ACCOUNTS PAYABLE

Release II

A

Program

for

Business

Developed by

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making technology uncomplicated ... for People

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INTRODUCTION

Accounts Payable by Micro Mike's, Inc., is a series of interactive programs designed to help a business maintain control of its cash flow.

Operating under an accural basis, invoices as they are entered are expensed immediately and become a liability until the invoices are paid.

Integrated with Micro Mike's General Ledger, the program provides for the transfer of information from the accounts payable files to the appropriate general ledger accounts at the end of the month. Additionally, accounts payable data can be transferred temporarily to the general ledger for interim financial reports. Theoretically, the transfer of information cannot put the General Ledger out of balance.

Accounts Payable tracks invoices by vendors and maintains records of all transactions. Invoices can be listed by a single vendor or by all vendors, in total or by due date. Any invoice on the list can be flagged for payment, skipped or designated for partial payment.

Checks can be printed by the program, permitting the operator at that time to make the decision of whether to issue one check per invoice or one check per vendor to cover all flagged invoices for that vendor.

While not designed to make decisions, Accounts Payable will provide fast, accurate information as up to date as the latest entry. With this information, management can make timely decisions based on facts instead of "guestimates" in determining which invoices should be paid and when.

Standard invoices or recurring bills, such as note payments, dues or standard fees, also are handled within the Accounts Payable programs, giving the operator the opportunity to transfer these to the payable file when the bills are received. As the bills are received, the operator recalls the previous information from the standard invoice file and makes necessary changes.

Accounts Payable will work either on a floppy disk system or on a hard disk.

Designed with the non-computer oriented operator in mind, a new operator can be entering data actively after only a short training period, primarily program and equipment familiarization. The operator should have some accounting knowledge, or be familiar with the company's bookkeeping system so that the right program can be selected to do the needed task.

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Accounts Payable records can be as simple or as detailed as the company needs or wants. For example, purchases can be put in a single account or broken down by office, locations or division as invoices are received.

Records are established for vendors, which can be started at the time an invoice is received.

All bills are entered as invoices, showing the invoice number, date of invoice, due date, the total amount, the amount paid on delivery or the amount due, discount or penalty, and date to receive discount or avoid penalty.

Each invoice can have up to 1Ø separate line items showing distribution of expense. While the program will not allow duplicate invoice numbers for the same vendor, an almost unlimited number of items can be handled under the same shipment by adding a character to the second and succeeding pages of an invoice.

Vendor information maintained by the program includes name, address, an attention line, telephone number, total on current invoices, month-to-date and year-to-date totals, along with amounts over 3Ø days and a prior-year total.

All activities start from the Accounts Payable Menu which appears as follows:

1.1 Accounts Payable Menu

```
                ACCOUNTS PAYABLE for   The Testing Company      1Ø/26/83
Enter Option # or ØØ to Change Date
##

   *** INVOICES ***                      *** VENDORS ***
1. Entry                               9. Add,Change,Delete,Print,Age
2. Delete
3. File Print
4. Transfer Standard
5. Clear Deleted & Paid                   *** CHECKS ***
6. Flag to Pay                         1Ø. Print Checks
                                       11. Print Check Register
                                       12. Clear Check Register
   *** MISCELLANEOUS ***               13. Delete a Check
7. Company Name File Maintenance
8. File Inquire                           *** TRANSFER TO G/L***
                                       14. Print G/L Transaction File
                                       15. Edit Transaction File
                                       16. Transfer Transaction File
                                       17. Clear Transaction File
```

1.2 Brief Program Descriptions

1. Invoice Entry -- Invoices are entered through this program, starting with the vendor number or code and invoice number and date. Other information includes the due date, amount, amount paid, discount or penalty, discount in dollars, date to collect discount or avoid penalty, general ledger accounts payable account number, checking account number, discount collected account number, descriptions and comments. Standard Invoices also are entered through this program.

2. Delete Invoices -- Through the Delete program, invoices which have been entered with errors can be deleted and then re-entered.

3. Invoice File Print -- All of the invoices in the file, either by vendor or by date can be listed either on the screen or on the printer

4. Transfer Standard Invoices -- Recurring bills, such as telephone and utility bills, are maintained in the Standard Invoice File. When a bill is received, the previous information can be recalled from this file, information changed, and the new information transferred to the invoice file and handled from that point as a regular invoice.

5. Clear Deleted & Paid Invoices -- The invoice file is cleared through this program of all invoices which have been designated as deleted or paid. This program should be run at the end of one month and before a new month is started.

6. Flag to Pay Invoices -- Invoices, through a designated date, can be listed through this program, and flagged for payment, either in total or partially. All flagged invoices can be viewed on paper or on the screen. Flagged invoices also can be adjusted.

7. Company Name File Maintenance -- The company name and address for all reports is entered through the Company Name File Maintenance program, along with establishing a password, if wanted. Additionally, a default General Ledger accounts payable account is established along with a default checking account, next check number, and designating report and check printers and a page length for reports.

8. File Inquire -- The File Inquire program permits the operator to monitor the status of the data files, showing the number of records available, the number in use and the number of unused records.

9. Vendor Add, Change, Delete, Print, Age -- Vendor records are established through this program, which also has the ability to make changes in records, delete records, print a vendor listing and to age vendor records to reflect the age of the invoices associated with a particular vendor.

10. Print Checks -- Once invoices are flagged for payment, either totally or partially, the Print Checks program will produce the checks ready for signing and mailing. The program can be directed to print one check per invoice or one check per vendor to cover all flagged invoices associated with each vendor.

11. Print Check Register -- After the checks are printed, a check register can be produced, showing the date and number of the check, the vendor and the amount, along with a description of the invoices covered by the checks. Once printed, the check record is flagged and cannot be printed again. This file continues to build until it is cleared at the end of the month.

12. Clear Check Register -- The Clear Check Register program clears all of the records in the check file.

13. Check Delete -- Before Accounts Payable data is transferred to the General Ledger and before the check register is cleared, a check in the check register can be deleted through this program. The program also makes provisions for adjusting the general ledger transaction file at this time.

14. Print G/L Transaction File -- A listing of all transactions associated with each purchase or expense account in the General Ledger is produced by this program.

15. Edit Transaction File -- Entries made automatically to the General Ledger Transaction File can be corrected through this program by looking at a record by number obtained through the Print Transaction File program.

16. Transfer Transaction File -- The Transfer Transaction File program will transfer physically all transactions from the Accounts Payable files to the General Ledger data files.

17. Clear Transaction File -- To be run at the end of the month and after the transaction file has been printed and transferred to the General Ledger Data Disk, this program clears the file in preparation for the a month.

GENERAL INFORMATION

Hardware requirements, determining program and data disk requirements and backup procedures are outlined in this section. General information for the operator on how the programs work also is included.

2.1 Minimum Hardware Requirements

Accounts Payable by Micro Mike's, Inc., requires a microcomputer with a Z8Ø processor, 56K RAM random access memory, a MicroDoZ or CP/M operating system, at least two double-density, 5" or 8" single density disk drives or a hard disk, a 24 line by 8Ø column cursor-addressable terminal and an 8Ø-column printer.

2.2 Determining Disk Requirements

The program disk requires 16ØK bytes of space.

Data disk requirements will vary from company to company and will depend upon the number of vendors, number of invoices and line items, number of checks and the set up of the General Ledger.

Requirements can be determined by estimating the the number of regular vendors, invoice records, recurring invoices (such telephone, utility, etc.,) checks written per month, and general ledger transactions.

The data files should be designed around the busiest month. For example, November and December may be the busiest months for sales, but merchandise is received in September and October. Pick the heaviest month for invoices, etc. The following should be considered:

Vendors: These are the firms or individuals with which business is done and for which records will be maintained.

Invoices: The number of line items on invoices your firm receives any given month. One invoice with one line item is counted as two records. One invoice with five line items is counted as six invoices. Select the most active month.

Checks: The number of checks written during the busiest month. This can be calculated on at least one check per month for each vendor. If some vendors are paid more than once a month, include this in the calculations.

General Ledger Transactions: Each line item of an invoice will becomes one transaction record when it is entered and another when it is paid. Also include additional for deleted checks and partial payments.

To determined the data file needs, use your estimates for each of the categories to handle your present business and include extra for future growth. Use the following factors to calculate your data file needs.

Records		Blocks Required
_____	Vendor Records x .83 =	_____
_____	Invoice Records x .44 =	_____
_____	Standard Invoices x .44 =	_____
_____	Check Records x .4 =	_____
_____	General Ledger Transactions x .4 =	_____
		========
	TOTAL BLOCKS REQUIRED	
		========

Total blocks required is converted to kilobytes by multiplying by 4. Compare this figure to the size of the floppy disk or the amount of space available on the hard disk.

2.3 Backup Requirements

Backup copies of data disks or hard disk segments should be made on a regular basis and before records are "aged" and the invoice, check register and transaction files cleared at the end of the month. A rule of thumb is to make a backup copy of a data disk or segment any time re-entry of data would take longer than making a backup copy.

The following data files should be backed up on a regular basis:

APVF -- Vendor File
APVFK -- Vendor Key File
STDINV -- Standard Invoice File
APCK -- Check File
GLTXN -- General Ledger Transaction File
INVOICE -- Invoice File
NAME -- Company Name File

If operating under MicroDoZbaZic, consult the MicroDoZbaZic manual for copy procedures.

If operating under CP/M or MP/M, consult the CP/M or MP/M manual for the PIP routines. Data files under CP/M will have a ".ØØ3" extension.

2.4 Computer Operation

Accounts Payable was designed with the non-computer oriented person in mind. Training, for the most part is one of familiarization with the equipment and programs. A new operator can be entering data actively before the end of the first day.

All activity starts from the Accounts Payable Menu where the task to be accomplished is selected by entering the number of the option or program. The Accounts Payable program will branch to that specific program at that time. When the job is completed, it will branch back to the Accounts Payable Menu.

As each specific program is requested, the operator is guided through the operation by a series of prompts or instructions which will call for specific actions or responses. In each instance, the program will pause for a response so that the operator can stop the program if a wrong program has been selected.

2.4.1 Program Format

All programs within the Accounts Payable program follow this format on the terminal screen:

Line 1	Program Name
Line 2	Prompt Line -- Instructions or questions
Line 3	Entry Line -- Response to Prompt Line
Line 4	Message Line -- Acknowledgements or error messages

Line 1 tells the operator which program has been called.

Line 2 gives instructions such as "Select Option" or asks questions, such as "Is this the correct program?" A glance at the prompt line also tells the operator what type of response is required. Options are selected by number or a letter or number to respond to a prompt from the program, a 1 or Y for Yes or 2 or N for No to the prompt "Is All Information Correct?"

Line 3 is a prompt character field where the response is entered. The prompt character field indicates to the operator how many letters or numbers (or a combination of the two) may be entered. If the prompt character field is not filled, the operator must press Return to continue in the program.

Line 4 is the Message Line, which serves several functions. Messages include a record has been created or deleted or a warning such as numbers only, "YN Only" or "Record Not Found." These are flashed on the screen in this space and the operator must pay attention to be able to read the messages.

Some programs will return automatically to the Accounts Payable Menu immediately after it has accomplished its task. Other programs will require that the ESCape key be pressed to return to the main menu.

ESCape also can be used in most entry programs to back up to correct an entry. Press ESCape as needed to get to that field. Make the correction and the cursor will begin its forward movement again.

Most programs also make provisions for correcting information before the record is created and later after the record is created.

As you begin working with the computer, please note the difference between the small letter "l" and the number "1" and the digit "Ø" (zero) and the capital letter "O". The computer makes a distinction between these characters and they cannot be interchanged.

Other keys on the terminal keyboard to be noted include:

Backspace - The backspace key is used to back the cursor one space to the left.

Control - The Control key is used as an alternate shift key. By pressing the Control key and any other letter key, the value of the code for the key used by the computer is changed to another value. In this way, each letter on the keyboard can be a "control" letter. This key may be labeled "CTRL" or something similar. The Control command is represented by the up arrow character (^) followed by the command character (^B) in most computer manuals.

Delete - The Delete key is usually the same as the backspace key but can have a different function in different application packages. See the explanation of the back space key for more details.

Repeat - The repeat key is used to repeat any one letter, number, or special character key. This key must be pressed simultaneously with the key to be repeated. On some CRTs, all keys repeat automatically if you hold the key down for more than a specified period of time (usually about 1/2 second).

Return - The return key is used to record your responses to the programs' requests for information. These requests are guided by the use of prompts. The return key is pressed when the entry has fewer characters than the number of prompt characters displayed. This key also may be designated as Enter.

Shift - The shift key is akin to the shift key on a typewriter. When this key is pressed (and the caps lock key is not locked down), the value of each key becomes the UPPER CASE value. This key also works on number and special symbol keys.

2.4.2 Prompt Character Fields

Prompts will vary from program to program, with some requesting information or data entry or responses by letters of the alphabet, such as Y for Yes or N for No, or numbers such as Ø=CRT, which means display the information on the screen, or 1=Printer which directs the program to print out the information on paper.

Some prompts will require all capital letters, such as "Enter Update Code (UPD)." UPD in all capital letters must be entered or the program will not continue.

The programs will monitor some entries and will refuse to accept letters when numbers are required and vice versa. The entry fields are limited by the number of prompt characters permitted.

For example, in the Company Name File Maintenance program, the name of the city is limited to 3Ø characters, with each letter, number, character or space counted as a character. The prompt will appear as:

Name: ********************************

Prompt characters require certain types of entries as follows:

% A number representing a percentage is required. In these programs, the entry is made without a decimal point, unless the percentage is to be represented in fractions, such as 12.5 percent.

$ A number representing a dollar amount is required and the $ (dollar sign) is never entered. If entering whole dollar amounts, the decimal point and cents are not required. The program will do that automatically. For example $3ØØ.ØØ is entered as 3ØØ and the program will record the entry as 3ØØ.ØØ and print the $ where required.

A number is required. The program will reject all characters and letters.

* Any character on the keyboard is acceptable. These are generally name, address or description fields.

2.4.3 Date Entry

All dates are entered through the same format -- MM/DD/YY -- and are entered as numbers. June 16, 1982, for example, is entered as 6/16/82. When entering the month, a 1 requires a Return while a 2 through 9 will advance the cursor automatically to the day field. In the Day field, 1, 2 and 3 require a Return, while 4 through 9 do not. The year is entered without the 19.

The date, generally referred to as Today's Date, is requested each time the program is started. This date, recorded by the program is inserted inserted automatically in most of the programs and printed reports.

We feel that it is a good practice to start each day's activities by setting the correct date. In most of the entry programs, however, it is possible to press ESCape to back up to the date field.

