



User Manual

New Accounts Payable

Menu 13.20

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MENU-13.20                NEW ACCOUNTS PAYABLE                1 JSS.TEST dbs
06:05:40 12 Jul 1998

Input/Maintenance/Deletion
-----
1. Accounts Payable Voucher Input
2. Purchase Order Receipts Update to A/P
3. Auto Post Corp Invoices
Listings/Registers/Reports
-----
4. Open Batch Listing
5. Sequential Voucher Register
6. Daily Hand check Register
7. Purchase Order Receipts not Invoiced
Corporate Invoices
-----
11. Print Corp Packing List
12. Print Corp Invoices
13. Build Corp Invoice Receipt File
14. Match Receiving to Corp Invoice
15. Receiving to Invoice Reconciliation Report
16. Rebuild Corp Invoice File

```

Figure 13-38. New Accounts Payable menu

13.20.1 Accounts Payable Voucher Input

This new program combines most of the functions of the old voucher input, maintenance and deletion (Menus 13.1.1 through 13.1.4) into one program. After a voucher is completed and updated in this menu, you can maintain or delete it using this same menu option. Use this menu to enter any and all hand checks and vouchers. Menu 13.20.1 is primarily used for Non-Inventory Payables. Use menu 13.20.2 to enter vouchers for the receiving that was done through Purchase Order Receiving and to enter invoices directly from Corporate.

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$$$$$$$$$$$$$$ NEW ACCOUNTS PAYABLE VOUCHER ENTRY $$$$$$$$$$$$$$
23:12:58 02 Mar 1999                                1 JSS.TEST dbs

1. Operator code :      DATABASE
2. Company number:      01
3. Voucher number:     06438787
4. Batch number :      Control    Applied
5. # of vouchers :      1
6. Gross $ amount:     2,000.00    2,000.00
7. Fiscal period :     9812
8. Due date   :        01/12/99
9. Bank number :        001

Enter Line #, 'D'lete batch, END-exit, or <enter> for voucher input

```

Figure 13-39. New Accounts Payable Voucher Entry

- a. Enter your operator code.
- b. Enter company number.
- c. Enter voucher number, or **Enter** for new number. If you enter a voucher that is not currently in an open batch, a new batch will be created for this voucher. However, if the voucher is in an existing open batch the voucher will remain in the same batch. In either case, the Voucher screen displays.

Open vouchers can be deleted or maintained. Use the '**L**'lookup option to find a voucher number by vendor. The option '**PARAM**' is also available (with authorization) to maintain required fields, stops, and defaults for the voucher input items.

- d. If you enter an *existing* voucher number, edit a line, '**d**'elete a batch, **Enter** for a new voucher, or '**end**.'
- e. If you enter a *new* voucher number, enter a batch number, or **Enter** to start a new batch. You may also use '**L**'lookup to choose from a list of open A/P batches; select a number without the leading zeroes.



Use CTRL+X to stop the listing of multiple screens of open batches. It is recommended that batches be closed on a daily basis.

- f. Type the number of vouchers. The number of vouchers and the gross amounts are the control totals, which must be entered and match the applied totals before a completed batch will be updated.
- g. Enter gross dollar amount of voucher.
- h. Enter fiscal period or **Enter** for default to the oldest Accounts Payable period not yet closed.
- i. Enter a default due date for all vouchers in this batch, or **Enter** for default (the system calculates the due date on each voucher separately). For a batch of hand checks type '**paid**.' For vendor terms press **Enter**.
- j. Enter a bank number.
- k. To delete the batch type '**d**,' or **Enter** for Voucher Input screen.
- l. Record batch number and **Enter** to continue.

ACCOUNTS PAYABLE VOUCHER INPUT		
Co #: 01	Voucher #: NEW	Fiscal Period: ?
1. Vendor # 433	A.O. SMITH CORPORATION	
2. Trans code I	531 N 4TH ST	
3. Invoice # 111	BOX 688	
4. Inv date 01/12/00	TIPP CITY, OH	
5. Due date 02/11/00	45371	
6. Gross amt 100.00	NET 100.00	
7. Merch amt 100.00		
8. Non-disc 0.00		
9. Discount \$	17. Terms 03 T 30 DAYS	
10. Discount %		
11. Pay status P		
12. Bank # 001		
13. Single chk N		
14. Misc desc		
15. G/L Code	16. Dist Amt	
01-1400-00 INVENTORY	100.00	
01-5020-00 FREIGHT IN		

