

ACCOUNTS PAYABLE SYSTEM

The Accounts Payable system allows you to:

- 1) Place vouchers into the aged Accounts Payable for payment at a later date and update the monthly A/P distribution history by G/L code
- 2) Process prepaid vouchers to update history by-passing the A/P.
- 3) Print both a daily and monthly Voucher Register.
- 4) Print a monthly Voucher Distribution Report in general ledger number Order.
- 5) Print Both on screen and hard copy an Aged Accounts Payable report, either selectively by vendor or starting from a vendor.
- 6) Ability to change the Accounts Payable payment due date on an individual voucher.
- 7) Print an Accounts Payable forecast for a given date.
- 8) Automatically schedule vouchers for payment.
- 9) Selectively schedule vouchers for payment.
- 10) Print A/P Checks.
- 11) Print both daily and monthly A/P check registers.
- 12) Display on screen A/P check history either by vendor or by check#.
- 13) Delete zero balances from aged A/P file.

VOUCHER ENTRY

This program ('VE') sends to accounts payable those purchase orders received into inventory and invoiced by the vendor. The screen is displayed below.

MODEL#	BRAND	OPEN	BILLD	PC	BASIS	SPA	NET	NET-NET	EXT-AMT
EHH066		1	1		540.000	27.000	500.175	487.350	500.18

	CASH-DSCT	7.70	SUB-TOTAL	507.88
	TAX %	0.00	SALES TAX	0.00
			FREIGHT	0.00
			PAYM'T DSCT	0.00
			TOTAL	500.18

DEB/CREDIT 0.00
CORRECT? (Y/R/VOID) *****

The screen will prompt the following:

- OP#** Enter your operator number.
- F/PLAN VOUCHER(Y/N/CR)** If this voucher is Floor Planned, press 'Y'; if Not, press 'N'. To end the program, press (CR).
- S/DOC#** Enter the shipping document# it was received into Inventory on.

If this voucher is being floor planned, the screen will prompt you to enter the floor plan owner# used at the time of receiving and allow you to change it to a different owner#, if needed.
- VEND#** Enter the purchasing vendor code for the voucher or press(CR) to end the program.
- VEND#** If the accounts payable vendor code is not the same as the code used at the time of P.O. entry, press 'X' and enter the accounts payable vendor code you want to assign this voucher. If it is the same, press (CR).
- Pay From Loc#** The default payment location will display. If it is correct, press (CR). To change it for this voucher, press 'X' and enter the pay from location.
- INVOICE#** Enter the vendor's invoice #.

CASH DSCT %	If there is a special cash discount percentage being used for this voucher, enter it, otherwise press (CR).
P.C.	Used in the general ledger, the profit center displayed is who will be charged for this voucher. If correct, press (CR); to change it, press 'X' and enter the profit center number assigned to this voucher.
VCH-DATE	The voucher date determines the accounting period, this voucher will be assigned to in the general ledger. It will be displayed as today's date. To accept it press (CR); to change it, press 'X' and enter the date in the form of MMDDYY.
INV-DATE	Enter the vendor's invoice date.
TERMS CODE	The default payment terms code, (when and how this invoice is to be paid), will be displayed. If correct, press (CR); to change it, press 'X' and enter the terms code you want for this voucher.
DUE DATE	The voucher's due date for payment will be calculated and displayed. To accept it, press (CR); to change it, press 'X' and enter the due-date you want for this voucher.
G.L. #	The G/L # most commonly used for this vendor will be displayed. If correct, press (CR); to change it, press 'X' and enter the G/L # to be assigned to this voucher.
?	If the header information to this point is correct, press 'A' to accept the header. If not, press 'X' and the screen prompt will return to the beginning to start the voucher over again or press (CR) to end the program.
	The merchandise received into inventory will be displayed a line at a time with the ability to change individual fields.
BILLED	The quantity billed should be the same as the quantity received in. If correct, press (CR); to change it press 'X' and enter the quantity billed.
P.C.	The price code displayed is used in the calculation of of the cost to you, generated by vendor terms. If the price code displayed is correct, press (CR). To change it, press 'X' and enter the price code to be used for this item.
BASIS	If the starting cost is correct, press (CR). To change it, press 'X' and enter the starting cost.
SPA	If the SPA amount, (special promotional allowance), is correct, press (CR). To change it, press 'X' and enter the SPA amount for this item.
NET	The net amount will be calculated and displayed. If correct, press (CR). If not press 'X' and the prompt will return to basis cost to allow change. The extended cost will be calculated and displayed.
?	The prompt will be at the end of the line giving you four (4) options. You can press..