2.4.4 CSUB Line Editor

The Accounts Payable Program has a built-in line editor which can be used in making corrections in entries or to duplicate entries.

In any alphanumeric field (the prompt characters will be asterisks) the line editor is called by entering a CTRL N (also written as ^N.) This action places CSUB in the edit mode. Once in this mode, the control characters for editing become operational.

The following are the CSUB editor commands:

^N Enter edit mode
^Z Erase character at the cursor position
^A Move cursor one character to the right
^Y Make a space to insert one character
^G Terminate the edit mode
^B Back out of the current entry and return to the previous entry or program

To insert a character (or characters) into a field, move the cursor to the place where the character is to be inserted. (A ^A moves the cursor to the right and backspace moves the character to the left.) Enter a ^Y for each character to be inserted. Each time a ^Y is entered, the character in the field to the right of the cursor will move over one position and a space will be inserted at the cursor position.

Any character within the field may be changed by positioning the cursor over that character and entering another character.

As characters are inserted, if the prompt character field is filled, the last character at the right end of the field exceeding the length of the field is dropped.

To backup (move to the left) one character, use the backspace key, or a ^H or a ^Q. Either of these three will direct the cursor to back up one space without erasing or destroying any information.

The ^Z key will delete a character. To delete a character, position the cursor over that character and enter a ^Z. That character will be deleted and all characters to the right will move to the left to fill in the space left by the deleted character.

2.4.5 Printers and Printer Problems

The printer on the computer system is activated by the various print programs or options within the Accounts Payable program.

Be sure that any time a print program or option is selected the printer is turned on and is on line. Failure to do so, will result in the program "hanging" and it appears that the program has failed. If a print program seems to take an inordinate amount of time to get started, check the printer to be sure that it is turned on and is on line.

We have found, on occasion, that the printer is on and is on line, but it does not work. In this case, cross your fingers, turn the printer off and then on again, and hope that this will fix the problem.

NOTES

GETTING STARTED

A proper beginning in Accounts Payable by Micro Mike's, Incorporated, may eliminate many problems in the future. We suggest the following procedures. Each step will be described in detail in this section. Additional information on each of the programs may be found in Section 4, Operation Detail.

Starting procedures are as follows:

Establish a number or code system for vendors. (See Section 3.2)

Using Worksheet 1 found in Section 3.3, determine the number of vendors, invoice records, recurring invoices (such telephone, utility, etc.,) checks written per month, and general ledger transactions, keeping in mind that the busiest month of the year must be considered.

Create Data Files (See Section 3.4)

Fill in data for the Company Name File Maintenance Program (Accounts Payable Menu Option 7. Also see Sections 3.3 and 4.7)

Enter Vendor Records (Accounts Payable Menu Option 9. See Sections 3.4 and 4.9)

Print Vendor Records (See Sections 3.4.3 and 4.9.4,) check carefully for errors.

If errors are found, make corrections. (See Sections 3.4.4 and 4.9.4)

If any corrections are made, reprint vendor list with all information and print a list of code and name only for use as reference.

Enter Standard Invoices (Accounts Payable Menu Option 1. See Sections 3.8 and 4.1.4)

Print Standard Invoices and check for errors (See Sections 3.9 and 4.3)

Start entering invoices (Accounts Payable Menu Option 1. See Section 4.1)

3.1 General Ledger Considerations

If the Accounts Payable program is to be integrated with General Ledger by Micro Mike's, Inc., consideration should be given to establishing the needed general ledger accounts, such as one or more accounts payable accounts, purchasing accounts expense accounts and checking accounts.

The General Ledger disbursements journal and general journal must be of sufficient size to handle the transfer in any given month.

3.2 Determining Vendor Code

The vendor number or code is the heart of the Accounts Payable program, and it is through this code that invoices are tracked and paid and vendor records are maintained.

To add to its versatility, the program utilizes a six-space alphanumeric field which means that numbers or letters, capital or lower case, or any combination of the two can be used in assigning a code.

We have found over the years that identification codes made up of inititals of firms (e.g. Abbott Box Company would be ABC) or short key words associated with any particular vendor (e.g. City of Amarillo Utility Billing Department would be CITY) are the easiest with which to work.

Some operators find it easier to enter all numbers and over a period of time are able to memorize several hundred vendor codes.

While we always recommend that a current listing of vendors be kept near the computer for reference, it is advantageous that a system be adopted so that the operator can associate vendors with identification codes without having to stop and look up each vendor each time an invoice is entered.

Careful thought in devising a system for assigning vendor codes now may save considerable time in the future when using the Accounts Payable program.

3.3 Determining Data File Sizes

If you have already made your calculations in Section 2.2, review your work and skip to Section 3.4. If not, examine your records and determine the following:

Vendors: These are the firms with which you do business and for which you will want to keep records.

Invoices: The number of line items on invoices your firm receives any given month. One invoice with one line item is counted as two records. One invoice with five line items is counted as six invoices. Select your busiest month.

Checks: The number of checks written during the busiest month. This is can be calculated on at least one check per month for each vendor. If some vendors are paid more than once a month, include this in your calculations.

General Ledger Transactions: Each line item of an invoice will becomes one one transaction record when it is entered and another when it is paid. Add another 5 percent for partial payments, etc.

To determined the data file needs, use your estimates for handling your present business and include extra for future growth.

Keep in mind that the files must be created large enough to handle your business now and in the forseeable future. This is particularly important when using a hard disk, because you do not want to loose space through poor allocations.

Using the following factors, calculate your data file needs:

(Note: The following factors have been rounded off to simplify calculations and have a built-in error margin.)

DATA FILES WORKSHEET 1

Records	Blocks Required
_____ Vendor Records x .83 =	_____
_____ Invoice Records x .44 =	_____
_____ Standard Invoices x .44 =	_____
_____ Check Records x .4 =	_____
_____ General Ledger Transactions x .4 =	_____
	========
TOTAL BLOCKS REQUIRED	
	========

3.4 Create Data Files

At this point you should be working with a copy of the Accounts Payable master diskette and the master filed away in a safe place. If in doubt how to make a copy of the program disk, consult your manual or dealer.

To create data files, insert the Accounts Payable program in Drive 1 or A and an initialized or formatted disk in Drive 2 or B. Turn on or reboot the system. The program will flash a message:

FILES NOT FOUND

The program will go automatically to the file create program and the following will be displayed on the screen:

```
                    File Create
Enter Number of 256 Byte Blocks for Data
####
```

The amount of space available will need to be converted to 256-byte blocks. For example, a floppy disk has 175 kilobytes of space. Multiply 175 times 4 (700) and subtract the directory size (generally 8 blocks.) We find that we have 692 blocks available for data.

If you are not sure about the amount of space, consult your computer manual or your dealer. Enter the number of blocks available and the following will be displayed:

```
                *** Accounts Payable File Create ***
Enter Field Number to Change, 0 to Create Files
#

Total Blocks Available 692          Total Blocks Used     14

   1. Vendors              1
        APVF               2
        APVFK              2
   2. Invoices             1
        INVOICE            2
   3. Standard Invoices    1
        STDINV             1
   4. Checks               1
        APCK               2          Company Name        1
   5. G/L Transactions     1           NAME               2
        GLTXN              2
```

Using your worksheet as a guide, enter each field number and the cursor will go to that field where you should enter the number of records you have estimated you will need. If the prompt character field is not filled, press Return and the cursor will go back to the top of the screen for another entry.

The program will calculate the number of blocks of disk space required for the number of records entered and keep you informed of the amount of disk space used.

Repeat the process until all fields have been entered. When all of the fields have been entered to your satisfaction, press 0 to record. When the create process starts, the program will display the following message:

```
            *** Accounts Payable File Create ***
Computer is Processing.  Do NOT Interrupt
```

If the total blocks used exceed the total blocks available, the program will flash a message on the screen:

OUT OF RANGE

You cannot continue until the total blocks used have been adjusted by reducing the number of records in any one category or the total blocks available by starting the process over by rebooting the system.

Starting with 692 256-byte blocks available for data storage, we can enter 70 vendors, 525 invoice records, 20 standard invoice records, 125 checks and 1200 general ledger transactions. The screen display will appear as follows:

```
                    *** Accounts Payable File Create ***
Enter Field Number to Change, 0 to Create Files
#

Total Blocks Available 692          Total Blocks Used     668

   1.  Vendors            70
         APVF             56
         APVFK             4
   2.  Invoices Records   525
         INVOICE          230
   3.  Std. Inv. Rec.      20
         STDINV            10
   4.  Checks             125
         APCK              50          Company Name
   5. G/L Transactions   1200            NAME          2
         GLTXN            316
```

Note: If the amount of space available is over stated, the file create program will stop with a file error message. If this occurs, verify the amount of space available, reinitialize the data disk or data segment and start the process again.

After the file are created, the program will go automatically to the Accounts Payable Menu as follows:

```
                ACCOUNTS PAYABLE for   The Testing Company     10/26/83
Enter Option # or 00 to Change Date
##

   *** INVOICES ***                        *** VENDORS ***
1. Entry                                 9. Add,Change,Delete,Print,Age
2. Delete
3. File Print
4. Transfer Standard
5. Clear Deleted & Paid                     *** CHECKS ***
6. Flag to Pay                           10. Print Checks
                                         11. Print Check Register
                                         12. Clear Check Register
   *** MISCELLANEOUS ***                 13. Delete a Check
7. Company Name File Maintenance
8. File Inquire                             *** TRANSFER TO G/L***
                                         14. Print G/L Transaction File
                                         15. Edit Transaction File
                                         16. Transfer Transaction File
                                         17. Clear Transaction File
```

3.5 Company Name File Maintenance

Headings for reports, plus general ledger accounts payable account numbers, check numbers and printer information is established through the Company Name File Maintenance program.

Starting from the Accounts Payable Menu, press 7 and Return (or 07) and the following will be displayed with the prompt:

```
                    *** Company Name File Maintenance ***
Enter Field Number to Change, 0 to Record
##

1. Name
2. Address
3. City, St., Zip
4. Phone

5. Password

6. Today's Date     32/32/32

7. Default A/P #                  0  16.  Default Penalty Acct #   0
8. Default Discount Acct #        0
9. Default Ck. Acct #             0
10. Next Check #                    0
11. Default Printer          0
12. Default Page Length      0
13. Default Check Printer    0
14. Check Stub - (Top or (B)ottom
15. Drive # for G/L Data     0
```

The following are limits or explanations for each of the 16 fields:

1. Name -- A 30-space alphanumeric field, in which you can use letters, characters or numbers, with spaces and punctuation marks counting as a space.

2. Address -- 30-space alphanumeric field.

3. City, St., Zip --30-space alphanumeric field.

4. Phone -- Limit 12 spaces, which will accommodate area code, exchange and four-digit number with separating marks, e.g., 806/372-3633.

5. Password -- An eight-space alphanumeric field. The password can be any word or combination of letters from one to eight characters in length. If a password is used, remember it.

6. Today's Date -- Entered as MM/DD/YY.

7. Default A/P # -- This is the General Ledger accounts payable account number (in the 2000-2199 range) which the Invoice Entry program will display automatically. If several accounts payable accounts are used, the default account number can be changed when an invoice is entered.

8. Default Discount Acct # -- An income account within the General Ledger Chart of Accounts (in the 3300-3999 range) this is an account in which any discounts received will be entered. If several accounts are used, the number can be changed when an invoice is entered.

9. Default Ck. Acct # -- This is the General Ledger checking account number (in the 1100-1105 range) from which purchases will be paid. If another checking account is needed, it can be changed on invoice entry.

10. Next Check # -- The next check in sequence. The check print program will increment this number accordingly.

11. Default Printer -- This is the device number of the printer on which lists and reports are printed. This can be a number 0 through 7, but generally this is Device #1.

12. Default Page Length -- Paper in the default printer generally will be 11 inches long and will have 66 lines per page.

13. Default Check Printer -- Number 0 through 7. In a larger system, a printer can be dedicated for printing checks only, in which case it would be Device #3 or higher. In a small system, the device number will be the same as the default printer.

14. Check Stub - (T)op or (B)ottom -- Whether the check stub is at the top or bottom. The program will recognize only the capital letters T or B.

15. Drive # for G/L Data -- If working with a floppy disk system, this will be Drive 1 or A. At the appropriate time, the program will ask that the Accounts Payable program disk be removed and the General Ledger data disk be inserted for the transfer of data. If working with a Micro Mike's hard disk sytstem, it will be Drive 3 or C. A number must be inserted here.

16. Default Penalty Acct # -- Generally an expense account (in the 4200-9998 range,) this is an account to which any penalties will be charged.

Data is entered by pressing the number of the field. The cursor will go to the first character in the prompt character field and if the field is not filled, press Return.

The cursor will go back the top of the screen and the prompt:

```
          *** Company Name File Maintenance ***
Enter Field to Change, Ø to Record
#
```

After all data is entered, be sure to press Ø to record. The program will return automatically to the Accounts Payable Menu.

The following is an example of a completed screen display for the Company Name File Maintenance program. Entries are based on a two-drive floppy disk system with one printer.

```
                *** Company Name File Maintenance ***
Enter Field Number to Change, Ø to Record
##

 1. Name                 The Testing Company
 2. Address              1978 Armadillo Blvd.
 3. City, St., Zip       Amarillo, TX  79100
 4. Phone          806/372-3633

 5. Password       PASS

 6. Today's Date   10/01/82

 7. Default A/P #                2002  16.  Default Penalty Acct # 5700
 8. Default Discount Acct #      3015
 9. Default Ck. Acct #           1100
10. Next Check #                  1001
11. Default Printer          1
12. Default Page Length     66
13. Default Check Printer    1
14. Check Stub - (T)op or (B)ottom  T
15. Drive # for G/L Data     1
```

3.6 Vendor File Maintenance

Vendor records are established through this program, which also has the ability to make changes in records, delete records, print a vendor listing and to age vendor records to reflect the age of the invoices associated with a particular vendor. Vendor records also can be created at the time an invoice is entered.

In this section we will establish the vendor records, print out a list of the vendors and then make any corrections.

Starting from the Accounts Payable Menu, press 8 and Return (or Ø8) and the following will appear on the screen with the prompt:

```
                *** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
##

   Vendor #
1. Name
2. Attention
3. Address
4. City, St., Zip
5. Phone #

6. Discount %

7. MTD                                  8. YTD
9. Current                              1Ø. Prior YTD
11. Over 3Ø

12. Date/Last Check
13. Date/Last Inv.
```

Information for the first seven fields is entered through the add option. Fields 7 through 14 are maintained by the program as invoices are entered and paid.

