

PAYABLES

THE ACCOUNTS PAYABLE SYSTEM IS A SELF-CONTAINED COMPUTERIZED ACCOUNTS PAYABLE SYSTEM WHICH IS DESIGNED TO BE USED AS PART OF A FULLY INTEGRATED ACCOUNTING SYSTEM OR AS A STAND ALONE ACCOUNTS PAYABLE SYSTEM.

THE ACCOUNTS PAYABLE SYSTEM IS USED TO TRACK WHO YOU OWE, HOW MUCH YOU OWE, WHEN TO PAY, AND HOW MUCH YOU HAVE ALREADY PAID. DISCOUNT AMOUNTS AND DUE DATES ARE CALCULATED AUTOMATICALLY, BASED ON THE TERMS YOU DEFINE FOR EACH VENDOR. THE SYSTEM ALSO WRITES YOUR CHECK AN KEEP YOUR CHECK REGISTER.

ACCOUNTS PAYABLE PERMITS TWO TYPES OF VENDORS TO BE MAINTAINED. THE FIRST IS AN INVOICE VENDOR. AN INVOICE VENDOR IS A VENDOR FOR WHICH INDIVIDUAL INVOICES ARE MAINTAINED AND PAID ON A PER INVOICE BASIS. THE SECOND TYPE OF VENDOR IS AN AUTO VENDOR. AN AUTO VENDOR IS A VENDOR TO WHICH YOU PAY A FIXED MONTHLY PAYMENT, SUCH AS RENT, LEASES, AND BANK NOTES.

2.1 ADD/EDIT VENDOR

THIS PROGRAM IS USED TO CREATE VENDOR FILES AND UPDATE INFORMATION ABOUT VENDORS. THE PERSON ENTERING A NEW VENDOR SHOULD ALWAYS ENTER THE "NEXT VENDOR #" DISPLAYED ON THEIR SCREEN. IF MORE THAN ONE PERSON IS ENTERING NEW VENDORS, THE NUMBER SHOWN ON THE SCREEN MAY HAVE BEEN USED BY ANOTHER OPERATOR. ANYTIME THIS OCCURS THE VENDOR NUMBER IS UPDATED BY THE SYSTEM TO SHOW THE NEXT FREE VENDOR NUMBER.

YOU MUST PRESS {ENTER} AFTER EVERY FIELD THAT YOU ADD OR EDIT FOR THE SYSTEM TO ACCEPT THE INFORMATION.

TO EDIT A VENDOR THAT ALREADY EXISTS, TYPE IN THE VENDOR NUMBER TO BE EDITED AND PRESS {ENTER}. IF YOU ARE ADDING A NEW VENDOR, TYPE IN THE NEXT VENDOR ACCOUNT NUMBER DISPLAYED AT THE TOP RIGHT OF THE SCREEN.

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
VENDOR #          DISPLAY OF THE VENDOR NUMBER TO BE ADDED OR EDITED.  
  
NAME              THE NAME OF THE VENDOR TO BE ADDED OR EDITED. THIS IS A  
                  30 CHARACTER FIELD.  
  
ADDRESS           THE VENDORS ADDRESS. THIS IS A 30 CHARACTER FIELD AND  
                  ACCEPTS ALPHA OR NUMERIC INFORMATION.  
  
CITY ST ZIP       THE CITY STATE AND ZIP CODE OF THE VENDOR. TYPED WITH A  
                  SPACE SEPARATING EACH FIELD. NO COMMAS ARE NECESSARY.
```

THE FIELD IS 30 CHARACTERS LONG AND ACCEPTS ALPHA OR NUMERIC INFORMATION.

'A'UTO OR 'I'NVOICE ONE CHARACTER VENDOR TYPE DESIGNATOR. THIS FIELD MUST CONTAIN AN "A" OR AN "I". IF YOU LEAVE THIS LINE BLANK, A VENDOR IS AN UNKNOWN TYPE VENDOR WHICH DOES NOT ALLOW YOU TO TREAT IT AS EITHER AN "AUTO PAY" OR AS AN "INVOICE" VENDOR. THERE IS NO DEFAULT TYPE ON THE VENDOR TYPE LINE, YOU MUST SPECIFY ONE OR THE OTHER TYPE.

CAUTION: AFTER YOU CREATE THE VENDOR AND ASSIGN IT A VALID TYPE, YOU SHOULD NOT CHANGE THE VENDOR TYPE. IF FOR EXAMPLE THE VENDOR IS AN "INVOICE" VENDOR AND THERE ARE SEVERAL INVOICES ON THE ACCOUNT, IF THE VENDOR TYPE IS CHANGED TO ANYTHING OTHER THAN "I" THE INVOICES CONTAINED IN THE ACCOUNT ARE LOST. IF THE VENDOR IS AN "AUTO PAY" VENDOR AND THIS FIELD IS CHANGED THE PAYMENT SCHEDULE IS LOST . YOU MAY CHANGE THE VENDOR TYPE IF IT IS DONE BEFORE ANY INVOICES OR AUTO PAYS ARE ENTERED INTO THE PAYABLES FILES.

IF YOU PRESS {A} THEN {ENTER} TO MAKE THE VENDOR AN "AUTO PAY" VENDOR ANOTHER SCREEN APPEARS.

TERMS % THIS FIELD AND THE "TERMS DAY" FIELD WORK TOGETHER. FOR EXAMPLE: IF A VENDOR ALLOWS YOU A 2 PERCENT DISCOUNT IF YOU PAY THE INVOICE WITHIN TEN DAYS, THIS FIELD SHOULD BE 2 AND THE "TERMS DAYS" FIELD SET TO READ 10. ANOTHER TYPE OF DISCOUNT THAT IS PREVALENT IS END OF MONTH PLUS A NUMBER OF DAYS. FOR EXAMPLE: TERMS COULD BE A ONE PERCENT DISCOUNT IF PAID BY THE 10TH OF THE MONTH FOLLOWING THE DATE OF THE INVOICE. TO SET THIS TYPE OF TERM, "TERMS %" WOULD READ "1" AND "TERM DAYS" WOULD READ "EOM+10".

TERM DAY SEE EXPLANATION FOR "TERMS %".

LEDGER CODE THE GENERAL LEDGER CODE THAT MOST OF THE PURCHASES FROM THIS VENDOR ARE POSTED TO. (THIS LEDGER CODE MAY BE OVERRIDDEN BY THE "ENTER INVOICE" PROGRAM.)

OUR ACCOUNT # THE VENDOR'S RECEIVABLE ACCOUNT NUMBER. YOUR ACCOUNT NUMBER WITH THE VENDOR.

YR-TO-DT PAID TOTAL NUMBER OF DOLLARS YOU HAVE PAID THIS VENDOR FOR THE YEAR.

CONTACT THE NAME OF THE PERSON TO BE CONTACTED REGARDING THE ACCOUNT. THE FIELD IS 15 CHARACTERS LONG.

PHONE THE PHONE NUMBER OF THE VENDOR.

WHEN YOU ARE FINISHED ENTERING THE VENDOR PRESS {PF2} TO ACCEPT THE VENDOR. YOU MAY ENTER ANOTHER VENDOR OR PRESS {PF2} TO EXIT THE PROGRAM.

+++++
AUTO PAY FIELDS DESCRIPTION
+++++
VENDOR DISPLAY OF VENDOR NAME.

PAYMENT AMOUNT EACH TIME THAT YOU PAY THIS VENDOR, A CHECK IS WRITTEN FOR THIS AMOUNT. (NOTE: IF THE CHECK IS WRITTEN AFTER THE "LATE DAY", THE "LATE AMOUNT" IS USED INSTEAD OF THE NORMAL PAYMENT)

NO OF PAYMENTS NUMBER OF PAYMENTS THAT ARE STILL TO BE MADE TO THIS VENDOR.

PO # REFERENCE NUMBER TO PROVIDE AN AUDIT TRAIL. THE PURCHASE ORDER NUMBER OF THE ITEM PURCHASED. MAY BE ALPHA OR NUMERIC UP TO 8 CHARACTERS.

DAY DUE THE DAY OF THE MONTH THE PAYMENT IS DUE ON.

LATE AMOUNT THE AMOUNT OF MONEY WHICH MUST BE PAID TO THE VENDOR IF THE PAYMENT BECOMES PAST DUE.

LATE DAY THE DAY OF THE MONTH THE PAYMENT BECOMES PAST DUE. IF YOU PAY THIS VENDOR ON OR AFTER THIS DAY, THE "LATE AMOUNT" IS PAID TO THE VENDOR.

+++++

2.2 ENTER INVOICES

THE "ENTER INVOICES" PROGRAM IS USED TO ENTER AN ACCOUNTS PAYABLE INVOICE INTO A PAYABLE ACCOUNT.

WHEN YOU ENTER THE PROGRAM AN INPUT SCREEN DISPLAYS.

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
VENDOR NO.        TYPE IN THE NUMBER OF THE VENDOR WHOSE PAYABLE FILE YOU  
                   WISH TO ADD AN INVOICE TO AND PRESS {ENTER}.  IF YOU  
                   ENTER A VALID VENDOR NUMBER, THE NAME OF THE VENDOR  
                   DISPLAYS IN THE "NAME" FIELD.  IF YOU DO NOT ENTER A  
                   VALID VENDOR NUMBER AN ERROR MESSAGE DISPLAYS IN THE  
                   "NAME" FIELD.  
  
INV #             THIS IS AN ALPHA/NUMERIC FIELD THAT ACCEPTS UP TO 16  
                   CHARACTERS.  TYPE IN THE INVOICE NUMBER AND PRESS  
                   {ENTER}.  
  
INV DATE          TYPE IN THE ACTUAL DATE OF THE INVOICE AND PRESS  
{ENTER}.  
  
                   WHEN YOU ENTER THIS DATE THE "CHECK DUE" FIELD FILLS IN  
                   BASED ON THE TERMS SET UP FOR THE VENDOR IN "ADD/EDIT  
                   VENDOR".  THE DATE USED IN THIS FIELD WILL ALSO BE THE  
                   JOURNAL ENTRY DATE.  IF IT IS OUTSIDE THE CURRENT PERIOD  
                   THE JOURNAL ENTRY WILL BE WRONG AND WILL NOT POST FOR THE  
                   CURRENT PERIOD.  USE EDIT JOURNAL IF NECESSARY.  
  
AMOUNT (GROSS)    TYPE IN THE GROSS AMOUNT OF THE INVOICE AND PRESS  
                   {ENTER}.  AFTER ENTERING THIS FIGURE, THE "AMOUNT (NET)"  
                   AND THE "AMOUNT" UNDER THE FIRST LEDGER CODE ARE  
                   AUTOMATICALLY FILLED IN.  THE "AMOUNT NET" IS SET TO THE  
                   DISCOUNTED AMOUNT ACCORDING TO THE TERMS OF THIS VENDOR,  
                   WHILE THE "AMOUNT" FOR THE LEDGER CODE EQUALS THE GROSS  
                   AMOUNT OF THE INVOICE.  
  
                   CREDIT INVOICES MAY ALSO BE ENTERED BY ENTERING A  
                   NEGATIVE AMOUNT IN THIS FIELD.  CREDIT INVOICES CAN BE  
                   USED FOR PRE-PAYMENTS, TO ADJUST INVOICE VALUE FOR  
                   PARTIAL PAYMENTS, AND AS ANOTHER TYPE OF CREDIT MEMO.  
  
PO #             TYPE IN THE PURCHASE ORDER NUMBER FOR THIS INVOICE AND  
                   PRESS {ENTER}.  THE PURCHASE ORDER NUMBER MAY BE UP TO 8  
                   CHARACTERS LONG.  IF YOU DO NOT USE PURCHASE ORDER  
                   NUMBERS, THIS FIELD MAY BE LEFT BLANK OR USED FOR A  
                   NOTATION REGARDING THIS INVOICE.  
  
CHECK DUE         THIS FIELD HAS A DATE IN IT BASED ON THE TERMS OF THE  
                   VENDOR.  YOU MAY ADVANCE TO THE NEXT LINE OR IF THE
```

VENDOR IS GIVING YOU A DIFFERENT DUE DATE, YOU MAY ENTER THE NEW DATE AND PRESS {ENTER} TO OVERRIDE THE DISPLAYED DATE.

AMOUNT (NET) THIS FIELD IS ALREADY FILLED IN WITH THE DISCOUNTED AMOUNT ACCORDING TO THE TERMS OF THIS VENDOR. IF THE NUMBER IS CORRECT, ADVANCE TO THE NEXT FIELD. IF NOT CORRECT, TYPE IN THE CORRECT AMOUNT AND PRESS {ENTER}.

