

SHSI Series V

Accounting Systems

Accounts Payable

Version 1.0

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1 Welcome to Series 5 Accounts Payable



The Series 5 Accounts Payable system is one segment of a fully integrated set of Financial Applications. It provides a rich set of reporting and inquiry functions to your company's Payables.

The Accounts Payable system may be run standalone, on in conjunction with other applications. It functions as a subsidiary system to the Series 5 General Ledger system.

This help is designed both as a course in using the Series 5 Accounts Payable and as an ongoing reference while you are working with the program.

Getting started – new users

- Study the Introduction 10 and Quick Start Tutorials sections to familiarize yourself with the basics of the application.
- Check out all the links in the **Help** tab plenty of help is available!

Getting started - users upgrading from prior revisions

- See the <u>History of Enhancements</u> 12 for a quick summary of the major changes and where to find the functions you are looking for.
- Even if you are an experienced Accounts Payable user, please run through the Introduction and Quick Start Tutorials sections quickly to get up to speed with what has changed in the latest version of the program.

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2 Introduction

The topics in this section provide some basic information about the Accounts Payable system, what it is for and what you can do with it.

2.1 **Product Overview**

The Accounts Payable system basically accumulates your suppliers invoices, manages the generation of checks, generates related reports, provides historic inquiry, and produces distributions that interface to the <%PRODFAMIL%> General Ledger system. It is the application that controls your company's Payable, including:

Recording your Vendors' Information



Entering Supplier Invoices or Employee Expenses

Produces Cash Requirements Reports

Generates and Prints Vendor Checks

- Manages Check Reconciliation
- Provides Analysis of Vendor Activity

The Accounts Payable system handles the Payables for a single company. If you have more than one company, then you need only to set up additional Series 5 company systems, one for each. Each A/P company may be interfaced into it's own G/L, or into a corporate G/L system.

When used in conjunction with the Series 5 Professional Invoicing system, expense distributions associated to Vendor Invoices can be flagged to generate chargeable or non-chargeable entries to PI projects.

2.2 Accounts Payable Features

A brief summary of some of the major features of the Series 5 Accounts Payable system!

Invoice Transaction Entry

A/P Invoices are entered on-line as sets of batches of transactions. The batches may have control totals, and are posted with a registers being generated. Invoices may also be interfaced from files down-loaded from user defined sources. The types of transactions include the following:

- Vendor Invoices
- Prepaid Invoices (check or Credit Card)
- Adjustments

- Credits
- Wire Transfers



Ad-Hoc A/P Vendor Account Inquiry

For a selected Vendor, you can Inquire and display lists of Unpaid Open Items, Historic Checks or Historic Invoices. The selected transactions can also be output to spreadsheet for further analysis.



Manager Payment Approval of Invoices

The Accounts Payable system provides the option to require invoices to be approved by up to three managers before they can be paid. Managers are automatically emailed when invoices they are required to approve, are entered into the system. As well, reminder emails are automatically sent when required. Managers may then approve, or not, the release of invoices to be paid either directly in Series 5, or by replying to the email they were sent. The system will load the approval emails and release, or not, the associated invoices.



Check Processing

The Accounts Payable system provides for both automatic selection, or manual selection, of invoices for payment. Invoice may be entered as Prepaids, as items to be paid by the system, or as items for a "Quick Check" that is generated and printed immediately. Items may be marked as Manually Paid, or be paid from the system's standard check generation process.



Check Printing

A/P Checks may be printed by the system for multiple Bank Accounts, totally independent to one another. For each bank account, the system maintains separate Check Numbers, G/L Cash Account, A/P Control Account, Check Date formats, printer name, Reconciliation and Fraud Interface information. Checks may be printed as tractor forms, or as laser sheets. Formats include the Canadian standard check and/or one that may be customized. Checks may also be voided.



"Quick" Checks

A "Quick" check may be generated at any time. This is a check that is printed immediately following the entry of the Invoices that it pays. Up to 8 invoices may be entered and accumulated per "Quick" check. A separate "Quick" check register may be generated and printed.



ACH Direct Deposit Payments

The Accounts Payable system provides for the option to have supplier payments generated as ACH Direct Deposits. As payments are generated, as an option, a Direct Deposit Payment Notification is automatically emailed to the supplier.



Re-Occurring Invoice Transactions

These are supplier Invoices that re-occur at some standard frequency. When these batches are posted, they are similar to a normal transaction entry batch, except that they remain on the system for future use. They may be defined as weekly, monthly, quarterly or yearly sets of transactions. The Invoice Date is automatically assigned when invoked.



ut:

User Defined G/L Account # ie., 9999-99-9999999 - 999

The G/L Account number is divided into two parts. The Main Account #, and the Profit Center. The Main Account can have up to 18 digits and can be segmented into up to four segments. The Profit Center may be 3, 4 or 5 digits in size. You get to define the size as required.

Extensive Export to Spreadsheet capabilities

The Series 5 system provides for the loading or dumping of data from or to your favorite spreadsheet. Data can be read or written directly to Microsoft's Excel, or tab-delimited text files.

Data Export is offered for the following transactions, master records or analysis:

Outp > Vendor Master Data

- > A/P Historic Open Items
 - > A/P Open Items
 - A/P Distributions
 - Bank Fraud Interface
 - > A/P Vendor Analysis Sub-Totals
 - > A/P Accounts Analysis Sub-Totals



Don't believe it? Give it a try.

2.3 History of Enhancements

Over the lifespan of the Accounts Payable system a number of major enhancements and minor fixes have been applied. Following is a brief summary, (listing the most recent items first).

New and Different – Enhancements and Fixes in A/P

😔 For 2013

Vendor Contacts and Vendor Email fields

The Vendor Email Address field has been increased to 60 characters; Contact names increased to 25 characters; and each Vendor Contact now has their own separate email address. (*Oct-15-2013*)

Vendor Contract Information and Supplier Risk Factors for Vendor Properties

The Vendor master record and the Vendor Maintenance application has been enhanced with new fields. You may now record information about any Contracts that you have established with the supplier. This includes and ID #, a Description or Title, Start and End Dates, a \$ Value and a field indicating how often it needs to be Renewed. Up to 5 Contracts may be recorded.

As well, there are new fields provided to record "Supplier Risk Factors". These factors include Strategic, Operational, Legal, Reputation, Compliance, Financial and Liquidity. A rating of ZERO to 9 may be set for each factor. (Oct-15-2013)

Approve Items for Payment from Manager's Reply Emails

The option exists to require supplier invoices to be approved by a designated manager before they can be released to be paid. The managers are sent an email, with the information about the items to be paid, along with a scanned image of the supplier's invoice. Previously, the manager had to sign on to the Series 5 AP system, and manually select those items that they are responsible for approving, and invoke the Approval function. The sub-documents are approved by entering the Approving Managers Authorization password.

Now the managers need only to reply to the emails that were sent from the system asking them to approve a given document. Within the subject of the "reply" emails the manager must enter the text **APPROVE**, **REVIEW or REFUSE**, depending on whether they approve the payment or not. When the new Load Manager Approval Emails operation is selected, the system will read the emails from an Outlook Inbox named **S5 AP Approvals**, retrieve the associated vendor invoice payable and record the approval status. If the manager approved the payment, the selected payable will be marked accordingly, and it will then be eligible to be selected to be paid. Depending on the type of approval, the emails will be moved to other Outlook Inbox folders located in the **S5 AP Approvals** folder.

This new operation may also be selected to execute in the Series 5 Background Batch Processor. It can then be scheduled to automatically execute hourly, or daily. *(Sept-20-2013)*

Approve Items for Payment

A new function has been introduced to the A/P Menu Operations drop down menu.

"Approve Vouchers for Payment" provides the functionality to allow an Approving Manager to view each of the payable items that he/she is responsible for approving. For each item, they may approve it, or not, to be paid, select it to be paid, or even have it deferred from being paid. Additional functions include the ability to have all eligible items selected to be Auto-Approved. If scanned POs or Invoices have been attached to an item, they may also easily be displayed. (*Aug-24-2013*)

Manager Invoice Approval Management

The A/P System has been enhanced to support a payment approval process. Up to three managers may be assigned to each supplier invoice. Each manager will be automatically notified via email when required to give their approval for an invoice to be paid. If supplied, scanned images of the original PO and Invoice will be attached to the emails sent to the approving managers. These attached documents may be viewed when selecting Open Items to be approved. The use of the Payment Approval feature is a user selected option, for invoices greater than a defined cutoff \$ amount.

An Item Approval Status Report may be executed listing the status of all outstanding payable's waiting to be approved or that have been denied. As well, as an option, emails will be sent for newly added invoices, and reminder emails will be sent for those items still waiting for approval. (Aug-24-2013)

Approval Manager Set Maintenance

A new Code Maintenance function has been introduced into the A/P System to support the new Management Invoice Approval process. Approval Manager Set Maintenance provides the ability to define a group of managers that have been designated to approve the payment of invoices. Each set provides for defining up to 3 managers. When invoices are entered into the system, a Manager Set is also recorded. Each manager associated to the Set would then be required to grant their approval before the invoice could be paid. (Jul-24-2013)

Approval Manager Maintenance

A new Code Maintenance function has been introduced into the A/P System to support the new Management Invoice Approval process. Approval Manager Maintenance provides the ability to define those managers that have been designated to approve the payment of invoices. Each manager has an Authorization \$ Limit, password and email address. Statistics are kept Period-To-Date, Year-to-Date, Last-Year and Life-to-Date for the # of invoices approved and total \$ value. (Jul-20-2013)

ACH Direct Deposits option for A/P Check Processing

The A/P system now provides support for ACH Direct Payments into Vendor supplied bank Accounts.

A new menu item is provided in the A/P Menu bar's "Control Options" drop down menu titled ACH Specification Codes. You may create an ACH Specification that has the properties associated to each of the ACH Clearing House services to which you are signed up with. Currently the basic NACHA format is provided for. More formats will be implement as required.

The Payments and Check Processing function has been revised to generate ACH Direct Payments when a given Bank Account Code is selected that is designated to be used for ACH processing. An ACH compatible data file in the NACHA format is created which may be sent to your bank for processing. For each ACH deposit that is generated, an ACH Payment Advice report is generated as an MS Word document, (which may be printed and filed with the vendor's invoice); and an ACH Payment Advice notice is generated as a PDF document and automatically emailed to the Vendor.

A new data tab screen has been introduced to Vendor Maintenance. For those Vendors signed up to be paid using ACH Direct Deposits, the appropriate banking information may be recorded, along with the designated contact at the Vendor's company.

The Vendor Check History Inquiry function has been revised to now display either Check information, or ACH Payment information. *(Jun-24-2013)*

A/P Check Processing and "Quick" Checks

If from the same instance of Series 5 A/P attempting to enter a "Quick" Check while the Payment and Check Processing window was being processed, a "File Already Open" error was being displayed. The problem has been fixed. *(Jun-01-2013)*

For 2012

A/P Vendor Maintenance

A new function has been introduced that provides the ability to import Master Vendor record data into the system. It provides for new Vendors to be loaded, or for existing Vendors, to be updated. The data loaded may be a tab-delimited file, a CSV file, or an Excel spreadsheet. *(Nov-23-2012)*

A/P Check Reconciliation

When entering the Dates for the Reconciliation Control Properties, (and in particular the Reconciliation Date to be Assigned), if the dates entered do not fall within 2 months from the current date, a message will be displayed to confirm that the dates entered are in fact what was wanted. (*Nov-14-2012*)

😔 For 2011

A/P Quick Check Journal

When Quick Checks are entered and printed, the invoices being paid are recorded in an internal A/P system transaction entry batch coded QCHECK. Over time the number of these transactions increases. The batch can only hold up to 999,999 transactions and accumulates a total value up to \$ 99,999,999.00. When the Quick Check Invoice Journal is printed, this QCHECK batch's totals are reset to ZERO. If the Quick Check Invoice Journal is never printed, and 999,999 Quick Checks have been printed, A/P Open Items are being incorrectly recorded.

The Quick Check Entry function has been revised such that when 500 Quick Checks have been entered, or the total \$ value > \$ 1,000,000 a message is displayed suggesting that the Quick Check Journal be generated. Also, if a Quick Check Journal has not be generated within the last 120 days, a message is displayed and the operator is invited to execute the Quick Check Journal. (Nov-04-2011)

Positive Pay / Fraud Interface File Generation - Email Option

The function to have the Positive Pay file generated and emailed has been revised for the the new email capability. The body of the message is now loaded from a user defined text file named **AP_PositivePay_EmailMessage.TXT** that must be located in the folder named **Email-Templates** that must be created in the designated Company System's "Generated and Archived Reports" data directory.

Within the body of the message file, you must include 3 pseudo variables to indicate the Web User's signon code, the password, and the date when the password will expire. These pseudo text strings must be named **%%DOC-TYPE1%%** and **%%MY-STRING-1%%** that will be replaced with the format/type of file that is attached, and the # of checks that are represented, respectively. (*Oct-04-2011*)

Email Messages Text files

The email body text messages are stored in a sub-directory within the Company System's Reports directory, named **Email-Templates**. (The Company System's Reports directory is the one that is identified for each company using the Company Systems' Maintenance function).

Interface to Purchase Order Processing

The Accounts Payable system is required for use with the Series 5 Purchase Order Processing system. If ONLY the Purchasing System is licensed for use, the Accounts Payable system is now also provided, but with ONLY the Codes Maintenance, and Control Preferences functions enabled. *(Sept-08-2011)*

Interface to Professional Invoicing

When using the Accounts Payable system with the Series 5 Professional Invoicing, (PI), system, when Vendor Invoices are entered, a P/I Project may be recorded with the expense distributions. These then are recorded as Disbursements in the P/I system. This process was, up until now, the method employed to record Disbursements into P/I. Now Disbursements may be recorded in the P/I system directly, prior to the supplier's invoices being received.

The A/P Transaction Entry function has been enhanced to allow the operator to choose to match the expense distributions to already existing P/I Disbursements. On request, a sub-window is displayed listing the Disbursements on file for the given Vendor. When a match is identified, the particulars of the expense distribution are recorded into the Disbursement. If no matches are found, (basically the Disbursement has not been entered yet), entering a P/I Project Code, etc., will cause a new Disbursement record in the P/I system to be recorded when the A/P Batch is eventually posted. (Jul-01-2011)

New Feature to Attach Supporting Documents to Vendors and A/P Transactions

You may now attach a variety of different documents to Master Vendor records, and to A/P Invoice Transactions. Up to 15 separate documents may be selected, and attached and viewed from the Vendor Codes Maintenance, the A/P Transaction Entry and the Historic A/P Transaction Inquiry functions. These documents may also be viewed from the Vendor Open Item Inquiry and Historic Vendor Inquiry functions. The different types of documents support are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

For 2010

Canadian HST/GST

For Canadian companies, when entering A/P Transactions, the GST amount associated to a payable's invoice was automatically computed. As of July 1, 2010, both British Columbia and Ontario are switching to a Harmonized Tax system, (where the provincial tax, and the GST taxes are combined as a single tax). The A/P Transaction entry routines have been revised to reflect the new HST Tax. (Jul-01-2010)

A/P Period Analysis Report/Inquiry

Normally this analysis may be executed for Calendar Months, Calendar Years, G/L Fiscal Periods or G/L Fiscal Years. If you do not have the Series 5 General Ledger system, the Fiscal Years or Periods are undefined. The routine has been enhanced to not offer these dates if the G/L system is not used. Previously, an error was reported and the system exited the function. (*Feb-02-2010*)

For 2009

Quick Check and New A/P Transaction Entry

When entering the A/P Expense Account associated to a vendor's Invoice Transaction, it was possible to exit the entry screen with a ZERO account number. This would result in having an undefined, ZERO, account being posted. The problem has been fixed. (*Dec-22-2009*)

A/P Check Printing to Tractor Form Printers

Where a check is being printed on a tractor form feed printer, requiring more than one

page, the Date line and the VOID literal line were being printed one line below the point that they were supposed to. The actual check face with the amount was correct. The problem has been fixed. (*Dec-18-2009*)

■ A/P Period Analysis Inquiry/Report

The option to export data to spreadsheet has been enhanced. There are up to 10 different types of data that may be output to an Excel spreadsheet. Each type will now be output to it's own worksheet within the Excel workbook. *(Dec-11-2009)*

Functions Exporting to Excel Spreadsheets

For those functions that export data to Excel spreadsheets, the following enhancements have been made:

- When titles are output, they will be formatted as bold in 14-point
- When legends are output, they will be formatted as bold in 12-point
- When headers are output, they will be formatted as bold and italic
- Dollar amount data column will be formatted for "Currency", (where \$ signs will be displayed with 2 decimal places)

The following applications have been revised accordingly, where applicable (*Dec-10-2009*):

- A/P Open Items Report With output to Spreadsheet (with new default filenames of AP_Open_Summary or AP_Open_Detail)
- Historic A/P Open Items Report With output to Spreadsheet
- Bank Fraud Interface Format for Excel Spreadsheet
- A/P Distributions Inquiry Export function
- Vendor Analysis With output to Spreadsheet
- Vendor Maintenance Properties Export (with a new default filename of Vendor_Properties)
- A/P Period Analysis Export functions

User Interface to A/P Invoices

A new option has been added that offers the option to have a Pre-Load Summary report generated. Used when interfacing a Columnar input file, (from spreadsheet, or tab-delimited, or CSV files). These files contain transactions for a number of different Series 5 Company Systems. The Pre-Load Summary read the input file, and identifies each of the companies for which transactions are to be loaded. The report lists each company, the number of transactions, and the number of Vendors and G/L Accounts that have not been set up in each company's A/P. It also lists the Vendor Codes and Names that are undefined. (May-1-2009)

Voiding A/P Checks

When an A/P check is Voided, the items that it had paid are re-instated as Open Items that will be eligible to be paid. In the past, these Open Items were being flagged as being "Selected to be Paid". Now, they will NOT be flagged. To have them paid, they will have to be selected in the normal fashion. *(April-24-2009)*

Voiding Manuals, Prepaids and Quick Checks

In the A/P Check Processing Grid Screen, all unposted checks including computer generated, manuals, prepaid and "Quick" checks are listed. In the past, computer checks could be voided directly from this screen. The system has been enhanced so that now unposted Manuals, Prepaid and "Quick" checks may now be voided from this screen, (from the pop-up menu when the particular row is right-clicked). (April-24-2009)

Integrated On-Line Help

On-Line Help is now available for all Accounts Payable applications functions. (April-23-2009)

User Interface to A/P Invoices

If when interfacing A/P Vendor Invoice transactions from a user developed invoicing system, undefined Expense Accounts were loaded, the system identifies the accounts with a message on the edit list as "**** Undefined Account Identified ***. If a blank Expense account is read, the system will assign the account as 888888-88888. Also, the interface routine has been revised so that these transactions will now be copied into the selected A/P Transaction Batch, even though undefined expense accounts were found. The theory is that it is easier to add the A/P Account to the A/P, after being interfaced. (April-15-2009)

A/P Period Analysis Inquiry/Report

Integrated Help has been introduced to the Period Analysis function. (April-07-2009)

■ A/P Period Analysis Report

When the analysis was executed, work files were created using the users' PID Id #. If the user left the A/P system, then returned to the Period Analysis system later, if they did not get the same PID number allocated, they were not seeing the correct analysis work files. Now, the 1st 10 characters of the user's signon name will be used in the name of the work files, so they will always be guaranteed to see the correct files. (*April-07-2009*)

A/P Vendor Bulk Email Generator Function

When emails are generated, the message may contain a number of different pseudo variables. These get replaced with specific fields from the Vendor's properties records. These pseudo variables may now be displayed on a tabbed screen that may be selected when specifying the assorted options. *(March-25-2009)*

"Quick" Check Entry Function

The Series 5 system provides the ability to indicate the default printer queue and print options to be used when "Quick" checks are generated. These were not being defaulted correctly. The problem has been fixed. *(March-18-2009)*

A/P Vendor Code Entry

In a number of different A/P functions where a Vendor code needs to be entered, the field used to enter the code has been increased in size. In some cases where a PC's resolution was set for large fonts, it was not large enough to display all 6 characters. *(March-18-2009)*

Check Processing

After checks have been generated and printed, and before being posted, the checks are displayed in the grid. Double-clicking a given row produced a screen that displays the check along with the items that are being paid. For computer generated checks, the vouchers being paid were not being listed. This problem has been fixed. *(Mar-04-2009)*

Historic Check Register Report

As a new selection filter, you may now select to list only checks that had a Payee Name that was different from that of the Vendor's Name. *(Feb-27-2009)*

Electronic Invoices Interface

This function has been enhanced to provide the option of interfacing from a flat sequential file, from a columnar tab-delimited or CSV file, or from a MS Excel spreadsheet. For each type of input file, two types of records are input; one for the Vendor and Invoice detail, and one for the assorted Expense Distributions that may apply. This function becomes a useful means of entering your employee Expenses that may have been recorded to a 3rd party's web based application. *(Feb-25-2009)*

■ A/P Transaction Entry

The function to "Replicate a given Transaction into a Series of Transactions" has been enhanced. You may now have a series of transactions automatically generated based on an Interval of a Quarter of a Year. *(Feb-06-2009)*

For 2008

■ A/P Transaction Entry

When entering an A/P Transaction, (including "Quick" Checks, and Re-Occurring Transactions), the logic and screen for entering the A/P Expense Distribution Account has been enhanced. You may now enter the Account directly into the field presented. (In other words, a separate window is no longer displayed). The new field is presented as a drop-down list, that you can either enter the account # directly, or choose from the 10 most recently entered accounts. When entering the account number each segment of the Account number may be separated with either a Space, or the "-" character. *(Nov-21-2008)*

Fraud Interface (Positive Pay) Files for Banks

The Fraud Interface properties of a given Bank Code has been revised. You may now specify a number of different formats that the interface file can be generated for. The system supports a Tab-Delimited ASCII text file, an Excel spreadsheet, a custom layout for Northern Trust banks, and a custom layout for JP Morgan Chase banks. The routines that generate the Fraud Interface files has been revised to output the correct format, for the Bank Code that is selected. (Nov-21-2008)

"Quick" Check Entry Function

Two problems were identified.

1. If while entering a Quick Check, the operator may choose to exit and save the data entered as a Draft Quick Check, prior to it being printed. However when

returning to load that Draft Quick Check, the system did not load the data correctly.

2. If there was more than one Invoice entered to be paid by the Quick Check, attempting to edit a previously entered Invoice, prior to the check being printed, reported a message that the Invoice was not on file.

Both these issues have been fixed. After installing the release with this fix, it will be necessary to first delete the data file named **APQUICKCHKS.DAT** before selecting the Quick Check entry function. (This file is used only to store draft QuickChecks) (*Nov-20-2008*)

Historic Check Register Report

As a new selection filter, you may now select to list only checks valued either greater than or less than an operator entered value. (Nov-18-2008)

Vendor Maintenance

If a vendor Listing is generated, that is sorted grouped by one of the possible fields, the Accounts Payable amount was not being accumulated. Also, the totals that were printed after each occurrence of the selected group were not being cleared, so the totals printed were an accumulated total. These problems have been fixed. *(Nov-16-2008)*

On-Line Help

The Accounts Payable system now has On-Line Help. You can access these help files from the application's screens or menu bars. *(Aug-01-2008)*

New and Different – Enhancements and Fixes in all Series 5 Systems

For 2014

■ Support for Office 365

The printing routines, and the import/export routines have been enhanced to provide support for MS Word and MS Excel in Office 365. (*Oct-01-2014*)

Series 5 User Logon Profile Maintenance

A new property has been introduced to the Series 5 Logon User's profile. You may now specify the Default Import/Export File type for each user. When Importing or Exporting data the selected default will now be automatically set. The Import/Export routines has been revised to use the specified default. (*Mar-26-2014*)

For 2013

□ Generating Documents and Reports as MS Word Documents

When output is generated as an MS Word Document, an entry in the runtime

configuration file is used to define the output orientation, font name, font size, and where applicable, a Template. The system has been enhanced to now provide for 40 character font names and template filenames. (Increased from 25 characters) (July-03-2013)

Attach Supporting Documents function

The ability to attach documents to different Series 5 Transactions Master Code records has been enhanced. You may now attach an HTML file or a link to a Web Page. Also, when displaying JPEG or Bit-Map files, the Microsoft Office Picture Viewer Utility will be employed.

Also, when adding a new attachment, the system will default the path to a folder that should exist in the directory designated to be the "Temporary" directory associated to each Company System. You should create a directory named "Attachments" in that directory, (if it's not already there). (Jun-27-2013)

Series 5 Outlook Email Reading

Series 5 applications may now make use of a new routine that provides the ability to read email from MS Outlook. Currently used by the A/P and O/P Manager Approval functions, emails are read that were sent from designated approval managers. The internal driver used to read emails using calls to Microsoft Office Outlook. The following capabilities associated to reading emails are now possible:

- · Emails are read from program selected in-boxes
- Filters may be set to read only emails from selected Senders or emails with a specified character string within the Subject line
- Up to 3 attachments may be read and passed to the S5 application
- Sub-folders withing a designated In-Box may be created by the system
- Emails may be deleted or moved to different sub-folders

(May-26-2013)

For 2012

Series 5 Import/Export Functions

When importing or exporting data fields from/to MS Excel, after the process has been completed, the EXCEL.EXE process was not being terminated, (due to a problem with Windows, or there is some secret function to do so). The problem has been fixed. Now, when Excel is launched from Series 5, it's Process Id is detected, and once the import/export is completed, the process is "Killed" using a system call using the TASKKILL DOS command. (*Nov-12-2012*)

Series 5 Import/Export Functions

When importing or exporting data fields from MS Excel, tab-delimited, or CSV data files, the system will now handle text fields up to 200 characters in length. *(Sept-18-2012)*

Series 5 Launching Microsoft Calendar

The Series 5 Applications make calls to the Microsoft Calendar routine to display a calendar, and accept the operator's selection of a date. In order to make use of this

feature, the Microsoft Calendar must be registered on all client computers executing Series 5. MSCAL.OCX may be found in \ms\ocx on the AcuGT, (Extend 9.xx), installation CD for Windows. If you cannot locate it on the release CD, a copy is included in the Series 5 release directory in **S5\UTIL** . (June 25-2012)

This is accomplished by executing the following command from the designated DOS Command Prompt:

REGSVR32.EXE S5\UTIL\MSCAL.OCX

where:

For System	From Directory	Comments
Windows Server 2003 & 2008 - 64 bit	C:\Windows \SysWOW64	Right click on the Command Prompt and select "Run as Administrator"
Windows XP and 7	C:\Windows \System32	Right click on the Command Prompt and select "Run as Administrator"
earlier Windows	C:\Windows\System	

Reports and Forms generated as MS Word Documents

All reports and forms that are generated as MS Word Documents may now have an assorted formatting properties applied to the text that is generated. The following formatting capabilities may be applied:

- "Formatting Regions", defined as ranges of lines, for a page may be formatted with a particular font type and size and be set as Bold, Italic, Underlined, Shaded, or as Reverse Video. Up to 5 different regions may be defined and activated under program control as the page is being populated with text.
- "Tab Sets" may be defined consisting of up to 10 tab settings per line. The types of tabs include Left-Tab, Right-Tab, Center-Tab, and Decimal-Aligned-Tab. Up to 20 different Tab Sets may be defined and activated under program control as the page is being populated with text. As the line of reporting text is output, the tabs are inserted and any preceding spaces are removed. (This basically now allows the use of variable pitch fonts, when outputting columns of data, ensuring proper alignment).
- Individual words or sub-strings, within a print line, may now be output as Bold, Italic, Underlined, Shaded, or as Reverse Video. On a given page, up to 50 sub-strings may be formatted in this manner. On a given line, up to 6 sub-strings may be formatted in this manner.
- Single, (thick or thin), and Double Lines may now be inserted at any position within a page. As the page is being populated with text, the lines are defined to the printing routines with position and sizing set under program control. Up to 40 line may be output per page.

These types of formatting controls could be implemented for Invoices, Purchase Orders, Customer Statements, A/P Checks or Customer Quotes. In order to take

advantage of these features, the appropriate applications' program must be programmatically customized. Contact Sentinel Hill Software Inc., for more information. further details. (*Apr-24-2012*) HS5_Enhancements_to_ALL_Systems-2011-2013.xml

All Series 5 Applications offering Export Functions

When entering export selection options, if the operator was to click on the "About Exporting" information tab, an error was being reported that the "File did not exits". This problem has been fixed. Now you may freely select any filtering or output options tab when they are presented without any problems. *(March-09-2012)*

Using Windows' Logon Usernames

New functionality has been introduced to the Series 5 Main menu Signon process. You may now define to have the Series 5 system use the client's Windows Logon Code as the User Code for signing in to Series 5. If set, when Series 5 is launched, the Windows Signon Code will be used. The User-Logon screen will be presented, but only the Password field may be displayed for keyboard entry. (If the given Series 5 User Logon profile had a blank password entered, then the User-Logon screen will not be presented at all. Control will be transferred directly to the Main Menu screen.)

For systems that are set to use the Windows User Logon code, user's will ONLY be able to log in to Series 5 using the Windows Logon Code. The function to "Repeat User's Logon", found under the Main Menu's File drop-down menu will be disabled. Note however, if a user has their System Management Access set to Full, they will still be able to "Repeat User's Logon", and sign on as a different user.

For systems that do not wish to use the Windows logon, the default will still be set to that defined by the PC Client user's **SHSI_USER_NAME** environment variable. (Feb-28-2012)

Bitmapped Images in Series 5

All Series 5 applications that load bitmapped images have been revised to expect the image filenames to be in upper case. (*Feb-28-2012*)

Upper Case Bitmap Files

On UNIX systems, please make sure that all bitmap files in the bin/images folder have uppercase file names.

Series 5 File Error Handling Routine

The logic used to report serious file I/O errors has been enhanced to correctly identify the full folder path for any sequential text files that might be generated. Previously in some cases, the error message displayed incorrectly showed the path that was assigned as the Data Files Directory assigned to the Company System. This problem has been fixed. (*Jan-30-2012*)

Series 5 Directory/Folder Selection "Browse" Feature

For any application that requires entry or selection of a directory path, a "Browse" push

button is presented. The operator could click this button, and the Windows Folder browse dialogue window would be presented. Previously, only descendants of the user's default working folder are shown. The system has been revised to now display only those folders which are descendants of the root directory of the Directory Path field associated to the "Browse" button. So now, if you were to enter C:\ in the Directory Path, when the "Browse" button is clicked, you would be able to browse any directory on your computer's "C" drive. Setting the Directory Path blank, or to something other that a drive letter designation, would result in only being able to browse descendants of the user's default working directory. *(Jan-18-2012)*

"Series 5 File Error Handling Routine

The logic used to report serious file I/O errors has been enhanced to identify errors associated to the use of AcuServer. Previously, 9D-104 errors were reported as an "AcuServer Connection Failure". Now, all 9D-XX errors are identified, and the applicable message displayed. (*Jan-10-2012*)

Reports and Forms generated as MS Word Documents

All reports and forms that are generated as MS Word Documents are now created protected as "Read-Only" documents. A password may be used to un-lock them. Refer to the applicable documentation for further details. *(Jan-10-2012)*

For 2011

Series 5 Import/Export Routine

The generic routine to handle importing and exporting of data, (to spreadsheet or character delimited files), has been enhanced to provide for CSV files that do not have/ allow quotes around character strings. (*Dec-12-2011*)

"CALLEREQ" Program

The CALLEREQ program has been revised to call either the W/M's E-Request Service routine or the new P/I's On-Demand Billing Service routine. It no longer resides as a program belonging to the W/M system, rather, it has been moved into the S/M, (System's Management) directory and library. Please ensure the correct compile script files are installed. (*Nov-11-2011*)

Interfacing with MS Office Excel and Word

The logic provided to launch MS Excel or MS Word has been expanded to handle the case where MS Office was installed in C:\Program Files (x86)\Microsoft Office \Office. (Previously the system only looked in in C:\Program Files\Microsoft Office \Office . (Oct-03-2011)

Series 5 Email Generation

A number of different application functions offer the ability to automatically generate and send emails. This includes the emailing of invoices, purchase orders, statements, customer quotes, reports and other messages.

The internal driver used to send emails has been enhanced to generated and send emails using calls to Microsoft Office Outlook, (rather than to the MAPI library). As a

result, the following capabilities associated to sending emails are now possible:

- Emails may be sent as Plain Text, Rich Text, or as HTML
- Emails may be generated when executing as either a thin-client of FAT client
- Emails may now be sent with copies going to Cc users and Bcc
- The text message associated to emails are now loaded from user created/ maintained data files, rather than being coded from within the application software. These text files may be either plain ASCII text, or HTML files and contain up to 8192 characters. Except for specific types of emails, these files MUST BE LOCATED in the directory named Email-Templates located in each Company System's designated reports directory.
- Provides support for 120 character email addresses, and 140 character subject line

(Sept-20-2011)

Importing \$ Numeric Cells from Spreadsheet

A problem has been identified and fixed when importing \$ formatted columns of data from spreadsheet. If any headings were specified, and they exceeded 22 characters in length, the number being input and recorded was ZERO. The problem has been fixed. (*July-25-2011*)

Generating Reports as MS Word Documents

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2010 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007/2010 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. (*June-14-2011*)

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2010 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007/2010 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. (June-14-2011)

Generic Search Function

In all Series Series 5 applications where a grid screen is presented for the entry of transactions, or the maintenance of master codes, a "Search" function is provided. This function has been enhanced in the cases where the operator has chosen to search for a given record where a Date is chosen as the search criteria. Now the following literal label is displayed, "mm/dd/yy", indicating the desired format that the date should be entered as. As well, the date entered may now be as "*mmddyy*", "*mm/dd/yy*", or "*mm/dd/yyy*", depending on the mood of the operator. (*May-02-2011*)

New Feature to Attach Supporting Documents to assorted Master Code Records and Transactions

You may now attach a variety of different documents to assorted Master Code records, and Transactions. Up to 15 separate documents may be selected, and attached and viewed from the applicable functions in assorted Series 5 systems. These documents may also be viewed where applicable. The different types of documents supported are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

Printing to Windows Spooler

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. If the Printer Queue does not have a "Captured Printer" defined, then a Windows "Printer Select" dialogue box window is displayed. Previously, the the Series 5 system made a call to have the "Printer Select" window displayed which was an older style, compatible with older versions of Windows. Now a new call is made displaying a modern Windows XP/7 "Printer Select" Window. *(Feb-09-2011)*

System Captured Windows Maintenance

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. The routine used to capture a Windows printer was not working correctly under Windows 7. This problem has been fixed. *(Feb-09-2011)*

For 2010

Default Reporting Output Destination

In all Series 5 applications that generate reports that might normally be printed, a Print Options screen is presented. From this screen, the operator may choose to have the output directed to a printer; to be "Archived", to be just displayed to the screen to "Browse"; or output as an MS Word or PDF file. The default output has been changed to be just displayed to the screen to be "Browsed". (Previously it was defaulted to be output to a printer).

Additionally, should you desire to set the default output, you may do so by inserting a variable in the runtime Configuration file. The variable SHSI_RPT_DESTINATION with a single numeric argument, will provide the default target for generated reports, where you would set the argument as follows:

1 - To the Printer 17 - To Disk as an MS Word 2003 document
2 - Archived 26 - To Disk as an MS Word 2007 document
3 - Both the Printer 35 - To Disk as a PDF document
and Archived
4 - To be just
Browsed

Note that if the applicable application already determined the target output, these defaults will NOT be used. (Oct-13-2010)

Data File "Properties" function

In all Series 5 applications that maintain master codes records, or provide for the entry or inquiry of transaction or history records, under File on the menu bar, the Properties function will display information about the related files. This function has been enhanced to now display 12 numeric digits for both the files size, and the number of records in the file. Also, now the version of the Vision file is displayed, along with the number of volumes that are used to hold the data and the index keys for the associated file(s). *(Sept-01-2010)*

Using the Mouse Wheel to navigate Series 5 Grid Screens

In all Series 5 applications that use a paged grid screen, (those showing rows of master codes and/or transaction records similar to a spreadsheet), the operator may now navigate forwards and backwards through the records using the Mouse Wheel. If the Ctrl-Key is also pressed while twirling the mouse, 4 rows of data are skipped instead of just 1. (If when you spin the mouse too fast, and a "Stack Overflow" error occurs, in the runtimes Configuration file, add the variable PERFORM_STACK 384 and it should work OK) Note that this new feature is only available for systems with at least AcuGT Rev 8.1.3 (July 27-2010)

MS Excel System Error Recovery

The Series 5 family of applications offers the ability to import to, and export from, an MS Excel Workbook document. System error that could be generated while outputting to and/or inputting from, MS Excel documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When importing from an Excel document with a filename, selected from the application, that did not actually exist, (and the operator had forgotten to "Browse" to choose the particular file).
- When a user attempted to generate output as an MS Excel document, but they did not have MS Excel installed, or it was installed in a location other than the default, a fatal error occurred.

The import/export routines have been enhanced to now capture any system errors that

were being generated from MS Excel. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the import/export will just be abandoned). (*May-31-2010*)

Compiling with INTEL Native mode

A problem has been discovered when compiling with the Intel native mode. This option must be removed from the S5_GCBL.BAT compiler macro that can be found in the S5 \util directory. (Basically replace the **set NATIVE=--intel** command with **set NATIVE=** command. (May-21-2010)

Generating Standard Forms as MS Word Documents

The Series 5 generates a number of different forms. For example, A/P Checks, Invoices, Picking Tickets, Statements and Purchase Orders. Variables within the runtime configuration file may be set up that are used to indicate how the forms are to be generated and/or printed. Arguments to these variables indicated whether the form was printed, archived, and/or saved as MS Word documents. The 2nd argument, used to define the output, may now have the following values:

- WORD2003 WORD2007
- PRINT&WORD2003
 PRI
 - PRINT&WORD2007
- ARCHIVE&WORD2003
 ARCHIVE&WORD2007

Existing arguments associated to WORD will be interpreted as WORD2003.

The applications that generated these forms have been enhanced to now recognize arguments that indicate the forms are to be generated as Office 2007 Word or Office 2003 Word documents. *(May-21-2010)*

MS Word System Error Recovery

The Series 5 printing routines had the ability to generate output as an MS Word document. System error that could be generated while outputting to and/or automatic printing of MS Word documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When outputting to an MS Word document that had a template defined, and the given template file was not set up for that user, a fatal error occurred.
- When outputting to an MS Word document that was supposed to be automatically printed, but the given network printer was either offline, or that segment of the network was not active, a fatal error occurred.
- When a user attempted to generate output as an MS Word document, but they did not have MS Word installed, or it was installed in a location other than the default, a fatal error occurred.

The printing routines have been enhanced to now capture any system errors that were being generated from MS Word. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the generation of the report will just be abandoned). (May-21-2010)

Generating Reports as MS Word Documents

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2007 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. For users that have Office 2007 installed, the default File Type will be the Office 2007 Word, but they may choose either Office formats. For users that do not have Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 installed, the default File Type will be the Office 2007 or the PDF formats. (May-20-2010)

Automatic Sending of Emails

The Series 5 system has the capability of automatically sending emails. Emails are sent by making a call to a MAPI.Library, which in turn sends the email using Microsoft Outlook. If the receiver's email address is prefixed with "LN:" or "Ln:", (indicating that they are Lotus Notes users), then instead of using MAPI, a DOS command call is made using the command line defined by the runtime configuration variable "DOS_MAIL_CMD", to actually send the email. Within this command line, there are pseudo variables, that would be replaced with the Subject, Receivers Name and Address and the path to an Attachment. This capability has been enhanced to now provide for sending the email with 2 attachments. The new pseudo variable % ATTACHMENT2% will be replaced with the full path to a 2nd attachment, if applicable. *(May-03-2010)*

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. For users that have Office 2007 installed, the default File Type will be the Excel 2007 Workbook, but they may choose either Excel format. For users that do not have Office 2007 installed, the default File Type will be the Excel 97-2003 Workbook, and they will not be able to choose Excel 2007. (*May-03-2010*)

Import/Export Functions

When the import/export screen is presented and a particular directory and file is selected for processing, if the operator clicks on the Back push-button, (to go back and change an option of prior screens), upon re-displaying the import/export screen, the originally selected file/directory was being reset to the program's default. This problem has been fixed. (*Mar-24-2010*)

Generating Sub-Documents as MS Word or PDF Files

The Series 5 printing routines had the ability to generate a sub-document as an MS Word document. (A sub-document might be a single Invoice or Customer Statement, generated with a unique filename). This functionality has been enhanced to have the

sub-document generated as either an MS Word document, or a PDF document. These sub-documents may be generated at the same time, totally independent from, their normal "printed" versions. When generated as Word documents or PDF documents, MS Word Templates may be used to define the properties of the resulting document with watermarks and headers and footers. (Mar-15-2010)

Import functions from Excel Spreadsheets

The Series 5 import function offers the option to input from an Excel spreadsheet. In any application that loaded data in this manner, it was difficult to determine when all valid rows of data had been loaded. The Excel import function has been enhanced so that it will correctly stop once valid rows of data have been loaded. (Previously, the system would attempt to load up to 65,436 rows of data and when executing any given Import function it would appear as if the system has hanging). (*Mar-03-2010*)

Printing of Report as PDF Documents

All reports and forms that are generated from the Series 5 applications may now be saved as PDF documents. This option is available only to users that have Microsoft's Office 2007 installed on their systems. When the Print Options screen is presented, click the **Save To** check box, and select **PDF Document** from the associated **Save As** drop list. (*Feb-23-2010*)

Browsing to Select Files and/or Directories Functions

All routines that offer the functionality to click a "Browse" button to present the operator with a window from which a directory, or a file, can be selected have been revised. Under Windows 7, the clicking of the "Browse" caused a "nested input of events" syndrome to occur. In effect, repeatedly displaying the browse window. The logic for these routines have been revised to avoid this problem. *(Jan-28-2010)*

Encryption/Decryption Function

The subroutine has been revised to now handle 8 digit numeric seeds. This was done to accommodate the A/R system that now has 8 digit documents numbers. All existing encrypted fields will still be able to be decrypted. (*Jan-24-2010*)

For 2009

Printing of Reports in Series 5

The Series 5 printing function has been enhanced to offer the option of printing multiple copies of reports, forms, invoices, orders, etc. A new entry field has been added to the print options sub-screen labeled **# of Copies.** You may select to have up to 9 copies printed. These copies printed will be automatically collated.

Multiple Copies

The ability to have the system print multiple copies is a a feature that is provided as a function of the Windows operating system, and the driver for your printer. If either does not support multiple copies, then setting a value other than 1, will have no effect.

This feature is available only to users executing on Windows system, either directly, or as thin clients.

As well, fields on the Print Options sub-screen have been reorganized slightly to accommodate the new field. (Fields and display prompts associated to outputting reports to a Print Queue are now enclosed within a frame.

Where applicable, in all Series 5 applications, the size of display windows and/or tab sub-screens have been adjusted accordingly. (*Dec-22-2009*)

Export functions to Office 2007 Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. Office 2003 Excel had allowed for 65,500 rows, and Office 2007 Excel allows for 1,000,000 rows. When exporting data, the Series 5 system would automatically start outputting to a 2nd worksheet when 65,500 rows were reached. The system will now switch to a 2nd worksheet depending on which version is being used.

As well, the Spreadsheet I/O routines have been enhanced to support up to 999,999 rows of data. (*Dec-16-2009*)

Exporting to Excel Spreadsheets functions

The logic used to export to Excel spreadsheets has been enhanced. In the assorted Series 5 applications, those functions that offer functions to export to an Excel spreadsheet have the ability to perform the following:

- Create multiple worksheets
- Select a specific worksheet to be populated
- Format titles, legends and headers in larger fonts, as bold, and/or as italic
- Have data columns justified left, center or right
- Have a data column formatted for "Currency", (where \$ signs will be displayed with 2 decimal places)
 - For Office 2003 Excel negative numbers are displayed with parenthesis around them
 - □ For Office 2007 Excel negative numbers are displayed in red with parenthesis around them

Where applicable, in most of the Series 5 applications, these new capabilities have been introduced. (*Dec-10-2009*)

Import and Export functions to Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If the user selected to launch Excel after exporting data, the system incorrectly assumed Office 2003 was installed, and it's Excel utility was being executed. If you only have Office 2003, then this would not have been a problem. The system now correctly detects the version of Excel to launch. *(Nov-11-2009)*

Selecting Dates from Lookup Calendars

When executing under Windows VISTA, dates were not properly being returned. The year was loaded incorrectly as year ZERO which resolved to a date falling in the year 2000. The problem has been fixed. (*Oct-28-2009*)

Automatic Disabling of User who Fail to Correctly Logon

As a new security feature, as an option, you may select to have users that fail to correctly log in to Series 5 after a specified number of times, automatically disabled from logging in again. Before they can use the Series 5 system again, the System's Manager, or Series 5 Gatekeeper must modify their Logon Properties record. This option may be selected with a new field found on System Control Options screen. *(Oct-22-2009)*

User Logon Passwords

Passwords now must contain at least one numeric digit, and one alpha character, and be at least 8 characters in length. (Oct-22-2009)

Import and Export functions to Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If that output/input option is selected, and Excel is not installed on the user's workstation, a message will now be displayed. Previously, the system assumed it was installed, and when it attempted to call Excel to build/read the spreadsheet, the program would bomb out with an error. This will no longer happen. *(June-02-2009)*

Outputting Reports and Invoices as MS Word Documents

Any Series 5 generated reports, invoices, statements, etc, may be output as an MS Word document. For any MS Word documents that are generated, a Template may also be specified, (as defined in a Series 5 Configuration file variable). These templates must be installed on each users workstation in the *C:\Documents and Settings\<PC UserName>\Application DataWicrosoft\Templates* folder. For users with Office 2007 these templates need an extension of .DOTX. For earlier versions of MS Office, the templates need an extension of .DOT. The system has been enhanced so that if from the Series 5 Print Options screen, MS Word output is chosen, it will test for the occurrence of the designated template file for the particular type of output being generated. If the template cannot be located, an error message is displayed. Previously, if when generating the output, the MS Word utility could not find the template, the system displayed an evil looking message, and would abort. *(June-02-2009)*

Main Menu User Logon

When a user fails to logon after 5 attempts of entering their User Code and Password, the system exits. Now, as well, an entry will be recorded in the User Access Log file. *(April-04-2009)*

Encryption/Decryption Function

A new subroutine has been developed that provides the functionality to encrypt and decrypt data fields. The algorithm used is based on a Vigenere Cipher. This would be considered a "strong" encryption. The subroutine is made available to any Series 5 application that requires encryption of any given data record field. *(March-11-2009)*

Series 5 Grid Management Screens

In any of the Maintenance or Transaction Inquiry routines that listed items in a grid whereby a given item, such as a Customer Code or a G/L Account, could be selected. If there were no item on file to be listed, sometimes transactions for the next item on file were being displayed, but the entry field was not being updated. This problem has been fixed. Also, now a message will be displayed indicating that no records were found for the item entered, but the next highest item's items were being displayed. *(Feb-03-2009)*

For 2008

Using AcuGT Rev 8.1

With the recent release of Rev 8.1 of AcuGT, we have discovered that the INTEL native mode, on certain occasions cause Memory Access errors. The batch file used to compile programs **S5\util\s5_gcbl.bat** must be edited to have the variable NATIVE set to nothing. *(Nov-15-2008)*

User Logon Passwords

The Series 5 system now requires all passwords to be made up of at least 8 nonspace characters, at lease one of which must be a numeric digit. Also, if a users password has expired, they will be offered the opportunity to assign a new password, after entering the old password. The rules for password entry will apply. (Oct-7-2008)

Import and Export and User Interface Applications

An error occurred when exporting to an Excel spreadsheet if the 1st character the output string was a "+", "=", or "-" character. In this case, Excel expected a valid formula. If this was not the case, a terminating error was displayed. The problem has been fixed. Now the Series 5 software will automatically insert a single quote"" character in front of the string before inserting to the cell. (*Oct-7-2008*)

User Access Maintenance

The Series 5 User Access maintenance routine has been enhanced to simplify the steps to establish new users and give/deny access rights. (*Sept-24-2008*)

- The Enable and Enable-Like functions have been simplified. In each case, you now just highlight the "Red" head that is to be given access rights, and click the Enable or Enable-Like push button, (or right click, and select the desired function from the pop-up menu.
- For the Enable-Like function, a drop-down list will be presented, from which you can select the user that already has access rights, whose rights are assigned to the new user.
- The Copy function has been simplified. If you highlight a "Green" head user that

is already enabled, and select Copy from the Edit menu's drop-down menu, you will be able to select one of the users that has no access rights in drop-down list that is presented. (The Copy is basically the reverse of the Enable-Like function)

- For "Green" head users that are already enabled, when right-clicked, the pop-up menu has 2 new functions - "Set All Items to Full Access" - "Set All Items to No Access". These will make it easier to set up and maintain the users' access rights.
- A pop-up window will now be displayed, when any given menu-item in the tree is right-clicked. You will be able to set the access to either "No Access", or to "Full Access" directly, without having to edit the properties sub-screen.

User Access Maintenance

The Series 5 User Access has been enhanced to support up to 250 Logon Users. Formerly was limited to 100 users. *(Sept-10-2008)*

Print Manager and Browser

The Series 5 reporting and printing routines have been enhanced to handle filenames of up to 30 characters long. The UPGRADSM utility must be executed to have the Report-Manager file's records rebuilt to accommodate the larger field. *(Aug-25-2008)*

Import and Export and User Interface Applications

In all applications that offer the opportunity to load from or read a text based interface file where a **BROWSE** button had been provided, you will now be able to select files that have a "—" or a SPACE in the filename or the directory path. (*Aug-25-2008*)

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. The system will identify Office 2007 utilities by seeing if Excel.EXE can be found in the clients's C:\Program Files\Microsoft Office\Office12 folder. For exporting, the files will be created with the *.**XLSX** extension; and if selected to be launched, Office 2007 Excel will now correctly be executed. (*Aug-25-2008*)

On-Line Help

The Series 5 systems now have On-Line Help. You can access these help files from the application. In all functions that offer a menu bar, clicking Help will display a dropdown menu offering General Help, Help on the particular function, and Help about Grids. For menu items that don't have a menu bar, if help is available, a help icon may be clicked to display Help about the particular screen. (Note that help may not actually be available in all cases where offered in the drop down menus) *(Aug-10-2008)*

Broadcast Messages

The Series 5 Broadcast messages have been increased in size. You may now specify 3 lines of 80 character lines of message text to be displayed. The files used to hold these messages have been renamed to be EMERGENCY.DAT and

BROADCASTS.DAT. (Aug-10-2008)

Application User Access Analysis Export

A new function has been introduced to each applications' User Access Maintenance function. You may now Export to a spreadsheet an analysis table of users access rights. Each row of the table is a menu item, and each column is a Logon User. It provides a quick snapshot of which users have access to any particular function. *(July-15-2008)*

User Access Logging

As an option, your systems manager can turn on the option to log user access to all the systems' menu items. *(June-15-2008)*

Major A/P Features not Found in Series 4

New Bank Code Master record

This Bank Code is used to drive the generation and printing of Checks. Properties include the A/P Control Account, the Cash Account, and information for check printing, fraud interface, and reconciliation. The processing of all A/P check printing is now governed by a Bank Code.

New Search and Replace function has been introduced

The Vendor Master records, the Invoice History and Check History records may now be processed with a search/replace function.

Checks may be printed both using a custom Layout and/or for the new Canadian standard

If you need to print two types of checks. One for a Canadian bank, and another for a US bank, the system supports both layouts.

Re-Occurring Invoices

The system now supports A/P Re-Occurring Batches. These hold Vendor Invoice transactions, that are typically the same, that need to be entered at some given frequency.

Scheduled Transactions

These are for Invoices that are received on a regular basis, or repeated with no regularity. Each item has a scheduled date as to the next time that it should be recorded. All eligible scheduled items, and those marked by the operator, are recorded into an A/P Batch when the appropriate function is invoked.

Generic Vendor selections for Reports
All reporting functions now have a generic Vendors selection filter screen. It allows you to randomly select different Vendors to be reported.

A/P Period Analysis

This new analysis basically produces an analysis of A/P transactions accumulating totals by month, year, G/L periods, or G/L years. Totals are computed by Vendor, A/P Account, Vendor Types and Sub-Ledger Project Codes. This report may be useful for reconciling differences between the A/P and G/L systems.

1099 Generation

The generation an manipulation of 1099's has been overhauled. There is a new a preview mode that generates a list of 1099 Vendors, which may be viewed in a grid.

Check Reconciliation

The process of Check Reconciliation has been overhauled. Unreconciled checks are now displayed in a grid screen. Totals are presented, and items may be marked by simply clicking items in the grid. Items may be listed sorted by Date, Vendor or Check Number.

2.4 Getting Help

There are a number of different sources of help in Series 5. In addition to this help file you can also access the Power Point tutorials and Sentinel Hill Software support.

To get started, your main source of information should be this help file. We have designed it to provide all the information you will need for using and learning the Accounts Payable.

Before contacting support, please make sure that you really can't find the information you need here. Thanks!

Displaying the help

- The quickest way to display the help is to press **shift-F1**. If context-sensitive help is available it will be displayed automatically.
- Most screens will have a Help button that displays relevant information when clicked.



• On the Series 5 main menu screen, and each application menu screen on the menubar click **Help** then **On-Line** Help.

Contacting Sentinel Hill Software support

- Direct email support is available from the Sentinel Hill Software team at <u>support@sentinel-hill.com</u>. You can send an email to this address automatically by clicking on the **support@sentinel-hill.com** graphic on the Licensing tab screen displayed after clicking Help / About on each systems' menu.
- If you have a Support Contract, you may contact Sentinel Hill support center directly at 1-800-663-8354.

Summary of Fixes and Enhancements

• For each application, a detailed history of the changes that have been made is available from our website at **2** Series 5 Fixes and Enhancements.

Getting a printed user manual

You can download formatted PDF versions of the documentation for each application from our website with the following links:

Accounts Payable	Miscellaneous Invoicing
Carl Accounts Receivable	Eixed Assets
Customer Order Processing	Web Access Management
Inventory Management	Estimation Strategy Series 5 Systems Manager
Purchase Order Processing	Professional Invoicing



3 The Basic User Interface

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Throughout the Series 5 system applications, there are a number of basic common types of screens to provide a consistent operation. These are discussed in this chapter and it's related sub-topics.

3.1 Accounts Payable Application Menu

Each Application has a primary menu screen. These menu programs all operator in the same manner, and basically offer the same types of functions.

The instructions below explain the features available and how to customize some of the subscreens. For detailed instruction on the actual application, refer to the related topics in the Accounts Payable Menu Functions [147] and The A/P Menu [147] chapters.

Here is the A/P menu that will be used to identify the different functions available to most other applications' menus.

📕 SHSI Series V Accounts Payable	
File Trx Inquiry Operations Reports Codes Maintenance Purging Wizards User Functions Control Options Window H	lelp
User: USER Sentinel Hill Software (PCA) July 17, 2008 03:45 PM Accounts Payable Rev: 5.08	
1 Scheduled for Today 2 Overdue Functions 3 Coming Due 4 My Favorites	
Typically Daily Functions:	
Vendor Open Item Inquiry Vendor Codes Maintenance	
Mark Item Manually Paid Reports Manager	
Enter/Print Quick Check	
Print A/P Open Item Report Print A/P Distribution Report	
Exit	

- Applications' Menu Bar

All functions available to a given user may be accessed from the menu bar at the top of the screen. Menu items are grouped according to the type of functions for each application.

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Applications' Menu Bar

The following menu bar groups of functions are defined:

Menu Bar Group	Types of Application Functions
File	For the Reports Manager, Batch Job Processor, and other File Management functions
Trx Inquiry	For functions that offer screen Inquiry of current or archived data, or interactive analysis
Operations	For Transaction Entry, Invoicing, Check Processing and other typically daily, monthly or annual functions
Reports	For the generations of reports
Code Maintenan ce	Maintenance functions for defining and updating master code files
Purging	Functions that Purge History files
Wizards	For setting up and/or launching user defined Wizards
User Functions	For launching user created programs or other Window's Utilities
Control Options	For defining preferences for the operation of the Accounts Payable system; and for defining User Access rights to each menu item
Window	Functions to manage the simultaneous execution of up to 9 of the applications' functions
Help	Displays licensing information, launches Help, or executes a Monitor displaying users currently using the system

For example, to select the Customer Codes Maintenance function:

1. Click Codes Maintenance in the menu bar.



2. Select Customers... from the drop-down menu and the Customer Codes Maintenance screen will be displayed.

 Daily Operations - Monthly Operations, Year-End Operations and Transaction Entry tabbed sub-screens

Tabbed sub-menus are provide on the application menus that offer common types of functions. Each of the applications menus offer tabbed sub-screens that have those functions that would be typically invoked a certain times, or to enter Transactions.

For example, those menu functions in the G/L system that might be executed on a daily basis:

Trx low	Inquiry Operations F Help SER	inancial Statements Reports	- Codes Maintenavice	s User Functions Co
1	20	[01] Sentinel Hi	ll North America	
	General Ledger	June 30, 2008	05:30 PM	
ſ	1 Scheduled for T	oday 2 Overdue Fur	nctions 3 Coming Due	4 My Favorite
	5 Daily Functions	6 Monthly Functions	7 Year-End Functions	8 Transaction En.
	G/L Acc	count Inquiry	Chart of Account M	Aaintenance
	Trial Ba	ance Report	Reports Mai	nager
	Balar Profit and	nce Sheet		
	P ⁻¹ Ei	nancial Statemen	~ ~	

- 1. Click on the applications' Daily Functions tab.
- 2. Click on the desired function push button.

3.1.1 Multi-Threaded Windows

The applications menus provide the ability to select and execute up to 9 functions all at the same time. Each executes in their own window independent of one another.

Execute multiple functions from the Applications' menu simultaneously

• The functions that have been launched are displayed in the frame at the bottom on the application menu

0 1 A/R Aging Report	9 4 Customer Open Item Inquiry	
2 Customers		
3 Sales and Credit Entry	1	
<u>.</u>		

• If you right click the icon associated to an executing function, a drop-down menu will appear from which you can hide or restore it's screen, or terminate the function.

	1 Customers	
<u> -</u>	Hide this Item's Window	
	Restore this Item's Window	
	Terminate this Function	
		- h

• The functions that have been launched are visible as items under the menu bar's Window sub-menu 46



• You may terminate, hide or cascade the executing functions windows by selecting the appropriate function from the menu bar's Window sub-menu



 You may hide, or redisplay a particular executing function by clicking on it's entry in the menu bar's Window sub-menu

3.1.2 Scheduled Menu Functions

The Series 5 Menus offers the ability to define certain functions to be scheduled for particular times of the day at specified intervals. Tabbed sub-screens display those functions that have been scheduled and are **Overdue**, **Due for Today**, or **Coming Due**. The operator must click the push button in the sub-screen to select these functions to have them executed. Once the function is finished, the operator will be prompted to reschedule the job.

Refer to the section on <u>Users Scheduled Menu Functions</u> under the <u>User Access</u> Management ¹²⁶ Chapter for the steps to set up the Scheduled functions.

Scheduled Menu Sub-Screen Examples

• For menu functions that are scheduled to be launched today:

SHSI Series V General Le	dger .				
ile Trx Inquiry Operations Fir	nancial Statements Report	s Codes Main	tenance Wizards	User Functions	Control Options
/indow Help					
lser: USER					Rev: 5.08
	[01] Sentinel Hi	ill North Am	erica		
	July 01, 2008	05:33 PM			1
General Ledger					
5 Daily Functions	6 Monthly Functions	7 Year-Er	nd Functions	8 Transaction	Entry
1 Scheduled for To	iday 2 Overdue Fu	nctions	3 Coming Due	4 My Favo	rites
The following Schedule	ed Menu items are due for se	lection today:			
					_
09:00 am Profit	& Loss Statement				
06:00 pm Interfact	e from Sub-Systems				
07:00 pm Balance	e Sheet Schedules	1	10mm		
	and the second second second	المراجعين	and the second second	tide	
the beaution and the	a se serie en				

• For menu functions that are scheduled, but were not launched on the day they were due. They are Overdue:

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🛅 SHSI Series V General Ledger
File Trx Inquiry Operations Financial Statements Reports Codes Maintenance Wizards Use Window Help
User: USER
[01] Sentinel Hill North America
July 01, 2008 05:52 PM
5 Daily Functions 6 Monthly Functions 7 Year-End Functions
1 Scheduled for Today 2 Overdue Functions 3 Coming P
The following Scheduled Menu items are overdue and need to be addres
6/30/08 Year-To-Date Trx Export

• For menu functions that are scheduled, but for a date in the future:

e Trx Inquiry Ope ndow Help ser: USER	rations Financia	IN11 Sentin	el Hill North	Maintenance	Wizards	User Functions	Control Options	
July 01, 2008 05:55 PM General Ledger								
5 Daily Fu	nctions 6	Monthly Functi	ons 7Ye	ar-End Funct	tions	8 Transaction	Entry	
These Sch 7/02/08	These Scheduled Menu items will be due for select 7/02/08 Balance Sheet						_	
	Trial Bala	nce Report						
7/07/08								

Rescheduling Scheduled Functions

Once a scheduled menu item's process has completed, a screen is presented to the operator offering to have the menu item rescheduled.

🗖 Re-Schedule this Function ? 🛛 🗖 🔀				
Re-Occurring: Daily (Mon-Fri) V Next Scheduled For: 7/02/08 at 8 0 AM				
Yes with New Date Shown				
Yes with Original Date				
Remove as a Scheduled Item				

- 1. The fields will default so the function will be scheduled as defined.
- 2. You may have the item rescheduled using one of the following intervals:



3. Click on the applicable push button as required.

3.2 Grid Processing Screens

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The Series 5 applications have been developed around the concept that the operator should be able to navigate easily through the master codes data sets or batches of transactions that are being worked with. To accomplish this, the assorted accounting systems have made use of a graphical control known as a grid.

The grid control is basically a table that provides the operator with a list of the data records being worked with, and controls to navigate through the associated file. Individual fields may be edited, pop-up menus may be displayed for related functions, and the cursor up/down and Page up/down keys may be used to move around rows and columns of data.

The screens that display these grids also offer a number of functions that the operator can manage or manipulate the particular records' information. These are fairly consistent throughout the Series 5 accounting systems.

Grid screens are typically developed for the following types of menu functions:

- Master Code Maintenance routines
- □ Transaction Entry routines
- Data Inquiry routines
- Operations that require the operator to perform some type of function to easily set or edit properties of a specific type of data record

Here is an example of a grid based screen that offers most of the controls typical of a Transaction Entry function. (In this case there are 2 rows in information for each data item being displayed).

Ele Edit View Help	ntry				Click to Exit	Click to hide
Standard Journal Trap J-Entry Session: APAD appicable fun	of Select to add ctions t an Edit	d, modify List. To have	Coloured frame of Push But major functions that can be p the transactions recorded	tons of erformed pager, select I	ession. You may also he "Post" function.	Exit He Window
New Modify	Dele	te	Print Full Edit List	Print	Exception Edit List	Post
List by: Journal ID # 💌 Go	To Trxs with JID #:		th m	M Re	iresh Transaction Ledo Transaction Docume	per Date: 2/29/08 ent Date: 2/29/08
JID # G/L Type Acc t Description	S/L Project Refresh the grid record of the key th	display with th nat is entered h	e C edit	Ref Batch Ref Doc #	Click to Refresh the grid di record satisfying and filters annicable status	Acr splay to the 1st and update any fields
to have the items displayed sorted in different orders	APACCR	2/29/08 2/29/08	Click to display a sear window to enter a search search	n string	DATA & IMAGE PURCHASE	Y
15 064-3222-040	AFAUCH	2/29/08	22,500.00		MICS CORRESPONDENT INV	ACCRUAL Y
GL-ST UCC ON DEMAND CORR FEE 17 064-3310-040	APACCR	2/29/08 2/29/08	6,603.60		Grid Navigation Push E position to the next/prior Ite	Buttons to em or Screen
GL-ST DIRECT ACCESS-GROSS CHAF	APACCR	2/29/08 2/29/08	12,1 6		or to the Start/End of CHARLES JONES LLC RUYAL	f the list
GL-ST Double click any given row to have the associated record edited GL-ST Con-	APACCR APACCR	2/29/08 2/29/0 2/29/08	Right click a field in any give to have a pop-up menu disp offering applicable functions can be executed	en row layed s that	CONSULTANT FEE-IT HOUST	ON Y
23 064-4910-060	ABACCB	2/29/08			CONSULTANT FEE-IT GLEND	ALE Y
27 021-2690-100	ArAcch	2/23/08			TRADE ACCOUNTS PAYABLE	ACCRUAL Y
GL-ST ACCRUED EXPENSES UDS - A/	APACCR	2/29/08	83,759.29			
			9	Status bar disp	lays the Sort	
Control Totals: 8 of WARNING: The Ledger and not been updat	Transactions. Document Date red since the las	Total (es assigned at time this S	Debits: \$ 83,759.2. to these Transactions have tandard Trx Set was Posted	Field and	String .00	Trx Dates No w
Items are listed by JID # (order entere	d).		Search:	for:		

- List-By or View Options Menu

In those grid applications where the items may be displayed using different sort criteria, click on **View** in the menu-bar for a drop-down menu of selections; or make the selection from the **List-By** drop-down list.

	rial Balance Preview / I	Report		Trial Balance Preview / Report
File Gi	View Help Order by Account # Order by Profit Center Order by Profit Center	p ort Bui Acc		G/L Trial Balance Inquiry/Report Build
	Order by Description Order by Type Order by F/S Code 1 Order by F/S Code 2	(Re)Build Pr		Print Trial Balance (Re)Build Previe
ا 6	Order by F/S Code 3 Order by F/S Code 4 Order by F/S Code 5			List by: Account Description G/L Account # G/L Account # G/L Account Description ption
	Order by F/S Code 6 Order by S/S Code 1 Order by S/S Code 2 Order by S/S Code 3	ASE GENEF A PAYM JUSE	or	042-076 Account Type RISDICTIO 043-076 Fin Stmnt Code 1 RISDICTU 043-076 Fin Stmnt Code 2 RISDICTU 043-076 Fin Stmnt Code 3 RISDI
	Order by S/S Code 4 Order by S/S Code 5 Order by S/S Code 6			043-076 Fin Stint Code 4 Ris 043-076 Fin Stmnt Code 5 Ri 043-076 Fin Stmnt Code 6 Ri 042-079 Sup Sched Code 1 Sci
0	D4-0400-040	<mark></mark>		001-011 Sup Sched Code 3 Sup Sched Code 4 042-167 Sup Sched Code 5 042-162 Sup Sched Code 5
p	1* 05 <mark>19-100</mark>			011-2031-100 043-4010-040 9_060

A description of the sort order is displayed in the status bar at the bottom of the screen.

011-2027-100	01-505 FILMO-ACH	างง.88	+,U32.UU
Trial Balance Totals for 408 Accounts.	Opening Balance: \$	0.00 To To	otal Debits: \$ 42,1 tal Credits: \$ 42,128,
Items listed by G/L Accoun	t #.	Search	•

- "Fast Button" Frame Tasks Push Buttons

In all the grid based screen functions, the major operations that could be performed are displayed as Push Buttons in a brightly colored frame. This is referred to as the "Fast Button" Frame.

P/I Invoice Processing		
Hie Help Invoice Generation These are the In You may choos	nvoices that have been generated, but not yet posted to A/R. e to view those generated by yourself or for the system as a whole.	Exit 📃
Generate Invoices Print Proofs	Print/Post Finals Paytech Reconcile	Post to A/R
Processing Invoices For: Private Access (Local Only to this PC) Public Access (Server Side to All Users)	Go To Invoice #:	■ 新計 新 ■ Refresh

Or for another example:

Chart-of-Accounts Mainter	ance	
File Reports Edit View Help		
Define G/L Accounts	Select to modify, delete or add G/L Accounts for recording General Ledger transactions. Accounts are also used for formatting Financial Statements.	
New Modify	Delete Print Import Export	
List by: Account Number	Go To the Account with Number:	

Note that different types of functions have different frame background colors.



- Selecting to Display Items Associated to a Particular Code

In certain grid based applications, you will be able to display only those items associated to a particular master code. There is a field in which you can enter the desired code.

In the example, the screen displays all Open Items for a selected Customer.

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🗖 A/R Open Item	Inquiry
File View Help	• 1. • 2.
Open Item Inquig	These are the un-Purged Invoices and Payments associated to early will appear on each Customers' Statement.
Aged Totals	Print Grid Items Export
Customer: 001461	・ M M M RESEARCH INC HOUSTON, TX
Doc # Type [Doc Date Lgr Date Apply To Due Date An
868689	1/01/08 1/02/08 868689 1/31/
875936	2/01/08 2/01/08 3.

In this example there are three ways that a given Customer may be selected:

- 1. Enter the Customer Code whose items are to be displayed in the grid.
- 2. Click on the icon to have the Customer "Lookup" window displayed and select the desired customer.
- 3. Click on the "Find Prior" or "Find Next" icons for the prior or next Customer Code on file with items to be displayed

Processing Tip

When a grid application that offers a code to be selected is initially displayed, that field is is normally blank. If you wish to just display items for the 1st code on file, click on the "Find Next" icon push button and the system will do the rest.

Search Function

In all the grid based screen functions, a Search function is provided.

1. Click on the Search icon.



2. The Search window will be displayed. Enter the string or number to be searched in the **Find** field and select the particular field of the given record to be tested.

Search Task Codes					
Find:	Search String 👻				
ln:	Description V Find				
M.	Units Charge Rate				
St	NonCharge Rate Unit Cost Rate Tax Group Flag				
ining oni	Invoice Section				

- 3. Set the searching options as desired and click on the **Find** push button. (If you rather just get a count of the # of records that satisfy the search, click on the **Count** push-button
- 4. If a record is found, then the grid will be refreshed with that item displayed. Also, the Search Backward/Forward icons will be enabled, and you could then search back or forward by clicking on the appropriate buttons.



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5. The current search string, and name of the field tested is displayed in the status bar at the bottom of the screen.

0.00	Total Debits: \$	42,128,369.07 128,369.07Cl	Net Change: \$ [Closing Balance: \$ [0.00	
Se	earch: Description	for: Search S	tring		

- Grid Navigation Buttons

To move through a file of records that are accessed or displayed using the grid, use the Navigation Buttons found at the right side of the screen.

Navigation To	Keyboard Key or Mouse Click	Graphic
The next grid row	Cursor-Down Key or rotate the mouse wheel towards you	

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Down 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel		
The prior grid row	towards you Cursor-Up Key or rotate the mouse wheel away		.ted Exit 💻
Up 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel away		31/07 < Period 03 Year End Dec/2007
The 1st row of the next screen	Click bottom down button		Code Ref Company/Item 1 Image: Sector S
The 1st row of the current screen, or the row just before the 1st row of the current screen	Click top up button	-	1 WESTOVER FINANCIAL INC 3 AZTEC FINANCIAL, INC. 3 MED ONE CAPITAL, INC 8 GREAT AMERICA LEASING 2 RAYMOND LEASING CORP 13 BB & T 4 BB & T
The last row of the next screen	Page-Down key, or click the lower dbl-down button	¥	Y3 BB & T Y1 WELLS FARGO FINANCIAL L 3 CITICAPITAL 0 PATTERSON DENTAL COMF J2 LEASE CORPORATION OF AI 036 LANDMARK FINANCIAL COR D14 SOLARCOM
The 1st row of the prior screen	Page-Up key, or click the top upper dbl-down button		D11 BANK OF AMERICA CB OPS f 37 CITICAPITAL(BTF MAHWAH) Net Change: \$ 15,104.00CR
The 1st record on file	Hold the shift key and click the top up button		
The last record on file	Hold the shift key and click the bottom down button	×	

- Grid Row Pop-Up Menus

For most of the grid based menu item screens, you can right-click a given row to have a popup menu of the functions that would be applicable to the record represented in the row.

G/L Journ	al Entry In	quiry										
G/L Transa	ction Journ	al Inquiry	View Ledger Tra Accounts or Pro	insactions u jects; Add a	using a variety of attachments, Cor	methods; Prin mments or Follo	t or export tra ow-Up flags t	ansactions for se o individual item	elected s.	Exit 🗧	<u>1</u>	
Set Filter	s	Print Grid Items	Export Y	D Transa	actions	⊙ For Fisc ◯ For Sele	al Period cted Dates	3/01/07 - 3	/31/07 < Pe	riod 03 Year End Dec	:/2007	-
G/L Account: CCH LEGA	008-5100 L SERVICE	s	Go To T	Trxs Dated:		- List	by: Accour	nt / Date (Newe	st first) 🔹	• M M M	Refres	:h
Lgr Date	Doc Date	Debit	Credit	JE Source	е Туре	Sub-Ledg	er Project	Ref Doc #	Ref Code	Ref Company/Item	n B	
3/30/07	3/30/07	1,690,000.00	/	901281	PI-WIP					NS TO HARRIS FOR	3/30/07	1
3/30/07	3/30/07	103,000.00		901283	View Original D	ocument				NSFER TRACE#200	70330-00	-
3/22/07	3/22/07	2,009,000.00		: 278	Add/tiseur Akke					NSFER TO HARRIS	FOR 3/2:	
3/15/07	3/15/07	1,940,000.00		901277	Add/View Com	ments				NSFER TO HARRIS	BANK 3/	
3/08/07	3/08/07	1,588,000.00		901271	Set/Clear Flag:	;				NSFER TO LASALLE	FOR 3/{	
				-	Sub-Query by	JE Source						
												*
							and they					
			(in the second			de la sete	Sec.					
										-		

Editing Cell Contents Directly on the Grid

In a number of code maintenance applications, descriptive fields may be edited directly on the grid. If this is allowed, when those particular cells are double clicked, the contents of the cell will be highlighted. the operator may then key in the new value.



Standard Record Editing Functions

Most of the grids in the Series 5 system's applications provide an Edit drop-down menu from the menu bar. This offers functions to Cut, Copy and Paste the associated records belonging to the grid. For codes maintenance applications, there are also functions to Undo the last deleted item; and to Undo the last edited item. From the drop down menu under Edit in the menu-bar, click the desired function. (In most cases, these functions are also available from the pop-up menu displayed when a row in the grid is right-clicked).

Customer Type Codes Maintenance	A/P Accounts	Maintenance	
D Undo Delete e Codes Select to modify or delete	File Edit Help		
Cut y Delete Print Paste	Define A/P Acc	o unts used Sele You	ct to modify or delete; or add may also generate a report li
Go To Cust Type with C Modify	New M	lodify Delete	Print Load Fr
Log Delete jon AGNT REG AGENT BK BANKING ESCRO ESCROWS		Go To Ac	count with Code:
FN FINANCIAL	Account	Descri	iption
	001-0110-040	Cut A/P Account Record	d OPERATIN
	001-0120-040	Copy A/P Account Reco	ord GENERA
	001-0310-040	Paste A/P Account Rec	ord 💽 EDI I
	001-0400-040	Modify	
	001-0420-040	Delete	
	001-0430-040	Cut Field	A
	001-0440-040	Copy Field	
	001-0470-040	Paste Field 🛛 🥁	
	001-0900-040	PET	
	002-0231-040	and the second s	
	1902-0225-040		

Warning

The Undo Delete, Undo Modify, Cut, Copy and Paste functions are only operable while working in the particular function. If you exit the function associated to the grid, when you return, any Cut, Modified or Deleted record may not be Pasted or Undone.

Most Recently Accessed Items Menu

In the drop down menu under File in the menu-bar, most grid screens will provide a list of the

last 6 items that were added or edited . You can click on any one these to position to it.

🔲 Customer Maintenance					
File Edit	View Help				
Propertie	es	Select to modi.			
Print		Enter options fe			
Import		Delete			
Export		Delete			
Bulk Ema	il to Customers	Go To Cu			
1 00000	0				
2 W174	28 - LASALLE NATIONAL				
3 01793	0 - LASALLE BANK NATI	4CE			
4 01793	1 - ABN AMRO SERVICES	VICE			
5 01793	8 - ABN AMRO SERVICES				
6 26636	8 - 1346 RAILROAD ASS				
Exit		and a second sec			
200300 1340 NAILNUAD ASSUCIA					
265239	1751 E BAYSHORE INVE	-			
017103	1ST AARAN'S FINANCI				
020289	1ST CAPITA	•			
	1ST-CARL				

- Grid File Properties Menu Function

In almost all applications using a grid screen, the rows of data displayed represent a data record in a file. The Properties function found In the drop down menu under File in the menubar, when clicked will display some properties about the displayed file.



The Properties Screen displayed shows the names of the files, the # of records, and the size.

🔲 Series V File Properties	Series V File Properties						
GL YTD Transaction File	GL YTD Transaction File						
Folder: d:\s4\test\UCC\data							
Disk File: GL8YRTRX40.D	AT						
# of Records: 1,352,128 File Size: 636,516,352 By	ytes						
Last Modified: Friday, July 04/2	2008						
	UK						
_							

Grid Slide Bar and Full Screen Expand Push Button

In most cases, the columns of data displayed in the grid can be displayed in the screen's window. There are a few functions that have too many columns of data to fit.

If there are more columns defined that can't all fit on the screen at once, there will be a slide bar displayed at the bottom of the grid. The operator may slide it over with the mouse to view the hidden columns of data.

If there is an icon in the lower right corner of the screen, clicking on this will expand the screen laterally to it's full size. (You will need to have a wide screen for this to be effective).

A/R Period Analysis Inquiry and/or Report							
A/R Period Analysis Inquiry/Report Build and preview summary totals by selected Periods for Customers, A/R Accounts, Customer Types by G/L Fiscal Years Sales Reps and Sub-Ledger Projects. From the display, generate either a report or a spreadhsheet.							
Print Analysis Report (Re	Build Preview Print Previe	ew Export					
Show Totals for: A/R Accounts							
A/R Account Type	Description	YrEnd 12/31/06	YrEnd 12/31/07	YrEnd 12/31/08	YrEnd 12/31/09	YrEnd 12/31/10	YrEnd 12/31/1
000-1010-100 CshRcp	*** ACCOUNT NOT ON FILE **	0.00	0.00	140.00	0.00	0.00	0.0
000-1020-100 CshRcp	*** ACCOUNT NOT ON FILE **	802.48	1,405.56	242.98	0.00	0.00	0.0 -
001-0110-040 CshRcp	CHASE BANK GENERAL ACCO	1,065.00	4,029.95	140.00	0.00	0.00	0.0
001-0110-040 NonARC	CHASE BANK GENERAL ACCO	152,594.86	221,305.21	346,083.58	0.00	0.00	0.0
001-0200-040 PPayPm	VISA Paymentech Clearing Acc	0.00	0.00	101.00	0.00	0.00	0.0
003-0100-040 Invoic	ACCOUNTS RECEIVABLE	0.00	0.00	11,250.88	0.00	0.00	0.0
003-0100-040 Prepay	ACCOUNTS RECEIVABLE	0.00	0.00	101.00	0.00	0.00	0.0
003-0100-040 CshRcp	ACCOUNTS RECEIVABLE	44,436.00	6,972.00	0.00	0.00	0.00	0.0
003-0100-040 PPayPm	ACCOUNTS RECEIVABLE	9,996.00	0.00	101.00	0.00	0.00	0.0
004-0400-040 AR-Rev	INVOICED REVENUE CONTRC	9,996.00	0.00	11,250.88	0.00	0.00	0.0
011-0661-060 CshRcp	FIRST UNION BANK - DFS	93,701.10	61,305.14	256,576.59	0.00	0.00	0.0
011-0698-040 NonARC	DEPOSITS - iLien	1,000.00	0.00	0.00	0.00	0.00	0.0
011-2042-100 NonARC	WA FIL e-FILING DISB	1,065.00	0.00	0.00	0.00	0.00	0.0
011-2057-100 NonARC	PA-SOS FILING-DEPOSIT	44,436.00	6,972.00	0.00	0.00	0.00	0.0
013-1524-040 NonARC	iLien CL. DEPOSITS ON ACCO	500.00	0.00	0.00	0.00	•0.00	0.0
013-2002-040 NonARC	ALLUWANCE - BAD DEBT	145.00	3,920.42	6,662.07	0.00	0.00	0.0 =
015-1090-100 NonARC	REAL PROPERTY DISBURSE	0.00	40.00	0.00	0.00	0.00	0.0
015-1091-060 NonABC	DES DISBURSEMENTS	61,594.67	63,837.91	32,356.30	0.00	0.00	
Period Letter-meet for display last accumulated 3/31/08 based on Ledger Date.							
							_
ems listed by A/R Account.		Search:	for:				

3.3 Code "Lookup" Window

Throughout each of the Series 5 applications there may be master codes that must be

entered into a field on a screen. In most cases there will be an icon if of a pair of binoculars located to the right of the field. If you click on the binoculars, a "Codes Lookup" window will be displayed, from which you can browse for and select a code.

Here is an example of fields with the binoculars icon for entering master codes in the Professional Invoicing system.

Proj an Marmenai, a
Project: 10086 CITY BANK - FORNEY
Description Notes Billing G/L Accounts Depos
Enter the Project Code, Description (This project belongs to the Lock Project Code: 10085
Client Code: 010086 M CITY BANK - FORM PO BOX 5 FORNEY, TX
Project Type:
Partner-In-Charge: 40RGT M R G THOMSON
Project Leader: 006 m 006-TSM

- Code "Lookup" Window

All "Lookup" windows basically have the same characteristics and controls.

🛅 Employee Codes Lookup 🛛 🔀					
Select	M M M Reset	Cancel			
Code	Description	Job Code	Location		
105	105-BM/TSM		40		
106	106-BM/TSM		40		
107	107-BM/TSM		40	-	
108	108-RM/TSM		40		
109	109-RM/TSM		40		
10ANH	A N HOLMES		10	-	
10CHA	C H AGUERO		10		
10EJR	E J ROBINSON		10		
10ELM	E L MAGUSIAK		10	±.	
10FMC	F M CANCINO		10		
10GGS	G G SORENSEN		10		
10GLC	G L CONRAD		10	-	
10JAM	J A MCDONELL		10		
10JPC	J P CASEY		10		
10LIR	LAURA I. ROBINSON		10	Ŧ	
10LMB	L M BONILLA		10		
110	110-RM/TSM		40		
200	200 - DNA		40		
200000	DOCUMENT RESOURCES		40		
200ASL	ASSUMED NAME-LOCAL		LASN		
ZUUASR	ASSUMED NAME-REMOTE		RASN	-	
ZUUBKL	BANKRUPTCY-LUCAL		LBKY		
ZUUBKH	BANKRUPILY-REMUIE		HBKY		
ZUUUUUL	LIY COURT RECORDS-LUCAL		LUUR		
GoTo	(eur			_	
40101	хсу.			_	

- Select a particular code by navigating to it in the window and double clicking the row, or clicking the Select push button
- To exit the Lookup window without selecting an item, click on the Cancel push button
- $\checkmark\,$ A Search window may be activated by clicking on the \fbox binoculars icon
- Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.
- If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the Goto Key that you have typed. (To reset the Goto Key string, strike the ESC key, of click the Reset pushbutton).



- G/L Account "Lookup" Window

For "Lookup" windows offering a G/L Account to be selected, a similar window with the same characteristics and controls is displayed.

🔲 F/A Accounts Lookup 🛛 🔀				
Select M M	Reset Cancel			
Account	Description			
0725-95-001700-00-900	Projrct Expense-R & D			
0725-99-000355-00-100	Travel & Entertainment			
0725-99-000355-00-200	Travel & Entertainment			
0725-99-000355-00-300	Travel & Entertainment-168			
0725-99-000355-00-400	Travel & Entertainment			
0725-99-000355-00-900	Travel & Entertainment			
0725-99-000360-00-100	Utilities			
0725-99-000360-00-200	Utilities			
0725-99-000360-00-300	Utilities	*		
0725-99-000360-00-400	Utilities			
0725-99-000360-00-900	Utilities-Corp 0/H			
0725-99-000365-00-300	Utilities-168			
0730-90-000010-00-900	Payroll-Eng Admin			
0730-90-303020-00-400	Payroll-Cahuenga-Syndication K			
0730-95-101012-00-100	Payroll-1V-Guest Svcs	¥		
0730-95-101014-00-100	Payroll-1V-Up's Admin			
0730-95-101015-00-100	Payroll-1V-Post Loordinators			
0730-33-101017-00-100	Payroll-1V-Account Managers			
0730-33-101018-00-100	Payroll-1 V-Neception			
0720 05 202012-00-200	Payroll-Studio-Guest SVCs Davrall Studio Op/a Admin			
0720 95 202014-00-200	1 Ayron-Studio-Op & Admin	-		
0720-95-202010-00-200	Pauroll-Studio-Client Sucs			
0730-95-202022-00-200	Pauroll.Stu-Client Ser Rep.W/B			
0730-33-202023-00-200	r ayroir-sta-client sei nep-wib			
GoTo Key: 0730-00-900000-00-***				

The main difference is the entry of the GoTo Key:

- As each numeric digit is entered, the system will attempt to redisplay showing the closest Goto Key account
- For systems with more than one G/L Account Main segment, enter either the Space-Bar, or the "-" character to indicate entry of the next Account Bank segment
- Only the G/L Account Main number is recognized. Don't bother trying to enter the Profit Center portion
- In the above screen example, you could have entered 730- or 073090 to have the system position itself in the grid as shown
- Once the number of digits in the G/L Account's Main number has been entered, the GoTo Key fields is cleared, and a different number may be started

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3.4 Date "Lookup" Window

Throughout the Series 5 applications there is the need to enter dates. With each date entry field there will be an icon icon of a calendar located to the right of the field.

