

BUSINESSPRO

Accounts Payable - GUI

How-To Workbook



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TRAINING OBJECTIVE

The purpose of this workbook is to help you, the AutoPower end-user, master the basic elements of BusinessPro Accounts Payable. It is designed as a self-help tool, consisting of step-by-step explanations and examples. Fill-in-the-blank and multiple-choice exercises will follow each topic. This will emphasize the knowledge that is needed to get your job done accurately and quickly.

You are encouraged to use this training book in combination with your AutoPower applications database, or by using the examples in this workbook. However, all the examples may not be hands-on. I will let you know what these examples are when we get to them.

In combination with this workbook, you will need a PC to follow along with the exercises in this workbook.

When you have completed the exercises in this Accounts Payable Workbook you will be able to complete the tasks given below with 100% accuracy. You will be measured by short fill-in the blank and multiple choice questions at the end of each lesson. The results will be provided to management upon completion of training.

Task List:

- Create and Edit Control Files
- Create and Maintain Accounts Payable Vendors
- Create Accounts Payable Invoices and Postings
- Create Accounts Payable Prepaid and ACH Transactions
- Create Recurring & Accrual Invoices
- Create Regular, Manual and Quick Checks
- Print Regular, Manual and Quick Check Journals
- Post Regular, Manual and Quick Checks to General Ledger
- Create Voided Posted Checks
- Create Voided Unused Checks
- Create and Maintain Bank Reconciliation



GETTING STARTED

System standards throughout BusinessPro.

Before we get started, in BusinessPro you are allowed to use your Escape Key. All throughout the BusinessPro Accounting Suite the following four Function keys will maintain the same definition.



- **F1** **Help:** This function will describe the purpose of the field. You may use the **F1** function key at any field in the Accounts Payable Module to help determine what the field is requiring. You can place your cursor over any field for help information also.
- **F2** **Save:** If you have made changes to the data currently being displayed, make sure to click the **F2**-function key to save your changes.
- **F3** **Lookup:** The lookup feature will allow you to view all of the selections you have for a field. Throughout this manual, this is referred to as "intuitive help".
- **F4** **Delete:** The delete function will delete an entire record. Once a record has been deleted, it is permanently deleted. If you only want to delete the data in a field, use the **** backslash key, **not the F4-function key**.

Printer Dialogue Box

In BusinessPro when you send a print job to the printer, the printer dialogue box will display so that you may select the printer, screen, auxiliary printer or cancel.



Your options are:

Printer: A printer dialogue box will display so that you may select the correct printer to send your print job to.

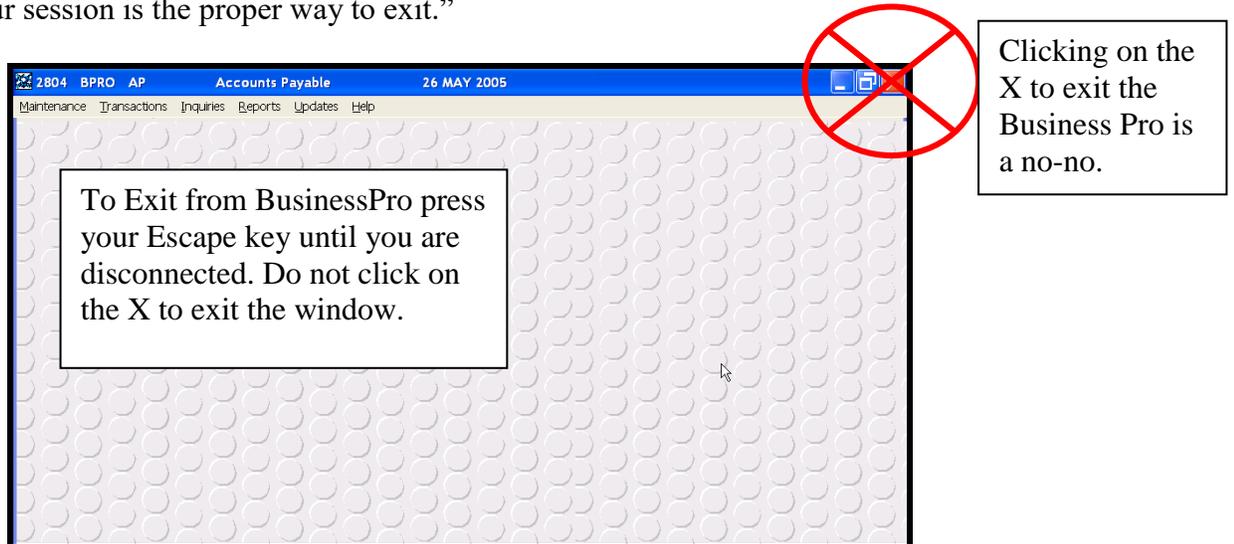
Screen: Displays the print job to the screen.

Auxiliary Ptr: If you have a slave printer attached to your PC and it has been setup in BusinessPro, you may print the report to that printer.

Cancel: This will cancel your print request.

Exiting Business Pro

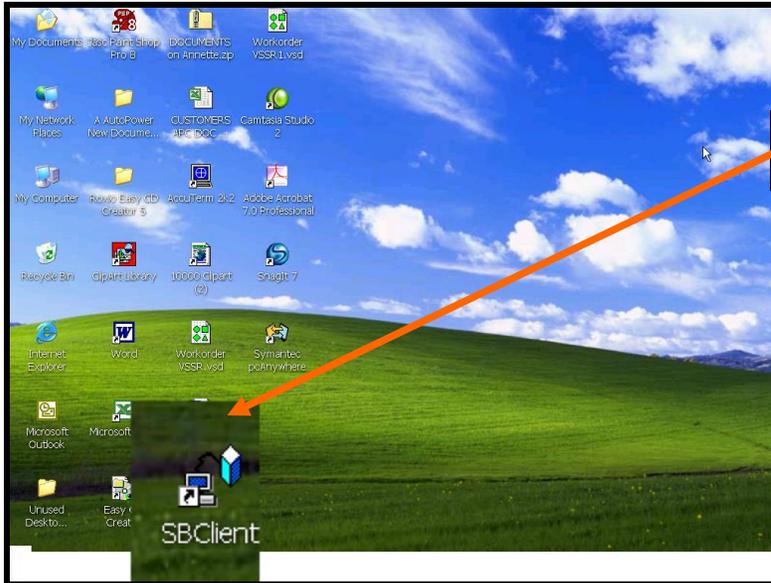
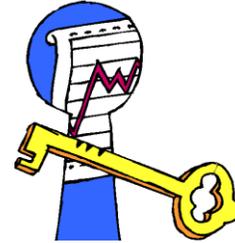
The proper way to exit out of Business Pro is to press your Escape key until you are completely out of Business Pro. Do not click on the “X” to close the window. This can freeze up your session. If you accidentally click on the “X”, a call to AutoPower Support will be necessary. Just remember, “Escape all the way out until you are disconnected from your session is the proper way to exit.”



Remember: When you return to the AutoPower order entry system, there are only a few areas of the system that you can use the Escape key, Backspace key, Space Bar and the Delete key. These keys can cause control characters in some of the data records and should not be used except where they are valid.

LOGGING ON

Use your username and password to logon to the BusinessPro Accounts Payable System. This user name and password will be assigned to you by your manager. If you should forget your user name and password, please see your manager so that it can be reset for you.



Click on SB-Client Icon



In this workbook we are assuming that the session for BusinessPro has been setup in SBClient when it was loaded. If a configuration has not been setup and saved, you must click on Setup and then click on communications and setup the IP address for your server, select a term type of TV220 and a Telnet session and save these settings.

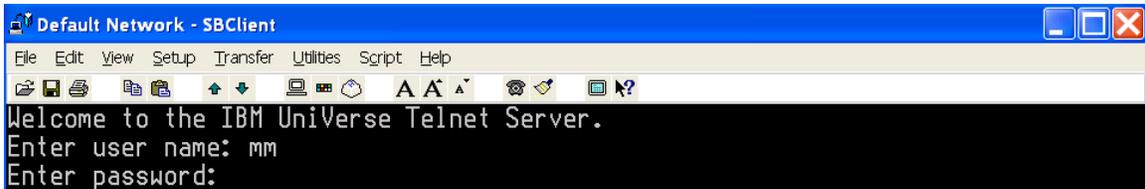
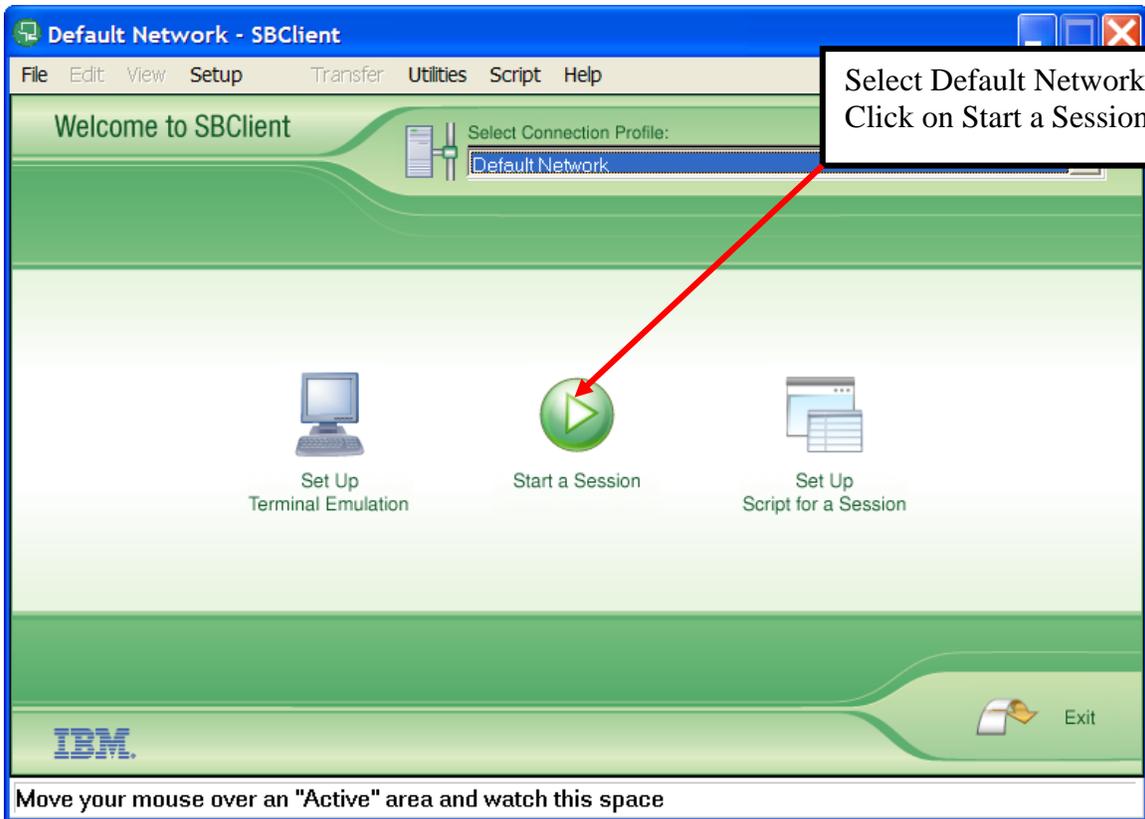
Also, the bitmaps below must exist on each PC that SB Client is loaded on. They must reside in a folder on the C:/ called BMP. This will allow for the background on the PC to have the grey bubble effect and our AutoPower Logo. The AutoPower trainer will load these bitmaps in the BMP folder.



BPROTIL2.BMP



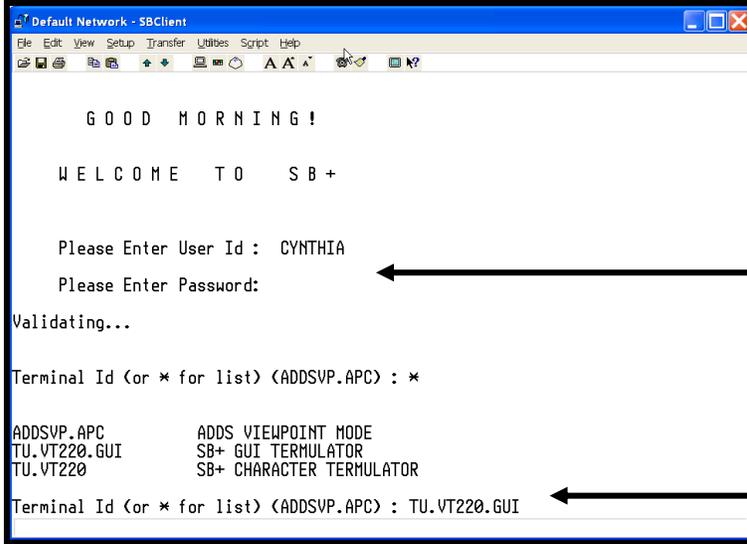
APCLOGO.BMP



These passwords are to logon to the Network.

Type in your user name and press **Enter**.

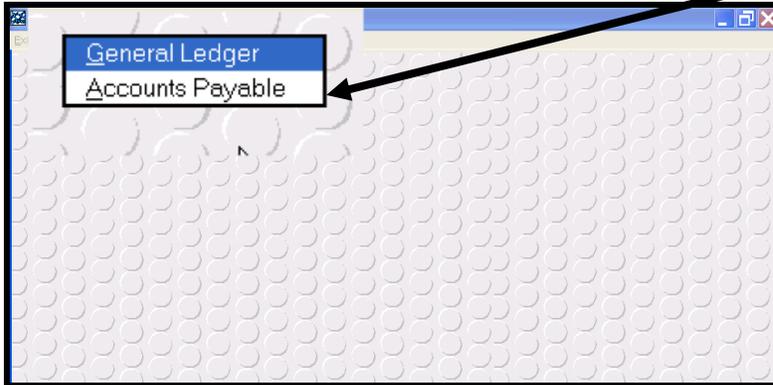
Type in your password and press **Enter**.



Type in your BusinessPro User ID and press **Enter**. Type in your password and press **Enter**.

Verify that the terminal emulation is TU.VT220.GUI. This is the emulation used only for GUI screens.

The Main Menu screen below will display.



Click on Accounts Payable.

MAIN MENU

The Main Menu is the starting point for every function in the Accounts Payable module.



Menu Selections

Select a menu option by using the arrow keys **t b r l** to move to the desired selection and then pressing **(Enter←)**. You can also type in the “hot” letter to select the option or click on the highlighted menu option:

Maintenance: This selection accesses the Maintenance Menu where all setup and maintenance functions are performed.

Transactions: This menu selection will access the Transactions Menu. This menu is where the majority of Accounts Payable processing is performed. These functions can range from entering invoices to reconciling your bank statement.

Inquiries: This option will display an Inquiry Menu. From this menu you can view data relating to open and paid vendor invoices.

Reports: This option leads to the Reports Menu. This menu will display a list of the reports that are available through the Accounts Payable Module.

Updates: This option leads to the Updates Menu. The updates menu consists of a single option to update the Accounts Payable End of Month.

Help: This option leads to the On-line Reference Manual (Coming Soon!)

After an option is selected and processing has been completed, the menu redisplay and then another option can be selected.

FILE MAINTENANCE

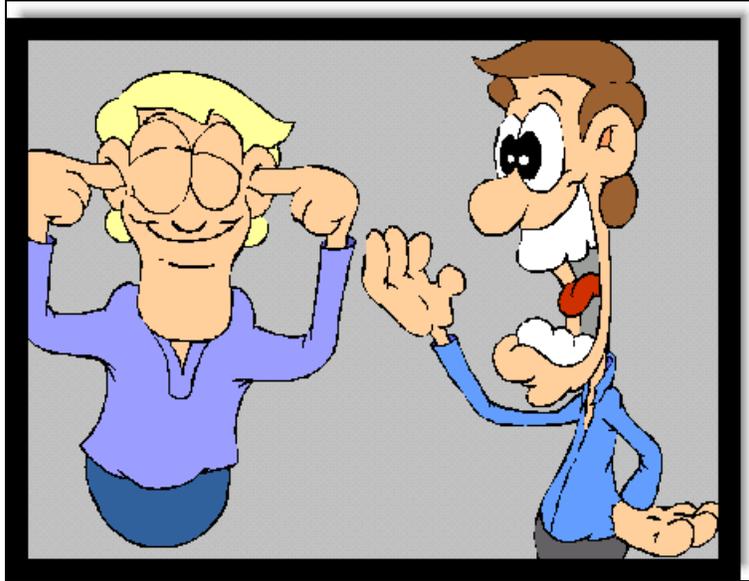


Figure 1 Please Listen Carefully.

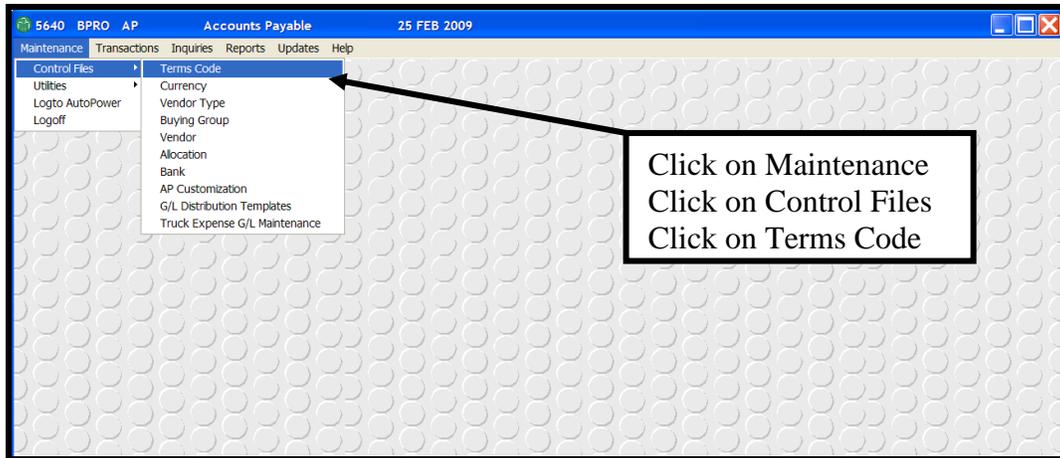
This file maintenance stuff is very important!!!!!!!

File Maintenance

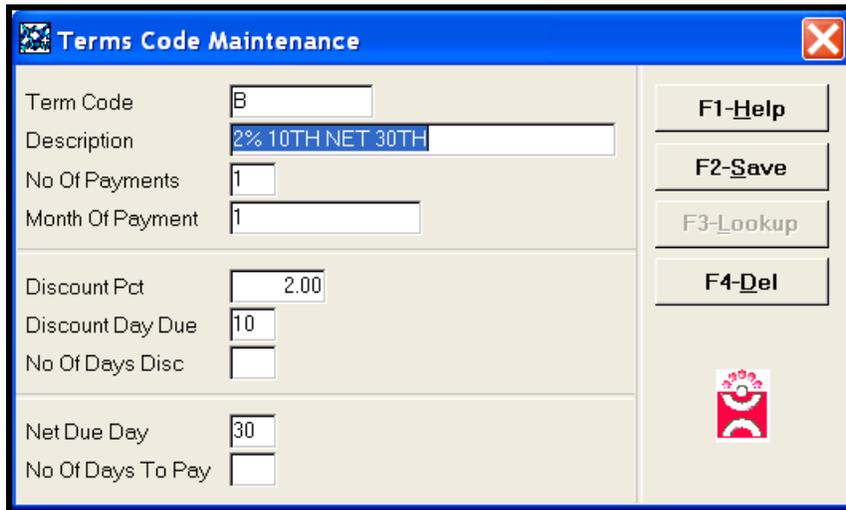
We will start our Accounts Payable training entering the file maintenance setup. The setup must be completed prior to entering invoices into the Accounts Payable system.

Terms Code (Required)

The first Control File we will cover is the Terms Code.



The Terms Code Maintenance screen will display as shown.



The Terms Codes Maintenance will enable you to set up the payment terms you have with your vendors. The system will calculate the due dates, discount due dates and discount amounts based on how the terms code is set up when entering an accounts payable invoice. **You must have at least one terms code setup.**

Field Descriptions

Terms Code

Type in the terms code and press **Enter**. The Terms Code is user-defined. If the terms code that you are typing in already exists, the data for that code will display.

Description

Type in the description of the terms code you are entering for the first time. You may also change an existing terms code description.

Number Of Payments

Type in the number of payments you are allowed to pay off an invoice that is entered with this terms code. If you are allowed to pay off an invoice in 4 payments, type in the number 4 and press **Enter**.

Month Of Payment

Month of Payment is the frequency you must make payments on an invoice. The Month Of Payment can be used to detail deferred payments of an invoice. For an invoice with no payment due for 4 months, the Month Of Payment would be equal to 4. For an invoice with 3 equal payments due in 30, 60, & 90 days, the Month Of Payment should be 1,1,1. For an invoice with no payment due for 90 days, and 3 equal payments, the Month of Payment should be 3,1,1. As each value in this field is increased by 1, it indicates that the respective due date for that payment is another 30 days in the future. It is a required entry.

Discount Percent

Type in the discount percentage offered by the vendor and press **Enter**. Example: for 2% enter 2.00.

Discount Day Due

Type in the day of the month that the discount is due (i.e.: 10) and press **Enter**. This is the day of the month the invoice is due to receive the discount. If you make an entry in this field, the cursor will advance to the Net Due Day field.

Number Of Days Discount

Type in the number of days to pay in order to earn the discount and press **Enter**. This means the number of days from the date of the invoice to receive the discount. The cursor will only stop at this field if you do not make an entry in the previous field, Discount Day Due.

Net Due Day

Type in the day number of the net due (i.e.: 30) and press **Enter**. This is the day of the month the total invoice is due. Do not enter a Net Due Day if you wish to use the next field, Number Of Days To Pay. If payment is always due on the 30th of the month, type in 30 here.

Number Of Days To Pay

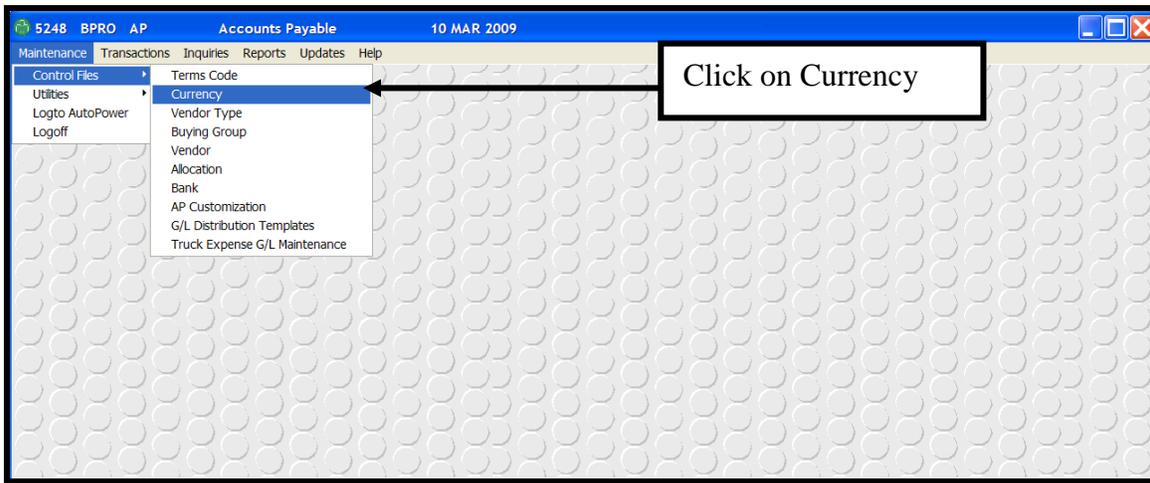
Type in the number of days to pay and press **Enter**. Do not enter a Number Of Days To Pay if you wish to pay the invoice on a specific day (Net Due Day). If payment is always due 30days from the date of the invoice, type in 30 here and not in the Net Due Day.

Remember: Press the **F2** Function Key to save your work.

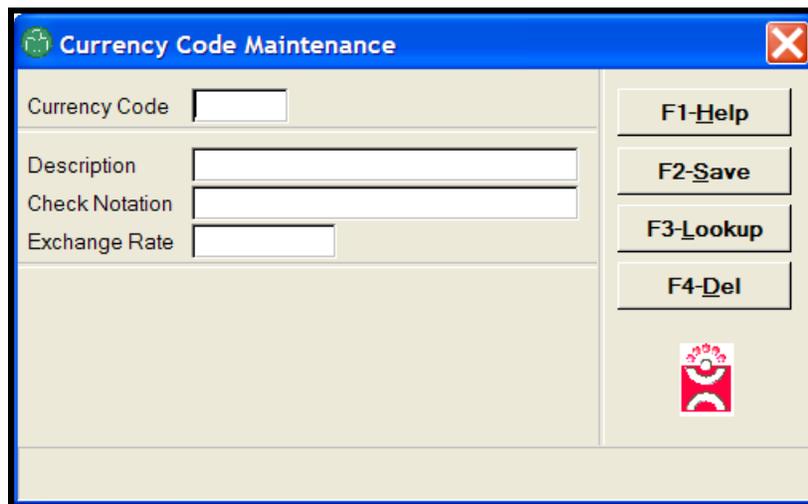
CURRENCY CODE (IF YOU DO NOT USE MULTI-CURRENCIES, SKIP THIS OPTION.)

AutoPower Corporation highly recommends that you do not use the currency code feature if you do not conduct business with multi-currencies. **Your system will default to your correct currency code.** The Accounts Payable module allows you to set up additional currency codes if you do business in other countries that require a payment in foreign currency. You must set up the currency codes to allow the system to generate expenses, payments, and reports based on the currency.

The Currency Code Maintenance screen shown below will display when you select Currency from the Control File Menu.



The Currency Code Maintenance screen will display.



Field Descriptions

Currency Code

Type in the Currency Code for the international currency and press **Enter**.

Description

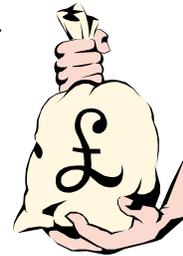
Type in a meaningful description for the Currency Code and press **Enter**.

Check Notation

Type in the notation you would like to see on your checks and press **Enter**.
E.g. Canadian Dollars.

Exchange Rate

Type in the conversion rate with a 4 decimal point placement and press **Enter**. This field is for informational purposes only.



Remember: Click **F2** to save your entries.

A screenshot of a software window titled "Currency Code Maintenance". The window has a blue title bar with a green icon on the left and a red 'X' icon on the right. The main area is divided into two columns. The left column contains four input fields: "Currency Code" with the value "CDN", "Description" with the value "CANADIAN", "Check Notation" with the value "DOLLARS", and "Exchange Rate" with the value "1.5731". The right column contains four buttons: "F1-Help", "F2-Save", "F3-Lookup", and "F4-Del". Below the buttons is a small red and white logo. The background of the window is a light beige color.

VENDOR TYPE (NOT REQUIRED)

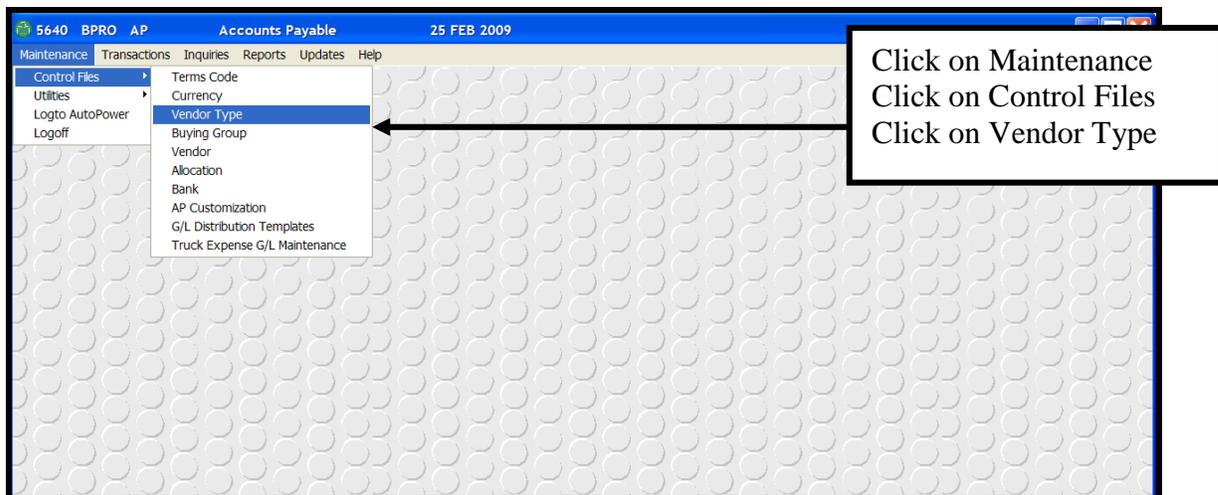
In the Vendor Type option you can set up different “types” of vendors and then assign to the vendor. This is useful for bill paying and reporting. Example, in the "Select Invoices to Pay Option" you can select your Utility Vendors by Vendor Type and only print checks for these vendors.

The type could be a word to define the industry type of the vendor.

Examples of vendor types may be:

- Inventory Vendor
- Utilities Vendor
- Administrative Vendor
- Miscellaneous Vendor

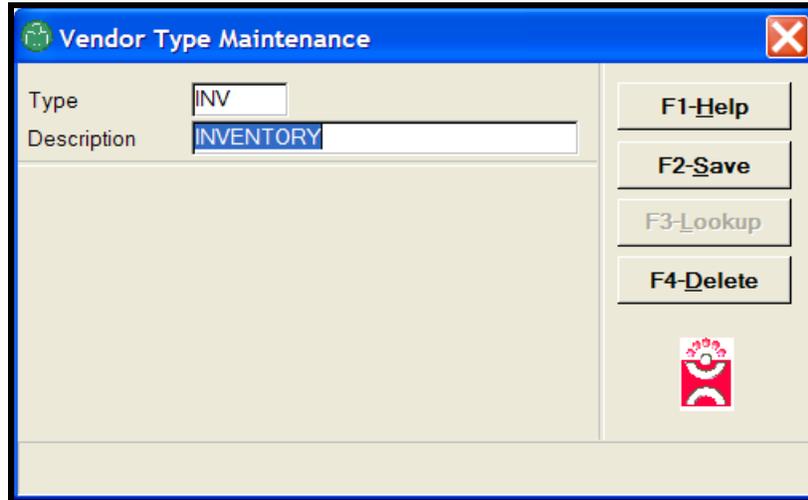
To access Vendor Type Maintenance as illustrated in the screen below:



Field Descriptions

Type

Type in the Vendor Type Code and press **Enter**. This is a user-defined code. If you enter a Vendor Type Code that already exists, the data will display on the screen.



The screenshot shows a software window titled "Vendor Type Maintenance". The window has a blue title bar with a green icon on the left and a red 'X' on the right. The main area is divided into two sections. The top section contains two input fields: "Type" with the text "INV" and "Description" with the text "INVENTORY". The bottom section is a large empty area. On the right side of the window, there are four buttons: "F1-Help", "F2-Save", "F3-Lookup", and "F4-Delete". At the bottom right, there is a small red and white logo.

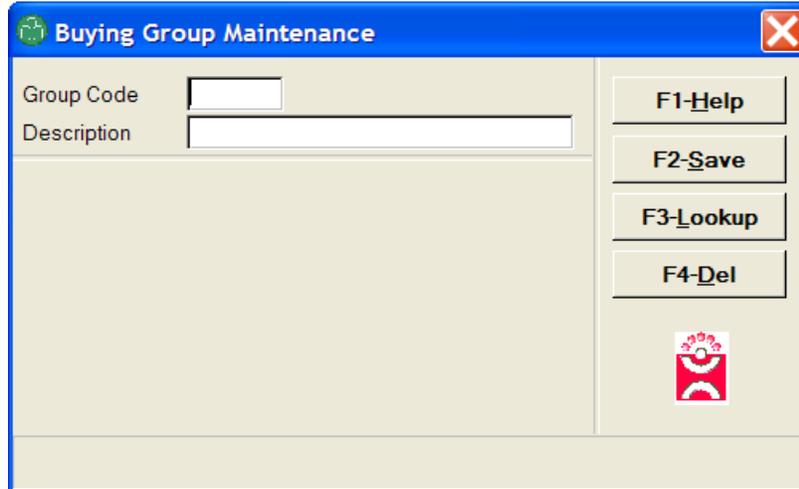
Description

Type in a description for the Vendor Type and press **Enter**.

Remember: Click **F2** to save your entries.

BUYING GROUP MAINTENANCE (NOT REQUIRED)

Each vendor may be assigned to a Buying Group. This enables you to select and pay all your vendors who belong to a specific buying group. Examples of buying groups might include HD America, VIPAR, and Truck Pride. If you are not associated with any specific buying group, entering a Vendor Buying Group is not necessary.



Field Descriptions

Group Code

Type in the Vendor Buying Group Code and press **Enter**. This code is user-defined.

Description

Type in the full description that will best describe the Buying Group and press **Enter**.

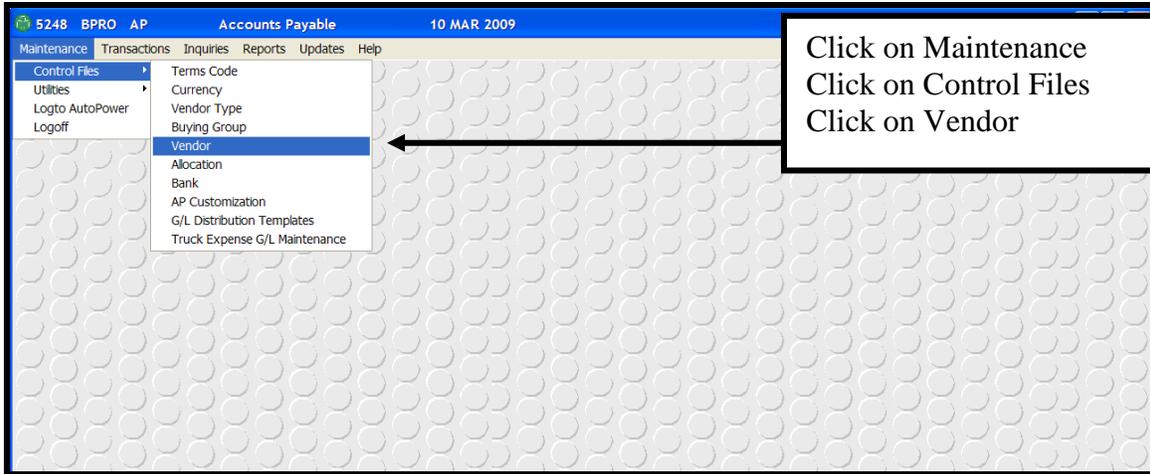
Remember: Click **F2** to save your entries.

You be can view the default Buyer's groups A – AutoPride, H – HDA, P – Power Heavy Duty, T – TruckPride, V – Vipar by clicking on the F3- Lookup in the Group Code Field.

VENDOR FILE MAINTENANCE (REQUIRED)

The Vendor Maintenance screen is where you will enter information specific to a vendor. You can also define a default General Ledger Template that can be used when expensing purchases from this vendor.

The Vendor Maintenance screen shown below will display when you select Vendor from the Control File Menu.



The Vendor Master Maintenance screen will display.

The screenshot displays the 'Vendor Master Maintenance' screen. The Vendor No is 100. The Name is AUTOPOWER CORPORATION. The Address is 525 TECHNOLOGY PARK, STE 109, LAKE MARY, FL 32746. The Contact-1 is MIKE MALLORY with phone number 407-695-7300 and fax number 407-695-8001. The email is mmallory@autopower.com. The Pay Terms are B 2% 10TH NET 30TH. The Buying Group is IWD INDEPENDENT WAREHOUSE DISTR. The Type is UTL UTILITY. The Tax Exempt status is N. The Disc Past Due status is Y. The Disc Freight status is N. The Notes status is Y. The Activity status is Y. The GL Accounts status is Y. The Inventory Vendor No is 8778 and the Vendor Acct No is 2112. The 1099 ID field is empty. There are function keys on the right: F1-Help, F2-Save, F3-Lookup, F4-Del, F5-Notes, F6-Activity, and F7-GL Accts.

Field Descriptions

Vendor Number

Type in the Vendor Number to be assigned to this vendor and press **Enter** (↵). If the vendor number exists, the data for the vendor will display.

The **F3**-function key will execute a vendor search. When you select the Lookup function, you will be given different options on how to search for a particular vendor. The options are:

- By Name Beginning With
- By Name Ending With
- By Name Containing
- By City
- By State
- By Zip
- By Contact
- By Phone
- By Vendor Group
- By Vendor Type
- List All

After selecting your search option the list of vendors will display. Select the existing vendor from this display.

Same Remit?

Some vendors may have a different location where to send payments. If the location is different than the vendor's mailing address as entered in the above fields, enter an **Y** for no. If you answer no, the cursor will advance to second Name field. The Remit To: name and address will print on the accounts payable check. If you answer **N** for yes, the cursor will not advance to the second Name field.

When entering a new remit-to the required entry fields are Vendor name, address, city, state, zip.

Currency

Press **Enter** (↵) thru this field if you do not use multi-currencies. Enter an optional currency code to use if this vendor is a foreign vendor. If you have no international vendors, do not enter anything in the currency field. The system will default to the correct currency code and this field will remain blank.

Pay Terms

Type in the Terms Code for this vendor and press **Enter**. The system will default to this Pay Terms code when entering an Accounts Payable invoice. At the time of invoice entry, you still have the option to change the terms. The Pay Terms will calculate the correct due date and discount for the invoice.

Buying Group

Type in an optional Buying Group Code and press **Enter**. E.g. HDA, VIPAR. This will be a Buying Group that was set up in the Buying Group Maintenance screen under the Control Files menu.

Type

Type in an optional Vendor Type Code and press **Enter**. This can be used to categorize your vendors. The Vendor Type must be set up in the Vendor Type File maintenance to display in the F3 Function Key Lookup option. You can setup the type in the Vendor Type File Maintenance screen.

Tax Exempt

The Tax Exempt field indicates if this vendor charges sales tax. The options available are:

- Yes, the vendor does not charge sales tax
- No, the vendor will charge sales tax.

Discount Past Due

Does this vendor allow you to take the discount even if the due date of the invoice has past? Valid entries for this field are:

- Yes, the vendor will allow discounts on past due invoices.
- No, discounts on past due invoices are not permitted.

Discount Cores

Does this vendor allow you to take discounts on cores? Valid entries for this field are:

- Yes, the vendor will discount cores.
- No, the vendor will not discount cores.

Note: Whether or not cores are discountable is based on hierarchy. First, if the G/L account number for cores (which must have the word CORE somewhere in the

description) is flagged as not eligible for discount, core charges will never be discounted. If the G/L number is flagged , then the determining factor is the vendor record.

Discount Freight

Does this vendor give a discount on freight? Valid entries for this field are:

- Yes, the vendor will discount freight.
- No, the vendor will not discount freight.

This will affect how discounts are calculated in invoice entry.

Note: Whether or not freight is discountable is based on hierarchy. First, if the G/L account number for freight (which must have the word FREIGHT somewhere in the description) is flagged as not eligible for discount, freight charges will never be discounted. If the G/L number is flagged , then the determining factor is the vendor record.

Inventory Vendor Number

Type in the Inventory Vendor Number and press **Enter**. This can be used to match up invoices from vendors with the receipts recorded during the receiving process.

Vendor Account Number

Type in the Vendor Account Number assigned to you by the vendor and press **Enter**. This account number can be printed on the check.

1099 ID

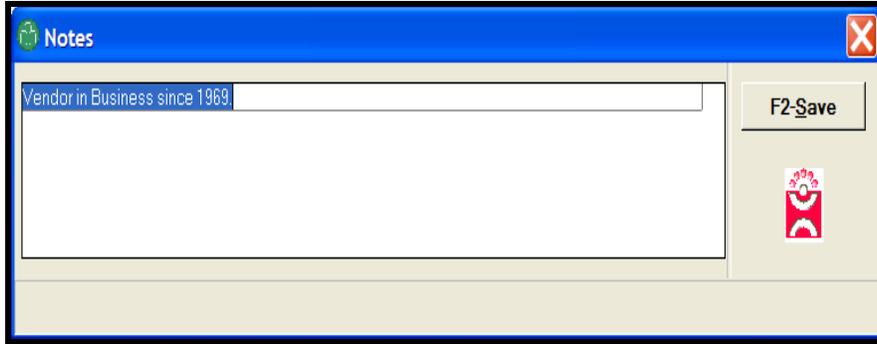
Type in the 1099 ID for this vendor and press **Enter**. If this vendor is not a 1099 type vendor no entry is required in this field.

Allow Duplicate Invoices

Type in and press **Enter** if this vendor uses duplicate invoice numbers. If this field is marked an invoice number can only be entered once for this vendor. You will not be allowed to reuse invoice numbers.

Notes

If vendor notes have been entered using the **F5** Function key option this field will display a .

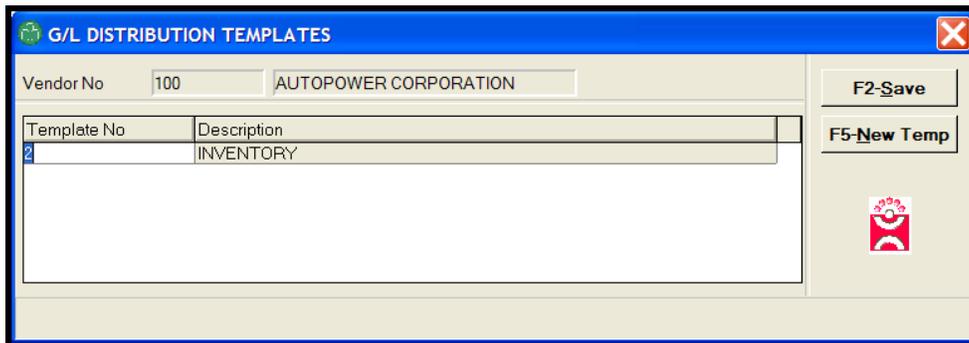


Activity

If activity exists for this vendor then this field will display a . You can access the vendor activity via the **F6**-function key.

General Ledger Accounts

If a General Ledger Distribution Template has been assigned to this vendor, this field will display a . If you need to assign a template click the **F7**-function key.



F6 - Activity

You may also view Vendor Activity from the Vendor Maintenance screen. Click or press the **F6** Activity function key. This screen is display only that shows YTD totals, previous year's YTD, as well as life to date totals. The last check number and amount include Prepaid check (type 3) and ACH transaction (type 4) entered into the invoice entry screen.

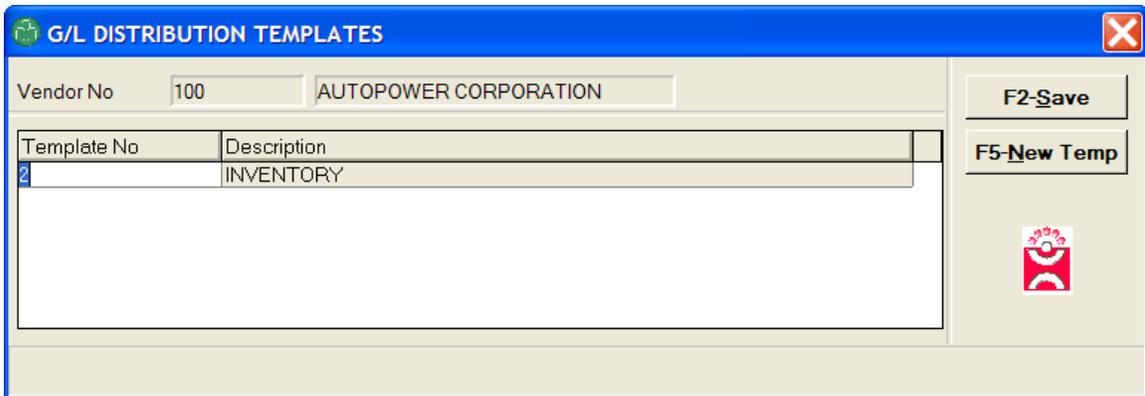
When you select **F6** for Activity, the following screen will display.

AP Activity for Vendor 100 - AUTOPOWER CORPORATION									
No of Days	Past Due	%	Future Due	%	YTD Purchases	101483729.76	OK		
1 - 30	21346.00	20.33	2551.00	100	YTD Credits	-67811.25	F5-OpenItms		
31 - 60	0.00	0	0.00	0	YTD Discounts	-683.14	F6-PaidItms		
61 - 90	0.00	0	0.00	0	PYR Purchases				
91 - 120	95.43	0.09	0.00	0	PYR Credits				
120+	83567.62	79.58	0.00	0	PYR Discounts				
Total	105009.05	97.63	2551.00	2.37	LTD Purchases	101483729.76			
Grand Total	107560.05				LTD Credits	-67811.25			
					LTD Discounts	-683.14			
					Last Paid Date	02/17/09			
					Last Check No.	2190			
					Last Paid Amt	362.00			

GL DISTRIBUTION TEMPLATE (NOT REQUIRED) BUT WILL MAKE INVOICE ENTRY LESS LABOR INTENSIVE.

When you select the **[F7]** GL Function Key, the General Ledger Distribution Templates assigned to this vendor will display. This screen is used to assign a default General Ledger Account Distribution Template to this vendor that can be used during invoice entry. When this vendor is entered in invoice entry, the template assigned will display the company, branch, department and General Ledger Account Numbers as the default in the expense distribution. The General Ledger Account Numbers may be changed at time of invoice entry.

The General Ledger Account Distribution Template Screen will display as illustrated below.



To setup a new template, click the **[F5]**-function key. Please refer to the Template File Maintenance Section in this workbook for instructions on entering a new template.

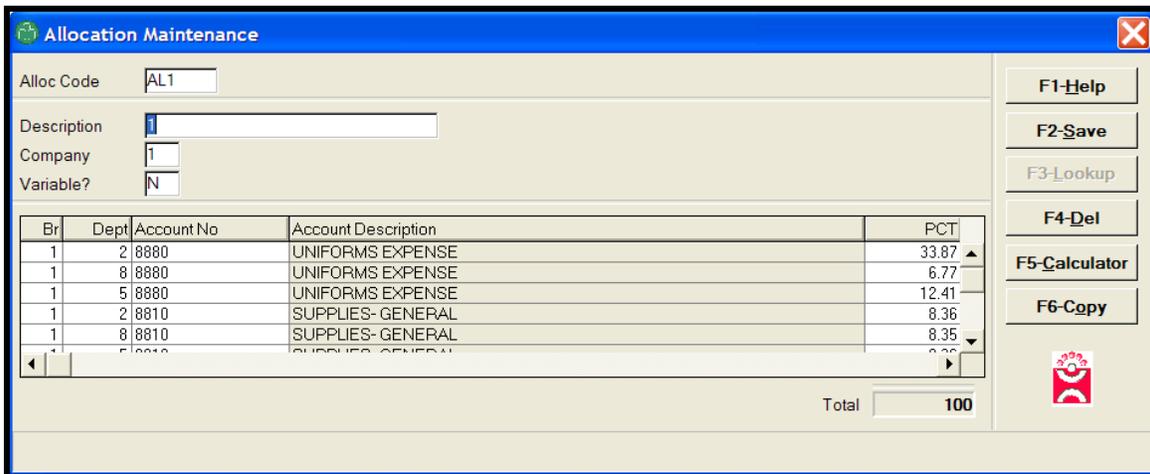
ALLOCATION (NOT REQUIRED)

The Accounts Payable system will allow you to set up how invoices are to be distributed amongst branches, departments, and general ledger accounts. This is done using Allocations. These tables determine a percentage of an invoice to be distributed across several General Ledger Accounts or across several branches and departments.

For example, an allocation table may specify that 50% can be applied to Branch 2, Department 1, and General Ledger Account 1200 and the remaining 50% applied to Branch 2, Department 2, and General Ledger Account 1200. By setting up an allocation table the system will automatically make the appropriate distributions to the desired general ledger accounts.

Once this table has been established it can be utilized in the Invoice Entry screens. In invoice entry at the Template number field instead of entering your General Ledger Template number just enter the Allocation Table number and it will distribute your expense accordingly.

The Allocation Maintenance Screen is illustrated below:



The screenshot shows the 'Allocation Maintenance' window. At the top, there are input fields for 'Alloc Code' (AL1), 'Description' (1), 'Company' (1), and 'Variable?' (N). Below these is a table with columns: Br, Dept, Account No, Account Description, and PCT. The table contains several rows of data for UNIFORMS EXPENSE and SUPPLIES- GENERAL. A 'Total' field at the bottom right shows 100. On the right side of the window, there are buttons for F1-Help, F2-Save, F3-Lookup, F4-Del, F5-Calculator, and F6-Copy, along with a small red icon.

Br	Dept	Account No	Account Description	PCT
1	2	8880	UNIFORMS EXPENSE	33.87
1	8	8880	UNIFORMS EXPENSE	6.77
1	5	8880	UNIFORMS EXPENSE	12.41
1	2	8810	SUPPLIES- GENERAL	8.36
1	8	8810	SUPPLIES- GENERAL	8.35
1	5	8810	SUPPLIES- GENERAL	8.36

Field Descriptions

Allocation Code

Type in the Allocation Code and press **Enter**. Only enter the number of the allocation code. The system will prefix the code with "AL".

Description

Type in a description for this allocation code and press **Enter**.

Company

Type in the Company Number and press **Enter**.

Variable?

If you select yes for variable, you will determine the General Ledger Account Numbers distribution at time of invoice entry. If you select no, the General Ledger Account Numbers used for distribution will be predetermined based on how this allocation is set up.

Br

Type the Branch Number and press **Enter**.

Department

Type in the Department Number and press **Enter**.

Account Number

Enter the General Ledger account number.

If you know the description of the account number, enter the first characters of the description then click **F3**-Lookup. This will display only the general ledger accounts whose descriptions begin with the characters you entered.

If you know the first digit or digits of the account number, enter that then click **F3** - **Lookup**. This will display only the general ledger account numbers that begin with the digits you entered

Account Description

After typing in the general ledger number the description of the account will display.

PCT

Type in the allocation percentage for this department or branch. E.g. 20 and press **Enter**.

Total

This field indicates the Total. This is a display only field and cannot be modified.



NOTE: The system will not allow you to save an allocation code that does not total 100%.

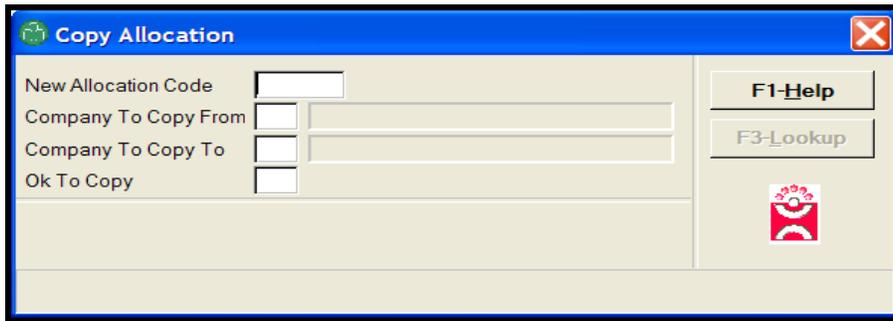
Function Keys

- **F5 Calculator:** To use a calculator on the computer, click **F5** for the Calculator from the Allocation Screen.
- **F6 Copy:** Click **F6** to copy the allocation distribution to another company.

Copy Allocation

You may have several allocation codes that are similar. The Accounts Payable module will allow you to copy one allocation code to another allocation code. Click **F6**- **Copy function key** from the Allocation Maintenance screen. This feature is useful if an allocation table has been defined and you need to copy it over to another company or another allocation table.

The Copy Allocation Screen is illustrated below.



Field Descriptions

New Allocation Code

Type in the New Allocation Code for the new allocation and press **Enter**.

Company To Copy From

Type in the company number to copy from and press **Enter**. The company must exist in the Company file in the General Ledger control file maintenance.

Company To Copy To

Type in the company number to copy to and press **Enter**. The company must exist in the Company file in the General Ledger control file maintenance.

OK To Copy

Type in for yes and press **Enter** to copy, otherwise enter for No.

BANK (REQUIRED)

The Accounts Payable system allows multiple bank accounts to be used within each company. The Bank Maintenance screen defines the bank information for each account to be used. Each bank account can have a unique check numbering sequence, and transactions can be setup to post to unique General Ledger account numbers.

The Bank Maintenance Screen is illustrated below.

The screenshot shows a software window titled "Bank Maintenance" with a blue title bar and a close button (X) in the top right corner. The window is divided into several sections:

- Company Section:** Includes a "Company" field with a dropdown arrow and a "Bank No" field with a dropdown arrow. A "Notes" field is located to the right of the "Bank No" field.
- Account Information Section:** Contains fields for "Account No", "Name", "Address", "Address", "City", "State", "Zip Code", "Phone No", "Fax", and "Contact".
- Financial and Operational Section:** Includes "Cash Acct", "Next Check", "Check Form", "Positive Pay" (checkbox), "Bank ID", and "Number of Remittance Lines".
- Function Buttons:** A vertical column of buttons on the right side: "F1-Help", "F2-Save", "F3-Lookup", "F4-Delete", and "F5-Notes".
- Logo:** A small red and white logo is located in the bottom right area of the window.