MEMO (Y/N) THIS FIELD IF USED IF YOU HAVE A CREDIT OR DEBIT MEMO TO BE ATTACHED TO THIS INVOICE. IF ;YOU DON'T HAVE ANY AT THIS TIME, LEAVE "N" HERE AND MOVE TO THE NEXT LINE. ; IF YOU DO HAVE CREDITS TO BE ATTACHED, PRESS {Y} THEN {ENTER}. UPON COMPLETION OF THIS SCREEN, THE PROGRAM ASKS FOR THE MEMOS.

THE NEXT LINES OF THE INPUT SCREEN DEAL WITH THE CHARGING OF AN INVOICE TO VARIOUS GENERAL LEDGER ACCOUNTS. THE PROGRAM ALLOWS UP TO FIVE SPLITS ON AN INVOICE. IF YOU INVOICE REQUIRES MORE THAN FIVE, YOU MUST FIRST SPLIT THE INVOICE MANUALLY UNTIL EACH SPLIT CAN BE ENTERED UNDER THE FIVE LEDGER CODE LIMIT.

LEDGER CODE THE FIRST "LEDGER CODE" FIELD DISPLAYS THE DEFAULT LEDGER CODE ASSIGNED TO THE VENDOR. IF THIS IS CORRECT AND THE FULL AMOUNT OF THE INVOICE IS TO BE CHARGED TO THIS GENERAL LEDGER CODE, PRESS {PF2} TO ACCEPT THE INVOICE. IF YOU WISH TO CHANGE THE WHOLE AMOUNT OF THE INVOICE TO ANOTHER GENERAL LEDGER CODE OR THE INVOICE IS TO BE CHARGED TO MORE THAN ONE LEDGER ACCOUNT BUT NOT THIS ACCOUNT, TYPE IN THE GENERAL LEDGER CODE AND PRESS {ENTER}. IF THE WHOLE AMOUNT IS BEING CHARGED TO THIS LEDGER ACCOUNT, PRESS {PF2} TO ACCEPT THE INVOICE. IF THE INVOICE IS TO BE CHARGED TO MORE THAN ONE LEDGER ACCOUNT, THE "AMOUNT" ON THE NEXT LINE WILL BE CHANGED.

AMOUNT THE GROSS AMOUNT OF THE INVOICE IS DISPLAYED IN THE FIRST "AMOUNT" FIELD. IF THE INVOICE IS TO BE CHARGED TO MORE THAN ONE LEDGER ACCOUNT, CHANGE THE "AMOUNT" FIELD TO THE AMOUNT TO BE CHARGED TO THE "LEDGER CODE" ON THE LINE ABOVE. THE COMPUTER THEN PLACES A LEDGER CODE AND THE REMAINING BALANCE OF THE GROSS AMOUNT ON THE NEXT TWO LINES. THIS PROCESS MAY BE REPEATED UNTIL THE INVOICE IS DISTRIBUTED THE WAY YOU WISH.

AFTER COMPLETING THE INVOICE, PRESS {PF2}. IF THE "MEMO (Y/N) FIELD CONTAINS AN "N" THE COMPUTER DISPLAYS ANOTHER BLANK INPUT SCREEN. IF A "Y" WAS PLACED

IN THE FIELD, THE COMPUTER DISPLAYS A CREDIT MEMO INPUT SCREEN.

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
VENDOR            DISPLAY OF THE VENDOR NAME FROM THE PREVIOUS SCREEN.  
  
CM#              TYPE IN THE CREDIT MEMO NUMBER AND PRESS {ENTER}. THIS  
                NUMBER MAY BE UP TO 12 CHARACTERS.  
  
DATE            TYPE IN THE DATE OF THE CREDIT MEMO AND PRESS {ENTER}.  
  
LEDGER CODE     TYPE IN THE GENERAL LEDGER CODE THIS CREDIT IS TO BE  
                CHARGED AGAINST AND PRESS {ENTER}. IF THE CREDIT MEMO IS  
                TO BE CHARGED TO MORE THAN ONE ACCOUNT, THE CREDIT MEMO  
                MUST BE SPLIT INTO PARTS AND ENTERED SEPARATELY.  
  
AMOUNT (GROSS)  TYPE IN THE AMOUNT OF THE CREDIT MEMO AND PRESS {ENTER}.  
                THE "AMOUNT NET" LINE IS FILLED IN BASED ON THE TERMS OF  
                THE VENDOR.  
  
PO#            DISPLAY OF THE PURCHASE ORDER NUMBER(IF ENTERED) FROM THE  
                PREVIOUS SCREEN.  
  
REFERENCE INV # DISPLAY OF THE INVOICE NUMBER FROM THE PREVIOUS SCREEN.  
  
AMOUNT (NET)    LINE FILLED IN WHEN YOU ENTER THE "AMOUNT (GROSS)" BASED  
                ON THE TERMS OF THE VENDOR.
```

PRESS {PF2} TO ACCEPT THE CREDIT MEMO. A BLANK CREDIT MEMO INPUT SCREEN
DISPLAYS. YOU MAY ENTER ANOTHER CREDIT MEMO OR PRESS {PF2} TO EXIT. A BLANK
DEBIT MEMO INPUT SCREEN IS DISPLAYED. A DEBIT MEMO IS ENTERED JUST LIKE A
CREDIT MEMO.

UPON COMPLETION OF THE MEMOS, THE COMPUTER DISPLAYS A BLANK INVOICE INPUT
SCREEN. YOU MAY ENTER ANOTHER INVOICE OR PRESS {PF2} TO EXIT THE PROGRAM.
THE ACCOUNTS PAYABLE FILES ARE UPDATED AND YOU ARE RETURNED TO THE "ACCOUNT
PAYABLE MENU".

2.3 QUE INVOICES BY DATE

THIS PROGRAM QUEUES (SELECTS FOR PAYMENT) ALL INVOICES FOR A GIVEN DATE FOR ALL VENDORS. INVOICES SELECTED ARE MOVED TO THE "QUEUED" MODE.

THE PROGRAM IS DESIGNED TO BE USED IN CONJUNCTION WITH THE "QUEUED INVOICE REPORT" AND THE "PAY QUEUED INVOICES" PROGRAM.

WHEN YOU ENTER THE PROGRAM THE DISPLAY ASKS:

ENTER DATE TO QUE?

TYPE IN THE DATE YOU WISH TO SELECT INVOICES FOR AND PRESS {ENTER}. THE COMPUTER CHANGES THE MODE OF ALL "OPEN" INVOICES THAT HAVE THE DATE SELECTED TO "QUEUED" STATUS.

AFTER YOU SELECT ALL DESIRED INVOICE DATES, PRESS {PF2} TO EXIT THE PROGRAM.

2.4 ENTER CREDIT MEMO

THE "ENTER CREDIT MEMO" PROGRAM IS USED TO ENTER CREDIT OR DEBIT MEMOS TO AN INVOICE ALREADY POSTED TO A VENDOR'S ACCOUNT.

WHEN YOU SELECT THIS PROGRAM THE SCREEN DISPLAYS:

ENTER VENDOR NO

TYPE IN THE NUMBER OF THE VENDOR YOU WISH TO APPLY THE MEMO TO AND PRESS {ENTER}. PRESS {PF2} IF YOU WISH TO EXIT THE PROGRAM.

THE PROGRAM DISPLAYS A SCREEN THAT LOOKS MUCH LIKE THE "VIEW ACCOUNTS" SCREEN.

THE VENDORS ACCOUNT NUMBER, AND NAME APPEAR AT THE TOP OF THE SCREEN. ONE LINE OF INFORMATION APPEARS FOR EACH TRANSACTION POSTED TO THE CUSTOMERS ACCOUNT.

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
DATE              THE DATES OF INVOICES POSTED TO THE VENDORS ACCOUNT.
```

NOTE: IF "***END**" DISPLAYS AT THE BOTTOM OF THIS COLUMN YOU ARE SEEING ALL OF THE INVOICES FOR THE VENDOR.

INV# THE INVOICE NUMBERS POSTED TO THE VENDORS ACCOUNT.

DEBIT INVOICES WITH DEBIT BALANCES ARE DISPLAYED IN THIS FIELD.

CREDIT INVOICES WITH CREDIT BALANCES ARE DISPLAYED IN THIS FIELD, ALSO PAYMENTS AND CREDIT MEMOS.

PO/CK/CM PURCHASE ORDER NUMBER, CHECK NUMBER OR CREDIT MEMO NUMBER DISPLAYS IN THIS FIELD. (IF THE OPERATOR USED THE PO# FIELD IN THE "ENTER INVOICES" PROGRAM OR THE MEMO# FIELD IN THE "CREDIT MEMO" PROGRAM TO ENTER AN EXPLANATION IT DISPLAYS HERE)

CODE THREE DIGIT DESCRIPTION OF THE TYPE OF THE TRANSACTION SHOWN ON LINE. INV = INVOICE, CHK = CHECK, UAM = UNAPPLIED MEMO, UCK = UNAPPLIED CHECK, CM = CREDIT MEMO, ADJ = ADJUSTMENT

TOTALS TOTAL OF THE DEBITS AND CREDITS ON THE VENDORS ACCOUNT.

AT THE BOTTOM OF THE SCREEN ARE DISPLAYED THE VALID COMMANDS FOR THIS PROGRAM.

#####

COMMAND OPTIONS DESCRIPTION

#####

C IF YOU WISH TO ENTER A CREDIT MEMO AGAINST AN INVOICE, PRESS {C}. THE PROGRAM ASKS A SERIES OF QUESTIONS BY DISPLAYING THE NAME OF THE DESIRED INPUT TO THE RIGHT OF THE "ENTER COMMAND" LINE. THE FIRST INFORMATION ASKED FOR IS THE INVOICE NUMBER. TYPE IN THE NUMBER OF THE INVOICE YOU WISH TO APPLY THE CREDIT TO AND PRESS {ENTER}. AFTER ENTERING THE INVOICE NUMBER, THE SELECTED INVOICE IS HIGHLIGHTED AT THE TOP OF THE DISPLAY WINDOW. YOU ARE THEN ASKED FOR THE CREDIT MEMO NUMBER. TYPE IN THE NUMBER OF THE CREDIT MEMO AND PRESS {ENTER}. YOU ARE NEXT ASKED FOR THE AMOUNT. TYPE IN THE AMOUNT OF THE CREDIT MEMO YOU WISH APPLIED TO THE INVOICE AND PRESS {ENTER}. NEXT IS THE DATE. TYPE IN THE DATE OF THE CREDIT MEMO AND PRESS {ENTER}. THE LAST INFORMATION ASKED FOR IS THE LEDGER CODE. TYPE IN THE LEDGER ACCOUNT CODE THIS CREDIT SHOULD BE CHARGED TO. IF A CREDIT MEMO IS TO CREDIT MORE THAN ONE GENERAL LEDGER ACCOUNT, THE CREDIT MUST BE SPLIT. ONCE THE LEDGER CODE IS ENTERED THE CREDIT MEMO IS ATTACHED TO THE SPECIFIED INVOICE AND DISPLAYS ON THE SCREEN. YOU MAY ENTER ANOTHER CREDIT MEMO OR PRESS {PF2} TO EXIT THIS CUSTOMER.

D IF YOU WISH TO ENTER A DEBIT MEMO AGAINST AN Invoice, PRESS {D}. THE PROGRAM ASKS THE SAME SERIES OF QUESTIONS ASKED WHEN YOU ENTER A CREDIT MEMO. THE FIRST INFORMATION ASKED FOR IS THE INVOICE NUMBER. TYPE IN THE

NUMBER OF THE INVOICE YOU WISH TO ATTACH THE DEBIT TO AND PRESS {ENTER}. AFTER ENTERING THE INVOICE NUMBER, THE SELECTED INVOICE IS HIGHLIGHTED AT THE TOP OF THE DISPLAY WINDOW. YOU ARE THEN ASKED FOR THE DEBIT MEMO NUMBER. TYPE IN THE NUMBER OF THE DEBIT MEMO AND PRESS {ENTER}. YOU ARE NEXT ASKED FOR THE AMOUNT. TYPE IN THE AMOUNT OF THE DEBIT MEMO YOU WISH ATTACHED TO THE INVOICE AND PRESS {ENTER}. NEXT IS THE DATE. TYPE IN THE DATE OF THE DEBIT MEMO AND PRESS {ENTER}. THE LAST INFORMATION ASKED FOR IS THE LEDGER CODE. TYPE IN THE LEDGER ACCOUNT CODE THIS DEBIT SHOULD BE CHARGED TO. IF A DEBIT MEMO IS TO DEBIT MORE THAN ONE GENERAL LEDGER ACCOUNT, THE DEBIT MUST BE SPLIT. ONCE THE LEDGER CODE IS ENTERED THE DEBIT MEMO IS ATTACHED TO THE SPECIFIED INVOICE AND DISPLAYS ON THE SCREEN. YOU MAY ENTER ANOTHER DEBIT MEMO OR PRESS {PF2} TO EXIT THIS CUSTOMER.

