

ACCOUNTS PAYABLE

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Setting up Accounts Payable

AP System Controls Menu

Plate Letters: **BHBB**

Vocabulary Reference: **APCON**

Most of the options available from this menu are used for setup purposes only. For good accounting control, it is recommended that this menu is made available only to those users who have a good understanding of how the AP system works. Once the AP system is setup, there should be no further need for the options on this menu.

```
THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BHBB                                     ARNOLD 4.5.22
AP System CONTROLS Menu

F1 a Exit
F2 b AP Time PERIOD Entry
F3 c AP GL Code Control List
F4 d Supplier Opening Bal Entry
F5 e Supplier Opening Bal Edit
F6 f Supplier Opening Bal Post
F7 g Y/N Using Prenumbered Cheque
F8 h Y/N Aborted Unprinted Cheque
F9 i Payment Funds Definitions

Please select an option: [      ]

Version 7.4 licensed to MAINFRAME ASSOCIATES for 24 users
```

AP System Control Menu

AP Time Period Entry

Plate Letters: **BHBBB**

Vocabulary Reference: **APPERIOD**

This screen is used to set the start and end dates for the 24 periods of your company's fiscal year. An example is displayed below.

BHBBB Accounts Payable Period Setup Screen 7.4.0.009					
Period	Start	End	Period	Start	End
1.	[09/01/2005]	[09/30/2005]	13.	[09/01/2006]	[09/30/2006]
2.	[10/01/2005]	[10/31/2005]	14.	[10/01/2006]	[10/31/2006]
3.	[11/01/2005]	[11/30/2005]	15.	[11/01/2006]	[11/30/2006]
4.	[12/01/2005]	[12/31/2005]	16.	[12/01/2006]	[12/31/2006]
5.	[01/01/2006]	[01/31/2006]	17.	[01/01/2007]	[01/31/2007]
6.	[02/01/2006]	[02/28/2006]	18.	[02/01/2007]	[02/28/2007]
7.	[03/01/2006]	[03/31/2006]	19.	[03/01/2007]	[03/31/2007]
8.	[04/01/2006]	[04/30/2006]	20.	[04/01/2007]	[04/30/2007]
9.	[05/01/2006]	[05/31/2006]	21.	[05/01/2007]	[05/31/2007]
10.	[06/01/2006]	[06/30/2006]	22.	[06/01/2007]	[06/30/2007]
11.	[07/01/2006]	[07/31/2006]	23.	[07/01/2007]	[07/31/2007]
12.	[08/01/2006]	[08/31/2006]	24.	[08/01/2007]	[08/31/2007]
25. Current Period [15]					
Field to Modify [■]					
Enter a Field to Modify, <Enter> to Save, <F1> to Exit,...					
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10		
Exit					Save

Accounts Payable Period Setup screen

In field 1, enter the starting and ending dates for your company's first fiscal period. Fields 2 to 24 fill in automatically based on the date range entered above. Enter your current fiscal period in field 25. Press ↓ to save when the cursor is in the field to modify box. Once the periods have been set, there should be no need to change them. The system automatically updates the periods through other programs like the AP Document Purge (usually done once per month if needed) and the AP End of Year. The only reason this screen should be accessed is to update the current period in field 25 (if it's not correct). The current period value is used in other AP programs to load a default period for batch creation.

Accounts Payable Control Accounts

Plate Letters: **BHBBC**

This GL protection program serves two purposes. The first is to select the accounts payable GL control account(s) that the system will use when creating AP transactions. The second purpose is to put protection on the AP control account to prevent it from being selected in other sub-ledger related programs that require a GL disbursal. This requires system flag 500 to be set to M.

A sample screen is shown below.

The screenshot shows the 'GL Code Protection Screen' with the following data:

GL Code	Description	Protected Type
1840-000	Leasehold Improvements	
1850-000	Amortization Leasehold Imp	
1860-000	Investment	
2000-000	Accounts Payable	
2000-100	Accounts Payable 2	
2013-000	Main Bank - Overdraft	
2014-000	Main Bank - Line of Credit	
2020-000	Customer deposits	
2050-000	Accrued Wages Payable	
2055-000	Accrued Liabilities (inc HP)	
2070-000	Payroll Taxes Payable	
2110-000	WCB Payable	

A pop-up window titled '[Types of GL Accounts]' is displayed over the 'Accounts Payable 2' row, listing the following options:

- Accounts Payable
- Accounts Receivable
- Bank Account
- Reserved for Accounting
- Miscellaneous

Below the table, there is a prompt: 'Choose the type of GL account, ...' and a row of function keys: F1, F2, F3, F4, F5, F6, F7, F8, F9, F10. A 'Cancel' option is also visible.

GL Account Protection Screen displaying Type window

This screen is similar to the GL Code Entry screen. Press ↓ on the GL Code you wish to protect. A window will pop up prompting for the account type. Select Accounts Payable. The GL Code will now be highlighted with the type 'A/P' displayed to the right. Note that you can have multiple AP control accounts (CAN and US for example). If you have more than one AP control account you will need to repeat the process above for each account.

BHBC			GL Code Protection Screen			7.4.0.007		
GL Code Start [1000-000]			End [9999-100]					
GL Code	Description	Protected		Type				
1000-000	Cash Clearing							
1010-000	Petty Cash							
1013-000	Main Bank	Bank -	001267					
1014-000	Misc stuff	Bank -	000083					
1100-000	Current Investment							
1130-000	Accounts Receivable	A/R						
1131-000	AR Discounts							
1140-000	Allowance for Doubtful Accounts							
1176-000	A/R Miscel							
1200-000	Travel Advances Recoverable	Bank -	000000					
1360-000	Prepaid expense/security deposit							
1365-000	Prepaid Postage							

Toggle protected GL accounts with <ENTER>, Page Up/Down to view...

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
ReStart					ProtList			Lookup	Save

GL Code Protection Screen displaying F-Key options

Press F6 to view the list of accounts that are currently protected. Press F10 to save when finished. Once this is completed, you will have an option to select the AP control account to use in the AP invoice and cheque entry programs.

Suppliers

Entering and Modifying Suppliers

Plate Letters: **BHBC**

Vocabulary Reference: **SUPP**

This program is used to enter new suppliers and modify existing ones. An account for the supplier must be created here before any supplier's invoice may be entered in the AP system. Suppliers that have MTD / YTD receiving history cannot be deleted. If you wish to change a supplier's number, you have to create a new supplier.

- treated as the area code. International (outside North America) numbers are entered starting with 011.
- 7. Alt. Phone Number:** This field may be left blank, otherwise fill in as in item 6 above.
- 8. Fax Phone Number:** This field may be left blank, otherwise fill in as in item 6 above.
- 9. Received MTD:** This field updates automatically from the Receiving process. Enter the total amount received for the current month to a maximum of \$9,999,999.99. A default of zero is used when no numeric input is made. Entry in this field is only allowed when setting up a new account. As more items are received from this supplier in the current month the value is added to this field. The field is set to zero when a period end (AP Document Purge) routine is run.
- 10. Received YTD:** System accumulates with end of month figures. Enter the total amount received for the current year to a maximum of \$9,999,999.99. A default of zero is used when no numeric input is made. Entries in this field are allowed only when setting up a new account. As more items are received from this supplier in the current year, the value is added to this field. The field is set to zero when an AP year-end routine is run.
- 11. Rec'd Last Year:** Provides a system end of year figure from last year. Enter the total amount received for the previous year to a maximum of \$9,999,999.99. A default of zero is used when no numeric input is made. Entry in this field is only allowed when setting up a new account. The field is set to the closing year total when a year end routine is run.
- 12. Email:** Enter the e-mail to use for this supplier.
- 13. Sales Rep.:** Enter the name of the supplier's representative to maximum of 25 characters.
- 14. Secondary Contact:** Enter the name of a supplier's optional contact to maximum of 25 characters.
- 15. Acct Number:** Enter an account number if the supplier's assigns one own system, to maximum of 15 characters.
- 16. GST Number:** Enter the supplier's GST registration number to maximum of 17 characters.
- 17. Supplier Class:** Enter the supplier's class code in the form '##-A-###' where '#' is any digit and 'A' is any letter. The system default of 00-Z-000 is used when no input data is entered.
- For multi-store setup, the format must be 00-B-00X, where the last X is the Branch number. The "B" indicates a multi-Branch location. Examples:

00-B-001 for branch 1, 00-B-002 for branch 2, etc.

