

DATA PRO
ACCOUNTING
SOFTWARE, INC.



Accounts Payable

*with Vendor Management, Check Writing and EFT Processing
Part #102*

User Manual



Version 7.63

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CHAPTER 1 INTRODUCTION

Simply stated, the purpose of an Accounts Payable system is to track all dollars that you owe to your vendors (*or suppliers*). In addition, the coordination of payment to your vendors with your current cash flow requirements is essential. The **Infinity POWER Accounts Payable** module addresses these basic “payable” needs as well as providing a very sophisticated integration of a complete check writing module with accounts payable tracking and cash flow analysis.

Batch Processing is available at the voucher entry level, which allows for heavy volume invoice entry with edit reports and separate posting routines. This is an alternative to the normal on-line entry method, “*Voucher Vendors Invoices*.” The check writing options provide the ability to write direct checks, make check runs based on currently due “payables,” and record manually written checks after-the-fact. You may simultaneously use unlimited checking accounts, with separate preprinted check forms and check registers for each account. In addition, recurring expenses (*such as rent*) may be automatically paid monthly or semi-monthly.

The Accounts Payable module also allows the allocation of expenses from a single vendor to multiple projects. This allows a great deal of flexibility when attempting to keep accurate costing controls. The accounts payable options provide you with detailed agings by vendor of all outstanding invoices. Complete cash flow analysis is provided based on 7 day and/or 30 day aging categories of future cash requirements.

You may also print these same cash requirement reports on a project by project basis. This would be helpful in making sure that all bills have been paid prior to closing out a project. Optional management reports, showing purchase trends by vendor or detailed inventory purchases from each vendor, are also provided.

As you can see, the Accounts Payable module not only provides you with a strong framework to handle the financial accounting needs of your “payables,” but also provides the analytical information necessary for you to make sound decisions concerning liquidity and future purchases.

JOB COST OVERVIEW

One of the key features in the Accounts Payable module lies in the ability to allocate expenses to various projects at the time of vouchering invoices into the system, and at the time of writing a single check. This system allows you to record the costs and quantities as expenses to the project exactly as the update occurs, when you execute the Job Cost option “*Record Costs*.” The main difference is that the General Ledger update is handled by Accounts Payable instead of the Job Cost Main Module.

In addition, you may directly enter a retainage invoice or calculate the retainage portion of an invoice during these options. The journal entry will be handled differently for retainage amounts than normal invoice item amounts. The above credit (*during the voucher or single check*), will be taken to the Retainage Payable account instead of the normal Accounts Payable account. When the check that includes a retainage invoice is written, the Retainage Payable account will then be debited.

MULTIPLE CHECKING ACCOUNTS

The Accounts Payable module allows you to utilize an unlimited number of checking accounts simultaneously. Each checking account may use separate preprinted forms, general ledger accounts, and check numbering sequences. Check registers and check runs are processed by checking account. Normally, the multiple checking accounts are used to classify all of your expenditures by different aspects of your business (*such as operations, cost of sales, contract labor, etc.*). Even if you do not have multiple bank accounts, you may still use the multiple accounts to classify expenditures by category.

This will allow you to utilize as many distinct “Accounts Payable” General Ledger accounts as you desire. In this case, you should configure all checking accounts to use the same preprinted form and numbering sequence.

ELECTRONIC FUNDS TRANSFER

The Accounts Payable module allows you to utilize (EFT) Electronic Funds Transfer for payment to your vendors. This method requires integration with the Check Reconciliation module. Then, instead of printing and mailing checks, you can send electronic payments directly to the Vendor's bank account.

PAYMENT TERMS AND PAY STATUS

Each invoice vouchered into the Accounts Payable module as an open item must have an established pay status. The pay status has two components:

- 1) Checking Account Number. This instructs the system to pay the open item from a particular checking account.
- 2) Payment Terms. This instructs the system when to pay the open item. The payment terms are used to determine when an open item will be paid.

The following term types are available:

Immediate	This specifies that the open item will be paid on the next check run.
Net Days	This determines that the due date for the open item will be a specified number of days from the invoice date (<i>0 to 999 days</i>).
Batch	This allows you to group certain open items together for payment based on a user-definable batch number from 1 to 999 .
Suspense	Any open items classified as "suspense" will never be paid until you change the terms to some other type unless you use the "Pay Now" feature to pay an invoice regardless of its terms. This is the normal classification for disputed invoices and voided checks.

When you make a check run, you must specify which checking account and payment terms to include in the run. You must either specify a **"pay-through"** due date, a **"specific batch number,"** **"immediate payment only"** or use the **"Pay Now"** feature for items to be included on the check run. Payment discounts will be automatically calculated for each open item if the check date is on or before the due date. For open items with batch or immediate payment status, the due date for payment discount purposes will be calculated using the normal vendor terms.

BATCH PROCESSING

The Accounts Payable system has two methods of Voucher Entry. These methods include **"On-line"** and **"Batch"** entry. On-line entry updates the Accounts Payable system as soon as the voucher is validated. It updates the Vendor File, Open Item File, Transaction File, and the General Ledger Integration File (*if you are integrated with General Ledger and using accrual basis accounting.*) Batch Processing allows you to set up a "batch" to enter vouchers into.

A batch can hold up to **500** lines of detail entries. You can validate a batch and go back at a later time to add, change or delete entries from the batch. Once the data entry is completed, you may print a Batch Edit Report to verify the data entry. You are given totals by invoice and by vendor as well as a grand total of the batch.

When all items have been verified, and you wish to update the system with these entries, you will then Post Batches. Once a batch has been posted, the system will mark it as such. The system will not allow this batch to be posted again. During the posting routine, the same files are updated as in the On-line method.

VOUCHER AND CHECK REGISTERS

The Accounts Payable module provides special transaction detail on both the Voucher and Check Registers. The Voucher Register provides a detailed General Ledger account distribution breakout for each invoice vouchered into the system as an open item. At the end of the Register a summary by General Ledger account is also provided. The Check Register lists all checks generated by your system in check number order, by checking account. This report may optionally include all open items paid by each check, if you prefer.

This provides a very good auditing tool to analyze payment history on a particular vendor's account. This report is also a handy worksheet for reconciling your bank accounts, if you do not have the Check Reconciliation program. Both of these registers may include all transaction activity for the entire year and provide limited reporting based on a specified date range. These reports also give you the option of printing only the General Ledger Account Summary, for a quick look at the bottom line of the voucher or check transactions for a specific period of time.

CASH VS. ACCRUAL METHOD

The Accounts Payable module is designed to process your transactions through either the cash or accrual methods of accounting. The following section describes the primary differences between the methods.

Cash Method	This method does not recognize expenses or the purchase of assets until the actual cash disbursement (<i>generation of the check</i>) is made. The system handles this method by saving the General Ledger account, distributed to at the time of vouchering, in the open item. When you make a check run, this account is debited and cash is credited.
Accrual Method	This method records the actual expense or the purchase of assets at the original time of vouchering. In addition, the accounts payable account balance would be increased to reflect the liability of the open item. Then, when the open item is paid during the check run, the previous liability is removed at the same time cash is reduced.

SYSTEM INTEGRATION

This section includes a brief overview of how the **Accounts Payable** module integrates with various other accounting modules. These modules include: **General Ledger**, **Job Cost Main Module**, **Manufacturing Inventory Management**, and **Purchase Order Entry**.

If your Accounts Payable module is interactive with the General Ledger module, the following General Ledger transactions will be posted every time you execute these Accounts Payable transactions:

Cash Basis Only:

A/P Transaction	Debit	Credit
WRITING A CHECK RUN		
Expense/Asset Account/Work-in-Process	X	
Payment Discount Taken		X
Cash Account		X

Accrual Basis Only:

A/P Transaction	Debit	Credit
WRITING A SINGLE CHECK		
Expense/Asset Account/Work-in-Process	X	
Payment Discount Taken		X
Cash Account	X	

If your Accounts Payable system is interactive with the General Ledger system, the following General Ledger transactions will be posted every time you execute a transaction that includes retainage.

A/P Transaction	Debit	Credit
VOUCHER AN OPEN ITEM		
Expense/Asset Account/Work-in-Process	X	
Accounts Payable		X
Retainage Payable		X
CHECK RUN		
Accounts Payable	X	
Retainage Payable	X	
Payment Discounts Taken		X
Cash Account		X

You may update your General Ledger at any time by entering the General Ledger module and executing the *“Post Integration Files”* option. (See the *General Ledger manual for details.*) Or, if you choose the option *“Automatically Post Integration Modules”* in the General Ledger Master Configuration, these same transactions will be posted in real time to the General Ledger each time a transaction is entered into the Accounts Payable system.

Integration with Job Cost Main Module

The Accounts Payable system allows the update of project allocations during the Accounts Payable options of Vouchering Invoices, Writing Single Checks and Record Manually Written Checks. These options allow you to record costs for vendor invoices vouchered into the system directly to the projects with no additional steps required. Multiple projects may be specified when using these options, so that accurate accounting of project costs may easily be maintained. This would be the same as using the option **“Record Costs”** in the Job Cost Main Module. Both modules are designed to track project costs for on-line evaluation of project status.

Integration with Manufacturing Inventory Management

The Accounts Payable module allows the update of inventory information during the Accounts Payable options of Vouchering Invoices and Writing Single Checks. These options allow you to record the physical receipt of purchased inventory. The update to inventory is exactly the same as the update which occurs when you execute the Inventory option **“Record Receipts”** except that the General Ledger update is handled by Accounts Payable instead of Manufacturing Inventory Management. In addition, both of these Accounts Payable options allow you to add a new inventory item, in case you receive new stock that has not yet been set up in your inventory files.

Integration with Purchase Order Entry

In order to use the Purchase Order Entry module, you must process interactive with the Accounts Payable module. All purchase orders must be “attached” to specific vendors in order to be processed. Vendor name, remit to: address, terms, discount percent, etc. are retrieved for use on each purchase order. Purchase orders and/or reports may be retrieved by vendor name or number, as well as the vendor's sales order number for editing or printing purposes. After receipts have been recorded to a specific purchase order, the Purchase Order Entry module will generate a voucher and update the Accounts Payable module in the same way as the Accounts Payable option, “*Voucher Vendor's Invoices.*”

DATA FILE DESCRIPTIONS

The Accounts Payable module utilizes the following nine data files:

- 1) **Master Configuration**
- 2) **Vendor File**
- 3) **Open Item File**
- 4) **Transaction File**
- 5) **Recurring Expense File**
- 6) **General Ledger Integration File**
- 7) **Overhead Batch File**
- 8) **Detail Batch File**
- 9) **Bank Account File**

File Name	Description
Master Configuration File (filetype: AP00) (filename: coAP0.dbf, where “co” is the company number)	This file contains certain configuration information, such as your vendor “label,” terms and retainage, systems to integrate with, etc.
Vendor File (filetype: AP01) (filenames: coAP1dy.dbf and coAP1dy.mdx, where “dy” is the year)	This file contains all overhead information pertinent to each vendor, such as name, address, payment factors (collection agencies), etc. In addition, a twelve month purchases summary is also stored by vendor.
Open Item File (filetype: AP02) (filenames: coAP2.dbf and coAP2.mdx)	This file contains the current open items and any unpurged paid items for all of your vendors.
Transaction File (filetype: AP03) (filenames: coAP3dy.dbf and coAP3dy.mdx)	This file contains your complete Voucher and Check Register information for the entire year. If you wish to maintain transaction detail on a daily, weekly, or monthly basis, this file may be cleared out periodically at your discretion. The information stored in this file varies between transaction types; however, all information entered for each transaction will be stored in this file.
Overhead Batch File (filetype: AP06) (filenames: coAP6.dbf and coAP6.mdx)	This file contains the header information on all batches. This includes the batch number and the batch description.

File Name	Description
Detail Batch File (filetype: AP07) (filenames: coAP7.dbf and coAP7.mdx)	This file contains the detail lines of all batches. This includes Vendor Number, Name, bank account number, terms, project number, discount percent, transaction description, general ledger account, general ledger account description and amount.
Recurring Expense File (filetype: AP10) (filenames: coAPA.dbf and coAPA.mdx)	This file contains all pertinent information for each of your recurring expenses.
General Ledger Integration File (filename: AP2GL.co)	If you are processing interactive with General Ledger, all transactions that require General Ledger updates will post to this file. Once the update is performed in General Ledger, this file will be cleared and made ready for new transactions.
Bank Account File (filetype: CR01) (filenames: coCR1.dbf and coCR1.mdx, where "co" is the company number).	This file contains certain bank account information such as the description, general ledger accounts, bank account and routing numbers, check form, date of last statement, and last statement balance, etc.

PREPRINTED FORMS

There are various forms available for the Accounts Payable module. As in our other modules, several types of forms may be used with this program. For convenience, custom forms modifications may be made to accommodate any specific needs of a particular business. The forms that are shipped standard with this module and the preprinted forms that are supported by the accounting system are described in the **Accounts Payable** sections of the *Infinity POWER Supported Forms Reference Manual*. This can be found in the User Manuals section of the Data Pro web site and on the CD-ROM.

Preprinted forms will be illustrated in the **DPAForms** catalog in the Product Kit or on the CD-ROM. If you find that customization of your forms is necessary, **DPAForms** can adjust any preprinted form to meet your specific form printing need. Most of the forms illustrated in the **DPAForms** catalogue are also available in "**Laser Form**" format.

This means these versions of the forms are pre-cut to specifically meet the needs of the various HP LaserJet and compatible printers. **Infinity POWER** programs have already included the necessary forms files with your software for you to utilize this advanced feature. All forms that have an "**L**" in their form name have been modified to accommodate form printing on LaserJet printers.

To utilize any of the forms listed below, first go to the **Accounts Payable> Set Up and Maintenance>Set Up Bank Accounts** option. <Click> the **Change** icon and input the name of the AP and PR forms you want to use, in the **Check Form** fields. This instructs the system which form to use. You may change forms styles as often as you would like and at any time.

VENDOR MAILING LABELS

The size label used for the printing of vendor mailing labels is: **3 1/2" X 1"**. The Vendor Mailing Label option allows you to choose how you want your labels to print. The system allows you to customize the printing of your labels based on the label size you are using.

The system will prompt you for the following information.

Horizontal Tab	This field defines the number of characters to the left of the normal margin line to start printing the label information. Vertical Number of Lines per This field requires the number of lines per label. If your labels are one inch in length, this would calculate to be six (6) lines. For every inch in length consider six lines. For a three inch length label, it would be eighteen (18) lines.
Number of Labels Across	This field tells the system how many labels you will have across the page.
Width of Each Label	This field defines the number of characters wide each label will be.

MASKED FIELDS

The following field may be “**Masked**” when generating reports from the system:

Vendor Number

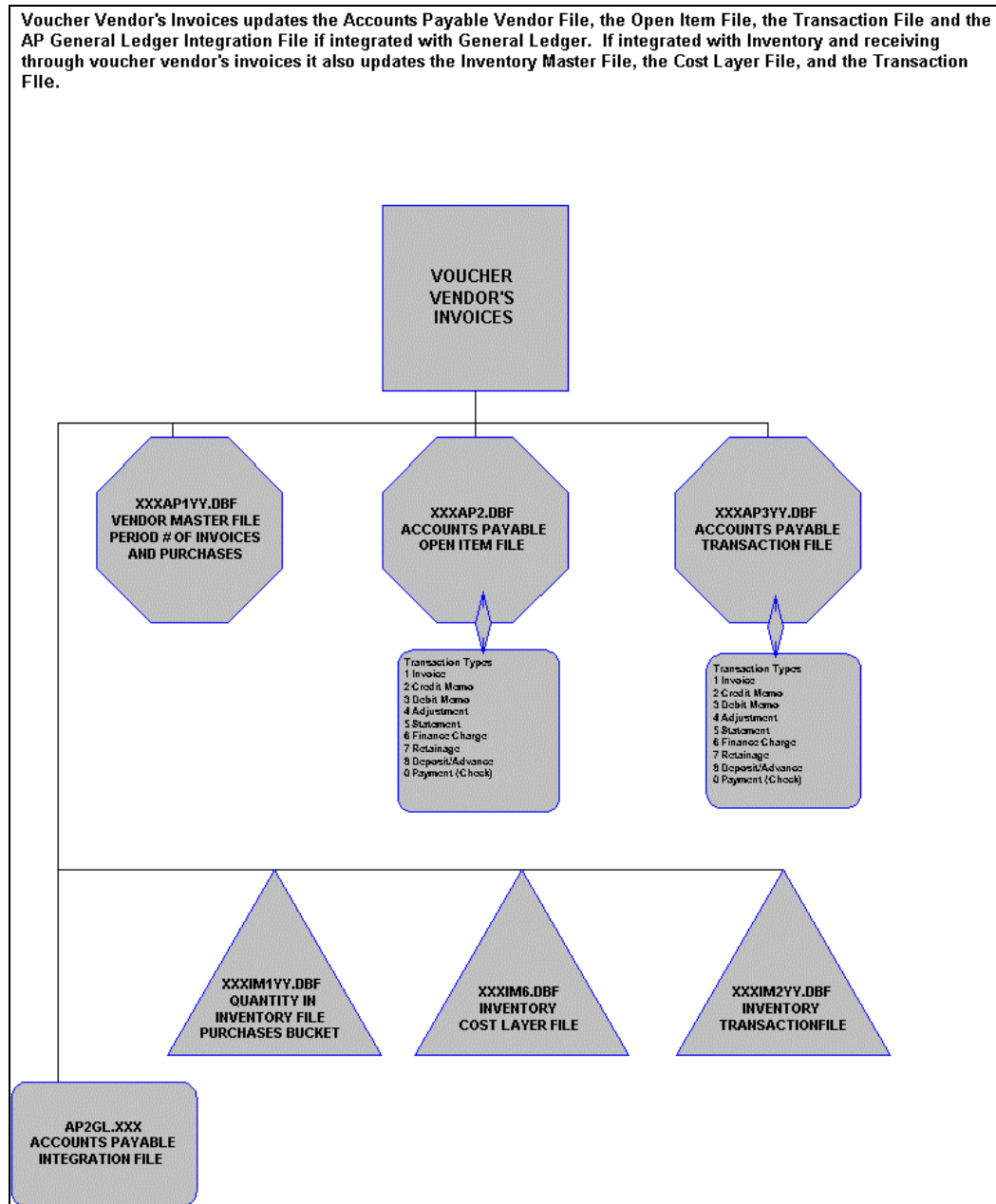
BAR CODE READER

This section discusses the usage of Bar Code Readers with the Accounts Payable module. The Manufacturing Inventory Management module provides you with the ability to print Bar Code Price Labels that can be recognized by the system with an approved bar code reader.

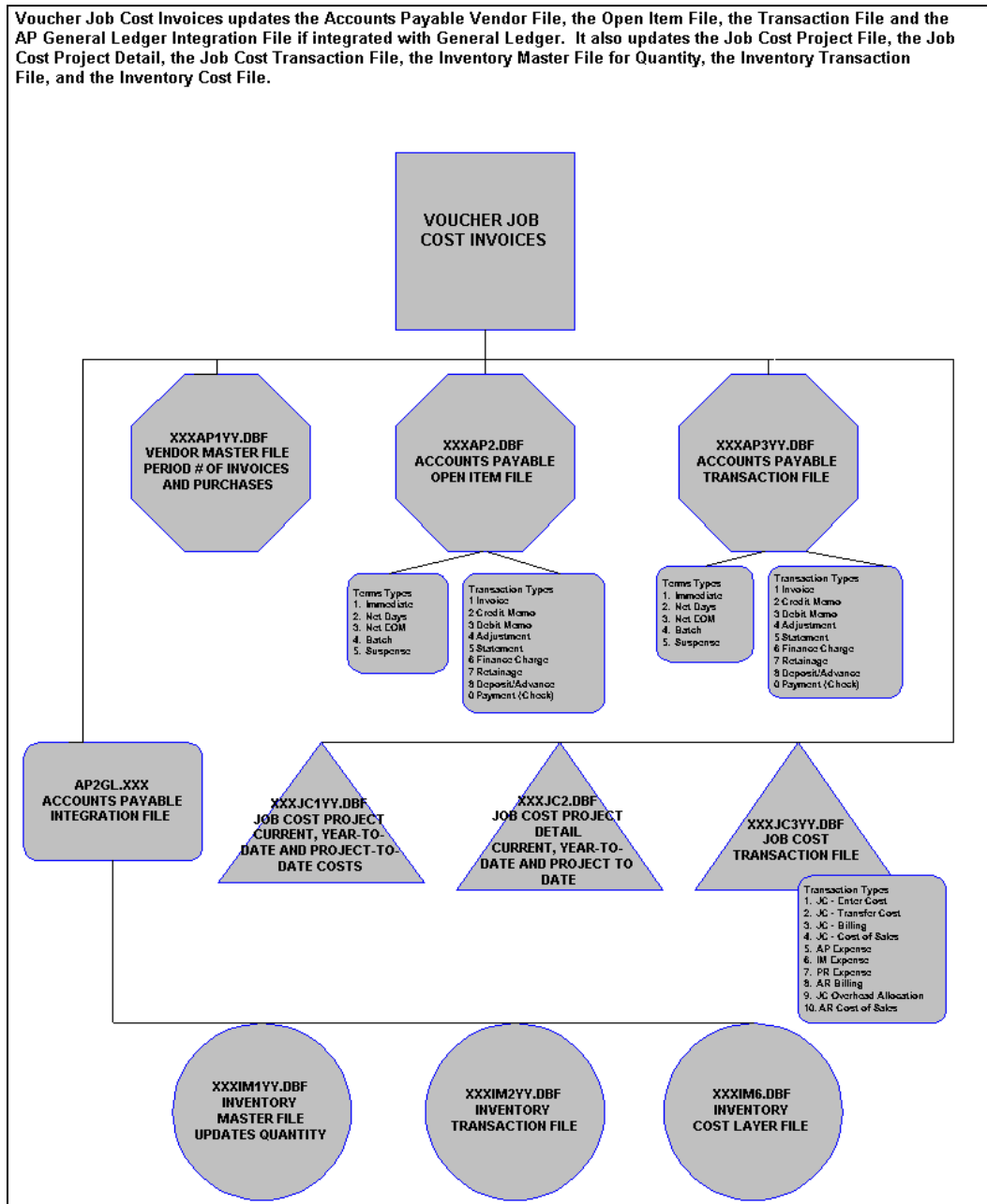
TRANSACTION PROCESSING FLOWCHARTS

This section covers the processing flow for the different types of transaction processing in the Accounts Payable system.

Voucher Vendor Invoices Flowchart

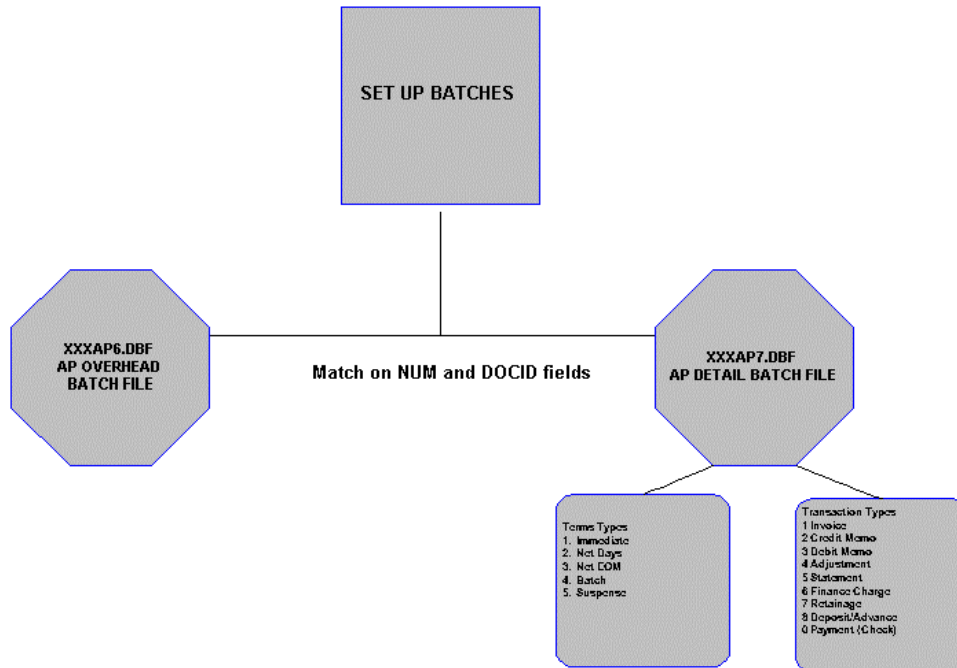


Voucher Vendor Job Cost Invoices Flowchart

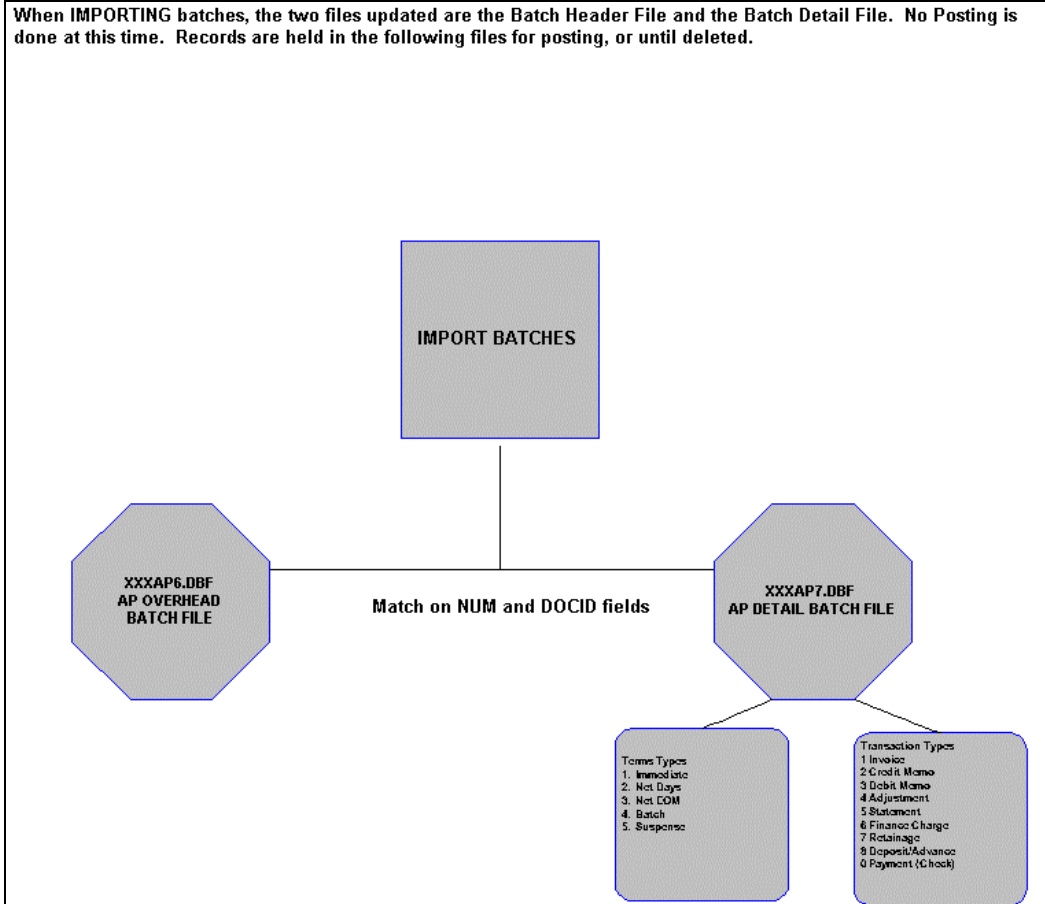


Set Up A/P Batches Flowchart

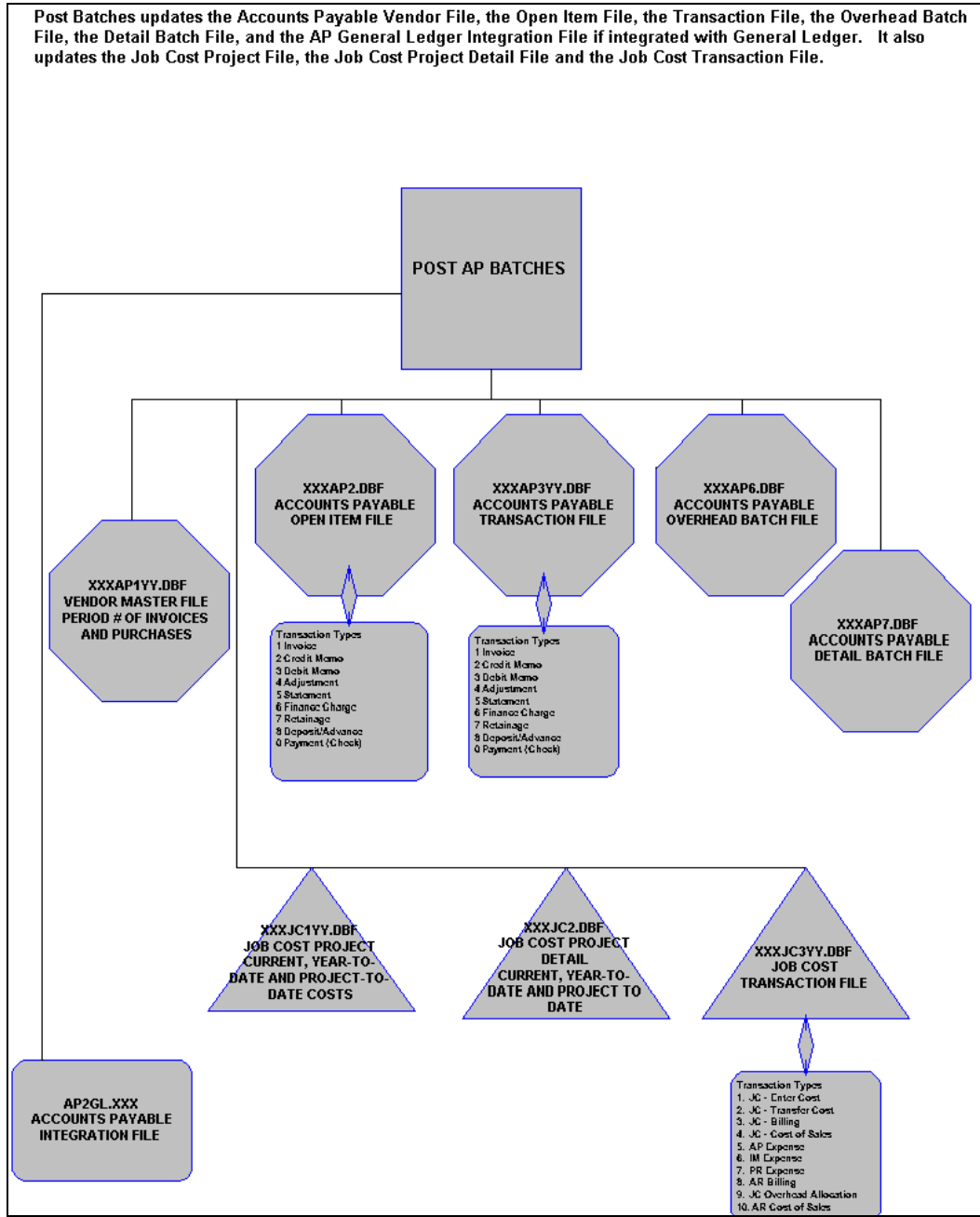
When setting up batches, the two files updated are the Batch Header File and the Batch Detail File. No Posting is done at this time. Records are held in the following files for posting, or until deleted.