R PRESS {R} TO RESTART THE SCREEN TO THE FIRST INVOICES FOR A VENDOR. THIS IS HANDY IF YOU SCROLL FORWARD TO THE END OF THE INVOICES AND WISH TO RE-DISPLAY THE FIRST INVOICE.

PF2 PRESS {PF2} TO EXIT THE VENDORS ACCOUNT AND RETURN TO THE FIRST SCREEN OF THE PROGRAM.

F PRESS {F} TO ROLL THE DISPLAY FORWARD FIVE INVOICES.

B PRESS {B} TO ROLL THE DISPLAY BACKWARDS FIVE INVOICES.

UP & DOWN ARROWS USE THE UP/DOWN ARROW KEYS TO MOVE THE DISPLAY FORWARD OR BACK ONE INVOICE.

WHEN YOU ARE FINISHED WITH A VENDOR AND PRESS {PF2} TO EXIT, YOU ARE RETURNED TO THE FIRST SCREEN OF THE PROGRAM. YOU MAY ENTER ANOTHER VENDOR NUMBER TO ENTER CREDIT OR DEBITS TO OR PRESS {PF2} TO EXIT THE PROGRAM.

2.5 ENTER AUTO PAY

AN AUTO PAY VENDOR IS A VENDOR THAT IS TO BE PAID A FIXED AMOUNT ONCE PER ACCOUNTING PERIOD. ONE ASSUMPTION MADE BY THE "ACCOUNTS PAYABLE" SYSTEM IS THAT AN ACCOUNTING PERIOD IS ONE MONTH. THE "ENTER AUTO PAY" PROGRAM IS USED TO RESTORE AN AUTO PAY VENDOR FOR MULTIPLE PAYMENTS WITHIN AN ACCOUNTING PERIOD IF YOU DO NOT PERFORM A MONTHLY CLOSE ON THE ACCOUNTS PAYABLE. ONCE AN AUTO PAY VENDOR IS PAID, THEY ARE CONSIDERED PAID UNTIL THE END OF THE CLOSING PERIOD.

THERE ARE THREE WAYS A VENDOR MAY BE RETURNED TO THE STATUS OF "IN NEED OF

PAYMENT". THE FIRST, AND BEST WAY, IS WITH THE "CLOSE PAYABLES" PROGRAM. IF THE CLOSING IS DONE MONTHLY. THE AUTO PAY VENDORS ARE AUTOMATICALLY RESTORED FOR THE NEXT MONTH. THE SECOND METHOD IS "ADD/EDIT VENDOR". ANY TIME AN AUTO PAY VENDOR IS CALLED UP FOR EDIT, IT IS RESTORED TO THE "NEED TO BE PAID" STATUS. THE THIRD WAY TO RESTORE AN AUTO PAY VENDOR IS WITH THIS PROGRAM.

WHEN YOU ENTER THE PROGRAM THE SCREEN DISPLAYS:

ENTER VENDOR NO

TYPE IN THE NUMBER OF THE AUTO PAY VENDOR YOU WISH TO RESTORE TO THE "IN NEED OF PAYMENT" STATUS AND PRESS {ENTER}. IF YOU SELECT A VENDOR NOT SET UP AS AN AUTO PAY VENDOR, "ONLY AUTO VENDORS ALLOWED PRESS ANY KEY TO CONTINUE" DISPLAYS.

WHEN YOU SELECT A VALID AUTO PAY VENDOR NUMBER, THE SAME SCREEN THAT DISPLAYS WHEN YOU SELECT "A" FOR THE "'A'UTO OR 'I'NVOICE" FIELD OF "ADD/EDIT VENDOR" IS DISPLAYED.

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
VENDOR            DISPLAY OF VENDOR NAME.  
  
PAYMENT AMOUNT    EACH TIME THAT YOU PAY THIS VENDOR, A CHECK IS WRITTEN  
                  FOR THIS AMOUNT. (NOTE: IF THE CHECK IS WRITTEN AFTER THE  
                  "LATE DAY", THE "LATE AMOUNT" PLUS THE "PAYMENT AMOUNT  
IS  
                  USED INSTEAD OF THE NORMAL PAYMENT)  
  
NO OF PAYMENTS    NUMBER OF PAYMENTS THAT ARE STILL TO BE MADE TO THIS  
                  VENDOR.  
  
PO #              REFERENCE NUMBER TO PROVIDE AN AUDIT TRAIL. THE PURCHASE  
                  ORDER NUMBER OF THE ITEM PURCHASED. MAY BE ALPHA OR  
                  NUMERIC UP TO 8 CHARACTERS.  
  
DAY DUE           THE DAY OF THE MONTH THE PAYMENT IS DUE ON.  
  
LATE AMOUNT       THE AMOUNT OF ADDITIONAL MONEY WHICH MUST BE PAID TO THE  
                  VENDOR IF THE PAYMENT BECOMES PAST DUE.  
  
