

Accounts Payable

Passport Business Solutions™

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Understanding Accounts Payable

This chapter contains the following topics:

[Product Description](#)

[Key Terms](#)

PRODUCT DESCRIPTION

Here is a summary of major A/P features:

- Provides maintenance and lists of the vendors.
- Provides a security log of changes to vendor information that can be printed at anytime.
- Allows entering, editing, and posting of new payables, prepayments, immediate checks, adjustments, and cancellations with edit list and journal.
- Allows you to enter, edit, and select recurring payables with specific intervals, start and end dates and maximums to turn into vendor invoices with journal.
- Recurring payables can be selected by cut-off date and group, allowing automatic selection.
- Optional tracking of memo transactions. Memo transactions are paid via credit card or other non-check means and these can be applied to your credit card vendor.
- Prints an A/P open item report.
- Allows on-line vendor account inquiry.
- Prints a cash requirements report.
- Prints a cash disbursements projection report.
- Allows flexible payment selection, including partial payments, with a check selection edit list.
- Prints A/P checks and a check register. When using direct deposit it prints remittances and a direct deposit register.
- Four fixed check formats and a user definable check format are provided - may print COD checks immediately on entry.
- You may print the check using the vendor address or a pay-to address. Pay-to addresses are stored in the pay-to file/table.
- Automatic check voiding is provided.
- Allows direct deposit processing with generation of an ACH file. The ACH file is a standard that may be uploaded to your bank who deposits funds directly into the vendor's bank account. When using direct deposit you design your vendor remittance format.
- Prints a report showing A/P distributions to the general ledger.
- Keeps a full vendor history showing the details of all entry and payment activity for as long as you want to keep it.
- Prints a vendor analysis report.
- An unlimited number of A/P accounts and cash accounts may be used.
- Allows vendor terms based on days or on day of month.
- Allows aging of accounts based on days or on day of month.

- May be interfaced to General Ledger, Job Cost, Purchase Order and/or Product Purchasing, or used stand-alone.
- May be interfaced to Check Reconciliation to reconcile the checkbook from which vendor check and direct deposit payments are made. Payments may be posted directly to C/R during payment processing or may be pulled into C/R via a batch transfer.
- Vendor purchasing addresses are maintained for use with Purchase Order. The manufacturing Product Purchasing application has separate purchasing addresses.
- Allows storing of reports on disk for printing or viewing later.
- For printing legacy reports, A/P allows use of multiple printers, including printing to Windows printer, generating an HTML file and an Acrobat PDF file.
- If you have PBS SQL, many A/P reports can be sent to SSRS (SQL Server Reporting Services) which provides a more graphical view of the report.
- You may produce a positive pay file for transmitting to your bank. This process provides greater security by letting your bank know which checks to expect and clear.
- Provides field by field on-line Help available to the user at the touch of a key or the mouse.



CashPoint™ offers the NCR Counterpoint user the most completely integrated back-office accounting solution available. The Passport Business Solutions Financials: PBS Accounts Payable, Check Reconciliation, and General Ledger combine with the exclusive CashPoint interface to allow NCR Counterpoint users to manage their cash flow like never before.

CashPoint reduces redundant data entry work, improves efficiency, and provides the professional standard of back office money management busy retailers need.

For more information see the [CashPoint](#) web site. The installation, configuration and use of CashPoint is available in a PDF document [CashPoint-CP_Interface.pdf](#).

Accounts Payable is a key component of CashPoint. The information contained in this documentation will help you set up and run Accounts Payable.

KEY TERMS

A key to understanding any subject is to know the definitions to key terms. Some of the terms are provided here. For those not found here, use a printed or online dictionary.

1099

1099's are a means of reporting to IRS and taxpayers dividends, interest and other forms of income. You may read more about the various 1099-MISC types by accessing the [1099 type](#) field in the vendors chapter. The accumulation of 1099s are printing on a 1096 form.

Accounting

Accounting provides quantitative information about your company through the collection, categorization, and presentation of financial records.

Accounts Payable

Accounts payable are the purchases and disbursements of your company and the money it owes.

As used here, account means a record of financial activity.

Payable means that the account is paid or due another. Accounts Payable is often abbreviated A/P or AP.

Aging

To age means to determine how old a payables document is. You can age either by Due date or by Invoice date.

Four aging periods are available in A/P:

- Current
- 31-60 days
- 61-90 days
- Over 90 days

You can use these aging periods or define your own.

When aging is done by invoice date, a document becomes 1 day old on the first day after the vendor's invoice is posted. An invoice entered with a date of January 1 would be 30 days old on January 31, regardless of the due date.

When aging is done by due date, a document becomes 1 day old on the first day after the due date. A vendor's invoice due for payment on January 1 would be 30 days old on January 31, regardless of the invoice date.

Alphanumeric

When the documentation refers to alphanumeric, it means letters of the alphabet, numerals, special symbols (*, &, \$, etc.), or any combination of these. In contrast, numeric (or digits), means only

numbers. See [Field](#).

ABA

This is an acronym for American Bankers Association. The ABA is a free-trade and professional association that promotes and advocates issues important to the banking industry in the United States. The ABA's national headquarters are in Washington, D.C. For more information go to <http://www.aba.com/default.htm>.

The American Banker's Association has provided ABA transit numbers. An ABA transit number is a unique identifier to each U.S. financial institution. This number is used for direct deposit [ACH](#) processing in Accounts Payable.

ACH

Automated Clearing House (ACH) is the name of an electronic network for financial transactions in the United States. ACH processes large volumes of both credit and debit transactions which are originated in batches. Rules and regulations governing the ACH network are established by NACHA - The Electronic Payments Association, formerly the National Automated Clearing House Association, and the Federal Reserve System.

There is a standard ACH file format as determined by NACHA that banks expect when processing electronic payments. Accounts Payable can be set up to produce an direct deposit ACH file during payment (check) processing. This file is sent to your bank.

For more information on the setup of this feature see the appendix [Implement Positive Pay and Direct Deposit](#).

Account Number

An account number can be fairly extensive. You can create an account number with up to four segments or many combinations of the four. If all four segments are used the first two segments are reserved for **cost centers**, the third segment is always the **main account number** and the fourth segment is always the **sub-account number**. An account number must consist of at least one segment.

Refer to the *Company Information* chapter in the PBS Administration documentation for complete information on Account Number structure.

Accrual

Accrual is one of the two methods of accounting for revenues and expenses that are commonly used and approved by the Internal Revenue Service (in the United States). The other method is called the cash method.

Using the accrual method:

You count a sale as *revenue* when you deliver on the sale, not when you actually get paid for it (which can be weeks or months later).

- You count a purchase as an *expense* when you receive goods or purchases, not when you actually pay for it (which can be weeks or months later).

Using the cash method:

- You count a sale as *revenue* only when you are paid for it.
- You count a purchase as an *expense* only when you pay for it.

Aged Open Items Report

The Aged Open Items Report can be printed on request for all or selected vendors. Two formats are available. The detailed format shows all open items, by invoice, with aged totals for each vendor. The summary format shows only the aged totals for each vendor.

Four user-defined aging periods are provided, and aging can be done by either the invoice date or the due date.

Audit Trail

A path of accounting information that can be followed either forward or backward. A piece of accounting information usually comes from somewhere, or is going somewhere. Part of this information for example, a document number is used to track where it came from, or where it is going. The path made by tracking this information is the audit trail.

Per the audit trail restrictions posting reports, registers and most purging with printing functions are required to be printed to a printer or to disk.

Automatic Check Voiding

A simple check voiding procedure is provided. Distributions for checks are reversed and vouchers are reinstated to Open Items automatically. (This requires that Vendor History be used.)

Auxiliary Data Files

An easily maintainable control file allows you to define various parameters that control many of the characteristics of the module.

Batch Processing

Batch Processing groups transactions. These groups of transactions or batches can be processed together. Batch processing may be done for entering payables, selecting vouchers for payment, check and direct deposit processing and voiding checks.

Lock Count

Lock Count is a value used with batch processing. This figure identifies the number of sessions using a batch at a particular time. This value must be zero for transactions to be processed. It is also used to lock other sessions out of the batch during a post process.

Cash Requirements Report

You can print the Cash Requirements Report on request for all or selected vendors.

This report is useful in determining which vendors' items to pay. It shows past and current items due with any valid discounts. It also shows items not yet due, but on which the discount would be lost if they were not paid before the next anticipated payment date.

Check Printing

At any time after payment preparation has been done, A/P checks can be printed. For COD and other special cases, A/P may write the check immediately on entry.

Four check formats are provided, allowing increased flexibility in the format of the check stub. A reference field may be printed on the stub for each voucher paid. One line per voucher may be printed using compressed (17 characters per inch) format. Two lines per voucher are used if 10 character per inch printing including reference is required. Three check forms are available, one of which has a blank stub compatible with payroll processing.

Provisions are included for restarting check printing from any specified point if necessary to recover from a printer jam.

After printing checks, the A/P Check Register is automatically printed, showing all computer-written checks, as well as all manual checks and prepaids entered since the last Check Register was printed. The vouchers paid by each check are also shown.

Check Reconciliation

Reconciliation means bringing into agreement. When reconciliation is applied to checkbooks, it means bringing into agreement the balance of your checkbook and the balance shown on your bank statement.

Comma-delimited

CSV

CSV is short for Comma Separate Values.

A type of data format in which each piece of data is separated by a comma. This is a common format for transferring data from one application to another, because most database systems are able to import comma-delimited data.

Data pulled from a database and represented in comma-delimited format looks something like the following:

Adams, Jane, 42, Chicago, Illinois

Doe, James, 32, San Francisco, California

Jones, Samuel, 18, Dallas, Texas

Smith, Marlene, 64, Trenton, New Jersey

In the example above the columns are Last name, First name, Age, City and State. Each column value is separated by a comma from the next column's value and each row starts a new line.

Fields may or may not be enclosed with double quotes depending on whether the field itself contains special characters (including spaces and commas).

When data is represented in comma-delimited format it is also referred to as *comma-separated values*, abbreviated CSV.

Text file

A file that holds text. The term text file is often used as a synonym for ASCII file, a file in which characters are represented by their ASCII codes.

Data Organization

Most of the information you enter into your computer is stored on your disk. In order for computer programs to locate specific pieces of data (within large masses of data) and to process data logically, data must be organized in some predictable way. Passport Business Solutions organizes your data for you automatically as it stores it on your disk. Similarly, when Accounts Payable is used with Check Reconciliation, information on checks written or voided can be automatically transferred to Check Reconciliation.

There are some differences in terms used when working with the classic vision file system vs. SQL. However, they are similar in how they function. You should understand the following terms about the way the data is organized:

Character: A character is any letter, number, or other symbol you can type on your computer keyboard.

Field: A field is one or more characters representing a single piece of data. For example, a name, a date, and a dollar amount are all fields. See entry characteristics, see [Field](#)

Column: A column is the SQL name for a field.

Record: A record is a group of one or more related fields. For example, the fields representing a vendor's name, address, and account balance might be grouped together into a record called the vendor record.

Row: A row is an SQL term for a record.

Entry: A record in a data file or table is often referred to as an entry.

Data file: A data file is a group of one or more related records. A data file is often referred to simply as a file (without the word data).

Table: Similar to a data file, but is called a table when using SQL.

Each file or table is kept separate from other files or tables on the disk.

(There are other types of files in addition to data files. For example, programs are stored on the disk as program files. However, references to file in this User documentation mean data file unless specifically stated otherwise.)

Distribution

As used in Passport Accounts Payable, distribution means either:

- The act of allocating amounts, such as purchase or disbursement amounts, to G/L accounts; or
- An amount allocated to a G/L account.

For example, when you purchase office supplies on credit, you enter information into the computer about how much you owe, to whom you owe it, and when it is due.

In addition, you distribute (allocate) the amount of the purchase to your G/L Accounts Payable account and to your G/L office supply expenses account.

The Passport A/P module collects all distributions to G/L accounts and prints a report summarizing these distributions. These distributions can be automatically transferred into Passport General Ledger, if you use it.

Debit and Credits

In addition to handling a particular area of accounting, as described above (such as accounts receivable or accounts payable), each Passport module also keeps track of the effect of those transactions on G/L. For example, when you make sales to, or receive payment from your customers, this activity affects not only A/R, but also G/L.

These transactions must be recorded both in the proper A/R customer accounts and in G/L under the proper G/L account numbers.

The terms debit and credit refer to the types of transactions which must be recorded in G/L accounts to accurately reflect the activity occurring in all accounting areas.

In A/P, a debit memo issued by a vendor to you increases what you owe that vendor, and a credit memo decreases what you owe.

Unfortunately, debit does not always mean an increase in an account and credit does not always mean a decrease in an account. In some accounting areas, such as most asset and expense accounts, a debit increases a G/L account and a credit decreases a G/L account. In other areas, such as most liability and sales accounts a debit decreases, and a credit increases, a G/L account.

A minus entry changes the effect of most transactions. Where it is allowed, a minus credit becomes a debit.

This occurs because of the system called double entry accounting (also called double entry bookkeeping) which is the standard method of accounting used today.

Double Entry Accounting

The concept behind double entry accounting is that *every entry (transaction) results in balancing debit and credit entries* into the General Ledger.

Let's look at the debits and credits involved when a typical independent business pays for goods or services bought earlier on credit:

The debit: The disbursement (payment you make) results in a debit transaction which decreases your money owed others account (usually called the accounts payable account). This is a debit to accounts payable.

The credit: The payment also causes a credit transaction that decreases one of your cash on hand accounts. This is a credit to cash.

So two entries are made into G/L, which balance each other. These balancing entries form the basis of double entry accounting. If you or your accountant ever find your G/L accounts out of balance, it means that the proper balancing entries were not made.

No attempt is made in this documentation to teach you accounting, especially about what types of transactions cause debits or credits to what accounts. Unless you are an accountant or fully responsible for maintaining your company's general ledger, you need not remember whether a debit increases or decreases a particular type of G/L account.

When using PBS accounting software, you are occasionally asked to enter the G/L account to be debited or credited. Just refer to the appropriate chapter in this User documentation, where you will find exact instructions about what to enter.

Within PBS General Ledger, Accounts Receivable, Accounts Payable, Payroll, Order Entry/Billing, Job Cost, Inventory Control, Purchase Order, and Check Reconciliation, the software automatically takes care of all double entry accounting as you enter the required information on the screen.

Enter

To enter means to record in the computer. For example, in A/P vendor names and addresses must be entered into A/P Vendors and purchases must be entered into payable transactions.

Field

A field is a group of one or more contiguous characters representing a single piece of data. For example, a name, a date and a dollar amount are all fields.

Alphanumeric fields may contain any characters: letters of the alphabet, numerals (numbers), special symbols (*, &, \$, etc.), or any combination of all three.

Numeric fields may contain only the digits from 0 through 9 and, in some cases, the minus sign and the decimal.

Date fields contain calendar dates, entered as MMDDYY (or MDDYY for the first nine months of the year). Dates may also be entered with the date lookup. See [Date Lookup](#)

A **Drop-down list** is a user interface control graphical mode element, similar to a list box, which allows the user to choose one value from a list.

Radio button or option button is a type of graphical mode element that allows the user to choose only one of a predefined set of options.

General Ledger

When your company receives payables and makes payments, you affect not only accounts payable, but also general ledger accounts.

General Ledger is the area of accounting where all accounting records are brought together to be classified and summarized. Financial statements are printed based on this data.

As used here general means pertaining to many areas. Ledger means a book where accounting records are kept. General Ledger is often abbreviated G/L or GL.

General Ledger Account

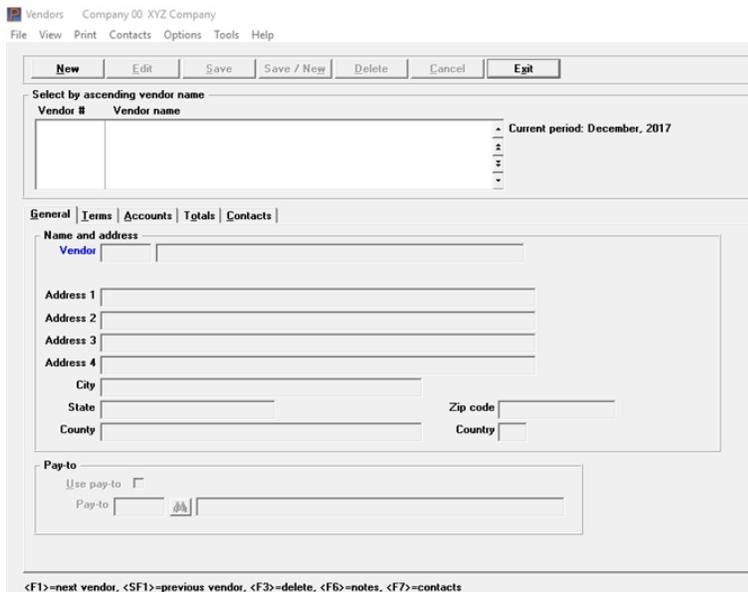
A general ledger account is a specific category under which all financial activity of a certain kind is classified. For example, you might have a general ledger account called telephone expenses under which you categorized your telephone bills.

Typically, an independent business has a hundred or more G/L accounts. In Passport accounting modules, each time any financial activity occurs in any area of accounting, the dollar amount is recorded under the appropriate G/L account numbers.

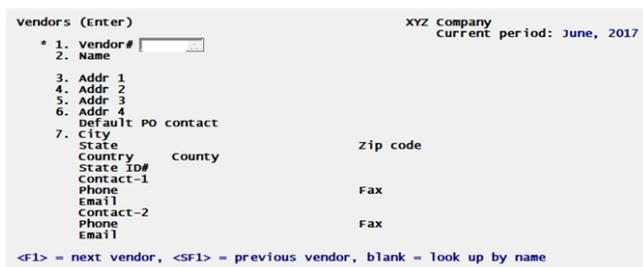
Graphical Mode and Character Mode

Graphical mode refers to the modern and more recently developed data entry, report and posting screens. Character mode refers to the classic data entry, report and posting style screens which was originally developed in the 1980's.

Here is an example of a graphical mode screen:



Here is an example of the same screen in character mode:



Graphical screens may be preferred by some users while character screens may be preferred by others. Each PBS user can have their own default mode. Your login determines which your default mode and this default can be changed at any time.

Graphical mode has some advantages over character mode where character mode has some advantages over graphical. Test both to find the mode that works best for you.

While on a PBS screen that supports both character and graphical mode you may toggle back and forth from one mode to the other. For example if you are defaulted to using character mode you may switch to graphical mode by selecting <Sft+F10>. You may toggle back to character mode using the same <Sft+F10>.

Almost all screens are available in character mode. The exceptions are noted in the documentation. Many, but not all screens are available in graphical mode.

Grayed out

This pertains to graphical mode screens, as opposed to character mode (classic look).

Grayed out is a user interface element that displays with a light shade of gray, instead of black, to indicate that it cannot currently be operated or selected by the user.

Check boxes and check box labels are black when adding or editing a record. When viewing them they are grayed out.

Menu selections that are unique to certain graphical mode screens could be grayed out depending on the user's permission or even the module control settings.

Help

Help refers to descriptions of functions which appear on the screen by pressing a designated key. The help text gives you a quick reference to the highlights of functions while you are running the application.

In the graphical mode select <Ctrl>+<F1> to access help or click on Help on the screen menu. When using graphical mode help you may navigate to descriptions for other fields, general function information and even to other chapters of the documentation.

In character mode select <F8> when on a field for information about that field. Also see [Look-ups](#).

Immediate Payment

A method of entering an unpaid bill and immediately printing a check for that bill. The bill is considered paid. An example of this is paying for a COD shipment.

Look-ups

There are two kinds of lookups: Data Lookup and Date Lookup.

Data Lookup

Lookups refer to a list of available entries for a particular field. Many fields allow you to press a designated key <F8> to show all available data on file. You may also click on the associate binoculars icon to access the lookup. For instance, when entering an invoice you may use the lookup at the Account number field to bring up a list of all G/L accounts. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

Date Lookup

The date lookup provides a point and click window for finding dates and entering date fields.

In Graphical mode the date lookup is available via the <F4> key or clicking on the calendar button. In Character mode access the date lookup via the <F7> key.

Note

In character mode, depending on where you press <F8>, this function will return a Look-up window or context sensitive Help. If a Look-up window is returned, pressing <F8> a second time will display Help for the field if available. See [Help](#).

Manual Payment

A manual payment is a payment made using a handwritten check instead of a computer-printed check.

A manual payment is different from a non-A/P (prepaid) transaction. A non-A/P transaction is paid before entering it into the computer system.

A manual payment can be made for an unpaid open item already entered into the system.

Multi-Company

Multi-Company refers to the capability to do accounting functions for multiple companies with the same set of software. A user wanting to do accounting functions for more than one company on PBS modules can select *Define multiple companies* (refer to this chapter in the *System Manager* documentation).

Open Item

An open item is an unpaid invoice. After a payable has been entered and verified as correct, it is posted, and becomes an open item until it is fully paid. (Any unused credit or debit memo from a vendor is also an open item.)

Payables

PBS Accounts Payable defines a payable as an A/P transaction. When a vendor sends you an invoice, you enter this invoice into your computer system as a payable using the *Payables* function.

Prepaid

Prepaid means a bill that has been paid before the good or service has been received. In this case, it is not necessary for the computer to print a check paying this bill. In Passport A/P, a prepaid entry is called a non-A/P entry because it does not affect the A/P account (although it still affects other accounts). You may also enter it as a "negative" regular voucher.

Function

As used here, function means one or more programs that accomplish a specific task.

Each selection on the main menu for a Passport module is a function. When you select a function from the menu, one or more programs automatically execute, thereby allowing you to accomplish the task you selected.

Integrated

When a set of accounting modules is integrated, any information generated in one area that is needed in another area is automatically supplied to that other area. You do not have to enter the information twice.

Passport Business Solutions is a fully integrated system. When Accounts Payable is used with General Ledger, any information recorded in A/P that should be known to G/L can be transferred into G/L.

G/L account distributions are created each time payables or checks are posted. The Payables Distributions to G/L Report can be printed on request. This is normally done at the end of each accounting period.

Similarly, when Accounts Payable is used with Check Reconciliation, information on checks written or voided can be transferred to C/R as a batch or automatically during posting in A/P. A setting in C/R *Control information* determines whether this.

If you use Job Cost, Purchase Order and/or Product Purchasing, Accounts Payable automatically interfaces to any of these modules.

Manual Payments and Modifications

A/P handles manual payment of open items already entered as regular vouchers.

A manual payment is a payment made using a handwritten check instead of a computer-printed check.

You can also modify due dates, discount dates, and discount amounts for existing open items.

Multi-remittance report

If there are more vouchers being paid with a check than will fit on the check stub, you have the option to print a multi-remittance plain paper report during *Print checks and post* that shows all the vouchers being paid for a vendor. This avoids using extra check stock to print the overflow vouchers on voided checks.

ODBC

(pronounced as separate letters) ODBC is short for Open DataBase Connectivity. ODBC is a “pipe” that connects data from Passport Business Solutions data to popular ODBC compliant spreadsheet and reporting applications like MS Excel, Access and Crystal reports. ODBC requires a separate purchase. XDBC™ is the product name that allows PBS to interface your data via ODBC.

Payables (A/P transactions)

With the *Payables* function, you can enter, edit, and post payables (A/P transactions). A voucher number is automatically assigned to each new payable entered. This number is used as an internal reference for each invoice and requires no extra work by the user.

As each payable is entered, A/P automatically calculates the due date, discount amount, and discount date, based on the terms stored in the vendor record, and presents them as default values which can be used while entering information.

Payables can be entered for temporary vendors, so that one-time vendors can be used without having to maintain Vendor records for them.

Payable distributions can be made to an unlimited number of G/L accounts.

Credit vouchers, adjustments, and prepayments can also be entered through this function.

The Payables Edit List is available on request as an aid in the editing and verification process.

On request, new payables are posted to A/P Open Items and a Payables Register is printed.

Separate groups of payables may be entered via batches. See [Batch Processing](#).

Payment Preparation

A very flexible payment preparation procedure is provided.

In the group selection mode, all current and/or past due items can be selected for payment at once. You can also choose to pay items whose discount would be lost if not paid prior to the next payment date.

You can select for payment individual invoices, or all invoices for a specified vendor, or you can defer them from payment.

Partial payments can be made on any open item.

A Pre-Check Writing Report can be printed, showing all selected vouchers and what the payment amounts plus discounts are, so that any needed adjustments can be made prior to actually printing checks.

Periods

Period information is stored for each vendor for informational purposes only. Accounts Payable vendor periods have specific meanings:

Period to date

This represents Period-to-date. Period-to-date is a fiscal period, starting from the beginning of the period, and continuing up to the present day. Periods are usually months, but can be other intervals such as 2 weeks, 4 weeks (28 days) or a quarter (3 months).

Year to date

This means Year-to-date. Year-to-date is a period, starting from the beginning of the current year, and continuing up to the present day. A fiscal year usually starts on January first, but can be the first day of any month.

Comparing the same year-to-date totals, such as income and expenses, from one year to the next can help business owners, managers, investors and executives to compare performance from one year to the next.

Next period

In the case of PBS A/P this means that you have not closed the previous period and you are now working in the next period. Per the calendar, it is the current period, but per PBS it is the next period. You must use *Close a period* to make the next period the current period.

Last year

In PBS, when closing the year the last year data is updated from the year to date amounts.

Post

To post means to take payables transactions from a temporary file or table and move them to a permanent file or table (where other transactions probably already exist). For example, in A/P, purchases from vendors are initially entered into a temporary location called transactions. After payables transactions have been entered and verified as correct, they are posted to the permanent A/P Open Items.

Often, during transaction posting, information in other data files or tables are updated. For example, when payables are posted, the account balance and historical figures in *Vendors* are also updated. Also, when payables are posted A/P distributions to general ledger data is generated.

Positive Pay

Positive pay is a fraud reduction service offered by virtually every United States commercial bank. It protects companies against altered checks and counterfeit check fraud.

The positive pay process is notifying your bank electronically via a text or a CSV file which contains a register of the written checks that are expected to clear. This file is generated in Accounts Payable during a check run. For each check the register contains information such as amount, payee, serial number, etc. The bank will only pay those checks that have been listed in the register. If a check is received where there is no notification via a positive pay register file, the check will not be cleared.

There is no standard for the check register file. Based on the bank's file specification you must define your own file in PBS accounts payable. For information on setting up this feature, see the [Implement Positive Pay and Direct Deposit](#) appendix.

Purchases/Discounts

The Purchases/Discounts report shows the total purchases and discounts (year-to-date and last year) for each vendor shown.

Recurring Payables

You can also enter and edit recurring payables. A recurring payable is one that you know occurs at some regular time interval.

You only have to enter the recurring payable once. Then you simply select the recurring payables that are currently due. Regular A/P transactions are created for them automatically. See [Transactions](#).

Register

A register is a formal report of transactions approved for posting. As they are a part of the PBS data audit trail, registers should be retained like journals are retained in a manual accounting system.

Remittance

It is the act of sending money to a vendor to pay for merchandise or services.

There are two printed forms in A/P that would contain remittance information; the remittance advice and multi-remittance report.

Remittance advice

It is a document sent to vendors to indicate which invoices have been paid.

In Accounts Payable this is a function that prints a remittance advice form when generating a direct deposit ACH file. You may mail this form to the vendor as a notification of what is being paid.

You may create a custom remittance advice form. To make it a true remittance advice, it should list the vouchers that are being paid.

Retainage

Construction contract term for the funds that are earned by the contractor for a job, but not paid until some agreed upon date, such as the completion of the job. Supposedly, this is an incentive to complete the job in a timely manner.

This is a percentage of a contracted job price retained from a contractor as assurance that subcontractors will be paid and that the job will be completed.

Spool

SPOOL is a computer term meaning Save Printer Output Off-Line. Spooling is a technique that allows a report to print at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

SQL Reports

When running PBS SQL, most A/P reports have an option to generate a SQL report.

This allows you to view the report data in a SQL report format which is more graphical and more flexible. When selected, the program launches Internet Explorer (or your default browser) and the data is displayed.

Once the report data displays, additional options become available. These include:

- Moving to other pages of the report
- Change the viewing size
- Find text in the report
- Move the report data and format to PDF, Excel or Word to display. save and print.
- Re-enter any report criteria and refresh the report data

- Print the report

Here is an example of the A/P Check register SQL report:

Accounts Payable Check Register
Detail

Company: XYZ Company SSRS Generated Report Run Date/Time: 6/29/2018 10:33 AM

Report Legend

Cash Account Range: *ALL Computer, direct deposit, non-A/P, manual, voided checks and payments shown
 Vendor Range: 000400 This report is NOT a true audit trail register.
 000400 Invoices and vendors with a zero balance on the check date are not shown.
 Check Date Range: 01/01/2017 thru *LATEST When all cash accounts are requested, checks are grouped by cash account.
 Check number: All Check date is not verified to be before the cut-off date of your most recent purge.
 Report format (Detail/Summary): Detail
 Detail ordered by: Check Date (1st column)

Cash Acct #	Description	Paid-to		Amount Paid	Discnt Taken	Payment Type			
Check Date	Check #	Vendor #	Vendor Name	Voucher #	Invoice #	Inv Date			
1000-000			Cash account #13557-000				439.56	4.44	
04/26/2017							439.56	4.44	
	11497	400	Jones Property Management	2238	444	04/26/2017	439.56	4.44	Non-AP check
Grand Totals							Amount Paid	Discnt Taken	
							439.56	4.44	

**** End of Report powered by Passport Business Solutions ****

Page 1

You may modify the criteria by clicking on the Show/Hide Parameters button at the top of the window:



This opens the criteria fields allowing you to change them:

AP_CheckRegister - Report ...

Cash account #: *ALL Starting vendor #: 000400 View Report

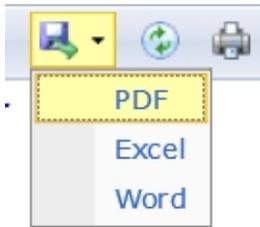
Ending vendor #: 000400 Starting check date: 01/01/2017

Ending check date: *LATEST Check number: 0

Show detail or summary: Detail Sort in order by: Check Date

After you change the criteria click on the View Report button to see the changes.

You may select the Export drop down menu to send the data to PDF, Excel or Word as seen here:



Configuring SQL Reports

SQL reports for PBS requires an initial configuration before the SQL Reports option becomes functional. The SQL Reports setup can happen during the install of PBS or after. For setup instructions see the *SQL Installation* guide.

Transactions

As used in accounting, transaction means a business event involving money and goods or services. For example, a transaction occurs each time you gas up your car, you pay money in exchange for gasoline.

Passport software transaction means the record of a *completed* business event involving money and goods or services.

The records of sales made, and payments received, are examples of accounts receivable transactions. The records of your purchases, and the payments you make for them, are accounts payable transactions. The records of quantities of goods received, or goods sold, are inventory control transactions .

Vendor

A vendor is a person or company from whom you purchase the goods and services used in your business. For example, the telephone company is one of your vendors.

Vendor File or Table

A/P contains programs to maintain the Vendor file (or table when using SQL), including entering, changing, and deleting information. In addition to the usual name and address information, the vendor record contains information about the normal terms offered by the vendor and current-period, next-period, year-to-date and last year purchases, payments, discounts and memo purchases.

The *Vendors by vendor #* report and *Vendors by vendor name* report can be printed on request.

Vendor History

A complete history of all transactions and payments for all vendors is kept on file for as long as desired. At any time, you can print various reports showing this vendor history information. These reports include the *Open payables by date* and the full *Check register*, showing all checks printed for any date range. The history of any particular invoice can be inquired into on request.

History detail not needed can be purged from your system on request. Transactions in G/L tie back to data in A/P history, so don't delete any history where you want to drill down to that data.

View Open items

You can view all open items for a selected vendor.

Voucher

This is a document or entry in payables that serves as evidence and certification of an authorization to pay an invoice.

Getting Started

This chapter contains the following topics:

Accounts Payable	
Setting up A/P	
Using Accounts Payable	
Support and Training	
Custom Software Modification	

ACCOUNTS PAYABLE

- Ensure that the Accounts Payable software is installed on your computer. Refer to the *Release* documentation or *SQL install guide* for installing A/P and other modules before proceeding. The installation files and documentation are available for download.
- Familiarize yourself with the main features of this module by reading the [Understanding Accounts Payable](#) chapter in this documentation.
- Consult with your accountant before using Passport Business Solutions. Inform your accountant which accounting software you use. He or she can advise you on converting from your existing Accounts Payable system. If your accountant has never used Passport Business Solutions, have that person call Passport at 847.729.7900 and ask for customer support.

Data Storage

Use the data files and SQL tables to store information describing your A/P system and how you want your transactions handled. The following is a brief explanation of these:

Valid G/L Accounts

This contains all of your general ledger accounts used in A/P. Any time you use a G/L account number, A/P will verify that it exists in this data. If you are running other Passport modules, this set of data may already exist. You may have to enter additional accounts that pertain specifically to accounts payable.

Please note that the General Ledger module uses the *Chart of accounts*. The *Valid G/L accounts* is a separate set of data. There is an *General Ledger Control information* option to add or update *Valid G/L accounts* when adding or updating the *Chart of accounts*.

A/P Accounts

This file/table contains all of your accounts payable accounts. These accounts must also exist in the Valid G/L Accounts.

Cash Accounts

This contains all of your cash accounts, including those used by Passport Accounts Receivable, Accounts Payable, Check Reconciliation, Order Entry, Point of Sale and Payroll. If you are using these other modules, this data may already exist. These accounts must also exist in Valid G/L Accounts.

Company Information

This file/table is used to record information about your company, such as your company name, address, etc. If you are running any other Passport module, this data may already exist.

A/P Control Information

This defines how you use accounts payable because it controls some of the functions of Passport Accounts Payable.

For example, one part determines how you age your vendor accounts. This information can affect other Passport modules. See [Control Information](#).

Vendors

Vendors (Enter) maintains a record for each of your vendors, with information such as the vendor's name, address, usual terms, period-to-date, next-period, year-to-date, and last-year statistics. See [Vendors](#).

A/P Open Items

An open item is any bill that has not been paid in full, or any unused credit or debit memo on file for a vendor. The Open Items table (or file) contains all open items (called payables) for all vendors. See [Open Items](#), [Aged Open Items](#), and [View Open Items](#).

SETTING UP A/P

Perform these steps to use PBS Accounts Payable:

- Familiarize yourself with the System User documentation, this chapter, [Using Accounts Payable](#) and [Guide to Daily and Monthly Operations](#). Start A/P according to the instructions in the *Using Accounts Payable* chapter.
- Company information is partially set up for you as part of the installation procedure. Use the *Company information* menu selection on the CTL menu to modify the Company information as appropriate for your company (refer to the *Company Information* chapter in the *PBS Administration* documentation for setting up your account structure, printers and more. Accounts can be setup with up to four segments of Main, Sub, Profit center 1 and Profit center 2.
- If you are using sub accounts or cost centers enter them in *Cost centers / Sub accounts* as found under the CTL menu.
- The Valid G/L Accounts are used by Accounts Payable to ensure that general ledger accounts entered into the system are valid accounts.

If you are already using another PBS module (other than General Ledger), this data already exists.

If you are already using General Ledger but no other PBS module, use *Setup valid G/L accounts* within G/L to create Valid G/L Accounts automatically. Otherwise, enter the accounts manually using the *Valid G/L accounts* selection of the System User documentation.

- Enter your cash accounts using *Cash accounts* found on the CTL menu. PBS allows you to use an unlimited number of cash accounts in Accounts Payable. If you are running any other PBS module, this file/table may already exist. You may cut checks in A/P against any of these accounts. The accounts entered here must have been entered previously in the Valid G/L Accounts file/table (refer to the *Cash Accounts* chapter in the *System User* documentation).
- Enter your A/P accounts, using *Master information > A/P accounts*. PBS allows you to use an unlimited number of A/P accounts. The accounts entered here must have been entered previously in Valid G/L Accounts (refer to the [A/P Accounts](#) chapter).
- Enter A/P controls using *Control information*. This determines how A/P is used by your company (refer to the [Control Information](#) chapter).
- If you are using positive pay or direct deposit, read the [Implement Positive Pay and Direct Deposit](#) appendix. If you are using direct deposit you must also enter *Banks* found under CTL. The bank that is to be associated with a vendor is assigned to a vendor when entering that vendor.
- When entering a vendor you may assign a pay-to address to that vendor that is different than the vendor address. When printing checks the pay-to address is used on the check. As needed, enter a pay-to address for each appropriate vendor. Entry of pay-to addresses is explained in the [Pay-to Addresses](#) section in the *Vendors* chapter.
- Enter your vendors, using *Vendors* (refer to the [Vendors](#) chapter).

- Before using A/P on a regular basis, you must ensure that all outstanding payables are entered into A/P and that the total of these payables corresponds to the balance of your A/P account in your General Ledger.

How you do this depends on whether or not you are interfaced to PBS General Ledger. Each use is discussed in a separate section below.

- Begin using the PBS Accounts Payable module on a regular basis, making all entries through this module (unless you are using PBS Purchase Order or Manufacturing Product Purchasing module). Refer to the [Guide to Daily and Monthly Operations](#) chapter.

Accounts Payable Relationships

Collect the documents which correspond to the outstanding account balance in your General Ledger as of the day you plan to start using PBS A/P on a regular basis.

Enter and post regular payable transactions for all of these outstanding payables.

You may enter each individual payable for each vendor, or one summary payable for each vendor. Your choice here depends upon your business situation and should be done with the advice of your accountant.

Note that if you enter one summary payable for each vendor, you can not track early payment discounts for the individual vouchers summarized, nor can you age individual vouchers using the Aged open items report. See [Aged Open Items](#)

If you are not using PBS General Ledger

Print the Payables Distribution to G/L report, specifying that the distributions be purged. Print this report "Earliest/Latest" for all G/L accounts.

This step is done to purge all distributions created by posting the outstanding payables. Since these distributions have already been entered into your General Ledger, the outstanding balance for your A/P accounts, as shown on the Aged Open Items report (when run by invoice date), should tie out to the A/P accounts in your General Ledger.

At this point, the open items in A/P correspond to your A/P account balance in General Ledger and there are no outstanding unpurged distributions in A/P. You are ready to start using A/P on a regular basis.

Payables posted from this point forward create G/L distributions. These distributions can be printed and purged. You may use this information to enter data into an external general ledger application. See [Distributions to G/L](#).

When using PBS General Ledger (recommended)

Print the Payables Distribution to G/L Report, specifying that the distributions be purged. Print this report "Earliest/Latest" for all G/L accounts. Specify that *all distributions* are purged, not just distributions already interfaced to G/L. You want *all* distributions purged in this case because your

A/P account balance already includes all of these distributions, and you do not want any of these distributions transferred to General Ledger.

The outstanding balance for your A/P account, as shown on the Aged Open Items Report (when run by invoice date), should tie out to the A/P account in your General Ledger.

At this point, the open items in A/P correspond to your A/P account balance in General Ledger and there are no outstanding unpurged distributions in A/P. You are ready to start using A/P on a regular basis.

Payables posted from this point forward create G/L distributions. These distributions are transferred to General Ledger by using Get Distributions in G/L. Refer to the *Distributions* chapter in the G/L user documentation for more information.

When using PBS Check Reconciliation

Interfacing to PBS Check Reconciliation is a very useful to help in validating your bank statements.

Depending on the Check Reconciliation *Control information* settings you may transfer checks and direct deposit payments one of two methods:

1. Transfer checks and direct deposit payments to the Check Reconciliation module using *Transfer checks/deposits* after gathering all printing checks and payments.
2. Automatically transfer pay and voids when posting checks, direct deposit payments and batch voids.

Regardless of the transfer method, all checks and direct deposit payments in Vendor History will be marked as transferred. When you are in setup mode in Check Reconciliation, if you are set up for automatic transfer, only new checks and payments are transferred when posting. To avoid confusion you may not want to set up for automatic transfer until you go into regular mode.

When interfacing with Check Reconciliation the field *Keep vendor history*, in Accounts Payable *Control information*, determines if data can be transferred. It is highly recommended that you keep vendor history. For more information on that setting, see [Keep vendor history](#) in the *Control Information* chapter.

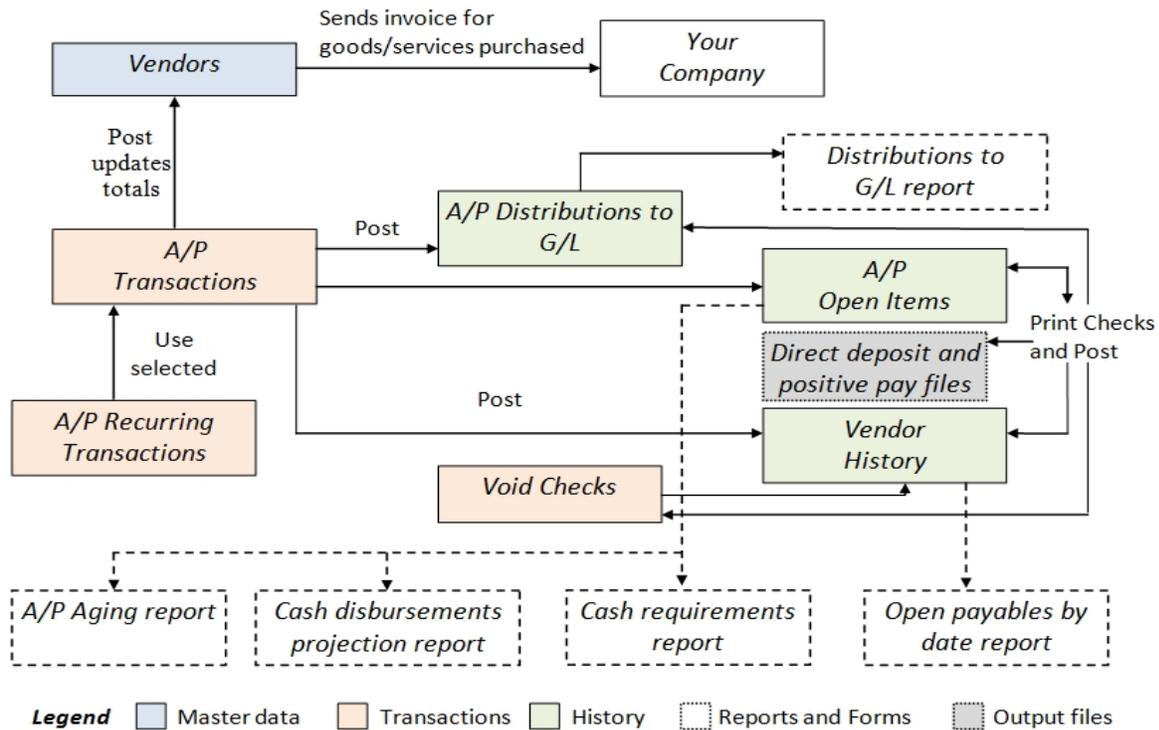
USING ACCOUNTS PAYABLE

When you finish building your data files, you are ready to use Accounts Payable. The remaining chapters in this documentation show you how to:

- Enter payables
- Enter recurring payables
- Print the Aged Open Items report
- View vendor's invoices
- Modify A/P open items
- Print the Cash Disbursements Projection report
- Print the Cash Requirements report
- Prepare payments and print checks and direct deposit remittances
- Void checks and direct deposit payments
- Print the various vendor history reports
- Purge fully paid open items
- Purge temporary vendors
- Print the Payables Distributions to G/L report
- Print the Purchases/Discounts report
- Perform year-end functions (Refer to the period-ending checklist in the [Guide to Daily and Monthly Operations](#) chapter. Also see the [1099 Year-end Processing](#) chapter for closing a year and processing 1099s.)

Accounts Payable Flowchart

This chart illustrates the flow of data within the Accounts Payable module:



Some of the data can come from other sources. For example, when entering a payable the purchase order and receiver fields are tied to the Purchase Order module. When entering payable distributions, the job data is tied to the Job Cost module. These modules are not covered in the above chart. When interfaced to Counterpoint (CashPoint), payables data is imported. Vendor information can be imported from Counterpoint.

When posting transactions and payments some of the data may be transferred to Check Reconciliation, Purchase Order (product distribution) and Product Purchasing (product manufacturing).

A/P Distributions to G/L data flows into the G/L module when *Get distributions* is run in General Ledger.

SUPPORT AND TRAINING

If you have problems with this software module, contact your dealer or authorized consultant.

For the name and location of a PBS dealer or an authorized consultant near you, contact Passport Software at 1-800-969-7900.

If you wish to receive support directly from Passport, please call our End User Support Department at 1-800-969-7900.

You can contact your own PBS dealer for training; however, if your dealer does not offer training, call Passport at 1-800-969-7900.

CUSTOM SOFTWARE MODIFICATION

PBS Accounts Payable is a powerful application designed to meet the needs of business. If you have specific business requirements that you would like addressed, Passport Software, Inc. provides custom modification services for Accounts Payable and all other Passport Business Solutions modules to meet your requirements. Please contact our Sales Department for further information at 1-800-969-7900.

Often custom software modifications become a standard part of the PBS product.

Using Accounts Payable

This chapter contains the following topics:

[Starting Accounts Payable](#)

[Exiting PBS](#)

STARTING ACCOUNTS PAYABLE

To start your Passport Business Solutions software, select one of the following options. If you are unsure how to proceed, please contact your PBS provider.

For Windows

Start -> Programs -> Passport Business Solutions > PBS

For UNIX

Ensure you are logged in as a user authorized to use PBS software. Refer *PBS Users* chapter in the *PBS Administration* documentation for more information.

Type the following:

```
cd /usr/pbs
```

or substitute */usr/pbs* with the path to your PBS top-level folder.

Then type the following:

```
pbs
```

Then when the master menu appears, select the module you wish to use from the master menu.

Multiple Companies

If you have set up your software to process information for more than one company (refer to *Define Multiple Companies* in the *PBS Administration* documentation), you will be prompted to enter the Company-ID.

Your Initials

You are prompted to enter your initials.

Password

You will be prompted to enter your password. For security, the characters you type will not display on the screen. A user may reset his or her password during login to PBS.

For the initial setup of passwords, refer to *PBS Users* chapter in the *PBS Administration* documentation.

Help

Help refers to descriptions of functions which appear on the screen by pressing a designated key. The Help text gives you a quick reference to the highlights of functions while you are running the application.

Graphical Mode

In this mode help is accessed via the <Ctrl+F1> keys. The link may be to the chapter, a section of a chapter or a field. From there you may access the entire chapter. At the top and bottom of the chapter there is a link to "Open topic with navigation". From there you may access the documentation for the entire application (module).

Character Mode

Help is accessed via the <F8> key.

You can press the <F8> key at any time from any field. Pressing <F8> once will retrieve either a Pop-up window for data lookup or on-line Help about a task or selection you are currently using. If a Pop-up window is displayed but you want Help, press <F8> a second time.

Lookups

Data Lookup

Look-ups refer to a list of available entries for a particular field. Many fields allow you to press a designated key <F8> to show all available data on file. For instance, when entering an invoice you may press this key at the Account number field to bring up a list of all G/L accounts on file. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

Calendar Lookup

The calendar lookup provides a point and click window for finding and entering date fields.

In Graphical mode the calendar lookup is available via the <F4> key. In Character mode access the date lookup via the <F7> key.

Menus

A *menu* is a list of things from which something can be selected. Selecting items from a menu on a computer is the way you tell your computer what you want to do.

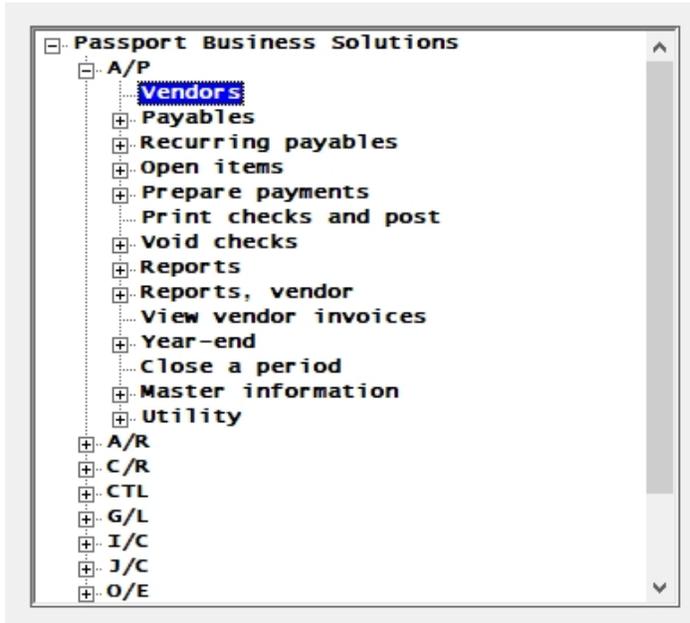
The Windows and Thin-Client versions of Passport Business Solutions can have three different menu types. They are the Tree-view, Windows and Menu-bar types. These menu types can be set specifically for each company and for each user.

The SCO Open Server and Linux non-Thin Client versions only use the Menu-bar.

All three menu types have main menu and sub menu selections.

Tree-view Menu

The Tree-view menu is mouse-enabled and can also be easily navigated using the keyboard.



The “+” corresponds to expandable menu sections that have a sub menu. One mouse click opens the menu selection to reveal the sub-menu. The right arrow key will do the same. Clicking on the “-” closes the sub menu item. The left arrow key does the equivalent.

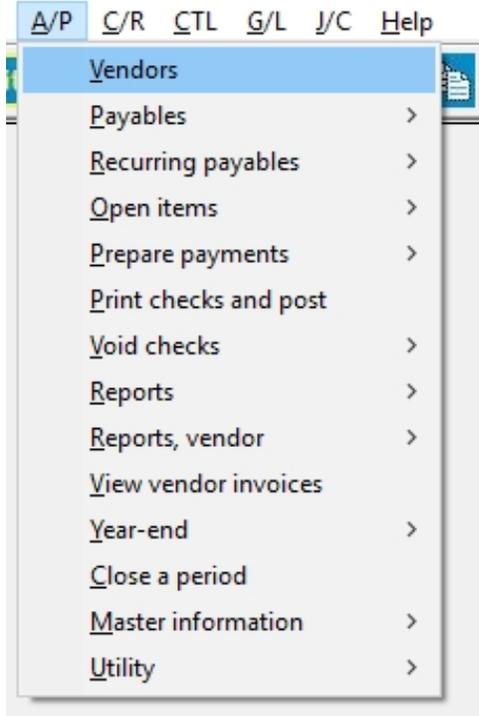
Viewing application menus will cause a vertical slider bar to display: and sometimes depending on size and proportions of the screen and associate font, the slider bar as well. These sliders are mouse enabled.

In addition to the mouse-based menu operation, you can use the keyboard to navigate the tree-view menu. The home, end, page-up, page-down and arrow keys provide a quick and easy method of maneuvering around the menu.

To select the menu program use the Enter key or click on the menu line with the mouse.

Windows Menu

Here is an example of the Accounts Payable Windows menu.



As with the Tree-view menu you may use the mouse to open a main menu and sub menu items.

Menu bar Menu

The remainder of this section describes the functions of the Menu-bar. To navigate horizontally between individual modules use your keyboard's left and right arrow keys. Up to ten modules and your Passport Business Solutions System Manager may be displayed on the menu bar. If you are using more than ten modules, a **More** function is added to the menu bar. To access your additional modules, highlight **More** and press your <Enter> key.

To navigate vertically within a module you have two choices. You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter. To select one of the functions shown above, use the arrow keys, or press the first letter of the function name, and then press <Enter>.

Exiting PBS

To exit a PBS module, from the main menu click on the Exit button or press the <Esc> key. To exit a sub-menu, press <Esc> to return to a main menu.

Always exit PBS before you turn off your computer or when you are away from your computer for a long time. Avoid posting during times when the electrical power to run your computer or the connection to your server is intermittent.

DATA ENTRY EXAMPLES

This documentation includes examples. In fact, you can use these examples for training yourself and other users. Each chapter has samples of the information entered for each field. They look similar to this:

Example

Type Primary A/P account

Do not attempt to do the examples on a production system. If you use the multi-company feature, you can reserve a test company for experimentation. If not, either do all your experimentation before beginning routine business use of the system, or else back up all your data before your training sessions and restore it afterward to eliminate the test data.

After entering the examples, you may initialize (remove) some or all of the existing data before you begin entering your actual business information. When you initialize a file or table, you clear out all entered or posted information in that file/table. After initialization, you restart with this chapter and enter your actual business information. Initialization is described in the Data Initialization chapter of the *PBS Administration* documentation.

Guide to Daily and Monthly Operations

This chapter contains the following topic:

[Daily and Monthly Operations](#)

DAILY AND MONTHLY OPERATIONS

Use the following checklists to see how to use Accounts Payable to perform periodic and daily tasks. Adjust the checklist as necessary to meet your own needs. Consult with your accountant on organizing your checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

Each Day	Each Day As Needed
Enter new vendors using <i>Vendors</i> menu. For more information read the Vendors chapter.	
Enter payables using <i>Payables</i> . For more information read the Payables chapter.	
	<p>Inquire into current payables activity, using <i>View open items</i>.</p> <p>You may read more about this in the View Open Items chapter.</p>
	<p>Inquire into partially or fully paid open items using <i>View vendor invoices</i>. This selection is only available if you are using <i>vendor history</i>. You may read more about this in the Viewing Vendor Invoices section of the Vendor History chapter.</p>
	<p>Enter new recurring payables transactions using <i>Recurring payables</i>. There is more information in the Recurring Payables chapter.</p>
	<p>Select <i>recurring payables for use</i> using <i>Select for use</i>.</p>
	<p>Copy selected recurring payables to the Payables Transaction File/Table using <i>Use selected</i>.</p>
Post payable transactions.	
	<p>Print the Non-A/P Manual Check Register to obtain a register of all manual and non-A/P checks. (If this register is not printed prior to posting computer checks, all manual and non-A/P checks will appear on the computer check register the next time you print and post checks.)</p>

Each Day	Each Day As Needed
<p>Select <i>vouchers for payment</i> using <i>Prepare payments</i>. See the Selecting Vouchers for Payment section of the <i>Prepare Payments / Checks and ACH</i> chapter for more information.</p>	
<p>Print the Cash Requirements Report to determine which vouchers are due to be paid. Read more about this in the Cash Requirements chapter.</p>	
<p>Print checks and post using <i>Print checks and post</i>. The Print Checks (Process Direct Deposit ACH) and Post section of the Prepare Payments / Checks and Direct Deposit chapter has more information</p>	
	<p>Void checks (after posting) using the <i>Void checks</i> menu selection. This selection may only be used if you are using <i>vendor history</i>. Read the Void Checks chapter for more information.</p>
	<p>Change the due dates of vouchers using <i>Modify</i>. For more information read the Modifying Open Items section of the Open Items chapter.</p>
	<p>Mark vouchers as manually paid using <i>Modify</i>.</p>
	<p>Post Modify transactions.</p>
	<p>Print an Aging Report using <i>Aged open items</i>. Read the Aged Open Items chapter for more information.</p>
	<p>Print a Cash Disbursements Report using <i>Cash disbursements</i>. This report can assist you to estimate your cash needs based upon payable that are coming due in future weeks. Read the Cash Disbursements Projection chapter for more information.</p>
	<p>If you are interfaced with Purchase Order, enter vendor purchasing addresses using <i>Purchasing addresses</i>. Read the Purchasing Addresses chapter for more information.</p>

Periodic/Monthly/Yearly Operations Checklist

Each Period	Each Period, As Needed
<p>Print the Open Payables by Date Report. Print this report as of your period ending date. This report will show all payables outstanding as of the period ending date (even if they have been paid since the end of the accounting period.) This report should tie out to your A/P account balance in General Ledger. (This report may only be printed if you are using vendor history.) Read the Open Payables by Date section of the <i>Vendor History</i> chapter for more information.</p>	
<p>Print a monthly check register using <i>Check register</i>. (This report may only be printed if you are using vendor history.)</p>	
<p>Print the Payables Distribution to G/L Report (from Earliest to the last date of the accounting period) to get a list of the distributions to G/L. If you are not using G/L, you may back up your data and then purge the distributions when you print the report. If you <i>are</i> using G/L <i>do not</i> purge the distributions at this time.</p>	
<p>If you are using G/L, back up your data files/tables and then run <i>Get distributions</i> in the G/L module to pull the distributions from A/P into G/L. Follow the procedures described in the G/L User documentation. You may purge the distributions when running this selection in G/L. If you encounter any system difficulty (e.g., power failure) while running <i>Get distributions</i>, restore your backup and repeat this procedure.</p>	
	<p>Print the Purchases/Discounts Report to obtain a comparison for each vendor of purchases year-to-date as compared with last year. Read more about this in the Vendor Purchases and Discounts chapter.</p>

Each Period	Each Period, As Needed
<p>Purge fully paid open items using <i>Purge open items</i>. Once a fully paid open item has been purged from the system, it can no longer be voided using <i>Void checks</i>. Thus, you should only purge a fully paid open item when you no longer expect that the check which paid the open item will have to be voided. The Purge Open Items chapter has more information.</p>	
<p>Purge temporary vendors using <i>Purge temporary vendors</i>. The Purge Temporary Vendors chapter has more information.</p> <p>Temporary vendors who are no longer referenced in the system will be purged from Vendors.</p>	
<p>Purge vendor history. Once vendor history is purged, it is no longer accessible to you. Thus, you should retain history at least as long as needed for normal operations. When you purge, a report is printed for all items purged to allow you to retain a permanent record of this information. The Purging Vendor History section of the <i>Vendor History</i> chapter has more information.</p>	
<p>Run <i>Close a period</i>.</p> <p>The <i>Close a period</i> selection enables you to clear the period-to-date Payment, Purchase, and Discount fields in <i>Vendors</i>. This will update the Vendors at the close of a period and clear current amounts.</p> <p>Close a period also allows you to close the A/P year.</p> <p>See the Close a Period chapter.</p>	
	<p>At year-end for appropriate vendors, print 1099 forms and a 1096 summary form. You may also run the electronic filing of 1099s.</p> <p>Following 1099 processing run <i>Close a year for 1099s</i>. See the 1099 Year-end Processing chapter for details on processing your 1099 reporting and closing a 1099 year.</p>

A/P Accounts

This chapter contains the following topics:

[Entering A/P Accounts](#)

[Printing a List of A/P accounts](#)

ENTERING A/P ACCOUNTS

An accounts payable account is a current liability in your General Ledger summarizing the amount of money owed to your vendors for goods or services you have received.

All accounts are included in Valid G/L Accounts, but some accounts are in separate files of their own. A/P accounts fall into this category. This ensures that payments will be associated only with accounts intended for that purpose.

Accounts Payable provides for an unlimited number of accounts payable accounts. You may define as many as your business needs.

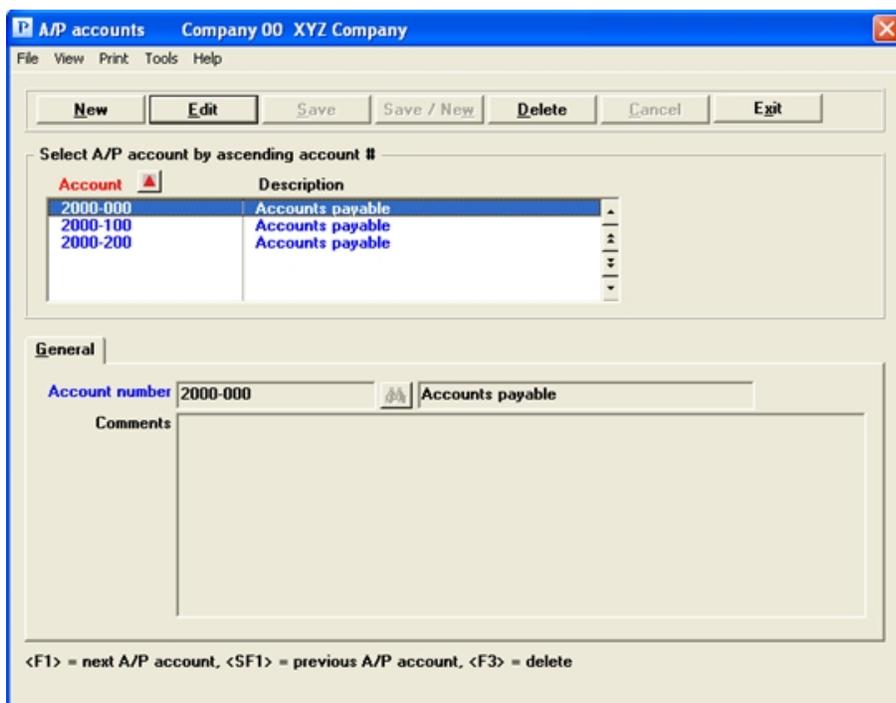
You can set up multiple A/P accounts and then assign each vendor to one of those accounts. All postings (payables and checks) for a vendor debit, or credit, the A/P account associated with that vendor.

Select

A/P accounts from the A/P menu.

Graphical Mode

A screen similar to the following appears:



Purchasing addresses List Box

The list box displays up to 6 A/P accounts at a time. You may sort the A/P accounts by account number in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate an A/P account, start typing the account number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> keys are the same as the up/down arrow keys.

A/P accounts that display in the list box are available for changes or deletion. The fields for the selected A/P account display in the lower part of the screen.

When an A/P account is found, you may select the <Enter> key or Edit button to start editing.

Purchasing Addresses Buttons

You may select a button or keyboard equivalent for editing, deleting or adding a new purchasing address:

Button	Keyboard	Description
New	Ctrl+n	To enter a new A/P account
Delete	Ctrl+d	To delete the A/P account selected in the list box. You may also select the <F3> key to delete

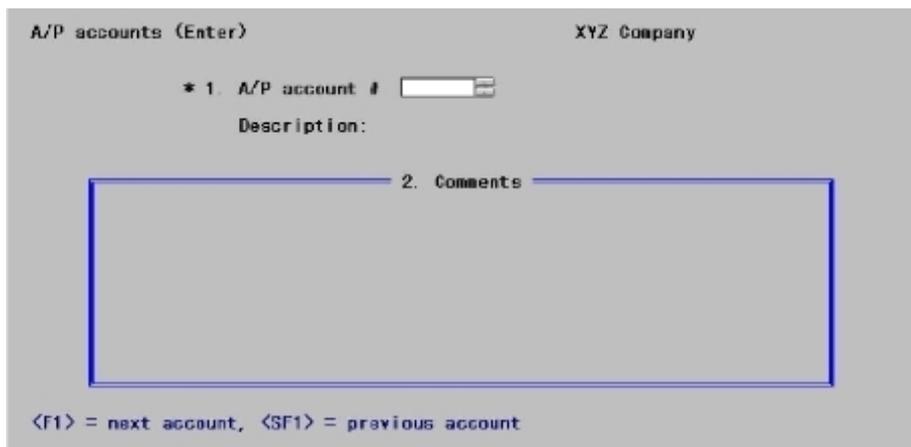
Button	Keyboard	Description
Edit	Ctrl+e	To edit the A/P account selected in the list box
Save	Ctrl+s	To save a new A/P account or changes to an edited A/P account
Save/New	Ctrl+w	Same as Save button plus the New button
Cancel	Ctrl+c	To cancel adding or editing an A/P account
Exit	Ctrl+x	To exit the screen. You may also use the <Esc> key

Menu Selections

At the top left of the screen menu selections are available. Most of these selections are the same from screen to screen. Some of these selections may be restricted. If the menu selection is grayed out, then you will not be able to access it. The selections that are unique to this screen are explained here:

Selecting the Print menu accesses the A/P Accounts List. See [Printing a List of A/P accounts](#)

Character Mode



Use this screen to work with new and existing A/P accounts.

Enter the following information:

Account number

Options

Enter the A/P account number. If the account does not exist in the Valid G/L Accounts file, you can add it here.

<F1>	For the next A/P account on file
<SF1>	For the previous A/P account

Format	Your standard account number format, as defined in <i>Company information</i> .
Example	Enter account 2000-000

If this account already exists in the Valid G/L Accounts file, its description is displayed. If not, the message NOT A VALID G/L ACCOUNT is displayed. You are prompted to add it. Answer **Y** to add the account, or **N** to enter a different account.

(Description)

If the account is already on file, its description is displayed. If it is not, and you want to add it, enter the account description here. The result is the same as if you had entered the account using the *Valid G/L accounts* feature.

Format	30 characters
Example	[Displays automatically in this example]

Comments

Enter any comments about the A/P account.

For character mode refer to the *Using Notes* section of the *User of Function Keys, ToolBar and Windows* chapter in the *System User* documentation.

Format	10 lines of 65 characters each
Example	Type Primary A/P account

Options

In character mode, make any needed changes, or use one of the options:

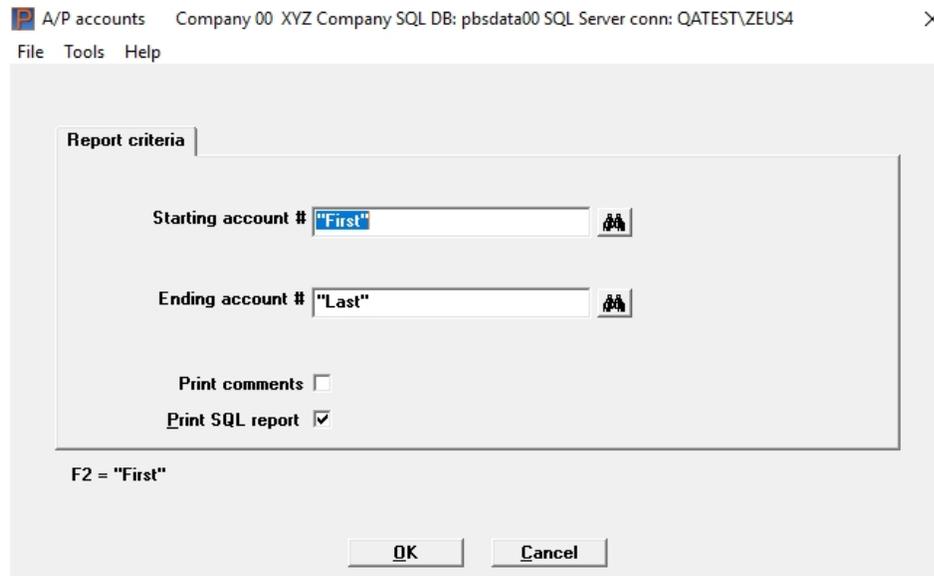
<F1>	For the next A/P account on file
<SF1>	For the previous A/P account
<F3>	(For an existing entry only) Used to delete this entry. You can not delete an A/P account if it appears as a default in <i>Control information</i> , and you should not delete it if any vendor is still using it as its default A/P account.
Example	For practice, as well as to enable you to use some of the other A/P features, enter the other accounts from the report at the end of this chapter.

PRINTING A LIST OF A/P ACCOUNTS

Select

A/P accounts from the *Reports* menu.

Using graphical mode you may also select *Print* from the *A/P accounts* entry screen.



From the screen that appears, enter the following information:

Starting account #

Ending account #

Options

Enter the range of account numbers you want to print, or use the option:

<F2>	For the <First> starting A/P account or the <Last> ending account.
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F2> at each field

Print comments

Determines whether comments are printed or not.

Format	Check box
Example	Select <Space bar> to insert a check mark

Print SQL report

This field will only allow you to produce a SQL report if you are on a PBS SQL system. For information on the benefits, see [SQL Reports](#) in the *Understanding Accounts Payable* chapter.

Select the <Space bar> to check the box and send the data to your default browser. Uncheck the box to print the classic report.

Format	Use the <Space bar> or mouse to check the box. The default in PBS SQL is checked. The default in PBS Vision is unchecked.
Example	Uncheck the box to print the legacy report format.

OK or Cancel

Make any needed changes. Press <Enter> or click on OK to print the A/P Accounts Edit List. Click on Cancel to return to the menu.

Control Information

This chapter contains the following topic:

[Introduction to Control Information](#)

[Running the Encryption Utility](#)

INTRODUCTION TO CONTROL INFORMATION

The *A/P Control information* selection contains information about the accounting set-up of your Accounts Payable module. It “controls” functions in the Accounts Payable module and supplies default values for other functions.

Select

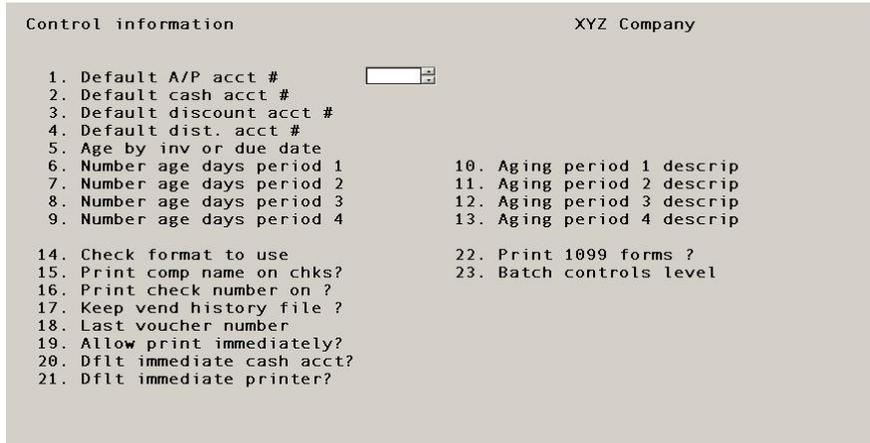
Control information from the *A/P Master information* menu.

You must use two tabs to enter control information. If you cancel before completing the second screen, any changes made on the first screen are discarded.

There is only one entry for this selection. You can work with either new or existing information. A new entry occurs only when the module is installed (or the Control Information is initialized).

The first screen is displayed:

In character mode, the following screen displays:



Enter the following:

Default Accounts

A/P account

Each vendor is assigned a default A/P account number. This account is used for that vendor's vouchers. Since the same account is often used for many vendors, you can provide a default for the default. The account number you enter here becomes the default in the *Vendors* [A/P account no](#) field.

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 2000-000

The account should be defined in the [A/P Accounts](#) selection (which in turn is defined in the CTL *Valid G/L accounts* selection).

The messages below appear if the account you have entered is not in Valid G/L Accounts, or in A/P Accounts. If you have entered the number incorrectly, Select <Enter> to correct it. Select the <Space bar> to add the new account number.

```
This account is not on file
and/or
This account is not in the A/P accounts file
Would you like to add it ?
```

Format	Yes/No window
Example	(does not occur in this example)

```
Type in account description
```

Enter a new account's description for the Valid G/L Accounts.

Format	30 characters
Example	(does not occur in this example)

Cash account

Checks and direct deposit payments must be paid from a cash account, which must be defined in the CTL *Cash accounts* selection. This in turn must be defined in the CTL *Valid G/L accounts* selection.

Use this field to specify a default value for this account number, to be used in the Payables [Cash account](#) field, *Open items* ([Modify](#), manual payment), and in Checks [Cash account #](#) field (but not for the immediate check voucher, which has its own Control information default defined in the [Default immediate cash account](#) field).

The cash account used when generating a direct deposit ACH file and/or positive pay file must also be entered in CTL <Banks>. See [Implement Positive Pay and Direct Deposit](#).

Format	Your standard account number format as defined in <i>Company information</i>
Example	Enter account 1000-000

```
This account is not on file
and/or
This account is not in the Cash accounts file
Would you like to add it ?
```

These message[s] appear if the account you have entered is not in Valid G/L Accounts or in Cash Accounts. Answer <Enter> to correct an erroneous entry, or select the <Space bar> to add the account.

Format	Yes/No window
Example	(does not occur in this example)

```
Type in account description
```

If adding a new account, enter its description.

Format	30 characters
Example	(does not occur in this example)

Discount account

Enter the number of the usual account you use to record purchase discounts. When you use Payables, you can either default to this account or enter a different account.

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 4070-000

Distribution account

Enter the number of the usual account you use to record purchase distributions. When you use Payables, you can either default to this account or enter a different account.

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 4080-000

This account is not on file. Would you like to add it ?

This message appears only if the account you have just entered is not in the Valid G/L Accounts. Answer N to correct an erroneous entry, or Y to add the item to the file.

Format	Yes/No window
Example	(does not occur in this example)

If adding a new account, enter its description.

Format	30 characters
Example	(does not occur in this example)

Aging

The Aging fields are used as defaults when you print the *Aged open items* report, accessible from the *Reports* menu selection.

Age by

This field controls what aging method is used in the [Aged Open Items](#) report. Select **Invoice date** to age by invoice date or **Due date** to age by due date.

Format	Drop down list, with a choice of Invoice date or Due date
Example	Select Invoice date

Number age days period *n*

These fields allow you to describe up to four age brackets for use in the Aged Open Items Report. *n* represents a number from 1 to 4.

Days must be entered in ascending sequence. Only the upper limit of each bracket is entered, since the lower limit is implied (by the upper bound of the preceding bracket).

The lower limit of the first bracket is not entered explicitly. If aging by invoice date, the lower limit is assumed to be zero (that is, you cannot pay a bill before you receive it). If aging by due date, it is assumed to be minus infinity (that is, you can pay your bills as long before their due date as you want).

Negative values are allowed, but are meaningful only if you age by due date. This lets you distinguish payments that are made just on time from those that are imprudently early. For more information on using negative values see [Using the Aged Open Items Report For Projections](#) in the *Aged Open Items* chapter.

“999” is used, by convention, for the upper limit of the oldest bracket. **This does not imply** that there is a fifth bracket of “1000 days and over”. Anything older than 999 days is forced into the last bracket.

- If you want fewer than four brackets, enter 999 at Number age days periods 2 and 3.
- Do not use a lesser value than 999 for the last bracket, unless you want items older than that not to appear on the report at all.

Options

Enter the upper limit of each aging period, or use the option:

<F2>	For an upper limit of 30, 60, 90, or 999 days, at the Number of days period fields 1, 2, 3, and 4 respectively
------	--

Aging period *n* description

These fields allow you to provide a brief description of each bracket entered in [Number age days period](#) fields. These will appear as captions on the *Aged open items* report. *n* represents a number from 1 to 4.

Options

Enter a brief description of each bracket, or use the option:

<F2>	Current, Over 30 day, Over 60 days, Over 90 days
Format	12 characters at each field
Example	Press <F2> at each field

Check format to use

A/P checks can be printed on three different stock forms. You can also print checks on a customized form when you use the Check form designer.

With the stock forms, there are minor differences in the format of the check itself, but the some differences in the check stub. The printing of the reference may occurs on the stub.

Your check stub format choices are:

Character Options	Graphical Options	Printing and Sample	Reference printed?	Vouchers per stub
1	Fmt 1	Compressed, See a sample Check Format 1	Yes	14
2	Fmt 2	Normal	No	14
3	Fmt 2 with ref	Normal, See a sample Check Format 2 with Reference	Yes	7 (two lines for each)
4	Fmt 1 on blank stub	Compressed with field and captions printed on the stub. See a sample Check Format 1 on Blank Stub	Yes	14
5	Forms	Custom form - both stub and check can be designed. See the chapter for more information.	Depends on stub design	Depends on stub design

The advantages and disadvantages of the four options may be summarized thus:

Option	Advantage	Disadvantage
Fmt 1	Prints maximum amount of information on each stub. PCL 5 or compatible laser printers will print this compressed format.	Requires a 17 characters per inch printer.
Fmt 2	Useful if the reference number is used for internal purposes only. Normal printing is more easily read.	This option does not print the reference number on the stub.
Fmt 2 with ref	Normal printing is more easily read (but it makes the form look “busy” to print two lines per item)	Fewer vouchers can be printed on a stub because it also prints the reference.
Fmt 1 on blank stub	Similar to format 1 except the stub is blank. Prints maximum amount of information on each stub. Lets you use the same set of checks for both A/P and Payroll.	Requires 17 characters per inch printer. Less formal appearance because captions are not preprinted
Forms	You may custom design your own check and stub form.	You must understand how to design your own check and stub. * See the chapter for more information.

* Ask for a sample check from your forms supplier. If you produce a custom form, we recommend that you send a printed form example (printed on the printer you are going to use) to your forms supplier with an explanation of each field. Some samples of check formats are provided with the

install of PBS. See the [Pre-defined Check and Remittance Formats](#) section of the *Check and Remittance Forms* chapter.

Note

Vendor name and address.

If any of the vendor name and address fields are more than 24 characters, all the name and address field print in compressed mode (132 columns per row) and also print in bold. A custom form may print in compressed mode anyway depending on other settings. When all the fields are 24 characters or less the data prints in normal (80 columns per row). A laser printer that supports PCL 5 is required for this feature.

No matter which format you choose, when you have more vouchers than will fit on a check stub you do have the option of printing a separate remittance page.

Format	One option from a drop down list
Example	Select Fmt 1 on blank stub

Choosing a Check Printer

An important part of check form printing is choosing the right printer. The right printer will help make the aligning of the check paper stock with the printed check data more easily done. Although we do not recommend a specific printer, understanding how the alignment works could help you decide on your purchase. For best results, **a PCL 5 compatible laser printer is required**. For more information on the check alignment, see the [Windows Printer Alignment](#) and [Company information - Laser printers-alignment](#) sections in the *Prepare Payments / Checks and Direct Deposit ACH* chapter.

Long Name and Address Fields

The entire vendor name and address will print in compressed format (smaller font up to 132 columns) on checks if any of the name and address lines are more than 30 characters, thus allowing for the longer name and address fields to better fit in envelope windows. When using a compressed font the program prints in bold. **A laser printer that supports PCL 5 is required for the compression to work properly**. When the name and address fields are each 30 characters or less they will print in non-compressed format (larger font).

Invoice Voucher Overflow

When there are more invoice vouchers than will fit on a check, there is an option to print them all on a plain piece of paper. For more information on this feature, see the instructions for the [Print separate multi-voucher remittance report for overflow checks ?](#) field.

Bypass Compression Setting

A setting has been provided to completely bypass compression when printing long names and addresses. This setting is in the cblconfi file:

BYPASS_AP_CHECK_NAME_ADDRESS_COMPRESSION N

At the end of the line the default setting is N for not bypassing compression. To bypass compression change the setting to Y.

Print company name on check

This choice is valuable if you have multiple companies. By having check forms printed without the company name, you can use the same check stock for more than one company.

Select the check mark to print the company name on the checks, or remove the check mark if the company name is preprinted on the check forms.

Format	Check box
Example	Select <Enter> to print company name of check

Print check number on

This determines where the check number is printed. Select either:

Character	Graphical	Description
S	Stub	To print the check number only on the check <i>stub</i>
C	Check	To print the check number only on the <i>check</i> itself
B	Both	To print the check number on both stub and check

Format	One of the above options using a drop down list
Example	Select Both

Last voucher number

The number entered here sets the starting number for vouchers. The first voucher number assigned in [Payables](#) is this number plus 1. When additional vouchers are entered in *Payables*, the voucher number is automatically increased by 1 for each new voucher.

Format	999999
Example	Type 152

Keep vendor history

Enter a check mark if you want to keep vendor history.

Passport highly recommends that you keep vendor history. A possible reason not to keep history is when your hard disk has very limited space. We highly recommend that you upgrade your disk space if this happens.

Some reports are available only when you keep vendor history. *View vendor invoices* is only available when you keep history. Refer to the [Vendor History](#) chapter for report examples.

Keeping vendor history lets you void checks more readily.

Your answer determines whether vouchers and payments are kept on file after being paid off. You can store these for as long as you wish, or you can selectively delete parts of this file. See the [Purging Vendor History](#) section of the *Vendor History* chapter.

Transfer Payment Information to Check Reconciliation

If you are using, or intend to use Check Reconciliation and you want to transfer checks, ACH payments and voided check information into Check Reconciliation, you *must* keep vendor history. If you are not keeping history, you may enter the checks information manually in Check Reconciliation (C/R). However you may end up with double postings to General Ledger if you get distributions from C/R.

When keeping vendor history there are two methods of transferring payment information when you are using the PBS Check Reconciliation module. For both methods you must set the C/R Control information field *Using PBS Accounts Payable* to checked. The transfer method you use is determined by the C/R Control information *Post PBS Accounts Payable checks automatically* field. The methods are:

1. Posting automatically from A/P. When this is used, the C/R checkbook is updated during posting in A/P.
2. Pulling the payment information into C/R via the menu selection *Transfer checks/deposits*. This is also known as the batch method.

Here are the details on both transfer methods:

Transfer Method 1 - Automatic

When *C/R Control information* is set to automatically transfer payment information to Check Reconciliation, these are the A/P menu selections where posting is direct to C/R:

Main menu	Sub menu	Function	Comment
Payables	Post	Immediate check (Void)	When voiding an immediate check, the voided check is transferred to Check Reconciliation (C/R). A separate transfer register is printed.
Payables	Post	Immediate check	The check is transferred to C/R. A note is added to the register.
Open items	Post	Manual payment	Manual payments are transferred to C/R. A note is added to the register.
Print checks and post		Checks/ACH payment posting	Checks and ACH payments are transferred to C/R. A note is added to the check and direct deposit register.

Main menu	Sub menu	Function	Comment
Print checks and post		Voids posting	<ul style="list-style-type: none"> Checks numbers that are voided because of skipping a number by entering the next check number manually are transferred to C/R. Caution: resetting the check number back can cause double postings to C/R. Remove the first set of checks in C/R using <i>Load checkbook</i> before posting again. Checks that are voided after printing and before posting are also transferred to C/R. <p>A note is added to the check register in both cases.</p> <p>The same above applies to voided ACH payments.</p>
Void checks	Post		Voided checks are transferred to C/R. A note is added to the register.

Transfer Method 2 - Batch

If you are using the second method, Vendor History is used to store information until it is transferred to the C/R Checkbook. The transfer is run using the C/R *Transfer checks /deposits* selection.

Format	Check box
Example	Select the <Space bar> to keep vendor history

Use memo tracking

Memo tracking cannot be used when Accounts Payable is interfaced to Job Cost.

Check this box to use memo tracking, otherwise, leave it unchecked.

A memo transaction provides a *purchase-from* vendor assigned to a *pay-to* vendor. This is useful for credit card payments and employee expense reporting. For example you may have already paid the purchase-from vendor with a credit card, but you have not yet paid the credit card pay-to vendor. When you enter the payable to the credit card company the memos are entered with distributions. The default distribution account assigned to each pay-to vendor is provided.

The *Memos* selection, found on the *Payables* menu, allows you to enter memos in advance. Later, when entering the payable you may assign these pre-entered memos to the distributions.

The payables edit list prints the associated memo records.

After posting a payable with memos, vendor history that includes memo distributions identifies the actual *purchase-from* vendor for specific purchases that are being *paid to* a different vendor, such as

a credit card company or employee expense reimbursement account. Posting also updates the vendor record with period memo purchase amounts.

Memo purchase information, as well as regular purchases, can be printed using the Vendor History Report and Purchase Journal. The Purchase Journal has an option to show memo purchases on the report. The Vendor by vendor # and Vendor by vendor name reports include period to date, year to date, next period and current period totals for memos, which is stored in *Vendors*. The Memos report will print posted or unposted memos.

Memos also provide a means of tracking sales tax per state. This may be useful for auditing purposes. The Tax by state report provides state totals.

These are the options:

Character	Graphical	Description
N	Never	Never use memo tracking.
A	Always	Always use memo tracking when entering payables distributions.
S	Selective	Selective use When entering a payable you will have the choice of the regular distributions screen or the memo tracking assignment distributions screen.

Format	One drop down list option from the list above
Example	Enter S

If memo transactions have been entered in the memo transaction file, you can not turn off memo tracking.

Memos cannot be used if you are interfaced with Job Cost.

Generate ACH

Check this box to generate a direct deposit ACH file when paying vouchers or do not check the box to not use this feature.

ACH direct deposit can be selective per vendor. For more information on the features and setup of direct deposit ACH processing, see the appendix [Implement Positive Pay and Direct Deposit](#).

Format	Check box, checked is generate ACH and unchecked is no ACH generation
Example	Select <Enter> to not generate ACH

Generate positive pay

Check this box to generate a positive pay file when printing checks or uncheck it to not use this feature.

