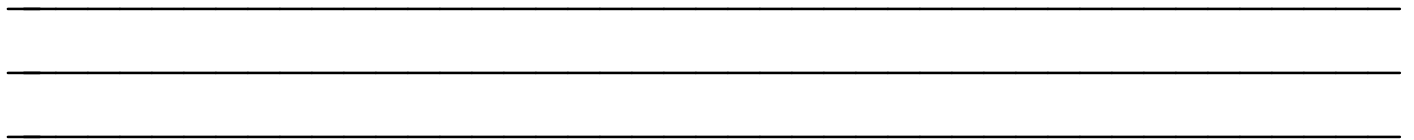




ACCOUNTFLEX

Accounts Payable



The System To Account On

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1. INTRODUCTION

1.1 Overview

The Accounts Payable module tracks amounts due to vendors and permits automatic or manual application of payments to specific invoices.

The following sections provide a synopsis of the Accounts Payable features, how Accounts Payable fits into your accounting system, and the organization of this user's manual.

1.2 Features

The Accounts Payable system surpasses other similar systems because it incorporates the best features our competition has to offer, plus many design improvements based on user recommendations.

Below are some of these features:

- Provides for recurring expenses.
- Handles both open-item and balance-forward accounts.
- Allows unlimited partial payments for any invoice.
- Allows manual and voided checks.
- Prints the Aged Trial Balance report as of any transaction date range.
- Allows entry of new months transactions before having posted last months transactions.
- Prints reports for all vendors or for a range of vendors.
- Allows runtime selection of aging periods for Aged Trial Balance.
- Allows posting of invoices to any period in any year.
- Allows Prepayment of invoices.
- Maintains Check Register and allows Reversal of previously posted Checks.
- Allows extensive on-screen inquiries such as vendor balances, aging and invoice history.
- Maintains multiple divisions.
- Maintains clear and concise audit trails showing source, transaction date, entry date, posting dates, descriptions, and all original document reference codes (i.e. vendor code, invoice number, etc.).
- Performs automatic error trapping to ensure data integrity.
- Includes comprehensive user manuals, on-screen help, on-screen report viewing, sample data and a menu-driven user interface.

1.3 About the Document

This manual is designed to be a comprehensive user guide for the AccountFlex Accounts Payable System. This guide is organized into two levels, Chapter and Section. Each chapter describes a major function; each section describes various aspects related to the chapter.

Chapter 1 Introduction

This chapter provides a synopsis of how the Accounts Payable System fits into your accounting system, some advantages of Accounts Payable, and the organization of this user's manual.

Chapter 2 General Operation Procedures

This chapter provides general instructions on how to select AccountFlex functions, move around screens, enter data, and run reports. The features presented in this chapter are consistent throughout the accounting system. This chapter should be read before tackling subsequent chapters.

Chapter 3 How to Get Started

This chapter provides instructions for the installation and setup of your Accounts Payable System. The instructions presented in this chapter need only be done once.

Chapter 4 Work Cycle

This chapter provides instructions for the Accounts Payable Work Flow. The tasks described in this chapter are performed on an on-going basis.

Chapter 5 Operations/Reference

This chapter provides detailed instructions on how to operate each Accounts Payable function. Each section in this chapter is dedicated to a specific menu option.

2. GENERAL OPERATIONAL PROCEDURES

2.1 Overview

This chapter describes the general characteristics of the 3 major program types: menus, screens, and reports. Once you learn these general characteristics you will be ready to handle any AccountFlex program.

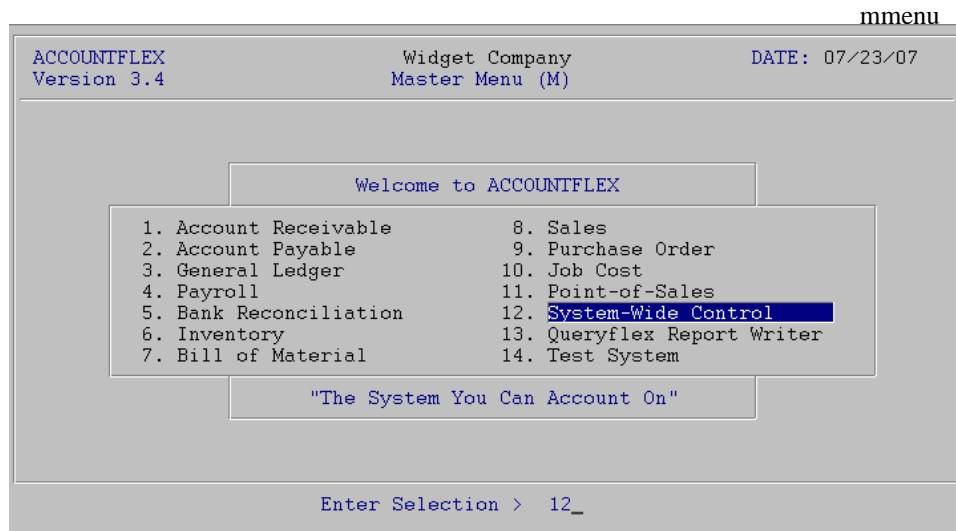
One key that is consistent for all AccountFlex programs and one that you should make a point to remember is the **ESCAPE** key (labeled **Esc** on the keyboard). The **ESCAPE** key may be pressed at any time to exit menus, screens, and reports. So whenever you feel lost, press the **ESCAPE** key to get back from where you came.

The following sections describe each major program type.

2.2 Menus

The AccountFlex system consists of numerous menus organized in a hierarchical structure. To move down the menu hierarchy, select a menu choice and then press the **ENTER** key. To move up the menu hierarchy, press the **ESCAPE** key. To select a menu choice, you can either cursor to the desired choice or type its number then press the **ENTER** key.

An example of AccountFlex Master menu is displayed below:



In moving from one menu to another, you may jump over intermediate menus to save time and keystrokes. Jump directly from one menu to any other menu by pressing the **F3** function key and then entering the menu code you would like to jump to, followed by the menu choice number. The menu code is a unique identifier assigned to each menu and is displayed by the menu title line in parentheses. For example, the menu displayed above has a menu code of "M".

2.3 Screens

Data entry screens allow you to add, change, delete, or view information in a database.

There are 3 types of data entry screens: *SINGLE-RECORD*, *MULTI-RECORD*, and a combination of both. The *SINGLE-RECORD* screen will allow you to work on one database record at a time. The *MULTI-RECORD* screen allows you to work on multiple database records at the same time. The *MULTI-RECORD* screen provides a spreadsheet-like interface to your database.

All AccountFlex screens display function key labels at the bottom of each screen. These function key labels inform you which functions keys are active. Inactive function keys show dashes '----'. Throughout this document, we will refer to function keys using their label names instead of their function key number.

In the following subsections you will learn how to use the three screen types.

SINGLE-RECORD Screen

The initial mode for *SINGLE-RECORD* screens is normally **CHANGE**. **CHANGE** mode allows you to modify existing records. When you are in **CHANGE** mode, the **CHANGE MODE** message will appear at the top of the screen.

An example of a *SINGLE-RECORD* screen in **CHANGE** mode is shown below.

actscrc

ACCOUNTFLEX		CHANGE MODE		Customer Entry Screen		DATE: 07/23/2007									
Customer Code	1	Entry Date		By		Inactive	<input type="checkbox"/>								
Billing Address				Shipping Address											
Company	ACME			Gerard Menicucci											
Name															
Addr1	875 Mahler Road #261			1015 Atwater											
Addr2															
Addr3															
City	Burlingame			Burlingame											
State	CA	Zip	94010	State	CA	Zip	94010								
Source		Cnty		Cnty											
				Tax Code	1	SalesRep	1								
Contact	Test Company			Title											
Phone	(800)343-0180	x		Fax	(650)6977696										
E-mail	sales			Resale#											
Method	0	Finance Charge	N	Invoices	Y	Statements	Y								
Terms	1	BackOrders		Credit Limit											
Price		Balance Due													
Enter the Customer's code to identify this Customer throughout the system															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help		Add	Srch	Qry	Prev	Next	Frst	Last		Del	Note	Prid	Ship	^ch

There are several function keys that will help you locate records you would like to change. The **FRST** key will locate the first record in order of the *index* field. The *index* field on all *SINGLE-RECORD* screens is where the cursor first appears. Pressing **LAST** will select the last record. Entering a value in the *index* field and pressing **NEXT** will bring up the next record in order. **NEXT** also enables you to locate records with a partial value. For example, if you know that the *index* field begins with "AC", enter "AC" then press **NEXT** to see the first record starting with "AC". **PREV** works similarly but selects previous records.

The **SRCH** and the **QRY** keys provide two other methods for locating records. **SRCH** locates records using alternative *index* fields and **QRY** locates records using any combination of fields with wild cards. These two methods are discussed in the subsequent sections **Screens - Searching** and **Screens - Query-by-Example**.

Once you have located a record and have made your modifications, press the **SAVE** key to update the database.

If you do not wish to save your changes, press the **ESCAPE** key to abort or exit the screen. If changes have been made you will be prompted to confirm your choice.

The **DEL** key is used to delete the record. You will be prompted to confirm the deletion.

The **HELP** key provides online documentation for the field where you are cursored. If the field you are on is a code field, a popup list of valid entries will be displayed. While on the popup list you may press the **ENTER** or **SAVE** key to select a code. More information about the help feature can be found in the subsequent section **Screens - Help**.

The **ADD** key switches the screen to **ADD** mode in order to add a new record. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

An example of a *SINGLE-RECORD* screen in **ADD** mode is shown below.

The screenshot shows a terminal window titled 'actsra' with the following content:

```
ACCOUNTFLEX  ADD MODE  Customer Entry Screen  DATE: 07/23/2007
Customer Code [ ] Entry Date 07/23/07  By infoflex  Inactive [ ]
Billing Address  Shipping Address
Company Name
Addr1
Addr2
Addr3
City
State [ ] Zip [ ] Cnty [ ]  State [ ] Zip [ ] Cnty [ ]
Source [ ] Tax Code [ ] SalesRep [ ]
Contact Phone [ ] x [ ] Fax [ ] Title [ ]
E-mail [ ] Resale# [ ]
Method 0 Finance Charge N Invoices Y Statements Y BackOrders [ ]
Terms [ ] Credit Limit [ ]
Price [ ] Balance Due [ ]
Enter the Customer's code to identify this Customer throughout the system
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Chg Note Pric Ship Ach
```

To add a record fill in the screen with the appropriate data and press **SAVE**.

While in **ADD MODE** you may return to **CHANGE** mode by pressing the **CHG** key.

MULTI-RECORD Screens

The *MULTI-RECORD* screen allows you to Add or Change more than one record at a time.

As with the *SINGLE-RECORD* screen the initial mode is usually **CHANGE**. When you are in **CHANGE** mode, the **CHANGE MODE** message appears at the top of the screen.

An example of an *MULTI-RECORD* screen in **CHANGE** mode is shown below.

actarvc

ACCOUNTFLEX		CHANGE MODE	Account Entry/Inquiry		DATE: 07/23/07
Account	Description	Type	D/C	Inactive	
101-000	Cash in Bank	Av	D		
102-000	Payroll Cash Account	Av	D		
103-000	Cash in Hand	Av	D		
107-000	Petty Cash	Av	D		
108-000	Prepaid Expenses	Av	D		
109-000	Adv EIC Payment	Av	D		
110-000	Account Receivable	Av	D		
120-000	Jobs-in-Progress(M)	Av	D		
121-000	Jobs-in-Progress(L)	Av	D		
130-000	Inventory	Av	D		
130-0A0	Inventory Whs A	Av	D		
130-0B0	Inventory Whs B	Av	D		
150-000	Land	Av	D		
152-000	Buildings	Av	D		
155-000	Software	Av	D		

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Add Srch Qry Prev Next Frst Last Del

Each row on the screen above represents a record. Several function keys are available for locating records. The **PREV**, **NEXT**, **FRST**, and **LAST** functions will enable you to scroll a page of records at a time. **UP** and **DOWN** arrows allow you to move up and down rows of the *MULTI-RECORD* screen.

The **SRCH** and the **QRY** keys provide two other methods for locating records and are discussed in the subsequent sections.

Once you have located and modified a record, saving takes place by either moving the cursor off the row or pressing the **SAVE** key.

You can delete the record your cursor is positioned on by pressing the **DEL** key. Upon pressing the **DEL** key the current record will be deleted.

Adding a record is done by pressing the **ADD** key (or moving to the end of the record list). Upon pressing the **ADD** key a blank row will open up for entry. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

SINGLE-RECORD and *MULTI-RECORD* Screen Combination

Often both the *SINGLE-RECORD* and *MULTI-RECORD* screen types will be displayed together. Moving from a *SINGLE-RECORD* screen to a *MULTI-RECORD* screen is done by pressing the **SAVE** key. The following is an example of a combination Screen.

ACCOUNTFLEX CHANGE MODE Division Entry Screen DATE: 07/23/07

Division 1 Name Division #1
 Address1 address1
 Address2 address2
 Address3 city

Alias	Description	Account	-Account Overlay- Whse	Group	Cat	Tax
\$	Cash Receipts	101-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AR	Accounts Receivable	110-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Bank Checks	101-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Credit Cards	101-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CG	Cost of Goods Sold	500-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CGD	Cost of Defect Goods	505-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Discounts Allowed	560-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Freight	570-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IN	Inventory	130-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PREPAY	Advance Payment	230-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Add Qry Prev Next Frst Last Del

2.4 Screens - Help

The **HELP** function key allows you to get additional information concerning the field or screen you are on. This function key is available for all screen types.

If you are on a table field, the **HELP** key provides a popup list of valid codes. Below is an example of the Help screen for a table field.

acthelp

ACCOUNTFLEX CHANGE MODE Division Entry Screen DATE: 07/23/07

Division 1 Name Division #1
 Address1 address1
 Address2 address2
 Address3 city

Alias	Description	Account Code	
\$	Cash Receipts	101-000	Cash in Bank A
AR	Accounts Receivable	102-000	Payroll Cash Account A
B	Bank Checks	103-000	Cash in Hand A
C	Credit Cards	107-000	Petty Cash A
CG	Cost of Goods Sold	108-000	Prepaid Expenses A
CGD	Cost of Defect Goods	109-000	Adv EIC Payment A
D	Discounts Allowed	110-000	Account Receivable A
F	Freight	120-000	Jobs-in-Progress(M) A
IN	Inventory	121-000	Jobs-in-Progress(L) A
PREPAY	Advance Payment	130-000	Inventory A

Select G/L Account Code
 Press SAVE to Select or ESCAPE to exit

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Srch Qry Prev Next Frst Last Zoom All

This Help screen is a *MULTI-RECORD* screen. In addition to the standard *MULTI-RECORD* features, the Help screen provides 2 special methods for locating records: cursor sorting and character positioning.

Cursor sorting means the rows will be sorted based on where the cursor is positioned. On the sample screen above, if the cursor is positioned on the *G/L Account Code* field, the rows will be sorted by *G/L Account Code*. Likewise, if the cursor is positioned on the *Description* field the screen will be sorted by the *Description* field. To cursor from field to field on a Help screen, you must use the **TAB** key.