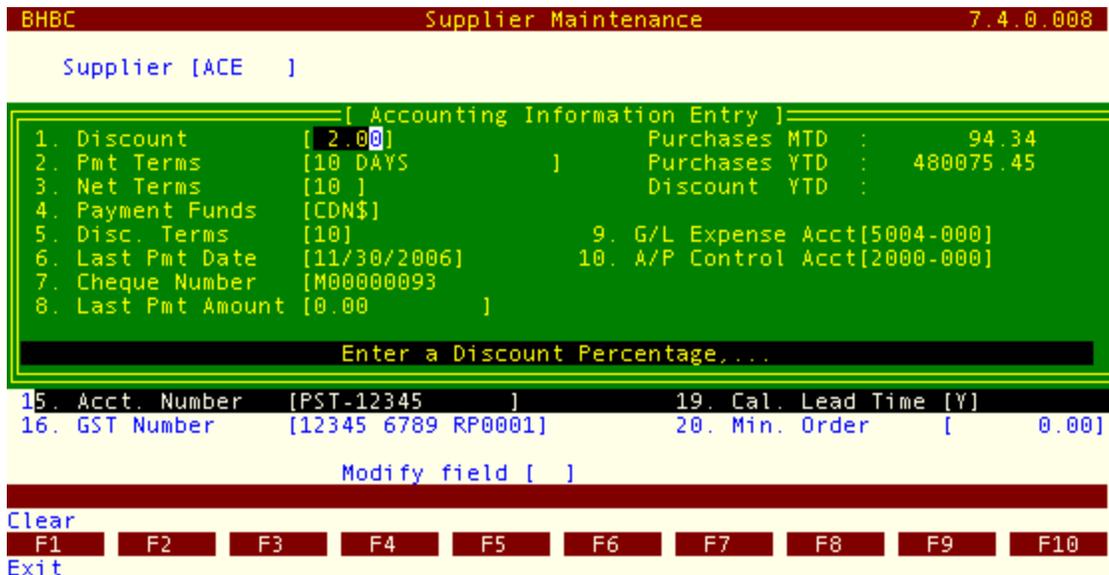
- 18. Lead Time:** Enter the number of days which the supplier requires to deliver an order. The system default is 1. This number is vital to the proper operation of the Under-stock functionality. If set to zero, goods from this supplier will never appear on under-stock reports.
- 19. Calc. Lead Time:** A Yes or No flag. If there is a discrepancy between the lead-time and the actual time between ordering and receiving, the lead-time will be automatically recalculated if Y is chosen. N will keep the lead-time constant regardless of changes.
- 20. Minimum Order:** Default of zero is used when no numeric input is made. With value set here, a purchase order cannot be created below this value.

The following functions keys are active when in the Modify Field prompt.

F4 - Delete:

To delete a supplier. Before deleting a supplier, you must change all inventory items referencing this supplier to an alternate supplier code. Also, the MDT and YTD values must be zero.

F6 – Acct:



Account fields under F6 Acct in Supplier Entry Screen

- 1. Discount:** This is the discount percentage received from the supplier for early payment.
- 2. Pmt Terms:** This is a text only field that can be used to type in your suppliers terms (eg. 2% 10 net 30 days)

- 3. Net Terms:** This is the number of days from the invoice date that the net amount becomes due. Enter the number of days or the letter (M for month following) with the day of the month after that. For example, M15 means that the net invoice is due the 15th of the following month.
- 4. Payment Funds:** This sets the currency for the supplier. A popup window will display the options available based on the information entered in the Payment Code Maintenance Screen at plate BHBB – F9.
- 5. Disc Terms:** This is the number of days from the invoice date that the discount typically expires.
- 6. Last Pmt Date:** Date last payment to this supplier was made.
- 7. Cheque Number:** Cheque number of this payment.
- 8. Last Pmt Amount:** Amount of last payment. These last three fields are updated when payments are posted using (BHBF-Post or BHBG-Post options).
- 9. G/L Expense Acct:** When using *The Controller Series* A/P payment module, this is the default G/L expense account used when entering the supplier invoices.
- 10. A/P Control Acct:** When using *The Controller Series* A/P payment module, this is the default A/P control account used when entering the supplier invoices.
- Purchases MTD:** Total purchases this month from this supplier.
- Purchases YTD:** Total purchases this year from this supplier.
- Discount YTD:** Total discounts from this supplier this year.

F7 – ChqInfo:

This will open a window displaying all of the cheques and payments made to this supplier that have not yet been moved into history. Select one of the payments and press ↵. This will open a second window showing the detail of the invoices on this payment. This display is also available from the A/P Trial Balance report (BHBJ or TRIALBAL on the menu).

F8 – Memo:

Create and maintain a memo for this supplier. This is unlimited in length.

sF6 – EDI:

Setup screen for the EDI (Electronic Data Interface) for this supplier. With the appropriate software, this allows the user to submit purchase orders directly to the supplier via the Internet.

sF7 – Multipl:

Enter the multiplier used when assigning a list price based on the cost. For example, 1.4 would set the list price 40% higher than the landed cost.

sF8 – Notes:

Create and maintain a note for this supplier. This is limited to 6 lines.

sF9 – Contact:

If Flag 211 = Y, allows the user to see summary information from the Call Management module (IB) for this supplier.

These settings help speed up the AP Invoice Entry process by providing these defaults in fields where needed. They can all be overridden when creating supplier invoices.

Entering Supplier Opening Balances

Plate Letters: **BHBBD**

This option allows the user to enter invoices and credits that are outstanding from the previous system. The invoices and credits entered here create entries on the suppliers' AP subledger account only. The corresponding general ledger entry will be created via a journal entry when establishing general ledger opening balances. The suppliers must be entered in the system prior to making any entries here. If a supplier has not been setup, access the supplier setup screen at plate letters **BJBD**. To start entering opening balances type **BHBBD**, and enter the required information in each field. **Note that this is to be used for opening balance setup only!!**

BHBBD		Supplier Account Setup		7.4.0.009	
Batch Number	[]	Period	[11]	07/01/2006	
Transaction Number	[]			07/31/2006	
1. Supplier	[]				
2. Invoice Number	[]				
3. Invoice Type	[]				
4. Invoice Total	[]	0.00	(tax inc.)		
5. Invoice Date	[]				
6. Discounted Amount	[]	0.00			
7. Discount Percent	[]			Discount Amount	[]
8. Discount Date	[]				
9. Due Date	[]				
10. A/P Control Acct	[]				
Enter a batch number or <ENTER> for next batch,...					
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10		
Exit					Lookup

Supplier Account Setup, BHBBD

Batch Number:

To create a new batch, press ↓ to accept the next default batch number, or use the F9 lookup to select an existing batch.

- Period:** The system will default to the current fiscal period as specified in the APPEROID screen (field 25). Accept or modify the period you wish the entry to be posted to.
- Transaction Number:** The system will assign the next available transaction number. Use the ↑↓ to scroll through existing records or press ↵ to create a new entry.
- 1. Supplier:** Enter the supplier's code or press F9 to open a look-up window from which a supplier may be selected. If the supplier's code is valid the supplier's name is displayed, if the code is not valid the field is cleared and ready for re-entry.
- 2. Invoice Number:** Enter the invoice or credit number to a maximum length of 16 characters. If the invoice is not numbered, it is recommended that a unique reference be entered.
- 3. Invoice Type:** The system default of "1" for an invoice is displayed and may be selected by pressing enter. Change the type to "2" to enter a credit. "3" for a debit memo and "4" for a credit memo.
- 4. Invoice Total:** Enter the total of the invoice or credit, including taxes. The number must always be as positive; a credit is not entered as a negative number.
- 5. Invoice Date:** Enter the transaction date in the format: MMDDYY or MM/DD/YY. You can also enter a two-digit day of the month for a shortcut. The month and year will default to the current AP period.
- 6. Discounted Amount:** Enter the amount of the invoice to which the discount applies, if there is a discount. When the value is zero, the cursor will pass over the discount percent and date fields. The total amount of the invoice may vary from the discounted amount, i.e. freight is not normally discounted.
- 7. Discount Percent:** This field will be pre-filled with the discount entered, if any, when the supplier was setup, BJBD option F6 (field 1). The user may override the value in this field if the discount percent differs on this invoice.
- The discount amount is calculated automatically from fields 6 and 7.
- 8. Discount Date:** This field is pre-filled based on what was entered in F6 Acct (field 5) of the supplier setup screen (BJBD) when the supplier was setup. The user may override the value in this field.
- 9. Due Date:** This field is pre-filled based on what was entered in F6 Acct (field 3) of the supplier setup screen (BJBD) when the supplier was setup. The user may override the value in this field.