The following are explanations or limitations of the 15 fields:

Ø. Vendor Code or Number -- A six-digit alphanumeric field which will accept numbers or letters or any combination of the two. Once recorded, a vendor number cannot be changed. The record must first be deleted and then added again with a different number. The program will not accept duplicate identification designations.

1. Name -- A 24-space alphanumeric field, this is the name of the company or individual submitting an invoice or bill for payment.

2. Attention -- A 24-space alphanumeric field, this is the name of the individual or department to whom the check should be addressed.

3. Address -- A 24-space alphanumeric field.

4. City, St., Zip -- A 24-space alphanumeric field

5. Phone # -- Telephone number, a 12-space alphanumeric field, can be entered as 806/372-3633.

6. Discount % -- Percent discount, a four-space numeric field, is for the discount offered for payment within a prescribed time. A percentage is entered as a whole number, e.g. 4 percent would be entered as 4, and 4.5 percent would be entered as 4.5.

7. MTD -- Month-to-Date total for invoices from this vendor.

8. YTD -- Year-to-Date total for invoices from this vendor.

9. Current -- The total of invoices recorded but less than 30 days old.

10. Prior YTD -- Prior Year-to-Date total is the total for invoices received from this vendor last year.

11. Over 30 -- Total of invoices from this vendor which are over 30 days old.

12. Date/Last Check -- Date of Last Check is the date the last check to this vendor was written. Recorded as MM/DD/YY

13. Date/Last Inv. -- Date Last Invoice is the date of the last invoice received from this vendor. Recorded as MM/DD/YY.

3.6.1 Add a Vendor Record

To add a Vendor record, press 1 and the cursor will go to the first asterisk in a prompt character field of six for the vendor code as follows:

```
ADD                      *** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
#

   Vendor #          ******
1. Name
2. Attention
3. Address
4. City, St., Zip
5. Phone #

6. Discount %

7. MTD                                    8. YTD
9. Current                               10. Prior YTD
11. Over 30

12. Date/Last Check
13. Date/Last Inv.
```

Enter the Vendor Number and if the prompt character field is not filled, press Return and the cursor will move automatically to the next field. As each field is filled or Return is pressed, the cursor will move automatically to the next field through Field 6, Discount.

After the Discount is entered and Return pressed, the cursor will move to the top of the screen and the prompt:

```
ADD          *** Vendor File Maintenance ***
Enter Field to Change, 0 to Record
#

   Vendor #          ABC
1. Name              Abbott Box Corp.
2. Attention         Jeanie
3. Address           Box 2784
4. City, St., Zip    Abbotton, OR  98234
5. Phone #           915-555-2341

6. Discount %        2.0

7. MTD                                    8. YTD
9. Current                               10. Prior YTD
11. Over 30

12. Date/Last Check
13. Date/Last Inv.
```

Fields 7 through 13 will be filled in by the program when invoices are entered. If this information is known, it can be added through Option 2, Change.

Review the information on the screen and when you are satisfied that it is correct press ØØ or Ø and Return. After a moment, the program will flash a message:

```
RECORD CREATED
```

The program will return the prompt:

```
                          *** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
#
```

Enter 1 to add another vendor record or press ESCape to return to the Accounts Payable Menu.

3.6.2 Print Vendor Records

After the vendor records are entered, a list should be printed and checked for accuracy. To print vendor records, press 4 and the following will be displayed with the prompt:

```
LIST        *** Vendor File Maintenance ***
1 for All Info., 2 for Name & #
#

    Vendor #
1. Name
     to
13. Date/Last Inv.
```

A 1 for all information response will direct the program to print or display each of the vendor records with all of the information. A 2 for Name and Number response will direct the program to print or display only the vendor names and codes. A 3 for File Label response will direct the program to print labels for making file folders for invoices.

We want to see all of the information, so enter a 1. The next prompt will be:

```
LIST        *** Vendor File Maintenance ***
Ø For CRT, 1 for Printer
#

    Vendor #
1. Name
     to
```

A Ø for CRT response will display the information on the screen and a 1 for Printer will direct the program to activate the printer. We want this information on paper, but before entering a 1, be sure that the printer is turned on and is on line.

A screen display or printout of vendor and code only appears as follows:

ACCOUNTS PAYABLE VENDOR LIST

NUMBER	NAME	ATTENTION
AHT	Amarillo Herald Truth	
AMBERG	Amberg Publications Co.	John Amberg
AOS	Associated Office Supply	Bill Smith
CITY	City of Amarillo	Utility Billing Dept
ESCO	Electronic Suppliers Co.	
UE	Universal Electronics	John Drew

A listing of complete vendor records at this point will appear as follows:

ACCOUNTS PAYABLE VENDOR LIST

NUMBER & NAME	ATTN		TELEPHONE	
ADDRESS	CURRENT	OVER 30	M-T-D	Y-T-D
CSZ	LAST CK	LAST INV	DISC %	LAST YEAR
AHT Amarillo Herald Truth			555-3321	
Box 101	$.00	$.00	$.00	$.00
Amarillo, TX 79100	00/00/00	00/00/00	.00	
AMBERG Amberg Publications Co. John Amberg			214-555-4897	
9366 Cowboy Freeway	$.00	$.00	$.00	$.00
Dallas, TX 77000	00/00/00	00/00/00	.00	$.00
AOS Associated Office Supply Bill Smith			806/354-4827	
1508 153rd	$.00	$.00	$/00	$.00
Amarillo, TX 79100	00/00/00	00/00/00	.00	$.00

If the information is being displayed on the screen, a prompt will be displayed as follows:

```
Press Any Key to Continue, ESCape to End
```

Press any key to continue the listing, or press ESCape to end a listing. When the listing is completed, the program will return to the prompt:

```
*** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
#
```

Press ESCape to return to the Accounts Payable Menu.

3.6.3 Change a Vendor Record

If we have found any errors in the vendor list, we will want to make those corrections now. Enter a 2 and the cursor will go to the first asterisk in a prompt character field of six for the Vendor Code as follows:

```
CHANGE                    *** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
2

   Vendor #  *******
1. Name
```

Enter the Vendor code. If the prompt character field is not filled, press Return. that record will appear on the screen with the prompt:

```
CHANGE                    *** Vendor File Maintenance ***
Enter Field # to Change, Ø to Record
##

   Vendor #          ABC
1. Name              Abbott Box Corp.
2. Attention         Jeanie
3. Address           Box 2784
4. City, St., Zip    Abbotton, OR  98234
5. Phone #           915-555-2341

6. Discount %        2.Ø

 7. MTD                    $.ØØ        8. YTD                $.ØØ
 9. Current                $.ØØ       1Ø. Prior YTD          $.ØØ
11. Over 3Ø                $.ØØ
12. Date/Last Check          ØØ/ØØ/ØØ
13. Date/Last Inv.           ØØ/ØØ/ØØ
```

Any numbered field can be changed. The Vendor Code cannot be changed. To change a code, the record must first be deleted through Option 3 and then re-entered through Option 1, Add.

Enter the Field Number where the data is to be changed and the cursor will go to the first prompt character in the field. This may be a good time to learn to use the CSUB line editor (See Section 2.4.3.) When all changes have been made, be certain to press Ø and Return or ØØ to record the changes. After the changes have been recorded, the program will return to the prompt:

```
                *** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
#
```

If any changes have been made, reprint the vendor list with all information and then print a listing of vendor name and code only for future reference.

3.7 Standard Invoice Entry

The last step in Getting Started will be to enter the standard invoices for those bills or payments recurring on a regular basis which will include such items as note payments, dues or regular service fees.

The Standard Invoice file is only a holding file and no dollar amounts entered in any of the invoices will affect the accounts payable total.

To enter a Standard Invoice, select the Invoice Entry program, Option 1 on the Accounts Payable Menu. Press 1 and Return (or Ø1). The following will be displayed on the screen with the cursor on the first asterisk in a prompt character field of six for the Vendor Code:

INVOICE ENTRY

Vendor # X*****

1. Invoice #	2. Date	3. Due
4. Amount	5. Paid	
6. D)isc-P)enalty) one	7. Disc$	8. Date
9. A/P Acct	1Ø. Ck Acct	11. Disc Acct

The following explanations or limits are given for the 21 fields:

1. Invoice # -- A 15-space alphanumeric field. This is the number appearing on the invoice received. If the invoice has more than 1Ø line items, a second entry will be required. Use the same number, but add another character such as A. The program will not accept duplicate invoice numbers for the same vendor.

2. Date -- The date of the invoice. Entered as MM/DD/YY.

3. Due -- The date by which the invoice is to be paid. Entered as MM/DD/YY.

4. Amount -- The total amount of the invoice, including all charges, such as tax, etc.

5. Paid -- This applies to COD shipments or prepaid purchases and is the amount that is paid.

6. D)isc-P)enalty-N)one -- Enter D if a discount is due, P for penalty if paid late or N for None. The program will accept only D, P or N.

7. Disc$ -- Discount in dollar amount. The program will calculate the discount, if a discount percent is included in the vendor record. Any penalty should be added as a line item on another invoice.

8. Date -- The date due for Discount or late date for Penalty. Entered as MM/DD/YY.

9. A/P Acct -- The General Ledger Accounts payable account listed in the Company Name File Maintenance record is filled in automatically by the program. The account number can be changed by pressing ESCape to back up to this field.

1Ø. Ck Acct -- This is is the General Ledger checking account listed in the Company Name File Maintenance record and is filled in automatically by the program. The account number can be changed by pressing ESCape to back up to this field.

11. Disc Acct -- This is is the General Ledger discounts earned income account listed in the Company Name File Maintenance record and is filled in automatically by the program. The account number can be changed by pressing ESCape to back up to this field.

12 through 21 -- The cursor will go first to the first asterisk in a prompt character field of 25 for the description of the item. Enter the description and if the prompt character field is not filled, press Return. The cursor will move to a four-space numeric field for the General Ledger expense or purchase account number and then an 11-space field for a dollar amount. The total in the right hand column is a running total as line items are entered. The final total here must agree with the Amount in Field 4. The program will refuse to accept an out-of-balance invoice. Up to 1Ø items can be entered on this invoice.

Enter the Vendor Code, the program will display the vendor name and the cursor will be on the first asterisk in a prompt character field of 15 for the invoice number as follows:

INVOICE ENTRY

Vendor # PNB	Commercial Loan Department	
1. Invoice # **********	2. Date	3. Due
4. Amount	5. Paid	
6. D)isc-P)enalty)-N)one	7. D or P $	8. Date
9. A/P Acct	1Ø. Ck Acct	11. Disc Acct

Enter an S (note that it must be a capital S) and press Return. The S will be cleared and replaced by the asterisk and the following message will be displayed in lines 13 and 14:

INVOICE ENTRY

```
   Vendor # PNB              Commercial Loan Department
 1. Invoice # **************** 2. Date              3. Due
 4. Amount                    5. Paid
 6. D)isc-P)enalty)-N)one     7. D or P $           8. Date
 9. A/P Acct                 10. Ck Acct           11. Disc Acct

   Description                   Acct#       Amount          Total
12.
13. This Invoice Will be Written to the Standard Invoice File.
14. If This Is a Mistake Enter ESC NOW.
15.
16.
17.
18.
19.
20.
21.
```

If you have made a mistake, press the ESCape key, the message will disappear and the process will be similar to regular invoice entry.

Enter an invoice number and if the prompt character field is not filled, press Return and the message will disappear. The cursor will go automatically to Field 2, Date of invoice, next to Field 3, Due Date, and then to Field 4, Amount of the invoice.

After the amount is entered, the cursor will go to Field 6 for Penalty, Discount or None. If the vendor record carries a discount amount, a discount for this invoice is calculated automatically. Field 8 is the discount or penalty date. The program will fill in Fields 9, accounts payable account, Field 10, checking account, and Field 11, discount or interest earned account.

The cursor will be on the first asterisk in a prompt character field of 25 for the first line item of the invoice. After the last line item is entered, press Return and the cursor will move to the top of the screen and the prompt:

```
                              INVOICE ENTRY
Enter Field Number to Change, Ø to Record
#

   Vendor # PNB                Commercial Loan Department
1. Invoice # 101               2. Date    05/15/83     3. Due   05/25/83
4. Amount        $833.34       5. Paid          $.00
6. D)isc-P)enalty)-N)one N     7. D or P $      $.00  8. Date   00/00/00
9. A/P Acct  2002             10. Ck Acct 1100       11. Disc Acct 3405

   Description                    Acct#       Amount            Total
12. Note Payment                  2002             $833.34          $833.34
13.
14.
 to
21.
```

Review information on the screen and make any corrections. When satisfied, press Ø and Return (or ØØ) to direct the program to record the information. After a moment, the screen will be cleared and the cursor will be in the Vendor Code prompt character field.

Repeat the process to enter the next Standard Invoice or press ESCape to return to the Accounts Payable Menu.

OPERATION DETAIL

Detail of the operation of each option on the Accounts Payable Menu is described in this section. Examples in this manual are for The Testing Company, a demonstration company established for these purposes only. No entry in this section should be construed as the "proper" or "only way" of handling accounts payables.

Some screen displays and reports have been modified slightly to fit within the margins of this manual.

As the Accounts Payable program is started each day, if the option to use a password is selected, the following will be displayed with the prompt:

```
Enter Password
********
```

```
Accounts Payable
(Accrual)
by

Micro Mike's, Inc.
```

Enter the password as established under Company Name File Maintenance, or if no password is used, the first prompt will be:

```
                                                    Ø8/3Ø/82
Is Today's Date Correct ? (1=Yes, Ø=No)
#
```

```
Accounts Payable
(Accrual)
by
Micro Mike's, Inc.
```

Press 1=Yes if the date is correct. If Ø=No is selected, the date will be changed as follows:

```
Is Today's Date Correct (1=Yes, Ø=No)
#
                                                    MM/DD/YY
```

```
Accounts Payable
(Accrual)
by
Micro Mike's, Inc.
```

Enter the date as MM/DD/YY. When the date is accepted or changed, the Accounts Payable Menu will be displayed as follows:

```
                ACCOUNTS PAYABLE for   The Testing Company     10/26/83
Enter Option # or ØØ to Change Date
##

   *** INVOICES ***                        *** VENDORS ***
1. Entry                                 9. Add,Change,Delete,Print,Age
2. Delete
3. File Print
4. Transfer Standard
5. Clear Deleted & Paid                     *** CHECKS ***
6. Flag to Pay                           10. Print Checks
                                         11. Print Check Register
                                         12. Clear Check Register
   *** MISCELLANEOUS ***                 13. Delete a Check
7. Company Name File Maintenance
8. File Inquire                             *** TRANSFER TO G/L***
                                         14. Print G/L Transaction File
                                         15. Edit Transaction File
                                         16. Transfer Transaction File
                                         17. Clear Transaction File
```

Note that the date can be changed from the menu by pressing ØØ. The date as shown on the Accounts Payable is the date that will be printed on all reports, checks and the date of the general ledger transaction.