	J dfax	_
əbit Amount: \$		1
Ledger Date:	2/29/08	
ncument Date:	2/29/08	-7
Original Trx Entry	Reference Fields:	
Patch Coo	le:	N

If you click on the calendar, a "Date Lookup" window will be displayed, from which you can choose a date.

Date entry "Lookup" Window

Here is the "Date Lookup" window.

Select Ledger Date						
	Feb 2	800	Fel	b	*	2008 🔽
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	1
2	3	4	5	6	7	8
Year Month OK Cancel						

- Select a particular date by double-clicking it on the calendar
- Select a particular Month or Year by selecting it from the given drop down list fields
- Move to the next or previous Years and Months by clicking on the navigate buttons at the bottom

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Exit without selecting a date by clicking on the Cancel push button

3.5 Date Range "Lookup" Window

Throughout each of the Series 5 applications there may be a need to enter a range of dates. In most cases there will be an icon i of a small calendar located to the right of the fields.

Here is an example of selecting a range of Ledger dates in one of the G/L system's functions.

Set D	visplay Filters
Sel	t G/L Transaction Selection Filters
6	/L Transaction Select Filters
-	With Ledger Date: All Inclusive Between: 3/01/07 3/31/07 3/31/07 Between: 3/31/07 3/31/07 Between: 3/31/07 3/31/07 Between: 3/31/07 3/31/07 Between: 3/31/07 Between: 3/31/07 Betwe
	Entered as:
1 mar	

If you click on the calendar, a "Date Range Lookup" window will be displayed, from which you can enter the starting/ending dates, or choose from a variety of different date range possibilities from a drop down select field.

Date Range "Lookup" Window

The window for entering a range of dates, (or selecting one form a drop down list).

🔲 Select Ledger Dates Date Range 🛛 🛛 🔀					
Current Month	From: To: 7/01/08 7/31/08 7				
(<= Prior Month Next Month =>				
	OK Cancel				

You may choose, or set, a given date range using a variety of methods:

- Enter the dates in the From and To fields
- Click on the little calendar icons to have a calendar displayed from which a data can be chosen
- Click on the Prior or Next push buttons to adjust the dates accordingly
- Choose a particular date range from the drop down list

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4 Starting and Using the A/P System

In order to use any of the Series 5 system applications, each user must go through a sign-on process.

The following steps are required.

- 1. Signon using the users assigned User Code and Password.
- **2.** Select the Company System that is to be processed. (If only one Company system is defined, then this step is not required).
- **3.** From the Main Menu screen, click the Accounts Payable icon.

4.1 User Logon

Each user must first log in to use any of the Series 5 applications.

Key Information

Your Systems Manager, or designated "Gate Keeper" must first create a User Profile before any user can sign on to the system.

User Logon Screens

1. Click on the Series 5 application icon that has been set up on your desktop.



 Enter your User Code and Password. If setup by your Systems manager, the Username Code will default to that defined by the SHSI_USER_NAME DOS Environment Variable.
SHSI Series V Main Menu	23
SHSI Series V Main Menu SHSI Series V Accounting Systems	
User Logon Username : USER Password :	
Copyright (c) 2001 - 2010 SENTINEL HILL SOFTWARE INC. For support dial: (800) 663-8354	

- You must enter the correct password to get into the system.
- You will have five attempts at entering the correct Username and Password combination
- Your Systems Manager may have established the rule that passwords must be renewed at some interval of time. (ie., every 3 months). If this is the case, the system will warn you 21 days ahead of time, that you will need to change the password. If it has expired, you will have to contact your System Administrator, or your Gatekeeper to set up a new password for you.
- **3.** If you have defined more that one Company System, select the company to be worked with:

Select Company System		
Code : SHSI	Sentinel Hill Software Inc.	
	OK Cancel	

 Definina 	а	New	Password
------------------------------	---	-----	----------

On occasion, you may be required to define a new password. You can have your Systems Manager, or the designated Gate Keeper assign you a new password, or you can do that yourself.

1. From the Main Menu's menu bar, click on **My Own Setup**, and from the drop down menu, click on **Change My Password**. The following screen will be displayed:

ne my new Password		1		
Old Password:		OK		
New Password:		Cancel		
Confirm New Password:				
Passwords must contain at least 8 non-space alphanumeric characters, with at least one being a numeric digit and one an alpha character. You cannot use the same password you have had for the past 3 times.				

- 2. Enter your old password
- 3. Enter your new password in both fields presented. There are a few rules about the password you are allowed to use:
 - ✓ The password must contain at least 8 non-space characters
 - ✓ The password must contain at least 1 numeric digit and 1 alpha character
 - ✓ You cannot use the same password that you have used for the last 3 times
 - ✓ The password will time-out after a pre-determined period of time. (As setup by your Systems Manager)

✓ If you fail to enter the password correctly after a number of tries, (as setup by your Systems Manger), you will be disabled from logging in. You will have to contact your System Manager to have your profile re-enabled. 4. Click **OK** to proceed.

4.2 Series 5 Main Menu

The Series 5 Main Menu screen provides each of the bitmap buttons for each application that has been defined on your system.



Launch the A/P application by clicking it's associated graphic.



5 Basic Processing Procedures

Throughout the Series 5 system applications, a variety of functions provide standard processing options screens. These are documented in this chapter and it's related subtopics.

5.1 Background or Night Processing

Many of the Series 5 applications provide the ability to execute a number of their reporting and processing functions in the background as a batch job. You might choose to execute an application as a Batch Job so that your terminal may be free to be used for other activity, or so that a report could be delayed to be executed in the evening when the demands on your computer system are less. In order to process jobs in the background a PC terminal, running Windows, must be dedicated to executing the Batch Job Processor utility.

Some of the features of Batch processing:

- > Jobs may be queued to one of 5 different Job Queues
- > Jobs may be queued with different Priorities
- Jobs may be queued to execute after a specified time of day (for Night Processing)
- > Jobs may be defined as "Re-Occurring" at a variety of time intervals
- A Batch Job Manager can control and/or change individual jobs waiting to be executed
- > Each Job has a Parameter Control file that can be edited
- > Each completed Job has an Execute Audit Log file that may be viewed
- > Multiple Batch Job Processor may execute simultaneously

The ability to submit jobs to execute in the Background Job Processor is a privilege granted to individual users for each application's menu functions. It is also possible to define the option that a given operation MUST be executed by the Job Processor; and alternatively, that the job must execute after 6:00 PM in the evening.

5.1.1 Selecting Jobs for Background Processing

Only certain jobs have been set up to optionally execute using the Batch Job Processor. These are mainly functions that generate reports, or functions that need to be executed every night, or those functions requiring extensive CPU processing.

Processing Note

Batch Processing is a feature that carried over from the days when processors were relatively slow compared to today. As such, only a limited number of functions have been set up to execute in this manner. If there are any functions that you feel should be revised to execute in the Batch, please make your request to the development team at Sentinel Hill Software Inc.

If an application has been set up for Batch Processing, then typically on the last screen used to enter processing options, there will be a prompt at the bottom. Set the check box if you wish to execute the job in Batch. *If the user's access for the given menu item is set such that the job must be executed as a batch job, the check-box will be set, and disabled.*

Report: ARAGING.RPT	Print ar	n A/R Aging Report		2
Report Options Good/Bad Customers	Customer Selects	Demographic Selects	Print Options	
Select where to have this report printed to. Y Reports that are 'Archived' to the Reports Ma	ou may choose any con nager can be browsed (nbination of the possible dest or reprinted at a later date.	inations.	
Direct Generated Document(s) to:				See.
Screen Browser		Archive to Reports Mana	ager	
Print Queue: WPRINT1	V Line	es/Page 60		2
Save to: C-Documents and	Sottings\\Nu Doou	1111124914nom		1
Save as: MS WORD Docume	nt v	E	rowse	
Send a copy to E-Mail Recipien				3
Report Header User Note:				E.
(This text will appear at the top of the 1	st page and may be use	ed so you can personalize yo	ur report).	
Execute as a Batched Background Job	< Back	Create Report	Cancel	

If you set the **Execute as Batched Background Job** check-box, the following options screen is displayed:

	Batch Execution Setup - Job #: 00000072
You may select to have the job executed in a different job queue	You have chosen to have this process executed by the Background Processor. You can have it execute later, and/or you can mark it as a recurring job. Job Name: A/R Aging Report Batch Queue: BATCH_INPUT Priority: Program: ARAGERPT
You also can designate to have this job execute on a re-occurring basis, or delayed until a specific time.	Scheduled Processing:

Once the **OK** push button is clicked, then the job will be submitted to the Job Batch Queue to wait for it's time to be executed. In the meantime, you may continue with other functions, or exit the Series 5 application totally. Notice that every job is assigned a unique number. This may be used to track the job using the Batch Job Manager.

Batch Execute Setup Field Definitions						
Job Name	X(30)					
By default, is the name of the Report or Operation. The job may easily be tracked by the Batch Job Manager using this name.						
Batch Queue	drop-list					
The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	REPORTING V BATCH_INPUT BATCH_INPUT REPORTING PRODUCTION NIGHT_PROCESS					
Program						
This field defines the name of the Series 5 program this is executed. It may not be changed.						
Priority radio-buttons						

The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.	 Low Normal High 				
Delayed Processing	check-box				
Should you wish to have this job execute at sol check-box. You will then be able to set the Del default such that the job would executed after 6	me designated time of the day, set this lay Hours and Minutes. The delay will 5:00 pm today.				
Re-Occurring	drop-list				
When a job is initially queued, you may set this option to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.	No No Hourly (9-5) Daily (Mon-Fri) Every Day of the Week Weekly Monthly				

5.1.2 Batch Job Management

The Batch Job Manager is available to each of the Series 5 applications. Whenever an application's function is queued to be executed by the Batch processor, an entry is recorded in the Batch Job file. The Batch Manager allows you to view the status of the job, put it on Hold, have it re-queued, or even delete it.

+ Accessing the A/P Batch Job Manager

From either the A/P Main menu, or any application, select **Batch Job Processing** from the **File** drop-down menu.



Batch Job Queue Manager Grid Screen

Maintenance and monitoring of the Batch Jobs is done with a Series 5 grid screen.

🔲 Batch Q	ueue Job Mai	ntenance								×			
File Edit V Manage \	iew Show Me Your Batch Job	s	Modify or 'Hold' jobs; or view their Execution Log and/or Parameter files. Jobs are displayed in the order 'As due to be executed'.								"Fast Buttons"		
Hold	Modify	Delete	Jo	b Params	Output Log	Pu	nge Select	lefresh			Hold	Put a Hold on the the selected Job	
Job # 00000061 00000062 00000063 00000064 00000065 00000066	User USER USER USER USER USER USER	Company UCC UCC	Pri 050 050 050 050 050 050	Schedule Mar 10/200 Mar 10/200 Mar 10/200 Mar 10/200 Mar 10/200 Mar 10/200	d After 06 10:18:17 AM 06 11:19:11 AM 06 11:19:36 AM 06 11:19:57 AM 06 11:52:25 AM 06 11:52:44 AM 06 11:52:44 AM	Sys Pl Pl	Job Name Clear All Prior Selections General Select for Billing Print Pre-Invoicing Report Generate Invoices Print/Proof" Invoices Print/Proof Final Invoices	Stat Hold Done Done Done Done Done	Reocur No No No No No No	•	Modify	Modify the properties of the selected job	
0000067	USER		050	Sep 08/200	06 12:27:17 PM	I PI	Load User WIP/Recap Charg	Wait	No No	÷	Delete	Delete the selected Job	
Jobs are list	ed in the order	that they w	ill be	processed.	Se	arch:	for:				Job Params	Display and edit the Job's execution parameters with Notepad	
											Output Log	View the output log generated when the selected job was executed.	
											Purge	Have those jobs satisfying a number of filters deleted from the system	
											Select	Set filters for the items that are displayed in the grid	

- Modifying a Job in the Batch Queue

- 1. In the grid, navigate to the row listing the job that is to be modified.
- 2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or just click on the **Modify** button in the "Fast Button" frame. The Job's properties screen will be displayed.

🖬 Batch Queue Job Maintenance				
Job #: 00000062 - Modify the Properties of				
Properties Command Line				
Jobs may be rescheduled to be executed at a different time and priority; And they may also be marked as Re-Dccurring.				
Job Name: General Select for Billing System: PI Submitted By: USER Company: UCC Program: BILLSELECT				
Batch Queue: BATCH_INPUT				
Re-Occurring: No O Low O Normal O High				
Queued for Execution: On: 3/10/06 at: 11 19 AM Reset Status to 'WAITING'				
Last Executed: On: Friday, March 10/2006 at: 1:22:37 PM				
Update Cancel				

- 3. Edit any given field as required. Note in particular, that if a job has been placed on "Hold", or if it has completed, you can click on the Reset Status to "WAITING" check box, and the job will be executed at the next opportunity after the specified execution time.
- 4. You can also view and edit the system command line that is used to launch the particular job. This is the shell or Command Prompt command that is issued. YOU SHOULD NOT NORMALLY EVER NEED TO EDIT THIS COMMAND LINE.
- 5. Click the **Update** push button at the bottom of the screen.

 Batch Job Properties Screen Field Definitions 		
Batch Queue	drop-list	

The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	REPORTING BATCH_INPUT BATCH_INPUT REPORTING PRODUCTION NIGHT_PROCESS
Re-Occurring	drop-list
A job that has already completed, may be set up to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.	No No Hourly (9-5) Daily (Mon-Fri) Every Day of the Week Weekly Monthly
Priority	radio-buttons
The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.	LowNormalHigh
Queued for Execution - Date and Time	(mm/dd/yy)
You can set to have this job execute at some o	designated time of a particular date.
Reset Status to "WAITING"	check-box
If a job has completed, or if it has been placed "On-Hold", then you can reactivate it and have it execute again. (Depending on the function, you may have to re-edit the Job Parameters to set up correct dates of report options).	

- Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

n	₽9Î	6A)
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Search icon.

A search string may be entered for the following fields:

Job Name

Click on the

Job Number

Grid Display and Purge Filters Screen

If your company makes use of Batched Jobs, over a period of time you may have a great number of Job History records. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

Systems:	Batch Execute Queue:
All Selected	All Selected
Company System:	Execute Date:
All Selected Sentinel Hill Software Inc.	All From: Selected To:

- 2. Set the applicable filters
- 3. Click the **OK** push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systemsradio-buttons & drop down listClick the All button, or the Selected button with a specific application from the drop down
list. Only those jobs generated from the selected system will be listed.

Company System	radio-buttons & drop down list
Click the All button, or the Selected button w records are to displayed or processed.	vith a specific Company for which job
Batch Execute Queue	radio-buttons & drop down list
Click the All button, or the Selected button w generated and processed by by the selected	vith a specific Batch Queue. Only those jobs queue will be listed.
Execute Date	radio-buttons & (mm/dd/yy) entry fields
Click the All button, or the Selected button w executed within the range of dates entered w	vith a date range. Only those jobs that ill be listed.

Putting a Job "On-Hold"

If a job has not yet executed, and for whatever reason, you want to put it on hold, you can do so. (Perhaps to change a parameter or priority).

- 1. In the grid, navigate to the row listing the Job to be put on-hold.
- 2. Right-click the row to have a drop-down menu displayed, then click **Hold**, or just click on the **Hold** button in the "Fast Button" frame.
- 3. A hold verification screen will be displayed. Click the **Put On Hold** button to proceed.
- 4. The Job's status will be set accordingly.
- 5. To re-activate the Job, you will have Modify it, and click the **Rest Status to "WAITING"** check-box.

Purging old "Completed" Job Control Records

Over a period of time, your users may have generated a great number of Job records. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

- 1. Click on the **Purge** button in the "Fast Button" frame.
- 2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
- 3. Click the **OK** push-button. The system will remove all those jobs satisfying the selected filters.

5.1.3 The Batch Job Processor

In order to process any Accounts Payable function jobs that might have been queued to be run in the background, or at night, a PC terminal running Windows must be dedicated to executing the Batch Job Processor utility. This is basically another Series 5 program that gets launched from the Batch Job Management function.

Some of the features of Batch Processor Utility:

- The Processor Utility is launched from the File drop-down menu from the Batch Job Manager
- Multiple instances of the Processor Utility may execute at the same time on different client terminals
- Each Processor Utility may be set up to service jobs sent to a particular Batch Execute Queue
- Each Processor Utility may be set up to service jobs generated for a particular Company Systems
- Each Processor Utility may be set up to service jobs generated for a particular application
- An Execution Log screen is available that displays the last 10 jobs that have executed
- The window within which the Job Processor executes can be toggled between two sizes. In Expanded mode it shows the details and log of executing jobs; In Brief mode, it just shows a small general status screen

Launching the Series 5 Batch Job Processor Utility

From the Batch Job Manager screen:

1. Click on **Start Batch Processor** from the **File** drop-down menu. A prompt will be displayed confirming the launch of the Job Processor.



2. Click the **Yes** button, then the Job Service Handler screen will be displayed and you will be able to set a number of filters that are used to select particular jobs that are to be accepted. (*By default All jobs will be processed*).

3. Click **OK** and the Job Processor will trundle off and wait for a job that it can execute.



The Batch Job Processor, when launched, is executed as an entirely new task in it's own window. You can switch back to the Batch Job Manager window, exit that, and do whatever you please without disturbing the Job Processor.

Processing Status Tab Screen

As jobs are executing, you can view their status on the Processing Status tab screen. It displays the jobs that is currently executing, or the last job that was executed.

Queued Batch Job	Service Handler		
Batch Queue: ALL	for Company: ALL for System: ALL		
Processing Status	Execution Log Job Select Filters	Status	Executing Job # 00000075
	EXECUTING THIS	JOB	
[There are 0 job(s) waiting to be e 1 Jobs have executed so far.	executed.	
Executing: Job #:	00000075	System:	AR
Job Name:	A/R Aging Report	Company:	PCA
Submitted By:	USER	Re-Occurring:	No
Started a	t: 10:07:09 PM Elapsed time:	22 Hrs 7 M	lin 21 Sec
	Switch to Brief Display	Qu	it Servicing Requests

Execution Log Tab Screen

A table is kept displaying the last ten jobs that have executed since the Job Processor has started.

rocessing Sta Here are the las	atus Execution st 10 Batch jobs that	Log Job Select Filters were executed from this Executio	n Sess	Status: Wai l	ting
Job #	User	Job Name	Sys	Company	Finished
00000075	USER	A/R Aging Report	AR	PCA	Jul 15/2008 10:07:26

- Job Processor "Brief" Window

If you are not interested in view the progress of the batched jobs, you can switch the window to a "Brief" display. From which you can switch back to an "Expanded" display.

🔲 Queued Batch Job Service Han	dler 📃 🗖 🔀
Status: Waiting	
Started: 9:50 pm on Tuesday, Jul Total Requests serviced: 1	y 15/2008
 Snow the detail for requests being Enable Night-Time Hibernation (11) 	serviced 1:45 pm - 5:30 am)
Switch to Expanded Display	Quit Servicing Requests
4	

- Job Select Filters Screen Field Definition	ons
Systems	radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be executed.

 Company System
 radio-buttons & drop down list

 Click the All button, or the Selected button with a specific Company for which job records are to be executed.
 Batch Execute Queue

 Batch Execute Queue
 radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific Batch Queue. Only those jobs submitted to the selected queue will be executed.

5.2 Data Importing and Exporting

In several Series 5 applications, the ability to import or export data from/to external sources has been implemented. There are standard import/export data screens that are displayed.

A number of different data formats are supported. These include:

- > MS Excel Workbooks
- > Tab Delimited Text
- Lotus Text (Comma Delimited with quotation marks)
- > Slash "\" Delimited Text
- CSV Text (Comma Delimited)

5.2.1 Data Export Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to export data.

When selected, the following options screen is presented:

A/R Open Iter	m Inquiry	
Customer: C	00224 JPMORGAN CHASE BANK-LIEN	Export Open Items to Spreadsheet
<u>E</u> xport Optio	ns About Exporting	
Select the Di You may also	rectory and Filename of the file that your data is is to be o specify the format of the file and whether output is app	e Output to. pended to an existing file or not.
File <u>T</u> ype:	EXCEL 2007 Workbook	
<u>F</u> older:	C:\Users\Larry\Documents\SHSI\UCC	
<u>F</u> ilename:	Cust_000224_OpenItems.XLSX	Browse
	ि <u>B</u> e-	Create C Append
ويبدر البوج	have been a second and the second	and the second s

Selecting Export Format Options

Normally, the Export Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the output data and where it is to be generated. The following steps may be taken:

1. Determine the format of the data to be output. From the drop down list select from the following:

Data Input Format	Comments
⊶ EXCEL 2007/2010 Workbook	An Office 2007 or 2010 MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 950,000 rows may be output to each sheet.
⊶ EXCEL 97-2003 Workbook	An Office 2003, or earlier, MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be output.
→ Tab Delimited Text	The output columns of data are separated with the <tab> character. A maximum of 65,530 rows may be output.</tab>
→ CSV Comma Delimited Text	The columns of data are output separated with a comma <,> character. Strings are output within the

	double quote, <">, character. A maximum of 99,999 rows may be processed.
⊶ 20/20 Text	Formatted for an older spreadsheet utility.
⊶ Lotus Text	The columns of data must be comma separated with quotation marks around each field.
Slash Delimited Text	The columns of data must be separated with the "\" character.

2. You may then select the folder to which the file is created and the name of the file. You can click the Browse push button to locate or change the location.

: C:\	Documents and	Settings\Lar	ry Carlsen\My Doc	uments\SHSI\	NCC
ie: GL	_Accounts.XLS				Browse
			Re-Create	O Append	

Thin Client Processing Tip

If executing as a Thin Client user you should select output as Tab Delimited Text. Over a slow network, output to an Excel Spreadsheet is disgustingly slow. If you want the output to be on your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st created on the UNIX server, then copied to the PC client).

Field Definitions

File Type:

drop-down list

Select the file type that is to be generated. This field will default to the type that is defined in the Series 5 User Logon Profile. (Note that if the the particular import/export function requires a specific format other that an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).

Folder:

X(90)

Enter the name of the directory folder to which the exported data is to be written to. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Folder field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C**: in the Folder field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

Filename:

X(50)

The filename will default to a name applicable to the type of data. You may change if you so desired.

About Exporting Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).

ort Filters	Export Options	About Exporting
your informa	ation The f	following Spreadsheet Output fields a
Column	Field	Format
A	Acct Main 1	9(3)
B	Acct Main 2	9(4)
E	Acct PfCtr	9(5)
F G	Lgr-Date Doc-Date	
H	Amount	-99,999,999.99
I	Type	X(4)
J	Project	X(10)
K	Narrative	X(30)
L	Ref-Batch	X(6)
M	Ref-Doc#	9(10)
N	Ref-Code	X(6)
O	Vendor-Name	-99,999,999.99
P	Currency	X(4)
Q	Exch Rate	99.99999
R	Foreign Amt	-99,999,999.99

The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

Data Format	Comments
"→ X(30)	30 character alphanumeric
→ 9(6)	6 digit numeric integer
→ MM/DD/YY	6 digit date in mm/dd/yy order
→ -9,999,999.99	signed numeric amount with 2 decimal places

96

•	9(8)-9(5)	G/L Account # 99999999999999999999999999
••	S9(9)	signed 9 digit integer

5.2.2 Data Import Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to import data.

When selected, the following options screen is presented:

A/R Open Item	ns Load	
Import Open It	ems from Spreadsheet with Doc # Remap Report: REMAPARDOC.LST	<u>^</u>
Import <u>R</u> ema	p Option Print Options Import Options About Importing	
Select the Din You may also ————————————————————————————————————	ectory and Filename of the file that is to be Input. specify the format of the file.	2
Input From:		-
File <u>T</u> ype:	EXCEL 2007 Workbook	
<u>F</u> older:	C:\Users\Larry\Documents\SHSI\UCC	
<u>F</u> ilename:	AR_OpenItems_In.XLSX Browse	
	Ç.	
مورس المداعا	and a second	

Selecting Import Format Options

Normally, the Import Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the input data and where it is to be loaded from. The following steps may be taken:

1. Determine the format of the data to be input. From the drop down list select from the following:

Data Input Format	Comments
⊶ EXCEL 2007/2010	An Office 2007 or 2010 MS Excel workbook is opened,
Workbook	and data is read directly from the 1st worksheet's

	designated rows and columns. A maximum of 950,000 rows may be processed.
⊶ EXCEL 97-2003 Workbook	An Office 2003, or earlier, MS Excel workbook is opened, and data is read directly from the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be processed.
→ Tab Delimited Text	The input columns of data must be separated with the <tab> character. A maximum of 65,530 rows may be processed.</tab>
→ CSV Comma Delimited Text	The columns of data must be separated with a comma <,> character. Strings must begin and end with the double quote, <">, character. A maximum of 99,999 rows may be processed.
⊶ 20/20 Text	Formatted for an older spreadsheet utility.
→ Lotus Text	The columns of data must be comma separated with quotation marks around each field.
→ Slash Delimited Text	The columns of data must be separated with the "\" character.

2. You may then select the folder from which the file is to be loaded from and the name of the file. You can click the Browse push button to locate or change the location.

iput From: - "∋- <u>T</u> ype:	EXCEL Worksheet	
<u>F</u> older:	C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\UCC	
me:	AR_TaxCodes_In.XLS Browse	100
1.		
		-

Thin Client Processing Tip

If executing as a Thin Client user you will appreciate considerably faster processing of large data files when you process input as Tab Delimited Text. Over a slow network, input to an Excel Spreadsheet is disgustingly slow. If loading the input from your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st copied to the UNIX server, then read

into the system).

Field Definitions

File Type:

Select the type of data that is to be loaded. This field will default to the type that is defined in the Series 5 User Logon Profile. (Note that if the the particular import/export function requires a specific format other that an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).

drop-down list

Folder:

X(90)

Enter the name of the directory folder from which the imported data is to be read from. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

Filename:

X(50)

The filename will default to a name applicable to the type of data. You may change if you so desired.

About Importing Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).

Tax Codes i	Maintenance		
Import Tax C	ode Information:		
For your info	rmation		
When load specify pro %BADD	ding Tax Codes from sp e-defined Processing D)% - All Tax Codes for r	readsheet, you irectives in colu nws following w	may umn 1: ill 1st be deleted, then undated with
%DELE	% - All Tax Codes for ro	ows following wi	ill be deleted from the A/R system.
Column	Field	Format	
1 2 3 4 5 6 7	Tax Code Description Percentage Liability Acct (Bank 1) Liability Acct (Bank 2) Liability Acct (Bank 3) Liability Acct Pft Ctr	×(6) ×(30) 99.999 9(i) 9(j) 9(k) 9(5)	
Sec. and		1	

The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

Data Format	Comments
→ X(30)	30 character alphanumeric
⊶ 9(6)	6 digit numeric integer
⊶ MM/DD/YY	6 digit date in mm/dd/yy order
→ -9,999,999.99	signed numeric amount with 2 decimal places
→ 9(8)-9(5)	G/L Account # 99999999999999999999999999999999999
→ S9(9)	signed 9 digit integer

In some of the import functions, you can specify a Processing Directive in column 1 of your input data file. These are basically commands that direct the system to process the rows of data following in a special way. These commands are typically only provided for the input of Master Code records.

Pseudo Command	Comments
⊶ %RADD%	If the data record being input is already defined on file, it is 1st deleted. Then a new record is written with the data loaded. (In some cases, the record being written may have other fields that would be initialized when the new record is written.
⊶ %DELE%	Once a Master Code is identified, the associated record on file is deleted. No data is subsequently input.

5.3 Record Processing Filters

In each Series 5 application, there is normally a primary Master Code or Transaction that is typical to most reporting and query activities. As such, in these functions, there is usually a screen that displays a number of fields associated to the Master Code or Transaction that may be set in order to limit the records or transactions being processed.

These filtering or selection screens provide the ability to select all codes, ranges of codes, or selected codes of the assorted Master Codes.

5.3.1 Vendor Filters

Most reporting and inquiry functions available in the Accounts Payable application, are based on the A/P Vendor Master record. These routines provide the operator an opportunity to set filters such that only selected vendors are reported or inquired. The following screen is presented where applicable:



In particular, for Vendors and Vendor Types, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. It the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions		
Vendor Status		radio-buttons
To consider only those Vendors w appropriate radio button.	hose Status property has been set as lis	ted, click the
	All Vendor Status are considered	
Normal	Only those Vendors whose status is nor processed.	mal will be
On Payment HOLD	Only those Vendors marked as being O being paid will be processed.	n-Hold from
On Purchases HOLD	Only those Vendors marked as being O making purchases will be processed.	n-Hold from
Always takes a Discount	Only those Vendors marked as "Always Discount" will be processed	to be given a
Remit-To Address		radio-buttons
To consider only those Vendors w	hose Remit-To Address is defined as lis	ted, click the

۲	All		All Vendor are considered	
0	Different Na	ame	Only those Vendors whose Remit-To Con is different from it's own name will be pro-	mpany Nar cessed.
0	Different Ac	ddress	Only those Vendors whose Remit-To add different from it's own address will be pro	dress is cessed.
0	Either		Only those Vendors whose Remit-To nar is different from it's own I be processed	ne or addr
Has Email				radio-but
To consider o	only those Ve	ndors	which have, or have not recorded an emai	il address.
۲	All	All V	endors are considered	
0	Selected	A wie chos	dow is displayed from which specific items	s may be
0	A Range	Spec item	cify a Starting and Ending Vendor Code for s to be processed	r a range o
Vendor(s)				radio-but
Click to includ	de all, selecte	ed or a	range of Vendors that are to be processed	d.
Click to inclue	de all, selecte	ed or a	range of Vendors that are to be processed	d.
Click to inclue	de all, selecte All Selected	ed or a All V A wi chos	range of Vendors that are to be processed endors are considered ndow is displayed from which specific iter sen	d. ns may be
Click to includ	de all, selecte All Selected A Range	All V All V A wi chos Spee item	range of Vendors that are to be processed endors are considered ndow is displayed from which specific iter sen cify a Starting and Ending Vendor Code fo s to be processed	d. ms may be r a range c
Click to includ	de all, selecte All Selected A Range	ed or a All V A wi chos Spea item	range of Vendors that are to be processed endors are considered ndow is displayed from which specific iter sen cify a Starting and Ending Vendor Code fo s to be processed	d. ns may be r a range c
Click to includ	de all, selecte All Selected A Range	ed or a All V A wi chos Spea item	range of Vendors that are to be processed endors are considered ndow is displayed from which specific iter sen cify a Starting and Ending Vendor Code fo s to be processed	d. ns may be r a range c radio-but
Click to includ	de all, selecte All Selected A Range e(s) de all, selecte	All V A wi chos Spe item	range of Vendors that are to be processed endors are considered ndow is displayed from which specific iter sen cify a Starting and Ending Vendor Code fo s to be processed	d. ms may be r a range c radio-but cessed.
Click to includ	de all, selecte All Selected A Range e(s) de all, selecte	ed or a All V A wi chos Spec item	range of Vendors that are to be processed endors are considered ndow is displayed from which specific iter sen cify a Starting and Ending Vendor Code fo s to be processed range of Vendor Types, that are to be processed fypes are considered	d. ns may be r a range c radio-but cessed.
Click to includ	All Selected A Range (s) de all, selected All Selected	ed or a All V A wi chos Spee item	range of Vendors that are to be processed endors are considered ndow is displayed from which specific iter sen cify a Starting and Ending Vendor Code fo s to be processed range of Vendor Types, that are to be proc ypes are considered ndow is displayed from which specific iter sen	d. ms may be r a range c radio-but cessed. ms may be
Click to includ	de all, selected All Selected A Range e(s) de all, selected All Selected A Range	ed or a All V A wi chos Spea item	range of Vendors that are to be processed /endors are considered ndow is displayed from which specific iter sen cify a Starting and Ending Vendor Code fo s to be processed range of Vendor Types, that are to be proc ypes are considered ndow is displayed from which specific iter sen cify a Starting and Ending Vendor Types for s to be processed	d. ms may be r a range c radio-but cessed. ms may be or a range
Click to includ	All Selected A Range (s) de all, selected All Selected A Range	ed or a All V A wi chose item ed or a All T A wi chose spec item	range of Vendors that are to be processed endors are considered ndow is displayed from which specific iter sen cify a Starting and Ending Vendor Code fo s to be processed range of Vendor Types, that are to be proc fypes are considered ndow is displayed from which specific iter sen cify a Starting and Ending Vendor Types for s to be processed	d. ms may be or a range o radio-but cessed. ms may be or a range o

	1
with Matching - Country	X(20)
Select only those vendors whose Country matches that entered. Leave th is NOT to be considered as a filter.	e field blan
with Matching - State/Province	X(5)
Select only those vendors whose State or Province matches that entered. blank if it is NOT to be considered as a filter.	Leave the
with Matching - Bank Code	X(6)
account. Select only those vendors whose Bank Code matches that enter field blank if it is NOT to be considered as a filter.	red. Leave
	2 6 6 62
with Matching - Currency Code	X(4)
with Matching - Currency Code Vendors may be flagged as using a particular Currency. Select only those whose Currency Code matches that entered. Leave the field blank if it is N considered as a filter. (Note that a Currency Code is required when used w Purchasing system.	X(4) vendors NOT to be with the Ser
with Matching - Currency Code Vendors may be flagged as using a particular Currency. Select only those whose Currency Code matches that entered. Leave the field blank if it is N considered as a filter. (Note that a Currency Code is required when used w Purchasing system. with Matching - Extra Cost Code	X(4) vendors NOT to be with the Ser X(6)
 with Matching - Currency Code Vendors may be flagged as using a particular Currency. Select only those whose Currency Code matches that entered. Leave the field blank if it is N considered as a filter. (Note that a Currency Code is required when used v Purchasing system. with Matching - Extra Cost Code Vendors may be flagged as having Extra Costs applied to their invoices. (Brokers fees). Select only those vendors whose Currency Code matches Leave the field blank if it is NOT to be considered as a filter. (Note that Ext are used only in conjunction with the Series 5 Purchasing system.) 	X(4) Vendors VOT to be with the Ser X(6) ie. Customs that entere ra Cost Co
 with Matching - Currency Code Vendors may be flagged as using a particular Currency. Select only those whose Currency Code matches that entered. Leave the field blank if it is N considered as a filter. (Note that a Currency Code is required when used v Purchasing system. with Matching - Extra Cost Code Vendors may be flagged as having Extra Costs applied to their invoices. (Brokers fees). Select only those vendors whose Currency Code matches Leave the field blank if it is NOT to be considered as a filter. (Note that Ext are used only in conjunction with the Series 5 Purchasing system.) with Matching - 1099 Category 	X(4) vendors VOT to be with the Ser X(6) ie. Customs that entere ra Cost Cost

- Selecting Specific Vendors for Reporting

If you clicked to have **Selected** Vendors or Vendor Types from the **Vendor Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



- 1. Double click an item in the left pane to have it included.
- 2. The codes of those Items that have been chosen are displayed in the right pane.
- 3. Search for a particular code by clicking on the *binoculars* icon.



- 4. Click on the will push button icons to position to the previous or next item, in the left pane, that has already been selected.
- 5. Click to have "ALL" items selected or unselected.
- 7. Use the grid navigate buttons to move through the list of possible items.
- 8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.4 Report Generation and Printing

Most of the Series 5 applications generate reports or forms that need to be printed. The system offers a variety of options for selecting the format in which reports are generated and how they are actually to be printed. Reports may be generated as follows:

- Viewed by the Series 5 Report Browser
- Printed to a selected printer
- "Archived" for later reference
- > Saved as an ASCII text file or MS Word file
- > Emailed to specified recipients
- > Any combination of the above

When a report is to be actually printed, any of the Series 5 defined Print Queues may be selected. An unlimited number of Printer Queues may be set up by your System Administrator. Each Queue has a variety of properties associated that means you can pretty well print to any of your network defined printers using different fonts or margin settings. (Refer to the chapter on **Defining Series 5 Print Queues** in the Systems Management Help or manuals).

5.4.1 Report Options Screen

When any kind of report or form output is to be generated, the following window screen is displayed:

Vendor Type Codes Maintenance
Report: VENDTYPE.LST Print a list of the Vendor Type Codes currently on file
Print Options
Select where to have this report printed to. You may choose any combination of the possible destinations.
Direct Generated Document(s) to: Image: Screen Browser Image: Manager
Image: Print Queue: Image: WinPrint Queue: WinPrint (Courier-10 Compress) Standard Courier 10 pt (Compressed) PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6 # of Copies: 1
Save to: C:\Users\Larry\Documents\SHSI\PCA
Save as: MS WORD (Printed) To Captured Printer: Erowse CanonPortrat
Send a copy to E-Mail Recipient hp LaserJet 1300 PCL 6
Report Header User Note:
A list codes for Rembrandt
(This text will appear at the top of the 1st page and may be used so you can personalize your report).
Create <u>Report</u>

Selecting Report Generation Options

Normally, the Print Options screen will be presented with all fields defaulted for typical report handling. However, you may want to revise how and where the report is to be generated. The following steps may be taken:

1. Determine where the generated report is to be directed. Click the appropriate checkbox. You may choose one or more from the following:

Output To	Comments
Screen Browser	Output is displayed to the screen using the Series 5 Report Browser
Archived to Report Manager	Output is saved as an "Archived" report. It may be viewed and reprinted using the Series 5 <u>Report Manager</u> [112]. It will remain on the system until purged.

Print Queue	Output will be directed to the selected Series 5 Printer Queue. This may be any printer that has been defined on your network. When selecting to output to a Printer Queue, you may select to have up to 9 copies printed, (as long as that feature is supported by your operating system, and printer).
Saved to Disk as an MS Word Document	The output is written to an MS Word Document in the specified folder.
Saved to Disk as an MS Word Document and printed	The output is written to an MS Word Document in the specified folder. It is also printed to the designated Captured Printer from within Word.
Saved to Disk as an ASCII Text file	The output is written as a text file to the specified folder. This would be useful only if you needed to parse the file with some 3rd party utility.
Saved to Disk as a PDF Document	The output is written to a PDF Document in the specified folder.

2. When selected to direct the report output to a Printer Queue, you may select a Series 5 Printer Queue from the drop down list. (*The list will contain each of the printers that has been assigned to the particular Company System that you are working in*). When the Print Queue has been selected, the system will echo the Description, the Font, and if applicable, the network assigned printer name of the Captured printer.

	✓ Screen Browser / Archive to reports Manager	
E	Print Queue: WPRINT3 WinPrint (Courier-10 Compress) Standard Courier 10 pt (Compressed)	Ľ.
	PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6 # of Copies: 1	
·	Mar II	

3. When selected to direct the report Saved To Disk you must select to save it as an MS Word Document, an MS Word Document Printed, a PDF Document, or an ASCII Text File. In either case you need to have specified the folder to which the file is saved. The default is the directory that is defined in the Series 5 User's Logon Profile field labeled

as the User's "My Documents" folder Pathname. You can click the Browse push button to locate or change the folder where the file is to be stored.

-4	riesaptureu Minter: (cariun_colol) sario
	Save to: C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\UCC
j.	Save as: MS WORD (Printed) V To Captured Printer: Browse
1	Send a copy to E-Mail Recipient hp LaserJet 1300 PCL 6

4. If saving to an MS Word Document Printed, then after generated, the document will be printed from within Word. You will need to select a specific Captured Printer. Captured Printers are defined by your Systems Manager using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on *Defining Series 5 Captured Windows Printers* in the Systems Management Help or manuals).

Setup Tip

If you wish to be able to generate your reports as Word or PDF documents, your Systems Manager must have defined pertinent variables in the AcuGT runtime configuration file. For simple reports you specifically need to have set up the variable **MSWORD-DEFAULT-SPECS**. This defines whether the document is generated as Portrait or Landscape, the Font Name and Font Size and an optional Template that might be applied to the document when it is created. (Refer to the chapter **Setting up for MS Word** in the Systems Management Help or manuals.)

If templates are used to format the output to MS Word or PDF documents, they must be installed on each user's individual client PC. On Windows XP clients, these must be saved to the C:\Documents and Settings \<PC UserName>\Application Data\Microsoft\Templates folder. On Windows VISTA and Windows 7 clients, these must be saved to the C:\UserS\<PC UserName>\AppData\Roaming\Microsoft\Templates folder.

For users of Office 2003 the file must be named with a xxxx.dot extension. For users of Office 2007 or later, the file must be named with a xxxx.dotx extension.

5. When a report is saved to disk, you may also select to have the generated disk file email to a given recipient. Set the check-box accordingly. After the report is generated, the window to send an email will be displayed. You can select the recipient(s), and edit the text of the message and click the Send button to send the email.
| 📬 Report: TERMCODE.LST 4:00 pm on 7/03/08 - Message (Plain Text) 💿 🗔 🖂 | | | | | | | |
|--|--|--|--|--|--|--|--|
| Eile Edit View Insert Format Tools Actions Help | | | | | | | |
| Send Accounts ▼ 👸 🚺 🔹 👘 👘 🙀 | | | | | | | |
| This message has not been sent. | | | | | | | |
| To larryc@sentinel-hill.com; | | | | | | | |
| | | | | | | | |
| Subject: Report: TERMCODE.LST 4:00 pm on 7/03/08 | | | | | | | |
| Attach Attachment Options | | | | | | | |
| Attached to this email is the AR report TERMCODE.LST, as a
Microsoft WORD document,
generated by USER at 4:00 pm on 7/03/08 for Company UCC. | | | | | | | |

Protected MS Word Documents

When reports of forms are output as MS Word Documents, they are generated in protected "Read-Only" mode. If you really need to un-protect it, the password is **SENTINELHILL**.

- Field Definitions

Screen Browser:	check-box			
Set the check mark to have the report displutility.	ayed to the screen using the Screen Browser			
Archive to Reports Manager:	check-box			
Set the check mark to have the report output as an "Archived Report". This may later be viewed and/or reprinted from the Reports Manager.				
Print Queue:	check-box			
Set the check mark to have the report output to a printer.				

Print Queue:	drop-down list					
Frint Queue:						
Select the the Series 5 Printer Queue to which the report is to be output to.						
# of copies.	9					
When outputting to a Printer Queue, you may specify how many copies are to be printed. You can print up to 9 copies. This is a feature that is offered only on WIndows XP, VIsta and Windows 7, and is dependent on the type of printer and it's drivers. When multiple copies are chosen, they are printed collated.						
Save To:	check-box					
Set the check mark to have the report either an MS Word Document, a PDF	output to a disk file, or folder, on your system as Document, or a simple ASCII text file.					
Save To:	X(90)					
Enter the name of the directory folder to which the saved-to-disk report is to be written. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click on the Browse button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Save-To field, can be displayed. So if you wish to choose a folder on your "C" drive, enter C :\ in the Save-To field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.						
						Save As:
Select to have the output saved as an Office Word document, an Office Word document that is printed from Word, as a PDF document, or as an ASCII text file. If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed.						
To Captured Printer:	X(12)					
-	If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed. This must be a valid network printer that was captured using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the System Management Help if required).					

Send a copy to E-Mail Recipient:	check-box				
If chosen to save the report to a disk file, you may also select to have an email sent the generated disk file as an attachment. Set the check mark to have the report em					
Report Header User Note:	X(100)				
If you need to personalize the report, the text you enter here will be printed at the top of th 1st page.					

5.4.2 Report Browser

When selected to direct a report output to the Screen Browser, or from the Reports Manager you have selected a particular report, the Series 5 Report Browser screen window will be shown.

🔲 Report Browser	
Report: ARACOUNT.LST	Exit
Page 1 of 12 Search for:	✓ 約 約 約 61 Go To Page: 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
RUN DATE: 7/03/2008 16:39	UCC DIrect DFS Test Company
AUTHOR: USER	A R O C De Click for the Prior or Next
Enter a string to be	page to be displayed
ACCOUNT-NUMBER DF searched for, then click	k sb
the binoculars	
001-0110-040 - CHASE BANK GENERAL	N
003-0100-040 - ACCOUNTS RECEIVABLE	N Drag the outer slide bar to move
004-0100-040 - UNBILLED REVENUE	h through the pages of the report
004-9000-040 - INVOICED REV ADJ CLEARING	N
005-0100-040 - UNBILLED REIMBURSABLE EXPENSES	A
011-0660-020 - FIRST UNION BANK - DR	N
011-0661-060 - FIRST UNION BANK - DFS	N
011-0698-040 - DEPOSITS - iLien	N
011-0702-040 - CHASE HOUSTON COUNTY SEARCH	N
011-2020-100 - DE-SOS FILING-DEPOSIT	N
011-2021-060 - TX-SOS FILING-ACH	N
011-2022-040 - NC-SOS FILING-ACH	N
011-2022-060 - NC-SOS FILING-ACH	N
011-2022-100 - MC-SUS FILING-ACH	N
011-2023-100 - MO-SOS FILING-ACH	N
011-2024-040 - MS-SUS FILING-ACH	N
011-2024-100 - MS-SOS FILING-ACH	Ň
011-2025-060 - AK-SOS FILING-ACH 011-2025-100 - AK-SOS FILING-ACH	N
011-2026-060 - OK-SOS FILING-ACH	N
011-2026-100 - OK-SOS FILING-ACH	N
011-2027-060 - OK-SOS FILING-ACH	N
011-2027-100 - UT-SOS FILING-ACH	N
011-2028-000 - KY-SYS FILING-DEPOSIT	N S

You may navigate around the report in number of ways:

Graphic or Control to click	Action
Slide bar to the right	Position to up or down through the pages of the report. As you drag the slide bar, the 1st data line of each page is displayed at the bottom of the screen.
Search for: IMAGES VIEWED	Enter a search string. This may be text, or a number as it would be printed in the report. The drop down list contains previously entered search strings.
M	Search for the entered search string. The page where the string is found will be displayed, and the line containing the text will be displayed in red.
[64]	Search Forward or Backward for the entered search string.
Go To Page: 1	Display the select Page.
	Display the Prior or Next page of the report.

5.4.3 Archived Reports Management

The Reports Manager is available to each of the Series 5 applications. Whenever a report is generated, the operator may have chosen to direct the output to be "Archived". These archived reports may be viewed and printed using the Reports Manager.

Accessing the A/P Reports Manager

From either the A/P Main menu, or any application, select **Reports Manager** from the **File** drop-down menu.



Reports Manager Grid Screen

Maintenance of the Archived reports is done with a Series 5 grid screen.

🔲 Archived							×		
File Edit He	lp								
All reports by USER You may browse or re-print any of the following reports.									
Re-Print Browse Delete Purge Selections				"Fast Buttons"					
A Lat Mil Print									
							_	D D : 4	
Sea # [*]	System	Report Name [.][.]	Author	Created [.]	Time	t of Pages	٦.	Re-Print	Print the selected
000183	PI	PAYTEK REVIEW.JRN	USER	June 15/2006 Thu	2:15:45 PM	3			report
000184	PI	PIARPOST.JRN	USER	June 15/2006 Thu	2:24:42 PM	12	•		oport
000185	AB	SALES_000071.JRN	USER	June 15/2006 Thu	2:48:21 PM	14			
000187	PI	PI_20060620A.INV	USER	June 20/2006 Tue	10:51:25 AM	21		Browso	Browse the selected
000188	AR	ARACOUNT.LST	USER 🔥	September 29/2006 Fri	1:08:44 PM	12		DIOWSC	Diowse the selected
000189	PI	GENWIPTRX.JRN	USER	December 05/2006 Tue	12:57:06 PM	2	±		report
000191	PI	PI_071024_204540.INV	USER	October 24/2007 Wed	8:45:46 PM	4			· ·
000195	PI	PIUSERIFAC.JRN	USER	November 01/2007 Thu	4:40:37 PM	21			
000196	GL	STD_DRDISB00.JRN	USER	November 02/2007 Fri	10:33:31 AM	1		Delete	Delete the selected
000197	PI	PIUSERIFAC.JRN	USER	November 02/2007 Fri	11:19:14 AM	2	¥	201010	
000198	PI	PIUSERIFAC.JRN	USER	November 02/2007 Fri	11:32:31 AM	2			Archivea report
000200	PI	PIUSERIFAC.JRN	USER	November 02/2007 Fri	11:41:34 AM	2	-		
000202	PI	PIUSERIFACJRN	USER	November 02/2007 Fri	12:00:54 PM	2		_	
000203	PI	GENWIPTRX.JRN	USER	November 02/2007 Fri	12:03:03 PM	47	-	Purae	Have reports
000204	PI	PIUSERIFAC.JRN	USER	November 02/2007 Fri	4:15:33 PM	2			caticfying a number
000205	PI	GENWIPTRX.JRN	USER	November 02/2007 Fri	4:17:05 PM	47			salisiying a number
ltems are list	ed in ord	er by Sequence Numb	er.	Search:	for:				of filters deleted from
-									the eveter
									the system
								Oalastian	Cat filtana fan tha
								Selection	Set flitters for the
								6	items that are
								3	
									aispiayea in the grid
								L	I

Viewing an Archived Report

- 1. In the grid, navigate to the row listing the report that is to be viewed.
- 2. Double-click the row.
- 3. The <u>Report Browser</u> window will be displayed.

Process Warning

The "archive" report files are stored in a sub-directory under the folder specified to be used for the company's data files. These files are not in any type of format that can be used, other than directly from the Reports Manager utility.

Re-Printing an "Archived" Report

- 1. In the grid, Navigate to the row listing the report that is to be printed.
- Right-click the row to have a drop-down menu displayed, then click Re-Print, or just click on the Re-Print button in the "Fast Button" frame. The Re-Print options screen will be displayed.

🛅 Archived Reports Manager	
6 page Archived AR Report: ARDIST.RPT Created: Thursday, June 15/2006	9:38 AM
Re-Print Options	
Select where to have this report Re-printed to. You may choose any combination of the possible destinations. You may also select a range of pages, and have the Archived Report deleted afterwards.	
Direct Generated Document(s) to:	1
Screen Browser Archive to Reports Manager	
✓ Print Queue: WPRINT3 WinPrint (Courier-10 Compress) Standard Courier 10 pt (Compressed) PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6	
Save to: C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\UCC	
Save as: MS WORD Document V	
Send a copy to E-Mail Recipient	
Re-Print Options: Re-Print from page: 1 to: 6 Delete the Archived Report after being printed ?	
Reprint Report Cancel]

3. Enter the reprint options. Basically you can either print the report, or save it to disk as

an MS Word or ASCII text file. Notice that you can also specify a range of pages that are to be printed.

4. Click the **Reprint Report** push button at the bottom of the screen.

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

Click on the Search icon. A search string may be entered for the following fields:

- Sequence #
- Report Name

Grid Display Sort options

You may choose to have the items in the grid displayed using a number of sorts. These include:

- By Sequence #
- By System then Report Name
- By Report Name Extension, then System, then most recent date
- By the date created (with the most recent ones listed first)

To change the displayed sort order:

1. Click on the heading of the column of data which is to be used for the sort. Only those columns with a [.] can be used. The column that is currently used for the sort has [*] displayed.

	\sim						111 111	Refresh	
- (Seq # [.]	ystem	Report Name [.][.]	Author	Created [*])	Time	# of Pages	ור
	000513	AR	STATMENT.STI	USER	May 21/2008	Sat	2:15:49 PM	2,174	
_	000486	AB	SALES_000086.JRN	USER	April 02/2008	Wed	2:38:55 PM	5	1
	nn#		58_000043.JP*		1.02/2018	Wed	-1-52.52.54	- 2	

Grid Display and Purge Filters Screen

Over a period of time, your users will probably be generating a great number of "Archived" reports. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

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1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

🗖 Archived Reports Manager 📃 🗖 🔀						
Archived Reports Inquiry Selection Parameters:						
You may specify selected parameters to limit the list of <i>i</i>	Archived Reports that are displayed.					
Systems: O All O Selected	Users: O All USER Selected					
Report Types:	Date Generated: 4/01/08 O All From: 4/01/08 O Selected To: 6/30/08					
Report Name(s) Matching Template: (Enter the character match ar	e name of report(s) to be selected where "\$" matches any er and a single "*" may be placed before and/or after the "." to ny string. Ie., CASH*JRN *110507.JRN or CASH_\$\$\$\$04.*)					
Cancel						

- 2. Set the applicable filters
- 3. Click the OK push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

- Filters Screen Field Definitions

Systems	radio-buttons & drop down list			
Click the All button, or the Selected button with a specific application from the drop de list. Only those reports generated from the selected system will be listed.				
Report Types	radio-buttons & drop down list			
Click the All button, or the Selected button with a specific report name extension from the drop down list. Only those reports with their report name extension matching that				

which was selected will be listed.					
Users radio-buttons & drop down list					
Click the All button, or the Selected button with a specific user from the drop down list. Only those reports generated by the selected user will be listed.					
Date Generated	radio-buttons & (mm/dd/yy) entry fields				
Click the All button, or the Selected button with a date range. Only those reports generated within the range of dates entered will be listed.					
Report Name Template	X(20)				
Enter a template to be used to match the report names to be listed. The "\$" will match any single character. Use the "*" character immediately before or after the ".", or as the 1st character, to match a string of characters.					

Delete an "Archived" Report

- 1. In the grid, navigate to the row listing the report that is to be deleted.
- 2. Right-click the row to have a drop-down menu displayed, then click **Delete**, or just click on the **Delete** button in the "Fast Button" frame.
- 3. A delete verification screen will be displayed. Click the **Remove-It** button to proceed.
- 4. Both the entry in the tables, and it's corresponding "Archive" file will be deleted.

- Purging old "Archived" Reports

Over a period of time, your users will probably be generating a great number of "Archived" reports. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

- 1. Click on the **Purge** button in the "Fast Button" frame.
- 2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
- 3. Click the OK push-button. The system will remove all reports satisfying the selected filters.

5.5 Search and Replace

In each Series 5 application, there is normally a function that provides a Search and Replace operation on a variety of different records. (The replace phase of the function is optional). This function is particularly useful if you need to change a code that exists within a great number of, say for example, G/L Accounts or A/R Customer master records.

The operation of the screen controls available to these Search/Replace functions are the same for all types of records for each of the Series 5 applications for which it exists. Only the field names for each type of record may differ.

File Trx Inqui	y Operations Reports Codes Maintenance Purging
User: USER	New A/P Transaction Entry
	Enter and Print a Quick Check ill Softwar
Nº B	Electronic Invoices Interface 8 09:33 AM
	Change Item Due/Disc Dates
	Mark Items Manually Paid
5	Purge Zero Balance Payables
	Select Vouchers for Payment
Ту	Defer Vouchers from Payment.
	Payments & Check Processing
	Generate Fraud Interface File
	Void a Posted Check
	Check Reconciliation
	Export A/P Distributions
	Bulk Email Generator
	Generate 1099 Forms
	Clear Vendor YTD
	Recalc Vendor YTD/LTD Stats
	Recalc Vendor 1099 Totals
	Search/Find and Replace
	a altrata
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For the Accounts Payable system, the Search and Replace function is provided for the following record types:

- > Vendor Master Records
- > Archived A/P
 - Transactions
- > Invoice History Records
- Check History Records

Process Warning

Access to this menu item should only be granted to those in that know what's going on. Malicious or ignorant use of this could cause a great deal of grief.

5.5.1 Search and Replace Options Screen

For the Search and Replace function, you must 1st select the record that is to be searched.



Once selected, the Search and Replace Options screen will be displayed. At this point you must enter the Search options and the Replace options. This requires the operator to choose the field to be tested, it's test value, and the field which is to have a new value assigned along with it's new assigned value.

The Series 5 system basically breaks the Search/Replace function into three main phases.

1. Search Phase	 Read through the chosen set of records examining the selected search field for the test string or code that was entered. After all records have been processed, those records found will be displayed in the grid.
2. Preview Phase	- You can then browse through the list if records that have been identified as having the search field matching the given test field.
3. Replacement Phase	- The last phase is the Replacement pass. Note that this pass is started only if initiated by the operator by clicking on the Start Searching push-button.

Processing Tip

You may use the Search and Replace function, identifying a particular field to be replaced, in order to have its' existing value displayed in the preview grid without actually having new values assigned. JUST MAKE SURE YOU CHECK THE Preview Items Before Replacement BOX, AND CLICK ON THE Cancel BUTTON AFTER BROWSING THE PREVIEW GRID.

Search and Replace Options Screen

The Search and Replace Options and Preview widow screen is displayed as follows:

	G/L Find and Replace
	Searching: Chart-of-Account Master Records
1.	Search and Replace Options
-	Select the Field to search by, the Search String and the Replacement String.
	Search: Select When Field: All Account Main # Equals Contemported for the field of the field o
4.	Replacing.
	Of Field: With the Integer: 7
	O Nothing ✓ Preview Items Before Replacements ?
5	Accounts Found:
8. 🛻	
	9
	Start Searching Cancel

To have a search executed on the select record, referencing this screen, you need to perform the following steps:



	binoculars icon will be displayed, and may be used to select a particular cod that is to be test for.	e
	4) In the Replacing frame, click on the The Contents radio-button. Note that you may choose to select a "replacing field to have it's current value displayed but not actually proceed with the replacement phase.	: " d,
	5) From the Of Field drop-down list, sele the field that is to have it's value replaced.	ect
	6) In the field provided, enter the value to assigned to the selected field. If the field is for a standard code that is defined b the system, the binoculars icon will be displayed, and may be used to select a particular code that is to be assigned.	be eld y a
	7) The Preview Items check-box should always be checked. After the "search phase, if this check-box is set, then the system will display a list of those records that have matched the test successfully. If this box is not checked and you have chosen to actually have field's values replaced, then the syster will just go ahead and do it without first asking.	d, Preview Items Before Replacements ?
	8) Before the replacement pass, the records that have been selected will be displayed in the grid. Use the standard grid navigation buttons to view those selected records. It's an opportunity to verify that you have entered the correct search values.	e d o t
	 Initially, after the Search and Replacing options have been entered, click on the Start Searching push-button to start to search.) e he
-	 10 After the selected items have been) displayed to the grid, you may choose proceed and have all records found updated, or you can select those items 	to Revise Search Replace All Start Replacing Concel

	that are to be updated. Click the Replace All push-button to have all records updated.	
	To select specific items, double click each of the records' entries in the grid. Once all items have been checked off, then click the Start Replacing push- button to proceed with the "replacement" phase.	
	Should you want to revise the search, click on the Revise Search push- button.	
1 ⁻)	To exit without having any records updated, click on the Cancel push- button.	

- Sample Search/Replace Preview Screen

Here is an example of the Search screen after finding some records matching the search criteria.

elect t	•						
	he Field to search b	y, the Search String and the I	Heplacemeni	t String.			
earch:					-		
Si	elect	When Field:			Test String:		
	I Accounts	Description	<u>×</u>	Lontains 💉	INTEREST		
				Case Sensitive			
eplaci	ing:						
~		Of Field:		With the Integer:			
• TI	he Contents	Account Pft Ctr	~	0			
\bigcirc N	othing				Denvirus Ite		- 2
					✓ Freview ree	ems berore n'epiacements	8 f
ccour	nts Found:						
	Account	Description	Tupo				
	00001200.001	A genued Interest	Type	P 000500 VC 02	heds Code 1	Account Pft Ctr	
	00001300-001	Accrued Interest	туре	B-000500-VS-02 B-0005254/S-02	heds Code 1	Account Pft Ctr 1 2	
	00001 300-001 00001 300-002 00004090-406	Accrued Interest Accrued Interest - CDN Interest Income	I Abe	B-000500-VS-02 B-000525-VS-02 B-000525-VS-02 P-003475-VS-01 1-0	000825-VS-01	Account Pft Ctr 1 2 406	•
	00001300-001 00001300-002 00004090-406 00004090-640	Accrued Interest Accrued Interest - CDN Interest Income Interest Income	Туре	B-000500-VS-02 B-000525-VS-02 B-000525-VS-02 P-003475-VS-01 1-0 P-003475-VS-01 1-0	000825-VS-01	Account Pft Ctr 1 2 406 640	
-	00001 300-001 00001 300-002 00004090-406 00004090-640 00004090-641	Accrued Interest Accrued Interest - CDN Interest Income Interest Income Interest Income	Турс	FinStmt Lode Sc B-000500-VS-02 B-000525-VS-02 P-003475-VS-01 1-0 P-003475-VS-01 1-0 P-003475-VS-01 1-0	000825-VS-01 000350-VS-01 000350-VS-01	Account Pft Ctr 1 2 406 640 641	•
-	00001300-001 00001300-002 00004090-406 00004090-640 00004090-641 00004090-642	Accrued Interest Accrued Interest - CDN Interest Income Interest Income Interest Income	турс	FinStmt Code Sc B-000500-VS-02 B-000525-VS-02 B-0003475-VS-01 1-C P-003475-VS-01 1-C P-003475-VS-01 1-C P-003475-VS-01 1-C P-003475-VS-01 1-C	cheds Code 1 000825-VS-01 000350-VS-01 000350-VS-01 000350-VS-01	Account Pft Ctr 1 2 406 640 641 642	• Select All
-	00001300-001 00001300-002 00004090-406 00004090-640 00004090-641 00004090-642 00004090-643	Accrued Interest Accrued Interest - CDN Interest Income Interest Income Interest Income Interest Income	турс	FinStmt Lode Sc B-000500-VS-02 B-000525-VS-02 P-003475-VS-01 1-C	cheds Code 1	Account Pft Ctr 1 2 406 640 641 642 643	Select All
	00001300-001 00001300-002 00004090-406 00004090-640 00004090-641 00004090-643 00004090-643 00004090-650	Accrued Interest Accrued Interest - CDN Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income	турс	FinStmt Lode Sc B-000500-VS-02 B-000525-VS-02 B-000525-VS-01 1-C P-003475-VS-01 1-C	Cheds Lode 1 000825-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01	Account Pft Ctr 1 2 406 640 641 642 643 650	Select All
> >>>	00001300-001 00001300-002 00004030-406 00004030-640 00004030-641 00004030-642 00004030-643 00004030-650 00004030-752	Accrued Interest Accrued Interest - CDN Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income	Турс	FinStmt Lode Sc B-00050VS-02 B-00050VS-02 B-000525VS-02 B-0003475VS-01 P-003475VS-01 1-C	Cheds Code 1 000825-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01	Account Pft Ctr 1 2 406 640 641 642 643 650 752	Select All Clear All
1 111	00001300-001 00001300-002 00004030-406 00004030-640 00004030-641 00004030-642 00004030-643 00004030-650 00004030-752 00004030-301	Accrued Interest Accrued Interest - CDN Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income	Турс	FinStmt Lode Sc B-000500-VS-02 B-000525-VS-02 B-000325-VS-01 1-C P-003475-VS-01 1-C	Cheds Code 1 000825-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 001000-VS-01	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901	Select All Clear All
1 111 1	00001300-001 00001300-002 00004030-406 00004030-406 00004030-641 00004030-642 00004030-643 00004030-643 00004030-752 00004030-901	Accrued Interest Accrued Interest - CDN Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income	Турс	FinStmt Lode Sc B-000500-VS-02 B-000525-VS-02 B-0003475-VS-01 1-C P-003475-VS-01 1-C	200825-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 001000-VS-01 001000-VS-01 001000-VS-01 001000-VS-01	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 901	Select All Clear All
1 111 11	00001300-001 00001300-002 00004090-406 00004090-640 00004090-641 00004090-643 00004090-643 00004090-633 00004090-752 00004090-901 00004090-902	Accrued Interest Accrued Interest - CDN Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income	Турс	FinStmt Lode Sc B-000500-VS-02 B-000525-VS-02 B-000525-VS-01 I-C P-003475-VS-01 I-C	Content of the second s	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 902 903	Select All Clear All
1 111 111	00001300-001 00001300-002 00004090-406 00004090-640 00004090-641 00004090-643 00004090-622 00004090-622 00004090-901 00004090-902 00004090-903 00004090-903	Accrued Interest Accrued Interest - CDN Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income Interest Income	Type	FinStmt Lode Sc B-00050VS-02 B-00050VS-02 B-000525VS-02 B-0003475VS-01 P-003475VS-01 1-C	beds Code 1 000825-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 001000-VS-01 001000-VS-01 001000-VS-01 001000-VS-01 001000-VS-01 001000-VS-01 001000-VS-01 001000-VS-01 001000-VS-01 001000-VS-01 001000-VS-01 001000-VS-01 001000-VS-01 001000-VS-01	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 902 903 904 905	Select All Clear All
1 111 111	00001300-001 00001300-002 00004090-406 00004090-640 00004090-641 00004090-642 00004090-643 00004090-650 00004090-650 00004090-903 00004090-903 00004090-903 00004090-904	Accrued Interest Accrued Interest - CDN Interest Income Interest Income	Type	FinStmit Lode Sc B-000500-VS-02 B-000525-VS-02 B-000525-VS-01 I-C P-003475-VS-01 I-C	200825-VS-01 200350-VS-01 200350-VS-01 200350-VS-01 200350-VS-01 200350-VS-01 2010000-VS-01 201000-VS-00 2	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 902 903 904 905 915	Select All Clear All
1 111 111	00001300-001 00001300-002 00004030-406 00004030-406 00004030-641 00004030-642 00004030-643 00004030-652 00004030-752 00004030-901 00004030-901 00004030-905 00004030-905 00004030-915	Accrued Interest Accrued Interest - CDN Interest Income Interest Income	Type	FinStmt Lode Sc B-000500VS-02 B-000525VS-02 B-000525VS-01 I-C P-003475VS-01 I-C	Code Code 000825-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 001000-VS-01 001000-VS-01	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 902 903 904 905 915 921	Select All Clear All
1 111 111	00001300-001 00001300-002 00004090-406 00004090-640 00004090-643 00004090-643 00004090-643 00004090-633 00004090-901 00004090-901 00004090-905 00004090-905 00004090-905 00004090-915 00004090-915	Accrued Interest Accrued Interest - CDN Interest Income Interest Income	Type	FinStmt Lode Sc B-000500-VS-02 B-000525-VS-02 B-0003475-VS-01 1-C P-003475-VS-01 1-C	Checks Code 1 000825-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 001000-VS-01	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 902 903 904 905 915 921 922	Select All Clear All
1 111 111	00001300-001 00001300-002 00004090-406 00004090-640 00004090-643 00004090-643 00004090-633 00004090-623 00004090-901 00004090-901 00004090-903 00004090-903 00004090-903 00004090-915 00004090-922 00004090-922	Accrued Interest Accrued Interest - CDN Interest Income Interest Income	Type	FinStmt Lode Sc B-00050VS-02 B-00050VS-02 B-000525VS-02 B-0003475VS-01 P-003475VS-01 I-C	Code Code 000825-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 000350-VS-01 001000-VS-01 001000-VS-01 001000-VS-01	Account Pft Ctr 1 2 406 640 641 642 643 650 752 901 902 903 904 905 915 921 922 923	 Select All Clear All ✓ ✓

A couple of things to note:

- The number of records with the Search field matches the test string is displayed at the top of the screen.
- You may Select All or Clear All by clicking the buttons to the right of the display grid.
- Double clicking a row in the grid selects that particular item to have it's Replace field updated in the "replacement" pass

- Click on the Previous/Next Selected icons item that has already been selected
- Once ready, click on the **Start Replacing** button to proceed to have those items that have been checked processed.
- To exit without having anything replaced, click the **Cancel** button.

5.6 User Access Management

The Series 5 system provides for User Access security at the menu item level for each application, based on a users' sign-on code.

There are two user access records that must be established before any given user can access the system.

	Data	Accessed From	Comments
1.	User Logon Profile Record	The main menu's System Maintenance drop-down menu	Each user must have a Logon Profile record before they can be set up with any Application's Access rights. The user's sign-on code, password, email address, and default documents pathname are defined. Only users with full system Management access rights can maintain the Logon Profile records.
2.	User Application Access Record	The A/P menu's Control Options drop-down menu	A separate Access record must be established in each application that the user needs to execute. In those Accounts Payable systems with multiple companies, a separate Access record must be defined for each company. The user's default printer and each individual menu items access rights are defined.

Once the User Access for a user is established, they may define specific menu items to be scheduled. That is, an icon will appear in a tabbed sub-screen in the applications menu on the date that it has been scheduled. Refer to the section on <u>Scheduled Menu Functions</u> [47] under the <u>Accounts Payable Application Menu</u> [40] Chapter for further information and the topic following.

Accessing A/P Users' Access Maintenance Function

From the A/P menu, select **User Access Privileges** from the **Control Options** dropdown menu.



Processing Tip

If your company requires strict controls as to which individual is entitled to set up User Access rights, then a Gate Keeper may have been established. (See the topic on System Control Options found in the Systems Manager's Help for further information). If this is the case, then the designated Gate Keeper will be the only individual that will be able to select the User Access Privileges maintenance function.

5.6.1 Defining Users' Access Rights

The Users' Access Rights record holds information about the users' privileges - ie., which menu items they can access.

A/P User Access Maintenance Tree Screen

Maintenance of the User Access properties is done in a tree structure. Following is the screen that is displayed listing each user that has been defined with a Logon Access record.



	"Fast Buttons"
Enable	Setup to give the highlighted "Red Head" user access rights
Enable Like	Select a "Red Head" that is to be enabled just like one of the already enabled "Green Head" user's access rights. (A drop down list will presented listing those users that already have been enabled)
Modify	Modify the General Access properties of the highlighted "Green Head" user.
Remove	Remove all access rights of the highlighted "Green Head" user.
Export	Generate a spreadsheet of all users' menu access rights showing Users in each column, and the applications' menu items in each row.

Characteristics of the screen to note:

- Each user defined with a Logon Access record is shown. Those users with a green head have a User Access record set up for this application. Those with red heads have no access.
- Click on the 🖃 next to the green heads to expand the tree to display the applications' menu bar topics.
- Click on the 🖻 next to the topic to expand the tree to display each of the associated drop-down menu functions. You can easily identify the access rights by the graphic next to the menu name.
 - All users always have access
 - Full access
 - O Restricted access
 - 🛑 No access
- The top right pane of the screen is used to edit the properties associated to the user.
- The bottom right pane of the screen is used to assign the access rights to the selected menu item

- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.
- Expand or collapse the sub-trees of all Users with access by clicking the icons.



Establishing Access for a User

- 1. First make sure that the user's User Code is visible in the tree as a 🕰 red head. If a User Code has not been set up, this needs to be done. User Logon Profiles are defined by your Systems Manager using the User Logon Profiles maintenance function available from the Series 5 main menu under the System Maintenance drop down submenu. (Refer to the chapter on **Defining Series 5 User Logon Profiles** in the Systems Management Help or manuals).
- 2. You can Enable the User using one of four methods:
 - I. Double click the 🕰 red head, or
 - II. Highlight the node of the user to be set up, and click **Enable** in the "Fast Button" frame..... or
 - III. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable This User**, or
 - IV. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on Enable User Like Another

In each case, the General Access tab sub-screen on the top of the right pane of the window will be activated.

- o If the user is to have access to all menu items, set the Full-Access checkbox
- Select, if any, the **Print Queue** that this user is most likely to be using. This will be displayed as the default when they generate a report.
- Click on the Add It push button
- 3. At this point, the user is established, but if you had not given them Full Access, you need to set the Access Rights of each of the menu items that they are allowed to access.
 - Expand the tree of the newly added user by clicking on the ∃ icon next to his now 🔝 green head
 - o Expand the tree of each of the application's menu bar topics
 - Double-click the menu item to which you want to allow access. The Access

Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.

- Click the applicable Access Rights radio-button
- $\circ\,$ If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
- If this menu item is to be scheduled, select the desired Re-Occurring frequency and set an initial scheduled date
- Click the OK push button
- o Repeat for the next menu item
- 4. This potentially could be a lot of effort to set up all your users. If you have a number of users that will each have the same access rights, you can build the table for the 1st user, then copy it. Perform the following steps:
 - o Highlight the read head of the User that you wish to enable access for
 - Click on **Enable Like** in the "Fast Button" frame or in the pop-up menu
 - Select the User Code of the currently enabled user that you want the new user to have the same access privileges.
 - Click on the Select User push button
 - o Keep the same access rights values, or change them as required.
 - Click on the Add It push button again
 - The new user is now set up with the copied user's access rights
 - You may now go ahead and change any of the Access Rights of the menu items as needed

Batch Job Execution Access

If the particular menu item has been set up to provide the option to be executed in the Series 5 Batch Job Processor, then in order for the user to make use of this, the appropriate access rights must be assigned. Four variations are offered:

- Allowed The user can decide when the menu item is executed, whether or not to submit it to the Job Processor
- Not Allowed The user may not select to execute the job using the Job Processor
- Forced When the menu item is chosen, and after any processing options or filters are entered, the job will be automatically submitted to the Job Processor to be executed

Delayed - The job will be automatically submitted to the Job Processor to be executed after 6:00 pm the same day.

	Menu Item Access Properties:
	Access Rights:
	Batch Execution: Allowed O Not Allowed O Delayed O Forced
	Show in the 'Favorites' Tab Menu
Ŀ	Courried Courried

Modifying Access for a User

- 1. Highlight the 🜆 green head of the User to modified
- 2. If you wish to modify the General Access properties
 - Click Modify in the "Fast Button" frame, or right-click and click on Modify in the pop-up-menu
 - o The right pane of the window will be activated
 - $_{\odot}$ Make the necessary changes and click the Update push-button
- 3. If you wish to change the Access properties of a particular menu item
 - Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.
 - The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window
 - Make the necessary changes and click the **OK** push-button.
- 4. If you wish to change the Access properties of a particular menu item in a slightly more elegant manner

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- Highlight the menu item of interest, and right-click to display the pop-up menu.
- \circ You can either give full access, or remove access totally, depending on the already assigned access
- Make the necessary changes and click the **OK** push-button.

Removing Access for a User

- 1. Highlight the 🛃 green head of the User to removed.
- 2. Click **Remove** in the "Fast Button" frame, or right-click and click on **Remove** in the pop-up-menu:
- 3. Click the Yes push-button in the prompt.

- General Access tab sub-screen Field Definitions

Full Acce	ess to All Menu Selections	check-box
For the us	ser if checked, then he/she will have	e full access to all menu items.
Default F	Print Queue	X(20)
Select the the report Queues a <i>Managen</i>	e Series 5 Printer Queue that this u ing functions are executed, this prin are defined by a System Maintenanc ment Help if required).	ser would typically by using. When any of iter will be displayed as the default. Print e function. <i>(Refer to the Systems</i>)
Batch Ex	ecution - Default Queue	drop down list
Jobs sub Queue	mitted by this user to the Series 5 B	atch Job Processor will use the selected
Batch Ex	ecution - Priority	radio-buttons
Jobs sub priority	mitted by this user to the Series 5 B	atch Job Processor will have the selected

Menu Item Access Property sul	o-screen Field Definitions	
Access Rights	radio-buttons	
Click Full, Semi-Restricted, Restricted, or None. Those menu items that offer Semi- Restricted or Restricted as options generally have multiple functions, some of which will not be granted to the user.		
Show in the 'Favorites' Tab Menu	check-box	
If checked, the corresponding menu Accounts Payable application's mer	i item will be displayed as a push-button on the nu on the My Favorites tabbed sub-screen.	
Scheduled Function - Re- Occurring	drop down list	
To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Accounts Payable application's menu.	No No Hourly (9-5) Daily (Mon-Fri) E very Day Weekly Monthly Quarterly Annually	
Scheduled Function - Next Scheduled For	(mm/dd/yy)	
Enter the date and time at which this	s particular scheduled function is to be executed.	

5.6.2 Users Scheduled Menu Functions

Users may choose to select specific menu items to appear on the **Favorites** or **Scheduled** sub-screens when the Accounts Payable menu is displayed. (Refer to the Scheduled Menu Functions topic in the chapter on The Basic User Interface for a description of these menu sub-screens).

Scheduled Menu Items Screen

Users set up the scheduled functions in a tree structure. Following is the screen that is

displayed listing each menu-set and sub-functions.

USER	Saince and values are to be related as "Tanuals" to sainly from the termination of
Constraint of the second	Way for Social of Years

Characteristics of the screen to note:

- Click on the imes next to each of the primary menu topics to expand the tree to display each of the associated drop-down menu functions. Only those items with the imes icon can be scheduled.
- The right pane of the screen is used to edit the properties associated to the scheduled item.
- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.
- Expand or collapse the sub-trees of all Users with

access by clicking the EEE icons

Defining a Scheduled Menu Item

- 1. When the screen is displayed, click on the green "Plus-sign" of the expand the tree structure to show each menu item.
- 2. Double-click the clock icon next to the menu item to be scheduled. The right pane of the window will be activated.
 - $\circ\,$ If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
 - o Select the desired Re-Occurring frequency and set an initial scheduled date
 - Click the OK push button
 - o Repeat for the next menu item
- 3. The menu item will appear on the applicable Accounts Payable tabbed sub-screen when next refreshed displayed.

🔲 SHSI	l Series	V Account	s Payabl	e						
File Tr>	× Inquiry	Operations	Reports	Codes Maintenance	e Purging	Wizards	User Functions	Control Options	Window	Help
User: U	JSER							Re	ev: 5.08	
				Sentinel Hill	Software	(PCA)				
no.	S			July 24, 2008	10:43 AM				2	
	Ac	counts Pay	able]
									_	
	5 Dai	ily 6 M	onthly	7 Year-End	8 Trans	action En	itry 9 Pay	ment Processing	,	
	1 Sc	heduled for	Today	2 Overdue Fu	Inctions	3 Co	ming Due	4 My Favorites		
	These 7/25/	Scheduled M	1enu items nts & Che	will be due for select	ion in the N	ear Future:			-	
										len i
								-		

Menu Item Access Property su	b-screen Field Definitions
Show in the 'Favorites' Tab Menu	check-box
If checked, the corresponding menu Accounts Payable application's me	a item will be displayed as a push-button on the nu on the My Favorites tabbed sub-screen.
Scheduled Function - Re- Occurring	drop down list
To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Accounts Payable application's menu.	No No Hourly (9-5) Daily (Mon-Fri) Every Day Weekly Monthly Quarterly Annually
Scheduled Function - Next Scheduled For	(mm/dd/yy)
Enter the date and time at which the	s particular scheduled function is to be executed.

5.7 Wizard Management

Each of the Series 5 system provides for the opportunity to define a number of Wizards. A wizard is a program that automatically performs a series of steps. Each step is a menu item that is associated to the application.

Basic properties and features of a Wizard:

- Wizards are user defined
- Define up to 20 Wizards for each application
- Each Wizard can be created with up to 10 menu functions
- Wizards can be launched from the applications' menu
- As Wizards are executed, each step is displayed on the screen and it can be aborted at any time

Accessing the A/P Wizard Functions

From the A/P menu, click on **Wizards** to display the drop-down menu. Select **Wizard Manager** to maintain your Wizards, or if any are defined, click to launch.



Processing Tip

If in a given application there are a series of menu items that are always performed, a Wizard may be created that will automatically launch each of these steps.

5.7.1 Maintaining Your Wizards

Screen Wizard Manager Grid Screen

Maintenance of the Wizards is done with a Series 5 grid screen.

PI Wizard Codes Maintenance File Edit Help		1
Manage Processing Wizards Select specific Menu functions that are These "Wizards", can be invoked from t	to be performed in a particular order. Exit the "Wizard" drop-down menu.	
New Modify Delete	M M Fil	"Fast Buttons"
Title Tete General Interface WIP and Recap; Generate Invoices and Posting to A/R Load DFS Charges, Pre Bil Report, Select to Invoice, and Pietriv Rpt	Bgmd ? Last Invoked	New Add a new Wizard
		Modify Modify the Wizard highlighted in the grid
		Delete Delete the Wizard highlighted in the grid
Items are listed in order by Id Number. Search	x for:	·

Building a New Wizard

Setting up a Wizard consists of two basic parts. First, enter it's properties, then secondly, define each of the application's menu items that are to be executed by the wizard.

- 1. In the grid, click on the New button in the "Fast Button" frame.
- 2. The **Properties** screen will be displayed.
- 3. Enter a Wizard #, description, and any instructions to be displayed when it executes.
- 4. Click the **Next** > button at the bottom of the screen to proceed to the next tabbed subscreen to define each step to be performed.
- 5. The **Processing Steps** grid screen will be displayed.
- 6. Click the New button to display a screen listing each of the possible menu items that can be used by the Wizard.
- 7. Select the item from the list and click the **OK** button. Each item selected will be displayed in the **Processing Steps** grid.

Modify an existing Wizard

- 1. In the grid, navigate to the row displaying the wizard that is to be modified.
- 2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or click on the **Modify** button in the "Fast Button" frame.
- 3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

Delete an existing Wizard

- 1. In the grid, navigate to the row displaying the wizard that is to be modified.
- 2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or click on the **Modify** button in the "Fast Button" frame.
- 3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

Wizard Properties tab Screen

The Properties screen displays those fields used to identify it, and displayed when used.

🖬 GL Wizard Codes Maintenance 📃 🗖 🗙
Wizard ID #: 01 - Modify the Properties of
Properties Processing Steps
Enter the properties associated to this Wizard. The Description identifies it in the drop down. The Title, and any comments you enter will be displayed with the Wizard does it's magic.
Wizard #: 1 Menu Bar Description: Daily AP Interface
Title: Load from AP with Trial Balance
Launch Time Instructions:
The Trial Balance needs only to be output as an Archived Report
This Wizard can do it's magic executing in the Background Execution Processor
Send an Email confirming this Wizard's successful completion 7/07/08 @ 11:58:27
Email Address:
Update Cancel

- Wizard Properties Screen Field Definitions

Wizard

This is a unique # used to identify the wizard.

Menu Bar Description

This is the description that will be displayed on the applications menu.

Title

This is a title that is displayed on the Wizard's execution screen.

Launch Instructions

These instructions are displayed on the Wizard's execution screen

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4 lines of X(90)

X(25)

9(2)

X(70)

Background Execution

Set to determine whether or not the Wizard can be executed in the Series 5 Background processor. (The feature associated to this field has not yet been implemented).

check-box

Confirmation Email

check-box and X(40)

Set to have an email sent when the wizard is finished processing. (The feature associated to these fields has not yet been implemented).

Wizard Processing Steps tab Screens

The Processing Steps screen is a grid that displays each of the the menu items that are executed by the Wizard.

GL Wizard Codes Maintenance	
Wizard ID #: 01 - Modily the Properties of Properties Processing Steps	- "Fast Buttons"
Up to 10 Operations may be defined for this Wizard. New Modify Remove Move Up Move Down Step Table Menu Item Sub-Function	New Add a new Process Step
Iverface hon AP Sub-System Trial Balance Report	Modify Modify the Process Step highlighted in the grid
	Remove Delete the Process Step highlighted in the grid
Update Cancel	Move Up Shift the highlighted Process Step up 1 row in the grid
	Move Shift the highlighted Down Process Step down 1 row in the grid

The following functions are provided for using the push-buttons:

- New To add a new step to the table
- Modify To change the currently selected grid item
- Remove To delete the currently selected grid item

□ Move Up - To move the currently selected grid item up in the table

Deve Down - To move the currently selected grid item down in the table

The following screen is provided for selection of each step. The items listed are those A/P system menu items that have been configured to be executed using the Wizard.

Modify Wizaı	rd Process St	ер 01	
Process Step # 1	1 for Wizard:	Load from AP with Trial Balance	
Menu Item:	Operation Operation	General Journal Trx Entry Standard Journal Trx Entry	<u>^</u>
	Operation	Interface from Sub-Systems	
	Operation	G/L Company Consolidation	
	Operation	Year-To-Date Trx Export Rebuild Acct Period Summary	N.
	Operation	Profit && Loss Statement	
	Operation	Balance Sheet	
	Operation	Profit & &Loss Schedules	
	Uperation	Balance Sheet Schedules	~
	operation	Source Allocation of Funds	
Title:		t D Cub Custon	
	nterrace from a	AP Sud-System]
		ОК	Cancel

Wizard Steps Screen Field Definitions

Menu Item

list-box

The list is made up of those menu items that may be selected as a step by the Wizard.

Title

X(40)

This is the title of the processing step. This field defaults to the name used in the applications' menu. It may be changed.

Grid Display Search Options

You may search for specific records displayed in the grid using a number of relevant fields.



Search icon.

A search string may be entered for the following fields:

- Title
- Wizard ID #

5.7.2 Wizard Execution Screen

Click on the

When a Wizard is launched from a given applications' menu, the following screen is displayed.

🔄 SHSI Series V Professional Invoicing	
File Trx Inquiry Operations Reports Codes Maintenance Purging Wizards User Functions Control Options Window H	Help
User: USER UCC Direct DFS Test Company July 07, 2008 01:11 PM Professional Invoicing Rev: 5.08	
Processing Wizard # 1	
Make sure you have the interface files in the correct directory and that both WIP and RECAP files are for the same set. Also, have the correct invoicing forms ready in the designated printer when applicable Good Luck on your journey. General Interface WIP and Recap; Generate Invoices and Posting to A/R	
1. Load General WIP/Recap from Spsheet	
2. Have the General WIP Posted	
3. Ensure no other WIP is selected	
4. Select WIP for Billing	
5. Generate Invoices	
6. Print and Post Final Invoices	
Launch this Wizard Cancel	

Click on the Launch this Wizard push-button to have it started. As each step is executed it's status is displayed in the table.

Ger	Make sure you have the interface files in the RECAP files are for the same set. Also, hav designated printer when applicable Good Luck on your journey. The and Recap; Genera	correct directory and that both e the correct invoicing forms re te Invoices and Posting to	WIP and eady in the
1. Loa	d General WIP/Recap from Spsheet	Completed	
2.	Have the General WIP Posted	Completed	
3.	Ensure no other WIP is selected	Completed	
4.	Select WIP for Billing	< N E X T Step	
5.	Generate Invoices		
6.	Print and Post Final Invoices		
7. Post ti	e Invoices to Accounts Receivable		
	Proceed with the Nex	t Step Cancel	

As each step is finished, you must click on the **Proceed with the Next Step** button, or you can abandon the Wizard by clicking on the **Cancel** push-button.