Enter line#, Backout, DELETE, Edit, FP Fiscal Period, 0 to Accept

Figure 13-40. A/P Voucher Input



- m. In the Voucher Input screen, type vendor number. The system will prompt “Is this vendor correct?”, type ‘N’ the Vendor Master Maintenance (Menu 12.4.1.2) displays, as well as the Vendor Detail Maintenance (Menu 12.4.1.3) displays.
- n. To change the vendor address use Vendor Master Maintenance (Menu 12.4.1.2).
- o. To change the vendor use Vendor Detail Maintenance (Menu 12.4.1.3).
- p. Add or change the transaction code.
- q. Enter invoice number.
- r. Enter date of invoice.
- s. Type due date of invoice or **Enter** for default.
- t. Enter gross dollar amount.
- u. Enter merchant amount or **Enter** for default (same as gross amount).
- v. Add a discount amount, if any.
- w. Enter or change the pay status.
- x. Enter or change the bank number.
- y. Choose to print this voucher on a separate check.
- z. Enter a description for this voucher.

aa. For Field 15, G/L Code, the A/P Maintenance–G/L Distribution screen displays:

A/P Maintenance - G/L Distribution - Screen 1			
Vendor Number :	001	JOHNSTONE SUPPLY, INC.	
Gross Amt	100.00	Total Dist Amt	100.00
			Remaining 0.00
G/L Distribution		Distribution Amount	
1.	01-1400-00 INVENTORY	19.	100.00
2.	01-5020-00 FREIGHT IN	20.	
3.		21.	
4.		22.	
5.		23.	
6.		24.	
7.		25.	
8.		26.	
9.		27.	
10.		28.	
11.		29.	
12.		30.	
13.		31.	
14.		32.	
15.		33.	
16.		34.	
17.		35.	
18.		36.	
Enter Line#, Backout, DELETE, Edit, 0 to Accept, More			

Figure 13-41. A/P Maintenance–G/L Distribution

bb. Edit or delete G/L number or amount.

cc. Type '0' to accept and return to previous screen, which is now filled in.

ACCOUNTS PAYABLE VOUCHER INPUT			
Co #:	01	Voucher #:	NEW
			Fiscal Period: 9801
1. Vendor #	001	JOHNSTONE SUPPLY, INC.	
2. Trans code	I	PO BOX 3010	
3. Invoice #	111	123 NE 3RD SUITE 400	
4. Inv date	01/01/98	PORTLAND, OR	
5. Due date	01/01/98	97208	
6. Gross amt	100.00	NET 100.00	
7. Merch amt	100.00		
8. Non-disc	0.00		
9. Discount \$		net days	
10. Discount %			
11. Pay status	P		
12. Bank #	001		
13. Single chk	N		
14. Misc desc	XYZ CO		
15. G/L Code		16. Dist Amt	
	01-1400-00 INVENTORY		100.00
Enter Line#, Backout, DELETE, Edit, 0 to Accept			

Figure 13-42. Voucher Input (filled)

Voucher Input screen fields:

- 1. Vendor#** Vendor number. Enter one of three choices: 1) use '**L**'lookup to enter an existing vendor by name, 2) for a temporary vendor, enter a unique vendor number and the program prompts you through the setup of Vendor Master and Detail files, or 3) **Enter** to default to the vendor number from the previous voucher.
- 2. Trans Code** Transaction code. Your choices are '**T**invoice, '**C**'redit Memo, '**D**'ebit Memo, or '**OA**' On Account. Credits automatically change the due date to equal the invoice date and eliminate any discounts.
- 3. Invoice#** Enter a unique invoice number for this vendor. A message displays if the invoice number already exists on another voucher.
- 4. Inv Date** Invoice date. Press **Enter** for today's date. Use any of the following formats: 1.2.98, 1/2/98, 01/02/98, or 1.2 (which assumes the current year).
- 5. Due Date** The due date is based on the vendor terms in Field 9 next to the discount, and is calculated from the invoice date. Press **Enter** for the system-calculated due date, or type another date in the format described above.
- 6. Gross Amt** Gross amount is the total amount due from the voucher. The net amount displays to the right, showing the gross amount less any discounts.
- 7. Merch Amt** Merchant amount is the amount from the voucher that is discountable. For purchasing vendors, this amount automatically posts to the inventory account.
- 8. Non-Disc** Non-discount amount is subtracted from the gross amount to calculate the merchandise amount and discount. For purchasing vendors, this amount automatically posts to the freight account.
- 9. Discount \$** This discount amount is deducted from the invoice if paid by the discount due date. Entering '**0**' changes the due date to the invoice due date (Field 5).
- 10. Discount %** Enter an alternate discount percentage from the one in Vendor Terms. This percentage calculates the discount of the merchandise amount.
- 11. Pay Status** Choose one of three options: '**P**'ay, '**H**'old, '**PAID**', or '**EFT**' (Electronic Fund Transfers). Pay is the default and indicates that you will pay this voucher. Hold indicates a payable that is not disbursed automatically. PAID is for creating hand checks (enter a hand check number and hand check date, followed by a date).
- 12. Bank #** Number of bank that will pay this voucher.
- 13. Single Chk** Single check. Enter '**y**' for this voucher to print on a separate check. Otherwise, all vouchers entered for a vendor combine onto one check.
- 14. Misc Desc** Miscellaneous description. The default for this field is the Vendor Customer number stored in Vendor Detail, Menu 12.4.1.3, Field 13. This field is limited to 30 characters, which print on the check.
- 15. G/L Code** General Ledger code displays the G/L Distribution screen (see Fig. 13-46). Enter a four-digit account number that converts to the full G/L format (CO-ACCT-00). For a list of G/L numbers, enter '**?**' at the account number prompt.