4.1 Invoice Entry

All invoices or bills are entered through this program and are tied to a vendor by Vendor Code. Information in each invoice record includes the Vendor Code, invoice number and date, due date, amount, amount paid, discount or penalty, discount in dollars, date to collect discount or avoid penalty, general ledger accounts payable account number, checking account number, discount collected account number and descriptions.

The Invoice Entry program will verify that the vendor record is in the file and if it is not, pertinent information can be entered at this time.

The program also provides for prepaid shipments or payment of COD shipments and can write the check at that time.

Standard Invoices for recurring bills also are entered through this program.

Starting from the Accounts Payable Menu, press 1 and Return (or Ø1) and the following will be displayed on the screen. The cursor will go automatically to the first asterisk in a prompt character field of six for the Vendor Code.

INVOICE ENTRY

```
   Vendor # ******
1. Invoice #              2. Date              3. Due
4. Amount                 5. Paid
6. D)isc-P)enalty)-N)one  7. D or P $          8. Date
9. A/P Acct               10. Ck Acct          11. Disc Acct

   Description                Acct#      Amount          Total
12.
13.
14.
15.
16.
17.
18.
19.
20.
21.
```

The following are limits or explanations for each of the fields.

1. Invoice # -- A 15-space alphanumeric field. This is the number appearing on the invoice received. If the invoice received has more than 10 line items, items must be consolidated or a second invoice entry will be required. Use the same number, but add another character such as A. The program will not accept duplicate invoice numbers for the same vendor.

2. Date -- The date of the invoice. Entered as MM/DD/YY.

3. Due -- The date by which the invoice is to be paid. Entered as MM/DD/YY.

4. Amount -- The total amount of the invoice, including all charges, such as taxes and shipping.

5. Paid -- This applies to COD shipments or prepaid purchases and is the amount that has been paid.

6. D)isc-P)enalty-N)one -- Enter D if a discount is due, P for penalty if paid late or N for None. The program will accept only D, P or N.

7. Disc$ -- Discount in dollar amount. The program will calculate the discount, if a discount percent is included in the vendor record. Any penalty should be added as a line item on another invoice.

8. Date -- The date due for Discount or late date for Penalty. Entered as MM/DD/YY.

9. A/P Acct -- This is the General Ledger Accounts payable account listed in the Company Name File Maintenance record and is filled in automatically by the program. The account number can be changed by pressing ESCape to back up to this field.

10. Ck Acct -- This is the General Ledger checking account listed in the Company Name File Maintenance record and is filled in automatically by the program. The account number can be changed by pressing ESCape to back up to this field.

11. Disc Acct -- This is the General Ledger discounts earned income account listed in the Company Name File Maintenance record and is filled in automatically by the program. The account number can be changed by pressing ESCape to back up to this field.

12 through 21 -- The cursor will go first to the first asterisk in a prompt character field of 25 for the description of the item. Enter the description and if the prompt character field is not filled, press Return. The cursor will move to a four-space numeric field for the General Ledger expense or purchase account number and then an 11-space field for a dollar amount. The total in the right hand column is a running total as line items are entered. The last total here must agree with the Amount in Field 4. The program will refuse to accept an out-of-balance invoice. Up to 10 items can be entered on this invoice.

Enter the Vendor Code and if the prompt character field is not filled, press Return.

The program will verify that the vendor exists. If the vendor code is not in the file, the program will display this message:

```
RECORD NOT FOUND
```

The following prompt will be displayed:

```
                              INVOICE ENTRY
1-Re-enter Vend. #, 2-Add New Vend.
 #
```

The operator has two options; re-enter the Vendor Code in the event that a wrong code was entered the first time or add a new vendor at this time.

4.1.1 Vendor on File, Invoice to Be Paid

After the program has verified that the vendor is on file, the cursor will move to Field 1, Invoice Number, a 15-space, alphanumeric field, which will accept both numbers and letters.

This is the number or identification of the invoice received. Enter the invoice number and the cursor will move to Field 2 for the invoice date, then to Field 3 for the due date, to Field 4 for the total amount of the invoice, and then Field 6 where the invoice is designated for penalty, discount or neither.

When a discount is designated and the vendor record shows a discount percentage, the program will calculate the discount amount and insert it automatically in Field 7. If the program is unable to calculate a discount, the cursor will go to the first prompt character in that field.

If a penalty for late payment is possible, enter a Ø in Field 7 and the penalty, if paid, should be handled as another invoice later.

If neither is designated, the program will leave Field 8, discount or penalty date, set at ØØ/ØØ/ØØ. The program will display the accounts payable account number, checking account number and discount earned account number. If any of these fields need to be changed, press ESCape to back up to the appropriate field and make the change.

The cursor will move to Field 12 and the first asterisk in a prompt character field of 25 for the description of the first item on the invoice. Enter the description and if the prompt character field is not filled, press Return.

The cursor will move to the General Ledger account number to which this item or items will be expensed and then to the amount for this item or items. Enter the amount and the program will calculate the total for that line and the cursor will move to the next field.

After the last line is entered, press Return and the cursor will move to the top of the screen and the prompt:

```
                          INVOICE ENTRY
Enter Field to Change, Ø to Record

   Vendor # UE              Universal Electronics
 1. Invoice # 5689          2. Date   10/15/82    3. Due    10/25/82
 4. Amount       $4684.23   5. Paid          $.ØØ
 6. D)isc-P)enalty-N)one  N  7. D or P $      $.ØØ 8. Date     ØØ/ØØ/ØØ
 9. A/P Acct  2ØØ2          1Ø. Ck Acct  11ØØ     11. Disc Acct

    Description                 Acct#       Amount          Total
12. 5ØØ 5v Power Supply         4ØØØ          $4684.23      $4684.23
13.
14.
 to
21.
```

The total in the right hand column is a running total for the invoice and the last figure must be the same as that entered in Field 4. If the totals do not match, the program will not accept the invoice when an attempt is made to record it. The program will flash a message:

INVOICE TOTALS DO NOT MATCH

Verify all of the entries and make any corrections. Also, check the other information on the screen. Any field can be changed except the Vendor Code. When you are satisfied with the display, press Ø to record the information.

A vexing problem can be encountered during data entry. If after all of the calculations and entries have been verified and found to be correct and the program still refuses to accept the invoice, a "bad entry" -- an entry with three figures to the right of the decimal point has been made (e.g. 4684.23 was entered as 4684.233.)

The program has recorded the extra "3" but it will not display the whole entry on the screen because the program is formatted to display only two decimal places. The only solution is to re-enter the amounts.

After the invoice has been recorded, the screen will be cleared and the blank Invoice Entry mask will be displayed with the cursor in the first asterisk for the vendor code for another invoice.

Press ESCape to return to the Accounts Payable Menu.

4.1.2 Vendor on File, COD Shipment

Invoices for shipments which arrive prepaid or COD are entered the same as a shipment for later payment through Field 4, amount. After the amount is entered, the cursor will move automatically from Field 4 to Field 6, discount or penalty. At this point, press ESCape to back up to Field 5, Paid.

Enter the amount paid and the next prompt will be:

```
                    *** Invoice Entry ***
Enter Check Date
MM/DD/YY
```

Enter the date of the check and the next prompt will be:

```
                    *** Invoice Entry ***
Enter Check #
######
```

After the check number is entered, the following prompt will be displayed:

```
                    *** Invoice Entry ***
Enter Check Amount
$$$$$$$$$$
```

With the amount of the check entered, the program will ask next:

```
                    *** Invoice Entry ***
Enter Checking Account #
######
```

Enter the checking account number and the cursor will move to Field 6 for discount-penalty. The rest of the invoice entry is the same as previously described.

4.1.3 Enter Invoice, Vendor Not on File

If the vendor is not on file, the following prompt will be displayed:

```
                         INVOICE ENTRY
1-Re-enter Vend. #, 2-Add New Vend.
#
```

Enter a 2 and the cursor will move automatically to the first asterisk in a prompt character field of 25 for the vendor name as follows:

```
                         INVOICE ENTRY

Vendor # JLE        **************************
```

Enter the name of the company and if the prompt character field is not filled, press Return. The cursor will go to the top of the screen and the next prompt will be:

```
                              INVOICE ENTRY
Enter Attention
************************

      Vendor # JLE        J. Long Enterprises
```

Enter the name of the person to whom the check is to be sent. If the prompt character field is not filled, press Return. The next prompt will be:

```
                              INVOICE ENTRY
Enter Address
************************

      Vendor # JLE        J. Long Enterprises
```

Enter the address and again, if the prompt character field is not filled, press Return. The next prompt will be:

```
                              INVOICE ENTRY
Enter Enter City, State, Zip
************************

      Vendor # JLE        J. Long Enterprises
```

After a moment, the program will flash a message:

```
          RECORD CREATED
```

The cursor will move automatically to Field 1 for the Invoice number. From this point, the program will follow the same routine as previously described.

4.1.4 Standard Invoice Entry

Standard Invoices are for those bills or payments recurring on a regular basis and will include such items as dues, routine services and note payments.

The Standard Invoice file is only a holding file and no dollar amounts entered for any of these invoices will affect the accounts payable total.

To enter a Standard Invoice, select the Invoice Entry program, Option 1 on the Accounts Payable Menu. Press 1 and Return (or Ø1) and the following will be displayed on the screen with the cursor on the first asterisk in a prompt character field of six for the Vendor Code:

INVOICE ENTRY

```
   Vendor # ******
1. Invoice #                2. Date              3. Due
4. Amount                   5. Paid
6. D)isc-P)enalty)-N)one     7. D or P $          8. Date
9. A/P Acct                 10. Ck Acct          11. Disc Acct
```

Enter the Vendor Code, the program will display the vendor name and the cursor will be on the first asterisk in a prompt character field of 15 for the invoice number as follows:

INVOICE ENTRY

```
   Vendor # PNB             Commercial Loan Department
1. Invoice # ********** 2. Date              3. Due
4. Amount                   5. Paid
6. D)isc-P)enalty)-N)one     7. D or P $          8. Date
9. A/P Acct                 10. Ck Acct          11. Disc Acct
```

Enter an S (note that it must be a capital S) and press Return. The S will be cleared and replaced by the asterisk and the following message will be displayed in lines 13 and 14:

INVOICE ENTRY

```
   Vendor # PNB             Commercial Loan Department
1. Invoice # ********** 2. Date              3. Due
4. Amount                   5. Paid
6. D)isc-P)enalty)-N)one     7. D or P $          8. Date
9. A/P Acct                 10. Ck Acct          11. Disc Acct

   Description                  Acct#       Amount          Total
12.
13. This Invoice Will be Written to the Standard Invoice File.
14. If This Is a Mistake Enter ESC NOW.
15.
16.
17.
18.
19.
20.
21.
```

If you have made a mistake, press the ESCape key, the message will disappear and the process will be similar to regular invoice entry.

Enter an invoice number and if the prompt character field is not filled, press Return and the message will disappear. The cursor will go automatically to Field 2, Date of invoice, next to Field 3, Due Date, and then to Field 4, Amount of the invoice.

After the amount is entered, the cursor will go to Field 6 for Penalty, Discount or None. If the vendor record carries a discount amount, a discount for this invoice is calculated automatically. Field 8 is the discount or penalty date. The program will fill in Fields 9, accounts payable account, Field 10, checking account, and Field 11, discount or interest earned account.

The cursor will be on the first asterisk in a prompt character field of 25 for the first line item of the invoice. After the last line item is entered, press Return and the cursor will move to the top of the screen and the prompt:

```
                                INVOICE ENTRY
Enter Field Number to Change, 0 to Record
#

   Vendor # PNB                 Commercial Loan Department
1. Invoice # 101                2. Date    05/15/83     3. Due    05/25/83
4. Amount        $833.34        5. Paid           $.00
6. D)isc-P)enalty)-N)one N      7. D or P $       $.00  8. Date   00/00/00
9. A/P Acct  2002              10. Ck Acct 1100        11. Disc Acct 3405

   Description                    Acct#        Amount            Total
12. Note Payment                  2002              $833.34           $833.34
13.
14.
 to
21.
```

Review information on the screen and make any corrections. When satisfied, press 0 and Return (or 00) to direct the program to record the information. After a moment, the screen will be cleared and the cursor will be in the Vendor Code prompt character field.

Repeat the process to enter the next Standard Invoice or press ESCape to return to the Accounts Payable Menu.

4.2 Change or Delete Invoice

Through the Delete Invoice program, invoice records which contain errors can be deleted and re-entered. An invoice that has been paid cannot be deleted through this program. The information, can, however, be changed in the General Ledger Transaction File (See Section 4.15.) Once an invoice has been deleted, it remains in the file designated as deleted until it is cleared through Option 5, Clear Deleted & Paid.

Standard Invoices also can be changed or deleted through this option.

Starting from the Accounts Payable Menu, press 2 and Return (or 02) and the following will be displayed with the prompt:

```
          *** Change or Delete an Invoice ***
Enter 1 to Edit, 2 to Delete
#

   Vendor # ******
1. Invoice #              2. Date              3. Due
4. Amount                 5. Paid
6. D)isc-P)enalty)-N)one  7. D or P $          8. Date
9. A/P Acct               10. Ck Acct          11. Disc Acct

   Description                Acct#      Amount          Total
12.
to
21.
```

4.2.1 Change an Invoice

To make changes in an invoice, press 1 to Edit. The first prompt will be:

```
          *** Change or Delete an Invoice ***   Change
Enter Vendor #
******
```

The Vendor Code will be verified and the next prompt will be:

```
          *** Change or Delete an Invoice ***   Change
Enter Invoice #
***************

   Vendor # EU
1. Invoice #              2. Date              3. Due
4. Amount                 5. Paid
6. D)isc-P)enalty)-N)one  7. D or P $          8. Date
9. A/P Acct               10. Ck Acct          11. Disc Acct
```

If a standard invoice is to be changed, enter S (note this is a capital S) and press Return. The next prompt will be:

```
          *** Change or Delete an Invoice ***   Change
Do You Want to Edit or Delete a Standard Invoice ? (1=Yes, 2=No)
#
```

With a 1=Yes, the next prompt will be enter the invoice number. Enter the number and that record will be displayed on the screen with the prompt:

```
          *** Change or Delete an Invoice ***   Change
Correct Invoice? (1=Yes, 2=No)
#

  Vendor # UE                 Universal Electronics
1. Invoice # 5689             2. Date    10/15/82     3. Due    10/25/82
4. Amount        $4684.23     5. Paid           $.00
6. D)isc-P)enalty-N)one  N    7. D or P $       $.00 8. Date     00/00/00
9. A/P Acct  2002            10. Ck Acct  1100      11. Disc Acct

  Description                    Acct#       Amount          Total
```

Only the first 11 fields will show data. Verify that this is the invoice to be changed. If it is not the correct invoice, press 2 for No and program will clear the screen and return to the prompt, "Enter Vendor #."