The character positioning feature allows you to type characters to locate records in the Help screen. Each character you press will reposition the screen to the closest match. To restart the character positioning (throw away previously entered characters and start over) press the **UP** or **DOWN** arrow keys. You may also press the **TAB** key to perform character positioning on a different field.

Another important feature of the Help screen is the **ZOOM** function key. This key allows you to add or change codes.

Once you have located the desired code on the Help screen, you may transfer the code to the original screen by pressing the **SAVE** or **ENTER** key. You will then be returned to the original field with the selected code assigned.

Pressing **ESCAPE** will exit without effecting the original screen.

2.5 Screens - Search

As an alternative to searching on the first *index* field of a screen, the search facility provides the capability to search on other indexed fields of the record. Searching is active when the function key label **SRCH** is displayed (usually in **CHANGE MODE** only).

Upon pressing **SRCH**, the screen fields that are searchable will be underlined and the **SEARCH MODE** message will appear at the top of the screen.

While in **SEARCH MODE**, you may search on any of the underlined fields by cursoring to the desired field then pressing the **FIND**, **PREV**, **NEXT**, **FRST**, or **LAST** keys. Partial values may be searched on by entering the partial value and then pressing **NEXT**. The system will locate the first record matching the partial value.

Once you have located the record you want, press the **EXIT** key to exit **SEARCH MODE** and return to **CHANGE MODE** with the selected record.

2.6 Screens - Query-by-Example

The Query feature, unlike the search feature, allows you to search on any field or combination of fields and use wildcard or relational operators.

Query is active when the function key label **QRY** is displayed. Upon pressing **QRY**, the screen fields that are queriable will be underlined and the **QUERY MODE** message will appear at the top of the screen. While in **QUERY MODE** you may query on any of the underlined fields by cursoring to the desired field then entering the value you wish to query on. Values

may be entered for as many fields as you want.

The query values you enter may include special operator characters that provide enhanced searching capabilities. Below is a table of operators that may be included with the query value.

Operator	Operator Name	Compatible Data Types
=	Equal	all
>	Greater than	all
<	Less than	all
>=	Greater than or equal	all
<=	Less than or equal	all
<>	Not equal	all
	OR	all
&	AND	all
*	Wildcard for any number of character	CHAR
?	Wildcard for 1 character	CHAR
:	Range	all

When using any of the first eight operators place the operator at the start of the query value.

Use the '=' operator only when you want to find NULL values in a character field. In this case you would just enter the '=' operator by itself.

WILDCARD OPERATORS

Wildcard operators (*, ?) can only be used in character fields. Querying with wildcard operators is best described with examples. For example, specifying the query value "*corp*" would find all records with the word "corp" anywhere in that field. The following list of values would match this query value.

- 1) corporation
- 2) IBM Corporation
- 3) Marine Corp

Note that the query is not case sensitive.

The query value "corp*" would only find records where the field starts with the value "corp". In this case only the first value in the above list "corporation" would match.

The wildcard operator (?) is a one character wildcard. For example, the query value "????corp*" would only match "IBM Corporation" on the above list.

RANGE OPERATOR

The range operator (:) is used to specify a range. It lets you search for all values that lie between one value and another. The range is inclusive.

For example, to search for all zip codes from 94010 and 95080, enter "94010:95080" as your query value. Query will find all records where the value of the field lies within the specified range.

OR and AND OPERATORS

Query assumes that all entered query values must match the record for it to be selected. The OR (|) operator allows you to select the record if either query values match. The OR (|) operator is placed at the beginning of each query value. The example query screen below illustrates this operator.

EXAMPLE QUERY SCREEN

Below is an example of a query screen with query values entered.

actory

ACCOUNTFLEX	QUERY MODE	Customer Entry Screen	DATE: 07/23/2007
Customer Code	<input type="text"/>	Entry Date	<input type="text"/>
	<input type="text"/>	By	<input type="text"/>
	<input type="text"/>	Inactive	<input type="checkbox"/>
Billing Address		Shipping Address	
Company	*CME*		
Name			
Addr1	851*mahler*		
Addr2			
Addr3			
City	B??lingame		
State	<input type="text"/>	Zip	<input type="text"/>
	<input type="text"/>	Cnty	<input type="text"/>
Source	<input type="text"/>	Tax Code	<input type="text"/>
	<input type="text"/>	SalesRep	<input type="text"/>
Contact	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Method	Finance Charge	Invoices	Statements
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terms	<input type="text"/>	Credit Limit	<input type="text"/>
Price	<input type="text"/>	Balance Due	<input type="text"/>
	<input type="text"/>	Resale#	<input type="text"/>
Enter the Customer's code to identify this Customer throughout the system			
F1	F2	F3	F4
F5	F6	F7	F8
F9	F10	F11	F12
Run	Help	Orun	Clr
		Exit	

The above query values will find all records where

Company contains the string "CME" anywhere

AND

Addr1 begins with "851" with "mahler" anywhere afterwards

OR

Addr2 begins with "851" with "mahler" anywhere afterwards

OR

Addr3 begins with "851" with "mahler" anywhere afterwards

To start the query, press the **RUN** function key. After all of the records have been found, a message will appear at the bottom of the screen showing the number of matches found. You will then be returned to the original screen where you will be able to use the **NEXT, PREV, FRST, LAST** function keys to view the selected records.

When you return to the original screen, the mode message will be appear with asterisks ***CHANGE MODE*** letting you know you are looking at a query list.

To clear the query list, you must return to the **QUERY MODE**, clear all of the query values (press the **CLR** function key), and then rerun the query (press the **RUN** function key). When you return to the original screen you will be able to access all records.

2.7 Screens - Control Keys

There are a number of Control keys that work on all on screens. These Control keys perform very useful functions and are listed below.

- CTL-D Saves the current screen values as defaults. These defaults will appear when in **ADD MODE** or on report selection screens. Each user can have his own defaults by setting the environment variable **FXDEFAULT** to a user-specific directory.
- CTL-N Calls the Accountflex menu from wherever you are in the system. You will be returned to your current position upon returning from the menu.
- CTL-P Repeats the previously entered value.
- CTL-T Prints the screen image to the default printer.
- CTL-W Writes the screen image to disk. You will be prompted for a filename for storing the image. The filename you enter will be appended with the suffix '.scr'.

2.8 Reports

When you select a report program from the AccountFlex menu, the Report Selection Screen will normally appear first. The Report Selection Screen allows you to choose the destination, number of copies, and scope of the report. The following is an example of a Report Selection Screen.

actrnt

ACCOUNTFLEX		Print Trial Balance Report		DATE: 07/23/07	
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)			
Report Copies	1	(1 - 10)			
Report Title Page	N	(Y=Yes, N=No)			
Report Detail	N	(Y=Yes, N=No)			
Date Range	07/01/07	to	07/23/07		
Account Range		to			
Show ZERO Balances	<input type="checkbox"/>				
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.					
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10	F11	F12
^F3	^F4	^F5	^F6		
Run	Help				Kill

The first three fields---Destination, Copies, and Title Page---will always appear on the Report Selection Screen, but the fourth field, Detail, will appear only under certain conditions.

These fields are described below:

Report Destination

Enter the report destination. Four options are available:

- S - Screen
- P - Printer
- D - Disk
- A - Auxiliary Port

Entering an **S** will output the report to the screen.

Entering a **P** will output the report to to the default printer. To route output to alternative printers, enter the printer's device name after the **P**. To route output to alternative printers, enter the printer's device name after the **P**. If your site has been set up with a printer configuration file, pressing the **HELP** key will show a valid list printers from which to select. Entering a **D** will output the report to disk.

Report Copies

Enter the number of printed report copies you want. One to 10 copies can be specified.

Report Title Page

Enter "Y" for Yes or "N" for No to indicate whether or not a title page should be printed for the report. A report title page is simply a copy of the Report Selection Screen with the values you entered.

Report Detail

Enter "Y" for Yes or "N" for No to indicate whether or not the report detail should be printed on the report.

The **Report Selection Screen** may have other entry fields specific to the report you are running. The purpose of these report fields is to narrow the scope of the report by prompting you for specific values or ranges of values to report on.

For example, the screen may prompt you for a range of customers to report on. In this case the screen will have two customer fields. If you do not make an entry into either of the customer fields, the report will list all customers. If you make an entry into the first customer field but not the second, you will get all customers greater than or equal to the first customer. If you make an entry into the second customer field but not the first, you will get all customers less than or equal to the second customer.

Once the **Report Selection Screen** is properly filled out, you may press the **RUN** key to generate the report or the **ESCAPE** key to exit.

If the report is directed to the screen, the first page of the report will appear on your screen with the function key labels as shown below.

```

                                acctrpt
ACCOUNTFLEX                                Company Name
                                           TRIAL BALANCE
                                From: 05/26/99 to 05/26/99 Account Range:
=====
Account      Account Name                BEGINNING BALANCE
-----
101-000      Cash in Bank                    1,759,544.10
102-000      Payroll Cash Account            45,644.00
103-000      Cash in Hand                    1,000,000.00
107-000      Petty Cash
108-000      Prepaid Expenses                200,000.00
110-000      Account Receivable
120-000      Jobs-in-Progress(M)
121-000      Jobs-in-Progress(L)
130-000      Inventory
130-0A0      Inventory Whs A
130-0B0      Inventory Whs B
150-000      Land
152-000      Buildings
154-000      Office Equipment
160-000      Adv EIC Payment
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 F13 F14 F15 F16
EXIT ---- JUMP ---- SRCH ---- PREV NEXT FRST LAST PRNT C132 ---- SHFL SHFR PRN2

```

These keys provide a variety of ways to move through the report. **NEXT** pages forward through the report. **PREV** pages backwards. **FRST** displays the first page of the report. **LAST** displays the last page of the report. **JUMP** prompts you for a page in the report to display. **SRCH** prompts for a character string pattern to search for in the report.

You may press **SHFR** to right shift the display to view columns beyond 80. **SHFL** will shift the display back left. Some terminals will support character compression to 132-columns. The **C132** key will put such terminals in that mode.

Finally, the **PRNT** key will direct the report to the default printer.

When you press the **SRCH** key, a prompt to **Enter Search String** will appear. Enter a character string you would like to locate and then press the **ENTER** key. You will then be positioned to the report page where the string first occurs. Pressing the **SRCH** key again will find the next instance.

EXIT will return you to the Report Selection Screen. **ESCAPE** from the **Report Selection Screen** leaves the report altogether.

3. HOW TO GET STARTED

3.1 Overview

This chapter describes the setup procedures for the Accounts Payable System. These procedures are performed only once when you install your system.

This chapter contains the following sections:

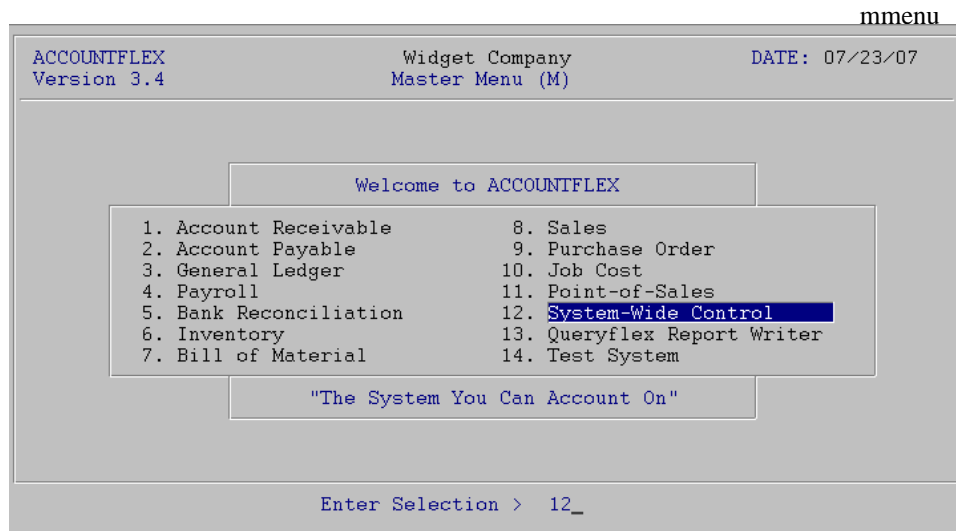
- How to Start the System
- Setup System-wide Control
- Setup Accounts Payable Control File
- Setup Accounts
- Setup Divisions
- Setup Vendors
- Print Vendors
- Backup Accounts Payable Data

3.2 How to Start the System

To start the system type **act** at the command line and press the **RETURN** key.

\$ act

After you press **RETURN** the following AccountFlex Master Menu will appear.



The following sections describe the various setup choices you will be using.

3.3 Setup System-wide Control File

The first file you need to configure is the System-wide Control File. Parameters you define in this file will apply throughout the entire accounting system.

Select the System-wide Control option on the Master Menu. The System-wide Control File entry screen will appear as follows.

svsfile

ACCOUNTFLEX		System-Wide Control File		Date: 07/23/07	
Company	Widget Company	Version			
Addr1	1000 Technology Way	Phone	(415)340-0220		
Addr2		Fax			
City	Burlingame	TaxID			
State	CA	Zip	94010	Country	
		E-Mail	info@infoflex.com		
Modules: AR AP GL SALES PO INVENTORY PAYROLL BOM JOBCOST					
Installed	Y	Y	Y	Y	Y
Multiple(Y/N) Format Default Reference Name Reference Abbrev					
Divisions	Y	L	1	Division	Div
Warehouses	Y	L	A	Warehouse	Whs
Customer Subs	N	L			
Vendor Subs	N	L			
Code Formats: G/L Account 3 3 0 0 Delimiter -					
Customer	L	Vendor	L	Employee	L
Invoice	R	Purchase Order	R	Inventory	L
Job	R	A/P Invoice	L		
Inventory Costing Method W (R=Replacement,S=Standard,W=Weighted Average)					
F1	F2	F3	F4	F5	F6
Save	Help		Prev	Next	Frst
			Last		
				Form	Sec

This screen has a number of entry fields which you fill in with values appropriate to your installation. These fields are described below.

When you are sure all your entries are correct press F1 to save your entries and return to the Master Menu.

Below is a description of each parameter field.

Company Name

Enter the company name exactly as you want it to appear on all printed reports and general ledger screens. Use up to 30 characters.

Company Addr1, Addr2, City, State, Zip, Country

Enter the company address. You may press the **HELP** function key to select or search from a popup list of valid entries for state code and country code.

Version

Leave blank.

Phone

Enter the company telephone number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and invoices.

Fax

Enter the company fax number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and

invoices.

TaxID

Enter the company's Federal Tax ID. Note that this will print on sales quotes, orders, and invoices.

E-mail

Enter the company's e-mail address. Note that this will print on sales quotes, orders, and invoices.

Modules Installed

Enter the modules installed using Y=Yes or N=No.

Divisions

Indicate whether you have multiple divisions, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify divisional parameters.

Warehouses (Y/N)

Indicate whether you have multiple warehouses, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify warehouse parameters.

Customer Subs (Y/N)

Indicate whether you have customers with subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate statements and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional customer subsidiary parameters.

Vendor Subs (Y/N)

Indicate whether your vendors have subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate checks and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional vendor subsidiary parameters.

