



Infor ERP FACTS

Accounts Payable

Release 7.7



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Accounts Payable

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PREFACE

Welcome to the FACTS System software that automates your business operations! The FACTS System is composed of 22 highly integrated modules. Each module has a manual dedicated its use and functionality. For ease of use, the manuals are formatted similarly. All of the FACTS manuals contain the following sections: system overview, program descriptions, references, glossary of terms, and sample reports.

System Overview

This section discusses the function and process flow for each module. Each System Overview section contains:

- An overview of each module and its interaction with other modules
- Flow charts of the module's system
- An overview of the modules posting to the General Ledger. This section should be reviewed even if the General Ledger Module is not being used
- Procedures and close-out checklists for daily, weekly, periodic (monthly) and yearly processing

Program Descriptions

These chapters detail each program in the module. Each program description includes the functions, user inputs, and a screen print. The programs are listed in the order that they appear on the menu. There is an overview preceding each menu that explains the interaction of the programs within the menu.

References

Throughout the documentation the phrase (ref. #) is used. This is referring to the appendix called "References."

References are used to prevent the same information from being repeated one program to the next. They are located at inputs where a user might want further information. References are always numbered. For example, F2 allows a search (ref.5): this indicates that pressing F2 will allow a search on the input, and more information on searches can be found in the Reference Appendix under reference #5.

Glossary of Terms

The glossary provides a definition of terms used in the manual and related terms from other modules.

Sample Reports






This section provides a sample printout of most of the reports and prints in the module. A directory is included that lists each report and the page number in the section.



System Overview

The FACTS Accounts Payable module is a system that will maintain accurate file information, provide complete audit trails and will optionally post to general ledger. Interaction with General Ledger is automatic and great flexibility is available through the use of the GL posting tables.

The system has been designed so that all transactions will produce a printed audit trail. This allows users the secure feeling that all information is traceable throughout the system. Instructional prompts, default values and the capability to back up to previous inputs promote both operator efficiency and comfort in using the system.

Accounts Payable is broken down into the following menus:

	<p>Document Entry, which also includes the Recurring Document Entry subsystem. This is where you enter AP invoices. Invoices that you enter on a regular basis can be set up in the Recurring Invoices subsystem to cut down on data entry.</p>
	<p>Payment & Hold Selection, which enables you to select invoices for payment. Invoices that have been entered through Document Entry or Recurring Document Entry must be selected before you can run checks.</p>
	<p>Checks subsystem, which allows you to print, and if necessary, reprint checks and then update the AP system when you are satisfied that the checks are correct.</p>
	<p>AP Inquiries, which gives you a quick way to find current and past information on vendors.</p>
	<p>AP Reports & Prints have the option of printing in vendor number, alpha, or vendor class order. In addition to the order, you can choose the range to print. For example, if you choose to print the Aged Payables Report, you can set the report to start printing at one vendor class and end at another.</p>

	<p>End of Period contains programs that you should run to close the module correctly at the end of each period. There is an end-of-period checklist provided later in this section that contains the procedures used to close the AP module. Some programs are optional, such as the Period Check Register, and others are required, such as the Register History Report. The end-of-period menu programs provide you with a complete audit trail of the AP balance.</p>
	<p>File Maintenances enable you to enter, change and delete data. These programs are used to enter the initial data required to set up the system. You can add, change and delete the records in a file. You will use some file maintenance programs, such as Vendor F/M, during live processing more than others. The system also contains an additional maintenances sub-menu; the programs are Infrequent File Maintenances. These infrequent file maintenances (found on the Infrequent File Maintenances menu) are used mostly during installation.</p>

Always check with you Affiliate before you change settings in Infrequent File Maintenances.

Vendors are entered through the Vendor F/M program setting parameters which determine how the system is to process transactions for each vendor. Vendor information is stored and is available to be printed on a report or to be displayed on the screen by an inquiry.

Following are just a few of the flags set for each vendor: **active/inactive** - determines whether any transactions may take place for this vendor, i.e., documents entered or checks written, **on hold** - determines whether any purchase orders may be entered for the vendor and whether any open documents owed to the vendor may be paid, **permanent/temporary** - determines whether the vendor should automatically be removed by the system at the end of each period if the vendor balance is zero, and **ledgercards** - determines whether to store ledgercards (each transaction affecting a vendor's account). Vendors are also assigned a **terms code** (determines document due dates, etc.), **GL posting table** (for distributing transactions to general ledger) and **vendor class** (for reporting purposes).

Vendor information stored is available for display through the Vendor Inquiry program that displays general information, payment history, ledgercards and account information. Account information includes open documents, activity, and paid documents. Vendor notes may also be entered in the inquiry program. The Vendor Inquiry provides users with all the vendor information at their fingertips and makes AP management an organized and efficient process.

Throughout the Accounts Payable system, whenever the vendor's number must be entered, the user has the ability to search for the customer through an alpha lookup, a keyword search or a contact name search. The search capability relieves the user of having to remember vendor numbers.

Documents (invoices) may be entered into the system for payment either through the AP Document Entry program or through the Purchase Orders system when a document is tied with a purchase order placed into the system. When a document is entered it must be assigned to a branch. Most AP reports may then list documents by profit center (branch). When entering an accounts payable document, the user must also expense the full amount of the document to the appropriate GL account numbers. If job cost is used, each document may be automatically posted to a specific job number in the Job Cost module.

The Recurring Document system is available if the user pays documents that are repetitive on a regular basis (i.e., rent or loan payments). Users set up a document in an entry program specifying the amount of the document to post to the open payables file, the dates to post the invoice, and a predetermined cutoff. Users then run a posting program which automatically posts the invoices into the document entry file, ready to post to the open payables file. The Recurring Documents system relieves the user of entering the same document information on a regular basis and remembering when to enter the documents.

At the time when the user is ready to make payments against open documents, the Payment & Hold Selection menu is used. Making payments is a very flexible process which can adapt to any office environment. Individual documents may be placed on hold to indicate they may not be paid.

Documents may be selected for payment manually, allowing the user to enter partial payments and to override the discount amounts and dates. Documents may also be selected for payment automatically by the system, allowing the user to select the basis on which payments are made, i.e., discount or due date, check date, etc. Payments selected for payment may be reviewed using the Payment Selection List program. At any time prior to printing checks, payments may be corrected or deleted. Payment selection may be made based on the branch assigned to each document. This allows multiple profit centers (branches) to make payment selection and pay only the documents expensed to that profit center.

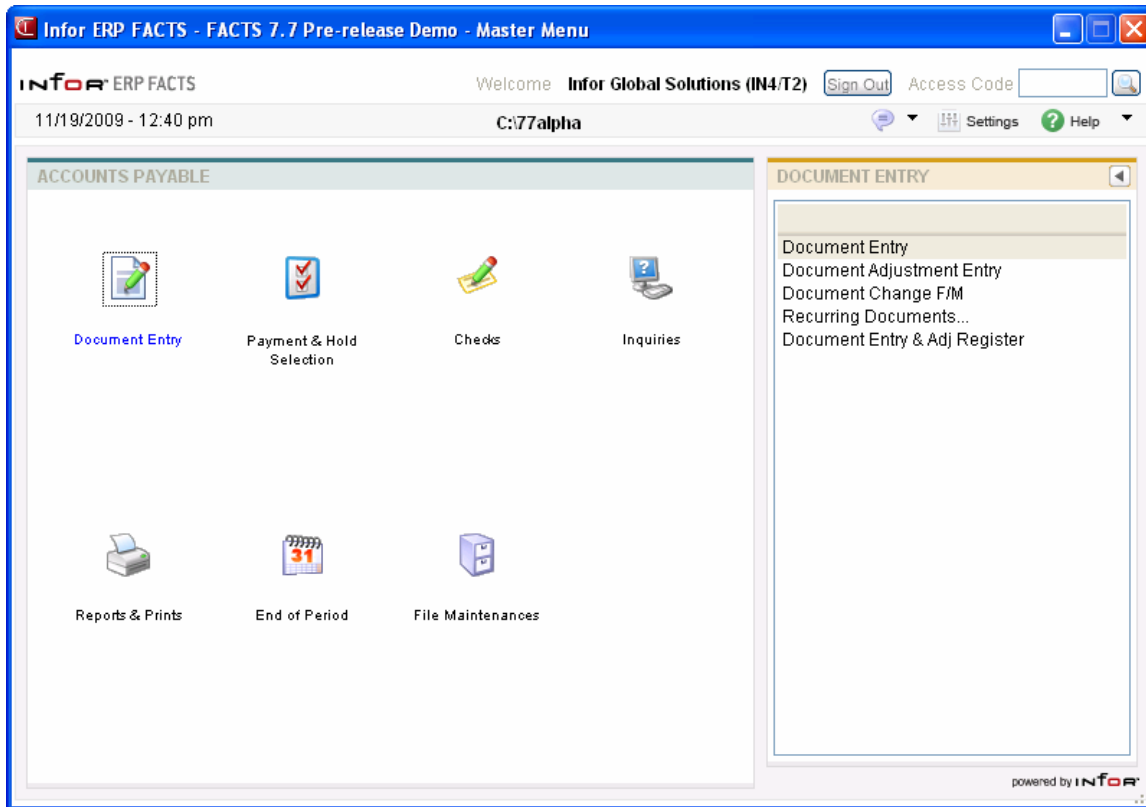
Once the Payment Selection List is verified, checks may be created and printed by the system through the Checks menu. There are four types of checks in the Accounts Payable system. Each type of check must be updated by the Check Register program. The Check Register provides an audit trail of all checks and updates all appropriate files. The four types of checks are the following: 1) **Printed checks** - the Check Print program is used to print checks which were generated for the Payment Selection List; 2) **Manual checks** - the Manual Check Entry program is used to enter and record manual checks (written manually by the user) paying invoices in the open payables file; 3) **Noninvoice checks** - the Noninvoice Check Entry program is used to pay a document not in the open payables file, i.e., entering the document(s), expensing the document(s) and recording payment of the document(s) at the same time (example, a C.O.D. document); and 4) **Void checks** - the Void Check Entry program is used to void out a printed or manual check already updated by the Check Register and documents are posted back into the open payables file.

All Accounts Payable reports have the option of printing in vendor number, alpha, or vendor class order. In addition to the order, the user may choose the range to be printed. For example, the Aged Payables Report may be printed by vendor class. There is a wide variety of reports which print all available information stored in the Accounts Payable system. The following are the Accounts Payable reports:

1. The Cash Requirements Report prints up to six time periods of cash requirements for invoice payment. The periods of time are determined by the user as well as whether the documents are to print based on due date or discount date. The report may be printed in summary (total amount due to each vendor within the specified time periods) or detail (information on each document due to each vendor within the specified time periods).
2. The Open Payables Report prints a list of open payables, zero balance documents or both. The options are to print in summary (vendors and their balances), detail (vendors and information on each document due) or detail with transactions (vendors, and all transactions against each document).
3. The Aged Payables Report prints a report of open payables in aging columns as of a specified aging date. The user may also specify how many days past due an invoice must be before appearing on the report and whether to include contact information and purchase information. The report may be printed in summary (vendor and balance) or detail (vendor and information on each invoice due to the vendor).

4. The Inactive Vendor Listing prints a list of all vendors who have been inactive as of a specified cutoff. Purchase history figures may be included in the report. This report will not update any files but may be useful in allowing the user to delete inactive vendors.
5. The Vendor Listing prints a report of either general or historical information on vendors. The vendor's address, phone number, and/or contact may print on either report.
6. The Vendor Ledgercards Report prints a list of the transaction types chosen that have affected the vendor's balance.
7. The Vendor Label Print program prints up to 99 labels per vendor and may be sorted by zip code.
8. The Rolodex Vendor Card Print program prints up to 99 rolodex cards per vendor and may be sorted alphabetically.
9. The Purchase History Report prints various purchase history information from the vendor's history. The user may select month-to-date, year-to-date or prior year information and determine the minimum purchases to print. The user has the option to select specific document groups to print.
10. The Payment History Report prints total payments made to vendors for up to 6 periods.
11. The 1099 Print prints the nonemployee compensation statements. The user chooses the beginning and ending vendor and the document group(s) to print. The forms used are the standard 1099 forms distributed by the IRS.
12. The Vendor Balancing Register is run only when the vendor's balance does not agree with the invoices for that vendor (i.e., very unlikely - if there is a power failure in the middle of an update, etc.). The register prints all out-of-balance vendors. The optional update will correct each vendor balance and the total AP balance.
13. The Vendor Notes Print program prints the notes for any vendors in the vendor file.
14. The AP Code List prints a listing of the various AP codes: vendor classes, terms codes and GL posting tables.

The Accounts Payable system provides an End-of-Period menu. This menu contains programs that should be run to close the module correctly at the end of each period. There is an end-of-period checklist provided later in this section instructing the user on the procedures used to close the AP module. Some programs are optional (Period Check Register) where others are required (Register History Report). The end-of-period menu programs provide the user with a complete audit trail of the AP balance.

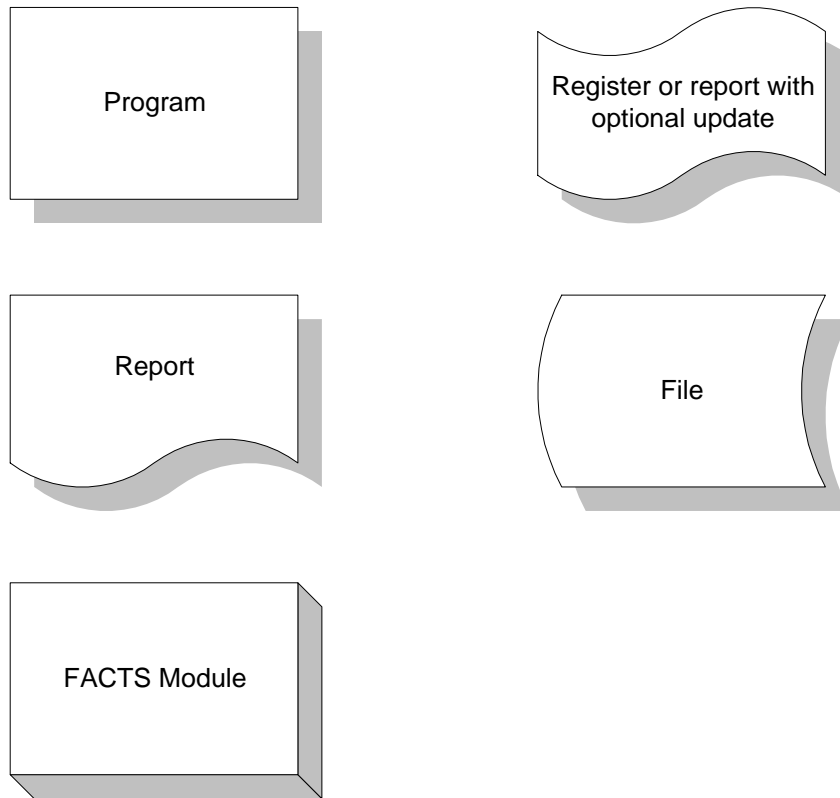


Accounts Payable Flow Charts

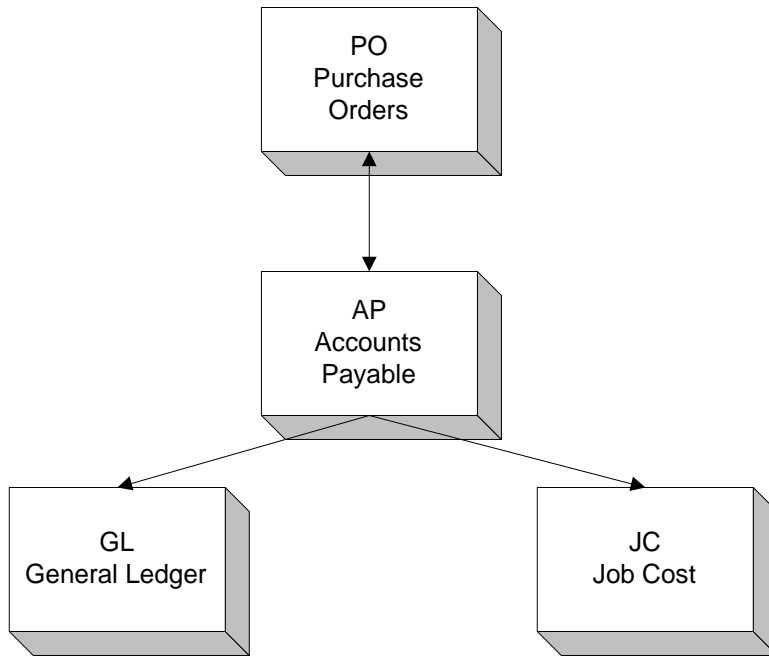
The following pages present flow charts that illustrate the flow of information from Accounts Payable to the other modules in the FACTS System. They also illustrate the flow of information within Accounts Payable.

Note that not all files and programs are shown. The flow charts simply present how information flows through the system.

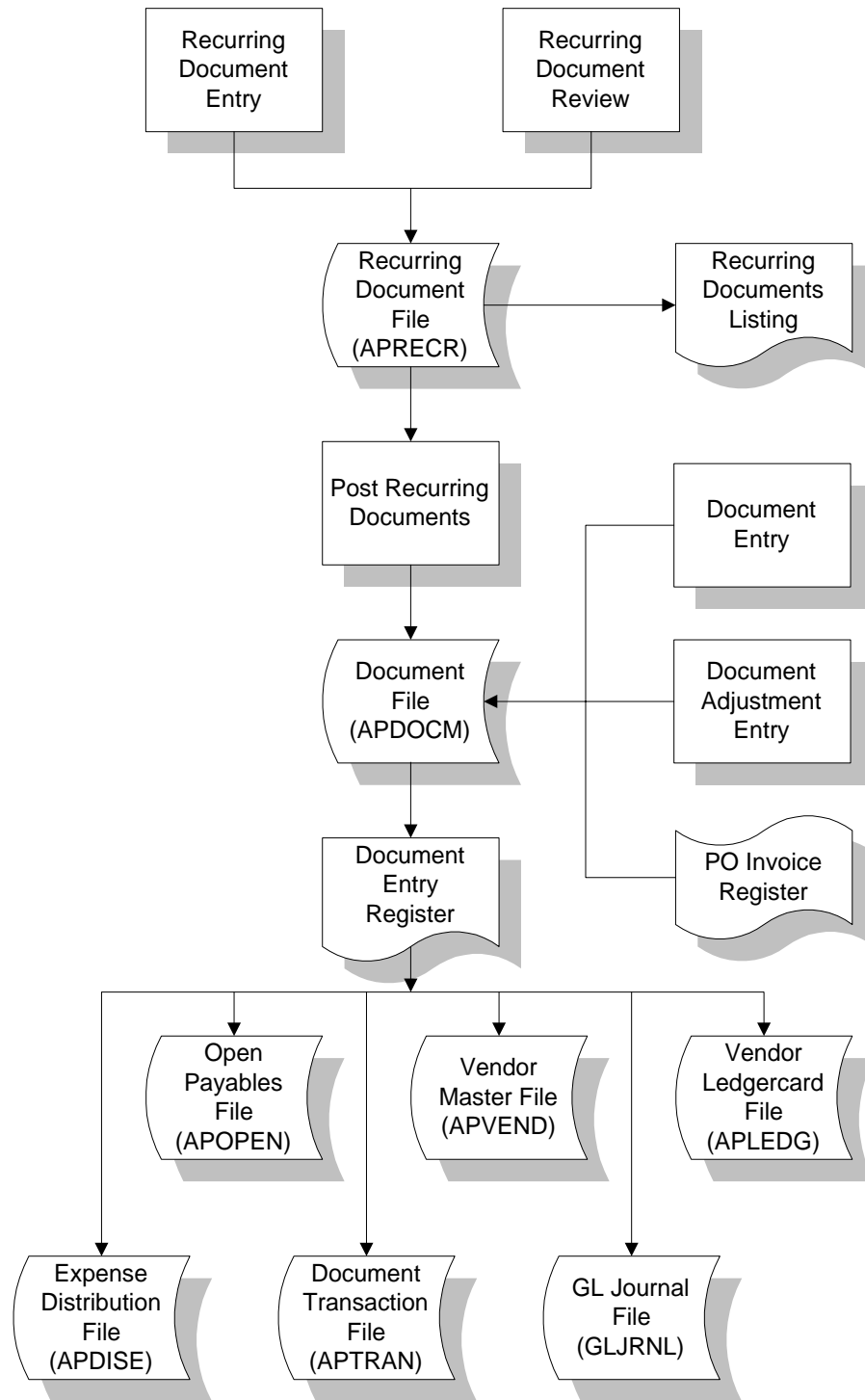
The following symbols represent the types of information shown on the flow charts.



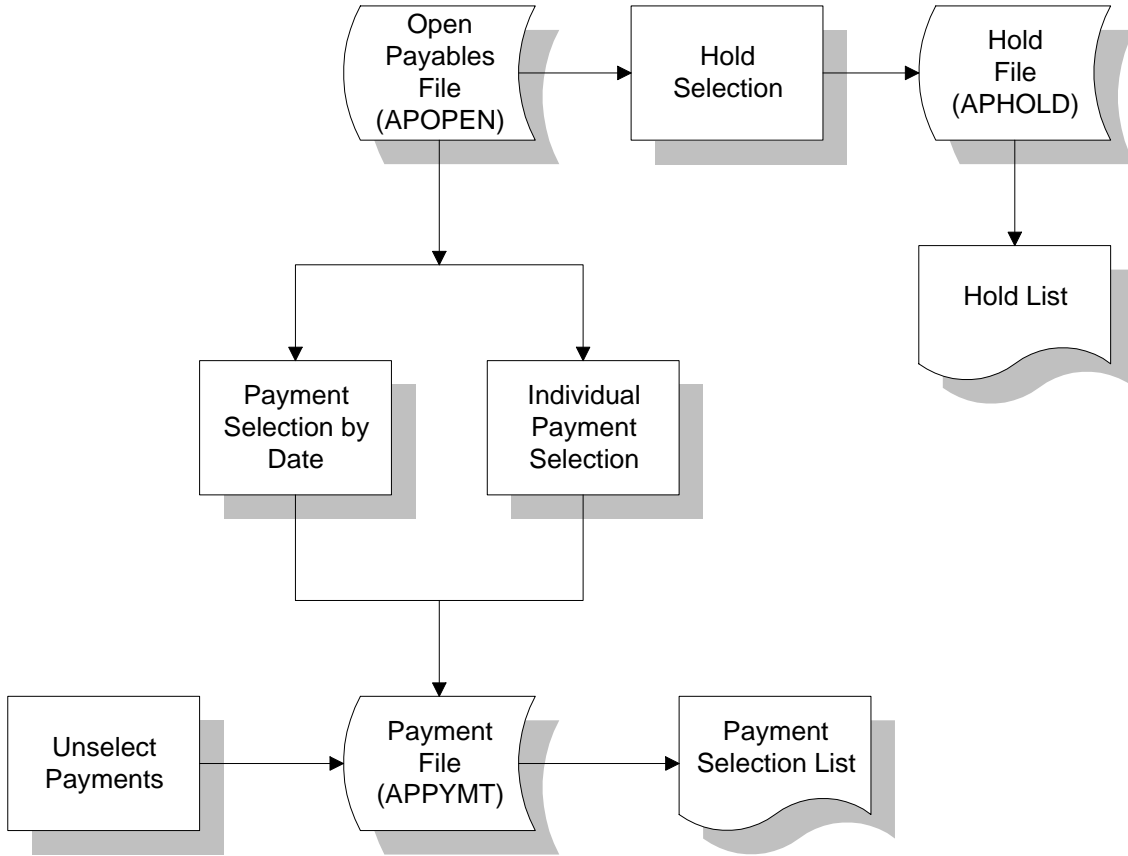
*Accounts Payable Interaction
with Other FACTS Modules*



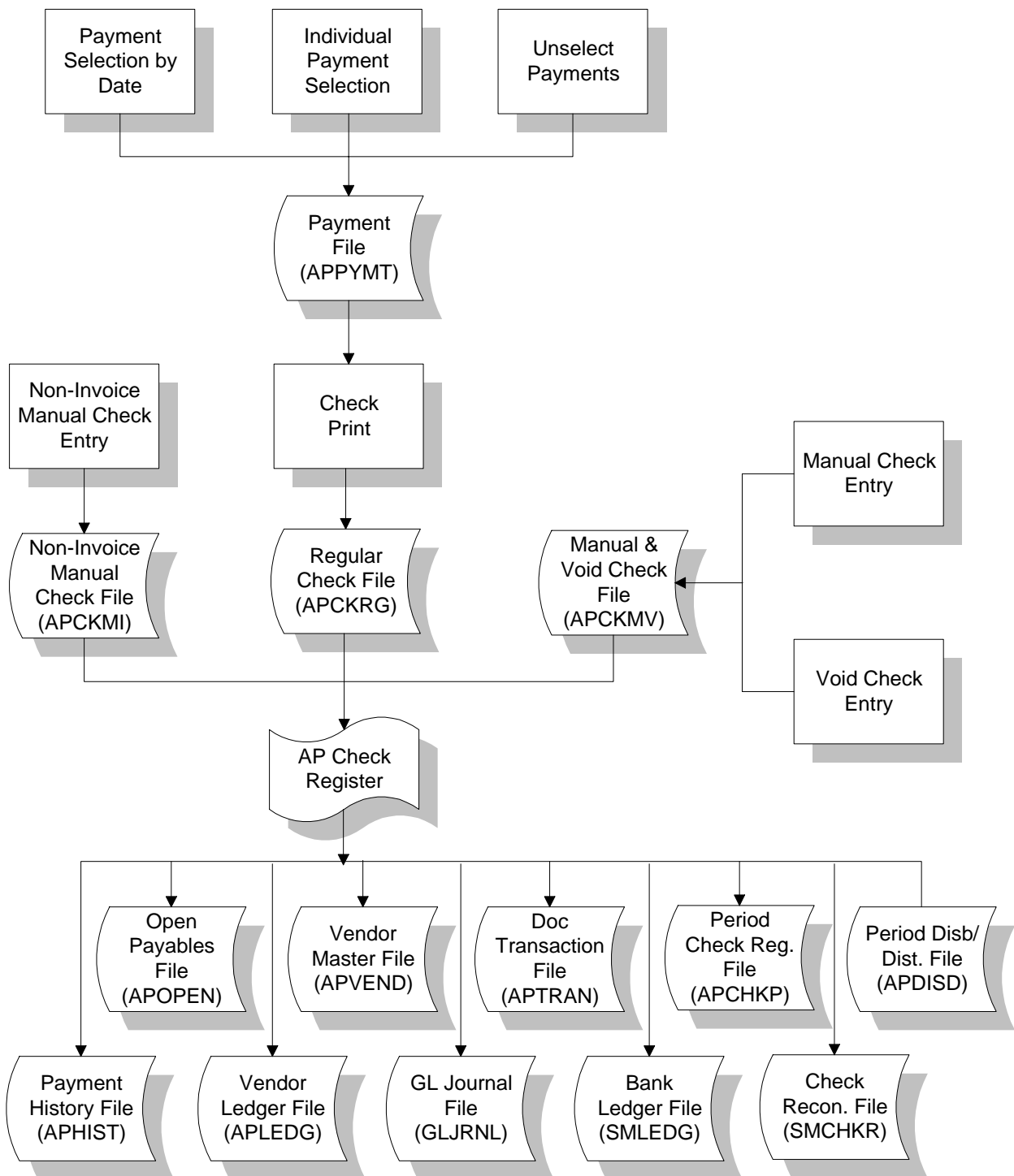
Open Payables



Select Payments



Print Checks



Posting to General Ledger

You can set up the Accounts Payable system to automatically post to General Ledger. To do this, set the **GL distribution** flag in the AP Static Control F/M to one of the following: **0**-indicating no GL distribution is printed or posted; **1**-indicating the GL distribution is printed (printing is in detail format) but not posted to GL; **2**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number); or **3**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

Two other flags control automatic posting from AP to GL. The **GL expense journal** and **GL disbursements journal** flags, also located in the AP Static Control F/M program, allow you to direct transactions posted from the Document Entry Register and Check Register to specific GL Journals.

The Accounts Payable transactions that may print a GL distribution and post to GL are the transactions from the Document Entry Register and the Check Register.

The GL distributions are built and posted through the use of GL posting tables.

Users establish their own set of valid GL posting tables to be assigned to each vendor. For example, all invoices from freight companies may be expensed to the same GL account number. The user should assign one GL posting table to all freight vendors. Posting tables may be alphabetic or numeric and should be easily recognized. During Document Entry, the user must enter the vendor number. The GL posting table code assigned to that vendor is displayed and may be overridden on the invoice. The GL account numbers stored with the GL posting tables become the default value for the expense account number entered in Document Entry. Document Entry also allows a search to display all G/L numbers set up in a posting table.

In Document Entry, the user may expense an invoice to up to 999 expense accounts. The GL posting table allows the user to set up to five default expense accounts to make entry of AP documents easier.

The GL posting table also contains the Accounts Payable G/L number to post and the Discounts G/L number to post when a discount is taken.

Example: Southern bell is a vendor set up in the vendor file and for GL posting purposes is considered a telephone vendor. Therefore, the user sets up a GL posting table **TEL**-telephone. When posting most phone bills from Southern Bell, the user normally expenses to the telephone GL expense account. However, occasionally the user advertises in the yellow pages and when those bills are entered, they are expensed to the advertising GL expense account. The user sets up the GL posting table as follows:

GL Table	TEL		
Description	Telephone		
		<u>G/L #</u>	<u>Description</u>
Expense 1	735-00-00	Telephone	
	2	710-00-00	Advertising
	3		
	4		
	5		
Accounts Payable		310-00-00	Accounts
Payable			
Discounts		490-00-00	Discounts Taken

In Document Entry, if the GL posting table is **TEL** for the invoice being entered, the system automatically defaults to 735-00-00 for the first GL number to be expensed. The user also may perform a search to display all of the GL expense numbers set up in the **TEL** GL posting table. In the example given, 735-00-00 telephone and 710-00-00 advertising are displayed.

Therefore, when a regular telephone bill is entered, the user may allow the system to default to 735-00-00 telephone. However, when an occasional advertising bill is entered, the user may search to see the other possible expense GL numbers to use.

If the **Post by Branch** flag is set to Y in the AP static control record, the Document Entry program automatically inserts the branch in the proper position in the GL number when displaying the expense numbers of the GL posting table.

Within each GL posting table there is also an account number for accounts payable. This number is posted when entering an accounts payable document or writing a check and paying it off. The discounts number is posted when a discount is taken, i.e., when the payment is made and the check is written. Discounts are not posted upon initial entry of the document, but when the discount is entered when payment is made (i.e., when the discount is taken).

If the user enters two bills for Southern Bell - a telephone bill for \$350 and an advertising bill for \$150, the summary Document Entry Register GL distribution using the GL posting table listed above would be as follows:

	<u>Debit</u>	<u>Credit</u>
310-00-00 Accounts payable		-500.00
730-00-00 Telephone	350.00	
710-00-00 Advertising	150.00	

If the user pays the two bills and takes a 2% discount on the advertising bill, the summary Check Register GL distribution using the GL posting table listed above would be as follows:

	<u>Debit</u>	<u>Credit</u>
* 100-00-00 Cash in Bank		-497.00
310-00-00 Accounts Payable	500.00	
490-00-00 Discounts Taken		-3.00

* The cash G/L number comes from the Bank G/L number set up in the Bank F/M in the banking and check system in system management.

If the **Post by branch** flag is set to Y in the AP static control record, the Document Entry & Adjustments Register and Check Register automatically insert the branch (assigned to each document) in the AP and discounts GL numbers when posting to general ledger.

When setting up the GL Posting Tables, because they are user-defined, there is no limit to the number set up. Any of the expense numbers may be entered as defaults in the AP Document Entry. The AP and Discount G/L numbers are mandatory numbers and may not be overridden during entry of current payment selection or check writing.

If a loan is to be entered and the balance posts to Notes Payable rather than an accounts payable account, when setting up GL posting tables, one may be set up as follows:

GL Table	LN		
		Loans	
		G/L #	Description
* Expense 1			
*	2		
*	3		
*	4		
*	5		
Accounts Payable		320-00-00	Notes Payable
Discounts		490-00-00	Discounts Taken

* If a GL posting table is set up with no expense accounts, the user has no **default** expense numbers in Document Entry.

The Document Entry program, Document Entry & Adj. Register and Check Register programs use information stored in these records.

Posting to Job Cost from Accounts Payable

During the Document Entry program the user may post any part of an invoice (bill) to a job number, to post to Job Cost. If job cost information is entered the default GL expense account number is no longer the number as set in the GL posting table. The default GL expense account number comes from one of two places. If the **Post work-in-process** flag is set to Y in the JC to GL Posting F/M program, the default expense GL number is a work-in-process account number. Depending on the **Basis** flag set in this record for work-in-process, the default number is used or the work-in-process account number is assigned to the cost type for the GL posting table assigned to the job. If the **Post work-in-process** flag is set to N, the default expense GL number is the expense number assigned to the cost code entered for the job.

The Document Entry & Adj. Register GL distribution posts to GL as follows:

Debit	Credit
Work in-Process GL #	Accounts Payable
or	
Expense GL #	

The work-in-process or expense GL number also posts into the JC Job Posting Entry file. The Job Posting Register is then run which updates the WIP or expense GL number to the Job Cost transaction file. This transaction file is used for billing purposes.

Once billing takes place, the JC Invoice Register is printed along with the Invoice Register GL distribution.

The GL distribution posts as follows:

Debit	Credit
Accounts Receivable	Sales
	Tax
	Freight
Cost of Sales	Work in Process
	or
	Expense GL #

The WIP or expense GL number was originally debited in Accounts Payable and in Job Cost is credited. This means the WIP or Expense number is a wash account with the amount posting to the Cost of Sales GL account number.

Standard Procedures

The standard procedures may vary depending on how your company's business is conducted. The following three sections of standard procedures are provided as a guideline:

- 1) **Recommended Operating Procedures.** An outline is provided of routine procedures on a daily, weekly, period (month, if 12 periods are used) and yearly basis.
- 2) **End-of-Period Checklist.** The end-of-period procedures are critical to the proper functioning of the system. Certain programs must be run in a specific order to close the accounts payable module accurately.

It is suggested that copies of the checklist be made and used for each period close-out to be filed for future reference.
- 3) **End-of-Period Checklist Explanation.** A detailed account of the purpose of each program on the checklist.

Recommended Operating Procedures

Daily Procedures (or as needed)

1. Enter documents
2. Post Recurring Documents (if applicable)
3. Print/update Document Entry & Adjustments Register
4. Make payments
5. Print Payment Selection List
6. Print checks
7. Enter manual, void, non-invoice checks
8. Print/update Check Register
9. Print Cash Requirements Report

Period Procedures (or as needed)

- *1. Post Recurring Documents through last day of period (if applicable)
- *2. Print/update last PO Invoice Receipt Register (if used)
- *3. Print/update last Document Entry & Adjustments Register
4. Print/update last Check Register
5. Print Open Payables Report
6. Print Aged Payables Report
7. Run Vendor Ledgercards print
- *8. Print/update Period Check Register (if used)
- *9. Print/update Period Expense Distribution (if used)
- *10. Print/update Disbursement Distribution (if used)
- *11. Print/update Register History Report
- *12. Print/update Document Removal Register
13. Run Vendor Ledgercard Removal
- *14a. Run 1099 Print after the last check run in December.
- *14b. Run End-of-Period Update

Yearly Procedures

1. Run the End-of-Period Update. (If you did this as part of your period procedures do NOT run this program.) If your year ends in December, remember to run the 1099 Print program after the last check run and before the End-of-Period Update. If you fail to run the 1099 Print before you close out December, you will lose all payroll information on contractors.

* indicates the procedure is required and must be performed in the time period designated

End-of-Period Checklist - Accounts Payable

Period ___ Year ___

User	Date	Menu	Description
_____	_____	Recurring	1. Post Recurring Documents through last day of period
_____	_____	PO Invoice	2. Print/update last PO Invoice Receipt Register Receiving
_____	_____	Doc Entry	3. Print/update last Document Entry Register
_____	_____	Checks	4. Print/update last Check Register
_____	_____	Reports	5. Print Open Payables Report (detail with transactions)
_____	_____	Reports	6. Print Aged Payables Report (detail with transactions)
_____	_____	Reports	7. Run Vendor Ledgercards print
_____	_____	EOP	8. Print/update Period Check Register
_____	_____	EOP	9. Print/update Period Expense Distribution
_____	_____	EOP	10. Print/update Disbursement Distribution
_____	_____	EOP	11. Print/update Register History Report
_____	_____	EOP	12. Print/update Document Removal Register
_____	_____	EOP	13. Run Vendor Ledgercard Removal
_____	_____	EOP	14a. If December, run 1099 Print program before you close.
_____	_____	EOP	14b. Run End-of-Period Update

End-Of-Period Checklist Explanation

1. **Post Recurring Documents through last day of period.** If Recurring Documents are used, in order to close the current period, this procedure must be complete. The End-of-Period Update checks to make sure that the last day posted is the last day of the month. The reason for this check is to ensure that the user posts all recurring documents in the correct period.
- 2-4. **Print/update last PO Invoice Receipt Register, Document Entry & Adjustments Register and Check Register.** The PO Invoice Receipt Register must be run before the AP End-of-Period Update. Running this register is necessary to ensure that PO invoice receipts from the current period are written to the Document Entry and Adjustment File (APDOCM). The Document Entry & Adjustments Register and the Check Register must be run to keep the AP balance up to date. If either of these registers are run after the period is closed, the documents and/or checks are posted to the next period.
- 5-6. **Print Open Payables Report and Aged Payables Report (detail with transactions).** These reports provide the user with a report of all transactions that have taken place against all documents including zero balance documents (paid down to zero). These documents and transactions will be removed by the Document Removal Register (#11). It is recommended that a hard copy of each report be saved for future reference
7. **Run Vendor Ledgersheets print.** If vendor ledgersheets are used, this program provides the user with a list of all transactions that have occurred on vendor accounts. These transactions will be removed by the Vendor Ledgersheet Removal (#12). It is recommended that a hard copy be saved for future reference.
8. **Print Period Check Register.** This register allows the user to obtain a listing, grouped by bank, of all regular, manual, noninvoice and void checks for the period. This register is a summary of the Check Registers printed for the period. After the report prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Period Check Registers should be kept as an audit trail.
9. **Print Period Expense Distribution.** This report allows the user to obtain a list of all general ledger expense distributions for the period. This report is a summary of all general ledger expense distributions from the Document Entry & Adjustments Registers for the period. After the report prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Expense Distribution Reports should be kept as an audit trail.

10. **Print Period Disbursement Distribution.** This report allows the user to obtain a list of all general ledger disbursements distributions for the period. This report is a summary of the general ledger distributions from the Check Registers for the period. After the report prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Disbursement Distribution Reports should be kept as an audit trail.
11. **Print Register History Report.** This report allows the user to obtain a list of all registers (Vendor Balancing, Document Entry & Adjustments, Check) for the period and update the AP balance. This report provides a trace of what transactions occurred to obtain the current AP balance. After the report prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Register History Reports should be kept as an audit trail.
12. **Print Document Removal Register.** This register allows the user to obtain a list of all documents that have been paid down to zero in the current period. After the register prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. During the removal of the records, the program also updates the paid documents file. All Document Removal Registers should be kept as an audit trail.
13. **Run Vendor Ledgercard Removal.** If Vendor Ledgercards are used, this program is run to remove ledgercard information. The user determines the cutoff date through which to remove ledgercard information.
- 14a. **In December, run 1099 Print.** Run this before you close December. Otherwise, payroll information for contractors will be lost.
- 14b. **Run End-of-Period Update.** This is the last step to closing the accounts payable current period and should only be run after all of the above procedures have been completed. The program removes all temporary vendors with a zero balance, removes documents from the paid documents file which are stored longer than the number of periods specified in the AP company static control record, clears month-to-date vendor information and closes the current period. If it is the last period of the year, year-to-date figures are rolled to prior year. When this program is complete, the user may begin daily procedures in accounts payable in the new (current) period.

CHAPTER 2

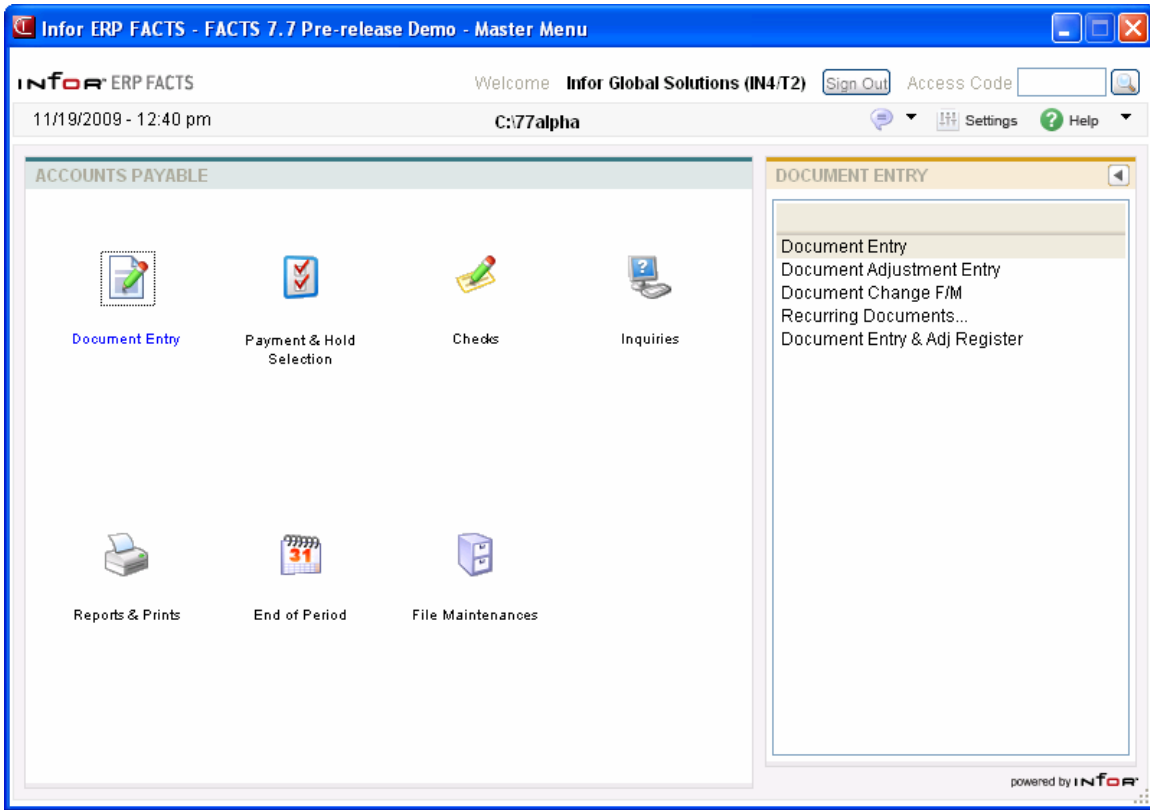
Document Entry

This menu is used for entering all open payables (invoices) into the Accounts Payable system. Users enter documents through the Document Entry program or the system can generate open payables through the Recurring Payables Submodule.

When documents (payables, invoices) are entered through Document Entry, each document must be expensed to one or more General Ledger account number(s) (up to 999). Through the use of the Accounts Payable General Ledger groups, default General Ledger expense account numbers may be set up for each vendor (see section on General Ledger groups).

Documents that are entered will not update the open documents file until the Document Entry & Adjustments Register has been run and updated.

Therefore, if a document has been entered incorrectly and has not been updated, the user may use Document Entry to correct the invoice. The Document Adjustment Entry program is used to adjust AP invoice amounts, which have already been entered, updated, and are in the open documents file. Adjustment entries are not updated until the Document Entry & Adjustments Register is run and updated. The Document Change F/M allows the user to change dates on invoices and will affect documents in the open documents file without running the register.



Document Entry (APE110)

Function

This program allows the user to enter vendor documents (invoices and credit memos) into the Accounts Payable system.

The document entry screen consists of two sections. The upper portion of the screen is called the header portion where the vendor number, invoice number, etc. are entered. The lower portion is called the line-item portion where each GL expense account number is entered.

After documents are entered, they stay in the document entry file until the Document Entry & Adjustments Register is run and updated. This allows the user to make changes to the document. The update following the register will remove the documents from the document entry file and update the open documents file. Note also that the vendor balance and the current AP balance are not updated until the register is updated. Corrections to documents still in the document entry file are entered through the Document Entry program. Documents that have been updated to the Open Documents File are corrected through the Document Adjustment Entry program.

Updating past open payables: The Accounts Payable section of the “Operational Analysis Survey” asked the following question: **Maximum # of invoices entered per period?** This number divided by four is the number of payables that can be entered before you run the Document Entry Register. You may want to temporarily expand the Document Entry File to avoid running out of file space.

The Document Entry Screen consists of two sections: the header and line-item entry. The upper section of the screen is the header. This is where you enter the vendor number, invoice number, and other document particulars. The lower portion of the screen is the line-item entry section where you enter each general ledger expense account number.

Once documents have been entered, they remain in the Document Entry File until someone runs the Document Entry & Adjustments Register. If you need to make changes to any of the documents and no one has run the register yet, use the Document Entry program to edit the documents.


The update that follows the register removes the documents from the Document Entry File and updates the Open Documents File. Note also that the vendor balance and the current AP balance do not update until someone runs and updates the register. Documents that have been updated to the Open Documents File need to be corrected in the Document Adjustment Entry Program.

Access this program by choosing *Accounts Payable* → *Document Entry* → *Document Entry*.


User Fields

The following fields are involved in entering an accounts payable document:

1. Period

Enter the period (PPYY) the expense account distribution should be posted to in GL. Press **Enter (CR)** or the  icon to set the document to the current AP period. The period entered may be either the current or next GL period.

2. Vendor

Enter the vendor number for this document. If the vendor number is not a valid vendor number, you can add a new vendor by answering yes when the system asks if you want to add a new vendor. If the user chooses to add the vendor, the program proceeds to the Vendor F/M screen. After the addition is complete, the system returns you to the Document Entry screen. Entry of a valid number displays the name, address, GL posting table, document group, branch, terms code, and message for this vendor. If the vendor is inactive, the entry is refused. Press the  icon or **F3** to perform a document search (i.e., documents entered into the document entry file, but not yet updated to the open documents file).


3. Document Number

Enter the document number (up to 10 characters). This entry is checked against the past and open document files. If the entered document number is a duplicate for this vendor, a message is displayed and the entry refused. If the document has been currently entered and is in the document entry file, the system will display the document on the screen and the user may make any changes needed.

4. PO Number (Purchase Order Number)

Enter the purchase order number (up to 12 characters). Press **Enter (CR)** to default to 000000000000 for the PO number.


5. GL Tbl (General Ledger Table)

Enter the GL posting table. The entry must be a valid posting table. Press **Enter (CR)** to default to the value already displayed, initially the posting table assigned to the vendor. Press  or **F2** to search.


6. Doc Grp (Document Group)

Enter the document group (up to 2 characters). Press **Enter (CR)** to default to the value already displayed, initially the document group assigned to the vendor in Vendor F/M.

7. Branch

Enter the branch number. The entry must be a valid branch. Press **Enter (CR)** to default to the branch assigned to the terminal entering the document. Press  or **F2** to search.

8. Terms (Code)

Enter the payment terms code. The entry must be a valid terms code. Press **Enter (CR)** to default to the value already displayed, initially the terms code assigned to the vendor in the vendor file. An **M** (manual) terms code will force the user to enter due dates and discount amount. Press  or **F2** to search.

9. Document Amount

Enter the document amount (+/-9999999.99). Zero amounts are not accepted. A negative number indicates a credit memo or credit adjustment.


10. Discountable Amount

Enter the amount to compute the discount on (+/- 9999999.99), i.e., freight may be included in the document amount, however, not eligible for discount. Press **Enter (CR)** to default to document amount.

11. Document Date

Enter the date of the document. The entry must be a date prior or equal to a date in the next GL period. CR defaults to the system date.

12. Due Date

Enter the due date. Press **Enter (CR)** or the  icon to automatically calculate the due date, discount amount and date based on the Terms Code. If the due date is calculated, skip to field #15. If the terms code is M (manual), fields #12-14 must be entered.

13. Discount

This may be entered as an amount or as a percent of the document amount. Enter the discount as a dollar amount or as a percent. If entering as a percentage, type the number required and a percent (%) sign.

14. Discount Due Date

Enter the discount due date.

15. Memo

Enter any memo (up to 25 characters). This memo will print on the check stub in the Comments column. Press **F4** to back up to the discount due date.


This concludes the header portion of the Document Entry program. After the header record is created, all previous fields except #1-3 are accessible through the change header routine. Fields #1-3 can only be changed by deleting and re-entering the document.

The line-item portion of the program allows entry of up to 999 line-items.

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999.

16. G/L Number


Enter the GL expense account number to which this document will be distributed. If the entire amount of the document is not to be distributed to this account, enter other account numbers in subsequent line-items. The number entered must be a valid GL number. If the GL posting table for this document has preset expense accounts, CR defaults to the first GL account number in the GL posting table. Press **F2** to view all GL numbers listed for the GL posting table assigned to this document and their descriptions.

If this entry is to post to Job Cost, press **F2** or the  icon to display Job Posting Entry screen, where you can enter the job number and proceed to the next field. If you are not entering Job Cost information, proceed to field # 25.

Job Posting Entry Screen

Refer to fields 17-24 to enter job cost information.


17. Job Number

Enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. Press **Enter (CR)** to default to the last job number entered (if any). Press  or **F2** to search.

18. Price Message

If the billing type for the job entered is fixed, contract or time and material, this field is skipped. If the billing type is cost + (plus) or no charge, the program displays the price (bill rate) that will be used to calculate the extension. If the job is no charge, then the markup method can be changed if the **Allow billing override** flag for the cost code is set to **Y** and neither the bill rate nor extension will be affected. Press **Enter (CR)** to continue.

19. Cost Code

Enter a valid cost code (up to 4 characters). Entering a valid cost code displays the cost code description and the cost type. If the cost code is not set up to use units (unit of measure field is blank in Cost Code F/M), the program displays a message displaying this information. The cost code sets the defaults for markup method (for all jobs that are not billed as cost plus) and the billing rate for jobs that are billed as a fixed contract or as time and material. If the billing type is not cost plus, the cost code also determines whether the user is able to override the markup method and/or bill rate. Press  or **F2** to search.

The item entry determines the units, unit of measure and cost rate/extension.

20. Markup

This field is initially skipped and set to the markup assigned to the cost code. This may only be entered for jobs which are time and materials or fixed contracts and the **Allow override of billing** flag is set to **Y** in the cost code record. This may also be changed for no charge jobs but the bill rate is not affected.

Enter the markup method to use for this posting entry. The user has the following options:

- Enter the markup amount (0-9999999.99%). Entering a number tells the system to mark up the cost by a dollar amount. The system marks up the cost rate by the dollar amount and calculates the bill extension.

#+% - Enter the percentage (0-9999999.99%) to mark up the cost. To enter a percentage, the user must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. The system marks up the cost rate by the percentage amount and calculates the bill extension.

M - Enter the bill rate manually. Entering M displays the word MANUAL and the program proceeds to the bill rate field (#21).

The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select a cost code whose markup method is fixed.

