



## Accounting Manual



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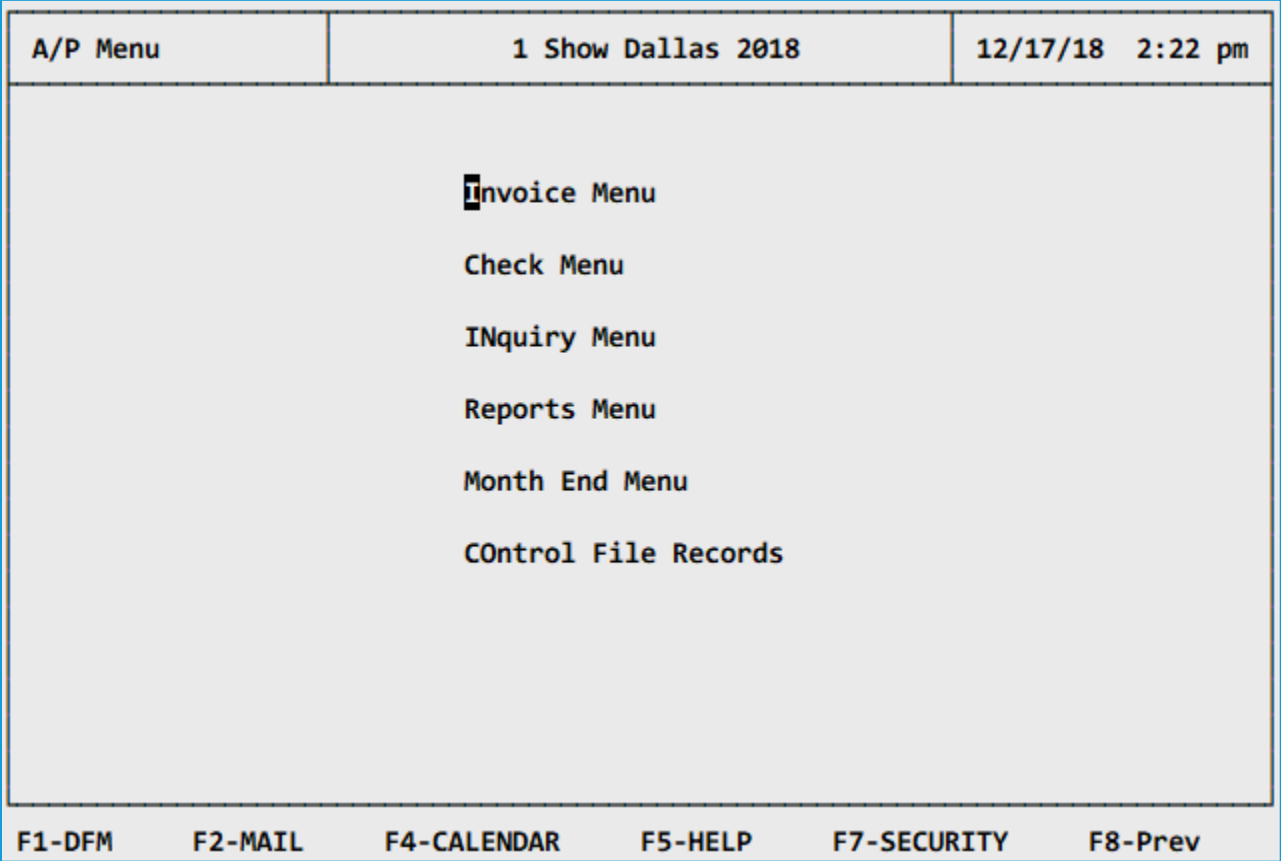
## Chapter 2: Accounts Payable (AP)

*Please Note: When you see bold capital letters in parentheses, this indicates the name of a module. You can access it by pressing **F10** and typing in the module name. This will be consistent throughout this documentation.*

HOME	1 Show Dallas 2018	5/28/19 10:33 am
Inventory Control	Generate Reports	
Receipts	Collections	
Miscellaneous Routines	Timekeeping	
INquiries	Time CLock	
End-of-Day Process		

Input the module that you would like to execute: █

Accounts Payable provides multi-company, multi-profit center, multi-department and multi-bank accounting with check processing. Before using the A/P module, make sure you have completed the steps in **Chapter 1: Control Files**.



- Some of the features provided by the Accounts Payable module include:
- Support for 9999 profit centers, 999,999 departments and 9999 banks.
  - Pop-up windows for vendor numbers, bank accounts, G/L account numbers, profit centers and vendor invoices.
  - Multiple operators posting vendor invoices at the same time.
  - Invoice expense date validation against a defined current period.
  - Multiple line text descriptions for each vendor invoice.
  - On-screen access to all vendor invoice and check information.
  - Flexible updating capabilities to G/L using auto-interface.
  - Parameter driven reports for maximum flexibility.

## Accounts Payable Vendor Invoice (AP)

### Adding a Vendor Invoice (APADD)

You may add a vendor invoice using the Add Vendor Invoice selection.

<b>Add Invoices</b>	<b>1 Show Dallas 2018</b>	<b>1/01/18- 6/30/18</b>
<b>Vendor: ABC CORP</b> 88 123 ABC LANE ANYTOWN, TX		<b>Pay to: ABC CORP</b> 88 123 ABC LANE ANYTOWN, TX
<b>Invoice: 123456</b> <b>Due Date: 12/17/18</b> <b>Status: Open</b> <b>Amount:</b> <b>Expense Date: 6/01/18</b> <b>Bank: Chk:</b> <b>Inv Date: 12/17/18</b> <b>Discount Date:</b> <b>Paid:</b> <b>Typ: Non-Inventory SCF: Y</b> <b>Discount Amt:</b> <b>Date:</b> <b>PO: R/T: N/N UTF: N</b> <b>Discount %:</b> <b>Check Amt:</b>		
	<b>CTR</b>	<b>ACCOUNT DESCRIPTION</b>
		<b>7018 ATMORE GOODWILL</b>
		<b>Orig Amt:</b>
		<b>REB CODE</b>
		<b>AMOUNT</b>
<b>DISTRIBUTE?</b>	<b>█</b>	<b>1000.00</b>
<b>N</b>		<b>1000.00-</b>
		<b>0.00</b>
<b>Input the profit center number or F7 to auto create distributions</b>		

#### Vendor

Enter the vendor number or type in a few letters of the vendor name to bring up a pop-up window. Once you have the pop-up window you can then add a new vendor by pressing **F4**, fold/unfold vendor information by pressing **F5** (this is used to view address information in the case of "same name" vendors so you are sure to select the correct vendor), change vendor information by pressing **F6**, or press **ENTER** to select the vendor you need. You may scroll through the vendors by pressing **F1** to page up and **F2** to page down.

**Amount**

The total amount of the invoice should be entered here.

**Inv Date**

The date for the vendor's invoice defaults to the current date. This date can and should be overridden by the actual invoice date. This will allow the payment terms set up for this vendor to apply.

**Type**

There are two types of Accounts Payable documents, expenses and purchases. The documents entered as purchases require that a purchase order be on file for the goods that were purchased. You must enter a valid purchase order number for the vendor or select one from the selection window provided. Documents entered with a type of expense are for invoices that do not require a purchase order.

**SCF**

Input (Y)es if a separate check should be printed for your invoice.

**PO**

Enter the purchase order number if the Purchase Order module is being used.

**R/T**

R - Rebate

Can be set up for Individual Purchase Orders. (If Rebate not used, tab past this field. Rebates; use module **GETRBTEC**.)

T - Terms

Can be used to setup Terms for the vendor invoice. Terms; use module **GETVTERM**.

**UTF**

Input (Y)es if this invoice is subject to use taxes.

**Due Date**

The due date is determined by applying the payment terms to the invoice date. You can override the default calculation by entering a new due date. This is the date that this invoice is considered due by the vendor. You can print checks for vendor's invoices by using two methods: 1) automatically, when vendor invoices become due, or 2) manually, when the invoices are selected. The date entered as the due date is used in determining if the invoices should be paid by the first method.

**Expense Date**

The expense date is the date you want it to hit the G/L. The expense date will default to today's date. It must fall between the dates that you have entered in "Everywhere Else Dates" in the Set Operating Dates (**DATES**) module. The current operating dates are displayed in the upper right portion of the screen.

**Discount Date**

Not used.

**Discount Amt/Discount %**

Not used.

## Status

Three options are available for the invoice status: (H)old, (O)pen, and (P)aid. Most vendor invoices will be entered as open. Open status invoices are invoices that have just been received and have not been paid yet. The intention is to post the invoices and print checks for them at a later time. If the vendor invoice has already been paid you have the option of specifying so at this time by entering (P)aid for the status. This is one way of doing a manual check, the other would be to print a paper check using a manual check number. If you select (P)aid as the status, you will have to enter the bank number, check number, amount paid on this invoice, check date and the amount of the check. If the check is being used to pay multiple invoices, the paid amount and the check amount will differ. A check register entry will be created automatically for you. This one step processing enables you to easily post invoices that otherwise slip through the cracks. Invoices can be marked as (H)old to prevent from being paid or sent to the G/L (General Ledger). Usually this status is used for purchase orders waiting for invoice assignment.

*Please Note: For invoices that will be manually “updated” to show as a “Paid Status,” make sure your invoice is in balance before updating to a “paid” status.*

## Distribute

Enter the distribution template you would like to use for this invoice. These can be set up in the module (APDIST). Once set up, the template will automatically distribute the invoice amount to whichever profit centers and G/L account numbers you have set up.

The General Ledger distribution for an invoice can span up to 1000 different accounts. A scrolling window displays up to three lines of entries at a time. If there are more lines at either the top or bottom of the window, a “-” or “+” indicator will signal it.

## CTR

Enter the profit center for the first line of distribution.

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**Account/Description**

Enter the G/L account number, if you do not know the number, type in a few letters of the account name and a pop-up window will appear, at this time you can **F1** to page up, **F2** to page back, **F4** to add a G/L account number, **F6** to change a G/L account number, or **ENTER** to select the account you need. Once you have made your selection the description will automatically be filled in on the invoice screen for you.

<b>Add Invoices</b>		<b>1 Show Dallas 2018</b>		<b>1/01/18- 6/30/18</b>																															
<b>Vendor: Action Auto</b> 1150 1240 Rucker Blvd.			<b>Pay to: Action Auto</b>																																
<b>Enterprise</b>		<b>AL</b>	<table border="1"> <tr><td><b>A/D - BUILDING</b></td><td><b>1315</b></td></tr> <tr><td><b>A/D - FIXTURES &amp; EQUIPMENT</b></td><td><b>1335</b></td></tr> <tr><td><b>A/D - LEASEHOLD IMPROVEMENTS</b></td><td><b>1325</b></td></tr> <tr><td><b>A/D - VEHICLES</b></td><td><b>1345</b></td></tr> <tr><td><b>A/P OLD</b></td><td><b>2005</b></td></tr> <tr><td><b>A/R - RENT-A-CENTER</b></td><td><b>1041</b></td></tr> <tr><td><b>ACCESSORIES</b></td><td><b>5200</b></td></tr> <tr><td><b>ACCOUNT PAYABLE - JOURNAL ENTR</b></td><td><b>2001</b></td></tr> <tr><td><b>ACCOUNTING &amp; PROFESSIONAL FEES</b></td><td><b>6035</b></td></tr> <tr><td><b>ACCOUNTS PAYABLE</b></td><td><b>2000</b></td></tr> <tr><td><b>ACCOUNTS RECEIVABLE-EMPLOYEES</b></td><td><b>1040</b></td></tr> <tr><td><b>ACCRUED INTEREST - TEXAS CAPIT</b></td><td><b>2256</b></td></tr> <tr><td><b>ACCRUED INTEREST-SHAREHOLDERS</b></td><td><b>2255</b></td></tr> <tr><td><b>ACCRUED PROPERTY TAXES</b></td><td><b>2260</b></td></tr> <tr><td><b>ACCRUED RENT</b></td><td><b>2250</b></td></tr> </table>			<b>A/D - BUILDING</b>	<b>1315</b>	<b>A/D - FIXTURES &amp; EQUIPMENT</b>	<b>1335</b>	<b>A/D - LEASEHOLD IMPROVEMENTS</b>	<b>1325</b>	<b>A/D - VEHICLES</b>	<b>1345</b>	<b>A/P OLD</b>	<b>2005</b>	<b>A/R - RENT-A-CENTER</b>	<b>1041</b>	<b>ACCESSORIES</b>	<b>5200</b>	<b>ACCOUNT PAYABLE - JOURNAL ENTR</b>	<b>2001</b>	<b>ACCOUNTING &amp; PROFESSIONAL FEES</b>	<b>6035</b>	<b>ACCOUNTS PAYABLE</b>	<b>2000</b>	<b>ACCOUNTS RECEIVABLE-EMPLOYEES</b>	<b>1040</b>	<b>ACCRUED INTEREST - TEXAS CAPIT</b>	<b>2256</b>	<b>ACCRUED INTEREST-SHAREHOLDERS</b>	<b>2255</b>	<b>ACCRUED PROPERTY TAXES</b>	<b>2260</b>	<b>ACCRUED RENT</b>	<b>2250</b>
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	<b>A</b>																																		
<b>DISTRIBUTE?</b>																																			
<b>N</b>																																			
<b>F1-Forward F2-Back F4-Add Account F6-Change Account F10-Exit ENTER-Select</b>																																			

**Amount**

Enter the dollar amount you would like distributed to this profit center and this G/L account number.

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After entering the information for the last distribution, press **F9**. You will be given the opportunity to enter a text description and/or notes for the vendor invoice. The text editor will allow you to enter up to fifty lines of freeform text. Several editing capabilities are available while entering the text. When finished with comments, press **F9**. You will then be asked “Is everything alright on this invoice?” Accept the “Y” prompt if the invoice is alright, otherwise “N” to edit the invoice.

The invoice amount, less any deductions, must equal the G/L distribution. Otherwise, you will receive an error message that your invoice is out of Balance.

Add Invoices		1 Show Dallas 2018		1/01/18- 6/30/18	
Vendor: ABC CORP		Pay to: ABC CORP			
88 123 ABC LANE		88 123 ABC LANE			
ANYTOWN, TX		ANYTOWN, TX			
Invoice: 123456		Due Date: 12/17/18		Status: Open	
Amount:		Expense Date: 6/01/18		Bank: Chk:	
Inv Date: 12/17/18		Discount Date:		Paid:	
Typ: Non-Inventory		SCF: Y		Discount Amt:	
PO:		R/T: N/N		UTF: N	
		Discount %:		Check Amt:	
				Orig Amt:	
CTR		ACCOUNT DESCRIPTION		REB CODE	
		7018 ATMORE GOODWILL			
DISTRIBUTE?				AMOUNT	
N				1000.00	
				1000.00-	
				0.00	
Input the profit center number or F7 to auto create distributions					



<b>Change Invoices</b>		<b>1 Show Dallas 2018</b>		<b>1/01/18- 6/30/18</b>																																																																						
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<b>F1-Forward F2-Back F4-Add F5-Fold/Unfold F6-Change F10-Exit ENTER-Select</b>																																																																										

The window displays the invoice number, status, date, amount, due date and any purchase order attached to the invoice. Using the arrow keys, place the cursor on the invoice to be selected for change and press **ENTER**. After the selection, the invoice will be retrieved and the data displayed. You may now change the appropriate fields. See **Adding a Vendor Invoice (APADD)** above for a detailed explanation of each field.

*Please Note: You can change the status on the APCHG screen to update invoices with that specific "status."*

Enter the specific vendor, then tab to the Invoice field. If you know the invoice number, bring up the particular invoice in question that you are wanting to update.

<b>Change Invoices</b>	<b>1 cynergi suite training</b>	<b>5/01/18- 9/30/18</b>
<b>Vendor: STEVENS FURNITURE</b> <b>3 1259 KNOTTY PINE ROAD</b>		<b>Pay to: STEVENS FURNITURE</b> <b>3 1259 KNOTTY PINE ROAD</b>
<b>WICHITA</b>	<b>KS 67213</b>	<b>WICHITA KS 67213</b>
<b>Invoice:</b> <input type="text"/> <b>Amount:</b>	<b>Due Date:</b> <b>Expense Date:</b> <b>Discount Date:</b> <b>Discount Amt:</b> <b>Discount %:</b>	<b>Status: Hold</b> <b>Bank: Chk:</b> <b>Paid:</b> <b>Date:</b> <b>Check Amt:</b>
<b>Inv Date: 5/24/19</b>	<b>Typ: Non-Inventory SCF:</b>	<b>PO: R/T: N/N UTF:</b>
<b>CTR</b>	<b>ACCOUNT DESCRIPTION</b>	<b>REB CODE</b>
		<b>AMOUNT</b>
		<b>0.00</b>
<b>DISTRIBUTE?</b>		<b>0.00</b>
<b>N</b>		<b>0.00</b>
<b>Input the vendor's invoice number</b>		



In this example, P:000106-0001 is selected from the list shown below.

<b>Change Invoices</b>		<b>1 cynergi suite training</b>		<b>5/01/18- 9/30/18</b>	
<b>Vendor: STEVENS FURNITURE</b>			<b>Pay to: STEVENS FURNITURE</b>		
<b>3 1</b>					
<b>W</b>	<b>INVOICE NUMBER</b>	<b>S P/O</b>	<b>INV DATE</b>	<b>INVOICE AMT</b>	<b>DUE DATE</b>
	<b>P:000106-0001</b>	H 106	1/04/19	385.00	2/30/19
	P:000106-0001	H 106	9/18/18	666.00	10/30/18
<b>Invoice:</b>	P:000105-0001	H 105	9/18/18	850.00	10/30/18
<b>Amount:</b>					EOF
<b>Inv Date:</b>					
<b>Typ: Non-</b>					
<b>PO:</b>					
<b>DISTRIBUT</b>					
<b>N</b>					
<b>F1-Forward</b>		<b>F2-Back</b>		<b>F10-Exit Program</b>	
				<b>ENTER-Select Invoice</b>	

Make updates to your invoice, to update with the “true” invoice to pay to the vendor, or to change dates. Press **F6** to list the inventory. You can also make updates for the accounting entries.

<b>Change Invoices</b>	<b>1 cynergi suite training</b>	<b>5/01/18- 9/30/18</b>
<b>Vendor: STEVENS FURNITURE</b> 3 1259 KNOTTY PINE ROAD WICHITA KS 67213		<b>Pay to: STEVENS FURNITURE</b> 3 1259 KNOTTY PINE ROAD WICHITA KS 67213
<b>Invoice: P:000106-0001</b> <b>Due Date: 2/30/19</b> <b>Status: Hold</b> <b>Amount: 385.00</b> <b>Expense Date: 1/04/19</b> <b>Bank: Chk:</b> <b>Inv Date: 1/04/19</b> <b>Discount Date:</b> <b>Paid:</b> <b>Typ: Inventory</b> <b>SCF:</b> <b>Discount Amt:</b> <b>Date:</b> <b>PO: 106 R/T: N/N UTF:</b> <b>Discount %:</b> <b>Check Amt:</b>		
		<b>Orig Amt: 385.00</b>
	<b>CTR ACCOUNT DESCRIPTION</b>	<b>REB CODE AMOUNT</b>
	1 2010 UNBILLED INVENTORY	385.00
<b>DISTRIBUTE?</b>		0.00
<b>N</b>		0.00
<b>Input the 'pay to' vendor number or a few characters of the name</b>		

Once you have made all your changes, you will be asked if everything is alright on the invoice. Answering **(Y)es** will place the cursor at the vendor field allowing you to make another selection. Answering **(N)o** will allow you to continue making changes on the selected invoice.

**Converting Purchase Orders to Vendor Invoices**

If you are using our Purchase Order module, you can have the system automatically create an invoice when a purchase order has been received.

**Purchase Order Parameters (POPARAMS) Module:**

<b>Control File Main</b>	<b>1 Show Dallas 2018</b>	<b>12/17/18 2:39 pm</b>
<b>Drop Characters? Yes</b>	<b>Bar Code Labels Per Item:</b>	
<b>Update A/P? Yes</b>	<b>Bar Code Prices to Print: No No No</b>	
<b>Print 2nd Desc? Yes</b>	<b>Default PO Type: P/O</b>	
<b>AP Status? Hold</b>	<b>Update Item Cost to PO?: No updates</b>	
	<b>Sort by Ship To: Yes</b>	
<b>Form to Print? 5</b>	<b>Update Warehouse Loc?: No</b>	
<b>Laser Form File: poform1</b>	<b>Invoice by Location: Yes</b>	
<b>Vendor Comments? No</b>		
<b>Freight in Cost? No</b>	<b>Auto Verify Stock Levels/Use Class: No No</b>	
<b>Update Cost? No</b>	<b>Default Approver:</b>	
<b>Default Vendor:</b>	<b>Exclude Prod.Code? N</b>	
<b>Input (Y)es if the prefix to the model nbr should be dropped</b>		

If using the Purchase Order Module, and you elected to have invoices created with a (H)old status. To have received purchase orders sent to A/P, you will need to answer (Y)es to “Update A/P,” and then either answer (H)old or (O)pen to “AP Status?”. We strongly encourage you to have the purchase order invoices come over with a (H)old status, this way nothing is paid or sent to the G/L until someone has looked it over and changed the status to (O)pen. Below is a screenshot of what the invoice will look like when it comes over.



### **Displaying Vendor Status (APSTATUS)**

The current status of a vendor may be displayed on the screen.

<b>Vendor Status</b>	<b>1 Show Dallas 2018</b>	<b>9/23/19 12:29 pm</b>
<b>Vendor:</b> <input type="text"/>		
<b>Input the vendor number or a few characters of the name</b>		

To select a vendor, enter the vendor number or choose a vendor from a pop-up window. To choose a vendor from the pop-up window, leave the vendor field blank or type a few characters of the vendor name.

Press **ENTER** to select a vendor from the pop-up window.

<b>Vendor Status</b>	<b>1 Show Dallas 2018</b>	<b>9/23/19 12:30 pm</b>																														
<b>Vendor:</b>																																
<table border="1"> <tr><td><b>4D Insurance Agency, LLC</b></td><td><b>1589</b></td></tr> <tr><td><b>A &amp; J Bushhogging</b></td><td><b>1324</b></td></tr> <tr><td><b>A1 Airconditioning &amp; Heatin</b></td><td><b>1592</b></td></tr> <tr><td><b>ABC CORP</b></td><td><b>88</b></td></tr> <tr><td><b>AL/MS Rental Dealers Associ</b></td><td><b>1525</b></td></tr> <tr><td><b>ALMO Distributing</b></td><td><b>1605</b></td></tr> <tr><td><b>AMCOR</b></td><td><b>1221</b></td></tr> <tr><td><b>Action Auto</b></td><td><b>1150</b></td></tr> <tr><td><b>Action Fire &amp; Safety Equipm</b></td><td><b>1287</b></td></tr> <tr><td><b>Advance Auto Parts</b></td><td><b>1574</b></td></tr> <tr><td><b>Advanced Auto Diagnostic</b></td><td><b>1608</b></td></tr> <tr><td><b>Airgas USA, LLC</b></td><td><b>68</b></td></tr> <tr><td><b>Alabama Department of Reven</b></td><td><b>1036</b></td></tr> <tr><td><b>Alabama Dept. of Revenue</b></td><td><b>1311</b></td></tr> <tr><td><b>Alabama Power</b></td><td><b>1597</b></td></tr> </table>			<b>4D Insurance Agency, LLC</b>	<b>1589</b>	<b>A &amp; J Bushhogging</b>	<b>1324</b>	<b>A1 Airconditioning &amp; Heatin</b>	<b>1592</b>	<b>ABC CORP</b>	<b>88</b>	<b>AL/MS Rental Dealers Associ</b>	<b>1525</b>	<b>ALMO Distributing</b>	<b>1605</b>	<b>AMCOR</b>	<b>1221</b>	<b>Action Auto</b>	<b>1150</b>	<b>Action Fire &amp; Safety Equipm</b>	<b>1287</b>	<b>Advance Auto Parts</b>	<b>1574</b>	<b>Advanced Auto Diagnostic</b>	<b>1608</b>	<b>Airgas USA, LLC</b>	<b>68</b>	<b>Alabama Department of Reven</b>	<b>1036</b>	<b>Alabama Dept. of Revenue</b>	<b>1311</b>	<b>Alabama Power</b>	<b>1597</b>
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<b>F1-Forward F2-Back F4-Add F5-Fold/Unfold F6-Change F10-Exit ENTER-Select</b>																																

Press **F1** to go forward to the next page in the list of vendors.

You may also enter the vendor number directly and press **ENTER**.