For more information the features and setup of positive pay see the appendix [Implement Positive Pay and Direct Deposit](#).

Format	Check box, checked is to generate positive pay and unchecked is no positive pay
Example	Select <Enter> to not generate positive pay

Batch control level

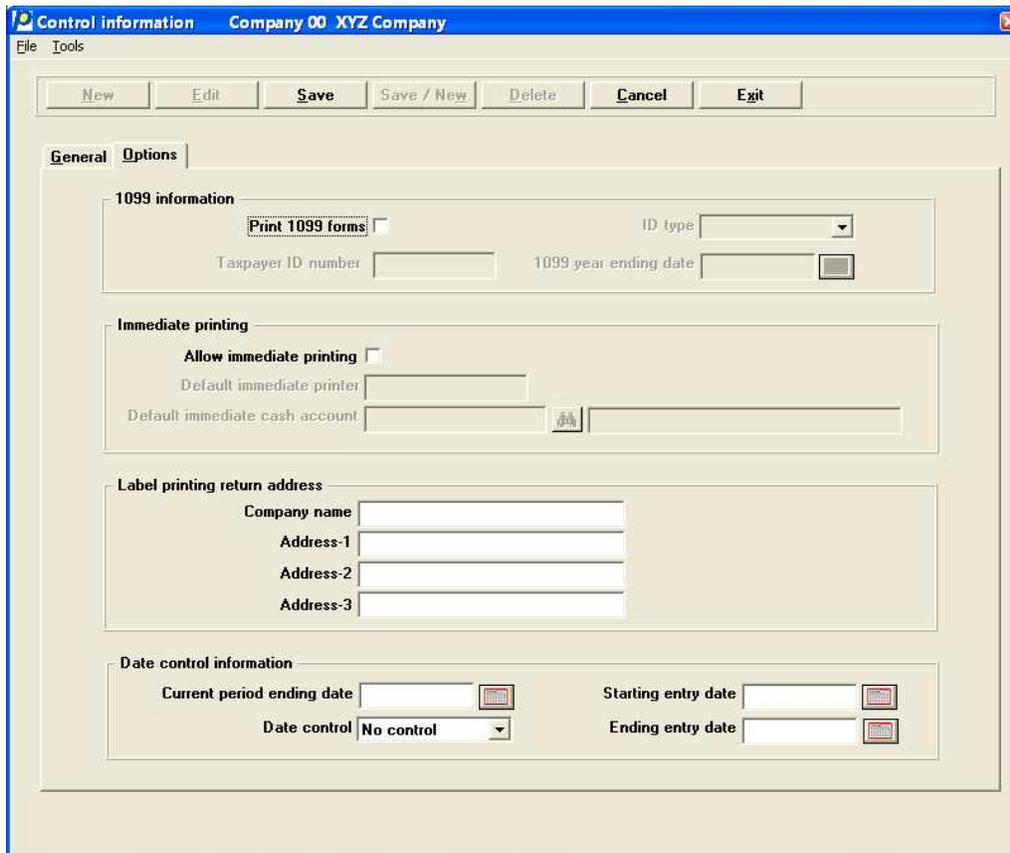
Batch processing enables you to group transactions into batches that can be used for transaction entry, editing, and posting. The processes in Accounts Payable that are controlled by batch processing include Payables, Recurring payables, Preparing payments, Check/payment printing and Void checks. For detailed information on batch control processing refer to the *Batch Processing Control* chapter in the *System User* documentation.

This field cannot be entered whenever CTL *Company information* specifies that batch controls are not used. There are two fields related to batch controls in Company information: *Use batch controls* and *Last batch # used*.

Otherwise, enter the level of batch control desired: **No controls**, **Partial**, or **Full controls**. Do not turn batch processing on or off unless all transactions in Accounts Payable are posted. If you do, pending unposted transactions may not get posted, or may be posted prematurely.

Format	Graphical mode: One option from the drop down list Character mode: Either N, P or F
Example	Select No controls

After entering these fields the second tab displays. Enter the fields on this tab.



1099 information

Print 1099 forms

If you wish to produce 1099-MISC IRS reports and a 1096 annual summary report for selected vendors, check the box; if not, leave it unchecked.

This field is protected from change. Refer to the *System User* documentation for overriding protected changes.

Format	Graphical mode: Check box, checked is yes and unchecked is no Character mode: Y or N
Example	Select the <Space bar> to Print 1099 forms

Taxpayer id number

If you responded to not [Print 1099 forms](#) this field cannot be entered.

Otherwise, enter your taxpayer ID number.

Format	999999999 (no hyphens)
Example	Type 923456781

ID type

If you responded to not [Print 1099 forms](#) this field cannot be entered.

Otherwise, enter the type of taxpayer ID number:

1 = Business (employer ID number)

2 = Individual (Social Security number)

Format	Character mode: Enter either 1 or 2 Graphical mode: Drop down list, select either Business or Individual
Example	Select Business

The [Taxpayer id number](#) field changes to the appropriate format: 99-9999999 for a business or 999-99-9999 for an individual.

1099 year ending date

If you responded to not [Print 1099 forms](#) this field cannot be entered.

Otherwise, enter the date on which the current calendar year ends.

This automatically updates when you perform the Close year for 1099's procedure.

Options

You have the following option:

<F4>	To select a date from the calendar lookup
------	---

Note

This field has no effect on the accumulation of 1099 amounts that you will report at year end. The reported amounts are accumulated in the A/P Federal Auxiliary file/table. See the [1099 Year End Processing](#) section of the Year-end chapter for more information.

However, this date is used during postings when updating 1099 amounts in vendors. If the entered date has an unsuitable year, *incorrect* 1099-MISC amounts may be accumulated in the vendor 1099 fields. The 1099 amounts in vendors are for informational purposes only and are not used for year end reporting.

This date is checked when entering a 1099 immediate check payable, printing a *Pre-check writing report* and when running *Print checks and post*. Warnings display (or print on the edit list) when a 1099 payable is entered with a date that is more than one year after the **1099 year ending date**.

Format	MMDDYY
Example	Type 123119

Immediate printing

Allow immediate printing

Check the box to use the Print Check Immediately option in [Payables](#). This option enables you to issue a printed (not manual) check immediately using a Immediate check voucher. Leave it unchecked to disable immediate check printing.

Immediate check printing can only pay one voucher at a time. For printing multiple vouchers on one check use *Print checks and post*.

Format	Check box, checked is yes and unchecked is no
Example	Select <Enter> to not allow printing immediately.

Default immediate cash account

If you select to not allow immediate printing, this field cannot be entered.

Otherwise, specify the cash account to which immediate check vouchers are posted. The account you enter here appears as the default when entering the [Cash account](#) field in *Payables*, but *only* for the immediate check voucher. For non-immediate checks, refer to the [Cash account Control information](#) field. If you do not want to distinguish by account number between the two types, enter the same account number in the Cash account and Default immediate cash account fields.

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 1000-000

This account is not on file
and/or
This account is not in the A/P accounts file
Would you like to add it ?

These message[s] appear only if the account you have just entered is not in Valid G/L Accounts or in A/P Accounts (respectively). If you have merely keyed in the number incorrectly, leave it unchecked to correct it. Check this box to accept the new account number and add it.

Format	Yes/No window
Example	(does not occur in this example)

Type in account description

If adding a new account, enter its description.

Format	30 characters
Example	(does not occur in this example)

Default immediate printer

If you elect to not allow immediate printing, this field may not be entered.

Otherwise, enter the name of the printer on which you most often print your A/P checks. This is the default printer when you use immediate check payable vouchers. The default can be changed during processing.

If you do not want a default you may leave the field blank. This is the optimal approach.

If you do specify a specific printer, the name should be the same as one defined on the printers tab of CTL *Company information*; this however is not validated by the program so any value can be entered. If the name of the printer is changed in *Company information* it will not be changed here unless you re-enter it.

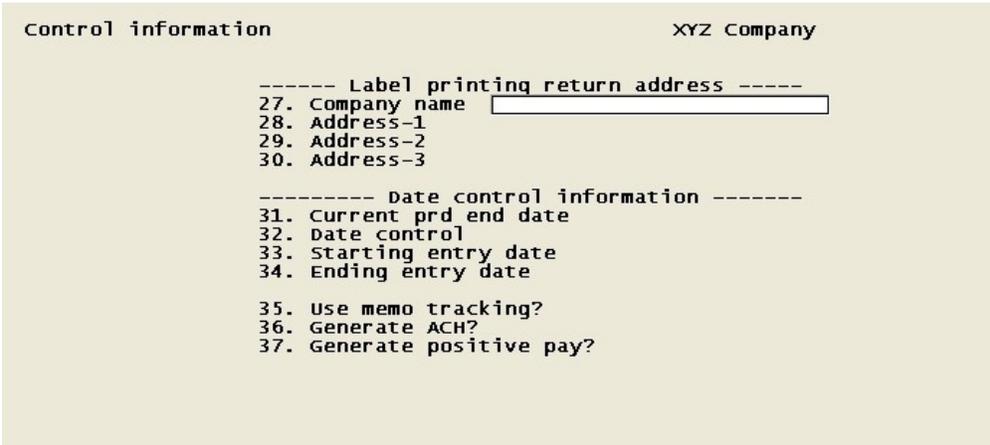
You can also assign *Windows printer* to display a window where you can select the printer. Due to the aligning the data to the form during printing, *Windows printer* may not work with your printer and the results may not be usable. However, if you design your own check format you may be able to get the data to fit on your check stock.

You have these options.

<blank>	You will be asked to select a printer at the time.
<F5>	To assign <i>Windows printer</i> in the field. This will display the Windows printer window.
<Company Information Printer>	Enter the <i>Company information</i> printer name.
Format	15 characters
Example	Select <F5>

This field is case sensitive. Enter the exact lower and uppercase characters as they appear on the screen in the *Printer-name* field in *Company information*. If you change the name in *Company information* you will have to update this field with the name change.

In character mode the following screen displays:



Fields are numbered consecutively from the preceding screen, and thus may appear differently in your company than they do in the screen display above.

Label Printing Return Address

- Company name
- Address-1
- Address-2
- Address-3

All four lines of the address lines are optional and if present are not required to conform to any particular format.

Enter your company name and address.

Format	25 characters at each field
Example	Enter: XYZ Company 500 W. Lincoln Blvd. Suite 1005 Anytown, Texas 12345

Date Control Information

The next four fields provide date controls for the A/P module.

Current period ending date

If you use the Passport Business Solutions General Ledger, you may enter the same date as the Current period ending date in G/L Accounting Periods. However, you are not required to close a period at the same time you move to another entry period in G/L.

After the initial entry of this field, the close a period function will change the date automatically. Normally, you will never have to manually enter this date. Refer to the [Close a Period](#) chapter.

If you do not use G/L, enter the last date of the accounting period you are in.

This date is provided as a reminder of the current period in which you are working and will display when you are adding, changing or viewing vendor information.

When a payable or a check is posted, amounts are added to either the *Period to date* (if the posting date is in the current period) or *Next period* (if posting date is a month ahead of the current period) vendor fields.

Enter the current period ending date.

Options

You have the following option:

<F4>	To select a date from the calendar lookup
Format	MMDDYY
Example	Type 33119

Date Entry Range

A/P checks, voucher distribution and void check dates are prone to misinterpretation and incorrect entry. The next three fields provide the set up for a feature that restrict users to entering dates, which ultimately result in G/L transactions, to a specified date range. The use of date entry control would increase the security against accidental incorrect entry of distribution dates.

Fields that are affected by date entry control include:

Function	Field on Screen
Payables (Enter)*	Distribution date
Payables (Enter)	Check date (for a Non-A/P check only)
Print checks and post	Check date
Void checks	Distribution date

* When you use either the [Import](#) or [Data Import](#) Payables menu selections, no date controls are placed on these functions.

Date control

Enter the date control type. Use one of the values from the table below:

Character	Graphical	Description
N	No control	There are no controls for the entry of dates.
W	Warning only	When a date is entered outside the designated range the user will be warned <i>Date not in current entry period</i> , but allowed to proceed.
F	Full control	When a date is entered outside the range, the user will receive the warning, but will not be able to proceed until a date is entered that is within the range.

Format	One drop down list option from the list above
Example	Select Warning only

Starting entry date

This field may not be entered if you selected **No control** to the [Date control](#) field.

Enter the starting date for which you are going to control the date entry. This can be any date, but normally it is the first day of the current month.

When you run the *Close a period* function, you will be asked to re-enter this date. A default of the next period starting date is provided.

Options

You have the following option:

<F4>	To select a date using the calendar lookup
Format	MMDDYY
Example	Type 30119

Ending entry date

This field may not be entered if you selected **No control** to the [Date control](#) field.

Enter the ending date for which you are going to control the date entry. This can be any date, but normally it is the last day of the current month.

When you run the *Close a period* function, you will be asked to re-enter this date. A default of the next period ending date is provided.

Options

You have the following option:

<F4>	To select a date from the calendar lookup
------	---

Format	MMDDYY
Example	Type 33119

Make any changes required. Press <Enter> to accept your changes and go to the next tab.

Character Mode

38. Encrypt data files ?	N	(run EncryptAP script from the command prompt)
39. Use encryption mask ?	N	
40. Encrypt export files ?	N	

Optional encryption of social security numbers

Encrypt data files

This field cannot be changed on this Control information screen. If you are a PBS administrative user, you can run a utility that will either encrypt or decrypt the social security numbers in the Vendor and Changed vendor files/tables. In Windows use the batch *EncryptAP.BAT*. In Linux run the script *encryptap*. For more information see [Running the Encryption Utility](#).

If this is a new install, immediately after running EZ Convert or entering any new data, the fields start as not encrypted.

The field in Vendors that is affected is called 1099 ID #. This field stores either an EIN, if a business type or a Social Security number if an individual type. This utility only changes the social security numbers. EINs are never encrypted.

Normally you may want to have the Social Security fields encrypted. However if you are using XDBC (ODBC tool) or a SQL query to view the data you may require that the Social Security number be unencrypted.

Use encryption mask

Specify whether or not to mask Social Security numbers when printing reports, checks and direct deposit remittances. This field also determines if the Social Security number is viewable from the entry screen in Vendors (Enter). Here is an example of a masked number:

Check the box to mask the numbers for printing and viewing. Leave the box unchecked to print and view full social security numbers and bank account numbers.

Year-end 1099-MISC form printing and magnetic media file outputs never have masked Social Security numbers.

Format	Check box, checked is yes and unchecked is no
Example	Select <Enter> for the default of unchecked

Encrypt export files

Specify whether or not to encrypt social security numbers when generating an export using the standard or extended data utilities.

Check the box to encrypt the fields. Leave the box unchecked to not encrypt.

The restore program will interpret the fields being restored to determine the encrypted state. Whether or not they are encrypted and no matter how this field is set, it will restore the data properly.

Format	Check box, checked is yes and unchecked is no
Example	Select <Enter> for the default of checked

Encryption Files and Fields

The files and fields that are effected by encryption include:

Make any changes required. Press <Enter> to accept your changes.

RUNNING THE ENCRYPTION UTILITY

Use this utility to encrypt or unencrypt social security numbers stored in A/P Vendors and Changed Vendors.

Running this utility will alter the social security numbers in one of two ways. It will either decrypt the data if *already* encrypted or encrypt the data if *not yet* encrypted. Running this utility will also change the *Control information* [Encrypt data files](#) field, letting you know which was run last and how it is set now.

Before you run the utility verify that all users, including yourself, are not in PBS.

Logging into the utility requires that you are a PBS administrative user.

From the top-level PBS run *EncryptAP.BAT* or for Linux/unix run the *encryptap* script.

After entering your user name and password the following screen displays:

```
PBS - Account Payable (Privacy Encryption Utility) Passport Business Solutions (tm)

This program will encrypt/decrypt the social security
# in AP files if needed.

Company ID 00
           XYZ Company
Encrypt data Y

Set Account Payables control file 'encrypt data' flag to this entry value.
```

Company ID

You must enter the company to process. If you are using multiple companies you may select <F5> for all companies.

Encrypt data

Enter Y to encrypt the data. The screen will look like the following:

```
This program will encrypt/decrypt the social security
# in AP files if needed.

Company ID 00
          XYZ Company
Encrypt data ***** ENCRYPT AP DATA FILES *****

Any change ? 
```

Enter N and the Encrypt data message is *** Remove AP data encryption ***.

Any change ?

Select Y to continue or N to make changes.

The utility will take some time to run and change the data. After running, the social security number data will not look any different in PBS. You will only see a difference if using XDBC or in the SQL table.

When the conversion processing is complete the *A/P Control information* field of [Encrypt data files](#) is checked (Y in character).

A list of the changed files or tables is stored in APENCRYP01.LOG. If the encryption utility is run more than once, a new log file is created and the number (last two digits of the name) is incremented.

Vendors

This chapter contains the following topics:

- [Introduction to Vendors](#)
- [Entering Vendors](#)
- [Entering Vendor Contacts](#)
- [Pay-to Addresses](#)
- [Printing Vendors by Vendor Number](#)
- [Printing Vendors by Vendor Name](#)
- [Printing Vendor Labels](#)
- [Printing the Vendor Change Log](#)
- [A/P Pre-note ACH File and Report](#)

INTRODUCTION TO VENDORS

Use this selection to enter information about your vendors. The vendor name and address as well as the vendor purchasing status are defined for each of your vendors. Multiple contacts and a separate pay-to address may be assigned to a vendor. Specific payment terms, a direct deposit bank account and default G/L accounts are also defined in this selection.

Information regarding period, year-to-date and last year purchasing history, discounts, payments and memo purchases is recorded in the vendor record.

Unlimited date and time stamped notes, particular to each vendor, are supported.

Each vendor is identified by a six-character vendor number. This number can be numerals, letters, or a combination of both, depending on your preference.

You may print vendor reports from two places:

- One is from the Graphical mode vendors screen by selecting *By Vendor number* or *By vendor name* from the *Print* menu.
- From the *A/P Reports, vendor* menu selections, you will be able to print the same selections, ordered by name or by number. You will also be able to print vendor labels as well as a log of changes made to vendor records.

ENTERING VENDORS

There are five vendor tabs. Use the first four tabs for entering a new vendor or changing a vendor. You may only enter the Contacts tab when changing a vendor. To access vendors entry do the following:

Select

Vendors from the A/P menu.

Graphical Mode

The following screen and tab appears:

The screenshot shows a software window titled "Vendors Company00 XYZ Company". The menu bar includes "File", "View", "Print", "Contacts", "Options", "Tools", and "Help". Below the menu is a toolbar with buttons for "New", "Edit", "Save", "Save / New", "Delete", "Cancel", and "Exit".

The main area is titled "Select by ascending vendor name" and contains a list box with columns for "Vendor #" and "Vendor name". To the right of the list box is a "Current period: December, 2017" label with up and down arrow icons.

Below the list box are several tabs: "General", "Terms", "Accounts", "Totals", and "Contacts". The "General" tab is selected and contains the following fields:

- Name and address:**
 - Vendor: [text input]
 - Address 1: [text input]
 - Address 2: [text input]
 - Address 3: [text input]
 - Address 4: [text input]
 - City: [text input]
 - State: [text input]
 - County: [text input]
 - Zip code: [text input]
 - Country: [text input]
- Pay-to:**
 - Use pay-to:
 - Pay-to: [text input]

At the bottom of the window, a status bar displays the following keyboard shortcuts: <F1>=next vendor, <SF1>=previous vendor, <F3>=delete, <F6>=notes, <F7>=contacts

In the screen above, there have been no vendors entered. When vendors have been entered you select vendor using the list box.

Vendors List Box

The list box displays up to 6 vendors at a time. You may sort the vendors by vendor number or vendor name, both in ascending or descending order. Only column names in red may be sorted. Click

on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate a vendor, start typing a number or name, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> keys are the same as the up/down arrow keys.

Vendors that display in the list box are available for changes or deletion. The fields for the selected vendor display in the lower part of the screen.

When a vendor is found, you may select the <Enter> key or Edit button to start editing.

Vendors Buttons

You may select a button or keyboard equivalent for editing, deleting or adding a new vendor:

Button	Keyboard	Description
New	Alt+n	To enter a new vendor.
Edit	Alt+e	To edit the vendor selected in the list box.
Save	Alt+s	To save a new vendor or changes to an edited vendor.
Save/New	Alt+w	Same as Save button plus the New button.
Delete	Alt+d	To delete the vendor selected in the list box. You may also select <F3> to delete a vendor. For files and tables affected and deletion restrictions, see Vendor Deletions .
Cancel	Alt+c	To cancel adding or editing a vendor.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Menu Selections

At the top left of the screen menu selections are available. Most of these are the similar from screen to screen. If a menu selection is grayed out you will not be able to access it. The selections that are unique to this screen are explained here:

Options

From this screen you can access additional information by selecting the *Options* menu and then selecting [View Open Items](#), [Viewing Vendor Invoices](#), [Vendor notes](#) or [Pay-to Addresses](#).

Print

You may select the *Print* menu to print reports such as [Vendor by vendor number](#) and [Vendors by vendor name](#). Other *Print* reports include: Aged open items, Cash disbursements projection, Cash requirements, Distributions to G/L, Open payables by date, Purchase journal, Purchases/Discounts, Vendor history, Purchasing addresses, Tax by state, Memos, AP pre-note ACH and report. The Year-end sub menu selections include 1099-MISC reporting list, Brief 1099 report and Full 1099 report.

Contacts

When you click on the *Vendor's contacts* menu or select the <F7> key you access a window where you may add, edit or delete contacts for the selected vendor. For a description of each field, see [Entering Vendor Contacts](#).

Character Mode

In character mode the following screen appears:

```

Vendors (Enter)                                XYZ Company
                                                Current period: June, 2017
* 1. Vendor# 
  2. Name
  3. Addr 1
  4. Addr 2
  5. Addr 3
  6. Addr 4
  Default PO contact
  7. City
     State
     Country      county      zip code
     State ID#
     Contact-1
     Phone
     Email
     Contact-2
     Phone
     Email

<F1> = next vendor, <SF1> = previous vendor, blank = look up by name
    
```

All the fields that display on this screen can be entered except the Contact 1 and 2 Name, Phone, Fax and Email. These fields can only be edited by selecting contact 1 or 2 on the Vendor Contacts screen.

Options

Enter the vendor number, or use one of the options:

<F1>	For the next vendor on record, in vendor number sequence
<SF1>	For the previous vendor
<Enter> for blank	To look up the vendor by name. See Vendor lookup by name using Character Mode
<F8>	For selecting a vendor from a list of vendors. From the vendor list window you may select the <i>Vendors</i> button to view, edit and add vendors. When on the vendors screen you may edit or add <i>Pay-to addresses</i> and <i>Contacts</i> as well. Various reports are accessible from the <i>Vendors Options</i> menu and several view screens can be accessed from the <i>View</i> menu.

Entering Vendors

The descriptions below fit the full graphical version of PBS, but most of the field functions are similar in the character mode.

General

From these tabs, you can work with both new and existing vendors.

If there are existing entries, a few vendors display in the list box at the top of the screen and the first vendor will display. Otherwise no data will display.

Vendor Search

To search for a vendor, start typing the name in the list box at the top of the page. You may also use the arrow keys, page up and page down keys and the home and end keys to select the vendor.

The default sort in the list box is by name. When you select the View menu, you may change the sort from Vendor name to number.

The current period from [Control Information](#) appears in the heading.

Enter the following information:

Vendor

Alphanumeric vendor numbers are allowed.

- If your numbers are alphanumeric, be aware that lower-case is accepted but converted to upper. Embedded spaces are not removed. Thus, "ABC" is the same vendor as "abc", but distinct from " ABC". In addition, vendor 12A will appear before 2A on sorted reports, not after. Passport does not recommend that you use vendor numbers with leading spaces (because they are stored alphabetically before temporary vendors - temporary vendors are explained below).
- If your numbers are *completely numeric with no alphabet characters*, leading zeroes are stripped off, and sort order is based on the numeric value. Thus, a vendor entered as 0012 is the same as 12. In addition, vendor 12 will appear after vendor 2, not before.

An ampersand (&) next to the vendor number indicates that there is a note for this vendor.

Vendor lookup by name using Character Mode

Options

If you choose to look up by name, the cursor moves to the name field and you may enter the vendor's name, or just its leading characters. Upper or lower case is significant. You may also use the options:

<F1>	For the next vendor, in vendor name sequence
<SF1>	For the previous vendor

Temporary vendors

To designate a vendor as temporary, enter an asterisk as the first character of the vendor number. Do this for one-time or casual purchases from vendors you do not deal with on a regular basis. The differences between permanent and temporary vendors are:

- Temporary vendors can be entered on the fly as you create vouchers for them in *Payables*. You do not have to enter them in advance here.
- Temporary vendors can be purged as a group from *Vendors*.
- You may not print labels for temporary vendors.
- Some types of vouchers may not be issued for temporary vendors.
- Purchase and discount totals are not kept for temporary vendors.
- A partial payment cannot be made for a temporary vendor. If a voucher is paid, it must be paid in full.
- You cannot create recurring payables for temporary vendors.

There is no way to promote a temporary vendor to a permanent one, so do not routinely use this feature for all new vendors — only for those you do not expect to deal with regularly.

If you are familiar with the A/R or I/C modules, you may have noticed that *miscellaneous* customers and items also begin with an asterisk. These miscellaneous entries are a means of consolidating numerous casual entries into a single dummy entry for the sake of efficiency. This is not the purpose of the asterisk in A/P. Temporary vendors are real vendors, however casual. For instance, the address that you enter for them is used to print the check. In A/R, a miscellaneous customer's address must be re-entered each time the customer is referenced (on the assumption that it is not really the same customer each time). In A/P, it is not intended that you use the same dummy number for two different vendors.

Format	6 characters
Example	Type 100

Name and Address Field Notes

The vendor name and address fields are longer in PBS v12.05 and later, compared to v12.04 and earlier. Many functions, but not all, take advantage of this increased field lengths as explained here:

- Screens

The name and address field entry for vendors have been expanded for both graphical and character. There are more address fields than earlier versions.

Most graphical screens throughout A/P and other modules take advantage of this by displaying the increased vendor name length. Most character screens do not.

- Checks, Remittances and Purchase Orders

Check Fmt 1, Fmt 2, Fmt 2 with reference and Fmt 1 on blank stub

On a check run the entire name, address 1/2 and city/state/zip lines will now print in compressed format (smaller font with up to 132 columns) on a check if any of the name, address 1/2 and city/state/zip lines are more than 30 characters, thus allowing for the longer name and address fields to better fit in the window of a standard envelope. A Company information laser printer that

supports PCL5 is required for the compression to work properly. Some dot matrix printers with the *Company information* Epson emulation will print the fonts smaller for the long name and address fields. It has been verified with the Okidata 321.

When the name address 1/2 and city/state/zip lines are each 30 characters or less they will print in non-compressed format (larger font).

If there is data in address lines 3 and 4 the entire address will print compressed both vertically (8 lines per inch) and horizontally (16.6 characters per inch). This is to allow the data to fit in the window of a standard envelope. Passport tested the printing on an #A envelope as provided by Trainor Business Forms.

Check and Remittance user-defined forms

Printing a user defined check and a direct deposit remittance are optional. It is recommended that following the data conversion upgrade from a previous version, you should review the settings for your user definable check and remittance format to adjust the field maximums. In the [Check and Direct Deposit Remittance Form Fields](#) appendix there are both new and changed address field options.

The new *18 Compressed name/addr* field will print the name/address 1/2/3/4 and city/state/zip data compressed regardless of the number of characters in each of the name, address 1/2/3/4 and city/state/zip fields.

For other vendor name and address fields, the maximums have changed to allow printing more characters. When any of the name, address and city/state/zip field lengths are defined to allow printing more than 30 characters the vendor name, address and city/state/zip the check will print in compressed format. If all the fields are set to a length of 30 characters or less, the vendor name, address 1/2 and city/state/zip will print non-compressed. When selecting to print address lines 3 and 4 the program will print compressed regardless of the field lengths. This is because the program has to compress the data vertically to make it fit properly.

A laser printer that supports PCL5 is required for the font compression printing to work properly. You must select a *Company information* printer type that sends the proper codes to the printer.

For the Purchase Order and Product Purchasing modules, similar to A/P checks, the name and address will now print in compressed format (smaller font up to 132 columns) on purchase order forms if any of the name and address lines are more than 30 characters.

Direct Deposit ACH file

The vendor name in the ACH file was and remains restricted to 24 characters. This is a general business rule and cannot be changed. The name will be truncated in the ACH file when more than 24 characters.

Positive Pay

The positive pay format has longer name and address fields. Depending on what your bank allows, you may want to modify your export format.

- Reports and Posting Journals

No reports or posting journals use the longer length name and address fields. However, when the print program selection screen provides the vendor name as a entry field, the name field has been expanded.

- Year-end Processing

1099- MISC forms. When printing a 1099-MISC form the lengths of name and address fields are limited to what will fit in the 1099 Recipients box. The maximum number of characters for address line 1 and 2 is 54 characters each. The vendor name, address 1, address 2 and city-state-zip will print compressed (smaller font) on the 1099 form when any of the fields have a length of 34 characters or more. When the length of all the fields are 33 characters or less they will print with a larger font. If the city, state and zip code combination is 34 characters or more, the state and zip code print on the next line. Address 3 and 4 do not print on the form.

1099- MISC Magnetic Media. Before generating 1099-MISC magnetic media extraneous words, titles, and special characters (that is, Mr., Mrs., Dr., period, apostrophe) should be removed from the vendor name. A hyphen (-) and an ampersand (&) are the only acceptable special characters in a name. In the 1099-MISC magnetic media (electronic file), there are maximum field lengths for vendor name, address, city, state and zip code fields. Characters will be truncated when the vendor field is longer than will fit in the matching mag media field. This table explains what are the maximums allowed by the IRS and what PBS Accounts Payable provides:

Field	Vendor Field Length	Magnetic Media Maximum Field Length
Vendor name	50	40 + 40 *
Address 1	60	40
Address 2	60	Not available
Address 3	60	Not available
Address 4	60	Not available
City	45	40
State	23	2
Zip code	15	9 **

* In the 1099 magnetic media electronic file there is a *First Payee Name line* with a length of 40 characters and a *Second Payee Name line* also of 40 characters. When the vendor name is more than 40 characters in PBS it is split into the two lines.

** When a hyphen is used between the main zip number and the plus four zip code in the vendor field, it is removed when writing the magnetic media payee zip code field. The plus four is not required for magnetic media.

(Name)

This is the vendor's name that appears on the vendor reports, on computer-prepared checks, on direct deposit remittances, purchase order forms, 1099 forms and 1099 magnetic media. For an additional explanation see [Name and Address Field Notes](#).

If the vendor's name starts with "The" (e.g., The Ace Company) then you might want to enter the vendor name here as Ace Company, The. This allows the Vendors by Vendor Name Report to print this vendor in order with other companies whose names start with the letter A (e.g., after Abbot Enterprises but before Advanced Associates).

When changing a vendor name, if the vendor is also in recurring payables, the name will be updated there as well.

Options

Enter the vendor's name, or use the option:

<F2>	To toggle between entering a person's name and a corporate name. Initially corporate name entry is assumed.
Format	50 characters
Example	Enter Vermont Metal Products, Inc.

Note

If you are interfaced to PBS Purchase Order you may be printing purchase order forms. Purchase orders may be stored as PDF files that can be emailed to vendors.

The PDF files are stored with the vendor name as part of the PDF file name. If you have vendor names with special characters, these special characters are converted to a Z when generating a PDF file. Special characters include "-!@#\$\$%^&*()+`{|}[\;':<>?/".

If you are going to send purchase order forms to PDF files, to avoid any confusion, we recommend that you do not use special characters within vendor names.

Entering a person's name

If your vendor is a person and not a corporation, using <F2> lets you split the name into four subfields: these include first name, middle initial, the family name or surname and suffix. The advantages are:

- When printing the name on a check or displaying it on the screen, the name has a normal appearance (John Smith not Smith, John). This also neatly handles the case of surnames containing two words, such as Abby van Buren, or Arnaldo di Caprio.
- When printing vendors by name sequence, the sequence is based on surname.
- When looking up a vendor by name in *Payables*, the <F1> and <SF1> lookups are by surname (but *only* by surname) you can ask for the first Jones, but not for the first Jones, Ebenezer).

You can ignore <F2> and enter the name as John Smith or Smith, John, if you prefer. Best results are obtained when you decide on one method and enforce it consistently.

Format	20 characters (for personal name) 1 character (for middle initial) 30 characters (for surname) 20 characters (for suffix)
Example	(Does not appear in this example because you entered a corporate name)

Address 1 - 4

Enter the vendor's address as you wish it to appear on the check. This will print below the vendor name and be used in window envelopes. Regarding checks, 1099 MISC forms, reports and posting registers, see [Name and Address Field Notes](#).

Format	60 characters for each address line
Example	Type 300 Holcraft Avenue Press <Enter>

City State Zip code County Country

Enter the vendor's city, state, zip (postal code) and country as you wish it to appear on checks, remittances, purchase orders and 1099s.

Regarding checks, 1099 MISC forms, reports and posting registers, see [Name and Address Field Notes](#).

You may also enter the County. The County does not print on the standard pre-designed checks. If you design your own format you may include this field.

Alternatively, you may enter an address for checks and remittances in pay-to addresses. See the [Pay-to Addresses](#) section.

All fields are optional, and when present are not validated (foreign state and postal codes are accepted).

The comma between city and state is inserted automatically when printing. Do not key it in.

Format	45 characters for the city 23 characters for the state 15 characters for the zip code 45 characters for the county 3 characters for the country code
Example	Type Newton Type VT Type 12345 Press <Enter>

Pay-to

Use pay-to

Check this box if you intend use a pay-to address that is different from the vendor address when printing checks and direct deposit remittances. In order to enter a pay-to number, you must have entered the pay-to address. For entering pay-to addresses see [Pay-to Addresses](#).

Format	Check box where checked is yes and unchecked is no. The default is unchecked.
Example	Press <Enter>

Pay-to

Enter the pay-to number. In order to enter a pay-to number, you must have entered the pay-to address. For entering pay-to addresses, see [Pay-to Addresses](#).

After entering a pay-to number the pay-to name displays.

Format	6 characters
Example	Cannot be entered because the <i>Use pay-to</i> field is unchecked.

Terms

The second tab displays like the following:

General	Terms	Accounts	Totals
Payment group	<input type="text"/>	1099 information	
Vendor type	<input type="text"/>	1099 type <input type="text" value="None"/>	
Vendor status	<input type="text" value="Normal"/>	1099 ID # <input type="text"/>	
Vendor's ref #	<input type="text"/>	1099 ID type <input type="text"/>	
Terms type	<input type="text" value="Days"/>	ACH payments	
Terms desc	<input type="text"/>	Bank code <input type="text" value="None"/>	
Due day	<input type="text" value="0"/>	Bank account # <input type="text"/>	
Discount day	<input type="text" value="0"/>	Account type <input type="text"/>	
Discount percent	<input type="text"/>	Prenote <input type="checkbox"/>	
Cutoff day	<input type="text"/>	Prenote date <input type="text" value="00 00 0000"/>	

Character Mode

```

Vendors (Enter)                                XYZ Company
                                                Current period: January, 2017

For vendor: 101      Vermont Metal Products

8. Payment group 
9. Vendor type
10. Vendor status
11. Vendor's ref #
12. 1099 type
    1099 ID #
    ID type
13. Terms type
14. Terms desc
15. Due days
16. Disc days
17. Disc pct
18. Cutoff day
    
```

Payment group

This field allows you to group vendors together for payment.

When printing checks you can restrict the selection of vouchers for payment to only those in a specific payment group. The [Payment group](#) field, as seen in the *Prepare Payments / Checks and Direct Deposit* chapter, is where a group criteria may be entered when selecting a group of vouchers.

One use is to separate the vendors you pay weekly from those you pay monthly or quarterly. You may also use it for making payments to vendors who receive checks and use it later to select and pay those who receive a direct deposit. The payment group may also be used as a criterion to print:

- Vendor labels
- Vendor by vendor # and Vendor by vendor name reports
- Vendor history report
- Aged Open Items and Memos reports

- Cash Disbursements Projection and Cash Requirements reports

Payment group is optional and may be left blank.

Format	3 characters
Example	Type CHK (for check printing)

Vendor type

Enter the vendor type.

This is a code of your own choosing, used mainly for your reference.

The [Purchases/Discounts](#) report and [Purchase Journal](#) report can be printed by vendor type, allowing better analysis of vendor activity. You may also enter a vendor type when printing Vendor Labels. See [Printing Vendor Labels](#).

It is also used by the Purchasing Advice report in the Purchase Order (P/O) module and the Vendor Performance report in Product Purchasing (P/P). Entering a vendor type is optional; you may leave it blank.

Format	3 characters
Example	Type MFG

Vendor status

Vendor status refers to how this vendor is treated in respect to payments and discounts. Enter one of the following status codes:

Character	Graphical	Description
blank	Normal	Normal activity is allowed, and discounts are taken according to the vendor's terms.
A	Always take discount	Normal activity is allowed, but you always take any discount. The discount is always taken regardless of payment or discount dates.
H	Hold payment	Selecting vouchers for payment to this vendor are not allowed. If there is one or more vouchers selected for payment before you change the status to Hold payment, the payment may still be done. You may also want to run the <i>Pre-check writing report</i> to verify that no vouchers have been selected for the vendor. If yes, you may unselect them.
N	No purchases	No purchases are made from this vendor. If a voucher is entered for such a vendor, a warning message is displayed. You may still enter the payable.

Format	One option from the list box
Example	Select Always take discount

Vendor's ref

This optional field is the number that this vendor uses to refer to your company. It is printed on the checks you send to him, as an aid to identification.

When using CashPoint, this field may also be used to link to the Counterpoint *A/P vendor #* vendor field. The PBS vendor number has a maximum of six characters. The Counterpoint vendor number may have more than six characters. As it is required to link a PBS vendor with a Counterpoint vendor, if the Counterpoint vendor number is more than six characters, this field is used to link a PBS vendor via the Counterpoint *A/P vendor #* field. Enter the same number here as entered in the *A/P vendor #* field.

Format	30 characters
Example	Type 12769

Terms fields

In the next five fields, enter the vendor's payment terms.

Payment terms specify how many days after a sale the payment is due, if there is a discount for early payment, how much the discount is, and how early payment must be made to get the discount.

Terms type

There are two methods used in *A/P* to express vendor's payment terms. The terms may specify that an invoice is due a certain number of days after the invoice date. Alternatively, the terms may specify that an invoice is due on a particular day in the calendar month following the invoice date. This second method is called *proximo* terms.

An example of *proximo* terms is *2/10th net 31st*, meaning 2% discount if paid by the 10th of next month, net due on 31st of next month.

Select **Days** or **Proximo** (Day of next month). For character mode enter D for Days or P for Proximo.

Format	Drop down list, either Days or Proximo
Example	Select Days

Terms desc

Enter a *description* of this vendor's payment terms. The next fields give the exact specifications for these terms.

Format	15 characters
Example	Type 2/10 Net 31

Days or Proximo

For this vendor, if you select the Terms type field as *Days*, go to [Terms by days](#). If you select *Days of the month* see the [Proximo Terms \(Day of next month\)](#) section below.

Terms by days

This discussion of the fields *Due days*, *Discount days*, *Discount percent*, and *Cutoff day* applies only to **Days** terms.

Due days

Enter the number of days from the date of the vendor's invoice when payment is due.

Format	999
Example	Type 30 to specify that payment is due 30 days from the invoice date

Discount days

Enter the number of days from the invoice date during which a discount is given for early payment. The discount days cannot be greater than the due days.

Format	999
Example	Type 10 to specify that payments made within 10 days from the invoice date qualify for a discount.

Discount percent

Enter the discount percentage given if payment is made within the discount days.

Format	99.99
Example	Type 2 to specify a 2% discount.

Cutoff day

This field cannot be entered when terms are by Days.

Proximo Terms (Day of next month)

This discussion of fields *Due day*, *Discount day*, *Discount percent* and *Cutoff day* applies only to day of next month proximo terms. If you have entered **Days** in the *Terms type* field, refer to [Terms by days](#) above.

Due day

Enter the day in the month on which payment is due. This day is the day in the month following the month in which the vendor's invoice is dated.

Format	99
Example	(Does not occur in this example because you have entered Days in the Terms type field)

Discount day

Enter the last day in the month for which early payment discount is allowed. This day is the day in the month following the month in which the vendor's invoice is dated.

The discount day must be less than or equal to the due day. It is always in the same month as the due day.

Format	99
Example	Does not occur in this example because you have entered Days in the Terms type field)

Discount percent

Enter the discount percent given if payment is made on or before the discount day.

Format	99.99
Example	Does not occur in this example because you have entered Days in the Terms type field)

Cutoff day

The cutoff day is the last day of a month on which the proximo terms on an invoice apply to the next month. After the cutoff day, the terms apply to the month after the next one.

For instance, suppose that the terms are specified as 2% discount if paid by the 10th of next month, net due on the 31st of next month. Suppose that the cut-off day is specified as the end of the month. Then an invoice dated on the 30th of June or before would receive a discount if paid by the 10th of July, and would be due on the 31st of July.

The cutoff day is normally the end of the month. You may press <Enter> to set the cut-off day to Month end.

However, you may instead enter a positive or a negative number.

Positive number entry

Enter a *positive* number, up to 27, to specify the *last day* of the month on which the terms of an invoice apply to the following month. After the cutoff day, the terms apply to the month *after* the next one.

Suppose the terms were 2% discount if paid by the 10th of next month, net due on the 31st of next month, and that the cut-off day was entered as 25. Then an invoice dated on or before the *25th* of July would receive a discount if paid by the 10th of *August* and be due on the 31st of *August*. An

invoice dated on the 26th of July would receive a discount if paid by the 10th of *September* and be due on the 30th of *September*.

Negative number entry

Enter a *negative* number, up to 27, to specify *how many days* before the end of the month an invoice can be dated and still apply to the following month.

With the same terms as above, and the cut-off day entered as -2, an invoice dated on or before the 29th of July (31 July minus 2 days) would receive a discount if paid by the 10th of August and be due on the 31st of August. An invoice dated the 30th of July would receive a discount if paid by the 10th of *September* and be due on the 30th of *September*.

Format	99-
Example	Does not occur in this example because you have entered Days in the <i>Terms type</i> field)

1099 information

If you enter a *1099 type* other than None, you must also enter the *1099 ID #* and *1099 ID type* fields.

If you specified in *Control information* that you do not print 1099-MISC forms, these fields cannot be entered.

1099 type

Specify the default type of miscellaneous 1099 (1099 - MISC) for this vendor. These are the options:

Character	Graphical
N	None *
1	Rents
2	Royalties
3	Other income
5	Fishing boat proceeds
6	Medical and health care payments
7	Non employee compensation
8	Substitute payments in lieu of dividends or interest

* Vendor does not require 1099 processing

Format	Drop down list with the options listed above
Example	Select Non employee compensation

1099 ID

This is the vendor's Taxpayer Identification Number (TIN), as distinct from your own (which was entered in *Control information*). If you specified in [Control Information](#) that you do not print 1099's at all, *or* if you specified that this particular vendor does not get them, this field cannot be changed.

Otherwise, a printed 1099-MISC form is required at year end so you must enter a number. You may leave the field blank if you do not know the number now, but it must be supplied before the next 1099 printing.

If this is an individual vendor, enter the person's Social Security number. Based on the [Use encryption mask](#) field in *Control information*, Social Security numbers can be partially masked with asterisks with only the last four digits displaying. When this field is masked you may still see the full number by editing the field. Masking also controls the printing of the Social Security number on reports.

Format	999999999 (no hyphens)
Example	Type 127659821

1099 ID type

This field can only be entered if you supplied a 1099 type in the preceding step.

Enter either *Business* or *Individual*. Upon entry the displayed tax identification number will be reformatted as either an Employer Identification Number (EIN), with format 99-9999999; or as a Social Security Number (SSN), with format 999-99-9999.

There is no connection between what you enter in this field and the vendor name field whether you have entered a corporate name or a personal name.

Format	Graphical mode: Drop down list, either <i>Business</i> or <i>Individual</i> Character mode: Either 1 for <i>Business</i> or 2 for <i>Individual</i>
Example	Select <i>Business</i>

Vendor Setup for Direct Deposit Payments

The general instructions for setting up direct deposit can be found in the [Implement Positive Pay and Direct Deposit](#) appendix.

When setting up direct deposit for a vendor you must enter the *Bank code*, *Bank account #*, *Account type*, *Pre-note* and *Pre-note date* fields.

Bank code

Enter the bank code number to assign a direct deposit bank to this vendor. This number comes from the CTL selection of *Banks*. For more information on entering a bank, see the *System* user documentation *Banks* chapter.

Options

You may use one of the options:

<F1>	For the next bank code.
<SF1>	For the previous bank code.
<F3>	Remove direct deposit processing. Select <F3> to delete the entry of bank information for this vendor. When you delete the entry of bank information this vendor must be paid via a check.
Format	4 characters
Example	Leave blank to not pay via ACH payments

Bank name

This is a display-only field that identifies the name of the bank entered in the [Bank code](#) field.

Bank account

This field cannot be entered if no number was entered in Bank code.

Enter the vendor's bank account number. This will appear on the A/P direct deposit ACH Register. It will also be written to the ACH file.

Format	17 characters
Example	Not used in this example

Account type

The account type field designates the type of banking account. Enter Checking or Savings.

Format	Drop down list, either Checking or Savings
Example	Not used in this example

Pre-note

This field is used to determine if the vendor bank account has a pre-notification or normal status. Check this box for pre-notification status or uncheck it for normal ACH payment status.

A pre-notification status means that when an ACH file is created using the *A/P pre-note ACH file & report* utility, it will include the vendor bank account information but with a zero dollar amount. This ACH file may be sent to your bank to verify the vendor's bank routing number and bank account information. Once this verification is done, a bank representative should notify you. When appropriate you can change the status from pre-notification to normal. This removal process can be done manually in *Vendors* on this field or using the *A/P pre-note ACH file and report* utility.

Format	Check box, checked is yes and unchecked is no
Example	Not used in this example

Note After the initial input of the ACH fields or any subsequent changes to the vendor *Bank code*, *Bank account #* or *Account type* fields, it must initiate a pre-notification status setting for the vendor bank account because a pre-notification verification will need to be done again.

Pre-note date

Enter the date when the ACH process is started for this vendor’s bank account.

This field is used when you run the *A/P pre-note ACH file and report*, found under the *A/P Utility* menu. This utility can automatically update the pre-notification status from pre-note to normal based on the date entered in the **Thru start date cut-off** field. If this date is before the cut-off the status is changed. See the [A/P Pre-note ACH File and Report](#) section.

Options

You may also use this option:

<F4>	To select a date using the calendar lookup
------	--

Format	MMDDYY
Example	Not used in this example

State ID #

Enter the State ID#. This will print on 1099 forms.

This field is optional, and when present is not validated.

Format	10 characters
Example	Press <Enter>

Options

Make any desired changes. For an existing entry, you may also use one of the options:

<F1>	For the next vendor
<SF1>	For the previous vendor
<F3>	To delete this vendor.
<F6>	To add or change notes for this vendor
<F7>	To add or change contacts for this vendor

Press <Enter> to proceed to the next tab. You may also select <Alt+A> to get to the Accounts tab.

Accounts

The following tab appears:

Character mode has both the default accounts and totals on the same screen. For character mode the following screen appears:

```

vendors (Enter)                                XYZ Company
                                                Current period: January, 2017

  For vendor: 101      Vermont Metal Products
19. A/P acct #       
20. Discount acct #
21. Dflt distrib acct #
22. Current Balance

23. Purchases                PTD                YTD                Last Year
24. Discounts
25. Payments
26. Memo purch
27. Last purch date
28. 1099 amount YTD
29. 1099 amount next yr
31. Use pay-to ?

30. Last paymt #
    Last paymt date
    Last paymt amt

<F1> = next A/P account, <SF1> = previous A/P account
<F2> = 2000-000 Accounts payable
    
```

A/P account no

This is the A/P account for this vendor’s payables. This account must already exist in [A/P Accounts](#). Invoices and payments entered for the vendor are posted to this account.

Options

Enter the account number, or use one of the options:

<F1>	For the next entry in <i>A/P accounts</i> If there is only one entry, the <F1> and <SF1> options do not appear.
<SF1>	For the previous entry in <i>A/P accounts</i>
<F2>	For the default A/P account from <i>Control information</i>

This field is protected from change. For protected fields and how to override such protection, refer to the *Overriding Protected Changes* section of the *Use of Function Keys, Tool Bar and Windows* chapter from the *System User* documentation.

If change becomes necessary, **be aware that A/P is no longer in agreement with General Ledger.** The *Open payables by Date* report does not show that the outstanding payables for a given A/P account add up to the A/P account balance in G/L.

To keep A/P and G/L in agreement:

- Run the [Open Payables by Date](#) report and get the A/P balance for the vendor at the end of the period.
- Enter a G/L journal transaction that debits the vendor's old A/P account and credits the vendor's new A/P account. (This assumes the vendor has a credit balance on the payables report. If the vendor has a debit balance the old A/P account would be credited and the new A/P account would be debited.)
- Only then should you change this field.

Discount account no

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F2>

Options

Whatever account you enter here will be used as the default in *Payables* for recording purchase discounts for this vendor. The account must be in *Valid G/L accounts*. You can override this default during entry of the payable. You may also use the option:

<F2>	For the default discount account from A/P <i>Control information</i>
------	--

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F2>

Default dist account no

Options

Whatever account you enter here will be used for this vendor as the default account in *Payables* for distributing the expense. The account must be in *Valid G/L accounts*. You can override this default during entry of the payable. You may also use the option:

<F2>	For the default discount account from <i>A/P Control information</i>
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F2>

Totals

The following tab displays:

Current balance	<input type="text" value=".00"/>			
	Period to date	Next period	Year to date	Last year
Purchases	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>
Discounts	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>
Payments	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>
Memo purchases	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>
Last purchase date	<input type="text" value="06/23/2009"/>	Last payment #		<input type="text" value="0"/>
1099 amount year to date	<input type="text" value=".00"/>	Last payment date		<input type="text"/>
1099 amount next year	<input type="text" value=".00"/>	Last payment amount		<input type="text" value=".00"/>

The fields on this tab are automatically updated as posting occurs. You do not change these fields, either for new or existing entries, except for setting up your data following installation of the A/P module. For a new entry for whom you have already done previous business, you may not want to enter Period to date, Next period amounts as these are updated as you enter and post payables and print checks.

Character mode has both the default accounts and totals on the same screen.

All these fields are protected from changes.

Current balance

Displays the current balance owed to this vendor.

Format	9,999,999,999.99-
Example	Use default of .00

Purchases

Discounts

Payments

Memo purchases

These four fields constitute the rows of a four-by-four table, whose columns include the period to date, next period, year to date, and prior year amounts for this vendor. The next period fields are only viewable using graphical mode. Using character mode it is a four-by-three table. Regardless of character or graphical mode, the data for all the fields are stored for each vendor.

For character mode, in each field, the cursor moves through all three subfields in turn. Within any field use <Up> and <Down> to move from one subfield to another.

The entire table is historical information, updated automatically, and is meant primarily for informational use. You would not normally change or enter any of these fields.

With a new vendor entry where you have already been doing business, you may decide to enter year to date and last year amounts. Keep in mind that when new payable entries and new checks are posted, the year to date amounts are updated as well. For a new entry, do not enter period to date amounts (or next period amounts) as these are updated when you post new payable vouchers and post printed checks.

When *Close a period* is run and there are amounts in next period, the next period amount is rolled to the period to date field and the next period amount is also added to the year to date amount. See [Close a Period](#).

If the [Is \[date\] also your year-ending date ?](#) field is checked in *Close a period*, which closes the A/P year, the year to date amounts are rolled to the last year column.

For more information on Memo purchases, see the [Use memo tracking](#) field in *Control information*.

Format	9,999,999,999.99- at each subfield
Example	Use default of .00

Last purchase date

This is the date of the last purchase from this vendor, and is maintained automatically. If you have made no purchase yet, leave the field blank. It will display as None.

Options

You have the following option:

<F4>	To select a date from the calendar lookup
------	---

Format	MMDDYY
Example	Use default of None

1099 amount year to date

1099 amount next year

These fields cannot be entered.

There is a zero amount in this field unless you entered something other than *None* to the [1099 type](#) field on the Terms tab and you ran some payments for the vendor.

When present, these fields are used to accumulate 1099 payments to this vendor. It is an accumulation of the amounts for all the 1099 types even when different types are entered on individual vendor vouchers. These fields are for informational purposes only. The data that is used for reporting of 1099 amounts are stored with the A/P Federal Auxiliary data. See [1099-MISC Reporting Information](#) in the *1099 Year-End Processing* chapter for how to view and edit the 1099 MISC amounts per vendor.

The first field of the pair accumulates payments for the current year, as defined in *Control information (1099 year ending date)*.

The second field, for the year after that, allows normal A/P activity to proceed during the transition period when the old year has ended but the 1099 forms for the prior year have not yet been prepared.

After you start accumulating data in the next year field, sometime during the next year, you must select *Close year for 1099s* to keep the amounts on these fields accurate. See [Close Year for 1099s](#) in the *1099 Year-End Processing* chapter.

Format	9,999,999,999.99- at each field
Example	These fields cannot be entered

Last payment #

This is the number of the last check or direct deposit payment you have written to this vendor. If you have not written any yet, this field (with its date and amount) displays as UNAVAILABLE.

This field is maintained automatically and would not normally be changed.

If you press <Enter> for zero, this field (with its date and amount) displays as 0.

Format	999999
Example	Use default of 0

Last payment date

This displays the date of the last check or direct deposit payment written for this vendor. This field is maintained automatically and would not normally be changed. The cursor moves to this field only when you enter a non-zero check number in the preceding step.

Options

You have the following option:

<F4>	To select a date from the calendar lookup
Format	MMDDYY or blank
Example	Use default of blank

Last payment amount

Displays the date of the last check or direct deposit payment written for this vendor. This field is maintained automatically and would not normally be changed. The cursor moves to this field only when you enter a non-zero check number.

Format	99,999,999.99
Example	Use default of .00

Options

Make any desired changes. For an existing entry, you may also use one of the options:

<F6> or select menu Options > Vendor notes	To add or change Notes for this vendor
<F7> or select menu Vendor contacts > Vendor contacts	To add or change Vendor Contacts for this vendor

Saving a New Vendor in Character Mode

You have the following options after saving a new vendor:



A menu displays where you may select to enter vendor notes and vendor contacts. When finished select *Done with vendor*.

Contacts

When adding a new vendor there is no editable field on the Contacts tab. Contacts can only be added after a vendor has been saved. At that point you may edit this tab.

The contacts tab displays:

The screenshot shows the 'Contacts' tab in a software application. At the top, there is a menu bar with 'General', 'Terms', 'Accounts', 'Totals', and 'Contacts'. Below this is a section titled 'Select by ascending contact #' containing a table with the following columns: 'Contact #', 'Last name', 'First name', 'Middle initial', and 'Suffix'. The table is currently empty. Below the table are several input fields: 'Office phone 1', 'Mobile phone 1', 'Fax 1', 'E-mail 1', and 'Web site 1'. To the right of the 'E-mail 1' and 'Web site 1' fields are small icons representing email and a website. At the bottom of the form is a 'Default contact' section with a 'No.' label and a button with a person icon.

The phone numbers, email and web site fields on the tab are view only. Information will only display in these fields if a vendor contact has been entered and data was entered for these fields. For contact entry see [Entering Vendor Contacts](#).

In the case of Email-1 and Web-site 1, you may click on the button to the right of Email-1 to start an email to the selected contact and you may click on the button to the right of Web-site 1 to open the contact's web site 1.

You may enter the following field:

Default PO contact

This field is not enterable when adding a new vendor because there are no contacts for the vendor. For an existing vendor, you must first enter a vendor contact before you enter this field. *Vendor contacts* are accessed via the *Contacts* menu selection or using the <F7> key.

Enter the default PO contact for emailing. This field is optional. If you are emailing PDF purchase orders to vendors, the email address from the default contact is used.

Format	8 digits
Example	Press <Enter>

There is a setup procedure for emailing PDF purchase order forms. Please see the *Administration* documentation appendix *Email Configuration* for more information. Also, refer to the [Email 1](#) and [Email documents](#) fields in the section titled [Entering Vendor Contacts](#) later in this document.

Once emailing is configured in PBS, you have generated PDF files and you want to start emailing these files, see the *PDF Form File Processing* chapter in *PBS System* documentation.

Character mode Direct Deposit ACH Field Entry

On the third screen, press <Enter> after making all changes. If you are using direct deposit, per the [Generate ACH](#) field in *Control information*, the fourth screen displays where you can enter the direct deposit ACH related fields. If you are not using ACH processing the vendor record is saved and the first screen will display.

The fourth screen pertains to the direct deposit ACH file processing. It is recommended that you read the appendix [Implement Positive Pay and Direct Deposit](#) before you attempt to enter these fields. For an explanation of entering these fields, see [Vendor Setup for Direct Deposit Payments](#).

In character mode the following screen appears:

The screenshot shows a character mode terminal window titled "Vendors (Enter)" with "XYZ Company" in the top right corner. The screen displays the following information:

For vendor: 101 Vermont Metal Products

32. Bank code (ACH)	<input type="text"/>	Bank name
33. Bank account #		34. Account type
35. Prenote ?		36. Prenote date

<F1> = next bank code, <SF1> = previous bank code, <F3> = no ACH processing

Vendor Notes, Name Changes and Deletions

Notes

You may have any number of dated notes for a vendor. To access notes select the <F6> key or click on *Vendor notes* under the *Options* menu. A screen like the following displays:



To add a new select the New button. The date and time can be changed or you may use the default. Enter the note in the field below the date and time.

In the list box, the date, time and 40 characters of the first note line displays for each entered note. Up to six notes will display in the list box.

For details on entering character mode notes, refer to the *Using Notes* section of the *Use of Function Keys, Tool Bar and Windows* chapter in the *System* user documentation.

Format	10 rows of 77 characters each
--------	-------------------------------

Name changes

If you change an existing vendor’s name, all his recurring payables are changed accordingly. You may notice a slight delay while this occurs.

Vendor Deletions

A vendor cannot be deleted if any of these conditions exist:

- The vendor has open items.
- The vendor receives a 1099 form.
- The vendor has reportable 1099 amounts.

- The vendor has vendor history. You may purge vendor history for that vendor first and then delete the vendor. See [Purging Vendor History](#).

A vendor can be deleted if a payable exists for that vendor. However, you will not be able to post payables until the payable is deleted as well.

When deleting a vendor, that associated vendor's contacts, contact keywords and purchasing addresses are also deleted.

ENTERING VENDOR CONTACTS

You may enter and store multiple contacts, addresses, phone numbers and email addresses per vendor.

You are allowed to enter an address for each vendor on the first vendor tab. However, you may enter additional addresses and include contact information for each vendor. This can be done by entering *Vendor contacts*.

Contact number 1 and contact number 2 are used on A/P View vendor invoices and various reports. Office phone 1 from contact 1 is displayed in the vendor lookup. Following conversion, contacts 1 and 2 from the contacts file are displayed and printed on the view screens and reports.

There are differences between the vendor information and a *Vendor contact*; these include:

Function	Main vendor address and entry screen	Vendor contacts
Maximum number of records per vendor	One	Virtually unlimited
Primary function	Name and address fields for printing on forms and 1099s.	Store contacts information including name, title, address, phone numbers and email addresses.
Required in general	Yes	No
Required for emailing purchase orders	No	Yes
User access.	General tab in graphical. First screen using character.	F7 key or graphical Contacts menu.
For multiple contacts, contains contact name, title, address, phone numbers, fax numbers, email addresses and more.	No	Yes
Using graphical mode, the phone, mobile phone, fax, email and web address fields display on vendor Contacts tab.	Yes	Not applicable
Using character mode for Contact 1 and Contact 2 only, the contacts name, phone 1, fax 1 and email 1 display on the first vendor screen.	Yes	Not applicable
One contact may be assigned as the default contact for emailing P.O.s.	Yes	Yes
PBS file or table name.	VENFIL	CONTAC*

* The CONTAC file / table also contains contacts for purchasing addresses, customer contacts, and ship-to addresses. The contacts file utility is accessible using the system utilities.

Graphical Mode

To access contacts in graphical mode, you may either press <F7>, or from the *Contacts* menu selection, click on *Vendor's contacts*.

A screen similar to the following displays:

There are fields on two tabs for Contacts.

Contacts Buttons

You may use the buttons for the following:

Button	Keyboard	Description
New	Alt+n	To enter a new contact.
Edit	Alt+e	To edit the contact selected in the list box.
Save	Alt+s	To save a new contact or changes to an edited contact.
Save/New	Alt+w	Same as Save button plus the New button.
Delete	Alt+d	To delete the contact selected in the list box. You may also select <F3> to delete the contact.

Button	Keyboard	Description
Cancel	Alt+c	To cancel adding or editing a contact.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Character Mode

Select <F7> and the following screen displays:

```

Vendor contacts (Enter)                                XYZ Company
*1. Vendor # 2                                         Chicago office Supplies
*2. Contact-# [ ]                                     Middle initial
3. First name
4. Last name
5. Suffix
6. Title
7. Address-1
8. Address-2
9. Address-3
10. Address-4
11. City
12. State                                             zip code
13. County                                           Postnet
14. FIPS code                                       country
15. Carrier route
16. Print documents?
17. Email documents?
18. Fax documents?
19. Doc. encrypt. key
<F1> = next contact
    
```

Note

Contacts are displayed and printed with different A/P view and report functions. Contact number 1 and contact number 2 are used for this purpose.

From this screen, you may work with new or existing contacts for this vendor. Each vendor may have up to 99,999,999 contacts.

The *Vendor #* and *Contact #* fields are required, and cannot be changed on an existing contact; all the other fields on the screen are optional and editable.

If you are interfaced to the Purchase Order module and you are emailing purchase orders to this vendor, you must enter at least one contact including an email address for the contact. There is a setup procedure for emailing forms. Please see the *Administration* documentation appendix *Email Configuration* for more information.

General Tab

Enter the following information:

Vendor

This field contains the vendor number of the vendor you are currently working with and cannot be modified. To the right of the number is the vendor name.

Contact

Enter a unique number to distinguish this contact from the vendor's other contacts.

Contact number 1 and contact number 2 are used on various A/P view and reports. Office phone 1 from contact 1 is displayed in the vendor lookup.

Options

If you have vendors, these options will be available to you.

<F1>	For the next contact for this vendor
<SF1>	For the previous contact for this vendor
<F3>	To delete the displayed contact for this vendor
Format	99999999
Example	Type 3

First name

Enter the first name of this contact.

Format	20 characters
Example	Type George

Middle initial

Enter the middle initial of this contact.

Format	1 character
Example	Type A

Last name

Enter the last name of this contact.

Format	35 characters
Example	Type Smith

Suffix

Enter the suffix of this contact.

Format	20 characters
Example	Press <Enter> to leave this field blank.

Title

Enter a description of the position (job title) of this contact.

Format	40 characters
Example	Type Sales Rep

Address 1, Address 2, Address 3 and Address 4

Enter the address 1 through 4 of your contact.

Format	60 characters for all 4 address lines
Example	Type 37 Primrose Path for line 1 Press <Enter> for line 2 Press <Enter> for line 3 Press <Enter> for line 4

City

Enter the city for this contact.

Format	45 characters
Example	Type Newton Corner

State

Enter the state for this contact. The content of this field will be automatically forced to upper case.

Format	23 characters
Example	Type VT

Zip code

Enter the zip code for this contact.

Format	15 characters
Example	Type 12345-6789

County

Enter the county for this contact.

Format	45 characters
Example	Press <Enter>

Country

Enter the country for this contact. The content of this field will be automatically forced to upper case.

Format	3 characters
Example	Press <Enter>

PostNet

This field is reserved for future use. Enter the PostNet location code for this contact.

Format	25 characters
Example	Press <Enter>

FIPS code

This field is reserved for future use. Enter the FIPS code for this contact.

Format	5 characters
Example	Press <Enter>

Carrier route

This field is reserved for future use. Enter the carrier route for this contact.

Format	12 characters
Example	Press <Enter>

Print documents

This field is reserved for future use. You may use this field to determine if P/O purchase orders are printed for this contact. If yes, put a check mark in this check box.

Format	Check box
Example	Select <Enter> to not check the box

Email documents

If you want to use a vendor contact when emailing P/O purchase order PDF files, put a check mark in this check box. You may select more than one contact for emailing documents, however the contact marked as the default in the [Default PO contact](#) vendor field will be the default.

You must also have a valid email address in the contact's [Email 1](#) field.

There is a setup procedure for emailing forms. Please see the *Administration* documentation appendix *Email Configuration* for more information.

Once emailing is configured in PBS, you have generated PDF files and you want to start emailing these files, see the *PDF Form File Processing* chapter in *PBS System* documentation.

Format	Check box
Example	Select <Enter> to not check the box

Fax documents

You may use this field to determine if P/O purchase orders are faxed. If yes, put a check mark in this check box. This field is currently not being used.

Format	Check box
Example	Select <Enter> to not check the box

Document encryption key

Enter the code used to encrypt document files for this contact. This field is currently not being used.

Format	20 characters
Example	Press <Enter>

Phone \ Email tab

Character Mode

Office phone 1

Enter the first office telephone number for this contact.

Office phone 1 from contact 1 is displayed in the vendor lookup.

Format	25 characters
Example	Type 555-777-1236 for office phone 1

Mobile phone 1

Enter the first mobile telephone number for this contact.

Format	25 characters
Example	Type 555-888-1111 for mobile phone 1

Fax 1

Enter the first fax telephone number for this contact.

Format	25 characters
Example	Type 555-777-1237 for fax phone 1

Email 1

Enter the first email address of this contact.

This email address is used when emailing purchase order documents, if you selected a contact as the default contact in the vendor record [Default PO contact](#) field. Also see the [Email documents](#) field below.

There is a setup procedure for emailing forms. Please see the *Administration* documentation appendix *Email Configuration* for more information.

Once emailing is configured in PBS, you have generated PDF files and you want to start emailing these files, see the *PDF Form File Processing* chapter in *PBS System* documentation.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Type georgesmith@vermontmetal.com

Web site 1

Enter the first web site address for this contact.

Clicking on the button to the right of the web site field opens your default browser application and opens the web address entered here.

Format	60 characters. The www. part of the web site address is assumed and not required.
Example	Press <Enter>

Authorization # 1

If applicable, enter the code which the vendor has provided you in order to confirm that you have the authority to order goods from this vendor.

Format	40 characters
Example	Press <Enter>

Office phone 2

Enter the second office telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Mobile phone 2

Enter the second mobile telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Fax 2

Enter the second fax telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Email 2

Enter the second email address of this contact.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Press <Enter>

Web site 2

Enter the second web site address for this contact.

Clicking on the button to the right of the web site field opens your default browser application and opens the web address entered here.

Format	60 characters. The www. part of the web site address is assumed and not required.
Example	Press <Enter>

Authorization # 2

If applicable, enter the code which the vendor has provided you in order to confirm that you have the authority to order goods from this vendor.

Format	40 characters
Example	Press <Enter>

To close the contact window and return to the vendor record, press <Esc>.

All Contacts Lookup

This is a graphical mode feature only.

The all contacts screen has a list box that displays contacts for Vendors and Purchasing addresses. You may use the keyword filter to help you find a contact.

There is a file required for filtering on contacts. This file is automatically created when running EZ Convert. It is updated when adding, changing or deleting contacts. However, if you need to re-generate the contents of this file, run SYUTIL and select 5. Rebuild multi-contact keywords.

Select

All contacts from the Vendors *Contacts* menu. A screen similar to the following displays:

Search by

The default option is unfiltered. Use this field to find a contact by filtering on any one of the following fields:

Last name	Phone number	Fax number
E-mail address	Web site	Street address 1
City	State	Zip
County	Country	

Search for

You must enter the full last name, full address, full phone number, etc. when searching for a contact.

After entering the Search for field, select the enter key and the program will locate a contact, no matter where it originated.

Select or Cancel

If you accessed this screen from vendors and a vendor contact is found you may use the Select button to display that vendor. Similarly if you started from Purchasing addresses and a purchasing address contact is found, use Select to display that purchasing address.

Use Cancel to return to the previous screen.

PAY-TO ADDRESSES

When mailing a check generating a remittance you have two name and address options:

- You may send it to the vendor's name and address.
- You may assign a separate pay-to address to a vendor and mail it to that address. This is useful when the vendor you order from has a different address from the vendor where you send your payment.

Once a pay-to address has been entered you may assign it to a vendor . See the [Use pay-to](#) field.

When printing checks or direct deposit remittances the pay-to address is used.

Following the posting of a payment, the full pay-to address is stored in vendor history. The pay-to number and company name assigned to the vendor may be seen on the *View vendor invoices* screen when accessing a payment record; see [Viewing Vendor Invoices](#). The number and name will also print on the vendor history report when selecting to show invoice history. To see the full address used for a payment, use either XDBC or SQL and write a custom query.

Entering Pay-to Addresses

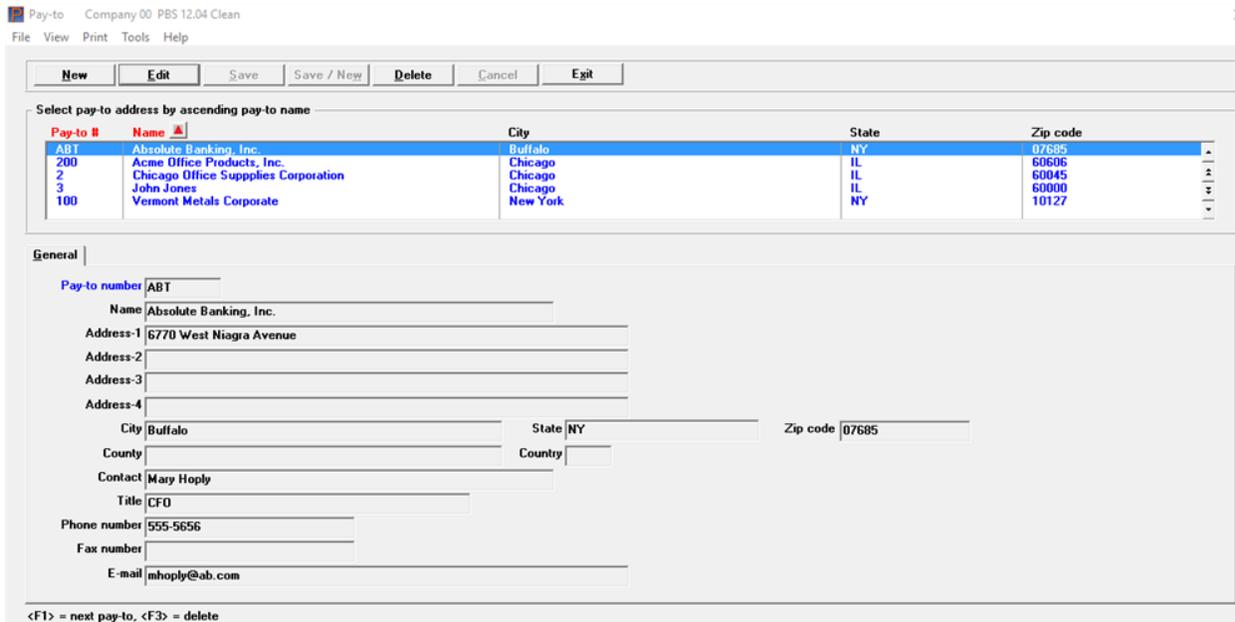
Select

Pay-to addresses from the *Master information* menu.

Using graphical mode, you may also select *Pay-to addresses* from the Options menu on the *Vendors* screen.

Graphical Mode

A screen similar to the following displays:



List Box

The list box displays up to 6 pay-to addresses at a time. You may sort the vendors by pay-to number or pay-to name, both in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate a pay-to address, start typing a number or name, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> keys are the same as the up/down arrow keys.

Pay-to addresses that display in the list box are available for changes or deletion. The fields for the selected pay-to address display in the lower part of the screen.

When a pay-to address is found, you may select the <Enter> key or Edit button to start editing.

Pay-to Addresses Buttons

You may select a button or keyboard equivalent for editing, deleting or adding a new vendor:

Button	Keyboard	Description
New	Alt+n	To enter a new 6 pay-to address
Delete	Alt+d	To delete the pay-to address selected in the list box. You may also select <F3> to delete a pay-to address
Edit	Alt+e	To edit the pay-to address selected in the list box
Save	Alt+s	To save a new pay-to address or changes to an edited pay-to

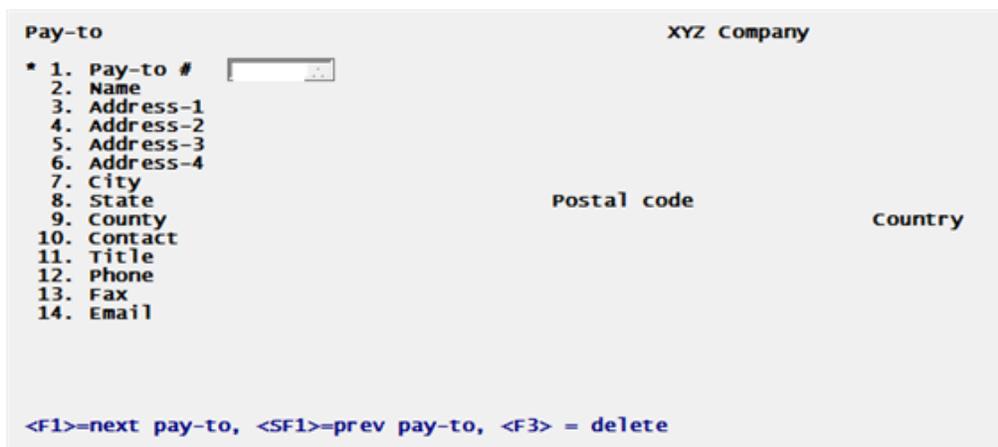
Button	Keyboard	Description
		address
Save/New	Alt+w	Same as Save button plus the New button
Cancel	Alt+c	To cancel adding or editing a pay-to address
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

Menu

Most of the menu selections are standard for every screen. However, on this screen, you may select "Print" to print a list of pay-to addresses.

Character Mode

The following screen displays:



From this screen, you may work with new or existing pay-to addresses.

General Information

There is no relationship between an address you enter here to an address entered in a vendor record until the pay-to record is assigned to a vendor. A vendor can only be assigned to one pay-to address at a time. One pay-to address can be assigned to multiple vendors.

If a pay-to address is assigned to the vendor, the assigned pay-to address prints on checks and direct deposit remittances for that vendor. If no pay-to address has been assigned to a vendor the vendor address is used. When setting up user defined checks and remittances, where the vendor address is selected the pay-to address will print. The positive pay file will also have the pay-to address if the address fields are assigned to the format.

The vendor and pay-to name and address for checks and remittances print in compressed format (132 columns), thus allowing for the longer name and address fields to fit in most envelope windows. Non-comprssed format is 80 columns.

The user defined check form and direct deposit remittance formats can be set to compressed print to take advantage of the increased name and address lengths.

Pay-to addresses have no relationship to addresses used for purchase orders. See the [Purchasing Addresses](#) chapter for information on entering and using those.

The *Pay-to number* field is required, and cannot be changed on an existing pay-to; all the other fields on the screen are optional. It is recommended that at least the address, city, state and zip fields are entered.

Enter the following information:

Pay-to number

Enter a number to distinguish this pay-to address. For easy tracking, it is recommended, but not required, that the Pay-to number be the same as the Vendor number for which it will be assigned.

Options

In character mode, these options are available to you.

<F1>	For the next pay-to address
<SF1>	For the previous pay-to address
<F3>	To delete the displayed pay-to address

Format	6 characters
Example	Type 3

Name

Enter the company name of this pay-to. The same rules apply to printing pay-to addresses on checks

Format	45 characters
Example	Type Vermont Metals Corporate

Address 1 - 4

Enter the address of your pay-to.

Format	60 characters for each line
Example	Type 3900 Northeast Drive for line 1 Press <Enter> for lines 2, 3 and 4

City

Enter the city for this pay-to.

Format	45 characters
Example	Type Burlington

State

Enter the state for this pay-to. The content of this field will be automatically set to upper case (capital letters).

Format	23 characters
Example	Type VT

Postal code

Enter the postal code (zip code) for this pay-to.

Format	15 characters
Example	Type 05400-9999

County

Enter the county for this pay-to.

Format	45 characters
Example	Press <Enter>

Country

Enter the country for this pay-to. The content of this field will be automatically forced to upper case.

Format	3 characters
Example	Press <Enter>

Contact

Enter the pay-to contact for this pay-to address.

Format	50 characters
Example	Type James Wern

Title

Enter a description of the position (title) of this pay-to.

Format	40 characters
Example	Type CFO

Phone number

Enter the telephone number for this pay-to.

Format	25 characters
Example	Type 802-728-1800

Fax

Enter the Fax telephone number for this pay-to.

Format	25 characters
Example	Type 802-728-1899

Email

Enter the email address of this pay-to.

Format	60 characters
Example	Type jwern@vermontmetal.com

Select Save to save your pay-to record.

To close the pay-to addresses window and return to the menu or vendor record, press <Esc>.

Printing Pay-to Addresses

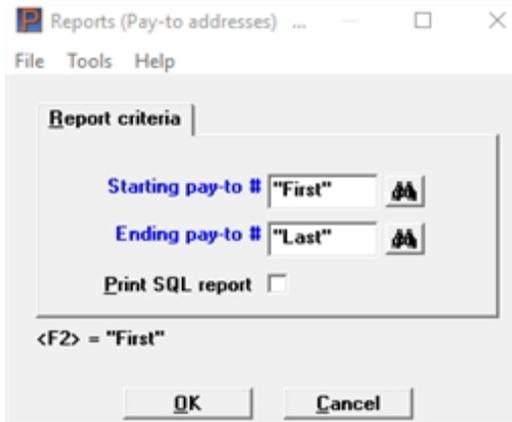
Select

Pay-to addresses from the *Reports* menu.

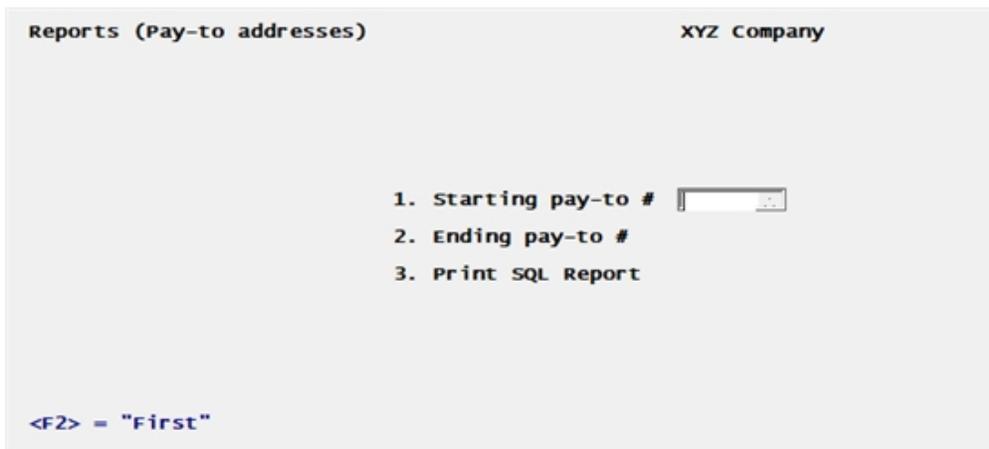
Using graphical mode you may also select *Print* from the Pay-to addresses entry screen.

You will see a screen like this:

Graphical Mode



Character Mode



From the screen that appears, enter the following information:

Starting pay-to #

Ending pay-to #

Options

Enter the range of pay-to numbers you want to print, or use the option:

<F2>	For the <First> starting pay-to number or the <Last> ending pay-to number.
Format	6 characters
Example	Press <F2> at each field

Print SQL report

You may only produce a SQL report if you are on a PBS SQL system. For more information, see [SQL Reports](#) in the *Understanding Accounts Payable* chapter.

Select the <Space bar> to check the box and to send the data to your default browser. Uncheck the box to print the classic report.

Format	Use the <Space bar> or mouse to check the box. The field default for PBS SQL is checked. The default in PBS Vision is unchecked.
Example	Uncheck the box to print the legacy report format.

Ok or Cancel

Select OK to print or Cancel to not print. If you selected SQL report the data opens in your default browser.

In character mode, to print the report select the <Enter> key from *Field number to change ?*.

PRINTING VENDORS BY VENDOR NUMBER

This report lists vendors in numeric order by vendor number. A similar report by vendor name is described in the next section.

Most of the data for this report comes from Vendors. Contact information also prints on this report. The source is from system contacts and the fields include:

- The last name and office phone 1 from contact number 1.
- The last name and office phone 1 from contact number 2.

Based on the [Use encryption mask](#) field in *Control information*, Social Security numbers can be partially masked with asterisks with only the last four digits printing.

Select

Vendors by vendor # from the *Reports*, vendor menu.

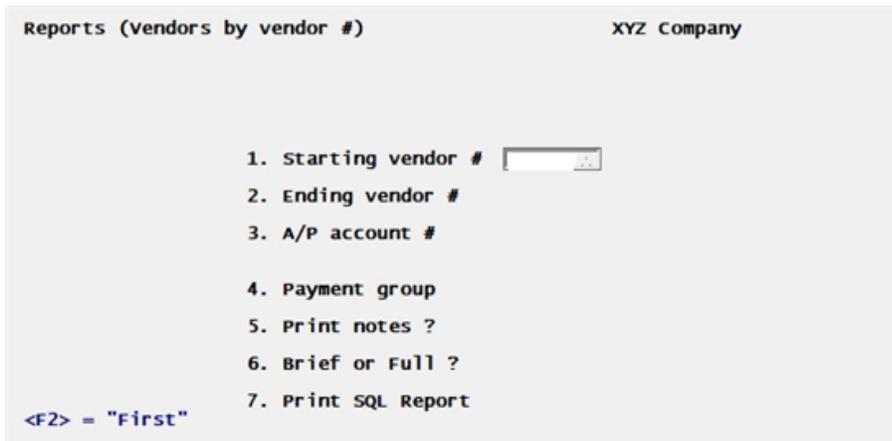
See an example of the [Vendors by Vendor #](#) report in the *Sample Reports* appendix.

The following screen appears:

The screenshot shows a dialog box titled "Vendors by number" with a menu bar containing "File", "Tools", and "Help". The dialog contains the following fields and controls:

- Starting vendor #: "First" with a mask icon.
- Ending vendor #: "Last" with a mask icon.
- A/P account #: "All" with a mask icon.
- Payment group: "All" (text field).
- Print notes:
- Report format: "Full" (dropdown menu).
- Print SQL report:
- Buttons: "OK" and "Cancel".

In character mode the following screen displays:



Starting Vendor #
Ending Vendor #

Options

Enter the range of vendors, by number, to include on the report. You may also use the option:

<F2>	For the First starting vendor or Last ending vendor
<F8>	For selecting a vendor from a list a vendors. From the vendor list window you may select the <i>More info</i> button to view the full data about the vendor. You may also access vendor history from the <i>Options</i> menu
Format	6 characters each
Example	Press <F2> for each field

A/P account #

Options

You may restrict the report to those vendors with a specified A/P account number. The account must already be in *A/P accounts*. Enter an account number, or use one of the options:

<F2>	For the default A/P account from Control information
<F1>	For the next entry in A/P accounts. If there is only one record, the <F1> and <SF1> options do not appear.
<SF1>	For the previous entry in A/P accounts
<F5>	To list All vendors regardless of A/P account number

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F5>

Payment group

Entering a single group shows only vendors for that payment group.

See [Payment group](#), when entering a vendor, for other potential uses of that field.