'A' to accept the line and go on to the next
'B' to back-order the line
'X' to change something on the line
'E' to accept the line and end the processing of any additional line items by automatically by-passing the rest of the items on the receiving document.

If the items accepted are serialized and the voucher is being floor planned, the screen will display the serial number(s), and ask you to enter the vendor's line# on the invoice to be added to the serial's record.

After all the line items have been processed, the sub-total will be displayed. The cash discount will also be calculated and displayed.

- TAX %** Enter the sales tax percentage or (CR).
- SALES TAX** If a (CR) was entered for the percentage, enter the sales tax amount press (CR). If the tax amount displayed is correct, press (CR). To change it, press 'X' and enter the sales tax amount.
- FREIGHT** Enter the freight charge or press (CR). If the freight charge displayed is correct, press (CR). To change it, press 'X' and enter freight charge.
- PAYM'T DSCT** If you are taking a discount on this voucher, enter the discount amount. If the amount displayed is correct, press (CR). To change it, press 'X' and enter the correct discount amount.
- DEB/CREDIT** This field lets you add/subtract an amount on this voucher.
- CORRECT (Y/R/VOID)** The voucher total will be displayed. If the voucher is correct, enter 'Y' and press(CR). The P.O. will be deleted from the unmatched receipts file and made an accounts payable when you print the voucher register. If a mistake was made, enter "VOID" and press (CR) to start the voucher over again. Entering 'R' and pressing (CR) acts the same way as 'Y' except that it will bring up the header information for the next voucher to be processed using the same vendor.

VOUCHER WRITING

This program ('VW') prints the accounts payable vouchers processed in ('VE') voucher entry and sends them to the voucher history file. If there were any accruals involved in the voucher, they will be sent to the accrual file. The screen will prompt the following:

- PRINT OR UPDATE ONLY? (P/U)** To update only, press 'U'. To print the voucher to attach to the vendor's invoice, press 'P' and enter the printer you want to print the voucher on.
- ENTER START VCH#** To start from the beginning, press '1' (CR) or enter the voucher# you want to start at.

REPRINT?(Y/N)

When all vouchers have been printed and/or updated, the screen will ask if you want to reprint. If you do, press 'Y' and the program will end leaving the data in the file to reprint. If you do not want to reprint, press 'N' and the data will be deleted from the file and end the program.

DIRECT ENTRY TO A/P

The ('LP') program is usually used for loading expenses/non-inventory vouchers into the accounts payable for payment at a later date and/or entering prepaid vouchers to update the history files only. The screen is displayed below.



The program will prompt the following:

OP# Enter your operator#

Prepaid? (Y/CR) If the voucher being entered has already been paid and you want to update the monthly history only, press 'Y' (CR). If you are entering a voucher for future payment press (CR).

Vendor# Enter the accounts payable vendor code you want to process or...
Press '?' to scan the vendor list to find the vendor or..
Press 'Z' to enter a temporary vendor name & address or..
Press (CR) to end the program.
The vendor's name & address, most commonly used G/L code number, and the pay from location# assigned to the voucher will be displayed. If you entered the correct vendor, press (CR). To change the vendor, press 'X'.

Pay-L	If the pay from location is correct, press (CR); to change it press 'X' and enter the pay from location assigned to this voucher.
Vend-Inv#	Enter the vendor's invoice #.
Inv-Date	Enter the invoice date.
Vch-Date	The voucher date is very important because it determines the accounting month this voucher will go into the general ledger on. Today's date will be displayed. To accept it, press (CR); to change it press 'X' and enter the date you want to use for this voucher.
TM	The vendor's most commonly used payment terms code will be displayed. To accept it press (CR); to change the terms press 'X' and enter the payment terms code for this voucher.
Pay-Date	The payment due date will be calculated based on the terms code used and displayed. To accept it, press (CR); to change the due date press 'X' and enter the payment due date wanted. If you answered yes to the voucher being prepaid, the screen will prompt you to enter the check# and bank# paid.
?	If the header information to this point is correct, press 'A'. To start over press 'X' and the prompt will return you to the beginning to start over or press (CR) to end the program. At this point the computer picked voucher# will be displayed. You will be able to break-down the voucher by G/L# and amount.
P.O.#	Enter a Purchase Order# for this voucher, if there is one, or just press (CR).
P/CTR	The default profit center assigned to this vendor will display. If correct press (CR); to change it press 'X' and enter the profit center wanted.
G/L#	The default general ledger number assigned to this vendor will display. If correct, press (CR); to change it, press 'X' and enter the general ledger number wanted.
MDSE-TOT	Enter the merchandise dollar amount to be applied to the profit center and G/L#.
TAX-AMT	Enter the sales tax amount to be applied. If none, press (CR).
FREIGHT	Enter the freight charge to be applied. If none, press (CR).
DISC%	Enter the discount percentage. If none, press (CR).
DISCOUNT	The discount amount will be calculated and displayed. If correct, press (CR); to change it, press 'X' and enter the discount amount.
EXT-AMT	The extended amount will be calculated and displayed.
?	The screen is asking you to accept the line. If correct, press 'A' to the accept the line. If you made a mistake, press 'X' and the prompt will return you to the beginning of the line to start the line over.

