Printer Defaults.)
4. Complete the *Printer Defaults window*, then press **Enter** to create the **Reprint Purchase Journal Voucher Report** (see page 57).

# Reprint Purchase Journal Voucher Report

User: CSIUSER  
 Wsid: AP02015P  
 Prog: AP02015 Reprint Purchase Journal Voucher Report  
 Select: Company From: 001 GL Development Company 001  
 To: 001 GL Development Company 001

Co# 1, Computer Solutions, Inc.

Page: 693  
 Date: 11/24/03  
 Time: 10:19:49

Posted Dates From: To: 12/31/03

Company: 001 GL Development Company 001 Purchase JV: 957 Status: Paid  
 Vendor.: 3855 GENE M TEST  
 Invoice: FFF34551 Desc: test 34551  
 Inv Date: 9/12/03 Discount Due: 9/12/03 Amount Subject to Discount: 99.00 Discount Amt: .00  
 Due Date: 9/12/03 Posted Date: 9/12/03 Batch: A2 GL Effective Date: 9/12/03  
 Check: 2999 Check Date: 9/12/03 Check Amt: 99.00 Disc Amt Taken: .00 Cash Acct: 001-000-00110 JV: 50524  
 001-000-00066 99.00 test 34551

=====

Company: 001 GL Development Company 001 Purchase JV: 959 Status: Open  
 Vendor.: 1 KREIDMAN'S INTERNATIONAL, INC  
 Invoice: 241564 Desc: desc  
 Inv Date: 10/01/03 Discount Due: 10/10/03 Amount Subject to Discount: 100.00 Discount Amt: 2.00  
 Due Date: 10/25/03 Posted Date: 10/27/03 Batch: LCP082503A GL Effective Date: 10/27/03  
 PO Costing: OPI Co:002 PO: 664 Line: 1 Qty: 1.000 Amount: 39.95 Expected: 39.95 Variance:

Total Amount Costed: 39.95 Total Variance: .00  
 002-001-00006 39.95 Cstg IN-241564  
 001-000-00509 60.05 misc

=====

100.00 Total

Batch Final Totals: No. Invoices . . . . 2426  
 Amount of Invoices . . . . 832071351.97  
 Disc Amt Taken . . . . 1263.22  
 Disc Amt Available . . . . 23565.21  
 Total Costed PO's . . . . 300074050.23  
 Total PO Variance . . . . 12232.29-

(Paid Invoices)

### **Enter and Process Quick Checks**

Use this option to quickly pay a single new invoice. Quick Checks allows you to enter an invoice and pay it in one step. The entry is recorded as a paid invoice.

1. From *Accounts Payable Invoice Processing* menu (figure 37) select **Enter and Process Quick Checks** to display *AP Quick Check Invoice Prompt* panel (figure 53).

AP Quick Check Invoice Prompt	
Batch	_____
Description	_____
?D	Subsidiary Company Number 001 GL Development Company 001
F1=Help F3=Exit F4=?List F12=Cancel	

*AP Quick Check Invoice Prompt panel (figure 53)*

This panel and its functions are identical to *AP Batch Invoice Prompt* panel (figure 39). Refer to the instructions following that panel to complete **Quick Checks**.



## Payments

Use the *Accounts Payable Payment Processing menu (figure 54)* to work with your company's disbursements or payables. Invoices can be queried and/or selected for payment, checks can be printed or voided, disbursements can be posted to the ledgers, and spoiled checks can be tracked.

From the *Accounts Payable Main Menu (figure 1)*, select **Payments** to display *Accounts Payable Payment Processing menu (figure 54)*.

APM02 CSI USER	Co# 1, Corporate Name Accounts Payable Payment Processing	11/10/03 DSP108S1
Select one of the following :		
<ol style="list-style-type: none"> <li>1. Select Invoices for Payment</li> <li>2. Cash Requirement Report</li> <li>3. Print Checks</li> <li>4. Post Disbursements</li> <li>5. Enter Spoiled Checks</li>   <li>6. Hand Check Payments</li> <li>7. Void A Check</li>   <li>8. Check Inquiry</li> <li>9. Invoice Inquiry</li> </ol>		
		More...
?Selection ===> __		
F1=Help F3=Exit F4=?List F9=Command Line F12=Cancel		

*Accounts Payable Payment Processing menu (figure 54)*

These options are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
1. Select Invoices for Payment	Display <i>Payment Selection panel (figure 55)</i> to select invoices for payment.
2. Cash Requirement Report	Display the <i>Printer Defaults window</i> , to create the <b>Cash Requirement Report</b>
3. Print Checks	Display the <i>Check Printing Prompt window (figure 57)</i> to print checks
4. Post Disbursements	Display the <i>AP Check Number Assignment window (figure 58)</i> to post checks you have printed
5. Enter Spoiled Checks	Display the <i>Spoiled Checks Entry panel (figure 59)</i> to work with spoiled checks
6. Hand Check Payments	Display the <i>Hand Check Payments Prompt panel (figure 60)</i> to work with hand checks
7. Void A Check	Display the <i>AP Check Prompt panel (figure 63)</i> to work with checks for voiding and unvoiding
8. Check Inquiry	Display the <i>AP Check Inquiry panel (figure 66)</i> to view information about checks
9. Invoice Inquiry	Display the <i>AP Check Prompt panel (figure 65)</i>

### Select Invoices for Payment

Use this option to select a group of invoices to be paid based on company, invoice date, discount due date, and vendor. Refund records can also be selected for payment at this time. **ORDER POWER!** creates a disbursement batch containing all records selected for payment.

Additional invoices and/or refunds can be added to or previously selected records can be removed from this batch any time before printing the disbursement checks. You can also choose to change the amount to pay and discount to apply for any record in the disbursement work file. This allows a company to make partial payments.



Actual checks are not created through this function.

### To select invoice for payment

- From *Accounts Payable Payment Processing menu* (figure 54), choose **Select Invoices for Payment** to display *Payment Selection panel* (figure 55).

Payment Selection		
?Disbursing Company Number	<u>001</u>	GL Development Company 001
?Company Number for this disbursement	<u>001</u>	GL Development Company 001
Check Date	<u>8/20/03</u>	
Invoices thru:	Due Date	<u>8/20/03</u>
	Discount Date	<u>8/20/03</u>
Refunds	<u>3</u>	1=Include 2=Omit 3=Only
Invoice selection by Vendor	<u>N</u>	Y/N
Clear previous selections	<u>N</u>	Y/N
Sequence the selections by	<u>1</u>	1=Vendor number 2=Vendor name
F1=Help F3=Exit F4=?List F15=Bypass Selections		

*Payment Selection panel* (figure 55)

- Complete these fields:

#### Disbursing Company Number

Type the number of the **General Ledger** company to which the disbursement transaction will be posted.

#### Company Number for this disbursement

Type an **General Ledger** company number to indicate from which company the invoices should be selected.

#### Check Date

Type the date you want printed on the checks.

#### Invoices thru:

##### Due Date / Discount Date

Type the most recent **Due Date** and **Discount Date** appearing on invoices you want to select. If, for example you print checks every Friday, you might want to include those invoices which are discountable through next Thursday.

**Refunds**

Type a code to indicate whether you want customer **Refunds** in the current batch:

- 1 include **Refunds**
- 2 omit **Refunds**
- 3 customer **Refunds** only

**Invoice selection by Vendor**

Type **Y**(es) or **N**(o) to indicate whether or not you want to select specific invoices and/or refunds by **Vendor** or **Purchase Order** number.

**Clear previous selections**

Type **Y**(es) or **N**(o) to indicate whether or not you want to remove previously selected invoices and/or refund records from the current batch.

If you select **N**(o), the resulting disbursement batch may contain unwanted records from a prior session if that payment cycle was never completed.

**ORDER POWER!** does not verify that previously existing records in the file meet the current selection criteria nor will it remove any existing records that fail to meet the current selection criteria.

**Sequence the selections by**

Type a code to indicate the order you want invoices to appear in the current batch:

- 1 Vendor number
- 2 Vendor name

- 3. Press **Enter** to display *Payment Selection inquiry/update panel* (figure 56). All records selected for payment are displayed and available for modification, if required. Additional vendor invoices and/or refunds can be selected for or deleted. Partial payments and discounts can be specified, and you can also indicate whether separate checks should be printed for invoice and/or refund payments.