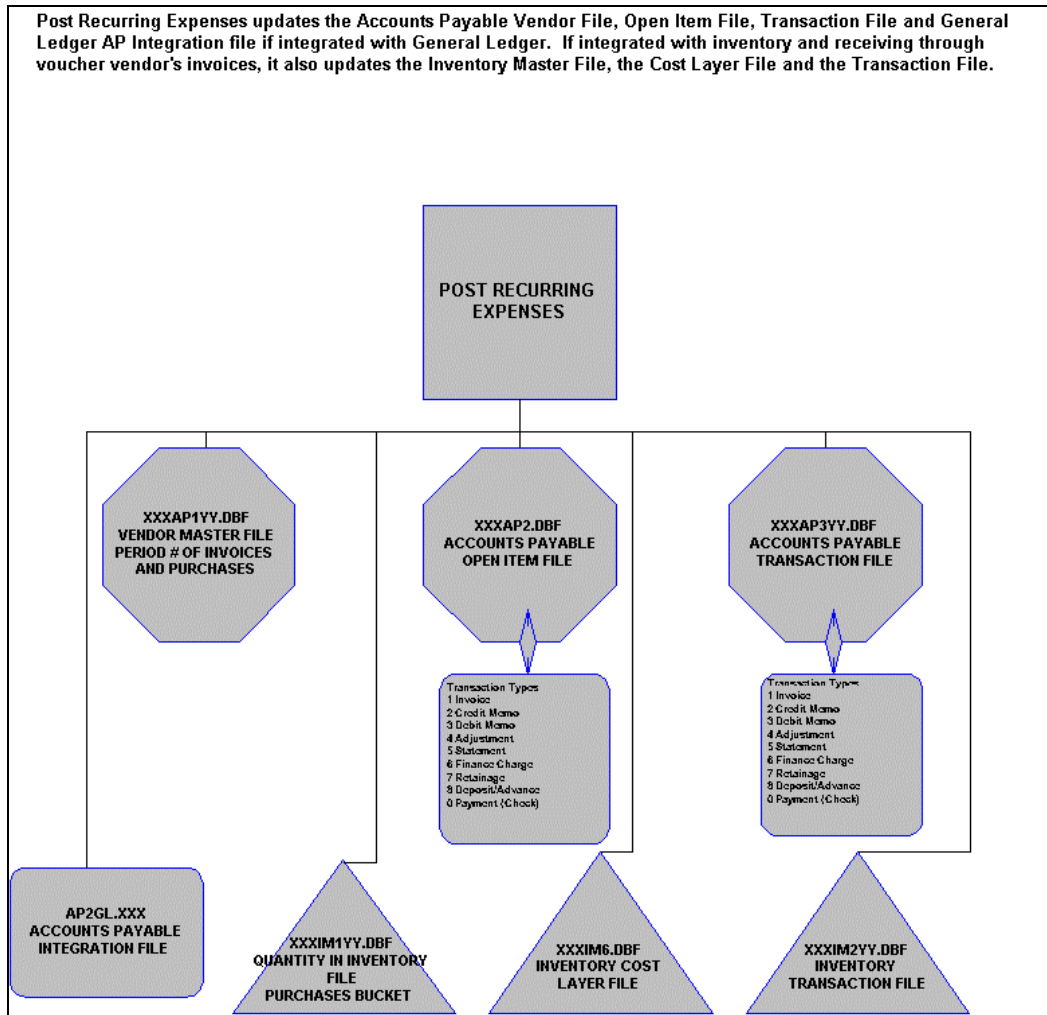
Import A/P Batches Flowchart



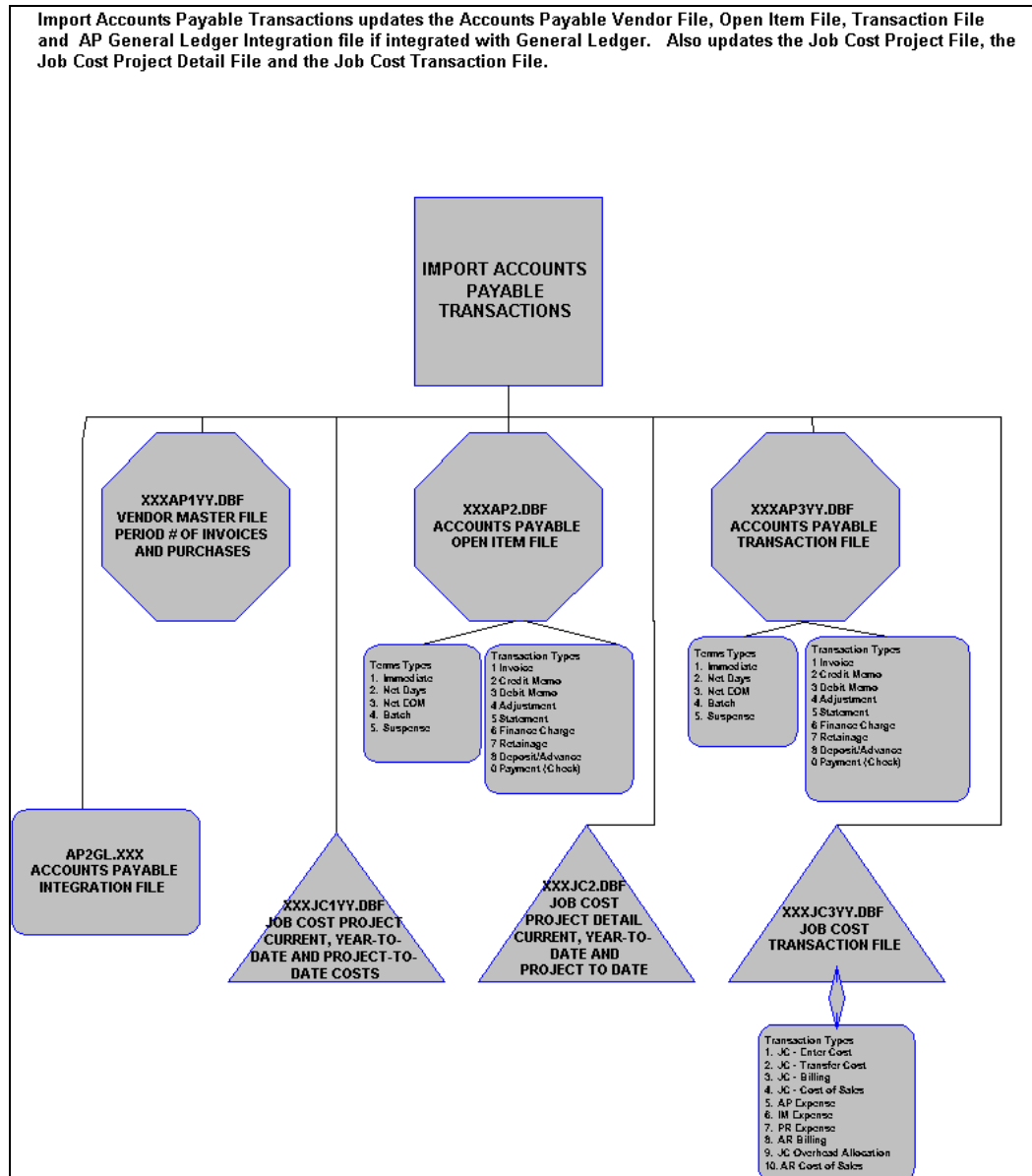
Post A/P Batch Flowchart



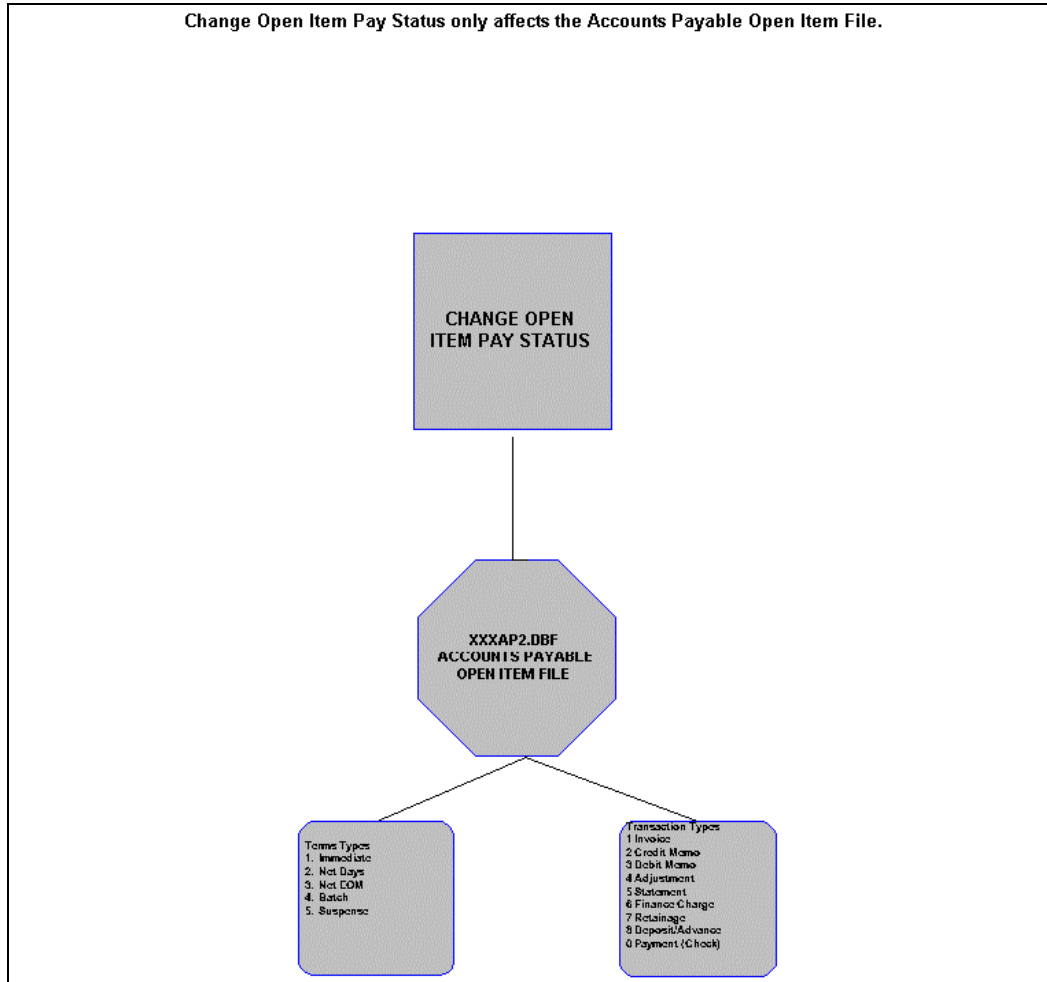
Post Recurring Entries Flowchart



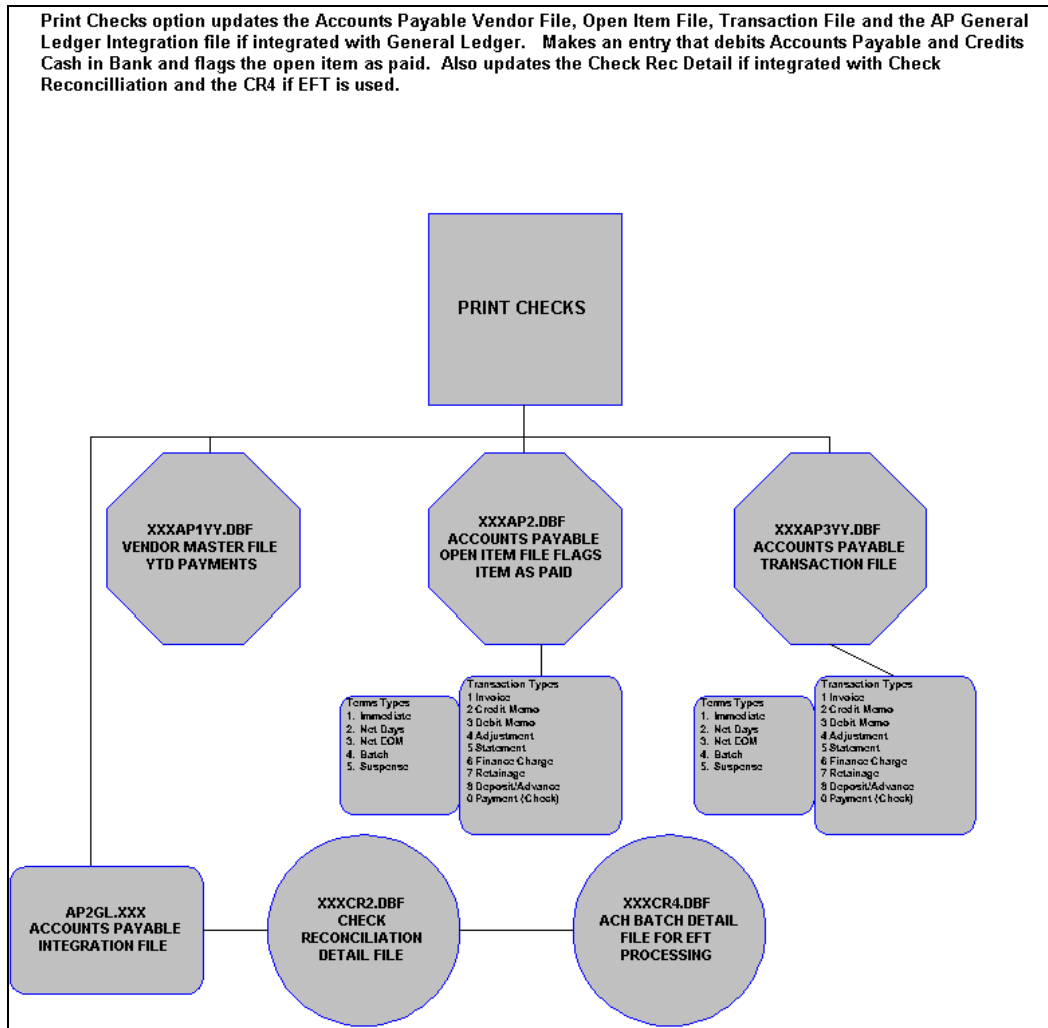
Import A/P Transactions Flowchart



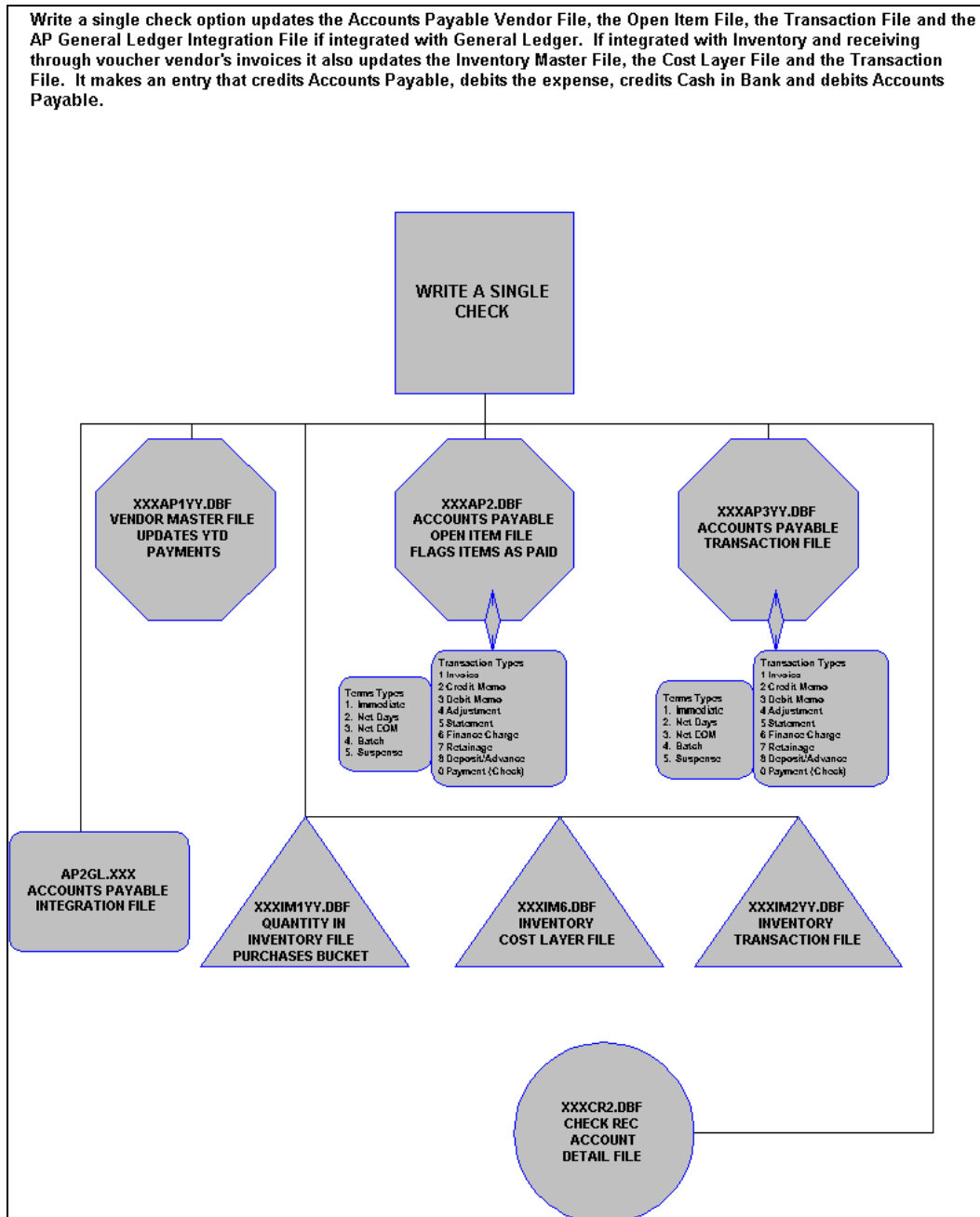
Change Open Pay Status Flowchart



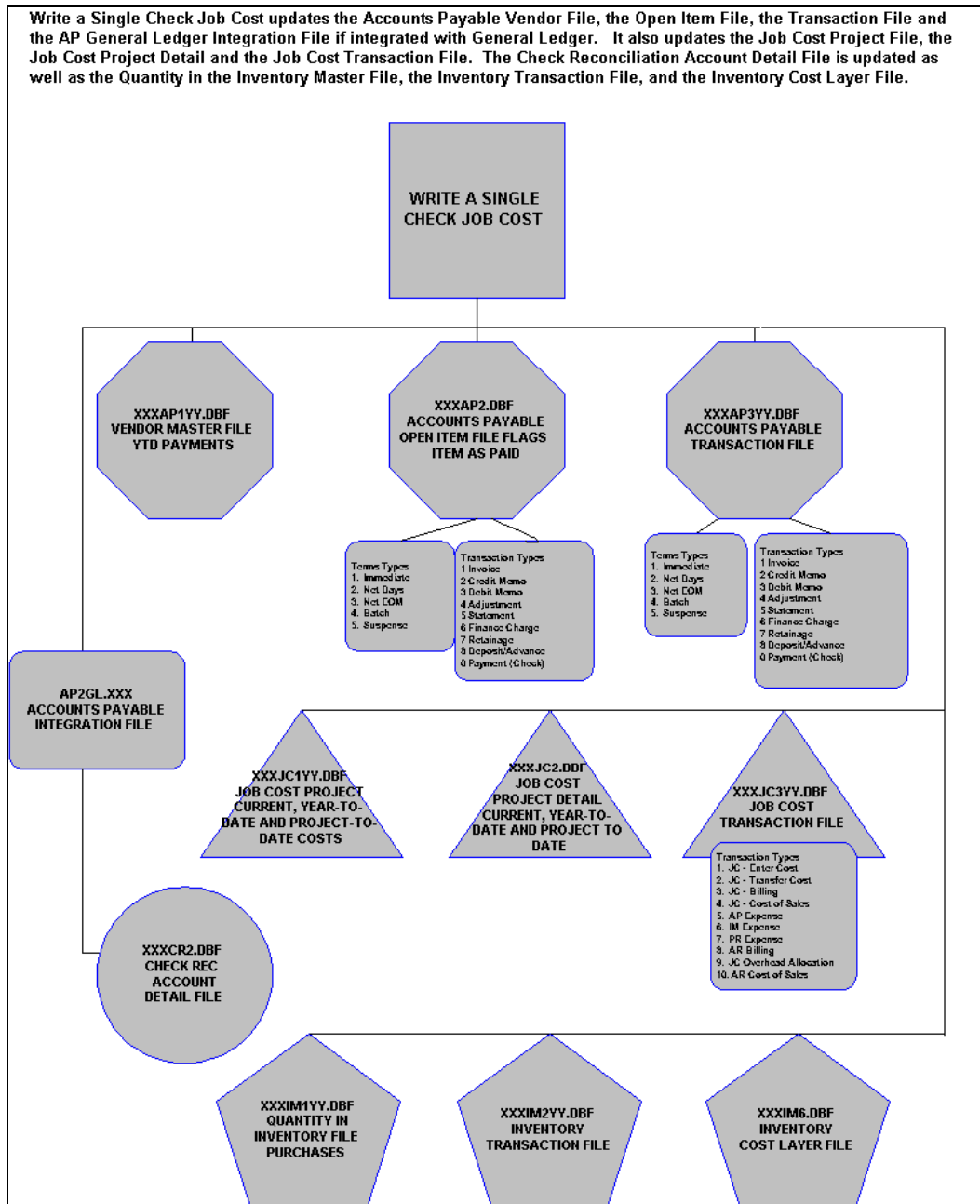
A/P Check Run Flowchart



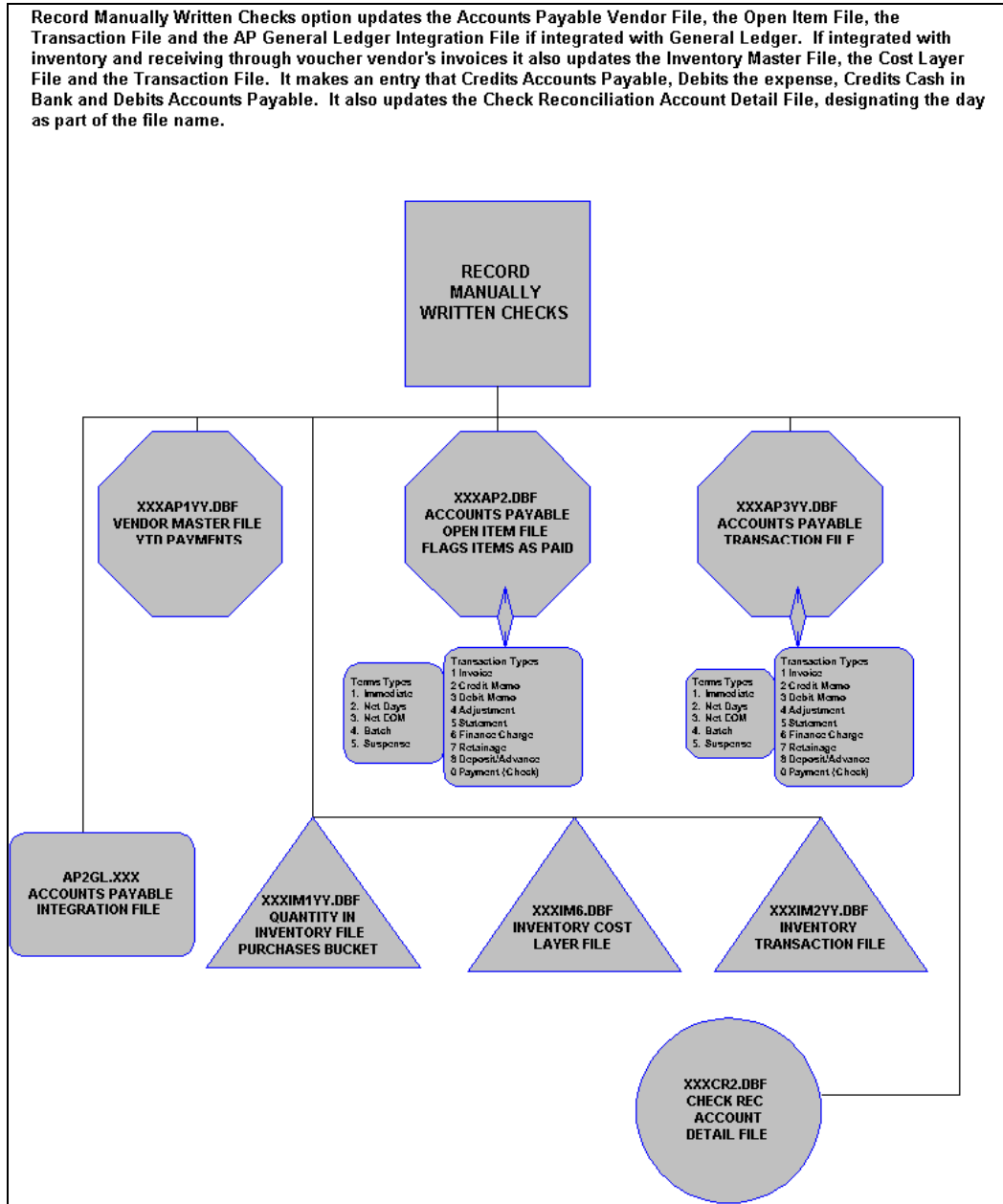
A/P Single Check Flowchart



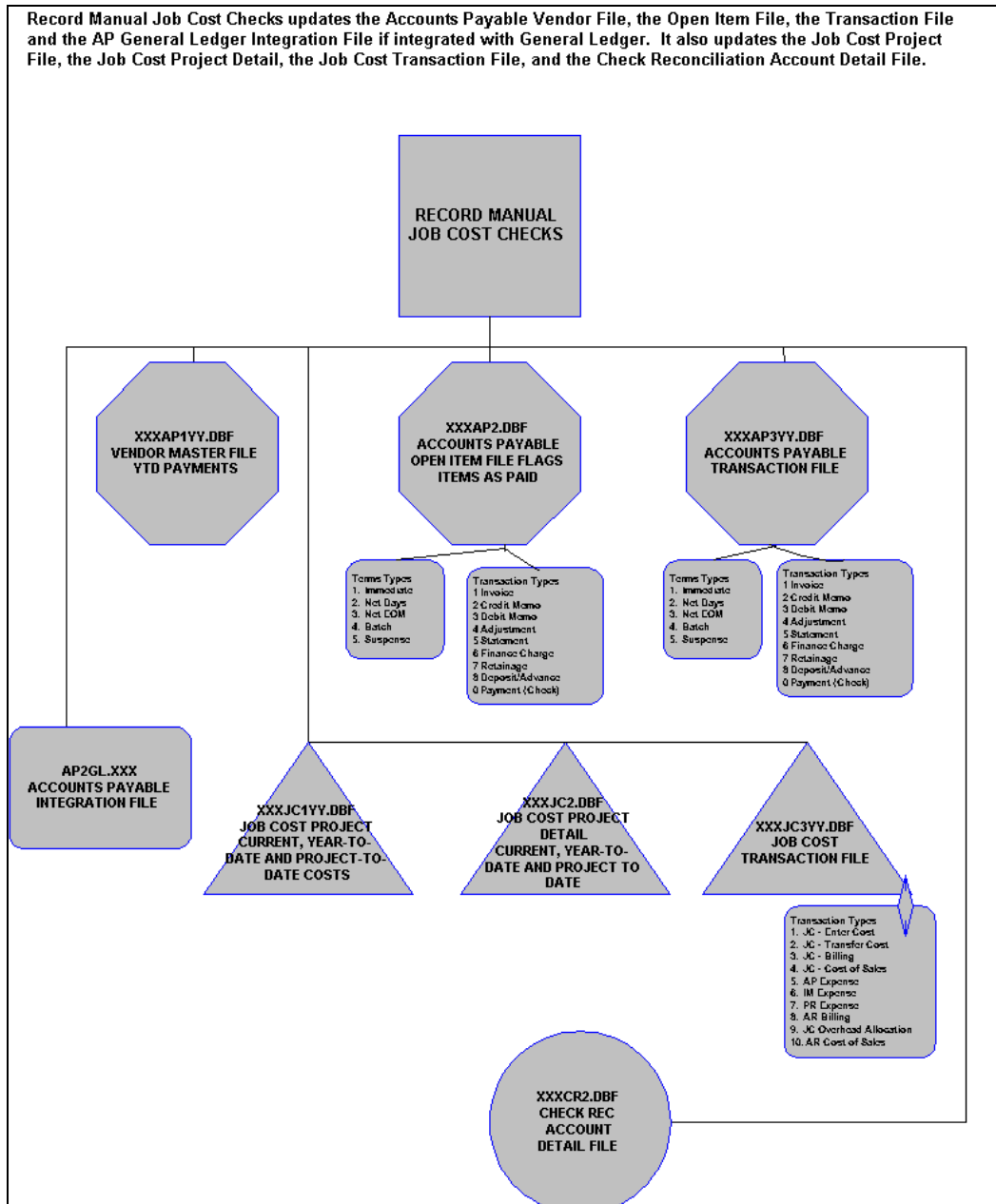
A/P Single Job Cost Check Flowchart



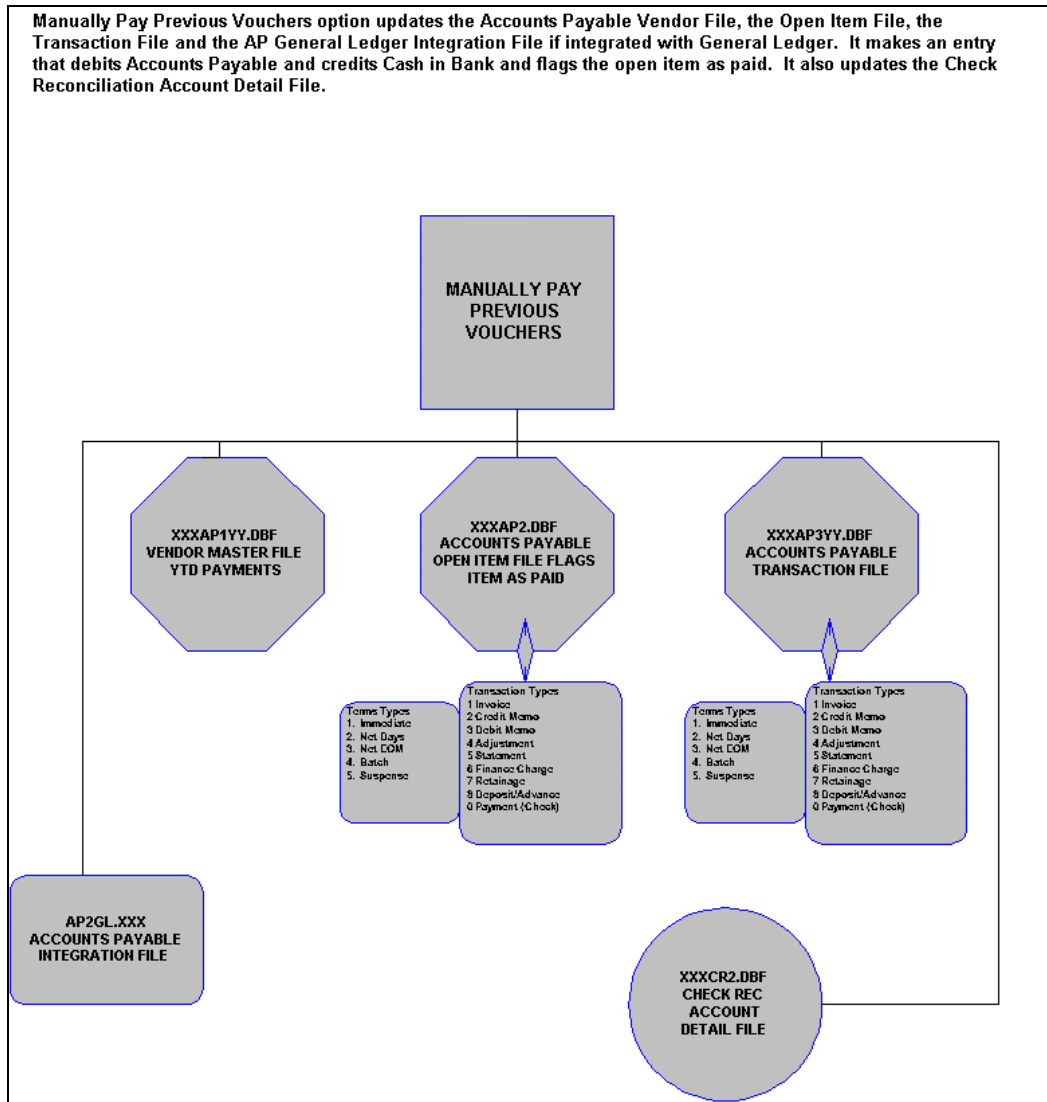
A/P Manual Check Flowchart



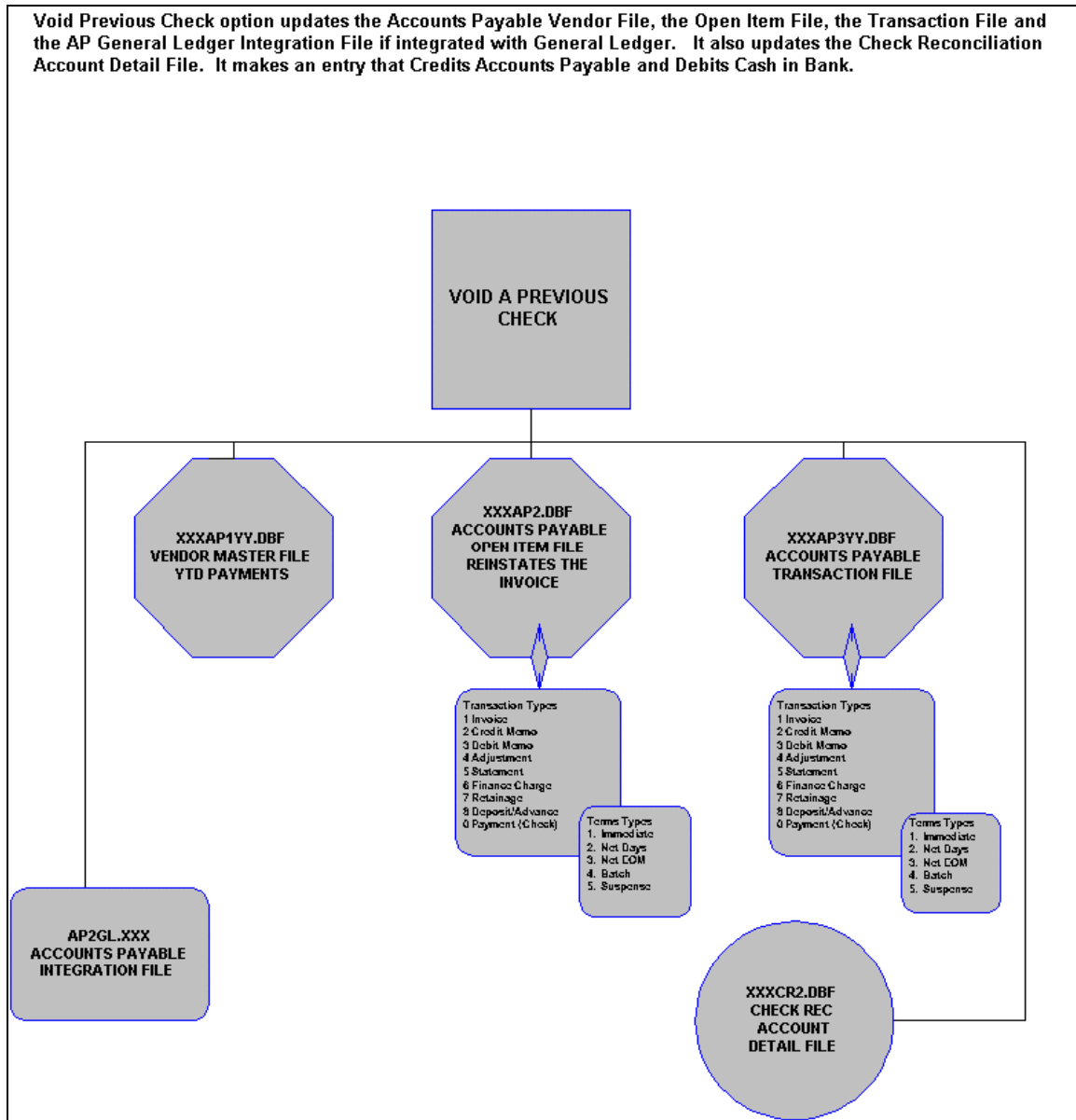
A/P Manual Job Cost Check Flowchart



A/P Manual Pay Previously Vouchers Flowchart

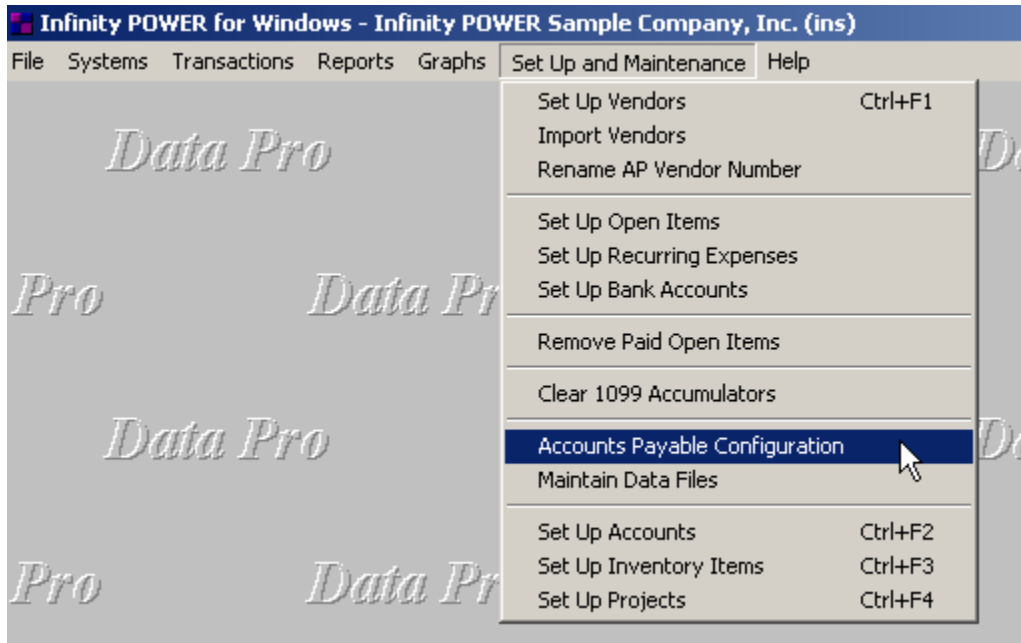


Void A Previous Check Flowchart



CHAPTER 2 SET UP AND MAINTENANCE

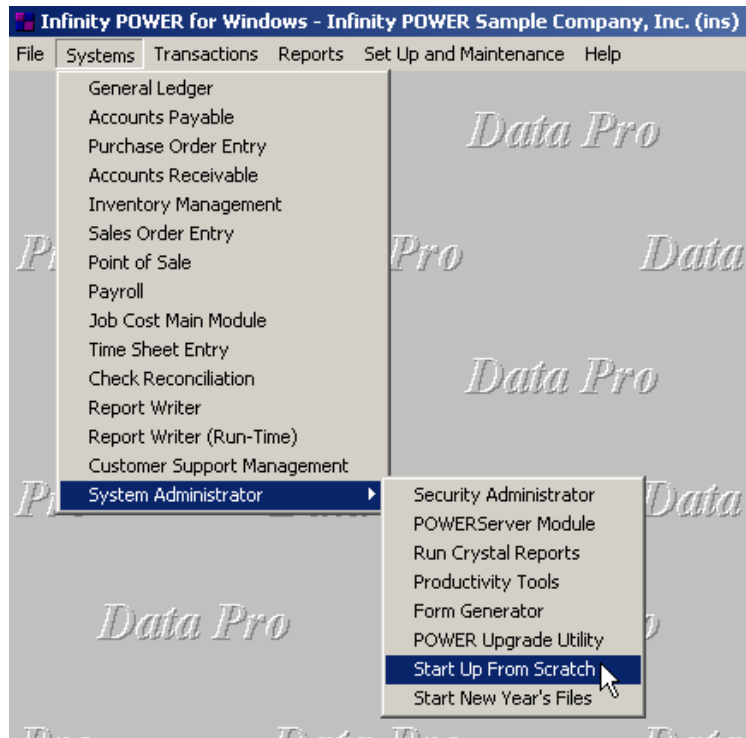
This chapter will provide you with a step-by-step procedure for the initial set up and maintenance of your Accounts Payable files. When you select this menu option, a complete list of choices will be displayed as shown on the following screen:



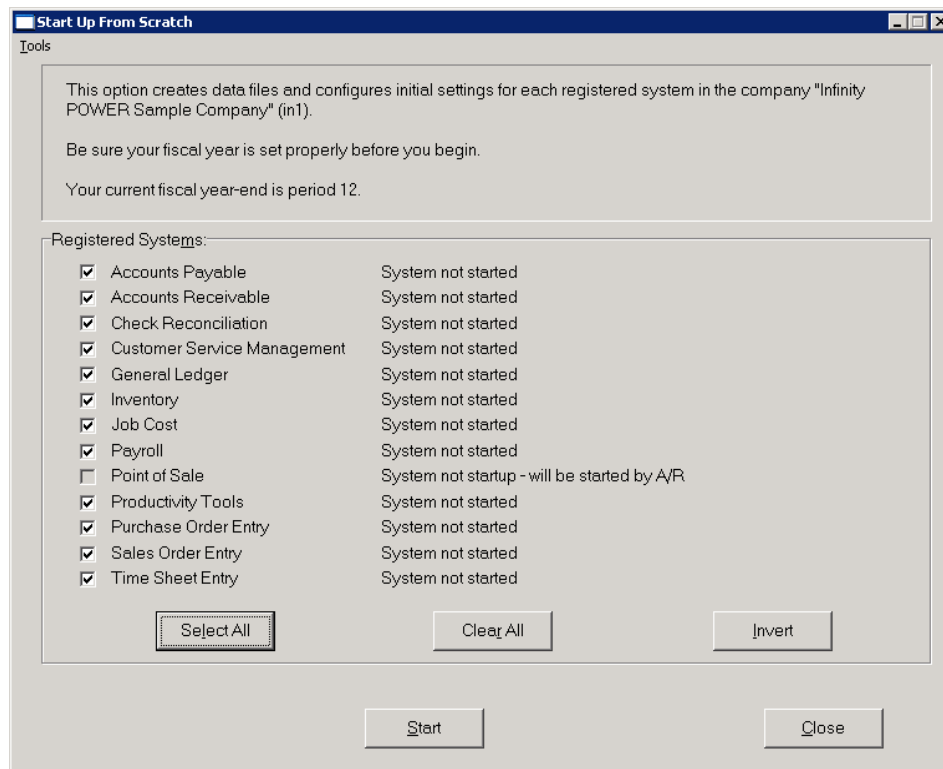
GENERAL OVERVIEW

Once you have installed your module(s) and reviewed the System Overview, (*Chapter 1*), you are ready to set up your master Accounts Payable files from scratch. Select the “*Systems*” option from the Menu Bar. Then, select the “*System Administrator*” option. Then, select the “*Start up from Scratch*” menu option as shown on the following screen.

“*Start Up From Scratch*” is utilized to set up your initial Accounts Payable and any other integrated accounting module data files for a particular company. This procedure is performed only once. Thereafter, your data files may be packed or re-indexed through the Accounts Payable option “*Maintain Data Files.*”



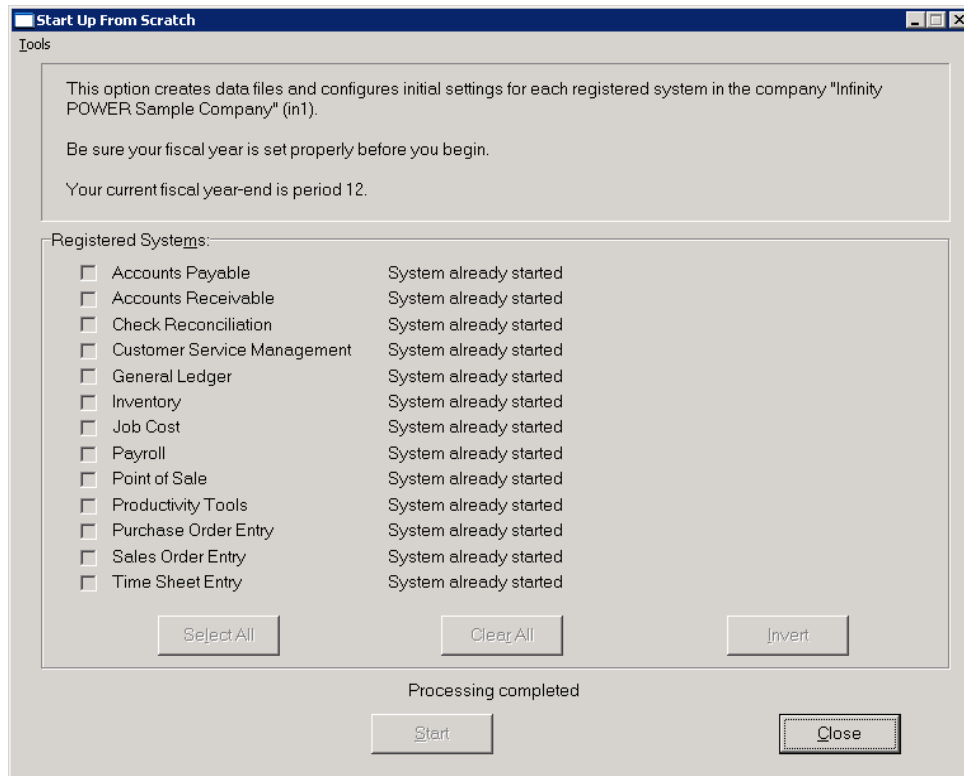
Once this option is selected, the following screen will appear showing a listing of all accounting modules that have been installed on your computer system.



This is an automated utility designed to simplify the process of creating all of the data files for each accounting module throughout the system. Users may choose to **“Select All”** accounting modules by <clicking> on this button which will check all modules and make them ready for processing. Otherwise, you may <click> on the **“Clear All”** button to undo your selections. The **“Invert”** button will reverse the order of all current selections.

Additionally, you may use your mouse to manually <click> on each module to <click> it on or off to be included in the startup process. Remember, modules such as Purchase Order require Accounts Payable to function. Sales Order Entry requires Accounts Receivable and Time Sheet Entry requires the Payroll data files. Point of Sale and Accounts Receivable share common files which is why it is so noted on the screen.

This step must be done for each company for which you intend to process data. To begin, <click> on the **“Start”** button. The following screen illustrates how the screen will change when the process is completed.



<Click> on the **“Close”** button when done and then return to **“Systems”** and select the **“Accounts Payable”** module to continue with the configuration functions to be described from here.

Once you select this option, <click> on the **“Start”** button and the following data files will be created:

File Name	Description
Master Configuration File (filename: coAP0.dbf)	This file contains your Master Configuration, default account numbers, and integration with other modules.
Vendor File (filename: coAP1dy.dbf)	This file contains the information specific to each vendor account except for the open items.
Open Items File (filename: coAP2.dbf)	This file contains the open items for each of your vendor accounts.









File Name	Description
Transaction File (filename: coAP3dy.dbf)	This file will contain all transactions entered through the “Enter Transactions” menu option for the current fiscal year.
Overhead Batch File (filename: coAP6.dbf)	This file contains the header information on all batches. This includes the batch number and the batch description.
Detail Batch File (filename: coAP7.dbf)	This file contains the detail lines of all batches. This includes Vendor Number, Name, Bank Account number, terms, project number, discount percent, transaction description, general ledger account, general ledger account description and amount.
Recurring Expense File (filename: coAPA.dbf)	This file contains the information necessary for the system to post recurring expenses for your vendor accounts.
Bank Account File (filename: coCR1.dbf)	This file contains certain bank account information such as the description, account and routing numbers for EFT (Electronic Funds Transfer) , general ledger journal, starting balance, date of last statement, last statement balance, check form type and starting check number, etc.




When you are done, <click> on the “Close” button to return to the Menu.

NAVIGATION TOOLS

Within this module there are numerous references to navigation. The following navigation buttons are defined for reference when used through this chapter.



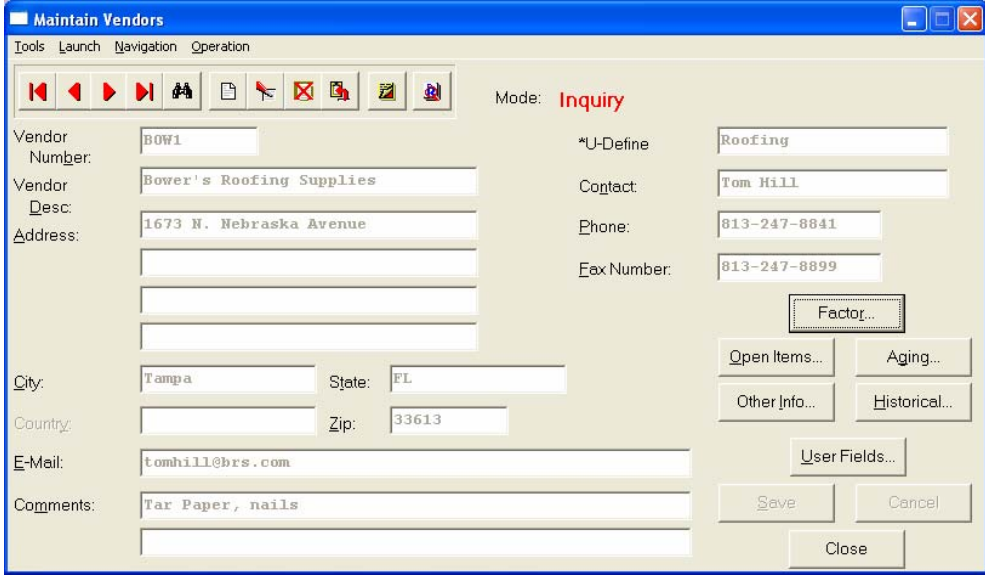
Navigation Button	Function
	Selects the first record.
	Selects the previous record.
	Selects the next record.
	Selects the last record.
	Scroll view. Selects a specific record from a list.
	Creates a record.
	Modifies the current record.
	Deletes the current record.

Navigation Button	Function
	Creates a record based on the current record.
	Maintains notes for this record.
	Displays record timestamp information.

SET UP VENDORS

This section discusses the ways to set up, change, delete, and copy vendors. This includes the option to **“import”** vendor information from other systems. The source is irrelevant as long as the information is in an ASCII file.

Select the **“Set up and Maintenance”** option from the Menu Bar. Then, select the **“Set Up Vendors”** option. A screen will appear with several processing options.



The screenshot shows the 'Maintain Vendors' window with the following fields and values:

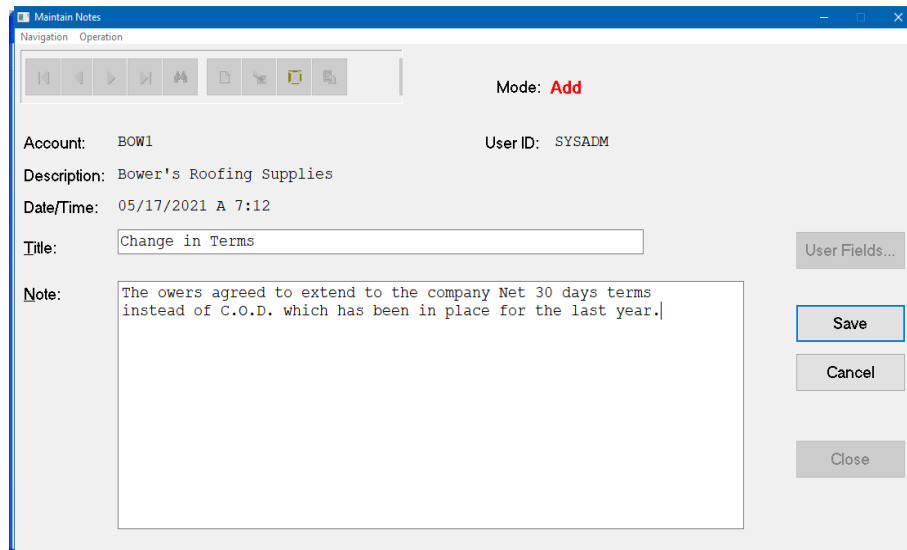
- Vendor Number: BOW1
- Vendor Desc: Bower's Roofing Supplies
- Address: 1673 N. Nebraska Avenue
- City: Tampa, State: FL
- Country: , Zip: 33613
- E-Mail: tomhill@brs.com
- Comments: Tar Paper, nails
- *U-Define: Roofing
- Contact: Tom Hill
- Phone: 813-247-8841
- Fax Number: 813-247-8899

Buttons visible include: Factor..., Open Items..., Aging..., Other Info..., Historical..., User Fields..., Save, Cancel, and Close. The Mode is set to Inquiry.

From this screen, you may choose to **“navigate”** either through the Menu Bar or by <clicking> on the first set of buttons. You will have the choice of going to the first record in the file, the next record, the previous record, the last record or a specific record in the file (*which can be based on a search routine*). You are automatically in **“Inquiry”** mode when you select this option.

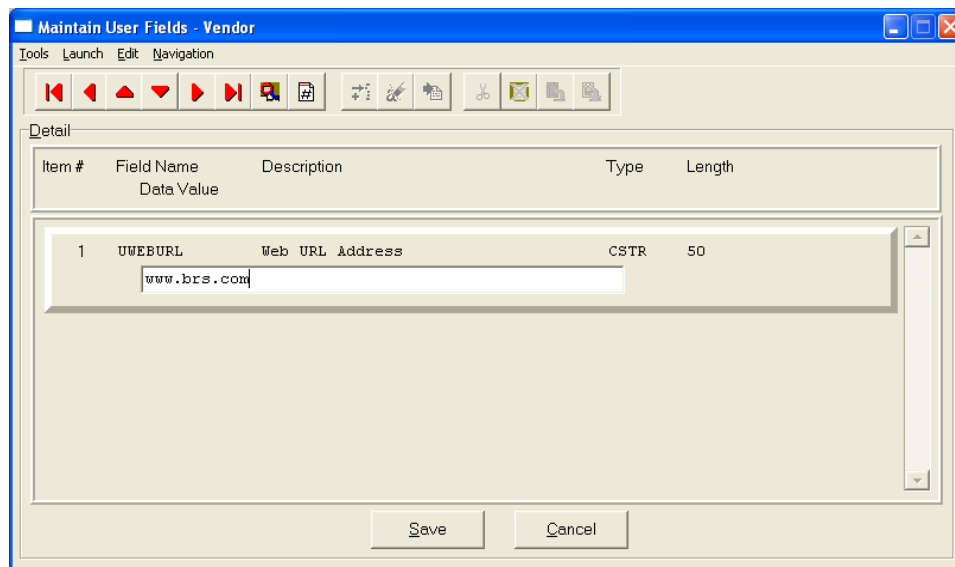
You may add **“notes”** to any Vendor Account that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** A screen will appear with the current date and time. You will be prompted for a description of fifty (50) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters, each which may be used for your free-form notes.



Once notes are added to the file, they can be reviewed at any time by accessing the vendor through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this vendor.

If you have set up **User-Definable Fields** in the **Windows Character-based** products, you will be able to view and change data information in these fields. By <clicking> on the **“User Fields”** button, you will access an additional screen of data fields.



If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (AP0400)

The **“Inquiry”** mode allows you to view summary information about your vendors. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

Once the vendor has appeared on the screen, you may review the account information. The factor information can be accessed by <clicking> on the **“Factor”** button. You may view up to **5000** current open items by <clicking> on the **“Open Items”** button. Aging Information can be seen by <clicking> on the **“Aging”** button and Additional Information Vendor Information can be seen by <clicking> the **“Other Info”** button. Historical information, including monthly purchase amounts, year-to-date payments and average days to pay is accessible through <clicking> on the **“Historical”** button.

When accessing the **“Open Items”** or the **“Historical”** features, the screen will have the option to view the first detail record, page up the detail list, page down the detail list, view the last record in the detail list, view a specific detail record based on text or view a specific detail record based on a line number. When you select to view by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on **“OK.”**

Add Mode (AP0401)

This option allows you to set up new vendors. You may input all vendor specific information except for open items. This option allows you to add new vendors to your Accounts Payable Vendor file. Several screens will be used, taking you step-by-step through the sequential process of properly and thoroughly identifying your vendors. This process will repeat itself for each new vendor.

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”**

The screenshot shows the 'Maintain Vendors' application window. The title bar reads 'Maintain Vendors' and includes standard window controls. Below the title bar are tabs for 'Tools', 'Launch', 'Navigation', and 'Operation'. A toolbar with various icons is visible. The main area is divided into two columns. The left column contains input fields for 'Vendor Number', 'Vendor Desc', 'Address' (with three lines), 'City', 'State', 'Country', 'Zip', 'E-Mail', and 'Comments'. The right column contains input fields for '*U-Define', 'Contact', 'Phone', and 'Fax Number'. Below these fields are several buttons: 'Factor..', 'Open Items...', 'Aging...', 'Other Info...', 'Historical...', 'User Fields...', 'Save', 'Cancel', and 'Close'. The 'Mode' is indicated as 'Add' in red text.

The following is an explanation of each of the data items set up on a vendor account:

Vendor Number	This number is a ten (10) character field (<i>alpha/numeric</i>) that may be assigned entirely at your discretion.
Vendor Description	This is the thirty (30) character (<i>alpha/numeric</i>) field for the name of the vendor. This name will be displayed on all screens, reports, checks, and 1099s.
Address	<p>This is the full mailing address of the vendor. It includes four lines of thirty (30) characters for the address, fifteen (15) characters for the city, two (2) characters for the state abbreviation, and ten (10) characters for the zip code.</p> <p>If you have elected to use “<i>International Addresses</i>” (a set up feature in <i>Global Functions and the Company File</i>) the system will include “<i>Country</i>,” as a data field in the address information for this company. The address information will consist of four lines of thirty (30) characters for the address, fifteen (15) characters for the city, fifteen (15) characters for the state, fifteen (15) characters for the country and (10) ten characters for the zip code.</p> <p>For example:</p> <p>Vendor Name: ABC Company, Inc. Address: 123 Main Street Suite 1030 City: Vancouver State: Brit. Columbia Cntry: Canada Zip: V6E 4A2</p>
E-mail	This is a fifty (50) character (<i>alpha/numeric</i>) field for the E-Mail address name for the company or contact for this vendor. This can be an Internet Address or a World Wide Web address. This field is for reference purposes only. For example, dpsupport@dpro.com can be used in your vendor set up for Data Pro Accounting Software's Technical Support Department.
Comments	<p>These are two lines of fifty (50) characters each (<i>alpha/numeric</i>) for any comments or notes you would like to record for this vendor. These comments can be used to “flag” the user, drawing attention to pertinent information before recording transactions in the system. This feature can be set by answering (Y)es to the Display Vendor Comments field in the <i>Accounts Payable Master Configuration</i>.</p> <p>Any Comments will then display on the screen when performing “Voucher Vendors Invoices,” “Write A Single Check,” or “Record Manually Written Checks.” See the “<i>Change Master Configuration</i>” option for more details on setting up this feature.</p>
Special (U-Define)	<p>This is a twenty (20) character (<i>alpha/numeric</i>) field to be used for any additional information you would like to enter for this vendor. The heading “<i>Special</i>” may be replaced by the heading you have entered in the Master Configuration.</p> <p>The “*” placed at the beginning of this label identifies to the program that this field will be used as a special “search/sort” field. This means that you may use this field to find specific vendor records by this field as well as through the normal Vendor Number and Vendor Name fields.</p>

Contact	This is a twenty (20) character field for the name of the person to contact at the vendor's office.
Phone	This is a fourteen (14) character field for the vendor's phone number. This field is large enough to contain the full phone number including the area code and hyphens.
Fax #	This is a fourteen (14) character field for the vendor's fax number. This field is large enough to contain the full fax number including the area code and hyphens.
Set Up or Change a Factor	The “Factor” button will allow you to access another screen, which allows you to enter or change the factor information. A “factor” is a payment or collection agency employed by your vendor. Remittance of all payments would normally go to this “factor,” instead of the vendor. In other words, if you pay a bill that goes somewhere other than the mailing address of this vendor, you should set up the address where the check gets mailed to as the “factor.” This is common where you may issue purchase orders to a company's address in one location and pay the bills to another address of that company. The following describes each of the data items. If this information is set up and the Factor Name has a value, then EFT operations for this vendor will not function.
Factor Name	This is a thirty (30) character field for the name of the factor. The checks will be written “Payable To” this name if it is entered.
Factor Address	This is the address of the factor, if the factor is being used. The checks will be written with this as the mailing address. If you have elected to use “International Addresses” (a set up feature in Global Functions) the system will include “Country,” as a data field in the address information for this company. The address information will consist of four lines of thirty (30) characters for the address, fifteen (15) characters for the city, fifteen (15) characters for the state, fifteen (15) characters for the country and (10) ten characters for the zip code.
Set Up Other Information	This area will allow you to set up additional information for this vendor which may include print status of 1099s, Tax Identification number, default General Ledger expense account number, checking account number, Insurance Carrier, Policy Number and expiration date, Vendor Bank Account and routing number, terms and discount information.
Print 1099	This checkbox indicates whether or not you would like a 1099 form to be printed for this vendor. When <clicked> “on” a 1099 will print for this vendor.
Tax ID Number	This is the vendor's tax identification number that will be printed on the 1099 form.
G/L Account	This is the General Ledger expense or asset account number that would normally be used to classify purchases from this vendor. The system will use this account unless changed at the time of vouchering invoices. This is the General Ledger account that is debited (increased) to reflect the activity when vouchering a vendor's invoice.
Bank Account	This is the default checking account number that will be used when writing checks for this vendor. When adding a new vendor and nothing is entered in this field, the default bank account set up in the Master Configuration will be used.

Pay by EFT	If the Integration to Check Reconciliation is turned on, this determines if this vendor will utilize (EFT) Electronic Funds Transfer for payments instead of printing a check. If you <click> on this box the system will update the Check Reconciliation with an EFT Batch Entry instead of printing a check. This is only utilized with the option " Make a Check Run. "
Account Type	This is the " Vendor's Bank Account " type field. <Click> on either if it is a Checking account or " S " for a Savings account.
Vendor's Bank Account	This is a seventeen (17) character field for the vendor's bank account number. This field along with the " Vendor's Bank Routing " field is used in conjunction with (EDI) Electronic Data Interchange procedures.
Vendor's Bank Routing	This is a nine (9) character field for the vendor's bank routing number. This field along with the " Vendor's Bank Account " field is used in conjunction with (EDI) Electronic Data Interchange procedures.
Liability Insurance Carrier	This is a thirty (30) character field for the vendor's Liability Insurance carrier. This field along with the " Policy # " and " Exp Date " fields are used to display an expiration warning when the certificate of insurance has passed the expiration date. A warning will be displayed if the insurance policy has expired when performing transactions for that vendor.
Policy #	This is a twenty (20) character field for the vendor's insurance policy number. This field, along with the " Insurance Carrier " and " Exp Date " fields, is used to display an expiration warning when the certificate of insurance has passed the expiration date. A warning will be displayed if the insurance policy has expired when performing transactions for that vendor.
Exp Date	This is a date field for the vendor's insurance policy expiration date. This field, along with the " Insurance Carrier " and " Policy # " fields, is used to display an expiration warning when the certificate of insurance has passed the expiration date. A warning will be displayed if the insurance policy has expired when performing transactions for that vendor.
TERMS TYPE	This is the default payment terms for all invoices vouchered for this vendor. This will default to the terms set up in the Master Configuration. You may <click> on the pull-down window which gives you a menu to choose from. The terms types are described below.
Immediate	This specifies that the open item will be paid on the next check run.
Net Days	This determines that the due date for the open item will be a specified number of days from the invoice date (0 to 999 days).
Net Days EOM	This determines that the due date for the open item will be a specified number of days from the end of the month of the invoice date (0 to 999 days). You may also use the EOM Cutoff Day to enhance this payment term by specifying a specific day of the month to be considered the end of the month. If set at zero (0), the actual month end day would be used. If a cutoff day is specified, and the invoice date specified is after the EOM Cutoff , the EOM calculation is performed on the following month.
Batch	This allows you to group certain open items together for payment based on a user-definable batch number from 1 to 999 .
Suspense	Any open items classified as " suspense " will never be paid until you change the terms to some other type. This is the normal classification for disputed invoices. " Voiding " a previously written check will reinstate the open item and classify it as a " suspense " terms type unless voided on the same date as written.

# of Days	This is the number of days used in the calculation of the due date for terms types “ Net Days ” and “ Net End Of Month Days. ”
Batch #	If the terms type is set to “ Batch, ” this is the batch number.
EOM Cut-Off	The <i>EOM Cutoff Day</i> enhances the payment term by specifying a specific day of the month to be considered the end of the month. If set at zero (0), the actual month end day would be used. If a cutoff day is specified, and the invoice date specified is after the EOM Cutoff, the EOM calculation is performed on the following month.
Discount %	This is the default payment discount that will be taken on invoices for this vendor when paid within the specified terms.
Discount Days	This is the number of days used in the calculation of the discounts. This is a number 0 through 99 .
Always Take Discount	This checkbox indicates whether or not you should always take the payment discount for this vendor. If left blank, the system will only take the discount on invoices paid within the terms. If you <click> “on” this option, the system will always take the discount on all invoices, regardless of when they are paid.
WC Ins Carrier	This is a thirty (30) character field for the vendor's Worker's Comp Insurance carrier. This field, along with the “ <i>Policy #</i> ” and “ <i>Exp Date</i> ” fields are used to display an expiration warning when the certificate of insurance has passed the expiration date. A warning will be displayed if the insurance policy has expired when performing transactions for that vendor.
Policy #	This is a twenty (20) character field for the vendor's Worker's Comp Insurance policy number. This field, along with the “ <i>Worker's Comp Insurance Carrier</i> ” and “ <i>Exp Date</i> ” fields, is used to display an expiration warning when the certificate of insurance has passed the expiration date. A warning will be displayed if the insurance policy has expired when performing transactions for that vendor.
Exp Date	This is a date field for the vendor's Worker's Comp Insurance policy expiration date. This field, along with the “ <i>Worker's Comp Insurance Carrier</i> ” and “ <i>Policy #</i> ” fields, is used to display an expiration warning when the insurance has passed the expiration date. A warning will be displayed if the insurance policy has expired when performing transactions for that vendor.
Change Historical Information	The “ Historical ” button will allow you to review another screen from which you may enter or change the historical information for this vendor. The historical information will be automatically updated during normal processing and should not be changed here except for set up purposes. The following describes each of the data items.
Year-To-Date Payments	This is the total dollar amount of all checks written to this vendor during the current year. This amount will be printed on the vendor's 1099 form.
Average Days to Pay	This is the average number of days that it takes you to pay invoices that you receive from this vendor (<i>based on the invoice date</i>).
Basis - # of Invoices	This is the number of invoices that were used in the calculation of “ <i>Average Days to Pay.</i> ” On the bottom portion of this screen, there is a scrolling window that allows you to enter the number of invoices and total amount of purchases for each period of the fiscal year. This information will be updated automatically as you process information throughout the year.

Results:

coAP1dy.dbf - Vendor File
- New Vendor is added to file

Change Mode (AP0402)

This mode allows you to change all information for any account. If you have made any mistakes during this set up process, you may return to the **“Set Up Accounts”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

While in **“Change”** mode, you may choose to change Historical information by <clicking> on **“Historical”** button. This screen is a scrolling window, which contains the purchase amounts for each month of the year. It also has the Year-To-Date Payments and Average Days to Pay, and Number of Invoices.

Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on **“Save.”**

When you choose to select a specific record in the file, you may search for that record by account number, description or special (*u-define*) field. <Click> on the either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **“OK.”**

Once you have navigated to the correct detail line, you may make the changes necessary. You may use the operation tool bar options to clear data in current field, insert a detail line before the current detail line, delete the current detail line and save for pasting (*cut*), delete current detail line and shift all subsequent detail lines up one line, copy a detail line for subsequent pasting, and paste a previously cut detail line.

When all changes are made, <click> on the **“Save”** button to validate your changes to this screen. You will then be returned to the previous screen. <Click> on the **“Save”** button to validate this record.

Results:

coAP1dy.dbf - Vendor File
- Vendor Information is updated

Delete Mode (AP0403)

This mode allows you to delete vendors. **NOTE:** You cannot delete a vendor that has current open items or if current historical information is in the vendor file. If you delete a vendor that has purchases or payment information, it may distort some of your reports, including your **1099s**.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once a vendor is deleted, it can not be retrieved again. A backup of data files is always recommended prior to deletion of records.

Results:

coAP1dy.dbf - Vendor File
- Vendor Information is marked for deletion

Copy Mode (AP0404)

This option allows you to set up new vendors by copying existing ones. This option is very helpful in setting up multiple location vendor accounts or in renumbering your vendors. Using this option, the system provides a quick method of setting up vendors that are very similar. Many vendors may have multiple locations or “*chain stores*” which bill you individually.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. <Click> on the “**Create a Record Based on the Current Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Copy.**”

You will notice all the information, except for account number, will be copied to a new record. Enter the new account number for this record. At this point, you may choose to edit any of the information or <click> on the “**Save**” button to validate, which will then add it to the file.

Results:

coAP1dy.dbf - Vendor File
- New Vendor is added to file

IMPORT VENDORS (AP0601)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files.

This option is designed to allow you to import Vendor Accounts directly into the Accounts Payable module. The vendors will be updated as if processed through the normal “**Add**” mode in the **Set Up Accounts** menu option from within the Accounts Payable system.

When you select the option to “**Import Accounts**” from the “**Set Up and Maintenance**” section of the Menu Bar, a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the “**Print Map**” button. To create a map file in the program directory, <click> on the “**Create Map**” button. This will print out the format in which this option is looking for information to be organized in.

If the import file is a comma-delimited file, the data can be variable length, but must be in the specified order. If the import file is a fixed length **ASCII** file, it must have a logical record length of **435** bytes, and have the following field lengths.

Description	Type	Position	Length
Action #	CHAR	1	1
Vendor #	STRING	2	10
Name	STRING	12	30
Address 1	STRING	42	25
Address 2	STRING	67	25
City	STRING	92	15
State	STRING	107	2
Zip	STRING	109	10
Factor-Name	STRING	119	30
Factor – Addr. 1	STRING	149	25
Factor – Addr. 2	STRING	174	25

Description	Type	Position	Length
Factor-City	STRING	199	15
Factor-State	STRING	214	2
Factor-Zip	STRING	216	10
Contact	STRING	226	20
Phone	STRING	246	14
*Special (U-Define)	STRING	260	20
Ck. AC #	CHAR	280	5
Default GL Account	STRING	285	20
Fed. ID #	STRING	305	20
1099? (0=NO,1=YES)	CHAR	325	20
Terms Type	INT	326	1
Terms Days	INT	327	5
Discount %	FLOAT	332	7
Comments 1	STRING	339	50
Comments 2	STRING	389	50

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of “text” file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as “transaction” information for those master files, such as invoices and credit memos, journal entry updates, etc.

These “text” files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three (3) data items.

- **Import File Format**
- **Import File Name**
- **Process Import File**

The “**Import File Format**” is prompting you to select the type of file you will be using during the import process. There are three choices:

- **Fixed Length (ASCII)**
- **Variable Length (ASCII)**
- **Comma Delimited (.PRN)**

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII “text” Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact

same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

```
1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0
1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200
```

Variable Length ASCII Files

Variable Length ASCII “text” Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence {CR}{LF}. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

```
1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}
1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}
```

Comma Delimited *.PRN Files

Comma Delimited *.PRN “text” files are those files in which text type data fields are enclosed in double quotes (“), and all data fields are separated by commas (.). The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence {CR}{LF}.

For example, a transaction import should look like this:

```
1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}
1,"68500","Lodging
Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}
```

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your “import” file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the “**Start**” button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the “import” process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the “import” process, the system will return you to the screen and if there are

additional files to import, you may <click> on the “**Next**” button, otherwise, <click> on the “**Close**” button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via “**text**” interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network file servers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to “**text**” files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

- 1) **Fixed Length ASCII Records**
- 2) **Variable length ASCII Records**
- 3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify “**action numbers.**” These “**action numbers**” tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

- 1 = **Add Record to file**
- 2 = **Change record in file**
- 3 = **Delete record in file**
- 4 = **Add record if it doesn't exist, otherwise change it**

Some of the transaction import file structures require a field called “**Cont? (0=NO,1=YES).**” This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a “**1**” for **YES** to indicate that the transaction is continued. The last line should contain a “**0**” for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with an asterisk (*).

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **“MAP”** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **“MAP”** files one of two ways. You may first <click> on the **“Create Map”** button at the point in the program when you have selected the **“import”** option. The result is to produce a **“XXXXXX.map”** file in the program directory. The **“Xs”** in this file name represent the actual name of the **Infinity POWER** option within the program (e.g., **AP0601.MAP**).

The **“XXXXXX.map”** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS or **Notepad** under Windows, you may create a customized import record layout. Whenever a **“XXXXXX.map”** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE

“Key Value” fields must be present in the import file and cannot be deleted from the record layout file. **“Key Value”** fields are those fields that are designated with an asterisk (*) in the documented import record layouts. You may also have customized **“MAP”** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Vendor File

Data Pro Support Document



IMPORT AP VENDOR FILES (AP0601.MAP) DEFAULTS

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to set up and maintenance, import vendors and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting or adding fields you wish to import. If you delete or add fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. Always save the file as AP0601.MAP.

Explanation of File:

"Vendor #", (field name found in data dictionary) 0, (DPOffset (This is an internal offset and cannot be changed) 10, (length of field) "STRING", (Type of field) 2, (Starting position of field) 10 (length of field)

Field name, DPOffset, length of field and type of field can all be found in the Data Dictionary. You can find this file (fldinfo.dbf) in the power directory. You can add any field you need from the vendor file making sure you use the correct DPOffset and length from the data dictionary and adjust the starting position of the field and length of the record.

```
"Action #",-1,0,"CHAR",1,1
"Vendor #",0,10,"STRING",2,10
"Name",11,30,"STRING",12,30
"Address 1",196,30,"STRING",42,30
"Address 2",258,30,"STRING",72,30
"City",444,15,"STRING",102,15
"State",476,2,"STRING",117,2
"Zip",508,10,"STRING",119,10
"Factor-Name",165,30,"STRING",129,30
"Factor-Addr.1",227,25,"STRING",159,25
"Factor-Addr.2",289,25,"STRING",184,25
"Factor-City",460,15,"STRING",209,15
"Factor-State",492,2,"STRING",224,2
"Factor-Zip",519,10,"STRING",226,10
"Contact",144,20,"STRING",236,20
"Phone",63,14,"STRING",256,14
"*U-Define",42,20,"STRING",270,20
"Ck. AC #",700,5,"STRING",290,5
"Default GL Account",679,20,"STRING",295,20
"Fed. ID #",706,20,"STRING",315,20
"1099? (0=NO,1=YES)",727,1,"CHAR",335,1
"Terms Type",666,2,"INT",336,2
"Terms Days",668,3,"INT",338,3
"Discount %",674,12,"FLOAT",341,12
"Comments 1",562,50,"STRING",353,50
"Comments 2",613,50,"STRING",403,50
"LRL",452
```

Data Pro Support Document

Field Types:

CHAR = NUMBER NO DECIMALS

STRING = TEXT

INT = INTEGER = NUMBER NO DECIMALS

FLOAT = PERCENTAGE TWO DECIMALS REQUIRED (Must have 0.00 if no amount)

DOUBLE = AMOUNT DECIMALS REQUIRED (Must have 0.00 if no amount)

LRL = FIXED LENGTH OF RECORD LINE

DATES = MMDDYY

IMPORT VENDOR FILES (AP0601.MAP) CUSTOMIZED**NOTE**

This import file can be used for fixed length (ASCII) files or comma delimited (.PRN).

If using a comma delimited all "STRINGS" must be preceded and ended with quotes.

Example: "510 Main Street"

```
*"Action #",-1,0,"CHAR",1,1
*"Vendor #",0,10,"STRING",2,10
*"Name",11,30,"STRING",12,30
"Address 1",196,30,"STRING",42,30
"Address 2",258,30,"STRING",72,30
"City",444,15,"STRING",102,15
"State",476,2,"STRING",117,2
"Zip",508,10,"STRING",119,10
"Contact",144,20,"STRING",129,20
"Phone",63,14,"STRING",149,14
**"1 Ck. AC #",700,5,"STRING",-1,1
"Default GL Account",679,20,"STRING",163,20
"Fed. ID #",706,20,"STRING",183,20
"1099? (0=NO,1=YES)",727,1,"CHAR",203,1
*"Terms Type",666,2,"INT",204,3
*"Terms Days",668,5,"INT",207,3
"Discount %",674,12,"FLOAT",210,12
"Payytd",728,0,"DOUBLE",222,16
"LRL",237 (DO NOT INCLUDE ACTION # AS PART OF THE LENGTH)
```

* Required fields for importing records

** Example of fixed field import. Will import "1" for all records. Not included in import file. Length depends on how many characters are specified.

NOTE

Make sure bank accounts are set up prior to importing files.

Field Type Formatting:

CHAR = NUMBER NO DECIMALS
 STRING = TEXT (COMMA DELIMITED REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
 INT = INTEGER = NUMBER NO DECIMALS
 FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
 DOUBLE = DOLLAR AMOUNTS (DECIMALS REQUIRED) (Must have 0.00 if no amount)
 LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**
 DATE = MMDDYY

* = Required fields for importing records

Field Descriptions:**"ACTION" TYPES**

- 1 = ADD A RECORD
- 2 = CHANGE
- 3 = DELETE
- 4 = ADD RECORD IF NOT FOUND OR CHANGE RECORD IF FOUND

"TERMTYPES" TYPES

- 1 = IMMEDIATE
- 2 = NET DAYS
- 3 = NET EOM
- 4 = BATCH
- 5 = SUSPENSE

Data Pro Support Document

Import Tips:

1. Map file descriptions that contain [\$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

**Example: If you were going to be forcing a General Ledger number the line would look as follows:
"10100 Default GL Account",679,20,"STRING",-1,5 (5 being the length of the account number) .**

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

If you are importing from Excel using a space delimited file:

If you are importing from Excel and using a space delimited file, Windows has a limit of 215 for the length. Therefore you must import twice. Use an Action #4 for both imports. Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.

```
*"Action #",-1,0,"CHAR",1,1
*"Vendor #",0,10,"STRING",2,10
*"Name",11,30,"STRING",12,30
"Address 1",196,30,"STRING",42,30
"Address 2",258,30,"STRING",72,30
"City",444,15,"STRING",102,15
"State",476,2,"STRING",117,2
"Zip",508,10,"STRING",119,10
"Contact",144,20,"STRING",129,20
"Phone",63,14,"STRING",149,14
**"1 Ck. AC #",700,5,"STRING",-1,1
"Default GL Account",679,20,"STRING",163,20
"Fed. ID #",706,20,"STRING",183,20
"1099? (0=NO,1=YES)",727,1,"CHAR",203,1
*"Terms Type",666,2,"INT",204,3
*"Terms Days",668,5,"INT",207,3
"LRL",209 (DO NOT INCLUDE ACTION # AS PART OF THE LENGTH)
```

*** Required fields for importing records**

**** Example of fixed field import. Will import "1" for all records. Not included in import file all records. Not included in import file Length depends on how many characters are specified.**

NOTE

Make sure bank accounts are set up prior to importing files.

Second Import:

```
*"Action #",-1,0,"CHAR",1,1
*"Vendor #",0,10,"STRING",2,10
"Discount %",674,12,"FLOAT",12,12
"Payytd",728,0,"DOUBLE",24,16
"LRL",29 (DO NOT INCLUDE ACTION # AS PART OF THE LENGTH)
```

Use a text editor or notepad to adjust the AP0601.map file for the first import. After import complete, copy the AP0601.map to AP0601.old. Change the AP0601.map to the Second format to import the balance of the information.

RENAME AP VENDOR NUMBER (AP0430)

This option was designed to allow a user to modify existing *Accounts Payable Vendor Numbers* in all applicable fields. The following pages will describe the changes that will take place during normal processing when this menu option is executed.

NOTE

Although this option will perform a series of “**record locks**” as necessary as it goes through all of the integrated files as it “**renames**” all of the appropriate transactions, records, records, and notes attached to the master records, this function is not designed to be run by multiple users at one time. More importantly, before you proceed to use this option, make sure that all other accounting users are logged out of the entire accounting system before you proceed. Otherwise, users may receive “**record locked**” error messages during the processing of this function or during their normal transaction processing. If they do not read the screen and follow proper instructions, incomplete updates may occur and invalidate your intended efforts and jeopardize new accounting transactions.

ALWAYS MAKE SURE TO HAVE A COMPLETE DATA BACKUP PRIOR TO RUNNING THIS OPTION!

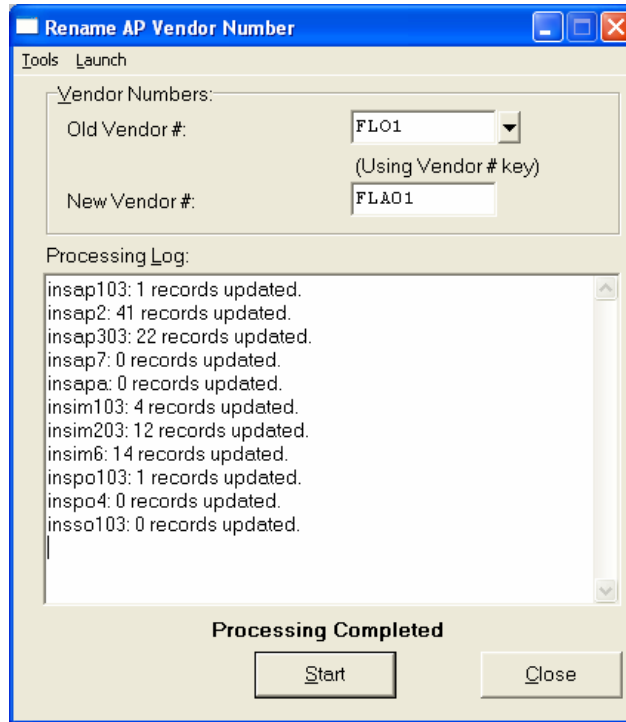
For instance, many users may desire to rename a single vendor number which has a great deal of history or transactions posted to it over time. This would only be possible with a special function like this with a unique capability to update all of the files where the *Accounts Payable Vendor Number* has been updated.

The following section provides a listing of the files that will be updated once this menu option has been selected and the account numbers defined.

NOTE

You **MUST** perform the Rename function for each fiscal year you want the rename to be applied.

When you choose this menu option and enter the **Old Vendor #** and **New Vendor #**, the following screen will appear: Notice that the **Old Vendor #** field allows users to <click> on the **Down Arrow (F2 by default)** to select from the existing Vendor File. Once selected, you may then enter the new Vendor Number in which you want to convert. The section of the screen below will display a “**Processing Log**” of the various files in all of the related accounting modules and the number of records in each file that have been affected by the change.



When done, the screen will state **“Processing Completed”** and you may <click> on the **“Close”** button to return to the menu.

File Name	Fields Modified
ACCOUNTS PAYABLE	
AP01 (xxxAP1dy.dbf) Accounts Payable Vendor File	NUM
AP02 (xxxAP2.dbf) Accounts Payable Open Item File	VNUM
AP03 (xxxAP3dy.dbf) Accounts Payable Transaction File	VNUM
AP07 (xxxAP7.dbf) Accounts Payable Detail Batch File	VENDNUM
AP10 (xxxAPA.dbf) Accounts Payable Recurring Expense File	VENDNUM
MANUFACTURING INVENTORY MANAGEMENT	
IM01 (xxxIM1dy.dbf) Inventory Item File	VENDOR(1) VENDOR(2)
IM06 (xxxIM6.dbf) Inventory Cost Layer File	VENDNUM
PURCHASE ORDER ENTRY	
PO01 (xxxPO1dy.dbf) Purchase Order File	VNUM
PO04 (xxxPO4.dbf) Purchase Order Batch File	VNUM
SALES ORDER ENTRY	
SO01 (xxxSO1dy.dbf) Sales Order File	VNUM

SET UP OPEN ITEMS

This section discusses the ways to add, change, delete and copy open items.

Add Mode (AP0414)

This option allows you to perform the initial vendor open item set up. Once you have set up all open items, **YOU SHOULD NOT USE THIS OPTION AGAIN**. This option allows you to add all current open items to specific vendor accounts. Each of the open items that have already been posted, as of the accounting date that you started the Accounts Payable system on, should be entered through this option.

By “Adding an Open Item,” **YOU ARE NOT CREATING A GENERAL LEDGER ENTRY**. All transactions that create entries to the General Ledger (*providing the integration is turned on*) are entered through the “Enter Transactions” menu options. Once you select this option, the system will ask you for the vendor number. Enter the vendor number or <click> the **Down Arrow (F2 by default)** to select a Vendor.

After you have selected the vendor, you will be asked for the transaction date, transaction number, and transaction type. These three data items combined identify the open item. There may be only one open item for a vendor that has the same date, transaction number, and type.

Transaction Date	The transaction date is the actual date of the open item. Usually this is the Vendor's Invoice date.
Transaction #	The transaction number is the ten (10) character reference number to identify the open item, often the vendor's invoice or statement number.
Transaction Type	The transaction type indicates the type of the open item. You may <click> on the pull-down box and the system will display a window listing the different transaction types and their descriptions. Once the transaction has been identified, the system will check the open item file for a duplicate item. If there were none found, you will be allowed to add the open item. The following describes the data items necessary to define the open item.

Open Item Description	This is the twenty (20) character description of the open item.
Bank Account #	This is a bank account number that identifies the bank account to use for this open item. The default will be the number set up in the vendor's master file.
GL Account	This is the General Ledger expense or asset account that was used to expense the purchase. The default will be the account number set up in the vendor's master file.
Posting Date	The posting date is the date that was used to post this transaction to the Accounts Payable Transaction File as well as to the General Ledger. This date is obtained by the system date that was set when the transaction was entered into the system.
Job Number	If the integration with the Job Cost Main Module is turned on, you may enter a ten (10) character reference number to a job or project.
Sale Amount	This is the dollar amount of the sale from the invoice, excluding any purchases not subject to payment discounts. This is the amount that will be used in the calculation of the discount to be taken. If the sale amount is not known, or you wish to take the discount on the total amount of the invoice, enter the total amount of the invoice here.
Total Amount	This is the total dollar amount of the invoice. This will default to the “ Sale Amount ” entered. If the total amount of the invoice is different from the sale amount, it may be changed here.
Terms Type	This defines the terms for this open item. <Click> on the pull-down menu and choose from the following available terms types. The terms type descriptions are listed below and are described in detail earlier in this chapter. Immediate, Net Days, Net EOM, Batch, Suspense
# of Days	This is the number of days used in the calculation of the due date.
Batch #	If the terms type is set to “ Batch, ” this is the batch number.
Discount Percent	This is the percent that will be used to take the payment discount if the open item is paid within the specified terms.
Already Paid	This checkbox indicates whether or not the invoice has already been paid. If the invoice has already been paid, you do not need to enter it during initial set up, unless you desire to have this paid item appear on an inquiry. This will require you to turn on the option to include paid items on inquiry in the Master Configuration set up.
Date Paid	This field is automatically updated by the system when this item is paid. This information will appear on Vendor Inquiries, by reviewing the “ Open Items. ” This is an important field in that it is the field that is used by the option “ Remove Paid Open Items ” to determine which paid open items should be removed from the open item file. The Master Configuration must have the prompt to “ Include Paid Open Items ” turned on for this field to appear on inquiries.
Paid By Check #	This field contains the check number # that was used to pay this open item. This reference field is displayed when performing a Vendor Inquiry and viewing the “ Open Items ” (<i>paid or not paid</i>). The Master Configuration must have the prompt to “ Include Paid Open Items ” turned on for this field to appear on inquiries.

Results:

coAP2.dbf - Open Item File
 - New Open Item added to file

Change Mode (AP0415)

This mode allows you to change all information for any vendor's open items. After initial set up, all open item information should be input through "*Enter Transactions*" in order to maintain an audit trail. If you have made any mistakes during this set up process, you may return to the "*Change Open Items*" option to change any open items. After initial set up, all open item information should be removed through "*Enter Transactions*" in order to maintain an audit trail. When you key in a valid open item, the rest of the information relative to that particular open item will be displayed on the screen.

Select the Vendor, by <clicking> the *Down Arrow (F2 by default)* and then fill in the open item information including the date and transaction number, then <click> on the "**Select**" button. Make the changes required and <click> on the "**Save**" button to save your changes or <click> on the "**Cancel**" button to cancel the changes made.

Results:

coAP2.dbf - Open Item File
 - Open Item Information is updated

Delete Mode (AP0416)

This option allows you to delete vendors' open items. After initial set up, all open item information should be removed through "*Enter Transactions*" in order to maintain an audit trail. This option allows you to delete vendors' open items you may have entered by mistake.

Select the Vendor, by <clicking> the *Down Arrow (F2 by default)* and then fill in the open item information including the date and transaction number, then <click> on the "**Select**" button. Then, <click> on "**Delete**" button to validate your deletion of this record.

Make sure this is what you want to do, because once an open item is deleted, it cannot be retrieved again. A backup of data files is recommended prior to deletion of records.