You can enter as many lines as necessary to complete the voucher. When there are no more lines to enter, at the P.O.# entry, enter 'E' to end the detail portion and the prompt will ask you.....

CORRECT? (Y/N)

If you made a mistake and you want to void the voucher, press 'N' and the voucher# will be voided and the prompt will return you to the beginning to start over. If everything is correct, press 'Y' and the voucher will be accepted and sent to the voucher register to print when you are ready. If you answered yes to the voucher being prepaid, the screen will prompt you for printing a computer check on the spot. The prompt will return you to the beginning to process another invoice or press (CR) to end the program.

VOUCHER REGISTER

The voucher register ('VR') prints the vouchers that were entered in both the 'VE' and 'LP' programs. The monthly voucher register and the G/L distribution history will be updated. The data will be sent to the accounts payable file and if prepaid, send the payment to the accounts payable check register.

At the end of the report, the screen will display 'Reprint? (Y/N)'. If you want to reprint the register, press 'Y' and the program will end leaving the data in the file. If you answer 'N', a final register# will print on the report, the data will be erased from the file, then the program will end.

AGED ACCOUNTS PAYABLE REPORT

The Aged Accounts Payable ('AP') program is a report of everything in the accounts payable file. This report can be printed in its entirety, selectively by vendor, or started from a vendor and print to the end. The screen will prompt the following:

ENTER DATE

If a (CR) is entered instead of a date, the program will use the date in the machine for the report date. If you want the report date to be different from today's date, enter the date here.

BEGINNING?(Y/N)

If you press 'Y' the screen will prompt whether it is a month ending report and, if it is, will ask you to enter the month ending date in the form of MMDDYY. The report will print everything in the A/P file in alphabetic order by vendor, and automatically end the program when it is finished. If you do not want to print from the beginning, press 'N'. The screen will display:

SELECTIVE PRINT? (Y/N)

If you want to print only a vendor or two, press 'Y'; otherwise press 'N'.

START VENDOR CODE

Enter a vendor code or press (CR) to end the program. The report will start printing from the vendor you enter and print to the end of the file, or, in the case you chose selective print, will print

the accounts payable for the vendor you entered then return to the vendor code for you to enter another vendor code or press (CR) to end the program.

The report will print the vendor code, name, voucher#, vendor invoice#, due date, invoice date, invoice amount, payments made, debit/credits applied, and the aging amounts of the invoice balance.

AUTOMATIC CASH DISBURSEMENTS

This program ('AD') will remove those vouchers due for payment from the aged accounts payable file as of the date you enter, and send them to the cash disbursements file where they can be reviewed and accepted for check writing or returned to the aged accounts payable. The screen will display the following:

ENTER DATE

If you press (CR) instead of entering a date, the program will accept today's date as the date desired. The program will read through the Accounts Payable file and bring through those vouchers that are due to be paid by the date you entered.

The cash disbursements file has to be empty for this program to be run. If it is not empty the screen will display 'DISBURSEMENTS FILE NOT EMPTY' (CR) TO END. If this is the case, you must run the check writing 'KW' program to print the checks for those vouchers that are in the file so the file can be emptied or process the program 'RTNFN' to return the vouchers in the disbursements file to the accounts payable.

CASH DISBURSEMENT ENTRY

This program ('CD') is used to remove a voucher at a time, from accounts payable file and send it to the cash disbursement file to review for payment.

If a voucher is on the cash disbursement file scheduled for payment, and you decide you do not want to issue a check at this time, you can send the voucher back to the aged accounts payable using this program by calling up the voucher and reversing the entry. The screen is displayed below.