Account Code Format

Enter the account code format. You can use up to 12 characters including the delimiter. For example, entering the following

Account: 3 3 0 0 Delimiter -

would result in G/L codes being formatted to NNN-NNN. The following entry

Account: 3 0 0 0 Delimiter

would result in G/L codes being formatted to NNN.

Delimiter

Enter the delimiter to be used for the account code described above. This is a one character field.

Code Formats

There are a number of codes for which you may specify the justification (Customer Code, Vendor, Code, Employee Code, etc.). Valid entries are "R" for Right justification or "L" for Left justification. If you are using numeric codes you should use right justification so that they will sort properly.

IMPORTANT: You may NOT change the justification once data has been entered.

Inventory Costing Method

If you are using inventory you will need to specify the costing method, using "R" for replacement, "S" for standard, or "W" for weighted average. Replacement cost is the last purchase price. Standard cost is a manually assigned cost. Weighted average cost is an average cost calculated from purchases.

3.4 Setup Accounts Payable Control File

This section describes how to set up the Accounts Payable control file. This control file is used for defining parameters that apply throughout the Accounts Payable System.

From the master menu, select the menu option **Accounts Payable**. The accounts payable menu will then appear as follows.

abmenu

ACCOUNTFLEX Version	Widget Company Account Payable Menu (P)	DATE: 07/23/07
<u>INVOICES</u>	<u>AUTOMATIC CHARGES</u>	<u>TABLE MAINTENANCE</u>
1. Enter Invoice	15. Enter Recurring Invoice	30. Enter Vendor
2. Print Batch	16. Copy Recurring Invoice	31. Print Vendor
3. Post Batch		32. Enter Account
4. Print Journal		33. Print Account
<u>ADJUSTMENTS</u>	<u>REPORTS/INQUIRY</u>	34. Enter Division
5. Enter Adjustment	19. Inquire Vendor	35. Print Division
6. Print Batch	20. Inquire Invoice	36. Enter Subsidiary
7. Post Batch	21. Aged Trial Balance	37. Print Subsidiary
8. Print Journal	22. Cash Flow Analysis	38. Enter Terms
<u>CHECKS</u>	23. Check Register	39. Enter Control
9. Enter Payments	24. Invoice Journal	40. Purge
10. Print Batch	25. Distribution Journal	
11. Print Checks	26. Vendor Journal	
12. ACH Deposits	27. 1099 and 1096 report	
13. Post Batch		
14. Print Journal		

Enter Selection > 1

To set up the control file select the **Enter Control** option on the Accounts Payable menu. The Accounts Payable control file screen will appear as follows.

ACCOUNTFLEX		Accounts Payable Control File		Date: 07/24/07	
Enter Recurring Invoice Prefix		REC	Starting Number		1
Save Transaction Detail when posting (Y/N)? Y					
Send (T)ransaction or (S)ummary of Transactions to G/L when posting S					
Age by (T)ransaction, (P)eriod, (D)ue, or (X)Discount Date I					
Aging periods by number of days		0	30	60	90
Allow Multiple Batches <input type="checkbox"/>					
Phone Format <input type="checkbox"/>					
Date Tolerance 999 days					
Default A/P Invoice <input type="checkbox"/>					
Check Signature Image				X	Y
Enter Prefix for Recurring Invoice Numbers					
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10	F11	F12
Save	Help		Prev	Next	Frst
					Last

This screen has a number of fields which you will need to fill in with values appropriate to your installation.

When you are sure all your entries are correct press the **SAVE** key to save your entries and return to the Accounts Payable menu.

The following describes each parameter field.

Enter Recurring Invoice Prefix & Starting Number

Enter the prefix (up to 3 characters) that will be prepended to the Recurring invoice number. The starting number for the recurring invoices is entered in the field immediately after the prefix field. Recurring invoices do NOT have an option for manual entry.

Save Transaction Detail when posting(Y/N)

Enter "Y" to save transaction distribution history or "N" to discard. Distributions are the account line items for each invoice or adjustment. The downside of saving distributions is that the posting process will be slower and significantly more disk space will be used up.

Send (T)ransactions or (S)ummary of transactions to G/L when posting

Enter "T" if you would like to have each transaction posted to the General Ledger or "S" if you would like only summary totals posted to the General Ledger. You only need to answer this prompt if you are using the General Ledger. By posting each transaction (option "T"), you will be able to see every transaction responsible for period totals while in the General Ledger. The downside of posting individual transactions to the General Ledger is that the posting process will be slower and significantly more disk space will be used up. There is one important restriction when selecting "S" to post transaction summaries; all transactions within a batch MUST belong to the same time period.

Age by (T)ransaction, (P)eriod, (D)ue, or (X)Discount Date

Enter the date you would like used when aging invoices.

Aging periods by number of days

Enter the aging periods in number of days. You are provided with up to 5 aging periods. These aging periods should be entered in ascending order. Periods assigned a value of 0 or blank (other than the first period) will be ignored.

Allow Multiple Batches

Enter 'Y' to allow multiple batch entry for A/P invoices and adjustments. For Demo purposes leave as 'N' or blank for ease of use.

Phone Format

Enter 'N' to turn off phone number formatting. Enter 'Y' or blank to turn on phone number formatting. 10-digit phone numbers such as 6501234567 will be automatically formatted to (650)123-4567. 7-digit phone numbers will be formatted to 123-4567.

Date Tolerance

Enter the number of days that transaction or period dates may vary from the current date.

3.5 Setup G/L Accounts

This section describes how to set up your accounts. It is important that your accounts be set up properly prior to entering daily transactions.

The first step in setting up your accounts is to review the existing accounts provided for you. To print the existing accounts select the menu option **Print Accounts**. Upon making this selection the Report Selection screen will appear as follows:

```
glcoar
ACCOUNTFLEX          Print Chart of Accounts          DATE: 07/23/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies      1 (1 - 10)
Report Title Page  N (Y=Yes, N=No)

Account Range      [ ] to [ ] (wild cards * or ?)
Show Accounts to Level 9
Show Accounts only [ ]
Show Inactive Accounts [ ]

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help                                Kill
```

Once this screen appears enter "P" for the report destination and then press the **RUN** function key to send the report to the printer.

After the report has been run, press the **ESCAPE** key to return to the menu.

Review the accounts on the report and determine if the accounts meet your business needs. If changes or additions are required, you will need to use the **Enter Accounts** menu option.

To use the Account Entry screen, select the **Enter Accounts** menu option. The Account Entry screen will appear as follows.

While on this screen you may change existing accounts or add new ones as follows.

Change

To change an existing account position the cursor on the account number using the arrow key. If the account is not on the existing page, press the **PREV** (previous page) or **NEXT** (next page) function key to find the account. Once your cursor is positioned on the account, you may type over the existing information.

Add

To add an account press the F4 key and the cursor will be positioned on a blank line. Enter the new account code and its associated information on this line. The data will be saved when the **SAVE** key is pressed or you move the cursor off the new account.

The following describes each field.

Account

Enter the account number so that it is consistent with the account code format specified in the System-Wide Control File. You can use up to 12 characters including the delimiters. If you are using the General Ledger Module be sure to carefully choose your account codes because once General Ledger transactions have been posted, you will NOT be able to delete or change account Codes.

Description

Enter the account description as you would like it to appear on your financial statements. You can use up to 30 characters.

Type & Subtype

Enter the account type and subtype. The possible account types are:

Type	Code
Assets	A
Expenses	E
Liabilities	L
Income	I
Capital	C

The account type and subtype assigned to the General Ledger account are discussed in the General Ledger User Guide in Chapter 6 (Financial Reporting by Type).

Debit/Credit

Enter the debit/credit field. Valid entries are "D" for debit or "C" for Credit.

Type	Debit /Credit
Assets	D
Expenses	D
Liabilities	C
Income	C
Capital	C

3.6 Setup Divisions

This section discusses how to setup your divisions (also called profit centers) and assign them their respective G/L Account Codes.

If you did NOT select the multiple divisions option on the System-wide Control file you will only be allowed to enter one division.

To enter divisional account information, you will select the **Enter Divisions** option on the Accounts Payable Menu. Upon selecting the **Enter Divisions** option the following screen will appear:

Discount Taken

Enter the G/L Account code for Discounts Taken. This account MUST exist in the G/L Account file.

Bank

Enter the G/L Account code for the Bank Account. This account MUST exist in the G/L Account file.

3.8 Setup Vendors

This section describes how to set up your vendors. It is important that your vendors be set up properly prior to entering invoices.

The first step in setting up your vendors is to select the **Enter Vendor** option from the menu. Upon making this selection the vendor entry screen will appear as shown below.

adven

ACCOUNTFLEX CHANGE MODE Vendor Entry Screen DATE: 07/24/07

Code ACME Entry Date 07/24/07 By infoflex Inactive

Name ACME

Addr1 100 Circle Drive Method(O/B) 0

Addr2 Terms

Addr3 Hold Payment

City Seattle Stmt Cutoff

State WA Zip 46033 Cntry 1099's

Contact Tom Wilson Fed#/Soc No

Title President FOB

Phone (410)444-5555 x

Fax

E-mail tom@hotmail.com

Default G/L Account Description Amount

-OR-

Balance Due

Enter the Vendor's code to identify this Vendor throughout the system

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Add Srch Qry Prev Next Frst Last Del Note Ach

This screen is a *SINGLE-RECORD* screen.

While on this screen you may **ADD** a new Vendor or **CHANGE** existing ones. The following two subsections describe how to **ADD** or **CHANGE**.

ADD

To **ADD** a new vendor press the **ADD** function key (F4) to switch the screen to **ADD** mode. You will know whether you are in **ADD** mode by the mode message that appears at the top of the screen. Once in **ADD** mode, the first field you will enter is the vendor code. Your vendor code will identify the vendor throughout the system. After entering the vendor code, press the **Return** key to enter the next field on the screen. When you have filled in all of the vendor fields, press the **SAVE** function key (F1) to save the vendor information. Upon pressing the **SAVE** key the screen will clear and make itself ready for the next vendor addition.

CHANGE

To **CHANGE** an existing vendor first be sure you are in **CHANGE** mode by pressing the **CHG** function key (F4) if necessary. You will know whether you are in **CHANGE** mode by the mode message that appears at the top of the screen. Once you are in **CHANGE** mode, enter the vendor code you wish to locate and press the **Return** key. The vendor information will then be displayed and you may cursor to any field (except the vendor code) and change its contents. If you would like to search for vendors by name, you may do so by pressing the **SRCH** function key. The Search function is described in Chapter 2. After you have made all of the changes you wish, press the **SAVE** function key (F1) to save the changes.

Below is a description of each field.

Vendor Code

Enter the vendor code to identify the vendor in the system. You may press the **HELP** function key to select or search from a popup list of valid entries.

Name

Enter the vendor's company/name.

Address1, Address2, Address3

Enter the vendor's address.

City

Enter the City.

State

Enter the State code. You may press the **HELP** function key to select or search from a popup list of valid entries.

Zip Code

Enter the Zip Code.

Country

Enter the country code. You may press the **HELP** function key to select or search from a popup list of valid entries.

Buyer

Enter the Buyer.

Contact

Enter the contact person in this field.

Phone, X

Enter vendor's telephone number with extension.

Fax

Enter the Fax number for the vendor.

E-mail

Enter the e-mail address for the vendor.

Method

Enter the method of payment. Valid entries are "O" for Open Item, and "B" for Balance Forward.

Terms Code

Enter the Terms Code for that vendor. You may press the **HELP** function key to select or search from a popup list of valid entries.

G/L Expense Account

Enter the normal G/L expense account to use for charges. You may press the **HELP** function key to select or search from a popup list of valid entries.

FOB

Enter how Freight On Board will be handled. Valid entries are "D" for Destination, and "S" for Ship Point.

Hold Payment

Enter 'Y' for warning when entering this vendor for payment.

Statement Cutoff Day

Enter cutoff day of the month for vendor's statements.

1099 (Y/N)

Enter if 1099 will be issued for vendor. Valid entries are "Y" for Yes, and "N" for No.

Fed#/Soc No

Enter the Federal ID number or Social Security Number for the vendor.

Current Balance

This field displays the current balance due.

Inactive

Enter 'Y' if vendor is inactive. This effect of this action is to exclude this vendor on HELP popup lists.

While on the vendor entry screen, you may also enter notes about each vendor. To enter notes you must first position to an existing vendor and then press the **NOTE** function key. Upon pressing this key a popup notepad screen will appear allowing you to enter as many note lines as you wish. The notepad screen operates exactly like the *MULTI-RECORD* entry screens. When you are finished entering notes press the **SAVE** key to return to the vendor entry screen.

3.9 Print Vendors Account

This section discusses how to print your Vendors Account.

The first step in reviewing your Vendors Account is to select the menu option **Print Vendor**. Upon making this selection the Report Selection screen will appear.

ACCOUNTFLEX	Print Vendors by Code	Date: 07/24/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Vendor Range	<input type="text"/> to <input type="text"/>	
Include Inactive	<input type="checkbox"/>	(Y=Yes, N=No, O=Only)
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.		
F1	F2	F3
F4	F5	F6
F7	F8	F9
F10	F11	F12
^F3	^F4	^F5
^F6	Kill	
Run	Help	

When this screen appears enter **P** for the report destination and then press the **F1** key to send the report to the printer. The Vendor Table Listing will appear as shown below.

Code	Name	Contact	Account Method
1	ACME 875 Mahler Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	O
2	CLOROX 875 Mahler Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	B
3	Customware Computing 875 Mahler Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	B
ACME	ACME 100 Circle Drive Seattle, WA 46033	Tom Wilson Tel: (410)444-5555	O
NOF	NOT ON FILE CA 94010	Tel:	O

Review the Vendor Accounts for completeness and if any additions or changes need to be performed select option 24 Enter Vendor.

When the printing has been completed, press the **ESCAPE** key to return to the Menu.

3.10 Setup Vendors Subsidiaries

This section describes how to set up your vendor subsidiaries. Vendor subsidiaries can be anything from multiple jobs, properties, or locations that you or your vendor want differentiated on reports and/or checks. If you do not need vendor subsidiaries you may skip this section. To use subsidiaries you should have already set the System-wide control parameter for Vendor Subsidiaries to "Y".

The first step in setting up your vendor's subsidiaries is to select the **Enter Subsidiaries** option from the menu. Upon making this selection the Vendor Subsidiary Entry Screen will appear as shown below.

```
ansub
ACCOUNTFLEX      ADD MODE      Entry Screen      DATE: 05/24/99
Vendor Code: 1      ACME
Subsidiary Code: S1
  Name: ACME
  Addr1: 875 Mahler Road #261
  Addr2:
  Addr3:
  City: Burlingame
  State: CA  Zip: 94010
  Contact: Gerard Menicucci      Tel: (415)340-0220
  Fax:
Enter Vendor Subsidiary code (press HELP key to see list)
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 F13 F14 F15 F16
SAVE HELP ---- CHG -----
```

This screen is very similar in content and operation to the Vendor entry screen.

3.11 Backup Data Base

Once you have set up all of your modules, you should backup you database.

To backup your database, select the **Backup** option on the Master Menu.