Press **Enter (CR)** to initially default to the markup method (amount/percentage) from the cost code record.

21. Bill Rate

This field is unavailable if the **Allow billing override** flag is set to **N** in the Cost Code F/M. This field is initially skipped unless the markup method of the cost code is manual. Enter the price per

displayed unit of measure. The bill extension is calculated and displayed. Press **Enter (CR)** to initially default to 0.

22. Memo

Enter the memo (to print on invoice - see next field) for this posting entry (up to 30 characters). Press **Enter (CR)** to initially default to blanks.


23. Print memo on job cost invoice?

This field is initially skipped if the print order for invoice transactions flag in the jobs file is not set to A. Enter **N** or **Y** to indicate whether to print the memo on the job cost invoice. Press **Enter (CR)** to initially default to N.


24. General Ledger Number

Enter the GL expense account to which this document will be distributed. The number entered must be a valid GL number. If the GL posting table for this document has preset expense accounts, press Enter to default to the first GL account number in the GL posting table and all of the GL posting table may be displayed by pressing **F2-search**. This search displays all GL numbers listed for the GL posting table assigned to this document along with the GL numbers description. If the **Post by branch** flag is set to Y in the static control record and the account number is selected from the initial search, the GL account expense numbers assigned to the GL posting table are displayed with the branch assigned to the document (field #7) inserted in the branch position. Select the line number of the GL account number to expense to. **F2** allows a GL numbers alpha search. Any account number may be typed in place of the standard numbers from the GL posting table. If you access the full GL account search feature or manually enter the account number the system does not insert the branch. If the entire amount of the document is not distributed to this account, the next account number will be entered on line 002. This continues until the document amount is distributed.

25. Amount

Enter the amount to be distributed to this GL number (+/-9999999.99). This may be entered as an amount or as a percent of the original undistributed amount (document amount). If entering a percentage, type the number required and a percent (%) sign. Zero amounts are not accepted. Press **Enter (CR)** or  to default to the document amount not yet distributed (undistributed). The ending routine may not be accessed until the entire document amount has been distributed.

If you entered a job number in the **G/L number** field to post this entry to a job, the system supplies the amount from the **Cost ext** field in the Job Posting Entry window. In this case, the **Amount** field is initially skipped. Then, the system asks for the expense GL account number. Press **Enter (CR)** to default to the account number from Job Cost.

This concludes the line-item portion of the Document Entry program. Press **F3** or the  icon to end line-item entry and access a number of functions:



- Changes the highlighted line-item




- Adds a line-item



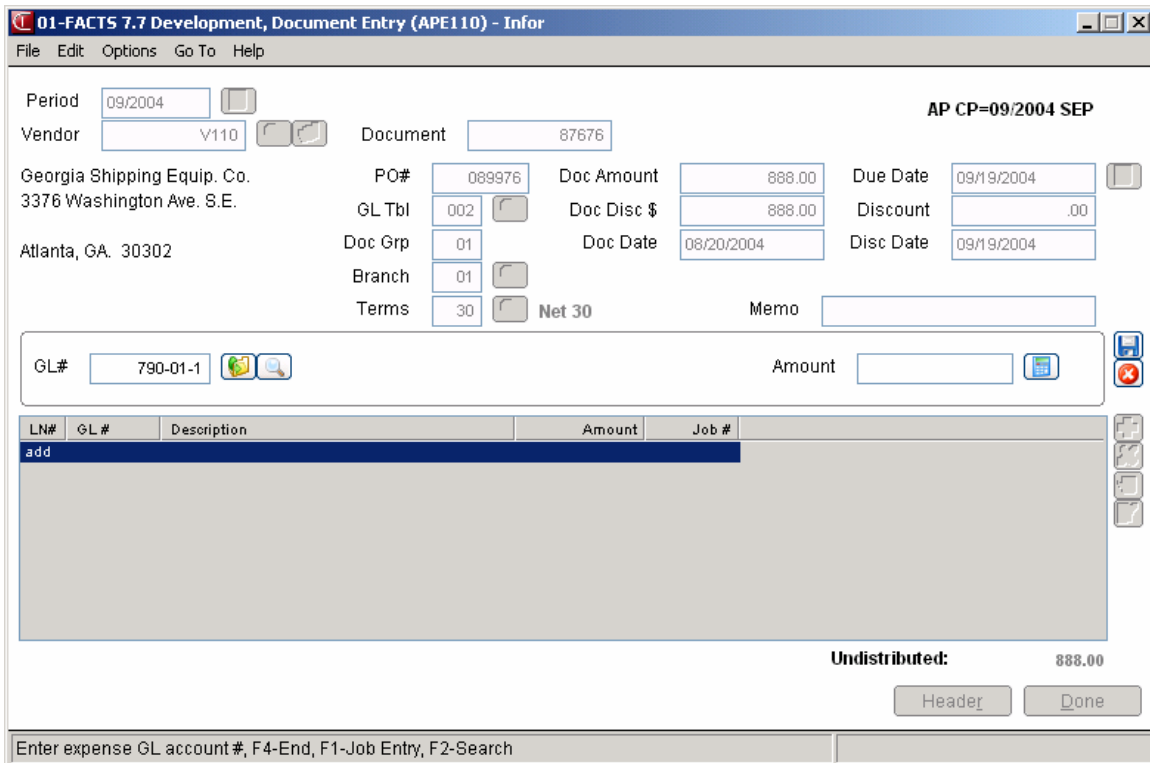
- Deletes the document



Inserts a line item above the highlighted line in the browser.

After you complete line item entry processing and select the  icon, you can press the Header button to access the Header Detail screen where you can review header details and modify the document amount or header memo.

Press the **Done** button to complete the document entry.



The screenshot shows a software window titled "01-FACTS 7.7 Development, Document Entry (APE110) - Infor". The window contains a form for document entry with the following fields and values:





- Period: 09/2004
- Vendor: V110
- Document: 87676
- AP CP=09/2004 SEP
- Georgia Shipping Equip. Co.
3376 Washington Ave. S.E.
Atlanta, GA. 30302
- PO#: 089976
- Doc Amount: 888.00
- Due Date: 09/19/2004
- GL Tbl: 002
- Doc Disc \$: 888.00
- Discount: .00
- Doc Grp: 01
- Doc Date: 08/20/2004
- Disc Date: 09/19/2004
- Branch: 01
- Terms: 30 Net 30
- Memo: (empty)
- GL#: 790-01-1
- Amount: (empty)


Below the form is a table with columns: LN#, GL #, Description, Amount, Job #. The first row contains the text "add".

At the bottom right of the form area, it says "Undistributed: 888.00". There are two buttons: "Header" and "Done".

At the bottom of the window, there is a status bar with the text: "Enter expense GL account #, F4-End, F1-Job Entry, F2-Search".

How to enter an AP Document header

1. Access this program by choosing Accounts Payable→Document Entry→Document Entry.
2. Enter the **Period** (PPYY) in which the expense account distribution should be posted in the General Ledger. Press **Enter (CR)** or the  icon to set the document to the current AP period. to the current accounts payable period. The period entered may be either the current or next general ledger period.
3. Enter the **Vendor Number** for this document. If the vendor number is not a valid vendor number, there is an option to add the vendor. If the user chooses to add the vendor, the program proceeds to the Vendor F/M screen. After the addition is complete, it will return to the Document Entry screen. Entry of a valid number displays the name, address, General Ledger posting table, document group, branch, terms code, and message for this vendor. If the vendor is inactive, the entry is refused. Press **F3** to perform a document search (i.e., documents entered into the document entry file, but not yet updated to the open documents file).
4. Enter the **Document Number** (up to 10 characters). This entry is checked against the past and open document files. If the entered document number is a duplicate for this vendor, a message is displayed and the entry refused. If the document has been currently entered and is in the document entry file, the system will display the document on the screen and the user may make any changes needed.
5. Enter the **Purchase Order Number** (up to 12 characters). The PO number can be alphanumeric. Press **Enter (CR)** to default to 000000000000 for the PO number.
6. Enter the **General Ledger Posting Table**. The entry must be a valid AP General Ledger posting table. Press **ENTER (CR)** to accept the value already displayed, initially the GL posting table assigned to the vendor. Press  or **F2** to search.
7. Enter the **Document Group** (up to 2 characters). Press **ENTER (CR)** default to the value already displayed, initially the document group assigned to the vendor in the vendor file.
8. Enter the **Branch Number**. The entry must be a valid branch. Press **Enter (CR)** to default to the branch assigned to the terminal entering the document. Press  or **F2** to search.
9. Enter the payment **Terms** code. The entry must be a valid terms code. Press **Enter (CR)** to default to the value already displayed. Initially the terms code assigned to the vendor in the vendor file. An **M** (manual) terms code forces you to enter due dates and discount amount. Press  or **F2** to search.
10. Enter the **Document Amount** (+/-9999999.99). The system does not accept zero amounts. A negative number indicates a credit memo or credit adjustment.
11. Enter the **Discount Amount**, which is the amount to compute the discount on (+/- 9999999.99). For example, the document amount may include, but freight may not be eligible for discount. So the document amount minus the freight would be the discount amount. Press **Enter (CR)** to default to the document amount.
12. Enter the **Document Date**. The entry must be a date prior or equal to a date in the next GL period. Press **Enter (CR)** to default to the system date.

13. Enter the **Due Date**. Press **Enter (CR)** or the  icon to automatically calculate the due date, discount amount and discount date based on the Terms Code. If the due date is calculated, skip to Step 15 and enter the Memo. If the terms code is **M** (manual), enter the information required in Steps 12-14.
14. Enter the **Discount**. This can be a dollar amount or a percent of the document amount. Press **Enter (CR)** if you want to enter the discount in terms of dollars. To enter the discount as a percentage, type the number followed by the percent (%) sign. The system automatically calculates the discount in terms of dollars.

If a discount doesn't apply, press **F1** to skip this entry.

15. Enter the **Discount Due Date**. This is the date by which the invoice has to be paid in order to receive the discount. If a discount doesn't apply to this document, press **F1** to skip the entry.
16. Enter any **Memo** up to 25 characters. This memo prints on the check stub in the Comments column. **F4** backs up to the discount due date.





To enter line items for AP documents, refer to the Entering AP Document line-items topics.

How to enter AP Document line-items


1. Access this program by choosing Accounts Payable→Document Entry→Document Entry. For existing documents, enter the period, vendor and document number. For new documents, complete the header information; refer to the How to enter an AP Document header procedure for details.

The line-item portion of the program enables you to post the document amount to as many as 999 GL numbers.

The system automatically assigns **line numbers** beginning with 001.


2. Enter the **GL Expense Account Number** (If this entry is to post to Job Cost, press **F2** or the  icon to display Job Posting Entry screen) to which this document amount will be distributed. If you want the entire amount of the document is not to be distributed to this account, enter other account numbers in subsequent line-items. The number entered must be a valid GL number. If the general ledger posting table for this document has preset expense accounts, the system displays the first GL account number in the GL posting table as the default. Press **F2** or  to view all GL numbers listed for the GL posting table assigned to this document and their descriptions. This search displays all GL numbers listed for the GL posting table assigned to this document along with the GL numbers description. If the **Post by branch** flag is set to Y in the static control record and the account number is selected from the initial search, the GL account expense numbers assigned to the GL posting table are displayed with the branch assigned to the document (field #7) inserted in the branch position. Select the line number of the GL account number to expense to. **F2** allows a GL numbers alpha search. Any account number may be typed in place of the standard numbers from the GL posting table. If you access the full GL account search feature or manually enter the account number the system does not insert the branch. If the entire amount of the document is not distributed to this account, the next account number will be entered on line 002. This continues until the document amount is distributed.


If this entry needs to post to Job Cost, enter J to enter the job number and refer to the Job Posting Entry topic for field descriptions.


3. Enter the **Amount** that you want to distribute to this GL number (+/-9999999.99). You can enter an amount or as a percent of the original undistributed amount (document amount). To enter a percentage, type the number required and a percent (%) sign. You cannot enter zero as an amount. Press **Enter (CR)** or  to default to the document amount not yet distributed (undistributed). The ending routine may not be accessed until the entire document amount has been distributed.


If you entered a job number in the **G/L number** field to post this entry to a job, the system supplies the amount from the **Cost ext** field in the Job Posting Entry window. In this case, the system initially skips the **Amount** field. Then, the system asks for the expense general ledger account number; press **Enter (CR)** to default to the account number from Job Cost.


Press **Enter (CR)** to accept the line.


4. Press **F3** or the  when you are finished entering line-items. Once you have completed the header and the line-item entry sections, the following functions are available.

 - Changes the highlighted line-item

 - Adds a line-item

 - Deletes the document

 Inserts a line item above the highlighted line in the browser.

5. After you complete line item entry processing and select the  icon, you can press the **Header** button to access the Header Detail screen where you can review header details and modify the document amount or header memo.

Press **F3** or the **Done** button and the system returns you to Vendor field so you can specify a vendor and enter additional AP documents in the displayed period. You can enter a vendor code, press **F4** to back up to the Period field and modify the period, press **F3** or the **Done** button to exit the program.

Document Adjustment Entry (APE120)

Function

This program allows the user to enter adjustments to documents in the open documents file.


Adjustments made to the current amount may be either positive or negative. This amount is distributed into General Ledger account(s). The changes are written to the document entry file and no updates are done at this time in the open documents file. The vendor's balance and the open documents are not updated (along with the General Ledger) until the optional update following the Document Entry & Adjustments Register. The Document Entry & Adjustments Register will provide an audit trail of adjustments made in this program.

Access this program by choosing *Accounts Payable* → *Document Entry* → *Document Adjustment Entry*.



User fields

The following fields are involved in entering an adjustment.


1. Period

Enter the period (PPYY) to which the general ledger distribution should be posted. Press **Enter (CR)** or the  icon to default to the current accounts payable period. The period entered may be either the current or next general ledger period.

2. Vendor

Enter the vendor number for the requested document. Press  or **F2** to search. Press the  icon or **F3** to perform a document search, (i.e., adjustments entered into the document entry file, but not yet updated to the open documents file).

3. Document number

Enter the document number for the adjustment. The number must be on file for this vendor in the open documents file. If another adjustment was previously made, and not yet updated, the adjustment is displayed and the program proceeds to the **Prompt-selection** field. When you enter a valid document number, the system displays the PO number, general ledger posting table, document group, branch, original amount and current amount. If the document is on hold, the system displays a message to this effect and you must press **Enter (CR)** to return to the field. Press **F2** or the  icon to perform a search of open documents for the displayed vendor.

4. Adjustment amount

Enter the amount of the adjustment (+/-9999999.99). The original, current and adjusted amount of the document is displayed.

5. Memo

Enter the adjustment memo (up to 25 characters). This memo prints on the Document Entry & Adjustments Register.




This concludes the header portion of the Adjustment Entry program. After the header record is created, the adjustment amount and memo are accessible

through the change header routine in the **Prompt-selection** field. Fields #1-3 can only be changed by adjusting the document to a zero balance and re-entering the document through the entry program with a different document number.


Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case that 999 line-items have been entered on a single document, the program advances to the **Prompt-selection** field.


6. G/L number, Job number

Enter the GL expense account number to which this document will be distributed. If the entire amount of the document is not to be distributed to this account, enter other account numbers in subsequent line-items. The number entered must be a valid GL number. If the GL posting table for this document has preset expense accounts, CR defaults to the first GL account number in the GL posting table. Press  or **F2** to view all GL numbers listed for the GL posting table assigned to this document and their descriptions.


If this entry needs to post to Job Cost, enter **J** to enter the job number and refer to the Job Posting Entry topic for field descriptions.


7. Amount


Enter the amount to be distributed to this general ledger number (+/-9999999.99). You cannot enter zero amounts. Press **Enter (CR)** defaults or the  icon to set the document to default to the adjustment amount not yet distributed. You cannot access the ending routine until the entire adjustment amount is distributed.


8. This concludes the line-item portion of the Document Adjustment Entry program. Press **F3** or the  to end entries of line-items and allows the user to perform a number of functions:

 - Changes the highlighted line-item

 - Adds a line-item

 - Deletes the document

 Inserts a line item above the highlighted line in the browser.

9. After you complete line item entry processing and select the  icon, you can press the Header button to access the Header Detail screen where you can review header details and modify the document amount or header memo.

10. Press **F3** or the **Done** button and the system returns you to Vendor field so you can specify a vendor and enter additional AP documents in the displayed period. You can enter a vendor code, press **F4** to back up to the Period field and modify the period, press **F3** or the **Done** button to exit the program.

01-FACTS 7.7 Development, Document Adjustment Entry (APE120) - Infor

File Edit Options Go To Help

Period

Vendor Document

Atlanta Crane & Hoists PO#
 147 S. Dekalb Drive GL Tbl
 Doraville, GA 30341 Doc Grp Branch

AP CP=09/2004 SEP

Balance

Original
 Current
 Adjusted
 Adjust Amount
 Memo




GL# Amount

LN#	GL #	Description	Amount	Job #


Undistributed: .00

Enter document number, F2-Open Doc Search 2 WEEK LEAD TIME

How to enter adjustments to AP documents

1. Access this program by choosing *Accounts Payable*→*Document Entry*→*Document Adjustment Entry*.
2. In the Period field, enter the period (PPYY) to which the general ledger distribution should be posted. Press **Enter (CR)** or the  icon to default to the current accounts payable period.
3. In the Vendor field, enter the vendor number for the requested document. Press  or **F2** to search. Press the  icon or **F3** to perform a document search, (i.e., adjustments entered into the document entry file, but not yet updated to the open documents file).
4. In the Document field, enter the document number for the adjustment. The number must be on file for this vendor in the open documents file.


If another adjustment was previously made, and not yet updated, the adjustment is displayed, and the program proceeds to the **Prompt-selection** field.


When you enter a valid document number, the system displays the PO number, general ledger posting table, document group, branch, original amount and current amount. If the document is on hold, the system displays a message to this effect and you must press **Enter (CR)** to return to the field. Press  or **F2** to perform a search of open documents for the displayed vendor.


5. Enter the amount of the adjustment (+/-9999999.99). The original, current and adjusted amount of the document is displayed.
6. Enter the adjustment memo (up to 25 characters). This memo prints on the Document Entry & Adjustments Register.




This concludes the header portion of the Adjustment Entry program. After the header record is created, the adjustment amount and memo are accessible through the change header routine in the **Prompt-selection** field. Fields #1-3 can only be changed by adjusting the document to a zero balance and re-entering the document through the entry program with a different document number.

7. In the G/L# field, enter the GL expense account number to which this document will be distributed. If the entire amount of the document is not to be distributed to this account, enter other account numbers in subsequent line-items. The number entered must be a valid GL number. If the GL posting table for this document has preset expense accounts, CR defaults to the first GL account number in the GL posting table. Press **F2** or the  icon to view all GL numbers listed for the GL posting table assigned to this document and their descriptions.


If this entry needs to post to Job Cost, press  to enter the job number and refer to the Job Posting Entry topic for field descriptions.


8. In the Amount field, enter the amount to be distributed to this general ledger number (+/-9999999.99). You cannot enter zero amounts. Press **Enter (CR)** or the  icon to default to the adjustment amount not yet distributed. You cannot access the ending routine until the entire adjustment amount is distributed.

Press **Enter (CR)** to accept the line.

9. This concludes the line-item portion of the Document Adjustment Entry program. Press **F3** or the  icon to end line-item entry, and the program advances to the Prompt-selection field that allows the user to perform a number of functions:

 - Changes the highlighted line-item

 - Adds a line-item

 - Deletes the document

 Inserts a line item above the highlighted line in the browser.

10. When you have completed your changes to the document, press **F3** or the **Done** button. The system returns you to Vendor field so you can specify a vendor and enter additional AP documents in the displayed period. You can enter a vendor code, press **F4** to back up to the Period field and modify the period, or press **Done** or **F3** to exit the program.

Document Change F/M (APF110)

Function

This program allows the user to change the following information about a document in the open documents file.

- Current discount
- Purchase order number
- Entry date
- Due date
- Discount due date
- Entry period
- Memo
- Document group




The fields above may be changed without affecting the amount of the document or the GL distribution. In order to make amount changes to the document or GL expense distribution, the user must use the Document Adjustment Entry program and run the Document Entry & Adjustments Register.

Access this program by choosing *Accounts Payable* → *Document Entry* → *Document Change F/M*.




User fields

To modify a new vendor/document combination, select  **New**.

1. Vendor

You can scroll through documents by vendor and document number combination. Press **F3** or  to view the first record on file. Press **Enter (CR)** or  to or scroll to the next record. Press **F2** or  to search by vendor number.

2. Document

You can scroll through documents by vendor and document number combination. Press **F3** or  to view the first record on file. Press **Enter (CR)** or  to or scroll to the next record. Press **F2** or  to search by document number.

3. The following information appears for each document but cannot be changed from this program:

Document type Last sequence number
 Original amount Register Number
 Original discount GL Table
 Current amount Branch

4. Current Discount

The current discount associated with this document. (0.00 to invoice amount).

5. PO #

The purchase order number associated with this document. You can enter up to 12 characters.

6. Entry date

The entry date for this document.

6. Due date

The due date associated with this document.

7. Discount due date

The new due date for any discounts.

6. Entry period

The period in which the document was entered (PPYY). The entry period must coincide with the entry date.

7. Memo

The memo that appears in the header portion on the check. You can enter up to 25 characters.

8. Document group

The document group code (up to 2 characters) for this character. Document groups are established in Vendor F/M.

You can select:



Save to save or changes.



Delete to delete the vendor and document number record information.




Exit to exit the program.



New to open a different document.

01-FACTS 7.7 Development, Document Change F/M (APF110) - Infor

Notes Help

Vendor # General Industrial MFG 

Document #

Document Type Last Sequence #

Original Amount Register #

Original Discount GL Table Inventory

Current Amount Document Group

Current Discount Branch Atlanta Branch

PO#

Entry Date

Due Date

Discount Due Date

Entry Period SEP

Memo

Enter current discount

Document Entry & Adjustment Register (APR110)

Function

This program allows the user to list all documents and adjustments in the current or next period entered since the last Document Entry & Adjustments Register was run.

The user has the option to:

- Print a listing of all documents entered and adjustments made.
- Build and print a General Ledger distribution, if desired.
- Post to General Ledger, if a General Ledger distribution is built.
- Update the open documents file and the vendor balance.
- Update the monthly expense distribution file.
- Update the company accounts payable balance, clear the document entry file and update the appropriate control records.

Note that the AP Document Entry and Adjustment Register now requires an escape code for a user to get out of an error which occurred during the update portion of the register.

Information on this register includes the following:

- Document Entries: Period, branch(es) selected, vendor number and name, document number, branch, GL posting table, PO number, entry date, due date and discount date, gross amount, allowable discount amount, GL account number and the posting amount.
- Document Adjustments: Vendor number and name, document number, current amount, adjustment amount, new current amount, memo, GL account number and the posting amount.

A recap is given of the AP balance including the following: the beginning balance, entry total, adjustment total, ending balance and total documents listed on the register. Depending on the flag in the AP static control record, the user may obtain a general ledger distribution printout.

Access this program by choosing *Accounts Payable* → *Document Entry* → *Document Entry and Adjustment Register*.



User Fields

The following fields are involved in printing and updating the Document Entry & Adjustments Register:

1. Period

Enter whether to print Current period or Next period documents. Press **Enter (CR)** to default to C.

2. Branch

Enter the branch number. The entry must be a valid branch. Press **Enter (CR)** or  to default to ALL. Press **F2** or  to search.

The General Ledger distribution is built during the printing of the Document Entry & Adjustments Register according to the entries made in the Document and Adjustment Entry programs and the information entered in the general ledger posting tables.

- If you have FACTS set to print GL distribution, the following message appears:

Check register. OK to print GL distribution?

After printing the Document Entry & Adjustments Register, **verify the printout**. If you need to change information in the register, select **Cancel** to exit the program. After you make the necessary corrections, run the register again.

If the register is correct, select **OK** to continue. The program then prints the GL distribution. Once the GL distribution is printed, the systems asks you:

Check GL distribution. OK to update?

Verify the GL distribution printout. If everything is correct, select **OK** to continue. The program proceeds with the update. If you find errors, select **Cancel** to exit the program.

After you make the necessary corrections, run the register again from the beginning. This will give you another register print as well as another GL distribution print.

- For users not printing the GL distribution (check the AP Static GL Distribution control if you're not sure), the system gives you this message:

Check register. OK to update?



After printing the Document Entry & Adjustments Register, **verify the printout**. If you need to change information in the register, select **Cancel** to exit the program. Make the correction and run the register again.

If everything is correct, select **OK** to continue.

The screenshot shows a dialog box titled "01-FACTS 7.7 Development, Document Entry & Adj Register (APR110) - Infor". The dialog box has a menu bar with "Template", "Print Options", and "Help". The main area contains the following fields and controls:

- Period:** A dropdown menu showing "C - Current".
- Branch:** A text box containing "01" followed by a globe icon and a magnifying glass icon, and the text "Atlanta Branch".
- Template:** A text box containing "None".
- Printer:** A text box containing "WindX Laser".
- Buttons:** "OK" and "Cancel" buttons.
- Message Box:** A text box at the bottom containing the message "Print current or next period documents?".

How to run the AP Document Entry & Adjustment Register

1. Access this program by choosing Account Payable→Document Entry→ AP Document Entry & Adjustment Register.
2. In the Period field, select **C-Current Period Documents** to run the register for the current period or **N-Next Period Documents** to run the register for next period documents. Press **Enter (CR)** to default to **C-Current Period Documents**.
3. In the **Branch** field, enter the branch to use for the Document Entry & Adjustment Register. Press **Enter (CR)** or select the  icon to process all branches for the register. Press **F2** or  to search for branches.
4. Select the **OK** button to print the report. The General Ledger distribution is built during the printing of the Document Entry & Adjustments Register according to the entries made in the Document and Adjustment Entry programs and the information entered in the general ledger posting tables.
5. If you have FACTS set to print GL distribution, the system displays the following message: *Document Entry & Adjustment Register. OK to Print GL Distribution?*
6. After printing the Document Entry & Adjustment Register, verify the printout. If you need to correct the register data, select **Cancel** to exit the program. After you make the correction, you can rerun the Document Entry & Adjustment Register. If everything is correct, select **OK** to continue. The program then prints the GL distribution.

Once the GL distribution is printed, the program displays the message: *Check GL Distribution. OK to Update?*

After printing the distribution, verify the printout. If everything is correct, select **OK** to continue. The program proceeds with the update. If you need to make a correction, select **Cancel** to exit the program. After you correct the information the correction is made, re-run the entire register process – meaning run the register first, then print the GL distribution, followed by the optional update. Note that the AP Document Entry and Adjustment Register now requires an escape code for a user to get out of an error which occurred during the update portion of the register.

OR

If you are not printing the GL distribution, the program displays the message: *Document Entry & Adjustments Register. OK to Update?*

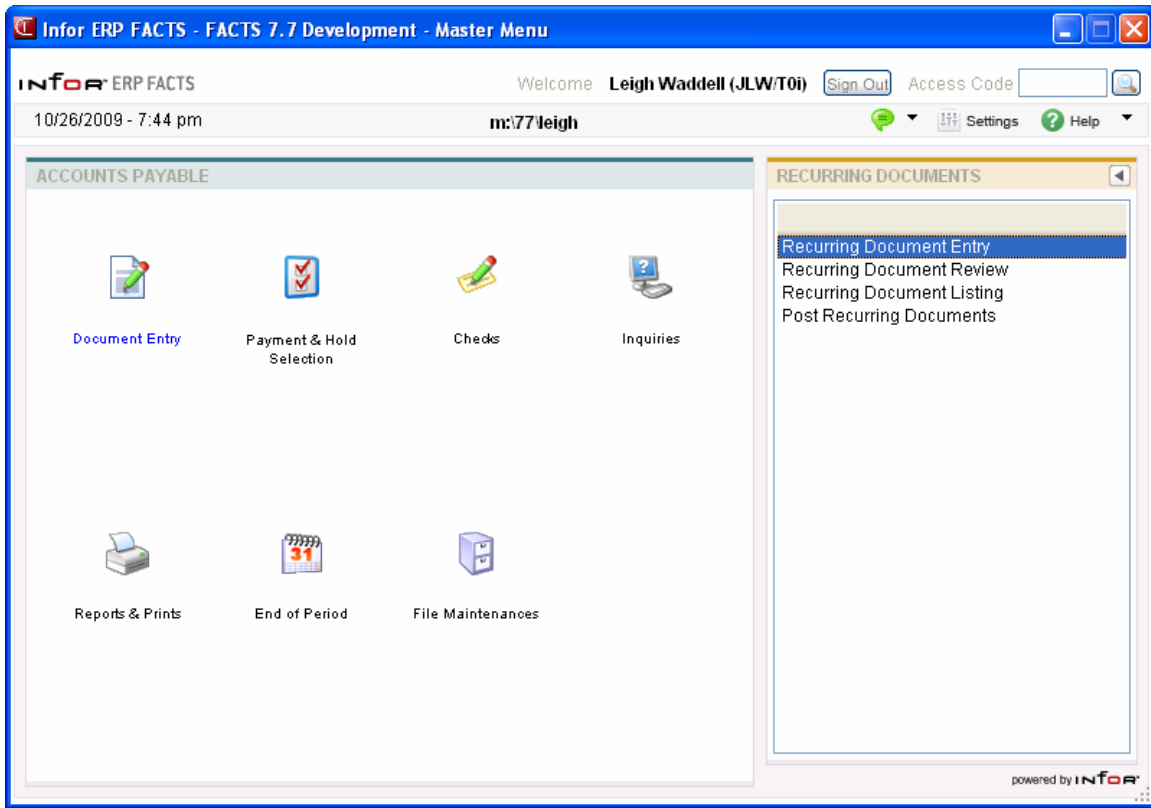
After printing the Document Entry & Adjustments Register, verify the printout. If you need to make a correction, select **Cancel** to exit the program. After you make corrections, rerun the register. If everything is correct, select **OK** to continue.

CHAPTER 3

Recurring Documents

This sub-module is used to process invoices that are recurring (such as rent or loan payments). It allows you to set up the liability one time and then the system will automatically post it to the payables system for each month that you designate. It also allows you to set up a cutoff so the monthly payables will stop at a predetermined time. As with regular document entry, all recurring documents must be expensed to the proper GL account number(s). The Recurring Document Review program provides the user with a way of changing the amount to post each month without affecting the permanent recurring payable. The listing will provide you with options to print out the different types of recurring payables (expired, unexpired, etc.).

The Post Recurring Documents program must be run to update any recurring payables. However, this program does not post invoices directly into the open documents file but rather into the Document Entry & Adjustments file which is used in printing the Document Entry & Adjustments Register. By posting this way, the user has an audit trail of all documents entered that will update the open documents file and update the accounts payable balance.



Recurring Document Entry (APE130)

Function

This program allows the user to enter and maintain documents (invoices) which will post to the open documents file on a periodic basis (monthly, quarterly, yearly, etc.).

The user may set up standard monthly bills such as utilities and rent or periodic entries such as lease and note payments. This will relieve the burden of the entry each period. The program may also be used to change header or line-item information for existing documents.

The recurring payables entry screen consists of two sections. The upper portion of the screen is called the header portion where the vendor number, document amount, etc. are entered. The lower portion is called line-item portion where each GL expense account number is entered.



After documents are entered, the amount may be changed for the current month without affecting the standard amount through the Recurring Document Review program. A list may be printed at any time through the Recurring Document Listing. The document will post to the Document Entry & Adjustments file when the Post Recurring Documents program is run. It will then be treated like any other document in the document entry system. The vendor's balance and the open documents file are updated along with the GL in the update following the Document Entry & Adjustments Register print.

Access this program by choosing *Accounts Payable* → *Recurring Documents* → *Recurring Document Entry*.

User Fields

The following fields are involved in using the Recurring Document Entry program:

1. Vendor

Enter the vendor number for this document. Entry of a valid vendor number displays the name, address, general ledger posting table, document group and terms code for this vendor. Press **F2** or  to search. Press **F3** or  to search for recurring documents already on file.


2. Seq # (sequence number)

Enter the sequence number (01-99). The sequence number allows you to enter up to 99 different recurring documents per vendor. For example, if there are two loans to be paid to the same bank, sequence numbers 01 and 02 are used. Each time you refer to this document, you must use the sequence number. The system will default to the sequence number 01. Entry of an already existing sequence number for this vendor displays all the information about this recurring document and proceeds to the PO # field.

3. PO number (purchase order number)

Enter the purchase order number (up to 12 characters). Press Enter (CR) to default to 000000000000 as the PO number.


4. GL Tbl (general ledger table)

Enter the general ledger posting table. The entry must be a valid AP general ledger posting table. Press **Enter** (CR) to default to the value already displayed; initially the GL posting table assigned to the vendor in the vendor file. Press **F2** or  to search.


5. Doc Grp (document group)

Enter the document group (up to 2 characters). Press **Enter** (CR) to default to the value already displayed, initially the document group assigned to the vendor in the vendor file.


6. Branch

Enter the branch number. The entry must be a valid branch. Press **Enter** (CR) to default to the branch assigned to the terminal entering the document. Press **F2** or  to search.

7. Terms (code)

Enter the payment terms code. The entry must be a valid terms code. Press **Enter** (CR) to default to the value already displayed, initially the terms code assigned to the vendor in the vendor file. Press **F2** or  to search.

8. Months

Enter a string of numbers designating the periods of the calendar year to post this document to. For example, if it is a yearly document and only posts in December, and December is the company's 12th period, enter 12. If this document is to post quarterly, enter 03060912. Press **Enter** (CR) or  to default to ALL.

9. Doc Amt (document amount)

Enter the document amount to update the open documents file each time the document is posted (+/-9999999.99). You cannot a zero amount for the document amount.

10. Post day

Enter the day the document should post to in the document entry & adjustments file (01-31). This will be used to determine when to post this document and also to determine which day of the month to use for the document date. For example, if this were set to 15 and it was being posted for February, the document date would be posted as February 15. The terms code automatically determines the due date, discount amount and discount due date based on the post day (document date).

11. Cutoff type

Enter whether to base the cutoff (time when a document stops being a recurring payable) on a **Date**, **Number of postings**, or **Amount**. Press **Enter** (CR) to D.

12. Cutoff

This depends on the cutoff type specified. Enter one of the following:

D - Date. Enter the cutoff period (PPYY), i.e., the last period documents are to post.

N - Number of postings. Enter the cutoff number of postings (2-99).

A - Amount. Enter the cutoff total amount (+/-9999999.99). If the next posting of the document exceeds this amount, the document will not post.

13. Memo


Enter the memo (up to 25 characters). This memo prints on the check stub in the comments column.




This concludes the header portion of the Recurring Document Entry program. After you create this header record, you can change all previous fields except the vendor number and the sequence number. The only way you can change the vendor number and the sequence number by deleting and re-entering the document. To enter line items in recurring documents, complete steps 14-16.

Use the following fields to enter line items in recurring documents:

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. When you enter a new document or edit an existing one the system


places you in add mode so you can enter recurring document lines. Press  to stop line item addition.


14. General Ledger number


Enter the number of the general ledger expense account to which the payment will be distributed. The number entered must be a valid GL number in the general ledger account file. If the general ledger posting table for this vendor has preset expense accounts, press **Enter** (CR) to default to the first GL account number in the GL posting table. Press **F2** or  (search) to display all G/L numbers listed for the GL posting table assigned to this document along with the G/L number's description. Select the line number to expense to. You can enter any account number in place of the standard numbers from the general ledger group. If the entire amount of the document is not distributed to this account, enter the next account number on line 002. This process continues until the document amount is distributed.


15. Amount


Enter the amount to be distributed to this general ledger account (+/- 9999999.99). You cannot enter zero for this amount. Press **Enter** (CR) to default to the document amount not yet distributed. The ending routine may not be accessed until the entire document amount has been distributed.


16. This concludes the line-item portion of the Document Entry program. Press **F4** or the  icon to end line-item entry. You can:

 - Adds a line-item

 - Deletes the document

 Inserts a line item above the highlighted line in the browser.

 - Changes the highlighted line-item

After you complete line item entry processing select the  icon.

Press the **Done** button to complete the document entry.

01-FACTS 7.7 Development, Recurring Document Entry (APE130) - Infor

File Edit View Go To Help

Vendor Seq#







General Industrial MFG PO# Months All
 9610 Dunwoody, Pl. GL Tbl Inventory Doc Amount
 Suite 133-134 Doc Grp Post Day
 Atlanta, GA 30338 Branch Atlanta Branch Cutoff Type
 Terms 2% 10th Net 30 Date
 Memo

GL# Cash Amount

LN#	GL#	Description	Amount
002	100-01-0	Cash	1.00
003	175-01-0	Inventory	35.00
004	175-01-0	Inventory	21.00
add			

Undistributed:

How to enter recurring AP documents

1. Access this program by choosing *Accounts Payable* → *Recurring Document* → *Recurring Document Entry*.
2. In the Vendor field, enter the vendor number for this document. Entry of a valid vendor number displays the name, address, general ledger posting table, document group, terms code and branch for this vendor. Press **F2** or  to search. Press **F3** or  to search for recurring documents already on file.
3. In the Seq # field, enter the sequence number (01-99). The sequence number allows you to enter up to 99 different recurring documents per vendor. For example, if there are two loans to be paid to the same bank, sequence numbers 01 and 02 are used. Each time you refer to this document, you must use the sequence number. The system will default to the sequence number 01 if only one document is entered per vendor. Entry of an already existing sequence number for this vendor displays all the information about this recurring document and proceeds to the **PO** field.
4. In the PO#, enter the purchase order number (up to 12 characters). Press Enter (CR) to default to 000000000000 as the PO number.
5. In the GL Tbl fields, enter the general ledger posting table. The entry must be a valid AP general ledger posting table. Press **Enter** (CR) to default to the value already displayed; initially the GL posting table assigned to the vendor in the vendor file. Press **F2** or  to search.
6. In the Doc Grp field enter the document group (up to 2 characters). Press **Enter** (CR) to default to the value already displayed, initially the document group assigned to the vendor in the vendor file.
7. In the Branch field, enter the branch number. The entry must be a valid branch. Press **Enter** (CR) to default to the branch assigned to the terminal entering the document. Press **F2** or  to search.
8. In the Terms field, enter the payment terms code. The entry must be a valid terms code. Press **Enter** (CR) to default to the value already displayed, initially the terms code assigned to the vendor in the vendor file. Press **F2** or  to search.
9. In the Months field, enter a string of numbers designating the periods of the calendar year to post this document to. For example, if it is a yearly document and only posts in December, and December is the company's 12th period, enter 12. If this document is to post quarterly, enter 03060912. Press **Enter** (CR) or  to default to ALL and will display every period of the calendar year.
10. In the Doc Amt (document amount) field, enter the document amount to update the open documents file each time the document is posted (+/-9999999.99). You cannot a zero amount for the document amount.
11. In the Post Day field, enter the day the document should post to in the document entry & adjustments file (01-31). This will be used to determine when to post this document and also to determine which day of the month to use for the document date. For example, if this were set to 15 and it was being posted for February, the document date would be posted as February 15.

The terms code automatically determines the due date, discount amount and discount due date based on the post day (document date).

12. In the Cutoff field, enter whether to base the cutoff (time when a document stops being a recurring payable) on a Date, Number of postings, or Amount. Press **Enter** (CR) to D.

In the second Cutoff field, depending on the cutoff type specified, enter one of the following:

D -Date. Enter the cutoff period (PPYY), i.e., the last period documents are to post.


N -Number of postings. Enter the cutoff number of postings (2-99).



A -Amount. Enter the cutoff total amount (+/-999999.99). If the next posting of the document exceeds this amount, the document will not post.

13. In the Memo field, enter the memo (up to 25 characters). This memo prints on the check stub in the comments column.



This concludes the header portion of the Recurring Document Entry program. After you create this header record, you can change all previous fields except the vendor number and the sequence number.. The only way you can change the vendor number and the sequence number by deleting and re-entering the document. To enter line items in recurring documents, complete steps 14-16.

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. When you enter a new document or edit an existing one the system places you in add mode so you can enter recurring document lines. Press  to stop line item addition.

14. In the G/L# field, enter the number of the general ledger expense account to which the payment will be distributed. The number entered must be a valid GL number in the general ledger account file. If the general ledger posting table for this vendor has preset expense accounts, press **Enter** (CR) to default to the first GL account number in the GL posting table. Press **F2** or  (search) to display all G/L numbers listed for the GL posting table assigned to this document along with the G/L number's description. Select the line number to expense to. You can enter any account number in place of the standard numbers from the general ledger group. If the entire amount of the document is not distributed to this account, enter the next account number on line 002. This process continues until the document amount is distributed.
15. In the Amount field, enter the amount to be distributed to this general ledger account (+/- 9999999.99). You cannot enter zero for this amount. Press **Enter** (CR) to default to the document amount not yet distributed. Press Enter (CR) to accept the line.
16. This concludes the line-item portion of the Document Entry program. Press **F4** or the  icon to end line-item entry. You can select:




- Adds a line-item




- Deletes the document



Inserts a line item above the highlighted line in the browser.

 - Changes the highlighted line-item

After you complete line item entry processing select the  icon.

17. Press the **Done** button to complete the document entry. The system returns you to Vendor field so you can specify a vendor and enter additional AP documents in the displayed period. You can enter a vendor code or press **Done** to exit the program.

Recurring Document Review (APE140)

Function

Use this program to change the amounts to post for specific recurring documents. This change will be reflected in the posting for the current period. However, the document amount will return to its original value after the posting.

Each document in the recurring entry file has a standard amount and a current period amount. The current period amount is initially set to the standard amount. The standard is changed in the Recurring Document Entry program.

The Recurring Document Review program changes the current amount (the amount to post in the current period) and enables you to change the total document amount and the distributed amounts to each General Ledger account. New GL expense accounts may not be added; only the original expense account amounts are changed.

Recurring documents are initially entered in the Recurring Document Entry program.

Recurring documents can be listed using in the Recurring Document Listing program, and they are posted to the document entry & adjustments file by the Post Recurring Documents program.

Access this program by choosing *Accounts Payable* → *Recurring Document* → *Recurring Document Review*.

User Fields

The following fields are involved in entering the amounts for the current period:

1. Vendor

Enter the vendor number for this document. Entry of a valid vendor number displays the name, address, general ledger posting table, document group, terms code and branch for this vendor.

Press **F2** or  to search. Press **F3** or  to search for recurring documents already on file.

2. Sequence number

Enter the sequence number of the document (01-99). The sequence number must be on file for this vendor in the Recurring Payables file. Field of a valid sequence number for this vendor will display all screen information about this document. Press **Enter** (CR) to default to 01.

The system displays the header information for the document. You can modify the following:


3. Doc Amt (document amount)


The document amount to update the open documents file each time the document is posted (+/- 9999999.99). You cannot enter a zero amount for the document amount.

4. Memo

The document memo (up to 25 characters). This memo prints on the check stub in the comments column.

5. You can select:

 - Adds a line-item

 - Deletes the document


 - Changes the highlighted line-item

 Inserts a line item above the highlighted line in the browser.

To add, insert or edit document line items, enter or modify the following:


TIP: To change the amount for this period, change the document amount in the header, enter a memo (if needed), and expense the same amount to the appropriate general ledger number(s).

6. General Ledger number

Enter the number of the general ledger expense account to which the payment will be distributed. The number entered must be a valid GL number in the general ledger account file. If the general ledger posting table for this vendor has preset expense accounts, press **Enter** (CR) to default to the first GL account number in the GL posting table. Press **F2** or  (search) to display all G/L numbers listed for the GL posting table assigned to this document along with the G/L number's description. Select the line number to expense to. You can enter any account number in place of the standard numbers from the general ledger group. If the entire amount of the document is not distributed to this account, enter the next account number on line 002. This process continues until the document amount is distributed.

7. Amount

Enter the amount to be distributed to this general ledger account (+/- 99999999.99). You cannot enter zero for this amount. Press **Enter** (CR) to default to the document amount not yet distributed. The ending routine may not be accessed until the entire document amount has been distributed.

After you complete line item entry processing select the  icon.

01-FACTS 7.7 Development, Recurring Document Review (APE140)

File Edit View Go To Help

Vendor Seq#

General Industrial MFG PO# Months

9610 Dunwoody, Pl. GL Tbl **Travel & Entertai** Doc Amount

Suite 133-134 Doc Grp Branch **Dallas Branch** Post Day

Atlanta, GA 30338 Terms **Net 30** Cutoff Type Amount








Memo

GL# Travel Amount

LN#	GL#	Description	Amount
001	590-02-1	Travel	100.00
002	580-02-1	Entertainment	100.00
003	565-01-1	401(k) Employer Expense	55.00

Undistributed: .00

How to change posting amounts for recurring documents for the current period

1. Access this program by choosing *Accounts Payable* → *Recurring Document* → *Recurring Document Review*.
2. Enter the vendor number for this document. Entry of a valid vendor number displays the name, address, general ledger posting table, document group, terms code and branch for this vendor. Press **F2** or  to search. Press **F3** or  to search for recurring documents already on file.
3. In the Seq# field, enter the sequence number of the document (01-99). The sequence number must be on file for this vendor in the Recurring Payables file. Field of a valid sequence number for this vendor will display all screen information about this document. Press **Enter** (CR) to default to 01.
4. You can select from a number of functions:
 -  - Adds a line-item
 -  - Deletes the document
 -  Inserts a line item above the highlighted line in the browser.
 -  - Changes the highlighted line-item
5. **To change the amount for this period**, change the document amount in the header, enter a memo (if needed), and the line-item section, change the lines necessary to expense the same amount to the appropriate general ledger number(s).
6. After you complete line item entry processing select the  icon. When you are finished press **Done** to end the change process.
7. The system returns you to the Vendor field where you can enter another vendor or press **Done** to exit the program.

Recurring Document Listing (APR120)

Function

This program allows the user to print a list of recurring payables to verify proper entry, to project future expiration, postings for a specific period and to verify proper amounts for the current period.

The user has the option to:

- Select a beginning and ending vendor.
- Select ending post date.
- Select documents to print.
- Select branch to print.

Report information includes the following: vendor number, name, sequence number, document group, GL posting table, terms code, branch number, purchase order number, posting day, months to post, standard posting amount, this period amount, cutoff, number of postings to date, amount posted to date, memo and status. The number of documents printed is included along with an index of the captions of the report.

Access this program by choosing *Accounts Payable* → *Recurring Documents* → *Recurring Document Listing*.

User Fields

The following fields are involved in printing the Recurring Document Listing:


1. Beginning vendor

Enter the beginning vendor number to print. Press **Enter** (CR) or  to default to FIRST. Press **F2** or  to search.

2. Ending vendor

Enter the ending vendor number to print. Press **Enter** (CR) or  to default to LAST.


3. Ending post date

Enter the ending post date of the month to print. It must be within the current or next GL period and after the last date recurring documents were posted. Press **Enter** (CR) or  to default to the system date.

4. Status

Indicate whether you want to print All documents, documents to be posted this Period, documents Completed this period, Expired documents, or Unexpired documents. Press **Enter** (CR) to default to ALL.

5. Branch

Enter the branch. All documents assigned to this branch print. The entry must be a valid branch. Press **Enter** (CR) or  to default to ALL.

6. Check listing. OK to remove these records?

If only expired documents are printed, the user has the option to remove the printed records from the file. Select **OK** to remove printed records from the recurring document file. Select **Cancel** if you don't want to update.

01-FACTS 7.7 Development, Recurring Document Listing (APR120) - Infor

Template Print Options Help

Recurring Documents Have Been Posted Through 09/20/2004. CP=09/2004 SEP

Beginning Vendor **First**

Ending Vendor **Last**

Ending Post Date 12/20/2007 **System Date**

Status A - All

Branch 01 **Atlanta Branch**

Template _____ Printer _____

None WindX Laser

Enter beginning vendor, F1-First, F2-Search

Post Recurring Documents (APU110)

Function

This program allows the user to post recurring documents to the document entry & adjustments file.

This program will post recurring documents to the document entry & adjustments file. Documents then print on the next Document Entry & Adjustments Register. When the Document Entry & Adjustments Register is updated, the recurring payables will post to the open documents file. This program does not post recurring payables into the open documents file, but rather into the document entry & adjustments file where an audit trail will be traced.

Posting through day 31 will close out the current month for recurring payables.

Access this program by choosing *Accounts Payable* → *Recurring Documents* → *Post Recurring Documents*.

User Fields

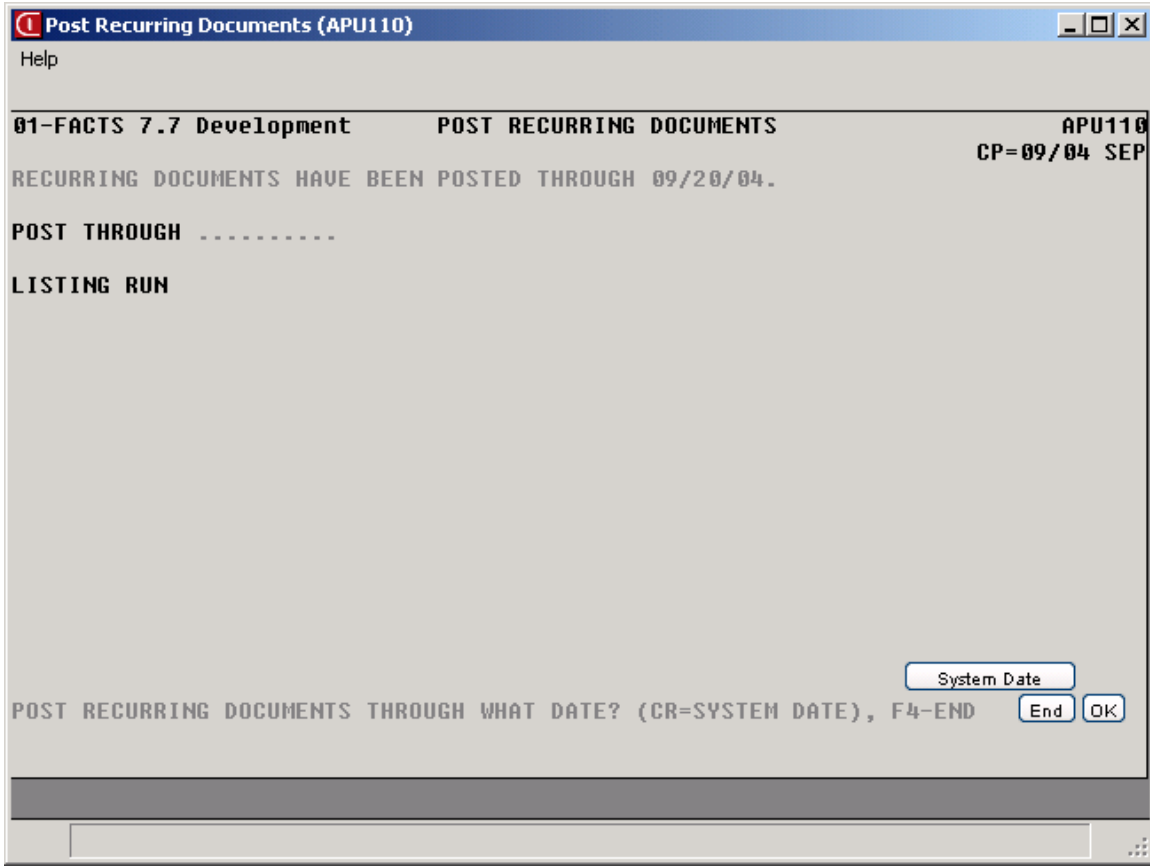
The following fields are involved in posting recurring documents:

1. Post Through

Enter the date through which to post recurring documents. It must be within the current or next GL period within 30 days and after the last date posted. Pressing Enter (CR) defaults to the system date.