VCH#	INVOICE#	INV-DATE	PREV-BAL	DSCT-AVL	NEW-BAL	PAYMENT	DEB/CRED	C
100340	A40497	04/04/97	1690.36			1690.36		D
100340	A40497	04/04/97	1690.36		1690.36	1690.36		1
100362	M50198	05/01/98	654.50		654.50	654.50		1
100363	50198	05/01/98	874.00	14.00	874.00	860.00	14.00	1
100388	M30101	03/01/01	874.00		874.00	874.00		1
100415	J73199	07/31/01	1719.18		1719.18	1719.18		1

The screen will prompt the following:

- VENDOR#** Enter the vendor code you want to process or press (CR) to end the program.
- BANK#** Enter the Bank# for processing.
- VCH#** Enter a voucher# you want to pay or press 'E' if there are no more vouchers you want to pay on this vendor. The accounts payable will be read for the vendor and voucher number entered. If the record is not found, the prompt will return to 'VCH #' for re-entry. If the record is there, the screen will display on the line, the vendor's Invoice#, invoice date, previous balance, discount available, new-balance, payment amount, any debit/credit, and the voucher discount letter code.

The screen prompt will be positioned right after the voucher #. If you agree with what you see on the line, press 'S', (for same as displayed), and the cash disbursement and aged A/P files will be updated. To change the payment and/or debit/credit amount, press 'A', (to adjust), and the screen prompt will take you to payment to enter the amount you want to pay on this voucher, enter any debit/credits, and a discount letter code. If you called up the wrong voucher, press 'X' and the screen will return to VCH# to call up another voucher.

If a voucher is on the cash disbursements file and you want to send it back to the A/P file because you don't want to pay it at this time, when you call the voucher up on the screen, press 'A' and, in the payments column, enter the amount on the disbursements journal but with the sign reversed.

The same is true for the debit credit amount, (just reverse the sign). Use the same letter code that is on the disbursement journal, and the entry will be deleted from the journal and added back to the accounts payable.

CASH DISBURSEMENT JOURNAL

The Cash Disbursements Journal ('DJ') is a report of those vouchers selected for payment using 'AD' and/or 'CD'. The report must be printed first before check writing can be processed. The report will list the following:

The vendor code, vendor name, voucher#, vendor invoice#, due-date, discount available, previous balance, payment deb/credit new balance, check amount, G/L#, bank#, and pay from location.

A/P CHECK WRITING

This program ('KW') prints your accounts payable checks on either continuous forms or on laser checks. The screen will ask you to choose your printer and prompt the following:

- ENTER START CHECK#** Enter check # you want to start with. The screen will then display "DISBURSEMENTS FILE BEING CHECKED!". The disbursements file will be read to make sure that the Cash Disbursements Journal has been printed. If the journal has not printed the screen will display 'FINAL DISBURSEMENTS JOURNAL HAS NOT BEEN PRINTED. (CR) TO END'. If this happens, press (CR) to end the program. Print the disbursements journal 'DJ' then re-run this program.
- PAY FROM LOC#** Enter the payment from location#.
- BANK#** Enter the payment bank#.
- CHECK DATE** The screen will will display today's date as the check payment date. If correct, press (CR); to change it, press 'X' (CR) and enter the correct check date.

After a check has been printed the screen will display 'FORMS ALIGNMENT (CR)=STOP AGAIN (1)=NO STOP'. If you are satisfied with the way the check has printed, enter '1' and the checks will continue printing with no more stops. If you need to adjust the form and check the next check, press (CR) and the printing will stop again after the next check has printed.

We do not allow for re-printing of checks. If there was a paper jam while the checks were printing you would have to manually write the check(s) or run the program 'KRVOID' to void the check(s) printed and return the voucher(s) to the accounts payable to allow the check writing process to occur again..

A/P CHECK REGISTER

The A/P Check Register program ('KR') is a report of all the checks printed in the check writing program 'KW', any prepaid checks entered in 'LP', and the manual checks processed in 'DPAY'. It will list the check #, check date, vendor code, vendor name, and the amount of the check, and any debit/credits taken. At the end of the report, the screen will prompt 'REPRINT? (Y/N)'. If you need to reprint the check register press 'Y' and the program will end leaving the data in the file. If

you do not need to reprint the register, press 'N' and the report will print a final register #, zero the file then end the program.

MONTHLY A/P CHECK REGISTER

The Monthly A/P Check Register ('MKR') is a month end report that lists each check processed for the month. It will list the check#, the check date, vendor code, vendor name, the check amount, as well as any debit/credits taken.