Results:

coAP2.dbf - Open Item File
 - Open Item Information is marked for deletion

SET UP RECURRING EXPENSES

This section discusses how to set up, change, delete, and copy recurring expenses. It also discusses how to print the Recurring Expense Listing that is used to verify all information entered into the recurring expense file. Recurring expenses may include any charge that must be posted to a vendor's account on a routine basis. This may also include charges that may not be fixed amounts.

For these types of charges, the system will prompt you for the amounts and General Ledger expense accounts at the time of posting. Each Recurring Expense must be set up with a Recurring Expense number, which may be up to five characters in length. These numbers should be designed in such a way as to allow the grouping, or masking, of certain characters of the number for posting charges at specific intervals. For example, charges that need to be posted on a specific day of the month could have the day as the last two characters of the number, which then could be masked (*e.g., 10015 for the fifteenth of the month*).

The screenshot shows the 'Maintain Recurring Expenses' window in 'Add' mode. The interface includes a menu bar (Tools, Launch, Navigation, Operation) and a toolbar with navigation icons. The main form contains the following fields and values:

- Expense Number: 10
- Expense Desc: Mortgage Payment
- Supplier Number: NCNB National Bank
- Date: 03/17/2021
- Transaction Number: 1004
- Transaction Desc.: Mortgage Payment
- Sale Amount: \$1,571.33
- Total Amount: \$1,571.33
- Job Number: (empty)
- Bank Account: 1
- Ask G/L Amounts:
- Vendor Terms:
 - Type: Net Days
 - Number of Days: 10
 - Batch Number: (empty)
 - Disc Percent: 0.000
 - Due Date: 03/27/2021
- Override G/L Distribution:
 - G/L Account: 21100
 - Override... button

At the bottom of the window, there are four buttons: 'User Fields...', 'Save', 'Cancel', and 'Close'.

You may add **“notes”** to any Recurring Expense that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** A screen will appear with the current date and time. You will be prompted for a description of fifty (50) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the entry through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this entry.

If you have set up **User-Definable Fields** in the **Windows Character-based** products, you will be able to view and change data information in these fields. By <clicking> on the **“User Fields”** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.

Add Mode (AP0405)

This mode allows you to set up new recurring expenses. Recurring expenses are charges from vendors that are repeated at normal intervals (**weekly, monthly, etc.**). This option allows you to add a Recurring Expense to the Accounts Payable system. Each recurring expense must be assigned a one to five character number which will be used for searching, sorting, and for masking during the posting and printing process.

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”**

The following is an explanation of each of these data items:

Expense Number	Enter a 1-5 digit number for this recurring expense.
Expense Description	This is a thirty (30) character description of the Recurring Expense. This description will be used as a reference only.
Vendor #	This is the Vendor Number of the vendor account this expense will be posted to. You may press TAB to scroll through the vendor file to select the vendor. Once the vendor is selected, the vendor name will be displayed and the discount, terms, bank account number, and default GL Account data items will be set to the defaults in the vendor's master file. If you change the vendor, all default values will be reset to the new vendor.
Date	This is the date of the transaction. During the posting of the Recurring Expense, the transaction date will default to the system date at the time of posting.
Transaction Number	This is the ten (10) character transaction number, or reference number, for this expense. This is a required field.
Description	This is the description of the transaction that will be posted to the vendor's account.
Sale Amount	This is the dollar amount of the sale from the invoice, excluding any purchases not subject to payment discounts. This is the amount that will be used in the calculation of the discount allowed. If the sale amount is not known, or you wish to take the discount on the total amount of the invoice, enter the total amount of the invoice here.
Total Amount	This is the total dollar amount of the invoice. This will default to the "Sale Amount" entered. If the total amount of the invoice is different from the sale amount, it may be changed here.
Job Number	If the integration with the Job Cost Main Module is turned on, you may enter a ten character reference number to a job or project.
Bank Account #	This is a bank account number that identifies the bank account to use for this open item. The default will be the number set up in the vendor's master file.
Ask GL Amount at Posting	Indicate whether or not you want the system to ask for the dollar amounts at the time the Recurring Expense is being posted. If you <click> "on" this item, the system will, during posting, display the accounts and amounts that are already entered and will allow up to ten lines of distribution. The system will then recalculate the total of the amounts and set the Total Amount and Sale Amount of the expense equal to the calculated total. If you leave this item unchecked, the system will post the expense without any prompts.
Terms Type	This defines the terms for this open item. <Click> on the pull-down menu and a small window displaying your choices will appear. The terms type descriptions are listed below and are described in detail earlier in this chapter. Immediate, Net Days, Net EOM, Batch, Suspense
# of Days	This is the number of days used in the calculation of the due date.

Batch #	If the terms type is set to “Batch,” this is the batch number.
Payment Discount %	This is the percent that will be used to take the payment discount if the open item is paid within the specified terms.
Override Default GL Distribution	<p>This data item allows you to change the default General Ledger account that will be used to debit the expense or asset account. The default account will be displayed immediately below this data item. If you choose not to override, the system will post the total amount of the invoice to the default General Ledger account set up in the vendor's master file.</p> <p>If you <click> on the “Override” button, the system will display another screen which will allow you to distribute the amount of the invoice to up to ten General Ledger accounts. This screen will also display the total amount of the invoice to distribute and the amount remaining to distribute.</p>

If you are interactive with the General Ledger module, the system will allow you to scroll through the General Ledger account file to select the accounts and display the account descriptions. You must distribute the entire amount of the invoice before validating.

To save this information, <click> on the **“Save”** button, and then the **“Close”** button to exit.

Results:

coAP4.dbf - Recurring Expense File
 - New Recurring Expense added to file

Change Mode (AP0406)

This option allows you to change all information for any Recurring Expense. If you have made any mistakes during this set up process, you may return to the **“Set Up Recurring Expense”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

The balance of the information for that particular recurring expense will then be displayed on the screen. You may then select the data you want to change. When all changes are made, <click> on the **“Save”** button to validate your changes to this screen.

Results:

coAP4.dbf - Recurring Expense File
 - Recurring Expense Information is updated

Delete Mode (AP0407)

This mode allows you to delete Recurring Expenses that you may have entered by mistake, or no longer want.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once a recurring expense is deleted, it can not be retrieved again. A backup of data files is recommended prior to the deletion of records.

Results:

coAP4.dbf - Recurring Expense File

- Recurring Expense Information is marked for deletion

Copy Mode (AP0408)

This mode allows you to set up new Recurring Expenses by copying existing ones. This option is very helpful in setting up similar Recurring Expenses or in renumbering existing ones. Using this option, the system provides a quick method of setting up Recurring Expenses that are very similar. This option will also save a considerable amount of time when assigning new numbers to old Recurring Expenses.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”** You will notice all the information, except for recurring expense number, will be copied to a new record. Enter the new number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

Results:

coAP4.dbf - Recurring Expense File

- New Recurring Expense is added to file

SET UP BANK ACCOUNTS

This section discusses the ways to set up (*create*), change, delete, and copy bank accounts. This option allows you to review all Bank Account master information, as well as transaction summary.

Select the **“Set up and Maintenance”** option from the Menu Bar. Then select the **“Set Up Bank Accounts”** option. A screen will appear with several processing options. From this screen, you may choose to **“navigate”** either through the Menu Bar or by <clicking> on the first set of buttons. You will have the choice of going to the first record in the file, the next record, the previous record, the last record or a specific record in the file (*which can be based on a search routine*). You are automatically in **“Inquiry”** mode when you select this option.

You may add “notes” to any Bank Account that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the “**Create a New Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Add.**” A screen will appear with the current date and time. You will be prompted for a description of fifty (50) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the bank account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in the **Windows Character-based** products, you will be able to view and change data information in these fields. By <clicking> on the “**User Fields**” button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (AP0422)

The “**Inquiry**” mode provides a quick look at the Bank Account Number, Description, Account Number, Routing Number, Cash Account Number, Accounts Payable Account Number, Discount Account Number, Journal Number, Check Form, Next Check Number, Pre-numbering Preference, Starting Balance, Last Statement Date and Last Statement Balance for each bank account that is set up.

While in “**Inquiry**” mode, you may choose to view the summary information by <clicking> the “**Summary**” button.

The screenshot shows a window titled "Bank Account Summary" with a close button in the top right corner. The window displays the following information:

Summary for Account: Money Market Account			
Starting Balance:	\$124,322.95	Last Statement Date:	03/31/2021
Total Checks:	\$0.00	Last Statement Balance:	\$124,322.95
Total Deposits:	\$0.00	Outstanding Checks:	\$0.00
Ending Balance:	\$124,322.95	Outstanding Deposits:	\$0.00
		Bank Balance:	\$124,322.95

At the bottom center of the window is a "Close" button.

You can view the Starting Balance, Total Checks, Total Deposits, Ending Balance as well as, Last Statement Date, Last Statement Balance, Outstanding Checks, Outstanding Deposits and the Bank Balance.

To go back to the main screen, <click> on the “**Close**” button.

Add Mode (AP0418)

This option allows you to set up new bank accounts. You may input all bank account overhead information with this option. The first step is to record all pertinent information regarding a bank account. This includes a description of the account, account and bank routing numbers, general ledger account numbers for cash, accounts payable and discounts, a default journal number, a default check form, next check number, define whether your checks are pre-numbered or not, starting bank balance, the date of the last bank statement and the last statement balance.

This information may be stand alone data set up in the Accounts Payable module, or if integrated with the Check Reconciliation module, each check written will be updated automatically to the Check Reconciliation detail file. It will then reside there until marked as cleared during a check reconciliation process.

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** The system will prompt you to enter the bank account number. You may specify up to a five (5) character (*alpha/numeric*) number for each bank account. Next, enter the necessary information for each bank account.

Description	This is a thirty (30) character (<i>alpha/numeric</i>) description of the bank account. This will be displayed on all reports and screens regarding this account.
Account #	This is a seventeen (17) character field in which to enter your bank account number.
Routing #	This is a nine (9) character field in which to enter the routing number for your bank account. The nine character format will verify that it meets with the United States requirements and performs a validation check when a nine digit number is entered into this field. You may also enter a six (6) digit number into this field for use in the United Kingdom and other countries. However, when a six digit number is entered into this field, no validation of what is being entered is being done by the system.
Cash Account	If the integration to General Ledger is turned on, this data item contains the “Cash” account number for this bank account. This cash number will be used to reduce (<i>credit</i>) the General Ledger cash account (<i>if integrated with General Ledger</i>) when writing checks from this bank account number.
AP Account	If the integration to General Ledger is turned on, this is the “Accounts Payable” account used for the accrual of all expenses or assets vouchered into the system and assigned to a specific bank account number. Each time a voucher is entered, depending on the bank account defined on the voucher (<i>either defaulted from the vendor master record or overridden at the time of voucher entry</i>) the system will use the accounts payable account to increase (<i>credit</i>) the general ledger account.
Discount Account	If the integration to General Ledger is turned on, this is the “Payment Discounts Taken” account utilized for all payment discounts taken when writing checks from this bank account number.
Journal #	If the integration to General Ledger is turned on, this is the “General Ledger Journal Number” that will reflect all checks written by the Accounts Payable system and posted into the General Ledger module. <Click> on the arrow to see a listing of the available choices.

Check Form	<p>AP - This is the name of the Accounts Payable check form that will be used for this bank account.</p> <p>PR - This is the name of the Payroll check form that will be used for this bank account.</p> <p>See the Accounts Payable and Payroll sections of the Infinity POWER Supported Forms Reference Manual for a listing of the standard forms available with these modules and the preprinted forms that are supported by the accounting system. A selection of preprinted forms are available through DPAForms and may also be found in the DPAForms Catalog included in the Product Kit. They may also be found on the CD-ROM presentation. Once you have reviewed the available forms, simply enter the form name into this field to activate it as the current form being used. This option may be changed as often as desired. If none of the standard forms fit your particular company's needs, custom modifications are available to configure to your needs. You can also be prompted to change the form each time you enter into a check writing routine.</p>
Next Check Number	<p>This is the next check number that will be used in the automatic check numbering sequence. If this number is (0), the system will always ask for the starting check number.</p>
PreNumbered Checks	<p>By <clicking> on this option, it will tell the system your checks are pre-numbered.</p>
Start Balance	<p>This data item is used to enter your starting balance for this bank account. It will be used to determine a calculated balance based on checks written and deposits posted to the system.</p>
Last Statement Date	<p>This is the date of your last statement you received from your bank for this account. This is a reference field only. The system automatically updates this field, using the current system date, when the reconciliation process is completed. The system will use the system date in which you are set at to update this field.</p>
Last Statement Balance	<p>This is the balance of this account at the time of your last bank statement. This balance will be used as the beginning balance to calculate the current balance of the account.</p>
Minimum Check Amount	<p>This is the minimum dollar amount that checks will be printed for when making a “check run.” If the total of the invoices to be paid on a check, less all discounts and credits, is less than this amount, the check will not be printed.</p>

<Click> on the **Save** button to validate the information.

Results:

coCR1.dbf - Bank Account Master File
 - All Bank Account Information is set up

Change Mode(AP0419)

This mode allows you to change information on an existing bank account. If you have made any mistakes during this set up process, you may return to the **“Set Up Bank Accounts”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

At this point, the screen will be displayed showing all of the existing information for this particular account. Simply move your cursor around the screen to the data item you wish to change and make the appropriate changes.

When your changes are complete, <click> on the **“Save”** button to save these changes.

Results:

coCR1.dbf - Check Reconciliation Master File
- Bank Account Information is updated

Delete Mode (AP0420)

This mode allows you to delete an existing Bank Account. You **cannot** delete an account that has existing entries. You may delete bank accounts you may have entered by mistake or no longer want in the file.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Results:

coCR1.dbf - Check Reconciliation Master File
- Bank Account is deleted

Copy Mode (AP0421)

This mode allows you to create a new bank account by copying the information from an existing one. Using this option, the system provides a quick method of setting up accounts that are very similar.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”**

You will notice all the account information, with balances, will be copied to a new record. The system will prompt you to enter the new bank account number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

Results:

coCR1.dbf - Check Reconciliation Master File
- Bank Account Information is set up

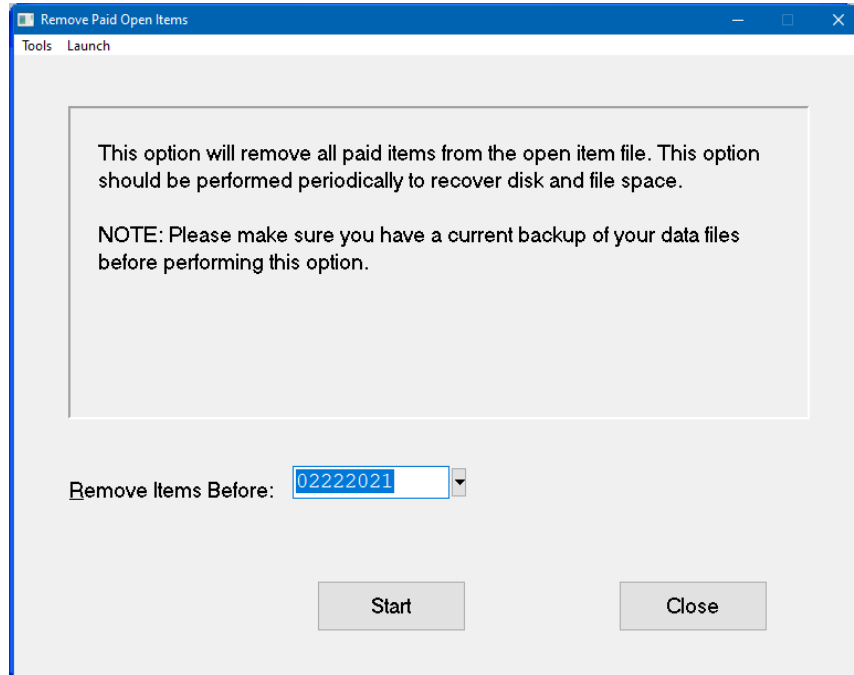
REMOVE PAID OPEN ITEMS (AP0409)

This option removes paid open items from your data files. Although paid open items can not be accessed normally, they remain in the data file until you access this option. This option performs a **“housekeeping”** task of freeing up disk space by removing open items which are no longer needed by the system.

Although the paid open items are removed from the open item file, you still have complete transaction detail maintained in your transaction file. The system will create a temporary work file with all unpaid open items only and then delete the old file. Make sure that you have sufficient disk space to create this temporary file.

If your open item data file is **1MB**, you may need as much as **1.2MB** in additional free space before proceeding with this option. The system will remove paid open items based on two factors. First, set your system date to the last date that you want paid items to remain in the system. The second factor is the **“paid date”** on each open item.

The system will prompt you for a **“Purge Date”** or the last date you want to use to keep open items. This may be the end of a fiscal year, a month or whatever you choose. The screen will prompt you to enter the date in which you want to **“Remove Items Before:”**



This option will remove all **“paid”** open items based on their **“paid date”** prior to the **“purge date”** you have entered and will go back into previous year’s files as well as the current year, if the date is within the current year. This **“paid date”** is not to be confused with each open items original transaction date or its due date, but the date in which it was paid.

<Click> the **“Start”** button to begin processing. When the process is complete, <click> on **“Close”** to return to the Menu.

Results:

All Paid Open Items in the Accounts Payable Open Item Files will be removed.

START NEW YEAR'S FILES (AP0413)

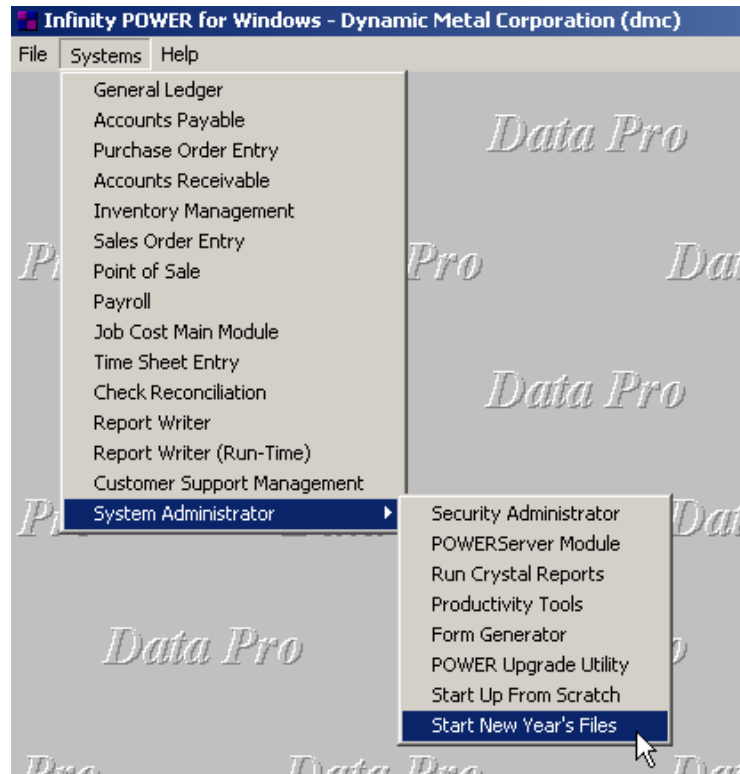
This option starts up your Accounts Payable files for the new fiscal year. Before executing this option, you should make multiple copies of the old year's files for archival purposes. When you start the files for a new fiscal year, the following files are copied into or created for the new year:

- 1) **Vendor File (coAP1dy.dbf)**
- 2) **Transaction File (coAP3dy.dbf)**

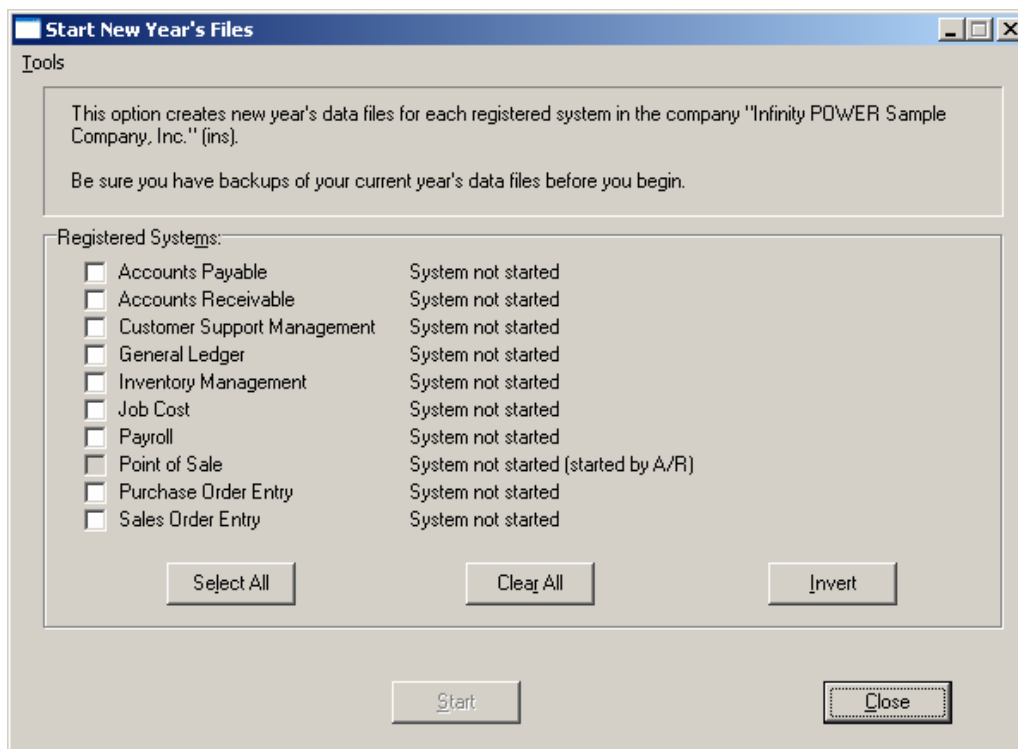
After you create the files for the new year, you may process in both years simultaneously. All transaction activity for each year will be tracked independently, except that the open item information will always reflect the most current information for both years combined. In addition, you must be careful to make any overhead changes, such as changing a vendor's mailing address, to the most current year (**or to both years**). This overhead restriction is only applicable on the files listed above.

Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. Make sure that the current system date is set to the last day of the old year.

To select this option, you will go to “**Systems**” from the Menu Bar and select “**System Administrator.**” The following screen illustrates where to locate this option.



Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. ***You must also be in the last fiscal period (month) of the year before you can execute this option.***



If you are in any other period or month other than the last fiscal period of the year, the system will not allow the user to select any modules to “**Start New Year’s Files.**” Therefore, if you are looking to create **2007** data files as the new year, the old year is **2006** and your date should be set to a day in the last fiscal period of **2006**. If you are prepared to begin data files for the new fiscal year, you may choose the “**Select All**” button which will highlight all Registered Systems. Or, you may choose the “**Clear All**” button to undo your choices. The “**Invert**” button reverses the choices currently selected on the screen.

You may also take your mouse and <click> on each accounting module one by one to specify which module(s) to select for this function. It is not uncommon for many users to be prepared to begin certain data files for the new fiscal year such as General Ledger and Accounts Payable while holding back on certain modules such as the Sales Order Entry module. This would allow users to continue processing orders in the prior fiscal year to allow additional sales to get on the books or to complete orders prior to starting the new order file for the new year. Once this file is started, only outstanding orders will be transferred to the new fiscal year.

General Ledger, however, is one module whereby users may create new data files for the new fiscal year and continue to process in both the prior and new fiscal years and the same time. Once postings are made to the prior fiscal year, the option to “**Bring Balances Forward**” into the new year is run to bring all adjusted balances current.

Select the module(s) to Start New Year’s Files for and <click> on the “**Start**” button. The program will create the new year's data files. The system will show a message next to each module stating “**System already started.**” The bottom of the screen will show “**Processing Completed.**”

<Click> on the “**Close**” button to return to the Menu Bar.

Results:

Files copied to or created for the New Year.

Vendor File (coAP1dy.dbf)

Transaction File (coAP3dy.dbf)

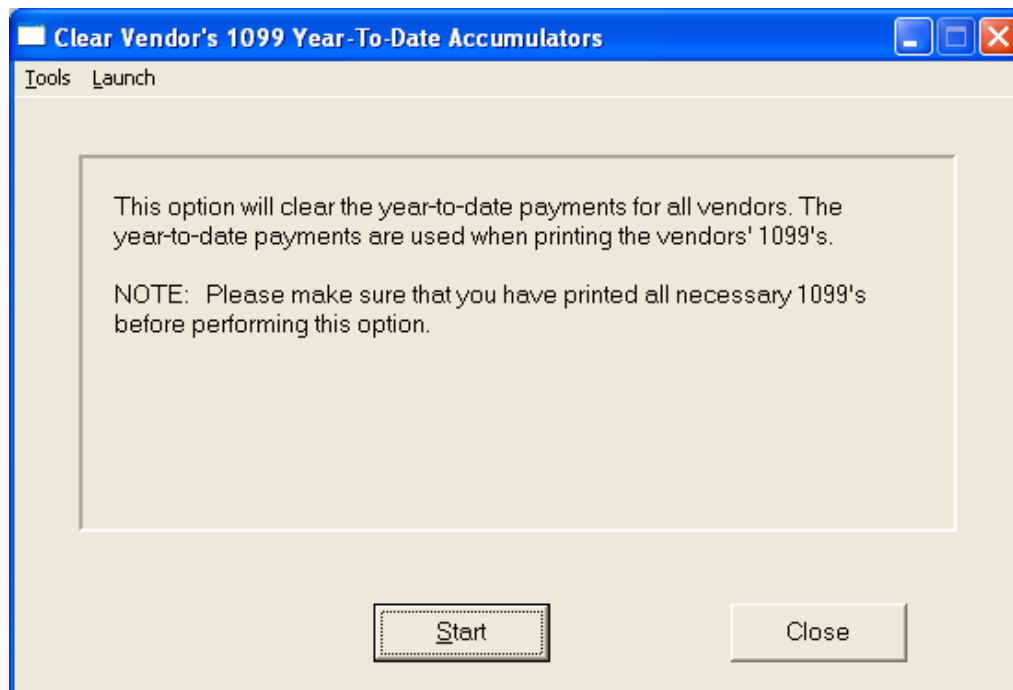
CLEAR VENDORS' 1099 ACCUMULATORS (AP0417)

This option clears all vendor's 1099 accumulators for the end of the calendar year. You must print the vendors' 1099s before executing this option. The government requires that the printing of 1099s be performed at calendar year end regardless of your fiscal accounting year end.

If your month of year end is December, the 1099 accumulators will automatically be cleared by the **“Start New Fiscal Year”** option and you do not need to execute this option. When you execute the **“Start New Fiscal Year”** option from the System Administrator menu, the new year's 1099 accumulators will be cleared but the accumulators in the old year **WILL NOT BE CLEARED**. This will allow you to print your vendor 1099s at your convenience by simply changing your system date to the old year and executing the option to **“Print 1099s.”**

If your month of year end is not December, the 1099 accumulators **MUST** be cleared using this option (*after you have printed your 1099 forms*) with the system date set to January 1 of the new year before the options **“Write a Single Check,” “Make a Check Run,” “Record Manually Written Checks,” “Manually Pay Previous Vouchers”** and **“Void a Previous Check”** can be executed for the new year.

Vouchers can be entered for the new year but check processing should not be performed until the 1099s have been printed and the accumulators have been cleared. Once this option is performed, the system will automatically begin accumulating 1099 information for all vendors for the new calendar year. As always, several backups of your data files should be made prior to performing this option.



<Click> on the **“Start”** button to begin processing.

Results:

Vendor File - coAP1dy.dbf

- Vendor's YTD Payments Accumulators are cleared

MAKE COMPLETE DATA BACKUPS

Make sure that you make complete data backups as you add more and more information to your system. The file naming structure is designed to allow you to copy data files only; very quickly and easily. We strongly recommend that the following backup procedures be followed to adequately protect your data files against any possible problems. Experience has shown that “**careless disregard**” of making adequate backups can literally cost you months of hard work and expense.

Any of the following problems could destroy all or part of your accounting information.

- 1) **Hardware Failure of any kind** (*such as a hard disk failure*)
- 2) **Power Failure or Fluctuations**
- 3) **Improper Execution of certain operating system commands**
- 4) **Careless Handling of Data Disks or Tapes** (*such as copying files the wrong direction*)

It is recommended that you make a backup of your data files on a daily basis. This does not mean for you to continue copying over the same backup that you may have made the previous day. Instead you should consider the following structure. Create five to seven daily backup sets of disks or tape cartridges, depending on your system. The number will vary based on the number of days you “**normally**” work on your files.

Mark each set with the name of the day of the week that it is to be used for backup purposes. For instance, disk set or tape #1 may read Monday, disk set or tape #2 may read Tuesday, etc. Only use these specific sets of disks or tapes on the days that are designated. This would mean that they would not be used more than once a week. Therefore, if a problem were to occur and you did not realize it immediately, you could at least go back as far as a week to find your last set of valid data files.

Of course the entries made during the last week may be lost, but that is better than many months or years worth of input. To go a step further, we recommend that you next make four additional sets of disks or tapes. These would be your weekly master backups. Mark them accordingly with the week number (**Week #1**) and at the end of every week, make a full backup of your data files.

Though you may have a complete daily backup for each day of the week, sometimes problems are not found within the week's time frame and all of those backups could be invalid. This way, you could go back several weeks at a time to find your last set of valid files.

Next, you will want to go further and create a monthly master set of disks or tapes. You would mark them accordingly with the name of the month of the year. At the end of every month, you would then make a complete backup of your data files again. This allows you to then go back several months at a time, if necessary, to review information or to print historically dated information.

Of course, the last set of files created should be the yearly set of files done at the end of each fiscal year for archiving purposes. It is also highly recommended that all key master file reports, journals, agings, etc. be run at this time for hard copy backup.

As an additional protection for those users with tape backup systems, it is still highly recommended that if you have a floppy disk drive on your computer that a floppy disk backup be made occasionally (*at least monthly*) in case a problem were to develop on the tape drive that you are using. Normally, you would not find out there is a problem until you needed to restore information, and that may be too late.

This all may sound like a considerable amount of work and inconvenience, but consider the investment involved. Depending on your business, you may have anywhere from one to several hundred people working on your accounting processing. The largest true cost of a hardware failure or loss of information is not the loss of programs, disks, or even computers. The largest cost is that of labor and management's time inputting your accounting information. This can literally represent thousands of man hours over time. This is a large investment that should be safeguarded at all times. These programs are designed for creating and generating accounting information. Unfortunately, they have limited ability to protect the information created. That is entirely up to you, the user and manager, to protect your investment. For further information on Backup Procedures and commands, refer to either the **System Administrator** manual (*Combination Keys*), or the documentation for your operating system.

ACCOUNTS PAYABLE CONFIGURATION (AP0410)

The **Accounts Payable Configuration** option includes three tabs with data items necessary for configuring your Accounts Payable defaults. When this option is selected, the following screen will appear.

Master Configuration

When you are done configuring this screen, <click> on both the **“Terms and Retainage”** and **“System Integration”** tabs to ensure that you have configured the module properly.

Vendor Label	<p>Default: Vendor</p> <p>This is the label or term you would like the system to use when referring to your vendors. This may be anything up to ten characters; such as Vendor, Supplier, etc.</p>
Special Field - Default: *U-Define	<p>This is the heading that will be used for an additional search/sort field in the vendor file. The “*” placed as the first character if this label defines to the system that this field will be utilized as a special search/sort field.</p>
Employer’s ID Number	<p>This is a twenty (20) character field for your federal identification number. This field will be printed on your vendor’s 1099 form.</p>

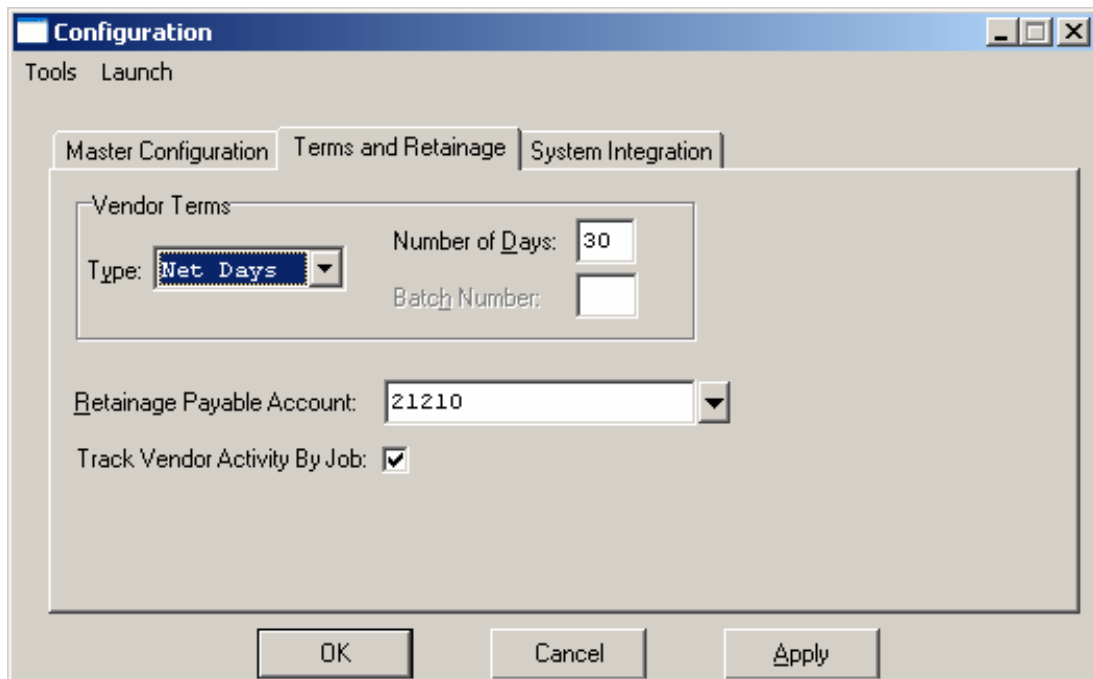
1099 Form	<p>Default: 1099</p> <p>This is the name of the form that is used when printing the vendors' 1099. There is currently only one 1099 form (1099) and should not be changed unless you have had a custom form designed for you or for future changes in the form. If you have returned your Warranty Card, you will be notified annually of any changes in the format of this form. Upgrade procedures will be outlined at that time.</p>
Minimum 1099	<p>Default \$600.00</p> <p>This is the minimum dollar amount that 1099s will be printed for when selecting the option to print 1099s. If the total "Year-To-Date Payments," is less than this amount, the 1099 will not be printed.</p>
Default Bank Account	<p>Default: None</p> <p>This is the default bank account number that will be used when a new vendor is added in the Accounts Payable module. This bank account number must first be set up through the "Set Up Bank Accounts" option in the Accounts Payable or the Check Reconciliation module.</p>
Allow Check Printing	<p>Default: Turned Off</p> <p>This checkbox tells the system whether or not you want the ability to reprint checks during a check run. The default value of being blank (off), indicates that the system will perform the check run without stopping to allow for reprinting of the checks. If you <click> on the box (on), then the system will pause after each check printed to ask you if you wish to reprint this check.</p> <p>If your automatic check numbering is turned off (<i>by setting the next check number to 0 in the Master Configuration</i>) and you do reprint a check, the system will automatically record a voided check in your check register and increment to the next check number.</p>
Cash Basis	<p>Default: Turned Off</p> <p>This checkbox determines which accounting method will be used by the system, "Cash" or "Accrual." The default value of being blank (off), indicates that the Accrual Method will be used. If you <click> "on" the checkbox, then the system will use the Cash Method.</p> <p>The following section describes the way the system handles the two methods.</p>
Cash Method	<p>This method does not recognize expenses or the purchase of assets until the actual cash disbursement (<i>generation of the check</i>) is made. The system handles this method by saving the General Ledger account, distributed to at the time of vouchering, in the open item file. When you make a check run, this account is debited and cash is credited.</p>
Accrual Method	<p>This method records the actual expense or the purchase of assets at the original time of vouchering. In addition, the Accounts Payable account balance would be increased to reflect the liability of the open item. When the open item is paid during the check run, the previous liability is removed at the same time cash is reduced. Please see your accountant if you have any questions about which method to use.</p>
Invoices on Check Register	<p>Default: Turned On</p> <p>This checkbox defines how much information you would like to save</p>

	<p>in the transaction file for your check register. The default value of “on” is exercised by <clicking> on the check box, the system will retain the detail of every invoice paid by each check written. This will give you more detail on the check register, but will also use more disk space.</p> <p>If you turn this option “off” tells the system to save only one entry per check written. This will considerably reduce the disk space required for your transaction file.</p> <p>NOTE: The option “<i>Void a Check</i>” will only be available if you have turned “on” this option. The system will not be able to recreate the open items unless the invoice detail for each check is saved.</p>
<p>Include Paid Items on Inq</p>	<p>Default: Turned Off</p> <p>This checkbox tells the system whether or not to include paid open items on the vendor inquiry screen. The default value of “off” indicates that only the unpaid items will be displayed on the inquiry.</p> <p>If you turn “on” this option by <clicking> on the checkbox, then the system will display both paid and unpaid items. If you choose to include paid items, only those items paid since the last time the option “<i>Remove Paid Open Items</i>” was executed will be displayed.</p>
<p>GL Journal # for Vouchers</p>	<p>- Default: 8</p> <p>This is the General Ledger Journal number that you have assigned for invoices vouchered into the General Ledger system. All General Ledger activity for “<i>Voucher Vendor’s Invoices</i>” will be posted to this journal. <Click> on the pull-down menu to choose from the available journals.</p>
<p>Reduce Qty on Order in IM</p>	<p>Default: Turned Off</p> <p>If you have the Manufacturing Inventory Management module, and Accounts Payable is set to be interactive with Inventory, the system will automatically increase the quantity on hand and reduce the quantity on order when the invoice vouchered. If you are using the Purchase Order Entry system to record purchase orders and place the items on order, this could cause the on-order quantities in inventory to not match the backorder quantities on your purchase orders.</p> <p>Normally, if you have the Purchase Order Entry module, you should leave this checkbox to blank. Otherwise, you should turn this option on by <clicking> “on” the checkbox.</p>
<p>Voucher Unique Invoice #'s</p>	<p>- Default: Turned Off</p> <p>This option is designed to set an additional trap during the voucher of vendor's invoices. If this option is turned “off,” the system will automatically check the vendor's file to verify the item you are posting is different based on the Transaction Date, Transaction Type, Invoice Number, and Transaction Amount.</p> <p>If, however, you attempt to enter the same vendor invoice, but use a different Transaction Date, you can post the additional item to the system. This can occur, particularly in larger organizations where this date may not be watched as closely as it should.</p> <p>By <clicking> on the checkbox to turn “on” this option, the system will ignore the Transaction Date requirement and search the Vendor's file exclusively on Transaction Number and Transaction Type. This process may take slightly longer, but will catch any inadvertent double postings.</p>

<p>Display Vendor Comments</p>	<p>- Default: Turned Off</p> <p>By <clicking> “on” this checkbox, the system will display the vendor “comments” (<i>which are set up in the Add, Change or Copy a Vendor options</i>), before you are able to record transactions in the system. This feature assists in drawing attention to details pertinent to that vendor. Any Comments will then display on the screen when performing “Voucher Vendors Invoices,” “Write A Single Check” or “Record Manually Written Checks” for that vendor.</p>
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Terms and Retainage

The **Define Terms & Retainage** screen displays the items necessary for configuring your Accounts Payable defaults as shown below.

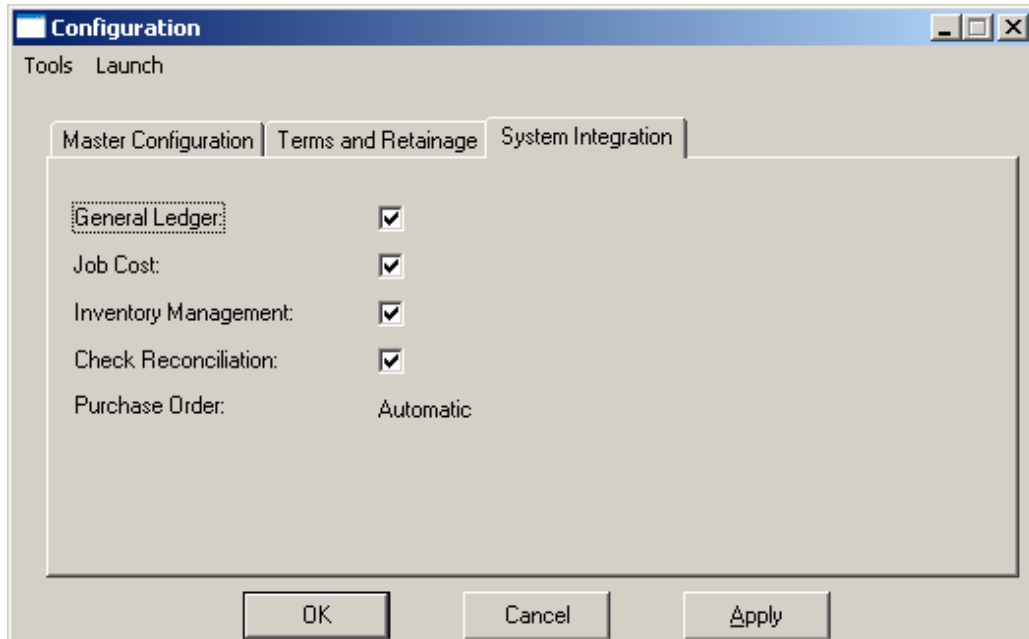


<p>TERMS TYPE</p>	<p>Default: Net Days</p> <p>This is the terms type that will be used as the default terms for each vendor as they are being added into the system. <Click> on the pull-down box which gives you a menu to choose from.</p> <p>The payment terms are used to determine when an open item will be paid. The following term types are available:</p>
<p>Immediate</p>	<p>This specifies that the open item will be paid on the next check run.</p>
<p>Net Days</p>	<p>This determines that the due date for the open item will be a specified number of days from the invoice date (<i>0 to 999 days</i>).</p>
<p>Batch</p>	<p>This allows you to group certain open items together for payment based on a user-definable batch number from 1 to 999.</p>
<p>Suspense</p>	<p>Any open items classified as “suspense” will never be paid until you</p>

	change the terms to some other type. This is the normal classification for disputed invoices. “Voiding” a previously written check will reinstate the open item and classify it as a “suspense” terms type.
# of Days	Default: 30 This is the number of days used in the calculation of the due date for terms types Net Days and Net Days EOM above.
Batch #	If the terms type is set to “Batch,” this is the batch number.
Retainage Payable Account	Default: None This data item should be the General Ledger account for Retainage Payable . This account will be used instead of the Accounts Payable account for transactions vouchered into the system as Retainage .
Track Vendor Activity by Job	Default: Turned Off This checkbox defines how much cost detail will be tracked in the Job Cost files. The default value of being blank “off” tells the system that you will be tracking costs only at the cost code level and not separately by vendor or materials used. If you <click> “on” the checkbox, the system will assume that you will be tracking the costs by cost code and vendor number. The vendor number will be in the form “Vendor,” followed by the actual vendor number. This data item may only be accessed if the integration with Job Cost is turned on.

System Integration

You may turn on or off the following modules by <clicking> on the checkboxes:



Module	Default
General Ledger	OFF
Job Cost	OFF
Inventory Management	OFF
Check Reconciliation	OFF
Purchase Order	Automatic

The system will, however, automatically configure this option based on the modules you select for the option “**Start New Files From Scratch.**” Based on this selection, the system will determine what options should be integrated automatically and set them for you. You may use this option to custom configure these choices in a different manner. You have now completed the Master Information Configuration. <Click> on “**OK**” to validate your changes.

MAINTAIN DATA FILES (AP0412)

This option includes both “**Pack**” and “**Re-Index**” utilities to manage your Accounts Payable files after a hardware or media failure. This procedure will also physically remove records that have been marked for deletion.

You should **NOT** rely on this option to replace backups. Your backup procedures should include daily backups and weekly offsite backups.

There are several situations in which this option need be accessed.

- **Power (hardware) failure**
- **Media Errors (bad disk)**
- **Remove records marked for deletion**

Before you execute the **Pack** option, check the file size of your Accounts Payable files. The system will sort each of the current “**out of index**” files into new “**indexed**” files before deleting the old ones.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your data files. If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

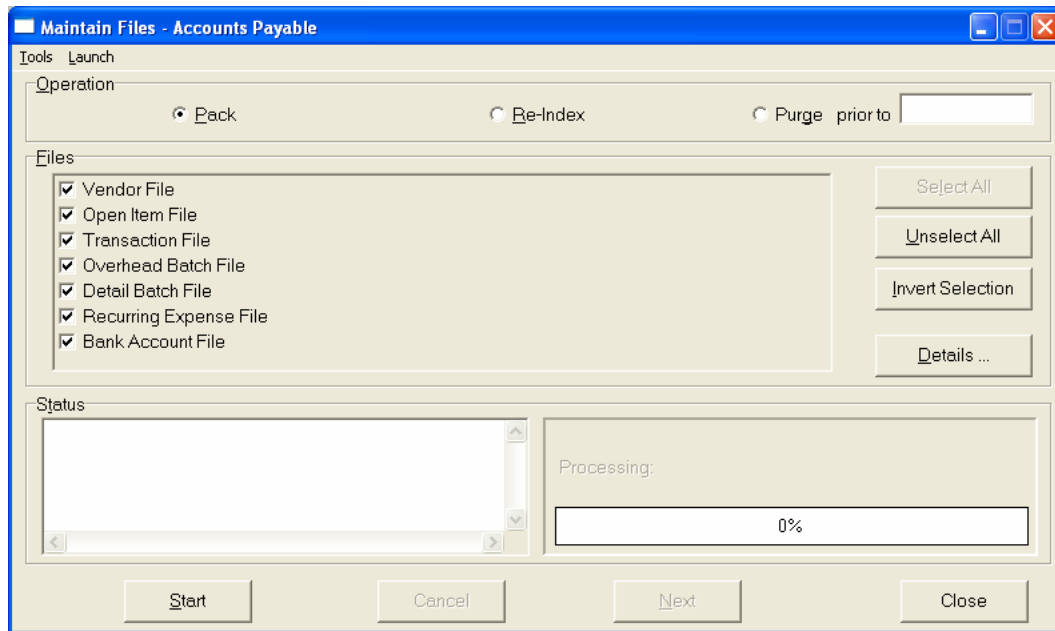
NOTE

This option will only reorganize undamaged data within your files. Therefore, you should carefully audit all information after you execute this option and make any necessary adjustments to your data.

The following files are available for maintenance:

- **Vendor File**
- **Open Item File**
- **Transaction File**
- **Overhead Batch File**
- **Detail Batch File**
- **Recurring Expense File**
- **Bank Account File**

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to “**Select All**” files, “**Un-select All**” files, and “**Invert Selection**,” which selects those files that were not selected in a previous pack or re-index condition.



There is also a “**Details**” button that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

To begin the procedure of a pack or re-index, simply <click> on the “**Start**” button, after selecting the files you wish to manage. You are then given the options to “**Pack**” or “**Re-Index**” the selected data file(s). **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a “**Percentage of Completion**” graph on the screen while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a “**Pack**” procedure.

Results:

All Records in all or specified Accounts Payable Files will be packed and/or re-indexed.

SET UP ACCOUNTS

This section discusses the ways to set up (*or create*), modify, delete, and copy General Ledger account numbers. Each of the accounts in your Chart of Accounts has a number assigned to it. This number can be up to twenty (**20**) characters (*alpha/numeric*). It is normally three to ten (**10**) characters.

The numbering sequence is user-definable, but should be well planned to insure easy retrieval of accounts and for reporting purposes. **Chapter 1** of this manual describes how to organize your account numbers the most efficiently.

Select the “**Set up and Maintenance**” option from the Menu Bar. Then, select the “**Set Up Accounts**” option. A screen will appear with several processing options. From this screen, you may choose to “**navigate**” either through the Menu Bar or by <clicking> on the first set of buttons. You will have the choice of going to the first record in the file, the next record, the previous record, the last record or a specific record in the file (*which can be based on a search routine*). You are automatically in “**Inquiry**” mode when you select this option.

You may add “**notes**” to any General Ledger Account that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes.

The screenshot shows a window titled "Maintain Notes" with a navigation bar at the top. The mode is set to "Add". The account information is as follows:

- Account: 11100
- Description: Cash on Hand
- Date/Time: 05/17/2021 A 7:43
- User ID: SYSADM

The "Title" field contains the text: "Need to reconcile this account to bank." The "Note" field contains the text: "New employees have made errors and it must be done before the auditors get here." On the right side of the window, there are four buttons: "User Fields...", "Save", "Cancel", and "Close".

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** A screen will appear with the current data and time. You will be prompted for a description of fifty (50) characters which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in the **Windows Character-based** products, you will be able to view and change data information in these fields. By <clicking> on the **“User Fields”** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (GL0400)

The **“Inquiry”** mode provides a quick look at Month-To-Date and Year-To-Date account balances compared to their budgets. A variance is displayed indicating whether it is favorable or unfavorable. A favorable account variance is one that is under budget. An unfavorable account is one that is over budget. The system automatically adjusts for certain account type exceptions such as Sales and Assets, where it would be favorable to be over budget and unfavorable to be under budget.

Once the account has appeared on the screen, you may review the account information. This information includes the account number, description, account type, contra flag, status and the Month-To-Date and Year-To-Date actual, budgets and variances.

Maintain Accounts

Tools Launch Navigation Operation

Account #: 11300

Description: Accounts Receivable - Customer

Type: CA - A/R Contra

Status: Normal

Beg. Bal.: \$549,595.80

Mode: **Change**

Current Period Summary

Actual:	(\$1,473.22)
Budget:	\$1,650.00
Variance:	\$3,123.22 (Unfavorable)

Year-To-Date Summary

Actual:	\$560,755.37
Budget:	\$560,745.80
Variance:	(\$9.57) (Favorable)

(Normal balance debit)

Buttons: Periods ... View Detail User Fields... Save Cancel Close

The **“Periods”** button will allow you to view actual and budget amounts for each individual period for this account number.

Values by Period - Account 11300

Tools Launch Edit Navigation

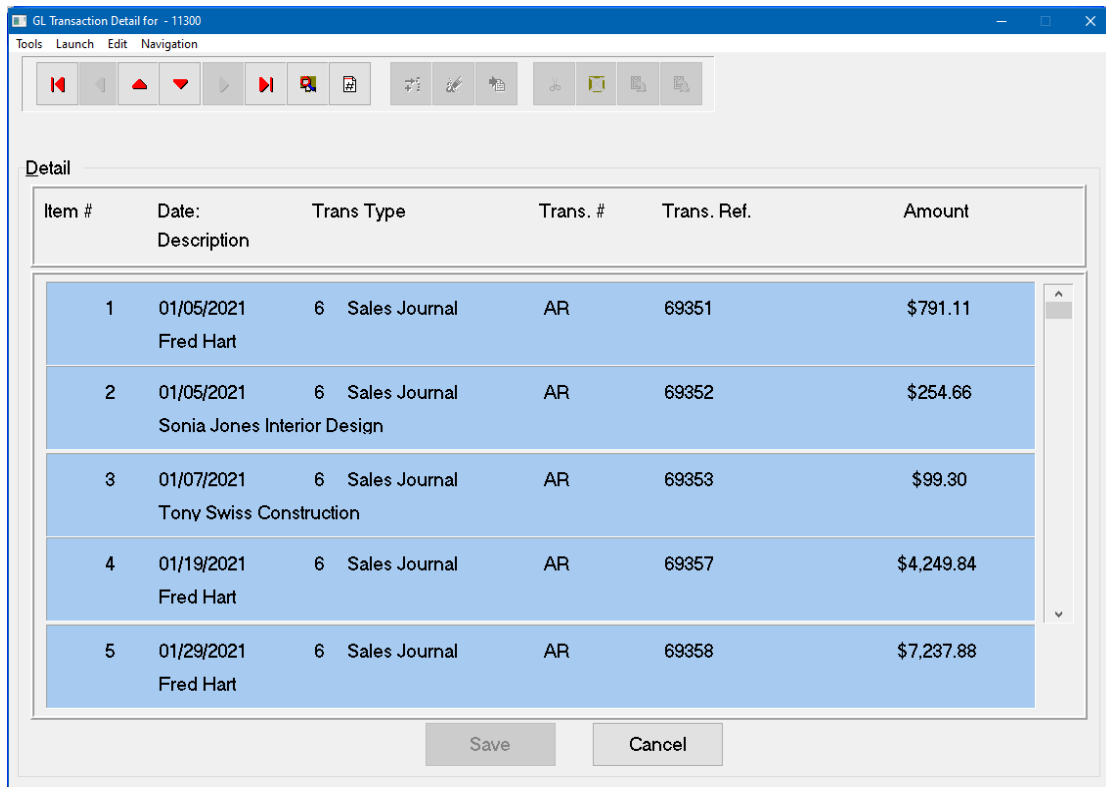
Total Year Actual: \$599,628.75 Total Year Budget: \$592,595.80

Detail

Item #	Period	Actual Amount	Inc./Dec.	Budget Amount	Inc./Dec.
1	01/2021	12632.79	(Inc)	\$9,500.00	(Inc)
2	02/2021	(\$1,473.22)	(Dec)	\$1,650.00	(Inc)
3	03/2021	\$16,250.22	(Inc)	\$12,000.00	(Inc)
4	04/2021	\$24,378.49	(Inc)	\$19,850.00	(Inc)

Buttons: Save Cancel

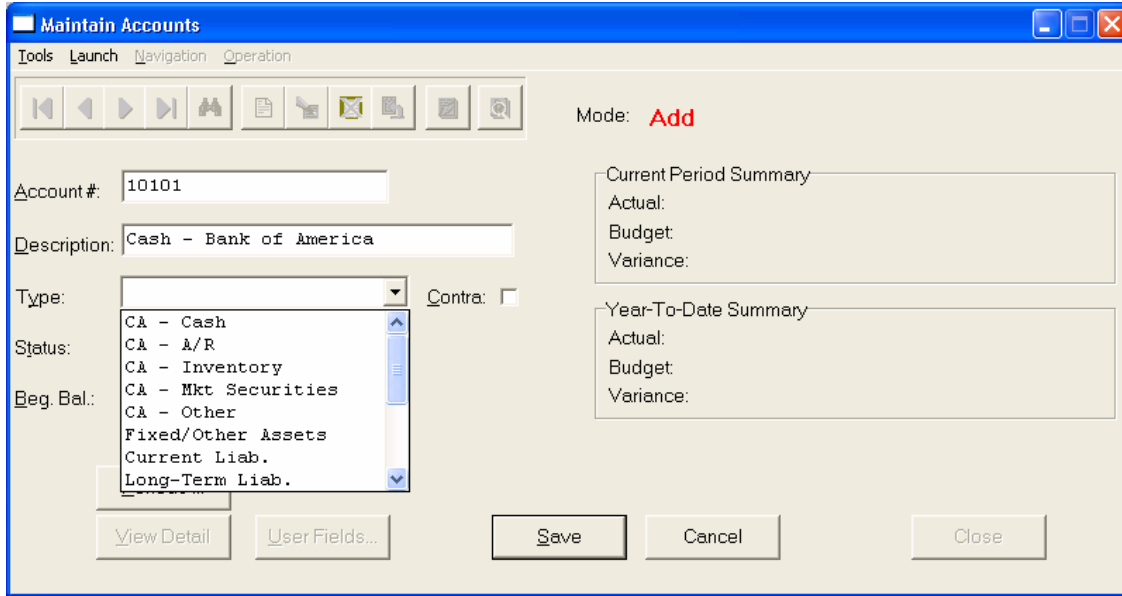
The **“View Details”** button will allow you to view the detail year-to-date journal entries for this specific account number.



While in **“Inquiry”** mode, you may choose to view the individual periods by <clicking> on **“Periods”** button. Once this information is displayed on the screen you will have the option to view the first detail record, page up the detail list, page down the detail list, view the last record in the detail list, view a specific detail record based on text or view a specific detail record based on a line number. When you select to view by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on **“Close.”**

Add Mode (GL0401)

This option allows you to set up new accounts in your General Ledger Account File. After initial set up, any changes to the account balances should be made through the **“Transactions”** option in order to maintain an audit trail. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”**



The first screen will be used to define the account description, the account type, whether or not it normally maintains a contra balance, status and the balance at the beginning of the year. The “Periods” screen is a scrolling screen, which maintains the account balance and budget amount for each month of the year.

The following is an explanation of each of these data items:

Account #	This is a twenty (20) character (<i>alpha/numeric</i>) number.
Description	This is a thirty (30) character description of the account which will be displayed on all reports and financial statements.
Account Type	<p>This type is used by the system to determine whether it is normally a debit or credit balance account, where it belongs on the financial statements, and how the accounts should be grouped when printing the Statement of Changes and Ratio Analysis reports.</p> <p>The following is a list of the fifteen predefined types:</p> <ul style="list-style-type: none"> CA - Cash CA - A/R CA - Inventory CA - Mkt Securities CA - Other Fixed/Other Assets Current Liabilities Long-Term Liab. Equity Income / Sales Cost of Sales Operating Expenses OpExp - Depr/Amort Other Expenses Other Income
CA and OpExp	Current Assets and Operating Expenses, respectively. This account type (<i>along with the Contra Balance</i>) will be used by the system whenever an amount needs to be posted to an account. The system will determine whether a debit balance or credit balance is normal; or whether you are increasing or decreasing the account balance.

Contra Balance	<Clicking> on this field lets the system know whether the normal balance of this account is contrary (<i>opposite</i>) to this type of account. For instance, Accumulated Depreciation is a contra balance to Non-Current Assets. This means it does not maintain the same type of normal account balance, as do other accounts that would be grouped in this particular category of accounts.
Account Status	This defines the status of this account. The following is a list of the five status types: Normal Stat Account Heading Only Inactive Temp Inactive Perm
Normal or Stat Account	All transaction entry options within the Infinity POWER products will not allow transaction posting to an account unless the status is either “ Normal ” or a “ Stat Account ” status type. The “ Stat Account ” type can only be posted to if the “ Allow Out-Of Balance ” journals entries is turned “ on ” in the General Ledger Configuration.
Heading Only	The “ Heading Only ” status is used to define a chart of account as a descriptive heading only.
Inactive Temp	The “ Inactive Temp ” status is used to temporarily inactivate an account so that no journal entries can be posted to that account. This may be changed at a later date to a “ Normal ” status and entries may then be accepted.
Inactive Perm	The “ Inactive Perm ” status is used to permanently inactivate an account. The “ Start New Year ” and “ Bring Balances Forward ” options will not bring an account into the new year if the account is set to the status type and the account's balance is zero.
Beginning Balance	This data item contains the balance of the account at the beginning of the fiscal year. Make sure that all Income Statement accounts have a zero balance at the beginning of the year. Before entering the Beginning Balance, notice the display field in parenthesis that is either reading “ Debit balance normal ” or “ Credit balance normal. ” This is a reference that the system creates from the account type that you have defined for this account.

NOTE

If you are entering beginning balances for accounts that normally have a “**debit balance**” (Asset, Liability), the amount entered should be positive. If you are entering beginning balances for accounts that normally have a “**credit balance**” (Equity, Liability), the amount entered here should be preceded with a minus (-) to make the amount negative.

<Click> on the “**Save**” button to validate the first screen of information. While in “**Add**” mode, you may choose to add individual period information by <clicking> on “**Periods**” button.

Item #	Period	Actual Amount	Inc./Dec.	Budget Amount	Inc./Dec.
1	01/2003	0.00		\$0.00	
2	02/2003	\$0.00		\$0.00	
3	03/2003	\$0.00		\$0.00	
4	04/2003	\$0.00		\$0.00	

This screen is a scrolling window, which contains the balance of the account and the budget amount for each period of the year. You will also see the total year Actual Balance and Budget Amount.

Once this screen is displayed you will have the tool bar navigation options to select from. You may choose the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on **“OK.”**

When you choose to select a specific record in the file, by <clicking> on the Binocular button, you may search for that record by account number or description. <Click> on either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **“Save.”**

The dollar amounts that are entered here should be the net change in the account during the specific period. For the Income Statement accounts, the amount should be either the amount of sales or income or the amount of expenses for the period.

For the Balance Sheet accounts, the amount should be the **change** in the balance of the account during that period. Keep in mind that if you are using the **13 Period Processing** method, the period numbers listed on the right of the scrolling screen are normally representative of the month of the year. When using the **13 Period** method, these numbers now represent the fiscal period numbers of the year (*Periods 1 through 13*).

The General Ledger includes an additional set of options designed to allow the entry of budgets from a separate set of options. There are several advantages to using these various options, but most importantly, they provide a mechanism that allows for budget set up and changes without having other users in an option where account balances are maintained.