- 10. A/P Control Acct:** By default, this will be AP Control Account set in system flag 147. However, it can be overridden by the account set up for the supplier (F6 Acct – field 10), or by selecting one of the AP control accounts in the pop-up window.

Verifying Opening Balances

Plate Letters: **BHBBE**

Once all opening transactions have been entered for each supplier; the Opening Balance Edit List should be printed. Use this list to check the accuracy of each entry and ensure that the total agrees with the closing balance from the previously used AP ledger. The user will be prompted for the following information:

Batch Number: Enter the batch number of press F9 to display a look-up window of batches to select from. To print all the batches enter *.

Do You Wish To Continue: Enter “Y” to continue or “N” to return to the Batch Number field.

Posting Opening Balances

Plate Letters: **BHBBF**

Once the Opening Balance Edit List has been printed and verified the transactions may be posted to the AP sub-ledger. The posting is a one sided entry affecting the AP system only and has no effect on the General Ledger. The corresponding entry to the General Ledger should be processed when setting up the GL opening balances. Posting opening balances is designed to be run only once, after all entries have been made, and may be password protected to ensure only authorized users have access to it. Once the process has begun, you are prompted for the following info:

Enter Employee Passcode: Enter a valid password, if one has been set, to continue. (See Clerk setup for more info on clerk passcodes).

Batch Number: The system requires all batches to be posted together so entry is restricted to an asterisk (*) only.

Do You Wish to Continue: Enter “Y” to continue or “N” to exit.

Accounts Payable Flags

Y/N Using Prenumbered Cheque

Plate Letters: **BHBBG**

Set this flag to Y if your business cheques have numbers pre-printed on them. Otherwise, set to N if you need the system to print the cheque number on the cheques.

Y/N Aborted Unprinted Cheque

Plate Letters: **BHBBH**

Set this flag to Y if you wish to have the system abort any cheques created in the AP system that don't get printed. Set to N if you're not sure or wish to control this manually.

Other AP Flags

The following flags will need to be set prior to using accounts payable. Type '**FLAG**' to access the flag menu. As an alternative, enter Fnnn at any location on the menu, where nnn is the flag number shown in the table.

Flag #	Purpose	Possible Values
009	AP Check Printer	Any valid printer set up on the system
105	AP Check Batch Counter	Any number up to 4 digits (System Maintained)
128	AP Computer Check Counter	Any number up to 5 digits (System Maintained)
217	AP Adjustment Counter	Any number up to 6 digits (System Maintained)
218	Check Print Program	User defined as part of forms setup
233	AP Tax Percentage	I.E. 7 = 7%

AP Flags

Payment Code Maintenance

Plate Letters: **BHBBI**

This program is used to setup currency codes for suppliers. Note: there are many parts of the system that will assume that code 1 = Canada and 2 = USA. Currencies **must** be setup in this fashion. Set flag 115 (F115 on the menu) to Y if operating in the USA – currency conversion factors will then recognize currency 2 as the local currency. F115 = N will use currency 1 as the local currency.

Payment Funds Entry Screen

- Payment Code:** Enter a numerical code that is assigned to the currency.
- 1. Abbreviation:** Enter a four character abbreviation that will be displayed with the code in various screens.
 - 2. Description:** Enter a description for the currency code up to 30 characters in length.
 - 3. Conversion Factor:** This is a field that will contain the conversion factor to convert your base/local currency to the currency described.

Manual Payment Tender Setup

Plate: **BDCIB**

Before manual payments can be used, allowed manual payment tenders must be set up. This is done using the same tender setup routine as done for Point-of-Sale. In this setup screen, the same tender can be selected for POS (i.e., A/R) payments as well as A/P payments. However, the flexibility has been added in to allow a different GL account to be used as the payment

account. While this is usually a bank account (if the payments are on-line, via debit card, or via a manual cheque, etc), it can also be a credit card liability account (if using the company credit card) or other liability account (if using a personal credit card for company business).

In the Tender Setup and Maintenance screen, the standard setup is as done for POS tenders (see Tender Code Setup in the Point of Sale Manual). On the AP-Manual Payment side, the following entry fields are the ones to maintain (see sample screen below):

BDCIB		Tender Setup and Maintenance		7.4.2.007	
Tender Code	[CAS]				
Tender Descript	[Cash Sale]		
CONTROLS					
1. Function Key Label	[CASH]		
2. Compulsory Entry of Amount	Y/N	[N]	13. Ask for Reference	Y/N	[N]
3. Overtender Allowed	Y/N	[Y]	14. Ask for Expiry Date	F/N	[N]
4. Open Cash Drawer #1	Y/N	[Y]	15. Ask for Quantity	Y/N	[N]
5. Tender Group		[N]	16. EOD Accumulator	Y/N	[Y]
6. Post deposits to GL daily?	Y/N	[N]			
7. Change given in Foreign Curr	Y/N	[N]			
8. Conversion on Foreign Currency	[]		
9. Maximum Tender Amount Allowable	[]		
10. Active for AR/AP/Both		[B]			
11. A/R General Ledger Account Number	[1000-000]	Cash Clearing			
12. A/P General Ledger Account Number	[1000-000]	Cash Clearing			
Modify field []					
Select a field to modify, or <ENTER> to Save,...					
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10		
Clear			Delete		File

Manual Payment Tender Setup - BDCIB

- 10. Active for AR/AP/Both:** Acceptable entry here is Y, N, R, P, and B. Y, R, and B activate this tender for AR, while P and B activate it for AP. If the tender is to be accessible for both AR and AP, enter B (Both) in this field.
- 12. A/P General Ledger Account:** This is the GL account from which the payment will be debited. Typically, this will be a bank account, but it may also be a liability account if associated with a credit card.

Using Accounts Payable

Overview

The Accounts Payable (AP) section of the **Controller Series** software is intended for use by accounting personnel and management. The Accounts Payable package is designed to work with the other **Controller Series** modules such as Purchasing / Receiving and General Ledger. Accounts Payable and Purchasing/Receiving modules share a common supplier setup entry screen. When entering supplier invoices into the AP system, disbursement of invoices to the appropriate GL account(s) may be automated from Receiving transactions. By using common information, data entry decreases and financial control increases. Once integrated with the other modules in the **Controller Series**, the AP module forms part of a fast, efficient and powerful accounting system.

Once transactions have been checked for accuracy, suppliers' invoices and payments are posted to the AP Ledger (suppliers' accounts) and the GL account information is exported to the AP interface files for review before posting to the GL. The interface files are designed to integrate with the **Controller Series** General Ledger.

Press F8 if the user is at option B of the Retail Controller Menu or type **TRCA** or plate **BH** to display the **TRC Accounting Menu** as shown below:

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BH                                     ARNOLD 1.5.26
Controller Series Accounting
F1 a Exit
F2 b Accounts Payable Menu
F3 c General Ledger Menu

Please select an option: [      ]

Version 7.3 licensed to MAINFRAME ASSOCIATES for 24 users
    
```

TRC Accounting Menu, BH or TRCA

The sub-menus Accounts Payable (option BHB) and General Ledger (BHC) are accessible from this menu. To select the Accounts Payable Menu press F2, type AP or type the plate name

BHB. Pop-up HELP screens, which give general descriptions of each menu selection, are built into each menu.

The following sections guide the user through the AP sub-menus. The manual explains the purpose of each input screen and explains valid options for each input field. The user may supplement this manual by logging onto the TRAIN account and completing various functions described.

The **Accounts Payable Menu** is located at plate letters **BHB** or vocabulary reference **AP**. It is the top menu for the AP system. The AP System Control Menu is used for setup and entering Suppliers' opening balances (see Setting Up Accounts Payable – above). The Supplier update is used to setup Suppliers and is shared with Purchasing/Receiving. The balance of the menu items deal with the recording of Supplier invoices, payments for those invoices, related reports, on-screen inquiries and closing functions. The following pages outline the operating procedures for these programs and the type of information that is required or acceptable to the system. At each input field, the cursor waits for information to be typed. Once the information has been entered press ↵ to move the cursor to the next input field. Beneath the input area helpful notes will appear, indicating the type and form of information expected by the system for various input fields. To enable speedy input of numeric only fields, decimal points are inserted by the system before the last two digits, unless the user enters a decimal point.