5.8 Monitor System Usage

TheSeries 5 keeps track of which users are currently logged into the system, and what menu function they are executing.

This screen may be displayed by selecting Monitor System Usage from the drop-down menu under any applications' menu bar that contains Help as a topic.


The following is an example of the Monitor display screen:

Sy	stem .	Access Monitor								
	These a	are the users current	ly accessing th	ne syste	m as of 10:35:08 am					
		I			1					L
	PID	Username	Company System	Sys	Function	GL Company	Started		Elapsed Time	Access Code
	101-0 101-1 251-0 251-1 251-2 351-0 351-1 351-2	SHSI4.LARRY SHSI4.LARRY USER USER SHSI4.LARRY SHSI4.LARRY SHSI4.LARRY SHSI4.LARRY		IM AR AR GL GL GL	IM Menu Inventory Item Master Monitor System Usage Customers Customer Open Item Inquiry GL Menu Trial Balance Report G/L Account Trx Inquiry	40 40 40	10:33:42 10:33:45 10:34:38 10:33:01 10:33:06 10:34:21 10:34:26 10:34:31	7/04/08 7/04/08 7/04/08 7/04/08 7/04/08 7/04/08 7/04/08	0:01:26 0:01:23 0:00:30 0:02:07 0:02:02 0:00:47 0:00:42 0:00:37	0 1 1 1 1 1 1
					C	Refresh		Exit		

Processing Tip

Should you discover that there are items listed, but you know that there are no users in the system, ask your Systems Manager to purges these records. (There is a System Maintenance function that will delete all the records used in displaying the items on this screen).



6 Accounts Payable Menu Functions

All functions for the A/P system can be accessed from the menu bar at the top of the menu screen.

They are divided into types of functions. Each section following describes each set of common types of functions.

6.1 The A/P Menu

The Accounts Payable Menu screen provides your access to all functions offered in the A/P system.

Accounts Payable Main Menu

Tris ling.	ary Operations Reports Codes Maintenance Purging Woards User Punctions Control Options Wind	ow h
USER	Sentinel Hill Software (PCA)	
1	July 17, 2008 03:45 PM	
	Scheduled for Today 2 Overdue Functions 3 Coming Due 4 My Favorites	
5	Daily 6 Monthly 7 Year-End 8 Transaction Entry 9 Payment Processing	
T.	ppically Daily Functions:	
	Vendor Open Item Inquity Vendor Codes Maintenance	
	Mark Item Manually Paid	
	Reports Manager	
	Enter/Print Quick Check	
	Print A/P Open Item Report	
	Print A/P Distribution Report	
	/	1
		Į.
	Exil	

- All functions associated to the Series 5 Accounts Payable system are available from this screen
- Each function can be found within the sub-menu displayed under the menu-bar associated to the type of the function
- A number of tab sub-screens are available from which associated functions may be selected
- If menu functions have been set up to be scheduled, they may appear within tabbed sub-screens labeled Scheduled for Today, Overdue Functions, or Coming Due
- The **My Favorites** tab sub-screen will have any menufunctions that have been so define by the User Access Privileges function that may have been set up by your Systems Manager or Gate Keeper
- You can select up to 9 menu item functions at a time, each executing in their own window
- Access to specific menu items may be granted or denied from the User Access privileges function. (Those functions that you are denied access to will be displayed in the drop-down menus as dimmed items)

- Menu Bar Headings

The menu bar is divided into major categories of functions. (Follow the link in each item below for further information on each function).

File	For accessing the Archived Reports Manager, and the Batch Job Processor utilities.
Trx Inquiry	For those functions that provide inquiry to assorted historic transactions and/or analysis.
Operations	For those menu items that provide basic operational functions.
Reports 335	For generating all the reports associated to the Accounts Payable system.
Codes Maintenance	Those menu items for maintaining the assorted master codes used in the Accounts Payable system.
Purging 459	Those menu items for Purging outdated historical transaction records used in the Accounts Payable system.
Wizards 136	For user defined Wizards.
User Functions	For menu items to launch user defined programs or Windows utilities. (Refer to the Systems Management Help for details on setting up)
Control Options	For setting up control preferences and User Access rights to the Accounts Payable system.
Window 44	For managing the multi-threaded windows that might have been activated by the user.
Help	Basic help, and a function to display those users currently in the Series 5 system.

6.2 File Management

The topics in this chapter describe functions and procedures that are a available under the **File** drop down menu on the Accounts Payable menu. These menu items are used to perform assorted File Processing type functions. In particular, the function to access and view Archived Reports is found here.

These functions are available from the A/P Menu Bar as shown:

File Trx Inquiry Operations Reports Codes Maintenance Purging Wizards User Functions Control Options Window Help Reports Manager Batch Job Management Rev: 5.08 Rev: 5.08 Rev: 5.08
Reports Manager Rev: 5.08 Batch Job Management Septinel Hill Software (PCA)
Batch Job Management Septinel Hill Software (PCA)
Exit
Accounts Pavable
-> Pro

6.3 Inquiry Functions

The topics in this chapter describe functions and procedures that are a available under the **Trx Inquiry Options** drop down menu on the Accounts Payable menu. These menu items are used to perform assorted screen inquiry functions. In particular, the function to query the Customer Open Items is found here.

These functions are available from the A/P Menu Bar as shown:

C s	HSI Series	V Account	s Payabl	e						
File	Trx Inquiry	Operations	Reports	Codes Maintenance	Purging	Wizards	User Functions	Control Option	s Window	Help
Use	Vendor O	pen Item Inqu	uiry						Rev: 5.08	
	Historic V	endor Invoice	γ	Sentinel Hill	Software	(PCA)				
	Historic A	/P Checks	.5111	July 18, 2008	10:01 AM				2	
	Historic V	oucher Archiv	'es	1						
	A/P Perio	d Analysis	onany	7 Year-End	8 Transa	action Er	itry 9 Payı	nent Processi	ng	
	1 Sc	heduled for	Today	2 Overdue Fu	nctions	3 Co	ming Due	4 My Favorite	es	

6.3.1 Vendor Account Inquiry

The Vendor Account Inquiry function provides easy access and display of the active and historic items that have been recorded for a particular vendor. It also offers a variety of functions to process unpaid Open Items and/or deal with checks that had been issued. It offers a variety of different ways of selecting and displaying the Vendors and their related transactions. Some of the features of the Inquiry function are as follows:

- Display unpaid items for a Vendor
- Display all historic items for a Vendor

- Display all checks issued to a Vendor
- The original Invoice associated to an item may be displayed showing applicable expense distributions
- Open Items may be marked "Manually Paid" and as an option, have a check printed
- An Item's Due Date may be modified
- If the Manager Approval system is turned on, specific items may be approved for Payment
- Unpaid items may be selected for payment, or marked to be differed from payment
- If there are items that will never be paid, they may be purged
- A given Vendor's Check may be voided

When printing one of the available reports, or purging history, the operator is presented with the standard <u>Vendor Select Filters</u> we be screen. This allows you to select specific ranges of vendors, vendor types, and a variety of other criteria used as filters for selecting the vendors that are to be included.

The Vendor Account Inquiry function is launched from the A/P Menu's **Trx Inquiry** drop-down menu.



6.3.1.1 Open Items Payable

Unpaid open items for a selected Vendor are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific vendor, selected either by name or be Vendor code.

For the items that are presented, a number of applicable functions may be performed. By right-clicking on a particular row, a pop-up window will be presented, from which the following functions may be chosen:

• Display the details and the Expense distributions that were recorded with the original entry of the Vendor's invoice

- Change the invoice due date, or discount date
- Have the item marked as approved for payment (for systems with the Manager Approval option enabled)
- Select to have the item marked as manually paid. Up to 15 invoices may be selected and assigned to a particular check. The check may have been written by hand, or you may choose to have the system generated a check.
- Select invoices to be paid when the next computer generated check process is executed
- Defer an invoice from being paid either temporarily, or permanently
- In the event there are two or more invoices on file whose sum equal ZERO, they may be marked as "ZERO Balance Items" and purged.

From the "Fast Buttons" frame, push buttons are provided that can be used to generate the A/ P Open Item report, or to just print a list of the items presented in the grid that are associated to the selected Vendor.

Vendor A	coun	t Inquiry											Σ
ile Edit	View	Help											
Vendor - Open Payables Inquiry Select to view Outstanding Payables, Historic Invoices, or Checks Paid for specific Vendors. In each case, a number of tasks may be performed. Exit													
Print Grid Items Print Open Item Report Purge Selected ZERO Balance Items Post Items Marked							ems Marked <u>M</u> ar	nual Paid					
rendor: 019658 M M SENTINEL HILL SOFTWARE INC. WEST VANCOUVER, BC List by: Vendor Code / Voucher # M Eefresh TAKE ALL DISCOUNTS Image: Construction of the second seco													
Voucher	Туре	Invoice	Inv-Date	Due-Date	Dsc-Date	PartP	Original Amt	Balance Due	Disc Balance	Net Payable	Approved	Pay?	ſ
124254	R	187891798	9/14/05	9/14/05	9/14/05	N	\$ 88.00	\$ 88.00	\$ 0.00	\$ 88.00	Not Emailed		
124257	R	187891798	9/14/05	9/14/05	9/14/05	N	\$ 30.00	\$ 30.00	\$ 0.00	\$ 30.00	Not Emailed		
124373	R	170911-OCT	12/30/08	12/30/08	12/30/08	N	\$ 10,000.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00	To Review		┢
124572	R	2829298	11/15/10	12/15/10	11/15/10	N	\$ 7,603.68	\$ 7,603.68	\$ 0.00	\$ 7,603.68	In Full 9/16/13		
124573	R	773773	11/15/10	11/15/10	11/15/10	N	\$ 4,187.90	\$ 4,187.90	\$ 0.00	\$ 4,187.90	In Part 9/16/13		=
	_	444	10/30/12	11/29/12	10/30/12	N	\$ 11.00	\$ 11.00	\$ 0.00	\$ 11.00	Waiting 13/09/16	1	
124590	R		Toroorte										
124590 124596	R	191919	10/30/12	11/29/12	10/30/12	N	\$ 523.20	\$ 523.20	\$ 0.00	\$ 523.20	In Full 9/16/13	1	ŀ
124590 124596 124597	R R R	191919 1111	10/30/12 2/13/13	11/29/12 3/15/13	10/30/12 2/13/13	N N	\$ 523.20 \$ 100.00	\$ 523.20 \$ 100.00	\$ 0.00 \$ 0.00	\$ 523.20 \$ 100.00	In Full 9/16/13 Refused	~	ŀ
124590 124596 124597 124598	R R R R	191919 1111 1122	10/30/12 2/13/13 1/01/03	11/29/12 3/15/13 1/31/03	10/30/12 2/13/13 1/01/03	N N N	\$ 523.20 \$ 100.00 \$ 100.00	\$ 523.20 \$ 100.00 \$ 100.00	\$ 0.00 \$ 0.00 \$ 0.00	\$ 523.20 \$ 100.00 \$ 100.00	In Full 9/16/13 Refused To Review	-	-
124590 124596 124597 124598 125068	R R R R	191919 1111 1122 1178871	10/30/12 2/13/13 1/01/03 9/12/13	11/29/12 3/15/13 1/31/03 10/12/13	10/30/12 2/13/13 1/01/03 9/12/13	N N N	\$ 523.20 \$ 100.00 \$ 100.00 \$ 20,000.00	\$ 523.20 \$ 100.00 \$ 100.00 \$ 20,000.00	\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00	\$ 523.20 \$ 100.00 \$ 100.00 \$ 20,000.00	In Full 9/16/13 Refused To Review Waiting 13/09/16	 	-
124590 124595 124597 124598 125068 141804	R R R R R R	1111 191919 1111 1122 1178871 For Apr/2008	10/30/12 2/13/13 1/01/03 9/12/13 5/21/08	11/29/12 3/15/13 1/31/03 10/12/13 5/21/08	10/30/12 2/13/13 1/01/03 9/12/13 5/21/08	N N N N	\$ 523.20 \$ 100.00 \$ 100.00 \$ 20,000.00 \$ 100.00	\$ 523.20 \$ 100.00 \$ 100.00 \$ 20,000.00 \$ 100.00	\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00	\$ 523.20 \$ 100.00 \$ 100.00 \$ 20,000.00 \$ 100.00	In Full 9/16/13 Refused To Review Waiting 13/09/16 In Part		-
124590 124596 124597 124598 125068 141804 141805	R R R R R R R	111 191919 1111 1122 1178871 For Apr/2008 For May/2008	10/30/12 2/13/13 1/01/03 9/12/13 5/21/08 6/21/08	11/29/12 3/15/13 1/31/03 10/12/13 5/21/08 6/21/08	10/30/12 2/13/13 1/01/03 9/12/13 5/21/08 6/21/08	N N N N N	\$ 523.20 \$ 100.00 \$ 100.00 \$ 20.000.00 \$ 100.00 \$ 100.00	\$ 523.20 \$ 100.00 \$ 100.00 \$ 20,000.00 \$ 100.00 \$ 100.00 \$ 100.00	\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00	\$ 523.20 \$ 100.00 \$ 20,000.00 \$ 100.00 \$ 100.00 \$ 100.00	In Full 9/16/13 Refused To Review Waiting 13/09/16 In Part Waiting 13/09/16		
124590 124596 124598 124598 125068 141804 141805	R R R R R R	111 191919 1111 1122 1178871 For Apr/2008 For May/2008	10/30/12 2/13/13 1/01/03 9/12/13 5/21/08 6/21/08	11/29/12 3/15/13 1/31/03 10/12/13 5/21/08 6/21/08	10/30/12 2/13/13 1/01/03 9/12/13 5/21/08 6/21/08	N N N N N	\$ 523.20 \$ 100.00 \$ 100.00 \$ 20,000.00 \$ 100.00 \$ 100.00	\$ 523.20 \$ 100.00 \$ 100.00 \$ 20,000.00 \$ 100.00 \$ 100.00	\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00	\$ 523.20 \$ 100.00 \$ 100.00 \$ 100.00 \$ 100.00 \$ 100.00	In Full 9/16/13 Refused To Review Waiting 13/09/18 In Part Waiting 13/09/18		- - - -
124590 124596 124597 124598 125068 141805	R R R R R R	191919 11111 1122 1178871 For Apr/2008 For May/2008	10/30/12 2/13/13 1/01/03 9/12/13 5/21/08 6/21/08	11/29/12 3/15/13 1/31/03 10/12/13 5/21/08 6/21/08	10/30/12 2/13/13 1/01/03 9/12/13 5/21/08 6/21/08	N N N N N	\$ 523.20 \$ 100.00 \$ 100.00 \$ 20,000.00 \$ 100.00 \$ 100.00	\$ 523.20 \$ 100.00 \$ 100.00 \$ 20,000.00 \$ 100.00 \$ 100.00	\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00	\$ 523.20 \$ 100.00 \$ 100.00 \$ 100.00 \$ 100.00 \$ 100.00	In Full 9/16/13 Refused To Review Waiting 13/09/16 In Part Waiting 13/09/16 Uaiting 13/09/16	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	-

The "Fast Buttons" frame provides the push buttons to have item printed, specific reports generated, or items that have been selected to be marked Manually Paid or ZERO Balance purged, posted.

"Fast Buttons"					
Print Grid Items	To have the items for the selected Vendor printed to a report				
Print Open Item Report	To generate an Open Item report				

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Purge selected ZERO Balance Items	If a number of items have been marked to be purged because they will never be paid and you want to get rid of them, clicking this button will have them deleted. The total Net \$ amount of all items selected to be purged must equal ZERO.
Post Items Marked Manually Paid	After a number of items have been marked to be "Manually Paid", you must complete the process by posting them. Items must be marked Manually Paid if you had to write a hand written check for the given invoice, or if you need to pay some items in advance of the normal scheduled check processing run.

Some of the special features of this "Inquiry" grid are as follows:



choosing it using the Lookup binoculars icon, or by having the next or previous Vendor displayed that has open items. (Click the binocular icon with the up/ down arrow to display transactions that exist for the prior/next occurrence of that code on file).	
If available, Vendor Notes may be displayed if the applicable icon is displayed below the Vendor selection icons. Notes are created, and maintained by the Vendor Maintenance function.	Vendor: 019658 M M M SENT VEST
Click the desired tab heading to have the Historic Invoices, or the Historic Checks for the Vendor displayed.	Open Items Payable Invoice History Check History
If an item has been selection most column	ted to be paid, a check box 🗹 is displayed in the right-
If an item has been selection is displayed in the right	ted to be marked as Manually paid, a check box with an t-most column.
If an item has been select right-most column.	ted to be ZERO Balance Purged, an $ imes$ is displayed in the
If an item has been marked paid, an applicable graphic or respectively).	ed either Temporarily, or Permanently Deferred from being c is displayed in the right-most column. (either 🏓 or

If the function to have the grid items printed is selected, the report if archived, will be catalogued with a report name of **VENDACCINQ.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

6.3.1.1.1 View Transaction Details

One feature of the Inquiry function is the ability to view the original A/P Transaction that was entered, that resulted in the Open Item or Historic Invoice Item that is listed in the grid screen. Double-click the row of interest, and the associated Invoice will be displayed in a screen.

You can see all the fields used for entering the original transaction. You may choose to display a list of the associated Expense Distributions or a list of the A/P checks that have been used towards payment of the Invoice.

		HILL SOFTWA	RE INC.		
		From A/P	Trx Batch: 006503	Posted: 7/11/02	
Regular Invoice Vendor Address:	[Voucher #: 10 P0 #:	0905 Invoice #:	175	
463 GORDON PLACE WEST VANCOUVER, BC V7T 1R7 CANADA	,	Document Date: Ledger Date:	7/01/02 Du 6/30/02 Di	e Date: 7/01/02 c Date: 7/01/02	
Reference Memo:					
			Show Pa	yments	
Expense Distributions 6540-404 Consultants and Subcontracts	Sub-L-	edger PO Rele	Show Pa vase PO Line	Amount 800.00	
Expense Distributions 6540-404 Consultants and Subcontracts A/P Control Account: 2600-001 Acc	Sub-L	edger PO Rele	Show Pa ase PO Line Total:	Amount 800.00	

Some of the special features of this "Transaction" Display screen are as follows:

Toggle between displaying the transaction's Expense Distributions, and the Checks used to pay off the Invoice.	Show Payments Show Distributions
Navigate forwards or backwards through the Transactions.	

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6.3.1.1.2 Mark Items Manually Paid

Vendor Invoices are entered into the Series 5 system on a regular basis. Normally, say on a weekly basis, all eligible invoices will be automatically selected for payment, and computer generated checks are printed.

If prior to the next generation run of checks there is a need to pay an invoice for a particular Vendor, you can readily do so. You could just do a check run for the one vendor, but a simpler approach is to select the applicable invoices, and mark them as "Manually Paid". You then just write a check by hand, or have the system print the check for you.

To mark the items, and as an option have the check printed, perform the following steps:

- From the A/P Menu's menu bar select Vendor Open Item Inquiry from the Trx Inquiry drop-down menu; or select Mark Items Manually Paid from the Operations drop-down menu.
- With the Open Items Payable tab sub-screen displayed, choose the Vendor
- Scroll to the items that are to be paid. Select the item on the grid and right-click to display the pop-up menu. Select Mark Voucher Manually Paid
- From the window presented choose the Check Date, and enter the Amount and any Discount to be taken. Click the Select for Payment push button at the bottom of the screen.
- You can select up to 15 Invoices for the Vendor to be paid in this manner. In the grid, these items are indicated by the graphic.
- Once all the items to be paid have been selected, from the "Fast Buttons" bar, click on the Post Items Marked Manual Paid push-button
- A Check record will be written to the A/P Check file. It will reside on the system until either the next computer generated check run is posted, or until the Mannual and Prepaid Register is printed. At that time, it will appear as an entry in the Check Register that is generated.
- An entry is recorded in the Check Reconciliation file once the applicable Register has been generated.

Accessing the function to Mark Items Manually Paid, can be done either directly from the Vendor Open item Inquiry function, or from the A/P Menu's **Operations** drop-down menu:



Screen "Manually" Paid - Entry Screen

The following screen is displayed to mark an Item manually paid:

This Invoice will be selected for paym Discounts will be taken. Specify Parti	ent. For the given Ch al Payments by editing	eck Payment Date, any eligib g the ''Gross Payment'' amour	le Vendor nt field.
For the Check Payment Date Selected Voucher: Vendor: 019658 SENTINE	of: 8/07/07		
Voucher: 141806 Invoice: For Jun/2008 P0 #: Original Invoice Amount: Payments Already Made: Discounts Already Taken: Payable Balance: Eligible Discounts: Net Payment Required:	Invoice Date: Due Date: Discount Date: 100.00 0.00 0.00 100.00 10.00 90.00	7/21/08 7/21/08 7/21/08 Payment Amounts: Gross Payment: Discount to Take: Net Cash Required:	100.00 10.00 90.00
	Select for Pa	ayment Cance	

When selecting an item to be paid, the Gross Amount is the amount that will be applied to the Invoice. The Gross Amount should be the sum of the amount contributing to the check plus any Discount that is taken.

Select for Payment Screen - Field Definitions		
Check Payment Date	(mmddyy)	
Enter the date of the ch Payment.	heck used for Manual	
Gross Payment Amount	999,999.99-	
Enter the amount that is used to reduce the balance owing on the Vendor's Invoice. This should be the sum of any Cash amount to be paid, plus any discounts that you will take.		
Discount Amount to Take	999,999.99-	
Enter the amount of the reducing the amount to	e Discount that you will be be paid.	

Manual Checks - Entry Screen

The following screen is presented to complete the entry of items marked for a Manual check:



- Manual Checks Screen - Field Definitions

Check #	(mmddyy)	
The check number will default to that defined as the Next Check Number on file to be assigned for the given Bank Account Code. (<i>Refer to the chapter on Bank Account Codes</i> 445) later in this documentation).		
Check Date	(mmddyy)	
Enter the date of the ch Payment.	neck used for Manual	
On Bank Account Code	X(6)	
Specify the Bank Acco is to be drawn upon. T determines the Check Account.	unt Code to which the check he selected Bank Account #, and the G/L Cash	

System Printed or Hand Written	radio-buttons
Specify whether the sy whether it is to be had make sure the applicat designated printer.	stem is to print the check, or written. If system printed, ble check forms is in the

6.3.1.1.3 Modify Item Due or Discount Dates

If for some reason after a Vendor's Invoice has been entered, you realize that the Invoice Due Date or Discount Dates is either wrong, (or you want to schedule the item to be automatically paid at a later date), you can change it.

Accessing the function to change the Due or Discount Dates, can be done either directly from the Vendor Open item Inquiry function, or from the A/P Menu's **Operations** drop-down menu:



Modify Invoice Due or Discount Dates - Entry Screen

The following screen is displayed to provide changes to the Invoice:

Vendor: 019658 SENTI Voucher: 141808 Invoice: For Aug/2008 P0 #: Original Invoice Amount: Payments Already Made: Discounts Already Taken: Payable Balance: Eligible Discounts: Net Payment Required:	NEL HILL SOFTWA Invoice Date: Due Date: Discount Date: 100.00 0.00 100.00 100.00 100.00	RE INC. 9/21/08 9/21/08 9/21/08 New Dates and Amounts: New Due Date: 9/21/08 New Discount Date: 9/21/08 New Discount Balance: 0.00 OK Cancel
Note		

- Modifying Invoice Due Dates Screen - Field Definitions

New Due Date	(mmddyy)
Enter the new Due Dat the Invoice. When iter for payment, the syster decide whether it shou not.	e that is to be associated to ns are automatically selected n examines the Due Date to Id be selected for payment or
New Discount Date	(mmddyy)
Enter the new Discoun associated to the Invoid automatically selected examines the Discount	It Date that is to be ce. When items are for payment, the system t Date to decide whether a

Discount should be giv payment.	en, perhaps for early
New Discount Balance Amount	999,999.99-
If a a Discount is to be the system is used to a be paid, and the date o the Discount Date, the (Assuming discounts a Vendor).	given, enter the amount. If automatically select items to f the Checks is earlier than n a Discount might be taken. are permitted for the given

6.3.1.1.4 Approve Items for Payment

The Series 5 A/P system provides the option to force all invoices entered into the system to be approved by up to three different "Approval Managers", before it may be selected to be paid. A property defined in the <u>A/P Control Options General Tab</u> screen specifies whether the Manager Approval process is to be enforced, or not.

Approval Managers are recorded with an invoice at the time they are entered into the system. When entered, an <u>Approval Manager Set</u> [428] is specified. With each Manager Set up to three <u>Approval Managers</u> [431] may be assigned. On a daily basis, the <u>Email Approval Managers</u> [256] operation may be invoked which will email each of the Managers, for newly added invoices, to advise them of the need to have the given invoiced approved. The function to mark the invoice as "Approved" is provided in the pop-up menu presented from the Open Payable's Inquiry grid screen. When an item is approved, the manager's approval password must be entered. At this point, the item may then be selected to be paid.

Accessing the function to Approve the Invoice for Payment, is done from the pop-up menu for the selected item.



Mark Voucher "Approved for Payment" - Entry Screen

The following screen is displayed to select items to Approved for payment by the assigned Approval Managers:

LJC - LARRY CAI M-MOUSE - MICKY MOU	RLSEN USE	Approved 1 Approval Not Yet Giv	0/08/13 Edit
/oucher to be Approved:			
Vendor: 000646 FARNSW	/ORTH, JAN ELIZA	ABETH	
Voucher: 141742 Invoice: 1/3-2/1EXP P0 #:	Invoice Date: Due Date: Discount Date:	2/04/08 2/04/08 2/04/08	
Original Invoice Amount:	339.87	Payment Amounts:	
Payments Already Made:	0.00	Gross Payment:	339.87
Discounts Already Taken:	0.00	Discount to Take:	0.00
Payable Balance:	339.87	Net Cash Required:	339.87
Eligible Discounts:	0.00		
Net Payment Required:	339.87		
		Apply Approval Setting	Cancel
Manager Approval			

When the Edit push button next to each manager is clicked, the following screen is displayed:

Approval for LARRY CARLSEN
Payment Approval Password:
 Not yet Approved Hold for Further Review Approve for Payment This Invoice is NOT TO BE PAID
Amount Approved to be Paid: \$ 20,000.00
<u>OK</u> <u>Cancel</u>

Once the desired approval status has been selected, click on the **Apply Approval Setting** push button to record the selection.

 Manager Approval S 	creen - Field Definitions
Payment Approval Password	X(15)
Enter the "Approval Pa manager.	ssword" for the selected
Approval Status	radio-buttons
Select whether the iten Reviewed, or NOT PAI	n is Approved, to be D.
Amount Approved to be Paid	999,999.99-
Enter the amount that i	s to be approved to be paid.

6.3.1.1.5 Mark Items to Pay or Defer from Payment

Vendor Invoices are entered into the Series 5 system on a regular basis. Normally, say on a weekly basis, all eligible invoices will be automatically selected for payment, and computer generated checks are printed.

If your company does not wish to automatically pay all outstanding and due Invoices that your suppliers have submitted, then you will have to manually identify all items that are to be paid.

If an item has been selected to be paid, a check box 🗹 is displayed in the right-most column of the Open Items Payable screen's grid.

Likewise, if you do have the system automatically select items to be paid, if there is a particular Vendor Invoice that you do not wish to have paid, you may mark it as being either Temporarily or Permanently Deferred from being paid. Items marked as Temporarily Deferred has a \bigcirc displayed in the right-most column of the Open Items Payable screen's grid. Permanent Deferred items display \bigcirc .

Accessing the function to Select Items for Payment, or to be Deferred, can be done either directly from the Vendor Open item Inquiry function, or from the A/P Menu's **Operations** drop-down menu:

es '	V Accounts Payable		
У	Operations Reports Codes Maintena		
	New A/P Transaction Entry Scheduled Transaction Entry Enter and Print a Quick Check		
٥r	Electronic Invoices Interface		
)a	Change Item Due/Disc Dates Mark Items Manually Paid Purge Zero Balance Payables		
(Select Vouchers for Payment Defer Vouchers from Payment		
	Payments & Check Processing Generate Fraud Interface File		

Screen Mark Voucher "Manually" Paid - Entry Screen

The following screen is displayed to select items to be paid: (It's the same screen used for Marking Invoice "Manually" Paid)

For the Check Payment Date Selected Voucher:	of: 8/07/07	g the "Gross Payment" amount f	ield.
Voucher: 141806 Invoice: For Jun/2008 P0 #: Original Invoice Amount: Payments Already Made: Discounts Already Taken: Payable Balance: Eligible Discounts: Net Payment Required:	Invoice Date: Due Date: Discount Date: 100.00 0.00 0.00 100.00 10.00 90.00	7/21/08 7/21/08 7/21/08 Payment Amounts: Gross Payment: Discount to Take: Net Cash Required:	100.00 10.00 90.00
	Select for Pa	ayment	

Select for Payment to a given Bank Account

When computer checks are generated, the system will normally pay all items that are selected. When checks are generated, the operator must first select the Bank Account Code for which the checks are to be printed and drawn from. As an option, the operator may select to pay ONLY those vendors that have been designated to be paid from a particular checking account. If you have multiple chequing accounts on which checks may be generated, then you must either make sure that the Vendor is flagged for the correct Bank Account, or that you only select those invoices that are to be paid for a given Bank Account prior to generating the checks for the Bank Account.

Select for Payment Screen - Fle	Id Definitions
Check Payment Date	(mmddyy)
Enter the date of the check used for	Manual Payment.
Gross Payment Amount	999,999.99-

What is the Gross Amount ?

When selecting an item to be paid, the Gross Amount is the amount that will be applied to the Invoice. The Gross Amount should be the sum of the amount contributing to the check plus any Discount that is taken.

Discount Amount to Take

Niscoupt that you will be reducing

999.999.99-

Enter the amount of the Discount that you will be reducing the amount to be paid.

6.3.1.1.6 Zero Balance Items Purge

This function is used to selectively remove, or Purge, any Vendor Invoices that are never to be paid, or to remove those A/P Open Payables who's sum add up to ZERO. It may also be used as a means of removing items that were incorrectly entered.

In effect unwanted detail gets deleted from the A/P Open Items file that might otherwise appear as detail on a check stub generated for any given vendor.

To accomplish the task of Purging items perform the following steps:

- From the A/P Menu's menu bar select Vendor Open Item Inquiry from the Trx Inquiry drop-down menu; or select Purge ZERO Balance Payables from the Operations drop-down menu.
- With the Open Items Payable tab sub-screen displayed, choose the Vendor
- Identify those items that are to be purged. Remember that the sum of these items MUST EQUAL ZERO, so there has to be at least one Invoice on file that has a negative amount.

DZERO Balance Purge - Rule # 1

The sum of the items to be purged must equal ZERO.

If you need to remove an Invoice that is never to be paid, and you don't want to have it show up on the Vendor checks, you will have to enter an equivalent Invoice that has the dollar value equal to the Negative of the item(s) that are to be removed.

That negative Voucher transaction must be entered using the New A/P Transaction Entry function. Once the A/P Transaction Entry Batch has been posted, then it will show up as an Open Item, and then used in the Purge function.

- Scroll to the items that are to be purged. Select the item on the grid and right-click to display the pop-up menu. Select Mark for Zero Balance Purge
- You can de-select the item be clicking on Clear Zero Balance Purge item in the popup menu.
- You can select as many items as required. In the grid, these items are indicated with the X graphic.

Once all the items to be purged have been selected, and the ZERO Bal Purge Net \$
total equals ZERO, from the "Fast Buttons" bar, click on the Purge Selected ZERO
Balance Items push-button. (Note that there is no confirmation prompt. Once you
click it, the Open Items are gone, and cannot be re-instated)

Accessing the function to Mark Items Manually Paid, can be done either directly from the Vendor Open item Inquiry function, or from the A/P Menu's **Operations** drop-down menu:



😔 Zero Balance Purge - Open Items Grid Screen

The following screen shows a couple of Open Items that have been selected to be Purged:

Vendor le Edit Vi	lccou ew He	nt Inquiry									
Vendor - Open Payables Inquiry Select to view Outstanding Payables, Historic Invoices, or Checks Paid for specific Vendors. In each case, a number of tasks may be performed. Exit											
Print Grid Items Print Open Item Report Purge Selected ZERO Balance Items Post Items Marked Manual Paid											ual Paid
/endor: 019934 • m m m Johnny's Pizzaria List by: Vendor Code / Voucher # • m m m m M Refresh											
Open Items Payable Invoice History Check History											
124351	В	Neg Feb/08	2/26/09	2/26/09	2/26/09	N	* 3,750,000B	\$ 3,750,000B		t 3 750 00CB	
141383	B	For Feb/2008	2/15/08	2/15/08	2/15/08	N	\$ 3,750,00	\$ 3,750,00	\$ 0.00	\$ 3,750,00	χ ·
141384	B	For Mar/2008	3/15/08	3/15/08	3/15/08	N	\$ 3,750.00	\$ 3,750.00	\$ 0.00	\$ 3,750.00	
141385	B	For Apr/2008	4/15/08	4/15/08	4/15/08	N	\$ 3,750.00	\$ 3,750.00	\$ 0.00	\$ 3,750.00	
141386	R	For May/2008	5/15/08	5/15/08	5/15/08	N	\$ 3,750.00	\$ 3,750.00	\$ 0.00	\$ 3,750.00	
141387	R	For Jun/2008	6/15/08	6/15/08	6/15/08	N	\$ 3,750.00	\$ 3,750.00	\$ 0.00	\$ 3,750.00	
141388	R	For Jul/2008	7/15/08	7/15/08	7/15/08	N	\$ 3,750.00	\$ 3,750.00	\$ 0.00	\$ 3,750.00	
141389	R	For Aug/2008	8/15/08	8/15/08	8/15/08	N	\$ 3,750.00	\$ 3,750.00	\$ 0.00	\$ 3,750.00	
141390	R	For Sep/2008	9/15/08	9/15/08	9/15/08	N	\$ 3,750.00	\$ 3,750.00	\$ 0.00	\$ 3,750.00	÷
141391	R	For Oct/2008	10/15/08	10/15/08	10/15/08	N	\$ 3,750.00	\$ 3,750.00	\$ 0.00	\$ 3,750.00	
141392	R	For Nov/2008	11/15/08	11/15/08	11/15/08	N	\$ 3,750.00	\$ 3,750.00	\$ 0.00	\$ 3,750.00	
141393	R	For Dec/2008	12/15/08 12/15/08 12/15/08 N \$ 3,750.00 \$ 3,750.00 The total here must be equal to ZERO								
Vendor T for 11	otals Items	Invoices Balan Eligible Disco	ce:\$4	41,250.00 0.00	Selecte	Net Pay d for Pay	vable: \$41 ment: \$,250.00 0.00	2 ZERO Bal Purg	le Net: \$	0.00
r the Vend	lor Co	de, items are list	ed by Vouch	er #.		Sea	rch:	for:			-

6.3.1.2 Invoice History

Historic Invoice for a selected Vendor are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific vendor, selected either by name or be Vendor code, or by the Cash Account which was used to generate the check that the item was paid by.

For the items that are presented, by double-clicking on a particular row, the associated Invoice will be displayed.

From the "Fast Buttons" frame, push buttons are provided that can be used to generate the Vendor Analysis report, or an Invoice History report.

Invoice History Inquiry Grid

Vendor Account Inquiry												
Vendor - Invoice History Inquiry Select to view Outstanding Payables, Historic Invoices, or Checks Paid for specific Vendors. In each case, a number of tasks may be performed. Exit												
Print Grid Items Print Invoice History Report Print Vendor Analysis Report Set Filters Purge History]
Vendor: 019658 • A A A A A A A A A A A A A A A A A A												lefresh
Invoice Type Voucher Inv-Date Original-Amt Payment-Amt Balance-Due Check# Chk-Date PO Number Vendor												
184	Vchr	103115	10/09/02	\$ 5,950.00	\$ 5,950.00	\$	0.00	015825	10/24/02		019658	
177	Vchr	101833	7/29/02	\$ 6,250.00	\$ 6,250.00	\$	0.00	014910	8/22/02		019658	
178	Vchr	101834	7/29/02	\$ 1,680.41	\$ 1,680.41	\$	0.00	014910	8/22/02		019658	
175	Vchr	100905	7/01/02	\$ 800.00	\$ 800.00	\$	0.00	014200	7/11/02		019658	
174	Vchr	100894	6/19/02	\$ 3,052.00	\$ 3,052.00	\$	0.00	014200	7/11/02		019658	÷
00158	Vchr	095582	10/01/01	\$ 5,950.00	\$ 5,950.00	\$	0.00	010689	10/18/01		019658	
154	Vchr	094138	7/04/01	\$ 6,250.00	\$ 6,250.00	\$	0.00	009620	7/26/01		019658	Ц
155 🔊	Vehr	094139	7/04/01	\$ 1,898.47	\$ 1,898.47	\$	0.00	009620	7/26/01		019658	
152 😽	Vchr	093220	6/08/01	\$ 2,597.00	\$ 2,597.00	\$	0.00	009084	6/14/01		019658	Ŧ
109	Vchr	086710	6/12/00	\$ 6,250.00	\$ 6,250.00	\$	0.00	004653	7/13/00		019658	
110	Vchr	086709	6/12/00	\$ 1,709.50	\$ 1,709.50	\$	0.00	004653	7/13/00		019658	
85	Vchr	082394	11/01/99	\$ 6,250.00	\$ 6,250.00	\$	0.00	001544	11/24/99		019658	
86	Vchr	082350	11/01/99	\$ 1,463.60	\$ 1,463.60	\$	0.00	001544	11/24/99		019658	-
000075	Vchr	079619	6/14/99	\$ 371.92	\$ 371.92	\$	0.00	059759	7/01/99		019658	
Vendor Total for 112 Ite	s ems.	Original Ir Original El	nvoices Total: ligible Discour	\$ [12,716,114 . nt: [0 .	60] N 00] Discounts	et Paid: \$ [:Given: \$ [11,699	9,002.60] 0.00]				
r Vendor Name, i	tems are	e listed by	most recent	Date.	Search:			for:				

The "Fast Buttons" frame provides the push buttons to have item printed, specific reports generated, or history purged:

	"Fast Buttons"
Print Grid Items	To have the items for the selected Vendor printed to a report
Print Invoice History Report	To generate an Historic Invoices report. For a completed description of the options for generating this report refer to the topic titled Vendor Analysis Report
Purge Vendor Analysis Report	To generate the Vendor Analysis report. For a completed description of the options for generating this report refer to the topic titled Invoices History Report 388.
Set Filters	To limit the list of items displayed by setting a number of different filters of related fields.
Purge History	To have historic Invoice records purged. A number of different filters will be offered, including starting and ending dates.

Some of the special features of this "Inquiry" grid are as follows:



If the function to have the grid items printed is selected, the report if archived, will be catalogued with a report name of **VENDACCINQ.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

6.3.1.2.1 View Transaction Details

One feature of the Inquiry function is the ability to view the original A/P Transaction that was entered, that resulted in the Open Item or Historic Invoice Item that is listed in the grid screen. Double-click the row of interest, and the associated Invoice will be displayed in a screen.

You can see all the fields used for entering the original transaction. You may choose to display a list of the associated Expense Distributions or a list of the A/P checks that have been used towards payment of the Invoice.



Some of the special features of this "Transaction" Display screen are as follows:

Toggle between displaying the transaction's Expense Distributions, and the Checks used to pay off the Invoice.	Show Payments Show Distributions
Navigate forwards or backwards through the Transactions.	

6.3.1.2.2 Purging Invoice History

As transactions are entered and posted, and checks generated, the associated data records are kept in the Series 5 system in their respective history files. This data is available for a variety of inquiry and reporting functions. Over time, these files may become quite large.

This function may be used to purge, or delete, these Vendor Invoice History records. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past five years are not deleted.

The operator is presented with the standard <u>Vendor Select Filters</u> screen. This allows you to select specific ranges of vendors, vendor types, and a variety of other criteria used as filters for selecting the vendors whose records will be purged.

Accessing the function to Purge the Historic Vendor Invoices, can be done either directly from the Invoice History screen of the Vendor Open item Inquiry function, or from the A/P Menu's **Purging** drop-down menu:



Warning

Once Vendor Invoice History records are purged, this information will not be available to any of the A/P Inquiry or reporting functions. Be quite sure of the need to purge this data.

A/P Invoice History Purge - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

Purge A/P Invoice History	
Invoice History Purge	
Purge Options Vendor Select Filters	
Voiding, and printing the Historic Check Register and Op	or Inquiry functions. They are also used for Check en Items reports. Purge these records with caution.
Vendor Invoice Number(s):	Invoices Dated: Not Considered Inclusive Between: 1/01/75 2/29/04
Check Number(s):	With Checks Dated:
Voucher Number(s):	Include only the following Document Type(s): Prepaid Invoices Credit Cancels Manual Invoices/Checks Partial Payments
Select Unly Invoices that have been fully paid	
	Next Cancel

6.3.1.3 Check History

All the checks that were issued for a selected Vendor are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific vendor, selected either by Vendor Name, Vendor code, or Cash Account used to generate the Check.

For the items that are presented, a number of applicable functions may be performed. By right-clicking on a particular row, a pop-up window will be presented, from which the following functions may be chosen:

- Display the details and all items that were paid with the selected check
- Have the check Voided

From the "Fast Buttons" frame, push buttons are provided that can be used to generate an Historic Check Register report, the Vendor Analysis report, to Purge the Check History file, or to just print a list of the items presented in the grid that are associated to the selected Vendor.

W											
ile Edit View Hein											
Vendor - Lheck History Inquiry Select to view Utitstanding Payables, Historic Invoices, or Unecks Paid for specific Vendors. In each case, a number of tasks may be performed. Exit											
Print Grid Items Print Historic Check Register Print Vendor Analysis Report Set Filters Purge Check History											
Vendor: 019658 A M M SENTINEL HILL SOFTWARE INC. WEST VANCOUVER, BC (800) 663-8354 Larry Calsen - Open Items Payable Invoice History Check History Check History											
Check#	Date	Туре	Check Amount	Rec Date	Voided	Cash Account	Payee				
004653	7/13/00	Computer	7,959.50	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	<u>C.</u>			
009084	6/14/01	Computer	2,597.00	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	C			
009620	7/26/01	Computer	8,148.47	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	C			
010689	10/18/01	Computer	5,950.00	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	<u>c.</u>			
014200	7/11/02	Computer	3,852.00	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	£			
014822	8/22/02	Voided	(7,930.41)	8/22/02	8/22/02	1100-001	SENTINEL HILL SOFTWARE IN	<u>c.</u>			
014910	8/22/02	Computer	7,930.41	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	C			
015825	10/24/02	Computer	5,950.00	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	<u>C.</u>			
U16567	12/12/02	Computer	6,000.00	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	₽			
016978	1/09/03	Computer	6,000.00	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	Ű			
018160	3/27/03	Computer	6,000.00	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	C			
019113	6/12/03	Computer	3,052.00	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	C			
U19857	7/31/03	Computer	6,000.00	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	U			
020377	9/11/03	Computer	9,343.32	9/27/05		1100-001	SENTINEL HILL SOFTWARE IN	Ľ			
Vendor Totals Total Payments: \$ [3,584,329.41] Reconcilled: \$ [9,079,384.24] for 61 Items Total Voided: \$ [8,932,110,85] UnReconcilled: \$ [3,437,056,02]											

The "Fast Buttons" frame provides the push buttons to have item printed, specific reports generated, or history purged:

"Fa	ast Buttons"
Print Grid Items	To have the items for the selected Vendor printed to a report
Print Historic Check Register	To generate an Historic Check register report
Print the Vendor Analysis Report	To generate the Vendor Analysis report
Set Filters	To limit the list of items displayed by setting a number of different filters of related fields.
Purge Check History	To have historic Check records purged. A number of different filters will be offered, including starting and ending dates.

Some of the special features of this "Inquiry" grid are as follows:



If the function to have the grid items printed is selected, the report if archived, will be catalogued with a report name of **VENDACCINQ.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output

to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

6.3.1.3.1 View Check Details

One feature of the Inquiry function is the ability to view a likeness of the A/P Check. Doubleclick the row of interest, and the associated Check will be displayed in a screen.

The Bank Account, and corresponding Cash account used for payment is displayed, as well as a list of the Invoices that were paid.

Historic A/P Check History Display Screen

The following screen is presented displaying information about the check that was issued:

heck His	story l	Details								
Check#:	019	113	for Vendor:	019658	SENTINEL	. HILL SOFTW	ARE INC.			
	Соп	nputer	Check					Reconcilled:	9/27/05	
	Check #: 019113 Check Date: 6/12/03 PAY to SENTINEL HILL SOFTWARE INC. \$ 3,052.00 463 GORDON PLACE WEST VANCOUVER, BC V7T 1R7 CANADA									
	10	N: The 3017	Northern 77713	Trust Comp	any	Cash Acct: 11 N	100-001 Iorthern Tru	ıst		
10	oucher 07679	Invoice 00197	3	Inv Date 5/30/03	Orig Inv Amt 3,052.00	Gross Paid 3,052.00	Disc Taken	Disc Lost	Net Amt Paid 3,052.00	
			To	otals:	3,052.00	3,052.00	0.00	1	3,052.00	
_									ж	_

Screen Historic A/P ACH Direct Deposit History Display Screen

The following screen is presented displaying information about the Direct Deposit that was made with ACH:
ACH Track#: 000024 for Vendor: 000377 FINNEL, CAROL Image: Comparison of the compari	eck History Details	
ACH-Direct Deposit Generated by: USER ACH Track#: 000024 Deposit Date: 8/09/13	ACH Track#: 000024 for Vendor: 000377 FINNEL, CAROL	
ACH Track#: 000024 Deposit Date: 8/09/13	ACH-Direct Deposit Generated by: USER	
PAY to the order of FINNEL, CAROL 410 Cambie St. North Vancouver, BC V7V 8M8 Canada \$ 1,400.00 Deposited to Bank: Canada Deposited to Bank: ROYAL BANK Transff: 123498765 Acct: xxxxxxx 7890 ON: Canadian Imperial Bank of 75-00211 Cash Acct: 1050-002 Canadian Imperial Bank Voucher Invoice Inv Date Orig Inv Amt Gross Paid Disc Taken Disc Lost Net Amt Paid 125064 1212 9/14/13 1,400.00 1,400.00 1,400.00 1,400.00 Totals: 1,400.00 1,400.00 0.00 1,400.00 1,400.00	ACH Track#: 000024 Deposit Date: 8/09/13 ACH Track#: 000024 Deposit Date: 8/09/13 PAY to FINNEL, CAROL \$ 1,400.00 the order of 410 Cambie St. North Vancouver, BC V7V 8M8 Canada Deposited to Bank: ROYAL BANK Trans#: 123498765 Acct: xxxxxxx7890 ON: Canadian Imperial Bank of Cash Acct: 1050-002 75-00211 Canadian Imperial Bank Voucher Invoice Inv Date Orig Inv Amt Gross Paid Disc Taken Disc Lost Net Amt Paid 125064 1212 9/14/13 1,400.00 1,400.00 0.00 1,400.00 Totals: 1,400.00 1,400.00 0.00 1,400.00 1,400.00	
ОК	ОК	

6.3.1.3.2 Voiding a Single Check

If for some reason after a check has been printed and posted, you realize that it was not correct, or you have put a stop payment on the check, you must select it and mark it Voided.

To Void a particular check that has already been posted, perform the following steps:

- From the A/P Menu's menu bar select **Historic A/P Checks** from the **Trx Inquiry** dropdown menu; or select **Void a Posted Check** from the **Operations** drop-down menu.
- With the Check History tab sub-screen displayed, choose the Vendor
- Scroll to the check item that is to be Voided. Select the item on the grid and right-click to display the pop-up menu. Select Void this Check
- From the window presented you may enter the Ledger Date, and select the Cash and Discount Accounts that are to be reversed. In most cases all of the default values

should be kept. The only exception would be if you were voiding a check from a past fiscal period that you had already formally closed.

• Click OK and the check is voided.

When the Check is voided, the system performs the following steps:

- The Historic Check record will be flagged as being Voided
- All the Vendor Invoices that were paid by the check will be reinstated as unpaid A/P Open Items, that are Unselected. They will have to be re-selected if they are to be paid again.
- Reversing Distributions are generated for the Cash Account, the Discount Account and Accounts Payable using the Ledger date specified.
- The corresponding entry in the Check Reconciliation file will be marked as voided and reconciled.
- If Discounts were incurred when the check was issued, they will be reversed out of the Vendor Discount Year-to-Date totals.

Accessing the function to Void a Check, can be done either directly from the Vendor Open item Inquiry function, or from the A/P Menu's **Operations** drop-down menu:

s	/ Accounts Payable	
y	Operations Reports Codes Maintenar	
Ac a fc	New A/P Transaction Entry Scheduled Transaction Entry Enter and Print a Quick Check Electronic Invoices Interface Change Item Due/Disc Dates Mark Items Manually Paid Purge Zero Balance Payables Select Vouchers for Payment Defer Vouchers from Payment Payments & Check Processing Generate Fraud Interface File	
	Void a Posted Check	
	Check Reconciliation Export A/P Distributions Rully Email Conceptor	

The Vendor Invoices that were paid on that check will be reinstated as Open Items, waiting to be either paid at some other time, or Zero Balance Purged.

Screen Void a Posted Check - Entry Screen

The following screen is displayed to Void a check:

Void the check, reinstate the items paid, and generate appropri	ate reversing G/L Distributio	ns		
The following reversing distributions will be generated. You may cha	nge the Ledger Date and sp	ecify different G/L accounts.		
With Transaction Date: 2/27/09 And Ledger D	late: 2/27/09 🛅			
Reversing Account	Debit	Credit		
Cash: 1100 001 Northern Trust	6,000.00			
Discounts: 0960 403 Discounts Earned	0.00			
Payables: To be determined from each of the Invoices originally paid by this Check.		6,000.00		
OK Cancel				
Ledger Dates				

- Void a Posted Check Screen - Field Definitions

Ledger Date	(mmddyy)
This will be the date as distributions associated	signed to those reversing d to the voiding of the check.
Cash Account	9(18)-9(5)
This is the account use distribution to Cash. It as was used when the	ed to record the reversing should be the same account check was originally posted.

Discount Account	9(18)-9(5)
If a Discount was reco this is the account use distribution to the Disc the same account as w was originally posted.	rded with the original check, ed to record the reversing ount account. It should be was used when the check

6.3.1.3.3 Purging Check History

As Vendor Checks are generated and posted, the associated data records are kept in the Series 5 system in their respective history files. This data is available for a variety of inquiry and reporting functions. Over time, these files may become quite large.

This function may be used to purge, or delete, these A/P Check History records. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past five years are not deleted.

The operator is presented with the standard <u>Vendor Select Filters</u> screen. This allows you to select specific ranges of vendors, vendor types, and a variety of other criteria used as filters for selecting the vendors whose records will be purged.

Accessing the function to Purge the A/P Check History records, can be done either directly from the Check History screen of the Vendor Open item Inquiry function, or from the A/P Menu's **Purging** drop-down menu:



Warning

Once Vendor A/P Check History records are purged, this information will not be available to any of the A/P Inquiry or reporting functions. Be quite sure of the need to purge this data.

A/P Check History Purge - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

ge Options Vendor Select Filters voice and Check History records are used for the Vend oiding, and printing the Historic Check Register and Op	dor Inquiry functions. They are also used for Check pen Items reports. Purge these records with caution.
Check Number(s):	With Checks Dated:
○ All	Not Considered
○ Selected	Inclusive Between: 1/01/75 2/29/04
Select Only Checks that	Include only the following Check Type(s):
HAVE NOT been reconcilled Select Only Checks that HAVE been Voided For Cash Account(s):	Computer Checks V Prepaid / "Quick" Checks Manual Checks V Unprinted V Unposted Checks
Selected	

6.3.2 A/P Distributions Inquiry

The A/P Distribution Inquiry function provides easy access and display of the distributions that have been generated from the Series 5 Accounts Payable, Purchase Order Processing and Inventory Management systems. Detail distributions for each G/L account may be viewed within a grid screen, output to a report, exported to spreadsheet and/or purged. It provides for a variety of different ways of selecting and displaying the each G/L Account along with their respective distributions.

Some of the features of the Inquiry function are as follows:

- Specific Types of Distributions may be selected for display
- G/L Accounts may be selected to have their Distributions displayed

- A function is provided that will compute the total Debits and Credits for each type Distribution using a variety of assorted filters
- A function is provided that will export distributions to an Excel spreadsheet, or a tabdelimited text file
- The A/P Distribution report may be generated from the inquiry grid screen

A/P Distributions

ONLY those distributions that have NOT been interfaced to the G/L system are available for display.

Once interfaced to the G/L they should be deleted so as to ensure that they will not be interfaced a 2nd time. (An option is provided with the interface function to have them automatically deleted).

The A/P Distributions Inquiry function is launched from the A/P Menu's **Trx Inquiry** drop-down menu.



6.3.2.1 Distributions Inquiry Grid Screen

A/P Distributions for a selected G/L Account for selected Types, are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific G/L account number.

From the "Fast Buttons" frame, push buttons are provided that can be used to display Distribution Type Totals, Set Display Filters, generated an A/P Distribution Report, have items Exported, and have items Purged.

A/P Distributions Inquiry Grid

F/A Distribution Inquiry These are the G/L Distributions that have been generated from the F/A systems, but have not yet been interfaced to General Ledger. Exit Image: Comparison of the text of tex of text of text of t									
ummary Totals		Set Filters	Repo	rt	Export	Pu	rge		
Distribution Type Accumulated	Depr	eciation 🔽	for Account:	200- Acc	-95-0005 :um Dep	50-00-100 r-Automobiles	🖌 49 (49 🗸	m 23 23	Refresh
DB Amount		CR Amount	Lgr Date	Doc Date	Entity	Asset Code	Asset Class	Batch	
	\$	813.08CR	9/30/07	0/00/00	1	M0512001		DEPCAL	
	\$	813.08CR	9/30/07	0/00/00	1	M0512002		DEPCAL	^
	\$	2,556.02CR	9/30/07	0/00/00	1	M0705001		DEPCAL	
	\$	406.54CR	10/31/07	10/31/07	1	M0512001		DEPCAL	
	\$	406.54CR	10/31/07	10/31/07	1	M0512002	- N	DEPCAL	
	\$	1,278.01CR	10/31/07	10/31/07	1	M0705001	ht	DEPCAL	ź
	\$	406.54CR	11/30/07	11/30/07	1	M0512001		DEPCAL	
	\$	406.54CR	11/30/07	11/30/07	1	M0512002		DEPCAL	_
	\$	1,278.01CR	11/30/07	11/30/07	1	M0705001		DEPCAL	
	\$	406.54CR	12/31/07	12/31/07	1	M0512001		DEPCAL	Ŧ
	\$	406.54CR	12/31/07	12/31/07	1	M0512002		DEPCAL	
	\$	1,278.01CR	12/31/07	12/31/07	1	M0705001	-	DEPCAL	
	\$	406.54CR	1/31/08	1/31/08	1	M0512001	-	DEPCAL	
	\$	406.54CR	1/31/08	1/31/08	1	M0512002	-	DEPCAL	
	\$	1,278.01CR	1/31/08	1/31/08	1	M0705001		DEPCAL	ľ
	\$	406.54CR	2/29/08	2/29/08	1	M0512001	-	DEPCAL	
27 Distributions Total Debits: \$ 0.00 Total Credits: \$ 20,910.90CR Net Total: \$ 20,910.90CR									

The "Fast Buttons" frame provides the push buttons to have items printed, purged, exported, or to display a Distributions Type Summary screen.

"Fast Buttons"		
Summary Totals	To have a Distributions Type Totals summary screen displayed. Filters may be specified to select only those distributions based on a variety of criteria.	
Set Filters	To have a number of different filters set to limit the distributions that are displayed to the grid.	
Report	To have an A/P Distribution report generated.	
Export	To have the distributions for a selected dated range exported to either a tab- delimited file, or an Excel spreadsheet. The exported file, as an option, may be automatically emailed to a specified recipient.	

Purge	To have distribution records purged. A range of dates may be entered thus purging only those items up to a specified date. (You would only have to use this function if distributions are NOT interfaced to the Series 5 G/L system)

Some of the special features of this "Inquiry" grid are as follows:



6.3.2.2 Inquiry Display Filters

To limit the distributions that are to be displayed to the grid, the following screen is displayed to offer a number of different filters:

A/P Distributions Inquiry Set Display Selection Options Display Options Specify selection options to determine the items that will be display	yed.
Documents Dated: Not Considered Between: 1/01/75 4/09/09	Document Number(\$): O Selected Include only Documents for: Batch Code: User Code: Vendor: 020756 M 2000 IEEE-IAS/PCA 42ND (Fields left blank are NOT considered in the selection process.)
	OK Cancel

- Grid Display Filters Screen - Field Definition

Distributions with Ledger Date	radio-buttons and (mmddyy)		
Select to have All distributions listed regardless of t given date range. If an inclusive range is selected, the calendar icon for a common set of ranges to be	heir Ledger Date; or only those for a enter the starting/ending dates. Click e presented.		
For Profit Center(s)	radio-buttons and 9(5)		
Select to have All distributions listed regardless of t given range of Profit Centers. If an inclusive range Profit Centers.	heir Profit Centers; or only those for a is selected, enter the starting/ending		

Distributions for Documents Number(s)	radio-buttons and 9(6)
Select to have All distributions listed regardless of the generated for; or for only those that fall within a range selected, enter the starting/ending document numbers.	he document number they were ge of document numbers. If a range is ers.
Include only Documents — for Batch Code	X(6)
To have only those distributions listed that were rec particular A/P Batch code. <i>(Leave the field blank if i</i> <i>filter)</i> .	orded for transactions entered under a it is not to be considered as a selection
Include only Documents — for User Code	X(6)
To have only the distributions listed for those A/P Ad User Code assigned to them. <i>(Leave the field blank</i> <i>selection filter)</i> .	ccounts that have had a particular (if it is not to be considered as a
Include only Documents — for Vendor Code	X(6)
To have only those distributions listed that were rec particular Vendor. <i>(Leave the field blank if it is not to</i>	orded for transactions entered for a be considered as a selection filter).

6.3.2.3 A/P Distribution Report

The A/P Distribution report lists all the distributions that have been generated from the Series 5 Accounts Payable, Purchase Order Processing and Inventory Management systems, that have not yet been interfaced to the General Ledger system. Distributions for a given G/L Account are listed together, but accounts may be sorted and/or grouped using a variety of different criteria. As well, assorted filters may be applied to limit the items that are listed in the report.

A Distribution report may be generated at any time. It should always be produced prior to interfacing the A/P distributions into the G/L system.

When Interfacing to G/L

When distributions are interfaced to the G/L system, they are normally purged from the A/P system. (They always should be purged when interfaced to G/L). Once items are interfaced, they no longer will be available for listing on the A/P Distribution report.

A/P Distributions Inquiry	
Report: APDIST.RPT Print the A/P Distribu	tion to G/L Report
Report Options Print Options	
Specify selection options to determine the Distributions that will	be included on this report.
Report Type: Detail	Grouped by: Distribution Type
	Sorted by: Account / Document Number
Distributions with Ledger Date:	Distributions for Document Number(s)
Not Considered Between: 1/01/75 Inclusive	O All ○ Selected
For Profit Centre(s)	Include only Distributions Generated for: Batch Code: User Code: Vendor: Image:
For Distribution Account(s):	(Fields left blank are NOT considered in the selection process.)
O All O Selected	Include only the following Distribution Type(s): ✓ Expenses ✓ Checks Paid ✓ Inventory ✓ A/P Added ✓ Discounts ✓ COGS ✓ A/P Paid ✓ Other
	Next Cancel

The report generated, if archived, will be catalogued with a report name of **APDIST.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

- Distribution Report Options Screen - I	Field Definition
Report Type	drop-list
Select whether the report is to be generated Summary.	d in Detail or Detail Summary by Date
 For "Detail", each distribution for each 	G/L Account is

 listed For "Date Summary", debit and credit reported for each G/L Account for eac For Account Summary", debit and cre reported for each G/L Account. For each type of report, a summary is printe Credits, and the Net Change for each Type 	totals are h date dit totals are ed at the end listing the total Debits, total of Distribution on file.
Distributions Grouped By	drop-list
When the report is printed, the Accounts wi grouped based on their respective Types of Distributions. Sub-totals are printed for eac grouping.	h Distribution Type Profit Center / Distribution Type Distribution Type / Profit Center Distribution Type / Acct User Code
Distributions Sorted By	drop-list
When the report is printed, the Distributions may be sorted with sub-totals printed, in a variety of different ways.	Account / Document Number Account / Ledger Date Account / Document Date Account / Vendor Code Account / Project Code Document Number / Account Document Date / Account Vendor Code / Account Project Code / Account
Distributions with Ledger Date	radio-buttons and (mmddyy)
Select to have All distributions listed regardl given date range. If an inclusive range is se the calendar icon for a common set of rang	ess of their Ledger Date; or only those for a elected, enter the starting/ending dates. Click es to be presented.
For Profit Center(s)	radio-buttons and 9(5)
Select to have All distributions listed regardl given range of Profit Centers. If an inclusive Profit Centers.	ess of their Profit Centers; or only those for a e range is selected, enter the starting/ending
For Distribution G/L Accounts	starting/ending 9(18) - 9(5)
If you wish to only list distributions for a rang Selected radio-button. You may then enter S To revert back to All accounts, click the ALL	ge of accounts, (or a single account), click the Starting and Ending G/L Account numbers. . icon.
Distributions for Documents Number(s)	radio-buttons and 9(6)
Select to have All distributions listed regard	ess of the document number they were

generated for; or for only those that fall with selected, enter the starting/ending docume	nin a range of document numbers. If a range is ant numbers.
Include only Distributions — for Batch Code	X(6)
To have only those distributions listed that particular A/P Batch code. <i>(Leave the field filter)</i> .	were recorded for transactions entered under a blank if it is not to be considered as a selection
Include only Distributions — for User Code	X(6)
To have only the distributions listed for the User Code assigned to them. (Leave the factor selection filter).	se A/P Accounts that have had a particular ield blank if it is not to be considered as a
Include only Distributions — for Vendo Code	r <i>X(6)</i>
To have only those distributions listed that particular Vendor. <i>(Leave the field blank if)</i>	were recorded for transactions entered for a it is not to be considered as a selection filter).
Include only Distributions — for Type(s) check-boxes
A check-box is presented for each of the ty the A/P system. Click-or un-click to have t	pes of Distributions that may be generated in he particular type listed or not, in the report.

6.3.2.4 Distributions Export

This function is provided so that A/P Distributions may be exported to either an MS Excel spreadsheet, or a tab-delimited text file. These files might then be interface to another third-party General Ledger system, or to a Series 5 General Ledger system at perhaps the head

office.

If the target system has it's financials in a different currency, then a conversion factor may be applied.

As well, the option to have the exported file emailed is provided.

Export A/P Distributions to Spreadsheet & Optionally email to recipient	
Export Filters Export Options About Exporting	
Enter filters and control parameters associated to exporting Distributions to other systems.	2
Distributions with Ledger Date: Not Considered Detween: 1/01/75 4/10/09 Currency Conversion: If these distributions are being sent to a head office that uses a different Currency, select it so that the appropriate conversions will be applied. (Both the original and the conversions will be applied. (Both the original and the conversions will be applied. (Both the original and the converted amounts, along with the factor used, are exported). Exchange Buy Rate: 1.0000	
Email: V Have the generated Export file sent to mail recipient ? Recipient Name: Larry Carlsen Email Address: support@sentinel-hill.com	
Next	

Distribution Export Options Screen - Field Definition

Distributions with Ledger Date	radio-buttons and (mmddyy)			
Select to have All distributions exported regardless of their Ledger Date; or only those fo a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.				
Currency Conversion	check-box			
Select to have all distributions converted to a different currency. The rate used is determined from the currency code selected. (The currency codes must be defined, a for the period of distributions being exported, the rate should either be that on the last date, or an average). The exported file will contain both the original amount, and the converted amounts.				

E	mail
	IIIaII

check-box

If after the export file has been created, you wish to have it automatically emailed, set the check box. Enter the Recipient's Name and email Address.

Distribution Export Data Format

The following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **APDist_XXXXX_yyyymmdd.XLS** where **XXXXXX** is the Series 5 Company system code, and **yyyymmdd** is the cut-off date for the range of Ledger Dates selected.

Column #	Excel Column	Field	Format	
1	A	* G/L Account Main Segment-1	9(i)	
2	В	* G/L Account Main Segment-2	9(i)	
3	С		9(i)	
4	D	G/L Account Profit Center	9(5)	
5	Е	Ledger Date	MM/DD/YY	
6	F	Document Date	MM/DD/YY	
7	G	Distribution Amount	-99,999,999.99	
8	Н	Distribution Type	X(4)	
9	Ι	Sub-Ledger Project	X(10)	
10	J	Narrative	X(30)	
11	K	Reference Batch Code	X(6)	
12	L	Reference Document #	9(10)	
13	М	Reference Vendor Code	X(6)	
14	N	Vendor Name	X(40)	
15	0	Currency Code	X(4)	
16	Р	Exchange Rate	99.99999	
17	Q	Foreign Amount	-99,999,999.99	

* Each segment of the G/L Account's Main number is output into it's own

column.

6.3.2.5 Distributions Purge

This function is provided in the event that the A/P system is being used without the Series 5 General Ledger system. As such, distributions would either be listed in a report, or exported, but not interfaced to the Series 5 General Ledger, and hence, not automatically purged.

A/P Distributions Inquiry VP Distribution Purge		
Purge Options		
A/P Distributions are normally interfaced to the General Ledger system as a function performed on request. At that time, they are deleted from the A/P system. You should proceed with this Purge only if you do not have a General Ledger associated to this Company System's A/P.	2	
Distributions with Ledger Date: Image: Second Sec		
OK Cancel		

- Distribution Purge Options Screen - Field Definition

Distributions with Ledger Date	radio-buttons and (mmddyy)
Select to have All distributions deleted regardless of	of their Ledger Date; or only those for a
given date range. If an inclusive range is selected,	enter the starting/ending dates. Click
the calendar icon for a common set of ranges to be	e presented.

6.3.2.6 Summary Totals Display

This function accumulates totals of each of the Distributions Types that are generated within the A/P system. It displays total Debits, total Credits, and the Net Change for the range of distributions satisfying the filters selected.

The following screen is displayed:

For the selection criteria entered, t 88 A/P Distributions dated fro	he following totals have been tallie m as early as 1/01/08 upto 1	d for 1/20/08]
	Debits	Credits	Net Change	
Expense: A/P Added:	397,495.06	<u>345,420.96 -</u> <u>52,074.10</u>	52,074.10 52,074.10 CR	
Cash: Discounts: A/P Paid:	0.00 0.00 19,936.00	19,936.00 0.00 0.00	19,936.00 CR 0.00 19,936.00	
Inventory: Cost of Goods Sold:	0.00	0.00	0.00	
Other:	0.00	0.00	0.00	
Total:	417,431.06	417,431.06 CR	0.00	
			ΟΚ	

6.3.3 Historic Vendor Invoices Inquiry

Historic Invoice for a selected Vendor are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific vendor, selected either by name or be Vendor code, or by the Cash Account which was used to generate the check that the item was paid by.

The function to inquire upon the Vendors' Historic Invoices is the same as that presented from the Invoice History Inquiry application. As a convenience, it is offered as a menu item under the A/P's **Trx Inquiry** drop-down menu. For a full description, refer to the topic titled Invoice History from found under the chapter on Vendor Account Inquiry application with the documentation

6.3.4 Historic A/P Checks Inquiry

All the checks that were issued for a selected Vendor are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific vendor, selected either by Vendor Name, Vendor code, or Cash Account used to generate the Check.

The function to inquire upon the Historic A/P Checks is the same as that presented from the Vendor Check History Inquiry application.. As a convenience, it is offered as a menu item under the A/P's **Trx Inquiry** drop-down menu. For a full description, refer to the topic titled Check History [176] found under the chapter on Vendor Account Inquiry [149] earlier in this documentation.

6.3.5 Historic A/P Voucher Archives

All A/P Transactions entered are recorded in the A/P Vouchers Archives files. These include regular Vendor Invoices, Prepaids, Invoices recorded against Quick Checks, and A/P Adjustments. These Archives are kept on the system until purged.

They are utilized for the following functions:

- Inquiry the original transaction may be viewed, along with the expense distributions recorded
- Reporting a report similar to the A/P Transactions Posting Journals may be generated
- Analysis the A/P Period Analysis Inquiry/Report function reads these records to accumulate it's totals

Some of the features of the Inquiry function are as follows:

- Transactions may be listed either by Vendor Code, or by Voucher #
- A function is provided that will compute totals for each of the types of transactions on file, using a variety of selection filters
- A function is provided that will purge Historic Archive records

Purging the A/P Voucher Archive files

If it all possible, you should refrain from purging these records. If you must, try to at least keep the last 10 years worth of data. This will ensure that the A/P Period Analysis can be executed effectively.

The Historic A/P Voucher Archive Transactions Inquiry function is launched from the A/P Menu's **Trx Inquiry** drop-down menu.



6.3.5.1 Voucher Inquiry Grid Screen

Historic A/P Voucher Transactions are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction.

From the "Fast Buttons" frame, push buttons are provided that can be used to compute and display Totals, Set Display Filters, generated an Archived Transaction Report and have items Purged.

Archived Voucher Inquiry Grid

🗖 A/P Trx	Archiv	e Inquiry							E	
File Edit View Help										
А/Р Ттх А	rchive	Inquiry		These are all the A/F the Accounts Payable	? Trx Transactions that e system; that have not	have been entered a yet been purged.	and posted to	E	it 📑	
Trx Details Set Filters Print Purge History Totals										
List by: Vou	icher #		*	Go To the Trx with V	oucher:	► M m ¹	M Refres	h		
Voucher	Туре	Inv Date	Vendor	Company Name		Invoice	PO Number	\$ Total Amt	Check #	П
060435	R	4/15/96	018778	Structural Engineers	World	041596		380.00		
060436	R	4/12/96	018352	The Printed Word		37143	8251A	151.20		1
060437	R	4/10/96	011704	BT OFFICE PRODUC	BT OFFICE PRODUCTS		8242A	70.61		
060438	R	3/30/96	015643	D.B. HESS COMPANY		57754	8138A	106.70		
060439	R	4/10/96	010735	Elek-Tek Inc		527943	8242A	93.94		
060440	R	4/16/96	018642	Downing Displays, In	с. ⁴⁵	50456		145.75		÷
060441	R	4/04/96	014364	Noyes Data Corp.	~	74555		2,118.11		
060442	R	4/14/96	000273	RUNESTAD, JAY A.	RUNESTAD, JAY A.			680.16		Н
060443	R	4/10/96	012673	Hayes Boiler & Mech	anical Inc	105146	A8361	4,567.00		
060444	R	2/13/96	018713	All Points Transportal	tion	1764		5,330.00		÷
060445	R	3/31/96	013174	SALES AIDS INC		48306		388.68		
060446	R	4/16/96	005149	*** VENDOR NOT ON FILE ***		041696		418.50		
060447	R	4/13/96	005145	LOPEZ, ROBERT V.	LOPEZ, ROBERT V.			1,102.69		
060448	R	4/15/96	005069	JUSTMAN, MARK A	JUSTMAN, MARK A.			572.90		
060449	R	4/17/96	018709	Rick Del Vecchio, APCA		041796		413.51		
060450	R	3/08/96	018373	William C. Blount 10		10192		200.00		
tems are lis	ted in a	scending o	rder by V	oucher #.	Search:	for:				

"Fast Buttons"						
Trx Details	To have the current highlighted item in the grid displayed in detail. A new screen is displayed. The associated Expense Distributions and/or the Checks that were used to pay the item may also be displayed. (Double-clicking the particular row of the item, also causes the Transaction to be displayed).					
Set Filters	To have a number of different filters set to limit the transactions that are displayed to the grid.					
Print	To have a report generated listing selected Archived Transactions. The format of this report is exactly the same as A/P Transaction Posting Journals.					

Purge History	To have the Archived A/P Transaction records purged. A range of dates, Voucher Numbers and other filters may be entered thus purging only selected items up to a specified date.				
Totals	To compute totals of Archived Voucher Transactions. A variety of filters may be specified if you are looking for certain items. Sub-totals are displayed for each of the types of A/P Transactions in the system.				

Some of the special features of this "Inquiry" grid are as follows:

Transactions may be listed either by Voucher #, or by their Vendor Code.	List by: Voucher # Vendor Code Voucher # Voucher # Vouch
Depending on the List By selection, a field will be presented, in which the operator may key in a Vendor Code, or a Voucher #. The system will read to the item, and display it in the grid.	Go To the Trx with Voucher: 018580

6.3.5.2 Voucher Processing Functions

The following functions may be executed from the Archived Voucher Inquiry grid screen, where a number of assorted selection filters may be entered.

Set Grid Display Filters — Enter a number of different filters set to limit the transactions that are displayed to the grid.

Print Archived Voucher Journal	—Generate a report as a Journal listing selected Archived Transactions. The format of this report is exactly the same as A/P Transaction Posting Journals.
Purge Archived Transact	ion Have older Archived Voucher Transactions Purged
History	— from the system

Display Totals of ArchivedTally and display totals of the different types of **Transactions** — Archived A/P Transactions

The following screen, or something very similar, is displayed for each of these functions:

Report Options Vendor Select Filters Print O	ptions
Specify selection options to determine the items that wi	Il be included on this report.
Voucher Number(s): O All Selected	Ocuments Dated: O Not Considered Inclusive
Vendor Invoice Number(s):	Using: Invoice Date Ledger Date
Include only the following Document Type(s): Invoices V Adjustments Prepaid Invoice Credit Cancels Quick Checks	A/P Trx Batch: For A/P Control Account: All Selected (Fields left blank are NOT considered in the selection process.)
	Next Cancel

When generating the report, purging history, or computing totals, the operator is also presented with the standard <u>Vendor Select Filters screen</u> 100. This allows you to specify selected or ranges of Vendors, Vendor Types, and/or only those vendors satisfying a variety of filter criteria.

For the Archive Journal report generated, if archived, will be catalogued with a report name of **APTRXARCHIVE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled Report Generation and Printing* 105) for full

details).

5 1					
Voucher Number(s)	radio-buttons and 9(6)				
To select All transactions regardless of their Voucher numbers; or for only those that within a range of document numbers. If a range is selected, enter the starting/ending Voucher numbers.					
Vendor Invoice Number(s)	radio-buttons and 9(6)				
To select All transactions regardless of the Information for only those that fall within a range of Invoice enter the starting/ending Invoice Number code	voice Number codes assigned to them; or Number codes. If a range is selected, es, (as alphanumeric fields).				
Include only Documents — for Type(s)	check-boxes				
A check-box is presented for each of the types of Archived Transactions that may be generated in the A/P system. Click-or un-click to have the particular type processed by the given function.					
Documents Dated	radio-buttons and (mmddyy)				
Documents Dated Select to have All transactions selected regardate range. If an inclusive range is selected, calendar icon for a common set of ranges to	<i>radio-buttons and (mmddyy)</i> dless of their dates; or only those for a giventer the starting/ending dates. Click the presented.				
Documents Dated Select to have All transactions selected regardate range. If an inclusive range is selected, calendar icon for a common set of ranges to Documents Test Date Type	<i>radio-buttons and (mmddyy)</i> dless of their dates; or only those for a giventer the starting/ending dates. Click the pe presented.				
Documents Dated Select to have All transactions selected regardate range. If an inclusive range is selected, calendar icon for a common set of ranges to a common set of ranges to a common set of ranges to a comments Test Date Type If a range of dates is specified, select whethe Invoice Date, or Ledger Date when deciding if a common set of comments and comments of comments and comments of comments and comments of comments and comments a	radio-buttons and (mmddyy) dless of their dates; or only those for a giventer the starting/ending dates. Click the persented. radio-buttons r the system should test the transactions' it should be included or not.				
Documents Dated Select to have All transactions selected regardate range. If an inclusive range is selected, calendar icon for a common set of ranges to a Documents Test Date Type If a range of dates is specified, select whethe Invoice Date, or Ledger Date when deciding if Include only Documents — for A/P Batch	radio-buttons and (mmddyy) dless of their dates; or only those for a giventer the starting/ending dates. Click the persented. radio-buttons r the system should test the transactions' it should be included or not. X(6)				
 Documents Dated Select to have All transactions selected regardate range. If an inclusive range is selected, calendar icon for a common set of ranges to a common set of ranges to a common set of ranges to a common set of range of a common set of ranges to a common set of the new common set of the common	radio-buttons and (mmddyy) dless of their dates; or only those for a giventer the starting/ending dates. Click the presented. radio-buttons radio-buttons r the system should test the transactions' it should be included or not. X(6) be considered as a selection filter).				
Documents Dated Select to have All transactions selected regardate range. If an inclusive range is selected, calendar icon for a common set of ranges to Documents Test Date Type If a range of dates is specified, select whethe Invoice Date, or Ledger Date when deciding if Include only Documents — for A/P Batch To have only those transactions processed the Batch code. (Leave the field blank if it is not to blank	radio-buttons and (mmddyy) dless of their dates; or only those for a giventer the starting/ending dates. Click the be presented. radio-buttons radio-buttons r the system should test the transactions' it should be included or not. X(6) at were entered under a particular A/P to be considered as a selection filter). X(6)				

For A/P Control Account	radio-buttons & 9(18)-9(5)
The Series 5 system provides for the option of If this is the case, then you may choose to lis associated to a particular A/P Control account	having more that one A/P Control Account. t ONLY those A/P Transactions that are

6.3.5.3 Voucher Summary Totals Display Screen

This function accumulates totals of each of the types of Archived A/P Transactions in the A/P system. It displays # of transactions, total \$ amounts of Invoices, and Canadian GST Taxes, (if applicable), of those transactions satisfying the filters selected.

The following screen is displayed:

otals for the selection criteria WP Trx Archive Transa	entered, the following to ctions dated from as ear	otals have been tallied ly as 1/01/05 upto	for 12/29/05				
	Regular	Prepaids	Quick Checks	Cancels	Adjustments	Totals	
# of Trxs:	4,901	26	110	0	0	5,037	
Original Invoice:	16,079,264	135,803	327,897	0	0	16,542,965	
Non-Discountable: Eligibile for Discount: GST Taxable:	1,310 528					1,310 528	
GSTTAX Paid:		LU	[U	[U	[U	LU	
ОК							

6.3.5.4 Archived A/P Voucher Transaction Display Screen

When a particular row in the Archived Voucher Inquiry grid screen is double-clicked, a window is displayed showing the detail for that transaction. A table within the screen displays either the Expense Accounts that the invoice was charged to, or the Checks that were used to pay off the invoice.

The following screen is an example:



6.3.6 A/P Period Analysis Inquiry

The Accounts Payable system records all transactions relating to the expenses to the operation of your company. It is a subsidiary system to the General Ledger system. It accumulates charges incurred to your suppliers, expenses charged by employees and tracks all payables checks generated during the operation of your business. A/P distributions are generated and moved to the G/L as journal entries.

In an effort to reconcile, or analyze the source of the G/L Journal Entries from the A/P system, this reporting function accumulates sub-totals by fiscal periods or years, or calendar months or years. If there are questionable transactions or account totals in your G/L, this analysis is a useful tool in attempting to identify how they came about. Also, sub-totals are accumulated by a variety of other factors that may be used for assorted analysis.

Analysis with sub-totals by assorted periods of time, are available as follows:

- □ by Vendor code (codes assigned to suppliers or employees)
- □ by Vendor Types, (codes assigned to each Vendor)
- □ by A/P Accounts (ie., A/P Control, Cash Accounts, Expense Accounts, etc)
- by G/L Sub-Ledger Project (where Project Codes are assigned to specific expense distributions)

For each of the given analysis types, sub-totals may be broken down to the following periods:

- □ by Calendar Year over a time frame of 10 years prior to a specified year
- □ by Calendar Months for up to 72 months prior to a specified date

- □ by G/L Fiscal Periods for up to 4 years worth
- □ by G/L Fiscal Years for the 8 years that are defined by the General Ledger system

The inquiry analysis is obtained using the Archived A/P transactions that are kept in the A/P system. For this analysis to be accurate, you must maintain at least the last ten years of historic data, purging only transactions older than ten years.

As a special feature of the Series 5 reporting function, the totals may be viewed on screen, printed or exported to an MS Excel spreadsheet.

The A/P Period Analysis Inquiry function and the A/P Period Analysis Report function are in fact the same function. For a full description, refer to the topic titled <u>A/P Period Analysis</u> Report **370** found under the chapter on <u>Reporting Functions</u> **355** later in this documentation.

6.4 **Operational Functions**

The topics in this chapter describe functions and procedures that are a available under the **Operations** drop down menu on the Accounts Payable menu. These menu items are used to perform the major processing functions in the Accounts Payable system. In particular, the functions for entering Sales Transactions and Cash and for generating Customer Statements are found here.

These functions are available from the A/P Menu Bar as shown:



6.4.1 New A/P Transaction Entry

This Series 5 Accounts Payable operation's menu item provides the means to record your suppliers Invoice transactions.

Some of the features associated to A/P Transactions entry are as follows:

- All Transactions are entered as sets of transactions into operator defined A/P Transaction Batches.
- Batches are created in advance and can have control totals that are tested as

transactions are entered.

- Different operators may be working with different batches totally independent of one another.
- When A/P Transaction Batches are posted, a journal is generated which is archived for future reference
- Vendor Invoices may be entered as Prepaid Transactions that either have already had checks hand written, that are Credit or Debit card charges, or the are paid via Wire Transfers. In these cases, Bank Codes and Check/Tracking numbers may also be entered. For Prepaid Invoices entered as hand checks, the system as an option will have checks printed.
- An existing Transaction within the batch may be selected. Using this transaction, it may be replicated as a series of transactions dated with an operator selected interval.
- Transactions may be entered into a Re-Occurring batch. These transactions would be for Invoices that are generally the same on a month-to-month basis, such as utility bills. When the batch is posted, it remains on the system for use in the future at a specified interval of time.
- When A/P Transaction Batches are posted, their transactions are copied to a Historic A/P Transaction Archive file. These are kept on file and can be viewed using the Historic A/P Transaction Archives Inquiry function. These archived transactions remain on the system until specifically deleted using the Purge A/P Transaction History function.
- If supplier Invoices need to be approved by one or more managers before they can be paid, then when entered into the system, an Approval Manager Set must be entered with each invoice.

Before entering the individual A/P Transactions, an A/P Transaction Batch must be created. These may be created using the <u>A/P Batch Maintenance function</u>, or directly from the A/P Transactions entry routine.



Other Methods of Transaction Entry

A/P Transactions may also be recorded using 3 alternate methods:

- 1) As **Scheduled Transactions** Enter A/P transactions using the <u>Scheduled</u> <u>Transaction Maintenance</u> operation. These transaction remain on the system and can be automatically recorded at scheduled intervals. Supplier Invoices that are always received and paid on a weekly or monthly basis should be set up in this fashion.
- 2) As "Quick" Checks If you need to enter a supplier's Invoice, and have a check printed right away, select the Enter and Print a Quick Check [237] operation. The invoice is entered in the normal way as a Prepaid Transaction with a Bank Code, Check number, and Check Date, and the check is printed upon completion.
- 3) As Interfaced Transactions If payments to suppliers or staff, or refunds to customers are required, where the amounts are generated from another software application, you may invoke the Interface Expenses from External Systems [242] function. Transactions are loaded from a binary flat file, a spreadsheet, a CSV file, or a tab-delimited text file. These are written to an A/P Batch ready to be posted.

Accessing the A/P Transaction Entry Function

From the A/P Main menu, select **New A/P Transaction Entry** from the **Operations** drop-down menu.



A/P Transactions Entry Batches

Batching is provided as the method for entering transactions in those Series 5 applications requiring operator interaction with the screen. Examples of such transactions include the following:

- Accounts Receivable Cash and Sales Transaction Entry
- General Ledger Standard and General Journal Entry
- Customer Order Processing Order Entry
- Accounts Payable Supplier Invoice Entry
- Purchasing System Requisition and PO Transaction Entry

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

- To provide a method of validating figures, representing totals of all Invoice transactions, entered into the system. A fixed number of transactions can be assigned for entry under a given Batch, and in advance, the total of all amounts may be computed. This Batch Total may then be used as a check against the total actually entered. If the amounts do not match, the operator is then alerted.
- 2) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. The transactions may be divided into workable sets of transactions, with each set being allocated to a separate operator, and to a separate batch. Each batch may be entered, and posted independently from one another.
- 3) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and it's transactions verified to be correct. That batch of transactions is then "posted", moving them into their respective active data files. During the post process, a transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, transactions are divided into groups of batches prior to data entry. Each batch is allocated a batch number or code, and the sum of all the transactions is determined and used as a Control Total. A batch is created in the respective system, and the various totals and defaults pertinent to the batch are entered. Each transaction is then entered under that batch number, and prior to posting, is only accessible via that batch number. A Transaction Edit List for the batch may be printed prior to the it being posted.

During entry of transactions for a Batch, the current state of the totals is displayed whenever possible. Separate totals, for number of transactions and transaction totals, both expected and actually entered, are maintained in the Batch Header file. In most cases, the Batch Header record is kept on file and may be reviewed at any time in the future. When the Batch Posting option is selected, if the Batch entered values do not match the expected values, the user is warned, and given the option of allowing transaction entry to continue. If a transaction being added causes the number of transactions expected to be exceeded, the user is informed and the entry aborted.

Once a batch is posted, the data may no longer be accessed via the batch number. It may however, be printed in an archive journal. This journal data may be purged by the user to suit his requirements. One example for the use of this journal is to keep a record of the year's transactions, and these transactions could be purged after being listed as part of the year end processing.