At the end of the report, the screen will prompt 'REPRINT? (Y/N)'. If you need to reprint the register, press 'Y' and the program will end leaving the data in the file. If you do not need to reprint the register, press 'N' and the data will be erased and the program will end.

MONTHLY VOUCHER REGISTER

This program ('RV') is an optional monthly report of all the vouchers entered month to date in voucher number sequence. The screen will prompt the following:

ENTER MONTH

If a (CR) is entered instead of a month, the report will print everything in the file. If a month is entered, only that month's vouchers left in the file will print. The report will print the following: voucher#, GL-Acct#, P.O.#, vendor code, invoice#, due-date, sub-total, tax, freight, handling, total, discount, and net total.

A/P DISTRIBUTION

This program ('RD') is a month ending report by profit center and in general ledger account number sequence, and prints all vouchers entered for the month. The screen will ask the following:

ENTER MONTH

If a (CR) is entered instead of a month value, the report will print everything in the file, otherwise only the data for the month entered will print. The general ledger total values printed here are the totals posted to the General Ledger for purchases.

If you are using the integrated general ledger module, the screen will prompt "THE G/L TRANSACTIONS FILE GETS UPDATED ONLY ONCE AT MONTH END! UPDATE THE G/L TRANSACTION FILE NOW? (Y/N)". Only if you are closing the month, would you answer 'Y'. The report will list the voucher#, GL-Acct#, profit center, vendor code, invoice#, invoice date, voucher date, sub-total, tax, freight, handling, total, discount, and net-total. At the end of the report, if a month was not entered, no posting to the general ledger will occur; the program will simply end. If a month was entered, at the end of the report, the screen will prompt:

DO YOU WANT TO DELETE THIS MONTH? (DELETE/CR)

If you need to reprint the report, press (CR) and the program will end leaving the data in the file. If you are closing out the month, enter 'DELETE' and the screen will display a sequential count as it goes through the file, first posting to the general ledger transaction file, then deleting only those records for the particular month entered.

CHANGE A/P PAY DATE AND/OR TERMS

This program ('PD') lets you change the voucher's due to be paid date and/or the payments terms code assigned to the voucher. The screen will prompt the following:

VENDOR CODE

Enter the vendor code for the voucher you want to change or press (CR) to end the program. If an invalid code is entered the prompt will return to 'VENDOR CODE' for re-entering. If a valid vendor code is entered, the vendor's name will be displayed.

VOUCHER#

Enter the particular voucher number you want to change the pay date or the terms code on. The accounts payable file will be read for the vendor and voucher # entered. If it is not found on the file 'RECORD NOT ON FILE (CR)' will be displayed and upon hitting the (CR) the prompt will return to 'VENDOR CODE' for re-entry. If the record is found, the screen will display the voucher's pay-date and its terms code. The prompt will be positioned right after the voucher date. If the date displayed is correct, press (CR); to change the pay date, press 'X' and enter the new due date in the form of MMDDYY. Next, the prompt will be positioned after the terms code. If correct, press (CR); to change it, press 'X' and enter the new payment terms code wanted.

The screen will prompt 'CORRECT? (Y/N)'. If you made a mistake, press 'N' and the screen will take you back to the beginning to start over. If correct, press 'Y' and the accounts payable voucher record will be updated and the prompt will send you back to 'VENDOR CODE' to enter another vendor or let you exit the program.

APZERO

This program ('APZERO') is usually run at the end of every month after the accounts payable reports have been printed. It deletes those vouchers that have a zero balance from the accounts payable file. The screen will display 'DELETING A/P ZERO BALANCES'. A sequential count will be displayed as well showing the number of records the program has processed thus far. When the program has finished, it will return to the menu.

SET-UP PAYMENT APPROVAL FILE FOR FLOOR PLAN SERIALS SOLD

This program, '**SPSET**' is the first of three programs used for setting up for payment, those serials sold or due, on a floor plan paid as sold basis. It reads through the serial file and based on the criteria requested below, prints out a hard copy of serials set up for payment approval and creates a file for acceptance or rejection in the second program '**SPSET1**' and a final print list of what was accepted in the third program '**SPSET2**'. This program '**SPSET**' will prompt the following:

PROCESS FLOOR PLAN, NON-FLOOR PLAN, OR BOTH? (F/N/B)

Enter the type of process wanted.

PROCESS ONLY THOSE ITEMS SOLD? (Y/N)

To include serials not sold but are due to be paid press 'N', otherwise press 'Y' for only those serials sold.