<b>Vendor Status</b>	<b>1 Show Dallas 2018</b>	<b>9/23/19 12:32 pm</b>
<p>Vendor: 1589</p>		
<p>Input the vendor number or a few characters of the name</p>		

<b>Vendor Status</b>	<b>1 Show Dallas 2018</b>	<b>9/23/19 12:32 pm</b>														
<p>Vendor: 1589      4D Insurance Agency, LLC          3609 Williams Drive.</p> <p style="text-align: center;">Georgetown      TX 78628          Ph (512)931-9725 Fax</p>																
<hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Our account:</td> <td style="width: 40%;">FOB Point: Destination</td> </tr> <tr> <td>    Terms: COD</td> <td>    Buyer:</td> </tr> <tr> <td>    Ship Via: N/A</td> <td>    Vendor Group:</td> </tr> <tr> <td>Lookup name: 4D Insurance Agency, LLC</td> <td>    Country: USA</td> </tr> <tr> <td>YTD Paid:            0.00</td> <td>    Delivery days: 0</td> </tr> <tr> <td>PTD Paid:            1246.03</td> <td>    Return Policy: No</td> </tr> <tr> <td>Balance:             0.00</td> <td>    Vendor Rebates: Y</td> </tr> </table>			Our account:	FOB Point: Destination	Terms: COD	Buyer:	Ship Via: N/A	Vendor Group:	Lookup name: 4D Insurance Agency, LLC	Country: USA	YTD Paid:            0.00	Delivery days: 0	PTD Paid:            1246.03	Return Policy: No	Balance:             0.00	Vendor Rebates: Y
Our account:	FOB Point: Destination															
Terms: COD	Buyer:															
Ship Via: N/A	Vendor Group:															
Lookup name: 4D Insurance Agency, LLC	Country: USA															
YTD Paid:            0.00	Delivery days: 0															
PTD Paid:            1246.03	Return Policy: No															
Balance:             0.00	Vendor Rebates: Y															
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">CURRENT DUE</td> <td style="width: 15%;">NEXT 30 DAYS</td> <td style="width: 15%;">NEXT 60 DAYS</td> <td style="width: 15%;">NEXT 90 DAYS</td> <td style="width: 35%;">OVER 90 DAYS</td> </tr> <tr> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </table>			CURRENT DUE	NEXT 30 DAYS	NEXT 60 DAYS	NEXT 90 DAYS	OVER 90 DAYS	0.00	0.00	0.00	0.00	0.00				
CURRENT DUE	NEXT 30 DAYS	NEXT 60 DAYS	NEXT 90 DAYS	OVER 90 DAYS												
0.00	0.00	0.00	0.00	0.00												
<hr/> <p>F1-Next    F2-Prev    F3-Update    F4-Invoices    F6-P/O's    F10-Exit    ENTER-New</p>																

Several categories of information are displayed. Default information is used whenever an invoice is added such as buyer, terms, shipment methods, shipping information, and return policies.

Several options are available when viewing the current status of a vendor. You may scroll through the vendor list by pressing **F1** to advance to the next vendor number and **F2** to go back to the previous vendor number.

You may update the information of the displayed vendor by pressing **F3**. The cursor will be placed on the vendor name field. You may now update any field on the screen. Once all corrections have been made, press **F9**. The changes will be reflected immediately. You will be returned to the display vendor status screen and may make another selection.

All invoices for the selected vendor may be viewed on screen by pressing **F4**.

Vendor Status	1 Show Dallas 2018		9/23/19 12:32 pm		
Vendor: 1589	4D Insurance Agency, LLC 3609 Williams Drive.				
	Georgetown TX 78628 Ph (512)931-9725 Fax				
Our account:			FOB Point: Destination		
Terms: COD			Buyer:		
Ship Via: N/A			Vendor Group:		
Lookup name: 4D Insurance Agency, LLC			Country: USA		
YTD Paid: 0.00			Delivery days: 0		
PTD Paid: 1246.03			Return Policy: No		
Balance: 0.00			Vendor Rebates: Y		
CURRENT DUE	NEXT 30 DAYS	NEXT 60 DAYS	NEXT 90 DAYS	OVER 90 DAYS	
0.00	0.00	0.00	0.00	0.00	
Starting Invoice Number To Display: █					

You may either enter an invoice number from which to start the display, or press **ENTER** to display the first invoice for this vendor.

<b>Vendor Status</b>	<b>1 Show Dallas 2018</b>	<b>9/23/19 12:32 pm</b>																				
<b>Vendor: 1589 4D Insurance Agency, LLC</b> <b>3609 Williams Drive.</b>  <b>Georgetown TX 78628</b>																						
Our account Terms Ship Via Lookup name YTD Paid PTD Paid Balance  <b>CURRENT DUE</b> 0.	<table border="1"> <thead> <tr> <th>INVOICE NUMBER</th> <th>S P/O</th> <th>INV DATE</th> <th>INVOICE AMT</th> <th>DUE DATE</th> </tr> </thead> <tbody> <tr> <td>480093018</td> <td>P</td> <td>8/12/18</td> <td>1246.03</td> <td>8/12/18</td> </tr> <tr> <td>AMWIND 2017</td> <td>P</td> <td>2/17/17</td> <td>1246.03</td> <td>2/17/17</td> </tr> <tr> <td>EPLI</td> <td>P</td> <td>3/07/17</td> <td>1283.00</td> <td>3/17/17</td> </tr> </tbody> </table>	INVOICE NUMBER	S P/O	INV DATE	INVOICE AMT	DUE DATE	480093018	P	8/12/18	1246.03	8/12/18	AMWIND 2017	P	2/17/17	1246.03	2/17/17	EPLI	P	3/07/17	1283.00	3/17/17	
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EPLI	P	3/07/17	1283.00	3/17/17																		
<b>F1-Forward</b>	<b>F2-Back</b>	<b>F10-Exit</b> <b>ENTER-More Info</b>																				

When you select the invoice option, a window will display a listing of all invoices for the vendor. The display window details invoice information such as the number, status ((O)pen, (B)alance, (D)eleted, (H)old, and (P)aid), purchase order number, invoice date, amount, and due date. You may scroll through the list by pressing **F1** to page forward and **F2** to page back. Pressing **ENTER** on the desired invoice will display the invoice detail.

<b>Vendor Status</b>	1 Show Dallas 2018	9/23/19 12:37 pm
Vendor: 4D Insurance Agency, LLC      Pay to: 4D Insurance Agency, LLC 1589 3609 Williams Drive.      1589 3609 Williams Drive.		
Georgetown TX		Georgetown TX
Invoice: 480093018      Due Date: 8/12/18      Status: Paid Amount: 1246.03      Expense Date: 8/12/18      Bank: 30 Chk: 16350 Inv Date: 8/12/18      Discount Date:      Paid: 1246.03 Type: Non-Inventory      Discount Amt:      Date: 8/12/18 P/O:      Discount %:      Check Amt: <b>**1,246.03</b>		
D AMOUNT	CTR      ACCOUNT DESCRIPTION      DEPT      AMOUNT 9000      1050 PREPAID INSURANCE	1246.03 0.00 0.00
PREPAID INSURANCE		
<b>F3-G/L Dist</b>	F4-Pymts	F5-Notes
<b>F8-Exit</b> █		

Several options are available once invoice detail is selected. G/L distribution may be viewed by pressing **F3**. You may scroll through the distributions by pressing **F1** to page forward and **F2** to page back. When finished viewing the G/L distribution, press **F8**.

Vendor: 4D Insurance Agency, LLC      Pay to: 4D Insurance Agency, LLC 1589 3609 Williams Drive.      1589 3609 Williams Drive.		
Georgetown TX		Georgetown TX
Invoice: 48 Amount: Inv Date: 8 Type: No P/O:	CTR      ACCOUNT DESCRIPTION      DEPT      AMOUNT 9000      1050 PREPAID INSURANCE	1246.03 0.00 0.00 0.00 0.00 0.00 0.00 0.00
D AMOUNT		
PREPAID		
<b>F1-Fwr</b>		<b>F2-Back</b>
<b>F8-Done</b> █		

<b>Vendor Status</b>	<b>1 Show Dallas 2018</b>	<b>9/23/19 12:37 pm</b>
Vendor: 4D Insurance Agency, LLC 1589 3609 Williams Drive. Georgetown TX		Pay to: 4D Insurance Agency, LLC 1589 3609 Williams Drive. Georgetown TX
Invoice: 480093018      Due Date: 8/12/18      Status: Paid		
Amount: 1246.03      Expense Date: 8/12/18      Bank: 30 Chk: 16350		
Inv Date: 8/12/18      Discount Date:      Paid: 1246.03		
Type: Non-Inventory      Discount Amt:      Date: 8/12/18		
P/O:      Discount %:      Check Amt: <b>***1,246.03</b>		
D AMOUNT	CTR ACCOUNT DESCRIPTION	DEPT AMOUNT
	9000 1050 PREPAID INSURANCE	1246.03
		0.00
		0.00
PREPAID INSURANCE		
F3-G/L Dist	<b>F4-Pymts</b>	F5-Notes
		F8-Exit

The payments associated with the displayed invoice may be viewed by pressing **F4**. This will display the bank number, check number, check date, payment amount, and check status ((P)aid or (V)oided).

Vendor: 4D Insurance Agency, LLC 1589 3609 Williams Drive. Georgetown TX		Pay to: 4D Insurance Agency, LLC 1589 3609 Williams Drive. Georgetown TX	
Invoice: 480093018		Amount: 1246.03	
Inv Date: 8/12/18		Expe Date: 8/12/18	
Type: Non-Inventory		Disco Date: 8/12/18	
P/O:		Disc Amt: 0.00	
Di		Di	
D AMOUNT	CTR ACCOUNT DES	BANK CHECK DATE PYMT AMOUNT S	
	9000 1050 PRE	30 16350 8/12/18 1246.03 P	
PREPAID INSURANCE			
Press any key to continue			

<b>Vendor Status</b>	<b>1 Show Dallas 2018</b>	<b>9/23/19 12:37 pm</b>
<b>Vendor: 4D Insurance Agency, LLC</b> 1589 3609 Williams Drive. Georgetown TX		<b>Pay to: 4D Insurance Agency, LLC</b> 1589 3609 Williams Drive. Georgetown TX
<b>Invoice: 480093018</b> <b>Due Date: 8/12/18</b> <b>Status: Paid</b> <b>Amount: 1246.03</b> <b>Expense Date: 8/12/18</b> <b>Bank: 30 Chk: 16350</b> <b>Inv Date: 8/12/18</b> <b>Discount Date:</b> <b>Paid: 1246.03</b> <b>Type: Non-Inventory</b> <b>Discount Amt:</b> <b>Date: 8/12/18</b> <b>P/O:</b> <b>Discount %:</b> <b>Check Amt: \$**1,246.03</b>		
<b>D</b>	<b>AMOUNT</b>	<b>CTR ACCOUNT DESCRIPTION DEPT AMOUNT</b>
		9000 1050 PREPAID INSURANCE 1246.03
		0.00
		0.00
<b>PREPAID INSURANCE</b>		
<b>F3-G/L Dist</b>	<b>F4-Pymts</b>	<b>F5-Notes</b>
		<b>F8-Exit</b>

Each invoice may have notes explaining any important details attached to it. These notes may be completely revealed by pressing **F5**. If the notes span more than one page, you may scroll through the notes by pressing **F1** to page forward and **F2** to page back. You may return to the displayed invoice by pressing **F8**.

<b>Vendor: 4D Insurance Agency, LLC</b> 1589 3609 Williams Drive. Georgetown TX		<b>Pay to: 4D Insurance Agency, LLC</b> 1589 3609 Williams Drive. Georgetown TX
<b>Invoice: 480093018</b> <b>Due Date: 8/12/18</b> <b>Status: Paid</b> <b>Amount: 1246.03</b> <b>Expense Date: 8/12/18</b> <b>Bank: 30 Chk: 16350</b> <b>Inv Date: 8/12/18</b> <b>Discount Date:</b> <b>Paid: 1246.03</b>		
<b>D</b>	<b>PREPAID INSURANCE</b>	
		3000
<b>F1-Fwr</b>	<b>F2-Back</b>	<b>F8-Done</b>

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When you are done viewing individual invoices, press **F8** to return to the vendor display. All purchase orders for a vendor can be viewed on screen by pressing **F6** once you have selected a vendor.

<b>Vendor Status</b>	<b>1 Show Dallas 2018</b>		<b>9/23/19 12:32 pm</b>	
<b>Vendor: 1589</b>	<b>4D Insurance Agency, LLC 3609 Williams Drive.</b>			
	<b>Georgetown TX 78628</b>		<b>Ph (512)931-9725 Fax</b>	
<hr/>				
<b>Our account:</b>			<b>FOB Point: Destination</b>	
<b>Terms:</b> COD			<b>Buyer:</b>	
<b>Ship Via:</b> N/A			<b>Vendor Group:</b>	
<b>Lookup name:</b> 4D Insurance Agency, LLC			<b>Country:</b> USA	
<b>YTD Paid:</b> 0.00			<b>Delivery days:</b> 0	
<b>PTD Paid:</b> 1246.03			<b>Return Policy:</b> No	
<b>Balance:</b> 0.00			<b>Vendor Rebates:</b> Y	
<b>CURRENT DUE</b>	<b>NEXT 30 DAYS</b>	<b>NEXT 60 DAYS</b>	<b>NEXT 90 DAYS</b>	<b>OVER 90 DAYS</b>
0.00	0.00	0.00	0.00	0.00
<hr/>				
<b>F1-Next    F2-Prev    F3-Update    F4-Invoices    <b>F6-P/O's</b>    F10-Exit    ENTER-New</b>				

<b>Vendor: 1589</b>	<b>4D Insurance Agency, LLC 3609 Williams Drive.</b>			
	<b>Georgetown TX 78628</b>		<b>Ph (512)931-9725 Fax</b>	
<hr/>				
<b>Our account:</b>			<b>FOB Point: Destination</b>	
<b>Terms:</b> COD			<b>Buyer:</b>	
<b>Ship Via:</b> N/A			<b>Vendor Group:</b>	
<b>Lookup name:</b> 4D Insurance Agency, LLC			<b>Country:</b> USA	
<b>YTD Paid:</b> 0.00			<b>Delivery days:</b> 0	
<b>PTD Paid:</b> 1246.03			<b>Return Policy:</b> No	
<b>Balance:</b> 0.00			<b>Vendor Rebates:</b> Y	
<b>CURRENT DUE</b>	<b>NEXT 30 DAYS</b>	<b>NEXT 60 DAYS</b>	<b>NEXT 90 DAYS</b>	<b>OVER 90 DAYS</b>
0.00	0.00	0.00	0.00	0.00
<hr/>				
<b>Starting PO Number To Display: 0</b>				

You may either enter a purchase order number from which to start the display, or press **ENTER** to display the first purchase order for this vendor.

<b>Vendor Status</b>	<b>1 Show Dallas 2018</b>	<b>9/23/19 12:32 pm</b>
<b>Vendor: 1589      4D Insurance Agency, LLC</b> <b>3609 Williams Drive.</b>  <b>Georgetown                      TX 78628</b> <b>Ph (512)931-9725 Fax</b>		
Our account:	<b>ORDER T S    DATE    VENDOR    WHSE    TOTAL AMT    PYMT AMT</b>	
Terms:	<b>1230 P O 12/17/18    1589    1                      0.00</b>	
Ship Via:		
Lookup name:		
YTD Paid:		
PTD Paid:		
Balance:		
<b>CURRENT DUE</b>		
<b>0.00</b>		
<b>F1-Forward                      F2-Back                      F10-Exit                      ENTER-More Info</b>		

When you select the purchase order option, a window will display a listing of all purchase orders for the selected vendor. You will see the purchase order number, the type of order ((P)urchase Order or (R)equisition), the status ((O)pen, (R)eceived, (B)ackordered, (D)eleted, or (C)ancelled), the purchase order date, the vendor number, the store location, the total purchase order amount, and the total payment made on this purchase order. You may scroll through the list by pressing **F1** to page forward and **F2** to page back. Pressing **ENTER** will display the purchase order detail.

<b>Vendor Status</b>	<b>1 Show Dallas 2018</b>	<b>9/23/19 12:50 pm</b>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"> <b>Ship from: 1589</b>                      4D Insurance Agency, LLC                      3609 Williams Drive.                       Georgetown TX 78628                      Ph (512)931-9725 Fax                 </td> <td style="width: 50%;"> <b>Ship to: S</b>                      store 1 racfi c s training                       11111                      Ph Fax                 </td> </tr> </table>			<b>Ship from: 1589</b> 4D Insurance Agency, LLC 3609 Williams Drive.  Georgetown TX 78628 Ph (512)931-9725 Fax	<b>Ship to: S</b> store 1 racfi c s training  11111 Ph Fax	
<b>Ship from: 1589</b> 4D Insurance Agency, LLC 3609 Williams Drive.  Georgetown TX 78628 Ph (512)931-9725 Fax	<b>Ship to: S</b> store 1 racfi c s training  11111 Ph Fax				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"> <b>P/O Number: 1230</b>                       Type: Purchase Order                      Date: 12/17/18                      Status: Open                      Buyer: 1                      Approver: 2                      Exception: Normal                      Required: 12/17/18                 </td> <td style="width: 33%;"> <b>Payment Terms: 30/60/90</b>                      Rebates: N                      FOB Point: Destination                      Freight: Collect                      Ship via: N/A                       Total Landed Ord/Rcvd: /                      Total Mfg Ord/Rcvd: /                      Total Freight:                 </td> <td style="width: 34%;"></td> </tr> </table>			<b>P/O Number: 1230</b>  Type: Purchase Order Date: 12/17/18 Status: Open Buyer: 1 Approver: 2 Exception: Normal Required: 12/17/18	<b>Payment Terms: 30/60/90</b> Rebates: N FOB Point: Destination Freight: Collect Ship via: N/A  Total Landed Ord/Rcvd: / Total Mfg Ord/Rcvd: / Total Freight:	
<b>P/O Number: 1230</b>  Type: Purchase Order Date: 12/17/18 Status: Open Buyer: 1 Approver: 2 Exception: Normal Required: 12/17/18	<b>Payment Terms: 30/60/90</b> Rebates: N FOB Point: Destination Freight: Collect Ship via: N/A  Total Landed Ord/Rcvd: / Total Mfg Ord/Rcvd: / Total Freight:				
<b>F4-Details</b>	<b>F6-List Inv</b>	<b>F10-Done</b>			

Once you have selected a purchase order you can then view the item detail of the purchase order by pressing **F4**. If the items on the purchase order span more than one page you can press **F1** to page forward and **F2** to page back. You may return to the previous page by pressing **F8**.

<b>Ship from: 1589</b> 4D Insurance Agency, LLC 3609 Williams Drive.			<b>Ship to: S</b> store 1 racfi c s training			<b>Number: 1</b>		
Georgetown TX 78628 Ph (512)931-9725 Fax			11111 Ph Fax					
<b>P/O Number: 1230</b>			<b>F6-To List Inventory</b>					
<b>QTY</b>	<b>MODEL NUMBER</b>	<b>FAB</b>	<b>COL</b>	<b>REC</b>	<b>CAN</b>	<b>LAND COST</b>	<b>REQUIRED</b>	<b>SHIPTO C</b>
2	AATEST			0	0	50.000	12/17/18	1 N
<b>F1-Next Page</b>			<b>F2-Prev Page</b>			<b>F10-Exit</b>		

Press **F8** to get to the vendor display screen.

<b>Vendor Status</b>	<b>1 Show Dallas 2018</b>	<b>9/23/19 12:50 pm</b>
<b>Ship from: 1589</b> 4D Insurance Agency, LLC 3609 Williams Drive.	<b>Ship to: S</b> store 1 racfi c s training	<b>Number: 1</b>
<b>Georgetown TX 78628</b> Ph (512)931-9725 Fax	<b>Ph</b>	<b>Fax 11111</b>
<b>P/O Number: 1230</b>	<b>Payment Terms: 30/60/90</b>	
<b>Type: Purchase Order</b>	<b>Rebates: N</b>	
<b>Date: 12/17/18</b>	<b>FOB Point: Destination</b>	
<b>Status: Open</b>	<b>Freight: Collect</b>	
<b>Buyer: 1</b>	<b>Ship via: N/A</b>	
<b>Approver: 2</b>	<b>Total Landed Ord/Rcvd:</b>	<b>/</b>
<b>Exception: Normal</b>	<b>Total Mfg Ord/Rcvd:</b>	<b>/</b>
<b>Required: 12/17/18</b>	<b>Total Freight:</b>	
<b>F4-Details</b>	<b>F6-List Inv</b>	<b>F10-Done</b>

If you want to view any Inventory Received, press **F6** to list any inventory.

If there are no Inventory items, the display will only contain the headings for the inventory fields:

- Serial number of items received
- Model number of items received
- Received quantity
- Cost of items
- Status of items
- Current location
- Received location

<b>Vendor Status</b>		<b>1 Show Dallas 2018</b>			<b>9/23/19 12:53 pm</b>		
Ship from: 1589		Ship to: S		Number:		1	
4							
3	SERIAL NBR MODEL NBR		RECEIVED	COST	ST	CURLOC RECLOC	
G							
P							
P/							
E							
F1-Forward		F2-Back			F10-Exit		

If there are inventory items that have been received, the display will show this same type of information. Bring up your vendor invoice and press **F6**.

<b>Vendor Status</b>		<b>1 Show Dallas 2018</b>				<b>6/10/19 11:09 am</b>		
Ship from: 358		Ship to: S				Number: 1		
A								
O	<b>SERIAL NBR</b>	<b>MODEL NBR</b>	<b>RECEIVED</b>	<b>COST</b>	<b>ST</b>	<b>CURLOC</b>	<b>RECLOC</b>	
	467891	BBASHB103	6/21/18	386.48	N	1	1	
A	3467892	BBASHB103	6/21/18	386.48	N	1	1	
P	658746	FTASHT12613	6/21/18	99.73	N	1	1	
—	658747	FTASHT12613	6/21/18	99.73	N	1	1	
P/								
E								
F1-Forward		F2-Back				F10-Exit		

**Listing a Vendor Invoice (APLST)**

You may view on the screen all invoices for a vendor.

<b>Vendor Invoices</b>	<b>1 Show Dallas 2018</b>	<b>9/23/19 1:08 pm</b>
<p><b>Starting Vendor:</b> <input type="text" value=""/> <b>Invoice:</b> <input type="text" value=""/></p>		
<p><b>Input the starting vendor number</b></p>		

When selecting invoices to be listed, you may specify a beginning vendor and invoice number (the pop-up window is not available in this module so you will need to know the vendor number). Leaving both of these fields blank will result in the listing to start at the beginning of the data file.

Vendor Invoices		1 Show Dallas 2018		9/23/19 1:08 pm	
VENDOR	NAME	INVOICE	DATE	AMOUNT	P/O S
2	Rent-A-Center Franchising I	05611	9/29/98		P
2	Rent-A-Center Franchising I	1003933	10/31/15		P
2	Rent-A-Center Franchising I	10103457	8/17/06		P
2	Rent-A-Center Franchising I	10104373	9/01/06		P
2	Rent-A-Center Franchising I	10107602	4/01/07		P
2	Rent-A-Center Franchising I	10107744	11/17/06		P
2	Rent-A-Center Franchising I	10108434	11/17/06		P
2	Rent-A-Center Franchising I	10109672	12/08/06		P
2	Rent-A-Center Franchising I	10110830	1/01/07		P
2	Rent-A-Center Franchising I	10117837	5/01/07		P
2	Rent-A-Center Franchising I	10118471	5/04/07		P
2	Rent-A-Center Franchising I	10121659	7/12/07		P
2	Rent-A-Center Franchising I	10125914	10/11/07		P
2	Rent-A-Center Franchising I	10126453	10/19/07		P
2	Rent-A-Center Franchising I	10130162	12/07/07		P
2	Rent-A-Center Franchising I	10131764	1/11/08		P
2	Rent-A-Center Franchising I	10131773	1/11/08		P

F1-Next Page                                  F2-Prev Page                                  F10-Exit

You may scroll through the invoices by pressing **F1** to page forward and **F2** to page back.

The information displayed includes the vendor number and name, invoice number, date, amount, purchase order number, and invoice status.

**Showing a Vendor Invoice (APSHO)**

You may view a particular vendor invoice on screen using Show AP. When using the show “option,” you have no editing features at all.

Show Invoices		1 Show Dallas 2018		9/23/19 1:10 pm	
Vendor: 4D Insurance Agency, LLC 1589 3609 Williams Drive. Georgetown TX			Pay to: 4D Insurance Agency, LLC 1589 3609 Williams Drive. Georgetown TX		
Invoice: 480093018		Due Date: 8/12/18		Status: Paid	
Amount: 1246.03		Expense Date: 8/12/18		Bank: 30 Chk: 16350	
Inv Date: 8/12/18		Discount Date:		Paid: 1246.03	
Type: Non-Inventory		Discount Amt:		Date: 8/12/18	
P/O:		Discount %:		Check Amt: \$**1,246.03	
D	AMOUNT	CTR	ACCOUNT DESCRIPTION	DEPT	AMOUNT
		9000	1050 PREPAID INSURANCE		1246.03
					0.00
					0.00
PREPAID INSURANCE					
F1-Next F2-Previous F3-G/L Dist F4-Pymts F5-Notes F8-Exit ENTER-Restart					

The vendor number may be entered or selected from a pop-up window. You may also select the invoice from a window displaying all of the vendor’s invoices. Once the invoice is selected, all information is displayed.

You may also select by vendor and a particular status of invoices. Please see the selection of a specific status of an invoice in the **Changing a Vendor Invoice (APCHG)** section, located in this chapter.