LATE DAY          THE DAY OF THE MONTH THE PAYMENT BECOMES PAST DUE. IF  
                  YOU PAY THIS VENDOR ON OR AFTER THIS DAY, THE "LATE  
                  AMOUNT" IS PAID TO THE VENDOR.
```

THE VENDOR IS RETURNED TO A "NEED TO PAY" STATUS WHEN YOU ENTER THE VENDOR NUMBER AND THIS SCREEN DISPLAYS. NO FURTHER ACTION IS NEEDED. PRESS {PF2} TO EXIT THE VENDOR. YOU MAY PULL ANOTHER VENDOR UP OR PRESS {PF2} AGAIN TO EXIT THE PROGRAM.

2.6 VIEW/PAY VENDORS

THE "VIEW/PAY VENDORS" PROGRAM HAS SEVERAL IMPORTANT FUNCTIONS.

1. VIEW THE INVOICES OF A VENDOR.
2. QUE(SELECT) INVOICES WHICH ARE TO BE PAID.
3. WRITE A CHECK IN PAYMENT OF THE QUED INVOICES.

NOTE: THE MDS ACCOUNTS PAYABLE SYSTEM MAINTAINS MULTIPLE BANK ACCOUNTS. YOU MUST "DEFINE BANKS" BEFORE YOU ENTER THIS PROGRAM.

WHEN YOU SELECT THE PROGRAM AND YOU HAVE DEFINED MORE THAN ONE BANK, THE SCREEN DISPLAYS:

ENTER BANK NO. FOR CHECKS

TYPE IN THE NUMBER OF THE BANK ACCOUNT YOU WISH TO HAVE CHECKS WRITTEN ON AND PRESS {ENTER}. IF ONLY ONE BANK IS DEFINED THIS QUESTION IS SKIPPED.

THE SCREEN THEN DISPLAYS:

ENTER VENDOR NO

TYPE IN THE NUMBER OF THE VENDOR YOU WISH TO VIEW AND PRESS {ENTER} OR PRESS {PF2} IF YOU WISH TO EXIT THE PROGRAM. IF YOU SELECT A VENDOR OTHER THAN AN INVOICE VENDOR THE MESSAGE "ONLY INVOICE VENDORS ALLOWED PRESS ANY KEY TO CONTINUE" DISPLAYS.

THE PROGRAM DISPLAYS A SCREEN THAT LOOKS MUCH LIKE THE "VIEW ACCOUNTS" SCREEN.

THE VENDORS ACCOUNT NUMBER, AND NAME APPEAR AT THE TOP OF THE SCREEN. ONE LINE OF INFORMATION APPEARS FOR EACH TRANSACTION POSTED TO THE CUSTOMERS ACCOUNT.

#####

| SCREEN FIELDS | DESCRIPTION |
|--|--|
| DATE | THE DATES OF INVOICES POSTED TO THE VENDORS ACCOUNT. NOTE: IF "***END**" DISPLAYS AT THE BOTTOM OF THIS COLUMN YOU ARE SEEING ALL OF THE INVOICES FOR THE VENDOR. |
| INV# | THE INVOICE NUMBERS POSTED TO THE VENDORS ACCOUNT. |
| DEBIT | INVOICES WITH DEBIT BALANCES ARE DISPLAYED IN THIS FIELD. |
| CREDIT | INVOICES WITH CREDIT BALANCES ARE DISPLAYED IN THIS FIELD, ALSO PAYMENTS AND CREDIT MEMOS. |
| PO/CK/CM | PURCHASE ORDER NUMBER, CHECK NUMBER OR CREDIT MEMO NUMBER DISPLAYS IN THIS FIELD.(IF THE OPERATOR USED THE PO# FIELD IN THE "ENTER INVOICES" PROGRAM OR THE MEMO# FIELD IN THE "CREDIT MEMO" PROGRAM TO ENTER AN EXPLANATION IT DISPLAYS HERE) |
| CODE | THREE DIGIT DESCRIPTION OF THE TYPE OF THE TRANSACTION SHOWN ON LINE. INV = INVOICE, CHK = CHECK, UAM = UNAPPLIED MEMO, UCK = UNAPPLIED CHECK, CM = CREDIT MEMO, ADJ = ADJUSTMENT |
| TOTALS | TOTAL OF THE DEBITS AND CREDITS ON THE VENDORS ACCOUNT. |
| A TOTALS AGING OF ALL TRANSACTIONS APPEARS AT THE BOTTOM OF THE SCREEN ALONG WITH: | |
| YR-TO-DT PAID | TOTAL AMOUNT PAID TO THIS VENDOR FOR THE YEAR. |
| CHECKBOOK | AMOUNT REMAINING IN THE CHECKBOOK FOR THE BANK SELECTED. |

IF YOU ARE NOT FAMILIAR WITH THE OPTIONS AVAILABLE IN "VIEW/PAY VENDORS", PRESS {H} TO ACCESS A HELP WINDOW THAT LISTS VALID COMMANDS. REMEMBER, THESE OPTIONS MAY ONLY BE USED WHILE AT THE VIEW SCREEN. YOU MUST EXIT THE HELP WINDOW TO USE THE COMMANDS.

| VALID COMMANDS | DESCRIPTION |
|-------------------------------|--|
| A - SHOW NON-DIS-COUNT AMOUNT | INVOICES MAY BE DISPLAYED IN EITHER THE NON-DISCOUNT OR DISCOUNT MODE. IN THE NON-DISCOUNT MODE THE DATE OF THE INVOICE AND THE FULL AMOUNT ARE SHOWN. IN THE DISCOUNT MODE THE DISCOUNTED AMOUNT(IF WITHIN THE DISCOUNT PERIOD) AND THE DISCOUNT DATE ARE SHOWN. THIS COMMAND IS USED TO RETURN THE DISPLAY FROM THE DISCOUNT |

MODE TO THE NON-DISCOUNT MODE. PRESS {A} AT THE DISPLAY SCREEN TO CHANGE TO NON-DISCOUNT MODE IF YOU ARE IN DISCOUNT MODE. ON ENTRY THE COMPUTER IS IN THE NON-DISCOUNT MODE.

- D - SHOW DISCOUNT AMOUNT THIS COMMAND IS USED TO CHANGE THE DISPLAY FROM THE NON-DISCOUNT MODE TO THE DISCOUNT MODE. PRESS {D} AT THE DISPLAY SCREEN TO CHANGE FROM NON-DISCOUNT MODE TO DISCOUNT MODE. THE DATE OF THE INVOICE CHANGES TO THE DISCOUNT DATE. THE AMOUNTS CHANGE TO THE DISCOUNT AMOUNTS AND THE WORD "DISCOUNT" IS PLACED IN FRONT OF THE "OPEN TOTALS" LINE. THE PROGRAM MUST BE IN THE DISCOUNT MODE IN ORDER TO WRITE A CHECK.
- O - SHOW OPEN INVOICES PRESS {O} TO DISPLAY ALL INVOICES WITH A STATUS OF "OPEN". THE PROGRAM ALWAYS ENTERS AN ACCOUNT IN THE "OPEN" MODE.
- Q - SHOW QUEUED INVOICES PRESS {Q} TO DISPLAY ALL INVOICES QUEUED (SELECTED) TO PAY.
- T - SHOW ALL INVOICES PRESS {T} TO DISPLAY BOTH OPEN AND QUEUED INVOICES.
- R - RESUME/RESET VIEWING THIS COMMAND HAS TWO FUNCTIONS. IF YOU ARE IN THE "HELP" MODE, PRESS {R} TO RETURN YOU TO THE COMMAND MODE (EXIT THE HELP SCREEN). YOU MUST EXIT THE HELP SCREEN BEFORE YOU CAN USE ANY OF THE VALID COMMANDS DISPLAYED. IF YOU ARE IN THE COMMAND MODE, PRESS {R} TO RESET THE DISPLAY TO THE FIRST INVOICE OF THE VENDOR YOU ARE CURRENTLY VIEWING. THIS IS HELPFUL IF YOU HAVE SCROLLED TO THE END OF THE VENDOR'S INVOICE LIST AND WISH TO RETURN TO THE START.
- H - DISPLAY COMMAND PRESS {H}. TO ACCESS THE HELP SCREEN THAT DISPLAYS VALID COMMANDS.
- F - ROLL DISPLAY FORWARD 5 PRESS {F} TO ROLL THE DISPLAY FORWARD FIVE INVOICES.
- UP - MOVE DISPLAY UP 1 PRESS THE UP ARROW KEY TO MOVE DISPLAY UP ONE INVOICE AT A TIME.

C - WRITE A CHECK WHEN YOU PRESS {C} WHILE IN THE "QUEUED & DISCOUNT" MODES, A CHECK IS WRITTEN FOR ALL INVOICES QUEUED AT THAT TIME. IF YOU ARE IN THE "OPEN INVOICE MODE. PRESSING {C} PUTS YOU IN THE "QUEUED" MODE EXACTLY AS IF YOU HAD USED THE "Q" COMMAND. IF YOU ARE IN THE "QUEUED" MODE, BUT NOT IN THE "DISCOUNT" MODE, IT PUTS YOU IN THE "DISCOUNT MODE AS THOUGH YOU HAD USED THE "D" COMMAND. YOU MAY ALSO PAY ALL OF THE VENDORS AT ONE TIME BY USING THE "PAY QUEUED INVOICES" PROGRAM AFTER YOU HAVE MOVED ALL INVOICES THAT YOU WISH TO PAY TO "QUEUED" USING THE "M" COMMAND.

M - MOVE INV. TO/ FROM QUE VIDEO. PRESS {M} TO MOVE AN INVOICE TO AND FROM "QUEUED" STATUS. THE FIRST INVOICE IS DISPLAYED IN INVERSE POSITION THE CURSOR LINE ON THE INVOICE YOU WISH TO MOVE USING THE UP/DOWN ARROW KEYS AND PRESS {PF1} TO CONFIRM THE MOVE. THE INVOICE REMAINS IN INVERSE VIDEO AND THE CURSOR LINE MOVES TO THE NEXT INVOICE. WHILE YOU ARE IN THE "MOVE" MODE A MESSAGE DISPLAYS IN THE LOWER RIGHT CORNER. ONCE YOU HAVE MOVED ALL INVOICES DESIRED, PRESS {PF2} AND THE ENTRIES ARE MOVED. IF YOU ARE DISPLAYING THE "OPEN" INVOICES, INVOICES ARE MOVED TO "QUEUED STATUS. IF YOU ARE DISPLAYING THE "QUEUED" INVOICES. THEY ARE MOVED FROM "QUEUED" TO "OPEN" STATUS. ONLY THE INVOICES THAT ARE HIGHLIGHTED AND THEN CONFIRMED WITH THE {PF1} KEY ARE MOVED.

EXIT IF DURING THE CONFIRMING OF INVOICES TO BE MOVED, YOU DECIDE NOT TO "MOVE" AN INVOICE, YOU MAY PRESS THE "SPACE BAR" AND THE SCREEN EXITS THE "MOVE" MODE AND RETURNS TO NORMAL VIEWING. IF AN INVOICE IS SELECTED FOR MOVING BY MISTAKE, USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE OVER THE ENTRY SELECTED BY MISTAKE (THE HIGHLIGHTED LINE IS RETURNED TO NORMAL COLOR), AND PRESS THE {PF1} KEY AGAIN. THE CURSOR MOVES TO THE NEXT LINE AND THE ENTRY REMAINS IN NORMAL COLOR. THE ENTRY IS NOT MOVED WHEN THE {PF2} KEY IS PRESSED. REMEMBER THE "M" COMMAND CAN BE USED TO MOVE INVOICES FROM "OPEN" TO "QUEUED" AND VICE VERSA BY GOING INTO THE "QUEUED" MODE TO MOVE TO "OPEN" STATUS AND VICE VERSA.

P - SHOW PAID INVOICES PRESS {P} TO DISPLAY INVOICES PAID SINCE THE LAST CLOSING.

Z - ZAP ENTRY TO DELETE ONE OR MORE ENTRIES PRESS {Z}. THE FIRST INVOICE IS DISPLAYED IN INVERSE VIDEO. POSITION THE CURSOR LINE ON THE INVOICE YOU WISH TO DELETE USING THE UP/DOWN ARROW KEYS AND PRESS {PF1}. THE INVOICE REMAINS

IN INVERSE VIDEO AND THE CURSOR LINE MOVES TO THE NEXT INVOICE. WHILE YOU ARE IN ZAP MODE A WARNING DISPLAYS AT THE BOTTOM OF THE SCREEN TELLING YOU THAT YOU ARE IN ZAP MODE. ONCE YOU HAVE DELETED ALL INVOICES DESIRED, PRESS {PF2} AND THE ENTRIES ARE DELETED. ONLY INVOICES THAT ARE HIGHLIGHTED AND THEN CONFIRMED WITH THE {PF1} KEY ARE DELETED.

EXIT IF DURING THE CONFIRMING OF INVOICES TO BE DELETED, YOU DECIDE NOT TO "ZAP" AN INVOICE, YOU MAY PRESS THE "SPACE BAR" AND THE SCREEN EXITS THE "ZAP" MODE AND RETURNS TO NORMAL VIEWING. IF AN INVOICE IS SELECTED FOR DELETION BY MISTAKE, USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE OVER THE ENTRY SELECTED BY MISTAKE (THE HIGHLIGHTED LINE IS RETURNED TO NORMAL COLOR), AND PRESS THE {PF1} KEY AGAIN. THE CURSOR MOVES TO THE NEXT LINE AND THE ENTRY REMAINS IN NORMAL COLOR. THE ENTRY IS NOT DELETED WHEN THE {PF2} KEY IS PRESSED.

F2 - TERMINATE/
ABORT PRESS {PF2} TO TERMINATE (EXIT) A PROCESS OR PROGRAM. ALSO USED IN THE "ZAP" AND "MOVE" MODES.

F1 - CONFIRM ACTION PRESS {PF1} TO CONFIRM THAT THE LINE HIGHLIGHTED (CURSOR LINE) IS THE ONE YOU WISH TO SELECT. USED WITH THE "M" AND "Z" COMMAND.

B - ROLL DISPLAY PRESS {B} TO ROLL THE DISPLAY BACK FIVE INVOICES.
BACKWARD 5

DOWN - MOVE DISPLAY PRESS THE DOWN ARROW KEY TO MOVE THE DISPLAY DOWN
DOWN 1 ONE LINE.

YOU MUST PRESS {R} TO EXIT THE HELP SCREEN BEFORE YOU CAN USE THESE COMMANDS.

2.7 PAY AUTO VENDORS

THE "PAY AUTO VENDORS" PROGRAM MAKES PAYMENTS TO AUTO PAY VENDORS THEN REDUCES THE NUMBER OF PAYMENTS COUNT TO SHOW THE NUMBER OF PAYMENTS REMAINING AFTER THE PAYMENT IS MADE. WHEN THE COUNT REACHES ZERO THE VENDOR IS FLAGGED TO SHOW NO MORE PAYMENTS ARE DUE.

WHEN YOU ENTER THE PROGRAM, THE SCREEN DISPLAYS:

ENTER BANK NUMBER FOR CHECKS ?

TYPE IN THE NUMBER OF THE BANK YOU WISH TO WRITE CHECKS ON AND PRESS {ENTER}.

IF YOU ONLY HAVE ONE BANK DEFINED THE DISPLAY SKIPS THIS QUESTION AND A LIST OF VENDORS DISPLAYS WITH DUE DATES AND AMOUNTS DUE.

SCREEN DISPLAY

THE DISPLAY ALSO SHOWS THE BANK BALANCE AND A TOTAL OF THE AUTO PAY VENDOR AMOUNTS.

IF YOU ARE NOT FAMILIAR WITH THE OPTIONS AVAILABLE IN "PAY AUTO VENDORS", PRESS {H} TO ACCESS A HELP WINDOW THAT LISTS VALID COMMANDS. REMEMBER, THESE OPTIONS MAY ONLY BE USED WHILE AT THE VIEW SCREEN. YOU MUST EXIT THE HELP WINDOW TO USE THE COMMANDS.

VALID COMMANDS DESCRIPTION

#####

P - SELECT VENDOR PRESS {P} IF YOU WISH TO SELECT A VENDOR TO ADD TO
 TO PAY THE PAY LIST. THE FIRST VENDOR IS DISPLAYED IN INVERSE
 VIDEO. POSITION THE CURSOR LINE ON THE VENDOR YOU WISH
 TO SELECT USING THE UP/DOWN ARROW KEYS AND PRESS {PF1} TO
 CONFIRM THE SELECTION. THE VENDOR DISPLAYS A "P" TO THE
 RIGHT OF THE AMOUNT AND THE CURSOR LINE MOVES TO THE NEXT
 VENDOR. WHILE YOU ARE IN THE "SELECT VENDOR TO PAY" MODE
 A MESSAGE DISPLAYS IN THE LOWER RIGHT CORNER. ONCE YOU
 HAVE SELECTED ALL VENDORS DESIRED, PRESS {PF2} AND THE
 VENDORS ARE CONFIRMED.

D - SELECT BY DAY PRESS {D} TO LIMIT THE VENDORS PAID, BY DATE DUE.
 "OLDEST DAY" IS ADDED TO THE "ENTER COMMAND" LINE. TYPE
 IN THE OLDEST DAY YOU WISH TO PAY AND PRESS {ENTER}. FOR
 EXAMPLE, IF YOU DO NOT WISH TO PAY VENDORS THAT ARE DUE
 AFTER THE 10TH OF THE MONTH YOU WOULD TYPE IN 10. ANY
 VENDOR DUE AFTER THE 10TH OF THE MONTH IS REMOVED FROM
 THE SCREEN.

C - WRITE CHECKS PRESS {C} TO WRITE CHECKS TO VENDORS REMAINING ON THE
 DISPLAY.

F - ROLL DISPLAY PRESS {F} TO ROLL THE DISPLAY FORWARD FIVE INVOICES.
 UP 5

UP - ROLL DISPLAY PRESS THE UP ARROW KEY TO MOVE DISPLAY UP ONE
 UP 1 INVOICE AT A TIME.

- H - HELP PRESS {H}. TO ACCESS THE HELP SCREEN THAT DISPLAYS VALID COMMANDS.
- F1 - CONFIRM ACTION PRESS {PF1} TO CONFIRM THAT THE LINE HIGHLIGHTED (CURSOR LINE) IS THE ONE YOU WISH TO SELECT. USED WITH THE "X" AND "P" COMMAND.
- X - EXCLUDE VENDOR PRESS {X} IF YOU WISH TO EXCLUDE A VENDOR FROM THE PAY LIST. THE FIRST VENDOR IS DISPLAYED IN INVERSE VIDEO. POSITION THE CURSOR LINE ON THE VENDOR YOU WISH TO EXCLUDE USING THE UP/DOWN ARROW KEYS AND PRESS {PF1} TO CONFIRM THE EXCLUSION. THE VENDOR DISPLAYS AN "X" TO THE RIGHT OF THE AMOUNT AND THE CURSOR LINE MOVES TO THE NEXT VENDOR. WHILE YOU ARE IN THE "EXCLUDE" MODE A MESSAGE DISPLAYS IN THE LOWER RIGHT CORNER. ONCE YOU HAVE EXCLUDED ALL VENDORS DESIRED, PRESS {PF2} AND THE VENDORS DISAPPEAR FROM THE SCREEN.
- R - RESUME/RESTORE THIS COMMAND HAS TWO FUNCTIONS. IF YOU ARE IN THE VIEWING "HELP" MODE, PRESS {R} TO RETURN YOU TO THE COMMAND MODE (EXIT THE HELP SCREEN). YOU MUST EXIT THE HELP SCREEN BEFORE YOU CAN USE ANY OF THE VALID COMMANDS DISPLAYED. IF YOU ARE IN THE COMMAND MODE, PRESS {R} TO RESTORE ALL OF THE VENDORS BACK TO THE LIST AFTER THEY ARE EXCLUDED FROM THE PAY LIST.
- B - ROLL DISPLAY PRESS {B} TO ROLL THE DISPLAY BACK FIVE INVOICES.
DOWN 5
- DOWN - MOVE DISPLAY PRESS THE DOWN ARROW KEY TO MOVE THE DISPLAY DOWN
DOWN 1 ONE LINE.
- F2 - TERMINATE/END PRESS {PF2} TO TERMINATE (EXIT) A PROCESS OR PROGRAM.
ALSO USED WITH THE "X" AND "P" COMMANDS.

WHEN YOU ARE FINISHED PRINTING CHECKS OR YOU PRESS {PF2} TO ABORT THE PROGRAM, YOU ARE RETURNED TO THE FIRST SCREEN OF THE PROGRAM. YOU MAY REPEAT THE PROCESS OR PRESS {PF2} TO EXIT THE PROGRAM.

2.8 PAY QUEUED VENDORS

THE "PAY QUEUED VENDORS" PROGRAM PAYS ALL INVOICES QUEUED BY "VIEW/PAY VENDORS" BUT FOR WHICH NO CHECK IS WRITTEN.

WHEN THIS PROGRAM IS SELECTED YOU ARE ASKED:

READY TO PRINT ALL CHECKS (Y/N)

IF YOU PRESS {N} THEN {ENTER} YOU EXIT THE PROGRAM. IF YOU PRESS {Y} THEN {ENTER} THE CHECKS BEGIN PRINTING.

2.A REPORT MENU

THE REPORT MENU CONTAINS PROGRAMS TO GENERATE REPORTS OR DO OTHER TYPES OF WORK NEEDED FOR THE PAYABLES SYSTEM.

2.A.1 PRINT SUMMARY

THIS PROGRAM GENERATES A REPORT OF ALL THE VENDORS AND AMOUNTS THAT ARE CURRENTLY OWED. THE PROGRAM LISTS TWO AMOUNT COLUMNS. THE FIRST IS THE GROSS AMOUNT DUE (BEFORE DISCOUNT) AND THE SECOND IS THE NET AMOUNT (AFTER DISCOUNT). THE DATE COLUMN DISPLAYS ONE OF THREE THINGS. FOR INVOICE VENDORS, THE NEXT DUE DATE IS DISPLAYED UNLESS IT HAS BEEN PASSED. IF PASSED, THE WORD "MISSED" IS PRINTED TO INDICATE THAT THE DUE DATE HAS PASSED. IF IT IS AN AUTO VENDOR, THE DAY THE PAYMENT IS DUE IS PRINTED IN THE DUE COLUMN. TOTALS FOR GROSS AND NET ARE GIVEN.

WHEN YOU SELECT THIS PROGRAM THE REPORT BEGINS PROCESSING AND WHEN FINISHED DISPLAYS THE "REPORT SELECTIONS MENU".

2.A.2 ENTER BANK DEPOSITS

THE "ENTER BANK DEPOSITS" PROGRAM IS USED TO ENTER DEPOSITS OR SERVICE CHARGES INTO THE CHECK REGISTER.

THE DISPLAY ASKS YOU TO:

ENTER BANK NO. FOR CHECKS

TYPE IN THE NUMBER OF THE BANK YOU WISH TO ENTER DEPOSITS FOR AND PRESS {ENTER} OR PRESS {PF2} TO EXIT THE PROGRAM.

THE PROGRAM DISPLAYS THE CURRENT BALANCE OF THE BANK SELECTED AND GIVES YOU OPTIONS FOR ENTERING DEPOSITS OR SERVICE CHARGES.

PRESS {1} THEN {ENTER} IF YOU WISH TO ENTER A DEPOSIT FOR THE BANK.

PRESS {2} THEN {ENTER} IF YOU WISH TO ENTER A SERVICE CHARGE FOR THE BANK.

PRESS {PF2} IF YOU WISH TO EXIT THE PROGRAM.

IF YOU PRESS {1} A DEPOSIT INPUT SCREEN DISPLAYS

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
DEPOSIT AMOUNT    TYPE IN THE AMOUNT OF THE DEPOSIT AND PRESS {ENTER}.  
  
COMMENT           LINE FOR ANY EXPLANATORY COMMENTS YOU WISH ATTACHED TO  
                  THE DEPOSIT.  
  
DATE              DEFAULT IS THE SYSTEM DATE.  YOU MAY TYPE IN ANOTHER DATE  
                  IF YOU WISH.  
  
ACCOUNT DEBITED   THE SYSTEM AUTOMATICALLY PUTS THE BANK'S CASH CODE ON  
                  THIS LINE.  
  
ACCOUNT CREDITED THIS LINE AND THE "AMOUNT" LINE ARE REPEATED 4 TIMES.  
                  THIS ALLOWS YOU TO ALLOCATE THE DEPOSIT TO SEVERAL  
                  DIFFERENT ACCOUNTS.  TYPE IN THE ACCOUNT YOU WISH  
                  CREDITED AND PRESS {ENTER}.
```