Therefore, if security is a concern, the options to set up and change accounts should be password protected and other users should only be allowed to make budgeting changes through the options to **“Set Up Account Budgets.”** The **“Set Up Account Budgets”** options will directly affect the dollar amounts in the budget fields found in this option. As they are changed in the **“Set Up Account Budgets”** option, they will automatically be changed here.

The dollar amounts found in the budget fields, by period, will be used in budget comparison reports for the Balance Sheet and Income Statement. Therefore, whatever number is currently found in these fields will be used in the printing of these reports.

The **“Archive / Restore Budgets”** option allows for the movement of budget numbers for use in printing the various budget comparison reports. Every time a budget is restored using this option, the budget amount for each field found in this option will possibly be changed. Therefore, consideration should be given to password protecting the **“Archive / Restore Budgets”** option as well.

Results:

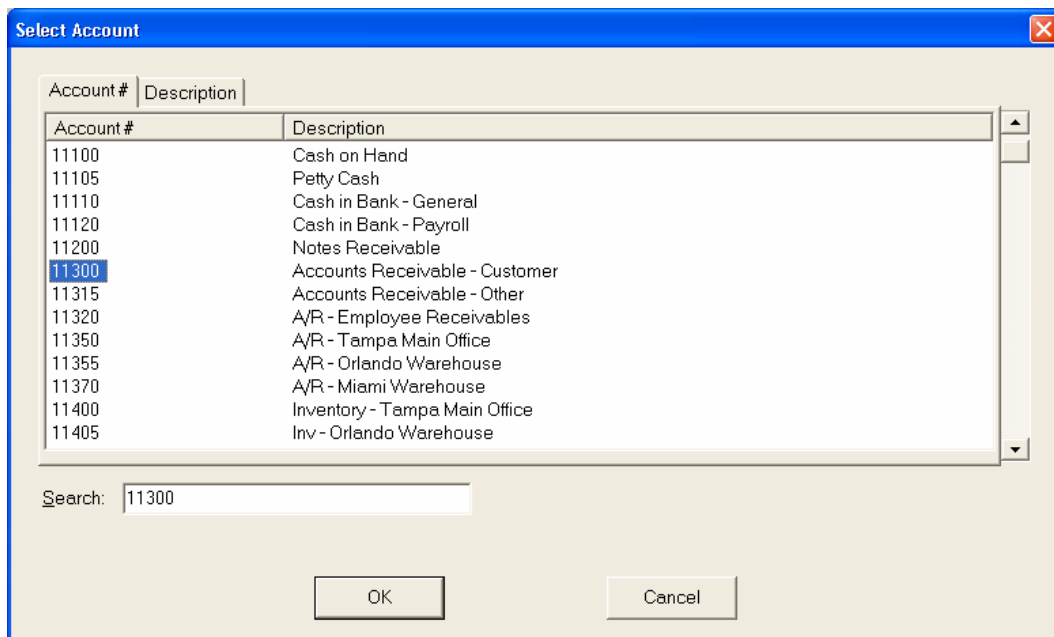
coGL1dy.dbf - General Ledger Account File

- All Account Information set up
- Beginning Year Balance set up
- Period Balances and Budget Amounts updated

Change Mode (GL0402)

This mode allows you to change all information for any account. After initial set up, any changes to the account balances should be made through the **“Transactions”** option in order to maintain an audit trail. If you have made any mistakes during this set up process, you may return to the **“Set Up Accounts”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.



If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

While in **“Change”** mode, you may choose to change individual period information by <clicking> on **“Periods”** button. This screen is a scrolling window, which contains the balance of the account and the budget amount for each month of the year. You will also see a message which tells you the total year Actual Balance and Budget Amount.

Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on **“Save.”**

When you choose to select a specific record in the file, you may search for that record by account number or description. <Click> on either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **“OK.”**

Once you have navigated to the correct detail line, you may make the changes necessary. You may use the operation tool bar options to clear data in current field, insert a detail line before the current detail line, delete the current detail line and save for pasting (*cut*), delete current detail line and shift all subsequent detail lines up one line, copy a detail line for subsequent pasting, and paste a previously cut detail line.

When all changes are made, <click> on the **“Save”** button to validate your changes to this screen. You will then be returned to the previous screen. Again, <click> on the **“Save”** button to validate this record.

Results:

coGL1dy.dbf - General Ledger Account File

- Account Information updated
- Beginning Year Balance updated
- Period Balances and Budget Amounts updated

Delete Mode (GL0403)

This mode allows you to delete an account. You cannot, however, delete an account, which has a balance in any of the twelve or thirteen periods or a beginning year balance. Even though all balances are zero, you should not delete any account that has had any transactions posted to it during the current period.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Results:

coGL1dy.dbf - General Ledger Account File

- Account Information marked for deletion

Copy Mode (GL0404)

This mode allows you to set up new accounts by copying existing ones. This option is very useful when setting up similar accounts for different departments, profit centers, or renumbering accounts. When using this option, the system provides a quick method of setting up accounts that are very similar. Many companies use departmental or profit center reporting and need, for example, similar expense accounts for each department. Using this option, the accounts can be set up once and then copied to each department.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”**

You will notice all the information, except for account number, will be copied to a new record. Enter the new account number for this record. At this point you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

Results:

coGL1dy.dbf - General Ledger Account File

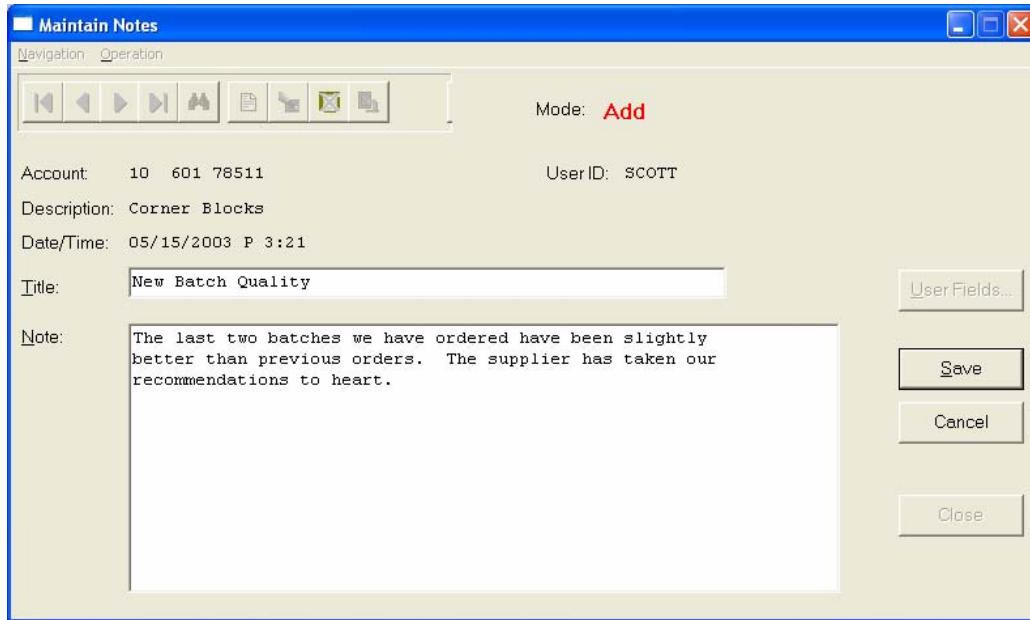
- All Account Information set up
- Beginning Year Balance set up
- Period Balances and Budget Amounts updated

SET UP INVENTORY ITEMS

This section discusses the ways to set up, change, delete, and copy inventory items. It also covers how to “import” new items from other accounting systems and print the Inventory Detail Report, which is used to verify all information input into the inventory files.

You may add “notes” to any Inventory Item that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new item, changing an existing item or copying an item.

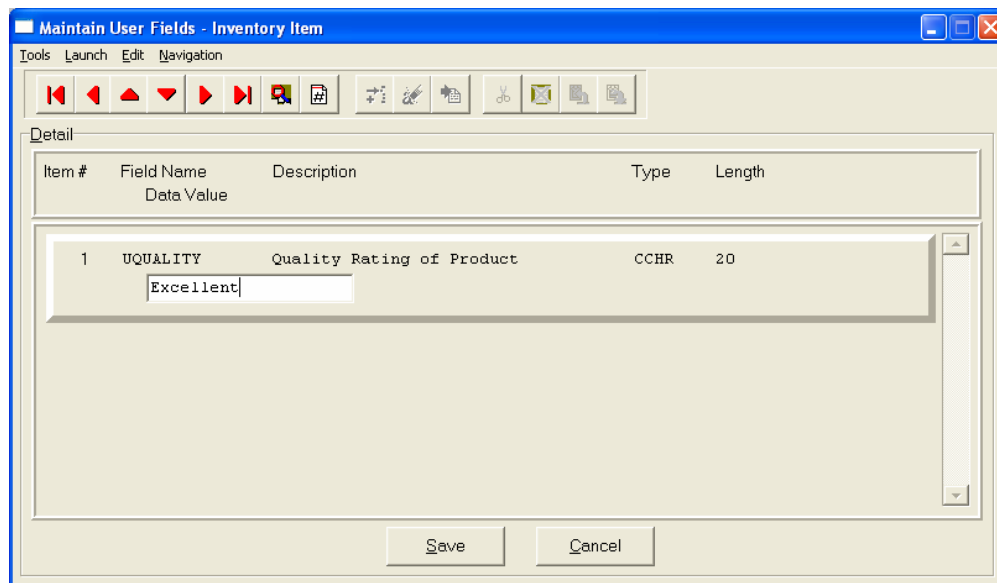
By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the “*Create a New Record*” button or choose the “*Operation*” option from the Menu Bar and then “*Add.*” A screen will appear with the current date and time.



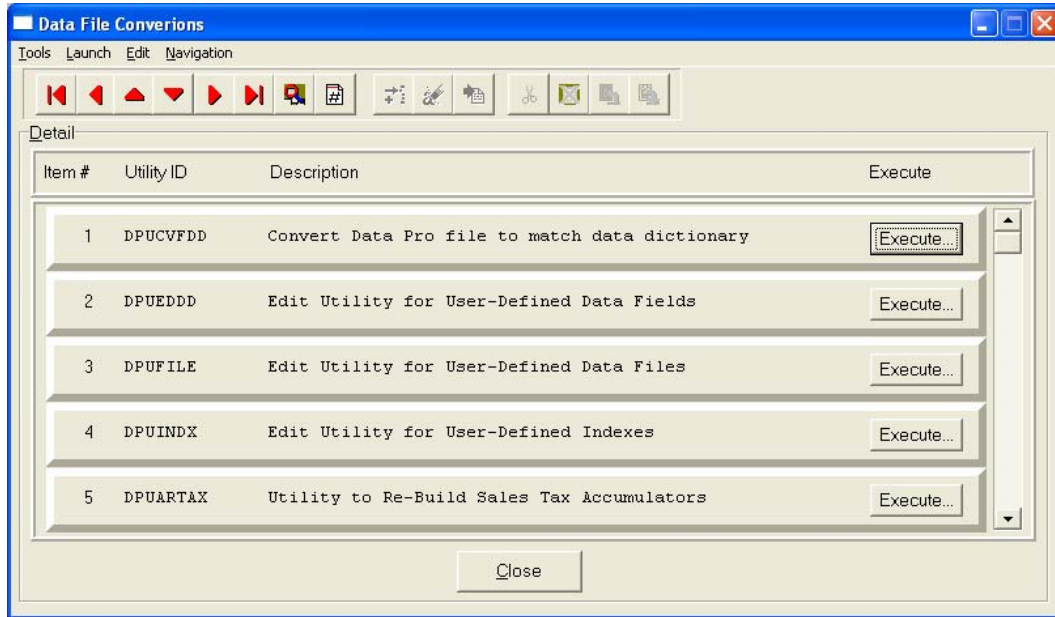
You will be prompted for a description of fifty (50) characters which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the item through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **“User Fields”** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields.



You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields** and that you have run Item #1 below “Convert Data Pro file to match data dictionary.” This option is located under “**Productivity Tools**” on the “**Systems Menu.**” This will ensure that your data files are in sync with any new fields you have added to the system.



Inquiry Mode (IM0100)

This option allows you to view assorted summary information about your inventory items. You may check certain inventory information by selecting the **Inventory Item Inquiry** menu option. First, you must navigate to the record you wish to inquire on. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option.

Once the item has appeared on the screen, you will notice several buttons on the bottom of the screen. You may view each of these additional screens of information about this inventory item.

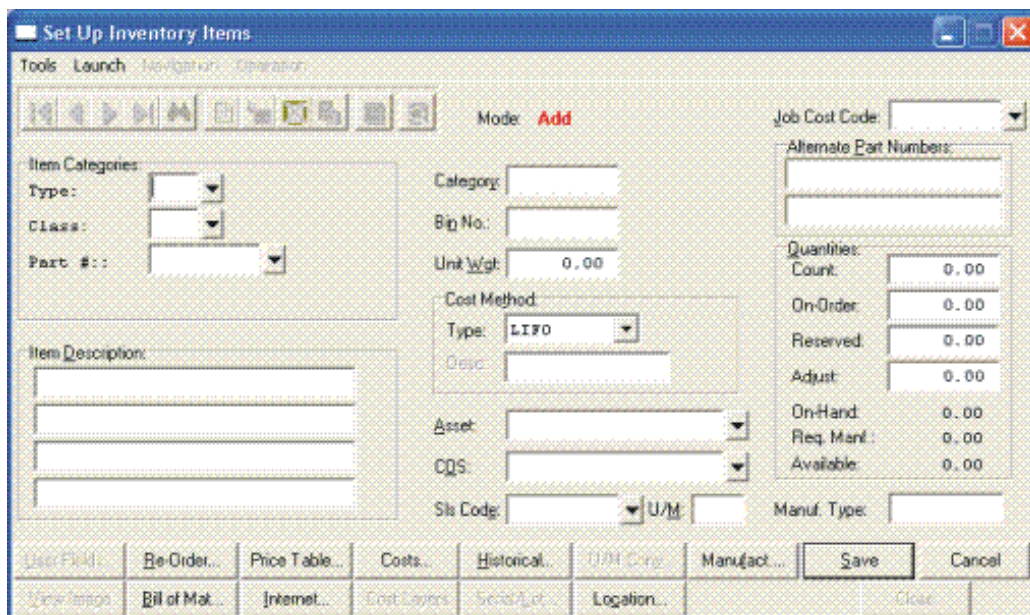
Re-Order	This button allows you to view the primary and secondary vendors associated with this inventory item, as well as re-order quantities, lead time for integration to the Invertech Manufacturing Requirements Product (MRP); plus the minimum and maximum quantities to stock.
Price Table	This button allows you to view the pricing that was assigned for this inventory item. There are up to ten (10) price levels assigned to an inventory item.
Historical	This button allows you to view the summarized history of sales and purchases for the current year, month by month.
U/M Conv,	This button allows you to view the unit of measure conversions for this inventory item.
Manufact	This button allows you to view the summarized manufacturing history of this inventory item for the current year, month by month. This includes usage quantity and quantity produced.

View Image	This button allows access if an image file name has been defined in the “Internet” section of this part number. This image must be in either a JPG or BMP format.
Internet	This button allows you allow you to view the image, text, audio and video files associated with this inventory item that will be used in conjunction with an internet web site.
Cost Layers	This button allows you to view all cost layers for this particular inventory item.
Serial/Lot	This button allows you to view “Serial Number” or “Lot Number” information for a selected inventory item. A scrolling screen will appear with all available Serial Number or Lot Number items. When you select one of the displayed items and <click> on “OK,” a screen will appear with additional information about that specific Serial Number or Lot Number. This information includes an additional description, Serial Number or Lot Number, quantity on-hand, the bin number, warranty flag setting and two fifty (50) character comment lines.
Location	This button displays the Multi-Location inventory inquiry. This information includes the On-Hand and Available Quantities of all inventory locations for each defined location for this inventory item.
Costs	This button allows you you to view the total cost and average unit cost of the item. This feature is set this way for security purposes.

Add Mode (IM0401)

This option allows you to set up new inventory items. Several screens will be used, taking you step-by-step through the sequential process of properly and thoroughly identifying your inventory items. This process will repeat itself for each inventory item. After initial set up, all cost and historical information should be input through **“Enter Transactions”** in order to maintain an audit trail.

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”**



Enter the inventory item number in the format that you initially set up in the Master Information (*e.g., the default configuration is shown below.*)

- 1) **Category**
- 2) **Class**
- 3) **Item**
- 4) **Location**

NOTE

If you add new inventory items in the old year **after** performing “**Year End Procedures,**” the new inventory items added will **not** appear in the new year. This is because the inventory item file was already created during Year End Procedures. To alleviate this problem, simply change your system date to the New Year, and re-enter the new inventory items and pertinent costs, pricing and quantity information.

The following is an explanation of each of the data items required for a new inventory item:

Item Descriptions	There are four (4) lines available for your inventory item description. Each line consists of thirty (30) characters (<i>alpha/numeric</i>) including spaces. All lines of the description will print on all reports except in one instance. If a line of description (<i>except for the first line</i>) is preceded with a single asterisk (*), that line will not print on any external documents generated by the system, (<i>e.g., Price Labels, Price Lists, or documents printed by other modules, such as Invoices, Packing Lists, etc.</i>). In this way, certain information can be part of the file, but remain for internal use only.
Category	This is a ten (10) character (<i>alpha/numeric field</i>) that will identify the category of this inventory item. This field can be used for informational purposes or it may be used to categorize items for specific sort routines for Internet related access of inventory items.
Bin No:	This ten (10) character (<i>alpha/numeric</i>) field identifies the location number of items stored in bins.
Unit Wgt:	This ten (10) character field specifies the quantity of weight associated with this particular item number. It is used in conjunction with the Sales Order Entry system for Bill of Ladings.
Cost Method	<p>Costing Methods are defined for each individual inventory item. The default costing method which appears automatically will be the costing method set up in the Inventory Master Configuration. There are eight (8) costing methods to choose from. They are:</p> <ol style="list-style-type: none"> 1) LIFO 2) FIFO 3) Average 4) Latest 5) Standard 6) Serial Number 7) Lot Number 8) Fixed O/H <p>Careful consideration of the way your business operates is highly suggested before this selection is made. Refer to <i>Chapter 1, Normal Costing Methods</i> for more information on each of these inventory costing methods. Once you have selected the costing method here and have begun to receive additional inventory items into stock, you cannot just switch costing methods. Make sure to check with your accountant or CPA prior to making any changes of this nature to your accounting files.</p>

Cost Label	<p>This data item is a fifteen (15) character (<i>alpha/numeric</i>) field which will only be available if you have selected the Lot Number type costing method for this inventory item. The Cost Label is used to define the structure of the Lot Numbers to be used with this specific inventory item.</p> <p>For example, you may have a shoe store which carries boots. The boots can be stored as lots with the label “<i>Style/Color/Sz.</i>” The store may also carry accessories for boots, such as, anklets or taps, which may only require a cost label of “<i>Style/Color.</i>” Each “lot” inventory item can have a different cost label. The “cost label” is also used to describe the warehouse location in the Multi-Warehouse set up of your inventory. For example, the cost label may be “<i>Warehouse No.</i>” or “<i>Truck Number</i>” or “<i>Store Number.</i>”</p>
Asset	<p>This is the account number used to update the General Ledger module to reflect any increases or decreases in the value of this particular inventory item. This account number is also used to print the Manufacturing Inventory Management Value Summary Report which does not require General Ledger to be interactive. This account is used when transactions are originated in the Manufacturing Inventory Management module or when receipts of inventory are entered through Accounts Payable or Purchase Order. If the Accounts Receivable module is integrated with Inventory, the AR Sales code defined on the Inventory Item will dictate the Inventory Asset account to be used for sale and return transactions.</p>
COS	<p>This is the account number used to update the General Ledger module to reflect any increases or decreases in the Cost of Sales calculations when recording a sale, withdrawal, or return of an item.</p>
Sls Code	<p>This code is used by the Accounts Receivable module to group sales of items into various categories of sales. This determines total sales by various breakdowns defined by you or you may simply use one code to represent all sales. This code may be up to 10 characters (<i>alpha/numeric</i>). Make sure that if you are interactive with Accounts Receivable that any codes you use when you set up Inventory are set up in Accounts Receivable. Otherwise, when invoicing and such, the system will always be looking for near matches instead of assuming the proper number immediately.</p>
U/M	<p>This is a four (4) character (<i>alpha/numeric</i>) field that will identify the count value of that item; (<i>e.g., ea., lb., doz., gal., etc.</i>). This will define the default or “<i>stocking unit of measure</i>” if the Unit of Measure Conversion options are utilized.</p>
Job Cost Code	<p>This is the default Cost Code used to transfer the cost of inventory into a job. You may override this default code at the time of allocation to a specific job or project, but the code entered here will be used as the default value for the system. You may <click> on the Down Arrow (F2 by default) if you are integrated with the Job Cost Main Module to review a scrolling list of valid list of Cost Codes to enter into this field. This is very important to configure in advance, particularly if you intend to utilize the Sales Order Proposal Writing feature that allows quotes to be converted into Jobs once the quote has been accepted by the customer. If these line items on the Proposal have been setup properly with their Cost Code setup, they will be added as “Budgeted Cost Codes” on the new Job when the option “Transfer SO Proposals to Job Cost” is run.</p>

Alternative Part Numbers	If your inventory includes similar products from different vendors, you may assign separate inventory numbers to them. Quite often, when one vendor's product is not available, an alternative vendor's product can be substituted. With this feature, you have the ability to quickly reference these alternative part numbers. A twenty (20) character (<i>alpha/numeric</i>) field is provided. If this feature is not applicable to your inventory, ignore these fields or use them for miscellaneous descriptions.
QUANTITIES	Information is entered here only once in the “ Add ” mode. Thereafter, all activity to that item will be updated and reflected automatically in these fields.
Last Count	Default : 0 This is the count value as of your last physical inventory count. After executing the “ Update Book to Physical Count ,” discussed later, this quantity will be zeroed out. NOTE: This is not the amount of beginning inventory quantity that is on-hand. This field is used by the Physical Count Procedure. To define the beginning quantity and unit cost for this item, reference the “ Change Cost Information ” field on this screen.
On-Order	Default: 0 This number reflects the quantity of product you currently have on order. This field is updated when you either “ Enter Purchase Orders ” or “ Record Receipts .”
Reserved to Ship:	Default: 0 This number reflects the quantity of product you have committed to pending Sales Orders. Any number entered here will alter the quantity available for this item. This field is automatically updated by either the option to “ Record Sales Orders ,” from the Sales Order module when a sales order is added or changed with a quantity for this item or if the “ Auto-Reserve Bill of Materials ” switch in the Master Configuration is turned “ on .” If it is, this quantity will also include the quantity required for the manufacturing of the finished good items which have been placed on customer Sales Orders.
Qty. to Adjust	Default: 0 This field is used by the system to reflect any discrepancies which may occur during processing (<i>e.g., if you were to make a withdrawal or a transfer of goods greater than the quantity on hand.</i>) The quantity difference would be displayed here. This is a management-by-exception auditing tool. It serves as a flag to inform you that an exception has occurred. The system does not attempt to analyze or correct this exception, (<i>due to the uniqueness of each business</i>) but instead, provides this field for your individual attention. You must manually zero this field only after you have determined the cause of the adjustment quantity, and have made the necessary accounting adjustments. If you are interactive with Accounts Receivable or Point of Sale, this field can be cleared when the option to “ Record COS Adjustments ” is performed. This field is extremely important to watch. Therefore, it is highly recommended that the Inventory Quantity Report , with the criteria selection to include only those items with a “ Quantity to Adjust ,” be run at least on a weekly basis to stay on top of any potential problems with overselling of inventory items.

On-Hand	<p>Default: 0</p> <p>This field is automatically calculated and displayed by the system based on the transactions and initial setup quantities posted to the system. This is the perpetual “Quantity On-Hand” field for each inventory item. Therefore, when performing an inquiry on an item, this would be the field to be viewed to immediately determine what the current amount of inventory is on-hand at any given time.</p>
Req. Manf.	<p>Default: 0</p> <p>This field (<i>Required for Manufacturing</i>) is automatically updated by following the procedures in the “Enter Projected Usage Amounts” menu option. There are two different ways that the Inventory system can track, display, and report the manufacturing requirements. As a manager, you must decide how you are deploying your Bill of Materials processing system and you must be comfortable with the way in which you want to determine the requirements you will need for sub-assemblies of items used in the Manufacturing cycle.</p>

First there is a field under the **“Re-Order”** button called **“Proj. Requirements”** as shown on the following screen.

The screenshot shows a software dialog box titled "Re-Order Information - 10 601 85461". It has a "Tools" menu and a "Launch" button. The dialog is divided into three main sections:

- Primary Vendor:** Vendor: SUN1 (Suncoast Concrete Supplies), Item Number: 421435-2
- Other Vendor:** Vendor: SC01 (Scotty's Building Supplies), Item Number: 621003
- Re-Order Quantities:**
 - Minimum To Stock: 500.00
 - Maximum To Stock: 3,500.00
 - Minimum To Order: 250.00
 - Proj. Requirements: 0.00
 - Lead Time: 0.00

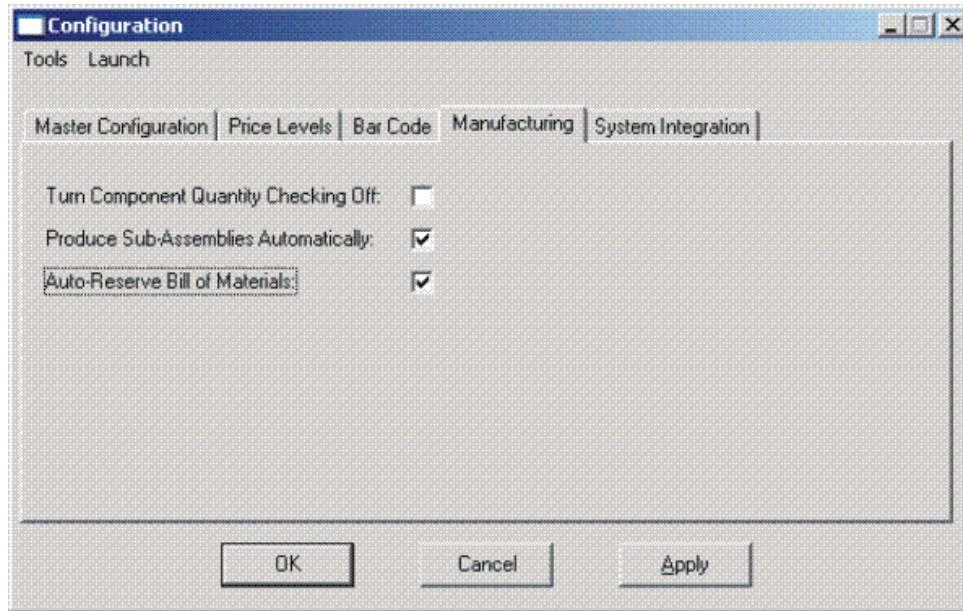
At the bottom of the dialog are "Save" and "Cancel" buttons.

Proj. Requirements	This field is used in the calculation of an item’s Projected Bill of Material requirements amounts during the use of the “Projected Usage Amounts” menu options. This field contains the quantity that you need to manufacture to meet the requirements of outstanding sales orders or stocking levels. However, the key to this function is that management must overtly utilize the “Projected Usage Amounts” option to calculate what requirements exist for a specific sub-assembly or Bill of Materials item. Typically, this “Projected Requirements” field would be used for Finish Goods and not for sub-assemblies and/or Bill of Materials items.
Req. Manf.	This field is the calculated quantity of the sub-assembly or raw material which will be required to meet the manufacturing requirements calculated in the “Projected Usage Amounts” option. For instance, you may have sub-assemblies and raw materials that are used in the manufacturing of several different finished good items. You could use the “Projected Usage Amounts” option to transfer all of your Sales Order backorder quantities to the “Projected Manufacturing Requirements” and then calculate the manufacturing requirements. The “Req. Manf.” field would then contain the total quantity required to meet all of your manufacturing needs and will be used in the “Projected Materials Usage Report” to let you know what raw material items you may need to order.

“Require for Manufacturing” quantities of your sub-assemblies and raw materials will only be set by using the **“Projected Usage Amounts”** option. This provides you with a lot of flexibility in calculating the requirements as you prepare for your manufacturing cycles. However, the quantities required for manufacturing are not automatically updated as users are entering customer orders and the Sales Order, Accounts Receivable, and Point of Sale modules will not warn the user if the quantity of the Inventory Item being entered is required for the manufacturing process.

The second method that the Inventory System has of maintaining the manufacturing requirements is by updating the Reserved Quantity of the sub-assemblies and raw materials as the finished good items are being entered on the customer Sales Order. If you are selling the sub-assembly and raw material items as well as using them in your manufacturing process and need the Sales Order, Accounts Receivable, and Point of Sale systems to dynamically warn the users that the quantity being entered has been reserved for manufacturing then this method should be used.

Depending on the **Advanced Security Object** configuration you define in the system for each user, they may override and continue to sell the item or not be allowed to proceed at all. This becomes a very dynamic way of tracking the needs of Bill of Material items verses using the other methodology which uses a more planned approach. To utilize this feature, you must have the Inventory Master Configuration option **“Auto-Reserve Bill of Materials”** <clicked> on as shown on the following screen:



Available	<p>Default: 0</p> <p>This field will constantly be updated to reflect the total quantity of an item that is currently available to sell. The system takes into account the current Quantity On-Hand plus the Quantity On-Order minus the Quantity Reserved to determine the current Quantity Available.</p>
Manuf. Type:	<p>Default: Blank</p> <p>This is a ten (10) character (<i>alpha/numeric</i>) field designed to accommodate a wide variety of manufacturing codes. Each user may define their own set of definitions which can tell them whether this item is to be manufactured by the company, sub-contracted out to another firm to be made, or if they should be buying it from a third party (<i>i.e. distributor</i>). If you are integrating with the Invertech Manufacturing Requirements Planning (MRP) system, you may define your own codes or use the standard codes as follows:</p> <p>M = Make S = Subcontract P = Buy this Part (Purchase)</p>

Special Cases

These data items will have default values. Respond to these items by <clicking> on the appropriate button and an “*Option Window*” will appear for the keying of additional information.

User Fields:

This button provides access to all of the “**User Defined Fields**” that may have been created for the Inventory file. This assumes that the option in the “**Configuration**” setup has been turned on and new fields have been added to the system. Otherwise, this button will not be accessible.

If “**User Defined Fields**” have been added to the system, a new screen will appear and display the total number that has been added. If more fields have been added than what fits on a single screen, the screen will become a scrolling screen that will allow the user to move up and down and make entries into these fields accordingly. You must <click> on “**Save**” this screen to save all entries made to this screen and store you work before you will be returned to the main screen. <Click> on “**Save**” again to ensure these entries are completely saved.

User Defined information entered into these fields is accessible by the **Infinity POWER Report Writer** and **POWERServer** module for web applications.

Item #	Field Name	Description	Type	Length
1	UQUALITY	Quality Rating of Product	CCHR	20

Excellent

Re-Order:

The Vendor Information required by this screen includes the Vendor # or your primary source for acquiring this inventory item. If your system is integrated with **Accounts Payable**, the vendor numbers should match in both programs. This field is ten (10) characters (*alpha/numeric*) in length. This field must be completed in order to transfer a sales order into a purchase order.

Primary Vendor:

Vendor: [dropdown]
Item Number: [text input]

Other Vendor:

Vendor: [dropdown]
Item Number: [text input]

Re-Order Quantities:

Minimum To Stock: [0.00] Proj. Requirements: [0.00]
Maximum To Stock: [0.00] Lead Time: [0.00]
Minimum To Order: [0.00]

Vendor Item #	A twenty (20) character (<i>alpha/numeric</i>) field identifying the number assigned to that particular item by its vendor. This number will be used by the Purchase Order Entry module, if interactive, and if a form that utilizes the vendor's item number has been selected. This would allow you to issue purchase orders to vendors with their items numbers printed on them for their ease of recognition and uniformity. The numbers maintained in your inventory module do not have to conform to those of your vendors.
Other Vendor Vendor Item Number	These fields are used for alternative sources for this item.
Minimum/Maximum Quantities to Stock	The Minimum/Maximum Quantities to Stock are limits you determine are best for your particular inventory " <i>turnover.</i> " The minimum may be set up to reflect the quantity established to get the price break you have based all of your pricing factors on. The maximum is designed to keep excess inventory amounts to a minimum. These two fields are essential to printing the Suggested Order Report and Overstock Report , respectively.
Proj. Requirements	a special analytical quantity used for the material requirement reporting based on manufacturing. Normally this field will be updated automatically by the option to " Enter Projected Usage Amounts. " Fields are ten (10) characters (<i>numeric only</i>) in length. The system will round to the nearest number if you enter a number larger than seven digits. This is typically used for Finished Goods and not sub-assemblies or Bill of Material items.
Lead Time	A numeric field with two additional decimal places for use with third party Manufacturing Requirements Planning (MRP) products such as the Invertech MRP software. Users may define lead times in terms of hours, days, weeks months or years depending on what makes sense for each item. This is a field that is not currently used within Infinity POWER for reporting calculations.

Price Table:

If you set up the default factor information for your entire inventory system, (*using the "Inventory Configuration, Price Levels" option*), the information to be entered on this screen would only be the Retail Price or Price Level #1; or the Base Price or Price Level #6. You would then <click> on the "**Reset Prices**" button. The system will automatically calculate all the prices for that item based on the factors set up.

Price Table Information - 10 601 78511

Tools Launch

Description	Price	Factor
1) Retail	\$5.40	1.0000
2) Level 2	\$5.13	0.9500
3) Level 3	\$4.86	0.9000
4) Level 4	\$4.32	0.8000
5) Level 5	\$4.05	0.7500
6) Level 6	\$3.78	0.7000
7) Level 7	\$3.65	1.0000
8) Level 8	\$3.60	1.0000
9) U Name It	\$3.52	1.8000
10) Bro In Law	8.64	1.6000

Buttons: Save, Cancel, Reset Factors, Reset Prices

If you want to override the default factors set up in the Master Configuration, you may do it here on an item by item basis. You may also use this option to do **“What If”** calculations of prices by changing the factors around and then <clicking> on the **“Reset Prices”** button to recalculate the prices. <Clicking> on the **“Reset Factors”** button will restore the Master default factors when you are done.

If you are utilizing the Unit of Measure Conversion procedures, the selling price will be based on the Price Level defined for each unit of measure in the Unit of Measure Conversion table.

Costs:

Cost Information - 10 601 85461

Total Cost:	\$5,208.06
Average Unit Cost:	\$2.83
Last Received Date:	04/30/2003
Last Received Quantity:	300.00
Last Received Unit Cost:	\$2.91

Close

Additionally, the lower portion of the screen displays the **“Last Received Date,” “Last Received Quantity,”** and the **“Last Received Unit Cost.”** This provides the user an instant lookup ability to see the last time this item was purchased, how much was purchased and what was paid for the item. This avoids having to run reports to determine whether certain items should be kept, discontinued or re-ordered. All three of these fields are automatically updated each time a **“receipt”** transaction is posted in the system for this item.

Remember this item is an **Advanced Security** object and can be defined for users to see or not on a user by user basis or by groups. This allows management the flexibility to control who has access to viewing cost and who doesn't.

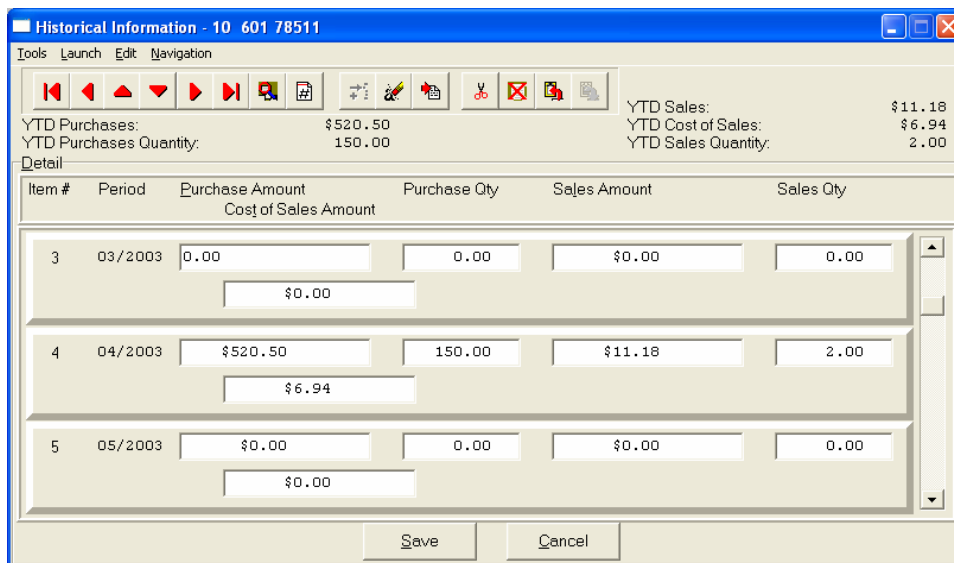
Historical:

This screen is used to enter any historical information pertaining to the movement and profit of that item. The three areas of input are described in this table:

Purchases	For each period (<i>month</i>) of the accounting cycle, you would enter the total dollar amount spent on purchasing that item and then the quantity of items that amount represents.
Sales	For each period (<i>month</i>) of the accounting cycle, you would enter the total dollar amount of Sales for that item and then the quantity of items that amount represents.
Cost of Sales	For each period (<i>month</i>) of the accounting cycle, you would enter the total dollar amount of Cost of Goods Sold for that item to allow the system to determine the gross profit per item for that period.

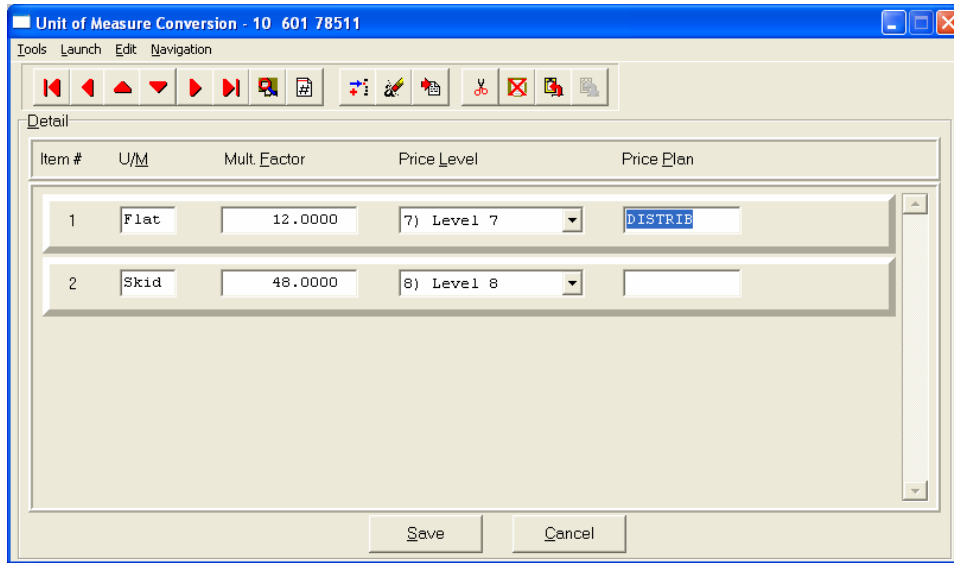
NOTE

Historical information is only input during the initial setup process. The system will automatically update this information as transactions are posted to the system.



U/M Conv:

This data item will facilitate the need to receive and sell this inventory item at different units of measure. You must have a unit of measure defined in the **“U/M”** field on the primary screen, Unit of Measure, before the system will allow access to this option. The **“stocking unit of measure”** will be the smallest level of stocking (*usually each*). This should be the unit of measure that was defined in the **“U/M”** field.

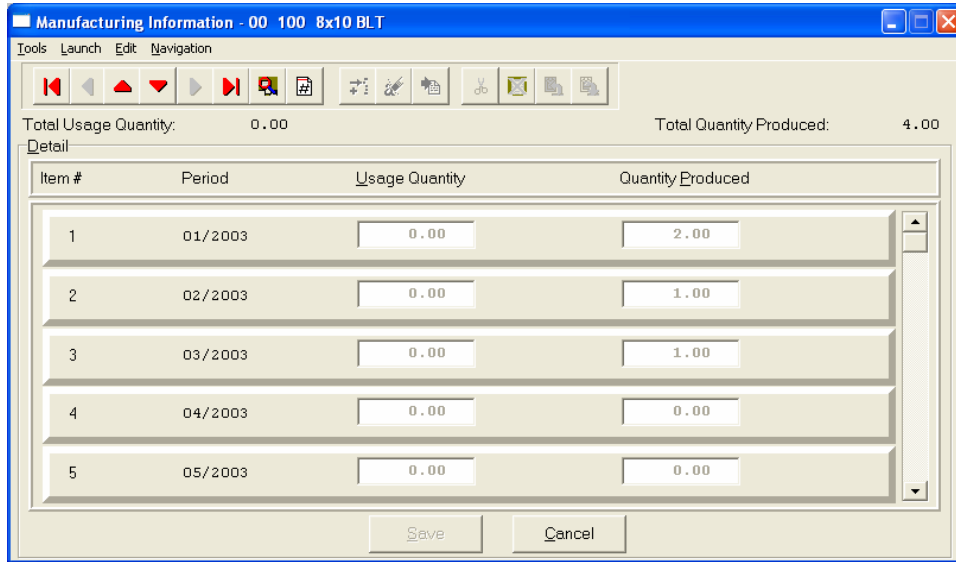


You can define up to ten (10) different unit of measure conversions in this option for this inventory item. The four areas of data input are:

U/M	Each of the unit of measure conversions will define a four (4) character (alpha/numeric) unit of measure identifier (e.g., ea., lb., doz., gal., etc.). These units of measure will “pop up” on data entry screens when the system recognizes that the inventory item selected has a unit of measure conversion table defined.
Mult. Factor	<p>The multiplying factor is the number used to calculate the quantities being received or sold when a unit of measure conversion table is defined.</p> <p>For example, you may stock your inventory at the lowest level (each), but by defining a unit of measure conversion table, you can define the conversion for a “case.” A case may be comprised of twelve (12) items. The multiplying factor for the “case” should be twelve (12).</p> <p>When you receive items into inventory, you can enter one (1) case. When the inventory files are updated, they will show twelve (12) each. The multiplying factor allows the system to calculate the quantities received and sold at the lowest stocking level.</p>
Price Level	This data item will allow you to define the Price Level for each individual Unit of Measure Conversion. These are the price levels defined in Data Item #23.
Price Plan	<p>Pricing Levels can also be defined by implementing special “Price Plans.” You may set up a Price Plan to correspond with an individual unit of measure, such as “dozens.” Include in that price plan, all inventory items that would have a unit of measure of “dozens.” The pricing established in that Price Plan should be pricing based on “dozens.”</p> <p>All Price Plans set up and used as described above, will override the Price Level set up on the Unit of Measure conversion table. These price plans are “special price plans” and should not be assigned to any customer.</p>

Manufact:

This screen is used to enter any historical information pertaining to the manufacture and usage of that item.

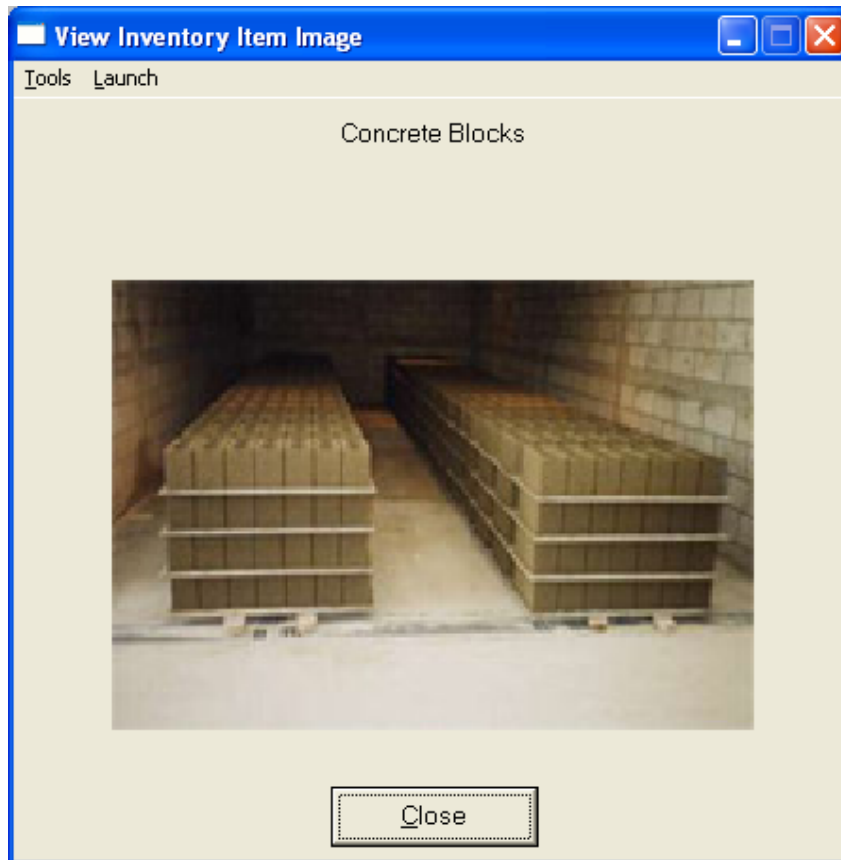


The two areas of input are:

Usage Quantity	For each period (<i>month</i>) of the accounting cycle, you would enter the total quantity of this item used in production (<i>producing other items</i>).
Quantity Produced	For each period (<i>month</i>) of the accounting cycle, you would enter the total quantity of this item, which was produced (<i>manufactured</i>). These fields will be automatically updated every time you record manufacturing.

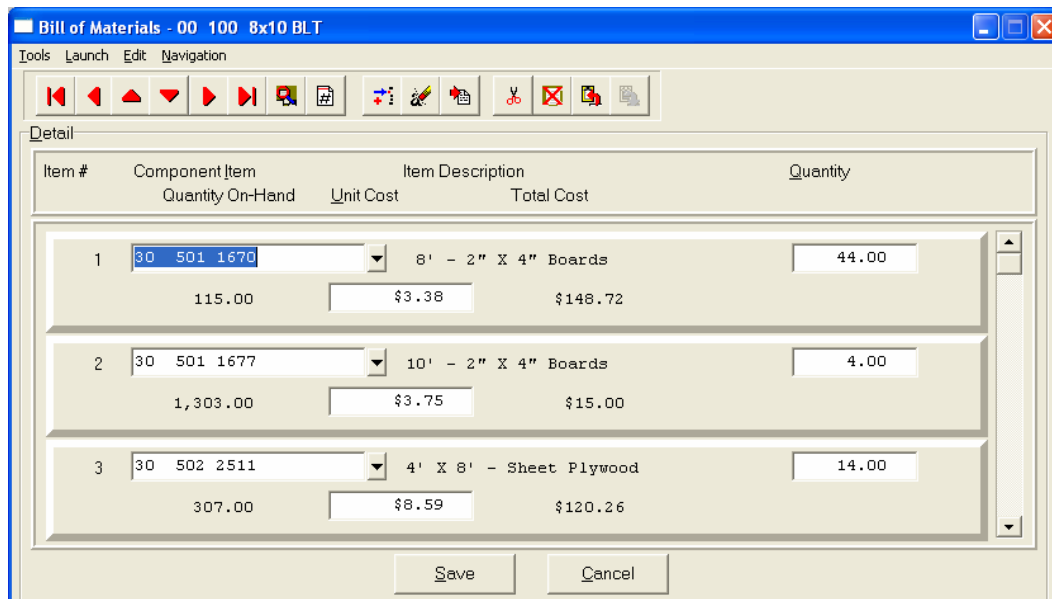
View Image:

This screen is used to show the image of the Inventory Item based on the name of the image file you defined under the **“Internet”** button. Once you select the **“Internet”** button, there are four choices and it is the **“image file”** that is required to be defined so that the picture or graphic can be displayed when this option is selected. This file must be stored as a **“JPG”** or **“BMP”** image file. Keep in mind, when using the **“View Image”** feature the best results for image display would be **186 X 265** pixels. A sample is shown below of what is possible. These images may also be used interactively with the **Infinity COMMERCE** tools that are included as a standard feature of the **System Administrator** module which drive all of the Data Pro e-commerce solutions.



Bill of Mat:

This screen is used to enter all inventory items, which go into the manufacture of the current assembly. This bill of materials may consist of up to one thousand (1000) total raw materials, sub-assemblies, and by-products.



The following field may be input for each of the components:

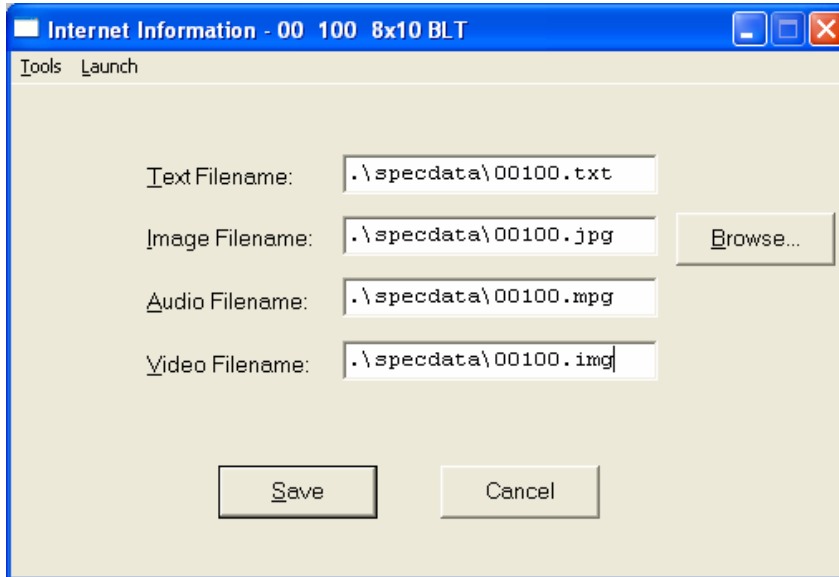
Component Item Number

Each component on the bill of materials must be an existing inventory item. When you enter the number, the description will be displayed immediately below the item number. If you are not certain of the item number, you may press TAB to scroll through the inventory file to make your selection.

Quantity	This field indicates the quantity of this component, which goes into the manufacture of this assembly. Every time you record production, this quantity will be withdrawn from the component's on-hand quantity. Entering a negative quantity may specify by-products. Every time you record production, this quantity will be added to the component's on-hand quantity.
Unit Cost	This field contains the unit cost of this component at the last time production was recorded. This field will be automatically updated with the new unit cost every time you record manufacturing (<i>except for by-products</i>). The default cost is the current average unit cost of the component. When a by-product is produced or when you record disassembly, this amount is the unit cost used to update the component's cost information.
Total Cost	This field is a display only field, which shows the extended cost of the quantity times the unit cost.

Internet:

These fields allow you to specify the filenames, which contain the marketing text, graphic images, audio clips and video clips for use when presenting your Inventory Items internally or on an Internet Web Site.



Marketing Text Filename	This field is used for a marketing text filename up to twenty (20) characters (<i>alpha/numeric</i>) to define a text or html type file to be used in conjunction with display mechanisms on an Internet Web site. Keep in mind, when in the UNIX operating system, filenames are case sensitive.
Item Image Filename	This field is used for an image filename up to twenty (20) characters (<i>alpha/numeric</i>) to define image file to be used in conjunction with display mechanisms on your local pc or an Internet Web site. Keep in mind, when in the UNIX operating system, filenames are case sensitive. To utilize the “View Image” feature on the Inventory Item, the image file must be in a JPG or BMP format. The entire path name to where the image resides must be included in this field. The default directory would be the Infinity POWER program directory unless otherwise defined. You may use the “Browse” button to look for and select the image file. Keep in mind, when using the “View Image” feature the best results for image display would be 186 X 265 pixels.
Audio Filename	This field is used for an audio filename up to twenty (20) characters (<i>alpha/numeric</i>) to define any type of audio file to be used in conjunction with audio mechanisms on an Internet Web site. Keep in mind, when in the UNIX operating system, filenames are case sensitive.
Video Filename	This field is used for a video filename up to twenty (20) characters (<i>alpha/numeric</i>) to define any type of video file to be used in conjunction with display mechanisms on an Internet Web site. Keep in mind, when in the UNIX operating system, filenames are case sensitive.

Cost Layers

This button is designed to display the various cost layers accumulated for the quantities currently on hand. As the following screen illustrates, the screen will show Item # for each unique cost layer based on a different price layer that the item was purchased. The system will show the Cost Date, Description, Quantity of the item at that layer, which vendor it was purchased from, the Vendor’s Invoice #, the unit cost and the total cost. The screen will become a scrolling screen depending on how many layers of prices there are. This is an inquiry screen only and no changes will be allowed.

Item #	Cost Date:	Quantity	Unit Cost	Total Cost	Description	Vendor #	Vendor Inv. #
1	12/05/2003	9.00	\$3.38	\$30.42		SCO1	
2	04/07/2003	100.00	\$3.42	\$342.00		SUN	
3	04/30/2003	20.00	\$3.47	\$69.40			
4	04/30/2003	148.00	\$3.47	\$513.56		SUN	

Serial/Lot

When you <click> on the **“Serial/Lot”** button, the system is going to look at the costing method that is being used for the specific item that is currently selected first. Only if the item is coded as either using Serialized or Lot Number tracking will this button be active. If the item is one of these two choices, a new screen will be displayed showing a listing of the various Serial Numbers or Lot Numbers that are currently in stock. Two columns will be displayed.

“Status” will indicate to the user if the specific Serial Number or Lot # is **“RES”** or reserved by an order in the Sales Order Entry module. This means there are commitments for the item but it has not been removed (*shipped*) from the inventory yet.

You may scroll up or down to review the listing of available numbers available in the system based on the current quantity in stock. <Click> on the item you want and then <click> **“OK.”** Or, you may <click> **“Cancel”** to return to the main item number screen.

If you <click> **“OK”** the following screen will appear displaying information on the specific Serial Number or Lot Number.

View Serial # Record

Type /Class /Part #: 01 100 8x10 KIT
 Description: 8 X 10 Storage Shed - KIT

Cost Layer Information:

Serial #: KIT 8x10 96-016
 Description: 8 X 10 Storage Shed - KIT
 Bin Number: 2
 Warranty:
 Comments:

 Quantity On Hand: 1.00

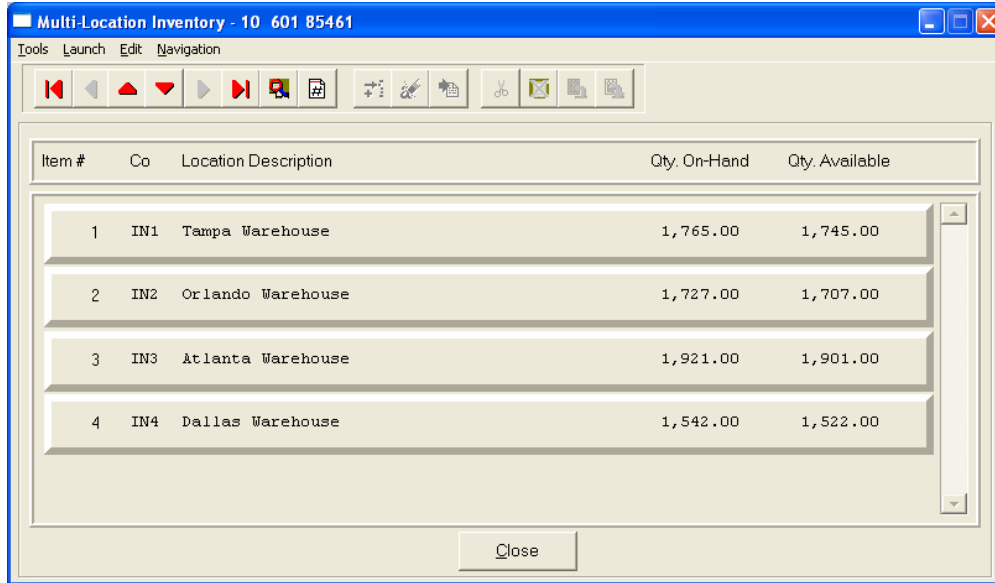
OK

This would include various information entered at the time of its receipt such as which bin it is located in, any warranty information, or comments. For Serialized Items, obviously, the quantity on hand would be one. For Lot #'s, the quantity can be variable. <Click> **“OK”** to exit this option to select another number or return to the main item screen.

Location

When you <click> on the **“Location”** button, the system is going to look at all of the various inventory files that have been defined in the menu option **“Set Up Inventory Locations”** to determine the current quantities **“on-hand”** and **“available”** for the current item at each location on the screen. You must have pre-defined these locations in advance for this option to function. The description of each location and its company number is also displayed.

Further, you must use the same item number across all locations for correct matching to occur in the system. If you this done, users have an instant lookup at what inventory levels are available at all locations throughout the related store locations or warehouses in the company’s system. The following screen illustrates how stock can be instantly checked at four locations with one <click> of the mouse.



Item #	Co	Location Description	Qty. On-Hand	Qty. Available
1	IN1	Tampa Warehouse	1,765.00	1,745.00
2	IN2	Orlando Warehouse	1,727.00	1,707.00
3	IN3	Atlanta Warehouse	1,921.00	1,901.00
4	IN4	Dallas Warehouse	1,542.00	1,522.00

Once you have entered all the information for each item, <click> on **“Save”** and you are ready to input the next item. <Click> on **“Cancel”** to exit the screen without saving any changes.

Results:

coIM1dy.dbf - Inventory Item File

- All Item Information is set up
- Cost Information is updated
- Historical Information is updated

coIM3.dbf - Assembly File

- Bill of Materials is Set Up

Change Mode (IM0402)

This option allows you to change all information for any inventory item. After initial set up, all cost and historical information should be input through **“Enter Transactions”** in order to maintain an audit trail. If you have made any mistakes during this set up process, you may return to the **“Change Inventory Items”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

Keep in mind that changes made through this option to any of the cost layers in terms of quantities or dollar amounts do not print an audit trail or update any transaction registers. This is **not** how you would enter new quantities into the system. A password is highly recommended for this option.

Results:

coIM1dy.dbf - Inventory Item File

- Item Information is updated
- Cost Information is updated
- Historical Information is updated

coIM3.dbf - Assembly File

- Bill of Materials is Updated

Delete Mode (IM0403)

This option allows you to delete inventory items. **NOTE: You cannot delete an item which has a quantity on hand.** If you delete an item that has **YTD** sales or purchases information, it will distort some of your reports. This option allows you to delete items you may have entered by mistake, or no longer want. Select the menu option **“Delete Inventory Items”** and enter the item number you wish to delete.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once an item is deleted, it can not be retrieved.

Results:

coIM1dy.dbf - Inventory Item File

- Item Information is marked for Deletion

coIM3.dbf - Assembly File

- Bill of Materials is marked for Deletion

Copy Mode (IM0404)

This option allows you to set up new inventory items by copying existing ones. This option is very helpful in setting up multiple locations or in renumbering your inventory items.

Using this option, the system provides a quick method of setting up items that are very similar. Many items may only vary by color, size, or any other variable. The rest of the information relevant to these items may be exactly the same. You are able to quickly create and enter new items into the file. This option will also save a considerable amount of re-keying of the same information when setting up the same items for multiple locations or when assigning new numbers to old inventory items.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”**

You will notice all the information, except for item number, will be copied to a new record. Enter the new item number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

Results:

coIM1dy.dbf - Inventory Item File

- All Item Information is set up

- Cost Information is updated

- Historical Information is updated

coIM3.dbf - Assembly File

- Bill of Materials is Set Up

SET UP PROJECTS

This section will cover the options available for setting up projects. These functions may be performed at any time during the processing cycle. You may add **“notes”** to any project that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new project, changing an existing project or copying a project.