While an invoice is displayed, several options are available to display related information. You may scroll through the vendor invoices by pressing **F1** to go to next invoice or **F2** to go to the previous vendor invoice. When the last invoice on file has been displayed by pressing **F1**, you will receive a message that there are no more invoices to be displayed.

The G/L distribution for the invoice may be viewed by pressing **F3**.

<b>Show Invoices</b>		<b>1 Show Dallas 2018</b>		<b>9/23/19 1:10 pm</b>
<b>Vendor: 4D Insurance Agency, LLC</b> 1589 3609 Williams Drive.		<b>Pay to: 4D Insurance Agency, LLC</b> 1589 3609 Williams Drive.		
Georgetown TX		Georgetown TX		
<hr/>				
<b>Invoice: 48</b>				
<b>Amount:</b>				
<b>Inv Date: 8</b>	<b>CTR</b>	<b>ACCOUNT DESCRIPTION</b>	<b>DEPT</b>	<b>AMOUNT</b>
<b>Type: No</b>	9000	1050 PREPAID INSURANCE		1246.03
<b>P/O:</b>				0.00
				0.00
<b>D</b>	<b>AMOUNT</b>			0.00
				0.00
				0.00
				0.00
				0.00
	<b>PREPAID</b>			0.00
<hr/>				
<b>F1-Fwrđ</b>		<b>F2-Back</b>		<b>F8-Done</b>

You may scroll through the distributions by pressing **F1** to page forward and **F2** to page back. You may return to the displayed invoice by pressing **F8**.

The payments associated with the displayed invoice may be viewed by pressing **F4**.

<b>Show Invoices</b>		<b>1 Show Dallas 2018</b>		<b>9/23/19 1:10 pm</b>	
<b>Vendor: 4D Insurance Agency, LLC</b> 1589 3609 Williams Drive. Georgetown TX			<b>Pay to: 4D Insurance Agency, LLC</b> 1589 3609 Williams Drive. Georgetown TX		
<b>Invoice: 480093018</b>					
<b>Amount:</b>	1246.03	<b>Expe</b>			
<b>Inv Date:</b>	8/12/18	<b>Disco</b>			
<b>Type:</b>	Non-Inventory	<b>Disc</b>			
<b>P/O:</b>		<b>Di</b>			
		<b>BANK</b>	<b>CHECK</b>	<b>DATE</b>	<b>PYMT AMOUNT S</b>
		30	16350	8/12/18	1246.03 P
<b>D AMOUNT</b>	<b>CTR</b>	<b>ACCOUNT</b>	<b>DES</b>		
	9000	1050	PRE		
<b>PREPAID INSURANCE</b>					
<b>Press any key to continue</b> █					

Pressing any key will return you to the displayed invoice.

Each invoice may have notes explaining any important details. These notes may be displayed by pressing **F5**.

<b>Show Invoices</b>	<b>1 Show Dallas 2018</b>	<b>9/23/19 1:10 pm</b>				
<b>Vendor: 4D Insurance Agency, LLC</b> 1589 3609 Williams Drive. Georgetown TX		<b>Pay to: 4D Insurance Agency, LLC</b> 1589 3609 Williams Drive. Georgetown TX				
<b>Invoice: 480093018</b> <b>Due Date: 8/12/18</b> <b>Status: Paid</b> <b>Amount: 1246.03</b> <b>Expense Date: 8/12/18</b> <b>Bank: 30 Chk: 16350</b> <b>Inv Date: 8/12/18</b> <b>Discount Date:</b> <b>Paid: 1246.03</b>						
<table border="1"> <tr> <td colspan="2"><b>PREPAID INSURANCE</b></td> </tr> <tr> <td style="width: 50px;">D</td> <td style="text-align: right;">300</td> </tr> </table>			<b>PREPAID INSURANCE</b>		D	300
<b>PREPAID INSURANCE</b>						
D	300					
<b>F1-Fwrđ</b>	<b>F2-Back</b>	<b>F8-Done</b>				

You can scroll through the notes by pressing **F1** to page forward and **F2** to page back. You may return to the displayed invoice by pressing **F8**.

You may display the invoices of another vendor by pressing **ENTER** to restart the selection process. You may return to the menu by pressing **F8**.

## Selecting Invoices for Payment

Vendor invoices may be selected for payment automatically or manually.

Vendor invoices may be selected automatically by specifying a due date when you print the checks. This will tell the system to select all (O)pen invoices with due dates that fall on or before the due date that was entered.

Vendor invoices may be selected manually by two different methods. The first method involves displaying the invoices for a particular vendor. Only the invoices for the specified vendor will appear in the listing. The second method involves displaying all open invoices by due date.

To select invoices, go to the Accounts Payable (AP) menu and select Check Menu.

### Select Invoices by Vendor (APSEL)

Select Invoices	1 Show Dallas 2018	1/01/18- 6/30/18																														
Vendor:	Pay to:																															
	<table border="1"> <tbody> <tr><td><input checked="" type="checkbox"/> D Insurance Agency, LLC</td><td>1589</td></tr> <tr><td>A &amp; J Bushhogging</td><td>1324</td></tr> <tr><td>A1 Airconditioning &amp; Heatin</td><td>1592</td></tr> <tr><td>ABC CORP</td><td>88</td></tr> <tr><td>AL/MS Rental Dealers Associ</td><td>1525</td></tr> <tr><td>ALMO Distributing</td><td>1605</td></tr> <tr><td>AMCOR</td><td>1221</td></tr> <tr><td>Action Auto</td><td>1150</td></tr> <tr><td>Action Fire &amp; Safety Equipm</td><td>1287</td></tr> <tr><td>Advance Auto Parts</td><td>1574</td></tr> <tr><td>Advanced Auto Diagnostic</td><td>1608</td></tr> <tr><td>Airgas USA, LLC</td><td>68</td></tr> <tr><td>Alabama Department of Reven</td><td>1036</td></tr> <tr><td>Alabama Dept. of Revenue</td><td>1311</td></tr> <tr><td>Alabama Power</td><td>1597</td></tr> </tbody> </table>		<input checked="" type="checkbox"/> D Insurance Agency, LLC	1589	A & J Bushhogging	1324	A1 Airconditioning & Heatin	1592	ABC CORP	88	AL/MS Rental Dealers Associ	1525	ALMO Distributing	1605	AMCOR	1221	Action Auto	1150	Action Fire & Safety Equipm	1287	Advance Auto Parts	1574	Advanced Auto Diagnostic	1608	Airgas USA, LLC	68	Alabama Department of Reven	1036	Alabama Dept. of Revenue	1311	Alabama Power	1597
<input checked="" type="checkbox"/> D Insurance Agency, LLC	1589																															
A & J Bushhogging	1324																															
A1 Airconditioning & Heatin	1592																															
ABC CORP	88																															
AL/MS Rental Dealers Associ	1525																															
ALMO Distributing	1605																															
AMCOR	1221																															
Action Auto	1150																															
Action Fire & Safety Equipm	1287																															
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Airgas USA, LLC	68																															
Alabama Department of Reven	1036																															
Alabama Dept. of Revenue	1311																															
Alabama Power	1597																															
F1-Forward F2-Back F4-Add F5-Fold/Unfold F6-Change F10-Exit ENTER-Select																																

#### Vendor

The vendor number may be entered, or you may make your selection from a pop-up window. Press **ENTER** and the pop-up window will display.

You may scroll through the listing by pressing **F1** to page forward or **F2** to page back. The vendor is selected by placing the cursor on the name and pressing **ENTER**.

All of the (O)pen invoices will be displayed after you select the vendor. You may scroll through the listing by pressing **F1** to page forward or **F2** to page back.

Information such as invoice number, status, invoice amount, and due date will be displayed.

Because partial payments may be made against the invoice, the amount column displays the balance of the invoice total to be paid.

To select a specific invoice, enter a (Y)es in the first column. You can deselect invoices by entering a (N)o in the first column.

Enter the amount of the payment. A partial payment may be made against the invoice. When a partial payment has been made, the status of that invoice remains (O)pen until it has been paid in full.

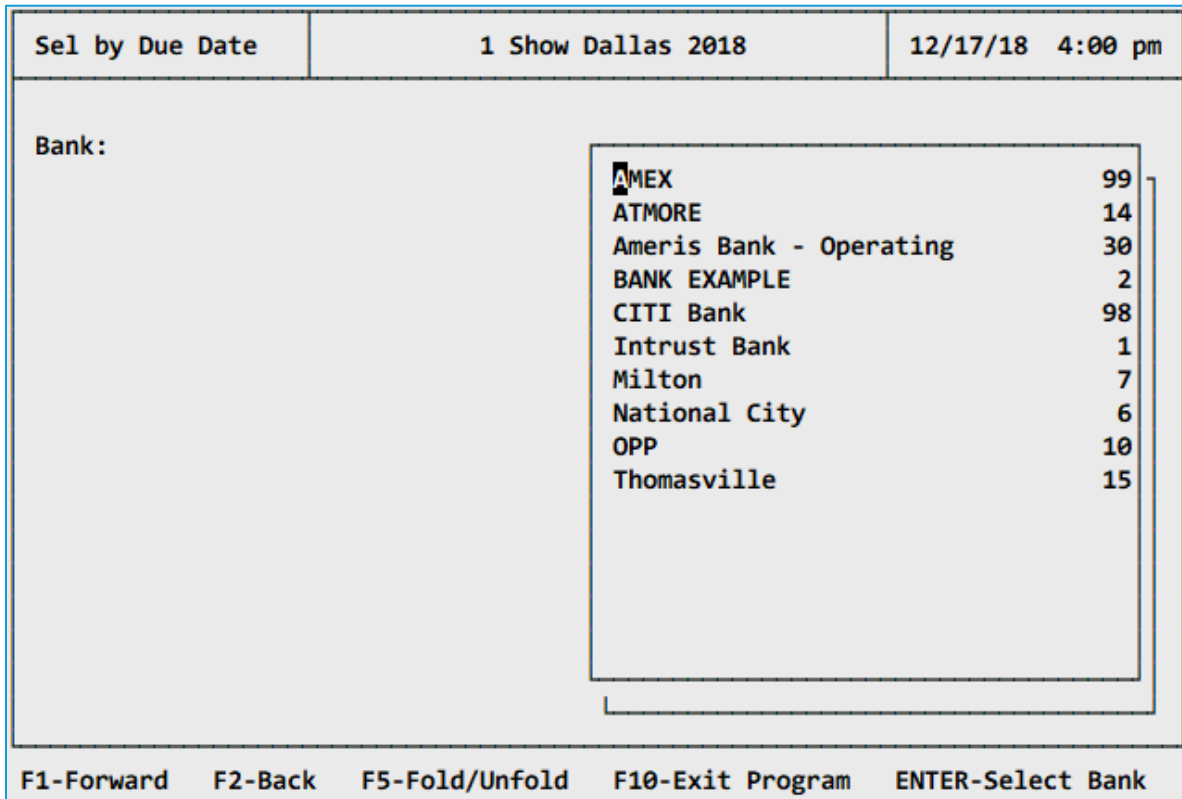
After you have selected all invoices for this vendor, press **F9** to update your selections and to bring you back to the top to select another vendor or **F8** to return to menu.

Invoices that are selected for payment, using this manual selection process, will be printed the next time you print checks and the due date does not factor into the selection.

Invoices that have a (H)old status are displayed but may not be selected for payment.

### Select Invoices by Due Date (APSELDUE)

Selection by due date is very convenient when you have a select amount of money allocated for vendor payment. After the bank account is selected, the invoices are displayed with the oldest due date invoice appearing first.



Several options are available from this module. Press **F1** to page forward and **F2** to page back.

Once you have returned to the screen with invoices listed by due date, press **F4** to select invoice for payment.

<b>Sel by Due Date</b>		<b>1 Show Dallas 2018</b>		<b>12/21/18 9:51 am</b>	
<b>Bank: 99 AMEX</b>		<b>Bank Balance: 9567.90</b>		<b>Total Selected: 13000.00</b>	
<b>?</b>	<b>SELECTED</b>	<b>DUE DATE</b>	<b>PAY TO VENDOR</b>	<b>INVOICE NBR</b>	<b>AMOUNT D</b>
<b>N</b>	1275.75	11/10/17	American Express/The Corp	10289098	1275.75
<b>N</b>	955.53	12/08/17	American Express/The Corp	102389933	955.53
<b>N</b>	866.02	12/08/17	American Express/The Corp	10289915	866.02
<b>N</b>	1355.51	12/08/17	American Express/The Corp	10289962	1355.51
<b>N</b>	3227.96	12/08/17	American Express/The Corp	10289901	3227.96
<b>N</b>	1490.64	12/15/17	American Express/The Corp	10290125	1490.64
<b>N</b>	1050.00	12/22/17	Ashley Furniture Industri	445566	1050.00
<b>Y</b>	13000.00	1/02/18	America's Mattress	LOAN	13000.00
<b>N</b>	56.81	1/04/18	Petra Industries	01A19445363	56.81
<b>N</b>	363.54	1/09/18	Ashley Furniture Industri	23456	363.54
<b>N</b>	1658.85	1/10/18	Whirlpool Appliance	112233	1658.85
<b>N</b>	457.81	1/11/18	Ashley Furniture Industri	050418	457.81
<b>N</b>	1551.08	1/29/18	Ashley Furniture Industri	12345	1551.08
<b>N</b>	1113.80	1/30/18	Ashley Furniture Industri	P:014118-0001	1113.80
<b>F1-Next Page F2-Prev Page F4-Select F5-View F6-UnSelect F7-Hold F8-Menu</b>					

Several bits of information are provided on this screen: indicator for payment, the amount you would like to pay (it will default to the amount of the invoice), due date (starts with oldest due date), pay to vendor name, invoice number, and invoice amount.

As the invoices are selected for payment, a running total of the selected invoices is calculated and displayed in the upper right portion of the screen.

To select a specific invoice, you press **F4** and that will put a "Y" in the first column. You may then type in the amount of the invoice you would like to pay or allow it to default to the full invoice amount by pressing **ENTER**.

If you decide not to print a check for a particular invoice that you already selected, you may press **F6** to unselect.

Invoices that are selected for payment, using this manual selection process, will be printed the next time you print checks and the due date does not factor into the selection.

Invoices that have a (H)old status are displayed but may not be selected for payment.

Since several invoices may be listed per vendor, pressing **F5** lets you look at the invoice to ensure that it is the correct invoice to pay.

Sel by Due Date	1 Show Dallas 2018	12/17/18 4:02 pm
Vendor: ALMO Distributing 1605 2709 Commerce Way Philadelphia PA		Pay to: American Express/The Corporat 42 P.O. Box 360001 Fort Lauderdale FL
Invoice: 10289098	Due Date: 11/10/17	Status: Open [SEL=No]
Amount: 1275.75	Expense Date: 12/22/17	Bank: Chk:
Inv Date: 11/10/17	Discount Date:	Paid:
Type: Inventory	Discount Amt:	Date:
P/O: 14244	Discount %:	Check Amt: \$*****0.00
D AMOUNT	CTR ACCOUNT DESCRIPTION	DEPT AMOUNT
	7 2010 UNBILLED INVENTORY	1275.75
		0.00
		0.00
RAC 10308791		
<b>F3-G/L Dist</b>	F4-Pymts	F5-Notes F8-Exit

Several options are available once invoice detail is selected. G/L distribution may be viewed by pressing **F3**. You may scroll through the distributions by pressing **F1** to page forward and **F2** to page back. When finished viewing the G/L distribution, press **F8**.

Vendor: ALMO Distributing 1605 2709 Commerce Way Philadelphia PA		Pay to: American Express/The Corporat 42 P.O. Box 360001 Fort Lauderdale FL	
Invoice: 10			
Amount:	CTR ACCOUNT DESCRIPTION	DEPT	AMOUNT
Inv Date: 11	7 2010 UNBILLED INVENTORY		1275.75
Type: In			0.00
P/O: 1			0.00
			0.00
D AMOUNT			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
RAC 1030			0.00
F1-Fwrđ	F2-Back	<b>F8-Done</b>	

<b>Sel by Due Date</b>	1 Show Dallas 2018	12/17/18 4:02 pm
<b>Vendor: ALMO Distributing</b> 1605 2709 Commerce Way  Philadephia PA		<b>Pay to: American Express/The Corporat</b> 42 P.O. Box 360001  Fort Lauderdale FL
Invoice: 10289098 Amount: 1275.75 Inv Date: 11/10/17 Type: Inventory P/O: 14244	Due Date: 11/10/17 Expense Date: 12/22/17 Discount Date: Discount Amt: Discount %:	Status: Open [SEL=No] Bank: Chk: Paid: Date: Check Amt: \$*****0.00
D AMOUNT	CTR ACCOUNT DESCRIPTION	DEPT AMOUNT
	7 2010 UNBILLED INVENTORY	1275.75
		0.00
		0.00
RAC 10308791		
F3-G/L Dist		F4-Pymts
		F5-Notes
		F8-Exit

The payments associated with the displayed invoice may be viewed by pressing **F4**. This will display the bank number, check number, check date, payment amount, and check status ((P)aid or (V)oided).

<b>Vendor: ALMO Distributing</b> 1605 2709 Commerce Way  Philadephia PA		<b>Pay to: American Express/The Corporat</b> 42 P.O. Box 360001  Fort Lauderdale FL																								
Invoice: 10289098 Amount: 1275.75 Inv Date: 11/10/17 Type: Inventory P/O: 14244	Expe Disco Disc Di	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">BANK</th> <th style="text-align: left;">CHECK</th> <th style="text-align: left;">DATE</th> <th style="text-align: right;">PYMT</th> <th style="text-align: right;">AMOUNT</th> <th style="text-align: left;">S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5</td> <td>2/21/18</td> <td style="text-align: right;">1.00</td> <td></td> <td>P</td> </tr> <tr> <td>1</td> <td>7</td> <td>2/21/18</td> <td style="text-align: right;">1.00</td> <td></td> <td>P</td> </tr> <tr> <td>30</td> <td>456</td> <td>6/21/18</td> <td style="text-align: right;">1516.83</td> <td></td> <td>V</td> </tr> </tbody> </table>	BANK	CHECK	DATE	PYMT	AMOUNT	S	1	5	2/21/18	1.00		P	1	7	2/21/18	1.00		P	30	456	6/21/18	1516.83		V
BANK	CHECK	DATE	PYMT	AMOUNT	S																					
1	5	2/21/18	1.00		P																					
1	7	2/21/18	1.00		P																					
30	456	6/21/18	1516.83		V																					
D AMOUNT	CTR ACCOUNT DES																									
	7 2010 UNB																									
RAC 10308791																										
Press any key to continue																										

<b>Sel by Due Date</b>		<b>1 Show Dallas 2018</b>		<b>12/17/18 4:02 pm</b>	
<b>Vendor: ALMO Distributing</b> 1605 2709 Commerce Way Philadelphia PA			<b>Pay to: American Express/The Corporat</b> 42 P.O. Box 360001 Fort Lauderdale FL		
<b>Invoice: 10289098</b>		<b>Due Date: 11/10/17</b>		<b>Status: Open [SEL=No]</b>	
<b>Amount: 1275.75</b>		<b>Expense Date: 12/22/17</b>		<b>Bank: Chk:</b>	
<b>Inv Date: 11/10/17</b>		<b>Discount Date:</b>		<b>Paid:</b>	
<b>Type: Inventory</b>		<b>Discount Amt:</b>		<b>Date:</b>	
<b>P/O: 14244</b>		<b>Discount %:</b>		<b>Check Amt: \$*****0.00</b>	
<b>D</b>	<b>AMOUNT</b>	<b>CTR</b>	<b>ACCOUNT DESCRIPTION</b>	<b>DEPT</b>	<b>AMOUNT</b>
		7	2010 UNBILLED INVENTORY		1275.75
					0.00
					0.00
<b>RAC 10308791</b>					
<b>F3-G/L Dist</b>		<b>F4-Pymts</b>		<b>F5-Notes</b>	
<b>F8-Exit</b>					

Each invoice may have notes explaining any important details attached to it. These notes may be completely revealed by pressing **F5**. If the notes span more than one page, you may scroll through the notes by pressing **F1** to page forward and **F2** to page back. You may return to the displayed invoice by pressing **F8**.

<b>Vendor: ALMO Distributing</b> 1605 2709 Commerce Way Philadelphia PA			<b>Pay to: American Express/The Corporat</b> 42 P.O. Box 360001 Fort Lauderdale FL																				
<b>Invoice: 10289098</b>		<b>Due Date: 11/10/17</b>		<b>Status: Open [SEL=No]</b>																			
<b>Amount: 1275.75</b>		<b>Expense Date: 12/22/17</b>		<b>Bank: Chk:</b>																			
<b>Inv Date: 11/10/17</b>		<b>Discount Date:</b>		<b>Paid:</b>																			
<table border="1"> <tr> <td colspan="6"><b>RAC 10308791</b></td> </tr> <tr> <td><b>D</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>500</td> </tr> </table>						<b>RAC 10308791</b>						<b>D</b>											500
<b>RAC 10308791</b>																							
<b>D</b>																							
					500																		
<b>F1-Fwrd</b>		<b>F2-Back</b>		<b>F8-Done</b>																			

When you have completed making your selections, press **F8** to return to the menu.

## Printing Checks

You may print checks automatically or manually. No matter which procedure you choose, you will still use the two following modules: Print Preview Check Report (**APPREVUE**) and the actual Print Checks (**APCHECK**) module. To find these two modules, go to the Accounts Payable (**AP**) menu and select Check Menu.

### Print Preview Check Report (APPREVUE)

The A/P Print Preview Check Report provides a listing of all invoices that will be processed when the checks are printed. In order for it to work properly you must fill in the same information as you will when you actually print the checks.

Check Preview Rpt	1 Show Dallas 2018	12/17/18 4:05 pm
Bank:	1	Intrust Bank
Check Number:	1	
Check Date:	12/17/18	
Due Date:		
Discount Date:		
Sort Option:	Vendor Name	
Print Notes:	N	
Vendor Group:		
Printer ID:	LP01	
Control?	No	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     Press F9 when finished entering all parameters                 </div>		
<b>Input the date to be printed on the checks</b>		

#### Bank

The bank account number must be entered and must be a valid bank account on file. If the number is not readily available, enter a few characters of the name and a pop-up window will be provided from which you may select the appropriate bank account. The bank account selected is the bank account from which the funds will be drawn to write the checks in this check run.

#### Check Number

Enter in the next check number. This check number will appear on the first check to be actually printed. The check numbers will be generated sequentially as needed and will appear on the check itself. You must ensure that the check number generated matches the check number pre-printed on the checks. Once you have ran a check run using these programs the system will automatically put the next check number in this field. You will need to override the next check number if you pulled any checks out for a manual run in between system check runs. You are not allowed to reuse check numbers on the same bank. If the range of numbers you are printing includes a duplicate, you will be notified with a message that a duplicate entry exists.

**Check Date**

Enter the check date you want to appear on the check. This will be the date that goes to General Ledger for the bank and A/P trade account reduction.

**Due Date**

The due date field should be used if you want to use the automatic selection by entering the latest due date you want selected for payment. If you have manually selected invoices using the “Select by Due Date” or “Select by Vendor,” you need to leave the due date field blank.

**Discount Date**

Not used.

**Sort Option**

You have two options for the sequence in which the checks will be printed. You may either sort by vendor name or vendor number, whichever is the most convenient for your company.

**Print Notes**

Enter a Yes to print order notes or leave as No to omit notes.

**Vendor Group**

Vendor group is set up within the vendor master file. It was initially designed for companies that had more than one person responsible for check printing. This will then only print checks for vendors that have that vendor group attached to their master file. Another use would be for different types of check runs. For example, you could set up an “INV” vendor group that would only be attached to inventory vendors, so you could have a check run for strictly payment of inventory.

**Printer ID**

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

**Control**

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden. You may also leave this setting as No

Once all parameters are entered, press **F9** to begin the printing process.

The resulting report should match the results if you were to process checks with the same values as supplied.

Date: 5/22/19		A/P Check Preview Report				Page: 1		
Company: 1 Show Dallas 2018								
-----								
VENDOR NAME		NUMBER	CHECK NUMBER	DATE				
Ashley Furniture Industries In One Ashley Way		358	4301	5/22/18				
Arcadia		WI 54612						
INVOICE	INV DATE	DUE DATE	P/O #	GROSS AMT	DISCOUNT	DEDUCTION	NET PAID	
-----								
143212	6/21/18	6/21/18	14313	1516.83			1514.83	
1439061	6/21/18	7/30/18	14309	972.42			966.42	
3581234	6/21/18	6/21/18	14311	796.64			793.64	
			Total:	3285.89	0.00	0.00	3274.89	
RAC National Product Service 5501 Headquarters Drive 3rd Floor East- Product Servic Plano		TX 75024						
INVOICE	INV DATE	DUE DATE	P/O #	GROSS AMT	DISCOUNT	DEDUCTION	NET PAID	
-----								
10289674-0	11/30/18	11/30/18	14164	1980.48			1980.48	
Notes: RACFI 10309074			Total:	1980.48	0.00	0.00	1980.48	
Whirlpool Appliance P.O. Box 915029		TX 75391-5029						
INVOICE	INV DATE	DUE DATE	P/O #	GROSS AMT	DISCOUNT	DEDUCTION	NET PAID	
-----								
349871	6/21/18	6/21/18	14308	2238.60			2237.60	
			Total:	2238.60	0.00	0.00	2237.60	
				GROSS	DISCOUNT	DEDUCTION	NET PAID	
				-----				
Grand Total:				7504.97	0.00	0.00	7492.97	

## Print Checks (APCHECK)

You are asked to specify several parameters when printing checks. These should be filled in exactly as you did when running the Preview Check Report.