Payment Selection									
Disbursing Co 001		Company for this Disbursement 001			Check Date 8/20/03		Refunds Include		
Invoices Thru: Due Date 8/20/03		Discount Date 8/20/03							
Pstn To : _____				Selected Amount		3226.23			
				Selected Discount		.00			
Vendor Name	Invoice	Due Date	Dsc Date	Amount Due	Disc Avail	Sep Chk			
4028 LARRAZAB	060603A	7/06/03	6/16/03	2600.00	_____	_____			
4028 LARRAZAB	060603B	7/06/03	6/16/03	500.00	_____	_____			
4028 LARRAZAB	060603C	6/06/03		100.00	_____	_____			
4028 LARRAZAB	063003	6/30/03		100.00	_____	_____			
4697 KAREN' S	1	7/18/03	6/18/03	5.00	_____	_____			
4697 KAREN' S	46432	7/10/03	6/10/03	10.00	_____	_____			
6000 H&R TRAI	48291	7/31/03	7/25/03	10.41	_____	_____			
6000 H&R TRAI	48292	7/31/03	7/25/03	10.41	_____	_____			
6000 H&R TRAI	48293	7/31/03	7/25/03	10.41	_____	_____			
38551 SHOES FO	48290	7/09/03	7/0_/03	5.00	_____	_____			
54908 POLLACK	CREDITTEST	8/20/03		75.00	_____	_____			
54908 POLLACK	LCP062503X	7/25/03	7/05/03	100.00	_____	_____			
54908 POLLACK	LCP062603A	7/26/03	7/06/03	100.00	_____	_____			
						More...			
F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F11=Select Invoices F12=Cancel									

*Payment Selection inquiry/update panel* (figure 56)

- 4. On this panel you can:

- To create a partial payment, change the **Amount Due** to any lesser amount.
- To NOT take an eligible discount, reduce or remove the **Disc Avail**. You cannot take a discount greater than the original discount eligible when this invoice was posted to **Accounts Payable**.
- Normally one check is printed per **Vendor**. To print multiple checks, type any unique character in the **Sep Chk** field for each invoice to be separately printed. If the same character is typed next to more than one invoice for a **Vendor**, those invoices will be combined into a single check.

**To work with an existing batch of payment selections**

On any *Payment Selection panel* (figure 55), press **F15** (Bypass Selection) to work with an existing batch without overriding any previous changes (records added or removed).

**Cash Requirement Report**

The **Cash Requirement Report** produces a listing of all payments due to be disbursed for the invoices and/or refunds selected during the **Select Invoices for Payment** process.

This report validates the **Vendor**'s information in the disbursement file and verifies that each Payable transaction can be posted accurately. A message is printed for each invoice and/or refund found in error. You must correct all errors before check printing.



You **MUST** run this report before any checks can be printed for the selected invoices and refunds.

The **Cash Requirement Report** also determines the net payment required for each invoice and refund and calculates the total disbursement for the entire batch.

**To run the Cash Requirement Report**

1. From *Accounts Payable Payment Processing menu* (figure 54), select **Cash Requirement Report**, then press **Enter** to display the *Printer Defaults window*. (See "Setting Printer Defaults" section on page 98 for instructions on setting Printer Defaults.)
2. Complete the *Printer Defaults window*, then press **Enter** to create the **Cash Requirement Report** (see page 63).

Since the report makes no changes to the database, this report can be run as often as required. The **Cash Requirements Report** must be rerun before any checks can be printed if the disbursement file has been modified.

If you have selected a group for a **Vendor** that totals a negative value, **ORDER POWER!** lists those on the **Negative Payment Selections Removed** report (because you can't write a negative check). Those selections are removed from the list.

# Cash Requirement Report

User: CSIUSER  
 Wsid: DSP108SI  
 Prog: AC02005 Cash Requirement Report  
 Disbursing Company 001 GL Development Company 001  
 Check Date 8/20/03 Sequence by: Vendor Number

Co# 1, Computer Solutions, Inc.

Page: 1  
 Date: 11/11/03  
 Time: 10:24:48

Company for this Disbursement 001 GL Development Company 001

Invoice	Invoice Date	Due Date	Discount Date	Payment Amount	Discount Taken	Net Pay Amount
060603A	6/06/03	7/06/03	6/16/03	2600.00	.00	2600.00
060603B	6/06/03	7/06/03	6/16/03	500.00	.00	500.00
060603C	6/06/03	6/06/03		100.00-	.00	100.00-
063003	6/30/03			100.00-	.00	100.00-
		Check Total		2900.00	.00	2900.00
Vendor:		4028 Total		2900.00	.00	2900.00
48291	7/09/03	7/31/03	7/25/03	10.41	.00	10.41
48292	7/09/03	7/31/03	7/25/03	10.41	.00	10.41
48293	7/09/03	7/31/03	7/25/03	10.41	.00	10.41
		Check Total		31.23	.00	31.23
Vendor:		6000 Total		31.23	.00	31.23
46432	6/10/03	7/10/03	6/10/03	10.00	.00	10.00
		Check Total		10.00	.00	10.00
Vendor:		4697 Total		10.00	.00	10.00
48290	7/09/03	7/09/03	7/09/03	5.00	.00	5.00
		Check Total		5.00	.00	5.00
Vendor:		38551 Total		5.00	.00	5.00
CREDITTRST	8/20/03	8/20/03		75.00-	.00	75.00-
LCP062503X	6/25/03	7/25/03	7/05/03	100.00	.00	100.00
LCP062603A	6/26/03	7/26/03	7/06/03	100.00	.00	100.00
LCP062603B	6/26/03	7/26/03	7/06/03	50.00	.00	50.00
LCP062603C	6/26/03	7/26/03	7/06/03	50.00	.00	50.00
25896	7/04/03	8/03/03	7/14/03	75.00	.00	75.00
		Check Total		300.00	.00	300.00
Vendor:		54908 Total		300.00	.00	300.00
		Grand Total		3246.23	.00	3246.23
		Number of Checks to be Printed	5			Cash Required

#####  
 # NO ERRORS IN PAYMENT SELECTION #  
 # CHECK PRINT PROCESS MAY CONTINUE #  
 #####

### Print Checks

Use this option to print the checks for the selected invoices and/or refunds as previously defined by the **Cash Requirements Report**. The checks are written to an output queue to be printed on the proper forms later.

#### To Print Checks

1. From *Accounts Payable Payment Processing menu* (figure 54), select **Print Checks**, then press **Enter** to display the *Check Printing Prompt window* (figure 57).

APM02	Co# 1, Corporate Name	11/11/03
CSIUSER	Accounts Payable Payment Processing	DSP108S1
Select one of the following :		
1. Select Invoices for Payment		
2. Cash Requirement Report		
3. Print Checks		
4. Post Disbursements		
5. Enter Spoiled Checks		
6. Hand Check Payments		
7. Void A		
8. Check		
9. Invoice		
?Selection	Check Printing Prompt	
====> 3	?Cash Acct	001 000 00110 FUNBF CHECKING
	Sequence by	1 1=Vendor# 2=Vendor Name
	Printer	*JOB Name, *JOB
F1=Help F3=Exit	F1=Help F3=Exit	F4=?List F12=Cancel

Check Printing Prompt window (figure 57)

2. Complete these fields:

#### Cash Acct

Type the General Ledger cash account from which the disbursement checks are drawn.

#### Sequence by

Type a code to indicate the order you want the checks to be printed:

- 1 Vendor number
- 2 Vendor name

#### Printer

Type the name of the printer or output message queue where you want the formatted checks to be stored for subsequent printing on the required forms.

3. Press **Enter** to create the checks.

### Post Disbursements

Use this option to finalize the disbursements. Until this program is run, you can rerun any of the previous options. For example you could change selections and reprint checks. This process posts the payable transactions (invoices and/or refunds) to the ledger and prints a Check Register / Cash Disbursement Journal Report.

#### To Post Disbursements

1. From *Accounts Payable Payment Processing menu* (figure 54), select **Post Disbursements**, then press **Enter** to display *AP Check Number Assignment window* (figure 58).

APM02 CSIUSER	Co# 1 Accounts	<b>AP Check Number Assignment</b>	
Select one of the following :		Enter ranges: (include overflow vouchers)	
1. Select Invoices for Paym		From	To
2. Cash Requirement Report		_____	_____
3. Print Checks		_____	_____
4. Post Disbursements		_____	_____
5. Enter Spoiled Checks		_____	_____
6. Hand Check Payments		_____	_____
7. Void A Check		_____	_____
8. Check Inquiry		_____	_____
9. Invoice Inquiry		_____	_____
?Selection ====> 4		Total : =====	
F1=Help F3=Exit F4=?List F9=C		Actual checks printed: 5	
		F1=Help F3=Exit F5=Accept F11=Display F12=Cancel	

*AP Check Number Assignment window (figure 58)*

- Complete these fields:

**Check Number Ranges: From / To**

Type the range of check numbers you want to post. If the printing process has spoiled checks, use several lines to enter multiple ranges, excluding the spoiled checks.

To verify that the check number ranges have been correctly applied, press **F11** (Display) to view the check number assignment by **Vendor**.

- When all valid check numbers are entered, press **F5** (Accept) to display the *Printer Defaults window*. (See “Setting Printer Defaults” section on page 98 for instructions on setting Printer Defaults.)
- Complete the *Printer Defaults window*, then press **Enter** to record the payments and print the Check Register / Cash Disbursement Journal Report (see page 83).

**Enter Spoiled Checks**

Use this option to record checks (that have preprinted numbers) that are somehow destroyed during check print process and must be discarded.

**To Enter Spoiled Checks**

- From *Accounts Payable Payment Processing menu* (figure 54), select **Enter Spoiled Checks** to display *Spoiled Checks Entry panel* (figure 59).

Spoiled Checks Entry	
Check Date	11/12/03
?Cash Account	_____
Check Number	_____
Thru Check#	_____ * Optional, for range entry only
F1=Help F3=Exit F4=?List F12=Cancel	

*Spoiled Checks Entry panel (figure 59)*

- Complete these fields:

**Check Date**

Type the date that the check was originally prepared or “cut.”

**Cash Account**

Type the General Ledger account from which the check was drawn.

**Check Number**

Type the check number you want to record as spoiled, or the first number in a range of spoiled checks.

**Thru Check#**

Type the last number in a range of spoiled checks.