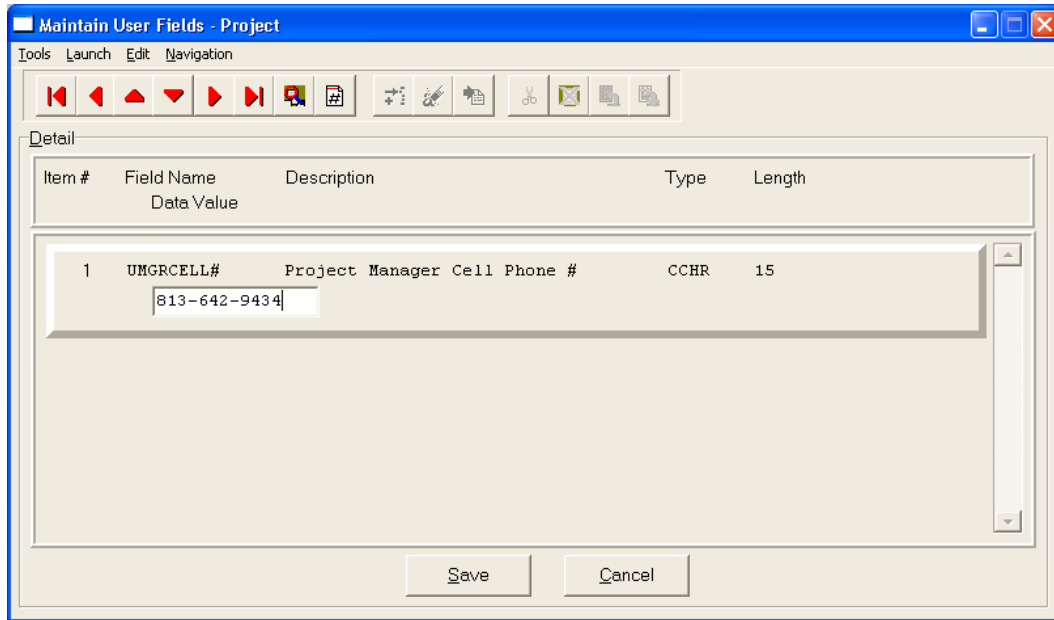
By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** A screen will appear with the current data and time.

The screenshot shows a window titled "Maintain Notes" with a navigation bar and a toolbar. The mode is "Add". The account number is 96-0153 and the user ID is SCOTT. The description is "Univ. of Tampa's New Gym" and the date/time is 05/18/2003 P 6:12. The title field contains "Inspectors Due tomorrow". The note field contains the text: "Get all of the roofing crew to finish up since all of the inspectors are due to review and finalize our work on this phase of the project. Bill has OK'd and said to move on the next project phase." There are buttons for "User Fields...", "Save", "Cancel", and "Close".

You will be prompted for a description of fifty (50) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **“User Fields”** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields.

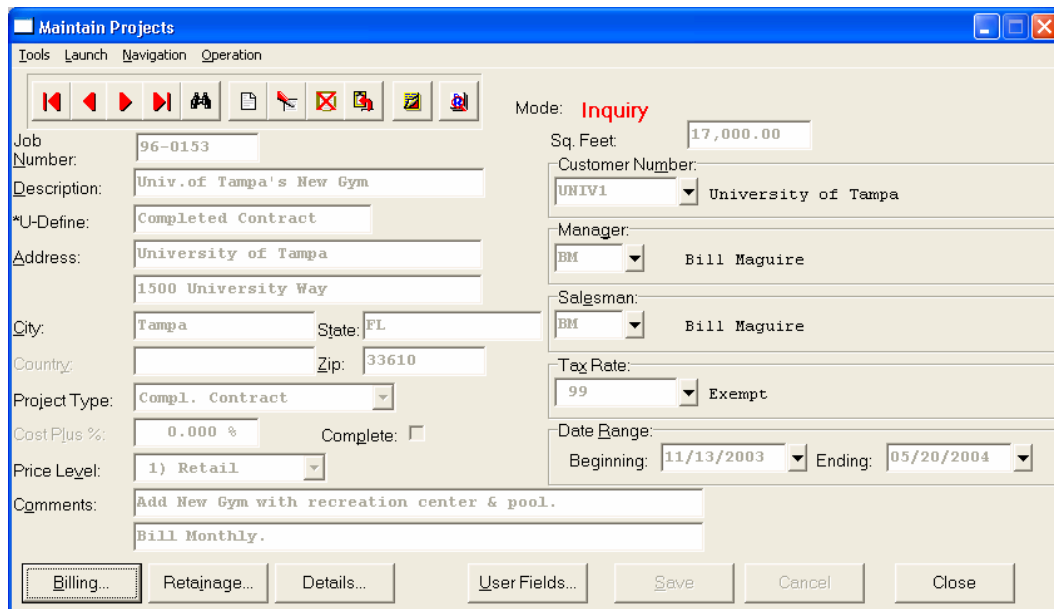


You must make sure that your *General Configuration* options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (JC0400)

The “**Inquiry**” mode allows you to view various summary information about your projects. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option.

Once the project has appeared on the screen, you may <click> on the following keys to view important information.



<Click> on the “**Billing**” button to review the billing information. <Click> on the “**Retainage**” button to review all retainage information. <Click> on the “**Details**” button to review the project detail information.

When accessing the **“Details”** features, the screen will have the option to view the first detail record, page up the detail list, page down the detail list, view the last record in the detail list, view a specific detail record based on text or view a specific detail record based on a line number. When you select to view by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on **“OK.”** This will take you to the desired detail line if it exists. <Click> on **“Close”** to exit and return to the main screen.

Add Mode (JC0401)

This option allows you to set up new Job/Projects. You may input all job/project specific information with this option except for project cost and billing detail. This is the first step to record all pertinent information regarding a project. This includes a description of the job/project, beginning and ending dates, the address of the job/project, the manager of the project, the salesman of the project and other key costing and billing information.

If this is a new job/project with no outstanding information, once this job/project set up is complete, you may proceed to enter all charges to the job/project through the **“Enter Transactions”** menu option. However, if you are setting up a job/project that already has outstanding detail accumulated toward the project, then after the set up of the project has been completed, you should proceed to the menu option **“Initial Project Detail”** to record the existing balances by cost or billing code.

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** The following is an explanation of each of the data items necessary for each project.

The screenshot shows the 'Maintain Projects' window with the following fields and controls:

- Mode:** Add
- Job Number:** [Text Field]
- Description:** [Text Field]
- *U-Define:** [Text Field]
- Address:** [Text Field]
- City:** [Text Field] **State:** [Text Field]
- Country:** [Text Field] **Zip:** [Text Field]
- Project Type:** Percent Complete (Dropdown)
- Cost Plus %:** 0.000 % **Complete:**
- Price Level:** 1) Retail (Dropdown)
- Comments:** [Text Area]
- Sq. Feet:** 0.00 (Text Field)
- Customer Number:** [Text Field]
- Manager:** [Text Field]
- Salesman:** [Text Field]
- Tax Rate:** [Text Field]
- Date Range:** Beginning: [Text Field] Ending: [Text Field]
- Buttons:** Billing..., Retainage..., Details..., User Fields..., Save, Cancel, Close

Job Number	This is the ten (10) character (<i>alpha/numeric</i>) project number to identify this Job/Project.
Description	This is the thirty (30) character (<i>alpha/numeric</i>) description of the job/project. This will be displayed on all reports and screens regarding this job/project.
Special	<p>This is a user definable field that you may perform special searching and sorting functions with throughout the system. You may have configured this field in the Master Configuration setup to represent any number of items. If, however, you have configured this field for something like “Scheduled Date of Completion,” keep in mind that the system will always search and sort with numbers first and then alpha characters.</p> <p>(continued)</p> <p>If you are using a date and want the report to print in year, then month, then day of month order, then you must enter the date in this format. This is required because this field may also be used as a descriptive field and is not formatted to sort only as a date field.</p>
Address	<p>This is the physical address of the project you are setting up. If you have elected to use “International Addresses” (<i>a set up feature in Global Functions</i>) the system will include “Country,” as a data field in the address information for this company. The address information will consist of two lines of thirty (30) characters for the address, fifteen (15) characters for the city, fifteen (15) characters for the state, fifteen (15) characters for the country and (10) ten characters for the zip code.</p> <p>For example:</p> <p>Customer Name: ABC Company, Inc. Address: 123 Main Street Suite 1030 City: Vancouver State: Brit. Columbia Cntry: Canada Zip: V6E4A2</p>
PROJECT TYPE	<p>This is the classification of the billing method being used for this project. You may <click> the Down Arrow (F2 by default), to view the available choices. The choices available include:</p> <p>Direct Billing Cost Plus Percent Complete Completed Contract Bank Draw</p>
Direct Billing	<p>This project type assumes that you are going to invoice a customer based on the direct amount of cost incurred on a specific project. This project type allows you to simply record costs as they occur and then bill directly for the charges at the billing rate that you establish for each billing code within this project.</p>

Cost Plus	This project type is designed to keep track of your actual costs on a project and then mark up the cost based on the percentage that you specify for the project. This would be typical if you are handling a project on a Cost plus 10% basis. Regardless of what the costs are, you will be paid for the costs of the project plus 10% for your efforts. The system will print the detail for you to submit with the percentages calculated for you automatically.
Percent Complete	This project type tracks the percentage a project is complete so that you may receive payment on that project's completion schedule. These amounts will automatically be calculated for you and figured into your suggested billing amounts based on budgets you have setup for each code. You also have the flexibility to manually override the percent complete on a project to reflect its actual state even though all costs currently posted to the project may reflect a different percentage of completion. This type of project requires budgets in order to "Calculate Suggested Billing."
Completed Contract	This project type works in the exact same manner as the Percent Complete project type except that all revenues and cost of goods sold are capitalized until the completion of the contract. Upon the final billing, all capitalized costs and progress billings will be recognized as revenue and cost of sales for financial reporting. All other Job Cost reports print the same as if you were using the Percent Complete project type. The only difference is in the way the General Ledger update is handled.
Bank Draw	This project type is used for securing funds from banks based on the level of completion and on costs of the project. This method allows you to print an "Application For Draw" report for your bank during the construction process. At the completion of the project, when the final sale occurs, revenue and cost of sales will be recognized based on the actual sales price and costs incurred. This type of project requires budgets in order to "Calculate Suggested Billing." Once you have specified the type of project this is, you may specify if this project is currently completed by <clicking> "on" the Complete checkbox. Once a project is complete, you may not perform billing or any other transaction on it.
Cost Plus Percent	This is the percentage to use if you have selected the "Cost Plus" option as the project type. This specifies the mark up to use in the automatic calculation of percentages above your recorded cost for this project.
Price Level	This specifies the price level to use if you are interactive with the Manufacturing Inventory Management module. Each item in inventory may have up to ten (10) different price levels established and by specifying a level here the system will automatically default to that level of pricing for all inventory items charged to this particular project.
Comments	These are two lines of fifty (50) characters each for any comments that you would like to assign this project. These comments will only be displayed on the Detailed Project Listing and on one of the Project Inquiry screens.
Square Ft.	This is the total overall units for this project. The description of this data item will be the "Overall Proj. UM" set up in the Master Configuration. This quantity, or units, figure may be included on the Cost Classification Summary as the divisor for each cost figure. This can provide you with, for example, a summary of Project-To-Date cost per Square Feet.

<p>Customer #</p>	<p>This is the customer number used by the Accounts Receivable module. If you are interactive with this module, enter the customer number or <click> the Down Arrow (F2 by default) to call up the list of available customers. Select the appropriate customer to continue. Keep in mind though, that if you want the system to provide automatic billing information, the customer must be set up in Accounts Receivable as well as in this data item field with matching numbers.</p> <p>If the customer has not been set up in the Accounts Receivable module, you may add the customer to the file at this point. You may right mouse <click> and select “Set Up Customers” to quickly add a customer to the file. This option is only available if you are integrated with the Accounts Receivable module.</p> <p>Once you have chosen to add a new customer, a new window will overlay your screen and ask you for the customer number you wish to add. You may proceed to add all of the pertinent information to this customer's file at this point or simply enter the customer's name and number and then go to Accounts Receivable at a later time to complete the rest of the detailed set up.</p>
<p>Manager</p>	<p>This is the project manager assigned to this project. By assigning a project manager, you will be able to print reports by project manager as well as by project.</p>
<p>Salesman#</p>	<p>This is the salesman number used by the Accounts Receivable module. If you are interactive with this module, enter the salesman number or <click> the Down Arrow (F2 by default) to call up the list of available salesmen. Select the appropriate salesman to continue.</p> <p>Keep in mind though, that if you want the system to provide automatic billing and sales information, the salesman must be set up in Accounts Receivable as well as in the project file with matching numbers.</p>
<p>Tax Rate #</p>	<p>This field only has relevance if you are interactive with the Accounts Receivable Module. This is the Tax Rate Number that has been set up in the tax rate file of the Accounts Receivable module that you would like to assign this project. There should be a tax rate number entered in this field, so any “<i>exempt</i>” customers must be assigned a tax rate that has been set up with zero tax percentages.</p>
<p>Beginning Date</p>	<p>This is the starting date of this project. This is to allow managers to track the beginning dates on a project.</p>
<p>Ending Date</p>	<p>This is the ending date of this project. This is to allow managers to track the ending dates on a project.</p>

Billing

By <clicking> on the "**Billing**" button, a new window will overlay your existing screen for you to specify the following information.

Contract Amount	Set amount of the contract to be billed.
Overhead Allocation Factor	Allows you to override the system default factor specified in the Master Configuration. Pressing TAB through this question will assume the default. This overhead allocation factor will be used to post overhead costs to the project based on current costs posted in the system multiplied by this factor.
Payroll Allocation Factor	Allows you to override the system default factor specified in the Master Configuration. Pressing TAB through this question will assume the default. This allocation factor will be used to post payroll overhead expenses to the project based on current payroll posted to the project multiplied by this factor. This may be used to allocate payroll tax overhead as costs to the project. This payroll allocation occurs only if you are interactive with the Payroll.
Estimated Percent Complete	The percentage amount of completion for the project based on the estimate entered by the project manager. This is used to calculate your projected profit and cost overruns based on the cost percent complete. This is useful in comparing the actual status of a project versus the actual costs incurred.
Project-To-Date Billings	Allows you to enter the total billings amounts that have been incurred prior to setting this project up. Once this project has been set up and transactions and billings are posted through the system, these figures will be automatically updated by the system.
Project-To-Date Draws	Allows you to enter the total draw amounts that have been incurred prior to setting this project up. Once this project has been set up and transactions and draws are posted normally through the system, these figures will automatically be updated by the system.
Project-To-Date Costs	Allows you to enter the total cost amounts that have been incurred prior to setting this project up. Once this project has been set up and transactions are posted normally through the system, these figures will automatically be updated by the system.

Once you have completed “*Estimated Percent Complete*,” you may <click> on the “**Details**” button to continue to the next part of this scrolling screen. The next section allows you to enter the specific billing, draw, and cost amounts for this project for each month of the current fiscal year.

All amounts entered here will be used in calculating the Year-to-Date total for this project. Once you have entered all of the necessary information, <click> on the “**Save**” button to validate all of the billing information for this project.

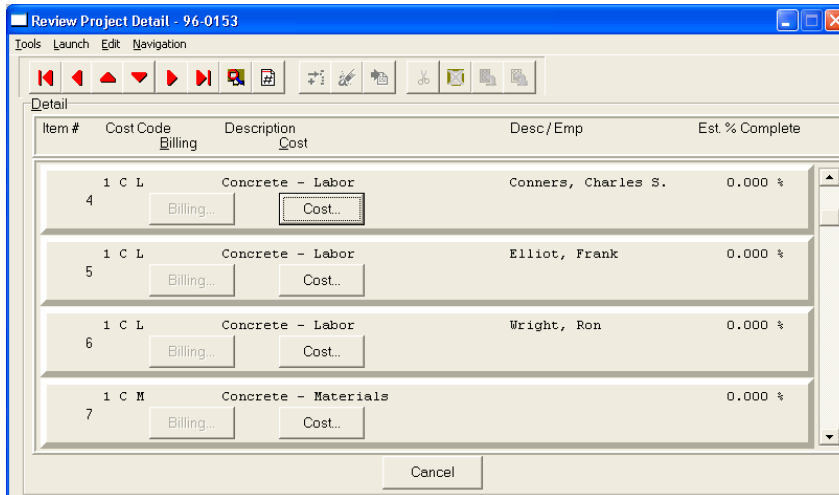
Retainage

This option allows you to specify the retainage percentages that your customer holds from your billings and what you hold from your vendors. These retainage percentages will be automatically retrieved by project in the Accounts Receivable and the Accounts Payable. By <clicking> on this button, the system will overlay a window displaying the following data items.

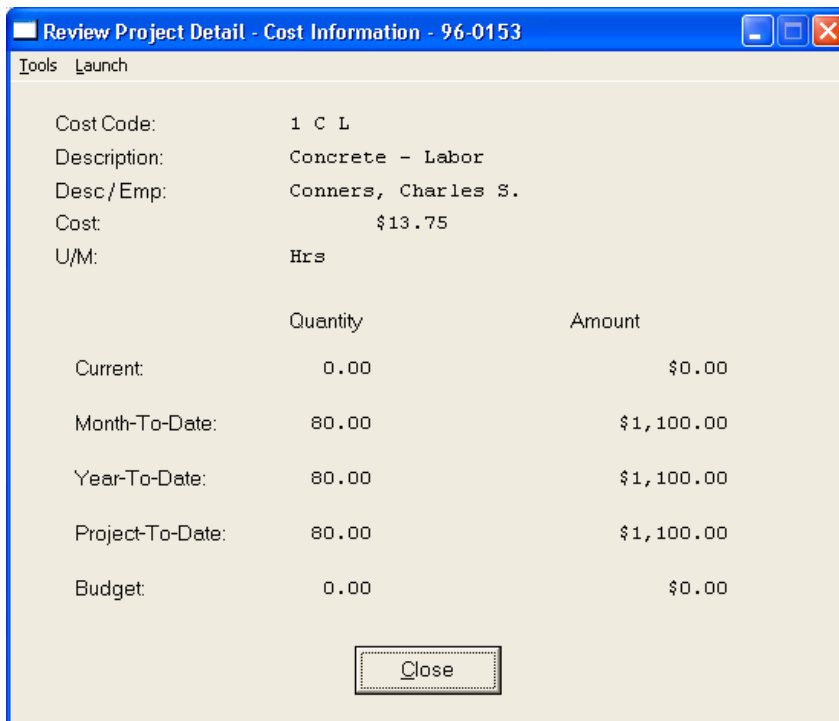
Retainage Percent	This is the percentage of retainage to be used when generating all invoices in the Accounts Receivable module for this project. Each time an invoice is generated, the percentage will automatically be calculated and deducted from the invoice and posted as a retainage amount to the customer's account.
Vendor Retainage Percent	This is the percentage of retainage to be calculated when vouchering all invoices from vendors or sub-contractors through the Accounts Payable module. Each time an invoice is vouchered into the system, the retainage will be automatically calculated and deducted from the invoice amount and posted to the vendor's account.
Current Vendor Retainage	This is the total outstanding retainage that has already been calculated on this project. As new invoices are vouchered into the system, this figure will go up. As you make payments to your vendors that include retainage invoices for this project, this amount will decrease.

Details

By <clicking> on the “*Details*” button at this point would allow you to see this option but will not allow you to add any detail. This is an inquiry function. Since you are just adding the Job/Project, no details would exist at this point. Later as transactions are posted to the Job/Project or after you add the initial detail to this project, when you <click> this screen, you will see a screen similar to the following:



This is a scrolling detail screen of all of the billing and cost items on this Job/Project. Depending on what kind of Cost Code (*Cost Only*, *Billing Only* or *Cost and Billing Code*), you may <click> the button that is active and view the summary of the line item. The following screen will appear.



<Click> on “Close” to exit this screen to return to the previous screen where you may select another Cost or Billing Code to view the Details.

User Fields

By <clicking> on the **“User Fields”** button at this point would allow you to view any information you may already have stored in any user defined fields you may have added to the Job/Project file. On this screen you will be able to add information to these fields as well.

Item #	Field Name	Description	Type	Length
1	UMGRCCELL#	Project Manager Cell Phone #	CCHR	15

813-642-9434

If you have added any information to the User Fields in the Job/Project file <click> on the **“Save”** button to validate your entries. Otherwise, <click> **“Cancel”** to return to the main menu. On the main menu, <click> on **“Save”** and then **“Close”** to exit.

Results:

coJC1dy.dbf - Project File

- All Project Information is Set Up

Change Mode(JC0402)

This option allows you to change information on an existing project. If you have made any mistakes during this set up process, you may return to the **“Change Mode”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

Results:

coJC1dy.dbf - Project File

- Project Information is Updated

Delete Mode (JC0403)

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once a project is deleted, there is no way to retrieve it again.

Results:

coJC1dy.dbf - Project File
 - Project is marked for Deletion

Copy Mode (JC0404)

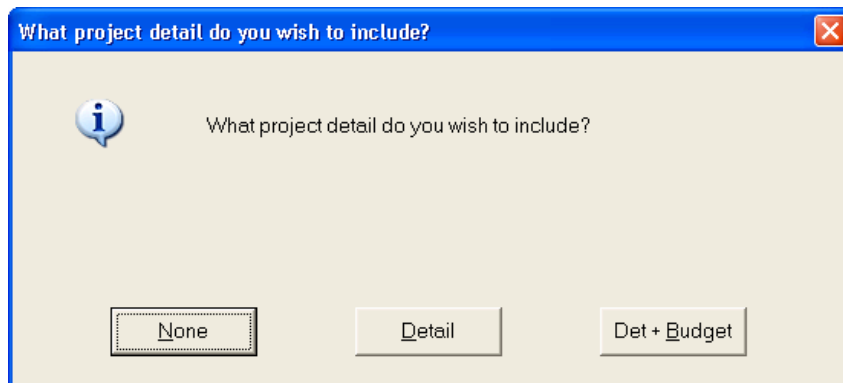
This option allows you to create a new project by copying the information from an existing one. Using this option, the system provides a quick method of setting up projects that are very similar. Many projects may be of the same nature and the only variance may be the actual customer involved. The rest of the information relevant to these projects may be exactly the same. By using the **“Copy Mode”** option, you are able to quickly create and enter new projects into the file.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”**

You will notice all the information, except for project number, will be copied to a new record. Enter the new project number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

You may choose from three options:

- 1) **No Detail Copied**
- 2) **Detail Copied**
- 3) **Detail Copied with Budgets**



The project detail is one of the most important features to be found within the **Job Cost Main Module**. By utilizing this feature, a project may be conveniently set up and tracked with extensive levels of detailed information, if desired. This option allows you to choose whether to include any project detail at all, copy the detail description lines only, or whether to include both the detail description lines and their respective budget amounts.

Once you have made your selection and <click> on the **“Save”** button and the new project will be added to the file.

Results:

coJC1dy.dbf - Project File
 - Project Information is Set Up

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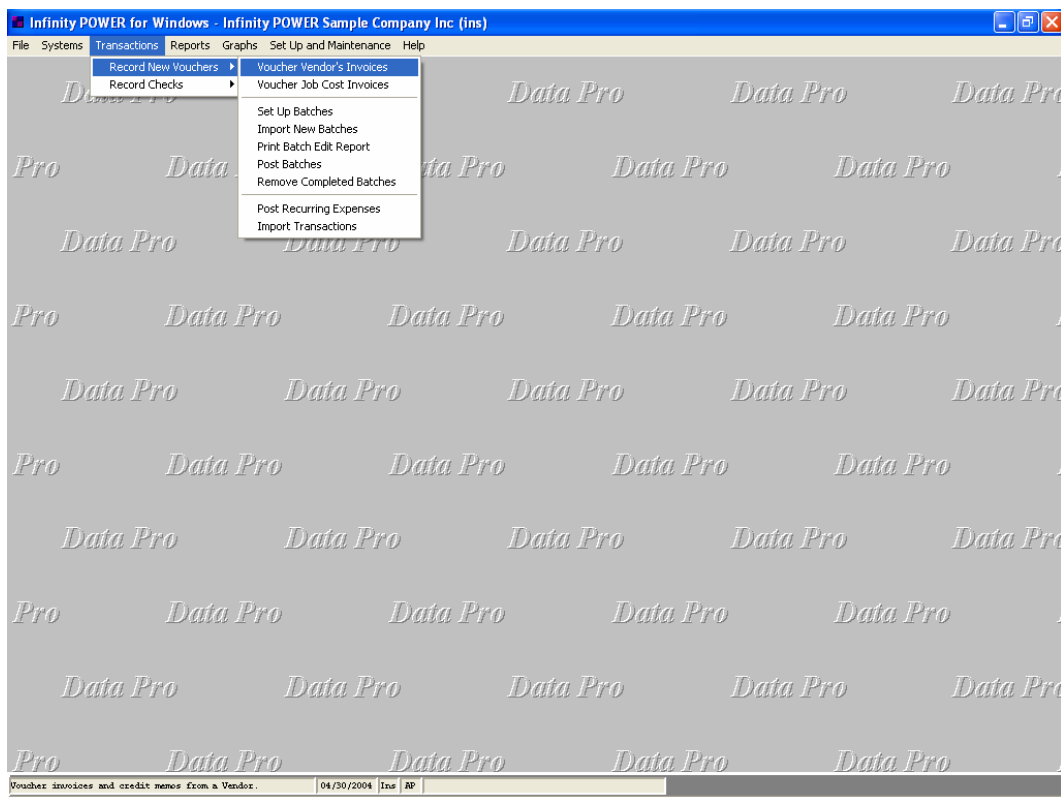
CHAPTER 3 ENTER TRANSACTIONS

This section discusses the different ways transactions may be entered into the **Accounts Payable** system. This includes vouchering, writing a single check, making a check run, importing transactions from other accounting systems, and entering manually written checks. It also includes an option to **“void a check.”**

All transactions entered, vouchers or checks, that will be integrated with the General Ledger will go through a system verification and only will allow account distribution if the General Ledger Chart of Account status is set to **“Normal.”**

RECORD NEW VOUCHERS

This section discusses the different methods of entry of Accounts Payable vouchers into the system. These options include vouchering vendor's invoices, vouchering job cost related vendor's invoices, batch processing of vouchers, posting of recurring expenses and importing of transactions into the system.



VOUCHER VENDOR'S INVOICES (AP0101)

This option allows you to record the receipt of invoices, credit memos, debit memos, etc. from your vendors. You may pay these vouchered open items by choosing the option to **“Record Checks.”** This option allows you to voucher invoices and other transactions to a vendor's account. Each transaction vouchered will become an **“Open Item”** on the specified vendor's account. If you have configured the Accounts Payable system to use the **“cash basis”** method of accounting, you are allowed to distribute this expense (*or asset*) to a maximum of fifty (50) General Ledger accounts.

The system will create up to fifty (50) separate open items, with each open item having its own General Ledger account number and the appropriate dollar amounts that corresponds to that account number. You may also select a project for calculating and posting a retainage amount for this invoice and also to distribute or allocate the expenses to one or more projects (*Maximum 50 per invoice*).

If you are interactive with the General Ledger, the system will not post these transactions to the General Ledger until you write the check for these items. If you are on the **“accrual basis,”** you may distribute this expense (*or asset*) up to fifty (50) different General Ledger accounts as well. If you are interactive with the General Ledger, the system will post this transaction to the General Ledger at the time of validation. If you are interactive with the Manufacturing Inventory Management module, you may enter inventory receipts at this time.

Once you select this option, the system will ask you for a vendor number. Enter the vendor number or you may <click> the **Down Arrow (by default F2)** to gain access to the account listing. You may choose to search for vendors by vendor number, vendor name or by the special field. Once the vendor is chosen, the vendors name will be displayed. Once you have made your selection, and if you have chosen to utilize the feature to **“Display Vendor Comments,”** you may <click> on the **“Comments”** button to view any comments on this vendor's master file.

Vendor Comments

Vendor #: BOW1
Vendor Description: Bower's Roofing Supplies

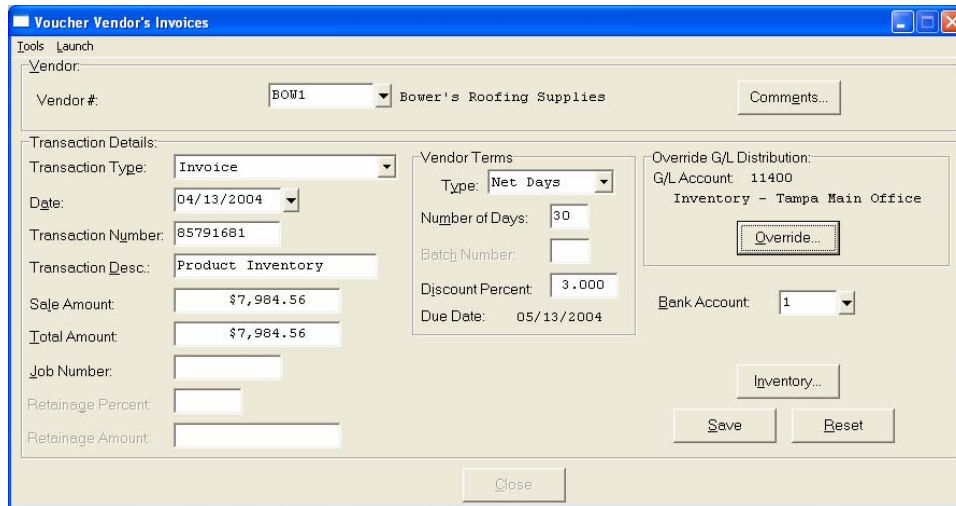
Comments
Tar Paper, nails

Insurance Information
Liab. Ins Carrier: Cincinnatti Life
Policy Number: 8579511-801
Expiration Date: 09/08/2004
WC Ins Carrier: Zenith Insurance
Policy Number: 506661378911
Expiration Date: 12/30/2004

OK

If the vendor you have chosen has the “**Liability Insurance Expiration**” information set up in their master file and the “**Insurance Date**” has expired, the comments area will appear with the Liability Insurance Carrier's Name, Policy Number and Expiration Date for your review. Likewise, If the vendor you have chosen has the “**Worker’s Comp Insurance Expiration**” information set up in their master file and the “**Insurance Date**” has expired, the comments area will appear with the Worker’s Comp Insurance Carrier's Name, Policy Number and Expiration Date for your review.

To continue, <click> on “**OK**” and a screen will be displayed showing the vendor number, name and the data items necessary to record this transaction.



The following describes each of these data items.

Transaction	<p>This is the type of transaction you are vouchering. <Click> on the pull-down menu to display a list of transaction types to choose from. The types are listed below.</p> <p>Invoice Credit Memo Debit Memo Adjustment Statement Finance Charge Retainage Deposit/Advance</p>
Date	<p>This is the date of the vendor's transaction. You may press TAB to default to the current system date or you may <click> the Down Arrow (F2 by default) to gain access to a calendar and choose a different date. This date will be used as the transaction origination date of the open item. The transaction record as well as the posting date in General Ledger will use the posted date, which is the current system date, if integrated with General Ledger.</p>
Transaction Number	<p>This is the ten (10) character transaction number, or reference number, for this expense. Normally, this is the vendor's invoice or statement number.</p> <p>If you have set the Master Configuration question “Voucher Unique Invoice #s” “on,” the system will first check the Accounts Payable Transaction File to verify that the number you enter here has not been used before, regardless of the Date or Transaction Amount. If it finds a match, a different number will have to be entered to continue.</p>

Transaction Desc	This is the open item description of the transaction that will be posted to the vendor's open item file. You may press TAB to default to the description of the transaction type or enter a meaningful reference that will appear in your Accounts Payable Open Item Aging Report later on.
Sale Amount	This is the dollar amount of the sale from the transaction, excluding any purchases not subject to payment discounts. This is the amount that will be used in the calculation of the discount amount. If the sale amount is not known, or you wish to take the discount on the total amount of the invoice, enter the total amount of the invoice here. If you are entering a Credit Memo, the negative of the dollar amount entered will be assumed.
Total Amount	This is the total dollar amount of the invoice. This will default to the " Sale Amount " entered. If the total amount of the invoice is different from the sale amount, it may be changed here. Note: If you are entering a Credit Memo, the negative of the dollar amount entered will be assumed. However, if you bypass the sale amount and go directly to the total, you must specify the sign (<i>negative or positive</i>) of the amount entered.
Job Number	This field is for information only and assumes you are not integrated with Job Cost. If you mean to be integrated with Job Costing and wanting to allocate part of this invoice to a Job/Project, then you are using the wrong option. You should exit this option immediately and choose the option " Voucher Job Cost Invoices. "
Vendor Terms	In the center of this screen is a small box section dealing with a related group of items which define how this transaction is to be paid to this vendor. How these terms were already setup in the Vendor's master record is what will already be displayed. You may choose to leave these terms alone and assume the default settings in place or now override them on a transaction by transaction basis.
Type	This defines the terms for this open item. <Click> on the pull-down menu and a small window will appear with your available choices. The terms type descriptions are listed below and are described in detail earlier in this chapter. Immediate Net Days Net EOM Batch Suspense
# of Days	This is the number of days used in the calculation of the due date. The system will automatically calculate the due date based on the terms specified and display it below the Payment Discount % field for your verification.
Batch #	If the terms type is set to " Batch, " this is the batch number. This is user defined and could represent whatever you desire. This could include all items to be paid by group of vendors, commissions to salesmen, or any other number of possibilities.

Payment Discount %	This is the percent that will be used to take the payment discount if the open item is paid within the specified terms.
Override Default GL Distribution	<p>The “Override” button allows you to change the General Ledger account that will be used to expense the charge. The vendor's default account number and the description of the account number will be displayed immediately below this data item. If you do not wish to change the account, the system will expense the total amount of the invoice to the vendor's default General Ledger account.</p> <p>If you <click> on the “Override” button, the system will display another screen, which will allow you to distribute the amount of the invoice to up to fifty (50) General Ledger accounts, regardless of whether you are using the Cash or Accrual method. This screen will also display the total amount of the invoice to distribute and the amount remaining to distribute.</p>

If you are interactive with General Ledger, the system allows you to scroll through the General Ledger account file to select the accounts and display the account descriptions. You must distribute the entire amount of the invoice before saving.

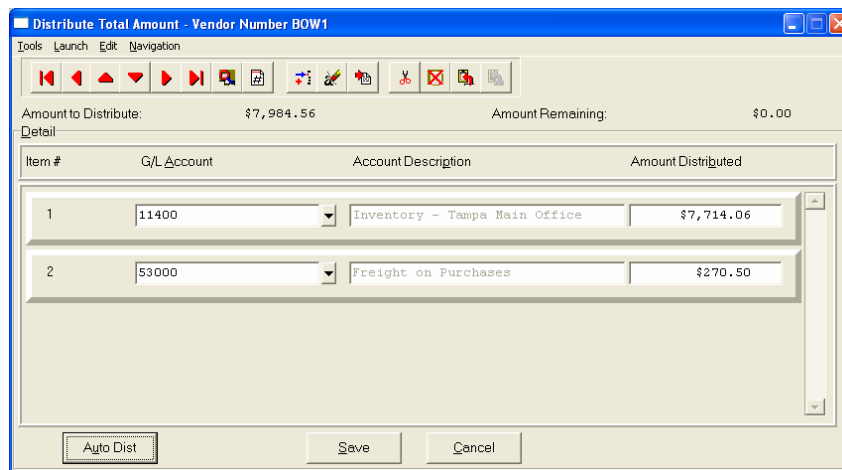
While distributing amounts to various General Ledger account numbers, the system will look at the current period budget amount for the account selected for this voucher and determine whether the amount is in excess of its budget.

If this is the case, the system immediately displays a window warning you of this and will prompt you whether or not to proceed or choose another account number.

“**Description Only Lines**” may be used to attach description lines to a voucher entry. By entering “..” as the General Ledger account number, the system will allow a twenty (**20**) description line to be entered.

These description lines follow the transaction entry to the General Ledger when Integration Files are posted. These description lines can be seen when the transaction is validated and the Audit Trail prints in Accounts Payable. In General Ledger the General Ledger Report and the Transaction Journals will show these description lines.

It is not uncommon during the use of this option to receive Inventory Items into stock and have much of the entry be posted to the appropriate General Ledger Account Number for Inventory with the balance then charge to Freight expense or other related items as shown below. Therefore, expect that both features are used together frequently.



Bank Account #	This is a number which identifies the bank account to use to pay for this open item. The default will be the number set up in the vendor's master file. You may <click> on the Down Arrow (F2 by Default) to scroll through a list of available Bank Accounts that have been set up in the Check Reconciliation module, if integrated.
-----------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Inventory

This **button** allows you to record the receipts of inventory items purchased on this invoice. You are given access to this data item only if you are interactive with **Manufacturing Inventory Management**. <Click> on the **“Inventory”** button, and a screen will be displayed showing the amount of the transaction and the total inventory cost at the top.

Item #	Type/Class/Part#	Description	U/M	Quantity Received
1	20 150 2241	Roofing Tar Paper		250.00
		Unit Cost: \$15.83		Extended Cost: \$3,957.50
2	20 151 3311	Roofing Tar		40.00
		Unit Cost: \$33.75		Extended Cost: \$1,350.00
3	30 140 2200	Roofing Shingles		52.00
		Unit Cost: \$46.28		Extended Cost: \$2,406.56

In addition, a scrolling window allowing you to enter up to ten (10) inventory receipts will be displayed.

NOTE

If you do not have **Manufacturing Inventory Management** integration turned on in the Master Configuration, the system will skip this question. Each of the data items in this scrolling window is described below.

Inventory Item #

You may enter the inventory item number being received or <click> the **Down Arrow (F2 by default)** to scroll through the inventory file to make your selection.

NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field.

If you select an inventory item which utilizes either a **“Serial #”** or **“Lot #”** type costing method, the system will request additional information. Since you are receiving inventory into stock, the system will require the Serial Numbers or Lot Numbers to be added.

The system is designed to accept Serial Number inventory receipts in the quantity of one (1). By entering a quantity of one (1) on Serial Numbered items this information will then be included on the Voucher Audit Trail Report.

You may enter more than a quantity of one, however, you lose the capability of including individual Serial Numbers on the Accounts Payable Audit Trail Report. Only the last Serial Number entered for a given inventory receipt line, with a quantity greater than one, will be included on the report.

All inventory records and files are updated with all pertinent information on all Serial Numbers. Therefore all detail reporting on Serial Numbers and Lot Numbers can be accessed from the Inventory module. This means that once the Serial Numbers are recorded here as receipts, they will be available for selection throughout all invoicing options in Accounts Receivable, Sales Order and Point of Sale.

Once the item has been selected and it is a “**Serial #**” type costing method, the system will prompt you for the Serial Number. Please note that you can use a Bar Code Scanner at this point to capture the Serial Number off of the product, providing the manufacturer has printed on the packaging.

The Serial Number is a twenty (**20**) character (*alpha/numeric*) field, which is used to enter the Serial Number of the inventory item you are receiving into stock. After the validation of this voucher, the system will prompt you for the additional information below on each of the serialized item(s).

If you are planning to use a quantity greater than one (**1**) on serialized items, you will be prompted for a Serial Number for each of the quantity of items you are receiving. If the quantity received is ten, then you will be prompted for ten Serial Numbers.

Description	This is a thirty (30) character (<i>alpha/numeric</i>) field used to describe this serialized item. By default, the system displays the description of the main inventory item. This description is solely for the use of describing this individual serialized item.
Bin #	This is a ten (10) character (<i>alpha/numeric</i>) field used to identify the location number of serialized items stored in bins.
Warranty (Y/N)	This checkbox is used to identify whether or not this serialized item is under warranty. If the warranty field is turned “ on ,” this item will remain in the Inventory files even after it is sold so that warranty information may be kept.
Comments	There are two lines of comments, fifty (50) characters on each line, to note warranty information or any other pertinent information about this individual serialized item.

If the item selected has a “**Lot #**” type costing method, the system will prompt you for a Lot Number. If you are receiving into stock items that require separate Lot Numbers, you should enter individual lines of receipts for each Lot Number. For instance, if you were receiving **50** gallons of paint that had two Lot Numbers, Lot 1 and Lot 6, and you received **25** gallons of each lot, you should receive these as two separate lines.

At the **Lot Number** prompt, you may press **F2** to choose an existing Lot Number already established, or you may enter a new Lot Number. After the validation of this voucher, the system will prompt you for the additional information below on the Lot Item(s), if in fact the Lot Numbers do not exist. You may add this new Lot Number to the existing Lots already defined.

The **Lot Number** is a twenty (**20**) character (*alpha/numeric*) field used to identify a “*likeness*” of items being received into stock. This is normally a “*run*” of products or color groups associated to various types of products. The system will also prompt you for additional information on the new lots after validation of the voucher being entered, which is described below.

Description	This is a thirty (30) character (<i>alpha/numeric</i>) field used to describe this lot of item(s). By default, the system displays the description of the main inventory item. This description is solely for the use of describing this individual lot of item(s).
Bin #	This is a ten (10) character (<i>alpha/numeric</i>) field used to identify the location number of lot item(s) stored in bins.

Warranty (Y/N)	This checkbox is used to identify whether or not this serialized item is under warranty. If the warranty field is turned “on,” this item will remain in the Inventory files even after it is sold so that warranty information may be kept.
Comments	There are two lines of comments, fifty (50) characters on each line, to note warranty information or any other pertinent information about this individual lot of item(s).

Unlike **Serialized Items**, **Lot Number** items can be stored with multiple quantities. For example, you received four (4) cases of *red paint*, which was manufactured at two different plants. The manufacturer has marked on the cases the Lot Numbers so that the paint can be sold in quantity with the same dye match. You can record the receipt of this stock on two separate line items, two cases with Lot Number **“123”** and two cases with Lot Number **“789.”**

If the inventory item selected has a **Unit of Measure Conversion** defined in the set up of the Inventory Item, a window will appear with the available **“units of measure”** to choose from. The system will record the receipt of inventory in the selected unit of measure format. The unit of measure format selected will appear on the Voucher Audit Trail Report.

However, the inventory cost layers in the Inventory module will be updated with the **“stocking unit of measure” (lowest common denominator)** of unit of measure available (*usually each*) by using the factor set up on the unit of measure conversion definition. For more information on the Unit of Measure Conversion procedure, refer to the **“Set Up Inventory Items”** section of the Inventory manual.

Once the item has been selected the description and unit of measure for this item will be displayed in the next two columns. If you receive stock for a new inventory item, which has not yet been set up, you, may press **F10** to perform a **“quick add”** of inventory items.

Quantity Received	<p>This is the quantity of the item that you are receiving. This quantity will be added to the “Quantity on Hand” field in Manufacturing Inventory Management and recorded as a receipt.</p> <p>NOTE: If the current transaction is a Credit Memo, the system assumes a negative quantity.</p> <p>If interactive with inventory, the system will subtract the negative quantity from the designated inventory item selected. Likewise, if interactive with General Ledger, the normal entry created when vouchering a vendor's invoice will be reversed.</p>
Unit Cost	<p>This is the unit cost of the item being received. This cost will default to the last cost on file for this item. You may press TAB to accept the default unit cost or edit the field to reflect the new cost on the current transaction. The unit cost is automatically multiplied by the quantity received to calculate the extended cost.</p> <p>If the “Unit of Measure Conversion” feature is being utilized, be sure to receive the stock at the appropriate unit of measure cost. Do NOT receive the stock in with a unit cost of the “stocking unit of measure” (lowest common denominator, usually each).</p> <p>The system will perform the task of calculating the cost in the “stocking unit of measure” by taking the last cost associated with the item and multiplying it by the factor defined in the Unit of Measure Conversion table to get the unit cost default. This information will then be updated to the Cost Layer File in the Inventory module.</p>

Once you have entered all Inventory receipts, <click> on the “**Save**” button to return to the initial screen. Allocate any remaining balances to a General Ledger account using the “**Override G/L Distribution**” button as described earlier. When completed, <click> on the “**Save**” button to validate this screen and print the audit report. The system will then save the open item and transaction record, update the vendor's account history, update inventory, and, if on accrual basis, record the entry to the General Ledger integration file. A transaction register will also be printed for each voucher.

Results:

coAP1dy.dbf - Vendor File

- Vendor History updated

coAP2.dbf - Open Item File

- Open Item added

coAP3dy.dbf - Transaction File

- Transaction Record added (*optional*)

coIM1dy.dbf - Inventory File

- Quantity on Hand, History, and Cost updated
(If Interactive and Items Received)

- New Item added (If Interactive and New Item Received)

coIM2dy.dbf - Inventory Transaction File

- Receipt Transaction recorded (*optional*)

coIM6.dbf - Inventory Cost Layer File

- Adding of new cost layers, serialized items and lot items

AP2GL.co - General Ledger Integration File

- General Ledger Account Distribution recorded with a Credit to the Accounts Payable Account or Retainage Payable (If Interactive and on the Accrual Basis)

- If Retainage is Specified, the AP Account Credit will be Reduced by the amount of Retainage, and that Retainage will Credit the Retainage Payable Account

VOUCHER JOB COST INVOICES (AP0111)

This option allows you to record the receipt of invoices, credit memos, debit memos, etc. from your vendors. You may pay these vouchered open items by choosing the option to “**Record Checks.**” This option allows you to voucher invoices and other transactions to a vendor's account. Each transaction vouchered will become an “**Open Item**” on the specified vendor's account.

If you have configured the Accounts Payable system to use the “**cash basis**” method of accounting, you are allowed to distribute this expense (*or asset*) a maximum of fifty (50) General Ledger accounts.

The system will create up to fifty separate open items, with each open item having its own General Ledger account number and the appropriate dollar amounts that corresponds to that account number. You may also select a project for calculating and posting a retainage amount for this invoice and also to distribute or allocate the expenses to one or more projects (*Maximum 50 per invoice*).

If you are interactive with the General Ledger, the system will not post these transactions to the General Ledger until you write the check for these items. If you are on the “**accrual basis,**” you may distribute this expense (*or asset*) up to fifty (50) different General Ledger accounts as well as select a project for calculating and posting a retainage amount for this invoice and also distribute or allocate the expenses to one or more projects.

If you are interactive with the General Ledger, the system will post this transaction to the General Ledger at the time of validation. If you are interactive with the Manufacturing Inventory Management module, you may enter inventory receipts at this time.

Once you select this option, the system will ask you for a vendor number. Enter the vendor number or you may <click> the **Down Arrow (F2 by default)** to gain access to the account listing. You may choose to search for vendors by vendor number, vendor name or by the special field. Once the vendor is chosen, the vendors name will be displayed. Once you have made your selection, and if you have chosen to utilize the feature to “**Display Vendor Comments,**” you may <click> on the “**Comments**” button to view any comments on this vendor's master file.

Vendor Comments

Vendor #: BOW1
 Vendor Description: Bower's Roofing Supplies

Comments
 Tar Paper, nails

Insurance Information
 Liab. Ins Carrier: Cincinnati Life
 Policy Number: 8579511-801
 Expiration Date: 09/08/2004

WC Ins Carrier: Zenith Insurance
 Policy Number: 506661378911
 Expiration Date: 12/30/2004

OK

If the vendor you have chosen has the **“Liability Insurance Expiration”** information set up in their master file and the **“Insurance Date”** has expired, the comments area will appear with the Liability Insurance Carrier's Name, Policy Number and Expiration Date for your review. Likewise, If the vendor you have chosen has the **“Worker’s Comp Insurance Expiration”** information set up in their master file and the **“Insurance Date”** has expired, the comments area will appear with the Worker’s Comp Insurance Carrier's Name, Policy Number and Expiration Date for your review.

To continue, <click> on **“OK”** and a screen will be displayed showing the vendor number, name and the data items necessary to record this transaction.

Voucher Job Cost Invoices

Tools Launch

Vendor:
 Vendor #: BOW1 Bower's Roofing Supplies Comments...

Transaction Details:
 Transaction Type: Invoice
 Date: 04/13/2004
 Transaction Number: 548917-010
 Transaction Desc: Project Materials
 Sale Amount: \$32,165.74
 Total Amount: \$32,165.74

Vendor Terms:
 Type: Net Days
 Number of Days: 30
 Batch Number:
 Discount Percent: 3.000
 Due Date: 05/13/2004

Override G/L Distribution:
 G/L Account: 11400
 Inventory - Tampa Main Office
 Override...

Bank Account: 1

Job: 96-0153 Univ. of Tampa's New Gym
 Inventory...

Retainage Percent: 10.000
 Retainage Amount: \$3,216.57

Save Reset

Close

The following describes each of these data items.

Transaction Type	<p>This is the type of transaction you are vouchering. <Click> on the pull-down menu to display a list of transaction types to choose from. The types are listed below.</p> <p>Invoice Credit Memo Debit Memo Adjustment Statement Finance Charge Retainage Deposit/Advance</p>
Date	<p>This is the date of the vendor's transaction. You may press TAB to default to the current system date or you may <click> the Down Arrow (F2 by default) to gain access to a calendar and choose a different date. This date will be used as the transaction origination date of the open item. The transaction record as well as the posting date in General Ledger will use the posted date, which is the current system date, if integrated with General Ledger.</p>
Transaction Number	<p>This is the ten (10) character transaction number, or reference number, for this expense. Normally, this is the vendor's invoice or statement number.</p> <p>If you have set the Master Configuration question "Voucher Unique Invoice #s" "on," the system will first check the Accounts Payable Transaction File to verify that the number you enter here has not been used before, regardless of the Date or Transaction Amount. If it finds a match, a different number will have to be entered to continue.</p>
Transaction Desc	<p>This is the open item description of the transaction that will be posted to the vendor's open item file. You may press TAB to default to the description of the transaction type or enter a meaningful reference that will appear in your Accounts Payable Open Item Aging Report later on.</p>
Sale Amount	<p>This is the dollar amount of the sale from the transaction, excluding any purchases not subject to payment discounts. This is the amount that will be used in the calculation of the discount amount. If the sale amount is not known, or you wish to take the discount on the total amount of the invoice, enter the total amount of the invoice here. If you are entering a Credit Memo, the negative of the dollar amount entered will be assumed.</p>
Total Amount	<p>This is the total dollar amount of the invoice. This will default to the "Sale Amount" entered. If the total amount of the invoice is different from the sale amount, it may be changed here.</p> <p>Note: If you are entering a Credit Memo, the negative of the dollar amount entered will be assumed. However, if you bypass the sale amount and go directly to the total, you must specify the sign (negative or positive) of the amount entered.</p>
Job	<p>If the integration with the Job Cost Main Module is turned on, you may enter a ten (10) character reference number to a job or project or you may <click> on the Down Arrow (F2 by Default) to scroll through the list of valid jobs/projects currently set up in the system. Select a valid project number and press TAB to continue. This will be the project number that the Accounts Payable module will calculate and apply vendor retainage to for this particular transaction.</p> <p>Please note, that only one project may have retainage calculated for it "per invoice."</p>

	<p>If you wish to calculate multiple amounts of retainage for different projects from the same original invoice, then you must break up or voucher them as separate invoices. If no project number is desired, simply press TAB and the system will by-pass this question. An entry of some sort must be used to call up the scrolling screen to search for projects. This is designed so not to interfere with normal vouchering procedures if a non-project expense is being recorded.</p>
Retainage %	<p>This field is utilized for the automatic retainage calculation for the Job Cost vouchering of Accounts Payable. This field is not utilized by the standard vouchering feature in the Accounts Payable module. If a Job/Project has been specified in the “Job” field, the system will read the project file and pull up the default retainage percentage specified to be used for this project. You may override this value or press TAB to continue.</p>
Retainage Amount	<p>If a Job/Project was selected for the “Job” field, you will be allowed to enter or change the retainage “dollar amount” that will be withheld from this invoice. Otherwise, the default value will be calculated from the total amount of the invoice and the retainage percentage specified in the “Retainage Percent” field. The amount calculated in this field will be posted as a separate open item to this vendor's account with a transaction type of “Retainage.” This amount will also be the amount that is then posted to the General Ledger account “Retainage Payable.” Because it has a different type of transaction type called “Retainage,” this amount will not age like the rest of the balance of this invoice in the “Vendor Aging Report.” This amount is not due until the job/project is complete or until you decide it is due.</p>
Vendor Terms	<p>In the center of this screen is a small box section dealing with a related group of items which define how this transaction is to be paid to this vendor. How these terms were already setup in the Vendor's master record is what will already be displayed. You may choose to leave these terms alone and assume the default settings in place or now override them on a transaction by transaction basis.</p>
Type	<p>This defines the terms for this open item. <Click> on the pull-down menu and a small window will appear with your available choices. The terms type descriptions are listed below and are described in detail earlier in this chapter. Immediate, Net Days, Net EOM, Batch, Suspense</p>
# of Days	<p>This is the number of days used in the calculation of the due date. The system will automatically calculate the due date based on the terms specified and display it below the Payment Discount % field for your verification.</p>
Batch #	<p>If the terms type is set to “Batch,” this is the batch number. This is user defined and could represent whatever you desire. This could include all items to be paid by group of vendors, commissions to salesmen, or any other number of possibilities.</p>
Payment Discount%	<p>This is the percent that will be used to take the payment discount if the open item is paid within the specified terms.</p>
Override G/L Distribution	<p>The “Override” button allows you to change the General Ledger account that will be used to expense the charge. The vendor's default account will be displayed immediately below this data item. If you do not wish to change the account, the system will expense the total amount of the invoice to the vendor's default General Ledger account.</p> <p>If you <click> on the “Override” button, the system will display another screen, which will allow you to distribute the amount of the invoice to up to fifty (50) General Ledger accounts, regardless of whether you are using the Cash or Accrual method. This screen will also display the total amount of the invoice to distribute and the amount remaining to distribute.</p>

Distribute Total Amount - Vendor Number BOW1

Tools Launch Edit Navigation

Amount to Distribute: \$32,165.74 Amount Remaining: \$0.00

Detail

Item #	Job Info	G/L Account	Account Description	Amount Distributed
1	Job Info...	11400	Inventory - Tampa Main Office	\$32,165.74

Auto Dist Save Cancel

If you are interactive with General Ledger, the system allows you to scroll through the General Ledger account file to select the accounts and display the account descriptions. You must distribute the entire amount of the invoice before validating.

While distributing amounts to various General Ledger account numbers, the system will look at the current period budget amount for the account selected for this voucher and determine whether the amount is in excess of its budget. If this is the case, the system immediately displays a window warning you of this and will prompt you whether or not to proceed or choose another account number.

“**Description Only Lines**” may be used to attach description lines to a voucher entry. By entering “..” as the General Ledger account number, the system will allow a twenty (20) character description line to be entered.

These description lines follow the transaction entry to the General Ledger when Integration Files are posted. These description lines can be seen when the transaction is validated and the Audit Trail prints in Accounts Payable. In General Ledger the General Ledger Report and the Transaction Journals will show these description lines.

If you are interactive with the **Job Cost Main Module**, you may <click> on the “**Job Info**” and a small window will “*Pop Up*” to allow you to distribute the costs directly to a project and cost code as shown below.

NOTE

You must have the **Job/Project** and **Cost Codes** set up in the **Job Cost Main Module** prior to the vouchering process.

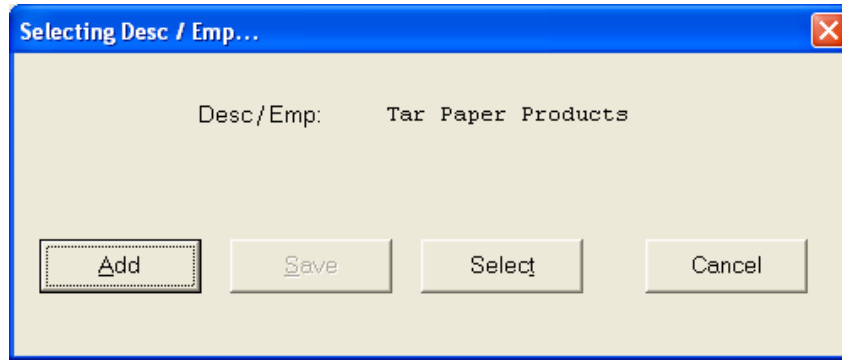
You must enter the following information to allocate the cost to a project on this screen.

Project	This is the project or job number. You may <click> on the Down Arrow to scroll through the Job/Project file to make your selection.
Cost Code	This is the actual cost or project code that you would like to use to categorize the cost. <Click> on the Down Arrow to view the list of valid codes or <click> on the tabs to change your search method. You will only be allowed to select a cost code that is defined as being either a “Cost Only” or a “Cost and Billing Code.”
Detail Description	This is a twenty (20) character (<i>alpha/numeric</i>) description field which allows you to categorize your costs on a more detailed level (<i>Normally by vendor or material</i>). If you have turned “on” the “Track Vendor Activity by Project” option in the Master Configuration, the system will default this field to “Vendor” followed by the vendor number.

The system will then search for the cost code and description set up for this project. If the project detail was not found, one of two things will happen depending on the configuration of your Job Cost Main Module.

If the Job Cost Main Module has been configured to **“Require Cost Budgets,”** a message will be displayed which indicates that the code entered is not a valid cost code assigned to this particular project.

If the Job Cost Main Module has been configured not to require **“Cost Budgets,”** the system will display a scrolling search screen from which you may either select an existing detail line or <click> on the **“Add”** button to add the new detail as shown below.



Once the project and project detail have been selected, you will be returned to the GL Distribution screen and the GL Account specified for the cost code will be displayed.

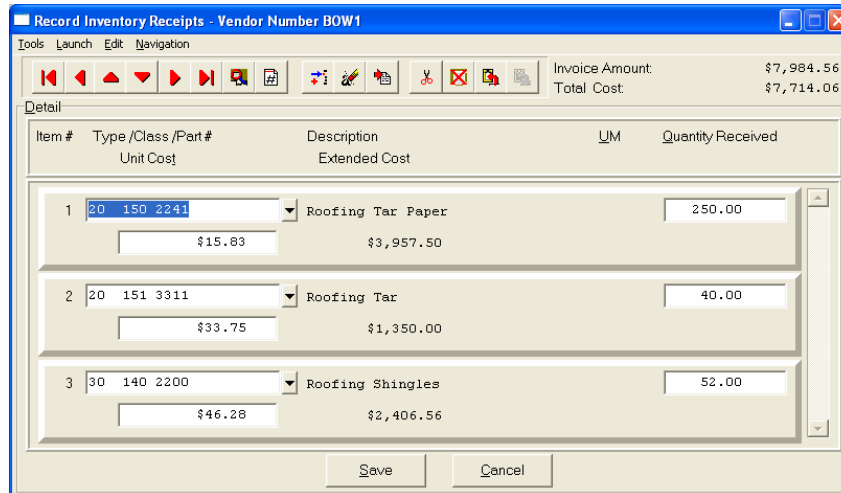
You may then enter the quantity and amount to distribute to the project. If the Job Cost Main Module has been configured to “**Require Cost Budgets**,” and you enter a quantity or amount that is in excess of the budget allocated for this particular cost code, a window will “*Pop Up*” displaying a message stating that the “**Cost Code has exceeded budgeted amount.**”

The screen will list the cost code in question and display the remaining budget that is still available for this cost code. Keep in mind, that you may still have outstanding Purchase Orders for these items. The budget verification feature used here can only track the total amounts, on a cost code by cost code basis that have been vouchered or “**costed**” to the project. Vouchering is done through the Accounts Payable module and direct costing is done through the Job Cost Main Module as direct costs.

At this point, the system will prompt you as to whether you wish to continue or not. Respond as you need, but if you do continue, you have been warned that you are exceeding the budgeted amount. If you do not, you may enter the GL Account and distribute the amount directly to General Ledger.

If there was a retainage amount entered on the first screen, the open item (*invoice*) will be posted as the total amount less the retainage amount and another open item (*retainage*) will be posted with the retainage amount. The Project Master File will also be updated for current vendor retainage.

Bank Account #	This is a number which identifies the bank account to use to pay for this open item. The default will be the number set up in the vendor's master file. You may <click> on the Down Arrow (F2 by Default) to scroll through a list of available Bank Accounts that have been set up in the Check Reconciliation module, if integrated.
Inventory	This button allows you to record the receipts of inventory items purchased on this invoice. You are given access to this data item only if you are interactive with Manufacturing Inventory Management . <Click> on the “ Inventory ” button, and a screen will be displayed showing the amount of the transaction and the total inventory cost at the top.



In addition, a scrolling window allowing you to enter up to ten (10) inventory receipts will be displayed.

NOTE

If you do not have **Manufacturing Inventory Management** integration turned on in the Master Configuration, the system will skip this question. Each of the data items in this scrolling window is described below.

Inventory Item #

You may enter the inventory item number being received or <click> the **Down Arrow (F2 by default)** to scroll through the inventory file to make your selection.

NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field.

If you select an inventory item which utilizes either a **“Serial #”** or **“Lot #”** type costing method, the system will request additional information. Since you are receiving inventory into stock, the system will require the Serial Numbers or Lot Numbers to be added.

The system is designed to accept Serial Number inventory receipts in the quantity of one (1). By entering a quantity of one (1) on Serial Numbered items this information will then be included on the Voucher Audit Trail Report.

You may enter more than a quantity of one, however, you lose the capability of including individual Serial Numbers on the Accounts Payable Audit Trail Report. Only the last Serial Number entered for a given inventory receipt line, with a quantity greater than one, will be included on the report.