<b>Print Checks</b>	<b>1 Show Dallas 2018</b>	<b>12/17/18 4:06 pm</b>
<p><b>Bank: 1 Intrust Bank</b></p> <p><b>Check Number: 0</b></p> <p><b>Check Date: 12/17/18</b></p> <p><b>Due Date:</b></p> <p><b>Discount Date:</b></p> <p><b>Sort Option: Vendor Name</b></p> <p><b>Print Notes: No</b></p> <p><b>Vendor Group:</b></p> <p><b>Printer ID: LP01</b></p> <p><b>Control? No</b></p>		
<p><b>NOTE: The checks must be printed in 80 column mode. Please set the printer to normal print mode!</b></p>		
<p><b>Press F9 when finished entering all parameters</b></p>		
<p><b>Input the beginning check number to be printed</b></p>		

### Bank

The bank account number must be entered and must be a valid bank account on file. If the number is not readily available, enter a few characters of the name and a pop-up window will be provided from which you may select the appropriate bank account. The bank account selected is the bank account from which the funds will be drawn to write the checks in this check run.

### Check Number

Enter in the next check number. This check number will appear on the first check to be actually printed. The check numbers will be generated sequentially as needed and will appear on the check itself. You must ensure that the check number generated matches the check number pre-printed on the checks. Once you have ran a check run using these programs the system will automatically put the next check number in this field. You will need to override the next check number if you pulled any checks out for manual run in between system check runs. You are not allowed to reuse check numbers on the same bank. If the range of numbers you are printing includes a duplicate, you will be notified with a message that a duplicate entry exists.

### Check Date

Enter the check date you want to appear on the check. This will be the date that goes to General Ledger for the bank and A/P trade account reduction.

### Due Date

The due date field should be used if you want to use the automatic selection by entering the latest due date you want selected for payment. If you have manually selected invoices using the "Select by Due Date" or "Select by Vendor," you need to leave the due date field blank.

**Discount Date**

Not used.

**Sort Option**

You have two options for the sequence in which the checks will be printed. You may either sort by vendor name or vendor number, whichever is the most convenient for your company.

**Vendor Group**

Vendor group is set up within the vendor master file. It was initially designed for companies that had more than one person responsible for check printing. This will then only print checks for vendors that have that vendor group attached to their master file. Another use would be for different types of check runs, for example, you could set up an “INV” vendor group that would only be attached to inventory vendors, so you could have a check run for strictly payment of inventory.

**Printer ID**

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

**Control**

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden. You may also leave this setting as No.

Once all parameters are entered, press **F9** to begin the printing process.

<b>Print Checks</b>	<b>1 Show Dallas 2018</b>	<b>12/21/18 9:54 am</b>
---------------------	---------------------------	-------------------------

**Bank:** █ **1**

**Check Number:**

**Check Date:** 12/21/18

**Due Date:**

**Discount Date:**

**Sort Option:** Vendor Name

**Print Notes:** No

**Vendor Group:**

**Printer ID:** LP01

**Control?** No

**NOTE: The checks must be printed in 80 column mode. Please set the printer to normal print mode!**

**Press F9 when finished entering all parameters**

**Input the bank number or a few characters of the name**

You are then given an opportunity to print a dummy check in order to test the alignment. Please note that you are going to void a check if you test the alignment. The voided check will be entered in the check register to provide a full audit of the checks that were processed. Testing the printer alignment is a beneficial process if you are unsure of the proper setting for the checks on the printer. The system doesn't print the dummy check until you say "N" to the print test check question. If you feel more comfortable with two dummy checks, enter "Y" twice to the test question and then press **ENTER**. This will print two dummy checks before beginning the actual check run. Eventually, you will become more comfortable with loading the checks and not need to print the alignment check. A message will display on the bottom line of the screen letting you know that the checks are being processed.

If you are printing AP checks using a Brother Printer:

- **Manual Feed Tray** - Order checks "Face Up" in sequential order (place checks in the manual feed tray face up, top check feeds first, checks in normal order).
- **Bottom Tray** - Order checks "Face Down" in reverse sequence (put checks in the tray face down and the numbers in reverse order).

<b>Print Checks</b>	<b>1 Show Dallas 2018</b>	12/21/18 1:44 pm																														
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Bank:</td> <td style="width: 10%;">1</td> <td style="width: 70%;">Intrust Bank</td> </tr> <tr> <td>Check Number:</td> <td>5</td> <td></td> </tr> <tr> <td>Check Date:</td> <td>2/21/18</td> <td></td> </tr> <tr> <td>Due Date:</td> <td></td> <td></td> </tr> <tr> <td>Discount Date:</td> <td></td> <td></td> </tr> <tr> <td>Sort Option:</td> <td colspan="2">Vendor Name</td> </tr> <tr> <td>Print Notes:</td> <td colspan="2">No</td> </tr> <tr> <td>Vendor Group:</td> <td colspan="2"></td> </tr> <tr> <td>Printer ID:</td> <td colspan="2">LP01</td> </tr> <tr> <td>Control?</td> <td colspan="2">No</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;"> <p><b>NOTE: The checks must be printed in 80 column mode. Please set the printer to normal print mode!</b></p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;"> <p><b>Press F9 when finished entering all parameters</b></p> </div>			Bank:	1	Intrust Bank	Check Number:	5		Check Date:	2/21/18		Due Date:			Discount Date:			Sort Option:	Vendor Name		Print Notes:	No		Vendor Group:			Printer ID:	LP01		Control?	No	
Bank:	1	Intrust Bank																														
Check Number:	5																															
Check Date:	2/21/18																															
Due Date:																																
Discount Date:																																
Sort Option:	Vendor Name																															
Print Notes:	No																															
Vendor Group:																																
Printer ID:	LP01																															
Control?	No																															
<p><b>Do you want to print a void check to test printer alignment? <span style="border: 1px solid black; padding: 0 2px;">N</span></b></p>																																

<b>Print Checks</b>	<b>1 Show Dallas 2018</b>	<b>12/21/18 1:44 pm</b>
<b>Bank:</b> █ <b>1</b>	<b>Intrust Bank</b>	
<b>Check Number:</b> <b>5</b>		<b>NOTE:</b> The checks must be printed in 80 column mode. Please set the printer to normal print mode!
<b>Check Date:</b> <b>2/21/18</b>		
<b>Due Date:</b>		
<b>Discount Date:</b>		
<b>Sort Option:</b> Vendor Name		
<b>Print Notes:</b> No		
<b>Vendor Group:</b>		<b>Press F9 when finished entering all parameters</b>
<b>Printer ID:</b> LP01		
<b>Control?</b> No		
<b>Input the bank number or a few characters of the name</b>		

If something goes wrong during the course of printing checks (e.g., the printer jams), you have the option of voiding any bad checks. When all of the checks are printed, you will be asked if everything went alright.

<b>Print Checks</b>	<b>1 Show Dallas 2018</b>	<b>12/21/18 1:52 pm</b>
<b>Bank:</b>	<b>1</b>	<b>Intrust Bank</b>
<b>Check Number:</b>	<b>6</b>	<div style="border: 1px solid black; padding: 5px;"> <p><b>NOTE:</b> The checks must be printed in 80 column mode. Please set the printer to normal print mode!</p> </div>
<b>Check Date:</b>	<b>2/21/18</b>	
<b>Due Date:</b>		
<b>Discount Date:</b>		
<b>Sort Option:</b>	<b>Vendor Name</b>	
<b>Print Notes:</b>	<b>No</b>	
<b>Vendor Group:</b>		
<b>Printer ID:</b>	<b>LP01</b>	
<b>Control?</b>	<b>No</b>	
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p><b>Press F9 when finished entering all parameters</b></p> </div>		
<div style="border: 2px solid orange; padding: 5px; margin: 10px auto; width: 80%;"> <p><b>Did all of the checks print alright? <input checked="" type="checkbox"/></b></p> </div>		

If all of the checks printed fine, you should enter a (Y)es. If all checks printed correctly, and one or more of the checks required a supplemental list of invoices that did not fit on the check itself, you will be asked if you are ready to print that list. You will want to remove checks from the printer and feed regular paper back into printer before saying yes to print supplemental list.

If all of the checks did not print correctly, you should enter a (N)o. You will then be given the opportunity to void any misprinted checks. You will automatically be brought to a void check screen.

<b>Print Checks</b>	<b>1 Show Dallas 2018</b>	<b>12/21/18 1:46 pm</b>
<p><b>Beginning Bad Check: █ 5</b>  <b>Ending Bad Check: 5</b></p>		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p><b>Press F9 when finished entering all parameters</b></p> </div>		
<p><b>Input the first check number to be voided</b></p>		

By specifying beginning and ending check numbers, you will void an entire block of checks. It will only allow you to void check numbers that were assigned to this check run. Once you have entered in the check numbers to be voided, press **F9**. It will void the checks and then take you back to the menu. The invoices that were on the voided checks will be reinstated to an (O)pen status and remain selected for payment for the next check run. Sometimes it might be necessary to void several blocks of bad checks. In this instance, pick the largest block during the regular check process and then manually void the rest using the Void Check (**APVOID**) module.

**List Checks (APCHKLST)**

You may list all check numbers that have been used by the system.

<b>List A/P Checks</b>	<b>1 Show Dallas 2018</b>	<b>12/17/18 4:31 pm</b>
<p><b>Starting Bank:</b> █                      <b>Check:</b></p>		
<p><b>Input the starting bank number</b></p>		

**Starting Bank**

Enter the bank number you would like to list or leave blank to start from the beginning of the file.

**Check**

Enter the check number you would like to start viewing or leave blank to start from the beginning of the file.

Press **F1** to page forward and **F2** to page back.

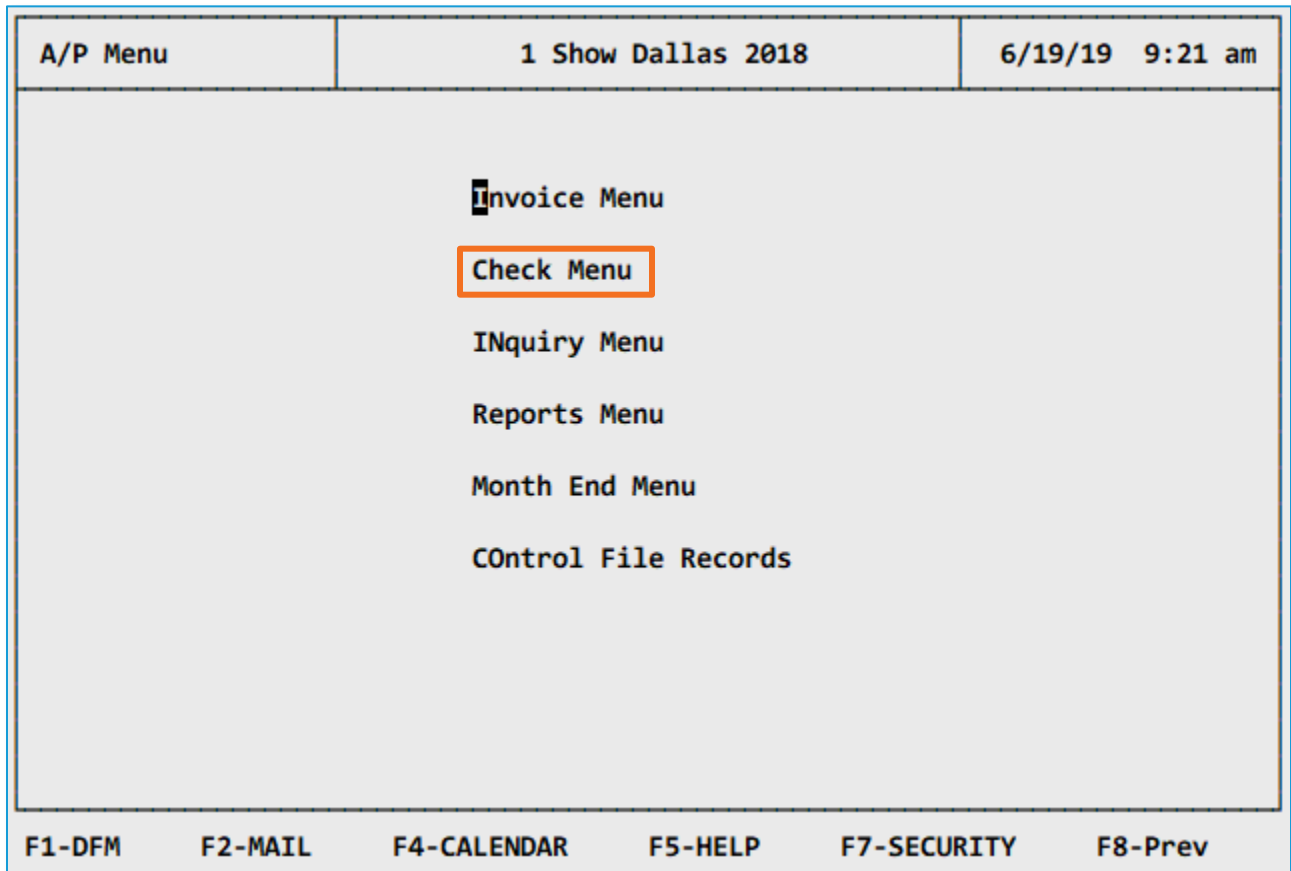
The listing shows the bank number, check number, vendor number, vendor name, check date, check amount, check status ((P)aid or (V)oided), and date cleared if using the bank reconciliation programs.

<b>List A/P Checks</b>	<b>1 Show Dallas 2018</b>	<b>9/25/19 12:35 pm</b>				
<b>BANK</b>	<b>CHECK</b>	<b>NAME</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>S</b>	<b>CLEARED</b>
30	15910	791 Whirlpool Appliance	7/31/18	***2,388.60	P	
30	16350	1589 4D Insurance Agency,	8/12/18	***1,246.03	P	
30	16351		11/05/18	*****0.00	V	11/05/18
30	16352		11/05/18	*****0.00	V	11/05/18
30	16353	579 RAC National Product	11/05/18	***1,980.48	P	
<b>F1-Next Page</b>		<b>F2-Prev Page</b>		<b>F10-Exit</b> █		

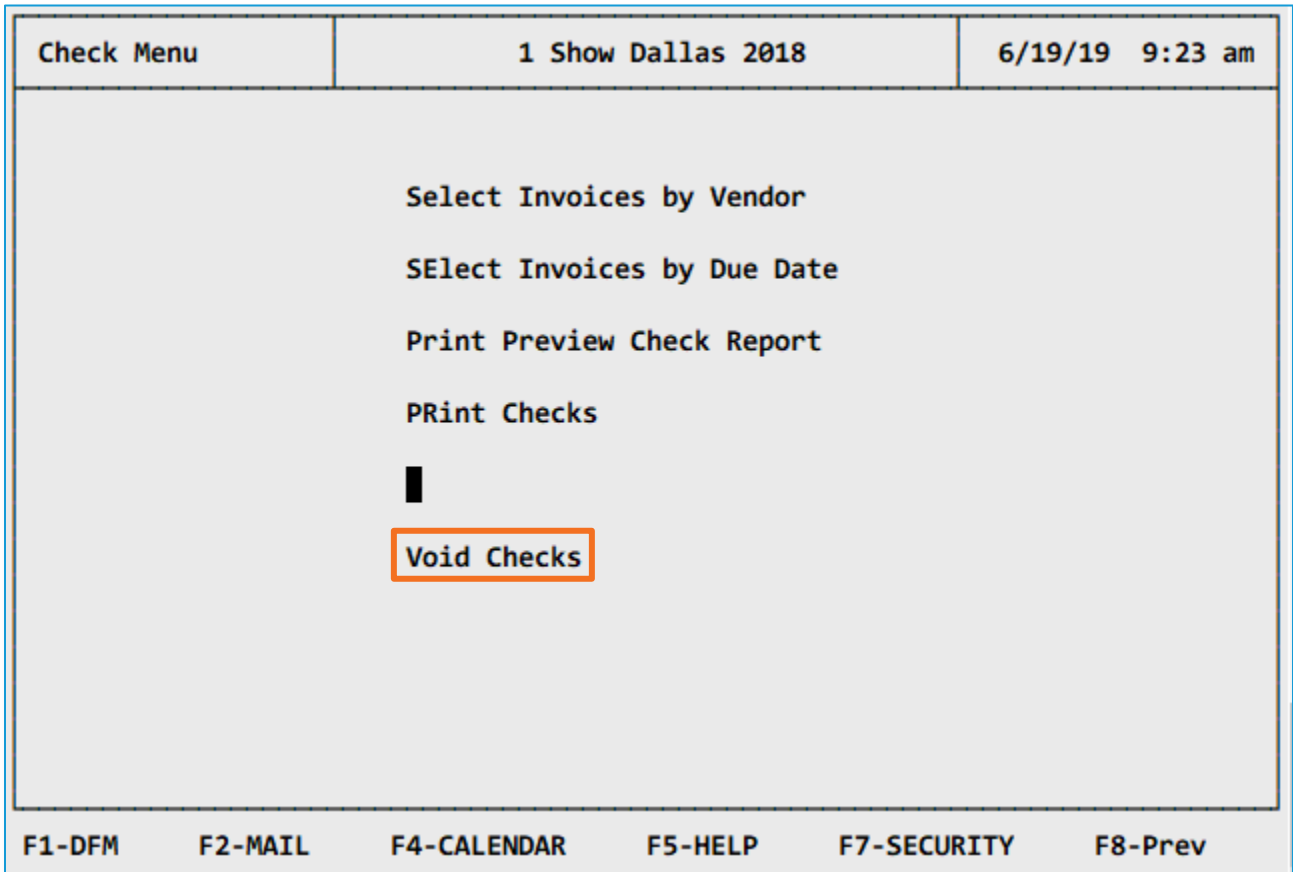
## Void Checks (APVOID)

There are two types of checks that can be voided: checks assigned to vendors and checks that were never assigned or zero amount checks. The same module is used for handling both types of checks.

Go to the Accounts Payable (AP) menu by pressing **F10** and using the **AP** module. Select **Check Menu**.



Select Void Checks.



**Voiding a Zero Amount Check**

Void Checks	1 Show Dallas 2018	1/01/18- 6/30/18
<div data-bbox="233 415 561 512" style="border: 2px solid red; padding: 5px;"> <p>Bank: <input type="text"/></p> <p>Check Number: <input type="text"/></p> </div>		
<p><b>Input the bank number or a few characters of the name</b></p>		

**Bank**  
Enter the bank number or select the bank from a pop-up window.

**Check Number**  
Enter the check number to be voided.

If the check number that you entered is not currently on file to a vendor, it is assumed that you would like to void a check that has not been used already. These checks are referred to as zero amount checks, since they have no dollar amount associated with them. Although you do not have to enter these checks, it is suggested that you do since the check register will contain a sequential list of all checks. This will make auditing much easier.

Void Checks	1 Show Dallas 2018	1/01/18- 6/30/18
Bank:	99	AMEX
Check Number:	1	
Was this a zero amount check? <input type="checkbox"/>		

You will be prompted for the date that will be entered in the check register as the void date for the check.

Void Checks	1 Show Dallas 2018	1/01/18- 6/30/18
Bank:	99	AMEX
Check Number:	1	
Input the date for the check register: <input type="text" value="12/17/18"/>		

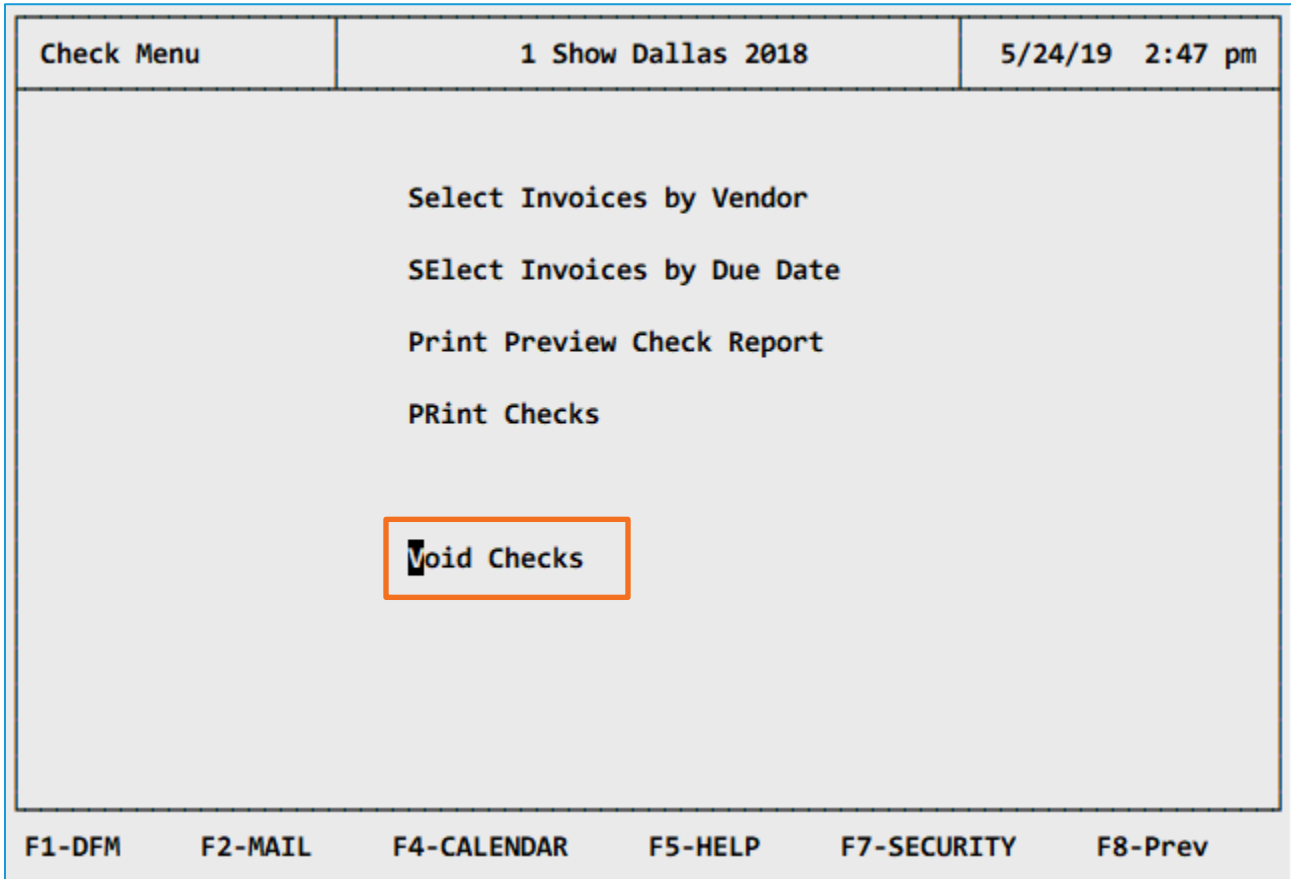
<b>Void Checks</b>	<b>1 Show Dallas 2018</b>	<b>1/01/18- 6/30/18</b>
<b>Bank:</b>	<b>99</b>	<b>AMEX</b>
<b>Check Number:</b>	<b>1</b>	
<div style="border: 1px solid orange; padding: 5px; display: inline-block;"> <b>Check number 1 was voided.</b> </div>		
<b>Press any key to continue</b> █		

If the check is a zero amount check and you respond with a **(Y)es**, a message will be displayed letting you know that the voided check has been accepted. A **(N)o** answer will not void the check and will let you enter a new bank number and check number to be voided.

Checks that have been printed or entered manually follow a slightly different procedure. In order to void a check with a dollar amount associated with it, you must answer a few additional questions. Press any key to continue, and this puts you back on the **APVOID** module.

### Voiding a Check with a Dollar Amount(s)

Select **Check Menu** then **Void Checks**, or press **F10** to use the Void Checks module (APVOID).



Input your bank number and specific check number to re-open.

Void Checks	1 Show Dallas 2018	5/01/18-12/31/18		
<table><tr><td data-bbox="207 401 581 499"><b>Bank:</b> 30 <b>Check Number:</b> 15906</td><td data-bbox="706 415 1075 449">Ameris Bank - Operating</td></tr></table>			<b>Bank:</b> 30 <b>Check Number:</b> 15906	Ameris Bank - Operating
<b>Bank:</b> 30 <b>Check Number:</b> 15906	Ameris Bank - Operating			
<b>Input the check number to be voided</b>				

Validate the vendor, check date, and check amount to ensure that this is the check that you want to “void.” Enter **(Y)es** to the question if you wish to void this check. Otherwise, enter **(N)o** to re-enter a new bank and check number.