- Press **Enter** to display the *Spoiled Check Verification window (figure 59)*.

Spoiled Check Verification	
Spoil range of checks starting with: Check number 200210 through 200212	
Continue? <u>Y</u> Y/N	
F1=Help F3=Exit F12=Cancel	

*Spoiled Check Verification window (figure 59)*

- Type **Y**(es) or **N**(o) to indicate whether or not you want to record the check numbers indicated as Spoiled, then press **Enter** to record those check numbers.

**Hand Check Payments**

Use this option to post all information about a handwritten check to **ORDER POWER!** Hand Check Entry books the payment of a previously booked invoice. The entry is recorded as a paid invoice.

**To record Hand Checks**

- From *Accounts Payable Payment Processing menu (figure 54)*, select **Hand Check Payments** to display *Hand Check Payments Prompt panel (figure 60)*.



Hand Check Payments Prompt

?Vendor \_\_\_\_\_

?PO# \_\_\_\_\_ ?OP! Co# 1

F1=Hel p F3=Exi t F4=?Li st F12=Cancel

Hand Check Payments Prompt panel (figure 60)

- Complete either the **Vendor** or the **PO#** field, and then the **OP! Co#** field:

**Vendor**

Type the **Vendor** number that the check is issued to.

- or -

**PO#**

Type the **PO#** that the check is issued against.

- and -

**OP! Co#**

Type the **OP! Co#** that the check is issued from.

- Press **Enter** to display , a list of open invoices against either the **Vendor** or the **PO#** you entered.

Vendor 54908 Hand Check Payments Selection  
LEWIS POLLACK

Pstn To : \_\_\_\_\_  
1=Select 2=Change 5=Display

4 Open Invoices 160.00

Invoice	Description	Inv Date	Due Date	Amount	Status
- LCP062503B	PO# 48262	6/25/03	7/25/03	10.00	HELD
- LCP062503C	po# 48265	6/25/03	7/25/03	60.00	HELD
- 112601-A	Test GL Close	12/30/00	1/29/01	100.00	OPEN
- 1232	test voucher	8/01/03	8/31/03	10.00	OPEN

Bottom

F1=Hel p F3=Exi t F7=Bkwd F8=Fwd F10=Top

Hand Check Payments Selection panel (figure 61)

4. Type **1** (Select) beside the invoice the check will pay, then press **Enter** to display *Hand Check Entry window* (figure 62).

```

Vendor      54908      Hand Check Payments Selection
           LEWIS POLLACK

Pstn To : _____
1=Select  2=Change  5=Display          2 Open Invoices          .00

  Invoice  Description      Inv Date Due Date      Amount Status
  _____  _____  _____  _____  _____  _____
  1 LCP062503B PO# 48262      6/25/03  7/25/03      10.00-  HELD
  - LCP062503C po# 48265      6/25/03  7/25/03      60.00  HELD
  - 112601-A  Test GL Close      12/30/00  1/29/01      100.00 OPEN
  - 1232
  
```

**Hand Check Entry**

?Pay to Vendor    54908 LEWIS POLLACK

Invoice LCP062503C PO# 48265

Invoice	Invoice	Check Date	Check#	?Cash Account
Payment Amt.	Disc. Taken			
<u>9.00</u>	<u>1.00</u>	<u>11/12/03</u>	<u>        </u>	<u>001 000 00110</u>

F1=Help F    F1=Help    F4=?List    F12=Cancel

*Hand Check Entry window (figure 62)*

5. Complete these fields:

**Pay to Vendor**

Type the user-defined numerical identifier assigned to a company that supplies goods and services.

**Invoice Payment Amt**

Type the amount of the invoice that you are paying.

**Invoice Disc. Taken**

Type the dollar amount of discount you have taken.

**Check Date**

Type the date on the check.

**Check#**

Type the check number that appears on the check.

**Cash Account**

Type the General Ledger account from which the check was drawn.

6. Press **Enter** to record the check and print the **Hand Checks Register / Cash Disbursements Journal** (see page 69) and **GL Batch Detail Post Listing** (see page 70).

# Hand Checks Register / Cash Disbursements Journal

User: CSIUSER  
 Wsid: AP02017P  
 Prog: AP02017

Co# 1, Computer Solutions, Inc.

User: CSIUSER  
 Wsid: AP02017P  
 Prog: AP02017

Hand Checks Register / Cash Disbursements Journal 50529  
 Vendor Name Invoice Check Amount Discount Taken  
 54908 LEWIS POLLACK LCP062503C 55.00 5.00  
 54908 LEWIS POLLACK 112601-A 90.00 10.00

Check# Check Date Cash Account  
 42659 11/12/03 001-000-00110  
 42659 11/12/03 500-000-00100

Total Hand Checks: 2 145.00 15.00

Page: 1  
 Date: 11/12/03  
 Time: 13:18:44

# GL Batch Detail Post Listing

User: CSIUSER  
 Wsid: AP02017P  
 Prog: JE03007 GL Batch Detail Post Listing  
 Batch: AP-CD50529  
 Effective Date: 11/12/03

Co# 1, Computer Solutions, Inc.

Page: 1  
 Date: 11/12/03  
 Time: 13:18:47

JV#	Date	Account	Debit	Credit Description	Check Source	Number Code	Ref 1	Ref 2	C/W	Seq#
50529	11/12/03	001-000-00110		55.00 A/P Batch No. AP-CD50529	GP					1
50529	11/12/03	001-000-00200	60.00	A/P Batch No. AP-CD50529	GP					2
50529	11/12/03	001-000-00381		5.00 A/P Batch No. AP-CD50529	GP					3
		Company 1 Totals	60.00	Balance Sheet		5.00	Profit or Loss			5.00-
50529	11/12/03	500-000-00100		90.00 A/P Batch No. AP-CD50529	GP					4
50529	11/12/03	500-000-00200	100.00	A/P Batch No. AP-CD50529	GP					5
50529	11/12/03	500-000-00703		10.00 A/P Batch No. AP-CD50529	GP					6
		Company 500 Totals	100.00	Balance Sheet		10.00	Profit or Loss			10.00-
		JV# 50529 Totals	160.00							
		Batch AP-CD50529 Totals	160.00							

#####  
 # BATCH ACCEPTABLE - POSTED #  
 #####

### Void A Check

Use this option to void (or cancel a void on) any check written against a specific General Ledger cash account. Voided check numbers and related information are placed in a batch, then processed when the current Void session is complete.

At the conclusion of the current Void session, all checks in the batch are voided in the **General Ledger** and **Accounts Payable** and the database is updated. A Void Check Register / Cash Disbursement Journal of the current session is automatically printed accompanied by a General Ledger Batch Detail Posting Report. The invoices which had been paid by the voided check will remain as open invoices.

### To Void a Check

1. From *Accounts Payable Payment Processing menu* (figure 54), select **Void A Check** to display the *AP Check Prompt panel* (figure 63).

AP Check Prompt

?Cash Account    \_\_\_  \_\_\_  \_\_\_

F1=Help F3=Exit F4=?List F12=Cancel

*AP Check Prompt panel* (figure 63)

2. Type the General Ledger account from which the check was drawn, then press **Enter** to display *AP Check Inquiry panel* (figure 64). The check statuses displayed in the right hand column are **O**(pen), **R**(econ), **V**(oid) and. Temporary void status of \* (asterisk).

Check	Vendor Name	Date	Amount	Sts
1	300 Tractors Inc.	3/04/02	7000.00	0
2	1 KREIDMAN'S INTERNATIONAL, INC	3/04/02	509.60	0
3	3001 CELLULAR WHOLESALERS	3/04/02	250.00	0
4	333 Ben Franklin Industries	3/04/02	24.50	0
5	254 Brigade Data Systems	3/04/02	10.00	0
6	1 KREIDMAN'S INTERNATIONAL, INC	8/20/03	122.00	0
14	999999845 MR ORDER POWER	10/01/02	10.99	0
15	999999845 MR ORDER POWER	10/01/02	57.99	0
16	999999845 MR ORDER POWER	10/01/02		R
17	999999845 MR ORDER POWER	10/01/02	12.99	0
18	999999845 MR ORDER POWER	10/01/02	57.99	0
19	999999845 MR ORDER POWER	10/01/02	51.26	*
20	999999845 MR ORDER POWER	10/01/02	10.99	0
21	999999845 MR ORDER POWER	10/01/02	43.79	0
22	999999845 MR ORDER POWER	10/01/02	10.99	0

More...

F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F12=Cancel

AP Check Inquiry panel (figure 64)

3. Type **9** (Void) beside the check you want to void, then press **Enter** to display the *Void Verification window* (figure 63).
4. Complete these fields:

Void Veri fi cation	
Check	0000026
Conti nue?	Y Y/N
GL Posti ng Date	11/13/03
F1=Hel p F12=Cancel	

**Continue?**

Type **Y**(es) or **N**(o) to indicate whether or not you want to void the selected check.

*Void Verification window (figure 63)*

**GL Posting Date**

Type the date that you want void is posted (or recorded) to the General Ledger.

5. Press **Enter** to redisplay *Void Verification window* (figure 63). Notice that the status of the selected check has changed to \* (asterisk). Press **Enter** again to void the selected check.

**To Un-Void a Check**

Unvoiding a check removes the check from the batch; therefore, the void does not get posted to the General Ledger nor is the database updated. The Unvoid feature only works for checks while they are in the batch. After a check has been voided, the Unvoid feature is no longer available.