NOTE: OLDER VERSIONS DO NOT MAKE A JOURNAL ENTRY IF THE LEDGER CODE IS MISSING FROM THIS FIELD. TO AVOID PROBLEMS, MAKE SURE A LEDGER CODE IS ALWAYS ENTERED IN THIS FIELD.

```
AMOUNT            TYPE IN THE AMOUNT YOU WISH CREDITED TO THE ACCOUNT  
                  ENTERED ABOVE AND PRESS {ENTER}
```

WHEN YOU ARE FINISHED ENTERING THE DEPOSIT, PRESS {PF2} TO RETURN TO THE FIRST SCREEN.

IF YOU PRESS {2} A SERVICE CHARGE INPUT SCREEN DISPLAYS.

```

#####
SCREEN FIELDS      DESCRIPTION
#####
SERVICE CHARGE   TYPE IN THE AMOUNT OF THE SERVICE CHARGE AND PRESS
                  {ENTER}.

COMMENT           LINE FOR ANY EXPLANATORY COMMENTS YOU WISH ATTACHED TO
                  THE SERVICE CHARGE.

DATE              DEFAULT IS THE SYSTEM DATE.  YOU MAY TYPE IN ANOTHER DATE
                  IF YOU WISH.

ACCOUNT CREDITED  THE SYSTEM AUTOMATICALLY PUTS THE BANK'S CASH CODE ON
                  THIS LINE.

ACCOUNT DEBITED   TYPE IN THE ACCOUNT YOU WISH DEBITED AND PRESS {ENTER}.

WHEN YOU ARE FINISHED, PRESS {PF2} TO EXIT THE SCREEN.  YOU MAY ENTER ANOTHER
DEPOSIT OR SERVICE CHARGE FOR A BANK OR PRESS {PF2} AGAIN TO EXIT THE
PROGRAM.

NOTE: IF YOU ARE USING THE ACCOUNTS RECEIVABLE SYSTEM DO NOT MAKE DEPOSITS
FOR CUSTOMER PAYMENTS.  THE ACCOUNTS RECEIVABLE SYSTEM DOES THIS FOR YOU.

```

2.A.3 PRINT DETAIL

THE "PRINT DETAIL" PROGRAM PRINTS A DETAIL REPORT OF THE VENDOR INFORMATION, OUTSTANDING INVOICES AND AN AGING ANALYSIS OF THE INVOICES.

YOU ARE ASKED TO:

ENTER VENDOR. TO PRINT (ENTER FOR ALL)

TYPE IN THE NUMBER OF THE VENDOR YOU WISH TO PRINT AND PRESS {ENTER} OR PRESS {ENTER} TO SELECT ALL VENDORS. YOU MAY ALSO PRESS {PF2} TO EXIT THE PROGRAM.

WHEN A VENDOR OR ALL VENDORS IS SELECTED THE REPORT BEGINS PROCESSING. AS SOON AS THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" DISPLAYS.

2.A.4 ENTER MANUAL CHECKS

THE "ENTER MANUAL CHECK" PROGRAM RECORDS ANY CHECKS THAT ARE WRITTEN BY HAND.

WHEN YOU ENTER THE PROGRAM YOU ARE ASKED TO:

ENTER BANK NO. FOR CHECKS

TYPE IN THE NUMBER OF THE BANK YOU WISH TO ENTER A CHECK TO AND PRESS {ENTER}. IF ONLY ONE BANK IS DEFINED, THE SYSTEM SKIPS THIS QUESTION AND THE CHECK ENTRY SCREEN DISPLAYS.

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
CHECK NO.         TYPE IN THE NUMBER OF THE CHECK AND PRESS {ENTER}.
```

NOTE: THIS SHOULD BE THE SAME AS THE "NEXT CHECK #"
DISPLAYED AT THE BOTTOM OF THE SCREEN. IF NOT
YOU HAVE A PROBLEM.

NAME TYPE IN THE NAME OF THE PERSON OR BUSINESS THE CHECK WAS
MADE OUT TO AND PRESS {ENTER}.

AMOUNT TYPE IN THE AMOUNT OF THE CHECK AND PRESS {ENTER}

DATE TYPE IN THE DATE OF THE CHECK AND PRESS {ENTER}.

LEDGER ACCOUNT TYPE IN THE GENERAL LEDGER ACCOUNT THE CHECK IS TO BE
CODED TO AND PRESS {ENTER}.

NEXT CHECK # DISPLAY SHOWING WHAT THE SYSTEM SHOWS TO BE THE NEXT
CHECK # BASED ON WHAT IT SHOWS AS THE LAST CHECK NUMBER
WRITTEN.

PRESS {PF2} TO ACCEPT THE INFORMATION ENTERED. YOU MAY NOW ENTER ANOTHER
CHECK OR PRESS {PF2} TO EXIT THE INPUT SCREEN. IF YOU HAVE MORE THAN ONE
BANK DEFINED, YOU MUST PRESS {PF2} AGAIN AT THE BANK NUMBER QUESTION TO EXIT
THE PROGRAM.

2.A.5 PAID INVOICE REPORT

THE "PAID INVOICE REPORT" PROGRAM PRINTS A REPORT, BY VENDOR, OF EACH INVOICE PAID, THE DATE PAID, THE CHECK NUMBER USED TO PAY IT AND WHETHER THE DISCOUNT WAS TAKEN. THE REPORT LISTS EVERY INVOICE PAID SINCE THE LAST CLOSING PERIOD.

THE SUMMARY AT THE END OF THE REPORT LISTS THE TOTAL GROSS AMOUNT (NO DISCOUNTS) PAID, THE TOTAL NET AMOUNT (AFTER DISCOUNTS) PAID, THE AMOUNT OF DISCOUNTS EARNED AND THE AMOUNT OF DISCOUNTS LOST.

THE REPORT BEGINS PROCESSING WHEN YOU ENTER THE PROGRAM AND A "REPORT SELECTIONS MENU" DISPLAYS WHEN PROCESSING IS COMPLETED.

2.A.6 WRITE A CHECK

THE "WRITE A CHECK" PROGRAM IS USED TO WRITE A ONE TIME CHECK TO SOMEONE YOU WOULD NOT NORMALLY SET UP AS A VENDOR.

WHEN YOU ENTER THE PROGRAM YOU ARE ASKED TO:

ENTER BANK NO. FOR CHECKS

TYPE IN THE NUMBER OF THE BANK YOU WISH TO WRITE THE CHECK ON AND PRESS {ENTER}. IF ONLY ONE BANK IS DEFINED THIS QUESTION IS SKIPPED AND A CHECK INPUT SCREEN APPEARS.

YOU MAY PRESS {PF2} TO EXIT THE SCREEN OR WRITE A CHECK BY FILLING OUT THE FIELDS DISPLAYED.

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
NAME TO PAY       TYPE IN THE NAME OF THE VENDOR YOU ARE WRITING THE CHECK  
                  TO AND PRESS {ENTER}.  
  
ADDRESS           TYPE IN THE ADDRESS OF THE VENDOR AND PRESS {ENTER}.  
  
CITY, ST., ZIP    TYPE IN THE CITY, STATE, AND ZIP CODE OF THE VENDOR AND  
                  PRESS {ENTER}.  
  
CHECK AMOUNT      TYPE IN THE AMOUNT THE CHECK IS TO BE WRITTEN FOR AND  
                  PRESS {ENTER}  
  
LEDGER CODE       THIS LINE AND THE "AMOUNT" LINE ARE REPEATED 4 TIMES.
```

THIS ALLOWS YOU TO ALLOCATE THE CHECK TO SEVERAL DIFFERENT ACCOUNTS. TYPE IN THE GENERAL LEDGER ACCOUNT YOU WISH DEBITED AND PRESS {ENTER}.

AMOUNT WHEN THE "CHECK AMOUNT" IS ENTERED ABOVE, THE FIRST "AMOUNT" LINE AUTOMATICALLY FILLS IN WITH THE TOTAL AMOUNT. TYPE IN THE AMOUNT YOU WISH DEBITED TO THE GENERAL LEDGER ACCOUNT ENTERED ABOVE AND PRESS {ENTER} IF YOU ARE ALLOCATING THE CHECK TO SEVERAL ACCOUNTS. THE REMAINING BALANCE IS CHARGED TO THE NEXT LEDGER AMOUNT.