6.4.1.1 A/P Transaction Batch Selection

The first screen that is displayed when selecting A/P Transaction Entry is one that lets you select an already establish A/P Transaction Batch, or create a new one. It will display pushbuttons of the most recently created or accessed Batches. A given Batch may be selected by clicking on the button, or selecting one from the drop-down list.

A/P Transaction Batch Selection Screen



If the A/P Batch has not yet been created, you can do so by clicking on the **Create and Select a New A/P Transaction Batch** push button.

A Processing Tip

Before setting up a new Batch, tally the number of transactions, and the total dollar amounts. These figures can be recorded with the Batch properties.

For further discussion, and detailed description of the screen used for adding a new A/P Batch refer to the topic titled <u>A/P Transaction Batch Entry Screens</u> found later in this documentation.

6.4.1.2 Transaction Entry Grid

A/P supplier Invoices and Adjusting Transactions for a given Batch are maintained using a Series 5 grid processing screen.

A/P Transaction Entry Grid

📕 A/P Trar	nsactio	n Mainter	ance										
File Edit Hi A/P Trans Batch: 000	elp saction 6818	Entry		Select to add, mo You may print an I	dify or delete an A/P Transa Edit List, or when finish, Pos	ction within this A/P t these Trxs to your P	Batch Payables.	Ex	i 😐			1	"Fast Buttons"
New	·	Mod	lify	Delete	Print Edit List		Post	P	urge Batch				
				Go To the Trx	with Seq #:	▲ 10 10 10	Refresh	1				New	Add a new Tran
Voucher	Type Date	Inv Date	Vendor	Company Name	e I P	Vendor Invoice	PO Number	\$ Total Amt	Check #	Seq #			
116579 116580	P/Wir PrChk	9/24/04 9/19/04	005395	PRUSINSKI, JAN YOUNG, MICHAE	IR. EL	08/23-09/24 09/04-19EXP		9,827.13 663.45	092804 200040	2		Modify	Modify the Tran
124235	Regir	8/19/04	020723	11TH ICAAR		SSSS		788,778.00	002004	5			nignlighted in th
124245 124263	Regir Beak	8/19/04 8/19/04	019658	SENTINEL HILL	SOFTWARE INC.	187891798 33		330.00		6			
124272	PiWir	8/19/04	019658	SENTINEL HILL	SOFTWARE INC.	23232		400.00	760008	8		Delete	Delete the Tran highlighted i the
										* 		Print Edit List	Generate a repo the Transaction Batch
Contr Contr	rol Totals ted in t	:: 8 he order er	of 2 ntered int	7 Transactions e o the Batch.	ntered valued at \$ 806. Search:	.491.11 of \$	1,996,950.11	expected.				Post	Post the Transa
												Purge Batch	Purge all Trans the Batch, and delete the Batch record

Edit an existing Transaction by double-clicking it's associated row. Standard Series 5 grid controls apply.

Some points to note about the grid screen are as follows:

- Notice that the control totals for the grid are displayed at the bottom of the screen
- Right click any row with a transaction to have a pop-up menu displayed, offering a number of relevant functions

The edit list, or posting journal when generated, if archived, will be catalogued with a report name of **APTRX_XXXXXnn.LST** or **APTRX_XXXXXnn.JRN** where **XXXXXX** is the Journal Entry session code.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Editing Batch Properties



Replicating an A/P Transaction as a Series of Invoices

If there is a need to enter a series of supplier Invoices, all of which are the same, but occur on a regular time interval into the future, the Series 5 A/P provides a function to easily enter them. This is accomplished using the following steps:

- Enter the 1st Invoice with its date, amount and expense distributions
- Highlight the invoice in the grid, and right-click the mouse to display the pop-up menu
- Select the function **Replicate in a Series**



• The following window is displayed. Select the number of times the invoice is to be replicated, it's time frame interval, and options as to how the dates, and the Invoice number are to be automatically assigned.



 Click OK, and the A/P Transactions will automatically be inserted, completed with their distributions.

124299	Reglr	9/02/08	019658	SENTINEL HILL SOFTWARE INC.	10998	1,000.00	2	I
124300	Reglr	9/02/08	019658	SENTINEL HILL SOFTWARE INC. 🕏	For Aug/2008	1,000.00	3	
124301	Reglr	10/02/08	019658	SENTINEL HILL SOFTWARE INC.	For Sep/2008	1,000.00	4	
124302	Reglr	11/02/08	019658	SENTINEL HILL SOFTWARE INC.	For Oct/2008	1,000.00	5	
124303	Reglr	12/02/08	019658	SENTINEL HILL SOFTWARE INC.	For Nov/2008	1,000.00	6	
124304	Reglr	1/02/09	019658	SENTINEL HILL SOFTWARE INC.	For Dec/2008	1,000.00	7	
124305	Reglr	2/02/09	019658	SENTINEL HILL SOFTWARE INC.	For Jan/2009	1,000.00	8	^
124306	Reglr	3/02/09	019658	SENTINEL HILL SOFTWARE INC.	For Feb/2009	1,000.00	9	
124307	Reglr	4/02/09	019658	SENTINEL HILL SOFTWARE INC.	For Mar/2009	1,000.00	10	
124308	Reglr	5/02/09	019658	SENTINEL HILL SOFTWARE INC.	For Apr/2009	1,000.00	11	
124309	Reglr	6/02/09	019658	SENTINEL HILL SOFTWARE INC.	For May/2009	1,000.00	12	
124310	Reglr	7/02/09	019658	SENTINEL HILL SOFTWARE INC.	For Jun/2009	1,000.00	13	Ŧ
124311	Reglr	8/02/09	019658	SENTINEL HILL SOFTWARE INC.	For Jul/2009	1,000.00	14	

Replicating Transaction Options - Field Definitions

Repeat the Entry	
Enter the number of times that the transaction is to be repeate	ed.
Time Interval	drop-down list
Select the time interval between transactions to be inserted. The dates will be assigned accordingly.	Day Week Every Other Week Month End of Month Quarterly
Starting Invoice Date	(mmddyy)
Enter the date to be assigned to the 1st transaction to be inse	rted.
Ledger Date	drop-down list
--	--
The Invoice date will be assigned to each transaction entered based on the Starting Date, and the Time Interval. Have the Ledger Date assigned as per the selection.	Invoice Date Last Day of the Month
Auto-Filled Invoice Number	drop-down list
For each transaction entered, you may select to have the Invoice Number field assigned as a text field with a date literal assigned based on the Invoice Date.	Leave As Is as "Month/YY" as "For Mon/YY" as "For MM/DD/YY" as "For MM/DD/YY" as "For YY/MM/DD"
Invoice Date	drop-down list
The Invoice date will be assigned to each transaction entered based on the Starting Date, and the Time Interval. You may choose to select which date that the Invoice is to represent it's charges for.	The Month Of The Month Preceeding The Month Following

6.4.1.3 Transaction Data Entry Screen

There are four different types of A/P Transactions that can be entered.

Туре	Cod e	Description
Regular Voucher	R	A supplier's Invoice is entered for services or purchases made from a Vendor. This will be the most frequent type of transaction to be entered. Debit memos and Credit Memos are also recorded as a Regular Voucher. Whatever Invoice number is entered for the Debit or Credit should be appended with either "CM" or "DM" so they can be easily identified later.

		The Credits should be entered with a negative sign; and don't forget that the distributions should be entered as negative amounts too.
Prepaid Invoice	Ρ	Is an Invoice that has already been paid, such as a Debit or Credit card purchase; one that was paid using a hand written check; or for an Invoice that will be paid using a Wire Transfer. It's basically a charge that is to be made against a cash account. The Prepaid Invoice is also used to record an Invoice from a supplier that is not set up as a Vendor in the A/P system. You would select a Vendor that has a code starting with an "*" character; and fields will be presented for entry of the company name and address. For Prepaid Invoice, a Bank Code is also entered to determine the G/L Cash Account that is to be credited. Also, the Type of payment, a Check or Tracking Number, and a Check Date must also be recorded. Quick Checks If you wish to enter an Invoice that has not already been paid, but need to be paid immediately, enter a "Quick" Check. (A selection from the A menu's Operation drop-down menu).
Voucher Cancel	С	This type of transaction is meant to be used to remove a previously entered Vouchers. <i>It is NOT to be used to enter a Vendor's Credit Memo</i> . When this transaction is posted, if a previously entered Voucher is on file with the same Invoice Number and the same Amount, it will be removed from the system, and it's associated A/P Open item record is also removed. Reversing distributions will also be recorded, debiting A/P and crediting any Expense accounts.
		A cancel voucher is used principally to cancel a previously posted voucher since corrections can not be made to transactions once they are posted. If you had recorded a voucher to the wrong Vendor, enter a Cancel Voucher, then re-enter a new voucher with the correct information.
Distribution Adjustment	A	This type of transaction is used to correct the distributions for a previously entered voucher that may have been recorded incorrectly. The Invoice's Total Amount field will be automatically set to ZERO.

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When entering the Expense Distributions, the total of the distributions must equal ZERO. Adjust the original distributions by entered appropriate corrections as negative values, and the corrected distribution with a positive value, the sum of which are ZERO.

The same entry screen is presented, with minor variations, for each type of transaction.

Screen A/P Transaction Entry - Transaction Tab Screen

Some points to note when adding an A/P Transaction:

- To choose a Vendor three different methods are provided for:
 - I. Key in the Vendor code
 - II. Click the Vendor Lookup binoculars icon
 - III. Click the Next/Prior select icons
- When selecting a Vendor, their address is displayed along with their Remit Address. If there is need to edit the Vendor's address, you my hyper-link directly to the Vendor

Maintenance function by clicking on the icon located at the right hand side of the Vendor frame.

- If there has been Vendor Notes set up for the supplier, a second icon will be displayed beneath the Vendor Lookup binoculars icon. Click it to view the notes.
- The # of Due Days, # of Discount Days, Due Date and Discount Date fields will all be automatically set based on the settings defined for the selected Vendor. These may be edited if not appropriate
- If you wish to have an already exiting Invoice removed from the system, enter a Regular Voucher for the negative amount of the one to be removed. Remember to enter the Expense Distributions with a negative amount too. Once posted to the A/P, from the Vendor Account Inquiry function, these offsetting Open Items can be Marked for ZERO Balance Purge, and removed from the system.
- When adding a new transaction, you can display previously entered transactions for the

selected Vendor, by clicking on the icon to the left of the PO # field. You can also, select one of these historic Invoices to be copied and pasted into the transaction being entered. (All Expense Distributions from the Historic Invoice are also copied. If the amount is changed, they will have to be edited accordingly).

- When entering a Prepaid Invoice, you must also enter a Bank Code, Check or Tracking Number, and Check Date.
- The Accounts Payable Account will default to the account that was set up for the Batch,

but may be edited.

GST Tax Distributions

For Canadian users, the GST Tax amount will be automatically computed and displayed. Verify that the amount displayed is correct and edit it to the amount printed on the invoice.

The GST Tax amount will be automatically distributed to the GST account defined in the AP Control Preferences.

The following screen is displayed for a Regular Voucher Transaction:

	A/P Transaction Maintenance	
	Trx Seq #: 0027 -Add a new A/P Transaction 26 of 29 Trax Entered A/P Transaction Batch: 007050 \$ 25,070.00 of \$1,100,070.00	
	Transaction Expense Distributions	
Click for Vendor Lookup Click for Prior or Next Vendor Click to view Vendor Notes Click to view and/or copy vendor's historic	Voucher #: 125065 Transaction Type: A/P Control Account: Wendor: • 2600 ~ 001 Accounts Payable - US Vendor: • • • • • • • • • • • • •	Click to jump to Vendor Maintenance
	Wardive: For Accounting Software Narrative: For Accounting Software Supplier Payment to be Approved by individuals Defined by: Non-Discount Always Taken: Manager Set: Manager Set: LLC LARPY CARLSEN M-MOUSE BUGSY BUGSY Buge Burny	

When entering a new Regular Voucher, clicking on the icon displays a window listing historic Invoices for the Vendor. Either double click one of these entries, or while highlighted, click the Copy push-button.

/oucher #	Туре	Date	Invoice	PO Number	\$ Amount	Reference	
124154	Р	10/20/05	8778		77.00		~
124146	Р	10/20/05	677676		66.00		
123866	R	9/30/05	241		14,000.00		
123865	R	9/30/05	242		2,643.51		_
121011	R	5/15/05	238		3,697.00		
118127	R	12/10/04	230		18,000.00		
116547	R	9/17/04	00228		10,400.00		_
115046	R	6/21/04	221		7,500.00		~
	C	opy This Hi		Cancel			

When entering transactions on Canadian systems, fields for recording Canadian GST Taxable Total, and GST Tax amount are also displayed, and must be entered where applicable.

Invoice Total Amount: \$	330.00
Canadian GST:	
GST Taxable Amount:	\$ 0.00 N
5.00 % GST Tax:	\$ 0.00

When entering a Prepaid Invoice transaction, extra fields will be provided to record the details with respect to how the item was already paid. The applicable Bank Code needs to be selected, so as to define the Cash account the be credited. The Type of payment and related document # and date must also be entered.

Prepaid: Bank: TNT#2 M The Northern Mistrust Co. 27381111-90 Cash Acet: 1103-001 Northern Trust #2	Lien Waver ? Type: Hand Write Check ♥ Check #: 092804 Check Date: 9/28/04

When adding a new transaction, after completing entry of the first screen, click the Next push button. You will then be presented with the screen on which you may record Expense amounts to specific G/L accounts.

A/P Transaction Tab Screen - Field Definitions				
Voucher #	9(6)			
The system will automatically assign a unique in the A/P Control Preferences.	ue voucher number. The next number is kept			
Transaction Type	drop-down list			
Select the type of document that is being en transactions are being added. Once entered (Refer to the table at the beginning of this ch transaction)	tered. This field is presented only when d, you may not change the type of document. <i>hapter for a description of each type of</i>			
A/P Control Account	9(18)-9(5)			
This is the G/L Accounts Payable Control account to which the amount of the transaction is recorded to as a credit. If the Accounts Payable system was configured with only one A/P Control Account, then this field is not presented to be edited. It defaults to the A/P Control account that was assigned to the A/P Batch for which the transaction is being entered, but it may be edited as required.				
Vendor	X(6)			
Select the Vendor for which the Transaction directly, click on the Vendor Lookup icon, of of the entry field to position back or forward	is to be entered for. Enter the Vendor code click on the auto-spin Up/Down icons to right through the Vendors on file.			
When entering a Prepaid Invoice you may se character. This is a Miscellaneous supplier You will be able to enter the company name	elect a vendor code starting with an "*" that does not have a record in the Vendor file. and address.			
Note that you may hyper-link to the Vendor N icon located at the top right corner of the Ve	Maintenance function by clicking on the 📴			
Purchase Order Number	X(10) or 9(8)-99			
If available, enter a PO number for the invoid	ce being entered.			
If the Series 5 Purchasing Order System is will be validated against POs that have been different vendor, or has been closed, then a PO is found, the rest of the fields, including the PO.	being used, and a PO number is entered, it i issued. If the PO is not on file, or is for a warning message will be displayed. If a valid the Expense Distributions, will be set up from			
As an option in the A/P Control Preferences invoices over a specified amount. If a PO #	, a PO number may have to be entered for all is not entered, either a warning will be			



on the number of days entered, the Due Da displayed, <i>(Entering ZERO, signifies the D</i>	te will be automatically computed and ue Date as being the Invoice Date).
Due Date	(mmddyy)
The Due Date is the date that the payables for the A/P Batch for which the transaction i assigned. Otherwise, it will be computed fr Days that was entered.	is due to be paid. If specified in the properties s being entered, then that date will be om the Invoice Date based on the # of Due
# of Discount Days	999
This is the number of days from the Docum determine if a discount would be given for e Vendor's properties record. Based on the r be automatically computed and displayed, <i>the # of Due Days).</i>	ent Date, or Invoice date, that is used to arly payment. This will default from the number of days entered, the Discount Date will (The # of Discount Days must be less than
Discount Date	(mmddyy)
The Due Date is the date used to determine payment. It is computed from the Invoice D entered.	of a Vendor Discount will be given for early ate based on the # of Discount Days that was
Invoice Total Amount	\$ 9,999,999.99-
This is the amount of the Invoice. For Cred as a negative number. For Distribution Adju to ZERO.	it transactions this amount should be entered stment transactions this amount must be set
Canadian GST - Taxable Amount	\$ 9,999,999.99-
This is the total Taxable amount from which attempt to compute the Taxable Amount fro GST and PST that is to be paid.	the GST tax is computed. The system will m the Invoice Total assuming it included any
Canadian GST	
Make sure that the Taxable Amount, and the G the Invoice.	ST Tax Amounts are entered as shown from
Canadian GST - Tax Amount	\$ 99,999.99-
Enter the GST amount that is listed on the li	nvoice. If the supplier is Exempt or Zero
Rated, or a US supplier, or the invoice does	not have the suppliers GST Tax number

(Canadian suppliers cannot charge GS on the invoice).	ST unless their GST Tax number is printe
Narrative	X(30)
A memo for the Invoice may be recorded can be entered for each expense distribu	. This will also become the default memo th tion.
Lien Waiver ?	check-box
This field is provided strictly for informatic sub-contractors.	on purposes. It would typically be relevant fo
Approval Manager Set	X(6)
be paid. Approval Managers are recorded the system. The manager is notified by e These managers have a password, that i approved for payment. An Approval Manager Set must be select Managers.	d with an invoice at the time they are entered email that a new invoice needs to be approve must be entered when a given vendor invoice ed in order to assign up to three Approving
Discount - Non-Discountable Amount	\$ 9,999,999.99-
This is Prepayment method that was use your Accounts Receivable system. For e cheque, or American Express. When se Cash account will be assigned.	ed. It's a code that would have been defined example, CSH, VIS, CHQ, AMX for cash, Vis lecting a Prepayment Method code, the Prep
Discount - Percentage	99.99- %
May be used to record a Check #, or a cr	edit card number, or authorization code.
Discount - Amount	\$ 99,999.99-
This field is provided so a brief memo ma	y be recorded with the transaction.
Prepaid - Bank Code	X(6)

Prepaid - Cash Account	9(18)-9(5)
When Prepaid Invoice transactions are po Cash account. The Cash Account is derive	sted, a credit distribution is recorded to the /ed from the Bank Code's properties.
Prepaid - Type	drop-down list
Select the type of Prepaid Invoice that is b paid.	eing entered. That is, how was this Invoice
Prepaid - Check # or Tracking #	9(6)
The system will default the Check # or Tra determined from the Bank Code properties Number for the Open Items' payment that be unique in the A/P system.	icking # from the next document number that is s. This number becomes the Document is recorded. For the given Bank Code, it must
Prepaid - Check Date	(mmddyy)
Record the date of the payment' transaction the date. For Wire Transfers, is the date of	on. For Hand Checks, it's the date written on of the transfer.

6.4.1.4 Expense Distribution Entry Screens

For each type of A/P Transaction entered, you will need to record amounts to specific G/L Expense Distributions. The sum of all distributions must equal the sum of the amounts associated to the transaction. Expense Distributions must be manually recorded for the total amount of the Invoices, except for any GST Tax amount that was recorded.

For Regular Vouchers and Voucher Cancel transactions the following distributions are automatically generated:

• Credit to the A/P Control account

For Prepaid Invoices Vouchers the following distributions are automatically generated:

- Debit to the A/P Control account
- Credits to the specified Cash account
- Credits for any Discount to the Discount Account defined in the A/P Control Preferences

For all transactions, the Debits to the assorted Expense accounts must be entered, (excluding GST amounts that are entered as such)

If expenses for G/L Sub-Ledger Projects are being tracked, and the appropriate A/P Control Properties are set, a Project code may also be entered with each Expense Distribution.

ieq #: 0004 ·Modifythis Transa A/P Transaction Batch: 006818	ction Batt	ch Controls: 9 of 27 806,651,11 of \$1.	Tixs Entered 996,950,11		
ansaction Expense Distribut	ions				
Voucher #: 116581 P0 # Invoice: 09/12-26EXP Total for this Prepaid For Distribution: Expenses:	Vendor: 005 \$ 2,529.55 \$ 2,529.55 GST: \$ 0.	145 LOPEZ, ROBERT V 902 WOODHAVEN C EULESS, TX			"Fast Buttons"
New M	odify Delete	Sub-Ledger Code	\$ Amount	New	Add a new Dist
6520-915	Travel and Subsistence		284.69		
5530-915 % 5541-915 5550-915 5610-915	Supplies Contingency(Consultants/Sub) Postage and Shipping Advertision		42.47 602.00 208.10 1 280.00	Modify	Modify the Distr
6760-915 6910-915	Entertainment Utilities		92.60 ¥		nignlighted in th
	c \$ 0.00 Total	al for 7 Distributions: \$	2.529.55	Delete	Delete the Dist

Data Entry Note If the Vendor has any Auto-Distributions defined, the system will prompt the operator as to whether or not they are to be invoked. SHSI Series V Accounts Payable Auto-Distributions have been set up for this Vendor. Do you wish to have the Expense Distributions automatically generated based on the percentage allocations already set up ? Yes No If yes, then the total amount of the Invoice, not including any GST amount, will be distributed to each of the defined accounts based on the preset percentages. There may be some rounding that occurs and the Amount Remaining to Distribute may not equal ZERO. Make the appropriate adjustments.

Expense Distribution — Entry Screen

This screen is used to record the amounts associated to an A/P Transaction to a given Expense Account.

Some points to note about entry of the Expense distributions:

- The sum of all Expense Distributions, some of which may be negative, must equal the total of the amounts that are shown that must be distributed.
- Sub-Ledger Project codes may be entered, only if the selected G/L Distribution account has as one of it's properties, the option to Always, or Optionally, allow for a Project code.
- GST Tax amounts do not have to be recorded as a distribution. The system will do that automatically.
- You may edit the \$ Amount directly on the Revenue Distribution screen's grid.

The following screen is displayed to enter or modify the Distribution Account and the amount to be recorded as an expense:

Modify Expense Distribution		
Distribute Expense for Document #: 124235	Amount Left to Distribute: \$ 0.00	2
Expense Distribution Account: 1220-002 Interco AR - CND Sub-Ledger Project Code: M	Distribution Amount: \$ 788,778.00	
	Update Cancel	

 If the Series 5 Professional Invoicing system is being used, and the option in the A/P Control preferences to have P/I Disbursements generated from Expense distributions, then fields will be presented in which a Project, a Disbursement Code and an Employee may be entered.

P/I Project [)istribution: ——	
Project:	10002	MIDATLANTIC
Disb'ment:	86175	MarkUp: 0.00 %
Employee:	44MAM	M A MORRISON
🗌 Reco	rd as a Chargea	ble Expense ?
Distribution An	10unt: \$ 19	0.48

G/L Expense Account	drop-down list, or 9(18)-9(5)
This is the G/L Account to which the I number may be entered directly, or yo ten most recently entered numbers, o	Expense is distributed to as a credit. The Accour ou can use the drop-down list, and select one of t or click the G/L Account "Lookup" icon.
Entering the G/L Account #	
There are a couple of different ways a 0 wanted to enter G/L Account # 001 - 05 in the field provided:	G/L Account # may be entered. For example, if you 500 - 040, you can type any of the following strings
 001-0500-040 1-500-40 1 500 40 	
001 0500 0400010500040	
Note that the system does remember to chance you need to repeat entry of one double click on the desired account.	he last 10 accounts that had been entered. If by of those accounts, just open the drop-list box, and
Sub-Ledger Project	X(6), X(8), X(4)-X(4), or X(4)-99-99
If the Series 5 General Ledger system selected account has been designate	n is configured to use Sub-Ledger Projects, and t
Enter the Project Code to which this	expense is associated to.
Distribution Amount	expense is associated to. \$ 99,999,999.99-
Distribution Amount Enter the amount that is is to be record	<pre>set to allow project bodded, the holds thin be display expense is associated to. \$ 99,999,999.99- rded as a revenue to the specified G/L Account.</pre>
Distribution Amount Enter the amount that is is to be reco PI Distribution - Project	<pre>set to allow project bodded, and noted with be display expense is associated to. \$ 99,999,999.99- rded as a revenue to the specified G/L Account. X(6)</pre>
Distribution Amount Enter the amount that is is to be reco PI Distribution - Project If a P/I Disbursements is to be general	<pre>set to allow project bodded, the holds thin be display expense is associated to. \$ 99,999,999.99- rded as a revenue to the specified G/L Account. X(6) ated, enter the Project that is is to be recorded to.</pre>
Distribution Amount Enter the amount that is is to be reco PI Distribution - Project If a P/I Disbursements is to be general PI Distribution - Disbursement Code	sexpense is associated to. \$ 99,999,999.99- rded as a revenue to the specified G/L Account. X(6) ated, enter the Project that is is to be recorded to. de X(6)
Enter the Project Code to which this Distribution Amount Enter the amount that is is to be reco PI Distribution - Project If a P/I Disbursements is to be general PI Distribution - Disbursement Code If a P/I Disbursements is to be general recorded to.	sexpense is associated to. \$ 99,999,999.99- rded as a revenue to the specified G/L Account. X(6) ated, enter the Project that is is to be recorded to. de X(6) ated, enter the Disbursement code that is is to be
Enter the Project Code to which this Distribution Amount Enter the amount that is is to be reco PI Distribution - Project If a P/I Disbursements is to be general PI Distribution - Disbursement Code If a P/I Disbursements is to be general recorded to.	atted alors project bodies, the needs that be display expense is associated to. \$ 99,999,999.99- rded as a revenue to the specified G/L Account. X(6) ated, enter the Project that is is to be recorded to. de X(6) ated, enter the Disbursement code that is is to be X(6)

ļ	recorded to.	
I	PI Distribution - Chargeable ?	check-box
	f a P/I Disbursements is to be generated, s	pecify whether or not is Chargeable or not.

6.4.1.5 Repairing a Broken A/P Batch

In the unlikely event that some kind of failure with your system or network occurs while entering transactions into the A/P Transaction Batch, there is a function that will attempt to fix things.

When A/P Transactions are entered, regardless of which batch they are associated to, they are written to an A/P Transaction file. There is also an A/P Batch Transaction Pointer file that is used to identify those Transactions that actually belong to a specific Batch. If the Pointer record is not written correctly, it will appear as if you have lost the Transaction. But they are actually stored in the system.

This function reads through the A/P Transaction file, and rebuilds the Pointer file for the currently selected Batch.

Accessing the Broken A/P Batch Repair Function

After selecting the batch, from the A/P Transaction grid screen select **Repair Broken Batch File** from the **File** drop-down menu.



Repair A/P Batch - Verification Screen

The following screen is displayed before the Repair function can proceed. You must type in the word **PROCEED** in the field provided.



A progress bar will be displayed. This function may take some time because it must read through the entire A/P Transaction file, (which on some systems may be very large).

6.4.2 Scheduled A/P Transaction Entry

This Series 5 Accounts Payable operation's menu item offers the functionality to define those suppliers' Invoices that re-occur on a regular basis, and to have them automatically recorded to an A/P Batch and posted.

Some of the features associated to Scheduled A/P Transactions are as follows:

- Transactions are entered using the same screens as used for normal Batched A/P Transactions Entry
- Transactions are entered defined with a Scheduled Frequency and a Next Activation Date
- Transactions may be manually selected, or automatically selected to be recorded.
- Transactions may be put on Hold.
- When items are eligible to be record, they are written to a normal A/P Transaction Batch. From there they are posted to the A/P system completed with a Posting Register.



- Scheduled Transactions Entry Grid Screen 233
- Scheduled Transaction Data Entry Screen 235
- Recording Transactions to an A/P Batch 236

Accessing the A/P Transaction Entry Function

From the A/P Main menu, select **Scheduled Transaction Entry** from the **Operations** drop-down menu.



6.4.2.1 Scheduled Transaction Entry Grid

All scheduled A/P transactions are maintained using a Series 5 grid processing screen. This is similar to the normal A/P Transaction Entry operation, except all scheduled transactions are kept in a holding file. When they become due, they are then copied to an A/P Transaction Batch. In the Batch, they can be edited and/or deleted, and eventually posted.

Schedu e Edit Schedul	led Trai ñew Hel ed A/P T	nsactions p ransaction	Mainten s	ance Select to add, modify to an A/P Trx Batch	v or delete Scheduled A/F as a group when they be	' Transactions. They come due, or individu	can be Recorded	Ez	git 🛄				"Fast Buttons"
<u>N</u> e at By: Sc	neduled D	<u>M</u> od ate Sched'ed	ify Vendor	<u>D</u> elete	Print Edit List	Record Selec	Eted/Eligible Ite	s Total Amt	Purge Freg'cv	Select	Sea #	New	Add a new Tra
122849 122850 122851 122847 122848	Regir Regir Regir Regir Regir	11/30/08 11/07/08 10/31/08 10/28/08 9/11/05	016934 020756 020745 016904 016909	Mac Professionals 2000 IEEE-IAS/PCA YORKDALE AWARI Zemen Construction Iowa State University	42ND CEMENT TECH D FUND	242142 123 8989898 12244 787878		78.00 123.00 23.00 1,999.00 19.00	Monthly Quartly Monthly Monthly Weekly	03 → 03 ●	3 4 5 1 2	Modify	Modify the Trai highlighted in t
											*	Delete	Delete the Tranhighlighted i the
			Image: Constraint of the second sec									Print Edit List	Generate a rep the Transactio Batch
ems are li	sted by t	he Date S	heduled	to be Recorded.	Search:	for:			_	_		Record Items	Record eligible selected Trans an A/P Batch
												Purge	Purge all Trans the Batch, and delete the Batc record

Edit an existing Transaction by double-clicking it's associated row. Standard Series 5 grid controls apply.

Some points to note about the grid screen are as follows:

- Every transaction has a Scheduled Date, (grid column 3), and a Frequency defined, (grid column 9).
- The grid's **Select** column indicates whether an item is scheduled or selected to be recorded to the A/P system
- When a transactions Scheduled Date has been reached, the Select column
- Right click any row with a transaction to have a pop-up menu displayed, offering a number of relevant functions
- To have all eligible transactions recorded to an A/P Batch, click the Record Selected/Eligible Items push button in the "Fast Buttons" frame. report name is APTRX_SCHEDS.JRN

Grid Row Pop-Up N	1 enu					
Right click a row to have a Hold an item from being i	a pop-up menu displayed, fr recorded.	om which yo	ou may Sele	ct an item	to be r	ecorded, or to
YORKDALE AWARD FUND	8989898		23.00	Monthly		_
Zemen Construction	Cut Scheduled Trx Record		1,999.00	Monthly	Ç.	
Iowa State University	Copy Scheduled Trx Record Paste Scheduled Trx Record		19.00	Weekly	•	
	Modify					
	Delete					
	Select to be Recorded					
	Hold from Being Recorded					

If an edit list is generated, if archived, it will be catalogued with a report name of **APTRX_SCHEDS.LST**. When the batch is posted, the catalogue report name is **APTRX_SCHEDS.JRN**

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

6.4.2.2 Scheduled Transaction Data Entry Screen

The data entry screen used for entering Scheduled A/P Transactions is essentially identical to that used for entering regular A/P Transactions. The only difference being that extra fields are provided to define the Frequency and the Next Date that the transaction is to be recorded.

Scheduled A/P Transaction Entry - Transaction Tab Screen

The following screen is displayed for a Scheduled Transaction:

Seq #: 0004 - Modify this Transaction theduled Tox Batch Set: SCHEDS	Quarterly Next Or: 11/07/08 • 1	The Next Da the Transa
ansaction Expense Distributions		is to be rec
Voucher #: 122850 Scheduled Regular Voucher	antrol Account	to the A/P system
2000 IEEE-IAS/PCA 42ND CEMENT TECH C/D HOLNAM INC. 6055 EAST CROYDON ROAD MDRGAN, UT	Remt-To: 2000 IEEE-IAS/PCA 42ND CEMENT TECH C/D HOLNAM INC. 6055 EAST CROYDON RDAD MORGAN UT 84050	
Invoice/Charge Invoice # 123 Document Date: 2/28/06 Invoice # 123 # of Due Days: 0 Due Date: 2/28/06 Invoice # # of Discount 0 Discount Date: 2/28/06 Invoice # Invoice #	Invoice Total Amount: \$ 123.00 Canadian GST GST Taxable Amount: \$ 0.00 5.00 % GST Tax \$ 0.00	
Naristive: Lien Waiver ?	Vendor Discounts Non-Discountable Amount: \$ 0.00 2 10:: \$ 0.00 2 10:: \$	
Update	Cancel	

When adding a Scheduled transaction, after completing entry of the first screen, click the Next push button. You will then be presented with the screen on which you may record Expense amounts to specific G/L accounts. Refer to the topic titled Expense Distribution Entry Screen 226 found under the discussion of the New A/P Transaction Entry 208 operation for further details.

Scheduled A/P Transaction Tab Screen - Field Definition

Only those fields that are used to set the Frequency and the Next Date are described here. Refer to the topic titled <u>Transaction Data Entry Screen</u> found under the discussion of the <u>New A/P Transaction Entry</u> operation for further details. When adding a Scheduled transaction, after completing entry of the first screen, click the Next push button. You will then be presented with the screen on which you may record Expense amounts to specific G/L accounts.

Transaction Recorded - Frequency	drop-down list
Select how often this scheduled transaction should be invoked. Once this transaction is recorded, the Next Scheduled Date will be automatically set based on the selected setting.	Discretionary Weekly Monthly Quarterly Yearly Every 2 Weeks Every 4 Weeks
Transaction Recorded - Next Date	(mmddyy)
This is the date that the transaction will be eligible to be recor reached, when the function to record scheduled transactions transaction will be copied to an A/P Batch ready to be posted.	ded. When this date is is executed, this

6.4.2.3 Recording Scheduled Transactions

When scheduled items have been selected to be recorded, or they have reached their Next Record Date, the function to actually have the transactions recorded must be invoked. From the "Fast Button" frame, click the **Record** push button.

telete Scheduled A/P group when they bec	Transactions. They can be Recorded ome due, or individually sciented.	Exit 📑
Print Edit List	Record Selected/Eligible Items	Purge
	A M M Refresh	

The operator will be prompted as to whether they want to proceed or not; then the Record Transactions options screen is displayed.

Record Selected/Eligible Item - Options Screen

The following screen is displayed before the Record Scheduled Items function is selected.

Scheduled Transactions Maintenance					
Record Eligible or Selected Scheduled Transactions to a new Regular A/P Tansaction Batch					
Record the Transactions:					
To A/P Trx Batch: LTEST (Strike the F1 key for the next system assigned Batch number)					
With Invoice Date: 11/20/08					
With Ledger Date: 11/20/08					
Record Transactions Cancel					

A progress bar will be displayed. All transactions that have been selected, or that have reached their Record Date will be written to the specified A/P Transaction Entry Batch.

6.4.3 Enter and Print A/P "Quick" Checks

A ""Quick" Check is an A/P Check that is generated on demand immediately following the entry of a Vendor's Invoice. This is a useful feature when you must pay for goods or services prior to your regular A/P Check Generation run.

Some of the features associated to A/P Transactions entry are as follows:

- Up to 8 invoices may be entered that will all be paid by the check that is printed
- The Invoices are entered as Prepaid Transactions using using the same screens as used for normal Batched A/P Transactions Entry
- Check Numbers are automatically assigned, based on the Bank Code that is selected for the check to be drawn from
- After all invoices that are to be paid are entered, the operator clicks on the [Print the Check] push button, and the check is printed, A/P distributions are generated, and A/P Open Items recorded

• A <u>"Quick" Check Posting Journal</u> may be generated and printed at any time, that list all invoices that have been paid since the last journal was produced.

"Quick" Check Transaction Entry "Quick" Check Entry Screen 238 A/P Invoice Entry Screen 241

Accessing the A/P "Quick" Check Print Function

From the A/P Main menu, select **Enter and Print a Quick Check** from the **Operations** drop-down menu.



6.4.3.1 Quick Check Entry Screen

The "Quick" check entry screen resembles that of a check form, with a grid beneath it that will hold up to eight invoices. The following steps must be followed in order to have the check eventually printed:

- Within the check face
 - \circ Select the Vendor to be paid
 - o Select the Bank Code for the account that the check is written against
- Click on the Enter Invoice(s) push button at the bottom of the screen
- The system will assign the check #, and display a prompt asking the operator to verify that it is the correct number or not. If it is, click Yes and the screen to enter the Invoice Transaction is displayed. If not, click the No push button and the next auto assigned number will be displayed.

- Enter the 1st Invoice that is to be paid by the "Quick" check.
- The \$ Amount in the check face will be updated, and the invoice will be listed in the grid.
- Click the New push button to add more invoices to be paid.
- When all invoices have been entered, click the **Print the Check** push button at the bottom of the screen. The Print options screen will be displayed. Click the Create Report button at the bottom of the screen, and the check is printed.

Quick Check Entry Register

When Quick Checks are printed, there is no register for the Invoices that were entered. However, all Invoices are recorded as normal A/P Transactions within a system managed A/P Batch named **QCHECK**. You cannot access this Batch directly, but you may have a register of all it's transactions generated and printed. Select **Quick Check Invoice Journal** from the **Reports** drop-down menu off the A/P menu.

Edit an existing Invoice Transaction by double-clicking it's associated row. Standard Series 5 grid controls apply.

Some points to note about the grid screen are as follows:

- As Invoices are added, modified, or deleted, the check totals are updated accordingly
- Right click any row with a transaction to have a pop-up menu displayed, offering a number of relevant functions
- If while entering a "Quick" Check you need to exit, or if you need to wait an print the check at a later time, you may save the data that has been entered as a Draft Quick Check.

When the check is finally printed, if archived, it will be catalogued with a report name of **APSINGLE.CHQ**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Saving a Draft Copy of the "Quick" Check You can exit the entry of a Quick Check, and have the data that Enter and Print a Quick Chec has been entered, saved as a Draft. It can then be loaded at a File Edit Help later date, and completed, and printed. On the menu bar, click Properties File, then from the drop down menu, click on Exit and Save as a nter nme Draft. Print Quick Check... Exit and Save as a Draft. To reload the draft copy, from the same drop down menu, click Reload Saved Draft Check. on Reload Saved Draft Check, and from the screen, select the saved Quick check to be reloaded. Exit PAY to SENTIN If you exit the Quick Check entry screen by clicking on the Cancel button after Reloading a Saved Draft Check, it will also be deleted from the system and cannot be reloaded later.

"Quick" Check Face Screen - Field Def	initions
Vendor	X(6)
Select the Vendor for which the Transaction directly, click on the Vendor Lookup icon, of o of the entry field to position back or forward t	is to be entered for. Enter the Vendor code click on the auto-spin Up/Down icons to right through the Vendors on file.
When entering a Prepaid Invoice you may se character. This is a Miscellaneous supplier You will be able to enter the company name	elect a vendor code starting with an "*" that does not have a record in the Vendor file. and address.

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Note that you may hyper-link to the Vendor Maintenance function by clicking on the icon located at the top right corner of the Vendor entry frame.					
Check Date	(mmddyy)				
Enter the Date that will be printed on the ch for the check.	eck. This will also become the Ledger Date				
On (Bank Code)	X(6)				
Select the checking account by choosing the select the checking account by choosing the select the	ne associated Bank Code.				

6.4.3.2 A/P Invoice Entry Screen

The data entry screen used for entering Invoices that are being paid with a "Quick" Check is essentially identical to that used for entering regular A/P Transactions. The only difference being that the Vendor, the Transaction Type, and the Bank Code information has already been defined.

"Quick" Check Invoice Transaction Entry - Transaction Tab Screen

The following screen is displayed for an Invoice for a "Quick" check Transaction:

Change Invoice for this Quick Check	
Trx Seq #: 0042 - Modify this Transaction Quick Check Batch Set: QCHECK	
Iransaction Expense Distributions	
	<u>2</u>
Voucher #: 124295 Quick Check Prepaid	A/P Control Account: 2600 001 Accounts Payable - US
r Vendo:	
021721 = M 2002 IEEE LOCAL COMMITTEE	2002 IEEE LOCAL COMMITTEE
Terms: Type:	
P0 #. Invoice #. 252525	Invoice Total Amount: \$ 100.00
Document Date: 11/20/08 Image: Constraint of the second s	OB Canadian GST: GST Taxable Amount: \$ 89.29 5.00 % GST Tax: 4.46
Narrative:	Waiver ? Vendor Discounts: Non-Discountable Amount: \$ 0.00
Bank: TNT#2 m The Northern Mistrust Co. Typ 27381111-90 Crack Acct: 1102 001 Mathem Turet #2	e: Quick Check Check Discount: 0.00 % for: \$ 0.00 heck #: 200042
Chec	k Date: 11/20/08
	Update Cancel

None of the fields will be described here. Refer to the topic titled <u>Transaction Data Entry</u> <u>Screen 219</u> found under the discussion of the <u>New A/P Transaction Entry</u> 200 operation for further details.

When adding an Invoice for a "Quick" check, after completing entry of the first screen, click the Next push button. You will then be presented with the screen on which you may record Expense amounts to specific G/L accounts. Refer to the topic titled Expense Distribution Entry Screen [226] found under the discussion of the New A/P Transaction Entry [208] operation for further details.

6.4.4 Interface Expenses from External Systems

This Series 5 Accounts Payable operation's menu item offers the functionality to load Vendor Invoices or Employee Expenses from a 3rd party system. Either from a pre-defined sequential flat file, or from a column oriented text file or spreadsheet, data is read and parsed, and used to generate New A/P Transactions.

Some of the features associated to Interface function are as follows:

- Data is loaded either from a pre-defined sequential file, from a spreadsheet, from a CSV file, or Tab Delimited file.
- All input data is validated. If an undefined Vendor is encountered, it will be identified

on the Edit List and if the posting to A/P option was chosen, it will be canceled

- Transactions are written to an A/P Transaction Entry Batch
- Once items are interfaced, they are written to a normal A/P Transaction Batch. From there they can be posted to the A/P system complete with a Posting Register.
- A Pre-Load Summary report may be executed that reads Columnar Import files. It lists each Company for which transactions will be loaded, the # of Invoices, the # of undefined Vendors and # of undefined G/L Expense Accounts. It also lists the Vendor codes that are undefined.

Accessing the A/P Expense Interface Function

 SHSI Series V Accounts Payable

 File
 Trx Inquiry
 Operations
 Reports
 Codes Maintenance

 User:
 USER
 New A/P Transaction Entry...
 Scheduled Transaction Entry...
 H

 Scheduled Transaction Entry...
 Scheduled Transaction Entry...
 H

 Change Item Due/Disc Dates...
 Mark Items Manually Paid...
 Purge Zero Balance Payables..

From the A/P Main menu, select **Electronic Invoices Interface** from the **Operations** drop-down menu.

A/P Expense Interface - Options Screen

The options for loading externally generated A/P Invoices are defined with the following screen:

Interface Electron	nic A/P Transaction	S	
User A/P Transactions	nterface, with option	al Report:	
Interface Options	Print Options Data	a Import Options	About Importing
Specify selection op You may generate a	tions for interfacing User n Interface Journal, or Int	A/P Transactions to erface the Transact	o an A/P Trx Batch. ions, or perform both of these functions.
O Display a	Pred and Summary	√ F	Print an Interface Journal/Edit List.
 Interface 	Transactions	V Ir	nterface Transactions to an A/P Batch
- Input From:			
 Columnar Imp Sequential F 	oort File <u>F</u> older at File <u>F</u> ilename	d:\s4\test\PC USRVCHRS.S	ement\rpts EQ Browse
A/P Transaction Ir	nterface:		Default Columnar Import Invoice Field values:
Record to A/P T	x Batch:		Invoice Number: 090501-ADEXP
(Strike function key	F1 for the next system a	ssigned Batch #)	Narrative: ADP Expenses - upto 5/01/2009
Led	ger Date: 5/01/09	-	
A/P Control Ac	count:		
<u>2600</u>	001		
Accounts	rayable - 05		
Delete the In	terface Input file after po	sting.	
			Next Cancel

The Interface Journal or Edit List generated, if archived, will be catalogued with a report name of **APTRXINTERFACE.JRN** or **APTRXINTERFACE.LST**.

The Pre-Load Summary report, if archived, will be catalogued with a name of **APTRXPRELOAD.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Field Definitions Print Pre-Load Summary or Interface Transactions radio-buttons Select whether to process the Interface file to generated an Interface Journal and/or interface the data to the A/P system; or select to have a Pre-Load Summary report generated. The Pre-Load Summary is only applicable for Columnar Input.

Oisplay a F	Pre-Load Summary					
O Interface T	ransactions					
If loading from a Columnar Import file, then the Pre and lists each Series 5 Company System for whic of transactions, and the number of Vendors and/or defined. It also lists the Vendor Codes that are und <i>companies, and will only list up to 20 undefined Ve</i>	-Load Summary reads the input file, h data is to be loaded. It also lists the G/L accounts that have not been defined. (It only will report up to 30 endors).					
Print an Interface Journal/Edit List	check-box					
When loading the A/P transactions interface data, journal report generated, set this check box.	if you wish to have an edit list, or a					
Interface Transactions to an A/P Batch	check-box					
When loading the A/P transactions interface data, and have them written to an A/P Batch, set this cho	if you wish to build A/P Transactions eck box.					
Input From Columnar Import or Sequential File	radio-buttons					
Select whether to interface data from a flat sequen spreadsheet file.	Itial file, or from a columnar text or mited or Comma Separated ASCII text					
file, or if is a MS Excel spreadsheet.						
Sequential Flat File Select if the file is a pi	re-define sequential file.					
If loading from a Sequential file, then the fields for senabled; and you may click the Browse button to senabled;	selecting the folder and filename are select the file to be interfaced.					
If loading from Columnar Import file, the <u>Data Impo</u> which the desired import file may be selected. (Th Comma-Separated ASCII file, or it could be an Exc	rt Options tab [96] is presented, from his could be a Tab-Delimited or cel spreadsheet).					
Input Sequential Data Folder and Filename	X(30) and X(120)					
If loading from a Sequential file, then enter the folde interfaced. Click the Browse button to navigate to	er and filename of the file to be the file to be the file to be interfaced.					
A/P Transaction Batch Code	X(6)					
This is the code assigned to the A/P Transaction E alphanumeric. There should not be any spaces or used within the name of one of the Series 5 data fil automatically assign a unique numeric Batch code	Batch. It can be either numeric, or punctuation in the batch code, as it is les. If you wish to have the system press the F1 function key.					

Warning	
The Batch Code QCHECK is reserved by the Series and should not be used.	s 5 system to record Quick Checks,
Ledger Date	(mmddyy)
If not provided by the interface file, when A/P tran automatically assigned as the Ledger Date. Wh generated, this is the date that is used.	nsactions are generated, this date will b nen associated G/L distributions are
Default Due Date	(mmddyy)
When A/P transactions are entered for the batcl as the Due Date.	n, this date will be automatically assigne
A/P Control Account	9(18)-9(5)
Delete the Interface Input file after Posting	check-box
When interfacing from Sequential flag file, if you deleted after the interface has completed, set the	wish to have that file automatically is check box.
Default Columnar Import Invoice Number	X(12)
When interfacing from a columnar import file, (a number is not supplied, or cannot be built using this field will be assigned as the Invoice Number	designated Data Import file), if the Invo supplied fields, then the text entered in or Code.
Note	
Currently, the interface from a Data Import file does though their may be many transactions generated, of the same Invoice Number is assigned. This is mea identify with this particular set of Invocies being gen	not supply an Invoice Number. Even each for a different Vendor, it's OK if ant to be a code that you can readily erated.
This field defaults to a code of yymmdd-ADEXP , wh immediately preceding Friday. (Assuming these chemployees during the week preceding).	ere yymmdd is the date of the arges might be expenses incurred by
Default Columnar Import Invoice Number	X(30)
When interfacing from a columnar import file, (a	designated Data Import file), if the

Narrative associated to the Invoice is not supplied, or cannot be built using supplied fields, then the text entered in this field will be assigned.

Note

Currently, the interface from a Data Import file does supply a Narrative that is made up of the following fields:

- Report Batch ID
- Report Trx ID
- Expense Title
- Expense Description

A/P Transaction Columnar Import - Definition of Column Fields

When selecting to have the A/P Transactions interfaced from spreadsheet, the following screen may be displayed

to show the layout of the data in each column:

nterface	Options Print Option	s Data Import O	ptions Abou	t Importing	
For your in	formation Import In (CS	put fields are pro V formatted files dow	cessed as foll inloaded from Co	ows: onCur system having ex	stension of *.EGL)
	A/P Transaction Fiel	ds		Expense Distril	bution Fields
Column	Field	Format	Column	Field	Format
A/1 B/2	Company Code Record Identifier	X(8) ''EMPHEAD''	A/1 B/2	Company Code Record Identifier	X(8) ''EXPENSE''
C/3 D/4	Vendor/Employee ID Vendor Name	9(6) or X(6) X(20)	C/3 D/4	Vendor/Employee ID Vendor Name	9(6) or X(6) X(20)
E75 F76 G77 H78 I79 J710 K711	Amount Prepay Bank Code Source Batch ID Source Trx ID Transaction Date Expense Title Expense Description	939,999.99- X(6) 9(3) 9(4) MMDDYYYYY X(30) X(30)	E/5 F/6 G/7 H/8 I/9 J/10	G/L Expense Acct M PftCtr - Dept Desc SubLedger Project Distribution Amount Distribution Expense Expense Description	ain/Pfc 9(18)9(3) 9(5) - X(20) X(8) 99,999.99- Date MM/DD/^^^^ X(30)

Concur Download Files

If loading files from the Concur Expense tracking system, the following steps are required:

- Sign on to the Concur system, and from the Service Tools, select Downloads
- A list of all the possible download files is presented. These are automatically generated at the end of every week
- The downloads that are interfaced to the A/P system are those having the .EGL extension

• Double-click the file to be downloaded, and have it "Saved" to a folder that can be accessed from the Series 5 software. Presumably to the following folder:

"My Documents\SHSI\PCA\AP-Downloads"

- Rename the file from whatever.EGL to whatever.EGL.CSV
- When the interface function is executed, when the Data Import Options tab is displayed, click the Browse button and navigate to the above folder, and double click the file to be loaded.

A/P Transaction Sequential File Import - Input Record Definition

When selecting to have the A/P Transactions interfaced from sequential file the following record layout defines the fields:

```
FD USER-VCHR-FILE
           LABEL RECORDS ARE STANDARD
           DATA RECORDS ARE USER-VOUCHER-RECORD-1
                                   USER-VOUCHER-RECORD-2
                                   HSER-VOUCHER-RECORD-3.
01 USER-VOUCHER-RECORD-1.
           03 FILLER
                                                                    PIC 9(1).
           03 FILLER
                                                                   PIC X(12).
           03 USER-VENDOR-ADD-FLAG
                                                                   PIC X(1).
           03 USER-VENDOR-NUMBER
                                                                  PIC X(6).
                                                                  PIC X(40)
           03 USER-VENDOR-NAME
           03 USER-VENDOR-STREET-1
03 USER-VENDOR-STREET-2
                                                                   PIC X(40).
                                                                  PIC X(40).
                                                                  PIC X(25).
           03 USER-VENDOR-CITY
           03 USER-VENDOR-STATE
                                                                 PIC X(5).
                                                                PIC X(10).
PIC X(20).
PIC X(6).
           03 USER-VENDOR-ZIP
           03 USER-VENDOR-COUNTRY
           03 USER-VENDOR-TYPE
03 USER-VENDOR-DUE-DAYS
                                                             PIC 9(3).
PIC 9(3).
PIC 9(3).
PIC 9(2)W
           03 USER-VENDOR-DISCOUNT-DAYS
           03 USER-VENDOR-DISCOUNT-PCT
                                                                   PIC 9(2)V99.
                                                                   PIC X(2).
           03 FILLER
                                                            PIC 9(1).
PIC X/**
01 USER-VOUCHER-RECORD-2.
           03 USER-VCH-REC-TYPE
           03 USER-VCH-INVOICE-NO
                                                                   PIC X(12).
                                                                  PIC X(1).
           03 USER-VCH-DOC-TYPE
           03 USER-VCH-VENDOR
          O3USER-VCH-DOC-TIPEPIC X(1).O3USER-VCH-VENDORPIC X(6).O3USER-VCH-PO-NOPIC X(10).O3USER-VCH-INVOICE-DATEPIC 9(6).O3USER-VCH-INVOICE-AMOUNTPIC S9(6)V99 SIGN IS TRAILING SEPARATE.O3USER-VCH-NON-DISC-AMTPIC S9(6)V99 SIGN IS TRAILING SEPARATE.O3USER-VCH-DUE-DAYSPIC 9(3).
        PIC 9(6).

USER-VCH-DISC-DAYS PIC 9(3).

USER-VCH-DISC-DATE PIC 9(6).

USER-VCH-DISC-PCT PIC 99(2)V99 SIGN IS TRAILING SEPARATE.

USER-VCH-DISC-AMT PIC 99(5)V99 SIGN IS TRAILING SEPARATE.

USER-VCH-AP-ACCOUNT PIC X(23).

USER-VCH-LEDGER-DATE PIC 9(6).

USER-VCH-GST-TAXED-ON-AMT PIC 99(6).

USER-VCH-GST-TAXED-ON-AMT PIC 99(6).

USER-VCH-PPAY-DOCUMENT-NUMBER PIC 9(6).

USER-VCH-PPAY-DOCUMENT-DATE PIC 9(6).

USER-VCH-PPAY-DOCUMENT-DATE PIC 9(6).

USER-VCH-PPAY-BANK-CODE PIC X(6).
                                                             PIC X(23).
           03 USER-VCH-PPAY-CASH-ACCOUNT
           03
                FILLER
                                                                   PIC X(9).
           03 USER-VCH-REC-COUNT
                                                                   PIC 9(4).
           03 USER-VCH-EOL
                                                                   PIC X(2).
01 USER-VOUCHER-RECORD-3.
           03 FILLER
                                                                  PIC 9(1).
           03 USER-VCH-INVOICE-NO-T3
                                                                  PIC X(12).
           03 USER-VCH-EXPENSE-ACCOUNT
                                                                 PIC X(23).
           03 USER-VCH-SUBLEDGER-CODE
                                                                  PIC X(8).
          03 USER-VCH-PI-PROJECT

03 USER-VCH-PI-DISB-CODE

03 USER-VCH-PI-EMPLOYEE

03 USER-VCH-PI-CHARGE-FLAG

03 USER-VCH-PI-CHARGE-FLAG
           03 USER-VCH-PI-PROJECT
                                                                   PIC X(6).
                                                                   PIC X(6).
                                                                  PIC X(8).
                                                                  PIC X(1).
           03 USER-VCH-PI-CHARGE-FLAG
03 USER-VCH-DISTRIBUTION-AMOUNT
                                                                 PIC S9(6)V99 SIGN IS TRAILING SEPARATE.
           03 USER-VCH-DIST-NARRATIVE
                                                                    PIC X(30).
           03 FILLER
                                                                    PIC X(114).
```

6.4.5 Change Invoice Due Dates

If for some reason after a Vendor's Invoice has been entered, you realize that the Invoice Due Date or Discount Dates is either wrong, (or you want to schedule the item to be automatically paid at a later date), you can change it.

The function to have the Due Date or Discount Date changed is one that is associated to the Vendor Open Item Inquiry application. As a convenience, it is offered as a menu item under the A/P's **Operations** drop-down menu. For a full description, refer to the topic titled <u>Modify</u> <u>Item Due or Discount Dates</u> found under the chapter on <u>Vendor Account Inquiry</u> earlier in this documentation.

6.4.6 Mark Invoices Manually Paid

Vendor Invoices are entered into the Series 5 system on a regular basis. Normally, say on a weekly basis, all eligible invoices will be automatically selected for payment, and computer generated checks are printed.

If prior to the next generation run of checks there is a need to pay an invoice for a particular Vendor, you can readily do so. You could just do a check run for the one vendor, but a simpler approach is to select the applicable invoices, and mark them as "Manually Paid". You then just write a check by hand, or have the system print the check for you.

The function to have these items marked as manually paid is one that is associated to the Vendor Open Item Inquiry application. As a convenience, it is offered as a menu item under the A/P's **Operations** drop-down menu. For a full description, refer to the topic titled <u>Mark</u> <u>Items Manually Paid</u> found under the chapter on <u>Vendor Account Inquiry</u> earlier in this documentation.

6.4.7 Purge Zero Balance Payables

If your company does not wish to automatically pay all outstanding and due Invoices that your suppliers have submitted, then you will have to manually identify all items that are to be paid.

The function to have these ZERO Balance items marked and removed from the system is one that is associated to the Vendor Open Item Inquiry application. As a convenience, it is offered as a menu item under the A/P's **Operations** drop-down menu. For a full description, refer to the topic titled <u>Zero Balance Items Purge</u> found under the chapter on <u>Vendor</u> <u>Account Inquiry</u> earlier in this documentation.

6.4.8 Approve Invoices to be Paid

The Series 5 A/P system provides the option to force all invoices entered into the system to be approved by up to three different "Approval Managers", before it may be selected to be paid. A property defined in the <u>A/P Control Options General Tab</u> screen specifies whether the Manager Approval process is to be enforced, or not.

Approval Managers are recorded with an invoice at the time they are entered into the system. When entered, an Approval Manager Set [428] is specified. With each Manager Set up to three Approval Managers [431] may be assigned. As required, presumably on a weekly basis, the Email Approval Managers [256] operation may be invoked which will email each of the Managers, for newly added invoices, to advise them of the need to have the given invoiced approved. The function to mark the invoice as "Approved" is provided in the pop-up menu presented from the Open Payable's Inquiry grid screen. When an item is approved, the manager's approval password must be entered. At this point, the item may then be selected to be paid.

Some of the features of the Approval process are as follows:

- Select up to three Managers that are required for items to be approved to be payed
- Managers are automatically emailed requesting approval of individual supplier invoices
- Approval is password protected
- Managers may inquire on view all invoices they have been designated to have to approve
- If provided, scanned images of originating POs or supplier Invoices may be viewed when approving the invoice for payment
- Items may be "Selected to be Paid" at the same time as they are "Approved for Payment"

The function used by Managers to view all the items that they are responsible for approving is launched from the A/P Menu's **Operations** drop-down menu.



Approval of Open Items for Payment Inquiry Grid

Those unpaid open items that must be approved by a designated Approval Manager are

displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific Manger, selecting to display them sorted either Vendor code or Due Date.

For the items that are presented, a number of applicable functions may be performed. By right-clicking on a particular row, a pop-up window will be presented, from which the following functions may be chosen:

- Display the details and the Expense distributions that were recorded with the original entry of the Vendor's invoice
- Have the item marked as approved for payment, or not.
- Select, or de-select, to have the item marked to be Auto-Approved.
- Select, or de-select, to have the item marked as "Selected" to be paid
- Select, or de-select, to have an item permanently deferred from being paid

From the "Fast Buttons" frame, push buttons are provided that can be used to select all eligible items to be Auto-Approved; or to Clear them all from being Auto-Approved; and to post those items post items marked Auto-Approved. (Automatically select them to be approved to be paid). You may also print a list of the items presented in the grid that are associated to the selected Approval Manager.

Approve Invoices for Payment										x								
Hie Help Manager - Approve Item for Payment For the selected Approval Manager. Outstanding Payables to be approved are displayed and may be selected to be approved to be paid. (or Not)																		
Print Grid Items Select All Items for Auto-Approval Clear All Items Selected for Auto-Approval Post Items Marked for Auto-Approve																		
Approval Manager: LIC																		
Vendor Name	l.	Voucher	Invoice	Inv-Date	Due-Date	Dsc-Date	Original Amt	Balance Due	Disc Bal	Net Pavable		Anv	Alt Manage		Alt Manager		Pav	
019541 S.K. GHOSH	ASSOCIATES, IN	141543	For Aug/2008	8/01/08	8/31/08	8/01/08	\$ 13,737.00	\$ 13,737.00	\$ 0.00	13,737.00		7				-	-	11
019934 ROCKY MOUN	TAIN MASONBY	141390	For Sep/2008	9/15/08	9/15/08	9/15/08	\$ 3,750.00	\$ 3,750.00	\$ 0.00	3,750.00		7	BUGSY	٣			/	
019541 S.K. GHOSH	ASSOCIATES, IN	141544	For Sep/2008	9/01/08	9/30/08	9/01/08	\$ 13,737.00	\$ 13,737.00	\$ 0.00	13,737.00		٣				-	/	Ш
019934 ROCKY MOUN	NTAIN MASONRY	141392	For Nov/2008	11/15/08	11/15/08	11/15/08	\$ 3,750.00	\$ 3,750.00	\$ 0.00	3,750.00		Y						
019541 S.K. GHOSH	ASSOCIATES, IN	141546	For Nov/2008	11/01/08	11/30/08	11/01/08	\$ 13,737.00	\$ 13,737.00	\$ 0.00	13,737.00		٣				-	 Image: A second s	±
019934 ROCKY MOU	NTAIN MASONRY	141393	For Dec/2008	12/15/08	12/15/08	12/15/08	\$ 3,750.00	\$ 3,750.00	\$ 0.00	3,750.00		7						11
019541 S.K. GHOSH	ASSOCIATES, IN	141547	For Dec/2008	12/01/08	12/31/08	12/01/08	\$ 13,737.00	\$ 13,737.00	\$ 0.00	13,737.00		٣	BUGSY	٣				H.
019780 APWA Northe	rn CA Chapter	124370	LTEST1	4/24/09	4/24/09	4/24/09	\$ 100.00	\$ 100.00	\$ 0.00	100.00		7					< _	11
019780 APWA Northe	rn CA Chapter	124371	LTEST2	4/24/09	4/24/09	4/24/09	\$ 50.00	\$ 50.00	\$ 0.00	50.00		٣	BUGSY	٣.			∕_	Ŧ
020224 AEDIFICATIO	Verlag GmbH	124377	123344	7/13/10	7/13/10	7/13/10	\$ 113.00	\$ 113.00	\$ 0.00	113.00		Y	BUGSY	٣.			Image: A transmission of the second secon	11
019802 A. BADARARI	CCO CONSULTAN	124588	1711	10/01/12	10/01/12	10/01/12	\$ 672.00	\$ 672.00	\$ 0.00	672.00		V						C I
019658 SENTINEL HI	LL SOFTWARE II	124590	111	10/30/12	11/29/12	10/30/12	\$ 11.00	\$ 11.00	\$ 0.00	11.00		Y					•	11
019658 SENTINEL HI	LL SOFTWARE II	125068	1178871	9/12/13	10/12/13	9/12/13	\$ 20,000.00	\$ 20,000.00	\$ 0.00	20,000.00	Ø		M-MOUSE	w	BUGSY	~		(III
019658 SENTINEL HI	LL SOFTWARE II	125070	8888	9/14/13	10/14/13	9/14/13	\$ 1,400.00	\$ 1,400.00	\$ 0.00	1,400.00	Ċ	Y	M-MOUSE	w	BUGSY	*		
Manager Totals Invoices Balance: \$ 318,369,66 Net Payable: \$ 318,369,66 Needs Approval. \$ 21,739,87 Approved. \$ 207,367,40 Relused: \$ 3,912,86 for 55 Items. Eligible Discount: \$ 0.00 Selected to Pay. \$ 186,313,26 Select to Auto-Approver. \$ 0.00 Needs Review. \$ 85,349,53 Refused: \$ 3,912,86																		
For the Approver Manager,	, items are listed by	y Due Dat	e.	Search:			for:											

"Fast Buttons"						
Print Grid Items	To have the items for the selected Approval Manager printed to a report					
Select All Items for Auto- Approval	All those items that are waiting to be approved, will be selected to be Auto- Approved. (When the Post Items marked for Auto-Approve button is clicked, these items will be automatically be approved to be paid).					
Clear All Items Selected for	Any item that has been marked to be Auto-					
-------------------------------------	---					
Auto-Approval	Approved, will be reset to be "Waiting for Approval".					
Post Items Marked for Auto-	Those items that have been flagged, or					
Approve	marked, to be Auto-Approved, will be marked to be approved.					

Some of the special features of this "Inquiry" grid are as follows:

When a given Approval Manager is selected, their "Approval Password" must be entered before the items that he/she is supposed to approve are displayed.	Approval Manager: LJC Password: LARRY CARLSEN SOFTWARE 800-663-8354
If any specific row is right- clicked, a pop-up menu is displayed. A number of functions may be performed associated to the Vendor's invoice	1417141/19.25EXP1/21/081/21/081417141/19.25EXP1/21/081/21/08Show Transaction Details08Select to Auto-Approve Item08Unselect from Auto-Approval08Set Payment Approval Status08Set Payment Defer from Payment08Permanent Defer from Payment08S.Clear Defer Payment Status08NBY141384For Mar/20083/15/08
The option to List By provides the option to browse through the items be be approved by he selected manager either by Vendor Code or by the Due Date for the item.	List by: Due Date / Vendor Name Vendor Code / Invoice # Due Date / Vendor Name
If an item has had a scanned paper-clip icon is displayed to	d Invoice, or Purchase Order attached to it, then a 🥙 o the right of the Net Payable column.
The Apv column will have an icon displayed to indicated whether an item is waiting to be approved, or	 Waiting to be Approved Approved to be paid by all Managers

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has been approved, or not.	 To Hold from being paid (set by at least one Not to be paid (set by at least one manager)
If an item is to be approved codes will be displayed along (or if they have not approved	by more than one manager, then the other managers' g with an icon to indicate the results of their approval. the item yet).
If an item has been selected most column	to be paid, a check box \checkmark is displayed in the right-
If an item has been marked paid, an applicable graphic is respectively).	either Temporarily, or Permanently Deferred from being s displayed in the right-most column. (either • or

If the function to have the grid items printed is selected, the report if archived, will be catalogued with a report name of **VENDACCINQ.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Set Payment Approval Status - Entry Screen

When a specific grid row is double-clicked, or the "Set Payment Approval Status" function is selected from the pop-up menu, the following screen is displayed for the associated item to be Approved for payment, or not, by the Approval Manager:

Approve Item for Payment This Invoice will be approved to be this item before it can be selected to Approval Manager(s): LJC - LARRY CA M-MOUSE - MICKY MI BUGSY - Bugs Bun	selected for payment. E o be paid. ARLSEN DUSE ny Senior	Each Manager spe Approved Approval Not Approval Not	cified mu ; Yet Giv Yet Giv	ist approve 9/16/13 Yen Edit Yen	2
Voucher to be Approved: Vendor: 019658 SENTII Voucher: 125068 Invoice: 1178871 P0 #: Original Invoice Amount: Payments Already Made: Discounts Already Made: Discounts Already Taken: Payable Balance: Eligible Discounts: Net Payment Required:	VEL HILL SOFTWAR Invoice Date: Due Date: Discount Date: 20,000.00 0.00 20,000.00 0.00 20,000.00 0.00	RE INC. 9/12/13 10/12/13 9/12/13 Payment Amour Gross Pay Discount to Net Cash Red	NET : *** Foo take th nts: yment: Take: quired: tem ''Sele	30 r this Vendor, always he Discounts *** 20,000.00 0.00 20,000.00	
Show Scanned Invoice Manager Approval Each manager that has been that manager currently select	n designated to app cted in the grid, will h	Apply Approval rove the item fo ave the Edit pus	Setting r payme	Cancel	Dnly Click

When the Edit push button next to the manager is clicked, the following screen is displayed:



Once the desired approval status has been selected, click **OK**, then on the Approve Item for Payment screen, click on the **Apply Approval Setting** push button to record the selection.

Manager Approval Screen - Field Definitions

Approval Status	radio-buttons
Select whether the iten Reviewed, or NOT PAI	n is Approved, to be D.
Amount Approved to be Paid	999,999.99-
Enter the amount that i	s to be approved to be paid.

6.4.9 Email Approval Managers

The Series 5 A/P system provides the option to force all invoices entered into the system to be approved by up to three different "Approval Managers", before it may be selected to be paid. A property defined in the <u>A/P Control Options General Tab</u> screen specifies whether the Manager Approval process is to be enforced, or not.

Approval Managers are recorded with an invoice at the time they are entered into the system. When entered, an <u>Approval Manager Set</u> [428] is specified. With each Manager Set up to three <u>Approval Managers</u> [431] may be assigned. A function invoked from the Open Payable's Inquiry grid screen is used to record the manager's approval for payment, or not.

When this operation is executed, an email message will be sent to each of the approving managers. The body of this message, which you can edit to your likening, must be set up in a text file named **APApproveNew_EmailMessage.TXT** that must be located in the folder

named **Email-Templates** found in the designated Company System's "Generated and Archived Reports" data directory. This file can be either a simple text file, or an HTML file and must not contain more that 8192 characters.

Within the body of the message file, you may include a number of pseudo variables that will be replaced with applicable text, associated to the information in the email and the recipient. The following variables may be used and replaced as follows:

Variable	String to be replaced with
%%RECIPIENT-NAME% %	The Approval Manager's Name
%%RECIPIENT-EMAIL% %	The Approval Manager's email address
%%COMPANY-CODE% %	The Series 5 assigned Vendor Code
%%COMPANY-NAME% %	The Vendor's Company Name
%%DOC-NUMBER%%	The Series 5 A/P Transaction Voucher Number assigned to the invoice
%%MY-STRING-1%%	The Invoice Number of the invoice to be approved
%%MY-STRING-2%%	The PO Number referenced by the Invoice
%%DOC-DATE-1%%	The Date of the invoice
%%DOC-DATE-2%%	The Due Date by which the Invoice should be paid
%%DOC-DATE-3%%	The Discount Date of the invoice to be approved
%%DOC-AMOUNT-1%%	The Original Amount of the invoice
%%DOC-AMOUNT-2%%	The amount of Discount eligible for if paid by the Discount Date
%%DOC-AMOUNT-3%%	The amount that has already been paid
%%DOC-AMOUNT-4%%	The Net Amt Due to be paid when approved (If paid before the Discount Date)

If an item has not been approved within 7 days of the initial email being sent to the manager(s), then a reminder email will be sent. The body of this message, which you can edit to your likening, must be set up in a text file named

APApproveRemind_EmailMessage.TXT that must be located in the folder named **Email-Templates** found in the designated Company System's "Generated and Archived Reports" data directory. As well as the pseudo variables listed above, the following variable may also be used:

Variable	String to be replaced with
%%MY-STRING-3%%	A count indicating how many emails have been sent

Email Messages Text files

The email body text messages are stored in a sub-directory within the Company System's Reports directory, named **Email-Templates**. (The Company System's Reports directory is the one that is identified for each company using the Company Systems' Maintenance function).

+ Accessing the Email Managers Function

From the A/P Main menu, select **Email Approval Managers** from the **Operations** drop-down menu.

iry Ope	rations Reports Codes Maintenance	Purg
	New A/P Transaction Entry Scheduled Transaction Entry	╞
	Enter and Print a Quick Check	ls Ir
Acc	Electronic Invoices Interface	27 P
Dai Sc	Mark Items Manually Paid Purge Zero Balance Pavables	sac
e follo	Select Vouchers for Payment	ву:
	Payments & Check Processing Generate Fraud Interface File	L
	Void a Posted Check	Ŀ
	Check Reconciliation	
. ارد ال	Email Approval Managers	

Email Managers - Prompt Screen

When invoked, the following message window will be displayed to verify the wish to send the emails:



Email Managers - Sample Email

🞽 🛃 ካ ፓ 🛧	🔹 🚔 🛛 🗢 Initial Request for	Approval to Pay Invoice	e [1178871~01	9658~1	.25068] {LJC} [APPR	OVE, RE		
File Messag	Developer						^	2
🗟 Ignore 🗙	🔍 🏟 🚉 🛤	📔 Geoff & Alan 🚔 To Manager	-	≧ * ,	🗟 Mark Unread	ato 🖁	\mathbb{Q}	
🍇 Junk 👻 Delete	Reply Reply Forward mag -	😭 Team E-mail		•	Categorize 🔻	Translate	Zoom	
Delete	Respond	Quick Steps	G Mo	ve	Tags 🖓	Editing	Zoom	
From: Larry To: larryc Cc: Subject: Initia	Carlsen ≺larryc@sentinel-hill.com> :@sentinel-hill.com I Request for Approval to Pay Invo	oice (1178871~019658~1)	25068] {LJC} [A	PPROV	E, REVIEW, REFUSE]	Sent: Mon 9,	/16/13 1:30	PM
Please direct t This email is s	his email to "LARRY CARL ent to remind you that you	SEN". r approval is neede	d to have t	he fol	lowing A/P Supp	olier's Invoice	paid:	N 23
Your approval Vendo Vouche Invoice Da Initial Amo Amt Already Please reply to to advise whet (Edit your Rep Thankyou for y	is requested, to have the f r: SENTINEL HILL SOFTWA er: 00125068 Invoi- ate: 9/12/2013 Du unt: \$20,000.00 Eligibi Paid: \$0.00 Amt to o this email, or contact Lar ther to "APPROVE", "HOLD ly's Subject line at the end your attention to this matter	following A/P Suppli RE INC. [019658] ce #: 1178871 P Je Date: 10/12/201 e Discount: \$0 be Approved: \$2 ry in Accounts Paya FOR REVIEW" or "f accordingly) er.	ier's Invoice O #: n/a 3 0.00 0,000.00 ble at 604- REFUSE" the	e paid 925-6 e payr	l: 5101 ment of this Invo	pice.		
Larry Carls	en						2	•

Series 5 Accounts Payable- User Help

6.4.10 Load Manager Approval Emails

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The Series 5 A/P system provides the option to force all invoices entered into the system to be approved by up to three different "Approval Managers", before it may be selected to be paid. A property defined in the <u>A/P Control Options General Tab</u> screen specifies whether the Manager Approval process is to be enforced, or not.

Approval Managers are recorded with an invoice at the time they are entered into the system. When entered, an <u>Approval Manager Set</u> [428] is specified. With each Manager Set up to three <u>Approval Managers</u> [431] may be assigned. A function invoked from the Open Payable's Inquiry grid screen is used to record the manager's approval for payment, or not.

Vendor Open Items payable may only be selected to be paid, if they have been approved. These can be approved using four different methods.

- 1) First, directly by the assigned Approval Manager by having them sign on to the Series 5 system, selecting the appropriate open item from the Open Payable's Inquiry grid screen and manually approving it, or not, with the applicable function. When approving the document, they must enter their Authorization Password.
- Second, an option is available when the A/P Open Items Approval Status report is generated. If the approving manager replied to the emails they were sent, these will be read, and their approval recorded.
- 3) Thirdly, the Approve Invoices for Payment operation allows for the manager to use the Series 5 system to approve items that he/she has been designated to approve. Once they have entered their password, all the open items that they need to approve are displayed. Items then can be easily marked approved, or not.
- 4) Finally, Approval Managers may be emailed with information about the item to be paid that need their approval. The manager may reply to the email, indicating their approval, or not, in the subject line. The Load Manager Approval Emails from the A/P system Operations drop-down menu, the system will read a designated email inbox for the replied emails, and mark those related sub-documents as approved, and enable them to be selected to be paid.

This operation is used to launch the function to automatically approve items to be paid by reading the manager emails.

From the A/P Main menu, select Load Manager Email Approvals from the Operations drop-down menu.

Accou	nts Payable	
Оре	erations Reports Codes Maintenance	Pu
	New A/P Transaction Entry	- 11
	Scheduled Transaction Entry	- 11
	Enter and Print a Quick Check	n
	Electronic Invoices Interface	5
	Change Item Due/Disc Dates	H
ai	Mark Items Manually Paid	a:
С	Purge Zero Balance Payables	1
lle	Approve Vouchers for Payment	į.
	Email Approval Managers	- 11
	Load Manager Approval Emails	
-	Select Vouchers for Pa	J

Some points to note when Approving Open Items for payment from manager emails:

- A report is generated that lists those items that are approved
- The system will attempt to read the emails, sent from the approval managers, from the sub-folder named **S5 AP Approvals** that must be created in the user's Outlook's Inbox.
- When the system reads the email, within the first 18 characters must contain either RE: Initial Request for Approval to Pay Invoice or RE: Reminder Request for Approval to Pay Invoice. If this is not the case, then the email will be moved to the Un-Related Emails sub-folder.
- When the approval manager Replies to the emails that were sent to them, they must leave the subject line as it is, and ONLY edit the line so that either [APPROVE], [REFUSE], or [REVIEW] remains at the end. If either of these text strings are not present, the sub-document will be flagged to be On-Hold, and moved to the To-Review sub-folder.
- When approved, the open item will be eligible to be selected to be paid.
- For those items that are Refused, or To Be Reviewed, their status properties will be set accordingly
- Once an email has been identified, and the associated item approved, or not, the email is moved to a sub-folder within the **S5 AP Approvals** inbox. Depending on how the manager replied, or whether the email was recognized as a Reply from an email sent to request for an approval, the email will be moved to the following sub-folders:

Type of email	Sub-Folder Email is Moved To
Reply was to Approve the item to be paid	Approved
Reply was to Refuse to pay the item	Refused
Reply was to Review the item to be paid	To-Review
The item referred to in the email was not on file	Unrecognized Emails
The email was not a Reply to request for approval	Un-Related Emails

 When this function is selected, the only screen presented is the standard Series 5 Print Options screen.



The report generated, if archived, will be catalogued with a report name of **EMAILAPPROVE_APITEMS.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Outlook's Inbox

In order for this function to operate correctly, you must have created a sub-folder named **S5 AP Approvals** within Outlooks Inbox. The sub-folders used to hold emails that are completed and moved will be created by the system.

As well, you must create an Outlook E-mail Rule that will automatically move the managers' approval reply emails to this new folder. You might name the rule S5 AP Manager Approvals. You must then assign the following settings s shown below, and turn on the rule.

Which condition(s) do you want to	check?		
step 1: Select cor	idition(s)			
 with specific v 	<u>words in the subject</u>	ect		<u>^</u>
through the s	provided account			
sent only to r	ne			
where my nar	me is in the To bo	x		
marked as im	portance			=
marked as se	nsitivity			-
flagged for <u>a</u>	<u>ction</u>			
where my na	ne is in the Cc bo	x		
where my name	ne is in the To or	Cc box		
where my has	ne is not in the To	DOX		
with specific a	e or public group	,		
with specific v	words in the subie	ect or body		
with specific	words in the mess	age header		
with specific	words in the recipi	ient's address		
with specific w	words in the send	er's address		
assigned to g	ategory category			
•				•
	Cancel	< Back	Next >	Finish



6.4.11 Select Vendor Invoices for Payment

If your company does not wish to automatically pay all outstanding and due Invoices that your suppliers have submitted, then you will have to manually identify all items that are to be paid.

The function to select items for payment is one that is associated to the Vendor Open Item Inquiry application. As a convenience, it is offered as a menu item under the A/P's **Operations** drop-down menu. For a full description, refer to the topic titled <u>Mark Items to Pay</u> or <u>Defer from Payment</u> [165] found under the chapter on <u>Vendor Account Inquiry</u> [149] earlier in this documentation.

6.4.12 Defer Invoices from Being Paid

If your company typically pays all outstanding and due Invoices that your suppliers have submitted, the system automatically will select them and generate checks. If there is a particular Vendor Invoice that you do not wish to have paid, you may mark it as being either Temporarily or Permanently Deferred from being paid. The function to defer items from payment is one that is associated to the Vendor Open Item Inquiry application. As a convenience, it is offered as a menu item under the A/P's **Operations** drop-down menu. For a full description, refer to the topic titled <u>Mark Items to Pay</u> or <u>Defer from Payment</u> [165] found under the chapter on <u>Vendor Account Inquiry</u> [149] earlier in this documentation.

6.4.13 Payments and Check Processing

This Series 5 Accounts Payable operation's menu item handles the process of generating and printing your supplier's checks and/or generation of ACH Direct Deposits. In general the following functions are controlled:

- Automated general selection of invoices that are scheduled to be paid based on a number of different classifications
- The generation of a Pre-Check writing report listing those items that have been selected to for payment
- The actual generation and printing of checks
- The generation of ACH Direct Payments files ready for transmission
- The Posting of printed checks, and ACH payments, to produce a Check Register, and to write entries to the Payments History file, and update Vendor statistics.
- In the event of operator error, or printer malfunction, have the set of generated Checks voided.
- In the event of printer malfunction, where the printer to jam, and only a portion of the checks were OK, a function to post the completed ones, void the destroyed ones, and clear the remaining to be re-generated again
- When Manual Checks and Prepaid Invoices are entered, they are recorded in a given register. If desired, a Manual/Prepaid Check register may be generated independent of any computer generated checks.
- A check alignment form may also be printed

Check Processing Grid Screen	
Clear all Prior Selected Invoices 273	
General Selection of Invoices for Payment	274
Print a Pre-Check Writing Report	
Generate and Print Checks	
Undo a Check Generation 287	

- View Pre-Posted Check Details 289
- Post all Generated Checks 289
- Void all Unposted Computer Generated Checks 231
- Recovery from Printer Malfunctions 292
- Print Manual and Prepaid Checks Register 235

Accessing the A/P Check Processing Functions

From the A/P Main menu, select **Payments & Check Processing** from the **Operations** drop-down menu.



6.4.13.1 Check Processing Grid

The Series 5 Check Processing screen is meant to provide access to all the functions related to selecting items to be paid, the generation and printing of the checks, posting them to the appropriate A/P files, and in the unlikely event of operator or printer malfunction, the clearing or voiding of checks. The major functions are presented as push buttons in the blue "Fast Buttons" frame.

The steps associated with generation of checks are as follows:

 Assuming that no Vendor Open Items have been already intentionally selected for payment, to be sure that you are starting fresh, you would click the Clear All Selections push button. This function de-selects all vouchers that might have been selected, or that have been temporarily deferred. (Note that if the option for Manager Approvals is turned on, the clearing function DOES NOT clear the approval status) .

- 2) If you have different checking account for which different checks for some of the suppliers are to be generated, or if you are paying some suppliers with ACH Direct Deposit, then you must select the correct Bank Account from which payments are to be drawn from. (If you cut checks for some suppliers, and ACH Deposits for others, you will have to process payment processing in two separate steps choosing the appropriate Bank Accounts).
- 3) If there are checks listed in the grid, these will be for Prepaid Invoices that have been entered, Quick Checks that might have been entered, Manual Checks recorded for invoices that were marked Manually Paid, or ACH Direct Deposits. Should you want to have a register generated for these checks, that is separate from the register that would list your computer generated checks, click the Print Manual/Prepay/Quick Register push-button. All these checks that are presented in the grid will be posted, deleted, and a register report generated and archived.
- 4) If you have specific Invoices that are due to be paid, but for whatever reason, you do not wish to have them paid until some time in the future, select those items to be temporarily or permanently deferred.
- 5) Choose the Vendor invoices that are to be paid. This may be done either one-by-one for each Vendor, or as an automated process that selects all invoices that are eligible, or due, to be paid based on the Due Dates that were specified for the Invoice. To selectively mark items to be paid, or to partially pay some items, under the Operations drop-down menu, click Select Vouchers for Payment. (This will transfer control to the Vendor Open Item Inquiry function where items may be selected or deferred). For the automatic generation function, click the General Select for Payment push button.
- 6) If you wish to have a report generated that lists all Vendor Invoices that have been selected for payment, you may have a <u>Pre-Check Writing Report</u> generated. Generating this report is not required in the generation of checks.
- 7) To have the Checks generated and printed, click the Generate and Print Checks push button. All selected Vendor Invoices will be processed for payment and one check generated for each Vendor. Check numbers will be automatically assigned as determined from the designated Bank Account. A payment record is written, and will be available for display in the payment processing grid screen. Checks will be printed to the specified Series 5 printer queue. (Make sure you have the correct check forms in the printer).
- 8) To have the ACH Direct Deposits generated, click the Generate ACH Deposits push button. All selected Vendor Invoices will be processed for payment and one ACH deposit generated for each Vendor. ACH Tracking numbers will be automatically assigned as determined from the designated Bank Account. A payment record is written, and will be available for display in the payment processing grid screen. The ACH upload file is generated in the ACH Control Code's designated folder. (Make sure you have the correct check forms in the printer). For each ACH Vendor that a direct deposit is generated for, a Direct Deposit notification form is printed and automatically emailed to the Vendor's designated individual.

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- 9) If prior to the checks actually being posted, you realize that you should not have generated these checks, or that the wrong Check Date or Bank Account was specified, you may from the Operations drop-down menu, click Undo Check Generation. All the checks will be deleted, all the vendor invoices will be re-instated as open items waiting to be paid, and the next check number to be assigned will be reset to what it started out as. (*This function only is applicable if none of the check forms were printed upon*).
- 10) Retrieve the checks from the printer. Examine them to make sure they have printed correctly aligned and/or that the forms did not jam in the printer. Or have the generated ACH file emailed or FTP'd to the designated address.
- 11) If their was a malfunction with the printer, and some checks printed OK, but some checks got jammed and torn, you may deal with this situation. Click on the **Recover** After Printer Failures push button. This function provides the opportunity to specify the range of check numbers that printed OK, those that were destroyed, and those that did not make it through the printer. The system will post those that were good, void those that were destroyed, and clear those that are yet to be printed.
- 12) If you identify one particular check that should not have been generated, it may be voided, prior to being posted. It's items will be reinstated waiting to be selected to be paid at some time in the future.
- 13) If you are happy with the checks that were printed or ACH deposits that were generated, click the **Post ALL Checks** or **Post ACH Deposits**, push button. The following events will occur:
 - ✓ A payment register will be generated and archived
 - ✓ Payment history records are written
 - ✓ The Vendors' Historic Invoice records will be updated with the Payment Date and Check/ACH Number
 - ✓ A Check Reconciliation record is written
 - $\checkmark~$ Vendor Statistics are updated
 - ✓ The Un-posted Check record is deleted. (Items will disappear from the grid)
- 14) If you realize that the checks were printed in error, or that you had specified the wrong Check Date, or Bank Account, you may undo the generation of the set of checks by clicking the Void ALL Generated Checks push button. All the checks will be marked as Voided. (These check numbers may not be used again). All the vendor invoices that were paid, will be re-instated as open items that are waiting to be paid again.
- 15) A payment register will be printed, payment history records will be written, the Vendor's Historic Invoice records will be updated with the check date and number, a Check Reconciliation record will be written, and Vendor statistics will be updated.
- 16) Everyone will be happy now !!