4. WORK CYCLE

4.1 Overview

This chapter gives instructions for the Accounts Payable Work Cycle. The steps described in this chapter are performed on an on-going basis.

4.2 Daily Cycle

On a regular basis you will be performing the following steps for for Invoices, Checks, and Adjustments.

- 1) **Enter Invoices** into the Invoice file, using the enter invoice menu selection.
- 2) **Check Invoices** by printing the batch listing and comparing it with the original documents.
- 3) **Correct Mistakes** if necessary, by using the change function while in the invoice screen.
- 3a) **Print Checks** is done for Check entry only. Checks are printed after correcting the mistakes found on the Batch reports.
- 4) **Backup Data** You can use the backup data base onto floppy function on the master menu.
- 5) **Post Invoices** from the transaction file to the general ledger.
- 6) **Review Posting Journal** to ensure that all invoices were posted correctly.

5. OPERATIONS/REFERENCE SECTION

5.0 Overview

This chapter provides detailed instructions on how to operate each Accounts Payable function. Each section within this chapter covers a specific menu option. The sections are in the same order as the menu options on the Accounts Payable menu.

The Accounts Payable menu appears as follows.

anmenu

ACCOUNTFLEX Version	Widget Company Account Payable Menu (P)	DATE: 07/23/07
<u>INVOICES</u>	<u>AUTOMATIC CHARGES</u>	<u>TABLE MAINTENANCE</u>
1. Enter Invoice	15. Enter Recurring Invoice	30. Enter Vendor
2. Print Batch	16. Copy Recurring Invoice	31. Print Vendor
3. Post Batch		32. Enter Account
4. Print Journal		33. Print Account
<u>ADJUSTMENTS</u>	<u>REPORTS/INQUIRY</u>	34. Enter Division
5. Enter Adjustment	19. Inquire Vendor	35. Print Division
6. Print Batch	20. Inquire Invoice	36. Enter Subsidiary
7. Post Batch	21. Aged Trial Balance	37. Print Subsidiary
8. Print Journal	22. Cash Flow Analysis	38. Enter Terms
<u>CHECKS</u>	23. Check Register	39. Enter Control
9. Enter Payments	24. Invoice Journal	40. Purge
10. Print Batch	25. Distribution Journal	
11. Print Checks	26. Vendor Journal	
12. ACH Deposits	27. 1099 and 1096 report	
13. Post Batch		
14. Print Journal		

Enter Selection > 1

5.1 Enter Invoices

This section describes the process of entering invoices into your Accounts Payable program.

Invoices may be entered in groups or batches. Each batch may consist of one or more invoices; each invoice may have any number of distributions. Enabling multiple batches is done via the A/P Control file.

To enter invoices select option 1 on the Accounts Payable menu. The A/P invoice batch entry screen will appear as shown below.

abinv

ACCOUNTFLEX	ADD MODE	A/P Invoice Batch Entry	DATE: 07/24/07
Batch	2	Entry Date	07/24/07
		Total	2700.00
Invoice		Vendor	
Invoice Date	07/24/07	Period Date	07/24/07
Discount Date		Due Date	
PO#		Discount Allowed	
Description			
Division	1	Job No.	
Account	Account Title	Description	Amount
			Total

Enter Invoice number (press HELP key to see list)

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help		Chg						Copy				NoF		Ven

Below is a description of each field related to the batch.

Batch Screen (SINGLE-RECORD)

Batch

The batch number is automatically assigned. This number serves to identify a group of invoices for both editing and auditing purposes. To return to an existing batch, press the **CHG** function key then press the **NEXT** function key until the correct batch is displayed. You may press the **HELP** key to select from a list of batches.

Entry Date

The entry date defaults to the system date. The entry date represents the date the batch was entered into the computer.

Total

The total field will display the total amount of all invoices within the batch.

The invoice and distribution information appears below the batch information.

This is not a required entry field. The description allows you to describe the type of invoice. The field holds a maximum of 40 characters.

Once the data has been entered correctly, press the **SAVE** function key to Save the Invoice screen. The cursor will then jump to the distribution screen where the distributions relating to the invoice should be entered.

Below is a description of each field.

Distribution Screen (*MULTI-RECORD*)

Account #

Enter the Account Code. You can use up to 12 characters including the delimiter. This code must exist in the Account Code Table. You may press the **HELP** function key to see a list of valid entries.

Account Title

The account title will automatically be displayed and is a non entry field.

Amount

The amount field allows a maximum entry of 8 digits.

A positive value will debit the G/L Account and a negative value will credit it.

Total

The Total field will display the total amount of all Distributions within this Invoice.

Once the data has been entered correctly, press the **SAVE** function key to Save the distribution screen. The cursor will then jump back to the invoice screen to enter another invoice. If there are no more invoices to be entered, you may return to the batch screen by pressing the **ESCAPE** key. Pressing the **ESCAPE** key while on the batch screen will return you to the Accounts Payable menu.

5.2 Print Invoice Batches

This section describes how to print your invoice batches so that errors can be discovered and corrected prior to posting. Posting will be discussed in the next section.

To print batches select option 2 and the Report Selection screen will be displayed as shown below.

aninvr1

```

ACCOUNTFLEX          A/P Invoice Batch Listing          DATE: 07/24/07
Report Destination  S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies       1          (1 - 10)
Report Title Page   N          (Y=Yes, N=No)
Report Detail       Y          (Y=Yes, N=No)

Batch Range         [ ] to [ ]
Invoice Range       [ ] to [ ]
Vendor Range        [ ] to [ ]

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help                                     Kill

```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the A/P invoice batch Listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Batch Range

Enter the range of batch numbers you would like to print. If you do not enter a batch range the computer will print all batches. You may press the **HELP** key to select from a list of batches.

Invoice Range

Enter the range of Invoice numbers you would like to print. If you do not enter an Invoice range the computer will print all Invoices.

Vendor Range

Enter the range of vendor codes you would like to print. If you do not enter a vendor range the computer will print all vendors. These codes must exist in the vendor table. You may press the **HELP** function key to see a list of valid entries.

When you are sure all of your entries are correct press the **RUN** function key to run the **A/P Invoice Batch Listing Report** as shown below.


```

07/24/07                               apinvr1
 9:27am                               Page    1
      Widget Company
      A/P Invoice Batch Listing
=====
Batch:      2   Entry Date: 07/24/07           Total:      2,700.00
-----
 Invoice-#  Vendor      Name      Invoice  Period  Due/Discount  Amount
-----
123463     CISCO        Cisco Syst 07/24/07 07/24/07           2,700.00

      Account-#  Account Title      Amount
      500-000    Cost of Goods Sold  2,800.00
      565-000    Discounts Taken    -100.00
-----
                               Invoice Total:      2,700.00

=====
Batch Discounts:      0.00  Batch Total:      2,700.00
=====

```

Once the report is complete then press the **ESCAPE** key to return to the Accounts Payable menu.

5.3 Post Invoice Batches

This section describes how to post your batches to the Open Invoice file. The General Ledger file will be updated if it is interfaced with Accounts Payable. It is important that your invoices be correctly entered before posting. This is because once your data has been posted it can no longer be modified unless you enter and post an adjustments using option 5 on the menu.

To post batches select option 3 on the Accounts Payable menu. The A/P invoice posting screen will appear as shown below.

```

                                          abinvd
ACCOUNTFLEX                               Post A/P Invoices                               Date: 07/24/07

Before Posting you should do the following
  1) Backup data.
  2) Print Batch Listing.

Enter Batch Range to Post [ ] to [ ]

Press SAVEKEY to begin POSTING
- OR -
Press ESCAPEKEY to Exit

After Posting do the following
  1) Print Posting Journal.
  2) Compare Batch Listing with Posting Journal.
Processing Statistics
Source - Batch Invoice Vendor

Enter first batch number to POST or leave blank to POST all (press HELP for list)
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help

```

You may press the **SAVE** function key to begin POSTING or the **ESCAPE** key to EXIT. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the Data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here.

Invoice

The invoice number that is currently being posted will be displayed here.

When the posting has been completed you will see the following message:

Posting has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Accounts Payable menu.

5.4 Print Invoice Journal

This section describes how to print the Posting Journal Report. This report will print the posted invoice batches. This report should match with the batch report printed prior to posting.

To print the Posting Journal select option 4 on the Accounts Payable menu. The Report Selection screen will appear as shown below.

aninvor1

ACCOUNTFLEX	A/P Invoice Posting Journal	DATE: 07/24/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Report Title Page	N	(Y=Yes, N=No)
Report Detail	Y	(Y=Yes, N=No)
Post No	4	
Batch		
Invoice Range		to
Vendor Range		to

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

Below is a description of each entry field.

The first 4 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

Batch

Enter the batch number you would like to print. This is only useful if your last posting contained multiple batches.

Invoice Range

Enter the range of Invoice numbers you would like to print. If you do not enter an Invoice range the computer will print all Invoices.

Vendor Range

Enter the range of vendor codes you would like to print. If you do not enter a vendor range the computer will print all vendors. These codes must exist in the vendor Table. You may press the **HELP** function key to see a list of valid entries.

When you are sure all of your entries are correct press the **RUN** function key to run the **A/P Invoice Posting Journal** Report as shown below.

07/24/07	Widget Company			apinvpr1	
9:28am	A/P Invoice Posting Journal			Page 1	
	PostNo	4	PostDate	07/24/07	

Invoice-#	Vendor	Invoice	Period	Due	Amount

123463	CISCO	Cisco Systems	07/24/07	07/24/07	2,700.00
	P - 1	2 1			
	Account	Description			Amount
	500-000	Cost of Goods Sold			2,800.00
	565-000	Discounts Taken			-100.00

				Invoice Total:	2,700.00

				Grand Total:	2,700.00

Posting Log #4: 07/24/07 09:28:20

Post A/P Invoices has been completed successfully

When the printing is complete press the **ESCAPE** key to return to the Accounts Payable menu.

5.5 Enter Adjustments

This section describes the process of entering adjustments for invoices into your Accounts Payable program. Adjustments are entered to alter an existing invoice amount.

Adjustments are entered in groups or batches. Each batch may consist of one or more adjustments; each adjustment may have one or more distributions.

To enter adjustments select option 5 on the Accounts Payable menu. The A/P Adjustment batch entry screen will appear as shown below.

abadi

ACCOUNTFLEX	CHANGE MODE	A/P Adjustment Batch Entry	DATE: 07/24/07
Batch	1	Entry Date	07/24/07
Total			
Invoice		Vendor	
Adjust Date	07/24/07	Period Date	07/24/07
Description			
Change Fields below to override original Invoice			
Invoice Date		Due Date	
Discount Date		Discount Allowed	
PO#			
Division	1	Job No.	
Account	Account Title	Description	Amount
			Total

Enter Invoice number (press HELP key to see list)

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help		Add	Srch		Prev	Next	Frst	Last		Del				Ven

Below is a description of each field related to the Batch.

Batch Screen (SINGLE-RECORD)

Batch

The batch number is automatically assigned. This number serves to identify a group of adjustments for both editing and auditing purposes. To return to an existing batch, press the **CHG** function key then press the **NEXT** function key until the correct batch is displayed. You may press the **HELP** key to select from a list of batches.

Entry Date

The entry date defaults to the system date The entry date represents the date the batch was entered into the computer.

Total

The total field will display the total of all adjustments within the batch.

The adjustment and distribution screen appears below the batch information.

original Invoice Discount Allowed amount.

Due Date

The field will default to the original Invoice Due Date. Changing this amount will override the original Invoice Due Date.

Once the data has been entered correctly, press the **SAVE** function key to save the Adjustment Invoice screen. The cursor will then jump to the distribution screen where the distributions relating to the invoice should be entered.

Below is a description of each field.

Distribution Screen (*MULTI-RECORD*)

Account #

Enter the Account Code. You can use up to 12 characters including the delimiter. This code must exist in the Account Code Table. You may press the **HELP** function key to see a list of valid entries.

Account Title

The account title will automatically be displayed and is a non entry field.

Amount

The amount field allows a maximum entry of 8 numeric characters.

A positive value will debit the G/L Account and a negative value will credit it.

Total

The Total field will display the total of all Distributions within this Adjustment.

Once the data has been entered correctly, press the **SAVE** function key to save the distribution screen. The cursor will then jump back to the Adjustment Invoice screen to enter another adjustment. If there are no more adjustments to be entered, you may return to the batch screen by pressing the **ESCAPE** key. Pressing the **ESCAPE** key while on the batch screen will return you to the Accounts Payable menu.

5.6 Print Adjustment Batches

This section describes how to print your adjustment batches so that errors can be discovered and corrected prior to posting. Posting will be discussed in the next section.

To print batches select option 6 and the Report Selection screen will be displayed as shown below.

ACCOUNTFLEX		A/P Adjustment Batch Listing		DATE: 07/24/07											
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)													
Report Copies	1	(1 - 10)													
Report Title Page	N	(Y=Yes, N=No)													
Report Detail	Y	(Y=Yes, N=No)													
Batch Range	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>										
Invoice Range	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>										
Vendor Range	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>										
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Run	Help														Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the A/P adjustment batch listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Batch Range

Enter the range of batch numbers you would like to print. If you do not enter a batch range the computer will print all batches. You may press the **HELP** key to select from a list of batches.

Invoice Range

Enter the range of Invoice numbers you would like to print. If you do not enter an Invoice range the computer will print all Invoices.

Vendor Range

Enter the range of vendor codes you would like to print. If you do not enter a vendor range the computer will print all vendors. These codes must exist in the vendor Table. You may press the **HELP** function key to see a list of valid entries.

When you run the A/P Adjustment batch Listing report it will appear as shown below.

```

07/24/07          Widget Company          apadjr1
 9:31am          A/P Adjustment Batch Listing  Page    1
=====
Batch:      1   Entry Date: 07/24/07          Total:      -100.00
-----
Invoice-#  Vendor                Adjust  Period          Amount
-----
90786     CISCO                Cisco Systems  07/24/07 07/24/07    -100.00

Invoice Date: 07/24/07  Div      1
Discount:          Discount:          Due:
  Account      Description          Amount
  500-000     Cost of Goods Sold    -100.00
              Lost items

-----
Invoice Total:      -100.00
=====
Batch Total:      -100.00

```

Once the report is complete then press the **ESCAPE** key to return to the Accounts Payable menu.

5.7 Post Adjustment Batches

This section describes how to **Post** your batches to the Open Invoice file. The General Ledger file will be updated if it is interfaced with Accounts Payable. It is important that your adjustments be correctly entered before posting. This is because once your data has been posted it can no longer be modified.

To post batches select option 7 on the Accounts Payable menu. The A/P Adjustment Posting screen will appear as shown below.

```

                                apadin
ACCOUNTFLEX          Post A/P Adjustments          Date: 07/24/07

Before Posting you should do the following
1) Backup data.
2) Print Batch Listing.

Enter Batch Range to Post  to 

Press SAVEKEY to begin POSTING
- OR -
Press ESCAPEKEY to Exit

After Posting do the following
1) Print Posting Journal.
2) Compare Batch Listing with Posting Journal.

Processing Statistics
Source - Batch Invoice Vendor

Enter first batch number to POST or leave blank to POST all (press HELP for list)
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help

```

You may press the **SAVE** function key to begin POSTING or the **ESCAPE** key to EXIT. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place.

