



Accounting Made SIMPLE

Denver 2009

The background features a large, solid black curved shape that dominates the right side of the frame. To the left of this shape, there are several overlapping, semi-transparent circles in various shades of green and yellow, creating a layered, abstract effect. The word "Introductions" is written in a bold, bright green font across the middle of the image, partially overlapping the black shape and the circular patterns.

Introductions

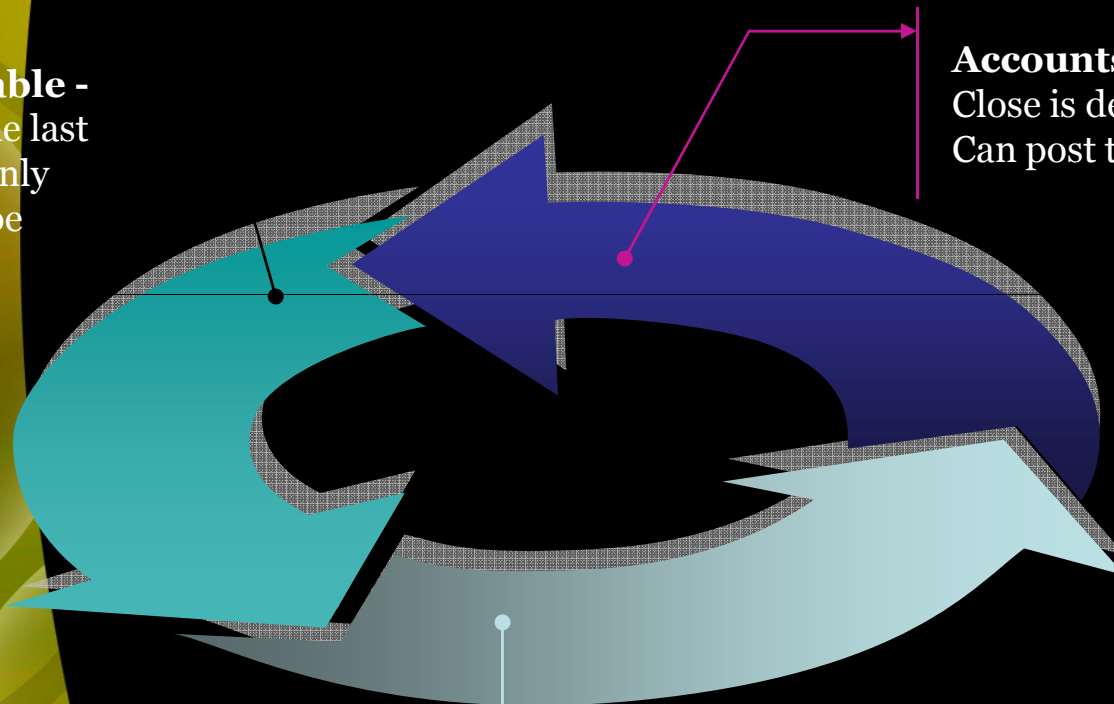


CAN versus SHOULD

System Modules

Accounts Receivable -
Close happens on the last day of the month. Only one AR period can be open at a time.

Accounts Payable –
Close is dependant on the user.
Can post to future periods.



General Ledger –
Close is dependant on the user.
Multiple GL periods can be open at the same time; however, can only run statements for current period.

The background features a large, solid black curved shape on the right side. To the left, there are several overlapping, semi-transparent circles in shades of green and yellow, creating a layered, abstract effect. The text 'Accounts Receivable' is centered horizontally across the black shape.

Accounts Receivable

The background features a large, solid black curved shape on the right side. To its left, there are several overlapping, semi-transparent circles in shades of green and yellow, creating a layered, abstract effect. The text 'Customer Master' is centered horizontally across the black shape.

Customer Master

Menu 12.2.2.2

PORT67 (1) CUSTOMER MASTER MAINTENANCE - SCREEN 1

EX CUST #:	TEST	INT CUST #:	152721
A/R		PURCHASING	
1.SLD TO NA	TEST ACCOUNT	19.	
2.SLD TO A1	3015 S KILSON	20.	
3.SLD TO A2		21.	
4.SLD TO A3		22.	
5.CITY	SANTA ANA	23.	
6.STATE	CA	24.	
7.ZIP	92707	25.	
8.A/R CONT	KATHLEEN GRAW	26.	
9.PHONE #	714-556-4822	27.	
10.OTHER CONT		28.	
11.FAX NUMBER	714-662-2328	29.	
12.CREATE DAT	02/10/98	30.AUTH BUYER UPD	y
13.PP FRT \$		31.PRINT-FAX-EMAIL	
14.PP FRT LB		32.AUTH BUY REQ	
15.UPS FLAG		33.VIP REPORTING	
16.NO PRICES		34.STMT SEND FLAG	
17.EMAIL ADDR			
18.EMAIL PUR.			

Enter line#, Backout, DELETE, Edit, Cred mgr inq, 0 to Accept _

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

- STOPS
- DEFAULT
- REQUIRED

Menu 12.2.2.2

PORT67 (1)

CUSTOMER MASTER MAINTENANCE - SCREEN 2

EX CUST #:	TEST	TEST ACCOUNT	INT CUST #:	152721
1.WHS/BR #	001		20.SHIPTO CODE	R
2.MASTER AR #			21.SHIP METHOD	01 WILL CALL
3.CUST TYPE	MI MISC		22.SHIP ZONE	
4.CUST CLS	11 MISCELLANEOUS/OTHER		23.TERMS CODE	03 NET 30 FROM INV
5.TERRITORY			24.TAXABLE	Y
6.SPEC INST	TEST ACCOUNT		25.TAX JURIS	6059 ORANGE CNTY
7.PROGRAMS			26.TAX EXEMPT #	
8.DUN FLAG	N		27.CREDIT METH	05
9.D&B CODE			28.CREDIT LIM	250
10.PRC HOLD			29.CREDIT HOLD	
11.PO REQ			30.ACCEPT B/O	Y
12.MAILER REF			31.ACCEPT PART	Y
13.SERV. CHR	N		32.ACCEPT SUB	Y
14.LICENSE #			33.NA CUST #	
15.PAST DUE < %			34.NA 2ND CUST REF	
16.PAST DUE DAYS	15		35.TRANSMIT NA INV	
17.CREDIT CAP	250		36.TAX EX DATE	
			37.LIST PRC MULT	0.5500

Enter line#, Backout, DELETE, Edit, Cred mgr inq, 0 to Accept _

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 12.2.2.3

The image shows two overlapping screenshots of the AccuTerm 2K2 terminal interface. Both windows are titled 'AccuTerm 2K2 - [PORT43 (2)]' and have a menu bar with 'File', 'Edit', 'View', 'Tools', 'Reset', 'Window', and 'Help'. The main title bar of the terminal content is 'CUSTOMER DETAIL MAINTENANCE'.

The top window displays the following data for company 01:

```
COMPANY      01
CUST #       00000          JOHNSTONE SUPPLY CORP

1. SALESMAN  000  NO SALESMAN      16. SALESMAN 2
2. STATEMENT Y                17. INV.XFER   1
3. CREDIT LIM 100000          18. ABC RANKING D

4. PRICE POINT -1
5. DISC POINT
6. COMM POINT
7. COMM %
8. TOTAL DISC
9. INCLUDE S1 N
10. INCLUDE S2 N
11. INCLUDE S3 N
12. INCLUDE S4 N
13. INCLUDE S5 N
14. INCLUDE S6 N
15. INCLUDE S7 N
```

The bottom window displays the following data for company 02:

```
COMPANY      02
CUST #       00000          JOHNSTONE SUP

1. SALESMAN  000  NO SALESMAN      16. SALES
2. STATEMENT Y                17. INV.X
3. CREDIT LIM 100000          18. ABC R
4. PRICE POINT -1
5. DISC POINT
```

At the bottom of the top window, there is a prompt: 'Enter Line#, Backout, DEL' and '1-END'.