16. Dist Amt Distribution amount displays the same screen as G/L Code (Field 15). If the total gross amount of the voucher does not agree with the total distribution amount, a message notifies you about the remaining balance.

17. Terms Vendor terms code; type '?' for a list of codes.

dd. When finished, type '0' to accept. To change an entry, type a line number or 'e'dit to change every line one at a time.

ee. Record the batch number and voucher number, and **Enter** to continue.

ff. Enter next vendor number or '*end*' to exit.

13.20.2 Purchase Order Receipts Update to A/P

Automatically updates Accounts Payable from Purchase Order receipts. Use the menu to balance your General Ledger inventory on a monthly basis and to print an accurate report of purchase order receipts not yet invoiced at Month-End.

Step 1

If a discrepancy exists on Corp transmitted Invoices only, it is recommended that the next two steps be completed before running menu path 13.20.2.

1. Match the Receivers and Invoices together, then use Menu 13.20.14 to input the invoice and receiver numbers. When you are finished, type '*end*' to exit the program.
2. Print out the Receiving to Invoice Reconciliation report, Menu 13.20.15, and review any discrepancies.

Step 2

You are ready to proceed with Menu 13.20.2 and enter invoices, reconcile prices, quantities, and freight amounts.

The first time you use this program, select this menu item and enter the password ("POR") to create the cross-reference file for collecting the Receiving. Activate this before starting a new month.

Once the cross-reference file is created, it is updated daily from the Purchase Order Receipts Posting (Menu 7.3) and Bar Code Receiving (Menu 34.2) programs. The receivers post either to the vendor used on the Purchase Order or to Vendor 001 (Johnstone Corporate) if the vendor "Bill To" is Corporate.



- a. The same Voucher screen as in Figure 13-39 (Menu 13.20.1) appears with the same prompts. Follow the steps on Page 3.
- b. Type a vendor number, and then **Enter** to confirm entry. The screen displays all open receivers for the particular company and vendor.
- c. Enter invoice number.

- d. Enter freight amount.
- e. Once the first invoice is updated, record the system-generated batch number and the date the batch was entered.

Auto Update Accounts Payable from Purchase Order Receipts			
Company # 01	JOHNSTONE SUPPLY		
Vendor # 001	JOHNSTONE SUPPLY, INC. PO BOX 3010 123 NE 3RD SUITE 400 PORTLAND, OR 97208		
RCVR#	DATE	AMT RECEIVED NOT INVOICED	PURCHASE ORDER NUMBERS
1. 001075	04/23/98	5.270	100230
2. 001061	04/16/98	276.150	100213
3. 001081	05/11/98	0.000	100256
4. 001082	05/11/98	86.220	100256
5. 001083	05/11/98	0.000	100256
6. 001084	05/13/98	0.000	100258
7. 001085	05/13/98	97.450	100258

Enter Line#, Rcvr#, <Enter>-next, P-revious,U-pdate or END

Figure 13-43. Auto Update A/P from PO Receipts

- f. At Auto Update screen, choose from the following prompts:

Line#	Select a line number of the receiver to voucher.
Rcvr#	Enter the 6-digit receiver number to voucher instead of selecting a line number.
Enter	View next screen, if any.
'p'	Option to return to previous screen of receivers.
'u'	Once you select all receiver and purchase orders for vouching, type 'u' to update the A/P Voucher Input screen with the total selected through Voucher Input screen.
'end'	Exit without changes.
- g. Select a line number to input new invoice number.
- h. Select from the following:

'd'	to display line detail
'c'	to clear
'0'	to accept
- i. Run Menu 13.20.5 for a Sequential Voucher listing. Follow the steps on Page 10.