If you answered 'Y' it will again prompt you

INCLUDE THOSE SERIALS PAST DUE EVEN IF NOT SOLD? (Y/N)

The program is checking to be sure you do not wish to include those serials unpaid but past their due date for payment.

SELECTIVE PRINT? (Y/N)

You usually would answer 'Y' to this question and process one (1) floor plan owner# at a time. If you do answer 'Y', the screen will prompt you to

ENTER OWNER#

Enter the numeric Owner# you want to process.

ENTER THE DUE DATE WANTED FOR PAYMENT

Your will be prompted to enter the date in the format of MMDDYY.

The program will generate a report based on the due date entered of those items sold up through that date, and it selected , those serials not yet sold but are past due for payment.

SERIAL PAYMENT APPROVAL 'SPSET1'

This program, 'SPSET1' is processed after 'SPSET'. It lets you accept or reject those items generated in SPSET from the payment list. The screen will prompt the following:

DO YOU WANT TO CHANGE OR ACCEPT EVERYTHING PROCESSED IN 'SPSET'? (A/C)

To accept everything that printed on 'SPSET', press 'A'. To be able to accept or reject items line by line, press 'C' and the screen will display each line item printed on the report allowing you to press 'A' to accept it or press 'D' to delete it from the approval list. When it is done processing everything printed from 'SPSET', you will be prompted to enter any additional model & serials to be added to you payment list or press 'E' to end the program.

SERIAL REMITTANCE REPORT 'SPSET2'

This program, 'SPSET2' is processed after 'SPSET1' and prints a remittance report showing those items being paid and on what invoices they were billed. Once this report is finalized, you can go into the accounts payable module, call of the particular invoices and apply payment and generate a payment check. The screen will ask you to select your printer and prompt the following:

IS THIS A TEST RUN OR DO YOU WANT TO UDATE SERIAL PAID DATE? (T/U)

If you just want to print the report to take a look at it and not do any serial udating, press 'T'.

If you want to finalize it , the screen will prompt you to enter a date paid in the format of MMDDYY to be written on each serial record processed.

Now you can process 'CD' and call up the floor plan vendor and voucher# and apply payment, print 'DJ', the disbursement journal, and process 'KW' to actually cut the check to be sent to the vendor.

In the case where you hand wrote the check, process 'DPAY', and call up the floor plan vendor and the particular vouchers and apply the amount paid and enter the check# you paid it on..

In both cases, the amount paid will be deducted from the accounts payable and sent to both the check register and the vendor payment history.

VENDOR DASHBOARD (VENDINFO)

This program, ('VENDINFO'), is a screen display that gives you all the pertinent information at this moment in time for a given vendor. The upper portion of the screen will display the vendor's name and address, telephone number, email address, fax number, G/L#, current open P.O. balance, current A/P balance, purchase dollars both this year to date and last year. At the bottom of the screen, the following options will be displayed:

- ❖ (O) Show open purchase order(s) not yet received
- ❖ (U) Show items received into inventory not yet invoiced by vendor
- ❖ (A) Show aged accounts payable
- ❖ (P) Show payment history
- ❖ (R) Show inventory receiving history
- ❖ (V) Show invoice dollars month by month for a given year

To see the vendor's outstanding purchase orders (orders not yet received), for example, press 'O' or to see their current accounts payable invoices, press 'A'. The program will display the information requested and return you to the options to choose another option or press (CR) to return to vendor code to enter another vendor or exit the program.

SCREEN ACCOUNTS PAYABLE

This program ('SAP') displays by vendor, all active vouchers that are in the accounts payable file. An 'X' will print on the voucher line in the appropriate aging column to indicate the proper aging period of the voucher. The screen will prompt the following:

Enter Vend. Code Enter the vendor code you want to start with or press (CR) to end the program

Enter Start Vch# To display all active vouchers for the vendor, press (CR). To start from a particular voucher#, enter the voucher#. The screen will display, starting with the vendor and voucher# entered, an entire screen full of data at a time. It will display vendor invoice#, voucher#, invoice date, due-date, terms code, invoice amount, balance due, and where you are in the aging of the voucher.

At the bottom of the screen '(CR)=Next Page (B)=Page Back (=)=Program Jump (E)=End' will be displayed. To continue on to the next screen, press (CR). To re-display the previous page, press (B). To process a different program and then return back to this screen, press '='. If you do not want to see any more data, press 'E' and the prompt will return to 'Enter Vend. Code' where you can enter another vendor or press (CR) to exit the program.