Menu 12.2.2.5

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
LABEL MAINTENANCE

MAILER #          -----
* 1. SLD TO NAME
* 2. SLD TO ADD1
  3. SLD TO ADD2
  4. CELL#
* 5. CITY
* 6. STATE ----- * = TRANSMITTED TO CORP
* 7. ZIP CODE
* 8. ATTN:          TITLE:
  9. PHONE
 10. TYPE
 11. CLASS
*12. CUST
 13. SLSM INSIDE
 14. SLSM OUTSIDE
 15. COMP #
*16. CAT FLAG
 17. THOMAS GUIDE
 18. TERRITORY
 19. FAX #
 20. EMAIL

1-END              4-INQ      5-CASHT    6-CASH     7-CODT    8-COD
```

Menu 12.2.2.6

AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help

AUTHORIZED BUYER UPDATE - SCREEN 1

CUSTOMER CODE : 00000 JOHNSTONE SUPPLY CORP
ATTN: EDIE COWELL, PORTLAND, OR 97220

BUYER NAME	OTHER
1. EDIE COWELL	19.
2.	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, Search
1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 12.2.2.7 & 12.2.2.9

The screenshot shows a terminal window titled 'AccuTerm 2K2 - [PORT43 (2)]'. The window contains a menu for 'BUYER CERTIFICATION MAINTENANCE - SCREEN 1'. The menu items are listed in two columns: 'BUYER NAME' and 'CERTIFICATION #'. The items are numbered 1 through 18. At the bottom of the screen, there are several function key shortcuts: 1-END, 4-INQ, 5-CASHT, 6-CASH, 7-CODT, and 8-COD.

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
BUYER CERTIFICATION MAINTENANCE - SCREEN 1

CUSTOMER NUMBER : -----
ACCEPT CASH :
BUYER NAME          CERTIFICATION #
1.                  19.
2.                  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.

1-END              4-INQ      5-CASHT   6-CASH    7-CODT    8-COD
```

Menu 12.2.2.8

AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help

CUSTOMER CREDIT CARD MAINTENANCE - SCREEN 1

CUSTOMER: -----

A. CARD NUMBER	B. EXP DATE	C. CARD HOLDER NAME	D. TYPE	E. PRT
1.	16.	31.	46.	61.
2.	17.	32.	47.	62.
3.	18.	33.	48.	63.
4.	19.	34.	49.	64.
5.	20.	35.	50.	65.
6.	21.	36.	51.	66.
7.	22.	37.	52.	67.
8.	23.	38.	53.	68.
9.	24.	39.	54.	69.
10.	25.	40.	55.	70.
11.	26.	41.	56.	71.
12.	27.	42.	57.	72.
13.	28.	43.	58.	73.
14.	29.	44.	59.	74.
15.	30.	45.	60.	75.

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD



Menu 4.1.9

WE LOVE THIS MENU!

Menu 4.1.9

PORT67 (1)

COMPANY: ALL ***** CREDIT INQUIRY SCREEN ***** 04/10/09 12:39:31

JOHNSTONE SANTA ANA EX CUST#00005 ORIG-DT03/31/89
 STORE USE ACCOUNTS PHONE#:714-556-4822 A/R\$: -0.00
 3015 SO. KILSON LST ORD:124458 03/31/09 ORDS\$: 359.13
 LST PAY: 04/21/04 CRDS\$: 1000
 SANTA ANA CA 92707 PAYS: 507.80 PYTDS\$ 0.00
 CON:CATHY PRITCHARD TAX JUR:6059 AV PY DS 0 CRD HOLD: HICR: 1548
 SLS:000 NO SALESMAN ABC:D STMT:E INV:e CC: YTDS\$: 247
 TERMS: 03 NET 30 FROM INV DT NEXT CONTCT DATE:
 SPEC INST: FAX: 714-556-6417
 EMAIL ADDR:sarahvw@johnstoneoc.com

TYP	CO	INV#	DATE	ORIG AMT	OPEN AMT	CUST REF	TERMS/DUE	ORDER REL
INV	01	173810	08/03/05	119.24	-0.00		09/02/05	173088-001
INV	01	176546	10/05/05	515.04	-0.00		11/04/05	175733-001

Enter Previous, Invoice, or Press <Enter> for aging buckets:_

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 4.1.9

PORT67 (1)

COMPANY:ALL ***** CREDIT INQUIRY SCREEN ***** 04/10/09 12:39:31

JOHNSTONE SANTA ANA EX CUST#00005 ORIG-DT03/31/89
 STORE USE ACCOUNTS PHONE#:714-556-4822 A/R\$: -0.00
 3015 SO. KILSON LST ORD:124458 03/31/09 ORDS\$: 359.13
 LST PAY: 04/21/04 CRDS\$: 1000
 SANTA ANA CA 92707 PAYS: 507.80 PYTDS: 0.00
 CON:CATHY PRITCHARD TAX JUR:6059 AV PY DS 0 CRD HOLD: HICR: 1548
 SLS:000 NO SALESMAN ABC:D STMT:E INV:e CC: YTDS: 247
 TERMS: 03 NET 30 FROM INV DT NEXT CONTACT DATE:
 SPEC INST: FAX: 714-556-6417
 EMAIL ADDR:sarahvw@johnstoneoc.com

TYPCO	INV#	DATE	ORIG AMT	OPEN AMT	CUST REF	TERMS/DUE	ORDER REL	
		FUTURE	CURRENT	31-60	61-90	91-120	121-150	151-OVR
		0.00	0.00	0.00	0.00	0.00	0.00	0.00-

Enter Cust Mast, Cust Det, Ship to, Memos, Report, INquiries, CD-Contact Date,
 AR-Detail, Credit Auth, Payment History, Nsf, AB-Authorized Buyer,
 CC-Credit Card, ADjustments, Pprevious or END