Field Descriptions

Company

Type in the Company Number and press **Enter**.

Bank Number

Type in the Bank Number and press **Enter**. Each Bank that you have setup in BusinessPro will be assigned a numerical number. Example, bank 1 for one of your company's bank and then bank 2 for your other company's bank. 1, 2, 3, 4 etc.

Notes

If there are notes attached to this bank record then this field will display "Present". Notes can be added by selecting the **F5**-Notes function key.

Cash Account

Type the General Ledger Cash Account Number that will be affected when recording payments on checks written with this Bank Code and press **Enter**.

If you know the description of the account number, enter the first characters of the description then click **F3**-Lookup. This will display only those accounts whose descriptions begin with the characters you used.

To perform a lookup, type in the first number or numbers of the general ledger account number then click **F3**-Lookup. This will display only those general ledger account numbers that begin with the digits you entered.

Next Check

Type in the number of the next check to be printed and press **Enter**. This number will advance when a check is written.

Check Form

The check form designates which check form layout program is used when checks are printed for this bank. The Check Form information will be entered by AutoPower Corporation as well as the Number of Remittance Lines that are available for use on the check stub.

Bank Notes

You may enter notes that pertain to a Bank by selecting the **F5** -Notes function key from the Bank Maintenance screen. A window of text will display for the entry or viewing of notes related to this bank.

Positive Pay

Do you submit a Positive Pay file to your Bank? Y/N

Bank ID

Type in the Bank ID for Positive Pay file transfers. This ID is supplied by your bank.

Number of Remittance Lines

Type in the Number of Remittance Lines allowed on the bank stub of your check.

AP CUSTOMIZATION (REQUIRED)

The Accounts Payable Customization Screen is used to specify defaults and parameters that will be used throughout the Accounts Payable system. By defining these defaults on this screen, the BusinessPro Accounts Payable software will present the operator with the defined default when a particular response is required. The operator can override the defaults at any time.

The AP Control Maintenance Screen is illustrated below.

The screenshot shows a software window titled "AP Control Maintenance". The window contains several input fields and checkboxes for configuration. On the right side, there are four function buttons: "F1-Help", "F2-Save", "F3-Lookup", and "F4-Del". Below these buttons is a small red and white logo. The input fields are as follows:

Company No	<input type="text"/>
Current Year	<input type="text"/>
Current Period	<input type="text"/>
Default Bank No	<input type="text"/>
Default Branch	<input type="text"/>
Default Department	<input type="text"/>
No of Years of History	<input type="text"/>
Multi-Currency	<input type="checkbox"/>
AP Acct	<input type="text"/>
AP Disc	<input type="text"/>
Prevent entry of Invoice Date that is greater than	<input type="text"/> days after period closing date.
Multi-Branch Distribution	<input type="checkbox"/>
Invoice History Limit	<input type="text"/>
Invoice Sort Order	<input type="text"/>
Vendor Sort - n(A)me or n(U)mber	<input type="checkbox"/>

Field Descriptions

Company Number

Type in the Company Number and press **Enter**. The name of the company will display.

Current Year

Type in the current accounting year and press **Enter**. There is NO yearly update in Accounts Payable. Upon closing period 12, then the system automatically rolls to the new year.

Current Period

Type in the current accounting period and press **Enter**. The current period will be reset when closing the AP month from the updates menu.

Default Bank Number

Type in the default Bank Number and press **Enter**.

Default Branch

Type in the default Branch Number and press **Enter**. Once you have entered or selected a branch number, the name of the branch will display.

Default Department

Type in the default Department Number and press **Enter**. The name of the department will display automatically when you enter the Department Number.

Number of Years Vendor History

Type in the Number of Years of Vendor History to be kept on file and press **Enter**.

Multi-Currency

Do you deal with different currencies? Select for Yes or for No. If you conduct business with different currencies please inform AutoPower Corporation during your installation of BusinessPro Accounting Software.

AP Account

Type in the General Ledger account number that will be used for posting AP invoices to the default company, branch, and department in the General Ledger and press **Enter**. The description of the General Ledger account will display.

AP Discount

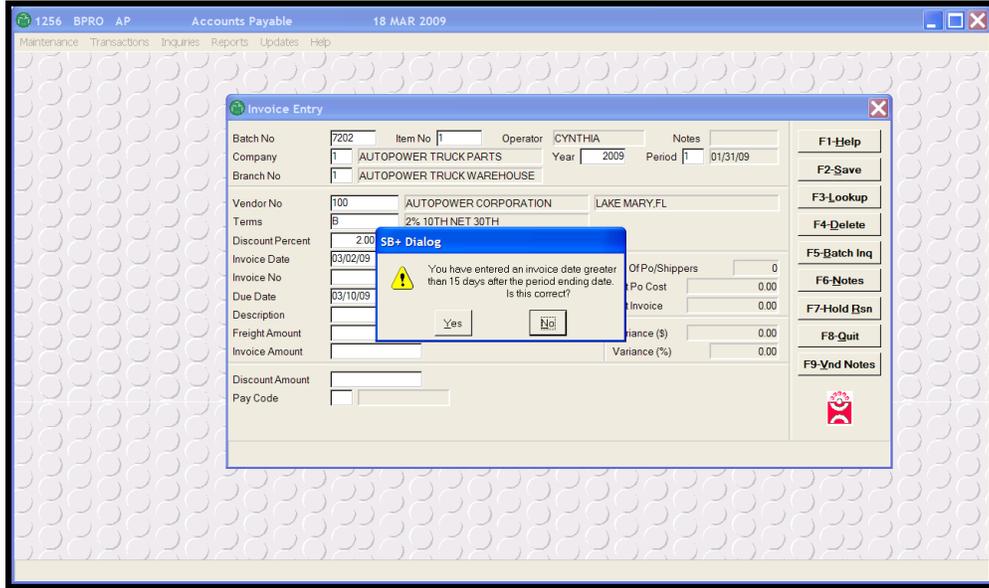
Type in the A/P Discount General Ledger account number that will be used for posting AP invoice discounts to the default company, branch and department in the General Ledger and press **Enter**.

Prevent entry of Invoice Date that is greater than _ days after period closing date.

Type in the number of days after the period closing date that Accounts Payable invoices cannot be entered and press **Enter**.

In the example below I entered an invoice dated for 03/02/09 and the A/P period is 1 with a period ending date of 01/31/09, the system flagged me that I entered an invoice that is more than 15 days after the period ending date. The prompt will display if this is correct or not?

This will help prevent entering invoices into the wrong period.



Multi-Branch Distribution

If you wish to distribute the expenses amongst several branches enter , otherwise enter . If you enter you will not have balance sheets for a single branch, however, the balance sheet will be in balance for a sum of all branches.

Invoice Sort Method

Use the invoice sort method field as the basis for all reports. The three possible sorting methods available are **[D]** for Invoice due date, for Invoice date and for Invoice Number.

Invoice History Limit

Enter the number of years for invoice history to be displayed on the invoice inquiry screens. Enter in the number "0" if all years should be displayed.

Vendor sorting by n(A)me or n(U)umber

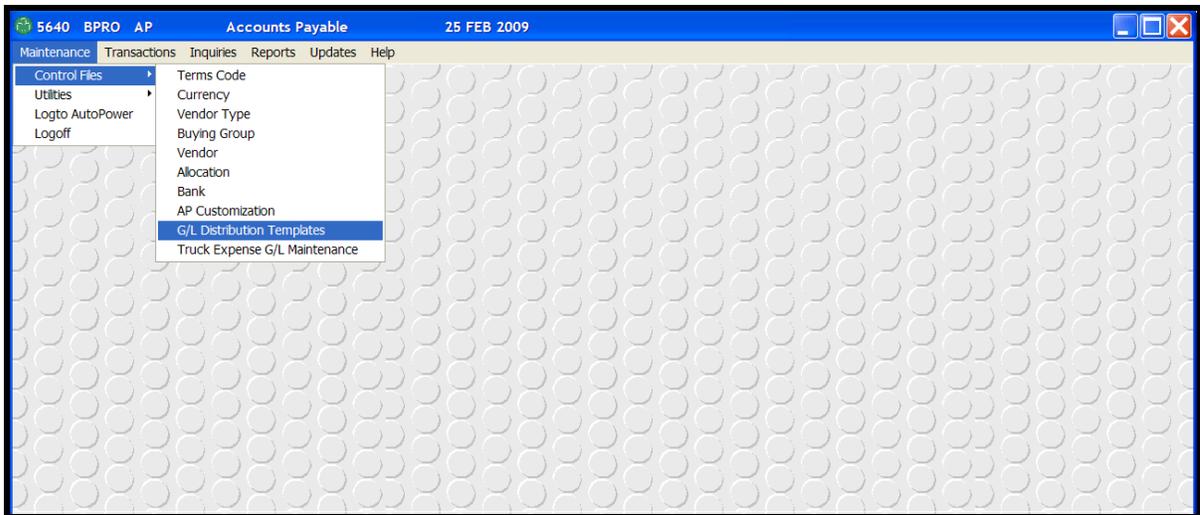
Type in **[A]** to sort the check run by vendor name or enter to sort the check run by vendor number and press **[Enter←]**.

GL DISTRIBUTION TEMPLATES (NOT REQUIRED) BUT MAKES INVOICE ENTRY LESS LABOR INTENSIVE.

The purpose of the General Ledger Distribution Templates is the time saving feature of not having to code the accounts payable invoices with the expense account each time one is entered for a certain vendor. One template can be assigned to one or more vendors. Templates are built by company and by branch to allow flexibility. The templates are setup using the General Ledger account numbers for expense accounts that would be otherwise repeated by a Accounts Payable Clerk during the entry of the invoice.

This is the same GL distribution template that is setup using F7 Function Key in the Vendor File Maintenance screen.

If you use the same distribution expense accounts for a vendor repeatedly you may attach the template to the vendor in the vendor file maintenance so that during invoice entry the system will default to the template. This will help to eliminate posting errors to the wrong expense accounts in the general ledger. The General Ledger Distribution Templates is illustrated below.



The Distribution Template Maintenance screen will display as shown below.

G/L Acct	Description	Reference
1350	INVENTORY	INVENTORY
8460	FREIGHT CHARGES	FREIGHT

Field Descriptions

Template Number

Type in the G/L distribution template number or NEW to create a new template and press **Enter**.

Template Description

Type in a description for this template and press **Enter**.

Company Number

Type in the company number this template is applicable to or ALL for all companies and press **Enter**.

Branch Number

Type in the branch number that this template will be used for or ALL and press **Enter**. If ALL companies are chosen, ALL branches must be chosen.

GL Acct

Type in the G/L account number associated with this category and press **Enter**.

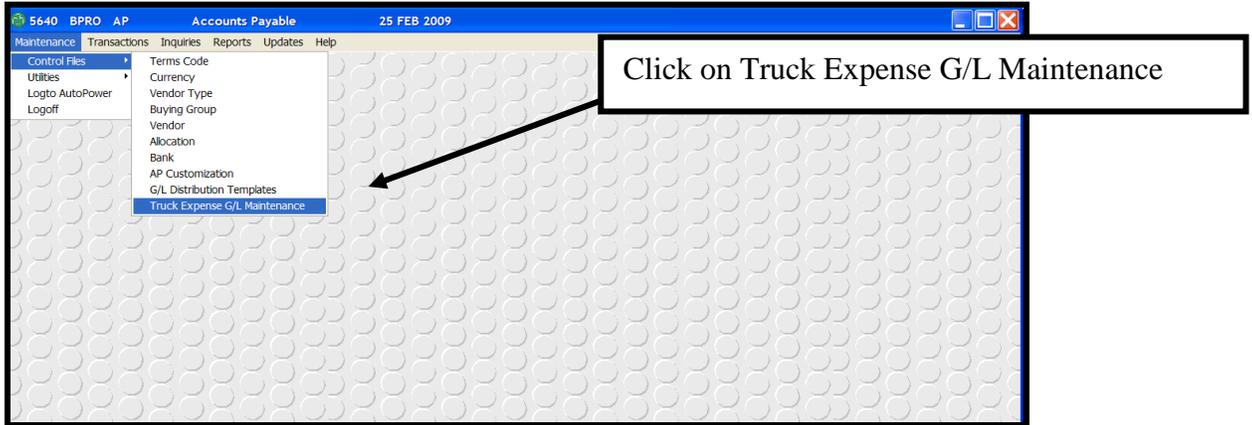
Reference

Type in a distribution category name and press **Enter**. This is a free-form text field.

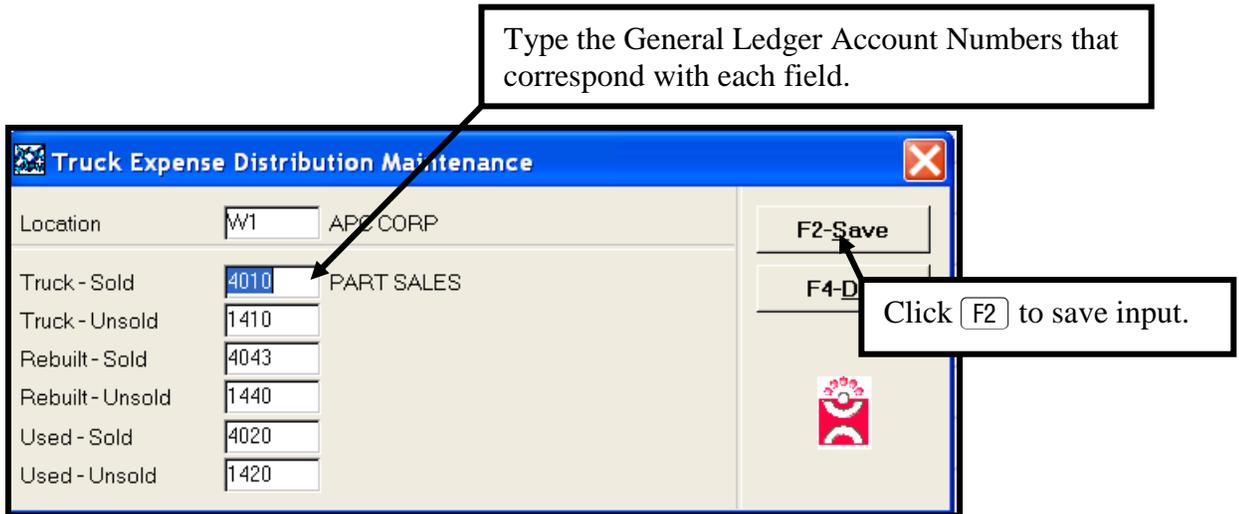
Remember: Click **F2** to save your entries.

TRUCK EXPENSE G/L MAINTENANCE (NOT REQUIRED)

This menu selection will allow you to add expenses (parts or labor) to a truck that will be sold through the AutoPower system without having to use the Truck & Equipment menus in AutoPower.



The Truck Expense Distribution Maintenance screen will display.



This completes the Control File Maintenance screens.



It's time for a file maintenance test!

1. What is the name of the icon that you click on to access Business Pro?
2. After entering a record or changing data in a record you must press or click on what function key?
3. What function key do you use to do a Lookup in a valid data field?
4. What function key do you use to delete an entire record?
5. How do you exit BusinessPro?
6. You must have at least one terms code setup in the Terms Code file maintenance.
 - a. True
 - b. False
7. In the Terms Code file maintenance, you can enter a number in the Discount Day Due field and in the Number of Days Discount.
 - a. True
 - b. False
8. In the Terms Code file maintenance screen, you cannot enter in a Net Due Day and the Number of Days to Pay in these 2 fields.
 - a. True
 - b. False
9. Do not enter information in the Currency Code file maintenance if you use multi-currencies.
 - a. True
 - b. False
10. If one of your vendors has a different address to send payments to, you would answer "N" in the Same Remit? field in the Vendor file maintenance screen.
 - a. True
 - b. False

11. The Allow Duplicate Invoices field will allow you to use duplicate invoice numbers. A “Y” is entered in this field in the Vendor file maintenance screen.
 - a. True
 - b. False

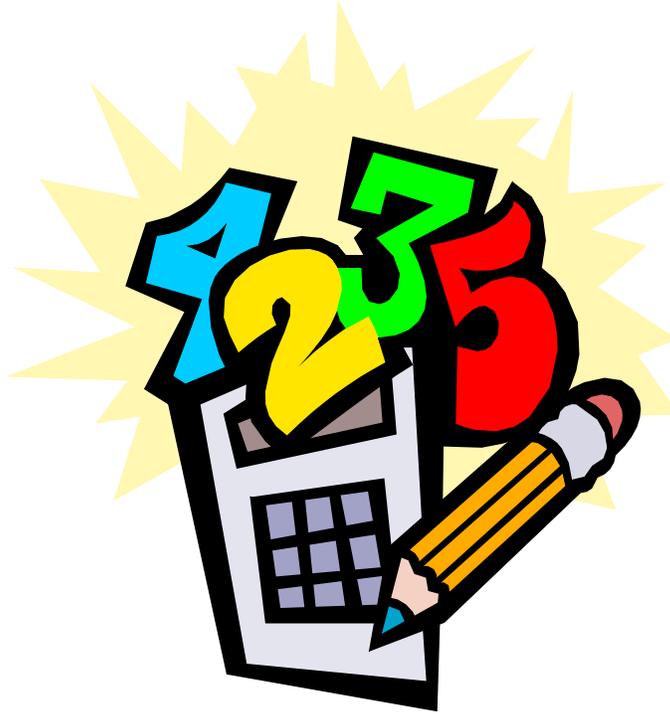
12. The Discount Past due field must be answered “Y” if you take discounts on past due invoices from the vendor.
 - a. True
 - b. False

13. The General Ledger Template makes invoice entry less labor intensive when you have assigned a GL template to the vendor.
 - a. True
 - b. False

14. At least 2 banks are required to be setup in the BusinessPro Accounts Payable.
 - a. True
 - b. False

15. In the AP Customization file maintenance, the prompt Prevent entry of Invoice Date that is greater than ___ days after period closing date means:
 - a. That the period must be closed for a certain amount of days before you can enter another invoice.
 - b. That this is the number of days AFTER a period closing date that Accounts Payable invoices cannot be entered.
 - c. That this is the number of days AFTER a period closing date that Accounts Payable invoices can be entered.

TRANSACTIONS



Transactions



The Transactions Menu is used to process invoices and perform Bank Reconciliation in the Accounts Payable system. This is the menu that you will use the most once all file maintenance setup functions have been completed.

Menu Selections

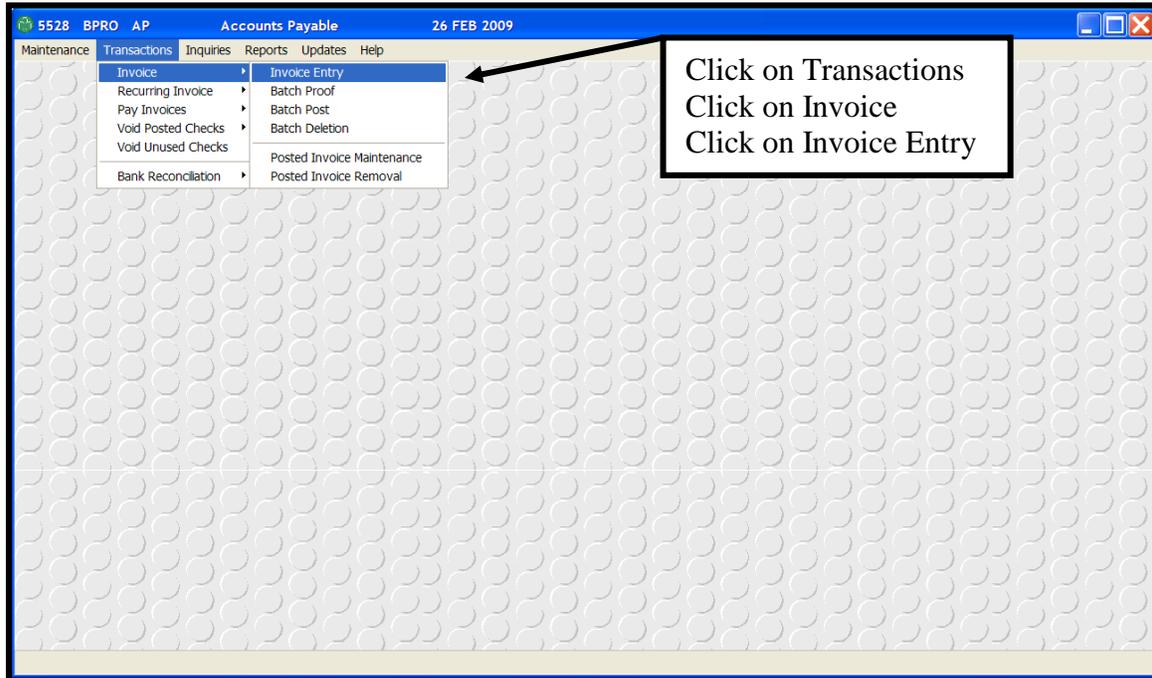
Select a menu option by using the arrow keys **t b r l** to move to the desired selection and then pressing **(Enter←)**. You can also type in the “hot” letter to select the option or click on the highlighted menu option: Any menu selection that has an arrow to the right **(>)** has another menu (submenu) that will display. Choose an option by entering one of the following keys:

- **Invoice:** When you select for Invoice, the Invoice Menu will display with functions for Invoice processing.
- **Recurring Invoice:** When you select for Recurring Invoice, the Recurring Invoice Menu will display with a list of functions for recurring invoice processing.
- **Pay Invoices:** When you select to Pay Invoices, the Pay Invoice Menu will display. The Pay Invoices Menu has three types of payment processing; Regular Checks, Manual Checks and Quick Checks.
- **Void Posted Checks:** When you select the Void Posted Check menu will display. You will use the functions listed on this menu when you need to void a check that has already been posted to the Paid Item File.
- **Void Unused Checks:** Select to record unusable or damaged checks to the Bank Reconciliation file for audit purposes. These checks would not have been used or posted in the system.
- **(C) Bank Reconciliation:** When you select **(C)**, the Bank Reconciliation menu will display. You may use these functions when reconciling your bank statement.

INVOICE ENTRY

The options on the Invoice Entry Menu will allow you to enter and edit invoices that you receive from your vendors.

The Invoice Entry Menu will display as shown below.



MENU SELECTIONS

- **Invoice Entry:** To display the Invoice Entry screen, select **I** for Invoice Entry. This is the option you will use to enter invoices into the Accounts Payable system. Items entered through Invoice Entry will post to the Accounts Payable General Ledger and expense accounts
- **B** **Batch Proof:** Before you can post invoices entered via invoice entry, you must print a Batch Proof Report. This is used to verify the accuracy of your data entry.
- **Batch Post:** Once the Batch Proof Report has been printed and verified for accuracy, you must post the batch of invoices to the Open Item File by selecting **P** for Batch Post.
- **D** **Batch Deletion:** To delete a batch of invoices, select **D** for Batch Deletion. You can only delete batches that have not been posted. Once a batch has been posted, it cannot be deleted. Each individual invoice would need to be removed.

- **Posted Invoice Maintenance:** Posted Invoice Maintenance will allow you to edit an Invoice that has been posted to the Open Item File. The invoice must be posted to use this feature.
- **Posted Invoice Removal:** Posted Invoice Removal will allow you to remove an invoice that has been posted to the Open Item File and is not selected for payment.

The Invoice Entry screen is used to enter a batch of invoices. All invoices in the batch must be posted to the same Year and Period. If you have invoices that are to be posted to a different period, they must be entered in separate batches. You may enter as many invoices as you wish within each batch. You may have multiple batches open and in process at the same time.

The Vendor Number and the Terms Code may be created on the fly if necessary by using the word "NEW" instead of the respective codes while the cursor is in the associated field.

Once you have entered the invoices it is necessary to print a batch Proof Report. This can be done upon leaving the Invoice Entry screen or at a later time from the menu.

The **F8** -Quit function key on this screen enables you to abandon the current invoice you are entering. This feature is designed so that you can quickly quit the screen without saving the invoice.

The Invoice Entry Screen is displayed below.

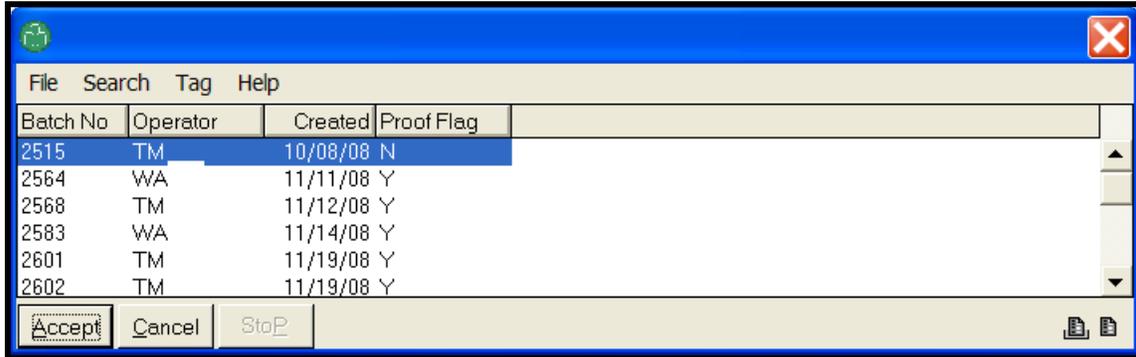
The screenshot shows the 'Invoice Entry' window with a blue title bar. The main area contains several input fields for data entry, organized into sections. On the right side, there is a vertical column of function keys: F1-Help, F2-Save, F3-Lookup, F4-Delete, F5-Batch Inq, F6-Notes, F7-Hold Rsn, F8-Quit, and F9-Vnd Notes. At the bottom right of this column is a small red logo. The input fields include: Batch No, Item No, Operator, Notes, Company, Year, Period, Branch No, Vendor No, Terms, Discount Percent, Invoice Date, Invoice No, Due Date, Description, Freight Amount, Invoice Amount, No Of Po/Shippers, Tot Po Cost, Tot Invoice, Variance (\$), Variance (%), Discount Amount, and Pay Code.

Field Descriptions

Batch Number

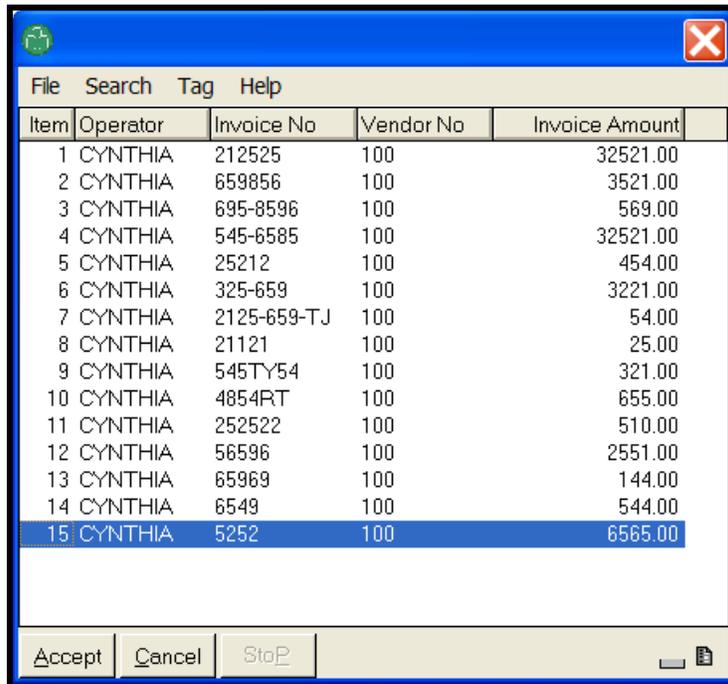
Type in the existing Batch Number and press **Enter**. To create a new batch, type in the word "NEW" and press **Enter**. To list batches which are currently open, press **F3-L Lookup**. You may select a Batch Number from this list. The Proof Flag reflects if the batch proof report has been printed for that batch. You must **print** the proof report to

allow the batch to be posted. Below is an example of the **F3-Lookup** option in the Batch No. field.



Item Number

The open batches will be displayed. They have not been posted. To list the invoices that have been entered for this batch, press **F3-L Lookup**. You may select an existing item number from this list to edit the invoice. The window will display the following information:



Operator

The system will automatically enter your user ID. This is based on your logon.

Notes

The data that will display in this field represents if notes are present for the current batch. These notes are entered via the **F6**- **Notes** function key. If the word ABSENT displays there were no notes entered for this batch.

Company

Type in the Company Number and press **Enter**. The Company Name will display in this field

Year

The system will default to the current fiscal accounting year set up in the AP Customization screen.

Period

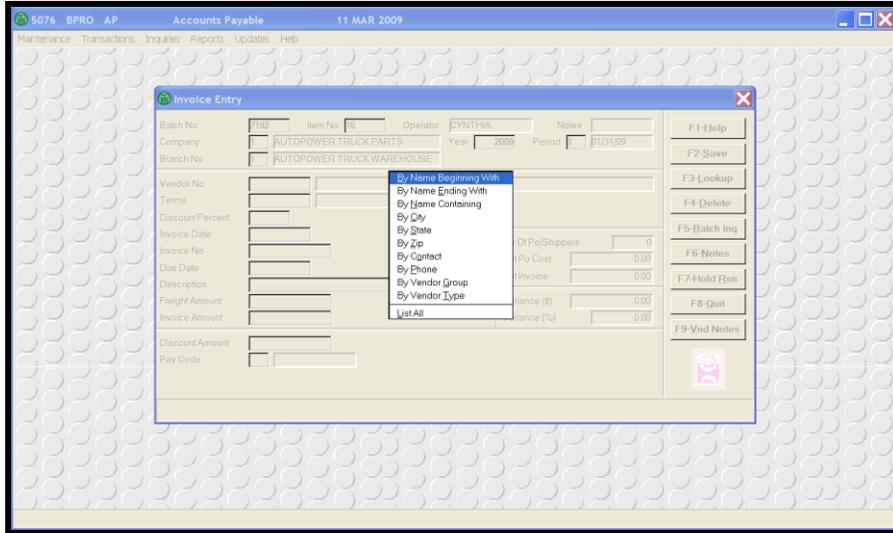
Type in the Accounting Period that the batch of invoices will be posted to and press **Enter**.

Branch Number

Type in the Branch Number for the invoice that you are entering if it is different from the default settings and press **Enter**. The system will default to the branch number that is setup as the default in the AP Customization screen.

Vendor Number

Type in the Vendor Number and press **Enter**. To create a new vendor, type NEW and then press **Enter**. Intuitive help is available by pressing the **F3**- **Lookup** key to execute a vendor search. There are several ways you can search for a vendor. The window that will display is illustrated below:

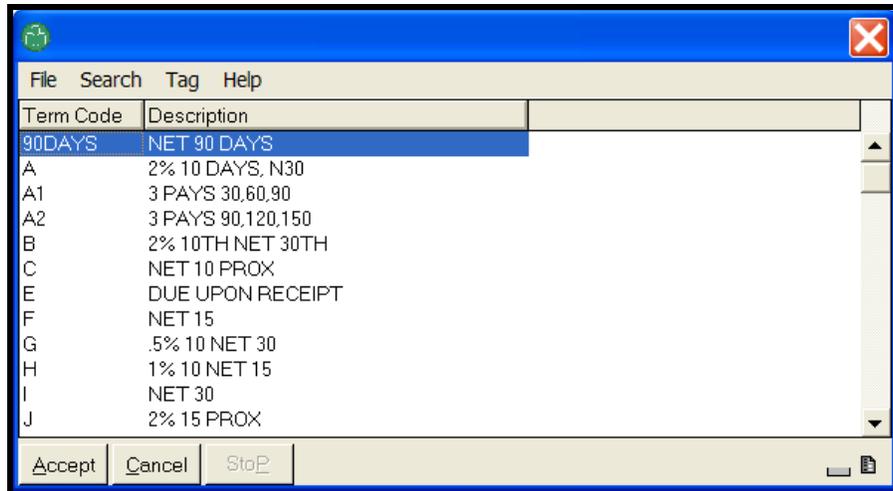


Name

After entering the vendor number, the vendor's name will display.

Terms

The terms code from the Vendor Maintenance record will default. You may change the terms code at this time. You may also create a new terms code, type NEW to create a new terms code. This field also displays the description of the terms code you enter. To view a list of the terms codes, press the **[F3]-lookup** key. You may select a Terms Code from the list of records displayed in a dialogue window. **The Vendor Master Record must have a valid terms code attached.** This is located in the Vendor Maintenance Record.



Discount Percent

The default discount percentage will display based on the terms code you are using. You may accept it or change it.

Invoice Number

Type in the Invoice Number and press **Enter**. Do not use spaces or asterisks.

If you enter an invoice number that was previously entered for this vendor the following message will display: If in the Vendor File Maintenance, a vendor is flagged as allowing duplicate invoices, you can reuse the same invoice number.

"Invoice Number Has Already Been Used"

Press **Enter** to continue with another invoice number.

Invoice Date

Type in the date of the invoice and press **Enter**.

Press **F3** – **Lookup** to display a pop-up calendar for assistance in calculating an invoice due date if different from the terms code due date.

Sunday	Monday	Tuesday	Vednesda	Thursday	Friday	Saturday
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Due Date

The system will generate a due date based on the terms code used for this vendor in the vendor file maintenance. You may change this date if necessary.

Press **F3** in this field to display a pop-up calendar.

Press **F3** – **Lookup** to display a pop-up calendar for assistance in calculating an invoice due date if different from the terms code due date.

Description

Enter a brief description of the invoice. This is helpful to determine what services or materials were rendered for this invoice. The description can also be printed on the check stub.

Freight Amount

If the invoice has a freight amount, enter the amount in this field.

Invoice Amount

Type in the invoice amount as it appears on the invoice and press **Enter**. This amount should include the freight amount if applicable.

Invoice Distribution

The Invoice Distribution screen is used to enter the General Ledger Account numbers to expense the invoice. We will cover this screen in a moment.

Pay Code

The Pay Code is used to define when the invoice will be processed. This field has four valid entries.

1 - Regular Invoice:

2 - Hold Invoice: Invoices with this pay code will not be selected for payment until the pay code has been changed to 1 via posted invoice maintenance.

3 - Prepaid Invoice: This pay code type would be used if you have prepaid the vendor and you need to record the invoice, check number and check amount, in the Accounts Payable and General Ledger files. Several prompts will display when you process an invoice with this Pay Code. The screen that will display is illustrated below:

4 - ACH Transaction: These types of invoices will not display as open since they are being paid when they are entered. Automatic Clearing House. If the Pay Code type 4 is used, the system will generate an ACH #, no check number is needed. When you enter a PayCode 4 invoice, you must complete the entry. You cannot back-out. If an error is made and you need to delete the ACH Transaction, you must delete that particular invoice from the batch and then re-enter. This must be done prior to posting the batch.

The Prepaid Invoice Screen below will display for Prepaid Invoices and ACH Transactions.

Invoice Entry

ACH Transaction

Branch ALL

Bank No 1 AMERICAN BANK

Date Paid 02/25/09

Paid Year 2009 Paid Period 1

Check No ACH#00072 01/31/09

Paid Amount 64245.38

F1-Help

F2-Save

F3-Lookup

Prepaid Invoice
Paycode 3 & ACH
Transactions use
the same entry
screen.

Field Descriptions

Branch

Type in the Branch and press **Enter**.

Bank Number

Type in the Bank Number and press **Enter**.

Date Paid

The default will be the current date. You may change if necessary.

Check Number

Type in the check number used to pay this invoice and press **Enter**.

Paid Amount

This will default with the amount of the invoice less any discount.

Press **F2** to save the information

Once you select the Pay Code, a description of the code will display.

Business Pro Accounts Payable Workbook

Invoice Entry

Batch No	7181	Item No	1	Operator	CYNTHIA	Notes	
Company	1	AUTOPOWER TRUCK PARTS	Year	2009	Period	1	01/31/09
Branch No	1	AUTOPOWER TRUCK WAREHOUSE					
Vendor No	100	AUTOPOWER CORPORATION	LAKE MARY,FL				
Terms	B	2% 10TH NET 30TH					
Discount Percent	2.00						
Invoice Date	02/04/09						
Invoice No	12523						
Due Date	03/10/09						
Description	TRUCK SUPPLIES						
Freight Amount	25.00						
Invoice Amount	65556.00						
Discount Amount	-1310.62						
Pay Code	4	ACH					

SB+ Dialog
Accept the invoice as is?

Function Keys:
F1-Help
F2-Save
F3-Lookup
F4-Delete
F5-Rpt
F6-Notes
F7-Hold Rsn
F8-Quit
F9-Vnd Notes

GL Batch Template

This screen will default to the template that has been attached to the vendor in the AP vendor file maintenance. Typing in the word “NEW” in the template field will allow you to create a new General Ledger invoice distribution template. The template that is created using the word “NEW” will not be the default for this vendor unless you answer to save the changes. If answered it will be used only for the present invoice entry.

Invoice Distribution

Company: 1 AUTOPOWER TRUCK PARTS Batch Number: 7151
 Branch No: 1 AUTOPOWER TRUCK WAREHOUSE Item Number: 1
 Vendor No: 100 AUTOPOWER CORPORATION
 Invoice No: 9654333 Invoice Amount: 51.47
 Template: 2

GL Acct	Description	Br	Dept	Distribution Amount	Reference
1350	INVENTORY	1	16	49.00	INVENTORY
8460	FREIGHT CHARGES	1	16	2.47	FREIGHT

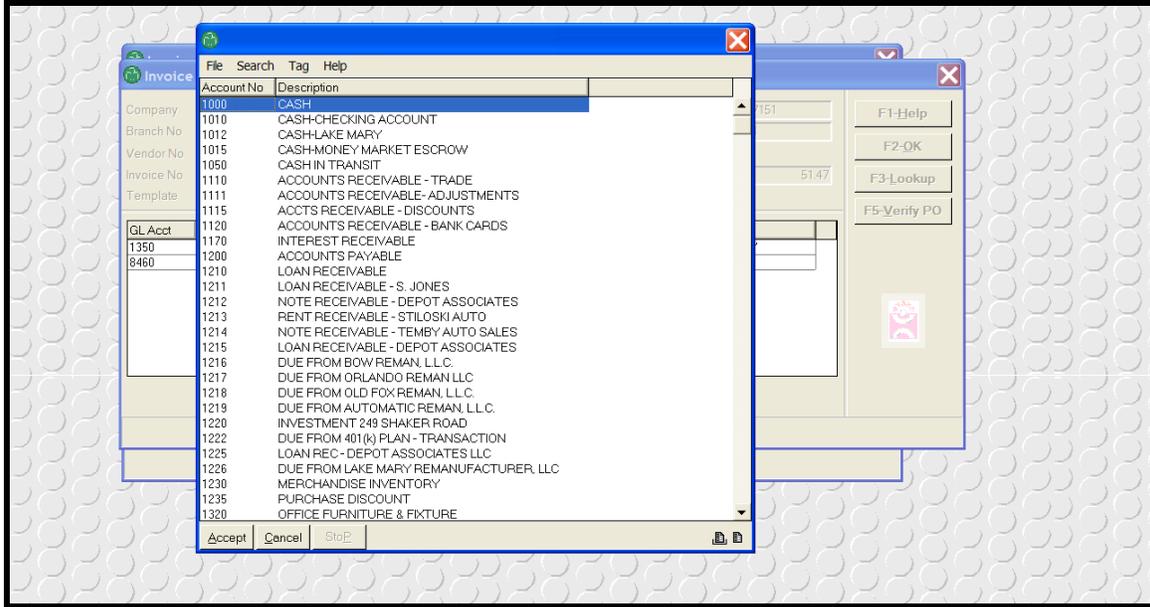
Total Distribution: 51.47

Buttons: F1-Help, F2-OK, F3-Lookup, F5-Verify PO

GL Acct

To delete a General Ledger Account distribution line press the backslash key \backslash at the beginning of the account number field and press enter. The General Account number can also be edited in this field.

To view a list of the General Ledger account numbers, press the **F3-lookup** key. You may select a General Ledger account number from the list of records displayed in a dialogue window.



Once a General Ledger number has been selected, the description of the General Ledger Account will display.

Branch, Department, Invoice Amount

The branch, department and the invoice amount will default to the current information of the invoice that is being entered.

If there are two lines in the template, and there is a freight amount on the invoice, it is assumed that the freight amount belongs to the second line, which is assumed to be the freight G/L account.

Function Keys

Other options can be found by pressing any of the following function keys:

[F5] Verify Line items: This screen allows the A/P clerk to verify that the costs on the PO and the costs on the invoice equal. Any discrepancies between the PO and Invoice are keyed here, providing the software with the ability to report on the dollar and percentage difference. A management decision can then be made whether to pay the invoice or put it on hold, pending a review of the invoice by the purchasing dept. To verify a PO it must be issued and received. This feature does not tie in with the General Ledger.

Field Descriptions

Location

Type in the Location of the Purchase Order and press **Enter**.

Purchase Order Number

Type in the PO Number and press **Enter**.

Shipper Number

Type in the Shipper Number and press **Enter**. The Shipper number must be typed in exactly as when it was received in the AutoPower PO Receiving Program.

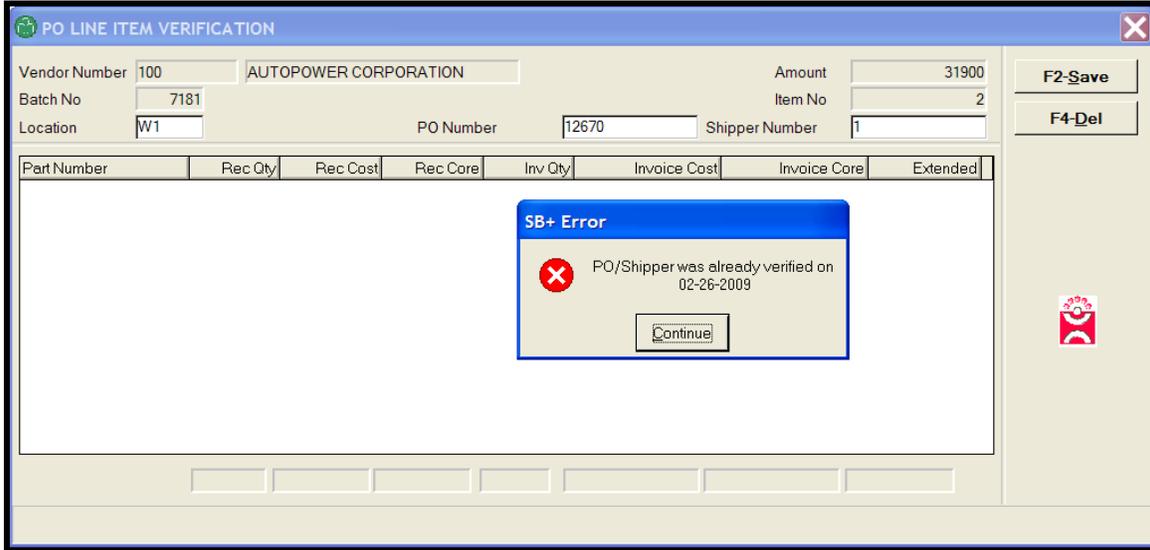
The Part Numbers on the PO will display as shown.

The screenshot shows a software window titled "PO LINE ITEM VERIFICATION". At the top, there are input fields for Vendor Number (100), Batch No (7181), Location (W1), PO Number (12670), Shipper Number (1), and Amount (6553100). The Vendor Name is "AUTOPOWER CORPORATION". On the right side, there are buttons for "F2-Save" and "F4-Del". Below the input fields is a table with the following data:

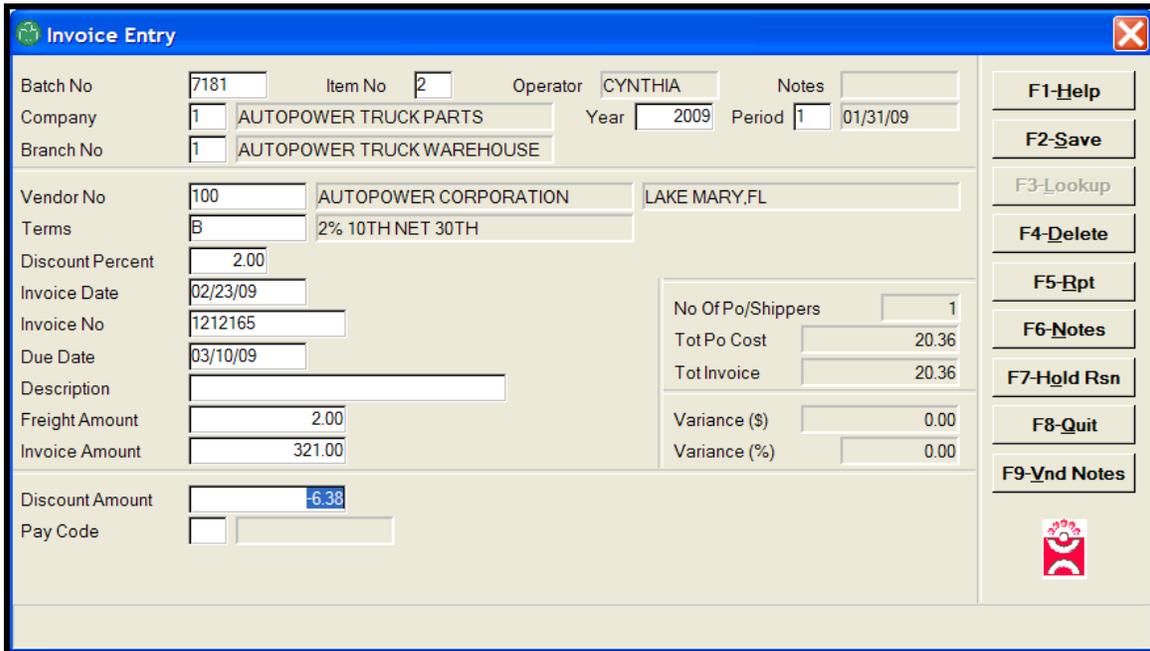
Part Number	Rec Qty	Rec Cost	Rec Core	Inv Qty	Invoice Cost	Invoice Core	Extended
BEN33718	1	20.36	0.00	1	20.36	0.00	20.36

At the bottom of the window, there is a summary row with the following values: 1, 20.36, 0.00, 1, 20.36, 0.00, 20.36. A small logo is visible in the bottom right corner of the window.

If the PO has been verified previously the error message below will display.



After performing the PO Line item verification the front screen will redisplay allowing you to complete the invoice entry.



Discount Amount

The discount amount will be calculated based on the AP terms code that has been setup for the vendor. If the vendor allows you to take the discount on the freight it will be included in this amount. In the Vendor Master File Maintenance the discount freight must be a for the freight to be calculated with the discount.

No Of Po/Shippers

Number of PO/Shippers whose line item costs has been verified using **F5** Verify Line Items.

Tot Po Cost

Total dollar value of the PO/Shippers based on purchase order costs.

Tot Invoice

Total dollar value of the PO/Shippers based on invoice costs.

Variance (\$)

Total dollar variance between the PO costs and invoice costs above.

Variance (%)

Total percentage variance between the PO costs and invoice costs above.

The screenshot shows the 'Invoice Entry' window with the following data:

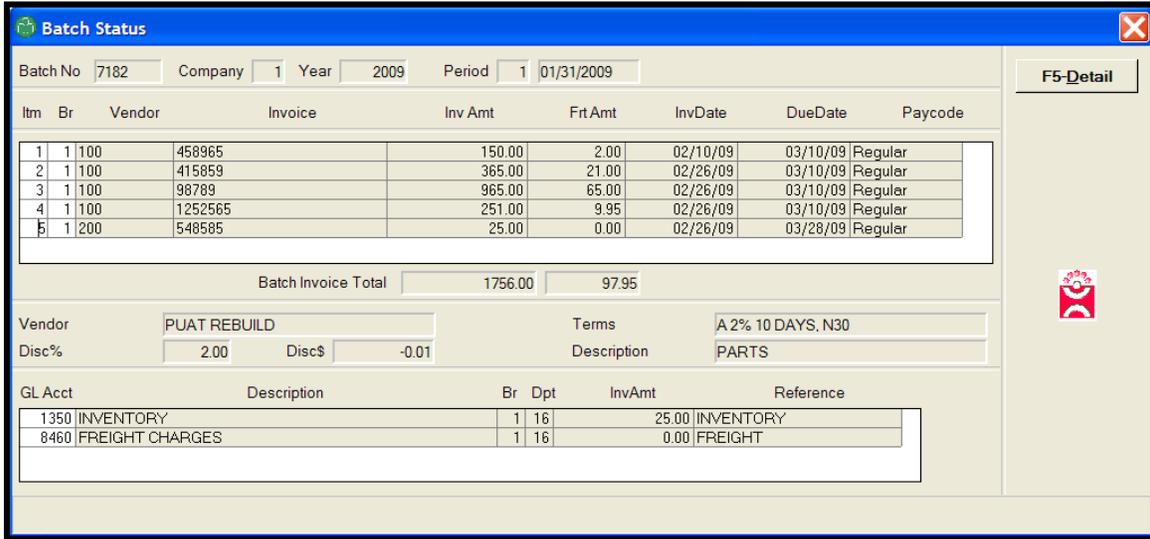
Batch No	246	Item No	1	Operator	CYNTHIA	Notes	
Company	1	AUTOPOWER CORPOP	Year	2005	Period	5	
Branch No	1	AUTOPOWER TEST AC					
Vendor No	100	AUTOPOWER CORPOP	LAKE MARY, FL				
Terms	A	90 DAYS NO PAY,3 EQU					
Discount Percent	2.00						
Invoice Date	04/15/05	No Of Po/Shippers					
Invoice No	666666	Tot Po Cost	16.20				
Due Date	08/10/05	Tot Invoice	45.00				
Description	AUTOPOWER CORPORATION-66	Variance (\$)	28.80				
Freight Amount	0.00	Variance (%)	64.00				
Invoice Amount	45.00						
Discount Amount	0.00						
Pay Code	1 Regular						

The Variance is the dollar amount that is the difference between the Total Cost of the Invoice and the Total PO Cost.

Also the Variance Percentage is the percentage amount difference between the Total PO Cost and the Total Invoice amount.

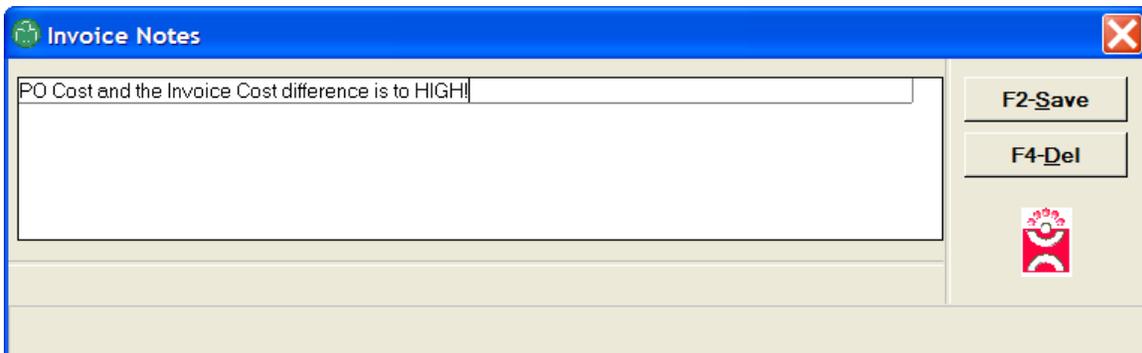
Function Keys

F5 **Batch Inq:** Select **F5** – **Batch Inquiry** to list detailed information about all invoices in the batch. This also may show as Rpt on your screen for batch reporting.



Click on the item number of the invoice to highlight the item number and then Click on **F5**-Detail to view the complete details for a particular invoice that has been entered in the batch. You must click on the **F5** function key for the detailed information for a particular invoice to display.

F6 **Notes:** Select **F6** - **Notes** to enter notes that concern the payment or recording of this invoice. The Accounts Payable system will allow you to enter notes about a specific invoice. To display the Invoice Notes screen, press the **F6** **Notes** function key from the Invoice Entry screen. Unlimited notes can be entered in this window.

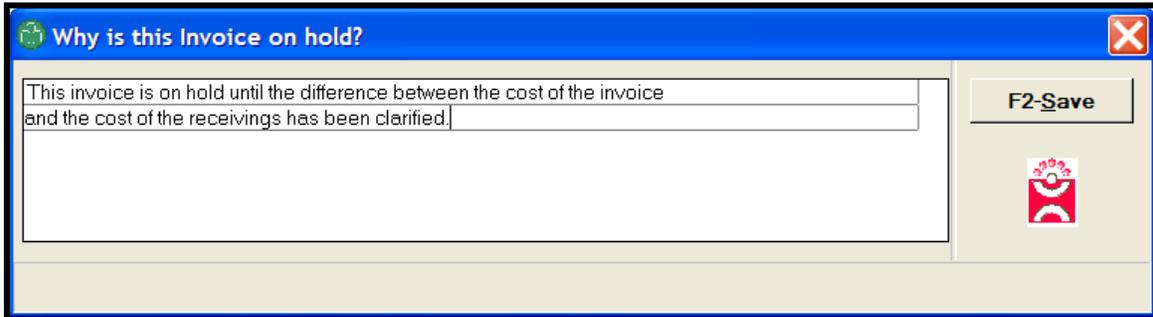


Press **F2** to **Save** the notes entered into the notes section.