If this is the invoice to be changed, press 1 for Yes. The program will list the line items and display the prompt:

```
          *** Change or Delete an Invoice ***   Change
Enter Field of Change, 0 to Record
##

  Vendor # UE                 Universal Electronics
1. Invoice # 5689             2. Date    10/15/82     3. Due    10/25/82
4. Amount        $4684.23     5. Paid           $.00
6. D)isc-P)enalty-N)one  N    7. D or P $       $.00 8. Date        00/00/82
9. A/P Acct  2002            10. Ck Acct  1100      11. Disc Acct

  Description                    Acct#       Amount          Total

12. 500 5v Power Supply          4000          $4684.23        $4684.23
13.
14.
 to
21.
```

No changes can be made in any of the fields which will affect the amount of the invoice, including Fields 4, 5, and 12-21. If changes are needed in any of these fields, delete the invoice under Option 2 of this program and re-enter the invoice under Option 1 from the Accounts Payable Menu.

After the change or changes have been made, press 0 and Return or 00. After a moment, the program will return to the prompt:

```
            *** Change or Delete an Invoice ***
Enter 1 to Edit, 2 to Delete
#
```

Press ESCape to return to the Accounts Payable Menu.

4.2.2 Delete an Invoice

To delete an invoice, press 2. The first prompt will be:

```
                *** Change or Delete an Invoice ***   Delete
     Enter Vendor #
     ******
```

The Vendor Code will be verified and the next prompt will be:

```
              *** Change or Delete an Invoice ***   Delete
     Enter Invoice #
     ***************

       Vendor # EU
   1. Invoice #                 2. Date              3. Due
   4. Amount                    5. Paid
   6. D)isc-P)enalty)-N)one      7. D or P $          8. Date
   9. A/P Acct                 10. Ck Acct          11. Disc Acct
```

If a standard invoice is to be deleted, enter S (note this is a capital S) and press Return. The next prompt will be:

```
              *** Change or Delete an Invoice ***   Change
     Do You Want to Edit or Delete a Standard Invoice ? (1=Yes, 2=No)
     #
```

With a 1=Yes, the next prompt will be enter the invoice number. Enter the number and that record will be displayed on the screen with the prompt:

```
              *** Change or Delete an Invoice ***   Delete
     Correct Invoice? (1=Yes, 2=No)
     #

       Vendor # UE                Universal Electronics
   1. Invoice # 5689            2. Date    10/15/82     3. Due    10/25/82
   4. Amount        $4684.23    5. Paid           $.00
   6. D)isc-P)enalty-N)one  N   7. D or P $       $.00 8. Date     00/00/00
   9. A/P Acct  2002           10. Ck Acct  1100       11. Disc Acct

      Description                    Acct#        Amount          Total
```

Only the first 11 fields will show data. Verify that this is the invoice to be deleted. If it is not the correct invoice, press 2 for No and program will clear the screen and return to the prompt, "Enter Vendor #."

If this is the invoice to be deleted, press 1 for Yes. The program will display the line items and the next prompt will be:

```
          *** Change or Delete an Invoice ***   Delete
Enter Delete Code (DEL)
******

   Vendor # UE                 Universal Electronics
1. Invoice # 5689              2. Date   10/15/82    3. Due    10/25/82
4. Amount        $4684.23      5. Paid           $.00
6. D)isc-P)enalty-N)one  N     7. D or P $       $.00 8. Date      00/00/00
9. A/P Acct  2002             10. Ck Acct  1100      11. Disc Acct

   Description                    Acct#       Amount          Total
12. 500 5v Power Supply           4000         $4684.23        $4684.23
13.
 to
20.
21.
```

Again, verify that this is the invoice to be deleted. If it is not, press ESCape. If it is, enter DEL (note all capital letters,) and press Return. After a moment the program will flash a message:

```
          RECORD DELETED
```

The program will return to the prompt:

```
              *** Change or Delete an Invoice ***
Enter 1 to Edit, 2 to Delete
#
```

Press ESCape to return to the Accounts Payable Menu.

4.3 Invoice File Print

All of the invoices in either the Main Invoice File or the Standard Invoice File can be printed through this print program. The listings can include invoices by vendor, invoices for one vendor and each listing can include detail and comments. Additionally, the listing can be limited to active invoices or those invoices which have been deleted or paid. All listings in this program can be viewed on the screen or printed out.

Starting from the Accounts Payable Menu, press 3 and Return (or 03) and the following will be displayed with the prompt:

```
                    *** Invoice Listing ***
Enter 1 for Main Invoice File, 2 for Standard Invoice File
#
```

4.3.1 Print Main Invoice File

To print the Main Invoice File, enter 1. The next prompt will be:

```
                    *** Invoice Listing ***
Enter 1 for 1 Vendor, 2 for All
#
```

If the invoices for only one vendor are wanted, press 1. If all of the invoices in the file are wanted, press 2. With either response, the next prompt will be:

```
                    *** Invoice Listing ***
Enter Ø for CRT, 1 for Printer
#
```

To inspect the invoices on the screen, press Ø for CRT. To print out the records on paper, press 1 for Printer. Before selecting 1 for printer, be sure that the printer is turned on and is on line.

The next prompt will be:

```
                    *** Invoice Listing ***
Do You Want Detail? (1=Yes, 2=No)
#
```

If the detail, the line items on the invoices, is wanted, press 1 for Yes. If not, press 2 for No. The next prompt will be:

```
                    *** Invoice Listing ***
1 for Active Invoices, 2 for Deleted and Paid
#
```

To print Active Invoices, select 1. If the Deleted Invoices are to be viewed or printed out, select 2.

If you selected, in the beginning, to see invoices for only one vendor, the next prompt will be:

```
                    *** Invoice Listing ***
Enter Vendor #
******
```

Enter the Vendor Code, or if all vendors were selected, the first invoice or invoices will be displayed on the screen or the printer will be activated.

The following is an example of an invoice, for which partial payment has been made, and with detail and comments as it is displayed on the screen:

```
                              *** Invoice Listing ***
Press Any Key to Continue, ESC to End

        *** Invoice Listing for     The Testing Company  ***  10/25/82
```

```
     Invoice # 127485          Invoice Date 10/15/82  Due 10/25/82
UE       Universal Electronics                Amount Paid      $4000.00
     TOTAL     $4000.00

     Description              Acct #        Amount        Total
500 5v Power Supply           4000         #4684.23     $4684.23
     Freight on FF Invoice 2371

     TOTAL OUTSTANDING INVOICES  $684.23
```

Press any key to continue or if there are a number of invoices and you do not want to see the rest, press ESCape. The program will return automatically to the Accounts Payable Menu.

4.3.2 Print Standard Invoice File

To print the Standard Invoice File, enter 2. The next prompt will be:

```
                    *** Invoice Listing ***
Enter 0 for CRT, 1 for Printer
#
```

If you want to inspect the invoices on the screen, press 0 for CRT. If you want the records printed out on paper, press 1 for Printer. Be sure that the printer is turned on and is on line.

After the invoices in the Standard File are displayed on the screen or printed out, the program will return to the prompt:

```
                    *** Invoice Listing ***
Enter 1 for Main Invoice File, 2 for Standard Invoice File
#
```

Press ESCape to return to the Accounts Payable Menu.

4.4 Transfer Standard Invoice

Recurring bills, such as telephone and utility bills, are maintained in the Standard Invoice File and copied to the accounts payable file at the appropriate time. Standard Invoices are in sequential order, that is the order in which they were entered. All of invoices are displayed through this program.

Starting from the Accounts Payable Menu, press 4 and Return (or 04) and the following will be displayed with the prompt:

```
            *** Transfer Standard Invoices ***
   Correct Program? (1=Yes, 2=No)
   #


      Vendor # ******
   1. Invoice #                2. Date              3. Due
   4. Amount                   5. Paid
   6. D)isc-P)enalty)-N)one     7. D or P $          8. Date
   9. A/P Acct                10. Ck Acct          11. Disc Acct

      Description                   Acct#       Amount          Total
  12.
  13.
  to
  21.
```

With a 2 for No response, the program will return to the Accounts Payable Menu.

Press "1 for Yes" and the first invoice in the Standard Invoice file will be displayed on the screen with the following prompt:

```
            *** Transfer Standard Invoices ***
   Enter 1 to Edit, 2 to Skip
   #

      Vendor # CITY              City of Amarillo
   1. Invoice # 2454-45          2. Date  07/08/82     3. Due  07/18/82
   4. Amount       $86.47        5. Paid          $.00
   6. D)isc-P)enalty-N)one P     7. D or P$      $6.85  8. Date 07/18/82
   9. A/P Acct  6000            10. Ck Acct 1100       11. Disc Acct 0

      Description                   Acct#       Amount          Total
  12.
```

If 2 for Skip is selected, the screen will be cleared and the next invoice record will be displayed on the screen.

Enter 1 to Edit and the line items will be displayed with the prompt:

```
            *** Transfer Standard Invoices ***
Enter Field to Change, Ø to Record
#

   Vendor # CITY              City of Amarillo
1. Invoice # 2454-45          2. Date   Ø7/Ø8/82      3. Due  Ø7/18/82
4. Amount       $86.47        5. Paid          $.ØØ
6. D)isc-P)enalty-N)one P     7. D or P $      $6.85  8. Date Ø7/18/82
9. A/P Acct  6ØØØ            1Ø. Ck Acct 11ØØ        11. Disc Acct Ø

   Description                    Acct#       Amount          Total
12. July City Utilities           4295        $86.47           $86.47
 to
21.
```

Enter the field numbers, one at a time, where the information needs to be changed. When the record appears as you want it, press Ø to record. The next record will be displayed on the screen.

The process an be interrupted at any time by pressing ESCape as needed to get back to the Accounts Payable Menu.

At the end of the file, the program will return automatically to the Accounts Payable Menu.

4.5 Relink or Clear Deleted and Paid Invoices

The invoice file is cleared through this program of all invoices which have been designated as deleted or paid. This should be done after all of the transactions have been transferred to the General Ledger and before a new month has been started. **A copy of the data disk should be made before this program is run and that copy maintained for at least a month.**

This program also permits relinking of the invoice file.

Relink ties vendors with invoices. Should a problem arise, this program should be run first.

Starting from the Accounts Payable Menu, press 5 and Return (or Ø5) and the following will be displayed with the prompt:

```
            *** Clear Deleted & Paid Invoices ***
Enter Option, or ESC to End
#

     1. Clear Deleted and Paid Invoices and Relink Invoice File
     2. Relink Invoice File
```

4.5.1 Clear Deleted & Paid

To clear deleted and paid invoices, enter 1. The next prompt will be:

```
          *** Clear Deleted & Paid Invoices ***
Enter Clear Code (CLEAR)
******

    1. Clear Deleted and Paid Invoices and Relink Invoice File
    2. Relink Invoice File
```

Enter CLEAR (note all capital letters) and press Return. After a few moments (depending upon how many records are in the file) the program will return automatically to the Accounts Payable Menu.

4.5.2 Relink Invoice File

This option has been included in the Accounts Payable program primarily for those customers who are working with older data files.

Ordinarilly, the relink process is automatic. On a rare occasion, the files may get out of kelter and the Accounts Payable program will respond with an error message. This process may alleviate the problem. **Before attempting the relink process, make a copy of the data files. If this process fails, contact your programmer.**

To relink the invoice file, enter 2. The program will respond with the following message:

```
          *** Clear Deleted & Paid Invoices ***
Computer is Processing. Do NOT Interrupt
2

    1. Clear Deleted and Paid Invoices and Relink Invoice File
    2. Relink Invoice File
```

When the process is completed, the program will return automatically to the Accounts Payable Menu.

4.6 Flag to Pay Invoices

Before invoices can be paid, the invoices must be flagged for payment. Through this program invoices, through a designated date, can be listed by this program, flagged for payment, the flagged list edited and a list of the flagged invoices printed.

Starting from the Accounts Payable Menu, press 6 and Return (or Ø6) and the following will be displayed with the prompt:

```
                    *** Flag Invoices ***
1=Print Due, 2=Flag, 3=Edit Flagged, 4=Print to Be Paid
#
```

4.6.1 Print Due Invoices

Invoices to be flagged are first printed out or listed on the screen according to due date. To print a list of invoices which are due for payment, press 1 and the next prompt will be:

```
                    *** Flag Invoices ***
Ø for CRT, 1 for Printer
#
```

To see the records on the screen, press Ø for CRT. For a printed record, press 1 for Printer. Be sure that the printer is turned on and is on line.

The next prompt will be:

```
                    *** Flag Invoices ***
Enter Date to Pay by
MM/DD/YY
```

Enter the date. If Ø for CRT was selected, the program will search through the files for all invoices which are due on or before that date and display the information on the screen.

The display will appear as follows:

```
                    *** Flag Invoices ***
Press Any Key to Continue
*
```

Invoices Due By 1Ø/2Ø/82

Vendor	Invoice #	Due Date	Discount Date	Amount
AMBERG	E-1453-82	1Ø/15/82	1Ø/25/82	$1243.65
CITY	1Ø-1-82	1Ø/16/82	ØØ/ØØ/ØØ	$84.56
FF	2371	1Ø/15/82	ØØ/ØØ/ØØ	ØØ.ØØ
PNB	1	1Ø/16/82	ØØ/ØØ/ØØ	$5ØØ.ØØ
UE	5689	1Ø/2Ø/82	ØØ/ØØ/ØØ	$4684.23
			TOTAL >>>>>>>>>>>	$6512.44

If 1 for Printer was selected, the printer will activated as soon as the date is entered. Be sure that the printer is turned on and is on line.

At the end of the printout, or after all of the records have been displayed on the screen, the program will return automatically to the prompt:

```
                    *** Flag Invoices ***
1=Print Due, 2=Flag, 3=Edit Flagged, 4=Print to Be Paid
#
```

Press Escape to return to the Accounts Payable Menu.