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

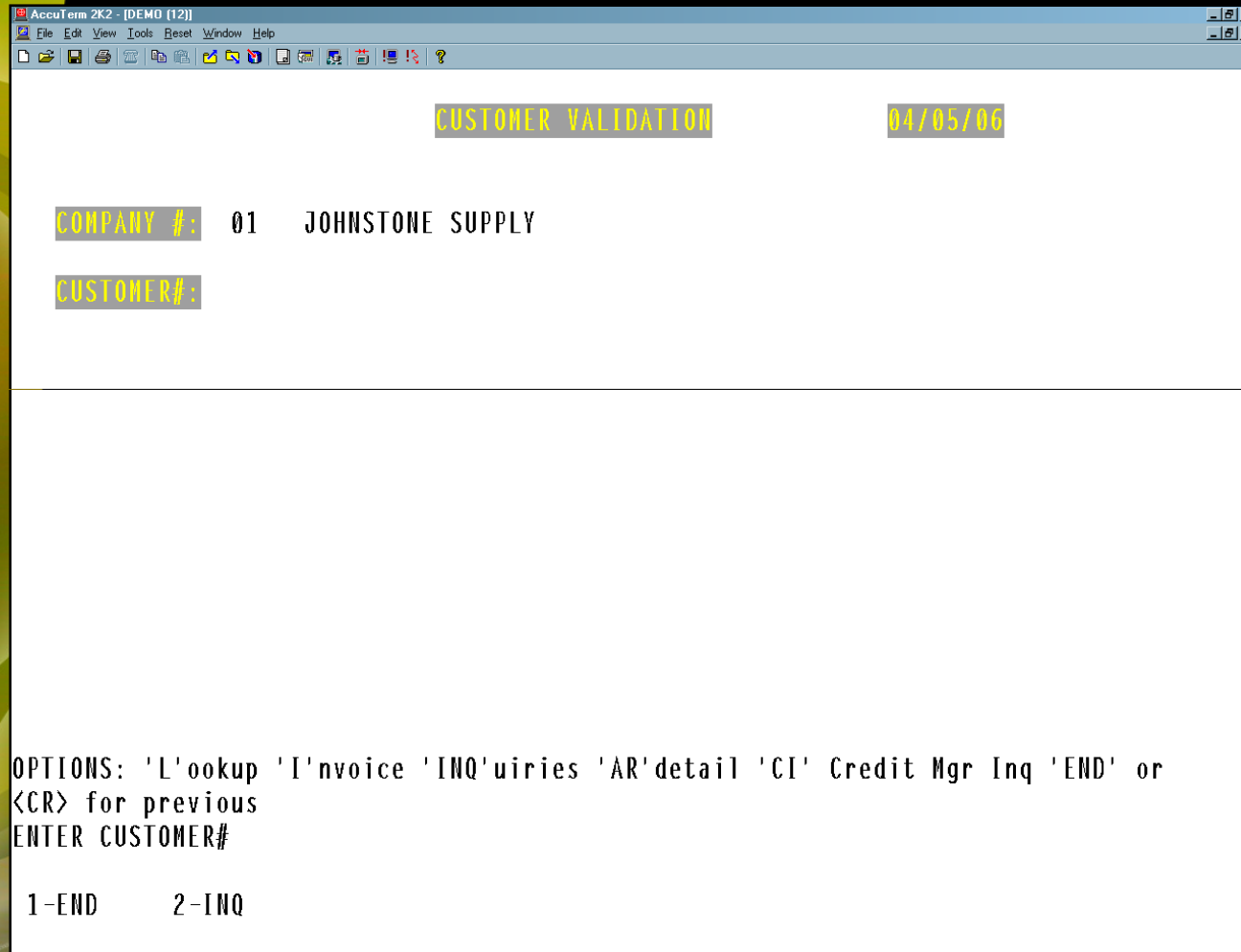


AR Adjustments

The background features a large, solid black curved shape on the right side. To the left, there are several overlapping, semi-transparent circles in shades of green and yellow, creating a layered, abstract effect.

Posting Cash

Menu 4.1.1



The screenshot shows a terminal window titled "AccuTerm 2K2 - [DEMO (12)]". The window contains a menu for "CUSTOMER VALIDATION" dated "04/05/06". The menu displays the following information:

CUSTOMER VALIDATION **04/05/06**

COMPANY #: 01 JOHNSTONE SUPPLY

CUSTOMER#:

OPTIONS: 'L'ookup 'I'nvoice 'INQ'ueries 'AR'detail 'CI' Credit Mgr Inq 'END' or
<CR> for previous
ENTER CUSTOMER#

1-END 2-INQ

Menu 4.1.1

AccuTerm 2K2 - [DEMO (12)]

File Edit View Tools Reset Window Help

CASH APPLICATION 04/05/06 PAGE: 1

CO#: 01 BATCH #: 006135 METHOD

CUST#: 100960 TEST ACCT 1.SIMPLE

1.CHECK#: 100 AMT APPLIED: 2.COMPLEX ****

2.CHECK AMT: 100.00 BALANCE 100.00 NO. OF ITEMS: 9

A/R BAL: 2967.75 CONTACT DATE

LN	TYP	NUMBER	DATE	AMT	OPEN	CASH	DIS	DATE	PO	REF	NUMB	WRITE-OFF	A/R	CRED
1		04404296	06/27	670.00		0.00	06/27	53-054880						
2		01140041	08/02	20.08		0.00	08/02	53-055538						
3		04405264	08/08	670.36		0.00	08/08	JOE						
4		04405285	08/08	309.90		0.00	08/08							
5		01141195	08/16	6.77		0.00	08/16	53-055745						
6		03342384	08/24	1093.12		0.00	08/24	53-055841						
7		04405696	08/25	66.19		0.00	08/25	53-055793						
8		01139724	08/29	121.28		0.00	08/29	53-055471						
9		04800355	08/29	10.05				SERVICE CHG						

Enter

Enter Line#, Inv#(6n), Next, Previous, Range, CDate, Clear, Last,
1-END INQUIRIES, INVOICE detail, END to exit, CH credit hold:

Upgrade Features

Credit Inquiry Screen, menu 4.1.9

--Batch number and Operator name added to the 'H'istory screen in 4.1.9 as additional research tools when researching batches

--Menu 4.1.9, 'AR' will now show the GL account and reason associated with AR adjustments done through Menu 4.1.2

AR.HIST	A.CUST.NO	TYPE	REF.DATA	REF#	DATE	AMT	OPEN.BAL
02236349	29260	INV	ALEX		10/02/08	224.39	0.00
		ADJ	02-1103-00	201133	02/17/09	-224.39	0.00
02236442	29260	INV	ALEX		10/04/08	29.22	0.00
		ADJ	02-1103-00	201134	02/17/09	-29.22	0.00
01118775	29260	INV	STOCK		10/07/08	227.99	0.00
		ADJ	01-1103-00	107157	02/17/09	-227.99	0.00
01118879	29260	INV	107838		10/09/08	36.66	0.00

Menu 4.1.20 Search Open A/R for an Amount

--Searches for open AR invoices by dollar amounts. This is a useful research tool for AR checks received without remittances.

Menu 4.2.30 Miscellaneous Cash Receipts Report

--A new report that provides a listing of Miscellaneous cash posted in 4.1.1 for the current month or closed periods

EOD 01-171 & EOM 01-127

□
 20:09:00 09 Apr 2009 A/R Batch Detail Report Page 1

Batch#....	Date	Store 01	Store 02	Store 03	Store 04	Store 05	Store 06	Store 07	Total
004400	04/01/09	2,897.97	1,886.39						4,784.36
004401	04/03/09	4,832.32	9,960.37						14,792.69
004402	04/06/09	24,651.55	10,425.67						35,077.22
004403	04/06/09	1,084.22							1,084.22
004404	04/07/09	8,572.18	4,122.60						12,694.78
004405	04/07/09	2,773.61	2,167.92						4,941.53
004406	04/08/09	1,901.76	4,310.77						6,212.53
004407	04/09/09	5,756.45	6,040.76						11,797.21
***		52,470.06	38,914.48	0.00	0.00	0.00	0.00	0.00	91,384.54
MTD Cash		1,264.47	5,964.11						7,228.58
MTD Credit		9,737.30	11,410.02						21,147.32
***		11,001.77	17,374.13	0.00	0.00	0.00	0.00	0.00	28,375.90
		63,471.83	56,288.61	0.00	0.00	0.00	0.00	0.00	119,760.44

[405] 10 items listed out of 10 items.

The background features a large, curved black band that sweeps across the middle of the frame. To the left and right of this band are abstract, overlapping circular and oval shapes in various shades of green and yellow, creating a layered, organic effect. The text 'NSF Checks' is positioned on the left side, partially overlapping the black band.

NSF Checks

NSF Maintenance

*See handout



Johnstone Supply Santa Ana • 3015 S. Kilson Dr. • Santa Ana • 92707
Johnstone Supply Laguna Hills • 23211 Del Lago Dr. • Laguna Hills • 92653
(714) 361.1000 voice • (714) 556.6417 fax • (800) 494.4822 toll free

NSF Worksheet

Bank Contact Date _____

Company Name (MAKER) _____

Address _____

Phone# _____

Date of Check _____ Chk # _____ \$ _____

Invoice# _____

_____ NSF 1st Time _____ NSF 2nd Time _____

Customer Contact:

Date	Time	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NSF fee #1 Inv # _____ NSF fee #2 Inv # _____ (RTND CHECK)

NSF letter #1 _____ NSF letter #2 _____ NSF letter #3 _____ DA _____

4.1.1 R/C

Computer Update (menu 12.2.15) ON _____ OFF (#13/#15) _____

Date Paid _____

Kathleen's Process...