Options

Enter the payment group, or use the option:

<F5>	For All vendors regardless of payment group
Format	3 characters
Example	Press <F5>

Note that leaving this field blank includes on the report only those vendors that do *not* have any payment group. This is not the same as requesting All vendors.

Print notes

If you want the vendor notes to appear on the list, answer Y.

Format	Check box
Example	Select <Enter> to leave the box empty

Report format

When you select the Full option, it allows you to show the Period to Date and the Year to Date information for purchases and discounts. The Brief option does not.

Print SQL report

You may only produce a SQL report if you are on a PBS SQL system. For more information, see [SQL Reports](#) in the *Understanding Accounts Payable* chapter.

Select the <Space bar> to check the box and to send the data to your default browser. Uncheck the box to print the classic report.

Format	Use the <Space bar> or mouse to check the box. The field default for PBS SQL is checked. The default in PBS Vision is unchecked.
Example	Uncheck the box to print the legacy report format.

Ok or Cancel

Select OK to print or Cancel to not print. If you selected SQL report the data opens in your default browser.

In character mode, to print the report select the <Enter> key from *Field number to change ?*.

PRINTING VENDORS BY VENDOR NAME

This report lists vendors in order by vendor name. The previous section describes a similar report by vendor number.

Most of the data for this report comes from Vendors. Contact information also prints on this report. The source is from system contacts and the fields include:

- The name and office phone 1 from contact number 1.
- The name and office phone 1 from contact number 2.

Based on the [Use encryption mask](#) field in *Control information*, Social Security numbers can be partially masked with asterisks with only the last four digits printing.

Select

Vendors by vendor name from the *Reports, vendor* menu.

See an example of the [Vendors by Vendor Name](#) report in the *Sample Reports* appendix.

The following screen appears:

Reports (Vendors by vendor name) Company 00 XYZ Company

File Tools

Vendors by name

Starting vendor name "First" [Help]

Ending vendor name "Last" [Help]

A/P account # "All" [Help]

Payment group "All"

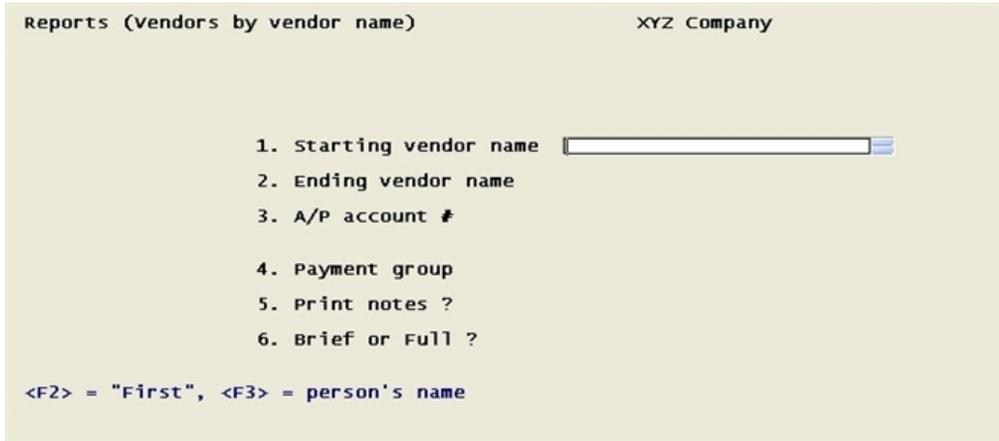
Print notes

Report format Full

OK Cancel

F2 = "First"

In character mode the following screen displays:



Starting vendor name
Ending vendor name

Options

Enter the range of vendors, by name, to include on the report. You may also use one of the options:

<F2>	For the First starting vendor or Last ending vendor.
<F3>	To toggle between entering a corporate name or a personal name.
<F8>	For selecting a vendor from a list a vendors. From the vendor list window you may select the <i>More info</i> button to view the full data about the vendor. You may also access vendor history from the <i>Options</i> menu.
Format	When entering a corporate name: 50 characters When entering a person's name: 20 characters (first name) 35 characters (surname)
Example	Press <F2> at each field

A/P account #

Options

You may restrict the report to those vendors with a specified A/P account number. The account must already be in *A/P accounts*. Enter an account number, or use one of the options:

<F2>	For the default A/P account from the A/P account field in <i>Control information</i>
<F1>	For the next entry in A/P accounts . If there is only one entry, the <F1> and <SF1> options do not appear
<SF1>	For the previous entry in <i>A/P accounts</i> .
<F5>	To list All vendors regardless of A/P account number
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F5>

Payment group

Options

Entering a single group shows only vendors for that payment group. See [Payment group](#), when entering a vendor, for other potential uses of that field.

Enter the payment group, or use the option:

<F5>	For All vendors regardless of payment group
------	---

Note that leaving this field blank includes on the report only those vendors that do *not* have any payment group. This is not the same as requesting All vendors.

Format	3 characters
Example	Press <F5>

Print notes

If you want the vendor notes to appear on the list, answer Y.

Format	Graphical: Check box where checked is yes and unchecked is no Character: One letter, either Y or N. The default is N
Example	Answer N

Report format

Select the Full option to show the Period to Date and the Year to Date information for purchases and discounts. Otherwise select Brief to exclude this information.

Make any needed changes. Press <Enter> to print the report.

Select printer

You will be asked to select a printer. This is described in the *Starting PBS, Menus and Printing* section of the *System* user documentation.

PRINTING VENDOR LABELS

Use this selection to print mailing labels for vendor payments, or other vendor mailings. You can print labels for one or all vendor types, for one or all A/P accounts, and for one or all payment groups.

You must use continuous form labels that are 3-1/2 inches wide by 15/16 high, and 1 or 2 across, except when printing on a laser printer.

For a laser printer, you may use any one of the following label sizes:

- 4 inches wide by 1 inch high (20 per page)
- 4 inches wide by 1-1/3 inches high (14 per page)
- 4 inches wide by 1-1/2 inches high (14 per page)

When printing vendor labels on a laser printer, you are asked to choose one of these label sizes.

Note

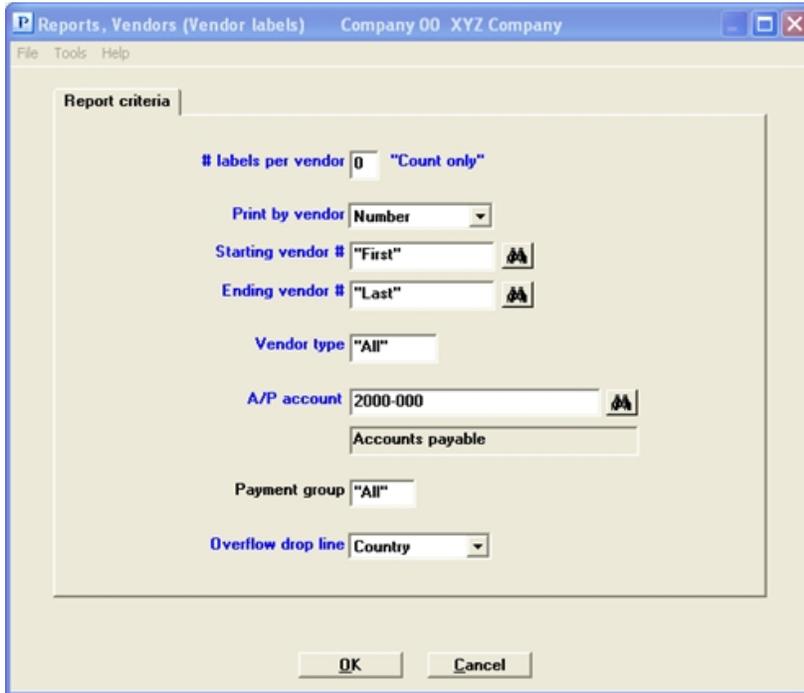
If you have XDBC or SQL, there are many third party programs that you can acquire and use to interface with PBS to print labels. They will not only print vendor labels, but customer labels, inventory labels and employee labels as needed.

Select

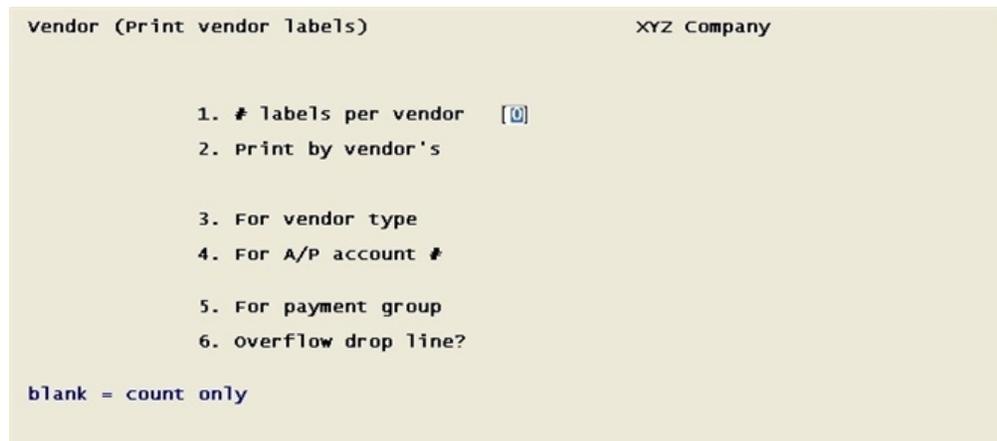
Vendor labels from the *Reports, vendor* menu.

The following screen appears:

Graphical Mode



Character Mode



Enter the following fields:

labels per vendor

Enter the number of labels per vendor. You can print up to nine.

You may enter zero here (by pressing <Enter>). This will not actually print the labels but will give you a count of the vendors who meet the conditions you are about to enter. This is sometimes useful for verifying that you have entered the right conditions or have enough labels on hand.

No labels are printed for *temporary* vendors, but any temporary vendors within the range requested *are* included in the count.

Format	Numeric
Example	Type 2

Print by vendor

Select one of the following:

Character	Graphical	Description
1	Vendor name	To print by vendor name order
2	Number	To print by vendor number order

Format	Drop down list
Example	Select Vendor name

Starting vendor name (or #)

Ending vendor name (or #)

Options

Enter the range of vendors to include on the report.

<F2>	For the First starting vendor or Last ending vendor.
<F3>	To toggle between entering a corporate name or a personal name (only if entering by name).
<F8>	For selecting a vendor from a list a vendors. From the vendor list window you may select the <i>More info</i> button to view the full data about the vendor. You may also access vendor history from the <i>Options</i> menu.

Format	<p>When entering a vendor number: 6 characters at each field</p> <p>When entering a corporate name: 50 characters at each field</p> <p>When entering a person's name: 20 characters (first name) 35 characters (surname)</p>
Example	Press <F2> for each field

Vendor type

See [Vendor type](#) in the *Vendors* chapter for the potential uses of that field.

Options

Enter a vendor type to restrict the labels to vendors of that type, or use the option:.

<F5>	For All vendors regardless of vendor type
Format	3 characters
Example	Press <F5>

Note that leaving this field blank results in labels for only those vendors that do *not* have any vendor type. This is not the same as requesting *All vendors*.

A/P account

Options

You may restrict the labels to those vendors with a specified A/P account number. The account must already be in *A/P accounts*. Enter an account number, or use one of the options:

<F2>	For the default A/P account from Control information
<F1>	For the next entry in A/P accounts . If there is only one entry, the <F1> and <SF1> options do not appear.
<SF1>	For the previous entry in <i>A/P accounts</i>
<F5>	For All vendors regardless of A/P account number
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F5>

Payment group

See [Payment group](#) when entering a Vendor for the potential uses of that field.

Options

Entering a single group shows only vendors for that payment group. Enter the payment group, or use the option:

<F5>	For All vendors regardless of payment group
------	---

Note that leaving this field blank includes on the report only those vendors that do *not* have any payment group. This is not the same as requesting All vendors.

Format	3 characters
Example	Press <F5>

Options

Overflow drop line

Enter which line will be excluded on mailing labels if there is not enough room to print all six lines of text. Six lines of text will not print on continuous form labels or the smaller laser labels. The options are:

1	To drop address line 1
2	To drop address line 2
C	To drop the country line

For example, if a vendor used a street address and a post office box, you may decide to drop the street address portion of the mailing label since the post office box would be used for mailing purposes. You can drop the country code for vendors located in the United States.

Format	1 character
Example	Type C

OK or Cancel

Make any needed changes. Select OK to print the labels (or, if the [# labels per vendor](#) field is blank, to obtain a count of how many vendors meet these conditions).

Labels per vendor

If you asked for a count, there will be a pause as the vendors are read. You will then be informed of how many vendors meet the printing requirement, and will be asked if you wish to print them.

Mount Labels

You are asked to mount labels on the printer and then type DONE when ready. For a non-laser printer, mount the labels on the printer so that the print head is at the first line of the first label. For a laser printer, load the labels in the printer's paper tray according to the instructions in your printer's user documentation.

OK or Cancel

After mounting labels, you are asked to select a printer. Since labels cannot be directed to disk or to the monitor, you will be asked this only if you have more than one actual printer defined. For more about printers, refer to the *Starting PBS, Menus and Printing* section of the *System* user documentation.

You are then asked Please select number of columns to print on mailing label sheets. Enter **1** or **2** to indicate how many labels should be printed across the label sheet.

Next, you are asked, Print label alignment ?.

Margins and Size

If printing on a laser printer, you are first asked to enter the top margin and left margin of the label page and the size of the laser labels. After entering these, you are then asked if you want to print an alignment label.

Vendor labels are not designed to print to a Windows printer. The first label will print as close as possible to the upper left corner of the printable area of the paper. This place on the page may vary per printer. If the printing does not align with your labels you must use a Company information laser printer that accepts PCL codes.

Alignment

If you want a sample label with X's and 9's printed so you can check the alignment on the printer, answer Yes. A sample label prints and you are again asked *Print label alignment ?*. You can print as many alignment labels as you wish.

If printing on a laser printer, you are given the chance to change the top and left margin before printing another alignment label.

After the labels have printed, your screen will display the same entries as before and the cursor will be positioned at the [# labels per vendor](#) field in Graphical mode and at *Field number to change?* in Character mode. If you wish to print labels for another range of vendors, repeat the process.

Restore Stock Paper

In Graphical mode select Cancel or press <Esc> and you will be asked to remove the labels paper and restore the stock paper to the printer. Check the box and select OK to return to the menu.

In Character mode you will be asked to dismount the label paper, to restore stock paper to the printer, and to type DONE. When you have done this, you will be returned to the menu.

Note

When using a laser printer, you can save labels by printing the alignment on plain paper. After printing the alignment on plain paper, place the plain paper alignment on top of a page of labels and hold them up to a bright light to verify the alignment. Make any adjustments necessary and continue printing alignments on plain paper until you have the correct alignment. Then load the laser labels in the paper tray when you are ready to print labels. When the alignment is correct, answer N to the Print label alignment? question. The vendor labels then print.

PRINTING THE VENDOR CHANGE LOG

If the use of change logs was not specified in the PBS *Company information*, you will not be able to use this selection.

Otherwise, the change log is an audit trail of all changes that have been made in *Vendors*. This report indicates *who* made *what* change and *when*.

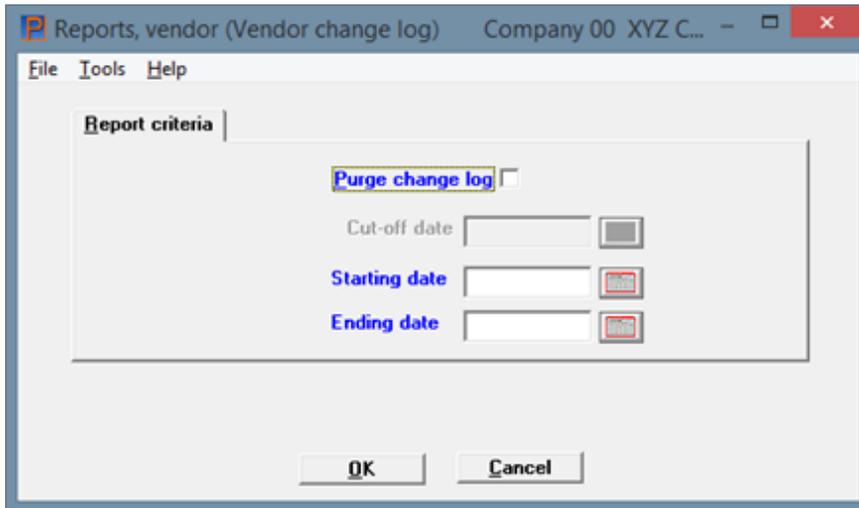
The vendor change log can be purged and printed or just printed with no purging.

Select

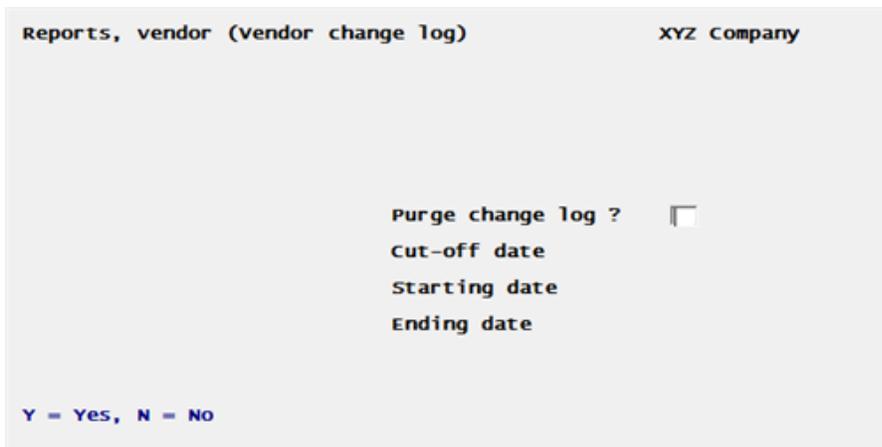
Vendor change log from the *Reports, vendor* menu.

The following screen appears:

Graphical Mode



Character Mode



Enter the following fields:

Purge change log

Check this box to purge the change log, or leave it unchecked to retain the change vendor records.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked Character mode: Y or N. There is no default
Example	Press <Enter> for the default

Cut-off date

This field is only available if you checked the box for the *Purge change log* field.

Enter the cut-off date to the last change date you want to purge or use the option:

<F2>	For the system date (today's date)
------	------------------------------------

Format	MMDDYY
Example	Press <F2>

Starting date

Ending date

These fields are only available if you did not check the box in the *Purge change log* field.

Enter the range of change dates to include on the report or use the option:

<F2>	For the "Earliest" starting date or "Latest" ending date
------	--

Format	MMDDYY
Example	Press <F2> for both fields

OK or Cancel

You will be asked to select a printer. You can choose to display the report on screen only if you are not purging. Purging has an [Audit Trail](#) restriction which requires printing to a printer or to disk.

Character Mode

Are the parameters ok ?

Enter Y if you are ready to continue. Enter N if you want to re-enter the fields.

If you are purging this question displays:

Are you sure you wish to purge ?

Enter Y if you are ready to purge the vendor change log. Use the default of N to return to the menu without purging.

A/P PRE-NOTE ACH FILE AND REPORT

This option is only available if you are generating direct deposit [ACH](#) file electronic payments as indicated in the [Generate ACH Control information](#) field. ACH is used to pay your vendors electronically via your bank.

Before you run this utility there is setup information that must be in place. See the appendix [Implement Positive Pay and Direct Deposit](#) for the steps needed to get direct deposit ACH implemented on your system.

The [Pre-note](#) field in Vendors determines one of two possible statuses for a direct deposit ACH: pre-notification and normal. These mean:

- A pre-notification status means that you are notifying the bank that there is at least one new vendor with direct deposit ACH bank information or changes to an existing vendor's bank account information. This gives them time at your bank to verify the routing and bank account number before you do your next check run.
- A normal status means that the account has gone through the pre-notification process with your bank and it is now okay to make a payment to the vendor via ACH electronic processing.

This utility is used to create an ACH file of pre-notification vendor bank accounts and it can also be used to update a vendor bank account status from pre-notification to normal.

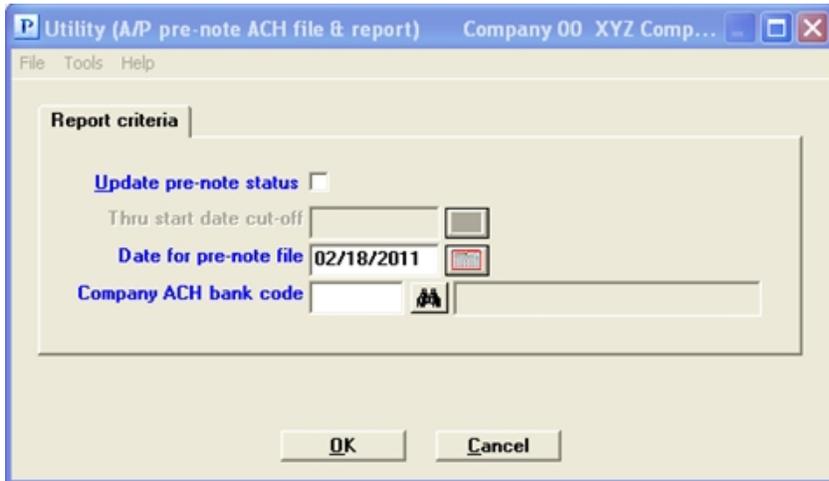
The ACH file created using this process will only contain pre-notification records. The name of the file will be the same as when an ACH file is created during a check run. See the appendix *Implement Positive Pay and Direct Deposit* for more information on the ACH file and where it is created on the system.

Select

A/P pre-note ACH file and report from the *Utilities* menu.

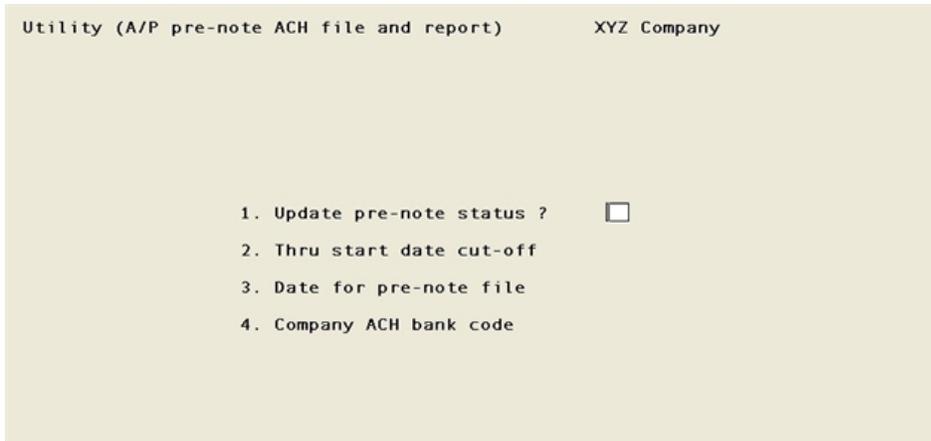
Graphical mode

You will see screen like the following:



Character Mode

You will see a screen like the following:



Enter the following fields:

Update pre-note status

Check this box if you want to update the status of the vendor [Pre-note](#) field from pre-notification to normal status. Leave it unchecked if you are generating a pre-note ACH file.

Format	Check box where checked is update the status and unchecked is generate an ACH file. The default is unchecked
Example	Select <Enter> to accept the default

If you leave it unchecked the next field cannot be entered.

Thru start date cut-off

Enter the cut-off date.

This field relates directly to the date entered in [Pre-note date](#) *Vendors* field . If the date you enter here is on or after the **Prenote date** then the status will be updated from pre-notification to normal. If it is before the **Prenote date** then the bank account start date will not be effected.

Options

<F2>	For "Latest"
Format	MMDDYY
Example	This cannot be entered in this example

Date for pre-note file

This is the date written to the ACH file for the pre-notification bank accounts.

Enter the date to be used for the vendor pre-notification ACH records or use the option.

Options

<F2>	For "Today"
Format	MMDDYY
Example	Select <F2> for "Today"

Company ACH bank code

Enter the bank account code for which you are reporting. The bank information is written to the ACH file.

Format	4 characters
Example	Enter 1

OK or Cancel

Make any changes or select OK to generate the ACH file with an report or update the vendor [Pre-note](#) field and print a report.

Purchasing Addresses

This chapter contains the following topics:

[Introduction to Purchasing Addresses](#)

[Entering Purchasing Addresses](#)

[Printing a List of Purchasing Addresses](#)

INTRODUCTION TO PURCHASING ADDRESSES

Sometimes a vendor may supply you with goods from one or more locations, which are different from that vendor's remittance address or pay-to address. This would be the case when you purchase from a vendor's branch locations but make payments to his home office or corporate headquarters.

A purchasing address is the address to which you send the voucher or purchase order authorizing the buy. It may be different from the vendor address (the address to which you send payment).

Use this selection to enter addresses for those vendors who have one or more purchasing addresses distinct from their vendor address.

There is no relationship with purchasing addresses and pay-to addresses. If you want to send a payment to an address, other than the vendor's main address, use pay-to addresses. For more information, see [Pay-to Addresses](#) in the *Vendors* chapter.

Interfacing to Purchase Order

If you are interfaced to the Purchase Order module, be aware that the *A/P Purchasing addresses* selection is identical to the selection of the same name in P/O. There are not two files / tables, but only one, accessible from either module.

Interfacing to Product Purchasing

If you are interfaced to the manufacturing Purchase Purchasing module, be aware that the *A/P Purchasing addresses* selection is identical to the selection of the same name in P/P. There are not two files / tables, but only one, accessible from either module.

If you do not use P/O or P/P, *these selection is optional*. You may still find it useful, either to write purchase orders manually or to enter them into a third party P/O module. Be aware however that purchasing addresses are not utilized elsewhere within A/P.

Multiple contacts may be entered for each purchasing address.

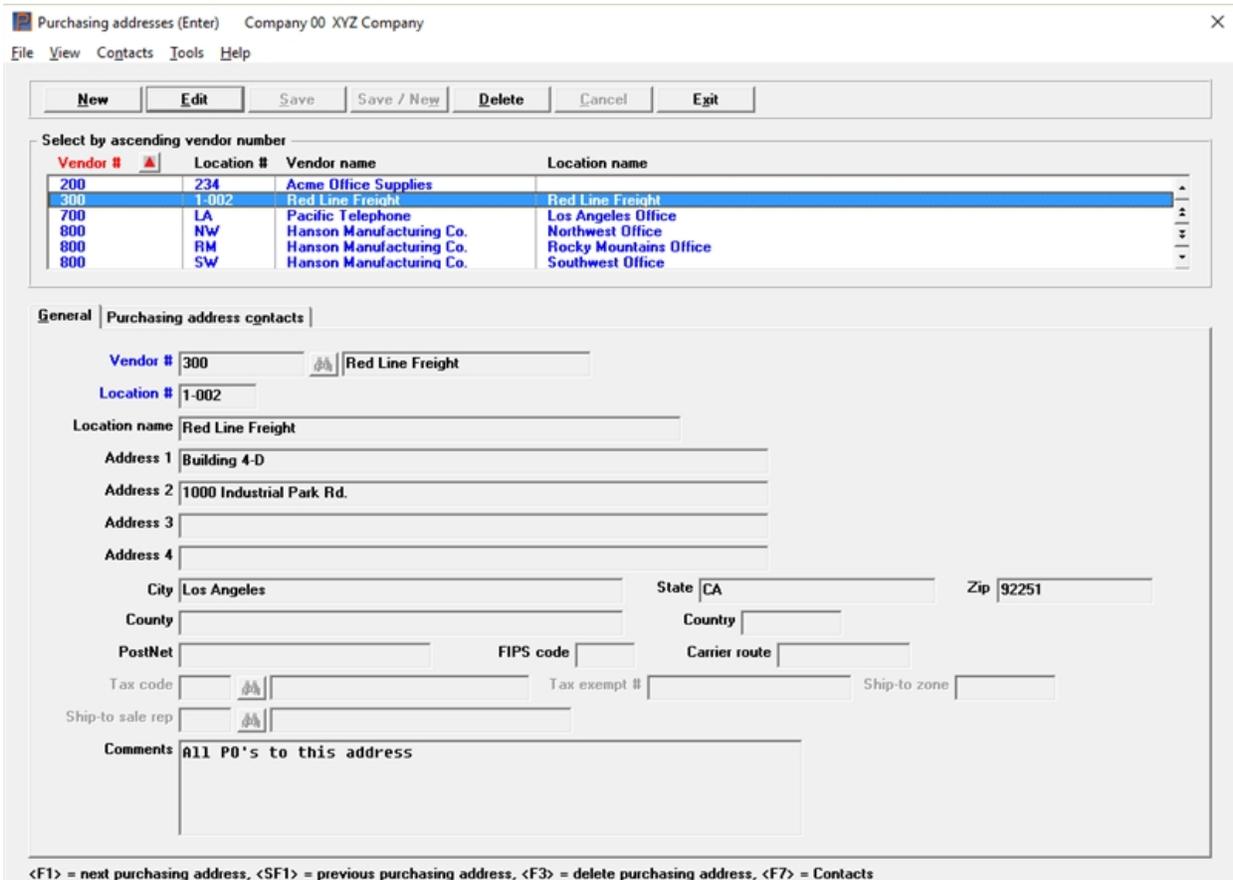
ENTERING PURCHASING ADDRESSES

Select

Purchasing addresses from the A/P Master information menu.

From the screen that appears, you can work with both new and existing purchasing addresses.

Graphical Mode



You select an existing purchasing address for editing or viewing using the list box.

Purchasing addresses List Box

The list box displays up to 6 purchasing addresses at a time. You may sort the purchasing addresses by vendor number in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate a purchasing address, start typing the vendor number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> keys are the same as the up/down arrow keys.

Purchasing addresses that display in the list box are available for changes or deletion. The fields for the selected purchasing address display in the lower part of the screen.

When a purchasing address is found, you may select the <Enter> key or Edit button to start editing.

Purchasing Addresses Buttons

You may select a button or keyboard equivalent for editing, deleting or adding a new purchasing address:

Button	Keyboard	Description
New	Alt+n	To enter a new purchasing address
Delete	Alt+d	To delete the purchasing address selected in the list box. You may also use the <F3> key
Edit	Alt+e	To edit the purchasing address selected in the list box
Save	Alt+s	To save a new purchasing address or changes to an edited purchasing address
Save/New	Alt+w	Same as Save button plus the New button
Cancel	Alt+c	To cancel adding or editing a purchasing address
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. Some of these selections may be restricted. If the menu selection is grayed out, then you will not be able to access it. The selections that are unique to this screen is explained here:

There are two selections on the *Contacts* menu. These include:

- Purchasing address contacts
Multiple purchasing address contacts may be entered for each purchasing address. For entry of contacts see [Purchasing Address Contacts](#).
- All contacts

Selecting the *Print* menu accesses the Purchasing address list. See [Printing a List of Purchasing Addresses](#).

Character Mode

```

Purchasing addresses (Enter)                                XYZ Company
*1. Vendor # 
*2. Location-# 
3. Location name
4. Address-1
5. Address-2
6. Address-3
7. Address-4
8. City
9. State
10. County                                zip code
11. FIPS code                             Postnet
12. Carrier route
13. Tax code (Not applicable)
14. Ship-to zone (Not applicable)
15. Ship-to sales person (Not applicable)
16. Tax exempt (Not applicable)

<F1>=next puch adrs, <SF1>=prev puch adrs, <F2>=next vendor, <SF2>=prev vendor
    
```

General Tab

Enter the following information:

Vendor number

Enter the vendor number. To locate a vendor, you may click on the lookup button or select <F8> for a list of vendors. When using the lookup you also have these options:

<F8>

For selecting a vendor from a list a vendors.
From the vendor list window you may select the *Vendors* button to view, edit, add and delete vendors. You may also access vendor history from the *Options* menu

Options

In character mode you may also use one of the following options to locate a purchasing address or vendor:

<F1>

For the next purchasing address on file (regardless of vendor).

<SF1>

For the previous purchasing address.

<F2>

For the next vendor on file, whether or not there is any purchase address on file for this vendor.

<SF2>

For the previous vendor.

<F7>

For purchasing address contacts. See [Purchasing Address Contacts Tab](#)

Format

6 characters

Example

Type 300

Upon selection of a valid vendor number, its vendor name displays adjacent to it.

In character mode, if <F1> or <SF1> is used to locate an existing entry, that entry's information displays on the screen and the cursor moves to *Field number to change?*. Otherwise, the cursor moves to the *Location number* field.

Location

Enter a number to identify this purchase location. Location number is required.

Each one of a vendor's locations must have a different location number, but the same location number can be used for different vendors if desired.

In graphical mode, if the number of an existing location is entered this message displays:

Purchasing address already on file. Would you like to change it?

Select Yes to edit the record or No to return to the field to enter a different location number.

In character mode, if the number of an existing location is entered, that entry's information displays on the screen, and the cursor moves to *Field number to change?*. Otherwise, the cursor moves to the *Location name* field.

Format	8 characters
Example	Type 1-002

Location name

Options

Location name is optional and may be left blank. Enter the name of the company at this purchasing address, or use the option:

<F2>	To use the vendor name as the location
------	--

Format	50 characters
Example	Press <F1>

Address 1

Address 2

Address 3

Address 4

Each address line is optional.

Format	60 characters for each line
Example	Type Building 4-D Type 1000 Industrial Park Road Press <Enter> for line 3 Press <Enter> for line 4

City

Enter the city for this purchasing address.

Format	45 characters
Example	Type Los Angeles

State

Enter the state for this purchasing address. The content of this field will be automatically forced to upper case.

Format	23 characters
Example	Type CA

Zip

Enter the zip code for this purchasing address.

Format	15 characters
Example	Type 92251

County

Enter the county for this purchasing address.

Format	45 characters
Example	Press <Enter>

Country

Enter a country code, or leave blank for U.S.A.

Format	3 characters
Example	Press <Enter>

PostNet

This field is reserved for future use.

Enter the PostNet location code for this purchasing address.

Format	25 characters
Example	Press <Enter>

FIPS code

This field is reserved for future use.

Enter the FIPS code for this purchasing address.

Format	5 characters
Example	Press <Enter>

Carrier route

This field is reserved for future use.

Enter the carrier route for this purchasing address.

Format	12 characters
Example	Press <Enter>

Tax code, Tax exempt #, Ship-to zone, and Ship-to sales rep

These fields are not used for purchasing addresses.

Comments

Enter any comments about this purchasing address. Comments are optional, and when used are entered like Notes.

For character mode refer to the *Using Notes* section of the *User of Function Keys, ToolBar and Windows* chapter in the *System User* documentation.

Format	Five lines of 64 characters each
Example	Type All POs to this address Press <Enter> Press <Esc> Press <Enter>

Purchasing Address Contacts Tab

This is the purchasing address contacts tab.

General Purchasing address contacts

Select by ascending contact #

Contact #	Last name	First name	Middle initial	Suffix

Office phone 1 Mobile phone 1

Fax 1

E-mail 1 

Web site 1 

Default contact

No. 

The phone numbers, email and web site fields on the tab are view only. Information will only display in these fields if a vendor contact has been entered and data was entered for these fields.

In the case of Email-1 and Web-site 1, you may click on the button to the right of Email-1 to start an email to the selected contact and you may click on the button to the right of Web-site 1 to open the contact's web site 1.

You may enter the following field:

Default contact

Enter the default contact for this purchasing address. On a new entry there will not be a contact for entering this field. Following entering the purchasing address, enter a contact. Then you may enter this field.

Character Mode

Purchasing addresses (Enter) XYZ Company

For vendor # 100 Vermont Metal Products

17. Default location #

Contact	Phone
Fax	Email
Contact	Phone
Fax	Email

18. Comments

<F7>=Contacts
Field number to change ?

Only the default contact can be entered on this screen. The Contact, Phone, Fax and Email fields are displayed from Contact 1.

Purchasing Address Contacts

Enter the contacts for this location. For each contact, you may enter their address, telephone number, Fax number, e-mail address and web site.

- All contacts are optional.
- All the fields for each contact are optional. For example, you can know the contact’s telephone number without knowing the person's name.
- No formatting rules are enforced for any of these fields. If you expect to be using any utility module to sort data by area code, you should adopt your own standard for phone number format.

List Box and General Tab

Purchasing address contacts (Enter) Company 00 XYZ Company

File View Tools Help

New Edit Save Save / New Delete Cancel Exit

Select by ascending contact number

Contact #	Last name	First name	Middle-initial	Suffix

Vendor # 100 Vermont Metal Products Location # IL

General | Phone \ E-mail

Contact #

First name Middle initial Last name Suffix

Title

Address 1

Address 2

Address 3

Address 4

City State Zip

County Country

PostNet FIPS code Carrier route

Print documents Email documents Fax documents Print long vendor name on reports Print long vendor name on 1099

Document encryption key

Character Mode

```

Purchasing address contacts (Enter)          XYZ Company
*1. Vendor # 2                               Chicago Office Supplies  Location # 00000001
*2. Contact-# [ ]                            Middle initial
3. First name
4. Last name
5. Suffix
6. Title
7. Address-1
8. Address-2
9. Address-3
10. Address-4
11. City
12. State                                     zip code
13. County                                    Postnet          Country
14. FIPS code
15. Carrier route
16. Print documents?
17. Email documents?
18. Fax documents?
19. Doc. encrypt. key
<F1> = next contact
    
```

Contact

Enter a unique number to distinguish this contact from the purchasing addresses other contacts.

Options

If you have purchasing addresses, these options will be available to you.

<F1>	For the next contact for this purchasing address
<SF1>	For the previous contact for this purchasing address
<F3>	To delete the displayed contact for this purchasing address
Format	99999999
Example	Type 3

First name

Enter the first name of this contact.

Format	20 characters
Example	Type Tim

Middle initial

Enter the middle initial of this contact.

Format	1 character
Example	Press <Enter> to leave this field blank.

Last name

Enter the last name of this contact.

Format	35 characters
Example	Type Rawlings

Suffix

Enter the suffix of this contact.

Format	20 characters
Example	Press <Enter> to leave this field blank.

Title

Enter a description of the position (title) of this contact.

Format	40 characters
Example	Type Sales Rep

Address 1, Address 2, Address 3 and Address 4

Enter the address of your contact.

Format	60 characters for all 4 lines
Example	Type Building 4-D Type 1000 Industrial Park Rd. Press <Enter> for line 3 Press <Enter> for line 4

City

Enter the city for this contact.

Format	45 characters
Example	Type Los Angeles

State

Enter the state for this contact. The content of this field will be automatically forced to upper case.

Format	23 characters
Example	Type CA

Zip

Enter the zip code for this contact.

Format	15 characters
Example	Type 92251

County

Enter the county for this contact.

Format	45 characters
Example	Press <Enter>

Country

Enter the country for this contact. The content of this field will be automatically forced to upper case.

Format	3 characters
Example	Press <Enter>

PostNet

This field is reserved for future use.

Enter the PostNet location code for this contact.

Format	25 characters
Example	Press <Enter>

FIPS code

This field is reserved for future use.

Enter the FIPS code for this contact.

Format	5 characters
Example	Press <Enter>

Carrier route

This field is reserved for future use.

Enter the carrier route for this contact.

Format	12 characters
Example	Press <Enter>

Print documents

This field is reserved for future use.

You may use this field to determine if P/O purchase orders are printed. If yes, put a check mark in this check box.

Format	Check box
Example	Select <Enter> to not check the box

Email documents

This field is reserved for future use.

If you want to use a vendor contact when emailing P/O purchase order PDF files, put a check mark in this check box. You may select more than one contact for emailing documents, however the contact marked as the default in the [Default contact](#) vendor field will be the default.

You must also have a valid email address in the contact's [Email 1](#) field.

There is a setup procedure for emailing forms. Please see the *Administration* documentation appendix *Email Configuration* for more information.

Once emailing is configured in PBS, you have generated PDF files and you want to start emailing these files, see the *PDF Form File Processing* chapter in *PBS System* documentation.

Format	Check box
Example	Select <Enter> to not check the box

Fax documents

This field is reserved for future use.

You may use this field to determine if P/O purchase orders are faxed. If yes, put a check mark in this check box.

Format	Check box
Example	Select <Enter> to not check the box

Document encryption key

This field is reserved for future use.

Enter the code used to encrypt document files for this contact.

Format	20 characters
Example	Press <Enter>

Phone \ Email tab

Vendor # 100 Vermont Metal Products Location # IL

General Phone \ E-mail

Office phone 1 Mobile phone 1 Fax 1

E-mail 1

Web site 1

Authorization # 1

Office phone 2 Mobile phone-2 Fax-2

E-mail-2

Web site 2

Authorization #-2

Character Mode

Purchasing address contacts (Enter) XYZ Company

For vendor # 2 Chicago Office Supplies Location # 0000001

20. Office # 1 Mobile # 1

21. Fax # 1

22. Email 1

23. Web site 1

24. Auth. # 1

25. Office # 2 Mobile # 2

26. Fax # 2

27. Email 2

28. Web site 2

29. Auth. # 2

Office phone 1

Enter the first office telephone number for this contact.

Format	25 characters
Example	Type 213-555-9933 for office phone 1

Mobile phone 1

Enter the first mobile telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Fax 1

Enter the first fax number for this contact.

Format	25 characters
Example	Press <Enter>

Email 1

Enter the first email address of this contact.

This email address is used when emailing purchase order documents, if you selected a contact as the default contact in the vendor record [Default contact](#) field. Also see the [Email documents](#) field below.

There is a setup procedure for emailing forms. Please see the *Administration* documentation appendix *Email Configuration* for more information.

Once emailing is configured in PBS, you have generated PDF files and you want to start emailing these files, see the *PDF Form File Processing* chapter in *PBS System* documentation.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Type trawlings@vermontmetal.com

Web site 1

Enter the first web site address for this contact.

Clicking on the button to the right of the web site field opens your default browser application and opens the web address entered here.

Format	60 characters. The www. part of the web site address is assumed and not required.
Example	Press <Enter>

Authorization # 1

If applicable, enter the code which the vendor has provided you in order to confirm that you have the authority to order goods from this vendor.

Format	40 characters
Example	Press <Enter>

Office phone 2

Enter the second office telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Mobile phone 2

Enter the second mobile telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Fax 2

Enter the second fax number for this contact.

Format	25 characters
Example	Press <Enter>

Email 2

Enter the second email address of this contact.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Press <Enter>

Web site 2

Enter the second web site address for this contact.

Format	60 characters. The www. part of the web site address is assumed and not required.
Example	Press <Enter>

Authorization # 2

If applicable, enter the code which the vendor has provided you in order to confirm that you have the authority to order goods from this vendor.

Format	40 characters
Example	Press <Enter>

To close the contact window and return to the vendor record, press <Esc>.

Contact-1, Phone number, E-mail, Fax number

Contact-2, Phone number, E-mail, Fax number

Enter the names of the primary and secondary contact for this location. For each contact, you may enter his telephone number, his Fax number, and his e-mail address.

- Both contacts are optional. You can have a secondary contact even if you don't have a primary one.
- All four fields for each contact are optional. For example, you can know the contact's telephone number without knowing his name.
- No formatting rules are enforced for any of these fields. If you expect to be using any utility module to sort data by area code, you should adopt your own standard for phone number format.

Format	25 characters for each field
Example	Type Tim Rawlings Type 213-555-9933 Press <Enter> six times.

Options

Make any needed changes.

In character mode, if this is an existing entry, you may also use the option:

<F3>	To delete this entry
------	----------------------

Upon pressing <Enter> with this field blank, the screen will clear for the next entry.

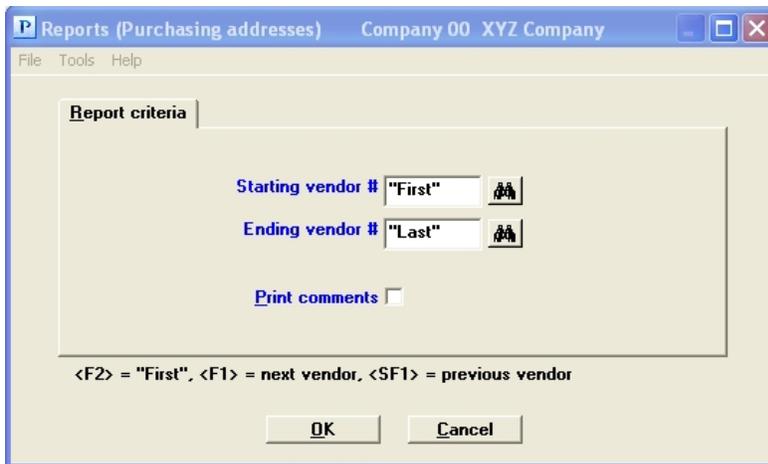
PRINTING A LIST OF PURCHASING ADDRESSES

This selection lets you print a list of purchasing addresses. The vendor's billing address is printed as well as all his purchasing addresses. Vendors who have *only* a billing address are not included. Selection is by vendor, not by purchasing address. If a vendor is included on the report at all, all his purchasing addresses are included as well.

Select

Purchasing addresses from the *Reports* menu.

The following screen appears:



Enter the following information:

Starting vendor #

Ending vendor #

Options

Enter the range of vendor numbers you wish to include on the report. You may also use the option:

<F2>	For the "First" starting vendor or "Last" ending vendor
<F8>	For selecting a vendor from a list a vendors. From the vendor list window you may select the <i>More info</i> button to view the full data about the vendor. You may also access vendor history from the <i>Options</i> menu
Format	6 characters. There is no default in character mode. In graphical mode the default is "First" and "Last" respectively
Example	Press <F2> at both fields.

Print comments

Your answer here determines whether comments will be printed.

Format	Check box where checked is yes and unchecked is no. The default is unchecked
Example	Check the box

Make any needed changes. Upon pressing <Enter> with this field blank, the Purchasing Addresses list will be printed.

OK or Cancel

Select OK to print the report or Cancel to not print.

Payables

This chapter contains the following topics:

Introduction to Payables
Expense Distributions
Entering Memos
Printing an Edit List
Memo Adjustments
Memos Report
Posting Vouchers
Import
Data Import

INTRODUCTION TO PAYABLES

Payables are entries requiring payment. There are one-time-only payables and payables that recur periodically (like a monthly payment). For each payable to be paid, a voucher is created. There is a voucher number, which identifies each single payment.

Although the dictionary says that a [Voucher](#) is as much a physical document as a *receipt* or a *check*, Passport does not use the word in this sense. A voucher in this module is exclusively an internal record in the computer, and there is no physical document corresponding to it. Passport uses the terms *voucher* and *payable* interchangeably.

The *Payables* selection lets you enter or change various kinds of vouchers. If a voucher has already been entered (but not yet posted) for the information you specify, that voucher appears and is available for changes or deletion. Once the vouchers have been verified as correct (with the edit list), you can post them to the various A/P files or tables.

If you are using the Manufacturing *Product Purchasing* module you may want to use the built in invoicing function. You may enter *Regular* invoices where the distributions tie to the *Product Purchasing* purchase order lines. They are posted directly to A/P Open items. There are two other transaction types; *Non-A/P check* and *Purchasing only-not A/P*. See the *P.O. Invoices* chapter of the Product Purchasing documentation.

The types of vouchers that can be entered in this function are:

Regular Voucher	
Cancellation Voucher	
Adjustment to Distribution Voucher	
Non-A/P Check Voucher	
Immediate Check	Only available if authorized per <i>Control information</i> with the Allow immediate printing field.
Retainage Now Due	Only available if Job Cost is installed and interfaced with Accounts Payable.

If you have payables that need to be paid via a regular period you may want to use *Recurring payables*. See [Recurring Payables](#).

Following is a description of these different types:

Regular Voucher

Regular vouchers are entered for invoices, and vendor credit and debit memos. Entering a positive invoice amount credits (increases) accounts payable. When entering a voucher for a vendor's invoice or entering a vendor's debit memo, enter a positive invoice amount. The total of the distributions entered for the voucher must equal the invoice amount.

When entering a regular payable you may also assign memos to the distributions. Memos are useful for tracking purchase from vendor amounts separately from pay-to vendor amounts. The use of this feature is determined by the *A/P Control information* field [Use memo tracking](#). For a more thorough explanation see Control information.

Credit Memo

You must enter a negative invoice amount in order to record a vendor's credit memo. Entering a negative invoice amount debits (decreases) accounts payable.

When entering the credit memo, set the due days and discount days to zero.

For the G/L distributions, distribute the amount to the same account that was used earlier when the original payable, for which this entry is a credit memo, was entered, or distribute the amount to a returned purchases account. Consult with your accountant as to the exact account to use, which may vary depending on the nature of the credit memo.

Enter the distribution amount as a negative number. If multiple G/L distributions were used for the original payable, you have to determine the amounts distributed to each account.

Cancellation Voucher

A cancellation voucher enables you to cancel a previous voucher that has already been posted to A/P Open Items, but has *not* been paid yet (no check printed).

Once a cancellation voucher is posted, both the original voucher (now canceled), and the cancellation (negative reversal) voucher is recorded for that vendor's history.

To enter a cancellation voucher, you must know the vendor number and the number of the voucher to cancel. After entering the voucher number the original voucher fields are filled in on the screen from data in A/P Open Items, except the distribution date and reference. The distribution date is filled in with today's date. If needed, you may enter a reference and modify the distribution date. No other fields are modifiable on the first screen.

If a P.O. number was entered on the original voucher it is pulled in with the other cancellation data. The matching receivers are not included.

On the distributions screen you must manually enter the expense distributions (the G/L expense account where the expense was distributed) of the voucher you want to cancel. You may apply the full voucher amount to the vendor's default distribution account. However if you know that another account or multiple accounts were applied to the original payable, in order to determine where to apply distributions amounts, there are several ways:

- In graphical mode you may access *View vendor invoices* from the *Options* menu on either the payables or distributions screen. Once the invoice is located, select the *View distribution history* button.
- If you are using character mode (or graphical mode) you can find the original distributions on the *Payables Distributions to G/L* report (unless the distributions have already been purged from the A/P Distribution to G/L records).
- If available, you may locate the distributions on the Payables Register that has the original voucher. If you elected to spool your posting to disk, you will find it in *Print reports from disk* located on the CTL menu.

During the posting of a cancellation, the program generates a cancellation voucher in history. It deletes the voucher from A/P Open Items and also posts the distributions for the cancellation voucher to Vendor History and to A/P Distributions to G/L with the sign of the amounts reversed.

For the cancellation voucher's distributions to cancel the original voucher's distributions, the distribution dates of both vouchers *should be identical*. Here is an exception: if the original voucher was in a closed fiscal year and you are interfaced with General Ledger you must not use the original distribution date. You cannot write distributions to closed fiscal years. Enter a date for a current fiscal year.

If two or more cancellation vouchers exist that are identical to each other, posting of the cancellation vouchers is not allowed until you change or delete one of them. If you have duplicate vouchers stored in A/P Open Items and want to cancel each of them, do so in separate posting runs.

Canceling Partially Paid Vouchers

Vouchers that have been partially paid *cannot* be canceled using a cancellation voucher.

In order to cancel the balance of a partially paid voucher, do the following:

1. Mark the voucher as manually paid using [Modifying Open Items](#). This transaction requires entry of a cash account. Enter any valid cash account. Post this transaction.
2. Enter a negative non-A/P check (to the same vendor) for the same amount as was entered in (1). Use the same cash account that was entered in (1). Distribute the amount to the same accounts that were used in the original payable. Post this transaction.

Marking the voucher as manually paid credits the cash account and debits the vendor's accounts payable account. This reduces the accounts payable account correctly. A negative non-A/P check debits cash and credits the expense distribution accounts. Thus, the debit and credit to the cash account wash and the net result is to reduce the account's payable account and to reduce the expense accounts.

There are other methods you can use to cancel a partially paid voucher. For example, you may enter a negative regular voucher for the balance to cancel and then select both the original voucher and the negative voucher for payment and then cut a check for \$0.00. However, this technique requires the use of a computer check number. If the vendor is paid via direct deposit this may be the preferred method as check stock is not being used.

Adjustment to Distribution Voucher

This type of voucher enables you to redistribute expenses for a voucher that has been posted to A/P Open Items. After posting a voucher, if the expense distributions are wrong, you can enter an adjustment to voucher distributions to reverse the old distributions and enter new ones.

This feature allows you to make adjusting journal entries through A/P as soon as you discover an error, rather than waiting until you have interfaced the A/P distributions with the General Ledger module.

When entering such a voucher, enter only the vendor number and distribution date from the voucher you are adjusting. You cannot enter information for the rest of the fields.

After entering these fields, enter distributions *opposite in sign and for the same amount* as those you want to reverse and enter the correct distributions.

So that General Ledger is in balance, the total of all distributions must equal zero before you can exit.

Non-A/P Check Voucher

A non-A/P check voucher enables you to record the purchase of goods or services where payment was made *at the same time* that the invoice was written. The invoice was prepaid, or paid in advance. For example a payment could be via credit card, debit card or check. The invoice is no longer payable at the time it is entered into the A/P module.

The A/P account is not changed by a non-A/P check voucher. For a voucher with a positive invoice amount, the cash account entered on the transaction entry screen is credited (decreased), the discount account is credited (increased), and the expense accounts are debited (increased).

A negative non-A/P check voucher can be entered to delete the distributions for a non-A/P check voucher that was incorrectly entered.

The expense distributions for non-A/P check vouchers are dated with the check date.

You can use a \$0 non-A/P check voucher to record a voided manual check. See the [Invoice amt](#) field, later in this chapter.

If the voucher has already been entered and posted, you must use Open items (Modify) to manually pay it. This process also does not produce a check.

If you are using *positive pay* for the cash account entered, posting payables creates a positive pay file. You should send the positive pay file to your bank before your bank receives the check.

Per the Check Reconciliation *Control information* you may be setup to automatically post to the C/R Checkbook (CKBOOK). When you are automatically posting to Check Reconciliation, a Check Transfer Register gets generated when posting a Non A/P check.

After using Payables (Post) that includes a Non AP check voucher, you may print the register. See [Print register only](#) in the *Prepare Payments / Checks and Direct Deposits* chapter.

Immediate Check

An immediate check voucher is used to enter a non-A/P payable, but also have a check printed immediately. You may enter voucher and check information and cut the check immediately. This is useful for COD terms.

An immediate check voucher is similar to the non-check voucher in that payment is made at the same time that the invoice was written. Therefore, the invoice is no longer payable at the time it is entered into A/P. The A/P account is not changed by an immediate check voucher.

There are three fields in the *Control information* program that apply to the immediate check voucher.

- Ensure that the [Allow immediate printing](#) field in *Control Information* is selected.
- You are also *required* to enter a default cash account in the *Default immediate cash account* field in *Control information*. When an immediate check voucher is processed, you may use this account or enter a different cash account.
- The *Default immediate printer* in *Control Information* is optional for printing immediate checks. If you leave this blank, you are asked to specify a printer before the check is printed.

If you are using *positive pay* per A/P *Control information*, posting payables creates a positive pay file. You should send the positive pay file to your bank before your bank receives the check. Positive pay requires a setup, which is covered in the [Implement Positive Pay and Direct Deposit](#) appendix.

As an immediate check will produce only a check payment, a direct deposit ACH file cannot be generated.

Per the Check Reconciliation *Control information* you may be setup to automatically transfer immediate checks when posting payables. If yes they are sent to the C/R Check Book (CKBOOK) during payables posting. When you are automatically transferring, the Payables Register indicates ** Check transferred to Check Reconciliation ** for each immediate check.

Retainage Now Due

If Job Cost is interfaced and retainage payable is used, the retainage now due voucher enables you to record invoices for retainage now due. If Job Cost is not interfaced, this voucher type is not displayed. It allows you to indicate that the retainage portion of a previously entered invoice has now become due for payment.

The posting of the original invoice (with retainage), resulted in an A/P Open Item for that invoice amount, less the retainage amount. The retainage amount at that time was *not* an accounts payable; instead, it was a retainage payable.

When this retainage amount finally becomes due, a retainage now due voucher is used to transfer the amount from the retainage payable account to the accounts payable account. At this time, the retainage becomes an A/P Open Item.

In order to match the original invoice with its retainage portion which is now due, you should use the original invoice number on the retainage now due voucher.

A Sub-type field allows you to enter either Regular, Cancellation or Adjustment.

No distributions are entered for retainage now due vouchers. The posting program automatically creates the distributions, using the account numbers in A/P and Job Cost *Control information*.

ENTERING VOUCHERS

Select

Enter from the *Payables* menu.

Batch Controls

Batch controls are optional. For batch setup information see [Batch control level](#) in *A/P Control information*.

If you are using Batch controls, a screen appears for you to select the appropriate batch and enter a new batch. Here is an example of this screen:

File View Options Tools Help

View non-posted batches

Batch#	Description	Status	Posted date	User ID

Batch information

**** PARTIAL CONTROLS ****

Package ID: Accounts Payable

Process ID: Payables

CONTROL VALUE ACTUAL VALUE

Using graphical mode, to start a new batch from the above screen select Options > Batch totals (Enter). Using character mode to enter a new batch, navigate to the CTL *Batch totals* (Enter) menu.

Voucher Entry

Two screens are required for each voucher: one for the voucher itself, and one for distributing the expenses to the appropriate accounts.

Whether or not you use batch controls this screen displays:

From this menu selection, you can work with both new and existing vouchers. In the screen above, no payables have been entered.

Voucher Import

If there are vouchers ready to import, you will see the message *Click here to import vouchers* as seen below:

Clicking on this opens the import program. For what happens after you click on this link, see the [Importing Vouchers](#) section. You may also run the import using the *Import* selection from the *Payables* menu.

If you are licensed for Data Import Manager see [Data Import](#) for converting text data into Payables.

Payables List Box

The list box displays up to 6 unposted payables at a time. You may sort the payables by voucher number or invoice number, both in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate a voucher, start typing the voucher number or invoice number, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a voucher. The <F1> and <SF1> function the same as the up/down arrow keys.

Vouchers that display in the list box are available for changes or deletion. The fields for the selected voucher display in the lower part of the screen.

When a voucher is found, you may select the <Enter> key or Edit button to start editing.

Payables Buttons

You may select a button for editing, deleting or adding a new payable:

Button	Keyboard	Description
New	Alt+n	To enter a new payable
Delete	Alt+d	To delete the payable selected in the list box. Selecting <F3> will also delete the payable
Edit	Alt+e	To edit the payable selected in the list box
Save	Alt+s	To save a new payable or changes to an edited payable
Save/New	Alt+w	Same as Save button plus the New button
Cancel	Alt+c	To cancel adding or editing a payable
Edit distrib	Alt+b	To access a window where you may edit distributions for the currently selected payable. See Expense Distributions
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. The selections that are unique to this screen are explained here:

From the *Options* menu selection you may also enter [Entering Memos](#) and [Memo Adjustments](#). You may select to [Viewing Vendor Invoices](#), [View vendor open items](#) and [Posting Vouchers](#). You may also edit or review [Pay-to Addresses](#).

From the *Print* menu you may print the payables edit list, Aged open items, Cash disbursements projection, Cash requirements, Open payables by date, Purchase journal, Purchases/Discounts, Vendor history and Memos.

Date Controls

If you are using date controls, the entry period (from [Date control](#) fields in *A/P Control information*) displays at the upper right corner of the tab. The entry of the distribution date field is checked by date controls. When entering a Non-A/P check only, the check date is validated by date controls.

Character Mode

In character mode this is the first screen.

```

Payables (Enter)
  * Voucher 
                                XYZ Company
                                Entry period: 12/01/2005 thru 12/31/2005

1. Type
2. Vendor
3. P.O.#           Terms:      Recvr #'s
4. Dist date
5. Invoice #
6. Inv date
7. Inv amt
8. Non-disc
9. Reference
10. Due days
11. Due date
12. Disc day
13. Disc date
14. Disc pct
15. Disc amt
16. Disc acct
17. Rpt on 1099?
18. Assign memo?

Gets 1099:

<F1> = next voucher, <SF1> = previous voucher, <Enter> = add new voucher
    
```

Character mode has field numbers and *Field number to change*. From here you may select <F1> or <SF1> to select existing vouchers or entry a new voucher.

For an existing voucher, you can change any field except the Type and Vendor. If you want to change those fields, delete the entire voucher and then re-enter it.

Voucher

This is the unique voucher number for this payable.

To add a new voucher, select the New button. This assigns the next number in sequence, but not until you have finished entering the voucher. In the interim, * To be assigned * displays. You cannot assign an arbitrary number to a new voucher; you can only accept the next number available. The [Last voucher number](#) field in Control information shows the last voucher number used. The next voucher number will be one more than that.

Format	999999
Example	Press <Enter> for a new voucher

Type

Enter the type of voucher:

Character	Graphical	Link
R	Regular	Regular Voucher
C	Cancellation	Cancellation Voucher
A	Adjustment	Adjustment to Distribution Voucher
N	Non-A/P check	Non-A/P Check Voucher
I	Immediate check	Immediate Check (only if you have Selected to Allow immediate printing in <i>A/P Control information</i>)
R	Retainage due	Retainage Now Due (only if you are using Job Cost and selected Yes to Use retainage payable? in <i>J/C Control information</i>)

Use the links above for an explanation of the different types.

For the first voucher of a session, the type defaults to Regular. Thereafter, each entry’s type becomes the default for the next entry.

Format	One letter from the list above
Example	Press <Enter> to use the default

Sub-type

This field can only be entered if this is a *Retainage due* voucher type. Enter one of the following:

Character	Graphical	Description
R	Regular	Regular voucher
C	Cancellation	Cancellation voucher
A	Adjustment	Retainage adjustment

These voucher sub-types work as described above for voucher types, except that now they refer to the retainage amount now due.

Format	Drop down list, select one of the options above
Example	(Does not occur in this example)

Vendor

Options

Enter the vendor number for this voucher, or use one of the options:

<F1>	For the next vendor on file, permanent or temporary, in vendor number sequence
<SF1>	For the previous vendor
<F6>	For the same vendor as the previous payable entered in this session. This option is not available for the first entry of a session.
<F8>	For a list of vendors. You may select a vendor from the list In graphical mode you may also click on the lookup button to access the list
blank	To look up the vendor by name
Format	6 characters
Example	Press <F1>

Looking up the vendor by name

Options

When blank is entered for vendor number, the cursor moves to the vendor name field. Enter the vendor name, or just the leading characters. Upper / lower case is significant. Entries made under a personal rather than corporate name are searched for by *surname*. You may also use one of the options:

<F1>	For the next vendor on file, in vendor name sequence
<SF1>	For the previous vendor
blank	To return to vendor lookup by number
Format	50 characters
Example	(Does not occur in this example)

Temporary Vendors

If you have access to Vendors (Enter) you may add, edit or delete a vendor, including a temporary vendor, via the vendor lookup. Select the Vendors button on the vendor lookup. Otherwise, this is the only way you may add a temporary vendor.

Vendors who are not permanently entered in [Vendors](#) are referred to as temporary vendors. Temporary vendors can be paid using regular vouchers, non-A/P check vouchers and immediate check vouchers only.

Vendors that are already on file in *Vendors* can be selected for this field whether they are permanent or temporary.

Vendors that are not already on file can be added on-the-fly, but *only* as temporary vendors. To create a temporary vendor, enter a vendor number that starts with an asterisk (*). The following data entry window appears:

The fields in this window mean the same, and are entered in the same way, as the corresponding fields in the *Vendors (Enter)* selection. There is the exception of the contact, phone, fax and e-mail which can only be entered for a vendor contact.

Character mode

```

Payables (Enter)                                XYZ Company
Temporary vendor entry

1. Name [ ]
2. Address 1
3. Address 2
4. Address 3
5. Address 4
6. City
   State
   Postal code
   Country
7. Contact 1      First      Last
   Phone
8. Contact 2
   Phone
9. Payment group
10. A/P account #
<F2> = enter a person's name

```

Due to character mode space restrictions, compared to the graphical screen, the E-mail address and Fax numbers cannot be entered.

The fields in this window mean the same, and are entered in the same way, as the corresponding fields in the *Vendors (Enter)* selection. The field descriptions are not repeated here.

For both graphical and character modes Be aware that in order to fit all the fields on one window, some of the *Vendor* fields have been omitted. These are mostly fields that would not be used for a temporary vendor anyway. They are left blank or zero in the record. Specifically:

- For character mode only, there are no fax numbers or e-mail addresses.
- There is no vendor type.
- Discount and distribution account numbers are left blank.
- The vendor does not get a 1099 form.
- Sales terms are zero due days.

If these defaults require correction in a particular instance, modify the entry as needed via *Vendors (Enter)*. The contact name, phone, fax and email addresses can be corrected via the vendor contact.

A temporary vendor created by this window remains on file in *Vendors* even if the payable itself is canceled before completion.

For the most part a temporary vendor is processed like any other vendor. It appears on vendor history reports and the A/P Distribution to G/L report. However:

- Purchase and discount totals are not kept for temporary vendors (See the [Vendor Purchases and Discounts](#) chapter).
- A partial payment cannot be made for a temporary vendor. If a voucher is paid, it must be paid in full.

In the *Vendors* chapter you may read more about [Temporary vendors](#).

Cancel vchr

For a cancellation voucher, enter the number of the voucher to cancel. This must be on file as a posted but unpaid voucher.

After you enter the number of the original voucher the remainder of the fields are filled in with original voucher amounts and the original discount (if any). The terms are filled in automatically. You may only change the reference and distribution date.

The distributions must be entered manually. You may find the original distributions using *View vendor invoices*, which is accessible from the graphical mode Payables *Options* menu. Locate the original voucher and select the *View distribution history* button. You can also find the distributions on the Payables Register that shows the voucher you want to cancel, and the Payables Distributions to G/L Report (unless the distributions have already been purged from the A/P Distribution to G/L records).

Format	999999
Example	(Does not occur in this example because this is not a cancellation voucher)

Terms:

The terms description, if entered for the vendor, displays automatically upon selection of the vendor.

Gets 1099:

A Yes or No value appears automatically upon selection of a vendor.

1099 type

Select the Enter key to use the default or specify the type of miscellaneous 1099 for this vendor.

Note	NOTES on the 1099 type field:
	<ul style="list-style-type: none">• If Print 1099 forms field in <i>Control Information</i> is not checked, the 1099 type field cannot be entered.• If the <i>1099 type</i> in Vendors is set to None, this field cannot be changed.

Options

The following is a list of the 1099-Miscellaneous types:

N	None - Vendor does not require 1099 processing
1	Rents
2	Royalties
3	Other income
4	Fishing boat proceeds
5	Medical and health care payments
6	Non employee compensation
7	Substitute payments in lieu of dividends or interest

Format	Drop down list with the options listed above
Example	Select <Enter> key

The **1099 year ending date** in *Control information* is used by various posting functions to update either the *1099 amount year to date* or *1099 amount next year* fields in *Vendors*. If the **1099 year ending date** in A/P [1099 year ending date](#) from *Control information* is more than one year after the invoice date you will see the following prompt:

Check date greater than 1 year after 1099 yr. OK to continue?

This means that the invoice date entered is at least one year greater than the **1099 year ending date** in *Control information*. This usually indicates that you have not run *Close year for 1099's*.

If you continue to post this transaction, during posting, the program will update the *1099 amount next year* field for the vendor. So, if the 1099 year end date is at least 2 years ago, the 1099 amount is accumulated for a year that has already past. See the [Close Year for 1099s](#) section of the *Year-End* chapter for more information on closing a 1099 year. If you post the amount, you may close the 1099 year and manually edit the vendor 1099 fields to make them accurate.

Posting also updates the the 1099-MISC information. This infomration is used for the year-end processing of printing 1099s and 1099 electronic file processing. Closing or not closing a 1099 year has no affect on this data.

P.O. #

Enter the purchase order number that authorized the purchase from the vendor. This field is optional, but you should not omit it for purchase orders processed by the Purchase Order module.

It is recognized that even if you interface to P/O you may be paying on a hand-written purchase order that never went through the P/O module. A purchase order number is accepted (after a warning) even if that number is not on file in P/O. However, if it is on file it cannot be for a different vendor than you have entered in the [Vendor](#) field.

Format	15 characters
Example	Type 1179

Recvr #'s

These fields can only be entered if you are interfaced to Purchase Orders. Receiver numbers are numbers corresponding to the receiving paperwork for goods authorized by the purchase order.

You cannot enter a receiver that is for a different purchase order than the one specified in the [Vendor](#) field.

Since a purchase order may have been received in installments, you may enter as many as four receiver numbers, with the first blank terminating data entry.

You may enter receiver numbers without a purchase order number, but only for goods received without a purchase order.

P/O considers that a receiving is uninvoiced until you have entered all of its receiver numbers here. It will not (normally) let a purchase order be purged until all its receivings have been invoiced. However, it is recognized that you sometimes have to pay a bill even though you cannot locate the proper paperwork, so an override capability (*Clear uninvoiced receivings*) is provided. This also handles the case where more than four receivings were required for a single purchase order.

These requirements mean that you cannot put two purchase orders into the same voucher. The reverse is not true however. It is legitimate to pay the same purchase order partly on one voucher and partly on another (if each voucher is for a different receiving).

You may not enter the original receivers for a cancellation voucher. It is assumed that you will not want to pay it again.

Format	999999 at each field
Example	(Does not occur in this example because not interfaced to P/O)

Distrib. date

Enter the date that is assigned to all distributions for this voucher, including accounts payable, cash discount, and expenses distributions. For instance, if you are processing a vendor's invoice for a previous fiscal year and you want the distributions dated within the current fiscal year, enter a *distribution* date that falls within the appropriate period, regardless of the document's *actual* date.

For a non-A/P check voucher, the check date (entered later) is automatically used as the distribution date.

For an immediate check voucher, today's date displays and cannot be changed.

For a cancellation voucher today's date is used, however you may change it.

Otherwise, enter a date.

Options

You have the following option:

<F4>	Using graphical mode, to access the calendar lookup for selecting a date. You may also click on the calendar button. You may access the character mode calendar lookup with the <F7> key.
Format	MMDDYY The default for the first entry of a session is the current date; thereafter each entry's date becomes the default for the next entry.
Example	Type 31519

For an adjustment voucher, the remaining fields on this screen are not entered. The distribution screen appears to make the adjustment.

You may be warned or stopped from entering a date that is outside the allowed date range. For more information, see the [Date control](#) section of the *Control information* chapter.

Invoice

Enter the vendor's invoice number. This field is required. If this is a retainage due voucher, enter the original invoice number used on the voucher.

If this invoice number has already been used for this vendor, you see a warning message showing the dollar amount and whether it is already in Vendor History (means already posted) or Payables (means not yet posted). This protects you against paying the same invoice twice.

Format	15 characters
Example	Type AG22401

If this is a cancellation voucher, enter the same invoice number as you did on the original voucher.

Note	It is strongly recommended that you always make the invoice number unique for each voucher entry per vendor.
-------------	--

Invoice date

The invoice date and the vendor's terms (recorded in the Vendors) are used to automatically calculate the due date and the discount cut-off date for this voucher.

This field cannot be entered for an [Adjustment to Distribution Voucher](#) type transaction.

Options

You have the following option:

<F4>	To select a date using the date lookup
------	--

Format	MMDDYY The default is the date entered in the Distrib. date field (except for an “immediate check” voucher, whose default is the current date)
Example	Press <Enter>

Invoice amt

Enter the invoice amount. For a vendor’s invoice or debit memo, enter the amount as a positive number. For a vendor’s credit memo, enter the amount as a negative number.

Options

If the voucher is for retainage now due, *and* Vendor History is being used, *and* an invoice with a non-zero retainage amount is found there for the invoice number and vendor number entered, you may use this option:

<F2>	For the retainage amount from the invoice
------	---

If you are interfaced with Purchase Order, you entered a purchase order number and at least one receiver number, you may use this option to enter an amount equal to the totals of the receivers entered:

<F5>	Enter receiver totals, <F5> = 999,999.99
------	--

The nines in the above option is variable and represents the receiver totals. If you enter an amount that is not equal to the receiver totals, you will get the warning message “Invoice amount is not equal to the receiver totals.”.

A negative amount is only valid for a credit memo.

Format	999,999,999.99-
Example	Type 1200

Non disc amt

Enter the part of the invoice amount that is *not* eligible for a discount.

For regular and immediate check vouchers, \$0.00 displays when you press <Enter>.

Format	999,999,999.99-
Example	Type 50

Reference

This reference can be useful in these ways:

- It can optionally be printed on check stubs if certain check formats are used. See details on the [Check format to use](#) in the *Control information* chapter.
- If you use G/L, you can choose to transfer either this reference or the vendor name to G/L (through *Get Distributions* in G/L). This is useful if you want G/L to show the reason why something was purchased, instead of the vendor from whom it was purchased. You should consult your accountant regarding which information should be transferred.
- It appears on the A/P Distributions to G/L Report.

Enter the desired reference.

Format	25 characters
Example	Type Special order P.O.# 1179

Due days or Due day

This is either the number of days before payment is due, or the day of the month when payment is due (whichever method was defined in the vendor [Terms](#)). If you wish to change the default value for this vendor, for this payment only, you may enter that value here.

Options

Whatever you enter here, if anything, is used only to calculate a default value for the Due date field. If you leave this field blank you can still enter any desired value in the Due date field.

<F3>	To switch from entering proximo terms to days terms. This option is only available if <i>Vendors</i> specified proximo terms for this vendor. It only works in one direction (you cannot toggle back to proximo terms).
------	---

The vendor's default value does not appear on the screen until <F2> is pressed, but can be changed afterward from *Field number to change?*.

Format	999
Example	(No entry is needed because the defaults displayed after the vendor was entered)

Due date

Enter the due date.

Options

You have the following option:

<F4>	To select a date from the calendar lookup
------	---

Format	MMDDYY The default is the date calculated by applying the vendor's terms (possibly modified by the <i>Due days</i> field) to the invoice date in the <i>Invoice date</i> field.
Example	(No entry is needed because the defaults displayed after the vendor was entered)

Discount days or Discount day

Enter the number of days within which, or the day of the month before which, payment must be made in order to take advantage of the vendor's early payment discount (whichever method was defined in [Terms](#)).

Note that although the vendor has a default value for this field, that value is not available to you as an option. The software uses this default only when you press <F2> from the *Due day* field. This is because the vendor's standard for discounting is no longer relevant to this payable once you have modified his standard due date.

Discount days cannot be greater than the due days already entered.

Format	999
Example	(No entry is needed because the defaults displayed after the vendor was entered)

Discount date

Enter the discount date, or use:

Format	MMDDYY The default is the date calculated by applying the vendor's terms.
Example	(No entry is needed because the defaults displayed after the vendor was entered)

Discount pct Discount amt

These fields are set automatically by the vendor defaults when you enter the vendor number.

Otherwise, enter the discount as either as a percentage in the first field of this pair, or as an amount in the second.

- If this is a new entry, the cursor moves first to the Discount pct field and the default discount percent (if any) from vendors [Terms](#) appears. You can change this or blank it out.
- If you blank out the percent, or if it is already blank when you press <Enter>, the cursor moves to the Discount amt field to allow entry of an amount. If you leave the amount blank as well, there is no discount and the Discount acct field is skipped. If you enter a non-zero amount, the corresponding percent is calculated and displayed, and the cursor moves to the Discount acct field.
- If you enter a non-zero percent in the Discount pct field, the software automatically calculates the amount and puts it into the Discount amt field. The cursor then proceeds to the Discount acct field.

- If this is an existing entry, you can change either the percent or the amount after selecting the Edit button and changing the fields (which causes automatic re-calculation of the other field).

The discount percent is always positive. The discount amount is negative if (and only if) the invoice amount is negative.

Format	99.99 (for the percent) 99,999,999.99-(for the amount)
Example	(No entry is needed because the defaults displayed after the vendor was entered)

Discount acct

If the Discount pct and Discount amt fields are blank, this field may not be entered.

Options

Otherwise, enter the number of the account for this discount. This must be a valid account from *Valid G/L accounts*.

<F2>	For the vendor's default discount account
Format	Your standard account number format, as defined in <i>Company information</i>
Example	(No entry is needed because the defaults displayed after the vendor was entered)

Check

This field appears on the screen only for a non-A/P check or immediate check voucher. For an immediate check, this displays as * To be assigned *.

Otherwise, enter the number of the check used to pay this invoice.

Format	999999
Example	(Does not occur in this example because this is a regular voucher)

Check date

This field appears on the screen only for a non-A/P check or immediate check voucher.

Enter the date. The distribution date is automatically set to this check date.

You may be warned or stopped from entering a date that is outside the allowed date range when entering a non-A/P check date. For more information, see the [Date control](#) section of the *Control information* chapter.

Options

You have the following option:

<F4>	To select a date from the calendar lookup
Format	MMDDYY
Example	(Does not occur in this example because this is a regular voucher)

Cash account

This field appears on the screen only for a non-A/P check or immediate check voucher in the Type field.

Options

Enter the number of the cash account for this check, or use one of the options:

<F1>	For the next entry in <i>Cash accounts</i> . If there is only one entry on file, the <F1> and <SF1> options do not appear
<SF1>	For the previous cash account
<F2>	For the default cash account from <i>Control information</i>
Format	Your standard account number format, as defined in <i>Company information</i>
Example	(Does not occur in this example because this is a regular voucher)

Assign memo

This field can only be entered if the A/P Control information [Date control](#) field is set to selective. By selective it means you may decide to not enter a check mark to enter *distributions only* or check the box to *assign memo records*. Memos are not available when using Job Cost.

Format	Check box
Example	Type the <Space bar> to enter a check mark

Using Positive Pay

If you are using positive pay and the cash account you select is set up for positive pay, a message displays letting you know that you must post your payables before the positive pay file is generated.

Character Mode

Make any needed changes. For an existing entry, you may use one of the options:

<F3>	To delete this payable (available only for an existing entry)
<F5>	To toggle between a correcting entry and a non-correcting one. This option is only available if you are interfaced to the General Ledger module <i>and</i> you have answered Y to the question Allow correcting entries? in <i>G/L Control information</i> .

Select Save or when you are finished making changes to this screen.

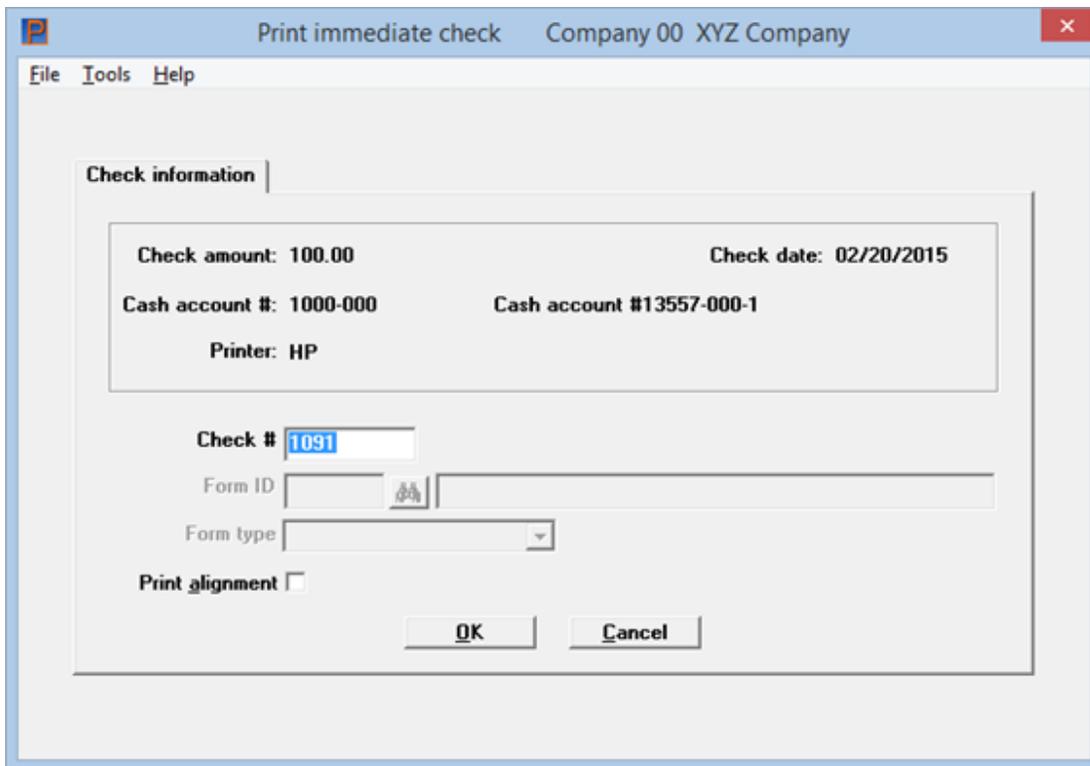
For Immediate Check Vouchers

Immediate checks are printed after entering the first screen but before entering the distributions.

If the default printer in [Default immediate printer](#) corresponds to a printer in *Company information* or *Windows printer*, that printer is used. Otherwise, a message appears saying the printer is invalid. In graphical mode a "Change immediate check Printer? window displays. You have the choice of Yes to Change immediate check printer or No to Return to Payables screen. If you return to the payables screen the immediate check must either be canceled or you select Save to start the immediate check printing again.

In character mode press <F7> to change the printer. You will also be prompted with the question "OK to print check?. Select **Y** to print the check and **N** to cancel.

If the printer has been set up properly or you selected another printer, an Immediate Check Printing screen appears, with the check amount, check date and printer filled in. (The check date equals the current date and cannot be changed.) Here is an example:



Check

Accept the check number, or type in the correct number and press <Enter>.

Form ID and Form type

The Form ID field is grayed-out unless you selected to use the *Form* [Check format to use](#) in A/P *Control information*, you will be also asked to select a Form ID. Type the form ID or select <F1> for the next form ID and form type or <SF1> for the previous form ID and form type. See the [Check and Remittance Forms](#) chapter for more information on designing your own check format.

Print alignment

You will also be asked to print an alignment. Check the box to print an alignment as needed.

OK or Cancel

Select OK and the check is printed and a message appears to that effect.

Then the prompt “Is check just printed OK?” displays. If you select Yes then you must enter the distributions to complete the process.

Canceled or Void Immediate Check

You may cancel the immediate check process any time before you print the check.

After you print the check, if you answer No to the prompt “Is check just printed OK?”, the check is voided and during posting will print on the check register as a voided check. There are a series of other prompts that allow you to re-print the check.

Then you are the prompted “Print another check?”. If you select Yes then you may reprint the check.

If you select No the message “The immediate check was not printed” displays. You are returned to the payables screen. You may select the Cancel button to cancel the immediate check writing.

When character mode, from the payables screen after you select the <Enter> key you are prompted to print the immediate check. If you select the <Esc> key it cancels the immediate check.

Check Reconciliation Interface

When you are set up to automatically transfer checks (and voids) to Check Reconciliation a printer selection windows displays to print the Checkbook Transfer Register.

Immediate Check Distributions Window

No distributions are entered for retainage now due vouchers. The posting program automatically creates the distributions, using the account numbers from A/P and Job Cost *Control information*.

Otherwise, the distribution screen is presented either automatically or at your request.

Any change to distributions?

Answer Y to view the distribution screen, or N to proceed to another payable entry. You are asked this question only if this is an existing entry and you have made no change to the payable *Invoice amt* field. If this is a new entry or if you have changed the amount, the second screen is presented automatically (except in the case of retainage now due vouchers).

EXPENSE DISTRIBUTIONS

Before proceeding to details of the distribution screen, considerations relating to two other modules will be described: P/O and I/C.

If Using Purchase Order

If there is a purchase order for this voucher, as soon as the distribution screen is displayed you are asked whether you wish to transfer distributions from the purchase order.

You can ignore the original intent of the purchase order and distribute the expenses yourself, or you can accept the distributions already present on the purchase order.

Distribution entries transferred in this manner may be changed or deleted, in the same way as the entries you make yourself.

Distributions are consolidated by account number before being transferred, so an entry on the screen does not necessarily represent a distinct line item of the purchase order. The amount will be equal to the total of the receivers.