```
THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BHB                               Accounts Payable Menu                               ARNOLD 4.5.22

F1 a Exit                          sF1 k AP Ledger Grand T0TAl
F2 b AP System CONTROLS Menu      sF2 l AP Document Purge
F3 c SUPPLIER Maintenance         sF3 m AP End of Year Functions
F4 d SUPPLIER INVOICE Menu
F5 e CASH Requirements Report
F6 f COMpuTER CHEQue Menu
F7 g MANual PAYment Menu
F8 h CANcel CHEQues
F9 i AP Payment History
F10 j AP TRIAL Balance

Please select an option: [          ]

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```

Accounts Payable Menu, AP or BHB

Entering Supplier Invoices

The **Supplier Invoice Menu** is located at plate letters **BHBD** or vocabulary reference **SUPINV**. Current and future batches of supplier invoices are added from here. This menu provides access to the programs used to add, change, delete and post supplier invoices and credit notes.

```
THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BHBD                                     ARNOLD 1.5.26
      SUPplier INVoice Menu
F1  a Exit
F2  b Enter Supplier Invoices
F3  c Print Edit List
F4  d Post Supplier Invoices
F5  e Receiving Orders Unposted
F6  f MTD AP/Receiving Variance
F7  g Supplier Purchase Volume Rpt
F8  h Prepaid Invoice Report
F9  i AP Invoice by Ref Report
Please select an option: [      ]
Version 7.3 licensed to MAINFRAME ASSOCIATES for 24 users
```

Supplier Invoice Menu, BHBD

Plate Letters: **BHBDB**

Supplier invoices and credit notes are entered into the system in batches. When posted to supplier accounts, a batch becomes a Purchase Journal. Journals are exported to a General Ledger interface file where they will eventually be posted to the GL. Prior to posting, batches may be opened for additions, modifications and deletions. Below is the entry screen followed by a detailed discussion on the data required to complete or modify a transaction.

BHBDB		Supplier Invoice Entry		7.3.15	
Batch Number	[]	Period	[10]		
Transaction Number	[]				
Supplier	[]				
1. Receiving Order	[]	Rec Date	[]	PO Num	[]
2. Invoice Number	[]				
3. Invoice Type	[]				
4. Invoice Total	[]	(tax inc.)			
5. Invoice Date	[]				
6. Discount Amount	[]				
7. Discount Percent	[]			Discount Amount	[]
8. Discount Date	[]				
9. Due Date	[]			10. Work Order	[]
11. Reference	[]				

Press <ENTER> for next batch, <F9> to Lookup, or <F1> to Exit...

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit								Lookup	

Supplier Invoice Entry Screen

Batch Number: The system controls sequential numbering, counting from the last number used. Accept the next new batch number by pressing ↓. To add or amend entries to an existing batch use F9 to display batches. Enter the transaction number or use the ↑↓ Arrow keys to review.

Period: The current period number is displayed. Press ↓ to accept the current period # or enter a period number (1 - 24). This controls what period this transaction will be posted to in the GL.

Transaction Number: For modifying an existing batch item, once the batch number has been selected, type in the desired transaction number. If the record is found, the data is displayed and the cursor is positioned at the bottom of the screen in the command bar. If no record is found, a prompt requests re-entry of the record number.

To add items to an existing batch, press F2 to allocate the next available record number.

Receiving Number: If the invoice is not for items received into inventory via a Receiving number (or the user does not wish to use the 'Post by Receiving option), press ↓ to proceed to the supplier code entry field.

If the goods purchased have been processed into the inventory system with a Receiving number, enter that number. If the Receiving number is found, the Receiving date, PO number, supplier's code, supplier's name and Invoice \$\$ Total are

- displayed. The cursor is positioned in the invoice number field. The user may override any system-generated data, if necessary.
- PO Num:** If the receiving order is not known, the PO number can also be entered, resulting in a similar load as described above.
- 1. Supplier:** Enter a supplier's code or press F9 to call-up a window from which a supplier may be selected. If the supplier's code is valid the supplier's name is displayed. If the code is not valid the field is cleared ready for re-entry.
- 2. Invoice Number:** Enter the supplier's transaction number to a maximum of 10 characters. If the invoice is not numbered, it is recommended that a unique reference be entered as a substitute record.
- 3. Invoice Type:** Enter either '1' for charge invoice, '2' for credit note, '3' for a debit memo, '4' for a credit memo. In general, '1' or '2' are all that are needed. The system default is '1'.
- 4. Invoice Total:** Enter the transaction total (including taxes) to a maximum of 10 digits. As the number must always be positive - the user cannot enter a credit note as a negative amount.
- 5. Invoice Date:** Enter a valid date in the form MMDDYY or MM/DD/YY. You can also enter a two-digit day as a shortcut. The system will automatically default to the fiscal period's month selected for the batch.
- 6. Discounted Amount:** Enter the amount of the transaction to which the discount applies, if such a discount exists, to a maximum of 10 digits. The default value is zero. When the value is zero, the cursor will pass over the discount percent and date fields.
- 7. Discount Percent:** Required field only when an amount other than zero is entered in field 6. Enter the percentage number, to a maximum of 6 digits to calculate the discount on the amount entered in field 6. The calculated discount value will be displayed. **Note:** If a discount percent has been setup under F6 Acct in the Supplier screen, this figure will be automatically entered and the applicable discount calculation completed.
- 8. Discount Date:** Required field, when an amount other than zero is entered in field 6. Enter the latest payment date to obtain cash discount on the invoice, using the format MMDDYY or MM/DD/YY. **Note:** If a discount date has been setup under F6 Acct in the Supplier screen, this date will be automatically entered.
- 9. Due Date:** Enter the latest payment date for the invoice using the format MMDDYY or MM/DD/YY. The system defaults to the last date input in this field, or the invoice date, when ↵ is pressed. **Note:** If

a due date has been setup under F6 Acct in the Supplier screen, this date will be automatically entered.

10. Work Order: Enter a POS work order number that this shipment is to be connected with. This is for reference purposes only.

11. Reference: A general reference that may be used for this AP transaction.

GL Disbursement of the Supplier Invoice

The system displays an input window to allocate the costs of the transaction to GL accounts. For Canadian users, the program automatically calculates the value of GST from the invoice total entered in field 4, and displays the GL entry using the GST account number from flag 146 and the percentage from flag 233.

If using the 'Post from Receiving' option, GL disbursal for goods received as well as GST amount will be provided by the system. GL codes for goods received are controlled by the Department, and can be modified in the **DEPT** screen (see Inventory Management section in the manual for complete details). The user may override the system-provided GL codes and/or amounts.

BHBDB		Supplier Invoice Entry		7.3.15					
Batch Number	[00155]	Period	[10]	06/01/2006					
Transaction Number	[0001]			06/30/2006					
Supplier	[ACE]	Ace Hardware							
[G/L Disbursement]									
Invoice Total:	125.99	Debit Amount Remaining:	0.00						
GL Code	Description	Amount							
2340-000	GST Input Credit (paid out)	7.13							
5004-000	COGS Hardware / Sundries	118.86							
AP Control Account [2000-000] Accounts Payable									
Enter a GL code, or select a function key option,...									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Cancel			Delete			AP Ctrl		Lookup	Accept

GL Disbursements window in Supplier Invoice Entry

Upon entry to the window the cursor is positioned on the first line below the GST GL code. By using the ↓ and ↑ arrows the user may move to any field to make changes to the GL code(s) or amount(s) as required.

The total amount of the invoice for disbursement is shown together with a balance showing the remaining amount to be disbursed. Enter GL codes (F9 lookup available) and amounts as required until the full value of the transaction is disbursed. The screen cannot be exited until the

entire transaction total has been disbursed. The F4 delete key is used to delete the line the cursor is currently resting on. The F7 key allows you to select the AP control account if you have more than one. To exit and save the entries made, press F10 at any line or press ↵ at a blank line. If the disbursement is not complete, a warning is displayed and exit is denied. To exit without saving the entries made, press F1 at the start of a line. After pressing F10 if you wish to go back and edit any of the disbursement entries, press F8 (Disb) and the GL Disbursement pop up window will display again and allow editing.

Print Edit List

Plate Letters: **BHBDC**

To review all invoice and credit notes entered into the AP system, an edit list for each batch may be printed. It is recommended that edit list(s) are printed and checked for accuracy before any batches are posted to the AP and GL Interface file. The screen prompt is:

Batch Number: Enter the single batch number, or an asterisk (*) for all batches that have not yet been posted to the AP and GL. This will produce a detailed report of the selected batches, including the invoice number, date, invoice total, available discount, discount expiry date, as well as the total GL distribution associated with the report.