The important thing to remember when generating checks or ACH deposits is that the correct Bank Account must first be selected. Since the Series 5 Payables system supports multiple Checking Accounts, the correct Bank Account must always be chosen. (The default Bank Account is determined from the Cash Account that is specified in the <u>A/P Control</u>

Preferences 474).

Bank Code Selection

Checks are generated and posted for the Bank Account that is selected. If you have multiple Cash Accounts for which checks may be generated, **make sure the correct Bank Account has been selected.**

The items that are listed in the grid table are for un-posted checks. These might consist of Computer Generated Checks, Prepaid Checks, Manual Checks, and Voided Checks. Once checks are posted, they are moved to the check history file, and are no longer visible in the Check Processing grid.

Payment Processing Grid Screen

The following screen is presented when generating payments for a Bank Account that is used for generating printed checks:

Check Pro	ocessing					4	11						x
File Operations Reports View Help													
A/P Check Processing Manage the automatic generation of Checks or ACH Deposits for payment of Vendor Invoices.													
Cle	Clear All Selections General Select for Payment Print Pre-Check Writing Report Generate and Print Checks												
Pe	ost ALL	Checks	V	oid ALL Generated Checks	•	Reco	over Afte	r Printer F	ailures	Print M	anual/Prepay/	Quick Register	
Bank Accour G/L Cash Ac	Bank Account: CIBC MAIN Canadian Imperial Bank of List by: Check # Refresh G/L Cash Account: 1050-002 Canadian Imperial Bank of Go To Check/ACH #:												
Check #	Туре	Vendor	Company Na	ame		Date	Check	Amount	Discount	Payee			
006288	Comp	018354	NCMA		5/0	04/07	\$	1,875.00		NCMA			1.
006289	Comp	018799	VILLAGE OF S	KOKIE (ATTN: CASHIER)	5/0	04/07	\$	10.00		VILLAGE	E OF SKOKIE		
006355	Quik	020756	2000 IEEE-IAS	7/PCA 42ND CEMENT TECH	9/1	2/07	\$	555.00		2000 IEE	ee-Ias/Pca 42N	D CEMENT TECH	1
006356	Quik	021721	2002 IEEE LO0	CAL COMMITTEE	9/2	25/07	\$ 91	8,880.00		2002 IEE	EE LOCAL COM	AITTEE	
006357	Quik	019658	SENTINEL HIL	LL SOFTWARE INC.	9/2	25/07	\$4,58	8,877.76		SENTIN	EL HILL SOFTW	ARE INC.	ź
006358	Quik	021455	ARIZONA CEM	MENT	9/2	26/07	\$8,77	7,666.90		ARIZON	A CEMENT		
006359	Quik	020661	ALLEN INTER	ACTIONS	9/2	26/07	\$8,77	6,544.90		ALLEN I	NTERACTIONS		
006360	Quik	023666	ACB QUEBEC	2006	9/2	26/07	\$1,28	6,759.00		ACB QU	EBEC 2006		
006361	Quik	019489	ADA-ES Enviro	onmental Solutions	9/2	26/07	\$1,28	6,759.88		ADA-ES	Environmental S	olutions	÷
006364	Void		*** VENDOR N	NOT ON FILE ***	7/0	9/27	\$	0.00					
006366	Void		*** VENDOR N	NOT ON FILE ***	7/0)9/27	\$	0.00					
006368	Void		*** VENDOR N	NOT ON FILE ***	7/0	09/27	\$	0.00					
006369	Comp	019658	SENTINEL HIL	LL SOFTWARE INC.	9/2	27/07	\$36	1,615.43	12	SENTIN	EL HILL SOFTW	ARE INC.	•
006370	Quik	019658	SENTINEL HIL	LL SOFTWARE INC.	12/1	2/07	\$ 12	3,444.00		SENTIN	EL HILL SOFTW	ARE INC.	
20 Pay	20 Payments on file. 4 Computer Checks: 528,344.43 0 Prepaids: 0.00 0 Manuals: 1000 3 Voided Checks: \$ 0.00 13 Quicks: \$ 6,780,546.99 0 ACH Deposits: \$ 0.00												
Checks are	listed by	Check #.			Searc	1:		f	or:				

"Fast Buttons"				
Clear All Selections	This function de-selects all vouchers that might have been already selected, or that have been temporarily deferred.			

General Select for Payment	Automatically selects all invoices that are eligible, or due, to be paid based on the Due Dates that were specified for the Invoice.
Print Pre-Check Writing Report	Generate an a report that lists all Vendor
	Invoices that have been selected for payment
Generate and Print Checks	Generate and print checks
Post ALL Checks	Posts all un-posted checks
Void ALL Generated Checks	Voids all un-posted checks
Recover After Printer Failures	If while printing checks the printer jams and destroys some checks, this function provides a way of posting the good checks, voiding the damaged ones, and clears those that have not yet been printed.
Print Manual/Prepay/Quick Register	Print a check register that lists ONLY any Manual checks, Quick checks, or Prepaid checks that have been recorded. They are also posted.

The following screen is presented when generating payments for a Bank Account that is used for generating ACH Direct Deposits:

Check Processing												
File Operations Reports View Help												
A/P Check Processing Manage the automatic generation of Checks or ACH Deposits for payment of Vendor Invoices.												
Clea	r All Se	elections		General S	elect for Paymen	t	Print	Pre-Check Writi	ng Report		Generate ACH De	posits
Pos	t ACH I	Deposits		Void ALL Ge	enerated ACH Pyn	nts						
Bank Account G/L Cash Acc	JPA ount:	CH 🔥	JP B JP M(Canadi	USINESS ACCT DRGAN - ACH DIF ian Imperial Bar	r RECT DEPOSIT n k	Go	o To Check	List by: Check # /ACH #:		•	<u>n</u>	Refresh
ACH ID#	Туре	Vendor	Comp	any Name			Date	Deposit Amoun	Discount	Payee		
000024	ACH	000377	FINNE	L, CAROL			8/09/13	\$ 1,400.00		FINNEL,	CAROL	
												±
						N						
						A						
												•
1 Payn	ients o	n file.	0 Cor 0 Voi	mputer Checks: \$ ided Checks: \$	0.00		0 Prepa 0 Quick	ids: \$	0.00 0 0.00 1	Manuals: ACH Depo	\$ osits: \$ 1,40	D. 00 0. 00
Checks are li	sted by	Check #.				Sea	arch:		for:			

"Fa	ast Buttons"
Clear All Selections	This function de-selects all vouchers that might have been already selected, or that have been temporarily deferred.
General Select for Payment	Automatically selects all invoices that are eligible, or due, to be paid based on the Due Dates that were specified for the Invoice.
Print Pre-Check Writing Report	Generate an a report that lists all Vendor Invoices that have been selected for payment
Generate ACH Deposits	Generate the ACH upload file for Direct Deposits for those Vendors that have been set up
Post ACH Deposits	Posts all un-posted ACH Deposit transactions
Void ALL Generated ACH Pymts	Voids all un-posted ACH Deposits

Some of the special features of this "Inquiry" grid are as follows:

A given Bank Account

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reversed.	
The un-posted checks on file may be listed by either Check Number, or the Payee name. For the selected List By option, you may then enter the Check Number or the Payee name to position to the corresponding check in the grid.	List by: Check # Go To Check #: List by: Payee Go To Check for Payee:
Should you have the need to print a Check Alignment form, you can do so by selecting that function from the menu- bar's File drop-down menu.	Check Processing File Operations Properties Generate Bank Fraud File Print Check Alignment Form Exit Bank Account: CHASE G/L Cash Accourt

6.4.13.2 Clear Selections of Invoices

Assuming that no Vendor Open Items have been already intentionally selected for payment, to be sure that you are starting fresh, you can have the system de-selects all vouchers that might have been selected, or that have been temporarily deferred.

From the "Fast Button" frame, click the **Clear All Selections** push button. The operator will be prompted as to whether they want to proceed or not.



The following operations will be performed:

- The system will determine if there are any un-posted checks on file that are not Manuals, Prepaids, Voids or Quick checks. If there are, then proceeding with this function may cause a problem. The invoices associated to those checks will have their status fields cleared. You must cancel the operation and post the checks before proceeding with the Clear All function
- All Vendor Invoices that had previously been selected for payment, either by the system or manually, will be de-selected. Any partial payment or discount amounts that might have been specified, will also be cleared.
- All Vendor Invoices that had previously been marked to be Temporarily Deferred will be re-instated to be eligible for selection

Clear All Removes Temporary Deferrals

Any Vendor Invoice that was temporarily deferred will be re-instated to be eligible to be paid.

6.4.13.3 General Selection of Items for Payment

The Series 5 Accounts Payable system provides an operation that will automatically select Vendor invoices that are eligible to be paid. Items are selected based on the Due Dates that were specified for the Invoice.

From the "Fast Button" frame, click the General Select for Payment push button.

Some points to note when selecting Vendor Invoices to be paid:

- If the total of all selected items for a given Vendor is less than or equal to ZERO, no payments will be made.
- No invoices will be selected to be paid for a Vendor that has had it's Vendor Status set to *Hold All Payments.*
- When a Vendor Invoice is selected to payment, it will be paid the next time that the Generate and Print Checks function is executed. It will be paid on the Bank Account that was specified then. As a property to each Vendor, you may specify which Bank Account is to be used when it's invoices are paid. As an option, If the system is used to automatically selecting items to be paid, as an option, the operator may choose to have only Vendors that have been assigned to the current Bank Account processed.

- All vouchers selected will be paid off in full. Partial payments cannot be made using the General Selection function. (*To make partial payments, items must be individually selected for payment*).
- Once the General Selection function has been executed, you may generate a Pre-Check Writing report that lists the Vendor Invoices that have been selected to be paid.
- Any items that had been manually selected to be paid, either fully or partially, will not have their selection status, or amounts altered. They will remain as initially selected.

```
Selection of Invoices for Payment - Filters Entry Tab Screen
```

The following screen is displayed to offer control filters for the automatic selection of Vendor Invoices for payment by Check:

en Payables Select Criteria Ve	ndor Select Filters	
yable items are categorized based on ndors offering a discount, it will be cor	their respective Due Dates, relative to a nputed only when the Payment Date pre	Cutoff Date and the Payment Date. For edes the Discount Dates for elibigle items.
Payment Date:	Cutoff Date:	Next Payment Date:
Select CURRENT Items	(Due Date falls on/befor	e the Cutoff Date and on/after the Payment Date)
Select CURRENT Items Select OPTIONAL with Discore Select Non-Discount OPTION Select Pauable Items when Amount		a the Cutoff Date and on/after the Payment Date) e the Cutoff Date and on/after the Payment Date) counts, the Due Date falls after the Cutoff Date; the after the Payment Date and before Next Payment Date) Cutoff Date and before the Next Payment Date)
Select CURRENT Items Select OPTIONAL with Disco Select Non-Discount OPTION Select Payable Items when Amoun Not Considered Is Greater Than Is Less Than or Equal To	(Due Date fails on/befor (Due Date fails on/befor Discount Date fails on/ Discount Date fails on/ Discount Date fails after the to Pay: Select Vendor Select Vendor Only tho Only tho Include	e the Cutoff Date and on/after the Payment Date) sounts, the Due Date fails after the Cutoff Date; the after the Payment Date and before Next Payment Date) Cutoff Date and before the Next Payment Date)

The process to automatically select Vendor Invoices logically groups them into four different categories. Depending on your company policy as to when invoices are to be paid, you may choose which sets of categories of items are to be selected. The following table defines

these categories:

Past Due Items	Invoices with the Due Date falling on or before the Cutoff Date and the Due Date falling before the Payment Date. These items can have a valid discount only if the Vendor Status is set to Discounts Always Taken.
Current Items	Invoices with the Due Date falling on or before the Cutoff Date and the Due Date falling on or after the Payment Date. These items can have a valid discount only if the Vendor Status is set to Discounts Always Taken , or the item's Discount Date falls on or after the Payment Date.
Optional Items with Vendor Discounts	For Vendors offering a discount for early payment, invoices with the Due Date falling after the Cutoff Date and the Discount Date falling on or after the Payment Date, but before the Next Payment Date. Items for Vendors with a status of Discounts Always Taken , are not included in this category.
Non-Discounted Optional Items	For Vendors with no discounts, invoices with the Due Date falling after the Cutoff Date and before the Next Payment Date.

Summary Cash Requirements Report

To assist in the process of selecting the appropriate cutoff dates, you may wish to generate a Cash Requirements report. This will summarize by the above categories outstanding vouchers eligible to be paid. It will reflect exactly what will be paid for a given set of cutoff dates.

The dates that are last used when the Cash Requirements report is generated are automatically used as the defaults when the Generalized Selection of Items function is invoked.

When the General Select for Payment function is chosen, the operator is presented with the standard <u>Vendor Select Filters</u> screen. This allows you to select specific ranges of vendors, vendor types, and a variety of other criteria used as filters for selecting the vendors that are to be included.

Open Payables Select Criteria Tab Screen - Field Definition

Payment Date, Cutoff Date, Next Payment Date (mmddyy)

These dates will default to those that were entered when the most recent Cash Requirements report was generated. These dates are used to categorize the Vendor Invoices to be used in deciding if items are selected to be paid or not. (*Refer to the table above*).

Select PAST DUE Items	check-box
Select the check-box to have all vouchers falling v payment. (<i>Refer to the table above</i>).	within this category selected for
Select PAST DUE Items	check-box
Select the check-box to have all vouchers falling v payment. (<i>Refer to the table above).</i>	within this category selected for
Select PAST DUE Items	check-box
Select the check-box to have all vouchers falling v payment. (<i>Refer to the table above</i>).	within this category selected for
Select PAST DUE Items	check-box
Select the check-box to have all vouchers falling v payment. (<i>Refer to the table above</i>).	within this category selected for
Select Invoices when Amounts to Pay	radio-buttons & \$999,999
Should you wish to select only those Vendor Invoi specific amount, or only those that are less than a button. This feature would be useful if different se signed by different individuals depending on their	ces with amounts greater than a a specific amount, click the applicabl ets of checks were to be generated to signing authority.
Select Vendors with Designated Bank Codes	radio-buttons
When a Vendor Invoice is selected for payment, it Generate and Print Checks function is executed. that is selected in the Check Processing grid scree may specify which Bank Account is to be used which the operator may choose to have only invoices for assigned to the current Bank Account that has be	t will be paid the next time that the Invoices are paid on the Bank Accou- een. As a property to each Vendor, y hen it's invoices are paid. With this fi r those Vendors that have been een selected to be processed.
Include Vendors with no Designated Bank Code	check-box
If the option to select only those vendors that have	e their Bank Codes set to the one that
has been selected, then this field is presented.	

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Example

If you have two different checking accounts that are used for cutting checks, you must be careful as to which Bank Account Code is being processed.

If you have a Canadian account for your Canadian suppliers, you should set each of the Canadian Vendors' designated Bank Code to that of the Canadian account. Your US suppliers may or may not have their designated Bank Codes set to the US account.

When generating checks for the Canadian suppliers:

- Select the Canadian Bank code in the processing grid screen
- Set the radio-button to select Only Vendors with designated Bank Code
- Un-check the Include Vendor not Designated check-box

When generating checks for the US suppliers:

- Select the US Bank code in the processing grid screen
- Set the radio-button to select Only Vendors with designated Bank Code
- Check the Include Vendor not Designated check-box

6.4.13.4 Pre-Check Writing Report

As a function available from the Check Processing grid screen, a Pre-Check Writing Report may be generated. This is a report listing the Vendor Invoices that have been selected to be paid. Items are grouped by vendor sorted either by the Vendor Code or the Vendor Name.

From the "Fast Button" frame on the Check Processing screen, click the **General Select for Payment** push button. This report may also be launched as a function from the A/P Menu's **Reports** drop-down menu.

Some points to note when generating this report:

- All Vendor vouchers that have been selected to be paid are listed, regardless whether they were selected manually, or by the system.
- Gross amount, Discounts Taken, and Net Cash Required are shown for each Invoice, Vendor and the report as a whole.
- Invoices that have be marked as Deferred will be listed only if the applicable report option is selected.
- Zero Balance Vendors will be included in the report only if the applicable report

option is selected.

Pre-Check Writing Report - Options Tab Screen

The following screen is displayed to offer reporting options for generating the report:

Pre-Check Writing Report						
Report: PREAPCHECK.RPT Print the Pre-Check Writing Report						
Report Options Print Options						
Specify selection options to determine the items that will be included on this report.						
Vendors Sorted by: Vendor Code						
✓ List items that have been DEFERRED ?						
Inicude ZERO BALANCE Payables ?						
N						
45						

The report generated, if archived, will be catalogued with a report name of **PREAPCHECK.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Pre-Check Writing Report Options Screen - Field Definition

Vendors Sort	drop-down list
Invoices are listed grouped and sub-totalled by either by the Vendor Code, or the Vendor Name	Vendor. The Vendors are listed sorted
List items that are Deferred ?	check-box
Invoices that have be marked as Deferred will b	e listed only if this check-box is set.
Include ZERO Balance Payable Vendors	check-box
Zero Balance Vendors will be included in the rep	port only if this check-box is set.

6.4.13.5 Generate Checks and/or ACH Deposits

The ultimate function of the Series 5 Accounts Payable is the generation and printing of Vendor checks or generation of ACH Direct Deposits. A number of different methods may be employed and are supported. These include the following:

- Hand written checks, whose invoices being paid have not yet been recorded. These invoices are entered as Prepaid Invoices along with the check number and date they were paid with
- Hand written checks, for invoices that have already been entered into the system, but needed to be issued prior to computer generated checks being generated and printed
- Manually generated checks, for invoices that have already been entered into the system. The invoices are selected and assigned a check number, and the system generates and prints the check
- Computer generated checks, are generated and printed at some regular interval based on demand and volume. (ie., weekly or bi-weekly). Invoices are selected to be paid, either by the system, or manually. The system then automatically generates the checks for each supplier.
- Computer generated ACH Direct Deposits, for selected Vendors.

This topic and function deals with the last 2 methods listed above, namely Computer Generated & Printed checks, and ACH Direct Deposits. Depending on the Bank Account selected, from the "Fast Button" frame, click the **Generate and Print Checks** push button, or the **Generate ACH Deposits** push button. The operator will be prompted as to whether they want to proceed or not.

Clear All Selections General Select for Payment		Print Pre-Check Writing Report	Generate and Print Checks				
Post ALL Checks Void ALL Generated Checks		Recover After Printer Failures	Print Manual/Prepay/Quick Register				
Or							
_							
Clear All Selections	General Select for Payment	Print Pre-Check Writing Repor	t Generate ACH Deposits				
Post ACH Deposits	Void ALL Generated ACH Pym	ts					

Some points to note when generating and printing A/P checks or generating ACH Direct Deposits:

- If a Vendor has it's status set to Hold All Payments, then a check will not be generated for that vendor.
- All the Vendor's Invoices that have been selected to be printed, either manually, or by the system, are grouped to be paid together. Only one check is printed or ACH Deposit generated for each Vendor.
- If the sum of all invoices selected to be printed is less than or equal to ZERO, then a payment is not generated.
- Checks are printed and Direct Deposits are generated for each Vendor. They are printed either sorted by the Vendor Code, or by the Vendor's Company Name, as determined by a property set in the <u>A/P Control Preferences</u> [477].
- Check numbers and ACH ID #s will be automatically assigned as determined from the designated Bank Account.
- Checks must be printed on custom printed forms. They can be printed on either tractor-feed multi-copy continuous forms or on single sheet laser printer forms, as determined by a property set in the <u>A/P Control Preferences</u> [477]. In each case, standard layouts are provided, however Sentinel Hill Software may be contracted to produce any type of customized variation.
- Checks are printed to the Series 5 Printer Queue that is selected from the Print Options screen. This will default to the Print Queue that is set in the selected Bank Account Code's <u>Check Printing Preferences</u> [445]. The checks will be printed to the selected queue, or archived, depending on the settings established using a configuration file entry variable named **XXXXX-AP-CHECK-Q**, where **XXXXX** is the particular Series 5 Company System. (*Refer to the tables found in the Appendix under the topic titled Printer Control Variables* [494]).

- Printed checks consist of of two sections; at the top of the check form a detailed remittance advice list is printed; at the bottom is the actual check. The remittance portion lists each voucher that is paid. Up to 15 vouchers may be detailed on each check form. If more that 15 items are listed, the additional items are printed on the next check form. The actual check face, is always printed on the last page of the check when more that 15 items are listed. Each of the check forms that are used just to list the items paid, and that do not have a check face printed, will be recorded as voided.
- Checks generated are recorded for payment on the Bank Account that has been selected in the Check Processing grid screen.
- The date printed on the check can be set to a number of different formats. The particular format is selected as an option in the selected Bank Account Code's <u>Check Printing Preferences</u> [445]. For Canadian users, the date may be printed as required by the 2008 legislation. (For Canadian checks to be correctly printed, the applicable check-box in the Check Printing Preferences must also be set).
- Once a check is generated, a check record is written, and it will be available for display in the check processing grid screen.

Check Alignment Form

To ensure that you have the forms mounted correctly, or the laser printer paper feeds set correctly, you may choose to have a Check Alignment Form printed. From the Check Processing screen's menu-bar click **File**, then **Print Check Alignment Form**.

- Canadian cheques should be printed using an 11-point Courier New font
- All other checks should be printed using a 12-point Courier New font

Generate and Print Checks - Options Screen

The following screen is displayed when generating and printing checks:

Generate and Print Computer Checks or ACH Deposits
Generate and Print Computer Lhecks for Selected Vendor Payables. For Bank CHASE written to JP MORGAN CHASE for G/L Cash Acct: 1075-001 JP Morgan Chase
Check Generation Properties Vendor Select Filters Print Options
Payments are generated, and recorded with dates specified. The Check Date will be used as the Ledger Date in the G/L system. You should NOT change the "Starting Check/ACH Number" as determined from the Bank Code's Properties.
Payment Date: Check Date: 10/08/10 10/08/10
Starting with Check #: 033573
ONLY Print Vendor Checks with \$ Value:
Next Cancel

When checks are printed, if archived, will be catalogued with a report name of **APCHECKS.CHQ**.

The following screen is displayed when generating payments for Direct Deposit:

enerate ACH Direct Deposits Upload file for Selected Vendors. or Bank JPACH written to JP MORGAN - ACH DIRECT DEPOSIT for G/L Cash Acct: 1050-002 Canadian Imperial					
ACH Generation Properties Vendo	r Select Filters Print Options				
Payments are generated, and recorded w G/L system. You should NOT change the	ith dates specified. The Check Date will be used a a "Starting Check/ACH Number" as determined fro	as the Ledger Date in the Im the Bank Code's Properties.			
Payment Date: 8/09/13	ACH Deposit Date:				
Starting with ACH ID #: 0000	24				
ONLY Generate ACH Deposi ONt Considered Greater Than C Less Than or Equal To	s with \$ Value:				
		2			

When ACH Direct Deposits are generated the associated Direct Deposit Notifications, if archived, will be catalogued with a report name of **ACHADVC9999999.LST**. where **999999** is the ACH Set Interchange number. For those Vendors that have requested that a Direct Deposit Notification be emailed, the file created is named **VVVVV_PayAdvice_999999.PDF** where **VVVVVV** is the Vendor Code, and **999999** is the ACH ID Number.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

 Generate and Print Checks or ACH Deposits Options Tab Screen - Field Definition

Payment Date

(mmddyy)

The Payment Date entered should be the same date that was used for the Cash Requirement report and/or the General Selection for Payment function. This will ensure that Valid Discounts are taken based on what was expected and listed on the Pre-Check Writing report.

0		(iiiiiddyy)
The bec	Check Date is is the date that is printed on the comes the Ledger Date for the G/L distributions t	checks. The Check Date also that are generated.
Sta	arting Check Number or ACH ID #	9(6)
Ch an der pro top	ecks are automatically assigned a Check Number ACH ID #. The number displayed, or entered, with posit that is generated. This starting number is d perties record that was specified on the Check F ic found under the chapter on <u>Bank Code Mainter</u>	er. ACH Direct Deposits are assi ill be assigned to the 1st check or defaulted from the Bank Code Processing grid screen. (Refer to enance 445) for further details).
	Match System → Form Check Numbers When generating and printing checks, prior to clicking th verify that the check number on the 1st check form, mate	he Next button on this screen, you shou ches the Starting Check Number preser
	In this field. If the Starting Check Number entered is greater than th Bank Code properties, then a Void Check record will be Bank Code's Next Check # and < the Starting Check N	e Next Check Number that is defined ir recorded for each check found that is > umber .
	L	
Pri	nt Checks or Generate ACH Deposits with \$	Value radio-buttons & \$ 999,
lf y val	our company has a policy in place whereby chec ue must be signed be hand, or by a specific indiv ken into sets. (Perhaps checks under a specific eck signing machine)	cks that are greater than a certain vidual, the printing of checks can l ed value can be passed through a
che		

Sample Oct Deposit Notifications - Sample

The following screen shot shows the information provided on the ACH Deposit Payment Advice form that is automatically emailed to the Vendor. (This is initially generated as an MS Word document with a company logo inserted in the header).

	Sentin Softw	iel Hill are Inc.					
						Monday Se	entember 09/201
			Pa	yment Adv	ice	monday, oc	Page 1
Т	0:						
	Vendor Name: Address:	FINNEL, CAROL 410 Cambie St. No Vancouver BC V7 Canada	orth 7∨8M8	Code: 000377			
P	avment Informatio	n:					
	Interchange #: ACH ID #:	45678916 000024	Payment Date: Method:	8/09/2013 ACH Direct De	eposit		
	Bank Transit ID: Bank Account:	123498765 xxxxx7890	Bank Name: Branch:	ROYAL BANK Vancouver, B	c c		
	Invoice #	Invoice Date	Voucher	Balance	Amount Paid	Discount	Net Amount .
	1212	0/09/1413	125064 TC	1,400.00 DTALS:	1,400.00 1,400.00	0.00 0.00	1,400.00 1,400.00

One of the features offered with the Series 5 system is the ability to define an MS Word Template that is used to configure each page of MS Word documents that are generated. You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks. The ACH Payment Notification is printed as an MS Word document, but saved as a PDF.

Word Templates for ACH Notifications

The ACH Notifications are output as MS Word documents, then converted to a PDF. You may define a page template to set up your company logo. Use MS Word to build your template. Make sure that the text of the information align correctly. (You should use a test form when constructing the template). The template must be stored on each user's PC, that will actually generate the invoices, in their C:\Documents and Settings\<PC UserName>\Application Data \Microsoft\Templates" directory.

Additionally, a variable must be added to the <u>Runtime Configuration file</u> that specifies the name of the template. It needs to be defined as follows:

MSWORD-AP-ACH-ADVC-SPECS LANDSCAPE "Arial" 10 Series5-AP-ACH-Advice.dotx

Contact your system or accounting manager to have this capability set up.

The Payment Advice notices may be automatically emailed to each supplier. The body of the email message, which you can edit to your likening, must be set up in a text file named AP_PymtAdvice_EmailMessage.TXT that must be located in the folder named Email-Templates found in the designated Company System's "Generated and Archived Reports" data directory. This file can be either a simple text file, or an HTML file and must not contain more that 8192 characters.

Within the body of the message file, you may include a number of pseudo variables that will be replaced with applicable text, associated to the information in the email and the recipient. The following variables may be used and replaced as follows:

%%RECIPIENT-NAME%%	Name of the person to whom the email it sent
%%RECIPIENT-EMAIL%%	The email address of the email recipient
%%COMPANY-CODE%%	The Series 5 assigned Vendor Code
%%COMPANY-NAME%%	The Vendor's Company Name
%%MY-STRING-1%%	Bank Transit Number
%%MY-STRING-2%%	Bank Account Number
%%MY-STRING-3%%	Name of the person receiving the email
%%MY-STRING-4%%	Name of the Bank
%%DOC-DATE-1%%	The Date of the Direct Deposit
%%DOC-NUMBER%%	The Series 5 assigned ACH ID # of the payment

Email Messages Text files

The email body text messages are stored in a sub-directory within the Company System's Reports directory, named **Email-Templates**. (The Company System's Reports directory is the one that is identified for each company using the Company Systems' Maintenance function).

6.4.13.6 De-Generate the Computer Generated Checks

Prior to the checks actually being posted, you realize that you should not have generated these checks, or that the wrong Check Date or Bank Account was specified, you may from the Operations drop-down menu, click **Undo Check Generation**. All the checks will be deleted, all the vendor invoices will be re-instated as open items waiting to be paid. *(This function only is applicable if none of the check forms were printed upon).*

The operator will be prompted as to whether they want to proceed or not.



Executing this function causes the following steps to be taken:

- Each check record is deleted from the system. They will be removed from the grid display.
- Any Invoices that were paid using the check will be re-instated as eligible items that are waiting to be selected to be paid at some time in the future.
- Once all the checks have been de-generated, the operator will be asked if the Starting Check Number that is kept in the Bank Account Codes properties record is to be reset back. If the actual check forms were not consumed or printed upon, you should probably with YES.
- The internal check generation batch record, not normally visible, is deleted.

De-Generate Check Generation Set Function - Options Screen

The following screen is displayed to select the set of checks that are to be de-generated:

🔲 De-Gene	rate ALL Checks for this Account		(
Un-Generati For Bank Co	e a Batch Set of previously Generated Unprinted Che ode CHASE written to PCA's JP Morgan Cha	cks. se for G/L Cash Account:	1103-001 Northern T	rust #2
	Select the Check Batch Set to be De-Generated: —			
	5 Checks Generated 3/02/09 @ 14:2	8:06 with Check #s 400001	400005 💌	
		OK Ca	ncel	
6.4.13.7 View pre-posted Check Details

One feature of the Check Processing grid screen is the ability to view a likeness of the A/P Check. Prior to checks being posted, double-click the row of interest, and the associated Check will be displayed in a screen.

The Bank Account, and corresponding Cash account used for payment is displayed, as well as a list of the Invoices that were paid.

	for Vendor: 019658	SENTINEL	HILL SOFTWAF	RE INC.	<u> </u>	
Computer	Check			B	econcilled: 9/27/05	
			Check #: 01!	9113 Ch	eck Date: 6/12/03	
PAY to the order of	SENTINEL HILL S 463 GORDON PL/ WEST VANCOUVI CANADA	OFTWARE II Ace Er, BC V7T 1	NC. R7		\$ 3,052.00	
ON: The Northern Trust Company Cash Acct: 1100-001 30177713 Northern Trust						
/oucher Invoice	e Inv Date	Orig Inv Amt	Gross Paid Di	scTaken [Disc Lost Net Amt Paid	
107679 00197	5/30/03	3,052.00	3,052.00		3,052.1	00
						_

6.4.13.8 Post Generated Checks

After the checks have been generated and printed, and everything when smooth, the checks must be posted. Click on the **Post ALL Checks** push button.

The operator will be prompted as to whether they want to proceed or not.



Posting causes the following steps to be taken:

- A check register will be generated and archived. It lists all the checks that are posted along with the invoices being paid. It also highlights any check that had an Payee or address that was different from the Vendor's Name or address.
- Check history records are written. These can be listed from the Vendor Inquiry function with the actual check being displayed
- The Vendor's Historic Invoice records are updated with the Check Date and Check Number
- If the option to have Check Reconciliation is enabled each check will be recorded to the Check Reconciliation file. It will be available to the reconciliation process
- The following distributions are generated:
 - > A Credit to the selected Bank's Cash account
 - > A Credit to the A/P Discount account
 - A Debit to Accounts Payable
- Vendor Statistics are updated. These include Purchases and Discounts Year-To-Date totals
- All vouchers that were paid in full are deleted from the A/P Open Items file

Posting Manuals, Prepaids and "Quick" Checks

When the Post All function is executed, all un-posted checks for the given Bank Cash account are posted. This includes any checks that are as a result of items being marked as Manually Paid, Prepaid Invoice and "Quick" Checks; and any checks that had been Voided.

If you wish to have a separate posting journal for the Manuals, Prepaids and "QuicK" Checks, prior to **Posting ALL Checks**, you could have selected the **Print Manual/Prepay/Quick Register** function.

The Check Register report, if archived, will be catalogued with a report name of **APCHECKyymm.REG**. where **yymm** is the date the report was generated.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

6.4.13.9 Void a Computer Check Run

Prior to the checks actually being posted, you realize that you should not have generated these checks, or that the wrong Check Date or Bank Account was specified, you may from the Operations drop-down menu, click **Void ALL Printed Checks** or click on the **Void ALL Generated Checks** push button found in the "Fast Buttons" Frame. All the checks will be deleted, all the vendor invoices will be re-instated as open items waiting to be paid. (*This function differs from the De-Generate Generated Checks function in that the check records are marked as being Voided*).

The operator will be prompted as to whether they want to proceed or not.

Voiding Generated Checks marks each one as Voided and resets the paid items as Selected-For-Payment again. These Check Numbers will not be assigned to new checks again. Are you sure you wish to proceed ?	SHSI Ser	ries V Accounts Payable 🛛 🔣
Yes No	?	Voiding Generated Checks marks each one as Voided and resets the paid items as Selected-For-Payment again. These Check Numbers will not be assigned to new checks again. Are you sure you wish to proceed ?

Executing this function causes the following steps to be taken:

- Each check record will be marked as being Voided. These Check Numbers cannot be used again. The corresponding check forms may never be used.
- Any Invoices that were paid using the check will be re-instated as eligible items that are waiting to be selected to be paid at some time in the future.

Screen Voiding an Entire Check Generation Set Function - Options Screen

The following screen is displayed to select the set of checks that are to be de-generated:

C Void AL	L Checks for th	is Account			
Void a Bati For Bank (ch Set of Generated Code CHASE wr	and Printed Checks. tten to PCA's JP Morgan Chase	for G/L Cash Account:	1103-001 Nort	hern Trust #2
	Select the Check	Batch Set to be Voided:			
	5 Check	s Generated 3/02/09 @ 14:28:06	with Check #s 400001 -	400005 💌	
			OK Car	ncel	

6.4.13.10 Recover from Printer Malfunction

When the checks were printed, if their was a malfunction with the printer, and some checks printed OK, but some checks got jammed and torn, you may deal with this situation. Click on the **Recover After Printer Failures** push button. This function provides the opportunity to specify the range of check numbers that printed OK, those that were destroyed that need to be voided, and those that did not make it through the printer at all. The system will post those that were good, void those that were destroyed, and clear those that are yet to be printed.

You can only executed this process before the checks are actually posted. The operator will be prompted as to whether they want to proceed or not.



Executing this function causes the following steps to be taken:

• The check records that printed OK will be posted.

- The range of check records that are to be voided are marked as being voided.
- The range of check records that had not yet printed, and fall within the range of checks to be cleared are deleted from the system. They will also be removed from the grid display.
- Any Invoices that were paid using the any check that was voided or cleared will be re-instated as eligible items that are waiting to be selected to be paid at some time in the future.
- Once all the checks have been de-generated, the operator will be asked if the Starting Check Number that is kept in the Bank Account Codes properties record is to be reset back. If the actual check forms were not consumed or printed upon, you should probably with YES.
- The internal check generation batch record, not normally visible, is deleted.

```
Recover from Printer Failure Function - Options Screen
```

The following screen is displayed to identify which checks printed OK, which ones got mangled, and which ones did not get printed at all:

🧧 Post, Void, Clear after a Printer Jam
Post, Void and Un-Generate Checks after a Printer Jam, (or any other reason). For Bank Code CHASE written to PCA's JP Morgan Chase for G/L Cash Account: 1103-001 Northern Trust #2
Select the Check Batch Set to be Dealt With:
5 Checks Generated 3/02/09 @ 14:28:06 with Check #s 400001 - 400005 Y
Checks to be Voided: Checks to be Cleared:
None From: 400003 None From: 400004 Image: Control of the second s
To: 400003
Reset the Next Check # to be assigned for this Bank Code ?

A Nice Example for the Peanut Gallery

As an example, consider the case if 200 checks were generated, (numbered from 101 to 300), and while printing, a paper jam occurred that resulted in some check forms being mangled.

Suppose the following:

- Checks numbered 101 to 211 printed OK
- Checks 211 to 214 got stuck in the printer, or printed misaligned
- Checks 215 to 300 did not print at all

The following options should be set in the screen that is presented:

- Under Checks to be Voided, click the Selected radio button, and enter a From/To range of 211 to 214
- Under Checks to be Cleared, click the Selected radio button, and enter a From/To range of 215 to 300

The system will perform the following steps:

- Checks 101 thru 210 will be posted
- Checks 211 thru 214 will be voided and associated invoices re-instated to be dealt with
- Checks 215 thru 300 will be deleted and associated invoices re-instated to be dealt
 with

Once the Recover process is finished, you must have all applicable Vendor Invoices re-selected to be paid, and repeat the **Generate and Print Checks** function.

Recover from Printer Failure Screen - Field Definitions

Select the Check Batch	drop-down list
When the Generate and Print Checks function is ex written that records the date, time and range of chec the need arises these are presented so that a partic Cleared or dealt with following a printer malfunction.	ecuted, a Check Batch Set record is ck numbers that were generated. If cular set of checks can be Voided,
Select the set of checks that are to be processed.	
Checks to be Voided	radio-buttons and 2 x 9(6)
Select the appropriate radio-button depending wheth be Voided or not. (In other words, if any check form Selected, and enter the range of checks that got ma	her or not any of the checks have to s cannot be used again, click angled and can't be used again).
Note that you have to edit the ending check 3 fi complain.	irst otherwise the system will
All the checks in the set up to the starting check to b	be voided will be posted.
Checks to be Cleared	radio-buttons and 2 x 9(6)
Select the appropriate radio-button depending wheth	her or not any of the checks did not

actually get printed. (In other words, if any check forms did not get printed upon, they can be used again, click Selected, and enter the range of checks that didn't get printed).

Reset the Next Check # to the Bank Code ?

check-box

If presented, you can have the system reset the Next Check Number to be assigned, to be the one that is available to be printed upon when regenerating the checks.

6.4.13.11 Print Manual/Prepaid Register

When A/P Transactions are entered as Prepaid Invoices with a designated check number, or when Quick Checks are entered, or when Open Items are marked as being Manually Paid, a record is written to the active check file. These checks are displayed, along with computer generated checks, in the Check Processing grid screen. Prior to generating or posting any computer generated checks, should you want to have a register generated for these checks, that is separate from the register that would list your computer generated checks, click the **Print Manual/Prepay/Quick Register** push-button. Any checks that are presented in the grid, except for computer generated ones, will be posted, deleted, and a register report generated and archived.

The operator will be prompted as to whether they want to proceed or not.



The Check Register report, if archived, will be catalogued with a report name of **APCHECKyymm.REG**. where **yymm** is the date the report was generated.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

6.4.14 Generate Fraud Interface File

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This Series 5 Accounts Payable operation's menu item offers the functionality to generate a file that can be sent to your bank providing a list of the valid checks that you have generated. This is commonly referred to as "Fraud Interface" file or a "Positive Pay" file.

The concept is that your financial institution has on file, a list of the valid checks that your company has issued. When a check is eventually cashed and processed by the bank, if the check is not listed on file, it will not be honored. (Note that your financial institution must support such capability and be able to accept the data file format that is produced).

The data formats currently supported include the following:

- Custom Layout for JP Morgan Chase
- Custom layout for Northern trust
- Tab-Delimited ASCII text
- MS Excel spreadsheet

The option, and associated properties, to have a Fraud Interface file generated are found in each of the Bank Account Codes that are defined in the Series 5 Accounts Payable system. (Refer to the topic titled Fraud Interface File 44) found within the chapter on Bank Account Codes Maintenance).

As an option, the generated file may be automatically emailed to the recipient defined as one of the properties in the Bank Code record. The body of this message, which you can edit to your likening, must be set up in a text file named **AP_PositivePay_EmailMessage.TXT** that must be located in the folder named **Email-Templates** found in the designated Company System's "Generated and Archived Reports" data directory. This file can be either a simple text file, or an HTML file and must not contain more that 8192 characters.

Within the body of the message file, you may include a number of pseudo variables that will be replaced with applicable text, associated to the information in the email and the recipient. The following variables may be used and replaced as follows:

Variable	String to be replaced with	
%%RECIPIENT-NAME%%	Name of the person to whom the email it sent	
%%RECIPIENT-EMAIL%%	The email address of the email recipient	
%%MY-STRING-1%%	The number of checks that are listed	
%%DOC-TYPE%%	The type of file sent. (ie., "Tab-Delimited ASCII" or "Sequential Data")	

Email Messages Text files

The email body text messages are stored in a sub-directory within the Company System's Reports directory, named **Email-Templates**. (The Company System's Reports directory is

the one that is identified for each company using the Company Systems' Maintenance function).

+ Accessing the Fraud Interface File Generation Function

From the A/P Main menu, select **Generate Fraud Interface File** from the **Operations** drop-down menu.

1	Operations	Reports	Codes Mainter	har
	New A/P Schedule Enter and	Transactio d Transact l Print a Qi	n Entry ion Entry uick Check	
	Electronic	Invoices i	Interface	0
	Change I	tem Due/D	isc Dates	
Mark Items Manually Paid			y Paid	
Purge Zero Balance Payables				
	Select Vo	uchers for	Payment	
	Defer Vou	uchers from	n Payment	ſ
	Payments	; & Check I	Processing	
	Generate	Fraud Int	erface File	
	Void a Po	sted Checl	VE	
1	and an added			

Fraud Interface Options - Screen

The options for generating the Fraud Interface file are defined with the following screen:

🗖 Generate Check Fraud Interface File				
Generate a "Positive Pay Fraud" Interface file to be transmitted to your Bank				
Fraud Interface Select/Send Options Positive Pau Output Options				
Select the Bank Account Code for which an Interface file for generated Checks is to be created.				
For Bank Account				
CHASE M PCA's JP Morgan Chase 189174971982				
Cash Account: 1103-001 Northern Trust #2 Output File Format: Custom - JP Morgan Chase				
For Checks Numbered:				
From: 1 All Between: 1/01/09 To: 400007 3/04/09				
Include Previously Interfaced Checks				
Have the Interface File Emailed to the designated Recipient				
Next Cancel				

Depending on the Bank Account that is selected, and the file type defined for that bank, the Positive Pay Output Options screen will be presented to have select output to a flat ASCII text file, or to the standard Accounts Payable Export files.

- Fraud Interface Options - Field Definit	ions
For Bank Account	X(6)
Enter the code for the particular Bank Accou generated for. Only the checks written agai	unt for which the Fraud Interface file is to be nst the select Bank will have a record written.
For Checks Numbered	9(6)
Enter the range of check numbers for which These will normally default to those that hav	a record is output to the Fraud Interface file. re not yet been output.
For Checks Dated	(mmddyy)

	Enter the date range of the checks for which a reco	rd is to be output
	Include Previously Interfaced Checks	check-box
	Normally you a given check would only be interface	d once. (The system flags the historic
	check records to indicate that they have been output	ut to a Fraud interface file). Set this
	check-box if you wish to have the checks output ag	allı.
	Email the generated file	check-box
	If you wish to have the system automatically email t	he file that is generated, set the
	check-box. The recipient's name and email addres	s must already have been set up in
	a file named AP Positive Pay EmailMessage tyt	that must be located in the folder
	named Email-Templates , (see above)	that must be located in the lolder
Ð	Fraud Output File - Select Screen	
Ð	Fraud Output File - Select Screen	

The options for generating the Fraud Interface file are defined with the following screen:

🔲 Generate Ch	eck Fraud Interface File
Generate a "Posi	tive Pay Fraud" Interface file to be transmitted to your Bank
Fraud Interfa	ce Select/Send Options Positive Pay Output Options
Select the Fol	der and Filename of the file that is to be generated.
- Output To: -	
<u>F</u> older:	C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\PCA
<u>F</u> ilename:	PPAY_BANK_090304_143332.TXT Browse
	Re-Create
	O Append

Depending on the Bank Account that is selected, and the file type defined for that bank, either the above Positive Pay Output Options screen will be presented, or the standard Accounts Payable Export File Options [91] screen.

X(90)
n the fields for selecting the folder and filena button to navigate to the folder where the file
o a spreadsheet, the Data Export Options ta be may be selected. (This could be a Tab- or it could be an Excel spreadsheet.)
X(32)
he system will default it to the following nam



When outputting the file for MS Excel, tab-delimited, or CSV formats the following columns are defined:

Column	Field	Format	
А	Bank Acct #	×(30)	
В	Check Number	999999	
С	Date	MM/DD/YYYY	
D	Vendor Code	X(6)	
E F	Payee Name Check Amount	X(40) -9,999,999.99	R
G	Ттх Туре	⊠(4)	

Sorthern Trust - Positive Pay Record Definition

When outputting the file for Northern Trust bank, the following 3 record layouts are used:

Series 5 Accounts Payable- User Help



JP Morgan Chase - Positive Pay Record Definition

When selecting to have the A/P Transactions interfaced from sequential file the following record layout defines the fields:



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6.4.15 Void a Posted Check

If for some reason after a check has been printed and posted, you realize that it was not correct, or you have put a stop payment on the check, you must select it and mark it Voided.

The Vendor Invoices that were paid on that check will be reinstated as Open Items, waiting to be either paid at some other time, or Zero Balance Purged.

The function to have a Check Voided is one that is associated to the Vendor Check History Inquiry application. As a convenience, it is offered as a menu item under the A/P's **Operations** drop-down menu. For a full description, refer to the topic titled <u>Voiding a Single</u> Check with found under the chapter on Vendor Account Inquiry we earlier in this documentation.

6.4.16 Check Reconciliation

This function is designed to assist with the task of bank statement reconciliation. All checks generated from the Accounts Payable system, including computer, manuals, prepaid and "Quick" checks, are recorded to the Check Reconciliation file. When the checks clear the bank, and are listed on the bank statement, they may then be marked as reconciled.

Some points to note when with respect to the Check Reconciliation process:

- When reconciling against the bank statement the Series 5 Accounts Payable system does not record any withdrawals ore deposits. Only checks can be reconciled.
- When checks are posted, an entry will be recorded in the Check Reconciliation system, only if the applicable option in the A/P Control Preferences is set. Refer to the topic titled <u>Check Printing and Posting Tab Screen</u> (477) found in the chapter on A/ P Control Preferences. If you wish to use the Reconciliation functions it must be enabled.
- If a non-reconciled posted check is voided in the system, it will be marked as being reconciled. The date will be set to the system date that the check was marked to be void.
- If a un-posted check is voided, the check is still written to the Check Reconciliation file. However, it will be recorded as a reconciled item using the system date that the posting process was executed as the reconciliation date.
- The steps involved to have the checks reconciled are as follows:
 - I. Identify the checks that are to be reconciled
 - II. Have them marked to be reconciled. (This can be accomplished by double clicking the entry in the grid screen that is presented, or set a specific set of display filters and using the Select All to be Reconciled function) Items that have been marked are indicated with a check-mark.
 - III.Select the function **Post Marked Checks Reconciled**. The system will read through the check reconcile file, and all items that are selected, will be marked as reconciled.



+ Accessing the A/P Check Processing Functions

From the A/P Main menu, select **Check Reconciliation** from the **Operations** dropdown menu.



6.4.16.1 Reconcile Control Properties

When reconciling checks against the bank statement for control and audit purposes, it is recommended that you tally a total of the checks that are listed on the bank statement. In the Series 5 system, record this control total along with the Bank Statement Ending Date, and the Reconciliation Date that you wish to flag the checks with.

These control parameters are entered on the Reconcile Control Properties screen. This information is also stored, and available for display, in the Bank Code properties. (Refer to the topic titled <u>Bank Codes Properties Screens</u> found under the chapter on Bank Account Codes).

The screen to record these totals is presented each time the function is selected. If there is a need to edit these control parameters, you may click the edit icon in the frame at the bottom right of the grid screen.



Reconcile Control Properties - Entry Screen

The following screen is displayed to have the control totals and dates entered:

Reconcile Control Properties
As determined from your Bank Statement for account: 189174971982 for your Checking account at: PCA's JP Morgan Chase
This account was last reconciled on 3/04/09
Total of Checks to be Reconciled: \$ 230,553.17
New Statement Ending Date: 10/31/08
Heconcile Date to be Assigned: 10/31/08
OK Cancel

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Reconcile Control Properties Screen - Field D	Definitions
Total \$ of Checks to be Reconciled	\$ 99,999,999.99
This is the sum of the checks that are listed on your as a control total to be used to compare it to the tota reconciled.	r bank statement. This total is used al of the checks that are marked as
New Statement Ending Date	(mmddyy)
The bank statement cut-off date. This is recorded f	or information purposes.
Reconciled Date to be Assigned	(mmddyy)
When a check is marked as being reconciled, the d the check. When generating a Reconciled Checks used as a selection filter.	ate entered here will be assigned to report, the Date Reconciled may be

6.4.16.2 Check Reconcile Grid Screen

Managing the reconciliation process is done using a Series 5 grid screen. All the functions related to marking checks reconciled, producing reports of Reconciled or Un-Reconciled items, and purging are presented as push buttons in the blue "Fast Buttons" frame.

🗖 M	P Check Red	oncili	ation										
File I	Reports View	Help											
A/F	Check Rec	oncilia	tion	Recon with th	cile Check e Reconcil	s written fro ion Date of	om your Bank Statement 10/31/08	as of 10/3 '	1708		Exit		
	Select All	To Be	Reconcile	d	Pri	nt Un-Re	conciled Checks Rep	oort	Se	et Display/Seled	ct Filters	In	port
	Clear All	Selecte	ed Checks		P	rint Reco	nciled Checks Repo	rt	Post N	Marked Checks	Reconciled	P	urge
Bank G/L C	Account: CH Cash Account:	IASE 1103-	189 PC4 001 North)174971 : ('s JP Mor iern Tru s	982 gan Chase st #2	•	Show: Un Go T	reconciled Ch o Check #:	necks 🔽	List by: Check	# 💙	M (19) (19)	Refresh
Rec	Check #	Туре	Date	Check	Amount	Vendor	Company Name			Payee (If diffe	erent)		Rec Date
	200030	Manl	5/08/07	\$	8,001.00	019658	SENTINEL HILL SOFT	WARE INC.					
Image: A start of the start	200031	Manl	5/08/07	\$1,00	01,000.00	019658	SENTINEL HILL SOFT	WARE INC.					
 Image: A set of the set of the	200033	Manl	5/08/07	\$ 99	9,900.00	019658	SENTINEL HILL SOFT	WARE INC.					
 Image: A set of the set of the	200034	Manl	5/08/07	\$	600.00	019658	SENTINEL HILL SOFT	WARE INC.					
 Image: A set of the set of the	200035	Quik	6/28/07	\$	43.00	019658	SENTINEL HILL SOFT	WARE INC.			A.		ź
 Image: A set of the set of the	200037	Quik	8/07/07	\$	4,000.00	020723	11TH ICAAR						
	200038	Quik	8/07/07	\$	8.00	020377	15TH SOLID WASTE	CONFERENC	E				
	200039	Manl	8/07/07	\$	20.00	018799	VILLAGE OF SKOKIE (ATTN: CASH	IER)	VILLAGE OF	SKOKIE		
	400000	Manl	2/18/09	\$	200.00	019658	SENTINEL HILL SOFT	WARE INC.					÷
	400001	Comp	3/02/09	\$	5,000.00	015744	PUBLICATIONS & CON	IMUNICATIO	INS				
	400002	Comp	3/02/09	\$	261.21	018580	CDW COMPUTER CE	NTERS, INC.					
	400003	Comp	3/02/09	\$	100.00	019658	SENTINEL HILL SOFT	WARE INC.					
	400004	Comp	3/02/09	\$	462.20	021859	GUERNSEY OFFICE F	RODUCTS					-
	400005	Comp	3/02/09	\$	55.44	022431	GARVEY'S OFFICE PF	ODUCTS					
1.	323 Unrec 5 Marke 0 Rec	onciled d to R onciled	Checks econcile Checks	#'ed 00 #'ed 20 #'ed	0 4620 to 1 00031 to 3 to	640600 200037 dated	dated 11/13/85 thru dated 5/08/07 thru thru	3/02/09 8/07/07	for: \$ [for: \$ [for: \$ [2,922,607.13] 2,005,543.00] 0.00]	Reconcile Staten	Control: nent Total: \$[230,553.17] 74,989.83C]
Check	s are listed	by Che	ck #.				Search:		fa	or:			

The "Fast Buttons" frame provides the push buttons functions to have 1099 vendors previewed, the forms printed, the vendors totals recomputed, and the totals cleared for next year processing. When invoked, any given function will only apply to checks for the designated Bank Account Code.

"Fa	ast Buttons"
Select All to be Reconciled	All Un-Reconciled checks matching the existing Display/Selection filters will be automatically marked as being selected to be reconciled.
Clear All Selected Checks	All checks flagged as selected to be reconciled, matching the existing Display/ Selection filters, will be automatically marked as not being reconciled.
Print Un-Reconciled Checks Report	Generate a report listing all checks that have not yet been reconciled.
Print Reconciled Checks Report	Generate a report listing all checks that have been reconciled
Set Display/Select Filters	To limit the list of items displayed by setting a number of different filters of

	related fields.
Post Marked Checks Reconciled	Once all applicable checks have been marked selected to be reconciled, to actually have them reconciled, execute this function.
Import	Reserved for a future enhancement.
Purge	All Reconciled checks, matching the Selection filters that will be presented, will be deleted from the system. (You typically would not need to execute this function unless there was a shortage of disc space on your system)

Han	dling Multiple Checking Cash Accounts	
The re you m availa Accor	reconciliation process is performed on one Bank Account at a time. From nust initially select the Bank Account for the Checking account to be recon able functions and reports act ONLY on those checks associated to the punt.	the grid screen, ciled. All select Bank
	Bank Account: CHASE AM Checking PCA's JP Morgan Chase	
	G/L Cash Account: 1103-001 Northern Trust #2	

Some of the special features of this Check Reconciliation grid are as follows:

Г

Select to have either already	Show: Unreconciled Checks
Reconciled Check or Un-	Unreconciled Checks
Reconciled Checks listed in the	Reconciled Checks
grid display. (or Both)	Both
The option to List By provides the option to list checks either by Check Number, Vendor Code or Check Date. This will be useful so as to have checks listed in the order that they are listed on the bank statement.	List by: Check # Check # Vendor Code & Check Date

If any specific row is right- clicked, a pop-up menu is displayed. A number of functions may be performed associated to the the given Check.	18/09 \$ 200.00 019658 SENTINEL HILL SI 02/09 \$ 5 000 00 015744 PUBLICATIONS & 02/09 Mark Check Reconciled PUTER 02/09 Mark Check Questionable PUTER 02/09 Un-Mark Check 7 OFFIC 02/09 Show Items Paid by this Check 0 OFFIC 02/09 Show Items Paid by this Check 0 OFFIC 02/09 Mark Check 0 OFFIC 02/09 Show Items Paid by this Check 0 OFFIC
 When a check is marked selected to be reconciled, a check mark will be displayed in the 1st column. To easily select or de-select a check, just double-click at any point within its row. 	Rec Check # 200030 ✓ ✓ 200031 ✓ 200033 ✓ 200034 ✓ 200035

- Functions available for Manipulating Reconciliation Entries

From the drop-down menu presented on any check, the following functions are available:

Function	Description
Mark Check Reconciled	Select to have the given check reconciled.
Mark Check Questionable	If the amount for the given check does not match that on the bank statement, you may flag the check as questionable. This item will not be reconcile.
Un-Mark Check as Reconciled	Clear the flag that would select the given check as reconciled.
Show Check Details	Display a window showing the original A/P check information.

6.4.16.3 Grid Display Filters

To limit the checks that are to be displayed or processed with any of the grid functions, the following screen is displayed to offer a number of different filters:

Set Check Reconciliation Display Filters Set Selection Filters for items to be Displayed and/or Selected Display Filters Specify selection options to determine the items that will be displayed.
Check Number(s): With Checks Dated: O All O All O Selected Inclusive Include only the following Check Type(s): With Date Reconciled:
Computer Checks Value Checks Voided Checks Voided Checks
Include only Documents for: Vendor: Image: Construction of the selection process. (Fields left blank are NOT considered in the selection process.)
OK Cancel

The preview report generated, if archived, will be catalogued with a report name of **1099PREVIEW.RPT**.

The actual forms generated, if archived, will be catalogued with a report name of **MISC_1099S.RPT, DIV_1099S.STM**, or **INT_1099S.STM**.

Grid Display Filters Screen - Field Definition	
Check Numbers	radio-buttons and 9(6)
Select to have All checks or a range of checks disp starting/ending check numbers.	layed. If a range is selected, enter the
With Checks Dates	radio-buttons and (mmddyy)

With Date Reconciled	radio-buttons and (mmddyy)		
Applicable only when displaying or processing check records that have already been reconciled. The Date Reconciled is tested to the settings selected.			
Check Types to be included	check-boxes		
Check those types of checks that are to be selected.			
Including items for Vendor	X(6)		
To have only those reconciliation records for a particular Vendor listed or processed, enter that Vendor Code. (Leave the field blank to display items for all Vendors).			

6.4.16.4 Reconcile Checks Reports

Depending on the function selected, a report will be generated to list all the checks already reconciled, or all the checks that have not yet been reconciled. In either case, only those checks that satisfy the specified filters will be listed in the reports.

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-Reconciled Checks Report		
Peport: APUNRECCHK.RPT Print the Un-Reconcilled Check Report		
Report Options Print Options		
Specify selection options to determine the items that will be included on this report.		
For Bank Account: Chase Checks Sorted by: CHASE 189174971982 Check # Cash Account: 1103-001 Northern Trust #2		
Check Number(s): All Selected With Checks Dated: All Inclusive Between: 1/01/75 2/29/04		
Include only the following Check Type(s): With Date Reconciled: ✓ Computer Checks ✓ "Quick" Checks ✓ Manual Checks ✓ Inclusive ✓ Prepaid Checks ✓		
Voided Checks		
Include only Documents for: Vendor: Image: Construction process. (Fields left blank are NOT considered in the selection process.)		
Next		

The Un-Reconciled report generated, if archived, will be catalogued with a report name of **APUNRECCHK.RPT**.

The Reconciled report generated, if archived, will be catalogued with a report name of **APCHECKREC.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Reconciled Check History Purge Screen - Field Definition		
For Bank Account	X(6)	
Select the Bank Account for which associated checks are listed.		

Checks Sorted By	drop-down list		
Checks may be reported sorted by Check Number, Check Date or Vendor Code.			
Check Numbers radio-buttons and 9(6)			
Select to have All checks or a range of checks reports starting/ending check numbers.	brted. If a range is selected, enter the		
With Checks Dates	radio-buttons and (mmddyy)		
Select to have All checks regardless of Check Date, or only those for a given date range reported. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.			
With Date Reconciled	radio-buttons and (mmddyy)		
Select to have All checks reported regardless of the date they were reconciled, or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates.			
Check Types to be included	check-boxes		
Check those types of checks that are to be selected.			
Including items for Vendor	X(6)		
To have only those reconciliation records for a parti	cular Vendor listed enter that Vendor		

6.4.16.5 Check Reconcile Purge

This function provides a means to have your historic check reconciliation file purged. You should probably keep the history for as long as possible. However should you choose to purge this data, a number of different filters may be specified. Only those checks that have been reconciled and that satisfy the specified filters will be deleted from the system.

urge Options	
urging Check Reconciliation records DOES NOT affec	x the ability to view Check History from the Vendor Inquiry function. 👔
For Bank Account:	
CHASE M PCA's JP Morgan Chas	se
Cash Account: 1103-001 Northern Trust #2	2
Check Number(s):	With Checks Dated:
All Selected	○ All Between: 1/01/75 ○ Inclusive 2/29/04
Include only the following Check Type(s):	With Date Reconciled:
Computer Checks V "Quick" Checks	
Manual Checks	O Inclusive
Voided Checks	
Include only Documents for:	
Vendor:	
(Fields left blank are NOT considered in the selection) process.)

- Reconciled Check History Purge Screen - Field Definition

For Bank Account	X(6)		
Select the Bank Account for which associated reconciled checks are to be purged.			
Check Numbers radio-buttons and 9(6)			
Select to have All checks or a range of checks purged. If a range is selected, enter the starting/ending check numbers.			
With Checks Dates	radio-buttons and (mmddyy)		
Select to have All checks regardless of Check Date, or only those for a given date range purged. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.			

With Date Reconciled	radio-buttons and (mmddyy)		
Select to have All checks purged regardless of the date they were reconciled, or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates.			
Check Types to be included	check-boxes		
Check those types of checks that are to be selected.			
Including items for Vendor	X(6)		
To have only those reconciliation records for a particular Vendor purged, enter that Vendor Code. (Leave the field blank to display items for all Vendors).			

6.4.17 Export A/P Distributions

This function is provided so that A/P Distributions may be exported to either an MS Excel spreadsheet, or a tab-delimited text file. These files might then be interface to another third-party General Ledger system, or to a Series 5 General Ledger system at perhaps the head office.

The function to have the A/P Distributions exported is one that is associated to the A/P Distributions Inquiry application. As a convenience, it is offered as a menu item under the A/P's **Operations** drop-down menu. For a full description, refer to the topic titled <u>Distributions</u> Export [19] found under the chapter on <u>A/P Distributions Inquiry</u> [19] earlier in this documentation

6.4.18 Bulk Vendor Email Generator

The Series 5 system has as an integrated function, the ability to directly send emails. This function provides an easy way to send an email to all, or filtered sets of the Accounts Payable Vendors.

You might need to send an email advising them of a change in address or phone number, of new payment policies, or perhaps let them know the name of the new payables clerk. Some

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would call it spamming, but in this case it would really be just keeping in touch with your suppliers.

Some points to note when generating Bulk Email:

- You can select which Vendors are to be emailed using a number of different selection criteria. These include Total \$ amount payable, total Purchases made from them, if they are 1099 vendors, or even if you have received an invoice from them within a certain time frame
- Further Vendor filters may be specified when presented with the standard <u>Vendor</u> <u>Select Filters</u> screen. This allows you to select specific ranges of vendors, vendor types, and a variety of other criteria used as filters for selecting the vendors that are to be included.
- The message could be one that is entered consisting of up to 8,000 characters of text, or it may be loaded from a text file that is located on your system.
- Up to 3 different attachments can be selected to be sent with the email
- The email address is obtained from the one that is defined in the Vendor's properties
- Within the body of the message a number of different pseudo variables may be embedded. When the message is sent, these will be replaced with the applicable text obtained from the Vendor's record

Accessing the Bulk Email Generator

From the A/P Main menu, select **Bulk Email Generator** from the **Operations** dropdown menu.



Bulk Email Vendor Filter Options - Screen

The filters that may be set for selecting specific Vendors are defined with the following screen:

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🗖 Generate Bulk Vendor Emails	
Send email to Vendors	
Activity Filters Vendor Select Email Message	
Select Vendors' activity filters.	
With Vendor Account Balances: Not Considered Greater Than Less Than or Equal To	With Invoices: Not Considered Not Received Received
With Purchases: Not Considered Year-To-Date Last Year Life-To-Date	With 1009 Year-To-Date: Not Considered Greater Than Less Than or Equal To
With Discounts Given: Not Considered Year-To-Date Life-To-Date Life-To-Date	Giving Discounts %: Not Considered Greater Than Less Than or Equal To
	Next Cancel

- Bulk Email Vendor Filters Screen - Field Definitions

Vendor Account Balance \$ Amount	radio-buttons		
To select only those Vendors whose Accounts Payable to amount falls within a particular range, click the desired compare function and enter the amount to be compared with.	 Not Considered Greater Than 		
	Less Than or Equal		
Accumulated Purchases \$ Amount	radio-buttons		
To select only those Vendors from whose total \$ Purchased amounts for a given period falls within a particular range, click the desired Period, and compare function, and enter the amount to be	 Not Considered Year-To-Date Last Year 		

	compared with.	0	Life-To-Date
	Accumulated Discounts Given \$ Amount		radio-buttons
	To select only those Vendors who have given total \$		
	Discount amounts for a given period that falls within a particular range, click the desired Period, and	۲	Not Considered
		0	Year-To-Date
	compared with	0	Last Year
		0	Life-To-Date
	Date of Last Invoice		radio-buttons and (mmddyy)
	To select only those Vendors that you have, or have		
	not, received an Invoice from relative to a particular	۲	Not Considered
	date, click the appropriate button, and enter the date	0	Not Received
	to be tested against.	0	Received
	Accumulated 1099 \$ Amount		radio-buttons and (mmddyy)
	To select only those 1099 Vendors that you have		
	whose total \$ Purchased amounts for the reporting	۲	Not Considered
	year fails within a particular range, click the desired	0	Greater Than
	compared with.	0	Less Than or Equal
	' 		
	Vendor Discount %		radio-buttons and (mmddyy)
	To select only those Vendors who always offer early		
	payment discounts relative to a particular percentage,	۲	Not Considered
	amount to be compared with	0	Greater Than
		0	Less Than or Equal

Bulk Email Message - Screen

The message, and any attachments, is entered and/or specified with the following screen:

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Send email to Vendors
Activity Filters Vendor Select Email Message
Send the following email to the selected individuals.
Subject: A message from Sentinel Hill Software Inc.
Enter Message
Just a friendly message to say hello.
D:\Sentinel Hill\Customers\Proposal Aug 17 2006 doc.
Browse 2
Browse 3
K Back Send the Emails Cancel
45

Message Pseudo Variables

The body of the text message to be emailed may contain a number of different pseudo variables. When the message is sent, they are replaced with the applicable text as derived from the Vendor properties record. The following variables are available:

The filters that may be set for selecting specific Vendors are defined with the following screen:

Variable	Description	Size
%%VENDOR-CODE%%	Code assigned to the Vendor	X(6)
%%VENDOR-NAME%%	Vendor's Company Name	X(40)
%%CONTACT-1-NAME%%	The vendor's Contact 1 full name	X(30)
%%ADDRESS-LINE-1%%	Address line 1	X(40)
%%ADDRESS-LINE-2%%	Address line 2	X(40)

Variable	Description	Size
%%ADDRESS-LINE-3%%	Address line 3	X(40)
%%ADDRESS-LINE-4%%	Address line 4	X(40)
%%VENDOR-CITY-STATE%%	City, State on file for the vendor	X(15), X(5)
%%VENDOR-PHONE%%	Vendor's Phone #	X(20)
%%VENDOR-FAX%%	Vendor's FAX #	X(20)
%%VENDOR-EMAIL%%	Vendor's Email Address	X(40)
%%VENDOR-ID%%	Vendor's Federal ID Number	X(12)
%%REMIT-COMPANY%%	Vendors Remit-To Company Name	X(40)
%%REMIT-ADDRESS-1%%	Vendors Remit-To Address line 1	X(40)
%%REMIT-ADDRESS-2%%	Vendors Remit-To Address line 2	X(40)
%%REMIT-ADDRESS-3%%	Vendors Remit-To Address line 3	X(40)
%%REMIT-ADDRESS-4%%	Vendors Remit-To Address line 4	X(40)

- Bulk Email Message Screen - Field Definitions

Subject	X(100)			
This will be the Subject of the emails that are sent out.				
Message Source	radio-buttons			
Select whether the message is to be keyed in, or to be loaded from an already existing text file.				
Message Text File Folder and Filename	X(70) & X(40)			
If the text of the message is to be loaded from an existing text file, enter the path and the filename of the file. Click on the Browse button to locate the desired file.				
Message Text	X(8192)			
Enter the text of the email to send. The message may contain pseudo variables that will be replaced with applicable text when the messages are sent for each Vendor.				
Attachments	X(32)			
Enter the full path to any attachments that are to accompany the emails that are generated. Click on the Browse buttons to locate the desired file(s).				

6.4.19 Generate 1099 Forms

This menu function is used to generate and print the Federal 1099 forms that must be submitted to the Internal Revenue Service. Each of the 1099-MISC, 1099-DIV and 1099-INT types of forms may be generated.

A 1099 form is printed for those Vendors that have a 1099 Category defined as one of their properties. Only those Vendors so marked, will have a 1099 printed for them.

In the United States, federal 1099 forms must be printed and filed. They are printed for individuals who receive compensation, but who are not employees. The Vendor's name, address and Federal ID number, retrieved from the vendor's record, are printed on each form, along with the total dollar amount of payments made to them in the course of the year. The original, (Copy A), is sent to the IRS; Copy B is sent to the vendor; and Copy C is to be kept for your files. The last copy is sent to the state.

Depending on the type of 1099 form that is to be printed, and to which box on the form the vendor's total \$ amount is to be placed, the correct Type of 1099 form must be defined in the Vendor's properties.

Form	Description	\$ Amount Printed in		
1099-MISC	Non Employee Compensation	Box 7		
1099-MISC	Rents and Services	Box 1		
1099-MISC	Royalties	Box 2		
1099-MISC	Other Incomes	Box 3		
1099-MISC	Substitute Payments	Box 8		
1099-DIV	Dividends	Boxes 1a and 1b		
1099-DIV	Capital Gains	Boxes 1a and 1c		
1099-DIV	Return of Capital	Boxes 1a and 1d		
1099-DIV	Expenses of Investment	Boxes 1a and 1e		
1099-INT	Interest Paid	Box 1		

1099 defined in the Vendor Properties

Following is a screen shot of the fields defining the 1099 type, and reporting \$ and year:

1099 Form and Amount Typ	De: 1099-MISC - Non Employee Compensation (Box 7)
Accumulated Purchases:	\$ 13,000.00 for the Reporting Year: 2006
(Purcha	ases in the next year not included above: \$)

In the Series 5 Accounts Payable system as Invoices are paid, for those suppliers that are flagged as 1099 Vendors, an accumulated total is updated. This is the amount that is printed in the applicable box on the 1099 forms.

When it comes time to process and print the 1099 forms, the following steps should be taken:

- **1.** From the A/P Operations drop-down menu, select the **Generate 1099 Forms** function.
- 2. To get a working list of those Vendors that have been flagged for 1099s, and see the respective amounts that have accumulated, click on the **Build Preview List** push button.
- **3.** At this point you can review the Vendors, and see the amounts, either from the grid display, or by printing a Preview Report.
- **4.** From the grid, right-click a particular row for a given Vendor to display a pop-up menu from which a number of functions may be done. In particular, you may jump control to the Vendor Maintenance screens, to change, or clear the 1099 types.
- **5.** If you have identified any Vendors that have not been flagged for 1099, use the Vendor Maintenance function to identify the type of 1099 to be printed, for those vendors.
- 6. You may then from the 1099 Processing Grid, click on the **Recompute Vendor Totals** push button, and all payments made for all Vendors marked for 1099, will be re-tallied. The Processing Grid items will be updated accordingly.
- 7. Once you are happy that all Vendors have been identified, and the Totals computed, then click on the Print 1099 Forms push button. You may print this output on normal paper, or standard 1099 forms. Either way, you may print and re-print any number of times.
- 8. After the final 1099 forms have been printed, the totals that kept for each Vendor must be cleared, and any amounts accumulated to date, are shift into the current year's total field. As well, the current Reporting Year field is set to the next year in each Vendor record. Click on the Year-End Clear push button to accomplish this.

Managing the printing of the 1099 printing forms is done using a Series 5 grid screen. All the functions related to dealing with 1099s are presented as push buttons in the blue "Fast Buttons" frame.

1099 Processing Grid

🔚 1099 Processing								
File View	Help							
Print 1099 Forms Preview and Print 1099 Forms for applicable Vendors.								
Build Preview List Print Preview Report Print 1099 Forms Year-End Clear Recompute Vendor Totals			ls					
List by: Vendor Code 🗸 Go To Vendor with Code: 🛛 🗸 👘 👘 🕅 Refresh								
Code	Supplier Company Name	City	State	e 1099 Type			\$ 1099 Total	Status
000273	RUNESTAD, JAY A.	BOONE	IA	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	
000637	PANARESE, WILLIAM C.	GLENVIEW	IL	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	-
005089	SHULDES, ROBERT	BARRINGTO	DN IL	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	3,900.00	
005139	ZURICH, THOMAS	EVANSTON	IL	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	
005142	PIEPER, DARRELL R.	SISTERS	OR	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	
005161	HAUGHTON, SHARLINE R.	EVANSTON		N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	ź
005223	HAWKINS, GARTH J, P.E.	WOODBURY	Y TN	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	13,928.90	
010877	Garrett, Hoke M	Santa Rosa	CA	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	13,000.00	-
011747	Renier, EJ 🎋	Eden Prairie	MN	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	
012214	Woods, Jerry	Clinton	IA	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	÷
012619	Orr, Arden S			N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	
012798	Nichols, Charles	Kansas City	мо	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	
012822	R.L. Baker Co.	Hartsdale	N.Y.	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	
012912	Pierson, C U	Savannah	GA.	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	
012963	Goodwin, Stanley	Arlington Hei	ghts IL	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	
013070	Lucas, Richard H	Evanston	IL	N 1099-MISC -	Non Employee Compe	nsation (Box 7)	0.00	
164 Vendors on file for 1099s. # of Vendors: 164 1099-MISC 0.1099-MISC		Total	^D aid: 379,501.04	# to be Reported v 34 for a tota 0 for a tota	with Amounts >=	\$ 600 .574.60		
0 1099-INT \$			\$	0.00	0 for a tota	lof: \$	0.00	
Vendors are listed by Code. Search: for:								

The "Fast Buttons" frame provides the push buttons functions to have 1099 vendors previewed, the forms printed, the vendors totals recomputed, and the totals cleared for next year processing:

"Fast Buttons"		
Build Preview List	The system will read through the Vendor file, and extract those vendors that have been flagged to receive a 1099 form. A "Preview" record is generated holding the company name and the Year-to-Date total charges that have been paid out.	
Print Preview Report	This function generates a report listing each vendor with their respective amounts that will be reported.	
Print 1099 Forms	This function generates and prints the	
	1099 forms	
-------------------------	---	
Year-End Close	After the final 1099 forms have been printed, the totals that kept for each Vendor must be cleared, and any amounts accumulated to date, are shift into the current year's total field. As well, the current Reporting Year field is set to the next year in each Vendor record.	
Recompute Vendor Totals	In the event you had overlooked selecting a particular Vendor as requiring a 1099, or having one that should not, you can edit the Vendor properties. After which, select this function to have the system read through all the invoices that were paid for the year, and accumulate the \$ amount that should be reported. (Clicking this button is the same as selecting <u>Recalc</u> <u>Vendor 1099 Totals</u> [334] from the Operations drop-down menu on the A/P Menu screen)	

Select the Build Preview List push button First

Every year when you are about to have the 1099 forms printed, YOU MUST FIRST SELECT THE BUILD PREVIEW LIST FUNCTION SO THAT ANY NEW VENDORS THAT WERE ADDED DURING THE YEAR WILL BE INCLUDED.

Some of the special features of this 1099 Processing grid are as follows:

The option to List By provides	List by: Vendor Name
the option to list Vendors either	Vendor Code
by Vendor Code or Vendor	Vendor Name
Name, or the type of 1099 Code	Code 1099 Code Type Na
defined for them.	01.7449 M K Hurd
If any specific row is right- clicked, a pop-up menu is displayed. A number of	

functions may be performed	uen, nich	AND C.	CULUMBIA	MD	N
associated to the the given	ELLY PHOT	OGRAPHY	EVANSTON	IL	N
Vendor.	TRACY M.	Ing	uire Vendor's History	- <u>''</u>	N
	R, F. MACGR	EGOR Edit	this Vendor Record)O	N
	R <mark>, F. McGRE</mark>	GOR Unn	hark as a 1099 Vendor	_	N
	E, CLYDE W.	Def	r Printing Vendor's 1099	\$ X	N
	HN R. RICH	ARDS, Re-	Enable this 1099 to Print	IC	N
	IY, BARBAR	A	EVANSTUN	ΠĹ	N
	, MARK		HOUSTON	ΤX	N
	la. Sam	_	Hammond	IN	N
The \$ 1099 Total amounts may be edited directly on the grid screen. The accumulated total for the Vendor, within the Vendor properties record, will be update accordingly. Note that if the Recompute Vendor Totals function is re-executed, any totals that are edited in this manner will be lost.	x 7) x 7) x 7) x 7) x 7) x 7) x 7) x 7)	1099 Tota 0.00 3,900.00 0.00 0.00 1044 13,928.90 13,000.00	Status) -) -) -) -) -) -) -) -) -) -) -) -) -) -		

- 1099 Functions available for Manipulating the Vendor

Function	Description
Inquire on Vendor's History	Transfers control to the Vendor Account Inquiry function. The vendors invoice history records may be viewed.
Edit the Vendor's Properties	Transfer control to the Vendor Codes Maintenance function. The Vendors address and/or 1099 properties could be edited if so required.
Un-mark Vendor as a 1099	The 1099 Category for the selected Vendor will be cleared. Also, it's Year-to-Date totals are zeroed out.
Defer Printing this Vendor's 1099	If you don't want to have a 1099 printed for this vendor, at least just at the moment, this function will defer it from being printed.
Re-enable Printing this Vendor's 1099	If you changed your mind, and you do want a 1099, this function clears the Defer status.

1099 Printing - Options Tab Screen

The following screen is displayed to offer reporting options for generating the 1099 preview report and/or the forms:

Print 1099 Forms
Report: MISC_1099S.STM Print the Vendor 1099 Forms
1099 Form Select Vendor Select Filters Print Options
Specify selection options to determine the items that will be included on this report.
1099 Year to be Reported: 2008 🗸
Form Type: 1099-MISC (Miscellaneous)
Minimum 1099 Value to be Reported: \$ 600
Vendors Sorted by: Vendor Name
Mark 1099 preview records as "Printed" (so they will not print again) ?
Next Cancel

1099 Forms

To determine the correct form to be used, contact your local IRS office of the Department of Treasury. These forms are available from a number of different suppliers.

The Series 5 system must have a Printer Queue set up that has the following settings:

Enter the Printer Queue Code, and it's description along with specific properties you wish to be assigned when chosen for reports that are generated. The Queue Code M-U-S-T be defined in the Series V Configuration file. Printer Queue Code: 1099FORMS P SPDOLER Lookup Sequence: Description: For 1099 2/page forms Printer Open Options: Lookup Sequence: Captured Windows Printer: Image: Security of the Page Page and Format Options: Image: Security of the Page Page and Format Options: Image: Physical (Establish Lines/Inch); Bight: 0.00 + Bottom; Printer Control Form #: 0 Printer Control Form #: 0 Update Cancel	Printer Queue: 1099EODMS	Madiiu the Properties of
Enter the Printer Queue Code, and it's description along with specific properties you wish to be assigned when chosen for reports that are generated. The Queue Code M-U-S-T be defined in the Series V Configuration file. Printer Queue Code: 1099F0RMS P SPD0LER Description: For 1099 2/page forms .Ceatured Windows Printer: Lookup Sequence: 100 .Ceatured Windows Printer: Lookup Sequence: 100 .Ceatured Windows Printer: Blank Page at Start of Report .Captured Windows Printer: Blank Page at Start of Report .Cuput System Generated Title Page Page and Format Options: .Lines-Per-Page Override: 	rintei Queue. Tussrunma	
Printer Queue Code: 1099FORMS P SPODLER Lookup Sequence: 100 ÷ Description: For 1099 2/page forms Lookup Sequence: 100 ÷ Printer Open Options: Captured Windows Printer: Image: Blank Page at Start of Report Cuput System Generated Title Page Page and Format Options: Image: Blank Page at Start of Report Output System Generated Title Page Page and Format Options: Image: Image: Physical (Establish Lines/Inch): 60 (Set to ZERO for the the Printer's default) Units: Inches Image: Im	Enter the Printer Queue Code, and it's descriptio when chosen for reports that are generated. Th	n along with specific properties you wish to be assigned e Queue Code M-U-S-T be defined in the Series V Configuration file.
Description: For 1099 2/page forms! Lookup Sequence: 100 c Printer Open Options: Leave ZERD if printer not to be listed Captured Windows Printer: Image: Imag	Printer Queue Code: 1099FORMS -P SPOOLER	
Printer Open Options: Blank Page at Start of Repot Output System Generated Title Page Page and Format Options: Dutput System Generated Title Page Margins: Use Printer's Defaults Lines-Per-Page Override: Units: Inches Physical (Establish Lines/Inch): GO (Set to ZERO for the the Printer's default) Left: 0.50 Top: 0.50 Font: Select a System Font Printer Control Form #: 0 System Font: Courier New (11 point Fixed)	Description: For 1099 2/page	iorms Lookup Sequence: 100 ÷ (Leave ZER0 if printer not to be listed)
Captured Windows Printer:	Printer Open Options:	
Page and Format Options: Margins: Use Printer's Defaults Units: Inches Left: 0.50 + Printer Control Form #: 0 Lines Control Form #: Lines System Font: Control Form #: 0	Captured Windows Printer:	and 🔽 Blank Page at Start of Report
Page and Format Options: Margins: Use Printer's Defaults Units: Inches Top: 0.50 Bottom: 0.50 Font: Select a System Font Courier New (11 point Fixed) Update Cancel		——————————————————————————————————————
Margins: Lines-Per-Page Override: Use Printer's Defaults Physical (Establish Lines/Inch): 60 (Set to ZER0 for the the Printer's default) Left: 0.50 + Top: 0.50 + Right: 0.00 + Bottom: 0.50 + Printer Control Form #: 0 System Font: Update Cancel	Page and Format Options:	
Use Printer's Defaults Physical (Establish Lines/Inch): 60 (Set to ZER0 for the the Printer's default) Left: 0.50 + Top: 0.50 + Right: 0.00 + Bottom: 0.50 + Printer Control Form #: 0 System Font: Courier New (11 point Fixed) Update Cancel		Lines-Per-Page Override:
Units: Inches Left: 0.50 Right: 0.00 Bottom: 0.50 Font: Select a System Font Printer Control Form #: 0 Units: Inches Image: Control Form #: 0 Update Cancel	Use Printer's Defaults	Physical (Establish Lines/Inch): 60
Left: 0.50 + Top: 0.50 + Right: 0.00 + Bottom: 0.50 + Printer Control Form #: 0 Image: System Font: Courier New (11 point Fixed) Update Cancel	Units: Inches 🔻	[Set to∠ERU for the Maximum # Lines to Print/Page: the Printer's default)
Lerc 0.50 + 10p: 0.50 + Right: 0.00 + Bottom: 0.50 + Printer Control Form #: 0 - System Font: Courier New (11 point Fixed) Update Cancel		
Printer Control Form #: 0 System Font: Courier New (11 point Fixed)	Right: 0.00 + Bottom: 0.50	Font: Select a System Font
<u>U</u> pdate <u>C</u> ancel	Printer Control Form #:	System Font: Courier New (11 point Fixed)
		<u>U</u> pdate <u>C</u> ancel
	are printed on each page. If	here is exactly 5 1/2 inches from the top of the 1st forr
are printed on each page. There is exactly 5 1/2 inches from the top of the 1st form	based on 60 lines (inch and i	(which is exactly 33 lines for 6 lines/inch). Each form
are printed on each page. There is exactly 5 1/2 inches from the top of the 1st for of the 2nd form on each page (which is exactly 33 lines for 6 lines/inch). Each form based on 60 lines/inch and printed using Courier New at 11 points. It's assuming	top and bottom margins	Sinted using Couner New at 11 points. It's assuming
are printed on each page. There is exactly 5 1/2 inches from the top of the 1st for f the 2nd form on each page (which is exactly 33 lines for 6 lines/inch). Each forn based on 60 lines/inch and printed using Courier New at 11 points. It's assumin top and bottom margins.	top and bottom margino.	
are printed on each page. There is exactly 5 1/2 inches from the top of the 1st for if the 2nd form on each page (which is exactly 33 lines for 6 lines/inch). Each forn based on 60 lines/inch and printed using Courier New at 11 points. It's assumin top and bottom margins.	event you discover that the f	ormat changes, please contact Sentinel Hill Softwa
are printed on each page. There is exactly 5 1/2 inches from the top of the 1st for of the 2nd form on each page (which is exactly 33 lines for 6 lines/inch). Each forn based on 60 lines/inch and printed using Courier New at 11 points. It's assumin top and bottom margins.		

The preview report generated, if archived, will be catalogued with a report name of 1099PREVIEW.RPT.

The actual forms generated, if archived, will be catalogued with a report name of MISC_1099S.RPT, DIV_1099S.STM, or INT_1099S.STM.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled Report Generation and Printing 105) for full details).

- 1099 Print Options Screen - Field Definition	
1099 Year to Report	drop-down list

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What Year is It ?	
Even though you may wait until January or Februa continue to accumulate YTD totals for the new yea be reporting. Don't worry it's OK; when the Year-E amount will be shifted into the Current Year amou	ary to generate the1099 forms, the system will ar, separate from the prior year which you need End Close function is executed, the Next Year unt field.
Form Type to Print	drop-down list
Select the form type that is to be printed. All N will have a 1099 printed.	/endors flagged for the selected form typ
Minimum 1099 \$Value to Report	check-box
If the total purchases from a given Vendor is le	ess than the Minimum Reporting Amoun
1099 is NOT printed. (Note that even though done, the given Vendor totals for the year are	a 1099 is not printed, when the final prir cleared).
1099 is NOT printed. (Note that even though done, the given Vendor totals for the year are Vendors Sort by	a 1099 is not printed, when the final princleared). drop-down list
1099 is NOT printed. (Note that even though done, the given Vendor totals for the year are Vendors Sort by The 1099 forms will be printed for each Vendo	a 1099 is not printed, when the final princleared). drop-down list or, sorted by the selection made.
1099 is NOT printed. (Note that even though done, the given Vendor totals for the year are Vendors Sort by The 1099 forms will be printed for each Vendo Mark 1099 Preview records "Printed"	a 1099 is not printed, when the final princleared). drop-down list or, sorted by the selection made. check-box

Recompute Vendor 1099 Totals

In the Series 5 Accounts Payable system Vendors may be flagged to indicate that they are to receive 1099's at the end of the calendar year. As their Invoices are paid, an accumulating total field associated to the Vendor's properties is updated. This is the amount that will be printed in the applicable box on the 1099 forms.