IMPORTANT: The complete number is input when adjusting the per each price from the Corp Invoice. The final AP number will be rounded when A/P Voucher is updated.

13.20.3 Auto Post Corp Invoices

Automatically post Corporate invoices to Accounts Payable. This is another method of voucher entry for automatic posting of Corporate invoices.



WARNING: When using menu 13.20.3 - Discrepancies will NOT be posted to General Ledger. Average Costs will NOT be adjusted. Inventory will NOT be in Balance.

Step 1

Create your batch.

Step 2

Post the invoices:

- a. Enter company number or **Enter** for all.
- b. Enter beginning invoice date (MM/DD/YY).
- c. Enter ending invoice date. The number of invoices selected displays.
- d. Type the inventory account, **Enter** for the default.
- e. Add the freight amount.
- f. Enter fiscal period (YYMM).
- g. The system processes through the invoices and lists the batch numbers and vouchers. Type 'c' to continue.
- h. At the Batch Control screen, verify batch balances and make any necessary adjustments.
- i. The gross total now includes the corp. line charges.

Step 3

Run Menu 13.20.5 for a Sequential Voucher listing. Follow the steps on Page 10.

13.20.4 Open Batch Listing

Displays all open voucher batches that are started either in Menu 13.20.1, Menu 13.20.2, or Menu 13.20.3. We recommend balancing and closing these batches on a daily basis.

- a. **Enter** to continue.
- b. Select output option:
 1. CRT
 2. PRINTER

- c. Enter fiscal period to report (YYMM) or **Enter** for all.

BATCH. . SOURCE.....	PERIOD	#VOU	GROSS.AMT.
000105 BATCH TOTALS	9801		

000106 BATCH TOTALS	9801		
000106 1 VOUCHER TOTALS	9801	3	300.00

000107 BATCH TOTALS	9801		

000108 BATCH TOTALS	9801		

Figure 13-44. Open Voucher Batches Listing

13.20.5 Sequential Voucher Register

Prints a list of open vouchers by batch number and updates the Voucher file with this information.

- Enter company number or **Enter** for all.
- Enter batch number or **Enter** for all. The report prints immediately.
- If you are satisfied with the printed report, type 'y***' to update and close the batch. If not, type 'n' to start over. Any batches out of balance will result in none of the batches updating the Voucher file.

VOUCH#	VEND NO.	VENDOR NAME	INVOICE NO.	INV DATE	DUE DATE	GROSS AMT	DISCOUNT	NET AMOUNT	JOB#	BANK REF
003607	391	GEM PRODUCTS, INC.	DKDK	02/20/98	03/22/98	100.00	0.00	100.00	01-1400-00	100.00
		*** TOTAL:				100.00				
003608	391	GEM PRODUCTS, INC.	KDKD	02/20/98	03/22/98	100.00	0.00	100.00	01-1400-00	100.00
		*** TOTAL:				100.00				
003609	391	GEM PRODUCTS, INC.	djdjd	02/20/98	03/22/98	100.00	0.00	100.00	01-1400-00	80.00
									01-1100-00	10.00
									01-1200-00	10.00
		*** TOTAL:				100.00				
		BATCH: 000106 TOTAL:				300.00	0.00	300.00		300.00

Figure 13-45. Sequential Voucher Listing

13.20.6 Daily Hand check Register

Run this menu for any hand checks entered in Menu 13.20.1, Accounts Payable Voucher Input.

- a. **Enter** to sort the hand check register and then spool it.
- b. If the report printed satisfactorily, type 'y***' and the file is updated and then erased. Type 'n' to start over if incorrect.

13.20.7 Purchase Order Receipts Not Invoiced

Prints a report of all receivers not yet invoiced after posting Accounts Payable directly from your Purchase Order receipts. This report demonstrates the importance of detail needed for the monthly inventory and Accounts Payable accrual. Consider adding this report to your Month-End job stream to post a journal entry to account for the receiving not yet vouchered.

- a. **Enter** to continue.
- b. Select printer destination.
- c. Enter last date to include in receiving (MM/DD/YY).