2. Listing Run

Enter N or Y to indicate whether a Recurring Document Listing has been run. Pressing Enter (CR) defaults to N and notifies the user that the listing needs to be printed and verified before documents are posted.



How to post recurring documents

1. Access this program by choosing Accounts Payable-->Recurring Document-->Post Recurring Documents.
2. In the Post Through field, enter the date through which to post recurring documents. It must be within the current or next GL period within 30 days and after the last date posted. Press Enter (CR) to default to the system date.
3. In the Listing Run field, enter N or YES to indicate whether a Recurring Document Listing has been run. Press Enter (CR) to default to N; the system notifies you that the listing needs to be printed and verified before documents are posted.

CHAPTER 4

Payment & Hold Selection

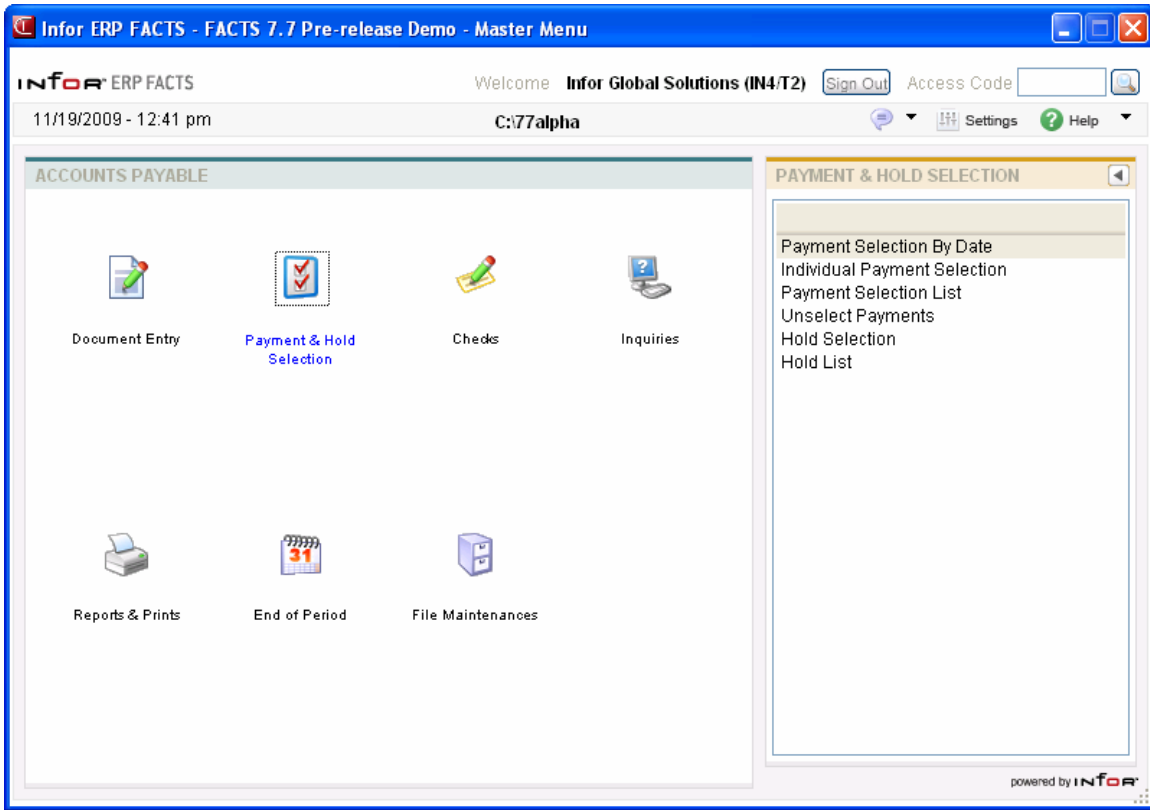
The Payment & Hold Subsystem is used to select invoices for payment. It is a very flexible system that can adapt to any office environment. All payables must be selected and the Payment Selection List must be printed before the user can print checks.

There are two programs used to make payment selection. If an office always pays accounts payable invoices on time or always pays invoices in time to take the discount, then the Payment Selection by Date program should be used. This program will select the invoices to be paid based on the parameters the user has chosen (i.e., are payments based on due date or discount date – what is the check date?, etc.). By using this program, a user does not need to worry about missing or overlooking an invoice. The other program used to make payment selection is Individual Payment Selection. This is used by an office which selectively picks which invoices it wants to pay. This program can also be used in addition to the Payment Selection by Date program. For example, if the system does not pick an invoice the user wishes to pay, the user can selectively choose any additional invoice to pay.

When invoices have been selected for payment, the Payment Selection List should be run to provide a list of all payments. Payments may then be deleted or corrected through Individual Payment Selection or unselected by vendor through Unselect Payments. Payments may be selected or deselected up until the time checks are printed. (See next section.)

Specific documents may be placed on hold and released from hold in the Hold Selection. Documents on hold may be viewed by printing the Hold List.

Once checks have been printed but not updated by the Check Register, the payment selection process may begin again. The system keeps track of invoices paid by the previous (not yet updated) batch of checks.



Payment Selection by Date (APU210)

Function

This program allows the user to determine which documents shall be selected for payment. The program runs through the open documents file and selects the invoice to pay based on the parameters set by the user.

The user has the option to:

- Select the order to pay - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select the document group(s) to select.
- Select by due or discount date.
- Select the date to pay through.
- Select the lead time.
- Select a minimum invoice balance to pay.
- Select the branch.

This program only determines which documents will be paid the next time checks are printed. No documents are updated in the open documents file until the checks are printed and the check register is printed and updated. Documents on hold will not be chosen for payment. The payment type will be based on the vendor's default payment type, but if the default type is ACH and no pre-notification is approved, the payment type will be set to paper check.

The Payment Selection List program prints a report of all documents chosen for payment and the Unselect Payments program may be used to unselect any documents chosen by the Payment Selection programs for payment. Individual payments may be changed or selected through the Individual Payment Selection program.

Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Payment Selection by Date*.



User Fields

The following fields are involved in Payment Selection by Date:



1. Order

Select the order in which payment selection is to be made. Payment selection can be done in vendor, alpha or vendor class order.


2. Beginning order choice

Select the beginning order choice to pay. For instance, if you choose to select payments according to vendor class, enter the vendor class that you want the system to start with. Press **F2** or select the  icon to perform a search. Select the  icon or **F1** to start with the first code on file for the last order choice for payment

3. Ending order choice

Select the ending order choice to pay. For instance, if you choose to select payments according to vendor class, enter the vendor class that you want the system to end with. Press **F2** or select the  icon to perform a search. Select the  icon or **F1** to end with the last order choice for payment.


4. Document group

Enter up to ten 2-character document groups side by side. Press **Enter**, **F1** or the  icon to process all document groups.

5. Due/Discount

Enter whether selection should be based on **DU**-due date or **DI**-discount date. Press **Enter** (CR) to default to DUE DATE.


6. Check date

Enter the date on which checks will print. Press **Enter** (CR), **F1** or  to default to the system date. The program compares this date to the due/discount date so it can prioritize invoice selection. This date *does not* determine the actual date that will appear on checks.



7. Lead time

Enter the number of days lead time (0-99). This may be the number of days until the next check print. The program adds the lead-time value to the check date to prioritize invoice selection. Press **Enter** (CR) to default to the **Automatic Increment** setting in the AP Static Control F/M. For example, if checks will not be printed again for seven days, all documents due within the next seven days will be selected for payment. The Auto Increment setting defaults to 7.

8. Minimum

Enter the minimum invoice balance to be selected (+/- 9999999.99). For instance, you may not want to pay an invoice for \$.02, so you might enter a minimum balance of \$10. Press **Enter** (CR) or  to default to no minimum.

9. Branch

Enter the branch to select payments for. The entry must be a valid branch. Only documents assigned to the branch entered will be selected for payment. Press **Enter** (CR), **F1** or  to default to ALL. Press **F2** or select the  icon to perform a search.

10. Payment Type

Enter the payment type. You can select from Paper Checks, ACH, Wire Transfer, or All. Press **F1** or  to default to ALL.

01-FACTS 7.7 Development, Payment Selection By Date (APU210) - Infor

Template Help

Order **V - Vendor Order** Beginning **First**
Ending **Last**

Properties

Document Groups **All**

Due/Discount Date **DU - Due Date**

Check Date **System Date**

Lead Time

Minimum **None**

Branch **01 Atlanta Branch**






Payment Type **- All**

Template **None**





OK
Cancel

Select in vendor, alpha, or vendor class order

How to select AP documents for payment

1. Access this program by choosing *Accounts Payable-->Payment & Hold Selection-->Payment Selection by Date*.
2. In the Order field, select the order in which payment selection is to be made. Payment selection can be done in vendor, alpha or vendor class order.
3. In the Beginning order choice field, select the beginning order choice to pay. For instance, if you choose to select payments according to vendor class, enter the vendor class that you want the system to start with. Press **F2** or select the  icon to perform a search. Select the  icon to start with the first code on file for the last order choice for payment
4. In the Ending order choice field, select the ending order choice to pay. For instance, if you choose to select payments according to vendor class, enter the vendor class that you want the system to end with. . Press **F2** or select the  icon to perform a search. Select the  icon to end with the last order choice for payment.
5. In the Document group field, enter up to ten 2-character document groups side by side. Press **Enter** (CR) or  to default to ALL.
6. in the Due/Discount field, enter whether selection should be based on **DU**-due date or **DI**-discount date. Press **Enter** (CR) to default to DUE DATE.
7. In the Check date field, enter the date on which checks will print. Press **Enter** (CR) to default to the system date. The program compares this date to the due/discount date so it can prioritize invoice selection. This date *does not* determine the actual date that will appear on checks.
8. In the Lead time field, enter the number of days lead time (0-99). This may be the number of days until the next check print. The program adds the lead-time value to the check date to prioritize invoice selection.

Press **Enter** (CR) to default to the **Automatic Increment** setting in the AP Static Control F/M. For example, if checks will not be printed again for seven days, all documents due within the next seven days will be selected for payment. The Auto Increment setting defaults to 7.

9. In the Minimum field, enter the minimum invoice balance to be selected (+/- 9999999.99). For instance, you may not want to pay an invoice for \$.02, so you might enter a minimum balance of \$10. Press **Enter** (CR) or  to default to no minimum.
10. In the Branch field, enter the branch to select payments for. The entry must be a valid branch. Only documents assigned to the branch entered will be selected for payment. Press **Enter** (CR) or  to default to ALL. . Press **F2** or select the  icon to perform a search.
11. In the Payment Type field, enter the payment type. You can select from Paper Checks, ACH, Wire Transfer, or All. Press **F1** or  to default to ALL.
12. Press **Enter** (CR) to start the payment processing.

The system displays the processing criteria in the upper portion of the screen and processing information in the lower portion of the screen.

13. When the processing is complete message displays, press OK to exit the program.

Individual Payment Selection (APE220)

Function

This program allows FACTS users to select documents for payment by vendor.

Invoices can be selected for payment after you printed a batch of checks but before you update the Payment Register. Keep in mind that you cannot select documents that have been put on *hold*. (Use the Hold Selection program to take documents off of hold status.)

You can use this program when you want to select or deselect certain invoices that were not picked up by the Payment Selection by Date program.

You can also use this program if you want to make a partial payment on an invoice or override a discount amount. This program displays the total discount and payment amount for each vendor.

Individual Payment Selection only determines which documents will be paid the next time you print checks. Documents are not updated until you print and update checks in the Check Register.

As you are selecting invoices to be paid, the payment types will be set based on the vendor's default payment type. The payment type will be based on the vendor's default payment type, but if the default type is ACH and no pre-notification is approved, the payment type will be set to paper check.




Use the Payment Selection List to print a report of all invoices selected for payment in this program and the Payment Selection by Date program.

Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Individual Payment Selection*.


User Fields

The following fields are involved in Individual Payment Selection:

1. Branch

The system displays the branch for the user as the default. You can press  to advance to the next branch. Press **F2** or  to search for branches or  to select payments for all branches.

2. Discount cutoff date

Enter the date on or before discounts will automatically be taken. Press **Enter** (CR) or  to default to the current date. The user may always override the discount.

3. Vendor number

Enter the vendor number for selection. Press **Enter** (CR) to default to the first vendor on file. You can press  to advance to the next vendor. Press **F2** or  to search for vendors.

The system displays open documents for the selected vendor in the browser in the lower portion of the screen. You can select from the following pay all documents, delete payment for all documents, individually select or deselect documents to pay, continue listing documents, bring up the next vendor or backup.

Filters: The hypertext link, "Filters...", on the top portion of the main screen allows you to set filters to limit what is shown in the browser area of the screen.

In the Select For Payment dialog, select the Check, ACH, or Wire Transfer checkboxes to display the documents to be paid by each. In the Currently Paid section, FACTS indicates which payment types are currently displayed for payment-- Check, ACH, or Wire Transfer.

Options allow you to only see invoices flagged for payment, only invoices flagged for payment of a specific type, invoices previously printed or submitted or all invoices. For vendors who do not accept electronic payments, this link will be disabled/removed and the not selected and check filters will automatically be set to "yes".




You can select from the following to perform the listed functions:

Pay All Pays all documents for this vendor that have not been previously placed on hold or paid will be selected for payment. The discounts (where applicable) will be taken if the discount due date is after the discount cutoff date entered. Each payment amount and discount amount is displayed. The totals are displayed in the header portion of the screen.


Delete All Deletes all documents for this vendor previously selected for payment will be unselected.


Pay Pays the highlighted document in the browser.

Payment Type--For vendors who accept electronic payments, this function displays the Select for Payment dialog box that allows individual invoices to be changed between electronic payment and paper check. Select the **Payment Type**. You can select between: C-Check, A-ACH (only available if a pre-notification has been approved), W--Wire Transfer (always available if vendor is set up in Vendor EFT).

 - Changes a line-item payment or discount information. Enter the Payment Amount or select  to enter the current amount as the payment amount. Enter the Discount Amount as needed. Press  to access the calculator to determine the discount.

 - Deletes line-items

 Stops line-item entry

 - Accesses Note Entry (SME710) for the vendor notes for the highlighted in document in the line item browser.

Done Ends Individual Payment Selection.

01-FACTS 7.7 Development, Individual Payment Selection (APE220) - Infor

File View Options Help

Branch Atlanta Branch [Filters...](#)

Discount Cutoff Date

Vendor General Industrial MFG

Selected For Payment

Not Selected **Yes**

Check **Yes**

ACH **Yes**

Wire **Yes**

Currently Paid

Check **Yes**







ACH **Yes**

Wire **Yes**

Payment Amount Discount Amount Balance 520.00

Document	Br	Entry Date	Due Date	Disc Due	Current Amt	Current Disc	Payment	Discount	Type	Check #	Hold	Elec
112	01	09/21/2004	10/30/2004	10/10/2004	520.00	10.40						
333	01	09/30/2004	09/30/2004	09/30/2004	10.00	0.00			Void	0000000045		
345	01	09/20/2004	10/30/2004	10/10/2004	1850.96	47.02	1850.96	0.00				Wire *
1112	01	09/01/2004	10/30/2004	10/10/2004	9978699.99	1234487.89			Manual	0000000046		*
1794	01	09/04/2004	10/30/2004	10/10/2004	477.07	9.54						
2222	01	09/04/2004	10/30/2004	10/10/2004	100.00	2.00	100.00	0.00				ACH
10223	01	09/09/2004	10/30/2004	10/10/2004	1200.00	24.00	1200.00	0.00				ACH
44334	01	09/30/2004	11/30/2004	11/10/2004	401.78	8.04						
007154	01	10/15/2004	11/30/2004	11/10/2004	48.02	96	48.02	0.00	Reg	0000006180		*
1786-A	01	09/30/2004	11/30/2004	11/10/2004	480.23	9.60						
Amount:					10693.98		Discount:		0.00			

How to select individual documents for payment by vendor




1. Access this program by choosing Accounts Payable → Payment & Hold Selection → Individual Payment Selection.
2. The system displays the branch for the user as the default. You can press  to advance to the next branch. Press **F2** or  to search for branches or  to select payments for all branches.
3. In the Discount Cutoff Date field, enter the date on or before discounts will automatically be taken. Press **Enter** (CR) or  to default to the current date.
4. In the Vendor Number field, enter the vendor number for selection. Press **Enter** (CR) to default to the first vendor on file. You can press  to advance to the next vendor. Press **F2** or  to search for vendors.
5. The system displays open documents for the selected vendor in the browser in the lower portion of the screen. You can select from the following pay all documents, delete payment for all documents, individually select or deselect documents to pay, continue listing documents, bring up the next vendor or backup:

Pay All Pays all documents for this vendor that have not been previously placed on hold or paid will be selected for payment. The discounts (where applicable) will be taken if the discount due date is after the discount cutoff date entered. Each payment amount and discount amount is displayed. The totals are displayed in the header portion of the screen.


Delete All Deletes all documents for this vendor previously selected for payment will be unselected.

Pay Pays the highlighted document in the browser.

You can select from the following to perform the listed functions:

 - Changes a line-item payment or discount information. Enter the Payment Amount or select  to enter the current amount as the payment amount. Enter the Discount Amount as needed. Press  to access the calculator to determine the discount.

 - Deletes line-items

 Stops line-item entry

 - Accesses Note Entry (SME710) for the vendor notes for the highlighted in document in the line item browser.

Done Ends Individual Payment Selection.

Payment Selection List (APR210)

Function

This program allows users to obtain a list of documents selected for payment.

This program may be used as an edit list prior to the check print. It is useful to determine the total amount of the checks to be printed and to determine if additional documents should be released for payment or unselected. Documents appear on this report only after being selected for payment in the Payment Selection by Date or Individual Payment Selection programs. This selection list should be printed prior to printing checks. The user may include invoices paid by a previous batch of checks not yet updated by the Check Register.

Report information includes the following: vendor number and name, document number, document group, entry date, due date, discount date, current amount and discount, and payment amount and discount. If vendor totals are to be included, the total payment amount and discount amount for each vendor is printed. Report totals are included along with total documents listed. An asterisk indicates the invoice was paid in the previous batch of checks, not yet updated by the Check Register.

Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Payment Selection List*.

User Fields

The following fields are involved in printing the Payment Selection List:



1. Order

Select the order in which you want the report to print. The options are **Vendor**, **Alpha** or **Vendor Class**.


2. Beginning order choice

Select the beginning order choice to print. Press **Enter** (CR) or  to default to FIRST. Press **F2** or  to search.

3. Ending order choice

Select the ending order choice to print. Press **Enter** (CR) or  to default to LAST. Press **F2** or  to search.



4. Document group

If you entered document groups in the Vendor F/M vendor records, enter up to 10 two-character document groups side by side to print. Press **Enter** (CR) or  to default to ALL.

5. Vendor totals

Indicate whether totals by vendor will print. The default is **not to totals by vendor**.

6. Branch

Enter the branch number to print. The entry must be a valid branch. Only documents assigned to the branch entered will print. Press **Enter** (CR) or  to default to ALL. Press **F2** or  to search.

7. Include

Indicate whether or not to include payments that have already been printed on a previous batch of checks but have not yet been updated by the Check Register. The default is **not included**.

8. Print Separate

Indicate whether to print all vendors and invoices that are to be paid by paper check first then all vendors and invoices that will be paid electronically. Each will have it's own subtotal and then a total for the report.

01-FACTS 7.7 Development, Payment Selection List (APR210) - Infor

Template Print Options Help

Order Beginning Ending **First** **Last** CP=09/2004 Sep

Properties

Document Groups **All**

Vendor Totals

Branch **Atlanta Branch**

Include

Print Separate

Template Printer

Select print order

Unselect Payments (APU220)

Function

This program allows the user to unselect payments established in the Payment Selection by Date program or the Individual Payment Selection program.

The user may choose a beginning and ending vendor to be processed and the branch number. All documents selected for payment for the chosen vendors will be unselected. Invoices already paid by checks not yet updated by the Check Register may not be unselected.

Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Unselect Payments*.



User Fields

The following fields are involved in unselecting documents for payment:



1. Beginning vendor

Enter the beginning vendor. Press **F2** or select the  icon to perform a search. Select the  icon to start with the first vendor on file.







2. Ending vendor

Enter the ending vendor. Press **F2** or select the  icon to perform a search. Select the  icon to end with the last vendor on file.

3. Branch

Enter the branch in which you want to deselect payments. The entry must be a valid branch. Only documents assigned to the branch entered will be unselected. Select the  icon to process all branches for the Unselect Payments program. Select the  to search for branch.

How to deselect documents tagged for payment

1. Access this program by choosing *Accounts Payable-->Payment & Hold Selection-->Unselect Payments*.
2. In the Beginning vendor field, enter the beginning vendor. Press **F2** or select the  icon to perform a search. Select the  icon to start with the first vendor on file.
3. In the Ending vendor field, enter the ending vendor. Press **F2** or select the  icon to perform a search. Select the  icon to end with the last vendor on file.
4. In the Branch vendor field, enter the branch in which you want to deselect payments. The entry must be a valid branch. Only documents assigned to the branch entered will be unselected. Select the  icon to process all branches for the Unselect Payments program. Select the  to search for branch.
5. Press **Enter** (CR) to continue with processing.
6. The system displays the processing criteria in the upper portion of the screen and processing information in the lower portion of the screen.
7. When the processing is complete message displays, press **OK** to exit the program.

Hold Selection (APE240)

Function

Use this program to place documents not currently in the payment selection file on hold.



Documents on hold cannot be selected for payment by any of the payment selection programs. Documents with payments assigned cannot be placed on hold. You can enter any memo to appear on the Hold List and remove holds at any time. Documents on hold will remain on hold until someone removes the hold through this program.

Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Hold Selection*.

Use the following fields to place payments on hold status and to remove them from hold status:



1. Vendor

Enter the vendor number for hold selection. Press **Enter** (CR) to default to the first vendor on file.

Press **F2** or  to search. Press **F3** or  to access the hold document search, which allows you to search and display all vendors with documents on hold.

Note the **Vendor is on Hold** checkbox (display-only) is selected for vendors placed on hold on the Miscellaneous tab of Vendor F/M (APF910).

The system displays all documents for the selected vendor in the browser in the lower portion of the screen. Document number, entry date, due date, hold status, memo and branch information is displayed for each vendor document.

In the List From field, you can enter the document number to begin the display in the browser or you can select  to display the first 9999 records for the vendor or  to display the next set of 9999 documents for the vendor.

You can highlight a document and then select the **Toggle Hold** button to change the hold status from Yes to No. Note for Vendors with the Vendor is on Hold checkbox (display-only) selected, you can only place orders on hold.

2. Memo




When you change a hold status, the system displays the Enter Hold Memo dialog box. Enter the hold memo in the Memo field.

Press the **Next Vendor** button to automatically enters the next vendor who has open documents.

Press **Done** to exit the screen.



01-FACTS 7.7 Development, Hold Selection (APE240) - Infor

File Edit View Help

Vendor   



Vendor is on Hold

Document	Entry	Due	Amount	Discount	Hold	Memo	Branch
1	09/02/2004	10/31/2004	1.00	.02	No	In payment file	01
76	09/30/2007	09/30/2007	-20.00	-10.00	No		01 Atlanta Branch
123	07/01/2007	08/31/2007	1000.00	10.00	No	In payment file	01 Atlanta Branch
222	09/01/2004	10/30/2008	50.00	.20	No		01 Atlanta Branch
1111	09/01/2004	10/30/2004	1234467.89	24691.36	No	In payment file	01 Atlanta Branch
1112	09/01/2004	10/30/2004	9999999.99	1234567.89	Yes		01 Atlanta Branch
1212	09/30/2004	11/30/2004	1000.00	20.00	No		01 Atlanta Branch
1548	10/01/2004	11/30/2004	3.74	3.01	No	In payment file	01 Atlanta Branch
1567	09/30/2004	11/30/2004	1100.00	22.00	No		01 Atlanta Branch
1632	10/01/2004	11/30/2004	100.00	2.00	No		01 Atlanta Branch
3443	08/30/2004	10/30/2004	12.00	.04	No	In payment file	01 Atlanta Branch
3453	07/12/2004	08/30/2004	5000.00	100.00	No		01 Atlanta Branch
4355	09/15/2004	10/30/2004	100.00	2.00	No		01 Atlanta Branch
12232	12/11/2003	01/30/2004	121.00	2.42	No	In payment file	01 Atlanta Branch
12323	09/01/2004	10/30/2004	2.00	.04	No		01 Atlanta Branch
23423	10/08/2004	11/30/2004	20.00	.40	No		01 Atlanta Branch
24224	10/08/2004	12/30/2004	20500.00	200.00	No		01 Atlanta Branch



List From  

How to place documents on hold



Note: Documents currently in the payment selection file or with payments already assigned cannot be placed on hold. Documents on hold cannot be selected for payment by any of the payment selection programs.

1. Access this program by choosing *Accounts Payable-->Payment & Hold Selection-->Hold Selection*.
2. In the Vendor field, enter the vendor number for hold selection. Press **F2** or  to search. Press **F3** or  to access the hold document search, which allows you to search and display all vendors with documents on hold.



Note the **Vendor is on Hold** checkbox (display-only) is selected for vendors placed on hold on the Miscellaneous tab of Vendor F/M (APF910).

3. If there are open documents on file for the vendor, the documents are displayed in the browser. In the List From field, you can enter the document number to begin the display in the browser or you can select  to display the first 9999 records for the vendor or  to display the next set of 9999 documents for the vendor.
4. You can highlight a document and then select the **Toggle Hold** button to change the hold status from No to Yes. Note for Vendors with the Vendor is on Hold checkbox (display-only) selected, you can only place orders on hold.
5. When you change a hold status, the system displays the Enter Hold Memo dialog box. Enter the hold memo in the Memo field.
6. Press the **Next Vendor** button to automatically enter the next vendor who has open documents and complete steps 3-5.
7. Press **Done** to exit the screen.

How to delete document holds

1. Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Hold Selection*.
2. In the Vendor field, enter the vendor number for hold selection. Press **F2** or  to search. Press **F3** or  to access the hold document search, which allows you to search and display all vendors with documents on hold.

Note the **Vendor is on Hold** checkbox (display-only) is selected for vendors placed on hold on the Miscellaneous tab of Vendor F/M (APF910).

3. If there are open documents on file for the vendor, the documents are displayed in the browser. In the List From field, you can enter the document number to begin the display in the browser or you can select  to display the first 9999 records for the vendor or  to display the next set of 9999 documents for the vendor.
4. You can highlight a document and then select the **Toggle Hold** button to change the hold status from Yes to No. Note for Vendors with the Vendor is on Hold checkbox (display-only) selected, you can only place orders on hold—not delete holds.
5. When you change a hold status, the system displays the Enter Hold Memo dialog box. Enter the hold memo in the Memo field.
6. Press the **Next Vendor** button to automatically enter the next vendor who has open documents and complete steps 3-5.
7. Press **Done** to exit the screen.

Hold List (APR220)

Function

This program allows the user to obtain a printout of all documents on hold.

Documents appear on this report after being placed on hold by the Hold Selection program. The Hold Selection program is also used to remove documents from hold status. Vendors may be placed on hold through the Vendor F/M. If a vendor is on hold, all documents for that vendor will print on the Hold List. The hold memo prints * **vendor on hold** *.

The user has the option to:

- Select the order to print.
- Select the document group(s) to print.
- Print vendor totals.
- Select the branch to print.

Report information includes the following: vendor number and name, document number, document group, entry date, due date, discount date, amount, discount amount and the hold memo. If vendor totals are included, the total amount and discount on hold for each vendor are printed. Report totals are included along with total document(s) listed.

Access this program by choosing *Accounts Payable* → *Payment & Hold Selection* → *Hold List*.

User Fields

The following fields are involved in printing the Hold List:



1. Order

Select the order the report is to print.


2. Beginning order choice

Enter the beginning order choice to print. Press **Enter** (CR) or  to default to FIRST. Press **F2** or  to search.

3. Ending order choice

Enter the ending order choice to print. Press **Enter** (CR) or  to default to LAST. Press **F2** or  to search.



4. Document groups

Enter up to ten 2-character document groups side by side to print. Press **Enter** (CR) or  to default to ALL.

5. Vendor totals

Indicate whether to print totals by vendor. Press **Enter** (CR) to default to **not print totals by vendor**.

6. Branch

Enter branch number to print. The entry must be a valid branch. Only documents assigned to the branch entered will print. Press **Enter** (CR) or  to default to ALL. Press **F2** or  to search.

01-FACTS 7.7 Development, Hold List (APR220) - Infor [Close] [Maximize] [Minimize]

Template Print Options Help

Order: Beginning: Ending: CP=09/2004 SEP

Properties

Document Groups: All

Vendor Totals:

Branch: Atlanta Branch

Template: None Printer: WindX Laser

Select print order

CHAPTER 5

Checks

The Accounts Payable System consists of six types of checks: printed, manual, void, and noninvoice and EFT (electronic funds transfer) transactions and wire transfer.

The Check Print program is used to print checks generated from the Payment Selection List. When you are satisfied with the list and ready to print checks, uses the Check Print program. One check prints for each vendor and pays the documents listed on the Payment Selection List.

The Manual Check Entry program allows you to enter and record manual checks (written manually by the user to pay invoices in the open documents file). Manual checks are usually entered after the check has been written. Enter the vendor, manual check number, date and amount and then select the documents paid by the manual check.

The Void Check Entry program is used to void out (system generated or manual) checks updated by the Check Register. Enter the check number and the number of the invoice that was paid off by the check. Void checks are not updated until the Check Register is updated, at which point the documents (invoices) go back into the open documents file.

The Noninvoice Check Entry program is used to pay an invoice not in the open documents file, e.g., you are entering the invoice(s), expensing the invoice(s) and recording payment of the invoice(s) at the same time.

The EFT Approval (APE340) program is used to approve the electronic payments that have been submitted in the EFT Submission (APR320) program.

The EFT Submission (APR320) program, is used to submit documents that are to be paid by ACH and invoices that are to be paid by wire transfer for approval. Documents flagged to be paid on paper checks will be skipped.

Use the EFT Payment Batch Status program to indicate when an EFT Payment Batch has been accepted or rejected by the bank. All batches that have not yet been updated through the Payment Register display on this screen.

System-generated electronic payments and (printed), manual and noninvoice checks are not updated until the Payment Register has been run and updated. Checks can be reprinted and manual and noninvoice checks may be deleted or corrected until the time when the register is updated. If the register is incorrect, you can choose not to update. It is possible to reprint and update after corrections have been made. You can print multiple batches of checks before you print and update the Payment Register.

Electronic Payments Processing Overview

If a vendor accepts electronic payments, their invoices can be selected to be paid either electronically or by paper checks. The Payment Selection by Date and Individual Payment Selection programs default all of the vendor's invoices to be paid by a new default payment type. You can modify an invoice to be paid by check, EFT or wire in Individual Payment Selection.

The Payment Selection List program optionally print payments to be made electronically separate from payments to be made by check.

The EFT Submission (APR320) program allows you to process electronic payments. Invoices flagged for electronic payment are consolidated by vendor and submitted for approval. Vouchers are optionally printed for the electronic payments. The Check Print Control F/M contains a setting for printing electronic payment vouchers.

Electronic payments must be approved before they can be submitted to the bank for processing. This is analogous to someone signing the paper checks. The EFT Approval (APE340) programs allows you to approve or reject a vendor's payment that is submitted for electronic payment.

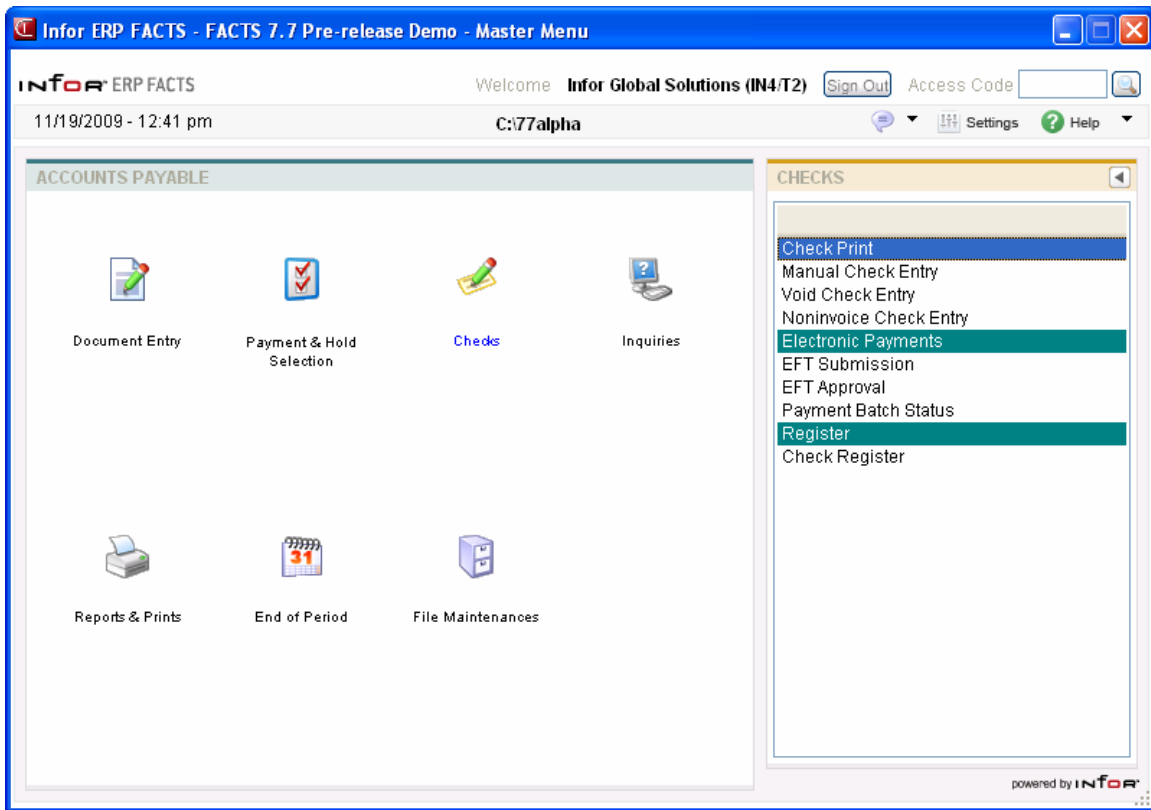
Rejecting a payment clears any indications that the invoices were submitted for payment and remove the invoices from the payment file. The invoices can be re-selected through Payment Selection by Date or Individual Payment Selection programs.

Once payments are approved, you can select to create a batch payment file for transmission to the bank with the approved payments in the EFT Approval (APE340) program. Finally, before the payments appear on the Payment Register, the user must confirm that the electronic payment batch was accepted by the bank using the Payment Batch Status (APE350) program. After approval, the Payment Register report will show what payments were made and the invoices that were paid. Additionally, the remittance advice can be printed or be emailed to the vendors letting them know that the payments have been sent.

If a payment batch file is rejected by the bank and processed through the Payment Batch Status (APE350), the payments will be returned to the EFT Approval screen where the payment batch could be recreated in a different format or rejected so they can be selected for a paper check.

If the bank accepts the file and then later rejects one of the payment transactions, you can access go to the Void Check Entry program and void the electronic check and update each invoice originally paid.

When you run the AP End-of-Period Update, the program checks to determine if there are any payment batches that have been transmitted to the bank but not yet accepted by the bank. If this is the case, the system displays a message and the update will not be able to be run. If there are submitted or approved payments that have not yet been created into a batch, those payments remain, and the end of period update proceeds.



Check Print (APP310)

Function

This program allows the user to prepare checks to be printed and then prints the checks on check forms. The program also allows the same checks to be reprinted, if, for example, the printer jams and a number of checks print off alignment. When checks are reprinted, the original check to be printed is automatically voided. The reprint check process may be used as often as needed until the Check Register update is run. Once a check is updated by the Check Register, the check may only be reprinted after the check has been voided. When the check print is performed, the system skips all invoices flagged to be paid electronically.

The program first prepares all the checks. When preparation is complete, the checks are printed. The preparation of the checks is based on the documents selected for payment in the Payment Selection subsystem. The Payment Selection List should be printed for review prior to printing checks. The Check Print prints the checks by first printing the stub of the check (comments, invoice number, date, etc.) and then the actual check. If the check is paying more invoices than can fit on one stub, the system automatically voids the first check and continues with the second stub. The checks are printed on the standard check forms based on the Bank F/M (Banking and Check System in System Management) and the Check Print Control F/M programs.

NOTE: Checks are created and printed. However, no updating occurs in the open documents file until the Check Register is printed and updated.

Plain Paper Vouchers

Plain paper vouchers print only for the checks that are currently being printed. A second check run without first posting already printed checks will not produce vouchers for checks from both check runs.

Uniform Archiving

The AP Check Print program can archive information to Uniform.

The check and the separate voucher are linked in Archive. The document type for both checks and separate vouchers is the same, Check, but the document ID differs by appending "-Vch" to the bank code and check number for the voucher.

When archiving to UnForm, the following Bank Code:{Bank code}, Check Date:{date YYYYMMDD}, and Sequencing sub-ids print at the conclusion of both the check print and the separate voucher print:


To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A at the selection prompt and press return.**

Access this program by choosing *Accounts Payable* → *Checks* → *Check Print*.



User Fields

The following fields are involved when printing a check:


1. Bank code

Enter a bank code for this check run. The entry must be a valid bank code. The bank code will display the bank name and the last check number printed. Press **Enter** (CR) to default to the first bank on file. Press **F2** or  to search.

2. Branch

Enter the branch to print checks. Press **Enter** (CR) to default to the branch assigned to the terminal. Press **F2** or  to search. Press  to default to ALL.

3. Check date

Enter the date to print on the check. The date must be within the current or next general ledger period and not before the current AP period. Press **Enter** (CR) or  to default to the system date.

4. Beginning check number

Enter the beginning check number to print. This must be determined by looking at the check forms in the printer. The first check is always skipped (unless you attach a forms leader to the top check).

5. Void checks

Indicate whether to void the checks displayed. This field is skipped if the first check to print is the next number after the last check printed. If the first check to print is **not** the next number after the last check printed, the system asks if you want to void the checks in between. If you select the checkbox, the system records all the checks as void. If you do not select the checkbox, the system will not void any unused checks. Press **Enter** (CR) to default to **selected**.

FACTS does not allow you to void a check that's in the Manual/Void Check File, the Check Reconciliation File, or the Non-Invoice Check File.

If you are reprinting checks,

6. Reprint checks


Indicate that you want to print checks by either selecting the check box. The default entry is **unselected**.

If you are printing a batch of checks for the first time,


7. Vendor alpha order

This program automatically prints checks in *check number order*. You must select Vendor alpha order to change this setting.

8. From

Enter the first check to reprint. You should read the check number from the previously printed check and field that number. This will be the first check to reprint. Press **Enter** (CR) or  to default to the FIRST check previously printed.

9. Thru

Enter the last check to reprint. Press **Enter** (CR) or  to default to the LAST check previously printed.

D1-FACTS 7.7 Development, Check Print (APP310) - Infor

Template Print Options Help

AP CP=09/2004 SEP
GL CP=09/2004 SEP

Bank **First National Bank** Last Check Printed 003220

Branch **Atlanta Branch**

Check Date **System Date**

Beginning Check

Void Checks

Reprint Checks From To




Vendor Alpha Order

Template _____ Printer _____

None WindX Laser



Enter bank for this check run, F2-Search

How to print checks

1. Access this program by choosing Account Payable-->Checks-->Check Print.
2. In the **Bank** field, enter a bank code for this check run. The entry must be a valid bank code. The bank code will display the bank name and the last check number printed. Press **Enter** (CR) to default to the first bank on file.
3. In the **Branch** field, enter the branch to use for the Document Entry & Adjustment Register. Press **Enter** (CR) to default to **ALL**. Select the  icon to process all branches for the register. Select the  to search for branches.
4. In the **Check date** field, enter the date to print on the check. The date must be within the current or next general ledger period and not before the current AP period. Press **Enter** (CR) or  to default to the system date.
5. In the **Beginning check** number field, enter the beginning check number to print. This must be determined by looking at the check forms in the printer. The first check is always skipped (unless you attach a forms leader to the top check).
6. Select the **Void checks** checkbox to indicate whether to void the checks displayed. This field is skipped if the first check to print is the next number after the last check printed. If the first check to print is **not** the next number after the last check printed, the system asks if you want to void the checks in between. If you select this option, the system records all the checks as void. If you do not select, the system will not void any unused checks. Press **Enter** (CR) to default to **selected**.



FACTS does not allow you to void a check that's in the Manual/Void Check File, the Check Reconciliation File, or the Non-Invoice Check File.

7. If you are reprinting checks, select **Reprint Checks** checkbox to reprint check. Then in the **From** field, enter the first check to reprint. You should read the check number from the previously printed check and field that number. This will be the first check to reprint. Press **Enter** (CR) or  to default to the FIRST check previously printed. In the **To** field, enter the last check to reprint. Press **Enter** (CR) or  to default to the LAST check previously printed.
8. If you are printing a batch of checks for the first time, select the **Vendor Alpha Order** checkbox to print the checks by vendor. Otherwise, this program automatically prints checks in *check number order*.
9. Select the **OK** to start the check run or the **Cancel** button to stop this process.

EFT Submission (APR320)

In this program, documents that are to be paid by ACH and invoices that are to be paid by wire transfer are submitted for approval. Documents flagged to be paid on paper checks will be skipped.

Vouchers will print for these electronic payments based on the Vouchers for Electronic Payments setting in Check Print Control F/M.

Documents to be paid electronically as ACH transactions will be grouped together by the vendor. If no account pre-notifications are approved, the payment will not be created and the invoices will remain selected in the payment file. The user will receive a message identifying the vendor. Otherwise, the payment will be assigned the next ACH number as the “check” number. The check type will be set to “A--ACH”.

Documents to be paid electronically as wire transfers will be grouped together by the vendor and assigned the next wire transfer number as their “check” number. The check type will be set to “W-Wire Transfers”.

The program assigns the vendor’s default routing and account number. For vendors with multiple accounts, alternate bank accounts can be selected in the EFT approval program.

The Consumer Payment setting defaults from the vendor EFT file but can be changed in the EFT Approval program.

Vouchers, in the same format as the plain paper vouchers, will optionally print for the electronic payments. All plain paper vouchers print a page number and a report total page, whether they are for electronic payments or for paper checks. The check/payment date, check/payment number and vendor information also print on the line. Plain paper vouchers print only for the EFT submissions that are currently being posted.

If the program is run when there are already submitted electronic payments on file for a specific vendor, FACTS submits a second payment for that vendor for the additional invoices. This process occurs whether the existing payments have been approved or are still submitted. If the user wishes all invoices to be combined into a single payment record, they can reject the first payment then reselect the invoices and submit all invoices at one time.



Use the following fields to submit electronic funds transfers:

1. Bank

Enter bank for this payment submission, Press F2 or  to search.

The system displays the name for the bank.

2. Branch

Enter the branch for the selected bank. The system displays the branch name. Press F2 or  to search. Press F3 or  to enter all branches for the selected bank. The system displays the branch name.

Press OK to submit the electronic fund transfers or Cancel to exit the program without any processing.

Processing notes:

Documents to be paid electronically as ACH transactions are grouped together by the vendor. If no account pre-notifications are approved, the payment is not created and the invoices remain selected in the payment file. The system displays a message identifying the vendor. Otherwise, the payment

is assigned the next ACH number as the “check” number. The check type is set to “A”.

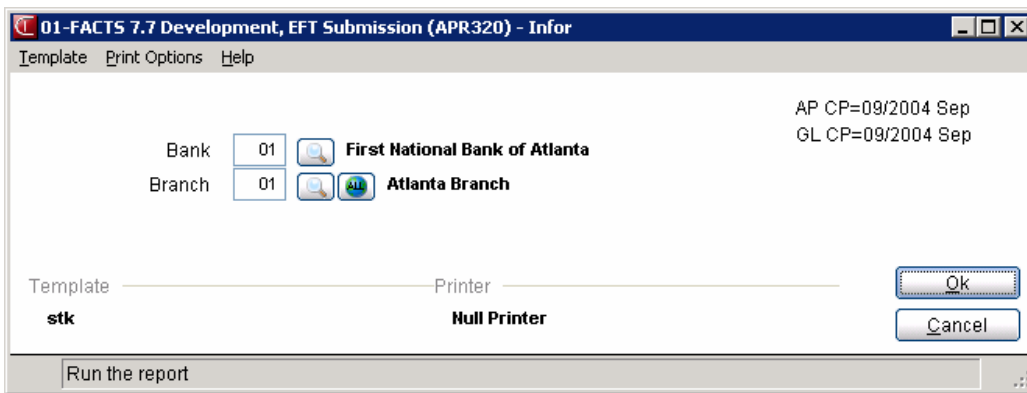
Documents to be paid electronically as wire transfers will be grouped together by the vendor and assigned the next wire transfer number as their “check” number. The check type will be set to “W”.

The vendor’s default routing and account number will be assigned. For vendors with multiple accounts, alternate bank accounts can be selected in the EFT approval program.




The consumer payment flag will default from the vendor EFT file but can be changed in the EFT Approval program.

Vouchers, in the same format as the current plain paper vouchers, will optionally print for the electronic payments. All plain paper vouchers will be changed to print a page number and a report total page, whether they are for electronic payments or for paper checks. The check/ payment date will be added to the line with check/ payment number and vendor information

If the program is run when there are already submitted electronic payments on file for a specific vendor, a second payment will be submitted for that vendor for the additional invoices. This will be the case whether the existing payments have been approved or are still submitted. If the user wishes all invoices to be combined into a single payment record, they can reject the first payment then reselect the invoices and submit all invoices at one time.



How to submit electronic funds transfer

1. Access this program by choosing Account Payable--> *Checks*-->EFT Submission.
2. In the Bank field, enter the bank number on which the electronic funds transfer was written. The entry must be a valid bank. Press Enter (CR) to default to the first bank on file. Press F2 or  to search.
3. In the Branch field, enter the branch number for the electronic funds transfer. Press F2 or  to search; press F3 or  for all banks.
4. Press OK to submit the electronic funds transfers or Cancel to remove the information and return to the Bank field.

Manual Check Entry (APE310)

Function

This program allows the user to enter handwritten checks into the Accounts Payable system and bypass the check print portion of processing. A manual check must be written to pay off documents in the open documents file, such as purchase orders, customer refunds, etc. A manual check used to pay off a document that is not in the open documents file is entered through the Noninvoice Check Entry; i.e., if an invoice comes in C.O.D. and never existed in the open documents file. The manual check number entered cannot be the same number found in the manual and void check file, check reconciliation file or regular check file. Manual checks may not be entered for vendors on hold.

Complete check information must be entered including the following: bank number, check number, vendor number, check date, check amount, each document (invoice) paid by the check and the payment and discount amounts.


The Manual Check Entry program consists of two sections. The upper portion of the screen is called the header portion where the vendor number, check date, etc. are entered. The lower portion is called the line-item portion where each invoice, amount, etc. is entered.

Manual check information appears on the next Check Register and all applicable files are updated during the optional Check Register update. No updating occurs in the open documents file during entry of a manual check.



User Fields

The following fields are involved in entering a manual check:


1. Bank

Enter the bank number on which the check was written. Press **Enter** (CR) to default to the first bank on file. Press **F2** or  to search.

2. Check Number

Enter the manual check number (1-999999). Press **Enter** (CR) or  to default to the next check number after the number displayed as last manual check. Press **F2** or  to list manual checks already entered but not yet updated by the Check Register. If a check is selected, the check details are displayed in the middle portion of the screen.

3. Vendor

Enter the vendor number for this check. The vendor number, name, address and balance are displayed. Press **F2** or  to search.

4. Date

Enter the date of the manual check. The date must be within the current or next GL period and not prior to the current AP period. Press **Enter** (CR) to default to the system date.

5. Check Amount

Enter the dollar amount of this check (.01-9999999.99). A message is displayed if the amount is greater than the vendor balance.

You can select from the following:

Apply Check to display all open documents for this vendor.

Delete Check to delete the all records of this manual check. If you answer **YES** to the *Are you sure you want to delete check?* prompt, the system clears the screen and returns to the check number field. The displayed field of last manual check number used is updated. However, the deleted check number may be used again.

Done to exit the program.


6. If you select **Apply Check** the system displays a dialog listing the documents to which the check can be applied. You can select:

Auto apply to allow the system to automatically pay open documents. It begins with the first displayed document and continues paying off documents until the check amount is distributed. If the check date is before or on the discount due date, any applicable discounts are taken. The payment amount and discount amount are displayed; the distributed amount is displayed in the header.

Pay to apply the entire check amount to the highlighted document line in the browser. (Note the check amount must be less than or equal to the Current Amount for the document. You can select **Unpay** to remove the Payment Amount applied to the highlighted document line in the browser.

-OR-

Complete 7-10.



7. You can select a document to which the check can be applied and press .

8. Invoice Payment Amount

Manually enter in the payment amount (i.e., allowing for partial payments).

9. Invoice Discount Amount

Enter the discount amount (i.e., allowing a discount to be taken after the discount due date) in the Invoice Discount Amount field.

10. Press  to save your changes. Press  to cancel the line entry. You must continue processing payments for the check until the Check Amount and the Distributed Amount are equal. **When you have distributed the manual check, press Done to exit the program.**

01-FACTS 7.7 Development, Manual Check Entry (APE310) - Infor

File View Options Help

AP CP=09/2004 SEP

Bank **First National Bank of Atlanta**

Check # Last Check Used _____





Vendor Balance 0.00 Regular 003220 Manual 000449

Date Check Amount Distributed .00

Document	Due	Curr Amt	Curr Disc	Disc Due	Payment Amt	Payment Disc	Status
----------	-----	----------	-----------	----------	-------------	--------------	--------

Enter vendor, F2-Search

How to enter manual checks

1. Access this program by choosing Accounts Payable-->Checks-->Manual Check Entry.
2. In the **Bank** field, enter the bank number on which the check was written. Press **Enter** (CR) to default to the first bank on file. Press **F2** or  to search.
3. In the **Check Number** field, enter the manual check number (1-999999). Press **Enter** (CR) or  to default to the next check number after the number displayed as last manual check. Press **F2** or  to list manual checks already entered but not yet updated by the Check Register. If a check is selected, the check details are displayed in the middle portion of the screen.
4. In the **Vendor** field, enter the vendor number for this check. The vendor number, name, address and balance are displayed. Press **F2** or  to search.
5. In the **Date** field, enter the date of the manual check. The date must be within the current or next GL period and not prior to the current AP period. Press **Enter** (CR) to default to the system date.
6. In the **Check Amount** field, enter the dollar amount of this check (.01-9999999.99). A message is displayed if the amount is greater than the vendor balance.



This concludes the header portion of the Manual Check Entry program. At this time, the system creates a header record; once the header is created, you can change all header fields — except the bank, check number and vendor fields.

7. You can select from the following:

Apply Check to display all open documents for this vendor.