Void Checks	1 Show Dallas 2018	5/01/18-12/31/18
<p>Bank: 30 Ameris Bank - Operating Check Number: 15906</p> <p>Vendor: Whirlpool Appliance</p> <p>Date: 6/21/18</p> <p>Amount: \$**2,238.60</p>		
<p>Is this the check to be voided? <input type="text" value="N"/></p>		

If you entered (Y)es to the “Is this the check to be voided?” question, then the “current date” will display as the effective date of the voided check. This is a date that you can update. It will also display the message to let you know that Inventory Invoices will be changed to an OPEN status. To correct an inventory invoice, you can enter a credit memo.

<b>Void Checks</b>	<b>1 Show Dallas 2018</b>	<b>5/01/18-12/31/18</b>
<p><b>Bank: 30 Ameris Bank - Operating</b></p> <p><b>Check Number: 15906</b></p> <p><b>Vendor: Whirlpool Appliance</b></p> <p><b>Date: 6/21/18</b></p> <p><b>Amount: \$**2,238.60</b></p> <p><b>Effective: 6/19/18</b></p> <p><b>Delete Inv? N</b></p> <p><b>NOTE: Inventory Invoice Status may not be DELETED. Will be changed to OPEN. Consider entering a credit invoice instead.</b></p> <p><b>Input (Y)es to delete the vendor invoice</b></p>		

We can change the “effective” date to be in the correct date range, as seen in the upper right-hand corner. We are changing the effective date to 6/19/18.

Enter **(Y)es** in the Delete Inv? field and you will be asked if you would like to view the invoices that are tied to this check.

Void Checks	1 Show Dallas 2018	5/01/18-12/31/18
Bank: 30 Ameris Bank - Operating		
Check Number: 15906		
Vendor: Whirlpool Appliance		
Date: 6/21/18		
Amount: \$**2,238.60		
Effective: 6/19/18		
Delete Inv? <input type="text" value="N"/>		<b>NOTE:</b> Inventory Invoice Status may not be DELETED. Will be changed to OPEN. Consider entering a credit invoice instead.
Input (Y)es to delete the vendor invoice		

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Enter **(L)ist** for a list of invoices tied to the check so that you can view them, or enter **(Y)es** to immediately void the check. If you enter **(Y)es**, there will not be a display of the invoices.

Void Checks	1 Show Dallas 2018	5/01/18-12/31/18
<p>Bank: 30 Ameris Bank - Operating            Check Number: 15906</p> <p>Vendor: Whirlpool Appliance</p> <p>Date: 6/21/18</p> <p>Amount: \$**2,238.60</p> <p>Effective: 6/19/18</p> <p>Delete Inv? Y</p> <p>NOTE: Inventory Invoice Status may not be DELETED. Will be changed to OPEN. Consider entering a credit invoice instead.</p>		
<p>Enter L for list of invoices or Y to Void the check: █</p>		

If you had entered **(L)ist** for a list of the invoices, then you will receive this display of the invoices and what “type” of invoice they are:

Void Checks	1 Show Dallas 2018	5/01/18-12/31/18												
Check	<table border="1"> <tr> <td>LIST OF INVOICES FOR CHECK</td> <td>15906</td> <td></td> </tr> <tr> <td>INVOICE NUMBER</td> <td>TYPE</td> <td>VENDOR</td> </tr> <tr> <td>349871</td> <td>INVENTORY</td> <td>791</td> </tr> <tr> <td></td> <td></td> <td>EOF</td> </tr> </table>		LIST OF INVOICES FOR CHECK	15906		INVOICE NUMBER	TYPE	VENDOR	349871	INVENTORY	791			EOF
LIST OF INVOICES FOR CHECK	15906													
INVOICE NUMBER	TYPE	VENDOR												
349871	INVENTORY	791												
		EOF												
Eff														
Dele														
	<table border="1"> <tr> <td>Inventory Invoice status will be changed to 'OPEN' status</td> </tr> <tr> <td>Non-Inventory Invoice status will be changed to 'DELETED' status</td> </tr> </table>		Inventory Invoice status will be changed to 'OPEN' status	Non-Inventory Invoice status will be changed to 'DELETED' status										
Inventory Invoice status will be changed to 'OPEN' status														
Non-Inventory Invoice status will be changed to 'DELETED' status														
F1-Forward	F2-Back	F10-Exit												

In the invoice list, any Inventory Invoices will be marked as an OPEN status and any Non-Inventory Invoices will be marked as a DELETED status.

Press **F10** to exit, and the screen will take you back to the Void Checks screen. It will ask, “Do you still want to VOID check and delete invoice?” (i.e., re-open the Inventory Invoices).

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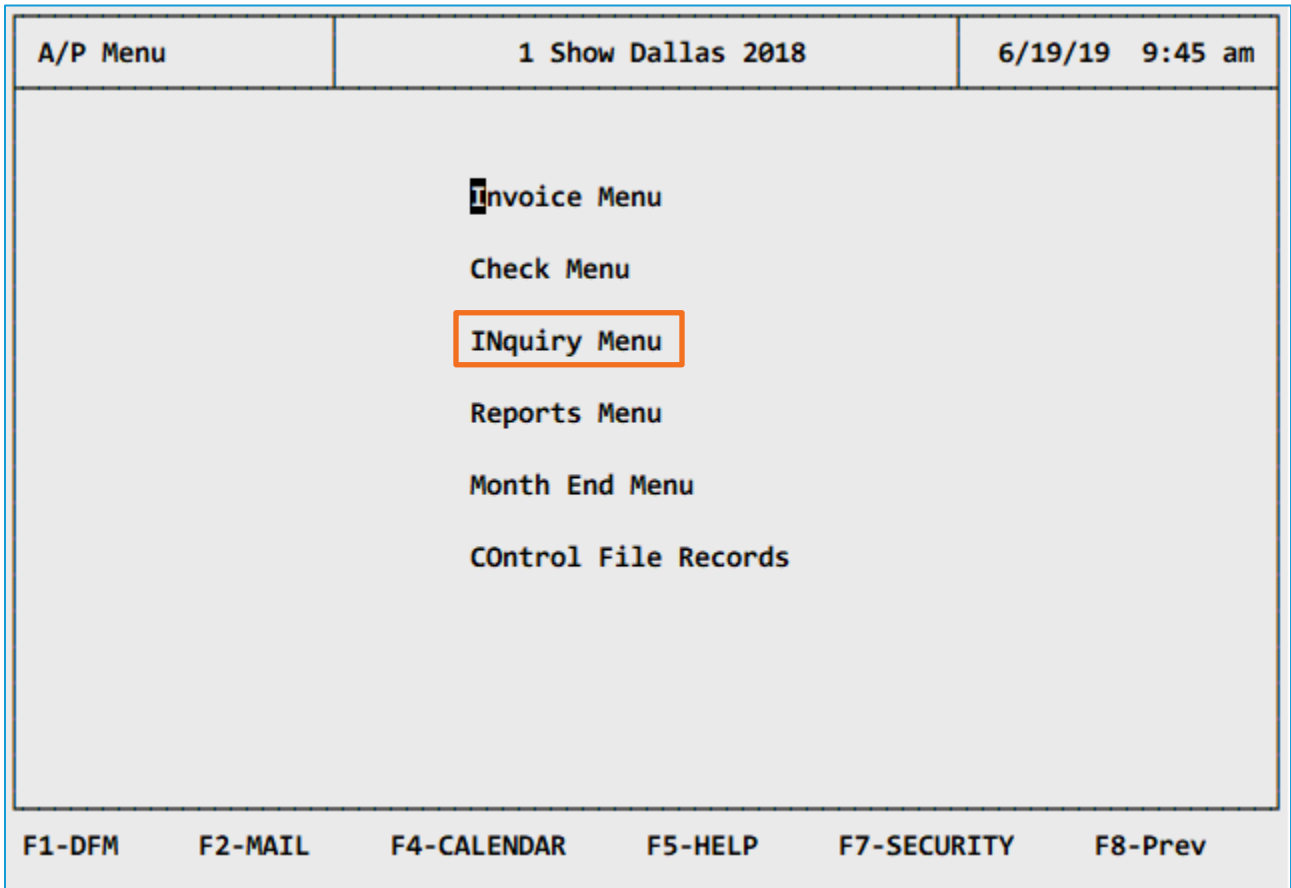
Enter **(Y)es** to this question, and the Inventory Invoices will be marked as an OPEN status. The check will be marked as voided. Any Non-Inventory Invoices will be marked as a DELETED status.

If you entered **(N)o**, then the invoices will still be marked PAID, and the check will still be valid.

Void Checks	1 Show Dallas 2018	5/01/18-12/31/18
<p>Bank: 30 Ameris Bank - Operating</p> <p>Check Number: 15906</p> <p>Vendor: Whirlpool Appliance</p> <p>Date: 6/21/18</p> <p>Amount: <del>\$\$\$2,238.60</del></p> <p>Effective: 6/19/18</p> <p>Delete Inv? Y</p> <p>NOTE: Inventory Invoice Status may not be DELETED. Will be changed to OPEN. Consider entering a credit invoice instead.</p>		
<p>Do you still want to VOID check and delete invoice? <b>N</b></p>		

To review the check that you voided, list your checks to see its status.

Go back to the A/P Menu (AP) and select **Inquiry Menu** to display your voided check.



Select List Checks.

Inquiry Menu	1 Show Dallas 2018	6/19/19 10:15 am			
<p>Show Invoice Detail</p> <p>AP Inventory</p> <p>List Invoices by Vendor</p> <p>Vendor Statistics</p> <p><b>List Checks</b></p>					
F1-DFM	F2-MAIL	F4-CALENDAR	F5-HELP	F7-SECURITY	F8-Prev

Input the bank number and check number.

<b>List A/P Checks</b>	<b>1 Show Dallas 2018</b>	<b>6/19/19 10:16 am</b>
<p><b>Starting Bank:</b> <input data-bbox="430 394 597 457" type="text"/> <b>Check:</b> <input data-bbox="730 394 898 457" type="text"/></p>		
<p><b>Input the starting bank number</b></p>		

The example voided check was bank code 30 and check number 15906. If you do not enter a check number, it will start with the first check for this bank and display a list of checks.

<b>List A/P Checks</b>	<b>1 Show Dallas 2018</b>	<b>6/19/19 10:16 am</b>
<p><b>Starting Bank: 30      Check: 15906</b></p>		
<p><b>Input the starting check number</b></p>		

After entering the check number, press **ENTER**.

You will receive a list of A/P Checks in numerical order, starting with the check number you listed. Press **F1** to go forward in the list, and press **F2** to go back.

List A/P Checks		1 Show Dallas 2018				6/19/19 10:16 am	
BANK	CHECK	NAME	DATE	AMOUNT	S	CLEARED	
30	15906	791 Whirlpool Appliance	6/21/18	***2,238.60	V		
30	36154	1323 May Day Festival	3/06/15	****350.00	V	3/06/15	
30	40043	40 Consolidated Ace Har	5/07/15	*****8.35	V	5/07/15	
30	40095	79 Rhonda Skipper, Tax	6/01/15	****46.10	V	6/01/15	
30	40112	922 Texas Capital Bank	6/01/15	*67,000.00	V	6/01/15	
30	50008	1452 American Heritage Li	7/01/15	****427.64	P	7/31/15	
30	50009	395 City of Milton	7/01/15	****130.96	P	7/31/15	
30	50010	1352 Coast To Coast Compu	7/01/15	****477.94	P	7/31/15	
30	50011	40 Consolidated Ace Har	7/01/15	****508.90	V		
30	50012	415 Four Seasons Air Con	7/01/15	*****58.00	V		
30	50013	113 Georgia E. B. Pannel	7/01/15	**1,725.00	P	7/31/15	
30	50014	175 High Touch, Inc.	7/01/15	**2,182.32	P	7/31/15	
30	50015	1439 Humana	7/01/15	****977.96	P	7/31/15	
30	50016	1515 InnerWorkings	7/01/15	****255.18	P	7/31/15	
30	50017	32 National Tire Broker	7/01/15	****49.21	P	7/31/15	
30	50018	1512 OneSource IML	7/01/15	****87.02	P	7/31/15	
30	50019	1496 Panhandle Alarm	7/01/15	****45.00	P	7/31/15	

F1-Next Page                                  F2-Prev Page                                  F10-Exit █

You will see the bank number, check number, vendor number, vendor name, voided date, and the check amount, as well as the status of the check: **(V)oided**.

In this example, it was invoice 349871 for the vendor Whirlpool Appliance with a status now of “OPEN.” The invoices can be selected to be paid on a new check run. You can enter manual information to mark the invoice(s) as paid, or you can do what you were going to perform with these invoices, since they now are in an “OPEN” status.

**Voiding a Check with a Mixture of Paid, Inventory, and Non-Inventory Invoices**

Select A/P Menu (AP), Check Menu, and Void Checks, or press **F10** to use the Void Checks module (APVOID).

Input your bank number and specific check number to re-open.

<b>Void Checks</b>	<b>1 Show Dallas 2018</b>	<b>5/01/18-12/31/18</b>
<div style="border: 1px solid orange; padding: 5px; display: inline-block; margin-bottom: 10px;"> <p><b>Bank: 30</b></p> <p><b>Check Number: 15908</b></p> </div> <p style="margin-left: 100px;"><b>Ameris Bank - Operating</b></p>		
<p><b>Input the check number to be voided</b></p>		

Validate that the vendor, check date, and check amount are correct for the check you want to “void.” Enter **(Y)es** to the question if you wish to void this check. Otherwise, enter **(N)o** to re-enter a new bank and check number.

Void Checks	1 Show Dallas 2018	5/01/18-12/31/18
Bank:	30	Ameris Bank - Operating
Check Number:	15908	
Vendor:	Whirlpool Appliance	
Date:	6/20/18	
Amount:	\$****445.00	
Is this the check to be voided? <input type="text" value="N"/>		

If you entered (Y)es to the “Is this the check to be voided?” question, then the “current date” will display as the effective date of the voided check. This is a date that you can update. It will also display the message to let you know that Inventory Invoices will be changed to an “OPEN” status. To correct an Inventory Invoice, you can enter a credit memo.

<b>Void Checks</b>	<b>1 Show Dallas 2018</b>	<b>5/01/18-12/31/18</b>
<p><b>Bank: 30 Ameris Bank - Operating</b></p> <p><b>Check Number: 15908</b></p> <p><b>Vendor: Whirlpool Appliance</b></p> <p><b>Date: 6/20/18</b></p> <p><b>Amount: \$****445.00</b></p> <p><b>Effective: 6/21/18</b></p> <p><b>Delete Inv? Y</b></p>		
<p><b>NOTE: Inventory Invoice Status may not be DELETED. Will be changed to OPEN. Consider entering a credit invoice instead.</b></p>		
<p><b>Enter L for list of invoices or Y to Void the check: █</b></p>		

We can change the date to be in the correct date range, as shown in the upper right-hand corner. We are changing to the effective date to be 6/21/18.

Enter **(Y)es** in the Delete Inv? field and you will be asked if you would like to view the invoices that are tied to this check.

Void Checks	1 Show Dallas 2018	5/01/18-12/31/18
Bank: 30 Ameris Bank - Operating		
Check Number: 15908		
Vendor: Whirlpool Appliance		
Date: 6/20/18		
Amount: \$****445.00		
Effective: 6/21/18		
Delete Inv? <input type="checkbox"/>		<b>NOTE:</b> Inventory Invoice Status may not be DELETED. Will be changed to OPEN. Consider entering a credit invoice instead.
Input (Y)es to delete the vendor invoice		

Enter **(L)ist** for a list of invoices tied to the check so that you can view them or enter **(Y)es** to immediately void the check. If you enter **(Y)es**, there will not be a display of the invoices.

Void Checks	1 Show Dallas 2018	5/01/18-12/31/18
<p>Bank: 30 Ameris Bank - Operating            Check Number: 15908</p> <p>Vendor: Whirlpool Appliance</p> <p>Date: 6/20/18</p> <p>Amount: \$****445.00</p> <p>Effective: 6/21/18</p> <p>Delete Inv? Y</p> <p>NOTE: Inventory Invoice Status may not be DELETED. Will be changed to OPEN. Consider entering a credit invoice instead.</p>		
<p>Enter L for list of invoices or Y to Void the check: █</p>		

If you had entered **(L)ist** for a list of the invoices, then you will receive this display of the invoices and what “type” of invoice they are:

Void Checks	1 Show Dallas 2018	5/01/18-12/31/18																				
Check	<table border="1"> <thead> <tr> <th>LIST OF INVOICES FOR CHECK</th> <th>15908</th> </tr> <tr> <th>INVOICE NUMBER</th> <th>TYPE</th> <th>VENDOR</th> </tr> </thead> <tbody> <tr> <td>91502960</td> <td>INVENTORY</td> <td>791</td> </tr> <tr> <td>PALLETS10</td> <td>NON-INVENTORY</td> <td>791</td> </tr> <tr> <td>HOSES1235</td> <td>NON-INVENTORY</td> <td>791</td> </tr> <tr> <td>BOXPAD39</td> <td>NON-INVENTORY</td> <td>791</td> </tr> <tr> <td></td> <td></td> <td>EOF</td> </tr> </tbody> </table>		LIST OF INVOICES FOR CHECK	15908	INVOICE NUMBER	TYPE	VENDOR	91502960	INVENTORY	791	PALLETS10	NON-INVENTORY	791	HOSES1235	NON-INVENTORY	791	BOXPAD39	NON-INVENTORY	791			EOF
LIST OF INVOICES FOR CHECK	15908																					
INVOICE NUMBER	TYPE	VENDOR																				
91502960	INVENTORY	791																				
PALLETS10	NON-INVENTORY	791																				
HOSES1235	NON-INVENTORY	791																				
BOXPAD39	NON-INVENTORY	791																				
		EOF																				
Eff																						
Dele																						
	<table border="1"> <tbody> <tr> <td>Inventory Invoice status will be changed to 'OPEN' status</td> </tr> <tr> <td>Non-Inventory Invoice status will be changed to 'DELETED' status</td> </tr> </tbody> </table>		Inventory Invoice status will be changed to 'OPEN' status	Non-Inventory Invoice status will be changed to 'DELETED' status																		
Inventory Invoice status will be changed to 'OPEN' status																						
Non-Inventory Invoice status will be changed to 'DELETED' status																						
F1-Forward	F2-Back	F10-Exit																				

Press **F1** to page forward if you have more invoices to display. Press **F2** to page back to the previous page of invoices. This tells you that the Non-Inventory Invoices will be marked as a DELETED status and the Inventory Invoices will be marked as an OPEN status if you continue with “voiding” this check.

Press **F10** to exit, and the screen will take you back to the Void Checks screen. It will ask, “Do you still want to VOID check and delete invoice?” (i.e., re-open the Inventory Invoices).

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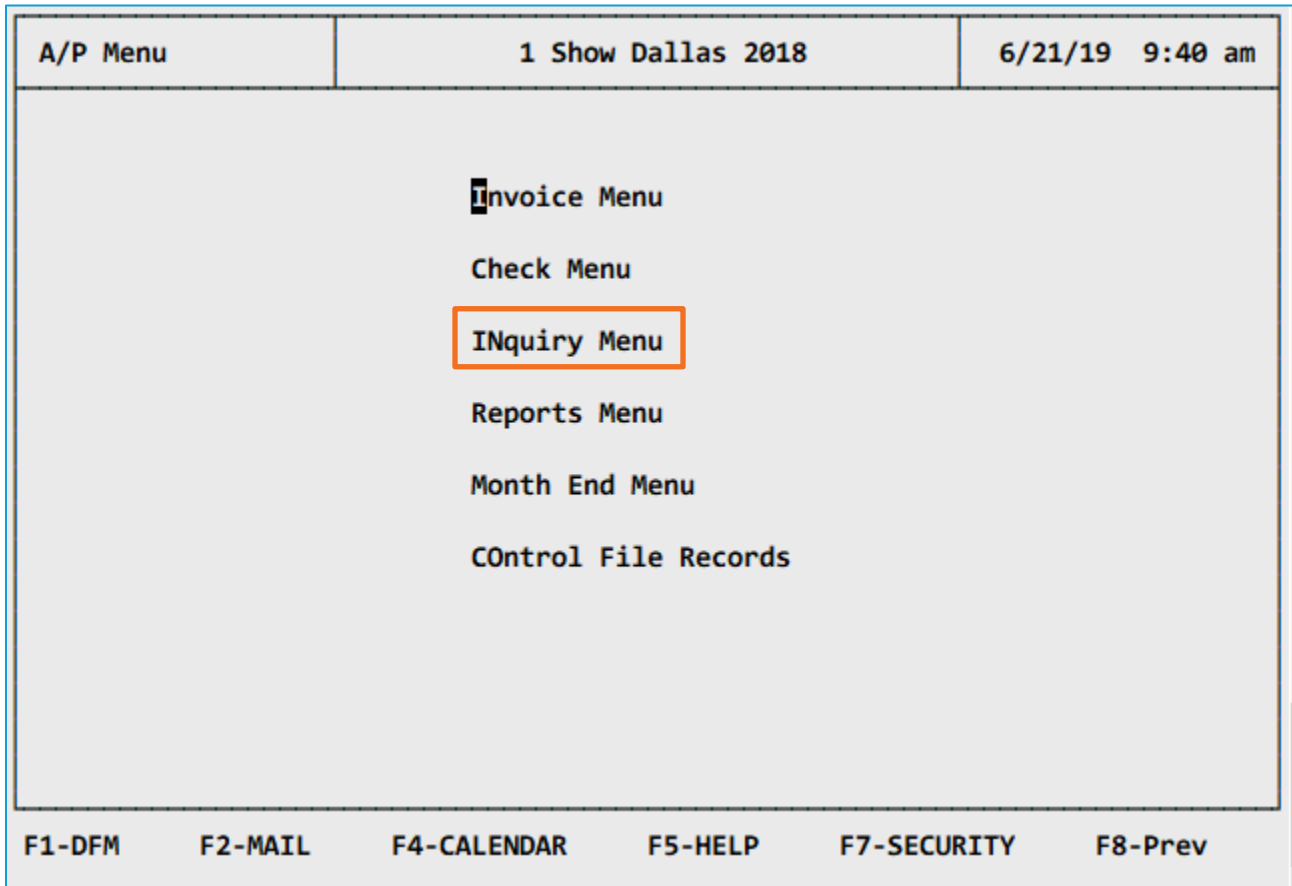
Enter **(Y)es** to this question, and the Inventory Invoices will be marked as an OPEN status. The check will be marked as voided. Any Non-Inventory Invoices will be marked as a DELETED status.

If you entered **(N)o**, then the invoices will still be marked PAID, and the check will still be valid.

Void Checks	1 Show Dallas 2018	5/01/18-12/31/18
<p>Bank: 30 Ameris Bank - Operating                      Check Number: 15908</p> <p>Vendor: Whirlpool Appliance</p> <p>Date: 6/20/18</p> <p>Amount: \$****445.00</p> <p>Effective: 6/21/18</p> <p>Delete Inv? Y</p> <p>NOTE: Inventory Invoice Status may not be DELETED. Will be changed to OPEN. Consider entering a credit invoice instead.</p>		
<p>Do you still want to VOID check and delete invoice? <input type="text" value="N"/></p>		

To review the check that you voided, list your checks to see its status.

Go back to the A/P Menu (AP) and select **Inquiry Menu** to display your voided check.



Select List Checks.

Inquiry Menu	1 Show Dallas 2018	6/21/19 9:41 am			
<p>Show Invoice Detail</p> <p>AP Inventory</p> <p>List Invoices by Vendor</p> <p>Vendor Statistics</p> <p><b>List Checks</b></p>					
F1-DFM	F2-MAIL	F4-CALENDAR	F5-HELP	F7-SECURITY	F8-Prev

Input your bank number and check number.

List A/P Checks	1 Show Dallas 2018	6/21/19 9:43 am
<p>Starting Bank: <input data-bbox="425 401 596 468" type="text"/> Check: <input data-bbox="727 401 898 468" type="text"/></p>		
<p>Input the starting bank number</p>		

The example voided check was bank code 30 and check number 15908. If you do not enter a check number, it will start with the first check for this bank and display a list of checks.

<b>List A/P Checks</b>	<b>1 Show Dallas 2018</b>	<b>6/21/19 9:43 am</b>
<b>Starting Bank: 30      Check: 15908</b>		
<b>Input the starting check number</b>		

Press **ENTER**.

You will receive a list of A/P Checks in numerical order, starting with the check number you entered.