All inventory records and files are updated with all pertinent information on all Serial Numbers. Therefore all detail reporting on Serial Numbers and Lot Numbers can be accessed from the Inventory module. This means that once the Serial Numbers are recorded here as receipts, they will be available for selection throughout all invoicing options in Accounts Receivable, Sales Order and Point of Sale.

Once the item has been selected and it is a **“Serial #”** type costing method, the system will prompt you for the Serial Number. Please note that you can use a Bar Code Scanner at this point to capture the Serial Number off of the product, providing the manufacturer has printed on the packaging.

The Serial Number is a twenty (20) character (*alpha/numeric*) field, which is used to enter the Serial Number of the inventory item you are receiving into stock. After the validation of this voucher, the system will prompt you for the additional information below on each of the serialized item(s).

If you are planning to use a quantity greater than one (**1**) on serialized items, you will be prompted for a Serial Number for each of the quantity of items you are receiving. If the quantity received is ten, then you will be prompted for ten Serial Numbers.

Description	This is a thirty (30) character (<i>alpha/numeric</i>) field used to describe this serialized item. By default, the system displays the description of the main inventory item. This description is solely for the use of describing this individual serialized item.
Bin #	This is a ten (10) character (<i>alpha/numeric</i>) field used to identify the location number of serialized items stored in bins.
Warranty (Y/N)	This checkbox is used to identify whether or not this serialized item is under warranty. If the warranty field is turned “ on ,” this item will remain in the Inventory files even after it is sold so that warranty information may be kept.
Comments	There are two lines of comments, fifty (50) characters on each line, to note warranty information or any other pertinent information about this individual serialized item.

If the item selected has a “**Lot #**” type costing method, the system will prompt you for a Lot Number. If you are receiving into stock items that require separate Lot Numbers, you should enter individual lines of receipts for each Lot Number. For instance, if you were receiving **50** gallons of paint that had two Lot Numbers, Lot 1 and Lot 6, and you received **25** gallons of each lot, you should receive these as two separate lines.

At the **Lot Number** prompt, you may press **F2** to choose an existing Lot Number already established, or you may enter a new Lot Number. After the validation of this voucher, the system will prompt you for the additional information below on the Lot Item(s), if in fact the Lot Numbers do not exist. You may add this new Lot Number to the existing Lots already defined.

The **Lot Number** is a twenty (**20**) character (*alpha/numeric*) field used to identify a “*likeness*” of items being received into stock. This is normally a “*run*” of products or color groups associated to various types of products. The system will also prompt you for additional information on the new lots after validation of the voucher being entered, which is described below.

Description	This is a thirty (30) character (<i>alpha/numeric</i>) field used to describe this lot of item(s). By default, the system displays the description of the main inventory item. This description is solely for the use of describing this individual lot of item(s).
Bin #	This is a ten (10) character (<i>alpha/numeric</i>) field used to identify the location number of lot item(s) stored in bins.
Warranty (Y/N)	This checkbox is used to identify whether or not this serialized item is under warranty. If the warranty field is turned “ on ,” this item will remain in the Inventory files even after it is sold so that warranty information may be kept.
Comments	There are two lines of comments, fifty (50) characters on each line, to note warranty information or any other pertinent information about this individual lot of item(s).

Unlike **Serialized Items**, **Lot Number** items can be stored with multiple quantities. For example, you received four (**4**) cases of *red paint*, which was manufactured at two different plants. The manufacturer has marked on the cases the Lot Numbers so that the paint can be sold in quantity with the same dye match. You can record the receipt of this stock on two separate line items, two cases with Lot Number “**123**” and two cases with Lot Number “**789**.”

If the inventory item selected has a **Unit of Measure Conversion** defined in the set up of the Inventory Item, a window will appear with the available **“units of measure”** to choose from. The system will record the receipt of inventory in the selected unit of measure format. The unit of measure format selected will appear on the Voucher Audit Trail Report.

However, the inventory cost layers in the Inventory module will be updated with the **“stocking unit of measure” (lowest common denominator)** of unit of measure available (*usually each*) by using the factor set up on the unit of measure conversion definition. For more information on the Unit of Measure Conversion procedure, refer to the **“Set Up Inventory Items”** section of the Inventory manual.

Once the item has been selected the description and unit of measure for this item will be displayed in the next two columns. If you receive stock for a new inventory item, which has not yet been set up, you may <right-click> your mouse and choose **“Set Up Inventory Items”** from the menu to perform a **“quick add”** of inventory items.

<p>Quantity Received</p>	<p>This is the quantity of the item that you are receiving. This quantity will be added to the “Quantity on Hand” field in Manufacturing Inventory Management and recorded as a receipt.</p> <p>NOTE: If the current transaction is a Credit Memo, the system assumes a negative quantity.</p> <p>If interactive with inventory, the system will subtract the negative quantity from the designated inventory item selected. Likewise, if interactive with General Ledger, the normal entry created when vouchering a vendor's invoice will be reversed.</p>
<p>Unit Cost</p>	<p>This is the unit cost of the item being received. This cost will default to the last cost on file for this item. You may press TAB to accept the default unit cost or edit the field to reflect the new cost on the current transaction. The unit cost is automatically multiplied by the quantity received to calculate the extended cost.</p> <p>If the “Unit of Measure Conversion” feature is being utilized, be sure to receive the stock at the appropriate unit of measure cost. Do NOT receive the stock in with a unit cost of the “stocking unit of measure” (lowest common denominator, usually each).</p>

The system will perform the task of calculating the cost in the **“stocking unit of measure”** by taking the last cost associated with the item and multiplying it by the factor defined in the Unit of Measure Conversion table to get the unit cost default. This information will then be updated to the Cost Layer File in the Inventory module.

Once you have entered all Inventory receipts, <click> on the **“Save”** button to return to the initial screen. Allocate any remaining balances to a **General Ledger Account** or **Job/Project Cost Codes** using the **“Override G/L Distribution”** button as described earlier. When completed, <click> on the **“Save”** button to validate this screen and print the audit report. The system will then save the open item and transaction record, update the vendor's account history, update inventory, post to the job and, if on accrual basis, record the entry to the General Ledger integration file. A transaction register will also be printed for each voucher

Results:

coAP1dy.dbf - Vendor File

- Vendor History updated

coAP2.dbf - Open Item File

- Open Item added

coAP3dy.dbf - Transaction File

- Transaction Record added (*optional*)

coIM1dy.dbf - Inventory File

- Quantity on Hand, History, and Cost updated

(If Interactive and Items Received)

- New Item added (*If Interactive and New Item Received*)

coIM2dy.dbf - Inventory Transaction File

- Receipt Transaction recorded (*optional*)

coIM6.dbf - Inventory Cost Layer File

- Adding of new cost layers, serialized items and lot items

AP2GL.co - General Ledger Integration File

- General Ledger Account Distribution recorded

with a Credit to the Accounts Payable Account or Retainage Payable (*If Interactive and on the Accrual Basis*)

- If Retainage is Specified, the AP Account Credit will be Reduced by the amount of Retainage, and that Retainage will Credit the Retainage Payable Account

coJC1dy.dbf - Project File

- Total Costs Allocated to each Project will

Update

the Overall Project Cost Totals

- Retainage Amount will Update Total Vendor Retainage Amount

coJC2dy.dbf - Project Detail File

- Each Project's Cost Allocation will Update the Project Cost Detail with both Quantity and Dollar Amounts

SET UP BATCHES

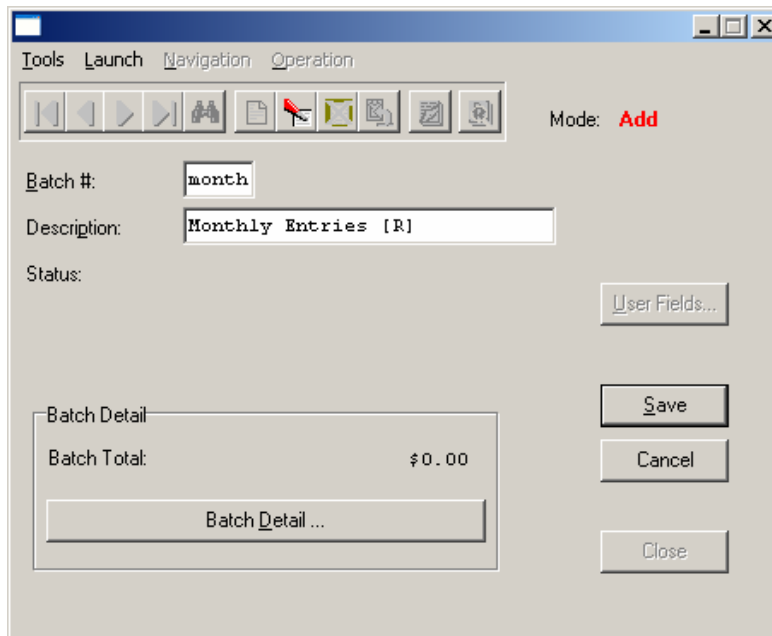
This section covers the **“Set Up Batches”** menu option. These options allow you to add, change, delete or copy batches to be used for updating the Accounts Payable module. This section allows you to make or change voucher entries that can be printed out, later changed or edited, and then finally posted to the Accounts Payable files.

If you would prefer, the system also provides an **“On Line”** posting method that allows you to enter each voucher individually and immediately update the Accounts Payable and all other appropriate files. If this is your preference, please go to the menu option **“Voucher Vendor Invoices”** or **“Voucher Job Cost Invoices”** from the **“Record New Vouchers”** menu.

Add Mode (AP0120)

This mode allows you to add new Accounts Payable Voucher batches, which may be posted after your review. This option allows you to add new batches to your Accounts Payable system. Each batch must be assigned a unique five (5) character (*alpha/numeric*) number. This number will be used to sort and retrieve the batches.

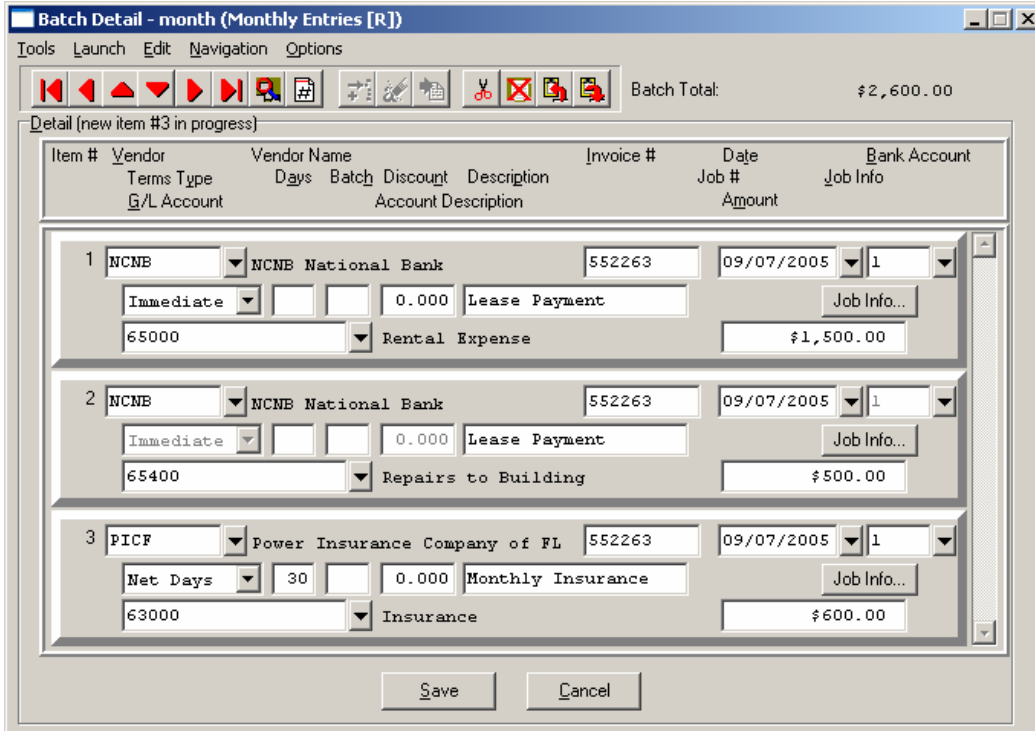
If you are adding a new batch, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”**



The first screen will be used to define the new batch number and batch description. It also displays the batch total. Enter the new Batch Number and description for this batch. Then, <click> on the **“Batch Detail”** button to begin entering the detail lines for this batch.

NOTE

For those invoices that you pay every month for the same amount to the same General Ledger account, or multiple distribution accounts, such as lease payments, car payments, rent, etc, you can set up a recurring batch by entering a “[R]” anywhere in the description. This option eliminates re-keying of the same invoices and distribution every month. When you are ready, you just post the batch once a month and all invoices included in the batch will be posted. These batches will never be labeled as “posted”.



The following is an explanation of each of these data items:

Vendor	This is the Vendor's account number that this transaction will be posted to. You may enter the vendor number of your choice or <click> the Down Arrow (F2 by default) to “Pop Up” a window from which you may scroll through the vendor account file to choose the account needed. Once the vendor account number is chosen, the Vendor's name will automatically be displayed in the “ Vendor Name ” field immediately to the right of the vendor account.
Invoice #	This is a ten (10) character (<i>alpha/numeric</i>) transaction number. This Invoice Number is usually the vendor's invoice number or statement number.
Date	This is the date of the vendor's transaction. You may press TAB to default to the current system date or you may <click> the Down Arrow (F2 by default) to access a calendar to choose a different date. This date will be used as the transaction origination date of the open item and is used for calculating the due date for calculating the aging reports. The transaction record, as well as the posting date in the General Ledger, will use the posted date, which is the current system date, if integrated with GL.
Bank Account	This is the number, which identifies the bank account to use for this open item. The default will be the number set up in the vendor's master file.

Terms Type	<p>This defines the terms for this open item. <Click> on the Down Arrow to display the available choices. The terms type descriptions are listed below and are described in detail earlier in this chapter.</p> <p>Immediate Net Days Net EOM Batch Suspense</p>
Days	This is the number of days used in the calculation of the due date.
Batch	If the terms are set to “Batch,” this is the batch number.
Discount	This is the percent that will be used to take the payment discount if the open item is paid within the specified terms.
Description	<p>This is a twenty (20) character (<i>alpha/numeric</i>) description field which is displayed when you enter Detail Description information in the “Job Info” button. This item allows you to categorize your costs on a more detailed level (<i>Normally by vendor or material</i>). If you have turned on the “Track Vendor Activity by Project” feature in the Master Configuration, the system will default this field to “Vendor:” followed by the vendor number. Otherwise, you may enter unique descriptions and add them to the file for tracking.</p> <p>This is the open item description of the transaction that will be posted to the vendor's open item file. You may press TAB to default to the description of the transaction type or if you have entered a project number to allocate this cost, the detail description will be used. This Transaction Description can also be used as a “Description Only Line.” Description Only Lines may be used to attach description lines to a voucher entry.</p> <p>By entering a “.” as the General Ledger account number, the system will allow a twenty (20) character description line to be entered. You may enter as many description lines as you wish. These description lines follow the transaction entry to the General Ledger when Integration Files are posted. These description lines can be seen when printing Batch Edit Reports in Accounts Payable. In General Ledger the Transaction Journals will show these description lines.</p>
Job #	If the integration with the Job Cost Main Module is turned on, you may enter a ten (10) character reference number to a job or project.

NOTE

You must have the Project and Cost and/or Billing codes set up in the Job Cost Main Module prior to the vouchering process.

<Click> on the **“Job Info”** button. You must enter the following information to allocate the cost to a project on this screen.

The following is an explanation of each of these data items:

Job	This is the project or job number. You may <click> the Down Arrow (F2 by default) to scroll through the file to make your selection.
Cost Code	This is the actual cost or project code that you would like to use to categorize the cost. You may <click> the Down Arrow (F2 by default) to scroll through the file for your selection. You may also <click> on the tabs to change your search methods as well. You will only be allowed to select a cost code that is defined as being either a “ Cost Only ” or a “ Cost and Billing Code. ”
Detail Description	This is a twenty (20) character (<i>alpha/numeric</i>) description field which allows you to categorize your costs on a more detailed level (<i>Normally by vendor or material</i>). If you have turned on the “ Track Vendor Activity by Project ” feature in the Master Configuration, the system will default this field to “ Vendor: ” followed by the vendor number.

The system will then search for the cost code and description set up for this project. If the project detail was not found, one of two things will happen depending on the configuration of your Job Cost Main Module. If the **Job Cost Main Module** has been configured to “**Require Cost Budgets,**” a message will be displayed which indicates that the code entered is not a valid cost code assigned to this particular project.

If the **Job Cost Main Module** has been configured not to require “**Cost Budgets,**” the system will display a scrolling search screen from which you may either select an existing detail line or add the new detail. Once the project and project detail has been selected, you will be returned to the GL Distribution screen and the GL Account specified for the cost code will be displayed.

You may then enter the quantity and amount to distribute to the project. If the **Job Cost Main Module** has been configured to “**Require Cost Budgets,**” and you enter a quantity or amount that is in excess of the budget allocated for this particular cost code, a window will “*Pop Up*” displaying a message stating that the “**Cost Code has exceeded budgeted amount.**”

The screen will list the cost code in question and display the remaining budget that is still available for this cost code. Keep in mind, that you may still have outstanding Purchase Orders for these items.

The budget verification feature used here can only track the total amounts on a cost code by cost code basis that have been vouchered or allocated to the project. Vouchering is done through the Accounts Payable module and direct costing is done through the **Job Cost Main Module** as direct costs.

At this point, the system will prompt you as to whether you wish to continue or not. Respond as you need, but if you do continue, you have been warned that you are exceeding the budgeted amount.

GL Account	This data item allows you to distribute the voucher to various General Ledger accounts. If you are interactive with General Ledger, the system allows you to scroll through the General Ledger account file to select the accounts and displays the account description in the field directly to the right, “Description.” If you are integrated with Job Cost, and have chosen to allocate this line item to a project, the General Ledger account that is defined on the cost code will be used.
Amount	This is the amount that will be distributed to this line item of the voucher. You may distribute a voucher to as many account numbers as you wish. After entering the first detail line for a voucher, the system retains the information in each of the fields so that multiple distributions can be entered on the lines, subsequent to the first. By pressing TAB through the fields on the second line, all information from the line above it will be placed in the appropriate fields. The only fields that will require data entry will be the “Account” and the “Amount” fields. You may use as many lines as needed to distribute the voucher to various General Ledger account numbers.

When the voucher has been completely distributed, the next detail line will start a new voucher entry. Therefore, you will need to enter each field with the appropriate information for the new voucher. While distributing amounts to various account numbers, the system is accumulating a batch total at the top of the screen. This is so that you can determine you have entered all vouchers in your batch. Normally, a calculator tape should be run to get a grand total of all vouchers being entered in a batch. Before validating the batch, you can visually check the grand total.

NOTE

If you need to record inventory receipts during voucher entry, you must use the option to **“Voucher Vendors Invoices.”**

If at any time during data entry on the batch detail screen you press the **ESC** key, the system will generate a warning screen asking if you are sure you wish to exit. If you answer **“Yes”** then all changes will **NOT** be saved.

If changes are not required or if you have made all of your necessary edits, <click> on the **Save** button to validate this batch.

Results:

coAP6.dbf - Overhead Batch File

- Batch Entry added

coAp7.dbf - Detail Batch File

- Batch Detail Records added

Change Mode (AP0121)

This option allows you to change existing Voucher Entry batches. If you have made any mistakes during the entry of a batch, or wish to add new vouchers to an existing batch, you may choose this option.

First, you must navigate to the batch you wish to change. You may find a batch using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a batch, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the

Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

When the batch has been selected, <click> on the **“Batch Detail”** button to access the detail line items of this batch. Once this screen is displayed, you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on **“OK.”**

When you choose to select a specific record in the file, you may search for that record by account number or description. <Click> on the either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **“Close.”**

Once you have navigated to the correct detail line, you may make the changes necessary. You may use the operation tool bar options to clear data in current field, insert a detail line before the current detail line, delete the current detail line and save for pasting (*cut*), delete current detail line and shift all subsequent detail lines up one line, copy a detail line for subsequent pasting, and paste a previously cut detail line.

You may add additional lines by “tabbing” to the next line following the last entry of the batch. Proceed to enter as many additional lines as you desire, up to **500** maximum. When all changes are made, <click> on the **“Save”** button to validate your changes to this screen. You will then be returned to the previous screen. Again, <click> on the **“Save”** button to validate this record.

NOTE

You will not be allowed to change or add to a batch that has already been posted.

Results:

coGL6.dbf - Overhead Batch File

- Batch Entry updated

coGL7.dbf - Detail Batch File

- Batch Detail Records updated

Delete Mode (AP0122)

This option allows you to delete existing Voucher Entry batches. This option allows you to delete Batches that you may have entered by mistake. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once a batch is deleted, it cannot be retrieved.

This option should **NOT** be used to delete batches that have already been posted. To remove batch entries that have been posted, select the option **“Remove Completed Batches.”**

Results:

coAP6.dbf - Overhead Batch File

- Batch Entry marked for deletion

coAP7.dbf - Detail Batch File

- Batch Records marked for deletion

Copy Mode (AP0123)

This option allows you to copy existing Voucher Entry batches. When you select this option, you will be prompted to enter the “**source**” batch. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. <Click> on the “**Create a Record Based on the Current Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Copy.**”

You will notice all the information will be copied to a new record. The system will prompt you to enter the batch number for this record. At this point, you may choose to edit any of the information or <click> on the “**Save**” button to validate, which will then add it to the file.

Results:

coAP6.dbf - Overhead Batch File

- Batch Entry added

coAP7.dbf - Detail Batch File

- Batch Records added

IMPORT NEW BATCHES (AP0603)

The File Import options allow you to bring information into the appropriate modules from text, or ASCII files. These text files may be created by word processors, spreadsheets, databases, or many other types of programs. This option is designed to allow you to import AP Transactions directly into the Accounts Payable module. All transaction registers will be updated as if processed as a normal transaction from within the Accounts Payable program.

When you select the option to “**Import New Batches,**” a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the “**Print Map**” button. To create a map file in the program directory, <click> on the “**Create Map**” button. This will print out the format in which this option is looking for information to be organized in.

The **Fixed Length ASCII** file logical record length for this transaction import file is **167** bytes.

Description	Type	Position	Length
Cont? (0=NO, 1=YES)	CHAR	1	1
Batch Number	STRING	2	5
Vendor Number	STRING	7	10
Date	STRING	17	6
Invoice #	STRING	23	10
Description	STRING	33	30
GL Account	STRING	63	20
Bank Acct #	STRING	83	5
Amount	DOUBLE	88	15
Terms Type (1-5)	INT	103	1
Terms Days/Batch	INT	104	3
Discount %	FLOAT	107	6

Description	Type	Position	Length
Job Number	STRING	113	10
JC Cost Code	STRING	123	10
JC Add Desc.	STRING	133	20
JC Quantity	DOUBLE	153	15

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of “text” file information into the **Infinity POWER** programs. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as “transaction” information for those master files, such as invoices and credit memos, journal entry updates, etc.

These “text” files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

This screen has three sections that will prompt you for three (3) data items.

- 1) **Import Format**
- 2) **Import File Name**
- 3) **Process Import File**

The “**Import Format**” is prompting you to enter the type of file you will be using during the import process. There are three choices:

- 1) **Fixed Length (ASCII)**
- 2) **Variable Length (ASCII)**
- 3) **Comma Delimited (.PRN)**

These three choices are described in the following section.

Fixed Length ASCII Files

Fixed Length ASCII “text” Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example, an Inventory Physical Count import text file (*Part Number and Quantity*) should look like this:

```

100 A   1111   A1  100.00
100 B   1122   A2  250.00
100 C   2211   A3   75.00
    
```

Variable Length ASCII Files

Variable Length ASCII “text” Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence {CR}{LF}. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example, an Inventory Physical Count import could look like this:

```

100 B 1122   A2  250.00 {CR}{LF}
100 C 2211   A3   75.00 {CR}{LF}
    
```

Comma Delimited *.PRN Files

Comma Delimited *.PRN “text” Files are those files in which text type data fields are enclosed in double quotes (“”), and all data fields are separated by commas (.). The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence {CR}{LF}.

For example, an Inventory Physical Count import should look like this:

```

“100 A  1111      A1”,100.00{CR}{LF}
“100 B  1122      A2”,250.00{CR}{LF}
“100 C  2211      A3”,75.00{CR}{LF}

```

<Click> on one of the three choices to define the type of file you will be using and you will then be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **“import”** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data. If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **“Start”** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **“import”** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **“import”** process, you may <click> on the **“Next”** button. Otherwise, <click> on the **“Close”** button to return you to the Menu Bar.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **“text”** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here.

Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity POWER modules running at different locations or on different network or UNIX file servers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the

Infinity POWER File Import options. The order in which information is sent to “**text**” files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options.

The text files that contain the information to be imported must be in one of three forms:

- 1) **Fixed Length ASCII Records**
- 2) **Variable length ASCII Records**
- 3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file. Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify “**action numbers.**” These “**action numbers**” tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

- 1 = **Add Record to file**
- 2 = **Change record in file**
- 3 = **Delete record in file**
- 4 = **Add record if it doesn't exist, otherwise change it**

Some of the transaction import file structures require a field called “**Cont? (0=NO, 1=YES).**” This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the AP Batch import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a “**1**” for **YES** to indicate that the transaction is continued. The last line should contain a “**0**” for **NO** indicating the end of the transaction.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom “**MAP**” file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import “**MAP**” files one of two ways. You may first press the **F9** key at the point in the program when you have selected the “**import**” option. The result is to produce a “**XXXXXX.map**” file in the program directory. The “**Xs**” in this file name represent the actual name of the **Infinity POWER** option within the program (e.g., **AP0603.MAP**).

The “**XXXXXX.map**” file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or **vi** under UNIX, you may create a customized import record layout. Whenever a “**XXXXXX.map**” file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

You may also have customized “**MAP**” files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Batch File

Data Pro Support Document



IMPORT AP BATCHES (AP0603.MAP)

A Map file designates what fields and the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Transactions, import batches and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as AP0603.MAP.**

Explanation of File:

"Vendor #", (field name found in data dictionary) 6, (DPOffset (This is an internal offset and cannot be changed) 10, (length of field) "STRING", (Type of field) 7, (Starting position of field) 10 (length of field)

NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPoffsets or Lengths.

```
*"Cont? (0=NO,1=YES)",162,0,"CHAR",1,1
*"Batch Number",0,5,"STRING",2,5
*"Vendor Number",6,10,"STRING",7,10
*"Date",17,6,"STRING",17,6
*"Invoice #",24,10,"STRING",23,10
"Description",35,30,"STRING",33,30
*"GL Account",66,20,"STRING",63,20
*"Bank Acct #",87,5,"STRING",83,5
*"Amount",94,0,"DOUBLE",88,15
"Terms Type (1-5)",102,0,"INT",103,1
"Terms Days",104,0,"INT",104,3
"Discount %",106,0,"FLOAT",107,6
"Job Number",110,10,"STRING",113,10
"JC Cost Code",121,10,"STRING",123,10
"JC Add Desc",132,20,"STRING",133,20
"JC Quantity",154,0,"DOUBLE",153,15
"LRL",167
```

* Required fields for importing records

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
DOUBLE = AMOUNT DECIMALS REQUIRED
LRL = FIXED LENGTH OF RECORD LINE
```

Field Type Formatting:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT (COMMA DELIMITED REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING
FIELDS, FIXED LENGTH HAS NO CARRIAGE RETURN OR LINE FEED, VARIABLE LENGTH REQUIRES
ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS (DECIMALS REQUIRED) (Must have 0.00 if no amount)
LRL = RECORD LENGTH REQUIRED ONLY FOR FIXED AND VARIABLE LENGTH IMPORTS
DATE = MMDDYY
```

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“Termtypes” Types:

- 1 = IMMEDIATE
- 2 = NET DAYS
- 3 = NET EOM
- 4 = BATCH
- 5 = SUSPENSE

Import Tips:

1. Map file descriptions that contain [\$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

Example: If you were going to be forcing a General Ledger number the line would look as follows: "10100 Default GL Account",66,20,"STRING",-1,5 (5 being the length of the account number) .

NOTE

The “DP OS”, “DP LEN” and “Type” are unique to the Data Pro version and platform. These must not be changed or adjusted.

If you are importing from Excel using a space delimited file:

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

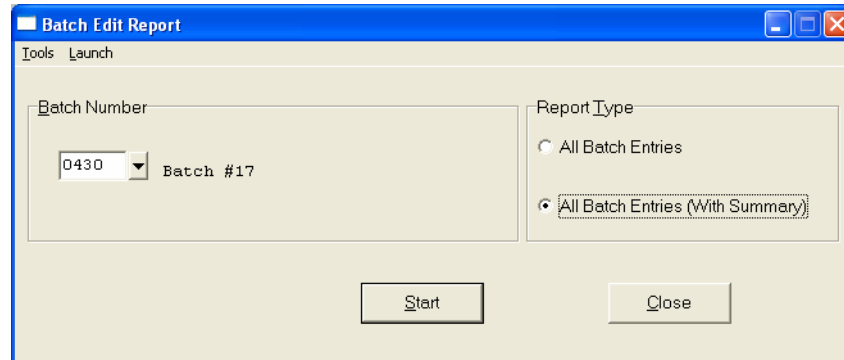
Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.

PRINT BATCH EDIT REPORT (AP0124)

This option allows you to print an Edit Report of all selected Voucher Entry Batches. This report should be printed for each batch entry before you select the option “*Post Batches.*” You will then be able to verify the accuracy of the transactions that will be posted. This report provides a complete audit trail of what will be posted to the vendor accounts.

You may enter the batch number or <click> the **Down Arrow (F2 by default)** to gain access to the batch listing. You may choose to search for batches by batch number or description.



Once you have selected the Batch Number, you will need to define the type of report that you want to print. You may select from the following choices:

- All Batch Entries**
- All Batch Entries (With Summary)**

By <clicking> on “*All Batch Entries,*” the system will print a detailed report showing all transaction information for this batch. By <clicking> on “*All Batch Entries (with Summary),*” the report includes summary information, an account summary will then print at the end of the report displaying all of the accounts that would be affected, if this batch were to be posted.

Field Names:

- Vendor Number
- Vendor Name
- Transaction Number
- Date
- Bank Account Number
- Terms
- # of Days
- Project #
- Discount Percent
- Batch Line #
- GL Account Number
- GL Account Description
- Transaction Description
- Distribution Amount
- Job #
- JC Cost Code
- JC Detail Description
- Voucher Totals
- Batch Total

Infinity POWER Sample Company, Inc.
 Batch 04-06 Edit Report
 Batch April 2006

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 (4) 04/28/2006

Vendor	Name	Line	GL Account	Trans. #	Date	Ck #	Terms	Days	Project #	Disc %	Amount	
											Trans. Description	
FLO1	Florida Lumber, Inc.			501231	04/28/2006	1	2 Net Days	10		2.000		
		1)	11405				Inv - Orlando Warehouse				\$1,741.88	
		2)	11406				Inventory - Miami Warehouse				\$3,488.17	
		3)	11400				Inventory - Tampa Main Office				\$6,822.77	
		4)	11420				Inventory - Finished Products				\$243.17	
											** Voucher Total:	\$12,295.99
											** Batch Total:	\$12,295.99

* Number of records printed: 4

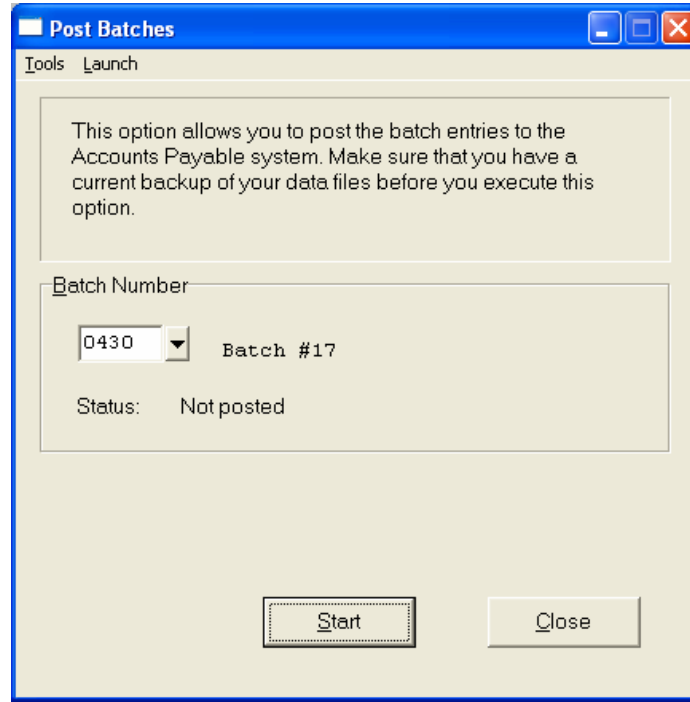
Infinity POWER Sample Company, Inc.
Batch 04-06 Edit Report
Account Summary

Account #	Description	Debit	Credit
11400	Inventory - Tampa Main Office	\$6,822.77	
11405	Inv - Orlando Warehouse	\$1,741.88	
11406	Inventory - Miami Warehouse	\$3,488.17	
11420	Inventory - Finished Products	\$243.17	
21200	Accounts Payable		(\$12,295.99)
	* Total Debits :	\$12,295.99	
	* Total Credits:		(\$12,295.99)

* Number of records printed: 5

POST BATCHES (AP0125)

This option allows you to post Voucher Entry batches to your live Accounts Payable files. Enter the number of the batch that you are ready to post.



You may enter the batch number or <click> the **Down Arrow (F2 by default)** to gain access to the batch listing. You may choose to search for batches by batch number or description. Notice that the status of the batch you select will be displayed just below the Batch Number. If it has not been posted, you may proceed with this option. Posted batches cannot be posted more than once.

<Click> on the **“Start”** button to begin posting the batch. When it is completed, <click> on the **“Close”** button to return to the Menu.

Results:

coAP1dy.dbf - Vendor File

- Number of Invoices updated
- Purchases for Period updated

coAP2.dbf - Open Item File

- Open Item added

coAP3dy.dbf - Transaction File

- Detail Transaction Lines added

coAP6.dbf - Overhead Batch File

- Batch Entry marked as posted

coAP7.dbf - Detail Batch File

- Batch Detail Records marked as posted

AP2GL.co - Accounts Payable Integration File

- All entries updated to this file for posting to General Ledger *(if integration is turned on in Accounts Payable)*

coJC1dy.dbf - Project File

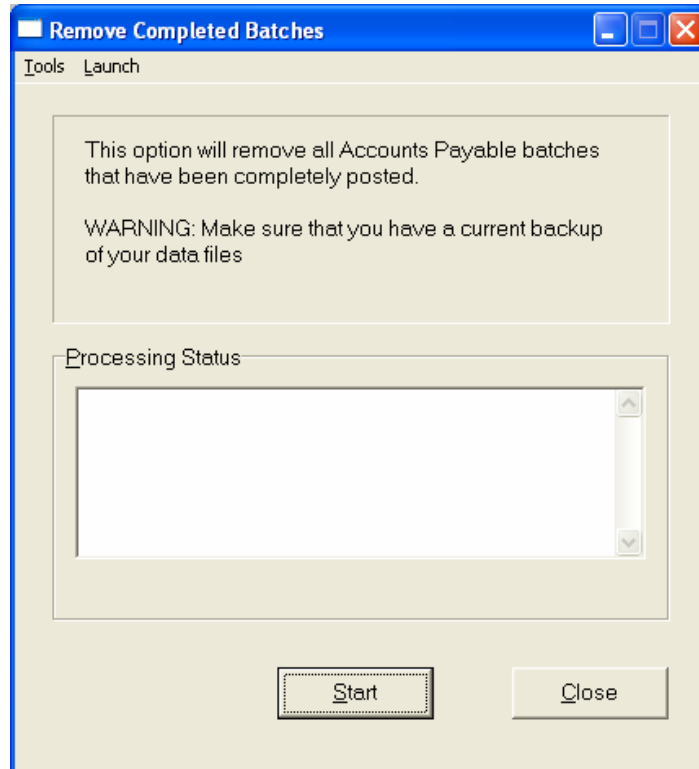
- Total Costs Allocated to each Project will Update the Overall Project Cost Totals
- Retainage Amount will Update Total Vendor Retainage Amount

coJC2dy.dbf - Project Detail File

- Each Project's Cost Allocation will Update the Project Cost Detail with both Quantity and Dollar Amounts

REMOVE COMPLETED BATCHES (AP0126)

This option allows you to remove all Voucher Entry Batch Detail for posted batches. This option performs a “*housekeeping*” task of freeing up disk and file space by removing batches and batch detail lines which have already been posted to the system. Make sure to have a backup before proceeding with this option.



Results:

coAP6.dbf - Overhead Batch File

- Posted Batches removed

coAp7.dbf - Detail Batch File

- Posted Batch Detail Records removed.

POST RECURRING EXPENSES (AP0106)

This option allows you to perform a mass vouchering of Recurring Expenses that have been predefined. These expenses may be of fixed or variable dollar amounts. You will be prompted for the amounts, and General Ledger accounts of all variable amount Recurring Expenses.

When you select this option you may enter the beginning and ending range of Recurring Expenses to post.

You may also specify the Number Mask. Using this mask you are able to post only those expenses that are needed at this time. For example, if you have designed your recurring expense numbers to use the last two characters as the day of the month that they need to be posted, you may enter the mask as shown below for posting the expenses for the first day of the month.

Enter the Number Mask:

(01)
12345

After specifying the expenses to include, the system will begin to post each Recurring Expense. For each Recurring Expense posted, the system will update all files necessary and print a transaction register as an audit trail of the information being posted.

The only exception to this sequence is for those Recurring Expenses that are set up as variable expenses. For these expenses, the system displays a screen showing the expense number and description. At this point, you may specify the General Ledger accounts (*up to fifty*) and amounts that will be posted.

The account amounts will then be summed to calculate the invoice Sale and Total Amount. The system will then continue the posting process as normal.

Results:

coAP1dy.dbf - Vendor File

- Vendor History updated

coAP2.dbf - Open Item File

- Open Item added

coAP3dy.dbf - Transaction File

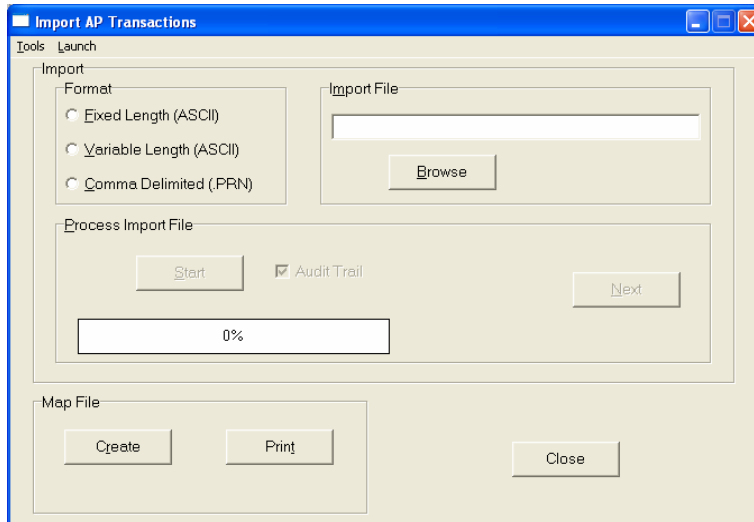
- Voucher Transaction Record added (*optional*)

AP2GL.co - General Ledger Interaction File

- General Ledger Account Distribution recorded with Debit to the Expense or Asset Accounts and Credit to the Accounts Payable or Retainage Payable Account (*If Interactive and on Accrual Basis*)

IMPORT TRANSACTIONS (AP0602)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. These text files may be created by word processors, spreadsheets, databases, or many other types of programs. This option is designed to allow you to import AP Transactions directly into the Accounts Payable module. All transaction registers will be updated as if processed as a normal transaction from within the Accounts Payable program. When you select the option to **“Import Transactions,”** a new screen will appear.



At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **“Print Map”** button. To create a map file in the program directory, <click> on the **“Create Map”** button. This will print out the format in which this option is looking for information to be organized in. The **Fixed Length ASCII** file logical record length for this transaction import file is **125** bytes.

Description	Type	Position	Length
Cont? (0=NO, 1=YES)	CHAR	1	1
Vendor #	STRING	2	10*
Trans. Date	STRING	12	6*
Trans. Type (1-9)	INT	18	1*
Trans. #	STRING	19	10
Description	STRING	29	20
GL Account	STRING	49	20*
Bank Account	STRING	69	5*
Project #	STRING	74	10
Total Amount	DOUBLE	84	15
Sales Amount	DOUBLE	99	15
Terms Type (1-5)	INT	114	1*
Terms Days/Batch	INT	115	3
Discount %	FLOAT	115	3
Due Date	STRING	124	6

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of “text” file information into the **Infinity POWER** programs. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as “transaction” information for those master files, such as invoices and credit memos, journal entry updates, etc.

These “text” files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

This screen has three sections that will prompt you for three (3) data items.

- 1) **Import Format**
- 2) **Import File Name**
- 3) **Process Import File**

The “**Import Format**” is prompting you to enter the type of file you will be using during the import process. There are three choices:

- 1) **Fixed Length (ASCII)**
- 2) **Variable Length (ASCII)**
- 3) **Comma Delimited (.PRN)**

These three choices are described in the following section.

Fixed Length ASCII Files

Fixed Length ASCII “text” Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example, an Inventory Physical Count import text file (*Part Number and Quantity*) should look like this:

100 A	1111	A1	100.00
100 B	1122	A2	250.00
100 C	2211	A3	75.00

Variable Length ASCII Files

Variable Length ASCII “text” Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence {CR}{LF}. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example, an Inventory Physical Count import could look like this:

100 B 1122	A2	250.00	{CR}{LF}
100 C 2211	A3	75.00	{CR}{LF}

Comma Delimited*.PRN Files

Comma Delimited *.PRN “text” Files are those files in which text type data fields are enclosed in double quotes (“”), and all data fields are separated by commas (.). The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence {CR}{LF}.

For example, an Inventory Physical Count import should look like this:

```

“100 A  1111      A1”,100.00{CR}{LF}
“100 B  1122      A2”,250.00{CR}{LF}
“100 C  2211      A3”,75.00{CR}{LF}

```

<Click> on one of the three choices to define the type of file you will be using and you will then be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **“import”** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data. If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **“Start”** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **“import”** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **“import”** process, you may <click> on the **“Next”** button. Otherwise, <click> on the **“Close”** button to return you to the Menu Bar.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **“text”** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here.

Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from **Infinity POWER** modules running at different locations or on different network or UNIX file servers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **“text”** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options.

The text files that contain the information to be imported must be in one of three forms:

- 1) **Fixed Length ASCII Records**
- 2) **Variable length ASCII Records**
- 3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file. Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify “**action numbers.**” These “**action numbers**” tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

- 1 = **Add Record to file**
- 2 = **Change record in file**
- 3 = **Delete record in file**
- 4 = **Add record if it doesn't exist, otherwise change it**

Some of the transaction import file structures require a field called “**Cont? (0=NO, 1=YES).**” This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a “**1**” for **YES** to indicate that the transaction is continued. The last line should contain a “**0**” for **NO** indicating the end of the transaction.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom “**MAP**” file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import “**MAP**” files one of two ways. You may first press the **F9** key at the point in the program when you have selected the “**import**” option. The result is to produce a “**XXXXXX.map**” file in the program directory. The “**Xs**” in this file name represent the actual name of the **Infinity POWER** option within the program (e.g., **AP0603.MAP**).

The “**XXXXXX.map**” file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or **vi** under UNIX, you may create a customized import record layout. Whenever a “**XXXXXX.map**” file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

You may also have customized “**MAP**” files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Transactions File

Data Pro Support Document



IMPORT AP TRANSACTIONS (AP0602.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Transactions, import transactions and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as AP0602.MAP.**

Explanation of File:

"Vendor #", (field name found in data dictionary) 0, (DPOffset (This is an internal offset and cannot be changed) 10, (length of field) "STRING", (Type of field) 2, (Starting position of field) 10 (length of field)

NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPOffsets or Lengths.

```
*"Cont? (0=NO,1=YES)",131,0,"CHAR",1,1
*"Vendor #",0,10,"STRING",2,10
*"Trans. Date",11,6,"STRING",12,6
*"Trans. Type (1-9)",18,0,"INT",18,1
*"Trans. #",20,10,"STRING",19,10
"Description",31,20,"STRING",29,20
*"GL Account",62,20,"STRING",49,20
**"1 Bank Account",83,5,"STRING",-1,1
"Project #",79,10,"STRING",69,10
*"Total Amount",100,0,"DOUBLE",79,15
*"Sale Amount",108,0,"DOUBLE",94,15
"Terms Type (1-5)",116,0,"INT",109,1
"Terms Days/Batch",118,0,"INT",110,3
"Discount %",120,0,"FLOAT",113,6
"Due Date",124,6,"STRING",119,6
"LRL",124
```

* Required fields for importing records

** Example of fixed field import. Will import "1" for all records. Not included in import file. Length depends on how many characters are specified.

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
DOUBLE = AMOUNT DECIMALS REQUIRED
LRL = FIXED LENGTH OF RECORD LINE
```

Field Type Formatting:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT (COMMA DELIMITED REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING
FIELDS, FIXED LENGTH HAS NO CARRIAGE RETURN OR LINE FEED, VARIABLE LENGTH REQUIRES
ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS (DECIMALS REQUIRED) (Must have 0.00 if no amount)
LRL = RECORD LENGTH REQUIRED ONLY FOR FIXED AND VARIABLE LENGTH IMPORTS
DATE = MMDDYY
```

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Data Pro Support Document

Example: Adding to existing amount lines (must be a numeric value). "Total amount [A]",100,0,"Double",79,15 (Amount being imported will be added to amount already in the field).

Field Descriptions:

"ACTION" TYPES

- 1 = ADD A RECORD
- 2 = CHANGE
- 3 = DELETE
- 4 = ADD RECORD IF NOT FOUND OR CHANGE RECORD IF FOUND

"TRANS" TYPES

- 1 = INVOICE
- 2 = CREDIT MEMO
- 3 = DEBIT MEMO
- 4 = BATCH
- 5 = STATEMENT
- 6 = FINANCE CHARGE
- 7 = RETAINAGE
- 8 = DEPOSIT
- 9 = ADVANCE

"TERMS" TYPES

- 1 = IMMEDIATE
- 2 = NET DAYS
- 3 = NET EOM
- 4 = ADJUSTMENT
- 5 = SUSPENSE

Import Tips:

1. Map file descriptions that contain [\$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

**Example: If you were going to be forcing a General Ledger number the line would look as follows:
"10100 Default GL Account",62,20,"STRING",-1,5 (5 being the length of the account number) .**

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

If you are importing from Excel using a space delimited file:

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

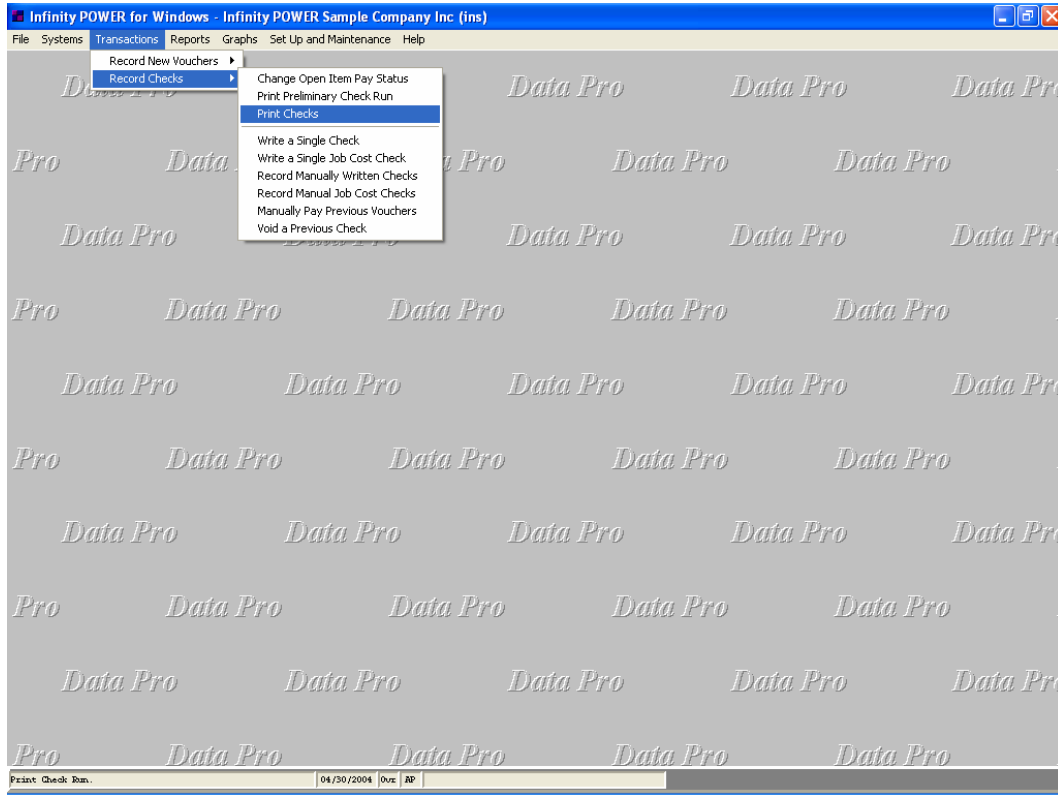
Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .pm file. This is the file you will import.

RECORD CHECKS

This section discusses the different methods of entry of Accounts Payable checks into the system. These options include making a check run, writing a single check, recording manually written checks, recording of checks based on vouchers previously entered into the system and voiding of checks.



MAKE A CHECK RUN

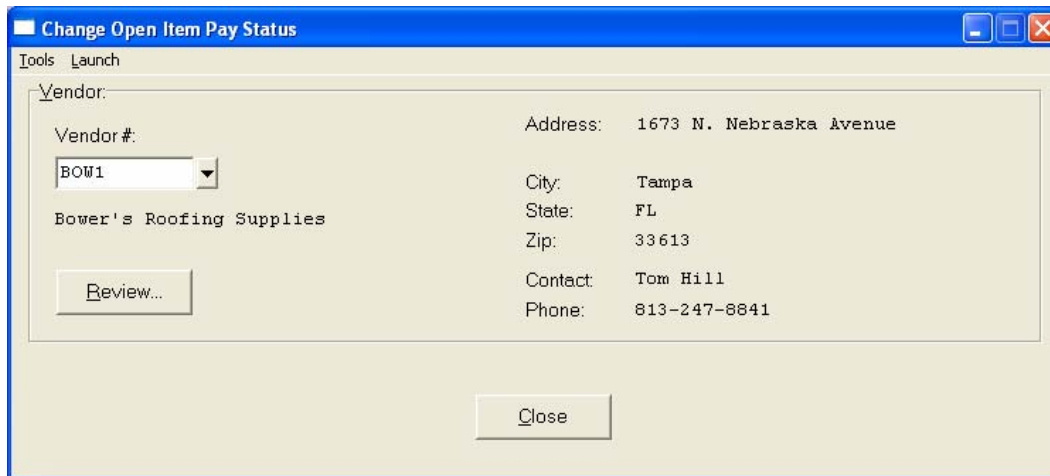
This first section contains three sub-options that allow you to specify which open items you would like to pay, print a preliminary check run to verify that you are preparing to pay the correct items, and print the checks. The sub-options are described below and a discussion of each will follow.

Change Open Item Pay Status	This option allows you to change the pay status or due date of any open item. You may also split an open item into multiple pieces to be paid separately. Partial payment of open items may be achieved by splitting an open item and paying only one of the new items.
Print Preliminary Check Run	This option provides a report that displays open items that will be paid based on a particular pay status. This report is an excellent tool to verify that you pay only the vendors that you want to pay and to verify that you are only paying invoices that belong to a specific project.
Print Checks	This option allows you to print checks for all vendors that have open items that meet your specified pay criteria or for a specific project only.

Change Open Item Pay Status (AP0103)

This option allows you to change the pay status or due date of any open item. You may also split an open item into multiple pieces to be paid separately or mark an open item to be included in the next check run, regardless of the due date. Partial payment of open items may be achieved by splitting an open item and paying only one of the new items. When you select this option, the system will ask you for the vendor number to select. You may enter the vendor number or <click> the **Down Arrow (F2 by default)** to scroll through and search for a vendor.

After you have selected the vendor, a screen is displayed showing some of the vendor's information to verify you have selected the right vendor.

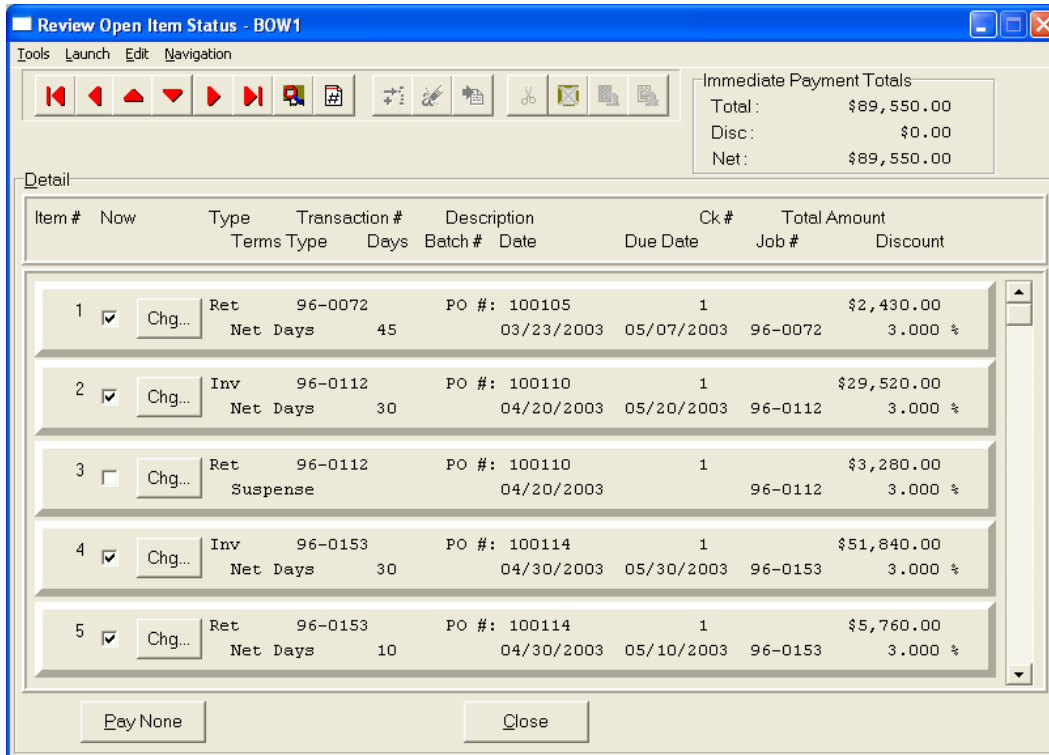


The screenshot shows a window titled "Change Open Item Pay Status" with a menu bar containing "Tools" and "Launch". The main area is labeled "Vendor:" and contains the following information:

Vendor#:	Address:	1673 N. Nebraska Avenue
BOW1	City:	Tampa
Bower's Roofing Supplies	State:	FL
	Zip:	33613
	Contact:	Tom Hill
	Phone:	813-247-8841

There is a "Review..." button on the left and a "Close" button at the bottom center.

If this is the correct vendor, <click> on the **“Review”** button to continue to the next screen. The next screen displayed is a scrolling window containing all of the open items on this vendor's account. From this screen you may choose to pay an open item **“Now,”** regardless of its due date or change the **“Pay Status”** of an invoice or select those invoices that you would like to **“split.”**



Once this screen is displayed, you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on “OK.”

<p>Now</p>	<p>Mark open item to be paid in next check run.</p> <p>This option allows you to mark this open item to be paid in the next check run, regardless of its original due date. It will be included in a check run of "Items due through a specified Date" or "Immediate" type open items. However, it will not be included if "Batch" type open items are selected in the check run. This is a highly convenient method of tagging items for payment without having to change each item's payment terms so it may be included in the next check run.</p>
<p>Chg</p>	<p><Click> the “Change” button in the first column to change the pay status. The next screen will give you the “Change” button to change your terms and the “Split” button for the use of splitting the open item. The procedures for both are described below.</p> <p>The system will then allow you to change the bank account number. This checking account number will determine which cash account, check form, and check number sequence will be used when writing the check for this invoice.</p>
<p>Type</p>	<p>This option allows you to change the pay type, or due date of the open item. Using the pay status, you may choose when and if the invoice will be paid. The system will display a small pull-down menu from which you may change the terms type. The default type will be the type currently set up for the open item. The valid types are listed below.</p> <p>Immediate, Net Days, Net EOM, Batch Suspense</p>

	<p>After selecting the terms type, you will be asked for the “# of Days” or the “Batch #,” depending on the type selected. The terms that are specified will be used to calculate the due date of the invoice and determine when the invoice will be paid.</p> <p>You may then change or override the discount percentage that will be taken when paying this open item. The new terms, checking account number, and discount percentage will be validated for each open item after you change each line.</p>
Split	<p>Splitting an Open Item</p> <p>This “Split” button allows you to split an open item into two open items that total the amount of the original item. This may be useful to partially pay an invoice. The system will not actually split the items until you have validated this section.</p> <p>The transaction number for the new item must be different from the original item. It is recommended that you use the original transaction number followed by a simple suffix, such as -01, -02, -03, etc., if possible. You may then specify the checking account number for this new item. The default will be the number assigned to the original item. The next data field will be the amount of the new item. This amount must be greater than zero and less than the amount of the original item. The amount of the original item will be reduced by this amount.</p> <p>You will then be allowed to change the terms of the new item. This will allow you to pay this new item or hold payment on this item and pay the original item.</p>
Pay All/Pay None	<p>This button will allow you to toggle on or off all open items to be paid for this vendor. When <clicking> on the button when it reads “Pay All,” then system will visibly check mark each open item in the Open Pay Status list to be paid. When <clicking> on the button when it reads, “Pay None,” the system will remove all check marks from the Pay Now field.</p>

The system keeps a running total of all items marked for Immediate Payment or marked as “**Pay Now.**” This Running Total calculates the **Immediate Pay,** any **Discounts** and the **Net Amount** of the total disbursement. These totals do not separate multiple bank accounts, so you must use the “**Preliminary Check Register Report**” to specify a specific bank account to pay from.

Results:

coAP2.dbf - Open Item File

- Open Item Pay Status updated
- New Open Item Added if items are split

Print Preliminary Check Run (AP0104)

This option provides a report that displays open items that will be paid based on a particular pay status. This report is an excellent tool to verify that you pay only the vendors that you want to pay. When you select this option, you will be asked for the vendor range to include. Enter the beginning and ending vendors to include on this report.

The system will then display a screen from which you may specify the type of check run to make and the checking account number to use.

You may choose one of these check runs to make:

- **Due Through Date**
- **Immediate Payment**
- **Batch**

Each of these types are discussed below.

Due Through	When you select this type of check run the system will ask you for the “Pay Through” date. This is the date that will be compared to the due date of each invoice to determine if it should be paid. This type will also include those invoices scheduled for immediate payment.
Immediate Payment	This type of check run will include only those invoices scheduled for immediate payment.
Batch	When you select this type of check run the system will ask you for the “Batch Number.” This will include only those invoices specified as “Batch” and having the same batch number as entered here.

After selecting the type of check run, you must select the checking account number to use. The system will include only those invoices to be paid from this checking account.

If you are interactive with **Job Cost Main Module**, enter the **“Project Number”** mask for this report. This allows you to only include those vendors on this report that have open items for a specific project or job.

By <clicking> on the “**Start**” button, the system will include all vendors and all projects or jobs on the report. The system will then print a report which will let you know which invoices and vendors will be paid, what discounts will be taken, and the total cash requirement. An Account Summary will then print at the end of the report displaying all of the accounts that would be affected if this pay cycle were to be run. All debits and credits will be shown with the appropriate totals at the bottom of the report. This way you may verify the impact this check run would have on your General Ledger before you make the actual run.