Bank Calls – 1st Time NSF

1. Invoice Customer \$35 (RTND CHCK = Part#)
2. Create item in 12.2.15 NSF Maintenance

(Displays in OE)

Bank Calls – 2nd Time NSF

1. Invoice Customer \$35 (RTND CHCK = Part#)
2. Post R/C in 4.1.1

Other items to note:

1. Calls & Letters to customer
2. Change terms code to NC

Menu 12.2.15

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
NSF CHECK ENTRY MAINTENANCE

SEQ # -----

1. FIRST NAME
2. LAST NAME
3. COMPANY
4. ADDRESS
5. CITY, ST ZIP
6. PHONE #
7. CUSTOMER #
8. CHECK #
9. CHECK DT
10. CHECK AMT
11. DATE ENTERED
12. DATE OF BANK NOTICE
13. DATE COLLECTED/REDEPOSITED
14. MEMOS
15. DISPLAY IN OE

1-END          4-INQ      5-CASHT      6-CASH      7-CODT      8-COD
```


4.1.1 Using R/C

AccuTerm 2K2 - [demo port 77 (10)]

File Edit View Tools Reset Window Help

CASH CONTROL ENTRY DATE: 05/09/08

1. CO #: 01 Johstone Supply Demo BATCH #:

2. POSTING DATE: 04/01/08

3. BANK NO: 001 BANK NAME: TEST
BANK G/L#: 01-1050-00

4. A/R CONTROL: -200.00

5. SERCHGE:

6. CASHDIS:

7. SALETAX:

8. FRTALOW:

9.

10. SALETAX:

11.

12.

13.

A/R CASH: -200.00

14. MISCELLANEOUS:

15. TOTAL CASH: -200.00

ENTER LINE NUMBER OR 'RET': ##

4.1.1 Using R/C

ENTER CHECK # OR 'END': 1234rAAAA

ENTER 'ON ACCOUNT AMOUNT' OR 'RETURNED CHECK' (O/A,R/C,'<RTN>'): r/c_

4.1.1 Using R/C

```

CASH APPLICATION                                05/09/08 PAGE: 1
CO#: 01                                         BATCH #: 006165
CUST#: 10115                                   BAY AREA      METHOD
1.CHECK#: 1234r                               AMT APPLIED:  1.SIMPLE
2.CHECK AMT: 200.00-                           BALANCE      200.00- 2.COMPLEX ****
A/R BAL: 4724.05                               CONTACT DATE NO. OF ITEMS: 22
LN  TYP  NUMBER DATE AMT OPEN  CASH DIS DATE PO REF NUMB  WRITE-OFF A/R CRED
R/C 0101234r 04/01 200.00                                     200.00-

```

ENTER CUST REFERENCE DATA OR <RTN>: return ck AAAA

4.1.1 R/C Pointers

1. One returned check equals one batch (batch is negative)
2. One R/C entry per returned check
3. NSF fee needs to be handled separately (This is a reverse to cash, which balances with the bank entry)
4. Enter a check number with an R for differentiation
5. Make use of the comment field – shows up on customer statement

Benefits to R/C

- Easier than reopening invoices & NO AR adjustment required
- Paper trail – staff and customers can follow process
- Makes cash reconciliation a SNAP!

The image features an abstract background with overlapping, semi-transparent circles in shades of green and yellow. A large, solid black curved shape is positioned on the right side, partially overlapping the circles. The word "Aging" is written in a bold, yellow-green font on the left side of the image.

Aging

Menu 35.6, Screen #2

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
PARAMETER FILE MAINTENANCE - SCREEN 2

1. Allow cross-company posting in a/p and g/l          Y
2. Sales.4 file used                                  Y
3. Sales.5 file used                                  y
4. Sales.6 file used                                  Y
5. Sales.7 file used                                  Y
6. Update serial numbers at po receipts time          N
7. Processing code to enter purchase order notes      N
8. Use DQ editor for credit memo notes (4.1.9)        y
9. Use DQ editor for telemarketing notes (33.1)       y
10. Prompt for y*** if posting period does not agree with transaction date Y
11. Fax monthly branch sales to Corp                  N
12. Print year-end lifo report                         Y
13. Lock out system during day-end/month-end         Y
14. Zero out non-stock items with no sales in 'xxx' days 365
15. Update serialized inventory flag from Corp price trans y
16. Update taxable product flag from Corp price trans  y
17. Update balance A/R batches during LOD (1/N)       1
18. Age by: 1)Month-end 2)Due.Dt 3)Inv.Dt             3
19. Don't Set Serial Flag on Store Transfers (7.1A)
20. Menu-4.1.9: 1)<ENTER>=next page 2)<ENTER>=totals  2
Enter Line#, Backout, DELETE, Edit, 0 to Accept
1-END          4-INQ          5-CASHT        6-CASH        7-CODT        8-COD
```

Aging Options

1. Month-end - same aging calculation as before except that the credits will not age against overdue balances.
2. Due Date – invoices will age based on the number of days past the due date.
3. Invoice Date – Aging will be based on the number of days since the invoice was run.

The background features a large, solid black curved shape on the right side. To the left, there are several overlapping, semi-transparent circles in shades of green and yellow, creating a layered, abstract effect. The text 'Split Invoices' is centered horizontally across the black shape.

Split Invoices

Menu 4.1.2a

AccuTerm 2K2 - [DEMO (12)]

File Edit View Tools Reset Window Help

CREATE 30/60/90 DAY A/R RECORDS

A/R NUMBER:	04404757	Open Balance	1972.72
Customer	BAY BREEZE HEATING AND CO	Balance Remaining	1972.72
Release#	04404757001	Current Due Date	08/10/05
Invoice#			

1.	30 day due date	08/10/05
2.	30 day amount	657.57
3.	60 day due date	09/09/05
4.	60 day amount	657.57
5.	90 day due date	10/09/05
6.	90 day amount	657.58

Enter Line **1**, **B**ackout, **DELETE**, **E**dit, **0** to Accept
1-END 2-INQ

Dunning Letters

****See Handout***

Menu 4.4

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
MENU-4.4          DUNNING SYSTEM MENU
07:52:50 05 Apr 2006          43 JSSA KG
 1. Dunning Letter Updt to Cust.Det File
 2. Dunning Letter Edit Report
 3. Dunning Letter Customer Maintenance
 4. Dunning Letter Form Print
 5. Dunning Letter File Text Maintenance
 6. Special Pricing Letters

UNREAD mail

1-END          4-INQ          Enter a Menu Path or <Enter>: 8-COD
                    5-CASHT          6-CASH          7-CODT
```

Service Charges

*** See Handout**

Service Charge Menu 4.3

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
MENU-4.3 ACCOUNTS RECEIVABLE MONTH-END REPORTS MENU
12:59:45 10 Apr 2006 43 JSSA KG
Updates Reports & Listings
-----
1. Update Aging To Customer File
5. Print Statements From Spooler
6. Laser Statements
Service Charge
-----
7. Service Charge Calculation/Printer
8. Open Service Charge Listing
9. Paid Service Charge Report
10. Reprint Service Charge Invoices
15. Download Statements to Xpedite
16. Reprint Statements - Not Faxed
20. Cash Receipts Journal
21. Monthly Cash Register By Customer
22. Summary Cash Register By Bank
23. Adjustment Journal
24. Customer Ledger Card Print
25. Detailed Aged A/R Report
26. Netted Open Item ATB
27. Summary Aged A/R Report
28. Overdue A/R Report
29. Statements
30. Cash Flow Position Report-Printer
31. Cash Flow Position - Screen
32. Unapplied Cash Listing
33. Summary Tax Register
34. Special Aging Report
35. Commissions Register
36. Gross Profit By Class/Type/Slc
NEW mail
1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD
Enter a Menu Path or <Enter>:
```


The image features a dark, curved background on the right side, transitioning into a vibrant, abstract pattern of overlapping circles and lines in shades of green and yellow on the left. The text 'Event Notification' is centered in a bold, bright green font.

Event Notification

Menu 35.19

MENU-35.19	EVENT NOTIFICATION MENU
15:25:44 10 Apr 2009	67 JSSA KG
1. Credit Authorization	
2. Price Hold	
3. Sold Below Cost	
4. Price Override	
5. Non-Stock/00-ROP Return	
6. PO 855 Acknowledgement	
7. Cancelled Invoices/Pick Packs	
8. Special Orders and Backorders	
9. Customer Purchase Orders	
10. Unfinalized Invoices	
1-END	4-INQ
	5-CASHT 6-CASH 7-CODT 8-COD
	Enter a Menu Path or <Enter>: _

-----Original Message-----

From: dst@mail.johnstonesupply.com

[mailto:dst@mail.johnstonesupply.com]