If at the end of the year you have discovered that a particular Vendor had, or had not, been correctly flagged to receive a 1099, this function provides a means to have the Year-To-Date 1099 totals re-tallied.

All payments made to Vendors flagged as 1099 Vendors, with checks dated within the

calendar year, will be totalled and assigned to the 1099 Total field associated to those Vendors.

Recompute 1099 Vendor Amounts	
Recompute 1099 Vendor Totals	2
Each Vendor with a non space character in their 1099 Category field will be processed. A sum of all payments made to these Vendors in the specified 1 Calendar Year will be calculated from their historic check records. The specified Year and the sum of payments will be assigned to the Vendor's 1	099 099 Amount field.
1099 Year to be reported for: 2008	
Proceed	

- Recalc 1099 Totals Screen - Field Definition	
1099 Year to be Reported	9(4)
Select the Year for which transactions are to be tall	ed for the 1099 totals.
The year selected will also be assigned as the "Cur	rent Year" in the Vendor's properties.

6.4.20 Clear Vendor Year-to-Date Totals

In the Series 5 Accounts Payable system each Vendor's property records has fields that maintain total Purchases and Discounts Taken that have been accumulated during the the current year, the last year, and since the vendor was added to the system. As the day-to-day activity of entering invoices, and paying them proceeds, these functions contribute to the assorted statistical amounts displayed.

Accumulated Statistics:	Year-To-Date	Last-Year	Life-To-Date
Purchases:	\$ 9,499,889.79	\$ 48,387.38	\$ 9,698,002.60
Discounts Taken:	\$ 0.00	\$ 0.00	\$ 0.00

Each of these periods are defined as follows:

Year-to-Date —	On an annual basis, the Accounts Payable manager is responsible for executing the operation to Clear Vendor Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each vendor will be reset to ZERO.
Last-Year —	On an annual basis, the Accounts Payable manager is responsible for executing the operation to Clear Vendor Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.
Life-To-Date —	Since the Vendor was added to the system.

Clearing the Year-To-Date Totals

If the Last-Year and Year-to-Date figures kept for the Vendors are used for analysis purposes, it is very important to have this function executed on the very 1st day of each year.

However, if you forget, you may execute the <u>Recal Vendor Year-to-Date Totals</u> function to have these amount re-tallied.



6.4.21 Recalc Vendor Year-to-Date/Last-Year Totals

In the Series 5 Accounts Payable system each Vendor's property records has fields that maintain total Purchases and Discounts Taken that have been accumulated during the the current year, the last year, and since the vendor was added to the system. As the day-to-day activity of entering invoices, and paying them proceeds, these functions contribute to the assorted statistical amounts displayed. Each of these periods are defined as follows:

Year-to-Date —	On an annual basis, the Accounts Payable manager is responsible for executing the operation to Clear Vendor Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each vendor will be reset to ZERO.
Last-Year —	On an annual basis, the Accounts Payable manager is responsible for executing the operation to Clear Vendor Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.
Life-To-Date —	Since the Vendor was added to the system.

In the event that the Clear Vendor Year-To-Date function is NOT executed on the last day of the year, this function provides the means to have the totals re-computed to the Year-To-Date, and Last-Year amounts are correct.

Recompute Vendor YTD/LTD Amounts	×		
Recompute Vendor Period-To-Date and Last-Year Statistics			
For each Vendor, the Total Purchase and Discount amounts that are recorded, will be reset to ZERO and recalculated. The A/P Transaction Archive and the Historic Invoice files will be read and new amounts tallied.			
You may choose to compute either the "Year-To-Date" amounts, the "Last Year" amounts, or the "Life-To-Date" amounts, or all three. (Check or Uncheck the appropriate boxes as required).			
You must correctly specify the Starting Date for which you wish to designate as the CURRENT-YEAR. Amounts for transactions dated within the 12 month period up to the date entered will be added to the LAST-YEAR totals. Amounts for transactions dated for the 12 month period after, will be added to the YEAR-TO-DATE totals.			
Start of the current Year-To-Date Period: 1/01/08			
Re-Total Vendor Last Year's amounts ?			
Re-Total Vendor Year-To-Date amounts ?			
Re-Total Vendor Life-To-Date amounts ?			
Proceed			

Recompute Vendor Year-To-Date	e Totals Screen - Field Definition
-------------------------------	------------------------------------

Start of the Current Year	9(4)
Select the Year for which transactions are to be	e tallied that represents the "Current" Year.
Re-Total Vendor Amounts ?	check-boxes
Indicate which amount are to be re-tallied.	

6.4.22 Recalc Vendor 1099 Totals

In the Series 5 Accounts Payable system Vendors may be flagged to indicate that they are to receive 1099's at the end of the calendar year. As their Invoices are paid, an accumulating total field associated to the Vendor's properties is updated. This is the amount that will be printed in the applicable box on the 1099 forms.

If at the end of the year you have discovered that a particular Vendor had, or had not, been correctly flagged to receive a 1099, this function provides a means to have the Year-To-Date 1099 totals re-tallied.

All payments made to Vendors flagged as 1099 Vendors, with checks dated within the calendar year, will be totalled and assigned to the 1099 Total field associated to those Vendors.

Recompute 1099 Vendor Amounts	- 🗆 🛛
Recompute 1099 Vendor Totals	2
Each Vendor with a non space character in their 1099 Category field will be processed. A sum of all payments made to these Vendors in the specified 1099 Calendar Year will be calculated from their historic check records. The specified Year and the sum of payments will be assigned to the Vendor's 1099 Amount field.	
1099 Year to be reported for: 2008	
Proceed	

Recalc 1099 Totals Screen - Field Definition

1099 Year to be Reported	9(4)	
Select the Year for which transactions are to be tallied for the 1099 totals.		
The year selected will also be assigned as the "Current Year" in the Vendor's properties.		

6.5 **Reporting Functions**

The topics in this chapter describe functions and procedures that are a available under the **Reports** drop down menu on the Accounts Payable menu. These menu items are used to generate and print the reports associated to the Accounts Payable system.

SHSI Series V Accounts Payab	le	
SHSI Series V Accounts Payab File Trx Inquiry Operations Window Help User: USER Accounts Payabl 5 Daily 6 Mor 1 Scheduled for 1	Reports Codes Maintenance Purging Wizards User Functions A/P Open Items Report Historic Open Items Report Item Approval Status Report Item Approval Status Report Item Approval Status Report Un-Reconciled Checks Item Approval Status Report Un-Reconciled Checks Item Approval Status Report Item Approval Status Report Un-Reconciled Checks Item Approval Status Report Item Approval Status Report	Control Options Rev: 5.13 Sessing orites
The following Schedule	Historic Check Register A/P Voucher Archive Report Quick Check Invoice Journal A/P Period Analysis Vendor Analysis Reports	
	Invoice History Report Job Distribution Report	

These functions are available from the A/P Menu Bar as shown:

6.5.1 A/P Open Item Report

The Series 5 system A/P Open Item report is basically a list of vendors' unpaid Invoices. It might be generated and archived as a permanent Accounts Payables Journal at the end of every month. It may also assist with managing the process of deciding which items should be paid or not and aid in managing cash flow.

Some points to note when generating the A/P Open Items report:

• The report may be generated as a Summary or a Detailed report. The Summary report lists each vendor's totals. The Detail report list the vendors' totals along with

each individual Open Item.

- As an option, the Vendor Summary data, or the Detail Open Items may also be exported either to an Excel spreadsheet or a tab-delimited text file.
- The report shows the age of payables items based on the aging date specified. As an option, individual Open Items may be aged either by Invoice Date, Ledger Date, or Due Date. (Aging by Ledger Date may be useful when attempting to reconcile the A/P Control account balances in the General Ledger).
- Open Item Vendors have items aged by the date of the invoice, debit memo or balance forward item to which they apply, or in the absence of theses documents, the earliest document with the same apply-to document number.
- Balance forward Vendors have Debits aged by their own date with all Credits reducing the oldest aged totals.
- The Aging Periods and their associated literals which are printed in the A/R Aging Report Headers are obtained from the settings defined in the Aging and Finance Charges screen found in the A/R Control Preferences application.
- If a vendor's Balance exceeds their assigned Credit Limit, a message is printed.

Accessing the A/P Open Items Payable Report

From the A/P Main menu, select A/P Open Items Report from the Reports dropdown menu.



Screen A/P Open Payables Report - Options Screen

The following screen is presented when generating the A/P Open Items Report:

Generate A/P Open Payables Report			
Report: OPENITEM.RPT Print an A/P Open	Payables Report		
Report Options Vendor Selects Print Options			
Select your options for the type of Payables Report desired.			
Type of Report.	Aging Dpen Items To: 4/08/09 Using: Olivoice Date Due Date Ledger Date		
Open Item Filters:	Sorting Options: Vendors Grouped by: none		
Accounts Payable Control:	Vendors Sorted by: Vendor Code		
Segment report by A/P Control Accounts ?	Open Items Sorted by: Ovucher Due Date		
Next Cancel			

The report generated, if archived, will be catalogued with a report name of **OPENITEM.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the report, the operator is also presented with the standard <u>Vendor Select</u> <u>Filters screen</u>. This allows you to specify selected or ranges of Vendors, Vendor Types, and/or only those vendors satisfying a variety of filter criteria.

If the option to have the Detail or Summary report information output to Spreadsheet is checked, then the Export Options and About Exporting tab will be presented. Note that to have the report data exported to spreadsheet, you must also select to have the report output to the printer, archived, or the report browser.
Note that to have the report data exported to spreadsheet, you must also select to have the report output to the printer, archived, or the report browser.

Type of Report

radio-buttons

Select whether the report is to be generated in Summary or a Detail. The Summary report lists each Vendor's totals. The Detail report list the Vendors' totals along with each individual Open Item.	 Detail Summary
With Spreadsheet Output	check-box
Select the check-box if Vendor totals, or Open Item Excel spreadsheet or a tab-delimited text file. Whe presented to enter Export Options and to display in	detail is to be also exported to an in checked, tabbed screens will be formation about the fields to be output.
Include Open Items Past the Specified Aging Date	check-box
Select the check-box if any Open Items that are da also to be listed in the report.	ted past the specified Aging Date are
A/P Control - Segment by A/P Control Account	check-box
The Series 5 system provides for the option of havi If this is the case, then you may select to have all Control account grouped together.	ng more that one A/P Control Accoun Open Items associated to each A/P
Additionally, you might also choose to list ONLY the a particular A/P Control account.	ose Open Items that are associated to
Aging Open Items - To Date	(mmddyy)
This is the date used to determine the age of each the Invoice Date, the Ledger Date, or the Due Date as the age of the item.	Open Item. This date is compared to to compute the number of days used
This date is also used as the Cutoff Date to determ the report or not. If the Invoice Date, the Ledger Da the following field), falls on or before this date, the C	ine if an Open Item is to be included i ate, or the Due Date, (as determined Open Item is used in the report.
Aging Open Items - Using Date Type	radio-buttons
The cut-off Aging Date can be either the Open Item's Invoice Date, Ledger Date, or Due Date. Depending on the desired type of analysis, select the applicable date type.	 Invoice Date Due Date Ledger Date
Vendors Group by	drop-list

When the report is printed, the Vendors may be grouped and sorted with sub-totals printed.	none Vendor Type City State or Province Country
Vendors Sorted by	drop-list
When the report is printed, the Vendors may be listed sorted by a variety of different fields.	Vendor Code Vendor Company Name
Open Items Sorted by	radio-buttons
When the Detail Report is generated, Open Items may be listed sorted either by their Document Date, or by their respective Apply-To Number. This implies listing items chronologically, or having them grouped so invoices and their payments are listed together.	 Document Date Apply-To Number

+ A/P Open Payables Export Data Formats

If the Report is generated with the option to have Spreadsheet Output, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **AP_Open_Items.XLS**

For a Summary report, the following fields are output:

Column #	Excel Column	Field	Format
1	А	Vendor Code	X(6)
2	В	Company Name	X(40)
3	С	Vendor Type Code	X(3)
4	D	Contact	X(20)
5	E	Terms	X(20)
6	G	# of Due Days	9(2)
9	Н	Vendor Balance Due	-9,999,999.99
10	I	Valid Discounts to be Earned	-9,999,999.99
11	J	Vendor Net Amount Due	-9,999,999.99
12	К	Total Payable 31-60 days old	-9,999,999.99

13	L	Total Payable 61-90 days old	-9,999,999.99
14	М	Total Payable Over 90 day old	-9,999,999.99

For a Detailed report, the following fields are output:

Column #	Excel Column	Field	Format
1	A	Vendor Code	X(6)
2	В	Company Name	X(40)
3	С	Vendor Type Code	X(3)
4	D	Voucher #	9(6)
5	E	Document Type	X(1)
6	F	Invoice Number/Code	X(12)
7	G	PO Number	X(10)
8	н	Invoice Date	MM/DD/YY
9	I	Due Date	MM/DD/YY
10	J	Discount Date	MM/DD/YY
11	К	Ledger Date	MM/DD/YY
12	L	Original Invoiced Amount	-9,999,999.99
13	М	Discounted Amount	-9,999,999.99
14	N	Invoice Balance Due	-9,999,999.99
15	0	Discount Balance Due	-9,999,999.99
16	Р	Age of Item	9(3)

6.5.2 Historic A/P Open Item Report

The Series 5 system Historic A/P Open Item report is basically a list of vendors' unpaid Invoices, as of a specific date at some point in the past. It differs from the standard A/P Open Items report in that it uses information from the A/P Invoice History file to derive it's aging. Based on payment dates, partial payment history and any unpaid Open Items, vendor balances are reconstructed as of the aging date selected. Some points to note when generating the A/P Open Items report:

- The report may be generated as a Summary or a Detailed report. The Summary report lists each vendor's totals. The Detail report list the vendors' totals along with each individual Open Item.
- As an option, the Vendor Summary data, or the Detail Open Items may also be exported either to an Excel spreadsheet or a tab-delimited text file.
- The report shows the age of payables items based on the aging date specified. As an option, individual Open Items may be aged either by Invoice Date, Ledger Date, or Due Date. (Aging by Ledger Date may be useful when attempting to reconcile the A/P Control account balances in the General Ledger).
- This report may be useful to verify that the G/L system's A/P Control totals balance to the Payables balance in the A/P system. (Although a more effective approach would be to used the **A/P Control -> G/L Comparison Export** function available to the A/P Period Analysis Inquiry/Report

The effect of Purging your History Data Files

If your Historic Invoices, or Historic Check files are purged through to a specific date, it would NOT be possible to obtain an accurate Historic Open Items report prior to that date.

+ Accessing the Historic Open Items Payable Report

From the A/P Main menu, select **Historic Open Items Report** from the **Reports** drop-down menu.



Screen Historic Open Payables Report - Options Screen

The following screen is presented when generating the Historic A/P Open Items Report:

eport: APTOGLRECON.RPT Print an Historic A/P Open Payables I	Report			
Seport Options Vendor Selects Print Options Select your options for the type of Payables Report desired.				
Type of Report: Detail Aging Summary Aging A/P to G/L Reconciliation	Ledger Date Cutoff: 4/08/09 Image: Aging To: Onvoice Date Oue Date			
Open Item Filters: Include items past the specified Aging Date	Sorting Options: Vendors Grouped by: none			
Accounts Payable Control Segment report by A/P Control Accounts ? All Selected	Vendors Sorted by: Vendor Code			
Next Cancel				

The report generated, if archived, will be catalogued with a report name **APHISTOPEN.RPT**, or **APTOGLRECON.RPT**. depending on the type of report that is generated.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the report, the operator is also presented with the standard <u>Vendor Select</u> <u>Filters screen</u>. This allows you to specify selected or ranges of Vendors, Vendor Types, and/or only those vendors satisfying a variety of filter criteria.

Export Options
If the option to have the Detail or Summary report information output to Spreadsheet is checked, then the Export Options and About Exporting tab will be presented.
Note that to have the report data exported to spreadsheet, you must also select to have the report output to the printer, archived, or the report browser.

- Field Definitions				
Type of Report	radio-buttons			
Select whether the report is to be generated in Summary or a Detail. The Summary report lists each Vendor's totals. The Detail report list the Vendors' totals along with each individual Open Item.	 Detail Summary A/P to G/L Reconciliation 			
With Spreadsheet Output	check-box			
Select the check-box if Vendor totals, or Open Item detail is to be also exported to an Excel spreadsheet or a tab-delimited text file. When checked, tabbed screens will be presented to enter Export Options and to display information about the fields to be output.				
Include Open Items Past the Specified Aging Date	check-box			
Select the check-box if any Open Items that are dat also to be listed in the report.	ted past the specified Aging Date are			
AP Control - Segment by AP Control Account	check-box			
The Series 5 system provides for the option of having more that one A/P Control Account. If this is the case, then you may select to have all Open Items associated to each A/P Control account grouped together.				
Additionally, you might also choose to list ONLY the a particular A/P Control account.	ose Open Items that are associated to			
Aging Open Items - To Date	(mmddyy)			
This is the date used to determine the age of each Open Item. This date is compared to the Invoice Date, the Ledger Date, or the Due Date to compute the number of days used as the age of the item.				
This date is also used as the Cutoff Date to determine if an Open Item is to be included in the report or not. If the Invoice Date, the Ledger Date, or the Due Date, (as determined in the following field), falls on or before this date, the Open Item is used in the report.				
Aging Open Items - Using Date Type	radio-buttons			
The cut-off Aging Date can be either the Open Item's Invoice Date, Ledger Date, or Due Date. Depending on the desired type of analysis, select the applicable date type.	Invoice DateDue Date			

	C Ledger Date
Vendors Group by	drop-list
When the report is printed, the Vendors may be grouped and sorted with sub-totals printed.	none Vendor Type City State or Province Country
Vendors Sorted by	drop-list
When the report is printed, the Vendors may be listed sorted by a variety of different fields.	Vendor Code Vendor Company Name
Open Items Sorted by	radio-buttons
When the Detail Report is generated, Open Items may be listed sorted either by their Document Date, or by their respective Apply-To Number. This implies listing items chronologically, or having them grouped so invoices and their payments are listed together.	 Document Date Apply-To Number

Historic Payables Export Data Formats

If the Report is generated with the option to have Spreadsheet Output, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **AP_Hist_Open_Items.XLS**

Column #	Excel Column	Field	Format
1	А	Vendor Code	X(6)
2	В	Company Name	X(40)
3	С	Vendor Type Code	X(3)
4	D	Contact	X(20)
5	E	Terms	X(20)
6	G	# of Due Days	9(2)
9	Н	Vendor Balance Due	-9,999,999.99

For a Summary report, the following fields are output:

Accounts Payable Menu Functions 345

10	Ι	Valid Discounts to be Earned	-9,999,999.99
11	J	Vendor Net Amount Due	-9,999,999.99
12	К	Total Payable 31-60 days old	-9,999,999.99
13	L	Total Payable 61-90 days old	-9,999,999.99
14	М	Total Payable Over 90 day old	-9,999,999.99

For a Detailed and A/P to G/L Reconcile reports, the following fields are output:

Column #	Excel Column	Field	Format
1	А	Vendor Code	X(6)
2	В	Company Name	X(40)
3	С	Vendor Type Code	X(3)
4	D	Voucher #	9(6)
5	E	Document Type	X(1)
6	F	Invoice Number/Code	X(12)
7	G	PO Number	X(10)
8	Н	Invoice Date	MM/DD/YY
9	I	Due Date	MM/DD/YY
10	J	Discount Date	MM/DD/YY
11	К	Ledger Date	MM/DD/YY
12	L	Original Invoiced Amount	-9,999,999.99
13	М	Discounted Amount	-9,999,999.99
14	N	Invoice Balance Due	-9,999,999.99
15	0	Discount Balance Due	-9,999,999.99
16	Р	Age of Item	9(3)
17	Q	Check Number	9(6)

6.5.3 Item Approval Status Report

The Accounts Payable Item Approval Status report is used to produce a list of those items that have, or have not, been approved to be paid.

The Series 5 A/P system provides the option to force all invoices entered into the system to be approved by up to three different "Approval Managers", before it may be selected to be paid. A property defined in the <u>A/P Control Options General Tab</u> screen specifies whether the Manager Approval process is to be enforced, or not.

Approval Managers are recorded with an invoice at the time they are entered into the system. When entered, an Approval Manager Set [428] is specified. With each Manager Set up to three Approval Managers [431] may be assigned. On a daily basis, the Email Approval Managers [256] operation may be invoked which will email each of the Managers, for newly added invoices, to advise them of the need to have the given invoiced approved. A function invoked from the Open Payable's Inquiry grid screen is used to record the manager's approval for payment, or not.

At any given time, each A/P Open Item will have an "Approval Status" as follows:

- Approval is not required for this item
- The approval manager(s) have been notified and the item is waiting to be approved
- The item has been approved for payment be all designated managers
- At least one of the designated managers has indicated that the item needs to be reviewed before it can be paid
- At least one of the designated managers has refused to approve payment

This report accumulates totals for each of these possible item approval status states, for all outstanding items up through a specific cut-off date. The report may be generated in detail, listing each item, or in summary reporting applicable totals.

Some points to note when generating the Approval Status report:

- The report may be generated as a Summary or a Detailed report. The Summary report lists the totals for the selected grouping options. The Detail report list the totals along with each individual Open Item that is due to be paid.
- As an option, emails will be sent to the designated approving managers to either advise them of a new invoice that is to be approved, or to remind them of invoices that are waiting to be approved.
- The report may be generated with items grouped by Approval Managers, Management Departments, or Vendor Types with applicable totals.
- For each grouping, a further breakdown is offered by Vendor Code or Name, and Manager Code or Name.
- When generated in detail, the age of each item is also printed.

Automatic Emailing of Notifications and Reminders

An email may be sent to advise managers of new invoices that are to be approved or to remind them of ones that are waiting to be approved.

Notices and reminders may be sent to the approving managers. The body of this message, which you can edit to your likening, must be set up in a text file named **APApproveNew_EmailMessage.TXT** that must be located in the folder named **Email-Templates** found in the designated Company System's "Generated and Archived Reports" data directory. This file can be either a simple text file, or an HTML file and must not contain more that 8192 characters.

Within the body of the message file, you may include a number of pseudo variables that will be replaced with applicable text, associated to the information in the email and the recipient. The following variables may be used and replaced as follows:

Variable	String to be replaced with
%%RECIPIENT-NAME% %	The Approval Manager's Name
%%RECIPIENT-EMAIL% %	The Approval Manager's email address
%%COMPANY-CODE% %	The Series 5 assigned Vendor Code
%%COMPANY-NAME% %	The Vendor's Company Name
%%DOC-NUMBER%%	The Series 5 A/P Transaction Voucher Number assigned to the invoice
%%MY-STRING-1%%	The Invoice Number of the invoice to be approved
%%MY-STRING-2%%	The PO Number referenced by the Invoice
%%DOC-DATE-1%%	The Date of the invoice
%%DOC-DATE-2%%	The Due Date by which the Invoice should be paid
%%DOC-DATE-3%%	The Discount Date of the invoice to be approved
%%DOC-AMOUNT-1%%	The Original Amount of the invoice
%%DOC-AMOUNT-2%%	The amount of Discount eligible for if paid by the Discount Date
%%DOC-AMOUNT-3%%	The amount that has already been paid
%%DOC-AMOUNT-4%%	The Net Amt Due to be paid when approved (If paid before the Discount Date)

If an item has not been approved within 7 days of the initial email being sent to the manager(s), then a reminder email will be sent. The body of this message, which you can edit to your likening, must be set up in a text file named

APApproveRemind_EmailMessage.TXT that must be located in the folder named Email-

Templates found in the designated Company System's "Generated and Archived Reports" data directory. As well as the pseudo variables listed above, the following variable may also be used:

Variable	String to be replaced with
%%MY-STRING-3%%	A count indicating how many emails have been sent

Email Messages Text files

The email body text messages are stored in a sub-directory within the Company System's Reports directory, named **Email-Templates**. (The Company System's Reports directory is the one that is identified for each company using the Company Systems' Maintenance function).

+ Accessing the Item Approval Status Report

From the A/P Main menu, select **Item Approval Status Report** from the **Reports** drop-down menu.

iyable		
ns Rej	ports Codes Maintenance Purging	Wizar
_	A/P Open Items Report Historic Open Items Report	F
	Item Approval Status Report	
abl	Cash Requirement Report	
Aor or 1	Un-Reconciled Checks Reconciliation Report	ry ning
Jule	Historic Check Register	

A/P Item Approval Status Report - Options Screen

The following screen is presented when generating the Approval Status Report:

Generate A/P Open Items Approval Status Report				
Report: APPROVALSTATUS.RPT Print the A/P Open	n Item Approval Status Report			
Report Options Vendor Selects Print Options				
Select options and filters for the Payables Approval Status Report.				
Type of Report:				
💿 Detail 🔘 Summary	9/17/13 III Using: Invoice Date			
Processing Options:	Include items past the specified Aging Date			
Send Approval Request Reminder Emails to Deliquent Managers	Sorting Options:			
	Items Grouped by: Approval Manager			
Approval Manager	Items Sub-Grouped by: Vendor Code			
Approval Status:	Open Items Sorted by: Over Oue Date Open Items Sorted by: Amount Due			
Not Required Not Net equired Not Net Emailed Needing to be Reviewed Waiting to be Approved Refused				
Next Cancel				

The report generated, if archived, will be catalogued with a report name of **APPROVALSTATUS.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the report, the operator is also presented with the standard <u>Vendor Select</u> <u>Filters screen</u>. This allows you to specify selected or ranges of Vendors, Vendor Types, and/or only those vendors satisfying a variety of filter criteria.

pe of Report	radio-buttons
elect whether the report is to be generated in ummary or a Detail. The Summary report list tals for the selected Grouping options. The D port list the totals along with each individual C em.	s 💿 Detail Detail 🔍 Summary Open
end Email Approval Requests for Newly	check-box

Added Invoices				
When checked, an email will be compose approving manager, requesting them to a body of this email message, which you ca file named APApproveNew_EmailMess	ed and sent for newly added invoices, to each pprove the associated invoice to be paid. The an edit to your likening, must be set up in a text age.TXT.			
Send Email Approval Requests Remin	ders check-box			
When checked, an email will be composed and sent for invoices that are waiting to be approved, where prior emails were sent more than 7 days earlier. This email will be a reminder requesting the targeted managers to approve the associated invoice to be paid. The body of this email message, which you can edit to your likening, must be set up in a text file named APApproveRemind_EmailMessage.TXT .				
Auto Approve Items from Manager's E Reply's	mail check-box			
Reserved for a future enhancement.				
Select Items For - Approval Manager	X(10)			
If you wish to obtain the report for a specific manager, then select or enter that manager's code in this field.				
Select Items With - Approval Status	check-boxes			
To include only the Open Items with specific Approval Status settings, set or clear the associated check- box field.	Approval Status: Not Required Approved Initial Request Not Yet Emailed Weeding to be Reviewed Waiting to be Approved Refused			
Aging Open Items - To Date	(mmddyy)			
This is the date used to determine the age of each Open Payable Item. This date is compared to the Invoice Date, the Ledger Date, or the Due Date to compute the number of days used as the age of the item.				
This date ay also used as the Cutoff Date to determine if an Open Item is to be included in the report or not. If the Invoice Date, the Ledger Date, or the Due Date, (as determined in the following field), falls on or before this date, the Open Item is used in the report.				
3 • • 3 • • • • • • • • • • • • • • • • • • •	s date, the Open Item is used in the report.			

 Invoice Date Due Date Ledger Date
drop-list
Approval Manager Department/Manager Vendor Type none
drop-list
Vendor Code Vendor Company Name Manager Code Manager Name
radio-buttons
n Image: Second state sta

6.5.4 Cash Requirements Report

The Accounts Payable Cash Requirements report is used to produce a report advising you of the cash that is needed to pay all outstanding payables as of specific dates. It should be generated in preparation to having vendor invoices selected for, and/or contributing to the printing of checks. It can be effectively used to assist management of cash flow planning and identifying potential problem areas with payables.

This report computes the cash that would be needed today, for all outstanding items up through a specific cut-off date. Within this payment period, an indication is made of optional items, not otherwise included, for which discounts would be lost if not paid on time.

Some points to note when generating the Cash Requirements report:

• The report may be generated as a Summary or a Detailed report. The Summary

report lists the totals for each vendor. The Detail report list the vendors' totals along with each individual Open Item that is due to be paid.

- The report shows the Net Amounts, after any discounts that might be earned, that would be paid to the vendor.
- The Cash required is broken down into the following amounts:
 - (A) Current Due Items with a Due Date that falls on or before the Cut-Off Date, and the Due Date falling on or after the Payment Date. These items have valid discounts if the associated Vendor's status is "Always Take Discounts", or the items allowed Discount Date falls on or after the Payment Date.
 - (B) Past Due Items with the Due Date falling on or before the Cut-Off Date, and the Due Date falling before the Payment Date. These items can have a valid discount only if the Vendor's status is "Always Take Discounts".
 - (C) Optional with Discounts Items with the Due Date falling after the Cut-Off Date, which still have Discount Valid Balance as of the Payment Date, but no longer valid now but not valid for the next payment. Items for Vendor's with status of "Always Take Discounts", are not included in this category.
 - (D) Non-Discounted Optional For Vendors with no discounts, invoices with the – Due Date falling after the Cut-Off Date and before the Next Payment Date.
- Totals for each Vendor include the following:

- Past Amount	- Current Amount	- Net Current Amount	- Discount on Optional
Due	Due	Due	Amts
- Past Valid	- Current Valid	- Net Past Due +	- Net Optional Amount
Discounts	Discounts	Current Due	
- Past Discounts	- Current	- Optional Amount to	- Past Due + Current
Lost	Discounts Lost	Pay	+ Optional

- Items that have been marked as *Permanently Deferred from Payment*, are not included in the Cash Requirements reports.
- Vendors may be listed grouped by a variety of relevant codes, and sorted by Name or Vendor Code.
- A series of up to 9 Cash Requirement reports for specific time intervals into the

future may be generated. The interval can be Days, Weeks, Bi-Weeks, or Months. This may be useful for planning your cash flow into the future.

Payment Date, Cutoff Date and Next Payment Date

When the Cash Requirements report is generated, these date as entered, become the dates that are presented by default in the <u>Generalized Payment Selection function</u> [274] associated to Payments and Check Processing.

Accessing the Cash Requirements Report

From the A/P Main menu, select A/P Open Items Report from the Reports dropdown menu.



A/P Cash Requirements Report - Options Screen

The following screen is presented when generating the Cash Requirements Report:

Generate Cash Requirement Report					
Report: APCASHREQ.RPT Print a report showing Cash Required to pay Outstanding Payables as of the Dates specified					
Report Options Vendor Selects Print Options					
Specify the Bank Code and enter the control dates, and if you wish, select to generate a series of reports into the future.					
For Vendor Payments to be Made from Bank Account Code:					
Checking PCA's JP Morgan Chase					
With Items Selected for Payment Based On: Payment Date: 3/09/09 Payment Date: 3/16/09 Image: Select Selec					
Type of Report:	Vendor Sort Options:				
 Detail Summary 	Lirouped by: Vendor Type				
Accounts Payable Control:	Sorted by: Vendor Code				
Accounts Payable Control Segment report by A/P Control Accounts ? All Selected					
	Next Cancel				

The report generated, if archived, will be catalogued with a report name of **APCASHREQ.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the report, the operator is also presented with the standard <u>Vendor Select</u> <u>Filters screen</u>. This allows you to specify selected or ranges of Vendors, Vendor Types, and/or only those vendors satisfying a variety of filter criteria.

Field Definitions		
Bank Account Code	X(6)	
Select the Bank Account Code for wh that would be eligible to be paid. It ma choosing it using the Lookup binocula	nich checks would be generated from f ay be chosen either by entering their B ars icon.	for the items ank Code, or

Include Vendors that have not been assigned	check-box			
to a "Default Bank Code"				
As a property to each Vendor, you may specify which Bank Account is to be use their invoices are paid. With this field, the operator may choose to have only invo those Vendors that have been assigned to the current Bank Account that has be selected to be processed.				
If you wish to include those Vendors that have not had a Bank Code assigned to then then set this check-box.				
Example				
If you have two different checking accounts that are used for cutting checks, you must be careful as to which Bank Account Code is being processed.				
If you have a Canadian account for your Canadian suppliers, you should set each of the Canadian Vendors' designated Bank Code to that of the Canadian account. Your US suppliers may or may n have their designated Bank Codes set to the US account.				
When generating checks for the Canadian suppliers:				
 Select the Canadian Bank code in the processing grid screen Un-check the Include Vendor not assigned a Bank Code check-box 				
When generating checks for the US suppliers:				
 Select the US Bank code in the processing grid screen Check the Include Vendor not assigned a Bank Code check-box 				
Repeat Report for future Pay Periods ?	check-box			
Should you wish to generate several Cash Requir required at different intervals into the future, set this displayed that let you select how many reports are time frames.	ement reports, each reporting total ca is check box. Additional fields are e to be generated, and at what interval			
Repeat for the Next Frequency Check Runs	9(1) and drop-list			
Select how many reports, and at what interval.	Dailu			
	Weekly Every 2 Weeks Bi-Monthly Monthly			
Payment Date, Cutoff Date, Next Payment Date	e (mmddyy)			
The Payment Date is that date you wish to specify	/ as the date which checks would be			
generated. (When checks are actually generated, from these used for generating the Cash Requirer	, you may enter a date that is different ments report). (<i>Refer to the table</i>			

Use these Date for the "General Select" function	check-box
Since this report is being generated prior to chec used could also be applicable to those dates tha Processing functions. Select of deselect the ch	cks being printed, it is likely that the da at need to be entered in the Check eck-box depending on your intentions
Type of Report	radio-buttons
Select whether the report is to be generated in	
Summary or a Detail. The Summary report	Oetail
the Vendors' totals along with each individual	Summary
Open Item.	
A/P Control - Segment by A/P Control Account	nt check-box
A/P Control - Segment by A/P Control Account The Series 5 system provides for the option of h If this is the case, then you may select to have Control account grouped together.	nt check-box laving more that one A/P Control Acco all Open Items associated to each A/
A/P Control - Segment by A/P Control Account The Series 5 system provides for the option of h If this is the case, then you may select to have Control account grouped together. Additionally, you might also choose to list ONLY a particular A/P Control account.	nt <i>check-box</i> having more that one A/P Control Accor all Open Items associated to each A/ those Open Items that are associated
 A/P Control - Segment by A/P Control Account The Series 5 system provides for the option of h If this is the case, then you may select to have Control account grouped together. Additionally, you might also choose to list ONLY a particular A/P Control account. Vendors Group by 	check-box naving more that one A/P Control According all Open Items associated to each A/ those Open Items that are associated drop-list
 A/P Control - Segment by A/P Control Account The Series 5 system provides for the option of hild this is the case, then you may select to have Control account grouped together. Additionally, you might also choose to list ONLY a particular A/P Control account. Vendors Group by When the report is printed, the Vendors may be grouped and sorted with sub-totals printed. 	check-box naving more that one A/P Control Accordant of the control Accordant of

6.5.5 A/P Distribution Report

The A/P Distribution Report function can be invoked directly from either the A/P Distribution Inquiry function [303] grid screen, or from the Reports drop-down menu from the A/P menu.

s	Reports Codes Maintenance	Purging	_	N. N. 1	
	A/P Open Items Report Historic Open Items Report Cash Requirement Report	va	t Filters	Report	Expor
ау	A/P Distributions Report Un-Reconciled Checks	M -			

The A/P Distribution report lists all the distributions that have been generated from the Series 5 Accounts Payable, Purchase Order Processing and Inventory Management systems, that have not yet been interfaced to the General Ledger system. Distributions for a given G/L Account are listed together, but accounts may be sorted and/or grouped using a variety of different criteria. As well, assorted filters may be applied to limit the items that are listed in the report.

A Distribution report may be generated at any time. It should always be produced prior to interfacing the A/P distributions into the G/L system.

When Interfacing to G/L

When distributions are interfaced to the G/L system, they are normally purged from the A/P system. (They always should be purged when interfaced to G/L). Once items are interfaced, they no longer will be available for listing on the A/P Distribution report.

📕 A/P Distributions Inquiry	
Report: APDIST.RPT Print the A/P Distribution	to G/L Report
Report Options Print Options	
Specify selection options to determine the Distributions that will be in	ncluded on this report.
Report Type: Detail Gro	Distribution Type
s	Sorted by: Account / Document Number
Distributions with Ledger Date:	Distributions for Document Number(s):
Not Considered Between: 1/01/75 Inclusive	 O All O Selected
For Profit Centre(s):	Include only Distributions Generated for: Batch Code: User Code: Vendor: Vendor:
For Distribution Account(s):	(Fields left blank are NOT considered in the selection process.)
Selected	Include only the following Distribution Type(s): V Expenses V Checks Paid V Inventory V A/P Added V Discounts V COGS V A/P Paid V Other
	Next Cancel

The report generated, if archived, will be catalogued with a report name of **APDIST.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Distribution Report Options Screen - Field Definition

Report Type	drop-list
Select whether the report is to be generate Summary.	d in Detail or Detail Summary by Date Summary by Account
 For "Detail", each distribution for each listed For "Date Summary", debit and credit reported for each G/L Account for each For Account Summary", debit and credit reported for each G/L Account. 	n G/L Account is t totals are ch date edit totals are
For each type of report, a summary is print Credits, and the Net Change for each Type	ed at the end listing the total Debits, total of Distribution on file.

Distributions Grouped By	arop-list	
When the report is printed, the Accounts grouped based on their respective Type Distributions. Sub-totals are printed for grouping.	will be of Distr each Distr Distr	ibution Type t Center / Distribution Type ibution Type / Profit Center ibution Type / Acct User Code
Distributions Sorted By	drop-list	
When the report is printed, the Distributi may be sorted with sub-totals printed, in variety of different ways.	a Acco Acco Acco Acco Acco Acco Docu Docu Veno Proje	ount / Document Number ount / Ledger Date ount / Document Date ount / Vendor Code ount / Project Code ument Number / Account ument Date / Account lor Code / Account set Code / Account
Distributions with Ledger Date	radio-butto	ns and (mmddyy)
given date range. If an inclusive range is	selected, enter	the starting/ending dates. C
given date range. If an inclusive range is the calendar icon for a common set of r For Profit Center(s) Select to have All distributions listed reg given range of Profit Centers. If an inclu Profit Centers.	selected, enter nges to be pres radio-butto ardless of their F sive range is sel	the starting/ending dates. C ented. ns and 9(5) Profit Centers; or only those f ected, enter the starting/end
given date range. If an inclusive range is the calendar icon for a common set of r For Profit Center(s) Select to have All distributions listed reg given range of Profit Centers. If an inclu Profit Centers.	selected, enter nges to be pres radio-butto ardless of their F sive range is sel	the starting/ending dates. C ented. Ins and 9(5) Profit Centers; or only those f ected, enter the starting/end ding 9(18) - 9(5)
 given date range. If an inclusive range is the calendar icon for a common set of r For Profit Center(s) Select to have All distributions listed reg given range of Profit Centers. If an inclu Profit Centers. For Distribution G/L Accounts If you wish to only list distributions for a Selected radio-button. You may then en To revert back to All accounts, click the 	selected, enter nges to be pres radio-butto ardless of their F sive range is sel starting/end ange of account er Starting and F ALL icon.	the starting/ending dates. C ented. Ins and 9(5) Profit Centers; or only those f ected, enter the starting/end ding 9(18) - 9(5) rs, (or a single account), click Ending G/L Account numbers
given date range. If an inclusive range is the calendar icon for a common set of r. For Profit Center(s) Select to have All distributions listed reg given range of Profit Centers. If an inclu Profit Centers. For Distribution G/L Accounts If you wish to only list distributions for a Selected radio-button. You may then em To revert back to All accounts, click the Distributions for Documents Number	selected, enter nges to be pres radio-butto ardless of their F sive range is sel starting/end ange of account er Starting and F ALL icon.	the starting/ending dates. C ented. ns and 9(5) Profit Centers; or only those f ected, enter the starting/end ding 9(18) - 9(5) is, (or a single account), clicl Ending G/L Account numbers ns and 9(6)
given date range. If an inclusive range is the calendar icon for a common set of r For Profit Center(s) Select to have All distributions listed reg given range of Profit Centers. If an inclu Profit Centers. For Distribution G/L Accounts If you wish to only list distributions for a Selected radio-button. You may then en To revert back to All accounts, click the Distributions for Documents Number Select to have All distributions listed reg generated for; or for only those that fall w selected, enter the starting/ending docu	selected, enteringes to be presselected, enteringes to be presselected, enteringer selected, entering and the selected selected ange of the selected selected ange of accounter Starting and the selected selected selected angle of the selected	the starting/ending dates. C ented. Ins and 9(5) Profit Centers; or only those f ected, enter the starting/end ding 9(18) - 9(5) is, (or a single account), click Ending G/L Account numbers Ins and 9(6) becoment number they were document numbers. If a ran
given date range. If an inclusive range is the calendar icon for a common set of r For Profit Center(s) Select to have All distributions listed reg given range of Profit Centers. If an inclu Profit Centers. For Distribution G/L Accounts If you wish to only list distributions for a Selected radio-button. You may then em To revert back to All accounts, click the Distributions for Documents Number Select to have All distributions listed reg generated for; or for only those that fall v selected, enter the starting/ending docu Include only Distributions — for Bate Code	selected, enteringes to be press radio-butto ardless of their F sive range is sel starting/end ange of account er Starting and B ALL icon. s) radio-butto indless of the do ithin a range of nent numbers. n X(6)	the starting/ending dates. C ented. Ins and 9(5) Profit Centers; or only those f ected, enter the starting/end ding 9(18) - 9(5) is, (or a single account), click Ending G/L Account numbers Ins and 9(6) icument number they were document numbers. If a ran

particular A/P Batch code. (Leave the field blank if it is not to be considered as a selection filter).		
Include only Distributions — for User Code	X(6)	
To have only the distributions listed for those A/P Accounts that have had a particular User Code assigned to them. (Leave the field blank if it is not to be considered as a selection filter).		
Include only Distributions — for Vendor Code	X(6)	
To have only those distributions listed that were recorded for transactions entered for a particular Vendor. (Leave the field blank if it is not to be considered as a selection filter).		
Include only Distributions — for Type(s) check-boxes		
A check-box is presented for each of the types of Distributions that may be generated in the A/P system. Click-or un-click to have the particular type listed or not, in the report.		

6.5.6 Un-Reconciled / Reconciled Checks Report

The A/P Reconciliation Reports function can be invoked directly from either the <u>Check</u> <u>Reconciliation function</u> grid screen, or from the Reports drop-down menu from the A/P menu.


Print Un-R	conciled Checks Report	
Print Rec	onciled Checks Report	
32		2

Depending on the function selected, a report will be generated to list all the checks already reconciled, or all the checks that have not yet been reconciled. In either case, only those checks that satisfy the specified filters will be listed in the reports.

n-Reconciled Checks Report
Report: APUNRECCHK.RPT Print the Un-Reconcilled Check Report
Report Options Print Options
Specify selection options to determine the items that will be included on this report.
For Bank Account: CHASE PCA's JP Morgan Chase Checks Sorted by: 189174971982 Check # Cash Account: 1103-001 Northern Trust #2 Check #
Check Number(s): O All O Selected With Checks Dated: O All O Inclusive Between: 1/01/75 2/29/04
Include only the following Check Type(s): ✓ Computer Checks ✓ "Quick" Checks ✓ Manual Checks ✓ Inclusive ✓ Prepaid Checks ✓ Inclusive
Voided Checks
Include only Documents for: Vendor: Image:
Next

The Un-Reconciled report generated, if archived, will be catalogued with a report name of **APUNRECCHK.RPT**.

The Reconciled report generated, if archived, will be catalogued with a report name of **APCHECKREC.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Reconciled Check History Purge Screen - Fie	ld Definition
For Bank Account	X(6)
Select the Bank Account for which associated chec	ks are listed.
Checks Sorted By	drop-down list
Checks may be reported sorted by Check Number,	Check Date or Vendor Code.
Check Numbers	radio-buttons and 9(6)
Select to have All checks or a range of checks repo starting/ending check numbers.	rted. If a range is selected, enter the
With Checks Dates	radio-buttons and (mmddyy)
Select to have All checks regardless of Check Date reported. If an inclusive range is selected, enter the calendar icon for a common set of ranges to be pre	, or only those for a given date range starting/ending dates. Click the sented.
With Date Reconciled	radio-buttons and (mmddyy)
Select to have All checks reported regardless of the those for a given date range. If an inclusive range is dates.	date they were reconciled, or only selected, enter the starting/ending
Check Types to be included	check-boxes
Check those types of checks that are to be selected	J.
Including items for Vendor	X(6)
To have only those reconciliation records for a partie	cular Vendor listed, enter that Vendor

Code. (Leave the field blank to display items for all Vendors).

6.5.7 Historic Checks Register Report

The Accounts Payable Historic Check Register report is essentially as named. At any time, you may have this report generated, and it will list the information pertaining to all the checks that were generated within the range of filters selected.

Some points to note when generating this report:

- ONLY those checks generated for the selected Bank Account are listed on the report. A separate report must be generated for each Bak Account on your system.
- All checks, as well as Voided checks are listed.
- If there are any discrepancy between the amount of the check in the history record, and that of the sum of the items that are paid by the check, a message is displayed to the report.
- The report may be generated for a specified range of Check Numbers, or for a range of Check Dates. As well, as a filter, you can have only those checks that are greater than or less that a specified amount.
- Checks listed may be sorted using a variety of criteria, including Check Number, Check Date, Check Amount, Payee, Vendor Name or Vendor Code.

+ Accessing the Historic Check Register Report

From the A/P Main menu, select **Historic Check Register** from the **Reports** dropdown menu, or from the **Check History** tab screen of the <u>Vendor Account Inquiry</u> function 176.



Historic Check Register - Options Screen

The following screen is presented when generating the Historic Check Register Report:

🔲 Print Historic Check Register	
Report: HISTCHEK.REG Print an A/P Historic Check Register	
Register Select Uptions Vendor Select Filters Print Options	
Select the Bank Account Code and filters for which a Check Register is to be printed.	2
For Bank Account:	
BOW-CH M Bank of the West	
Cash-BDW Disb	0
For Checks Numbered: All Selected Include Checks Dated: All Include Checks Dated: Between: 8/01/07 8/31/07	
Checks Sorted by: Check Number	
List ONLY checks where a Discount was taken	
List ONLY Voided checks	
List ONLY checks where the Payee Name differs from the Vendor Name	
Next	

The report generated, if archived, will be catalogued with a report name of HISTCHEK.REG.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the report, the operator is also presented with the standard <u>Vendor Select</u> <u>Filters screen</u>. This allows you to specify selected or ranges of Vendors, Vendor Types, and/or only those vendors satisfying a variety of filter criteria.

 Historic Check Register Options Screen 	- Field Definitions
For Bank Account	X(6)
Select the Bank Account Code for which chec in the register. It may be chosen either by enter the Lookup binoculars icon.	ks that were generated for, are to be listed ering their Bank Code, or choosing it using
With Check Amounts	check-box
To select only those checks whose value within particular range, click the desired compare fundand enter the amount to be compared with.	n a oction O All Greater Than Less Than or Equal
For Checks Numbered	radio-buttons and 9(6)
Select to have all, or a selected range of check starting/ending check numbers.	ks reported. If a range is selected, enter the
For Checks Dated	radio-buttons and (mmddyy)
Select to have All checks reported regardless range. If an inclusive range is selected, enter the the period from the start of the current month u	of their dates, or only those for a given date the starting/ending dates. The default is until today's date.
Checks Sorted by	drop-list
When the report is printed, the checks may be listed sorted by a variety of different fields.	Check Number Check Date Check Amount (Descending) Check Payee Name Vendor Name Vendor Code
List ONLY Checks where a Discount was	check-box

taken	
No narrative required here.	·
List ONLY Voided Checks	check-box
No narrative required here	
List ONLY Checks where Payee differs from the Vendor Name	check-box
No narrative required here.	

6.5.8 A/P Voucher Archive Report

As Vendor Invoice transactions are entered, the associated data records are kept in the Series 5 system in their respective archive history files. This data is available for a variety of inquiry and reporting functions.

This function may be used to generate a report listing the archived A/P transactions. This report is similar to the register that is produced when an A/P Batch of transactions is posted, but with items listed sorted by Voucher Number.

Accessing the function to generate the Voucher Archive report, can be done either directly from the <u>Historic Voucher Archives Inquiry</u> function, or from the A/P Menu's **Reports** drop-down menu:

is	: Payabl	e	
	Reports	Codes Maintenance	Purging
	A/P Op Histori Cash F A/P Di:	oen Items Report c Open Items Report Requirement Report stributions Report	•
,	Un-Re Recon	conciled Checks ciliation Report	
	Histori	c Check Register	าร
	A/P Vo	oucher Archive Report.	··
9	Quick	Check Invoice Journal.	. k} id:
	A/P Pe	eriod Analysis.	اس

Screen Archived Voucher Report - Options Screen

The following screen is displayed offering a variety of filters for the reporting function:

C Print A/P Trx Archive Report		×
Report: APTRXARCHIVE.RPT Print the A/I	P Trx Archive Journal	
Report Options Vendor Select Filters Print C	Dptions	
Specify selection options to determine the items that w	ill be included on this report.	
Voucher Number(s):	Occuments Dated: O Not Considered Detween:	
Vendor Invoice Number(s):	Using: Invoice Date Ledger Date	
Include only the following Document Type(s): Invoices Adjustments Prepaid Invoice Credit Cancels Quick Checks	A/P Trx Batch:	
	Next Cancel	

The report generated, if archived, will be catalogued with a report name of **APTRXARCHIVE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the report, the operator is also presented with the standard <u>Vendor Select</u> <u>Filters screen</u>. This allows you to specify selected or ranges of Vendors, Vendor Types, and/or only those vendors satisfying a variety of filter criteria.

	Processing	Filter	Options	Screen -	Field	Definition
--	------------	--------	---------	----------	-------	------------

Voucher Number(s)

radio-buttons and 9(6)

To select All transactions regardless of their Voucher numbers; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending Voucher numbers.

Vendor Invoice Number(s)	radio-buttons and 9(6)
To select All transactions regardless of the Inv for only those that fall within a range of Invoice enter the starting/ending Invoice Number code	voice Number codes assigned to them; or Number codes. If a range is selected, s, (as alphanumeric fields).
Include only Documents — for Type(s)	check-boxes
A check-box is presented for each of the types generated in the A/P system. Click-or un-click the given function.	of Archived Transactions that may be to have the particular type processed by
Documents Dated	radio-buttons and (mmddyy)
Select to have All transactions selected regard date range. If an inclusive range is selected, e calendar icon for a common set of ranges to b	lless of their dates; or only those for a giventer the starting/ending dates. Click the presented.
Documents Test Date Type	radio-buttons
If a range of dates is specified, select whether Invoice Date, or Ledger Date when deciding if	the system should test the transactions' it should be included or not.
Include only Documents — for A/P Batch	X(6)
To have only those transactions processed the Batch code. (Leave the field blank if it is not to	at were entered under a particular A/P be considered as a selection filter) .
Include only Documents — for Vendor Code	X(6)
To have only those transactions processed the (Leave the field blank if it is not to be considered)	at were recorded for a particular Vendor. ed as a selection filter) .
For A/P Control Account	radio-buttons & 9(18)-9(5)
The Series 5 system provides for the option of	having more that one A/P Control Accou

6.5.9 "Quick" Check Invoices Journal

A ""Quick" Check is an A/P Check that is generated on demand immediately following the entry of a Vendor's Invoice. This is a useful feature when you must pay for goods or services prior to your regular A/P Check Generation run. They are entered using the Enter and Print a Quick Check operation [237].

When Quick Checks are entered and printed, there is no register for the Invoices that were entered. However, all Invoices are recorded as normal A/P Transactions within a system managed A/P Batch named **QCHECK**. You cannot access this Batch directly, but you may have a register of all it's transactions generated and printed. The "Quick" Check Journal is basically the register that would be generated as if it were a normal A/P Transaction entry Batch.

QCHECK - the "Quick" Check Hidden A/P Batch

Quick Checks are stored within a Series 5 hidden batch named **QCHECK**. When the Journal is printed, all transactions entered since the last time the Journal was printed are listed, and then deleted. (*They are, however, still treated like normal invoices and may be viewed or printed from the Historic Archived Vouchers Inquiry* [198] function).

Also, when printed, the totals associated to the A/P Batch QCHECK are reset to Zero.

Accessing the "Quick" Check Register Report

From the A/P Main menu, select **Quick Check Invoices Journal** from the **Reports** drop-down menu.



Screen Historic Check Register - Options Screen

There are not options presented when generating the "Quick" Check Journal, other than the standard Series 5 Print Options.

The report generated, if archived, will be catalogued with a report name of **QUICKCHK.JRN**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

6.5.10 A/P Period Analysis Report

The Accounts Payable system records all transactions relating to the expenses to the operation of your company. It is a subsidiary system to the General Ledger system. It accumulates charges incurred to your suppliers, expenses charged by employees and tracks all payables checks generated during the operation of your business. A/P distributions are generated and moved to the G/L as journal entries.

In an effort to reconcile, or analyze the source of the G/L Journal Entries from the A/P system, this reporting function accumulates sub-totals by fiscal periods or years, or calendar months or years. If there are questionable transactions or account totals in your G/L, this analysis is a useful tool in attempting to identify how they came about. Also, sub-totals are accumulated by a variety of other factors that may be used for assorted analysis.

Analysis with sub-totals by assorted periods of time, are available as follows:

- □ by Vendor code (codes assigned to suppliers or employees)
- □ by Vendor Types, (codes assigned to each Vendor)
- □ by A/P Accounts (ie., A/P Control, Cash Accounts, Expense Accounts, etc)
- □ by G/L Sub-Ledger Project (where Project Codes are assigned to specific expense distributions)

For each of the given analysis types, sub-totals may be broken down to the following periods:

- □ by Calendar Year over a time frame of 10 years prior to a specified year
- □ by Calendar Months for up to 72 months prior to a specified date
- □ by G/L Fiscal Periods for up to 4 years worth
- by G/L Fiscal Years for the 8 years that are defined by the General Ledger system

The inquiry analysis is obtained using the Archived A/P transactions that are kept in the A/P system. For this analysis to be accurate, you must maintain at least the last ten years of historic data, purging only transactions older than ten years.

As a special feature of the Series 5 reporting function, the totals may be viewed on screen, printed or exported to an MS Excel spreadsheet.

The A/P Period Analysis function can be invoked from either the Trx Inquiry or the Reports

drop-down menu from the A/P menu.





6.5.10.1 Period Analyis Preview Grid

When the Period Analysis is generated, it's data is displayed to the screen managed using a Series 5 grid processing screen. In effect, you can view the report without having to actually print it. As an alternative, the data can also be easily exported to a spreadsheet for further analysis. If so desired, the analysis may also be printed.

Operational Warning

The analysis requires the system to read through the entire A/P Archived Transaction file. This file may grow fairly large over time due to the number of transactions. This analyses may take some time to generate. Should you leave this function, and return, the most recent analysis that had been done will be displayed in the grid.

A/P Period Analysis "Preview" Grid

Ele View Opalyzis Help	a/or Report							
rie View Analysis Help								
by G/L Fiscal Years	nt Build and and Sub-I	preview summary Ledger Projects.	From the display, gener	ate either a report or a	spreadhsheet.	Exit	📃 🚊	
Distant (D	10 JUD (D' D			C II C			
Print Analysis Report (Re	JBUIIO Preview	Print Previe		A/P Ltfl -	G/L Compare Expo	ITE		
		31104				n at Inelies		
		Go to Mai	n Account #:					
A/P Account Type	Description		YrEnd 12/31/07	YrEnd 12/31/08	YrEnd 12/31/09	YrEnd 12/31/10	YrEnd 12/31/11	YrEnd 12/31/
1050-002 AP-Pay	Canadian Imperial	Bank	63,873.32CR	0.00	0.00	0.00	0.00	0
1100-001 AP-Pay	Northern Trust		2,979,533.78CR	0.00	0.00	0.00	0.00	0 ^
1100-001 ChkVoi	Northern Trust		14,602.98CR	0.00	0.00	0.00	0.00	0
1103-001 AP-Pay	Northern Trust #2		3,312,958.00CR	0.00	7,466.58CR	0.00	0.00	
1103-001 ChkVoi	Northern Trust #2		7,460,334.42CR	0.00	0.00	0.00	0.00	0
2600-001 AP-Add	Accounts Payable	- US	0.00	0.00	3,750.00	0.00	0.00	0
2600-001 AP-Pay	Accounts Payable	- US	6,292,521.45	0.00	100.00	0.00	0.00	0
2600-002 AP-Add	Accounts Payable	- CND	577,796.00CR	17,836.00CR	0.00	0.00	0.00	0
2600-002 AP-Pay	Accounts Payable	- CND	63,873.32	0.00	0.00	0.00	0.00	0
4070-353 AP-Exp	Contract Revenue		0.00	0.00	95.54	0.00	0.00	0
6520-106 AP-Exp	Travel		0.00	^{IN} 0.00	3,750.00CR	0.00	0.00	0 ¥
6520-110 AP-Exp	Travel and Subsis	tence	123,444.00	0.00	0.00	0.00	0.00	0
6520-925 AP-Exp	TRAVEL		0.00	1,433.04	0.00	0.00	0.00	0
6520-944 AP-Exp	TRAVEL & SUBSI	STENCE	0.00	180.00	0.00	0.00	0.00	0
6530-206 AP-Exp	Supplies		0.00	0.00	100.00CR	0.00	0.00	0
6531-356 AP-Exp	EQUIPMENT PUR	CHASES	454,352.00	0.00	0.00	0.00	0.00	- 0
6540-505 AP-Exp	Consultants/Subc	ontracts	0.00	156.00	0.00	0.00	0.00	0
6660-604 AP-Exp	Computer Softwar	e Purchase	0.00	15,285.71	0.00	0.00	0.00	
<		Ш						>
Period Totals used for display last accumulated 4/05/09 based on Ledger Date								
Items listed by A/P Account.			Search:	for:				

The "Fast Buttons" frame provides the push buttons to have the analysis customized, printed or exported:

	"Fast Buttons"
Print Analysis Report	To have the Period Analysis generated and printed
(Re)Build Preview	To have the Period Analysis generated and displayed to the preview grid
Print Preview	To have the Period Analysis that is currently displayed in the grid printed
Export	To have the Period Analysis totals output to a spreadsheet
A/P Control - G/L Comparison Export	If the Period Analysis has been generated based on the G/L Fiscal Periods, this function is offered. It will output totals for the designated A/P Control accounts broken down by the types of contributing distributions. The comparative totals from the G/L system are also output. These amount should match. The differences, if any, are also output.
Export A/P Control - G/L Comparison Export	displayed in the grid printed To have the Period Analysis totals output to a spreadsheet If the Period Analysis has been generated based of the G/L Fiscal Periods, this function is offered. It output totals for the designated A/P Control accou- broken down by the types of contributing distributi The comparative totals from the G/L system are output. These amount should match. The differences, if any, are also output. This function provides a means of comparing and

balancing the Accounts Payable system to the General Ledger.

Some of the special features of this "Preview" grid are as follows:



In each case the function or application that was used to generate that distribution is also shown.		Account Types:	A/P Cash Acc Selected as Cash or used for the ger
 Clicking n the minimum display the next Account type set that is on file for the period built for 		Account Types: Account Types:	A/P Discount Defined by the A. Discounts taken A/P Expense Selected as the E Distribution of all A
 If Accounts for selected Dist Types is chosen, you may choose to show all accounts for which distributions were generated for a particular function or application. This selection may assist in identifying imbalances between the G/L and A/P system, or be used to identify accounts that are not being correctly assigned. 	AP Added - Expense Distribution AP Added - Regular Trxs AP Added - Reversing Trxs AP Added - Prepaid by Check AP Added - Prepaid by Wire Trx AP Added - Prepaid by Debit Ca AP Added - Prepaid by CreditCa AP Added - Prepaid Pre 11/01/0 AP Added - Quick Check Trxs AP Paid - Computer Checks AP Paid - Prepaid Checks AP Paid - Manual Checks AP Paid - Quick Checks AP Paid - Checks Pre 11/01/05 Voided Checks	rd rd)5	

When Showing Totals for "Accounts for Selected Account Types" or "Accounts for Selected Distribution Types", in the 1st column of the grid, the G/L account number is displayed along with a code. These codes indicate how these distributions were generated. The following table describes these codes:

"Distribution Type Codes"		
Trx Type Code	Event	Account Types
AP-Add	A new A/P Transaction added	A/P Control, Cash
AP-Pay	An A/P check has been generated A/P Control, Cas	
ChkVoid	An A/P check has been voided	A/P Control, Cash, Discount
AP-Exp	A new A/P Transaction added	Expense
AP-Neg	A new negative A/P Transaction added	A/P Control
PPyChk	A Prepaid A/P Transaction as a hand Check	A/P Control
PPyWTr	A Prepaid A/P Transaction as a Wire Transfer	A/P Control

PPyDbt	A Prepaid A/P Transaction as a Debit A/P Control Card		
PPyCrd	A Prepaid A/P Transaction as a Credit Card	A/P Control	
PPyOld	A Prepaid A/P Transaction prior to 01-Nov-2005	A/P Control	
PPyQck	A new A/P Transaction added for a "Quick" check	A/P Control	
ChkComp	For computer generated Checks	A/P Control, Cash, Discount	
ChkPPay	Checks generated as Prepaids	A/P Control, Cash, Discount	
ChkManl	Checks generated as Manual Prepaids	A/P Control, Cash, Discount	
ChkQuik	Checks generated as "Quick" checks A/P Control, Cas Discount		
ChkOld	Checks generated prior to 01-Nov- 2005	A/P Control, Cash, Discount	
	Reversing Distributions for Voided checks (A/P Control Accts are shown as 8888888-nnn)	A/P Control, Cash, Discount	

6.5.10.2 Build Analysis Preview Options

When having generating the Analysis, Printing the reports, or Exporting the results, the following screen is presented. It's possible to limit the amount of data that is output when generating the report or exporting.

When building the analysis tables, columns of data may be generated for either G/L Fiscal Periods, or Calendar Periods, and select from the Invoice Date, the Due Date, or the Ledger Date of transactions.

Print A/P Period Analysis	s Report			
Report: AP_PRDANALYZ	ZE.RP Generate the A/P Period Analysis Report			
Report Uptions Vendo	or Select Filters Print Options			
Specify the options for gen	nerating the Period Analysis Inquiry/Report/Spreadsheet.			
Peretting Periods h				
	».			
Calendar	Years Years For 10 Years prior to and including: 2007			
Using:	O Invoice or Check Date to determine the Periods for which totals are accumulated			
	Ledger Date			
Assessments Describes Com				
Accounts Payable Lon				
Selected	Selected			
Report Period Totals fo	or the following Sets of Data:			
Vendors	A/P Account Distributions Vendors grouped by Account Accounts grouped by Vendor			
Vendor Types	Sub-Ledger Projects/Jobs Vendors grouped by Project Accounts grouped by Type			
	Projects grouped by Vendor Accounts grouped by Dist Type			
	Next Cancel			
	· •			

The report generated, if archived, will be catalogued with a report name of **AP_PRDANALYZE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Generating Analysis from A/P to G/L Reconciliation

The Period Analysis is a useful tool for validating and balancing the A/P Control from the A/P system to that in the G/L system. Make sure that Fiscal Periods/Years are chosen using Ledger Dates.

When generating the report, the operator is also presented with the standard <u>Vendor Select</u> <u>Filters screen</u> **100**. This allows you to specify selected or ranges of Vendors, Vendor Types, and/or only those vendors satisfying a variety of filter criteria.

- Build/Report Options Screen - Field Defin	iitions
Reporting Periods By	drop-down list
Select whether totals are computed for given Ye or Periods based either on Calendar of G/L Fisc Periods.	ears cal Calendar Months Calendar Years G/L Fiscal Periods G/L Fiscal Years
Type of Dates to Use	radio-buttons
Select the type of date to be used to determine	
which period the transaction is to be assigned	Invoice or Check Date
to when sub-totals are computed. When	Ledger Date
use the Ledger Date.	
Accounts Payable Control	radio-buttons and 9(18)-9(5)
Reserved for a future enhancement.	
Cash Accounts	radio-buttons and 9(18)-9(5)
Reserved for a future enhancement.	
Reporting Sets of Data	check-boxes
When the analysis is executed, tables are built f combinations of Vendors and Accounts. When report or exported is selected, you can select th output. (Selecting all of them may generated of data to a spreadsheet)	or a number of different codes and the function to have data output to a e particular set of results that is to be a length report, or excessive amount

6.5.10.3 Transaction Drill-Down Sub-Window

From the A/P Period Analysis preview screen, the detail that contributes to the totals of any account or code, for a particular period, may be displayed in a sub-screen. Drill-down to display the transactions by double clicking on the cell intersecting the desired code and Period of interest.

A screen will be displayed that shows the detail, and from which a report offers a list of the accounts that have transactions that contribute to the given total.

Drill Down Items Displayed

Note that only up to 400 items may be displayed in the drill-down window. (However, all items will be exported).

A/P Period Analysis Account Drill-Down Detail Screen



The push buttons to have the detail printed or exported:

	Push Button functions
Print	Reserved for a future enhancement
Export	To have the detail for the selected account or code output to a spreadsheet

List Items Sort

drop-down list

The detail for the selected account may be displayed using a couple of different sorting options. Choose your poison.

Document Date
Ledger Date
Vendor Code
Document #

6.5.10.4 Exported Data Layouts

The period totals for each of the accounts or codes displayed may be exported to an Excel spreadsheet or tab-delimited file. As well, when a given period's total has had it's detail drill-down detail displayed, these may also be exported.

A/P Period Analysis Spreadsheet Export Data Formats

If the Report is generated with the option to have Spreadsheet Output, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **AP_Period_Analysis.XLS**.

Column #	Excel Column	Field	Format
1	А	G/L Account or Analysis Code	9(18)-9(5) or X(6)
2	В	Description or Name	X(30)
3	С	* see note following	X(10)
4	D	* see note following	X(10)
5	E	* see note following	X(10)
6	F	Period 1 Amount	-999,999,999.99
5	G	Period 2 Amount	-999,999,999.99
			-999,999,999.99

For a the Period Analysis totals, the following fields are output:

			-999,999,999.99
77	BY	up to Period 72 Amount	-999,999,999.99

(* Note that columns C, D and E are only used when reporting pairs of codes or accounts.)

For the detail transactions exported from the Drill-Down screens, the following fields are output. The output file, by default, is named **AP_Period_SubQuery.XLS**. Depending on the analysis selected for export, data rows will represent either A/P Transactions, A/P Distributions, or Checks.

Column #	Excel Column	Field	Format
1	А	Vendor Code	X(6)
2	В	Vendor Name	X(30)
3	С	Voucher Number	9(6)
4	D	Transaction Type	X(1)
5	Е	Invoice # or Check #	X(12) or 9(6)
6	F	Document Date	MM/DD/YY
7	G	Ledger Date	MM/DD/YY
8	Н	Invoice or Distribution Amount	-9,999,999.99
9	Ι	A/P Batch or Distribution Project	X(6)
10	J	Check #	X(6)
11	K	Check Date	MM/DD/YY
12	L	Check Amount	-9,999,999.99
13	М	Check Voided Date	MM/DD/YY
14	N	* G/L Cash Acct Main #	up to 9(18)
15	0	G/L Cash Acct Profit Center	9(5)
16	Р	* A/P Control Acct Main #	up to 9(18)
17	Q	A/P Control Acct Profit Center	9(5)

(* Note that G/L Account Main # segments are output to separate columns)

6.5.10.5 Balancing A/P to G/L

The A/P Period Analysis functions reads through all A/P Transactions and accumulates totals for the periods of dates that are selected. When generated for Fiscal Years or Periods, totals are accumulated for the periods that are defined in the G/L, for each expense and AP Control account.

As a special feature, an analysis comparing the totals tallied from the A/P system to those accumulated from the G/L is offered.

Some of the features of this function are as follows:

- when the Period Analysis is executed, any distributions that were made as debits or credits to what would be the A/P Control accounts are identified and tallied for each period.
- to each A/P Control account, sub-totals are broken down into the functions that would be generating the given distribution. That is A/P Transactions added, A/P Invoice paid, and Checks being voided.
- an A/P Control -> G/L Comparison Export function is provided that outputs all relevant data to a spreadsheet. This includes the totals accumulated from the A/P, and totals of journal entries made in the G/L system. A period-to-period comparison is output, along with the differences encountered.

This A/P to G/L Compare function may be a useful tool for determining whether the A/P control account distributions balance to the G/L. If it does not balance, it may be used to determine why. Some of the reasons why they don't balance include the following:

- The A/P Control account was used as an expense account when entering an Invoice
- System failures during the posting of A/P Transaction batches
- System failures during the generation and posting of A/P Checks
- The use of the A/P Control account in other subsidiary systems that are interfaced to the G/L
- Journal Entries entered into the G/L system manually
- Errors in the software

When having the Ap to GL comparison data output to a spreadsheet, each of the A/P Control accounts that were found during the analysis will be listed on the options screen. You may choose to select which accounts data are to be output.

enerate A/P Control Comparison to G/L Spreadsheet			
Export the "A/P Control to G/L" Analysis to Spreadsheet.			
Export Uptions About Export			
Select the Year and those G/L Accounts to be Analyzed against the G/L	_ system.		
For the Fiscal Year Ending: 12/2007 💌			
From the following, used as A/P Control Accounts in A/P tranansac	ctions, select those to be validated to the General Ledger.		
✓ 2600-001 - Accounts Payable - US			
2600-002 - Accounts Payable - CND			
8888-001 - *** ACCOUNT NOT ON FILE ***			
ſ			
l			
	*		

Voided A/P Checks

A/P to G/L Period Comparison Export Data Formats

The output file, by default, is named **APControl_GLCompare.XLS**.

For a the Period Analysis to G/L Compare totals, the following fields are output:

Column #	Excel Column	Field	Format
1	А	G/L Account	9(18)-9(5)
2	В	Description	X(30)

Accounts Payable Menu Functions 383

3	С	Distribution Type	X(10)
4	D	blank	
5	E	G/L Opening Balance	-999,999,999.99
6	F	Period 1 Amount	-999,999,999.99
5	G	Period 2 Amount	-999,999,999.99
			-999,999,999.99
17	Q	Period 12 Amount	-999,999,999.99
18	R	blank	
19	S	Total	sum formula

Following shows an example of the spreadsheet generated:

A	В	C	D	E	F	G		н			J	К		L		M	N		0	Р		Q F	S
1			A/P	Control A	Account(s) -	A/P to G/L C	ompa	rative Analy	sis for the Fis	al Yea	ar Ending	: 12/2007											
2							1																
3 Each ac	count listed	vas identified as being entere	d as :	an "A/P (Control Acco	unt" in one or	more	e															
4 A/P Invo	ces. The to	als of each possible type of o	distrib	utions for	r these acco	unts are liste	1.																
5 For thos	e accounts t	hat were flagged, (as the real	A/P (Control ad	counts) the	e net changes	for																
6 each G/	Fiscal Peri	d from the General Ledger s	vstem	n is also s	shown.																		
7		l	1																				
8 Accoun	t Descriptie	Dist Type	blar	G/L (Pa	End 1/31/	PdEnd 2/28	PdE	End 3/31/(PdEnd 4/30/	PdEn	d 5/31/	PdEnd 6/30	ViPd	End 7/31/0	PdE	nd 8/31/	PdEnd 9/30/	Pdl	End 10/31/	PdEnd 11/30/	PdE	nd 12/31	Total
9 2600-00	Accounts	Trx Added - A/P Ctrl Debit		\$		ş .	\$		\$.	\$		ş .	\$		\$		ş .	\$	-	ş .	s		ş .
10		Checks - A/P Ctrl Credit		\$	2.979.543	\$ -	\$	-	\$ -	\$ 3.3	310.921	\$ 43	\$		\$	2.014	\$ -	\$	-	\$ -	s		\$ 6.292.521
11															===						===		
12		Total A/P Control from A/P		\$	2,979,543	ş -	\$	-	\$ -	\$ 3,3	310,921	\$ 43	\$	-	\$	2,014	ş -	\$	-	ş -	\$	-	\$ 6,292,521
13		Totals Debits from G/L		\$	3,014,326	\$ 1,582,549	\$	2,174,347	\$ 2,441,570	\$ 25	502,525	\$ 4,440,469	\$	3,901,131	\$ 1	905,666	\$ 1,725,322	\$	1,919,693	\$ 2,539,147	\$ 1	704,424	\$ 29,851,168
14		Totals Credits from G/L		\$	(1,636,121)	\$ (1.844,100	\$ ((2.304,762)	\$ (2,204,059)	\$ (2.3	377,240)	\$ (4,511,415	i) \$	(3,817,886)	\$ (1	635,986)	\$ (2,368,287	\$ ((1,967,837)	\$ (2,150,726)	\$ (3	311,738)	\$ (30,130,157
15										=====			é ==		====			: ==			====		
16		G/L totals less A/P total		\$	(1,601,338)	\$ (261,551	\$	(130,415)	\$ 237,511	\$ (3,1	85,636)	\$ (70,989	I) \$	83,245	\$	267,666	\$ (642,965)\$	(48,144)	\$ 388,420	\$ (1	,607,314)	\$ (6,571,510
17																							
18																							
19																							
20 2600-003	Accounts	Trx Added - A/P Ctrl Debit		\$	-	ş -	\$	-	ş -	\$	-	ş -	\$	-	\$		ş .	\$	-	ş -	\$	(577,796)	\$ (577,796
21		Checks - A/P Ctrl Credit		\$	63,873	ş -	\$	-	ş -	\$	-	ş -	\$	-	\$		ş .	\$	-	S -	\$	-	\$ 63,873
22				==											===						===		
23		Total A/P Control from A/P		\$	63,873	ş -	\$		ş -	\$		ş -	\$		\$		ş -	\$		s -	\$	(577,796)	\$ (513,923
24		Totals Debits from G/L		\$	63,873	\$ 38,385	\$	38,187	\$ 26,523	\$	18,366	\$ 31,342	\$	76,547	\$	47,652	\$ 59,685	\$	85,509	\$ 38,260	\$	55,114	\$ 579,443
25		Totals Credits from G/L		\$	(57,393)	\$ (38,385	\$	(52,934)	\$ (14,104)	\$	(16,038)	\$ (31,342	1) \$	(76,547)	\$	(47,652)	\$ (59,685)\$	(85,509)	\$ (38,260)	\$	(65,712)	\$ (583,560
26				==			===						= ==								===		
27		G/L totals less A/P total		\$	(57,393)	\$ -	\$	(14,747)	\$ 12,419	\$	2,328	ş .	\$		\$		ş .	\$		ş .	\$	567,198	\$ 509,805
28																							
29																							
30																							
31 8888-00	*** UNIDE	Chks Voided - A/P Ctrl Debi	it	\$	14,603	ş -	\$	-	ş -	\$	-	\$ 6,260,334	\$	1,200,000	\$		ş -	\$	-	s -	\$	-	\$ 7,474,937
32				==											===						===		
33		Total A/P Control from A/P		\$	14,603	ş -	\$		ş -	\$		\$ 6,260,334	\$	1,200,000	\$		ş -	\$	-	ş -	\$	-	\$ 7,474,937
34		Totals Debits from G/L		\$	63,873	\$ 38,385	\$	38,187	\$ 26,523	\$	18,366	\$ 31,342	\$	76,547	\$	47,652	\$ 59,685	\$	85,509	\$ 38,260	\$	55,114	\$ 579,443
35		Totals Credits from G/L		\$	(57,393)	\$ (38,385	\$	(52,934)	\$ (14,104)	\$	(16,038)	\$ (31,342	\$	(76,547)	\$	(47,652)	\$ (59,685)\$	(85,509)	\$ (38,260)	\$	(65,712)	\$ (583,560
36	_		-																				
37		G/L totals less A/P total		\$	(8,123)	\$ -	\$	(14,747)	\$ 12,419	\$	2,328	\$ (6,260,334)\$	(1,200,000)	\$	-	ş -	\$		ş -	\$	(10,598)	\$ (7,479,055
38							_																
39			-				-						-					-					
40			-				-						-					-					
41	_		-				-						-					-					
42			-		-		_	-					_			-				_			
43	Analysis 7	Incs Added - A/P Ctrl Debit	-		0			0	0		0	(U	0		0		J	0	0		-5//796	-57779
44	_	Trxs Paid - A/P Ctrl Credits			3043416.77		<u> </u>	0	0		3310921	4	3	0		2014		J	0	0		0	6366394.7
45	_	Voided Chks - A/P Ctrl Debi	ıt		14602.98		-	0	0		0	6260334.42	2	1200000		0		J	0	0		0	/474937./
46	-	T	-	==										4000000							===	577700	10050500 (1
4/		Total of AVP Control Accts	-	1 3	3058019.75		1	0	0		3310921	6260377.4	2	1200000		2014	L. L	J	0	0		-577796	13253536.1
48																							

6.5.11 Vendor Analysis Report

The Series 5 system A/P Vendor Analysis reports provide a simple analysis of the activity related to each Vendor. Totals accumulated Year-to-Date (YTD), Last-Year (LYR), and Life-

to-Date (LTD) are reported, along with the date the last Invoice was received.

There are three flavors of this report available:

- **Detail** Lists each Vendor, and for the selected date range, lists their Invoices along with the Check # and date they were paid
- Summary Lists each Vendor with just the YTD, LYR and LTD totals.
- Period List each Vendor with YTD, LYR and LTD totals. As well, totals are Analysis listed by the selected period, for Invoice Totals, Discounts Taken, Checks Issued and Checks Voided. Detail for each Invoice is also listed, for transactions that fall with the date range specified.

Some points to note when generating these Analysis reports:

- As an option, the Period Summary version may also be exported either to an Excel spreadsheet or a tab-delimited text file.
- The Period Summary version may be generated based on calendar Months, Quarters or Years.
- Vendors may be grouped using a variety of criteria with applicable sub-totals.
- Vendors, within a group, may also be sorted using a variety of criteria
- A percentage value is printed for each Vendor's YTD, LYR and LTD total that represents that vendors's share of purchases

Accessing the Vendor Analysis Reports

From the A/P Main menu, select **Vendor Analysis Reports** from the **Reports** dropdown menu.



Vendor Analysis Report - Options Screen

The following screen is presented when generating the Vendor Analysis Reports:

🗖 Generate Vendor Analysis Report
Report: VENDANAL.RPT Print an A/P Vendor Analysis Report
Report Options Vendor Selects Print Options Export Options About Exporting
Select your options for the type of Analysis Report desired.
Type of Report: In Periods of: In P
With Spreadsheet Output
Select Vendors with Purchases: Sorting Options: Not Considered Year-To-Date Year-To-Date Year List Year Year Life-To-Date Year
Next Cancel

The report generated, if archived, will be catalogued with a report name of VENDANAL.RPT.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

When generating the report, the operator is also presented with the standard <u>Vendor Select</u> <u>Filters screen</u>. This allows you to specify selected or ranges of Vendors, Vendor Types, and/or only those vendors satisfying a variety of filter criteria.

Export Options

If the option to have the Period Summary report information output to Spreadsheet is checked, then the Export Options and About Exporting tab will be presented.

Note that to have the report data exported to spreadsheet, you must also select to have the report output to the printer, archived, or the report browser.

- Field Definitions

	1				
Type of Report	radio-buttons				
Select whether the report is to be generated in					
Detail, Summary or as a Period Summary	Oetail				
Analysis.	Summary				
	Period Summary				
In Periods of	radio-buttons				
For the Period Summary Analysis report, select					
whether it's totals are accumulated based on	Months				
periods of Months, Quarters or Years.	O Quarters				
	Vears				
With Spreadsheet Output	check-box				
Excel spreadsheet or a tab-delimited text file. Whe presented to enter Export Options and to display in	n clears are also to be exported to an en checked, tabbed screens will be formation about the fields to be output.				
Include Vendors with Purchases	radio-buttons				
To select only those Vendors from whose total					
\$ Purchased amounts for a given period falls	Not Considered				
Within a particular range, click the desired Period, and compare function, and enter the	Year-to-Date				
amount to be compared with.	Last Year				
·	Life-to-Date				
If a given period is chosen, choose the comparison function, and enter the \$ amount used as the threshold.					
For Checks and Invoices Dated	radio-buttons and (mmddyy)				
For the Detail Analysis and the Period Summary An Checks and Invoices listed regardless of their date If an inclusive range is selected, enter the starting/ all items within the last 12 months.	halysis reports, select to have All s, or only those for a given date range. ending dates. The default will include				
Vendors Group by	drop-list				

When the report is printed, the Vendors may be grouped and sorted with sub-totals printed.	none Vendor Type Vendor Currency City State or Province Country
Vendors Sorted by	drop-list
When the report is printed, the Vendors may be listed sorted by a variety of different fields.	Vendor Code Vendor Company Name \$ Purchases Year-To-Date \$ Purchases Last-Year \$ Purchases Life-To-Date

+ Vendor Period Summary Analysis Export Data Formats

If the Report is generated with the option to have Spreadsheet Output, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **Vendor_Analysis.XLS**

Tor a Guimmary report, the following helds are balput

Column #	Excel Column	Field	Format
1	А	Vendor Code	X(6)
2	В	Company Name	X(40)
3	С	City	X(25)
4	D	State/Province	X(5)
5	E	Vendor Type Code	X(3)
6	F	Purchases Year-to-Date	-99,999,999
6	G	Purchases Last-Year	-99,999,999
9	Н	Purchases Life-to-Date	-99,999,999
10	Ι	Purchases Period 1	-99,999,999
11	J	Purchases Period 2	-99,999,999
j			-99,999,999
32	AE	Purchases Period 23	-99,999,999
33	AF	Purchases Period 24	-99,999,999

6.5.12 Invoices History Report

This report provides a detailed listing of all Invoices that have been entered, and/or checks that have been generated, in the A/P system. Vendors are listed by their assigned Vendor Codes, with their Invoices and Check. A variety of filters may be specified to limit the items listed if so desired.

Invoice History Report		
Report: APINVHIS.RPT Print an A/	P Invoice History Journal	
Report Options Vendor Select Filters Print	Options	
Specify selection options to determine the items that 	vill be included on this report.	
Vendor Invoice Number(s):	Invoices Dated:	
Check Number(s):	With Checks Dated:	
Voucher Number(s):	Include DNLY the following Document Type(s):	
	Next Cancel	

The report generated, if archived, will be catalogued with a report name of **APINVHIS.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

- Invoices History Report Screen - Field Defin	ition
Vendor Invoice Number(s)	radio-buttons and X(12)
To select All transactions regardless of the Invoice for only those that fall within a range of Invoice Num	Number codes assigned to them; or uber codes. If a range is selected,

enter the starting/ending Invoice Number codes, (as	s alphanumeric fields).
Check Numbers	radio-buttons and 9(6)
To select All Checks regardless of their Check Num range of Numbers. If a range is selected, enter the	hbers; or for only those that fall within a starting/ending Check numbers.
Voucher Numbers	radio-buttons and 9(6)
To select All transactions regardless of the Vouche only those that fall within a range of Voucher Numbe starting/ending Voucher numbers.	r Numbers assigned to them; or for ers. If a range is selected, enter the
With Invoices Dates	radio-buttons and (mmddyy)
When Vendor invoices are being listed, select to ha Invoice Date; or only those for a given date range re selected, enter the starting/ending dates. Click the ranges to be presented.	ve All invoices regardless of the eported. If an inclusive range is calendar icon for a common set of
With Checks Dates	radio-buttons and (mmddyy)
Select to have All checks regardless of Check Date reported. If an inclusive range is selected, enter the calendar icon for a common set of ranges to be pre	e, or only those for a given date range e starting/ending dates. Click the esented.
Document Types to be included	radio-buttons
Check those document types of checks that are to	be selected.

6.6 Master Code Maintenance Functions

The topics in this chapter describe functions and procedures that are a available under the **Codes Maintenance** drop down menu on the Accounts Payable menu. These menu items are used to maintain the Master Codes used in the A/P . In particular, the function to Maintain your Customer master file is found here.