SCREEN VENDOR NAME/ADDR LIST

The Screen Vendor Names & Addresses ('SDV') program will display on screen, the vendor codes, their name and address, the names of the people to contact for A/P questions or

purchasing, the open purchase order dollars, the present accounts payable balance, purchase \$ year-to-date, and your account # with the vendor. The screen will prompt the following:

"ENTER START VEND #"

Enter the vendor code you want to start from. If a (CR) is pressed instead of entering a vendor code, the program will end. At the bottom of the screen "(CR)=Next Page (E)=End" will be displayed. If you want to continue on to the next screen, press (CR). If not press "E" and the prompt will return to "ENTER START VEND #" where you can enter another code or press (CR) to end the program.

UNMATCHED RECEIPTS REPORT

The unmatched receipts report ('DX') is a report that lists all purchase orders received in but not yet vouchered (sent to the accounts payable). To print this report, the screen will prompt the following:

ENTER PRINTER TYPE

Enter the printer wanted. This report will print everything on the unmatched receipts file.

PRINT YEAR END 1099 FORMS

The Print Year End 1099 Forms ('V1099') program prints the year end '1099' forms. It is processed at any time after the 'ZERO' program is run. The screen will prompt the following:

ENTER YEAR ENDING

Enter the date using 4 numbers, ie. 2009.

ENTER PROF. CENTER

Enter the profit center. If a (CR) is pressed instead of entering the profit center #, the program will end.

VOUCHER HISTORY

The Voucher History ('DVH') program prints on hard copy the voucher history by vendor, brand and model #. It will show the vendor invoice #, P.O. #, voucher #, invoice date, quantity, basis cost, SPA amount, voucher cost, price code, extract, and cash discount percentage. The screen will prompt the following"

SELECTIVE PRINT? (Y/N)

If you want to print just a voucher or two, press 'Y'. Otherwise, press 'N'.

ENTER VENDOR CODE

Enter the vendor code you want to start from. If a (CR) is pressed instead of entering a code, the program will end.

ENTER BRAND CODE

Enter the brand code you want to start from. If the (CR) is pressed instead of entering a brand code, the program will end. If you chose the selective print option, the prompt will return to "ENTER VENDOR CODE" after it has finished printing the voucher history for the vendor entered. If you have not chosen selective print, the history will print from the vendor entered through to the end of the file.

ACCRUAL STATUS

The Accrual Status ('DAF') program prints on hard copy the accruals history by brand, vendor, and accrual code. It will print the accruals due monthly, quarterly, semi-annually, and yearly, what is presently due, and what is past due. The screen will prompt the following"

SELECTIVE PRINT? (Y/N)

If you want to print just an accrual or two, press 'Y'. Otherwise, press 'N'.

ENTER BRAND CODE

Enter the brand code you want to start from. If the (CR) is pressed instead of entering a brand code, the program will end.

ENTER VENDOR CODE

Enter the vendor code you want to start from. If you chose the selective print option, the prompt will return to "ENTER BRAND CODE" after it has finished printing the accrual history for the brand entered. If you have not chosen selective print, the history will print from the brand entered through to the end of the file.

SCREEN VOUCHER HISTORY

The Screen Voucher History ('SVH') program displays on screen the voucher history by vendor, brand and model #. It will show the vendor invoice #, P.O. #, voucher #, invoice date, quantity, basis cost, SPA amount, voucher cost, price code, extract, and cash discount percentage. The screen will prompt the following"

ENTER VENDOR CODE

Enter the vendor code you want to start from. If a (CR) is pressed instead of entering a code, the program will end.

ENTER BRAND CODE

Enter the brand code you want to start from.

"ENTER MODEL #"

Enter the model # you want to start from.

At the bottom of the screen "(CR)=Next Page (E)=End" will be displayed. If you want to continue on to the next screen, press (CR). If not, press 'E' and the prompt will return to "ENTER VENDOR CODE" where you can enter another code or press (CR) to end the program.

SCREEN ACCRUALS

The Screen Accruals ('SAF') program displays on screen the expected vendor accruals due by brand, vendor, and accrual code. It will display the expected accruals due monthly, quarterly, semi-annually, and yearly, what is presently due, and what is past due. The screen will prompt the following"

ENTER BRAND CODE

Enter the brand code you want to start from. If a (CR) is pressed instead of entering a code, the program will end.

ENTER VENDOR CODE

Enter the vendor code you want to start from.

At the bottom of the screen "(CR)=Next Page (E)=End" will be displayed. If you want to continue on to the next screen, press (CR). If not, prexx 'E' and the prompt will return to "ENTER BRAND CODE" where you can enter another code or press (CR) to end the program.