Sent: Thursday, April 03, 2008 12:17 PM

To: kmg@johnstoneoc.com

Subject: CREDIT AUTHORIZATION

ORIG OPER Bob T

CUSTOMER 25894 HOTEL HUNTINGTON BEACH

RELEASE# 01110652001 **PICK/PACK**

AMOUNT 195.72

PAYMENT 0.00

A/R BAL 0.00

ROA @ the Counter

***See handout**

Collecting A/R at Counter

- Allow counter staff to receive and enter payment for prior days' invoices
- Receive payment, enter invoice with message line and record payment received.
- Really helpful in remote stores so they can collect and make the deposit AND get the money on the account (esp. credit card)
- EOD Unapplied Cash Listing 01-170


```

AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
[Icons]
CUSTOMER 02835      PHONE 949-454-6911      DE CO 01 WHSE 001 ORD DT 04/02/05
BUYER JOHN HOPTON SR      SPECIAL INST: A+
BILL AIR TECH      SHIP 1. AIR TECH      ORDER NO
TO: ACCTS/PAYABLE      TO: 2. ACCTS/PAYABLE      167581
    JOHN W HOPTON JR      0 3. JOHN W HOPTON JR      REL
    23011 MOULTON PKWY #B6      ON 4. 23011 MOULTON PKWY #B6      001
    LAGUNA HILLS CA 92653      FILE 5. LAGUNA HILLS      CA 92653
=====SUBTOTAL > 0.00
--ITEM NUMBER--  -----QUANTITIES-----  -----PRICING-----
LN  DESCRIPTION  ORDER INVC  PICK  R/O  PRICE DISC  DPRICE  TX PH RT
001 M
    Money received on account of $100 by John Hopton

Line#, Hdr, Add, INsert, ^-Scrl-up, v-scrl-dn, Backout, Notes, 0 to accept:
1-END          4-INQ          5-CASHT        6-CASH         7-CODT         8-COD

```

Collecting A/R \$ at Counter

```

AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
CUSTOMER 02835      PHONE 949-454-6911      OE CO 01 WHSE 001 ORD DATE 04/02
BUYER JOHN HOPTON SR      SPECIAL INST: A+
BILL AIR TECH      SHIP 1. AIR TECH      ORDER NO
TO: ACCTS/PAYABLE      TO: 2. ACCTS/PAYABLE      NEW
      JOHN W HOPTON JR      0 3. JOHN W HOPTON JR      REL
      23011 MOULTON PKWY #B6      ON 4. 23011 MOULTON PKWY #B6      001
      LAGUNA HILLS CA 92653      FILE 5. LAGUNA HILLS      CA 92653
-----SUBTOTAL >
STATUS OF RELEASE 001 New Order      SHIPPED ORDERED TOTAL ORDER BACK SHIP
DOLLARS DOLLARS LINES QUAN QUAN QUAN
1. RESTOCK CH%      0.00 0.00 1 0 0 0
2. TAX JURIS 6059 ORANGE CNTY & CA      TAX EXEMPT# SRFH25711825      0.00
3. TAX% 7.750 ON 0.00 0.00 0.00
4. SHIP METHOD 01 WILL CALL
5. WEIGHT PRODUCT WGT 0.0      A/R TERMS 03 NET 30 FROM INV
6. NBR CTNS      CUST P/O# asdf
7. FREIGHT
8. PICKER
9. PACKER      20. CASH RECD 100.00
10. MISC CHRG      21. CHECK NO CASH
    AX ONLY      TOTAL: 0.00 0.00      CHANGE 0.00
12. WORK ORDER#      GROSS PROFIT % 0.00
Line#, CL-Chg-Lines, CH-Chg-Hdr, CANcel, Backout, P/O nbr, Notes, 0 to accept:
1-END      4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

```

Collecting A/R \$ at Counter

Accounts Payable

*** See handout**



Menu 13.5

WE LOVE THIS MENU!

***** VENDOR PAYABLES INQUIRY *****

VENDOR: 630 HONEYWELL, INC.

A/P BALANCE: 5009.92

OPEN L/C: 0.00

PURCHASES M-T-D: 5009.92

PAYMENTS M-T-D: 769.10

Y-T-D: 20918.06

Y-T-D: 15673.95

LAST-YR: 95761.36

LAST-YR: 101231.45

VOUCH#	INV-DATE	DUE-DATE	GROSS-AMT	DISC-AMT	AMT-PAID	LAST-DT	CHECK#	AMT-DUE	H
01031786	01/16	02/15/06	886.86	17.74	869.12	02/08/06	041352	0.00	P
INV#:	11740610	DESC:	295130		PERIOD:	0601	PO#:	123477	01/24/06
G/L#:	01-1212-00	AMT:	886.86		G/L#:		AMT:		
01031764	12/17	01/16/06	125.34	2.51	122.83	02/08/06	041352	0.00	P
INV#:	11694430	DESC:	295130		PERIOD:	0601	PO#:	123226	12/19/05
G/L#:	01-1212-00	AMT:	125.34		G/L#:		AMT:		
01031763	12/17	01/16/06	226.44	4.53	221.91	02/08/06	041352	0.00	P
INV#:	11694611	DESC:	295130		PERIOD:	0601	PO#:	123226	12/19/05
G/L#:	01-1212-00	AMT:	226.44		G/L#:		AMT:		
01031762	12/17	01/16/06	608.68	12.15	596.53	02/08/06	041352	0.00	P
INV#:	11694429	DESC:	295130		PERIOD:	0601	PO#:	123054	12/13/05
G/L#:	01-1212-00	AMT:	608.48		G/L#:	01-6400-00	AMT:		1.00

More detail. <Enter>:

***** VENDOR PAYABLES INQUIRY *****

NOTES

VENDOR: 001 JOHNSTONE SUPPLY, INC. A/P BALANCE: 4354.97
 PURCHASES M-T-D: 0.00 OPEN L/C: 0.00
 Y-T-D: 0.00 PAYMENTS M-T-D: 0.00
 LAST-YR: 2431882.06 LAST-YR: 2480972.09

VOUCH#	INV-DATE	DUE-DATE	GROSS-AMT	DISC-AMT	AMT-PAID	LAST-DT	CHECK#	AMT-DUE	H
02002256	11/26	12/31/08	23.35		23.35	12/31/08	123108	0.00	P

INV#: 2381349-00 DESC: PERIOD: 0812

G/L#: 02-1212-00 AMT ***TEST ONLY*** MAIN MENU DATABASE BUSINESS SYSTEMS - U2008.2

02002255 11/26 12/31/08 10:38:06 12 Jan 2009 2 JENNIFER JENNIFER

INV#: 2381347-00 DES

G/L#: 02-1212-00 AMT

02002254 11/26 12/31/08

INV#: 2381292-00 DES

G/L#: 02-1212-00 AMT

02002253 11/26 12/31/08

INV#: 2380889-00 DES

G/L#: 02-1212-00 AMT

'N'ext, 'P'rev, Date(mm/dd)

- | | |
|----------------------------------|-----------------------------|
| 1. Order Entry and Invoicing | 16. End-Of-Day Processing |
| 2. Order Entry Reports | 17. End-Of-Month Processing |
| 3. Accounting Registers | 18. End-Of-Year Processing |
| 4. Accounts Receivable | 19. Inquiries |
| 5. Price Maintenance/Price Books | 20. Utilities |
| 6. Inventory Evaluation | 21. Johnstone Messages |
| 7. Purchasing | 22. Database Fax Message |
| 8. Inventory Control | 23. Desqtop |
| 9. Physical Inventory Procedures | 25. Printer Options |
| 10. Custom Menu | 27. PO Forecasting Menu |
| 11. Sales Analysis | 28. Purge and Fix Programs |
| 12. File Maintenance | 29. Load Upgrade Tape |
| 13. Accounts Payable | 32. Corp Transmissions |
| 14. General Ledger | 33. Telemarketing Menu |
| 15. Warranty Menu | 34. Bar Coding Menu |
| | 35. Parameter Menu |

||||||| M A I N M E N U |||||

Enter a Menu Path or OFF: (NOTES)

The background features a large, solid black curved shape on the right side. To the left, there are several overlapping, semi-transparent circles in shades of green and yellow, creating a layered, abstract effect.

Bank Reconciliation

13.2.8/Activity Report – Summary of Deposits, Disbursements, Adjustments and Journal Entries

13.2.9/Reconciliation Entry – Input of Checks cleared on last bank statement. Enter as a range or individually.

13.2.10/Reconciliation Listing – Itemization of checks entered in 13.20.9 as well as outstanding checks and outstanding checks greater than 90 days.

Bank Reconciliation

Prompt for bank first and not limit input by company.

Starting balance for the report will be based on the cash account balance from the last general ledger close.