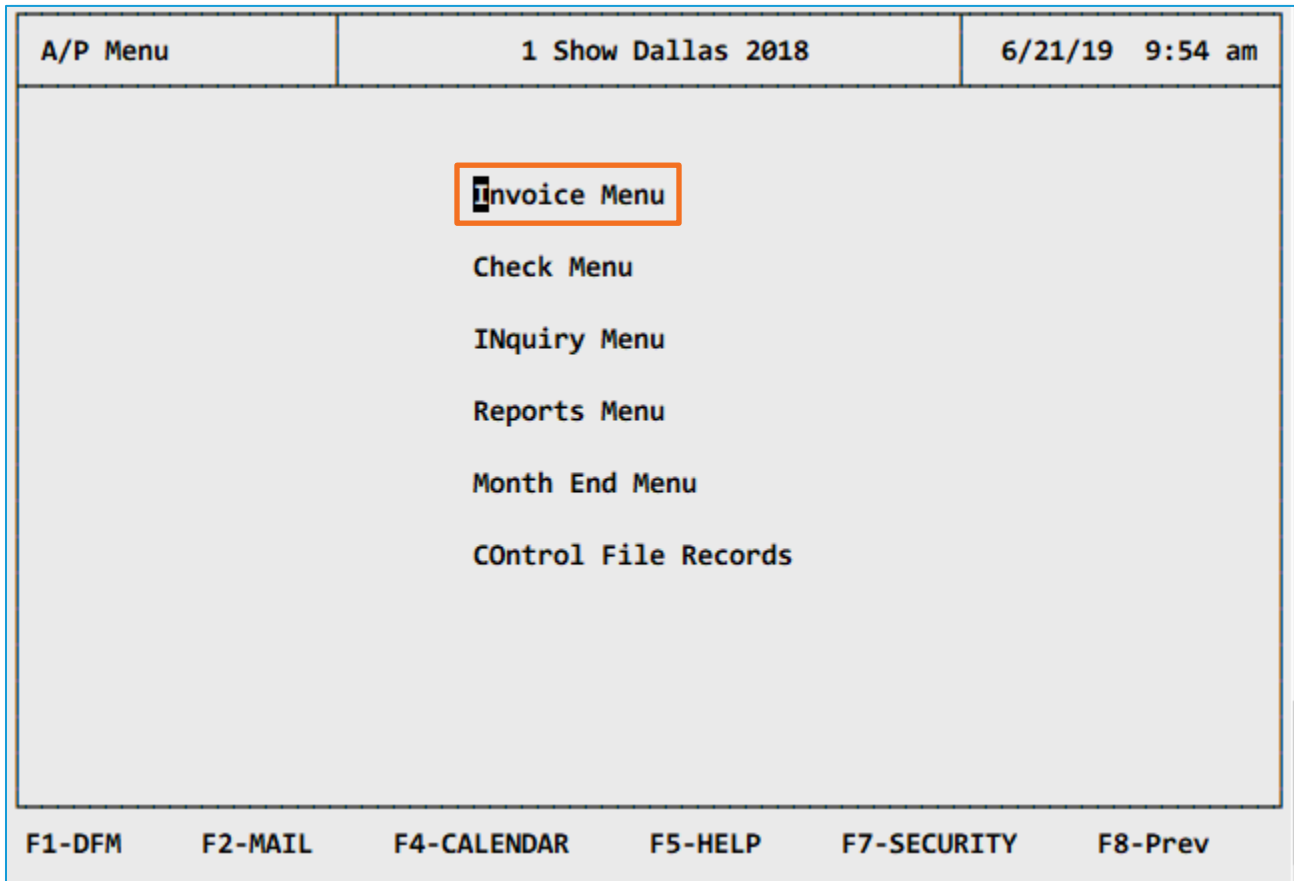
List A/P Checks		1 Show Dallas 2018			6/21/19 9:43 am	
BANK	CHECK	NAME	DATE	AMOUNT	S	CLEARED
30	15908	791 Whirlpool Appliance	6/20/18	\$****445.00	V	
30	36154	1323 May Day Festival	3/06/15	\$****350.00	V	3/06/15
30	40043	40 Consolidated Ace Har	5/07/15	\$*****8.35	V	5/07/15
30	40095	79 Rhonda Skipper, Tax	6/01/15	\$****46.10	V	6/01/15
30	40112	922 Texas Capital Bank	6/01/15	\$*67,000.00	V	6/01/15
30	50008	1452 American Heritage Li	7/01/15	\$****427.64	P	7/31/15
30	50009	395 City of Milton	7/01/15	\$****130.96	P	7/31/15
30	50010	1352 Coast To Coast Compu	7/01/15	\$****477.94	P	7/31/15
30	50011	40 Consolidated Ace Har	7/01/15	\$****508.90	V	
30	50012	415 Four Seasons Air Con	7/01/15	\$*****58.00	V	
30	50013	113 Georgia E. B. Pannel	7/01/15	\$**1,725.00	P	7/31/15
30	50014	175 High Touch, Inc.	7/01/15	\$**2,182.32	P	7/31/15
30	50015	1439 Humana	7/01/15	\$****977.96	P	7/31/15
30	50016	1515 InnerWorkings	7/01/15	\$****255.18	P	7/31/15
30	50017	32 National Tire Broker	7/01/15	\$****49.21	P	7/31/15
30	50018	1512 OneSource IML	7/01/15	\$****87.02	P	7/31/15
30	50019	1496 Panhandle Alarm	7/01/15	\$****45.00	P	7/31/15

F1-Next Page    F2-Prev Page    F10-Exit █

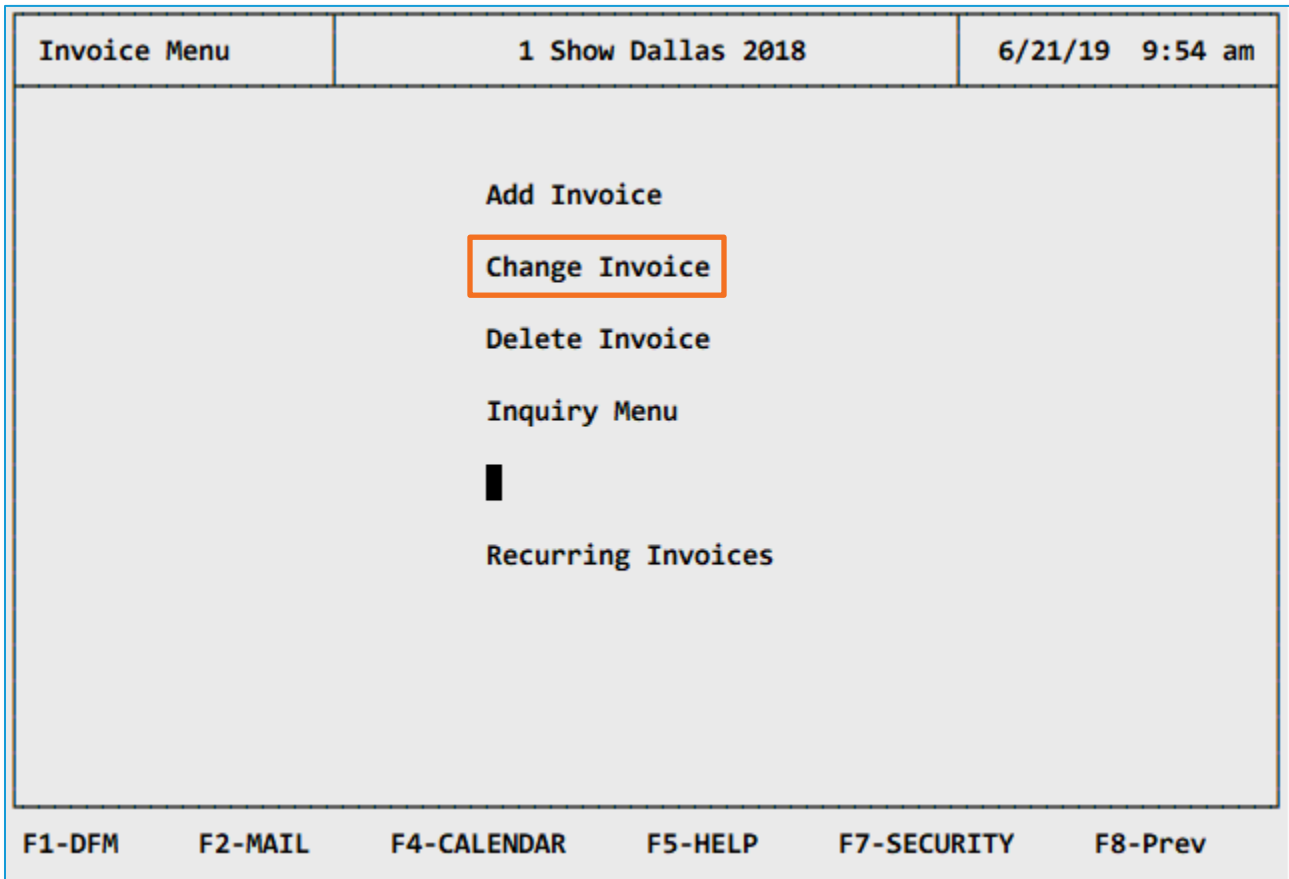
You will see the bank number, check number, vendor number, vendor name, voided date, and the check amount, as well as the status of the check: (V)oided.

Now you can update your invoice(s). In this example, the Inventory Invoice 91502960 for the vendor Whirlpool Appliance will now have a status of OPEN.

Go to the A/P Menu (AP) and select Invoice Menu.



Select Change Invoice.



Enter the Vendor Number and Inventory Invoice. In this example, the vendor is 791 Whirlpool Appliance and the invoice is 91502960.

<b>Change Invoices</b>	<b>1 Show Dallas 2018</b>	<b>5/01/18-12/31/18</b>
<b>Vendor: Whirlpool Appliance</b> 791 P.O. Box 915029		<b>Pay to: Whirlpool Appliance</b> 791 P.O. Box 915029
Dallas	TX 75391	Dallas TX 75391
<b>Invoice: 91502960</b>	Due Date: 6/20/18	<b>Status: Open</b> [SEL=No]
Amount: 150.00	Expense Date: 6/20/18	Bank: Chk:
Inv Date: 6/20/18	Discount Date:	Paid:
<b>Typ: Inventory</b>	SCF: Discount Amt:	Date:
PO: 14160 R/T: N/N UTF:	Discount %:	Check Amt:
		Orig Amt: 150.00
		REB CODE AMOUNT
	CTR ACCOUNT DESCRIPTION	
	1 2010 UNBILLED INVENTORY	150.00
DISTRIBUTE?		0.00
N		0.00

**Input the 'pay to' vendor number or a few characters of the name**

Notice that the Inventory Invoice is now marked as “OPEN.” You can select to issue payment on a new check run. You can enter manual information to mark the invoice as paid, or you can do what you were going to perform with this invoice since it is now an “OPEN” status.

You would be able to list any other Inventory Invoices in this same manner, as well as any updates that you would like to make.

In this example, the Non-inventory Invoices are PALLETS10, HOSES1235, and BOXPAD39 for the vendor Whirlpool Appliance.

<b>Change Invoices</b>	<b>1 Show Dallas 2018</b>	<b>5/01/18-12/31/18</b>
<b>Vendor: Whirlpool Appliance</b> 791 P.O. Box 915029		<b>Pay to: Whirlpool Appliance</b> 791 P.O. Box 915029
<b>Dallas</b>	<b>TX 75391</b>	<b>Dallas TX 75391</b>
<b>Invoice: PALLETS10</b>	<b>Due Date: 6/20/18</b>	<b>Status: Deleted</b>
<b>Amount: 65.00</b>	<b>Expense Date: 6/20/18</b>	<b>Bank: Chk:</b>
<b>Inv Date: 6/20/18</b>	<b>Discount Date:</b>	<b>Paid:</b>
<b>Typ: Non-Inventory</b>	<b>SCF: N</b>	<b>Date:</b>
<b>PO:</b>	<b>R/T: N/N UTF: N</b>	<b>Discount %:</b>
		<b>Check Amt:</b>
		<b>Orig Amt: 65.00</b>
	<b>CTR ACCOUNT DESCRIPTION</b>	<b>REB CODE AMOUNT</b>
	1 6046 REPAIRS--INVENTORY/APPLIANCE	65.00
<b>DISTRIBUTE?</b>		0.00
<b>N</b>		0.00
<b>This invoice is currently deleted</b>		

Notice that the Non-Inventory Invoice is now marked as “DELETED.”

## General Ledger Interface (APGLRPT)

The Accounts Payable G/L Analysis Report serves as the interface with the General Ledger module. It can optionally update the General Ledger module with the periodic journal entries that result from routine Accounts Payable processing.

G/L Analysis	1 Show Dallas 2018	5/24/19 1:42 pm
<p>Print Type: F          File or Email Address: P01</p>		
<p>Enter the File Pathname or Printer up to 29 characters.</p>		

### Print Type

There are several Print Type choices: (E)mail, (P)df, (R)eportal, or (F)ile/Printer. Select the appropriate print type for submittal of this report.

### File or Email Address

If requesting the submittal of this report as:

- (E)mail - Enter your email address
- (P)df - Enter your filename
- (R)eportal - Enter your specific directory in which to produce the file
- (F)ile/Printer - Specify the file name or printer ID.

Press **ENTER** and the next details will display for entering specific details for your report, PDF, or file to be produced.

<b>G/L Analysis</b>	<b>1 Show Dallas 2018</b>	<b>5/24/19 1:43 pm</b>
<p><b>Update G/L Journal? Yes</b></p> <p><b>Include Details? Yes</b></p> <p><b>Include Notes? Yes</b></p> <p><b>Beginning Period Date: 2/01/18</b>  <b>Ending Period Date: 2/28/18</b></p> <p><b>Journal Entry Date: 2/28/18</b></p> <p><b>Print Invoice Section? Yes      All Details? Yes</b>  <b>Print G/L Summary? Yes</b>  <b>Print G/L Analysis? Yes</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> <p><b>Press F9 when finished entering all parameters</b></p> </div> <p style="text-align: center;"><b>Input (Y)es to update the G/L journal with transactions</b></p>		

**Update G/L Journal**

In addition to printing the G/L analysis Report, you can choose to automatically generate the journal entries for the period’s transactions by entering (Y)es to update the G/L journal. If you select the (N)o option, you will receive a report of activity with all of the information that you need to manually post the journal entries yourself or just to review.

**Include Details**

The journal entries that you create can be either at the summary or detail level. Detail level G/L transactions are very good if you would like to analyze the changes to a certain account over the course of time. The journal entries will include the detail for each individual vendor invoice that was posted during the period selected. You will be able to easily locate the vendor invoices that were paid by each journal entry, since the transaction detail will include this information. On the other hand, summary level transactions are generated from the account total information, thereby minimizing the number of entries created.

**Include Notes**

Enter (Y)es to include any notes attached to the invoices when posting to the General Ledger.

**Beginning Period Date/Ending Period Date**

Enter the beginning and ending dates for which you would like to report and or post. They default to the dates for the current operating period that appeared in the upper right corner of the screen during transaction entry.

*Please Note: If you answered (Y)es to “Update G/L Journal,” make sure you go into (DATES) and change the “Everywhere Else Dates” to the next operating month as soon as the report has completed.*

If you try to update the G/L again, the system will give you the following message as soon as you type in the “Beginning Period Date.”

<b>G/L Analysis</b>	<b>1 Show Dallas 2018</b>	<b>5/24/19 1:43 pm</b>
<p><b>Update G/L Journal? Yes</b></p> <p><b>Include Details? Yes</b></p> <p><b>Include Notes? Yes</b></p> <p><b>Beginning Period Date: 6/01/18</b>  <b>Ending Period Date: 6/30/18</b></p> <p><b>Journal Entry Date: 6/30/18</b></p> <p><b>Print Invoice Section? Yes      All Details? Yes</b>  <b>Print G/L Summary? Yes</b>  <b>Print G/L Analysis? Yes</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <p>Press F9 when finished entering all parameters</p> </div>		
<p><b>The General Ledger has been updated as of: 6/30/18      Continue? N</b></p>		

This warns you that you have interfaced A/P to the G/L for this period already. If you tried to interface in error, just press **ENTER** and press **F8** to return to the menu. If you had already interfaced to G/L and purged the transactions so you could repost answer (Y)es to continue running the interface. Otherwise, if you answer (Y)es to continue and interface a second time, without purging, you will duplicate the A/P transactions in the G/L. You will then need to use the Purge G/L Details (**PURGEDET**) module to get rid of the double entry and then rerun the A/P interface.

**Journal Entry Date**

Summary level journal entries require a journal entry date, this would be the G/L entry date for the A/P trade account, cash accounts and, if you chose not to include detail, all other accounts. This date should fall between the beginning and ending dates selected, usually is the last day of the month.

The G/L Interface has the capability to generate three different reports (each by email, PDF, Reportal file, or file/printer): an invoice report by vendor, a G/L account number summary report, and a G/L account analysis report.

**Print Invoice Section/All Details**

Enter (Y)es to “Print Invoice Section” if you want to print an invoice report by vendor. Enter (Y)es to “All Details” if you want all notes and invoice information to print with the report.

Date: 5/22/19		A/P General Ledger Report						Page: 1			
Company: 1 Show Dallas 2018								Dates: 6/01/18 - 6/30/18			
VENDOR NAME/INVOICE	S	INV DATE	EXP DATE	PD DATE	BANK	CHECK	BEG BALANCE	NEW INVOICES	PAID INVOICES	END BALANCE	
88 ABC CORP 123456	0	12/17/18	6/01/18				0.00	0.00	0.00	0.00	
175 Ace Hardware, Inc. 0384396-3	0	12/08/17	12/21/17				1072.71	0.00	0.00	1072.71	
396 Ashley Furniture Industries In 1439061	0	6/21/18	6/21/18				0.00	966.42	0.00	966.42	
3581234	0	6/21/18	6/21/18				0.00	793.64	0.00	793.64	
143212	0	6/21/18	6/21/18				0.00	1514.83	0.00	1514.83	
TOTALS VENDOR:						396	0.00	3274.89	0.00	3274.89	
684 National Linen Service 10289674-0007	0	11/30/18	1/08/18				1980.48	0.00	0.00	1980.48	
789 Whirlpool Appliance 349871	0	6/21/18	6/21/18				0.00	2237.60	0.00	2237.60	
Report Totals:							3053.19	5512.49	0.00	8565.68	
Charged After Ending Date:									0.00		

The beginning balance on this report should equal the ending balance to the month prior.

Invoices added are all invoices that were entered with an expense date of the period you are running the report.

Invoices paid are all invoices that were paid with a check date of the period you are running the report. The ending balance should be used to balance against the G/L account balance of your A/P Trade account number (see the **APPARAMS** module for this information).

The only exception to this is if there is a dollar figure in the “Charged After Ending Date” (bottom section of this report). This figure would then need to be either subtracted from the Ending Balance total or a journal entry would need to be done, moving it from the A/P trade account to a prepaid asset account. The “Charged After Ending Date” would include invoice amounts that had check dates in a month prior to expense dates. For example, rents are usually prepaid, so the check date could be 01/25/18, but you actually expensed the invoice in 02/01/18.

**Print G/L Summary**

Enter (Y)es to “Print G/L Summary” if you want to print a G/L Account Summary report.

Date: 5/22/19		Accounts Payable Report - G/L Summary						Page: 1			
Company: 1 Show Dallas 2018								Dates: 6/01/18 - 6/30/18			
CMP	ACCOUNT	PFT	CTR	DESCRIPTION	DEBIT	CREDIT					
1	2000	9000		ACCOUNTS PAYABLE		5,524.49					
1	2010	1		UNBILLED INVENTORY	5,524.49						
					5,524.49	5,524.49					

This report gives you company, G/L account number, profit center/store, G/L account description, and summary total of what went to the G/L from A/P.

**Print G/L Analysis**

Enter (Y)es to "Print G/L Analysis" if you want to print a G/L Account Analysis Report.

Date:		Accounts Payable Report - G/L Analysis					Page: 1				
Company:		1 Show Dallas 2018					Dates: 6/01/18 - 6/30/18				
CMP	ACCOUNT	PFT	CTR	DESCRIPTION							
1	2000	9000		ACCOUNTS PAYABLE							
INV DATE	INVOICE NUMBER		VENDOR NAME	PFT CTR	INV TOTAL	G/L AMT	CHECK	PAID ON	P/O	EXPENSED	
12/17/18	123456		88 ABC CORP	9000						6/01/18	
6/21/18	1439061		396 Ashley Furniture Industri	9000	972.42	972.42-			14309	6/21/18	
6/21/18	3581234		396 Ashley Furniture Industri	9000	796.64	796.64-			14311	6/21/18	
6/21/18	143212		396 Ashley Furniture Industri	9000	1516.83	1,516.83-			14313	6/21/18	
6/21/18	349871		789 Whirlpool Appliance	9000	2238.60	2,238.60-			14308	6/21/18	
Account Total:										5,524.49-	
1	2010	1	UNBILLED INVENTORY								
INV DATE	INVOICE NUMBER		VENDOR NAME	PFT CTR	INV TOTAL	G/L AMT	CHECK	PAID ON	P/O	EXPENSED	
6/21/18	1439061		396 Ashley Furniture Industri	1	972.42	972.42			14309	6/21/18	
6/21/18	3581234		396 Ashley Furniture Industri	1	796.64	796.64			14311	6/21/18	
6/21/18	143212		396 Ashley Furniture Industri	1	1516.83	1,516.83			14313	6/21/18	
6/21/18	349871		789 Whirlpool Appliance	1	2238.60	2,238.60			14308	6/21/18	
Account Total:										5,524.49	
1	5035		GOODWILL INDUSTRIES								
INV DATE	INVOICE NUMBER		VENDOR NAME	PFT CTR	INV TOTAL	G/L AMT	CHECK	PAID ON	P/O	EXPENSED	
12/17/18	123456		88 ABC CORP							6/01/18	

This report gives you the same information as the G/L Analysis Report with the invoice detail. The invoice detail includes the invoice date, invoice number, vendor number, vendor name, invoice total, G/L account amount, check number, paid date, purchase order number, and invoice expense date.

Once all parameters are entered, press **F9** to begin the formatting of this data (email, PDF, Reportal, or file/printer) with the specific details that were provided.

## Accounts Payable Report Menu (APREPORT)

Several Accounts Payable reports are available for analyzing your data. All reports are parameter driven, allowing you maximum flexibility.

A/P Report Menu	1 Show Dallas 2018	9/25/19 2:26 pm
Aging		CaSh Requirements
Check		AP Trial Balance
Recvd/Expsd/Unbilled Inventory		Preview Check
Expense		Control File Records
Invoice (w/export)		
F1-DFM	F2-MAIL	F4-CALENDAR
F5-HELP	F7-SECURITY	F8-Prev

## Aging Report (APAGERPT)

The Accounts Payable Aging Report provides a projected cash flow analysis used in determining future payment requirements. The aging date determines the date from which aging is based.

<b>Aging Report</b>	<b>1 Show Dallas 2018</b>	<b>12/18/18 12:06 pm</b>
<p><b>Beginning Vendor:</b> █ 0  <b>Ending Vendor:</b> 0</p> <p><b>Date for Aging:</b> 12/18/18</p> <p><b>Sort Option:</b> Vendor Number</p> <p><b>Printer ID:</b> LP01  <b>Compress?</b> No</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Press F9 when finished entering all parameters</b></p> </div> <p style="text-align: center;"><b>Input the beginning vendor number to be included</b></p>		

### Vendor Selection

Enter a Beginning and Ending Vendor number for the A/P invoices that will be printed. If you press **ENTER** for the beginning vendor number, the system will “print” the first vendor in the file that matches the date you select for the A/P Aging.

### Aging Date

Enter the date you would like the A/P to run.

### Sort Option

You have two options for the sequence in which the A/P invoices will be printed. You may either sort by Vendor Number or Name, whichever is the most convenient for your company.

### Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name. You can also leave this setting as No.

### Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Run Date: 5/22/19		A/P Aging Report					Page: 1			
Company: 1 Show Dallas 2018		Aging Date: 6/30/18								
VENDOR INVOICE	INV DATE S	INV AMOUNT	DISC AMOUNT	DUE DATE	BALANCE	CURRENT	1 TO 30	31 TO 60	OVER 60	
88 ABC CORP										
123456	12/17/18 0			12/17/18						
Total for ABC CORP										
175 High Touch, Inc.										
0384396-3	12/08/17 0	1072.71		3/07/18	1072.71	1072.71				
Total for High Touch, Inc.					1072.71	1072.71				
358 Ashley Furniture Industries In										
143212	6/21/18 0	1516.83		6/21/18	1514.83	1514.83				
1439061	6/21/18 0	972.42		7/30/18	966.42		966.42			
3581234	6/21/18 0	796.64		6/21/18	793.64	793.64				
Total for Ashley Furniture Industries In					3274.89	2308.47	966.42			
579 RAC National Product Service										
10289674-0007	11/30/18 0	1980.48		11/30/18	1980.48				1980.48	
Total for RAC National Product Service					1980.48				1980.48	
791 Whirlpool Appliance										
349871	6/21/18 0	2238.60		6/21/18	2237.60	2237.60				
Total for Whirlpool Appliance					2237.60	2237.60				
Aged Totals as of 6/30/18					8565.68	5618.78	966.42		1980.48	
Report Total:		8565.68								

## Bank Reconciliation Report (BKRECRPT)

The Bank Reconciliation Report is a detailed explanation of bank transactions within the specified ranges.