Press **F4** to **Delete** the notes that were entered into the notes section.

F7 HoldReason: If you entered an invoice using Pay Code '2', you may need to enter a reason why you are holding payment on this invoice. Select **F7-HoldReason**, to enter a reason for the hold. The invoice will not be released from hold until you change the pay code to a 1.

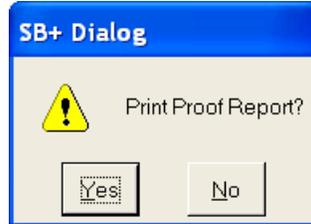
The screen entitled "Why is this Invoice on hold?" is illustrated below.



BATCH PROOF

Once a batch of invoices has been entered, a Batch Proof Report must be printed to verify the accuracy of the data entered. The system will not allow you to post a batch of invoices unless the Batch Proof Report has been printed to a printer.

The Batch Proof Screen is illustrated below.

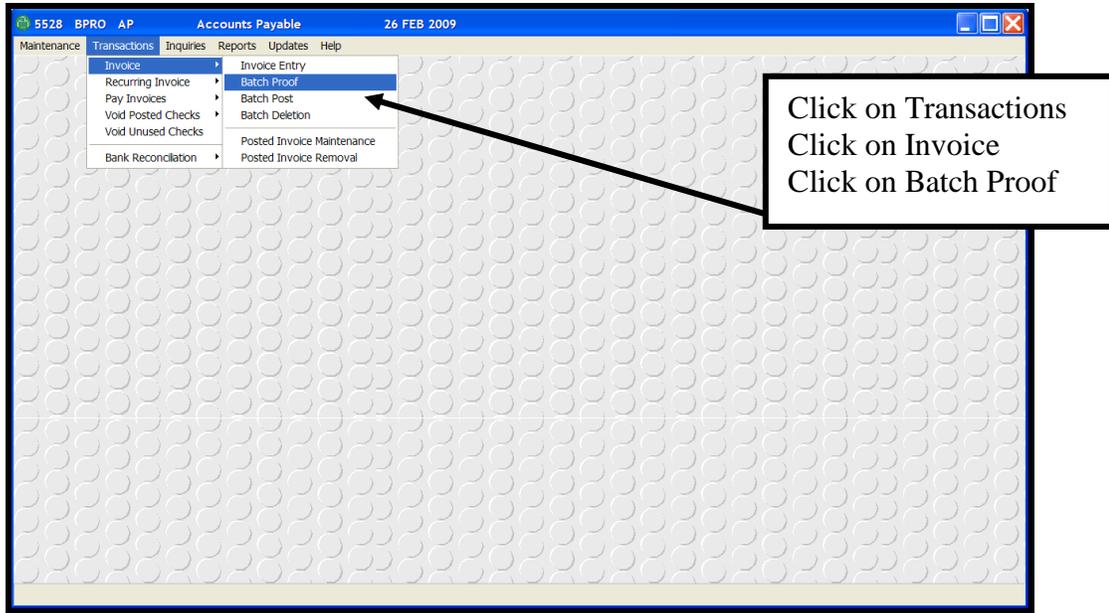


After you have pressed **F2** to save your invoice batch you will be prompted to print the Proof Report? The printer dialogue box will display so that you may select the printer, screen, auxiliary printer or cancel the print job.



Note: To proceed to the next step, Post Batch, you **MUST** print a Batch Proof Report either to a Printer or to an Auxiliary Printer. Proof flag must be . If the proof flag is N in the **F3** Lookup dialogue box, this means that a batch proof report has not been printer, therefore, you cannot post the batch.

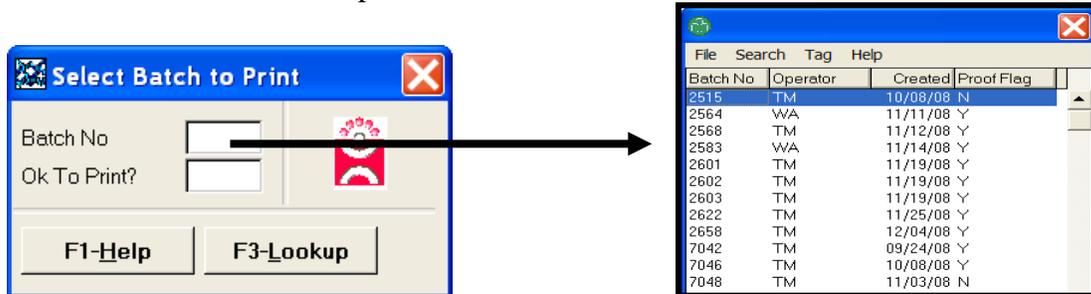
If you should exit out of the invoice entry batch and you would like to print the batch proof, go to the menu option to print the batch proof report.



Field Descriptions

Batch Number

Enter the Batch Number to print.



Press **F3** to display a list of batches that has not been posted. When selected, the following screen will display:

Type in to print the batch proof report and press **Enter**.

The printer dialogue box will display so that you may select the printer, screen, auxiliary printer or cancel the print job.

Printing the report to the screen will not allow you to post the batch. The batch proof report must be sent to a printer. The Proof Flag column on the F3 lookup screen will display if the proof report was printed. If the Proof Flag is displaying an “N” then the proof report has not been printed, therefore, you cannot post the batch until you actually send the proof report to the printer.

Example of Invoice Entry Batch Proof Report.

AccuTerm 2K2 - [DEV (2)]

File Edit View Tools Reset Window Help

AUTOPOWER TRUCK PARTS

Invoice Batch Proof Report By Operator CYNTHIA

For the Year 2009 in the Period 1 with an end date of 01/31/09

Batch No 7182

Printed on 02/26/09 12:55pm Page 1

Item	Invoice No	Vendor Name	Pc	Terms	Inv Date	Due Date	Chk#	Inv. Amt	Disc. Amt	Br	Dpt	Account	Amount	
1	458965	100 - AUTOPOWER	C	1 B	02/10/09	03/10/09		150.00	-2.96	1	16	1350	148.00	
		TRUCK SUPPLIES									16	8460	2.00	
Totals for Invoice No 458965								150.00	-2.96					150.00
2	415859	100 - AUTOPOWER	C	1 B	02/26/09	03/10/09		365.00	-6.88	1	16	1350	344.00	
		TRUCK SUPPLIES									16	8460	21.00	
Totals for Invoice No 415859								365.00	-6.88					365.00

R*AP.BATCH*PROOF

Page 1 from Column 1+ - Cursor Scroll or Press <Enter> to Continue +

Business Pro Accounts Payable Workbook

A check register will also print for Prepaid Invoices that may have been entered into the batch along with the proof report.

AccuTerm 2K2 - [DEV (2)]

File Edit View Tools Reset Window Help

AUTOPOWER TRUCK PARTS
Check Register for Prepaid Invoices for Batch No 7182
Expensed in Period 1 - 01/31/2009

Printed On 02/26/09 01:09pm Page 6

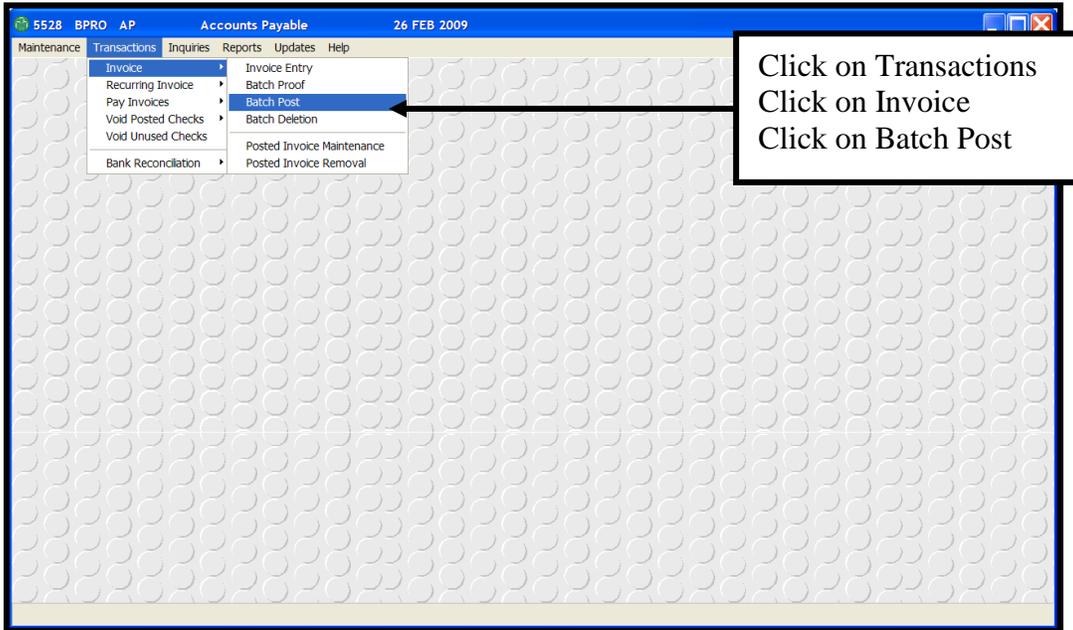
Co	Bank	Check	Per	Vendor	Name	Invoice No	Chk Date	Gross Amt	Disc Amt	Check Amt
1	1	2780	1	100	AUTOPOWER CORPORATION	215251	02/26/09	654.00	-13.04	640.96
Report Totals								654.00	-13.04	640.96

R:AP.BATCH#PROOF

Page 6 from Column 1+ - Cursor Scroll or Press <Enter> to Continue

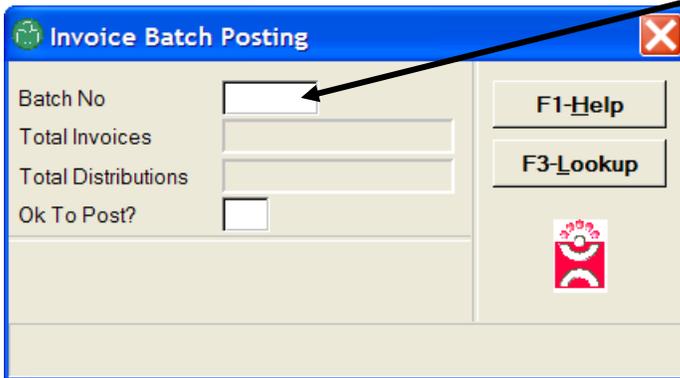
BATCH POST

The invoice batch must be posted in order for the invoices in the batch to be reflected in the Open Item File. The batch post routine below will automatically post all invoice entries to the Open Item File for each vendor and to the appropriate General Ledger accounts. The Invoice Batch Posting Screen is illustrated below.



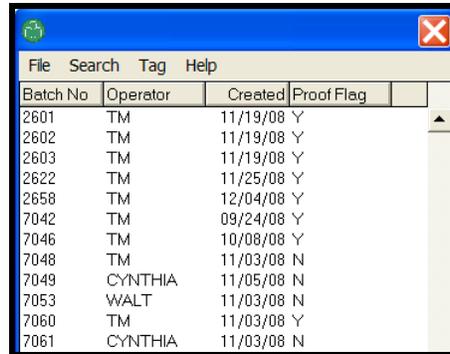
Field Descriptions

Batch Number



Type in the Batch number and press **Enter** OR Press **F3**-function key to display a list of batches that have not been posted.

When selected the following screen will display:



The screenshot shows a software window with a menu bar (File, Search, Tag, Help) and a table with the following data:

Batch No	Operator	Created	Proof Flag
2601	TM	11/19/08	Y
2602	TM	11/19/08	Y
2603	TM	11/19/08	Y
2622	TM	11/25/08	Y
2658	TM	12/04/08	Y
7042	TM	09/24/08	Y
7046	TM	10/08/08	Y
7048	TM	11/03/08	N
7049	CYNTHIA	11/05/08	N
7053	WALT	11/03/08	N
7060	TM	11/03/08	Y
7061	CYNTHIA	11/03/08	N

Click on the batch number that you would like to post.

Total Invoices

This is the total dollar amount of all invoices in this batch. This field is for informational purposes only.

Total Distributions

This is the total dollar amount of all the distributions in this batch. This is a display only field and can't be modified.

OK To Post

If you answer for no, you will return to the Main Menu and the batch will not be posted. If you enter yes, the following prompts will display on the screen:
"You are about to post batch ###".

"OK to post?"

If you do not want to post this batch, answer .

Answer for yes to complete the posting process. When posting has been completed, the following prompt will display.

"Posting Complete"

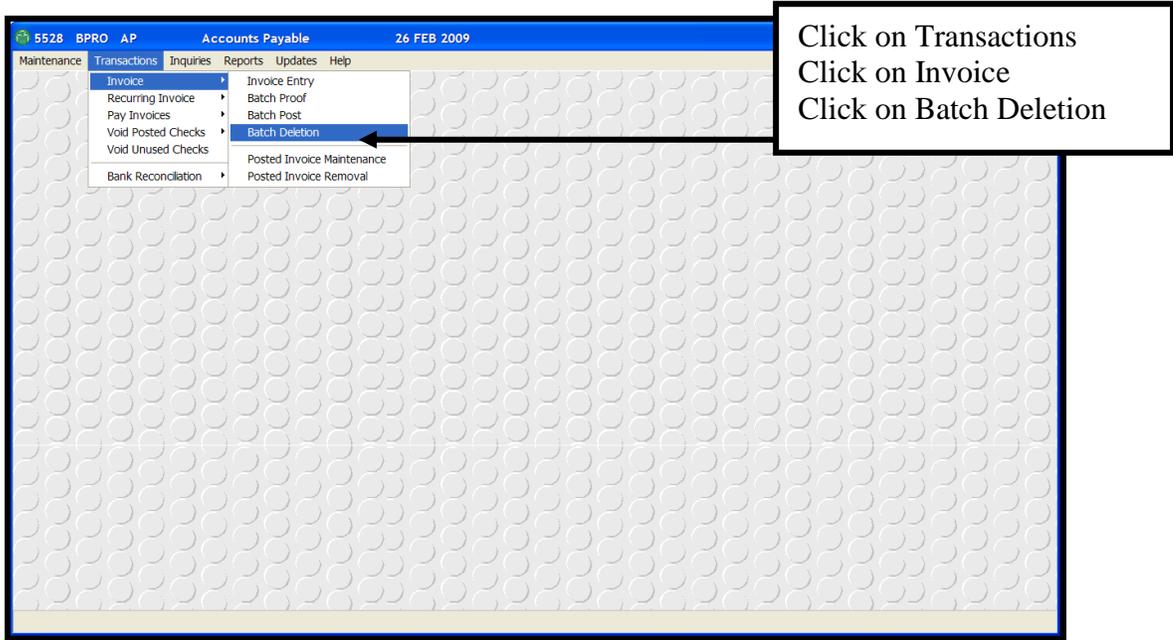
If a Batch Proof Report has not been printed, the following message will display and posting cannot be completed until the Batch Proof Report has been printed.

"Proof Report has not been printed"

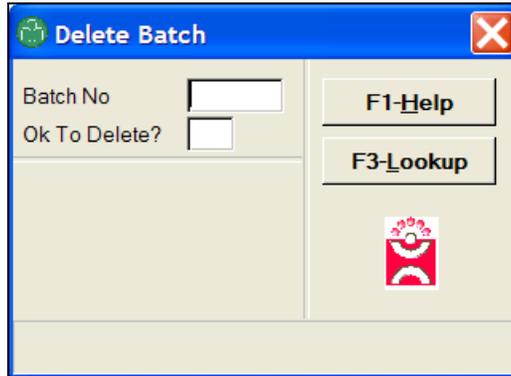
Press **Enter** to return to the Batch Post Screen.

BATCH DELETION

The Batch Deletion option will delete a batch before it has been posted. Any invoices that were entered into this batch will need to be re-entered and posted to reflect in the Open Item File.



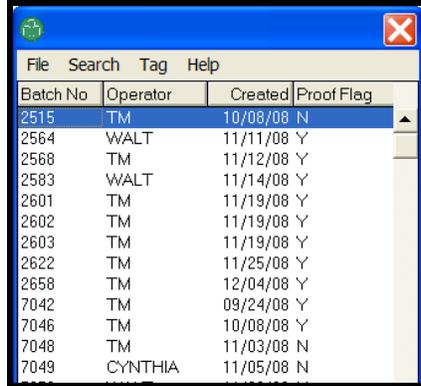
The Delete Batch Entry Screen is illustrated below.



Field Descriptions

Batch Number

Type in the Batch Number to be deleted and press **Enter** (↵).



Batch No	Operator	Created	Proof Flag
2515	TM	10/08/08	N
2564	WALT	11/11/08	Y
2568	TM	11/12/08	Y
2583	WALT	11/14/08	Y
2601	TM	11/19/08	Y
2602	TM	11/19/08	Y
2603	TM	11/19/08	Y
2622	TM	11/25/08	Y
2658	TM	12/04/08	Y
7042	TM	09/24/08	Y
7046	TM	10/08/08	Y
7048	TM	11/03/08	N
7049	CYNTHIA	11/05/08	N

The window above shows the Batch Number, Operator, Created and Proof Flag.

Click Accept or press **Enter** on the Batch number that you would like to delete.

The next prompt will be.

OK To Delete?

If you answer for No, you will return the Main Menu and the batch will not be deleted.

If you answer for Yes to delete this batch the following prompt will display:

"You are about to delete the entire batch. Are you sure you want to do this?"

Select **NO** if you do not want to delete the batch. You will return to the Main Menu and the batch will not be deleted.

Select **YES** to continue with the Batch Deletion process. The following message will display when the deletion process is complete:

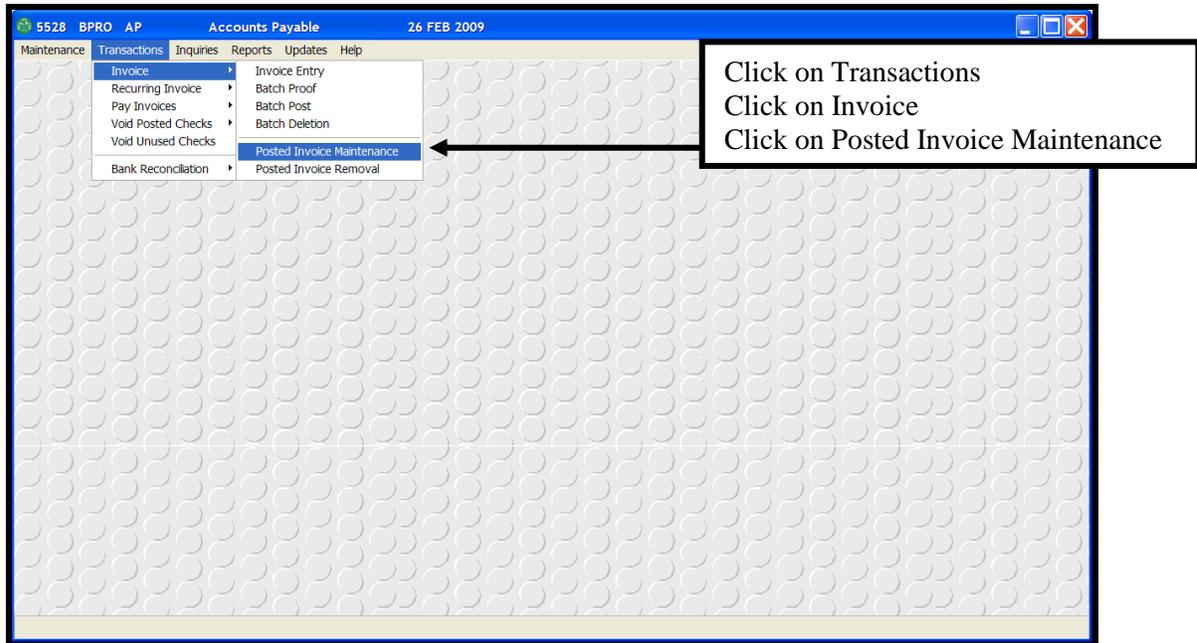
"Batch ### deleted"



Click or press **Enter** on Continue to return to the Main Menu.

Posted Invoice Maintenance

Occasionally, there may be a reason to change the invoice information after it has been entered and posted, but not yet paid. This is why the Accounts Payable system has provided a way for you to make changes to invoices after they have been posted. In these situations, this screen will allow you to change certain specific data elements of an invoice. You cannot change the invoice amount or the general ledger distribution as this invoice has already been posted to the General Ledger using these amounts.



The fields that **CANNOT** be changed via Posted Invoice Maintenance are:

- Year
- Period
- Terms Code
- Invoice Amount
- Freight Amount
- GL Account Distribution

The fields that **CAN** be changed via Posted Invoice Maintenance are:

- Invoice Date
- Due Date
- Description
- PO Number
- Shipper Number

- Pay Code
- Discount Amount

If you need to change the year, period, terms or invoice amount, freight amount or the GL account distribution, you will need to remove the invoice (via Posted Invoice Removal) and then re-enter the invoice correctly using a different invoice number. When you select Posted Invoice Maintenance, the Open Item Maintenance Screen will display as illustrated below.

GL Account	Br	Dept	Account Name	GL Amount

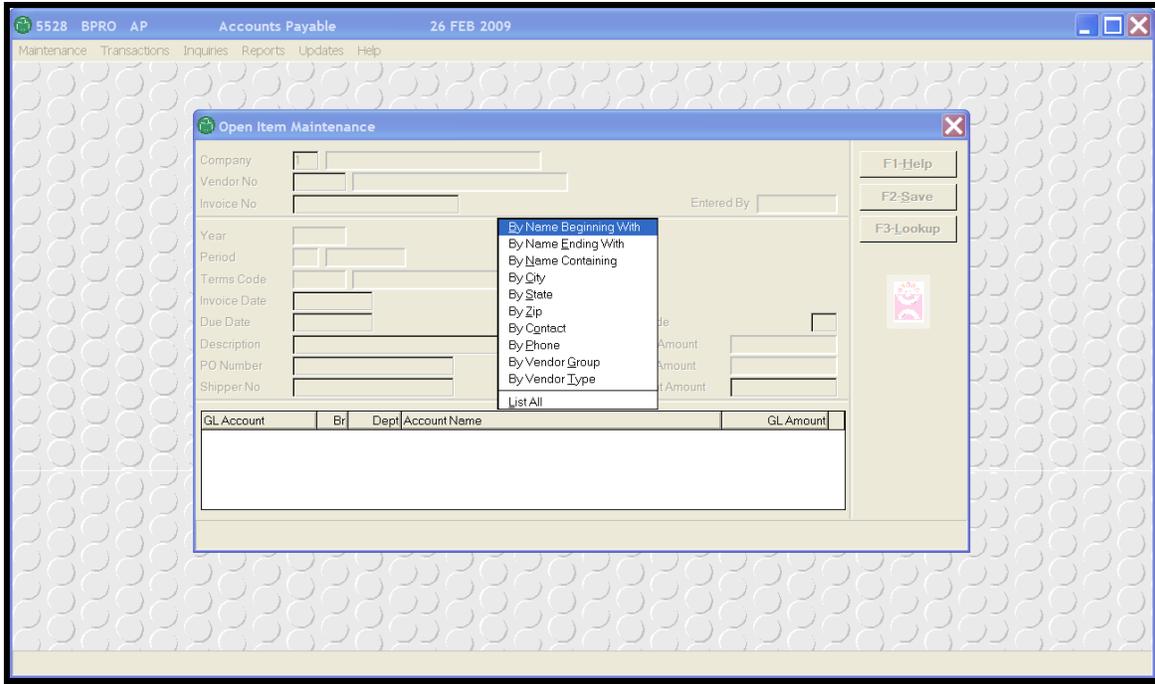
Field Descriptions

Company

Type in the Company Number and press **Enter**. Once you have entered the company number, the company name will display.

Vendor Number

Type in the Vendor Number and press **Enter**. Once you have entered the Vendor Number, the name of the vendor will display.



Invoice Number

Type in the Invoice Number to be edited and press **Enter**.

To view a list of open invoices for the vendor, press **F3**- **Lookup** function key. The list will display as illustrated.

Inv No	Description	Invoice Amt
12121154	ROMERO TRUCKPART WI-	65556.00
12530	AUTOPOWER TRUCK PAR	50.00
12545252	ROMERO TRUCKPART WI-	-150.00
2121		25.00
22121	ROMERO TRUCKPART WI-	252.00
22222	AUTOPOWER TRUCK PAR	365.00
2552		3655.00
25552	ROMERO TRUCKPART WI-	6555.00
2565456	ROMERO TRUCKPART WI-	650.00
32121	AUTOPOWER TRUCK PAR	65.00
504-733-557005/08	ROMERO TRUCKPART WI-	397.00
504733557005/08	ROMERO TRUCKPART WI-	22.95

The window shows the Invoice Number, Description and Invoice Amount. Invoice Number sorts the items in this window. You may use your arrow keys to highlight your selection, and then press **Enter**.

Year

This field indicates the year the invoice was expensed to. The year cannot be changed.

Period

This field indicates the period and period ending date this invoice was expensed to. The period cannot be changed.

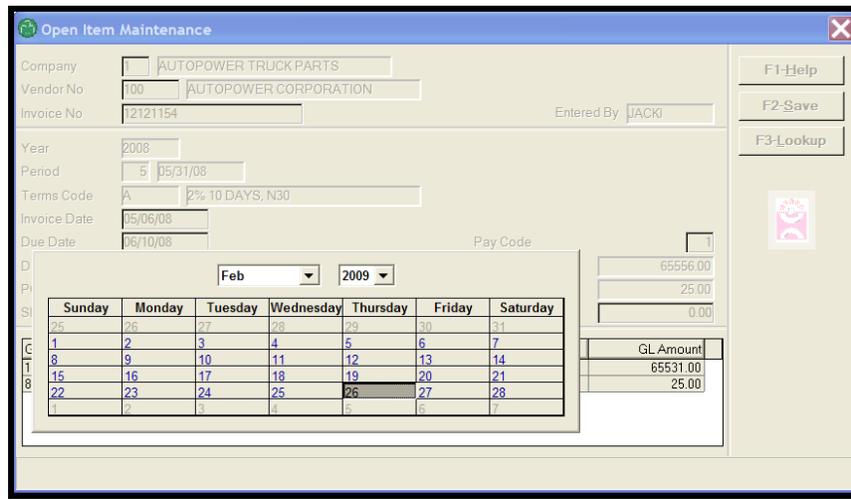
Terms Code

This field indicates the Terms Code and the description of the terms code. The terms code cannot be changed.

Invoice Date

This is the date of the invoice.

To select a date using the pop-up calendar, Press **F3** - **Lookup**.



Due Date

The Due Date is calculated based on the terms code.

For intuitive help to select a date using the pop-up calendar, Press **F3**-**Lookup** Function Key.

Description

Type in the Description of the invoice and press **Enter**. If you do not enter a description, the name of vendor and the Invoice number will default in this field after you press return.

PO Number

If a PO Number was entered at the time of Invoice Entry, that information will display.

Shipper Number

If a Shipper Number was entered at the time of Invoice entry, that information will display.

Pay Code

The Pay Code is used to define when the invoice will be processed. This field has two valid entries.

- **1** - Regular Invoice: Pay on or before the due date.
- **2** - Hold Invoice: Invoices with this pay code will not be selected for payment until the pay code has been changed to 1.

To save the information, Press **F2**.

Invoice Amount

The Invoice Amount will display in this field. This field cannot be modified. If you need to change the invoice amount, you need to remove the invoice (via Posted Invoice Removal) and then re-enter it via Invoice Entry using a different invoice number. Ie 123-RE2 (re-entered a second time)

Freight Amount

The freight amount cannot be edited in the Invoice Maintenance.

Discount Amount

The Discount amount can be changed since it does not affect the General Ledger until the invoice is paid.

Branch

Displays the Branch Number and cannot be changed.

Department

The Department Number cannot be changed.

Account Name

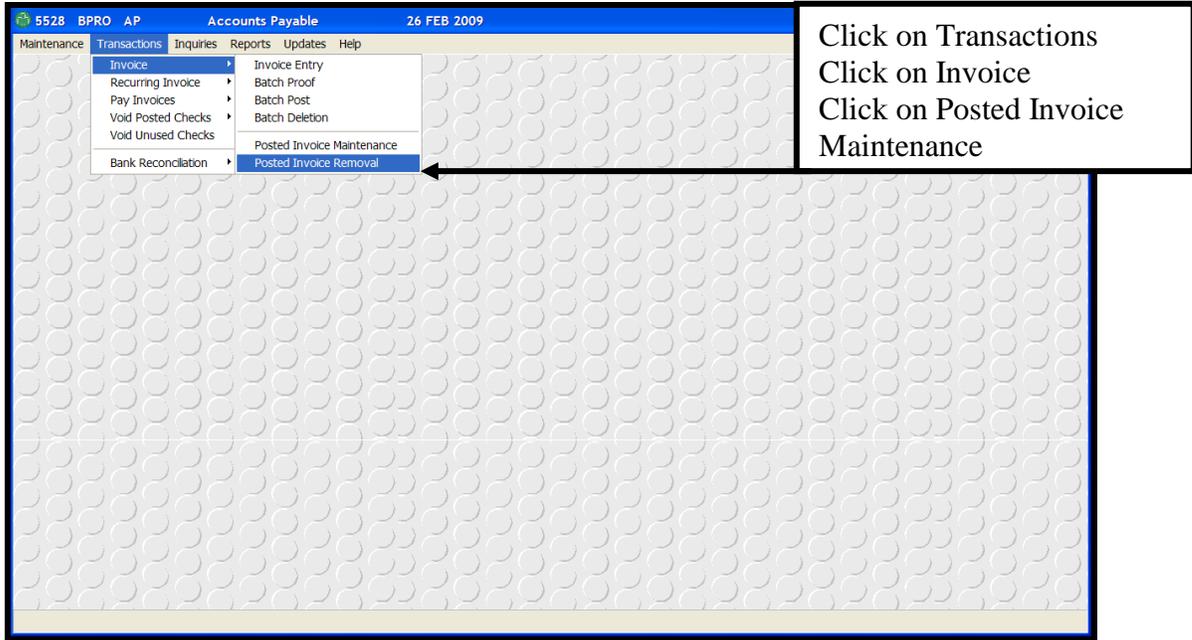
This field indicates the Account Name and cannot be changed.

General Ledger Amount

The amount that was expensed to the General Ledger Account will display in this field. This field cannot be modified once the invoice has been posted. If you need to change the expense distribution, you need to remove the invoice via Posted Invoice Removal then re-enter it via Invoice Entry.

POSTED INVOICE REMOVAL

Posted Invoice Removal will allow you to delete a specific invoice from the Vendors Open Item File. The system will automatically create the General Ledger entries to reflect the removal of an invoice. This screen should be used if an invoice was entered incorrectly or if you do not want to pay an invoice. If you simply need to change the due date, description, PO number or other static data, you can make such changes in the Posted Invoice Maintenance screen.



The Posted Invoice Removal Screen is shown below.

Posted Invoice Removal

Company: 1 AUTOPOWER TRUCK PARTS
 Vendor No: 100 AUTOPOWER CORPORATION
 Invoice No: 12121154

Description: ROMERO TRUCKPART WHS-12121154
 Invoice Amount: 65556.00
 Period: 5 05/31/08

GL Account	Br	Dept	Account Name	GL Amount
1230	1	1	MERCHANDISE INVENTORY	65531.00
8300	1	1	CONTRIBUTIONS	25.00

Reason: Entered in wrong invoice amount

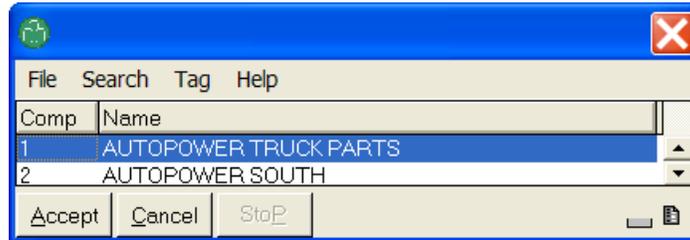
Year To Remove From: 2009
 Period To Remove From: 1

Buttons: F1-Help, F2-Remove, F3-Lookup

Field Descriptions

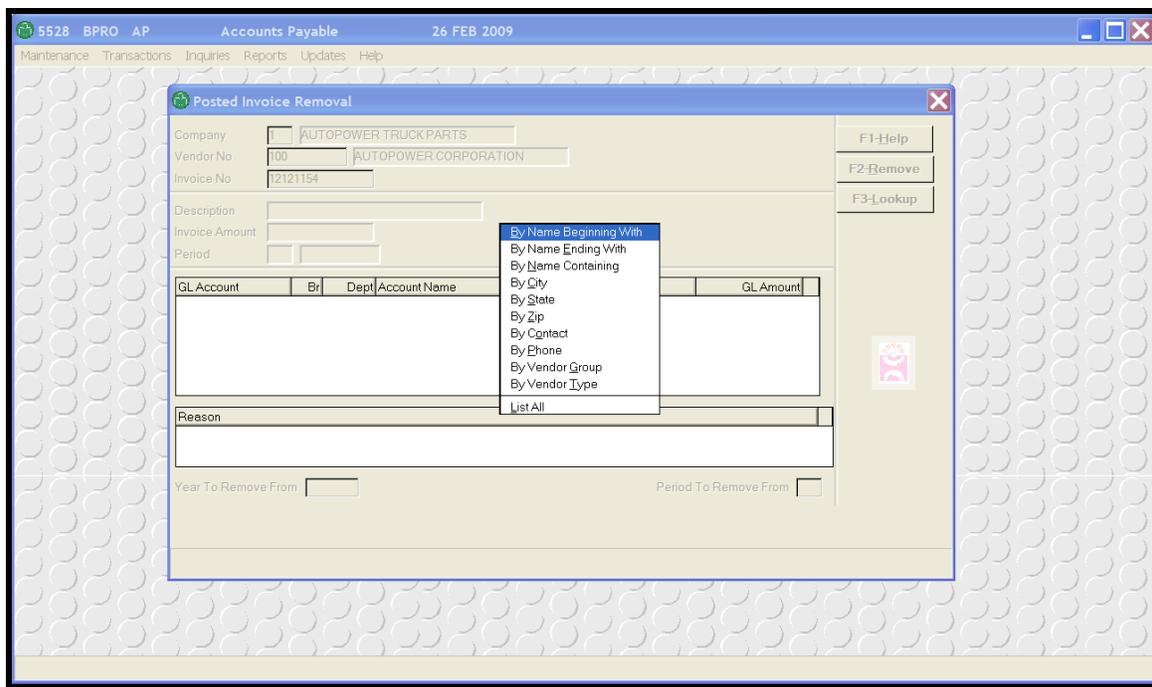
Company

Type in the Company Number and press **Enter**.



Vendor Number

Type in the Vendor Number and press **Enter**. The vendor name will display.



Invoice Number

Type in the Invoice Number you want to remove from the Vendors Open Item File and press **Enter**.

Description

The description field displays the description of the invoice as it was entered via Invoice Entry.

Invoice Amount

The invoice field displays amount of the invoice.

Period

The Period field reflects the period the original invoice was posted to. You cannot remove an invoice from a period prior to the period that the invoice was originally posted. The period ending date is based on the General Ledger period.

General Ledger Account

The General Ledger Chart of Account Numbers that display will reflect how the original invoice was expensed to the General Ledger.

Br

This field is the branch that the invoice was expensed to.

Department

The Department Number in this field reflects the department distribution at time of invoice entry.

Account Name

The Account Name field indicates the General Ledger Account Name.

General Ledger Amount

The General Ledger Amount field will reflect the amount that was expensed to the General Ledger Account at the time of invoice entry.

Reason

Type in a reason why this invoice is being deleted and press **Enter** (↵). This will print on reports that can be produced from the Reports section.

Year To Remove From

Type in the year the invoice will be removed from and press **Enter** (↵).

Period To Remove From

Type in the Period Number that this invoice will be removed from. If this is a closed period a warning message will be displayed but will allow you to proceed. If you should elect to remove from a closed period this will change your totals on your Monthly Accounts Payable Reports from that period. It is suggested to reclose the periods that you opened and then reprint the Accounts Payable reports. The opening and closing balance will change for the period that you remove the invoice from and all subsequent periods thereafter. Once all information is correct, select the **F2** – **Function** key to remove the invoice.

The following prompt will display:



"Invoice has been removed"

If an invoice was posted to the paid file, and the check was voided, it is best to post the invoice removal to the same period and year the check was posted as voided.

To select OK, Press **F2**. – **Save** Function Key. You will be prompted to print a "Removed Invoices Report".

Note: Once an invoice has been removed, it cannot be re-entered using the same invoice number. Unless the vendor is flagged for duplicate invoices.

Business Pro Accounts Payable Workbook

AccuTerm 2K2 - [DEV (2)]

File Edit View Tools Reset Window Help

Removed Invoices Report
Autopower Truck Parts
For period 1 - fiscal year 2009

Printed on 02/26/09 01:51pm Page 1

Invoice Number	PO Number	Description	Inv Date	Inv Amt	Brch	Dept	G/L Acct	G/L	Amount
100	AUTOPOWER CORPORATION								
2121			01/13/09	25.00	1	16 1350			25.00
		Reason Entered in wrong period				1 16 8460			0.00
	Totals for	100 - AUTOPOWER CORPORATION		25.00					
				Report Totals					25.00

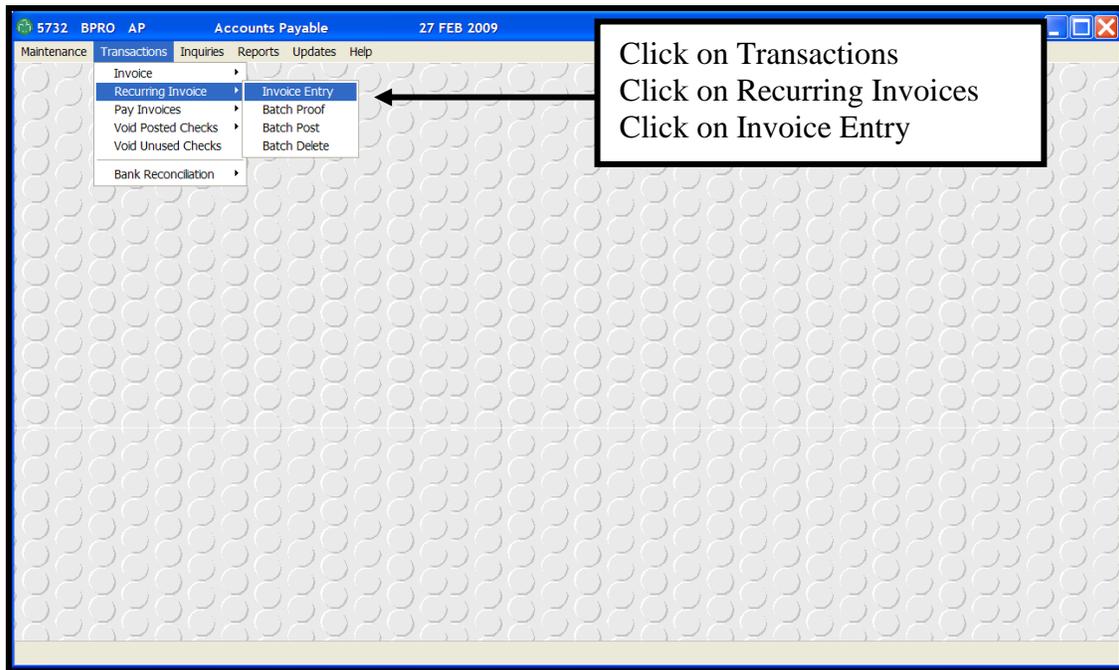
R*AP.REMOVAL*REP.NEW

Page 1 from Column 1 - Cursor Scroll or Press <Enter> to Continue

RECURRING INVOICE MENU

The Recurring Invoice Entry Menu will allow you to enter invoices for vendors that you must pay on a regular basis in the same amounts. This is beneficial so you do not have to enter the invoices repeatedly each payment period.

The Recurring Invoice Menu will display as shown below.



Select A Menu Option Menu by using the arrow keys **↑** **↓** **→** **←** to move to the desired selection, then press **Enter** or choose one of the following keys:

- **Invoice Entry:** To display the Recurring Invoice Entry screen, select for Invoice Entry.
- **B** **Batch Proof:** Before you can post invoices entered via recurring invoice entry, you must print a Batch Proof Report.
- **B** **Batch Post:** Once the Batch Proof Report has been printed and verified for accuracy, you post the batch of invoices to the Open Item File by selecting for Batch Post.
- **D** **Batch Deletion:** To delete a batch of invoices, select **D** for Batch Deletion.

After an option has been selected and processing is complete, the menu redisplay and another option can be selected.

The Recurring Invoice Entry screen is used to enter a batch of recurring invoices. You may enter in as many invoices you wish within each batch. **Recurring Invoices must be posted manually to the Open Item File for each period. They do not automatically post.**

The Vendor Number may be created on the fly if necessary by using the word "NEW" at the Vendor Number prompt.

Once you have entered the invoices it is necessary to print a Batch Proof Report. This can be done upon leaving the Invoice Entry screen or at a later time from the menu.

The Recurring Invoice Entry Screen is illustrated below.

Recurring Invoice Entry							
Batch No	7184	Item No	1	Operator	CYNTHIA	Notes	
Company	1 AUTOPOWER TRUCK PARTS						
Branch No	1 AUTOPOWER TRUCK WAREHOUSE						
Vendor No	100 AUTOPOWER CORPORATION LAKE MARY, FL						
Terms	3 2% 10TH NET 30TH						
Discount Percent	2.00						
Invoice No	6565659						
Day Due	15						
Description	SOFTWARE						
Invoice Amount	4000.00						
Discount Amount	-80.00						
Pay Code	1 Regular						

Batch Number

Enter the Batch Number or type NEW to create a new batch.

Item Number

The system will automatically assign the next Item Number. The item number refers to the number of invoices in a batch.

If you are adding a new invoice to the batch, enter the next unused item number.

Operator

The system will automatically enter your user ID. This is based on your logon ID.

Notes

The data that will display in this field will let you know if there are notes present. If Absent displays, notes are not present. If it says Present, notes are present for viewing.

Company

Type in the Company Number and press **Enter**.

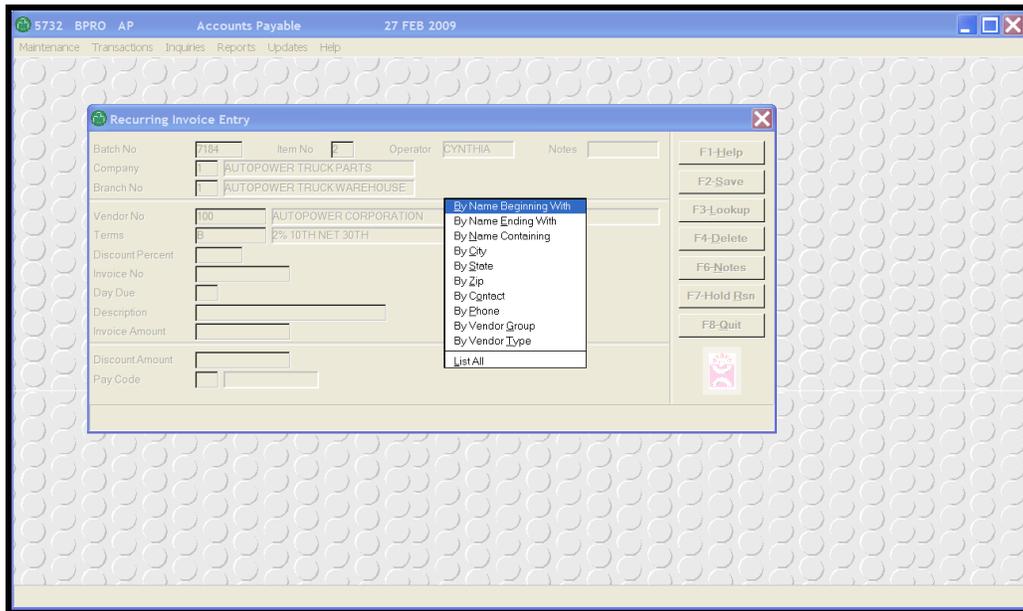
Branch Number

Type in the Branch Number and press **Enter**.

Vendor Number

Type in the Vendor Number and press **Enter**. To create a new vendor, type NEW and press **Enter**.

Intuitive help is available by pressing the **F3** **Lookup** Function Key to execute a vendor search. There are several ways you can search for a vendor. The window that will display is illustrated below:



Name

Once you have entered the vendor number, the vendor's name will display.

Discount Percent

The default discount percentage will display and comes from the terms code you are using. You may accept it or change it.

Invoice Number

Type in the Invoice Number and press **Enter**. Do not use spaces or asterisks.

If you enter an invoice number that was previously entered for this vendor the following message will display:

"Invoice Number Has Already Been Used"

Press **Enter** to continue entering other invoices.

Day Due

Type in the day this recurring invoice is due and press **Enter**.

Description

Type in a brief description of the invoice and press **Enter**. This is helpful to determine what the invoice was for. If you press enter the vendor name and the invoice number will be the default entry.

Invoice Amount

Type in the invoice amount as it appears on the invoice and press **Enter**. This amount may include freight.

Discount Amount

The discount amount will be calculated for you based on whether the vendor allows you to take the discount on the freight amount.

Pay Code

A Pay Code is the type of invoice. Recurring invoice entry has 2 pay codes available.

- **1** - Regular Invoice
- **2** - Hold Invoice: Invoices with this pay code will not be selected for payment until the pay code has been changed to 1.

NOTE: ACH items cannot be setup in recurring invoice entry.

Recurring GL Invoice Distribution

The Invoice Distribution feature is used to enter the General Ledger Account numbers to expense this invoice.

TEMPLATE

This screen will default to the template that has been attached to the vendor in the AP vendor control. Typing in the word “NEW” in the template field allows you to create a new General Ledger invoice distribution template. The template that is created using the word “NEW” will not be the default for this vendor unless you answer to save the changes. If answered it will be used only for the present invoice entry.

This field can be also used for Allocation codes. You can enter an allocation code and the G/L distribution will be formed accordingly.

GL Acct	Description	Br	Dept	Distribution Amount	Reference
1350	INVENTORY	1	16	4000.00	INVENTORY
8460	FREIGHT CHARGES	1	16	0.00	FREIGHT

Total Distribution: 4000.00

GL Acct

If the General Ledger Account number needs to be changed you may do so. If a General Ledger distribution line needs to be deleted you may enter a \backslash at the beginning of the General Ledger Account number field and press return. This will delete this General Ledger Account number distribution line only.

Description

The description will default to the description in the General Ledger Chart of Accounts.

Branch, Department, Invoice Amount

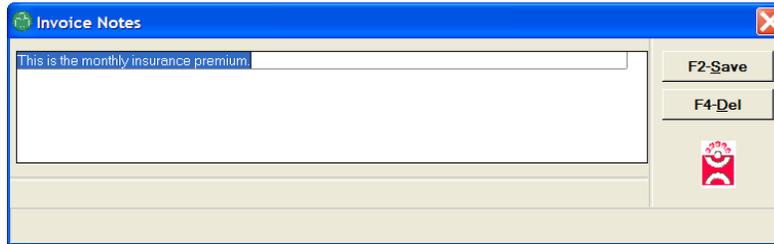
The branch, department and the invoice amount will default to the current information on the invoice that is being entered.

If there are two lines in the template, and there is a freight amount on the invoice, it is assumed that the freight amount belongs to the second line, which is assumed to be the freight G/L account.

Function Keys

Other options can be found by pressing any of the following function keys:

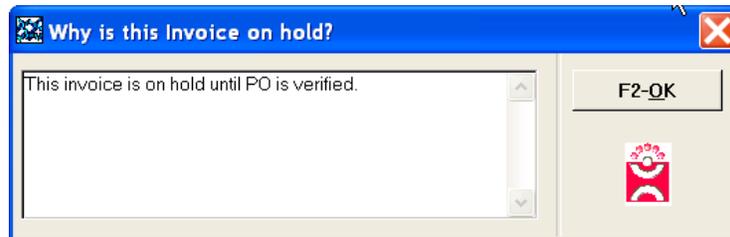
- **F6** **Notes:** Select **F6** **Notes** to enter notes pertaining to this invoice. To display the Invoice Notes screen, press the **F6** **Notes** function key from the Invoice Entry screen. Unlimited notes can be entered in this window. When you select **F6**, the Invoice Notes Screen will display as illustrated below.
-



Click **F2** to save the notes entered into the notes section.

- **F7** **HoldReason:** If you enter an invoice with a pay code of 2 (on hold), you may enter a reason the invoice is on hold. The invoice will not be released from hold until you change the pay code to a 1.

The screen entitled "Why is this Invoice on hold?" is illustrated below.



Click **F2** to save the notes entered for the Invoice on Hold Reason section.

Click **F8** **Quit** when you have completed entering invoices.

RECURRING BATCH PROOF

Once a batch of recurring invoices has been entered, a Batch Proof Report must be printed to verify the accuracy of the data. A Recurring Batch Proof Report must be printed before a Recurring invoice batch can be posted.

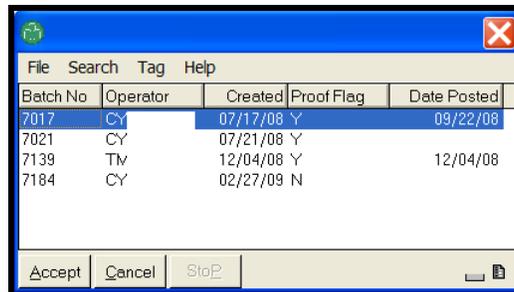
The Recurring Batch Proof Screen is illustrated below.



Batch Number

Type in the Batch Number you want to print and press **Enter**.

Press the **F3** – Lookup Function Key to display a list of batches that has not been posted. When **F3** is selected the following screen will display:



Batch No	Operator	Created	Proof Flag	Date Posted
7017	CY	07/17/08	Y	09/22/08
7021	CY	07/21/08	Y	
7139	TM	12/04/08	Y	12/04/08
7184	CY	02/27/09	N	

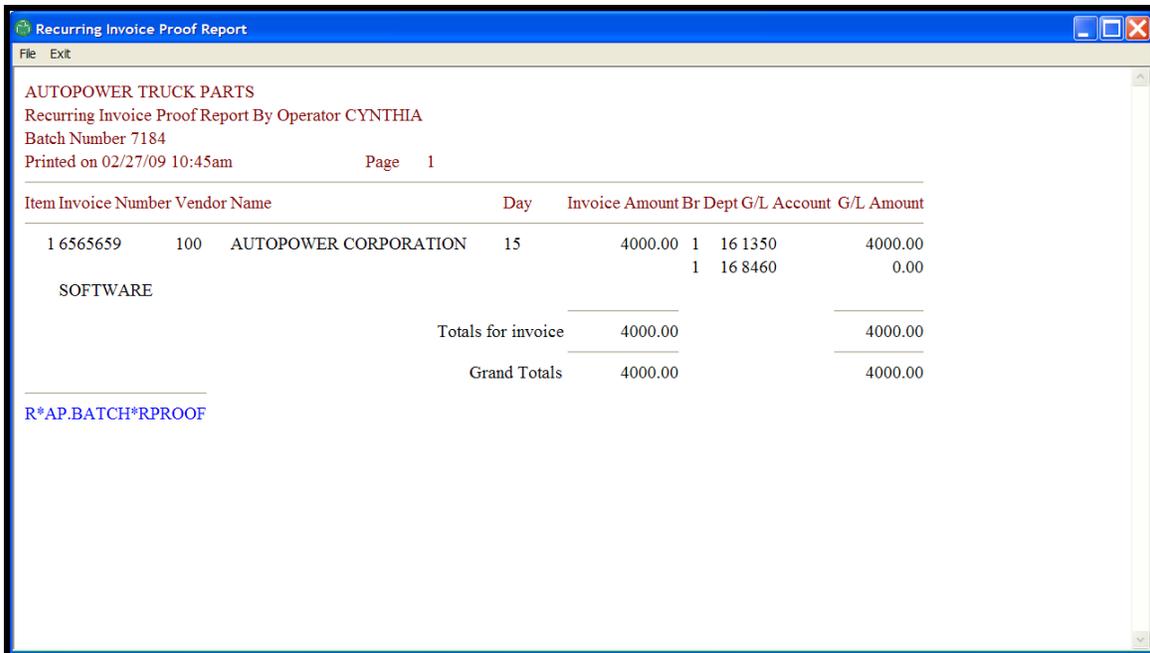
The window displays the Batch Number, Operator, Date Created and Proof Flag. The proof flag indicates if the batch proof report has been printed.

You may use your arrow keys to highlight your selection, and then press **Enter**.



OK To Print?

If you enter for yes, the printer dialogue box will display:
To proceed to the next step, Post Batch, you **MUST** print a Batch Proof Report either to a Printer or to an Auxiliary Printer before posting.