Field Names:

- Vendor
- Type
- Transaction Number
- Description
- Job
- Factor Name
- Date
- Due
- Bank Account Number
- Total
- Discount
- Net Amount
- Amount of Check

Preliminary Check Run Report

Infinity POWER Sample Company, Inc.
 Preliminary Check Run
 Invoices Due Through 05/26/2006

Page 1
 (4) 04/28/2006

Supplier			Factor Name				Total	Discount	Net Amount
Type	Trans. #	Description	Job	Date	Due	Bank #			
BOW1 Bower's Roofing Supplies			First Union National Bank						
*** Open Items to be paid by check:									
1) Inv	584			03/31/2005	04/30/2005	1	\$213.50	\$0.00	\$213.50
2) Inv	5412	Temporary Labor	96-0112	01/26/2006	02/25/2006	1	\$0.00	\$0.00	\$0.00
							* Amount of Check:		\$213.50 *
CFS Clark Financial Services, LLC			None						
*** Open Items to be paid by check:									
1) Inv	8-66542	Consulting		04/30/2006	Immediate	1	\$1,500.00	\$0.00	\$1,500.00
							* Amount of Check:		\$1,500.00 *
Connor Phil Connor			None						
*** Open Items to be paid by check:									
1) Inv	7278031500	Travel		03/31/2006	04/30/2006	1	\$265.11	\$0.00	\$265.11
							* Amount of Check:		\$265.11 *
FLO1 Florida Lumber, Inc.			Florida National Bank						
*** Open Items to be paid by check:									
1) Inv	2314			03/31/2005	04/30/2005	1	\$250.00	\$0.00	\$250.00
2) Inv	5558			03/31/2006	04/30/2006	1	\$265.00	\$0.00	\$265.00
							* Amount of Check:		\$515.00 *
* Printed Checks - Count:		4	Amount :		\$2,493.61				
* EFT Transactions - Count:		0	Amount :		\$0.00				

* Number of records printed: 4

Infinity POWER Sample Company, Inc.
Preliminary Check Run
Account Summary

Account #	Description	Debit	Credit
11110	Cash in Bank - General		(\$2,493.61)
21200	Accounts Payable	\$2,493.61	
	* Total Debits:	\$2,493.61	
	* Total Credits:		(\$2,493.61)

Print Checks (AP0105)

This option allows you to print checks for all vendors that have open items that meet your specified pay criteria.

When you select this option, you will be asked for the vendor range to include. Enter the beginning and ending vendors to include in this check run. Specify the type of check run to make and the bank account number to use.

You may choose one of these check runs to make:

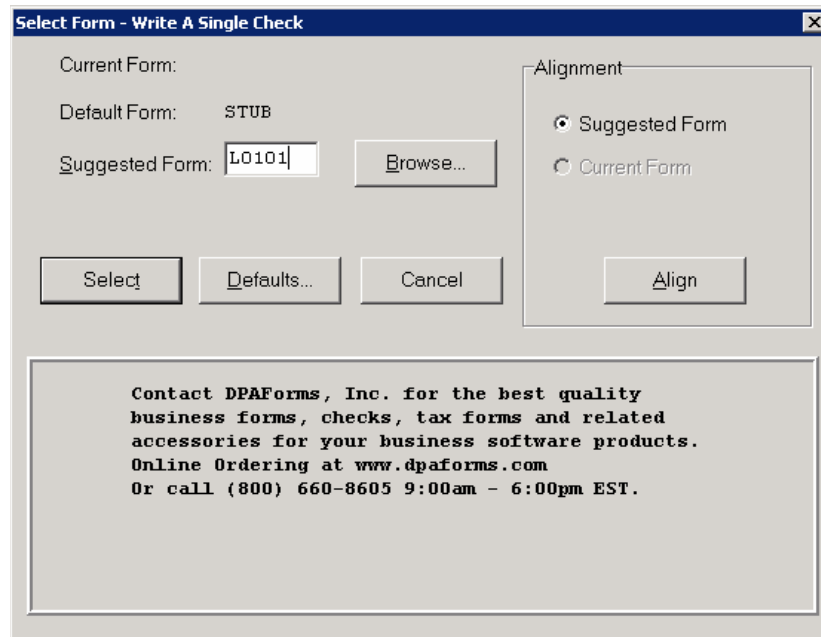
- **Due Through Date**
- **Immediate Payment**
- **Batch**

Each of these types are discussed below.

Due Through Date	When you select this type of check run the system will ask you for the “Pay Through” date. This is the date that will be compared to the due date of each invoice to determine if it should be paid. This type will also include those invoices scheduled for immediate payment.
Immediate Payment	This type of check run will include only those invoices scheduled for immediate payment.
Batch	When you select this type of check run the system will ask you for the “Batch Number.” This will include only those invoices specified as “Batch” and having the same batch number as entered here. After selecting the type of check run, you must select the checking account number to use. The system will include only those invoices to be paid from this checking account.

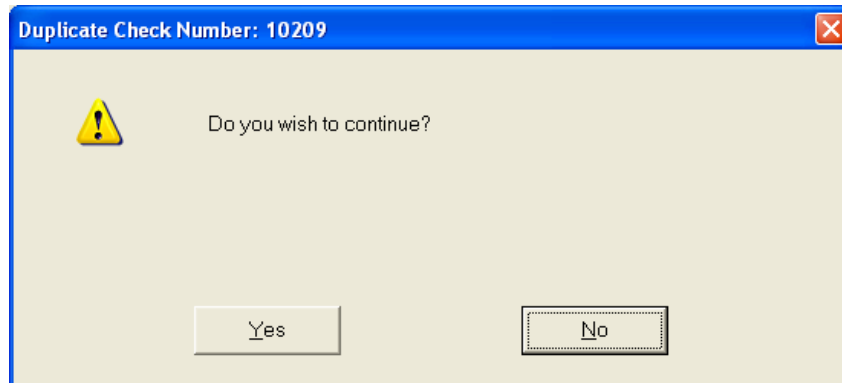
If you are interactive with Job Cost Main Module, you may enter the **“Project”** mask for this run of checks. This allows you to only include those vendors on this check run having open items for a specific project or job. Enter the project number and all other vendors and projects will be ignored.

<Click> on **“Start,”** the system will load the check form specified in the bank account. A screen will appear with the **“Check Form”** that is currently selected. You may press the **“Browse”** button, which will allow you to browse the directory for another valid check form for the next series of checks you will enter.



The system will then ask you to enter the starting check number. The default value will be the **“Next Check Number”** for this checking account set up in the Master Configuration. Now, the system will print the checks for each vendor specified and will update the necessary files.

If the next check number you enter has already been used in the system, a warning screen will appear as shown below. This feature requires the **Check Reconciliation** module to function.



Continue based on your knowledge of your situation, however, you have been advised by the system that a check number that matches already exists. A **“voided”** check error could have created this situation and it may be fine to proceed. However, this also may alert you to investigate at this point instead because you have a real issue to deal with.

If you have configured the system to “*Allow Check Re-Printing*,” the system will pause between each check and ask if you wish to re-print this check. The check will be re-printed until you enter (N)o to continue to the next check. If you are integrated with the **Check Reconciliation** module, each time a check is printed it is also updated as an “**uncleared**” check in the **Check Reconciliation** module.

Results:

coAP1dy.dbf - Vendor File

- Vendor YTD Payments & Average Number of Days to Pay updated

coAP2.dbf - Open Item File

- Paid Open Items marked as Paid

coAP3dy.dbf - Transaction File

- Check Transaction Record added (*optional*)

AP2GL.co - General Ledger Integration File

- General Ledger Account Distribution recorded (*If Interactive*)
- If Cash Basis, then Debit to Expense/Asset, Credit to Payment Discounts, and Credit to Cash
- If Accrual Basis, then Debit to Accounts Payable or Retainage Payable, Credit to Payment Discounts, and Credit to Cash


coCR2.dbf - Check Reconciliation Detail File

- Updates check record if integration is turned on

coCR4.dbf - Check Reconciliation EFT File

- Updates ACH batch detail for EFT processing

Print Checks



CHECK NO. 10374

PAY **** One Thousand One Hundred Eighty Two and 30/100 Dollars ****

DATE

09/08/2004

AMOUNT

*****\$1,182.30

TO THE ORDER OF: **Bower's Roofing Supplies
1673 N. Nebraska Avenue
Tampa, FL 33613**

CHECK NO. 10374

Invoice #	Type	Date	Description	Total Amount	Discount
0161614654	Inv	01/14/2004	Invoice	\$506.56	\$15.20
0541313	Inv	04/07/2004	Invoice	\$165.00	\$4.95
080321344	Inv	08/10/2004	Invoice	\$314.25	\$9.43
092131447	Inv	09/07/2004	Invoice	\$233.06	\$6.99

Remittance for:
Bower's Roofing Supplies

Date: 09/08/2004

Totals:

\$1,218.87 \$36.57

Check Amount: \$1,182.30

REORDER FORM NO. 325L

USE WITH COMPANION ENVELOPE #44-09

WRITE A SINGLE CHECK (AP0102)

This option allows you to write a single check for an immediate need such as receiving a COD shipment. This variation of manual check entry does not affect a job or project. This option should be used when you have immediate check writing requirements. When you select this option, the system will load the check form that you have specified in the Master Configuration for this checking account number.

This procedure will add an invoice as a paid open item on the vendor's account. At the same time, a check will be printed reflecting the recorded transaction. Therefore, this option records a voucher and prints a check to pay that voucher.

The data entry screen is exactly the same as the screen used in the *“Voucher Vendor's Invoices”* menu option. The only difference will be that the check is immediately printed.

The screenshot shows the 'Write A Single Check' window with the following data:

- Vendor:** Vendor #: BOW1, Bower's Roofing Supplies
- Transaction Details:**
 - Transaction Type: Invoice
 - Date: 04/30/2004
 - Transaction Number: 649732
 - Transaction Desc.: Invoice
 - Sale Amount: \$750.04
 - Total Amount: \$750.04
 - Job Number: (empty)
 - Retainage Percent: (empty)
 - Retainage Amount: (empty)
- Vendor Terms:**
 - Type: Net Days
 - Number of Days: 30
 - Batch Number: (empty)
 - Discount Percent: 3.000
 - Due Date: 05/30/2004
- Override G/L Distribution:**
 - G/L Account: 11400
 - Inventory - Tampa Main Office
- Bank Account:** 1
- Buttons:** Comments..., Override..., Inventory..., Save, Reset, Close

Once you have made your selection, and if you have chosen to utilize the feature to **“Display Vendor Comments,”** any comments on this vendor's master file will be displayed on the screen.

Vendor Comments

Vendor #: BOW1
Vendor Description: Bower's Roofing Supplies

Comments
Tar Paper, nails

Insurance Information

Liab. Ins Carrier: Cincinnati Life
Policy Number: 8579511-801
Expiration Date: 09/08/2004

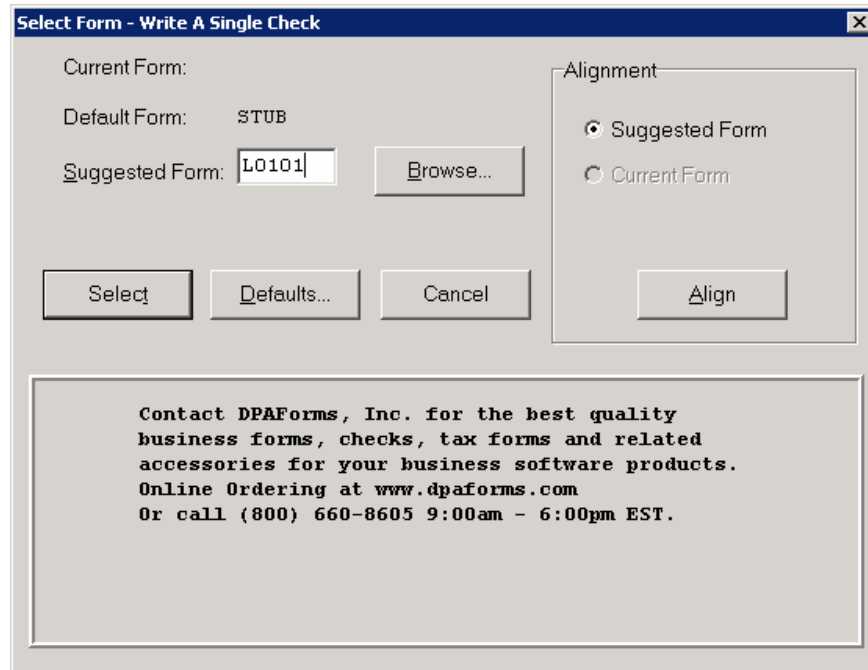
WC Ins Carrier: Zenith Insurance
Policy Number: 506661378911
Expiration Date: 12/30/2004

OK

To continue, <click> the “OK” button and a screen will be displayed showing the vendor number, name and the data items necessary to record this transaction.

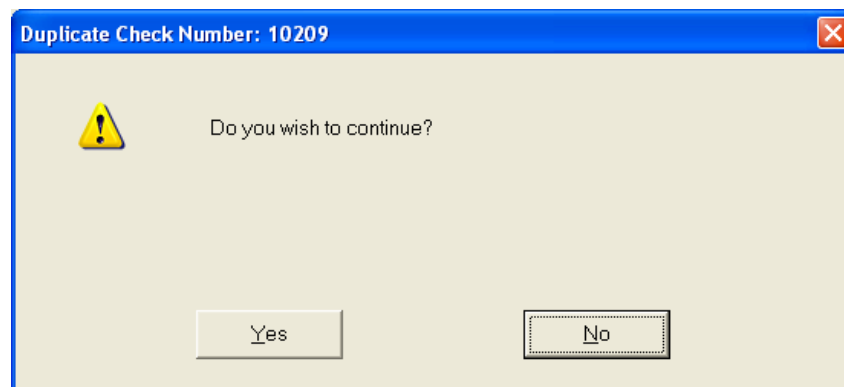
If the vendor you have chosen has the “**Liability Insurance Expiration**” information set up in their master file and the “**Insurance Date**” has expired, the comments area will appear with the Liability Insurance Carrier's Name, Policy Number and Expiration Date for your review. Likewise, If the vendor you have chosen has the “**Worker’s Comp Insurance Expiration**” information set up in their master file and the “**Insurance Date**” has expired, the comments area will appear with the Worker’s Comp Insurance Carrier's Name, Policy Number and Expiration Date for your review.

A screen will appear with the “**Check Form**” that is currently selected. You may press the “**Browse**” button, which will allow you to browse the directory for another valid check form for the next series of checks you will enter.



The system will then ask you to enter the starting check number. The default value will be the “**Next Check Number**” for this checking account set up in the Master Configuration. Now, the system will print the checks for each vendor specified and will update the necessary files.

If the next check number you enter has already been used in the system, a warning screen will appear as shown below. This feature requires the **Check Reconciliation** module to function.



Continue based on your knowledge of your situation, however, you have been advised by the system that a check number that matches already exists. A “**voided**” check error could have created this situation and it may be fine to proceed. However, this also may alert you to investigate at this point instead because you have a real issue to deal with.

If you have configured the system to “**Allow Check Re-Printing,**” the system will pause between each check and ask if you wish to re-print this check. The check will be re-printed until you enter (N)o to continue. If you are integrated with the **Check Reconciliation** module, each time a check is printed it is also updated as an “**uncleared**” check in the **Check Reconciliation** module.

Results:

coAP1dy.dbf - Vendor File

- Vendor History updated

coAP3dy.dbf - Transaction File

- Transaction Record added (*optional*)

coCR2.dbf - Check Reconciliation Detail File

- Updates check record if integration is turned on

coIM1dy.dbf - Inventory File

- Quantity on Hand, History, and Cost updated
(*If interactive and items received*)

- New Item Added (*If interactive and new item Received*)

coIM2dy.dbf - Inventory Transaction File

- Receipt Transaction recorded (*optional*)

coIM6.dbf - Inventory Cost Layer File

- Adding of new cost layers, serialized items and lot items

AP2GL.co - General Ledger Integration File

- General Ledger Account Distribution recorded with a Credit to Cash (*If Interactive*)

WRITE A SINGLE JOB COST CHECK (AP0112)

This option allows you to write a single check for an immediate need such as receiving a COD shipment. This variation of writing a check allows for the distribution of costs to a job or project set up in the Job Cost system. This option should be used when you have immediate check writing requirements. When you select this option, the system will load the check form that you have specified in the Master Configuration for this checking account number.

This procedure will add an invoice as a paid open item on the vendor's account. At the same time, a check will be printed reflecting the recorded transaction. Therefore, this option records a voucher and prints a check to pay that voucher. If you are interactive with the General Ledger, the system will post this transaction to the General Ledger Integration File at the time of validation.

If you are interactive with the Manufacturing Inventory Management module, you may enter inventory receipts at this time. Once you select this option, the system will ask you for a vendor number. Enter the vendor number or you may <click> the **Down Arrow (F2 by default)** to scroll through the vendor file to select the vendor.

Once you have made your selection, and if you have chosen to utilize the feature to “**Display Vendor Comments,**” any comments on this vendor's master file will be displayed on the screen.

To continue, <click> the “OK” button and a screen will be displayed showing the vendor number, name and the data items necessary to record this transaction.

If the vendor you have chosen has the “**Liability Insurance Expiration**” information set up in their master file and the “**Insurance Date**” has expired, the comments area will appear with the Liability Insurance Carrier's Name, Policy Number and Expiration Date for your review. Likewise, If the vendor you have chosen has the “**Worker’s Comp Insurance Expiration**” information set up in their master file and the “**Insurance Date**” has expired, the comments area will appear with the Worker’s Comp Insurance Carrier's Name, Policy Number and Expiration Date for your review.

The following describes each of these data items.

Transaction Type	<p>This is the type of transaction you are paying. <Click> on the pull-down menu to display the available choices. The types are listed below.</p> <p>Invoice Credit Memo Debit Memo Adjustment Statement Finance Charge Retainage Deposit/Advance</p>
Date	<p>This is the date of the vendor's transaction. You may enter the date desired or <click> the Down Arrow to display a window featuring a calendar to choose a different date. This date will be used as the transaction origination date of the open item and transaction record. The system date will be used as the posting date in General Ledger, if integrated with GL.</p>
Transaction Number	<p>This is the ten (10) character transaction number, or reference number, for this expense. Normally, this is the vendor's invoice or statement number.</p>

Transaction Description	This is the open item description of the transaction that will be posted to the vendor's open item file. You may press TAB to default to the description of the transaction type.
Sale Amount	This is the dollar amount of the sale from the transaction, excluding any purchases not subject to payment discounts. This is the amount that will be used in the calculation of the discount amount. If the sale amount is not known, or you wish to take the discount on the total amount of the invoice, enter the total amount of the invoice here. If you are entering a Credit Memo, the negative of the dollar amount entered will be assumed.
Total Amount	This is the total dollar amount of the invoice. This will default to the " Sale Amount " entered. If the total amount of the invoice is different from the sale amount, it may be changed here. NOTE: If you are entering a Credit Memo, the negative of the dollar amount entered will be assumed. However, if you bypass the sale amount and go directly to the total, you must specify the sign (<i>negative or positive</i>) of the amount entered.
Job	If the integration with Job Cost Main Module is turned on, you may enter a ten (10) character reference number to a job or project. If you enter an invalid project number, the system will display a window showing a list of valid project numbers to choose from. Select a valid project number and press TAB to continue. This will be the project number that the Accounts Payable system will calculate and apply vendor retainage to for this particular transaction. Please note, that only one project may have retainage calculated for it per invoice. If you wish to calculate multiple amounts of retainage for different projects from the same original invoice, then you must break up or voucher them as separate invoices. If no project number is desired, simply press TAB and the system will bypass this question. An entry of some sort must be used to call up the scrolling screen to search for projects. This is designed so not to interfere with normal vouchering procedures if a non-project expense is being recorded.
Retainage Percent	This field is utilized for the automatic retainage calculation for the Job Cost vouchering of Accounts Payable. This field is not utilized by the standard vouchering of Accounts Payable. If a project has been specified in the " Project " field, the system will read the project file and pull up the default retainage percentage specified to be used for this project. You may override this value or press TAB to continue.
Amount	If a project was selected, you will be allowed to enter or change the retainage " dollar amount " that will be withheld from this invoice. The default value will be calculated from the total amount of the invoice and the retainage percentage specified above. The amount calculated in this field will be posted as a separate open item to this vendor's account with a transaction type of " Retainage. " This amount will also be the amount that is then posted to the General Ledger account " Retainage Payable. "
Terms Type	This defines the terms for this open item. <Click> on the pull-down menu to display the available types. The terms type descriptions are listed below and are described in detail earlier in this chapter. Immediate, Net Days, Net EOM, Batch, Suspense
# of Days	This is the number of days used in the calculation of the due date. The system will automatically calculate the due date based on the terms specified and display it below this data item for your verification.

Batch #	If the terms type is set to “Batch,” this is the batch number.
Payment Discount %	This is the percent that will be used to take the payment discount if the open item is paid within the specified terms.
Override GL Distribution	The “Override” button allows you to change the General Ledger account that will be used to expense the charge. The vendor's default account will be displayed immediately below this data item. If you do not choose to override the account, the system will expense the total amount of the invoice to the vendor's default General Ledger account. <Click> on the “Override” button to distribute the amount of the invoice to up to fifty General Ledger accounts, regardless of whether you are using the Cash or Accrual method. This screen will also display the total amount of the invoice to distribute and the amount remaining to distribute.

If you are interactive with General Ledger, the system allows you to scroll through the General Ledger account file to select the accounts and display the account descriptions. You must distribute the entire amount of the invoice before validating.

If you are interactive with Job Cost, you may <click> on the **“Job Info”** button at the **GL Account** field and a small window will *“Pop Up”* to allow you to distribute the costs directly to a project and cost code.

NOTE

You must have the Project and Cost and/or Billing codes set up in the Job Cost Main Module prior to the vouchering process.

You must enter the following information to allocate the cost to a project on this screen.

Project	This is the project or job number. You may press F2 to scroll through the file to make your selection.
Cost Code	This is the actual cost or project code that you would like to use to categorize the cost. You may enter a partial number and a scrolling screen will appear to allow you to search through the file for you selection. You may also use the tabs for changing your search methods as well. You will only be allowed to select a cost code that is defined as being either a “Cost Only” or a “Cost and Billing Code.”
Detail Description	This is a twenty (20) character (<i>alpha/numeric</i>) description field which allows you to categorize your costs on a more detailed level (<i>Normally by vendor or material</i>). If you have turned “on” the “Track Vendor Activity by Project” feature in the Master Configuration, the system will default this field to “Vendor:” followed by the vendor number.

You may edit the default description or press **TAB**. The system will then search for the cost code and description set up for this project. If the project detail was not found, one of two things will happen depending on the configuration of your **Job Cost Main Module**.

If the **Job Cost Main Module** has been configured to **“Require Cost Budgets,”** a message will be displayed which indicates that the code entered is not a valid cost code assigned to this particular project. If the Job Cost Main Module has been configured not to require **“Cost Budgets,”** the system will display a scrolling search screen from which you may either select an existing detail line or press the **F5** key to add the new detail.

Once the project and project detail has been selected, you will be returned to the GL Distribution screen and the GL Account specified for the cost code will be displayed. You may then enter the quantity and amount to distribute to the project. If you do not <click> on **“Job Info,”** you may enter the GL Account and distribute the amount directly to General Ledger.

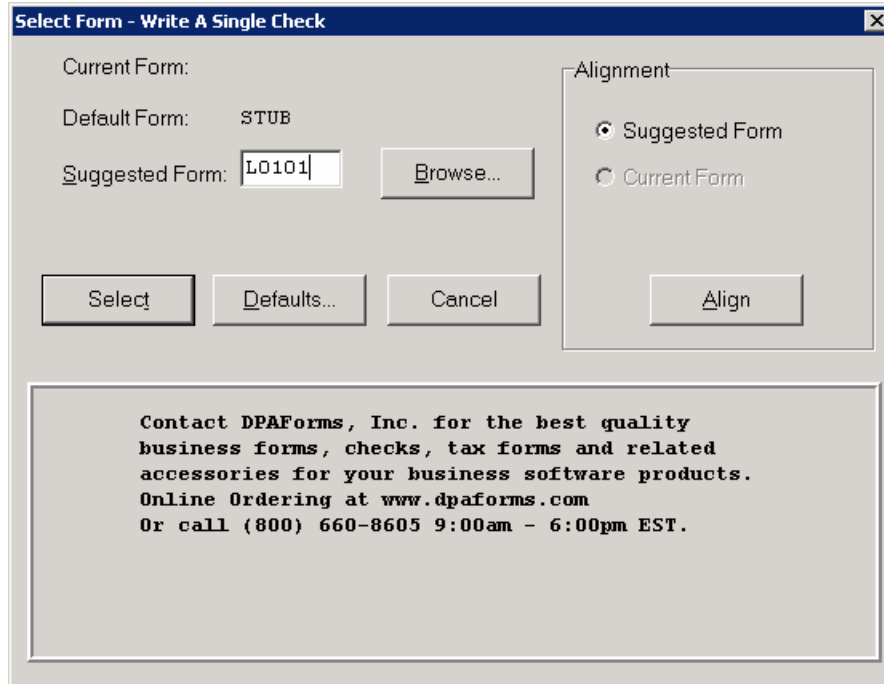
While distributing amounts to various account numbers, the system will look at the current period budget amount for the account selected for this voucher and determine whether the amount is in excess of its budget. If this is the case, the system immediately displays a window warning you of this and will prompt you whether or not to proceed or choose another account number.

After all of the above data has been entered, <click> on the **“Save”** button to validate.

Bank Account #	This is a number that identifies the checking account to use for this check. The default will be the number set up in the vendor's master file.
Inventory	<p>The “Inventory” button allows you to record the receipts of inventory items purchased on this invoice. You will also be allowed to add new inventory items, if necessary. You are given access to this data item only if you are interactive with Manufacturing Inventory Management.</p> <p>A screen will be displayed showing the amount of the transaction and the total inventory cost at the top. In addition, a scrolling window allowing you to enter up to ten inventory receipts will be displayed.</p> <p>NOTE: If you do not have Manufacturing Inventory Management integration turned on in the Master Configuration, the system will skip this question. Each of the data items in this scrolling window is described below.</p>
Inventory Item #	<p>You may enter the inventory item number being received or press F2 to scroll through the inventory file to make your selection. Note: Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field.</p> <p>Once the item has been selected the description and unit of measure for this item will be displayed in the next two columns.</p>
Quantity Received	<p>This is the quantity of the item that you are receiving. This quantity will be added to the “Quantity on Hand” field in Manufacturing Inventory Management and recorded as a receipt.</p> <p>NOTE: If the current transaction is a Credit Memo, the system assumes a negative quantity.</p> <p>If interactive with inventory, the system will subtract the negative quantity from the designated inventory item selected. Likewise, if interactive with General Ledger, the normal entry created when vouchering a vendor's invoice will be reversed.</p>
Unit Cost	This is the unit cost of the item being received. This cost will default to the last cost on file for this item. You may press TAB to accept the default unit cost or edit the field to reflect the new cost on the current transaction. The unit cost is automatically multiplied by the quantity received to calculate the extended cost.

Once you have entered all Inventory receipts, <click> on the **“Save”** button to record your check.

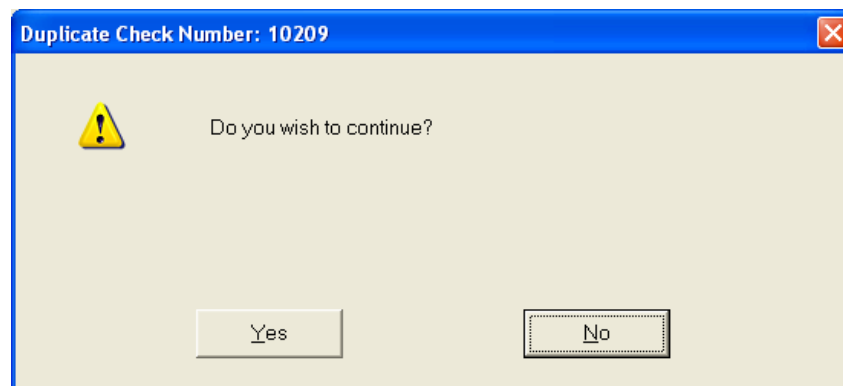
A screen will appear with the **“Check Form”** that is currently selected. You may press the **“Browse”** button, which will allow you to browse the directory for another valid check form for the next series of checks you will enter.



<Click> on the **“Select”** button to enter the proper **“Check Number”** for this check. The default check number will be displayed from the Master Configuration settings by checking account number.

The system will then ask you to enter the starting check number. The default value will be the **“Next Check Number”** for this checking account set up in the Master Configuration. Now, the system will print the checks for each vendor specified and will update the necessary files.

If the next check number you enter has already been used in the system, a warning screen will appear as shown below. This feature requires the **Check Reconciliation** module to function.



Continue based on your knowledge of your situation, however, you have been advised by the system that a check number that matches already exists. A **“voided”** check error could have created this situation and it may be fine to proceed. However, this also may alert you to investigate at this point instead because you have a real issue to deal with.

If you have configured the system to “*Allow Check Re-Printing*,” the system will pause between each check and ask if you wish to re-print this check. The check will be re-printed until you enter (N)o to continue. If you are integrated with the **Check Reconciliation** module, each time a check is printed it is also updated as an “**uncleared**” check in the **Check Reconciliation** module.

The system will immediately begin printing the check, then update the vendor's account history, update inventory, update the project detail for any costs allocated to projects, and record the entry to the General Ledger integration file. The Project Master File will also be updated for current vendor retainage.

If you are integrated with the **Check Reconciliation** module, each time a check is printed it is also updated as an uncleared check in the **Check Reconciliation** module.

Results:

coAP1dy.dbf - Vendor File

- Vendor History updated

coAP2.dbf - Open Item File

- Open Item Added for Retainage, if specified

coAP3dy.dbf - Transaction File

- Transaction Record added (*optional*)

coIM1dy.dbf - Inventory File

- Quantity on Hand, History, and Cost updated (*If interactive and items received*)
- New Item Added (*If interactive and new item Received*)

coIM2dy.dbf - Inventory Transaction File

- Receipt Transaction recorded (*optional*)

AP2GL.co - General Ledger Integration File

- General Ledger Account Distribution recorded with a Credit to Cash (*If Interactive*)
- Retainage Payable Account Debited Accordingly

coJC1dy.dbf - Project File

- Total Costs Allocated to each Project will Update the Overall Project Cost Totals
- Retainage Amount will Update Total Vendor Retainage Amount

coJC2dy.dbf - Project Detail File

- Each Project's Cost Allocation will Update the Project Cost Detail with both Quantity and Dollar Amounts

coCR2.dbf - Check Reconciliation Detail File

- Updates check record if integration is turned on

RECORD MANUALLY WRITTEN CHECKS (AP0107)

This option allows you to record checks that were manually written. These checks should be for direct expenses that do not have current open items. This option should be used when you need to post a check to the Accounts Payable system that was written “**manually.**” This procedure will add an invoice as a paid open item on the vendor's account. At the same time, a check will be recorded. Therefore, this option records a voucher and a check that paid the voucher.

This option should only be used when recording a manually written check that has not yet been vouchered into the system. To record a manual check for an invoice that has been vouchered, you should use the option “**Manually Pay Previous Vouchers.**”

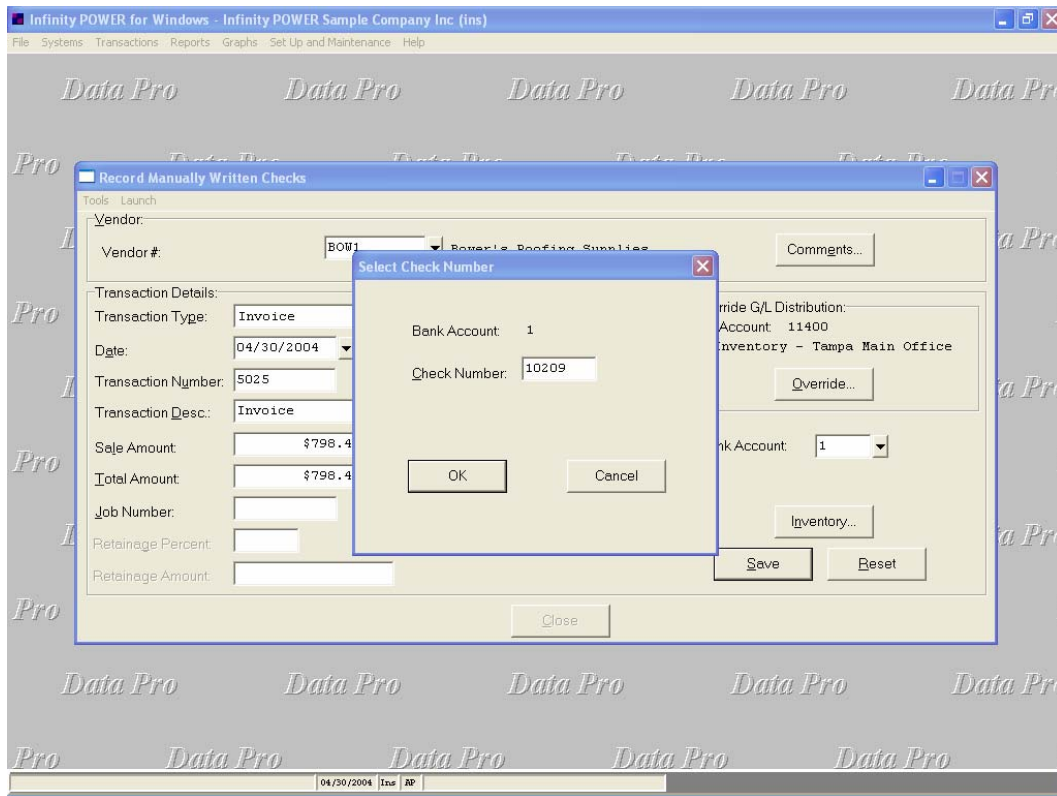
The data entry screen will be exactly the same as the screen used in the “**Voucher Vendor's Invoices**” menu option. The only difference is that the transaction is recorded as a check; therefore, no open item will be added. This option updates all data files in the exact same manner as the option to “**Write a Single Check.**”

Once you have made your selection, and if you have chosen to utilize the feature to “**Display Vendor Comments,**” any comments on this vendor's master file will be displayed on the screen. To continue, <click> the “**OK**” button and a screen will be displayed showing the vendor number, name and the data items necessary to record this transaction.

If the vendor you have chosen has the “**Liability Insurance Expiration**” information set up in their master file and the “**Insurance Date**” has expired, the comments area will appear with the Liability Insurance Carrier's Name, Policy Number and Expiration Date for your review.

Likewise, If the vendor you have chosen has the “**Worker's Comp Insurance Expiration**” information set up in their master file and the “**Insurance Date**” has expired, the comments area will appear with the Worker's Comp Insurance Carrier's Name, Policy Number and Expiration Date for your review.

The difference is that the system will prompt you for the check number used as shown below. Enter the **Check Number** and <click> **OK** to continue or <click> **Cancel** to exit.



If you are integrated with the **Check Reconciliation** module, each time a check is posted it is also updated as an uncleared check in the **Check Reconciliation** module.

Results:

coAP1dy.dbf - Vendor File

- Vendor History updated

coAP3dy.dbf - Transaction File

- Transaction Record added (*optional*)

coIM1dy.dbf - Inventory File

- Quantity on Hand, History, and Cost updated (*If Interactive and Items Received*)

- New Item Added (*If interactive and New Item received*)

coIM2dy.dbf - Inventory Transaction File

- Receipt Transaction recorded (*optional*)

coIM6.dbf - Inventory Cost Layer File

- Adding of new cost layers, serialized items and lot items

AP2GL.co - General Ledger Integration File

- General Ledger Account Distribution recorded with a Credit to Cash (*If Interactive*)

coCR2.dbf - Check Reconciliation Detail File

- Updates check record if integration is turned on

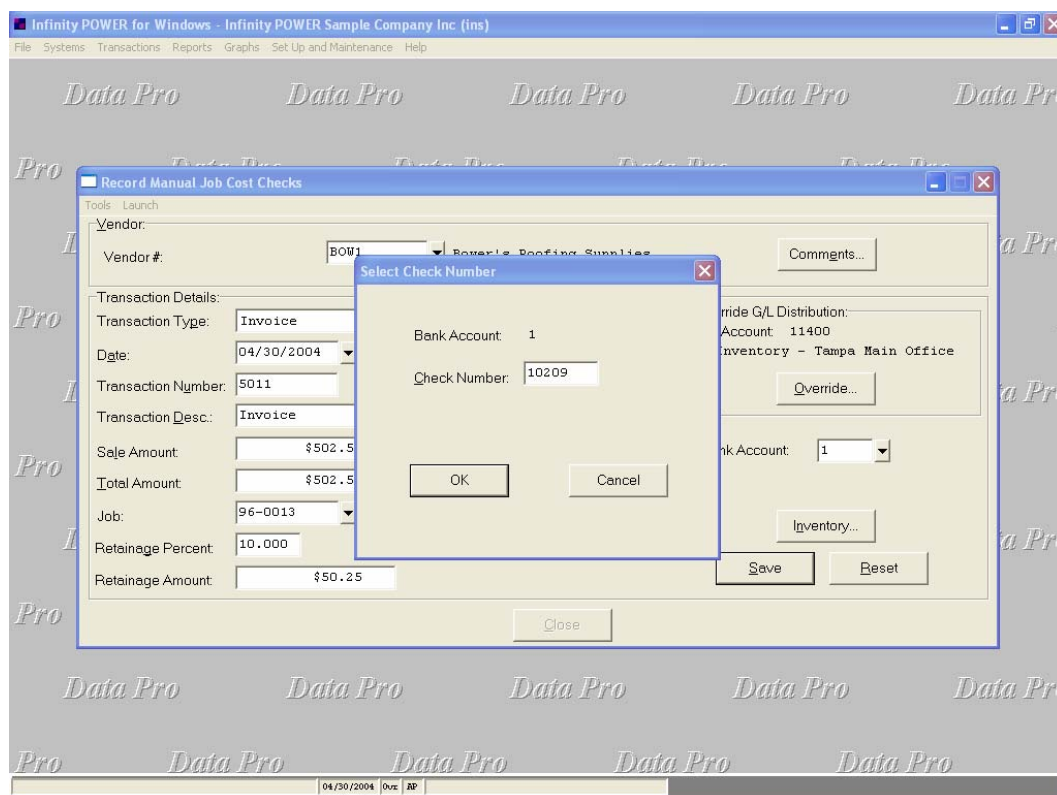
RECORD MANUAL JOB COST CHECKS (AP0113)

This option allows you to record checks that were manually written and distributed to a project or job. These checks should be for direct expenses that do not have current open items. This option should be used when you need to post a check to the Accounts Payable system that was written manually. This procedure will add an invoice as a paid open item on the vendor's account. At the same time, a check will be recorded. Therefore, this option records a voucher and a check that paid the voucher.

This option should only be used when recording a manually written check that has not yet been vouchered into the system. To record a manual check for an invoice that has been vouchered, you should use the option **“Manually Pay Previous Vouchers.”**

The data entry screen will be exactly the same as the screen used in the **“Voucher Job Cost Invoices”** menu option. The only difference is that the transaction is recorded as a check; therefore, no open item will be added. This option updates all data files in the exact same manner as the option to **“Write a Single Job Cost Check.”**

As shown below, the system will prompt you for the check number used. Enter the **Check Number** and <click> **OK** to continue or <click> **Cancel** to exit.



If you are integrated with the **Check Reconciliation** module, each time a check is posted it is also updated as an uncleared check in the **Check Reconciliation** module.

Results:

coAP1dy.dbf - Vendor File

- Vendor History updated

coAP2.dbf - Open Item File

- Open Item Added for Retainage, if specified

coAP3dy.dbf - Transaction File

- Transaction Record added (optional)

coIM1dy.dbf - Inventory File

- Quantity on Hand, History, and Cost updated (If interactive and items received)

- New Item Added (If interactive and new item Received)

coIM2dy.dbf - Inventory Transaction File

- Receipt Transaction recorded (optional)

AP2GL.co - General Ledger Integration File

- General Ledger Account Distribution recorded with a Credit to Cash (If Interactive)

- Retainage Payable Account Debited Accordingly

coJC1dy.dbf - Project File

- Total Costs Allocated to each Project will Update the Overall Project Cost Totals

- Retainage Amount will Update Total Vendor Retainage Amount

coJC2dy.dbf - Project Detail File

- Each Project's Cost Allocation will Update the Project Cost Detail with both Quantity and Dollar Amounts

coCR2.dbf - Check Reconciliation Detail File

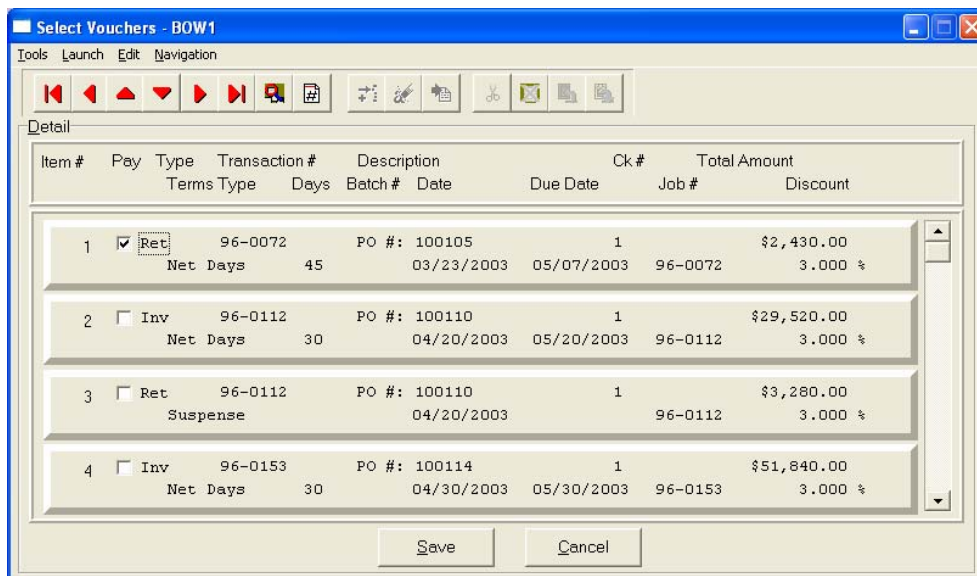
- Updates check record if integration is turned on

MANUALLY PAY PREVIOUS VOUCHERS (AP0108)

This option allows you to record checks that were manually written for invoices that have already been vouchered. Use the option **“Record Manually Written Checks”** to record checks that have not yet been vouchered. This option should be used when you need to post a check to the Accounts Payable system that was written manually, however, the invoice open item has already been vouchered to the vendor's account.

This option should only be used when recording a manually written check for invoices that have already been vouchered into the system. Once you select this option, the system will ask you for a vendor number. Enter the vendor number or you may <click> the **Down Arrow** to scroll through the vendor file to select the vendor.

Once you have made your selection the vendor number, name and address to verify your selection. If this is the correct vendor, <click> on the **“Select”** button and a scrolling window will be displayed showing all unpaid open items for this vendor.



Once this screen is displayed, you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on “OK.”

When you choose to select a specific record in the file, you may search for that record by any field. Enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on “Close.”

<Click> on the checkbox in front of each transaction to tell the system which items you have paid with this manual check. After the paid open items have been selected, <click> on the “Save” button. The system will now display the total amount of the invoices, the discount amount, and the net check amount.

You must now specify which checking account number this check was written from and the check number itself.

<Click> the “Record” button to validate and the system will record the transaction in the exact same manner as the option to “Print Checks.” If you are integrated with the **Check Reconciliation** module, each time a check is posted it is also updated as an uncleared check in the **Check Reconciliation** module.

Results:

coAP1dy.dbf - Vendor File

- Vendor History updated

coAP2.dbf - Open Item File

- Paid Open Items marked as Paid

coAP3dy.dbf - Transaction File

- Transaction Record added (*optional*)

coCR2.dbf - Check Reconciliation Detail File

- Updates check record if integration is turned on

VOID A PREVIOUS CHECK (AP0109)

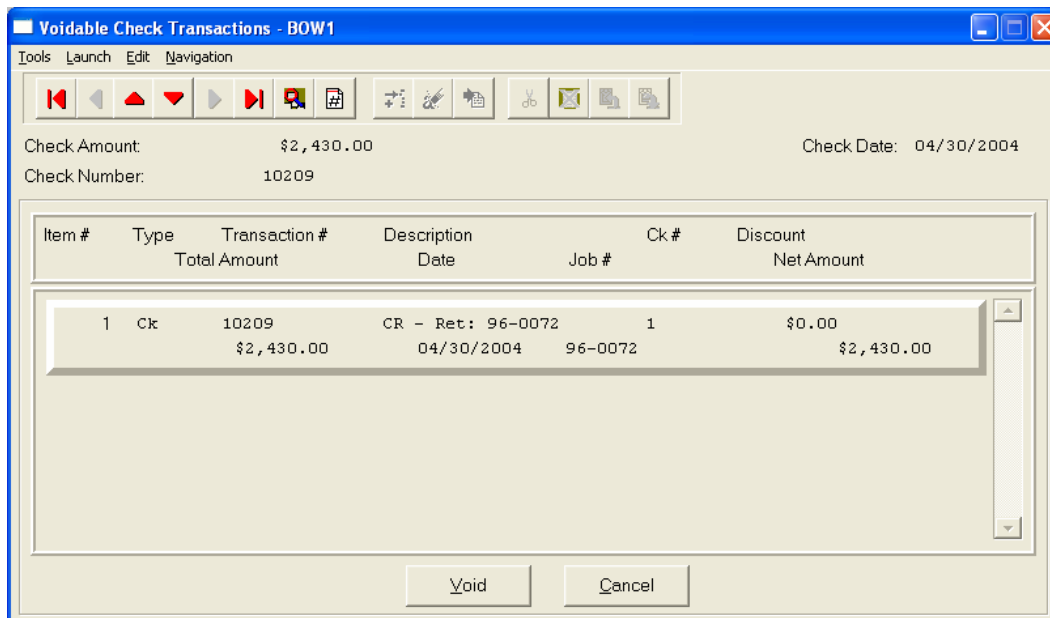
This option allows you to “void” a check that has already been printed or recorded. If you wish to void a check, which has never been recorded, then use the option to “*Record Manually Written Checks*” to record a zero dollar check. This option will only be available if you have turned on the feature “*Invoices on Check Register*” in the Master Configuration. This option will actually re-create all open items that were paid by a check that has now been voided. If a check is voided on the same day as it is written, it will re-instate all invoices paid with that check to their appropriate terms and reverse the check entry.

Once you select this option, the system will ask you for a vendor number. Enter the vendor number or you may <click> the **Down Arrow (F2 by default)** to scroll through the vendor file to select the vendor. Once you have made your selection, a screen will be displayed showing the vendor number, name, and data items necessary to specify which check you want to void.

The following describes each of these data items.

Check Date	This is the date of the check. This will normally be the system date when the original check run was made. If you are not sure, print the “ Check Register, ” under the option “ Print Reports, ” to verify the information you will need.
Check Number	This is a ten (10) character field for the check number of the check that you want to record as voided. If you enter the wrong check number, you will be prompted at the bottom of the screen that you have entered an invalid check. You will need to find the correct number and make your new entry.
Check Amount	This is the net amount of the check that was originally written. This will be used to verify that you have selected the correct check to void. If you have the date and the check number correct, but enter the wrong amount, the system will prompt you at the bottom of the screen with the amount the system is showing as correct.

<Click> on the “**Find**” button to validate your entry and the system will then display a scrolling window, which contains each of the original open items that were paid with this check.



Once this screen is displayed, you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on “**OK.**”

Each open item will then be put back on the vendor's account with the current date of the transaction, and the terms type set to suspense, if the check is voided on a day other than the day the check was originally written. A voided check will also be added to the check register. You may now execute the option “*Change Open Item Pay Status*” to re-schedule the payment of the new open items. If you are integrated with the **Check Reconciliation** module, each time a check is voided it is also updated as an uncleared “**negative**” check in the **Check Reconciliation** module.

Results:

coAP1dy.dbf - Vendor File

- Vendor History updated

coAP2.dbf - Open Item File

- Previously Paid Open Items re-created

coAP3dy.dbf - Transaction File

- Transaction Record added (*optional*)

coCR2.dbf - Check Reconciliation Detail File

- Updates check record if integration is turned on

CHAPTER 4 PRINT REPORTS

This section includes a description and sample of each report generated by the **Accounts Payable** module. The equations used to calculate the amounts on the reports; and how these reports are generated (*through the use of various questions asked by the system*) is discussed here.

Reports illustrate the results of transactions from the options within this module or from another integrated module. Reports do not update the actual files. All modules are designed to be extremely flexible in the way you may organize data and print the corresponding reports accordingly.

Do not assume that these sample reports reflect the only way in which this module's reports may be structured and/or printed. These reports may be used as a cross reference to determine which reports you should be using in your daily activities or when trying to locate specific types of information.

STANDARD FEATURES FOR REPORTS

Here is a listing of some standard features, which can be utilized with all reports:

- CTRL+O (Output Options)**
- Destination - Printer Choice, E-Mail or Display**
- Report Titles**
- E-mail Settings - Recipient and Subject**
- Font Attributes**
- Report Print Options**
- Displayed Report Options**
- Range of Accounts**
- Data Record Retrieval**
- Report Sorting Preference**
- Masking (Wildcards)**
- Period to Report On**
- Cancel the Print Job**

CTRL+O (Output Options)

You are able to change your Output Options (*printing preference*) at any time when you are within the **Infinity POWER** programs. By Pressing **CTRL O**, an overlay screen will appear with your available output options. You may choose to print to a Printer, send the report as an e-mail, or display the report on the screen.

If you select **“Printer,”** this will cause the output to be generated to whichever printer device you currently have as **“active”** in the **Windows** operating system. You may choose to change printers by <clicking> on the **“Print Options”** button and select another printer that you have set up in your Windows program. Also, by choosing **“Printer,”** you have the capability of changing the title of the report you will be printing. The standard report name will be shown, however, if you wish to overwrite it with another title, you may do so.

If you select **“E-Mail,”** this will cause the output to generate an email to a specific recipient. On the Output Options screen, you will need to define the recipient of the e-mail in the **“To”** field. Make sure to enter their e-mail address and not just their name. The **“Subject”** field is automatically assigned the name of the report you will be generating, however, if you wish to overwrite it with another subject, you may do so.

NOTE

Be sure you have defined your “**E-Mail Host**” in the Output section of the Configuration Settings. Otherwise, this feature will not be operational. Your name should be your e-mail address, not your actual name.

If you select “**Display**,” this will cause the output to generate the report to the screen. All reports are generally created in an **80** or **132** column format. You may size your output window both larger and smaller to allow you to view as much of the report on the screen at once as possible.

If you are used to using the **Windows Character-based** or **UNIX** version of **Infinity POWER**, you realize that you may also send reports to a “**text**” file for a myriad of uses. You may do the same in Windows, however, you must set up a “**printer**” type in Windows that will direct the output to the file. Once this is done, any time you want to direct reports to a file, you simply select the new printer definition under Windows.

The principal applies if you want to print any report or form as a **FAX** document. Define the FAX software as a printer in Windows and simply redirect your output to that specific printer.

Font Attributes

Within the **Output Options** window, you can modify font attributes such as color, size, and styles for each report. This allows you to be creative in your report styles whether formal, informal, or classic professional, depending on the purpose of the report. You may choose a more informal style for internal reports, but select a more elegant style for a customer. Selecting a font in the Printer Settings section affects printed reports only. If you select Print as the output destination, this is the font that will be applied to the printed report.

You can also select a font style for the display destination, independent of the Print Settings font selection. In the **Display Settings** section of the screen, <click> on the **Fonts...** button to open the **Font** window. From this window select different fonts, add special effects such as underlining, change the color, font style (bold, italics, bold italic, etc), and the font size. When a report is selected in display output, this is the font that will be applied when the report is displayed on the screen.

NOTE

If you send a report to print directly from the displayed output screen, (**Send** menu option or the **Send to another output destination** toolbar options) the font selected in the Printer Settings will be the font that is applied to the printed report, regardless of what font settings are selected for the Display Settings. Font attributes are unique for Printer Settings and Display settings due to the fact that your printer and the **Infinity POWER** system may not support all of the same fonts.

After selecting font attributes for either the Printer Settings or Display Settings, <clicking> the corresponding **Save** button will make those current selections the default settings. If you select different attributes between displaying/printing reports, you must <click> the **Apply** button for the new font attributes to be applied. Otherwise, the selections made for the previous report (within the same session), will be applied to the current report. Once you log out of the system, the last saved printer and display settings will be applied to the reports when you log back into the system.

If E-Mail is selected as the report output destination, the actual report will be embedded within the e-mail message as an HTML display in a fixed Courier font so that columns will automatically adjust to align properly.

Report Print Options

In the **Printer Settings** section, <click> on the **Options...** button to open the **Print** window. You can select the entire report, the current page, or a range of pages, or a specific page to be printed. You can also custom adjust form sizes by increasing or decreasing the horizontal and vertical offsets. The **horizontal offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment to

the right, a negative value will adjust alignment to the left. The **vertical offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment down, a negative value will adjust alignment up.

Displayed Report Options

If the report output is **Display**, you can also use the navigation toolbar buttons to jump to another page within the displayed report, or <click> the # toolbar button to specify a particular page. This comes in handy to view specific information in a long report, without having to navigate page by page.

From within a displayed report, you can also send the report (*current page or all pages*) to print or change the output destination for the current page or the entire report without leaving the screen.

By <clicking> the search toolbar button, you can also search for specified text within the displayed report. This allows you to search for any text, amounts, dates, etc, contained within the report.

Range of Accounts

When asked to define the range of account numbers to report on, place your cursor on the **“Beginning Account #”** field and <click> the **Down Arrow (F2 by default)** to gain access to the account listing. You may choose to search for accounts by account number or description. Once you have selected the Beginning Account Number, <click> on the Ending Account Number field and then <click> the **Down Arrow (F2 by default)** to gain access to the account listing to choose your ending number.

Data Record Retrieval

This function can be done on any indexed field in the currently active system or a field the current system is integrated with. When the right mouse button is <click>ed in the field, the system will display the choices of data record retrieval.

This feature is available in most options throughout the **Infinity POWER** system. It will simplify your retrieval of records when printing reports. The data record retrieval choices are listed below.

First Record	This option will allow you to select the first record in the requested file.
Next Record	This option will allow you to retrieve the next sequential record in the file, assuming you have already selected a record.
Current Record	This option will allow you to select the last record that was accessed.
Scroll View	This option will display a scrolling screen with all records in the accessed file. You may scroll through the records and select the one of your choice. You may also change the sorting preference and search for the record in a variety of ways.
Previous Record	This option will allow you to retrieve the previous sequential record in the file, assuming you have already selected a record.
Last Record	This option will allow you to select the last record in the requested file.

Report Sorting Preference

This is the order in which items will print on reports. This is handled through the method in which you choose the beginning and ending account range. For example, you will be given two choices when you select your beginning and ending account number when <clicking> the **Down Arrow (F2 by default)**:

- **Account Number**

- **Description**

Instead of printing all reports in order of the account number, you may elect to print them in alphabetical order by the description of the account number by selecting your account range by **“Description.”**

Masking (Wildcards)

The account number mask is a field, which gives you the ability to set up a specific search and have the system only retrieve those items defined within the parameters of that search. This is very beneficial if you want to print all reports for a particular department or location.

Your account number is the key to how specific information may be searched on. The account number length will be reflected in the mask field on your screen.

The project number mask field would appear on your screen as:

()
*123567890

Assuming that you were utilizing a five digit project number with the last two digits representing the department or location number (e.g., “03”), to print a report that would mask for a department or location you would enter the following:

(03)
12345678901234567890

The areas not being masked can either be spaces or question marks. Question marks are the standard wildcard format.

Period to Report On

If a report is a summary type report, the information contained in the report will be inclusive of all data input during the date range specified at the time of selection of the report. This provides you the ability to do historical period reporting as well as current period reporting.

Cancel the Print Job

<Clicking> on the **“Cancel”** button during the printing of a report will cancel the print job. However, keep in mind, some of the report may still be in the printer buffer at the time of cancellation.

VENDOR AGING REPORT (AP0201)

This option prints an aging of vendor accounts based on either due date on all open items. This report may be used by management to review the current Accounts Payable totals by either **7** day or **30** day aging categories. This is a particularly useful management report because it illustrates the cash requirements needed to meet an organization's upcoming liabilities/debt at any point in time.

After selecting the range of vendors to include on this report, you may elect to print either the **“detail of all invoices by vendor,”** **“summary totals only by vendor,”** or **“grand totals only for all vendors.”** The next prompt will ask you to specify the aging criteria: either **7** day or **30** day increments.

The next prompt will ask you to choose between Option #1 **“Future Aging”** and Option #2 **“Past Aging.”** **Future Aging** is designed to calculate the age of those pending invoices and determine the amount of cash that will be required to pay your vendor’s bills on time and place them in the designated aging categories. All invoices that have not been paid and are past due will automatically be placed in the **“Current”** column. This means they should be paid immediately according to the terms assigned to each open item.

Past Aging is available as option for those companies who already realize that they are past due on paying their bills to their vendors, but need to know **“just how past due”** they are. This version of the report will calculate the aging columns based on each open items past due delinquency. Therefore, the difference is a reversal of the value of the aging columns.

Utilizing the **Future Aging** option will, for example, mean that any item in the **31 to 60 Days** column will mean that the open item is not due for payment for yet another thirty to sixty days. When utilizing the **Past Aging** option, items in the **31 to 60 Days** column means that they are currently due and are over thirty one days late in their payment.

The report will only include those vendors that have at least one open item. A total of all open items will be generated by aging column at the end of the report for a complete overview of total amounts due to all vendors selected in the range, by period of time.

The aging report will be calculated as of the **“Current System Date.”** This is important to note because any open item with an **Transaction Date** past the **Current System Date** will **not** print on the report. This does not mean that these items do not exist in the files; they just will not be included on this version of the report.

If you want all open items to be listed on the report, you must use the most recent system date of transaction processing. Also, any open item that was posted **“on”** or **“prior to”** the current system date, but was paid **“after”** the current system date, will be shown as an unpaid item on the report.

This feature provides you with the ability to print the aging reports as of a previous fiscal period to match against the General Ledger Balance Sheet. Therefore, the ending balance on the Aging Report should match the balance of Accounts Payable on the Balance Sheet.

WARNING

This feature is specific to the system date. However, if you are trying to balance to the General Ledger, you must set your system date to the **last day** of that fiscal period. In other words, you can not print the Aging report as of the **23rd** of the month and the Balance Sheet on the **23rd** of the month and expect them to balance.

The Balance Sheet figures for a prior fiscal period will always represent the end of period totals, not a day within that fiscal period. Therefore, if you are trying to balance between the two reports, always use the last day of the fiscal period you are trying to audit.

If you are interactive with the **Job Cost Main Module**, once you have passed the first three criteria options, an additional screen will be displayed prompting you to enter the **“Project Number”** mask for this report. This allows you to only include those vendors on this report that have open items for a specific project or job. By leaving it blank, all projects or jobs on the report. Otherwise, enter the project number and all other vendors and projects will be ignored.