4.6.2 Flag Invoices for Payment

After the list of invoices has been examined, the next step will be to flag the invoices for payment. Press 2 and the next display and prompt will be:

```
                    *** Flag Invoices ***
Enter 1 for All Vendors 2 for One Vendor
#
```

Enter 1 for all vendors or 2 for one vendor, and the next prompt will be:

```
                    *** Flag Invoices ***
Enter Date to Pay by
MM/DD/YY
```

Enter the date and the next prompt will be:

```
                    *** Flag Invoices ***
1 for AUTOMATIC FLAG, 2 for DISPLAY before Flag
#
```

With a 1 for automatic flag, every invoice due before or by the entered date will be flagged. With a 2 for Display before Flag, each record will be displayed on the screen with the following prompt:

If only one vendor was selected, the program will ask next:

```
                    *** Flag Invoices ***
Enter Vendor  #
******
```

Enter the Vendor Code and the next prompt will be:

```
                    *** Flag Invoices ***
Enter 1=Pay All, 2=Partial Pay, 3=Don't Pay
#

 Vendor # UE                Universal Electronics
1. Invoice # 5689           2. Date   10/15/82    3. Due    10/25/82
4. Amount        $4684.23   5. Paid          $.00
6. D)isc-P)enalty-N)one  N  7. D or P $      $.00 8. Date   00/00/00
9. A/P Acct  2002          10. Ck Acct  1100      11. Disc Acct
```

A 1 for Pay All will flag that invoice for payment of the Amount in Field 4. A 3 for Don't Pay will direct the program to clear the screen and display the next record.

With a 2 for Partial Pay, the next prompt will be:

```
                    *** Flag Invoices ***
     Enter Amount for Partial Payment
     $$$$$$$$$$$

      Vendor # UE                Universal Electronics
  1. Invoice # 5689              2. Date   10/15/82    3. Due    10/25/82
  4. Amount        $4684.23      5. Paid            $.00
  6. D)isc-P)enalty-N)one  N     7. D or P $        $.00 8. Date   00/00/00
  9. A/P Acct  2002             10. Ck Acct  1100       11. Disc Acct
```

Enter the amount of the partial payment. If the prompt character field is not filled, press Return. After a moment, the next record will be displayed.

If 2 for One Vendor is selected, the the next prompt will be:

```
                    *** Flag Invoices ***
     Enter Vendor #
     ******
```

Enter the Vendor Code and the next prompt will be:

```
                    *** Flag Invoices ***
     Enter 1 for One Invoice, 2 for two or More
     #
```

If only one invoice is to be paid, enter 1. The next prompt will be:

```
                    *** Flag Invoices ***
     Enter Invoice #
     ***************
```

If "2 for Two or More" invoices is selected, all invoices for that vendor will be displayed on the screen with the prompt:

```
     Enter Date to Pay by
     MM/DD/YY
```

Enter the date and the next prompt will be:

```
                    *** Flag Invoices ***
     1 for AUTOMATIC Flag, 2 for DISPLAY before Flag
     #
```

With a "1 for AUTOMATIC Flag, every invoice due before or by the entered date will be flagged. With a "2 for DISPLAY before Flag, each record will be displayed on the screen with the following prompt:

```
                    *** Flag Invoices ***
     Enter 1=Pay All, 2=Partial Pay, 3=Don't Pay
     #
```

A 1 for Pay All will flag the invoice for payment and a 3 for Don't Pay will direct the program to skip that record, clear the screen and display the next record.

With a 2 for Partial pay, the next prompt will be:

```
                    *** Flag Invoices ***
Enter Amount to Partial Pay
$$$$$$$$$$
```

Enter the amount which will be recorded for that invoice and the the next record will be displayed.

At the end of the list of invoices falling due on or before the date entered, the program will return to the prompt:

```
                    *** Flag Invoices ***
1=Print Due, 2=Flag, 3=Edit Flagged, 4=Print to Be Paid
#
```

Press ESCape to return to the Accounts Payable Menu.

4.6.3 Edit Flagged Invoices

After the invoices have been flagged and before the checks are printed, the amounts to be paid can be changed through this program. The first step will be to printout a list of the flagged invoices under Option 4.

With the printout in hand, press 3 and the first prompt will be:

```
                    *** Flag Invoices ***
Enter Vendor #
******
```

Enter the Vendor Code and the next prompt will be:

```
                    *** Flag Invoices ***
Enter Invoice #
***************
```

The invoice record will be displayed on the screen with the prompt:

```
                    *** Flag Invoices ***
Enter 1=Pay All, 2=Partial Pay, 3=Don't Pay
#
```

Select one of the three options. With 2 for Partial Pay, the next prompt will be:

```
                    *** Flag Invoices ***
Enter Amount to Partial Pay
$$$$$$$$$$
```

The amount for partial payment will be recorded and the program will return to the prompt:

```
                    *** Flag Invoices ***
1=Print Due, 2=Flag, 3=Edit Flagged, 4=Print to Be Paid
#
```

Press ESCape to return to the Accounts Payable Menu.

4.6.4 Print Invoices to Be Paid

To print a list of the invoices to be paid, press 4. The next prompt will be:

```
                    *** Flag Invoices ***
Ø for CRT, 1 for Printer
#
```

If you want to see the records on the screen, press Ø for CRT. For a printed record, press 1 for Printer. Be sure that the printer is turned on and is on line. The display will appear as follows:

```
                    *** Flag Invoices ***
Press Any Key to Continue
*

Invoices to be Paid
```

Vendor	Invoice #	Due Date	Discount Date	Amount
AMBERG	E-1453-82	10/15/82	10/25/82	$1243.65
CITY	10-1-82	10/16/82	00/00/00	$84.56
PNB	1	10/16/82	00/00/00	$500.00
UE	5689	10/20/82	00/00/00	$4000.00
			TOTAL >>>>>>>>>>>	$5829.21

When viewing a long list of records on the screen, the process can be interrupted by pressing ESCape as needed to return to the first prompt.

At the end of the printout or after all of the records have been displayed on the screen, the program will return automatically to the prompt:

```
                    *** Flag Invoices ***
1=Print Due, 2=Flag, 3=Edit Flagged, 4=Print to Be Paid
#
```

Press Escape to return to the Accounts Payable Menu.

4.7 Company Name File Maintenance

The company name and address for reports is entered through the Company Name File Maintenance program, along with establishing a password, default general ledger account numbers, next check number, and printer. Additionally, the general ledger data drive number and whether a top or bottom check stub.

Starting from the Accounts Payable Menu, press 7 and Return (or Ø7) and the following will be displayed with the prompt:

```
                    *** Company Name File Maintenance ***
Enter Field Number to Change, Ø to Record
##

 1. Name
 2. Address
 3. City, St., Zip
 4. Phone

 5. Password
 6. Today's Date     32/32/32

 7. Default A/P #                  Ø  16.  Default Penalty Acct #   Ø
 8. Default Discount Acct #        Ø
 9. Default Ck. Acct #             Ø
10. Next Check #                     Ø
11. Default Printer          Ø
12. Default Page Length      Ø
13. Default Check Printer    Ø
14. Check Stub - (Top or (B)ottom
15. Drive # for G/L Data     Ø
```

The following are limits or explanations for each of the 16 fields:

1. Name -- A 3Ø-space alphanumeric field, in which you can use letters, characters or numbers, with spaces and punctuation marks counting as a space.

2. Address -- 3Ø-space alphanumeric field.

3. City, St., Zip --3Ø-space alphanumeric field.

4. Phone -- Limit 12 spaces, which will accommodate area code, exchange and four-digit number with with separating marks (e.g. 8Ø7/372-3633.)

5. Password -- An eight-space alphanumeric field. The password can be any any word or combination of letters from one to eight characters in length. If a password is used, remember it.

6. Today's Date -- Entered as MM/DD/YY

7. Default A/P # -- This is the General Ledger accounts payable account number which the Invoice Entry program will display automatically. If several accounts payable accounts are used, the default account number can be changed when an invoice is entered.

8. Default Discount Acct # -- This is an income account within the General Ledger in which any discounts received will be entered. If several accounts are used, the number can be changed when an invoice is entered.

9. Default Ck. Acct # -- This is the General Ledger checking account number from which purchases will be paid. If another checking account is wanted, it can be changed on invoice entry.

10. Next Check # -- The next check number in sequence. The check print program will increment this number accordingly.

11. Default Printer -- This is the device number of the printer on which lists and reports are printed. Generally this is Device #1.

12. Default Page Length -- Paper in the default paper generally will be 11 inches long and will have 66 lines per page.

13. Default Check Printer -- In a larger system, a printer can be dedicated for printing checks only, in which case it would be Device #2 or higher. In a small system, the device number will be the same as the default printer.

14. Check Stub - (T)op or (B)ottom -- Whether the check stub is at the top or bottom. The program will recognize only the capital letters T or B.

15. Drive # for G/L Data -- If working with a floppy disk system, this will be Drive 1. At the appropriate time, the program will ask that the Accounts Payable data disk be removed and the General Ledger data disk be inserted for the transfer of data. If working with a Micro Mike's hard disk sytstem, it will be Drive 3. Note: This is a one-space numeric field and will accept a number only. If working with CP/M, covert the drive letter to the drive number.

Information is entered by selecting the field number. With fields 1 through 9, enter the number and press Return. With 10 through 16, the cursor will go automatically to the first character in that prompt character field. If the field is not filled, press Return. The cursor will go back the top of the screen and the prompt:

```
          *** Company Name File Maintenance ***
Enter Field to Change, 0 to Record
##
```

After all data is entered, be sure to press Ø to record. The program will return automatically to the Accounts Payable Menu.

The following is an example of a completed screen display for the Company Name File Maintenance program. Entries are based on a two-drive floppy disk system with one printer.

```
                *** Company Name File Maintenance ***
Enter Field Number to Change, Ø to Record
##

 1. Name                 The Testing Company
 2. Address              1978 Armadillo Blvd.
 3. City, St., Zip       Amarillo, TX  79100
 4. Phone          806/372-3633

 5. Password       PASS

 6. Today's Date   10/01/82

 7. Default A/P #                  2002  16. Default Penalty Acct # 5500
 8. Default Discount Acct #        3015
 9. Default Ck. Acct #             1100
10. Next Check #                    1001
11. Default Printer          1
12. Default Page Length     66
13. Default Check Printer    1
14. Check Stub - (T)op or (B)ottom  T
15. Drive # for G/L Data     1
```

4.8 File Inquire

The File Inquire program permits the operator to monitor the status of the data files, showing the number of records available, the number in use and the remaining blank records.

Starting from the Accounts Payable Menu, press 8 and Return (or Ø8) and the following will be displayed with the prompt:

```
          *** Accounts Payable File Inquire ***
Press Any Key to Return to Menu
*
```

	Available	In Use	Remaining
Vendors	7Ø	58	12
Invoices	525	35Ø	175
Checks	15Ø	5Ø	1ØØ
Comments	75	5Ø	25
Standard Invoices	2Ø	12	8
G/L Transactions	1Ø5Ø	55Ø	5ØØ

Note: It is possible for the for the File Inquire program to show a few more records than the File Create Program was directed to create. The File Create program has a built-in margin for error, but it creates as many records as space will provide.

If you encounter a "File Full Message," and you check through File Inquire, you may find that one to nine records remain open in the invoice file. The Accounts Payable is designed so that partial records will not be recorded. Because up to 10 line items can be included on an invoice, the program will verify that the file still has space remaining for a full invoice.

After the table has been examined, press any key to return to the Accounts Payable Menu.

4.9 Vendor File Maintenance

A vendor is any person or business which submits a bill to the company for payment. All invoice records are tied to vendor records which are established through this program. Records may be changed or adjusted, deleted, listed and aged through this program.

Starting from the Accounts Payable Menu, press 9 and Return (or 09) and the following will appear on the screen with the prompt:

```
                *** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age,
#

   Vendor #
1. Name
2. Attention
3. Address
4. City, St., Zip
5. Phone #

6. Discount %

7. MTD                                  8. YTD
9. Current                             10. Prior YTD
11. Over 30

12. Date/Last Check
13. Date/Last Inv.
```

Information for the first six fields is entered through Option 1-Add. Fields 7 through 13 are maintained by the program as invoices are entered and paid, or they can be added through Option 2-Change.

The following are explanations or limitations of the 13 fields:

Ø. Vendor Code or Number -- A six-digit alphanumeric field which will accept numbers or letters or any combination of the two. The Vendor Code is entered through Option 1. Once recorded, a vendor number cannot be changed. The record must first be deleted and then added again with a different number. The program will not accept duplicate codes.

1. Name -- A 24-space alphanumeric field, this is the name of the company or individual submitting an invoice for payment.

2. Attention -- A 24-space alphanumeric field, this is the name of the individual or department to whom the check should be addressed.

3. Address -- A 24-space alphanumeric field.

4. City, St., Zip -- A 24-space alphanumeric field

5. Phone # -- Telephone number, a 12-space alphanumeric field, can be entered as 8Ø6/372-3633.

6. Discount % -- Percent discount, a four-space numeric field, is for the discount offered for payment within a prescribed time. A percentage is entered as a decimal, such as 4 percent would be entered as 4, and 4.5 percent would be entered as 4.5.

7. MTD -- Month-to-Date total for invoices from this vendor.

8. YTD -- Year-to-Date total for invoices from this vendor.

9. Current -- The total of invoices recorded but less than 3Ø days old.

1Ø. Prior YTD -- Prior Year-to-Date total is the total for invoices received from this vendor last year.

11. Over 3Ø -- Total of invoices from this vendor which more than 3Ø days old.

12. Date/Last Check -- Date of Last Check is the date the last check to this vendor was written. Recorded as MM/DD/YY

13. Date/Last Inv. -- Date Last Invoice is the date of the last invoice received from this vendor. Recorded as MM/DD/YY.

4.9.1 Add a Vendor Record

To add a Vendor record, press 1 and the cursor will go to the first asterisk in a prompt character field of six for the vendor code as follows:

```
ADD                    *** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
#

   Vendor #          ******
1. Name
2. Attention
3. Address
4. City, St., Zip
5. Phone #

6. Discount %

7. MTD                                    8. YTD
9. Current                               10. Prior YTD
11. Over 30

12. Date/Last Check
13. Date/Last Inv.
```

Enter the Vendor Code and if the prompt character field is not filled, press Return. The cursor will move automatically to the next field. As each field is filled or Return is pressed, the cursor will move automatically to the next field through Field 6, Discount.

After the Discount is entered and Return pressed, the cursor will move to the top of the screen and the prompt:

```
ADD          *** Vendor File Maintenance ***
Enter Field to Change, Ø to Record
#

   Vendor #          ABC
1. Name              Abbott Box Corp.
2. Attention         Jeanie
3. Address           Box 2784
4. City, St., Zip    Abbotton, OR  98234
5. Phone #           915-555-2341

6. Discount %        2.Ø

7. MTD                                  8. YTD
9. Current                             1Ø. Prior YTD
11. Over 3Ø

12. Date/Last Check
13. Date/Last Inv.
```

Fields 7 through 13 will be maintained by the program as invoices are entered and paid. If this information is known, it can be added through Option 2, Change.