Bank Recon Report	1 Show Dallas 2018	12/18/18 12:07 pm
<p>Bank Number Range: █ -</p> <p>Trans Date Range: -</p> <p>Document Range: -</p> <p>Type: All</p> <p>Description:</p> <p>Status: Both</p> <p>Clear Date Range: -</p> <p>Description Layout: N</p> <p>Printer ID: LP01</p> <p>Control? No</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Press F9 when finished entering all parameters</p> </div> <p style="text-align: center;">Input the beginning bank number to be included (leave blank for all)</p>		

### Beginning Bank Number/Ending Bank Number Range

The report may be limited by entering a beginning and ending bank number or you may leave them blank to get all banks.

### Beginning Trans Date/Ending Trans Date Range

The report may be limited by entering a beginning and ending transaction date or you may leave blank to get all dates.

### Beginning Document Number/Ending Document Number Range

The report may be limited by entering a beginning and ending document number or you may leave blank to get all document numbers.

### Order Type

You may specify an order type. The different types are C)hk, (D)ep, (F)ee, (I)nt, (M)isc, (S)vcChg, (T)rnsfr, (V)oid, (R)trnChk, or (A)ll.

### Description

You may input a full or partial description, or you may leave blank to get all descriptions.

### Status

You may input transaction status to include (C)leared, (O)utstanding, or (B)oth.

### Clear Date Range

You may input the beginning cleared date to be included or you may leave blank for all.

**Printer ID**

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

**Control**

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

The following is an example of the Bank Reconciliation Report by Vendor Name.

Date: 1/17/19		Bank Transaction Report			BKRECRPT Page: 1	
Ameris Bank - Operating						
Bank # Range:	30-	30	Date Range:	12/01/17-12/31/17	Type:	All
Doc # Range:	-		Description:		Status:	Both
Description Layout: Vendor Name						
BANK	DATE	TYPE	CLEARED	DOCUMENT	AMOUNT	DESCRIPTION
30	12/01/17	Check		50751	141.16-	AP City of Milt
30	12/01/17	Check		50752	60.20-	AP Collins Fire
30	12/01/17	Check		50753	37.60-	AP Encompass Pa
30	12/01/17	Check		50754	333.00-	AP Four Seasons
30	12/01/17	Check		50755	3103.70-	AP GM Financial
30	12/01/17	Check		50756	137.65-	AP High Touch,
30	12/01/17	Check		50757	148.31-	AP InnerWorking
30	12/01/17	Check		50758	96.32-	AP Office Depot
30	12/01/17	Check		50759	13.29-	AP OneSource IM
30	12/01/17	Check		50760	878.87-	AP Opp Utilitie
30	12/01/17	Check		50761	284.91-	AP Petra Indust
30	12/01/17	Check		50762	1974.95-	AP RAC National
30	12/01/17	Check		50763	452.90-	AP Rhonda Skipp
30	12/01/17	Check		50764	175.06-	AP Scooter's La
30	12/01/17	Check		50765	64.20-	AP SunCoast Sec
30	12/01/17	Check		50766	339.80-	AP Rhonda Skipp
30	12/01/17	Check		50767	48.65-	AP Ashley Furni
30	12/01/17	Check		50768	10.79-	AP Consolidated
30	12/01/17	Check		50769	75.00-	AP Four Seasons
30	12/01/17	Check		50770	2464.60-	AP Kansas Power
30	12/01/17	Check		50771	69.48-	AP Office Depot
30	12/01/17	Check		50772	108.63-	AP RES Marketin
30	12/01/17	Check		50773	270.00-	AP Technology F
30	12/01/17	Check		50774	3000.00-	AP Georgia E. B
30	12/01/17	Check		50775	3546.09-	AP RENT 001
30	12/01/17	Check		50776	2000.00-	AP RENT 002

The following is an example of the Bank Reconciliation Report by Vendor Number.

Date: 1/17/19		Bank Transaction Report			BKRECRPT Page: 1	
Ameris Bank - Operating						
Bank # Range: 30- 30		Date Range: 12/01/17-12/31/17		Type: All		
Doc # Range: -		Description:		Status: Both		
Description Layout: Vendor Number						
BANK	DATE	TYPE	CLEARED	DOCUMENT	AMOUNT	DESCRIPTION
30	12/01/17	Check		50751	141.16-	A/P VND# 000395
30	12/01/17	Check		50752	60.20-	A/P VND# 001532
30	12/01/17	Check		50753	37.60-	A/P VND# 000596
30	12/01/17	Check		50754	333.00-	A/P VND# 000415
30	12/01/17	Check		50755	3103.70-	A/P VND# 001585
30	12/01/17	Check		50756	137.65-	A/P VND# 000175
30	12/01/17	Check		50757	148.31-	A/P VND# 001515
30	12/01/17	Check		50758	96.32-	A/P VND# 001502
30	12/01/17	Check		50759	13.29-	A/P VND# 001512
30	12/01/17	Check		50760	878.87-	A/P VND# 000920
30	12/01/17	Check		50761	284.91-	A/P VND# 000034
30	12/01/17	Check		50762	1974.95-	A/P VND# 000579
30	12/01/17	Check		50763	452.90-	A/P VND# 000079
30	12/01/17	Check		50764	175.06-	A/P VND# 000918
30	12/01/17	Check		50765	64.20-	A/P VND# 000292
30	12/01/17	Check		50766	339.80-	A/P VND# 000079
30	12/01/17	Check		50767	48.65-	A/P VND# 000358
30	12/01/17	Check		50768	10.79-	A/P VND# 000040
30	12/01/17	Check		50769	75.00-	A/P VND# 000415
30	12/01/17	Check		50770	2464.60-	A/P VND# 000011
30	12/01/17	Check		50771	69.48-	A/P VND# 001502
30	12/01/17	Check		50772	108.63-	A/P VND# 000448
30	12/01/17	Check		50773	270.00-	A/P VND# 001581
30	12/01/17	Check		50774	3000.00-	A/P VND# 000113
30	12/01/17	Check		50775	3546.09-	A/P VND# 000157
30	12/01/17	Check		50776	2996.00-	A/P VND# 000273
30	12/01/17	Check		50777	4184.77-	A/P VND# 000368
30	12/01/17	Check		50778	1875.00-	A/P VND# 000927
30	12/01/17	Check		50779	3831.72-	A/P VND# 001591
30	12/01/17	Check		50780	3000.00-	A/P VND# 000108
30	12/07/17	Deposit		20171207	9000.00	G/L 9000 CT

## Cash Flow Report (FLOWANAL)

The Cash Flow Report is designed for companies using the Accounts Payable and Accounts Receivable modules. It provides an analysis on expected incoming and outgoing funds.

<b>Cash Flow Report</b>	<b>1 Show Dallas 2018</b>	<b>9/25/19 1:06 pm</b>
-------------------------	---------------------------	------------------------

**Include Details? Yes**

**Report Dates:** 5/01/18 - 7/31/18  
 8/01/18 - 8/31/18  
 9/01/18 - 10/31/18  
 11/01/18 - 12/31/18  
 █ -

**Printer ID:** LP01  
**Control Printer:** No

Press F9 when finished  
entering all parameters

**Input the dates for the report**

### Include Details

Answer (Y)es to include all details on the report produced.

### Report Dates

You may specify up to five date ranges with your choice of increments.

### Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

### Control Printer

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 6/28/19		A/P Cash Requirements Report								Page: 1	
VENDOR NAME	INVOICE	5/01/18- 7/31/18	8/01/18- 8/31/18	9/01/18-10/31/18	11/01/18-12/31/18						
ABC CORP	1234568	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
America's Mattress	1985498	295 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Ashley Furniture Industries	14321243	0 / 1516	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Ashley Furniture Industries	14390601	0 / 972	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Ashley Furniture Industries	35812346	0 / 796	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Ashley Furniture Industries	017188	0 / 0	0 / 0	0 / 0	0 / 77	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Best Buy	504046164	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Brown-Rogers-Dixon	106431398	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Brown-Rogers-Dixon	106431399	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Classic Flame	013199000	0 / 327	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Climatic Home Products	6409634	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Custom Wheels Unlimited	14136	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Fashion Craft	0112326-IN	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Lowe's	010960096100	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Med-Lift & Mobility Inc.	10196689	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
R & J's Auto Concepts	1261	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Date: 6/28/19		A/P Cash Requirements Report								Page: 2	
VENDOR NAME	INVOICE	5/01/18- 7/31/18	8/01/18- 8/31/18	9/01/18-10/31/18	11/01/18-12/31/18						
SouthEast Employee Leasing	18165851	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Symbol Mattress	10178485	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Symbol Mattress	10226579	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Symbol Mattress	436421	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Symbol Mattress	844888	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Symbol Mattress	1019666	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Whirlpool Appliance	1431224	0 / 266	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Whirlpool Appliance	1432126	0 / 298	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Whirlpool Appliance	3498787	0 / 2238	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
Whirlpool Appliance	91502960	0 / 150	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	
TOTAL AMOUNTS		295 / 6563	0 / 0	0 / 0	0 / 77	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	

**Check Report (APCHKRPT)**

The Accounts Payable Check Report provides options for analyzing a wide range of check related events. Multiple selection criteria give you the capability to narrow the scope of the analysis to include only the information that you require.

Check Report	1 Show Dallas 2018	12/18/18 12:11 pm
Beginning Bank:	█ 0	
Ending Bank:	0	
Beginning Vendor:	0	Beginning Vendor Group:
Ending Vendor:	0	Ending Vendor Group:
Beginning Check Nbr:	0	
Ending Check Nbr:	0	
Beginning Payment Date:		
Ending Payment Date:		
Beginning Date Cleared:		
Ending Date Cleared:		
Beginning Date Voided:		
Ending Date Voided:		
Sort Option:	Name	
Order Status:	All	
Include Option:	All	
Include Invoices:	No	
Printer ID:	LP01	
Compress?	No	

Press F9 when finished entering all parameters

Input the beginning bank number to be included

**Beginning Bank/Ending Bank**

The report may be limited by entering a beginning and ending bank number or you may leave them blank to get all banks.

**Beginning Vendor/Ending Vendor**

The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

**Beginning Vendor Group/Ending Vendor Group**

The report may be limited by entering a single or range of vendor groups. You may also leave them blank to get all vendor groups.

**Beginning Check Number/Ending Check Number**

The report may be limited by entering a single or range of check numbers. You may also leave them blank to get all check numbers.

**Beginning Payment Date/Ending Payment Date**

The report may be limited by entering a single or range of payment dates. You may also leave them blank to get all payment dates.

**Beginning Date Cleared/Ending Date Cleared**

The report may be limited by entering a single or range of cleared dates. You may also leave them blank to get all cleared dates.

**Beginning Date Voided/Ending Date Voided**

The report may be limited by entering a single or range of voided dates. You may also leave them blank to get all voided dates.

**Sort Option**

This report has three sort options, (C)heck number, (N)ame, or (V)endor number.

**Order Status**

The report may be run by order status, (P)aid, (V)oid, or (A)ll.

**Include Option**

This option is to be used by those using the Bank Reconciliation (**BKRECON**) module (see **Chapter 4: Bank Reconciliation**). You may select the status of (C)lear, (O)utstanding, or (A)ll items from bank reconciliation to print on the report.

**Include Invoices**

You may select (Y)es to have the invoice(s) information print on the report.

**Printer ID**

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

**Compress**

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Example of detail information requested to print:

<b>Check Report</b>	<b>1 Show Dallas 2018</b>	<b>7/08/19 9:41 am</b>
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**Beginning Bank:** 0  
**Ending Bank:** 0  
**Beginning Vendor:** 0      **Beginning Vendor Group:**  
**Ending Vendor:** 0      **Ending Vendor Group:**  
**Beginning Check Nbr:** 0  
**Ending Check Nbr:** 0  
**Beginning Payment Date:** 5/01/18  
**Ending Payment Date:** 7/31/18  
**Beginning Date Cleared:**  
**Ending Date Cleared:**  
**Beginning Date Voided:**  
**Ending Date Voided:**

**Sort Option:** Name  
**Order Status:** All  
**Include Option:** All  
**Include Invoices:** No  
**Printer ID:** P01  
**Compress?** No

Press F9 when finished entering all parameters

Input the printer ID on which to print the report

Once all parameters are entered, press **F9** to begin the printing process.

Date: 7/05/19	A/P Check Report		Page: 1						
Company: 1 Show Dallas 2018		Beginning Payment Date: 5/01/18 To Ending Payment Date: 7/31/18							
BANK	CHECK	DATE	VENDOR NAME	AMOUNT	STATUS	CLEARED	INVOICE	INV AMT	INV DATE
30	15909	7/31/18	358 Ashley Furniture Industries	3285.89	Paid		3581234	796.64	6/21/18
30	15910	7/31/18	791 Whirlpool Appliance	2388.60	Paid		91502960	150.00	6/20/18
Report Total: \$****5,674.49									

**Expense Report (APEXPENS)**

The Expense Report provides you with summary and detail level general ledger information.

A/P Expense Rpt	1 Show Dallas 2018	7/08/19 9:43 am
<p style="text-align: center;">Print Type: F                  File or Email Address: P01</p>		
<p>Enter the File Pathname or Printer up to 29 characters.</p>		

**Print Type**

There are several Print Type choices: (E)mail, (P)df, (R)eportal, or (F)ile/Printer. Select the appropriate print type for submittal of this report.

**File or Email Address**

If requesting the submittal of this report as:

- (E)mail - Enter your email address
- (P)df - Enter your filename
- (R)eportal - Enter your specific directory in which to produce the file
- (F)ile/Printer - Specify the file name or printer ID.

Press **ENTER** and the next details will display for entering specific details for your report, PDF, or file to be produced.

<b>A/P Expense Rpt</b>	<b>1 Show Dallas 2018</b>	<b>7/08/19 9:43 am</b>
------------------------	---------------------------	------------------------

**Beginning Account:** █  
**Ending Account:**  
**Beginning Vendor:**  
**Ending Vendor:**  
**Beginning Vendor Grp:**  
**Ending Vendor Grp:**  
**Include Hold Invoices?** No  
**Vendor Sort Option?** No  
**Beginning Period Date:** 5/01/18  
**Ending Period Date:** 12/31/18  
**Export Rpt Details?** No

**Print G/L Summary?** Yes  
**Print G/L Analysis?** Yes

Press F9 when finished  
entering all parameters

Input the beginning account to be included

**Beginning Account/Ending Account**

The report may be limited by entering a single or range of G/L account numbers. You may also leave them blank to get all G/L account numbers.

**Beginning Vendor/Ending Vendor**

The report may be limited by entering a single or range of vendors. You may also leave them blank to get all vendors.

**Beginning Vendor Grp/Ending Vendor Grp**

The report may be limited by entering a single or range of vendor groups. You may also leave them blank to get all vendor groups.

**Include Hold Invoices**

Enter (Y)es to include held invoices.

**Vendor Sort Option**

Enter (Y)es to print Vendor Sort option report.

**Beginning Period Date/Ending Period Date**

Enter the beginning and ending dates of the periods you would like to report.

**Export Rpt Details?**

Enter (Y)es to create an export file of the report details.

**Print G/L Summary**

Enter (Y)es to print the G/L Summary section of the report.

**Print G/L Analysis**

Enter (Y)es to print the G/L Analysis section of the report.

Once all parameters are entered, press **F9** to begin the printing process.

Report Totals:		95256.91	5674.49	5674.49	95256.91					
Charged After Ending Date:				0.00						
				5674.49						
Date: 7/05/19		Accounts Payable Report - G/L Summary			Page: 1					
Company: 1 Show Dallas 2018					Dates: 5/01/18 - 12/31/18					
CMP	ACCOUNT	PFT	CTR	DESCRIPTION	DEBIT	CREDIT				
1	1030	9000		CASH IN BANK/OP	28,035.53					
1	2000	9000		ACCOUNTS PAYABLE		36,473.61				
1	2010		1	UNBILLED INVENTORY	5,674.49					
1	2023	9000		VISA CREDIT CARD	2,763.59					
					36,473.61	36,473.61				
Date: 7/05/19		Accounts Payable Report - G/L Analysis					Page: 2			
Company: 1 Show Dallas 2018							Dates: 5/01/18 - 12/31/18			
CMP	ACCOUNT	PFT	CTR	DESCRIPTION						
1	1030	9000		CASH IN BANK/OP						
INV DATE	INVOICE NUMBER	VENDOR NAME		PFT CTR	INV TOTAL	G/L AMT	CHECK	PAID ON	P/O	EXPENSED
6/21/18	143906134	358 Ashley Furniture Industri		9000	972.42	972.42-	15909	7/31/18	15359	6/21/18
6/21/18	358123448	358 Ashley Furniture Industri		9000	796.64	796.64-	15909	7/31/18	15361	6/21/18
6/21/18	14321222	358 Ashley Furniture Industri		9000	1516.83	1,516.83-	15909	7/31/18	15373	6/21/18
						3,285.89-				
6/20/18	9150296099	791 Whirlpool Appliance		9000	150.00	150.00-	15910	7/31/18	14160	6/20/18
6/21/18	34987134	791 Whirlpool Appliance		9000	2238.60	2,238.60-	15910	7/31/18	14308	6/21/18
						2,388.60-				
Date: 7/05/19		Accounts Payable Report - G/L Analysis					Page: 3			
Company: 1 Show Dallas 2018							Dates: 5/01/18 - 12/31/18			
CMP	ACCOUNT	PFT	CTR	DESCRIPTION						
1	2000	9000		ACCOUNTS PAYABLE						
INV DATE	INVOICE NUMBER	VENDOR NAME		PFT CTR	INV TOTAL	G/L AMT	CHECK	PAID ON	P/O	EXPENSED
6/20/18	91502960	791 Whirlpool Appliance		9000	150.00		15910	7/31/18	14160	6/20/18
6/21/18	1439061	358 Ashley Furniture Industri		9000	972.42		15909	7/31/18	14309	6/21/18
6/21/18	3581234	358 Ashley Furniture Industri		9000	796.64		15909	7/31/18	14311	6/21/18
6/21/18	143212	358 Ashley Furniture Industri		9000	1516.83		15909	7/31/18	14313	6/21/18
6/21/18	349871	791 Whirlpool Appliance		9000	2238.60		15910	7/31/18	14308	6/21/18
Account Total:						36,473.61-				

## Invoice Report (APRPT)

The Accounts Payable Invoice report provides options for analyzing a wide range of vendor invoice related information. Multiple selection criteria give you the capability to narrow the scope of any analysis to include only the information that you require.

A/P Report	1 Show Dallas 2018	12/18/18 12:13 pm
Beginning Vendor: █ 0	Beginning Expense Date:	
Ending Vendor: 0	Ending Expense Date:	
Beginning Operator:	Beginning Entry Date:	
Ending Operator:	Ending Entry Date:	
Beginning P/O Nbr: 0	Beginning Paid Date:	
Ending P/O Nbr: 0	Ending Paid Date:	
Beginning Inv Date:	Beginning Due Date:	
Ending Inv Date:	Ending Due Date:	
Export Rpt Details? No	Beginning Vendor Group:	
Invoice Status: All	Ending Vendor Group:	
Include Notes? Yes	Print Acct Totals?: Yes	
Print Dist Details? Yes	Sort Option: Vendor Number	
Validate PO? No		
Print Inventory? No		
Only Use Tax Inv: No		
Printer ID: LP01		
Compress? No		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     Press F9 when finished entering all parameters                 </div>		
<b>Input the beginning vendor number to be included</b>		

### Beginning Vendor/Ending Vendor

The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

### Beginning Operator/Ending Operator

The report may be limited by entering a single or a range of operator numbers. You may also leave them blank to get all operators. This option is used in conjunction with the entry date option to batch out daily or weekly entries by employee for auditing purposes.

### Beginning PO Number/Ending PO Number

The report may be limited by entering a single or a range of PO numbers. You may also leave them blank to get all PO Numbers.

### Beginning Inv Date/Ending Inv Date

The report may be limited by entering a single or a range of invoice dates. You may also leave them blank to get all invoice dates.

### Beginning Expense Date/Ending Expense Date

The report may be limited by entering a single or a range of expense dates. You may also leave them blank to get all expense dates.

**Beginning Entry Date/Ending Entry Date**

The entry date is a hidden date within the system, it is the actual date the invoice was entered into the system. The report may be limited by entering a single or a range of entry dates. You may also leave them blank to get all entry dates.

**Beginning Paid Date/Ending Paid Date**

The report may be limited by entering a single or a range of paid dates. You may also leave them blank to get all paid dates.

**Beginning Due Date/Ending Due Date**

The report may be limited by entering a single or a range of due dates. You may also leave them blank to get all due dates.

**Invoice Status**

The Invoice Status may be one of the following: (O)pen, (H)old, (P)aid, (B)alance, Ac(T)ive, (D)eleted, or (A)ll.

**Beginning Vendor Group/Ending Vendor Group**

The report may be limited by entering a single or range of vendor groups. You may also leave them blank to get all vendor groups.

**Include Notes**

Enter (Y)es to include any notes available on the invoices.

**Print Dist Details**

Enter (Y)es to print General Ledger Distribution detail on report.

**Print Acct Totals**

Enter (Y)es to print General Ledger account totals at the end of the report.

**Validate PO**

Enter (Y)es to validate each PO.

**Sort Option**

There are four sort options available: (V)endor Number, (N)ame, (P)/O Number, or (I)nvoice Nbr.

**Print Inventory**

Enter (Y)es to print Inventory detail on report.

**Only Use Tax Inv**

Enter (Y)es to ONLY print invoices subject to use tax.

**Printer ID**

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

**Compress**

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

*Please Note: The last page of the report will print a listing of the parameters used when the report was generated*

Date: 7/05/19		Accounts Payable Report										Page: 1	
Company: 1 Show Dallas 2018		Entry: -		Expense: 5/31/18 - 12/31/18		Invoice: -							
Due: -		Paid: -		Group: -		Operator: -							
VENDOR/INVOICE	TYPE	P/O	INV DATE	ENTERED	S	INV AMOUNT	DISC TAKEN	DED AMOUNT	DUE DATE	EXP DATE	PAID AMT	BANK	CHECK
88 ABC CORP				[01 ]									
123456	N		12/17/18	12/17/18	0				12/17/18	6/01/18			
ACCOUNT DESCRIPTION						CTR	REB	CD	AMOUNT				
7018 ATMORE GOODWILL						0			1000.00				
7018 ATMORE GOODWILL						0			1000.00-				
358 Ashley Furniture Industries In													
143212	I	14313	6/21/18	6/21/18	P	1516.83			6/21/18	6/21/18	1,516.83	1	5
ACCOUNT DESCRIPTION						CTR	REB	CD	AMOUNT				
2010 UNBILLED INVENTORY						1			1516.83				
1439061	I	14309	6/21/18	6/21/18	P	972.42			7/30/18	6/21/18	972.42	1	2
ACCOUNT DESCRIPTION						CTR	REB	CD	AMOUNT				
2010 UNBILLED INVENTORY						1			972.42				
3581234	I	14311	6/21/18	6/21/18	P	796.64			6/21/18	6/21/18	796.64	1	5
ACCOUNT DESCRIPTION						CTR	REB	CD	AMOUNT				

Expense Total:	6285.59	
Payment Total:	154.00	
GL Account Summary Totals		
ACCOUNT DESCRIPTION	AMOUNT	
7018 ATMORE GOODWILL	0.00	
2010 UNBILLED INVENTORY	6285.59	
**** End of Report ****		
Report Selection Screen		
*****		
* <input type="checkbox"/> Beginning Vendor: 0	Beginning Expense Date: 5/31/18	<input type="checkbox"/> *
* <input type="checkbox"/> Ending Vendor: 0	Ending Expense Date: 12/31/18	<input type="checkbox"/> *
* <input type="checkbox"/> Beginning Operator:	Beginning Entry Date:	<input type="checkbox"/> *
* <input type="checkbox"/> Ending Operator:	Ending Entry Date:	<input type="checkbox"/> *
* <input type="checkbox"/> Beginning P/O Nbr: 0	Beginning Paid Date:	<input type="checkbox"/> *
* <input type="checkbox"/> Ending P/O Nbr: 0	Ending Paid Date:	<input type="checkbox"/> *
* <input type="checkbox"/> Beginning Inv Date:	Beginning Due Date:	<input type="checkbox"/> *
* <input type="checkbox"/> Ending Inv Date:	Ending Due Date:	<input type="checkbox"/> *
* <input type="checkbox"/> Export Rpt Details? No		<input type="checkbox"/> *
* <input type="checkbox"/> Invoice Status: All	Beginning Vendor Group:	<input type="checkbox"/> *
* <input type="checkbox"/> Include Notes? Yes	Ending Vendor Group:	<input type="checkbox"/> *
* <input type="checkbox"/> Print Dist Details? Yes	Print Acct Totals?: Yes	<input type="checkbox"/> *
* <input type="checkbox"/> Validate PO? No	Sort Option: Vendor Number	<input type="checkbox"/> *
* <input type="checkbox"/> Print Inventory? No		<input type="checkbox"/> *
* <input type="checkbox"/> Only Use Tax Inv: No		<input type="checkbox"/> *
* <input type="checkbox"/> Printer ID: debap		<input type="checkbox"/> *
* <input type="checkbox"/> Compress? No		<input type="checkbox"/> *
* <input type="checkbox"/>		<input type="checkbox"/> *
* <input type="checkbox"/>		<input type="checkbox"/> *
Input the printer ID on which to print the report *		
*****		

**Preview Report (APPREVUE)**

The A/P Preview Check Report provides a listing of all invoices that will be processed when the checks are printed. In order for it to work properly, you must fill in the same information as you will when you actually print the checks.