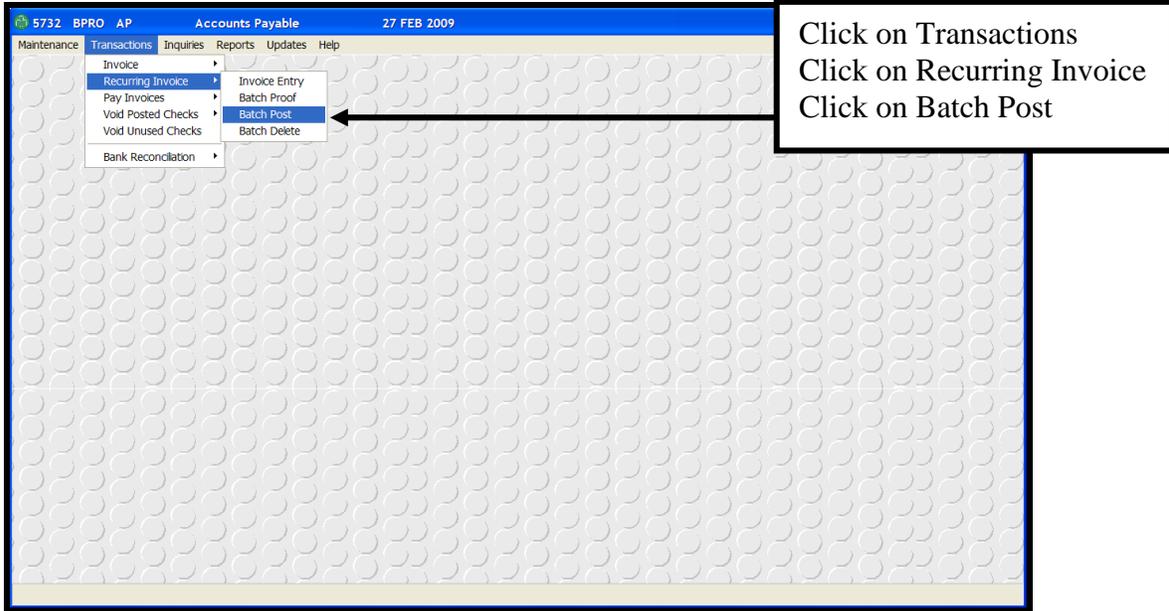


Item Invoice Number	Vendor Name	Day	Invoice Amount	Br Dept	G/L Account	G/L Amount
1 6565659	100 AUTOPOWER CORPORATION	15	4000.00	1 16 1350		4000.00
				1 16 8460		0.00
	SOFTWARE					
		Totals for invoice	4000.00			4000.00
		Grand Totals	4000.00			4000.00

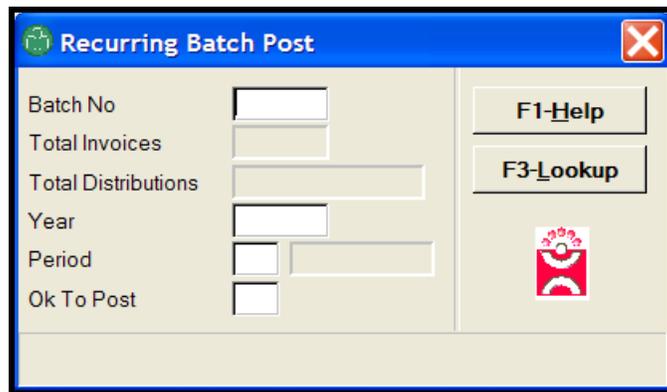
R*AP.BATCH*RPROOF

RECURRING BATCH POST (MUST BE POSTED MANUALLY) THE SYSTEM DOES NOT AUTOMATICALLY POST RECURRING BATCHES.

Recurring Invoices must be posted manually to the Open Item File for each period. The Recurring Batch Post routine below will automatically record all invoice entries made to the open item file. When you post a recurring batch, an additional screen will display to inform you when a particular batch was last posted to help avoid an error in double posting.



The Recurring Batch Post Screen is illustrated below.



Batch Number

Type in the Batch Number to post and press **Enter**.

After entering the Batch number following screen will display:

Posted By: Operator who posted the last batch.

Posted On: The date the batch was last posted.

Time: The time the batch was last posted.

Posted to Year: The year the batch was last posted to.

Posted to Period: The period the batch was last posted to.

Total Invoices

This is the total dollar amount of all invoices in this batch.

Total Distributions

This is the total dollar amount of all the distributions in this batch.

Year

Type in the Year to post this batch of recurring invoices to and press **Enter**.

Period

Type in the period to post this batch of recurring invoices to and press **Enter**.

Period Ending Date

This field indicates the Period Ending Date.

OK To Post

If you enter **n** for no, you will return to the Main Menu.

If you enter **y** for yes, the following prompts will display on the screen:

"You are about to post batch NNN".

"OK to post?"

If you do not want to post this batch, answer for no.

Answer for yes, to complete the posting process. When posting has been completed, the following prompt will display.

"POSTING COMPLETE"

If a Batch Proof Report has not been printed yet, the following message will display:

"Proof Report has not been printed" The batch will not be posted until the proof report has been printed.

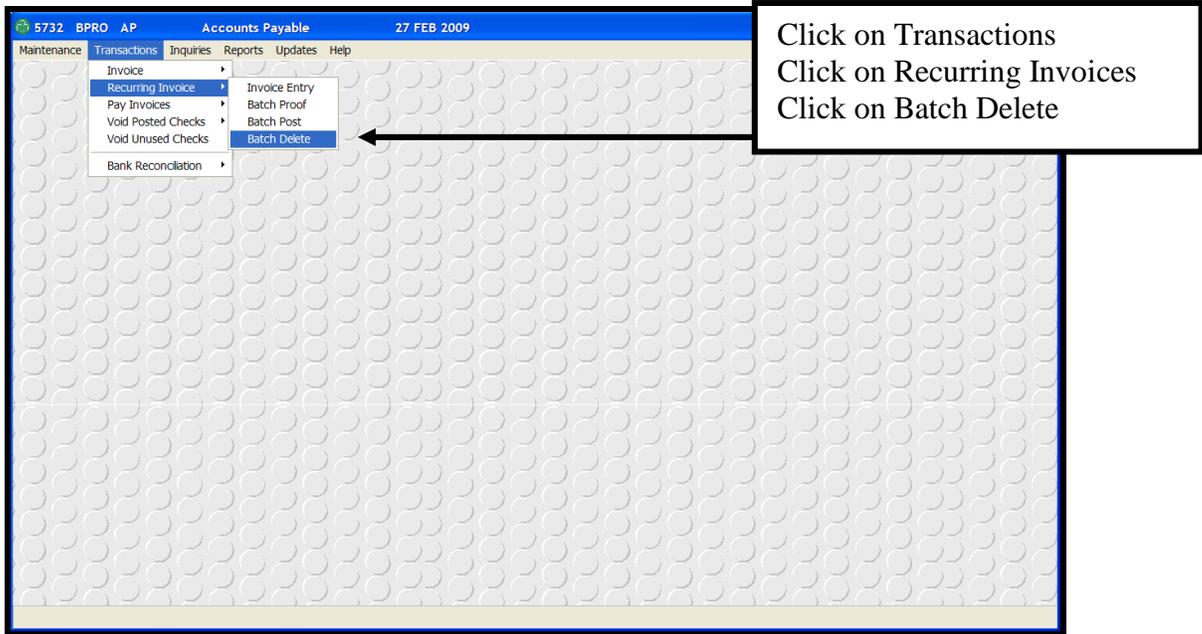
Press to return to the Batch Post Screen.

Note: A Recurring Batch can only be posted once per day. If you attempted to post a Recurring twice in the same day, the following message will display:

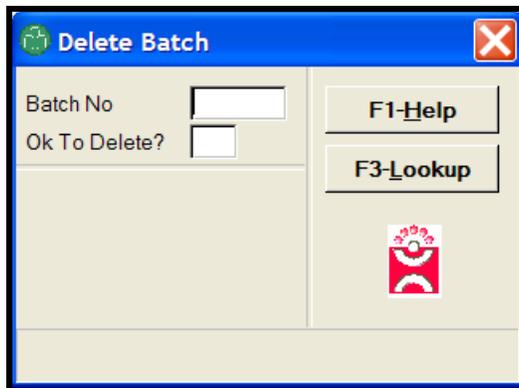
"Batch has already been posted today. You may post again tomorrow."

RECURRING BATCH DELETION

The Recurring Batch Deletion option will allow you to delete a recurring batch.



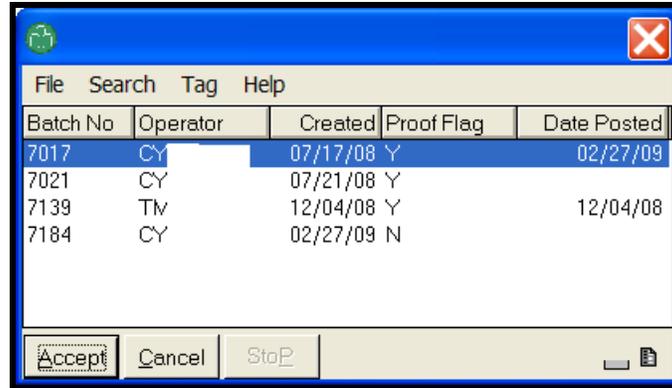
The Delete Batch Screen is illustrated below.



Batch Number

Type in the Batch Number to be deleted and press **Enter**.

Press **F3** – **Lookup** to display a list of recurring invoice batches that has not been posted. When selected press **Enter**, the following screen will display:



Batch No	Operator	Created	Proof Flag	Date Posted
7017	CY	07/17/08	Y	02/27/09
7021	CY	07/21/08	Y	
7139	TM	12/04/08	Y	12/04/08
7184	CY	02/27/09	N	

OK To Delete?

If you answer , you will return to the Main Menu.

Type in to delete this batch and press **Enter**. The following prompt will display:

"You are about to delete the entire batch, Are you sure you want to do this?"

Select **NO** if you do not wish to delete the batch. You will return to the Main Menu.

Select **YES** to continue with the Batch Deletion process. The following message will display the deletion process is complete:

"Batch ### deleted"

Press **Enter** to continue with other processing and return to the Main Menu.

It's time for another test!!!



1. The Transaction menu is utilized for processing invoices and performing bank reconciliations.
 - a. True
 - b. False

2. The Invoice Entry screen is used to enter a batch of checks.
 - a. True
 - b. False

3. All invoices must be posted to the same Year and Period in an invoice entry batch.
 - a. True
 - b. False

4. The Vendor number and Terms codes may be created off the Fly in an invoice entry batch.
 - a. True
 - b. False

5. To post a batch of invoices you must print the batch proof report.
 - a. True
 - b. False

6. There are 4 different Pay Code types for an invoice.
 - a. True
 - b. False

7. An ACH Transaction can be entered using a Pay Code 4 type invoice.
 - a. True
 - b. False

8. The discount amount for an invoice can be calculated based on the AR Terms code.
 - a. True
 - b. False

9. A batch proof report must be printed to a printer in order to post a batch of invoices.
 - a. True
 - b. False

10. The batch deletion option will delete a batch of invoices after it has been posted.
 - a. True
 - b. False

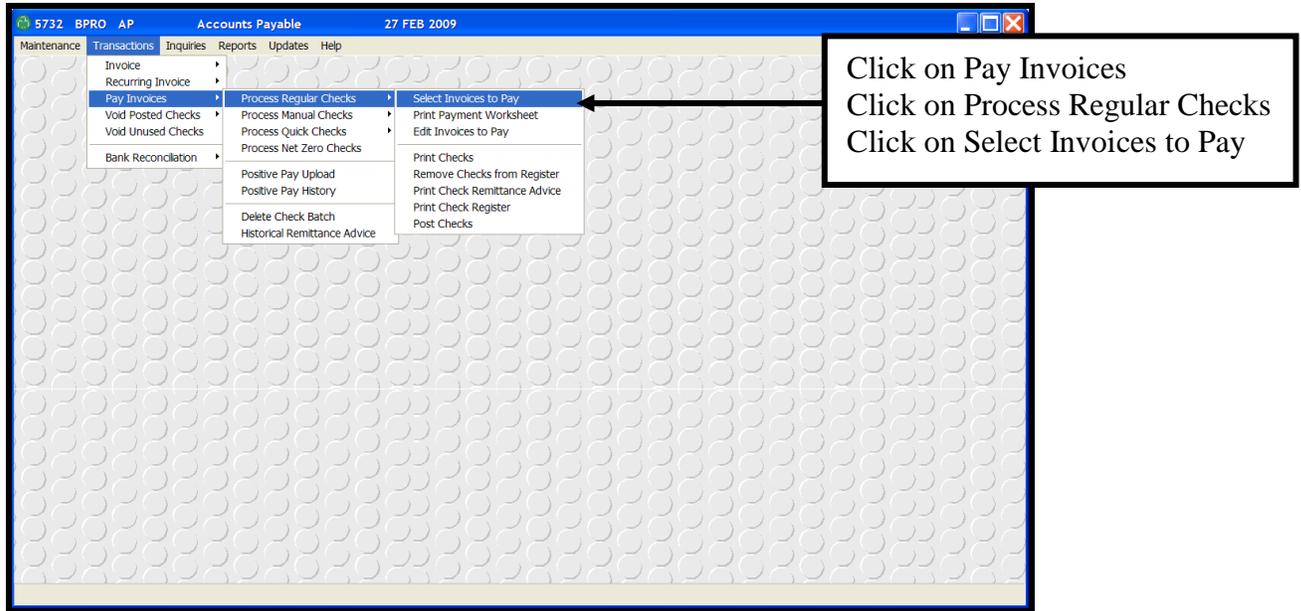
11. The posted invoice maintenance option will allow you to change the invoice date, due date, description, po number, shipper number, pay code and discount amount.
 - a. True
 - b. False

12. The posted invoice removal option will allow you to remove a posted invoice and will create the correct entries in the general ledger.
 - a. True
 - b. False

13. Recurring Invoices post automatically to the general ledger at the end of month.
 - a. True
 - b. False

PAY INVOICES MENU

The options on the Pay Invoices Menu pertain to the payment of Accounts Payable invoices. When an invoice is paid, it will move to the Paid Item File.



Menu Selections

To select a menu option, use the arrow keys **↑** **↓** **→** **←** to move around the menu, then press **Enter** when the selection is highlighted. Entering one of the following keys may also choose an option:

- **Select Invoices to Pay:** The option, Select Invoices to Pay, will select invoices for payment based on the criteria you enter.
- **Print Payment Worksheet:** Select to print the Payment Worksheet. The Payment Worksheet will list all of the invoices that have been selected for payment for each vendor.
- **[E] Edit Invoices to Pay:** To add or delete invoices for payment, select **[E]** to Edit Invoices to Pay. You can use this option to select invoices for payment for just one vendor.
- **[C] Print Checks:** To print the checks, select **[C]** to Print Checks.
- **Remove Checks from Register:** Remove Checks from Register will allow you to remove checks that were printed and are not posted from the Check Register so you will not post a check in error. This may be necessary if the check run produces a torn check or if a check is used for alignment purposes.

- **Print Check Remittance Report:** You may print a Check Remittance Report if all of the invoices you are paying do not fit on the check stub. To print the report, select for Print Check Remittance.
- **Print Check Register:** Select to Print the Check Register. This report is a listing of all checks that were printed during the check run and have not yet been posted to history.
- **Post Checks:** Once all checks have been successfully printed and agree with the check register, select to Post the Checks to the Paid Item File.
- **Manual Check Entry:** Manual Check Entry is used to “pay off” invoices that were paid with a ‘hand written’ check. Manual Checks do not print a check.
- **Print Manual Check Register:** The Manual Check Register will print a listing of checks that have been entered via the Manual Check Entry process.
- **Post Manual Checks:** Select to Post Manual Checks to the Paid Item File.
- **Quick Checks:** The Quick Check feature will allow you to enter an invoice and issue a check quickly in one step. You may also pay invoices that are already in the open item file.

After an option is selected and processing is complete, the menu redisplay and another option can be selected.

SELECT INVOICES TO PAY

The option, Select Invoices to Pay, will allow you to select available invoices with a paycode of “1” based upon specific criteria. You may select invoices to pay for a single branch or for all branches.

The Select Invoices to Pay Screen is illustrated below.

The screenshot shows a software window titled "Select Invoices to Pay". The window contains the following fields and controls:

- Company:** A text input field with a small square icon to its left.
- Branch:** A text input field with a small square icon to its left.
- Date Type:** A text input field.
- Date:** A text input field.
- Only Those with Discounts:** A checkbox.
- Vendor Type:** A text input field with a small square icon to its left.
- Buying Group:** A text input field with a small square icon to its left.
- Currency Code:** A text input field with a small square icon to its left.
- Check Year:** A text input field.
- Check Period:** A text input field with a small square icon to its left.
- Sort Payment Worksheet:** A text input field with a small square icon to its left.
- OK to Select Invoices to Pay?:** A checkbox.

On the right side of the window, there are two buttons: "F1-Help" and "F3-Lookup". A small red logo is also visible on the right side of the form area.

Company

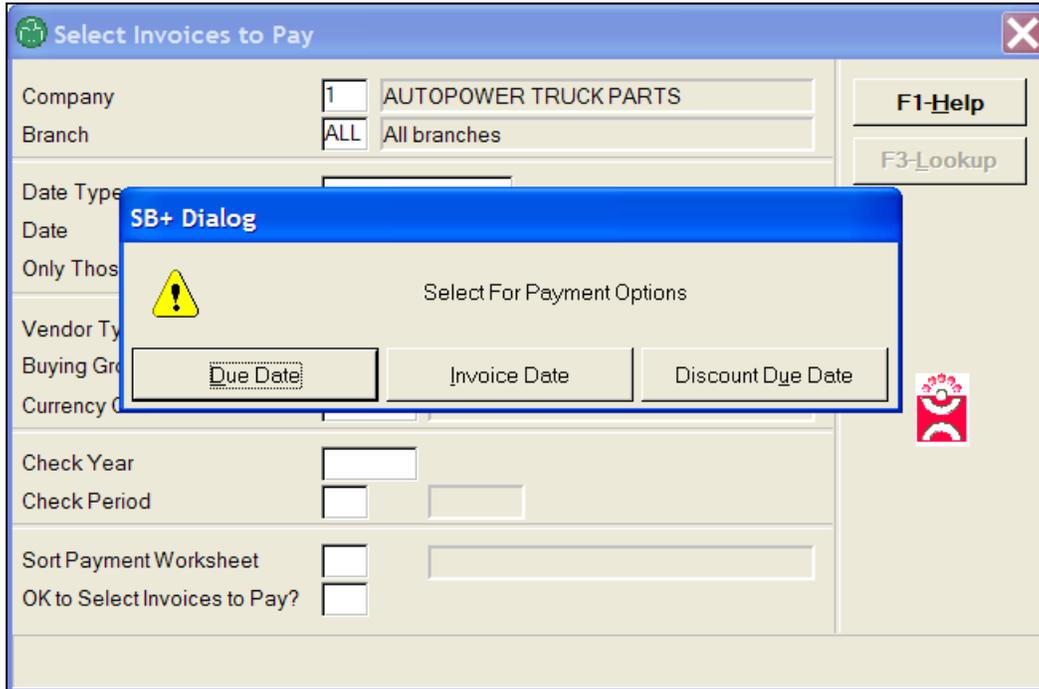
Type in the Company Number you want to select invoices for and press **Enter**. After entering Company Number the name of the company will display.

Branch

To select invoices based on a per branch location, type in the single branch number and press **Enter**.

To select invoices for all branches, enter the word ALL. Once you have selected a branch number, the name of the branch will display in this field. If you are setup for Multi-Branch distribution, then you must use 'ALL' as your branch throughout the payment processing.

Date Type



Due Date

The invoice selection process will select invoices that are due on or before the Due Date that you enter in this field. The current date will default in this field. You may change the due date if necessary.

To select a date using the pop-up calendar, press **[F3]- Lookup** function key.

Invoice Date Type

The invoice select process will select invoice with the Invoice Date on or before the date that you enter in this field. The current date will default in this field. You may change the invoice date if necessary.

Discount Due Date

The Discount Due Date select process will select invoices with the Discount Due Date on or before the date that you enter in this field. The current date will default in this field. You may change the Discount Due Date if necessary.

Only Those with Discounts?

To select only the invoices with discounts, enter for **Yes**. If you select for **No**, all invoices meeting the other criteria will be selected.

Vendor Type

If you want to select invoices based on Vendor Type, enter the vendor type in this field or you may enter the word “ALL” to select all vendor types. The vendor type must be setup in the Vendor Type Table. If you do not use Vendor Types, use the word “ALL”.

The screenshot shows a software dialog box titled "Select Invoices to Pay". The dialog is organized into several sections. The top section contains "Company" (value: 1, text: AUTOPOWER TRUCK PARTS) and "Branch" (value: ALL, text: All branches). The second section contains "Date Type" (value: Due Date) and "Date" (value: 02/27/09). The third section contains "Only Those with Discounts" (value: N). The fourth section contains "Vendor Type" (value: ALL), "Buying Group", and "Currency Code". The fifth section contains "Check Year" and "Check Period". The sixth section contains "Sort Payment Worksheet" and "OK to Select Invoices to Pay?". On the right side of the dialog, there are two buttons: "F1-Help" and "F3-Lookup", and a red logo with a white circle and a red 'S'.

Buying Group

If you wish to select invoices based on Buying Group, enter the buying group in this field or “ALL” for buying group. The name of the Buying Group will display.

Currency Code (If you do not use Currency Codes “press **Enter**”)

NOTE: Enter a Currency Code only if it is different from your default. If the currency code is not different from your default, press return. LEAVE BLANK. This field will display the Currency Description once you have selected a currency code.

Check Year/ Check Period

Type in the Check Year and the Check Period.

Sort Payment WorkSheet?

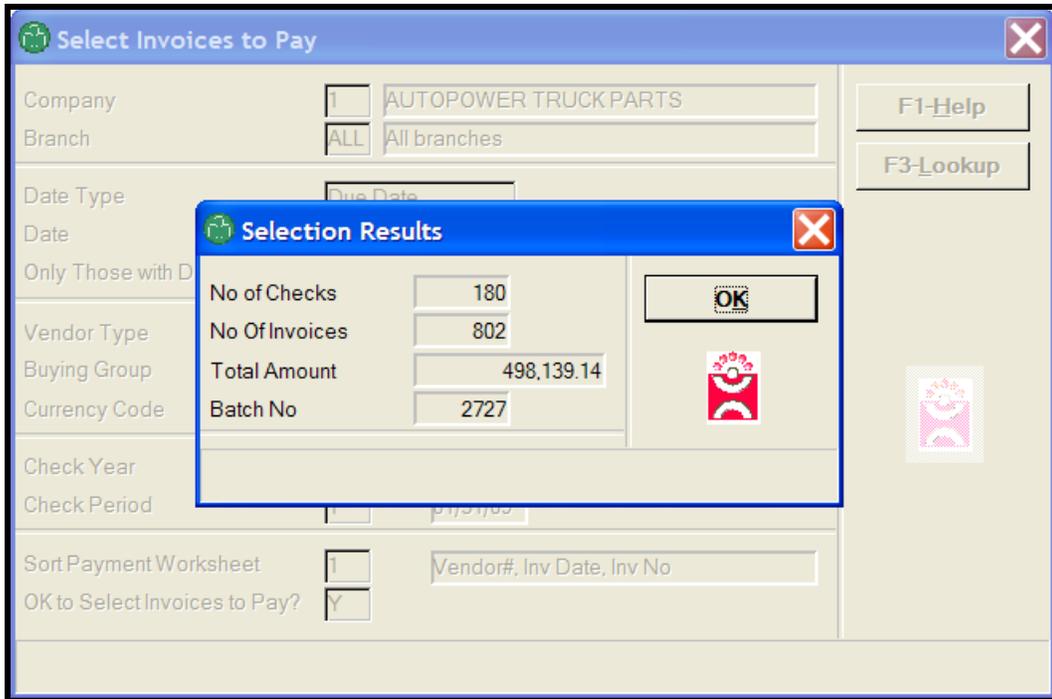
The Sort Payment WorkSheet option has six sorting options for the Payment Worksheet that may be selected.

1. Vendor#, Inv Date, Inv No
2. Vendor#, Due Date, Inv No
3. Vendor #, Disc Date, Inv No
4. Vendor Name, Inv Date, Inv No
5. Vendor Name, Due Date, Inv No
6. Vendor Name, Disc Date, Inv. No

OK to Select Invoices to Pay?

If you select for no, the cursor will return to the company number field.

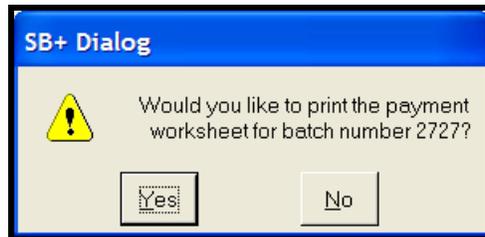
To proceed with the invoice selection process, select for yes. Once the selection process has been completed, the following screen will display:



The Select Results screen will display the number of checks that will be printed, the total combined number of invoices that the system selected for payment. The total amount field displays the total amount of the invoices. The invoices that have been selected will be assigned a Batch Number.

Select **OK** to continue with the invoice selection process. The following prompt will display:

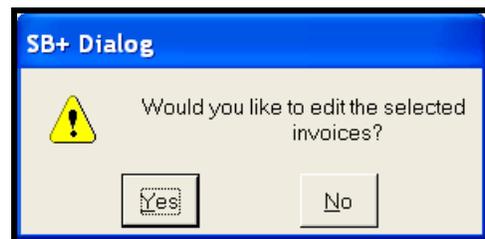
"Would you like to print the payment worksheet for batch number ####?"



If you select for no, the next prompt will display. If you select for yes, you will be prompted for an output selection in the printer dialogue box.

We suggest that you print the payment worksheet to review the invoices that were selected.

The next prompt that will display is:



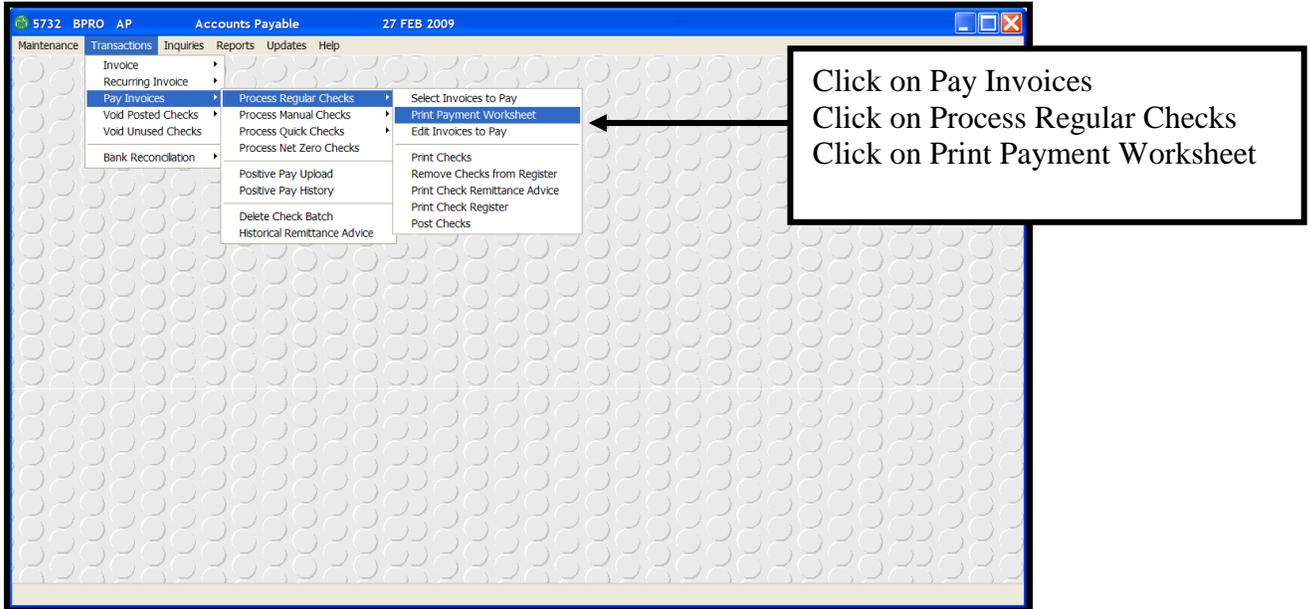
"Would you like to edit selected invoices?"

If you select for **no**, you will return to the Main Menu ready for the next step in the check printing process.

If you select for **yes**, the Edit Invoice to Pay Screen will display.

PRINT PAYMENT WORKSHEET

If you did not print the Payment Worksheet during the invoice selection process, you may print the report from this menu option. The Payment Worksheet is a listing of all invoices that been selected to be paid in this check run.



The Print Payment Worksheet screen will display as shown below:

The 'Print Payment Worksheet' screen contains the following fields and controls:

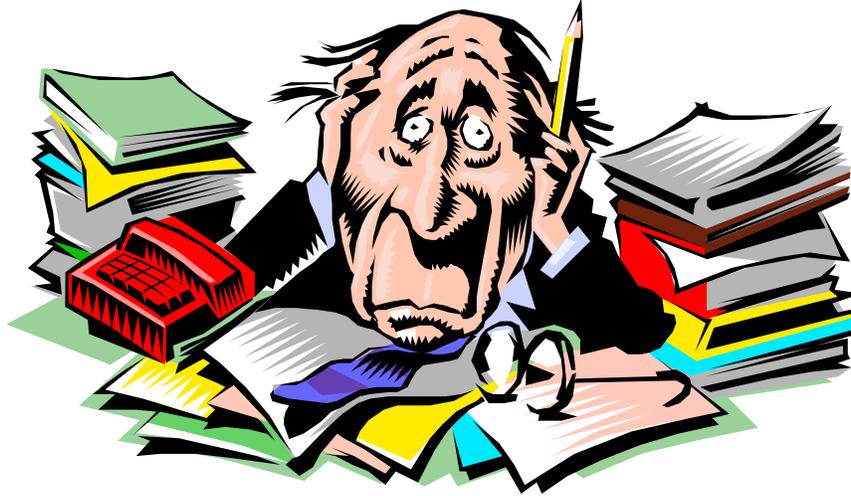
- Batch No:
- Company:
- Branch:
- Check Year:
- Check Period:
- Type:
- Currency Code:
- Sort By:
- OK to Print?:
- F1-Help button
- F3-Lookup button
- Logo:

To display a list of the check batches that are not posted, press **F3**- **Lookup** function key.

OK to Print?

Type in **n** for no and you will return to the Main Menu.

Type in **y** to continue with the printing of the payment worksheet. The printer dialogue will prompt you for an output selection.



Example of Payment Worksheet is shown below.

AUTOPOWER SOUTH
 Payment Worksheet For Batch Number 2480
 For Period 6 in the Year 2008
 Sorted by Vendor Name, Disc Date, Inv No. Selected by Invoice Date

Printed On 09/22/08 12:23:57 Page 1

Vendor Name & Address	Invoice No.	PC Invdte	DueDate	DscDate	Inv Amt	Prev Pmt	Disc	Net Pmt
100 AUTOPOWER TRUCK PARTS 525 TECHNOLOGY PARK STE 109 LAKE MARY , FL 32746 2% 10TH NET 30TH	555555	1	05/29/08	08/27/08	08/10/08	589.00	0.00	589.00
	7421-14809	1	07/17/08	08/15/08		150.00	0.00	147.50
Totals for Vendor		100 - AUTOPOWER TRUCK PARTS			739.00	0.00	-2.50	736.50
Report Totals					739.00	0.00	-2.50	736.50

R*AP_PAY*PMT.WORKSHEET
 Page 1 from Column 1 - Cursor Scroll or Press <Enter> to Continue

EDIT INVOICES TO PAY

The Edit Invoices to Pay Screen will allow you to add, change, or delete invoices selected for payment to a vendor. You may add or remove invoices using this option. It is also possible to remove a particular vendor and all of his invoices from the payment worksheet by simply using the **F4** Delete function key after pulling up the invoices.

The **F5** Add Invoices function key will enable you to add invoices to the payment selection for this vendor.

To remove an invoice from the payment list place the cursor in the first position of the invoice number and then press the **** backslash key.

It is also possible to do a vendor Inquiry by using the **F6** VendorInq function key.

You can perform a Reach-Thru by pressing the **F10** **Reach-Thru** function key while your cursor is placed on any Invoice Number. This will display the invoice details.

You may bypass the “Select Invoices to Pay” screen and instead, create a batch by going directly to this screen and typing in the word “NEW” for the batch number and then press the **F5**-**AddInv** function key to add just this vendor’s invoices. This is a great way to pay just one vendor.

After editing the invoices to pay it is suggested to re-print the payment worksheet to reflect your changes.

The Edit Invoices To Pay Screen is illustrated below.

Batch No.

Type in the Batch Number to Edit.

Once you have entered the company number, the name of the company, branch, check year, check period and currency code will display.

You may also start a new batch by keying the word “NEW” in the batch number field.

Vendor

Type in the Vendor Number whose invoices you want to edit and press **Enter**.

Once you have entered the vendor number, the invoices that were selected for payment will display on the screen.

The screenshot shows the 'Edit Invoices To Pay' window. At the top, there are fields for Batch No (2727), Company (1 AUTOPOWER TRUCK PARTS), Branch (ALL), Check Year (2009), Check Period (1), and Currency Code. Below these are Vendor (100 AUTOPOWER CORPORATION), Address (525 TECHNOLOGY PARK, LAKE MARY, FL 32746), Terms (B 2% 10TH NET 30TH), and Take Discount On Past Due? (Y). A table of invoices is displayed below, with columns for Invoice Number, Due Date, Amount Due, Amt To Pay, Percent, Disc Amount, and Net Payment. The table includes several rows of data, with the first row highlighted. A summary row at the bottom shows totals for Amount Due, Amt To Pay, Disc Amount, and Net Payment.

Invoice Number	Due Date	Amount Due	Amt To Pay	Percent	Disc Amount	Net Payment
5987-2	06/14/08	-0.67	-0.67			0.33
5987-3	07/14/08	-0.66	-0.66			0.34
25552	06/10/08	6,555.00	6555.00			6555.00
22121	06/10/08	252.00	252.00			252.00
12121154	06/10/08	65,556.00	65556.00			65556.00
12545252	06/10/08	-150.00	-150.00	1.00	1.50	-148.50
22222	06/10/08	365.00	365.00	2.00	-7.30	357.70
32121	06/10/08	65.00	65.00	1.52	-0.99	64.01
66666985	06/10/08	365.00	365.00	41.10	150.00	515.00
		103,786.62	103,786.62		-352.00	103,436.62

Terms & Terms Description

The Terms code & name will display based on the terms entered on the Vendor Maintenance Screen.

Discount On Past Due?

This field will display a Y or an N to indicate if the vendor will allow you to take a discount on invoices that are past due.

Invoice Number

The open invoice numbers will display when the vendor number is entered.

If the Invoice Number you want to pay does not appear when you enter the vendor number, you may enter the invoice number in this field. The invoice must already exist in the system. You cannot enter a new invoice from this screen.

If you do not wish to pay any of the invoices selected for this vendor, select the **F4** – **Delete** function key to delete this vendor from this selection. To delete one invoice from the selection, enter a backslash **** in the first position of the Invoice Number column. Your screen will momentarily be black and then the invoice will be removed.

You may also add invoices, by selecting **F5** -**Add Inv** function key. When you select **F5** -**Add Inv** function key the following prompt will display:

"Select invoices by due date?"

If you type in **n** for no, the system will automatically select all invoices that are open for this vendor.

If you select **y** for yes, a prompt to enter the desired due date will display. Type in the due date and press **Enter**. The system will select all invoices up to the due date entered. You can also enter **F3** – **Lookup** function key and then use the multi-tag option to select the invoices that you would like to pay.

Due Date

This is a display only field and it reflects the due date of an invoice.

Amount Due

Amount Due will display the invoice balance due amount.

Amount To Pay

Type in the dollar amount to be applied to this invoice and press **Enter**. The amount cannot exceed the amount due.

Disc Pct

If there was a discount taken on this invoice, you may change it at this time. Enter the discount percentage to be taken on this invoice. The amount due minus the discount amount will be the net amount paid.

Discount Amount

You may enter a discount amount. The discount amount entered will be subtracted from the amount due to determine the net amount to be paid.

Net Payment

The Net Payment will equal the Amount to pay minus the Discount.

Totals

The column totals are displayed at the bottom of the screen. The totals that display are:

- Total Amount Due
- Total Amount to Pay
- Total Discount
- Total Net Payment

When you press **F2** to save your entries, the following prompt will display:

"Total check amount is \$X,XXX.XX". Is this correct?"

If you select for no, you will return the Edit Invoices Screen.

If you select for yes, your changes will be updated to the payment worksheet. You will return to a blank Edit Invoices Screen for entry of another vendor to edit.

Function Keys

Other options can be found by pressing any of the following function keys:

- **F5 AddInvoices:** To add invoices to the selection of payments, select **F5** – **AddInvoices** function key. You may select the invoices to be added by due date or you may select all invoices for a particular vendor.
- **F6 VendorInq:** To view information about the vendor that you have entered on the Edit Invoices to Pay screen, select **F6** - **VendorInq**. This will display a screen that looks like the Vendor Master Record. It is inquiry only, so no changes can be made from here. You may view Vendor Notes, the default General Ledger Distribution for this vendor, Open Items, Paid Items, and Activity on his account.
- **F7 Worksheet:** The Worksheet feature will allow you to print a worksheet from the Edit Invoices to Pay screen.

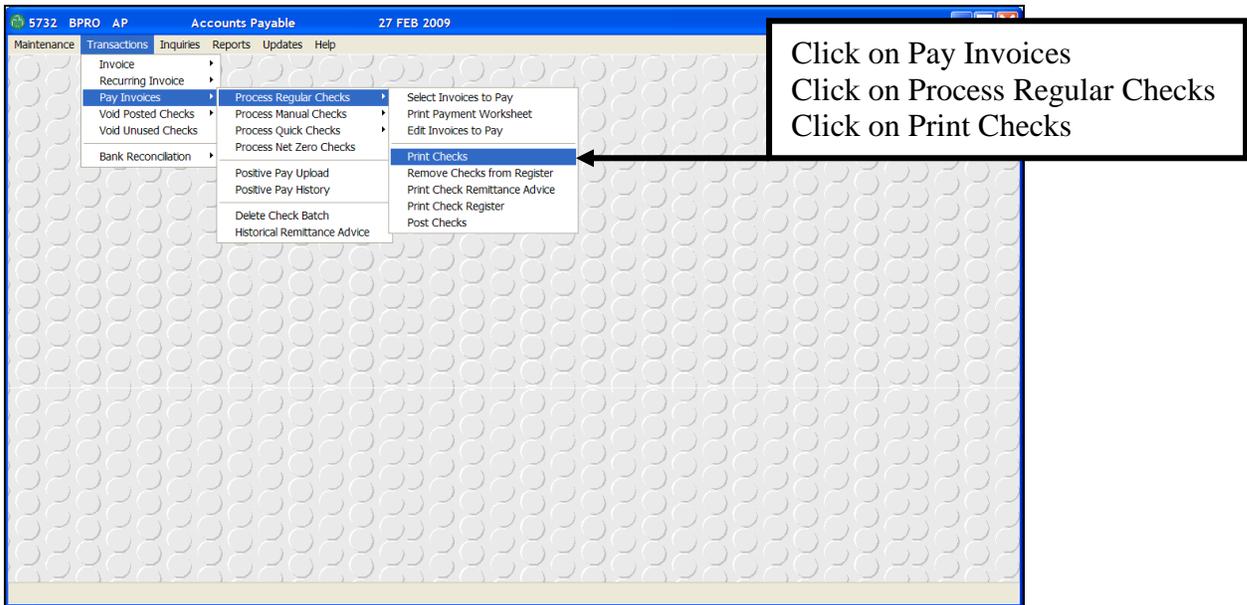
- **F8 Sort:** The Sort feature will allow you to change how the invoices are being sorted on the screen. You can change the sort to be by Due date, Invoice Date or Discount Due Date.
- **F10 ReachThru:** The ReachThru feature will allow you to view information about a particular invoice. Highlight the invoice you want to review, select the **F10** – **Reach Thru** function key which will display a screen similar to the Invoice Entry Screen. You will not be able to make changes from this screen. From this screen, you can view Invoice Notes and a Hold Reason for this invoice.



REGULAR PRINT CHECKS

To print checks, select the Print Checks option on the Pay Invoices Menu. Checks may be printed as many times as necessary **before posting**. This is useful in cases where the checks are torn in the printer, or the checks are out of alignment.

The BusinessPro Accounts Payable check-printing feature is designed to efficiently use your pre-printed check. Each check has a number of invoices that it can accommodate on the check stub. If the number of invoices on the check exceeds the number of print lines, the phrase "SEE ATTACHED REMITTANCE ADVICE" prints on the check stub. After the checks have been printed a dialog box appears asking if you would like the remittance advice to be printed. The remittance advice will only be printed when you tell the system to do so. This gives you time to change your stationery if you don't have a dedicated check printer.



The Print Check screen will display as shown below.

The screenshot shows a window titled "Print Checks" with a blue header and a close button (X) in the top right corner. The window contains several input fields and buttons. On the left side, there are fields for "Batch No" (2727), "Company" (1 AUTOPOWER TRUCK PARTS), "Branch" (ALL All Branches), "Check Year" (2009), "Check Period" (1 01/31/09), "Type" (R REGULAR CHECKS), "Currency Code", "Bank No" (1 AMERICAN BANK), "First Check" (2800), and "Check Date" (02/27/09). On the right side, there are three buttons: "F1-Help", "F2-Print Chks", and "F3-Lookup". Below the buttons is a small red and white logo.

Field Descriptions

Batch No.

Type in the Check Batch Number for the checks you would like to print. To display a list of Check Batches that has been entered into the system, Press **F3** – **Lookup**.

Once you have selected the batch, the company number, the name of the company, branch, check year, check period, type of check run and currency code will display.

Bank No.

The Bank Number field will display your default bank number.

First Check

The First Check number field will default to the first check number that is setup in the Bank Control File. The First Check number does not advance when checks have been printed, only after the check batch has been posted. Always verify that this is indeed the correct number prior to running checks.

Check Date

The Check Date is the date that will print on the Accounts Payable checks. It can be changed to reflect another date.

Once you have answered the last field and you press Enter or the Press F2 – Prt Chks function key the following prompt will display:

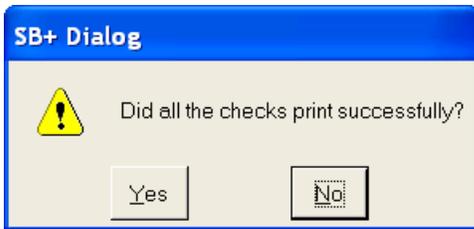


You are about to print checks starting with check number XXXX. Is this correct?"

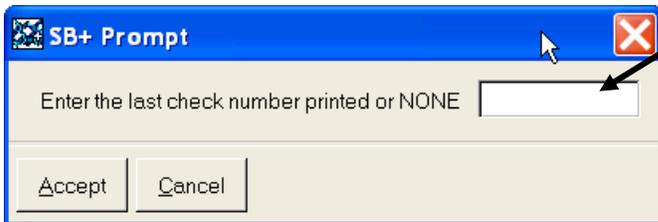
If you select **no**, you will be prompted for a different starting check number.

If you select **yes**, you will proceed with the check printing process.

Once the checks have printed, the following prompt will display on the screen:



"Did all the checks print successfully?"
If you select **no**, you will be prompted for the last good check number printed or enter **NONE** if none of them printed successfully.



If you enter the **last good check number printed**, you may continue processing this check run including printing the check register. After posting, you may go back and reprocess the balance of the check run.

In a failed check run, when the operator answers that not all checks printed properly, and then escapes when asked what the last good check number was, the system will react as if they had entered "NONE" and delete ALL the check records in that batch. You will have to re-print the checks again.

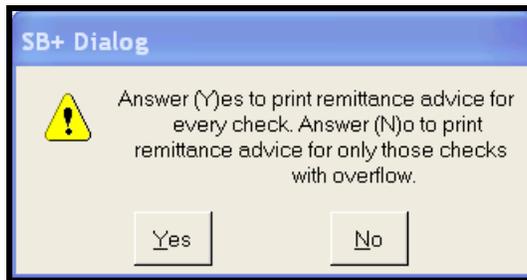
If you type in the word **NONE**, all the checks in this batch will be removed from the check work file. All the invoices will still be in the payment worksheet file so you can re-print your checks in this batch. You will return to the Main Menu.

If you select **yes**, the following prompt will display:



"Would you like to print the remittance advice?"

If you answer for yes, the following screen will display.

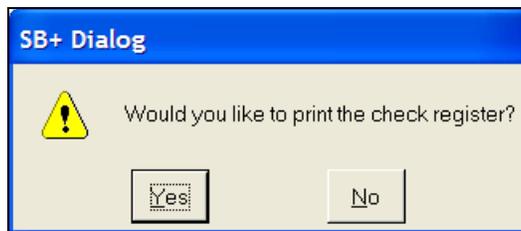


Answer **"Y"** for **Yes** to print the remittance advice for every check in the check run. Answer **"N"** for **No** to only print those checks that will have a overflow of invoice information that will not fit on the check stub.

When answering Yes to the above question, the printer dialogue box will display.

Then you will advance to the next prompt.

If you answer for No to the previous question and you do not wish to print the remittance advice, you will advance directly to the next prompt.



"Would you like to print the check register?"

If you answer for Yes, the printer dialogue box will display so that you may select your output option.

If you answer for No, you will advance directly to the next prompt.



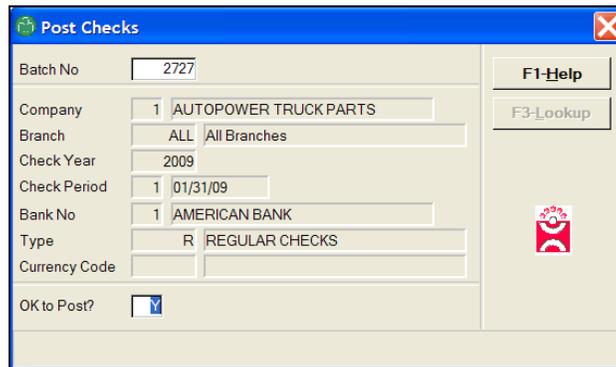
"Would you like to post checks?"

NOTE: Do not post until after you have compared the printed checks with the payment worksheet and the check register. They must all agree before you post.

If you answer for No, you will return to the Main Menu.

If you answer for Yes, the system will prompt you through the check posting process.

The batch number will display in the Post Checks dialogue box. Type in and press **Enter** to Post the Check Batch.

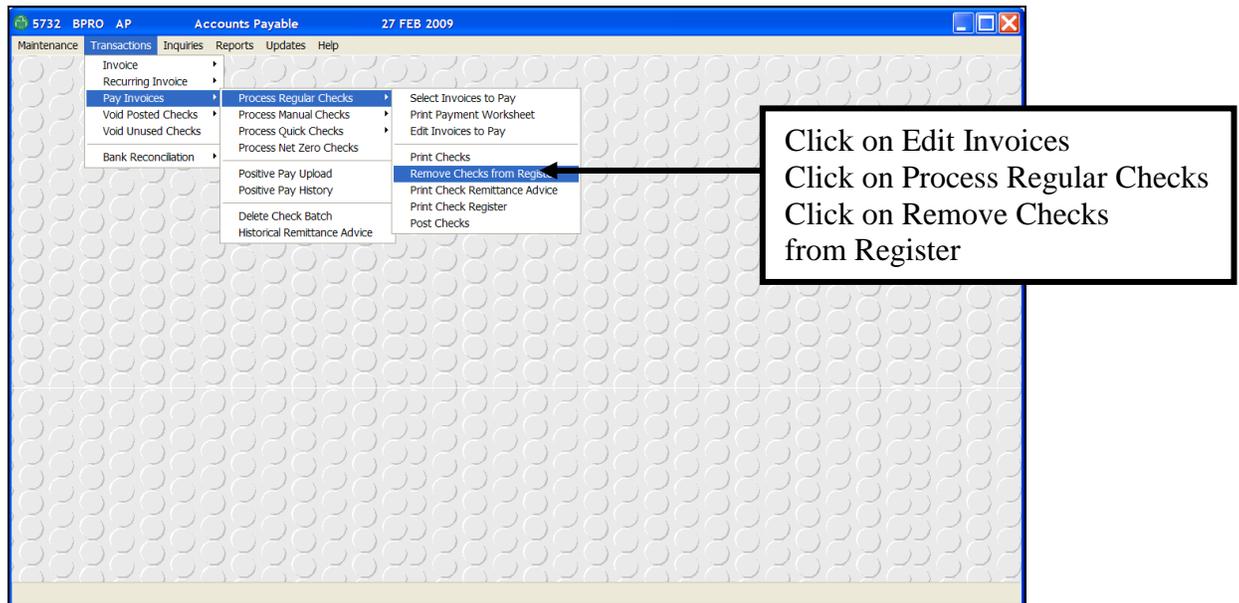


The "Checks Have Been Posted" screen will display as shown below.



REMOVE CHECKS FROM REGISTER (PRIOR TO POSTING AFTER CHECKS HAVE BEEN PRINTED.)

The Remove Checks from Register option will remove the check from the check register prior to posting and void the check.



The option to Remove Checks from the Check Register will allow you to remove any checks in the check work file that you do not want to post. The invoices attached to these checks will remain in the payment worksheet file. You must remove these invoices from the payment worksheet file via Edit Invoices to pay option before you post the other checks.

The screen will display any checks that are found within the range of checks you specify, together with the Vendor Number and Check Number.

The Remove Check from Check Register Screen is illustrated below.

Vendor	Vendor Name	Check Number	Amount
--------	-------------	--------------	--------

Field Descriptions

Company

Type in the Company Number of the check you want to remove from the Check Register and press **Enter**. When you have entered the company number, the Company Name will display in this field.

Branch

Type in the Branch Number you want to remove checks from or you may enter ALL for all branches and press **Enter**. It is a required entry. The Branch Name will automatically display in this field when you enter the branch number. This field is for informational purposes only.

Bank Number

Type in the Bank Number the checks were written from and press **Enter**. The Bank Name will display when you have entered the bank number.

Starting Check Number

You may enter a range of Check Numbers to remove. At the Starting Check Number field, enter the first number in the range.

Press **F3** to display a list of check records to choose from. The following screen will display:

Vendor	Vendor Name	Check Number	Amount
7448	QXV REBUILD	2194	84.25

You may use your arrow keys to highlight your selection and press **Enter**.

Ending Check Number

In the Ending Check Number field, type in the last check number in the range you want to remove. If you only want to remove one check, the ending check number will be the same as the starting check number.

Press **F3 - Lookup** function key to display a list of check records to choose from. You may use your arrow keys to highlight your selection, and then press **Enter**.

Once you have entered the Ending Check Number, the fields listed below will display.

Vendor

The vendors for each of the checks that are being removed from the register will display in this column.

If a check displays that you do not want to remove, highlight that vendor for that check, then enter the backslash **** **Enter**.

Vendor Name

This field will display the name of the vendor.

Check

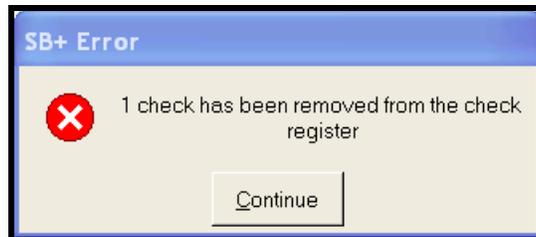
This column will list the check numbers marked for removing.

Amount

The data in the Amount column is the amount of each check.

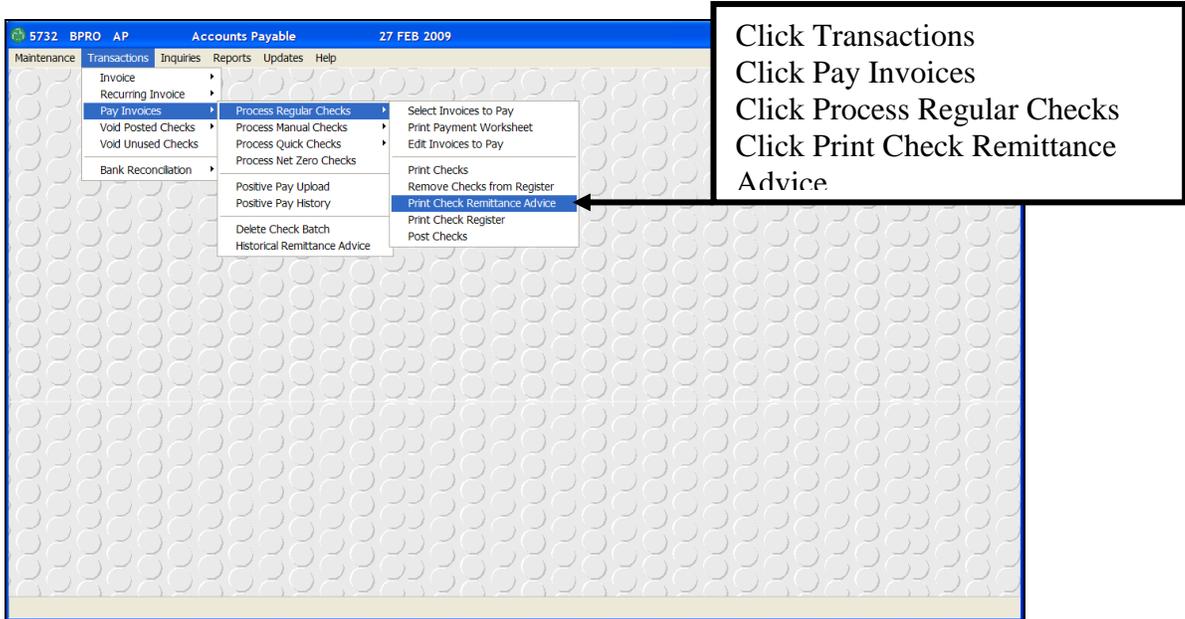
Once you have entered your selections, select **F2** to remove the checks on the Check Register.

