

ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE

Menu 4 – Accounts Receivable

Menu 4.1.9 Credit Inquiry Screen

Upgrade Features

- Batch number and Operator name have been added to the 'H'istory screen in 4.1.9 as additional research tools for researching who posted AR checks and how they were posted.
- Menu 4.1.9, 'H'istory, will now show the GL account and reason associated with AR adjustments done through Menu 4.1.2

Menu 4.1.20 Search Open A/R for an Amount

Menu 4.1.20 searches for open AR invoices by dollar amounts. This is a useful research tool for AR checks received without remittances.

Menu 4.2.1 Daily Cash Receipts Journal & Menu 4.2.2 Daily Adjustment Journal

Updating Cash Posting Menu 4.2.1 and AR Adjustments Menu 4.2.2 immediately updates a customer's balance and credit status (updates can be viewed in the Credit Manager Inquiry screen in Menu 4.1.9). This process is immediate, so even before EOD processes run, orders placed at the counter will not prompt for authorization if a payment received that same day brings a customer current or under their credit limit.

Menu 4.2.30 Miscellaneous Cash Receipts Report

Menu 4.2.30 is a new report that provides a listing of Miscellaneous cash posted in 4.1.1 for the current month or closed periods.

Menu 4.3.7 Service Charge Calculation/Printer & Menu 4.3.6.11 Laser Service Charge Calculation & Invoices

Customers with credit balances, even if invoices are past due, will not be assessed a service charge. This new development applies to both laser and regular service charges.

Menu 7 – Purchasing

Menu 7.1 Purchase Order Entry & Edit

The option is now available for the system to automate a Journal Entry for freight entered on Store Transfers, as well as inventory.

For stores that cross post, if the flag is set to 'Y' in menu 35.7, Field 1 (Auto Journal Entries of Inventory Transfers) which automates the inventory journal entries for store transfers, any freight invoiced between stores will also impact the general ledger, based on the GL account listed in Menu 12.1.7, Field 3. FRT G/L NO.

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Menu 12 – File Maintenance

Menu 12.2.2.2 Customer Master Maintenance

Menu 12.2.2.2, screen 2, Field 17 is a Credit Cap entry field. It's used in conjunction with the credit limit (Menu 12.2.2.2, Screen 2, Field 28); however it can NOT be overridden at the counter when an order is initiated if the customer's balance is higher than the credit cap.

CAUTION -The amount in field 17 will need to be changed in order for an order to go through.

Menu 13 – Accounts Payable

Accounts Payable & General Ledger

When entering in GL account numbers in menus 13.20.1, 14.1.3 and 14.1.4, only the first six numbers need to be entered, without the dashes, i.e. 01-1212-00 can be entered as 011212.

Menu 13.2.3 Cash Disbursements By Due Date & Menu 13.2.4 Cash Disbursements Individual Vouchers

The Cash Disbursement journal generated from Menu 13.2.3 and Menu 13.2.4) now totals by vendor (instead of by company and then by vendor).

Menu 13.2.8 Bank Activity Report

In Menu 13.2.8 the option to now available to combine Visa and MasterCard totals (by company) for easier bank reconciliation. The parameter for this option should be set to 'Y' in Menu 35.7, Field 6. Combine Master Card and Visa on Bank Activity Report

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-AMT	DISC-AMT	AMT-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								

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Menu 13 – Accounts Payable

Menu 13.20.2 – Purchase Order Receipts Update to A/P

In instances where a vendor is paid through Corp, in 13.20.2, the vendor will change to 001 (The PO will pull up under the vendor the voucher will pay to, not the vendor the PO was sent to. i.e., 619 POs will pull up under vendor 001 and voucher to 001)

How to Use: In 13.20.2, enter the PO number, select the correct voucher and after 'U' to update, the vendor number will then change to 001.

Whether a vendor is paid through Corp or direct is controlled by Menu 12.4.1.5, Field 7 Bill To: and Menu 12.4.1.2, Field 30. Vend Class. To set a vendor to default to 001 during Accounts Payable vouchering, 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

When vouchering, a new override prompt has been added to 13.20.1. Now when you voucher to control accounts such as Cost of Goods, Cash, Accounts Receivable, Accounts Payable, you will need to Y*** to finalize the voucher. There are very few instances when a voucher would be created to these accounts so proceed carefully if you override the prompt.

Menu 13.20.1 - Accounts Payable Voucher Input & Menu 13.20.2 - Purchase Order Receipts Update to A/P

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 (because a batch isn't created for maintenance, select A for all – this underscores the need to NOT have multiple batches open at the same time)

Menu 13.20.2 – Purchase Order Receipts Update to A/P

When using "b" to back out of a voucher started in Menu 13.20.2, any average cost changes will be undone, if the back out is done before hitting "u" to update. Prior to this upgrade feature the average cost change was instant no matter if you backed out or not.