1. From *Accounts Payable Payment Processing menu* (figure 54), select **Void A Check** to display the *AP Check Prompt panel* (figure 63).
2. Type the General Ledger account from which the check was drawn, then press **Enter** to display *AP Check Inquiry panel* (figure 64).
3. Type **9** (Unvoid) beside the check you want to void, then press **Enter** to display the *Unvoid Verification window* (figure 64). You can only select a check that is in a "Temporary void status," displaying an \* (asterisk) in the **Sts** column.
4. Type **Y**(es) in the **Unvoid this check?** field to unvoid the selected check.

Check	0000021
Check al ready fl agged to voi d.	
Unvoi d thi s check?	Y Y/N
F1=Hel p F12=Cancel	

*Unvoid Verification window (figure 64)*

### Check Inquiry / AP Check Display

Use this option to view a list of all checks written against the selected cash account, and to view details for any selected check.

#### To view a list of checks

1. From *Accounts Payable Payment Processing menu* (figure 54), select **Check Inquiry**, then press **Enter** to display the *AP Check Prompt panel* (figure 65).

AP Check Prompt

?Cash Account    \_ \_ \_

F1=Help F3=Exit F4=?List F12=Cancel

*AP Check Prompt panel (figure 65)*

then press **Enter** to display the *AP Check Inquiry panel* (figure 66).

Pstn : \_\_\_\_\_                      AP Check Inquiry                      Show Open :    Y  
Cash Acct : 001-000-00110                      Show Reconc :    N  
5=Display    Show Void :     N

Check	Vendor Name	Date	Amount	Sts
55	999999845 MR ORDER POWER	10/01/02	5.07	0
56	999999845 MR ORDER POWER	10/01/02	25.56	0
57	999999845 MR ORDER POWER	10/01/02	23.43	0
58	999999845 MR ORDER POWER	10/01/02	7.51	0
59	999999845 MR ORDER POWER	10/01/02	7.51	0
60	999999845 MR ORDER POWER	10/01/02	59.65	0
61	999999845 MR ORDER POWER	10/01/02	13.80	0
62	999999845 MR ORDER POWER	10/01/02	13.03	0
63	999999845 MR ORDER POWER	10/01/02	142.53	0
64	999999845 MR ORDER POWER	10/01/02	84.5	0
65	999999845 MR ORDER POWER	10/01/02	35.56	0
66	999999845 MR ORDER POWER	10/01/02	50.56	0
70	999999845 MR ORDER POWER	10/01/02	150.00	0
71	999999845 MR ORDER POWER	10/01/02	15.01	0
72	999999845 MR ORDER POWER	10/01/02	6.00	0

More...

F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F12=Cancel

*AP Check Inquiry panel (figure 66)*

**To view a details on a check and its invoice**

1. From AP Check Inquiry panel (figure 66), type **5** (Display) beside the check you want to see, then press **Enter** to display the AP Check Display window (figure 67).

```

Pstn : _____      AP Check Inquiry      Show Open :  Y
                          Cash Acct : 001-000-00110      Show Reconc :  N
5=Display                                     Show Void :  N

Check  Vendor Name      Date      Amount Sts
--
88 999999845 MR ORDER POWER      10/01/02      100.00 0
89 999999845 MR ORDER POWER      10/01/02      14.98 0
90 999999845 MR ORDER POWER      10/01/02      60.00 0

5
AP Check Display

Vendor          6000  H & R TRAINS, INCORPORATION
Check Number    96
Check Type      C      (C-omputer, H-and, S-poi led)
Check Status    0      (O-pen, R-econ, V-oi d)
Cash Disb. J.V. Number 50448
Check Date      4/29/02
Recon/Void Date
Check Amount    90.00

F1=Help F3=Exit F12=Cancel
F1=Help
    
```

AP Check Display window (figure 67)

2. On AP Check Display window (figure 67), press **Enter** again to display the Invoice Detail Display window (figure 68).

```

Pstn : _____      AP Check Inquiry      Show Open :  Y
                          Cash Acct : 001-000-00110      Show Reconc :  N
5=Display                                     Show Void :  N

Check  Vendor Name      Date      Amount Sts
--
88 999999845 MR ORDER POWER      10/01/02      100.00 0
89 999999845 MR ORDER POWER      10/01/02      14.98 0
90 999999845 MR ORDER POWER      10/01/02      60.00 0

5
Invoice Detail Display

Vendor          6000  H & R TRAINS, INCORPORATION
Check Number    96
Check Type      C      (C-omputer, H-and, S-poi led)
Check Status    0      (O-pen, R-econ, V-oi d)
Cash Disb. J.V. Number 50448
Check Date      4/29/02
Recon/Void Date
Check Amount    90.00

Invoice          96
Invoice          042902-6      Amount Paid      90.00      Disc. Taken      10.00

Vendor          6000  H & R TRAINS, INCORPORATION
Check Number    96
Check Type      C      (C-omputer, H-and, S-poi led)
Check Status    0      (O-pen, R-econ, V-oi d)
Cash Disb. J.V. Number 50448
Check Date      4/29/02
Recon/Void Date
Check Amount    90.00

F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top
F12=Cancel
Bottom
F1=Help
    
```

Invoice Detail Display window (figure 68)



## Reports

From the *Accounts Payable Main Menu* (figure 1) select **Reports** to display the *Accounts Payable Reports Menu* (figure 69).

APR02 CSIUSER	Co# 1, Corporate Name Accounts Payable Reports Menu	12/03/03 DSP108S1
Select one of the following :		
<ol style="list-style-type: none"> <li>1. Current Aged Accounts Payables</li> <li>2. As-of Aged Accounts Payables</li> <li>3. Future Cash Requirements</li> <li>4. Reprint Purchase Journal</li> <li>5. Reprint Disbursements Journal</li> <li>6. Outstanding Checks Report</li> <li>7. AP/GL Distribution Report</li>   <li>8. AP Vendor 1099 Processing</li> </ol>		
		More...
?Selection ====> _		
F1=Help F3=Exit F4=?List F9=Command Line F12=Cancel		

*Accounts Payable Reports Menu* (figure 69)

These options are available, in addition to the standard **ORDER POWER!** functions:

Option	Description
1. Current Aged Accounts Payables	Display <i>AP Aged List</i> window (figure 70)
2. As-of Aged Accounts Payables	Display "As-of" <i>AP Aging Selection</i> panel (figure 71)
3. Future Cash Requirements	Display <i>Future Cash Requirements Prompt</i> window (figure 72)
4. Reprint Purchase Journal	Display <i>Reprint Purchase Journals Prompt</i> window (figure 52)
5. Reprint Disbursements Journal	Display <i>Reprint Disbursements Journal Prompt</i> window (figure 74)
6. Outstanding Checks Report	Display <i>Outstanding Checks Report Prompt</i> window (figure 75)
7. AP/GL Distribution Report	Display <i>AP GL Distribution Prompt</i> window (figure 76)
8. AP Vendor 1099 Processing	Display <i>Vendor 1099 Forms Process</i> window (figure 77)

### **Current Aged Accounts Payables**

The **Aged Accounts Payable Report** (see page 77) produces a listing (by invoice or payable date) which depicts the age of all unpaid balances for all **Accounts Payable General Ledger** and/or **Vendor** accounts. The report can be run for a single company or all companies in a multiple company environment. You specify the "aging periods" and column headings on the report.

You can choose to sort the report by **Account Number**, **Vendor Name**, or **Invoice Due Date**. Listing the invoices by due date, shows the oldest payable transaction first regardless of **Vendor**. Invoices are printed in chronological order from oldest to newest. A new **Vendor** section, including invoice detail and vendor totals, is printed each time the **Vendor** number changes.

**To run the Current Aged Accounts Payables Report**

- From the *Accounts Payable Reports Menu* (figure 69) select **Current Aged Accounts Payables** to display the *AP Aged List window* (figure 70).

APR02 CSIUSER	Co# 1, Corporate Name Accounts Payable Reports Menu	12/03/03 DSP108S1
Select one of the following		
1. Current Aged Accounts Payable	AP Aged List	
2. As-of Aged Accounts Payable	?AP Company	Blank = All Companies
3. Future Cash Requirements	Sequence by 1	1=Vendor# 2=Vendor Name 3=Age
4. Reprint Purchases	Aging Date 2	1=Invoice Date 2=Due Date
5. Reprint Disbursements	Aging Ranges	Through Date
6. Outstanding Checks		Column Headings
7. AP/GL Distribution		Due
8. AP Vendor 1099		
		12/03/03
		11/03/03 01 to 30
		10/04/03 31 to 60
		9/04/03 61 to 90
		Over 90
?Selection ==> 1		
F1=Help F3=Exit F4=?List	F1=Help F3=Exit F4=?List	F12=Cancel

AP Aged List window (figure 70)

- Complete these fields:

**AP Company**

Type the number of the **Accounts Payable** company you want the report for, or leave this field blank for a report on all companies.

**Sequence by**

Type a code to indicate how you want the report to be sequenced and totals accumulated.

- 1 Vendor#
- 2 Vendor Name
- 3 Age

**Aging Date**

Type a code to indicate how you want the report to be aged, using either the date the invoice was initially recorded (invoice date) or the required payment date (due date).