The prompt below will display, informing you of how many checks were removed from the check register.

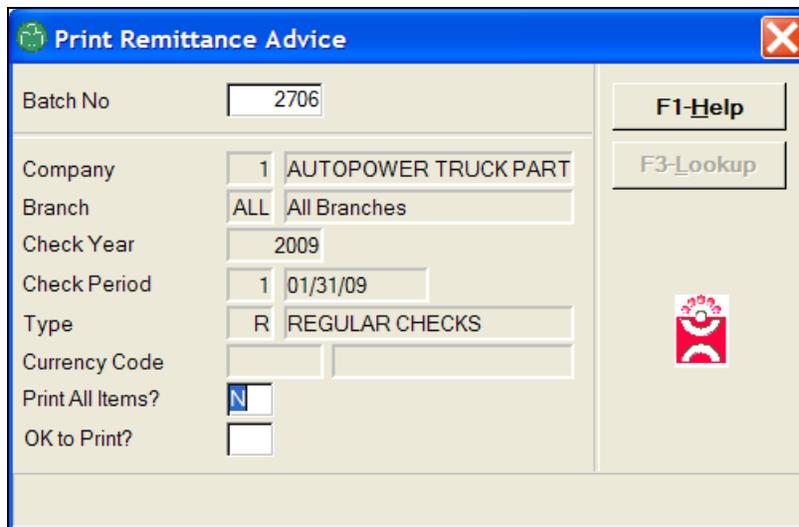


PRINT CHECK REMITTANCE REPORT

If all the invoice numbers cannot be printed on the check stub, then a remittance note will be generated on the check stub stating that there is a remittance advice attached. Using this option can generate the Check Remittance Report. This remittance note can then be attached to the check for payment. This is the same Remittance Advice that we printed previously in the check run. This is just another access to it from the menu.



The Print Check Remittance Screen is illustrated below.



Batch No.

Type in the Batch Number and press **Enter** to print the remittance advice.

Once you have selected the batch number, company number, name of the company, branch, check year, check period and currency code will display in these fields.

Print All Items? If you would like to print ALL of the invoices that the check is paying on the remittance advice, type in **Y** for **Yes**. If you would like to only print the invoices that did not print on the check stub, type in **N** for **No**.

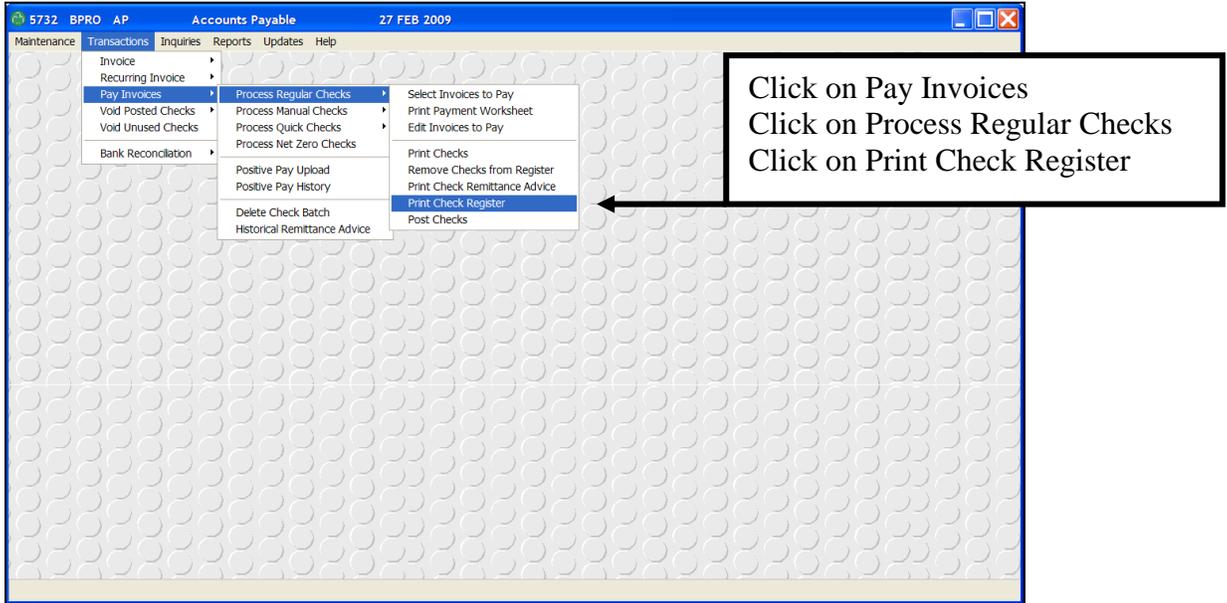
OK to print?

If you select **Y** for yes, the printer dialogue box will display so that you may select your output option.

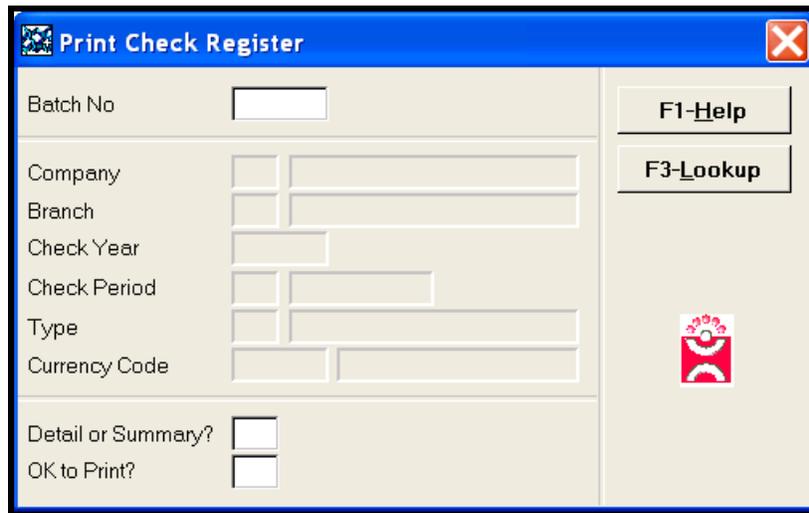
If you select **N** for no, the cursor will return to the Batch Number field.

PRINT CHECK REGISTER

The Check Register prints the checks that were printed and not posted in a check run. Once the checks have been posted, the checks are moved to the Check History file, which will be reported on the Monthly Check Register.



The Print Check Register Screen is illustrated below.



Batch No.

Type in the Batch Number for the Check Register and press **Enter**.

Once you have selected the batch number, company number, name of the company, branch, check year, check period and currency code will display in these fields.

The Summary Check Register is illustrated below:

Summary Check Register
 AUTOPOWER TRUCK PARTS
 Summary Check Register
 For Bank Number 1
 Batch Number 2670
 For Period 12 in the Year 2008
 Printed on 02/27/09 01:31pm Page 1

Co	Check	Payee	Chk	Date	Orig Inv	Prev Pay	Disc Amt	Net Amt
1	2136	1559 TED REBUILD		12/16/08	31.65	0.00	0.00	31.65
1	2138	8877 AD CONVERSION SERVICES		12/16/08	12.65	0.00	0.00	12.65
Report Totals for		1 - AMERICAN BANK			44.30	0.00	0.00	44.30

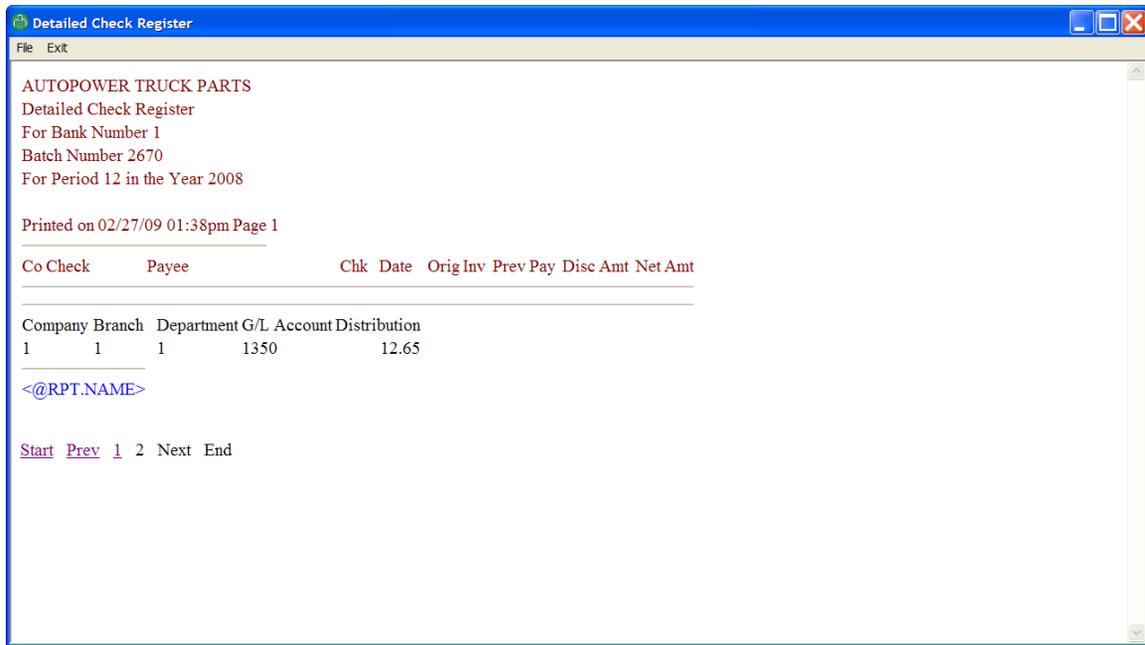
General Ledger Distribution

Company	Branch	Department	G/L Account	Distribution
1	1	1	1350	12.65

The Detail Check Register is illustrated below. The Detail Check Register prints with the Invoice Numbers and the GL distribution that the check is paying.

Detailed Check Register
 AUTOPOWER TRUCK PARTS
 Detailed Check Register
 For Bank Number 1
 Batch Number 2670
 For Period 12 in the Year 2008
 Printed on 02/27/09 01:38pm Page 1

Co	Check	Payee	Chk	Date	Orig Inv	Prev Pay	Disc Amt	Net Amt
1	2136	1559 TED REBUILD		12/16/08	31.65	0.00	0.00	31.65
		Invoice Number		Date	Orig Inv	Prev Pay	Disc Amt	Net Amt
		675598		11/15/08	31.65	0.00	0.00	31.65
Report Totals for		1 - AMERICAN BANK			31.65	0.00	0.00	31.65
1	2138	8877 AD CONVERSION SERVICES		12/16/08	12.65	0.00	0.00	12.65
		Invoice Number		Date	Orig Inv	Prev Pay	Disc Amt	Net Amt
		643322		10/05/08	12.65	0.00	0.00	12.65
Report Totals for		1 - AMERICAN BANK			12.65	0.00	0.00	12.65
Report Totals for		1 - AMERICAN BANK			44.30	0.00	0.00	44.30



OK To Print?

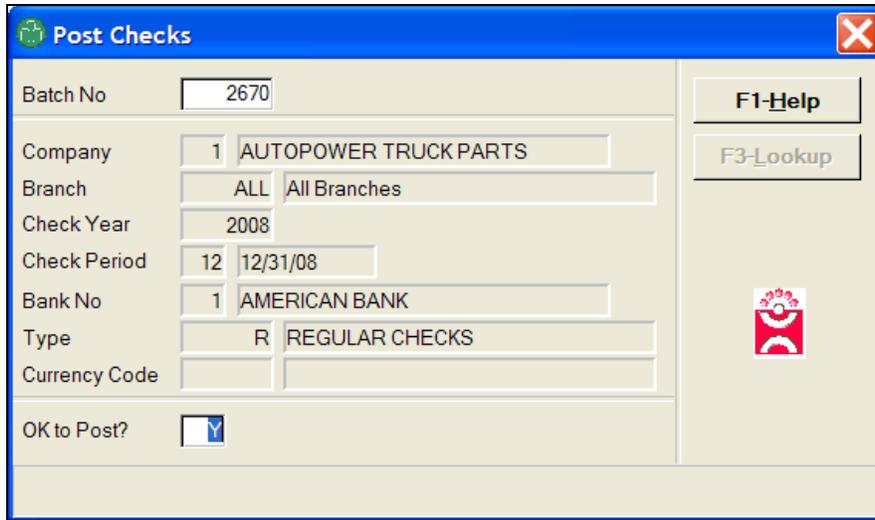
If you select for **yes**, a dialogue box will display so that you may select your output option.

If you select for **no**, the cursor will return to the Company Number field.

POST CHECKS

Checks must be posted to move invoices from the Open Item File to the Paid Item File. The check posting routine will also post the check run totals to the General Ledger and Bank Reconciliation files. If you wrote a check for a partial payment, the invoice would remain in the open item file noting the balance remaining.

The Post Checks Screen is illustrated below.



Field Descriptions

Batch No.

Type in the Check Batch Number and press **Enter**.

Once you have selected the batch number, the company number, the name of the company, branch, check year, check period, bank number, type and currency code will display in these fields.

OK To Post?

If you select for **no**, the cursor will return to the Batch Number field.

If you select for **yes**, the following prompt will display on the screen:



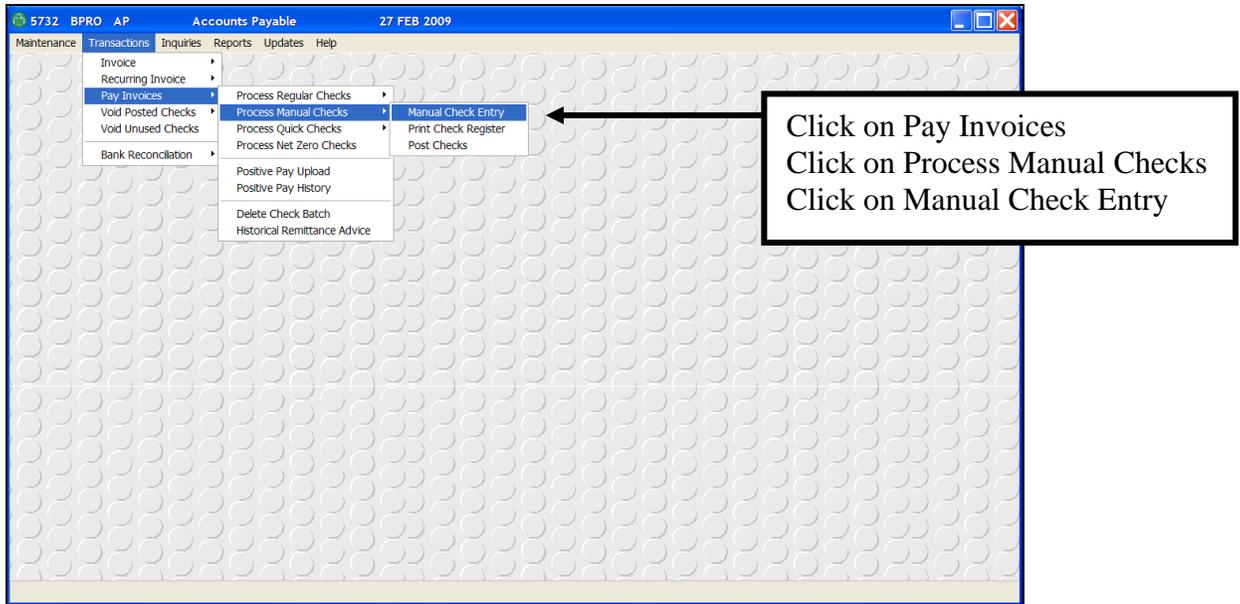
CHECKS HAVE BEEN POSTED!

Select CONTINUE to return to the Main Menu.

You cannot edit a posted check. The check will need to be voided. This will put the invoice back into the open invoices for payment again. If the invoice amount is not correct, it will have to be removed via posted invoice removal. Then you must re-enter the invoice again with the correct information via invoice entry. Then you will follow thru with the correct check process.

MANUAL CHECK ENTRY OR ACH TRANSACTION

There may be situations when you will be required to write a manual check. That check must be reflected in the Accounts Payable system to accurately keep track of vendors who have been paid and to keep the check numbers for reconciliation purposes and for General Ledger accuracy. **The Manual Check Entry option is used for a check that has been handwritten. The invoice must already exist in the system.**



The Manual Check Entry Screen is illustrated below.

The 'Manual Check Entry' screen displays various input fields for check details. On the right side, there is a vertical column of function key buttons:

- F1-Help
- F2-Save
- F3-Lookup
- F4-Delete
- F5-AddInv
- F6-VendInq
- F10-RchThru

Invoice Number	Due Date	Amount Due	Amnt To Pay	Percent	Discount	Net Payment

Field Descriptions

Batch Number

Type in the Batch Number or type the word **NEW** to create a new batch and press **Enter**.

To list manual check batches that are currently open, press the **F3** **-Lookup** function key in this field.

Company

Type in the Company number and press **Enter**. The name of the company will display.

Branch

Type the Branch Number or the word **ALL** for all branches and press **Enter**. The Branch Name will display after the branch number has been entered.

Vendor

Type the Vendor Number that you wrote the manual check to and press **Enter**.

Address

The Address field will display the vendor's street address, city, state, and zip code.

Terms

The terms code that is assigned to this vendor will display in this field.

Take Discount On Past Due?

This field will display a **y** or an **n** to indicate if you take discounts on invoices that are past due for this vendor. This is setup in the Vendor File Maintenance. If an **n** is in this field you will not be allowed to take a discount if this invoice is past due.

Check Year & Check Period

Type in the Check Year and Check Period. This fields will default to the current year and period.

Invoice Number

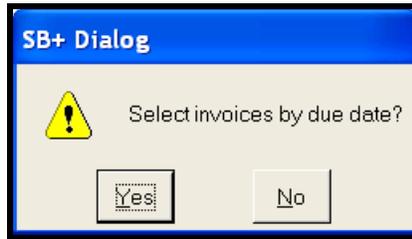
Type in the Invoice Number or ACH Transaction you will be paying with this manual check and press **Enter**.

If you select **F3 - Lookup**, all open invoices for this vendor will display on the screen.

If there are any invoices displaying that should not be paid with this manual check, highlight that invoice then press the backslash key ****. This invoice will not be included in this check run but will remain in the system to be paid at a later date.

If you select **F4 - Delete**, this vendor's invoices will not be selected for manual check entry.

If you do not see the invoices that this manual check should be written for being displayed, select **F5** - AddInvoices. This will display the following prompt.



If you select **Yes**, you will be prompted to enter the due date for the invoices that you wish to pay.

If you select **No**, all open invoices regardless of their due date will display.

You may use the **F10** -**Reach Thru** to view more detailed invoice information. Highlight the invoice; select **F10** -**Reach Thru**, to display the Invoice Detail Inquiry Screen. From this screen you may view a hold reason if this invoice is a pay code '2'. Or you may view invoice notes that were entered.

Due Date

The Due Date is the date that the original invoice is due.

Amount Due

The information in Amount Due field reflects the amount of each invoice that you must pay.

Amount To Pay

In the Amount to Pay field, type in the dollar figure you will be paying against this invoice. The amount to pay cannot exceed the amount due.

Discount Percent

Type in the discount percentage to be applied against the amount being paid and press **Enter** (↵). The amount to pay minus the discount amount will equal to the amount net payment field.

Discount

If you do not know the discount percentage you may also enter a discount amount. The amount entered will be subtracted from the amount to pay field to determine the amount being paid.

Net Payment

The Net Payment column will display the net payment of each invoice.

Totals

The column totals are displayed at the bottom of the screen. The totals that display are:

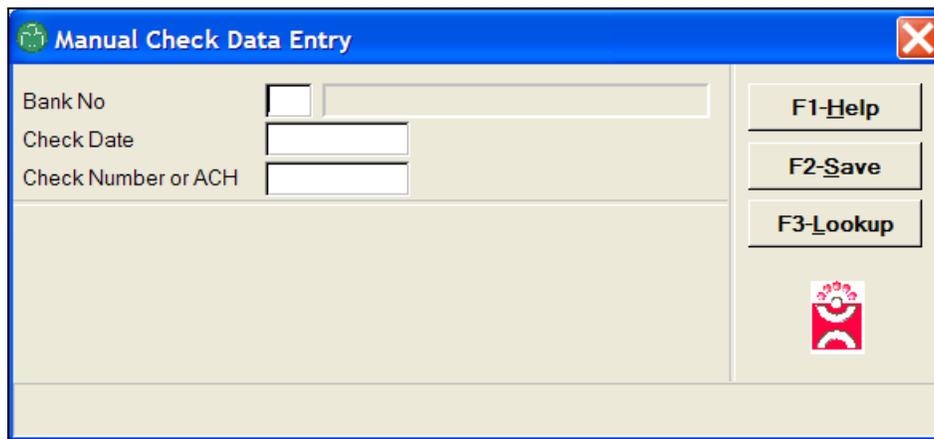
- Total Amount Due
- Total Amount to Pay
- Total Discount
- Total Net Payment

When you press **F2** - **Save** your entries, the following prompt will display:

**"Total check amount is \$N,NNN.NN.
Is this correct?"**

If you select **no**, you will return to the Manual Check Entry Screen.

If you select **yes**, the Manual Check Data Entry Screen will display as shown below.



Field Descriptions

Bank No.

Type in the Bank Number you wrote the check from and press **Enter**.

Check Date

Type in the Check Date as it was written on the check and press **Enter**.

Check Number or ACH

Type in the Check Number or ACH (Automatic Clearing House) Transaction Number and press **Enter**.

Press **F2** - **Save** the data entered. You will then return to the Manual Check Entry Screen.

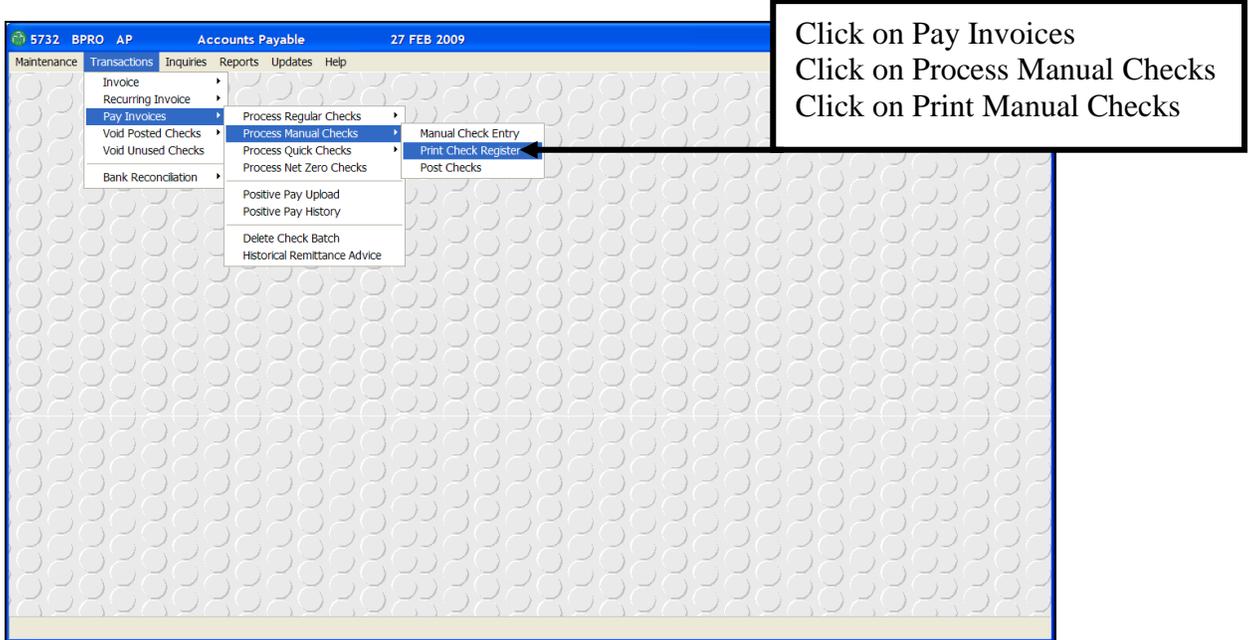
Function Keys

Other options can be found by pressing any of the following function keys:

- **F5** **AddInvoices:** To add invoices to the selection of payments, select **F5** - **AddInvoices**. You may select the invoices to be added by due date or you may select all invoices for a particular vendor.
- **F6** **VendorInq:** To view information about the vendor that you have entered on the Vendor Maintenance screen, select **F6** - **VendorInq**. This will display a screen that looks like the Vendor Master Record. It is an inquiry only screen so no changes can be made. You may view Vendor Notes, the default General Ledger Distribution for this vendor, Open Items, Paid Items, and Activity on this account.
- **F10** **ReachThru:** The ReachThru feature will allow you to view information about a particular invoice. Highlight the invoice you want to review, select **F10**, which will display a screen similar to the Invoice Entry Screen. You will not be able to make changes from this screen. From this screen, you can view Invoice Notes and a Hold Reason for this invoice.

PRINT MANUAL CHECK REGISTER

This report will list all manual checks that were printed but have not been posted. This check register is only for the manual check entry.



The Print Manual Check Register Screen is illustrated below.

The Print Check Register screen displays the following information:

Batch No	2728	F1-Help
Company	1 AUTOPOWER TRUCK PARTS	F3-Lookup
Branch	ALL All Branches	
Check Year	2009	
Check Period	1 01/31/09	
Type	M MANUAL CHECKS	
Currency Code		
Detail or Summary?	S	
OK to Print?	<input type="checkbox"/>	

Batch Number

Type in the Batch Number and press **Enter**.

The Company Number, Branch, Check Year, Check Period, Check Type and Currency Code will appear from the manual check entry.

Detail or Summary?

To print the Manual Check Register in Detail, type in a **[D]** at the prompt and press **[Enter]**. The detailed register will show the invoice information.

To print the Manual Check Register in Summary, type in an **[S]** at the prompt. The summarized Manual Check Register will not include the invoice information.

Below is an example of a Manual Check Register printed in Summary format. It does not have the invoice information on the register.

OK To Print?

If you select **[N]** for **no**, the Main Menu will display.

If you select **[Y]** for **yes**, a dialogue box will display with a prompt to print the report to the printer or screen.

The screenshot shows a window titled "Summary Check Register" with a menu bar containing "File" and "Exit". The main content area displays the following text and table:

AUTOPOWER TRUCK PARTS
Summary Check Register
For Bank Number 1
Batch Number 2728
For Period 1 in the Year 2009

Printed on 02/27/09 04:45pm Page 1

Co	Check	Payee	Chk	Date	Orig Inv	Prev Pay	Disc Amt	Net Amt
1	3600	100 AUTOPOWER CORPORATION	02/27/09	1,500.00	0.00	-29.28	1,470.72	
Report Totals for			1 -	AMERICAN BANK	1,500.00	0.00	-29.28 1,470.72	

General Ledger Distribution

Company Branch	Department	G/L Account	Distribution
1	1	16 1350	1,464.00

<@RPT.NAME>

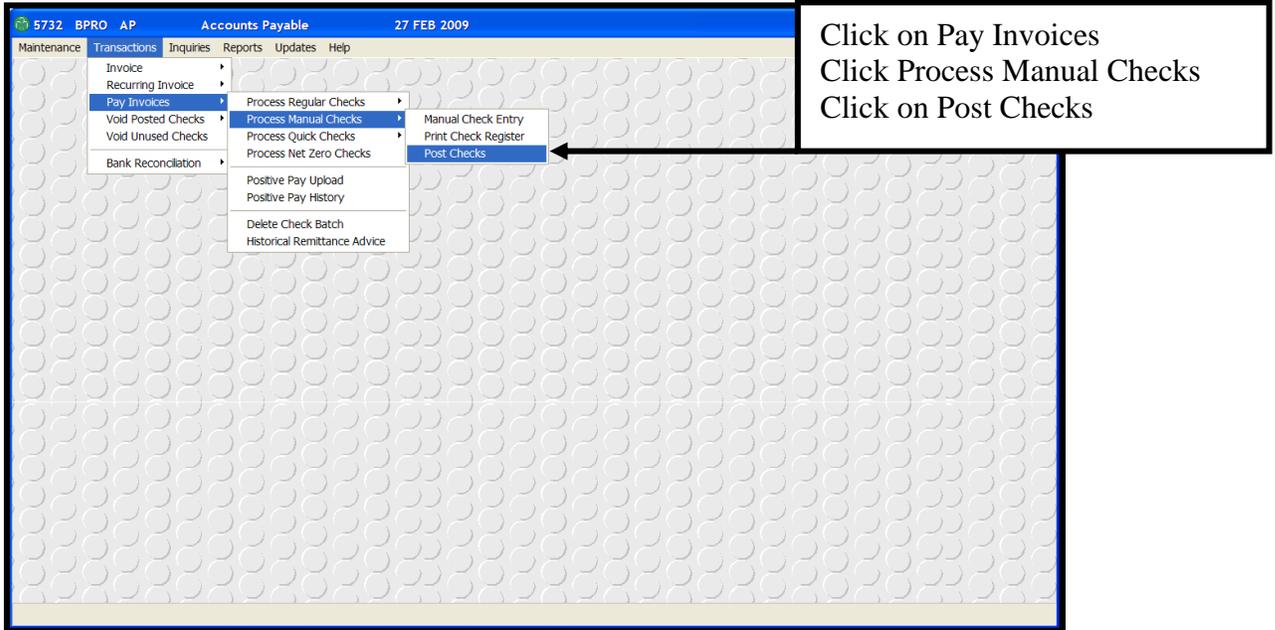
Business Pro Accounts Payable Workbook

Below is an example of a Manual check register with detailed invoice information.

Detailed Check Register										
File Exit										
AUTOPOWER TRUCK PARTS										
Detailed Check Register										
For Bank Number 1										
Batch Number 2728										
For Period 1 in the Year 2009										
Printed on 02/27/09 04:47pm Page 1										
Co	Check	Payee	Chk	Date	Orig Inv	Prev Pay	Disc Amt	Net Amt		
1	3600	100 AUTOPOWER CORPORATION	02/27/09	1,500.00	0.00	-29.28	1,470.72			
		Invoice Number	Date	Orig Inv	Prev Pay	Disc Amt	Net Amt			
		2525695	01/15/09	1,500.00	0.00	-29.28	1,470.72			
		Report Totals for	1 -	AMERICAN BANK	1,500.00	0.00	-29.28	1,470.72		
		Report Totals for	1 -	AMERICAN BANK	1,500.00	0.00	-29.28	1,470.72		
General Ledger Distribution										
Company	Branch	Department	G/L Account	Distribution						
1	1	16	1350	1,464.00						
<@RPT.NAME>										

POST MANUAL CHECKS

Just like the regular checks, Manual Checks must be posted so that they will be reflected in the Paid Item File. In other words, the manual checks must be posted to show that the invoices are paid in the vendor inquiry and General Ledger.



The Post Checks Screen is illustrated below.

The screenshot shows the 'Post Checks' screen in a software application. The screen has a blue title bar with the text 'Post Checks' and a close button. The main area is a form with several fields: 'Batch No', 'Company', 'Branch', 'Check Year', 'Check Period', 'Bank No', 'Type', 'Currency Code', and 'OK to Post?'. There are also two buttons on the right side: 'F1-Help' and 'F3-Lookup'. A red and white logo is visible in the bottom right corner of the form area.

Batch Number

Type in the Batch Number and press **Enter** (↵). To list the open check batches that are currently unposted, press the **F3** - **Lookup** function key. You may select a Batch Number from this list of records.

The Company Number, Branch, Check Year, Check Period, Bank No., Type, Currency Code will default when you select the batch number of the checks that are to be posted.

OK To Post?

Type in **n** for no, the cursor will return to the Accounts Payable Menu Bar.

Type in **y** for yes, to continue with the manual check posting process. The following prompt will display when the process has completed:

"CHECKS HAVE BEEN POSTED"

Press **CONTINUE** to return to the Main Menu.

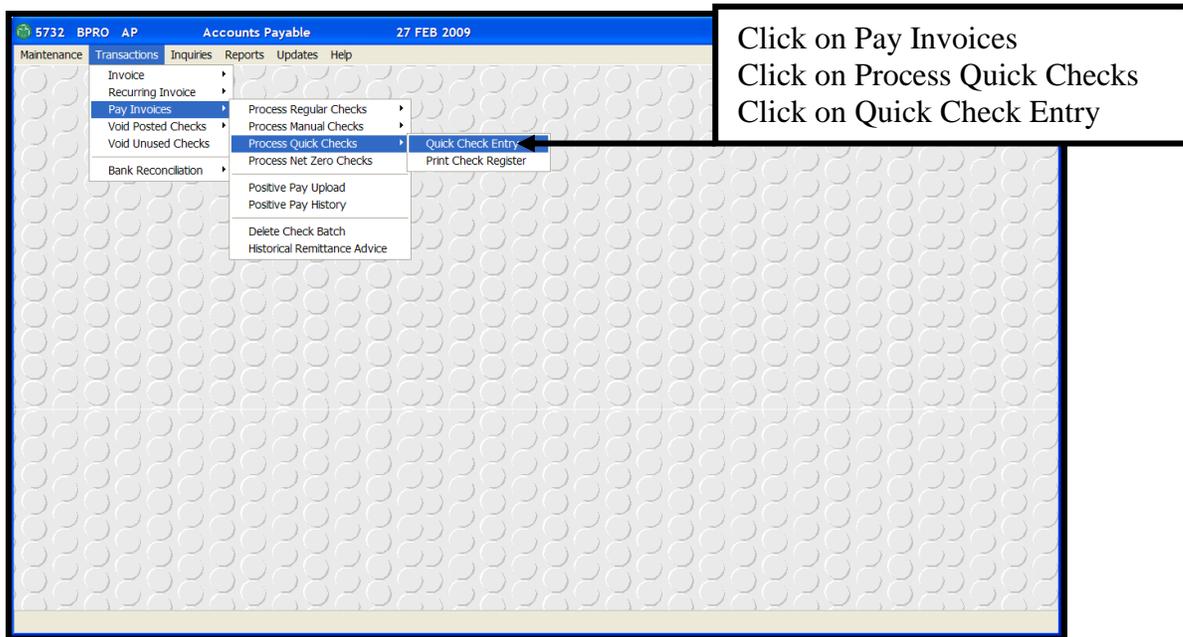
QUICK CHECKS

Quick Checks is a feature of BusinessPro that allows you to **print a single check** for an invoice that either already exists or does not yet exist in the Accounts Payable system. **The Quick Check program is not a substitute program for the Regular Check Program. It is just as its name says “QUICK”.** Updating of the General Ledger is performed automatically when the check has been printed. The invoices you enter via Quick Check will automatically be posted to the Paid Item File since the entering of the invoices and the paying of the invoices are done at the same time. In other words, you will not be answering “yes” to Post Quick Checks. The process will be done for you.

You can print a Check Register after posting of the quick check from the menu. You can also print a Remittance Advice using the Historical Remittance Advice Menu option.

You cannot exit the Quick Check process. You must follow thru with all steps.

If you inadvertently entered the incorrect Quick Check, you must follow thru with posting the quick check and then void the quick check and then start the quick check process over.



The Quick Check Entry screen is shown below.

Invoice Number	Due Date	Amt Due	Amt To Pay	Percent	Discount	Net Payment

Field Descriptions

Batch Number

Type in the word “NEW” to enter a new quick check batch.

Company

Type in the Company number. The Company Name will display to right of the company number.

Branch

Type in the Branch Number you want to create quick checks for or you may enter the word ALL for all branches and press **Enter**. The Branch Name will display after entering the branch number.

Check Year, Check Period

Type in the General Ledger Year and Period that the check will be posted to and press **Enter**.

Currency Code (Press return if you do not use currency codes)

Type in the Currency Code or press return for the default currency code. If you do not use multiple currencies do not enter data in this field. **Press return.**

Vendor

Type in the Vendor Number and press **Enter** (↵). If the vendor number already exists, the data for the vendor will display. The list of vendors will display and you can select an existing vendor from the display.

Vendor Name, Address, City, State and Zip code will display to right of the vendor number when the vendor number has been entered.

Terms

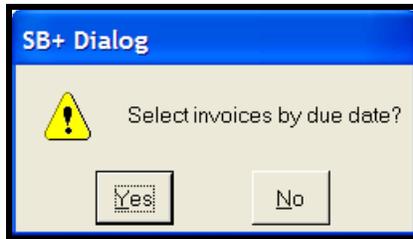
The Terms Code and description will display in this field. These are terms that are set by the vendor.

Take Discount on Past Due

If this vendor allows you to take a discount on invoices that are past due, a will display in this field. If you cannot take a discount on past due invoices, an will display in this field. This is setup in the vendor maintenance record.

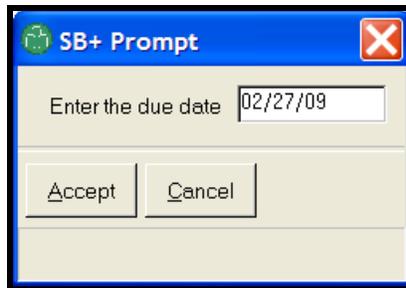
Invoice Number

To select all open invoices, press the **F5** -**AddInv** function key. A dialogue box will display as shown below. “**Select Invoices by due date?**”



Select **Yes** if you would like to select the open item invoices by due date. Type in the due date of the invoices you wish to pay with this quick check as shown in the display below.

Select **No** if you would like all open item invoices regardless of due date to display for this vendor Number.



Click **Accept**.

New Invoice Details

If you enter an invoice number that does not exist in the system the screen below will display. If you would like to add the new invoice, click **Yes**.

After selecting yes, the General Ledger Distribution Screen will display as shown below.

Type in the G/L Account Number, Branch, Department and invoice amount and click **F2** Save.

G/L Acct

Type in the General Ledger Account numbers for this distribution or press **F3** to display a list of the chart of accounts.

Branch/Dept

Type in the Branch and Department number that will be posted to the General Ledger for the distribution of this invoice and press **Enter**.

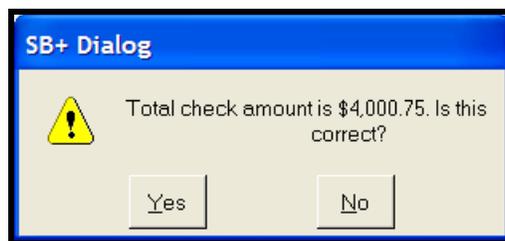
Amount

Type in the distribution amount for this invoice and press **Enter**. The total of the distribution amounts must match the invoice amount. The General Ledger Distribution Templates are not used in the Quick Check Program.

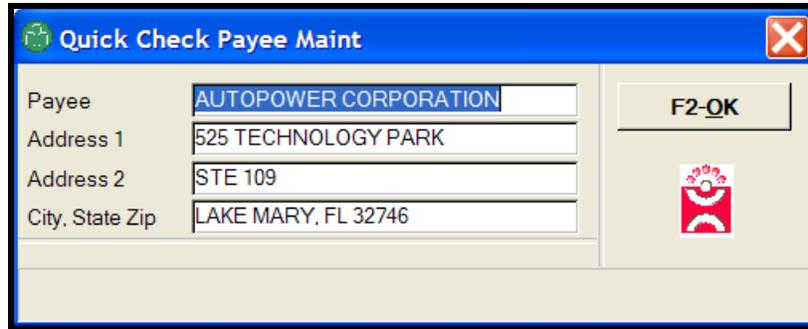
The cursor will now be in the second invoice number field so that you may enter the next invoice.

Press **Enter** after last invoice.

A dialogue box as illustrated below will appear asking you if the Total check amount is \$NNN.NN. Is this correct? Yes or No. If you answer Yes, the Payee Maintenance Screen will appear as illustrated. If you answer No, that the check amount is not correct, the cursor will go back to the Invoice number allowing you to make the necessary changes.



As you go through the Quick Check Process, the last prompt to display is Check Information. The Check Information Screen determines what will be printed on the check as the payee.



The screenshot shows a software window titled "Quick Check Payee Maint" with a blue header and a close button (X) in the top right corner. The window contains four text input fields on the left and a button on the right. The fields are labeled "Payee", "Address 1", "Address 2", and "City, State Zip". The "Payee" field contains "AUTOPOWER CORPORATION", "Address 1" contains "525 TECHNOLOGY PARK", "Address 2" contains "STE 109", and "City, State Zip" contains "LAKE MARY, FL 32746". The button on the right is labeled "F2-OK" and has a red icon with a white gear and a red arrow pointing to the right.

Payee

The payee will default with the name of the vendor. You may change the payee if necessary. The Payee will show on the reach-thrus in the general ledger.

Address 1

The first line of the payee's address will display in this field. You may change this if necessary. This data is pulled from the Vendor Maintenance Record.

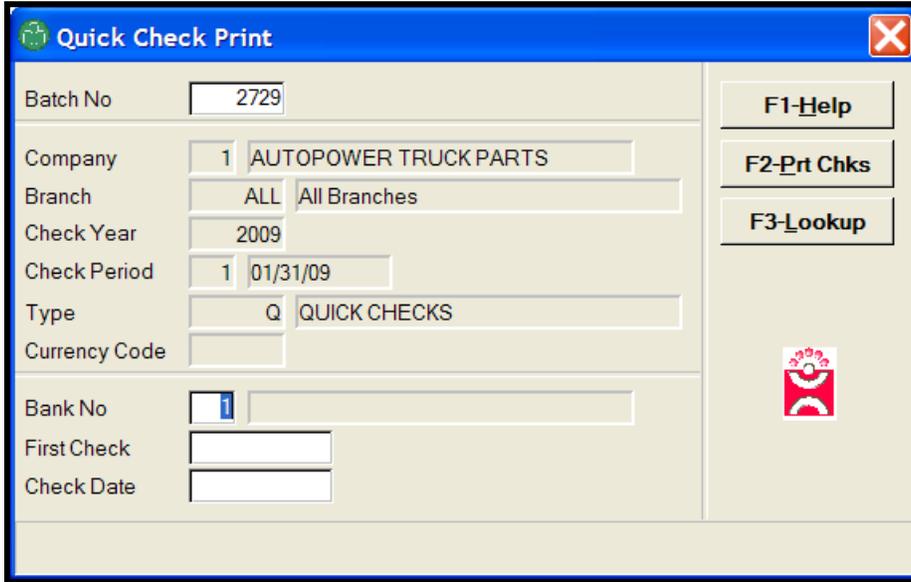
Address 2

The second line of the payee's address will display in this field. You may change this if necessary. This data is pulled from the Vendor Maintenance Record.

City, State Zip

The payee's city, state, and zip code will display in this field. You may change this if necessary. This data is pulled from the Vendor Maintenance Record.

Press **F2** to save this information. The Print Checks Screen will display as shown below.



The Company Number, Branch, Check Year, Check Period, Check Type, Currency Code will default with the information that you entered in the Quick Check Entry Screen.

The Bank Number, First Check Number, and the current Check Date will default to the setup in the Accounts Payable control files. Press enter after entering the check date.

The following prompt will display.



"You are about to print checks starting with check number XXXX. Is this correct?"

If you answer for no, you will return to the Quick Check Entry Screen.

If you answer for yes, you will proceed with printing the checks to the printer.

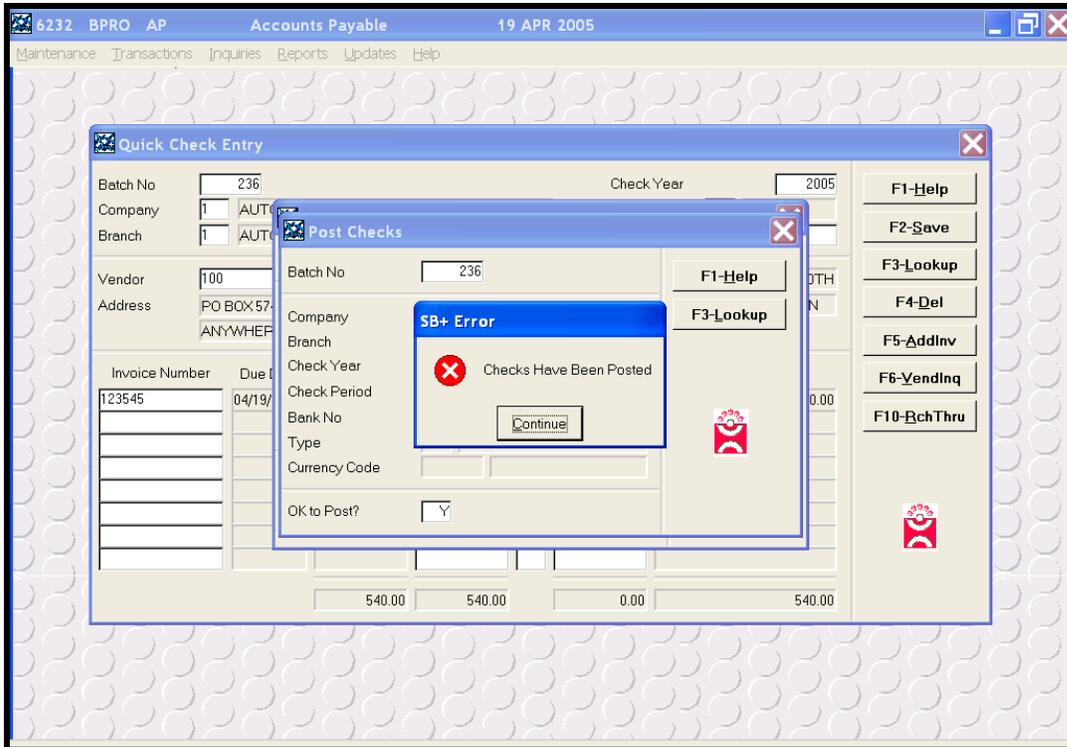
Example of Check

AUTOPOWER CORPORATION			Check Date 04/19/2005	
Invoice Number	Date	Gross Amount	Discount	Net Amount
123545	04/19/05	540.00	0.00	540.00
Check Totals:		\$540.00	\$0.00	\$540.00
Five Hundred Forty and 00/100 Dollars		1033		
		04/19/2005	\$540.00	
AUTOPOWER CORPORATION PO BOX 5749000 ANYWHERE, FL 32765				

Once the check printing process has been completed, a prompt will display on the screen:

OK to Post?

The system will automatically post Quick Checks. When the OK to Post ? prompt displays no action is required. The posting of a quick check is immediate. The system will post the invoice to the Paid Item File. When the process is complete, the following message will display.



"Checks Have Been Posted"

Press **Enter** to continue and return to the Accounts Payable Main Menu.

Quick Checks are also used to pay miscellaneous vendors. You must setup the Miscellaneous Vendor in the Vendor File Maintenance using a vendor number of your choice, example #99999. Type in the vendor name as Miscellaneous Vendor. Type in the Remit to? Field as "N". Process the Miscellaneous check via Quick Checks so that you get the prompts to enter the payee's name and address. When changing the Payee name and address for this quick check it does not change the vendor file maintenance record for your miscellaneous vendor.

Field Descriptions

Batch Number

Type in the Batch Number or type the word “NEW” to create a new batch or press the **F3** – **Lookup** function key to select from the existing Net Zero batches. You may use your arrow keys to highlight your selection, and then press **Enter**.

Company Name

The Company Name will display to right of the company number when it is entered in the previous field.

Branch

Enter the Branch Number you want to create a Net to Zero Check entry for or you may enter ALL for all branches. The Branch Name will display automatically once you have entered the branch number.

Check Year, Check Period

Enter the General Ledger Year and Period that the Net to Zero check will be posted to.

Currency Code

Enter the Currency Code or press return for the default currency code. If you do not use multiple currencies do not enter data in this field. **Press return.**

Vendor

Enter the Vendor Number. If the vendor number already exists, the data for the vendor will automatically display. The list of vendors will display and you can select an existing vendor from the display.

Vendor Name, Address, City, State and Zip code will display to right of the vendor number when it has been entered.

Invoice Number

To select the credit and debit open invoices, press the **F3** function key in the Invoice number field and select the credit and debit invoice from the listing of open items.

Net to Zero

Batch No: 2730 Check Year: 2009

Company: 1 AUTOPOWER TRUCK PARTS Check Period: 1 01/31/09

Branch: ALL All branches Currency Code:

Vendor: 100 AUTOPOWER CORPORATION Terms: B 2% 10TH NET 30TH

Address: 525 TECHNOLOGY PARK Take Discount on Past Due?

LAKE MARY, FL 32746

Invoice Number	Due Date	Amount Due	Amt To Pay	Percent	Discount	Net Payment
32112	02/10/09	150.00	150.00			150.00
121121-CR	02/10/09	-150.00	-150.00			-150.00

0.00 0.00 0.00

F2-Save
F3-Lookup
F4-Delete

Amount To Pay

The Amount to Pay field will display the dollar figure you will be paying against this invoice.

Discount Percent

Type in the discount percentage to be applied against the amount being paid for this invoice. The amount to pay minus the discount amount will equal to Net Pmt field.

Discount

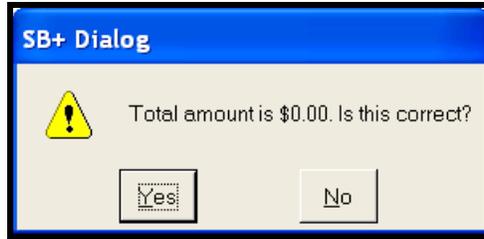
If you do not know the discount percentage you may also enter a discount dollar amount. The amount entered will be subtracted from the amount to pay field to determine the Net Payment.

Net Payment

The Net Payment column will display the net payment of each invoice.

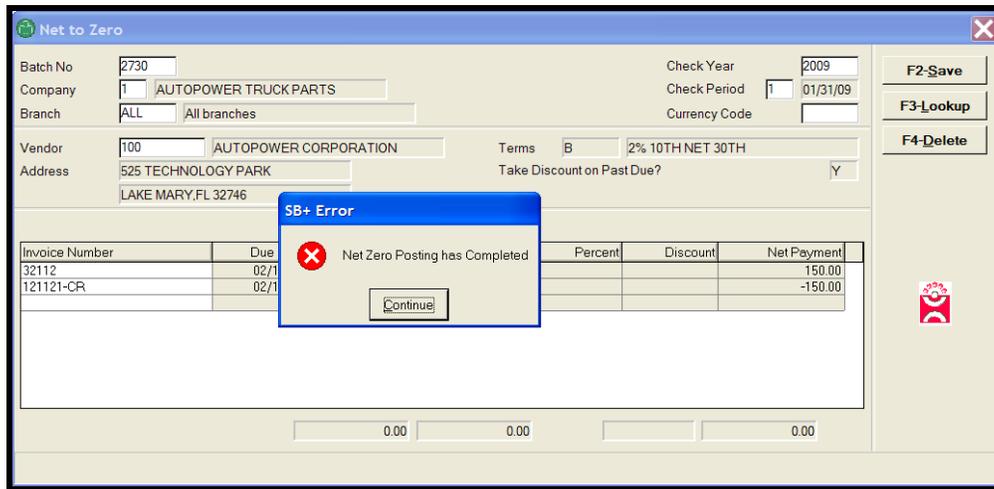
After selecting the invoices that you would like to Net to Zero, click on the **F2-Save** Function Key.

The total amount of the invoice will net to zero as shown in the display below.



Click on Yes if the total amount is correct. A dialogue box with Net Zero Posting has Completed.

If you click on **No** the cursor will go back to the first Invoice Number field so that you can correct your entries.



A dialogue box with Net Zero Posting has completed.

Click Continue

This will clear the vendor's open items for these 2 invoices.