STUB COMMENT #1-5 AFTER CODING THE CHECK TO THE PROPER LEDGER CODES, YOU MAY NOW ENTER UP TO FIVE COMMENTS TO BE PRINTED ON THE CHECK STUB. THESE COMMENTS GENERALLY DESCRIBE THE ACCOUNTS CHARGED.

WHEN THE APPROPRIATE FIELDS ARE ENTERED, PRESS {PF2} AND THE CHECK IS WRITTEN AND RECORDED. PRESS {PF2} AGAIN TO EXIT THE INPUT SCREEN. IF MORE THAN ONE BANK IS DEFINED, YOU MUST PRESS {PF2} AGAIN TO EXIT THE PROGRAM.

2.A.7 CASH REQUIREMENTS

THE "CASH REQUIREMENTS" PROGRAM PROVIDES A LIST, BY DAY, OF ALL THE INVOICES DUE FOR EACH VENDOR.

WHEN YOU ENTER THE PROGRAM YOU ARE ASKED TO:

ENTER REPORT DATE

TYPE IN THE DATE YOU WISH THE CASH REQUIREMENT REPORT TO BEGIN WITH AND PRESS {ENTER}. ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS. IF YOU DO NOT WISH TO PRINT THE REPORT, PRESS [PF2] TO EXIT THE PROGRAM.

2.A.8 VOID A CHECK

THE "VOID A CHECK" PROGRAM VOIDS A CHECK. THE PROGRAM REPLACES THE NAME THE CHECK WAS ORIGINALLY MADE OUT TO WITH THE WORD "VOID", ZEROING THE AMOUNT OF THE CHECK. THE PROGRAM ALSO SEARCHES THE JOURNAL FOR THE VOIDED CHECK NUMBER AND IF FOUND, ZEROES THE JOURNAL ENTRY(S). IF THE JOURNAL ENTRY IS NOT FOUND, (BECAUSE IT IS ALREADY POSTED) THE PROGRAM REPORTS THAT IT WAS UNABLE TO FIND THIS ENTRY. IF THE PROGRAM REPORTS "UNABLE TO FIND THE ENTRY" YOU

MUST MANUALLY MAKE CORRECTING JOURNAL ENTRIES FOR THE VOIDED CHECK.

WHEN YOU ENTER THE PROGRAM YOU ARE ASKED TO:

ENTER BANK NO. FOR CHECKS

TYPE IN THE NUMBER OF THE BANK YOU WISH TO VOID A CHECK FROM AND PRESS {ENTER}. IF ONLY ONE BANK IS DEFINED, THIS QUESTION IS SKIPPED.

YOU ARE THEN ASKED:

ENTER CHECK NO. TO VOID

TYPE IN THE NUMBER OF THE CHECK TO BE VOIDED AND PRESS {PF2} OR PRESS {PF2} TO EXIT THE PROGRAM. AFTER ENTERING A CHECK NUMBER, THE PROGRAM REPORTS THAT THE CHECK WAS NOT FOUND OR MOVES TO THE NEXT DISPLAY.

IF THIS IS THE CHECK YOU WISH TO VOID, PRESS {Y} THEN {ENTER}. THE CHECK IS VOIDED. IF IT IS THE WRONG CHECK, PRESS {N} THEN {ENTER}. THE CHECK IS NOT VOIDED.

YOU MAY ENTER OTHER CHECKS TO VOID OR PRESS {PF2} UNTIL YOU EXIT THE PROGRAM.

2.A.9 AUDIT ACCOUNT

THE "AUDIT ACCOUNT" PROGRAM CAN EDIT AN INVOICE THAT IS ENTERED INCORRECTLY OR LIKE "VIEW/PAY VENDOR" "ZAP" AN INVOICE ENTERED TO THE WRONG ACCOUNT. LIKE "VIEW/PAY VENDOR" THE "ZAP" OR EDIT OF AN INVOICE IS NOT CHANGED IN THE JOURNAL. YOU MUST EDIT THE JOURNAL OR MAKE A JOURNAL ENTRY FOR THIS CORRECTION.

WHEN YOU ENTER THE PROGRAM YOU ARE ASKED TO:

ENTER VENDOR NO.

TYPE IN THE VENDOR NUMBER OT EDIT AND PRESS {ENTER} OR PRESS {PF2} TO EXIT THE PROGRAM. AFTER A VENDOR IS SELECTED THE PROGRAM DISPLAYS A SCREEN THAT

LOOKS LIKE THE "VIEW/PAY VENDOR" SCREEN.

THE VENDORS ACCOUNT NUMBER, AND NAME APPEAR AT THE TOP OF THE SCREEN. ONE LINE OF INFORMATION APPEARS FOR EACH TRANSACTION POSTED TO THE VENDORS ACCOUNT.

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
DATE              THE DATES OF INVOICES POSTED TO THE VENDORS ACCOUNT.
```

NOTE: IF "***END**" DISPLAYS AT THE BOTTOM OF THIS COLUMN YOU ARE SEEING ALL OF THE INVOICES FOR THE VENDOR.

INVOICE # THE INVOICE NUMBERS POSTED TO THE VENDORS ACCOUNT.

DEBIT INVOICES WITH DEBIT BALANCES ARE DISPLAYED IN THIS FIELD.

CREDIT INVOICES WITH CREDIT BALANCES ARE DISPLAYED IN THIS FIELD, ALSO PAYMENTS AND CREDIT MEMOS.

PO/CM/DM PURCHASE ORDER NUMBER, CREDIT MEMO NUMBER OR DEBIT MEMO NUMBER DISPLAYS IN THIS FIELD. (IF THE OPERATOR USED THE PO# FIELD IN THE "ENTER INVOICES" PROGRAM OR THE MEMO# FIELD IN THE "CREDIT MEMO" PROGRAM TO ENTER AN EXPLANATION IT DISPLAYS HERE)

CODE THREE DIGIT DESCRIPTION OF THE TYPE OF THE TRANSACTION SHOWN ON LINE. INV = INVOICE, CHK = CHECK, UAM = UNAPPLIED MEMO, UCK = UNAPPLIED CHECK, CM = CREDIT MEMO, ADJ = ADJUSTMENT

OPEN TOTALS TOTAL OF THE DEBITS AND CREDITS ON THE VENDORS ACCOUNT.

A TOTALS AGING OF ALL TRANSACTIONS APPEARS AT THE BOTTOM OF THE SCREEN ALONG WITH:

YR-TO-DT PAID TOTAL AMOUNT PAID TO THIS VENDOR FOR THE YEAR.

IF YOU ARE NOT FAMILIAR WITH THE OPTIONS AVAILABLE IN "AUDIT ACCOUNT", PRESS {H} TO ACCESS A HELP WINDOW THAT LISTS VALID COMMANDS. REMEMBER, THESE OPTIONS MAY ONLY BE USED WHILE AT THE VIEW SCREEN. YOU MUST EXIT THE HELP WINDOW TO USE THE COMMANDS.