Post Supplier Invoices

Plate Letters: **BHBDD**

This selection will post invoices and credit notes entered in the Invoice Entry Screen. Invoices and credit notes are posted to Supplier accounts by invoice date. The Purchase Journal is exported to the GL interface file by period date. A discrepancy between invoice date and period date is controlled by user discretion. If a variance is approved by the user (at the entry stage), any amount 'in conflict' will be displayed on the Journal with an asterisk (*) to assist with reconciling the AP Ledger to the GL.

Batch Number: Enter the single batch number, or an asterisk (*) for all batches that have not yet been posted to the AP and GL. This will produce post the selected AP invoices and produce a detailed report of the selected batches, including the invoice number, date, invoice total, available discount, discount expiry date, as well as the total GL distribution associated with the report.

Receiving Orders Unposted

Plate Letters: **BHBDE**

Reports on all receiving orders, sorted by supplier, that have not been posted to AP, for a user specified month. Report shows the Store received into, the Receiving Order Number and Date, the Total of the receiving, and the Receiving Clerk.

MTD AP/Receiving Variance

Plate Letters: **BHBDF**

Reports on all receiving orders, sorted by supplier, that have been posted to AP, for a user specified month. Report shows the difference between the receiving and the AP posting totals. Report displays the Receiving Order, Purchase Order, Receiving Date, the Receiving and AP Totals, the GST posted, and the Variance.

Supplier Purchase Volume Report

Plate Letters: **BHB DG**

Produces a report of MTD and YTD purchase of a range of suppliers. User enters the supplier range and whether to sort by Supplier Name or descending order of YTD purchases. Report shows the Supplier Name and Number, YTD Purchases and Discounts, and MTD Purchases.

Prepaid Invoice Report

Plate Letters: **BHB DH**

Produces a report of prepaid invoices for a supplier and a date range. These are AP invoices that have been created from a PO prior to having been received. If a payment has been made, or the PO subsequently received, this will also be shown.

AP Invoice by Reference Report

Plate Letters: **BHB DI**

Produces a report of all AP invoices that have a reference set (field 11 when entering an AP invoice). Totals are done for each reference, allowing a report, for example, of a specific job. User can select a supplier range, date range, or reference range on which to report. The report shows the Supplier Name and Number, Invoice Number and Date, PO Number, Receiving Number and Date, and the Invoice Total.

AP Trial Balance (Aged Summary)

Plate Letters: **BHBJ**

Vocabulary Reference: **TRIALBAL**

This report displays one supplier, a range, or all supplier accounts in Detail or Summary format as at the date supplied by the user. Both Detail and Summary versions print supplier accounts divided into four aged columns: Current period, 30, 60 and 90 day periods.

Aging is from the invoice date. The Detailed Report lists all un-purged transactions on a supplier's account up to and including the specified date. When a Summary Report is produced only the total of each supplier's account is printed, for all of the aging columns.

A/P Control Account: If running multiple AP subledgers, this will allow the user to select the subledger to view. Typically, this is done to group suppliers with a common currency.

Starting Supplier: This field and the 'End' field are used for setting a range of suppliers to be displayed. Press ↓ to default to the first supplier. To display a range of accounts, enter the first (lowest) supplier code of the range. To lookup supplier codes, press F9.

Ending Supplier: Enter the last (highest) code of the range of suppliers. Press ↓ to default to the last supplier. Enter a code higher than the start code and the program displays all the suppliers with codes in the range selected. To lookup supplier codes, press F9.

Cut-off Date: Enter the cutoff date (i.e. Prints transactions up to and including a specified date.) The default date is set to the current AP period date. The display will include all posted activity dated in the period selected.

Currency: By default, the local currency is selected (determined by the setting of flag 115). Others can be selected by pressing F9 Lookup.

Document Type: By default, all AP invoice types are selected, but this can be limited to a single type (currently, 1 - 5).

Format: Enter 'D' for detailed or enter 'S' to select a Summary report.

Sort By: The report can be sorted by account number ('A') or by supplier name ('N'). The default is by supplier name.

Outstanding or All Transactions: Select 'O' to only report unpaid AP invoices, or 'A' to report all un-purged transactions.

Cash Requirements Report

Plate Letters: **BHBE**

Select this option to print a list of invoices to calculate the amount of cash required to pay them by the specified cut off date. Selecting invoices at this option will not commit the system to

making payments; this should be done in the 'Payment Selection' option discussed later in this Chapter. This program may be run many times using different parameters, as needed.

Selecting this option allows the following input to control the range of invoices selected. Selection may be for a single supplier, a range of suppliers or all suppliers. The invoices are further selected by the 'end date'. This date is used by the system to identify those invoices due for payment by comparing each invoice due date. The 'end date' is also used to select invoices that have cash discounts that apply up to, and including, the 'end date'.

Currency: This report can be printed for all suppliers who have been assigned a specific currency. The user will select a currency from a pop-up window showing all defined currencies.

Supplier Start: Enter the first supplier code to be printed on the cash requirements list. Press F9 to select from a list of suppliers or enter an asterisk (*) to select all suppliers.

Supplier End: Required field, unless the asterisk (*) (for all suppliers) was entered in the Supplier Start field. Enter the last supplier code to be printed on the cash requirements list. Press F9 to select from a list of suppliers or press ↵ to select the same supplier code as entered in the Supplier Start field. Press F1 to return to the Supplier Start field.

Sort By...: The report can be sorted by Supplier Name or Supplier Account Number.

End Date: Enter the last invoice date (MMDDYY or MM/DD/YY) to be included on the cash requirements report. The date will also be used to include invoices that may not be due, but have cash discounts available by this date.

Summary or Detail: By default, the report will be in detail, but can also be in summary.

Making Payments

The following section explains how to enter, edit, print and post computer cheques and manual payments as well as canceling (voiding) the same. Here are some important terms commonly used used in our AP software:

Computer Cheque: A cheque that is generated by the computer system and printed out on a pre-printed form on the cheque printer.

Manual Payment: A payment that is written or entered by hand and entered into the system later. Examples include hand-written cheques, online transactions, debit/credit card payments, and so on.

AP Cheque/Payment: A payment that reduces the AP sub-ledger by paying invoices that were previously entered into AP.

Direct Cheque/Payment: A payment that doesn't affect the AP sub-ledger. Tax remittances are an example. You are required to enter the GL Disbursement for this type of payment.

Computer Cheques

The **Computer Cheque Menu** is located at plate letters **BHBF** or vocabulary reference **COMCHQ**. Payment of selected invoices by computer-generated cheques will be processed from the programs in this menu. In addition, facilities for processing computer cheques for non-accounts payable items (i.e., taxes) are available from the Computer Cheque Payment program.