- 1 Invoice Date
- 2 Due Date

**Aging Ranges: Through Date / Column Headings**

Type the through date and column headings for each column on the report. **ORDER POWER!** inserts the word "thru" above the date.

- Press **Enter** to print the report (see page 77).

# Aged Accounts Payables Report

User: CSIUSER  
 Wsid: AP02021P  
 Prog: AP02023 Aged Accounts Payables Report  
 Select: Company: 001 List Vendors by: \*NUM

Page: 2  
 Date: 12/04/03  
 Time: 13:40:42

Invoice		Description		Invoice		Test Committed Item Auth		Aged by Due Date		Due	
Company	Vendor	Amount	Amount	Date	Date	thru	thru	thru	thru	thru	thru
001	001	6000	H & R Trains, Incorporation	10/31/02	10/31/02	11/04/03	12/04/03	01 to 30	31 to 60	61 to 90	Over 90
	2313	asdf	10.00	10/31/02	10.00	11/04/03	12/04/03	thru	thru	thru	
	45694	45694	5.00	4/30/02	5.00	11/04/03	12/04/03	thru	thru	thru	
	51010	51010	10.41	10/31/02	10.41	11/04/03	12/04/03	thru	thru	thru	
		Vendor Totals	25.41								
	Vendor:	979797	Test Vendor	10.36	10.36	11/04/03	12/04/03				
	T	fgfggf	10.00	10/25/02	10.00	11/04/03	12/04/03				
	1	xx	20.36	10/25/02	20.36	11/04/03	12/04/03				
		Vendor Totals	530876233.18								
		Total Company :	530876233.18								
		Total Company Net Due:	530876233.18								
		Grand Totals	530876233.18								
		Grand Total Net Due	530876233.18								

### As-of Aged Accounts Payables

The **As-of Aged Accounts Payable Report** produces a listing similar to the **Aged Accounts Payable Report** (see page 77). This report, however, allows you to specify a cutoff date for the report, rather than including all transactions up to the current date.

#### To run the As-of Aged Accounts Payables Report

1. From the *Accounts Payable Reports Menu* (figure 69) select **As-of Aged Accounts Payables** to display the "As-of" AP Aging Selection panel (figure 71).

"As-of" AP Aging Selection		
Transactions Thru GL Posting Date...	<u>12/04/03</u>	
?AP Company.....	_____	Blank = All Companies
Sequence by.....	<u>1</u>	1=Vendor# 2=Vendor Name 3=Age
Aging Date.....	<u>2</u>	1=Invoice Date 2=Due Date
	<u>Through Date</u>	<u>Column Headings</u>
Aging Ranges.....	<u>12/04/03</u>	<u>Due</u>
	<u>11/04/03</u>	<u>01 to 30</u>
	<u>10/05/03</u>	<u>31 to 60</u>
	<u>9/05/03</u>	<u>61 to 90</u>
		<u>Over 90</u>
F1=Help F3=Exit F4=?List F12=Cancel		

"As-of" AP Aging Selection panel (figure 71)

2. Complete these fields:

#### Transactions Thru GL Posting Date

Type a cutoff date for the report, rather than including all transactions up to the current date.

#### AP Company

Type the number of the **Accounts Payable** company you want the report for, or leave this field blank for a report on all companies.

#### Sequence by

Type a code to indicate how you want the report to be sequenced and totals accumulated.

- 1 Vendor#
- 2 Vendor Name
- 3 Age

#### Aging Date

Type a code to indicate how you want the report to be aged, using either the date the invoice was initially recorded (invoice date) or the required payment date (due date).

- 1 Invoice Date
- 2 Due Date

#### Aging Ranges: Through Date / Column Headings

Type the through date and column headings for each column on the report. **ORDER POWER!** inserts the word "thru" above the date.

3. Press **Enter** to print the report.

### **Future Cash Requirements**

The Future Cash Requirements Report produces a list of payments due for all open invoices. The report can be sequenced by company and vendor number or name.

#### **To run the Future Cash Requirements report**

1. From *Accounts Payable Reports Menu* (figure 69), select **Future Cash Requirements** to display the *Future Cash Requirements Prompt* window (figure 72).

APR02 CSIUSER	Test Committed Item Auth Accounts Payable Reports Menu	3/17/04 DSP108S1
Select one of the following :		
<ol style="list-style-type: none"> <li>1. Current Aged Accounts Payables</li> <li>2. As-of Aged Accounts Payables</li> <li>3. Future Cash Requirements</li> <li>4. Reprint Purchase Journal</li> <li>5. Reprint Di</li> <li>6. Outstanding</li> <li>7. AP/GL Dist</li> <li>8. AP Vendor</li> </ol>		
<b>Future Cash Requirements Prompt</b>		
?AP Company	<u>000</u>	Blank = All Companies
?AP Vendor	_____	Blank = All Vendors
Sequence By	<u>1</u>	1 = Company, Vendor Number 2 = Company, Vendor Name 3 = Vendor Number, Company 4 = Vendor Name, Company
?Selection ====> <u>3</u>		
F1=Help F3=Exit	F1=Help F3=Exit F4=?List F12=Cancel	

*Future Cash Requirements Prompt window (figure 72)*

2. Complete these fields:

#### **AP Company**

Type the number of the **Accounts Payable** company you want the report for, or leave this field blank for a report on all companies.

#### **AP Vendor**

Type the number of the **Vendor** you want the report for, or leave this field blank for a report on all **Vendors**.

#### **Sequence By**

Type a code to indicate how you want the report to be sequenced and totals accumulated.

- 1 Company, Vendor Number
- 2 Company, Vendor Name
- 3 Vendor Number, Company
- 4 Vendor Name, Company

3. Press **Enter** to display *Aging Date Range Prompt* window (figure 73).

APR02 CSIUSER	Test Committed Item Auth Accounts Payable Reports Menu	3/17/04 DSP108S1												
Select one of the following :														
1. Current Aged Accounts Payables 2. As-of Aged Accounts Payables 3. Future Cash Requirements 4. Reprint Purchase Journal 5. Reprint Di 6. Outstanding 7. AP/GL Dist 8. AP Vendor	Future Cash ?AP Company ____ ?AP Vendor _____ Sequence By 1	<table border="1"> <thead> <tr> <th>Aging Date Ranges</th> <th>Column Headings</th> </tr> </thead> <tbody> <tr> <td>3/17/04</td> <td>Due</td> </tr> <tr> <td>4/16/04</td> <td>01 to 30</td> </tr> <tr> <td>5/16/04</td> <td>31 to 60</td> </tr> <tr> <td>6/15/04</td> <td>61 to 90</td> </tr> <tr> <td></td> <td>Over 90</td> </tr> </tbody> </table>	Aging Date Ranges	Column Headings	3/17/04	Due	4/16/04	01 to 30	5/16/04	31 to 60	6/15/04	61 to 90		Over 90
Aging Date Ranges	Column Headings													
3/17/04	Due													
4/16/04	01 to 30													
5/16/04	31 to 60													
6/15/04	61 to 90													
	Over 90													
?Selection ====> 3														
F1=Help F3=Exit	F1=Help F3=Exit F4=?Li	F1=Help F3=Exit F12=Cancel												

Aging Date Range Prompt window (figure 73)

- In the **Aging Ranges** and **Column Headings** fields, type the through date and column headings for each column on the report. **ORDER POWER!** inserts the word “thru” above the date.
- Press **Enter** to print the report (see page 81).

# Future Cash Requirements Report

User: CSIUSER  
 Wsid: AP02021P  
 Prog: AP02021  
 Select: Company: ALL Vendor: ALL

Future Cash Requirements Report  
 List By: Company/Vendor Number

Test Committed Item Auth  
 Due thru  
 01 to 30 thru 4/16/04  
 31 to 60 thru 5/16/04  
 61 to 90 thru 6/15/04  
 Over 90

H Invoice Company	Description	Invoice Amount	Paid Amount	Due Date	Due thru
711	Test Company				3/17/04
Vendor 1	Kreidman's International, Inc				
10013	10013	50.00		9/25/00	50.00
10022	10022	100.00		9/25/00	100.00
10023	10023	100.00		9/25/00	100.00
Total Vendor	1	250.00			250.00
Total Company 711		250.00			250.00
Report Total		11711.54	15.00		11696.54

### Reprint Purchase Journal

This report (see page 57) lists all transactions and/or batches of transactions posted to the **Accounts Payable Ledger** after all payments were disbursed (invoices were posted). Transactions can be selected for printing based on either the company number and posting date or by requesting a specific purchase journal voucher number (batch). See complete instructions on page 56.

### Reprint Disbursements Journal

This report produces a list of posted Payables transactions. The report starts each new JV# on a new page.