Net Zero Entry Example:

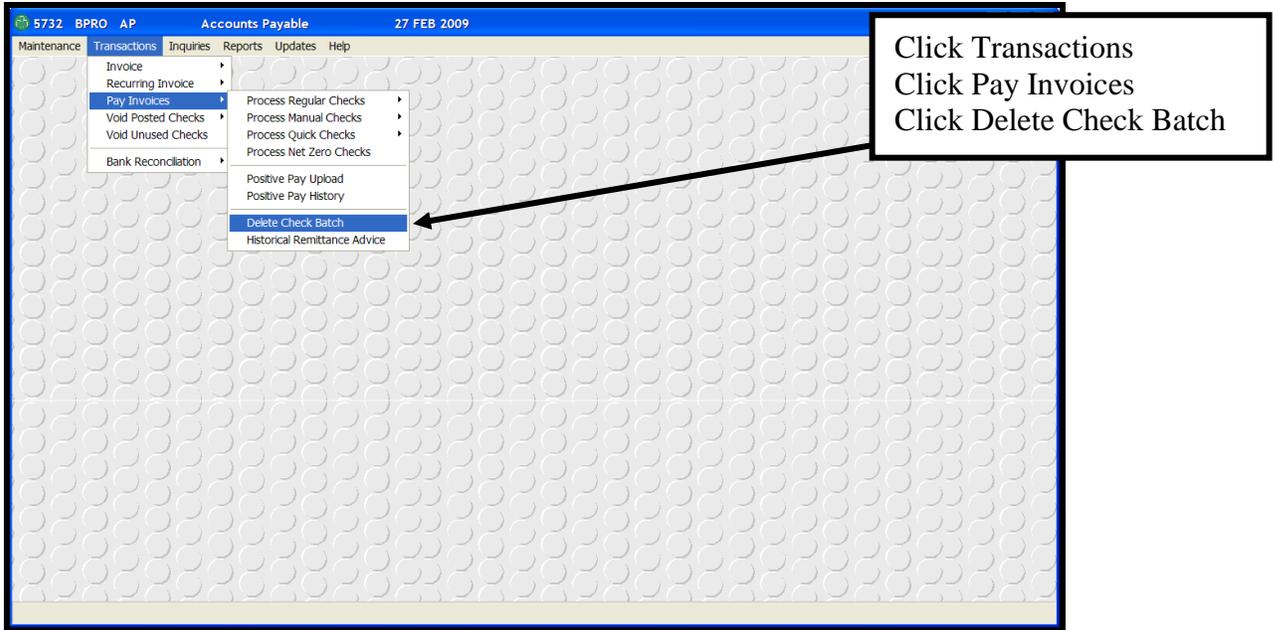
Invoice #15895 for Vendor 100 was in the amount of \$2500.00. You wrote a quick check for \$2450.00. This would leave a balance of \$50 on the vendor AP unpaid items.

You have made an agreement that you do not owe the \$50 with the vendor and you will not be paying it.

To clear the \$50.00 from the Vendors Unpaid items, you will need to create an invoice/credit in AP entry for -50.00. You could use 15895-WO (Write-Off) as the invoice number and then pay the invoice and credit via Net Zero Check. No Check will be created and both invoices will get moved to the AP paid items file.

DELETE CHECK BATCH

The Delete Check Batch Menu will allow you to delete a batch of checks that have not been posted. This can be Regular or Manual Checks. When you are entering check batches and then you discover you would like to delete the check batch and start over, you can. This option is to be used when you have entered the checks and have answered no to post. This option will not delete a posted batch of checks. This will remove the check batch and make the invoices eligible to be paid again.



Batch Number

Type in the Batch Number of the Checks to delete and press **Enter** (↵).

The screenshot shows the 'Delete Check Batch' dialog box. It has a title bar with a close button (X). The dialog contains several input fields: 'Batch No', 'Company', 'Branch', 'Check Year', 'Check Period', 'Type', and 'Currency Code'. There are also two buttons on the right: 'F1-Help' and 'F3-Lookup'. At the bottom, there is a checkbox labeled 'Ok To Delete?'. A small red and white logo is visible in the bottom right corner of the dialog.

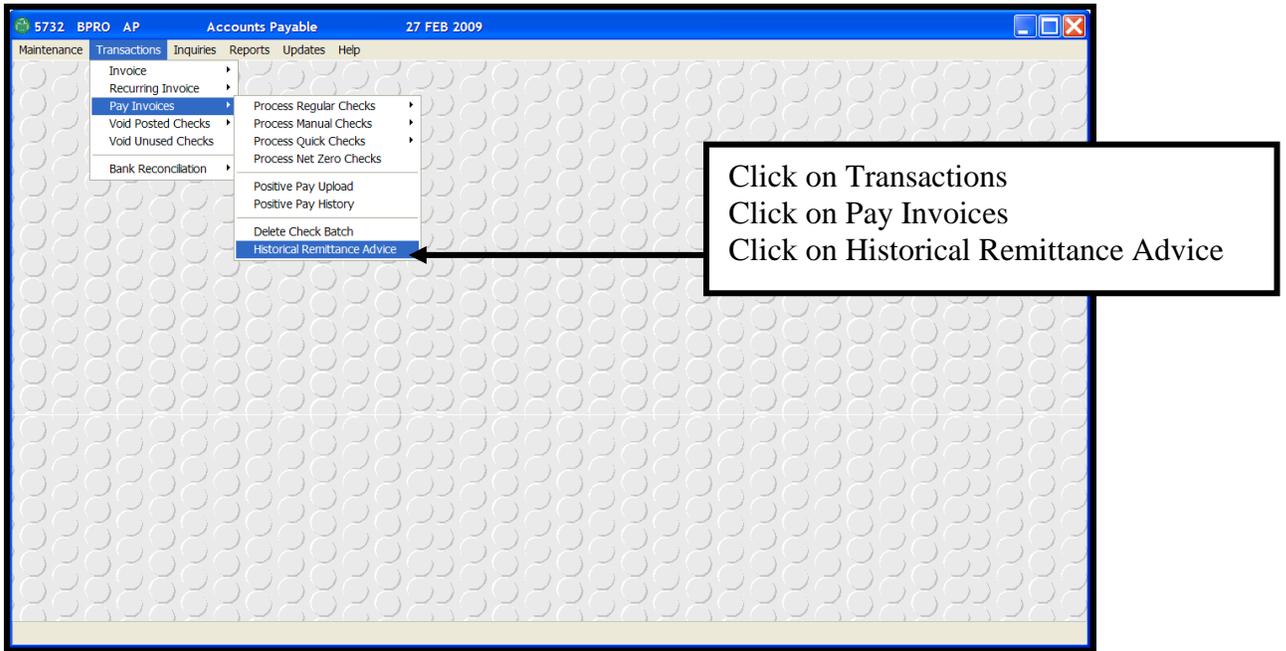
The **F3** **Lookup** function key option will display a dialogue box listing the Check Batches that are either posted or waiting to be posted with their batch number, Company, Check Year, Check Period, Operator, Date Created and Check Type.

Using you arrow keys select the batch to delete and press **Enter** **↵**.

The next prompt as shown below will be “**OK to Delete?**” If is selected, no un-posted check batch will be deleted. If is selected, the un-posted check batch will be deleted.

HISTORICAL CHECK REMITTANCE ADVICE

The Historical Check Remittance Advice Screen will allow you to print a Historical Check Remittance at any time. If you forget to print it at the time of check printing you may select the option to print it at a later date.



The Historical Check Remittance Advice screen will display as shown below.

The screenshot shows the 'Historical Check Remittance Advice' screen with the following fields and values:

Batch No	2727
Starting Check No	2802
Ending Check No	2802
Company	1 AUTOPOWER TRUCK PARTS
Branch	ALL All Branches
Check Year	2009
Check Period	1 01/31/09
Type	R REGULAR CHECKS
Currency Code	
Print All Items?	N
OK to Print?	<input type="checkbox"/>

On the right side of the screen, there are three buttons: F1-Help, F2-Save, and F3-LookUp. Below these buttons is a small red and white logo.

Batch No.

Type in the Historical Check Batch Number to print the Check Remittance Advice.

Starting Check No.

Type in the Starting Check Number. If you do not know what the check number is, you can press **F3** to view the checks that were in this batch.

Ending Check No.

Type in the Ending Check Number. If the ending check number is the same as the starting check number, enter the starting check number again.

Print All Items? The Print All Items? prompt gives you the option of listing all checks that were in the check batch or just the checks where a remittance advice would have been necessary.

OK to Print?

Type in and press **Enter** if you would like a Historical Remittance Advice report to print. Type in and press **Enter** if a Historical Remittance Advice is not to be printed.

Enter **F2** – **Save** to select the Batch number for the check remittance that you wish to print.

Example of Check Remittance Advice Report.

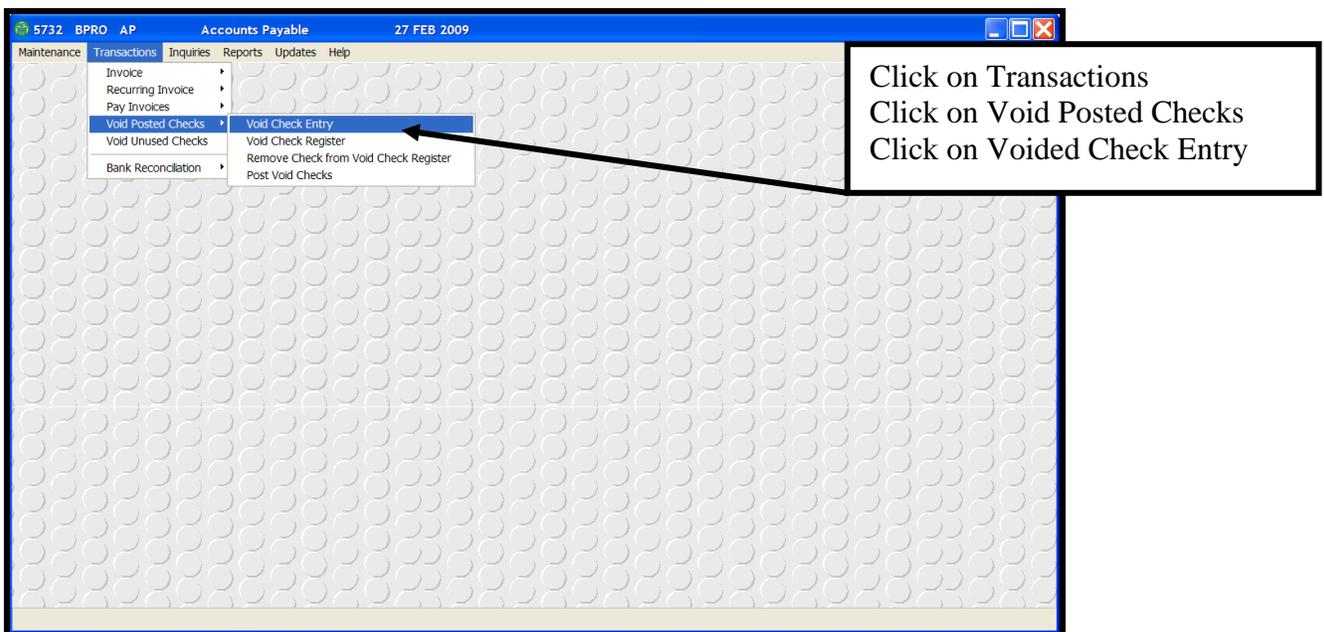
AUTOPOWER TRUCK PARTS				
1003			Check No 2803	
GRFJT CONVERSION SERVICES			Check Date 02/27/2009	
8585 NEW LANE			Report Date 02/27/09 at 05:19pm	
			Year 2009 Period 1	
Invoice_No	Inv_Date	Payment Amt	Discount	Net_Amount
32	10/05/08	12.25	0.00	12.25
65	10/05/08	52.14	0.00	52.14
124	10/06/08	50.44	0.00	50.44
6554	10/07/08	12.14	0.00	12.14
654	10/08/08	98.11	0.00	98.11
8451	10/08/08	125.00	0.00	125.00
9754	10/09/08	54.22	0.00	54.22
1457	10/14/08	97.41	0.00	97.41
54123	10/15/08	12.44	0.00	12.44
65433	10/15/08	50.00	0.00	50.00
65499	10/16/08	65.22	0.00	65.22
54321	10/18/08	62.12	0.00	62.12
5487	10/19/08	22.54	0.00	22.54

VOID POSTED CHECKS

The options on the Void Posted Checks Menu will allow you to void checks after the original check run has been posted. When you void a posted check, the system will automatically move the invoices paid by those checks from the Paid Item File to the Open Item File so you may select them for payment again.

Note: If you void a check and then also void the invoices for this check, you must use the same period value for both the voided check and the invoice removal. The invoice cannot be removed in a period prior to the period the invoice was paid or removed.

The Void Posted Checks Menu will display as shown below.



Menu Selections

To select a menu option, use the arrow keys **↑** **↓** **→** **←** to move around the menu, then press **Enter** when the selection is highlighted or enter one of the Hot keys to select a menu option:

- **[E] Voided Check Entry:** To enter checks that need to be voided, select **[E]** for Voided Check Entry.
- **Voided Check Register:** The Voided Check Register is a listing of checks that you have voided.
- **Post Voided Checks:** Once you entered the checks you want to void, select to Post the Voided Checks.

After an option has been selected and processing is complete, the menu redisplay and another option can be selected.

Voided Check Entry

The Void Posted Check Entry option will allow you to enter one or several posted checks to void. When you void a posted check, the invoices that were paid with that check will be moved to the Open Item File and can be reselected for payment.

The Void Posted Check Screen will display as shown below.

Check Number	Payee	Check Amount	Reason for Voiding
--------------	-------	--------------	--------------------

Field Descriptions

Batch Number

Type in the word NEW to create a new Void Posted Check Batch.

Company

Type in the Company Number and press **Enter**. The Company Name will display.

Branch

Type in the Branch Number where the check or checks were originally posted. The Branch Name will display to the right of the branch number.

Bank Number

Type in the Bank Number for the checks that were written and press **Enter**.

Bank Name

The Bank Name will display to the right of the bank number. This is a display only field and cannot be modified.

Starting Check Number

Type in the first Check Number for the range of checks that needs to be voided in the Starting Check Number field and press **Enter**.

Ending Check Number

Type in the last Check Number in the range in this field and press **Enter**.

Check Number	Payee	Check Amount	Reason for Voiding
2986	100	3650.00	

All of the checks in the range entered will display on the screen. If a check displays that you do not want to void, highlight that check then press the backslash key (\) then press **Enter**. This will remove only the check that was highlighted from the void list.

If you need to void only one check, enter the same check number in the Starting Check Number and Ending Check Number fields.

Check

The Check Number will display in the Check column.

Payee

This field reflects the Vendor Number this check was written for.

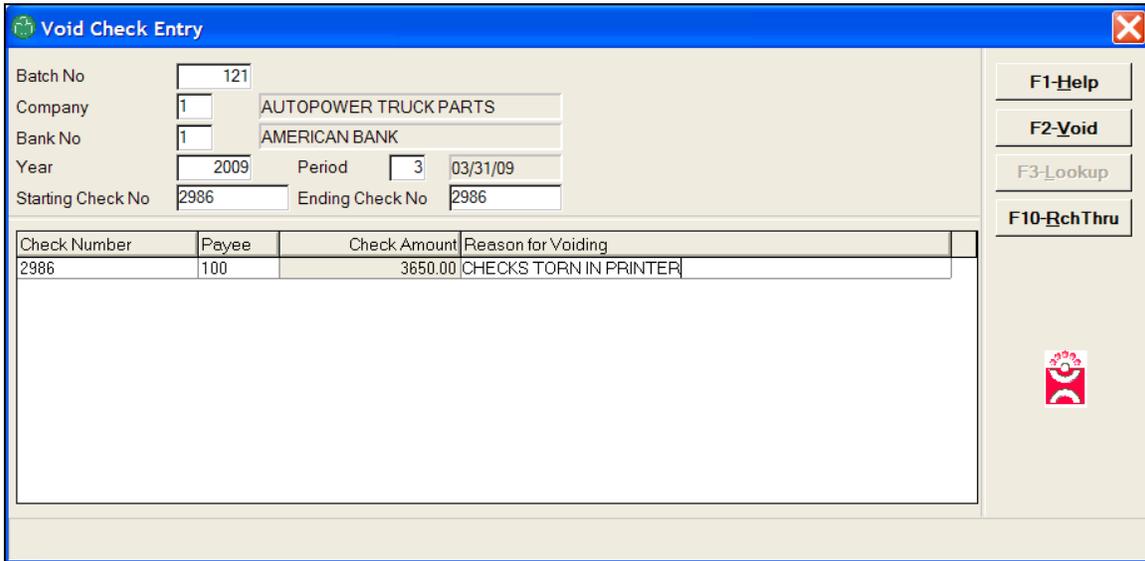
Amount

The Amount of the check will display in the amount column.

Reason For Voiding

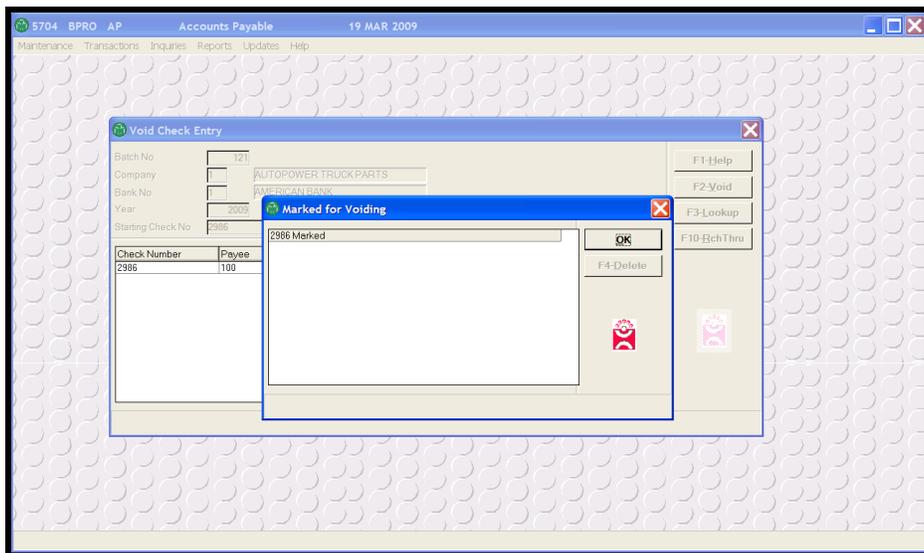
Type in the reason the check is being voided. This reason will print on a Voided Check Report. After typing in the "Reason for Voiding" on the first line, you may press **Enter** to duplicate the reason on the following lines.

Click **F2 - Void** to continue with the check voiding process.



After Clicking on **F2 -Void**, the message below will display. It will display that the check number has been marked for voiding.

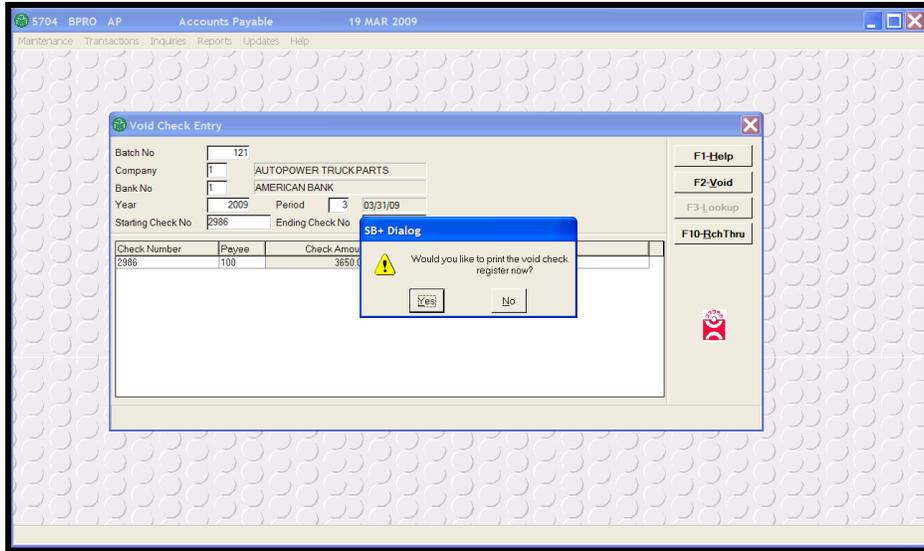
Click **OK**.



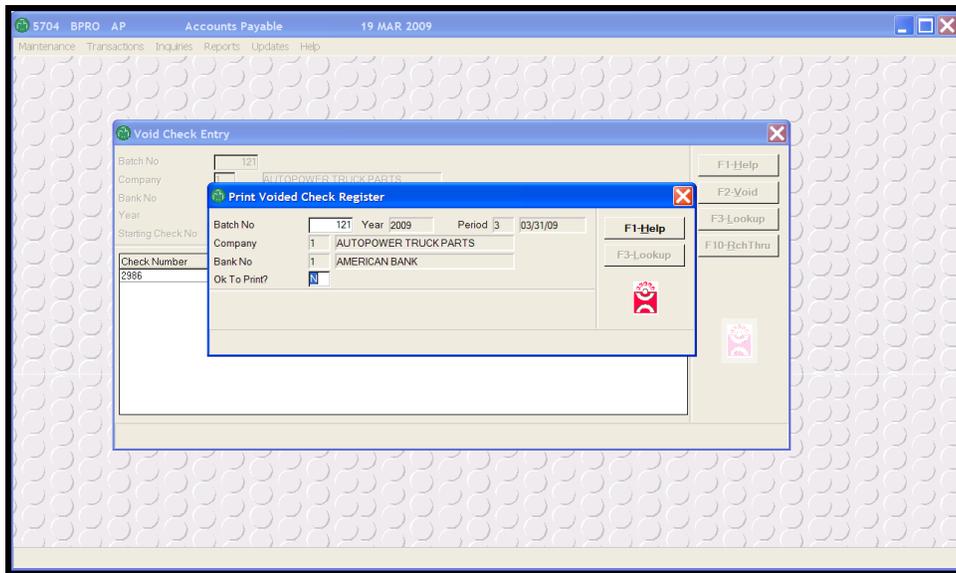
"Would you like to print the void check register now?"

If you select for no, you will return to the Accounts Payable Main Menu. If you select for yes, the Print Void Check Register will display on the screen.

Click Yes.



If you select YES, the Print Void Check Register will display on the screen.



Ok To Print? N

Type in **Y** and press **Enter** to print the check register, you will be prompted for report output.

PRINT VOIDED CHECK REGISTER

The Voided Check Register will print the check numbers that were voided in the run. If you decide not to print the Voided Check Register during the Void Check process, you may use the menu option to print the report.

The Print Voided Check Register Screen is illustrated below.



Company

Type in the Company Number used during the void check process and press **Enter**. The Company Name will display to the right of the company number.

Branch

Type in the Branch Number you used during the void check process and press **Enter**. The Branch Name will display to the right of the branch number when you have made the entry.

Bank Number

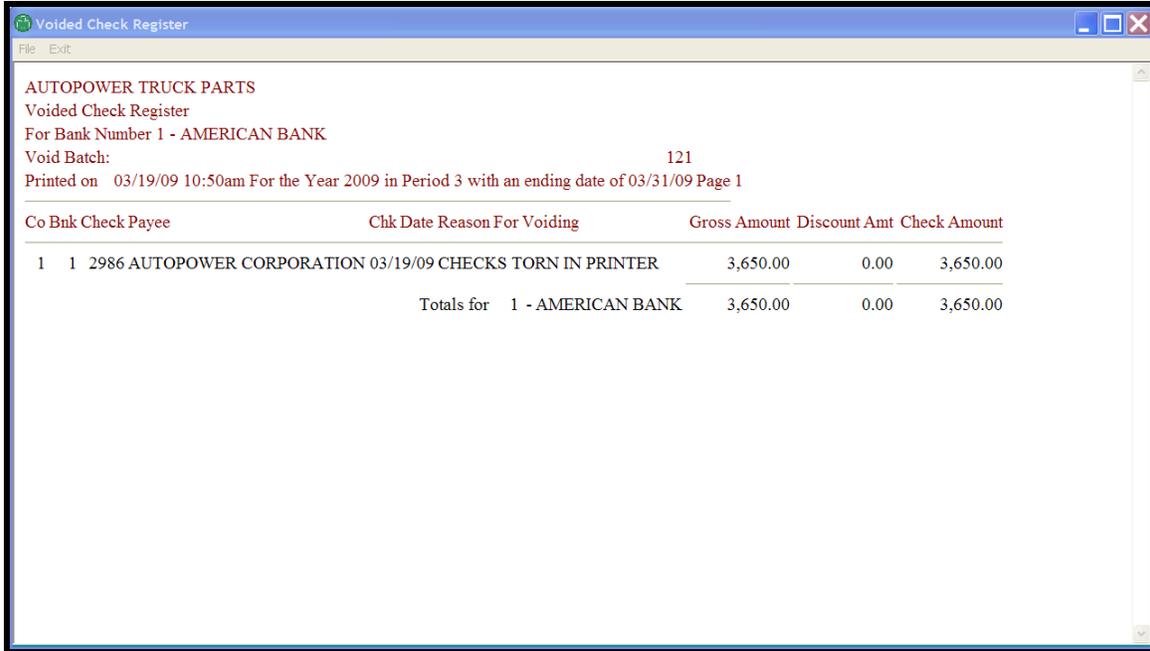
Type in the Bank Number the voided checks were written from and press **Enter**. The Bank Name will display to the right of the bank number.

OK To Print?

If you are ready to print the Voided Check Register, enter **Y** for yes. This will display the prompt to select a printer.

If you are not ready to print the Voided Check Register, enter **N** for no. The cursor will return to Company Number field.

Example of the Voided Check Register is shown below.



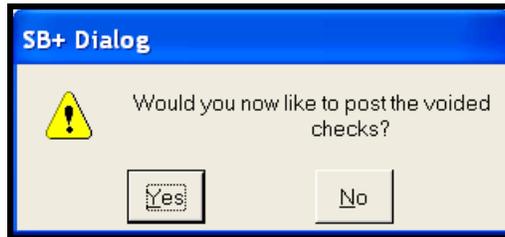
AUTOPOWER TRUCK PARTS
Voided Check Register
For Bank Number 1 - AMERICAN BANK
Void Batch: 121
Printed on 03/19/09 10:50am For the Year 2009 in Period 3 with an ending date of 03/31/09 Page 1

Co Bnk	Check	Payee	Chk Date	Reason For Voiding	Gross Amount	Discount Amt	Check Amount
1	1	2986 AUTOPOWER CORPORATION	03/19/09	CHECKS TORN IN PRINTER	3,650.00	0.00	3,650.00
Totals for 1 - AMERICAN BANK					3,650.00	0.00	3,650.00

The Voided Check Register will list the Company, Bank, Check #, Payee, Date of Check, Reason for voiding, Gross amount of check, discount amount and Net Check Amount.

POST VOIDED CHECKS

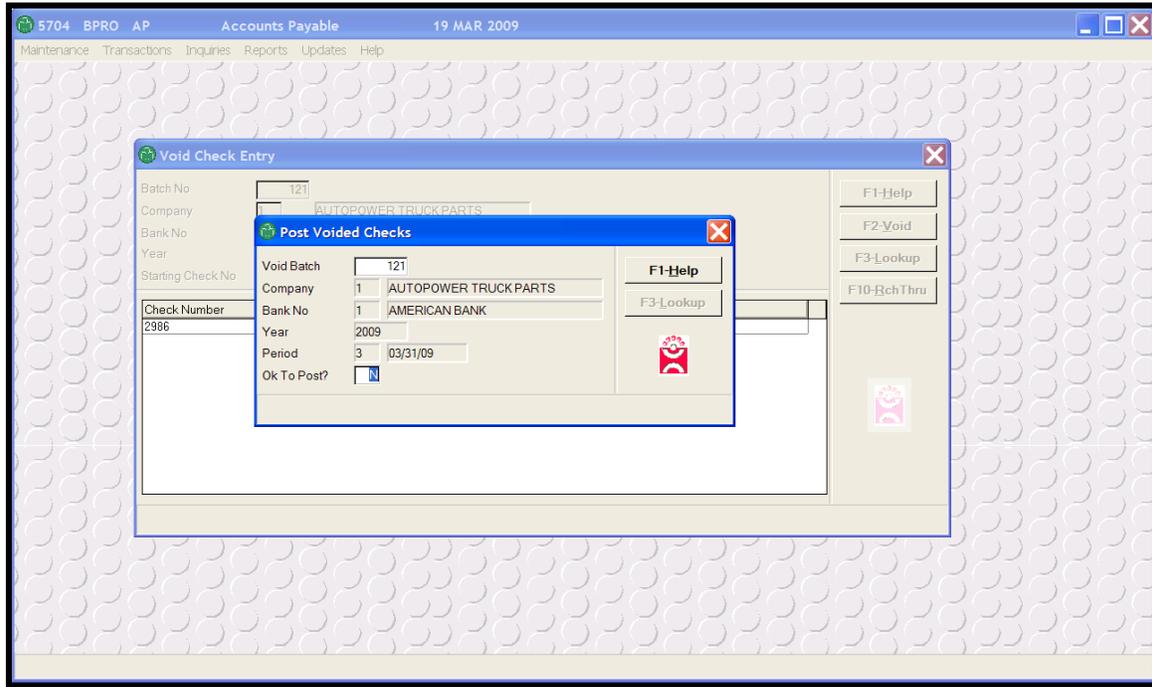
The next prompt will be:



Click on **Yes** to continue posting the voided checks. The post voided check screen will display.

Click on **No** that you would not like to post the voided checks. You will return to the menu.

The next prompt will be:



Field Descriptions

Void Batch

The Void Batch number will default to the current batch you are creating. If you select this option from the menu, you can select the any void batch not posted. Since we were in the process of voiding a check batch, the system walked us thru the process.

Company

The Company Number you ran the void check process for will default. The Company Name will display to the right of the company number.

Bank Number

The Bank Number that the checks you are voiding were written from will default and press **Enter**. The Bank Name will display once you have entered the bank number.

Year

The fiscal year to post the voided checks to will default..

Period

The period to post the voided checks to will default and display the Period Ending Date.

OK To Post?

Type in to not post the voided checks. You will return to the Accounts Payable Main Menu.

If you are ready to proceed with the posting of the voided checks, enter for yes. This will display the following message.



"Voided checks have been posted"

Press to return to the Accounts Payable Main Menu.

NOTE: When voiding posted checks, you must post the void in either the period and year the checks were originally posted or the current year and period, whichever is greater.

If you need to remove the invoice, you must use the same period and year as the voided check period and year, or greater period and year when you process the Invoice Removal.

Example

Invoice was entered in Period 3, Year 2009.

Invoice was paid with check written in Period 3, Year 2009.

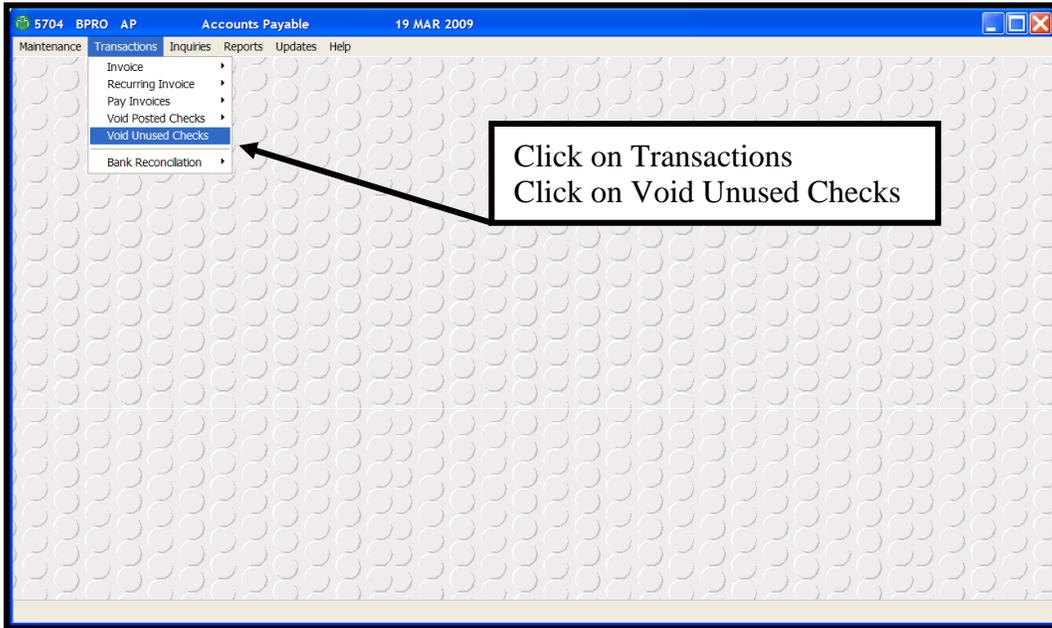
This check can be voided from period 3 and year 2009. The invoice can also be removed from period 3, Year 2009.

If for some reason this same check is discovered in Period 10, Year 2009 then it needs to be voided and the invoice removed you would:

Remove the check from period 10, Year 2009 and also remove the invoice (Invoice Removal) in period 10, 2009. You would not go back to period 3 and void the check and remove the invoice.

VOID UNUSED CHECKS (USED TO ACCOUNT FOR TORN OR DAMAGED CHECKS)

The Void Unused Checks Entry option will allow you to void the checks that have been rendered unusable. The unused checks will be posted into the Check Reconciliation File for easier bank reconciling at the end of the month.



The unused checks could be checks that were torn in the printer and were not posted. This could also be for a box of checks that were damaged by water or somehow destroyed.

The 'Unused Check Entry' dialog box contains the following fields and controls:

- Company: [text field]
- Bank No: [text field]
- Starting Check No: [text field]
- Ending Check No: [text field]
- Year: [text field]
- Period: [text field]
- Reason: [text area]
- Ok To Post?:
- Buttons: F1-Help, F2-Save, F3-Lookup, F4-Del
- Logo: A red and white logo featuring a stylized 'A' and 'P'.

Field Descriptions

Company

Type in the Company Number and press **Enter**. The Company Name will display.

Bank Number

Type in the Bank Number and press **Enter**. The Bank Name will display once you have entered the bank number.

Starting Check Number

Type in the Starting Check Number for the first unusable checks and press **Enter**.

Ending Check Number

Type in the Ending Check Number for the last unusable checks and press **Enter**. If you are voiding 1 check then enter the same check number for the starting and ending check number.

Period

Type in the period that these voided checks will be posted to and press **Enter**. When you have entered the period, the Period Ending Date will display to the right.

Reason

Type in the reason these checks are being voided as unused and press **Enter**.

OK To Post?

If you do not want to void these unused checks, enter **Y** for no. You will return to the Accounts Payable Main Menu.

Company	1	AUTOPOWER TRUCK PARTS
Bank No	1	AMERICAN BANK
Starting Check No	4200	
Ending Check No	4200	
Year	2009	
Period	3	03/31/2009
Reason	Checks Torn in Printer	
Ok To Post?	Y	

After answering **Y** for **Ok to Post?** Prompt, the message “Unused checks have been entered into the check register” will appear. **Click continue** to go back to the menu.



It's time for another test!!!



1. The Select Invoices to Pay option will allow you select invoices for a particular vendor.
 - a. True
 - b. False

2. The Select Invoices to Pay option will allow you to only select invoices with a pay code of "1".
 - a. True
 - b. False

3. The Edit Invoices to Pay option will allow you to add, change or delete invoices selected for payment in an invoice batch to a vendor.
 - a. True
 - b. False

4. The Edit Invoices to Pay option will allow you to select invoices for one particular vendor and process the check for this vendor.
 - a. True
 - b. False

5. Regular Checks may be printed as many times as necessary before posting.
 - a. True
 - b. False

6. If you are printing a regular check run and the checks are torn in the printer, you will answer "NO" to the question, Did all the checks print successfully? And you will be prompted to enter the check number for the LAST GOOD check that printed. If you enter the last good check number, you may continue processing the check run and printing the check register and posting. Then you may go back and reprocess the checks that were lost due to the printer issue.
 - a. True
 - b. False

7. You must compare the printed checks, payment worksheet and the check register prior to posting. They must all agree.
 - a. True
 - b. False

8. You can edit a posted check.
 - a. True
 - b. False

9. The manual check option is used for a check that has been handwritten and the invoice already exists in the system.
 - a. True
 - b. False

10. Quick Checks will allow you to print multiple checks.
 - a. True
 - b. False

11. If you should make an error in a quick check process you must follow thru with the process and post the check. Then void the quick check and start over again.
 - a. True
 - b. False

12. If you have a debit and a credit invoice on a vendor's account and you would like to net these to zero, you will use the quick check process.
 - a. True
 - b. False

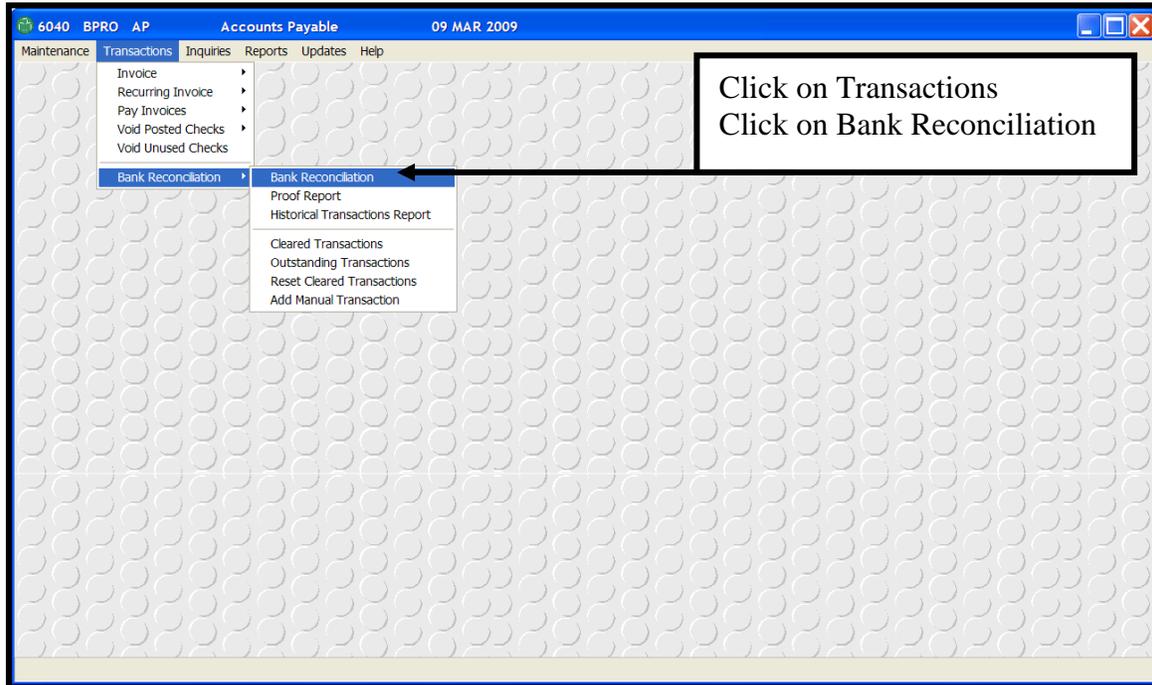
13. The Delete Check Batch option will allow you to delete a batch of checks that has been posted.
 - a. True
 - b. False

14. The Void Posted Checks option will allow you to void checks after they have been posted. This option will move the paid invoice to an open invoice status so that you may pay the invoice again.
- a. True
 - b. False
15. The Void Unused Check option is the same as the Void Posted Check option.
- a. True
 - b. False

BANK RECONCILIATION

The options on the Bank Reconciliation Menu will allow you to balance with your bank statement.

The Bank Reconciliation Menu will display as shown below.



To select a menu option, use the arrow keys **↑** **↓** **→** **←** to move around the menu, then press **Enter** when the selection is highlighted. Entering one of the following Hot keys will also allow you to choose an option:

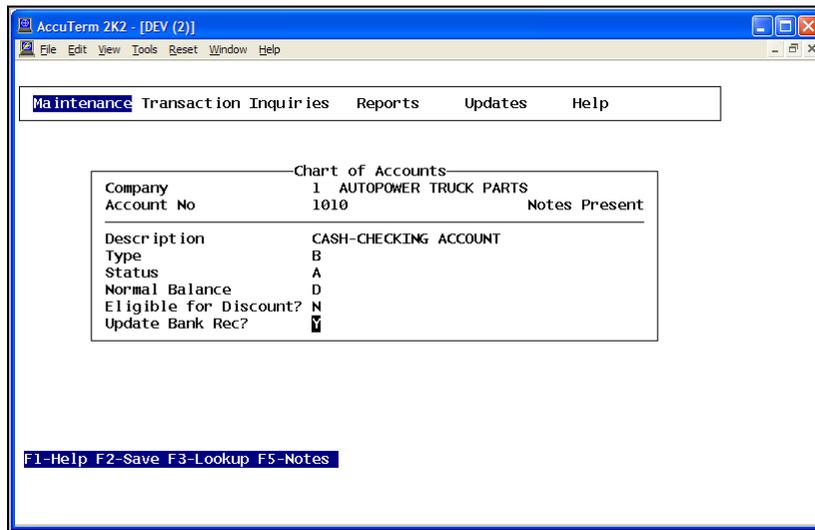
- **Bank Reconciliation:** To mark checks and transactions that have cleared the bank, select for Check Reconciliation.
- **Proof Report:** To print a proof report of all cleared and uncleared checks and transactions.
- **Historical Transactions Report:** To print a Historical Transactions report by date by “ALL” or a specific source.
- **C** **Cleared Transactions:** To print a list of the check that have cleared, select **C** for the Cleared Check Listing.
- **Outstanding Transactions:** You may also print a listing of checks that are still outstanding by selecting for the Outstanding Check Listing.

- **[E] Reset Cleared Transactions:** To “reset” transactions that may have been cleared in error.
- **[A] Add Manual Transactions:** To enter Manual Cash Transactions into the Bank Reconciliation program that are not added automatically.

After an option is selected and processing is complete, the menu redisplay and another option can be selected.

PREREQUISITE:

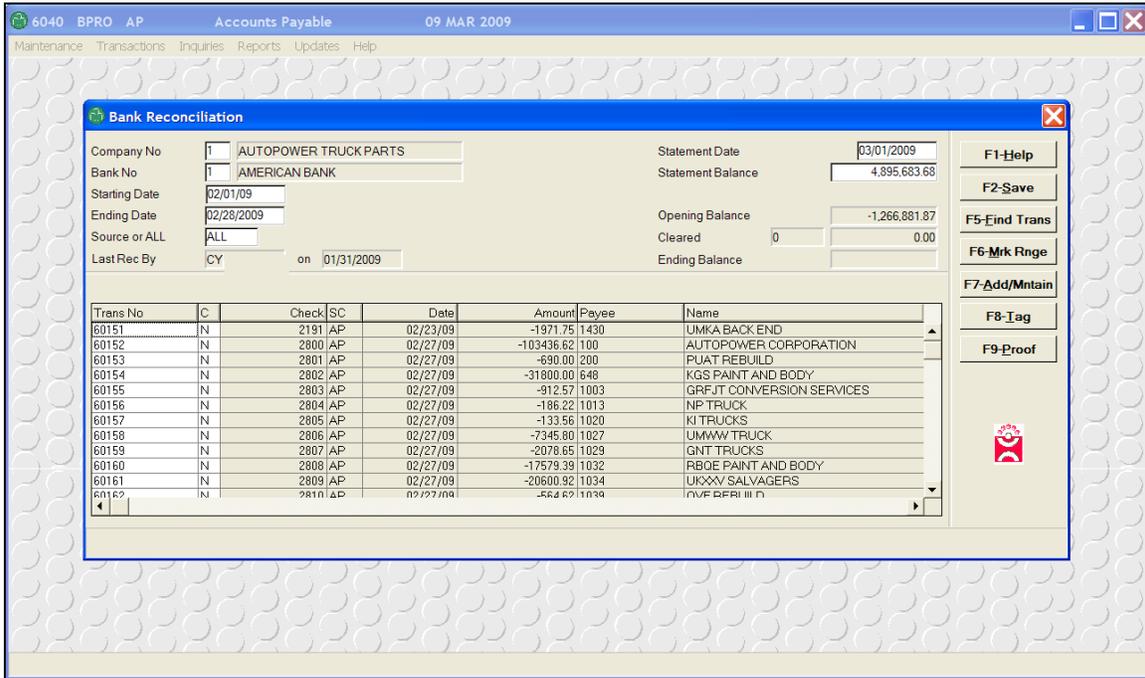
The General Ledger Account number in your Chart of Accounts must have the Update Bank Rec? Flag set to “Y”.



CHECK RECONCILIATION (THIS IS A MANUAL CHECK RECONCILIATION)

The Bank Reconciliation Entry Screen will display all un-cleared checks and transactions that have been written so you can reconcile them with your bank statement.

The Bank Reconciliation Screen is illustrated below.



You may use the arrow keys to move around the screen. You can also use the Page Down and Page Up keys to move from screen to screen. Use the **Enter** key to move across the check line.

Company Number

Type in the Company Number you need to reconcile checks for and press **Enter**. The name of the company will display when you have entered the company number.

Bank Number

Type in the Bank Number for the statement you want to reconcile and press **Enter**. The Bank Name will display to the right of the bank number.

Starting Date

You may select a range of transactions to reconcile. Type in the Starting date in the range in the Starting Date field and press **Enter**.

Ending Date

Type in the last date in the range in the Ending Date field and press **Enter**. All of the un-cleared checks and transactions in that range will display on the screen.

Source or All

Type in a specific Source type or the word "ALL" and press **Enter**. Press F3 in this field to view all source types. Example, JE, PR, CR, AP, AR...

Last Received by

This field will display the operator's name and date when the last bank reconciliation was performed.

Trans

The Transaction column will display all the Transaction numbers in the range you selected. These are not check numbers because you could have ACH or other transaction in the bank reconciliation.

C

The column entitled **C** indicates if a transaction has cleared the bank. You will make an entry of a or an . This field will default with an .

- Yes, the transaction has cleared the bank.
- No, the transaction has not cleared the bank.

If you need to locate a specific check or transaction to mark as cleared, press the **F5** key to quickly advance to that check number. When you select **F5**, the "Find Transaction" prompt will display for you to enter the Check Number or Transaction ID to locate.

Type in the check number or Transaction ID that you are searching for and press **Enter**.

You have the option to tell the system to clear a range of checks. To mark a range of checks for clearing, press the **F6**-function key. When you press **F6**, the following prompt will display so you can tell the system the range of checks you want to mark for clearing.

Check Number to Mark From: Type in the beginning check number in the range to mark for clearing and press **Enter**.

Check Number to Mark To: Enter the last check number in the range to mark for clearing.

OK to Clear Checks?: If answer yes, the checks will be marked for clearing. The column entitled 'C' will change to a Y. If you answer no, the cursor will remain in this field until you are ready to clear the checks.

Check

The Check number for this transaction will display in this field.

SC

The Source for the check or transaction will display in this field.

Date

The Date column will display the date of the check or transaction.

Amount

The Amount column will display the amount of the selected checks.

Payee

The Payee column will display the Vendor Number the check was written to.

Name

The Name column will display the name of the vendor as it was written on the check.

Open Balance Amount

The Open Amount field indicates the dollar figure of the checks that have not cleared yet.

Cleared

The Cleared Amount reflects the number of cleared transactions and dollar figure that have been marked for clearing.

Ending Balances

The Ending Balances field reflects the total dollar amount of the checks that were in this selection.

To save the entries on this screen, Press **F2. When you press **F2**, the Bank Reconciliation Entry screen will clear.**

Function Keys

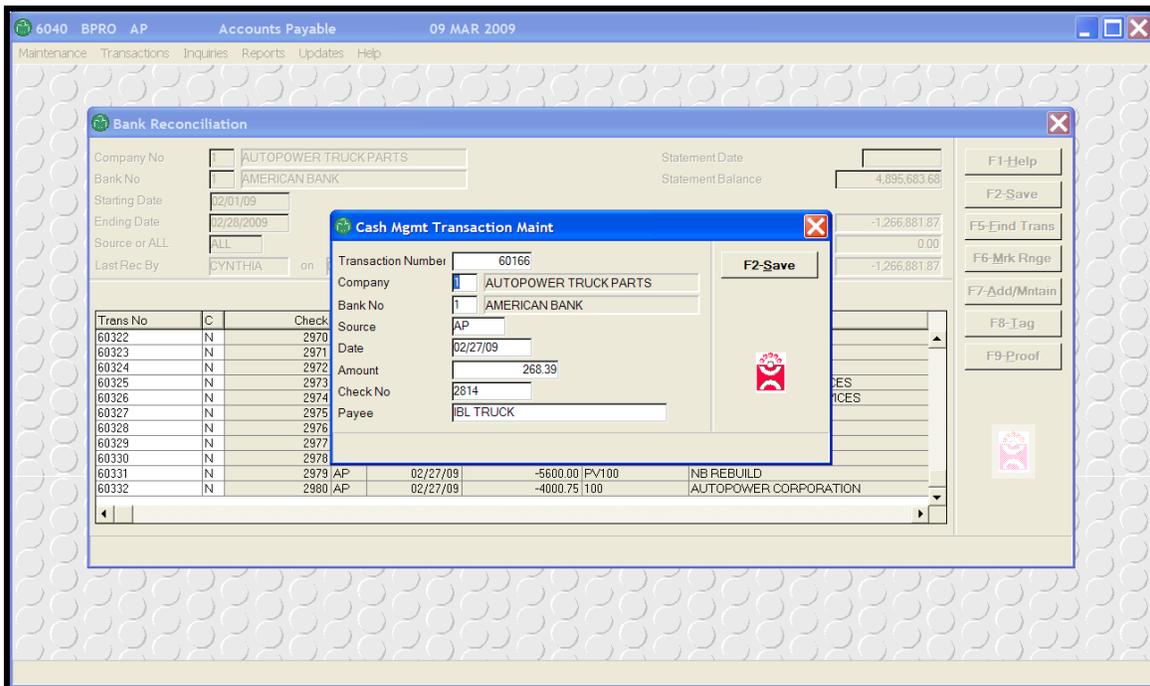
Other options can be found by pressing any of the following function keys:

F5 FindTrans: To quickly locate a check or Transaction, select **F5**-Find Trans. When you make this selection, a prompt will display so you can enter the check

number, transaction number or a dollar amount that you are searching for. When you locate the transaction, the system will automatically bring you to the screen with that transaction on the top line.

F6) MarkRange: To mark a range of checks for clearing, select **F6)**-MarkRange. When you make this selection, another prompt will display so you can enter the beginning and ending check number to mark as cleared. Once you have cleared these checks, a 'Y' will display in the 'C' column.

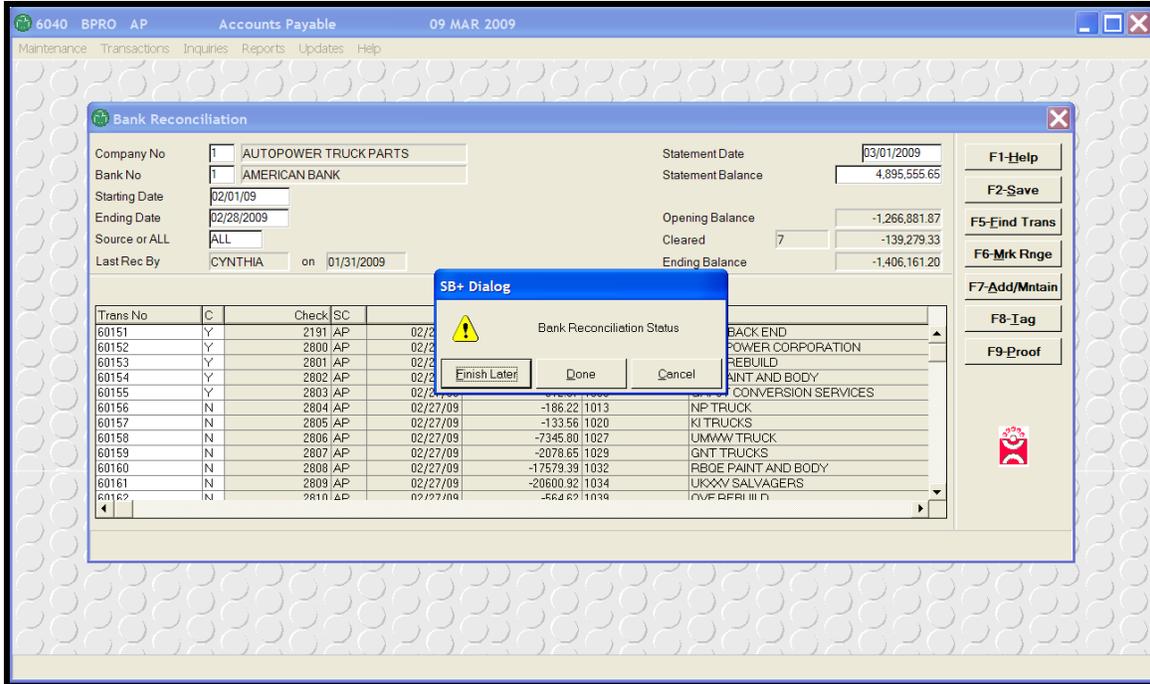
F7) – Add/Maintain: To edit or add a transaction to the bank reconciliation select **F7) – Add/Maintain**. When you make this selection, a prompt will display so that you can edit the transaction that you have selected. To add a new transaction, click on an existing transaction and type in the word “NEW” in the Transaction number field. You can then enter in the new transaction information.



F8) – Tag: To easily mark a transaction or check has cleared, you can place your cursor in the transaction number field to be cleared and press or click the **F8)**-Tag button.