```
#####
```

| VALID COMMANDS | DESCRIPTION |
|-------------------------------|---|
| ##### | |
| A - SHOW NON-DIS-COUNT AMOUNT | INVOICES MAY BE DISPLAYED IN EITHER THE NON-DISCOUNT OR DISCOUNT MODE. IN THE NON-DISCOUNT MODE THE DATE OF THE INVOICE AND THE FULL AMOUNT ARE SHOWN. IN THE DISCOUNT MODE THE DISCOUNTED AMOUNT (IF WITHIN THE DISCOUNT PERIOD) AND THE DISCOUNT DATE ARE SHOWN. THIS COMMAND IS USED TO RETURN THE DISPLAY FROM THE DISCOUNT MODE TO THE NON-DISCOUNT MODE. PRESS {A} AT THE DISPLAY SCREEN TO CHANGE TO NON-DISCOUNT MODE IF YOU ARE IN DISCOUNT MODE. ON ENTRY THE COMPUTER IS IN THE NON-DISCOUNT MODE. |
| D - SHOW DISCOUNT AMOUNT | THIS COMMAND IS USED TO CHANGE THE DISPLAY FROM THE NON-DISCOUNT MODE TO THE DISCOUNT MODE. PRESS {D} AT THE DISPLAY SCREEN TO CHANGE FROM NON-DISCOUNT MODE TO DISCOUNT MODE. THE DATE OF THE INVOICE CHANGES TO THE DISCOUNT DATE. THE AMOUNTS CHANGE TO THE DISCOUNT AMOUNTS AND THE WORD "DISCOUNT" IS PLACED IN FRONT OF THE "OPEN TOTALS" LINE. THE PROGRAM MUST BE IN THE DISCOUNT MODE IN ORDER TO WRITE A CHECK. |
| O - SHOW OPEN INVOICES | PRESS {O} TO DISPLAY ALL INVOICES WITH A STATUS OF "OPEN". THE PROGRAM ALWAYS ENTERS AN ACCOUNT IN THE "OPEN" MODE. |
| Q - SHOW QUEUED INVOICES | PRESS {Q} TO DISPLAY ALL INVOICES QUEUED (SELECTED) TO PAY. |
| T - SHOW ALL INVOICES | PRESS {T} TO DISPLAY BOTH OPEN AND QUEUED INVOICES. |
| R - RESUME/RESET VIEWING | THIS COMMAND HAS TWO FUNCTIONS. IF YOU ARE IN THE "HELP" MODE, PRESS {R} TO RETURN YOU TO THE COMMAND MODE (EXIT THE HELP SCREEN). YOU MUST EXIT THE HELP SCREEN BEFORE YOU CAN USE ANY OF THE VALID COMMANDS DISPLAYED. IF YOU ARE IN THE COMMAND MODE, PRESS {R} TO RESET THE DISPLAY TO THE FIRST INVOICE OF THE VENDOR YOU ARE CURRENTLY VIEWING. THIS IS HELPFUL IF YOU HAVE SCROLLED TO THE END OF THE VENDOR'S INVOICE LIST AND WISH TO RETURN TO THE START. |
| H - DISPLAY COMMAND | PRESS {H}. TO ACCESS THE HELP SCREEN THAT DISPLAYS VALID COMMANDS. |
| F - ROLL DISPLAY FORWARD 5 | PRESS {F} TO ROLL THE DISPLAY FORWARD FIVE INVOICES. |

UP - MOVE DISPLAY PRESS THE UP ARROW KEY TO MOVE DISPLAY UP ONE
UP 1 INVOICE AT A TIME.

E - EDIT AN INVOICE PRESS E, TO ENTER "EDIT" MODE. POSITION THE CURSOR LINE
ON THE INVOICE YOU WISH TO EDIT USING THE UP/DOWN ARROW
KEYS, AND PRESS PF1 (THIS CONFIRMS THE SELECTION). THE
COMPUTER DISPLAYS THE EDIT SCREEN. (NOTE: IF THE INVOICE
YOU WISH TO EDIT IS ON ANOTHER SCREEN, YOU MUST GO TO
THAT SCREEN BEFORE PRESSING E.)

YOU MAY EDIT ANY FIELD YOU WISH. HOWEVER, CHANGING AN
AMOUNT DOES NOT CORRECT THE JOURNAL ENTRY. THIS MUST BE
DONE WITH "EDIT JOURNAL" OR WITH A CORRECTING JOURNAL
ENTRY. A CORRECTING JOURNAL ENTRY IS THE PREFERRED
METHOD. YOU SHOULD ALSO NOTE THAT CHANGING THE LEDGER
CODE DURING EDIT DOES NOT CAUSE THE JOURNAL ENTRY TO BE
CHANGED. YOU MUST EDIT THE JOURNAL ENTRY OR MAKE A
CORRECTING ENTRY. IF THE LEDGER CODE IS INADVERTENTLY
LEFT OFF OF THE INVOICE, USE EDIT JOURNAL. (8.4) IF THE
INVOICE IS INADVERTENTLY PLACED IN AN INCORRECT GENERAL
LEDGER ACCOUNT MAKE A CORRECTING ENTRY (ASSUMING THAT THE
LEDGER CODE THE TRANSACTION IS POSTED TO IS VALID.) ONE
MORE POINT, RECEIVABLES INVOICES CREATED BY THE MDS
INVOICING SYSTEM DO NOT SHOW A LEDGER CODE. THIS IS
BECAUSE THE INVOICE COULD INCLUDE UP TO FIFTEEN SEPARATE
LEDGER CODES.

THE EDIT COMMAND WORKS ONLY WITH INVOICES. YOU ARE NOT
ABLE TO EDIT A CHECK OR A CREDIT MEMO. AFTER COMPLETING
THE EDIT, PRESS THE PF2 KEY TO RETURN TO THE VIEWING
SCREEN.

M - MOVE INV. TO/ PRESS {M} TO MOVE AN INVOICE TO AND FROM "QUEUED"
FROM QUE STATUS. THE FIRST INVOICE IS DISPLAYED IN INVERSE
VIDEO.

POSITION THE CURSOR LINE ON THE INVOICE YOU WISH TO MOVE
USING THE UP/DOWN ARROW KEYS AND PRESS {PF1} TO CONFIRM
THE MOVE. THE INVOICE REMAINS IN INVERSE VIDEO AND THE
CURSOR LINE MOVES TO THE NEXT INVOICE. WHILE YOU ARE IN
THE "MOVE" MODE A MESSAGE DISPLAYS IN THE LOWER RIGHT
CORNER. ONCE YOU HAVE MOVED ALL INVOICES DESIRED, PRESS
{PF2} AND THE ENTRIES ARE MOVED. IF YOU ARE DISPLAYING
THE "OPEN" INVOICES, INVOICES ARE MOVED TO "QUEUED
STATUS. IF YOU ARE DISPLAYING THE "QUEUED" INVOICES.
THEY ARE MOVED FROM "QUEUED" TO "OPEN" STATUS. ONLY THE
INVOICES THAT ARE HIGHLIGHTED AND THEN CONFIRMED WITH THE
{PF1} KEY ARE MOVED.

IF DURING THE CONFIRMING OF INVOICES TO BE MOVED, YOU

DECIDE NOT TO "MOVE" AN INVOICE, YOU MAY PRESS THE "SPACE BAR" AND THE SCREEN EXITS THE "MOVE" MODE AND RETURNS TO NORMAL VIEWING. IF AN INVOICE IS SELECTED FOR MOVING BY MISTAKE, USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE OVER THE ENTRY SELECTED BY MISTAKE (THE HIGHLIGHTED LINE IS RETURNED TO NORMAL COLOR), AND PRESS THE {PF1} KEY AGAIN. THE CURSOR MOVES TO THE NEXT LINE AND THE ENTRY REMAINS IN NORMAL COLOR. THE ENTRY IS NOT MOVED WHEN THE {PF2} KEY IS PRESSED. REMEMBER THE "M" COMMAND CAN BE USED TO MOVE INVOICES FROM "OPEN" TO "QUEUED" AND VICE VERSA BY GOING INTO THE "QUEUED" MODE TO MOVE TO "OPEN" STATUS AND VICE VERSA.

P - SHOW PAID
INVOICES

PRESS {P} TO DISPLAY INVOICES PAID SINCE THE LAST CLOSING.

Z - ZAP ENTRY

TO DELETE ONE OR MORE ENTRIES PRESS {Z}. THE FIRST INVOICE IS DISPLAYED IN INVERSE VIDEO. POSITION THE CURSOR LINE ON THE INVOICE YOU WISH TO DELETE USING THE UP/DOWN ARROW KEYS AND PRESS {PF1}. THE INVOICE REMAINS IN INVERSE VIDEO AND THE CURSOR LINE MOVES TO THE NEXT INVOICE. WHILE YOU ARE IN ZAP MODE A WARNING DISPLAYS AT THE BOTTOM OF THE SCREEN TELLING YOU THAT YOU ARE IN ZAP MODE. ONCE YOU HAVE DELETED ALL INVOICES DESIRED, PRESS {PF2} AND THE ENTRIES ARE DELETED. ONLY INVOICES THAT ARE HIGHLIGHTED AND THEN CONFIRMED WITH THE {PF1} KEY ARE DELETED.

IF DURING THE CONFIRMING OF INVOICES TO BE DELETED, YOU DECIDE NOT TO "ZAP" AN INVOICE, YOU MAY PRESS THE "SPACE BAR" AND THE SCREEN EXITS THE "ZAP" MODE AND RETURNS TO NORMAL VIEWING. IF AN INVOICE IS SELECTED FOR DELETION BY MISTAKE, USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE OVER THE ENTRY SELECTED BY MISTAKE (THE HIGHLIGHTED LINE IS RETURNED TO NORMAL COLOR), AND PRESS THE {PF1} KEY AGAIN. THE CURSOR MOVES TO THE NEXT LINE AND THE ENTRY REMAINS IN NORMAL COLOR. THE ENTRY IS NOT DELETED WHEN THE {PF2} KEY IS PRESSED.

F2 - TERMINATE/
ABORT

PRESS {PF2} TO TERMINATE (EXIT) A PROCESS OR PROGRAM. ALSO USED IN THE "ZAP" AND "MOVE" MODES.

F1 - CONFIRM ACTION

PRESS {PF1} TO CONFIRM THAT THE LINE HIGHLIGHTED (CURSOR LINE) IS THE ONE YOU WISH TO SELECT. USED WITH THE "M" AND "Z" COMMAND.

B - ROLL DISPLAY

PRESS {B} TO ROLL THE DISPLAY BACK FIVE INVOICES.

BACKWARD 5

DOWN - MOVE DISPLAY PRESS THE DOWN ARROW KEY TO MOVE THE DISPLAY DOWN
DOWN 1 ONE LINE.

YOU MUST PRESS {R} TO EXIT THE HELP SCREEN BEFORE YOU CAN USE THESE COMMANDS.

WHEN FINISHED AUDITING THE ACCOUNT, PRESS {PF2} TO EXIT THE SCREEN. YOU MAY
ENTER ANOTHER VENDOR TO AUDIT OR PRESS {PF2} TO EXIT THE PROGRAM.

2.A.A QUEUED INVOICE REPORT

THE "QUEUED INVOICE REPORT" PRINTS, BY VENDOR, A LIST OF EACH INVOICE THAT IS
"QUEUED" TO BE PAID, BUT NOT YET PAID. THIS REPORT IS USEFUL BEFORE RUNNING
THE "PAY QUEUED INVOICE" PROGRAM, AS IT LISTS EVERYTHING THAT IS TO BE PAID.

PROCESSING BEGINS WHEN YOU SELECT THE REPORT. AS SOON AS THE REPORT FINISHES
PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

2.A.B VENDOR LIST

THE "VENDOR LIST" PROGRAM PRINTS A LISTING OF VENDORS SORTED EITHER BY VENDOR
NUMBER OR BY VENDOR NAME.

WHEN YOU ENTER THE PROGRAM YOU ARE GIVEN OPTIONS FOR SORTING THE LISTING.

PRESS {1} THEN {ENTER} IF YOU WISH THE VENDOR LIST IN NUMERIC ACCOUNT NUMBER
ORDER.

PRESS {2} THEN {ENTER} IF YOU WISH THE VENDOR LIST IN ALPHABETIC ORDER.

PRESS {PF2} TO EXIT THE PROGRAM WITHOUT RUNNING THE LIST.

AFTER YOU CHOOSE THE SORT OPTION YOU ARE ASKED TO:

ENTER SELECTION TO PRINT (A OR I)
PRESS ENTER FOR ALL ?

PRESS {A} THEN {ENTER} IF YOU WANT ONLY AUTO PAY VENDORS ON THE LISTING.

PRESS {I} THEN {ENTER} IF YOU WANT ONLY INVOICE VENDORS ON THE LISTING.

PRESS {ENTER} IF YOU WANT ALL VENDORS ON THE LISTING.

YOU ARE THEN ASKED:

INCLUDE ADDRESSES/TELEPHONE #'S ? (Y/N)

IF YOU WANT THE ADDRESSES AND TELEPHONE NUMBERS OF THE VENDORS INCLUDED ON THE LISTING, PRESS {Y} THEN {ENTER}. IF YOU DO NOT, PRESS {N} THEN {ENTER}.

WHEN THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" DISPLAYS.

2.A.C VENDOR INVOICE REPORT

THE "VENDOR INVOICE REPORT" PRINTS A LISTING OF VENDORS AND INVOICES FOR OPTIONS SELECTED. THE LISTING MAY BE OF ALL VENDORS OR ONLY SELECTED VENDORS WITH INVOICES FOR A SELECTED DATE RANGE. THE INVOICES MAY ALSO BE SELECTED BY INVOICE TYPE AND INVOICE STATUS.

```
#####  
REPORT OPTIONS      DESCRIPTION  
#####  
1 A/P DATE RANGE   DEFAULT IS FOR A MONTH PREVIOUS TO THE SYSTEM DATE TO THE  
                   SYSTEM DATE. TO SELECT A DIFFERENT RANGE OF DATES, A  
                   SINGLE DATE, OR ALL DATES, PRESS {1} THEN {ENTER}. TYPE  
                   IN THE BEGINNING DATE AND PRESS {ENTER}. TYPE IN THE  
                   ENDING DATE AND PRESS {ENTER}. IF YOU WANT THE LISTING  
                   FOR ALL DATES, PRESS {ENTER} INSTEAD OF ENTERING  
                   BEGINNING AND ENDING DATES. IF YOU WANT THE LISTING FOR  
                   A SINGLE DATE, THE BEGINNING AND ENDING DATES MUST BE  
                   THE SAME.  
  
2 VENDOR ACCOUNT   DEFAULT IS "ALL". TO SELECT A SINGLE VENDOR, A RANGE OF  
  RANGE            VENDORS, OR ALL VENDORS, PRESS {2} THEN {ENTER}. TYPE IN  
                   THE BEGINNING VENDOR ACCOUNT NUMBER AND PRESS {ENTER}.  
                   TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS {ENTER}. IF  
                   YOU WANT THE LISTING FOR ALL VENDORS, PRESS {ENTER}  
                   INSTEAD OF ENTERING BEGINNING AND ENDING VENDOR NUMBERS.  
                   IF YOU WANT THE REPORT TO PRINT FOR A SINGLE VENDOR, THE  
                   BEGINNING AND ENDING VENDOR NUMBER MUST BE THE SAME.  
  