#### To Reprint Disbursements Journal

1. From the *Accounts Payable Reports Menu* (figure 69) select **Reprint Disbursements Journal** to display the *Reprint Disbursements Journal Prompt* window (figure 74).

```
APC02                               Test Committed Item Auth           12/08/03
CSIUSER                             AP Check Reconciliation           DSP108S1

Select one of the following :

1. Enter Reconciled Checks
2. Check Inquiry
3. Outstanding Checks Report
4. Reprint Disbursements Journal

51. ?Cash Account (opt)  ___  ___  ___
80. Checks Dated From  ___
   To                  ___
90.
   - OR -
?Selectio
====> 4
Disbursement JV#  ___

F1=Help  F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Reprint Disbursements Journal Prompt window (figure 74)

2. Complete select either **Cash Account** and dates or **Disbursement JV**:

#### Cash Account

Type the General Ledger account from which the checks were drawn.

#### Checks Dated From / To

Type the first and last check dates you want included in the report.

- or -

#### Disbursement JV#

Type the batch identifier assigned to one or more checks cut and remitted simultaneously. These checks are grouped together in a single batch for reporting purposes.

3. Press **Enter** to display the *Printer Defaults* window. (See “Setting Printer Defaults” section on page 98 for instructions on setting Printer Defaults.)
4. Complete the *Printer Defaults* window, then press **Enter** to create the **Reprint Disbursements Journal** (see page 83).



# Reprint Disbursements Journal

Page: 1  
 Date: 12/08/03  
 Time: 12:53:27

Computer Solutions, Inc.

User: CSIUSER  
 Wsid: AP02032P  
 Prog: AP02032 Reprint Disbursements Journal  
 Select: Cash Account: 001-000-00110 FUNBF CHECKING

Checks Dated From: 1/01/03  
 To: 12/31/03

Check	Date	Vendor	Name	Check Amt	Check Type	Status
2100	10/28/03	110	Berkeley Press & Publications	650.00	Computer	Outstanding
2101	10/28/03	3855	Gene M TestXXXXXXXXXXXXXXX	530874412.24	Computer	Outstanding
2102	10/28/03	6000	H & R Trains, Incorporation	22.87	Computer	Outstanding
2103	10/28/03	7000	Karen's Factorial Vendor	204.00	Computer	Outstanding
2104	10/28/03	4	Whatever Product Supply	805.25	Computer	Outstanding
2105	10/28/03	4028	Luis Larrazabal	95.00	Computer	Outstanding
2106	10/28/03	979797	Test Vendor	20.36	Computer	Outstanding

Number of checks for JV: 7 Disbursement JV Total 530876209.72

Total number of checks: 7 Report Total 530876209.72

### Outstanding Checks Report

This report generates a list of every check that has been cut and remitted but has not cleared the bank and for which funds have not yet been disbursed. The report lists outstanding checks beginning with the lowest sequentially numbered check. All outstanding checks prepared through a specific date are displayed. The checks are listed in ascending sequence first by check number, then by check date.

#### To run the Outstanding Checks Report

1. From the *Accounts Payable Reports Menu* (figure 69) select **Reprint Disbursements Journal** to display the *Outstanding Checks Report Prompt* window (figure 75).

APR02	Test Committed Item Auth	3/18/04
CSIUSER	Accounts Payable Reports Menu	DSP108S1
Select one of the following :		
1. Current Aged Accounts Payables		
2. As-of Aged Accounts Payables		
3. Future Cash Requirements		
4. Reprint Purchase Journal		
5. Reprint Disbursements Journal		
6. Outstanding Checks Report		
7. AP/GL Distribution Report		
8. AP Vendor 1099 Processing		
<b>Outstanding Checks Report Prompt</b>		
?S	?Cash Account	000 000 00000
=	Include Checks Dated To	_____
F	F1=Help F3=Exit F4=?List F12=Cancel	

*Outstanding Checks Report Prompt window (figure 75)*

2. Complete these fields:

#### Cash Account

Type the General Ledger account from which the check was drawn.

#### Include Checks Dated To

Type the most recent check date you want included in the report.

3. Press **Enter** to print the report (see page ).

# Outstanding Checks Report

Page: 3  
Date: 3/18/04  
Time: 11:50:03

User: CSIUSER  
Wsid: DSP108SI  
Prog: AC02017  
Cash Account: 001-000-00100 CASH

Checks, Outstanding Checks Rpt

Test Committed Item Auth

3/15/04

Check	Date	Vendor Name	Check Amount	Check Type
71239	10/23/01	Lewis Pollack	20.00	Handcheck
78569	11/01/01	Lewis Charles Pollack	3.00	Handcheck
81234	11/01/00	Lewis Charles Pollack	25.00	Handcheck
81236	10/31/01	Lewis Charles Pollack	120.00	Handcheck
81237	11/15/01	Lewis Charles Pollack	100.00	Handcheck
81238	11/15/01	Lewis Charles Pollack	275.00	Handcheck
81244	2/06/02	Lewis Pollack	100.00	Handcheck
86543	11/15/01	Lewis Charles Pollack	67.50	Handcheck
87654	11/15/01	Lewis Charles Pollack	90.00	Handcheck
912348	11/10/01	1R ORDER POWER	179.67	Computer
912349	11/10/01	999999966 JENNA L. CHURCH	68.28	Computer
2000011	1/17/02	4 Whatever Product Supply	499817.87	Computer
2000012	1/17/02	2782 Jolly Rogers	75.00	Computer
2000013	1/17/02	3855 Gene M TestXXXXXXXXXXXXXXX	1.00	Computer
2000014	1/17/02	4028 Luis Larrazabal	17000.00	Computer
2000015	1/17/02	6000 H & R Trains, Incorporation	1872.88	Computer
2000016	1/17/02	7000 Karen's Factorial Vendor	33.50	Computer
2000017	1/17/02	54908 Lewis Pollack	375.00	Computer
2000018	1/17/02	Lewis Charles Pollack	1450.00	Computer
2000019	1/25/02	Lewis Charles Pollack	100.00	Computer
2000020	1/25/02	Lewis Charles Pollack	125.00	Computer
2000021	1/25/02	1 Kreidman's International, Inc	98.00	Computer
2000022	1/25/02	6000 H & R Trains, Incorporation	166.25	Computer
2000023	1/25/02	Lewis Charles Pollack	200.00	Computer
7000001	12/03/99	1 Kreidman's International, Inc	454.28	Computer
7000004	12/03/99	110 Berkeley Press & Publications	346.14	Computer
7000005	12/03/99	4028 Luis Larrazabal	10.00	Computer
7000902	1/25/00	7000 Karen's Factorial Vendor	200.00	Computer
9900000	8/02/00	4 Whatever Product Supply	119.60	Computer
Total Checks: 154			594912.31	

### AP/GL Distribution Report

This report lists a history of all expenditures or distributions posted to the General Ledger via Invoice Posting during a specific period. Only accounts with activity during the reporting period are listed. The AP/GL Distribution report is a useful auditing tool that shows what distributions were made and to which General Ledger accounts they were posted.

The AP/GL Distribution report is sequenced by General Ledger account number. Totals are accumulated for each account and grand totals calculated for the entire report.

### To run the AP/GL Distribution Report

1. From *Accounts Payable Reports Menu* (figure 69), select **AP/GL Distribution Report** to display the *AP GL Distribution Prompt* window (figure 76).

APR02 CSIUSER	Test Committed Item Auth Accounts Payable Reports Menu	3/18/04 DSP108S1
Select one of the following :		
1. Current Aged Accounts Payables		
2. As-of Aged Accounts Payables		
3. Future Cash Requirements		
4. Reprint Purchase Journal		
5. Reprint		
6. Outstan		
7. AP/GL D		
8. AP Vend		
?Select on ==> 7	<b>AP GL Distribution Prompt</b>	
F1=Help F3=Exit	Company	?From 000 ?To 000
F1=Help F3=Exit F4=?List F12=Cancel	Department	?From 000 ?To 000
	GL Effective Dates	From _____ To _____

AP GL Distribution Prompt window (figure 76)

2. Complete these fields:

#### Company From /To

Type a range of **ORDER POWER!** Company numbers.

#### Department From /To

Type a range of **ORDER POWER!** Department numbers.

#### GL Effective Dates From /To

Type a range of GL Effective Dates that indicate the date a transaction was recorded into the General Ledger. The **GL Effective Date** may differ from the posting date. The posting date is the calendar or system date that a batch of transactions was posted.

3. Press **Enter** to display the *Printer Defaults* window. (See “Setting Printer Defaults” section on page 98 for instructions on setting Printer Defaults.)
4. Complete the *Printer Defaults* window, then press **Enter** to create the report (see page 87).

# AP/GL Distribution Report

User: CSIUSER  
 Wsid: AP02012P  
 Prog: AP02013  
 Select: Company From: 001 GL Development Report  
 To: 998 Test new company

Test Committed Item Auth  
 Dept From: 000 Base Department  
 To: 000 d

Account Batch Vendor Name  
 002-123-50000 Payroll  
 GW012802B 6000 H & R Trains, Incorporation  
 GW012802 6000 H & R Trains, Incorporation  
 GW22202 6000 H & R Trains, Incorporation  
 GW022202A 6000 H & R Trains, Incorporation  
 GW043002 6000 H & R Trains, Incorporation  
 GW043002A 6000 H & R Trains, Incorporation  
 GW031902 6000 H & R Trains, Incorporation  
 GW052002 6000 H & R Trains, Incorporation  
 GW052002D 6000 H & R Trains, Incorporation  
 GW052002D 6000 H & R Trains, Incorporation  
 GW052002A 6000 H & R Trains, Incorporation  
 LCP070302E 6000 H & R Trains, Incorporation

Amount  
 3.00  
 50.00  
 15.00  
 25.00  
 15.00  
 60.00  
 10.00  
 10.00  
 25.00  
 20.00  
 15.00  
 10.00

Date  
 1/28/02  
 1/28/02  
 2/22/02  
 2/22/02  
 4/30/02  
 4/30/02  
 5/03/02  
 5/20/02  
 5/20/02  
 5/20/02  
 9/26/02

Description  
 test  
 test  
 sdf  
 sdf  
 pay to 6000  
 electric  
 test  
 electric  
 asdf  
 asdf  
 test  
 electric

Purchase  
 714  
 713  
 740  
 742  
 770  
 771  
 772  
 778  
 780  
 780  
 779  
 828

Description  
 test  
 test  
 sdf  
 sdf  
 pay to 6000  
 electric  
 test  
 electric  
 asdf  
 asdf  
 test  
 electric

Page: 40  
 Date: 3/18/04  
 Time: 13:30:37  
 GL Eff. Date From: 1/01/01  
 To: 12/31/04

Account 002-123-50000 Total: 2156.00  
 UNINVOICED LIABILITY  
 LRL101801 110 Berkeley Press & Publications 10/18/01 3995.00  
 LRL101001 4 Whatever Product Supply 10/31/01 5358.00

Account 010-000-00142 Total: 9353.00  
 Report Total: 531509254.60

### AP Vendor 1099 Processing

The Internal Revenue Service requires that companies send a 1099 form to all **Vendors** paid more than \$600.00 during the calendar year. You can also create 1099 forms for any **Vendor** if you have set it up by typing **Y(es)** in the **1099 Required** field on the *Vendor Update panel 1* (figure 20).

#### To create 1099 forms

1. From the *Accounts Payable Reports Menu* (figure 69) select **AP Vendor 1099 Processing** to display *Vendor 1099 Forms Process window* (figure 77).

APR02 Test Committed Item Auth 3/18/04  
CSIUSER Accounts Payable Reports Menu DSP108S1

Select one of the following :

**Vendor 1099 Forms Process**

The Vendor 1099 Forms must be furnished to recipients by January 31 as required by the IRS. This process will allow you to create an edit proof of those vendors that are to receive a 1099. If you have more than 250 vendors, you must file via Magnetic Media. The edit proof function provides a count of vendors that meet the selection criteria.

Selection criteria includes all Vendor records that have answered the 1099 Required field, in vendor maintenance, with a Y, and have been paid over \$600.00 during the calendar year. Vendors are listed by Name.

F1=Help F3=Exit F12=Cancel

*Vendor 1099 Forms Process window (figure 77)*

2. After reading the message above, press **Enter** to display *Vendor 1099 Year-End Process window* (figure 78).

APR02 Test Committed Item Auth 3/18/04  
CSIUSER Accounts Payable Reports Menu DSP108S1

Select one of the following :

**Vendor 1099 Forms Process**

The Vendor 1099 Forms must be furnished to recipients by January 31 as required by the IRS. This process will allow you to create an edit proof of those vendors that are to receive a 1099. If you have more than 250 vendors, you must file via Magnetic Media. The edit proof function provides a count

**Vendor 1099 Year-End Process**

1. Print 1099 Proof Listing  
2. Print Form 1099-MISC

Enter Selection --> \_

F1=Help F3=Exit F12=Cancel

*Vendor 1099 Year-End Process window (figure 78)*

3. Select **Print 1099 Proof Listing** on the *Vendor 1099 Year-End Process window* (figure 78), then press **Enter** to display *1099 Process Selection window* (figure 79).

APR02 CSIUSER	Test Committed Item Auth Accounts Payable Reports Menu	3/18/04 DSP108S1
Select one of the following :		
<b>Vendor 1099 Forms Process</b>		
The Vendor 1099 Forms must be furnished to recipients by January 31 as required by the IRS. This process will allow you to create an edit proof of those 250 vendors, provides a copy.		