Note: The current period is not necessarily based on TODAY. Current period for A/P is the one set in APPERIOD and for the GL it is set in TIME. Both the GL and AP often have current periods that are one or more months behind the period that corresponds with today's date. Computer cheques are created using GL periods.

```
THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BHBF                                     ARNOLD 1.5.26
COMputer CheQue Menu
F1 a Exit
F2 b Select Invoices for Payment
F3 c AP Cheque Edit List
F4 d Direct Cheque Edit List
F5 e Print Cheques
F6 f Post AP Cheques
F7 g Post Direct Cheques
Please select an option: [      ]
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```

Computer Cheque Menu, BHBF

Select Invoices for Payment

Plate Letters: **BHBFB**

Invoices to be paid by a computer cheque are selected by using the Computer Cheque Entry program. The cheques are processed in batches. Within this program, two types of computer cheques can be entered, 'AP' or 'Direct'. AP entries are invoices that have already been entered through the Supplier Invoice Entry program. Direct cheques are non-AP cheques. (i.e. tax remittances) The following input screen will appear:

BHBFB		Computer Cheque Entry		7.3.5.008	
Batch Number	[0]	Bank GL#	[]	Cheque Date	[]
GL Posting Period	[11] 07/01/2006 - 07/31/2006				
Record Number	[]			Cheque Amount	[]
Supplier	[]				
Cutoff Due Date	[]				
Invoice	InvDate	DueDate	DiscDate	Discount	Balance
					Payment I/C

Enter batch number, or <F1> to Exit,...

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit				Create				Lookup	

Computer Cheque Entry, BHBFB

- Batch Number:** Press ↵ to automatically assign the next batch number. All cheques in a batch must be for the same GL Period, the same currency and be of the same type, i.e., A/P or Direct. To review an existing batch, use the F9 lookup option.
- Bank GL:** If you write cheques from more than one bank account, the correct GL account can be selected here. Each bank account needs to be setup in the Protect GL Account program at plate BHBB – F2.
- Cheque Date:** Press ↵ will default the cheque date to today. If the cheque date is to be other than today, enter the date as mmddyy (i.e. 111598): Press ↵ will change the date display to the proper format. If a date entered conflicts with the GL Posting period, a warning message will display.
- GL Posting Period:** The GL period defaults to the period that corresponds with today's date. A different GL period can be entered up to period 24. Within this field, Press **F3** to activate the 'Direct Cheque' option. The display will be as follows:

BH8FB Computer Cheque Entry 7.3.5.008

NEW BATCH **A/P CHEQUES**
 Batch Number [0083] Bank GL# [1013-000] Cheque Date [07/18/2006]
 GL Posting Period [1] 07/01/2006 - 07/31/2006
 Record Number [] Cheque Amount []
 Supplier []
 Due Date [07/31/2006]

InvDate	DueDate	DiscDate	Discount	Balance	Payment I/C

The F3 key toggles between AP and Direct cheque

Enter GL period for posting cheques, <F3> Direct cheques, ...

Clear F1 F2 **F3** F4 F5 F6 F7 F8 F9 F10

Backup Dir Chq

Computer Cheque Entry, Direct Check Option

The input requirements change after the record number for a Direct Cheque. The amount will be entered manually along with Payee and Reference. Upon completion of the Reference, the appropriate GL codes must be entered. The offsetting entry to the Bank was selected in the Bank GL field.

Record Number: Press ↓ will increment this number. This number tells you how many cheques are in the current batch. Cheques selected for printing will print in Record Number order. It is also the field that can be entered to recall an existing cheque in the batch for modification.

Cheque Amount: This field is a display only. After invoices have been selected, the cheque amount will display here.

Supplier: When in this field, there are three Function key options available: **sF6** for **Canadian Currency**, **sF7** for **US Currency** and **F9 Lookup**. Either **sF6** or **sF7** will identify the currency for this batch at the beginning of the batch process. However, if neither of these options is selected, the first supplier inputted will determine the currency for the batch. Input of any other supplier assigned to a different currency will not be allowed.

Cutoff Due Date: Enter a date and press ↓. All invoices due and invoices with discounts due at the 'Cutoff Due Date' will appear on the screen along with any credit notes and prepayments/unassigned cheques on the supplier's account. These will load in the 'turned on' for payment mode. Discounts shown are assumed to be valid. Before you can print a cheque, the selection must be saved by pressing F5. By changing the 'Cutoff Due Date', you may access (for payment or viewing) other invoices on the suppliers account.

Note: an invoice that has been selected for payment and saved in a batch is 'held' by the system and cannot be selected again unless the cheque is aborted. This is to protect an invoice from being paid twice. A number of function keys are available to modify the payment selection such as to exclude certain invoices, make partial payments or prepayments:

- sF1 Cancel** Cancels the batch and places cursor in the Batch Number field.
- F1 Backup** Moves the cursor back one input field.
- F2 All** Selects ALL loaded invoices for payment.
- F3 None** De-selects ALL invoices – reverses the F2 option
- F4 Remove** Removes the current invoice from selection list. Access the appropriate invoice by use of the ↑↓ arrow keys.
- F10 Save** Save this payment. Cursor will return to the Record Number field to input another supplier and invoice selection.
- sF6 Discount** Allows the input or modification of a discount value.
- F7 Pre-Pay** Allows input of an UNASSIGNED cheque and value to be included on the cheque.

To change the amount of payment on a particular invoice (partial payment), select the invoice with the ↑↓ arrow keys and then press ↵ to advance to the payment field. Enter appropriate payment amount. After the F10 key has been selected to save the invoices to be paid, the cursor returns to the Record Number field. At this point, if another Supplier is to be paid, press the **F3 Add Cheq.** Once this has been selected, the Record number increments and places the cursor in the supplier field to make another selection and repeat the invoice for payment selection process. If no further suppliers are to be paid, press **F5 Finished** to return to the menu.

AP Cheque Edit List

Plate Letters: **BHBFC**

This option gives you a printed preview of the cheque batch and subsequent Cheque Register (Journal). Edit lists are printed by batch in record number order and list suppliers being paid along with the invoices, discounts etc. selected for payment. It is strongly recommended that batch edit lists be run and checked for errors prior to printing cheques and that the user keep the list until the cheque run is satisfactorily completed. Once you begin printing cheques, even if only one cheque is printed, you will no longer be able to modify a cheque in that batch (deleting a cheque is possible) nor will you be able to print the edit list again. Modifications to cheques are made by re-entering the "Select Invoices for Payment" program, reloading the batch and either enter the record number you want changed or, using the arrow keys to scroll through the records until you find the record(s) you want. Remember that changes must be saved by pressing the F10 key. The Period defaults to the GL current period. Batch number selection allows the option of an **F9 Lookup** to view and select a specific batch number to report.

Direct Cheque Edit List

Plate Letters: **BHBFD**

As in AP Cheque Edit List, the Direct Cheque Edit List provides a printed preview of non-Accounts Payable cheques to be issued and the subsequent Cheque Register. Each batch is printed separately by record number order showing the Payee and the GL Code distribution for the cheque. To modify saved records, reload the record(s) the same as you would for AP Cheques, modify and resave (F5). Once a cheque has been printed, you will no longer be able to modify a cheque in the batch nor will you be able to print the edit list.

Print Cheques

Plate Letters: **BHBFE**

Cheque printing is the next step in the Computer Cheque process. Batch Number selects the batch of cheques to print. To enable the system to manage cheque numbering, ensure the flags AP Control Menu (BHBB), options F7 – Y/N Using Pre-numbered Cheques and F8 – Y/N Abort Unprinted Cheques, are set correctly. The following screen displays the first options.

```

BHBFE                               Computer Cheque Batch Printing                               7.3.2.008

Batch number [ 0 ] Starting cheque number [      ]

Enter cheque batch number, ...

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Exit                               Align                               Lookup

Computer Cheque Printing, BHBFE
    
```

Three Function key options are available from the Batch Number field.

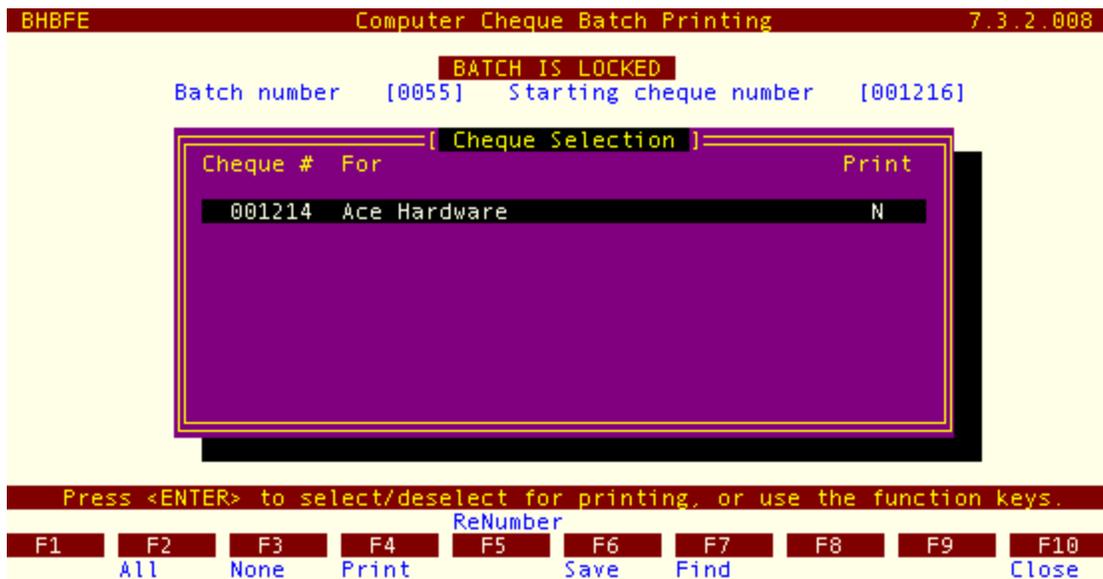
- F1 Exit** Exit the program.
- F7 Align** Allows the printing of a cheque to verify alignment. Continue with this option until the cheque is properly aligned.
- F9 Lookup** Lookup of batches available for cheque printing.

The user also needs to enter:

Batch Number: Enter an appropriate batch number or Press **F9** to view and select a batch number. The following lookup display allows this selection.

Cheque Number: The system automatically displays the next available cheque number. However, over-riding this can be done by inputting a different cheque number. Press ↵ to continue.

Several Function key options are now available to continue with this process.



Computer Cheque Printing - Function Key options

- F1 Exit** Returns cursor to the batch number field to either exit the program or select another batch to print.
- F2 All** Selects ALL Suppliers on display for cheque printing.
- F3 None** De-selects ALL Suppliers – reverses the F2 option.
- F4 Print** Printcheques. After printing, the screen displays the cheque numbers assigned and defaults the Print to “N”.
- sF5 ReNumber** If an error has occurred in the printing of the cheques (say, a printer jam, or the cheque number did not correspond to the pre-printed form), select this option to renumber the cheques and reprint them. The user will be asked for the new starting cheque number, and the enter ‘Y’ to begin the print process. Note: This cannot be an existing cheque number!
- F6 Save** Save this batch as printed. Lets the user print one or more cheques and do the rest later. Even if all cheques are printed, the user may keep the batch **open** to enable the reprinting or aborting of cheques. It is not until the **F10 Close** option

is initiated, that the batch is closed and the cheques become available for posting (see F10 below).

F7 Find Allows the option of locating a specific supplier within the picklist. The system will find the first occurrence.

sF7 Repeat Is the same as 'Find' but will locate the next occurrence of your search criteria.

F10 Close Ends the batch. As part of the closing process, the user is given the option of aborting any of the printed cheques. Unprinted cheques will also be aborted. Once a batch is closed, the cheque data becomes available for posting to supplier accounts and to the General Ledger Interface File. The screen displays as follows:

```

BHBFE                               Computer Cheque Batch Printing                7.4.1.007
                                     BATCH IS LOCKED
Batch number [0041] Starting cheque number [000086]

                                     W A R N I N G
Enter 'Y'es will close and end this batch
Unprinted cheques will be lost

Cheque Printing completed (Y/N) [N]

Enter 'Y'es to end batch, 'N'o to edit list,...

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Exit
    
```

Warning Message When Closing A Cheque Batch

Select "Y" to close. Once completed, the data from this batch is ready to be posted to the AP.

Post AP Cheques

Plate Letters: **BHBFF**

Once cheque printing is complete, select this option to produce a printed AP Cheque Register (Journal) listing the cheques, cheque numbers, date, suppliers with invoice selection and other relevant information. It simultaneously sends this cheque data to supplier accounts and to the AP Interface File. The period defaults to the current GL period. Batch number includes the option of an F9 Lookup to view and select a specific batch number to process and report.

Post Direct Cheques

Plate Letters: **BHBFG**

Once cheque printing is complete, select this option to produce a printed Direct Cheque Register (Journal) listing the cheques, cheque numbers, date, GL Code distribution and other relevant information. If simultaneously sends this cheque data to the AP Interface file.

Manual Payments

The Manual Payment Menu is located at plate letters **BHBG** or vocabulary reference **MANPAY**. This set of programs allows recording of payments manually transacted or written. The menu options here are exactly the same as the Computer Cheque except the Print Cheques function is not needed.

```
THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BHBG                                     ARNOLD 4.5.22
MANual PAYment Menu
F1 a Exit
F2 b Enter Manual Payments
F3 c Manual Payment Edit List
F4 d Post Manual Payments
F5 e Direct Payment Edit List
F6 f Post Direct Payments
Please select an option: [ ]
Version 7.4 licensed to MAINFRAME ASSOCIATES for 24 users
```

Manual Payment Menu, BHBG

The Manual Payment system records manually prepared cheques (i.e., not printed via this computer system) or other payment types for both suppliers' invoices that exist on the AP system and non-Accounts Payable payments. In order to use Manual Payments, allowed Manual Payment tenders must be setup first. See Manual Payment Tender Setup above.

Enter Manual Payments

Plate Letters: **BHBGB**

Following is a representation of the entry screen and details of the field requirements for entering manual payments.

```

BH8GB          A/P Manual Payment Entry          7.4.6
** The current Period is 15 starting 11/01/2006 and ending 11/30/2006 **
Posting Period [15] Starting 11/01/2006 and ending 11/30/2006
Payment Date   [11/30/2006]
Payment Method [Cash S] Ref [          ] Bank G/L   [1000-000]
Supplier       [          ]           Due Before [          ]
    
```

F3 to toggle between Direct and AP cheque

InvDate	DueDate	DiscDate	Discount	Balance	Payment	I/C
Enter supplier number, or <F1> to Backup, ...						
F1 Backup	F2	F3 Dir Pay	F4	F5	F6	F7
					F8	F9 Lookup

A/P Manual Payment Entry

Direct Payments are recorded by pressing F3 when the cursor is in the Supplier code field. A window will open allowing the user to input the payee, reference and GL code disbursement for the cheque. Press F5 to save the entry.

Posting Period: Enter the G/L period to post this payment. The current G/L period is the default value.

Payment Date: Enter the date the manual payment was created in the form MMDDYY or MM/DD/YY.

Payment Method: A pop-up window will appear displaying the manual payment methods that have been set up for use. It is recommended that at a minimum, a cheque and a cash payment method be set up. The setup is done at the TENDER or BDCIB screen (see Manual Payment Tender Setup above for details).

Ref: This is a reference to use to identify this payment uniquely. It can be the cheque number, the confirmation number of an on-line, debit, or credit transaction, or some relevant information. The reference field is displayed on many reports together with the Payment Method. While it is permitted to leave the reference blank, it is **not** recommended.

Bank G/L: The G/L account associated with this payment. The default value will be taken from the Payment Method above, though it can be changed.

Supplier: Enter the supplier's code for which invoices are to be selected, or press F9 to select a supplier from a pop-up window. Press F3 to record the direct cheque via the open window. Press F1 to exit the program.

Due Before: Enter the latest due date for which invoices are to be selected. This date will also be used for displaying invoices with discounts available at or before the date. It is important to select a date that will include all invoices that are to be paid. Press F1 to return to the Payment Date field. All invoices and credit notes found within the set parameters will be displayed. Discounts shown are assumed to be valid. The user must select the invoices that are to be paid. Press F6 to toggle the discount on or off. Use the ↑↓ arrow keys to position the cursor from line to line and press Enter to move to the Payment field.

The following function keys are available for use in the transaction selection window.

F2 All: With the cursor on any invoice line, press F2 to select all invoices as paid. All invoices displayed will be highlighted indicating all are selected for payment. If the user wishes to make a partial payment against an invoice, press the arrow key to move to that invoice and then the Return key to move to the Payment field; input the amount paid. The Payment total will change accordingly.

F3 None: With the cursor on any invoice line, press F3 to remove all invoices from selection for payment. All invoices will be displayed normally (not highlighted). All payment fields and the Payment total will change to zero.

F4 Select/Remove: Position the cursor on the line of an invoice and press F4. This is a toggle, selecting or deselecting an invoice as desired. If selected, the line will be re-displayed highlighted, indicating the item is selected. If the total amount of the Invoice is not to be paid, press Enter to move to the payment field and input the amount to be paid against the invoice.

F6 DiscOff/On: With the cursor on the same line as the invoice to be adjusted, press F6 to toggle whether the discount is selected or not. The line will be redisplayed with the discount highlighting on or off, indicating whether the discount has been used or not. If the invoice has already been selected for payment the Payment Amount and the Payment total will increase by the value of the discount.

sF6 DiscMod: With the cursor on the same line as the invoice to be adjusted, press sF6 to manually set the amount of the discount to be taken. This option can only be set if the discount has been turned off.

F7 Pre-Pay: Press F7 to create a prepayment. With the cursor in the Payment column, enter the amount of prepayment or overpayment and press F5 to save the transaction.

sF7 Unassgnd: Press sF7 to create an unassigned prepayment. The difference between this and the F7 Pre-Pay option is user's preference. F7 can be used to actually designate a required prepayment by the supplier, while sF7 can refer to the remaining part of a payment being made due to an invoice that has not been entered into the AP system.

F5 Save: To save the selections press F5. The screen is cleared and the cursor returns to the Cheque number field. If the cheque number has already been selected for payment, the previously selected invoices are displayed and further selection and changes may be made.

Print Manual Payment Edit List

Plate Letters: **BHBGC**

This option prints a list of manual AP payments and their corresponding invoices. This list may be used to check data accuracy and changes and corrections may be made. The program prompts for two entries:

For Period: The default period number is set to the current AP period number and the start and end dates are displayed. The report will be produced to include all payments dated in the period selected. If more than one period has been used an edit list for each period must be run. Press F1 to exit the program without printing an edit list. Press ↵ to accept the current period or enter a period number (1 to 24). The start and end period dates are displayed for the period selected and the cursor moves to:

Do You Wish To Continue: The system default is Y. Press ↵ to continue and print the edit list, or enter N to return to the 'For Period' field.

Post Manual Payments

Plate Letters: **BHBGD**

When manual AP payments are posted to supplier accounts, a Payment Register is simultaneously created and data is exported to the AP interface file. No changes to manual payment entries may be made after posting. The printed Payment Register lists the payments and the corresponding invoices that were selected as paid. On entry to this program, the user is prompted for information in two fields:

For Period: The default period number is set to the current AP period number and the start and end dates are displayed. The postings will include all payments dated in the period selected. Press F1 to exit the program without posting any payments. Press ↵ to accept the current period or enter a period number (1 to 24). The start and end period dates are displayed for the period selected and the cursor moves to the following.

Do You Wish To Continue: The system default is Y. Press ↵ to post the payments and print a Manual Payment Register, or enter N to return to the 'For Period' field.

Direct Payment Edit List

Plate Letters: **BHBGE**

This option prints an edit list, by period, for the manually issued (non-accounts payable) payments entered in the system. The list should be used to ensure all input is correct and any required changes must be made prior to posting. The program prompts for the following:

For Period: The default period number is set to the current AP period number and the start and end dates are displayed. The printed report will include all payments dated

in the period selected. Press F1 to exit the program. Press ↵ to accept the current period or enter a period number (1 to 24). The start and end period dates are displayed for the period selected and the cursor moves to the following.

Do You Wish To Continue? To print the list, enter Y or press Enter for system default of Y. Enter N or press F1 to exit without printing the list.

Post Direct Payment

Plate Letters: **BHBGF**

This option allows all the manually issued direct payments on the system to be posted. Upon posting, a Payment Register is created and this data is exported to the AP interface file. The user imports this data into the GL as required. The period in which they will be posted will be selected by the system based upon the date of the payment. No changes to direct entries may be made once they are posted. The program prompts for the following:

For Period: The default period number is set to the current AP period number and the start and end dates are displayed. The postings will include all payments dated in the period selected. Press F1 to exit the program without posting any payments. Press ↵ to accept the current period or enter a period number (1 to 24). The start and end period dates are displayed for the period selected and the cursor moves to the following.

Do You Wish To Continue? To print the list, enter Y or press Enter for system default of Y. Enter N or press F1 to exit without printing the list.

Cancel Payments

Plate Letters: **BHBH**

Vocabulary Reference: **CANCHEQ**

This section allows for the cancellation of both manual and computer payments. Only posted cheques and payments can be selected for cancellation. Prior to posting, the payments can be reversed or deleted using the payment screens.

In the Payment field, select F7 Manual/Computer to toggle between Computer Cheques and Manual Payments. For manual payments, a lookup displaying all manual payments will always display, while the for computer cheques, the user can type in the cheque number, scroll through all computer cheques, or use the F9 Lookup to review all computer cheques.