There is no guarantee that after the transfer the amount remaining to distribute will be zero, since you may have accepted delivery at a higher or lower price than you expected. Transferred distributions, like manually-entered ones, must be fully distributed before you can leave the screen.

If you enter a receiver number for goods received without a purchase order, the transfer feature is not available. P/O accommodates such emergency receivings but does not distribute their expenses.

If Using Inventory Control

If this payable is an invoice for a receiving previously posted in I/C, you must distribute the payable to the account, which is listed in the *I/C Control information* as the B/S liability account.

In order to understand why the B/S liability account is used as the expense account for the payable, we must first consider what occurs when receivings are posted in I/C.

Receivings transactions in I/C always debit the item's inventory account and credit the B/S liability account which is contained in the *I/C Control information*.

Later, when the invoice for the receivings is sent to you by the vendor, and you enter it into A/P, the net effect is to debit inventory and credit accounts payable if the expense distribution is the same account which was originally credited at the time of the receiving in I/C (i.e. the B/S liability account).

At the time of receiving:

DR	Item's B/S inventory account
CR	B/S liability account

At the time of voucher entry:

DR	B/S liability account (as the expense distribution)
CR	Accounts Payable

The net effect is:

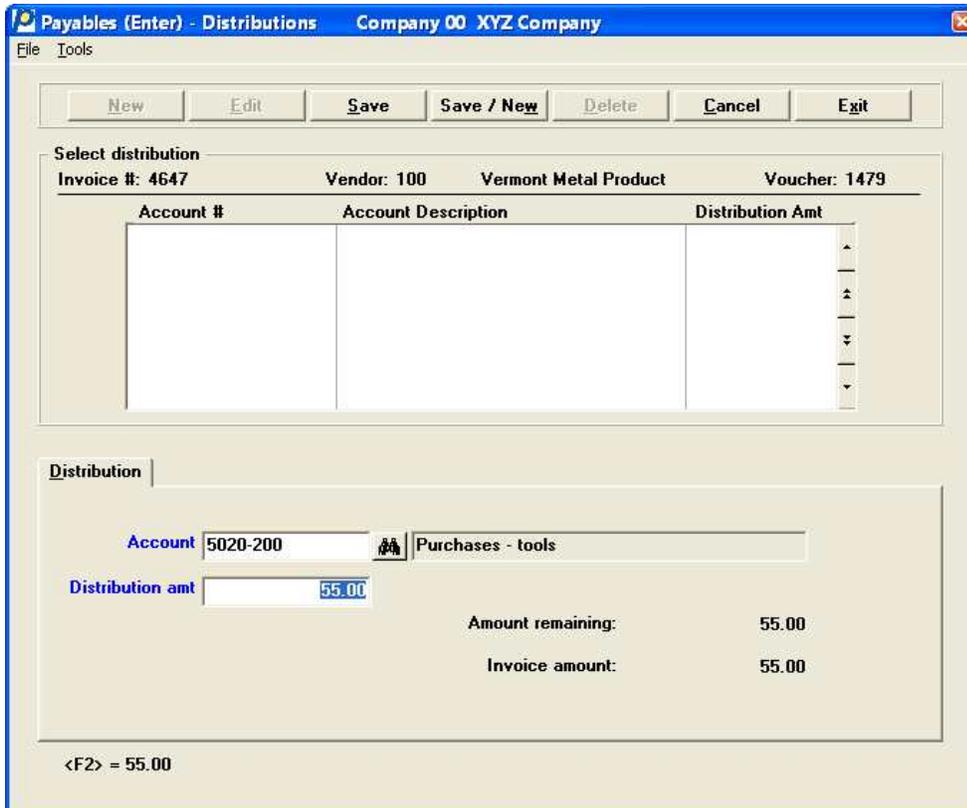
DR	Item's B/S inventory account
CR	Accounts Payable

The B/S liability account may be a clearing account. It can also be a liability account called Unmatched receivings. You should consult with your accountant to determine the exact account to use.

The examples in this chapter assume that you are not using the I/C module.

Distribution without Job Cost

The format of this screen varies depending upon whether or not you are interfaced to Job Cost. Distribution without Job Cost is described first.



After entering an invoice, the vendors distribution account and full invoice amount will default. In add or edit mode, existing distribution will display in the list box.

Distributions List Box

The list box may be sorted by ascending or descending account number order. Click on the column name or the arrow to the right of the column name to change the sort or use the View options. Only column names in red may be sorted.

Distributions Menu Selections

All graphical mode screens have a menu at the top of the screen. Some of the menu selections are common to all screens. The selections that are unique to this screen are on the *Options* menu and they are described here:

Distributions to G/L	This selection allows you to print or view any previously entered and posted distributions as long as they have not been purged from A/P distributions
View vendor invoices	This allows you to view distributions for a specific invoice. This is especially useful when you are entering a cancellation voucher and you want to review the distributions for the original payable. For a cancellation voucher it will default to finding the matching voucher that is being canceled. After the invoice displays, select the <i>View distribution history</i> button and the program displays all the original accounts and amounts that were used.

Organization of the Distribution Window

The list box is divided into three columns; account number, account description, and distribution amount. Each such sub-field is described separately below.

If this is a new voucher using graphical mode, when first accessed the list box has no entries. However, the program defaults the entire amount and uses the vendor distribution account which you may save as the first entry.

The amount remaining to distribute displays continuously at the bottom of the window. This may be zero or negative. Note that the distribution process does *not* terminate automatically as soon as the amount remaining is reduced to zero. The full invoice amount also displays.

Each row in the list box represents a single distribution. There is no limit to the number of distributions, but only ten are visible at any one time and they are listed in account number order. The list box includes rows that have scrolled off the top or bottom boundary as well as those currently visible.

Distribution entry is not required to be in account number sequence order. After saving a distribution it displays in account number order in the list box.

To change an existing entry, select it with the up and down arrow keys and select the Enter key or Edit button.

Character Mode

```

Payables (Enter)                                XYZ Company
* Voucher 1135

* 1. Type Regular
* 2. Vendor *                               Gets 1099: No

Terms: Recvr #'s
3. P.O.#
4. Dist date 7/09/04
5. Invoice # 234
6. Inv date 7/09/04
7. Inv
8. Non-
9. Refe
10. Due
11. Due

12. Disc days None
13. Disc date None
14. Disc pct .00

Distributions
Acct-# Description Distrib-amt
able)
able)

Amount remaining: 445.00
Use ↑ ↓, <PgUp>/<PgDn>, <Home>, <End>, <F3>=delete, <F6>=insert
<F1> = next G/L account, <SF1> = previous G/L account
    
```

Enter the information for distributions as follows:

Account

Options

The account number must already exist in *Valid G/L accounts* and may not duplicate the account number of any other distribution in this entry. Enter the account number, or use one of the options:

<F1>	For the next account on file in <i>Valid G/L accounts</i>
<SF1>	For the previous account
<F5>	To transfer distributions from the purchase order. This feature is only available if you interface to P/O, and only when making the first distribution entry for this voucher.
Format	Your standard account number format, as defined in <i>Company information</i>
Example	No entry is needed to accept the default

Distribution amt

Enter the amount of the distribution. It may be positive or negative, but not zero.

Format	999,999,999.99-
Example	No entry is needed to accept the default

Distribution with Job Cost

When Job Cost is used, you can distribute the invoice amount to specific job accounts and/or to expense (non-job) accounts.

Graphical Mode

The job cost distribution screen is:

Existing distributions will display in the list box.

The amount remaining to distribute displays continuously at the bottom of the window. This may be zero or negative. Note that the distribution process does not terminate automatically as soon as the amount remaining is reduced to zero.

J/C Distributions Menu Selections

All graphical mode screens have a menu at the top of the screen. Some of the menu selections are common to all screens. The selections that are unique to this screen are on the *Options* menu and they are described here:

Distributions to G/L	This selection allows you to print or view any previously entered and posted distributions as long as they have not been purged from A/P distributions
View vendor invoices	This allows you to view distributions for a specific invoice. This is especially useful when you are entering a cancellation voucher and you want to review the distributions for the original payable. For a cancellation voucher it will default to finding the original invoice

Character Mode

In character based mode, the following screen appears:

```

Payables (Enter)                                XYZ Company
Invc: SFG                                       Vendor: *                                       Vchr: 1134
* 1. Job-# [ ]
* 2. Cost item
* 3. G/L acct-#
  4. Amount

Job-#      Cost item  Acct-#      Amount

Orig inv amt:      34.00  Amt rem:      34.00
(F1) = next job, blank = non-job distribution
    
```

Distributions are entered one at a time using the conventional numbered fields.

Fields #1 through 4 are displayed first. When the job number is entered, the remaining fields appear.

For a new entry, each distribution as it is entered is added to a table at the bottom of the window. Only the three most recent distributions are visible at one time.

For an existing entry, the distributions already on file are not displayed until requested individually.

The amount remaining to distribute displays continuously at the bottom of the window. This may be zero or negative. Note that the distribution process does not terminate automatically as soon as the amount remaining is reduced to zero.

Organization of the job cost distribution window

Enter the information for distributions as follows:

Transfer distributions from the purchase order?

This question only appears if: (1) you interface to P/O, (2) this is a new voucher rather than an existing voucher, and (3) you have not yet made your first distribution entry for this voucher. Answer Y to transfer the distributions, or N to not do so.

Job number

Enter the job number to which all or part of the invoice amount is distributed. The job must be an active job in the J/C module. Once a job is selected, its description and job status displays.

Job number is optional; if this expense is not to be distributed to a job, leave the field blank. The cursor will move directly to the Account field.

Options

For a new entry, you may use one of the options:

<F1>	For the next job on file
<SF1>	For the previous job distribution

Options

For an existing entry, you may use one of the options:

<F1>	For the next existing distribution on file
<SF1>	For the previous job

Options

For either a new or an existing entry, you may use the option:

<Esc>	To terminate entry of distributions and return to the main screen.
-------	--

Note	You can do this <i>only</i> when the amount remaining to distribute is zero. If it is not zero, you cannot escape from this field even if you are willing to cancel the entire entry. If you really want to cancel the entry you can do so from <i>Field number to change?</i> but not from here.
-------------	---

Format	7 characters. For the first entry of each session there is no default; thereafter each entry's job becomes the default for the next.
Example	This screen does not occur in this example because you are not interfaced to J/C.

Cost item

If this distribution is not for a job, this field is skipped.

The cost item must be on file for the job. It must be a direct cost, and it cannot be for a labor cost. Once the cost item number is entered, its description and that of the sub-job and change order (if any) displays.

Each J/C cost item contains a vendor number, but this is optional and in any case is only a default. You are not warned if you purchase the item from some other vendor.

Options

Enter the cost item number. This field must be entered in segments. You may also use one of the options:

<F1>	For the next direct cost item for this job
<SF1>	For the previous cost item

Format	9999999: For cost category number. 999: For sub-job number. This segment is skipped if the job entered does not have sub-jobs. 999: For change order number. If you do not use change orders in J/C, this segment is skipped automatically. If this entry is not for a change order, press <Enter> at this segment.
Example	This screen does not occur in this example because you are not interfaced to J/C.

Account

Options

Enter the account number for this distribution, which must already be present in *Valid G/L accounts*. If this distribution is for a job, you may use the option:

<F2>	For this cost item's cost account
Format	Your standard account number format, as defined in <i>Company information</i>
Example	This screen does not occur in this example because you are not interfaced to J/C.

Amount

Options

Enter the amount of the distribution, or use one of the following options:

<F1>	For the amount remaining to distribute
<F2>	To toggle between entering the amount as a percent or as a dollar amount.

If you have selected to use retainage in the *Job Cost Control information*, this amount includes the retainage amount.

A negative amount is accepted, but a zero amount is only accepted for the purpose of deleting an existing distribution when processing an existing voucher.

Format	999,999,999.99-(for amount) 99.99 (for percent)
Example	This screen does not occur in this example because you are not interfaced to J/C.

Quantity

This field appears only for job distributions. If there is a unit connected with the cost item, such as BDFT (board feet) or SQYD (square yards), you can enter the quantity of these units for this distribution. If there is no unit connected with the cost item, this field is skipped.

Format	99,999,999.99-
Example	This screen does not occur in this example because you are not interfaced to J/C.

Reference

This field appears only for job distributions. Enter any reference or comment you want to make for this distribution. This reference is passed to the Job Cost module, and does not remain in the Accounts Payable module.

Format	25 characters
Example	This screen does not occur in this example because you are not interfaced to J/C.

Retainage

This field cannot be entered if the Job number field is blank, *or* if you have answered **N** to use retainage payable in *J/C Control information*, *or* if this voucher is a non-A/P check voucher *or* an adjustment to distribution voucher.

Otherwise, enter the retainage amount for the distribution. This cannot be greater than the full amount of the distribution.

When entering a cancellation for a job cost distribution it is recommended that you leave this field blank.

For a definition see [Retainage](#) in the *Understanding Accounts Payable* chapter.

Format	999,999,999.99-
Example	This screen does not occur in this example because you are not interfaced to J/C.

Options

Make any needed changes, or use the option:

<Cancel>	To terminate entry of distributions and return to the main screen without saving any information.
----------	---

Click on <Save> or <Save/new> when there are no further changes; the distribution you have just entered will be added to the list box appearing at the top of the window.

Memo Distributions

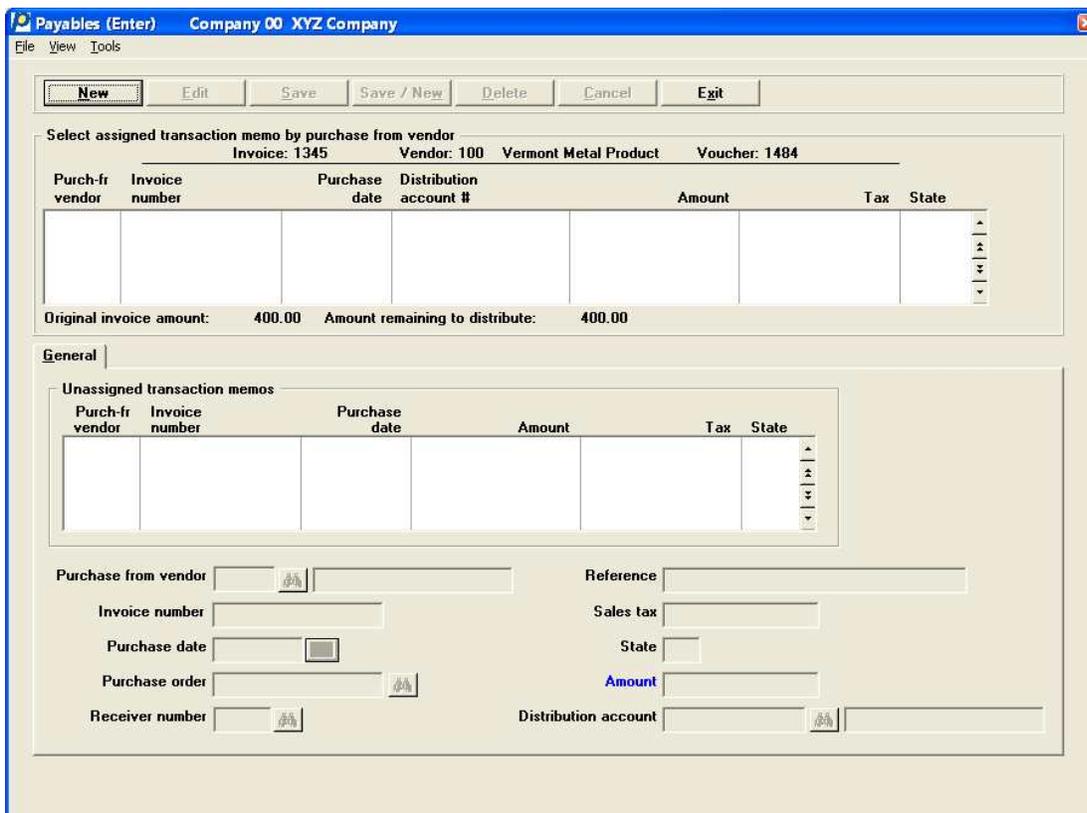
Memos cannot be used when interfaced to Job Cost.

Vendor memos can be pre-entered and may be assigned to payable distributions. For more information on pre-entering memos, see [Entering Memos](#). Memo information may also be entered at the same time as the payable distribution.

When posting the payable, memos are written to vendor history.

In order to use memo distributions you must enter *Selective* or *Always* in the [Use memo tracking](#) field in *A/P Control information*.

The memo distribution screen looks like the following:



The upper list box contains any existing memo distributions. The lower list box shows the distributed memos.

Memo Distributions Menu Selections

All graphical mode screens have a menu at the top of the screen. Some of the menu selections are common to all screens. The selections that are unique to this screen are on the *Options* menu and they are described here:

Distributions to G/L	This selection allows you to print or view any previously entered and posted distributions as long as they have not been purged from A/P distributions
----------------------	--

View vendor invoices	This allows you to view distributions for a specific invoice. This is especially useful when you are entering a cancellation voucher and you want to review the distributions for the original payable. For a cancellation voucher it will default to finding the original invoice
----------------------	--

In character mode the memo distribution screens appears like this:

```

Payables (Enter)                                XYZ Company
Invc: 5469      Vendor: 600      Wells Fargo Bank      Vchr: 1269
* 1. Purch-fr vendor
* 2. Invoice number
* 3. Purchase date
  4. Purchase order
  5. Receiver #
  6. Reference
  7. Use tax
  8. State
  9. Amount
 10. Distrib-acct #

Vend#   Invoice #       Acct-#           Amount       Tax   Stat

Orig inv amt:      1,743.98  Amt rem:      1,743.98
<F1> = next rec, <F2> = next unassign, blank = non-memo distribution
    
```

Organization of the memo distribution window

Memo distributions are entered either one at a time, using the conventional numbered fields, or you may apply previously entered memos.

Using graphical mode new entries are added to the lower list box. While in character mode, for a new entry, each memo distribution, as it is entered, is added to a table at the bottom of the window. Only the three most recent distributions are visible at one time.

The amount remaining to distribute displays continuously at the bottom of the window. This may be zero or negative. Note that the distribution process does not terminate automatically as soon as the amount remaining is reduced to zero.

For an existing entry, the distributions already on file are not displayed until requested individually.

Enter the information for distributions as follows:

Transfer distributions from the purchase order?

This question only appears if:

(1) you interface to P/O, (2) this is a new voucher rather than an existing voucher, (3) you have not yet made your first distribution entry for this voucher and (4) you entered a purchase order number and receiver number on the payables header screen.

Answer Y to transfer the distributions, or N to not do so.

Purchase from vendor

Options

Enter the purchase-from vendor number for this invoice, or use one of the options:

<F1>	For the next memo record on file
<F2>	For the next assignable record on file
blank	For a non-memo distribution

Format	6 characters
Example	Enter 100

The entry for this field can be the same as the pay-to vendor, but should only be the same if you are using the memo to track sales tax.

Invoice number

If you entered a vendor number in the purchase-from vendor field, an entry is required for this field.

Enter the purchase-from vendor's invoice number or use one of the options.

<F2>	For the next unassigned memo record on file
<SF2>	For the previous unassigned record on file

If this invoice number has already been used for this vendor, you see a warning message showing the dollar amount and whether it is already in Vendor History (means already posted) or Payables (means not yet posted). This protects you against paying the same invoice twice.

Format	15 characters
Example	Type SYT700

Note	It is recommended that you make the invoice number unique for each voucher entry per vendor.
-------------	--

Purchase date

Enter the date on the purchase-from vendor's invoice or the date you made the purchase.

Format	MMDDYY The default is the today's date
Example	Press <Enter>

Purchase order

Enter the purchase order number that authorized the purchase from the purchase-from vendor. This field is optional, but you should not omit it for purchase orders processed by the Purchase Order module.

It is recognized that even if you interface to P/O you may be paying on a hand-written purchase order that never went through the P/O module. A purchase order number is accepted (after a warning) even if that number is not on file in P/O. However, if it is on file it cannot be for a different vendor than you have entered in the *Vendor* field

Format	15 characters
Example	Type 1179

Receiver number

The entry of a receiver number is not allowed if the Purchase Order module is not installed.

Receiver numbers are numbers corresponding to the receiving paperwork for goods authorized by the purchase order.

You cannot enter a receiver that is for a different purchase order than the one specified in the *Purchase order* field.

You may enter receiver numbers without a purchase order number, but only for goods received without a purchase order.

It is considered that a purchase order receiving is uninvoiced until you have entered its receiver number here and it is posted in payables. It will not (normally) let a purchase order be purged until all its receivings have been invoiced. However, it is recognized that you sometimes have to pay a bill even though you cannot locate the proper paperwork, so an override capability (*Clear uninvoiced receivings*) is provided in the Purchase Order module. This also handles the case if more than one receiving is required for a purchase order.

These requirements mean that you cannot put two purchase orders and receivers into the same memo. The reverse is not true however. It is legitimate to pay the same purchase order and receiver partly on one memo and partly on another (if each invoice is for a different receiving).

Format	999999 at each field
Example	(Does not occur in this example because not interfaced to P/O)

Reference

Enter the desired reference information.

Once a memo is assigned to a payable and posted. the reference is stored in invoice history and will print on different reports.

Format	25 characters
Example	Type Paid with credit card

Sales tax

This field is optional.

Enter the state sales tax amount associated with this invoice. This field is used with the state field to track sales tax paid to the state. The [Tax By State Report](#) may be used to report the amounts by state. The sales tax amount entered here is not added to the *Amount* field below.

Format	9,999,999.99-
Example	Type 100

State

Enter the state to which the sales tax was paid. This field is entered automatically based on the state entered for the *Purchase from vendor*.

Format	2 characters
Example	Entered automatically based on the state for the purchase from vendor

Amount

Options

Enter the amount of the invoice, or use one of the following options:

<F1>	To enter a percentage of the pay-to amount
<F2>	To use the entire amount remaining
<F5>	If purchase order is installed and you enter a P.O. number and re receiver number on the memo screen this is used to accept the total receiver amount

A negative amount is accepted. A zero amount is also accepted for the purpose of entering a sales tax only.

Format	999,999,999.99-(for amount)
--------	-----------------------------

Distribution account

Options

The account number must already exist in the *Valid G/L accounts*. Enter the account number, or use one of the options:

<F1>	For the next account on file in <i>Valid G/L accounts</i> .
<SF1>	For the previous account.
<F2>	For the default distribution account for the purchase-from vendor. If a purchase-from vendor has not been entered, F2 selects the default distribution for the pay-to vendor.
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F2>

Select the Save button (or Ctrl+s) to save your entry. You may select the New button to enter another.

Character Mode

Field number to change?

Make any needed changes, or use the option:

<F1>	To access the next memo record
<SF1>	To access a previous record
<F3>	To delete a record.

Press <Enter> when there are no further changes; the memo you have just entered will be added to the file, and the cursor will be positioned at the first field for entry of the next memo.

ENTERING MEMOS

This selection can only be accessed if you selected either *Always* or *Selective* to the field [Use memo tracking](#) in the *A/P Control information*. Selecting *Never* to that field means that memos cannot be entered; you may only enter distributions for a payable.

A memo transaction provides a *purchase-from* vendor and a *pay-to* vendor. This is useful for credit card payments and employee expense reporting. For example you may have already paid the purchase-from vendor with a credit card, but you have not yet paid the credit card pay-to vendor. When you enter the payable to the credit card company the memos are assignable to the payable when entering the payable distributions. The default distribution account assigned to each pay-to vendor may be used.

This selection allows you to enter memos for a vendor in advance of entering the payable. Later you may assign these memos to a payable as you enter the distributions. If you prefer, you may enter all or some of the memo distributions when you enter the payable. See [Memo Distributions](#).

After posting a payable with memos vendor history, that includes memo distributions, identifies the actual *purchase-from* vendor for specific purchases that are being *paid to* a different vendor such as a credit card company or employee expense reimbursement account. Posting also updates the vendor record with period to date or next period and year to date memo purchase amounts. The Purchase Journal and Vendor History reports have an option to print memo purchases.

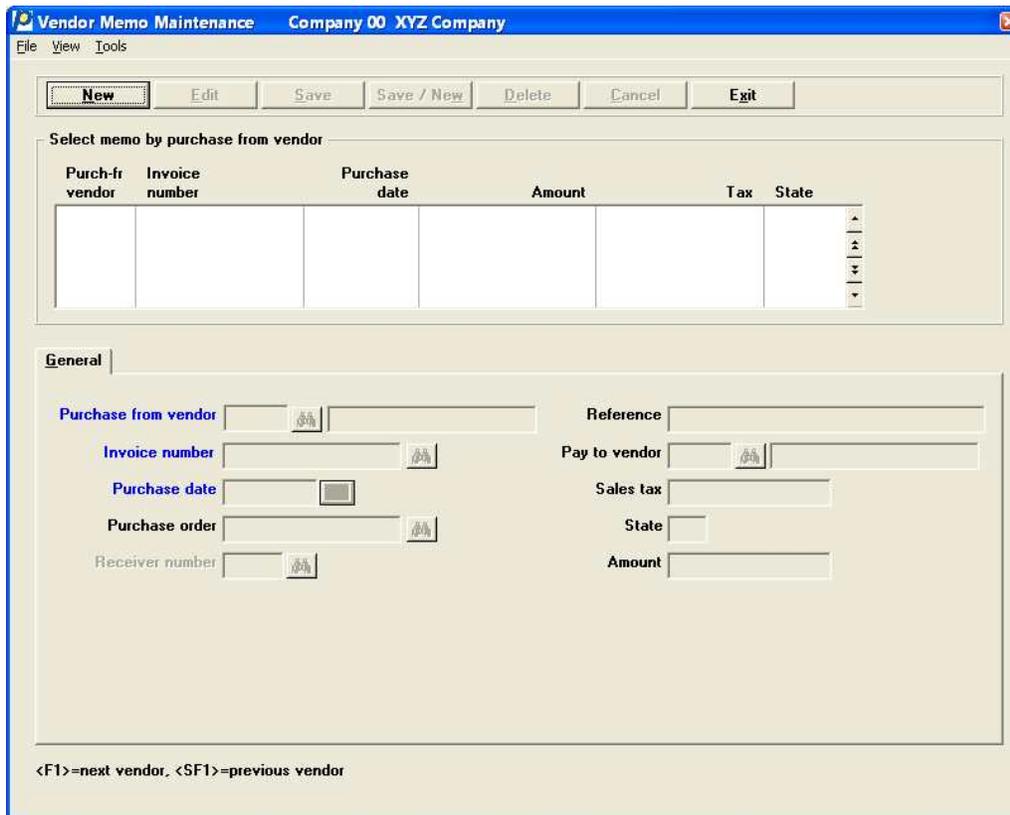
Memos also provide a means of tracking sales tax per state. This may be useful for auditing purposes. A tax by state report provides state totals. See [Tax By State Report](#) in the *Vendor History* chapter.

Select

Memos from the *Payables* menu selection.

Graphical Mode

The memo entry screen is:



From this screen you may enter, edit and view memos. If there are any existing memos they will display in the list box.

Memo List Box

The list box displays up to 6 memos at a time. You may sort the memos by purchase-from vendor number, invoice number or purchase date, all in ascending or descending order. Click on the column name or the arrow to the right of the column name to change the sort or use the View options. Only column names in red may be sorted.

To locate a memo, start typing a number or name, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> keys are the same as the up/down arrow keys.

Memos that display in the list box are available for changes or deletion. The fields for the selected memo display in the lower part of the screen.

When an memo is found, you may select the <Enter> key or Edit button to start editing.

Memo Buttons

You may select a button for editing, deleting or adding a new memo:

Button	Keyboard	Description
New	Alt+n	To enter a new memo
Delete	Alt+d	To delete the memo selected in the list box
Edit	Alt+e	To edit the memo selected in the list box
Save	Alt+s	To save a new memo or changes to an edited memo
Save/New	Alt+w	Same as Save button plus the New button
Cancel	Alt+c	To cancel adding or editing an memo
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

Menu Selections

At the top left of the screen menu selections are available. Most of these are the similar from screen to screen. If a menu selection is grayed out you will not be able to access it. The selections that are unique to this screen are explained here:

From the *Print* menu you may print *Memos* (see [Memos Report](#)), *Tax by state* (see [Tax By State Report](#)) and *Vendor history* (see [Vendor History Report](#)).

Character Mode

In character mode the following screen displays:



Enter the information for memos as follows:

Purchase from vendor

The Purchase from vendor is the company or person to whom you already paid via a credit card or other means.

Enter the vendor number for this voucher, or use the option:

<F8>	To locate a vendor by using the lookup
------	--

Format	6 characters
--------	--------------

Example	Enter 100
---------	-----------

Invoice number

Enter the purchase-from vendor's invoice number. This field is required.

If this invoice number has already been used for this vendor, you see a warning message showing the dollar amount and whether it is already in Vendor History (means already posted) or Payables (means not yet posted). This protects you against paying the same invoice twice.

Format	15 characters
--------	---------------

Example	Type SYT700
---------	-------------

Note

It is strongly recommended that you always make the invoice number unique for each voucher entry per vendor.

Purchase date

Enter the date on the purchase-from vendor's invoice or the date you made the purchase or use the option. This date is posted to history.

When posting a payable with a memo, the date that is used during posting to update the Vendor Period to date and Year to date or Next period is from the payable invoice date for the pay-to vendor payable; not the purchase-from vendor memo.

Options

<F4>	To select a date by using the calendar lookup
------	---

Format	MMDDYY The default is the today's date
--------	--

Example	Press <Enter>
---------	---------------

Purchase order

Enter the purchase order number that authorized the purchase from the purchase-from vendor. This field is optional, but you should not omit it for purchase orders processed by the Purchase Order module.

It is recognized that even if you interface to P/O you may be paying on a hand-written purchase order that never went through the P/O module. A purchase order number is accepted (after a warning) even if that number is not on file in P/O. However, if it is on file it cannot be for a different vendor than you have entered in the [Invoice number](#) field.

Format	15 characters
Example	Type 1179

Receiver number

Receiver numbers are numbers corresponding to the receiving paperwork for goods authorized by the purchase order.

You cannot enter a receiver that is for a different purchase order than the one specified in the P.O. # field.

You may enter receiver numbers without a purchase order number, but only for goods received without a purchase order.

With P/Os it is considered that a receiving is uninvoiced until you have entered its receiver number here. It will not (normally) let a purchase order be purged until all its receivings have been invoiced. However, it is recognized that you sometimes have to pay a bill even though you cannot locate the proper paperwork, so an override capability (*Clear uninvoiced receivings*) is provided in the Purchase Order module. This also handles the case if more than one receiving is required for a purchase order.

These requirements mean that you cannot put two purchase orders into the same memo. The reverse is not true however. It is legitimate to pay the same purchase order partly on one invoice and partly on another (if each invoice is for a different receiving).

Format	999999
Example	(Does not occur in this example because not interfaced to P/O)

Reference

Once a memo is assigned to a payable and posted, the reference will be stored in invoice history and will print on different reports. Enter the desired reference.

Format	25 characters
Example	Type Paid with credit card

Pay to vendor

Options

Enter the pay to vendor number for this invoice, or use the option:

blank	Assign the pay to vendor later
Format	6 characters
Example	Select Enter

A pay to vendor is the company or person to which you are going to enter a payable and to whom you are going to make the payment.

You may enter a pay to vendor now or when you assign the memo to a payable distribution.

Sales tax

This field is optional.

Enter the state sales tax amount associated with this invoice. This field is used with the state field to track sales tax paid to the state. The [Tax By State Report](#) may be used to report the amounts by state. The sales tax amount entered here is not added to the [Amount](#) field below.

Format	9,999,999.99-
Example	Type 100

State

This field is optional, but should be entered if you entered an amount in the [Sales tax](#) field.

Enter the state to which the sales tax in field 8 was paid.

Format	2 characters
Example	Type DE

Amount

Options

Enter the amount of the invoice.

A negative amount is accepted. A zero amount should only be used for the purpose of entering a sales tax only.

Format	999,999,999.99- (for amount)
--------	------------------------------

Make any needed changes.

Select the Save button when there are no further changes; the memo you have just entered will be added to the file, and the cursor will be positioned at the [Purchase from vendor](#) field for entry of the next memo.

PRINTING AN EDIT LIST

This selection lets you print an edit list of payables (vouchers) entered but not yet posted.

Select

Edit list from the *Payables* menu or *Payables edit list* from the *Reports* menu. You may also select *Edit list* from *Payables (enter) Print* menu. You will be asked to select a printer.

You may view an example of the [Payables Edit List](#) in the *Sample Reports* appendix.

The Payables Edit List is identical to the format of the Payables Register.

MEMO ADJUSTMENTS

This selection lets you adjust certain fields for a memo transaction in Vendor History. This selection can only be accessed if you have checked (or entered Y) to the field [Use memo tracking](#) in *A/P Control information*.

You may change the Invoice date, Purchase order, Reference, Sales tax, State and Amount.

Updating history is instant. There is no posting for memo adjustments. If you change an *Amount* the memo amount fields for the vendor (in Vendors (enter) or A/P distributions will not be updated. You must make other manual adjustments for those.

The fields that cannot be changed are purchase-from vendor, invoice number, pay-to vendor and voucher number.

Select

Memos adjustments from the *Payables* menu selection.

Graphical Mode

The memo adjustment screen is:

The screenshot shows a window titled "Vendor Memo Adjustments" for "Company 00 XYZ Company". It features a menu bar with "File", "View", and "Tools". Below the menu bar is a toolbar with buttons for "New", "Edit", "Save", "Save / New", "Delete", "Cancel", and "Exit".

The main area is divided into two sections. The top section is titled "Select memo by purchase from vendor" and contains a list box with the following columns: "Purch-fr vendor", "Invoice number", "Invoice date", "Amount", "Tax", and "State". The list box is currently empty.

The bottom section is titled "General" and contains several input fields:

- "Purchase from vendor" (text field)
- "Pay to vendor" (text field)
- "Invoice number" (text field)
- "Voucher" (text field with value "0")
- "Invoice date" (calendar picker)
- "Reference" (text field)
- "Purchase order" (text field with a search icon)
- "Sales tax" (text field)
- "Receiver number" (text field with a search icon)
- "State" (text field)
- "Amount" (text field with a red error message: "Invalid pay to vendor")

Existing memos display in the list box.

Memo Adjustment List Box

The list box displays up to 6 memos at a time. You may sort the memos by purchase-from vendor number, invoice number or purchase date, all in ascending or descending order. Click on the column name or the arrow to the right of the column name to change the sort or use the View options. Only column names in red may be sorted.

To locate a memo, start typing a number or name, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> keys are the same as the up/down arrow keys.

Memos that display in the list box are available for editing or deletion. The fields for the selected memo display in the lower part of the screen.

When an memo is found, you may select the <Enter> key or Edit button to start editing.

Memo Adjustment Buttons

You may select a button for editing or deleting a memo:

Button	Keyboard	Description
Delete	Alt+d	To delete the memo selected in the list box
Edit	Alt+e	To edit the memo selected in the list box
Save	Alt+s	To save changes to an edited memo
Cancel	Alt+c	To cancel editing an memo
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

The New and Save/New buttons are inactive on this screen.

Menu Selections

At the top left of the screen menu selections are available. Most of these are the similar from screen to screen. If a menu selection is grayed out you will not be able to access it. The selections that are unique to this screen are explained here:

From the *Print* menu you may print *Memos* (see [Memos Report](#)), *Tax by state* (see [Tax By State Report](#)) and *Vendor history* (see [Vendor History Report](#)).

Character Mode

In character mode, the memo adjustment entry screen appears:

You cannot enter new transactions. You can only adjust existing memo transactions in history.

Enter the following information for memo adjustments:

Purchase from vendor

This is a display only field. You cannot change the purchase from vendor number.

Invoice number

This is a display only field. You cannot change the invoice number.

Invoice date

Enter the date on the purchase-from vendor’s invoice or the date you made the purchase.

Format	MMDDYY The default is the today’s date
Example	Press <Enter>

Purchase order

Enter the purchase order number that authorized the purchase from the purchase-from vendor. This field is optional, but you should not omit it for purchase orders processed by the Purchase Order module.

It is recognized that even if you interface to P/O you may be paying on a hand-written purchase order that never went through the P/O module. A purchase order number is accepted (after a warning) even if that number is not on file in P/O. However, if it is on file, it cannot be for a different purchase from vendor.

Format	15 characters
Example	Type 1179

Note The purchase order will not be updated as invoiced. You must run *Clear uninvoiced receivings* in P/O if you enter an uninvoiced purchase order and receiver.

Receiver number

Enter a new receiver number.

Format	999999 at each field
Example	(Does not occur in this example because not interfaced to P/O)

Reference

Once a memo is assigned to a payable and posted, the reference will be stored in invoice history and will print on different reports. Enter the desired reference.

Format	25 characters
Example	Type Paid with credit card

Sales tax

This field is optional.

Enter the state sales tax amount associated with this invoice. This field is used with the state field to track sales tax paid to the state. The [Tax By State Report](#) may be used to report the amounts by state. The sales tax amount entered here is not added to the *Amount* field below.

Format	9,999,999.99-
Example	Type 100

State

Enter the state to which the sales tax was paid. It defaults to the purchase from vendor state.

Format	2 characters
Example	Accept the default of VT

Amount

Options

Enter the amount of the invoice.

A negative amount is accepted. A zero amount is also accepted for the purpose of entering a sales tax only.

Format	999,999,999.99- (for amount)
--------	------------------------------

Character Mode

Make any needed changes, or use the option:

<F1>	To access the next memo record
<SF1>	To access a previous record
<F3>	To delete a record.

Press <Enter> when there are no further changes; the memo you have just entered will be changed, and the cursor will be positioned at Field #1 for locating the next memo.

MEMOS REPORT

This selection lets you print memos that are unassigned, assigned, vouchered and posted. Here is the definition for each:

Unassigned

This is a memo that has not been assigned a pay-to vendor and has not been vouchered

Assigned

An assigned memo has been assigned a pay-to vendor but has not been vouchered

Vouchered

A vouchered memo is assigned a pay-to vendor and has been attached to a payable distribution.

Posted

A posted memo has been vouchered and posted in payables to history.

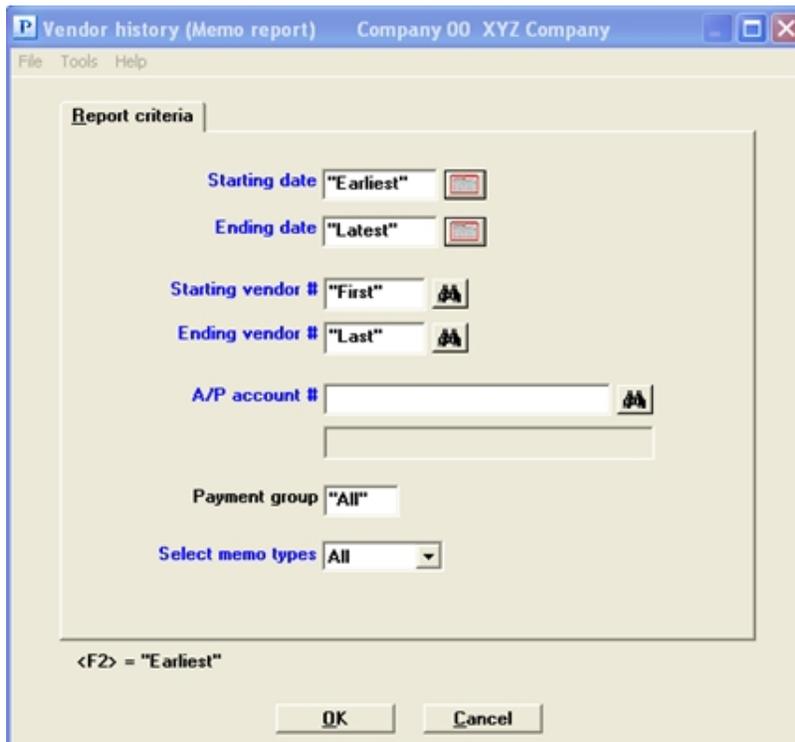
All types are grouped by purchase from vendor.

Select

Memos from the *Reports* menu.

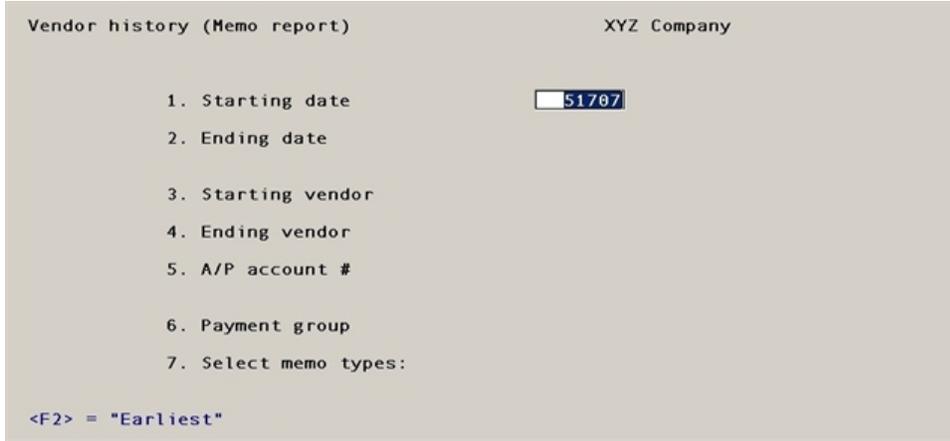
Graphical Mode

The following screen displays:



Character Mode

This screen displays:



Enter the following fields:

Starting date

The starting and ending invoice dates enable you to specify a date range of memos that will be included on the report.

Enter a date or use the option:

<F2>	For the "Earliest" starting date on file
Format	MMDDYY The default is the current system date.
Example	Press <Enter>

Ending date

All memos before or on this date will be included on the report.

Options

Enter a date or use the option:

<F2>	For the "Latest" date on file
Format	MMDDYY The default is the current system date.
Example	Press <F2>

Starting vendor #

Ending vendor #

Options

Enter the range of purchase from vendor numbers to be included on the report, or use one of the options:

<F1>	For the next vendor on file
<SF1>	For the previous vendor
<F2>	For the "First" starting vendor number or "Last" ending vendor number
Format	6 characters for each field
Example	Press <F2> for each field

Neither field is required to be a valid vendor number, but the range should enclose at least one vendor.

A/P account #

Enter the A/P account number for the purchase from vendor that you want to restrict the report to. This must be an existing entry in A/P accounts.

This field is required even if only one vendor has been entered in the Starting and Ending vendor # fields.

You may use one of the options:

<F1>	For the next entry in A/P accounts. If there is only one entry on file, the <F1> and <SF1> options do not appear.
<SF1>	For the previous entry
<F2>	For the default A/P account from Control information
<F5>	For All items regardless of A/P account
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F5>

Payment group

This field is required even if only one vendor has been entered in the Starting and Ending vendor # fields.

See [Payment group](#) in the *Vendors* chapter for other potential uses of that field.

Options

Enter the payment group of the purchase from vendors whose items are to be included in the report, or use the option:

<F5>	To select All items regardless of which payment group (if any) the vendor belongs to.
Format	3 characters
Example	Press <F5>

Selection is on the basis of the vendor's *current* payment group. If you have moved a vendor from one payment group to another, his items prior to the change will still be selected.

You may leave this field blank, in which case items will be printed only for those vendors who do *not* belong to any payment group.

Select memo types

This allows you to select the memo types that will be printed.

Character	Graphical	Description
U	Unposted	For unposted memos only
P	Posted	For memos that have been posted to vendor history
A	All	For all memos

Format	Drop down list
Example	Select All

OK or Cancel

Make any needed changes. Select OK to print the Vendor Memo Report.

POSTING VOUCHERS

Select

Post from the *Payables* menu. With Graphical mode you may also select *Post* from the Payables (Enter) *Print* menu.

The Payables Register is printed.

You may view an example of the [Payables Register](#) in the *Sample Reports* appendix.

The vouchers are posted to:

- The Vendors, A/P Open Items, A/P Distribution to G/L, and Vendor History.
- If Job Cost is being used, the Job Details is also updated.
- If Purchase Order is being used, receivings in the P/O Receiving History for the invoices posted are marked as invoiced.

Posting Regular Vouchers

A regular voucher (type R) is posted as a new voucher to A/P Open Items and Vendor History. The purchases, period to date and year to date or next period fields in Vendors are updated for the vendor by the amount of the invoice. The distributions are posted to A/P Distribution to G/L. The invoice amount is posted as a credit (or debit, if negative) to the accounts payable account (specified in the A/P Control information), and the expense distributions are posted as debits (or credits, if negative).

If Using Job Cost with Retainage Payable

The amount that is posted to A/P Open Items is the distribution *Amount less* the *Retainage*. It is only the non-retainage amount that is shown on your Aged Open Items Report. Retained amounts are shown properly in Job Cost.

When a voucher that has retainage is posted to G/L, the retainage portion is posted as a credit to the retainage payable account and the non-retainage portion is posted as a credit to the accounts payable account. (Also see below for a description of posting retainage now due vouchers.)

Posting Non-A/P Check Vouchers

For a non-A/P check voucher (type N), the cash account specified in the transaction record is credited by the check amount, and the discount account associated with the voucher is credited by the amount of the discount. Expense and job distributions are posted as debits.

The purchase, discount, payment, *period to date* and *year to date* or *next period* fields in *Vendors* are updated by the appropriate amounts for that vendor.

The accounts payable account and A/P Open Items are not affected by non-A/P check vouchers, but the check information is stored so that it appears on the next register that is printed from *Prepare payments/Print checks and post*.

When you are using *positive pay*, a positive pay file is generated for non-A/P checks. See the Appendix [Implement Positive Pay and Direct Deposit](#) for more information on the features and setup of positive pay.

Transfer to Check Reconciliation

Per the Check Reconciliation *Control information* you may be setup to automatically transfer checks to the C/R Check Book (CKBOOK) when payables posting. When posting a Non A/P check and Immediate check the Check Register indicates:

*** Check transferred to Check Reconciliation ***

Other payables types are not transferred because there is no payment.

If you are not setup to automatically transfer, you must run the *Transfer checks\deposits* function on the C/R menu to pull the check information into Check Reconciliation.

Posting Adjustment Vouchers

For an adjustment to distribution voucher (type A), the distributions are posted to A/P Distribution to G/L as they were entered.

The accounts payable account and A/P Open Items are not affected.

Posting Cancellation Vouchers

For a cancellation voucher (type C), the posting program searches for a voucher in A/P Open Items and Vendor History that matches the cancellation voucher's invoice number, voucher number, and amount.

If a match is found, that voucher is deleted from A/P Open Items. A reversing entry is posted to Vendor History and the original entry is retained. The Vendors purchases year-to-date field is reduced by the amount of the invoice, and distributions for the cancellation voucher are posted (with their signs reversed) to A/P Distribution to G/L.

If no match is found, the cancellation voucher and its distributions are ignored.

Posting Retainage Now Due Vouchers

Skip this section if not using Job Cost.

For a retainage now due voucher (type D), there are three possibilities — the voucher may be entered as a regular voucher, a non-A/P check voucher, or a cancellation voucher.

- A regular retainage now due voucher is posted as a new voucher to A/P Open Items. This is when the retainage portion of the earlier invoice finally becomes a regular voucher, subject to the usual accounts payable aging. The voucher amount is posted to A/P Distribution to G/L as both a debit to the retainage payable account and a credit to the accounts payable account. There are no other distributions.
- A non-A/P retainage now due check voucher does not affect A/P Open Items. The voucher amount is posted to A/P Distribution to G/L as a debit to the retainage payable account, and a credit to the A/P Control information cash account entered for the voucher. If a discount was taken, this is posted as a credit to the discount account specified in the voucher.
- A cancellation retainage now due voucher searches for a voucher in A/P Open Items that matches the cancellation voucher's invoice number and amount. If a match is found, that voucher is deleted from A/P Open Items. If no match is found, the cancellation voucher is ignored. If the voucher is deleted, the retainage payable account is credited for the amount of the voucher, and the accounts payable account is debited for the same amount.

Posting Immediate Checks

If you are posting immediate checks and you are using positive pay, a positive pay file is generated during the posting of payables. See the Appendix [Implement Positive Pay and Direct Deposit](#) for more information on the features and setup of positive pay.

Transferring to Check Reconciliation

Per the Check Reconciliation *Control information* you may be setup to automatically transfer checks to the C/R Check Book (CKBOOK) when posting payables. When posting an immediate check the Check Register indicates:

*** Check transferred to Check Reconciliation ***

Non-A/P checks are also transferred. Other payables types are not.

If you are not setup to automatically transfer to C/R, you must run the *Transfer checks\deposits* function on the C/R menu to pull the check information into Check Reconciliation.

IMPORT

This selection imports vouchers from an external accounting system. It will transfer external data into A/P Payables. Only regular transactions are imported.

After importing vouchers from the external data, you may print the imported records using the *Edit list* selection on the *Payables* menu. You may also review and edit transactions using the *Enter* selection. When the review is complete, you may post the payables to open items.

Setting up an external cross reference for the G/L account numbers is necessary before running this import. You do this using *Account links* under the CTL menu. Comparing the external system account numbers to the PBS numbers, they can be the same or different, but regardless, they still have to be entered as an external cross reference in *Account links*. For more information see the *External Cross Reference* chapter in the *System* documentation. Before external cross references can be entered you must enter the *Chart of accounts* in G/L.

Although this feature is intended to import vouchers exported from NCR Counterpoint™ and Counterpoint 7, it could be used for importing vouchers from any system, as long as the data is formatted in the way expected by the program. There are two types of data sources that can be imported:

- SQL tables. This is only available when using PBS SQL. See the [Import SQLTable Layout](#).
- A fixed length file formatted file. For the field layout see [Import File Layout](#). The file name the program expects is IMPVCHxx.DAT with xx being the Company ID. It must be located in the top-level PBS folder. The Company ID must match the company you are logged into.

The *Import* function is not checked by date control as defined in the *A/P Control information*. Review your data before posting.

Importing Vouchers

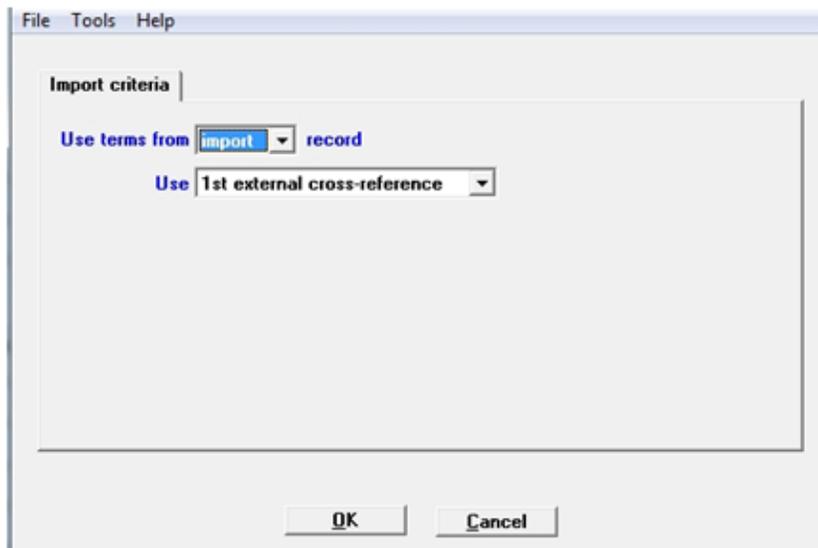
Data may be imported into PBS A/P Payables from either a data file or SQL table.

Select

Import from the *Payables* menu.

Also, you may select *Enter* from the *Payables* menu. If you use graphical mode and if you see this message: *Click here to import vouchers*. Click on the message and the import process will start.

In both cases a screen similar to the following displays:



Use terms from record

Select *import* or enter I to use the terms from the data file or SQL table. Or, select *vendor* or enter V to use the terms from the PBS vendor record. The default is to use the import terms.

If you use vendor terms the program will apply vendor discounts regardless if the date has passed to apply the discount.

Use

Cross reference accounts are defined in the *Account links* menu selection found under CTL. This allows you to map accounts from an external system to the PBS accounts. This must be done before you run this selection.

You have two cross reference choices. Use the one the cross reference that is set up in *Accounts links*.

Select either *1st external cross reference* or *2nd external cross reference*.

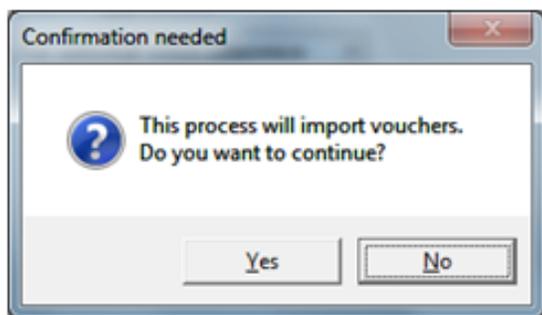
In character mode, enter 1 for the first external cross reference or 2 for the second external cross reference.

OK or Cancel

Select Ok to continue the import or Cancel to exit the screen without importing the file.

In character mode enter Y to continue or N to return to the menu without importing.

When you select OK, this message displays:



Select Yes to continue or No to return to the menu without importing.

When you select Yes, the import will proceed and a voucher import report is printed.

Print the Edit list to verify the data is correct. If needed, edit the data using Payables (Enter). Post when you are ready. The transactions will become open items.

Warnings and Errors

Warnings and errors are printed on a report.

Warnings are not severe and in many cases they can be ignored. Errors are important and require that you fix the data in the text file before you can import. For data source and field information see the [Import SQLTable Layout](#) or the [Import File Layout](#).

You may see this message: *Errors found during import. Would you like to view the import now?*

You can read the errors and warnings on the report.

Examples of errors are:

- Vendor not on file
- Distribution without valid voucher
- Distribution account not found

After you print or view the report, if the report has errors, this message displays: *Errors found during import. Import file anyway?*

If you select Yes, the file imports.

When using the text file import, if you select No, you may edit the existing IMPVCHxx.DAT file and import it again. The previous file is located in the BACKUP folder.

If the report has warnings only, the above message does *not* display and the data is imported regardless. An example of a warning is:

- Purchase order not on file

In either case, if you imported a file with errors or warnings, you may have to correct the data in Payables (Enter) before you can post. Running the edit list will also help you find errors.

Import SQLTable Layout

When running PBS SQL there is an option to export data from NCR Counterpoint tables to PBS SQL tables which are located in the PBS database. Provided are the layouts for both the header and detail data. The apimphxx payable header table columns are explained first:

Length	Column name	Name and Requirement
1	import_ready	This means that the data is ready to be imported. Normally, this will be Y.
1	imported	This column indicates that the data has been imported to PBS previously.
12	header_no	Header number.
35	description	Import description.
25	reference	Reference.
8	inserted-on	
8	imported_on	The date the data is imported.
1	delete_records	Delete records.
6	vendor_no	Must be a valid PBS vendor number.
24	distrib_date	Distribution date. It must not be zero.
8	due_date	Must be zeros if not used. It cannot be earlier than the invoice date.
15	invoice_no	Invoice number. This field cannot be blank. It is imported as is.
8	invoice_date	Invoice date. It must not be zero.
12	invoice_amount	Invoice amount. Nine-digit whole number with two decimal digits. Must not be zero.
8	discount_date	Discount date. Must be zeros if not used. It cannot be less than the invoice date.
11	discount_amount	Discount amount. Eight-digit whole number with two decimal digits. It must be zeros if not used.
5	discount_pct	Discount percentage. Must be zeros if not used. Two digit whole number with two decimal digits and a trailing sign.
11	non_discount_amount	Non-discount amount. Nine-digit whole number with two decimal digits.

Length	Column name	Name and Requirement
40	discount_account	Discount account. This is the G/L account number for discount account for the vendor. PBS can only utilize 17 characters including separators.
15	po_no	Purchase order number.

There are one or more apimpdxx distribution rows for each apimphxx header row. The apimpdxx distribution detail table columns are explained here:

Length	Column name	Name and Requirement
12	header_no	Header number.
12	detail_no	Detail number.
15	invoice_no	Invoice number.
11	amount	Distribution amount. There must be an amount.
40	account_no	Distribution account number. These must be an account number. PBS can only utilize 17 characters including separators.

Import File Layout

When PBS Control is set to run a *File Export*, it exports data in the format below. When the data is being moved into PBS it is then called an import file. There are two record types for this import file; voucher and distributions.

This is the voucher record type:

Position	Length	Description	Requirement
1	8	Literal <*VCHR*>	Must be <*VCHR*>
9	6	Vendor number	Must be a valid PBS vendor
15	24	Not used	
39	12	Discount amount	Must be zeros if not used
51	8	Discount date	Must be zeros if not used. It cannot be less than the invoice date and in YYYYMMDD format
59	7	Not used	
66	5	Discount percent	Must be zeros if not used. Two digit whole number with two decimal digits and a trailing

Position	Length	Description	Requirement
			sign. The decimal point is implied.
71	8	Distribution date	Must not be zero and in YYYYMMDD format
79	8	Due date	Must be zeros if not used. It cannot be less than the invoice date and in YYYYMMDD format
87	12	Invoice amount	Nine-digit whole number with two decimal digits and a trailing sign. Must not be zero
99	8	Invoice date	Must not be zero and in YYYYMMDD format
107	15	Invoice number	Cannot be blank. It is imported as is.
122	12	Non-discount amount	Nine-digit whole number with two decimal digits and a trailing sign. Must be zero if not used
134	15	Purchase order number	When not used may be spaces.
149	25	Reference	Spaces when not used. Imported as is
174	40	Discount account number	Spaces when not used. Imported as is

There can be multiple distributions per voucher. This is the distribution record type:

Position	Length	Description	Requirement
1	8	Literal <*DIST*>	Must contain <*DIST*>
9	12	Distribution amount	Nine-digit whole number with two decimal digits and a trailing sign. The decimal point is implied
21	15	Invoice number	Must match an invoice number in a voucher
36	40	Distribution account	Must be in the cross-reference mappings

Import File Backup

As part of the import process, the file is moved to a folder path of (top-level PBS)\BACKUP\00 (assuming 00 is the PBS Company ID used). The data is imported from that file with the same name. The file is renamed after it is imported. The new name includes the date and time that it is imported. Here is an example: IMPVCH00-2014101611070643.DAT.

If the file has data with errors it is also moved to the (top-level PBS)\BACKUP\00 folder. If a new IMPVCH00.DAT file happens to exist in the top-level PBS, the import program will merge the data with the IMPVCH00.DAT folder in the \BACKUP\00 folder.

WARNING: If there were errors and you have fixed the errors and want to re-import, do not copy the IMPVCH00.DAT from the BACKUP folder to the top-level PBS folder and re-import. You may move it,

but do not copy it. If you copy it the program will merge and import both the IMPVCH00 from the top-level and the one from BACKUP.

If a file is more than 30 days old, it gets automatically deleted from the backup folder when you run the import on the 31st or more days. If you want to keep files that are more than 30 days old, you must move them to another folder.

DATA IMPORT

Data Import Manager allows you to import data that originated in an external application.

Data Import Manager allows you to match the specifications of the file being imported by entering import specifications. The fields may be mapped in any order. The file being imported may be a fixed length file or csv file format. For information on setting up and using data import see the *Data Import Manager* documentation.

Data Import Manager is licensed separately and may not be available on your system.

Select

Data import from the *Payables* menu.

As long as the import file exists the data will be imported into Payables (Enter).

You may edit the data using Payables (Enter). Please verify the data by running the edit list before you post. The data import function is not affected by date controls as defined in the *A/P Control information*. You must verify that the dates are correct before you post. Posting turns the transactions into open items.

Recurring Payables

This chapter contains the following topics:

Introduction to Recurring Payables
Entering Recurring Payables
Printing an Edit List
Selecting Recurring Payables for Use
Printing a Selection List and Use Selected

INTRODUCTION TO RECURRING PAYABLES

The *Recurring Payables* selection makes it easier to handle payables which occur periodically. Examples are rent, utilities, telephone, loan payments and insurance premiums.

Setting up a recurring payable does not commit you to creating a voucher when a certain time interval falls due. It merely simplifies the process of creating such vouchers, and ensures consistency and accuracy for them.

The menu selections and step sequence for generating an open item from an entered recurring payable include:

Main menu	Sub Menu	Description	Frequency
Recurring payables	Enter	Enter your payable vendor, amount, discount and recurring frequency	Once per recurring payable
Recurring payables	Edit list	To optionally print the entered recurring payables	As needed to verify the recurring payables are entered properly and when due
Recurring payables	* Select for use	Select those recurring transactions that will eventually be paid	Per period when the payable is due
Recurring payables	Selection list	To optionally print an edit list of the selected recurring payables	Print as needed to verify those selected for use
Recurring payables	* Use selected	Generate payables	Per period when the payable is due
Payables	Enter, Edit list and Post	Use as needed to edit payables and generate open items	Per period when the payable is due

* You still have to select the recurring payables before using them as regular vouchers. This is a two-stage process; *selection* is one step and *using* is another. This allows you to review your selections before committing to them.

- The selection process can be done manually or automatically.

Automatic selection allows you to select many entries at a time. You can do this by *groups*, based on a group code you assign to each entry.

Manual selection lets you select entries individually.

You can combine both methods. For instance, suppose this is the last week of the last month of a quarter. You automatically select groups W2, M2, and Q, where these are respectively your codes for weekly bills, monthly bills paid at month-end, and quarterly bills. You then use manual selection to unselect one entry for a vendor whose bill you dispute. You then use manual selection again to select the snow plowing bill (which does not have a group number because it occurs at irregular intervals).

For both automatic and manual selection, you can optionally select recurring payables by date as they fall due. In order to do this, you specify for each entry the date when it is first due and the interval between successive payments thereafter.

You can choose to select exclusively by date, exclusively by group, or both.

- The using process takes all selected recurring payables and converts them to regular vouchers (that is, to entries in *Payables*).

Once recurring payables have been selected for use, they cease to be selected. They remain as entries in *Recurring payables*, but you have to select them again the next time you want to use them.

The vouchers created by *Use selected* are just like vouchers entered manually. Like other *Payables* entries, they still have to be posted before checks can be written for them.

In addition to entering, selecting, and using recurring payables, you can print an edit list of all recurring payable entries or a selection list of selected entries. Using the edit list you can also print a list of *expired* recurring payables.

ENTERING RECURRING PAYABLES

Select

Enter from *Recurring Payables* menu.

This selection lets you enter new recurring payables and change or delete existing recurring payables.

Note

Once a recurring payable has been selected for use, you cannot change or delete it until it has either been used or unselected. To unselect a recurring payable, refer to [Unselecting Recurring Payables](#).

Two screens are needed for this selection. The following screen appears first:

Graphical Mode

The screenshot shows a software window titled "Recurring payables (Enter) Company 00 XYZ Company". At the top, there are menu options: File, View, Print edit list, Tools, Help. Below the menu is a toolbar with buttons: New, Edit, Save, Save / New, Delete, Cancel, Edit distrib, and Exit.

The main area is titled "Select recurring payable by ascending vendor name" and contains a table with the following data:

Vendor #	Vendor name	Invoice code	Group	P.O. #
256	General City Contractors	4252	VAR	

Below the table is a "General" tab with the following fields:

- Vendor #: 256 (with a search icon) | General City Contractors
- Invoice code: 4252
- Entry type: Variable (dropdown)
- Group: VAR
- P.O. number: (with a search icon)
- Amount: 45.23
- Non-discount amount: .00
- Reference: Supplies
- Due days: 30
- Discount days: 10
- Discount %: 1.00
- Discount amount: .45
- Discount account: 4050-000 (with a search icon) | Discounts allowed
- 1099 type: Rents (dropdown)
- ** Gets 1099 **
- ** Selected **
- Start date: 02/01/2011 (calendar icon)
- Final date: 01/31/2012 (calendar icon)
- Interval: Every 1 Month (dropdown)
- Next date: 03/04/2011 (calendar icon)
- Max # uses: 12
- Annual max: 542.76
- Max tot amt: 542.76
- Times used: 1
- Total YTD: 45.23
- Total to-date: 45.23
- Last voucher: 1,955.01
- Last date: 02/04/2011

At the bottom, there is a legend: <SF1> = previous recurring transaction, <F3> = delete recurring transaction

Recurring Payables List Box

The list box displays up to 6 recurring payables at a time. You may sort the recurring payables by vendor number, vendor name or group, all in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate a recurring payable, start typing the vendor name, vendor number or group, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a recurring payable. The <F1> and <SF1> function the same as the up/down arrow keys.

Recurring payables that display in the list box are available for changes or deletion. The fields for the selected recurring payable display in the lower part of the screen.

When a recurring payable is found, you may select the <Enter> key or Edit button to start editing.

Recurring Payable Buttons

The buttons and keyboard equivalents have the following functions:

Button	Keyboard	Description
New	Alt+n	To enter a new recurring payable
Delete	Alt+d	To delete the recurring payable selected in the list box. Selecting <F3> will also delete it
Edit	Alt+e	To edit the recurring payable selected in the list box
Save	Alt+s	To save a new recurring payable or changes to an edited recurring payable
Save/New	Alt+w	Same as Save button plus the New button
Cancel	Alt+c	To cancel adding or editing a recurring payable
Review distrib	Alt+b	To view and edit the distributions for a recurring payable. See Expense Distributions
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. The selections that are unique to this screen are explained here:

From the *Options* menu you may select [Viewing Vendor Invoices](#) and [View vendor open items](#). You may also Select for use, Print the selection list and Use selected. For more about these functions see: [Selecting Recurring Payables for Use](#), [Printing a Selection List and Use Selected](#), and [Selecting Recurring Payables](#).

From the Print menu you may print a recurring payables edit list. See [Printing an Edit List](#).

From the *Print* menu you may print the Edit list.

Character Mode

```

Recurring payables (Enter)                                XYZ Company
* 1. Vendor  Gets 1099:
   Name
* 2. Invoice code
* 3. Entry type
* 4. Group
   5. P. O. number
   6. Amount due
   7. Non-disc amt
   8. Reference
   9. Due days
  10. Disc days
  11. Disc pct
  12. Disc amt
  13. Disc acct
  14. Rpt on 1099?

                               Total YTD:
                               Total to-date:
                               Times used:
<F1> = next entry, <SF1> = prev entry, <F2> = next vendor, <SF2> = prev vendor
Blank = look up by name
    
```

Options

In character mode you may use one of the options on the Vendor # field:

<F1>	For the next entry. Upon selection, the remainder of the screen fills in with the appropriate data
<SF1>	For the previous entry
<F2>	For the next vendor, in vendor number sequence (whether or not there is any existing recurring payable entry for this vendor)
<SF2>	For the previous vendor
<F6>	For the same vendor as the previous entry. This option is not available on the first entry of a session
Blank	To select a vendor by name rather than by number

Enter the following information:

Vendor

Enter the number of the vendor for this recurring payable. Temporary vendors are not eligible for recurring payables.

Format	6 characters
Example	Type 200

Name

If you have selected an existing entry or an existing vendor in the previous field, the vendor name appears automatically. If you have left the vendor number blank, the cursor moves here to allow

entry of the vendor by name. Upper/lower case is significant. You may enter just the leading characters of the name.

Options

Your options are:

<F2>	For the next vendor, in vendor name sequence
<SF2>	For the previous vendor
Blank	To revert to entering the vendor by number
Format	25 characters
Example	(In this example the name appears automatically)

Invoice code

The invoice code is used to identify this recurring payable for this vendor.

You can have many invoice codes for the same vendor. For a given vendor and invoice code, there is only one entry (that is, you cannot have both a fixed and a variable entry for the same invoice code and vendor).

When a vendor has more than one recurring payable, the invoice code provides a means of distinguishing amongst them. There is another and optional use for this code, which will be described in *Use selected*.

Enter the invoice code which identifies this recurring payable for the vendor. This field is required, even if the vendor only has one recurring payable.

Options

You may use one of these options:

<F1>	For the next entry for this vendor. Upon selection, the remainder of the screen fills in with the appropriate data.
<SF1>	For the previous entry for this vendor
Format	6 characters
Example	Type SUPPLY

Entry type

This is the type of recurring payable Fixed or Variable. In character mode F for fixed, or V for variable.

- A fixed recurring payable has the same invoice amount each period. An example is rent.

- A variable recurring payable has a variable invoice amount from period to period. An example is a telephone bill.

For either type, you can still change the amount due and non-discountable amount when you select the recurring payables for use, using manual selection (refer to [Selecting Recurring Payables for Use](#)).

When you select recurring payables for use, you can choose between automatic and manual selection.

- In manual selection, you may enter changes to the amount due and non-discountable amount, as above. This is most suitable for variable recurring payables, since you would usually want to make such changes.
- In automatic selection, the recurring payable (fixed or variable) is selected as is. This is most suitable for fixed recurring payables, which usually require no changes.

In the next field (Group), you could set up separate groups for fixed and variable recurring payables. Then you could choose the fixed group in *Select for use* and use automatic selection on them. Similarly, you could choose the variable group and use manual selection for them so that you could enter the varying information.

Format	Graphical mode: Drop down list, either Fixed or Variable Character mode: One letter, either F or V
Example	Select Fixed

Group

You may set up groups of any kind here, so that you may later select a *group* of recurring payables from which to create vouchers. This code is optional.

Options

Enter the group to which this recurring payable is to be assigned, or use one of the options:

<F1>	For the vendor's payment group from <i>Vendors</i>
<F2>	For the vendor's vendor type from <i>Vendors</i>

Any entry is accepted, and no list of valid codes is maintained. If you use this feature, you should develop your own list of valid codes before creating any recurring payables, and apply it consistently.

Format	3 characters
Example	Type OFC

P.O. number

Enter the purchase order number authorizing the recurring payable (if any). This field is optional. If you are interfaced to the P/O module, this would typically be a blanket purchase order.

Format	15 characters
Example	Type 224012

Amount

Enter the amount due. This is the amount due *each* time the recurring payable is used, not the total amount of all uses. The amount can be zero for a variable payable, but a fixed payable must have a non-zero amount.

Format	999,999,999.99-
Example	Type 156

Non-discount amount

Enter any part of the vendor's invoice that is *not* eligible for a discount. This amount must have the same sign, and cannot be greater than, the amount due.

Format	999,999,999.99-
Example	Press <Enter> to set the non-discount amount to zero.

Reference

Reference can be useful in the following ways:

- It can optionally be printed on check stubs if check formats 1, 3 or 4 are used.
- If you use G/L, you can choose to transfer either this reference or the vendor name to G/L. This is useful if you want G/L to show the reason why something was purchased, instead of the vendor from whom it was purchased. Consult your accountant for advice.
- It appears on the A/P Distributions to G/L Report and optionally appears on the Aged Open Items Report.

If desired, enter a reference. This field is optional.

Format	25 characters
Example	Type Front desk supplies

Due days or Due day

The first format is for vendors using day terms, and is entered as the number of days (1 through 999) when the item is due for payment, measured from the vendor's invoice date.

The second format is for vendors using proximo terms, and is entered as a day of the month (1 through 31).

Options

Enter a valid value, or use one of the options:

<F1>	To set terms fields to this vendor's default values in <i>Vendors</i> . The Discount amount field is calculated from the discountable amount and the discount percent.
<F2>	(Only available if this vendor uses proximo terms) To use day terms for this entry. This is <i>not</i> a toggle, and you cannot press <F2> a second time to return to proximo terms.
Format	999
Example	Press <F1>

Disc days or Disc day

The first format is for vendors using day terms, and is entered as the number of days within which payment must be made to take advantage of the vendor's early payment discount (1 through 999, but not greater than due days).

The second format is for vendors using proximo terms, and is entered as a day of the month (1 through 31, but not later in the month than due day).

Options

Enter a valid value, or use the option:

Blank	For no discount. The <i>Discount days</i> , <i>Discount %</i> and <i>Discount amount</i> fields will be set to zero, and <i>Discount account</i> field cannot be entered.
Format	999
Example	(The cursor does not move to this field because you pressed <F1> at the Disc days or Disc day field.)

Discount %

Discount amount

These fields are set automatically if you pressed <F1> at the [Due days or Due day](#) field, or if you left the [Disc days or Disc day](#) field blank.

Otherwise, enter the discount as either as a percentage in the first field of this pair, or as an amount in the second.

- If this is a new entry, the cursor moves first to the *Discount %* field to allow entry of a percent (there is no default).

If you press <Enter>, the cursor moves to the *Discount amount* field to allow entry of an amount. If you leave the amount as well as the percent blank, there is no discount and the *Discount account* field cannot be entered. If you enter a non-zero amount, the corresponding percent is calculated and displayed in the *Discount %* field, and the cursor moves to the *Discount account* field.

If you enter a non-zero percent in the *Discount %* field, the software automatically calculates the amount and puts it into the *Discount amount* field. The cursor then proceeds to the *Discount account* field.

- If this is an existing entry, you can change either the percent or the amount. The *Discount %*, *Discount amount*, the total amount, and the *Non-discountable amount* are related fields, and change to any one of them causes automatic re-calculation of the others.

The *Discount %* is always positive. The *Discount amount* is negative if (and only if) the invoice amount is negative.

Format	99.99 (for the percent) 99,999,999.99-(for the amount)
Example	(The cursor does not move to this field because you pressed <F1> at the Disc days or Disc day field.)

Discount account

If the *Discount %* and *Discount amount* fields are blank, this field may not be entered.

Options

Otherwise, enter the number of the account for this discount. This must be a valid account from *Valid G/L accounts*. You may use the option:

<F2>	For the vendor's default discount account
------	---

Upon entry or selection of a valid account, its description appears below its account number.

Format	Your standard account number format, as defined in Company Information
Example	(The cursor does not move to this field because you pressed <F1> at the Disc days or Disc day field.)

** Gets 1099 **

If you have unchecked the field [Print 1099 forms](#) in *Control Information*, this field will not display and the 1099 type field cannot be entered.

Otherwise, this field displays near the top of the tab to indicate that this vendor is set up to get a 1099 form, as determined by your entry in *Vendors*. When it displays you may enter the [1099 type](#) field.

1099 type

This field defaults to the setting in the [1099 type](#) field in Vendors.

Otherwise, specify here the default type of MISC 1099 for this vendor. These are the options:

Character	Graphical	Description
N	None	Vendor does not require 1099 processing
1	Rents	Rents
2	Royalties	Royalties
3	Other income	Other income
5	Fishing proceeds	Fishing boat proceeds
6	Med/Health Card payments	Medical and health care payments
7	Non-employee Comp	Non employee compensation
8	Print in lieu of Div/Int	Substitute payments in lieu of dividends or interest

Format	Graphical: Drop down list with the options listed above Character: One option from the list above
Example	This field does not apply for this example

The following two fields are informational only (read only). Input is not allowed in these fields.

Last voucher

The last voucher for this vendor displays.

Last date

The date of the last voucher for this vendor displays.

**** Selected ** or Not selected**

This appears only for an existing entry, and indicates whether or not this entry is currently selected for use.

If this is an existing entry and is currently selected, change or deletion is not allowed. Press <Enter> to clear the screen and allow processing another recurring payable.

Options

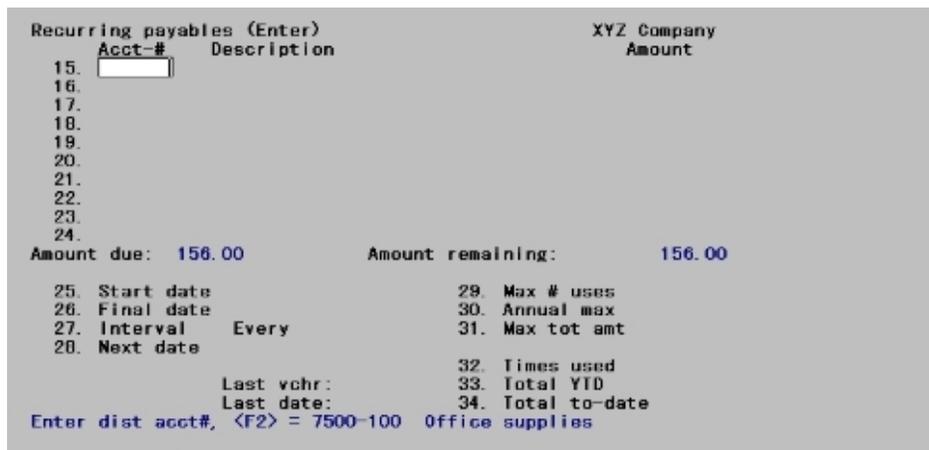
If this is a new entry or an unselected existing entry, make any desired changes. For an existing entry, you may not change the *Vendor*, *Invoice code* or *Entry type* fields, but you may use the option:

Delete button or <F3> key	To delete this entry
------------------------------	----------------------

Character Mode

The accounts information and recurring interval information are on a second screen. Fields 15 through 24 contain the accounts while 25 through 28 the interval. Fields 29 through 34 contain the totals for the recurring payable.

When there are no further changes, press <Enter> for the second screen:



Note

The recurring interval fields (Fields #25 through 28 in character mode) are used by the system to determine which recurring payables to choose during the automatic selection process. They do not prevent you from selecting this recurring payable manually.

Provided that other selection criteria (such as group code) are met, automatic selection will select this entry whenever the specified “next date” falls due, unless that is earlier than the specified start date or later than the specified final date. It will also calculate a new next date to be ready for the next cycle.

If you do not use automatic selection at all, or if you do your automatic selection by group rather than by date, it makes no difference what you enter in these fields (but you must still enter something).

Start date

Options

Enter the date on which to start using this recurring payable, or use the option:

<F2>	For None (no starting date)
------	-----------------------------

Format	MMDDYY
--------	--------

Example	Press <F2>
---------	------------

Final date

Options

Enter the final date on which this recurring payable is to be used, or use the option:

<F2>	For Indefinite (no final date)
------	--------------------------------

Format	MMDDYY
--------	--------

Example	Press <F2>
---------	------------

After this date, this entry will not automatically be selected for use when you select by date; however, it still remains until you explicitly delete it.

Interval: Every

This specifies the time interval between uses of this recurring payable. Enter a number and then a time period.

You must specify an interval even if you intend to use this recurring payable at unpredictable intervals. In this case you may wish to give this entry a group code of its own even if your automatic selection is normally done by date. Otherwise you must unselect this entry manually when it is *not* wanted (if you have chosen a short interval), or select it manually when it *is* wanted (if you have chosen a long interval).

Format	(for the interval) 99 (for the time period) A single letter, either D for Days, W for Weeks, or M for Months
Example	Type 1, press <Enter>, type M, press <Enter> again. This means that the payable recurs once each month.

Next Date

Enter the next date the recurring payable should be activated.

This date is used as a default when you later run *Select for use* in the Distribution date and Invoice date fields.

The next date is automatically advanced by the time interval entered in [Interval: Every](#) field each time a voucher is created from this recurring payable (by running *Use selected*). Paying one cycle a few days late or early does not upset the schedule for the next cycle.

When calculating the next date by *day* or by *week*, the interval specified is projected forwards without regard to day of month. When calculating the next date by *month*, this month's calendar date is projected forwards into the next month, except that the last day of the month remains the last day even when the next month is longer or shorter than this month.

If you are paying on schedule, the calculated next date will normally be a future date. However, the system will accept this date even if it is not (that is, it will not add the interval twice so as to force the next date into the future). This means that if you skip one payment and compensate by paying double on the next, the recurring payable will be out of sync by one cycle until you adjust it manually.

Format	MMDDYY The default is the start date, if one was entered; otherwise the current system date. You cannot enter a date earlier than the Start date if one is present, or earlier than the Final date if one is present.
Example	Press <Enter> for the default.

Note The interval fields, fields #29 through 34 in character mode, can be used to restrict the number of times this recurring payable is used or the amount paid on this recurring payable. This feature can be used independently of the date restrictions described above, and works for both manual selection and automatic selection. This is useful if you do your automatic selection exclusively by group code (instead of by date). You can also use this feature for loan payments, where the number of payments is fixed in advance. The entry remains once the limit has been reached. You are not prevented from selecting for use a recurring payable which has reached its limit, but you are warned each time you attempt to do so.

Max # uses

Options

Enter the maximum number of times this recurring payable can occur, or use the option:

<F2>	For Indefinite (no limit)
------	---------------------------

Format	99,999
Example	Press <F2>

Annual max

Options

Enter the maximum annual amount for this recurring payable, or use the option:

<F2>	For indefinite (no maximum annual amount)
Format	9,999,999,999.99-
Example	Press <F2>

You can have an annual maximum even though you have no total maximum, and *vice versa*.

Max tot amt

The maximum total amount is the maximum amount to be invoiced over the entire life of the payable. For example, a recurring payable used for repayment of a loan would have a maximum amount.

This field is compared to the totals of all vouchers generated to date from this recurring payable to see if the maximum amount specified here has been reached yet. It issues a warning if the invoice currently being generated will exceed the maximum amount.

Options

Enter the amount, or use the option:

<F2>	For indefinite (no maximum total amount)
Format	99,999,999,999.99-
Example	Press <F2>

Note

The historical and totals fields, fields #32 through 34 in character mode, contain historical information which is automatically maintained by the system. You can enter these fields when creating a new recurring payable, but even in this case you would normally do so only when initially setting up Accounts Payable. For existing entries, these fields are protected against change. See the *Company information* chapter in the *PBS Administration* documentation for information on how to allow override change protection.

Times used

When first setting up a recurring payable, enter the number of times this payable has been used. If you were making payments before you began using A/P, enter the number of prior payments. In this case, you would set the maximum number of uses above to include these payments.

For instance, if you were paying off a loan in 30 installments and had already made 5 payments, you would enter 30 in field 29 and 5 here.

This field is automatically updated each time you create a voucher from this recurring payable.

Format	99999
Example	Press <Enter>

Total YTD

When first setting up a recurring payable, enter the [Year to date](#) total amount already paid.

For instance, if you were paying off a \$10,000 loan and you had already paid \$2,000 this year, you would enter \$2,000 here.

This field is automatically updated each time you create a voucher from this recurring payable.

At the year end closing (run in *Close a year*), this field automatically clears to zero. See [Close a Year](#) in the *Year-End* chapter.

Format	9,999,999,999.99-
Example	Press <Enter>

Total to-date

When first setting up a recurring payable, enter the total already paid to-date.

For instance, if you were paying off a loan with total payments of \$10,000 and you had already paid \$3,500, you would enter \$10,000 in field 31 and \$3,500 here.

Format	99,999,999,999.99-
Example	Press <Enter>

Note	The following fields are informational and cannot be changed. They appear only if this is an existing entry.
-------------	--

** Selected ** or Not selected

This indicates whether or not the entry is currently selected for use.

Expired

This appears only if one or more of the following conditions are true:

- Next date (Field #28 in character mode) is later than Final date (#26).
- Times used (Field #32) is greater than Max # uses (#29).
- Total to-date (Field #34) is greater than Max tot amt (#31).
- Total YTD (Field #33) is greater than Annual max (#30).

Last voucher

Last date

These are voucher number and date of this entry's most recent use. They are only updated when a recurring payable is used.

Expense Distributions

Recurring payables, unlike regular payables, are restricted in the number of distributions allowed for any one entry: you can have no more than ten. They are also restricted in that you can distribute expenses only to G/L accounts, not to jobs. However, once the recurring payable has been transferred (via *Use selected*), you can re-distribute the expenses to any number of accounts or jobs using *Payables (Enter)*.

If the entry type is Fixed, enter these distributions as dollar amounts.

If the entry type is Variable, enter them as percentages; each time the recurring payable is selected for use, the total amount entered will be distributed in proportion to these percentages.

Character Mode

The ten distributions are organized into a table, with separate rows for each distribution and separate columns for account number, description, and amount. The distributions are not required to be in any particular sequence.

If the entry type is Fixed, the total amount due and the amount remaining to distribute display continuously at the foot of the table. If the entry type is Variable, the percent remaining to distribute displays instead. The amount or percent remaining can (temporarily) become negative.

In each row the cursor moves through these columns in succession.