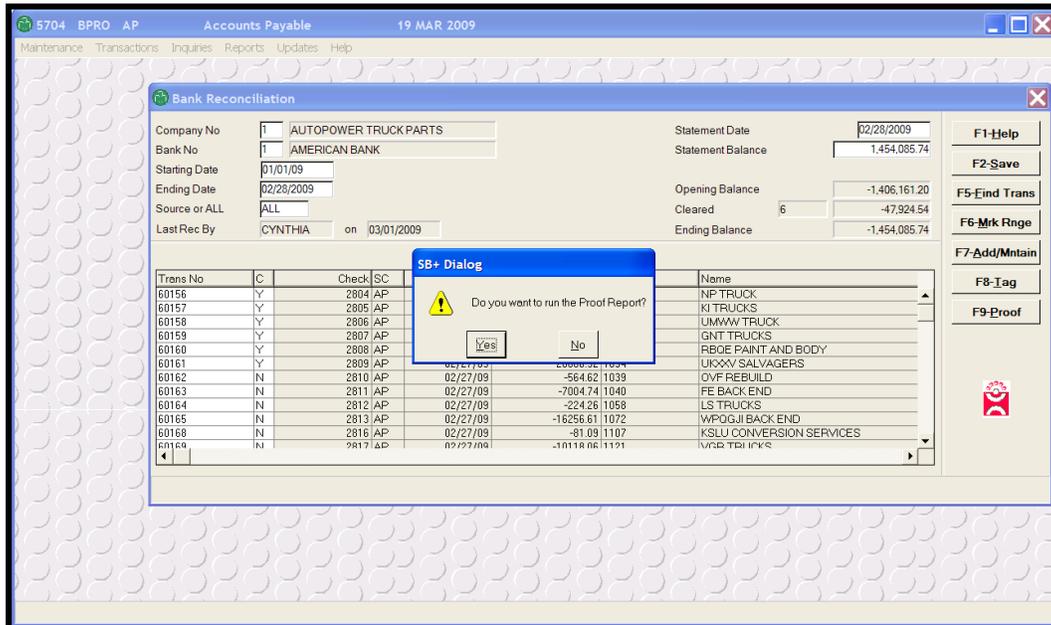
F9) – Proof: You can easily run a proof report of the Bank Reconciliation to a printer or to the screen without going out of the Bank Reconciliation process and then to the menu.

You now have the options to Finish Later, Done or Cancel.



Finish Later – Will allow you to exit out and save your work so that you may complete it at a later time.

Done – Will allow you to complete your work now and print a proof report and close out of the bank reconciliation.



Cancel – Will allow you to escape out of the bank reconciliation process and not save any changes that you have made to the bank reconciliation.

If you should click done and your Statement balance and your Ending balance do not equal you will be allowed to make changes to your bank reconciliation or completely close it out. This is a check and balance to verify that you have cleared all transactions on your bank statement and also to remind you that you may not have entered in your bank fees so you may still be out of balance prior to closing out the bank reconciliation.

The screenshot displays the 'Bank Reconciliation' window in a software application. The window title bar shows '5704 BPRO AP Accounts Payable 19 MAR 2009'. The main area is divided into several sections:

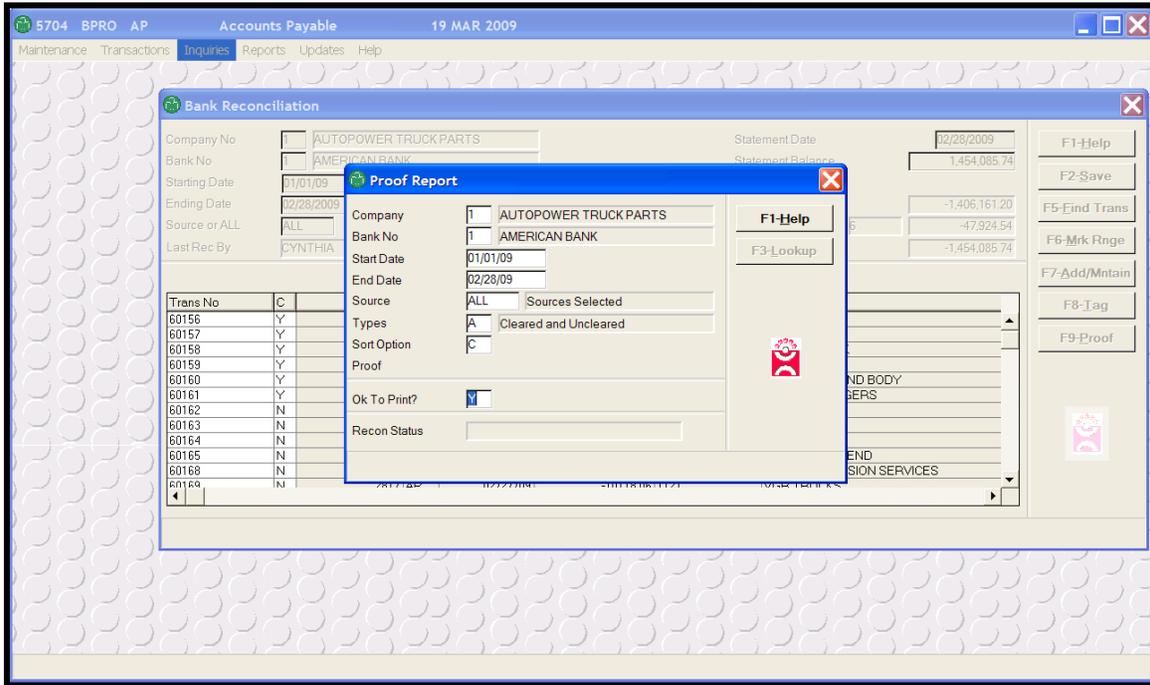
- Company Information:** Company No: AUTOPOWER TRUCK PARTS, Bank No: AMERICAN BANK.
- Dates:** Starting Date: 01/01/09, Ending Date: 02/28/2009, Last Rec By: CYNTHIA on 03/01/2009.
- Statement Summary:** Statement Date: 02/28/2009, Statement Balance: 1,454,085.74, Opening Balance: -1,406,161.20, Cleared: 6, Ending Balance: -1,454,085.74.
- Transaction Table:**

Trans No	C	Check	SC	Date	Amount	Name
60156	Y	2804	AP			NP TRUCK
60157	Y	2805	AP			KI TRUCKS
60158	Y	2806	AP			UMWV TRUCK
60159	Y	2807	AP			GNT TRUCKS
60160	Y	2808	AP			RBOE PAINT AND BODY
60161	Y	2809	AP			UKXX SALVAGERS
60162	N	2810	AP	02/27/09	-564.62 1039	OYF REBUILD
60163	N	2811	AP	02/27/09	-7004.74 1040	FE BACK END
60164	N	2812	AP	02/27/09	-224.26 1058	LS TRUCKS
60165	N	2813	AP	02/27/09	-16256.61 1072	WPOGJI BACK END
60168	N	2816	AP	02/27/09	-81.09 1107	KSLU CONVERSION SERVICES
60169	N	2817	AP	02/27/09	-10118.06 1121	VGR TRUCKS
- SB+ Dialog:** A warning dialog box with a yellow triangle icon asks 'Do you want to run the Proof Report?' with 'Yes' and 'No' buttons.
- Right Panel:** Contains function keys: F1-Help, F2-Save, F5-Find Trans, F6-Mrk Rnge, F7-Add/Mntain, F8-Tag, F9-Proof.

PROOF REPORT

The Proof Report will list all checks and transactions that were marked as Cleared through the Reconciliation process above.

The Print Proof Report Screen is illustrated below.



Company

Type in the Company Number you want to run a report of Cleared Checks for and press **Enter**. The Company Name will display once you have entered the company number.

To display a list of companies which have been set up on the system, Press **F3**. Once the list displays, you may use the arrow keys to highlight your selection, and then press **Enter**. The window shows the Company and Name. The items are sorted by Company Number.

Bank Number

Type in the Bank Number you want to print a listing of Cleared Checks for and press **Enter**. The Bank Name will display in this field once the bank number has been entered.

To display a list of banks which have been set up in the system as shown below. Press **F3**.

You may use the arrow keys to highlight your selection, then press **Enter** (↵).

Start Date

The Start Date will default to the current active Bank Reconciliation batch.

End Date

The End Date will default to the current active Bank Reconciliation batch.

Source

The word “ALL” will default in the source field. This can be changed to any valid source code that was used in the Bank reconciliation process.

Types

This is the types of transactions that you would like to see on the Proof report. You can see “A” for All checks that have been selected on the Bank reconciliation screen whether they were cleared or not. You type in “C” to see only the checks that you have cleared. You type in “U” to see only the uncleared checks.

Sort

The Proof report can be sorted by 4 options:

- A By Ascending Date
- C By Check Number
- D By Descending Date
- S By Source and Date

OK To Print?

If you do not want to print the report, press **n** for no. You will return to the Accounts Payable Main Menu.

To print the report, press **y** for yes.

If you select Printer, you will be prompted to define which system printer. Then you will return to the Accounts Payable Main Menu.

Recon Status – Reconciliation Batch status. In Progress, there is an active Bank Reconciliation in progress.



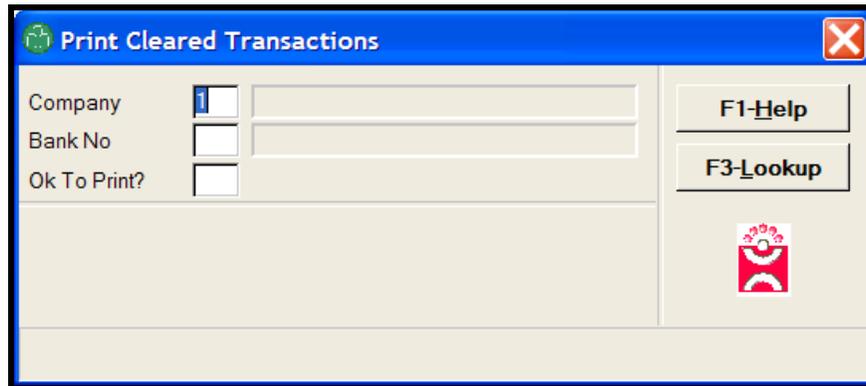
Example of the Proof Report is shown below.

Ln	Src	Check	Stat	Date	Payee	Amount	Balance
1	AP	2804	Y	02/27/09	NP TRUCK	-186.22	-1406347.42
2	AP	2805	Y	02/27/09	KI TRUCKS	-133.56	-1406480.98
3	AP	2806	Y	02/27/09	UMWW TRUCK	-7345.80	-1413826.78
4	AP	2807	Y	02/27/09	GNT TRUCKS	-2078.65	-1415905.43
5	AP	2808	Y	02/27/09	RBQE PAINT AND BODY	-17579.39	-1433484.82
6	AP	2809	Y	02/27/09	UKXXV SALVAGERS	-20600.92	-1454085.74
7	AP	2810	N	02/27/09	OVF REBUILD	-564.62	-1454085.74
8	AP	2811	N	02/27/09	FE BACK END	-7004.74	-1454085.74
9	AP	2812	N	02/27/09	LS TRUCKS	-224.26	-1454085.74
10	AP	2813	N	02/27/09	WPQGJI BACK END	-16256.61	-1454085.74
11	AP	2816	N	02/27/09	KSLU CONVERSION SERVICES	-81.09	-1454085.74
12	AP	2817	N	02/27/09	VGR TRUCKS	-10118.06	-1454085.74
13	AP	2818	N	02/27/09	XDJQT REBUILD	-1177.00	-1454085.74
14	AP	2819	N	02/27/09	IOH PAINT AND BODY	-2331.29	-1454085.74
15	AP	2820	N	02/27/09	QT TRUCK	-656.33	-1454085.74
16	AP	2821	N	02/27/09	NOEHV BACK END	-55.45	-1454085.74

CLEARED CHECK REPORT

The Cleared Checks Report will list all checks and transactions that were marked as Cleared through the Reconciliation process above.

The Print Cleared Checks Report Screen is illustrated below



Field Descriptions

Company

Enter the Company Number for the printed Cleared Checks report. The Company Name will display after you have entered the company number.

To display a list of companies which have been set up on the system, Press **F3**. Once the list displays, you may use the arrow keys to highlight your selection, and then press **Enter**. The window shows the Company and Name. The items are sorted by Company Number.

Bank Number

Enter the Bank Number for the printed Cleared Checks listing. The Bank Name will display in this field once the bank number has been entered.

To display a list of banks which have been set up in the system as shown below. Press **F3**.

You may use the arrow keys to highlight you selection, then press **Enter**.

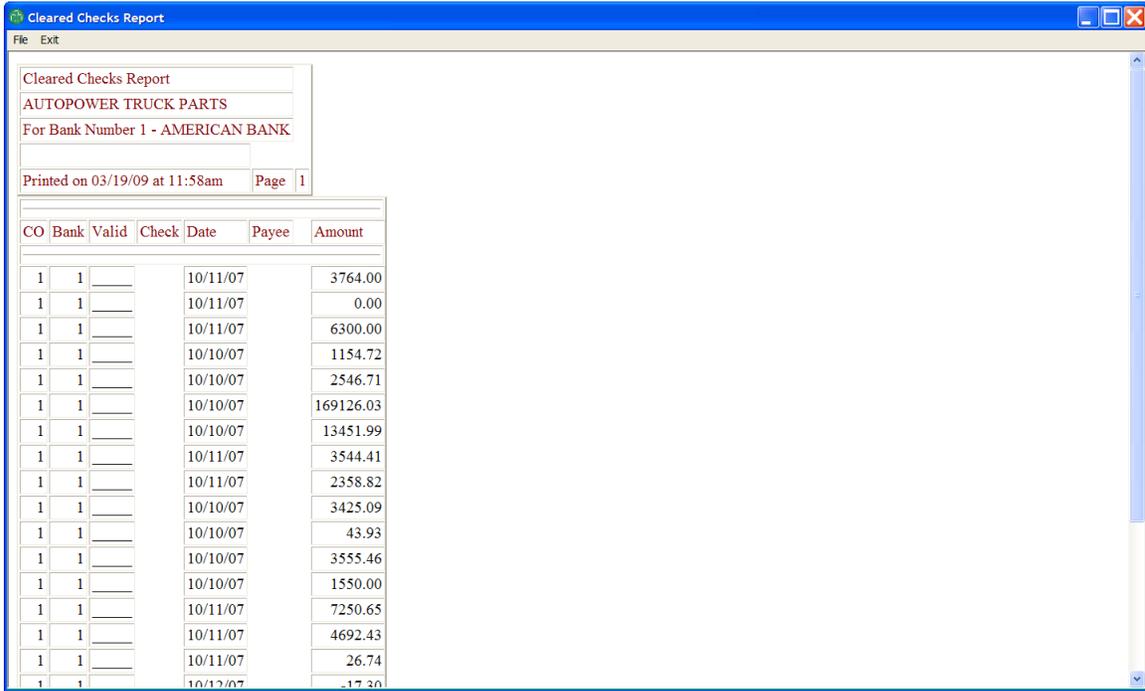
OK To Print?

If you do not want to print the report, press for no. You will return to the Accounts Payable Main Menu.

To print the report, press **F** for yes.

If you select **Printer**, you will be prompted to define which system printer. Then you will return to the Accounts Payable Main Menu.

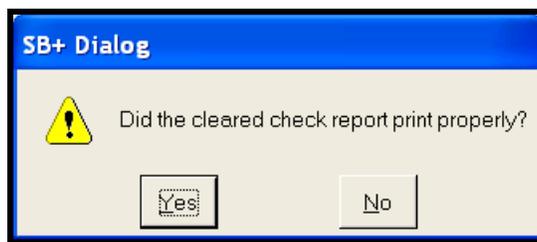
Example of the Cleared Checks Report:



Cleared Checks Report
AUTOPOWER TRUCK PARTS
For Bank Number 1 - AMERICAN BANK
Printed on 03/19/09 at 11:58am Page 1

CO	Bank	Valid	Check	Date	Payee	Amount
1	1			10/11/07		3764.00
1	1			10/11/07		0.00
1	1			10/11/07		6300.00
1	1			10/10/07		1154.72
1	1			10/10/07		2546.71
1	1			10/10/07		169126.03
1	1			10/10/07		13451.99
1	1			10/11/07		3544.41
1	1			10/11/07		2358.82
1	1			10/10/07		3425.09
1	1			10/10/07		43.93
1	1			10/10/07		3555.46
1	1			10/10/07		1550.00
1	1			10/11/07		7250.65
1	1			10/11/07		4692.43
1	1			10/11/07		26.74
1	1			10/12/07		-17.30

After printing the Cleared Checks report, a dialogue screen will display.



Did the cleared check report print properly?

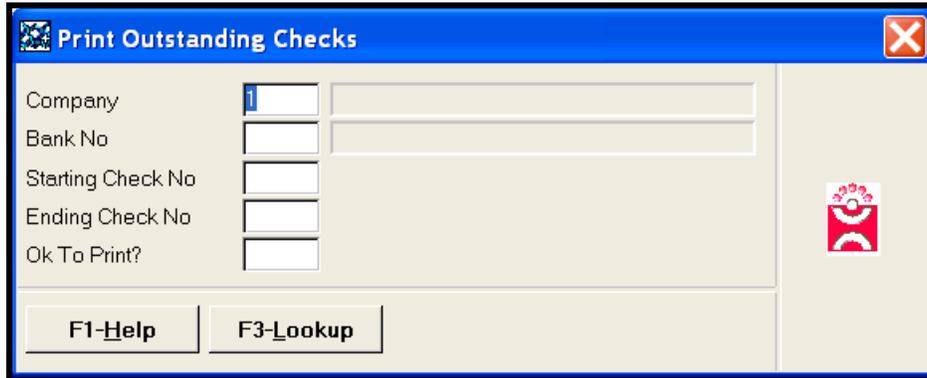
Click **Yes** and the screen will clear to the menu

Click **No** and the cursor will go back to the Cleared Check Report screen so that you can reselect the report to print again.

OUTSTANDING CHECK LISTING

The Outstanding Checks Listing will print a list of checks that have not been reconciled in the system and therefore are thought not to have cleared the bank.

The Print Outstanding Checks Screen is illustrated below.



Field Descriptions

Company

Type in the Company Number you want to run a report of Outstanding Checks for and press **Enter**. The Company Name will display.

Bank Number

Type in the Bank Number for the Outstanding Checks and press **Enter**.

Bank Name

The Bank Name will display in this field once the bank number has been entered.

Starting Check Number

You may print an Outstanding Check Listing for a range of checks. Type in the first check number in the Starting Check Number field and press **Enter**. If you want ALL checks that are outstanding press **Enter** through this field.

Ending Check Number

If you are running this report for a range of checks, type in the last check number in the Ending Check Number field and press **Enter**. If you want ALL checks that are outstanding to print, press **Enter** through the field.

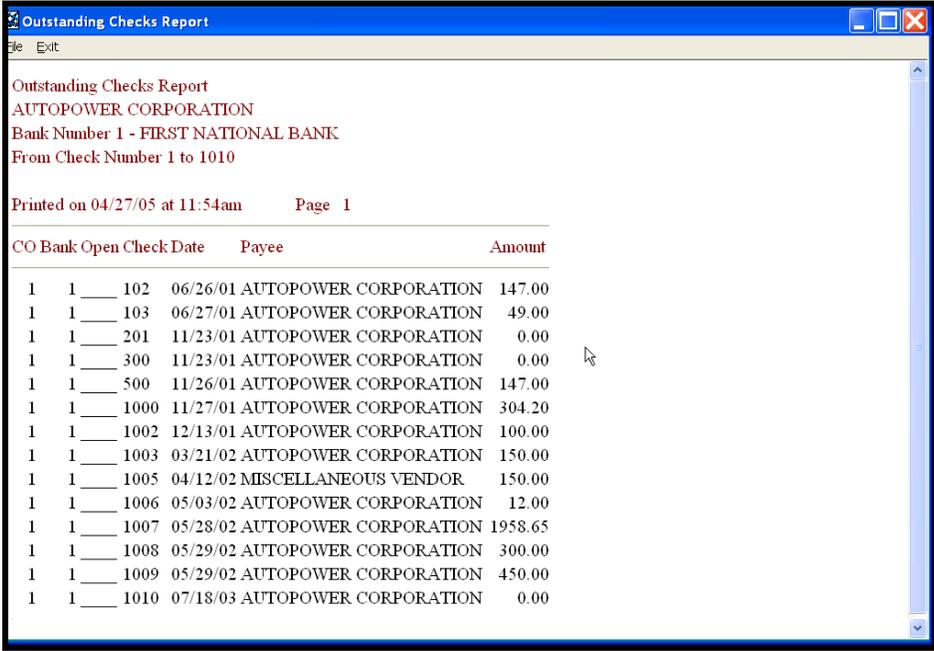
OK To Print?

Type in and press **Enter** if you do not want the listing to print. You will return to the Accounts Payable Main Menu.

To print the listing to a printer type in for yes and press **Enter**.

If you select Printer, you will be prompted to define which printer to send the report. Then you will return to the Accounts Payable Main Menu.

Example of Outstanding Checks Report



Outstanding Checks Report
AUTOPOWER CORPORATION
Bank Number 1 - FIRST NATIONAL BANK
From Check Number 1 to 1010
Printed on 04/27/05 at 11:54am Page 1

CO Bank	Open	Check Date	Payee	Amount
1	1	102	06/26/01 AUTOPOWER CORPORATION	147.00
1	1	103	06/27/01 AUTOPOWER CORPORATION	49.00
1	1	201	11/23/01 AUTOPOWER CORPORATION	0.00
1	1	300	11/23/01 AUTOPOWER CORPORATION	0.00
1	1	500	11/26/01 AUTOPOWER CORPORATION	147.00
1	1	1000	11/27/01 AUTOPOWER CORPORATION	304.20
1	1	1002	12/13/01 AUTOPOWER CORPORATION	100.00
1	1	1003	03/21/02 AUTOPOWER CORPORATION	150.00
1	1	1005	04/12/02 MISCELLANEOUS VENDOR	150.00
1	1	1006	05/03/02 AUTOPOWER CORPORATION	12.00
1	1	1007	05/28/02 AUTOPOWER CORPORATION	1958.65
1	1	1008	05/29/02 AUTOPOWER CORPORATION	300.00
1	1	1009	05/29/02 AUTOPOWER CORPORATION	450.00
1	1	1010	07/18/03 AUTOPOWER CORPORATION	0.00

This listing will display the Company, bank, and column for reconciling, check number, date of check, payee and the amount of the check.

RESET CLEARED CHECKS

The Reset Cleared Checks Option will allow you to reverse a cleared check or transaction to an uncleared status. You will need to change the status from a to a to unclear the transaction.

Field Descriptions

Company

Enter the Company Number for the Check that needs to be reset. The Company Name will display after you have entered the company number.

To display a list of companies which have been set up on the system, Press **F3**. Once the list displays, you may use the arrow keys to highlight your selection, and then press **Enter**. The window shows the Company and Name. Company Number sorts the items.

Bank Number

Enter the Bank Number. To display a list of banks as shown below, Press **F3**.

You may use the arrow keys to highlight you selection, then press **Enter**. The Bank Name will display in this field once the bank number has been entered.

Starting Transaction or Check Number

Enter a Starting Transaction Number for a range of checks. Enter the first check number in the Starting Transaction Number field.

Ending Transaction OR Check Number

Enter the last Transaction number that needs to be reset in the Ending Transaction Number field. If you are resetting just one cleared check number enter that check number in the Starting and Ending Check Number fields.

Reset Cleared Transactions
✕

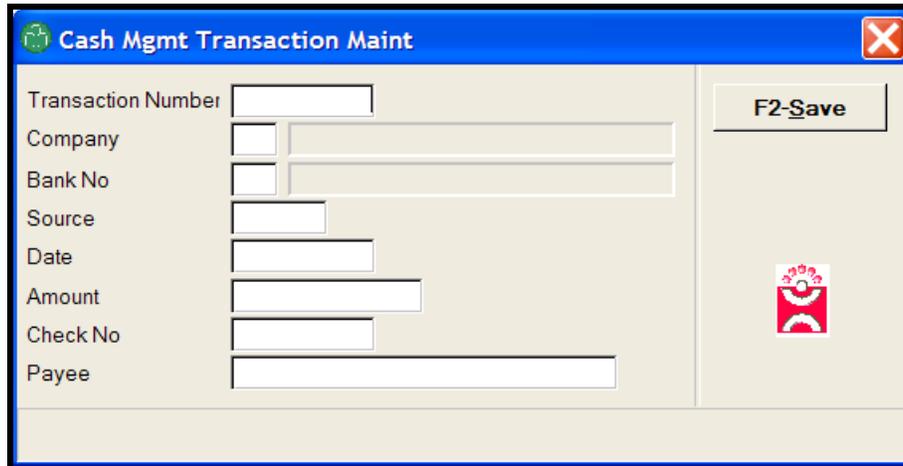
Company No	1	AUTOPOWER TRUCK PARTS
Bank No	1	AMERICAN BANK
Source	ALL	Sources Selected
Start Trans No	1	
Ending Trans No	3200	

Trans	C	T	Src	Date	Amount	Payee	Name
2012	Y	A	AP	06/02/08	317.89	1998	W.B. MASON
2013	Y	A	AP	06/02/08	127.21	2098	FUNKHOUSER
2015	Y	A	AP	06/02/08	3163.94	2136	FREUDENBERG-NOK
2016	Y	A	AP	06/02/08	816.16	2139	WADE TRANSMISSION & GEAR, CO
2018	Y	A	AP	06/02/08	-1450.00	2184	AERO VALLEY PRECISION
2019	Y	A	AP	06/02/08	1200.00	2196	NEW ENGLAND PLASMA
2020	Y	A	AP	06/02/08	357.56	2398	DOWLING FORD SALES, INC.
2021	Y	A	AP	06/02/08	239.89	3001	BOB'S AUTO SUPPLY CO.
2022	Y	A	AP	06/02/08	1123.86	3012	TUCKS TRUCKS INC.
2023	Y	A	AP	06/02/08	733.04	3047	FLEETPRIDE, INC.
2024	Y	A	AP	06/02/08	4254.05	3092	GABRIELLI TRUCK SALES OF CT
2025	Y	A	AP	06/02/08	68.26	3155	SONNAX INDUSTRIES

F1-Help
F2-Save
F3-Lookup
F7-PageUp
F8-PageDown

ADD MANUAL TRANSACTION

The Add Manual Transaction option will allow you to enter your Bank Services Charges, Credit Card Service Charges or any other charge that is not automatically added into the Bank Reconciliation module from Cash Receipts, Sales or Accounts Payable.



Transaction Number

Enter in the word “NEW” to assign a new transaction number for this entry and press .

Company

Enter the Company Number for this manual transaction entry. The Company Name will display once you have entered the company number.

To display a list of companies which have been set up on the system, Press . Once the list displays, you may use the arrow keys to highlight your selection, and then press . The window shows the Company and Name.

Bank Number

Enter the Bank Number for this manual transaction entry. The Bank Name will display once you have entered the bank number.

To display a list of companies which have been set up on the system, Press . Once the list displays, you may use the arrow keys to highlight your selection, and then press . The window shows the Bank Number and Name.

Source

Enter the Source for this manual transaction entry.

AJ ADJUSTMENTS

AP ACCOUNTS PAYABLE
CC CREDIT CARDS
CR CASH RECEIPTS
CS CASH SALES

To display a list of sources which have been set up on the system, Press **F3**. Once the list displays, you may use the arrow keys to highlight your selection, and then press **Enter**. The window shows the Source and Name.

Date

Enter the date for this manual transaction and then press **Enter**.

Amount

Enter in the amount of this manual transaction and then press **Enter**.

Check No.

Enter in the check number for this transaction and then press **Enter**. If you do not have a check number, then press **Enter** thru this field.

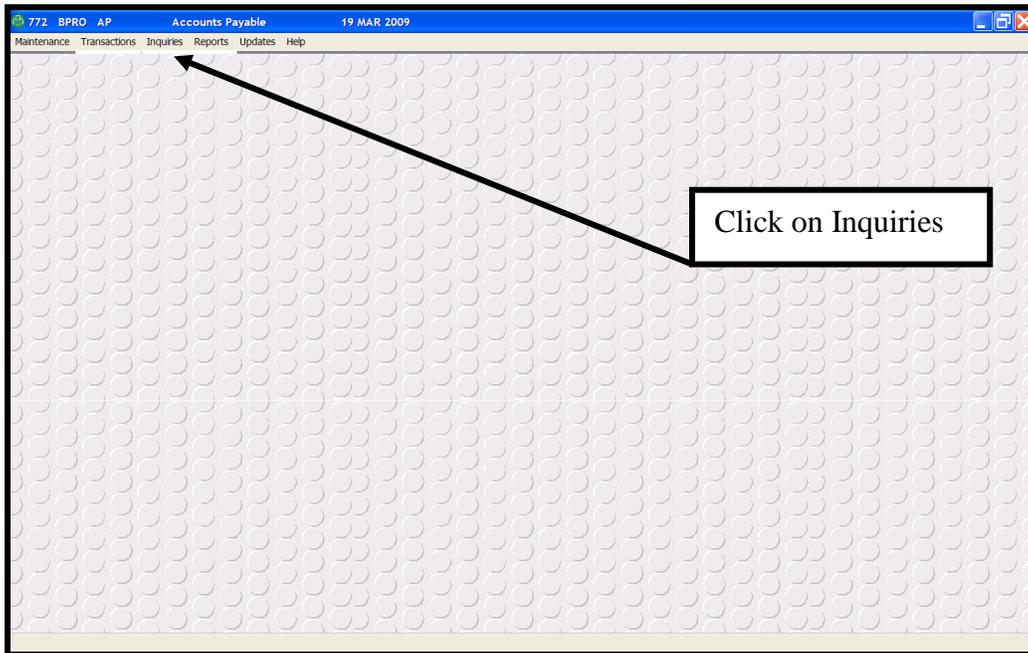
Payee

Enter in the Payee for this manual transaction and then press **Enter**. You must enter something in this field.

Inquiries

The options on the Inquiries Menu will allow you to inquire on specific information pertaining to Accounts Payable. All functions from this menu are inquiry only.

The Inquiries Menu will display as shown below.



Menu Selections

To select a menu option, use the arrow keys **↑** **↓** **→** **←** to move around the menu, then press **Enter** when the selection is highlighted; entering one of the following keys may also choose an option:

- **Vendor:** This will allow you to view information about a specific vendor.
- **C Check:** This will allow you to view information about a check that was written through the Accounts Payable module.
- **Paid Invoice:** This option will allow you to view the date the invoice was paid, the check information, and the invoice detail invoices paid by the system. These are paid items.
- **Open Invoice:** This option will allow you to view the Vendors open invoices. All of the invoice entry information will display. These are open items.

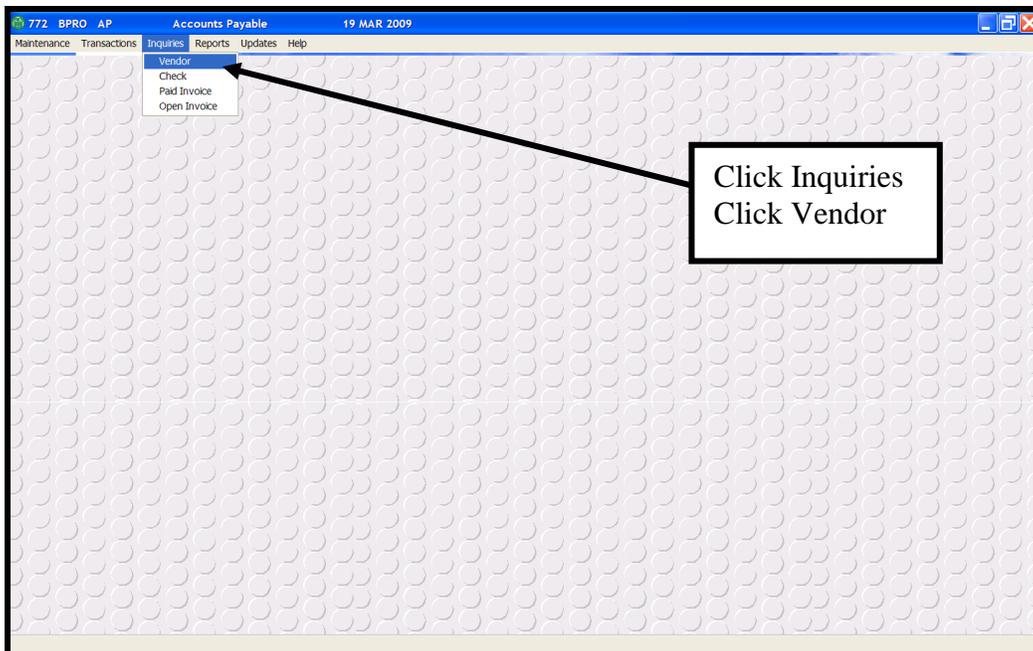
After an option is selected and processing is complete, the menu redisplay and another option can be selected.

VENDOR INQUIRY

The Vendor Inquiry Screen looks identical to the Vendor Maintenance Screen you used to set up the vendor. The function keys work the same way as they did in vendor maintenance except all functions on this screen are inquiry only. Modifications to the vendor record cannot be done through Vendor Inquiry.

You may view open items or paid items through Vendor Inquiry. A ReachThru feature allows you to get further details about the invoice for open items or check information for paid items.

Purchases, credits, discount's, year-to-date, life-to-date, and previous-year-to-date totals may be viewed using the **F9** Activity function key.



The Vendor Inquiry is illustrated below.

At the Vendor Number prompt, you have the option to press **F3** to lookup a vendor number. This will display several options to search for a vendor.

Function Keys

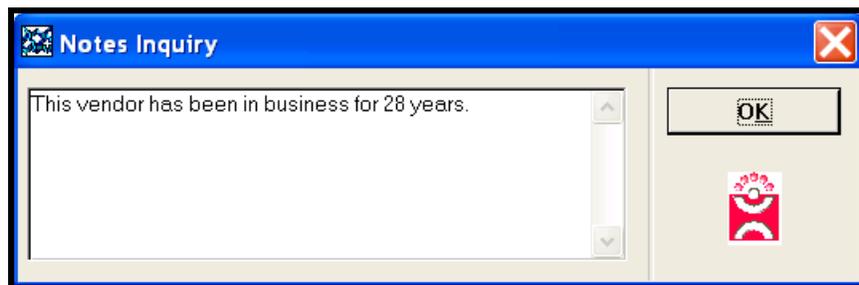
Other options can be found by pressing any of the following function keys:

- **F5** **Notes:** To view notes that was entered for a particular vendor.
- **F6** **Templates:** To view the General Ledger Templates Account Distribution for invoices for this vendor.
- **F7** **Open Item:** To view items that has not been paid yet. Another prompt will display. To view all of the open items for this vendor, select ALL. To view a range of open items, select RANGE. If you select RANGE, another prompt will display. You have the option to view invoices for a specific Invoice Date Range or a Due Date Range.
- **F8** **Paid Item:** To view items that has been paid. Another prompt will display. To view all of the paid items for this vendor, select ALL. To view a range of paid items, select RANGE. If you select RANGE, another prompt will display. You have the option to view invoices by a specific Check Number Range or a Date Paid Range.
- **F9** **Activity:** To view purchasing and payment activity for this vendor. This screen will display Year-to-Date activity, Prior Year activity, Last Check Amount Paid, Last Paid Date, etc. This screen will also display what is currently owed to this vendor and the dollar figures in each aging bucket. You may also access Open Items by selecting the **F5** function key or Paid Items by selecting the **F6** function key.

Vendor Inquiry – Notes

From the Vendor Inquiry Screen you may view notes that have been entered about this vendor.

When the vendor's information is displayed on the screen, press **F5** for Notes. This will display the Notes Inquiry Box on the screen as illustrated below.

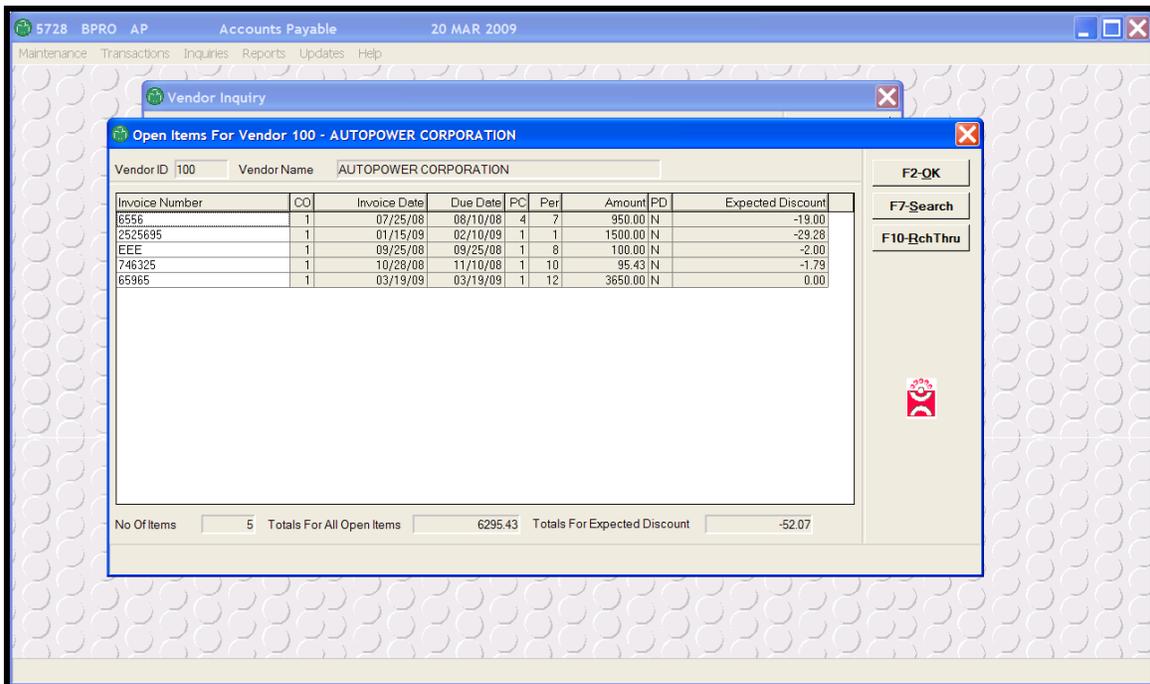


VENDOR INQUIRY – F7 OPEN ITEM INQUIRY

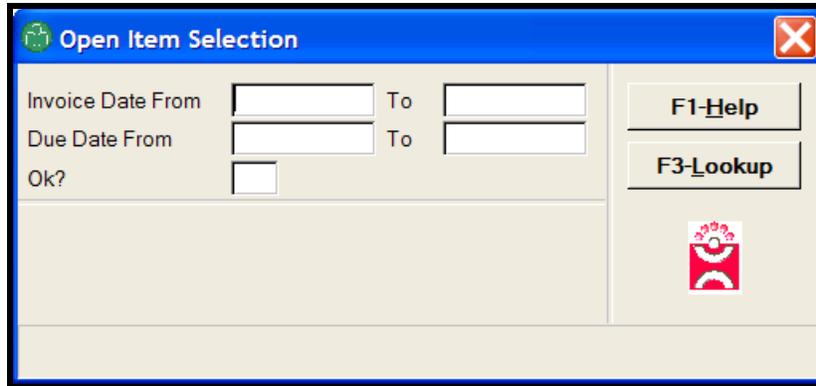
The **F7** **Open Items** function key will allow you to view invoices that have not yet been paid for this vendor. You may view all open items or you may select a range of invoices to view. Pressing **F7** will display the following prompts.



To view ALL open items, click on ALL. This option will display another screen that will list all open items for this vendor.



If you would like to view a range of open items, click on RANGE. If you select this option, the following screen will display so you can tell the system what range you want to view. You may select a range based on Invoice Date or Due Date.



Invoice Date From

Type in the beginning date of the range in the Invoice Date From field and press **Enter**.

To

Type in the ending date of the range in the To field and press **Enter**.

If you do not want to search for open items using Invoice Date, press **Enter** through these two fields to the Due Date field.

Due Date From

Type in the beginning date of the range in the Due Date From field and press **Enter**.

To

Type in the ending date of the range in the To field and press **Enter**.

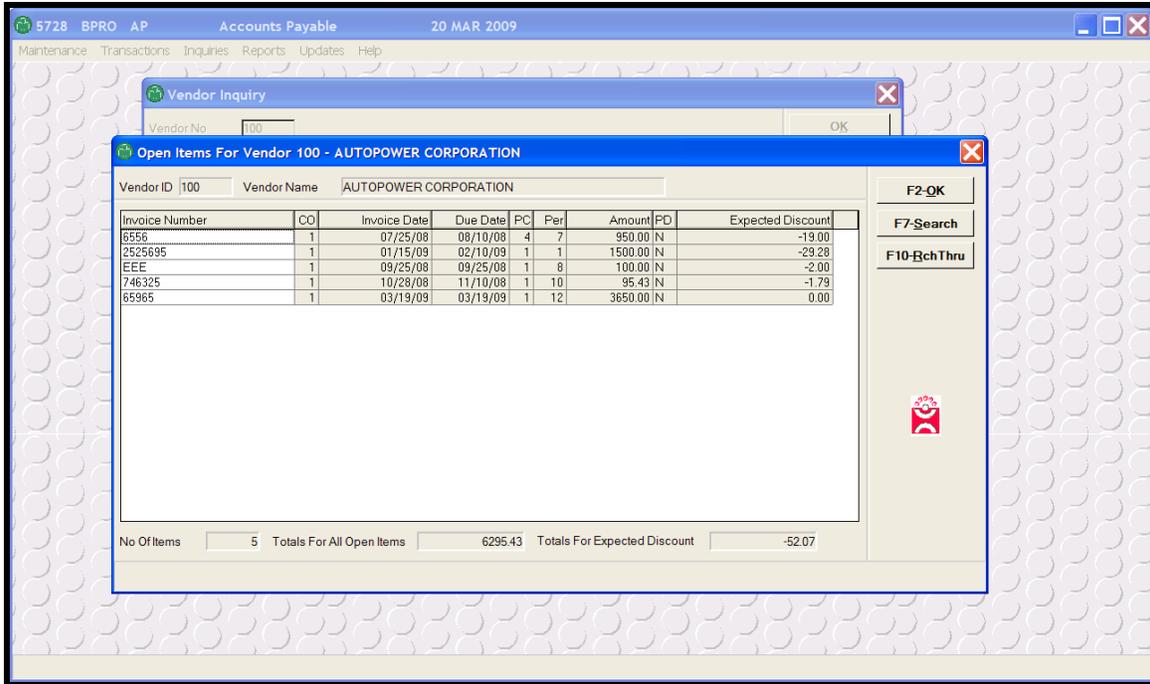
OK?

If you are not ready to proceed with this inquiry, enter the letter **n** for no. You will return to the Vendor Inquiry Screen.

If you are ready to proceed with the open item inquiry, enter the letter **y** for yes. This will display the Open Item Inquiry Screen.

Once you have selected what open items you want to view, the Open Item Inquiry Screen will display. You have a Reach Thru option on this screen that will allow you to view details about a specific invoice.

The Vendor Open Item Inquiry Screen is illustrated below.



Invoice Number

This column will display the Invoice Number that is still open.

Company

The column entitled 'Co' is the Company Number used to enter the invoice.

Invoice Date

The date of the invoice will display in the Date column as it was entered through invoice entry.

Due Date

The Due Date as calculated through invoice entry will display in this column.

Pay Code

The column entitled 'PC' will display the pay code for each invoice.

- 1 - Regular Invoice
- 2 - Hold Invoice

Period

The column will tell you the Period each invoice was expensed to.

Amount

This is the invoice amount.

Payments

The column entitled 'P' will display a or an . If there is a in this column for an invoice, this means that a partial payment had been sent to the vendor for this invoice. It will not show you the amount that was sent.

Discount

This column will reflect the expected discount amount for each invoice.

Number Of Items

This field will give the total number of invoices that were selected for viewing.

Totals for All Open Invoices

The Totals for All Open Invoices will display the dollar amount of the invoices that were selected for viewing.

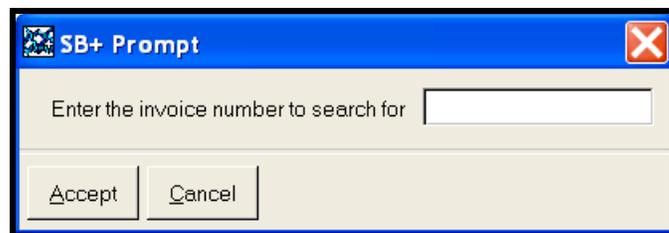
Expected Discounts

This field will display the total dollar amount expected discounts.

HOW TO SEARCH FOR AN INVOICE

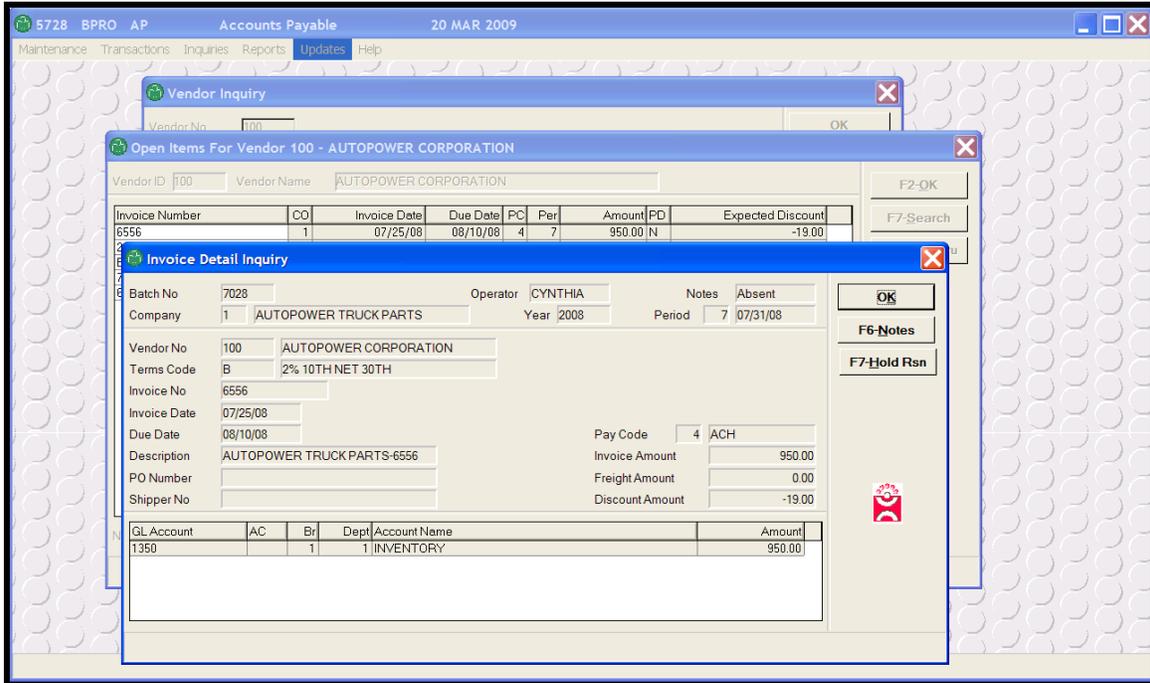
You have several ways you can search for a specific invoice. You may use the arrow keys **↑** **↓** to move around the Open Item Inquiry Screen.

If you know the invoice number you want to view, press the **F7** **Search key** to search for a specific invoice number. Enter the invoice number and then press **Enter**. This will advance the cursor directly to that invoice number.



HOW TO VIEW INVOICE DETAIL

The **F10 - ReachThru** feature will allow you to inquire on the details of a specific invoice. Highlight the invoice number and press the **(F10) Reach Thru** key to invoke the ReachThru process. This will display the Invoice Detail Inquiry Screen as illustrated below.



You may view notes about this invoice by selecting **(F6) Function Key - Notes** or you may view the reason the invoice is on hold by selecting **(F7) Function Key - Hold Reason**.

To return to the previous screen, press **(Enter)**. This will re-display the Open Item Inquiry Screen.

Function Keys

Other options can be found by pressing any of the following function keys:

(F7) Search: To search for a specific invoice. You will be prompted for the invoice number you need to locate.

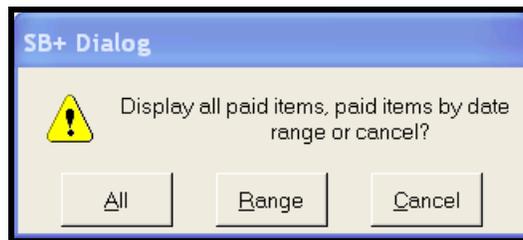
(F10) ReachThru: To inquire on the details of a particular invoice place the cursor on the invoice number and select **(F10) - ReachThru**. This will display an inquiry screen for the selected invoice. From this screen you may also view invoice notes if applicable or a hold reason if this invoice was entered with a Pay Code '2'.

VENDOR INQUIRY – F8 PAID ITEMS INQUIRY

From the Vendor Inquiry Screen, you can also view Paid Items. The system will tell you the check number that was used to pay each invoice, the paid date, the amount paid, and the discount taken.

Press the **F8** **-Paid Item** key to select Paid Items. This will display the following screen.

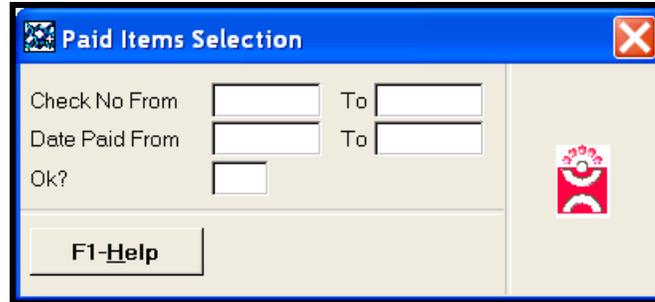
The screenshot shows the 'Vendor Inquiry' window. The 'Vendor No' field contains '100'. The vendor name is 'AUTOPOWER CORPORATION'. The address is '525 TECHNOLOGY PARK, STE 109, LAKE MARY, FL 32746'. Contact information includes 'MIKE MALLORY' with phone '407-695-7300' and fax '407-695-8001'. The email is 'mmallory@autopower.com'. The 'Pay Terms' are 'B 2% 10TH NET 30TH'. The 'Buying Group' is 'IWD INDEPENDENT WAREHOUSE DISTR'. The 'Type' is 'UTL UTILITY'. The 'Inventory Vendor No' is '8778' and 'Vendor Acct No' is '2112'. The '1099 ID' is blank. The 'Tax Exempt' checkbox is 'N', 'Discount Cores' is 'Y', and 'Allow Duplicate Invoices?' is 'N'. The 'Disc Past Due' checkbox is 'Y', 'Discount Freight' is 'N', 'Notes' is 'Y', 'Activity' is 'Y', and 'GL Accounts' is 'Y'. On the right side, there are buttons for 'OK', 'F3-Lookup', 'F5-Notes', 'F6-Templates', 'F7-Open Item', 'F8-Paid Item', and 'F9-Activity'. A red warning icon is visible at the bottom right of the window.



To view ALL paid items, press **Enter** for **ALL**. This option will display a screen that will list all paid items for this vendor.

If you want to view a range of paid items, press Range and **Enter**. If you select this option, the following screen will display so you can tell the system what range you want to view.

You may select a range based on Check Number or Date Paid.



Check Number From

Type in the first check number in Check Number From field and press **Enter**.

To

Type in the last check number in the range in the To field and press **Enter**.

To view all paid items without a check range press **Enter** thru the Check Number From and the To fields.

Date Paid From

Type in the beginning date range in the Date Paid From field and press **Enter**.

You can press **F3** – **Lookup** for intuitive help to select a date using the pop-up calendar.

To

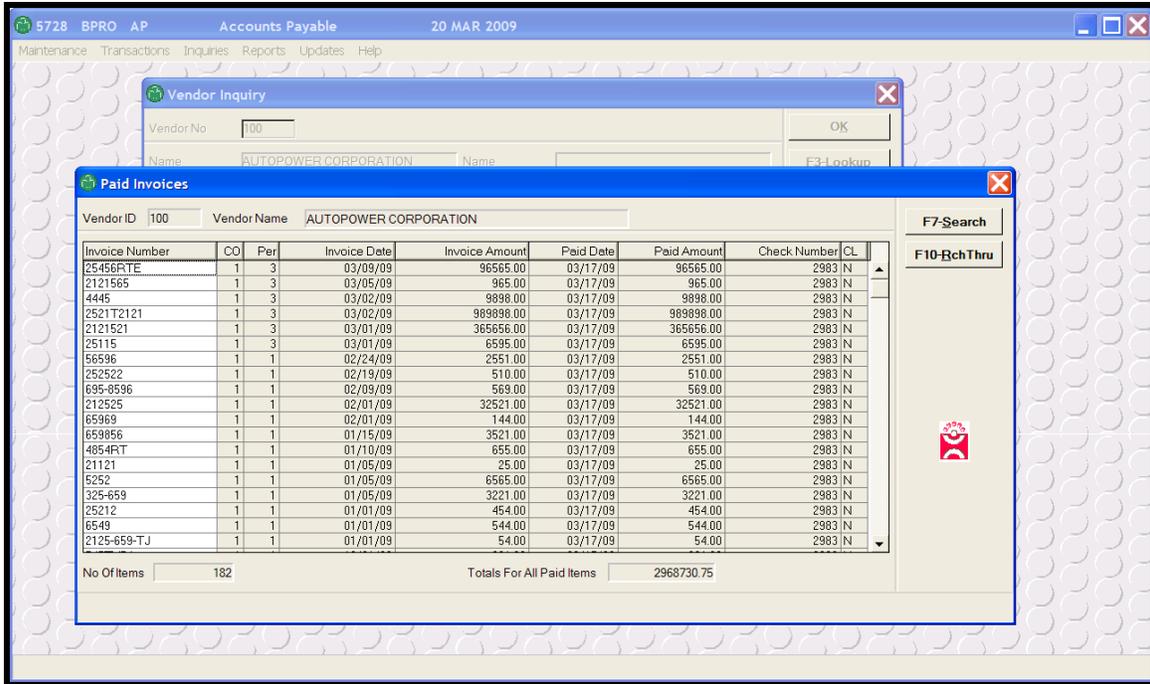
Type in the ending date of the range in the To field and press **Enter**.