ACCRUAL PAYMENT ENTRY

The Accrual Payment Entry ('CAFÉ') program lets you process payments and/or credits against the open accruals. The screen will prompt the following"

VEND#

Enter the vendor code you want to process. If a (CR) is pressed instead of entering a code, the program will end.

MEMO

Enter up to 10 characters for description of type of entry.

?

If the header information is correct, press 'A' to accept. To start over press 'X' and the prompt will return to "VEND#" to start over.

BRAND

Enter the brand code. If an 'E' is entered instead of a brand code the screen will return to 'Vend#' to process another or end the program.

ACC

Enter accrual code the payment or credit is to be applied to.

MQSY

Enter accrual type, whether it is monthly, quarterly, semi-annually, or yearly.

PAY/CREDIT

Enter the amount to be applied.

?

If the line displayed is correct, press 'A' to accept it. If a mistake was made, press 'X' and the prompt will return to brand code to do the line over.

ACCRUAL PAYMENT REGISTER

The Accrual Payment Register ('CAFR') program prints on hard copy a register of what is entered in the accrual payment entry ('CAFÉ'). It will list by vendor, the brand, accrual code, type of accrual, and amount being applied. The screen will prompt the following"

ENTER REGISTER DATE

Enter the date wanted for the report heading.

ENTER BANK #

Enter the bank # to be credited. At the end of the report the screen will prompt "REPRINT ? (Y/N)". If you want to print the report again, press 'Y' and the program will end. If not, press 'N' and the file will be erased and the program will end.

ACCRUAL PAYMENT HISTORY

The Accrual Payment History ('CAFH') program prints on hard copy the history of the accrual payments and or credits applied in ('CAFÉ') over the year. It is usually printed at the end of the year and the file is zeroed to start the new year. At the end of the report the screen will prompt the following: "REPRINT ? (Y/N)". If you want to print the report again, 'Y' and the program will end. If not, press 'N' and the file will be zeroed and the program will end.

SCREEN UNMATCHED RECEIPTS LIST

The Screen Unmatched Receipts ('SDX') program displays all merchandise received in through both the P.O. receiving program ('QO') and direct receiving entry ('DQO') that has not yet been vouchered. The screen will display P.O. #, model #, major category, date received, location, vendor code, floor plan owner #, quantity received, quantity still open, unit cost, and receiving document #. The screen will prompt the following:

ENTER START VEND. CODE

To start from the beginning, enter "-" or enter the vendor code you want to start from. If a (CR) is pressed instead of entering a vendor code, the program will end. At the bottom of the screen "(CR)=Next Page (B)=Page Back (E)=End" will be displayed. If you want to continue on to the next screen, press (CR). To re-display the previous page, press (B). To end or change the vendor code press 'E' and the prompt will return to "ENTER START VEND. CODE" where you can enter another code or press (CR) to end the program.

A/P PAYMENT FORECAST

The accounts payable payment forecast ('APSKED') lets to print a report of what is coming due in accounts payable for a given pay from location and the due date you enter. The screen will prompt the following:

ENTER PAYMENT LOC# TO BE PROCESSED

Enter the pay from loc# wanted.

PROCESS REGULAR, FLOOR PLAN ONLY, OR BOTH (R/F/B)

If you want to process non-floor plan only, press 'R'. To process floor-plan only, press 'F'. To process both, press 'B'.

ENTER DUE-DATE

Enter the due date you want to report to be based on.

INCLUDE CREDIT INVOICES? (Y/N)

If you want credit balance invoices to be included on the report, press 'Y'. If no, press 'N'.

The program will read through the accounts payable and if due to be paid by the date you entered above, will print on the A/P Forecast. It will print the vendor code and name, invoice#, voucher#, invoice date, due-date, discount available, previous balance, payment amount, debit/credit amount, new balance, and a suggested check amount.

VOID A/P CHECK

This program ('KRVOID') let you void a check the system has processed and return the voucher to the accounts payable, and send the reversed check amount to the A/P check register. The screen will prompt the following

ENTER CHECK DATE

Enter the check date you used to print the check.

ENTER THE CHECK#

Enter the check number you want to void.

ENTER BANK#

Enter the bank# you used when you printed the check.

CORRECT? (Y/N)

If the entries made are correct press 'Y'. If the entries are not correct press 'N' and the prompt will take you back to the beginning to start over or exit the program.

If the entries are correct the program will read for the check on the check history and mark it as voided; send the reversal to the check register, and return the voucher to the account payable.