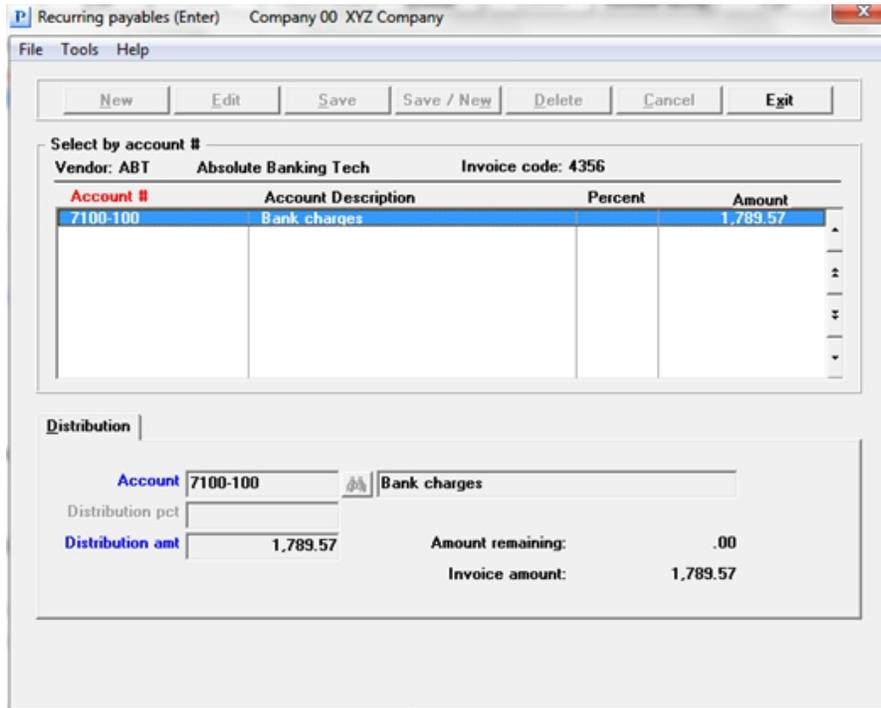
For a new entry, Fields #15 through 24 are entered in succession:

- As soon as the amount remaining to distribute reaches zero, the cursor moves to Field #25. If you wish to continue entering distributions, do so from *Field number to change?*.
- If all ten distributions have been entered, the cursor will not move to Field #25 unless the amount or percent remaining is zero.

For an existing entry, you can change Fields #15 through 24 from *Field number to change?*. To add a new distribution, enter the number of any of the fields that are currently blank.

When you exit the screen, any blank rows in the table will be closed up, so the same distribution may not have the same field number the next time that you look at this entry. The order of the distributions is not changed, however.

Graphical Mode



Expense Distributions List Box

The list box displays up to 6 recurring payable distributions at a time. You may sort the recurring payable distributions account number in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate a recurring payable distribution, start typing the account number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a distribution. The <F1> and <SF1> function the same as the up/down arrow keys.

Recurring payable distributions that display in the list box are available for changes or deletion. The fields for the selected recurring payable distribution display in the lower part of the screen.

When a recurring payable distribution is found, you may select the <Enter> key or Edit button to start editing.

Distribution Buttons

The buttons and keyboard equivalents have the following functions:

Button	Keyboard	Description
New	Alt+n	To enter a new recurring payable distribution

Button	Keyboard	Description
Delete	Alt+d	To delete the recurring payable distribution selected in the list box. Selecting <F3> will also delete it
Edit	Alt+e	To edit the recurring payable distribution selected in the list box
Save	Alt+s	To save a new recurring payable distribution or changes to an edited recurring payable distribution
Save/New	Alt+w	Same as Save button plus the New button
Cancel	Alt+c	To cancel adding or editing a recurring payable distribution
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

Account

Options

Enter the account number to which all or a portion of the expense will be distributed. In the first segment of the account number, you may use one of the options:

<F2>	(For the first distribution of a new entry) For this vendor’s default distribution account from <i>Vendors</i>
<F2>	(For any existing distribution of an existing entry) To leave the account number of this distribution unchanged
<F3>	To delete this distribution. This option is only available when the amount or percent remaining to distribute is negative, so if you are making extensive changes add the new entries before deleting the old ones.
<Esc>	To cancel the entire entry (not just this screen but the first screen as well)

The account number must already exist in *Valid G/L accounts* and may not duplicate the account number of any other distribution in this entry.

Format	Your standard account format, as defined in Company information
Example	Press <F2>

Description

The account description displays automatically and can not be changed.

Distribution amt

Distribution pct

Options

Depending on whether you selected fixed or variable for the *Entry type* field, enter either an amount or a percent. You may use the option:

<F2>	For the amount or percent remaining to distribute
Format	999,999,999.99- (for an amount) 999.99- (for a percent) Zero is not allowed in either case.
Example	Press <F2>

Make any desired changes. Press <Enter> to exit the screen. You can only do so if the amount or percent remaining to distribute is zero. If it is, you will be returned to the first screen for the next entry.

PRINTING AN EDIT LIST

The Recurring Payables Edit List shows all recurring payables. Do not confuse this with the Recurring Payable Selection List, page, which lists only entries selected for use.

Select

Edit list from the *Recurring payables* menu or *Recurring payables edit list* from the *Reports* menu.

Graphical Mode

The screen similar to this appears:

Recurring payables (Edit list) Company 00 XYZ Company

File Tools Help

Report criteria

Print report by Vendor name

Starting vendor name "First"

Ending vendor name "Last"

Type All

Next date cut-off 02/28/2017

Entries to show All

OK Cancel

Character Mode

The following screen appears:

Recurring payables (Edit list) XYZ Company

1. Print report by

2. Type

3. Next date cut-off

4. Show which entries

V = Vendor number N = vendor Name G = Group

Enter the following information:

Print report by

Select whether to print the report in order by Vendor number, Vendor name or Group.

Format	Graphical mode: Drop down list Character mode: One letter, either V, N, or G
Example	Type V for Vendor number

Starting vendor #

Ending vendor #

These fields appear only if you entered Vendor # in the [Print report by](#) field.

Options

Enter the range of vendor numbers to be included in the report. At each field you may use the option:

<F2>	For the First starting vendor number or Last ending vendor
Format	6 characters
Example	Press <F2> at each field.

Starting vendor name

Ending vendor name

These fields appear only if you entered *Vendor name* at the [Print report by](#) field.

Options

Enter the range of vendor names to be included in the report. At each field you may use one of the options:

<F2>	For the First starting vendor name or Last ending vendor
<F3>	To toggle between entering a personal name and a corporate name. The initial assumption is a corporate name.
Format	For a corporate name: 50 characters For the name of an individual: 35 characters (surname) 20 characters (personal name)
Example	(Does not occur in this example because you chose Vendor number at the <i>Print report by</i> field)

If you enter the name of an individual for one field you must do so for the other.

Starting group

Ending group

These fields appear only if you entered *Group* at the [Print report by](#) field.

Options

Enter the range of group codes to be included in the report. At each field you may use the option:

<F2>	For the First starting group or Last ending group
Format	3 characters
Example	(Does not occur in this example because you chose Vendor number at the <i>Print report by</i> field)

Blank is a valid entry, and selects only those recurring payables which do *not* have a group code.

Type

Options

Select **Fixed** to print fixed recurring payables only, **Variable** for variable recurring payables only, or **"All"** for All recurring payables.

In Character mode, use the option:

<F5>	For All recurring payables
Format	Drop down list
Example	Press <F5>

Next date cut-off

This selection allows you to show only those recurring payables from which a voucher is to be produced by a certain date. Only recurring payables with a next date on or before the date entered are included.

Options

You may enter a date manually or use the date lookup to enter a chosen date. Or you may use the following option:

<F2>	For the Latest date. This means that entries will be printed regardless of what their next date is.
<F4>	To locate a date using the calendar date lookup. In windows character mode you may use <F7> to access the date lookup

Format	MMDDYY The default is the system date.
Example	Press <F2>

Entries to show

Select which entries are to appear on the edit list:

Character	Graphical	Description
A	All	All entries
E	Expired	Only expired entries. This feature can be used to identify <i>Recurring payable</i> entries which are good candidates for deletion.
O	Over annual max	Only entries for which the amount paid this year is over the annual maximum

Format	One letter from the list above
Example	Type A

OK or Cancel

Select OK to print the recurring payables edit list. Select Cancel to not print.

See a [Recurring Payables Edit List](#) example in the *Sample Reports* appendix.

SELECTING RECURRING PAYABLES FOR USE

The *Select for use* menu selection enables you to select which recurring payables will become vouchers.

To create a voucher from a recurring payable, you must select it here first and then run the *Use selected* function below to transfer it to A/P Transactions. In A/P Transactions, it becomes just like any other voucher.

You may choose either automatic or manual selection.

You may also use this function to unselect a recurring payable that was previously selected for use.

Selecting Recurring Payables

You may use this selection to select a recurring payables to be used by turning it into a payable.

Select

Select for use from the *Recurring payables* menu.

Batch Controls

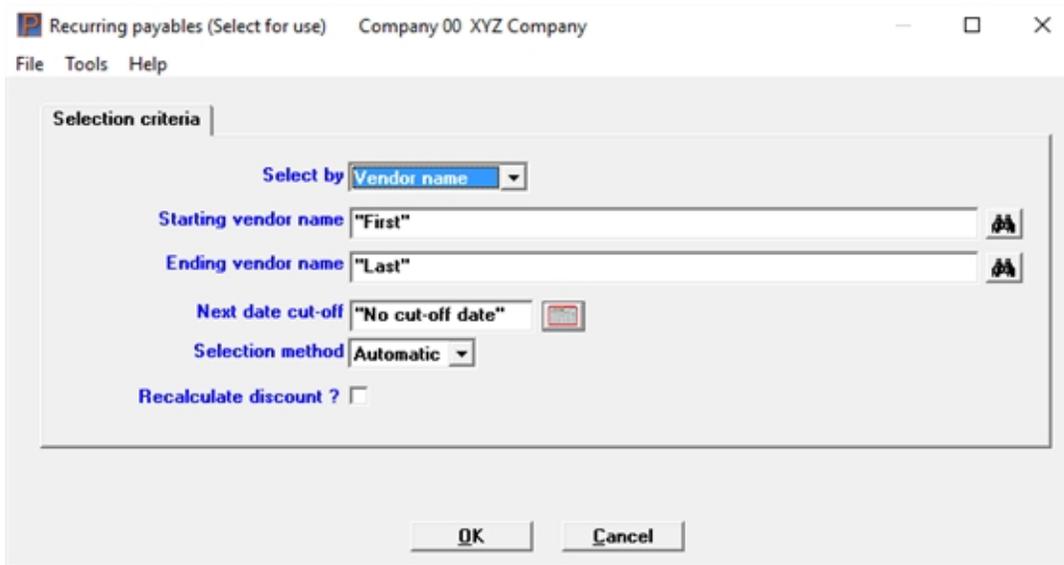
Batch controls are optional. For batch setup information see [Batch control level](#) in *A/P Control information*.

If you are using Batch controls, a screen appears for you to select the appropriate batch and enter a new batch.

Using graphical mode, to start a new batch select Options > Batch totals (Enter). Using character mode to enter a new batch, navigate to the CTL *Batch totals (Enter)* menu.

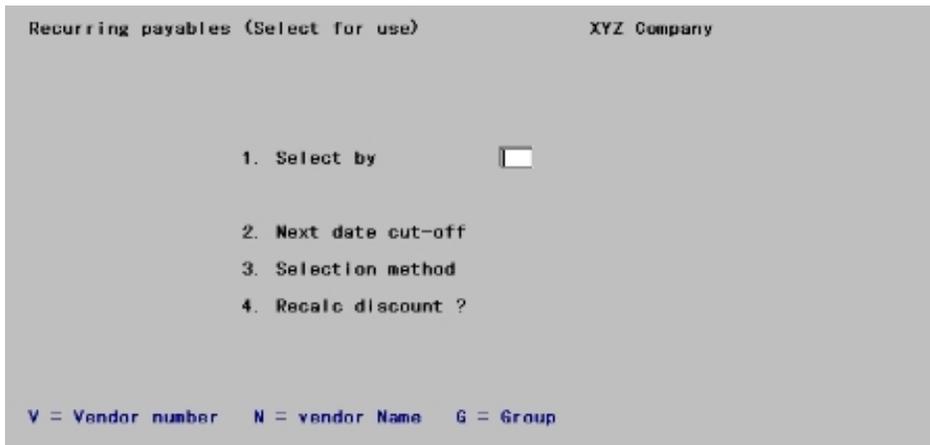
Graphical Mode

A screen similar to the following appears:



Character Mode

The following screen appears:



Select by

Select either **Vendor name**, **Vendor number**, or **Group**.

In Character mode, choose whether to select recurring payables for use by V (vendor number), N (vendor name), or G (recurring payable group).

Format	Character mode: One letter, either V, N, or G Graphical mode: Drop down list
Example	Type V for Vendor number

Starting vendor #

Ending vendor #

These fields appear only if you are selecting recurring payables by vendor number. "First" and "Last" are the defaults.

Options

Enter the range of vendor numbers to be included in the report. It is not required that either number be entered, but there should be at least one vendor within the range specified. At each field you may use the option:

<F2>	For the First starting vendor number or Last ending vendor
Format	6 characters
Example	Press <F2> at each field.

Starting vendor name

Ending vendor name

These fields appear only if you selected *Vendor name* in the [Select by](#) list box field.

Enter the range of vendor names to be included in the report. It is not required that either name has been entered, but there should be at least one vendor within the range specified. At each field you may use one of the options:

<F2>	For the First starting vendor name or Last ending vendor
<F3>	To toggle between entering a personal name and a corporate name. The initial assumption is a corporate name
Format	For a corporate name: 50 characters For the name of an individual: 35 characters (surname) 20 characters (personal name)
Example	(Does not occur in this example because you chose Vendor number at the Select by field)

If you enter the name of an individual for one field you must do so for the other.

Starting group

Ending group

These fields appear only if you selected *Group* in the [Select by](#) list box field.

In Character mode these fields appear only if you entered G at the **Select by** field.

Options

Enter the range of group codes to be included in the report. At each field you may use the option:

<F2>	For the First starting group or Last ending group
Format	3 characters
Example	(Does not occur in this example because you chose <i>Vendor number</i> on the first field)

Blank is a valid entry, and selects only those recurring payables which do *not* have a group code.

Next cut-off date

Options

If you want to select only those recurring payables with a next due date on or before a specific date, enter that date here. You may use the date look-up or enter manually. "No cut-off date" is the default. You may also use the option:

<F2>	For the Latest date. This means that entries will be selected regardless of what their next date is
Format	MMDDYY
Example	Press <F2>

Selection method

Choose A = **Automatic** or M = **Manual** selection of recurring payables.

Automatic selection

If you choose **Automatic** selection, recurring payables are selected based on the criteria entered above. The option to [Recalculate discount](#) becomes available with this selection. See [Automatic Selection](#).

Manual selection

If you choose manual selection and complete the entries on this screen, the recurring payables meeting the criteria above will be displayed one by one. You may then manually select which ones to make into vouchers. **Recalculate discount** on this screen is skipped for manual selection mode. See [Manual Selection](#).

Format	Graphical mode: Drop down list. Select either Automatic or Manual Character Mode: One letter, either A or M
Example	Type M in character mode or select Manual in graphical mode

Recalculate discount

Check the box to have discounts recalculated when each selected recurring payable becomes a voucher. Otherwise, the discount calculation in effect when the recurring payable was first entered is used.

Checking the box ensures that any changes in discount calculation are considered.

Checking the box will also permanently change the discount percent and discount amount in the recurring payables record.

In Character mode:

Format	Character mode: One letter, either Y or N Graphical mode: Check box where checked is yes and unchecked is no
Example	Cannot be entered because you entered Manual at the selection method field

OK or Cancel

Select OK to select the recurring payables for use or Cancel to return to the menu without selecting.

Automatic Selection

The recurring payables that you have specified are selected automatically by the computer. This may take a few minutes.

The Recurring Payables Automatic Selection Edit List is printed. A sample [Recurring Payables Automatic Selection Edit List](#) is in the *Sample Reports* appendix.

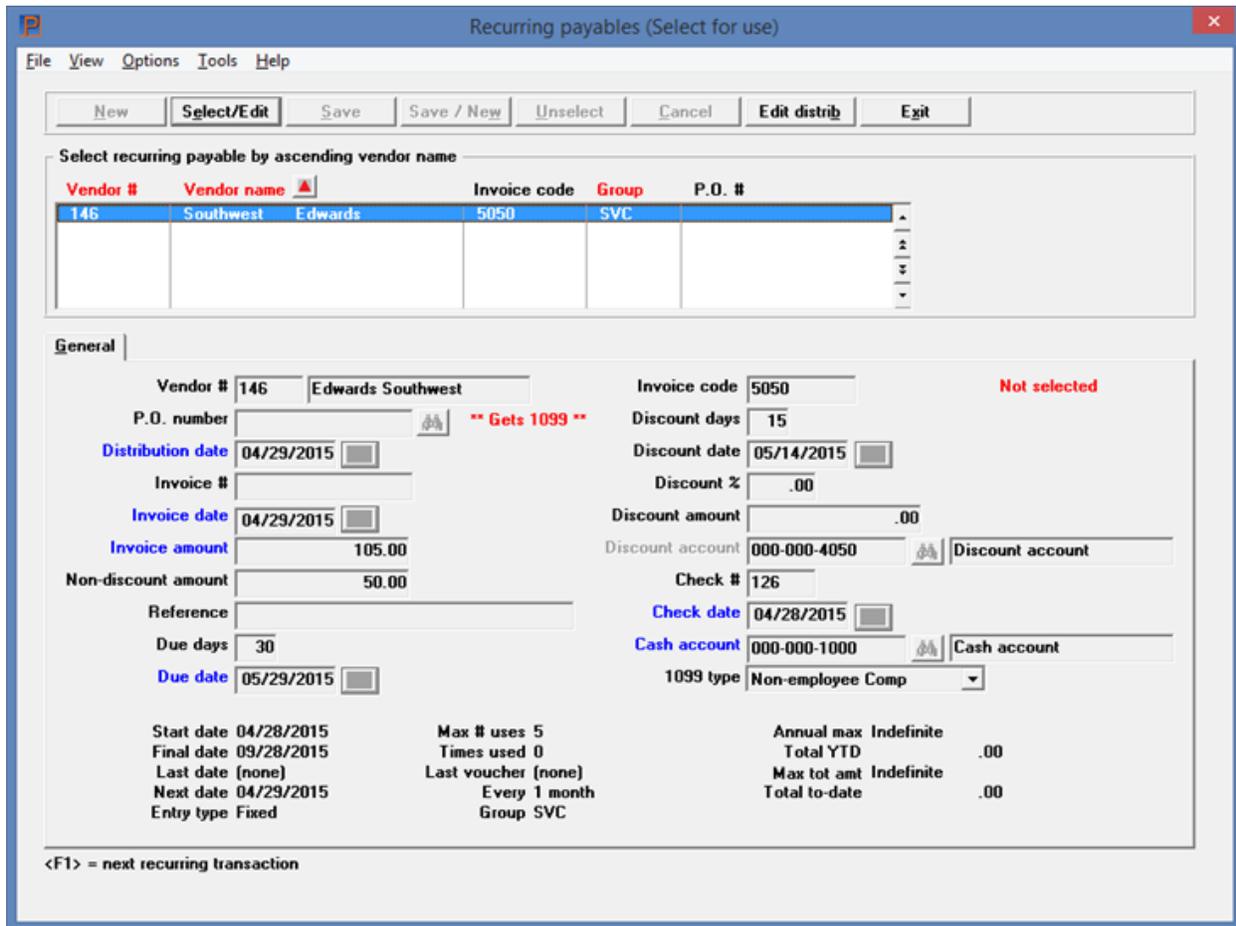
Automatic selection does *not* unselect any entries that are already selected. Thus you can repeat the automatic selection to select a different range or group, or you can use manual selection to fine-tune your choices.

Manual Selection

Two screens are required for manual selection.

Graphical Mode

The first screen, similar to the following appears:



From this screen you can work with existing *Recurring payables* entries only. The expectation is that you only want to work with the entries that match your selection criteria as entered on the first screen, so the option keys will only show you those. However, if you explicitly enter the vendor number and invoice code of an existing entry which does *not* match this expectation, you can still work with it.

Select/Edit

Use this button to select the recurring payables.

Edit distrib

This button displays the distributions window where you may edit the distributions.

IF the recurring payable has already been selected you will be asked if you want to unselect it.

See [The distribution screen](#) for selection a recurring payable.

To change data on an entry see [Processing a Selected Entry](#).

To unselect an entry see [Unselecting Recurring Payables](#).

Character Mode

The first screen appears:

```

Recurring payables (Select for use)          XYZ Company
* 1. Vendor  Gets 1099:
* 2. Invc code
3. P. O. #
4. Dist date
5. Invc #
6. Invc date
7. Invc amt
8. Non-disc
9. Reference
10. Due days
11. Due date

12. Discount days
13. Discount date
14. Discount pct
15. Discount amt
16. Discount acct

17. Check #
18. Check date
19. Cash account
20. Rpt on 1099 ?

Start date:          Max # used:          Annual max:
Final date:          Times used:          Total YTD amt:
Last date:           Last vchr:          Max total amt:
Next date:           Every              Total to-date:
Type:
Group:

Enter vendor #, <F1> = next entry, <SF1> = previous entry
    
```

From this screen you can work with existing *Recurring payables* entries only. The expectation is that you only want to work with the entries that match your selection criteria as entered on the first screen, so the option keys will only show you those. However, if you explicitly enter the vendor number and invoice code of an existing entry which does *not* match this expectation, you can still work with it.

Enter the following information:

1. Vendor

This field is only accessible in character mode.

Options

To find the recurring payable you want, enter the vendor number, or use one of the options:

<F1>	For the next recurring payable matching the parameters entered on the previous screen
<SF1>	For the previous entry
Format	6 characters
Example	Type 200

2. Invoice code

If you have used the option keys in Field #1, this field (and all the other fields on the screen) contain the information for this entry, and the cursor is positioned at *Field number to change?*.

Options

Otherwise, enter the invoice code of the desired recurring payable; or use the option:

<F1>	For the next recurring payable for this vendor
<SF1>	For the previous recurring payable for this vendor
Format	6 characters
Example	Press <F1>

Unselecting Recurring Payables

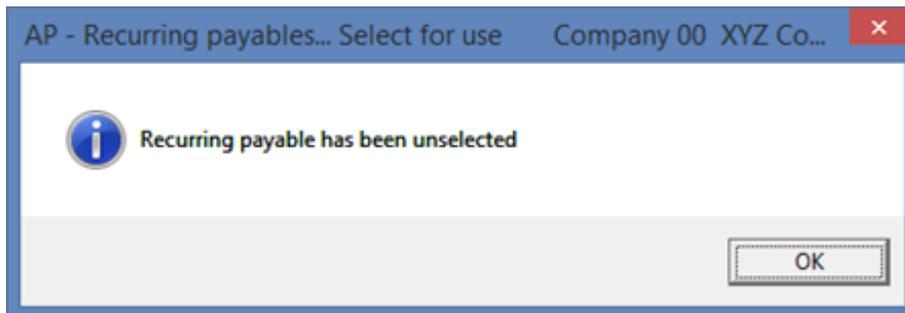
Graphical Mode

Unselect

If a recurring payable has been selected, the Unselect button is available when the focus is on the payable in the list box. This button only becomes active if this entry has already been selected and has not yet been processed by *Use selected*.

If you wish to unselect the recurring payable, you may click on Unselect, You may also select <Alt+u> or the <F3> key to do the same.

When unselecting the recurring payable the following message displays:



Select OK to proceed.

Character Mode

Once an entry has been chosen, either by use of the function keys or by direct entry into Fields #1 and 2, one or the other of the two messages following will appear depending on whether or not the entry has already been selected.

This entry has already been selected. Do you want to unselect it?

This only appears if this entry has already been selected and has not yet been processed by *Use selected*.

- Answer Y to unselect it. Since *Select for use* only operates on selected entries, and this entry is no longer selected, you cannot change it further. The screen clears and the cursor is positioned at Field #1 for selection of a different entry.

- Answer N to continue. This lets you change the information for an entry that has already been selected. The cursor is positioned at *Field number to change?*

Select this entry?

This only appears if this entry is not yet selected.

- Answer N to skip this entry. The screen clears and the cursor is positioned at Field #1 for selection of a different entry.
- Answer Y to flag this as a selected entry and to continue processing it. If the entry has expired, you will be informed of the fact, told why it has expired, and asked whether you wish to select it anyway.

Processing a Selected Entry

Some fields are available for editing. Since the fields on this screen are the same ones that have already been described in the [Entering Recurring Payables](#) section, only those that are of special interest are described here.

Character Mode

Once an entry has been selected fields do the following:

Some fields on the screen *require* change and are changed automatically. The screen will appear to blink as date fields are updated. Specifically:

The next date stored in the recurring payable is displayed for the invoice date.

The due date and discount date calculated from the terms entered for this recurring payable are calculated and displayed.

Some fields on the screen *require* change and are changed manually. The cursor moves to those fields to allow you to enter them. Specifically:

For a Variable recurring payable the cursor moves in succession through Fields #5 through 8 before coming to rest at *Field number to change?*.

For a Fixed recurring payable the cursor moves directly to *Field number to change?*.

- Some fields on the screen *allow* change.

Graphical and Character Mode

Enter or change the following fields:

Invoice

For a Variable entry, the cursor moves to this field automatically; for a Fixed entry, you can change it from *Field number to change?*. If you do not have the vendor's invoice number or do not wish to enter it, you can leave this blank. *Use selected* will create one automatically from the invoice code and the invoice date.

Format	15 characters
Example	Press <Enter>

Invoice date

For a Variable entry, the cursor moves to this field automatically.

Enter the invoice date that will be used for the voucher.

Format	MMDDYY The default is the recurring payable's Next date field.
Example	(Not used in this example)

Invoice amount

For a Variable entry, the cursor moves to this field automatically. Enter the invoice amount:

Format	99,999,999,999.99-
Example	(Not used in this example)

Non-discount amount

For a Variable entry, the cursor moves to this field automatically. Enter the non-discountable amount (the amount that is not discounted).

Format	99,999,999,999.99-
Example	(Not used in this example)

Check #

Enter the check number only if this invoice has already been paid with a manual check.

Format	999999
Example	(Not used in this example)

Check date

If you entered a check number, the cursor moves to this field automatically.

Format	MMDDYY
Example	(Not used in this example)

Cash account

Options

Enter the cash account where this manual check is to be posted, or use one of the options:

<F1>	For the next entry in <i>Cash accounts</i> . If there is only one entry, the <F1> and <SF1> options do not appear.
<SF1>	For the previous entry in <i>Cash accounts</i>
<F2>	For the default cash account from <i>Control information</i>
Format	Your standard account number format, as defined in <i>Company information</i>
Example	(Not used in this example)

Make any needed changes. If you change the invoice amount, you should also change the non-discountable amount (if any) and the discount amount (if any). If you change the discount amount, you are asked to change the discount account or confirm that it is the same.

Press <Enter> when finished making changes to obtain the distribution screen.

Use original distribution percentages?

This question only occurs if this is a Variable entry and you have changed the invoice amount since the entry was originally selected for use. Answer N to recalculate the distributions to match the new invoice amount, pro-rating them according to the original percentages. Answer Y to leave the distribution amounts unchanged (meaning that the distribution screen will be out of balance and you will have to adjust it manually).

Save

When you are finished editing a recurring payable click on the Save button to select it. You may select use <Alt+s>.

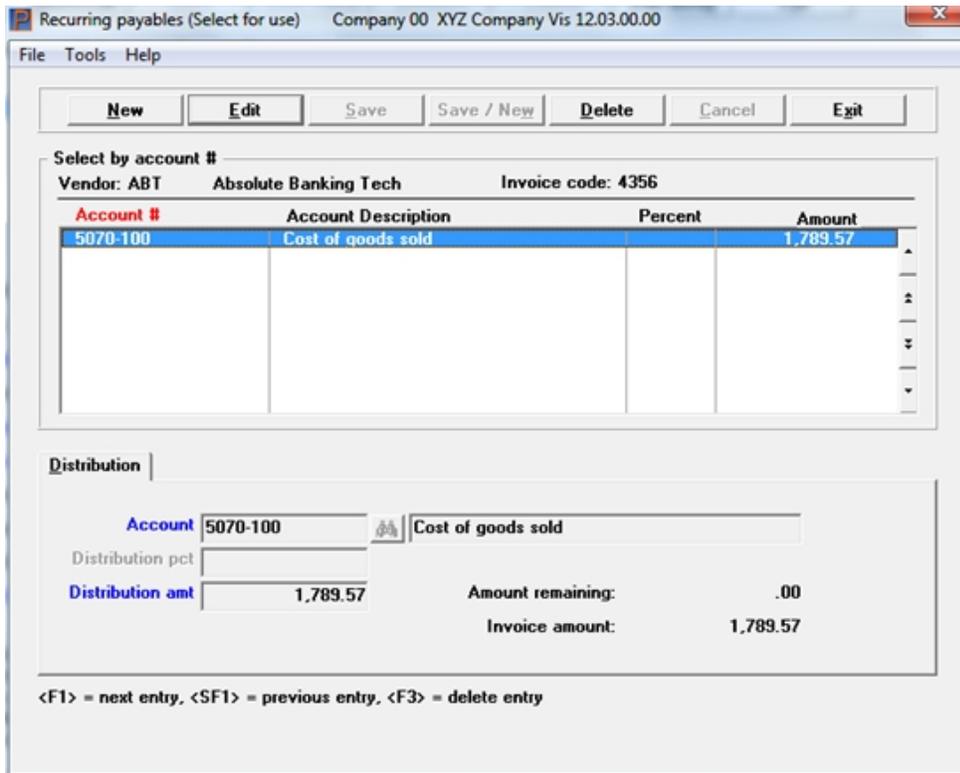
The distributions screen displays next.

The distribution screen

The distribution screen is always displayed, even if this is an existing selected entry and you have not changed the invoice amount.

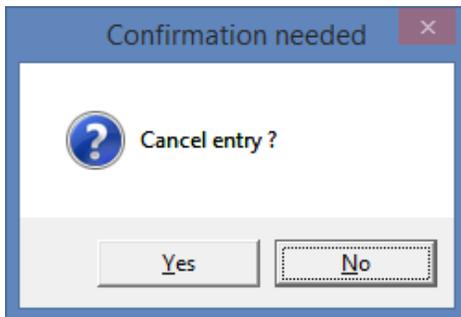
Graphical Mode

The following screen displays:



This screen is entered in the same way as for *Recurring payables (Enter)*. See [Expense Distributions](#) for instructions.

If the distributions are okay as is select the Exit button to proceed. The following message displays:



Select Yes to cancel the entry of distributions. Select No to continue.

Character Mode

The following screen appears:

```

Recurring payables (Select for use)
* 1. Vendor      400      Gets 1099: No
      Jones Property Management
* 2. Inv code   RNT-1
3. P. O. #
4. Dist date   1/31/99
5
6 Account Distributions
7
8 Inv #:
9 Acct-# Description Amount
10 1. 8000-100 Rent 3,500.00
11 2.
12 3.
13 4.
14 5.
15 6.
16 7.
17 8.
18 9.
19 10.
20
21 Amt remaining: .00
22
23 Field number to change ? 
    
```

This screen is entered in the same way as for *Recurring payables (Enter)*. Those instructions are not repeated here. The only differences are:

- Only the ten distributions appear on the screen. Fields #1 to 10 correspond to Fields #15 to 24 in *Recurring payables (Enter)*.
- For Variable entries, a column for amount appears to the right of the column for percentages. These amounts are informational only; distributions must be entered as percents.

Make any desired changes. Press <Enter> to select another entry for use. You will only be able to do this if the amount or percent remaining to distribute is zero.

PRINTING A SELECTION LIST AND USE SELECTED

The selection list shows every recurring payable that has been selected. It shows exactly what vouchers will be created when *Use selected* is run next.

Selection List

Use the selection list to verify and determine if an selections require editing. Running the edit list is optional. If you already know the selected recurring payables are correct, you can skip to [Using Selected Recurring Payables](#).

Select

Selection list from the *Recurring payables* menu or *Recurring selection list* from the *Reports* menu.

Batch Controls

Batch controls are optional. For batch setup information see [Batch control level](#) in *A/P Control information*.

If you are using Batch controls, a screen appears for you to select the appropriate batch and enter a new batch.

Using graphical mode, to start a new batch select *Options > Batch totals (Enter)*. Using character mode to enter a new batch, navigate to the *CTL Batch totals (Enter)* menu.

Printing the List

No selection screen to filter the recurring payables appears, as all selected recurring payables are printed unconditionally. You will be asked to select a printer.

See a [Recurring Payables Selection List](#) example in the *Sample Reports* appendix.

Using Selected Recurring Payables

When you have verified that your selection of recurring payables is correct, you may create vouchers for those recurring payables which were selected. The recurring payables will become unposted vouchers in *A/P Transactions* (along with the other vouchers created in *Payables*). The used recurring payables remain, but are no longer flagged as selected; they are available for the next time you choose to select them.

There are six types of entries in *Payables* but only two of these types can be created from recurring payables:

- Selected recurring payables that have no check number become **Regular vouchers**
- Selected recurring payables that do have a check number become **Non-A/P check vouchers**

If the entries being used were selected automatically, you have not entered the vendor's invoice number on each one. This may be the case even if the entries were selected manually, since invoice

number is an optional field. In order to uniquely identify each voucher, the *Use selected* function automatically supplies a value for blank invoice numbers. This it does by joining together the invoice code and the date. Although this feature saves you work, it makes it harder for the vendor to match up your check with his invoice, since the invoice number cannot be printed on the check stub.

Select

Use selected from the *Recurring payables* menu.

Batch Controls

Batch controls are optional. For batch setup information see [Batch control level](#) in *A/P Control information*.

If you are using Batch controls, a screen appears for you to select the appropriate batch and enter a new batch.

Using graphical mode, to start a new batch select Options > Batch totals (Enter). Using character mode to enter a new batch, navigate to the CTL *Batch totals (Enter)* menu.

Printer Selection

Only a printer selection screen appears because *all* selected entries are used. If this is not what you want, change and add more selections via *Select for use* before using them.

You will be asked to choose a printer for the Recurring Payables Register. After choosing a printer you are told, "Regular payables will now be created for selected recurring payables," and asked whether you wish to proceed.

Format	Graphical mode: Window with Yes/No buttons. The default is No Character mode: One letter, either Y or N. The default is N.
Example	Select Yes

There may be a period of processing as vouchers are created and the register is printed.

Once the vouchers are created, they are indistinguishable from vouchers entered manually. You still have to post them through *Payables*. Until you do you can change or delete them at will. See the [Payables](#) chapter.

Aged Open Items

This chapter contains the following topics:

Introduction to Aged Open Items
Printing the Aged Open Items Report
Aging periods by days
Saving report values
Aging periods by specific dates
Using the Aged Open Items Report For Projections

INTRODUCTION TO AGED OPEN ITEMS

The *Aged open items* selection enables you to print a report showing all open items as of the date you specify (called the aging date). The Aged Open Items Report shows the age of open items, in days, as of the aging date and groups them into aging periods.

In order for the Aged Open Items Report to be accurate, you must be using Vendor history.

You can define aging periods either in terms of days (0-30 days, 31-60 days, etc.) or in terms of specific dates (3/16/15 to 4/10/15, 2/28/15 to 3/15/15, etc.).

Up to four aging periods are printed based on the aging parameters you specify:

Amt due in period 4	Amt due in period 3	Amt due in period 2	Amt due in period 1	Aging date	Time
Oldest period	Next oldest period	Next oldest period	Newest period	Now	▶

Note

Another way to obtain a report of payables that are outstanding as of the end of an accounting period is the Open Payables by Date Report. This report shows all payables outstanding as of the end of an accounting period (even if they have been subsequently paid). However, this report, which may only be printed if you are using vendor history, is best used to validate your A/P account balance in General Ledger.

Aging method

Each voucher dated on or before the aging date is put into an aging period according to either its invoice date or due date.

↓	↓	↓	↓		
\$10,000	\$8,000	\$21,000	\$15,000		
Amt due in period 4	Amt due in period 3	Amt due in period 2	Amt due in period 1	Aging date	Time
Oldest period	Next oldest period	Next oldest period	Newest period	Now	▶

The vendor's balance in each aging period is obtained and shown on the Aged Open Items Report.

Showing Projected Payables for Future Periods

If you enter *negative* numbers for the number of days in the aging periods, this report can be used to show projected payables for future periods. Refer to the [Using the Aged Open Items Report For Projections](#) section at the end of this chapter.

PRINTING THE AGED OPEN ITEMS REPORT

Select

Aged open items from the *Reports* menu.

You may view an [Aged Open Items Detail](#) example in the *Sample Reports* appendix.

The following screen appears:

Aged open items Company 00 XYZ Company SQL DB: pbsdata00 SQL Server conn: QATEST\ZEUS4

File Tools Help

Report criteria | Aging periods

Aging date 07/05/2017

Age by Invoice date

By vendor Number

Starting vendor # "First"

Ending vendor # "Last"

Group by A/P accounts

For A/P account

Show zero balance vendors

Print vendors on separate pages

Report type Detailed

Vendor payment group

Show Invoice number

Show fully paid vouchers

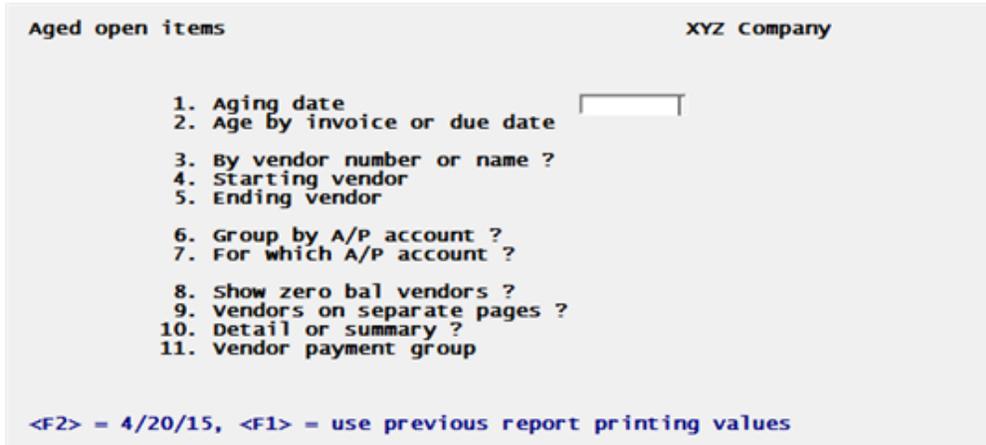
Print SQL report

<F2> = 07/05/2017, <F1> = use previous report printing values

OK Cancel

This is the first of two tabs needed to define the output of this report. When you have provided the requested information in both tabs, you will be asked whether you wish to save the values entered to re-use the next time you print the report.

In the character based version this screen displays:



Enter the following fields:

Aging date

This is the date which is used to calculate the age of items. Items later than this date are not considered in calculating vendor balances.

Options

Enter the date, or use one of the options:

<F2>	For the system date (today's date). All documents entered are considered in calculating balances.
<F1>	To use the report values from the last time this report have been printed and the values were saved. This option is only available after this report has been printed at least once. If chosen: - In graphical mode the field values will fill in and you may select OK or first review the values for the <i>Aging periods</i> tab. - In character mode the screen will fill with the available values and the cursor will move to <i>Field number to change?</i>
Format	MMDDYY
Example	Press <F2>

Note If the open item you selected is before the aging date and the payment is after the aging date, the report will indicate that the item has not been paid.

Age by

You may assign items to aging periods based on the due date or vendor invoice date.

Select *Invoice date* to age open items by invoice date or *Due date* by age by due date.

Format	Drop down list
Example	Press <Enter> for the default.

By vendor

Open items may be printed, in order, by vendor number or by vendor name. Select Number or Name.

Format	Drop down list
Example	Select Number

**Starting vendor # or Starting vendor name
Ending vendor # or Ending vendor name**

Enter the range of vendors, by number or name, to be included in the report. It is not required that either entry be entered, but the range specified should enclose at least one vendor. Numbers are entered if you entered by vendor number at the [By vendor](#) field, or names if you entered by vendor name. At each field you may use one of the options:

<F2>	For the "First" starting vendor or "Last" ending vendor
<F3>	(If entering names) To toggle between entering a person's name and a company name. The default format is a company name.

Format	For a vendor number: 6 characters For a company name: 25 characters For a person's first name: 14 characters For a person's last name: 10 characters
Example	Press <F2> at each field

Group by A/P accounts

This field displays as (Not applicable) and may not be entered if you are printing by vendor name.

Otherwise, state here whether you want to group vendors by A/P account. All vendors for a certain A/P account appear together.

- If you check the box, you will be prompted to print open items for a specific A/P account or to print open items for all A/P accounts, grouping them by A/P account number.
- If you don't check the box, vendors are printed in sequence by name or number without regard to A/P account.

Format	Use the <space bar> or mouse to check the box.
Example	Select the <Space bar> to check the box

For A/P account

This field cannot be entered if you are printing by vendor name *or* if you are not grouping by account number.

Options

Otherwise, enter the account number to restrict the report to the specific account. This account number must be a valid entry in *A/P accounts*. You may use one of the options:

<F1>	For the next A/P account
<F2>	For the default A/P account from <i>Control information</i>
<F5>	For All accounts. The report will be grouped by vendor within account number.
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F5>

Show zero balance vendors

Your answer here determines whether vendors with a zero balance (as of the aging date) appear on the report.

Format	Use the <space bar> or mouse to check the box.
Example	Select the <Space bar> to check the box

Print vendors on separate pages

Check this box if you want to print vendors on separate pages. This could be useful if you want to include the matching aging report page when mailing a payment to your vendor.

Format	Use the <space bar> or mouse to check the box.
Example	Select the <Space bar> to check the box

Report type

Select *Detailed* to print a detailed report, or *Summary* for a summary report.

The summary report shows the total account balance for each aging period, while the detailed report shows all items for each vendor in addition to the aging balances.

Format	Drop down list. The default is Detailed.
Example	Press <Enter> for the default

Vendor payment group

If you have chosen to use payment groups (in *Vendors*), you can restrict the report to a specific group. See [Payment group](#) in the *Vendors* chapter for the potential uses of that field.

Enter the vendor payment group, or use the option:.

<F5>	For "All" vendor payment groups
<Enter>	Only selects those vendors which have not been assigned to a specific payment group.
Format	3 characters
Example	Select <F5> for "All"

Show

This field appears only if you are printing a detail report. You may elect to print the open item's purchase order number or the open item's invoice number on the report.

Select *P.O. Number* to print the purchase order number, or *Invoice number* to print the vendor's invoice number.

Format	Drop down list, the default is Invoice number
Example	Select <Enter> for the default

Show fully paid vouchers

This field may only be entered if you are printing a detail report. You may want to print all fully paid vouchers and not just the fully open or partially paid items.

Select the <Space bar> check the box to print all unpaid, partially paid and fully paid open items. Select <Enter> to print only unpaid or partially paid open items.

Format	Use the <Space bar> or mouse to check the box
Example	Select <Enter> to not show fully paid vouchers.

Print SQL report

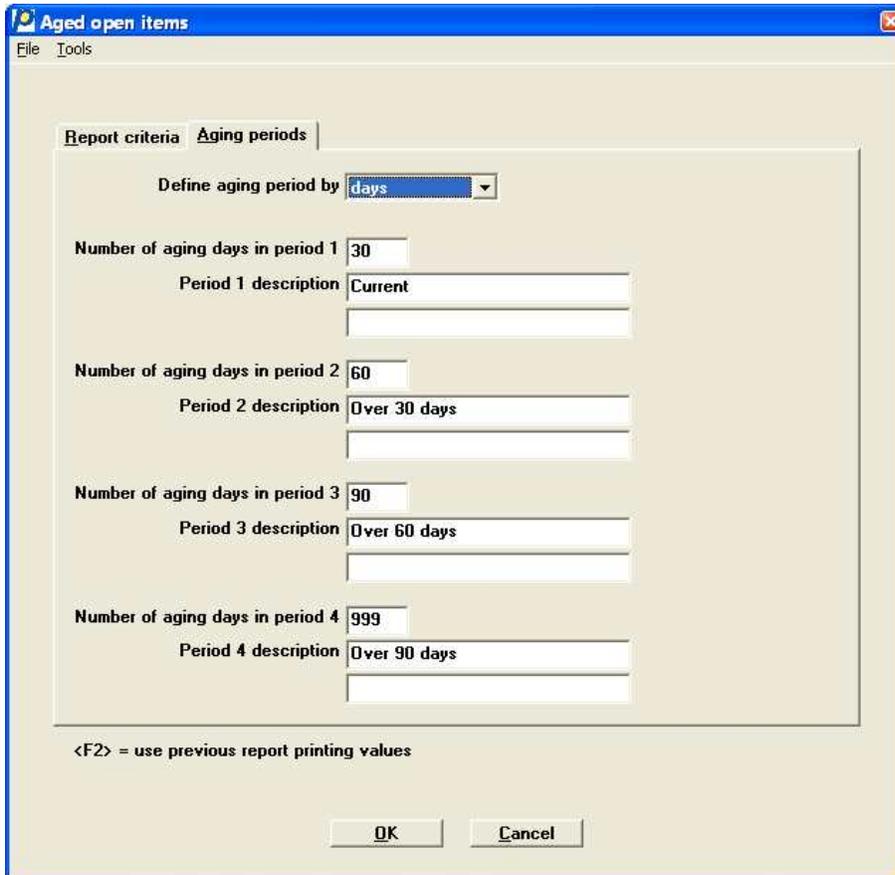
You may only produce a SQL report if you are on a PBS SQL system. For information on the benefits, see [SQL Reports](#) in the *Understanding Accounts Payable* chapter.

Select the <Space bar> to check the box and send the report data to your default browser. Uncheck the box to print the classic report.

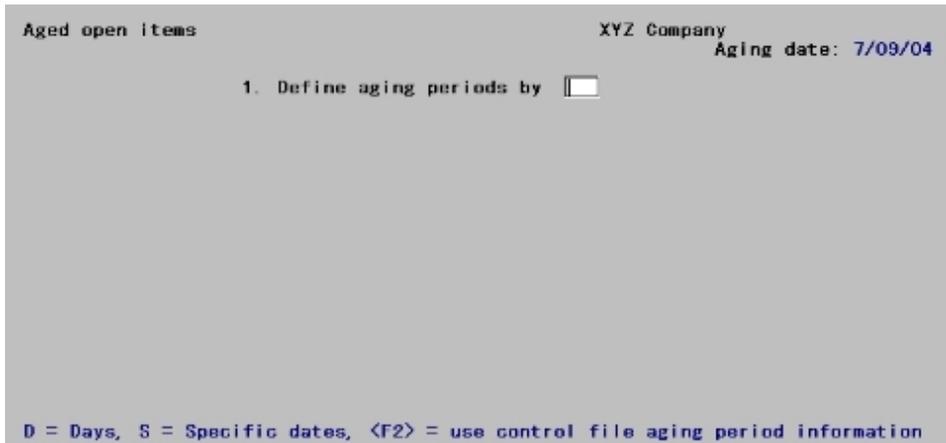
Format	Use the <Space bar> or mouse to check the box. The default in PBS SQL is checked. The default in PBS Vision is unchecked.
Example	Uncheck the box to print the legacy report format.

Make any needed changes. Press <Enter> for the second screen where you will define the aging periods for the report.

The second screen appears as follows:



In character mode, the following screen displays:



You can define aging periods using specific dates or by the number of days included in each aging period.

Define aging periods by

Options

Select *Days* to define aging periods in terms of days, *Specific dates* to define them by specific dates, or use the option:

<p><F2></p>	<p>If you saved all of the entries from the last time you printed this report, you may press <F2> to re-use all of those entries.</p> <p>If you did not save previous entries, press <F2> to use the aging periods defined in <i>A/P control information</i> .</p> <p>Pressing <F2> fills the screen with data and positions the cursor at Field number to change?</p>
<p>Format</p>	<p>Drop down list, the default is Days</p>
<p>Example</p>	<p>Select <Enter> for the default of Days</p>

If you select *Days*, refer to the [Aging periods by days](#) section below. If you select *Specific dates*, continue at the [Aging periods by specific dates](#) section.

Aging periods by days

If you select aging periods by days, the remainder of the screen appears as follows:

aging days in prd 2

aging days in prd 3

aging days in prd 4

Enter the number of aging or “cut-off” days that will define the limits for the second and subsequent periods in the same way as the first period. Days must be in ascending sequence.

Note that negative days are allowed for all periods:

- If you are using today’s date as the aging date, negative age is meaningful when aging by *due* date. This implies that the payable is not due yet.
- If you are aging by *invoice* date, negative age implies that you received the bill before the vendor sent it.
- Another use for negative days occurs when you set the aging date in the future, resulting in a *projection report*.

An entry of **999**, in any of the aging days fields, serves to extend the period infinitely into the past. Though it may be entered for any period, it is normally entered for the fourth period.

- If some number less than 999 is entered in the fourth period, open items older than that number of days will not be included in *any* aging period. Those items will, however, be included in the vendor balance amounts (total and net). On a detail report, individual open item information will also be provided.
- Any voucher older than 999 days is shown on the report as 999 days old.
- If you wish to use fewer than four age ranges, enter 999 for the third period (and if desired for the second period) as well as for the fourth period.

Format	999- The default is the number of days for the corresponding period from <i>A/P Control information</i>
Example	Press <Enter> at each field

Period 2 description

Period 3 description

Period 4 description

Options

Enter a description for the remaining periods in the same way as for the first period. You may use the option:

<F2>	For the description of the corresponding period from <i>A/P Control information</i>
Format	2 lines of 13 characters each
Example	Press <F2> at the first field.

OK or Cancel

Make any desired changes. Select OK to print the report or Cancel to not print.

Saving report values

This section describes what happens after you have completed the aging periods to include on the report. It applies whether you define the aging periods by days or by specific dates.

After pressing <Enter> or clicking on the OK button after the last field, the following prompt will display:

Save values just entered?

This question does not appear if you are using saved values and have not changed them. Otherwise:

- Answer **Yes** to save the values you have just entered for use the next time you or anyone else prints the report. Previously saved values will be lost.
- Answer **No** to not save the values you have just entered. Previously saved values will be preserved.

Format	Two buttons, Yes or No
Example	Select Yes

Printer selection

A list of printers displays. Select a printer. You may also print the report to disk, view as html or view as a PDF. This option is not provided if you selected to generate a SQL report.

Aging periods by specific dates

If you specified aging periods by specific dates in the [Define aging periods by](#) field the remainder of the screen appears as follows:

Aged open items Company 00 XYZ Company Apollo 1 SQL DB: pbsdata00 SQL Se...

File Tools Help

Report criteria **Aging periods**

Define aging periods by **specific dates**

Cut-off date for period 1 **12/02/2015**

Period 1 description **12/02/15 to**
1/02/16

Cut-off date for period 2 **11/02/2015**

Period 2 description **11/02/15 to**
12/01/15

Cut-off date for period 3 **10/02/2015**

Period 3 description **10/02/15 to**
11/01/15

Cut-off date for period 4 **09/02/2015** **Unlimited**

Period 4 description **9/02/15 to**
10/01/15

<F2> = use previous report printing values

OK **Cancel**

Aged open items XYZ Company
Aging date: 7/09/04

1. Define aging periods by **Specific dates**
2. Cut-off date for prd 1
3. Period 1 description
4. Cut-off date for prd 2
5. Period 2 description
6. Cut-off date for prd 3
7. Period 3 description
8. Cut-off date for prd 4
9. Period 4 description

<F2> = 6/09/04

The first aging period ends with the “Aging date”, entered on the first screen, and starts with the “Cut-off date for prd1. For example, if you entered an “Aging date” of 9/30/05 and you entered a period 1 cut-off date of 9/1/05, the first period would include dates from 9/1/05 through 9/30/05.

The starting dates of subsequent aging periods are defined by the cut-off dates you enter. The ending date of each period is the day before the cut-off date of the previous period. To continue the example, if you enter a cut-off date of 8/1/05 for the second period, that period will run from 8/1/05 through 8/31/05. Note that the ending date of period 2 is one day less than the period 1 cut-off date.

Including items past aging date

When aging by due date, it is sometimes useful to include items which are “past the aging date.”

In order to include items past the aging date, you move the aging date forward in time to the last date on which a payable can be expected to be due, and then use the second parameter screen to control the aging periods appropriately. For example, if the aging date is July 31, 2005, and you know that there are no payables posted that are due (based on the normal terms given by your vendors) after Sept 30, 2005, you set the aging date as Sept 30, 2005. Then, using the second parameter screen, you could set your period cut-offs as follows:

Period 1 cut-off:	July 1, 2005
Period 2 cut-off:	June 1, 2005
Period 3 cut-off:	May 1, 2005
Period 4 cut-off:	<F2> for Unlimited

With this setup, all payables due from July 1st. through Sept 30th appear together in the first aging period, all payables due from June 1st. through June 30th appear in the second aging period, all payables due from May 1st. through May 31st. appear in the third aging period, and all payables due on or before April 30th appear in the fourth aging period.

Enter the following information:

Cut-off date for period 1

Options

Enter the starting date for period 1, or use the option:

<F2>	For a date thirty days earlier than the aging date (<i>not</i> one month earlier).
Format	MMDDYY
Example	(Does not occur in this example because you selected <i>days at Define aging periods by</i>)

Period 1 description

Options

Enter a description of period 1, or use the option:

<F2>	To use the description for mm/dd/yy to mm/dd/yy>, where the first date is the cut-off date of the first period and the second is the aging date
Format	2 lines of 13 characters each
Example	(Does not occur in this example because you selected <i>days at Define aging periods by</i>)

Cut-off date for period 2

Cut-off date for period 3

Cut-off date for period 4

Unlimited

Select the <Space bar> to check the box for Unlimited where all documents older than the period 3 cutoff date are included or select the <Enter> key for the limited date range.

Options

Enter the starting date for subsequent periods in the same way as for the first period. You may use one of the options:

<F2>	For a date one month (<i>not 30 days</i>) earlier than the cut-off date of the previous period
<F1>	(Available for Period 4 only) For Unlimited. All documents older than the period 3 cut-off date are included in aging period 4.
Format	MMDDYY
Example	(Does not occur in this example because you selected <i>days at Define aging periods by</i>)

Period 2 description

Period 3 description

Period 4 description

Options

Enter the description for subsequent periods in the same way as for the first period. You may use the option:

<F2>	In <i>Period 2 description</i> and <i>Period 3 description</i> , and in <i>Period 4 description</i> except when <F2> has been pressed at <i>Number of aging days in period 4</i> : For mm/dd/yy to mm/dd/yy>, where the first date is the cut-off date of the current period and the second is the day before the cut-off date of the preceding period In <i>Period 4 description</i> , when <F2> has been pressed at <i>Number of aging days in period 4</i> : Older than mm/dd/yy>, where the mm/dd/yy is the cut-off date of the third period
Format	2 lines of 13 characters each
Example	(Does not occur in this example because you selected <i>days</i> at <i>Define aging periods by</i>)

Make any needed changes. Press <Enter> to continue or click on the OK button. You may also select the Cancel button to return to the main menu.

USING THE AGED OPEN ITEMS REPORT FOR PROJECTIONS

The Aged Open Items Report can be used to show projected payables (payables due in future periods) as well as age past due payables. You may create a projections report by adjusting the aging information in *A/P Control information* or, on a temporary basis, by entering negative aging days in the *Aged open items* selection. Aging should be set to “Days.”

The following example shows the *A/P Control information* set-up needed to print a report in projection format.

Period	Days	Description	Comment
1	-90	Due over 90	Items due in more than 90 days from aging date
2	-60	Due 61-90	Items due in 61 to 90 days
3	-30	Due 31-60	Items due in 31 to 60 days
4	0	Due 1-30	Items due in the next 30 days

In the projection format, period 4 must be the most current period and period 1 the furthest in the future.

Once changes have been made in *A/P Control information*, you can run this function, using AP Control information defaults, to produce the projection report.

Note

You may also enter these numbers directly on screen 2 of the *Aged open items* selection to generate payables projections.

View Open Items

This chapter contains the following topic:

[Introduction to View Open Items](#)

[View Open Items](#)

[View Distribution History](#)

INTRODUCTION TO VIEW OPEN ITEMS

The *View open items* selection enables you to examine A/P open items for specified vendors. An open item is any entry in Payables which has been posted but not yet paid.

From *View open items* you may select to see the distribution history for a specific voucher.

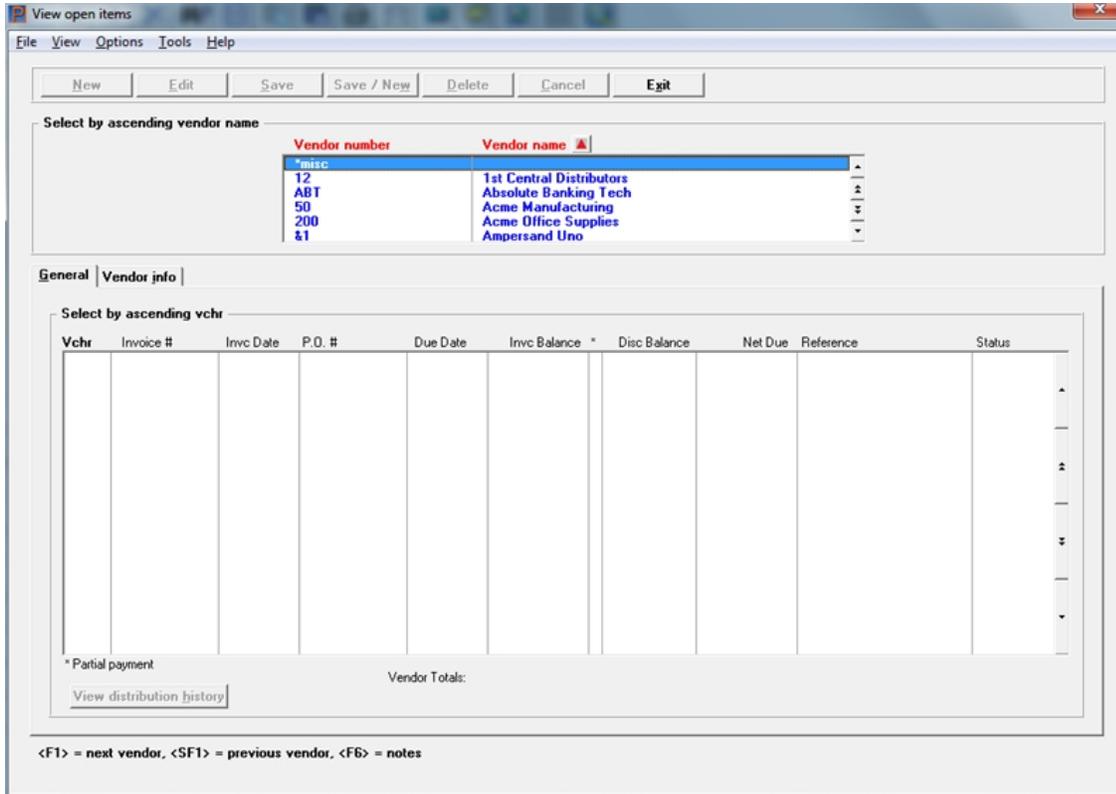
This feature is intended for rapid viewing of information, not for maintenance; so this selection is read-only data: entry is not allowed. There is one exception: *notes* can be both viewed and added using this selection.

VIEW OPEN ITEMS

Select

View from the *Open items* menu.

A screen like the following appears:



View Open Items Button

Exit Alt+x To exit the screen. You may also use the <Esc> key

Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. If a menu selection is grayed out you will not be able to access it. The selections that are unique to this screen are explained here:

From this screen you can access additional information by selecting the *Options* menu and then selecting [Viewing Vendor Invoices](#) or [Vendor Notes](#).

Vendor

View Open Items List Box

The upper list box lists up to 6 vendors at a time. You may sort the vendors by Vendor number or vendor name, both in ascending or descending order. Only column names in **red** may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

Select the vendor whose open items you wish to view. The vendor must already be entered in *Vendors*. You may use one of the options to find the vendor:

<F1> or Down arrow	For the next vendor in vendor number sequence
<SF1> or Up arrow	For the previous vendor
<Page Down>	To move to the next group of vendors
<Page Up>	To move to the previous group of vendors
End	To move to the last vendor
Home	To move to the first vendor

Upon selection of a vendor, the open items will display in the lower list box. If there are no open items for the selected vendor, the lower list box will have no data.

Each row in this list box represents a single open item, in order by voucher number. One screen can accommodate twelve open items and you can view more items with the function keys. A vendor total appears following the last open item.

Temporary vendors as well as regular vendors may be selected.

An ampersand (&) next to the Vendor totals field indicates that there is a note entered for this vendor.

Menu Selections

From this screen you can also select the following from the *Options* menu:

View Vendor invoices	To view history for the selected vendor
Vendor notes	To edit or add notes for the vendor

The columns are:

Vchr

This is the voucher number.

Invoice #

This is the invoice number.

Inv date

This is the date of the invoice.

P.O #

This is the purchase order number.

Due Date

This is the due date.

Inv Balance

The invoice balance includes both discountable and non-discountable portions of the invoice amount and is the balance that remains to be paid.

*

Indicates partial payment

Disc Balance

The discount balance shows the discount amount that remains to be taken, though the validity of the discount is not considered at this point.

Net Due

The net balance is the invoice balance minus the discount balance, and shows the remainder to pay on each open item if the full discount balance is taken.

Reference

This is the reference associated with the voucher.

Vendor Totals:

At the bottom of the screen the open item totals display for invoice balance, discount balance and net due display for the vendor selected. If the vendor has notes an & symbol displays to the left of the Vendor Totals name.

Options

Select from the following options:

<F1>	For the next page of vouchers for this vendor. (if there is one)
<SF1>	For the previous page of vouchers for this vendor (if there is one)
Vendor info tab	To see more information about this vendor (details below)
<F6>	To view or enter notes for this vendor.
View distribution history	Select this button to view the history of the distributions for the selected voucher. See View Distribution History .

Vendor Info tab

For more information on the vendor rather than his open items, select the Vendor info tab. This tab looks something like the following for Vermont Metal Products:

General		Vendor info	
Address	410 Pinecrest Road	Vendor's ref #	12769
	Suite 100	Vendor status	Always take disc
	Newton VT 12345-0453	Fed ID	127-65-9821 Individual
Contact-1	John Smith	Phone-1	802-445-9134
Contact-2	Howard Brice	Phone-2	802-445-9136
Terms	tenth	Terms type	Days
Cutoff day		Disc day	5
Due day	5	Disc pct	2.75
		Current balance	13,994.79
		Last purchase date	04/29/200
		Last payment date	05/01/200
		Last payment amount	120.54
		Last payment number	1103

	PTD	YTD	Last Year
Purchases		110,623.17	3.00
Discounts		2,034.92	3.00
Payments		104,461.66	1.00
Memos	1,689.75	9,766.39	100.00

Select the General tab to return to the view open item screen.

Vendor Notes

You may have any number of dated notes for a vendor.

Using character mode, for details on entering notes, refer to the *Using Notes* section of the *Use of Function Keys, Tool Bar and Windows* chapter in the *System User* documentation.

Format	10 rows of 77 characters each
--------	-------------------------------

Open items information

In character mode, there are some additional options for view more fields.

For more information on the open items shown, you can press <Enter>. This controls what appears in the central columns of the screen. There are three possible configurations, and each time you press <Enter> you cycle to the next configuration; the third time takes you go back to the initial configuration.

Initially:	P.O.-#	Due-date	Inv-balance	Disc-balance
Press <Enter>:	Inv-#	Inv-date	Inv-balance	Disc-balance
Press <Enter>:	Inv-#	P.O.-#	Reference	
Press <Enter>:	P.O.-#	Due-date	Inv-balance	Disc-balance

VIEW DISTRIBUTION HISTORY

Distribution history provides a list of the accounts, amounts, journal number and the distribution date associated with the voucher. The fields display the associated invoice number and check number.

Select

the *View distribution history* button from the *Open items > View* window.

A screen similar to the following will display:

The screenshot shows a window titled "Distribution history" with a menu bar containing "File" and "Tools". The main area contains a table with the following data:

Distribution acct	Cash account	*	Amount	Reference	Jrnl #	Dist date	Distribution type
5020-200			21.00		AP1600	07/27/2009	Expense distribution
2000-000			-21.00		AP1600	07/27/2009	Transaction added

Below the table, there are several fields and a legend:

- * = Correcting entry
- Account description: Purchases - tools
- Voucher: 1594
- Invoice #: 123
- Check #: (empty)
- Vendor: 100
- Vendor name: Vermont Metal Product
- Exit button

Each row in this list box represents a single G/L account entry, in order by voucher number. One screen can accommodate ten account entries and you can view more items with the function keys. The details for the entry display in the fields at the bottom of the screen.

Note

Distribution history will not be available after upgrading from an older system. PBS 11.7.9 and earlier versions, as well as RealWorld, do not have a distribution history. When there is no history the *View Distribution History* button will be grayed.

Options

Select the account entry you wish to view. You may use one of the options:

<F1> or Down arrow	For the next account entry
<SF1> or Up arrow	For the previous account entry
<Page Down>	To move to the next group of account entries
<Page Up>	To move to the previous group of account entries
End	To move to the last account entry
Home	To move to the first account entry

Columns

The columns are:

Distribution acct

This is the valid G/L account number.

Cash account

This is the cash account number. If there was no cash posted with the voucher, this field will be empty.

*

Indicates a correcting entry.

Amount

This amount of the distribution.

Reference

This is the reference for the distribution.

Jrnl

This is the due date.

Dist date

This is the date of the distribution.

Distribution type

This is the type of distribution. The distribution types are:

Type	Description
Expense Distribution	An expense distribution
Transaction Added	A vendor G/L account number
Check Amount Paid	The Cash account
Discount Taken	Discount taken on the invoice
Paid	The offsetting vendor account and cash account

Fields

The fields at the bottom of the window are:

Voucher

This is the voucher number

Invoice

This is the invoice number associated with the distribution.

Check

This is the check number. It will be populated when it was an immediate invoice.

Vendor

This is the number associated with the distribution.

(Vendor name)

This is the vendor name associated with the distribution.

Exit

When finished viewing the distribution history, select the <Esc>key or click on the Exit button.

Open Items

This chapter contains the following topics:

Introduction to Open Items
Modifying Open Items
Printing an edit list
Posting modifications

INTRODUCTION TO OPEN ITEMS

The Open items selections allow you to modify open items, print an edit list and post the modified open items.

There are also Open item selections to View open items, covered in the [View Open Items](#) chapter and Purge open items, covered in the [Purge Open Items](#) chapter.

The *Open items (Modify)* selection has two different modification types that enable you to either:

- Change the due date, discount date, or discount balance of existing open items; or,
- Mark an open item as manually paid.

Either modification type allows you to change a correcting entry to a non-correcting one and *vice versa*. This feature only applies if you are using the General Ledger module.

Since open items have already been posted, you may not change them directly. What you do instead is create a separate entry in a separate file, called a *modification*. This modification is itself subject to entry, printing, and posting just as the original payable was. Only after the modification has been posted does the change take effect.

An open item can be modified numerous times. However, at any one time an open item can have at most two modifications pending (one of each type). Once those modifications have posted, another modification can be entered for that open item, and so on, until the open item is paid.

Once an item has been paid it is no longer an open item and cannot be modified. An open item that has been selected for payment, even though not yet paid, may not be modified unless it has been unselected.

MODIFYING OPEN ITEMS

Select

Modify from the *Open items* menu.

This type of modification lets you change the due date, discount date, discount balance, or correcting-entry status of an existing open item.

Graphical Mode:

The following screen appears:

From this screen you can work with both new and existing modifications.

Modify Open Items List Box

The list box displays up to 6 modified open items at a time. You may sort the modified open items by Type/Vendor number in ascending or descending order. Only column names in **red** may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate a modified open item, start typing the type. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a voucher. The <F1> and <SF1> function the same as the up/down arrow keys.

Modified open items that display in the list box are available for changes or deletion. The fields for the selected modified open item display in the lower part of the screen.

When a modified open item is found, you may select the <Enter> key or Edit button to start editing.

Modify Open Items Buttons

You may select a button for editing, deleting or adding a new payable:

Button	Keyboard	Description
New	Alt+n	To enter a new modified open item
Delete	Alt+d	To delete the modified open item selected in the list box. Selecting <F3> will also delete the modified open item
Edit	Alt+e	To edit the modified open item selected in the list box
Save	Alt+s	To save a new modified open item or changes to an edited modified open item
Save/New	Alt+w	Same as Save button plus the New button
Cancel	Alt+c	To cancel adding or editing a modified open item
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. The selections that are unique to this screen are explained here:

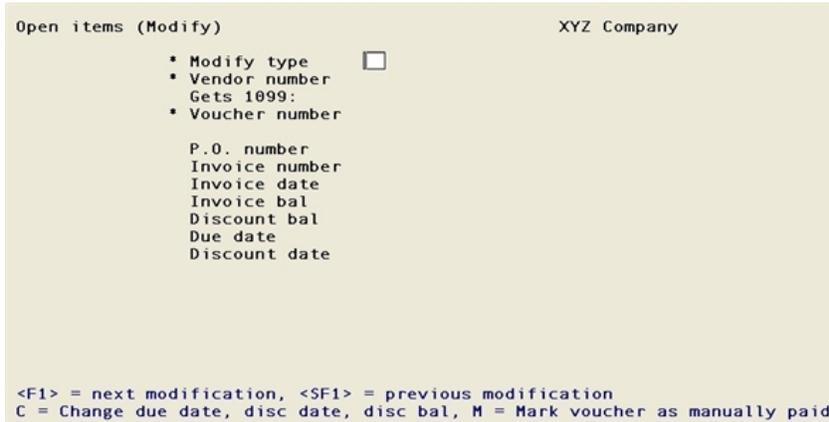
Under *Print* you may select *Edit list* to print a modified open items edit list.

Under *Options* you may select *Memos* to enter new memos or select *Memo adjustments* to make adjustments to existing memos in history.

Additional *Options* selections include *View vendor invoices* and *View vendor open items*. You may also post modified open items from the *Post* selection.

Character Mode:

The following screen appears:



From this screen you can work with both new and existing modifications. If a modification has already been entered for the modification type, vendor number, and voucher number you specify, that modification appears and is available for changes or deletion.

Note During the posting of an open item marked as manually paid a positive pay file will be generated and a positive pay register will print if:

1. You you are using positive pay and
2. The cash account you choose is set up in *Banks* for positive pay

Type

Enter the modification type, which must be one of:

Character	Graphical	Description
C	Change due date, discount date, discount bal	Change due date, discount date, or discount balance
M	Manual payment	Mark open item as manually paid

Options

In character mode, for an existing entry, you may use one of the options:

<F1>	For the next modification
<SF1>	For the previous modification

If an existing entry is chosen by use of the option keys, it will display on the screen and the cursor will move to Field number to change?.

Format	Graphical mode: Drop down list Character mode: One letter, either C or M
Example	Select Change due date, discount date, discount bal

Vendor

Options

Enter the vendor number of the open item you wish to modify. This must be a valid vendor in the *Vendors* selection. You may use one of the options:

<F1>	For the next vendor in vendor number sequence
<SF1>	For the previous vendor
<F8>	For selecting a vendor from a list a vendors. From the vendor list window you may select the <i>More info</i> button to view the full data about the vendor. You may also access vendor history from the <i>Options</i> menu
Format	6 characters
Example	Press <F1>

In character mode, if an existing entry is chosen by use of the option keys, it will display on the screen and the cursor will move to Field number to change?.

Gets 1099: Terms

Upon selection or entry of a valid vendor, the 1099 status and terms description of that vendor appear. These fields cannot be changed.

Voucher

Options

Enter the voucher number of the open item you wish to modify. There must be an open item and not yet posted for this vendor and voucher number. For an existing entry, you may use one of the options:

<F1>	For this vendor's next voucher
<SF1>	For his previous voucher

Vouchers already selected for computer payment may not be modified. You may however unselect such an open item, whereupon it again becomes eligible for modification. Use *Clear selections/deferrals* under *Prepare payments* for this purpose.

Format	999999
Example	Press <F1>

Informational fields

Upon selection or entry of a valid open item, relevant information about that voucher displays. These fields, which are informational only and cannot be changed, include the following:

1099 status	Invoice balance
Purchase order number	Discount balance
Invoice number	Due date
Invoice date	Discount date

Fields to be modified

In character mode, if this is an existing entry, the information for this open item appears in the numbered fields, the cursor is positioned at *Field number to change?*, and you may change or delete this modification entry. If this is a new entry, the cursor is positioned at Field #1 for data entry.

In graphical mode, if this is an existing entry and if it is a *Change due date, discount date, discount bal* type, only the fields in the *Change due date, discount date, discount bal* section of the screen may be modified. For a *Manual payment*, most of the fields in *Mark voucher as manually paid* section can be changed. However, the Cash account cannot be changed. If you are using correcting entries, that field can be changed for both types.

The appearance of the screen at this point depends upon what type of modification this is. The *Change due date, discount date, discount bal* type, type C in character mode, is considered below.

Change Due Date, Disc Date, Disc Bal Modification Type

The screen appears as follows:

```

Open items (Modify)                                XYZ Company
* Modify type      Change due date, disc date, disc bal
* Vendor number    700      Pacific Telephone
  Gets 1099:       No       Terms: Net 20
* Voucher number   1169
                                     Reportable on 1099: No
P.O. number
Invoice number     6545791
Invoice date       4/09/08
Invoice bal        115.00
Discount bal       .00
Due date           4/09/08
Discount date      None
1. New due date    [ ]
2. New disc date
3. New disc bal

<F2> = old due date
    
```

Enter the following information:

New due date

Options

This may not be earlier than the invoice date. Enter the new due date, or use the option:

<F2>	To retain the old due date
------	----------------------------

Format	MMDDYY
--------	--------

Example	Press <F2>
---------	------------

New discount date

Options

This may not be earlier than the invoice date nor later than the new due date. Enter the new discount date, or use the option:

<F2>	To retain the old discount date
------	---------------------------------

Format	MMDDYY
--------	--------

Example	Press <F2>
---------	------------

New discount balance

Options

The discount balance may not be greater than, nor have the opposite sign from, the invoice balance. Enter the new discount balance, or use the option:

<F2>	To retain the old discount balance
------	------------------------------------

Format	999,999,999.99-
--------	-----------------

Example	Press <F2>
---------	------------

Field number to change?

Options

Make any needed changes, or use one of the options:

<F3>	To delete this modification (available only for an existing entry)
<F5>	To toggle between making the open item a correcting entry and a non-correcting one. This option is only available if you are interfaced to the General Ledger module <i>and</i> you have answered Y to the question Allow correcting entries? in <i>G/L Control information</i> .

After making all changes, press <Enter> to proceed to another modification.

Manual Payment Modification Type

Use this modification type for an A/P open item that has been paid manually with a hand-written check.

If you paid a vendor with a credit card, we recommend that you enter it as a purchase from memo payment and assign it to the credit card pay-to vendor. See [Entering Memos](#) in the Payables chapter.

The distributions that result from this modification are a debit to accounts payable and credits to cash and discount taken.

If the payment was made from a cash account other than one of the cash accounts used in A/P, you must adjust entries to correct the distribution of cash. Such modifications can be made in the General Ledger module (*General journal*), or by entering a modification to distribution voucher, using *Payables*.

If several open items are to be paid with the same check, enter the amount paid and the discount taken for each open item as a separate modification. The voucher numbers you enter will differ, but the check number and check date will be the same. Manual payments will be shown as belonging to the same manual check payment on the A/P Check Register printed in *Prepare payments/print checks*.

Note

If you partially paid a voucher and you are paying more on the same voucher, do not use the same check number as the previous payment.

At this point the screen appears as follows:

Open items (Modify) Company 00 XYZ Company

File View Print Options Tools Help

New Edit Save Save / New Delete Cancel Exit

Select by ascending type/vendor #

Typ/Vend #	Vchr #	PO number	Invoice #	Invc date	Invoice balance	Discount bal	Due date
M ABT	2035	1	2134	05/31/2011	1,000.00	00	06/15/2011

General

Type: Manual payment

Vendor: ABT Absolute Banking Tech

Gets 1099: No Terms: 25/10 Net 30

Voucher: 2035 Reportable on 1099: No

P.O. #: 1

Invoice #: 2134

Invoice date: 05/31/2011

Invoice balance: 1,000.00

Discount balance:

Due date: 06/15/2011

Discount date: 05/31/2011

Correcting entry

Mark voucher as manually paid

Cash account: 1000-000

Cash account #1357-000

Check #: 5001

Check date: 05/30/2014

Amount paid: 1,000.00

Discount taken: .00

Check amount: 1,000.00

Change due date, disc date, disc bal

New due date:

New discount date:

New discount balance:

<F1> = next voucher, <SF1> = previous voucher, <F3> = delete entry

Open items (Modify) XYZ Company

* Modify type Manual payment

* Vendor number 700 Pacific Telephone

Gets 1099: No Terms: Net 20

* Voucher number 1166 Reportable on 1099: No

P.O. number

Invoice number 65495

Invoice date 4/07/08

Invoice bal 85.00

Discount bal .00

Due date 4/07/08

Discount date None

1. Cash acct #

2. Check number

3. Check date

4. Amount paid

5. Disc taken

<F2> = 1000-000 Bank account #1357

<F1> = next account, <SF1> = previous account

Example	Type M for "Mark voucher as manually paid" type Press <F1> for *Vendor number Press <F1> for *Voucher number
---------	--

Enter the information as follows:

Cash account

Options

Enter the number of the cash account from which payment was made. This must be an existing entry in *Cash accounts*. You may use one of the options:

<F1>	For the next entry in <i>Cash accounts</i> . If there is only one entry, the <F1> and <SF1> options do not appear.
<SF1>	For the previous cash account
<F2>	For the default cash account from <i>Control information</i>

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F2>

If you are using positive pay and the account you select is set up for positive pay in *Banks*, when you post, a positive pay file will be generated. A message displays to let you know this will happen.

Check

Enter the check number used to pay the open item.

Format	999999
Example	Type 104

Check date

Enter the check date for the check used.

Format	MMDDYY The default is the system date.
Example	Press <Enter>

Amount paid

Enter the full amount paid, *including* any discount taken. It must have the same sign as the invoice balance, and cannot be greater than the invoice balance.

This field is a replacement for, not an adjustment to, the corresponding field of the original open item. If you had entered \$132.45 by mistake for \$123.45, your entry here should be 123.45 (**not** 9.00-).

Format	999,999,999.99-
Example	Type 5000

Discount taken

Enter the amount of the discount taken. The discount taken cannot be more than the amount paid, nor have an opposite sign from the amount paid.

Format	99,999,999.99-
Example	Press <Enter> for no discount taken.

Check amount

This field appears automatically after you enter the discount taken. The check amount is calculated as Amount Paid minus Disc Taken.

Correcting entry

This field is only available if you are interfaced to the General Ledger module *and* you have answered Y to the question Allow correcting entries? in *G/L Control information*.

Check this box to make this a correcting entry. Leave it unchecked if not a correcting entry. You may also select <F5> at any time during the entry of the modification to toggle the correcting entry status on or off.

When you are finished, you may save the entry:

Save	Alt+s	To save a new modified open item or changes to an edited modified open item
------	-------	---

Character Mode Options

Options

Make any needed changes, or use one of the options:

<F3>	To delete this modification (available only for an existing entry)
<F5>	To toggle between making the open item a correcting entry and a non-correcting one. This option is only available if you are interfaced to the General Ledger module <i>and</i> you have answered Y to the question Allow correcting entries? in <i>G/L Control information</i> .

After making all changes, press <Enter> to proceed to another modification.

PRINTING AN EDIT LIST

This selection is optional. It provides you with a printed list of all modifications so you can review them prior to posting.

Select

Edit list from the *Open items* menu or *Modify open item edit list* from the *Reports* menu.

No selection screen appears as all modifications are printed unconditionally. Select a printer as desired, or display the report on the screen. The Modify Open Item Edit List is identical in appearance to the Register and is not separately illustrated, unless directly interfaced to Check Reconciliation and you are posting a manual payment. In this case the register has additional information. See [Manual Payments Posting](#).

POSTING MODIFICATIONS

This selection posts all modifications currently. After you run this, the modifications will have applied to the open items and there will no longer be any entries in the *Open items (Enter)* selection.

Select

Post from the *Open items* menu.

See a [Modify Open item Register](#) example in the *Sample Reports* appendix.

No selection screen appears as all modifications are posted unconditionally. Select a printer as desired. You may also select the Print to Disk option.

The *Modify Open Item Register* prints and the modifications are posted to A/P Open Items, Vendors, and A/P Distributions to G/L.

Manual Payments Posting

For manual payments, Vendors are updated to reflect the discounts taken and the distributions are posted to A/P Distributions to G/L for the accounts payable, cash, and discount accounts. The manual checks entered here show up on the next check register printed from *Prepare payments / print checks*.

With manual payment a positive pay file is generated and a positive pay register will print if:

- You you are setup to use positive pay and
- The cash account you choose is set up in CTL > *Banks*.

For positive pay setup instructions see the [Implement Positive Pay and Direct Deposit](#) appendix.

Transferring Modifications to Check Reconciliation

Per the Check Reconciliation *Control information* you may be setup to automatically transfer checks to the C/R Check Book (CKBOOK) during posting. When you are automatically transferring to Check Reconciliation, the *Modify Open Item Register* will include this in the legend:

Checks automatically transferred to Check Reconciliation

If you are not setup to automatically transfer, you must run the *Transfer checks\deposits* function on the C/R menu to pull the data into Check Reconciliation.

Cash Disbursements Projection

This chapter contains the following topic:

[Introduction to Cash Disbursements Projection](#)

INTRODUCTION TO CASH DISBURSEMENTS PROJECTION

The *Cash Disbursements Projection* selection prints a report showing the amount of cash required to meet your accounts payable obligations.

This can be for specified periods, vendors, and A/P accounts. For example, this report can be printed to show cash disbursements projected by week for the next six weeks for a particular vendor. These projections are based solely on the current open items.

Note This report does not take into account valid discounts.

This report is available whether or not you are interfaced to the Purchase Order module; but if you are, you will probably prefer to use the Cash Disbursements Projection report provided by Purchase Order. That report takes into account outstanding purchase orders and uninvoiced receivings, as well as A/P open items.

Select

Cash disbursements projection from the *Reports* menu.

Graphical Mode

The following screen appears:

File Tools Help

Report criteria

Reporting period 1 - due for ending 

Reporting period 2 - due for ending

Reporting period 3 - due for ending

Reporting period 4 - due for ending

Reporting period 5 - due for ending

Reporting period 6 - due for ending

Starting vendor # 

Ending vendor # 

A/P account # 

Payment group

Show detail

Print SQL report

Character Mode

The following screen appears:

```
Reports (Cash disbursements projection)          XYZ Company

1. Reporting period 1 - due for 
2. Reporting period 2 - due for
3. Reporting period 3 - due for
4. Reporting period 4 - due for
5. Reporting period 5 - due for
6. Reporting period 6 - due for

7. Starting vendor #
8. Ending vendor #

9. A/P account #

10. Payment group
11. Show details ?
12. Print SQL Report

W = week   M = month   Q = quarter
```

Enter the following information:

Reporting period *n* - due for

You can look at projected disbursements for up to six future periods. Once you have specified what each period is (a week, a month, or a quarter) and have anchored the first period to a specific date, that determines the entire schedule.

A week does not mean a calendar week running from Sunday to Saturday, it means any period of seven days. Similarly, a month is reckoned from the starting date to the same date of the next month, which means the period can be any length from 28 to 31 days. It does not have to begin on the first day of the month, and has no connection with your accounting periods. Three such months make a quarter.

The later periods can be longer than the earlier ones, but not shorter.