These functions are available from the A/P Menu Bar as shown:

Vindow Help Vendors Jser: USER Accounts Payable Accounts Payable S Daily 6 Monthly 1 Scheduled for Today The following Scheduled Menu iter Vendor Type Codes Vendor Type Codes	ile Trx Inquiry Operations Reports	Codes Maintenance Purging Wizards User	Functions Control Options
Accounts Payable ACCOUNTS Payable ACCOUNTS Payable ACCOUNTS Payable ACCOUNTS Payable ACCOUNTS Payable ACCOUNTS APproval Manager Sets Approval Managers APproval Managers A/P Accounts A/P Jobs Bank Acct Codes Currency Codes Vendor Type Codes Vendor Type Codes	/indow Help	Vendors	
Accounts Payable Accounts Payable Accounts Payable Approval Manager Sets Approval Manager Set	ser: USER	A/P Transaction Batches	Rev: 5.13
A/P Accounts 5 Daily 6 Monthly 1 Scheduled for Today The following Scheduled Menu iter Vendor Type Codes	Accounts Pauable	Approval Manager Sets Approval Managers	
5 Daily 6 Monthly A/P Jobs 9 Payment Processing 1 Scheduled for Today Bank Acct Codes ue 4 My Favorites The following Scheduled Menu iter Vendor Type Codes ue 4 My Favorites		A/P Accounts	
1 Scheduled for Today Bank Acct Codes ue 4 My Favorites The following Scheduled Menu iter Currency Codes Vendor Type Codes	5 Daily 6 Monthly	A/P Jobs 9 Pa	yment Processing
The following Scheduled Menu iter Currency Codes Vendor Type Codes	1 Scheduled for Today	Bank Acct Codes ue	4 My Favorites
	The following Scheduled Menu iter	Currency Codes	

6.6.1 Vendor Codes Maintenance

The A/P Vendor records hold all relevant information pertaining to your suppliers. Before any suppliers' invoices can be recorded, each a Vendor record must be defined.

The Vendor file holds the following types of data that is used for information, generating payments, contact information and accumulating statistics:

- Company name, address and contact information
- A separate Remit-To address
- Up to 1000 characters of notes about the vendor may be recorded
- Accumulated statistics of Purchases and Discounts for Life-to-Date, Period-to-Date, Year-to-Date and Last Year
- 1099 Status and Purchases
- ACH (Automated Clearng House) payment processing properties
- Summary of Contractual Properties
- Optional list of G/L Accounts that may be used for automatic generation of Expense Distribution for fixed percentages
- Monthly statistics of Sales and Cost for the Current and the Prior Calendar Years

You would typically need to set up a vendor record for all of your suppliers. It's likely you have a great number of vendors from which you only make one or two purchases, that are prepaid and do not need to be treated as a payables. In this case you may set up one or more, what the Series 5 system calls, Miscellaneous Vendors. These vendors must have their Vendor Code defined starting with the * character. (le., *MISC or *60000, or *US, or *OTHER). All items recorded to these vendors are treated the same as for all vendors, except that when Invoice Transactions are entered, the system will require entry of the Vendor Name and Address.

The Vendor Maintenance function is used to manage the information about your vendors. The following sub-functions are available:

- Vendors may be added, copied, deleted and modified
- A Vendor listing may be generated and printed
- Selected data fields associated to Vendors may be exported to spreadsheets
- · Vendor data may be imported from spreadsheets or tab-delimited files

6.6.1.1 A/P Vendors Grid

A/P Vendors are maintained using a Series 5 grid processing screen.

Vendor	Maintenance							×		
ile Edit	View Help									
Record	a Vendors' Properties Select to modify, del Enter options for Paj	ete or add Vendors; an yment and Purchase Oi	d to viev der Proc	Purchasing Sta essing.	atistics.	E <u>x</u> it	<u></u>			"Fast Buttons"
<u>N</u> ew athur Ver	Modify Delete Print	Export Purg	B		<u>.</u>	at [#1]	Refresh		New	Add a new Vendo
st by: j · · ·		lav				· · · ·		-		
Lode 117090	Supplier Company Name	City Bound Mountain	St	Contact	lype	Status	1099		Modifv	Modify the Vendo
117091	Dan G. Zollinger	Civil Engineering	TX					-		
017092	INTERCEM AMERICAS	Walington	Sur	e						Inigniighted in the
017093	MACSHOW	Horsham	PA	-			-			0.0
017094	DuCharme McMillam Assoc., Inc.	Blue Bell	PA							
017096	Gray Line of Seattle	Seattle	WA					±	Delete	Delete the Vendo
017097	Windows Catering Company	Rosslyn	VA						Delete	highlighted i the
017098	Four Seasons Hotel	Chicago	IL							
017099	JW Marriott Hotel	Washington	D.C.							
017101	Dash, Dale A.	Seattle	WA					z i		
017102	SSI Management Consultants,Inc	Westlake	OH						Drint	Conorato a ropa
017103	Staup & Harris Associates, Inc	Park Ridge	IL						Print	the Vendors on f
17104	Vantage Global Advisors	New York	NY							
017105	LIBRARY OF CONGRESS	WASHINGTON	DC							
J17106	Engineering Information Inc.	Hoboken	N.I					-		
	IOUBLE IN FLUX COME							-		
J17107	JOHN WILEY & SONS	NEWARK	NJ					•		
JT 7107	JOHN WILEY & SONS	NEWARK	NJ					·	Import	Import new Vend
<u>J17107</u>	JOHN WILEY & SONS	NEWARK	NJ		La			•	Import	Import new Vend
<u>J17107</u>	JOHN WILEY & SONS	NEWARK	NJ					• _	Import	Import new Vend from a spreadsh
ondors lis	JOHN WILEY & SONS	NEWARK Sea	NJ		for:			• 	Import	Import new Vend from a spreadsh CSV or Tab-Delii
endors lis	JOHN WILEY & SONS	NEWARK	NJ		for:			• 	Import	Import new Vend from a spreadshe CSV or Tab-Delin
endors lis	JOHN WILEY & SONS	NEWARK Sea	NJ arch:		for:			•	Import	Import new Vend from a spreadshe CSV or Tab-Delin text file.
endors lis	JOHN WILEY & SONS	NEWARK Sea	NJ arch:		for:				Import	Import new Vend from a spreadshe CSV or Tab-Delin text file.
endors lis	JOHN WILEY & SONS	NEWARK Sea	NJ arch:		for:			• 	Import	Import new Vend from a spreadshe CSV or Tab-Delir text file.
endors lis	JOHN WILEY & SONS	NEWARK Sea	NJ arch:		for:				Import	Import new Vend from a spreadshe CSV or Tab-Delir text file.
endors lis	JOHN WILEY & SONS	NEWARK Sec	nu NJ		for:				Import Export	Import new Vend from a spreadsh CSV or Tab-Delin text file.
endors lis	JOHN WILEY & SONS	NEWARK Sec	nu NJ		for:				Import Export	Import new Vend from a spreadsh CSV or Tab-Delin text file. Export selected V to a spreadsheet
endors lis	JOHN WILEY & SONS	NEWARK Sec	nu NJ		for				Import Export	Import new Venc from a spreadsh CSV or Tab-Deli text file. Export selected v to a spreadsheet
endors lis	JOHN WILEY & SONS	NEWARK Sec	arch:		for:				Import Export	Import new Vend from a spreadsh CSV or Tab-Delin text file. Export selected V to a spreadsheet
endors lis	JOHN WILEY & SONS	NEWARK Sec	arch:		for:				Import Export	Import new Vend from a spreadsh CSV or Tab-Delin text file. Export selected V to a spreadsheet
endors lis	JUHN WILEY & SONS	NEWARK Sec	NJ NJ		for:				Import Export Purge	Import new Venc from a spreadsh CSV or Tab-Deli text file. Export selected V to a spreadsheet To have those Ve
endors lis	JOHN WILEY & SONS	NEWARK Sec	NJ NJ		for:				Import Export Purge	Import new Vend from a spreadsh CSV or Tab-Delin text file. Export selected V to a spreadsheet To have those Vendor
endors lis	JOHN WILEY & SONS	NEWARK Sec	NJ NJ		for:				Import Export Purge	Import new Vend from a spreadsh CSV or Tab-Delin text file. Export selected V to a spreadsheet To have those Ve that you have not
andors lis	JUHN WILEY & SONS	NEWARK Sec	NJ NJ		tor:			×	Import Export Purge	Import new Vend from a spreadsh CSV or Tab-Delin text file. Export selected V to a spreadsheet To have those Ve that you have not any purchases fr
endors lis	JOHN WILEY & SONS ted in ascending order by their Vendor Code.	NEWARK Sec	NJ NJ		for:			×	Import Export Purge	Import new Vend from a spreadsh CSV or Tab-Delin text file. Export selected V to a spreadsheet To have those Ve that you have not any purchases fr
endors lis	JOHN WILEY & SONS	NEWARK Sec	NJ NJ		for:			×	Import Export Purge	Import new Vend from a spreadshe CSV or Tab-Delin text file. Export selected V to a spreadsheet To have those Ve that you have not any purchases fr since a specified
endars lis	JUHN WILEY & SONS	NEWARK Sec	NJ NJ		tor:			·	Import Export Purge	Import new Vend from a spreadshe CSV or Tab-Delin text file. Export selected V to a spreadsheet To have those Ve that you have not any purchases fr since a specified
endors lis	JOHN WILEY & SONS	NEWARK Sec	NJ NJ		for:				Import Export Purge	Import new Vend from a spreadshe CSV or Tab-Delin text file. Export selected V to a spreadsheet To have those Ve that you have not any purchases fr since a specified purged from the
endors lis	JOHN WILEY & SONS	NEWARK Sec	NJ NJ		for:			*	Import Export Purge	Import new Venc from a spreadsh CSV or Tab-Delin text file. Export selected V to a spreadsheet To have those Ve that you have not any purchases fr since a specified purged from the

Edit an existing Vendor by double-clicking it's associated row. Standard Series 5 grid controls apply.

You may choose to have the Vendors in the grid displayed sorted by code or by name. Click on the List by list-box to select the desired sort:

v	Vendor Maintenance					
File	Edit	View	Help			
Re	Record a Vendors' Properties					
_						
	<u>N</u> ew		<u>M</u> odify	D		
List by: Vendor Code						
Company Name						
Coc	le	Sup	plier Com	any N		
ADDICON NATIONAL D						

6.6.1.2 Vendor Address Screen

When adding a new vendor, or editing an existing one, there are a number of different tabbed screens that are required. There is one for the vendor address and contact information, one to specify a different Remit-To address, one to record some notes about, and one that selects that various codes used for generating checks and computing any discounts offered by the vendor. There is also a screen that presents accumulated statistic about the vendor.

Setup Tip

If a supplier always provides goods or services that generate the same expense distributions for every invoice submitted, you may set up these distributions for the Vendor. These are referred to as the Vendor's Auto-Distributions. When and invoice for this vendor is entered, the operator may choose to generated the expense distributions to the defined Auto-Distributions, or they may be entered manually.

A/P Vendors - Address Tab Screen

The Vendor Address screen is used to define the name, address and contact information. You must also assign a Vendor Code, which will be used to track all associated documents.

Some points to note when setting up your vendors:

• Enter all vendor Company/Individual names as either all upper case, or capitalized lower

case. Either way, make it consistent. Vendors may be selected in a variety of functions by keying their names.

- Attempt to capture phone numbers and email addresses.
- The Vendor Code is alphanumeric. Should you decide to have the Vendor Codes as all numeric, when selecting a vendor code, the number that is entered will automatically be right justified with leading zeros inserted on the left.

The Address and Contact information associated to each Vendor are maintained by the following screen:

Name & Addres:	Bemit Address Notes A/P	Profile 10997	TD State		auments Contrac	e Δ.	uto-Distributio	ne		
	Themic Address Motes Art		TD Stats				20-013010000	113		
Enter the Compar names. Also if av	y Code, Company Name and Address ailable, enter their Federal Buisness ID	along with individua Number.	al Contacts	M	odified: 8/14/13	JSER		2		
Vendor Code:	000377 Federal Business	ID Number:			Vend	or Type	e:			
Company/Name:	FINNEL, CAROL				CON					
Address					CUr	ISULT	ANT			
Address:	410 Cambie St. North				Sub-0	Contrac	tor?			
					Certifi	cate of	Insurance ?			
Lity:	Vancouver	State/Prov:	BC		C Supplier Risk F	actor R	atings:			
Lountry:	Canada	Postal/Zip:	V7V 8M8		Strategic:		Compliance:	5		
Phone #:	201 005 0101	E-11 #1			Operational:	2	Financial:	5		
Company Em	604-925-6101	1 dA #.			Reputational:	5	Liquidity.	9		
Company Lin	an larryc@sentinel-hill.com					U	Ω·None 9·	High)		
	sentinel-hill.com		_		1		(
Contact 1:	ae Brar		Contact	2:	cified					
	Design		<u> </u>	one opt						
sarah@	sentinel-hill.com									
Add/View Attached Document(s) Update Cance										

Vendor Address/Contact Screen - Field Definitions

Vendor Code	X(6)				
This is the code that is used to identify the vendor throughout all of the Series 5 system. This code is carried in all data records that refer to a particular vendor.					
Federal Business ID Number	X(12)				
Used for those vendors whose payments must be reported to federal and state					

	(or Individuals Name)	X(40)
Enter the Compar capitalized in uppe or sorted by Comp	ny name or, for a given individer and lower case. In differer bany Name.	dual, their name. The names should the functions, vendors may be displaye
Address - City - S	State/Prov - Country - Zip/F	Postal 2 of X(40) - X(25) - X(5) - X(2)
These are the ven 1099 forms, and F	dor's address fields. The ac Purchase Orders.	dress is used for generating checks a
Phone / Fax - Em	nail	X(20) - X(30)
Contact 1 and 2		sub-screen
You may record th	ne information for two differer	nt contact individuals. Click on the
You may record the following of the foll	ne information for two differen ng sub-screen displayed: at 1 Name Details e: JILL CRAWFORD m: AP MANAGER e: [604] 834-9999	nt contact individuals. Click on the
You may record the followi	ne information for two differen ng sub-screen displayed: nt 1 Name Details n: JILL CRAWFORD n: AP MANAGER ne: (604) 834-9999	nt contact individuals. Click on the

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A/P Period Analysis Vendor List	Vendor Analysis Report
Sub-Contractor ?	check-box
This field is provided strictly for information purposes	5.
Certificate of Insurance ?	check-box
This field is provided strictly for information purposes	5.
Supplier Risk Factors	7 x 9(1)
Strategic Compliance	
Operational Financial	
Legal Liquidity	
Reputation	
For each of the listed factors, record a value from Ze "Extreme Risk" level.	ero to 9. Zero for "No Risk", and 9 for

6.6.1.3 Vendor Remit Address

Screen Vendor Remit-To Address — Entry Screen

This is the address that will be printed on checks. By default it will have the same address as specified on the Name/Address screen. This feature provides for payments for this vendor to be sent to a different office, of collection agency.
Tendor Maintenance	
Vendor: 000466 OLD CAPITAL FUNDING CORP Modify the Properties of	
Name and Address Remit Address Notes A/P Profile 1099/YTD Stats Auto-Distributions	
If this Vendor has a different mailing address or a Head Office to which checks are to be addressed and mailed to, enter that Company Name and Address in this screen.	
Check Remit OLD CAPITAL FUNDING CORP.	
Address: ACCOUNTS PAYABLE PO BOX 188000 POSTAL STATION "A" MIAMI EL 75206	
<u>Update</u> Cancel	

Different Remit-To Addresses

When checks are generated for a Vendor that has a different Remit-To address, te different address is recorded on the Check Register. Also when such checks are displayed from the Check History Inquiry function, both addresses are shown.

Vendor Remit-To Screen — Field	Definitions
Check Remit	X(40)
This is the name that is generated on	the checks that are printed for this vendor.
Address 1, 2, 3, 4	4 x X(40)
Up to 4 lines of 40 characters each fo	r the address is printed on the checks.

6.6.1.4 Vendor Notes Screen

Vendor Notes — Entry Screen

This screen is used to record notes about the vendor. You might enter payment plans, invoicing requirements, contractual summary or just general information about the company. Up to 1000 characters of text may be entered.

Tendor Maintenance	
Vendor: 000466 OLD CAPITAL FUNDING CORP Modify the Properties of	
Name and <u>A</u> ddress <u>R</u> emit Address <u>Notes</u> A/P <u>P</u> rofile 1099/YTD <u>Stats</u> Auto- <u>D</u> istributions	
You may record some notes about this supplier. These might be used to describe the terms associated to payments to be made, methods of shipping, or contractual information.	
Vendor Notes ?	
Update <u>C</u> ancel	

Displaying Vendor Notes
When a Vendor that has notes defined is selected from the A/P Vendor Inquiry function. the icon is displayed. Click on it to view the notes.
Vendor: 000466 • At
Open Items Payable Invoice Nistory Check History

X(50)
equiry function screen for the
א ז

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vendor that has been selected. It is also	printed on the Vendor Analysis reports.
Text	X(1000)
Enter up to 1000 characters of text. Wor necessary. A new paragraph may be en	ds will automatically wrap to the next line where tered with the Enter key.
Notes Display Option	radio-buttons
This is an option that was used in the Se	ries 4 version of software

6.6.1.5 Vendor A/P Profile Screen

Vendor A/P Profile — Entry Screen

This screen is used to record select properties associated to how the vendor is dealt with by the Accounts Payable system. In particular, the following codes are defined:

- Vendor Status is used to classify or group vendors and may be used as a selection parameter in all vendor related reports
- The method for calculating the Vendor's Invoices Due Dates, and if applicable, eligible for Discount Dates
- The Default Bank Account if an anomaly, the Bank Code used to determine the Cash Account used when checks are generated

The following screen is displayed for to enter or modify the profile for the vendor:

Vendor Maintenance
Vendor: 019658 SENTINEL HILL SOFTWARE INC. · Modify the Properties of
Name and <u>A</u> ddress <u>Remit Address</u> <u>Notes</u> <u>A/P Profile</u> 1099/YTD <u>Stats</u> Auto- <u>D</u> istributions
These fields define standard A/P control options, assorted defaults, and options for use with the Purchasing Processing system.
Vendor Status: Normal
Payment Terms:
Description: No Terms
Compute Vendor's Invoice Due/Discount Dates: Due Date # of Days: 0 2
As a specified number of days following the Invoice Date Discount Date # of Days:
Discount %: 0.00
Default Bank Acct Code Used for Payments: JPMORI A JP Morgan Chase Currency:
Canadian GST Tax Status: not applicable
P/0 Default Extra Cost Code:
Update Cancel

Vendor A/P Profile Screen — Field Definitions			
Vendor Status	drop-down list		
Select how this Vendor is treated with resp payments are to held, or purchases are pe problem with this supplier, you would gene	ect to their Discount policy or whether or not rmitted from. Unless there is a particular rally select Normal.		
Normal Hold All Payments to this Vendor Discounts Always Taken on Invoices No Further Purchases made from this Ve	endor		
Payment Terms	X(15)		
This is a descriptive field that may be used to indicate the terms that has been arranged with this vendor. When invoices are entered for the vendor, the terms description is displayed.			
Compute Invoice Due/Discount Dates	radio-buttons		

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When an invoice is entered for this vendor, the Due Date and Discount Date are computed based on the Invoice Date. (The Due Date being that date which the item should be paid by, and the Discount Date is that date by which it should be paid by if a Vendor Discount would be given). Two methods are provided for:

A specified # of days following the Invoice date	Dates are determined by adding a set # of days to the Invoice date.
A specific day of the month following the Invoice date	For suppliers that have a Due Date that is always on a specific day of the month.

Due Date # of Days

If this field is presented, this is the number of days following the Invoice Date that a payment would be due. When an Invoice is entered, the Due Date is computed from the Invoice Date.

999

Discount Date # of Days

999

If this field is presented, this is the number of days following the Invoice Date that if full payment is received a discount would be given, if applicable. When an Invoice is entered, the Discount Date is computed from the Invoice Date. (The # of Discount Days must always be less than or equal to the # of Due Days).

Day-of-the-Month Due Date

999

If this field is presented, this is the day of the month, following the Invoice Date, that a payment would be due. When an Invoice is entered, the Due Date is assigned this day of the month following the Invoice Date.

Day-of-the-Month Discount Date

999

If this field is presented, this is the day of the month, following the Invoice Date, that if full payment is received a discount would be given, if applicable. When an Invoice is entered, the Discount Date is assigned this day of the month following the Invoice Date.

Discount %

99.99 %

If this vendor is offering a discount for early payment, this is the percentage used to compute that discount. Payment would have to be made prior to the computed Discount Date.

Default Bank Account Code for Payments

X(6)

Normally when A/P Checks are generated, the operator will select those invoices that are

generated from. If this Vendor should alwa different from which is normally used, ente field. Unless this is the case, you would n	ays be paid using a particular checking acc r the corresponding Bank Account Code in formally leave this field blank.
This field may be used as a Vendor selectivel, the Vendor Bank Code is used for some reporting function.	on filter for most vendor driven reports. As rting Vendors in the Cash Requirements
Currency	X(4)
This field is used in conjunction with the Se be left blank. This field may be used as a v reports. As well, the Currency Code is use Requirements and Vendor Analysis reporti	eries 5 Purchasing system, otherwise it sh /endor selection filter for most vendor drive ed for sorting Vendors in the Cash ng functions.
If using the Series 5 Purchasing system, we vendor, the Currency Cost specified here we (Purchase Orders carry it amounts in both supplier, and your domestic currency. The the time the PO is sent, and recomputed we	will automatically be assigned to the PO. the foreign currency associated to the domestic currency amounts are compute when the goods are received.
Canadian GST Tax Status	drop-down list
For Canadian companies using the Series how GST tax is typically paid to for this ver purchases and it would be "Fully Recovera services supplied are GST exempt, or the	5 Accounts Payable system, you may selendor. Normally you would pay GST on all yeable". You do not pay GST if the goods or vendor does not have a GST reporting num
When an Invoice is entered, the GST Taxa automatically computed from the total amore may be revised by the operator. Either wa	ble amount and the GST Tax amount are ount, and displayed. The GST Taxable amo y, the GST is automatically computed.
When the A/P Transactions are posted, dia automatically recorded to the applicable G Preferences.	stributions for any GST tax amount will be ST account defined in the A/P Control
P/O Default Extra Cost Code	X(6)
This field is used in conjunction with the Se be left blank. This field may be used as a v reports.	eries 5 Purchasing system, otherwise it sh /endor selection filter for most vendor drive
If using the Series 5 Purchasing system, w	when a purchase order is recorded for this automatically be assigned to the PO's list o

6.6.1.6 Vendor 1099/YTD Statistics

Vendor 1099/YTD Statistics — Display Screen

This screen displays a variety of statistics for the given vendor. More significantly, it displays the total Purchases and Discounts Taken that have been accumulated during the the current year, last year, and since the vendor was added to the system. As well, you may define the Vendor as one that must receive a 1099 form at the end of the year, and appropriate YTD totals are accumulated. As the day-to-day activity of entering invoices, and paying them proceeds, these functions contribute to the assorted statistical amounts displayed. Each of these periods are defined as follows:

Year-to-Date —	On an annual basis, the Accounts Payable manager is responsible for executing the operation to Clear Vendor Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each vendor will be reset to ZERO.
Last-Year —	On an annual basis, the Accounts Payable manager is responsible for executing the operation to Clear Vendor Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.
Life-To-Date —	Since the Vendor was added to the system.

The following screen is displayed these statistical amounts for the Vendor:

🔲 Vendor Maintenance				
Vendor: 000466 OLD CAF	PITAL FUNDING CORP.	- Modify the f	Properties of	
Name and <u>A</u> ddress <u>R</u> emit /	Address <u>N</u> otes A/P <u>P</u> rofile	e 1099/YTD <u>S</u> tats Auto- <u>C</u>	Distributions	-
Year-To-Date and Last-Year figu are accumulated as A/P Check	Year-To-Date and Last-Year figures are accumulated as Suppliers Invoices are entered into the A/P system. 1099 amounts are accumulated as A/P Checks are generated and posted. (They may also be re-computed using the Recalc 1099 operation).			
Last Activity Date: 3/16	5/99			
Accumulated Statistics:	Year-To-Date	Last-Year	Life-To-Date	
Purchases:	\$ 116,000.00	\$ 70,099.00	\$ 755,500.00	
Discounts Taken:	\$ 0.00	\$ 0.00	\$ 0.00	
Discounts Faken: \$ 0.00 \$ 0.00 1099 Control: I 1099 Form needs to be produced and printed for this supplier 1099 Form and Amount Type: 1099-MISC - Non Employee Compensation (Box 7) Accumulated Purchases: \$ 99,888.00 for the Reporting Year: 2008 (Purchases in the next year not included above: \$ Update Cancel				
_				

1099 Accumulating Totals

Should you forget to mark the Vendor as requiring a 1099, you may do so at the end of the year, and have the system re-tally the applicable totals. From the **Operations** drop-down menu on the A/P Menu screen, select Recalc Vendor 1099 Totals 34

- Vendor 1099/YTD Statistics Screen — Field Definitions

Last Activity Date	(mmddyy)	
This is the last date for which an Invoice was en	tered into the system for this Vendor.	
Purchases and Discounts Taken	\$ 999,999,999.99	
Records the accumulated Purchases and Discounts Taken for this Vendor. The Purchases totals are updated when Invoices are posted from the Transaction entry operation. Discounts totals are updated when checks for payments are generated. These Year-To-Date fields are reset to ZERO when the Clear Vendor YTD function is executed. (If you intend on relying on the Year-To-Date amounts, then you must		

1099 Form	ns needed for Vendor?	check-box	
If the vendo to produce	or, in the United States, is designa a 1099 form at the end of the yea	ted as a consultant, then it will be nec r. If this is the case, check this field.	es
You would would be a	then select the type of 1099 form 1099-MISC).	that would be printed. (In most cases	, th
1099 Accu	mulated Purchases Amount	\$ 99,999,999.99	
1099 Accu This is the year displa	mulated Purchases Amount total amount of checks that were yed.	\$ 99,999,999.99 paid to the vendor, dated within the re	por
1099 Accu This is the year displa 1099 At the b in a sep automa	mulated Purchases Amount total amount of checks that were yed. Amounts Next Year eginning of the year, prior to the 1099 be parate field. When the 1099 are finally g tically be move the the Accumulated Pur	\$ 99,999,999.99 paid to the vendor, dated within the re- ing generated, the system will record any am enerated, and next year accumulated amount chases field.	por
1099 Accu This is the year displa 1099 At the b in a sep automa	mulated Purchases Amount total amount of checks that were yed. Amounts Next Year eginning of the year, prior to the 1099 be barate field. When the 1099 are finally g tically be move the the Accumulated Pur	\$ 99,999,999.99 paid to the vendor, dated within the re- ing generated, the system will record any am enerated, and next year accumulated amount chases field.	por noui

6.6.1.7 Vendor ACH Payment Properties

Screen Vendor ACH Payment Properties — Display Screen

This screen presents the fields for properties associated to ACH payment processing for the Vendor. In particular, the name and address of the bank receiving the payment, bank account information, and the Vendor's contact to deal with matters associated to payments. There is also information associated to the last ACH payment that was made.

The following screen is displayed:

Uvendor Maintenance
Vendor: 000377 FINNEL, CAROL - Modify the Properties of
Name & Address Remit Address Notes A/P Profile 1099/Y1D Stats ACH Payments Contracts Auto-Distributions
If this Vendor has registered to accept ACH payments enter the specific Transmission Control Specification along with their bank account information
Generate ACH Direct Deposits for this Vendor ACH Specifications Code:
Bank Information:
Address: 1234546 MAIN STREET
14TH FLOOR - BENTALL BUILDING
City: Vancouver State/Prov. BL Postal/Zip:
Bank Account Information:
Transit Number: 123498765 Account Number: 1234567890 Checking Acct
Name on Accounce FINNEL, CARUL
Vendor's Authorized Official Contact:
Name: Sarah Rae Brar Title:
Phone: Email: Iarryc@sentinel-hill.com
Last Generated ACH Payment:
Z Send Email Notification when ACH Payment is generated Date: 8/09/13 ACH Ctrl Set #: 00000034
Amit: \$ 6.760.00 # Inv's Paid: 33 Chk/Track #: 000022 Bank Trace:
Lindate Cancel

- Vendor ACH Payment Properties Screen — Field Definitions

Bank - Name	X(40)
Enter the name of the bank. The name is printed or	the payment verification form.
Bank - Phone	X(20)
Enter the phone number for the branch of the bank. only.	Recorded for information purposes
Bank - Address - City - State/Prov - Zip/Postal	2 of X(40) - X(25) - X(5) - X(10)
Enter the address of the bank. Recorded for inform	nation purposes only.
Bank - US or Canada ?	radio-buttons

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Bank Account - Bank Transit #	9999-9999-9 or 99999-999
Enter the Bank Transit #. Enter as many digi For US banks, the account # is 9999-9999-9 a 999.	ts as required, without spaces or dash and for Canadian the account # is 9999
Bank Account - Number	X(17)
Enter the bank account #, (not including the B required, left justified, without spaces or dashe	ank Transit #). Enter as many digits as es.
Bank Account - Name on Account	X(60)
Enter the Company Name, or individual's nam credited is recorded to. This name is recorde	ne, under which the bank account to be ad with the ACH payment.
Bank Account - Savings or Checking	radio-buttons
Select the type of account to be credited. This	s is recorded with the ACH payment.
Vendor Contact - Name	X(25)
Enter the name of the individual at the Vendor Accounts Payable. If payment notifications ar	company responsible for handling e sent, they are addressed to this pers
Vendor Contact - Title/Position	X(15)
Enter the position or title of the individual at the Accounts Payable.	e Vendor company responsible for hand
Vendor Contact - Phone	X(20)
Enter the phone number of the individual at the Accounts Payable.	e Vendor company responsible for han
Vendor Contact - Email Address	X(60)
Vendor Oontdot Entan Address	

Send Email Notification when Payments are made ?	check-box
Payment Notifications are generated for each AC emailed to this Vendor, set the check-box, (and re	H payment made. If these are to be ecord the email address).
Temporarily Suspend ACH Payments ?	check-box
If you wish to temporarily suspend ACH payments Note that payments will still be made by print	s to this Vendor, set the check-box. ting a paper check.
If you wish to temporarily suspend ACH payments Note that payments will still be made by print Last Generated ACH Payment	s to this Vendor, set the check-box. ting a paper check.

6.6.1.8 Vendor Contracts Summary

Vendor Contractual Information — Display Screen

This screen is used to record summary information about any contracts that have been established with this supplier. It is used for information purposes only.

The following screen is displayed:

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dor	Maintenance	e ///	a series				and the	
/endor: 000377 FINNEL, CAROL · Modify the Properties of								
me	& Address	Remit Address	Notes A/P Profile	1099/YTD Sta	ts ACH Pa	yments	Contracts	Auto-Distributions
Record information associated to any Contracts that may have been arranged with this Vendor.								
Cor	ntract(s)	1						
	Number/ID	Name/Description	I	Start and End	Dates		\$Value	Renewable
1	1	ANNUAL SERI	ES 5 SSS	7/01/13	9/30/13		10,000	Yearly 🔻
2	12345678	Summer of 201	0	6/01/10	8/31/10		14,000	Open End 🔻
}								
4								
								-
				Upda	te	Cancel		

Vendor Contracts Info Screen — Field Definitions				
Number or ID Code	X(8)			
This field may be used to identify the Contract #.				
Name or Description	X(40)			
A brief description, or formal name of the contract.				
Start and Ending Dates	check-box			
If applicable, record the effective starting and ending dates of the contract.				
Contract \$ Value	\$ 99,999,999			
This would be the total \$ value of the contract.				

Contract Renewable Period	list-box
If the contract is deemed to be renewable, selec	t the applicable period.

6.6.1.9 Vendor Auto-Distributions

A feature of the Series 5 Accounts Payable is the ability to predefine the G/L Expense accounts that might typically be used for a particular Vendor. If Invoices for that supplier are always distributed to the same G/L Expense accounts at fixed percentages, you can define the Auto-Distributions. When Invoices are entered for this invoice, as an option, the operator may choose to enter the expense distributions directly, or use the Auto-Distributions if defined.

The sum of all distributions must equal 100. For each individual distribution, you select a G/L account and as an option, a G/L Sub-Ledger Project code.

ndor Maintenance						
for: UUU466 ULD CAPITAL	FUNDING CURP.	Modity the Properties of		-		
me and <u>A</u> ddress <u>Bemit</u> Addre he A/P system provides for the capa corded for this Vendor. The sum of utomatically generated when an Invo	ss <u>Notes</u> <u>A/P Profile</u> <u>1099/YTD</u> ; billty to set up automatic proportional Expense all distributions entered MUST total 100 %. Th ice is entered.	Auto-Distributions Distributions for Invoices te distributions will be				"Fast Buttons"
Set up to have Expense Dist	ibutions automatically generated for this Vend	or			New	Add a new Auto-
<u>N</u> ew <u>M</u> o	dify <u>D</u> elete <u>P</u> u	rge	Diet %		Modify	Modify the Auto-
0000-00207-73-040	HIBBLER, SHAWNDA	SubLeuger Floject	50.000 *		wouny	
0000-02403-00-040	ACCRUED LEGAL & ACCOUNTING		20.000			highlighted in the
00-05001-60-040	SALARIES - PROGRAMMING		10.000			8 8
1000-06431-50-040	ADVERTISING TRADE SHOWS		15.000			
1000-07101-00-040	RENT		5.000 × ·		Delete	Delete the Auto- highlighted in the
Amount Remaining to Distribute:	0.000 %	Total: 100.000 ate <u>C</u> ancel	%		Purge	Delete all the Au Distributions on Vendor

Vendor Auto-Distributions — Entry Screen

This screen is used to record the amounts associated to each Auto Distribution that may be defined for the Vendor.

Some points to note about entering Vendor Auto-Distributions:

- The sum of all Auto Expense Distributions, some of which may be negative, must equal 100 %.
- Sub-Ledger Project codes may be entered, only if the selected G/L Distribution account has as one of it's properties, the option to Always, or Optionally, allow for a Project code.
- You may edit the \$ Amount directly on the Auto Distribution screen's grid.

The following screen is displayed to enter or modify the Auto Distribution Account and the percentage share of amounts to be recorded to the expense:

🔲 Modify Vendor Auto Distributior	
Auto Distribution for Vendor: 000466	Amount Left to Distribute: 🏾 🎗 0.000
Expense Distribution Account: 0000 - 05001 - 60 040 SALARIES - PROGRAMMING Sub-Ledger Project Code: M	Distribution Percentage:
	<u>U</u> pdate <u>C</u> ancel

Auto-Distribution Screen — Field Definitions

G/L Expense Account	9(18)-9(5)
This is the G/L Account to which the Expens	se amount is distributed to as a credit.
Sub-Ledger Project	X(6), X(8), X(4)-X(4), or X(4)-99-99
If the Series 5 General Ledger system is conselected account has been designated to al Enter the Project Code to which this revenue.	nfigured to use Sub-Ledger Projects, and the low project codes, this fields will be displayed. ue is associated to.

Distribution Percentage	999.999- %
Enter the % of the value of the Invoice that specified G/L Account.	is is to be generated as an expense to the

6.6.1.10 Reporting & Exporting Filters

The Vendor List Report and Vendor Data Export functions display a filters screen that provide a number of different selection parameters. If you are wanting to select only a few vendors that satisfy a particular set of criteria, it's quite possible that it can be done using this screen. In particular, the following values may be used to refine the selection of Vendors:

- Vendor Account Balance
- Vendor Purchase & Discount Totals
- 1099 Totals
- The last Date that a Vendor Invoice was received

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Vendor Maintenance	
Report: VENDOR.RPT Print a report listing	the Vendors currently on file using assorted selection criteria.
Report Options Vendor Select Filters Print Option	s
Specify options for the report	
Report Type: Detail	Grouped by: State or Province
_	Sorted by: \$ Purchases Year-To-Date 💌
With Vendor Account Balances: C Not Considered G Greater Than C Less Than or Equal To With Purchases: Not Considered G Vear-To-Date C Last Year C Last Year C Date	With Invoices: Not Considered Not Received Received With 1009 Year-To-Date: Not Considered Greater Than Less Than or Equal To
With Discounts Given: Vot Considered Year-To-Date Last Year Life-To-Date S	Giving Discounts %: • Not Considered • Greater Than • Less Than or Equal To
	<u>N</u> ext

The Vendor Name List, Detail List or Summary List, if archived, will be catalogued with a report name of **VENDOR.RPT**. The Vendor Merge Labels file, will be created with a name of **VENDMERG.WPM**. 1-Up and 3-Up labels, are created named **VENDLBLS.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

Generic Vendor Selection Filters

In addition to the selection filter fields described in this topic, the <u>Generic Vendor Filters</u> screen will also be presented, providing additional fields to refine the selection criteria.

- Field Definitions

Choose the type of listing to be generated. Name List — shows Name, city, state, phone, fax and contact. Detail — shows all available information about the Vendor including YTD statistics Summary — Name, address, Purchases YTD and Last Year, Status and primary Contact Merge Labels — A Word Merge address file with each entry as follows: Company Name Vendor Code Address Line 1 Address Line 2 City State ZIP Country Contact Name • 1-Up Labels — Address Labels in 1 column • 3-Up Labels — Address Labels in 3 columns	or Name List Hary e Labels Labels Labels	
 1-Up Labels — Address Labels in 1 column 3-Up Labels — Address Labels in 3 columns 		
Vendors Grouped By	drop-	-down list
To have the Vendors listed grouped by one of the available fields. A new page is started for each unique occurrence of the selected group, along with subtotals at the end. (Not presented as a field when exporting Vendors)	none Vendor Type City State or Province Country	
Vendors Sorted By	drop	-down list

available fields. If Vendors were grouped, they are sorted within the group as well. (Not presented as a field when exporting Vendors)	Vendor Code Vendor Company Name Zip or Postal Code \$ Payables Balance Due \$ Purchases Year-To-Date \$ Purchases Last-Year \$ Discounts Year-To-Date \$ Discounts Last-Year \$ Discounts Life-To-Date Remit Company Name 1099 Category
Vendor Account Balance \$ Amount	radio-buttons
To select only those Vendors whose Accounts Payable to amount falls within a particular range, click the desired compare function and enter the amount to be compared with.	 Not Considered Greater Than Less Than or Equal
Accumulated Purchases \$ Amount	radio-buttons
To select only those Vendors from whose total \$ Purchased amounts for a given period falls within a particular range, click the desired Period, and compare function, and enter the amount to be compared with.	 Not Considered Year-To-Date Last Year Life-To-Date
Accumulated Discounts Given \$ Amount	radio-buttons
To select only those Vendors who have given total \$ Discount amounts for a given period that falls within a particular range, click the desired Period, and compare function, and enter the amount to be compared with.	 Not Considered Year-To-Date Last Year Life-To-Date
Date of Last Invoice	radio-buttons and (mmddyy)
To select only those Vendors that you have, or have not, received an Invoice from relative to a particular date, click the appropriate button, and enter the date to be tested against.	 Not Considered Not Received Received

Accumulated 1099 \$ Amount	radio-buttons and (mmddyy)
To select only those 1099 Vendors that you have whose total \$ Purchased amounts for the reporting year falls within a particular range, click the desired compare function and enter the amount to be compared with.	 Not Considered Greater Than Less Than or Equal
Vendor Discount %	radio-buttons and (mmddyy)

6.6.1.11 Importing Vendors from Spreadsheet

New Vendors, or those defined from another Accounts Payable system, may be loaded into the Series 5 system directly from an Excel spreadsheet, or a tab-delimited file. The standard Series 5 Import screens will be presented when the specific function is launched.

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given Vendor is loaded from a row. The types of text files supported include the following:

- > MS Excel Workbooks
- > Tab Delimited Text
- > Lotus Text (Comma Delimited with quotation marks)
- > Slash "\" Delimited Text
- CSV Text (Comma Delimited)

Some points to note when importing Vendors:

- A heading row with VENDOR or Vendor or VEND or Vend or VEND# or Vend# in column 1 will be ignored
- Blank rows are ignored

The standard Series 5 Import Options screen will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename is **Vendor_Properties_In.XLS**. You may click the Browse button to locate a different folder and input file.

The layout of the columns on the spreadsheet are defined with the following screen:

port Optic	ns About Impo	orting						
One of th %RADI %DELE %UPD	ree Processing I D% - All Vendors :% - All Vendors T% - All Vendors	Directives m of rows fo for rows fol for rows fo	nay be includ Illowing will 1 Ilowing will b Illowing will h	led starting in col st be deleted, th e deleted from th ave a field, (as in	lumn 1: en updated wi e A/R system. ndicated in co	th the ne lumn 2),	ew fields. updated with a n	e w value.
Column	Field	Format	Column	Field	Format	Column	Field	Format
A B C D E F G H I J K L M N O	Vendor Code Company Name Address-1 Address-2 City State/Prov Zip/PC Country Phone Fax E-mail Contact1-Name Contact1-Phone Contact1-Phone Contact2-Name Contact2-Name	х(40) X(40) X(40) X(25) X(25) X(20)	S T U V W X Y Z AA AB AC AD AE AF	Contractor ? Insurance Cert Federal ID Remit-Address-1 Remit-Address-3 Remit-Address-3 Remit-Address-3 Remit-Address-4 Vendor Status Terms Due-Date Method Due Days Discount Days Discount %	X(1) Y/N X(1) Y/N X(12) X(40) X(40) X(40) X(40) X(11) sp/H/D/N X(15) X(11) I/P 999 999 999 999	AH AI AJ AK AL	Garrenzo Code GST Category Extra Cost Code LastActive Date 1099 Category	X(4) X(1) X(6) yyyymmdd / mmdd sp/N/S/R/0/P D/G/C/E/I

Vendor Master Import Data Formats

When the Assets are imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

The following table defines the Asset entry fields:

Column #	Excel Column	Field	Format
1	А	Vendor Code (required)	X(6)
2	В	Company Name	X(40)
3	С	Address Line 1	X(40)
4	D	Address Line 2	X(40)
5	Е	City	X(25)
6	F	State/Province	X(5)
7	G	Zip/Postal Code	X(10)
8	Н	Country	X(20)
9	I	Phone	X(20)
10	J	Fax	X(20)
11	K	Email	X(30)
12	L	Contact 1 Name	X(20)
13	М	Contact 1 Phone	X(15)
14	Ν	Contact 1 Job or Position	X(10)
15	0	Contact 2 Name	X(20)
16	Р	Contact 2 Phone	X(15)
17	Q	Contact 2 Job or Position	X(10)
18	R	Vendor Type	X(6)
19	S	Contractor Flag	Y or N
20	Т	Has Certificate of Insurance	Y or N
21	U	Federal/GST/HST ID Number	X(12)
22	V	Remit-To Company Name	X(40)
23	W	Remit-To Address Line 1	X(40)
24	Х	Remit-To Address Line 2	X(40)
25	Y	Remit-To Address Line 3	X(40)
26	Z	Remit-To Address Line 4	X(40)
27	AA	Vendor Status space - Normal H - Hold all Payments To D - Discounts are Always Taken N - No Further Purchases to be Made	X(1)

28	AB	Vendor Terms Description X(15)	
29	AC	Due-Date Calculation Method I - Specifed # of Days following the Invoice Date P - A Specified Day-of-Month following the Invoice Date	X(1)
30	AD	# of Due Days	999
31	AE	# of Discount Days	999
32	AF	Discounts Given %	99.99
33	AG	Default Pay-By Checking Bank Code	X(6)
34	AH	Currency Code (if non native)	X(4)
35	AI	Canadian GST/HST Category	X(1)
36	AJ	Default PO Extra Cost Code	X(6)
37	AK	Last ActivityDate mm/dd/yy yyyymmdd	
38	AL	1099 Category blank - Not applicable N - 1099-MISC - Non Employee (S - 1099-MISC - Rents and Servi R - 1099-MISC - Royalties O - 1099-MISC - Other Income P - 1099-MISC - Other Income D - 1099-MISC - Substitute Paym D - 1099-DIV - Dividends G - 1099-DIV - Dividends C - 1099-DIV - Capital Gains C - 1099-DIV - Return of Capital E - 1099-DIV - Expenses of Inves I - 1099-INT - Interest Paid	Compensation ces nents stment

6.6.1.12 Vendor Properties Export

The Series 5 system provides for the capability to export Vendors data to a spreadsheet. The Spreadsheet Export function lets you output selected fields of the Vendors to spreadsheet. Once output to a spreadsheet, assorted analysis can be performed, or data can be easily

moved to a Microsoft Access data file.

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet. The data for a given account is stored in row. The types of text files supported include the following:

- > MS Excel Workbooks
- > Tab Delimited Text
- Lotus Text (Comma Delimited with quotation marks)
- > Slash "\" Delimited Text
- CSV Text (Comma Delimited)

The export option presents the operator with the standard <u>Vendor Select Filters</u> screen. This allows you to select specific or a range of Vendors, Vendors for selected Vendor Types, or Vendors matching a number of assorted properties.

Some points to note when exporting Vendors:

• A heading row is output to the spreadsheet.

The standard Series 5 Export Options screen will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **Vend_Export.XLS**. You may click the Browse button to locate a different folder and input file.

Vendors Export - Field Selection

There are many different fields that are associated to a Vendor. To be able to select specific fields to output would be a nice feature would it not. Well, guess what, you can select the fields you want.

The following screen is displayed from which selected fields may be selected. On the left side of the screen, double click to have a particular field included, or excluded.

port Filters Vendor Select Filters	s Field Selection Ex	port Options		
elect the individual fields that are to be e	exported.			
Available Vendor Fields:		Selected:		
Company Name Address-1 Address-2 City State/Prov Zip/PC Country Phone Fax E-mail Contact1-Name Contact1-Name Contact1-Phone Contact2-Name Contact2-Name Contact2-Name Contact2-Job Vendor Type Contractor ?	Select All> < Clear All Add> < Remove	Company Name City State/Prov E-mail Vendor Type Purchases:YTD Purchases:LYR 1099 Category		
	< Back	Next	Cancel]

6.6.2 A/P Transaction Batch Maintenance

Vendor A/P Invoice transaction information is entered into the system using a New A/P Transaction. The types of transactions include the following:

- Supplier Invoices
- Prepaid Invoices
- Voucher Cancels
- Distribution Adjustments

A group of transactions are entered together under the control of a New A/P Transactions Batch. Each Batch has a unique code or number assigned either automatically or by the user. Control parameters may be assigned to each batch if desired. Batches may be created using this menu function, or directly from the New A/P Transactions Entry operation. Different operators can be working in different batches of New A/P Transactions at the same time, and any batch may be posted independent from the others.

Batches are created as either a normal batch, or as a Re-Occurring Batch. Re-Occurring batches are the same as a regular batch except for the following features:

 When invoked and posted all transactions, and the batch itself, remain on the system. It's transactions are assumed to be re-occurring, and will be posted at some time again in the future.

- The batch is defined with a frequency as Weekly, Monthly, Quarterly, Yearly, Every 2 or 4 Weeks, of Discretionary
- Each time the batch is posted, the Invoice and Ledger Dates are automatically adjusted to reflect the defined frequency and next scheduled date

A/P Transaction Entry Batch Codes Maintenance Grid

New A/P Transaction Batches are maintained using a Series 5 grid processing screen.

🗖 A/P Ti	x Batch	Maintena	nce						
File Edit	View He	lp							"Fast Buttons"
Define .	A/P Trx E	Batch Ses	sions	Select to moo New A/P Tra	dify or delete; or add a new A/P Tra ansactions are entered grouped with	k Batch Session. hin an A/P Batch.	E <u>x</u> it 👱		r dot Buttonio
N	ew	<u>M</u> o	dify	<u>D</u> elete	e <u>P</u> rint	<u>P</u> urge		Now	Add a new A/P Trai
View:	LL by Bato	h Code	•	Go To the B	Batch with Code:	N m m	Refresh	INEW	Batch
Batch	Status	Created	# Trxs	Amt Entered	Author	Updated/Posted			
007020	Р	9/14/05	23	14,309.00) Jane Aval	10/05/05		Madifu	Madify the A/D Tree
007022	R	9/16/05	1	105.00	Peter's Monthly Invoices	10/05/05	^		would the AP Tran
007023	P	9/17/05	2	2,122.00	Cheduled Transactions	10/12/05			Batch highlighted in
007024	P	9/17/05	1	3,400.00-	- USER	9/17/05			Batorringinightea
007025	P	10/05/05	1	105.00) REOCCUR: 007022	10/05/05			
007042	P	10/20/05	10	793.00	USER	10/27/05	ź	Delete	Delete the A/D Trer
007043	A	10/20/05	1	10.00	USER A/P TRX INTERFACE	10/20/05		Delete	Delete the AP Than
007049	Р	10/20/05	131	1,310.00	USER A/P TRX INTERFACE	10/20/05			Batch highlighted in
007050	Α	9/02/08	1	70.00	USER	9/02/08			Batorringringritoa in
LARRY	P	2/10/06	3	190.74-	USER 🥄	2/10/06	*		
LARRY2	P	2/10/06	3	190.74	USER	9/02/08		Drivet	Concrete e report li
LSCHED	R	11/13/06	0	0.00	USER	11/13/06		Print	Generate a report li
QCHECK	P	11/04/87	9	578,293.00	CREATED FOR "QUICK" CHEC	12/12/07			Δ/P Transaction Ba
REOCRI	R	9/13/05	1	1,000.00	USER	9/16/05	,		
SCHEDS	S	7/18/05	5	2,242.00	SYSTEM - SCHEDULED TRXS	1/16/06			already on file
									-
ALL Batch	es listed	in order b	y Batch	Code.	Search:	for:			
								Purae	Remove all A/P Tra
									Detahas that have h
									Balches that have t
									completed and pos
									a specific date ranc

Edit an existing A/P Transaction Batch by double-clicking it's associated row. Standard Series 5 grid controls apply.

You may choose to have the Batches in the grid displayed sorted in a variety of different ways. Click on the List by list-box to select the desired sort:

<u>N</u> ew <u>M</u> odify									
r AL AL AL AC 02 Re Ac 02 Pc	L by Batc L by Batc tive Batch Occurring tive and P sted Batc	h Code h Code te/Post Dat nes g Batches }e-Occurring hes							
)25	Р	10/05/05	1						
142	P 10/20/05								

Operational Tip

You can select to list only the Active Batches, or only the Postec Batches, to reduce the items actually being displayed.

The Print Options tab screen will be displayed, from which you can select to direct the output

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to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).*

The report listing the A/P Batches on file, if archived, will be catalogued with a report name of **APBATCH.LST**.

A/P Transaction Batch - Properties Screen

The properties for each A/P Transaction Batch are defined with the following screen:

A/P Trx Batch Maintenance	
A/P Trx Batch: 007050 - Modify the Properties of	
A/P Trx Batches are used to group the entry of New A/P Transacti remain on file after being posted, and can be scheduled. For either	ons entered into the A/P. Re-Occurring Batches will type, control totals may be specifed as an option.
A/P Trx Batch: 007050 Status: ACTIVE Batch Type: © Regular © Re-Occurring Author: USER	Next Scheduled For:
Earliest Transaction Date: 9/02/11 Latest Transaction Date: 9/30/11	Created: 9/02/08 10:25 AM
Default Ledger Date: 9/30/11	Batch Totals: # Transactions Total \$ Value Expected: 29 1.100.070.00 Entered: 26 25.070.00
Enabled EAST COAST MANAGEMENT LJC LARRY CARLSEN M-MOUSE BUGSY Bugs Bunny	A/P Control Account: 2600 001 Accounts Payable - US
	Update

Operational Tip

You can edit the properties for the batch while executing the New A/P Transactions Entry function. From the Cash Entry grid screen, on the menu bar, click Edit, then from the drop down menu, click on Edit A/P Batch Properties.

Field Definitions **AP Transaction Batch Code** X(6) This is the code assigned to the A/P Transaction Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files. If you wish to have the system automatically assign a unique numeric Batch code, press the F1 function key. Warning The Batch Code **QCHECK** is reserved by the Series 5 system to record Quick Checks, and should not be used. **Batch Type** radio-buttons If the cash receipt is not to be applied to a receivable item, then click the Non A/R Cash radio button. (ie., for the sale of furniture, or interest earned, or overpayments, etc.) Is a normal Batch that is used to accumulate transactions. Once ۲ Regular posted, all transactions are deleted, and the Batch is never used again. This batch will be used to enter Re-Occurring transactions. (le., \bigcirc Re-Occurring transactions for Invoices that are the same every month). When this batch is invoked, its transactions are copied to a Regular Batch, which then may be edited prior to actually being posted to the A/P system. These Batches, and their transactions remain on the system. **Next Scheduled For** (mmddyy) Applicable only for Re-Occurring Batches. This holds the anticipated date that this batch should be selected to have it's transactions entered into the system. Frequency drop-list Applicable only for Re-Occurring Batches. This defines the frequency with which the batch should be re-invoked. Author X(24) For information purposes to record the operator that created the Batch. Earliest/Latest Transaction Date (mmddyy)

When transactions are entered for this batch, they must fall within the starting and ending dates entered. **Default Ledger Date** (mmddyy) When A/P transactions are entered for the batch, this date will be automatically assigned as the Ledger Date. When associated G/L distributions are generated, this is the date that is used. When the transaction is entered, a different date may be entered. **Default Due Date** (mmddyy) When A/P transactions are entered for the batch, this date will be automatically assigned as the Due Date. Manager(s) Approval Option - Enabled check-box The Series 5 A/P system provides the option to force all invoices entered into the system to be approved by up to three different "Approval Managers", before it may be selected to be paid. Approval Managers 431 are recorded with an invoice at the time they are entered into the system. The manager is notified by email that a new invoice needs to be approved. These managers have a password, that must be entered when a given vendor invoice is approved for payment. For the set of invoices that are entered under this A/P Transaction Batch, if they need to be approved before they can be paid, set this check-box. If not set, then these transactions will not need to be approved to be paid. Default Manager Set X(6) The Series 5 A/P system provides the option to force all invoices entered into the system to be approved by up to three different "Approval Managers", before it may be selected to be paid. Approval Managers are recorded with an invoice at the time they are entered into the system. The manager is notified by email that a new invoice needs to be approved. These managers have a password, that must be entered when a given vendor invoice is approved for payment. For each invoice entered into this A/P Transaction Batch, an Approval Manager Set 428 must be assigned to it. The Approving Managers 431 defined with the Manager Set, are then assigned to the invoice. The Manager Set entered in this field will be automatically assigned as the default for invoices entered to the A/P Batch. **A/P Control Account** 9(18)-9(5) If the Accounts Payable system has been set up with multiple A/P Control Accounts, then when an A/P Transaction is entered for the batch, one of the fields to be entered is the G/ L A/P Control Account to which the A/P transaction is recorded to as a payable. The A/P Control Account entered here will be presented as the default. When the transaction is

 entered, a different account may be chosen.

 Batch Totals - Expected # of Transactions
 9(6)

 Enter the number of New A/P Transactions that are to be entered under this batch. If when the batch is posted, if the number of transactions entered does not equal this amount, a warning screen is presented, and the operator must indicate that it is OK to proceed. The New A/P Transactions function will not allow more transactions than is specified here to be entered.

 Batch Totals - Expected Total \$ Amount
 999,999,999.99

 Enter the total dollar value of all New A/P Transactions that are to be entered under this batch. If when the batch is posted, if the value of the transactions entered does not equal this amount, a warning screen is presented, and the operator must indicate that it is OK to proceed. While entering New A/P Transactions, if this amount is exceeded, a warning message will be displayed.

A/P Transaction Batch - Purge Screen

When selecting to have the A/P Transaction Batches purged, the following screen is presented:

🔲 A/P Trx Batch Maintenance		
Purging the A/P Trx Batch Master file		_
Batch Selections		
Only those Batches that have been posted will be purged. You may specify a date range based on the Post Date of the batch.		
Batches Posted Between the Dates:		
Starting: 1/01/75		
Ending: 10/31/05		
	<u>Proceed</u>	

Field Definitions

Starting/Ending Dates Posted

(mmddyy)

When A/P Transaction Batches are purged, only those that have been posted between the dates specified, will be deleted.

6.6.3 Approval Manager Sets

The Series 5 A/P system provides the option to force all invoices entered into the system to be approved by up to three different "Approval Managers", before it may be selected to be paid. Approval Managers are recorded with an invoice at the time they are entered into the system. The manager is notified by email that a new invoice needs to be approved. These managers have a password, that must be entered when a given vendor invoice is approved for payment.

An Approval Manager Set may be created and used to defined up to three Approving Managers. When an Invoice is entered, the Approving Managers are determined from the Manager Set that is selected.

A property defined in the <u>A/P Control Options General Tab</u> screen specifies whether the Manager Approval process is to be enforced, or not.

The Manager Sets defined here are listed in the Series 5 <u>A/P Manager LOV Lookup</u> 62 window.

A/P Approval Manager Sets Grid

A/P Approval Manager Sets are maintained using a Series 5 grid processing screen.