```

BHBH                A/P Computer Payment Voiding                7.4.1.001
** The current GL period is 15 starting 11/01/2006 and ending 11/30/2006 **

GL Posting Period [15]   Starting 11/01/2006 and ending 11/30/2006
Payment [ ]             ] Amount [ ] Pay Date [ ]
Supplier [ ]            ]
Transaction Date [11/30/2006]

Invoice      Inv Date   Due Date      Total      Payment      I/C
  
```

```

Up/Down to cursor through, or <F7> to select Manual payment...

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Backup                               Manual Lookup
  
```

Cheque/Payment Voiding Screen

Use the ↑↓ arrow keys to scroll through cheques that have been posted that are available to void, or use the F9 Lookup to list all payments of the current type (either Computer Cheques or Manual Payments). Once the desired payment to void has been loaded into the screen, press F10 to void the payment.

```

BHBH                A/P Computer Payment Voiding                7.4.1.001
** The current GL period is 15 starting 11/01/2006 and ending 11/30/2006 **

GL Posting Period [15]   Starting 11/01/2006 and ending 11/30/2006
Payment [001009         ] Amount [ 49.98 ] Pay Date [10/07/2004]
Supplier [CCM ]         ] CCM Canada
Transaction Date [11/30/2006]

Invoice      Inv Date   Due Date      Total      Payment      I/C
  
```

Invoice	Inv Date	Due Date	Total	Payment	I/C
2222	08/01/2004	08/02/2004	50.00	49.98	1

```

Press <F10> to void payment...

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Backup                               Void
  
```

Cheque/Payment Voiding with Payment Loaded

Repeat the process for each payment to void. Pressing F1 to exit the program completes the process and prints a Voided Payment report.

AP Payment History

Plate Letters: **BHBI**



AP Payment History, BHBI

This report shows the payment history for the selected range of suppliers for the date range chosen. The report can be limited by a particular receiving or purchase order number. There are three report formats. In Summary, the report shows the Supplier Number and Name, Number of Payments, Number of Invoices Paid, and the Total of all Payments. The report by Payment shows each payment made, the number of invoices per payment, and the payment total. Finally, in detail, it shows each payment with the invoices on the payment, any purchase and receiving orders associated with the invoices, a receiving date, and the amount paid on each invoice.

This report is capable of going as far back into history as the data is available.

AP Ledger Grand Total

Plate Letters: **BHBK**

Vocabulary: **APTOT**

Report produces a summary of the outstanding AP, sorted by currency. Totals are given for each subledger in each currency, and a total for the currency.

Accounts Payable Document Purge (End of Month)

Plate Letters: **BHBL**

Vocabulary Reference: **APEOM**

When all transactions for a period are complete, the AP Document Purge routine should be run. This doesn't mean that you have to purge any invoices. The user should note that this is an Open AP system and access to past and future periods is allowed. However, the end of month function provides structure and is used by the system. This option performs the following:

- Clears the AP Supplier accounts current month totals and adds the totals to the suppliers' year-to-date totals.
- Clears paid invoices and cheques on each suppliers' account up to and including the period selected (the user may elect not to purge)
- Increments the current AP period number by one. If you are in period 24, the AP End Of Year routine **must** to be run first.

Note: It is recommended that this program be run only when all invoices and cheques for the current period have been entered, checked for accuracy, posted, and all reports have been printed for information that will be purged.

Below is a detailed explanation of the options available for each entry field.

```

BHBL                Accounts Payable Document Purge                7.3.1.019
    The Current Period is 10 - 06/01/2006 to 06/30/2006
    Processing advances the Current Period to the next Period on file.

    Purge paid Invoices?                [Y]
    Purge Invoices paid on or before    [05/31/2006]
    Print a Purged Detail Report?      [Y]
    Output Destination for Report?     [1 ]

    Purging will Transfer Paid Invoices to A/P History files,...

    F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
    Exit                                Process
  
```

AP Document Purge Screen

Purge Paid Invoices: You may clear paid invoices on each suppliers' account up to and including the period selected. You may elect not to purge. Enter 'Y' to purge, 'N' otherwise.

Purge Invoices Paid On Or Before: If you chose 'Y' above, you will be asked to supply a cut off date for which you wish invoices to be purged. Enter the date here. If you chose 'N' above, the cursor will automatically bypass this prompt.

Print A Purged Detail Report: Select Y to print a detailed report of what the system purged. Select N to skip printing the report.

AP End of Year Functions

Plate Letters: **BHBM**

This program should only be run after the 'End Of Month Processing' for period (month) 12 has been completed for the year in question. This file is used to check supplier invoice numbers to prevent invoices from being entered twice with the same invoice number. This option when selected will:

- Move current year year-to-date purchases to last year-to-date,
- Set all suppliers' year-to-date purchase figures to zero, and
- Move suppliers' invoices to history, based on a purge date.

This option should only be run after the 'End Of Month Processing' for period 12 has been done for the fiscal year in question. However, to prevent purchases and receivings for the new year being added to the current year, supplier invoices entered for the new year (period 1 or 13) are not to be posted before the AP End of Year process is run.

Do You Wish To Continue: Press ↵ to accept the default of Y to process the End Of Year. Enter N or press F1 to exit the program without processing.