Format	Graphical: Drop down list for each field with the choices of Week, Month or Quarter. Character: One letter at each field, either W for week, M for month, or Q for quarter. You may also leave this field blank if you want fewer periods than six (there must be at least one).
Example	Enter the sequence W W M M M Q. This lets you view the near future a week at a time, the middle future a month at a time, and the remote future for one quarter.

ending

This is the ending date of the corresponding period. All cash needed at any time on or before this date will be included in the first reporting period.

For all periods except the first, this date is calculated and displayed automatically based on the length of this period and the ending date of the preceding period.

For the first period, specify the ending date. Any past or future date is accepted.

Format	MMDDYY The default is the system date (today)
Example	Press <Enter>

Starting vendor

Ending vendor

Options

Specify the range of vendor numbers whose projected disbursements you wish to appear in the report, or use the option:

<F2>	For the "First" starting vendor number or "Last" ending vendor number
Format	6 characters for each field
Example	Press <F2> at each field

Neither field is required to be a valid vendor number, but the range should enclose at least one vendor.

A/P account #

Enter the A/P account number that you want to restrict the report to. This must be an existing entry in *A/P accounts*.

Options

You may use one of the options:

<F1>	For the next entry in <i>A/P accounts</i> . If you have defined only a single A/P account, the <F1> and <SF1> options do not appear.
<SF1>	For the previous entry.
<F2>	For the default A/P account from <i>Control information</i> .
<F5>	For All open items regardless of A/P account.
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F5>

Payment group

See [Payment group](#) in the *Vendors* chapter for other potential uses of that field.

Options

If you wish to restrict the report by payment group, enter the payment group to be included on the report; or use the option:

<F5>	For All open items regardless of payment group.
Format	3 characters
Example	Press <F5>

You may leave this field blank, in which case the only open items that will be included are those for vendors who do not belong to any payment group.

Show details

Leave the box checked to show every applicable open item for each reporting period.

Uncheck the box to show only the summary figures for each reporting period.

Format	Check box where checked is yes and unchecked is no, The default is checked.
Example	Select the <Enter> key to use the default.

Print SQL report

You may only produce a SQL report if you are on a PBS SQL system. For more information, see [SQL Reports](#) in the *Understanding Accounts Payable* chapter.

Character	Graphical	Description
N	No	Prints the classic report.
Y	Standard	Prints the standard SQL report.
C	Columnar	Prints a columnar version of the SQL report. With this version there are no totals. You may send the data to Microsoft Excel where you can manipulate the data to create your own totals.

Format	Select one from the list above. The field default for PBS SQL is Standard. The default in PBS Vision is No.
Example	Select No if a vision system or Standard if a PBS SQL system.

OK or Cancel

Make any needed changes. Select OK to print the report.

See a [Cash Disbursements Projection](#) sample in the *Reports* appendix.

Cash Requirements

This chapter contains the following topic:

[Introduction to Cash Requirements](#)

INTRODUCTION TO CASH REQUIREMENTS

The Cash Requirements selection enables you to print a report showing the amount of cash required to meet your immediate accounts payable obligations, as well as the amount necessary to pay vouchers not yet due but which must be paid to receive a discount.

Select

Cash requirements from the *Reports* menu.

See a [Cash Requirements](#) report example in the *Samples Reports* appendix.

Graphical Mode

The following screen appears:

File Tools Help

Report criteria

Payment date 05/01/2014

Next payment date 10/01/2013

Cut-off date 08/30/2012

Show detail

Starting vendor # "First"

Ending vendor # "Last"

A/P account # "All"

Payment group "All"

Print SQL report Columnar

OK Cancel

Character Mode

The following screen appears:

Reports (Cash requirements)	XYZ Company
1. Payment date	<input type="text" value="1/31/17"/>
2. Next payment date	2/01/17
3. Cut-off date	1/31/17
4. Show detail ?	
5. Starting vendor #	
6. Ending vendor #	
7. A/P account #	
8. Payment group	
9. Print SQL Report	

Enter the following information:

Payment date

Enter the date that you expect to make payments. You can specify this as either:

- The date the checks will be printed
- The date the checks will be mailed
- The date you expect the vendors to receive the checks

Use the system which is most appropriate to your business.

Format:	MMDDYY The default is the same date as your previous entry for this field in either this selection or in <i>Prepare payments / print checks</i> (if there was one)
Example:	Type 40119

Next payment date

Enter the date you expect the *next* payment; that is, the payment subsequent to the one entered in the [Payment date](#) field. This date is used to identify payments which you could postpone for one payment cycle without losing the discount.

Format	MMDDYY The default is the same date as your previous entry for this field in either this selection or in <i>Prepare payments / print checks</i> (if there was one)
Example	Type 62419

Note	If the discount date of an invoice is earlier than the next-payment date, the invoice will be printed regardless of the cut-off date entered below.
-------------	---

Cut-off date

The cut-off date must be prior to the next-payment date, and may be either before or after the payment date. Vouchers due after the cut-off date are not included, except as described below. If you have many past-due items this feature lets you focus on the oldest ones first.

- If the vendor's status is *Always take discount*, the voucher is included on the report if it is due on or before the cut-off date. The discount date is ignored.

- For other vendors, each voucher's due date is compared to the cut-off date specified here.

If the due date is after the cut-off date, the discount date for that voucher is compared to the payment date.

If the discount date falls on or after the payment date and before the next payment date, this voucher is *also* included on the report, along with vouchers having due dates before the cut-off date.

This ensures that any voucher whose discount would be lost unless paid in the next cycle will be included on the report.

Format	MMDDYY The default is the same date as your previous entry for this field in either this selection or in <i>Prepare payments / print checks</i> (if there was one)
Example	Type 60119

Show detail

This answer determines whether or not individual vouchers are to be shown on the report.

Format	Check box where checked is yes and unchecked is no. The default is checked
Example	Press <Enter>

Starting vendor

Ending vendor

Options

Enter the range of vendors to be included on the report. Neither vendor is required to be entered, but the range should enclose at least one vendor. You may use the option:

<F2>	For the First starting vendor or Last ending vendor
------	---

Format	6 characters for each field
Example	Press <F2> for each field

A/P account

Options

Enter the A/P account number that you want to restrict the report to. This must be an existing entry in *A/P accounts*. You may use one of the options:

<F1>	For the next entry in <i>A/P accounts</i>
<SF1>	For the previous entry
<F2>	For the default A/P account from <i>Control information</i>
<F5>	For "All" open items regardless of A/P account
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F5>

Payment group

If you have set up your vendors in payment groups (so that all vendors can be paid out of a specific cash account), you can enter a single payment group to get an assessment of how much cash you need to pay vendors in that group.

See [Payment group](#) in the *Vendors* chapter for other potential uses of that field.

Options

Enter the payment group to be included in the report, or use the option:

<F5>	To include "All" open items regardless of which payment group if any the vendor belongs to.
Format	3 characters
Example	Press <F5>

You may leave this field blank, in which case items will be selected only for those vendors who do *not* belong to any payment group

Print SQL report

You may only produce a SQL report if you are on a PBS SQL system. For more information, see [SQL Reports](#) in the *Understanding Accounts Payable* chapter. You have three options:

Character	Graphical	Description
N	No	Prints the classic report.
Y	Standard	Prints the standard SQL report.
C	Columnar	Prints a columnar version of the SQL report. With this version there are no totals. You may send the data to Microsoft Excel where you can manipulate the data to create your own totals.

Format	Select one from the list above. The field default for PBS SQL is Standard. The default in PBS Vision is No.
Example	Select No if a vision system or Standard if a PBS SQL system.

OK or Cancel

Make any needed changes. Select OK to print the Cash Requirements report. If you print the SQL report the data displays in your default browser.

Select Cancel to not print the report.

Cash Requirements Report Notes

The cash requirements are organized by vendor.

After the cash requirements for each vendor are printed, the grand totals for all selected vendors are printed.

The Cash Requirements report shows only:

- Those vouchers that are *past due*
- Those vouchers that must be paid on the payment date to avoid becoming past due (current)
- Those vouchers that must be paid on the payment date to receive a discount, but are not past due

All other vouchers are disregarded. The following terms are used on the report:

Past due

This means that the voucher’s due date is before the payment date.

Current

This means that the voucher’s due date is on or after the payment date but before the next payment date. It must be paid to avoid falling past due before the next check printing run. It may or may not be eligible for discount.

Optional

This means that the voucher's due date is on or after the next payment date, and the voucher's discount date is on or after the payment date but before the next payment date. An optional voucher will not fall past due before the next payment date, but the discount will be lost if payment is postponed until then.

Valid Discount

A discount is valid only when payment is made on or before the discount date for that voucher (unless the vendor's status as defined in the Vendors is Always take discount). The amount of valid discount shown on the report is the discount balance (the original discount, minus any discounts already taken for that voucher).

Net Amount

This is the amount of a voucher, minus the valid discount for that voucher.

Discount Lost

If all or part of the original discount amount remains, but the discount is no longer valid, the discount balance is referred to as the discount lost.

On the sample Cash Requirements Report, the vouchers for vendors #100 and #300 are current because their due dates are on or after the payment date but before the next payment date.

The vouchers for vendors #500 and #800 are optional because their due dates are on or after the next payment date, while their discount dates are between the payment date and the next payment date.

The sample report does not show all vouchers for these vendors. Only those vouchers of immediate interest are shown.

The report also will not show vouchers that have been deferred from payment and vouchers for vendors with a status of H (hold payment), as these conditions are not applicable to the sample report.

The deferral of vouchers from payment is discussed in [Defer vouchers from payment](#) section of the *Prepare Payments / Checks and Direct Deposit* chapter.

Prepare Payments / Checks and Direct Deposit

This chapter contains the following topics:

Selection, Payments and Checks/Direct Deposit Overview	...
Selecting Vouchers for Payment
Pre-check writing report
Print Checks (Process Direct Deposit ACH) and Post
Resetting the Check Number in Cash Accounts

SELECTION, PAYMENTS AND CHECKS/DIRECT DEPOSIT OVERVIEW

Prepare payments and print checks contains the functions needed for processing vendor payments. This chapter explains how to select vouchers, verify your selections, print checks, print direct deposit remittances / create an ACH file and post payment information to history and distributions.

Selecting vouchers

Several selection functions are included to provide flexibility in choosing the vouchers to be paid. The selection functions include:

Select a group of vouchers

You may select one or more groups of vouchers to be *fully* paid, using various selection criteria including A/P account and vendor payment group.

Select individual vouchers

You may select specific vouchers one at a time. You can specify full or partial payment for each voucher. You can cancel individual voucher selections in graphical mode.

Defer vouchers from payment

If you selected one or more groups of vouchers for payment, but want to defer payment of some individual vouchers within that group, you may do so here.

Deferrals from payment can be either temporary (defer for this payment run only) or permanent (defer until the voucher is specifically selected through *Select individual vouchers*).

Clear selections / deferrals

If vouchers have been previously selected for payment or temporarily deferred from payment, this function clears such selections and deferrals. It does not clear permanent deferrals.

This function is usually run, if needed, before *Select a group of vouchers* to clear selections and temporary deferrals, or if an error was made in the selection process.

Combining selection methods

Methods of selecting vouchers can be combined.

For example, you can select one or more groups of vouchers to be paid. You can also individually select several additional vouchers not in these groups.

You can then individually defer from payment some of the vouchers that have been selected.

Verifying selections

Pre-check writing report

This selection prints an edit list of your selected vouchers for any needed corrections. This report shows exactly what checks are printed for the vouchers that have been selected. It is a complete preview of your next payment and post run. It is highly recommended that you do not skip this step.

Printing Checks, Posting, and Printing a Check Register

Print checks and post *and* Process direct deposit ACH and post

These functions do the following:

- Print computer checks for selected vouchers.
- For selected vouchers print remittances while generating a direct deposit ACH file for submission to your bank.
- Void any checks or direct deposit payments that do not print okay or are incorrect. Read the caution note, later in this chapter, if you are automatically interfaced with Check Reconciliation. You may also use *Void checks* to do this later.
- Print an A/P Check Register.
- Print a Direct Deposit Register.
- Post the checks and payments.

The A/P Check Register includes the computer checks just printed, direct deposit ACH payments just generated, as well as manual checks and non-A/P checks entered and posted since the last time the A/P Check Register was printed. Manual checks and non-A/P checks for all cash accounts, not just the one used during check printing, are posted

Positive pay

If you are using Positive Pay, an Accounts Payable Positive Pay Register is also printed immediately following the check printing. A positive pay register will not print for direct deposit ACH payments.

Print register only

This *Non A/P/Manual check register* selection, found under *Reports*, prints a check register that includes only manual and non-A/P checks. Otherwise, these checks will appear on the A/P Check Register when computer checks and direct deposit payments are posted

SELECTING VOUCHERS FOR PAYMENT

Select

Select a group of vouchers from the *Prepare payments* menu.

Select a group of vouchers

This selection lets you select one or more groups of vouchers to be *fully* paid.

This is used to select a group of vouchers for payment all at once. For a discussion of this and other selection methods, see the [Selection, Payments and Checks/Direct Deposit Overview](#) section in this chapter. For example, you can select all past due vouchers and all current vouchers, but no optional vouchers. Past due, current and optional vouchers are defined at the beginning of this chapter.

Deferred vouchers or vouchers for vendors with a status of Hold payment are not selected. See the [Vendor status](#) field in the Vendors chapter.

The status of vouchers that have already been selected does not change. All vouchers selected here are paid in full.

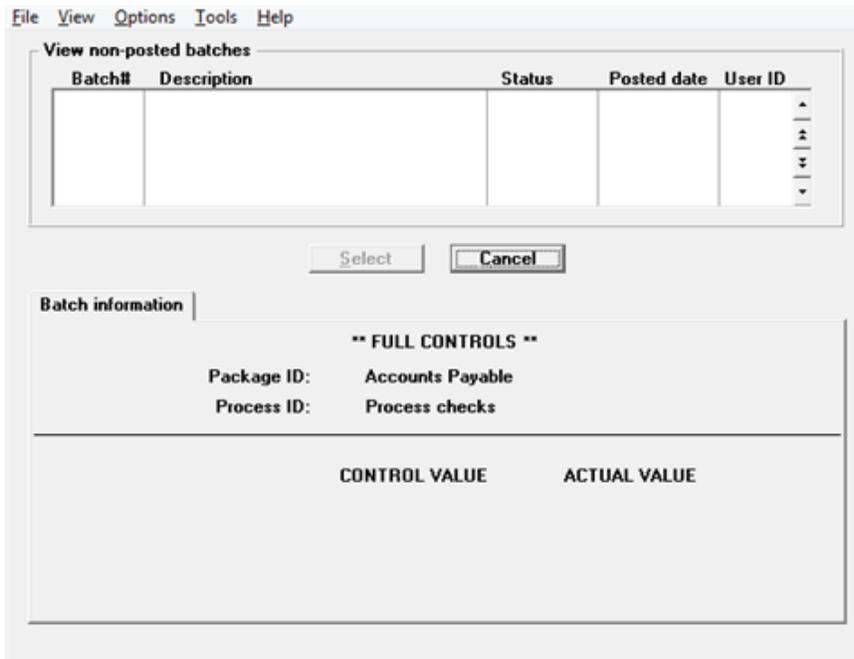
However, if a partial payment was made previously for one of these selected vouchers, only the remaining balance is paid, including any valid discount.

If you want to make a partial payment on a specific voucher, you must use *Select individual vouchers*.

Batch Control

Batch controls are optional. For batch setup information see [Batch control level](#) in *A/P Control information*.

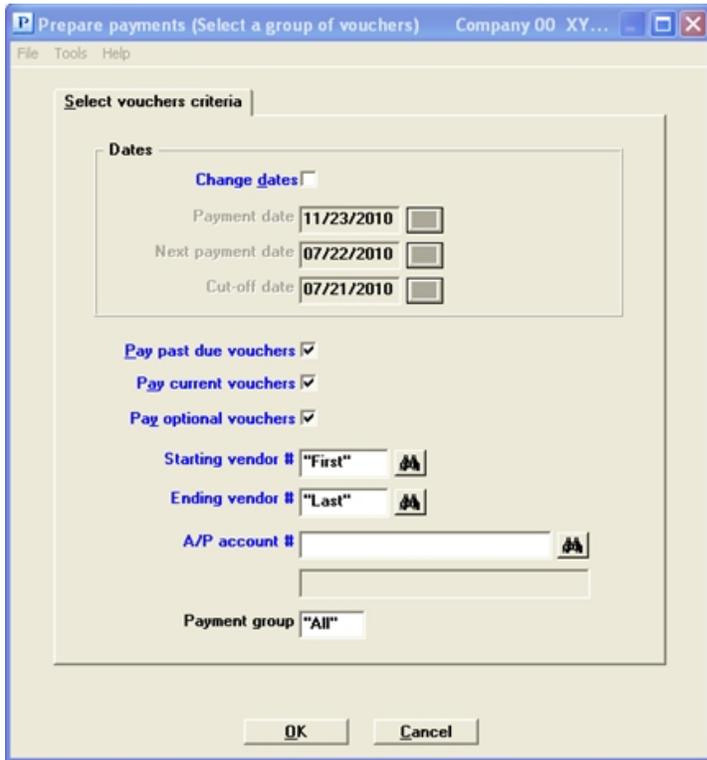
If you are using Batch controls a screen appears at this point for you to select the appropriate batch. Here is an example of the screen in graphical mode:



You may select a batch that has been previously entered or (if you have menu permission) setup a new batch after selecting *Batch totals (Enter)* from the *Options* menu. Setting up a new batch is only available in graphical mode. Using character mode to enter a new batch, navigate to the CTL *Batch totals (Enter)* menu.

Graphical Mode

The following screen appears:



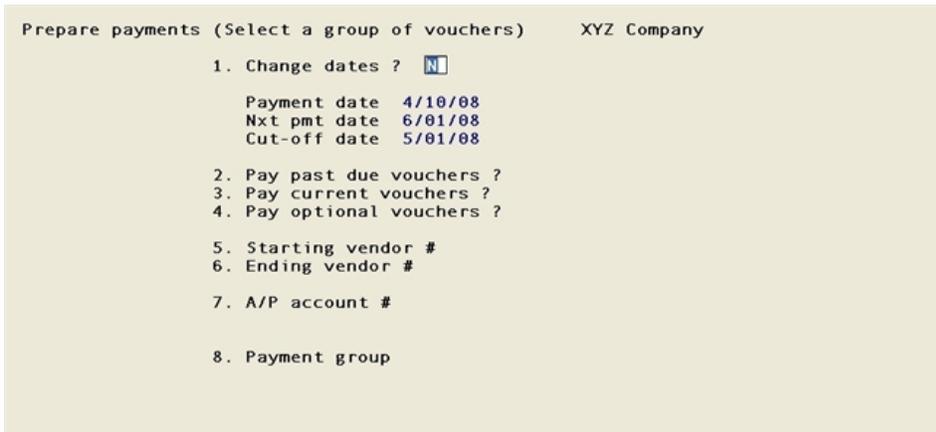
Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. Some of these selections may be restricted. If the menu selection is grayed out, then you will not be able to access it. The selections that are unique to this screen are explained here:

Under the Print menu you may select *Aged open items*, *Cash disbursement projections*, *Cash requirements*, *Open payables by date*, *Purchase journal*, *Purchases/Discounts*, *Vendor history*, *Vendor by vendor number* and *Vendor by vendor name*.

Character Mode

The following screen appears:



Enter the following information:

Enter dates

or

Change dates

If your last action before selecting this screen was anything *other* than the *Select a group of vouchers* selection or the *Cash Requirements* selection, this field displays as *Enter dates*. The three date subfields are blank, and the cursor moves through them in succession to allow entry of all three dates.

If your last action before selecting this screen was to utilize one of these selections, the dates you entered at that time are displayed and this field displays as *Change dates*. If you check this box, the cursor moves to [Pay past due vouchers](#) field and the displayed dates are accepted. If you uncheck the box, the cursor moves through the three date subfields in succession and lets you accept or change each date.

Format	Checked is yes and unchecked is no. The default is unchecked
Example	Select <Enter> to use the dates you entered in the example in the previous chapter

Payment date
Next Payment date
Cut-off date

For an explanation of these terms, refer to the explanation at beginning of the [Cash Requirements](#) chapter.

Format:	MMDDYY at each subfield
Example:	(The cursor does not move to these subfields in this example because you answered N to <i>Change dates</i> ?)

Pay past due vouchers

Pay current vouchers

Pay optional vouchers

Based on the dates in the fields above, vouchers are divided into three categories:

- *Past due* means that the voucher’s due date is before the payment date.
- *Current* means that the voucher’s due date is on or after the payment date, but before the next payment date (your next check printing run). A current voucher must be paid to avoid becoming due prior to the next check printing run. It may or may not be eligible for discount.
- *Optional* means that the voucher’s due date is on or after the *next* payment date, and the voucher’s discount date is on or after the payment date but before the next payment date. An optional voucher does not fall past due before the next payment date, but the discount is lost if payment is postponed until then.

Your answers to these three fields determine which category or categories you wish to select. Any combination of checked and unchecked (Y and N in character mode) is accepted; however unchecking all three fields guarantees that nothing will be selected.

Format	Checked is yes and unchecked is no. The default is checked
Example	Press <Enter> at each field to accept the default

Starting vendor #

Ending vendor #

Options

Enter the range of vendors whose vouchers are to be selected. Neither vendor is required to be entered, but the range should enclose at least one vendor. You may use one of the options:

<F2>	For the First starting vendor or Last ending vendor
<F1>	For the next vendor
<SF1>	For the previous vendor.
<F8>	For selecting a vendor from a list a vendors. From the vendor list window you may select the <i>More info</i> button to view the full data about the vendor. You may also access vendor history from the <i>Options</i> menu

Format	6 characters for each field
Example	Press <F2> for each field

A/P account

Options

Enter the A/P account number for the vouchers you wish to select. This must be an existing entry in *A/P accounts*. You may use one of the options:

<F1>	For the next entry in <i>A/P accounts</i>
<SF1>	For the previous entry
<F2>	For the default A/P account from <i>Control information</i>
<F5>	For "All" vouchers regardless of A/P account
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F5>

Payment group

A payment group may be entered for each vendor. See the [Payment group](#) field in the Vendors chapter for how this field may be used.

Options

Enter the payment group of the vendors whose vouchers are to be selected, or use the option:

<F5>	To select "All" vouchers regardless of which payment group, if any, the vendor belongs to.
------	--

You may leave this field blank, in which case vouchers will be selected only for those vendors who do *not* belong to any payment group.

Format	3 characters
Example	Press <F5>

OK or Cancel

Make any needed changes. Select OK or select Cancel to not select any vouchers for payment.

There will be a period of processing as individual vouchers are examined and selected. No report is printed. Any vouchers that are already selected remain selected (whether or not they meet the conditions you have entered on this screen). Any vouchers for which a modification is pending (in *Open items (Modify)*) are not selected. See [Modifying Open Items](#).

Select individual vouchers

This lets you select individual vouchers for full or partial payment. Refer to the chapter introduction for related selections.

Select

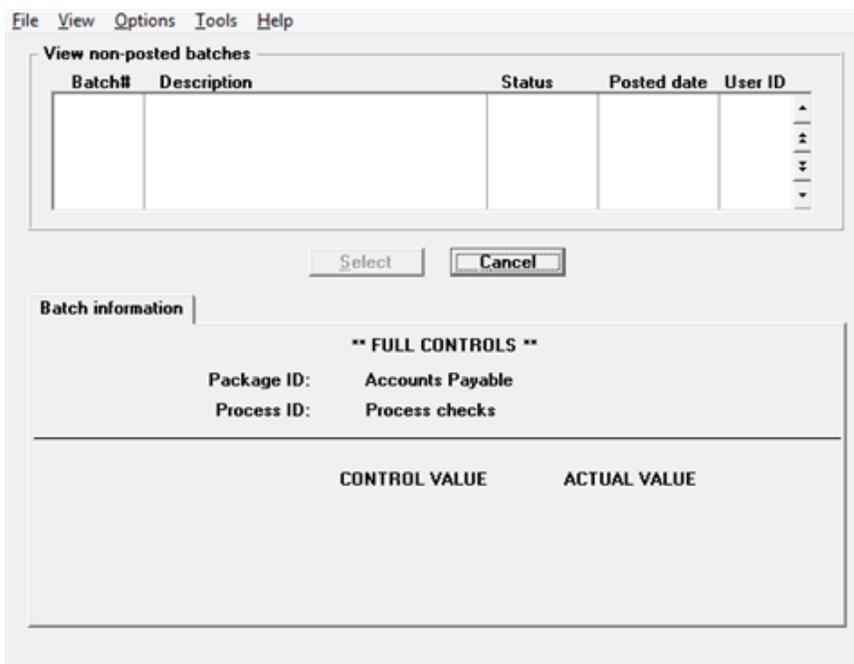
Select individual vouchers from the *Prepare payments* menu.

For character mode see [Character Mode](#).

Batch Control

Batch controls are optional. For batch setup information see [Batch control level](#) in *A/P Control information*.

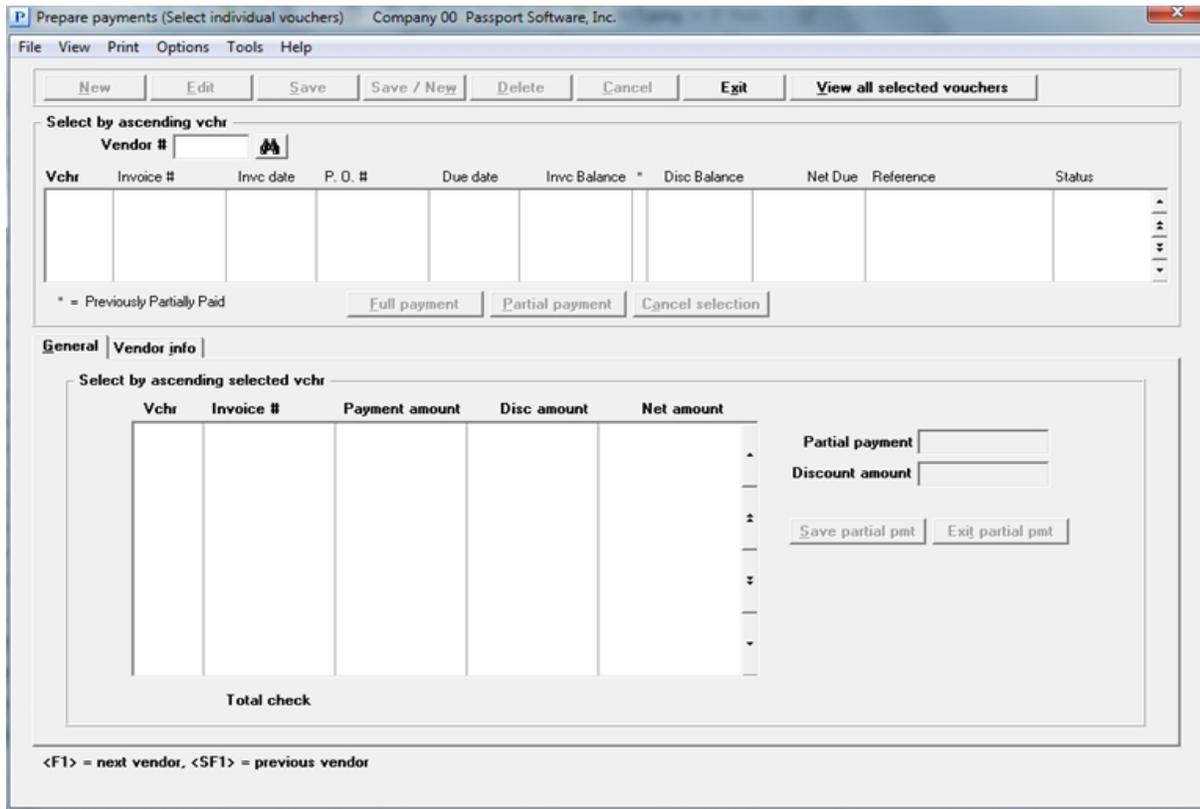
If you are using Batch controls a screen appears at this point for you to select the appropriate batch. Here is an example of the screen in graphical mode:



You may select a batch that has been previously entered or (if you have menu permission) setup a new batch after selecting *Batch totals (Enter)* from the *Options* menu. Setting up a new batch is only available in graphical mode. Using character mode to enter a new batch, navigate to the CTL *Batch totals (Enter)* menu.

Graphical Mode

The following screen appears:



From this screen for individual vouchers, you can select full payments, select partial payments and cancel selections.

Select Individual Vouchers List Boxes

The upper list box lists up to 6 vouchers at a time. The lower list box displays the selected vouchers for the selected vendor. When a list box is selected, the lines in the list box turn from black to blue and specific fields can be sorted.

For both list boxes, you may sort the vouchers by voucher number in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

You may use one of these options to find the voucher:

<F1> or Down arrow	For the next voucher in voucher number order
<SF1> or Up arrow	For the previous voucher
<Page Down>	To move to the next group of vouchers
<Page Up>	To move to the previous group of vouchers
End	To move to the last voucher
Home	To move to the first voucher

Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. Some of these selections may be restricted. If the menu selection is grayed out you will not be able to access it. The selections that are unique to this screen are explained here:

From the Print menu you may select the *Pre-check writing report, Aged open items, Cash disbursement projections, Cash requirements, Open payables by date, Purchase journal, Purchases/Discounts, Vendor history, Vendor by vendor number* and *Vendor by vendor name*.

From the *Options* menu you may [View All Selected Vouchers](#). In addition you may access other functions such as entering vendor notes, [View Open Items](#) and [Viewing Vendor Invoices](#).

Selecting Individual Vouchers

You must first select a vendor. Enter the following information:

Vendor

Options

This is the vendor number for the voucher. Enter the number or use the option:

<F1>	For next vendor
<SF1>	For the previous vendor
<F8>	For selecting a vendor from a list a vendors. From the vendor list window you may select the <i>Enter vendor</i> button to view, edit, add or delete a vendor. You may also access vendor history from the <i>Options</i> menu
Format	6 characters
Example	Type 200

Voucher List Box

The open item vouchers display in the upper list box. This is the voucher number to be selected. The voucher number entered must match a voucher for this vendor in A/P Open Items. If the voucher has been previously deferred, the type of deferral is displayed.

Options

Enter the number, or use one of the options:

<F1> or Down arrow	Next voucher for this vendor
<SF1> or Up arrow	For the previous voucher for this vendor

Vouchers for which there is a modify transaction (in *Open items*) may not be selected. If you really mean to select this open item, post or delete the modification first.

Full payment (button)

Select this button to pay the net amount of the invoice in full.

Credit vouchers must always be paid in full. A credit voucher has a negative invoice amount. If you answer Yes, the invoice net amount is selected for payment, provided the invoice is still eligible for a discount (the payment date is not later than the discount date of the voucher. If the discount period has expired, the invoice balance amount is paid instead of the discount balance.

Format	Button.
Example	Select the full payment button

Partial payment (button)

Select this button to pay part of the payable.

Enter the following information:

Partial payment

Save partial pmt (button)

Exit partial pmt (button)

Options

This is the amount of the partial payment for the voucher. The amount cannot be greater than the invoice balance, nor can it be negative or zero. Enter the amount, or use the option:

<F2>	For the invoice balance
------	-------------------------

When you finish entering this field you may either enter the discount amount, select the *Save partial pmt* button or if you do not want to save your entry, select the *Exit partial pmt* button.

Format	999,999,999.99-
Example	Type 800

Discount amount

Options

Enter the discount to take on the partial payment. The discount cannot be greater than the amount to pay above. You can also use the option:

<F2>	For the discount balance (if any)
------	-----------------------------------

Format	99,999,999.99-
Example	Type 5

Cancel selection (button)

Select this button to cancel a previously selected payable.

Selected Vouchers List Box

There are five columns in the Selected Vouchers list box. Three columns include totals fields that display at the bottom of the screen. Here is a description of each field:

Vchr #

This column includes the voucher numbers.

Invoice #

The invoice numbers display in this column.

Payment amount

This is the selected invoice total amount. If a partial payment is being made, this column reflects the partial payment amount. The total payment amount displays under the column. This number increases for each voucher selected for payment.

Disc amount

This is the selected discount amount. If a partial payment is being made, this column reflects the partial discount amount. The totals display under the column. This number increases for each vouchers selected for payment.

Net amount

The net is the amount to pay less discount to take. The total net would become the vendor check amount. This number increases for each voucher selected for payment.

View All Selected Vouchers

Select

View all selected vouchers from the *Options* menu or click on the *View all selected vouchers* button.

This screen is only available in Graphical mode.

From this screen you may view the all the selected vouchers. The totals for *Payment amount*, *Discount amount* and *Net amount* also display. You may also cancel individual vouchers by selecting the voucher and then click on the *Cancel selection* button. Here is an example of this screen:

Vendor #	Name	Vchr #	Invoice #	* Payment amount	Disc amount	Net amount
100	Vermont Metal Product	1662	4512	450.00	12.38	437.62
600	Wells Fargo Bank	1664	CA789	850.00	.00	850.00
Total selected				1,300.00	12.38	1,287.62

* = Partial payment

Buttons: Exit, Cancel selection

When finished viewing and canceling selections, click on the *Exit* button to go back to the *Select individual vouchers* screen.

View Selected Vouchers List Box

The list box lists up to 16 selected vouchers at a time. You may sort the vouchers by vender number in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the *View options*.

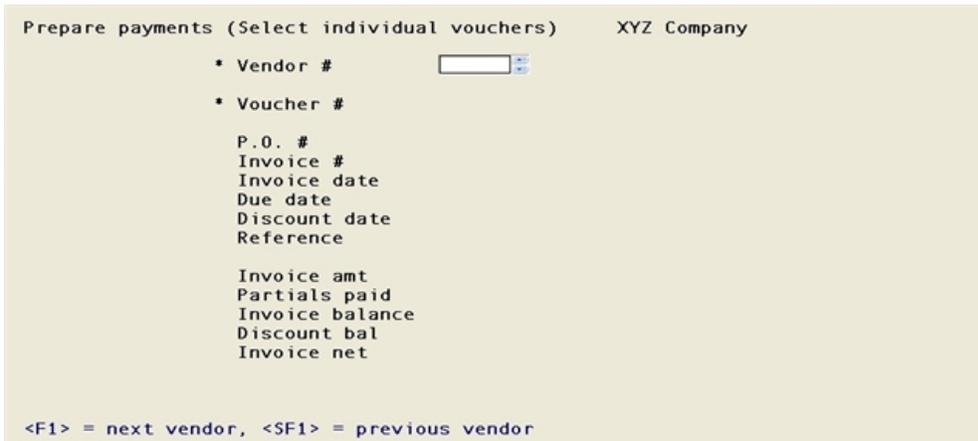
To locate a voucher, start typing a vendor number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> keys are the same as the up/down arrow keys.

Cancel Button

Clicking on the *Cancel* button cancels the selected voucher and removes that voucher from the next payment run.

Character Mode

In character mode, the following screen displays:



Selecting Individual Vouchers

Vendor

Options

This is the vendor number for the voucher. Enter the number or use the option:

<F1>	For next vendor
<SF1>	For the previous vendor
<F8>	For selecting a vendor from a list a vendors. From the vendor list window you may select the <i>Enter vendor</i> button to view, add, edit or delete a vendor. You may also access vendor history from the <i>Options</i> menu
Format	6 characters
Example	Type 200

Select Voucher

The open item vouchers display in the upper list box. This is the voucher number to be selected. The voucher number entered must match a voucher for this vendor in A/P Open Items. If the voucher has been previously deferred, the type of deferral is displayed.

Options

Enter the number, or use one of the options:

<F1> or Down arrow	Next voucher for this vendor
<SF1> or Up arrow	For the previous voucher for this vendor

You will be asked if this is the *Right voucher* ?. If you enter N you will be take back to the Voucher # field. When you select Y this screen appears like this when entering a partial payment:

```

Prepare payments (Select individual vouchers)      XYZ Company
* Vendor #          200      Acme Office Supplies
                               Terms: 2/15 net 30      Pay grp: SPL
* Voucher #        1189
P.O. #
Invoice #          3145
Invoice date      4/16/08
Due date          5/16/08
Discount date     5/01/08
Reference
Invoice amt       543.67
Partials paid     .00
Invoice balance   543.67
Discount bal      10.87
Invoice net       532.80
1. Amount to pay   [ ]      Net check amt
2. Disc to take
<F2> = invoice balance
    
```

Make any needed changes. Press <Enter> to select this voucher.

In character mode, selected vouchers cannot be unselected, but you can defer payment either temporarily or permanently as described in the next section.

If a voucher that you select for payment has been permanently deferred, Permanently Deferred displays to the right of the voucher number. You can override this deferral, after confirming that you really want to do so.

Defer vouchers from payment

This selection is used to defer specific vouchers from payment, either temporarily or permanently.

Temporary deferral is used in conjunction with *Select a group of vouchers* to designate vouchers not to be paid on the next check printing run. After check printing, the temporary deferral status can be cleared automatically.

Permanently deferred vouchers are deferred until they are specifically selected for payment through *Select individual vouchers*. You might want to permanently defer a disputed invoice until such a dispute is resolved.

Note

If you have a voucher that is partially paid and the remainder will never be paid, you may enter an offsetting voucher (negative amount) in payables to get the balance to zero. Then select the positive and negative vouchers to be paid and print a check for a zero amount.

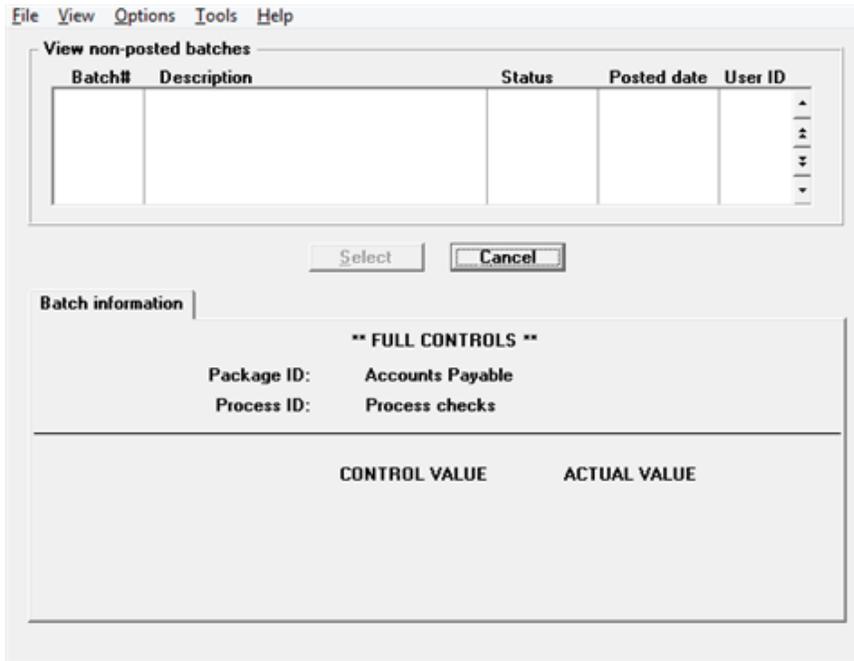
Select

Defer vouchers from payment from the *Prepare payments* menu.

Batch Control

Batch controls are optional. For batch setup information see [Batch control level](#) in *A/P Control information*.

If you are using Batch controls a screen appears at this point for you to select the appropriate batch. Here is an example of the screen in graphical mode:



You may select a batch that has been previously entered or (if you have menu permission) setup a new batch after selecting *Batch totals (Enter)* from the *Options* menu. Setting up a new batch is only available in graphical mode. Using character mode to enter a new batch, navigate to the CTL *Batch totals (Enter)* menu.

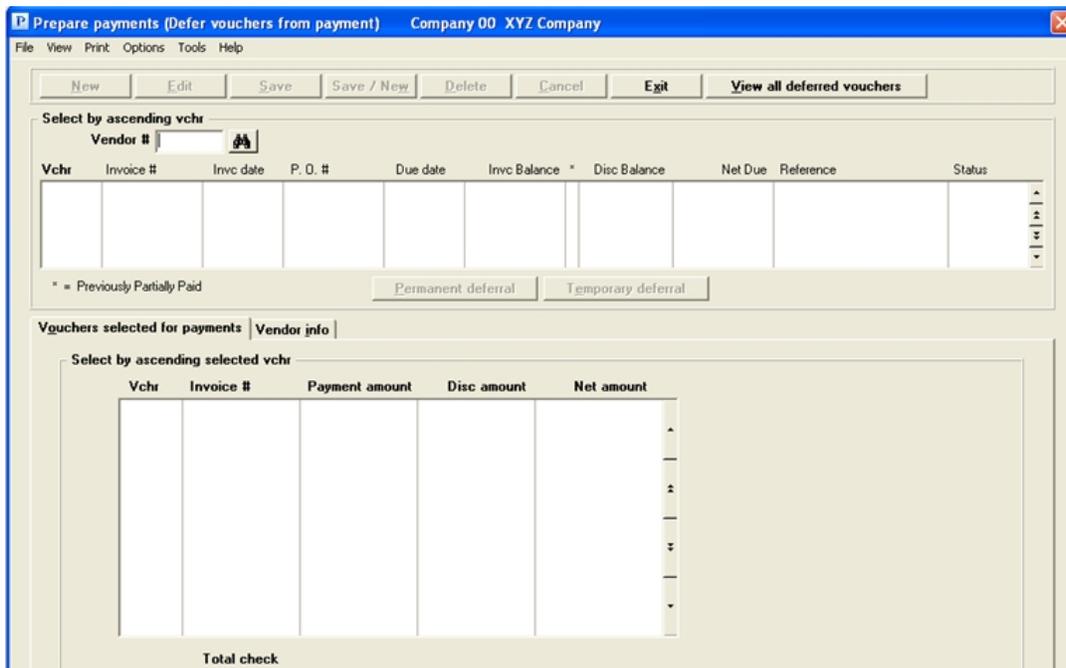
A screen appears for you to enter the following information:

Vendor

This is the vendor number for the deferral.

Format	6 characters. The default is the same vendor as on the previous deferral (if any)
Example	Type 100

Graphical Mode



Defer Vouchers List Boxes

The upper list box lists up to 6 vouchers at a time and displays all the vouchers for the selected vendor. The lower list box displays the vouchers selected for payment for the vendor selected. When a list box is selected, the lines in the list box turn from black to blue and specific fields can be sorted.

For both list boxes, you may sort the vouchers by voucher number in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate a voucher, start typing the voucher number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a voucher. The <F1> and <SF1> function the same as the up/down arrow keys.

Vouchers that display in the upper list box are available for deferral.

Defer Vouchers Buttons

Two buttons are active on this screen:

Button	Keyboard	Description
View all deferred vouchers	Alt+v	To access a window where you may view all the temporary and permanent vouchers for all vendors. See View All Deferred Vouchers
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. Some of these selections may be restricted. If the menu selection is grayed out, then you will not be able to access it. The selections that are unique to this screen are explained here:

From the *Print* menu you may select the *Pre-check writing report*, *Aged open items*, *Cash disbursement projections*, *Cash requirements*, *Open payables by date*, *Purchase journal*, *Purchases/Discounts*, *Vendor history*, *Vendor by vendor number* and *Vendor by vendor name*.

From the *Options* menu you may *View* all deferred vouchers . In addition you may access other functions such as entering vendor notes, [View Open Items](#) and [Viewing Vendor Invoices](#).

Once a vendor is selected that has open vouchers, the following buttons may be used.

Permanent deferral

Select this button to permanently defer a voucher from payment. If the voucher selected in the upper list box is already permanently deferred, the button is grayed out and cannot be selected.

Temporary deferral

Select this button to temporarily defer a voucher from payment. If the voucher selected in the upper list box is already temporarily deferred, the button is grayed out and cannot be selected.

View All Deferred Vouchers

You may view all the deferred vouchers by selecting the *View all deferred vouchers* button. When you do a screen like this displays:

Vend #	Name	Vchr #	Invoice #	Invoice balance	Disc balance	Net due	Status	Reference
200	Acme Office Supplies	2099	897	54.23	.00	54.23	Temp-Defer	
ABT	Absolute Banking Tech	1913	4464SDF	300.00	50.00	250.00	Perm-Defer	
ABT	Absolute Banking Tech	1954	ABT123010	450.23	112.56	337.67	Perm-Defer	
Total deferred				804.46	162.56	641.90		

* = Previously Partially Paid

<F1> = next deferred voucher, <SF1> = previous deferred voucher

Character Mode

After you enter a valid vendor number, the vendor name, terms, and payment group are displayed.

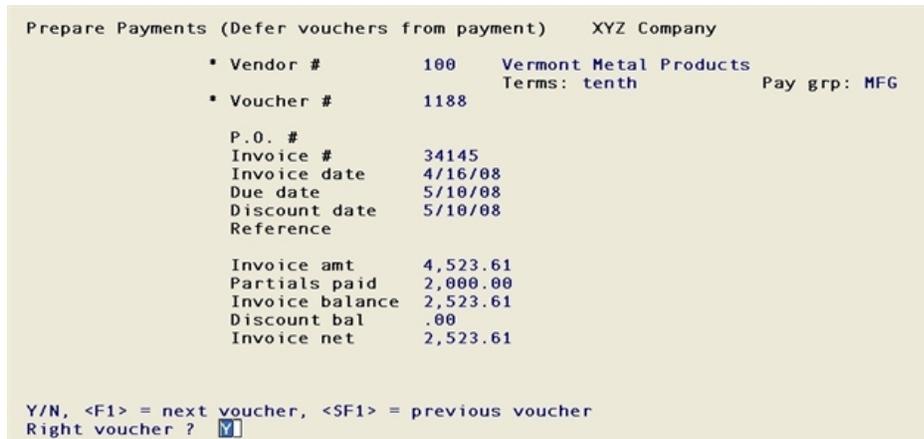
*** Voucher #**

Options

This is the number of the voucher to be deferred from payment. The voucher number entered must match a voucher for this vendor in A/P Open Items. If the voucher has been previously deferred, the type of deferral is displayed. Enter the number, or use one of the options:

<F1>	For this vendor's next voucher
<SF1>	For this vendor's previous voucher
Format	999999
Example	Type 1188

The information for the voucher now displays, and the screen looks like this:



Enter the following information:

Right voucher ?

Respond Y if it is the right voucher or N to select a different voucher for this vendor.

If you select Y and the next question appears:

Temporary Or Permanent Deferral?

Your choices are:

P	For permanent deferral
T	For temporary deferral

A permanently deferred voucher cannot be undeferred, but it can be selected again (using *Select individual vouchers*).

A permanently deferred voucher can be changed to temporary, and *vice versa*.

Format	One letter, either T or P. The default is T.
Example	Press <Enter>

Your entry into this field takes effect at once and the cursor is positioned at the *Vendor field to enter the next deferral.

Clearing selections and/or deferrals

If vouchers have been previously selected for payment or temporarily deferred from payment, this function clears such selections and deferrals. It does not clear permanent deferrals.

This function is usually run before *Select a group of vouchers* to clear selections and temporary deferrals or if an error was made in the selection process.

Running this clearing feature has no effect on the invoice or discount amounts for a voucher. The program sets the selection status of a voucher back to an unselected status so that the voucher does not appear on a check or ACH run until selected again at some later time.

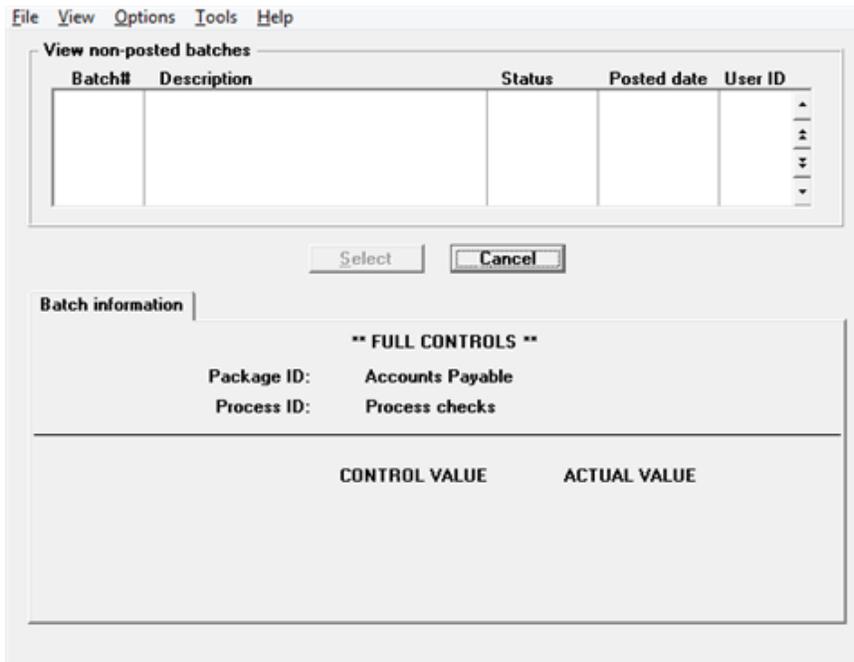
Select

Clear selections / deferrals from the *Prepare payments* menu.

Batch Control

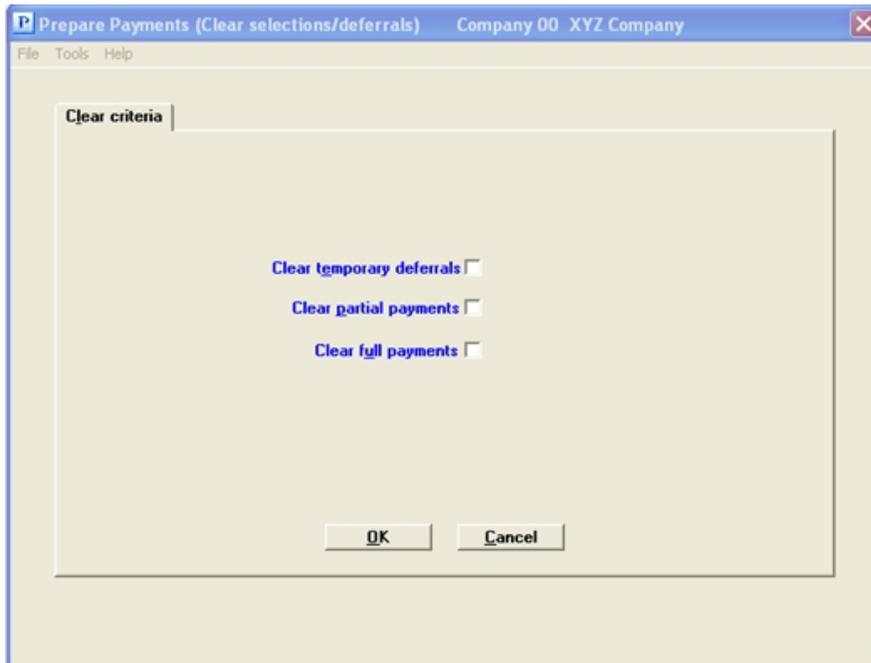
Batch controls are optional. For batch setup information see [Batch control level](#) in *A/P Control information*.

If you are using Batch controls a screen appears at this point for you to select the appropriate batch. Here is an example of the screen in graphical mode:



You may select a batch that has been previously entered or (if you have menu permission) setup a new batch after selecting *Batch totals (Enter)* from the *Options* menu. Setting up a new batch is only available in graphical mode. Using character mode to enter a new batch, navigate to the CTL *Batch totals (Enter)* menu.

The following screen appears:



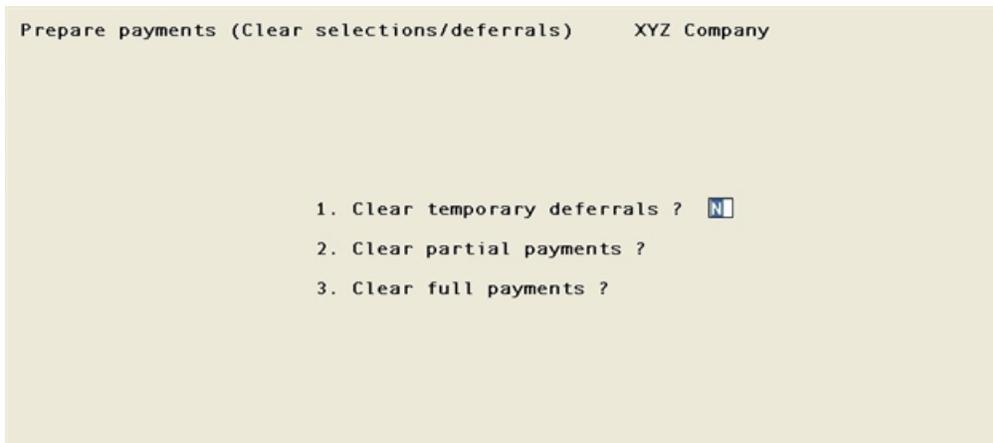
Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. Some of these selections may be restricted. If the menu selection is grayed out, then you will not be able to access it. The selections that are unique to this screen are explained here:

From the *Print* menu you may select any of the following: *Aged open items*, *Cash disbursement projections*, *Cash requirements*, *Open payables by date*, *Purchase journal*, *Purchases/Discounts*, *Vendor history*, *Vendor by vendor number* and *Vendor by vendor name*.

Character Mode

The following screen appears:



Enter the following information:

Clear temporary deferrals

Your answer determines whether all vouchers temporarily deferred from payment are set back to their regular (unselected and undeferred) status. If they are not cleared, they remain temporarily deferred.

Format	Check box, checked is Yes and unchecked is No. The default is No.
Example	Press <Enter>

Clear partial payments

Your answer determines whether vouchers previously selected for partial payment are returned to their unselected status. If not, they remain selected.

Format	Check box, checked is Yes and unchecked is No. The default is No.
Example	Press <Enter>

Clear full payments

Your answer determines whether vouchers previously selected for full payment are returned to their unselected status. If not, they remain selected.

Format	Check box, checked is Yes and unchecked is No. The default is No.
Example	Press <Enter>

OK or Cancel

Make any needed changes. Press <Enter> and there will be a period of processing as selections and deferrals are cleared.

In order for a change to occur you must check a box to at least one of these fields.

PRE-CHECK WRITING REPORT

Select

Pre-check writing report from the *Prepare payments* or *Pre-check writing report* from the *Reports* menu.

Batch Controls

Batch controls are optional. For batch setup information see [Batch control level](#) in *A/P Control information*.

If you are using Batch controls a screen appears at this point for you to select the appropriate batch. Here is an example of the screen in graphical mode:

File View Options Tools Help

View non-posted batches

Batch#	Description	Status	Posted date	User ID

Select Cancel

Batch information

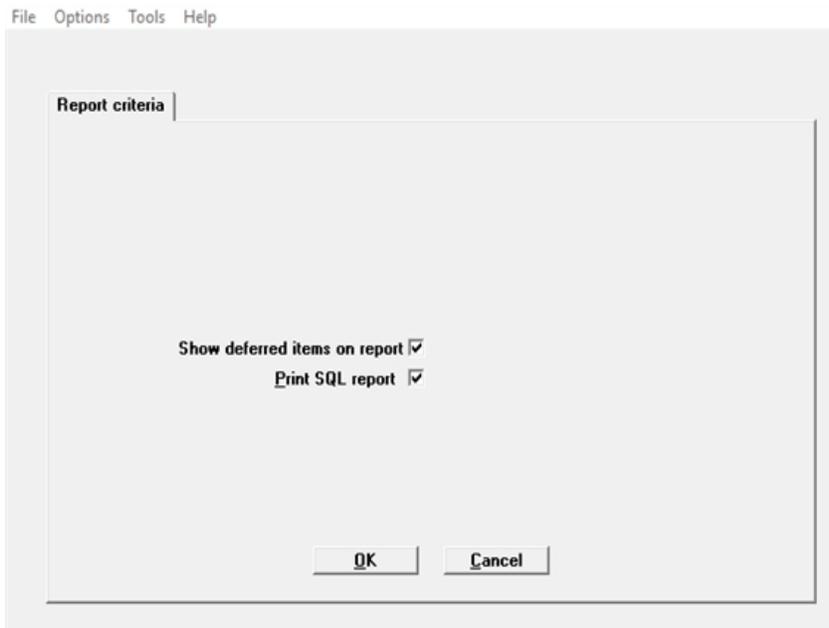
**** FULL CONTROLS ****

Package ID: Accounts Payable
Process ID: Process checks

CONTROL VALUE ACTUAL VALUE

You may select a batch that has been previously entered or (if you have menu permission) setup a new batch after selecting *Batch totals (Enter)* from the *Options* menu. Setting up a new batch is only available in graphical mode. Using character mode to enter a new batch, navigate to the CTL *Batch totals (Enter)* menu.

The following screen appears:



Before printing checks or processing the direct deposit ACH file, you should print this edit list. This report shows you exactly what vouchers you have selected for payment. It is a complete preview of your next payment run.

Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. The selections that are unique to this screen are explained here:

From the *Options* menu you may select to *View open items* (see [View Open Items](#)) and *View vendor invoices* (see [Viewing Vendor Invoices](#)).

Some of these selections may be restricted. If you are unable to access a menu selection, you do not have permission.

Show deferred items on report

You have the choice to show deferred vouchers on this report. Deferred vouchers, however, are not included in the check totals shown.

Format	Check box, checked is Yes and unchecked is No
Example	Select the <Space bar> to check the box

Print SQL report

You may only produce a SQL report if you are on a PBS SQL system. For more information, see [SQL Reports](#) in the *Understanding Accounts Payable* chapter.

Select the <Space bar> to check the box and to send the data to your default browser. Uncheck the box to print the classic report.

Format	Use the <Space bar> or mouse to check the box. The field default for PBS SQL is checked. The default in PBS Vision is unchecked.
Example	Uncheck the box to print the legacy report format.

OK or Cancel

Select OK to print or Cancel to return to the menu.

A sample of the [Pre-Check Writing Report](#) is available in the *Sample Reports* appendix. For each vendor, the information for each selected (or deferred) voucher is shown, including the amount to be paid, the discount to be taken, and the net-cash required. The net-cash required (which is the payment amount) is the amount paid minus the discount taken.

A check or ACH payment is made for a vendor only if the sum of the net-cash-required for all selected vouchers is greater than zero. The grand total of net-cash-required does not include vendors whose net-cash-required is negative.

After inspecting the edit list, you can make changes to selections or deferrals as necessary. Print another edit list. When all selections and deferrals of vouchers are correct, you are ready to print the checks.

Payments to 1099 Vendors

The 1099 amounts that are reported using 1099 forms and magnetic media are accumulated in the A/P Federal Auxiliary file/table during posting. These amounts will be accumulated properly even if you do not have the correct year in *A/P Control information*. However, 1099 amounts in *Vendors* depend on the 1099 year ending date being correct in *A/P Control information*.

If the **1099 year ending date** in *Control information* is more than one year after the invoice date you will see the following message on the report if you have selected a 1099 payable.

System date 09/11/16 greater than 1 year after 1099 year end date - 99/99/99. You should (Close year for 1099's) first. The 99/99/99 is substituted on the report with the actual control information date.

This message indicates that the distribution date entered on the payable is at least 1 year greater than the **1099 year ending date** in *A/P Control information*. This means that you have not run *Close year for 1099's*. If you continue to print and post the payment, the posting program updates the 1099 field for the vendor with an accumulation intended for a different year. See the [Close Year for 1099s](#) section of the *Year-End* chapter.

PRINT CHECKS (PROCESS DIRECT DEPOSIT ACH) AND POST

This selection may be used for the payment processes of printing checks or generating an ACH file. It can also do both during the same check run.

When you use this selection to print computer checks for the vouchers selected for payment it prints a check register and it posts checks.

When you use this selection to generate an ACH file for the vouchers selected for payment it prints a remittance form and creates an ACH file that may be sent to your bank for electronic payment.

If you are using positive pay, when printing checks you will be asked to select a format to generate a positive pay file.

Select

Print checks and post from the A/P menu.

Batch Control

Batch controls are optional. For batch setup information see [Batch control level](#) in *A/P Control information*.

If you are using Batch controls a screen appears at this point for you to select the appropriate batch. Here is an example of the screen in graphical mode:

File View Options Tools Help

View non-posted batches

Batch#	Description	Status	Posted date	User ID

Select Cancel

Batch information

**** FULL CONTROLS ****

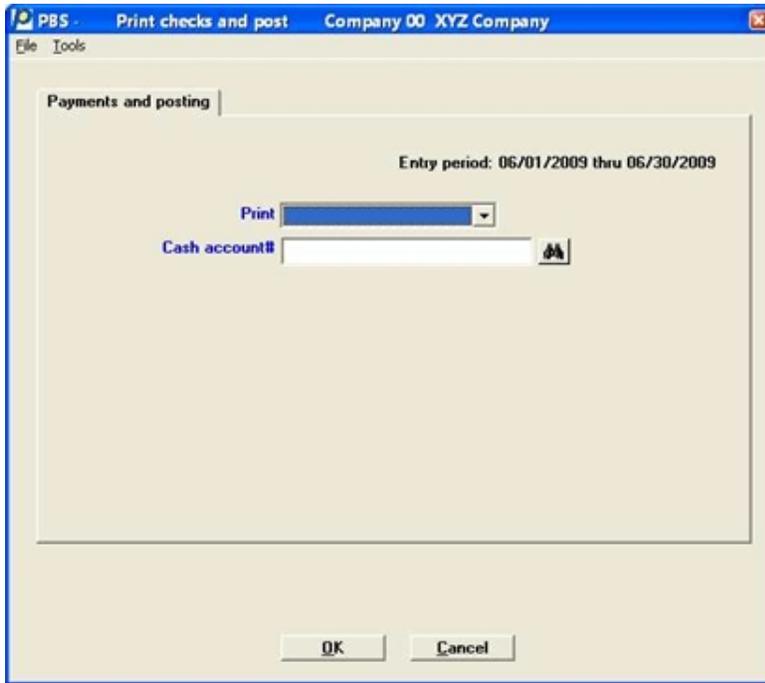
Package ID: Accounts Payable
Process ID: Process checks

CONTROL VALUE ACTUAL VALUE

You may select a batch that has been previously entered or (if you have menu permission) setup a new batch after selecting *Batch totals (Enter)* from the *Options* menu. Setting up a new batch is only

available in graphical mode. Using character mode to enter a new batch, navigate to the CTL *Batch totals (Enter)* menu.

Enter the following screens:



A screen appears for you to enter the following information:

Print

This option will only display if you selected to generate a direct deposit ACH file as defined in A/P *Control information* to [Generate ACH](#). Otherwise skip to the [Cash account #](#) field.

For more information on direct deposit ACH processing read the [Direct Deposit Processing Introduction](#) section of the appendix *Implement Positive Pay and Direct Deposit*.

Options

Enter one of the print selection options:

ACH only	For direct deposit ACH processing only
checks only	For check processing only
both checks and ACH	For processing both direct deposit ACH and checks
Format	Drop down list
Example	Select checks only

The check processing is documented here. [Direct Deposit ACH File Processing](#) is explained further down in this document.

Pre-notification, ACH Processing and Printing Checks

The ACH pre-notification statuses are defined in the [Direct Deposit Processing Introduction](#) section from the appendix *Implement Positive Pay and Direct Deposit*.

The following occurs when you select to print checks and generate an ACH file both on the same run in relation to the pre-notification status on the vendor record:

- If the vendor pre-note flag is set to no, an ACH record is generated and no check is printed for this vendor.
- If the vendor pre-note flag is set to yes a check is printed and no ACH record is generated for this vendor.

The following occurs when you select to print checks only in relation to the pre-notification status on the vendor record:

- If the vendor pre-note flag is set to no the vendor's payables will not be processed.
- If the vendor pre-note flag is set to yes a check is printed and no ACH record is generated for this vendor.

The following occurs when you select to process ACH only in relation to the pre-notification status on the vendor record:

- If the vendor pre-note flag is set to no the vendor's payables will be processed.
- If the vendor pre-note flag is set to yes the payables will not be printed.

Check Processing

If you selected *Both checks and ACH* or *checks only* in the **Print** field or if you are not using ACH processing, this field displays:

Cash account

If you are using only one cash account, this screen is skipped and the cash account in *A/P Control information* is used automatically.

Options

Enter the cash account for which to print checks, or use one of the options:

<F1>	For the next entry in <i>Cash accounts</i>
<SF1>	For the previous cash account
<F2>	For the default cash account in <i>A/P Control information</i>

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F2>

If you are using date controls, the entry period (from *Control information*) displays in the upper right area of the screen.

After you select the Enter key for the selected cash account, the check date format will display beneath the cash account name. The check format is set up in *Cash accounts* under CTL. The PBS System documentation has more information on this set up.

If you get a message “Invalid path to ????????” then the directory for creating the positive pay file does not exist. Verify that the path in your Bank record, found under CTL menu, matches a real folder on your system. The person that is making the payments must have permission to write this folder.

Include ACH vendors ?

This field can be entered only if you selected to *Generate ACH* (direct deposit) in *A/P Control information* and selected *Checks only* for the **Print** field.

An ACH vendor is one that has ACH bank account information entered in *Vendors*.

Options

Enter one of the print selection options:

Checked	Include vendors set up for ACH direct deposit along with non ACH vendors when printing checks. Checks are printed regardless of vendor ACH payment setup
Unchecked	Do not include ACH vendors in the check run
Format	Check mark
Example	Use the <Space bar> to check the box

Please mount check forms on printer and check this box when done

If you are using a laser printer, load the check forms in the printer’s paper tray according to the instructions in the printer’s user manual.

If you are using dot matrix forms, mount the check forms on the printer with the perforation even with the top of the print head.

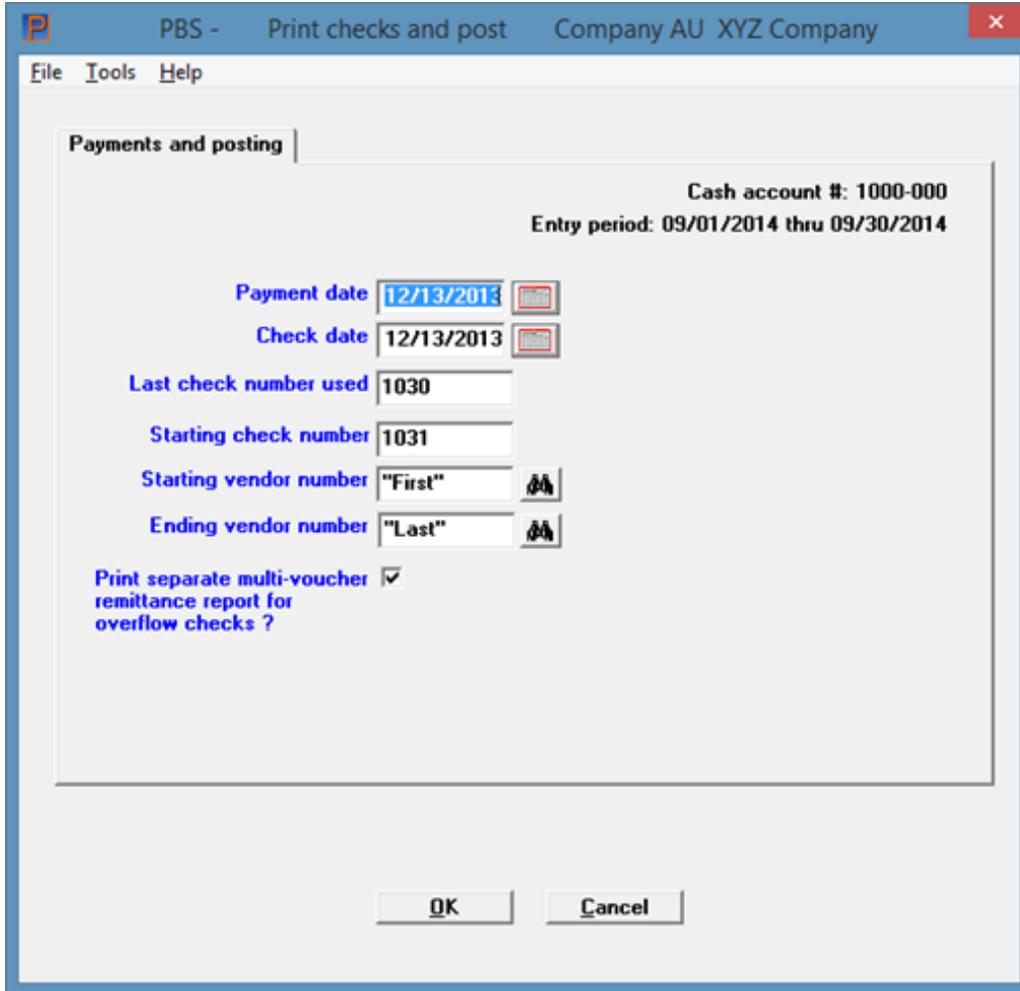
If you use checks preprinted with check numbers, note the first serial number of the checks you have mounted. The serial number is the number preprinted on the check, in contrast to the check number recorded in the software. You use this to ensure that the first and last check numbers are entered correctly.

Format	Check box, checked is yes and unchecked is no
Example	Select the <Space bar> to check the box

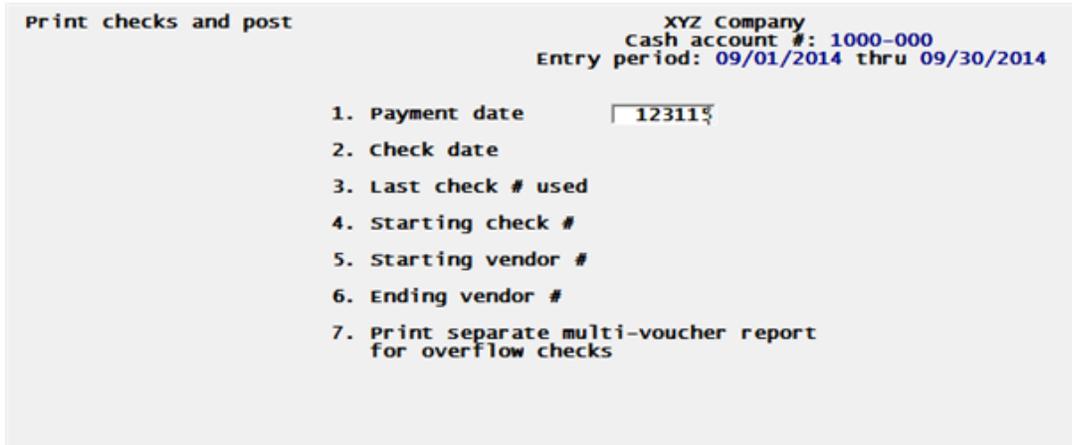
Printer Selection - With or Without Custom Forms

If you are NOT using a user defined custom check format, at this point you are then asked to select a printer, do an alignment and enter the number of copies. If you are using a custom form, you are asked to do these steps after entering the [Form ID](#) field. The example here assumes you are using a custom form. For printer selection details see the information starting at [Printer selection](#)

The following screen appears in graphical mode:



This screen displays in character mode:



The selected cash account displays in the upper right. If you are using [Date control](#), the entry period (from *Control Information*) displays below the cash account. Date control determines that the **Check date** field is within the entry period range. If not, a warning message displays.

Payment date

This is the date used to calculate valid discounts.

In order for the discounts taken to agree with the valid discounts shown on the Cash Requirements Report and the edit list, this must be the same date as was used for those reports.

Options

You have the following option:

<F4>	To select a date from the calendar lookup
Format	MMDDYY. The payment date last entered in <i>Cash Requirements Report</i> or <i>Select a group of vouchers</i> appears as the default, provided that one of these selections has been run previously.
Example	Press <Enter>

Check date

Enter the date to be printed on the checks. This need not be the same as the payment date. You may use the option:

Options

You have the following option:

<F4>	To select a date from the calendar lookup
------	---

Note

The *payment* date is used only to calculate valid discounts. It is the *check* date that is used for G/L distributions and all other postings.

Format

MMDDYY. The default is the payment date field.

Example

Press <Enter>

Note

The date format that prints on the check is variable and is based on the setup in *Cash accounts* or, if you are using a custom check format, it is based on the set up of the check date field.

Date Controls

You may be warned or stopped against entering a date that is outside the allowed date range. For more information, read the Date Controls section of the *Control information* chapter.

If the [1099 year ending date](#) in *Control information* is more than one year after the check date you will see the following message on the screen if you have selected a 1099 payable:

Check date greater than 1 year after 1099 yr end date. OK to continue ?

This message indicates that the distribution date entered on the payable is at least 1 year greater than the **1099 year ending date** in *A/P Control information*. This means that you have not run *Close a Year for 1099's*. If you post the payment the posting program updates the vendor 1099 field regardless, for an amount intended for a different year. See [Close Year for 1099s](#) in the *Year-End* chapter for information on closing the 1099 year.

Last check number used

This field is entered in order to account for any check forms which have been used for manual checks since the last time computer checks were cut.

The check number displayed on the screen for last check # used is obtained from the appropriate cash account record in *Cash accounts*. This record was updated with the highest check number used the last time you cut computer checks.

If this check number is one less than the serial number on the first check form originally mounted on the printer, press <Enter>. Otherwise, enter a number which is one less than the serial number of the first check form you placed in the printer (*prior* to printing any test alignments.)

If you enter a check number greater than the displayed number, the intervening numbers appear on the check register as "Not accounted for".

For example, the number originally displayed is 157. The first serial number on the checks you mount on the printer is 162. You then print two alignment forms. You would enter 161 for last check # used as this number is one less than the serial number of the first check form you placed in the printer *prior* to printing any test alignments. The check register would then show that checks 158-161 are

unaccounted for on this register. Checks numbered 162 and 163 are marked as void when the procedure for Starting check # is followed, as described below.

Format	999999 The default is the last check number from <i>Cash accounts</i> . The format you enter here may be different that what is printed on the check. See the note below.
Example	Press <Enter>

Note CAUTION WHEN VOIDING CHECKS DURING A/P PRINT CHECKS AND POST and Resetting the Check Number:
If you are using Check Reconciliation, resetting the Cash accounts check number back to a smaller number will cause a data problem in the C/R checkbook. See [Resetting the Check Number in Cash Accounts](#).

Note Checks that voided during a check run are written to history with no vendor number and no voucher number. The reference is written as *Voided at check run*.

Starting check number

Enter this field to ensure that the check number printed by the computer on the check form corresponds to the serial number on the check form.

If the number displayed here corresponds to the serial number of the check form that is currently mounted on the printer, press <Enter>. Otherwise, enter the serial number of the check form that is currently mounted on the printer.

If the starting check # is not one greater than the last check # used, the computer logs all checks between these numbers as void on the check register. These correspond *exactly* to the check forms used for test alignment.

Continuing the example from above, if you enter 161 for the last check # used, the computer displays 162 as the starting check number. However, since 2 test alignments were printed, the serial number of the check form that prints next is 164 (because the starting serial number was 162 and forms 162 and 163 were used for test alignments.) Thus, you would enter 164 for the starting check #. The computer logs checks 162 and 163 as void on the register. They will be written to the positive pay file as voided, if you selected to write void check numbers to the file. See the [Entering Positive Pay File Forms](#) section in the *Positive Pay File Forms* chapter.

Format	999999
Example	Press <Enter>

Starting vendor number

Ending vendor number

Options

Enter the range of vendors to pay. Neither vendor is required to be entered, but the range should enclose at least one vendor. You may use the option:

<F2>	For the First starting vendor or Last ending vendor
<F8>	For selecting a vendor from a list a vendors. From the vendor list window you may select the <i>More info</i> button to view the full data about the vendor. You may also access vendor history from the <i>Options</i> menu
Format	6 characters for each field
Example	Press <F2> for each field

Form ID

This field is only available if you entered the [Check format to use](#) field in *A/P Control information as Forms*. This means you have chosen to design or modify a form that fits your checks. See the [Check and Remittance Forms](#) chapter for more information on entering a check design.

Enter the form ID or use one of the options:

<F1>	For the next form ID and form type
<SF1>	For the previous form ID and form type
Format	5 characters
Example	Does not occur because you are not using a custom form.

(Form type)

This field is only available if you entered the check format in *Control information as Forms*. It can only be entered if you have both form types per the Form ID. Otherwise it defaults to the only type available.

There are two possible form types:

- Checks top/bottom stub
- Checks top stub only

If needed, enter the form type or use one of the options:

<F1>	For the next form type
<SF1>	For the previous form type
Format	Drop down list
Example	Does not occur because you are not using Forms.

Print separate multi-voucher remittance report for overflow checks ?

An *overflow check* means that there are too many vouchers to print on the check stub.

When this box is checked and you have more vouchers than will fit on the stub, this occurs:

- After the checks have printed, you will be asked to select a printer for the Multi-Voucher Remittances. When the *Print Multi voucher remittance* printer selection screen displays, you may print it to a printer or print to disk.
- The words *See multi-voucher report for voucher details* prints five times on both check stubs.

With this box unchecked and you have more vouchers than will fit on the stub this occurs:

- One or more VOID zero-amount checks print with as many vouchers as will print on each stub. Check formats 1 and 2 will fit 14 vouchers per stub and check format 3 will fit 7 vouchers. The number of vouchers that fit on the Forms (check type) is variable as it is user definable.
- The check payable amount prints on the last check for the vendor along with the last of the remaining vouchers.

Format	Check box, checked is yes and unchecked is no. The default is checked
Example	Select the <Space bar> to uncheck the box

Make any needed changes. Press <Enter> or click on OK to print the checks.

Notes on check formats

The format of the resulting checks are controlled by the entry in the *Control information* [Check format to use](#) field. Here is a short explanation of the check formats:

Check formats 1 and 2

Each check printed contains a check stub that shows each voucher paid by the check. Up to 14 vouchers can be printed on one check stub.

If more than 14 vouchers are being paid for 1 vendor, 14 vouchers are shown on the first stub, what happens depends on the [Print separate multi-voucher remittance report for overflow checks ?](#) setting.

Check format 3

Each check printed contains a check stub that shows each voucher paid by the check. Up to 7 vouchers can be printed on one check stub.

If more than 7 vouchers are being paid for 1 vendor, 7 vouchers are shown on the first stub, what happens depends on the [Print separate multi-voucher remittance report for overflow checks ?](#) setting.

Check formats 1, 2, and format 2 with reference

After the last voucher is listed, the check is printed for the total amount due to that vendor. Only one check is printed per vendor.

Checks are not printed for vendors whose total balance for the vouchers selected is negative, or if the vendor's status is H or Hold payment (in Vendors). See [Vendor status](#) in the *Vendors* chapter.

Zero balance checks are printed so that vouchers that balance to zero can be removed from A/P Open Items.

Check format 1 on blank stub

This format is a multi-use check format. The same check forms can be used for both Accounts Payable and Payroll, cutting down on overhead expense.

The check stub of the multi-use check form is blank. The new check format is used to process the blank check stub.

The format is similar to an existing format in both look and processing.

Forms (check type)

This is a user designed check format. See the [Check and Remittance Forms](#) chapter for more information on designing your own check and check stub.

Print alignment?

Select the Space bar to insert a check mark to print a test alignment (a form filled out with lines of X's and 9's) to verify the correct position of the paper. You can repeat this process if you have to fine-tune the printer adjustment. For a laser printer, the previous screen is re-displayed each time you print a test alignment. For a non-laser printer you are assumed to have adjusted the printer manually.

When you are through printing alignment forms, note the serial number of the first check that is actually printed.

Printer selection

After mounting the check forms, you are asked to select a printer.

Windows Printer Alignment

It is recommended that you do *not* select *Windows printer* when printing checks to a dot matrix printer because the performance may be slow and the alignment of the data to the form may

produce undesirable results.

Printing a Windows printer alignment to a laser printer has limitations as well. If you cannot get the data to align to the form this way, we recommend using a laser printer set up in *Company information*. If printing checks with *Windows printer*, the alignment starts from the upper left corner of the printable area as pre-defined by the printer driver on your workstation. You cannot print above or to the left of this area on the page.

Company information - Laser printers-alignment

If printing checks with a laser printer as defined in *Company information*, you are first asked to enter an Up/down adjustment and Left/right adjustment amounts to adjust the alignment of the laser printer. The values last entered for these amounts are shown. Enter new values or accept the values shown.

Note

For A/P checks you must use **a laser printer with PCL 5 compatibility**. This is set up as a *Company information* printer.

Laser printers that support PCL 5 codes allow the alignment feature, where other printer types do not. Use the up/down and left/right adjustments for laser alignment to position the check information so that it exactly aligns with the preprinted form. The preprinted check forms are produced according to very exact specifications, but the print position of laser printers may vary slightly from model to model or between manufacturers. These adjustment amounts allow you to compensate for the differences between laser printers so that your check information can be positioned correctly on the check form.

Windows only printers are printers that do not support PCL codes. For this reason you may not be able to do a proper alignment with such a printer and must get a Laser printer that supports PCL 5.

You can save check forms by printing the alignment on plain paper. After printing the alignment on plain paper, place the plain paper on top of one of the preprinted check forms and hold them up to a bright light to verify the alignment. Make any adjustments necessary and continue printing alignments on plain paper until you have the correct alignment. Then load the preprinted check forms in the paper tray before answering **No** (unchecked) to Print alignment?.

Long Name and Address Fields

The entire vendor name and address will print in compressed format (smaller font up to 132 columns) on checks if any of the name and address lines are more than 30 characters, thus allowing for the longer name and address fields to better fit in envelope windows. When using a compressed font the program prints in bold. **A laser printer that supports PCL 5 is required for the compression to work properly**. When the name and address fields are each 30 characters or less they will print in non-compressed format (larger font).

Laser printers - number of copies

If you are printing checks with a laser printer, you are asked to enter the number of copies and the labels for each copy. Leave the Label for 1st part field blank if you do not want to print a label on the original copy of the check.

Are the checks just printed OK ?

After checks are printed, you are asked this question.

If *all* of the checks printed are bad, select **No** when you are first asked if the checks just printed are correct. You are asked if you want to void all checks on this run. If you answer **Yes**, all checks are voided and you are returned to the selection screen.

If *some* of the checks just printed are correct, you should answer **Yes** when you are first asked if the checks just printed are correct. You can then reprint selected checks and the software automatically voids the first check that had been printed in each case.

If you do not have time to reprint some bad checks right away, you might want to void all checks and then re-select vouchers at a later time.

Format	Yes / No question
Example	Select Yes to continue

When you answer **Yes**, all the checks are considered to be correct and you are returned to the selection screen. If you answer **No**, the following question appears:

OK to void all checks printed on this run ?

If you select **No**, you are returned to the selection screen.

If you select **Yes**, all checks are voided. You are informed of the individual checks by number. Once all checks have been processed, press <Esc> to return to the selection screen.

Format	Yes/No question
--------	-----------------

Note	Checks that voided during a check run are written to history with no vendor number and no voucher number. The reference is written as <i>Voided at check run</i> . CAUTION: If using Check Reconciliation, when you transfer check data to C/R and you reset the check number using <i>Cash accounts</i> , see Resetting the Check Number in Cash Accounts
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Print more checks/Done printing checks

Print another set of checks in the same way as the first set by selecting the *Print more checks* button, or press <Esc> or select the *Done printing checks* button if there are no more checks to be printed.

If you select to print the same checks again, it will void the original checks you printed.

Format	(See Field #1 above)
Example	Press <Esc>

Void any checks ?

At this point you have printed one or more sets of checks, each set corresponding to one selection screen. For each set you have had the opportunity to void that entire set. Now you have pressed <Esc> to indicate there are no further sets to be printed. You are given another chance to void any checks spoiled the printing process, and this time you can select ranges of check numbers.

It is preferable to void spoiled checks *before* they are posted. Once checks are posted, a separate selection is required to void a check.

If you answer **No**, proceed to *Are the checks OK to post?* below.

If you answer **Yes**, you can void one or more ranges of checks (regardless of whether or not they were printed in the same set).

Format	Yes / No question
Example	Select <No>

Starting check

Ending check

These fields appear only if you answered **Yes** to the preceding. Enter the range of check numbers to be voided.