Pass 1 verifies the Data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here. The message displayed in this field once posting has been completed will reflect the last batch posted.

Transaction

The invoice number that is currently being posted will be displayed here. The message displayed in this field once posting has been completed will reflect the last invoice posted.

When the Posting has been completed you will see the following message:

Posting has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Accounts Payable menu.

5.8 Print Adjustment Journal

This section describes how to print the Posting Journal Report. This report will print the posted invoice adjustment batches. This report should match with the batch report printed prior to posting.

To print the Posting Journal select option 8 on the Accounts Payable menu. The Report Selection screen will appear as shown below.

anadior1

ACCOUNTFLEX	A/P Adjustment Posting Journal	DATE: 07/24/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Report Title Page	N	(Y=Yes, N=No)
Report Detail	Y	(Y=Yes, N=No)
Post No	5	
Batch		
Invoice Range		to
Vendor Range		to

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Run	Help														Kill

Below is a description of each entry field.

The first 4 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Post No.

The post number field is for viewing only.

Batch

Enter the batch number you would like to print. This is only useful if your last posting contained multiple batches.

Invoice Range

Enter the range of posted Invoice numbers you would like to print. If you do not enter an Invoice range the computer will print all posted Invoices.

Vendor Range

Enter the range of vendor codes you would like to print Invoices for. If you do not enter a vendor range the computer will print all vendors Invoices. These codes must exist in the vendor Table. You may press the **HELP** function key to see a list of valid entries.

When you are sure all of your entries are correct press the **RUN** function key to run the **A/P Adjustment Posting Report** as shown below.

07/24/07		Widget Company			apadjpr1
9:32am		A/P Adjustment Posting Journal			Page 1
		PostNo 5	PostDate 07/24/07		

Invoice-#	Vendor	Invoice	Period	Due	Amount

90786	CISCO	Cisco Systems	07/24/07	07/24/07	-100.00
	P - A	1 1			
	Account	Account Title			Amount
	500-000	Cost of Goods Sold			-100.00
		Lost items			

				Adjustment Total:	-100.00

				Grand Total:	-100.00

Posting Log #5: 07/24/07 09:32:04

Post A/P Adjustments has been completed successfully

When the printing is complete press the **ESCAPE** key to return to the Accounts Payable menu.

5.9 Enter Payments

This section describes the process of entering checks into your Accounts Payable program.

Checks are entered in groups or batches; each batch consisting of one or more checks. Each check may be applied to specific invoices and/or G/L Accounts. To enter a check batch select option 9 on the Accounts Payable menu. The A/P checks batch entry screen will appear as shown below.

apchk

ACCOUNTFLEX		ADD MODE		PAYMENT ENTRY SCREEN		DATE: 07/24/07	
Batch	1	Type	C	Entry Date	07/24/07	Period Date	07/24/07
Bank	101-000					Totals	64,928.00
Vendor		Check No		Date		Amount	Due
ACME	ACME			07/24/07		20000.00	36,560.00
CISCO	Cisco Systems			07/24/07		44928.00	85,991.00
Enter Check Amount							
F1	F2	F3	F4	F5	F6	F7	F8
F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help	Add	Srch	Qry	Prev	Next	Frst
							Last
							G/l
							Del
							Zoom
							Sel
							Rev
							Misc

Below is a description of each field.

Batch Screen (SINGLE-RECORD)

Batch

The batch number is automatically assigned. This number serves to identify a group of adjustments for both editing and auditing purposes. To return to an existing batch, press the **CHG** function key then press the **NEXT** function key until the correct batch is displayed.

Entry Date

The entry date defaults to the system date. The entry date represents the date the batch was entered into the computer.

Period Date

The period date will also default to the system date. The period date represents the period that the check should be posted.

G/L Account

This field is the General Ledger account number to which the checks will be credited (usually a bank). This code must exist in the Account Code Table. You may press the **HELP** function key to see a list of valid entries.

Total

The total field will display the total amount of all checks within the batch.

Once the data has been entered correctly, press the **SAVE** function key to save the batch screen. The cursor will then jump to the vendor detail screen.

Check Entry Screen (MULTI-RECORD)**Vendor Name**

Enter the vendor code and the vendor name will then be displayed. This field allows a maximum of 6 alphanumeric characters.

Check Number

This is not a required entry field and is used to enter manual Checks. If this field is left blank, the check will be automatically assigned a check number and printed by the **Print Checks** routine (discussed in a subsequent section). This field allows a maximum of 10 alphanumeric characters.

Date

Enter the Date of the Check. This date will be used to calculate aging.

Amount

Enter the Check Amount. This field is numeric and allows a maximum of 9 digits.

A positive value will credit the G/L Account entered above and a negative value will debit it.

Due Amount

This is not an entry field, but will display the current balance due to vendor.

While on the Check entry portion of the screen you may automatically select Vendors to pay, Reverse previously posted Checks, or manually enter each Check. To automatically select Vendors to pay, press the **SEL** function key. Upon pressing this function key the following popup screen will appear for selecting vendors to pay:

ACCOUNTFLEX ADD MODE PAYMENT ENTRY SCREEN DATE: 07/24/07

Batch 1w Type C Entry Date 07/24/07 Period Date 07/24/07
 Bank 101-000 Totals 64,928.00

Vendor	Check No	Date	Amount	Due
ACME				6,560.00
CISCO				5,991.00

Select Vendors to be Paid

Vendor Range [] to []
 Division []
 Invoice Date Range [] to []
 Discount Date Range [] to []
 Due Date Cutoff []
 Auto Pay(Y/N) [Y]
 Auto Discount(Y/N) [Y] After 07/24/07
 ACH Vendors only(Y/N) [N]

Press SAVE function key to Pay Invoices or ESCAPE key to exit

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help

On the popup screen, you will enter the information required to select the vendors you wish to pay then press the **SAVE** key to start the selection process.

Reversing Checks is done by pressing the **REV** function key while on the Check Entry screen. Upon pressing this function key the popup screen for Reversing Checks will appear as follows:

ACCOUNTFLEX CHANGE MODE PAYMENT ENTRY SCREEN DATE: 07/24/07

Batch 1w Type C Entry Date 07/24/07 Period Date 07/24/07
 Bank 101-000 Totals 65,728.00

Vendor	Check No	Date	Amount	Due
ACME		07/24/07	20000.00	36,560.00
CISCO				,991.00

Select Check to Reverse

G/L Account 101-000
 Check No [] to []
 Vendor Code []
 Check Date []
 Amount []

Press SAVE function key to Reverse Check or ESCAPE key to exit

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help

After entering the appropriate information on this screen, you will press the **SAVE** function key to Reverse the selected Checks.

With the manual method of entering Checks, you will enter them line by line. The manual method is also how you will edit the results from your automatic selections. When using the manual method of entering Checks, you may apply Check amounts to invoices and/or any G/L Accounts. To apply a Check amount to G/L Accounts you will press the G/L function key and the following screen will appear.

key while positioned on an Open Item vendor's Check line. The Invoice Payment Screen appears as follows:

anchknay

ACCOUNTFLEX		CHANGE MODE	INVOICE PAYMENT SCREEN		Date: 07/24/07	
Vendor CISCO		Check No		Date 07/24/07		
Invoice No.	Invoice Date	Discount Date	Orig Amount	Due Amount	Discount	Paid
12345	02/24/07		18,350.00	0.00		18,350.00
18800	03/24/07		2,800.00	0.00		2,800.00
18902	04/24/07		2,345.00	0.00		2,345.00
45367	05/24/07		9,200.00	0.00		9,200.00
45678	05/24/07		10,500.00	0.00		10,500.00
54678	06/24/07		12,500.00	10,695.00		1,805.00
1122345	07/24/07		5,668.00	5,668.00		0.00
123463	07/24/07		2,700.00	2,700.00		0.00
657893	07/24/07		22,000.00	22,000.00		0.00
90786	07/24/07		28.00	0.00		-72.00
Discount Orig						
Discount Taken				Totals		0.00 44,928.00

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Add Qry Prev Next Frst Last Del Sel

While on the Invoice Payment screen you may select a group of invoices to pay, by pressing the **SEL** function key. Upon pressing the **SEL** function key the following selection screen will popup in the middle of the Invoice Payment screen:

anchk2

ACCOUNTFLEX		CHANGE MODE	INVOICE PAYMENT SCREEN		Date: 07/24/07	
Vendor CISCO		Check No		Date 07/24/07		
Invoice No.	Invoice Date	Discount Date	Orig Amount	Due Amount	Discount	Paid
12345						
18800						
18902						
45367						
45678						
54678						
1122345						
123463						
657893						
90786						
Discount Or						
Discount Ta						

Select Invoices to be Paid

Division

Invoice Range to

Invoice Date Range to

Discount Date Range to

Due Date Cutoff

Auto Pay(Y/N)

Auto Discount(Y/N) After 07/24/07

ACH Vendors only(Y/N)

Press SAVE function key to Pay Invoices or ESCAPE key to exit

Enter Division Code (press HELP key to see list)

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help

The Selection screen allows you to enter a range of invoices to select for payment. If you do not enter an invoice range all invoices with a non-zero amount due will be selected. After entering the appropriate information on this screen, you will press the **SAVE** function key to start the selection process.

Prepayments may be recorded on this screen by entering **PREPAY** for the Invoice number or entering an Invoice number that does not exist. Upon entering the latter, you will be informed that the Invoice number does not exist and asked if you wish to prepay the Invoice.

You may also delete a group of invoices while on the Invoice Payment screen by pressing the **DEL** function key. Upon pressing this function key the following Deletion screen will popup in the middle of the Invoice Payment screen:

ACCOUNTFLEX CHANGE MODE INVOICE PAYMENT SCREEN Date: 07/24/07

Vendor CISCO Check No Date 07/24/07

Invoice No.	Invoice Date	Discount Date	Orig Amount	Due Amount	Discount	Paid
12345	02/24/07		18,350.00	0.00		18,350.00
18800						.00
18902						.00
45367						.00
45678						.00
54678						.00
11223						.00
123463	07/24/07		2,700.00	2,700.00		0.00
657893	07/24/07		22,000.00	22,000.00		0.00
90786	07/24/07		28.00	0.00		-72.00
Discount Orig				Totals		0.00
Discount Taken						44,928.00

Delete Invoice Payments
 Invoice Range 12345 to 12345
 Invoice Date Range to
 Press SAVE function key to Delete Payments or ESCAPE key to exit

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help

The Deletion screen allows you to enter a range of invoices to remove from the list of invoices to pay. If you do not enter an invoice range all invoices will be deleted. After entering the appropriate information on this screen, you will press the **SAVE** function key to start the deletion process.

5.10 Print Check Batch Listing

This section discusses how to print your receipt batches so that errors can be discovered and corrected prior to printing Checks. Printing Checks will be discussed in the next section.

To print batches select option 10 and the Report Selection screen will be displayed as shown below.

ACCOUNTFLEX Check Batch Listing DATE: 07/24/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
 Report Copies 1 (1 - 10)
 Report Title Page N (Y=Yes, N=No)
 Report Detail Y (Y=Yes, N=No)

Batch Range to
 G/L Account to
 Check Date Range to
 Check Number Range to
 Vendor Range to

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the A/P check batch listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Batch Range

Enter the range of batch numbers you would like to print. If you do not enter a batch range the computer will print all batches. You may press the **HELP** key to select from a list of batches.

G/L Account

This is not a required entry field because the system will default and print all General Ledger accounts. This code must exist in the Account Code Table. You may press the **HELP** function key to see a list of valid entries.

Check Date Range

Enter the range of Check Dates you would like to print. If you do not enter a date range the computer will print all Checks.

Check Number Range

Enter the range of check numbers you would like to print. If you do not enter a check number range the computer will print everything.

Vendor

This is not a required entry field because the system will default and print all the vendors. This code must exist in the vendor table. You may press the **HELP** function key to see a list of valid entries.

When you run the A/P Check batch listing report it will appear as shown below.

07/24/07	Widget Company			apchr1
9:44am	A/P Check Batch Listing			Page 1
Batch No:	1	Period: 07/24/07	G/L Account: 101-000	

Check-#	Date	Vendor	Discount	Amount
	Invoice	Inv-date	Amount-paid	

	07/24/07	ACME	ACME	
	1234567	07/24/07	36,560.00	20,000.00
	07/24/07	CISCO	Cisco Systems	
	12345	02/24/07	18,350.00	18,350.00
	18800	03/24/07	2,800.00	2,800.00
	18902	04/24/07	2,345.00	2,345.00
	45367	05/24/07	9,200.00	9,200.00
	45678	05/24/07	10,500.00	10,500.00
	54678	06/24/07	12,500.00	1,805.00
	90786	07/24/07	28.00	-72.00
	Totals:		55,723.00	44,928.00
	07/24/07	2	CLOROX	800.00
	G/L: 404-000		Other Consulting	
	G/L: 442-000		Hardware Returns	
=====				
Batch Totals:			92,283.00	64,928.00 65,728.00

Once the report is complete then press the **ESCAPE** key to return to the Accounts Payable menu.

5.11 Print Checks

This section discusses how to print Checks.

Select the **Print Checks** menu option 11 and the **Report Selection** screen will appear as shown below.

apchkw

```
ACCOUNTFLEX          Print Checks          DATE: 07/24/07

This program will print Checks for any batch of payments.  Below
enter the Batch and Check number range to assign.  These Check
Numbers will be assigned to payments having no Check Numbers
or payments having check numbers within the range.
You may also enter a range of Check Numbers to VOID should checks
become destroyed as a result of printer alignment or paper jams.

Press the SAVEKEY to start or ESCAPEKEY to exit

Check Destination D (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Check Format
Batch 1v (Press HELP key to VIEW Batches)

Run Test Check Number
Print Check Number Range 2300 to
VOID Check Number Range to
Currency
```

Enter First Check Number to VOID

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

This screen has a number of entry fields which you will need to complete with appropriate values.

Below is a description of each field.

Check Destination

This is equivalent to the **Report Destination** prompt on report selection screens.

Check Format

Enter 'Y' if you are printing checks on a page printer such as a laser or deskjet printer. If you are using a tractor feed printer leave this prompt empty or enter 'N'.

Batch

This is a required entry field. Enter the number of the Batch to print checks for. You may press the **HELP** function key to see a list of valid Batches.

Run Test Check number

This is an optional entry and only used if you need to align the printer for the check form. To use this feature, enter the check number that will be used to test printer alignment. After you enter the test check number, press **RUN** to print the test check. The test check number will be printed with X's where the data is to appear. The test check number will also be voided in the check register.

Print Check Number Range

Enter the check number range that you want to assign to the printed checks. The program will assign these check numbers to all checks within the batch that do not already have a check number assigned to them. You must enter a beginning range for check numbers to be assigned.

VOID Check Number Range

Enter the check number range that you want to VOID. The program will VOID these checks numbers and enter the VOID checks into the Check Register. You will want to use this option if checks were destroyed due to a paper jam or paper misalignment.

Currency

This is an optional entry for printing a currency description on the check. Enter the currency description exactly as you would like it to appear on the check.