Delete Check to delete the all records of this manual check. If you answer **YES** to the *Are you sure you want to delete check?* prompt, the system clears the screen and returns to the check number field. The displayed field of last manual check number used is updated. However, the deleted check number may be used again.

Done to exit the program.




8. If you select **Apply Check** the system displays a dialog listing the documents to which the check can be applied.

You can select:

Auto apply to allow the system to automatically pay open documents. It begins with the first displayed document and continues paying off documents until the check amount is distributed. If the check date is before or on the discount due date, any applicable discounts are taken. The payment amount and discount amount are displayed; the distributed amount is displayed in the header.

Pay to apply the entire check amount to the highlighted document line in the browser. (Note the check amount must be less than or equal to the Current Amount for the document. You can select **Unpay** to remove the Payment Amount applied to the highlighted document line in the browser.

-OR-

You can select a document to which the check can be applied and press . In the **Invoice Payment Amount** field, you can manually enter in the payment amount (i.e., allowing for partial payments) and enter the discount amount (i.e., allowing a discount to be taken after the discount due date) in the **Invoice Discount Amount** field. Press  to save your changes. Press  to cancel the line entry.

9. You must continue processing payments for the check until the **Check Amount** and the **Distributed Amount** are equal.
10. When you have distributed the manual check, press **Done** to exit the program.

Void Check Entry (APE320)

Function

Use this program to record as void any system or manual check previously updated by the Check Register. In order to void a check, it must be in the bank transaction file. The program displays the vendor number, check date, check amount and discount amount from the bank record.

If the check is not in the bank transaction file, FACTS displays a message indicating this and gives you the option to add the check anyway. After entering the number of the check to be voided, enter the number of each document originally paid by the check.

If there are one or more bank transactions with this check number from the AP module, you can select which check you want to use. If the check number did not come from the AP system, the check is already voided or the bank uses reconciliation and the check is cleared or reconciled, you cannot void that check number.


Void check information appears on the next Check Register. Each document previously paid by the void check goes back into the Open Documents file and the vendor's balance increases accordingly.

Access this program by choosing *Accounts Payable* → *Checks* → *Void Check Entry*.


User Fields

The following fields are involved in entering a void check:

1. Bank

Enter the bank number on which the check was written. The entry must be a valid bank. Press **Enter** (CR) to default to the first bank on file. Press **F2** or  to search.


2. Check number

Enter the number of the check to be voided. This check must be in the check reconciliation file. When you enter a valid check number, the system displays the vendor number and name, address, balance, check amount, discount amount and check date. Press **F2** or  to list any voided checks entered since the last Check Register. Once checks are listed, enter the beginning check to list if not already displayed, press **Enter** (CR) to continue listing documents or enter the line number of the check to display in detail.

3. Is this correct check to void?

Select **Yes** or **No** to indicate whether you wish to void the displayed check. Press **Enter** (CR) defaults to Yes.

4. Document number

Enter the invoice number of each document originally paid by this check. Entry of a document number still existing in the open documents file displays the document entry date, due date, discount due date, document amount, discount amount and new balance and the system returns to this field. Press **F3** or  to end entries.

If the document no longer exists in the Open Documents file (it has been removed by the Document Removal Register), and you need to add it to the file. Select **Yes** to indicate whether this document should be added to the file and complete fields 5-12.

If you are voiding a noninvoice check, you must enter a document number (that is not on file) so that the check can be correctly voided. Complete fields 5-12 to add the document number to the open documents file. The void for the noninvoice check can then be correctly processed through the system, including posting to General Ledger.

5. Document entry date

Enter the date the document was entered.

6. Document due date

Enter the due date of the document.

7. Document discount due date

Enter the due date of the document discount.

8. Void payment amount


Enter the amount paid to be voided by the check (+/- 9999999.99). (This will be the amount of the document when updated to the open documents file.)

9. Void discount amount

Enter the amount to be the allowable discount amount when the document is updated to the open documents file (+/- 9999999.99).

10. Branch


Enter a valid branch number. Press **Enter** (CR) to default to the branch assigned to the terminal.

Press **F2** or  to search. The AP Check Register uses this entry to post voided checks by branch.


11. Memo


Enter the document memo (up to 25 characters). This memo will appear in the comments column of the check stub when this invoice is paid off.


Once you've entered all the documents that need to be voided, the check amount must equal the distributed amount and the discounts must equal the distributed discount amount to end entries. Press

F3 or  to end the entry process.

12. You can perform the following functions:

Change a document - Information can be changed for documents added to the open documents file during Void Check Entry. In the browser in the lower portion of the screen highlight the document number to be changed and click  to edit the line item information. You can change fields #5-11.

Delete a document. In the browser in the lower portion of the screen highlight the document number to be changed and click  to delete. You must then respond with **YES** to the **Are you sure you want to delete?** prompt.

Add a document. Select the  to add an invoice to the voided check. Complete fields #5-11.

The distributed amount in the header is constantly updated as each line is entered. This

distributed amount must equal the original check amount and the distributed discount amount must equal the original discount amount to end the program. Press **Done** to clear the screen and return to the check number field.

01-FACTS 7.7 Development, Void Check Entry (APE320) - Infor

File Edit View Help

AP CP=09/2004 SEP

Bank Dallas Federal Bank

Check #

Vendor Balance 0.00

Date

Check Amount Discounts

Distributed Distributed

Document Entered Due Date Disc Due

Void Amount Void Disc Amt Branch





Memo


Document	Entered	Due	Disc Due	Void Pmt Amt	Void Disc Amt	Br	New Balance	Memo
----------	---------	-----	----------	--------------	---------------	----	-------------	------

Done


Enter vendor, F2-Search


How to enter a void check


1. In the Bank field, enter the bank number on which the check was written. The entry must be a valid bank. Press **Enter** (CR) to default to the first bank on file. Press **F2** or  to search.
2. In the Check number field, enter the number of the check to be voided. This check must be in the check reconciliation file. When you enter a valid check number, the system displays the vendor number and name, address, balance, check amount, discount amount and check date. Press **F2** or  to list any voided checks entered since the last Check Register. Once checks are listed, enter the beginning check to list if not already displayed, press **Enter** (CR) to continue listing documents or enter the line number of the check to display in detail. If a check is selected, the check is information displayed and displays the message: *Is this correct check to void?* Select **Yes** or **No** to indicate whether you wish to void the displayed check. Press **Enter** (CR) defaults to Y.
4. In the Document number, enter the invoice number of each document originally paid by this check. Entry of a document number still existing in the open documents file displays the document entry date, due date, discount due date, document amount, discount amount and new balance and the system returns to this field. Press **F3** or  to end entries.
 - If the document no longer exists in the Open Documents file (it has been removed by the Document Removal Register), and you need to add it to the file. Select **Yes** to indicate whether this document should be added to the file and complete fields 5-12.
 - If you are voiding a noninvoice check, you must enter a document number (that is not on file) so that the check can be correctly voided. Complete fields 5-12 to add the document number to the open documents file. The void for the noninvoice check can then be correctly processed through the system, including posting to General Ledger.
5. In the Document entry date field, enter the date the document was entered.
6. In the Document due date field, enter the due date of the document.
7. In the Document discount due date field, enter the due date of the document discount.
8. In the Void payment amount field, enter the amount paid to be voided by the check (+/- 9999999.99). (This will be the amount of the document when updated to the open documents file.)
9. In the Void discount amount field, enter the amount to be the allowable discount amount when the document is updated to the open documents file (+/- 9999999.99).
10. In the Branch field, enter a valid branch number. Press **Enter** (CR) to default to the branch assigned to the terminal. Press **F2** or  to search. The AP Check Register uses this entry to post voided checks by branch.
11. In the Memo field, enter the document memo (up to 25 characters). This memo will appear in the comments column of the check stub when this invoice is paid off.
12. Once you've entered all the documents that need to be voided, the check amount must equal the distributed amount and the discounts must equal the distributed discount amount to end entries.

Press **F3** or  to end the entry process.

13. You can perform the following functions:

Change a document - Information can be changed for documents added to the open documents file during Void Check Entry. In the browser in the lower portion of the screen highlight the document number to be changed and click  to edit the line item information. You can change fields #5-11.

Delete a document. In the browser in the lower portion of the screen highlight the document number to be changed and click  to delete. You must then respond with **YES** to the **Are you sure you want to delete?** prompt.

Add a document. Select the  to add an invoice to the voided check. Complete fields #5-11.

The distributed amount in the header is constantly updated as each line is entered. This distributed amount must equal the original check amount and the distributed discount amount must equal the original discount amount to end the program. Press **Done** to clear the screen and return to the check number field.

14. When you are finished, press **F3** or  to clear the screen and return to the check number field. Press **Done** to exit the program.

Noninvoice Check Entry (APE330)

Function

Use this program to enter handwritten checks, which pay off invoices that are not currently in the Open Documents file. This bypasses the Check Print portion of processing.

You can use this program to enter an invoice and pay it off in the same entry program, for instance an invoice comes in C.O.D. and someone in the accounting department has to write out a manual check.

☞ If a handwritten check pays an existing document in the Open Documents file, enter the check through the Manual Check Entry program.

The noninvoice manual check number entered cannot match any of the check numbers in the bank transaction file. You cannot enter Noninvoice checks for vendors on hold.

Complete check information must be entered including the following: bank number, check number, vendor number, check date and check amount. Complete document information must also be entered including document number, invoice date, amount paid, discount taken, the general ledger expense number(s) and memo.

The Noninvoice Check Entry screen consists of two sections. The upper portion of the screen is called header portion where the vendor number, check date, etc., are entered. The lower portion is called line-item portion where each invoice, amount, etc., is entered.


Noninvoice check information appears on the next Check Register and is updated during the optional Check Register update. A noninvoice check updated by the register will create a zero balance open document in the open documents file and a payment transaction in the transaction file.

Access this program by choosing *Accounts Payable* → *Checks* → *Noninvoice Check Entry*.



User Fields

The following fields are involved in entering noninvoice checks:


1. Bank

Enter the bank on which the check was written. The entry must be a valid bank. Press **Enter** (CR) defaults to the first bank on file. Press **F2** or  to search.

2. Check number

Enter the manual check number (1-999999). Press **Enter** (CR) or  to default to the next check number after the number displayed as the last manual check. Press **F2** or  to list noninvoice manual checks already entered but not yet updated by the Check Register. Once checks are listed, enter the beginning check to list if not already displayed, press **Enter** (CR) to continue listing documents or enter the line number of the check to display in detail.

3. Vendor

Enter the vendor number for this check. The vendor number, name, address and balance are displayed. Press **F2** or  to search.

4. Check date

Enter the date of the manual check. The date must be within the current or next general ledger period and not prior to the current AP period. Press Enter (CR) to default to the system date.

5. Check amount


Enter the dollar amount of this check (.01-9999999.99). The check amount must be less than or equal to the vendor balance.

This concludes the header portion of the Noninvoice Check Entry program. At this time, a header record is created and all header fields except #1-3 are accessible through the change header routine. Fields #1-3 can only be changed by deleting and re-entering the check. The line-item portion allows the entry of up to 999 line-items to complete the check.

Use the following fields to enter invoices in the line item section:

Line numbers are assigned automatically beginning with 001 and incrementing by one for each individual line-item up to 999. In the rare case where 999 line-items have been entered on a single check, the program refuses further entries.

6. Document

Enter the document (invoice) number (up to 10 characters). Press **F3** or  to end the entry process.

7. Invoice date

Enter the invoice date. Press **Enter (CR)** to default to the system date.


8. Amount paid

Enter the amount paid (+/-9999999.99). Press **Enter (CR)** to default to 0.

9. Discount taken

Enter the amount of the discount taken (+/- 9999999.99) not greater than the payment amount. Press **Enter (CR)** to default to 0.

10. General ledger number

Enter the general ledger number to expense. The entry must be a valid general ledger number. If the general ledger posting table assigned to this vendor has preset expense accounts, press **Enter (CR)** to default to the GL account number in the GL posting table and all numbers of the GL posting table may be displayed by pressing **F2** or  to search. This search displays all G/L #'s listed for the GL posting table assigned to this document along with the G/L #'s description. Select the line number of the GL account number to expense to.

If the document is to expense to more than one G/L #, each expense amount should be entered on separate lines using the same document number. For example, if entering a \$110 document (#12345 where \$100 is to post to 620-00 office expense and \$10 is to post to 640-00 - freight expense, enter as two lines:

:

<i>Ln # Memo</i>	<i>Document</i>	<i>Invoice Date</i>	<i>Amount Paid</i>	<i>Discount Taken</i>	<i>G/L #</i>
001	12345	06/15/89	100.00	.00	620-00


002 12345 06/15/89 10.00 .00 640-00


The system automatically creates one invoice expensing to two GL account numbers.

11. Memo

Enter the memo to appear on the Check Register (up to 30 characters). Press **Enter (CR)** to skip this entry. When the memo is complete, the field returns to the document number (field #6).

12. You can perform the following functions:






Change a document - Information can be changed for documents added to the open documents file during Void Check Entry. In the browser in the lower portion of the screen highlight the document number to be changed and click  to edit the line item information. You can change fields #7-11.

Delete a document. In the browser in the lower portion of the screen highlight the document number to be changed and click  to delete. You must then respond with **YES** to the **Are you sure you want to delete?** prompt.


Add a document. Select the  to add an invoice to the voided check. Complete fields #6-11.


Press **F3** or **Done** to end check entry and returns to the **Bank** field


How to enter noninvoice checks

1. Access this program by choosing *Accounts Payable-->Checks-->Noninvoice Check Entry*.
2. In the Bank field, enter the bank on which the check was written. The entry must be a valid bank. Press **Enter** (CR) to default to the first bank on file. Press **F2** or  to search.
3. In the Check number field, enter the manual check number (1-999999). Press **Enter** (CR) to default to the next check number after the number displayed as the last manual check. **F2** lists noninvoice manual checks already entered but not yet updated by the Check Register. Once checks are listed, enter the beginning check to list if not already displayed, press Enter (CR) to continue listing documents or enter the line number of the check to display in detail.
4. In the Vendor field, enter the vendor number for this check. The vendor number, name, address and balance are displayed. Press **F2** or  to search.
5. In the Check date field, enter the date of the manual check. The date must be within the current or next general ledger period and not prior to the current AP period. Press **Enter** (CR) to default to the system date.
6. In the Check amount field, enter the dollar amount of this check (.01-9999999.99).
7. This concludes the header portion of the Noninvoice Check Entry program. At this time, the system creates a header record and all header fields except #1-3 are accessible through the change header routine. Fields #1-3 can only be changed by deleting and re-entering the check.
8. To enter invoices complete the steps below.
9. In the Document field, enter the document (invoice) number (up to 10 characters). Press **F3** or  to end the entry process.
10. In the Invoice date field, enter the invoice date. Press Enter (CR) to default to the system date.
11. In the Amount paid field, enter the amount paid (+/-9999999.99). Press Enter (CR) to default to 0.
12. In the Discount taken field, enter the amount of the discount taken (+/- 9999999.99) not greater than the payment amount. Press Enter (CR) to default to 0.
13. In the General ledger number field, enter the general ledger number to expense. The entry must be a valid general ledger number. If the general ledger posting table assigned to this vendor has preset expense accounts, press Enter (CR) to default to the GL account number in the GL posting table. All numbers of the GL posting table may be displayed by pressing **F2** or  to search.-search.
14. In the Memo field, enter the memo to appear on the Check Register (up to 30 characters). Press Enter (CR) to skip the entry. When the memo is complete, the field returns to the document number field so you can enter another document line.
15. Press **F3** or  to end the entry process. You can perform the following functions:

Change a document - Information can be changed for documents added to the open documents file during Void Check Entry. In the browser in the lower portion of the screen highlight the

document number to be changed and click  to edit the line item information. You can change fields #5-11.

Delete a document. In the browser in the lower portion of the screen highlight the document number to be changed and click  to delete. You must then respond with **YES** to the **Are you sure you want to delete?** prompt.

Add a document. Select the  to add an invoice to the voided check. Complete fields #5-11.

F4 or **Done** Exits the program.

EFT Approval (APE340)

In this program an authorized user approves the electronic payments that have been submitted. Approving a payment means the user wishes to process the payment in the next batch to be sent to the bank (for ACHs) or is ready to manually create the wire transfer.

Payments can also be rejected, which means they will be removed from the approval screen and not paid. The invoices will be cleared from the payment file. Rejected payments will be recorded as rejected on the Check/Payment Register.

Multiple payments to the same vendor and bank account will be combined in the payment batch file. Optionally, based on the setting in Vendor EFT Entry, payments to different vendors that go to the same bank account will also be combined in the batch file.

The approval process provides control over EFTs similar to the act of signing a check. If desired, you could require one person to select the payments and a different person to approve them and generate the batch file that would be sent to the bank.

If the user who selects this menu option is not authorized to approve AP EFT transactions in User Code F/M, a message will be displayed and the program will return to the menu.

EFT Payment Processing Details


If payments are selected that are flagged as a consumer type, these will be written to a separate EFT payment batch file from the non-consumer type payments. This is because each EFT payment batch file is created in only one ACH entry class code format. The consumer payments will be built into a batch file with the PPD entry class code format. All other payments will be build into a separate payment batch file with the selected entry class code format.

All approved ACH payments to the same ACH entry class code will be in one EFT Payment Batch. Each approved wire transfer will be in a separate EFT Payment Batch. This way, each wire transfer “batch” can be accepted as it is manually created.

Multiple ACH payments for the same vendor to the same bank account in the same batch will combine into one payment record in the EFT Payment Batch file. Optionally, multiple ACH payments to different vendors with the same bank account in the same batch can also combine into one payment record in the EFT Payment Batch file. When this happens, the single payment will be assigned the next ACH combined payment number as the “check” number. This is what will be transmitted to the bank and show on the user’s bank statement. When the register prints, the combined payment information will print and then the individual checks that made up that payment will print.

Use the following fields to approve electronic funds transfers:

1. Bank

Enter the bank for payment approval. Press F2 or  to search. The bank must be setup to support electronic payments.

Note: If a password is required, you must supply it before the payments will display.

The line browser displays each electronic payment that has been submitted from the selected bank. Payments that have already been approved but not yet created into a batch are also displayed. The browser contains the following information:

- Payment number
- Date and user who approved the payment
- Vendor number
- Vendor Name/City/State
- Payment amount
- Discount amount
- Payment type
- Account number: If the payment type is ACH, then this is the last 4 digits of the account number. If the pre-note status is not approved, an asterisk will display after the account number.
- Consumer payment: If the payment type is ACH and the vendor is flagged to receive consumer payments in APVEFH, then “Yes” or “No” will display to indicate if this is to be treated as a consumer payment.

You can highlight lines in the browser and select from the following functions:

Approve - Approves the highlighted electronic payment. Note: This button is only available if the payment has not yet been approved and the account’s pre-note status is “A” for ACH payments.

Reject - Rejects all invoices for the highlighted payment.

Change Account - This button is only enabled for ACH payments to vendors with multiple bank accounts that have approved pre-notifications. Displays the Change Account (APE341) screen, showing all of the bank accounts with approved pre-notifications set up for this vendor.

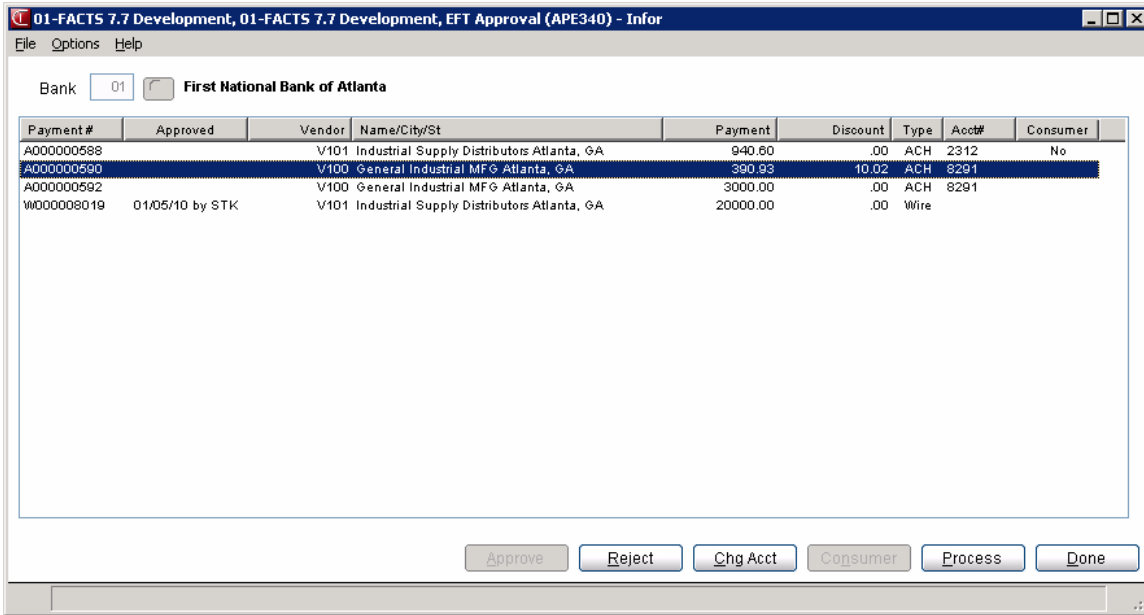
Cons Payment--Toggles the Consumer Payment. This changes the consumer payment flag between yes and no. This button is only be enabled for payments to a vendor who has been selected to receive consumer payments in Vendor EFT Entry.

Process - If you select **Process**, FACTS checks for payments that have been approved for the specified bank, completes the following for those payments:

- Verifies that the pre-notification status on the selected account is “A” for all approved ACH payments. If any fail, the system displays a message and returns you to the EFT Approval screen, so you can resolve the payment by either changing the account or holding the payment.
- After the FACTS verifies the pre-notification status on the selected account is “A”, you can enter the payment date, which must be in the current or next GL period and the ACH entry class code. The ACH Entry Class will default from Bank F/M but can be changed by the user.

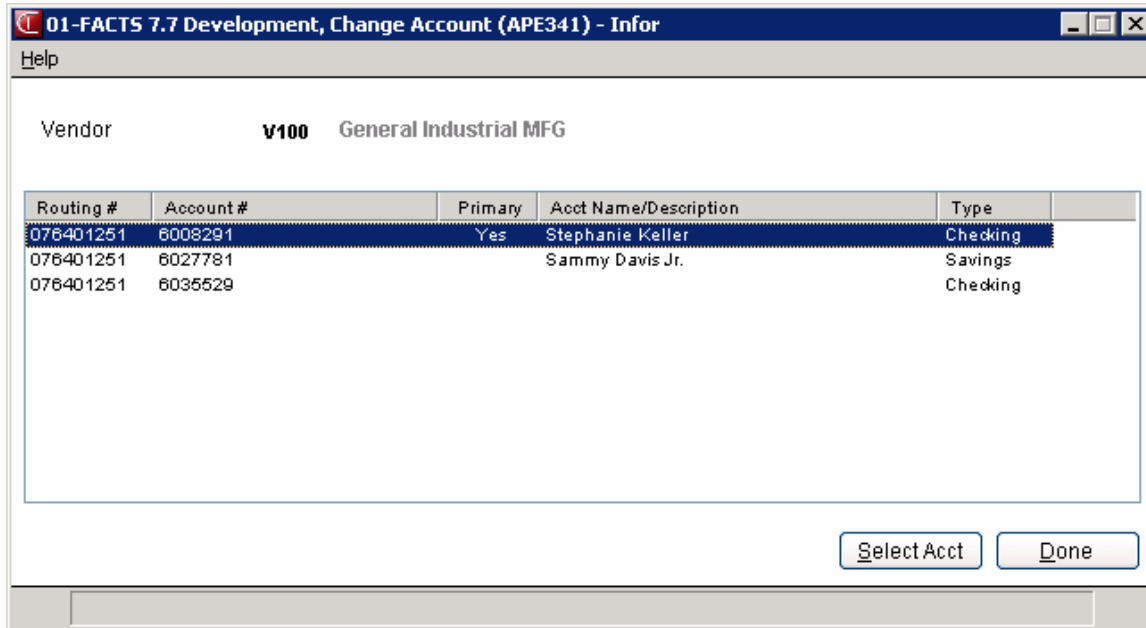
- For ACH type payments, this creates the EFT Payment Batch file. The EFT Payment Batch file is the NACHA standard file that will be sent to the bank. The file naming convention defaults to company-bank-batch-date-time with the extension being the ACH entry class code, example 01-01-000001-YYYYMMDD-HHMM.CCD. The file name can be changed by the user. The file will be created in the directory indicated in Bank F/M. For wire transfer type payments, no EFT Payment Batch file will be created. If only wire transfer payments are included in this run, the ACH Entry Class and Batch File Name fields will be excluded.

Done— Exits the program.



Change Account (APE341)

The Change Account (APE341) screen shows all of the bank accounts with approved pre-notifications set up for this vendor. Highlight the appropriate accounts in the browser and press the **Select Acct** button to select the one to use. Press **Done** to exit the screen when you have selected the desired accounts.



How to approve electronic funds transfers

1. Access this program by choosing *Accounts Payable-->Checks-->EFT Approval*

Payment #	Vendor	Payment	Discount	Type	Acct#	Multiple	Consumer Pmt	Approved
A000006180	V100	555.00	.00	ACH	8281	Yes		
W000054023	V102	269.34	.00	Wire			No	10/08/2008 by STK
W000054024	V100	50000.00	.00	Wire		Yes		

2. In the Bank field, Enter the bank for payment approval. Press F2 or to search. The bank must be setup to support electronic payments.

Note: If a password is required, you must supply it before the payments will display.

3. The line browser displays each electronic payment that has been submitted from the selected bank. Payments that have already been approved but not yet created into a batch are also displayed. The browser contains the following information:

- Payment number
- Vendor number
- Payment amount
- Discount amount
- Payment type
- Account number: If the payment type is ACH, then this is the last 4 digits of the account number. If the pre-note status is not approved, an asterisk will display after the account number.
- Multiple accounts: If the vendor has multiple accounts set up in APVEFL, then “Yes” will display
- Consumer payment: If the payment type is ACH and the vendor is flagged to receive consumer payments in APVEFH, then “Yes” or “No” will display to indicate if this is to be treated as a consumer payment.
- Date and user who approved the payment.

4. You can highlight lines in the browser and select from the following functions:

Approve – Approves the highlighted electronic payment. Note: This button is only available if

the payment has not yet been approved and the account's pre-note status is "A" for ACH payments.

Hold - Resets the highlighted payment. This button will only be available if the payment has already been approved.

Reject - Rejects all invoices for the highlighted payment.

Change Account - This button is only enabled for ACH payments to vendors with multiple bank accounts that have approved pre-notifications. Displays the Change Account (APE341) screen, showing all of the bank accounts with approved pre-notifications set up for this vendor.

Cons Payment--Toggles the Consumer Payment. This changes the consumer payment flag between yes and no. This button is only be enabled for payments to a vendor who has been selected to receive consumer payments in Vendor EFT Entry.

Process - Once payments for the bank have been approved, the Process button is enabled and selecting it will do the following:

- Verifies that the pre-notification status on the selected account is "A" for all approved ACH payments. If any fail, the system displays a message and returns you to the EFT Approval screen, so you can resolve the payment by either changing the account or holding the payment.
- After the FACTS verifies the pre-notification status on the selected account is "A", you can enter the payment date, which must be in the current or next GL period and the ACH entry class code. The ACH Entry Class will default from Bank F/M but can be changed by the user.
- For ACH type payments, this creates the EFT Payment Batch file. The EFT Payment Batch file is the NACHA standard file that will be sent to the bank. The file naming convention defaults to company-bank-batch-date-time with the extension being the ACH entry class code, example 01-01-000001-YYYYMMDD-HHMM.CCD. The file name can be changed by the user. The file will be created in the directory indicated in Bank F/M. For wire transfer type payments, no EFT Payment Batch file will be created. If only wire transfer payments are included in this run, the ACH Entry Class and Batch File Name fields will be excluded.

Done - Exits the program.

Payment Batch Status (APE350)

Use the EFT Payment Batch Status program to indicate when an EFT Payment Batch has been accepted or rejected by the bank. All batches that have not yet been updated through the Payment Register display on this screen. Note that there may not be a user running the Payment Register when another user enters the EFT Payment Batch Status program.

Use the following to accept or reject EFT Payment Batches:

In the browser in the lower portion of the screen, FACTS displays the following information:

- Bank
- Batch
- Type - ACH or wire transfer
- Status - created, accepted, rejected
- Comment for Rejected batches

You can select from the following for any batch whose current status is created or accepted:

Accept - sets the batch status to accepted and displays a message indicating that remittances will be sent to the vendors. You can select Yes to set the remittance date and send or print remittances, based on vendor preference. Remittances contain the same information that is on the check voucher: EFT number, FACTS vendor number and name, invoice date, number, amount, discount, paid and comments. Select Cancel to return to the browser without accepting the batch or sending remittances.

Reject - sets the batch status to rejected and displays a message indicating that the payments in the batch will go back into the EFT Approval program with the status reset to Submitted. You can enter a comment indicating why the batch was rejected by the bank. Select Yes to send the payments back to the EFT Approval program and reset the status of each to submitted, and the batch status to rejected. Select Cancel to return to the browser without rejecting the batch.

Payment Register (APR310)

Function

This program allows the user to obtain a report of all regular, manual, non-invoice and void check information since the last Check Register was updated. The optional update following the register updates all necessary files. As the register updates, FACTS writes each check or electronic payment record and the detail of invoices being paid to the check history files.

This register is an audit trail of all check disbursements or voids and should be printed, checked and updated each time regular checks are printed. It may also be printed after field of manual, noninvoice or void checks. If the register is not printed directly after field of manual, noninvoice or void checks, the information appears on the next register with regular checks.

Information for the register comes from four programs - Check Print, Manual Check Entry, Noninvoice Check Entry and Void Check Entry. Plain paper vouchers print only for the checks or EFT submissions that are currently being printed. A second check run without first posting already printed checks will not produce vouchers for checks from both check runs.

The user has the option to:

- Print a listing of all checks.
- Select check types (regular and/or manual and void).
- Build and print a general ledger distribution, if needed.
- Post to general ledger, if a general ledger distribution is built.
- Update the open documents file and vendor balance.
- Update the monthly disbursement distribution and check files
- Update the company accounts payable balance, clear the check files, and the appropriate control records.

Register information includes the following: check number, check date, check amount, vendor number and name. Information about each document paid by the check includes document number, entry date, due date, payment amount, discount taken and memo.

Totals are printed for regular checks, manual and void checks and register. The register recap prints the beginning AP balance, payments, discounts and ending AP balance. The total number of regular, manual and void checks listed is also included. Depending on a flag set in the AP static control record, the user may obtain a general ledger distribution.

Uniform Archiving

The AP Payment Register can archive information to Uniform. The program prints 2 documents: the Register and the GL Distribution. These two documents are linked in Uniform Archive. It is possible for the user to print a register and not print an associated GL Distribution.

On the register, the system prints the following in the print stream to indicate that a GL distribution should be expected: GL Distribution=true. If a GL Distribution should not be expected, we will print: GL Distribution=false

The Uniform document type CheckReg for both documents, but the document ID differs by appending "-GL" to the register number for the GL Distribution. Only the last copy of a specific register # is kept on file.

When a register is reprinted, and it is overwriting an existing archive of that same register #, the system updates the title of the associated GL Distribution to indicate that it is no longer valid.

The Bank Code prints on the first page of the register. Combining it with the check number, gives a link to Document Code APCK.

EFT Payment Batches

Note that EFT Payment Batches must be accepted by the bank before they will run through the register program. There may not be any users in EFT Payment Batch Status program when another user tries to run the Payment Register.


When the user selects OK to run the register, the program checks to determine if there are any electronic payment batches that have been created but not yet accepted by the selected bank and displays an entry window detailing these batches. The browser information includes, the Batch, Type, Date batch was created, Time batch was created, User who created batch, and the Batch Amount. You can select Proceed to continue without updating these open batches or Cancel to cancel the register run and return to the menu.

The electronic payments print in a separate section on the AP Payment Register report and are grouped by batch. For each EFT payment batch, the batch status information prints first. This shows the user and date for when the batch was created and accepted. Then the payments and invoice information prints. If a payment was combined with others in the payment batch file, the combined payment number will also print. Payment numbers that were rejected in EFT Approval also print in this section. Rejected batches also print the batch status information, showing the user and date for when the batch was created and rejected. At the end of the section, there is a total of all electronic payments.



User Fields

The following fields are involved in printing the Check Register:

1. Date

Enter the check register date. The date entered must be in the current or the next GL period and not prior to the current AP period. Press **Enter** (CR) or  to default to the system date.

2. Bank

Enter the bank for which checks are to print. The entry must be a valid bank. Press **Enter** (CR) to default to the first bank on file. Press **F2** or  to search. Press  to print for all banks.

3. Regular checks

Choose whether or not you want to print information regarding regular checks (checks generated through the Check Print program). The program defaults to unselected if there are no regular checks to print. However if the program cannot find manual and void checks to print, it defaults to selected.

4. Manual and void checks

Choose whether or not you want to print information regarding manual and void checks. Press **Enter** (CR) to default to unselected if there are no manual or void checks to print. However, if there are no regular checks to print, it defaults to selected.

The Check Register prints by reading through the regular check file and the manual and void check file. Information about each check prints as the general ledger distribution file is built.

For users printing the GL distribution, the following field is displayed:

5a. Check register. OK to print GL distribution?

After printing the Check Register, **verify the printout**. If there is a correction to be made, select **Cancel** to exit the program. After the correction is made, run the register again. If everything is correct, select **OK** to continue. The program then prints the GL distribution. Once the GL distribution prints, this message appears.

Check GL distribution. OK to update?

After printing the GL distribution, **verify the printout**. If everything is correct, select **OK** to continue. The program proceeds with the update. If there is a correction to be made, select **Cancel** to exit the program. After the correction is made, the entire register process begins again.

- **For users not printing the GL distribution, the following field is displayed:**

5b. Check register. OK to update?

After printing the Check Register, **verify the printout**. If there is a correction to be made, select **Cancel** to exit the program. After the correction is made, run the register again. If everything is correct, select **OK** to continue so the program can proceed with the update.

01-FACTS 7.7 Development, Check Register (APR310) - Infor

Template Print Options Help

Date System Date AP CP=09/2004 SEP
GL CP=09/2004 SEP

Bank First National Bank of Atlanta


Regular Checks

Manual and Void Checks

Template _____ Printer _____
None WindX Laser



Enter check register date, F1-System Date

How to run the Payment Register

1. Access this program by choosing Account Payable--> *Checks-->Payment Register*.
2. In the **Date** field, enter the check register date. The date entered must be in the current or the next GL period and not prior to the current AP period. Press **Enter** (CR) defaults to the system date. Select the  icon to field the system date.



The current AP and GL Periods appear in the upper left corner of the screen.

3. In the **Bank** field, enter the bank for which checks are to print. The entry must be a valid bank. Press  to print for all banks. Press **Enter** (CR) defaults to the first bank on file. Select the  to search for banks.
4. Select the **Regular Checks** checkbox to indicate whether or not you want to print information regarding regular checks (checks generated through the Check Print program). The program defaults to unselected if there are no regular checks to print. However if the program cannot find manual and void checks to print, it defaults to selected.
5. Select the Manual and Void checks checkboxes to indicate whether or not you want to print information regarding manual and void checks. Press Enter (CR) to default to unselected if there are no manual or void checks to print. However, if there are no regular checks to print, it defaults to selected.



The Check Register prints by reading through the regular check file and the manual and void check file. Information about each check prints as the general ledger distribution file is built.

6. If you have FACTS set to print GL distribution, the system displays the following message:
Check Register. OK to Print GL Distribution?
7. After printing the Check Register, verify the printout. If you need to correct the register data, select **Cancel** to exit the program. After you make the correction, you can rerun the Check Register. If everything is correct, select **OK** to continue. The program then prints the GL distribution.

Once the GL distribution is printed, the program displays the message: *Check GL Distribution. OK to Update?*

After printing the distribution, verify the printout. If everything is correct, select **OK** to continue. The program proceeds with the update. If you need to make a correction, select **Cancel** to exit the program. After you correct the information the correction is made, re-run the entire register process – meaning run the register first, then print the GL distribution, followed by the optional update.

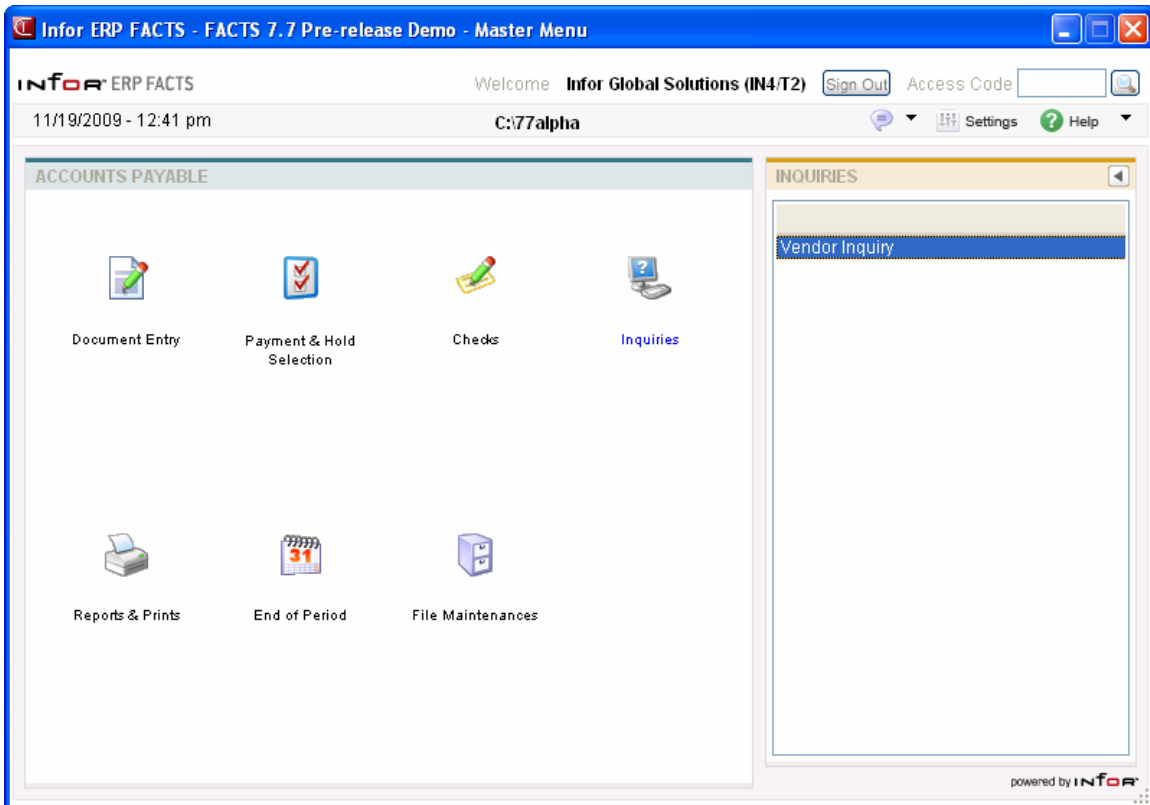
OR

If you are not printing the GL distribution, the program displays the message: *Check Register. OK to Update?*

After printing the Check Register, verify the printout. If you need to make a correction, select **Cancel** to exit the program. After you make corrections, rerun the register. If everything is correct, select **OK** to continue.

Inquiries

The Accounts Payable inquiry allows the user to display information on vendors on the screen without affecting any data in any files and without locking any files. The Vendor Inquiry displays various information for vendors. The information included is general, code, and activity, open/detail documents, paid documents, vendor notes, payment history, and ledgercard information. (Notes are entered through this program.)




Vendor Inquiry (API610)

Function



Program Details

When you first access Vendor Inquiry, the upper portion of the screen contains a **Go to** field, which is used to locate specific vendors. The **Go to** field is case sensitive. This means that if you enter v100 to lookup a vendor number when someone entered it as V100, the customer record you are looking for will not appear in the browser.

You can select the  (filters) icon if you want to limit the number of records that appear in the inquiry browser. Choose Option → Filter Values.

Sync Feature

Sync is a method of connecting the entry programs with information displayed in customer, item and vendor inquiries. It is a helpful feature because it enables you to get real-time information such as customer balances, vendor balances and warehouse quantities, while you are working in entry programs.

You can select the  icon to change or update the information displayed in this inquiry. When you use the Sync feature, the icon display changes to . Use this display to note whether your inquiry is in Sync mode.

Inquiries are synchronized on a per user basis. In other words, if you are signed on to FACTS in one window with one name and signed on in another window with another name, it will appear as if the Sync function is not working.

Processing

The Activity view displays by default. From the Windows menu, you can select other windows of information to open.

The Vendor Inquiry program you can access seven views of information in the lower portion of the screen. The available views are:

- Activity, which is used to display vendor activity information including month-to-date, year-to-date and prior year figures for invoices, payments, discounts taken and allowable discount. Also included are the account opening date, last invoice date, last payment date, highest balance date, highest balance amount and 1099 balance.
- Check History, which is used to view check history for the selected vendor. Information displayed on this view includes: Check #, Bank, Check date, Check type, Check amount, and Register #. The view can be sorted by: descending check number, ascending check number, descending check date, and ascending check date. Select the **Line Detail** button to view the details of an AP transaction that was paid by this check. On the Line Detail screen the browser displays columns for: Document #, Status, Original amount, Document date, Current amount, Transaction date, Payment amount, Discount amount, Memo, PO #, and Branch. The **Doc Detail** button displays information that varies by document status: If the status of the transaction is open, the system displays the same window as the line detail of the Open Docs view. If the status of the transaction is past, the system displays the same window as the line detail of the Paid Docs view. If the status of the transaction is deleted, the doc detail button will be disabled.

- Code information, which is used to display code information including vendor class, terms code, freight code and general ledger posting table.
- Contacts, which is used to display phone numbers, contacts, email addresses, customer company website, and any message entered about the customer (on the Customer F/M Invoicing screen).
- General information, which is used to display general information including phone number(s), contact(s), message, vendor status, our customer number, our tax exempt number, normal document group, 1099 ID, ship-from, store past PO's flag and use ledgercards flag.
- Open/detail documents, which is used to display open documents, from oldest to newest, for the selected vendor.
- Paid documents, which is used to display, for the vendor selected, paid documents that have been removed from the open documents file by the Document Removal Register.
- Payment history, which is used to display the total of all payments made to the vendor for the next period, current period and the 26-prior periods.
- Ledgercards, which is used to display all ledgercard information for the selected vendor.
- Notes, which is used to view notes for the specified vendor.
- User-Defined, which is to display any user defined fields entered on the User Defined tab of Vendor F/M (APF910).
 - ➔ For more information about inquiry features, such as Sync, filters and preferences, see [Using FACTS](#).

To view vendor information:

1. Enter the vendor for which you want to view information.

Select whether to sort vendor records by vendor number, alpha lookup or contact. Select a sort order by choosing *Sort by* from the menu bar.

Choose *Options* → *Filter Values* to select **filters** if you want to limit the number of records in the inquiry browser.

Use the vertical scroll bar, up and down arrow keys or the Page Up and Page Down keys through the list of displayed vendors.

2. Select a view.

Choose a view from the *View* menu option or select a view from the **view bar**.

View descriptions

General	Displays general information including phone number(s), contact(s), message, vendor status, our customer number, our tax exempt number, normal document group, 1099 ID, ship-from, store past PO's flag and use ledgercards flag.
Codes	Displays code information including vendor class, terms code, freight code and general ledger posting

	table.
Activity	Displays vendor activity information including month-to-date, year-to-date and prior year figures for invoices, payments, discounts taken and allowable discount. The account opening date, last invoice date, last payment date, highest balance date, highest balance amount and 1099 balance are also included.
Check History	Displays check history for the selected vendor. Information displayed on this view includes: Check #, Bank, Check date, Check type, Check amount, and Register #. The view can be sorted by: descending check number, ascending check number, descending check date, and ascending check date. Select the Line Detail button to view the details of an AP transaction that was paid by this check. On the Line Detail screen the browser displays columns for: Document #, Status, Original amount, Document date, Current amount, Transaction date, Payment amount, Discount amount, Memo, PO #, and Branch. The Doc Detail button displays information that varies by document status: If the status of the transaction is open, the system displays the same window as the line detail of the Open Docs view. If the status of the transaction is past, the system displays the same window as the line detail of the Paid Docs view. If the status of the transaction is deleted, the doc detail button will be disabled.
Open Documents	Displays open documents, from oldest to newest, for the selected vendor. Summary information includes document number, document type (Invoice , Noninvoice), purchase order number, register number, entry period, date entered, date due, original amount and current amount. Getting more information on an open document: In the view area, select the line and choose the Line Detail button or double click the icon at the beginning of that line. Detail information displays summary plus the memo, original and current discount amounts and any transactions against the open documents. Transaction information includes sequence number, transaction date, entry period, register number, payment and discount amounts and memo. The Line Detail screen from the Open docs and Paid Doc History and Check History views of Vendor Inquiry contain the GL Posting button, which is enabled when the transaction highlighted in the browser is one that allows for drill back from the source document to the GL posting that was created

by the register. If the GL posting records can be found, then the inquiry will display defaulting to showing transactions for this document only.

Paid Documents

Displays, for the vendor selected, paid documents that have been removed from the open documents file by the Document Removal Register. Information includes document number, original amount and discount, entry period and register number, document removal register number, last check number and purchase order number.

Getting more information on a paid document:

In the view area, select the line and choose the **Line Detail** button or double click the icon at the beginning of that line.

Detailed transaction information includes sequence number, transaction date and period, register number, payment amount, discount amount and a memo. Memo information displays check type (**Manual, Regular**) and check number.

The Line Detail screen from the Open docs and Paid Doc History and Check History views of Vendor Inquiry contain the **GL Posting** button, which is enabled when the transaction highlighted in the browser is one that allows for drill back from the source document to the GL posting that was created by the register. If the GL posting records can be found, then the inquiry will display defaulting to showing transactions for this document only.

Payment History

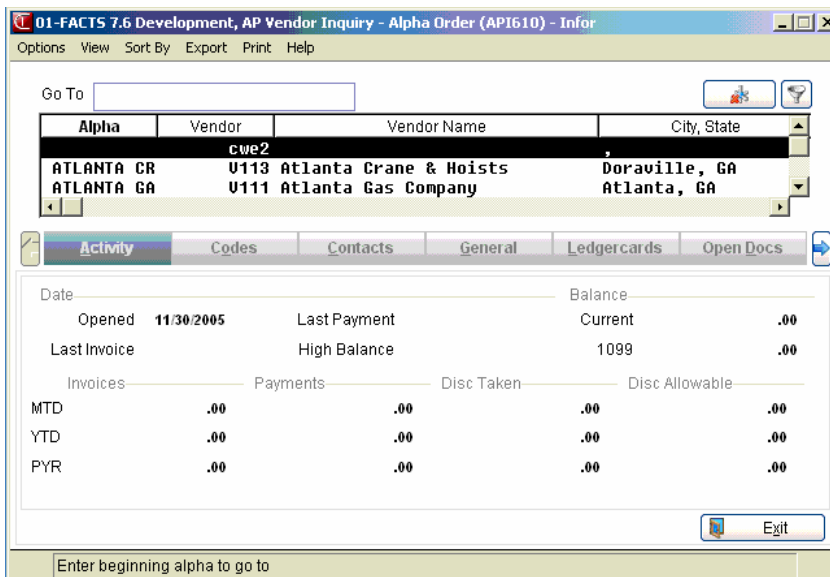
Displays the total of all payments made to the vendor for the next period, current period and the 26-prior periods.

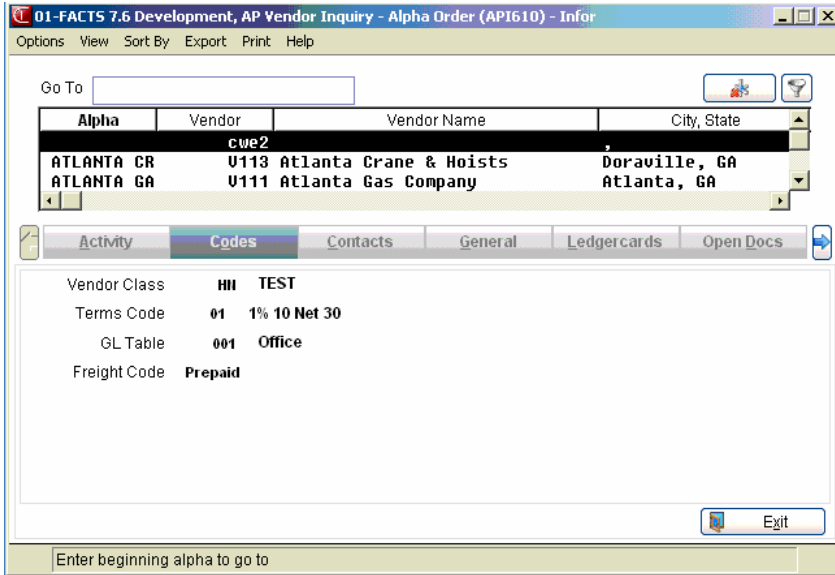
Ledgercards	<p>Displays all ledgercard information for the selected vendor.</p> <p>The inquiry lists ledgercards from newest to oldest by default. To view oldest to newest:</p> <p>Click on the Date column header. (You can also click on any other column header to resort ledgercards.)</p> <p>In either order, select the beginning date to view. Information includes date, debit amount, credit amount, balance, transaction register name, document and register number.</p> <p>Select the View Doc button at the bottom of the screen to display additional document detail information.</p> <p>The system checks to see if detail info exists for currently highlighted ledgercard line for its transaction type. For AP ledgercards there are 4 transaction types: B - Begin Balance, E - Doc Entry Register, C - Check Register, and V - Vendor Balance. Only ledgercards of type E will result in a drill down to. Doc Entry Register type documents display additional either the Open Docs line detail window (API614) or the Paid Docs line detail window (API615).</p>
Notes	<p>Displays notes for the specified vendor. In the browser in the lower portion of the screen the system displays the date the note was created, note category, urgent note indicator, and subject. You can double click a note line in the browser to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited.</p> <p>You can access the Notes Entry (SME710) program from the Options→1 Vendor Note Entry to enter or modify notes for the specified vendor.</p>
User-Defined	<p>The data that appears on the User-Defined view of Vendor Inquiry comes from the User-Defined view of Vendor F/M (APF910). Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined view displays user-defined fields entered the major file maintenances and makes them available in FACTS Inquiry</p>

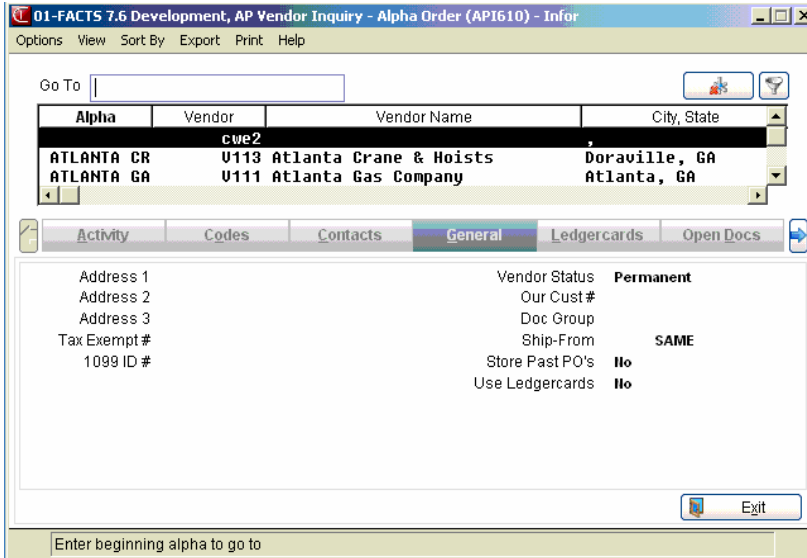
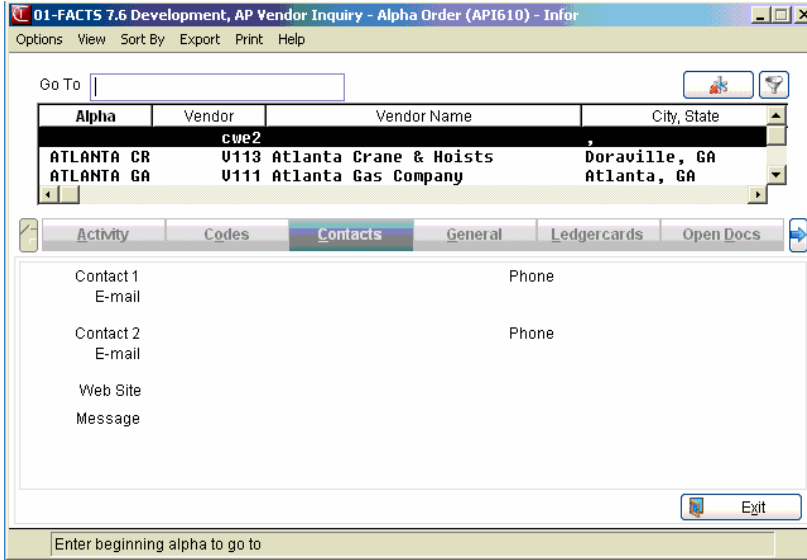
programs for information only. There are 5 user-defined fields that can be entered on the User-Defined screen of Vendor F/M (APF910). There user-defined field must first be configured by a user that has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).