13.20.11 Print Corp Packing List

Prints packing lists transmitted from Johnstone Corporate. Any unprinted packing lists can be printed automatically during end-of-day.

- a. Choose to print to 'S'creen or 'P'rinter.
- b. Enter company number or **Enter** for all.
- c. Select a packing list from the last 90 days.

Print Corp Pick Tickets					
Line	Ship Date	Invoice	Po#	Type	Printed
1	04/07/98	438248	05024620	TRUCK	No
2	10/09/97	397816	023494	B/O	Yes
3	10/09/97	397817	023506	B/O	Yes
4	10/09/97	397818	023506	B/O	Yes
5	10/09/97	399028	506973	CORP	Yes
6	10/09/97	399030	023569	CORP	Yes
7	0/09/97	399129	023309	B/O	Yes
8	10/09/97	399130	023441	B/O	Yes
9	10/07/97	398221	023553	UPS NXT DY	Yes
10	09/18/97	393978	023292	B/O	Yes
11	09/18/97	393979	023294	B/O	Yes
12	09/18/97	394180	023441	CORP	Yes
13	09/18/97	394181	023441	CORP	Yes
14	09/11/97	391655	506767	B/O	Yes
15	09/11/97	391656	506767	B/O	Yes

Enter line#'s separated by ;, range (ie 50-65), <Enter> to continue, or 'END'

Figure 13-46. Print Corp Pick Tickets

13.20.12 Print Corp Invoices

Prints Corporate invoices. Any Corporate invoices not yet printed can be automatically printed during end-of-day.

a. Select print option:

- 1) DISPLAY ON SCREEN
- 2) PRINT SELECTED INVOICES
- 3) PRINT ALL UNPRINTED INVOICES

b. Enter a company number or **Enter** for all.

c. Invoices for the last 90 days display for your selection.

- To view, select an invoice or range of invoices by line number(s).
- To print, type '**p**' to print the invoice or range of invoices you viewed.

Print Corp Invoices					
Line	Ship Date	Invoice	Po#	Type	Printed
1	04/07/98	438248	05024620	TRUCK	No
2	10/09/97	397816	023494	B/O	Yes
3	10/09/97	397817	023506	B/O	Yes
4	10/09/97	397818	023506	B/O	Yes
5	10/09/97	399028	506973	CORP	Yes
6	10/09/97	399030	023569	CORP	Yes
7	0/09/97	399129	023309	B/O	Yes
8	10/09/97	399130	023441	B/O	Yes
9	10/07/97	398221	023553	UPS NXT DY	Yes
10	09/18/97	393978	023292	B/O	Yes
11	09/18/97	393979	023294	B/O	Yes
12	09/18/97	394180	023441	CORP	Yes
13	09/18/97	394181	023441	CORP	Yes
14	09/11/97	391655	506767	B/O	Yes
15	09/11/97	391656	506767	B/O	Yes

Enter line#'s separated by ;, range (ie 50-65), <Enter> to continue, 'Print, or 'END'

Figure 13-47. Print Corp Invoices

13.20.13 Build Corp Invoice Receipt File

If you do not receive Corporate's invoice transmission before your end-of-day completes, run this menu to build the files for display in Menu 13.20.11 and Menu 13.20.12 above.

- **Enter** to process file.

13.20.14 Match Receiving to Corp Invoice

Creates an accurate reconciliation of Menu 13.20.15.

- a. Enter an invoice number.
- b. Enter corresponding receiver number. The program informs you if the invoice has already been matched, and if so, to which receiver (invoice may have multiple receiver matches).
- c. Enter 'y***' to accept a multiple match.

13.20.15 Receiving Invoice Reconciliation Report

After receiving Corporate's purchase orders, run this reconciliation report to show the difference between Corporate's transmitted invoices and your receipts report. Consider using this information to update your Receiving to match the invoices.

- a. Print to '*D*'isplay or '*P*'rinter.
- b. Enter receiver number to compare or **Enter** for all.
- c. For full detailed report press **Enter**; for report of differences, type '*diff*'.

13.20.16 Rebuild Corp Invoice File

If an invoice is missing or a product was substituted but not changed on the Purchase Order before receiving a transmission, rebuild the Corporate Invoice file before running menu 13.20.12, Print Corp Invoices. Use alpha product maintenance to cross reference the Corporate C16 (part number used by Corp for billed non-catalog items) to the non-stock number on the purchase order before running this program. This program rebuilds one invoice at a time.

- a. Enter Corporate invoice number to rebuild file.
- b. Enter date of invoice.
- c. Enter company number.