Select the 1099 Required over \$60	<b>1099 Process Selection</b>	
	Year ?Company	<u>00</u>
F1=Help F3=Exit F4=?List F12=Cancel		

1099 Process Selection window (figure 79)

- Complete these fields:

**Year**

Type the two-digit year abbreviation indicating for which calendar year the 1099 requirements are being evaluated.

**Company**

Type the three-digit number uniquely identifying which company's vendors to evaluate for 1099 processing.

- Press **Enter** to display the *Printer Defaults window*. (See "Setting Printer Defaults" section on page 98 for instructions on setting Printer Defaults.)
- Complete the *Printer Defaults window*, then press **Enter** to print the report.

**To Print Forms 1099-MISC**

- Select **Form 1099-MISC** on the *Vendor 1099 Year-End Process window* (figure 78), then press **Enter** to display *1099 Process Selection window* (figure 80).

APR02 CSIUSER	Test Committed Item Auth Accounts Payable Reports Menu	3/18/04 DSP108S1
Select one of the following :		
<b>Vendor 1099 Forms Process</b>		
The Vendor 1099 Forms must be furnished to recipients by January 31 as required by the IRS. This process will allow you to create an edit proof of those 250 vendors, provides a copy.		
Select the 1099 Required over \$60	<b>1099 Process Selection</b>	
	Year ?Company	<u>00</u>
	Federal ID Number	_____ (edited)
F1=Help F3=Exit F4=?List F12=Cancel		

1099 Process Selection window (figure 80)

2. Complete these fields:

**Year**

Type the two-digit year abbreviation indicating for which calendar year the 1099 requirements are being evaluated.

**Company**

Type the three-digit number uniquely identifying which company's vendors to evaluate for 1099 processing.

**Federal ID Number**

Type your company's own ID number.

3. Press **Enter** to display the *Printer Defaults window*. (See "Setting Printer Defaults" section on page 98 for instructions on setting Printer Defaults.)
4. Complete the *Printer Defaults window*, then press **Enter** to print the 1099s.



## Check Reconciliation

Check reconciliation is the process of monitoring or accounting for the company issued checks that have cleared the disbursing bank. Reconciliation is usually performed monthly to ensure that the accounting “books” balance.

All activities required to reconcile checks in the Accounts Payable ledgers can be done from the Check Reconciliation menu. Reconciled checks can be recorded into **ORDER POWER!**, checks can be queried, an Outstanding Checks Report can be printed, and the Disbursements Journal can be reprinted. The Outstanding Checks Report and the Disbursement Journal Reprint can also be generated from both the Payment Processing and Reports menus.

From the *Accounts Payable Main Menu* (figure 1) select **Check Reconciliation** to display the *AP Check Reconciliation menu* (figure 81).

APC02 CSIUSER	Test Committed Item Auth AP Check Reconciliation	12/04/03 DSP108S1
Select one of the following :		
<ol style="list-style-type: none"> <li>1. Enter Reconciled Checks</li> <li>2. Check Inquiry</li> <li>3. Outstanding Checks Report</li> <li>4. Reprint Disbursements Journal</li> </ol>		
51. Operational Assistant		
80. AP Main Menu		
90. Signoff		
?Select on ====> _		Bottom
F1=Help F3=Exit F4=?List F9=Command Line F12=Cancel		

*AP Check Reconciliation menu (figure 81)*

These options are available, in addition to the standard **ORDER POWER!** functions:

Option	Description
1. Enter Reconciled Checks	Display the <i>Check Reconciliation Prompt panel</i> (figure 82)
2. Check Inquiry	Display <i>AP Check Prompt panel</i> (figure 65)
3. Outstanding Checks Report	Display <i>Outstanding Checks Report Prompt window</i> (figure 75)
4. Reprint Disbursements Journal	Display <i>Reprint Disbursements Journal Prompt window</i> (figure 74)

### Entering Reconciled Checks

Use this option to record reconciled checks into **ORDER POWER!**

**To enter reconciled checks**

1. From the *AP Check Reconciliation menu (figure 81)* select **Enter Reconciled Checks** to display the *Printer Defaults window*. (See “Setting Printer Defaults” section on page 98 for instructions on setting Printer Defaults.)
2. Complete the *Printer Defaults window*, then press **Enter** to display the *Check Reconciliation Prompt panel (figure 82)*.

Check Reconciliation Prompt	
?Cash Account.....	001 000 00110 FUNBF CHECKING
Reconciliation Date.....	<u>1/31/04</u>
Include Checks Dated Through...	<u>1/31/04</u>
Save Changes.....	<u>N</u> (Y/N)

F1=Help F3=Exit/No Post F4=?List F15=Exit/Post

*Check Reconciliation Prompt panel (figure 82)*

3. Complete these fields:

**Cash Account**

Type the General Ledger account from which the check was drawn.

**Reconciliation Date**

Type the date the check(s) cleared the bank and were reconciled in the accounting ledger. The reconciled date may differ from the date (system date) that the reconciled check was entered into **ORDER POWER!**.

**Include Checks Dated Through**

Type the most recent check date you want to include in this reconciliation.

**Save Changes**

Type **Y**(es) or **N**(o) to indicate whether or not you want to save the changes entered above to redisplay for your next reconciliation.

4. Press **Enter** to display the *Check Reconciliation Update panel (figure 83)*.

Position to : _____		Check Reconciliation Update		Show Open : Y	
5=Display 8=Reconcile 9=Un-reconcile		Cash Acct : 001-000-00110		Show Reconciled : N	
				Show Voided : N	
Check	Vendor Name	Date	Amount	Sts	R/U
- 112233	54908 LEWIS POLLACK	8/29/03	60.00	0	
- 114470	54908 LEWIS POLLACK	9/19/03	70.00	0	
- 832489	111953 Lewis Charles Pollack	9/30/03	100.00	0	
- 846387	1 KREIDMAN'S INTERNATIONAL	10/26/03	10.78	0	
- 1144225	54908 LEWIS POLLACK	9/21/03	100.00	0	
					<b>Bottom</b>
F1=Help F3=Exit/No Post F7=Bkwd F8=Fwd F10=Top F15=Exit/Post F18=Bot		F23=Reconcile All			

Check Reconciliation Update panel (figure 83)

- Type **8** (Reconcile) beside each check you want to reconcile, then press **Enter** to display an **R**(econciled) next to that line in the **R/U** column.

**NOTE:** Reconciling/Un-reconciling a check updates a workfile only.

- Press **F15** (Exit/Post) to post this workfile and produce an Edit Report, or press **F3** (Exit/No Post) to exit the process and clear the workfile without posting.



If you type **Y**(es) in the **Show Reconciled** field, you can use option 9 to Un-reconcile a previously reconciled check and a 'U' will appear in the **Status** column.

### Check Inquiry

Use this option to view a list of all checks written against the selected cash account, and to view details for any selected check.

#### To view a list of checks

From *AP Check Reconciliation menu* (figure 81), select **Check Inquiry**, then press **Enter** to display the *AP Check Prompt panel* (figure 65).

### Outstanding Checks Report

The Outstanding Checks Report generates a list of every check that has been cut and remitted but has not cleared the bank and for which funds have not yet been disbursed.

The report lists outstanding checks beginning with the lowest sequentially numbered check. All outstanding checks prepared through a specific date are displayed. The checks are listed in ascending sequence first by check number, then by check date.

#### To run the Outstanding Checks Report

From the *AP Check Reconciliation menu* (figure 81) select **Outstanding Checks Report** to display *Outstanding Checks Report Prompt window* (figure 75).

### Reprint Disbursements Journal

This report produces a list of posted Payables transactions. The report starts each new JV# on a new page.

***To reprint the Disbursements Journal***

From the *AP Check Reconciliation* menu (figure 81) select **Reprint Disbursements Journal** to display *Reprint Disbursements Journal Prompt* window (figure 74).

## Year End Processing

Year End Processing is not required for the proper operation of **Accounts Payable**.

### **To run Year End Processing**

From the *Accounts Payable Main Menu* (figure 1), select Year End Processing to display the *Year End Processing Menu* (figure 84).

MAN02 CSIUSER	Test Committed Item Auth Year End Processing Menu	4/08/04 DSP108S1
Select one of the following menus :		
<ol style="list-style-type: none"> <li>1. AP Vendor 1099 Processing</li> <li>2. Purge AP Vendors and Activity</li> </ol>		
		More...
?Selection ====> _		
F1=Help F3=Exit F4=?List F9=Command Line F12=Cancel		

*Year End Processing Menu* (figure 84)

These options are available, in addition to the standard **ORDER POWER!** functions:

Option	Description
1. AP Vendor 1099 Processing	Display <i>Vendor 1099 Forms Process window</i> (figure 77)
2. Purge AP Vendors and Activity	Display the <i>Purge Accounts Payable Vendors and Activity panel</i> (figure 85)

### **AP Vendor 1099 Processing**

The Internal Revenue Service requires that companies send a 1099 form to all **Vendors** paid more than \$600.00 during the calendar year. You can also create 1099 forms for any **Vendor** if you have set it up by typing **Y(es)** in the **1099 Required** field on the *Vendor Update panel 1* (figure 20).

### **To create 1099 forms**

From the *Year End Processing Menu* (figure 84) select **AP Vendor 1099 Processing** to display *Vendor 1099 Forms Process window* (figure 77).

### Purge AP Vendors and Activity

This option purges **Vendor** activity through a specific check payment date. It will also purge deleted and temporary **Vendors** that have no activity, and Item/Vendor records, if selected. You must run *Purchase Order Purge* (from the *ORDER POWER! Purge menu*) prior to the *AP Purge* to allow costed purchases to be removed. Purged activity includes purchases, payments, checks, and invoices. Please note that the vendor activity history is displayed by the GL Drill-Down process and will no longer be available if purged.

### To Purge AP Vendors and Activity

1. From the *Year End Processing Menu* (figure 84) select **Purge AP Vendors and Activity** to display *Purge Accounts Payable Vendors and Activity panel* (figure 85).

Computer Solutions, Inc. Purge Accounts Payable Vendors and Activity		
Through Check Date.....	<u>1/01/01</u>	
Purge Temporary Vendors.....	<u>N</u>	Y/N
Purge Deleted Vendors.....	<u>Y</u>	Y/N
Purge Item/Vendor Records....	<u>N</u>	Y/N
Purge If Check not Reconciled	<u>N</u>	Y/N
Submit Purge to Batch.....	<u>N</u>	Y/N
Save Changes.....	<u>Y</u>	Y/N
Note: If all responses are 'N', A/P history will be purged through the selected check date.		
F1=Help F3=Exit		

*Purge Accounts Payable Vendors and Activity panel (figure 85)*

2. Complete these fields:

#### Through Check Date

Type the most recent check date that you want to be included in the purge.

#### Purge Temporary Vendors

Type **Y**(es) or **N**(o) to indicate whether or not you want to purge **Temporary Vendors** which are created automatically by *ORDER POWER!* when you issue a **Refund** to a **Customer**.

#### Purge Deleted Vendors

Type **Y**(es) or **N**(o) to indicate whether or not you want to purge **Vendors** that you have “soft deleted” by typing **D** in the **Delete** field on *Vendor Update panel 1* (figure 20).

#### Purge Item/Vendor Records

Type **Y**(es) or **N**(o) to indicate whether or not you want to remove Item/Vendor records for the purged **Vendors**.

#### Purge If Check not Reconciled

Type **Y**(es) or **N**(o) to indicate whether or not you want to purge unreconciled checks.

**Submit Purge to Batch**

Type **Y**(es) or **N**(o) to indicate whether or not you want to run the purge in batch mode.

**Save Changes**

Type **Y**(es) or **N**(o) to indicate whether or not you want to save the changes entered above to redisplay for your next purge.

3. Press **Enter** to run the purge.

## Setting Printer Defaults

The *Printer Defaults panel (figure 86)* allows you to preset the values that determine how and where a report should be printed (for example, which printer device should be used, the number of copies to be produced, the required forms type, etc). This panel is usually displayed to the user after each report request. You can change the default values at the time you run any report.