RM Contacts Displays contact information from the optional Relationship Management module if it has been purchased for your FACTS system.

RM Profile Displays profile information from the optional Relationship Management module if it has been purchased for your FACTS system







01-FACTS 7.6 Development, AP Vendor Inquiry - Alpha Order (API610) - Infor

Options View Sort By Export Print Help

Go To

Alpha	Vendor	Vendor Name	City, State
	cwe2		
ATLANTA CR	U113	Atlanta Crane & Hoists	Doraville, GA
ATLANTA GA	U111	Atlanta Gas Company	Atlanta, GA

Activity Codes Contacts General **Ledgercards** Open Docs

Date	Debit	Credit	Balance	Transaction	Doc #	F
07/10/2003	287.88		.00	Check Register	4512789631	
07/10/2003	259.93		287.88	Check Register	321981	

Start From Newest to Oldest

View Doc Exit

01-FACTS 7.6 Development, AP Vendor Inquiry - Alpha Order (API610) - Infor

Options View Sort By Export Print Help

Go To

Alpha	Vendor	Vendor Name	City, State
	cwe2		
ATLANTA CR	U113	Atlanta Crane & Hoists	Doraville, GA
ATLANTA GA	U111	Atlanta Gas Company	Atlanta, GA

Open Docs Paid Docs Payment Hist Notes RM Contacts Z-User Def

Document #	T	PO #	Entry Date	Due Date	Orig Amt	Current Amt	Reg#	P
321981	I	000065	09/28/2004	10/08/2004	259.93	.00	1512	20
4512789631	I	656321	09/14/2004	09/24/2004	287.88	.00	1508	20

Start From Document

Line Detail Exit

Enter beginning alpha to go to

01-FACTS 7.6 Development, AP Vendor Inquiry - Alpha Order (API610) - Infor

Options View Sort By Export Print Help

Go To

Alpha	Vendor	Vendor Name	City, State
	cwe2		
ATLANTA CR	U113	Atlanta Crane & Hoists	Doraville, GA
ATLANTA GA	U111	Atlanta Gas Company	Atlanta, GA

Open Docs Paid Docs Payment Hist Notes RM Contacts Z-User Def

Due Date	Doc #	Original Amt	Original Disc	Entry Per	Entry Reg#	Rmvl
09/24/2004	4253698752	768.02	.00	2004/09 1508		0059
09/17/2004	3161986198	222.22	.00	2004/09 1505		0059
09/17/2004	3519819819	112.80	.00	2004/09 1505		0059
08/21/2004	6262734852	210.28	.00	2004/08 1499		0059
08/21/2004	7236823582	438.56	.00	2004/08 1499		0058
08/20/2004	435734572	438.56	.00	2004/08 1501		0058
08/20/2004	2624572457	225.55	.00	2004/08 1501		0059

Start From Desoending Due Date

Line Detail Exit

Enter beginning alpha to go to

01-FACTS 7.6 Development, AP Vendor Inquiry - Alpha Order (API610) - Infor

Options View Sort By Export Print Help

Go To

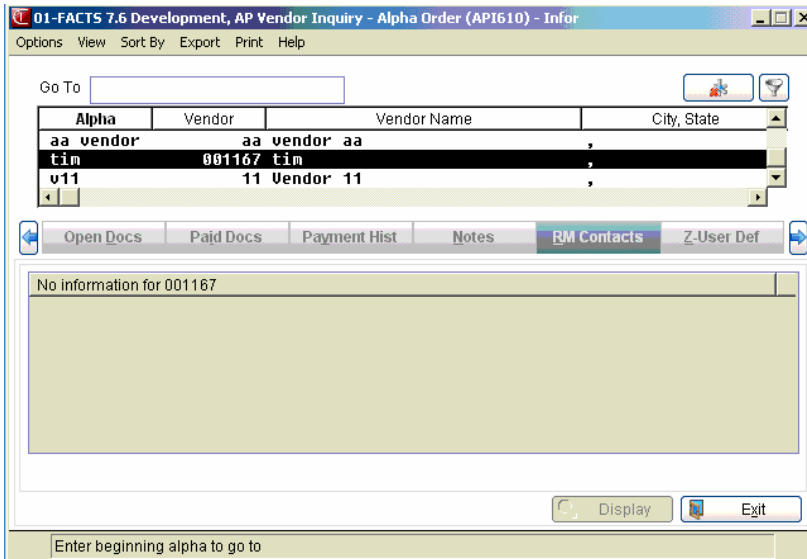
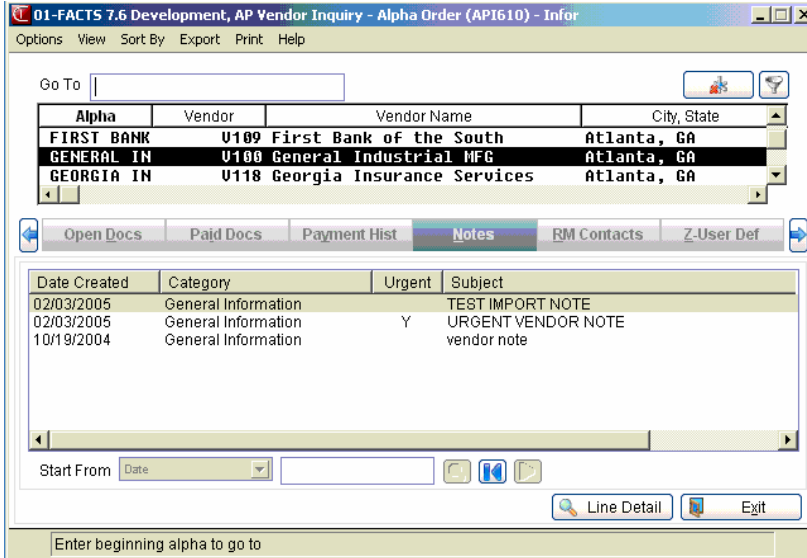
Alpha	Vendor	Vendor Name	City, State
	cwe2		
ATLANTA CR	U113	Atlanta Crane & Hoists	Doraville, GA
ATLANTA GA	U111	Atlanta Gas Company	Atlanta, GA

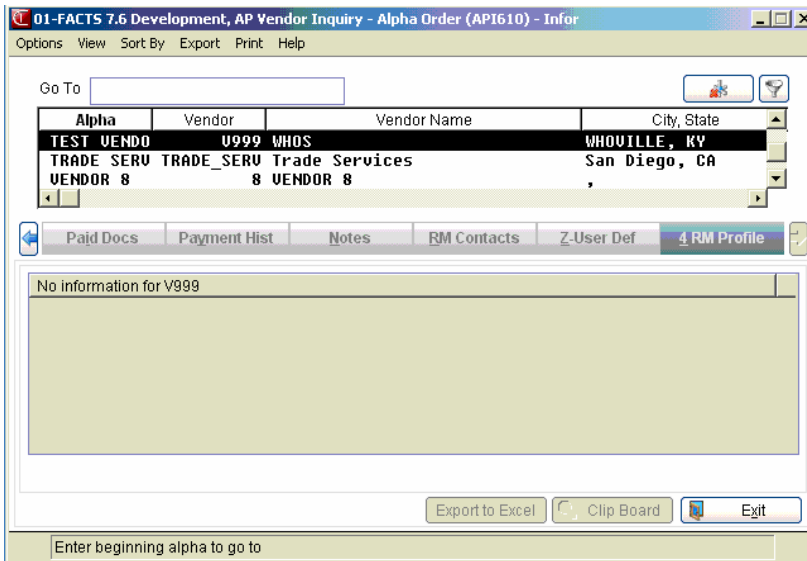
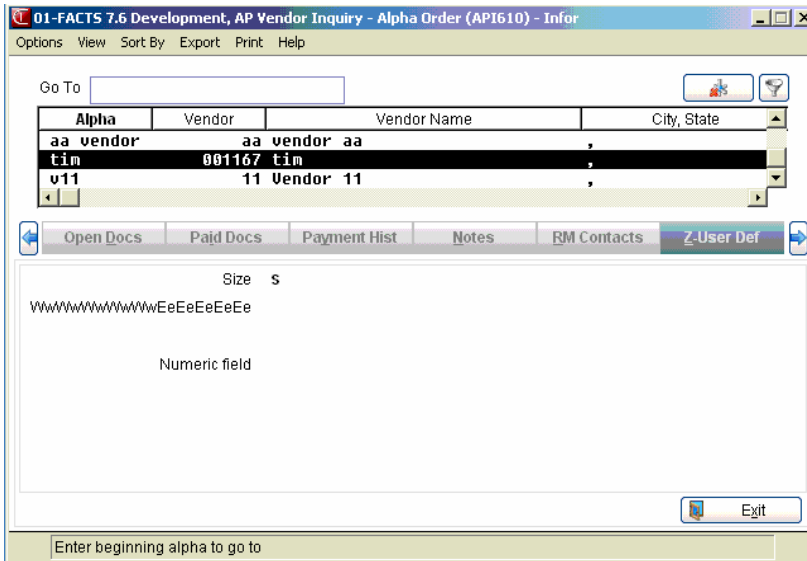
Open Docs Paid Docs Payment Hist Notes RM Contacts Z-User Def

Period Desc	Period	Payment
Next Period	2004/10 OCT	.00
Current Period	2004/09 SEP	2086.68
Last Period	2004/08 AUG	877.12
Previous Period	2004/07 JUL	746.40
Previous Period	2004/06 JUN	666.04
Previous Period	2004/05 MAY	491.80
Previous Period	2004/04 APR	799.00
Previous Period	2004/03 MAR	535.04
Previous Period	2004/02 FEB	709.12

Exit

Enter beginning alpha to go to





How to view vendor information

1. Access this program by choosing Accounts Payable→Inquiries→Vendor Inquiry.
2. Enter the vendor code for which you want to view information.

Select whether to sort vendor records by vendor number, alpha lookup or contact. In GUI mode, select a sort order by choosing Sort by from the menu bar.

Select filters if you want to limit the number of records in the inquiry browser. In GUI, choose Options→Filter Values. Use the up and down arrow keys or the Page Up and Page Down keys through the list of displayed vendors. (You can also use the vertical scroll bar.)

3. Choose a view from the View menu option or select a view from the view bar.

View descriptions

General Displays general information including phone number(s), contact(s), message, vendor status, our customer number, our tax exempt number, normal document group, 1099 ID, ship-from, store past PO's flag and use ledgers cards flag.

Codes Displays code information including vendor class, terms code, freight code and general ledger posting table.

Contacts Display phone numbers, contacts, email addresses, customer company website, and any message entered about the customer (on the Customer F/M Invoicing screen).

Activity Displays vendor activity information including month-to-date, year-to-date and prior year figures for invoices, payments, discounts taken and allowable discount. Also included are the account opening date, last invoice date, last payment date, highest balance date, highest balance amount and 1099 balance.

Open Documents Displays open documents, from oldest to newest, for the selected vendor. Summary information includes document number, document type (Invoice, Noninvoice), purchase order number, register number, entry period, date entered, date due, original amount and current amount.

Getting more information on an open document: in the view area, select the line and choose the Line Detail button or double click the icon at the beginning of that line.

Detail information displays summary plus the memo, original and current discount amounts and any transactions against the open documents. Transaction information includes sequence number, transaction date, entry period, register number, payment and discount amounts and memo.

Paid Documents Displays, for the vendor selected, paid documents that have been removed from the open documents file by the Document Removal Register. Information includes document number, original amount and discount, entry period and register number, document removal register number, last check number and purchase order number.

Getting more information on a paid document: In the view area, select the line and choose the Line Detail button or double click the icon at the beginning of that line.

Detailed transaction information includes sequence number, transaction date and period, register number, payment amount, discount amount and a memo. Memo information displays check type (Manual, Regular) and check number.

Payment History Displays the total of all payments made to the vendor for the next period, current period and the 26-prior periods.

Ledgercards Displays all ledgercard information for the selected vendor. The inquiry lists ledgercards from newest to oldest by default. To view oldest to newest: Click on the Date column header. (You can also click on any other column header to resort ledgercards.)

In either order, select the beginning date to view. Information includes date, debit amount, credit amount, balance, transaction register name, document and register number.

Notes Displays notes for the specified vendor. In the browser in the lower portion of the screen the system displays the date the note was created, note category, urgent note indicator, and subject. You can double click a note line in the browser to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited.

You can access the Notes Entry (SME710) program from the Options→1 Vendor Note Entry to enter or modify notes for the specified vendor.

User-Defined The data that appears on the User-Defined view of Vendor Inquiry comes from the User-Defined view of Vendor F/M (APF910). Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined view displays user-defined fields entered the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields that can be entered on the User-Defined screen of Vendor F/M (APF910). There user-defined field must first be configured by a user that has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).

RM Contacts Displays contact information from the optional Relationship Management module if it has been purchased for your FACTS system.

RM Profile Displays profile information from the optional Relationship Management module if it has been purchased for your FACTS system

4. When you are finished reviewing information for vendors, select the F4 or the **Done** button to close the Vendor Inquiry program.

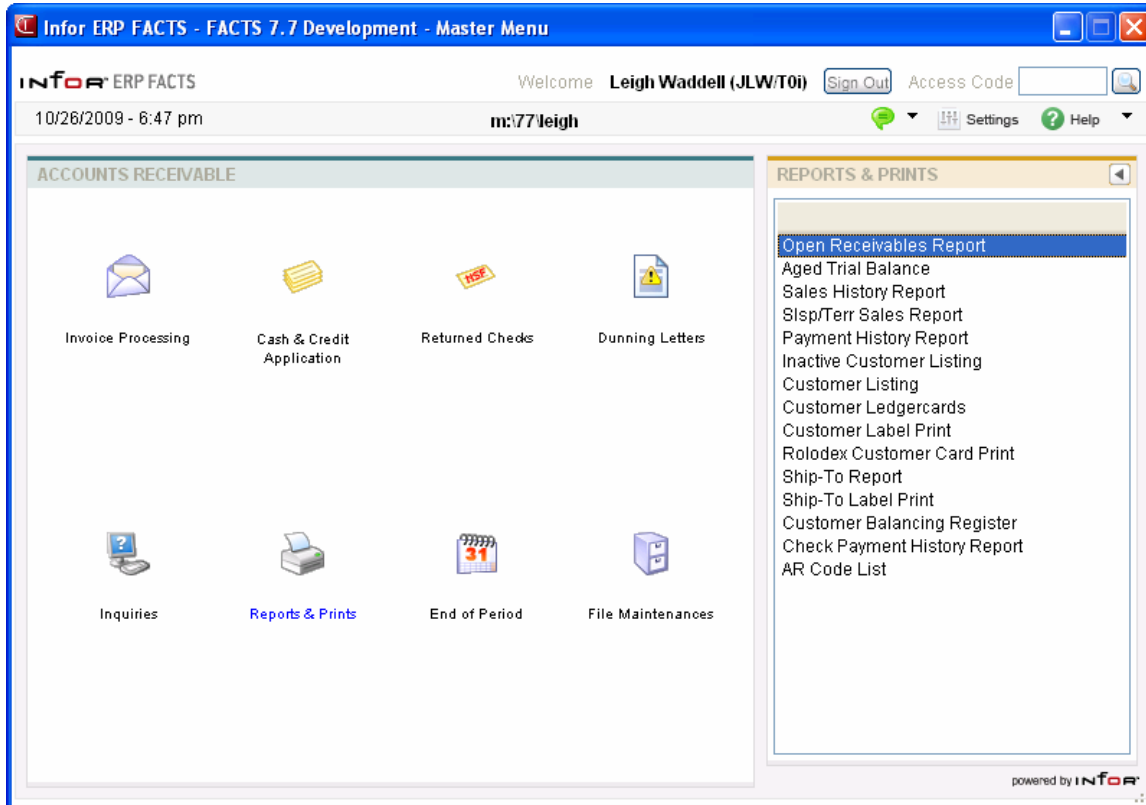
CHAPTER 7

Reports & Prints

Most Accounts Payable reports have the option of printing in vendor number, alphabetical or vendor class order. In addition to the order, the user may choose the range to be printed. For example, if the order selected is vendor number, field of the beginning/ending vendor is required.

1. The Cash Requirements Report prints up to six time periods of cash requirements for invoice payment. The periods of time are determined by the user as well as whether the documents are to print based on due date or discount date. The report may be printed in summary (total amount due to each vendor within the specified time periods) or detail (information on each document due to each vendor within the specified time periods).
2. The Open Payables Report prints a list of open payables, zero balance documents or both. The options are to print in summary (vendors and their balances), detail (vendors and information on each document due) or detail with transactions (vendors, and all transactions against each document).
3. The Aged Payables Report prints a report of open payables in aging columns as of a specified aging date. The user may also specify how many days past due an invoice must be before appearing on the report and whether to include contact information and purchase information. The report may be printed in summary (vendor and balance) or detail (vendor and information on each invoice due to the vendor).
4. The Inactive Vendor Listing prints a list of all vendors who have been inactive as of a specified cutoff. Purchase history figures may be included in the report. This report will not update any files but may be useful in allowing the user to delete inactive vendors.
5. The Vendor Listing prints a report of either general or historical information on vendors. The vendor's address, phone number, and/or contact may print on either report.
6. The Vendor Ledgercards Report prints a list of the transaction types chosen that have affected the vendor's balance.
7. The Vendor Label Print program prints up to 99 labels per vendor and may be sorted by zip code.
8. The Rolodex Vendor Card Print program prints up to 99 rolodex cards per vendor and may be sorted alphabetically.

9. The Purchase History Report prints various purchase history information from the vendor's history. The user may select month-to-date, year-to-date or prior year information and determine the minimum purchases to print. The user has the option to select specific document groups to print.
10. The Payment History Report prints total payments made to vendors for up to 6 periods.
11. The 1099 Print prints the non-employee compensation statements. The user chooses the beginning and ending vendor and the document group(s) to print. The forms used are the standard 1099 forms distributed by the IRS.
12. The Vendor Balancing Register is run only when the vendor's balance does not agree with the invoices for that vendor (i.e., very unlikely - if there is a power failure in the middle of an update, etc.). The register prints all out-of-balance vendors. The optional update will correct each vendor balance and the total AP balance.
13. The Check History Report prints information from the check history file. The report can be printed for one or all vendors and in check date or check number order.
14. The AP Code List prints a listing of the various AP codes: vendor classes, terms codes and GL posting tables.



Cash Requirements Report (APR710)

Function

This program allows the user to obtain a report showing cash requirements for invoice payments for specified time periods.

The user has the option to:

- Select the order to print - vendor, alpha, or vendor class.
- Select the beginning and ending order choice.
- Select the branch(es) to print.
- Select the document group(s) to print.
- Select due date or discount due date as the date to determine in which time period the document falls.
- Determine if documents on hold will print.
- Select a detail or summary version of the report.
- Select the status to print: active, inactive or all.
- Print up to six time groupings.
- Select up to 99 days to be used for automatic date increments.
- Select the dates for the time groupings.

If the report is printed based on discount due date, the report will deduct the allowable discount from the invoice.

Report information includes the following:

- Summary: The total amount due to each vendor within the specified time periods and the total balance for the vendor.
- Detail: For each vendor, all open documents that are due within the time periods specified. Each document number, due date, discount due date, amount and allowable discount are printed.

Totals are included for each vendor and time period. Report totals are also included for each time period and all vendors listed. The total number of vendors listed is also included.


User Fields

The following fields are involved in printing the Cash Requirements Report:



1. Order

Select the order in which to print the report. Order options are vendor, alpha, or vendor class.

2. Beginning order choice

Select the beginning order choice to print. Press **F1** or  to default to FIRST. Press to **F2** search for vendors and vendor classes.


3. Ending order choice

Select the ending order choice to print. Press **F1** or  to default to LAST. Press **F2** or  to search for vendors and vendor classes.

4. Branch

Enter the branch. The entry must be a valid branch. The program defaults to the branch assigned to the terminal. Press **F1** or  to default to ALL. Press **F2** or  to search.

5. Document group

Enter up to 10 two-character document groups side by side to print. Press **F1** or  to default to ALL. Note that you may also select "Documents that have no document group" for this option. Document groups are established in Vendor F/M on the Miscellaneous tab.

6. Due/Discount

Enter whether documents should be grouped based on **DU**e date or **DI**scount date. The program defaults to DU.


7. Holds

Indicate whether to include documents on hold. The program defaults to selected.

8. Scope

Enter whether to print the report in **S**ummary or **D**etail form. The program defaults to Summary.


9. Status

Enter whether to print **A**ctive, **I**nactive vendors. Press **Enter (CR)** or  for all vendors. The program defaults to **ALL**.


10. Groupings

Enter the number of date groupings to print (2 to 6). The program defaults to 6.

11. Auto increment

Enter the number of days to be used for automatic date increments (0-99). The program defaults to the value stored in the AP Static Control F/M. Press **F1** or  to manually type in all ending dates of time groupings. Most common values are 14 or 30 days.

12. Dates

Enter the ending date for the first date grouping. Select  or **F1** to default to the system date. If automatic increments are to be used, the next groups calculate automatically. If automatic increments are not used, enter each group ending date up to the number of groups selected.

01-FACTS 7.7 Development, Cash Requirements Report (APR710) - Infor

Template Print Options Help

Order Beginning
Ending

Properties

Branch Atlanta Branch
Document Groups All
Due/Discount Date Holds
Scope Status
Groupings Auto Increment

Dates

<input type="text" value="12/20/2007"/>	<input type="button" value="First"/>	<input type="text" value="12/27/2007"/>	<input type="text" value="01/03/2008"/>
<input type="text" value="01/10/2008"/>		<input type="text" value="01/17/2008"/>	<input type="text" value="01/24/2008"/>

Template Printer

Select print order

Open Payables Report (APR720)

Function

This program allows the user to:

- Obtain a list of open payables, zero balance documents or both.
- Review all transactions made against each document.
- View the company accounts payable balance.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select beginning and ending order choice.
- Select the branch(es) to print.
- Select the document group(s) to print.
- Select open documents, zero balance documents or both to print.
- Print next period documents and transactions.
- Select the status to print - active, inactive or all.
- Select summary, detail or detail with transactions print format.

Report information includes the following:

- Summary: Vendor number, name and balance.
- Detail: Vendor number, name, document number, document group, entry period, entry date, original amount and discount, transaction total amount and current document balance.
- Detail with transactions: Detail plus the transaction date, register number, type, amount and discount in addition to most of the previous detail information.

Totals are included for each vendor. Report totals include the total of all vendors. The total number of vendors listed is also included.

User Fields

The following fields are involved in printing the Open Payables Report:



1. Order

Select the order in which the report should print. Options are vendor, alpha or vendor class.



2. Beginning order choice

Select the beginning order choice to print. Press **F1** or  to default to FIRST. Press **F2** or  to search for vendors and vendor classes.


3. Ending order choice

Select the ending order choice to print. Press **F1** or  to default to LAST. Press **F2** or  to search for vendors and vendor classes.

4. Branch

Enter the branch to print. The entry must be a valid branch. The program defaults to the branch assigned to the terminal. Press **F1** or  to default to ALL. Press **F2** or  to search.

5. Document groups

Enter up to 10 two-character document groups side by side to print. Press **F1** or  to default to ALL. Note that you may also select "Documents that have no document group" for this option. Document groups are established in Vendor F/M on the Miscellaneous tab.

6. Balance

Enter whether the report should include All documents, Open documents, or Zero balance documents. The program defaults to ALL.

7. Next period

Indicate whether documents and transactions posted to the next AP period should be included. The program defaults to selected.

8. Status

Enter whether to print Active, Inactive, or press **Enter (CR)** for all vendors. The program defaults to ALL.

9. Scope

Enter whether the report is to print Summary, Detail, or detail with Transactions information. The program defaults to S.

01-FACTS 7.7 Development, Open Payables Report (APR720) - Infor

Template Print Options Help

Order Beginning Ending CP=09/2004 SEP

Properties

Branch Atlanta Branch

Document Groups All

Balance

Next Period

Status

Scope

Template Printer

OK Cancel

Select print order

Aged Payables Report (APR730)

Function

This program allows the user to obtain a printout of open payables grouped into aging columns. It may also be used to print only past due amounts.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select beginning and ending order choice.
- Select the branch(es) to print.
- Select the document group(s) to print.
- Enter the aging date.
- Select up to 999 days past due to print.
- Print next period's information.
- Print vendor phone numbers and contacts.
- Print year-to-date and prior year figures.
- Print in summary or detail format.

The headings of the aging columns are determined by the company AP static control record.

Report information includes the following:

- Summary: Vendor number, name, date of last payment, balance, current amount and the total amount in each aging column.
- Detail: Vendor number, name and date of last payment. Then information regarding each open document for the vendor is printed including document number, entry date, due date and the invoice amount. Phone numbers, contacts and historical data may be included on either the summary or detail formats.

Report totals are included for each time period and total vendors listed. The total number of vendors listed is also included.

FACTS Report Formatter and Multiple Output Options

This report has access to the FACTS Report Formatter and Multiple Output options. The Multiple Output option allows you to print to more than one output for each instance of a report. For example, a report can print to Excel, the viewer, and to a printer all in one print run. To access the multiple output feature simply choose the Multiple option from the Print Options screen. The FACTS Report Formatter allows users to expand reporting capabilities beyond defining a printer (in Printer F/M). To access the FACTS Report Formatter, select Custom Report Layout → Customize Report from the menu bar.



User Fields

The following fields are involved in printing the Aged Payables Report:



1. Order

Select the order in which to print the report. Options are vendor, alpha or vendor class.



2. Beginning order choice

Enter the beginning order choice to print. Press **F1** or  to default to FIRST. Press **F2** or  to search for vendors and vendor classes.


3. Ending order choice

Enter the ending order choice to print. Press **F1** or  to default to LAST. Press **F2** or  to search for vendors and vendor classes.


4. Branch

Enter branch number to print. The entry must be a valid branch. The program defaults to the branch assigned to the terminal. Press **F1** or  to default to ALL. Press **F2** or  to search.


5. Document groups

Enter up to 10 two-character document groups side by side to print. Press **F1** or  to default to ALL. Note that you may also select "Documents that have no document group" for this option. Document groups are established in Vendor F/M on the Miscellaneous tab.

6. Aging date

Enter the aging date to be used in determining which column an invoice belongs to. Press  to default to the system date.

7. Days past due

Enter the number of days past due an invoice must be to appear on this report (0 - 999). Select  for no cutoff (NONE), in which case all documents, including current invoices, will print.

8. Next period

Indicate whether documents and transactions posted to the next AP period should be included. The program defaults to selected.

9. Contact information

Indicate whether to print the vendor's phone number and contact. This information may be useful in making calls about invoices or payments. The program defaults to unselected.

10. Purchase information

Indicate whether to print year-to-date and prior year invoice totals for each vendor. The program defaults to unselected.

11. Scope

Enter whether the report is to print **Summary** or **Detail** information. The program defaults to **S**.

01-FACTS 7.7 Development, Aged Payables Report (APR730) - Infor [min] [max] [close]

Template Print Options Custom Report Layout Help

Order: Beginning: Ending: CP=09/2004 SEP

Properties

Branch:

Document Groups:

Aging Date:

Days Past Due:

Next Period: Contact Info: Purchase Info:

Scope:

Template: None Printer: WindX Laser Layout: Standard

Select print order

Inactive Vendor Listing (APR740)

Function

This program allows the user to obtain a list of vendors with no activity since a specified date or who have had activity less than a specified dollar amount. This program may be used to list vendors who may need to be removed from the vendor file.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select the document group(s) to print.
- Base activity on last payment date or dollar volume.
- Select either a cutoff date or cutoff dollar amount.
- Print year-to-date and prior year purchase history.

Report information includes the following: vendor number and name, vendor class, document group, last purchase date, last payment date, date opened, date and amount of highest balance and current vendor balance. This information may also include year-to-date and prior year purchase history. The total number of vendors listed is also included.

User Fields

The following fields are involved in printing the Inactive Vendor Listing:



1. Order

Select the order in which to print the report. Options are vendor, alpha or vendor class.


2. Beginning order choice

Enter the beginning order choice to print. Press **F1** or  to default to FIRST. Press **F2** or  to search for vendors and vendor classes.

3. Ending order choice

Enter the ending order choice to print. Press **F1** or  to default to LAST. Press **F2** or  to search for vendors and vendor classes.

4. Document groups


Enter up to 10 2-character document groups side by side to print. Press **F1** or  to default to ALL. Document groups are established in Vendor F/M on the Miscellaneous tab.

5. Cutoff basis

Enter whether to base inactivity on last payment **D**ate or dollar **V**olume. The program defaults to Date.

6. Cutoff

If cutoff is to be based on last payment date (if D was entered in the **Cutoff basis** field), enter the date. Vendors with last payment dates after the chosen date will be excluded from this report.

Press **Enter** (CR) or  to default to the system date. If cutoff date is to be based on volume (if V

was entered in the **Cutoff basis** field), enter the year-to-date purchase volume (+/-9999999.99). The program defaults to the system date.

7. Purchase history

Indicate whether or not to print year-to-date and prior year purchase history. The program defaults to unselected.

01-FACTS 7.7 Development, Inactive Vendor Listing (APR740) - Infor

Template Print Options Help

Order **V - Vendor Order** Beginning
 Ending

Properties

Document Groups ALL

Cutoff Basis **D - Date** Cutoff .00

Cutoff **System Date**

Purchase History

Template _____ Printer _____
 None WindX Laser

Select print order

Vendor Listing (APR750)

Function

This program allows the user to print out vendor information.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select the code range to print - terms code, GL posting table, document group or no code range.
- Select the beginning and ending code range to print.
- Print either general or historical information.
- Include address, phone and/or contact information.
- Select whether to print active, inactive or all vendors.
- Skip up to nine lines between vendors.

Report information includes the following: vendor number, name, alphabetical sort key, vendor class, terms codes, document group and GL posting table. Also indicated is whether the vendor is on hold, if it is a permanent or temporary vendor, customer number and tax exempt number. Historical information includes: vendor number, name, balance, date of last invoice, date of last payment, date account opened, date of highest balance, highest balance amount and whether the vendor is on hold.

The vendor address, phone number, and/or contact may also print on either report. The total number of vendors listed is also included.

FACTS Report Formatter and Multiple Output Options

This report has access to the FACTS Report Formatter and Multiple Output options. The Multiple Output option allows you to print to more than one output for each instance of a report. For example, a report can print to Excel, the viewer, and to a printer all in one print run. To access the multiple output feature simply choose the Multiple option from the Print Options screen. The FACTS Report Formatter allows users to expand reporting capabilities beyond defining a printer (in Printer F/M). To access the FACTS Report Formatter, select Custom Report Layout → Customize Report from the menu bar.

User Fields

The following fields are involved in printing the Vendor Listing:



1. Order

Select the order in which to print the report. Options are vendor, alpha or vendor class.

2. Beginning order choice

Select the beginning order choice to print. Press **F1** or  to default to FIRST. Press **F2** or  to search for vendors and vendor classes.



3. Ending order choice

Select the ending order choice to print. Press **F1** or  to default to LAST. Press **F2** or  to search for vendors and vendor classes.



4. Code range

The list may be printed for a specific range of terms codes, GL posting tables or document groups. Only vendors with the chosen codes will print. Enter **Terms code**, **GL posting table**, or **Document group** to determine which codes will print. If no code range is desired, press **Enter (CR)** to skip this and the **Beginning/Ending code range** fields.

5. Beginning code range

If a code was chosen in the **Code range** field, enter the beginning code range to print. For example, if terms code was chosen above, enter the beginning terms code to print. Press **F1** or  to default to FIRST. Press **F2** or  to search.



6. Ending code range

If a code was chosen in the **Code range** field, enter the ending code range to print. For example, if terms code was chosen above, enter the ending terms code to print. Press **F1** or  to default to LAST. Press **F2** or  to search.

7. Info (general or history)

Enter **General** or **Historical** to indicate the type of information to print. The program defaults to **G**.

8. Include (information to include)

Enter any combination of **A**-vendor address, **P**-phone number and/or **C**-contact to print on the report. Press **F1** or  to default to NONE. Press **F3** or  to default to ALL.

9. Status

Enter whether to print **Active**, **Inactive**, or press **Enter (CR)** for all vendors. The program defaults to **ALL**.

Vendor Ledgercards (APR755)

Function

This program allows the user to obtain a printout of ledgercards and related information stored in the ledgercard file. Vendor Ledgercards provide a detailed history of every transaction for each vendor. The Ledgercard File is optional. History is stored if the **Use Ledgercards** flag is set to Y in the Vendor File.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select the date range to print.
- Select the transaction type to print.

Report information includes the following: vendor number and name, transaction date and type, debit and credit amount, document number and register number. This report also includes ending balance and total number of vendors listed.

User Fields

The following fields are involved in printing the Vendor Ledgercards:



1. Order

Select the order in which to print the report. Options are vendor, alpha or vendor class.

2. Beginning order choice

Select the beginning order choice to print. Press **F1** or  to default to FIRST. Press **F2** or  to search.

3. Ending order choice

Select the ending order choice to print. Press **F1** or  to default to LAST. Press **F2** or  to search.

4. Date Order

Enter date order in which to print: Newest date to oldest date or Oldest date to newest date. The program defaults to newest to oldest.



5. Beginning date

Enter the beginning date to print. Press **F1** or  to default to FIRST.

6. Ending date





Enter the ending date to print. Press **F1** or  to default to LAST.

7. Type





Press  to select transaction types. Enter whether to print **B**eginning balance, document **E**ntry, Check register and/or **V**endor balance transaction types. Press **Enter** (CR) or  to default to ALL.

01-FACTS 7.7 Development, Vendor Listing (APR750) - Infor



Template Print Options Custom Report Layout Help

Order Beginning   **First**
Ending   **Last**

Properties

Code Beginning  
Ending  

Info

Include   **None**

Status

Template Printer Layout

Select print order

Vendor Label Print (APP710)

Function

This program allows you to print labels from the information stored in the vendor file.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Print the labels in zip code order.
- Select whether to print vendor number, contact #1, or contact #2.
- Select the number of labels to print for each vendor.
- Print an alignment check.

Label information includes the following: vendor name, address, city, state, zip code and either contacts #1 or #2, or the vendor number. The program prints on 11-1/2 x 15 inch paper and prints (4) labels across (see forms information in the installation manual).

To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

User Fields

The following fields are involved in printing the vendor labels:



1. Order

Select the order in which to print labels. Options are vendor, alpha or vendor class.

2. Beginning order choice

Select the beginning order choice to print. Press **F1** or  to default to FIRST. Press **F2** or  to search for vendors and vendor classes.

3. Ending order choice

Select the ending order choice to print. Press **F1** or  to default to LAST. Press **F2** or  to search for vendors and vendor classes.

4. Zip Code sort

Indicate whether to sort the vendors by zip code. The program defaults to unselected.

5. Vendor #/Contact



Enter whether to print on all labels contact #1, contact #2 or #-vendor number. The program defaults to NONE.

6. Number of labels

Enter the number of labels to print per vendor (1-99). The program defaults to 1.

01-FACTS 7.7 Development, Vendor Label Print (APP710) - Infor

Template Print Options Help

Order Beginning  **First**
Ending  **Last**

Properties

Active/Inactive/Both

Zip Code Sort

Vendor #/Contact

Labels

Template _____ Printer _____
None WindX Laser

Select print order

Rolodex Vendor Card Print (APP720)

Function

This program allows the user to print vendor rolodex cards from the information stored in the vendor file.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select to print alpha (if print order other than alpha).
- Select number of cards to print for each vendor.
- Select to print active, inactive or all vendors.
- Print an alignment check.

Rolodex card information includes the following: vendor number, name, address, phone number, contact #1 and #2 and vendor class code. For information on the size of the forms, please see the forms section in the installation manual.

To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

User Fields

The following fields are involved in printing the Rolodex vendor cards:



1. Order

Select the order in which to print Rolodex cards. Options are vendor, alpha or vendor class.

2. Beginning order choice

Enter the beginning order choice to print. Press **F1** or  to default to FIRST. Press **F2** or  to search for vendors and vendor classes.

3. Ending order choice

Enter the ending order choice to print. Press **F1** or  to default to LAST. Press **F2** or  to search for vendors and vendor classes.

4. Alpha sort

If the order choice was vendor or vendor class order, indicate whether to sort vendors alphabetically within the print order. If you select Alpha order, the program skips this output. The program defaults to unselected.

5. # of cards

Enter the number of cards to print for each customer (1 to 99). The program defaults to 1.

6. Status

Enter whether to print **Active**, **Inactive**, or press **Enter (CR)**-all vendors. The program defaults to ALL.

Technical Notes

Printing proceeds by reading through the chosen file - vendor (APVEND), alpha (APVALX) or vendor class (APCLSX). The vendor file is then checked for the information needed to print Rolodex cards. If the order choice was not alphabetical and vendors are to be sorted alphabetically within the order choice, then the program creates a temporary sort file (SMSRT?) which sorts the vendors into the correct order.

FILES USED - SMCNTL, APVEND, APVALX, APCLSX

FILES UPDATED - SMSRT

01-FACTS 7.7 Development, Rolodex Vendor Card Print (APP720) - Infor

Template Print Options Help

Order V - Vendor Order Beginning First
 Ending Last

Properties

Alpha Sort

of Cards

Status - All

Template Printer

OK Cancel

Select print order

Purchase History Report (APR760)

Function

This program allows the user to obtain a Purchase History Report for all vendors.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select the document group(s) to print.
- Select the comparison and cutoff.

Report information includes the following: vendor number, vendor name, date opened, last purchase date. The year-to-date and prior year information include purchases, payments and discounts. Report totals are also included for year-to-date and prior year and the total number of vendors listed.

User Fields

The following fields are involved in printing the Purchase History Report:



1. Order

Select the order in which to print the report. Options are vendor, alpha or vendor class.

2. Beginning order choice

Select the beginning order choice to print. Press **F1** or  to default to FIRST. Press **F2** or  to search for vendors and vendor classes.

3. Ending order choice

Select the ending order choice to print. Press **F1** or  to default to LAST. Press **F2** or  to search for vendors and vendor classes.

4. Document groups

Enter up to 10 two-character document groups side by side to print. Press **F1** or  to default to ALL. Document groups are established in Vendor F/M on the Miscellaneous tab.

5. Cutoff

Enter whether there is **No** cutoff or to exclude vendors **Above** or **Below** cutoff. The program defaults to unselected and skips to the **Amount** field.

6. Figures

If you entered N for the cutoff, the system skips this field. Otherwise, enter whether to use the **Month-to-date**, **Year-to-date** or **Prior year** for the cutoff. Press **Enter** (CR) to default to M.

7. Amount

If you entered N for the **Cutoff** field, this program skips this field. Otherwise, enter the (MTD, YTD or PYR as chosen in the **Figures** field) amount below or above (as chosen in the **Cutoff** field) which vendors will not print. For example, if B was selected for cutoff and M was selected for figures,

enter the MTD purchases below which vendors will not print; i.e., if 100 is entered, no vendors with a MTD purchase figure of below 100 will print on the report.

01-FACTS 7.7 Development, Purchase History Report (APR 760) - Infor

Template Print Options Help

Order **V - Vendor Order** Beginning **First**
Ending **Last**

Properties

Document Groups **All**

Cutoff **N - No Cutoff**

Figures **M - MTD for Cutoff**

Amount

Template Printer **OK**
Cancel

Select print order

Payment History Report (APR770)

Function

This program allows the user to obtain a Payment History Report for all vendors.

The user has the option to:

- Select the order to print - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select ending period and up to five periods prior to the ending period to print.
- Determine a cutoff.

Report information includes the following: vendor number, vendor name, payments made for each period included on the report, report totals and total number of vendors listed. If the selected order to print is by class, then class totals are also included.

User Fields

The following fields are involved in printing the Payment History Report:



1. Order

Select the order in which to print the report. Options are vendor, alpha or vendor class.



2. Beginning order choice

Select the beginning order choice to print. Press **F1** or  to default to FIRST. Press **F2** or  to search for vendors and vendor classes.

3. Ending order choice

Select the ending order choice to print. Press **F1** or  to default to LAST. Press **F2** or  to search for vendors and vendor classes.


4. Ending period

Enter the ending period to print (PPYY). Press **F1** or  to default to CURRENT. Press **F2** or  to default to LAST.

5. Number of periods

Enter the number of periods to print, including the ending period (1-6). The program defaults to 1.

6. Cutoff

Enter the total minimum payment to print for each vendor (+/- 99999999.99). Press **F1** or  to default to NONE.

O1-FACTS 7.7 Development, Payment History Report (APR770) - Infor

Template Print Options Help

Order Beginning
Ending

Properties

Ending Period **Current Period 09/2004 Ending 09/30/2004**

of Periods

Cutoff None

Template _____ Printer _____
None WindX Laser

1099 Print (APP730)

Function

This program allows the user to print non-employee compensation statements (1099's).

The user has the option to:

- Select the beginning and ending vendor to print.
- Select document group(s) to print.
- Enter Federal ID number.

Print information includes the following: company name, address and federal ID number, vendor name, address, and 1099 balance. The amount comes from the purchase history in the vendor file and the field used is 1099 balance.

The forms used are the standard 1099 forms put out by the IRS.

To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

User Fields

The following fields are involved in printing 1099 forms:


1. Beginning vendor

Enter the beginning vendor number to print. Press **Enter** (CR) to default to FIRST. Press **F2** or  to search.

2. Ending vendor

Enter the ending vendor number to print. Press **Enter** (CR) to default to LAST. Press **F2** or  to search.

3. Document group

If you entered document groups in the Miscellaneous tab of the Vendor F/M program, enter up to 10 two-character document groups side by side to print. Press **F1** or  to default to ALL.

4. Federal ID

Enter contractor's Federal Tax ID number (up to 10 characters).

5. Print When Less Than \$600



Indicate whether to print 1099's for vendors with a 1099 balance of less than \$600.00.



6. Use Laser Form

Indicate whether to use laser form will be used for printing 1099 Forms.


01-FACTS 7.7 Development, 1099 Print (APP730) - Infor [min] [max] [close]

Template Print Options Help

Beginning Vendor   **First**

Ending   **Last**

Properties

Document Groups  **All**

Federal ID

Print When Less Than \$600

Use Laser Form

Template _____ Printer _____

None WindX Laser

Enter beginning vendor to print, F1-First, F2-Search

Vendor Balancing Register (APR780)

Function

NOTE: This register should be run by the System Administrator.

This program allows the user to print a register of all vendors whose balance is not equal to the total amount of their open documents. The optional update will reset the vendor’s balance and the company AP balance.

This program is used only in the unlikely event (error condition, power failure) of vendors becoming out of balance. If the report is updated, the printout should be kept for future tracing of the AP balance. If an out of balance condition is corrected by this register, a manual General Ledger journal entry may be required.

Report information includes the following: the vendor number, name, new balance (the calculated sum of open documents), current balance and the difference. The report also includes the number of vendors.

User Fields

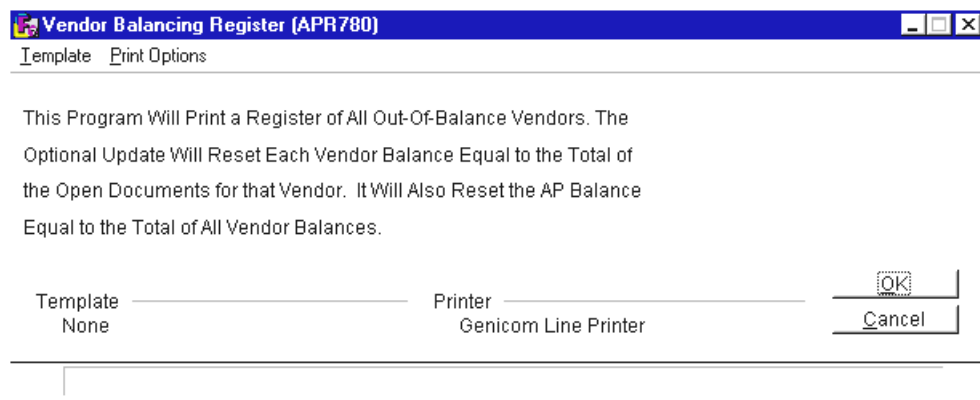
The following fields are involved in printing the Vendor Balancing Register:

1. Print register

Select the **OK** button to print the register

2. Check register. OK to update?

Once the register prints, check the information to make sure it is correct. Select **OK** to begin the update. Select **Cancel** to exit the program without updating.



How to run the Vendor Balancing Register

1. Access this program by choosing Account Payable→Reports & Print→Vendor Balancing Register.
2. Select the OK button to print the report of all vendors whose balance is not equal to the total amount of their open documents.
3. After printing the Vendor Balancing Register, verify the printout. If you need to reset the vendor balance equal to the total open document balance for each vendor and set the AP balance equal to the total of all vendor balances, select OK to continue. Select Cancel to exit the program without updating.

AP Code List (APR790)

Function

This program allows the user to print a listing of each of the following Accounts Payable codes:

- Vendor class
- Terms code
- GL posting table

Each code above is entered into its own F/M program and is used in the vendor file.

Report information includes each code and the information stored with the code. The total number of codes listed is also included.



User Fields

The following fields are involved in printing the AP Code List:

1. Select number

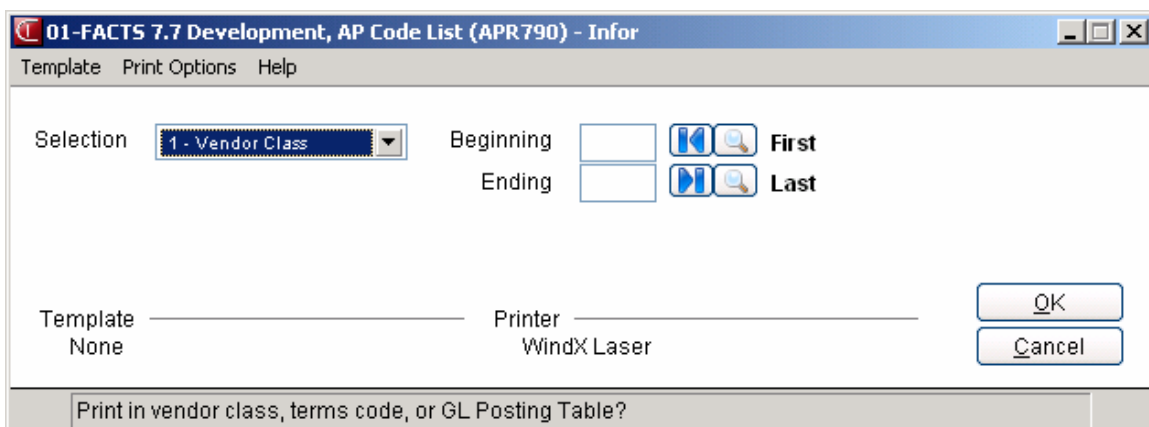
Enter whether to print **1**-vendor class, **2**-terms code or **3**-GL posting table information. The program defaults to vendor class.

2. Beginning order choice

Select the beginning order choice to print of the field selected. Press **F1** or  to default to FIRST. Press **F2** or  to search.



3. Ending order choice



Select the ending order choice to print of the field selected. Press **F1** or  to default to LAST. Press **F2** or  to search.



01-FACTS 7.7 Development, AP Code List (APR790) - Infor

Template Print Options Help

Selection **1 - Vendor Class** Beginning   **First**

Ending   **Last**

Template Printer

None WindX Laser

Print in vendor class, terms code, or GL Posting Table?



Check Payment History Report (APR775)

Use the Check History report to print information from the check history file. The report can be printed for one or all vendors and in check date or check number order.

Access this program by choosing Accounts Payable→Reports→Prints→Payment History Report.

Use the following fields to print the Payment History Report:


1. Vendor

Enter the vendor for the report. Press **F2** or  to search. Press  to default to ALL.


2. Order

Select the order in which to print the report. Options are C-Check Number or D-Check Date.



3. Beginning order choice

Select the beginning order choice to print. Press **F1** or  to default to FIRST.

4. Ending order choice

Select the ending order choice to print. Press **F1** or  to default to LAST.

5. Bank

Enter the bank for the report. Press **F1** or  to default to CURRENT. Press **F2** or  to default to LAST.