Stores that do not use the general ledger component of the system will need to have DST hardcode their January 1 balance each year and the report will populate from there.

REAL TIME CASH MONITORING

```
ENTER BEGINNING DATE (MM/DD/YY) ?01/01/06
```

```
ENTER ENDING DATE (MM/DD/YY) ?03/31/06
```

```
CLEAR-FILE DATA BANK.REGISTER
```

```
ENTER BANK NUMBER - 001
```

```
Beginning date of 01/01/06 is before the Last Closed G/L date of 08/01/06
```

```
Do you want to start from 01/01/06 (Y***/N)y***
```

```
***WARNING*** THE BALANCE COLUMN WILL START WITH A ZERO BALANCE***
```

```
PRESS <ENTER>
```


Bank Reconciliation

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
BANK ACTIVITY REPORT
-----

(P)RINTER / (S)CREEN ?s

ENTER BEGINNING DATE (MM/DD/YY) ?01/01/06


ENTER ENDING DATE (MM/DD/YY) ?01/31/06
CLEAR-FILE DATA BANK.REGISTER
  ENTER BANK NUMBER - 001

...UPDATING FROM GLA FILE...
...UPDATING FROM LAST MONTHS CASH RECEIPTS...
...UPDATING FROM THIS MONTH'S CASH JOURNAL...
...UPDATING FROM TODAY'S ROA'S...
...UPDATING FROM CURRENT ACCOUNTS PAYABLE CHECKS...
...UPDATING FROM PRIOR ACCOUNTS PAYABLE CHECKS...
...UPDATING FROM HAND CHECK FILE...
...UPDATING FROM CLOSED HAND CHECKS...
UPDATE IS DONE

[404] 1 items selected out of 243 items.
```


Bank Reconciliation

ft - Notepad

File Edit Format View Help 

BANK ACTIVITY REPORT PAGE 1

DATE.....	SRC...	REF#....	DESC.....	INCREASE....	DECREASE....	BALANCE.....
12/31/05	OPEN					-0.00
...						
01/03/06	MCH	003338	DEPOSIT - ROA BATCH	40,303.50		41,217.24
01/03/06	MCH	003339	DEPOSIT - ROA BATCH	112.25		41,329.49
01/03/06	01	OE	DEPOSIT - CASH/CHECKS WITH	121.99		41,451.48
01/03/06	02	OE	DEPOSIT - CASH/CHECKS WITH	83.84		41,535.32
01/03/06	01	OE	DEPOSIT - AMX WITH ORDERS	230.27		41,765.59
01/03/06	02	OE	DEPOSIT - M/C WITH ORDERS	583.25		42,348.84
01/03/06	01	OE	DEPOSIT - VISA WITH ORDERS	483.87		42,832.71
01/03/06	02	OE	DEPOSIT - VISA WITH ORDERS	1,693.15		44,525.86
...						
01/22/06	CHECK	041295	525 - ARKEMA INC.		-3,210.04	202,499.36
01/22/06	CHECK	041296	S922 - ARMSTRONG/MEGA WEST		-189.37	202,309.99
01/22/06	CHECK	041300	S589 - CINGULAR WIRELESS		-157.48	199,283.37
01/22/06	CHECK	041303	X287 - JACK JONES TRUCKING		-35.12	199,061.02
01/22/06	CHECK	041304	S089 - LENNOX INDUSTRIES		-76.72	198,984.30
01/22/06	CHECK	041306	X284 - ON-HOLD CONCEPTS, I		-60.00	198,464.81
...						
01/27/06	AR-ADJ		ADJUSTMENT- 01/27/06		-408.37	260,214.93
...						
01/31/06	JE	103852	PAYROLL TRANSFER		-33,000.00	162,754.93
01/31/06	JE	103852	PAYROLL TRANSFER		-25,400.00	137,354.93
01/31/06	JE	103854	AMX		-196.09	137,158.84
01/31/06	JE	103856	BANK ANALYSIS		-395.09	135,499.55
01/31/06	JE	103863	TOYOTA		-549.13	186,154.10
...						

[405] 221 items listed out of 221 items.						

FT &
Resort

Menu 13.2.9

AccuTerm 2K2 - [DEMO (12)]
File Edit View Tools Reset Window Help

A/P CHECK RECONCILIATION

COMP #:	01	JOHNSTONE SUPPLY
BANK #:	001	KNBT
CHECK NUMBER:	049047	
VENDOR NUMBER:	630	HONEYWELL, INC.

CHECK DATE:	08/15/05	
CHECK AMOUNT:	6678.81	
CHECK AMOUNT PAID:		
CLEARED:		
REMARKS:		

CLEAR CHECK, CHANGE, SKIP? (C/CH/RTN): _

1-END 2-INQ

13.20.9 and 13.20.5

***** VENDOR PAYABLES INQUIRY *****										
VENDOR: s002		PENN RECORDS			A/P BALANCE:		0.00			
PURCHASES M-T-D:		0.00			OPEN L/C:		0.00			
Y-T-D:		232.06			PAYMENTS M-T-D:		0.00			
LAST-YR:		960.34			Y-T-D:		232.06			
					LAST-YR:		960.34			
VOUCH#	INV-DATE	DUE-DATE	GROSS-AMT	DISC-AMT	AMT-PAID	LAST-DT	CHECK#	AMT-DUE	H	
01048886	02/01	03/03/09	91.12	0.00	91.12	03/24/09	046100	0.00	P	
INV#:	50206	DESC:			PERIOD:	0903				
G/L#:	01-9630-00	AMT:	91.12		G/L#:		AMT:			
01048793	01/31	03/02/09	70.47	0.00	70.47	03/02/09	045979	0.00	P	
INV#:	49800	DESC:			PERIOD:	0902				
G/L#:	01-9630-00	AMT:	70.47		G/L#:		AMT:			
01048421	12/31	01/30/09	70.47	0.00	70.47	02/12/09	045937C	0.00	P	
INV#:	49406	DESC:			PERIOD:	0902				
G/L#:	01-9630-00	AMT:	70.47		G/L#:		AMT:			
01047766	11/30	12/30/08	70.47	0.00	70.47	12/30/08	045772C	0.00	P	
INV#:	49015	DESC:			PERIOD:	0812				
G/L#:	01-9630-00	AMT:	70.47		G/L#:		AMT:			
'N'ext, 'P'rev, Date(mm/dd/yy), 'I'nv, 'C'hk, 'P0', 'V'ou, NOTES _										
1-END		4-INQ		5-CASHT		6-CASH		7-CODT		8-COD

Bank Reconciliation - Excel

OPERATING ACCOUNT BANK RECONCILIATION

BANK BALANCE

less O/S Checks
plus American Express in Transit
plus Mastercard/Visa in Transit
plus Daily Deposit in Transit

ADJUSTED BANK BALANCE	\$	-
------------------------------	----	---

BOOK BALANCE - BEGINNING OF THE MONTH

Cash Sales
Cash Disbursements
401K
Cash Over/Short
American Express Fees
Bank Analysis Charge
LOC Activity

UNADJUSTED G/L BALANCE	\$	-
-------------------------------	----	---

RECONCILING ENTRIES

Pending Credit Card Fees
Pending Bank Analysis

\$	-
-----------	----------

Difference	\$	-
-------------------	-----------	----------

The background features a large, solid black curved shape that dominates the right side of the frame. To the left of this shape, there are several overlapping, semi-transparent circles in various shades of green and yellow, creating a layered, abstract effect. The word "Parameters" is written in a bold, bright green font, positioned on the left side of the image, partially overlapping the black shape and the green circles.

Parameters

Menu 35.7

PORT67 (1)	
A/P & G/L PARAMETER MAINTENANCE	
1. Auto J/E of Inventory Transfers	Y
2. Do You Carry All of Your A/P Under Company 01	Y
3. Prompt for G/L numbers for Z95 items	N
4. Prompt for Y*** if Invoice Date Does Not Agree with Period	Y
5. Auto J/E of Stock Adjustments	Y
6. Combine Master Card and Visa on Bank Activity Report	Y
7. Bank Numbers (sepearated by ';') for EOD Bank Activity Rpt	001
8. Auto-Update Warranties to G/L during EOM	Y
9. Auto-Update Vendor Returns to G/L during EOM	Y
10. Print Zero-Balance Lines on Financial Statements	N

Enter Line#, Backout, DELETE, Edit, @ to Accept _

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 35.8

PORT67 (1) A/P DEFAULT MAINTENANCE - SCREEN 1

1. Vendor #	
2. Trans code	I
3. Invoice #	
4. Inv date	
5. Due date	
6. Gross amt	
7. Merch amt	
8. Non-disc	
9. Discount \$	
10. Discount %	
11. Pay status	P
12. Bank #	001
13. Single chk	N
14. Misc desc	
15. G/L Code	
16. Dist amt	

Enter Line#, Backout, DELETE, E

1-END

PORT67 (1) A/P DEFAULT MAINTENANCE - SCREEN 2

1. Vendor #	R
2. Trans code	
3. Invoice #	R
4. Inv date	S
5. Due date	S
6. Gross amt	R
7. Merch amt	S
8. Non-disc	
9. Discount \$	
10. Discount %	
11. Pay status	R
12. Bank #	R
13. Single chk	
14. Misc desc	S
15. G/L Code	S
16. Dist amt	R

Enter Line#, Backout, DELETE, Edit, 0 to Accept

1- END 4- INV 5- CASHT 6- CASH 7- CDT 8- COD



Paying Expenses

Menu 13.20.1

AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help

ACCOUNTS PAYABLE VOUCHER INPUT

ESC TO END

Co #: 01 Voucher #: NEW Fiscal Period: 0603

1. Vendor # #####

2. Trans code I

3. Invoice #

4. Inv date

5. Due date

6. Gross amt NET 0.00

7. Merch amt

8. Non-disc

9. Discount \$ 17. Terms

10. Discount %

11. Pay status P

12. Bank # 001

13. Single chk N

14. Misc desc

15. G/L Code 16. Dist Amt

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

The background features a large, solid black curved shape that dominates the right side of the frame. To the left of this shape, there are several overlapping, semi-transparent circles in various shades of green and yellow, creating a layered, abstract effect. The text 'Paying Merchandise' is centered horizontally across the black shape.

Paying Merchandise

Menu 13.20.2

AccuTerm 2K2 - [PORT43 (2)]

File Edit View Tools Reset Window Help

NEW ACCOUNTS PAYABLE VOUCHER ENTRY

18:25:30 04 Apr 2006 43 JSSA KG

1. Operator code : ***

2. Company number:

3. Voucher number:

4. Batch number :	Control	Applied
5. # of vouchers :		
6. Gross \$ amount:		
7. Fiscal period :		
8. Due date :		
9. Bank number :		

ENTER OPERATOR CD, or END to exit:

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 13.20.2

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
Auto Update Accounts Payable from Purchase Order Receipts
Company # 01 JOHNSTONE SUPPLY SA
Enter Purchase Order (8n) or 'L'lookup _

1-END
4-INQ 5-CASHT 6-CASH 7-CODT 8-COD
```