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Menu 13 – Accounts Payable

Menu 13.20.2 – Purchase Order Receipts Update to A/P

In 13.20.2, after entering a PO#, the receivers belonging to the entered PO will now appear at the top of the list.

```
Auto Update Accounts Payable from Purchase Order Receipts
RECEIVER NUMBER = 044119 044212 044242
Company # 01 JOHNSTONE SUPPLY SA
Enter Purchase Order (8n) or 'L'ookup 01132275
Vendor # S549 SIMS-ORANGE WELDING
1322 E. BORCHARD AVE.
SANTA ANA, CA 92705
AMT RECEIVED
RCVR# DATE NOT INVOICED PURCHASE ORDER NUMBERS
1. 044242 07/18/08 0.000 132275
2. 044212 07/17/08 620.000 132275
3. 044119 07/15/08 107.920 132275
4. 044456 07/28/08 242.600 209614
5. 044396 07/24/08 129.222 209580
6. 044344 07/22/08 387.970 132414
7. 044274 07/21/08 316.930 209527
8. 044091 07/14/08 310.830 209452
9. 042333 04/14/08 37.500 208442
10. 043195 06/02/08 5.460 131707
Enter Line#, Rcvr#, <Enter>-next, P-revious,U-pdate,F-rt or END _
1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD
```

Menu 13.20.2 - Purchase Order Receipts Update to A/P

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 to.

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Menu 13 – Accounts Payable

Menu 13.20.34 Average Cost Changes from Menu 13.20.2

A new column showing PO cost has been added to menu 13.20.34. This report serves to help in researching average cost changes as well as monitor accuracy of purchase orders.

whse	date	A.PROD.NO	inv.no	po#	vendor#	oper.name	PO.COST	INV.COST	AVG.BEFORE	AVG.AFTER
001	07/11/08	G80-046	2140633-00	01131793	001	Sarah V	64.004	60.955	61.964	59.931
001	07/11/08	H93-016T	2141949-04	01131789	001	Sarah V	39.360	40.541	42.918	43.372
001	07/11/08	NS102-228	2130357-02	01131629	S102	Sarah V	16.850	17.861		
001	07/11/08	NS345-185	2141949-01	01131714	001	Sarah V	5.950	6.129		
001	07/11/08	NS345-411	2141949-01	01131714	001	Sarah V	50.940	52.468		
001	07/11/08	NS464-138	2141949-03	01131737	001	Sarah V	8.900	8.487		
001	07/11/08	NS464-919	2141949-03	01131737	001	Sarah V	106.490	101.904		
001	07/11/08	ns475-103	2139876-01	01131747	001	Sarah V	15.000	16.037		
001	07/11/08	NS550-513	2139876-02	01131033	001	Sarah V	131.360	106.677		
001	07/11/08	NS550-524	2130357-01	01131150	001	Sarah V	377.700	389.030		
001	07/11/08	NS592-380	2135672-02	01131722	001	Sarah V	3.070	3.162		
001	07/11/08	NS592-410	2135672-02	01131722	001	Sarah V	3.270	3.368		
001	07/11/08	NS592-420	2135672-02	01131722	001	Sarah V	3.310	3.409		
001	07/11/08	NS645-901	2130357-03	01131688	001	Sarah V	0.000	19.220		
001	07/11/08	NS650-114	2135672-03	01131715	001	Sarah V	4.890	5.177		
001	07/11/08	NS721-024	2135672-01	01131561	001	Sarah V	3.926	4.134	1.926	4.134
001	07/11/08	NS721-030	2135672-01	01131561	001	Sarah V	1.173	1.235		
001	07/11/08	NS721-124	2135672-01	01131561	001	Sarah V	0.730	0.772		
001	07/11/08	NS721-153	2135672-01	01131561	001	Sarah V	1.661	1.749		
001	07/11/08	NS920-231	2130357-02	01131629	S102	Sarah V	19.170	20.320		
001	07/11/08	P33-348	2135672-02	01131722	001	Sarah V	4.620	4.759		
001	07/11/08	P34-542	2135672-02	01131722	001	Sarah V	6.020	6.201		
001	07/11/08	P34-548	2135672-02	01131722	001	Sarah V	6.720	6.922		
001	07/11/08	P52-042	2144057-00	01131785	001	Sarah V	2.351	2.259	2.351	2.313
001	07/11/08	P54-124	2135672-03	01131715	001	Sarah V	5.240	5.554	5.303	5.554
001	07/11/08	P54-140	2144057-00	01131785	001	Sarah V	5.910	6.260		

[405] 26 items listed out of 26 items.