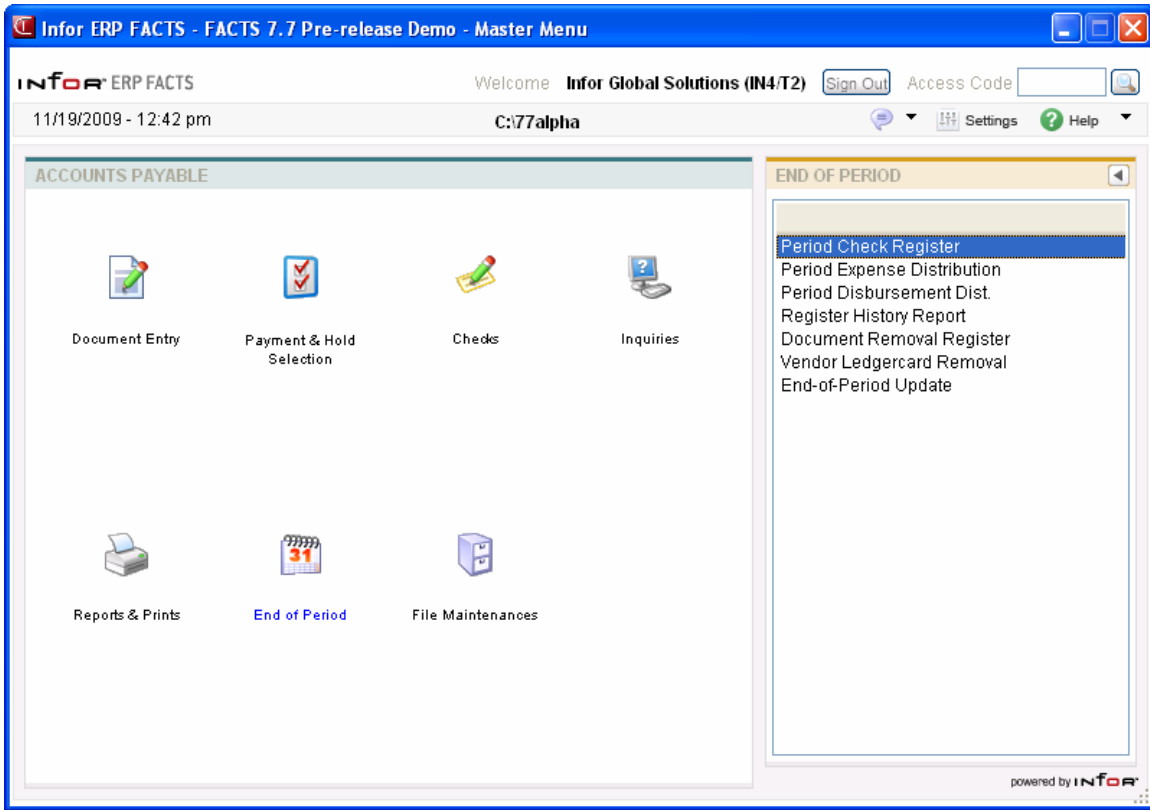
CHAPTER 8

End of Period

The End-of-Period Menu contains programs that should be run at the end of each accounts payable period to close it correctly.

The Period Check Register provides a listing grouped by each bank of all regular, manual, noninvoice and void checks issued this period. The Period Expense Distribution provides a list of all GL expense distributions from the Document Entry & Adjustments Register for the period. The Period Disbursement Distribution provides a list of all GL Disbursement Distributions from the Check Register for the period. All of the registers listed contain optional updates that should be run to clear the files to start a new period. The Register History Report provides a list of all register updates which affected the AP balance during the period. The Document Removal Register provides a report of all documents paid to zero during the period and removes them from the open documents file. The Vendor Ledgercard Removal program removes ledgercard information by vendor number, alphabetically, or by vendor class.

The End-of-Period Update will close the current Accounts Payable period by deleting temporary vendors with zero balances, rolling period-to-date figures to zero and incrementing the current period by one. If it is the end of the year, year-to-date figures are rolled to prior year.



Period Check Register (APR810)

Function

This program allows the user to obtain a listing, grouped by banks, of all regular, manual, noninvoice and void checks for a period. Records on this report are created during the update portion of the Check Register program if the **Use period check register** flag in the company AP static control record is set to Y.


The register should be printed at the end of the period as part of the monthly-closing procedures. To prevent file overflow, the records should be removed once a month after the register is run.

Report information includes the following: bank number and name, check number, vendor number and name, check date, register number, discount amount, check amount and type. (Types include void, noninvoice and blank indicates a regular printed check.) Also included are totals for each bank, a report total and the total number of checks listed for each bank.



User Fields

The following fields are involved in printing the Period Check Register:

1. Period

Enter the period to print (PPYY). Press **F1** or  to default to the current AP period.

2. Beginning bank

Enter the number of the beginning bank to print. Press **F1** or  to default to FIRST. Press **F2** or  to search.

3. Ending bank

Enter the number of the ending bank to print. Press **F1** or  to default to LAST. Press **F2** or  to search.


4. Check register. Do you wish to remove records just printed?


Select **OK** to remove the records and update the system. Select **Cancel** to skip the update.


01-FACTS 7.7 Development, Period Check Register (APR810) - Infor [min] [max] [close]

Template Print Options Help

CP=09/2004 SEP

Period  **Current**








Beginning Bank  **First**

Ending Bank  **Last**

Template _____ Printer _____

None WindX Laser

How to run the Period Check Register

1. Access this program by choosing Account Payable-→ *End of Period* → *Period Check Register*.
2. In the **Period** field, enter the period for this check register print. Press **F1** to default to the current AP period. Select the  to display the previous period. The current period displays in the upper left corner of the screen.
3. In the **Beginning Bank** field, enter the number of the beginning bank to print. Press **F1** or  to default to FIRST. Select the  to press **F2** search for banks. Select the  to display the previous banks.
4. In the **Ending Bank** field, enter the number of the ending bank for the print range. Press **F1** or  to default to FIRST. Select the  to press **F2** search for banks. Select the  to display the previous banks.
5. Select the **OK** button to start the check register or the **Cancel** button to stop this process.
6. When the system displays the message: **Check register. Do you wish to remove records just printed?**, select **OK** to remove the records and update the system. Select **Cancel** to skip the update.

Period Expense Distribution (APR820)

Function

This program allows the user to obtain a list of all expense distributions from the Document Entry & Adjustments Register for the period. Records on this report are created during the update portion of the Document Entry & Adjustments register if the **Use period expense report** flag in the company AP static control record is set to Y.

The Period Expense Distribution should be printed as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after the register is run.


Report information includes the following:

- **Summary:** The GL number, description, debit amount and credit amount. Report totals are included along with the total number of accounts listed.
- **Detail:** Summary plus vendor number and name, document number and register number.



User Fields

The following fields are involved in printing the Period Expense Distribution:



1. Period

Enter the period to print (PPYY). Press **F1** or  to default to the current AP period.



2. Beginning G/L

Enter the beginning general ledger number to print. Press **F1** or  to default to FIRST. Press **F2** or  to search.



3. Ending G/L

Enter the ending general ledger number to print. Press **F1** or  to default to LAST. Press **F2** or  to search.

4. Branch

Enter the branch to print. The entry must be a valid branch. Press **F1** or  to default to ALL. Press **F2** or  to search.

5. Department

Enter the GL department to print. The entry must be a valid GL department. Press **F1** or  to default to ALL. Press **F2** or  to search.

6. Scope

Enter whether to print **Summary** or **Detail** information. The program defaults to **Summary**.

7. Check report. OK to remove records just printed?

Select **OK** to remove the records and update the system. Select **Cancel** to skip the update.

01-FACTS 7.7 Development, Expense Distribution (APR820) - Infor

Template Print Options Help

CP=09/2004 SEP

Period **Current Period**

Beginning G/L# **First**

Ending G/L# **Last**

Branch **Atlanta Branch**

Department **Wholesale**

Scope

Template _____ Printer _____

None WindX Laser

Enter period to print, F1-Current Period

Period Disbursement Distribution (APR830)

Function

This program allows the user to obtain a list of all General Ledger Disbursement Distribution from Check Registers for the period. Records on this register are created during the update portion of the Check Register if the **Use period disbursement report** flag in the company AP static control record is set to Y.

It is suggested this report be printed as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after the register is run.


Report information includes the following:

- Summary: The GL number, description, debit amount and credit amount. Report totals are included along with the total number of accounts listed.
- Detail: Summary plus vendor number and name, check number and register number.



User Fields

The following fields are involved in printing the Period Disbursement Distribution:



1. Period

Enter the period to print (PPYY). Press **F1** or  to default to the current AP period.



2. Beginning G/L

Enter the beginning general ledger number to print. Press **F1** or  to default to FIRST. Press **F2** or  to search.



3. Ending G/L

Enter the ending general ledger number to print. Press **F1** or  to default to LAST. Press **F2** or  to search.

4. Branch

Enter the branch to print. The entry must be a valid branch. Press **F1** or  to default to ALL. Press **F2** or  to search.

5. Department

Enter the GL department to print. The entry must be a valid GL department. Press **F1** or  to default to ALL. Press **F2** or  to search.

6. Scope

Enter whether to print Summary or Detail information. The program defaults to Summary.

7. Check report. OK to remove records just printed?

Select **OK** to remove the records and update the system. Select **Cancel** to skip the update.

The screenshot shows a software window titled "01-FACTS 7.7 Development, Disbursement Distribution (APR830) - Infor". The window has a menu bar with "Template", "Print Options", and "Help". The main area contains several input fields and buttons:

- Period:** An empty text box followed by a "Current" button with a left-pointing arrow icon.
- Beginning G/L#:** An empty text box followed by "First" and "Last" buttons with left and right arrow icons.
- Ending G/L#:** An empty text box followed by "First" and "Last" buttons with left and right arrow icons.
- Branch:** A text box containing "01" followed by "Atlanta Branch" and a globe icon.
- Department:** A text box containing "1" followed by "Wholesale" and a globe icon.
- Scope:** A dropdown menu showing "S - Summary".

At the bottom right, there are two buttons: "OK" and "Cancel".

Below the main area, there are labels for "Template" (value: None) and "Printer" (value: WindX Laser).

The status bar at the bottom of the window contains the text: "Enter period to print, F1-Current".

Register History Report (APR840)

Function

This program allows the user to print a report of all registers affecting the Accounts Payable balance. This provides a trace of what transpired to obtain the current AP balance. The optional update will remove the printed records preceding the first trace number for the next period without affecting any balances.

Registers that appear on this report include the Document Entry & Adjustments Register, the Check Register and the Vendor Balancing Register.

It is suggested that the report be printed as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after the register is run.

Report information includes the following: AP trace number, register date, period, register number, register type, beginning AP balance, dollar amount, discount amount, adjustment amount and ending AP balance. The recap lists for each period the total dollar amount, discounts, adjustments and change in AP balance. The total number of traces (registers) listed is also included.

User Fields

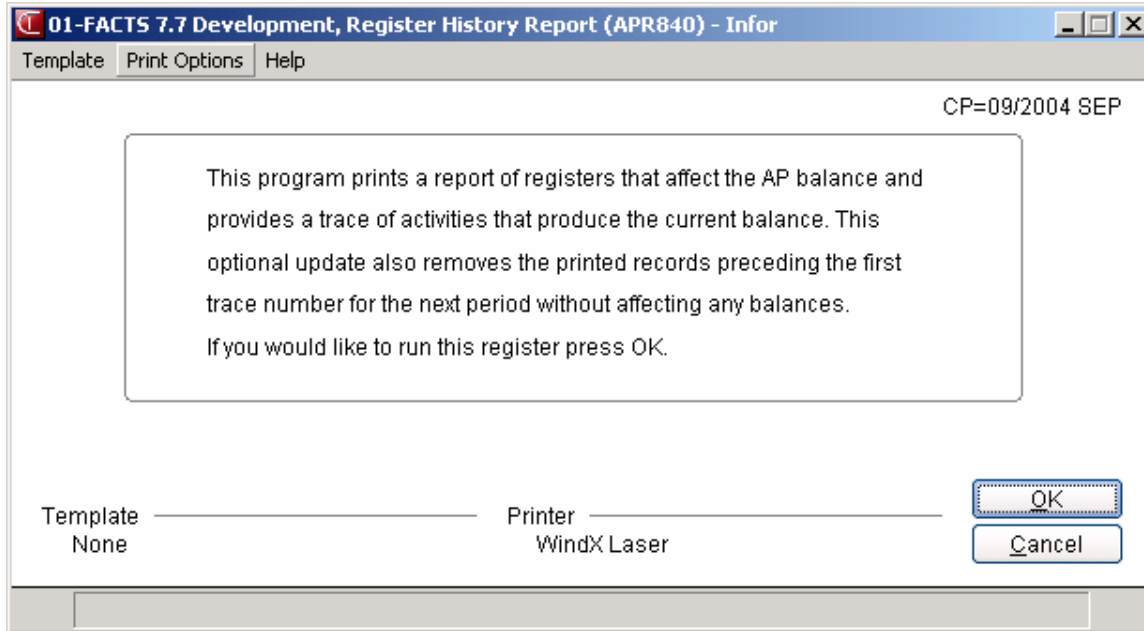
The following fields are involved in printing the Register History Report:

1. Print report

Choose **OK** in the main report window. Choose **OK** at the End of Register message.

2. Check report. OK to remove records preceding first trace# for next period?

Select **OK** to remove the records and update the system. Select **Cancel** to skip the update.



Document Removal Register (APR850)

Function

This program allows the user to print a report of all documents paid down to zero and optionally remove those records from the open documents file. The update also maintains the paid document history file.

As the system removes invoices from the open documents file, the invoice status in the AP check history detail file is also updated.

It is suggested the report be printed and updated as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after the register is run.



Records removed by this program will no longer appear on the Open Payables or Aged Payables Reports. The information regarding paid off documents is available for screen display in the Vendor Inquiry program.

Report information includes the following for each vendor: the vendor number and name, document number, entry period and date, amount, document register date and number, payment amount, discount taken and current document balance (0). An asterisk indicates that the total of the transactions for that document does not equal the document amount. The total number of documents listed with a balance of zero is also included.

User Fields

The following fields are involved in printing a Document Removal Register:

1. Enter the Branch code or codes.

The code must be on file in Branch F/M. The program defaults to the branch assigned to the terminal. Press **F1** or  to default to ALL. Press **F2** or  to search.

2. Print the register.

Choose **OK** in the main report window. Choose **OK** at the End of Register message.

3. Check the register output and indicate whether or not you want to remove the documents on the output.



At the "Check Register. Remove these Records?" message, choose **OK** to remove the documents that appear on the register output. Choose **Cancel** to abort the update and leave the documents in the system. At the "Update Not Run" message, choose **OK**.

01-FACTS 7.7 Development, Document Removal Register (APR850) - Infor [min] [max] [close]

Template Print Options Help

CP=09/2004 SEP



This optional update prints a register of all zero balance documents. It removes these documents from the system and updates the Paid Document History file. Select a branch and press OK if you wish to run this register.

Branch   **Atlanta Branch**

Template _____ Printer _____
None WindX Laser

Enter branch to print, F2-Search, F3-All

How to run the Document Removal Register

1. Access this program by choosing Account Payable→*End of Period*→*Document Removal Register*.
2. In the **Branch** field, enter the branch for the document removal. Press **Enter** (CR) defaults to the branch assigned to the terminal. Select the  icon to process all branches for the register. Select the  to search for branches.
3. Select the **OK** button to print the register.
4. After printing the Document Removal Register, verify the printout. If you need to correct the register data, select **Cancel** to exit the program. After you make corrections, you can rerun the Document Removal Register. If everything is correct, select **OK** to continue.

The program displays the message Check Register. Remove these Records?" Choose **OK** or press **Enter** to remove the documents that appear on the register printout. Choose **Cancel** or press **F4** to abort the update and leave the documents in the system. At the "Update Not Run" message, choose **OK**.

Vendor Ledgercard Removal (APU810)

Function

This program allows the user to remove vendor ledgercards from the system. It is suggested to print the Vendor Ledgercards before running this program. The program can be run by vendor number, alpha, or vendor class based on the transaction cutoff date. It is suggested to run this update as a part of the end-of-period procedures.

User Fields

The following fields are involved in running the Vendor Ledgercard Removal:

1. Order

Select the order the ledgercards are to be removed.

2. Beginning order choice

Select the beginning order choice.

3. Ending order choice

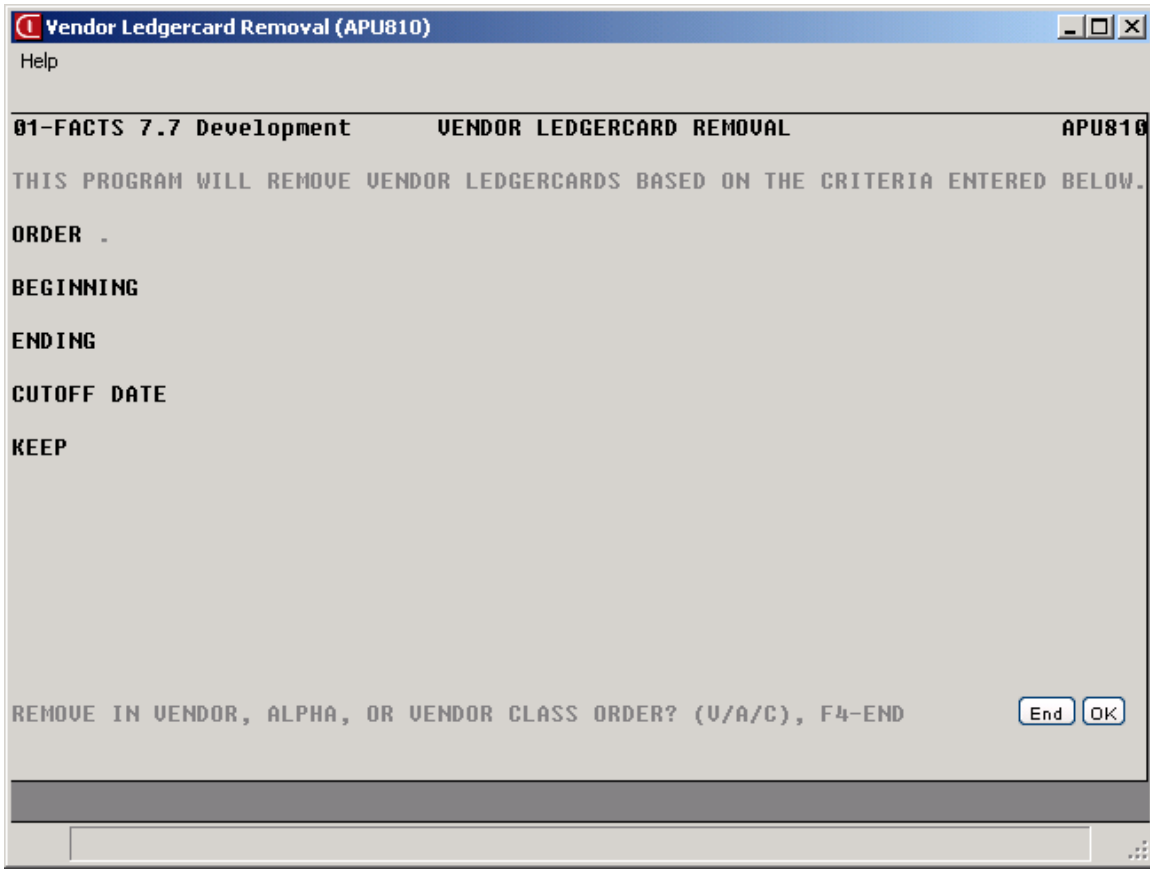
Select the ending order choice.

4. Cutoff date

Enter the last transaction cutoff date. Records will be removed through this date. Press **Enter (CR)** to default to the ending date of the last general ledger period closed.

5. Keep

Enter the minimum number of ledger cards to keep on file per vendor regardless of the entered cutoff date (1-99). Press **Enter (CR)** to default to **NO MINIMUM**.



How to remove vendor ledgercards

1. Access this program by choosing Account Payable→*End of Period*→*Vendor Ledgercard Removal*.
2. In the **Order** field, select the order to use when removing the ledgercards. You can select V for vendor code, A for Alpha, or C for vendor class order. Press F4 to exit the program.
3. In the **Beginning** field, enter the number of the beginning order choice to remove.
4. In the **Ending** field, enter the number of the ending order choice for the removal range.
5. In the **Cutoff Date** field, enter the last transaction cutoff date. Records will be removed through this date. Press **Enter (CR)** to default to the ending date of the last general ledger period closed.
6. In the **Keep** field, enter the minimum number of ledger cards to keep on file per vendor regardless of the entered cutoff date (1-99). Press **Enter (CR)** to default to **NO MINIMUM**.
7. When the system displays the message: **End of Fields. Enter Yes to Continue, F4 to backup**, enter **Yes** to remove the records and update the system, press **F4** to backup and change the field values, or press **F4** twice to exit the program.
8. If you enter **Yes**, the system displays the criteria you entered in the upper portion of the screen and processing information in the lower portion of the screen. When the program is complete the system displays a message telling you how many records were removed and then exits the program.

End-Of-Period Update (APU890)

Function

This program allows the user to close the current accounts payable period. The End-of-Period Update should be run at the end of each Accounts Payable period.

This update allows the user to:

- Close out the current period in accounts payable.
- Remove all temporary vendors with a zero balance.
- Remove documents from the past history file if the balance is zero and the document is older than the number of periods set in the static control records for storing past documents.
- Clear the month-to-date vendor information.
- If this is the end of the year, it will roll year-to-date information to prior year.

As invoices are being removed based on the number of months to store paid documents from the AP Static Control file, FACTS updates their status in the AP check history detail file. Check history records are removed based on the number of months to be stored in the AP Static Control file.

Prior to running this update, the user should make sure that the final PO Invoice Receipt Register, Document Entry & Adjustments Register, and Check Register have been run. The Period Check Register, Period Expense Distribution, Disbursement Distribution, Register History Report and Document Removal Register should also be run. At end of year, the 1099 Print should be run.

User Fields

The following fields are involved in running the End-of-Period Update:

1. Close-Out Period

Indicate whether or not to close the current accounts payable period. Pressing **Enter (CR)** defaults to selected.

2. Have the above end-of-period programs been run?

Indicate if the above reports have been run. This input is just a last check to make sure the user has run all the necessary reports before closing the period. Pressing **Enter (CR)** defaults to unselected and the program is terminated.

If the last AP period was closed less than 20 days before the system date, a message is displayed indicating the number of days since the last close. If the last AP period was closed more than 20 days before the system date, input #3 is skipped.

3. Are you sure you want to close out this period?

Indicate whether to close the period. Pressing **Enter (CR)** defaults to unselected and the program is terminated.

How to run the End-of-Period Update

1. Access this program by choosing Accounts Payable-->End of Period-->End of Period Update.
2. In the Close-out period input, indicate whether or not to close the current Accounts Payable period. The program defaults to selected.
3. At the Have the above End-of-Period programs been run? prompt, enter indicate if the above reports have been run. This input is just a last check to make sure the user has run all the necessary reports before closing the period. The program defaults to unselected and the program is terminated unless you select the checkbox.

If the last AP period was closed less than 20 days before the system date, a message is displayed indicating the number of days since the last close. If the last AP period was closed more than 20 days before the system date, the following input is skipped.

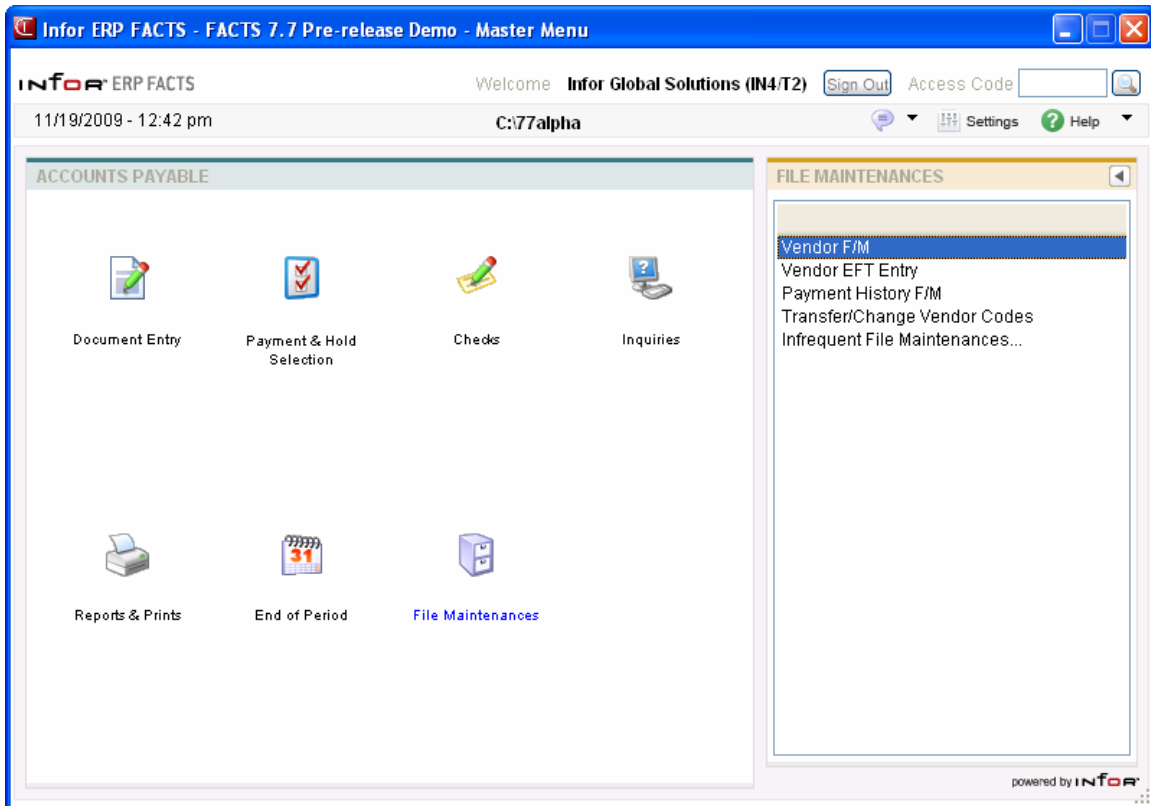
4. At the Are you sure you want to close out this period? prompt, indicate if you want to remove the records and update the system. Do not select the checkbox to skip the update.
5. If you select the checkbox, the system displays the criteria you entered in the upper portion of the screen and processing information in the lower portion of the screen. When the program is complete the system displays a message telling you how many records were updated and then exits the program.

File Maintenances

File maintenance programs allow users to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to the Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu explained in the next chapter.

All files, once set up, are maintained and updated by the system. Most file maintenances in the Accounts Payable system do not need to be maintained by the user and it is unlikely that they will be used.



Vendor F/M (APF910)

Function

This program allows the user to create and maintain records in the vendor file. Each record contains a vendor number and general information relevant to the vendor. This file is referenced by most programs in the AP system as well as by the inventory system.

Vendor numbers may be automatically assigned by the system. You cannot delete vendors with open documents or open purchase orders.

You can also create Faxlink records based on information stored in Vendor records. The program will ask you to do this when you save the document for the first time.

When you save new vendor records, the system allows you to create a Faxlink record and warehouse/vendor review cycle record directly from this program.

To create a faxlink record, select OK when the system asks if you want to create a faxlink records. Select OK, and the system displays the Quick Fax Record Entry screen. Complete the information on the screen and press Enter to add the record.




After you have created the Faxlink record or selected Cancel on the Faxlink message, the system asks if you want to create a warehouse/vendor review cycle record for the new vendor.

To create warehouse/vendor review cycle record, select OK when the system asks if you want to create a warehouse/vendor review cycle record. The system automatically displays the Warehouse/Review Cycle F/M program with the new vendor information. The first warehouse on file displays as the default. You can complete the warehouse/vendor review cycle record information and save the record to return to the Vendor F/M (APF910) program, or you can change other vendors' records and/or create new warehouse/vendor review cycle records for other vendors.

User Fields

The following fields are involved in creating vendor file records:

*. Vendor number

Enter the vendor number (up to 10 characters). Select the  or press **F1** to assign the next available vendor number from the AP Nonstatic Control F/M. The word NEXT appears until you enter all of fields and the actual number is displayed before the record is added to the file. Select the  icon or Press **F2** or  to search existing vendor records.

Vendor F/M Main Screen

2. Vendor name

Enter the vendor's name (up to 30 characters).

3. Address 1

Enter line 1 of the vendor's address (up to 30 characters). If only one line is needed, use the first.

4. Address 2

Enter line 2 of the vendor's address (up to 30 characters).

5. City

Enter the city name (up to 15 characters).


6. State

Enter the state name using the two-character designation provided by the post office.

7. Zip code

Enter the zip code (up to 10 characters).

8. Address 3

Enter line 3 of the vendor's address (up to 30 characters). Press **Enter (CR)** or  to default to the city, state and zip entered in the previous fields. Address 3 may be used for international addresses. Address 3 will be used for all printouts instead of city, state and zip.

9. Alpha (alphabetic sort key)

Enter the alphabetic sort key to be used to sort vendors alphabetically for printouts, displays and alpha searches (up to 10 characters). In most cases, the first ten characters of the vendor's name are sufficient to achieve alphabetical lookup. Press **Enter (CR)** to default to the first ten characters of the vendor's name as entered in the **Vendor Description** field.

10. Contact #1

Enter the name of the person you work with at the vendor's office (up to 25 characters). If only one contact is needed, use the first.

11. Phone #1

Enter the vendor's phone number including area code, dashes and extension, if needed (up to 17 characters). If only one phone number is needed, use the first.

12. Email

Enter the email address for the person entered as contact #1 above.

13. Contact #2

Enter the name of another person you work with at the vendor's office (up to 25 characters).

14. Phone #2

Enter the vendor's second phone number including area code, dashes and extension, if needed (up to 17 characters).

15. Email

Enter the email address for the person entered as contact #1 above.

16. Web Site

Enter the company's Internet address on the World Wide Web. You can select  to access the company's Internet on the World Wide Web.

Vendor F/M Purchase History screen

To access the purchase history screen, click the Purchase History Tab.

The following fields should be used as a file maintenance only once to enter original information. Thereafter, this information is updated by the system and any changes you make could compromise data. Entering initial information into these fields is optional.

The update portions of the Document Entry & Adjustments Register and the Check Register programs update purchase history information.

2. Date Opened

Enter the date the account was opened with this vendor. Press **Enter (CR)** to default to the date this vendor was entered into the vendor file.

3. Date Last Invoice

Enter the date of the most recent invoice from this vendor.

4. Date Last Payment

Enter the date of the most recent payment made to this vendor.

5. Date Highest Balance

Enter the date the highest amount of money was owed to this vendor.

*** Current Balance****7. Highest Balance**

Enter the amount of the highest balance for this vendor (+/- 99999999.99). Press **Enter (CR)** to initially default to 0.

8. 1099 Balance

Enter the amount of the 1099 balance for this vendor (+/- 99999999.99). Press **Enter (CR)** to initially default to 0.

9. Month-To-Date Invoices, Payments, Disc. Taken, Disc. Allowable

Enter the total amount of month-to-date invoices (+/- 99999999.99). Press **Enter (CR)** to initially default to 0.

10. Year-To-Date Invoices, Payments, Disc. Taken, Disc. Allowable

Enter the total amount of year-to-date invoices (+/- 99999999.99). Press **Enter (CR)** to initially default to 0.

12. Prior Year Invoices, Payments, Disc. Taken, Disc. Allowable

Enter the total amount of prior year invoices (+/- 99999999.99). Press **Enter (CR)** to initially default to 0.

Vendor F/M Financials screen**2. Check Name**

Enter the payee's name that should print on the AP checks (up to 30 characters). Press **Enter (CR)** to default to the vendor's name.

3. Address 1

Enter the first address line to print on the AP checks (i.e., remit-to address) (up to 30 characters). Press **Enter (CR)** to default to address 1 of the vendor.

4. Address 2

Enter the second address line to print on the AP checks (i.e., remit-to address) (up to 30 characters). Press **Enter (CR)** to default to address 2 of the vendor.

5. Address 3

Enter the city, state and zip to print on the AP checks (i.e., remit-to address) (up to 30 characters). Press **Enter (CR)** to default to address 3 of the vendor.

6. Tax Exempt #

Enter your **company's** tax-exempt number applicable for this vendor (up to 10 characters). Tax-exempt numbers may vary by state. This number prints on any purchase order for this vendor so that you are not charged tax.

7. 1099 ID

Enter the vendor's 1099 ID number (up to 12 characters). This is used to print on the 1099 forms for sales more than \$400. This number is most often used for contract labor situations.

8. Terms Code

Enter the terms code for this vendor (up to 2 characters). The entry must be a valid terms code.


Press **F2** or  to search.

Vendor F/M Miscellaneous screen


2. Our Customer

Enter **your** customer number from this vendor (up to 10 characters). It should be the number this vendor has assigned to you for their records.

3. Vendor Class

Enter the vendor class (up to 3 characters). The entry must be a valid vendor class. Press **F2** or  to search.

4. GL Table

Enter the GL posting table to which this vendor belongs (up to 3 characters). The entry must be a valid AP general ledger posting table. Press **F2** or  to search.

5. Doc Group (document group)

Enter the normal document group for this vendor (up to 2 characters). Document groups are optional and this field may be skipped.

6. Ship-From

Enter the normal (default) ship-from number for purchase orders for this vendor (up to 5 characters). Press **Enter (CR)** to default to SAME meaning this ship-from name and address is the same as the vendor's name and address. If the number is not SAME, the screen will display the number. After the vendor record is entered, the ship-from number and address should be entered in the Ship-From F/M program in purchase orders.

7. Default Freight

Enter the default freight code for this vendor. This freight code is used as the default for warehouse-ship purchase orders created in PO Entry and PO Receipt Entry programs. You can select from: B-Bill Later, C-Collect, P-Prepaid, A-Prepay/Add.

8. Perm/Temp (Permanent/Temporary)

Enter whether the vendor is **Permanent** or **Temporary**. Temporary vendors who have a zero balance are removed during the End-of-Period Update. The temporary vendor numbers may be reused. Press **Enter (CR)** to initially default to P.

9. Temporary Item Lead Time

Enter the default lead time for temporary items. This field represents the default lead time for this vendor for temporary items for use in determining when to release a request on a blanket sales order. This value can be overridden during blanket sales order entry. Press **Enter (CR)** to initially default to 0.

10. Message

Enter a message if desired (up to 30 characters). This message only appears on the screen during document entry programs.

11. Active

Indicate whether the vendor is active. If N is entered, no processing is allowed for this vendor (i.e., no checks may be processed and no documents may be entered). Press **Enter (CR)** to initially default to selected.

12. On Hold

Indicate whether to place the vendor on hold. If **selected**, no checks may be written to this vendor. Press **Enter (CR)** to initially default to **unselected**.

13. Use Ledgercards



Indicate whether to store ledgercards for this vendor. Press **Enter (CR)** to initially default to the value set for the **Use Vendor Ledger Card** checkbox on the General screen of AP Static Control F/M.

14. Store Past POs

Indicate whether to store past purchase orders for this vendor. Press **Enter (CR)** to initially default to selected (yes).


Vendor F/M Costing Screen

2. Default Cost Class Prompt

Enter the default cost class. Press **F1** for  for no cutoff date. Press **F2** or  to search, or **F4** to backup. If your company does not use costs classes for cost contracts, enter **None** in this field.

3. Cost Hierarchy Prompt



Press  to enter the cost hierarchy types. You can select from: **S**=Standard PO cost, **I**=Contracts for specific items, **C**=Contracts for items in a cost class, or **A**=Contracts for all items. Press **Enter (CR)** to default to **I+C+A+S**. Press **F1** for None or **F4** to backup.

4. Use Lowest Cost

Select the Use Lowest Cost checkbox to indicate you want to ignore the cost hierarchy and use the lowest cost the system can find.

Vendor F/M User-Defined Screen

Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined screen displays user-defined fields in the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields available to any user that has access to Vendor F/M. You will be able to configure these fields within the following constraints: If the user has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410): Each field can be designated by a type--text, numeric, validated list, and date, as well as a label that can be edited in the F/M to create custom labels for each field. This allows the user to have a meaningful label other than "User Defined 1" and so on.

01-FACTS 7.7 Development, Vendor F/M (APF910) - Infor

Notes Help

Vendor **General Industrial MFG**

Main Purchase History Financials Miscellaneous Costing User-Defined

Name

Address 1

Address 2

City State Zip Code

Address 3

Alpha

Contact Information

Contact 1 Phone

E-mail

Contact 2 Phone

E-mail

Web Site

Enter phone # 2

Vendor EFT Entry (APE910)

Function

Use this program to enter the required information needed from a vendor for processing electronic payments. Vendors must be set up in Vendor F/M before being accessible within this program. Only vendors who accept electronic payments should be set up here. Multiple routing and account numbers can be set up for one vendor.

Lines only need to be created for ACH payments. If a Vendor will only be paid electronically via wire transfers, lines do not need to be entered. All vendors with the header portion of this entry set up will be able to be paid via wire transfers.

The Pre-note button on this screen allows the user to create a pre-notification for the highlighted account for transmission to the bank. This will ask the user what bank the pre-notification will be sent through (this is required so FACTS knows where to create the file.)

Vendor: V100 General Industrial MFG

Consumer Payments

Combine Payments

Default Payment Type: A - ACH

Remittance Advice Type: E - Email

Email To: stephanie.keller@infor.com

Recipient Name: Stephanie Keller

Subject: This is the email subject

Routing #: 076401251 Account #: 6035529 Primary Acct

Acct Name/Desc: Same as Vendor

Acct Type: C - Checking Pre-note Status: N - Not Sent

Routing#	Account#	Primary	Acct Name/Description	Type	Pre-note Status
076401251	6008291	Yes	Stephanie Keller	Checking	Approved on 10/01/2008
076401251	6027781		Sammy Davis Jr.	Savings	Rejected
076401251	6035529			Checking	Not Sent

add

Pre-note Done

User Fields

Use the following fields to create individual records for each vendor:

1. Vendor

Enter the vendor number. Press F2 or to search. Press F3 for a Vendor EFT search.

2. Consumer Payment

Allows you to identify individuals set up as vendors that payments are made to. Consumer payment creates PPD type ACH transactions.

3. Combine Payments

Indicates you want to allow payments from multiple vendors with the same routing and account numbers to be combined when transmitted to the bank.

4. Default Payment Type

Enter the default payment type. You can select from: A-ACH, W-Wire Transfer, or C-Check. FACTS uses A-ACH as the default.

5. Remittance Advice Type

Enter the remittance advice for electronic payments. You can select from: P-Print, E-Email, or F-Fax.

6. To

Enter the “To” (recipient) email address. Note: FACTS disables this prompt if the remittance advice is not email.

7. CC

Enter the “CC” (carbon copy) email address. Note: FACTS disables this prompt if the remittance advice is not email.


8. Recipient Name

Enter the email recipient’s name. Note: FACTS disables this prompt if the remittance advice is not email.

9. Subject

Enter the email subject line. Note: FACTS disables this prompt if the remittance advice is not email.

10. Fax Directory Record Number

Enter the fax directory record number, Press F2 or  to access the Fax Directory Search. Note: This field is disabled if the remittance advice type is not fax.

11. Cover


Enter the cover page. Press F1 or  for None. Press F2 or  to search. Note: This field is disabled if the remittance advice type is not fax.

12. Subject

Enter the subject for the email. Note: This field is disabled if the remittance advice type is not fax.



This concludes the header portion of the EFT Submission program. To enter vendor lines in electronic funds transfers, complete the following.

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. When you enter a new submission or edit an existing one the system places you in add mode so you can enter recurring document lines. Press  to stop line item addition.

13. Routing Number

Enter the ABA routing number. Note: This field may NOT be left blank and must be 9 characters long.

14. Account Number

Enter the account number. Note: This field may NOT be left blank.

15. Primary Account

Indicate whether this is the vendor’s primary account. Note that only one account can be flagged as primary.



16. Account Name or Description





Enter the account name or description, Press F1 or  to enter “Same as Vendor”.

17. Account Type

Enter the account types. You can select from: C-Checking or S-Savings. FACTS uses C-Checking as the default.

Enter the pre-notification status. You can select from: N-Not Sent, S-Sent, A-Approved, or R-Rejected. FACTS uses N-Not Sent as the default. Note: When you change the value to “A-Approved”, the pre-notification approval date will be set to the system date and the pre-notification user will be set to the user code.

After you enter the line, press  to save your work. Press **F4** or the  icon to end line-item entry. You can:

-  - Adds a line-item
-  - Deletes the document
-  Inserts a line item above the highlighted line in the browser.
-  - Changes the highlighted line-item

After you complete line item entry processing select the  icon.

You can select **Pre-note** to create a pre-notification for the highlighted account for transmission to the bank. The system asks the user what bank the pre-notification will be sent through and verifies that the bank is set up to accept electronic payments. This function creates a file in the bank's default payment batch file directory in the bank's default ACH Entry Class format and sets the pre-notification status will be changed to “S-Sent”.

Press the **Done** button to complete the EFT submission entry.

Menu Options:

· File

Delete Vendor Entry--Deletes all account lines and the vendor EFT header record.

Exit—Returns to the FACTS AP File Maintenances menu.

· Options

Create Pre-notification-- Allows the user to create a pre-notification for the highlighted account for transmission to the bank. The system asks the user what bank the pre-notification will be sent through and verifies that the bank is set up to accept electronic payments. This function creates a file in the bank's default payment batch file directory in the bank's default ACH Entry Class format and sets the pre-notification status will be changed to “S-Sent”.

· Help

Accesses online help for this screen.

Payment History F/M (APF930)

Function

This program allows the user to create and maintain vendor payment history which includes payments made to each vendor for the next period, current period and 26 previous periods.

This program should be used as a file maintenance only once to enter original information. Thereafter, it is updated by the system and changes made by the user may compromise data. Entering initial information into this file is optional.

The update portion of the Check Register program updates the information in the payment history file.

User Fields

The following fields are involved in creating a payment history record:

* **Vendor number**

Enter the vendor number. If a payment history record for this vendor is on file, it will be displayed.

Most Current Period Payments and Previous Payments

Enter the payment amounts for the next period, current period and prior 26 periods (+/-99999999.99). The 14 most current periods are located on the Most Current Period tab. Another 14 periods are located on the Previous Periods tab. Press Enter (CR) to initially default to 0. F2 sets the current and remaining fields to 0.

D1-FACTS 7.7 Development, Payment History F/M (APF930) - Infor

Help

Vendor **General Industrial MFG**

Most Current Periods **Previous Periods**

Period	Payment	Period	Payment
NP 10/2004 Oct	500.00	PP 03/2004 Mar	7350.03
CP 09/2004 Sep	6347.21	PP 02/2004 Feb	9085.56
LP 08/2004 Aug	31233.73	PP 01/2004 Jan	7164.16
PP 07/2004 Jul	11655.25	PP 12/2003 Dec	8920.56
PP 06/2004 Jun	11736.54	PP 11/2003 Nov	8427.50
PP 05/2004 May	10269.25	PP 10/2003 Oct	9791.30
PP 04/2004 Apr	9222.72	PP 09/2003 Sep	8780.39

Save Delete New Exit

Enter payment for Next Period 10/2004 Oct

Transfer/Change Vendor Codes (APU910)

Function

This program allows the user of the FACTS system to change specific information in the vendor file for a range of vendors.

The user has the option to change the following fields:

- | | |
|---------------------|-------------------------|
| 1. Vendor class | 7. Default cost class |
| 2. Terms code | 8. Cost hierarchy |
| 3. GL posting table | 9. Use lowest cost flag |
| 4. Document group | |
| 5. Ledgercard flag | |
| 6. Past PO flag | |

To change a field the user may:

- Select the order to change - vendor, alpha, or vendor class.
- Select the beginning and ending order choice to change.
- Select the change **FROM** field.
- Select the change **TO** field.

The fields above are all part of the information stored on each vendor in the vendor file. This program is especially useful to make changes to many vendors without having to manually change each vendor individually through the Vendor F/M program.

An example of the use of this program is if the user started to give a 2% terms discounts replacing the 1% discounts. All fields being changed must be valid fields. For example, if changing terms codes, all codes being changed must be valid terms codes. Changes made in this program do not affect transaction files or other modules.

User Fields

The following fields are involved in changing vendor information:

1. Select number

Enter the number of the field to be changed (1-6).

2. Order

Select the order the field is to update.


3. Beginning order choice

Enter the beginning order choice.

4. Ending order choice

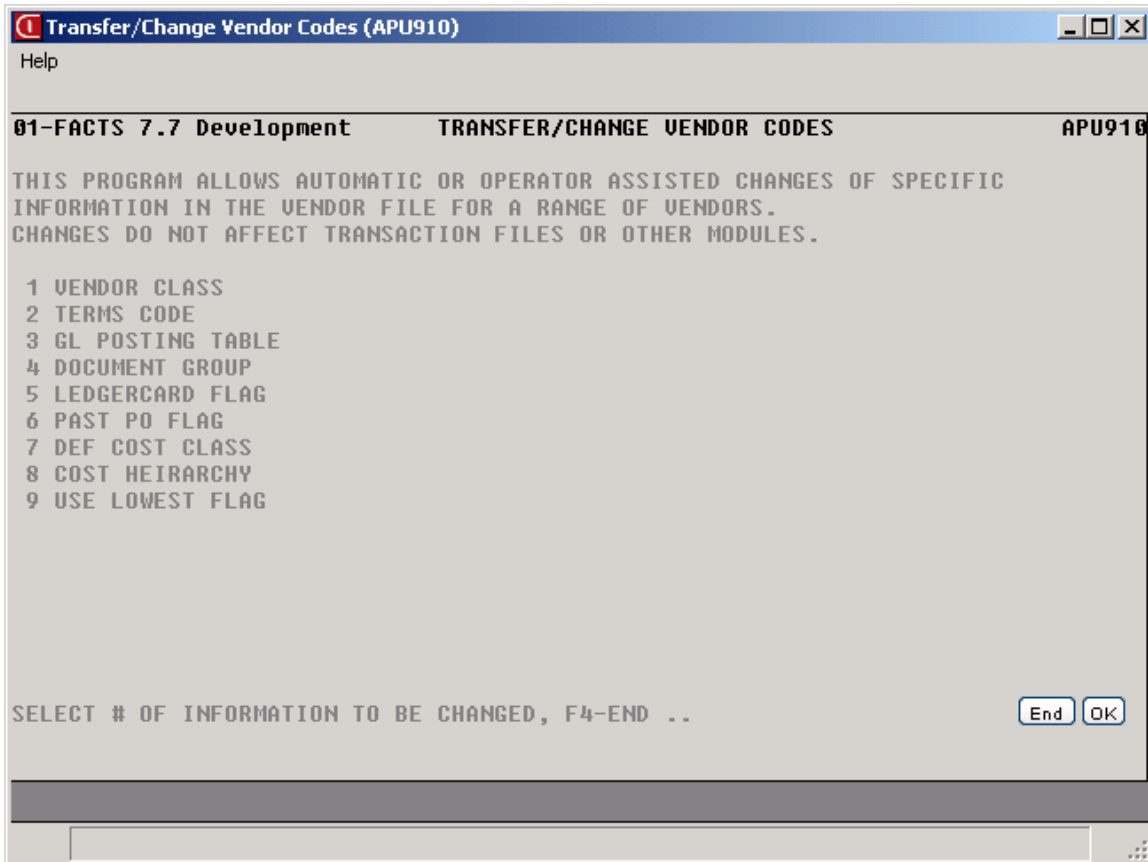
Enter the ending order choice.

5. Change from

The answer to the first field (Select #) is the field being changed (e.g., if vendor class was selected, enter the vendor class that is being changed). Press **F3** or  to default to **ALL**.

6. Change to

The answer to the second field (Select #) is the field being changed to (e.g., if vendor class was selected, enter the vendor class to change to). Press **F3** to default to the user selection. If you press **F3**, the program stops at every vendor whose vendor class is to be changed and requires field of the new vendor class.

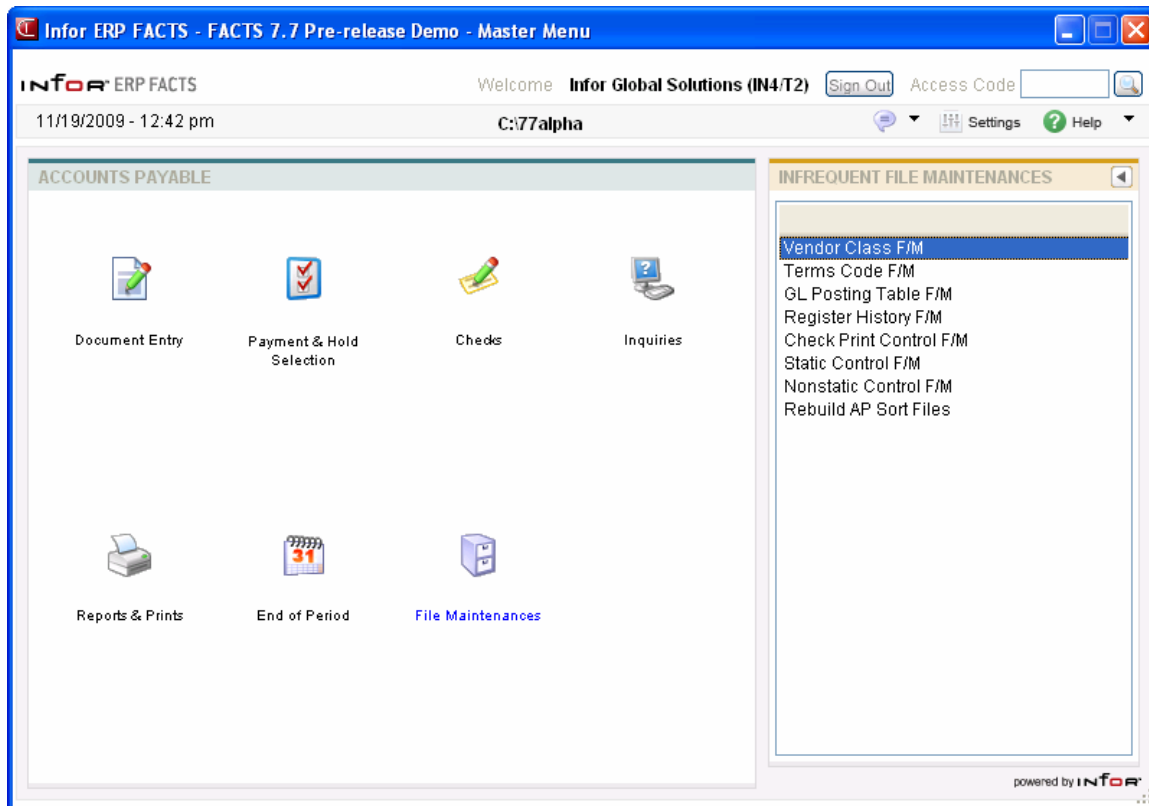


Infrequent F/M

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to the Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M which keeps track of the accounts payable period and all the register trace numbers.

All files, once set up, are maintained and updated by the system. Most file maintenances in the accounts payable system do not need to be maintained by the user and it is unlikely that they will be used.



Vendor Class F/M (APF950)

Function

This program allows the user to create and maintain vendor class records which are used to categorize the different types of vendors.


Users may establish their own set of valid vendor classes. Each vendor will be placed into a vendor class. These classes are used on some printouts in order to group vendors. For example, the user may want to group all inventory vendors, utility vendors, office supply vendors, etc. Assign any alphanumeric code to indicate each class (i.e., 001, 002, 003 or INV, UTL, OFF). If the user chooses not to use vendor classes, one class should be created and all vendors must be assigned to that class.

At least one vendor class must be entered here prior to entering vendors into the vendor file.