Review the information on the screen. When you are satisfied that it is correct, press ØØ or Ø and Return. After a moment, the program will flash a message:

```
RECORD CREATED
```

The program will return the prompt:

```
                          *** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
#
```

4.9.2 Change a Vendor Record

To change a vendor record, or simply to look, press 2 and the cursor will be on the first asterisk in a prompt character field of six for the Vendor Code as follows:

```
CHANGE                    *** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
2

   Vendor #  *******
1. Name
```

Enter the Vendor Code and that record will appear on the screen with the prompt:

```
CHANGE                    *** Vendor File Maintenance ***
Enter Field # to Change, Ø to Record
##

   Vendor #            ABC
1. Name                Abbott Box Corp.
2. Attention           Jeanie
3. Address             Box 2784
4. City, St., Zip      Abbotton, OR  98234
5. Phone #             915-555-2341

6. Discount %          2.Ø

7. MTD                   $264.17        8. YTD              $264.17
9. Current                  $.ØØ        1Ø. Prior YTD          $.ØØ
11. Over 3Ø                 $.ØØ

12. Date/Last Check        1Ø/3Ø/82
13. Date/Last Inv.         1Ø/2Ø/82
```

Any numbered field can be changed. The Vendor Code cannot be changed. If a code must be changed, the record must first be deleted through Option 3 and then re-entered through Option 1, Add.

Enter the Field Number where the data is to be changed and the cursor will go to the first prompt character in the field. When all changes have been made, be certain to press Ø and Return or ØØ to record the changes. After the changes have been recorded, the program will return to the prompt:

```
                *** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
#
```

Press ESCape to return to the Accounts Payable Menu.

4.9.3 Delete a Vendor Record

NOTE: The program will not permit a vendor record to be deleted if that vendor has an invoice in the invoice record file. Vendor records may be deleted at the end of the month after the Clear Deleted and Paid invoices is run. To follow proper accounting procedures and to provide an audit trail, vendor records should not be deleted until the beginning of a new fiscal year.

To delete a vendor record, press 3 and the following will be displayed with the the cursor on the first asterisk in a prompt character field of six and the prompt:

```
DELETE                    *** Vendor File Maintenance ***
Enter Vendor #
3

   Vendor #  *******
1. Name
```

Enter the Vendor Code and that record will appear on the screen with the prompt:

```
DELETE                    *** Vendor File Maintenance ***
Enter Delete Code (DEL) ESC to End
******

   Vendor #  HLM
1. Name      HLM Consultants
2. Attention H. Leftwich
3. Address   3001 W 27th, Suite 20
4. City, St., Zip Amarillo, TX  79109
5. Phone #  806/355-5382

6. Discount %  .00

7. MTD    1000.00                      8. YTD     8416.00
9. Current 600.                       10. Prior YTD 9600.00
11. Over 30  .00

12. Date/Last Check   6/15/82
13. Date/Last Inv.    6/30/82
```

Verify that the record on the screen is to be deleted. If it is not the right record, press ESCape and the screen will be cleared the program will return to the prompt:

```
                *** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
#
```

If it is the correct record, enter DEL (note all capital letters) and press Return. After a moment, the program will flash a message:

```
              RECORD DELETED
```

The program will return automatically to the prompt:

```
                *** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
#
```

4.9.4 Print Vendor Records

A list of vendor records can be viewed on the screen or printed out in two forms, vendor name and number only and the vendor record with all associated information.

To print vendor records, press 4 and the following will be displayed with the prompt:

```
LIST        *** Vendor File Maintenance ***
1 for All Info., 2 for Name & #
#

    Vendor #
1. Name
     to
13. Date/Last Inv.
```

A 1 for All Information will direct the program to print or display each of the vendor records with all of the information associated with each vendor. A 2 for Name and Number response will direct the program to print or display only the vendor names and codes.

Select 1 or 2 and the next prompt will be:

```
LIST        *** Vendor File Maintenance ***
Ø For CRT, 1 for Printer
#

    Vendor #
1. Name
     to
13. Date/Last Inv.
```

A Ø for CRT response will display the information on the screen and a 1 for Printer will direct the program to activate the printer. Before selecting 1 for Printer, be sure that the printer is turned on and is on line.

A screen display or printout of vendor and code only appears as follows:

ACCOUNTS PAYABLE VENDOR LIST

NUMBER	NAME	ATTENTION
AHT	Amarillo Herald Truth	
AMBERG	Amberg Publications Co.	John Amberg
AOS	Associated Office Supply	Bill Smith
CITY	City of Amarillo	Utility Billing Dept
ESCO	Electronic Suppliers Co.	
UE	Universal Electronics	John Drew

A listing of complete vendor records at this point will appear as follows:

ACCOUNTS PAYABLE VENDOR LIST

NUMBER & NAME ADDRESS CSZ	ATIN CURRENT LAST CK	OVER 30 LAST INV	TELEPHONE M-T-D DISC %	Y-T-D LAST YEAR
AHT Amarillo Herald Truth			555-3321	
Box 101	$.00	$.00	$.00	$.00
Amarillo, TX 79100	00/00/00	00/00/00	.00	
AMBERG Amberg Publications Co. John Amberg			214-555-4897	
9366 Cowboy Freeway	$.00	$.00	$.00	$.00
Dallas, TX 77000	00/00/00	00/00/00	.00	$.00
AOS Associated Office Supply Bill Smith			806/354-4827	
1508 153rd	$.00	$.00	$/00	$.00
Amarillo, TX 79100	00/00/00	00/00/00	.00	$.00

If the information is displayed on the screen, a prompt also will be displayed as follows:

Press Any Key to Continue, ESCape to End

If additional records are to be viewed, press any key (except ESCape,) the screen will be cleared the next set of records will be displayed.

When the listing is completed, the program will return to the prompt:

```
*** Vendor File Maintenance ***
Enter 1-Add,2-Change,3-Delete,4-List,5-Age
#
```

Press ESCape to return to the Accounts Payable Menu.

4.9.5 To Age Vendor Records

Aging of vendor records will move totals in the current column to the 30-day column and add month-to-date totals to the year-to-date total and zero the month-to-date column. The program also has an end-of-year option to move the current year totals to the previous year.

To age vendor records, press 5 and the following will be displayed with the prompt:

```
AGE          *** Vendor File Maintenance ***
Enter 1 for End of Month Age, 2 for End of Year
#

    Vendor #
 1. Name
     to
13. Date/Last Inv.    6/30/82
```

A "1 for End of Month Age" response will direct the program to move all invoices from current to 30 days, 30 Days to the Over 30 column and adds the month-to-date totals to the year-to-date totals and zero the month-to-date total.

A "2 for End of Year" response will direct the program to move the year-to-date totals to the last year column.

Select 1 or 2 and the next prompt will be:

```
AGE          *** Vendor File Maintenance ***
Enter Code to Begin Age (AGE)
******

    Vendor #
 1. Name
      to
13. Date/Last Inv.     6/30/82
```

Enter AGE (note all capital letters) and the program will display this message while the files are being aged:

```
AGE          *** Vendor File Maintenance ***
Computer is Processing DO NOT Interrupt
   AGE

    Vendor #
 1. Name
      to
13. Date/Last Inv.     6/30/82
```

After a moment or two, depending upon the size of the Vendor File, the program will return automatically to the Accounts Payable Menu.

4.10 Print Checks

Once invoices are flagged for payment, either in full or for partial payment, the Print Checks program will produce the checks ready for signing and mailing. The program also goes through an updating process for those checks which are printed.

Starting from the Accounts Payable Menu, press 10 and the following will be displayed with the prompt:

```
          *** Accounts Payable Print Checks ***
Enter 1 for 1 Check/Invoice, 2 for 1 Check/Vendor
#
```

A "1 for 1 Check/Invoice" will print one check for each invoice in the flagged file. A "2 for 1 Check/Vendor" will produce a single check for each Vendor for all flagged invoices for that vendor. The next prompt will be:

```
*** Accounts Payable Print Checks ***
Enter Beginning Check #
######
```

Enter the beginning check number and the next prompt will be:

```
*** Accounts Payable Print Checks ***
Enter Checking Account #
######
```

Enter the checking account number. The next prompt will be:

```
*** Accounts Payable Print Checks ***
Enter 1 for 1 Vendor, 2 for All Vendor
#
```

If a check is to be printed for one vendor only, enter a 1. The program will ask next:

```
*** Accounts Payable Print Checks ***
Enter Vendor #
******
```

Enter the Vendor Code. The program will print the first check. Inspect the check for correct alignment and make any adjustments accordingly.

```
*** Accounts Payable Print Checks ***
Enter 1 to Continue, 2 to Reprint, 3 to Exit
#
```

If the alignment is all right, respond with a 1 to Continue and the rest of the checks will be printed.

Should the check need to be reprinted because the first check was too far out of alignment, respond with 2 to Reprint. The next prompt will be:

```
*** Accounts Payable Print Checks ***
Enter Beginning Check #
######
```

A "3 to Exit" response will return the program to the Accounts Payable Menu.

After the checks are printed, the next prompt will be:

```
*** Accounts Payable Print Checks ***
Are Checks OK? to be Updated to GL Transaction File ? (1=Yes, 2=No)
#
```

Inspect the checks carefully. With a 2=No Response, the program will reprint the check. The following prompt will be displayed:

```
*** Accounts Payable Print Checks ***
Enter Beginning Check #
######
```

The process can repeated.

With a 1=Yes response, to the "Are Checks OK ...?" prompt, the prompt will be:

```
*** Accounts Payable Print Checks ***
Enter 'UPD' to Update Checks to G/L Transaction File or ESC to End
******
```

If, for some reason, the update process is bypassed at this point, the updating can be accomplished later in one of two ways. The next checks are printed, the invoice records previously printed will be updated.

The second way is to run the print checks option. The program will search for all of the unprinted flagged records. At the end of the search, the program will respond with the "Are Checks OK?" prompt. Respond with a 1 for Yes and the program will go to the update prompt. Continue as usual.

During the update process, the program will write the checks to the transaction file and the check register and mark the invoices as paid.

Enter UPD (note all capital letters) and press Return. The program will display this message:

```
*** Accounts Payable Print Checks ***
Computer is Processing. Do NOT Interrupt.
```

After this process, which may take several minutes, the program will return automatically to the Accounts Payable Menu.

4.11 Print Check Register

A check register showing all of the checks which have been printed can be produced at any time during the month before the check register is cleared.

The check register will show the check number, date, the amount, the vendor and Vendor Code and the invoice numbers covered by each check.

Starting from the Accounts Payable Menu, press 11 and the following will be displayed with the prompt:

```
*** Check Register Print ***
Ø For CRT, 1 for Printer
#
```

If you are in this program by mistake, press ESCape to return to the Accounts Payable Menu.

A Ø for CRT response will display the information on the screen and a 1 for Printer will direct the program to activate the printer. Before selecting 1 for Printer, be sure that the printer is turned on and is on line.

The screen display will appear as follows:

```
Press Any Key to Continue
*
```

Accounts Payable Check Register

Check #	Date	Amount	Vendor		Invoice #
1Ø3	1Ø/2Ø/82	$1243.65	Amberg Publications	AMBERG	E-2453-82
1Ø4	1Ø/2Ø/82	$84.56	City of Amarillo	CITY	123
1Ø5	1Ø/2Ø/82	$5ØØ.ØØ	Panhandle National Bank	PNB	1
1Ø6	1Ø/2Ø/82	$4ØØØ.ØØ	Universal Electronics	UE	5689

TOTAL $5828.21

If all of the information does not fit on the screen, press any key, except ESCape, the screen will be cleared and the next group of checks will be displayed on the screen.

When the listing is completed, the program will return to the Accounts Payable Menu.

4.12 Clear Check Register

The Clear Check Register program is run at the end of the month to clear all of the records in the Check Register file for the start of a new month.

IMPORTANT: A copy of the data disk or data segment should be made before this program is executed.

Starting from the Accounts Payable Menu, press 12 and the following will be displayed with the prompt:

```
*** Clear Check Register ***
Is this the Correct Program? (1=Yes, 2=No)
#
```

With a 2=No response, the program will return automatically to the Accounts Payable Menu.

With a 1=Yes response, the next prompt will be:

```
*** Clear Check Register ***
Enter Clear Code (CLEAR)
******
```

At this point, should you decide not to clear the check register, press ESCape and the program will return to the Accounts Payable Menu.

To clear the register, enter CLEAR (note all capital letters.) After a moment, the program will flash a message:

Check Register Cleared

When the register is cleared, the program will return automatically to the Accounts Payable Menu.

4.13 Delete a Check

A check can be deleted before the invoice, general ledger transaction and check register files are cleared. If any one of these files has been cleared, this program will not work.

The Delete Check program will ask for the vendor code and the check number. After the check has been verified, the operator has two options, either to write an offsetting entry into the general ledger transaction file or to zero out the the account numbers.

It is essential that the operator go through the complete process so that the invoices will be changed to an unpaid status and can be paid later.

Starting from the Accounts Payable Menu, enter 13. The following will be displayed with the prompt:

```
          *** Accounts Payable Check Delete ***
Enter Vendor #
******
```

Enter the Vendor Code and the next prompt will be:

```
          *** Accounts Payable Check Delete ***
Enter Check #
######
```

Enter the check number. The next prompt will be:

```
          *** Accounts Payable Check Delete ***
Is this the Correct Check? (1=Yes,2=No)
#

  Vendor HLM   H.L. MARSHAL          Check # 10003    $100.00
```

With a 2 for No response, the prompt will return to the Enter Vendor Code prompt. With a 1 for Yes response, the next message and prompt will be as follows:

```
                *** Accounts Payable Check Delete ***
Enter # of any Invoice that Should Remain Paid, Ø to Activate Invoice as Unpaid
##

   Vendor HLM    H.L. MARSHAL                    Check # 10003      $100.00
The following invoices were found paid by check # 10003.
      1 1001
```

The prompt here is asking for the record number, the first number to the left, and not the actual invoice number. Either enter the record number or numbers that are to remain paid or enter Ø and Return to direct the program to return the invoice or invoices to an unpaid status. The next prompt will be:

```
          *** Adjust Entries in G/L Transaction File ***
    Enter Option #
    #

       1. Make Reverse Entries to Expense Accounts in Transaction File
       2. Clear Check Information from Transaction File.
```

The General Ledger Transaction File can be adjusted to reflect the invoice and deleted check in one of two ways. Option 1 will make another entry into the transaction file to designate the change.