If some of the checks are damaged, for example checks 282-283 of the check run 275-285, you may VOID and reprint the damaged checks only or VOID and reprint all checks starting with 282.

To VOID and reprint just the damaged checks you would enter the following:

Print Check Number Range:[286] to [287]
VOID Check Number Range:[282] to [283]

The program will reprint checks 282-283 as 286-287. Checks 282-283 will be assigned a VOID status in the Check Register.

To VOID and reprint ALL checks starting with the damaged check 282 you would enter the following:

Print Check Number Range:[286] to []
VOID Check Number Range:[282] to []

The program will reprint checks starting with 282 using check numbers starting with 286. Pre-existing checks starting with 282 will be assigned a VOID status in the Check Register.

NOTE: When reruning check run be sure to use all the same selections for Source and Batch on the Report Selection screen.

When you are sure all your entries are correct press the **RUN** function key to print the checks.

A sample of the printed checks is shown below:

apchkw

07/24/07

44928.00

Forty Four Thousand Nine Hundred Twenty Eight and 00/100*****

Cisco Systems
100 Tech Way
Silicon Valley, CA 94401

Vendor: Cisco Systems		CISCO	Check No: 2301	
Transaction Date	Reference	Gross Amount	Deduction	Net Amount
02/24/07	12345			18,350.00
03/24/07	18800			2,800.00
04/24/07	18902			2,345.00
05/24/07	45367			9,200.00
05/24/07	45678			10,500.00
06/24/07	54678			1,805.00
07/24/07	90786			-72.00

Check Date	Check Number	Total Gross	Total Deduction	Check Amount
07/24/07	2301	0.00	0.00	44,928.00

5.12 ACH Deposits

This menu option (12) is for processing ACH Direct Deposits.

Upon selecting this option, the following popup menu will appear.

aomenuach

```
1. Generate ACH file
2. Vendor Table Test
3. Enter Control

Enter > 1_
```

The following describes each of the above direct deposit menu choices.

The **Generate ACH file** option is for generating the ACH deposit file for the current payroll run. After selecting this option the following screen will appear.

apachp

```
ACCOUNTIFLEX          Generate ACH File          Date: 07/24/07

----- SELECTIONS -----
Batch [redacted] ✓

----- ACH FILE OPTIONS -----
Effective Date [redacted]
Type 1
ACH Directory /tmp

----- PROCESSING STATISTICS -----
Pass
Customer
ACH Path

Enter batch to generate ACH file (press HELP for list)
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help
```

When you are satisfied with your entries, press the **RUN** function key to generate the file.

The **Vendor Table Test** menu option is for generating an ACH deposit file useful for verifying vendor direct deposit banking information. After selecting this option the following screen will appear.

```

ACCOUNTFLEX          Generate/Report Test ACH Deposits          DATE: 07/24/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Title       N (Y=Yes, N=No)

----- SELECTIONS -----
Vendor Range      [ ] to [ ]
Bank Info Last Modified [ ] to [ ]

----- DIRECT DEPOSIT FILE OPTIONS -----
Path /tmp/achtestap
Show on Report Y

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run  Help                                     Kill
    
```

When you are satisfied with your entries, press the **RUN** function key to generate the file.

The **Enter Control** menu option is for setting up parameters needed by your ACH files. This should be done before generating ACH deposit files. After selecting this option the following screen will appear.

```

ACCOUNTFLEX          A/P ACH Payment Control File          Date: 07/24/07

Bank Name BANK OF AMERICA
Bank Transit/ABA number [ ]
Bank Assigned ID# [ ] (Usually Bank Transit/ABA, EIN, or DUNS)
Bank Service Allowed [ ]
Your Company Name [ ]
Your Company ID# [ ] (Usually EIN, DUNS, or User specified
preceed EIN with '1'
preceed DUNS with '3'
preceed User specified with '9')

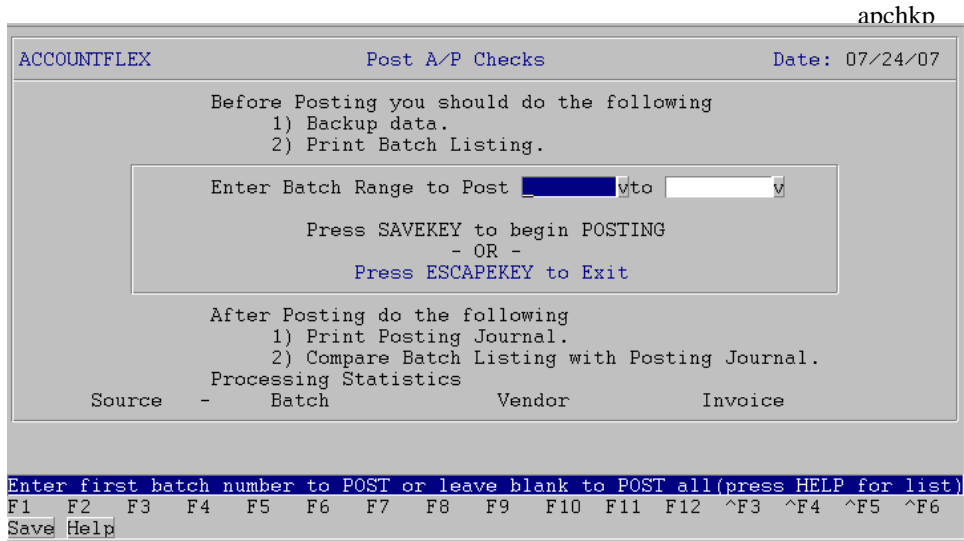
Enter your bank name in correct format for Direct Deposit
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help                               Prev Next Frst Last
    
```

When you are satisfied with your entries, press the **RUN** function key to save the information.

5.13 Post Check Batches

This section describes how to **Post** your batches to the Open Invoice file. The General Ledger file will be updated if it is interfaced with Accounts Payable. It is important that your checks be correctly entered before posting. This is because once your data has been posted it can no longer be modified.

To post batches select option 13 on the Accounts Payable menu. The A/P Check Posting screen will appear as shown below.



You may press the **SAVE** function key to begin posting or the **ESCAPE** key to EXIT. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the Data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here.

Invoice

The invoice number that the check is being posted to will be displayed here.

When the Posting has been completed you will see the following message:

Posting has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Accounts Payable menu.

5.14 Print Check Journal

This section describes how to print the Posting Journal Report. This report will print the posted check batches. This report should match with the batch report printed prior to posting.

To print the Posting Journal select option 14 on the Accounts Payable menu. The Report Selection screen will appear as shown below.

ACCOUNTFLEX		A/P Check Posting Journal		DATE: 07/24/07	
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)			
Report Copies	1	(1 - 10)			
Report Title Page	N	(Y=Yes, N=No)			
Report Detail	Y	(Y=Yes, N=No)			
Post No	6				
Batch Range		to			
G/L Account					
Check Date Range		to			
Check Number Range		to			
Vendor Range		to			
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.					
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10	F11	F12
Run	Help		^F3	^F4	^F5
				^F6	Kill

Below is a description of each entry field.

The first 4 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Post No.

The post number field is for viewing only.

Batch

Enter the batch number you would like to print. This is only useful if your last posting contained multiple batches.

Invoice Range

Enter the range of Invoice numbers you would like to print. If you do not enter an Invoice range the computer will print all Invoices.

Vendor Range

Enter the range of vendor codes you would like to print. If you do not enter a vendor range the computer will print all vendors. These codes must exist in the vendor table. You may press the **HELP** function key to see a list of valid entries.

When you are sure all of your entries are correct press the **RUN** function key to run the A/P Check Posting Journal Report as shown below.

07/24/07
9:56am

Widget Company
A/P Check Posting Journal
PostNo 6 PostDate

apchkpr1
Page 1

Vendor	G/L Account	Check-#	Date	Amount
2	CLOROX	101-000	2302 07/24/07	800.00
	G/L: 404-000			200.00
	G/L: 442-000			600.00
	Totals:			800.00
ACME	ACME	101-000	2300 07/24/07	20,000.00
	Invoice	Inv-date	Discount	Amount-paid
	1234567			20,000.00
	Totals:			20,000.00
CISCO	Cisco Systems	101-000	2301 07/24/07	44,928.00
	Invoice	Inv-date	Discount	Amount-paid
	12345			18,350.00
	18800			2,800.00
	18902			2,345.00
	45367			9,200.00
	45678			10,500.00
	54678			1,805.00
	90786			-72.00
	Totals:			44,928.00

Grand Totals: 800.00 64,928.00 65,728.00

Posting Log #6: 07/24/07 09:55:49

Post A/P Checks has been completed successfully

When the printing is complete press the **ESCAPE** key to return to the Accounts Payable menu.

5.15 Enter Recurring Invoices

This section describes the process of **Entering Recurring Invoices** into your Accounts Payable program.

Recurring Invoices are entered individually. Each Invoice may have any number of distributions.

To Enter Recurring Invoices select option 15 on the Accounts Payable menu. The A/P Recurring Invoices screen will appear as shown below.

abrec

ACCOUNTFLEX CHANGE MODE A/P Recurring Invoices Date: 07/24/07

RefNo MONTHLY Vendor ACME Format

Description

Division 1

Account-#	Account Title	Amount
620-000	Advertising	87.00
640-000	Auto Expenses	200.00
Total		287.00

Enter G/L Account Code (press HELP key for list)

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Add Qry Prev Next Frst Last Del

Below is a description of each field.

Vendor Screen (SINGLE-RECORD)

Vendor

The vendor code is a required entry field. The maximum entry is 6 alphanumeric characters. This code must exist in the vendor table. You may press the **HELP** function key to see a list of valid entries.

RefNo

This is not a required entry field. The reference number allows you to group recurring invoices. The field holds a maximum of 10 alphanumeric characters.

Description

This is not a required entry field. The description allows you to describe the type of invoice. The field holds a maximum of 40 alphanumeric characters.

Once the data has been entered correctly, press the **SAVE** function key to Save the vendor screen. The cursor will then jump to the distribution screen where the distributions relating to the recurring invoice should be entered.

Below is a description of each field.

Distribution Screen (MULTI-RECORD)

Account

Enter the Account Code. This code must exist in the Account Code Table. You may press the **HELP** function key to see a list of valid entries.

Account Title

The account title will automatically be displayed and is a non entry field.

Amount

The amount field allows a maximum entry of 8 digits.

Once the data has been entered correctly, press the **SAVE** function key to Save the distribution screen. The cursor will then jump back to the vendor screen to enter another recurring invoice. If there are no more recurring invoices to be entered, you may return to the vendor screen by pressing the **ESCAPE** key. Pressing the **ESCAPE** key while on the vendor screen will return you to the Accounts Payable menu.

5.16 Copy Recurring Invoices

This section describes how to copy recurring invoices. Copying recurring invoices will create a batch of invoices. These invoices can be reviewed and posted in the same manner as invoices that are manually entered.

To copy recurring invoices select option 16 on the Accounts Payable menu. The copy recurring invoice screen will appear as shown below.

abrecd

ACCOUNTFLEX Copy Recurring A/P Invoices Date: 07/24/07

This program will copy Recurring Invoices to an Invoice Batch.
Last Date Run
Your answers to the following prompts will determine which Dates are assigned to recurring Invoices.
Invoice Date 07/24/07
Period Date 07/24/07
Your answers to the following prompts will determine which Recurring Invoices are copied.
Vendor Range to
Refno Range to

Press SAVEKEY to begin COPYING
- OR -
Press ESCAPEKEY to Exit

Processing Statistics
Source - Batch Cusno Refno

Assign this invoice date to all copied Invoices

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help

Press the **SAVE** key to begin to **Copy** or Press the **ESCAPE** key to **EXIT**.

Below is a description of each field.

Vendor Range

Enter the range of vendor codes you would like to copy invoices for. If you do not enter a vendor range the computer will copy all vendor's Invoices. These codes must exist in the vendor table. You may press the **HELP** function key to see a list of valid entries.

Refno Range

Enter the range of refno's you would like to copy invoices for. If you do not enter a refno range the computer will copy everything.

As the copying takes place, the screen fields will display the following data.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are two passes that will take place. **pass 1** verifies the data and **pass 2** will copy the data.

Batch

The batch number that is created while copying will be displayed here.

Vendor

The vendor number that is currently being processed will be displayed here.

Refno

The reference number that is currently being processed will be displayed here.

When the copying has been completed you will see the following message:

Copying has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Accounts Payable menu.

5.19 Inquire Vendor History

This section describes the vendor inquiry screen. With this screen, you can view vendor invoices and balances. You will not be allowed to make changes while on this screen.

Select inquire vendor history option 19 and the vendor inquiry screen will appear as shown below.

anveni

Invoice	Date	Description	Amount Due
18800	03/24/07		0.00
18902	04/24/07		0.00
45367	05/24/07		0.00
45678	05/24/07		0.00
54678	06/24/07		10,695.00
1122345	07/24/07		5,668.00
123463	07/24/07		2,700.00
657893	07/24/07		22,000.00
90786	07/24/07		0.00

Last Post Date 07/24/07 07/24/07 Total Due 41,063.00

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Srch Qry Prev Next Frst Last Zoom Po

When the screen appears, enter the vendor you would like to view. The information about that vendor will immediately appear. While on this screen you can display the vendor's Aging amounts by pressing the function key labeled **AGE**. The Aging Screen will popup as follows:

anveni2

ACCOUNTFLEX VIEW MODE Vendor Inquiry Screen DATE: 07/24/07

Vendor Code CISCO Cisco Systems
 Contact Neil Armstrong Tel (650)333-4444
 Terms

I A G E D B A L A N C E e					
Balance	Current	30 days	60 days	90+ days	
41,063.00	41,063.00				
Press ESCAPEKEY to exit					

Last Post Date 07/24/07 07/24/07 Total Due 41,063.00

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help

Press the **ESCAPE** key to return from the Aging screen.

To view the list of invoices with balances due for this vendor, press the **SAVE** function key. The invoices will be displayed in the **MULTI-RECORD** portion of the screen. While on the Invoice portion of the screen you may press the **ZOOM** key to display detail information about any invoice that the cursor is positioned on. The Invoice Detail screen will appear as follows:

anveni1

ACCOUNTFLEX VIEW MODE Vendor Inquiry Screen DATE: 07/24/07

Vendor Code CISCO Cisco Systems
 Contact Neil Armstrong Tel (650)333-4444

Invoice 45367 Date 05/24/07 Desc
 PO#

Date	Source	Batch	Description	CISCO	Discount	Amount
05/24/07	P	I	1			9,200.00
07/24/07	P	C	1	Chk#:2301 G/L:101-000	0.00	-9,200.00

Invoices	+	Adjustments	-	Discounts	-	Checks	=	Due
9,200.00	+		-	0.00	-	9,200.00	=	0.00

Enter Entry Date

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Qry Prev Next Frst Last Zoom Po

Again, to return to previous screens, press the **ESCAPE** key.

5.20 Inquire Invoice History

This section describes the Inquire Invoice History screen. With this screen, you can view invoices and their detail. You will NOT be allowed to make changes while on this screen.