User Inputs

The following inputs are involved in creating a vendor class record:


1. Vendor class

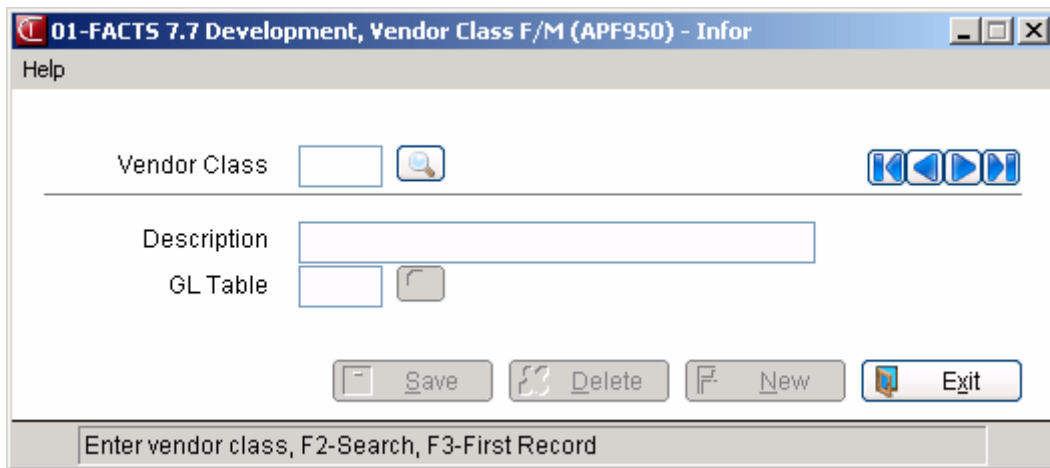
Enter the vendor class code (up to 3 characters). Press **F2** or  to search.

2. Vendor class description

Enter the description of the vendor class (up to 30 characters).

3. GL table

Enter the default GL posting table for this class. This is only a default and is used in the Vendor F/M program. If the vendor class is UTL and the GL posting table is 100, then when entering UTL as the vendor class in the Vendor F/M program, the GL posting table will default to 100 with the user having the option to override the GL posting table. Press **F2** or  to search.



Terms Code F/M (APF955)

Function

This program allows the user to create and maintain terms code records.

Users may establish their own set of valid terms codes to be assigned to each vendor. The information given about each terms code will be used in determining due dates and discount due dates during AP Document Entry. The user should assign terms code designations that are easy to remember, for example, **30**-net 30 days, **01**- 1% 10 net 30, etc.

An **M**-manual terms code should be set up. During the Document Entry program the M terms code indicates to the system that the due date, discount due date and allowable discount are entered by the user and not calculated by the system. The M terms code should be assigned to vendors with variable terms codes.

The following table illustrates how some of the more common terms codes would be entered:

Code	10	20	99
Description	1% 10 Net 30	2% 10 Net 30	Cash
Date/Num/Spec	N	N	N
# of Payments	1	1	1
Discount %	1.00%	2	0.00
First Net Due	30	10	0
Discount Due	10	0	0
Cutoff Day Current Month		10	
Cutoff Day Next Month		25	
. Subsequent Due			
. Sub. Dscnt Due			
. Specific Date Due			
. Spec. Dscnt Due			

Valid terms codes must be entered here prior to entering vendors into the vendor file.

User Inputs

The following inputs are involved in creating a terms code record:

1. Terms code

Enter a terms code (up to 2 characters). Press **F2** or  to search.

2. Terms description

Enter the description of this terms code (up to 15 characters).

3. Date/Num/Spec (date/number of days/specific)

Enter **D** if payment is always due on a certain day of the month, e.g., the 10th. Enter **N** if payment is always due in a certain number of days, e.g., in 30 days. Enter **S** if payment is due on a specific date, e.g., 7/8/97. Press Enter to initially default to D.

4. # of payments

Enter the number of payments expected (1-12). Press Enter to initially default to 1. Example, if terms are Net 30, 60, 90 then three payments will be made. If S was selected for field #3, then the number of payments must be 1.

5. Discount %

Enter the allowable discount percent (0 to 99.99). For example, if it is a one percent discount enter 1.00. Press Enter to initially default to 0.

6. First net due (date)

If D or N was selected in field #3, enter either the day of the month or the number of days until due (0-999). If S was chosen in field #3, this field is skipped. Press Enter to initially default to 0.

7. First discount due (date)

If S was selected in field #3, this field is skipped. Enter the day of the month or number of days that payment is due to be eligible to receive a discount (0-999). Press Enter to initially default to 0.

8. Cutoff day current month

If S was selected in field #3, this field is skipped. Enter the day (invoice date) before which the due date will still be in the current month. If this is set to zero, the invoice will never be due in the current month. If this is set to 5, the due date will only be in the current month if the invoice date is the 1st - 4th of the month. For example, if the terms are 2% 10th Net 30th and anything invoiced after the 4th is due the next (following) month, the cutoff would be set to 5. If invoiced on September 4th the discount due date is September 10th and the net due date is September 30th. If invoiced on September 5th the discount due date is October 10th and the net due date is October 30th.

9. Cutoff day next month

If S was selected in field #3, this field is skipped. Enter the day (invoice date) before which the due date will be in the next month. If this is set to 25, the due date will only be in the next month if the invoice date is between the cutoff for the current month and the 25th of the month. For example, if the terms are 2% 10th Net 30th and anything invoiced after the 25th is due in two months, the cutoff would be set to 25. If invoiced on September 24th the discount due date is October 10th and the net due date is October 30th. If invoiced on September 25th the discount due date is November 10th and the net due date is November 30th.

10. Subsequent due (date)

If S was selected for field #3 or the number of payments selected in field #4 is 1, then this field is skipped. If N was entered in field #3, enter the number of days until due (0-999). If D was entered in

field #3, enter the date of each month when payment is due (0-31). This field is used only for terms codes with multiple payment due dates. Press Enter to initially default to 0.

11. Subsequent dscent due (subsequent discount due date)

If S was selected for field #3 or the number of payments selected in field #4 is 1, then this field is skipped. If N was entered in field #3, enter the number of days until discount due date (0-999). If D was entered in field #3, enter the date on which payment is due to be eligible for a discount each month.

12. Specific date due

Enter the specific date on which payment is due if S was chosen in field #3.

13. Specific dscent date (specific discount date)

Enter the specific due date on or before which payment must be made to receive a discount if S was chosen in field #3.

01-FACTS 7.7 Development, Terms Code F/M (APF955) - Infor

Help

Terms Code

Description

Date/Num/Spec

of Payments Discount %

First Due

Net Discount

Cutoff Day

Current Month Next Month

Subsequent Due

Net Discount

Specific Date

Due Discount

Enter terms description

GL Posting Table F/M (APF960)

Function

This program allows the user to create and maintain GL posting tables. GL posting tables are used to expedite input of GL expense account numbers during AP Document Entry.

Users may establish their own set of valid GL posting tables to be assigned to each vendor. For example, all invoices from freight companies may be expensed to the same GL account number. The user should assign one GL posting table to all freight vendors. Posting tables may be alphabetic or numeric and should be easily recognized. During Document Entry, the user must input the vendor number. The GL posting table code assigned to that vendor is displayed and may be overridden on the invoice. The GL account numbers stored with the GL posting tables become the default value for the expense account number entered in Document Entry. Document Entry also allows a search to display all GL numbers set up in a posting table.

In Document Entry, the user may expense an invoice to up to 999 expense accounts. The GL posting table allows the user to set up to five default expense accounts to make entry of AP documents easier.

The GL posting table also contains the Accounts Payable GL number to post and the Discounts GL number to post when a discount is taken.

Example: Southern bell is a vendor set up in the vendor file and for GL posting purposes is considered a telephone vendor. Therefore, the user sets up a GL posting table **TEL**-telephone. When posting most phone bills from Southern Bell, the user normally expenses to the telephone GL expense account. However, occasionally the user advertises in the yellow pages and when those bills are entered, they are expensed to the advertising GL expense account. The user sets up the GL posting table as follows:

GL Table	TEL		
Description	Telephone		
		<u>G/L #</u>	<u>Description</u>
Expense	1	735-00-00	Telephone
	2	710-00-00	Advertising
	3		
	4		
	5		
Accounts Payable		310-00-00	Accounts Payable
Discounts		490-00-00	Discounts Taken

In Document Entry, if the GL posting table is **TEL** for the invoice being entered, the system automatically defaults to 735-00-00 for the first GL number to be expensed. The user also may perform a search to display all of the GL expense numbers set up in the **TEL** GL posting table. In this example, 735-00-00 telephone and 710-00-00 advertising are displayed.

Therefore, when a regular telephone bill is entered, the user may allow the system to default to 735-00-00 telephone. However, when an occasional

advertising bill is entered, the user may search to see the other possible expense GL numbers to use.

If the **Post by branch** flag is set to Y in the AP static control record, the Document Entry program automatically inserts the branch in the proper position in the GL number when displaying the expense numbers of the GL posting table.

Within each GL posting table there is also an account number for accounts payable. This number is posted when entering an accounts payable document or writing a check and paying it off. The discounts number is posted when a discount is taken, i.e., when the payment is made and the check is written. Discounts are not posted upon initial entry of the document, but when the discount is entered when payment is made (i.e., when the discount is taken).

If the user enters two bills for Southern Bell - a telephone bill for \$350 and an advertising bill for \$150, the summary Document Entry Register GL distribution using the GL posting table listed above would be as follows:

	<u>Debit</u>	<u>Credit</u>
310-00-00 Accounts payable		-500.00
730-00-00 Telephone	350.00	
710-00-00 Advertising	150.00	

If the user pays the two bills and takes a 2% discount on the advertising bill, the summary Check Register GL distribution using the GL posting table listed above would be as follows:

	<u>Debit</u>	<u>Credit</u>
* 100-00-00 Cash in Bank		-497.00
310-00-00 Accounts Payable	500.00	
490-00-00 Discounts Taken		-3.00

* The cash G/L number comes from the Bank G/L number set up in the Bank F/M in the banking and check system in system management.

If the **Post by Branch** flag is set to Y in the AP static control record, the Document Entry & Adjustments Register and Check Register automatically insert the branch (assigned to each document) in the AP and discounts GL numbers when posting to GL.

When setting up the GL Posting Tables, because they are user-defined, there is no limit to the number set up. Any of the expense numbers may be entered as defaults in the AP Document Entry. The AP and Discount G/L numbers are mandatory numbers and may not be overridden during entry of current payment selection or check writing.

If a loan is to be entered and the balance posts to Notes Payable rather than an accounts payable account, when setting up GL posting tables, one may be set up as follows:

GL Table	LN	G/L #	Description
	Loans		
* Expense	1		
*	2		
*	3		
*	4		
*	5		
Accounts Payable		320-00-00	Notes Payable
Discounts		490-00-00	Discounts Taken


If a GL posting table is set up with no expense accounts, the user has no **default** expense numbers in Document Entry.

The Document Entry program, Document Entry & Adjustments Register and Check Register programs use information stored in these records.

User Inputs

The following inputs are involved in creating a GL posting table:


1. GL table

Enter the GL posting table (up to 3 characters). The user may wish to begin numbering GL posting table with 001 and continue with 002, 003, etc. We suggest reserving GL posting table 000 for temporary vendors or any vendor for whom the expense account number may change with each invoice. Posting table 000 would have no expense account numbers entered. Posting table 000 may also be used by the user who does not wish to take advantage of GL posting tables and wishes to type all expense account numbers with each invoice entered. Press **F2** or  to search.


2. Description

Enter the description of the GL posting table (up to 30 characters).

3. Expense 1

Enter the general ledger expense account number used by this GL posting table. The entry must be a valid general ledger number. Press **Enter (CR)** to default to no expense number initially. Press **F2** or  to search.


4. Expense 2

It may be the case that invoices are divided and expensed to several different account numbers. The user may enter up to five expense account numbers to be used as default values during Document Entry. For example, office supplies may be expensed to several departments. The office supply GL posting table would list up to five expense account numbers for office supplies. Enter the second GL expense number if one is needed. Press **Enter (CR)** to initially default to no expense number. Press **F2** or  to search.


5. Expense 3

Enter the third GL expense number if needed. Press **Enter (CR)** to initially default to no expense number. Press **F2** or  to search.


6. Expense 4

Enter the fourth GL expense number if needed. Press **Enter (CR)** to initially default to no expense number. Press **F2** or  to search.


7. Expense 5

Enter the fifth GL expense number if needed. Press **Enter (CR)** to initially default to no expense number. Press **F2** or  to search.

8. Accounts Payable GL number

Enter the accounts payable general ledger account number to be used as the off-setting entry against the expense accounts. The entry must be a valid general ledger number. Press **F2** or  to search.

9. Discounts GL number








Enter the discounts taken GL account number. The entry must be a valid general ledger number. Press **F2** or  to search.

01-FACTS 7.7 Development, GL Posting Table F/M (APF960) - Infor

Help

GL Table 001

Description Office

Expense 1	620-01-1		Office Expense
2	000-00 0		
3	000-00 0		
4	000-00 0		
5	000-00 0		
Accounts Payable	310-01-0		Accounts Payable
Discounts	490-01-1		Discounts Taken

Save Delete New Exit

Enter GL posting table description

Register History F/M (APF965)

Function

This program allows the user to trace through all registers of the current period to see how the Accounts Payable balance is affected by each register.

When initially setting up the AP system, no records need to be entered here.

For every register run and updated that affects the Accounts Payable balance, a record is created by the system. Information includes the following:

- AP register trace number - As each register is updated the system assigns a trace number.
- Register types - Check, Entry, and Vendor balancing.
- Date - The date the register is updated.
- Period - The period the register is updated.
- Register # - The number which is assigned to each register when it is run.
- Beginning AP balance - The AP balance before the register is updated.
- Dollar amount - The actual dollar amount of the register which affects the AP balance.
- Discount amount - The discount amount (if applicable) on the register.
- Adjustment amount - The adjustment amount (if applicable) on the register.
- Ending AP balance - The AP balance after the register is updated. This balance becomes the beginning balance on the next AP register trace number.

User Inputs

The following inputs are involved in creating a register history record:

1. AP register trace number

Enter the AP register history trace number (1-9999).

2. Register type

Indicate whether the register type is **C**-check, **E**-entry or **V**-vendor balancing. Press **Enter (CR)** to initially default to **C**.

3. Date

Enter the register date.

4. Period

Enter the register period (PPYY).

5. Register number

Enter the register number (1-9999).

6. Beginning AP balance

Enter the AP balance before the register was updated (+/- 99999999.99). Press **Enter (CR)** to initially default to **0**.

7. Dollar amount

Enter the dollar amount of the register to affect the AP balance (+/-99999999.99). Press **Enter (CR)** to initially default to **0**.

8. Discount amount

Enter the discount amount of the register to affect the AP balance (+/-99999999.99). Press **Enter (CR)** to initially default to 0.

9. Adjustment amount

Enter the adjustment amount of the register to affect the AP balance (+/-99999999.99). Press **Enter (CR)** to initially default to 0.

10. Ending AP balance

Enter the AP balance after the register has been updated (+/- 99999999.99). Press **Enter (CR)** to initially default to 0.

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Help

AP Register Trace #

Register Type	<input type="text" value="E - Entry Register"/>	Dollar Amount	<input type="text" value="668.47"/>
Date	<input type="text" value="09/07/2004"/>	Discount Amount	<input type="text" value=".00"/>
Period	<input type="text" value="09/2004"/> SEP	Adjustment Amount	<input type="text" value=".00"/>
Register #	<input type="text" value="1505"/>	Ending AP Balance	<input type="text" value="146261.22"/>
Beginning AP Balance	<input type="text" value="145592.75"/>		

Enter check, entry, or vendor balancing register type

Check Print Control F/M (APF975)

Function

This program allows the user to create and maintain check parameters that determine the print positions of information on AP checks.

The check parameter records enable the user to control, within broad limitations, the print positions of AP check information without requiring program changes. One record is stored for each bank to allow different checks for each bank. If the standard AP check is to be used, the user should allow each input to default to its preset value. This will produce a check that matches the standard FACTS check.

The Check Print program verifies that check parameters are on file for the selected bank. Therefore, this record must be set up prior to printing checks.

Laser Check Driver Print Parameters

The laser driver, HPCHECK, prints to laser printers in 12 pitch. Using the correct settings in FACTS and the correct forms, this driver accommodates printing laser checks in FACTS. Contact Transform Technologies directly to order checks or to request samples at (800) 226-2564 or email Chris Bilello at chris.bilello@thetransformgroup.com or Dottie Ward at dottie.ward@thetransformgroup.com.

To use the HPCHECK laser driver, associate a link file for the laser printer with the HPCHECK printer. You can set it up as an additional printer in FACTS if other users make use of the laser printer for normal printing tasks. Use the settings below in Check Print Control F/M for Accounts Payable and Payroll laser check forms.

Note that these settings are only for the laser check forms (Accounts Payable and Payroll) provided by Transform Technologies. Laser check forms provided by any other forms vendor may not comply with the set up parameters given below.

Accounts Payable Check HPCHECK Laser Driver Parameters

Vouchers tab		Checks tab	
# Lines Per Voucher	41	# Lines Per Check	19
# Invoices Per Voucher	32	Maximum Columns - Script	55
Void Stub Overrun Checks	Y	Check Column - Check Number	51
Plain Paper Vouchers	N	Check Column - Date	62
Voucher Column - Vendor	44	Check Column - Script	11
Voucher Column - Name	62	Check Column - Amount	80
Voucher Column - Date	45	Check Column - Name/ Address	13


Vouchers tab (continued)	
Voucher Column - Check Number	70
Voucher Column - Page Number	86
Voucher Column - Invoice Date	0
Voucher Column - Invoice Number	11
Voucher Column - Invoice Amount	25
Voucher Column - Discount	39
Voucher Column - Payment	53
Voucher Column - Memo	66

User Inputs

The following inputs are involved in creating a check parameter record:

Check Print Control F/M Vouchers tab

***. Bank**

Enter the bank code for these parameters. The entry must be a valid bank code. Press **F2** or  to search.

Vouchers tab

2. # Lines Per Voucher

Enter the maximum number of horizontal lines (10-99) on the voucher (or stub) portion of the check. Press **Enter (CR)** defaults to 21 initially.

If you don't want to print a voucher, enter 0.

3. # Invoices Per Voucher

Enter the maximum number of invoices to print on the voucher portion of the check (1-9 less than lines per voucher chosen in field #2). If 0 was entered in field #2, 0 is the only valid field. Press **Enter (CR)** to initially default to 12.

4. Void Stub Overrun Checks

Enter **Y** or **N** to indicate whether to void the checks when the voucher is filled with invoices and print **continued** and continue on another voucher. Press **Enter (CR)** to initially default to **Y**.

5. Plain Paper Vouchers

Enter **Y**, **N** or **O** to indicate whether to print vouchers on plain paper after checks are printed. Entering an **O** means to print the vouchers on overruns only. Press **Enter (CR)** to initially default to **N**.

6. Voucher Column - Vendor

Enter the column number where the vendor number will print on the voucher (0-125). Press **Enter (CR)** to initially default to 39.

7. Voucher Column - Name

Enter the column number where the vendor name will print on the voucher (0-106). Press **Enter (CR)** to initially default to 53.

8. Voucher Column - Date

Enter the column number where the date will print on the voucher (0-123). Press **Enter (CR)** to initially default to 40.

9. Voucher Column - Check Number

Enter the column number where the check number will print on the voucher (0-125). Press **Enter (CR)** to initially default to 59.

10. Voucher Column - Page Number

Enter the column number where the page number will print on the voucher (0-129). Press **Enter (CR)** to initially default to 75.

11. Voucher Column - Invoice Date

Enter the column number where the invoice date will print on the voucher (0-123). Press **Enter (CR)** to initially default to 2.

12. Voucher Column - Invoice Number

Enter the column number where the invoice number will print on the voucher (0-125). Press **Enter (CR)** to initially default to 11.

13. Voucher Column - Invoice Amount

Enter the column number where the gross amount of the invoice will print on the voucher (0-120). Press **Enter (CR)** to initially default to 22.

14. Voucher Column - Discount

Enter the column number where the invoice discount amount will print on the voucher (0-120). Press **Enter** to initially default to 34.

15. Voucher Column - Payment

Enter the column number where the payment amount will print on the voucher (0-120). Press **Enter (CR)** to initially default to 46.

16. Voucher Column - Memo

Enter the column number where the memo entered during Document Entry will print on the voucher (0-106). Press **Enter (CR)** to initially default to 58.

*Check Print Control F/M Checks tab***2. # Lines Per Check**

Enter the maximum number of horizontal lines per check (19-99). Press **Enter** to initially default to 21.

3. Maximum Columns - Script

Enter the maximum number of columns to be used when spelling out the check amount in words. Count one column for each letter and space (0-130). Press **Enter (CR)** to initially default to 55.

4. Check Column - Check Number

Enter the column number where the check number will print on the check (0-125). Press **Enter (CR)** to initially default to 45.

5. Check Column - Date

Enter the column number where the check date will print on the check (0-123). Press **Enter (CR)** to initially default to 55.

6. Check Column - Script

Enter the column number where the check amount spelled out in words will print on the check (0-131 depending on the maximum number of columns in the script). Press **Enter (CR)** to initially default to 11.

7. Check Column - Amount

Enter the column number where the check amount in numbers will print on the check (0-120). Press **Enter (CR)** to initially default to 68.

8. Check Column - Name/Address

Enter the column number where the vendor's name and address will print on the check (0-106). Press **Enter (CR)** to initially default to 13.

01-FACTS 7.7 Development, Check Print Control F/M (APF975) - Infor

Help

Bank First National Bank of Atlanta

Vouchers **Checks**

Lines Per Voucher Void Stub Overrun Checks

of Invoices Per Voucher Plain Paper Vouchers

Voucher Columns

Vendor	<input type="text" value="39"/>	Inv #	<input type="text" value="11"/>
Name	<input type="text" value="53"/>	Inv Amt	<input type="text" value="22"/>
Date	<input type="text" value="40"/>	Discount	<input type="text" value="34"/>
Check #	<input type="text" value="59"/>	Payment	<input type="text" value="46"/>
Page #	<input type="text" value="75"/>	Memo	<input type="text" value="58"/>
Inv Date	<input type="text" value="2"/>		

Enter # of lines per voucher stub (10-99, 0=No Check Stub)

Static Control F/M (APF980)

Function

This program allows the user to create and maintain the company AP Static Control record. The AP Static Control record is critical to the proper functioning of the AP system. The record contains information which the AP system references in performing various functions.

CAUTION: It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your dealer.


User Inputs

The following inputs are involved in creating the company AP static control record:

Financial Screen

AP Static Control F/M Financial Screen


1. Bank

Enter the bank code of the standard AP bank. This bank becomes the default value throughout the AP system where a bank code is required. The entry must be a valid bank code. Press Enter to initially default to the first bank on file. Press **F2** or  to search.


2. GL Distribution

The accounts payable system may post to general ledger automatically. The Document Entry and Check Registers may print a general ledger distribution and make a journal posting to GL during the update. Enter **0 (Not Used)**, **1 (Print Only)**, or **2 (Print and Post)**, to indicate how AP is tied in with general ledger. Press **Enter (CR)** to initially default to 0.

3. GL Expense Journal

If 0 or 1 was entered the **GL Distribution** field, this field is skipped. Enter the general ledger journal number to post to for the expense posting of the Document Entry & Adjustments Register. The entry must be a valid journal number. Press **F2** or  to search.

4. GL Disbursements Journal

If 0 or 1 was entered in the **GL Distribution** field, this field is skipped. Enter the general ledger journal number to post to for the disbursement posting of the Check Register. The entry must be a valid journal number. Press **F2** or  to search.

5. Post By Branch

Enter **N** or **Y** to indicate whether to insert the branch in the G/L# when posting to general ledger. If set to **Y**, when entering documents in the Document Entry program, the branch assigned to the document is inserted in the GL account numbers displayed from the GL posting table. When posting to GL in the Document Entry and Check Registers, the branch assigned to the document is inserted in the Accounts Payable and Discounts GL account numbers.

Note that the **Post by Branch** setting only applies to non-expense portions of the AP Document.

The GL number for the expense side of an AP Document can be for any branch, regardless of whether "Post by Branch" is selected (set to **Y**) on AP Static Control F/M.

6. Use Period Check Register

Indicate whether the Period Check Register will be used. If you do not select this checkbox, the Period Check register will not be available. Press **Enter (CR)** to initially default to selected.

7. Use Period Expense Report


Indicate whether the Period Expense Distribution will be used. If you do not select this checkbox, the Period Expense Distribution program will not be available. Press **Enter (CR)** to initially default to selected.

8. Use Period Disbursement Report


Indicate whether the Period Disbursement Distribution will be used. If you enter **N**, the Period Disbursement Distribution program will not be available. Press **Enter (CR)** to initially default to **Y**.

AP Static Control F/M General Screen

1. Number Of Periods Paid Documents Stored

Enter the maximum number of periods to store information regarding paid off documents for report and inquiry purposes (0-99). Press **Enter (CR)** to initially default to 3; press  or 0 to indicate that paid documents are not stored.

2. Number Of Months Check History Stored

Enter the maximum number of months to store information regarding check history for report and inquiry purposes (0-99). Press **Enter (CR)** to initially default to 3; press  or 0 to indicate that check history is not stored.

3. Number Of Days Auto Increment

The Cash Requirement Reports in accounts payable and purchase orders print amounts due in each of several columns. You have the ability to determine the number of days in each column. The number of days (1-99) entered here will become the default value for the field on the Cash Requirement Reports. This is also used as the default lead time in the Payment Selection by Date program. Press **Enter (CR)** to initially default to 7.

4. 1099 EOY Period

Enter the end-of-year period for 1099 purposes (i.e., the fiscal period for December). Press **Enter (CR)** to initially default to the last period of the fiscal year.

0 - no GL distribution is printed or posted.

1 - the GL distribution is printed (printing is in detail format) but not posted to GL.

2 - the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

5. YTD Roll Period

Enter the fiscal period when year-to-date purchase history figures in the vendor file should be rolled to the prior year. Press **Enter (CR)** to initially default to the last period of the fiscal year.

6. Use Payment History

Indicate whether monthly payment history will be used. If you do not select this checkbox, the Payment History Report will not be available. Press **Enter (CR)** to initially default to selected.

7. Use Vendor Ledgers

Indicate whether to use vendor ledgers. If you do not select this checkbox, ledgers will not be available. Press **Enter (CR)** to initially default to selected.

8. Use Job Cost

Indicate whether Job Cost is to be used and tied into Accounts Payable. Press **Enter (CR)** to initially default to unselected.

9. Aging - First Cutoff

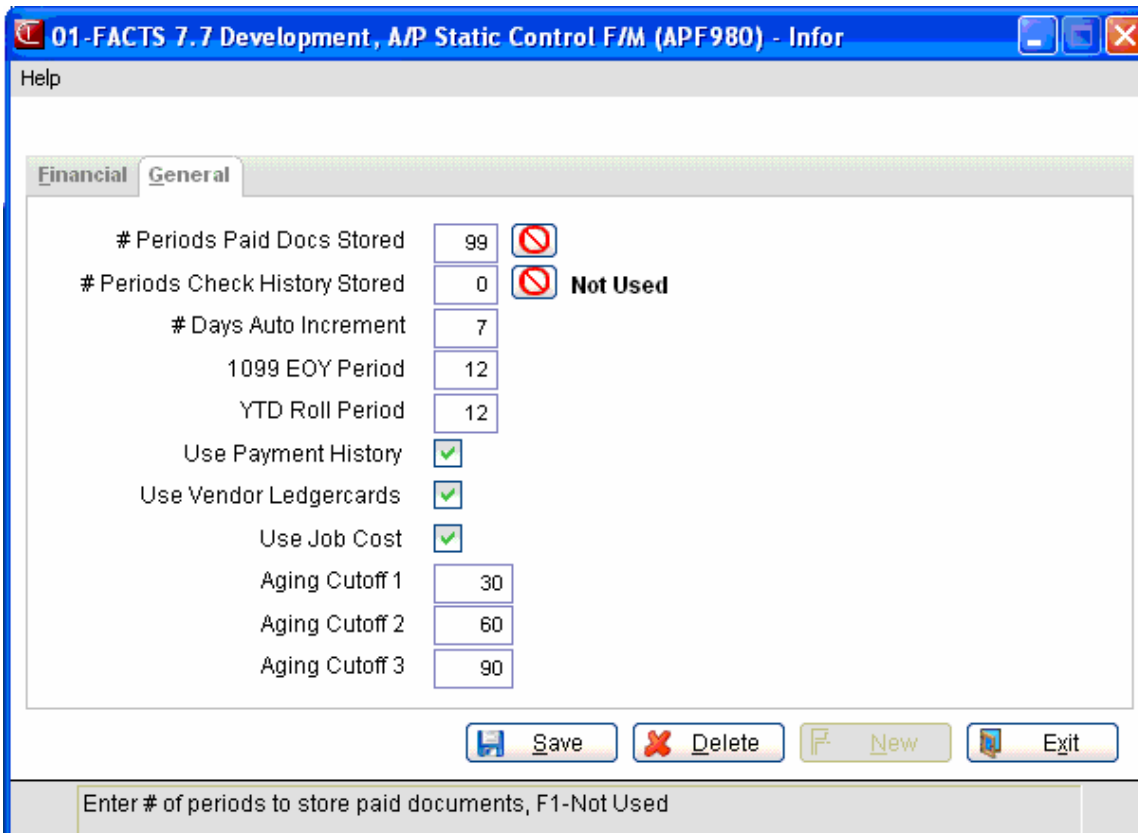
Enter the first aging cutoff (number of days) to be used to determine the second column on the Aged Payables Report. Press **Enter (CR)** to initially default to 30. The first column is CURRENT.

10. Aging - Second Cutoff

Enter the second aging cutoff (number of days) to be used to determine the third column on the Aged Payables Report. Press **Enter (CR)** to initially default to 60.

11. Aging - Third Cutoff

Enter the third aging cutoff (number of days) to be used to determine the fourth column on the Aged Payables Report. Press **Enter (CR)** to default to 90 initially. The fifth column is OVER 90 if you entered 90.



D1-FACTS 7.7 Development, A/P Static Control F/M (APF980) - Infor

Help

Financial **General**

# Periods Paid Docs Stored	<input type="text" value="1"/>	<input type="checkbox"/>
# Days Auto Increment	<input type="text" value="7"/>	
1099 EOY Period	<input type="text" value="12"/>	
YTD Roll Period	<input type="text" value="12"/>	
Use Payment History	<input checked="" type="checkbox"/>	
Use Vendor Ledgerscards	<input checked="" type="checkbox"/>	
Use Job Cost	<input checked="" type="checkbox"/>	
Aging Cutoff 1	<input type="text" value="30"/>	
Aging Cutoff 2	<input type="text" value="60"/>	
Aging Cutoff 3	<input type="text" value="90"/>	

Enter # of periods to store paid documents, F1-Not Used

Nonstatic Control F/M (APF990)

Function

This program allows the user to create and maintain the company AP Nonstatic Control record. The AP Nonstatic Control record is critical to the proper functioning of the AP system. The record contains information which the AP system references in performing various functions.

CAUTION: It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your dealer.

User Inputs

The following inputs are involved in creating the nonstatic control record:

*1. Current AP balance

This field should initially be set to 0. It will be updated by the system when documents are entered, checks are written or the Vendor Balancing Register is run. Press **Enter (CR)** to initially default to 0.

2. Current AP period

Enter the current accounts payable period (PPYY). Press **Enter (CR)** to initially default to the current GL period and must be in the current or next GL period. After initial entry, this field will be updated by the End-of-Period Update program.

3. Date of last End-of-Period Update

Enter the date of the last End-of-Period Update in accounts payable. After the initial entry, this field will be updated by the End-of-Period Update program. Press **Enter (CR)** to initially default to 010100.

4. Last recurring post date

Enter the date of the last recurring payables posting. After initial entry, this field will be updated by the Post Recurring Payables Update program. Press **F1** to default to NA (not applicable). Press **Enter (CR)** to initially default to NA.

The system uses the following inputs to track register numbers, and it maintains the information that appears in these fields.

*5-10. Register numbers

These numbers keep track of the last register number used. As a register is updated, the last number used is incremented by one. Upon installation, these fields should be set to 0. These fields will automatically be updated through normal processing. Press **Enter (CR)** to initially default to 0.

11. Last vendor number used

Enter the last vendor number used when the system automatically assigns vendor numbers in the Vendor F/M. If **F1-NEXT** is used to enter the vendor

number in the Vendor F/M, the first vendor number will be 1. Press **Enter (CR)** to initially default to blank.

* indicates that changing the field after initial installation may have serious repercussions. Please refer to your dealer before any changes are made.

The screenshot shows a software window titled "01-FACTS 7.7 Development, Nonstatic Control F/M (APF990) - Infor". The window contains two main sections: "Current AP" and "Last".

Current AP Section:

- Balance: 11332281.93
- Period: 09/2004 SEP

Last Section:

- Date of EOP Update: 07/10/2003
- Recurring Post Date: 09/20/2004 (marked with a red prohibition sign)
- Register Trace #: 6601
- Document Entry Reg#: 1523
- Check Register #: 0379
- Vendor Balancing Reg#: 0021
- Document Removal Reg#: 0061
- Document Change Reg#: 0139
- Vendor # Used: (empty field)

At the bottom of the window, there are four buttons: Save, Delete, New, and Exit. Below the buttons is a text field containing the prompt "Enter current accounts payable balance".

Rebuild AP Sort Files (APU990)

Function

This program allows the user to rebuild sort files which may not be up to date with the rest of the system.

Sort files are used throughout the FACTS system to enable the user to report or retrieve information in an order other than the order in which the main file is stored in. For example, the records of the customer file are stored in customer number order. To access this file in alphabetical order requires a sort file which is stored by an alpha look up by customer number. The corresponding record in the main file may then be accessed for the needed information.

The Rebuild AP Sort Files program should only be run under the supervision of your dealer.

User Inputs

The following inputs are involved in rebuilding AP sort files:

1. APVALX

Indicate whether to rebuild **APVALX**. This file is the AP vendor by alpha sort file to the AP vendor file (APVEND). The file is used in the various AP reports that can be printed alphabetically. Press **Enter (CR)** to default to unselected.

2. APCLSX

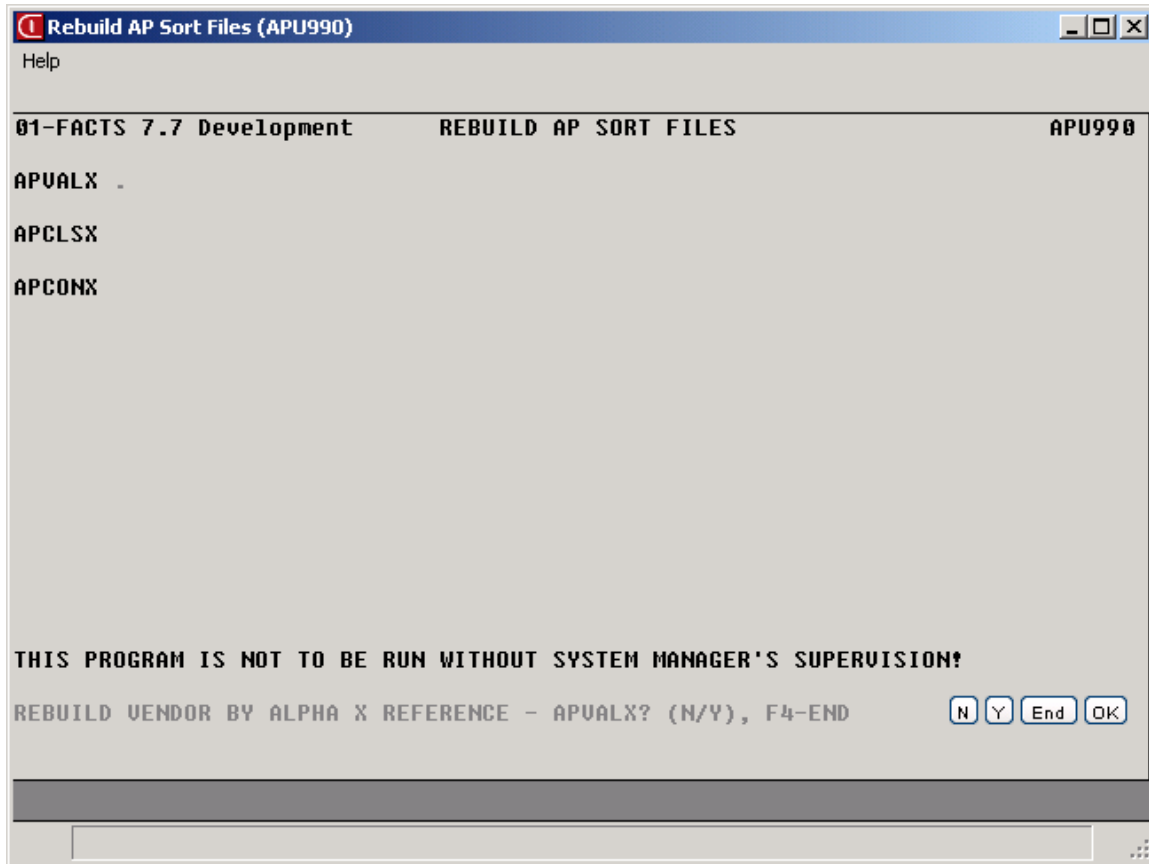
Indicate whether to rebuild **APCLSX**. This file is the AP vendor by vendor class sort file to the AP vendor file (APVEND). The file is used in the various AP reports that can be printed by vendor class. Press **Enter (CR)** to default to unselected.

3. APDOCX

Indicate whether to rebuild **APDOCX**. This file is the AP document sort to the document entry & adjustments file (APDOCM). This file is used in the AP Document Entry & Adjustments Register. Press **Enter (CR)** to default to unselected.

4. APCONX

Indicate whether to rebuild **APCONX**. This file is the vendor by vendor contact sort file to the AP vendor file (APVEND). This file is used during the contact search in the Vendor Search Program. Press **Enter (CR)** to default to unselected.



Appendix A: References

1. Alignment - An alignment check is often desired to ensure that forms paper is correctly aligned in the printer. Enter Y or N to indicate whether to print an alignment. CR defaults to N and no alignment check is printed. If Y is entered, the alignment check prints immediately and the program returns to this input.

2. Date - Dates will be displayed according to the format set in the Company Control Record. For viewing purposes, all dates will be displayed with a two digit year. For editing purposes, all dates will allow the entry and display of a four digit year. An entry date can be viewed in its entirety by using the left and right arrow keys or by using the HOME and END keys to scroll through the date field. The system will allow the full date or a partial date to be entered.

Special dates that were previously displayed and stored as 01/01/00 and 12/31/99 will no longer be handled in the same manner. Tag names such as NONE, ASAP, FIRST, LAST, etc. will now be used in place of 'generic' dates. These tag names will also be accepted as the valid input dates in some data entry prompts.

If you are upgrading from FACT 6.05 (or earlier) to FACTS 6.06 (or later), the dates stored in your system are converted for you behind the scenes. Dates that display as **/**/** indicate that data is present for the field but the system does not know how to interpret the date. Contact your affiliate for support.

The Rule of 50: FACTS programs uses a "rule of 50" logic to expedite date processing. If the two digit year is greater than or equal to 50, the system will assume the date to be in the 1900s; if the two digit year is less than 50, the system will assume the date to be in the 2000s.

During data entry, if the system is unable to interpret the date entered, the date mask will be displayed in the prompt. If the system is able to interpret the date entered, the date will be displayed in the prompt. Dates prior to 01/01/1800 or after 12/31/2199 are not allowed during date entry.

FACTS programs contain 8-character and 10-character date fields. The date editing/entry display varies slightly depending on whether it is an 8-character or 10-character field. When editing a date, using the right arrow or the END key, will advance the cursor to the end of the date field and using the left arrow or the HOME key, will advance the cursor to the beginning of the date field.

	8-Character Date Field	10-Character Date Field
When entering a date in the 1900s (as defined by the 50-rule), the date will be displayed as follows:	ORDERED 01/02/96<	ORDERED 01/02/96 <
Use the right arrow key or the END key to display the full 4-digit year:	ORDERED /02/1996<	ORDERED 01/02/1996<

A plus sign at the end of the date field indicates that the year is not in the default century.	ORDERED 01/02/96+	ORDERED 01/02/2096<
---	--------------------------	----------------------------

3. **Order** - In various reports, payment selection and transfer/change codes, the order choice may be selected. The options are by V-vendor number, A-alpha sort or C-vendor class. For example, the user may want to print in vendor class order. CR defaults to V.

4. **Beginning Order Choice** - Enter the beginning order choice to be selected, e.g., if vendor class (C) was selected above, the user selects the beginning vendor class to process. CR defaults to FIRST (the first vendor class on file).

5. **Ending Order Choice** - Enter the ending order choice to be selected, e.g., if vendor class (C) was selected above, the user selects the ending vendor class to process. CR defaults to LAST (the last vendor class on file).

6. **Prompt-Selection Input** - This refers to the flashing cursor usually found in the lower right hand corner of a screen. This prompt allows the user to perform a number of functions:

- **Changes a line-item.** Line-items may be changed or deleted by entering the corresponding line number. During this change routine, F1 allows the currently displayed value to remain the same.

L - **Lists line-items.** A limited number of line-items appear on the screen at any one time. The list function allows line-items to be redisplayed. The user selects the beginning line number to list.

A - **Adds a line-item.** Line-items may be added as needed.

D - **Deletes the document/adjustment.** The document/adjustment may be deleted at any time. The screen is cleared and the program returns to the vendor number input to await further entries.

F2 - **Changes header.** Header information in the upper portion of the screen may be changed as necessary. During this change routine, F1 allows the currently displayed value to remain the same.

F3 - Accesses the ending routine. F3 ends entry of the document which clears the screen of the information just entered and returns to the vendor number input to await further entries.

7. Searches - Search features allow you to search for various fields (example: salesperson/territory) when little or no information is known about them. The search displays in a separate screen. The user may enter a search key, continue to view the search fields, select the line number of one of the fields displayed, or return to the program input.

8. Vendor Search - Vendor information can be searched alphabetically, as well as by contact name and vendor number. To switch between search orders, press F2 and select one of the options from the popup window that appears.

Press F1 to restrict a search by class, keyword or the first several characters of the vendor number. (These restrictions appear in the program as Class, Keyword, Vendor # Starts With.)

```

LINE #+W TO DISPLAY WAREHOUSE QUANTITIES
F2-CHANGE SEARCH ORDER: ALPHA, INTERCHANGE, ITEM NUMBER, CCLASS
ENTER BEG ALPHA, F1-SET RESTRICTIONS, F3-ALT SRCH, F4-BKUP .....
ARROWS: UP=PREVIOUS, DOWN=NEXT, LEFT=PGUP, RIGHT=PGDN TOP OF LINES
    
```

Search shortcuts. As shown in the graphic above, search order and restrictions are represented by bold, underlined letters. If you combine these letters at the entry prompt with first several characters of the item you are searching for, followed by F1 or F2, you can reduce the number of steps it takes to switch search orders or set restrictions. In a vendor search, for example, you can find vendors with contacts named Ellis by entering **CK.Ellis** at the entry prompt and then press F1 or F2. Following are more examples of search shortcuts.

If you want to...	Then...
Switch to an Item Number search	Enter N plus F2
Switch to an Item Number search and begin your search at entries starting with I310	Enter N.I310 plus F2
Switch to an Alpha search order and set a keyword restriction of ladder	Enter AK.ladder plus F1 or F2

9. Sync - Sync is a method of connecting information entered in Sales Orders with information displayed in customer, item and vendor inquiries. It is a very useful tool if you are using any form of windowing because you can quickly switch from Sales Orders to the inquiries that have been connected.

NOTE: Sync is used in inquiries to Sales Order Entry is based on user code. This means that if you logged into FACTS in one window under one name and signed into another window under another name, it will appear as if the Sync function is not working.

Sync can be initiated or disabled by pressing F1 from the following screens:

- SO Customer Inquiry SOI610
- AP Vendor Inquiry API610
- AR Customer Inquiry ARI610
- IC Item Inquiry ICI610

While in Sync mode, the inquiry program will examine a file called SMUSED approximately every three seconds. This file contains the last customer number, item number and vendor number input in Sales Order Entry. If this number is different than the one currently being displayed in the inquiry, the inquiry will change its display to show information on this new customer, item or vendor.

Appendix B: Glossary of Terms

Branch - Branch number is used throughout the FACTS system. Branches may be referred to as stores or profit centers, divisions within an organization. The system will default various branch prompts to the branch set up in System Management Terminal F/M for each user. The posting tables for each module may be set up so that the branch number is automatically inserted into the General Ledger Account number when the system creates its journal entries. Inquiries and reports may be run by branch.

Department - GL departments are used to track revenues and expenses by division. The GL department is imbedded in the G/L number for posting purposes. General Ledger financial reports may be printed by department.

Document Groups - Optionally, vendors may be assigned a document group. The most common use of the document group is to flag vendors receiving 1099's with a specific group number for printing 1099's. Various AP reports allow the user to print the report for selected document groups.

G/L # (General Ledger account number) - G/L numbers are set up through the GL Account F/M program. GL account numbers are user-defined and are used throughout the FACTS system for posting purposes to GL.

Journal Number - Journal numbers are used for separating journal entries in GL by type of entry (example: sales, payroll, receivables, etc.). Each module determines the journal number to post the transactions of that module to in general ledger.

Ledgercards - Vendor ledgercards provide a detail history of every transaction for a vendor (i.e., any invoices entered, checks written). Each vendor in the vendor file has a choice of whether to store ledgercards. Ledgercards include information for each transaction such as the date, transaction type and debit or credit amount. Ledgercard information is available for display through the Vendor Inquiry and may be printed through the Vendor Ledgercards print. Ledgercards may be removed through the Vendor Ledgercard Removal program.

Manual Checks - The AP Manual Check entry program allows the user to enter and record manual checks that have been written against a payable that is currently in the open payables file.

Noninvoice Checks - The AP Noninvoice Check entry program allows the user to pay a document that is not in the open payables file. This entry program allows for the document to be entered, expensed and the payment recorded in one process. Recording COD payments are the most common use of this program.

Temporary Item Lead Time - Lead time is the number of days from the date a purchase order is placed for an item until the date the item is received. Lead time data for stocked items is maintained by the system; the temporary lead time prompt provides the capability of manually providing lead time information for temporary items used in Blanket Sales Order entry.

Permanent/Temporary Vendors - The system allows flagging each vendor as permanent or temporary so that the AP Vendor file can be routinely purged of unnecessary records. At the end of

the period, if the vendor has a zero balance and has been flagged Temporary, the vendor will be removed from the system.

Recurring Documents - Documents that are paid repetitively such as rent or loan payments can be set up once in the Recurring Document system specifying the amount of the payable, the dates to post the associated invoice and a predetermined cutoff date.

Sequence Number - Sequence number is the numbering scheme (from 01 to 99) used on recurring AP documents. The use of sequence numbers allows multiple recurring payable documents to be entered for each vendor.

Terms Code - Terms codes are created and maintained through Account Payable Terms Code F/M and Accounts Receivable Terms Code F/M. Terms codes are used in calculating invoice due dates, and discount information.

Vendor Class - Vendor classes are used as a way of categorizing groups of vendors. A GL table is associated with each class. This GL table will be used as a default entry when using Vendor F/M.