Menu 13.20.2

PORT67 (1)
Auto Update Accounts Payable from Purchase Order Receipts
RECEIVER NUMBER = 048852 048867
Company # 01 JOHNSTONE SUPPLY SA
Enter Purchase Order (8n) or 'L'lookup 01135142
Vendor # 001 JOHNSTONE SUPPLY, INC.
P.O. BOX 3010

PORTLAND

Auto Update Accounts Payable from Purchase Order Receipts
RECEIVER NUMBER = 048852 048867
Company # 01 JOHNSTONE SUPPLY SA
Enter Purchase Order (8n) or 'L'lookup 01135142
Vendor # 001 JOHNSTONE SUPPLY, INC.
P.O. BOX 3010
PORTLAND, OR 97208

	RCVR#	DATE	AMT RECEIVED NOT INVOICED	PURCHASE ORDER NUMBERS
1.	048867	03/30/09	30.200	135142
2.	048852	03/27/09	6,131.220	135155\135153\135142\135136\13
3.	049057	04/10/09	59.420	135276
4.	049055	04/10/09	0.000	135288
5.	049049	04/09/09	3,640.650	212183\212181\212179\212173\21
6.	049047	04/09/09	104.796	135251
7.	049046	04/09/09	433.150	212047
8.	049045	04/09/09	251.900	212172
9.	049040	04/09/09	2,003.140	212065
10.	049034	04/08/09	417.480	135170

Correct Vendor (<Enter>
1-END

Line#, Rcvr#, <Enter>-Next, 'P'revious, 'U'pdate, 'F'rt, 'INQ' or 'END':
1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 13.20.2

PORT67 (1)

Auto Update Accounts Payable from Purchase Order Receipts
RECEIVER NUMBER = 048852 048867
Company # 01 JOHNSTONE SUPPLY SA
Enter Purchase Order (8n) or 'L'ookup 01135142
Vendor # 001 JOHNSTONE SUPPLY, INC.
P.O. BOX 3010
PORTLAND, OR 97208 AP TOTAL 30.250
CVR# 048867 DATE 03/30/09 PURCHASE ORDER 135142

PRODUCT#	QTY	COST	AMOUNT	ORIGINAL-QTY/COST
7. G31-500 35	10	3.020	30.200	

1. G31-500 35 10 3.020 30.200

Update PROD.MAST costs - 1. Don't Update 2. Branch 3. Direct 4. Both _

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Which one do I use?

	13.20.1	13.20.2	13.20.3
Prevents Duplicate Payments	NO	YES	NO
Eliminates MANUAL filing/matching/clearing receivers	NO	YES	NO
Possible to Balance Inventory Detail to Summary	NO	YES	NO
Provides PO specific detail in 13.5	NO	YES	NO
Eliminates need for Paper Receivers	NO	YES	NO
Average Cost Update with difference in PO versus Invoice (by part)	NO	YES	NO

Average cost -too important to neglect

(show real-time changes and impact)

ONE Part/ \$1 Variance

Average Cost	\$5.00	\$6.00	
Quantity Sold	500	500	
Sell Price	\$10	\$10	
Total Sales	\$5,000.00	\$5,000.00	DIFFERENCE
Total Profit	\$2,500.00	\$2,000.00	\$500.00
Tax 33%	\$825.00	\$660.00	\$165.00
Bonus 10%	\$250.00	\$200.00	\$50.00

**Use 13.20.2 for all
MERCHANDISE**

**BUT....In case you are
still not convinced to
use 13.20.2....**

Paperless AP

1. Open Vendor Bill
2. Use 13.20.2 to pay vendor bill
3. Address price/cost discrepancies on the screen
4. Put Vendor Bill away
5. Cut Check to vendor

What is “missing” but that you wouldn’t really miss...

- NO paper receivers to file
- NO paper receivers to match
- NO manually clearing receivers in 13.20.7
- NO cramming more paper in overstuffed file drawers
- NO manual average cost change

But...

1. What do I do with the packing list....
2. What do I do if a vendor partially bills me...
3. It takes SO much longer...
4. The costs on the PO are never right...
5. The costs on our POs are always right...
6. I TRUST Corp's bills....
7. I trust the shippers and receivers verify counts...
8. Average cost isn't that big of a deal....



And if you are still not convinced.....

If you **HAVE** to use it 13.20.3

1. Update the PO costs after receiving acknowledgement from Corp, but before receiving product.
2. Have confidence in your receiving department that they will alert you to any discrepancies.
3. Collect the receivers from warehouse and file away
4. Print the Corp invoices.
5. Match the Corp invoices to the paper receivers.
6. Using menu 13.20.14, tell the system which invoices go with which receivers.
7. Separate by store for individual batches.
8. Then tie invoices to Corp statement .
9. Total all the invoices and enter batch totals in 13.20.3
10. Voucher in 13.20.3 and be sure to exclude credits.
11. Can't control freight in and freight out so just jumble all the freight into one account.
12. Run Sequential Voucher Listing in 13.20.5

Ummm but with 13.20.2...