Field Names:

- Vendor Number
- Vendor Name
- Phone Number
- Contact
- Transaction Type
- Transaction Number
- Transaction Description
- Transaction Date
- Transaction Amount (*Placed in aging category column*)
- Job #
- Checking Account Number
- Due Date
- Batch Totals
- Suspense Totals
- Totals
- Totals for All Accounts

Vendor Aging Report (Detailed)

Infinity POWER Sample Company, Inc.
Future Due Accounts Payable Aging

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Supplier	Phone Number	Contact							
Type	Trans. #	Description	Date	Other	Current Due	1 to 7 Days	8 to 14 Days	Over 14 Days	
<hr/>									
BOW1	Bower's Roofing Supplies								
	813-247-8841	Tom Hill							
*** Open Items:									
1) Inv	584		03/31/2005		\$213.50				
Job:		Bank: 1	Due: 04/30/2005						
2) Inv	5412	Temporary Labor	01/26/2006		\$0.00				
Job:	96-0112	Bank: 1	Due: 02/25/2006						
<hr/>									
Batch	\$0.00	Totals:	\$213.50	\$0.00	\$213.50	\$0.00	\$0.00	\$0.00	*
Susp.	\$0.00								
<hr/>									
Connor	Phil Connor								
	727-803-1654	Phil Connor							
*** Open Items:									
1) Inv	7278031500	Travel	03/31/2006			\$265.11			
Job:		Bank: 1	Due: 04/30/2006						
<hr/>									
Batch	\$0.00	Totals:	\$265.11	\$0.00	\$0.00	\$265.11	\$0.00	\$0.00	*
Susp.	\$0.00								
<hr/>									
FLO1	Florida Lumber, Inc.								
	813-667-8893	Jim Sampson							
*** Open Items:									
1) Inv	1155	Invoice	02/05/2005		\$896.00				
Job:		Bank: 1	Due: Batch 1						
2) Inv	125255	Invoice	03/01/2005		\$1,500.00				
Job:		Bank: 1	Due: Batch 1						
3) Inv	2314		03/31/2005		\$250.00				
Job:		Bank: 1	Due: 04/30/2005						
4) Inv	5558		03/31/2006			\$265.00			
Job:		Bank: 1	Due: 04/30/2006						
<hr/>									
Batch	\$2,396.00	Totals:	\$2,911.00	\$2,396.00	\$250.00	\$265.00	\$0.00	\$0.00	*
Susp.	\$0.00								
<hr/>									
** Totals for all Accounts:									
Batch	\$2,396.00		\$3,389.61	\$2,396.00	\$463.50	\$530.11	\$0.00	\$0.00	*
Susp.	\$0.00		100.00 %	70.69 %	13.67 %	15.64 %	0.00 %	0.00 %	

* Number of records printed: 3

Infinity POWER Sample Company, Inc.
AP Aging Report
Account Summary

Account #	Description	Amount
21200	Accounts Payable	\$3,389.61

* Number of records printed: 1

Vendor Aging Report (Non-Detailed)

Infinity POWER Sample Company, Inc.
 Future Due Accounts Payable Aging
 (Non-detailed)

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Supplier	Phone Number	Contact		Other	Current Due	1 to 7 Days	8 to 14 Days	Over 14 Days
<hr/>								
BOW1	Bower's Roofing Supplies							
	813-247-8841	Tom Hill						
Batch	\$0.00	Totals:	\$213.50	\$0.00	\$213.50	\$0.00	\$0.00	\$0.00 *
Susp.	\$0.00							
<hr/>								
Connor	Phil Connor							
	727-803-1654	Phil Connor						
Batch	\$0.00	Totals:	\$265.11	\$0.00	\$0.00	\$265.11	\$0.00	\$0.00 *
Susp.	\$0.00							
<hr/>								
FLO1	Florida Lumber, Inc.							
	813-667-8893	Jim Sampson						
Batch	\$2,396.00	Totals:	\$2,911.00	\$2,396.00	\$250.00	\$265.00	\$0.00	\$0.00 *
Susp.	\$0.00							
<hr/>								
GEN1	General Telephone Company							
	813-223-5461	Randy Gash						
Batch	\$333.85	Totals:	\$2,633.85	\$333.85	\$2,300.00	\$0.00	\$0.00	\$0.00 *
Susp.	\$0.00							
<hr/>								
NCNB	NCNB National Bank							
	813-224-1202	Dan Thomas						
Batch	\$1,575.00	Totals:	\$24,125.16	\$1,575.00	\$22,550.16	\$0.00	\$0.00	\$0.00 *
Susp.	\$0.00							
<hr/>								
PICF	Power Insurance Company of FL							
	813-659-9657	Kirby Hayden						
Batch	\$259.00	Totals:	\$22,832.88	\$259.00	\$15,186.52	\$7,387.36	\$0.00	\$0.00 *
Susp.	\$0.00							
<hr/>								
PITSAC	Pitts A/C Repair							
	813-254-8952	Jimmy Pitts						
Batch	\$2,035.96	Totals:	\$3,006.41	\$2,155.96	\$0.00	\$850.45	\$0.00	\$0.00 *
Susp.	\$120.00							
<hr/>								
Postmaster	U.S. Postmaster							
	813-247-8547	Tom Hill						
Batch	\$0.00	Totals:	\$1,140.00	\$0.00	\$540.00	\$600.00	\$0.00	\$0.00 *
Susp.	\$0.00							
<hr/>								
** Totals for all Accounts:								
Batch	\$6,599.81		\$57,127.91	\$6,719.81	\$41,040.18	\$9,367.92	\$0.00	\$0.00 *
Susp.	\$120.00		100.00 %	11.76 %	71.84 %	16.40 %	0.00 %	0.00 %

* Number of records printed: 8

Infinity POWER Sample Company, Inc.
AP Aging Report
Account Summary

Account #	Description	Amount
21200	Accounts Payable	\$57,007.91
21210	Retainage Payable	\$120.00

* Number of records printed: 2

Vendor Aging Report (Grand Totals)

Infinity POWER Sample Company, Inc.
 Future Due Accounts Payable Aging

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Supplier	Phone Number	Contact	Other	Current Due	1 to 7 Days	8 to 14 Days	Over 14 Days
** Totals for all Accounts:							
Batch	\$14,699.72		\$217,549.60	\$14,819.72	\$157,091.00	\$40,870.39	\$0.00
Susp.	\$120.00		100.00 %	6.81 %	72.21 %	18.79 %	0.00 %
							\$4,768.49 *
							2.19 %

CASH FLOW (REQUIREMENTS) ANALYSIS (AP0202)

This report displays the total cash requirements necessary by week to pay the current vendor open items. Batch and suspense open items will be analyzed separately. This report is a very powerful tool for quickly analyzing your account payable status. You will be given a summary of past due totals in 7 day and 30 day increments and a summary of future due totals in 7 day and 30 day increments. The batch and suspense totals will be displayed separately.

If you are interactive with the Job Cost Main Module, you may enter the “**Project Number**” mask for this report. This allows you to only include those vendors on this report that have open items for a specific project or job. By leaving it blank, the system will include all vendors and all projects or jobs on the report. Otherwise, enter the project number and all other vendors and projects will be ignored.

Field Names:

Future Aging:

- Current Due
- 1 to 7 Days
- 8 to 14 Days
- Over 14 Days
- 1 to 30 Days
- 31 to 60 Days
- Over 60 Days
- Batch
- Suspense
- Total Balance

Past Due Aging:

- Over 14 Days
- 14 to 8 Days
- 7 to 1 Days
- Over 60 Days
- 60 to 31 Days
- 30 to 1 Days
- Total Due
- Future Due
- Batch
- Suspense
- Total Balance

Cash Flow (Requirements) Analysis

Infinity POWER Sample Company, Inc.
Cash Flow Analysis

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1) Accounts Payable Future Aging:

This summary displays your future cash flow needs based on open item due dates in both 7 day and 30 day aging increments.

Current Due	\$157,091.00	Current Due	\$157,091.00
1 to 7 Days	\$40,870.39	1 to 30 Days	\$40,870.39
8 to 14 Days	\$0.00	31 to 60 Days	\$0.00
Over 14 Days	\$4,768.49	Over 60 Days	\$4,768.49
Batch	\$14,699.72	Batch	\$14,699.72
Suspense	\$120.00	Suspense	\$120.00
Total Balance	\$217,549.60 *	Total Balance	\$217,549.60 *

2) Accounts Payable Past Due Aging:

This summary ages all open items that are currently due into 7 day and 30 day increments.

Over 14 Days	\$152,531.06	Over 60 Days	\$69,360.69
14 to 8 Days	\$1,059.06	60 to 31 Days	\$952.45
7 to 1 Days	\$400.88	30 to 1 Days	\$83,677.86
Total Due	\$153,991.00 *	Total Due	\$153,991.00 *
Future Due	\$48,738.88	Future Due	\$48,738.88
Batch	\$14,699.72	Batch	\$14,699.72
Suspense	\$120.00	Suspense	\$120.00
Total Balance	\$217,549.60 *	Total Balance	\$217,549.60 *

Infinity POWER Sample Company, Inc.
Cash Flow Analysis
Batch Summary

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Batch #	Total
1	\$14,699.72
Total	\$14,699.72

VOUCHER REGISTER (AP0203)

This report provides a detailed listing of all vouchered transactions for a specified checking account and date range. This report may be used for auditing and historical purposes to view all transactions vouchered into the Accounts Payable system. This report may be printed for a specified checking account or for all accounts.

You must also select a date range that could include all transactions for the current accounting year.

If you are interactive with the Job Cost Main Module, once you have passed the beginning / ending date range and the checking account to include on the report, you may enter the **“Project Number”** mask for this report.

This allows you to only include those vendors on this report that have items vouchered for a specific project or job. By leaving it blank, the system will include all vendors and all projects or jobs on the report. Otherwise, enter the project number and all other vendors and projects will be ignored.

After printing the Voucher Register, the system will then print an account summary showing the complete General Ledger distribution. As an option, you may choose to *only* print the General Ledger distribution for a quick look at totals for a specific period of time.

Field Names:

Voucher Register:

- Vendor Number
- Vendor Name
- Transaction Date
- Transaction Type
- Transaction Number
- Transaction Description
- Job #
- Checking Account Number
- GL Account
- Transaction Amount

Account Summary:

Account Number

- Account Description
- (If interactive with General Ledger)*
- Debit Amount
- Credit Amount
- Total Debits
- Total Credits

Voucher Register

Infinity POWER Sample Company, Inc.
Voucher Register

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Vendor	Date	Type	Trans. #	Description	Job #	Bank	GL Account	Amount
TAM1	Tampa Electrical Supplies							
	04/28/2006	Inv	84111	Invoice		1	11400	\$1,984.27 *
UNI1	Unified Supply Company							
	04/28/2006	Inv	877611	Invoice		1	11400	\$2,784.22 *
Connor	Phil Connor							
	04/30/2006	Inv	04302005	Travel		1	68000	\$350.40 *
TECO	Tampa Electrical Co.							
	04/30/2006	Inv	04302005	Electric		1	69000	\$540.25 *
NCNB	NCNB National Bank							
	04/30/2006	Inv	101	Mortgage Payment	*	1	75000	\$86.33
					*		27200	\$1,485.00
							* Total:	\$1,571.33 *
NCNB	NCNB National Bank							
	04/30/2006	Inv	102	Ford Payment		1	21100	\$308.16
							75000	\$150.90
							* Total:	\$459.06 *
NCNB	NCNB National Bank							
	04/30/2006	Inv	103	Chevy Payment	*	1	21100	\$274.84
					*		75000	\$126.04
							* Total:	\$400.88 *
SHEL	Shell Service Station							
	04/30/2006	Inv	25	Repair on Sales Auto		1	61500	\$600.00 *
TECO	Tampa Electrical Co.							
	04/30/2006	Inv	456868	Invoice	*	1	69000	\$1,857.45 *
WORK	Work Place							
	04/30/2006	Inv	52144	Office Supplies		1	66000	\$360.00
							66500	\$250.00
							* Total:	\$610.00 *
TECO	Tampa Electrical Co.							
	04/30/2006	Inv	5555	1489555-99	*	1	69000	\$1,650.25 *
Postmaster	U.S. Postmaster							
	04/30/2006	Inv	56	Postage		1	64500	\$666.66 *
SCO1	Scotty's Building Supplies							
	04/30/2006	Inv	58874	Building Supplies	96-0072	1	11450	\$3,200.00
					96-0072		11450	\$560.54
					96-0072		11450	\$445.65
							* Total:	\$4,206.19 *

Infinity POWER Sample Company, Inc.
Voucher Register

Vendor	Date	Type	Trans. #	Description	Job #	Bank	GL Account	Amount
FLO1	04/30/2006	Inv	6321	Repair Pump		1	65500	\$500.00 *
PICF	04/30/2006	Inv	654	Liability Insurance		1	63000	\$1,200.00
							63500	\$500.00
							11450	\$1,200.00
							* Total:	\$2,900.00 *
Connor	04/30/2006	Inv	66954	Invoice		1	68000	\$2,500.00 *
S&S	04/30/2006	Inv	695	Rental of Equip		1	65000	\$500.00
							65400	\$12,547.00
							* Total:	\$13,047.00 *
Connor	04/30/2006	Inv	695447	Invoice		1	52000	\$2,500.00 *
WORK	04/30/2006	Inv	696	Office Cleaning		1	64000	\$250.00 *
GEN1	04/30/2006	Inv	727-803-15	Telephone		1	67000	\$423.58 *
CFS	04/30/2006	Inv	8-66542	Consulting		1	64700	\$1,500.00 *
yellow	04/30/2006	Inv	85459	Ads		1	61000	\$360.00 *
SCO1	04/30/2006	Inv	99949	Misc. Tools		1	67600	\$500.00 *
WORK	04/30/2006	Inv	Labor	Temp Labor	96-0112	1	11450	\$2,500.00 *
PICF	04/30/2006	Inv	PICF-1	Invoice	*	1	63000	\$987.36 *
WORK	04/30/2006	Inv	Typist	Data Entry		1	67300	\$1,575.40 *

* Number of records printed: 26

Infinity POWER Sample Company, Inc.
 Voucher Register
 Account Summary

Account #	Description	Debit	Credit
11400	Inventory - Tampa Main Office	\$4,768.49	
11450	Work In Process	\$7,906.19	
21100	Notes Payable, Current Portion	\$583.00	
21200	Accounts Payable		(\$47,223.30)
27200	Mortgages Payable	\$1,485.00	
52000	Commissions - Expense	\$2,500.00	
61000	Advertising Expense	\$360.00	
61500	Automobile Expense	\$600.00	
63000	Insurance	\$2,187.36	
63500	Insurance - Worker's Comp.	\$500.00	
64000	Office Cleaning Expense	\$250.00	
64500	Postage Expense	\$665.66	
64700	Professional Services	\$1,500.00	
65000	Rental Expense	\$500.00	
65400	Repairs to Building	\$12,547.00	
65500	Repairs to Equipment	\$500.00	
66000	Supplies - Office	\$360.00	
66500	Supplies - Warehouse	\$250.00	
67000	Telephone Expense	\$423.58	
67300	Temporary Labor	\$1,575.40	
67600	Tools Expense	\$500.00	
68000	Travel & Entertainment	\$2,850.40	
69000	Utilities Expense	\$4,047.95	
75000	Interest Expense	\$363.27	
	* Total Debits:	\$47,223.30	
	* Total Credits:		(\$47,223.30)

VOUCHER REGISTER BY VENDOR (AP0204)

This report provides a detailed listing of all vouchered transactions for a specified checking account and date range by vendor. This report may be used for auditing and historical purposes to view all transactions vouchered into the Accounts Payable system by vendor. This report can be printed by vendor range and for a specified checking account or for all accounts. You must also select a date range that could include all transactions for the current accounting year.

If you are interactive with the Job Cost Main Module, once you have passed the beginning / ending date range and the checking account to include on the report, you may enter the **“Project Number”** mask for this report.

This allows you to only include those vouchers, by this vendor, on this report that have been vouchered for a specific project or job. By leaving it blank, the system will include all vouchers for all projects or jobs on the report. Otherwise, enter the project number and all other projects will be ignored.

After printing the Voucher Register, the system will then print an account summary showing the complete General Ledger distribution. As an option, you may choose to **only** print the General Ledger distribution for a quick look at totals for a specific period of time.

Field Names:

Voucher Register:

- Vendor Number
- Vendor Name
- Transaction Date
- Transaction Type
- Transaction Number
- Transaction Description
- Job #
- Checking Account Number
- GL Account

- Transaction Amount
- Vendor Totals

Account Summary:

Account Number

- Account Description
- (If interactive with General Ledger)*
- Debit Amount
- Credit Amount
- Total Debits
- Total Credits

Voucher Register by Vendor

Infinity POWER Sample Company, Inc.
Voucher Register
By Supplier

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Vendor		Date	Type	Trans. #	Description	Job #	Bank	GL Account	Amount
BOW1		Bower's Roofing Supplies							
		02/14/2006	Inv	51221	Invoice		1	11400	\$1,534.22 *
		03/09/2006	Inv	546661	Invoice		1	11400	\$9,451.56 *
		04/18/2006	Inv	578411	Invoice		1	11405	\$1,465.28
								11400	\$1,346.66
								* Total:	\$2,811.94 *
								** Total:	\$13,797.72 *

* Number of records printed: 3

Infinity POWER Sample Company, Inc.
Voucher Register
Account Summary

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Account #	Description	Debit	Credit
11400	Inventory - Tampa Main Office	\$12,332.44	
11405	Inv - Orlando Warehouse	\$1,465.28	
21200	Accounts Payable		(\$13,797.72)
	* Total Debits:	\$13,797.72	
	* Total Credits:		(\$13,797.72)

CHECK REGISTER (AP0205)

This report provides a detailed listing of all check transactions for a specified checking account and date range. This report may be used for auditing and historical purposes to view all checks posted into the Accounts Payable system. This report can be printed for a specified checking account or for all accounts.

You must also select a date range that could include all checks for the current accounting year. If you are interactive with the Job Cost Main Module, once you have passed the beginning / ending date range and the checking account to include on the report, you may enter the **“Project Number”** mask for this report.

This allows you to only include those checks on this report that have been vouchered for a specific project or job. By leaving it blank, the system will include all checks for all projects or jobs on the report. Otherwise, enter the project number and all other projects will be ignored.

After printing the Check Register, the system will then print an account summary showing the complete General Ledger distribution. As an option, you may choose to **only** print the General Ledger distribution for a quick look at totals for a specific period of time.

Field Names:

Check Register:

- Vendor Number
- Vendor Name
- Transaction Date
- Transaction Type
- Transaction Number
- Transaction Description
- Job #
- Checking Account Number
- GL Account
- Transaction Amount

Account Summary:

Account Number

- Account Description
- (If interactive with General Ledger)*
- Debit Amount
- Credit Amount
- Total Debits
- Total Credits

Check Register

Infinity POWER Sample Company, Inc.
Check Register

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Vendor	Date	Type	Trans. #	Description	Job #	Bank	GL Account	Amount	Discount	Net Amount
Postmaster	U.S. Postmaster									
	02/28/2006	Ck	10539	CR - Inv: 01012005		1	21200	\$300.00	\$0.00	\$300.00
				CR - Inv: 55678			21200	\$250.00	\$0.00	\$250.00
							* Total:			\$550.00 *
SCO1	Scotty's Building Supplies									
	02/28/2006	Ck	10540	CR - Ret: 5555555	5203	1	21210	\$100.00	\$0.00	\$100.00
				CR - Ret: 666987	5203		21210	\$200.00	\$0.00	\$200.00
				CR - Inv: 1055625			21200	\$89.50	\$4.47	\$85.03
							* Total:			\$385.03 *
TECO	Tampa Electrical Co.									
	02/28/2006	Ck	10541	CR - Inv: 010105		1	21200	\$125.00	\$18.75	\$106.25
				CR - Inv: 12345			21200	\$288.00	\$43.20	\$244.80
				CR - Inv: 013452			21200	\$250.00	\$37.50	\$212.50
							* Total:			\$563.55 *
UNI1	Unified Supply Company									
	02/28/2006	Ck	10542	CR - Inv: HB1256		1	21200	\$486.00	\$0.00	\$486.00
				CR - Inv: 03010555			21200	\$145.00	\$0.00	\$145.00
				CR - Inv: 4			21200	\$125.00	\$0.00	\$125.00
							* Total:			\$756.00 *
yellow	Tampa Yellow Pages									
	02/28/2006	Ck	10543	CR - Inv: 5897		1	21200	\$500.00	\$0.00	\$500.00
				CR - Inv: 859-74			21200	\$500.00	\$0.00	\$500.00
							* Total:			\$1,000.00 *

* Number of records printed: 5

Infinity POWER Sample Company, Inc.
Check Register
Account Summary

Account #	Description	Debit	Credit
11110	Cash in Bank - General		(\$3,254.58)
21200	Accounts Payable	\$3,058.50	
21210	Retainage Payable	\$300.00	
46000	Cash Discounts Earned		(\$103.92)
	* Total Debits:	\$3,358.50	
	* Total Credits:		(\$3,358.50)

CHECK REGISTER BY VENDOR (AP0206)

This report provides a detailed listing of all check transactions for a specified checking account and date range by vendor. This report may be used for auditing and historical purposes to view all checks posted into the Accounts Payable system by vendor. This report may be printed by vendor range and for a specified checking account or for all accounts.

You must also select a date range that could include all checks for the current accounting year. If you are interactive with the Job Cost Main Module, once you have passed the beginning / ending date range and the checking account to include on the report, you may enter the **“Project Number”** mask for this report.

This allows you to only include those checks, by this vendor, on this report that have been written for a specific project or job. By leaving it blank, the system will include all checks for all projects or jobs on the report. Otherwise, enter the project number and all other projects will be ignored.

After printing the Check Register, the system will then print an account summary showing the complete General Ledger distribution. As an option, you may choose to *only* print the General Ledger distribution for a quick look at totals for a specific period of time.

Field Names:

Check Register:

- Vendor Number
- Vendor Name
- Transaction Date
- Transaction Type
- Transaction Number
- Transaction Description
- Job #
- Checking Account Number
- GL Account

- Transaction Amount
- Vendor Totals

Account Summary:

Account Number

- Account Description
(If interactive with General Ledger)
- Debit Amount
- Credit Amount
- Total Debits
- Total Credits

Check Register by Vendor

Infinity POWER Sample Company, Inc.
Check Register
By Supplier

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Vendor	Date	Type	Trans. #	Description	Job #	Bank	GL Account	Amount	Discount	Net Amount
SCO1	Scotty's Building Supplies									
	02/28/2006	Ck	10540	CR - Ret: 5555555	5203	1	21210	\$100.00	\$0.00	\$100.00
				CR - Ret: 666987	5203		21210	\$200.00	\$0.00	\$200.00
				CR - Inv: 1055625			21200	\$89.50	\$4.47	\$85.03
							* Total:			\$385.03 *
	04/01/2006	Ck	10429	CR - Inv: 03213144		1	21200	\$159.36	\$7.97	\$151.39
				CR - Inv: 081314499			21200	\$11.25	\$0.56	\$10.69
				CR - Inv: 666987	5203		21200	\$1,800.00	\$0.00	\$1,800.00
							* Total:			\$1,962.08 *
							** Total:			\$2,347.11 *

* Number of records printed: 2

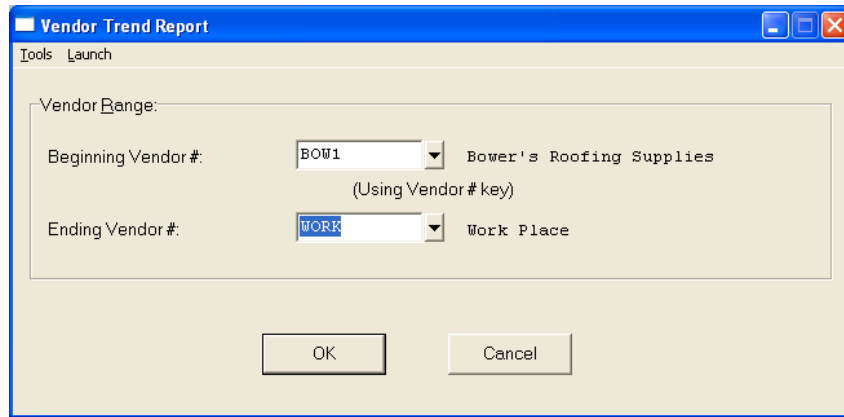
Infinity POWER Sample Company, Inc.
Check Register
Account Summary

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Account #	Description	Debit	Credit
11110	Cash in Bank - General		(\$2,347.11)
21200	Accounts Payable	\$2,060.11	
21210	Retainage Payable	\$300.00	
46000	Cash Discounts Earned		(\$13.00)
	* Total Debits:	\$2,360.11	
	* Total Credits:		(\$2,360.11)

VENDOR TREND REPORT (AP0207)

This report summarizes monthly purchases by vendor for the entire year. This report can be used by management to review the purchase trends for each vendor by month.



The screenshot shows a dialog box titled "Vendor Trend Report" with a menu bar containing "Tools" and "Launch". The main area is labeled "Vendor Range:" and contains two rows of input fields. The first row is for "Beginning Vendor #:" with a dropdown menu showing "BOW1" and the text "Bower's Roofing Supplies (Using Vendor # key)". The second row is for "Ending Vendor #:" with a dropdown menu showing "WORK" and the text "Work Place". At the bottom of the dialog are two buttons: "OK" and "Cancel".

The fields included in this report are:

Field Names:

- Vendor Name
- Vendor Number
- Purchases for each month of the accounting year
- Vendor Total
- Grand Totals

Vendor Trend Report

Infinity POWER Sample Company Inc
Purchases Trend Report by Vendor

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(4) 04/30/2004

Vendor Name	01/2004	02/2004	03/2004	04/2004	05/2004	06/2004
Number	07/2004	08/2004	09/2004	10/2004	11/2004	12/2004
Bower's Roofing Supplies	\$32,352.54	\$7,594.03	\$32,000.00	\$90,400.00	\$0.00	\$0.00
BOWL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$162,346.57 *
Clark Financial Services, LLC	\$0.00	\$3,393.22	\$4,246.60	\$4,905.23	\$0.00	\$0.00
CFS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$12,545.05 *
Federal Unemployment Office	\$0.00	\$0.00	\$0.00	\$412.54	\$0.00	\$0.00
FED-UNEMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$412.54 *
Fla. Nat'l Bk - Fed Depository	\$1,917.18	\$4,718.28	\$4,648.59	\$17,087.13	\$0.00	\$0.00
FLA-NAT'L	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$28,371.18 *
Florida Lumber, Inc.	\$32,970.66	\$25,409.16	\$21,225.00	\$79,000.00	\$0.00	\$0.00
FLO1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$158,604.82 *
General Telephone Company	\$478.46	\$176.97	\$352.97	\$289.48	\$0.00	\$0.00
GEN1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$1,297.88 *
NCNB National Bank	\$17,097.91	\$2,431.27	\$2,431.27	\$2,431.27	\$0.00	\$0.00
NCNB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$24,391.72 *
S & S Sub Contractors	\$37,140.00	\$18,900.00	\$40,440.00	\$86,160.00	\$0.00	\$0.00
S&S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$182,640.00 *
Scotty's Building Supplies	\$0.00	\$8,964.31	\$0.00	\$1,617.33	\$0.00	\$0.00
SC01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$10,581.64 *
Shell Service Station	\$780.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SHEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$780.93 *
State of Florida Tax Dept.	\$205.94	\$0.00	\$0.00	\$2,805.96	\$0.00	\$0.00
State-Fl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$3,011.90 *
State Unemployment Office	\$0.00	\$0.00	\$0.00	\$1,392.29	\$0.00	\$0.00
STATE-UNEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$1,392.29 *
Suncoast Concrete Supplies	\$49,916.38	\$15,100.00	\$20,500.00	\$67,996.60	\$0.00	\$0.00
SUN1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$153,512.98 *

Infinity POWER Sample Company Inc
Purchases Trend Report by Vendor

Vendor Name	01/2004	02/2004	03/2004	04/2004	05/2004	06/2004
Number	07/2004	08/2004	09/2004	10/2004	11/2004	12/2004
Tampa Electrical Supplies	\$928.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TAMI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					* Total:	\$928.34 *
Tampa Electric Co.	\$593.24	\$391.78	\$287.53	\$357.19	\$0.00	\$0.00
TECO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					* Total:	\$1,629.74 *
Unified Supply Company	\$7,627.20	\$0.00	\$2,497.11	\$0.00	\$0.00	\$0.00
UN11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					* Total:	\$10,124.31 *
Tampa Water & Sewage Co.	\$156.37	\$102.35	\$102.55	\$122.97	\$0.00	\$0.00
WATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					* Total:	\$484.24 *
Work Place	\$5,334.31	\$0.00	\$0.00	\$456.98	\$0.00	\$0.00
WORK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					* Total:	\$5,791.29 *
** Grand Totals:	\$187,499.46	\$87,181.37	\$128,731.62	\$355,434.97	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					** Total:	\$758,847.42 **

* Number of records printed: 18

VENDOR'S INVENTORY DETAIL (AP0208)

This report provides a complete history of inventory purchases from specified vendors.

NOTE

This report requires the maintaining of transaction detail in the **Manufacturing Inventory Management** module.

This report may be used by management to evaluate your company's purchase history for each vendor by inventory item. You may specify the date range and vendors to include on the report.

The screenshot shows a dialog box titled "Vendor Inventory Detail Report". It has a menu bar with "Tools" and "Launch". The main area is divided into several sections:

- Vendor Range:** Contains two dropdown menus. The first is labeled "Beginning Vendor #" and is set to "BOW1" (Bower's Roofing Supplies). Below it is the text "(Using Vendor # key)". The second is labeled "Ending Vendor #" and is also set to "BOW1" (Bower's Roofing Supplies).
- Date Range:** Contains two date pickers. "Beginning Date" is set to "01/01/2004" and "Ending Date" is set to "04/30/2004".
- Transaction Types:** Contains two checked checkboxes: "P.O." and "Receipt".

At the bottom of the dialog are "OK" and "Cancel" buttons.

All transactions on this report are classified as Receipts from Vendors. Transactions entered in the Manufacturing Inventory Management option "**Record Receipts**" are also included on this report if they were coded to the proper vendor at the time of posting.

The fields included in this report are:

Field Names:

Vendor Number

- Vendor Name
- Inventory Item Number
- Inventory Item Description
- Transaction Type
- Quantity
- Unit of Measure
- Transaction Description
- Transaction Date
- Total Cost
- Vendor Totals
- Grand Totals

Vendor's Inventory Detail

Infinity POWER Sample Company, Inc.
Inventory Detail By Vendor

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Supplier Number & Name	Item Number Description	Trans. Type	Quantity U/M	Ref. # / Desc. Trans. Date	Total Cost
Suncoast Concrete Supplies SUN1	1060178511 Corner Blocks	2 Receipt	9,600.00000 EA	04/01/2006	\$82,944.00
** Totals:		2) Receipt	9,600.00000		\$82,944.00 *
	1060178511 Corner Blocks	2 Receipt	9,600.00000 EA	04/01/2006	\$82,944.00
** Totals:		2) Receipt	19,200.00000		\$165,888.00 *
	1060185461 Concrete Blocks	2 Receipt	300.00000 EA	04/01/2006	\$2,094.00
** Totals:		2) Receipt	300.00000		\$2,094.00 *
	1060216522 Cement - 100 lb. Bag	2 Receipt	600.00000 Bag	04/01/2006	\$30,720.00
** Totals:		2) Receipt	600.00000		\$30,720.00 *

Infinity POWER Sample Company, Inc.
Inventory Detail By Vendor

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Supplier Number & Name	Item Number Description	Trans. Type	Quantity U/M	Ref. # / Desc. Trans. Date	Total Cost
	** Grand Totals:	2) Receipt	20,100.00000		\$198,702.00 *

* Number of records printed: 4

VENDOR LISTING (AP0209)

This option provides either a summarized or detailed listing of all vendor information.

The screenshot shows a 'Vendor Listing' dialog box. It has a title bar with 'Vendor Listing' and standard window controls. Below the title bar is a menu bar with 'Tools' and 'Launch'. The main area is divided into several sections. The 'Vendor Range' section has two dropdown menus: 'Beginning Vendor #' with 'BOW1' selected and 'Bower's Roofing Supplies' displayed, and 'Ending Vendor #' with 'WORK' selected and 'Work Place' displayed. Below these is the text '(Using Vendor # key)'. The 'Report Type' section has three radio buttons: 'Non-Detailed' (selected), 'Detailed', and 'Detailed Including History'. The 'Vendor Mask' section has a 'Position' field with '1' and a 'Mask' field with '1234567890'. At the bottom are 'OK' and 'Cancel' buttons.

This report is designed to allow you a simple listing of your vendors in summarized form, or a detailed listing for data input verification or archival purposes. You may select this report for a range of vendors and specify whether it should print by Vendor Number, Vendor Name, or by the Special search field.

The fields included in this report are:

Field Names:

Summary Report:

- Vendor Number
- Vendor Name
- Contact
- Phone Number

Detailed Report:

- Vendor Number
- Vendor Name
- Vendor Address
- *Special Search
- Print 1099
- Tax ID Number
- GL Account
- Checking Account #
- Factor Name
- Factor Address
- Contact
- Phone Number
- Fax Number
- Comments
- Email Address
- Terms
- Discount
- Always take discount
- Average Days to Pay
- Basis - # of Invoices
- Year to Date Payments
- Insurance Carrier
- Insurance Policy
- Insurance Exp. Date
- Purchase History

Vendor Listing (Non-Detailed)

Infinity POWER Sample Company, Inc.
Supplier Listing

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Supplier	Name	Contact	Phone
AMEX	American Express		954-515-6168
BOW1	Bower's Roofing Supplies	Tom Hill	813-247-8841
CFS	Clark Financial Services, LLC	Bob Clark	813-885-7166
Connor	Phil Connor	Phil Connor	727-803-1654
FED-NTLDEP	Federal Depository	Lori Mets	813-224-9906
FED-UNEMP	Federal Unemployment Office	Sam Gamgee	702-523-6123
FLO1	Florida Lumber, Inc.	Jim Sampson	813-667-8893
GEN1	General Telephone Company	Randy Gash	813-223-5461
NCNB	NCNB National Bank	Dan Thomas	813-224-1202
PICF	Power Insurance Company of FL	Kirby Hayden	813-659-9657
PITSAC	Pitts A/C Repair	Jimmy Pitts	813-254-8952
Postmaster	U.S. Postmaster	Tom Hill	813-247-8547
S&S	S & S Sub Contractors	Tom Hanks	813-447-1232
SCO1	Scotty's Building Supplies	Don Hensley	813-887-4621
SHEL	Shell Service Station		212-787-6587
State-FI	State of Florida Tax Dept.	Ronde Brooks	813-224-6321
STATE-UNEM	State Unemployment Office	John Alstott	904-852-9364
SUN1	Suncoast Concrete Supplies	Susan Pan	813-585-6611
TAM1	Tampa Electrical Supplies	Terry Jackson	813-875-1243
TECO	Tampa Electrical Co.	Bill Kaminski	813-236-8800
UNI1	Unified Supply Company	Donna Kasey	813-248-9511
WATER	Tampa Water & Sewage Co.	Jim Smith	813-987-8565
WORK	Work Place	Mike Green	813-882-1700
yellow	Tampa Yellow Pages	Jim LaFleur	813-787-6587

* Number of records printed: 24

Vendor Listing (Detailed)

Infinity POWER Sample Company, Inc.
Detailed Supplier Listing

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(4) 04/28/2006

Supplier Number: S&S
Name : S & S Sub Contractors
Address: P.O. 700
:
:
:
City : Clearwater
State : FL
Country:
Zip : 32455

Vend Type : Sub Contractors
Print 1099: Yes
Tax ID # : 598-98-1568
GL #: 11450

Factor Information:
Name : None
Address: None
:
:
:

Contact: Tom Hanks
Phone : 813-447-1232
Fax# : 813-447-3235
E-Mail : thanks@yahoo.com

Liability Insurance
Carrier: Cypress Mutual Casualty
Policy : 98-1614646
Date : 09/24/2005

Workers Comp Insurance
Cypress Mutual Casualty
98-1614647
09/24/2005

Terms : 2 Net Days
Days : 30
Disc. : 5.000%
Always Take Discount: Yes

Avg. Days to Pay: 113
Basis - # of Inv: 52
YTD Payments : \$219.76
Comments: Subcontractors for concrete, framing & drywall

Supplier Number: SCO1
Name : Scotty's Building Supplies
Address: 8765 W. Hillsborough Ave.
:
:
:
City : Tampa
State : FL
Country:
Zip : 33635

Vend Type : General
Print 1099: Yes
Tax ID # : 95-885247
GL #: 11400

Factor Information:
Name : None
Address: None
:
:
:

Contact: Don Hensley
Phone : 813-887-4621
Fax# : 813-887-9874
E-Mail : DHensley@scottys.com

Liability Insurance
Carrier: Prudential Insurance
Policy : 69-8874852
Date : 08/31/2004

Workers Comp Insurance
Prudential Insurance
25-44456
12/31/2004

Terms : 2 Net Days
Days : 30
Disc. : 5.000%
Always Take Discount: Yes

Avg. Days to Pay: 188
Basis - # of Inv: 18
YTD Payments : \$2,347.11
Comments: Pick up tools and miscellaneous supplies.

* Number of records printed: 2

Vendor Listing (Detailed with History)

Infinity POWER Sample Company, Inc.
Detailed Supplier Listing

Page 1
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Supplier Number: S&S
Name : S & S Sub Contractors
Address: P.O. 700
:
:
:
City : Clearwater
State : FL
Country:
Zip : 32456

Vend Type : Sub Contractors
Print 1099: Yes
Tax ID # : 598-98-1568
GL #: 11450

Factor Information:
Name : None
Address: None
:
:
:
City :
State :
Country:
Zip :

Contact: Tom Hanks
Phone : 813-447-1232
Fax# : 813-447-3235
E-Mail : thanks@yahoo.com

Liability Insurance
Carrier: Cypress Mutual Casualty
Policy : 98-1614646
Date : 09/24/2005

Workers Comp Insurance
Cypress Mutual Casualty
98-1614647
09/24/2005

Terms : 2 Net Days
Days : 30
Disc. : 5.000%
Always Take Discount: Yes

Avg. Days to Pay: 113
Basis - # of Inv: 52
YTD Payments : \$219.76
Comments: Subcontractors for concrete, framing & drywall

Purchase History:	Period	Invoices	Purchases	Period	Invoices	Purchases
	01/2006	1	\$500.00	07/2006	0	\$0.00
	02/2006	1	\$1,225.00	08/2006	0	\$0.00
	03/2006	0	\$0.00	09/2006	0	\$0.00
	04/2006	1	\$13,047.00	10/2006	0	\$0.00
	05/2006	0	\$0.00	11/2006	0	\$0.00
	06/2006	0	\$0.00	12/2006	0	\$0.00
				** Total:	3	\$14,772.00

Supplier Number: SCO1
Name : Scotty's Building Supplies
Address: 8765 W. Hillsborough Ave.
:
:
:
City : Tampa
State : FL
Country:
Zip : 33635

Vend Type : General
Print 1099: Yes
Tax ID # : 95-885247
GL #: 11400

Factor Information:
Name : None
Address: None
:
:
:
City :
State :
Country:
Zip :

Contact: Don Hensley
Phone : 813-887-4621
Fax# : 813-887-9874
E-Mail : DHensley@scottys.com

Liability Insurance
Carrier: Prudential Insurance
Policy : 69-8874852
Date : 08/31/2004

Workers Comp Insurance
Prudential Insurance
25-44456
12/31/2004

Terms : 2 Net Days
Days : 30
Disc. : 5.000%
Always Take Discount: Yes

Avg. Days to Pay: 188
Basis - # of Inv: 18
YTD Payments : \$2,347.11
Comments: Pick up tools and miscellaneous supplies.

Purchase History:	Period	Invoices	Purchases	Period	Invoices	Purchases
	01/2006	2	\$75.00	07/2006	0	\$0.00
	02/2006	0	\$0.00	08/2006	0	\$0.00
	03/2006	3	\$29,206.92	09/2006	0	\$0.00
	04/2006	2	\$4,706.19	10/2006	0	\$0.00
	05/2006	0	\$0.00	11/2006	0	\$0.00
	06/2006	0	\$0.00	12/2006	1	\$600.00
				** Total:	8	\$34,588.11

* Number of records printed: 2

RECURRING EXPENSE LISTING (AP0210)

This option provides a detailed listing of Recurring Expense information.

The screenshot shows a dialog box titled "Recurring Expense Listing" with a menu bar containing "Tools" and "Launch". The dialog is split into two main panels. The left panel, titled "Expense Range", contains two dropdown menus: "Beginning Number" (set to "1") and "Ending Number" (set to "3"). To the right of these dropdowns are the labels "Mortgage Payment" and "Chevy Loan Payment" respectively. Below these is the text "(Using Recurring Expense Number key)". The right panel, titled "Expense Mask", contains a "Position" field with the value "12345" and a "Mask" field which is currently empty. At the bottom of the dialog are two buttons: "OK" and "Cancel".

This report can be used for verification of the recurring expense information and for archival purposes. The fields included in this report are:

Field Names:

Recurring Expense Number

- Recurring Expense Description
- Vendor Number
- Vendor Name
- Transaction Type
- Transaction Number
- Checking Account Number
- Transaction Date
- Transaction Description
- Transaction Amount
- Job #
- General Ledger Account Distribution

Recurring Expense Listing

Infinity POWER Sample Company, Inc.
Recurring Expense Listing

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Supplier # Name	Type	Trans #	Bank #	Date	Description	Job Number	Amount
** Recurring Exp. #: 1 Mortgage Payment							
NCNB North Carolina National Bank	Inv	101	1	02/27/2006	Mortgage Payment	*	\$1,571.33 *
	Account:	75000			Interest Expense		\$86.33
		27200			Mortgages Payable		\$1,485.00
** Recurring Exp. #: 2 Ford Loan Payment							
NCNB North Carolina National Bank	Inv	102	1	12/20/2005	Ford Payment		\$459.06 *
	Account:	21100			Notes Payable, Current Portion		\$308.16
		75000			Interest Expense		\$150.90
** Recurring Exp. #: 3 Chevy Loan Payment							
NCNB North Carolina National Bank	Inv	103	1	04/05/2006	Chevy Payment	*	\$400.88 *
	Account:	21100			Notes Payable, Current Portion		\$274.84
		75000			Interest Expense		\$126.04
** Recurring Exp. #: elec TECO							
TECO Tampa Electrical Co.	Inv	456868	1	01/09/2006	Invoice	*	\$0.00 *
	Account:	69000			Utilities Expense		\$0.00
** Recurring Exp. #: PICF Insurance Policy							
PICF Power Insurance Company of FL	Inv	PICF-1	1	02/07/2006	Invoice	*	\$987.36 *
	Account:	63000			Insurance		\$987.36
** Recurring Exp. #: TECO Electric Bill							
TECO Tampa Electrical Co.	Inv	5555	1	03/09/2005	1489555-99	*	\$0.00 *
	Account:	69000			Utilities Expense		\$0.00

* Number of records printed: 6

BANK ACCOUNT LISTING (AP0214)

This option prints a maintenance listing of all of your bank accounts in either a detailed or non-detailed format. This report prints a listing of the bank accounts that you have entered into the system. It may be printed as either a “**Non-detailed Listing**” or a “**Detailed Listing.**”

The screenshot shows a dialog box titled "Bank Account Listing" with a menu bar containing "Tools" and "Launch". The dialog is divided into two main sections. The first section, "Account Range:", contains two rows. The first row is "Beginning Bank Account" with a dropdown menu showing "1" and the text "Default Bank Account" to its right. The second row is "Ending Bank Account" with a dropdown menu showing "5" and the text "Checking Account 5" to its right. The second section, "Report Type:", contains two radio buttons. The first is "Non-Detailed Report" and the second is "Detailed Report", which is selected. At the bottom of the dialog are two buttons: "OK" and "Cancel".

This report is very useful in verifying the information that has been keyed into the system. Simply specify the range of accounts that you would like to print. The Non-detailed List may be used as a quick reference listing of accounts and their descriptions while the Detailed Listing will print all information input into the system for the bank accounts.

Field Names:

- Number
- Description
- Bank Account Number
- Bank Route Number
- GL Cash Account
- GL Accounts Payable Account
- GL Discount Account
- Journal Number
- Check Form
- Check Number
- Pre-numbered Checks
- Starting Balance
- Last Statement Balance
- Last Statement Date

Bank Account Listing (Non-Detailed)

Infinity POWER Sample Company, Inc.
Bank Account Listing

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Number	Description	
1	Bank of America Checking	C ACH
2	Bank of America Savings	S
3	Wachovia Payroll Account	C
4	Money Market Account	S
5	CD Deposits	S

* Number of records printed: 5

Bank Account Listing (Detailed)

Infinity POWER Sample Company, Inc.
Bank Account Listing
Detailed

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Number	Description Bank Account # Route #	GL Cash GL AP	GL Discount Journal	Check Form Check #	Prenum?	Starting Bal Last Stmt Bal	Stmt Date
1	Bank of America Checking 144444555 10000007	11110 21200	46000 2	L0101 94313	Yes	\$222,770.88 \$62,074.69	03/31/2006
2	Bank of America Savings 516551557	11110 21200	46000 2	STUB 0	No	\$17,532.55 \$18,688.44	03/28/2006
3	Wachovia Payroll Account 815234981	11110 21200	46000 4	L0105 32411	No	\$5,231.84 \$11,234.81	04/15/2006
4	Money Market Account 46777158	11110 21200	46000 2	STUB 74611	Yes	\$0.00 \$124,322.95	03/31/2006
5	CD Deposits 84678111	11110 21200	46000 2	STUB 0	No	\$10,000.00 \$21,232.55	03/31/2006

* Number of records printed: 5

VENDOR MAILING LABELS (AP0211)

This option prints either mailing labels or rotary file cards for all of your vendors. This option will allow you to print labels for selected vendors. You may configure the size of the label that will be printed so that you may use standard mailing labels or other specialized labels such as rotary cards.

The screenshot shows a dialog box titled "Vendor Mailing Labels" with a menu bar containing "Tools" and "Launch". The dialog is divided into two main sections: "Vendor Range" and "Settings".

Vendor Range:

- Beginning Vendor #:** A dropdown menu is set to "BOW1", with the text "Bower's Roofing Supplies" and "(Using Vendor # key)" displayed below it.
- Ending Vendor #:** A dropdown menu is set to "WORK", with the text "Work Place" displayed below it.

Settings:

- Phone Number:** A checkbox is checked.
- Vertical Lines:** A text box contains the value "6".
- Tab:** A text box contains the value "0".
- Columns:** A text box contains the value "1".
- Width:** A text box contains the value "40".

At the bottom of the dialog are two buttons: "OK" and "Cancel".

The maximum label size is **66** lines; the minimum is **6**. If you are printing the rotary file cards, you may include the phone number if desired. The fields included in this report are:

Field Names:

- Vendor Name
- Vendor Address
- Contact
- Phone Number

Vendor Mailing Labels

Bower's Roofing Supplies
ATTN: Tom Hill
1673 N. Nebraska Avenue
Tampa, FL 33613

Clark Financial Services, LLC
ATTN: Bob Clark
9264 Hillsbough Ave.
Tampa, FL 33636

Federal Unemployment Office
1000 Main Street
Washinton, DC 87512

Fla. Nat'l Bk - Fed Depository
ATTN: Lori Mets
P.O. Box 7500
Tampa, Fl 33651

Florida Lumber, Inc.
ATTN: Jim Sampson
6128 N. Florida Avenue
Suite 610
Tampa, FL 33612

General Telephone Company
100 N. Madison Street
P.O. Box GTE
Tampa, FL 33601

NCNB National Bank
ATTN: Dan Thomas
P.O. Box 201
Tampa, Fl 33701

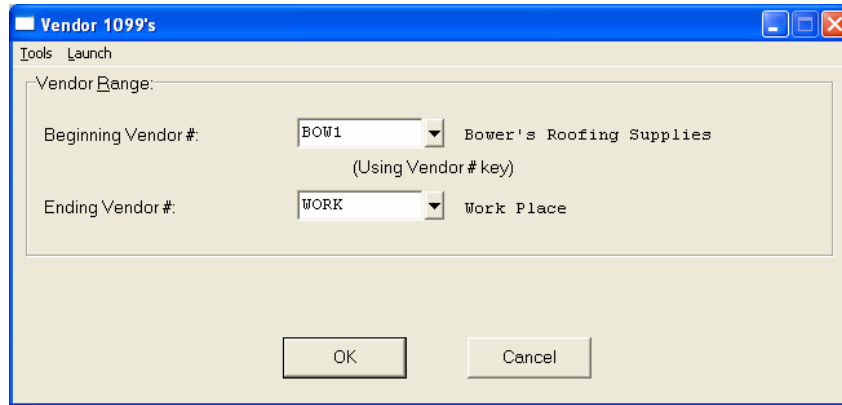
S & S Sub Contractors
ATTN: Tom Hanks
P.O. 700
Clearwater, FL 32455

Scotty's Building Supplies
ATTN: Don
8765 W. Hillsborough Ave.
Tampa, FL 33635

Shell Service Station
P.O. Box 101
Houston, TX 45772

PRINT 1099 FORMS (AP0212)

This option prints **1099s** at year end for all vendors that you have specified to receive **1099s**. This option will print a **1099** form for each vendor that you have set up to receive a **1099** (*assuming you have made payments to the vendor during the current year.*)



The screenshot shows a dialog box titled "Vendor 1099's" with a menu bar containing "Tools" and "Launch". The main area is labeled "Vendor Range:" and contains two rows of input fields. The first row is for "Beginning Vendor #:" with a dropdown menu showing "BOW1" and the text "Bower's Roofing Supplies (Using Vendor # key)". The second row is for "Ending Vendor #:" with a dropdown menu showing "WORK" and the text "Work Place". At the bottom of the dialog are "OK" and "Cancel" buttons.

The system will disregard any purchases made in the current year and only look at the actual cash payments made to the vendor. There are several formats available for **1099s**. Check the current upgrade insert form for the most current listings of the various standard and laser **1099** formats available.

Field Names:

- Your Company's Federal ID Number
- Your Company's Name and Address
- Vendor Name
- Vendor Address
- Vendor ID Number
- Year to Date Payments

1099 REPORTING ON DISKETTE (AP0213)

This option prints **1099s** to disk at year end for all vendors that you have specified to receive **1099s**. This option is designed for companies who are required to file **1099s** on Magnetic Media. This is a **current** Federal Government requirement, if you must file more than **250** information returns. The **250** or greater requirement, however, applies separately for each “**type**” of **1099** form. Make sure to always check with the IRS for current reporting requirements that apply to your company.

The screenshot shows a dialog box titled "Vendor 1099's on Disk". It has a menu bar with "Tools" and "Launch". The main area contains several input fields and a list of radio buttons. The "Company" field is a dropdown menu currently showing "ins". The "Transmitter Control Code" is an empty text box. The "Drive" field is a dropdown menu showing "A". Below these is a "Contact Name (Required):" text box and a "Test File Indicator" checkbox which is unchecked. A "Vendor Range:" section contains two dropdown menus for "Beginning Vendor #" and "Ending Vendor #", with the text "(Using Vendor # key)" between them. The "Form Type:" section has eight radio button options: "Nonemployee Compensation (1099-MISC)" (selected), "Rents (1099-MISC)", "Royalties (1099-MISC)", "Fishing Boat Proceeds (1099-MISC)", "Prizes and Awards (1099-MISC)", "Interest Income (1099-INT)", "Ordinary Dividends (1099-DIV)", and "Capital Gains Distr. (1099-DIV)". At the bottom are "OK" and "Cancel" buttons.

The current available form types are listed below:

- 1) **Non-employee Compensation 1099-MISC**
- 2) **Rents 1099-MISC**
- 3) **Royalties 1099-MISC**
- 4) **Fishing Boat Proceeds 1099-MISC**
- 5) **Prizes and Awards 1099-MISC**
- 6) **Interest Income 1099-INT**
- 7) **Ordinary Dividends 1099-DIV**
- 8) **Capital Gains Distribution 1099-DIV**

This list and the way this information is printed to disk may change from year to year, therefore, always make sure you have the most current version of Accounts Payable available before proceeding.

Transmitter Control Code:

This question is prompting for the **TCC** or **Transmitter Control Code** number. This is a five (5) character designation that is assigned by the Internal Revenue Service (**IRS**). To receive a **TCC**, you must submit **IRS Form #4419** to the IRS. You must have this code to proceed with this option. Otherwise, the information will not be complete and the IRS will not process this filing.

If you wish to request that the IRS not require you to file via magnetic media, you may use **IRS Form #8508** to do so. Any questions regarding the complete filing procedures for any of these IRS forms should be directed to your local IRS office. Assuming you have a valid **TCC** number, enter it into this field and press the **TAB** key.

Specify a range of vendors for each 1099 form type to be included in the file. This is significant in that you may use the Vendor **“Special”** field to classify the type of 1099 that each vendor is to receive.

Disk Drive Designation:

This question is asking for the Drive Designation (*Windows Character-based systems only*) in which the new file should be placed when created. Otherwise, you may press **ENTER** to skip this question. You will now be at the validation prompt. Press **ENTER** to validate this screen and continue the process. A new screen will now appear with either one or two data items. This is dependent upon how you answered Data Item #2 **“Allow Multiple Companies.”**

When you create an **IRSTAX** file using this option, the company you are in when you choose the option is reported as the **“transmitter”** and each company you choose on this second screen is reported as a **“payer.”** Therefore, if you are reporting for multiple companies, you must have the company number loaded as active on the status line that is intended to be the **“transmitter”** company.

Then, for each company that is a **“payer”** company, you will run this option again and again until all **“payer”** companies have been processed. After the **“payer”** company number has been entered, press **ENTER** to continue. The next prompt is **“Form Type.”** By pressing the **ENTER** key, a **“Pop-Up”** window will appear listing the eight (8) choices of 1099 forms. Subsequent years may have a different number of choices depending on the current IRS regulations.

Since the IRS requires that all 1099s of a given type must be reported in a single grouping, a company can only print 1099s for one (1) **1099-MISC** category (*e.g., rents, royalties, etc.*) and/or one (1) **1099-DIV** category. As mentioned earlier, if you have vendors for which you have different reporting requirements, it is recommended that you use the Accounts Payable **“Special”** field, which is a user defined **“sort”** key to classify the type of 1099 each vendor will require. If vendors require more than one type of 1099 form, you should set up a different vendor record for each type of form required, per vendor. Select the type of 1099 form you wish to have reported to at this time.

The system will then prompt you to enter the **“Beginning Vendor Number.”** You may enter the number or press the **TAB** key to scroll through the file. If you have set up the **AP “Special”** field to code the types of 1099s, <click> on the tabs now to change your search method. Select the beginning Vendor to include and the system will then prompt you to enter the **“Ending”** vendor number to include as part of this range.

When you do, the vendor information that applies to the specified range of vendors will be sent to a file. The system will be creating a file called **IRSTAX (Windows Character-based)** or **irstax (UNIX)**. In doing so, it will automatically overwrite any existing file that may already be present with the same name. Therefore, each time you successfully complete this option, make sure to copy the file to diskette before it is overwritten by subsequent processing.

The file will contain the Tax Identification Number from the Accounts Payable Master Configuration screen. Make sure the Tax Identification number for the **“transmitter”** company and for each of the vendors is nine (9) digits, without blanks, hyphens, or alpha characters.

Also, do not just enter all zeros. The system will use only the first address line for the **“transmitter”** company and each vendor included in the file. Keep in mind, the system will ignore all vendors in the file except for those whom you have set the flag **“Print 1099”** to (Y)es.

You will be returned to this previous screen from where you may enter the next **“payer”** company that is to be reported. Make sure that once you specify a range of vendors to print, that you do not use this same range again, because it will be sent to the file once more.

If you have made any errors in this process, keep in mind that you may perform this option as many times as is necessary, until you get it right. Only after you have run the option **“Clear Vendors' 1099 Accumulators”** will the vendor's YTD information be cleared. Repeat this process until all companies and form types have been processed. Then, copy this file to a floppy diskette, if you have been sending the file to the hard disk.

Make sure to label the diskette according to the IRS guidelines set forth on **IRS Form #5064**. This must be sent along with **IRS Form #4804**. Follow the IRS's mailing procedures from there.

CHAPTER 5 PERFORM ANALYTICAL GRAPHS

This section discusses the two types of Analytical Graphs utilized by the **Accounts Payable** module. These graphs are designed to give you an instant visualization of your vendor information. No other programs are required to execute this option. The system performs all graphics functions from within its own programs.

Check the hardware requirements section in your **System Administrator** manual to verify that you have all of the necessary equipment to perform this function. The ability to perform Analytical Graphs is currently not available with the **Linux** versions.

After the graph has been displayed to your screen, printing is one simple step:

For Windows Compatibles:

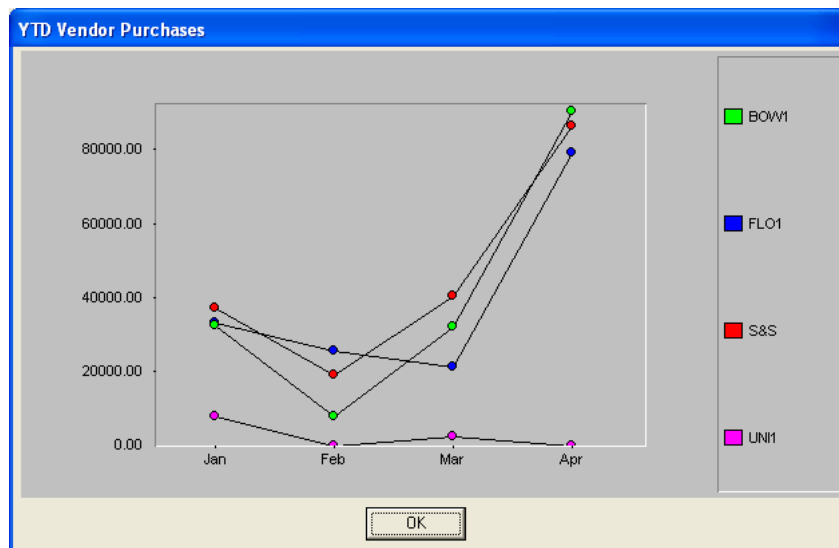
1. Press **ALT Print Screen** and paste into a **WORD** document.

NOTE

You may also paste this image into a document or an Excel spreadsheet for presentation purposes.

PURCHASE TREND BY VENDOR

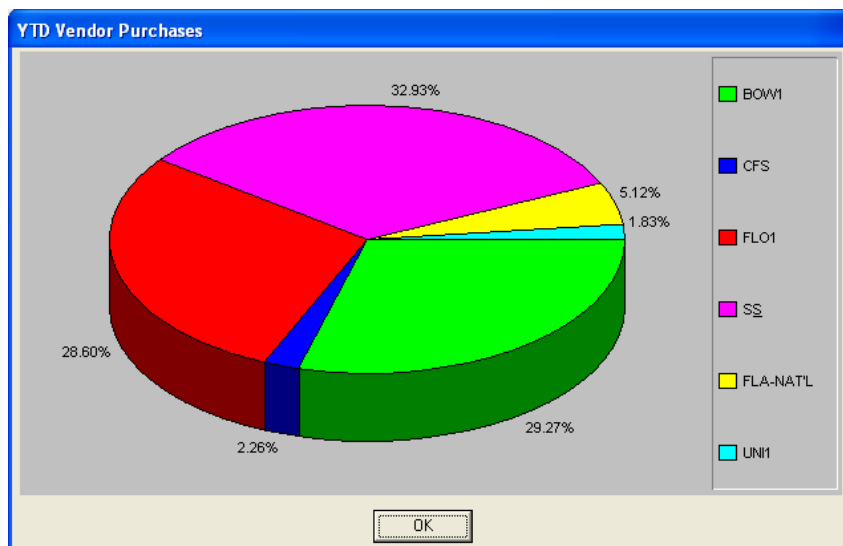
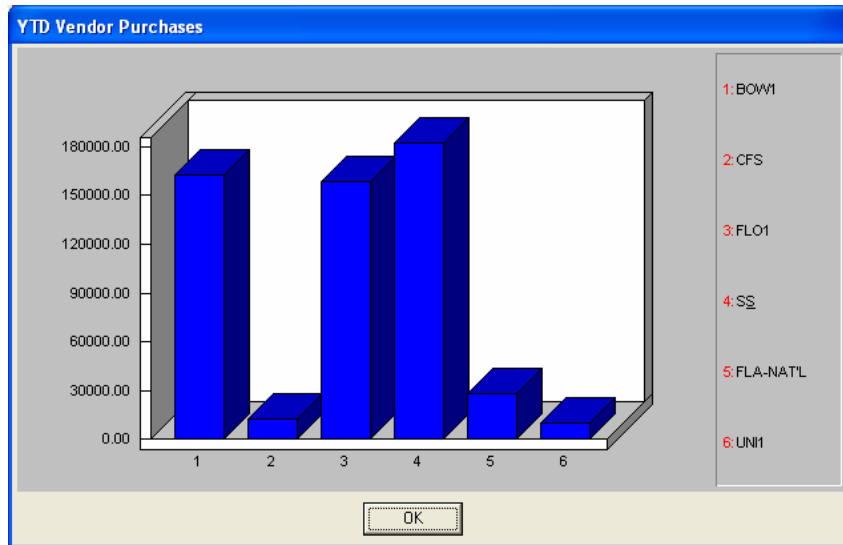
This option provides a line graph comparing the YTD purchases for up to four specified vendors. This option is designed to chart the historical purchases for a vendor account for every month in the current fiscal year. This will let you see very quickly the upward and downward trends of vendor purchases. When you select this option, you must specify which vendors you want to graph.



VENDOR COMPARISON (AP0302)

This option provides a comparison of total MTD or YTD purchases for up to twelve vendors. This option enables you to compare vendor purchases based on either the current **Month-To-Date** or **Year-to-Date** purchases.

You may select up to twelve vendor accounts to compare and also the basis for comparison (**MTD or YTD**). When you select this option, you must specify which vendors you want to graph. In addition, you must designate whether you want a Bar or Pie Chart.



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