APPENDIX C: SAMPLE REPORTS

PROGRAM	NAME	PAGE
APR110	Document Entry & Adjustment Register	C-2
APR112	Document Entry Register G/L Distribution	C-3
APR120	Recurring Document Listing	C-4
APR210	Payment Selection List	C-5
APR220	Hold List	C-6
APR310	Sample Accounts Payable Check Printout	C-7
APR310	Accounts Payable Check Register	C-8
APR310	Noninvoice Check Register	C-9
APR312	Accounts Payable Check Register G/L Distribution	C-10
APR710	Cash Requirements Report	C-12
APR720	Open Payables Report	C-13
APR730	Aged Payables Report	C-14
APR740	Inactive Vendor Listing	C-15
APR750	Vendor Listing - General Information	C-16
APR750	Vendor Listing - History Information	C-17
APR755	Vendor Ledgerscards	C-18
APP710	Vendor Label Print	C-19
APP720	Rolodex Vendor Card Print	C-20
APR760	Purchase History Report	C-21
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APP730	1099 Print	C-23
APR810	Period Check Register	C-24
APR820	Period Expense Distribution	C-25
APR830	Period Disbursement Distribution	C-26
APR840	Register History Report	C-27
APR850	Document Removal Register	C-28

Document Entry Register

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 DOCUMENT ENTRY & ADJ REGISTER #1512

APR110 PAGE: 1
 TIME: 8:53 AM

PERIOD 09/09 SEP
 BRANCH 01

VENDOR NAME	DOCUMENT	BR	TBL	GL	PO#	ENTRY	DATE	DUE	DISCOUNT	GROSS AMOUNT	ALLOWABLE DISCOUNT	GL G/L#	DISTRIBUTION	AMOUNT
Document Entries														
V103 OFFICE PRODUCTS IN	13589	01	001	004985	09/28/09	10/28/09	10/08/09			126.11	1.26	620-01-1 540-01-1		120.11 6.00
V111 ATLANTA GAS COMPAN	321981	01	002	000065	09/28/09	10/08/09	10/08/09			259.93	.00	790-01-1 540-01-1		247.55 12.38
V118 GEORGIA INSURANCE	321981	01	004	015651	09/28/09	10/28/09	10/28/09			208.83	.00	780-01-1 540-01-1		198.89 9.94
V122 PREMIUM INSURANCE	321918	01	004	000654	09/27/09	10/27/09	09/27/09			744.99	.00	750-01-1 540-01-1		709.51 35.48

DOCUMENT TOTAL 1339.86 1.26

BEGINNING AP BALANCE 44696.38
 ENTRYc TOTAL 1339.86
 ADJUSTMENT TOTAL .00
 ENDING AP BALANCE 46036.24

DOCUMENTS: 4

END OF REGISTER

Document Entry Register GL Distribution

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 AP ENTRY REGISTER GL DISTRIBUTION #1512

APR110 PAGE: 1
 TIME: 8:53 AM

GL PERIOD 09/09 SEP

G/L#	DESCRIPTION	VENDOR NAME	DOCUMENT	DEBIT	CREDIT	NET
310-01-0	ACCOUNTS PAYABLE	V103 OFFICE PRODUCTS INTERNATIO	13589		126.11	
		V111 ATLANTA GAS COMPANY	321981		259.93	
		V118 GEORGIA INSURANCE SERVICES	321981		208.83	
		V122 PREMIUM INSURANCE COMPANY	321918		744.99	
		ACCOUNT TOTAL		.00	1339.86	(1339.86)
540-01-1	SALES TAX	V103 OFFICE PRODUCTS INTERNATIO	13589	6.00		
		V111 ATLANTA GAS COMPANY	321981	12.38		
		V118 GEORGIA INSURANCE SERVICES	321981	9.94		
		V122 PREMIUM INSURANCE COMPANY	321918	35.48		
		ACCOUNT TOTAL		63.80	.00	63.80
620-01-1	OFFICE EXPENSE	V103 OFFICE PRODUCTS INTERNATIO	13589	120.11		
		ACCOUNT TOTAL		120.11	.00	120.11
750-01-1	INSURANCE EXPENSE	V122 PREMIUM INSURANCE COMPANY	321918	709.51		
		ACCOUNT TOTAL		709.51	.00	709.51
780-01-1	LEGAL & PROFESSIONAL	V118 GEORGIA INSURANCE SERVICES	321981	198.89		
		ACCOUNT TOTAL		198.89	.00	198.89
790-01-1	UTILITIES	V111 ATLANTA GAS COMPANY	321981	247.55		
		ACCOUNT TOTAL		247.55	.00	247.55
		REPORT TOTAL		1339.86	1339.86	.00

ACCOUNTS: 6

END OF GL DISTRIBUTION

Recurring Document Listing

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 RECURRING DOCUMENT LISTING

APR120 PAGE: 1
 TIME: 8:58 AM

VENDOR FIRST TO LAST
 ALL DOCUMENTS, DATE 09/20/09-09/28/09
 CURRENT PERIOD 09/09

DOC		GL		POST		-----DOCUMENT AMOUNT-----		CUT		---TO DATE---				STATUS	
SQ	GRP	TBL	TC	BRANCH	PO#	DAY	MONTHS	STANDARD	THIS PD	OFF	#	AMOUNT	MEMO		
=====															
Vendor		V103 OFFICE PRODUCTS INTERNATIONAL													
01	02	001	30	01	325624	10	010203040506070809101112	314.42	314.42	N	2	1257.66	COMPUTER MAINTENANCE	U	
02	02	001	30	02	623452	10	010203040506070809101112	155.96	155.96	N	2	623.84	COMPUTER MAINTENANCE	U	
Vendor		V118 GEORGIA INSURANCE SERVICES													
01	02	004	30	01	345634	10	010203040506070809101112	395.89	395.89	N	2	791.78	INSURANCE PREMIUMS	U	
02	02	004	30	02	672354	10	010203040506070809101112	197.98	197.98	N	2	395.96	INSURANCE PREMIUMS	U	

SQ=SEQUENCE NUMBER, TC=TERMS CODE, CUTOFF BASIS: A=AMOUNT, D=DATE, N=NUMBER OF PAYMENTS
 STATUS: U=UNEXPIRED, P=POST THIS PERIOD, C=COMPLETED THIS PERIOD, E=EXPIRED, *=UNABLE TO POST

DOCUMENTS: 4

END OF REPORT

Payment Selection List

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 PAYMENT SELECTION LIST

APR210 PAGE: 1
 TIME: 8:59 AM

ALPHA FIRST TO LAST
 BRANCH 01

VENDOR NAME	DOCUMENT	DOC GRP	ENTRY	DATE	DUE	DISCOUNT	CURRENT AMOUNT	DOCUMENT DISCOUNT	PAYMENT AMOUNT	PAYMENT DISCOUNT
V100 GENERAL INDUSTRIAL MFG	1345	01	09/10/09	09/30/09	09/10/09		88.88	1.77	88.88	.00*
								VENDOR TOTAL	88.88	.00
V110 GEORGIA SHIPPING EQUIP. CO.	1325	01	08/29/09	09/28/09	08/29/09		1908.68	.00	1908.68	.00*
								VENDOR TOTAL	1908.68	.00
V101 INDUSTRIAL SUPPLY DISTRIBUTORS	1335	01	09/03/09	10/03/09	09/13/09		1301.79	11.52	1301.79	.00*
								VENDOR TOTAL	1301.79	.00
V107 LIGHTNING COURIER SERVICE	14825	02	09/24/09	10/04/09	09/24/09		8.55	.00	8.55	.00*
	4512368753	02	09/14/09	09/24/09	09/24/09		34.78	.00	34.78	.00*
								VENDOR TOTAL	43.33	.00
V114 LINDA'S FLOWER SHOP	1254589365	02	09/21/09	10/20/09	10/10/09		219.64	.00	219.64	.00*
								VENDOR TOTAL	219.64	.00
V115 NATIONAL CONVEYORS, INC.	1357	01	09/17/09	09/30/09	09/10/09		181.39	3.33	181.39	.00*
								VENDOR TOTAL	181.39	.00
V122 PREMIUM INSURANCE COMPANY	98198198	02	08/31/09	09/30/09	08/31/09		197.98	.00	197.98	.00*
								VENDOR TOTAL	197.98	.00
V102 S.E. INDUSTRIAL PROD. & EQUIP.	1340	01	09/04/09	10/04/09	09/04/09		2948.59	.00	2948.59	.00*
								VENDOR TOTAL	2948.59	.00
V116 WORLD MATERIALS HANDLING CO.	1351	01	09/13/09	09/30/09	09/10/09		238.42	4.77	238.42	.00*
								VENDOR TOTAL	238.42	.00
								REPORT TOTAL	7128.70	.00

DOCUMENTS: 10

END OF REPORT

Hold List

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 HOLD LIST

APR220 PAGE: 1
 TIME: 9:01 AM

ALPHA FIRST TO LAST
 BRANCH 01

VENDOR NAME	DOCUMENT	GRP	ENTRY	DATE	DISCOUNT	AMOUNT	DISCOUNT	HOLD MEMO
V110 GEORGIA SHIPPING EQUIP. CO.	1350	01	09/12/09	10/12/09	09/12/09	230.40	.00	DISPUTE RE: DAMAGE
						VENDOR TOTAL	230.40	.00
V119 INDUSTRIAL CHEMICALS INC.	1343	01	09/09/09	10/30/09	10/10/09	1342.54	25.85	APPARENT OVERCHARGE
						VENDOR TOTAL	1342.54	25.85
V102 S.E. INDUSTRIAL PROD. & EQUIP.	1356	01	09/17/09	10/17/09	09/17/09	269.34	.00	ALLOWANCE FOR DEFECT
						VENDOR TOTAL	269.34	.00
						REPORT TOTAL	1842.28	25.85

DOCUMENTS: 3

END OF REPORT

Sample Check Printout

			V122	PREMIUM INSURANCE COMPANY	
			09/28/09	003100	1
08/31/09	98198198	197.98	.00	197.98	

197.98 .00 197.98

003100 09/28/09

ONE HUNDRED NINETY SEVEN AND 98/100 DOLLARS

*****197.98

PREMIUM INSURANCE COMPANY
9272 CROGAN STREET
ATLANTA, GA 30309

AP Check Register

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 AP CHECK REGISTER #0353

APR310 PAGE: 1
 TIME: 9:05 AM

REGISTER DATE: 09/28/09
 BANK 01 FIRST NATIONAL BANK OF ATLANTA
 PERIOD 09/09 SEP

CHECK	DATE	AMOUNT	VENDOR NAME	DOCUMENT	ENTRY	DATE DUE	PAYMENT	DISCOUNT TAKEN	MEMO
REGULAR CHECKS									
003071	09/28/09	1301.79	V101 INDUSTRIAL SUPPLY DIS	1335	09/03	10/03	1301.79	.00	
003072	09/28/09	2948.59	V102 S.E. INDUSTRIAL PROD.	1340	09/04	10/04	2948.59	.00	
003074	09/28/09	1908.68	V110 GEORGIA SHIPPING EQUI	1325	08/29	09/28	1908.68	.00	
003075	09/28/09	219.64	V114 LINDA'S FLOWER SHOP	1254589365	09/21	10/20	219.64	.00	WEDDING ARR. FOR MR. THRY
003077	09/28/09	238.42	V116 WORLD MATERIALS HANDL	1351	09/13	09/30	238.42	.00	
003078	09/28/09	.00	VOIDED - REPRINT CHECK						
003100	09/28/09	197.98	V122 PREMIUM INSURANCE COM	98198198	08/31	09/30	197.98	.00	
REGULAR CHECKS		7128.70							
MANUAL & VOID CHECKS									
003066	09/21/09	-1251.91	V108 GEORGIA NEWSPAPER	681681	08/24	09/23	-600.13	.00	
				3457124114	08/25	09/24	-651.78	.00	
041851	09/28/09	72.08	V100 GENERAL INDUSTRIAL MF	1364	09/17	10/30	72.08	1.47	
MANUAL & VOIDS		-2987.59							
REGISTER TOTAL		4141.11							

CHECK REGISTER RECAP:

BEGINNING AP BALANCE 44696.38
 -PAYMENTS 4141.11
 -DISCOUNTS 1.47

 ENDING AP BALANCE 40553.80

REGULAR, MANUAL, AND VOID CHECKS: 13

AP Noninvoice Check Register

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 AP NONINVOICE CHECK REGISTER #0353

APR310 PAGE: 2
 TIME: 9:05 AM

CHECK	DATE	AMOUNT	VENDOR NAME	DOCUMENT	DATE	AMOUNT PAID	DISCOUNT TAKEN	G/L#	MEMO
041849	09/27/09	12.18	V107 LIGHTNING COURIER SERV	456813	09/27/09	12.18	.00	730-01-1	SERVICE CHARGE
041852	09/28/09	297.35	V113 ATLANTA CRANE & HOISTS	12512411	09/28/09	297.35	.00	175-01-0	
REGISTER TOTAL		309.53							
NONINVOICE CHECKS: 2									END OF REGISTER

AP Check Register GL Distribution

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 AP CHECK REGISTER GL DISTRIBUTION #0353

APR310 PAGE: 1
 TIME: 9:05 AM

GL PERIOD 09/09 SEP

G/L#	DESCRIPTION	VENDOR NAME	CHECK	DOCUMENT	DEBIT	CREDIT	NET
100-01-0	CASH	V100 GENERAL INDUSTRIAL MF	003070	1345		88.88	
			041851	1364		72.08	
		V101 INDUSTRIAL SUPPLY DIS	003071	1335		1301.79	
		V102 S.E. INDUSTRIAL PROD.	003046	1299	1833.81		
			003072	1340		2948.59	
		V107 LIGHTNING COURIER SER	003073	14825		8.55	
			003073	4512368753		34.78	
			041849	456813		12.18	
			041850	1145525896		26.05	
		V108 GEORGIA NEWSPAPER	003066	681681	600.13		
			003066	3457124114	651.78		
		V110 GEORGIA SHIPPING EQUI	003074	1325		1908.68	
		V113 ATLANTA CRANE & HOIST	041852	12512411		297.35	
		V114 LINDA'S FLOWER SHOP	003075	1254589365		219.64	
		V115 NATIONAL CONVEYORS, I	003076	1357		181.39	
		V116 WORLD MATERIALS HANDL	003077	1351		238.42	
		V122 PREMIUM INSURANCE COM	003100	98198198		197.98	
					3085.72	7536.36	(4450.64)
175-01-0	INVENTORY	V113 ATLANTA CRANE & HOIST	041852	12512411	297.35		
					297.35	.00	297.35
310-01-0	ACCOUNTS PAYABLE	V100 GENERAL INDUSTRIAL MF	003070	1345	88.88		
			041851	1364	73.55		
		V101 INDUSTRIAL SUPPLY DIS	003071	1335	1301.79		
		V102 S.E. INDUSTRIAL PROD.	003046	1299		1833.81	
			003072	1340	2948.59		
		V107 LIGHTNING COURIER SER	003073	14825	8.55		
			003073	4512368753	34.78		
			041850	1145525896	26.05		
		V108 GEORGIA NEWSPAPER	003066	681681		600.13	
			003066	3457124114		651.78	
		V110 GEORGIA SHIPPING EQUI	003074	1325	1908.68		
		V114 LINDA'S FLOWER SHOP	003075	1254589365	219.64		
		V115 NATIONAL CONVEYORS, I	003076	1357	181.39		
		V116 WORLD MATERIALS HANDL	003077	1351	238.42		
		V122 PREMIUM INSURANCE COM	003100	98198198	197.98		
					7228.30	3085.72	4142.58

AP Check Register GL Distribution (cont'd)

490-01-1 DISCOUNTS TAKEN	V100 GENERAL INDUSTRIAL MF 041851	1364		1.47	
			-----	-----	-----
		ACCOUNT TOTAL	.00	1.47	(1.47)
730-01-1 POSTAL EXPENSE	V107 LIGHTNING COURIER SER 041849	456813	12.18		
			-----	-----	-----
		ACCOUNT TOTAL	12.18	.00	12.18

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 AP CHECK REGISTER GL DISTRIBUTION #0353

APR310 PAGE: 2
 TIME: 9:05 AM

G/L#	DESCRIPTION	VENDOR NAME	CHECK	DOCUMENT	DEBIT	CREDIT	NET
=====							
					-----	-----	-----
			REPORT TOTAL		10623.55	10623.55	.00

ACCOUNTS: 5

END OF GL DISTRIBUTION

Cash Requirements Report

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 CASH REQUIREMENTS REPORT

APR710 PAGE: 1
 TIME: 9:09 AM

ALPHA FIRST TO LAST
 HOLDS INCLUDED
 BRANCH 01; BASED ON DUE DATE

VENDOR NAME	BALANCE	-----DATES-----						
		THRU 09/28	09/29-10/05	10/06-10/12	10/13-10/19	10/20-10/26	10/27-11/09	
V117 D'ANCONIA COPPER AND ELECTRIC	982.33	.00	.00	.00	982.33	.00	.00	
V109 FIRST BANK OF THE SOUTH	160.77	.00	.00	.00	160.77	.00	.00	
V100 GENERAL INDUSTRIAL MFG	1193.43	.00	88.88	.00	.00	.00	1104.55	
V118 GEORGIA INSURANCE SERVICES	1050.00	.00	.00	.00	.00	1050.00	.00	
V108 GEORGIA NEWSPAPER	373.37	.00	.00	.00	347.12	26.25	.00	
V110 GEORGIA SHIPPING EQUIP. CO.	4319.57	1908.68	.00	2065.54	345.35	.00	.00	
V112 GRANDE HOTEL	959.21	.00	.00	.00	420.43	538.78	.00	
V101 INDUSTRIAL SUPPLY DISTRIBUTORS	1819.06	.00	1301.79	.00	517.27	.00	.00	
V119 INDUSTRIAL CHEMICALS INC.	3732.98	.00	.00	.00	.00	.00	3732.98	
V107 LIGHTNING COURIER SERVICE	43.33	34.78	8.55	.00	.00	.00	.00	
V114 LINDA'S FLOWER SHOP	219.64	.00	.00	.00	.00	219.64	.00	
V115 NATIONAL CONVEYORS, INC.	362.78	.00	181.39	.00	.00	.00	181.39	
V103 OFFICE PRODUCTS INTERNATIONAL	297.92	.00	.00	.00	127.82	170.10	.00	
V122 PREMIUM INSURANCE COMPANY	279.09	.00	197.98	81.11	.00	.00	.00	
V104 REARDEN METALS, INC.	171.43	.00	.00	68.11	103.32	.00	.00	
V102 S.E. INDUSTRIAL PROD. & EQUIP.	3217.93	.00	2948.59	.00	269.34	.00	.00	
V106 SANITATION SERVICES, INC.	332.27	.00	.00	.00	332.27	.00	.00	
V121 SOUTHERN ELECTRIC COMPANY	2288.63	.00	.00	.00	.00	2288.63	.00	
V105 WAREHOUSE EQUIPMENT UNLIMITED	3272.47	.00	.00	3272.47	.00	.00	.00	
V116 WORLD MATERIALS HANDLING CO.	2724.92	.00	238.42	.00	.00	.00	2486.50	
REPORT TOTAL	27801.13	1943.46	4965.60	5487.23	3606.02	4293.40	7505.42	

VENDORS: 20

END OF REPORT

Open Payables Report

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 OPEN PAYABLES REPORT

APR720 PAGE: 3
 TIME: 9:11 AM

VENDOR NAME	DOCUMENT	GRP	PD	ENTRY DATE	ORIGINAL AMOUNT	DISCOUNT	TRANSACTION TOTAL	CURRENT BALANCE
V102 S.E. INDUSTRIAL PROD. & EQUIP.	1340	01	09/09	09/04/09	2948.59	.00	.00	2948.59
	1356	01	09/09	09/17/09	269.34	.00	.00	269.34
	VENDOR TOTAL							3217.93
V106 SANITATION SERVICES, INC.	4516218732	03	09/09	09/14/09	332.27	.00	.00	332.27
	5246256235	03	08/09	08/10/09	737.22	.00	737.22	.00
	7456323563	03	08/09	08/11/09	1104.72	.00	1104.72	.00
	VENDOR TOTAL							332.27
V121 SOUTHERN ELECTRIC COMPANY	13461346	03	08/09	08/10/09	182.56	.00	182.56	.00
	98465654	03	09/09	09/25/09	2288.63	.00	.00	2288.63
	5253856969	03	08/09	08/11/09	182.56	.00	182.56	.00
	VENDOR TOTAL							2288.63
	REPORT TOTAL							21803.74

OPEN DOCUMENTS: 57

END OF REPORT

Aged Payables Report

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 AGED PAYABLES REPORT

APR730 PAGE: 1
 TIME: 9:13 AM

ALPHA FIRST TO V108
 AGING DATE 09/28/09
 INCLUDING NEXT PERIOD
 BRANCH 01

VENDOR NAME	LAST PAYMENT	BALANCE	--AGING--				
			CURRENT	1-30	31-60	61-90	OVER 90
V117 D'ANCONIA COPPER AND	09/09/09	982.33	982.33	.00	.00	.00	.00
V109 FIRST BANK OF THE SOU	09/09/09	160.77	160.77	.00	.00	.00	.00
V100 GENERAL INDUSTRIAL MF	09/09/09	1193.43	1193.43	.00	.00	.00	.00
V118 GEORGIA INSURANCE SER	09/09/09	1050.00	1050.00	.00	.00	.00	.00
V108 GEORGIA NEWSPAPER	09/21/09	373.37	373.37	.00	.00	.00	.00
V110 GEORGIA SHIPPING EQUI	09/21/09	4319.57	4319.57	.00	.00	.00	.00
V112 GRANDE HOTEL	09/14/09	959.21	959.21	.00	.00	.00	.00
V101 INDUSTRIAL SUPPLY DIS	09/21/09	1819.06	1819.06	.00	.00	.00	.00
V119 INDUSTRIAL CHEMICALS	08/24/09	3732.98	3732.98	.00	.00	.00	.00
V107 LIGHTNING COURIER SER	09/21/09	43.33	8.55	34.78	.00	.00	.00
V114 LINDA'S FLOWER SHOP	09/14/09	219.64	219.64	.00	.00	.00	.00
V115 NATIONAL CONVEYORS, I	09/09/09	362.78	362.78	.00	.00	.00	.00
V103 OFFICE PRODUCTS INTER	09/09/09	297.92	297.92	.00	.00	.00	.00
V122 PREMIUM INSURANCE COM	09/14/09	279.09	279.09	.00	.00	.00	.00
V104 REARDEN METALS, INC.	09/09/09	171.43	171.43	.00	.00	.00	.00
V102 S.E. INDUSTRIAL PROD.	09/21/09	3217.93	3217.93	.00	.00	.00	.00
V106 SANITATION SERVICES,	09/09/09	332.27	332.27	.00	.00	.00	.00
V121 SOUTHERN ELECTRIC COM	09/09/09	2288.63	2288.63	.00	.00	.00	.00
REPORT TOTAL		21803.74	21768.96	34.78	.00	.00	.00

VENDORS: 18

END OF REPORT

Inactive Vendor Listing

DATE: 09/28/09
 USER: SSI TOX

DEMO COMPANY
 INACTIVE VENDOR LISTING

APR740 PAGE: 1
 TIME: 9:14 AM

ALPHA FIRST TO LAST
 YTD PURCHASES LESS THAN \$ 5000.00

VENDOR NAME	CLASS	DOC GRP	DATE OPENED	LAST PURCHASE	LAST PAYMENT	---HIGHEST DATE	BALANCE-- AMOUNT	CURRENT BALANCE	-----PURCHASES----- YTD	-----PYR
V109 FIRST BANK OF THE SOUTH	C&T	02	04/15/09	09/14/09	09/09/09	08/04/09	490.83	221.21	3745.48	4322.72
V107 LIGHTNING COURIER SERVICE	MIS	02	12/20/09	09/24/09	09/21/09	08/17/09	887.54	69.38	4340.17	5006.75
V114 LINDA'S FLOWER SHOP	MIS	02	03/24/09	09/21/09	09/14/09	09/21/09	406.69	406.69	879.59	543.45
V122 PREMIUM INSURANCE COMPANY	INS	02	12/05/09	09/25/09	09/14/09	09/09/09	533.88	491.88	2273.65	2936.41
V104 REARDEN METALS, INC.	MIS	02	01/12/09	09/14/09	09/09/09	08/04/09	295.36	206.27	2325.26	2771.41

VENDORS: 5

END OF REPORT

Vendor Listing - General

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 VENDOR LISTING - GENERAL INFO

APR750 PAGE: 3
 TIME: 9:17 AM

VENDOR NAME	ALPHA	CLASS	TERMS	DOC GRP	GL TBL	HOLD	P/T	OUR CUSTOMER #	TAX EXEMPT #
V103 OFFICE PRODUCTS INTERNATIONAL 45121 NORTH DECATUR AVE. ATLANTA, GA 30339 404-874-9334 / MORGAN KING	OFFICE PRO	OFF	30	02	001	NO	P	D9400-1	
V122 PREMIUM INSURANCE COMPANY 9272 CROGAN STREET ATLANTA, GA 30309 404-223-9214 / ROBERT FLETCHER SYLVIA ROBINSON	PREMIUM IN	INS	30	02	004	NO	P	S900339	
V104 REARDEN METALS, INC. 34 NORTH BUFORD STREET ATLANTA, GA 30309 404-991-8358 / HANK REARDEN GREG PAGANSON	REARDEN ME	MIS	30	02	MIS	NO	P	3409	458909
V102 S.E. INDUSTRIAL PROD. & EQUIP. 11908 N.E. EXPRESSWAY ATLANTA, GA 30321 404-321-0944 / JERRY CLARK VICTOR	S.E. INDUS	INV	30	01	005	NO	P	D3433	11944876
V106 SANITATION SERVICES, INC. 9292 HURRICANE SHOALS LAWRENCEVILLE, GA 30240 404-963-5333 / JIMMY LARSON	SANITATION	UTL	30	03	002	NO	P	L89032	
V121 SOUTHERN ELECTRIC COMPANY 219 CLAYTON STREET LAWRENCEVILLE, GA 30248 404-968-9776 / MARIAN HOWARD	SOUTHERN E	UTL	30	03	002	NO	P		

DOC=DOCUMENT, P/T=PERMANENT OR TEMPORARY

VENDORS: 20

END OF REPORT

Vendor Listing - History Information

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 VENDOR LISTING - HISTORY INFO

APR750 PAGE: 1
 TIME: 9:18 AM

ALPHA FIRST TO LAST

VENDOR NAME	BALANCE	DATE OPENED	LAST INVOICE	LAST PAYMENT	---HIGHEST DATE	BALANCE---	AMOUNT	HOLD
V113 ATLANTA CRANE & HOISTS	.00	07/28/09	08/30/09	09/09/09	08/30/09	4243.29	NO	
V111 ATLANTA GAS COMPANY	287.88	10/01/09	09/14/09	09/21/09	09/14/09	1390.92	NO	
V117 D'ANCONIA COPPER AND ELECT	982.33	02/09/09	09/14/09	09/09/09	08/04/09	994.62	NO	
V109 FIRST BANK OF THE SOUTH	221.21	04/15/09	09/14/09	09/09/09	08/04/09	490.83	NO	
V100 GENERAL INDUSTRIAL MFG	2583.74	11/30/09	09/17/09	09/09/09	01/11/09	22114.72	NO	
V118 GEORGIA INSURANCE SERVICES	2090.00	08/18/09	09/21/09	09/09/09	09/21/09	2090.00	NO	
V108 GEORGIA NEWSPAPER	592.93	02/19/09	09/25/09	09/21/09	09/14/09	2428.87	NO	
V110 GEORGIA SHIPPING EQUIP. CO	5205.92	11/30/09	09/19/09	09/21/09	08/16/09	33022.50	NO	
V112 GRANDE HOTEL	959.21	03/25/09	09/21/09	09/14/09	09/14/09	5671.99	NO	
V101 INDUSTRIAL SUPPLY DISTRIBU	2307.30	12/05/09	09/17/09	09/21/09	08/01/09	30302.03	NO	
V119 INDUSTRIAL CHEMICALS INC.	3732.98	04/23/09	09/21/09	08/24/09	09/21/09	3732.98	NO	
V107 LIGHTNING COURIER SERVICE	69.38	12/20/09	09/24/09	09/21/09	08/17/09	887.54	NO	
V114 LINDA'S FLOWER SHOP	406.69	03/24/09	09/21/09	09/14/09	09/21/09	406.69	NO	
V115 NATIONAL CONVEYORS, INC.	866.95	09/28/09	09/17/09	09/09/09	08/31/09	6044.81	NO	
V103 OFFICE PRODUCTS INTERNATIO	764.39	09/14/09	09/25/09	09/09/09	08/10/09	940.75	NO	
V122 PREMIUM INSURANCE COMPANY	491.88	12/05/09	09/25/09	09/14/09	09/09/09	533.88	NO	
V104 REARDEN METALS, INC.	206.27	01/12/09	09/14/09	09/09/09	08/04/09	295.36	NO	
V102 S.E. INDUSTRIAL PROD. & EQ	3217.93	07/18/09	09/17/09	09/21/09	01/11/09	21204.17	NO	
V106 SANITATION SERVICES, INC.	553.46	07/06/09	09/14/09	09/09/09	08/10/09	2210.55	NO	
V121 SOUTHERN ELECTRIC COMPANY	3093.15	07/06/09	09/25/09	09/09/09	09/25/09	3093.15	NO	
V105 WAREHOUSE EQUIPMENT UNLIMI	9873.77	03/28/09	09/21/09	09/21/09	08/24/09	34345.07	NO	
V120 WAREHOUSE INTERIORS, INC.	2727.24	05/13/09	09/14/09	09/21/09	01/11/09	29220.44	NO	
V116 WORLD MATERIALS HANDLING C	3461.77	12/29/09	09/20/09	09/09/09	08/09/09	44258.19	NO	

VENDORS: 23

END OF REPORT

Vendor Ledgerscards

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 VENDOR LEDGERCARDS

APR755 PAGE: 1
 TIME: 9:20 AM

ALPHA FIRST TO V103
 DATE FIRST TO LAST

VENDOR NAME	DATE	TRANSACTION	DEBIT	CREDIT	DOCUMENT	REG#
=====						
V100 GENERAL INDUSTRIAL MFG		BEGIN BALANCE	2688.17			
	09/09/09	CHECK REGISTER	-2688.17		1315	0347
	09/09/09	DOC ENTRY REG		1212.75	1339	1507
	09/14/09	DOC ENTRY REG		88.88	1345	1509
	09/14/09	DOC ENTRY REG		177.56	1355	1509
	09/21/09	DOC ENTRY REG		1031.20	1361	1510
	09/25/09	DOC ENTRY REG		73.55	1364	1511
	09/25/09	DOC ENTRY REG	-.20		1361	1511
		ENDING BALANCE		2583.74		
V101 INDUSTRIAL SUPPLY DISTRIBUTORS		BEGIN BALANCE	2020.11			
	09/09/09	CHECK REGISTER	-292.04		6025611863	0347
	09/09/09	DOC ENTRY REG		1301.79	1335	1506
	09/09/09	DOC ENTRY REG		222.00	1338	1507
	09/09/09	DOC ENTRY REG	-100.00		2865187182	1507
	09/14/09	DOC ENTRY REG		61.22	1349	1509
	09/14/09	CHECK REGISTER	-137.60		2865187182	0350
	09/21/09	CHECK REGISTER	-61.22		1349	0351
	09/21/09	DOC ENTRY REG		517.27	1359	1510
	09/27/09	VENDOR BALANCE	-1271.78			0020
	09/25/09	DOC ENTRY REG		47.55	1365	1511
		ENDING BALANCE		2307.30		
V103 OFFICE PRODUCTS INTERNATIONAL		BEGIN BALANCE	940.75			
	09/09/09	CHECK REGISTER	-628.83		90081001	0346
	09/09/09	CHECK REGISTER	-311.92		90081002	0347
	09/14/09	DOC ENTRY REG		127.82	1010553494	1508
	09/14/09	DOC ENTRY REG		78.15	1561878921	1508
	09/14/09	DOC ENTRY REG		303.52	4512453269	1508
	09/25/09	DOC ENTRY REG		170.10	489849	1511
	09/25/09	DOC ENTRY REG		84.80	4984651	1511
		ENDING BALANCE		764.39		

VENDORS: 3

END OF REPORT

Vendor Label Print

GENERAL INDUSTRIAL MFG
9610 DUNWOODY PL
SUITE 133-134
ATLANTA, GA. 30338

INDUSTRIAL SUPPLY DISTRIBUTORS
19874 MOUNTAIN INDUSTRIAL PARK
ATLANTA, GA 30335

S.E. INDUSTRIAL PROD. & EQUIP.
11908 N.E. EXPRESSWAY
ATLANTA, GA 30321

OFFICE PRODUCTS INTERNATIONAL
45121 NORTH DECATUR AVE.
ATLANTA, GA 30339

REARDEN METALS, INC.
34 NORTH BUFORD STREET
ATLANTA, GA 30309

WAREHOUSE EQUIPMENT UNLIMITED
11598 GENERAL AVE.
DALLAS, TX 75022

SANITATION SERVICES, INC.
9292 HURRICANE SHOALS
LAWRENCEVILLE, GA 30240

LIGHTNING COURIER SERVICE
99 EAGLE LANDING DRIVE
MARIETTA, GA 30067

GEORGIA NEWSPAPER
P.O. BOX 88550
ATLANTA, GA 30337

FIRST BANK OF THE SOUTH
P.O. BOX 4998
ATLANTA, GA 30301

GEORGIA SHIPPING EQUIP. CO.
3376 WASHINGTON AVE. S.E.
ATLANTA, GA. 30302

ATLANTA GAS COMPANY
P.O. BOX 31921
ATLANTA, GA 30321

GRANDE HOTEL
71 HWY 29 SOUTH
LILBURN, GA 30321

ATLANTA CRANE & HOISTS
147 S. DEKALB DRIVE
DORAVILLE, GA 30341

LINDA'S FLOWER SHOP
701 KILLIAN WAY
LILBURN, GA 30247

NATIONAL CONVEYORS, INC.
3121 INDUSTRIAL PARK DRIVE
ATLANTA, GA 30312

WORLD MATERIALS HANDLING CO.
2000 NORTH AVE
ATLANTA, GA 30309

D'ANCONIA COPPER AND ELECTRIC
7125 CROGAN STREET
STONE MOUNTAIN, GA 30278

GEORGIA INSURANCE SERVICES
11321 STATE CAPITOL BLVD.
ATLANTA, GA 30301

INDUSTRIAL CHEMICALS INC.
12093 EAST MCEWEN
DALLAS, TX 75289

WAREHOUSE INTERIORS, INC.
9537 BROOK INDUSTRIAL BLVD.
DALLAS, TX 75037

SOUTHERN ELECTRIC COMPANY
219 CLAYTON STREET
LAWRENCEVILLE, GA 30248

PREMIUM INSURANCE COMPANY
9272 CROGAN STREET
ATLANTA, GA 30309

Rolodex Vendor Card Print

ATLANTA CRANE & HOISTS	V113 ATLANTA GAS COMPANY	V111
147 S. DEKALB DRIVE DORAVILLE, GA 30341	404-949-2100 P.O. BOX 31921 ATLANTA, GA 30321	404-931-5556
FRANK CARTER	JOAN BOZEMAN	
	class: INV	class: UTL
D'ANCONIA COPPER AND ELECTRI	V117 FIRST BANK OF THE SOUTH	V109
7125 CROGAN STREET STONE MOUNTAIN, GA 30278	404-631-9921 P.O. BOX 4998 ATLANTA, GA 30301	404-231-9921
FRANSICO D'ANCONIA OSCAR WASHINGTON	RALPH MCMILLAN	
	class: MIS	class: C&T
GENERAL INDUSTRIAL MFG	V100 GEORGIA INSURANCE SERVICES	V118
9610 DUNWOODY PL SUITE 133-134 ATLANTA, GA 30338	404-393-9444 11321 STATE CAPITOL BLVD. ATLANTA, GA 30301	404-261-1111
ROGER SMITH GLORIA FAYE	RICHARD DICKSON	
	class: INV	class: INS

Purchase History Report

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 PURCHASE HISTORY REPORT

APR760 PAGE: 1
 TIME: 9:24 AM

VENDOR FIRST TO LAST

VENDOR NAME	DATE OPENED	LAST PURCHASE	LAST PAYMENT	-----YEAR TO DATE-----			-----PRIOR YEAR-----		
				PURCHASES	PAYMENTS	DISCOUNTS	PURCHASES	PAYMENTS	DISCOUNTS
V100 GENERAL INDUSTRIAL MF	11/30/09	09/17/09	09/09/09	78659.36	93187.49	5002.85	104206.00	102909.15	1296.85
V101 INDUSTRIAL SUPPLY DIS	12/05/09	09/17/09	09/21/09	80751.94	94791.58	10525.68	125688.00	123663.29	2024.71
V102 S.E. INDUSTRIAL PROD.	07/18/09	09/17/09	09/21/09	55380.80	67913.89	.00	76200.00	74450.36	.00
V103 OFFICE PRODUCTS INTER	09/14/09	09/25/09	09/09/09	7375.80	6555.26	56.15	14079.79	13803.72	276.07
V104 REARDEN METALS, INC.	01/12/09	09/14/09	09/09/09	2325.26	2065.87	53.12	2771.41	2771.41	.00
V105 WAREHOUSE EQUIPMENT U	03/28/09	09/21/09	09/21/09	163018.09	164282.62	.00	209726.00	208583.71	.00
V106 SANITATION SERVICES,	07/06/09	09/14/09	09/09/09	9532.34	8846.17	132.71	13465.94	13332.61	133.33
V107 LIGHTNING COURIER SER	12/20/09	09/24/09	09/21/09	4340.17	4308.50	.00	5006.75	5006.75	.00
V108 GEORGIA NEWSPAPER	02/19/09	09/25/09	09/21/09	8497.95	7729.02	176.00	11980.30	11861.68	118.62
V109 FIRST BANK OF THE SOU	04/15/09	09/14/09	09/09/09	3745.48	3435.92	88.35	4322.72	4237.96	84.76
V110 GEORGIA SHIPPING EQUI	11/30/09	09/19/09	09/21/09	105271.19	115100.47	.00	138219.00	137149.88	.00
V111 ATLANTA GAS COMPANY	10/01/09	09/14/09	09/21/09	6690.74	6363.39	39.47	7513.03	7365.72	147.31
V112 GRANDE HOTEL	03/25/09	09/21/09	09/14/09	22187.30	21070.06	158.03	26050.77	25792.84	257.93
V113 ATLANTA CRANE & HOIST	07/28/09	08/30/09	09/09/09	14811.90	15767.71	.00	19861.00	18038.86	.00
V114 LINDA'S FLOWER SHOP	03/24/09	09/21/09	09/14/09	879.59	516.55	6.67	543.45	538.07	5.38
V115 NATIONAL CONVEYORS, I	09/28/09	09/17/09	09/09/09	17905.23	17762.96	3698.14	24581.00	23521.78	1059.22
V116 WORLD MATERIALS HANDL	12/29/09	09/20/09	09/09/09	140757.76	160949.45	19058.99	185321.00	183516.06	1804.94
V117 D'ANCONIA COPPER AND	02/09/09	09/14/09	09/09/09	8004.34	6962.33	59.68	11185.25	11185.25	.00
V118 GEORGIA INSURANCE SER	08/18/09	09/21/09	09/09/09	6282.48	4156.85	35.63	7518.51	7371.09	147.42
V119 INDUSTRIAL CHEMICALS	04/23/09	09/21/09	08/24/09	11679.70	8929.78	-889.77	14233.00	12989.53	1243.47
V120 WAREHOUSE INTERIORS,	05/13/09	09/14/09	09/21/09	103244.31	117424.49	12313.02	146211.00	143905.07	2305.93
V121 SOUTHERN ELECTRIC COM	07/06/09	09/25/09	09/09/09	5325.66	2199.65	32.86	3273.29	3273.29	.00
V122 PREMIUM INSURANCE COM	12/05/09	09/25/09	09/14/09	2273.65	1781.77	.00	2936.41	2907.34	29.07
			REPORT TOTAL	858941.04	932101.78	50547.58	1154893.62	1138175.42	10935.01

VENDORS: 23

END OF REPORT

Payment History Report

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 PAYMENT HISTORY REPORT

APR770 PAGE: 1
 TIME: 9:25 AM

VENDOR FIRST TO LAST

VENDOR NAME	04/09	05/09	06/09	07/09	08/09	09/09	TOTAL
V100 GENERAL INDUSTRIAL MFG	9222.72	10269.25	11736.54	11655.25	31233.73	2634.41	76751.90
V101 INDUSTRIAL SUPPLY DISTRIBUTORS	11870.74	9468.24	10320.11	8747.65	20601.22	15490.25	76498.21
V102 S.E. INDUSTRIAL PROD. & EQUIP.	5105.58	8207.85	8680.00	8784.55	11106.58	15109.46	56994.02
V103 OFFICE PRODUCTS INTERNATIONAL	1140.23	886.14	934.36	927.63	.00	940.75	4829.11
V104 REARDEN METALS, INC.	220.73	196.44	334.36	192.83	200.03	95.33	1239.72
V105 WAREHOUSE EQUIPMENT UNLIMITED	17098.18	21883.30	21766.02	21454.72	17627.68	28236.97	128066.87
V106 SANITATION SERVICES, INC.	1200.89	1130.13	1163.25	1201.01	.00	2210.55	6905.83
V107 LIGHTNING COURIER SERVICE	571.22	585.22	478.58	505.13	634.06	539.67	3313.88
V108 GEORGIA NEWSPAPER	854.52	1719.99	917.11	881.37	.00	1862.19	6235.18
V109 FIRST BANK OF THE SOUTH	208.73	481.65	181.61	228.45	327.22	163.61	1591.27
V110 GEORGIA SHIPPING EQUIP. CO.	10962.22	13591.36	13668.88	12898.57	18658.24	22144.31	91923.58
V111 ATLANTA GAS COMPANY	799.00	491.80	666.04	746.40	877.12	1538.87	5119.23
V112 GRANDE HOTEL	1189.32	5529.32	2593.94	3844.95	15.87	5251.56	18424.96
V113 ATLANTA CRANE & HOISTS	1787.61	1798.54	1808.48	1877.83	703.59	4243.29	12219.34
V114 LINDA'S FLOWER SHOP	60.08	58.55	60.60	36.15	71.03	112.04	398.45
V115 NATIONAL CONVEYORS, INC.	1986.41	1996.35	1683.24	1755.51	548.11	6012.37	13981.99
V116 WORLD MATERIALS HANDLING CO.	15560.47	15863.65	16530.61	16502.35	54720.23	10270.49	129447.80
V117 D'ANCONIA COPPER AND ELECTRIC	1071.20	1296.53	844.30	891.05	664.13	330.49	5097.70
V118 GEORGIA INSURANCE SERVICES	686.50	687.50	63.98	751.00	.00	593.87	2782.85
V119 INDUSTRIAL CHEMICALS INC.	1725.97	1818.42	1767.73	1725.05	1166.20	.00	8203.37
V120 WAREHOUSE INTERIORS, INC.	12908.48	12393.59	13476.05	12955.77	21473.64	21512.22	94719.75
V121 SOUTHERN ELECTRIC COMPANY	271.24	252.37	295.39	330.78	.00	556.48	1706.26
V122 PREMIUM INSURANCE COMPANY	280.50	281.50	9.98	291.54	237.50	118.75	1219.77
REPORT TOTAL	96782.54	110887.69	109981.16	109185.54	180866.18	139967.93	747671.04

VENDORS: 23

END OF REPORT

Sample 1099 Print

DEMO COMPANY
69 SOUTH PEACHTREE STREET
ATLANTA, GA 30030

- 3422-09-8887

GENERAL INDUSTRIAL MFG
9610 DUNWOODY PL

93187.49

SUITE 133-134

ATLANTA, GA 30338

DEMO COMPANY
69 SOUTH PEACHTREE STREET
ATLANTA, GA 30030

- 984432-095

S.E. INDUSTRIAL PROD. & EQUIP.

67913.89

11908 N.E. EXPRESSWAY

ATLANTA, GA 30321

TOTAL: 436185.21

Period Check Register

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 PERIOD CHECK REGISTER 09/09

APR810 PAGE: 1
 TIME: 9:28 AM

BANK FIRST TO 01

CHECK	VENDOR NAME	DATE	REG#	DISCOUNT AMOUNT	CHECK AMOUNT	TYPE

Bank 01 FIRST NATIONAL BANK OF ATLANTA						
003025	V114 LINDA'S FLOWER SHOP	08/17/09	0346	.00	-10.05	*VOID*
003046	V102 S.E. INDUSTRIAL PROD. & EQUIP.	09/09/09	0346	.00	1833.81	
003047	V103 OFFICE PRODUCTS INTERNATIONAL	09/09/09	0346	.00	628.83	
003048	V105 WAREHOUSE EQUIPMENT UNLIMITED	09/09/09	0346	.00	5567.57	
003049	V106 SANITATION SERVICES, INC.	09/09/09	0346	.00	1841.94	
003050	V113 ATLANTA CRANE & HOISTS	09/09/09	0346	.00	693.21	
003051	V114 LINDA'S FLOWER SHOP	09/09/09	0346	.00	21.47	
003052	V118 GEORGIA INSURANCE SERVICES	09/09/09	0346	.00	395.89	
003053	V121 SOUTHERN ELECTRIC COMPANY	09/09/09	0346	.00	365.12	
003054	VOIDED - UNUSED CHECK	09/14/09	0349	.00	.00	*VOID*
003055	VOIDED - UNUSED CHECK	09/14/09	0349	.00	.00	*VOID*
003056	V107 LIGHTNING COURIER SERVICE	09/14/09	0349	.00	85.22	
003057	V110 GEORGIA SHIPPING EQUIP. CO.	09/14/09	0349	.00	1866.51	
003058	V111 ATLANTA GAS COMPANY	09/14/09	0349	.00	222.22	
003059	V112 GRANDE HOTEL	09/14/09	0349	.00	4373.67	
003060	V114 LINDA'S FLOWER SHOP	09/14/09	0349	.00	12.33	
003061	VOIDED - UNUSED CHECK	09/21/09	0351	.00	.00	*VOID*
003062	V101 INDUSTRIAL SUPPLY DISTRIBUTORS	09/21/09	0351	.61	60.61	
003063	V102 S.E. INDUSTRIAL PROD. & EQUIP.	09/21/09	0351	.00	3178.06	
003064	V105 WAREHOUSE EQUIPMENT UNLIMITED	09/21/09	0351	.00	5488.96	
003065	V107 LIGHTNING COURIER SERVICE	09/21/09	0351	.00	56.83	
003066	V108 GEORGIA NEWSPAPER	09/21/09	0351	.00	1251.91	
003067	V110 GEORGIA SHIPPING EQUIP. CO.	09/21/09	0351	.00	1922.37	
003068	V111 ATLANTA GAS COMPANY	09/21/09	0351	.00	768.02	
003069	V120 WAREHOUSE INTERIORS, INC.	09/21/09	0351	1.83	184.45	
649849	V114 LINDA'S FLOWER SHOP	09/09/09	0346	.00	25.13	NONINVOICE
798799	V107 LIGHTNING COURIER SERVICE	09/09/09	0346	.00	14.87	MANUAL
				-----	-----	
BANK TOTAL				2.44	30848.95	
				-----	-----	
REPORT TOTAL				2.44	30848.95	

CHECKS: 27

END OF REPORT

Period Expense Distribution

DATE: 09/28/09 DEMO COMPANY APR820 PAGE: 1
 USER: SSI ToX PERIOD EXPENSE DISTRIBUTION TIME: 9:29 AM

PERIOD 09/09 SEP
 G/L# FIRST TO LAST
 BRANCH 01 ATLANTA BRANCH
 DEPARTMENT 1 WHOLESALE

G/L#	DESCRIPTION	DEBIT	CREDIT	NET
520-01-1	PURCHASES - MISCELLANEOUS	280.28	.00	280.28
540-01-1	SALES TAX	358.05	.00	358.05
590-01-1	TRAVEL	400.41	.00	400.41
620-01-1	OFFICE EXPENSE	50.63	.00	50.63
625-01-1	AUTO & TRUCK EXPENSE	153.11	.00	153.11
630-01-1	MISCELLANEOUS EXPENSE	351.44	.00	351.44
640-01-1	FREIGHT	547.40	.00	547.40
710-01-1	ADVERTISING	846.57	.00	846.57
720-01-1	DUES & SUBSCRIPTIONS	25.00	.00	25.00
730-01-1	POSTAL EXPENSE	162.00	.00	162.00
735-01-1	TELEPHONE	298.72	.00	298.72
740-01-1	TAXES & LICENSES	3179.65	.00	3179.65
750-01-1	INSURANCE EXPENSE	121.67	.00	121.67
780-01-1	LEGAL & PROFESSIONAL	935.55	.00	935.55
790-01-1	UTILITIES	1084.20	.00	1084.20
	REPORT TOTAL	8794.68	.00	8794.68

ACCOUNTS: 15

END OF REPORT

Period Disbursement Distribution

DATE: 09/28/09 DEMO COMPANY APR830 PAGE: 1
 USER: SSI ToX PERIOD DISBURSEMENT DISTRIBUTION TIME: 9:29 AM

PERIOD 09/09 SEP
 G/L# FIRST TO LAST

BRANCH 01 ATLANTA BRANCH				
G/L#	DESCRIPTION	DEBIT	CREDIT	NET
100-01-0	CASH	10.05	30859.00	(30848.95)
310-01-0	ACCOUNTS PAYABLE	30836.31	10.05	30826.26
490-01-1	DISCOUNTS TAKEN	.00	2.44	(2.44)
630-01-1	MISCELLANEOUS EXPENSE	50.32	.00	50.32
	REPORT TOTAL	30896.68	30871.49	25.19

ACCOUNTS: 4

END OF REPORT

Register History Report

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 REGISTER HISTORY REPORT

APR840 PAGE: 1
 TIME: 9:30 AM

AP TRACE#	DATE	PD	REG#	TYPE	BEGINNING AP BALANCE	DOLLAR AMOUNT	DISCOUNTS	ADJUSTMENTS	ENDING AP BALANCE
6547	09/09/09	09/09	1505	DOCUMENT ENTRY	145592.75	668.47	.00	.00	146261.22
6548	09/09/09	09/09	0346	CHECK REGISTER	146261.22	-11352.66	.00	.00	134908.56
6549	09/09/09	09/09	0347	CHECK REGISTER	134908.56	-98536.20	193.19	.00	36179.17
6550	09/09/09	09/09	0348	CHECK REGISTER	36179.17	.00	.00	.00	36179.17
6551	09/14/09	09/09	1506	DOCUMENT ENTRY	36179.17	8619.90	.00	.00	44799.07
6552	09/14/09	09/09	1507	DOCUMENT ENTRY	44799.07	4357.29	.00	-100.00	49056.36
6553	09/14/09	09/09	1508	DOCUMENT ENTRY	49056.36	4473.65	.00	.00	53530.01
6554	09/14/09	09/09	1509	DOCUMENT ENTRY	53530.01	7894.07	.00	.00	61424.08
6555	09/14/09	09/09	0349	CHECK REGISTER	61424.08	-6559.95	.00	.00	54864.13
6556	09/14/09	09/09	0350	CHECK REGISTER	54864.13	-5908.81	.00	.00	48955.32
6557	09/21/09	09/09	0351	CHECK REGISTER	48955.32	-12911.21	2.44	.00	36041.67
6558	09/21/09	09/09	0352	CHECK REGISTER	36041.67	-4648.78	.00	.00	31392.89
6559	09/21/09	09/09	1510	DOCUMENT ENTRY	31392.89	9722.99	.00	.00	41115.88
6560	09/21/09	09/09	0020	VENDOR BALANCING	41115.88	.00	.00	.00	41115.88
6561	09/25/09	09/09	1511	DOCUMENT ENTRY	41115.88	3580.70	.00	-.20	44696.38
REGISTER HISTORY RECAP: PERIOD					-----	-----	-----	-----	CHANGE
					09/09	-100600.54	195.63	-100.20	-100896.37

TRACES: 15

END OF REPORT

Document Removal Register

DATE: 09/28/09
 USER: SSI ToX

DEMO COMPANY
 DOCUMENT REMOVAL REGISTER #0059

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BRANCH 01

VENDOR NAME	DOCUMENT	PERIOD	DATE	AMOUNT	REG#	DATE	PAYMENT	DISCOUNT	BALANCE
V101 INDUSTRIAL SUPPLY DISTRIBUTORS	1349	09/09	09/12/09	61.22	0351	09/21	60.61	.61	.00
V102 S.E. INDUSTRIAL PROD. & EQUIP.	1299	08/09	08/13/09	1833.81	0346	09/09	1833.81	.00	.00
	1319	08/09	08/24/09	3178.06	0351	09/21	3178.06	.00	.00
V103 OFFICE PRODUCTS INTERNATIONAL	90081001	08/09	08/10/09	628.83	0346	09/09	628.83	.00	.00
V105 WAREHOUSE EQUIPMENT UNLIMITED	1300	08/09	08/13/09	5567.57	0346	09/09	5567.57	.00	.00
	1322	08/09	08/27/09	5488.96	0351	09/21	5488.96	.00	.00
V106 SANITATION SERVICES, INC.	5246256235	08/09	08/10/09	737.22	0346	09/09	737.22	.00	.00
	7456323563	08/09	08/11/09	1104.72	0346	09/09	1104.72	.00	.00
V107 LIGHTNING COURIER SERVICE	198198198	08/09	08/31/09	100.09	0346	09/09	14.87	.00	.00
					0349	09/14	85.22	.00	.00
	6549849849	09/09	09/09/09	56.83	0351	09/21	56.83	.00	.00
V108 GEORGIA NEWSPAPER	681681	08/09	08/24/09	600.13	0351	09/21	600.13	.00	.00
	3457124114	08/09	08/25/09	651.78	0351	09/21	651.78	.00	.00
V110 GEORGIA SHIPPING EQUIP. CO.	1306	08/09	08/16/09	1866.51	0349	09/14	1866.51	.00	.00
	1316	08/09	08/22/09	1922.37	0351	09/21	1922.37	.00	.00
V111 ATLANTA GAS COMPANY	3161986198	09/09	09/09/09	222.22	0349	09/14	222.22	.00	.00
	4253698752	09/09	09/14/09	768.02	0351	09/21	768.02	.00	.00
V112 GRANDE HOTEL	724572457	08/09	08/17/09	1755.78	0349	09/14	1755.78	.00	.00
	7823616484	08/09	08/18/09	2633.76	0341	08/03	15.87	.00	.00
					0349	09/14	2617.89	.00	.00
V113 ATLANTA CRANE & HOISTS	1327	08/09	08/30/09	693.21	0346	09/09	693.21	.00	.00
V114 LINDA'S FLOWER SHOP	6186	08/09	08/24/09	12.15	0345	08/31	5.48	.00	.00
					0346	09/09	6.67	.00	.00
	198198198	08/09	08/31/09	14.80	0346	09/09	14.80	.00	.00
	5437682764	09/09	09/09/09	25.19	0348	09/09	25.19	.00	.00
	9498498498	09/09	09/09/09	12.33	0349	09/14	12.33	.00	.00
V118 GEORGIA INSURANCE SERVICES	90081001	08/09	08/10/09	395.89	0346	09/09	395.89	.00	.00
V120 WAREHOUSE INTERIORS, INC.	1352	09/09	09/14/09	186.28	0351	09/21	184.45	1.83	.00
V121 SOUTHERN ELECTRIC COMPANY	13461346	08/09	08/10/09	182.56	0346	09/09	182.56	.00	.00
	5253856969	08/09	08/11/09	182.56	0346	09/09	182.56	.00	.00

DOCUMENTS: 27

END OF REGISTER