OK?

If you are ready to proceed with the inquiry of the paid items, enter the letter **Y** for yes.

Once you have entered a **Y** to proceed with inquiry of the paid items, the following screen will display all paid invoices for your selection criteria.

If you are not ready to proceed with the inquiry, enter the letter **N** for no. This will re-display the Vendor Inquiry Screen.



Function Keys

Other options can be found by pressing any of the following function keys:

- F7 Search:** To search for a specific invoice, select **F7-Search**. You will be prompted to enter the invoice number you need to locate.
- F10 ReachThru:** To inquire on a particular invoice from this screen, with your cursor on the invoice number, select **F10-ReachThru**. This will display an inquiry screen for the selected invoice to view invoice or check detail. From this screen you may also view invoice notes if applicable.

VENDOR INQUIRY - PAID ITEMS INQUIRY F10 - REACHTHRU

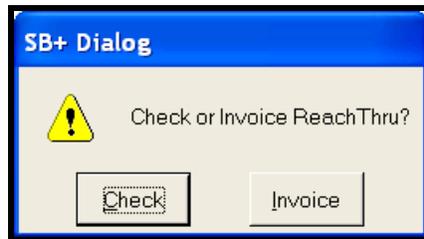
The ReachThru option found in Vendor Paid Items Inquiry allows you to view more detail about a paid invoice. You may view Check or Invoice detail.

To invoke the ReachThru feature, from the Paid Invoices screen for a specific vendor, place your cursor on a specific invoice.

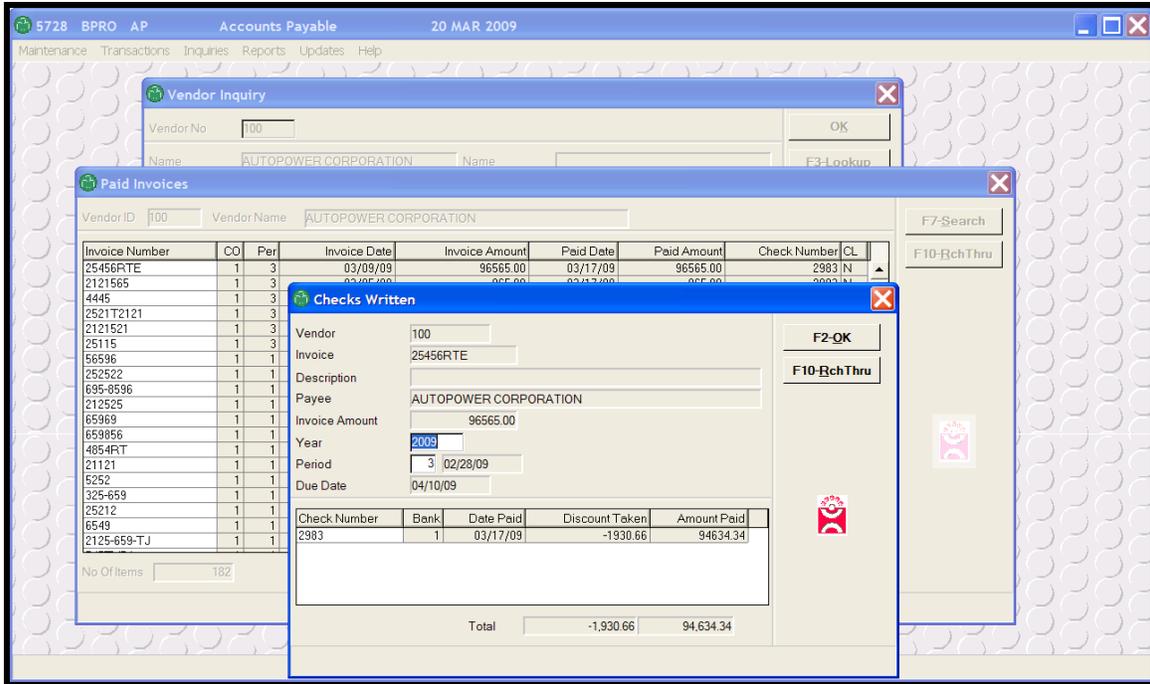
Invoice Number	CO	Per	Invoice Date	Invoice Amount	Paid Date	Paid Amount	Check Number	CL
25456RTE	1	3	03/09/09	96565.00	03/17/09	96565.00	2983	N
2121565	1	3	03/05/09	965.00	03/17/09	965.00	2983	N
4445	1	3	03/02/09	9898.00	03/17/09	9898.00	2983	N
2521T2121	1	3	03/02/09	989898.00	03/17/09	989898.00	2983	N
2121521	1	3	03/01/09	365656.00	03/17/09	365656.00	2983	N
25115	1	3	03/01/09	6595.00	03/17/09	6595.00	2983	N
56596	1	1	02/24/09	2551.00	03/17/09	2551.00	2983	N
252522	1	1	02/19/09	510.00	03/17/09	510.00	2983	N
695-8596	1	1	02/09/09	569.00	03/17/09	569.00	2983	N
212525	1	1	02/01/09	32521.00	03/17/09	32521.00	2983	N
65969	1	1	02/01/09	144.00	03/17/09	144.00	2983	N
659856	1	1	01/15/09	3521.00	03/17/09	3521.00	2983	N
4854RT	1	1	01/10/09	655.00	03/17/09	655.00	2983	N
21121	1	1	01/05/09	25.00	03/17/09	25.00	2983	N
5252	1	1	01/05/09	6565.00	03/17/09	6565.00	2983	N
325-659	1	1	01/05/09	3221.00	03/17/09	3221.00	2983	N
25212	1	1	01/01/09	454.00	03/17/09	454.00	2983	N
6549	1	1	01/01/09	544.00	03/17/09	544.00	2983	N
2125-659-TJ	1	1	01/01/09	54.00	03/17/09	54.00	2983	N

No Of Items: 182 Totals For All Paid Items: 2968730.75

Select the **(F10) -Reach Thru** function key. The following prompt will display.



When you select the Check ReachThru, the system will allow you to view information down four layers. The first screen that will display is the Checks Written Screen. The Checks Written Screen will display the description of the invoice, invoice amount, year, period, due date, check number, date paid, discount taken and the paid amount. This screen is illustrated below.



Field Descriptions

Vendor

The Vendor as it was entered through Invoice Entry

Invoice

The Invoice Number will display.

Description

The Description as it was entered through Invoice Entry will display.

Payee

The Payee as it was written on the check will display.

Invoice Amount

The amount of the invoice as it was entered through Invoice Entry will display.

Year

The Year the invoice was expensed to will display in this field.

Period

The information in this field will reflect the period that was entered through Invoice Entry. The Period Ending Date will display to the right of the Period Number.

Due Date

The Due Date field will display the due date that was entered through Invoice Entry.

Check Number

The Check Number that paid this invoice will display in this field. If this was an installment invoice, there could be multiple checks listed for one invoice.

Bank

The Bank Number this check was written from will display in this field.

Date Paid

The Date the invoice was paid will display in this field.

Discount Taken

If a discount was taken on this invoice, the discount amount will display in the Discount Taken field.

Amount Paid

The amount the check was written for will display in the Paid field. This amount will be the Invoice Amount minus Discount Taken.

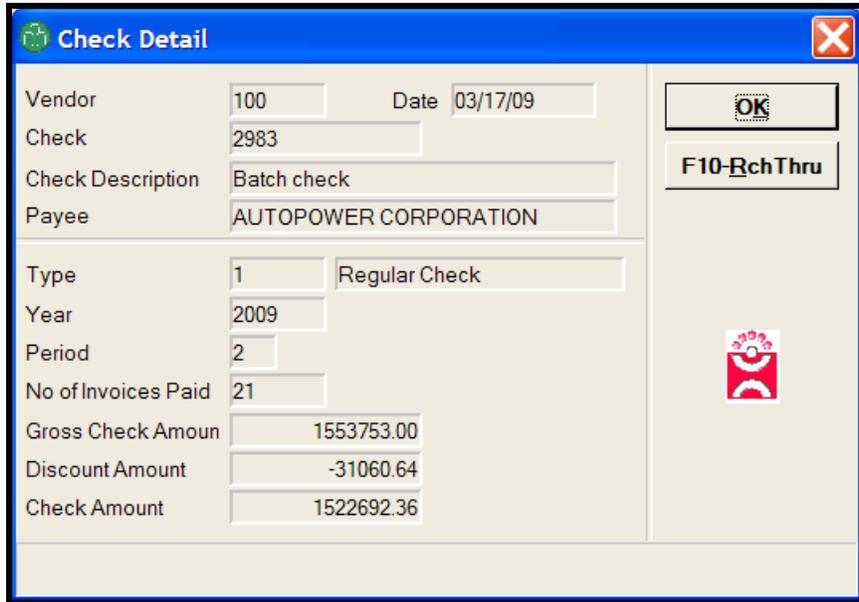
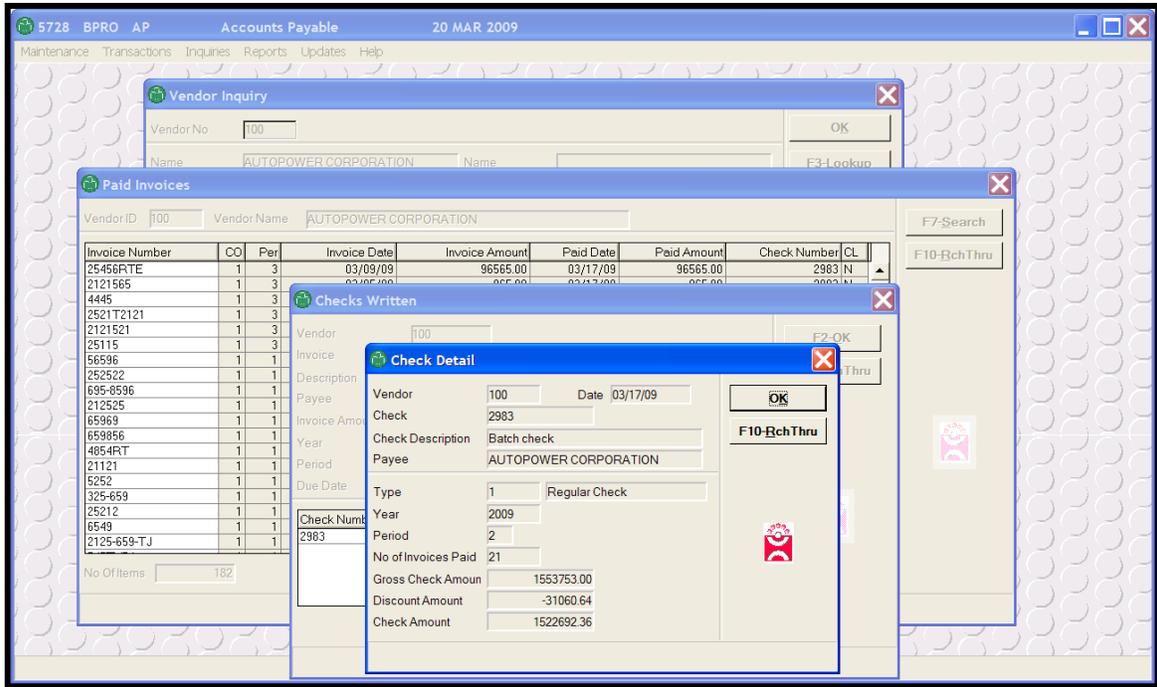
Totals

The Totals area will display the total discounts taken for all checks on this screen and the total of the checks.

To view more detailed check information, select **F10 - ReachThru**.

The Check Detail Screen will display.

Business Pro Accounts Payable Workbook



Field Descriptions

Vendor

The Vendor the check was written to will display in this field.

Check

The Check number that was used to pay t

Date

The Date the check was written will display in this field.

Check Description

The Check Description will reflect how the check was generated. (i.e. Quick Check, Manual Check or Regular Check, Prepaid)

Payee

The Payee name as it was written on the check.

Type

The Type of check will display in this field. The following are entries that will display in this field.

- 1 = Regular Check Run
- 2 = Quick Check
- 3 = Manual Check
- 4 = ACH Automatic Clearing House Transaction

Year

The Year the check was expensed to will display in this field.

Period

The Period this check was expensed to will display in this field.

Number of Invoices Paid

The Number of Invoices that were paid on this check will display in this field. (i.e. If this check paid 4 invoices, a 4 will display in this field)

Gross Check Amount

The Gross Amount will display in this field. This figure will not take into account discounts taken.

Discount Amount

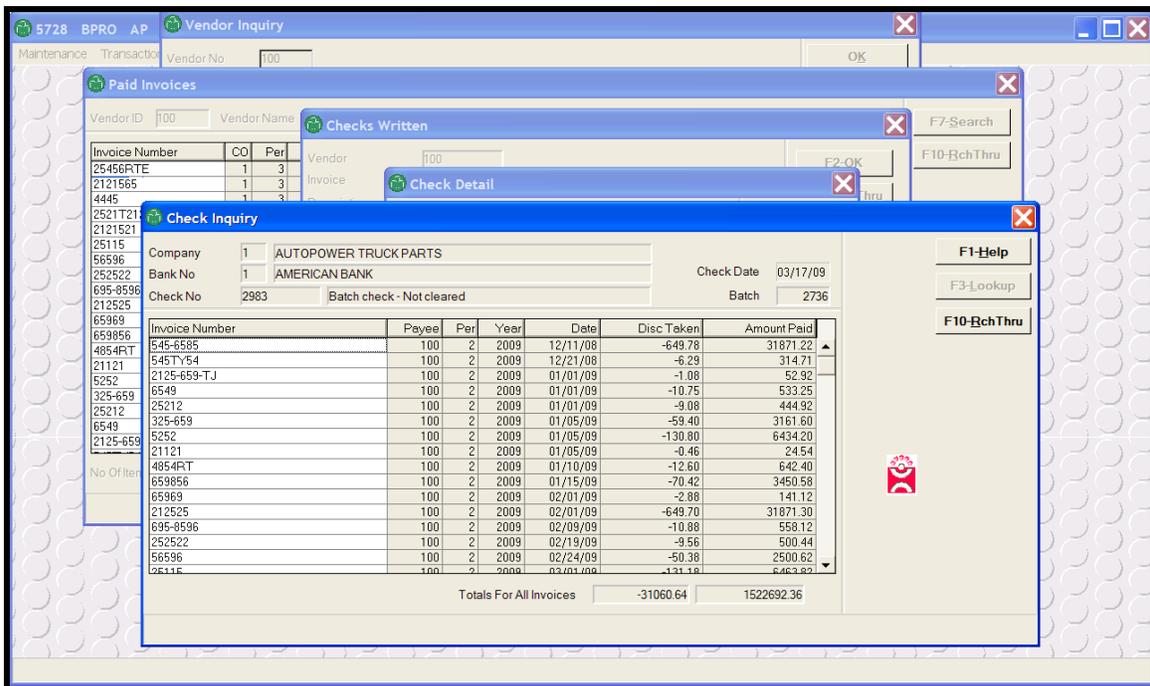
Any discounts taken on the invoice will display in this field.

Check Amount

The Check Amount will display in this field. This will be the Gross Check Amount minus the Discount Amount.

If you do not need to see more information, you may click the OK button. This will return you to the Checks Written Screen.

You have the option reach thru further for additional information. To view more information, select **(F10) - ReachThru**. If you select **(F10) - ReachThru**, the Check Inquiry Screen will display as illustrated below.



Field Descriptions

Company

The Company Number that this check was written for will display in this field.

Bank Number

The Bank Number this check was written from will display in this field. The Bank Name will display to the right of the Bank Number

Check Number

The Check Number you are inquiring on will display in this field.

Check Date

The date of the check will display in the field.

Batch

The Check Batch that the check was created in will display.

Invoice Number

The Invoices that were paid by this check will display in the Invoice Number column.

Payee

The Vendor this check was written to will display in the Payee column.

Period

The Period field reflects the period this check was posted to.

Year

The Year field reflects the year this check was posted to.

Date

The Date column field will display the date the invoice was paid.

Discount Taken

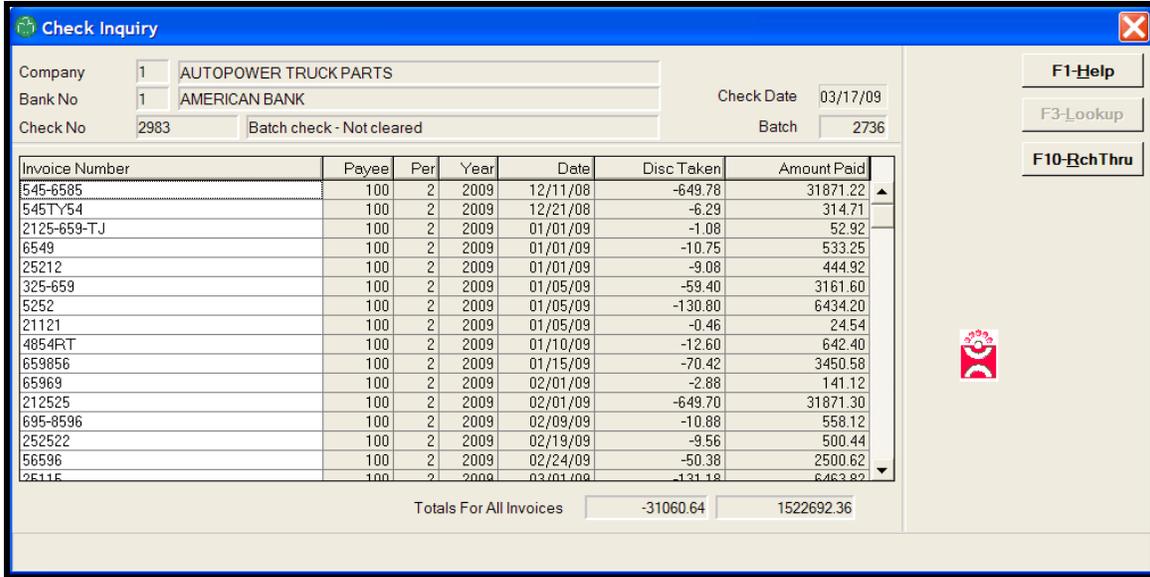
If a discount was taken on this on this invoice, the discount amount will display in the Discount Taken field.

Amount Paid

The amount the check was written for will display in the Paid field. This amount will be the Invoice Amount minus the Discount Taken.

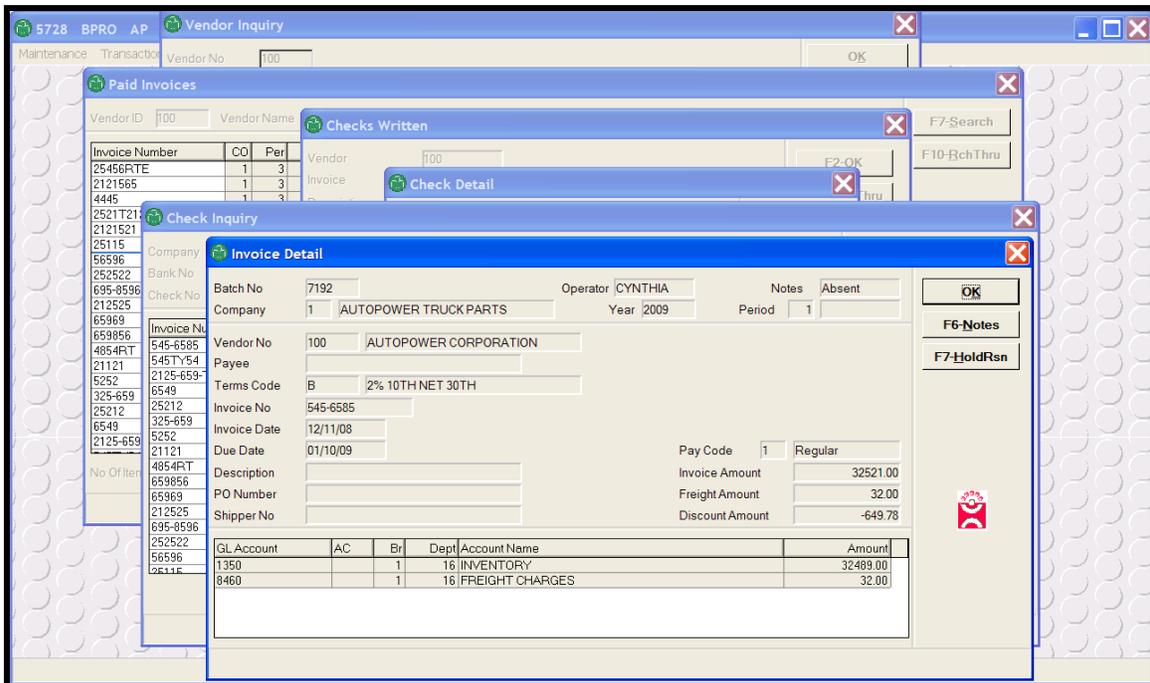
Totals for all Invoices

The Totals for all invoices field will display the total discounts taken on the check per invoice.



To view additional information about this check, select **F10 - ReachThru**. When you select the **ReachThru** Option the Invoice Detail Screen will display. If this check paid more than one invoice, place your cursor on the invoice whose detail you wish to view.

The Invoice Detail Screen is illustrated below.



Business Pro Accounts Payable Workbook

Invoice Detail
✕

Batch No	7192	Operator	CYNTHIA	Notes	Absent
Company	1 AUTOPOWER TRUCK PARTS	Year	2009	Period	1
Vendor No	100 AUTOPOWER CORPORATION				
Payee					
Terms Code	B 2% 10TH NET 30TH				
Invoice No	545-6585				
Invoice Date	12/11/08				
Due Date	01/10/09				
	Pay Code	1 Regular			
Description	Invoice Amount	32521.00			
PO Number	Freight Amount	32.00			
Shipper No	Discount Amount	-649.78			

GL Account	AC	Br	Dept	Account Name	Amount
1350		1	16	INVENTORY	32489.00
8460		1	16	FREIGHT CHARGES	32.00

OK

F6-Notes

F7-HoldRsn

To return to the Vendor Inquiry Screen, press **[Esc]** until the screen displays.

AP Activity for Vendor 100 - AUTOPOWER CORPORATION				
No of Days	Past Due	%	Future Due	%
1 - 30	0.00	0	3650.00	100
31 - 60	1500.00	56.7	0.00	0
61 - 90	0.00	0	0.00	0
91 - 120	0.00	0	0.00	0
120+	1145.43	43.3	0.00	0
Total	2645.43	42.02	3650.00	57.98
Grand Total		6295.43		

YTD Purchases	103045484.76
YTD Credits	-67961.25
YTD Discounts	-31771.93
PYR Purchases	
PYR Credits	
PYR Discounts	
LTD Purchases	103045484.76
LTD Credits	-67961.25
LTD Discounts	-31771.93
Last Paid Date	03/19/09
Last Check No.	2986
Last Paid Amt	3650.00

OK

F5-OpenItms

F6-PaidItms



Inquiry Options

To view Open Items, press the **F5** key **OpenItems**.

To view Paid Items, press the **F6** key **PaidItems**.

When you are finished viewing the information on the Activity Screen, you can press **Enter** to return to the Vendor Inquiry.

Function Keys

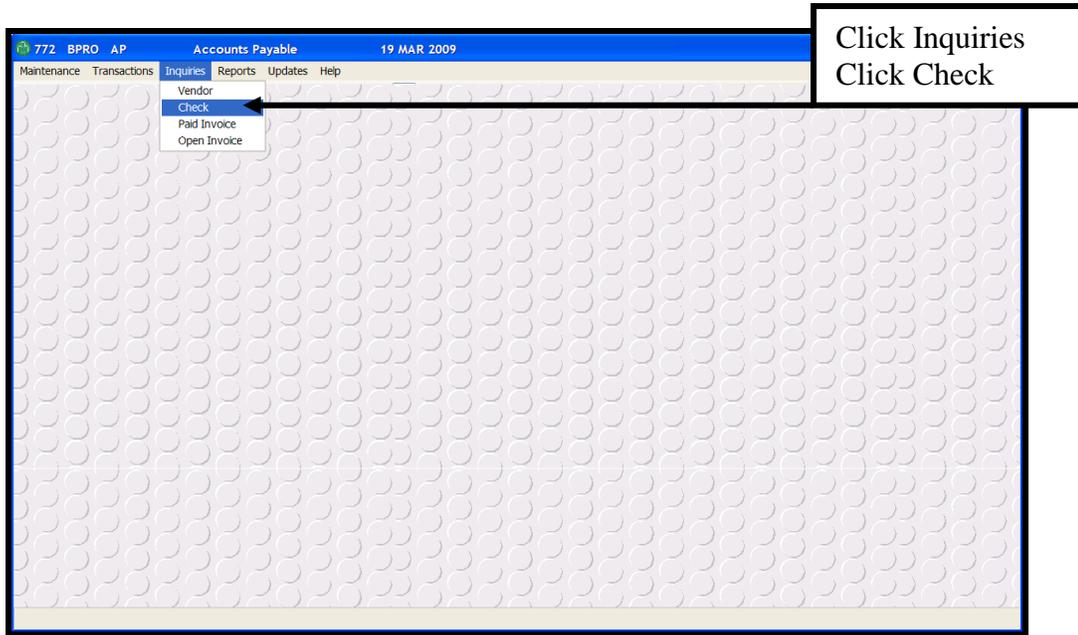
Other options can be found by pressing any of the following function keys:

- F5** **Open Item:** To view items that has not been paid. To view all of the open items for this vendor, select ALL. To view a range of open items, select RANGE. If you select RANGE, another prompt will display. You have the option to view invoices for a specific Invoice Date Range or a Due Date Range.
- F6** **Paid Item:** To view items that has been paid. To view all of the paid items for this vendor, select ALL. To view a range of paid items, select RANGE. If you select RANGE, another prompt will display. You have the option to view invoices by a specific Check Number Range or a Date Paid Range.

CHECK INQUIRY

The Check Inquiry Screen will display the invoices that were paid with a specific check. After entering the company number, vendor number and check number a Reach Thru can be performed on an invoice number to view the details of a particular invoice.

All data displayed through Check Inquiry is display only. Information cannot be modified using this function.



The Check Inquiry Screen is illustrated below.

Invoice Number	Payee	Per	Year	Date	Disc Taken	Amount Paid
5987-2	100	1	2009	04/14/08	0.00	0.33
5987-3	100	1	2009	04/14/08	0.00	0.34
25552	100	1	2009	05/01/08	0.00	6555.00
22121	100	1	2009	05/05/08	0.00	252.00
12121154	100	1	2009	05/06/08	0.00	65556.00
12545252	100	1	2009	05/15/08	1.50	-148.50
22222	100	1	2009	05/15/08	-7.30	357.70
32121	100	1	2009	05/15/08	-0.99	64.01
66666985	100	1	2009	05/20/08	150.00	515.00
2565456	100	1	2009	05/22/08	48.00	698.00
555555	100	1	2009	05/29/08	0.00	589.00
504-733-557005/08	100	1	2009	06/10/08	-3.97	393.03
656565	100	1	2009	06/10/08	-36.50	3613.50
54545458	100	1	2009	06/15/08	-72.50	3577.50
504733557005/08	100	1	2009	06/30/08	-0.23	22.72
7421-14808	100	1	2009	07/17/08	-2.50	147.50
Totals For All Invoices					-352.00	103436.62

Company

Type in the Company Number that the check was written from and press **Enter**. The Company Name will display when you enter the company number.

Bank Number

Type in the Bank Number the check was written from and press **Enter**. The Bank Name will display when you have entered the bank number.

Check Number

Type in the Check Number you need to inquire about and press **Enter**.

The information about the check will display.

If the check you entered does not exist, the following message will display on the screen.



Press **Enter** to return to the Check Inquiry Screen.

Check Status

The status of the check will display to right of the Check Number. This will display the type of check it was when you processed it. The different types of checks you might see are Regular Check, Manual Check and Quick Check

The Check Status field reflects if the check has been cleared. It will also show if the check was voided.

Invoice Number

The Invoices that were paid by this check will display in the Invoice Number column.

This screen will display twelve invoices at a time. If the check paid off more than twelve invoices, you may view the next page of invoices by pressing the **PgDn** key. You can review the previous page by pressing the **PgUp** key.

Payee

The Vendor this check was written to will display in the Payee column.

Period

The Period column will reflect what period this check was posted to.

Year

The Year column will reflect which year this check was posted to.

Date

The Date column will display the date the invoice was paid.

Discount Taken

If a discount was taken on this invoice, the discount amount will display in the Discount Taken field.

Paid

The amount the check was written for will display in the Paid field. This amount will be the Invoice Amount minus Discount Taken.

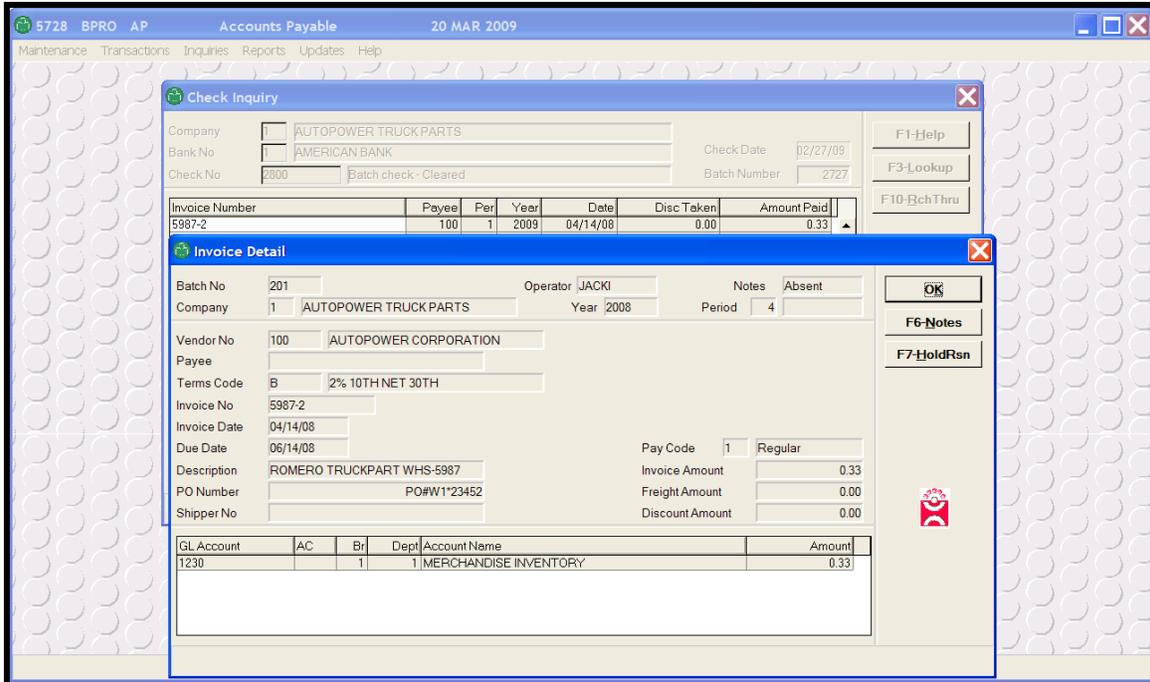
Totals for all Invoices

The Totals for all invoices field will display the total discounts taken on the check per invoice.

Function Keys

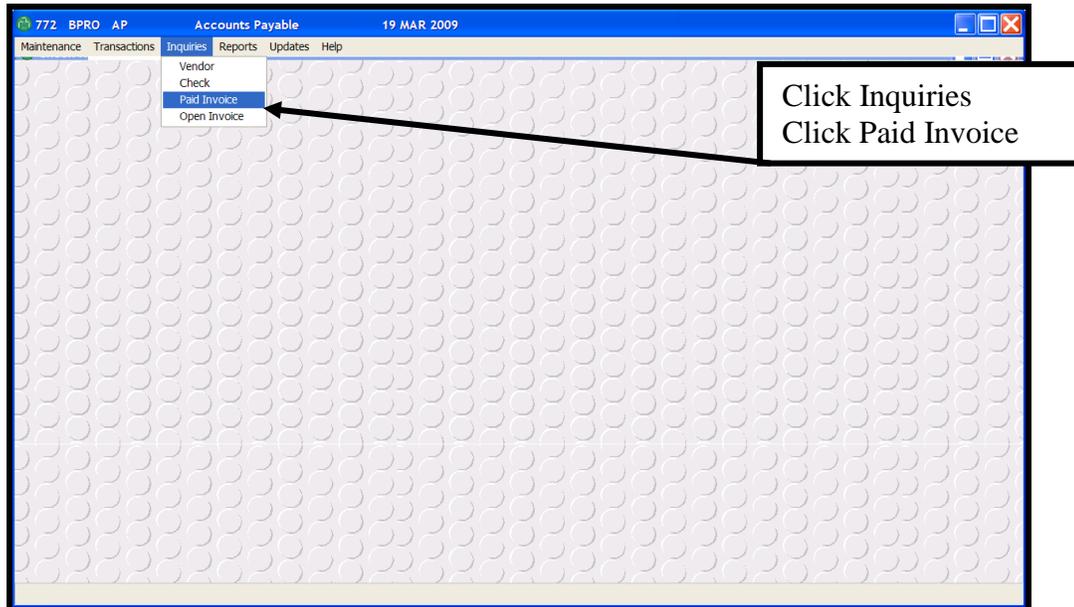
F10 – ReachThru

To view additional information about this check, select **F10 - ReachThru**. When you select the ReachThru Option the Invoice Detail Screen will display. If this check paid more than one invoice, place your cursor on the invoice number to view detailed information.



PAID INVOICE INQUIRY MENU

Vendor Paid Invoice Inquiry allows you to view the details of a paid invoice by entering just the invoice number or selecting a specific vendors paid invoices. You may view the details of the invoice or click **(F10) ReachThru** to view the Check Detail.



All the information in the Paid Invoice Inquiry Screen is for informational purposes only. You cannot change or delete invoice information in this screen.

Company

Type in the Company Number and press **(Enter ↵)**. The Company Name will display when you enter the company number.

Vendor Number

Type in the Vendor Number and press **(Enter ↵)**.

Invoice Number

Type in the Invoice Number that you wish to inquire about.

The invoice will display on the screen.

Paid Invoice Inquiry

Company: 1 AUTOPOWER TRUCK PARTS
 Vendor No: 100 AUTOPOWER CORPORATION
 Invoice No: 212115 Balance Due: 0.00

Invoice Date: 04/05/09
 Terms Code: 90DAYS
 PO Number:
 Invoice Amount: 2500.00
 Due Date: 07/04/09
 Year: 2008
 Period: 4 04/30/08

Date Paid	Check	Disc Taken	Paid	CL
05/16/08	0	0.00	2500.00	Y

GL Account	AC	Br	Dept	Account Name	GL Amount
1230		1	1	MERCHANDISE INVENTORY	2500.00

Buttons: F2-Save, F3-Lookup, F10-RchThru

This screen will display the information at the time of Invoice Entry also listing the General Ledger Expense Accounts. The Check information will list the Date Paid, Check, Disc, Paid amount and also list if the check has been cleared via the Bank Reconciliation program. ACH transactions, type 4, will also display in this screen.

Reach-Thrus – Shown below. The F10 Reach-Thrus will drill down to the Invoice Detail screen.

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Maintenance Transactions Inquiries Reports Updates Help

Paid Invoice Inquiry

Check Inquiry

Invoice Detail

Batch No: 191 Operator: LEO Notes: Absent
 Company: 1 AUTOPOWER TRUCK PARTS Year: 2008 Period: 4

Vendor No: 100 AUTOPOWER CORPORATION
 Payee: ROMERO TRUCKPART WHS
 Terms Code: 90DAYS NET 90 DAYS
 Invoice No: 212115
 Invoice Date: 04/05/09
 Due Date: 07/04/09
 Description: ROMERO TRUCKPART WHS-212115
 PO Number:
 Shipper No:

Pay Code: 1 Regular
 Invoice Amount: 2500.00
 Freight Amount: 0.00
 Discount Amount: 0.00

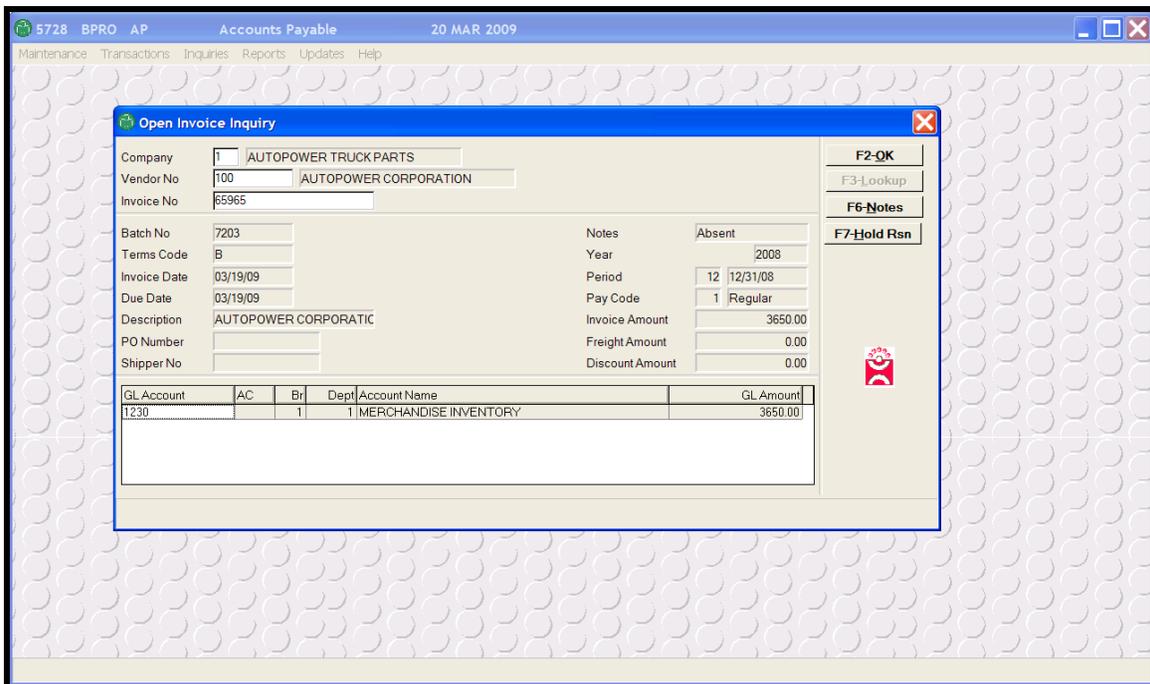
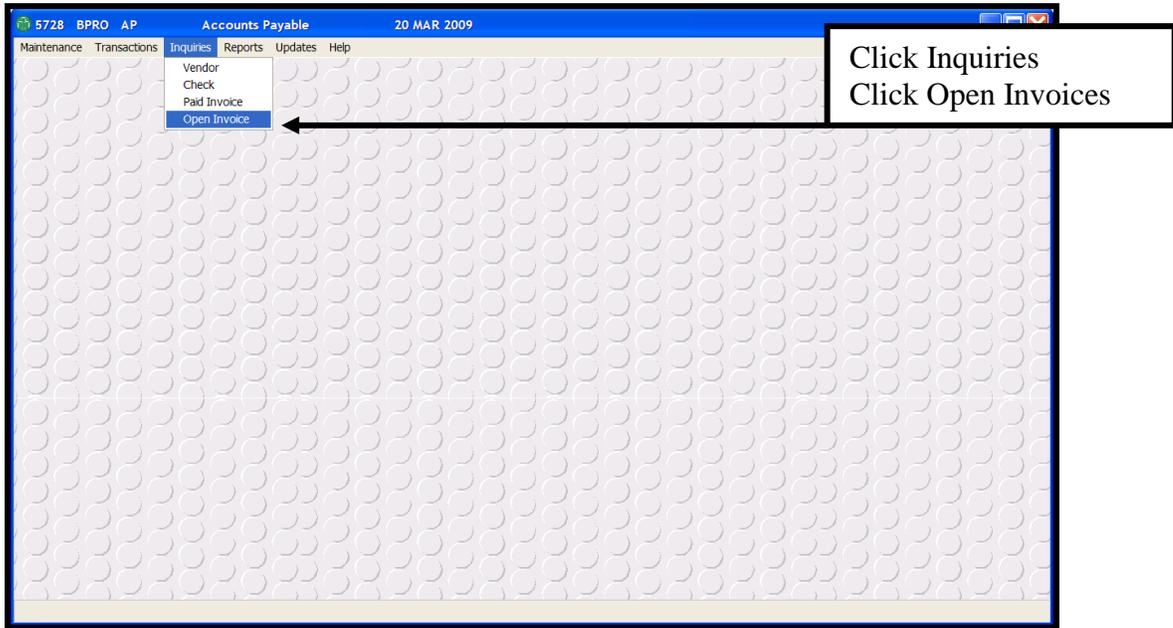
GL Account	AC	Br	Dept	Account Name	Amount
1230		1	1	MERCHANDISE INVENTORY	2500.00

Buttons: OK, F6-Notes, F7-HoldRsn

OPEN INVOICE INQUIRY MENU

Vendor Open Invoice Inquiry allows you to view the detail of an open invoice by entering just the invoice number or by selecting all open invoices for a specific vendor.

All the information in the Open Invoice Inquiry Screen is for informational purposes only. You cannot change or delete invoice information in this screen



Field Descriptions

Company

Type in the Company Number and press **Enter**.

Vendor Number

Type in the Vendor Number and press **Enter**.

Invoice Number

Type in the Invoice Number and press **Enter** or click **F3** - Lookup for a display of all open invoices.

The open invoice detail will display on the screen.

You can also skip the vendor prompt and just key an invoice number. All invoices with that number, even though it may be different vendors, will appear in a window.

The screenshot shows the 'Open Invoice Inquiry' window with the following data:

Company	1	AUTOPOWER TRUCK PARTS
Vendor No	100	AUTOPOWER CORPORATION
Invoice No	65965	
Batch No	7203	Notes: Absent
Terms Code	B	Year: 2008
Invoice Date	03/19/09	Period: 12 12/31/08
Due Date	03/19/09	Pay Code: 1 Regular
Description	AUTOPOWER CORPORATIC	Invoice Amount: 3650.00
PO Number		Freight Amount: 0.00
Shipper No		Discount Amount: 0.00

GL Account	AC	Br	Dept	Account Name	GL Amount
1230		1	1	MERCHANDISE INVENTORY	3650.00

Function Keys

Other options can be found by pressing any of the following function keys:

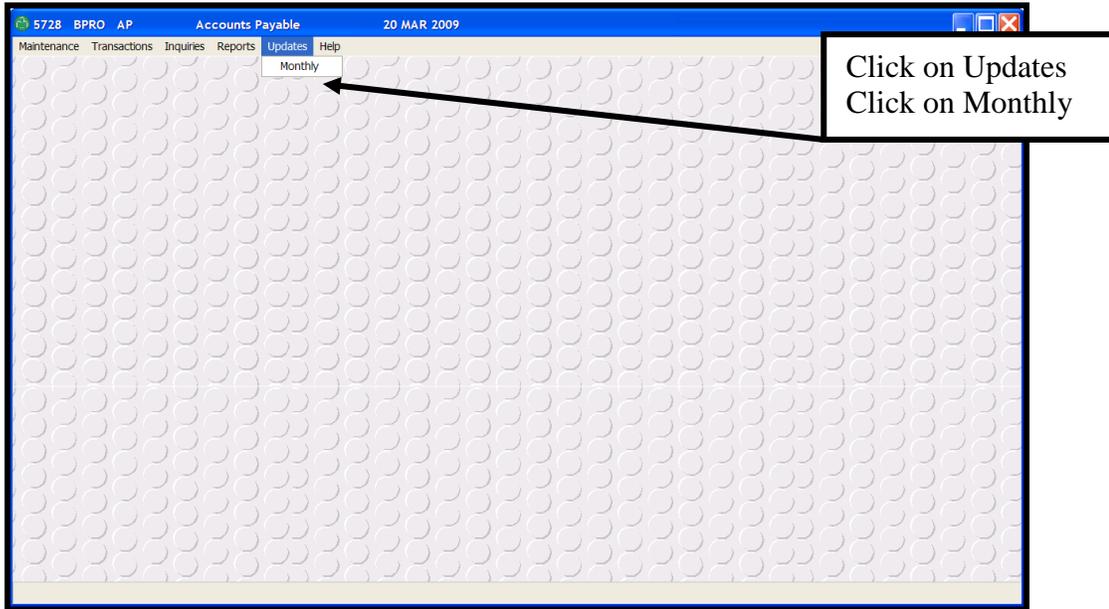
F6 **Notes:** Select **F6** to view the notes that may have been entered at the time of invoice entry.

F7 **HoldReason:** To view the hold reason when invoices were coded as Pay Code '2' during invoice entry, select **F7**-HoldReason function key.

UPDATES MONTHLY

The option on the Updates Menu will close the Accounts Payable Period. It does not close the General Ledger.

The Updates Menu will display as shown below.

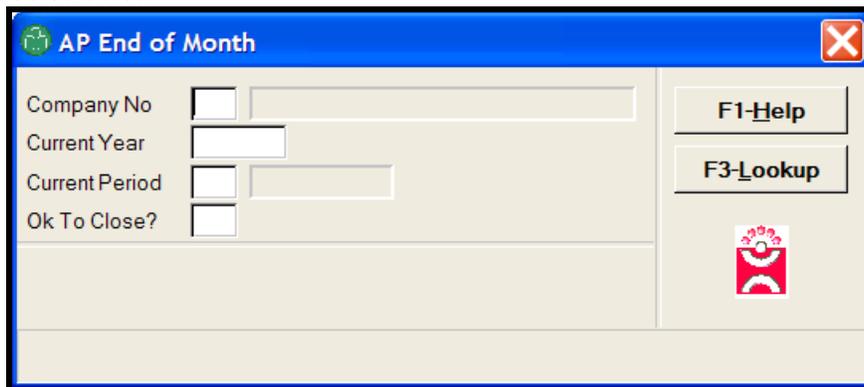


Menu Selections

To select a menu option, use the arrow keys (↑) (↓) (→) (←) to move around the menu, then press **Enter** when the selection is highlighted.

Monthly: The Monthly option will allow you to close the current Accounting Period in Accounts Payable. Closing the current accounting period will update the control file with the next period and year if applicable.

After this option is selected and processing is complete, the menu redisplay and another option can be selected.



Field Descriptions

Company Number

Enter the Company Number whose period you need to close. The Company Name will display to the right when you have entered the company number. Once the Company Number is entered, the current accounting period information will display.

Press **F3** to display a list of companies currently set up in the system. You may use the arrow keys to highlight your selection, and then press **Enter**. The window shows the Company and Name. The items are sorted by Company Number.

Current Year

The Current Year is the current fiscal year.

Current Period

The Current Period will display the period to close.

Period Ending Date

The Period Ending Date will display the current period ending date.

Monthly

The Monthly Update procedure is performed when the accounting period needs to be closed. The system will purge all old data scheduled to be purged based on the Accounts Payable Customization purging timeframe. Any of the reports from the reports menu may be printed at anytime during the month.

The AP End of Month Screen is illustrated below.

OK To Close?

Company No	1	AUTOPOWER TRUCK PARTS	F1-Help
Current Year	2009		F3-Lookup
Current Period	3	03/31/09	
Ok To Close?	<input checked="" type="checkbox"/>		

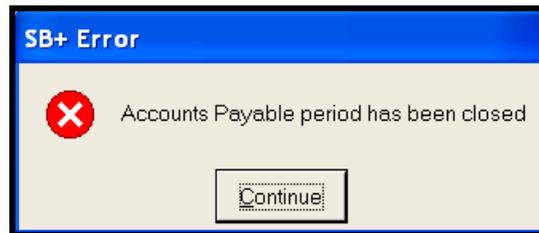
If you are not ready to close the month, press the letter **n** for no. You will return to the Accounts Payable Main Menu.

When you are ready to close the month, press the letter **Y** for yes. The following message will display on the screen.

The current period is incremented by 1. If the current period was 12, then the new current period will be 1 and the new current year will be incremented by 1.

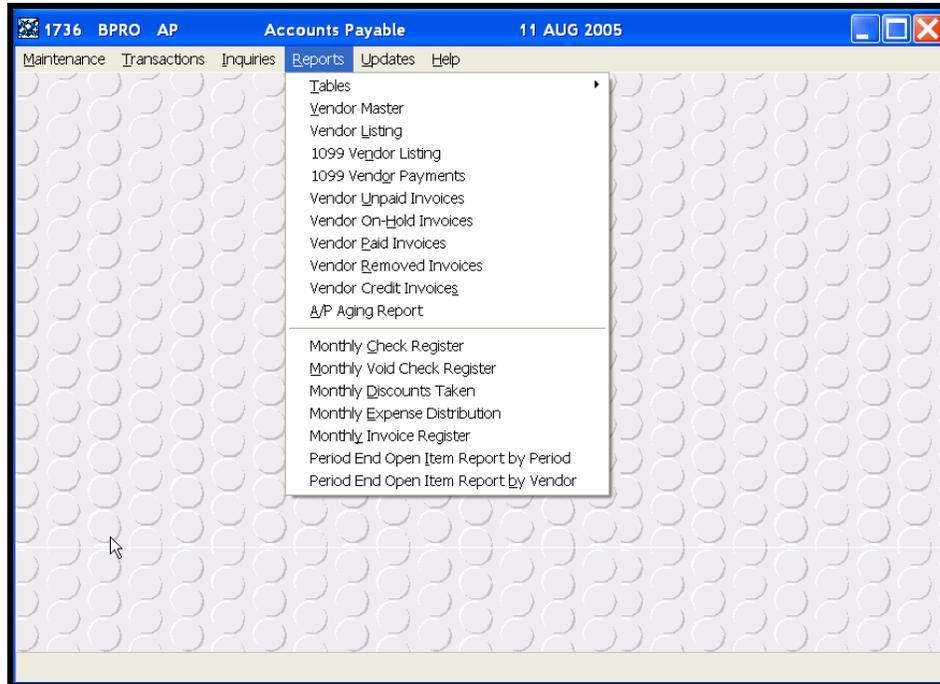
Press the **Enter** key to return to the Accounts Payable Main Menu.

Note: You may close an accounting period in Accounts Payable multiple times to bring the system up to the correct accounting period. Note: If you enter an invoice into a closed accounting period, you will need to reprint the AP Monthly Reports.



ACCOUNTS PAYABLE REPORTS

Examples of the Accounts Payable Reports can be reviewed from your Master Documentation CD or from the Accounts Payable Manual.



The following reports are available in the BusinessPro Accounts Payable module.

1. **Tables:** The Tables option will allow you to print a report of the file maintenance tables for:
 - Terms
 - Currency
 - Type
 - Buying Group
 - Allocation
 - Bank
2. **Vendor Master:** The Vendor Master Listing is a detailed report of the vendors that have been entered into the Accounts Payable module.
3. **Vendor Listing:** The Vendor Listing is a shorter version of the Vendor Master report.
4. **1099 Vendor Listing:** The 1099 Vendor Listing will list the vendors who have a 1099 number.
5. **1099 Vendor Payments:** The 1099 Vendor Payments prints a report of all payments made to a 1099 type vendor.

6. **Vendor Unpaid Invoices:** You may print a list of unpaid invoices on a per vendor basis.
7. **Vendor On-hold Invoices:** You may print a list of invoices that will print on this report that have a Pay Code status of 2.
8. **Vendor Paid Invoices:** You may print a list of invoices that have been paid for by vendor or a range of vendors.
9. **Vendor Removed Invoices:** You may print a list of invoices that have gone through the Posted Invoice Removal process.
10. **Vendor Credit Invoices:** You may print a list of Invoices that have credit amounts for a specific vendor or for all vendors.
11. **A/P Aging Report:** The A/P Aging Report will print an aging report for each vendor or a specific vendor. The report is printed based on invoice date and date invoice was not paid. It is not based on period dates.
12. **Monthly Check Register:** The Monthly Check Register is a listing of the checks that were written for specified period.
13. **Monthly Void Check Register:** The Monthly Voided Check Register is a listing of the checks that have been voided for a specified period.
14. **Monthly Discounts Taken:** You may print a report of the discounts that were taken for a specified period for each vendor.
15. **Monthly Expense Distribution:** The Monthly Expense Distribution report will show you how invoices were expensed to the General Ledger Account Numbers.
16. **Monthly Invoice Register:** The Monthly Invoice Register will print the invoices for a specific period.
17. **Period End Open Item Report by Period.** The Period End Open Item Report will allow you to print a report listing the invoices that were unpaid as of the end of an accounting period. After an option is selected and processing is complete, the menu redisplay and another option can be selected.
18. **Period End Open Item Report by Vendor.** The Period End Open Item Report by Vendor will allow you to print a report listing the invoices that are unpaid for a particular vendor or for all vendors. After an option is selected and processing is complete, the menu redisplay and another option can be selected.

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Accounts Payable invoice Entry and Check Writing Process