1. Open Bill from Vendor or Print invoice from Corp
2. Set up batch in 13.20.2
3. Address price/cost discrepancies on the screen
4. Run Sequential Voucher Listing 13.20.5
5. Put Vendor Bill away

Hand checks = PAID

Menu 13.20.1

AccuTerm 2K2 - [PORT43 (2)]

File Edit View Tools Reset Window Help

ACCOUNTS PAYABLE VOUCHER INPUT

ESC TO END

Co #: 01 Voucher #: NEW Fiscal Period: 0603

1. Vendor # #####

2. Trans code I

3. Invoice #

4. Inv date

5. Due date

6. Gross amt

7. Merch amt

8. Non-disc

9. Discount \$

10. Discount %

11. Pay status P

12. Bank # 001

13. Single chk N

14. Misc desc

15. G/L Code

1-END

AccuTerm 2K2 - [PORT43 (2)]

File Edit View Tools Reset Window Help

NEW ACCOUNTS PAYABLE VOUCHER ENTRY

18:25:30 04 Apr 2006 43 JSSA KG

1 Operator code : ***

2. Company number:

3. Voucher number:

4. Batch number : Control Applied

5. # of vouchers :

6. Gross \$ amount:

7. Fiscal period :

8. Due date : []

9. Bank number .

ENTER OPERATOR CD, or END to exit:

1-END 4-INO 5-CASHT 6-CASH 7-CODT 8-COD

The background features a large, solid black curved shape on the right side. To its left, there are several overlapping, semi-transparent circles in shades of green and yellow, creating a layered, abstract effect. The text 'Recurring Vouchers' is centered horizontally across the black shape.

Recurring Vouchers

Menu 13.20.8

PORT67 (1) ** RECURRING VOUCHER MAINT **

VEND#: x530	COMP: 01
NAME:	MON: 0904
ADDR:	REF#: 000001

92672

TERMS: NET 0 DAYS TRANSACTION CD (I/C/D): i

1.INV#: 2.INV DT:05/01/09 3.DUE DATE: 05/25/09

4.GROSS: 10708.00 5.MERCH: 10708.00 6.NON-DISC: 0.00 7.DISC: 0.00

8.P/O NUMB: 9.PAY STATUS CD: P NET: 10708.00

10.BANK#:001 WELLS FARGO-GENERAL 11.SNG CK: N

ENTER LINE# TO CHANGE, 'DELETE' TO DELETE OR '0' TO ACCEPT THE HEADER:

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 13.20.8

PORT67 (1) ** RECURRING VOUCHER MAINT **

VEND#: x530 COMP: 01
NAME: MON: 0904
ADDR: REF#: 000001

92672

TERMS: NET 0 DAYS TRANSACTION CD (I/C/D): i
1. INV#: . INV DT: 05/01/09 3. DUE DATE: 05/25/09
4. GROSS: 10708.00 5. MERCH: 10708.00 6. NON-DISC: 0.00 7. DISC: 0.00
8. P/O NUMB: 9. PAY STATUS CD: P NET: 10708.00

10. BANK#: 001 WELLS FARGO-GENERAL 11. SNG CK: N
G/L CODE DESCRIPTION JOB NO RECPT# DIST AMT OK?
02-5680-00 RENT 10708.00

GROSS TOTL
10708.00

DIST BAL
0.00

DO YOU WANT VOUCHERS CREATED (A) 1 EVERY FISCAL PERIOD,
(B) SPECIFIC FISCAL PERIODS OR (C) KEEP SAME (A/B/C)

1- END 4- INV 5- CASHT 6- CASH 7- CDDT 8- COD

Cash Disbursements

Disbursements Reports

13.2.1/1A.

A/P Summary Payment Schedule –
13.20.1a is a summary of 13.2.1

13.2.2

Scheduled Cash Disbursements
End date specific
Same output as 13.2.3

Check Reversal

AccuTerm 2K2 - [PORT43 (2)]

File Edit View Tools Reset Window Help

***** REGULAR CHECK REVERSAL ENTRY *****

VOID DATE: MM/DD/YY FISC NO:

VENDOR: COMP#:

NAME: BANK:

ADDR: G/L#:

CHECK#: CHECK DT:

CK AMT:

GROSS: DISCOUNT: NET: VOUCHER TOTALS:

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Upgrade Features

Menu 13.20.1, 14.1.3 and 14.1.4

When entering in GL account numbers only the first six numbers need to be entered, without the dashes, i.e. 01-1212-00 can be entered as 011212.

Menu 13.5 Vendor Payables Inquiry

In Menu 13.5, when displaying a voucher (choosing 'V' to display a single voucher) you will now be able to see audit data about who created the voucher, when it was created and what menu path was used to create it.

VOUCH#	INV-DATE	DUE-DATE	GROSS-ANT	DISC-ANT	ANT-PAID	LAST-DT	CHECK#	AMT-DUE
01045236	06/23	07/31/08	169.53	0.00				169.53
INV#:	2156779-01	DESC:	221211	PERIOD:	0807			
G/L#:	01-1212-00	AMT:	79.35	G/L#:	01-6400-00	AMT:		90.18
Sarah V	13:31:24	21 Jul 2008	- 44	- 13.20.2				

Upgrade Features

Menu 13.20.2 – Purchase Order Receipts Update to A/P

Whether a vendor is paid through Corp or direct is controlled by Menu 12.4.1.5, Field 7 & Menu 12.4.1.2, Field 30. Vend Class. To set a vendor to default to 001 Field 7 in Menu 12.4.1.5 should be set to CORP and field #30 in 12.4.1.2 should be C.

**** Only product received AFTER these changes are made to the vendor record will be affected ****

Menu 13.20.1 – Accounts Payable Voucher Input

How to Use: Some vendors are always going to be paid with a single check. You can now control this on the vendor master. Vendor Master Menu 12.4.1.2, Field 35 (Pay Status) will allow these options: N (do not pay), S (pay on a single check) or if left blank it will combine multiple vouchers on one check. If set to S, the single check field in Menu 13.20.1 & Menu 13.20.2 will automatically set to Y.

Menu 13.20.1 – Accounts Payable Voucher Input

You can now change the vendor on a voucher in Menu 13.20.1, even if the voucher has already been updated in a batch. Vouchers can be maintained in the current period and closed periods, as long as they haven't been posted to a check. Whenever any change is made on a voucher, you must still run 13.20.5 to finalize the change.

Upgrade Features

Menu 13.20.2 - Purchase Order Receipts

In the transition to a paperless environment, the product description (Product Master, field #4) will now display in the receiver detail in Menu 13.20.2 so that reconciling the vendor invoice to the screen will be much easier.

Menu 13.20.7 PO Receiving not yet vouchered

When using the screen view of Menu 13.20.7, if you enter a receiver number that has already been paid, the system will give you the corresponding voucher numbers and the vendor the vouchers were coded

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End of Month

AR & AP Closing

AR Close (Last day of the month):

Paperless (menu 16.5)
Email reports directly to accountant

AP Close (First day of the month):

Paperless (menu 16.5)

AR Key Reports

AR adjustment list
AR write-offs
Customer Aging*
Unclaimed Warranties Report*
Open Warranty AR Report*
Inventory by Value Prefix*
Tax & Non Tax Jurisdiction Reports

AP Key Reports

Expense Distribution Register
AP Activity List – Open Balance*

Key

Back-up Tapes!

Documents	Description	# Years to Retain	Fed Audit Requirement
REQUISITIONS/BIDS/OPEN MARKETS/CONTRACT RELEASES	Forms approved by Bureau of Purchases to requisition services, commodities or equipment.	7	Y
PURCHASE ORDER	Purchase order initiated by Bureau of Purchases.	7	Y
DELIVERY SLIPS	Contents duplicated on third copy of purchase order.	3	Y
VENDOR'S INVOICE	Invoice sent to agency by vendor for payment.	7	Y
ACCOUNTS PAYABLE	Accounts payable sent to agency by Accounts and Control to authenticate payment.	7	Y
EXPENSE ACCOUNTS ET AL	Expense accounts, utility bills, Blue Cross Blue Shield bills and inter-departmental bills.	7	Y
CONTRACTS	Contracts with vendors for services.	6	Y
CHECK CANCELLATIONS	Forms used to request cancellation of a State check, and forms used to request replacement check (including forgery application).	7	Y
CREDIT CARD RECEIPTS	Receipts documenting use of State-issued employee credit cards.	7	Y

Questions????

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Upgrade Suggestions



Class Evaluations

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Thank YOU!