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Menu 14 – General Ledger

Menu 14 - General Ledger Budgeting System

Income statement can now be run in comparison to a user-entered budget. Budget numbers, by month, are entered in Menu 14.1.2 (only GL accounts on the Income Statement should have budgeted numbers). A listing of the budget can be run from Menu 14.2.12. Numbers can be continuously changed or adjusted throughout the year through menu 14.1.2. To compare budget to current expenditures, run menu 14.2.4 and then run 14.3.10. The report will display current month versus budget (with variance) and year-to-date versus budget (with variance), as well as expense as a percentage of sales.

Menu 14.2.2 – Monthly Journal Entry Report

Any Recurring Journal Entries made in Menus 14.1.4, 14.1.15, and 14.1.16 will now show up on the Monthly Journal Entry report in Menu 14.2.2.

Menu 14.3.8 – New Financial File Calc & Report

When running financial statements in 14.3.8, users can control whether lines with \$0 print by changing the parameter in Menu 35.7, field #10.

Menu 35 – Parameter Menu

Menu 35.6 – Parameter File Maintenance

When closing a warranty claim in Menu 15.11 you will only be able to post to a GL account in a different company if your system is set up to cross post in 35.6, screen #2, Field 1.

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

Menu 35.7 AP & GL Parameter Maintenance and Menu 35.8 AP Parameter Default Maintenance

Menu 35.7 and Menu 35.8 have been reorganized. All parameters are listed in 35.7. Menu 35.8 controls defaults and stops for vouchering in 13.20.1 and 13.20.2. Menu 12.1.7 has been changed to include 3 new fields (#20-22) for the new Vendor returns menu, 20. RETURNS AR, 21. RETURNS CLEARING, 22. RETURNS EXPENSE.

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Menu 35 – Parameter Menu

Menu 35.7 A/P & G/L Parameter Maintenance

The system will not allow input of 'Y' on Menu 35.7, Field 1 if Menu 35.6, Screen 2, Field 1 is not a Y. In order to use the automated store transfer journal entry, you must be able to cross-post between stores.

Menu 35.14 – Laser Statement Parameters

Service Charges can now be automatically run with EOM for those running laser statements/laser service charges. Parameters controlling auto run and service charge parameters are in Menu 35.14. Field 13 controls whether they run automatically or not. Field 14 sets the number of days an invoice must be past due in order to have a service charge assessed. Field 15 controls whether the service charge invoices print at all.

LASER PRINTED STATEMENT PARAMETERS		
COMPANY NUMBER	01	Johstone Supply Demo
1. COMPANY NUMBERS (SEPARATE BY ',')		02, 03, 04, 01
2. DEFAULT PRINTER FOR STATEMENTS		inv123_1
3. PRINT CUSTOMER DISCOUNT MESSAGE		Y
4. ENABLE FAX STATEMENTS OPTION		N
5. ENABLE EMAIL STATEMENTS OPTION		Y
6. PRINT 1-15, 16-30, 31-60, 60+ BUCKETS		
7. REMIT-TO PHONE NUMBER		503-419-9139
8. PRINT STATEMENTS BY COMPANY		N
9. BUILD STATEMENTS DURING EOM		Y
10. PRINT/FAX/EMAIL CREDIT STATEMENTS		Y
11. PRINT/FAX/EMAIL STATEMENTS DURING EOM		N
12. PRINT CUSTOMER SALES TAX PAID MESSAGE		Y
13. EOM AUTO SERVICE CHARGE INVOICES		Y
14. NUMBER OF OVERDUE DAYS FOR AUTO S/C		30
15. AUTO PRINT S/C INVOICES AFTER CALC		N

Note: Service charge invoices cannot be faxed or emailed as part of the EOM process. The Service charge percentage is controlled in Menu 12.2.9. Service charges will not be run manually in Menu 4.3.6 if the EOM auto-run is turned on in Menu 35.14 Field 13.

Menu 35.14 - Laser Statement Parameters

Laser statement will show the amount a customer spent on sales tax that month if the parameter in Menu 35.14, field 12 is set to Y.

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Menu 16 – End of Day Processing

EOD – Bank Activity Report 01-130

An end of day report has been added detailing bank activity (Same as Menu 13.2.8 report). EOD Bank Activity Report # 01-130 and the bank numbers used (separated by semicolons) are controlled by the parameter in Menu 35.7, Field 7 Bank Numbers for EOD Bank Activity Report.

EOD.XREF 01-130 report that is based on bank number and not company, so only company 01 is needed in 16.5. The parameter for EOD.XREF 01-130 is Menu-35.7, field 7. Bank Numbers.

End-of Day Reports

Additional EOD reports have been added to aid in monitoring Accounts Receivable: Accounts with Past Due Balances over 90 days (EOD 01-177) and Accounts at 70% of their Credit Limit (EOD 01-176). EOD.XREF 01-176 & 01-177 are combined for ALL stores.