Select the Inquire Invoice History option 20 and the Invoice Inquiry screen will appear as shown below.

anoden

ACCOUNTFLEX		VIEW MODE		A/P Invoice Inquiry		Date: 07/24/07									
Invoice	18800	Vendor	CISCO	Cisco Systems											
Invoice Date	03/24/07	Period Date	03/24/07	Due											
Discount Date		Disc Allowed		PO#											
Desc															
Date	Source	Batch	Description	Discount	Amount										
03/24/07	P	I	1			2,800.00									
07/24/07	P	C	1 Chk#:2301 G/L:101-000	0.00		-2,800.00									
Invoices + Adjustments - Discounts - Checks = Due 2,800.00 + - 0.00 - 2,800.00 = 0.00 Latest Transaction Date 07/24/07 07/24/07 Div 1 Source P I 1															
Enter Entry Date															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help				Qry	Prev	Next	Frst	Last			Zoom	Po		

When the screen appears, enter the **INVOICE** and vendor you would like to view. The information about this invoice will immediately appear.

To view the list of transactions (invoices, adjustments, and checks) for this invoice, press the **SAVE** function key. The transactions will be displayed in the **MULTI-RECORD** portion of the screen. While on the Transaction portion of the screen you may press the **ZOOM** key in order to display detail information about any transaction that the cursor is positioned on. The Transaction Detail screen will appear as follows:

anoden1

ACCOUNTFLEX		VIEW MODE		A/P Invoice Inquiry		Date: 07/24/07									
Invoice	18800	Vendor	CISCO	Cisco Systems											
Invoice Date	03/24/07	Period Date	03/24/07	Due											
Discount Date		Disc Allowed		PO#											
Desc															
Account	Account Title	Description	Amount												
500-000	Cost of Goods Sold			2800.00											
			Total	2,800.00											
2,800.00 + - 0.00 - 2,800.00 = 0.00 Latest Transaction Date 07/24/07 07/24/07 Div 1 Source P I 1															
Enter Account Code:															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help				Qry	Prev	Next	Frst	Last						

Again, to return to previous screens, press the **ESCAPE** key.

5.21 Aged Trial Balance

This section describes how to print your **Aged Trial Balance**

Select the Aged Trial Balance option 21 and the Report Selection Screen will appear as shown below.

atrial

ACCOUNTFLEX	A/P Aging Report	Date: 07/24/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Report Title Page	N	(Y=Yes, N=No)
Report Detail	Y	(Y=Yes, N=No)
Transaction Date Range	07/24/07	to 07/24/07
Ignore Transactions after	07/24/07	
Ignore Balances between	-0.01	to 0.01
Show Balances over		days old
Vendor Range		to
Age by (T)ransaction, (P)eriod, (D)ue, or (X)Discount Date I		
Aging periods by days	0	30 60 90

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

Below is a description of each entry field.

The first 4 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Transaction Date Range

All transactions having a transaction date between the specified range will be printed. Transactions prior to the starting date will be summarized as beginning balances. If you do not enter a date range the computer will print all transactions.

Ignore Vendors with Balances between

Enter the vendor balance range that you would like to omit. If you do not enter a Balance range the computer will print all vendors.

Vendor Range

Enter the vendor range that you want to print. If you do not enter a vendor range the computer will default and print everything. These codes must exist in the vendor table. You may press the **HELP** function key to see a list of valid entries.

Age by (T)ransaction, (P)eriod, (D)ue, or (X)Discount Date

Enter the date you would like used when aging invoices.

Aging periods by number of days

Enter the aging periods in number of days. You are provided with up to 5 aging periods. These aging periods should be

entered in ascending order. Periods assigned a value of 0 or blank (other than the first one) will be ignored.

When you are sure all of your entries are correct press the **RUN** function key to run the Aged Trial Report as shown below.

07/24/07
10:18am

Widget Company
A/P Aging Report

Statement Dates: 07/24/07 to 07/24/07 Vendors: to

Ven-#	Name/Contact	Limit	Amount	Current	A G E D 30 days	B A L A N C E 60 days	90+ days

ACME	ACME				(410)444-5555	Tom Wilson	
1234567	INV 07/24/07		36,560.00				
1234567	PAY 07/24/07		-20,000.00	16,560.00			
	Total:		16,560.00	16,560.00			

CISCO	Cisco Systems				(650)333-4444	Neil Armstrong	
12345	INV 02/24/07		18,350.00				
12345	PAY 07/24/07		-18,350.00				
18800	INV 03/24/07		2,800.00				
18800	PAY 07/24/07		-2,800.00				
18902	INV 04/24/07		2,345.00				
18902	PAY 07/24/07		-2,345.00				
45367	INV 05/24/07		9,200.00				
45367	PAY 07/24/07		-9,200.00				
45678	INV 05/24/07		10,500.00				
45678	PAY 07/24/07		-10,500.00				
54678	INV 06/24/07		12,500.00				
54678	PAY 07/24/07		-1,805.00	10,695.00			
1122345	INV 07/24/07		5,668.00	5,668.00			
123463	INV 07/24/07		2,700.00	2,700.00			
657893	INV 07/24/07		22,000.00	22,000.00			
90786	INV 07/24/07		28.00				
90786	ADJ 07/24/07		-100.00				
90786	PAY 07/24/07		72.00				
	Total:		41,063.00	41,063.00			
=====							
GRAND TOTALS:			57,623.00	57,623.00			

When the printing is complete press the **ESCAPE** key to return to the Accounts Payable menu.

5.22 Cash Flow

This menu option (22) is for analyzing Cash Flow.

Upon selecting this option, the following popup menu will appear.

aomenucash

1. Enter Adjustments
2. Print Cash Flow Report

Enter > 1_

The following describes each of the above cash flow menu choices.

The **Enter Adjustments** option is for entering cash flow adjustments to the cash flow analysis report (next menu choice). After selecting this option the following screen will appear.

cfan

ACCOUNTFLEX	CHANGE MODE	CASH FLOW - A/P Adjustments	Date: 07/24/07	
Vendor	Invoice	Due Date	Description	Amount
ACME <input type="checkbox"/>		08/01/07		200.00
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
Vendor ACME				

Enter Vendor Code (press HELP key to see list)

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Add Srch Qry Prev Next Frst Last Del

The **Print Cash Flow Report** menu option is for printing the Cash Flow Analysis Report. After selecting this option the following screen will appear.

cfapr1

ACCOUNTFLEX	A/P Cash Flow Report	Date: 07/24/07
Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)		
Report Copies	1	(1 - 10)
Report Title Page	N	(Y=Yes, N=No)
Report Detail	Y	(Y=Yes, N=No)
Report Export Type		(C=Comma Delimited, T=Tab Delimited)
Start Due Date 07/24/07		
Due periods by days	0	7 14 21 28 60 90 90
Report Type		

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Run Help Kill

When you are satisfied with your entries, press the **RUN** function key. Below is a sample of the report.

07/24/07 10:20am	Widget Company A/P Cash Flow Report Due Date: 07/24/07	cfapr1 Page 1								

Standard Transactions	Amount	Past Due	7 days	14 days	21 days	28 days	60 days	90 days	90+ days	

ACME ACME		(410)444-5555	Tom Wilson							
1234567 07/24/07	16,560.00	16,560.00								
Total:	16,560.00	16,560.00								

CISCO Cisco Systems		(650)333-4444	Neil Armstrong							
54678 06/24/07	10,695.00	10,695.00								
1122345 07/24/07	5,668.00	5,668.00								
123463 07/24/07	2,700.00	2,700.00								
657893 07/24/07	22,000.00	22,000.00								
Total:	41,063.00	41,063.00								

TOTALS:	57,623.00	57,623.00								

ACME ACME		(410)444-5555	Tom Wilson							
08/01/07	200.00	200.00								
Total:	200.00	200.00								

TOTALS:	200.00	200.00								
=====										
GRAND TOTALS:	57,823.00	57,623.00	200.00							

5.23 Check Register

This section describes how to print your **Check Register**. In order to print a Check Register you must have selected the option to Retain a Check Register in the control file.

Select Check Register option 23 and the Report Selection screen will appear as shown below.

ACCOUNTFLEX		A/P Check Register		Date: 07/24/07	
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)			
Report Copies	1	(1 - 10)			
Report Title Page	N	(Y=Yes, N=No)			
G/L Bank Account					
Check Number Range		to			
Vendor Range		to			
Check Date Range		to			
Statement Date Range		to			
List G/L Amounts	N	(Y=Yes, N=No)			
List Invoices	N	(Y=Yes, N=No)			
List Invoices w/PO	N	(Y=Yes, N=No)			

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Run Help Kill

This screen has a number of entry fields which you will need to complete with appropriate values.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

G/L Account

Enter an account code range. You may press the **HELP** function key to see a list of valid entries.

Check Number Range

Enter the check number range that you want to print. If you do not enter a check number range the computer will print all checks by default. You may press the **HELP** function key to see a list of valid entries.

Vendor Range

Enter the vendor range that you want to print. If you do not enter a vendor range the computer will print everything by default. These codes must exist in the vendor table. You may press the **HELP** function key to see a list of valid entries.

Check Date Range

Enter the Check date range that you want to print. All transactions will print that have a Check date between the specified range. If you do not enter a date range the computer will default and print everything.

When you are sure all your entries are correct press the **RUN** function key to run the **Check Register** report as shown below.

Check No	Date	Status	Vendor	Batch	Amount
2300	07/24/07		ACME	ACME P C	1 20,000.00
2301	07/24/07		CISCO	Cisco Sy P C	1 44,928.00
2302	07/24/07		2	CLOROX P C	1 800.00
G/L Account Total:					65,728.00

Once the report is complete then press the **ESCAPE** key to return to the Accounts Payable menu.

5.24 Invoice Journal

This section describes how to print the **Invoice Journal**.

When you select the **Invoice Journal** menu choice the following report selection screen will appear.

anonenr1

ACCOUNTFLEX	A/P Invoice Journal	DATE: 07/24/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Report Title Page	N	(Y=Yes, N=No)
Report Detail	Y	(Y=Yes, N=No)
Vendor Range		to
Transaction Date Range		to
Period Date Range		to
Invoice Number Range		to
Source - Batch		Postno
Include Checks (Y/N)	N	

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

This screen provides a number of prompts for controlling report output. When you are sure all your entries are correct press the **RUN** function key to generate the report.

Below are 2 report output examples showing the Summary and Detail versions. The report selection field **Report Detail** determines which version is generated.

Summary Report Example

07/24/07
10:22am

Widget Company
A/P Invoice Journal
to

apopenr1s
Page 1

Invoice-#	Vendor Name	Date	Period	Amount
1122345	CISCO Cisco Systems	07/24/07	07/24/07	5,668.00
12345	CISCO Cisco Systems	02/24/07	02/24/07	18,350.00
1234567	ACME ACME	07/24/07	07/24/07	36,560.00
123463	CISCO Cisco Systems	07/24/07	07/24/07	2,700.00
18800	CISCO Cisco Systems	03/24/07	03/24/07	2,800.00
18902	CISCO Cisco Systems	04/24/07	04/24/07	2,345.00
45367	CISCO Cisco Systems	05/24/07	05/24/07	9,200.00
45678	CISCO Cisco Systems	05/24/07	05/24/07	10,500.00
54678	CISCO Cisco Systems	06/24/07	06/24/07	12,500.00
657893	CISCO Cisco Systems	07/24/07	07/24/07	22,000.00
90786	CISCO Cisco Systems	07/24/07	07/24/07	28.00
		07/24/07	07/24/07	-100.00

Grand Total: 122,551.00

Detail Report Example

Invoice-#	Vendor Name	Date	Period	Amount
1122345	CISCO Cisco Systems			
2 I		07/24/07	07/24/07	5,668.00
	G/L: 130-000 Inventory			3,000.00
	G/L: 212-000 Purchase Clearing Account			5,400.00
	G/L: 130-000 Inventory			-5,400.00
	G/L: 500-000 Cost of Goods Sold			2,430.00
	G/L: 690-000 Other Taxes			600.00
	G/L: 570-000 Freight			120.00
	G/L: 590-000 Miscellaneous			18.00
	G/L: 565-000 Discounts Taken			-500.00
12345	CISCO Cisco Systems			
1 I		02/24/07	02/24/07	18,350.00
	G/L: 500-000 Cost of Goods Sold			18,350.00
1234567	ACME ACME			
1 I		07/24/07	07/24/07	36,560.00
	G/L: 130-000 Inventory			36,000.00
	G/L: 212-000 Purchase Clearing Account			36,000.00
	G/L: 130-000 Inventory			-36,000.00
	G/L: 690-000 Other Taxes			150.00
	G/L: 570-000 Freight			200.00
	G/L: 590-000 Miscellaneous			10.00
	G/L: 565-000 Discounts Taken			-800.00
123463	CISCO Cisco Systems			
2 I		07/24/07	07/24/07	2,700.00
	G/L: 500-000 Cost of Goods Sold			2,800.00
	G/L: 565-000 Discounts Taken			-100.00
18800	CISCO Cisco Systems			
1 I		03/24/07	03/24/07	2,800.00
	G/L: 500-000 Cost of Goods Sold			2,800.00
18902	CISCO Cisco Systems			
1 I		04/24/07	04/24/07	2,345.00
	G/L: 500-000 Cost of Goods Sold			2,345.00
45367	CISCO Cisco Systems			
1 I		05/24/07	05/24/07	9,200.00
	G/L: 500-000 Cost of Goods Sold			9,200.00
45678	CISCO Cisco Systems			
1 I		05/24/07	05/24/07	10,500.00
	G/L: 500-000 Cost of Goods Sold			10,500.00
54678	CISCO Cisco Systems			
1 I		06/24/07	06/24/07	12,500.00
	G/L: 500-000 Cost of Goods Sold			12,500.00
657893	CISCO Cisco Systems			
1 I		07/24/07	07/24/07	22,000.00
	G/L: 500-000 Cost of Goods Sold			22,000.00
90786	CISCO Cisco Systems			
1 I		07/24/07	07/24/07	28.00
	G/L: 500-000 Cost of Goods Sold			28.00
1 A		07/24/07	07/24/07	-100.00
	G/L: 500-000 Cost of Goods Sold			-100.00

Grand Total:				122,551.00

5.25 Distribution Journal

This section describes how to print your **Distribution Journal**.

When you select the **Distribution Journal** menu choice the following report selection screen will appear.


```

ACCOUNTFLEX          A/P Distribution Journal          DATE: 07/24/07

Report Destination  S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies      1          (1 - 10)
Report Title Page  N          (Y=Yes, N=No)
Report Detail      Y          (Y=Yes, N=No)

Vendor Range      [ ] v      to      [ ] v
Transaction Date Range [ ] v      to      [ ] v
Period Date Range [ ] v      to      [ ] v
Invoice Number Range [ ] v      to      [ ] v
G/L Account Range [ ] v      to      [ ] v
Source [ ] - [ ] Batch [ ] Postno [ ]
Include Description [ ]

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help                                     Kill
    
```

This screen provides a number of prompts for controlling report output. When you are sure all your entries are correct press the **RUN** function key to generate the report.

Below are 2 report output examples showing the Summary and Detail versions. The report selection field **Report Detail** determines which version is generated.