3 INVOICE TYPE     DEFAULT IS "DEBIT". TO SELECT A LISTING OF CREDIT  
  (DEBIT/CREDIT)   INVOICES OR BOTH TYPE INVOICES, PRESS {2} THEN {ENTER}.  
                   THE PROGRAM ASKS "WHAT IS THE INVOICE TYPE". THE CHOICES  
                   ARE:
```

D - DEBIT
C - CREDIT

IF, A 1099 WAS NOT PRINTED THE OPERATOR HAS THE OPTION OF GOING BACK AND PRINTING JUST ONE 1099 FORM RATHER THAN ALL OF THE 1099s ALL OVER AGAIN. THE OPERATOR ALSO HAS THE OPTION OF SORTING THE 1099 FORMS IN ZIP CODE ORDER.

IF THE OPERATOR NEEDS TO PRINT INACTIVE VENDORS' 1099s, THAT OPTION IS ALSO AVAILABLE IF NEEDED. AFTER CHOOSING THE OPTIONS TO COMPLETE THE TASK, THE OPERATOR WILL BE ABLE TO PRINT BY TYPING THE <9> KEY TO BRING THE OPERATOR TO A VIEW/PRINT SCREEN AND VIEW BEFORE RUNNING THE 1099s.

2.B EXTENSION MENU

THE PAYABLES EXTENSION MENU CONTAINS PROGRAMS WHICH ARE USED OCCASIONALLY OR WHICH ARE NOT USED EXCLUSIVELY BY THE PAYABLES SYSTEM.

2.B.1 ALIGN CHECK FORMS

THE "ALIGN CHECK FORMS" PROGRAM PRINTS A DUMMY CHECK. IT IS AVAILABLE TO ASSIST IN SETTING CHECKS IN THE PRINTER. AFTER RUNNING PAYABLES FOR A WHILE, YOU LEARN WHERE THE CHECKS NEED TO BE SET AND WILL NOT NEED THIS PROGRAM.

WHEN YOU ENTER THE PROGRAM, YOU ARE ASKED IF YOU WANT TO:

PRINT CHECK ALIGNMENT FORM (Y/N)

PRESS {Y} THEN {ENTER} IF YOU WISH TO PRINT THE FORM. THE FORM PRINTS AND YOU ARE ASKED IF YOU WANT TO REPEAT.

PRESS {N} THEN {ENTER} IF YOU DO NOT WISH TO PRINT THE FORM. YOU ARE RETURNED TO THE MENU.

2.B.2 PRINT CHECK REGISTER

THE "PRINT CHECK REGISTER" PROGRAM PRINTS A LISTING OF ALL CHECKS WRITTEN USING THE COMPUTER SINCE THE LAST CLOSE OF THE CHECK REGISTER. IT IS ALSO USED TO RECALCULATE THE ENDING BANK BALANCE TO ASSIST IN RECONCILIATION OF YOUR CHECKBOOK.

WHEN YOU ENTER THE PROGRAM THE SCREEN DISPLAYS:

ENTER BANK NUMBER FOR CHECKS ?

TYPE IN THE NUMBER OF THE BANK YOU WISH TO PRINT A CHECK REGISTER FOR AND PRESS {ENTER}. IF YOU ONLY HAVE ONE BANK DEFINED THE DISPLAY SKIPS THIS QUESTION AND A SELECTION MENU DISPLAYS.

PRESS {1} THEN {ENTER} IF YOU WANT A LISTING OF CHECKS WRITTEN FOR THE PERIOD.

PRESS {2} THEN {ENTER} IF YOU WANT ASSISTANCE IN RECONCILING YOUR CHECKBOOK.

THE DISPLAY ADDS A LINE:

ENTER STARTING CHECK NUMBER ('ENTER' FOR ALL)

TYPE IN A CHECK NUMBER TO START THE LISTING WITH AND PRESS {ENTER} OR PRESS {ENTER} FOR A LISTING OF ALL CHECKS.

REGARDLESS OF HOW YOU ANSWER THIS QUESTION, THE ENDING BANK BALANCE IS RECALCULATED USING THE STARTING BANK BALANCE, EACH CHECK, DEPOSIT, OR SERVICE CHARGE ENTERED INTO THE CHECK REGISTER. THE PRINTED LISTING BEGINS WITH THE CHECK NUMBER SELECTED.

IF OPTION 2 IS SELECTED ADDITIONAL INFORMATION IS REQUESTED BEFORE A LISTING IS PRINTED.

ENTER OUTSTANDING CHECK NUMBER ('0' - END)

TYPE IN THE NUMBER OF AN OUTSTANDING CHECK AND PRESS {ENTER} OR PRESS {ENTER} IF THERE ARE NO OUTSTANDING CHECKS. YOU ARE REPEATEDLY ASKED FOR CHECK NUMBERS UNTIL YOU PRESS {ENTER} WITHOUT FIRST TYPING IN A CHECK NUMBER.

THE NEXT INFORMATION REQUESTED IS:

ENTER AMOUNTS OF OUTSTANDING DEPOSITS ('0' - END)

TYPE IN THE AMOUNT OF THE DEPOSIT AND PRESS {ENTER}. IF THERE IS MORE THAN ONE BANK DEPOSIT OUTSTANDING, ENTER THE AMOUNTS ONE AT A TIME PRESSING {ENTER} AFTER EACH AMOUNT. WHEN ALL OUTSTANDING DEPOSITS ARE ENTERED, PRESS {0}, INSTEAD OF ENTERING AN AMOUNT, THEN {ENTER}.

THE LAST INFORMATION REQUESTED IS:

ENTER AMOUNT OF UNRECORDED SERVICE CHARGE:

TYPE IN THE AMOUNT OF THE SERVICE CHARGE AND PRESS {ENTER}. IF THERE IS MORE THAN ONE SERVICE CHARGE, ENTER THE AMOUNTS ONE AT A TIME PRESSING {ENTER} AFTER EACH AMOUNT. SERVICE CHARGES ARE ENTERED, PRESS {0}, INSTEAD OF ENTERING AN AMOUNT, THEN {ENTER}.

A LISTING OF THE CHECK REGISTER WITH CHECKS AND DEPOSITS THAT ARE NOT ON THE BANK STATEMENT PRINTS.

WHEN THE REGISTER FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

2.B.3 FIX VENDOR NUMBERS

THE "FIX VENDOR NUMBERS" UTILITY PROGRAM IS RARELY USED. THE PROGRAM RESETS THE VENDOR NUMBER IF AN ERROR IN THE SYSTEM OCCURS CAUSING THE VENDOR NUMBER TO JUMP BEYOND THE VALID VENDORS IN THE FILE. THIS MUST BE DONE BEFORE A NEW VENDOR IS ENTERED.

THE PROGRAM DISPLAYS:

ENTER NEXT VALID VENDOR NUMBER

TYPE IN THE VENDOR NUMBER THAT SHOULD BE THE NEXT AVAILABLE VENDOR NUMBER AND PRESS {ENTER}.

THE PROGRAM BEGINS PROCESSING AND COUNTS DOWN THROUGH THE VENDOR FILES AND RESETS THE NEXT VENDOR NUMBER.

IF A VENDOR WAS ENTERED AFTER A JUMP, THE VENDOR WILL NEED TO BE RE-ENTERED AFTER THIS PROGRAM IS RUN. IF ACTIVITY WAS ENTERED TO THE VENDOR(INVOICE) CONTACT YOU MDS SUPPORT REPRESENTATIVE.

2.B.4 CLEAR CHECK REGISTER

THE "CLEAR CHECK REGISTER" PROGRAM REMOVES A SELECTED MONTH'S CHECKS FROM THE CHECK REGISTER. IT DOES NOT WIPE OUT THE CHECK REGISTER BUT INSTEAD REMOVES CHECKS FOR THE SELECTED MONTH AND RESETS THE BEGINNING BANK BALANCE TO REFLECT THE REMOVAL. THIS IS USUALLY DONE TO DECREASE THE AMOUNT OF DISK SPACE USED BY THE CHECK REGISTER. ONCE ALL CHECKS FROM A GIVEN MONTH CLEAR THE BANK AND YOU PRINT A COPY OF THEM, THERE IS LITTLE REASON FOR LEAVING THEM IN THE CHECK REGISTER.

WHEN YOU SELECT THE PROGRAM THE SCREEN DISPLAYS:

BANK #
ACCOUNT #

TYPE IN THE NUMBER OF THE BANK YOU WISH TO REMOVE CHECKS FROM AND PRESS

{ENTER} OR PRESS {PF2} TO EXIT THE PROGRAM. "ACCOUNT #" IS FILLED OUT FROM "ADD/EDIT BANK" IF A NUMBER WAS ENTERED IN THE FIELD. THIS IS A VERIFICATION DISPLAY. IF ONLY ONE BANK IS DEFINED, THE BANK AND ITS ACCOUNT NUMBER DISPLAY.

ENTER MONTH TO CLEAR ('1' - JAN, '12' - DEC)

TYPE IN THE NUMBER OF THE MONTH FOR CHECKS YOU WISH REMOVED FORM THE CHECK REGISTER AND PRESS {ENTER}. THAT MONTH'S CHECKS ARE REMOVED AND YOU ARE RETURNED TO THE PAYABLES MENU.

2.B.5 ADD/EDIT BANK

THE "ADD/EDIT BANK" PROGRAM DEFINES THE BANK(S) USED BY YOUR COMPANY. IF THE COMPANY REQUIRES MORE THAN ONE CHECKING ACCOUNTY, MDS CAN EASILY SUPPORT THIS.

WHEN YOU ENTER THE PROGRAM THE NEXT AVAILABLE BANK NUMBER IS DISPLAYED AT THE TOP OF THE SCREEN. TO VIEW/PRINT A LISTING OF THE BANKS DEFINED IN THE SYSTEM PRESS {PF3}. THE "REPORT SELECTIONS MENU" APPEARS.

ENTER BANK NO. TO EDIT

TO ENTER A NEW BANK PRESS {ENTER}.

TO EDIT AND EXISTING BANK, TYPE IN THE BANK NUMBER AND PRESS {ENTER}.

THE NEXT SCREEN DISPLAYS WITH THE NUMBER OF THE BANK YOU ARE ADDING OR EDITING AT THE TOP OF THE SCREEN. YOU MUST PRESS {ENTER} AFTER EACH FIELD ENTERED OR EDITED.

```
#####
SCREEN FIELDS      DESCRIPTION
#####
NAME              THE NAME OF THE BANK.

ADDRESS           THE ADDRESS OF THE BANK.

CITY ST & ZIP     THE CITY, STATE AND ZIP CODE OF THE BANK.
```

ACCOUNT # THE COMPANY'S CHECKING ACCOUNT NUMBER AT THE BANK.

NEXT CHECK # THE NEXT CHECK NUMBER THAT IS TO BE WRITTEN ON THIS
ACCOUNT. THE NUMBER IS AUTOMATICALLY INCREMENTED EACH
TIME A CHECK IS WRITTEN.

BEGINNING BAL. SET TO THE CHECKBOOK BALANCE BEFORE THE FIRST CHECK IS
WRITTEN BY THE COMPUTER IF YOU ARE ADDING THE BANK. THIS
NUMBER ONLY CHANGES WHEN "CLEAR CHECK REGISTER" IS RUN.

ENDING BAL. WHEN ADDING A BANK THIS SHOULD BE SET EQUAL TO THE
"BEGINNING BAL." AMOUNT. THE NUMBER CHANGES WITH EACH
CHECK REGISTER TRANSACTION SO THAT IT ALWAYS REFLECTS THE
CURRENT BALANCE OF THE CHECKING ACCOUNT.

LEDGER CODE THE GENERAL LEDGER CODE FOR THIS BANK. EACH BANK SHOULD
HAVE A DIFFERENT LEDGER CODE.

PRESS {PF2} WHEN FINISHED TO EXIT TO THE FIRST SCREEN. YOU MAY NOW ADD/EDIT
ANOTHER BANK OR PRESS {PF2} TO EXIT THE PROGRAM.

2.B.6 FILE MAINTENANCE

THE FILE MAINTENANCE PROGRAM IS USED TO REMOVE DATA FILES. THE ONLY DATA
FILES CURRENTLY AVAILABLE FOR REMOVAL USING THIS PROGRAM ARE THE JOURNAL AND
THE CHECK REGISTER. THESE FILES CAN BE REMOVED TO OBTAIN MORE DISC SPACE IF
YOU ARE NOT USING THEM AS PART OF YOUR SYSTEM. THE FILE MAINTENANCE PROGRAM
IS ALSO AVAILABLE IN OTHER MODULES.

THE OPTIONS ARE DISPLAYED WHEN YOU ENTER THE PROGRAM.

SCREEN DISPLAY

PRESS {1} THEN {ENTER} TO REMOVE JOURNAL DATA FILES.

PRESS {2} THEN {ENTER} TO REMOVE CHECK REGISTER DATA FILES.

PRESS {PF2} TO EXIT THE PROGRAM.

WHEN YOU SELECT OPTION 1 OR 2 THE PROGRAM REMOVES THE FILES AND RETURNS YOU
TO THE MENU.

2.B.7 PRINT JOURNAL

THIS PROGRAM IS SELECTED TO PRINT JOURNALS. IN MOST CASES JOURNALS ARE RUN BY SUMMARY. THE ONLY REASON FOR RUNNING A DETAILED LISTING IS FOR ARCHIVE OR BALANCING. A DETAIL LISTING IS HUNDREDS OF PAGES LONG.

THE SCREEN DISPLAYS ALL THE QUESTIONS TO ANSWER. THE QUESTIONS ARE SELF EXPLANATORY.

ONCE ALL QUESTIONS ARE ANSWERED, THE SYSTEM PROCESSES THE JOURNAL REQUESTED. ONCE THE PROCESS IS COMPLETE, THE "REPORT SELECTIONS MENU" APPEARS.

PRINT JOURNAL PROGRAMS ARE IN MOST OF THE MODULES. ALL THE PRINT JOURNAL PROGRAMS ARE EXACTLY THE SAME.

2.B.8 CLOSE PAYABLES

THE "CLOSE PAYABLES" PROGRAM REMOVES ALL THE PAID INVOICES FROM EACH VENDOR'S ACCOUNT. ALTHOUGH IT HAS NOTHING TO DO WITH ANY ACCOUNTING FUNCTION, IT IS RECOMMENDED THAT THIS PROGRAM BE RUN AT THE CLOSE OF EACH MONTH AS PART OF A CLOSING PROCEDURE. YOU SHOULD ALSO RUN A PAID INVOICE REPORT BEFORE CLOSING FOR A PERMANENT RECORD OF YOUR PAID INVOICES.

WHEN YOU ENTER THE PROGRAM THE SCREEN DISPLAYS:

HAVE YOU MADE A BACKUP (Y/N/Q)

IF YOU HAVE NOT MADE A BACKUP, PRESS {N} THEN {ENTER}. THE COMPUTER RETURNS TO THE MENU TO ALLOW YOU TO MAKE A BACKUP. IF YOU WISH TO RETURN TO THE "PAYABLES MENU", PRESS {Q} THEN {ENTER} TO QUIT. PRESS {Y} THEN {ENTER} AND THE PROGRAM ADVANCES TO THE NEXT QUESTION.

HAVE YOU PRINTED A PAID INVOICE REPORT (Y/N)

PRESS {N} THEN {ENTER} AND THE COMPUTER RUNS THE "PAID INVOICE REPORT" PROGRAM. IF YOU HAVE ALREADY RUN THE REPORT, PRESS {Y} THEN {ENTER}. THE PROGRAM CLOSES THE PAID INVOICES AND RETURNS YOU TO THE MENU.