<b>Check Preview Rpt</b>	<b>1 Show Dallas 2018</b>	<b>12/18/18 12:15 pm</b>
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**Bank:** █

**Check Number:**

**Check Date:** 12/18/18

**Due Date:**

**Discount Date:**

**Sort Option:** Vendor Name

**Print Notes:** N

**Vendor Group:**

**Printer ID:** LP01

**Control?** No

Press F9 when finished  
entering all parameters

Input the bank number or a few characters of the name

**Bank**

The bank account number must be entered and must be a valid bank account on file. If the number is not readily available, enter a few characters of the name and a pop-up window will be provided from which you may select the appropriate bank account. The bank account selected is the bank account from which the funds will be drawn to write the checks in this check run.

**Check Number**

Enter in the next check number. This check number will appear on the first check to be actually printed. The check numbers will be generated sequentially as needed and will appear on the check itself. You must ensure that the check number generated matches the check number pre-printed on the checks. Once you have ran a check run using these programs the system will automatically put the next check number in this field. You will need to override the next check number if you pulled any checks out for manual in between system check runs. You are not allowed to reuse check numbers on the same bank. If the range of numbers you are printing includes a duplicate, you will be notified with a message that a duplicate entry exists.

**Check Date**

Enter the check date you want to appear on the check. This will be the date that goes to General Ledger for the bank and A/P trade account reduction.

**Due Date**

The due date field should be used if you want to use the automatic selection by entering the latest due date you want selected for payment. If you have manually selected invoices using the “Select by Due Date” or “Select by Vendor,” you need to leave the due date field blank.

**Discount Date**

Not used.

**Sort Option**

You have two options for the sequence in which the checks will be printed. You may either sort by vendor name or vendor number, whichever is the most convenient for your company.

**Print Notes**

Enter (Y)es to Print Order Notes or (N)o to omit Notes.

**Vendor Group**

Vendor group is set up within the vendor master file. It was initially designed for companies that had more than one person responsible for check printing. This will then only print checks for vendors that have that vendor group attached to their master file. Another use would be for different types of check runs, for example, you could set up an “INV” vendor group that would only be attached to inventory vendors, so you could have a check run for strictly payment of inventory.

**Printer ID**

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

**Control**

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

The resulting report should match the results if you were to process checks with the same values as supplied.

Date: 7/05/19		A/P Check Preview Report				Page: 1	
Company: 1 Show Dallas 2018							
-----							
VENDOR NAME		NUMBER	CHECK NUMBER	DATE			
Ashley Furniture Industries In One Ashley Way		358	15909	7/31/18			
Arcadia		WI 54612					
INVOICE	INV DATE	DUE DATE	P/O #	GROSS AMT	DISCOUNT	DEDUCTION	NET PAID
-----							
143212	6/21/18	6/21/18	14313	1516.83			1516.83
1439061	6/21/18	7/30/18	14309	972.42			972.42
3581234	6/21/18	6/21/18	14311	796.64			796.64
Total:				3285.89	0.00	0.00	3285.89
Whirlpool Appliance P.O. Box 915029		791 15910 7/31/18					
Dallas		TX 75391-5029					
INVOICE	INV DATE	DUE DATE	P/O #	GROSS AMT	DISCOUNT	DEDUCTION	NET PAID
-----							
349871	6/21/18	6/21/18	14308	2238.60			2238.60
91502960	6/20/18	6/20/18	14160	150.00			150.00
Total:				2388.60	0.00	0.00	2388.60
				GROSS	DISCOUNT	DEDUCTION	NET PAID
				-----			
Grand Total:				5674.49	0.00	0.00	5674.49

## Requirements Report (CASHOUT)

The Requirements report provides you with means of projecting cash requirements for defined periods.

<b>Cash Requirements</b>	<b>1 Show Dallas 2018</b>	<b>12/18/18 12:17 pm</b>
<p><b>Beginning Vendor:</b> █</p> <p><b>Ending Vendor:</b></p> <p><b>Include Details?</b> Y</p> <p><b>Report Dates:</b> - - - - -</p> <p><b>Printer ID:</b> LP01 <b>Control Printer:</b> No</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> <p>Press F9 when finished entering all parameters</p> </div>		
<p><b>Input the beginning vendor number to be included</b></p>		

### Beginning Vendor/Ending Vendor

The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

### Include Details

Enter (Y)es to include all details that apply.

### Report Dates

You may specify up to five date ranges with your choice of increments.

### Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

### Control Printer

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Example of output requested using report dates:

<b>Cash Requirements</b>	<b>1 Show Dallas 2018</b>	<b>7/08/19 10:14 am</b>
--------------------------	---------------------------	-------------------------

Beginning Vendor:  
Ending Vendor:

Include Details? Y

Report Dates: 6/01/18 - 6/30/18  
7/01/18 - 7/31/18  
8/01/18 - 8/31/18  
█ -  
-

Printer ID: LP01  
Control Printer: No

Press F9 when finished entering all parameters

**Input the dates for the report**

Once all parameters are entered, press **F9** to begin the printing process.

Date: 7/05/19	A/P Cash Requirements Report								Page: 1
VENDOR NAME	INVOICE	6/01/18- 6/30/18	7/01/18- 7/31/18	8/01/18- 8/31/18	-	-	-	-	-
Best Buy	504046164623	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Brown-Rogers-Dixon	1064313	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Climatic Home Products	6409634	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Custom Wheels Unlimited	14136	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Fashion Craft	0112326-IN	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Lowe's	010960096100	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Med-Lift & Mobility Inc.	10196689	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
R & J's Auto Concepts	1261	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Whirlpool Appliance	14321	0 / 266	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Whirlpool Appliance	91502960	150 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
<b>TOTAL AMOUNTS</b>		<b>150 / 266</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>

## Trial Balance Report (APTRLBAL)

The Accounts Payable Trial Balance report provides you with a running balance by vendor.

<b>A/P Trial Balance</b>	<b>1 Show Dallas 2018</b>	<b>12/18/18 12:18 pm</b>
<p><b>Beginning Vendor:</b> █ 0  <b>Ending Vendor:</b> 0</p> <p><b>Beginning Date:</b>  <b>Ending Date:</b></p> <p><b>Sort Option:</b> Vendor Number</p> <p><b>Printer ID:</b> LP01  <b>Compress?</b> No</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 20px auto;"> <p>Press F9 when finished entering all parameters</p> </div> <p style="text-align: center;"><b>Input the beginning vendor number to be included</b></p>		

### Beginning Vendor/Ending Vendor

The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

### Beginning Date/Ending Date

The report may be limited by entering a single or a range of expense dates. You may also leave them blank to get all expense dates.

### Sort Option

Two sort options are available. You may sort by (V)endor number or (N)ame.

### Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

### Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 7/29/19		Accounts Payable Trial Balance Report					Page: 1	
Company: 1 Show Dallas 2018		From:		Thru:				
VENDOR	NAME	DATE	ACTION	INVOICE NUMBER	INV DATE	P/O	AMOUNT	BALANCE
895	Whirlpool Appliance	6/20/18	Invoice	91502988	6/20/18	14130	150.00	149.00
		6/20/18	Payment	91502988	6/20/18	14130	150.00-	1.00-
		6/21/18	Invoice	349886	6/21/18	14378	2238.60	2237.60
		6/21/18	Payment	349886	6/21/18	14378	2238.60-	1.00-
		7/31/18	Payment	91502998	6/20/18	14198	150.00-	151.00-
		7/31/18	Payment	349896	6/21/18	14398	2237.60-	2388.60-
		7/31/18	Payment	349897	6/21/18	14398	2238.60-	4627.20-
1285	Central Alarm Service	6/05/18	Invoice	620286	6/27/18		150.00	448.49
		6/05/18	Payment	620286	6/27/18		150.00-	298.49
1589	Best Service Mattress	5/02/18	Payment	29835	5/02/18	14283	852.48-	3834.94
		5/02/18	Invoice	29837	05/02/18	14287	1229.80	5064.74
		5/02/18	Payment	29838	05/02/18	14234	1229.80-	3834.94
		5/02/18	Invoice	29839	05/18/18		105.60	3940.54
		5/02/18	Payment	29840	05/18/18		105.60-	3834.94
		5/02/18	Invoice	29845	6/02/18		13000.00	16834.94
		5/08/18	Invoice	29875	6/08/18		10000.00	26834.94
		5/08/18	Payment	29996	6/08/18		10000.00-	16834.94
		6/05/18	Payment	30158	6/02/18		13000.00-	3834.94
		6/17/18	Payment	30169	6/02/18		13000.00-	9165.06-
1698	Michael J. Cox	4/01/18	Invoice	4118	4/01/18		200.00	200.00
		6/01/18	Invoice	6118	6/01/18		200.00	400.00
		7/01/18	Invoice	7118	7/01/18		200.00	600.00

**Vendor 1099's (AP1099)**

The Vendor 1099 report prints IRS 1099 forms for those vendors flagged to receive them in their vendor maintenance record and having invoices with G/L account numbers that also flagged for 1099's.

<b>Print 1099's</b>	<b>1 Show Dallas 2018</b>	<b>7/30/19 12:15 pm</b>
<p>Beginning Vendor: █ 0          Ending Vendor: 0          Vendor Group:          Beginning Date:          Ending Date:</p> <p>Exclude Below \$: 0.00</p> <p>Select Printer: L</p> <p>Printer ID: LP01          Control Printer? No</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Press F9 when finished entering all parameters</p> </div> <p style="text-align: center;">Enter the beginning vendor number to be included</p>		

**Beginning Vendor/Ending Vendor**

The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

**Vendor Group**

Enter a vendor group to limit 1099's to certain vendors.

**Beginning Date/Ending Date**

The report may be limited by entering a single or a range of expense dates. You may also leave them blank to get all expense dates.

**Exclude Below \$**

You may enter an amount to exclude 1099's where the total is below this dollar amount.

**Select Printer**

Select (L)aser Printer.

**Printer ID**

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Once all parameters are entered, press **F9** to begin the printing process. The print format on these will change depending on the IRS form requirements; therefore, no example will be provided.

## Look Up Inventory by PO (INVMNTAP)

The Look Up Inventory by Purchase Order (INVMNTAP) module will allow you to look up inventory by a purchase order number within your location. You can also search by model number, serial number, or alternate ID (ALT ID). You can search by received date, invoice number, or the ALT ID through a range of numbers.

```

Inventory AP Inquiry                                07/29/19
Recv Loc: █      Serial Nbr:                       Model Nbr:
Select PO #:    0 Invoice #:                       Received Date:
ALT ID:        thru
    
```

### Example

```

Inventory AP Inquiry                                07/29/19
Recv Loc:      Serial Nbr:                       Model Nbr:
Select PO #:   0 Invoice #:                       Received Date: 1/02/18
ALT ID:        thru
Model Number   Serial Nbr  Lnd Cost  S Received  PO # InvoiceNbr
ZJNEWCH297SS20 █SLVR/ROPE   28.70   N 1/02/18  14255 P:014255-0006
MTSER5009557811010 TWIN MATT   163.90 N 1/02/18  14271 P:014271-0006
MTSER5009557811010 TWIN SET    163.90 N 1/02/18  14271 P:014271-0006
EOF

Desc:JEWELRY      Cur Loc: 6      ALT:00611373  MfgCst: 28.70

F1-Next F2-1stPage CMD-Exit F3-Attach F4-Detach
    
```

#### Recv Loc

Enter the location number for the purchase orders you want to display. This field will have a default location to the associated store if the program is linked from the invoice program (APCHG) and the invoice is associated with a particular location.

#### Serial Nbr

Enter the serial number you would like to display. This field will then display the information for the specific serial number you have entered, if available.

**Model Nbr**

Enter the model number you would like to display. Include other parameters for your search or tab through the other fields to start the display. The model number field will then be displayed with the information that was requested. The display will continue through all the model numbers you selected. You may scroll through the models matching your requirements by pressing **F1** for the next page of the display. Pressing **F2** will take you back to the first page of the model number display that was selected.

**Select PO #**

Enter the purchase order number to look up.

**Invoice #**

Enter the specific invoice number to look up.

**Received Date**

Enter the received date if you want to look up the inventory by received date within that location.

**ALT ID**

Enter the ALT ID to narrow the search. You can enter an ALT ID thru number to search for a range. This field can also be left blank. If populated, this field will then display the information for the specific ALT ID or ALT ID range that was entered, if available. This data will display at the bottom right of the screen for each item, as the cursor is moved to each line.

**MfgCst**

Once the data displays, you will notice that the manufacturer's cost is now present for the highlighted item the cursor is currently on. There is a security authorization to view it. This manufacturer's cost is only displayed and is not modifiable. It is pulled from the associated model number file (**ITEMFILE**) and not pulled off the individual inventory item. The received date listed is based on the actual received date (inventory received date) when linked to the invoice program (**APCHG**).

## Received, Expensed, or Unbilled Inventory Report (EXPINVRP)

This inventory report (EXPINVRP) will allow you to review inventory by those items that have been expensed, inventory that was received and has not been paid for, or review inventory that has been received within your location.

```

Print Type: F
File or Email Address: LP01
Separate Locations: N
    
```

### Print Type

There are several Print Type choices: (E)mail, (P)df, (R)eportal, or (F)ile/Printer. Select the appropriate print type for submittal of this report.

### File or Email Address

If requesting the submittal of this report as:

- o (E)mail - Enter your email address
- o (P)df - Enter your filename
- o (R)eportal - Enter your specific directory in which to produce the file
- o (F)ile/Printer - Specify the file name or printer ID.

Press **ENTER** and the next details will display for entering specific details for your report, PDF, or file to be produced.

Enter your printer ID or the default will be the printer associated with your operator ID. You can also enter a file name or an email address. Either select to print by separate locations or leave the default set to No.

Press **F9** to continue.

```

SELECT REPORT TYPE: R
SELECT REPORT ORDER: PINVENTORY REPORT
SELECT BY LOC OR LOC GROUPS: N

SELECT BY PO NBRS: N

SELECT A VENDOR: 0

INVENTORY RECEIVED FROM:          THRU: 12/31/79

(R)eceived Report, (E)xpensed Report or (U)nbilled Report (R,E,U)
    
```

**Select Report Type**

(R)eceived is inventory that has been received, (E)xpensed are items that have been paid to a vendor, and (U)nbilled are items that have not been paid to a vendor.

**Select Report Order**

The report can be generated in order by date(R)eceived, (I)nvoice#, (P)o# (Purchase Order Number), (M)odel#, or (S)erial#.

**Select By Loc Or Loc Groups**

Enter the location number for the inventory items you want to display. This field will have a default location to the associated store if the program is linked from the invoice program (**APCHG**) and the invoice is associated with a particular location.

**Select By PO Nbrs**

Enter the purchase order number to display on the report.

**Select A Vendor**

Enter the vendor number to display on the report.

**Inventory Received From/Thru**

Enter the received date if you want to look up the inventory by received date within that location. This report allows you to put in a range of the received dates. The received date listed is based on the actual received date (inventory received date) when linked from the invoice program (**APCHG**).

Once all parameters are entered, press **F9** to begin the printing process.

**Received Report (By Date Received)**

**SELECT REPORT TYPE: R**  
**SELECT REPORT ORDER: RINVENTORY REPORT**  
**SELECT BY LOC OR LOC GROUPS: N**  
  
**SELECT BY PO NBRS: N**  
  
**SELECT A VENDOR: 0**  
  
**INVENTORY RECEIVED FROM: 6/01/18 THRU: 6/30/18**

RUN DATE: 07/29/19		Show 2018 LLC		PAGE: 1						
TIME: 12:16:05		RECEIVED INVENTORY REPORT-- BY RECEIVED DATE		EXPINVRP						
SELECT BY PO = N										
FOR VENDOR : 0										
RECEIVED FROM: 6/01/18 THRU: 6/30/18										
MODEL #	SERIAL #	ALT-ID	RECEIVED	EXPNSD	SOLD S	PO #	VEND	RCVD	CURR	COST
ADWPLWED4616FW	125654	00114992	6/21/18	6/21/18	N	14308	791 Whirlpool Appliance	1	1	266.70
ADWPLWED4616FW	125896	00114989	6/21/18	6/21/18	N	14308	791 Whirlpool Appliance	1	1	266.70
ADWPLWED4616FW	125897	00114990	6/21/18	6/21/18	N	14308	791 Whirlpool Appliance	1	1	266.70
ADWPLWED4616FW	125898	00114991	6/21/18	6/21/18	N	14308	791 Whirlpool Appliance	1	1	266.70
AWAMANTW4516FW	10294	00114994	6/21/18	6/21/18	N	14308	791 Whirlpool Appliance	1	1	292.95
AWAMANTW4516FW	10295	00114995	6/21/18	6/21/18	N	14308	791 Whirlpool Appliance	1	1	292.95
AWAMANTW4516FW	10296	00114996	6/21/18	6/21/18	N	14308	791 Whirlpool Appliance	1	1	292.95
AWAMANTW4516FW	123890	00114993	6/21/18	6/21/18	N	14308	791 Whirlpool Appliance	1	1	292.95
BBASHB103	3467891	00114997	6/21/18	6/21/18	N	14309	358 Ashley Furniture Ind	1	1	386.48
BBASHB103	3467892	00114998	6/21/18	6/21/18	N	14309	358 Ashley Furniture Ind	1	1	386.48
FTASHT12613	658746	00114999	6/21/18	6/21/18	N	14309	358 Ashley Furniture Ind	1	1	99.73
FTASHT12613	658747	00115000	6/21/18	6/21/18	N	14309	358 Ashley Furniture Ind	1	1	99.73
DDSTA145207	6546871	00115001	6/21/18	6/21/18	N	14311	358 Ashley Furniture Ind	1	1	310.77
FXASH201011766	10297	00115002	6/21/18	6/21/18	N	14311	358 Ashley Furniture Ind	1	1	485.87
ADWPLWED4616FW	10298	00115004	6/21/18		10/04/18 Y	14312	791 Whirlpool Appliance	1	8001	266.70
ADWPLWED4616FW	10299	00115005	6/21/18		9/27/18 N	14312	791 Whirlpool Appliance	1	6	266.70
ADWPLWED4616FW	10300	00115006	6/21/18		N	14312	791 Whirlpool Appliance	1	1	266.70
ADWPLWED4616FW	25698	00115003	6/21/18		N	14312	791 Whirlpool Appliance	1	1	266.70
BBASHB103	10301	00115007	6/21/18	6/21/18	N	14313	358 Ashley Furniture Ind	1	1	386.48
BBASHB103	10302	00115008	6/21/18	6/21/18	N	14313	358 Ashley Furniture Ind	1	1	386.48
FTASHT12613	10303	00115009	6/21/18	6/21/18	N	14313	358 Ashley Furniture Ind	1	1	129.00
FTASHT12613	10304	00115010	6/21/18	6/21/18	N	14313	358 Ashley Furniture Ind	1	1	129.00
FXASH201011766	10305	00115011	6/21/18	6/21/18	N	14313	358 Ashley Furniture Ind	1	1	485.87
AMACE1447	10306	00115013	6/22/18		N	0	1150 Action Auto	1	1	
REPORT TOTAL:										6,591.29
TIME FINISHED:12:16:05										

**Expensed Report (By Model Number Using Date Received)**

**SELECT REPORT TYPE: E**  
**SELECT REPORT ORDER: MINVENTORY REPORT**  
**SELECT BY LOC OR LOC GROUPS: N**

**SELECT BY PO NBRS: N**

**SELECT A VENDOR: 0**

**INVENTORY RECEIVED FROM: 6/01/18 THRU: 6/30/18**

**INVOICE EXPENSED FROM: 12/31/79 THRU: 12/31/79**

RUN DATE: 07/29/19 Show 2018 LLC PAGE: 1  
 TIME: 12:18:50 EXPENSED INVENTORY REPORT-- BY MODEL NUMBER EXPINVRP

SELECT BY PO = N  
 FOR VENDOR : 0  
 RECEIVED FROM: 6/01/18 THRU: 6/30/18  
 EXPENSED FROM: THRU: 12/31/79

MODEL #	SERIAL #	ALT-ID	RECEIVED	EXPNSD S	PO #	VEND	RCVD	COST	INVOICE #
ADWPLWED4616FW	10298	00115004	6/21/18	Y	14312	791 Whirlpool Ap	1	266.70	14312
ADWPLWED4616FW	10299	00115005	6/21/18	N	14312	791 Whirlpool Ap	1	266.70	14321
ADWPLWED4616FW	10300	00115006	6/21/18	N	14312	791 Whirlpool Ap	1	266.70	P:014312-0001
ADWPLWED4616FW	125654	00114992	6/21/18	6/21/18 N	14308	791 Whirlpool Ap	1	266.70	349871
ADWPLWED4616FW	125896	00114989	6/21/18	6/21/18 N	14308	791 Whirlpool Ap	1	266.70	349871
ADWPLWED4616FW	125897	00114990	6/21/18	6/21/18 N	14308	791 Whirlpool Ap	1	266.70	349871
ADWPLWED4616FW	125898	00114991	6/21/18	6/21/18 N	14308	791 Whirlpool Ap	1	266.70	349871
ADWPLWED4616FW	25698	00115003	6/21/18	N	14312	791 Whirlpool Ap	1	266.70	P:014312-0001
AMACE1447	10306	00115013	6/22/18	N	0	1150 Action Auto	1		
AWAMANTW4516FW	10294	00114994	6/21/18	6/21/18 N	14308	791 Whirlpool Ap	1	292.95	349871
AWAMANTW4516FW	10295	00114995	6/21/18	6/21/18 N	14308	791 Whirlpool Ap	1	292.95	349871
AWAMANTW4516FW	10296	00114996	6/21/18	6/21/18 N	14308	791 Whirlpool Ap	1	292.95	349871
AWAMANTW4516FW	123890	00114993	6/21/18	6/21/18 N	14308	791 Whirlpool Ap	1	292.95	349871
BBASHB103	10301	00115007	6/21/18	6/21/18 N	14313	358 Ashley Furni	1	386.48	143212
BBASHB103	10302	00115008	6/21/18	6/21/18 N	14313	358 Ashley Furni	1	386.48	143212
BBASHB103	3467891	00114997	6/21/18	6/21/18 N	14309	358 Ashley Furni	1	386.48	1439061
BBASHB103	3467892	00114998	6/21/18	6/21/18 N	14309	358 Ashley Furni	1	386.48	1439061
DDSTA145207	6546871	00115001	6/21/18	6/21/18 N	14311	358 Ashley Furni	1	310.77	3581234
FTASHT12613	10303	00115009	6/21/18	6/21/18 N	14313	358 Ashley Furni	1	129.00	143212
FTASHT12613	10304	00115010	6/21/18	6/21/18 N	14313	358 Ashley Furni	1	129.00	143212
FTASHT12613	658746	00114999	6/21/18	6/21/18 N	14309	358 Ashley Furni	1	99.73	1439061
FTASHT12613	658747	00115000	6/21/18	6/21/18 N	14309	358 Ashley Furni	1	99.73	1439061
FXASH201011766	10297	00115002	6/21/18	6/21/18 N	14311	358 Ashley Furni	1	485.87	3581234
FXASH201011766	10305	00115011	6/21/18	6/21/18 N	14313	358 Ashley Furni	1	485.87	143212
<b>REPORT TOTAL:</b>								<b>6,591.29</b>	

TIME FINISHED:12:18:51

**Unbilled Report (By Serial Number Using Date Received)**

**SELECT REPORT TYPE:**    
**SELECT REPORT ORDER:** SINVENTORY REPORT   
**SELECT BY LOC OR LOC GROUPS:** N   
  
**SELECT BY PO NBRS:** N   
  
**SELECT A VENDOR:** 0   
  
**INVENTORY RECEIVED FROM:** 6/01/18 **THRU:** 6/30/18

RUN DATE: 07/29/19	Show 2018 LLC	PAGE: 1								
TIME: 12:20:52	UNBILLED INVENTORY REPORT-- BY SERIAL NUMBER	EXPINVRP								
SELECT BY PO = N FOR VENDOR : 0 RECEIVED FROM: 6/01/18 THRU: 6/30/18										
MODEL #	SERIAL #	ALT-ID	RECEIVED	EXPNSD	SOLD S	PO #	VEND	RCVD	CURR	COST
ADWPLWED4616FW	10298	00115004	6/21/18		10/04/18 Y	14312	791 Whirlpool Appliance	1	8001	266.70
ADWPLWED4616FW	10299	00115005	6/21/18		9/27/18 N	14312	791 Whirlpool Appliance	1	6	266.70
ADWPLWED4616FW	10300	00115006	6/21/18		N	14312	791 Whirlpool Appliance	1	1	266.70
AMACE1447	10306	00115013	6/22/18		N	0	1150 Action Auto	1	1	
ADWPLWED4616FW	25698	00115003	6/21/18		N	14312	791 Whirlpool Appliance	1	1	266.70
									REPORT TOTAL:	1,066.80
TIME FINISHED:12:20:53										