Press 1 and the reverse transaction will be written to the file. The program will return to the Enter Vendor Code prompt.

Before Option 2, clear check information from the transaction file, is selected, the file number of the transaction to be cleared must be known. This can be done by printing the general ledger transaction file. Enter 2 and the next prompt will be:

```
          *** Adjust Entries in G/L Transaction File ***
    Enter File # of G/L Transaction to Clear, ESC to End
    ####
```

Enter the file number of the general ledger transaction. That record will be displayed on the screen with the following prompt:

```
          *** Adjust Entries in G/L Transaction File ***
    Is this the Correct G/L Transaction Clear (1=Yes, 2=No)
    #

       1. Make Reverse Entries to Expense Accounts in Transaction File
       2. Clear Check Information from Transaction File.
    File # Description          Date      Account    Account     Amount
                                          to Credit  to Debit
    12 H.L. Marshal             04/10/84    1100       2002     $100.00
```

If the wrong record is displayed enter 2 for No and the program will return to the Enter File Number prompt. With a 1 for Yes, the record will be zeroed. The record, if examined, will appear as follows:

File #	Description	Date	Account to Credit	Account to Debit	Amount
12	H.L. Marshal	04/10/84	0	0	$.00

The program will return to the Enter File Number prompt. Press Escape to get the Enter Vendor Code prompt. Enter another vendor code or press ESCape again to return to the Accounts Payable menu.

If a 2 for this is not the correct check response is given, the program will ask next:

```
Enter Amount of Check, ESC to End
$$$$$$$$$$

     Vendor  SPS      Southwestern Public Svc
```

Enter the amount of the check. If the program cannot match an invoice number with that amount, it will display this message:

```
          *** Accounts Payable Check Delete ***
PRESS RETURN TO CONTINUE
*
No Invoices with that Check #
     Vendor SPS     Southwestern Public Svc
```

Press Return and the program will return to the prompt:

```
          *** Accounts Payable Check Delete ***
Enter Vendor #
******
```

Press ESCape to return to the Accounts Payable Menu.

4.14 Print General Ledger Transaction File

A compilation of all transactions associated with each purchase or expense account in the General Ledger is produced by this program. This list should be examined for valid General Ledger account numbers. An invalid account number will cause problems later in the general ledger.

Starting from the Accounts Payable Menu, press 13 and the following will be displayed with the prompt:

```
          *** G/L Transaction File Print ***
0 For CRT, 1 for Printer
#
```

If in this program by mistake, press ESCape to return to the Accounts Payable Menu.

A Ø for CRT response will display the information on the screen and a 1 for Printer will direct the program to activate the printer. Before selecting 1 for Printer, be sure that the printer is turned on and is on line.

A display will appear as follows:

```
Press Any Key to Continue
*
                    *** G/L Transaction File Print ***

        Description      Date  Account   Account   Amount
                               toCreditto Debit
100 Manuals            10/05/82    2002    4000    $1200.00
Freight                10/05/82    2002    4020      $43.65
500 5v Power Supply    10/10/82    2002    4000    $4684.23
Freight for EU#5689    10/10/82    2002    4020     $101.15
RECORD A/P             10/20/82    1100    2002    $1243.65
RECORD A/P             10/20/82    1100    2002      $84.56
RECORD A/P             10/20/82    1100    2002     $500.00
RECORD A/P             10/20/82    1100    2002    $4000.00
```

When the listing is completed, the program will return to the Accounts Payable Menu.

4.15 Edit Transaction File

Records in the General Ledger Transaction File can be adjusted or corrected before the file is transferred to the General Ledger data disk or data segment. Care should be exercised in using this program and should be limited to correcting account numbers or descriptions and not amounts.

Starting from the Accounts Payable Menu, enter 15. The following will be displayed:

```
      *** General Ledger Transaction File Maintenance ***

        File # ######
   1. Description
   2. Date
   3. Account to Credit
   4. Account to Debit
   5. Amount
```

The cursor will be on the first # sign in a field of four for the file number. This is the number of the record in the file, which is a sequential file, that is the first invoice entered will be the first record and so on. Enter the file number and if the prompt character field is not filled, press Return.

The program will search out that record and display it with the following prompt:

```
  *** General Ledger Transaction File Maintenance ***
Enter Field of Change, Ø to Record, or ESC to End
#

   File #     73
1. Description          5ØØØ Containers
2. Date                 1Ø/Ø1/83
3. Account to Credit    2ØØ2
4. Account to Debit     57ØØ
5. Amount             $892.5Ø
```

Enter the number of the field to be changed and the cursor will go to the first prompt character in that field. Make the change and if the prompt character field is not filled, press Return. The cursor will go back to the top of the screen and the prompt, "Enter Field of Change."

If any changes are made, be sure to press Ø to record. If you have made a change and decide that it shouldn't be made, press ESCape.

After a record has been changed and recorded or ESCape is pressed, the program will clear the screen and the cursor will be in the "File #" prompt character field.

Press ESCape to return to the Accounts Payable Menu.

4.16 Transfer Transaction File

The Transfer Transaction File program will move all of the accounts payable transactions to the General Ledger disbursements or general journal files on the General Ledger data disk or segment, either temporarily for interim reports or permanently.

Option 1 of the transfer program will make temporary entries for interim reports by adding to the month-to-date totals of the affected accounts. The temporary entries are cleared when the General Ledger program to update journals to ledger is run the next time

Option 2 will transfer permanent entries for the end of the month reports.

Before running this program, verify that account numbers in the transaction file are valid numbers. Invalid account numbers will cause the general ledger program to fail.

When working with a floppy disk system, follow the instructions on the screen for removing the Accounts Payable program disk and replacing it with the General Ledger Data. If working with a hard disk, ignore the instructions and press Return.

Starting from the Accounts Payable Menu, press 14 and the following will be displayed with the prompt:

```
   *** Update Accounts Payable to General Ledger ***
Enter Option # or ESCape to End
#

  1. Temporary Update to Accounts after G/L Journal to Ledger Update
  2. Permanent Update to Accounts before G/L Journal to Ledger Update
```

4.16.1 Temporary General Ledger Update

Note: The General Ledger program Update Journals to Ledger must be run before using this option. Data transferred from the Accounts Payable transaction file will be cleared the next time the General Ledger program Update Journals to Ledger is run.

For interim General Ledger reports, press 1, the program will find the transaction file and then stop. The following instructions and prompt will be displayed on the screen:

```
   *** Update Accounts Payable to General Ledger ***
Enter Option # or ESCape to End
1

  1. Temporary Update to Accounts after G/L Journal to Ledger Update
  2. Permanent Update to Accounts before G/L Journal to Ledger Update

     Remove Accounts Payable Program Disk from Drive 1 and
     Insert General Ledger Data Disk in Drive 1.
     Press Return to Continue.
```

The transaction file will be written to the appropriate account month-to-date totals in the General Ledger. After the transfer is completed, the program will pause again with the message:

```
   *** Update Accounts Payable to General Ledger ***
Enter Option # or ESCape to End
1

  1. Temporary Update to Accounts after G/L Journal to Ledger Update
  2. Permanent Update to Accounts before G/L Journal to Ledger Update

     Remove General Ledger Data Disk from Drive 1 and
     Return the Accounts Payable Program Disk to Drive 1.
     Press Return to Continue.
```

Replace the Accounts Payable program disk in Drive 1. Press Return and the program will return to the Prompt:

```
   *** Update Accounts Payable to General Ledger ***
Enter Option # or ESCape to End
#
```

Press ESCape to return to the Accounts Payable Menu.

4.16.2 Permanent General Ledger Update

CAUTION: Before running this program, make a backup copy of the General Ledger and the Accounts Payable data disks or segments. Immediately after this program is completed, Option 17, Clear Transaction File, should be executed.

To transfer data from the Accounts Payable transaction file to the General Ledger data disk at the end of the month, press 2. The program will load the transaction file into memory and then stop, displaying the following instructions on the screen:

```
   *** Update Accounts Payable to General Ledger ***
Enter Option # or ESCape to End
2

  1. Temporary Update to Accounts after G/L Journal to Ledger Update
  2. Permanent Update to Accounts before G/L Journal to Ledger Update

     Remove Accounts Payable Program Disk from Drive 1.
     Insert General Ledger Data Disk in Drive 1.
     Press Return to Continue.
```

Replace the Accounts Payable Program Disk with the General Ledger Data Disk in Drive 1 and press Return. The program will transfer the data to the appropriate General Ledger files. After the transfer is completed, the program will stop and display these instructions.

```
   *** Update Accounts Payable to General Ledger ***
Enter Option # or ESCape to End
2

  1. Temporary Update to Accounts after G/L Journal to Ledger Update
  2. Permanent Update to Accounts before G/L Journal to Ledger Update

     Remove General Ledger Data Disk from Drive 1.
     Insert Accounts Payable Program Disk in Drive 1.
     Press Return to Continue.
```

Replace the General Ledger Data Disk in Drive 1 with the Accounts Payable Program Disk and press Return. The program will return to the prompt:

```
   *** Update Accounts Payable to General Ledger ***
Enter Option # or ESCape to End
#
```

Press ESCape to return to the Accounts Payable Menu.

4.17 Clear Transactions File

After the transactions file is transferred permanently to the General Ledger data disk at the end of the month, the file must be cleared for the start of a new month.

CAUTION: Before running this program, make a backup copy of the Accounts Payable Data Disk. Option 2 in the Transfer Transaction File program (Option 16 on the Accounts Payable Menu) must be executed before this program is run.

Starting from the Accounts Payable Menu, press 17. The following will be displayed with the prompt:

```
                *** Clear G/L Transactions ***
Is this the Correct Program (1=Yes, 2=No)
*
```

If this is not the correct program or you do not want to clear the transactions file at this point, enter 2 for No and the program will return to the Accounts Payable Menu.

With a 1 for Yes, the next prompt will be:

```
                *** Clear G/L Transactions ***
Enter Clear Code (CLEAR)
******
```

Should you decide not clear the transactions file at this point, press ESCape or any letter and press Return. The program will return to the Accounts Payable Menu.

To clear the file, enter CLEAR (note all capital letters.) After a moment, the program will flash a message:

```
        FILE CLEARED
```

When process is completed, the program will return automatically to the Accounts Payable Menu.

SUGGESTED ROUTINES

To gain the full advantages of the Accounts Payable program, a routine or schedule should be established so that records are kept up to date, and timely decisions can be made so that bills can be paid on time and a firm's credit rating preserved.

The size of a company and the amount of activity should be taken into consideration when establishing a schedule. The following suggested routines assume that the data files have been created and vendor and standard invoice records have been established:

5.1 Daily or Periodically

Add new vendors

Enter invoices

5.2 Weekly or Periodically

Print list of invoices due within a specified time frame (.e.g. on Monday print list of invoices due by the following Monday.

Review invoices which need to be paid, designing any amounts for partial payment

Flag Invoices for payment

List flagged invoices, review and make adjustments for partial payments, if any.

Print checks

Print Check Register

5.3 End of Month

Print G/L Transactions File and Make corrections or adjustments

Print Check Register

COPY DATA DISK

Clear Paid and Deleted Invoice

Clear Check Register

Age Vendor Records

5.4 Start New Month

Transfer Standard Invoices

5.5 End of Year

Age vendor records with End of Year option

5.6 Start New Year

Review vendor records and delete those records no longer needed.

NOTES

SAMPLE REPORTS

Through the Accounts Payable programs, listings and reports include an invoice listing, vendor and temporary vendor lists and check and check register and the general ledger transactions file.

The following are parts of reports or listings produced by the Accounts Payables program:

Accounts Payable Vendor List for The Testing Company

AOS	MTD	Current	Over 30
Associated Office Supply	$750.00	$750.00	$.00
John Jones	YTD	Last Year	
Box 1774	$1000.00,	$2500.00	
Amarillo, TX 69100	Date/Last CK	Date/Last Inv.	Disc. %
806/356-7700	09/15/82	09/18/82	.02
AP	MTD	Current	Over 30
Amberg Publications	$1000.00	$1000.00	$.00
Betty Ross	YTD	Last Year	
9366 Cowboy Freeway	$1000.00,	$.00	
Dallas, TX 77000	Date/Last CK	Date/Last Inv.	Disc. %
806/356-7700	00/00/00	09/18/82	.00
UCC	MTD	Current	Over 30
Universal Charge Card	$128.23	$128.23	$.00
	YTD	Last Year	
Box 5349	$1025.84,	$1831.65	
Chicago, IL 66066	Date/Last CK	Date/Last Inv.	Disc. %
608/871-9182	08/15/82	09/18/82	.00

*** Invoice Listing for the Testing Company ***

Invoice # 101 Invoice Date 09/13/82 Due 10/13/82
AP Amount Paid $.00
TOTAL $1000.00

Description	Acct #	Amount	Total
100 MDZ Operation Manuals	4000	$1000.00	$1000.00

Invoice # 101 Invoice Date 09/14/82 Due 10/24/82
AOS Amount Paid $.00
TOTAL $750.00

Description	Acct #	Amount	Total
Filing Cabinet	4410	$200.00	$200.00
25 Boxes Computer Paper	4000	$550.00	$550.00

Invoice # 123456 Invoice Date 09/15/82 Due 09/25/82
CITY Amount Paid $.00
TOTAL $47.56 Penalty Date 09/25/82 Penalty $4.75

Description	Acct #	Amount	Total
City Utilities	4400	$47.56	$47.56

TOTAL OF INVOICES $1797.56

Invoices to Be Paid 09/24/82

Vendor	Invoice #	Date Due	Discount Date	Amount
AOS	BS-99-01	09/25/82	09/25/82	$550.00
CITY	123457	09/24/82	09/25/82	$46.87
			TOTAL >>>>>>>	$596.87

Accounts Payable Check Register

Check #	Date	Amount	Debit Account	Vendor	Invoice #
1002	09/14/82	$550.00	2002.00	AOS	BS-99-01
1004	09/14/82	$46.87	4370.00	CITY	12345

TOTAL $596.87

The following is an example of the information printed by the Accounts Payable program on tractor-feed checks:

```
------------------------- Top of Check -------------------------------
|                                                                    |
|                                                                    |
      Paying Invoice #  BS-99-Ø11                          $750.ØØ


  Ø9/14/82      1ØØ2                                       $750.ØØ
------------------------- Perforation --------------------------------


     Seven Hundred Fifty Dollars & Ø/1ØØ

                                   Ø9/14/82   1ØØ2          $750.ØØ

     Associated Office Supply
     John Jones
     Box 1774
     Amarillo, TX  79100Ø

------------------------- Bottom of Check ----------------------------
```

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