A/P Approv	val Manager Set	t Codes Maint	enance							
File Edit H	Help									
Define App	oroval Manager	Sets Sele You	ect to modify or I may also gen	delete; or add a new erate a report listing th	Approval Manager ne codes already de	Set. fined. Exit				"East D. ((a.a.a."
New	Modify	Delete	Print							"Fast Buttons"
		Go To Appro	val Set with Co	ode:	- <u>n</u>	Refre	h			
Code	Description			Manager 1	Manager 2	Manager 3		N	ew	Add a new ivlanger
~~~~~	EAST COAST N	MANAGEMENT		ыc	M-MOUSE	BUGSY	<b>-</b> -			
							±	MC	odity	Modify the Manger highlighted in the
				3				De	elete	Delete the Manger highlighted in the
							•	P	rint	Generate a report the Manger Sets already on file
Items are liste	ed in order by C	Code.	Searc	h:	for:					

Edit an existing Manager Set by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).* 

The report listing the Manager Sets on file, if archived, will be catalogued with a report name of **APRVMGRSET.LST**.

A/P Approval Manger Sets - Properties Screen

The properties for each A/P Approver Manager Set are defined with the following screen:

# 430 Series 5 Accounts Payable- User Help

A/P Approval Manager	Set Codes Maintenance	and the second second		
Approver Manager Set	Code: WWWWW	- Modify the Properties of		
Select upto 3 A/P Paym An Approver Set may be	ent Approval Managers to bel assigned to Supplier Invoices	ong the a Set. s as they are entered into the system.		<u>8</u>
Approval Managers Se Desc	et Code: wwwwww	ANAGEMENT		
Approval Manager 1:	LJC M	LARRY CARLSEN Dept: SOFTWARE	Limit: \$	1,000,000
Approval Manager 2:	M-MOUSE	MICKY MOUSE Dept.: DISNEY WORLD	Limit: \$	4,000
Approval Manager 3:	BUGSY	Bugs Bunny Dept.: Toonsville	Limit: \$	5,000
		Update	Cancel	

# - Field Definitions

4	Approval Managers Set Code	X(6)
۲ N	This is the alphanumeric code assigned to the Manager Set needs to be recored within the Ac	Manger Set. Enter this code when a counts Payable system.
0	Description	X(30)
l: N	s a description of the Manager Set. This is dis Manager Set is utilized.	played to most A/P screens where
ł	Approval Managers 1, 2 & 3	X(10)
s a b	Select up to three managers that belong to this assigned to a Vendor Invoice, then before that i be approved by each of the managers defined.	Set. When this set is selected and nvoice can be released to be paid, it must

#### 6.6.4 Approval Managers

The Series 5 A/P system provides the option to force all invoices entered into the system to be approved by up to three different "Approval Managers", before it may be selected to be paid. Approval Managers are recorded with an invoice at the time they are entered into the system. The manager is notified by email that a new invoice needs to be approved. These managers have a password, that must be entered when a given vendor invoice is approved for payment.

A property defined in the <u>A/P Control Options General Tab</u> screen specifies whether the Manager Approval process is to be enforced, or not.

The Managers defined here are listed in the Series 5 A/P Manager LOV Lookup 62 window.

## A/P Approval Managers Maintenance Grid

A/P Approval Managers are maintained using a Series 5 grid processing screen.

A/P Approva	al Manager Codes M	laintenance				)		
File Edit He	elp							
Define Appr	oval Manager Code	s Select to modify of You may also ger	or delete; or add a new App nerate a report listing the co	roval Manager. des already defined.	Exit 🕒 👔			"Fast Buttons"
New	Modify De	lete Print						
		Go To Manager with C	iode:		Refresh		New	Add a new A/P Ap
Code	Name		Dept	\$ Limit				Manager
BUGSY	Bugs Bunny		Toonsville	5,000				
LJC	LARRY CARLSE	N	SOFTWARE	1,000,000				
M-MOUSE	MICKY MOUSE		DISNEY WORLD	4,000			Modify	Modify the A/P App Manager highlighte grid
							Delete	Delete the A/P App Manager highlighte grid
Items are listed	d in order by Code.	Searc	sh: for				Print	Generate a report the A/P Approval Managers already

Edit an existing A/P Approval Manager by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).* 

The report listing the A/P Approval Managers on file, if archived, will be catalogued with a report name of **APROVALMGR.LST**.

# A/P Approval Managers - Properties Screen

The properties for each A/P Approval Manager are defined with the following screen:

A/P Approval	Manage	er Codes Maintenan	ice		15			
A/P Manager	A/P Manager Code: LJC - Modify the Properties of							
A/P Approval for payment.	Manage They ha	ers are those individua ve approval dollar limit	ls that auth s assigned	orize supplier invoi to them.	ces to b	e selected		2
Manager	Code:	LJC	Nam	e: LARRY CAL	LSEN		]	
Departm	ent/Brar	nch: SOFTWARE						
	Pho	one: 800-663-835	4					
En	nail Addr	ess: larryc@senti	nel-hill.co	m				
P.O. A	uthorizat orization	ion \$ Limit: <b>1,000,0</b> Password: <b>123456</b>	000 678ABC	Higher A	uthorize	r User: M-MOUSE MICKY MOUS	E AN	
Manager In	voice Ap	proval Statistics: Period-To-Date		Year-To-Date		Last-Year		Life-To-Date
Value:	\$	1,000.00	\$	25,000.00	\$	14,000.00	\$	80,000.00
Count:		4		12		0		0
Average: (days)		0		0		0		0
	Update Cancel							

## - Field Definitions

Approval Manager Code	X(10)					
This is the alphanumeric code assigned to the code may be entered within the Accounts Pay	e Manager. Enter this code when a Manger yable system.					
Name	X(30)					
Is the manager's name. This is printed on mo screens where utilized.	ost A/P reports, and is displayed to most A/P					
ord the Department to which this manager harded for information purposes only.         ne Number       X(         r the phone number for this manager.       X(         il Address       X(         r the manager's email address. When new sem, and posted, if this manager is identified to he/she will be sent an email advising them of ess is recorded, then no email will be sent.       X(         ice Approval Limit       \$ \$         ord the maximum dollar value of supplier invo ove. If the value of the invoice exceeds this a cted as one of the approving managers. (The orizer Manager will be presented instead).         ier Authorizer Manager Code       X(         r that Manager's Code, who has a higher doll cable.       X(	s authority for, and works for. This 20) VP Vendor invoices are entered in be one of the approving managers the need to have it approved. If no 9,999,999 ces that this manager is able to nount, then this manager cannot k manager specified as the Higher					
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------					
ne Number       X(         r the phone number for this manager.       X(         il Address       X(         r the manager's email address. When new arem, and posted, if this manager is identified to he/she will be sent an email advising them of ess is recorded, then no email will be sent.       X(         ice Approval Limit       \$ \$         ord the maximum dollar value of supplier involue of the invoice exceeds this acted as one of the approving managers. (The orizer Manager will be presented instead).         ner Authorizer Manager Code       X(         r that Manager's Code, who has a higher dollar cable.	20) 30) VP Vendor invoices are entered in be one of the approving manager the need to have it approved. If no 9,999,999 ces that this manager is able to nount, then this manager cannot k manager specified as the Higher					
r the phone number for this manager. il Address X( r the manager's email address. When new em, and posted, if this manager is identified to he/she will be sent an email advising them of ess is recorded, then no email will be sent. ice Approval Limit \$ ord the maximum dollar value of supplier invo ove. If the value of the invoice exceeds this a cted as one of the approving managers. (The orizer Manager will be presented instead). ner Authorizer Manager Code X( r that Manager's Code, who has a higher dollar cable.	<b>30)</b> VP Vendor invoices are entered in be one of the approving manager the need to have it approved. If no <b>9,999,999</b> ces that this manager is able to nount, then this manager cannot k manager specified as the Higher					
il Address       X(         r the manager's email address. When new aem, and posted, if this manager is identified to he/she will be sent an email advising them of ess is recorded, then no email will be sent.         ice Approval Limit       \$ 9         ord the maximum dollar value of supplier invo         ove. If the value of the invoice exceeds this acted as one of the approving managers. (The orizer Manager will be presented instead).         mer Authorizer Manager Code       X(         r that Manager's Code, who has a higher dollar cable.	<b>30)</b> VP Vendor invoices are entered in be one of the approving manager the need to have it approved. If no <b>9,999,999</b> ces that this manager is able to nount, then this manager cannot k manager specified as the Higher					
r the manager's email address. When new em, and posted, if this manager is identified to he/she will be sent an email advising them of ess is recorded, then no email will be sent. ice Approval Limit \$ ord the maximum dollar value of supplier invo ove. If the value of the invoice exceeds this a cted as one of the approving managers. (The orizer Manager will be presented instead). her Authorizer Manager Code X( r that Manager's Code, who has a higher doll cable.	VP Vendor invoices are entered in be one of the approving manager the need to have it approved. If no <b>9,999,999</b> ces that this manager is able to nount, then this manager cannot k manager specified as the Higher					
ice Approval Limit       \$ 9         ord the maximum dollar value of supplier invo         ove. If the value of the invoice exceeds this a         cted as one of the approving managers. (The         orizer Manager will be presented instead).         ner Authorizer Manager Code       X(         r that Manager's Code, who has a higher dollar         cable.	<b>9,999,999</b> ces that this manager is able to nount, then this manager cannot b manager specified as the Higher					
ord the maximum dollar value of supplier invo ove. If the value of the invoice exceeds this a cted as one of the approving managers. (The orizer Manager will be presented instead). <b>Ner Authorizer Manager Code X(</b> r that Manager's Code, who has a higher dolla cable.	ces that this manager is able to nount, then this manager cannot t manager specified as the Higher					
r that Manager's Code, who has a higher doll cable.	10)					
	r approval limit. Leave blank if not					
orization Password X(	15)					
n an invoice is selected to be approved, the Acted, (if not already assigned), and their Authors, the invoice may then be selected to be paid	pproving Manager code must be rization Password entered. At the					
password must be at least 8 characters in lea habetic character, and NOT contain any space	gth, contain at least 1 numeric dig es.					
roval Statistics as						
	sorted					

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### 6.6.5 A/P Account Codes Maintenance

All G/L Accounts that may have distributions generated from the Accounts Payable system must be defined and maintained using this function. This includes all Cash, Discount, Expense Distributions and Accounts Payable Control accounts. In effect, validating all A/P accounts provides a system-wide safeguard against operators accidental entering an invalid, or non-existent account.

The A/P Accounts defined here are listed in the Series 5 A/P Accounts LOV Lookup 62 window.

### Loading Accounts from the G/L Chart-of-Accounts

All G/L Accounts in the Series 5 system must normally always be defined in the G/L system. It may seem redundant having to define them in the A/P as well. However there are many arguments in support to having the applicable A/P accounts ONLY defined within the A/P.

To make it easier to support, the system offers a function that will copy all posting accounts defined within the G/L's Chart-of-Accounts to the A/P account validation file.

Click the Load From G/L push button found on the "Fast Buttons" frame.

The A/P Account Codes Maintenance function is accessed from the A/P Main menu, by select A/P Accounts... from the Codes Maintenance drop-down menu.

A/P Account Codes Maintenance Grid

A/P Accounts are maintained using a Series 5 grid processing screen.

🔲 A/P Accounts Mair	ntenance									
File Edit Help									"Ea	et Buttone"
Define A/P Accounts used Select to modify or delete; or add a new A/P Accounts. You may also generate a report listing the codes already defined.					<u>-</u>		1 43	SI BULLONS		
New Modif	fy Dele	te Print	Load From G/L			_			New	Add a new A/P
	G	o To Account with Cod	e:	<u> </u>	hi mi mi	Refresh	_			Account
Account		Description		S/L Flag	P/I Flag	User Code	1			
1050-002		Canadian Imperial Bank	c .	0	0				Modify	Modify the A/P
1100-001		Northern Trust		0	0	•			mouny	
1103-001		Northern Trust #2		0	0				highligi	Inigniighted in t
1108-001		Product Development		0	0					
1110-001		Working Funds/Petty (	lash	0	0					
1120-002	N	Working Funds - CND	Office	0	0	±			Delete	Delete the A/P
1130-001	43	Supplemental Retireme	nt Plan	0	0					
1131-001		larry test expense		0	N					Inigniightea in t
1140-001		Prof. Liab. Reserves or	Dep.	0	0					
1200-001		Accounts Receivable -	US	0	0	Ŧ				
1200-002		Accounts Receivable -	CND	0	0				Print	Generate a rea
1205-001		Accounts Receivable-L	iterature	0	0					
1220-001		Interco AR - US		0	0					listing the AP
1220-002		Interco AR - CND		0	0					Accounts alrea
1280-001		Allowance for Doubtful	Account	0	0					
1310-001		Investments - US		0	0					
Items are listed in orde	er by Account	#. Search:	f	or:					d from G/L	I oads all the r
								LOO		
										accounts from
										L's Chart of A
										LS CHAIT-01-A

Edit an existing A/P Account by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).* 

The report listing the A/P Accounts on file, if archived, will be catalogued with a report name of **APACOUNT.LST**.

### A/P Account - Properties Screen

The properties for each A/P Account are defined with the following screen:

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A/P Accounts /	Maintenance		
A/P Account:	1110-001	- Modify the Properties of	
A/P Accounts a All A/P Account —	e defined for validation also need to be defined	with the A/P and Purchasing systems. I in their respective G/L Systems.	
Descriptio	Account: 1110 001	Pettu Cash	
Expense R	ecorded with Sub-Ledge s <ul> <li>Optional</li> </ul>	er Projects: Expense Recorded with P/I Projects: Never OAlways ODptional ONever	
User Defi	ned Distribution Report (	Sort Code:	
		Update Cancel	

# - Field Definitions

A/P Account	9(18)-9(5)					
This is the G/L Number assigned to the Account. The format of the number is defined be a property associated to the Series 5 Company System.						
Description	X(30)					
Is a description of the account. This is printed on most A/P reports, and is displayed to most A/P screens where the account is utilized.						
Expense Recorded with Sub-Ledger Projects	radio-buttons					
When this account is assigned as an Expense to a be recorded with a Sub-Ledger Project Code. Spe	n A/P transaction it may, or may not,					

Expense Recorded with P/I Projects	radio-buttons				
This setting is applicable only to those installations that have the Series 5 Professional Invoicing system. When this account is assigned as an Expense to an A/P transaction is may, or may not, be recorded with a P/I Project Code. Specify whether a P/I Project is Always, Optionally, or Never required.					
Use Defined Distribution Report Sort Code	X(5)				
When A/P transactions are entered for the batch, the as the Due Date.	his date will be automatically assigned				

### 6.6.6 A/P Job Codes Maintenance

The Series 5 A/P system provides to ability to track expenses by a Job Code. When supplier invoices are entered into the system, and amounts are allocated to G/L Expense Accounts, a job may also be entered.

Note that the Series 5 systems provides for expenses to be recorded with either an A/P Job Code, or a G/L Sub-Ledger Project Code.

A property defined in the <u>A/P Control Options General Tab</u> screen specifies to use one or the other.

All Jobs that might be used to record Invoice Expense Distribution amount to must be maintained using this function. In effect, validating the A/P Jobs provides a system-wide safeguard against operators accidental entering an invalid, or non-existent Job code.

The Jobs defined here are listed in the Series 5 A/P Jobs LOV Lookup [62] window.

### A/P Jobs or Sub-Ledger Projects

Note that the Series 5 system provides for expenses to be recorded with either an A/P Job Code, or a G/L Sub-Ledger Project Code; but not both.

A property defined in the <u>AP Control Options General Tab</u> screen specifies to use one or the other.

### A/P Job Codes Maintenance Grid

A/P Jobs are maintained using a Series 5 grid processing screen.

A/P Job Codes Maintenance		
File Edit Help		
Define Job Codes used by A/P Select to modify or delete; or add a new A/P Job Code. You may also generate a report listing the codes already defined.		
New Modify Delete Print		"Fast Buttons"
Go To Job Code with Code:	New	Add a new A/P Jot
Code Description		
CF20 2009 Conference Expenses		
MOVE Relocation to New Offices	Modify	Modify the A/P Job
NETJ Building new Net Shed		highlighted in the e
SOFT Software Enhancements		nigniignied in the g
	Delete	Delete the A/P Job highlighted in the g
	Print	Generate a report the A/P Jobs alrea file
Items are listed in order by Job Code. Search: for:		

Edit an existing A/P Job by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).* 

The report listing the A/P Jobs on file, if archived, will be catalogued with a report name of **APJOBS.LST**.

### A/P Jobs - Properties Screen

The properties for each A/P Job are defined with the following screen:

🔲 A/P Job Codes /	Maintenance				
A/P Job Code:	CF2009	- Modify the Properties of			
A/P Jobs may be A Job Distribution —	recorded with dis report may be ge	tribution amounts associated to Invoi merated listing charges recorded to e	ces entered in the A/P. ach Job.	2	
A/P Job Code	CF2009	erence Evnenses	1		
	2003 Com		]		
			Update	Cancel	
_					

### - Field Definitions

A/P Job Code	X(6)				
This is the alphanumeric code assigned to the Job. Enter this code when a Job code may be entered within the Accounts Payable system.					
Description	X(30)				
Is a description of the Job. This is p A/P screens where the Job is utilize	printed on most A/P reports, and is displayed to most ed.				

### 6.6.7 Bank Account Codes

A/P Bank Account Codes are used to hold information about the Cash Accounts that are used for generation of A/P Checks and/or ACH Payments. When A/P checks are generated, Quick Checks are entered, prepaid Vendor Invoices are entered, or ACH Payments are generated, a

Bank Account Code must first be selected.

Before any checks can be generated, these Bank Codes must first be defined to the system.

The Bank Codes record holds the following types of data that is used in the Series 5 Accounts Payable system:

- Bank Name, Account Name and Number and the Type of Account
- G/L Cash account used for the generation of checks or ACH payments
- The next check numbers to be assigned for both computer generated checks and for Quick checks
- The next ACH check number to be assigned
- The ACH Control Code to defined the format of associated ACH payments
- The next Tracking number for other types of payments, (such as Wire Transfers)
- The default Printer Queue to be used for printing checks
- A summary of the last set of checks that were generated by the system
- · Control properties for generation of Fraud Interface files
- Accumulated statistics of Check Generation cycles
- Control properties pertaining to the Check Reconciliation process

You would typically need to set up a Bank Code for every different set of A/P checks that will be written or generated in the Accounts Payable system.

### 6.6.7.1 Bank Codes Grid

A/P Bank Codes are maintained using a Series 5 grid processing screen.

le Edit H Define B	Help ank Account Codes	Select to modify or delete; o You may also generate a rep	add a new Bank Account Code iort listing the codes already defir	ned. Exit			
New	Modify Delete	Print Bank Code with Code:	<u>n</u> .	슈 MJ Refresh	)	<b></b>	Fast Buttons"
Code	Bank Name	Account Name	G/L Cash Account	Next Chk Curro			
CIBC TNT TNT#2	Canadian Imperial Bank of The Northern Trust Compan The Northern Mistrust Co.	Checking TNT Wire Transfers TNT A/P Checking Acc	1050-002 1100-001 1103-001	006372 037821 200041	•	New	Add a new Bank
	<u> </u>				÷	Modify	Modify the Bank C highlighted in the
					÷	Delete	Delete the Bank ( highlighted i the g
						Print	Generate a report listing the Bank C on file

Edit an existing Bank Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The report listing the Bank Codes on file, if archived, will be catalogued with a report name of **BANKACCT.LST**.

### 6.6.7.2 Bank Codes Properties Screens

The Bank Codes properties are basically used for generating and printing of A/P checks and ACH direct deposits. When adding a new bank code the significant fields to assign values to are as follows:

- G/L Cash Account Number
- The Type of Bank Account
- Next Check or ACH Numbers to be assigned
- The Print Queue used for printing A/P checks

Some of the other fields presented are for use when entering Quick Checks, Prepaid Invoices; and for generating a Fraud Interface file. Many of the fields are displaying information associated to the last set of checks that were printed or the last time checks were reconciled.

Each Bank Code is displayed on a screen that has two main segments. The top area is used to define general information about the Bank Account, and the G/L Cash Account. The bottom half offers a set of tabbed sub-screens that provide a variety of information and properties.

### Bank Code - General Properties Screen

Within the top portion of each Bank Code screen, enter the Bank Name, the account number and the G/L Cash Account. You must also assign a Bank Account Code, which must be entered every time checks are generated, or a Prepaid or Quick check is entered into the system.

Some points to note when setting up your vendors:

- If you intend on generating a Fraud Interface file, (a file that is sent to your bank the lists all checks that have been generated), you must enter the Bank Account Number
- Enter the G/L Account # of the Cash account which all checks will be recorded to

### **Generation of Checks and ACH Direct Deposits**

If you are generating traditional computer generated checks, and ACH Direct Deposits for your vendors, then a separate Bank Account code needs to be set up for the ACH processing. In this case you may specify the same Bank Account information, and G/L Cash account. However, for the ACH Bank Account select the Account Type of Checking - ACH, or Savings - ACH.

The general properties for each Bank Code are maintained by the following screen:

Bank Account Code: TNT#2	- Modify the Properties of				
Define a Bank Code that is associated to each G/L Cash account used to pay Invoices recorded in A/P. When the Print Computer Checks application is executed, you will need to specify a Bank Code for processing.					
Bank Code: TNT#2	Bank Name: The Northern Mistrust Co.				
Bank Account:					
Number:     27381111-90     Currency:					
G/L Cash Account: 1103 001 Northern Trust #2					
Default for "Quick" Check and Prepaid Invoices, or those marked "Manually" Paid:					
A/P Control Account: 2600 001 Accounts Payable - US					
Check Generation Check Prin	ting For Prepaids Fraud Interface Check Gen History Re	conciled			

Bank Code Properties Sub-Screen - Field Definitions

Bank Code	X(6)				
This is the code that is used to identify the Bank Account throughout all of the Accounts Payable system. This code is carried in all data records that refer to a particular bank code for A/P checks.					
Bank Name	X(30)				
The name of the banking institution. The name is always displayed, when a particular Bank Code is selected within the A/P system.					
Bank Account - Name	X(30)				
Used to record the name of the account. le., "Business Checking", or "Value Added Checking". The name is displayed in a few applications where a Bank Code is selected. It is provided basically for information purposes.					
Bank Account - Number	X(30)				
Enter the Account Number. This field is required for generating the "Fraud Interface" files.					

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Bank Account - Type	drop-down list					
Select the type of Bank Account being defined. For Bank Codes set up for ACH Direct Deposit, the selected type must be either Savings - ACH or Checking ACH.	Savings Savings - ACH Checking Checking - ACH Line-of-Credit Money Market Credit Card Other					
Bank Account - Currency	X(4)					
This field is provided strictly for information purpo	ses.					
G/L Cash Account	9(18) - 9(5)					
When A/P Checks are generated, or Manual, Pre Bank Code must be selected. For these checks, associated Credit distribution is generated.	paid or Quick Checks are entered, a this is the account to which the					
Default A/P Control Account for Prepaid Invoices	9(18) - 9(5)					
The Series 5 system provides the ability to record Vendor Invoices that have either have already been paid, or that will be paid when entered, (as opposed to waiting for the weekly Payables Check run).						
In some cases these invoices may be for special credit/debit distributions to a different G/L Account that G/L account in this field, to be associated to the theorem of the transmission of transmiss	events that you may wish to record the ts Payable account. You can specify this Bank Code.					

Bank Code - Check Generation Tab Sub-Screen

This tabbed sub-screen provides information about how often computer checks are generated. It displays information regarding the options used, and the check number range that was assigned and printed.

The Check Generation properties are displayed by the following screen:

heck Generation	Check Printing	For Prepaids	Fraud Interface	Check Gen History	Reconciled
Typically Generated	Weekly	~	Last Generated ar With Check #s Fr	nd Posted: <b>9/26/07</b> om: <b>200036</b> to <b>20</b>	0036
With Items Select Payment Dai Next Payment Dai	ed for Payment Base te: 7/12/07 te: 7/19/07	ed on: Cutoff Date: Check Date:	7/12/07 7/12/07	ß	

Bank Code Check Generation Sub-Screen - Field Definitions

Generation Frequency	drop-	down list	
Select how often checks are generated for this A/F Bank Account. The Cash Requirement reporting function offers the option to repeat itself for a specified number of pay periods. These setting w be used as the default pay period interval.	) ill	Daily Weekly Every 2 Weeks Bi-Monthly Monthly	
Last Generated and Posted with Check #s			
When computer checks are generated and posted check numbers are recorded.	d, the o	date and the range	of assigned
Items Selected for Payment Based On Dates	(mmo	ddyy)	
When Vendor Invoices are automatically selected different cutoff dates that are entered by the opera Bank Code and available for display.	to be tor. T	paid, there are a n hese dates are sa	umber of ved with the

# Bank Code - Check Printing Tab Sub-Screen

This tabbed sub-screen provides necessary properties for assigning Check Numbers, and the default Series 5 Printer Queue that is to be used for printing the Checks.

Some points to note when assigning these properties:

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- You may assign different ranges of check numbers for computer checks, "Quick" checks, and those that are manually written. If this is the case, then you can set these applicable "Next Check Numbers" in this screen
- The Print Queues that may be selected must be defined as Series 5 Printer Queues. They should be set up with the appropriate parameters for the check form being used.
- You could dedicate a separate printer for each of the banks that checks are written on
- Make sure you choose the correct type of format that dates are to be printed as. For Canadian Bank Cheques, the date must be printed in a format as D D M M Y Y Y Y or Y Y Y M M D D to conform to the established rule.

These properties for each Bank Code are maintained by the following screen:

Check Generation Check Printing For Pre	epaids Fraud Interface Check Gen History Reconciled
Computer Generated Checks:	2
Next Check Number: 200041	Print Queue: APCHECKS12PNT
✓ Also used for "Quick" Checks and "M	fanual" Checks
"Quick" Checks:	
Next Check Number:	Print these checks to a specific printer
Also used for "Manual" Checks	Print Queue:
Checks Printed for Invoices marked "Manually"	Paid:
Next Check Number:	Check Date Format: DD-Mon-YYYYY

### Bank Code Check Printing Sub-Screen - Field Definitions

Computer Generated - Next Check Number	9(6)		
This is the next check number that will be assigned generated. If the subsequent check box is set, it is invoices marked "Manually" paid.	d when computer checks are also used for "Quick" checks, and for		
Computer Generated - Use for Quick and Manual Checks	check-box		
If you are printing all checks through the system on a single printer, and you do not every write checks manually, then set this check-box.			
Computer Generated - Print Queue	X(20)		
This is the Series 5 Print Queue that will be used a are printed.	s the default, when computer checks		

	9(6)
This is the next check number that will be assigne "Quick" checks. If the subsequent check box is so "Manually" paid.	d when Vendor Invoices are entere et, it is also used for invoices marke
"Quick" Checks - Use for Manual Checks	check-box
If both your "Quick" checks and those invoices ma same printer, different from the printer used for co box.	rked "Manually" paid are printed on mputer checks, then set this check
"Quick" Checks - Print Queue	X(20)
case, then the Print Queue assigned to Computer default when "Quick" checks are printed.	Generated checks will be used as
"Manually Paid" Checks - Next Check Number	9(6)
"Manually Paid" Checks - Next Check Number If you have set aside a series of checks for use if this field attempts to keep track of the next check invoices marked "Manually" paid.	<b>9(6)</b> you need to hand write a check, the number that will be assigned for
"Manually Paid" Checks - Next Check Number If you have set aside a series of checks for use if this field attempts to keep track of the next check invoices marked "Manually" paid. Print Cheques in Canadian CPA Layout	9(6) you need to hand write a check, the number that will be assigned for check-box
<ul> <li>"Manually Paid" Checks - Next Check Number If you have set aside a series of checks for use if this field attempts to keep track of the next check invoices marked "Manually" paid.</li> <li>Print Cheques in Canadian CPA Layout</li> <li>For cheques generated on Canadian banks, there that must be adhered to. The Series 5 A/P syster Canadian standards. Set this check-box to have your part of the set of the se</li></ul>	9(6) you need to hand write a check, the number that will be assigned for check-box is a specific format of the check for n will generate checks based on the your checks printed in this format.
<ul> <li>"Manually Paid" Checks - Next Check Number If you have set aside a series of checks for use if this field attempts to keep track of the next check invoices marked "Manually" paid.</li> <li>Print Cheques in Canadian CPA Layout</li> <li>For cheques generated on Canadian banks, there that must be adhered to. The Series 5 A/P syster Canadian standards. Set this check-box to have y</li> <li>Check Date Format</li> </ul>	9(6) you need to hand write a check, the number that will be assigned for check-box is a specific format of the check for n will generate checks based on the your checks printed in this format.
"Manually Paid" Checks - Next Check Number If you have set aside a series of checks for use if this field attempts to keep track of the next check invoices marked "Manually" paid. Print Cheques in Canadian CPA Layout For cheques generated on Canadian banks, there that must be adhered to. The Series 5 A/P syster Canadian standards. Set this check-box to have y Check Date Format Their are a variety of different ways that the forma of the check date can be printed. Select the forma that you wish to conform to.	<ul> <li>9(6)</li> <li>you need to hand write a check, the number that will be assigned for</li> <li>check-box</li> <li>is a specific format of the check for will generate checks based on the your checks printed in this format.</li> <li>drop-down list</li> <li>t</li> </ul>
"Manually Paid" Checks - Next Check Number If you have set aside a series of checks for use if this field attempts to keep track of the next check invoices marked "Manually" paid. Print Cheques in Canadian CPA Layout For cheques generated on Canadian banks, there that must be adhered to. The Series 5 A/P syster Canadian standards. Set this check-box to have y Check Date Format Their are a variety of different ways that the forma of the check date can be printed. Select the forma that you wish to conform to. Canadian Checks must be printed in the format that is pre-printed on the check. (The definition of the format is actually printed on the check form as YYYYMMDD or DDMMYYY).	9(6) you need to hand write a check, the number that will be assigned for check-box is a specific format of the check for n will generate checks based on the your checks printed in this format. drop-down list t

DD-Mon-YY
DD-Mon-YYYY
Mon-DD-YY
Mon-DD-YYYY
DD/MM/YY
DD/MM/YYYY
DD-MM-YYYY
DD.MM.YYYYY
DD MM YYYY
DDMMYYYY
MM/DD/YY
MM/DD/YYYY
MM-DD-YYYYY
MM.DD.YYYYY
MM DD YYYY
MMDDYYYY
YYYY/MM/DD
YYYY-MM-DD
YYYY.MM.DD
YYYY MM DD
YYYYMMDD

### Bank Code - Prepaids Tab Sub-Screen

The Series 5 Accounts Payable system provides for the entry of supplier invoices that are referred to as Prepaids. These are invoices that are paid by means other that having a check generated by the computer. These might include the following:

- Prepaids Invoices that were already paid with a hand written check
- Wire Transfers Invoices that were paid with bank wire transfers
- Automatic Debits Invoices, such as monthly utility charges, that are automatically debited from your account
- Credit Card Charges Purchases on company credit cards

In each case, you could have established a different A/P Bank Code. At the time the Invoice is entered as an A/P transaction, the Cash Account, the Type of Prepaid, and the Check/ Tracking Number fields would automatically be defaulted.

The following screen provides defaults for Prepaid transactions entered under this Bank Code:

Check Generation	Check Printing	For Prepaids	Fraud Interface	Check Gen History	Reconciled
Prepaid Invoice	transactions will be	defaulted as:			2
Prepaid Che	ecks 🔷 🔿 Wire T	ransfers 🔷 🔿 /	Automatic Debits	Credit Card Charges	
<mark>– For Prepaid Invo</mark> Ne	vices paid by Hand \ xt Check Number:	Written Checks: [800 191]	eave blank to assign assigned to a Compu	the same series of numbe ter printed "Manually" paid	ers as d Check).
For all other type	es of Prepaid Invoice	es:			
Next Check/	Tracking Number:	000001 ^{(F}	Paid as Wire Transfer or Credit Card Charge	s, Automatic Debits, :s).	
(You MUST for the Next	make sure that the l Check Number field	Next Check #s en Is specifed for Cor	tered for Prepaids do nputer Checks, "Quid	not conflict with the value :k'' Checks or ''Manuals''	** )

Bank Code Prepaids Sub-Screen - Field Definitions

Prepaid Invoice Transactions Default Type	radio-buttons	
When vendor Invoices are entered as Prepaid Tra default to the setting defined.	ansactions, the type of Prepaid field will	
Hand Written Checks - Next Check Number	9(6)	
This is the next check number that will be assigned when a Vendor Invoice is entered as a Prepaid.		
Non-Hand Written Checks - Next Check/ Tracking Number	9(6)	
This is the next check number that will be assigne a Prepaid, but marked as being a Wire Transfer, I	ed when a Vendor Invoice is entered as Debit or a Credit Card charge.	

### Bank Code - Fraud Interface Tab Sub-Screen

The Series 5 Accounts Payable system provides an operation whereby a data file may be generated that lists all the checks that have been printed for a particular Bank Code. This file is commonly referred to as a Fraud Interface file, or a Positive Pay Checking file.

This file can either be created as a tab-delimited file, an Excel spreadsheet, or as one of the fixed field defined formats. The fields that are reported include the following:

- Bank Account Number
- Check Number
- Date

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- Vendor Code
- Payee Name
- Check Amount
- Transaction Type

A number of banks offer this service. Only those checks that have been recorded in these Fraud Interface files will be paid out by the bank.

The following screen defines the properties for these Interface files:

Check Generation Check Printing For Prepaids Fraud Inter	ace Check Gen History	Reconciled
Generate Positive Pay Fraud Interface Files ?		2
Output File Format: JP Morgan Chase 🖌 Sender Name/	Account: Trish Panz	
Email to Recipient:	Last Generated:	
✓ Transmit as an Email Attachment ?	Date: 6/2	8/07
Recipient Boris Karloff	From Check #: 200	D16
Email Address: BorisBanker@bigbank.com	To Check #: 200	035

Bank Code Fraud Interface Sub-Screen - F	ield Definitions			
Generation Positive Pay Fraud Interface File ?	check-box			
If you wish to make used of this feature, set the check-box.				
Output File Format	drop-down list			
Choose the output format of the file to be generated. The particular file must be compatible with that required by your bank.	Tab-Delimited Text Excel Spreadsheet Northern Trust JP Morgan Chase			
Sender Name or Account	X(20)			
Enter the name of your A/P clerk who would typica This field is provided strictly for information purpo enhancement.	ally be in correspondence with the bank. ses, and may be used in a future			

Email - Transmit ?	check-box	
If the bank has established a procedure that allows you to have the Fraud Interface file emailed, then set this check-box, and enter the users' name and email address.		
Email - Recipient Name	X(20)	
The name of the individual at the bank who will receive the Fraud Interface file as an email. This name is set up as the recipient of the email when it is generated and sent by the system.		
Email - Address	X(40)	
The email address of the individual at the bank wh an email.	o will receive the Fraud Interface file as	

### Bank Code - ACH Generation Tab Sub-Screen

This tabbed screen is displayed for those Bank Codes that are defined with a Bank Account of "Savings - ACH". It basically provides the system with the Next ACH document # to be used for any direct deposit payments made; and specifies which ACH Control Code is used in defining the format of the ACH data files that are generated..

The ACH Generation properties are displayed by the following screen:

ACH Generation Check Gen History Recond	iled
Typically Generated: <b>Bi-Monthly</b>	Last Generated and Posted: 8/14/13 With ACH ID#s From: 000022 to 000023
ACH Control Code: L100 - Basic NACHA F	ormat 🔻
With Items Selected for Payment Based on:         Payment Date:       8/09/13         Next Payment Date:       8/31/13	Date: 10/30/13 Date: 8/09/13

Bank Code ACH Generation Sub-Screen - Field Definitions					
Generation Frequency	dron-down list				
Select how often ACH payments are generated for this A/P Bank Account. The Cash Requirement reporting function offers the option to repeat itself for a specified number of pay periods. These setting will be used as the default pay period interval.	Daily Weekly Every 2 Weeks Bi-Monthly Monthly				
Last Generated and Posted with ACH ID #s					
When ACH payments are generated and posted, document numbers are recorded.	the date and the range of assigned				
Next ACH Check / ID Number	9(6)				
This is the next ACH check, or ID, number that wi paid as a direct deposit. <i>Note that this number assigned when checks are generated.</i>	II be assigned when Vendor Invoices are <i>is different from the Check numbers</i>				
ACH Control Code	drop-down list				
When generating ACH direct deposit payments from Processing operation, the applicable Bank Account payment processing file is generated based on the Control Code entered in this field.	om the Payments and Check nt must first be selected. The ACH e properties associated to the ACH				
Items Selected for Payment Based On Dates	(mmddyy)				
When Vendor Invoices are automatically selected different cutoff dates that are entered by the opera Bank Code and available for display.	to be paid, there are a number of ator. These dates are saved with the				

# Bank Code - Check Generation History Tab Sub-Screen

This tab sub-screen displays a history of each time that a set of A/P checks are generated. Up to 99 history records are displayed.

The following Status codes may be displayed:

- Active These checks are generated but not yet posted
- Posted These checks have been successfully printed and posted
- Voided This check run was Voided for some reason
- Jammed This check run was degenerated due to a printer malfunction
- JamPst These checks were generated but only a portion of them were actually printed and posted successfully

The history records are displayed in the following screen:

C	heck <u>G</u> eneration Check <u>Printing</u> For Prepaids Fraud Interface					Check	Gen <u>H</u> istory	<u>R</u> econciled
_								
	Generated	Pymt Date	Cutoff Date	Check Date	Checks Numbered	Status	Cash Account	
	11/13/08 11/07/08 10/31/08 10/23/08 10/23/08 10/23/08 10/123/08 10/16/08 10/10/08 10/09/08 10/09/08 10/09/08 10/02/08	11/13/08 11/07/08 10/30/08 10/23/08 10/23/08 10/123/08 10/17/08 10/17/08 10/10/08 10/09/08 10/09/08 10/02/08	11/19/08 11/12/08 11/05/08 11/05/08 10/29/08 10/29/08 10/22/08 10/15/08 10/15/08 10/15/08 10/08/08	11/13/08 11/07/08 10/30/08 10/30/08 10/23/08 10/23/08 10/17/08 10/17/08 10/10/08 10/09/08 10/09/08 10/02/08	207451 - 207522 207378 - 207450 207374 - 207377 207310 - 207373 207304 - 207309 207226 - 207303 207147 - 207221 207141 - 207143 207140 - 207140 207043 - 207139 207036 - 207041	Posted Posted Posted Posted Posted Posted Posted Posted Posted Posted	1103-001 1103-001 1103-001 1103-001 1103-001 1103-001 1103-001 1103-001 1103-001 1103-001 1103-001	
	_	_	_	_		_	_	_

Bank Code - Reconciliation Tab Sub-Screen

This tab sub-screen displays information relating to the last time that this Bank Code's checks were reconciled.

The following screen is displayed:

Check Generation Check Printing For Prepaids Fraud Interface Check Gen History	Reconciled
	2
This Account was Last Reconciled: 11/18/08	
Clearing Checks Totalling: \$ 10,000.16	
Based on your Bank Statement's Ending Date of: 11/18/08	

Last Reconciled	(mmddyy)			
The date items were reconciled.				
Clearing Checks Total \$ \$999,999,999.99				
The total \$ value of the checks that were reconciled.				
Bank Statement Ending Date (mmddyy)				
The Bank Statements Ending Date, as entered by the operator.				

### 6.6.8 Currency Codes Maintenance

When the A/P system is used in conjunction with the Series 5 Purchase Order Processing system, multiple Currencies may be required. All Currency codes that might be used must be maintained using this function. In effect, validating the Currency Codes provides a system-wide safeguard against operators accidental entering an invalid, or non-existent code. The conversion factors are used where a foreign currency amount needs to be converted to your domestic currency.

The Currency Codes defined here are listed in the Series 5 Currency Codes LOV Lookup 62 window.

Currency Codes Maintenance Grid

Currency Codes are maintained using a Series 5 grid processing screen.

<b>Curren</b> File Edit	icy Codes Maintenance Help					
Define C	Currency Codes used Selec You m	t to modify or delete nay also generate a	; or add a new Currency Code. report listing the codes already defined.			
New	Modify Delete	Print				"Fast Buttons"
	Go To Curr	ency with Code:	M M Refresh		New	Add a new Currency
Code	Description	Exchange	Symbol			_
	US	1.0000	\$UD \$	•	Modify	Modify the Currency highlighted in the grid
				* *	Delete	Delete the Currency highlighted in the grid
Items are li	isted in order by Code.	Search:	for:	- -	Print	Generate a report lis A/P Currency Code already on file

Edit an existing Currency Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).* 

The report listing the A/P Currency Codes on file, if archived, will be catalogued with a report name of **CURRENCY.LST**.

### Currency Codes - Properties Screen

The properties for each Currency Code are defined with the following screen:

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Currency Codes Maint	enance	
Currency Code: CDN	- Modify the Properties of	
You may define different C (Support for multiple Currer	urrencies for use by the Purchase Order System. Icies in Accounts Payable will be provided in a future enhancement).	
Currency Code: CD	N	
Print Symbol: \$C	d	
Exchange Buy 0.8	Last Updated: 4/11/09	
	Update Cancel	
_		

# - Field Definitions

Currency Code	X(4)				
This is the alphanumeric code assigned to the Currency. Enter this code when a Currency code may be entered within the Accounts Payable system.					
Description X(30)					
Is a description of the Currency. This is printed on most A/P reports, and is displayed to most A/P screens where the Currency Code is utilized.					
Currency Display Symbol	X(5)				
Is the abbreviated display code for the currency.					

Currency Buy Exchange Rate	99.9999
This is the rate to be used when purchasing th currency is \$US, then to purchase \$Cdn 200.0 163.94.	is currency. For example, if your own 0 funds would cost 200.00 x 0.8197 = \$

### 6.6.9 Vendor Type Codes Maintenance

Vendors may be categorized by assigning a Vendor Type code to them as a property. All Vendor Type codes that might be used must be maintained using this function. In effect, validating the A/P Vendor Type Codes provides a system-wide safeguard against operators accidental entering an invalid, or non-existent code.

The Vendor Type Codes defined here are listed in the Series 5 Vendor Type Codes LOV Lookup ⁶² window.

Sendor Type Codes Maintenance Grid

A/P Vendor Type Codes are maintained using a Series 5 grid processing screen.

🔲 Vendo	r Type Codes Maintenance			
File Edit	Help			
Define \	fendor Type Codes Select to modify or delete; or add a new A/P Vendor Type Code. You may also generate a report listing the codes already defined.	ι.		
New	Modify Delete Print			"Fast Buttons"
	Go To Vendor Type with Code:		New	Add a new Vendor T
Code	Description			
4	Description for 4			
CON	Description for CON *		Modify	Modify the Vendor Ty
EM	Description for EM		meany	highlighted in the griv
	*			
			Delete	Delete the Vendor T
			Delete	
				nignlighted in the grid
	¥			
			Drint	Generate a report lis
			FIIII	Generale a report lis
	· · · · · · · · · · · · · · · · · · ·			AVP Vendor Type Co
				already on file
Items are I	isted in order by Code. Search: for:			

Edit an existing Vendor Type Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).* 

The report listing the A/P Vendor Type Codes on file, if archived, will be catalogued with a report name of **VENDTYPE.LST**.

# A/P Vendor Type Codes - Properties Screen

The properties for each Vendor Type Code are defined with the following screen:

🔲 Vendor Type Co	des Maintena	nce		
Vendor Type Code	: CON	- Modify the Properties of		
Vendor Types may A number of report: 	be assigned to V s provide Vendor	endors to provide a way of grouping Types as selection parameters and a	similar Vendors. as a sorting option.	
Vendor Type		]	1	
Description.	LUNSULTA			
			Update	
_	_			

# - Field Definitions

Vendor Type Code	X(6)		
This is the alphanumeric code assigned to the Vendor Type. Enter this code when a Vendor Type code may be entered within the Accounts Payable system.			
Description	X(30)		
Is a description of the Vendor Type. This is printed to most A/P screens where the Vendor Type Code	on most A/P reports, and is displayed is utilized.		

# 6.7 Purging

The topics in this chapter describe functions and procedures that are a available under the **Purging** drop down menu on the Accounts Payable menu. These menu items are used to remove old history records to free up disk space and overhead in the related data files.

🔚 SHSI Series V Accounts Payable File Trx Inquiry Operations Reports Codes Maintenance Control Options Window Purging Wizards User Functions Help Purge Voucher Archives... User: USER Rev: 5.08 Purge A/P Trx Batches... Sentinel Hill S Purge Invoice History. July 18, 2008 Purge Check History... Accounts Payable Purge Reconcilled Checks... Purge Job History... 5 Daily 6 Monthly 7 Year-End J r uy ment Processing O TTURSUCCION ETICY 2 Overdue Functions 3 Comina Due 1 Scheduled for Today 4 My Favorites

These functions are available from the A/P Menu Bar as shown:

### 6.7.1 Purge Voucher Archives

As Vendor Invoice transactions are entered, the associated data records are kept in the Series 5 system in their respective archive history files. This data is available for a variety of inquiry and reporting functions. Over time, these files may become quite large.

This function may be used to purge, or delete, these Archived Invoice History records. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past five years are not deleted.

The operator is presented with the standard <u>Vendor Select Filters</u> screen. This allows you to select specific ranges of vendors, vendor types, and a variety of other criteria used as filters for selecting the vendors whose records will be purged.

Accessing the function to Purge the A/P Check History records, can be done either directly from the <u>Historic Voucher Archives Inquiry</u> function, or from the A/P Menu's **Purging** drop-down menu:



# Warning

Once Archived History records are purged, this information will not be available to any of the A/P Inquiry or reporting functions. Be quite sure of the need to purge this data.

Screen Archived Voucher History Purge - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

Purge A/P Trx Archive Transactions		
A/P Trx Transactions Archive Purge		
Purge Options Vendor Select Filters		
A/P Trx Archives are the original Invoices, Prepaids, Q into the system along with the Expense Distributions tha available only from reports that might have been saved	uick Checks, and Adjustments documents that were entered at were made. Once purged, this information would be from the past; or by reloading backed up files.	
Voucher Number(s):	Documents Dated:	
● All ● Selected	<ul> <li>Not Considered</li> <li>O Inclusive</li> <li>Between: 3/31/06</li> </ul>	
Vendor Invoice Number(s):	Using: O Invoice Date C Ledger Date	
Include only the following Document Type(s): Invoices Adjustments Prepaid Invoice Credit Cancels Quick Checks	Include only Documents for: A/P Trx Batch: For A/P Control Account: O All O Selected ( Fields left blank are NDT considered in the selection process. )	
	Next Cancel	

Processing Filter Options Screen - Field	Definition
Vouchar Number(s)	radio-buttons and 9(6)
To select All transactions regardless of their V within a range of document numbers. If a rang Voucher numbers.	oucher numbers; or for only those that fall the starting/ending
Vendor Invoice Number(s)	radio-buttons and 9(6)
To select All transactions regardless of the Inv for only those that fall within a range of Invoice enter the starting/ending Invoice Number code	oice Number codes assigned to them; or Number codes. If a range is selected, s, (as alphanumeric fields).
Include only Documents — for Type(s)	check-boxes
A check-box is presented for each of the types generated in the A/P system. Click-or un-click the given function.	of Archived Transactions that may be to have the particular type processed by
Documents Dated	radio-buttons and (mmddyy)
Select to have All transactions selected regard date range. If an inclusive range is selected, e calendar icon for a common set of ranges to b	lless of their dates; or only those for a given inter the starting/ending dates. Click the be presented.
Documents Test Date Type	radio-buttons
If a range of dates is specified, select whether Invoice Date, or Ledger Date when deciding if	the system should test the transactions' it should be included or not.
Include only Documents — for A/P Batch	X(6)
To have only those transactions processed the Batch code. (Leave the field blank if it is not to	at were entered under a particular A/P be considered as a selection filter).
Include only Documents — for Vendor Code	X(6)
To have only those transactions processed the (Leave the field blank if it is not to be considered)	at were recorded for a particular Vendor. ed as a selection filter).

The Series 5 system provides for the option of having more that one A/P Control Account. If this is the case, then you may choose to list ONLY those A/P Transactions that are associated to a particular A/P Control account.

### 6.7.2 Purge A/P Batch History

Vendor A/P Invoice transactions are entered into the system as groups using a New A/P Transaction Batch. Each Batch has a unique code or number assigned either automatically or by the user. Control parameters may be assigned to each batch if desired.

Batches may be created from the A/P Transaction Batch Maintenance function, or directly from the New A/P Transactions Entry operation. When the batch of A/P Transactions is posted, the controlling Batch record is flagged as being "posted", and remains on the system until it is purged.

This function may be used to purge, or delete, these posted batch records. A range of dates may be specified to determine which records are deleted.

Accessing the function to Purge the A/P Batches records, can be done either directly from the <u>Transaction Batch Maintenance</u> function, or from the A/P Menu's **Purging** drop-down menu:



### 6.7.3 Purge Vendor Invoice History

As transactions are entered and posted, and checks generated, the associated data records are kept in the Series 5 system in their respective history files. This data is available for a variety of inquiry and reporting functions. Over time, these files may become quite large.

This function may be used to purge, or delete, these Vendor Invoice History records. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past five years are not deleted.

The operator is presented with the standard <u>Vendor Select Filters</u> screen. This allows you to select specific ranges of vendors, vendor types, and a variety of other criteria used as filters for selecting the vendors whose records will be purged.

Accessing the function to Purge the Historic Vendor Invoices, can be done either directly from the Invoice History screen of the Vendor Open item Inquiry function, or from the A/P Menu's **Purging** drop-down menu:



# Warning

Once Vendor Invoice History records are purged, this information will not be available to any of the A/P Inquiry or reporting functions. Be quite sure of the need to purge this data.

### A/P Invoice History Purge - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

Purge A/P Invoice History	
Invoice History Purge	
Purge Options Vendor Select Filters	
Invoice and Check History records are used for the Vend Voiding, and printing the Historic Check Register and Op	dor Inquiry functions. They are also used for Check pen Items reports. Purge these records with caution.
Vendor Invoice Number(s):	Invoices Dated:
O All     O Selected	Not Considered     Between:     1/01/75     2/29/04
Check Number(s):	With Checks Dated:
	Not Considered     Between:
Voucher Number(s):	Include only the following Document Type(s):
	Regular Vouchers Adjustments
OSelected	Prepaid Invoices     Credit Cancels
	Manual Invoices/Checks Partial Payments
Select Unly Invoices that have been fully paid	
	Next Cancel

### 6.7.4 Purge A/P Checks History

As Vendor Checks are generated and posted, the associated data records are kept in the Series 5 system in their respective history files. This data is available for a variety of inquiry and reporting functions. Over time, these files may become quite large.

This function may be used to purge, or delete, these A/P Check History records. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past five years are not deleted.

The operator is presented with the standard <u>Vendor Select Filters</u> screen. This allows you to select specific ranges of vendors, vendor types, and a variety of other criteria used as filters for selecting the vendors whose records will be purged.

Accessing the function to Purge the A/P Check History records, can be done either directly from the Check History screen of the Vendor Open item Inquiry function, or from the A/P Menu's **Purging** drop-down menu:



# Warning

Once Vendor A/P Check History records are purged, this information will not be available to any of the A/P Inquiry or reporting functions. Be quite sure of the need to purge this data.

# A/P Check History Purge - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

Purge A/P Check History /P Check History Purge Purge Options Vendor Select Filters	
Invoice and Check History records are used for the Ven Voiding, and printing the Historic Check Register and 0	dor Inquiry functions. They are also used for Check pen Items reports. Purge these records with caution.
Check Number(s): O All O Selected	With Checks Dated: Not Considered Inclusive Between: 2/29/04
<ul> <li>Select Only Checks that HAVE NOT been reconcilled</li> <li>Select Only Checks that HAVE been Voided</li> </ul>	Include only the following Check Type(s):         Computer Checks         Manual Checks         Unprinted         Unprinted
For Cash Account(s):	
	Next Cancel

### 6.7.5 Purge Check Reconciliation History

This function provides a means to have your historic check reconciliation file purged. You should probably keep the history for as long as possible. However should you choose to purge this data, a number of different filters may be specified. Only those checks that have been reconciled and that satisfy the specified filters will be deleted from the system.

Purge Reconciled Check History				
A/P Reconciled Checks History Purge				
Purge Options				
Purging Check Reconciliation records DOES NOT affect the ability to view Check History from the Vendor Inquiry function. 🔐				
For Bank Account:         CHASE       PCA's JP Morgan Chase         189174971982         Cash Account:       1103-001         Northern Trust #2				
Check Number(s): All Selected With Checks Dated: All Selected Between: 1/01/75 2/29/04				
Include only the following Check Type(s):       With Date Reconciled:         ✓ Computer Checks       ✓ "Quick" Checks         ✓ Manual Checks       Inclusive         Ø Prenaid Checks       Inclusive				
Voided Checks				
Include only Documents for:         Vendor:         Image: Construction process.				
OK Cancel				

Reconciled Check History Purge Screen - Field Definition

For Donk Account	V/c)			
FOR BANK ACCOUNT	X(0)			
Select the Bank Account for which associated reconciled checks are to be purged.				
Check Numbers radio-buttons and 9(6)				
Select to have All checks or a range of checks purg starting/ending check numbers.	ged. If a range is selected, enter the			
With Checks Dates	radio-buttons and (mmddyy)			
Select to have All checks regardless of Check Date, or only those for a given date range purged. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.				

With Date Reconciled	radio-buttons and (mmddyy)			
Select to have All checks purged regardless of the or those for a given date range. If an inclusive range is dates.	date they were reconciled, or only s selected, enter the starting/ending			
Check Types to be included	check-boxes			
Check those types of checks that are to be selected	d.			
Including items for Vendor	X(6)			
To have only those reconciliation records for a partice Vendor Code. <i>(Leave the field blank to display item</i> )	cular Vendor purged, enter that as for all Vendors).			

# 6.8 **Control Option Functions**

The topics in this chapter describe functions and procedures that are a available under the **Control Options** drop down menu on the Accounts Payable menu. These menu items are used to set up control options, and user access rights to the application.

These functions are available from the A/P Menu Bar as shown:

🔲 SHSI Series V A	ccounts Payal	ole			d	U.C.		
File Trx Inquiry	Operations	Reports	Codes Maintenance	Purging	Wizards	User Functions	Control Options	Window Help
User: USER							A/P Control	Preferences
		A∕P With Appro∨als Inc.			ACH Specification Codes			
Acc	ounts Payabl	e	September 05, 2013	11:27 AM			User Access My Schedul	Privileges
#### 6.8.1 A/P Control Preferences

The A/P Control Preference function governs the overall structure of the A/P system for the specific Company System that your are signed on with.

- Accessing the A/P Control Properties for the first time

When setting up the system for the first time, a message will be displayed advising you that the AR Control is not available. Click the **Yes** button. You will then be advised of an Error 35. At this point you need to click the **Yes** button again to proceed.

SHSI Sei	ries V Main Menu 🛛 🔀
The AP Control File is not available. Either you are positioned in the wrong directory, or the AP system has not yet been initialized. Execute the A/P Control File Maintenance now ?	
	Yes No

The A/P system preferences window will be displayed. There are a number of different categories of options, each grouped in a tabbed sub-screen. As you finish editing each screen, click the **Next** > button at the bottom.

Setup Tip
As you may not have actually entered any Master Code records that may be referenced in these screens, just enter any value. (Particularly in the Accounts fields). You can also come back
to edit the Control Preferences later.

Once your A/P Control Preferences is established, the system can then be used.

#### 6.8.1.1 General Tab Screen

Defines the properties for basic Accounts Payable processing.

Modify A/P Control Preferences				
Accounts Payable Control: • Modify the Pro	operties of	<u>8</u>		
General Default G/L Accounts Canadian GST	/HST Options Check Printing ar	nd Processing		
Select options for the entry of Vendor Invoices, assorted s the G/L Company Code distributions are interfaced to, an	Select options for the entry of Vendor Invoices, assorted system assigned next sequential codes, the G/L Company Code distributions are interfaced to, and other control settings.			
PO Numbers for Entered Invoices:	🔲 Generate P/I Disbursements from	n Expense Distributions		
Required For Amounts Over: \$ 0	Provide for entry of Expense Dist	ribution Narratives		
When not provided:	📝 Generate Detail Expense Distribu	itions		
<ul> <li>Display a Warning Message</li> <li>Disallow Entry of the Transaction</li> </ul>	📝 Generate Detail Cash Distribution	IS		
Track Expense Distributions:	U.S. Federal Reporting ID:	70-2382/719		
Use Sub-Ledger Projects  Neither	G/L System Company Code:	PCA		
	Next Numeric A/P Trx Batch Code:	7081		
Payment Approval Process:	Last Voucher Number Assigned:	125064		
For Invoice Amounts Over: \$ 1,000	Next Auto Assigned Vendor Code:	23355		
	$_{igsymbol{\square}}$ When Duplicate Vendor Invoice:	s are Identified: —		
WPRINT3	Display a Warning Message Disallow Entry of Transaction			
	Update	Cancel		

# - Field Definitions

PO Number Entry - Required	check-box	
For Vendor Invoice transactions entered, there is a field provided for entry of a PO #. If you require that all invoices be entered with a PO #, set the check box.		
PO Number Entry - For Amounts 9(6) Over \$		
If you only need a Purchase Order Number to be entered for Invoices over a specific amount, enter that amount in this field.		

PO Number Entry - When not Provided	radio-buttons		
To consider only those Vendors which have, or have not recorded an email address.			
<ul> <li>Display a Warning</li> <li>Disallow Entry of</li> <li>Transaction</li> </ul>	Click the appropriate button for the action the system should take when a PO # is not entered with the Vendor's Invoice		
Track Expense Distributions	radio-buttons		
For Vendor Invoice transactions entered with expense distributions, the system provides the option for entry of either a Sub-Ledger Project Code, or an A/P Job Code. The sub- ledger Code is carried forward to the General Ledger system with the journal entry that i recorded there. Items with an A/P Job code entered generate a Job Distribution record that is made available to an A/P report.			
Use Sub-Ledger Projects	Click the applicable button for the desired code that is to be used		
Neither			
Payment Approval - Mandatory <i>check-box</i>			
for ALL Invoices to be Paid			
Set this check-box if you wish to turn on the Series 5 Payment Approval processing feature. For invoices entered into the A/P system, up to three Approval Managers may be specified. Each manager would have to approve the invoice to be paid before it could be selected for payment.			
Payment Approval - For Invoice Amounts Over	\$ 99,999		
If the Payment Approval option is selected, then you may specify a dollar cut-off limit. All Invoices greater than or equal to the value specified would have to be formally approved before being selected to be paid. Enter that cutoff value in this field.			
Default Print Queue for A/P	X(20)		
Select the Series 5 Printer Queue that would be used to typically print the reports generated for this Accounts Payable system. When any of the reporting functions are executed, this printer will be displayed as the default, unless overridden by the user's assigned Printer Queue. Print Queues are defined by a System Maintenance function.			

Generate P/I Disbursements	check-box	
from Expense Distributions		
For Vendor Invoice transactions entered with expense distributions, the system provides the option for entry of a P/I Project Code. If checked when a distribution is entered with Project code, a disbursement will be recorded in the P/I system. Leave unchecked if do not use the Series 5 Professional System.		
Provide for entry of Expense Distribution Narrative	check-box	
For Vendor Invoice transactions there is a Narrative field that may be entered. This narrative is recorded with any expense distributions that might be entered. If you wish be able to enter a separate Narrative for each expense distribution, set this check-box. Either way, the Narrative will be recorded in the G/L system with the associated journal entry.		
Generate Detail Expense Distributions	check-box	
When Vendor Invoice transactions are entered with expense distributions they are recorded in the A/P. When recording the information in detail, the Vendor Code, and Voucher Number are recorded with the distribution. If not, then the distributions will be summarized by date for each Expense Account. You should typically have this field checked.		
Generate Detail Cash Distributions	check-box	
When Vendor Checks are generated and posted, the cash distributions are recorded in the A/P. When recording the information in detail, the Vendor Code, and Check Number are recorded with the distribution. If not, then the distributions will be summarized by de for each Cash Account. You should typically have this field checked.		
are recorded with the distribution. I for each Cash Account. You should		
une AVI : When recording the monitor are recorded with the distribution. I for each Cash Account. You should U.S. Federal Reporting ID	X(12)	

G/L System Company Code	X(8)	
For users with the Series 5 General Ledger system, enter the G/L reporting Company Code of the company to which Journal Entries from this A/P system are to be recorded. If you don't have multiple companies defined in the G/L, then enter <b>**SINGLE</b> in this field.		
Next Numeric A/P Trx Batch Code	9(6)	
Vendor Invoices are entered into the system utilizing sets, or batches, of transactions. If you make use of numeric Batch Codes, when new batches are created, the operator cars trike the <b>F1</b> function key to have the Next Numeric Batch Code automatically assigned. At that point this field will automatically be incremented.		
Last Voucher Number Assigned	9(6)	
Voucher numbers are assigned to A	VP Transactions entered and used as a unique key to	
Voucher numbers are assigned to A the given transaction throughout the assigned to each new transaction e was assigned. Next Auto Assigned Vendor Code Code	VP Transactions entered and used as a unique key to Accounts Payable system. They are automatically ntered. This field holds the last Voucher number that <b>9(6)</b>	
Voucher numbers are assigned to A the given transaction throughout the assigned to each new transaction e was assigned. Next Auto Assigned Vendor Code Code When new Vendor profile records an of assigning a 6 character code or r a number, this is the number that is	VP Transactions entered and used as a unique key to Accounts Payable system. They are automatically intered. This field holds the last Voucher number that <b>9(6)</b> re added into the system, the operator has the option number to it. If they choose to have the system assis- used.	
Voucher numbers are assigned to A the given transaction throughout the assigned to each new transaction e was assigned. Next Auto Assigned Vendor Code Code When new Vendor profile records an of assigning a 6 character code or r a number, this is the number that is When Duplicate Vendor Invoices are Identified	VP Transactions entered and used as a unique key Accounts Payable system. They are automatically ntered. This field holds the last Voucher number that <b>9(6)</b> re added into the system, the operator has the option number to it. If they choose to have the system assist used. <b>radio-buttons</b>	
Voucher numbers are assigned to A the given transaction throughout the assigned to each new transaction e was assigned. Next Auto Assigned Vendor Code Code When new Vendor profile records an of assigning a 6 character code or n a number, this is the number that is When Duplicate Vendor Invoices are Identified The system keeps a history of all Inv attempts to enter a transaction with can take one of two actions indicate	VP Transactions entered and used as a unique key of Accounts Payable system. They are automatically intered. This field holds the last Voucher number that <b>9(6)</b> re added into the system, the operator has the option number to it. If they choose to have the system assistused. <b>radio-buttons</b> voices entered for each Vendor. If the operator an invoice that has already been entered, the system d.	

#### 6.8.1.2 Default G/L Accounts Tab Screen

Defines the defaults for the significant G/L Accounts used in the A/P processing

Modify A/P Control Preferences	
Accounts Payable Control: - Modify the Properties of	2
General Default G/L Accounts Canadian GST/HST Options Check Printing and Proce	essing
Define the default control G/L Accounts used by the Accounts Payable system.	
Default Accounts Payable Control Account:	
Multiple Accounts ?	
<b>2600 001</b>	
Accounts Payable - US	
Default Cash Account:	
Multiple Accounts ?	
<b>≝</b> ₄ 1050 002	
Canadian Imperial Bank	
Discount Account:	
<b>€</b> 4 6960 403	
Discounts Earned	
Update Cancel	

- Field Definitions	
Multiple Accounts Payable Control Accounts ?	check-box

The Accounts Payable system supports the use of multiple A/P Control accounts. If y intend on having multiple control accounts, set this check-box, and where applicable, t operator will be able to choose that control account to be used. If you only have one A Control account, then leave this unchecked.	
Default Accounts Payable Control Account	9(18) - 9(5)
The account entered here is used as the account. If the preceding field is not che Control account.	default in any screen requiring the entry of the ecked, then this account is used as the A/P
Multiple Cash Accounts check-box	
The Accounts Payable system supports intend on having multiple cash accounts,	the use of multiple A/P Cash accounts. If yo set this check-box, and where applicable, the
The Accounts Payable system supports intend on having multiple cash accounts operator will be able to choose the cash Account, then leave this unchecked. <b>Default Cash Account</b>	the use of multiple A/P Cash accounts. If you set this check-box, and where applicable, the account to be used. If you only have one Ca
The Accounts Payable system supports intend on having multiple cash accounts operator will be able to choose the cash Account, then leave this unchecked. <b>Default Cash Account</b> The account entered here is used as the account. If the preceding field is not che account.	the use of multiple A/P Cash accounts. If you set this check-box, and where applicable, the account to be used. If you only have one Case <b>9(18) - 9(5)</b> default in any screen requiring the entry of the acced, then this account is used as the A/P C
The Accounts Payable system supports intend on having multiple cash accounts, operator will be able to choose the cash Account, then leave this unchecked. <b>Default Cash Account</b> The account entered here is used as the account. If the preceding field is not che account. When A/P Checks are generated, the Ba that has it's Cash Account equal to the a	the use of multiple A/P Cash accounts. If you set this check-box, and where applicable, the account to be used. If you only have one Case <b>9(18) - 9(5)</b> default in any screen requiring the entry of the cked, then this account is used as the A/P Cash account defined here.
The Accounts Payable system supports intend on having multiple cash accounts, operator will be able to choose the cash Account, then leave this unchecked. <b>Default Cash Account</b> The account entered here is used as the account. If the preceding field is not che account. When A/P Checks are generated, the Ba that has it's Cash Account equal to the a <b>Discount Account</b>	the use of multiple A/P Cash accounts. If you set this check-box, and where applicable, the account to be used. If you only have one Case <b>9(18) - 9(5)</b> default in any screen requiring the entry of the cked, then this account is used as the A/P Cash account defined here. <b>9(18) - 9(5)</b>

#### 6.8.1.3 Canadian GST Options Tab Screen

For Canadian Companies, defined the rates and G/L Accounts for the collection of GST and/ or HST taxes in the A/P system.

C	Modify A/P Control Preferences	
	Accounts Payable Control: - Modify the Properties of	2
	General Default G/L Accounts Canadian GST/HST Options Check	Printing and Processing
	Canadian companies may have the GST/HST amounts, associated to invoices, auto Enable this feature, and specify the applicable tax rates and G/L Accounts.	matically computed and distributed.
	Enable Automatic Generation of GST/HST Amount and Distributions ?	
	Tax Percentages:         GST/HST Rate:       12.000       %       In Effect:       7/01/10       Image: Compounded on GST         PST Rate:       0.000       %       Image: PST is Compounded on GST	y: 13.000 %)
	GST/HST Account 6920 200 Taxes	
	Upda	te Cancel

# Field Definitions Enable Auto Generation of GST/HST Amounts and Distributions ? For Canadian companies using the Accounts Payable system, on entry of new Vendor Invoices, the GST taxable amount, and the GST Tax amount may be automatically computed and displayed. Set this check-box to turn on this feature. When the transactions are posted, the distribution to the G/L account provided will automatically be generated. GST/HST Rate % 99.999 % This is the current, or proposed GST tax percentage.

For provinces where a Provincial Tax may apply, enter the PST tax percentage. When Vendor Invoices are entered, the system will automatically compute the taxable total of the invoice and the GST amount.		
In Effect (mm/dd/yy)		
In the event that the GST rate is changed, you may enter the effective date. All transactions entered before this date, will use the old rate. Note that you may enter the new rate days in advance of the switch over date. The system will remember and use the old rate when needed.		
PST is Compounded onto GST ?	check-box	
When the system attempts to compute the taxable total of invoices, it will consider whether or not the PST is computed on the taxable amount including or excluding the GST amount.		
GST/HST Account	9(18) - 9(5)	
The account entered here is used to record GST amounts when Vendor Invoices are posted. These distributions are automatically generated. You do not have enter a distribution for the tax amounts.		
Non-Recoverable "Zero Rated" GST Account	9(18) - 9(5)	
For some types of Vendor Invoices, the tax amount is non-recoverable. This account is used to record these amounts.		
Non-Recoverable "Exempt" GST Account	9(18) - 9(5)	
Reserved for future use. (Enter the account # used for the GST/HST account in the field above).		

#### 6.8.1.4 Check Printing and Posting Tab Screen

Defines the properties associated to generating and printing Checks in the A/P system.

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Modify A/P Control Preferences	×	
Accounts Payable Control: - Modify the Properties of	2	
General Default G/L Accounts Canadian GST/HST Options Check Printing and Processing		
Select options for controlling the Printing of A/P Checks.	_	
Select options for controlling the Printing of A/P Checks.  Check Printing:  Soft Checks by:  Vendor Code  Vendor Company Name  Check Form Type:  Single Sheet Laser  Multi-copy Tractor  Confirm Operator Edits of Check Number Fields  A/P Check Reconciliation:  A/P Check Reconciliation:  Enabled  Beconcilie this Company to a common Check Sequence System shared by other A/P Companies		
Update Cancel		

# - Field Definitions

Sort Checks By	radio-buttons
When checks are generated and pr by Vendor Code or Vendor Name	rinted by the system, they will be printed sorted either
<ul> <li>Vendor Code</li> <li>Vendor Company</li> <li>Name</li> </ul>	Click the appropriate button for the desired type of sort
Check Form Type	radio-buttons
You may choose to have checks printed on traditional tractor feed printers, or on las printers. A different layout is used for each type. (Tractor forms assume multiple c	

	Click the	appropriate button for the type of check
<ul> <li>Single Sheet Laser</li> <li>Multi-copy Tractor</li> </ul>	forms us	ed
feed		
Check Protector	ra	dio-buttons
When checks are printed, you may Check Protector amount text.	choose fr	om a variety of different formats for the
<ul> <li>Check \$ amount as t</li> <li>Print EXACTLY 99,9</li> <li>DOLLARS</li> </ul>	ext 99.99	Click the appropriate button for the typ text to be printed on the checks
Print NOT TO EXCE 99,999.99 DOLLARS	ED	
None None		
Confirm One rates Extended Obser	(#0 -1	nock box
When generating checks in the A/P number. These are normally assign Number" fields defined by the Bank prompt the operator to ensure that the	system, t ned by the Code proj he check	he operator typically must enter a chec system from applicable "Next Check perties records. If you want the system number to be used is correct or not, se
When generating checks in the A/P number. These are normally assign Number" fields defined by the Bank prompt the operator to ensure that the check-box.	system, t ned by the Code pro he check	he operator typically must enter a chec system from applicable "Next Check perties records. If you want the system number to be used is correct or not, se
When generating checks in the A/P number. These are normally assign Number" fields defined by the Bank prompt the operator to ensure that the check-box. Blank Check form is wasted after Manual or "Quick" Checks are printed ?	system, t ned by the Code proj he check	he operator typically must enter a check system from applicable "Next Check perties records. If you want the system number to be used is correct or not, se
When generating checks in the A/P number. These are normally assign Number" fields defined by the Bank prompt the operator to ensure that the check-box. Blank Check form is wasted after Manual or "Quick" Checks are printed ? Set the check box if Manual and "Quick check is printed, the form following if to far through the roller). This is a p would typically leave this field un-check	system, t ned by the Code prop he check r cf uick" chec is not use roblem wi ecked.	he operator typically must enter a check system from applicable "Next Check berties records. If you want the system number to be used is correct or not, se <b>neck-box</b> ks are printed on a printer that after each able. (Because the printer pushes the th older tractor form feed printers. You
When generating checks in the A/P number. These are normally assign Number" fields defined by the Bank prompt the operator to ensure that the check-box. Blank Check form is wasted after Manual or "Quick" Checks are printed ? Set the check box if Manual and "Quicheck is printed, the form following is to far through the roller). This is a p would typically leave this field un-check	system, t ned by the Code prop he check r cf uick" chec is not use problem wi ecked.	he operator typically must enter a check system from applicable "Next Check berties records. If you want the system number to be used is correct or not, se <b>neck-box</b> ks are printed on a printer that after each able. (Because the printer pushes the th older tractor form feed printers. You

 Check Reconciliation - Enabled to a Common file for Multiple A/P Companies ?
 check-box

 If you have a number of Companies each with their own Accounts Payable system, and

If you have a number of Companies, each with their own Accounts Payable system, and you wish them each to use a common bank account, select this check box. The Check Reconciliation records from each each company will be written to the same file, and thus can be reconciled together. If you intend on using this method, contact Sentinel Hill Software support desk prior to doing so.

#### 6.8.2 ACH Control Specifications

The Series 5 Accounts Payable system provides support for generating Vendor payments using ACH processing.

**Automated Clearing House** (ACH) is an electronic network for financial transactions in the United States. ACH processes large volumes of credit and debit transactions in batches. ACH credit transfers include direct deposit payroll and vendor payments. Both the government and the commercial sectors use ACH payments.

Rules and regulations that govern the ACH network are established by NACHA (formerly the National Automated Clearing House Association) and the Federal Reserve. In 2012, this network processed an estimated 21 billion ACH transactions with a total value of \$36.9 trillion. [1] Credit card payments are handled by separate networks.

The Federal Reserve Banks are collectively the nation's largest automated clearing house operator, and in 2005 processed 60% of commercial interbank ACH transactions. The Electronic Payments Network (EPN), the only private-sector ACH operator in the U.S., processed the remaining 40%.

must be defined and maintained using this function. This includes all Cash, Discount, Expense Distributions and Accounts Payable.

Associated to each Series 5 ACH Control Code, are the properties and options associated to processing Vendor payments on the ACH network. Currently only the NACHA format is supported.

The ACH Control Codes Maintenance function is accessed from the A/P Main menu, by selecting ACH Specification Codes... from the Control Options drop-down menu.

#### Section 2017 Code Specification Maintenance Grid

ACH Codes are maintained using a Series 5 grid processing screen.

ACH C	ontrol Specifications Maintenanc						
File Edit	: Help						
Define	ACH Control Codes Se Yo	ect to modify or u may also gene	delete; or add a new ACH ( erate a report listing the code	Codes. ss already defined.	Exit 🕒 👔		
New	Modify Delete	Print					"Fast Buttons"
	Go To ACH	Control with Co	ode:	• <b>n</b>	Refresh		
Code	Description	Туре	Next Interchange #	Base Filename		New	Add a new ACH C
L100	Basic NACHA Format	NACHA	00000034	NACHA	<b>-</b> - -	Modify	Modify the ACH C highlighted in the
					* 	Delete	Delete the ACH C highlighted in the
					-	Print	Generate a report the ACH Controls on file
ltems are	listed in order by Code.	Searc	h: for:				

Edit an existing ACH Control by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (*Refer to the topic titled <u>Report Generation and Printing</u> for full details).* 

The report listing the ACH Codes defined to the system, if archived, will be catalogued with a report name of **ACHCONTROL.LST**.

#### ACH Control Codes - Properties Screen

The properties for each ACH Control Code are defined with the following screen:

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ACH Control Specifications Maintenance	
ACH Control Specification Code: L100 - Modify the Properties of	_
Properties History Stats	_
Define the Control Specifications for transmitting ACH payments to different B2B Service Providers. To be utilized, the appropriate ACH Control Code is assigned to a specific Bank Accounts.	2
ACH Control L100 Description: Basic NACHA Format Type: NACHA	~
ACH Generation & Management Controls: Next ACH Interchange Number: 34 Automatically Suppress ZERO value Transactions	
File Root Name:       NACHA       ( Output filenames to Transmit: NACHA_Checks_999999.XLS )         Directory Path:       E:\Users\Larry\Documents\SHSI\NE\AP\ACH-TRANSMIT-FILES	Browse
⊢ NACHA Control Options (File & Batch Header Fields):	
IRS Tax or ABN AMRD #: 1234567890 Your Company Name: SENTINEL HILL SOFTWARE	
Company Name to Appear on Recipient's Statement: Sentinel Hill	
Immediate Destination (Receiver Qualifier):         Transit Routing Number:       072000805         Company Name:       Standard Federal Bank         Batch Header Routing Transit Number:       07200080	
Update Cancel	

# - Field Definitions

ACH Control Code	X(6)	
This is the Code that will be used to reference the give must be assigned to those Vendors, on their respective $1406$ , that wish to have their payments delivered using assigned to the Series 5 Bank Code to be used when	en ACH Control Code. This code ve <u>ACH Payments properties screen</u> ACH. Also, this code must be generating ACH payments.	
Description	X(30)	
Is a description of the code. This is printed on any A/P reports, and is displayed to those A/P screens where the code is utilized.		
Туре	list-box	
This field is used to define the type of format that the A	ACH interface file is to be generated.	

Sentinel Hill Software Inc.	
Next ACH Interchange Number	9(8)
Every time a set of these ACH Deposits are g counter. This defines the next number that is Number is embedded in the control records a last 25 sets of ACH Deposits that were gener using the Interchange Number.	enerated, they will be assigned a unique assigned. In some cases, the Intercha ssociated to an ACH file. A summary o ated is kept on file. Each set is identifie
Automatically Suppress ZERO value Transactions	check-box
When invoices are selected to be paid by the or when <u>Vendor Payments are Generated</u> [200] ACH file sets), if this field is checked, then wh is encountered, it will be suppressed from be	General Select for Payment Operation (prior to being output to their respective en an invoice item that has a ZERO am ng output.
Datafile Root Name	X(15)
The name of the ACH file that is created will b Interchange Number.	e made up of the Root Name and the N
Datafile Directory Path	X(100)
This is the full path to the directory where the different server, or defined with a mapped drive	ACH file will be created. This could be over the
You may click on the <b>Browse</b> button to locate which are descendants of the root directory, of field, can be displayed. So if you wish to choo the Directory Path before clicking the "Browse or to a path that does not have a drive letter d browse descendants of the user's default wo	e the desired directory. Only those folde of that which is defined by the Directory ose a folder on your "C" drive, enter C:\ is e" button. Setting the Directory Path bla esignation, would result in only being ab rking directory.
Sender Qualifier - IRS Tax or ABN AMRO	# 9(10)
This is your 10 digit company number. This o Identification Number, (recommended), or AN company. This number is recorded in the File	could be either your IRS Federal Tax AMRO will create a unique number for Header of the ACH generated data file.
Sender Qualifier - Your Company Name	X(23)

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Header of the ACH generated data file.		
Sender Qualifier - Name to Appear on Recipient's Statement	X(16)	
Enter your company's name up to 16 characters. Thi receivers' statement prepared by the Receiving Finan recorded in the Batch Header of the ACH generated d	s name may appear on the cial Institution. This number is ata file.	
Receiver Qualifier - Transit Routing Number	9(9)	
This is the routing number of the company that processes the ACH file. At the time of writing would be <b>071000505</b> for LaSalle Bank N.A., or <b>072000805</b> for Standard Federal Bank. This number is recorded in the File Header of the ACH generated data file.		
Receiver Qualifier - Batch Header Routing Transit Number	9(8)	
This is the routing transit number of the "Originating Financial Institution". At the time of writing would be <b>07100050</b> for LaSalle Bank N.A., or <b>07200080</b> for Standard Federal Bank. This number is recorded in the Batch Header of the ACH generated data file.		
Receiver Qualifier - Company Name	X(23)	
Enter either LaSalle Bank or Standard Federal Bank. This number is recorded in the File Header of the ACH generated data file.		



# 7 Appendix

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# 7.1 A/P Data Files

The Series 5 system provides for a reasonably flexible approach to defining where your data files are kept on your system. Your System's Manager will have established how this is configured. *If you are accessing this documentation to figure that out, please refer to the help for "Accounts Payable Systems Management".* 

Regardless whether processing under UNIX, or MS Windows, the structures of the file system will be similar, and the name of the files are the same. Remember that UNIX filenames are case sensitive.

#### 7.1.1 Data Directory Structure

Each Company maintained on your system will have a directory structure that is separate from one another.

#### **Important Note**

The Series 5 system allows you to maintain accounting files for a number of different companies systems. The data files for each of these companies should be kept in a separate directory structure.



#### Sample Directory Structure under Windows

This tree diagram shows the structure for 3 Companies defined in this system, one of which has been expanded for this display.

😂 D:\SHSI_Data\Company1			
File Edit View Favorites Tools	Help		
🕞 Back 🝷 🕥 - 🏂 🔎 Se	arch 😥 Folders		
Address 🗁 D:\SHSI_Data\Company1			🗸 🄁 Go
Folders ×	arinface	audit	
🚞 arinface 🚞 audit 🚞 batchjob	batchjob	data	
i data i orders i i rpts	orders	rpts	
docs text spio	spio	temp	
<ul> <li>temp</li> <li>import</li> <li>private</li> <li>spio</li> <li>temp</li> </ul>			
Company2 Company3 Etc			
8 objects (Disk free space: 42.5 GB)		0 bytes 🛛 😼 My Compu	iter 📑

- Structures for 3 companies are shown under the SHSI_Data folder. Company1, Compan2 and Company3
- The Series 5 Control files are stored in the d:\SHSI_Data\etc sub-folder.
- The actual accounting data files are stored in the data sub-folder within each Companyi directory
- Archived reports are stored in the rpts\arch sub-folder

Edit an existing Company by double-clicking it associated row. Standard Series 5 grid controls apply.

#### 7.1.2 A/P System Control Files

These files are used to hold the information to manage your Accounts Payable data files. They may be be found in the directory specified for the associated company system. There is only one of each of the following files.

# A/P System Control files

Filename	Description
APPASSING.XXX	Used to pass options between assorted A/P functions
APCNTROLG.XXX	Holds the Control properties information for the A/P system
CODSELCT.XXX	Used by those applications that offer record filtering screens. If a set of random codes are selected as filters, they are stored temporarily in this file.
FLEXCTRL.XXX	Holds the definition of the G/L Account Number.
RECENTS.XXX	A number of maintenance and processing functions remembers the most recently accessed codes. These are stored in this file.
USERACC5.XXX	Holds the access rights of all users to all Series 5 systems.

#### **Please Take Notice**

The actual extension of the filenames listed will be that defined in the properties for your particular Company System.

#### 7.1.3 A/P Company Data Files

These files are used to hold the master codes and transaction records used by the A/P application. They may be be found in the directory specified for the associated company system.

# A/P System Data files

Filename	Description
APACTFIL.XXX	Holds the valid A/P accounts that are used in the system.
APANALYZWRK <i>nnn</i> .XXX	This is a work file that is created when the A/P Period Analysis function is executed. The <i>nnn</i> is the PID # of the user that ran the analysis.

APCHKBATCH.XXX	When a set of Checks are generated by the system, a number of control options are entered and stored in this record. Once the given set of checks are posted, this record is deleted.
APCHECKSG.XXX	Holds the A/P Check records from the time they are generated until posted.
APCKRECF.XXX	This file holds the A/P Check Reconcile records. Records remain on file until purged from the system.
APDSTFIL.XXX	Holds the A/P Distribution records until they are interfaced to the General Ledger system. If not using the G/L system, they remain on file until an A/ P Distribution report is generated with the purge option chosen.
APOPENFL.XXX	Holds the A/P Open Item records. These are basically invoices that are waiting to be paid.
APQUICKCHKS.XXX	When "Quick" checks are entered into the system, this file holds the associated information until it is printed and posted.
APSUBQWRK <i>nnn.XXX</i>	This is a work file that is created when the A/P Period Analysis function is executed. The <i>nnn</i> is the PID # of the user that ran the analysis.
APbbbbbb.XXX	These files hold the A/P Transaction Batch Pointer records. They point to A/P Transaction record that belong to A/P Batch bbbbbb. This file remains on the system only until the associated batch is posted.
BANKACCT.XXX	Hold the master A/P Bank Account Codes records.
CURRENCY.XXX	Holds the Currency Code records. It is used by the Purchasing System.
GLOBAPRC.XXX	When the option to use a global common file for A/P Check Reconciliation is chosen, this is the file that holds the Check Reconciliation records.
GLOBLAPCHK.XXX	When the option to use a global common file for A/P Check Reconciliation is chosen, this is the file that holds the record that keeps the Next Check # that is to be assigned when checks are generated.
JOBFILE.XXX	Hold the master A/P Job Codes records.

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JOBHISTF.XXX	When the option to use A/P Jobs is chosen, this file holds the historic expense distributions records that had been entered with a Job Code.
MISCVEND.XXX	When an A/P Invoice is entered for a "Miscellaneous " Vendor a record is recorded holding the Name and address for the Item, and the Check.
NAPDSTFT.XXX	Holds the A/P Transaction Expense Distributions that have been entered. These records remain on the system until purged. These records are used for the A/P Period Analysis once their associated A/ P Transactions are posted. ( <i>This file tends to</i> become rather large if you have a great number of Invoices that are being entered).
NAPTRXFL.XXX	Holds the A/P Transactions that have been entered. These records remain on the system until purged. These records are used for the A/P Period Analysis. (This file tends to become rather large if you have a great number of Invoices that are being entered).
NEWAPBAT.XXX	Holds the A/P Transaction Entry Batch control records.
PURPAYFL.XXX	The Vendor Inquiry function provides the ability to Purge Zero Balance open items. This file is used to hold the keys of those items selected to be purged.
REOCCDST.XXX	Holds the Reoccurring A/P Transaction Expense Distributions records.
REOCCTRXS.XXX	Holds the Reoccurring A/P Transaction records.
VENAUTOF.XXX	Holds the Vendor Auto Distribution definition records.
VENDNOTE.XXX	Holds the Vendor Notes record that might have been created for any given Vendor.
VENDORS.XXX	Holds the master A/P Vendor records.
VND1099WRK.XXX	Is a temporary file that is created when the 1099 Preview function is executed. Once 1099s are printed and posted, this file is deleted.
VNDHSINV.XXX	This is the A/P Invoice History file. For each Invoice entered, a record is recorded in this file. These records are used to ensure duplicates are not entered, for analysis, for inquiry, and for voiding

	checks, This file is also used to hold the Vendors' Check History records. (Check History records are those that have \$Cnnnnn in the history records Invoice# field, where nnnnn is the check number)
VNDHSTMP.XXX	As A/P Invoice Transactions are entered into their respective Entry Batches, a record is written to this file. It is used to ensure that duplicate Invoices are not entered.
VNDTYPECODE.XXX	Holds the master A/P Vendor Types records.

## 7.1.4 Email Message Text Files

These files are used to hold the text or HTML for the email messages that are sent from assorted functions in the Series 5 systems. They must be located in the sub-directory named **Email-Templates** found in the **System Generated and Archived Reports** directory associated to each applicable Series 5 company system.

# A/P System Control files

	Filename	Application Function	Email Subject/ Attachment
A/P	AP_PositivePay_EmailMessa ge.TXT	Generate Fraud Interface File	Summary of A/P Checks Generated
A/P	APApproveNew_EmailMessa ge.TXT	Payment Approval Status Report	Request Managers to approve payment with scanned image of Invoice and PO
A/P	APApproveRemind_EmailMe ssage.TXT	Payment Approval Status Report	Reminder to Approve Payment with scanned image of Invoice and PO
A/P	AP_PymtAdvice_EmailMessa ge.TXT	ACH Direct Deposit Payments	Notify Suppliers of an ACH Direct Deposit with a Payment Advice Notice
OP	Quote_EmailMessage.TXT	Quotation Entry and Editing	A Quote for purchase of goods
P/I	DBAgent_Inv_EmailMessage. TXT	On-Demand Invoicing	PDF Invoice sent to the Agent
P/I	DBCust_Inv_EmailMessage. TXT	On-Demand Invoicing	PDF Invoice sent to the Customer
P/I	EReq_Invoice_EmailMessag	E-Request Server	ASOW Single Invoice

	e.TXT		Reprint request
P/I	EReq_InvsRprint_EmailMess age.TXT	E-Request Server	ASOW Multiple Invoices Reprint request
P/I	EReq_MultInvSp_EmailMess age.TXT	E-Request Server	ASOW Multiple Recap Spreadsheets request
P/I	EReq_RecapRpt_EmailMess age.TXT	E-Request Server	ASOW Requested Recap Report
P/I	EReq_RecSpsheet_EmailMe ssage.TXT	E-Request Server	ASOW Single Recap Spreadsheet request
P/I	WIZ_Invoice_EmailMessage. TXT	Daily Interface/Invoicing Wizard	PDF Invoices created from the Invoicing Wizard
P/I	ODB_ExceptRpt_EmailMess age.TXT	On-Demand Invoicing	Exception Report for On- Demand Trigger File errors
P/I	OverDue_Invoice_EmailMess age.TXT	Reprint Historic/Overdue Invoices	PDF Invoices sent to the Customer
PO	BuyerNotify_EmailMessage.T XT	PO Receivings Entry	The Buyer for a PO is notified of the receipt of goods
PO	PO_RFQ_EmailMessage.TX T	Requisition/RFQ Entry	Request-for-Quote sent to Suppliers
PO	PurchaseOrder_EmailMessa ge.TXT	PO Query and Printing	Purchase Order sent to Suppliers
PO	Requisition_EmailMessage.T XT	Requisition/RFQ Entry	Request Managers to Approve the issuing of a PO
W/ M	WebUserPword_EmailMessa ge.TXT	Web Users Maintenance	New Web User's assigned Password
W/ M	ForgotPword_EmailMessage. TXT	Account-Status-On-Web Service	ASOW Requested Forgotten Password

#### Please Take Notice

On Unix systems, the file names are case sensitive. On all operating systems, the Pseudo Variables must be capitalized.

You may enter any number of pre-defined pseudo variables, that when the associated email is generated, will be replaced with specific text strings. These are defined as follows:

Pseudo Variable	Replacement Text		
%%GEN-DATE%%	Date and Time an Invoice was generated.		
%%DOC-NUMBER% %	Document Number of the attached document (typically an Invoice #)		
%%DOC-TYPE%%	The Type of Document (ie., Invoice, Credit)		
%%RECIPIENT- NAME%%	The email Recipient's name		
%%RECIPIENT- EMAIL%%	The email Recipient's email address		
%%COMPANY- CODE%%	The Customer Code for which the attachment is applicable to.		
%%COMPANY- NAME%%	The Customer's Company Name for which the attachment is applicable		
%%ATTENTION-TO %%	The attached Invoice Attention-To individual		
%%ADDRESS-LINE- 1%%	The attached Invoice Address Line 1		
%%ADDRESS-LINE- 2%%	The attached Invoice Address Line 2		
%%ADDRESS-LINE- 3%%	The attached Invoice Address Line 3		
%%CITY-STATE%%	The attached Invoice Address State code		
%%COUNTRY%%	The attached Invoice Address Country		
%%MY-STRING-1% %	These strings are applicable to the given topic of the email as follows:		
%%MY-STRING-2%			
%%MY-STRING-3%	STRING-1 - APP Fraud Interface Check Count STRING-1 - ASOW E-Request Invoice - Type of Docume		
%%MY-STRING-4%	STRING-1 - ASOW Forgot Password - Web-User ID Cod STRING-2 - ASOW Forgot Password - Password		
%%MY-STRING-5%	STRING-1&2- ASOW Multiple Invoice Recap Report - Start/ STRING-1STRING-1- All PI Invoices - Customer's Membership ID CSTRING-2- Overdue Invoice - # of Overdue DaysSTRING-3- Overdue Invoice - # of Invoices that have beeSTRING-1- New Web User's Password - Web User ID CSTRING-2- New Web User's Password - PasswordSTRING-3- New Web User's Password - Password Expi		

# 7.2 System Operational Variables

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Some aspects of the Series 5 A/P system can be controlled through runtime configuration variables. This mechanism provides a great deal of flexibility, because these variables can be modified by each site as well as directly by an AcuGT program.

Configuration variables are maintained in a runtime configuration file. This standard text file can be modified by the host system's text editor. Each entry in the runtime configuration file consists of a single line. All entries start with a keyword, followed by one or more spaces or tabs, and then one or more values.

These variables may also be defined in each operators' execution environment. On both UNIX and Windows systems, these would be defined as environment variables.

#### 7.2.1 Environment Variables

The following variables may be defined for the operator's environment. Under UNIX, these may be seen by entering the shell **env** command. Under Windows, these may be seen by entering the DOS **set** command.

Variable	Description	Description
APPDATA	C:\Documents and Settings \xxxxxx\Application Data	The 1st 2 characters are used to determine the users' Home Drive on their PC. (Is set up by Windows)
SHSI_USER_ NAME	SHSI5.LARRY	The default Signon User code used when signing onto the system from a client PC.
USERNAME	SHSI	The Windows client signon name. Used to determine the operators actual "/My Documents" folder pathname. (Is set up by Windows)
S5_DIR	D:\S5	Required ONLY by the user building the Series 5 executables

#### 7.2.2 Configuration Variables

The following variables may be defined in the runtime configuration file. These variables can only be defined or updated by your Systems Manager, or support staff from Sentinel Hill Software Inc.

#### **Processing Tip**

If you need to maintain different sets of operating environments on your system, you may do so by setting up different runtime configuration files. In this case, the different environments would execute totally independent of one another. In particular, the two variables that would provide total independence are

SHSI_CTRL_PATH and CODE-PREFIX.

# Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 applications. (Those in red are critical to proper execution)

Variable	Default or Sample Argument	Description
ACURUN_NAME	wrun32	The name of the AcuGT runtime. Used to build the command line for Background Job Execution
ccc_SPIO_PATH	d:\acctg\comp \spiodir	The default directory used for import/export for Series 5 Company System ccc. This is also used as the directory where the form letters for A/R Dunning Letters are stored.
ccc_ORTXT_PATH	d:\acctg\comp \txtorders	The default directory used for importing O/P Text Orders for Series 5 Company System ccc
ccc_TRXTXT_PATH	d:\acctg\comp \trxinput	The default directory used for importing A/R and A/P transactions for Series 5 Company System ccc
ccc_IMAUDIT_PATH	d:\acctg\comp \imaudit	The default directory used for maintaining O/P Inventory Audit files for Series 5 Company System ccc
ccc_DUNLETTER_ PATH	d:\S5\dun- templates	The default directory used for maintaining A/R Dunning Letter template files for Series 5 Company System ccc
CODE_PREFIX	d:\S5\bin\runs	The directory path in which the executable programs reside.
IAMESS_x1	"OK to Sell Text line 1"	Lines of text displayed in O/P when an item is out of stock, and operator is prompted. These are the 3 lines used in the prompt. The x is used to allow for different sets of texts for different Inventory Activity Codes that may have been set up for the Inventory Item in question.
		<ul> <li>A-</li> <li>O-</li> <li>D-</li> <li>I-</li> <li>Active</li> <li>Obsolet</li> <li>Disconti</li> <li>Needs</li> <li>nued</li> <li>Informat</li> <li>Foreca</li> <li>F-</li> <li>C-</li> <li>ion</li> <li>Sted</li> <li>Planned</li> <li>Cancel</li> <li>S-</li> <li>ed</li> <li>Suppressed</li> </ul>

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IAMESS_x2	"OK to Sell Text line 2"	see above	
IAMESS_x3	"OK to Sell Text line 3"	see above	
HELP_PREFIX	d:\S5\bin\help	The directory path in which the Help files reside.	
IMAGE_PREFIX	d:\S5\bin \images	The directory path in which all bitmapped images are stored.	
LAUNCH_BCKGRN D_CMD	wrun32 -d -c d: \s5\etc\cblcfgui	This is the shell command that is used to execute jobs submitted for execution in the Background Job Processor	
m-THIN-DRIVE-MAP	/user/larry/data	On thin client systems, when attempting to print to, or save text export to a file on mapped drive M, (which is mapped to a directory on the UNIX server), then the file will actually be written to the directory path specified as the argument	
MANIFEST_IN_PAT H	d:\acct\comp \manif-dir		
PI-INV-DESCN	B Software Development	Defines the Invoice Layout Generation Type and Descriptive text printed on P/I Invoices for charges that are sub-totalled by their WIP Consolidation Flag when set to $N$ , (where $N = 1$ , 9)	
SHSI_ACUCON- EREQUEST-MODE	1, 2, 3, or 4	<ul> <li>Used to determine how E-Requests are handled by the Web Management system:</li> <li>1 - Use AcuConnect on a remote server</li> <li>2 - Use AcuConnect initiated from the E-Request Server program running on the PC</li> <li>3 - Don't use AcuConnect at all. Process requests directly from the E-Request Server program on the PC</li> <li>4 - Use AcuConnect only for requests that don't generate MS Word or Excel documents</li> </ul>	
SHSI_CTRL_PATH		The Series 5 applications are controlled using a number of system files. These files are stored in the directory path defined here.	
SHSI_JOBQ_PATH		When functions are set up to be executed in the Background or Night Job Processor, information about the job is stored in a file that is written in the directory path defined here.	
SHSI_REMOTE	BRANCH10	If entering A/P Transactions in a remote branch where the Batch file is to be transmitted to head office, this is the 8 character branch code embedded in the A/P Batch's created by field.	

SORT_DIR	c:\windows \temp	The directory path in which temporary sort files are created used by the system. On FAT systems, this path should be on the users PC. On THIN systems, it should be on the UNIX server.
WIN32_NATIVECTL S	1 or 0	Set to 1 to enable the workstation's theme in how the Windows controls are displayed. This is only available to Windows XP, Windows Vista and Windows 7 using Acu-GT 8.1 or later.
V-VERSION	3	The default Revision of the type of AcuGT files to be used. Must be set to 3

# Mail Management Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	Default or Sample Argument	Description	
DOS MAIL CMD			
	d:\s5\util \DOSEMAIL	%RECEIVER_NAME %	% RECEIVER_ADDRES S%
		%SENDER_NAME%	% SENDER_ADDRESS %
		SUBJECT% %ATTACHMENT%	%MESSAGE_FILE% %ATTACHMENT2%
	The shell comm have email sent other MS mail p access a 3rd pa Each pseudo va or path.	nand that is executed on t using a mail program o programs). In the Series arty utility to send email t ariable will be replaced w	Windows systems to ther that MS Outlook, (or 5 system, is used to o Lotus Notes users. vith the applicable string,
DOS_MAIL_PATH		The directory path in wh messages are created when mail is sent using	nich the temporary mail on the Windows PC the DOS_MAIL_CMD
UNIX_MAIL_CMD		The shell command tha systems to have email	t is executed on UNIX sent
UNIX_MAIL_PATH		The directory path in wh messages are created when mail is sent using	nich the temporary mail on the UNIX server the UNIX_MAIL_CMD.
WEB_EDOCS_DIRE	d:\s5\WEB-	The directory path in wh	nich temporary files are

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CTORY	Etmp	created used to send attachments as emails on
		MS Windows platforms.

## Printer Control Variables

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The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	Default or Sample Argument	Description
<my 1="" name="" queue=""></my>	PRINTER1 -P SPOOLER	Defines a Series 5 Print Queue named <b>PRINTER1</b> that is designated as a Windows printer. When the runtime opens a file assigned to " <i>-P SPOOLER</i> , it automatically initiates a job with the Windows spooler and constructs print pages in accordance with the program. The runtime uses the default printer and font. If the user looks for the job in the spooler, it is named with the current title of the AcuGT-GT window. Note that you must also set up a Printer Queue named <b>PRINTER1</b> using the Printer Queue Maintenance function found on the Main Menu under System Maintenance on the menu bar.
<my 2="" name="" queue=""></my>	LARRYPRIN TER2 -P SPOOLER- DIRECT	Defines a Series 5 Print Queue named LARRYPRINTER2. You would define the queue with <i>-P SPOOLER-DIRECT</i> if a Series 5 form was to be assigned to this printer output, or if the application formatted the printout with embedded control codes. In this case, the print job to be sent to the printer via the Windows spooler, but the program does not use the spooler to format the pages. You must use embedded control codes to handle formatting (much as you would under UNIX if you used the UNIX spooler).
<my 3="" name="" queue=""></my>		
	The following the different t variable mus Queue Name	variables are used to identify the default settings for ypes of special forms that may be printed. Each t have 3 arguments, as follows, providing the e, the Create Option, and the Target output:

<pre><ccccc>-FORM-Q <queue-name> <create- option=""> <output-target> where:</output-target></create-></queue-name></ccccc></pre>
<pre><ccccc> is the Series 5 Company System code to which the variable is to be applied to</ccccc></pre>
<queue-name> is one of the Series 5 Queues that has been defined</queue-name>
<create-option> is either RECREATE, APPEND or DISTINCT</create-option>
<output-target> is one of the following:</output-target>
PRINTER PRINT- Output to the selected Printer QueuePRINT ARCHIVE- Output to the selected Printer QueueARCHIVE DISK PRINT&ARC- Output only as ArchivedOutput only as Archived PRINT&ARC HIVE- Output to the selected Printer Queue and have Archived
BOTH- Output to the selected Printer Queue and have ArchivedBROWSE- Output to the Series 5 BrowserASCUDISKOutput to disk as an ASCII Text document
WORDDISK       - Output to disk as an MS Word document         PRINT&WOR       - Output to disk as an MS Word document and         D       to selected Printer         ARCHIVE&W       - Output to disk as an MS Word document and         ORD       have Archived
WORD2003- Output to disk as an MS Word 2003 documentPRINT&WOR- Output to disk as an MS Word 2003 document and to the selected PrinterARCHIVE&W ORD2003- Output to disk as an MS Word 2003 document and have Archived
WORD2007- Output to disk as an MS Word 2003 documentPRINT&WOR- Output to disk as an MS Word 2003 document and to the selected PrinterARCHIVE&W- Output to disk as an MS Word 2003 document and have Archived
PDFDISK PRINT&PDF- Output to disk as a PDF document - Output to disk as a PDF document and to the selected Printer QueueARCHIVE&PD- FOutput to disk as a PDF document and have Archived

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ccc-OP-INVOICE-Q	<my queue<br="">name&gt; RECREATE BOTH</my>	Print Queue used for O/P Invoices
ccc-OP-INV- REPRINT-Q	<my queue<br="">name&gt; RECREATE PRINT</my>	Print Queue used for O/P Reprinted Invoices
ccc-OP-POS- INVOICE-Q	<my queue<br="">name&gt; RECREATE BOTH</my>	Print Queue used for O/P Point-of-Sales Invoices
ccc-OP-QUOTE- PRINT-Q	<my queue<br="">name&gt; RECREATE ARCHIVE&amp; PDF</my>	Print Queue used for O/P Customer Quotes
ccc-xxx-PACKSLIPS- Q	<my queue<br="">name&gt; RECREATE BOTH</my>	Print Queue used for O/P Packing Slips for Location xxx
ccc-xxx-PICKS-Q	<my queue<br="">name&gt; RECREATE BOTH</my>	Print Queue used for O/P Pick Tickets for Location xxx
ccc-xxx-QPICKS-Q	<my queue<br="">name&gt; RECREATE BOTH</my>	Print Queue used for O/P QuickPick Ticket for Location xxx for
ccc-AP-CHECK-Q	<my queue<br="">name&gt; RECREATE BOTH</my>	Print Queue used for A/P Checks
CCC-AP-QUICK- CHECK-Q	<my queue<br="">name&gt; RECREATE BOTH</my>	Print Queue used for A/P Quick Checks
ccc-AR-STATEMENT- Q	<my queue<br="">name&gt; RECREATE DISK</my>	Print Queue used for A/R Statements
ccc-PI-INVOICE-Q	<my queue<br="">name&gt; RECREATE PRINT&amp;W ORD</my>	Print Queue used for PI Invoices

ccc-PI-INV-REPRINT- Q	<my queue<br="">name&gt; RECREATE ARCHIVE&amp; WORD</my>	Print Queue used for PI Reprinted Invoices
ccc-PURCHASE- ORDER-Q	<my queue<br="">name&gt; RECREATE ARCHIVE&amp; WORD2007</my>	Print Queue used for PO Purchase Orders
ccc-PO- REQUISITION-Q	<my queue<br="">name&gt; RECREATE ARCHIVE&amp; WORD</my>	Print Queue used for PO Requisitions
ccc-QI-INVOICE-Q	<my queue<br="">name&gt; RECREATE PDFDISK</my>	Print Queue used for QI Invoices
ccc-QI-INV-REPRINT- Q	<my queue<br="">name&gt; RECREATE ARCHIVE&amp; WORD</my>	Print Queue used for QI Reprinted Invoices
FMnnn-DESC	For Dual Page Dunning Letters	Report Print Form # nnn - The description of the form displayed on the print options screen
FMnnn-INIT	<text string=""></text>	Report Print Form # nnn - Printer command string to Initialize print job
FMnnn-RESET	<text string=""></text>	Report Print Form # nnn - Printer command to reset printer
FMnnn-SELECT- TRAY-1	<text string=""></text>	Report Print Form # nnn - Printer command string to select paper from tray 1
FMnnn-SELECT- TRAY-2	<text string=""></text>	Report Print Form # nnn - Printer command string to select paper from tray 2
FMnnn-SELECT- TRAY-3	<text string=""></text>	Report Print Form # nnn - Printer command string to select paper from tray 3
FMnnn-ODD-PAGE- HEAD	<text string=""></text>	Report Print Form # nnn - Printer command string for odd page headers
FMnnn-ODD-PAGE- FOOT	<text string=""></text>	Report Print Form # nnn - Printer command string for odd page footers
FMnnn-EVEN-PAGE- HEAD	<text string=""></text>	Report Print Form # nnn - Printer command string for even page headers
FMnnn-EVEN-PAGE- FOOT	<text string=""></text>	Report Print Form # nnn - Printer command string for even page footers

FMnnn-RPT-DATE- LINE	<text string=""></text>	Report Print Form # nnn - Printer command string for report date line
FMnnn-RPT-TITLE	<text string=""></text>	Report Print Form # nnn - Printer command string for report title line
FMnnn-RPT- LEGENDS	<text string=""></text>	Report Print Form # nnn - Printer command string for report legends lines
FMnnn-RPT- HEADERS	<text string=""></text>	Report Print Form # nnn - Printer command string for report headers lines
FMnnn-USER-CODE- 1	Lii <text string&gt;</text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 2	Lii <text string&gt;</text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 3	Lii <text string&gt;</text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 4	Lii <text string&gt;</text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 5	Lii <text string&gt;</text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 6	Lii <text string&gt;</text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 7	Lii <text string&gt;</text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 8	Lii <text string&gt;</text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 9	Lii <text string&gt;</text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE- 10	Lii <text string&gt;</text 	Report Print Form # nnn - Printer command string for User defined action at Line ii
MSWORD-DEFAULT- SPECS	"LANDSCA PE" "Courier New" 8	Defined specifications for outputting Series 5 reports to an MS Word Document Arguments are: <orientation> <font> <fontsize> <template-name></template-name></fontsize></font></orientation>
		<ul> <li>The font must be defined on the clients PC</li> <li>Orientation must be LANDSCAPE or PORTRAIT</li> <li>The Template is an MS Word defined template and must be stored in MS Word's Template directory</li> </ul>
MSWORD-AR-STMT- SPECS	LANDSCAP E "Courier New" 8	Defined specifications for outputting A/R Statements to an MS Word Document
MSWORD-CS-INV- SPECS	PORTRAIT "Courier	Defined specifications for outputting Cement Shipment Invoices to an MS Word Document

	New" 8	
	Invoice- Template	
MSWORD- DUNSTMT-SPECS	LANDSCAP E "Arial" 10 Letter-	Defined specifications for outputting A/R Dunning Letters to an MS Word Document
	Template	
MSWORD-GL-FINS- SPECS	LANDSCAP E "Courier New" 8	Defined specifications for outputting G/L Financial Statements to an MS Word Document
MSWORD-OP-FINS- SPECS	PORTRAIT "Courier New" 8 Invoice- Template	Defined specifications for outputting O/P Invoices to an MS Word Document
MSWORD-OP- QUOTE-SPECS	PORTRAIT "Courier New" 10 Quotes- Template	Defined specifications for outputting O/P Quotes to an MS Word Document
MSWORD-PAKSLIP- SPECS	LANDSCAP E "Courier New" 8 Pack- Template	Defined specifications for outputting O/P Packing Slips to an MS Word Document
MSWORD-PI-INV- SPECS	PORTRAIT "Courier New" 8 Invoice- Template	Defined specifications for outputting P/I Invoices to an MS Word Document
MSWORD-PO- FORMS-SPECS	PORTRAIT "Courier New" 10 purchase_or der.dot	Defined specifications for outputting P/O Purchase Orders to an MS Word Document
MSWORD-PO- REQS-SPECS	PORTRAIT "Courier New" 10 requisition.d ot	Defined specifications for outputting P/O Requisitions to an MS Word Document
MSWORD-QI-INV- SPECS	PORTRAIT "Courier New" 8 Misc- Invoice- Template	Defined specifications for outputting Q/I Miscellaneous Invoices to an MS Word Document
MSWORD-WEB-	LANDSCAP	Defined specifications for outputting E-Request

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RPT-SPECS	E "Courier New" 7	server reports to an MS Word Document
XXX-BITMAP	Row Column Pixel-Height Pixel-Width Filename	For Series 5 Printer Queue XXX Outputs the speciifed bitmap file to the given row/column of the page at the specifed pixel Height/Width on every page of the report.
SHSI-RPT- DESTINATION	4	Sets the default output target selection for all reports generated in Series 5 that are not programatically targeted. The argument is an integer digit representing the desired target as follows:
		<ol> <li>To the printer</li> <li>Archived</li> <li>Both the printer &amp; Archived</li> <li>to be Browsed Only</li> <li>to disk as an ASCII file</li> <li>To disk as an MS Word 2003 document</li> <li>To disk as an MS Word 2003 document &amp; Archived</li> <li>To disk as an MS Word 2007 document</li> <li>To disk as an MS Word 2007 document</li> <li>To disk as an MS Word 2007 document &amp; Archived</li> <li>To disk as an MS Word 2007 document &amp; Archived</li> <li>To disk as an MS Word 2007 document &amp; Archived</li> <li>To disk as an MS Word 2007 saved as a PDF file</li> <li>You would typically have the argument set to either 1, 2 or 4.</li> </ol>

# Web Server Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 CGI service routines executing on a Web Server.

Variable	Default or Sample Argument	Description
CODE-PREFIX	/web//shweb/ acubin	The directory path in which the executable CGI programs reside.
SHSI-WEB-LOG- FILE	/web//shweb/ acutemp	The full path and filename which is used to log messages, generated by the system, by CGI service routines executing on a Web server.
SHSI-WEB-TRACE- MODE	0 or 1	If = 1, then messages are output to the execution error log file. Should be set to zero unless specifically need to debug the execution of CGI service routines.
-------------------------	---------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------
WEB-COMPANY-1	40	The Series 5 Company code assigned to Web Company 1 (Code embedded in Web Page ID codes)
WEB-COMPANY-2	50	The Series 5 Company code assigned to Web Company 2
WEB-COMPANY-3	SHSI	The Series 5 Company code assigned to Web Company 3
WEB-COMPANY-4	РСА	The Series 5 Company code assigned to Web Company 4
WEB-COMPANY-5	AUSI	The Series 5 Company code assigned to Web Company 4
WEB-OP- LOCATION-1	10	The Inventory Warehouse Location code for orders submitted over the Web for Company 1
WEB-OP- LOCATION-2	20	The Inventory Warehouse Location code for orders submitted over the Web for Company 2
WEB-OP- LOCATION-3	30	The Inventory Warehouse Location code for orders submitted over the Web for Company 3
WEB-OP- LOCATION-4	40	The Inventory Warehouse Location code for orders submitted over the Web for Company 4
WEB-OP- LOCATION-5	EAST	The Inventory Warehouse Location code for orders submitted over the Web for Company 5
WEB-EDOCS- DIRECTORY	/web//shweb/ acutemp	The directory path in which temporary files are created used to send attachments as emails on UNIX web servers.
WEB-MGMT-CTRL- PATH	@accserver:/acctg/ shsi_ctrl	For CGI service routines on a Web server, defines the directory path of the location where the Series 5 control files reside.

#### 7.3 Runtime Error Codes

These Unfortunately things don't always operate the way they should. For a variety of reasons, the application will on occasion generate some nasty looking error codes and messages.

These can be divided up into three categories of errors:

□ Application generated Errors

#### □ Microsoft Word or Excel generated Errors

Generally when an error occurs the application that was executing will bomb out. Any of these errors should be immediately reported to you System Manager, or to Sentinel Hill Software's support team.

When reporting an error, please attempt to record the following bits of information:

- What application you were executing
- What menu item you were executing
- What screen was being displayed just before the error was reported
- What field or control your mouse was position on when the error occurred
- What key or control was struck or clicked when the error occurred
- If possible, identify the Transaction record, or Master Code record that was being operated on at the time
- The error code, along with the accompanying descriptive text, if any.

#### Please Take Note

If it is at all possible, you should get a screen shot of your screen with the error message displayed. This would greatly assist in identifying the cause of the error.

#### 7.3.1 Application Error Codes

Here is a description of the assorted errors generated from the application that will cause it to terminate abnormally.

Error Code	Message	Possible Problem
24	Disk full for Indexed file WRITE	There is not enough disk space allocated to the data folder the data file resides in
30-XX	Hardware Error Failure	There is a serious hardware failure. The secondary code value xx is set by the operating system.
34	Disk full for Sequential file WRITE	There is not enough disk space allocated to the data folder the data file resides in

35	File not found for Open	The application attempted to open a file that could not be found. Contact your Systems Manager or Sentinel Hill Software support for assistance.
37-07	User does not have permission to access file	The user does not appropriate access rights to open the file
37-XX	System failure on opening a file	The application attempted to open the file in the wrong mode
37-99	Windows runtime not network enabled	Non-Networked runtime attempted to open a file on a remote system
39-XX	File Mismatch on OPEN	An older version of the file was being accessed, or application programming error. The secondary code value xx indicates the type of mismatch.
41	File Already Open	An application programming error. Contact Sentinel Hill Software support.
42	File Not Open	An application programming error. Contact Sentinel Hill Software support.
47-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
48-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
49-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
94-10	Too many files opened by process	The max number of files has been reached. The configuration variable MAX-FILES should be increased.
98	The file has become corrupt	The file has become corrupt for some reason. You must use the AcuGT's <b>vutil</b> utility to rebuild the file. Contact your Systems Manager or Sentinel Hill Software support for assistance. (From a DOS or UNIX prompt you will need to issue the command <b>vutil32</b> -rebuild filename ).
9C	Max number of locks specified.	The max number of files that can be locked has been reached. Either the configuration variable MAX-LOCKS should be increased, or an application programming error has caused the problem. (By default MAX-LOCKS is the same as MAX-FILES)

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9D-XX	Internal error from host file system	An internal error has occurred when attempting to access a file over the network using AcuGT's Acuserver running on the primary server. The most likely problem is that the host server network is down, or the host server file server process has failed. Contact your Systems Manager. The xx is the host system's error code.

#### 7.3.2 Microsoft Utility Errors

TheSeries 5 systems internally makes calls to Microsoft's Word and Excel utilities. On occasion, these utilities will report an error which causes the application to abort. Here are the documented errors that have been encountered to date.

From	Message	Possible Problem
Word	Unable to satisfy the requested call	When attempting to print a document directly from Word, and a problem exists on the network, or the remote printer is probably not turned on.
Excel	Class is not licensed for use (error 800A03EC)	When outputting a string to a spreadsheet there was a "=", "+", or "-" character in the 1st character of the string. Excel thinks this is the start of an equation that does not make sense. If possible insert the "'", (single quote), character as the 1st character of the string being output.

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