Format	999999 at each field
Example	(Does not occur in this example)

Direct Deposit ACH File Processing

Direct deposit processing is only available if you set it up according to the appendix [Implement Positive Pay and Direct Deposit](#).

If you selected **A** *ACH only* in the **Print** field, *Process ACH and post* displays in the graphical mode title bar or in the character mode upper left corner of the screen. If you selected *both checks and ACH*, you will print checks first before you get to the processing of ACH direct deposit.

A screen appears for you to enter the following information:

Cash account

If you are using only one cash account, this field is skipped and the cash account in *A/P Control information* is used automatically.

The same or different cash account may be used as for printing checks. However, this account must be defined in *Banks* found under the CTL menu.

Options

Enter the cash account for which to generate a direct deposit ACH file, or use one of the options:

<F1>	For the next entry in <i>Cash accounts</i>
<SF1>	For the previous cash account
<F2>	For the default cash account in <i>A/P Control information</i>
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F2>

If you are using date controls, the entry period (from *Control information*) displays in the upper right.

If you get a message “Invalid path to ????????” then the directory for creating the ACH file does not exist. Verify that the path in *CTL Banks* matches the directory on your system.

After you select the Enter key for the selected cash account, the bank name will display beneath the cash account name. The bank is set up in *Banks* under CTL. The *PBS System User* manual has more information on this set up.

Any change?

Respond **Y** to re-enter the **Cash account #** field, or **N** to continue.

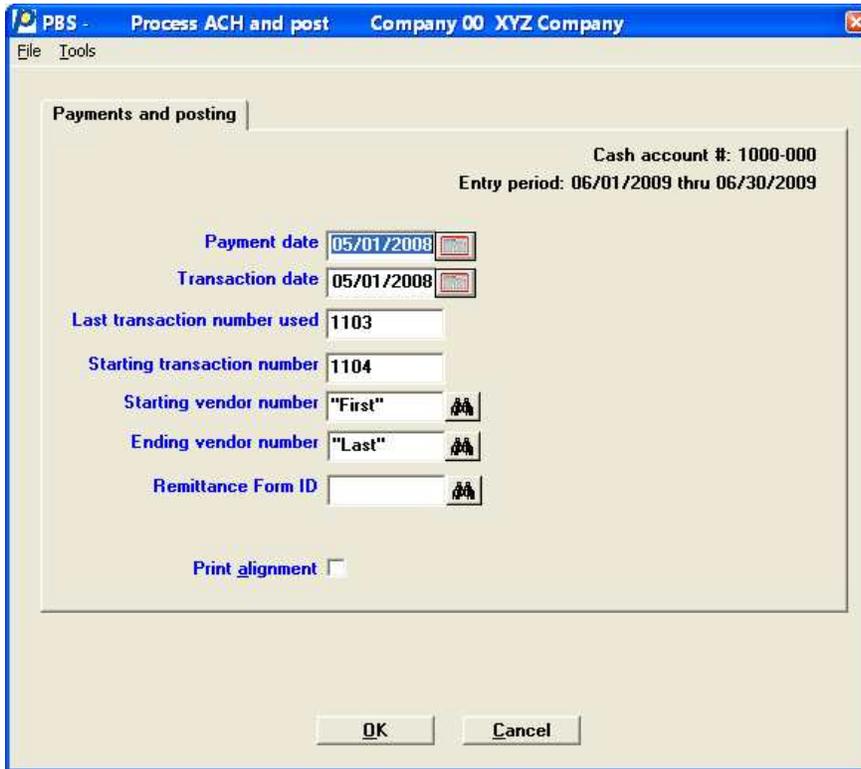
Please mount remittance forms on printer and check this box when done

Mount the remittance forms on the printer when using a laser printer by loading the check forms in the printer’s paper tray according to the instructions in the printer’s user manual.

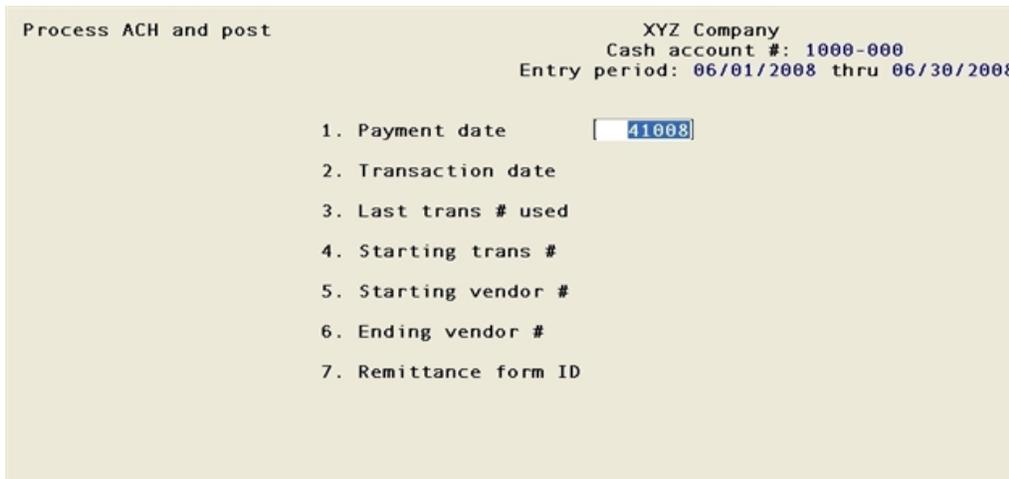
If using a dot matrix printer load the form with the perforation even with the top of the print head. It is recommended that you do *not* select *Windows printer* if you are using a dot matrix printer. Performance may be slow and the alignment of the data to the form may produce undesirable results.

Format	Graphical mode: Check box where checked is yes and unchecked is no Character mode: Four characters
Example	Type DONE when ready

Then the following screen will display:



In character mode the following screen displays:



The selected cash account displays in the upper right. If you are using date controls, the entry period (from [Date control](#)) displays below the cash account. The date controls will determine if entry in the **Payment date** field is within the entry period range.

Payment date

This is the date used to calculate valid discounts.

In order for the discounts taken to agree with the valid discounts shown on the Cash Requirements Report and the edit list, this must be the same date as was used for those reports.

Options

You have the following option:

<F4>	To select a date from the calendar lookup
Format	MMDDYY. The payment date last entered in <i>Cash Requirements Report</i> or <i>Select a group of vouchers</i> appears as the default, provided that one of these selections has been run previously.
Example	Press <Enter>

Transaction date

Enter the date to be printed to be written to the direct deposit ACH file. This need not be the same as the payment date.

Note	The <i>payment</i> date is used only to calculate valid discounts. It is the <i>transaction</i> date that is used for G/L distributions and all other postings to the checks, open items and may be printed on the remittance advice form.
-------------	--

Options

You have the following option:

<F4>	To select a date from the calendar lookup
Format	MMDDYY. The default is the payment date in Field #1.
Example	Press <Enter>

This field can be printed on the remittance advice.

Date Controls

Date Range Control

If you are using date entry controls, you may be warned or stopped against entering a date that is outside the allowed date range. For more information, read the [Date control](#) section of the *Control information* chapter.

1099 Date Control

If the **1099 year ending date** from the Company information [1099 year ending date](#) field is more than one year after the check date you will see the following message on the screen if you have selected a 1099 payable.

Check date greater than 1 year after 1099 yr end date. OK to continue ?

The 99/99/99 is substituted on the report with the actual control information date.

This message indicates that the distribution date entered on the payable is at least 1 year greater than the **1099 year ending date** in *A/P Control information*. This means that you have not run Close Year for 1099s. If you post the payment you update the vendor 1099 field with an amount intended for a different year. See [Close Year for 1099s](#) from the *Year end* chapter.

Last transaction number used

The transaction number displayed on the screen for **Last trans # used** is obtained from the appropriate cash account record in *Cash accounts*. This record was updated with the highest transaction number used the last time you generated ACH records.

If you enter a transaction number greater than the displayed number, the intervening numbers appear on the ACH register as Not accounted for.

Format	999999 The default is the last transaction number from <i>Cash accounts</i> .
Example	Press <Enter>

Starting transaction number

If the number displayed here corresponds to what you expect, press <Enter>. Otherwise, enter the starting direct deposit ACH payment transaction number.

Format	999999
Example	Press <Enter>

Starting vendor number

Ending vendor number

Enter the range of vendors to pay. Neither vendor is required to be entered, but the range should enclose at least one vendor. You may use the option:

Options

<F2>	For the First starting vendor or Last ending vendor
------	---

Format	6 characters for each field
Example	Press <F2> for each field

Remittance Form ID

You must use a designed remittance form. For help in designing your form, see the [Check and Remittance Forms](#) chapter.

Enter the form ID or use one of the options:

<F1>	For the next remittance Form ID
<SF1>	For the previous remittance Form ID
Format	5 characters
Example	Press <F1> for the form

Print alignment

Select the <Space bar> to fill in a check mark to print a test alignment (a form filled out with lines of X's and 9's) to verify the correct position of the paper. You can repeat this process if you have to fine-tune the printer adjustment. For a laser printer, the previous screen is re-displayed each time you print a test alignment. For a non-laser printer you are assumed to have adjusted the printer manually.

Make any needed changes. Press <Enter> or click on the OK button to print the remittances.

Select a Printer

You are then asked to select a printer.

Enter number of copies to print

If you are printing checks with a laser printer, you are asked to enter the number of copies and labels for each copy. Leave the Label for 1st part field blank if you do not want to print a label on the original copy of the check.

Did any of the remittance advices print OK ?

After the remittance advice forms are printed, you are asked this question.

If *all* of the remittances printed are bad, answer **No**. You are asked if you want to void all remittances on this run. If you answer **Yes**, you are returned to the screen where you can print more remittances.

Format	Select a Yes or No button
Example	Answer Yes

If you answer **Yes**, all the payments are considered to be correct and you are returned to the selection screen. If you answer **No**, the following question appears:

Void any remittances?

At this point you have processed one or more sets of direct deposit payments, each set corresponding to one selection screen. For each set you have had the opportunity to void that entire set. Now you have pressed <Esc> to indicate there are no further sets to be processed. You are given another chance to void any remittances and this time you can select ranges of transaction numbers.

It is preferable to void remittances *before* they are posted and before the ACH file is generated. Once payments are posted, a separate selection is required to void an ACH payment and the ACH file will have to be manually deleted. For the location of the ACH file *Banks* under CTL.

If you have already sent the ACH file to your bank, it may be too late to void the payments. Contact your bank representative as soon as possible to determine the status of the electronic payments.

If you answer **No**, proceed to *Are the remittances OK to post?* below.

If you answer **Yes**, you can void one or more ranges of remittances (regardless of whether or not they were processed in the same set). If you are automatically transferring payment data to Check Reconciliation, see [Resetting the Check Number in Cash Accounts](#).

Format	Check mark, checked is yes and unchecked is no
Example	Select the <Enter> key for the default of no

Starting transaction number

Ending transaction number

These fields appear only if you answered **Yes** to the preceding. Enter the range of direct deposit remittance transaction numbers to be voided.

Format	999999 at each field
Example	(Does not occur in this example)

A page displays indicating that Voiding is complete.

Select Esc or Cancel to continue.

Are the remittances ok to post ?

This question is asked after you have chosen not to void remittance payments, or after you have voided some but not all remittance payments.

If you answer **No**, you are returned to the selection screen. If you answer **Yes**, there will be a period of processing as checks are posted.

Format	One letter, either Y or N
Example	Answer Y to Are checks OK to post?

Please mount regular paper on printer and check this box when done

Restore stock paper on the printer. This step is required before printing the A/P ACH Register.

Format	Check box, checked is yes and unchecked is no
Example	Select the <Space bar> to check the box

Register printer selection

Select a printer for the ACH register. This choice appears even if you only have one printer, since the register (unlike the checks themselves) can be printed to disk. You may not choose *Display on screen*, or *Create HTML* and you may not <Esc> out of the printer selection window because printing a register is mandatory.

A message displays indicating *Posting complete*. Select OK to continue.

Notes on the A/P Check Register and ACH Register

The check register lists all computer-printed checks cut on this check printing run. Checks not accounted for (described earlier in this chapter) are listed, as well as checks which have been voided during the check printing process. The check register will print both checks and ACH payments.

The A/P ACH register lists the vendor payments generated in the ACH file during the *Process direct deposit and post* procedure.

All manual or non-A/P checks *for all cash accounts* are also printed on this register, if they have not been shown on a previous check register. If you want to have these checks shown on a separate check register, use the selection *Check register* from the *Reports* menu prior to processing computer checks.

After the register is printed, the checks and ACH transactions are posted to A/P Open Items, the A/P Distributions to G/L, Vendors, and Vendor History (if used).

Transfer to Check Reconciliation

The checking account used for posting the check and direct deposit must be set up in Check Reconciliation in *Checking accounts*.

Per the Check Reconciliation *Control information* you may be setup to automatically post to the C/R Check Book (CKBOOK). When you are automatically posting to Check Reconciliation, the Check Register will indicate "Checks automatically transferred to Check Reconciliation".

If you are not setup to automatically post, you must run the *Transfer checks/deposits* function on the C/R menu to pull the data into Check Reconciliation.

Non-A/P checks are transferred to C/R when posting payables.

Clear all vouchers?

If any vouchers were temporarily deferred for this check printing run, you are asked whether you want to clear them. Answer Yes to allow these vouchers to be selected in the future, or No to leave them deferred. Permanently deferred vouchers are unaffected.

Note

If a check number in the range matches another check that was already posted, it will show as void on the A/P Check Register, but will *not* replace the valid check that is already in Vendor History. (If you are not keeping Vendor History, this does not apply.)

Voiding Computer Paid Checks (when vendor history is not used)

When checks are voided *before* posting, it is almost always because they were spoiled in the print process. There are various reasons why you might want to void a check *after* it has been printed and posted. The check might have been issued to a vendor whose invoices are in dispute, it might have been accidentally sent to the wrong vendor, it might have been issued prematurely, and so on.

Note

Direct deposit transactions may *not* be voidable after submitting the ACH file to your bank. Before entering a void, contact your bank and verify that the payment has not been fully processed and deposited to your vendor's bank account.

If you *are* using Vendor History, voiding such checks is simple because all the information you need to undo the posting is still available in Vendor History and can be retrieved. All you have to do is use [Void Checks](#).

If you are *not* using Vendor History, voiding such computer checks requires more work. The steps needed are:

- First create a suspense account. This is a G/L account used for posting adjusting entries. (It is the same thing as a clearing account as defined previously).
- Next create a non-A/P check voucher [Type](#) in Payables, as follows:
Use the exact information that was used when the check was printed and posted. (For instance, suppose you are voiding a check that was issued to pay off an A/P open item of \$100.00, where the discount taken was \$2.00, and the check amount was \$98.00.)
Then on the non-A/P check voucher, use the same check number and vendor number that was on the computer check. Enter the total amount of the invoice as a negative number (-\$100.00, in this instance) and enter any discount that was taken, also as a negative amount. Enter the full expense distribution as a negative amount to the suspense account.
If the check is being voided in the same accounting period in which the check was originally cut, use the original check date.
If the check is being voided in a later accounting period, use the date on which the check was voided.
- Post the non-A/P check voucher. Since this is a non-A/P check voucher, the A/P account is unaffected. However, the credits that were made to the cash account and discount account because of the bad check are reversed by the negative amounts entered above.
The expense distribution is temporarily recorded as a negative amount in the suspense account, and the year-to-date purchases and discounts for the vendor are reduced.
- To now restore the original open item and correct the A/P account so it will contain the amount of the open item once again, enter and post a regular voucher for this vendor. Date it with the same date as the original voucher and distribute the entire amount to the suspense account (to counter-balance the negative amount that is there temporarily).

Once the above steps have been done, the voucher can then be selected for payment again.

Print Register Only (or Non-A/P Manual Check Register)

This optional selection prints a check register for manual and non-A/P checks only.

Do not use this selection if you want such checks included on the same register as your computer checks (and posted at the same time).

Any checks that appear on this register do not reappear on a subsequent regular A/P Check Register. Conversely, if you have just run *Print checks and post* there will be nothing left that this selection can print.

Note

When automatically interfaced to Check Reconciliation non-A/P checks get transferred to the C/R Check Book (CKBOOK) when posting checks and direct deposit payments. When not auto-interfaced use the *C/R Transfer checks / deposits* selection to transfer them.

Select

Non-A/P Manual check register from the *Reports* menu.

No selection screen appears as all manual and non-A/P checks are printed unconditionally. You will be asked to select a printer as usual.

RESETTING THE CHECK NUMBER IN CASH ACCOUNTS

When printing checks using *Print checks and post* and the checks were not in the printer you will need to print the checks again. This would also apply when printing direct deposit remittances and using preprinted forms.

If you do not want to throw away the checks, you may reset the check number back to the number before you printed and voided the checks at the end of the *Print checks and post* process. You may reset the *Last check #* this using CTL > *Cash accounts*. Enter the *Last AP ACH #* if resetting the direct deposit remittance number.

CAUTION if using Check Reconciliation

The check numbers are not actually voided as you are going to use them. If you have Check Reconciliation installed, the checks will be posted twice to the checkbook. This will cause a data problem in the C/R checkbook. How to handle this depends on the type of transfer method you use:

Automatic Transfer

Using the automatic transfer method, you must delete the voided checks in C/R, using *Load checkbook*, before you run *Print checks and post* again. Failing to do this will result in incorrect data in C/R.

Transfer checks/deposits

If you use the C/R *Transfer checks/deposits* to move data to the checkbook, you should transfer the voids first and then delete the voids before running *Print checks and post* again with the same check numbers. Use C/R *Load checkbook* to delete the voids. Failing to do this may result in incorrect data in C/R.

Void Checks

This chapter contains the following topics:

Introduction to Void Checks
Running Void Checks
Entering Checks to be Voided
Printing a Void Checks Edit List
Posting Voided Checks and Direct Deposit ACH Payments ...

INTRODUCTION TO VOID CHECKS

The *Void checks* selection enables you to automatically void a check or direct deposit [ACH](#) payment after it has been printed and posted using *Print checks and post*. It also allows you to void a manual check which was entered and posted using *Open items (Modify)*.

You might have to void a posted check issued to a vendor whose invoices are in dispute, one accidentally sent to the wrong vendor, one issued prematurely, lost by the vendor and so on.

The end result of *Void checks* is essentially to create a reversed check or direct deposit payment. The original check or direct deposit payment is retained in history and a reversed void entry is generated when posting a void check.

Note

A direct deposit payment transaction may not be voidable after submitting the ACH file to your bank. Before entering and posting a void, contact your bank to verify that the payment has not been deposited to your vendor's bank account.

If you have not submitted the file to your bank it is better to rename the original ACH file as voided, void the entire check (direct deposit) run using Void checks, and rerun Print checks and post creating a new ACH file. This will help make your ACH file data accurate.

In order to use *Void checks*, you must have chosen in *Control information* to retain vendor history. Keeping vendor history is highly recommended. Without history, not enough information is available about a check to completely undo the accounting changes caused by the check. If you are *not* keeping vendor history, refer to the [Voiding Computer Paid Checks \(when vendor history is not used\)](#) section in the *Prepare Payments / Checks and Direct Deposit ACH* chapter.

Note

Do not use Void checks to void *Non-A/P checks* and an *Immediate check*. Such checks are voided by entering a negative Non-A/P check in Payables for the same amount as the original check.

A void entry does not take effect immediately; it must be first entered and then posted. This allows transactions to be reviewed before they are applied.

A posted void check in vendor history results in at least three records; the original voucher(s), the check or direct deposit payment and the new voided check record.

Note

Prior to PBS v12.04, all voided checks were written to history with no vendor number and no voucher number. The original check was removed. After upgrading from 12.03 or earlier to any more recent version, your older history will still reflect this.

Checks that are voided during a check run are still written to history with no vendor number and no voucher number. The reference is written as *Voided at check run*.

For a void posted in v12.04 or later using the *Void checks* menu selections, a voided record is written to history with the amount reversed and the original check is also retained. The original vendor and voucher number is being written to the void record.

Voiding Checks

For *Void checks* to work all the following must be true:

- The vendor who was to receive the check is still in *Vendors*.
- The vouchers paid by the check have not been purged using *Fully paid open items*.
- The vouchers paid by the check have not been purged out of vendor history.
- None of the vouchers paid by the check is currently marked for manual payment, using *Open items (Modify)*.
- None of the vouchers paid by the check is currently selected for payment by a computer check or direct deposit payment, using *Select group of vouchers* or *Select individual vouchers*.

Because of the last two conditions, do not attempt to void checks when you have already selected vouchers for payment (using *Prepare payments*) or have marked vouchers as manually paid (using *Modify*).

Void Checks Restrictions

In order to undo the payment, *Void checks* must use and update many files/tables within A/P. Thus there are restrictions on when this function may be selected.

In a multi-user environment, only one user may enter *Void check* transactions at a time.

In addition, the following selections cannot be run at the same time as *Void checks*:

- *Modify open items (Enter or Post)*
- Check selection (individual or group)
- *Print checks and post*
- *Purge vendor history*
- *Purge open items*.

Void Checks Functions

Void checks performs the following actions:

- The original check or direct deposit ACH payment is retained. A void check record is recorded in vendor history with a reversing amount.
- For each voucher paid by check or direct deposit, the amount paid on the voucher is added back into the balance remaining on the voucher.
- If there is no balance remaining on the voucher at the time the void check transaction is posted (i.e., the voucher has been fully paid), the voucher is reinstated in A/P Open Items.
- This reinstated voucher has a balance remaining corresponding to the amount paid by the voided check (plus any discount taken).
- Discounts taken for the vendor paid by the check or direct deposit ACH are reduced.
- Form 1099-MISC amounts (if applicable) for the vendor paid by check or direct deposit ACH payment are reduced.
- Debits and credits created by the original check or direct deposit ACH payment are reversed and appear in the A/P Distributions to G/L Report. See [Distributions to G/L](#).
- The distribution date for the reversed entries can either be the original check or payment date or a specific distribution date entered in the void checks transaction. This allows for proper accounting if a check or direct deposit ACH payment is voided in an accounting period later than the one in which it was originally printed. Do not enter a date that is in a closed G/L fiscal year or in a future year not yet open in G/L.

RUNNING VOID CHECKS

The process of voiding checks and voiding direct deposit ACH payments has the following steps:

- Ensure that no vouchers are selected for payment. This can be checked by running the *Pre-check writing report* and then using *Clear selection / deferrals* to clear any vouchers currently selected for payment.
- Ensure that no vouchers are marked for manual payment. This can be checked by printing the *Modify Open Items Edit List*.
- Enter the void check or void direct deposit ACH payment, using *Enter*.
- Print the edit list, using *Edit list*.
- Verify that there are no error messages on the edit list that indicate that the check cannot be voided (these messages correspond to the constraints on check voiding described above).
- Verify that the vouchers paid by the check or direct deposit ACH (as shown on the edit list) are the same vouchers that were paid by the check or direct deposit ACH originally. Consult your original A/P Check Register or Modify Open Items Register.
- Post the void check and void direct deposit ACH payments.

ENTERING CHECKS TO BE VOIDED

Select

Enter from the *Void checks* menu.

Batch Controls

Batch controls are optional. For batch setup information see [Batch control level](#) in *A/P Control information*.

If you are using Batch controls, a screen appears for you to select the appropriate batch and enter a new batch.

Using graphical mode, to start a new batch select Options > Batch totals (Enter). Using character mode to enter a new batch, navigate to the CTL *Batch totals* (Enter) menu.

Whether using batch controls or not, the following screen displays:

The screenshot shows a software window titled "Void checks" for "Company 00 XYZ Company". The window contains a menu bar (File, View, Tools, Help) and a toolbar with buttons: New, Edit, Save, Save / New, Delete, Cancel, and Exit. Below the toolbar, it says "Select by ascending cash account number" and "Entry period: 02/01/2011 thru 02/28/2011". A table with columns "Cash account number and description", "Check#", "Date", and "Type" is shown, but it is empty. Below the table is a "General" section with fields for "Account number", "Check number", "Check date", "Check type", "Correcting entry" (checkbox), "Distribution date", and "Reference".

There are no entries in the window above. If there are any existing entries, they will display in the list box at the top of the screen. The first entry will display in the fields below.

Void Checks List Box

The list box displays up to 6 void check entries at a time. You may sort the entries by cash account number in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View menu options.

To locate a entry start typing a account number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> keys are the same as the up/down arrow keys.

Entries that display in the list box are available for changes or deletion. The fields for the selected entry display in the lower part of the screen.

When an entry is found, you may select the <Enter> key or Edit button to start editing.

Void Checks Buttons

See below for a description of each void check button or keyboard equivalent:

Button	Keyboard	Description
New	Alt+n	To enter a new void check.
Delete	Alt+d	To delete the void check selected in the list box. You may also select <F3>.
Edit	Alt+e	To edit the void check selected in the list box.
Save	Alt+s	To save a new void check or changes to an edited void check.
Save/New	Alt+w	Same as Save button plus the New button.
Cancel	Alt+c	To cancel adding or editing an void check.
Exit	Alt+x	To exit the screen. You may also use the <Esc> key.

Menu Selections

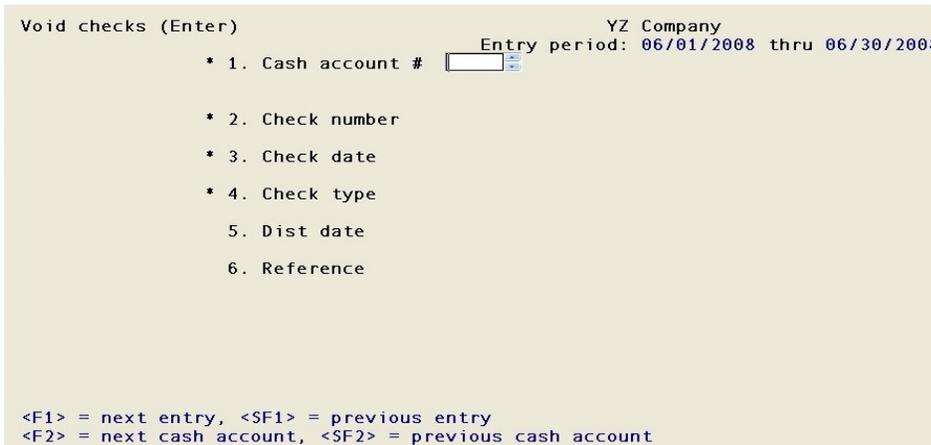
At the top left of the screen menu selections are available. Most of these are the similar from screen to screen. If a menu selection is grayed out you will not be able to access it. The selections that are unique to this screens are explained here:

The *Print* menu selections include printing an Edit list. See [Printing a Void Checks Edit List](#). The selections also include printing a Check register, Purchases/Discounts and Vendor history.

The Options menu selections include View vendor invoices and Void check Post. See [Posting Voided Checks and Direct Deposit ACH Payments](#).

Character Mode

The following screen displays:



From this screen you can work with both new and existing void check entries. You must identify the check by both number and date before you can void it.

Enter the following information:

Account number

Options

Enter the cash account number. This must be an existing entry in the *Cash accounts* selection of the System Control (CTL).

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 1000-000

Check number

Enter the number of the check to be voided. If you are voiding a direct deposit ACH payment, enter the ACH transaction number.

Format	999999 There is no default.
Example	Type 105

Check date

Enter the date the check was written.

Options

You have the following option:

<F4>	To select a field from the date lookup
------	--

Format	MMDDYY There is no default.
Example	Type 40119

Check type

Enter either Computer check, Manual check or ACH payment.

Format	One option from a drop down list
Example	Select Computer check

If you select an ACH type, you will be warned that the ACH file may have already been sent to the bank.

Note	If this check or ACH payment transaction cannot be found, you are so informed. The program checks the account number, check number, check date and type. If any of those do not match the original it will not find it.
Note	If the check is already voided you are prevented from finishing the entry.

Correcting entry

This option is only available if you are interfaced to the General Ledger module *and* you have checked the box to the field *Allow correcting entries* in *G/L Control information*.

Select the Space bar to insert a check mark and make it a correcting entry or select the Enter key to skip this field.

Options

You have the following option:

<F5>	To toggle the check mark on or off. This may be done on any field.
Format	Check box, checked is yes and unchecked is no
Example	Press <Enter>

Distribution date

The distribution date displayed is the original check date.

If you are voiding the check in the *same* accounting period as it was posted, press <Enter> to use this date.

If you are voiding the check in a *later* accounting period, enter a distribution date within the current accounting period.

It is recommended that you do not use the original check date as the distribution date if that date occurs in a closed General Ledger fiscal year.

If you are using Check Reconciliation, the date entered here becomes the date in the checkbook. It also becomes the check date in vendor history.

Options

You have the following option:

<F4>	To select a field from the date lookup
Format	MMDDYY The default is the original check date.
Example	Press <Enter>

You may be warned or stopped against entering a date that is outside the allowed date range. For more information, read the [Date control](#) section of the *Control information* chapter.

Reference

Enter whatever reference you wish.

Format	25 characters
Example	Type Shipment returned

Options

Make any needed changes. Select <Enter> or you may also use one of the button options:

Save	Save the existing entry
Save/New	Save the existing entry and starting adding a new one
Cancel	To cancel the current entry
Exit	To cancel the current entry and return to the menu
<F5>	To toggle between a correcting entry and a non-correcting one. This option is only available if you are interfaced to the General Ledger module <i>and</i> you have check the box to the field <i>Allow correcting entries</i> in <i>G/L Control information</i> .

PRINTING A VOID CHECKS EDIT LIST

This selection lets you review your void entries before posting. You can compare the edit list to the original Check Register or Modify Open Items Register to ensure that the vouchers listed are the ones that were paid by the check or ACH payment.

Select

Edit list from the *Void checks* menu or *Void checks edit list* from the *Reports* menu.

See a [A/P Voided Checks Edit List](#) example in the *Sample Reports* appendix.

Only a printer selection screen appears because all void check entries are printed unconditionally. The A/P Voided Checks Edit List is not separately illustrated but is identical except for the title to the A/P Voided Checks Register in the Reports appendix.

POSTING VOIDED CHECKS AND DIRECT DEPOSIT ACH PAYMENTS

This selection posts the voided checks and direct deposit ACH payment entries and prints a register. After running this selection there will no longer be any entries in *Void checks (Enter)*.

Select

Post from the *Void checks* menu.

A printer selection screen appears for printing the void checks register.

There will be a period of processing as each of the actions described in the [Void Checks Functions](#) section is performed for each check and direct deposit ACH payment voided. A running display of the current check or ACH payment being processed appears on the screen. If you are using Check Reconciliation, the distribution date becomes the date in the checkbook and it also becomes the check date in vendor history.

You may now reselect the vouchers that were reinstated in A/P Open Items for payment by computer check, ACH payment or manual payment.

See a [A/P Voided Checks Register](#) example in the *Sample Reports* appendix.

Interface to Check Reconciliation

What happens during posting depends on your settings in Check Reconciliation *Control information*. Per the setting you may (or may not) be posting automatically to the C/R Checkbook (CKBOOK).

When using the automatic interface:

- The original posted check was posted and written to the checkbook as a debit. The voided check is posted as a credit amount.
- For each voided check the Void Check Register indicates:
*** Voided check transferred to Check Reconciliation ***

When transferring using the *Transfer checks/deposits* interface the check will still be voided in A/P history; however, depending on the situation one of two things may occur:

- If the check is already transferred to C/R, the void will be transferred as a reversed (credit) entry.
- If the check has NOT been transferred to C/R, the posting program will create the void in A/P history and transfer both the check and void the next time *Transfer checks/deposits* is run.

If the check was never transferred to the Check Reconciliation checkbook, however it is marked as transferred in A/P, a warning will display. Under normal operation this should not occur. However, if this does occur, in order to keep the checkbook in balance you must enter an adjustment in the *Load checkbook (Enter)* selection found under the *Utility* menu.

Here is an example of the original check and voided reversed entry in the C/R Account Activity Report:

Date	Type	Doc-#	Payee	Name or comment	Amount	Clear-date	Status	Source

Checking account: 10000-000 Cash account #13557 Bank acct #: 321654								
12/15/14	Check	631	600	Wells Fargo Bank	2,327.00-			A/P
12/15/14	Check	631	600	Wells Fargo Bank	2,327.00			A/P

In the example above, the void distribution date is the same as the check date.

Voids in Vendor History

When a voided check is posted, this is what happens in vendor history:

- The original payment remains in history.
- The original voucher(s) remains in history and are now available to be paid in open items.
- The void check is written to history using the distribution date as the check date.

Here is an section of the vendor history report that shows a voucher invoice, positive pay computer check and voided check:

Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte	Jrnl-#	Vchr-#	P.O.-#/Cash-acct
Vendor: ABT Absolute Banking Tech A/P acct #: 2000-000 Pmt Group: 1ST								
ABT-FINANCE	9/30/14	423.00	105.75	Invoice	9/30/14	AP0100078	1008	
001009	10/01/14	423.00-	105.75-	Computer-POS	10/01/14	AK0100080		1000-000
001009	10/01/14	423.00	105.75	Voided check	10/01/14	AV0100081		1000-000

Vendor History

This chapter contains the following topics:

Introduction to Vendor History
Open Payables by Date
Printing a Check Register
Vendor History Report
Viewing Vendor Invoices
Purging Vendor History
Tax By State Report

INTRODUCTION TO VENDOR HISTORY

Vendor History retains information about posted transactions after they have been purged from other A/P files/tables.

If you have unchecked the box to the field [Keep vendor history](#) in *Control information*, this chapter does not apply to you.

Keeping vendor history lets you void checks more readily. It also allows you to view and report on previous vendor activity.

This chapter explains several reports, how to inquiry into Vendor History and the purging of selective vendor history information.

Note

In this chapter, the term activity for a vendor invoice refers to all payments made against the invoice, and associated credit / debit memos.

OPEN PAYABLES BY DATE

This report shows the payables that were open (not fully paid) as of a selected distribution or vendor invoice date. You can print with or without vendor history details, and can restrict the report by vendor or account number.

Select

Select *Open payables by date* from the *Reports* menu.

The following screen appears:

Graphical Mode

File Tools Help

Report criteria

Select date by Distribution date

Payable as-of date 02/12/2018

Starting vendor # "First"

Ending vendor # "Last"

A/P account # "All"

Show invoices

Show invoice history

Print SQL report

OK Cancel

Character Mode

Reports (open payables by date) XYZ Company

1. Select date by D Payable as-of date

2. Starting vendor #

3. Ending vendor #

4. A/P account #

5. Show invoices ?

6. Show invoice history ?

7. Print SQL Report

D = Distribution date, v = vendor invoice date

Enter the following information:

Select date by

The date range is selectable by distribution date or vendor invoice date. Select the range to be by Distribution date or Vendor invoice date.

Character	Graphical	Description
D	Distribution date	For the distribution date.
V	Vendor invoice date	For the vendor invoice date.

Format	Drop down list. Select either Distribution date or Vendor invoice date
Example	Select Distribution date

Payable as-of date

Enter the payable as-of date. Items that were open (not paid) or were only partially paid on this date will be included on the report. Those that were fully paid will not be included.

You may use the date selector to help you find a date. To access the date selector in graphical mode click on the calendar button or select <F4>. In character mode select <F7>.

Format	MMDDYY The default is the system date (today).
Example	Type 63019

Starting vendor

Ending vendor

Options

Enter the range of vendor numbers to be included on the report, or use the option:

<F2>	For the First starting vendor number or Last ending vendor number
------	---

Neither field is required to be a valid vendor number, but the range should enclose at least one vendor.

Format	6 characters for each field.
Example	Press <F2> at each field.

A/P account

Options

Enter the A/P account number that you want to restrict the report to. This must be an existing entry in A/P accounts. You may use one of the options:

<F1>	For the next entry in A/P accounts. If there is only one entry, the <F1> and <SF1> options do not appear.
<SF1>	For the previous entry

If you choose to show "All" A/P accounts, vendors are grouped within A/P account and subtotals are shown for each A/P account. This allows the report to be used to cross-check the amount in each A/P account in General Ledger.

Otherwise, invoices are grouped by vendor.

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F5>

Show invoices

Leave this box checked if you want to show invoices. Uncheck this box if you want a summary only.

Format	Graphical mode: Checked for yes and unchecked for no. The default is checked. Character mode: Y or N. Y is the default.
Example	Select <Enter> for the default.

Show invoice history

This field may not be entered if you unchecked the [Show invoices](#) field.

Otherwise, leave the box checked to show detail for each invoice (payments, void checks, credit memos, and debit memos). Uncheck the box to show only the invoices.

Format	Graphical mode: Checked for yes and unchecked for no. The default is checked. Character mode: Y or N. Y is the default.
Example	Select <Enter> for the default

Print SQL report

You may only produce a SQL report if you are on a PBS SQL system. For more information, see [SQL Reports](#) in the *Understanding Accounts Payable* chapter.

Select the <Space bar> to check the box and to send the data to your default browser. Uncheck the box to print the classic report.

Format	Use the <Space bar> or mouse to check the box. The field default for PBS SQL is checked. The default in PBS Vision is unchecked.
Example	Uncheck the box to print the legacy report format.

OK or Cancel

Make any needed changes. Select OK to print the Open Payables by Date Report. See an [Open Payables by Date](#) report example in the *Sample Reports* chapter.

Invoices or vendors with a zero balance on the as-of date will not be printed on the report. Grand totals are printed at the end of the report.

PRINTING A CHECK REGISTER

This report prints out all or individual A/P checks by cash account, for specified vendors within a selected date range, in date or check number order. It shows all computer, direct deposit, non-A/P, manual, and voided checks and payments. Void checks due to skipped check numbers are not shown.

As check registers are always printed when checks are posted, this report is a supplementary or consolidated report, not a true audit-trail register. For this reason you are not required to print out a hard copy, and may direct the register to the screen.

Select

Check register from the *Reports* menu.

The following screen will appear:

File Tools Help

Report criteria

Cash account # "All" 

Starting vendor # "First" 

Ending vendor # "Last" 

Starting check date "Earliest" 

Ending check date "Latest" 

Check number "All"

Show invoice detail

In order by Date 

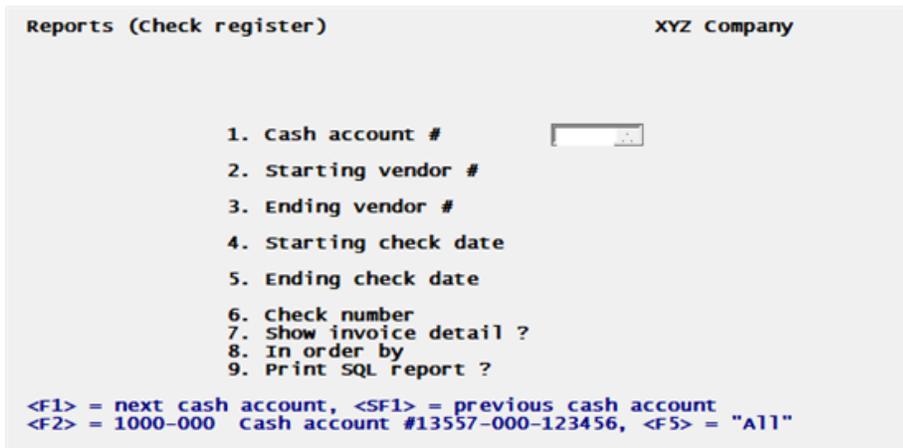
Print SQL report

<F1> = next cash account, <SF1> = previous cash account
<F2> = 1000-000 Cash account #13557-000-123456, <F5> = "All"

OK Cancel

Character Mode

A screen similar to this will appear.



Cash account #

Options

Enter the cash account number. This must be a valid entry in the System Control (CTL) *Cash accounts* selection. You may use one of the options:

<F1>	For the next entry in Cash accounts. If there is only one entry, the <F1> and <SF1> options do not appear.
<SF1>	For the previous entry
<F2>	For the default cash account from <i>A/P Control information</i>
<F5>	For All checks regardless of cash account
Format	Your standard account number format, as defined in <i>Company information</i> .
Example	Press <F5>

If you choose to show All cash accounts, checks are grouped by cash account with subtotals for each cash account. Each new cash account starts on a new page. This allows a *monthly check register* to be printed for all cash accounts.

Starting vendor #

Ending vendor #

Options

Enter the range of vendors you wish to include on the check register.

<F2>	For the First and Last vendor
<Enter>	For vendor number entered in field 2

Format	Up to 6 characters
Example	Press <F2> at each field

Starting check date

Ending check date

Options

Enter the range of dates you wish to include on the check register. The program does not check that these dates are earlier than the cut-off date of your latest purge. You may use the option:

<F2>	For the Earliest starting date or Latest ending date
------	--

Format	MMDDYY for each field. If the starting date was the first day of a calendar month, the default for the ending date is the ending day of the same month; otherwise the default for the ending date is the same date as the starting date.
Example	Press <F2> at each field

Check number

Options

Enter a check number for printing information for only one check. You may enter any number, however the program will only find a check if it exists in history. You may use the option:

<F5>	For "All" checks regardless of check number
------	---

Format	6 numeric
Example	Press <F5> for "All" checks

Show invoice detail

Check this box, or enter Y, to show each voucher paid by each check. Uncheck, or enter N, it to show a single summary line for each check, with no voucher details.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is checked. Character: Enter Y or N
Example	Select the <Enter> key for the default

In order by

Select *Date* to print in order by Date or *Check number* to print in Check number order.

Format	Graphical mode: Drop down list Character mode: D for Date or C for Check number
Example	Select the <Enter> key for the default

Print SQL report

You may only produce a SQL report if you are on a PBS SQL system. For more information, see [SQL Reports](#) in the *Understanding Accounts Payable* chapter.

Select the <Space bar> to check the box and to send the data to your default browser. Uncheck the box to print the classic report.

Format	Use the <Space bar> or mouse to check the box. The field default for PBS SQL is checked. The default in PBS Vision is unchecked.
Example	Uncheck the box to print the legacy report format.

OK or Cancel

Make any needed changes. Select OK to display the printer selection window or Cancel to not print and return to the menu. If you selected SQL report the data opens in your default browser.

While in character mode, from "Field number to change ?" make any changes. Hit the *Enter* key to display the printer selection window.

VENDOR HISTORY REPORT

This report prints out *all* vendor history information, regardless of whether an invoice is open or not. It usually contains more detail than *Open payables by date*.

Invoices are grouped by vendor and can be restricted to a specific vendor or range of vendors.

This report can be printed for vendors having a specific A/P account or belonging to a specified payment group.

Names of temporary vendors are also printed on the report. The use of [Temporary vendors](#) are explained in the *Vendors* chapter.

Invoice and discount totals are provided.

Void checks, with no assigned vendors, do not print. These type of voids occur after voiding checks during the *Print checks and post* process.

If you choose to print memo details on this report there is a separate grand total for memos.

The types that could print on the report include:

Type	Description
Invoice	The original invoice entered in <i>Payables</i> .
Cancellation	This is a canceled invoice.
Computer chk	An A/P check only.
Computer-POS	An A/P check written to a positive pay file.
Computer-ACH	An A/P payment written to the direct deposit ACH file.
Voided check	A voided check, voided positive pay check or voided ACH payment.
Manual chk	A manual check.
Non-A/P check	A non-A/P check.
Memo	A memo transaction.

Select

Vendor history from the *Reports, vendor* menu.

See a sample [Vendor History](#) report in the *Sample Reports* appendix.

The following screen appears:

File Tools Help

Report criteria

Select date by

Starting date 

Ending date 

Include checks after ending date

Starting vendor # 

Ending vendor # 

A/P account # 

Payment group

Show invoice history

Show memos

Print SQL report

Character Mode

```
Reports, vendor (vendor history)                                XYZ Company
1. Select date by ? 
2. Starting date
3. Ending date
4. Starting vendor
5. Ending vendor
6. A/P account #
7. Payment group
8. Show invoice history ?
9. Show memos ?
10. Print SQL report ?
D = Distribution date, V = Vendor invoice date
```

Enter the following information:

Select date by

The date range in the Starting date and Ending date fields are enterable as distribution dates or vendor invoice dates. Enter one of the following:

Character	Graphical	Description
D	Distribution date	For a distribution date range.
V	Vendor invoice date	For a vendor invoice date range.

Format	Drop down list
Example	Select Distribution date

Starting date

The starting and ending dates enable you to specify a date range that will be included on the report. The program does not check that these dates are earlier than the cut-off date of your latest purge.

Enter a date or use the option:

<F2>	For the Earliest starting date in vendor history
------	--

Format	MMDDYY The default is the current system date.
Example	Press <Enter>

Ending date

All invoices before or on this date will be included on the report.

Options

Enter a date or use the option:

<F2>	For the Latest date
------	---------------------

Format	MMDDYY The default is the current system date
Example	Press <F2>

Include checks after ending date

This field cannot be entered if the [Ending date](#) field is "Latest".

Check this box to print the check, ACH Payment and void associated with the vendor and invoice. If you leave it unchecked, only checks, payments and voids that fall in the date range will print.

If you selected to print by *Distribution date* and the invoice has a cancellation that has a later distribution date than the *Ending date*, the cancellation will also print on the report.

Void checks, with no associated vendor, do not print on the report.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked Character mode: Enter Y or N. The default is Y
Example	Press the space bar to include checks after ending date

Starting vendor
Ending vendor

Options

Enter the range of vendor numbers to be included on the report, or use one of the options:

<F1>	For the next vendor
<SF1>	For the previous vendor
<F2>	For the First starting vendor number or Last ending vendor number

Format	6 characters for each field
Example	Press <F2> for each field

Neither field is required to be a valid vendor number, but the range should enclose at least one vendor.

A/P account #

Enter the A/P account number that you want to restrict the report to. This must be an existing entry in A/P accounts.

This field is required even if only one vendor has been entered in Fields #4 and 5.

You may use one of the options:

<F1>	For the next entry in A/P accounts. If there is only one entry, the <F1> and <SF1> options do not appear.
<SF1>	For the previous entry
<F2>	For the default A/P account from Control information
<F5>	For All items regardless of A/P account

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F5>

If you choose to show All A/P accounts, vendors are grouped within A/P account. Otherwise, invoices are grouped by vendor.

Payment group

This field is required even if only one vendor has been entered in the starting vendor # and ending vendor # fields.

See [Payment group](#) in the *Vendors* chapter for other potential uses of that field.

Options

Enter the payment group of the vendors whose items are to be included in the report, or use the option:

<F5>	To select All items regardless of which payment group (if any) the vendor belongs to.
Format	3 characters
Example	Press <F5>

Selection is on the basis of the vendor's *current* payment group. If you have moved a vendor from one payment group to another, his items prior to the change will still be selected.

You may leave this field blank, in which case items will be purged only for those vendors who do *not* belong to any payment group.

Show invoice history

If you don't show invoice history, the report will print one summary line for each invoice. If you do show invoice history, one line will print for each activity of each invoice, in addition to the invoice summary line.

If a pay-to address is used for a payment, the pay-to number and name prints on the report when *Show invoice history* is selected and when a payment has been made to the invoice. For more information on pay-to addresses see [Pay-to Addresses](#) in the *Vendors* chapter.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is checked Character mode: Enter Y or N. The default is Y
Example	Select <Enter> for the default

Show memos

If you are not using memos on your A/P system, as designated in the *A/P Control information* [Use memo tracking](#) field, this field will have no bearing on the report.

If you are using memo transactions leave the box checked to show them on the report or uncheck the box to not show them.

Only posted memos will print on the report.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is checked Character mode: Enter Y or N. The default is Y
Example	Select <Enter> for the default

Print SQL report

You may only produce a SQL report if you are on a PBS SQL system. For more information, see [SQL Reports](#) in the *Understanding Accounts Payable* chapter.

Select the <Space bar> to check the box and to send the data to your default browser. Uncheck the box to print the classic report.

Format	Use the <Space bar> or mouse to check the box. The field default for PBS SQL is checked. The default in PBS Vision is unchecked.
Example	Uncheck the box to print the legacy report format.

OK or Cancel

Make any needed changes. Select OK to print the Vendor History Report or you may select Cancel and the report will not be printed.

If you selected SQL report the data opens in your default browser.

VIEWING VENDOR INVOICES

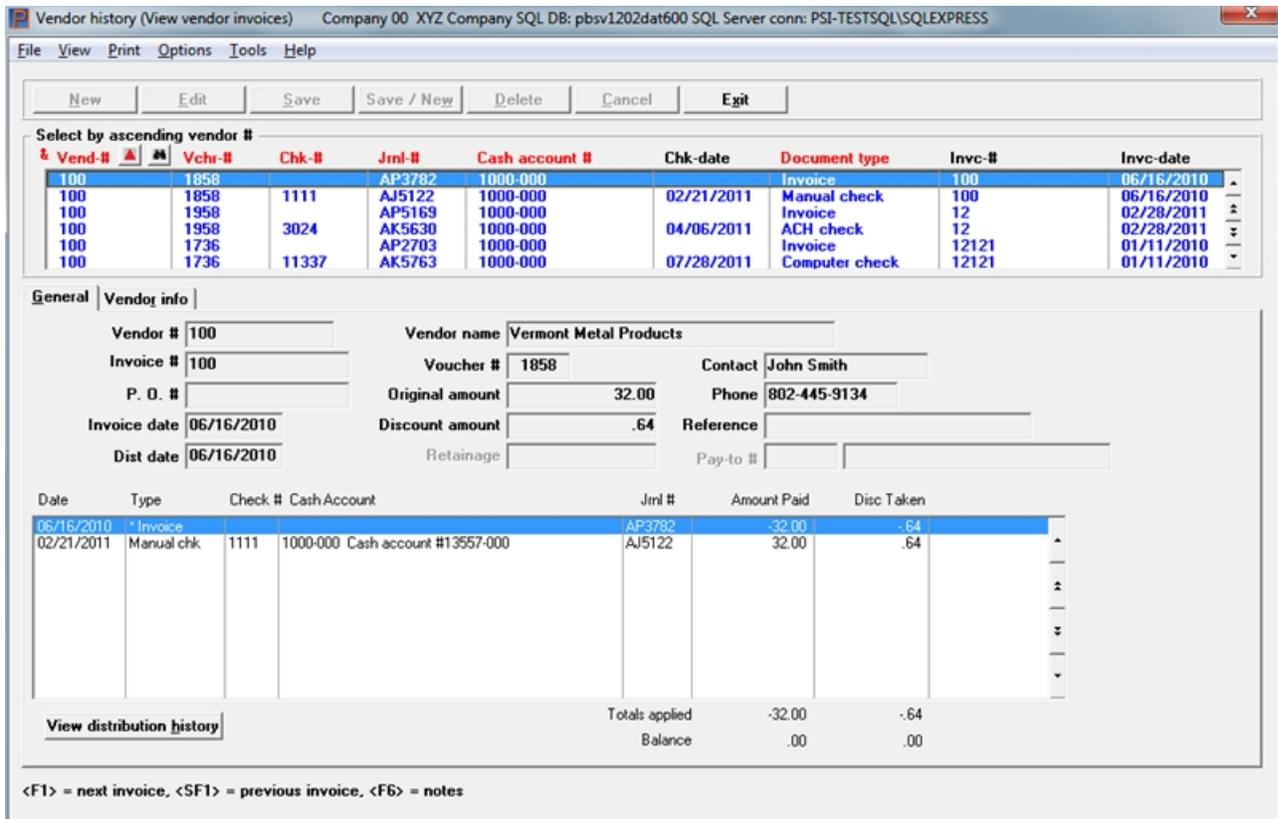
The selection lets you examine the full history of any particular invoice, whether it is open or not. This selection is not meant for entering any data (except notes), nor for printing anything.

View Invoices - Graphical Mode

Select

Select *View vendor invoices* from the A/P menu.

Before you select a vendor, the screen will look like the following:



View Vendor Invoices Button

Exit Alt+x To exit the screen. You may also use the <Esc> key

Within the upper list box you have the following options to locate an existing invoice:

View Vendor Invoices List Box

Invoices, vouchers, checks and memos that display in the list box are available for viewing only. The fields for the selected document display in the lower part of the screen.

The list box displays up to 6 historical documents at a time. The data for the selected document displays in the fields below. The selected document and any associated documents display in the lower list box.

The list boxes offer search options. To locate a record, start typing a number or date depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> keys are the same as the up/down arrow keys.

You may search on different columns. Only column names in red may be sorted. To change the sort order or sort field, click on the column name or the arrow to the right of the column name or use the View menu options.

There is a lookup to the right of the vendor number column. You may also use this lookup to find a voucher by vendor number or vendor name. You may also select the <F8> key to launch the window. If there is no data in history for the selected vendor, the lower list box displays history for the closest vendor found.

The default sort is by vendor number. If you have any void checks on file it displays them first as void transactions do not have a vendor number. Voids without a vendor number are generated during *Print checks and post*, when you indicate that the checks did not print okay. It can also occur after printing an immediate invoice in Payables, also when indicating the check did not print okay. Voids from immediate printing do not have an invoice date, where voids from *Print checks and post* do.

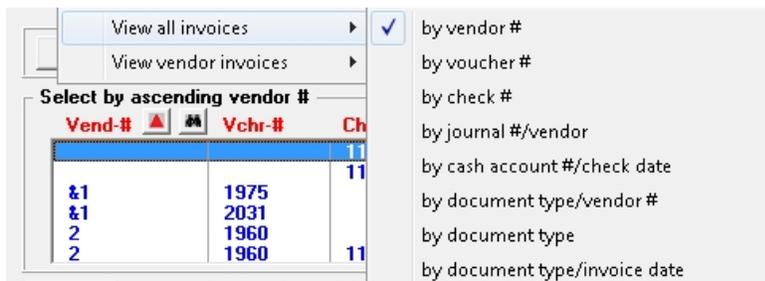
Within the list box you have two view options for finding a document. Select the View menu at the top of the screen to see these options:

- *View all invoices* - Initially the list box allows you to search through all history to locate a document.
- *View vendor invoices* - Optionally, you may locate a document for a single vendor.

Both are explained below:

View All Invoices

This view allows you to search through all the invoices in history. You may sort and search the history by vendor number, voucher number, journal number, check number, cash account number or document type; all in ascending or descending order. The options look like this:

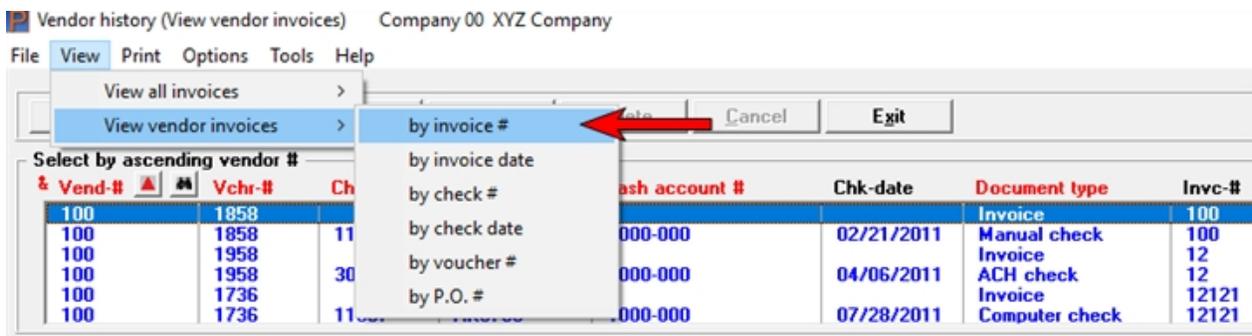


View Invoices for One Vendor

After selecting a vendor you may sort and search that vendor's history by invoice number, invoice date, check number, check date, voucher number or purchase order number; all in ascending or descending order. Once you have found a vendor, you may view records just for that vendor.

View vendor invoices by invoice # Example

First select the *View* menu. Then select *View vendor invoices* and finally select one of the options from this menu. In this case by invoice # is selected:



When you start typing it searches through documents for only that selected vendor for a particular invoice number.

Select by ascending vendor invoice #

Vendor #	Invc #	Invc-date	Chk #	Chk-date	Vchr #	P.O. #
100	1325	01/30/2001			2107	129
100	1325	01/30/2001	3035	05/01/2014	2107	
100	1345	03/12/2014			2125	16
100	1345	03/12/2014	11517	11/01/2010	2125	
100	1325					
100	1346	02/26/2014	3038	05/01/2014	2110	

When you click on the sortable fields it sorts in ascending and descending order for invoices and checks only for the selected vendor.

This example is sorting vendor 100 by Invoice #. The first invoice shows:

Select by ascending vendor invoice #

Vend-#	Inv-#	Invc-date	Chk-#	Chk-date	Vchr-#	P.O. #
100	100	16/2010			1858	
100	100	06/16/2010	1111	02/21/2011	1858	
100	12	02/28/2011			1958	
100	12	02/28/2011	3024	04/06/2011	1958	
100	12121	01/11/2010			1736	
100	12121	01/11/2010	11337	07/28/2011	1736	

Click on the sorting arrow and the list reverses and you see the last invoice number:

Select by descending vendor invoice #

Vend-#	Inv-#	Invc-date	Chk-#	Chk-date	Vchr-#	P.O. #
100	QW2	01/2010	3021	04/06/2011	1871	
100	QW2	06/01/2010			1871	
100	QW1111	10/27/2010	3024	04/06/2011	1923	
100	QW1111	10/27/2010			1923	
100	9745	02/26/2014	11509	10/17/2018	2111	
100	9745	02/26/2014			2111	15

Pay to

If a pay-to address is used for a payment, the pay-to number and name displays on the view screen. For more information on pay-to addresses, see [Pay-to Addresses](#) in the *Vendors* chapter.

Lower List Box

The lower list box contains the documents associated with the invoice or check selected in the upper list box.

Note

Prior to PBS v12.04, all voided checks were written to history with no vendor number and no voucher number. After upgrading from 12.03 or earlier to any more recent version, your older history will still reflect this. Initially, without selecting any sorting, they display at the top of the list box.

Checks that are voided during a check run (Print checks and post) are still written to history with no vendor number and no voucher number. This is because there was never an official check produced for a vendor. The reference is written as *Voided at check run*.

For voids posted in 12.04 or later using the *Void checks* menu selection, a void record is written to history with the original check being retained. The original vendor and voucher number is being written to the void record.

Vendor Info

At any time you may select the Vendor info tab. See the [Vendor info](#) section below.

View Distribution History

Distribution history provides a list of the accounts, amounts, journal number and the distribution date associated with the voucher selected on the main *View vendor invoices* screen. The fields display the associated invoice number and check number.

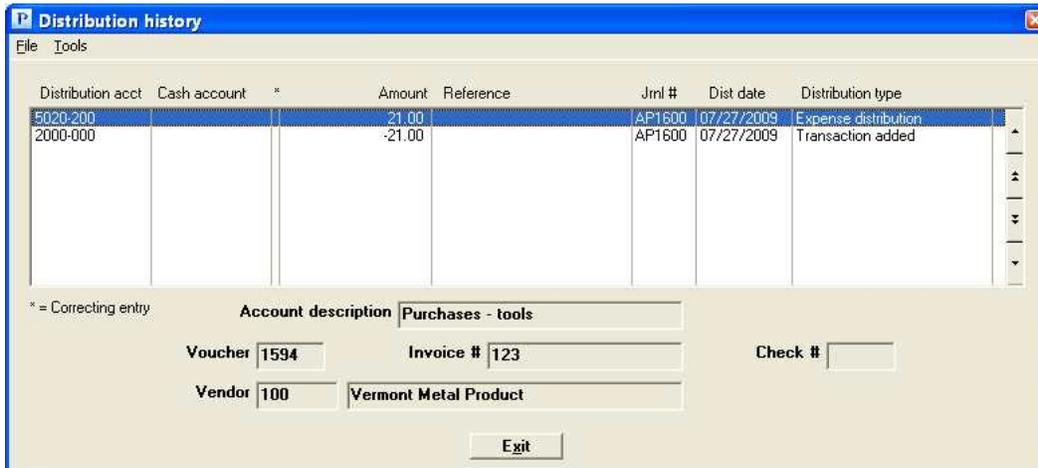
Note

There is no distribution history after upgrading from an older system. PBS 11.7.9 and earlier versions, as well as RealWorld, do not have a distribution history. When there is no history, the *View distribution history* button will be grayed and unavailable. When you start posting new payables and printing checks the distribution history for those transactions can be viewed.

Select

the *View distribution history* button.

A screen similar to the following will display:



Each row in this list box represents a single G/L account entry. The details for the entry display in the fields at the bottom of the screen.

Options

One screen can accommodate ten account entries and you can view more items with the function keys. Select the account entry you wish to view. You may use one of the options:

<F1> or Down arrow	For the next account entry
<SF1> or Up arrow	For the previous account entry
<Page Down>	To move to the next group of account entries
<Page Up>	To move to the previous group of account entries
End	To move to the last account entry
Home	To move to the first account entry

Columns

The columns are:

Distribution acct

This is the valid G/L account number.

Cash account

This is the cash account number. If there was no cash posted with the voucher, this field will be empty.

*

Indicates a correcting entry.

Amount

This amount of the distribution.

Reference

This is the reference for the distribution.

Jrnl #

This is the due date.

Dist date

This is the date of the distribution.

Distribution type

This is the type of distribution.

The distribution types are:

Type	Description
Expense Distribution	An expense distribution
Transaction Added	The vendor G/L account number
Check Amount Paid	The Cash account
Discount Taken	Discount taken on the invoice
Paid	The offsetting vendor account and cash account

Fields

The fields at the bottom of the window are:

Account description

This description of the account

Voucher

This is the voucher number

Invoice #

This is the invoice number associated with the distribution.

Check #

This is the check number. It will be populated when it was an immediate invoice.

Vendor

This is the number associated with the distribution.

(Vendor name)

This is the vendor name associated with the distribution.

Exit Button

When finished viewing the distribution history, select the <Esc> key or click on the Exit button.

Assigned Memos

Memos may be entered and assigned to vouchers if the [Use memo tracking](#) field in the *Control information* was checked. For more information on memo tracking see the Control information chapter.

If there are memos assigned to the voucher, a separate tab will appear where you can view them. Memos can only be viewed in the main entry is an invoice type.

To view the assigned memos, select the pay-to vendor, select the voucher and the memo tab will display similar to the following:

Purch-fr vendor	Name	Invoice number	Purch-date	Amount
800	Hanson Manufacturing Co.	54321	11/24/2009	54.00 ▲
700	Pacific Telephone	65132	11/24/2009	85.00 ▲
300	Red Line Freight	65412	11/24/2009	25.00 ▲
700	Pacific Telephone	654169	11/24/2009	177.00 ▼
800	Hanson Manufacturing Co.	6543	11/24/2009	36.00 ▼
300	Red Line Freight	65432	11/24/2009	23.00 ▼

Purchase order	<input type="text"/>	Sales tax	<input type="text" value=".00"/>
Receiver number	<input type="text"/>	State	<input type="text"/>
Reference	<input type="text"/>	Distribution account	<input type="text" value="5010-100"/>
			<input type="text" value="Purchases - misc. items"/>

Fields

The fields in the list box and at the bottom of the window are:

Purch-fr vendor

The purchase from vendor assigned to the memo.

Name

The purchase from vendor name.

Invoice number

This is the invoice number associated with the purchase from vendor.

Purch-date

This is the date that when the purchase was made.

Amount

The purchase from amount.

Purchase order

This is the purchase from purchase order number.

Receiver number

This is the receiver number associated with the purchase order.

Sales tax

This is state sales tax.

State

This is the state the sales tax is associated with.

Distribution account

This is the distribution account used when the memo was entered or assigned in payables.

Vendor info

Select the Vendor info tab to view information about the vendor. When selected it looks something like the following:

The screenshot shows a software interface with the 'Vendor info' tab selected. The interface is divided into several sections:

- General Information:** Fields for Address (multiple lines), Vendor's ref #, Vendor status, Fed ID, Current balance, Last purchase date, Last payment date, Last payment amount, and Last payment number.
- Contact Information:** Fields for Contact-1, Contact-2, Phone-1, Phone-2, and Terms.
- Terms and Conditions:** Fields for Cutoff day, Due day, Disc day, Disc pct, and Terms type.
- Summary Table:** A table with three columns: PTD, YTD, and Last Year. The rows are Purchases, Discounts, Payments, and Memos.

rather than corporate name are searched for by *surname*.

Options

You may also use one of the options:

<F1>	For the next vendor in vendor name sequence
<SF1>	For the previous vendor
Blank	To return to vendor lookup by number
Format	25 characters
Example	(Does not occur in this example)

Invoice

Next enter an invoice number, or use one of the options:

<F1>	For this vendor's next invoice
<SF1>	For this vendor's previous invoice
Format	15 characters
Example	Press <F1> then press <enter>

After you enter the vendor number, invoice number and select the Enter key the display will be different if you are viewing a standard invoice vs. a memo invoice. The display of a standard invoice is documented next and a memo invoice is later in this chapter.

Information about the selected standard invoice and each item of the invoice now displays:

```

Vendor History (View vendor invoices)          XYZ Company
  &Vendor 2000 All Bank                        Phone: 302-525-1200
                                              Contact: Jennifer Sayley
Invoice # 2009                                Original amt: 458.69
P.O. #:                                       Discount amt: .00
Inv date: 5/17/07                            Voucher #: 1251
Dist date: 5/17/07                           Journal #: AP0991
                                              Reference:
Date      Type      Check Jrnl #   Amount-paid   Disc-taken
05/17/07 * Invoice  AP0991        458.69-      .00
06/25/07 Computer chk 1327 AK0993   458.69      .00

Total applied:      458.69-      .00
Balance:           .00      .00
<Enter> = more information
End of invoice, <F5> = vendor data, <F6> = notes
    
```

An ampersand (&) next to the vendor number indicates that there is a note entered for this vendor.

Each row in this table represents a single transaction for this invoice, in chronological order. One screen can accommodate ten such items; if an invoice has more than this the screen does not scroll but you can page up or down as needed. An invoice total appears following the last item.

The columns are:

Date

This is the date of the transaction.

Type

This identifies the transaction. Payables transactions are identified by a type code corresponding to that entered in Payables. Payments are identified as computer checks, computer-ACH or manual checks; modifications are identified as such, and so on.

Check

This is the check number and is present only on check transactions. In the case of an ACH payment it is the transaction number and has the letter "T" to the right of the number.

Amount-paid

This is the amount of the transaction.

Discount taken

This is the discount taken.

Retainage

This is the retainage paid. This column only appears if you are interfaced to Job Cost.

Options

Select from the following options:

<F1>	For the next page of items for this invoice (if there is one)
<F2>	For the previous page of items for this invoice (if there is one)
<F5>	To see more information about this vendor (details below)
<F6>	To view or enter notes for this vendor. For details, refer to the <i>Using Notes</i> section in the <i>Use of Function Keys, Tool Bar and Windows</i> chapter of the <i>System User</i> documentation
<Enter>	To display more information about the items (details below)
<Esc>	To clear the screen of this invoice's items, and return the cursor to the Vendor field for selection of a different vendor

Vendor info

For more information on the vendor rather than the invoice, press <F5>. This opens a window as follows:

```

Vendor History (View vendor invoices)
  &Vendor 2000 All Bank
XYZ Company
  Phone: 302-525-1200
  Contact: Jennifer Sayley

Vendor data
Address: 1000 Pacific Blvd
        Wilmington DE 19800
Contact-2: Alex Young
        Phone-2: 302-525-1236
Vendor's ref #:
Vendor status: Normal

Terms: Net 30
Terms type: Days
Due days: 30
Disc days: 0
Disc pct: .00

Last purch date: 5/17/07
Current balance: .00
Last check date: 6/25/07
Last check amount: 458.69
Last check number: 1327

Purchases 458.69 PTD YTD Last Year
Discounts .00 .00 .00
Payments 458.69 458.69 .00

Balance: .00 .00

<Esc> = return to view screen
    
```

An ampersand (&) next to the vendor number indicates that there is a note entered for this vendor.

Most of the data on this screen is from Vendors. Fields like Contact 1 and 2 name and phone are from contacts.

More information about the open items

For more information on the invoice items shown you can press <Enter>. This controls what appears in the rightmost portion of the screen. Each time you press <Enter> you cycle between two formats. Specifically, the number and name of the cash account replace all columns to the right of the check number.

Notes

If you press <F6>, you may see or enter notes about the vendor.

You may have any number of dated notes for a vendor. For details on entering notes, refer to the *Using Notes* section of the *Use of Function Keys, Tool Bar and Windows* chapter in the *System User* documentation.

Format	10 lines of 77 characters each
Example	(Does not occur in this example)

Memo Invoice - Character Mode

After you enter the vendor number and the invoice number the information about the memo invoice displays.

In addition to the vendor number and invoice number the fields that display are:

Memo amt:

This is the amount of the transaction.

P.O. #

This is the purchase order number for the memo.

Reference

This is the reference that was entered at the time the memo was entered.

Pay-to vendor:

This is the vendor to which the memo was assigned.

Voucher #:

This is the voucher number that matches the pay-to vendor record in history.

Journal #:

This is the journal number that matches the pay-to vendor record in history.

Tax state:

This is the state to which the sales tax was paid.

Sales tax amount:

This is the amount of the sales tax.

This question displays at the bottom of the screen:

Right invoice?

Select Y if it is the right invoice and N to take you back to the vendor number field.

Options

When you select Y you have additional options from which to select:

<F1>	To reselect the vendor
<F5>	To see more information about this vendor (details above)
<F6>	To view or enter notes for this vendor. For details, refer to the <i>Using Notes</i> section in the <i>Use of Function Keys, Toolbar and Windows</i> chapter of the <i>System User</i> documentation.
<Esc>	To clear the screen of this invoice's items, and return the cursor to the Vendor field for selection of a different vendor

PURGING VENDOR HISTORY

This selection provides a way for information to be selectively removed from Vendor History.

Vendor History records can be purged for a single vendor, a single invoice, a range of vendors, vendors having a particular A/P account, and vendors belonging to a specified payment group. You can also specify that only temporary vendors are to be purged.

This will purge :

- Paid vouchers and any associated memo records
- An unpaid voucher as long as it has an associated cancellation
- Paid checks and associated vouchers
- Paid checks and associated vouchers with voids only if the vouchers were re-paid.

It will not purge a voucher that was paid and the payment was voided.

Do not confuse this purge with the purge of open items.

Purging history records for items that are still stored in Open Items will cause fully paid items to print on the aged open item report, even when selecting to not show fully paid vouchers. Therefore to keep both in sync, purge your matching open items when purging history. See the [Purge Open Items](#) chapter for more information on the relationship of history to open items.

Purging is not allowed when any unposted void check transactions are pending.

Note

When you are using the Check Reconciliation (C/R) module, Vendor History data is used to transfer your A/P checks to your checkbook. Therefore, be certain you have transferred the data *before* you purge.

Your system could be setup to post to C/R automatically. If this is the case, the data would already be transferred.

For more information on the setup and transfer of payables to C/R, refer to the *Control Information* and *Transfer Checks / Deposits* chapters of the C/R User documentation.

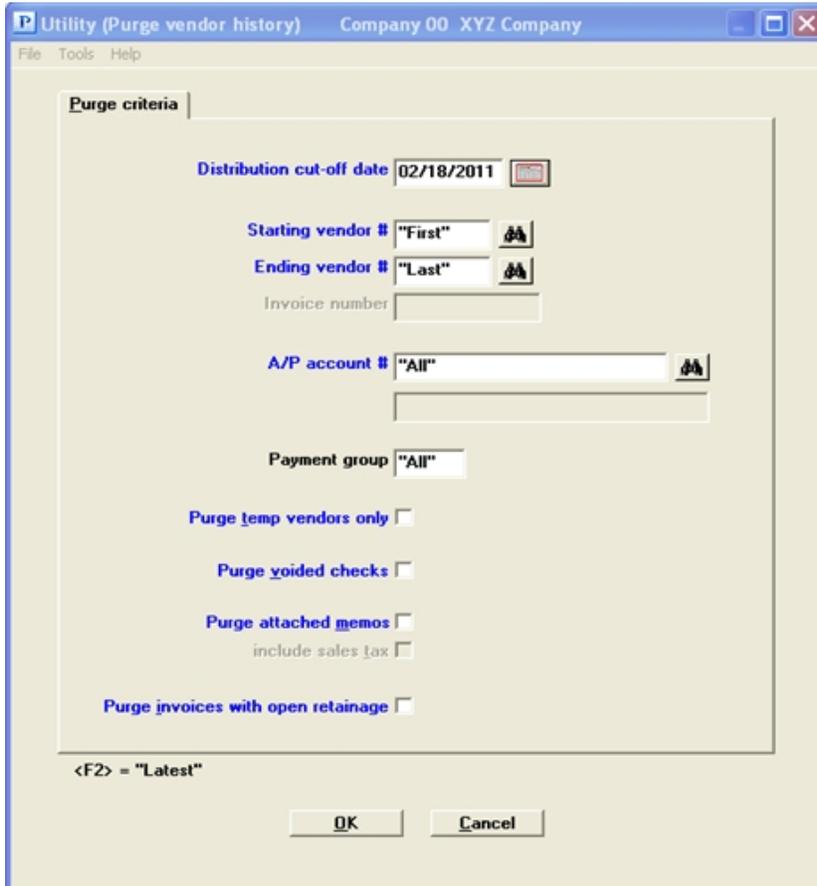
Select

Purge vendor history from the *Utility* menu.

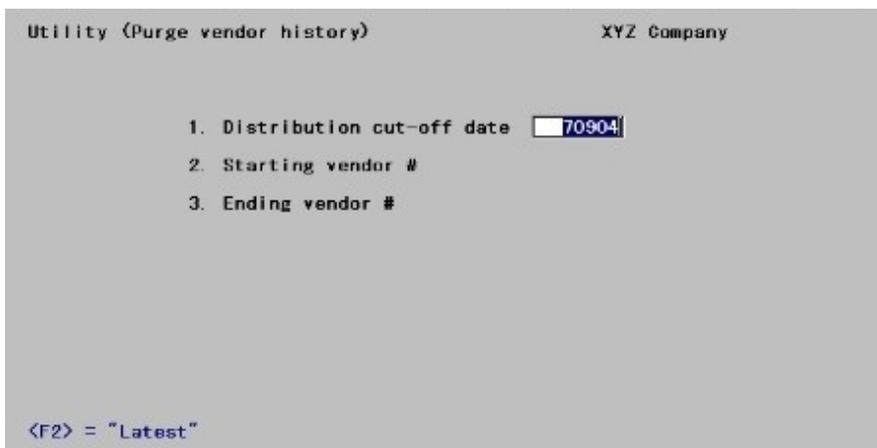
View a [Purge Vendor History](#) example in the *Sample Reports* appendix.

The following screen appears:

Graphical Mode



Character Mode



Using character mode, initially only Fields #1 through 3 appear.

Enter the following information.

Distribution cut-off date

Distribution dates are compared to this cut-off date. In order for an invoice or any of its activity to be purged, its balance must be zero and all its activity must have occurred on or before this cut-off date.

An invoice could have a matching cancellation. If the invoice date falls within the cut-off date and the cancellation does not, the program will remove the cancellation regardless.

Options

Enter the cut-off date or use the following option:

<F2>	For the Latest (most recent) date in Vendor History. All invoices for the vendors selected will be purged.
Format	MMDDYY The default is the current system date.
Example	Press <F2>

Starting vendor

Ending vendor

Options

Enter the range of vendor numbers to be purged, or use the option:

<F2>	For the "First" starting vendor number or "Last" ending vendor number
------	---

Neither field must be a valid vendor number, but the range should enclose at least one vendor.

Format	6 characters for each field
Example	Press <F2> at each field

Purging History For One Vendor

If you have entered a single vendor (i.e., Starting vendor # and Ending vendor # fields are the same), continue as shown below. If you have entered a range of vendors, continue at [Purging History for Multiple Vendors](#).

Invoice number

This field can only be entered if one vendor is selected.

Options

Enter the invoice number to purge, or use the option:

<F5>	To purge "All" this vendor's invoices
blank	See explanation for (blank) in paragraph below.

Format	15 characters
Example	Press <F5>

You may leave this field blank, which purges only those transactions for this vendor which do not have an invoice number. All payable types except adjustments require an invoice number.

Purge unassigned voided checks

Using character mode this is field number 6 when using Job Cost with retainage. Otherwise the field number is 5. If the starting and ending vendor numbers are *not* the same, it is field number 7.

Check this box if you only want to purge unassigned voided checks only. An unassigned voided check means that a vendor was not assigned to the record. This occurs when posting voided checks generated during a check run, *Print checks and post*. It can also happen when voiding an immediate check using *Payables*.

When you select this option it purges all the unassigned void checks regardless of your parameters for the vendor.

This field has no affect on voids that were created with the *Void checks (Post)* selection. These will only be purged when the original voucher has been selected, it is fully paid and it falls within the other parameters.

Uncheck this box to only purge paid or canceled invoices for both regular and temporary vendors.

Format	Graphical: Check box where checked is yes and unchecked is no Character: Enter Y or N
Example	Select <Enter> for the default of unchecked

Purge invoices with open retainage

This field only appears if you are interfaced with Job Cost and when using payables retainage. In character mode it is field 5 or field 9 depending on how other fields are selected.

An invoice may be fully paid, but associated with it there may be an open retainage amount which has not been paid. If you were to purge such an invoice you would lose the fact that there is an open retainage amount.

If this is how you keep track of open retainage amounts, press <Enter> for unchecked. Fully paid invoices with open retainage amounts will not be purged.

If you track open retainage amounts some other way, check this box. Fully paid invoices with open retainage amounts will be purged.

Format	Check box where checked is yes and unchecked is no. The default is unchecked
Example	Press <Enter> for the default

Purging History for Multiple Vendors

If you selected more than one vendor in the Starting vendor # and Ending vendor # fields, the following fields will appear:

A/P account

This field only appears if more than one vendor is selected.

Options

Enter the A/P account number to be included in the purge. This must be an existing entry in A/P accounts. You may use one of the options:

<F1>	For the next entry in A/P accounts. If there is only one entry, the <F1> and <SF1> options do not appear.
<SF1>	For the previous entry
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F5>

Payment group

This field only appears if more than one vendor is selected.

Options

Enter the payment group of the vendors whose items are to be included in the purge, or use the option:

<F5>	To select <i>All items</i> regardless of which payment group (if any) the vendor belongs to.
------	--

Selection is on the basis of the vendor's *current* payment group. If you have moved a vendor from one payment group to another, his items prior to the change will still be selected.

You may leave this field blank, in which case items will be purged only for those vendors who do *not* belong to any payment group.

Format	3 characters
Example	Press <F5>

Purge temp vendors only

This field can be entered only if more than one vendor is selected.

Check this box if you only want to purge temporary vendors from Vendor History.

Leave it unchecked to purge transactions for both regular and temporary vendors.

For a checked box to be meaningful, the Starting vendor # field must either be First or must begin with an asterisk. All temporary vendor numbers begin with an asterisk .

Format	Check box where checked is yes and unchecked is no. The default is unchecked
Example	Press <Enter>

Purge unassigned voided checks

See [Purge unassigned voided checks](#)

Purge attached memos

This field can be entered only if more than one vendor is selected.

This field may not pertain to your system if you have selected to not use memo tracking as determined in *A/P Control information*.

This selection allows you to purge memos that are associated with a fully paid voucher that is being purged.

Format	Check box where checked is yes and unchecked is no. The default is unchecked
Example	Cannot be entered with this example

Include sales tax

Memo records can be used for tracking sales tax. This field may not pertain to your system if you have selected to not use memo tracking as determined in the *A/P Control information*. If you entered a sales tax amount in the memo then it applies.

This selection allows you to retain sales tax memo records while you purge non sales tax memo records.

Format	Check box where checked is yes and unchecked is no. The default is unchecked
Example	Press <Enter>

Purge invoices with open retainage

See [Purge invoices with open retainage](#)

OK or Cancel

Make any needed changes. Select OK to purge or Cancel to not purge.

Are you sure?

Answer No to return to the screen.

Answer Yes to continue with the purge. There will be a period of processing as records are deleted. A Purge Vendor History Report is printed. A purging program cannot be canceled. It must proceed to completion.

TAX BY STATE REPORT

If you are not using memo tracking, this report will not have data to access.

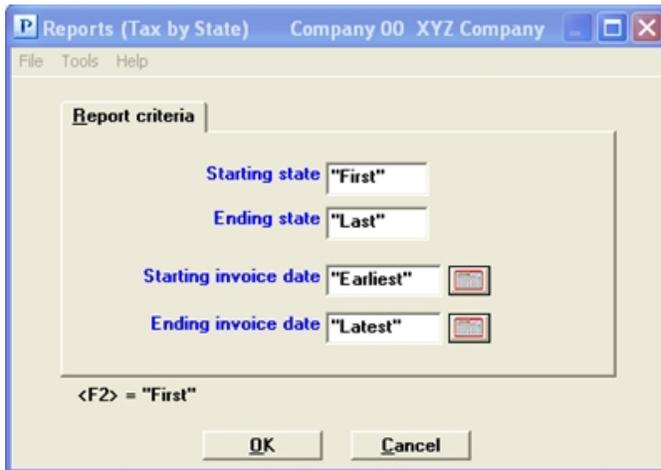
This report prints *memo* history information providing tax paid totals and tax amounts. Tax amounts are grouped together by state with totals per state and with a grand total at the end. Invoice number and invoice totals are provided.

Select

Tax by state from the *Reports* menu.

The following screen appears:

Graphical Mode



Character Mode



Enter the following information:

Starting state

Ending state

Options

Enter the range of states to be included on the report, or use one of the options:

<F2>	For the First starting state or Last ending state
Format	2 characters for each field
Example	Press <F2> for each field

Neither field is required to be a valid state number, but the range should enclose at least one state.

Starting invoice date

The starting and ending dates enable you to specify a date range that will be included on the report.

Enter a date or use the option:

<F2>	For the Earliest starting date in vendor history
Format	MMDDYY The default is the current system date.
Example	Press <Enter>

Ending invoice date

All memos on or before this date will be included on the report.

Options

Enter a date or use the option:

<F2>	For the Latest date
Format	MMDDYY The default is the current system date.
Example	Press <F2>

OK or Cancel

Make any needed changes. Select OK print the Tax by State report or select Cancel to not print.

Purge Open Items

This chapter contains the following topic:

[Introduction to Purge Open Items](#)

INTRODUCTION TO PURGE OPEN ITEMS

The *Purge Open Items* selection enables you either to purge (completely remove) fully paid open items (vouchers, etc.) from A/P Open Items, or to print a report showing which items can be purged.

If you have chosen (in *Control information*) to keep vendor history, you can review these items in Vendor History or print a report including them, using the *Vendor history* report. See [Vendor History Report](#).

Open items are retained and used to void posted checks when necessary. They are invisible (i.e., do not appear on any reports or screens), but remain for future reference.

Since they are used in voiding posted checks, you should purge them only after you know that no checks associated with these fully paid open items will be voided.

For example, if all vouchers with a due date up to January 31 were paid in January, and all these January checks have been cashed or are otherwise accounted for, you can purge all fully paid open items with a due date up to January 31. You would set the first field displayed, Cut-off due date, to January 31.

Be aware that this selection does *not* purge vendor history. There is a separate selection, for that purpose. See [Purging Vendor History](#). To continue the example, you might wish to purge vendor history as of January 31 at the same time that you run *Purge open items*. Since vendor history is available for other purposes than for voiding checks (specifically, for printing historical reports), you might prefer to keep vendor history longer than open items.