```

Printer Defaults (GN00023M)

Type choices, press Enter.

List Name . . . . . > 'AR Maintenance Proof'
Number of Copies . . . . . > 1          1-255
Submit to Batch . . . . . > *NO       *YES, *NO
Printer to Use . . . . . > *JOB      Name, *JOB, *SYSVAL
Output Queue . . . . . > *JOB      F4 - Possible Output Queues
Library . . . . . > *LIBL       Name, *LIBL
Align Forms . . . . . > *NO       *YES, *NO
Forms Type . . . . . > *STD      Character value, *STD
Hold Spool File . . . . . > *NO     *YES, *NO
Save Spool File . . . . . > *NO     *YES, *NO
Print Text at Bottom of Page . . > *JOB
Apply Changes Permanently . . . > *NO     *YES, *NO

F3=Exit  F4=Field  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
Bottom
  
```

*Printer Defaults panel (figure 86)*

1. Complete these fields, or press **Enter** to accept the displayed values:

### Number of Copies

Type a number (from 1 to 255) to indicate the number of copies of the report to be produced.

### Submit to Batch

Indicate whether the report should be submitted to a job queue to process behind the scenes in batch mode and immediately free up your terminal or run the report interactively which locks the terminal until the report has completed.

**\*YES** indicates that the report will be submitted as a batch job

**\*NO** indicates that the report will be run interactively

### Printer to Use

Indicate which printer device the report should be printed on.

**Name** a user-supplied printer identifier

**\*JOB** defaults to the user's printer

**\*SYSVAL** defaults to the printer identifier in the system value QPRTDEV

### Output Queue

Indicate the name of a spool file where the report output can be stored temporarily until it is printed.

*Name* a user-supplied output queue identifier

**\*JOB** defaults to the user's output queue

### Library

Indicate the name of the library where the output queue resides. This is an optional field.



*Name* a user-supplied library identifier  
**\*LIBL** defaults to the library list

**Align Forms**

Indicate whether special forms are to be realigned before printing can begin.

**\*YES** the forms should be realigned. This will cause a message to display on your screen requesting that the forms be aligned.

**\*NO** realignment is not required prior to printing

**Forms Type**

Indicate whether the report/output should print on a special type of form.

**\*STD** regular forms are used

*Character value* a user-supplied name representing which type of form the output should be printed on. This will cause a message to display on your screen requesting that the forms be changed.

**Hold Spool File**

Indicates whether the report output should be held on a spool file until released by the user.

**\*YES** hold the output spool file

**\*NO** automatically release the output spool file

**Save Spool File**

Indicate whether the spool file should be retained the completion of printing the report.

**\*YES** save the spool file

**\*NO** release the spool file

**Print Text at Bottom of Page**

Indicate text to be printed at the bottom of each page of the report

**\*JOB** defaults to the text defined for the user

**Apply Changes Permanently**

**\*YES** any default modifications become the new default values for the current report

**\*NO** **ORDER POWER!** will not apply any changes made during the current report run to any subsequent reports

NOTE: Defaults can be changed any time as required.