Summary Report Example

07/24/07
10:23am

Widget Company
A/P Distribution Journal
to

apopenr2s
Page 1

G/L Account	Invoice	Date	Vendor	Batch	Amount
130-000	Inventory			Account Total :	-2,400.00
212-000	Purchase Clearing Ac			Account Total :	41,400.00
500-000	Cost of Goods Sold			Account Total :	82,853.00
565-000	Discounts Taken			Account Total :	-1,400.00
570-000	Freight			Account Total :	320.00
590-000	Miscellaneous			Account Total :	28.00
690-000	Other Taxes			Account Total :	750.00

Grand Total : 121,551.00

Detail Report Example

G/L Account	Invoice	Date	Vendor	Batch	Amount
130-000	1122345	07/24/07	CISCO	Cisco Systems	2 I 3,000.00
130-000	1122345	07/24/07	CISCO	Cisco Systems	2 I -5,400.00
130-000	1234567	07/24/07	ACME	ACME	1 I 36,000.00
130-000	1234567	07/24/07	ACME	ACME	1 I -36,000.00

130-000	Inventory			Account Total:	-2,400.00
212-000	1122345	07/24/07	CISCO	Cisco Systems	2 I 5,400.00
212-000	1234567	07/24/07	ACME	ACME	1 I 36,000.00

212-000	Purchase Clearing Ac			Account Total:	41,400.00
500-000	1122345	07/24/07	CISCO	Cisco Systems	2 I 2,430.00
500-000	12345	02/24/07	CISCO	Cisco Systems	1 I 18,350.00
500-000	123463	07/24/07	CISCO	Cisco Systems	2 I 2,800.00
500-000	18800	03/24/07	CISCO	Cisco Systems	1 I 2,800.00
500-000	18902	04/24/07	CISCO	Cisco Systems	1 I 2,345.00
500-000	45367	05/24/07	CISCO	Cisco Systems	1 I 9,200.00
500-000	45678	05/24/07	CISCO	Cisco Systems	1 I 10,500.00
500-000	54678	06/24/07	CISCO	Cisco Systems	1 I 12,500.00
500-000	657893	07/24/07	CISCO	Cisco Systems	1 I 22,000.00
500-000	90786	07/24/07	CISCO	Cisco Systems	1 I 28.00
500-000	90786	07/24/07	CISCO	Cisco Systems	1 A -100.00

500-000	Cost of Goods Sold			Account Total:	82,853.00
565-000	1122345	07/24/07	CISCO	Cisco Systems	2 I -500.00
565-000	1234567	07/24/07	ACME	ACME	1 I -800.00
565-000	123463	07/24/07	CISCO	Cisco Systems	2 I -100.00

565-000	Discounts Taken			Account Total:	-1,400.00
570-000	1122345	07/24/07	CISCO	Cisco Systems	2 I 120.00
570-000	1234567	07/24/07	ACME	ACME	1 I 200.00

570-000	Freight			Account Total:	320.00
590-000	1122345	07/24/07	CISCO	Cisco Systems	2 I 18.00
590-000	1234567	07/24/07	ACME	ACME	1 I 10.00

590-000	Miscellaneous			Account Total:	28.00
690-000	1122345	07/24/07	CISCO	Cisco Systems	2 I 600.00
690-000	1234567	07/24/07	ACME	ACME	1 I 150.00

690-000	Other Taxes			Account Total:	750.00

Grand Total:					121,551.00

5.26 Vendor Journal

This section describes how to print your **Vendor Journal**.

When you select the **Vendor Journal** menu choice the following report selection screen will appear.

```

ACCOUNTFLEX                A/P Vendor Journal                DATE: 07/24/07

Report Destination S      (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies       1    (1 - 10)
Report Title Page  N    (Y=Yes, N=No)
Report Detail      Y    (Y=Yes, N=No)

Vendor Range       [ ] to [ ]
Transaction Date Range [ ] to [ ]
Period Date Range [ ] to [ ]
Invoice Number Range [ ] to [ ]
Source [ ] - [ ] Batch [ ] Postno [ ]
Include Checks (Y/N) N

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help                                Kill
    
```

This screen provides a number of prompts for controlling report output. When you are sure all your entries are correct press the **RUN** function key to generate the report.

Below are 2 report output examples showing the Summary and Detail versions. The report selection field **Report Detail** determines which version is generated.

Summary Report Example

Vendor Invoice	Batch	Date	Period	Amount
ACME ACME 1234567	1 I	07/24/07	07/24/07	36,560.00
Vendor Total:				36,560.00
CISCO Cisco Systems				
1122345	2 I	07/24/07	07/24/07	5,668.00
12345	1 I	02/24/07	02/24/07	18,350.00
123463	2 I	07/24/07	07/24/07	2,700.00
18800	1 I	03/24/07	03/24/07	2,800.00
18902	1 I	04/24/07	04/24/07	2,345.00
45367	1 I	05/24/07	05/24/07	9,200.00
45678	1 I	05/24/07	05/24/07	10,500.00
54678	1 I	06/24/07	06/24/07	12,500.00
657893	1 I	07/24/07	07/24/07	22,000.00
90786	1 I	07/24/07	07/24/07	28.00
	1 A	07/24/07	07/24/07	-100.00
Vendor Total:				85,991.00

Grand Total:				122,551.00

Detail Report Example

07/24/07
10:24am

Widget Company
A/P Vendor Journal
to

apopenr3d
Page 1

Vendor Invoice	Batch	Date	Period	Amount
ACME ACME 1234567				
130-000	Inventory	1 07/24/07	07/24/07	36,560.00
212-000	Purchase Clea			36,000.00
130-000	Inventory			-36,000.00
690-000	Other Taxes			150.00
570-000	Freight			200.00
590-000	Miscellaneous			10.00
565-000	Discounts Tak			-800.00
Vendor Total:				36,560.00

CISCO Cisco Systems 1122345				
130-000	Inventory	2 07/24/07	07/24/07	5,668.00
212-000	Purchase Clea			3,000.00
130-000	Inventory			-5,400.00
500-000	Cost of Goods			2,430.00
690-000	Other Taxes			600.00
570-000	Freight			120.00
590-000	Miscellaneous			18.00
565-000	Discounts Tak			-500.00
12345		1 02/24/07	02/24/07	18,350.00
500-000	Cost of Goods			18,350.00
123463		2 07/24/07	07/24/07	2,700.00
500-000	Cost of Goods			2,800.00
565-000	Discounts Tak			-100.00
18800		1 03/24/07	03/24/07	2,800.00
500-000	Cost of Goods			2,800.00
18902		1 04/24/07	04/24/07	2,345.00
500-000	Cost of Goods			2,345.00
45367		1 05/24/07	05/24/07	9,200.00
500-000	Cost of Goods			9,200.00
45678		1 05/24/07	05/24/07	10,500.00
500-000	Cost of Goods			10,500.00
54678		1 06/24/07	06/24/07	12,500.00
500-000	Cost of Goods			12,500.00
657893		1 07/24/07	07/24/07	22,000.00
500-000	Cost of Goods			22,000.00
90786		1 07/24/07	07/24/07	28.00
500-000	Cost of Goods			28.00
		1 A 07/24/07	07/24/07	-100.00
500-000	Cost of Goods			-100.00
Vendor Total:				85,991.00

Grand Total: 122,551.00

5.27 1099 and 1096 Report

This menu option (27) is for processing 1099 and 1096's.

Upon selecting this option, the following popup menu will appear.

abmenu1099

```
1. Generate 1099 and 1096
2. Edit 1099
3. Print 1099
4. Edit 1096
5. Print 1096

Enter > 1_
```

The following describes each of the above menu choices.

The **Generate 1099 and 1096** option generates the 1099 and 1096 data. After selecting this option the following screen will appear.

ab1099g

```
ACCOUNTIFLEX          Generate 1099 and 1096's          Date: 07/24/07

This program is used to generate 1099/1096's from the Vendor Table
and Check Register.

          Year 2006
Generate 1099's where income >= Vendor Range _____ to _____

DEFAULTS
Company Company Name _____ Fed Tax ID fedtaxid
Address1 Company Address _____ State ID statetaxid
Address2 Address2 _____ Phone (415)340-0220
City Ity _____
State CA Zip 94010 _____

Press SAVEKEY to begin Processing

Processing Statistics          Vendor

Enter Year to report on
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help
```

Below is a description of each entry field.

Year

Enter the year you would like the 941 report.

Vendor Range

Enter the range of vendor codes you would like to print. If you do not enter an vendor range, the program will print all vendors.

When you are satisfied with your entries, press the **RUN** function key to generate.

The **Edit 1099** menu option enables you to edit the generated 1099's using the following screen.

an1099

CHANGE MODE		1099 MISCELLANEOUS INCOME	
Vendor ACME			
PAYER's Address		1.Rents	
Company Name			
Company Address		2.Royalties	
Address2			
City CA 94010		3.Other Income 4.Federal WH	
Telephone (415)340-0220		20,000.00	
PAYER'S Fed ID		5. Fishing 6.Medical	
RECIPIENT'S ID fedtaxid			
RECIPIENT'S Address		7.Non-emp comp 8.Substitute	
ACME		20,000.00	
Street Address		9.Direct Sales 10.Crop Insure	
100 Circle Drive			
City, state, ZIP code		13.Excess Gold 14.Gross to Attorney	
Seattle WA 46033			
Account number(optional)		16.State WH 17. State No. 18.State Income	
ACME			

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Add Qty Prev Next Frst Last Del

The **Print 1099** menu option enables you to print the generated 1099's from the following screen.

an1099r1

ACCOUNTFLEX	Print Federal Form 1099	DATE: 07/24/07													
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)													
Report Copies	1	(1 - 10)													
Vendor Range		to													
Hp Laserjet	<input type="checkbox"/>	(Enter Y if you are using an HP laserjet. Laserjets will be set for 10cpi and 6 lpi)													
Printer should be set to 10cpi and 6 lines per inch															
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Run	Help														Kill

When you are sure all of your entries are correct, press the **RUN** function key to print the 1099's. Below is a sample of the output.

Company Name
 Company Address
 Address2
 Ity CA 94010
 Telephone: (415)340-0220
 20000.00

fedtaxid

ACME
 20000.00

100 Circle Drive
 Seattle WA 46033

ACME

The **Edit 1096** menu option enables you to edit the generated 1096's using the following screen.

ap1096

CHANGE MODE 1096 Annual Summary and Transmittal Form

Control# 1

FILER'S name

Company Name

Street Address

Company Address

Address2

City, state, and ZIP CODE

Ity CA 94010

Contact

Email info@infoflex.com Phone (415)340-0220

Fax

Employer ID SocSecNo Total forms Fed withhold Total reported

fedtaxid 1 \$ 20,000.00

Enter "X" in only one box below. If this is your final return, enter "X"

W-2G	1098	1098-C	1098-E	1098-T	1099-A	1099-B	1099-C
1099-CAP	1099-DIV	1099-G	1099-H	1099-INT	1099-LTC	1099-MISC	1099-OID
1099-PATR	1099-Q	1099-R	1099-S	1099-SA	5498	5498-ESA	5498-SA

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Add Prev Next Frst Last Del

The **Print 1096** menu option enables you to print the generated 1096's from the following screen.

```

ACCOUNTFLEX          Print Federal Form 1096          DATE: 07/24/07
Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies      1 (1 - 10)

      Hp Laserjet  (Enter Y if you are using an HP laserjet.
                          Laserjets will be set for 10cpi and 6 lpi)

      Printer should be set to 10cpi and 6 lines per inch

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help                                Kill
    
```

When you are sure all of your entries are correct, press the **RUN** function key to print the 1096's. Below is a sample of the output.

ap1096r1

```

Company Name

Company Address
Address2

lty          CA 94010

              (415)340-0220

info@infoflex.com

fedtaxid          1          20000.00
    
```

5.28 Enter Vendor

This menu option is described in Chapter 3, **How to Get Started**.

5.29 Print Vendor

This menu option is described in Chapter 3, **How to Get Started**.

5.30 Enter Accounts

This section is discussed in Chapter 3, **How to Get Started**.

5.31 Print Accounts

This menu option is described in Chapter 3, **How to Get Started**.

5.32 Enter Divisions

This menu option is described in Chapter 3, **How to Get Started**.

5.33 Print Divisions

This menu option is described in Chapter 3, **How to Get Started**.

5.34 Enter Subsidiary

This menu option is described in Chapter 3, **How to Get Started**.

5.35 Print Subsidiary

This menu option is described in Chapter 3, **How to Get Started**.

5.36 Enter Terms

This menu option is described in Chapter 3, **How to Get Started**.

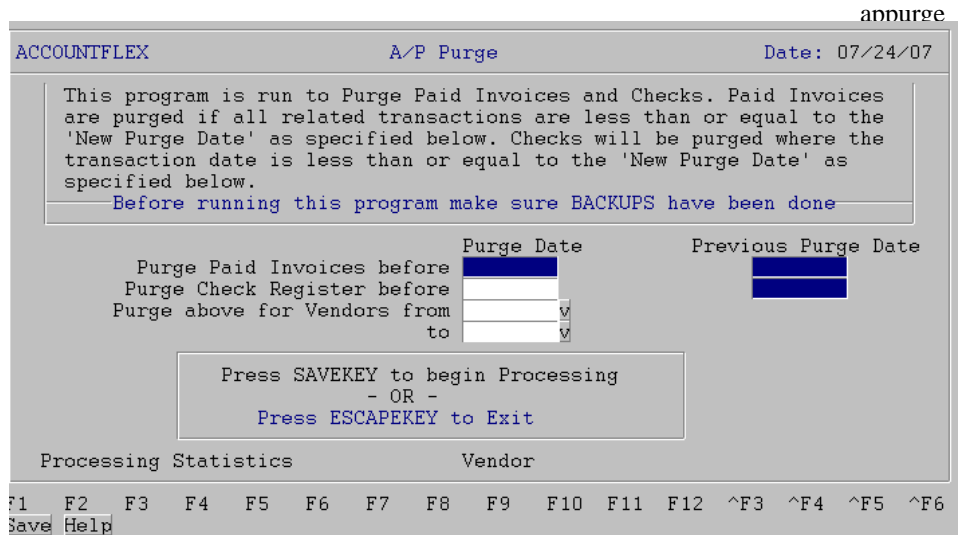
5.37 Enter Control

This menu option is described in Chapter 3, **How to Get Started**.

5.38 Purge

This section describes the process of **Purging Data** from the Accounts Payable system.

To Purge Data, select option 38 on the Accounts Payable menu. The A/P Purge screen will appear as shown below.



Press the **SAVE** key to begin **PURGING** or press the **ESCAPE** key to **EXIT**. Please make a note of the instructions displayed on the screen.

Below is a description of each field.

Last Purge Date

This is a non-enterable field that displays the last date used to purge.

New Purge Date

Enter the New Purge Date. All invoices paid prior to this date will be purged.

Vendor Range

Enter the vendor range. If you do not enter a range the computer will default and print all vendors. These codes must exist in the vendor table. You may press the **HELP** function key to see a list of valid entries.

As the Purging takes place, the screen fields will display the following information:

Vendor

The vendor number that is currently being processed will be displayed here.

When the Purging has been completed you will see the following message:

Purging has been Successfully Completed

Once this message appears you may press the **ESCAPE** key to return to the Accounts Payable menu.

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