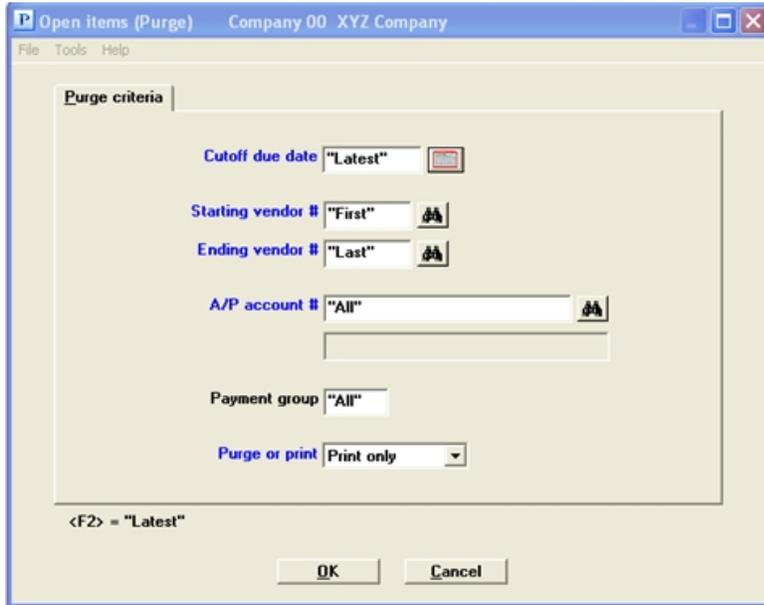
See an example of the [Fully Paid Open Items Purge Report](#) in the *Sample Reports* appendix.

Select

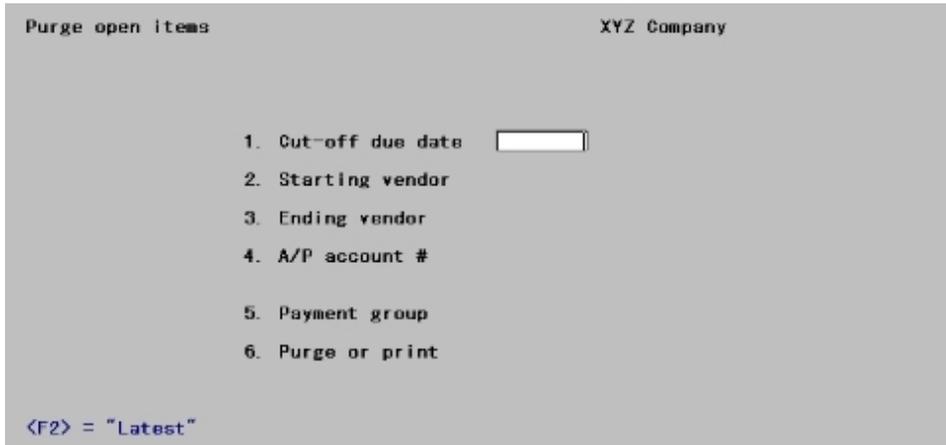
Purge from the *Open items* menu.

The following screen appears:

Graphical Mode



Character Mode



Enter the following information:

Cut-off due date

This is the latest due date for which fully paid open items are to be purged.

Options

Enter the date or use the option:

<F2>	For the Latest date. This will purge all eligible fully paid open items regardless of due date.
<F4>	To select a date from the date lookup. You may also access the date lookup by clicking on the calendar button. Using character mode select <F7> for the calendar lookup
Format	MMDDYY There is no default.
Example	Press <F2>

Starting vendor #
Ending vendor #

Options

Enter the range of vendor numbers for which fully paid open items are to be purged, or use the option:

<F2>	For the First starting vendor number or Last ending vendor number
------	---

Neither field is required to be a valid vendor number, but the range should enclose at least one vendor.

Format	6 characters for each field
Example	Press <F2> at each field

A/P account #

This field is required even if only one vendor has been entered in the Starting and Ending vendor # fields.

Enter the A/P account number for which fully paid open items are to be purged. This must be an existing entry in *A/P accounts*.

Options

You may use one of the options:

<F1>	For the next entry in <i>A/P accounts</i> . If there is only one entry, the <F1> and <SF1> options do not appear.
<SF1>	For the previous entry
<F2>	For the default A/P account from <i>Control information</i>
<F5>	For All open items regardless of A/P account

Selection is on the basis of the vendor's *current* A/P account. If you have transferred a vendor from one A/P account to another, his items prior to the change will still be purged.

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F5>

Payment group

This field is required even if only one vendor has been entered in Fields #2 and 3.

Options

Enter the payment group of the vendors whose fully-paid open items are to be purged, or use the option:

<F5>	To purge All open items regardless of which payment group (if any) the vendor belongs to.
------	---

Selection is on the basis of the vendor's *current* payment group. If you have transferred a vendor from one payment group to another, his items prior to the change will still be purged.

You may leave this field blank, in which case items will be purged only for those vendors who do *not* belong to any payment group.

Format	3 characters
Example	Press <F5>

Purge or print

Select one of the following:

Character	Graphical	Description
1	Print only	To print a list of items eligible to be purged, without purging. You could use this to verify what you are purging before committing to the actual purge.
2	Purge only	To purge the fully paid open items which meet all the criteria entered above, without printing a list. You could select this if you had already printed a list.
3	Print and purge	To print a list and purge the items

If you choose either of the purge options, you are warned that you will no longer be able to void checks for the items purged, and required to verify that you really intend to do this.

Format	Graphical: Drop down list Character: One digit from the list above
Example	Type 1

OK or Cancel

Make any needed changes. Select OK and there will be a period of processing as eligible items are either purged or printed or both. The report is not a register and may be displayed on the screen.

Select Cancel to not purge any open items.

A purging program cannot be canceled. It must proceed to completion.

Purge Temporary Vendors

This chapter contains the following topic:

[Introduction to Purge Temporary Vendors](#)

INTRODUCTION TO PURGE TEMPORARY VENDORS

Temporary vendors are designated by a vendor number starting with an asterisk (*).

The *Purge temporary vendors* selection enables you to automatically purge temporary vendors from *Vendors*. You may also print a listing of those temporary vendors purged.

A temporary vendor may be purged only if *all* of the following conditions are true:

- There are no outstanding unpaid open items for the temporary vendor.
- All fully paid open items for the temporary vendor have been purge using *Purge open items*.
- All vendor history for the temporary vendor has been purged using *Purge vendor history*. If you have Check Reconciliation first verify that the checks have been transferred to C/R before purging.

If the above conditions are all true, there is no reason to keep the temporary vendor since all references to the vendor have been purged from the system.

Select

Purge temporary vendors from the *Utility* menu.

Graphical Mode

The following screen appears:

Utility (Purge temporary vendors) Company 0...

File Tools Help

Report criteria

Starting vendor # "First"

Ending vendor # "Last"

A/P account # 2000-000
Accounts payable

Payment group "All"

Print or purge Print only

<F1> = next vendor, <SF1> = previous vendor, <F2> = "First"

OK Cancel

Character Mode

The following screen appears:

<F1>	For the next entry in <i>A/P accounts</i> . If there is only one entry, the <F1> and <SF1> options do not appear.
<SF1>	For the previous entry.
<F2>	For the default A/P account from Control information.
<F5>	For "All" temporary vendors regardless of A/P account.
Format	Your standard account number format, as defined in <i>Company information</i> .
Example	Press <F5>

Payment group

This field is required even if only one temporary vendor has been entered in the Starting vendor # and Ending vendor # fields.

Enter the payment group of the temporary vendors to be purged, or use the option:

<F5>	To purge All temporary vendors regardless of which payment group (if any) they belong to.
------	---

You may leave this field blank, in which case only those temporary vendors will be purged who do *not* belong to any payment group.

Format	3 characters
Example	Press <F5>

Print or purge

Select one of the following:

Character	Graphical	Description
1	Print only	To print a list of temporary vendors eligible to be purged, without actually purging.
2	Purge only	To purge the temporary vendors which meet all the criteria entered above, without printing a list. (You could select this if you had already printed a list.)
3	Print and purge	To print a list and purge the temporary vendors.

Format	Drop down list
Example	Select Print only

If you choose either of the purge options, you will be asked to confirm that you really intend to do this.

OK or Cancel

Make any needed changes, select OK. There will be a period of processing as eligible vendors are either purged or printed or both. The report is not a register and may be displayed on the screen.

Distributions to G/L

This chapter contains the following topics:

[Distributions](#)

[General Ledger Is Not Used](#)

[General Ledger Is Used](#)

DISTRIBUTIONS

The *Distributions to G/L* selection enables you to print a report showing the distributions to General Ledger accounts made in the A/P module. These are contained in A/P Distributions.

The report may be used to drive a manual General Ledger module, or the data may be used to drive a General Ledger computer module:

- If you interface to the G/L module, the transfer of information is initiated from within that module and is described in the G/L User documentation.
- If you use some other G/L module, you can export this data using the data utilities described in the *PBS Administration* documentation. You must then reformat the information into a format usable by your system.
- You may also view and export this data and much more data using [ODBC](#). See your PBS provider for more information on obtaining the ODBC interface.

Whether your G/L module is PBS, manual, or foreign, use the *Distributions to G/L* selection to purge the A/P Distributions after the data has been transferred.

The report is presented in two sections:

- The first section shows distributions which you entered directly (as expense distributions in *Payables*).
- The second section shows automatic distributions. These are distributions automatically created by the various A/P functions during A/P processing, including distributions to your cash accounts, your discount accounts, and your accounts payable accounts. Each account prints on a separate page.

Select

Distributions to G/L from the *Reports* menu.

Graphical Mode

The following screen appears:

File Tools Help

Report criteria

Starting account # "First" 

Ending account # "Last" 

Starting date "Earliest" 

Ending date "Latest" 

Show manual distributions in Detail

Show automatic distributions in Detail

Compress by check #

Show check totals

Print SQL report No

Purge file

Distributions to purge

<F2> = "First"

OK Cancel

Character Mode

The following screen appears:

Distributions to G/L XYZ Company

1. Starting account #
2. Ending account #
3. Starting date
4. Ending date
5. Show manual dists
in detail or summary ?
6. Show automatic dists
in detail or summary ?
7. Compress by check # ?
8. Show check totals ?
9. Purge file ?
10. Dists to purge
11. Print SQL Report

<F2> = "First"

Enter the following information:

Starting account #

2. Ending account #

Enter the range of account numbers to be included. It is not required that either be a valid account number, but together they should enclose at least one account in *Valid G/L accounts*. If you intend to interface these distributions to the General Ledger module, each account in the range must be present in the G/L *Chart of accounts* selection.

Options

You may use the option:

<F2>	For the <First> starting account number or <Last> ending account number
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F2> at each field

Note	When you plan to purge A/P Distributions, the range of accounts must be <First> through <Last> so that the distribution report stays in balance.
-------------	--

Starting date

Ending date

Options

Enter the range of distribution dates to be included, or use the option:

<F2>	For the <Earliest> starting date or <Latest> ending date
Format	MMDDYY at each field
Example	Press <F2> at each field

Show manual distributions in

Show automatic distributions in

Manual distributions are those entered directly to distribute expenses during *Payables*.

Automatic distributions are those generated automatically by the system, rather than those manually entered. They include distributions to the accounts payable, cash, and discount accounts.

You can control for each type of distribution whether you want detail or summary information on the report. Enter either:

Character	Graphical	Description
D	Detail	All distributions through the cut-off date appear
S	Summary by date	Only one total will appear for each day for each account.

Format	Drop down list
Example	Select Detail at each field

Compress by check

For cash accounts, if this field is checked, there will only be one line per check. If this field is not checked, multiple lines may print for each check.

Format	Check box, where checked is yes and unchecked is no. The default is checked
Example	Select <Enter> for the default

Show check totals

If the [Compress by check #](#) field is checked (yes), this field cannot be entered.

For cash accounts, if this field is checked, totals will print by check if there are multiple lines per check.

If this field is not checked, date totals will print.

Format	Check box, where checked is yes and unchecked is no. The default is unchecked
Example	Cannot be entered in this example

Print SQL report

You may only produce a SQL report if you are on a PBS SQL system. For more information, see [SQL Reports](#) in the *Understanding Accounts Payable* chapter. You have three options:

Character	Graphical	Description
N	No	Prints the classic report.
Y	Standard	Prints the standard SQL report.
C	Columnar	Prints a columnar version of the SQL report. With this version there are no totals. You may send the data to Microsoft Excel where you can manipulate the data to create your own totals.

Format	Select one from the list above. The field default for PBS SQL is Standard. The default in PBS Vision is No.
Example	Select No if a vision system or Standard if a PBS SQL system.

Purge file

If the Starting and Ending account # fields above are anything other than "First" to "Last", this field cannot be entered and may not be entered (whether or not General Ledger is interfaced). The reason for this is that purging only *some* accounts would put A/P Distributions to G/L out of balance.

Otherwise, check this box to purge the data when printing the report, or leave it unchecked if you do not wish to purge the data.

Format	Check box, where checked is yes and unchecked is no. The default is unchecked
Example	Select <Enter> for the default

In a multi-user environment, you should **not** purge distributions while another user is posting payables, A/P checks, or A/P open item adjustments.

If you answer checked the box for yes:

- If G/L is *not* interfaced, all information in the A/P Distribution file within the date range will be purged after the report is printed.
- If G/L *is* interfaced, the [Distributions to purge](#) field can be entered so you can control what is purged. This feature allows you to transfer the distributions to G/L in stages, using several executions for different account ranges and/or date ranges.

Distributions to purge

This field can be entered only if you are interfaced to G/L and have checked the [Purge file](#) field.

Select which distributions to purge:

Character	Graphical	Description
1	all dists in range	All distributions within the date range entered above will be purged, <i>regardless</i> of whether they have already been interfaced to G/L
2	only interfaced dists in range	Only those distributions will be purged which are within the date range <i>and</i> which have already been interfaced to G/L

Format	Drop down list
Example	Cannot be entered with this example

OK or Cancel

Make any needed changes. Select OK to print the report and purge when selected or Cancel to do neither.

If you have chosen to purge, there will be a period of processing while the data is being purged. The report is considered a register; it may be printed to disk or to a printer, but not displayed on the screen.

If there is nothing to print or purge in the range selected, a window with the message "No distributions for the ranges selected" will display.

The report includes both the vendor name and the reference from the payable transaction.

For checks written, both the check number and the cash account against which the check was cut appear on the report.

If you selected SQL report the data displays in your default browser.

See a classic [Payables Distributions to General Ledger](#) example in the *Sample Reports* appendix.

GENERAL LEDGER IS NOT USED

The Payables Distributions to General Ledger report lists the debits and credits which must be entered into your manual ledger.

You should print out this report at the end of an accounting period after *all* A/P transactions have been entered and posted for the period.

Back up your data and then print this report. All accounts should be printed. The date range should be from Earliest to the date at the end of your accounting period. Specify that the data should be purged. By purging the distributions which are printed on the report, the only distributions remaining, if any, will be for transactions which apply to the *future* accounting periods.

You may print the report to disk and then obtain a printed copy using *Print reports from disk*. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report should be needed.

GENERAL LEDGER IS USED

The A/P Distributions to G/L contains debits and credits (created by A/P transactions) that must be transferred to General Ledger.

The distributions are actually transferred by selecting *Get distributions* from the G/L *Distributions* menu, and then specifying that you want to get distributions from the A/P module. Refer to *Distributions* chapter in the G/L User documentation.

Prior to running *Get distributions*, print the Payables Distributions to G/L Report. All accounts should be printed. The date range should be from Earliest to the end of your accounting period. **Do not specify that the file is to be purged.** If you purge distributions here in A/P *before* transferring them to the G/L module, you would have to enter these distributions again manually in the G/L module, using *General journal*. This defeats the purpose of the *Get distributions* selection.

The purpose of printing this report is to obtain an accurate list of the debits and credits that are to be transferred to G/L.

You may print the report to disk and then obtain a printed copy using *Print reports from disk*. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report is needed.

After printing the report, back up your data and run *Get distributions*. When running this selection, specify that the distributions are to be purged as they are copied to General Journal Transactions. If a power failure (and computer crash) should occur while running *Get distributions*, simply restore your backup and repeat the procedure.

Once *Get distributions* has been run, print a General Journal Entry Edit list and compare this report with the Payables Distribution to G/L Report to verify that all debits and credits have been transferred. The debits and credits will only be comparable if you have purged the distributions each period. If you have not purged A/P Distributions in a previous period, the reports will not be comparable.

Another choice is to:

1. Back up your data.
2. Run G/L *Get distributions*, specifying that distributions are *not* to be purged.
3. Run A/P *Distributions to G/L*, specifying that the data is to be purged and *only* interfaced distributions are to be purged.
4. Print the General Journal entry Edit List. The debits and credits printed on the edit list should be comparable to the debits and credits on the Payables Distributions to G/L report, provided that you have followed this procedure each period. If you have not purged Distributions in a previous period, the reports are not comparable.

Note

If you specify that distributions are not to be purged by Get distributions, and you run Get distributions again, you will not transfer the *same* distribution from A/P to G/L more than once (Get distributions prevents this). If, after step 2. in the alternate procedure above, you discover additional A/P transactions for the accounting period which have not yet been entered into A/P, simply enter and post these transactions in A/P, and repeat the alternate procedure starting with step 1.

Vendor Purchases and Discounts

This chapter contains the following topics:

[Purchases/Discounts](#)

[Purchase Journal](#)

PURCHASES/DISCOUNTS

The *Purchases/Discounts* selection enables you to print a report comparing purchases and discounts for vendors of a specific type, or for all vendors regardless of type. The vendor type is defined for each vendor using the *Vendors* selection.

The report includes the last purchase date for a vendor. Purchases, percent of total purchases, discounts, and percent of total discounts are reported for the current year-to-date and for last year. It does not include next period purchase and discount amounts.

Select

Purchases/Discounts from the *Reports* menu.

The following screen appears:

File Tools Help

Report criteria

Print by vendor type

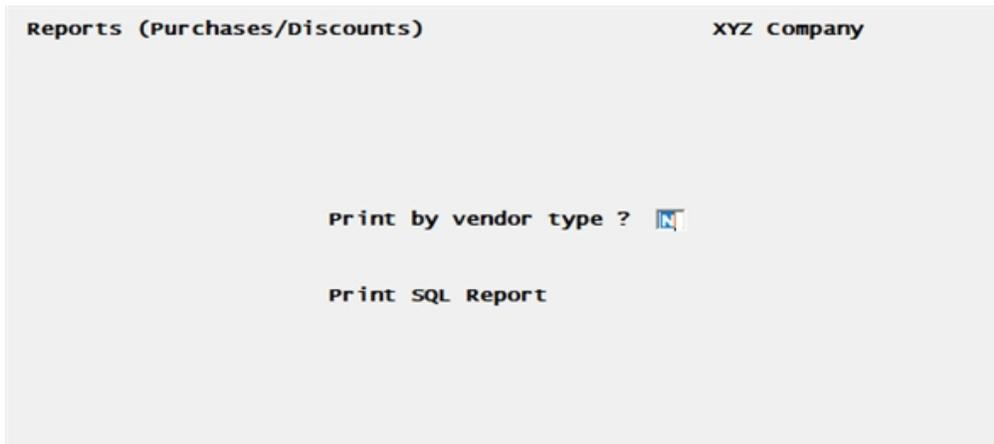
Vendor type

Print SQL report

OK Cancel

Character Mode

The following screen appears:



Enter the following information:

Print by vendor type

Check this box to either:

1. print the report for vendors of one vendor type only, or
2. print the report in order by vendor number within vendor type, with subtotals by vendor type.

Leave it unchecked to print in order by vendor number.

Vendor type is an optional field; if you have chosen (in *Vendors*) not to categorize your vendors by type, leave this box unchecked.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked
	Character mode: Y or N. The default is N
Example	Check the box

Vendor type

Vendor type is a field in the vendor record. In order to use this field in your criteria you must have entered something there. See [Vendor type](#) in the *Vendors* chapter for all the uses of that field.

If you left the preceding field unchecked, this field cannot be entered.

Options

Otherwise, enter the vendor type to be included in this report or use the option:

<F5>	For All vendor types
------	----------------------

You may leave this field blank, in which case only those vendors will be included on the report who have not been assigned to a vendor type.

Format	3 characters
Example	Press <F5>

Print SQL report

You may only produce a SQL report if you are on a PBS SQL system. For more information, see [SQL Reports](#) in the *Understanding Accounts Payable* chapter.

Select the <Space bar> to check the box and to send the data to your default browser. Uncheck the box to print the classic report.

Format	Use the <Space bar> or mouse to check the box. The field default for PBS SQL is checked. The default in PBS Vision is unchecked.
Example	Uncheck the box to print the legacy report format.

OK or Cancel

Select OK to print the report or Cancel to return to the menu. If you selected to print the SQL report the data opens in your default browser.

All vendors are shown except for temporary vendors.

This report also includes the grand totals for all vendors and the averages per vendor. If printed by vendor type, totals and averages for each type are shown.

See a [Purchases/Discounts](#) report example in the *Sample Reports* appendix.

PURCHASE JOURNAL

The *Purchase journal* selection enables you to print a report showing the distribution date, invoice number, invoice date, voucher number, P.O. number and journal number for each vendor purchase.

A vendor type is defined for each vendor using the *Vendors* selection. You may select purchases for vendor types or for all vendors regardless of type.

You may further limit the invoices listed in the report by printing for a range of vendors and for a range of distribution or invoice dates.

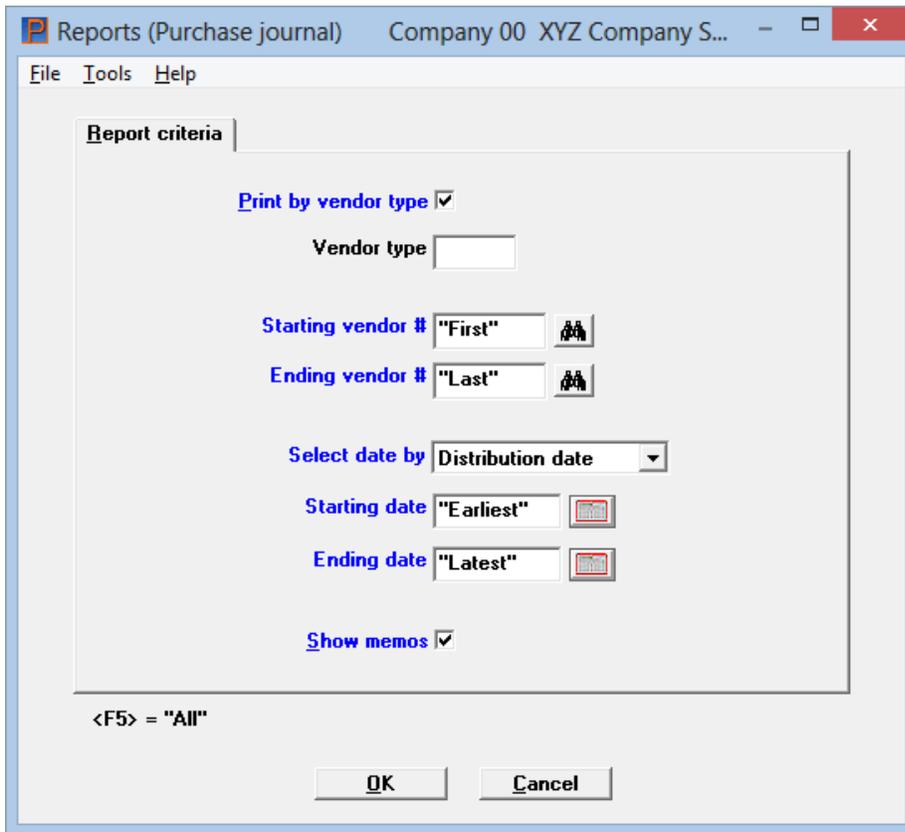
Memo invoices may be included on the report. Memo amounts and amounts paid through A/P are printed in separate columns.

Temporary vendors are not included in this report.

Select

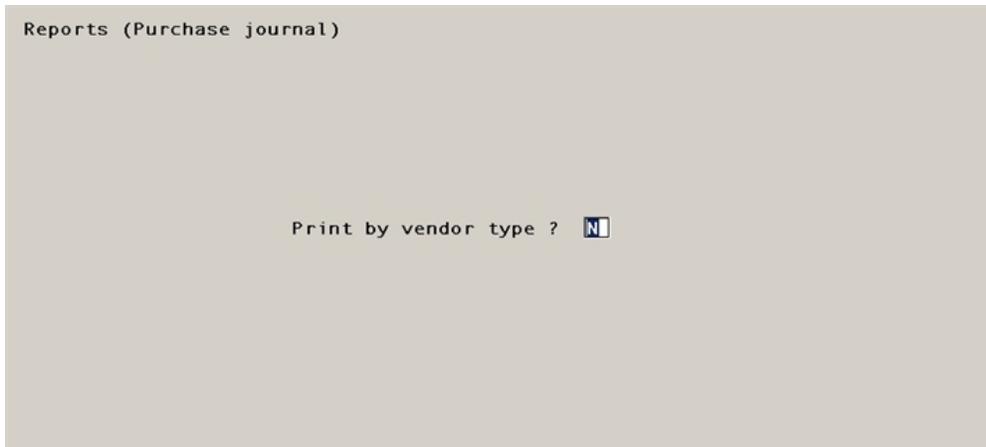
Purchase journal from the *Reports* menu.

The following screen displays:



Character Mode First Screen

To print the report in character mode, fields on two screens must be entered. This is the first screen:



Enter the following information:

Print by vendor type

Check this box to print the report for vendors of one vendor type only, or to print the report for all vendor types.

Leave it unchecked to print in order by vendor number.

If you have not defined vendor types (in *Vendors*), leave this field unchecked.

Format	Check box where checked is yes and unchecked is no. The default is unchecked
Example	Check the box

Vendor type

If you left the preceding field unchecked, this field cannot be entered.

Options

Otherwise, enter the vendor type to be included in this report or use the option:

<F5>	For "All" vendor types
------	------------------------

See [Vendor type](#) in the *Vendors* chapter for all the uses of that field.

You may leave this field blank, in which case only those vendors will be included on the report who have not been assigned to a vendor type.

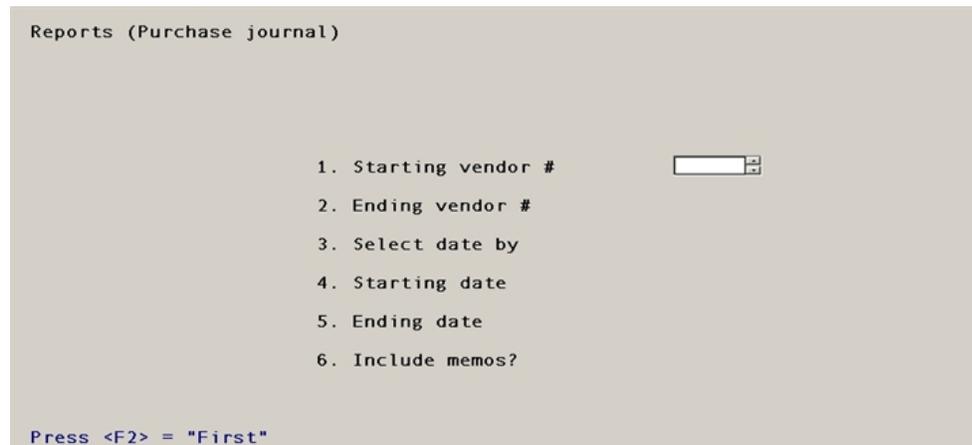
Format	3 characters
Example	Press <F5>

Character Mode Second Screen

Any change?

Answer Y to re-enter the screen, or N to continue. to the next screen.

A screen, similar to the following screen will be displayed.



Starting vendor #

Enter the vendor number for the first vendor whose invoices you want to include on this report or use the option.

<F2>	For the "First" vendor
Format	Up to 6 characters
Example	Press <F2> for the first vendor

Do not select a temporary vendor as it will not be included in this report. Temporary vendors are skipped when you select <F2> for "First" to "Last".

Ending vendor #

Enter the vendor number for the last vendor whose invoices you want to include on this report or use the option.

<F2>	For the "Last" vendor
Format	Up to 6 characters
Example	Press <F2> for the last vendor

Select date by

The date range in the Starting date and Ending date fields is selectable by distribution date or vendor invoice date. You have the following choices:

Character	Graphical	Description
D	Distribution date	Distribution date range
V	Vendor invoice date	Vendor invoice date range

Format	Graphical mode: Drop down list Character mode: 1 character, either D or V
Example	Press <D> or select Distribution date for the distribution date range

Starting date

Enter the starting date for the earliest invoice or distribution date you want to include on this report or use the option.

<F2>	For the "Earliest" date
------	-------------------------

Format	MMDDYY
Example	Press <F2> for the earliest date

Ending date

Enter the ending date for the latest invoice you want to include on this report or use the option.

<F2>	For the "Latest" date
------	-----------------------

Format	MMDDYY
Example	Press <F2> for the latest date

Show memos

You can only access this field if in *A/P Control information* you selected to use memo tracking. See the [Use memo tracking](#) field in the Control Information chapter.

Leave the box checked to include memos on your report or uncheck it to not include them.

Format	Check box where checked is yes and unchecked is no. The default is checked.
Example	Uncheck the box

OK or Cancel

Make any desired changes and press <Enter> to print this report.

Close a Period

This chapter contains the following topic:

[Close a Period](#)

CLOSE A PERIOD

The Close a period function allows you to either close a period or close a year and a period. Both functions update vendor data.

The term period, as used here, is either your fiscal accounting period or another period of time. For example, you could follow the procedure described below and close A/P each week. In this case, the period-to-date figures on the reports listed would be weekly figures. Alternatively, you could close A/P once a quarter, in which case the period-to-date figures would be quarterly figures.

The reason that your A/P period need not correspond to your *accounting* period is that closing a period in A/P has no effect on PBS General Ledger. The interface between A/P and G/L is through the G/L selection *Get distributions*, described in the General Ledger documentation. Refer also to the [Distributions to G/L](#) chapter in this documentation.

The current period in A/P is determined by the [Current period ending date](#) in *Control information*.

When close a period is run, without closing the year, the following happens:

- The vendor current period purchases, payments, discount and memo amounts are cleared out.
- The amounts stored in the vendor **next period** purchases, payments, discount and memo amounts are transferred into the like period-to-date fields and added to the year-to-date fields, so that the period-to-date fields are now accurate for the new period.
- The current period end date in A/P *Control information* is set to the ending date of the new period.

For an explanation of the vendor totals fields see the [Totals](#) section in the *Vendors* chapter.

When close a year is also selected this happens:

- The vendor current period purchases, payments, discount and memo amounts are cleared out.
- The amounts stored in the vendor **next period** purchases, payments, discount and memo amounts are transferred into the like period-to-date fields and year-to-date fields, so that the period-to-date fields are now accurate for the new period.
- The current year-to-date purchases, discount amounts, payment totals and memo purchase amounts are moved to the last year matching fields.
- The current period end date in A/P *Control information* is set to the ending date of the new period.
- The year-to-date amounts in Recurring payables are cleared.

The *Vendor by vendor #* or *Vendor by vendor name* report may be run before you close a period to document the period to date and year to date amounts as well as last payment information.

Note

Closing a year should not be run until all of this fiscal year's business transactions have been posted and completed and the Purchases/Discounts report is printed, along with any other fiscal year-ending reports.

Date Entry Control

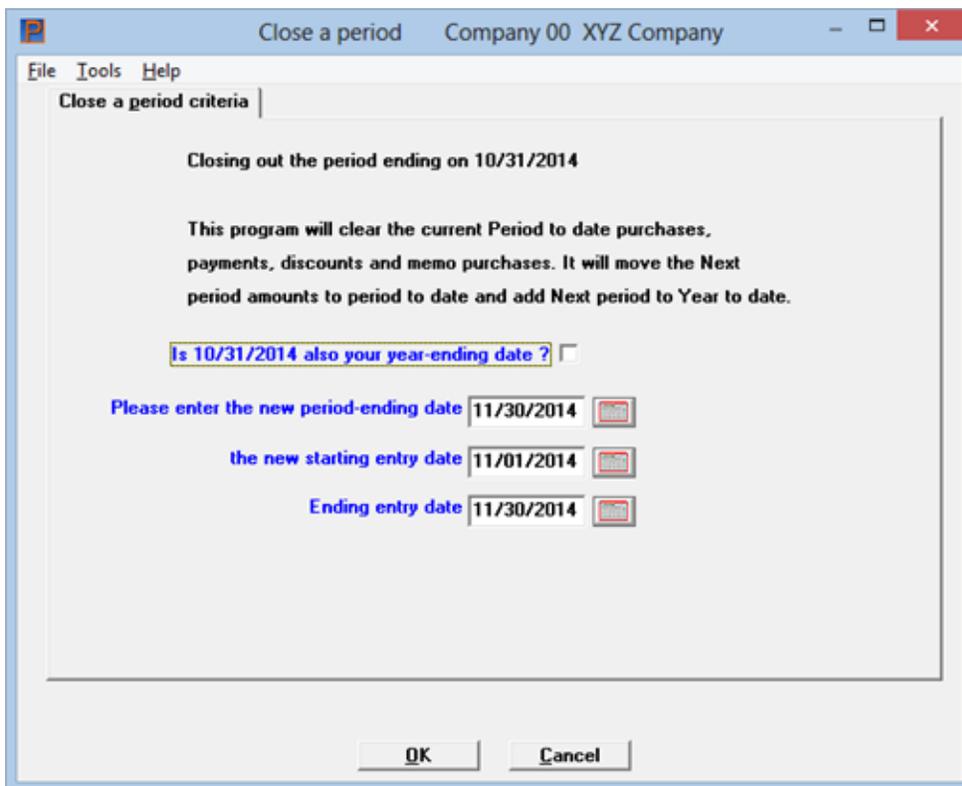
You may also use this close selection to enter a new date entry period range. The use of this feature is determined by the [Date control](#) fields in *Control information*. Date control was introduced because printing checks, AP Voucher distribution dates and Void check dates are prone to misinterpretation and incorrect entry. This feature provides a mechanism to restrict users to entering dates, which ultimately result in G/L transactions, to a specified a date range. The use of this feature would substantially increase the security against accidental incorrect entry of distribution dates. Do not run close a period unless it is the correct time. If you need to change the date entry range but not close the period or close a year, do so in *A/P Control information*.

Select

Close a period from the Accounts Payable menu.

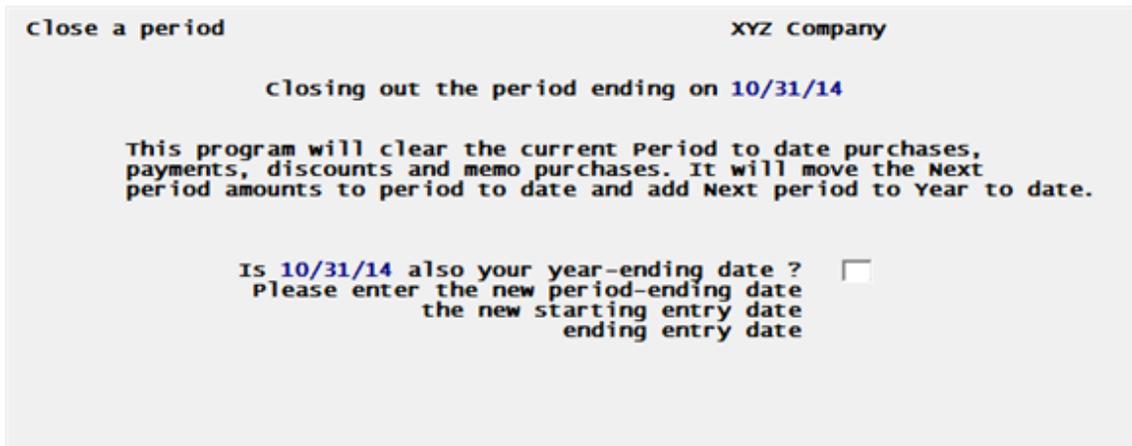
Graphical Mode

The following screen appears:



Character Mode

The following screen appears:



Enter the following information:

Is [date] also your year-ending date ?

[date] represents the current period-end date.

If the period you are about to close is the last period in your accounting year, check this box (or answer Y); otherwise, leave it unchecked (answer N).

Format	Graphical: Check box where checked is yes or unchecked is no. The default is unchecked Character: One letter, either Y or N
--------	--

Please enter the new period ending date

You can enter the new period ending date, or use the option:

Options

<F2>	For the same calendar date in the month following the current period ending date. The last day of the month remains the last day, even when the months have different lengths.
------	--

Format	MMDDYY
Example	(If you are using this manual as a tutorial, escape from the screen at this point to retain your demo data)

Please enter the new starting entry date

This field cannot be entered if you are not using the date entry controls.

Enter the new starting entry date, or use the option:

Options

<F2>	For the first day of the month following the month of current period ending date.
Format	MMDDYY
Example	(If you are using this manual as a tutorial, escape from the screen at this point to retain your demo data)

Please enter the new ending entry date

This field cannot be entered if you are not using the date entry controls.

Enter the new ending entry date, or use the option:

Options

<F2>	For the same calendar date in the month following the current period ending date. The last day of the month remains the last day, even when the months have different lengths.
Format	MMDDYY
Example	(If you are using this manual as a tutorial, escape from the screen at this point to retain your demo data)

If you entered a starting and ending date range that is not correct or if you want to change the range mid-period, you can manually change these dates at any time in *A/P Control information*. Do not close the period again to change this date range, unless it is the right time to do so.

OK or Cancel

Are you sure that all the necessary accounting operations, including the printing of reports, have been carried out? If yes, select OK to proceed. If not, select Cancel or <Esc> to return to the menu without closing the period.

No report is produced by this selection. You may print the *full* Vendors by vendor # or Vendors by vendor name report to see that the period to date fields are now all zero and if there were amounts in next period they will not be in period to date.

In character mode the program asks for *Any change?*. Answer Y to re-enter the screen or N to re-set the period-to-date fields in Vendors.

Format	Graphical mode: Select the OK button if you are ready to close the period or Cancel to return to the menu without closing Character mode: One letter, either Y or N
Example	Select Cancel or enter N

1099 Year-end Processing

This chapter contains the following topics:

[Introduction to 1099 Year End Processing](#)

[Close a Year](#)

[1099 Year End Processing](#)

INTRODUCTION TO 1099 YEAR END PROCESSING

PBS year-end processing for 1099s includes reviewing and entering vendor's 1099 data, printing 1099 reports, printing 1099 forms, printing a 1096 form and 1099 electronic filing (magnetic media).

The chapter is only relevant if you have elected to print 1099 forms per the *A/P Control information* [Print 1099 forms](#) field, otherwise you can ignore this chapter.

The *Close a year for 1099s* should be run at the beginning of the next calendar year after you have completed you 1099 processing. See the [Close Year for 1099s](#) section.

Close a Year

Closing a year is now part of the *Close a period* function. See [Close a Period](#).

1099 YEAR END PROCESSING

1099s are a means of reporting to IRS and taxpayers dividends, interest and other forms of income.

PBS year-end processing for 1099s includes reviewing and entering vendor's 1099 data, printing 1099 reports, printing 1099 forms, printing a 1096 form and creating 1099 magnetic media. It also includes the closing of a year for 1099s.

1099-MISC reports must be filed by Feb. 28 with the IRS. However, you should report your 1099-MISC forms to payees by January 31 and magnetic media by March 31. Be sure to check with the IRS for any changes to these deadlines.

Review and Enter 1099 Information

The PBS Accounts Payable module automates the majority of your reporting needs, as a business, by accumulating Miscellaneous 1099 amounts for each vendor as you pay them through A/P throughout the year.

Reporting Requirements

Much of the information you report is accumulated for you, however the full requirements of 1099 reporting go beyond the scope of the day-to-day operations of the accounts payable system.

1099-MISC Reporting Information

To enable you to effectively use the accounts payable system for 1099 and 1096 reporting, this function allows you to edit and enter additional vendor information so that it is available for your reporting functions.

The *1099-Misc reporting info* screen contains calculated information and entry fields. The field numbers correspond to the IRS instructions that reference the 1099 box number on the 1099 MISC form. Each field on the screen has a corresponding 1099 box number. For detailed information on each box number, refer to the IRS instructions for reporting 1099 MISC. Some fields on this screen are not accumulated throughout the year. This includes Federal income tax withheld, Crop insurance proceeds, State tax and more. These must be entered manually.

Most of the 1099 reportable data is accumulated in the *1099-MISC Information* file / table during A/P postings. When this occurs both the calculated and override fields are updated. The posted amounts may be all you need to print your 1099s. However, you may use this screen to change accumulated amounts by entering override data. When you print 1099s, a 1096 and generate 1099 magnetic media, the program uses the amounts from the override fields. Therefore the calculated fields provide amounts for what was accumulated throughout the year, but the override data is used when printing 1099s, printing a 1096 or generating an electronic file magnetic media.

Include 1099 Payroll Non-employees

This only applies if the vendors in Accounts Payable and non-employees in Payroll are paid by the same company using the same EIN number.

As the Accounts Payable module provides the complete reporting, including the printing of 1099 and 1096 forms as well as magnetic media, you may want to include your Payroll non-employees with Accounts Payable.

If you have the payroll module with 1099 non-employees, you may enter non-employees from the Payroll module into *Vendors (Enter)*, use *1099-MISC reporting info* to enter an override *Non-employee compensation* amount for each non-employee. These employees and amounts will print on the 1099-MISC forms and the data will be summarized in the 1096 form. This data is also be included in the 1099 magnetic media electronic file.

1099 Field Applicable to your Site

Many of the fields may not be applicable to your vendors. When this is the case press <Enter> for the field to set it to zero.

Select

1099-Misc reporting info from the *Year-end* menu.

The following screen appears:

Graphical Mode

Year-end (1099-MISC reporting info) Company 00 XYZ Company SQL DB: pbsdata00 SQL Server conn: QATEST\ZEUS4

File View Print Tools Help

New Edit Save Save / New Delete Cancel Exit

Year to process Year-end 2017 Show entered 1099 reporting info only

Select by ascending vendor name

Vendor #	Vendor name	1099 type	Other income	Federal tax	Non-emp comp
12	1st Central Distributors, Inc.	Other income	.00	.00	333.00
200	Acme Office Supplies	Other income	1,303.80	.00	.00
11	Anderson John	Non-employee comp	.00	1,000.00	.00
256	General City Contractors	Rents	.00	.00	.00
800	Hanson Manufacturing Company	Other income	1,595.00	.00	.00
1100	Vermont Metal Products Corporate Office California	Other income	1,521.00	.00	.00

General

Year-end 2017 Vendor number 200 Name Acme Office Supplies

Box #	MISC type	Calculated	Override
1	Rents	.00	.00
2	Royalties	.00	.00
3	Other income	1,303.80	1,303.80
4	Federal income tax withheld		.00
5	Fishing boat proceeds	.00	.00
6	Medical and health care payments	.00	.00
7	Non-employee compensation	.00	.00
8	Sub payments in lieu of Div/Int	.00	.00
9	Payer made direct sales of \$5000 or more to a buyer	<input type="checkbox"/>	
10	Crop insurance proceeds		.00
11	(Not used)		(Not applicable)
12	(Not used)		(Not applicable)

Box #	MISC type	Override
13	Excess golden parachute payments	.00
14	Gross proceeds paid to an attorney	.00
15a	Section 409A deferrals	.00
15b	Section 409A income	.00
16	State tax withheld	.00
17	State/Payer's State no.	/
18	State income	.00

<F1> = next record, <SF1> = previous record, <F3> = delete

When data exists for at least one vendor for the 1099 year-end, it will display in the list box.

1099 MISC Reporting Info List Box

The list box displays up to 1099 vendors at a time. If the *Show entered 1099 reporting info only* field is not checked, the list box will display non 1099 vendors as well. Then you may enter new records for non 1099 vendors.

You may sort the 1099 vendors by vendor number or vendor name, both in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate a 1099 vendor, start typing a number or name, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> keys are the same as the up/down arrow keys.

1099 vendors that display in the list box are available for changes or deletion. The fields for the selected 1099 vendor display in the lower part of the screen.

When a 1099 vendor is found, you may select the <Enter> key or Edit button to start editing the amounts.

1099 MISC Reporting Info Buttons

You may select a button or keyboard equivalent for editing, deleting or adding a new vendor:

Button	Keyboard	Description
New	Alt+n	To enter a new 1099 vendor record
Delete	Alt+d	To delete the 1099 vendor record selected in the list box. You may also select <F3> to delete a 1099 record
Edit	Alt+e	To edit the 1099 vendor record selected in the list box
Save	Alt+s	To save a new 1099 vendor record or changes to an edited 1099 vendor record
Save/New	Alt+w	This button is never active on this screen
Cancel	Alt+c	To cancel adding or editing a 1099 vendor record
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

Show entered 1099 reporting info only

The list box default is to only show those vendors that have 1099 data. If you want to see all the vendors assigned a 1099 type, whether they have a 1099 data or not, uncheck this box.

Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. The selections that are unique to this screens are explained here:

Under the Print menu you may select 1099-MISC reporting list, Brief 1099 report and Full 1099 report. See [Printing a 1099-MISC Report List](#), [Printing a Brief 1099 Report](#) and [Printing a Full 1099 Report](#).

Year-end

Enter the year for which you are reporting 1099 information. The default year is the 1099 year ending date field from *A/P Control information*.

Format	4 digits
Example	Select <Enter> key

Note

When closing a 1099 year, never change the date in *A/P Control information*. Use the *Close a year for 1099s* menu selection. Doing this will keep the 1099 fields in *Vendors* in sync with the data in *1099 Miscellaneous information*. The *1099 Miscellaneous information* is used for printing 1099s or creating 1099 magnetic media.

Character Mode

On the first screen enter the [Year-end](#) field. The next screen displays after entering selecting Enter on the first screen:

```

Year-end 2014 * 1099-MISC reporting information * XYZ Company
* Vendor [ ] Calculated Override
1. Rents
2. Royalties
3. Other income
4. Federal income tax withheld
5. Fishing boat proceeds
6. Medical and health care payments
7. Non-employee compensation
8. Sub payments in lieu of Div/Int
9. Payer made sales > $5000 to buyer
10. Crop insurance proceeds
11. (Not used)
12. (Not used)
13. Excess golden parachute payments
14. Gross proceeds paid to an attorney
15. Section 409A deferrals/income
16. State tax withheld
17. State/Payer's State no.
18. State income
<F1>=next 1099, <SF1>=prev 1099, <F2>=next vend, <SF2>=prev vend, <ENTER>=by name
    
```

Vendor

Options

Enter the vendor number or use one of the options:

<F1>	For the next 1099 record
<SF1>	For the previous 1099 record
<F2>	For the next vendor in vendor number sequence
<SF2>	For the previous vendor
Enter	To look up the vendor by name
Format	6 characters
Example	Press <F1>

Looking up the vendor by name

Options

When blank is entered for vendor number, the cursor moves to the vendor name field.

Enter the vendor name, or just the leading characters. Upper / lower case is significant. Entries made under a personal rather than corporate name are searched for by *surname*. You may also use one of the options:

<F2>	For the next vendor in vendor name sequence
<SF2>	For the previous vendor
blank	To return to vendor lookup by number

Format	25 characters
Example	(Does not occur in this example)

The fields on this screen relate directly to the 1099 form box numbers.

For fields 1 through 14 there are two columns of numbers and values. The first column is the system calculated data and the second column is the editable over-ride amount. The calculated data gets accumulated throughout the year as you process 1099 payables. When it is time to print 1099s or generate a 1099 magnetic media file, you may change the values by entering an over-ride amount.

For field 15 there are two boxes. Field 16 through 18 relate to state information.

When entering information you should refer to Instructions for *Form 1099-MISC instructions*, available as a download from the IRS web site.

1 Rents

Enter amounts of \$600 or more for all types of rents.

Format	9999999.99
Example	Press <Enter>

2 Royalties

Enter the gross royalty payments of \$10 or more.

Format	9999999.99
Example	Press <Enter>

3 Other income

Enter the backup withholding.

Format	9999999.99
Example	Press <Enter>

4 Federal income tax withheld

Enter the federal income tax withheld.

This field is not accumulated through postings. It may only be entered before you do your year-end processing.

Format	9999999.99
Example	Press <Enter>

5 Fishing boat proceeds

Enter the fishing boat proceeds.

Format	9999999.99
Example	Press <Enter>

6 Medical and health care payments

Enter payments of \$600 or more made in the course of your trade or business to each physician, or other supplier or provider of medical or health care services.

Format	9999999.99
Example	Press <Enter>

7 Non-employee compensation

Enter non-employee compensation of \$600 or more.

Format	9999999.99
Example	Press <Enter>

8 Sub payments made in lieu of Div/Int

Enter payments or at least \$10 received by a broker for a customer.

Format	9999999.99
Example	Press <Enter>

9 Payments made direct sales of \$5000 or more to a buyer

Enter 1 for sales by you of \$5000 or more of consumer products to a person on a buy-sell, or other commission basis for resale (by the buyer or any other person) anywhere other than in a permanent retail establishment. Otherwise, leave the field blank.

This field is not accumulated through postings. It may only be entered before you do your year-end processing.

Format	1 digit, either 1 or blank
Example	Press <Enter>

10 Crop insurance proceeds

Enter insurance crop proceeds of \$600 or more.

This field is not accumulated through postings. It may only be entered before you do your year-end processing.

Format	9999999.99
Example	Press <Enter>

11 (Not used)

The box 11 field is not used.

Format	999999999.99
Example	Press <Enter>

12 (Not used)

The box 12 field is not used.

Format	40 characters
Example	Press <Enter>

13 Excess golden parachute payments

Enter any excess golden parachute amounts.

This field is not accumulated through postings. It may only be entered before you do your year-end processing.

Format	9999999.99
Example	Press <Enter>

14 Gross proceeds paid to an attorney

Enter the amount of gross proceeds paid to an attorney.

This field is not accumulated through postings. It may only be entered before you do your year-end processing.

Format	9999999.99
Example	Press <Enter>

15a Section 409A deferrals

Enter the total amount of current year and past years deferred of at least \$600.

This field is not accumulated through postings. It may only be entered before you do your year-end processing.

Format	9999999.99
Example	Press <Enter>

15b Section 409A income

Enter the income amount for this year.

This field is not accumulated through postings. It may only be entered before you do your year-end processing.

Format	9999999.99
Example	Press <Enter>

16 State tax withheld

This field will only print on the 1099 form. It is not written to the 1099 magnetic media electronic file.

This box may or may not be appropriate for your state. Enter the dollar amount.

This field is not accumulated through postings. It may only be entered before you do your year-end processing.

Format	9999999.99
Example	Press <Enter>

17 State

This field will only print on the 1099 form. It is not written to the 1099 magnetic media electronic file.

This box may or may not be appropriate for your state. Enter the state or accept the default from *Vendors*.

Format	2 characters
Example	Press <Enter>

Payer's state no.

This field will only print on the 1099 form. It is not written to the 1099 magnetic media electronic file.

This box may or may not be appropriate for your state. Enter the state tax ID number or accept the default from *Vendors*.

Format	10 characters
Example	Press <Enter>

18 State income

This field will only print on the 1099 form. It is not written to the 1099 magnetic media electronic file.

This box may or may not be appropriate for your state. Enter the dollar amount.

This field is not accumulated through postings. It may only be entered before you do your year-end processing.

Format	9999999.99
Example	Press <Enter>

Make any needed changes and select the Save button to keep your changes.

Printing a 1099-MISC Report List

If you unchecked (no) to the field [Print 1099 forms](#) in *Control information*, this selection is not available.

For each vendor who gets a 1099, this report shows the individual 1099 Miscellaneous types and amounts reported by vendor number.

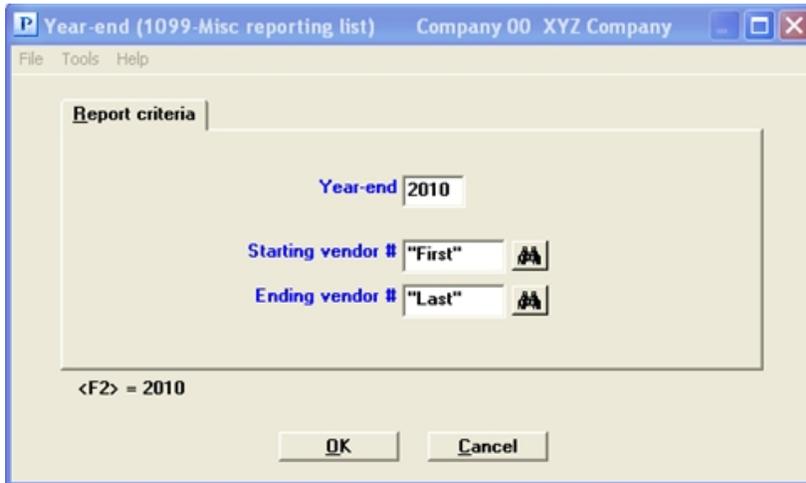
Starting with year-end 2014 no amounts will print for boxes 11 and 12.

Select

1099-MISC reporting list from the *Year-end* menu.

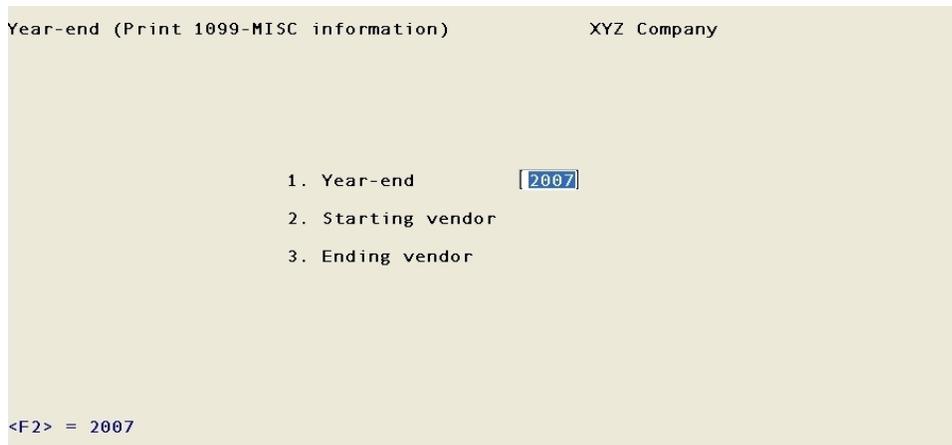
Graphical mode access

A screen like the following will appear:



Character Mode

A screen like the following will appear:



Year-end

Enter the year for which you are reporting 1099 information. The default year is taken from the 1099 year ending date field in A/P Control information.

Format	4 digits
Example	Select <Enter> key

Starting Vendor # Ending Vendor

Options

Enter the range of vendors, by number, to include on the report. You may also use the option:

<F2>	For the "First" starting vendor or "Last" ending vendor
------	---

Format	6 characters each
Example	Press <F2> for each field

In Character mode:

OK or Cancel

Select OK to print the report or Cancel to not print the report and return to the menu.

In Character mode make any changes by entering a field number. Select <Enter> to print the report.

Printing a Brief 1099 Report

If you unchecked (no) the [Print 1099 forms](#) field in *Control information*, this selection is not available.

For each vendor who gets a 1099-MISC, this report shows only the vendor number, name, vendor's TIN (Taxpayer Identification Number), total calculated 1099 amount total, total override 1099 amount total, the first line of the vendor's address, and the first of the vendor's two phone numbers for the year selected.

It does not include amounts or information for boxes 4, 15, 16, 17 and 18.

This report shows the total 1099 amounts for each 1099 vendor as was written to *Vendors*. It does not break down the different 1099 types. If you want a report by 1099-MISC type see the [Printing a Full 1099 Report](#) section. If you want to print amounts for all the boxes see the [Printing a 1099-MISC Report List](#).

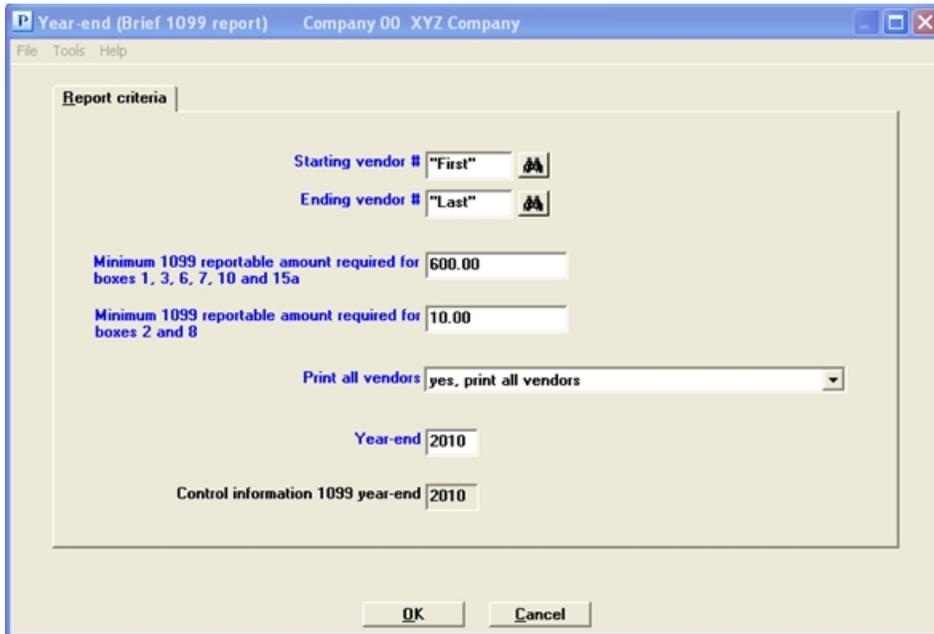
Based on the [Use encryption mask](#) field in *Control information*, Social Security numbers can be partially masked with asterisks with only the last four digits printing.

Select

Brief 1099 Report from the *Year-end* menu.

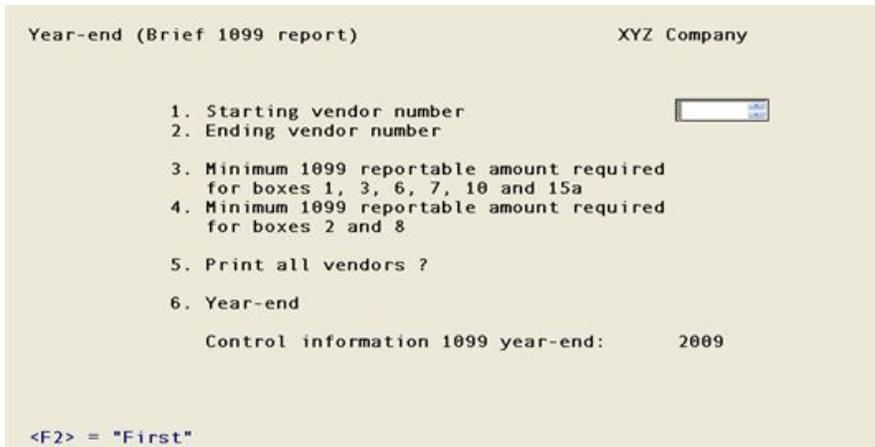
Graphical Mode

A screen similar to the following appears:



Character Mode

The following screen appears:



Starting vendor

Ending vendor

For both starting and ending vendor, to select the correct vendor you may locate the number by using the vendor lookup, or enter manually. In graphical mode the default is "First" and "Last" respectively.

Options

You may also use the option:

<F2> For the "First" starting vendor or "Last" ending vendor

Format	6 characters each
Example	Press <F2> for each field

**Minimum 1099 reportable amount required
for boxes 1, 3, 6, 7, 10 and 15a**

Enter the minimum cut-off or select the Enter key to use the default. If any 1099 amounts are above the reportable amount, a 1099-MISC forms will be printed for the vendor whose YTD amounts for boxes 1, 3, 6, 7, 10 and 15a are equal to or more than this amount.

Format	9,999,999,999.99
Example	Select <Enter>

The default amount is \$600.

**Minimum 1099 reportable amount required
for boxes 2 and 8**

Enter the minimum cut-off or use the Enter key to select the default. 1099-MISC forms will be printed for vendors whose YTD amount for boxes 2 and 8 are equal to or more than this amount.

Format	9,999,999,999.99
Example	Select <Enter>

The default amount is \$10.

Print all vendors

This determines whether or not you print vendors with amounts that do not meet the minimum amounts for the boxes indicated in the [Minimum 1099 reportable amount required](#) and [Minimum 1099 reportable amount required](#) fields and other boxes that require more than zero.

In graphical mode select either **yes, print all vendors** to print all vendors regardless of amounts or select **only print the vendors that meet the minimum amounts**.

Format	Character mode: 1 character, Y or N
Example	Type N

Note

When you print all vendors, three possible errors could print on the report:

- Invalid or missing tax ID from the vendor record
- Invalid state code in the vendor address
- Negative amounts for the vendor in the A/P Federal Auxiliary data

Year-end

Enter the year for which you are reporting 1099 information. The default year is the 1099 year ending date field from A/P Control information.

Format	4 digits
Example	Select <Enter> key

Control information 1099 year-end:

This is for informational purposes only to let you know the [1099 year ending date](#) in A/P Control information. This date has no effect on what is being reported. It is the [Year-end](#) field that determines which year's data is printed.

OK or Cancel

Select OK to continue to the printer selection screen. Select Cancel to not print the report.

Using character mode select the Enter key to print the report.

The brief report will be printed.

Printing a Full 1099 Report

This report is the similar to the brief report, but also shows the full vendor address and amounts per 1099-MISC type.

If you unchecked (no) the [Print 1099 forms](#) field in *Control information*, this selection is not available.

The report has two columns of amounts; calculated and override. The amounts that get printed on the 1099 form and 1099 magnetic media are from the override column. The override column may include amounts calculated by processing A/P checks throughout the year or an amount that was manually entered using *1099-MISC reporting info*. The calculated column only prints the amounts calculated by processing A/P checks throughout the year.

If a vendor has amounts for more than one 1099 type and if at least one amount reaches the minimum, it prints all the amounts for that vendor; even those amounts that do not reach the minimum. The report indicates which amounts do not reach the minimum with a double asterisk to the right of the amount. When a vendor has more than one 1099 type amount, it prints only the *Reportable* total for the vendor.

It does print Federal income tax withheld amount if the vendor has some other amount that reaches the minimum, however, it will not include the Federal income tax amount in the vendor *Reportable* total.

The report does not include the state tax withheld and state income amounts.

If you want a report by 1099-MISC type regardless of reaching the minimum amounts, along with the Federal income tax withheld and state tax amounts, see the [Printing a 1099-MISC Report List](#) report.

Based on the [Use encryption mask](#) field in *Control information*, Social Security numbers can be partially masked with asterisks with only the last four digits printing.

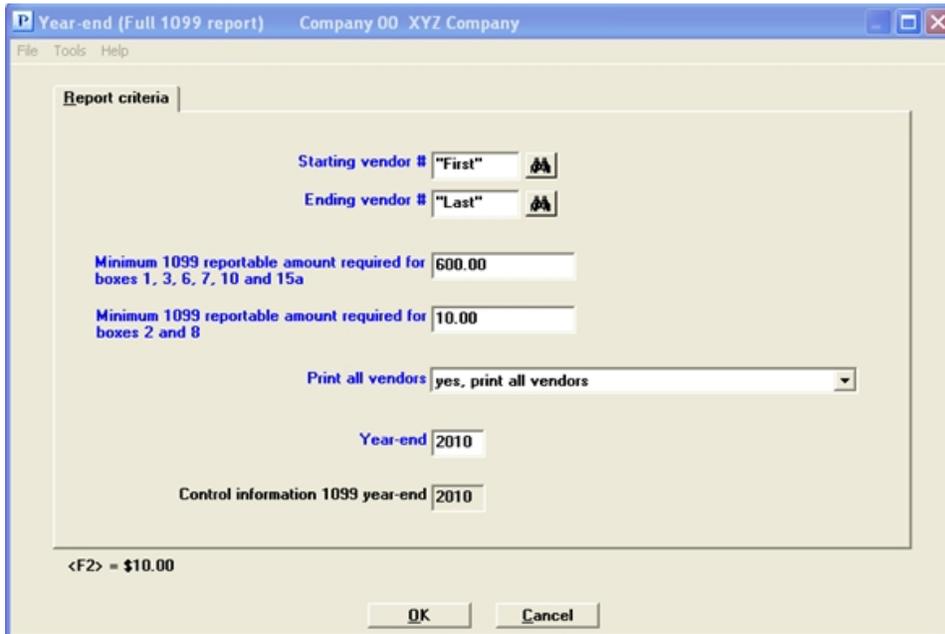
See a [1099 Report - Full Format](#) example in the Sample Reports appendix.

Select

Full 1099 Report from the *Year-end* menu.

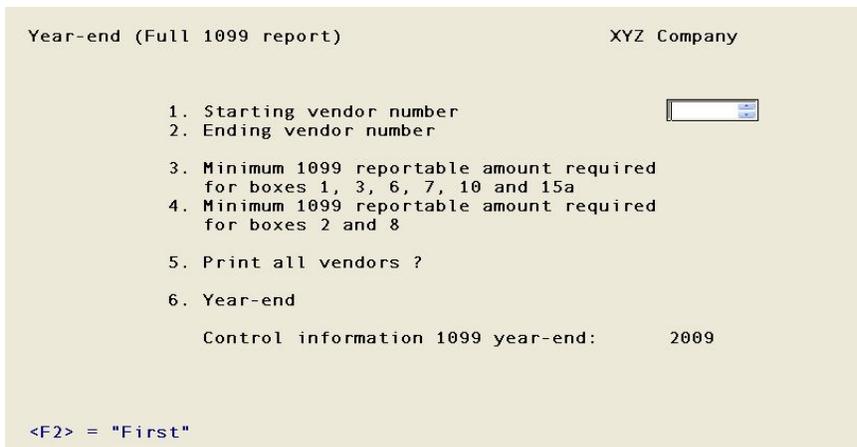
Graphical Mode

A screen similar to the following appears:



Character Mode

The following screen appears:



Starting Vendor #

Ending Vendor #

Options

Enter the range of vendors, by number, to include on the report. You may also use the option:

<F2>	For the "First" starting vendor or "Last" ending vendor
Format	6 characters each
Example	Press <F2> for each field

Minimum 1099 reportable amount required for boxes 1, 3, 6, 7, 10 and 15a

Enter the minimum cut-off or select the <Enter> key to use the default. If any 1099 amounts are above the reportable amount, a 1099-MISC form will be printed for the vendor whose 1099-MISC amounts for boxes 1, 3, 6, 7, 10 and 15a are equal to or more than this amount.

Format	9,999,999,999.99
Example	Select <Enter>

The default amount is \$600.

Minimum 1099 reportable amount required for boxes 2 and 8

Enter the minimum cut-off or use the <Enter> key to select the default. 1099-MISC forms will be printed for vendors whose year-to-date amount for boxes 2 and 8 are equal to or more than this amount.

Format	9,999,999,999.99
Example	Select <Enter>

The default amount is \$10.

Print all vendors

This field determines whether or not you print vendors with amounts that do not meet the minimum amounts for the boxes mentioned in two [Minimum 1099 reportable amount required for](#) and [Minimum 1099 reportable amount required for](#) fields and other boxes that require more than zero.

Select *yes, print all vendors* (or enter Y) to print all vendors regardless of the minimum or select *only print the vendors that meeting the minimum amounts* (N) to only print the vendors that have an amount that meets the minimum.

When you select to *print only print the vendors that meet the minimum amounts*, if the vendor has 1099 amounts for more than one type and if at least one amount reaches the minimum it will print the vendor amounts for all types and indicate on the report by double asterisks the amounts that do not reach the minimum.

Format	Graphical mode: Drop down list Character mode: 1 character, Y or N
Example	Type N

Note	<p>When you select <i>yes, print all vendors</i> three possible errors could print on the report:</p> <ul style="list-style-type: none"> • Invalid or missing tax ID from the vendor record • Invalid state code in the vendor address • Negative amounts for the vendor in the A/P Federal Auxiliary data <p>If you encounter one or more of these errors you must determine if they need to be fixed. If the vendor with errors meets a minimum reportable amount, you must fix the errors.</p>
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Year-end

Enter the year for which you are reporting 1099 information. The default year is the 1099 year ending date field from *A/P Control information*.

Format	4 digits
Example	Select <Enter> key

Control information 1099 year-end

This is for informational purposes only to let you know the [1099 year ending date](#) in *A/P Control information*. This date has no effect on what is being reported. It is the [Year-endYear-end](#) field that determines which year's data is printed. If the Control information year=end is more than one year ago, you should run *Close year for 1099s*. Closing a 1099 year alters the 1099 year totals stored in vendors, but does not alter year-end processing.

OK or Cancel

Select OK to print the report. The full report will be printed. Select Cancel to return to the menu.

Printing 1099 and 1096 Forms

If you unchecked (no) the [Print 1099 forms](#) field in *Control information*, this selection is not available.

This selection prints 1099-MISC forms for each vendor who is to get a 1099-MISC as specified in *Vendors* and whose 1099 amount is equal to or greater than the minimum reportable amount. With this selection you can also print a 1096 - *Annual Summary and Transmittal of U.S. Information Returns* for 1099 totals form.

Vendor name and address fields may print compressed on the 1099 forms. For more information see *Year-end Processing* of the [Name and Address Field Notes](#) section in the Vendors chapter.

Select

Print 1099 forms from the *Year-end* menu.

Graphical Mode

A screen similar to the following appears:

Year-end (Print 1099 forms) Company 00 XYZ Company

File Tools Help

Report criteria

Starting vendor # "First"

Ending vendor # "Last"

Minimum 1099 reportable amount required for boxes 1, 3, 6, 7, 10 and 15a 600.00

Minimum 1099 reportable amount required for boxes 2 and 8 10.00

Payor's phone number 123-569-8971

Name of person to contact

Email address

Fax number

Print Copy A Print Copy B Print Copy C Print Copy D Print 1096 form

* Continuous feed printers print multiple copies of each copy selected *

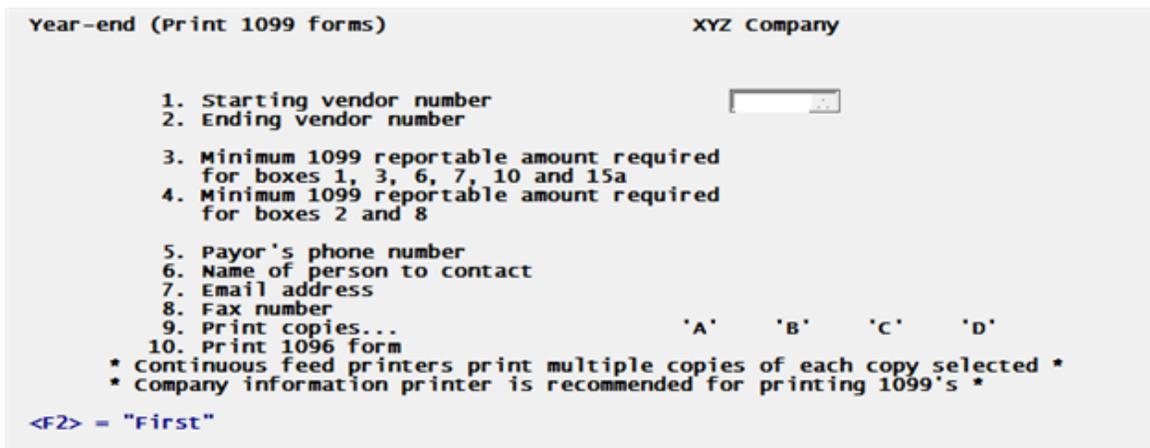
* Company information printer is recommended for printing 1099's *

<F2> = "First", <F1> = next vendor, <SF1> = previous vendor

OK Cancel

Character mode

The following screen appears:



If you print the forms more than once you may want to use MySet for graphical mode or BreakOut for character mode to auto-fill the blank fields.

Starting Vendor #
Ending Vendor #

Options

Enter the range of vendors, by number, to include when printing 1099-MISC forms and to include in the 1096 summary totals. When printing a 1096 you must include all the 1099 vendors in range in order to make the summary total accurate.

You may also use the option:

<F2>	For the "First" starting vendor or "Last" ending vendor
Format	6 characters each
Example	Press <F2> for each field

Minimum 1099 reportable amount required for boxes 1, 3, 6, 7, 10 and 15a

Enter the minimum cut-off or select the <Enter> key to use the default. A 1099-MISC form is printed for those vendors whose year-to-date amounts for boxes 1, 3, 6, 7, 10 and 15a are equal to or more than this amount.

Format	9,999,999,999.99
Example	Select <Enter>

The default amount is \$600.

**Minimum 1099 reportable amount required
for boxes 2 and 8**

Enter the minimum cut-off or use the <Enter> to key to select the default. 1099-MISC forms are printed for vendors whose year-to-date amount for boxes 2 and 8 are equal to or more than this amount.

Format	9,999,999,999.99
Example	Select <Enter>

The default amount is \$10.

Note	To print on the 1099-MISC boxes 4, 10, 13, 14, 15b, 16 and 18 must have a minimum of \$0.01.
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Payer's phone number

Enter a phone number where the IRS can reach you.

Format	15 characters. The default is your corporate phone number from <i>Company information</i> .
Example	Press <Enter>

Name of person to contact

Enter the contact name for your company to print on the 1096 form.

Format	27 characters
Example	Type Hunter Q Madson

Email address

Enter the email address to print on the 1096 form.

Format	Up to 27 characters
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Fax number

Enter your fax number to print on the 1096 form.

Format	15 characters
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Print copy A

Print copy B

Print copy C

Print copy D

Laser Printer

These fields are intended for printing the different 1099-MISC form types on a laser printer. Also see [Pin Feed Dot Matrix](#) below.

1099s may be printed for 1099 forms A, B and C. An additional copy D is also provided. They are:

- Copy A - For Internal Revenue Service Center
- Copy B - For Recipient
- Copy C - For Payer or State Copy or Copy 2
- Copy D - For your use as needed.

If you are using a laser printer check the boxes for each copy you want to print. For each box you check you will be asked to mount the next type of form.

The information that is printed for each form type is the same. If you prefer to print each 1099 form type one at a time you may check the *Print copy A* field each time you do a run.

Pin Feed Dot Matrix

Pin feed forms prints all three copies of A, B and C with each form page printed. If you have a dot matrix pin-feed printer and matching 1099-MISC forms select *Print Copy A* only.

Print 1096 form

Check this box to print the 1096 form. Form 1096 is a compilation summary form which provides totals for all 1099 vendors. As it is a summary of all 1099-MISC data it is highly recommended that you select a range of all vendors who are being provided a printed 1099-MISC form.

OK or Cancel

Make any changes or select OK to continue. You may select Cancel to return to the menu.

In character mode select a field number to make changes or select <Enter> to continue.

Please mount 1099 form A, B, C or D on printer

Mount the 1099-MISC forms on the printer.

In graphical mode select OK when ready or select Cancel to return to the Report criteria screen. In character mode type DONE when ready.

If you are using a dot matrix printer align the perforation at the top of the forms with the print head.

It is important to start the actual forms from the top of the page, and to do the printing with a carbon-based black ink ribbon. With dot matrix printers, the matrix size must be 7 X 9 per character. The IRS requires this for their forms scanner.

Format	Character mode: 4 characters Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked
Example	Character mode: Type DONE Graphical mode: Check the box and select OK

If using a dot matrix pin feed printer, adjust the printing pressure according to the thickness of the forms.

Select a Printer

You will be asked to select a printer for each time you are asked to print a 1099 or 1096 form.

When printing 1099s and a 1096, you must use a PCL 5 compliant laser printer that is set up in *Company information*. Do not use a Windows printer. When printing 1099s to a dot matrix printer it also must be PCL 5 compliant. These are required for long name and address fields to print compressed.

Laser alignment

You will be given the option to print an alignment each time you are asked to print a form. If each copy is to the same printer, you should only have to print the alignment for the first copy.

For a laser printer you may specify the horizontal and vertical alignment.

Print alignment?

Print a test alignment form by answering Yes (Y) to the print alignment question. Adjust the positioning of the 1099 MISC and 1096 forms in the printer as necessary and print another alignment form. Repeat this procedure until the alignment of the form is correct. If the forms are not positioned so that the first actual form to print is the first form on a page, print one or two more alignment forms until the next form to print is at the top of the page.

Format	Graphical mode: Yes and No buttons Character mode: One letter, either Y or N
Example	Now answer No to the print alignment question.

Number of copies

For a laser printer, specify the number of copies.

Printing the forms

The program prints 1099 forms for each vendor to whom you paid at least the minimum reportable amount. It will print the 1096 form accumulated totals that include each vendor who received at least

the minimum reportable amount.

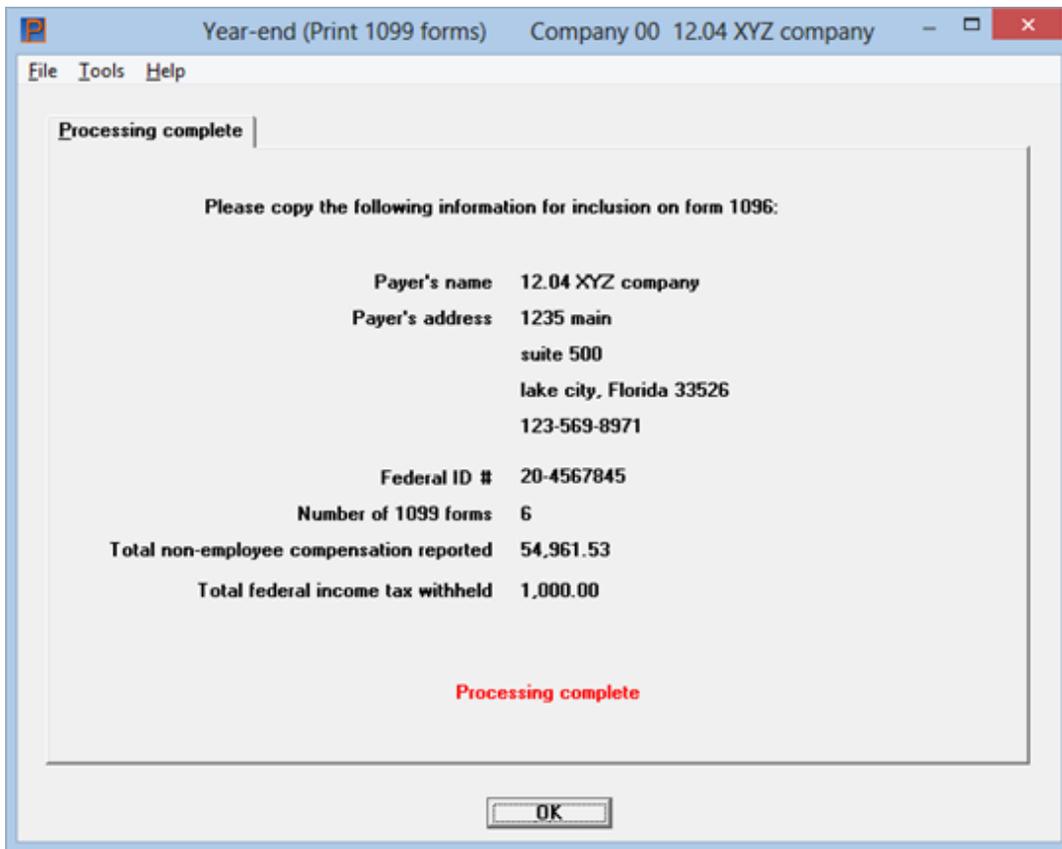
Please mount regular paper on printer

This message appears when all forms have printed.

Format	Character mode: 4 characters Graphical mode: Check box where checked is yes and unchecked is no
Example	Type DONE Check the box and select OK

1099 Totals Screen

When the 1099 forms printing is completed, the following screen appears:



Character Mode

```
Year-end (Print 1099 forms)                XYZ Company

Please copy the following information
for inclusion on form 1096:

Payer's name           XYZ Company
Payer's address        8920 N Wilson Blvd
                       Chicago, IL 60052

Federal ID #           847-729-7900
                       98-4532564

Number of 1099 forms   1

Total non-employee
compensation reported  1,123.00
Total federal income
tax withheld           8,000.00

Processing complete - <Esc> = exit 
```

The *Total non-employee compensation reported* field is actually the total amount for all 1099 boxes 1, 2, 3, 5, 6, 7, 8, 10, 13, 14, 15a and 15b.

To print this screen select <Ctrl-P> in Windows. Select <Ctrl-F10> for UNIX or Linux to print to the first printer set up in Company information.

Click OK or press <Esc> to return to the A/P menu.

Producing Magnetic 1099s

If you unchecked (no) to the field [Print 1099 forms](#) in *Control information*, this selection is not available.

This selection writes 1099-MISC data to a file named IRSTAXxx with the xx being the company ID. This file gets generated under the top-level PBS folder in the Electronic_Media\2099 folder. The 99 in the 2099 folder name represents the reporting year.

The IRS requires a Transmitter Control Code for filing your magnetic media electronically. Go to irs.gov - Filing Information Returns Electronically for more information.

Do not report 1099-MISC forms on magnetic media using both Payroll and Accounts Payable unless separate and distinct taxpayer identification numbers are used, one for Payroll and a different one for Accounts Payable. When the tax identification number is the same for both we recommend that you manually transfer your Payroll 1099 non-employee information to Accounts Payable and process your data there.

You may want to make up to three copies of this file; one to send to the IRS; another as an archive; and the third for a working copy for reference should the IRS have questions about your 1099-MISC data.

Name and address fields may be truncated in the mag media file as the vendor name and addresses in Vendors can be entered with longer field lengths than the file format will allow. See [Name and Address Field Notes](#) in the Vendors chapter. Adjust the name and address if needed.

Select

Magnetic 1099 forms from the *Year-end* menu.

Select printer

You are asked for the printer on which the exception report is to print. See the bullet points under [While Processing is Occurring](#):

Graphical Mode

A screen like the following appears:

The screenshot shows a software window titled "Year-end (Magnetic 1099 forms) Company 00 XYZ Company". The window has a menu bar with "File", "Tools", and "Help". The main content area is titled "Magnetic criteria" and contains the following fields:

- Enter 4 digit payment year: 2010
- Taxpayer identification #: 984567845
- Transmitter control code: [empty]
- Company name: XYZ COMPANY
- Address: 1235 MAIN
- City: [empty]
- State: [empty]
- Zip code: [empty]
- Contact name: [empty]
- Contact phone number: [empty] Ext. [empty]
- Contact email address: [empty]
- Minimum 1099 reportable amount required for boxes 1, 3, 6, 7, 10 and 15a: 600.00
- Minimum 1099 reportable amount required for boxes 2 and 8: 10.00

At the bottom of the window are "OK" and "Cancel" buttons.

Character Mode

You are first asked to select a printer. After selecting a printer the following screen appears:

Year-end (Magnetic 1099 forms)	XYZ Company
1. Enter 4 digit payment year	<input type="text"/>
2. Taxpayer identification #	
3. Transmitter control code	
4. Company name	
5. Address	
6. City	
7. State	
8. Zip code	
9. Contact Name	
10. Contact Phone Number	
11. Contact Email Address	
12. Minimum 1099 reportable amount required for boxes 1, 3, 6, 7, 10 and 15a for boxes 2 and 8	

You may enter defaults for these fields using MySet in graphical mode and using BreakOut in character mode.

Enter information as follows:

Enter 4 digits of payment year

Enter the 4 digits of the year for which 1099-MISC forms are being produced.

Note	1099 data is saved for previous years. If needed, you may select any previous year for producing a 1099 magnetic media file. However, keep in mind that whenever the 1099 magnetic media file layout changes for the current year, it may no longer apply for previous years.
-------------	---

Format	9999
Example	Type 2015

Taxpayer identification #

Options

Enter your taxpayer identification number, or use the option:

<F2>	For the ID specified in <i>Control information</i>
------	--

Format	999999999
Example	Press <F2>

Transmitter control code

Enter your company's control code. This is supplied to you by the IRS. Go to irs.gov for more information.

Format	5 characters
Example	Type ABCDE

Company name

Options

Enter the company's name or use the option:

<F2>	For the ID specified in <i>Control information</i>
------	--

Format	40 characters
Example	Press <F2>

Company address

Options

Enter the company's address, or use the option:

<F2>	For the ID specified in <i>Control information</i>
------	--

Format	40 characters
Example	Press <F2>

City

Enter the company's city.

Format	25 characters
Example	Type Anytown

State

Enter the postal abbreviation for the company's state.

Format	Two letters. Lower-case is converted to upper-case. Only valid postal abbreviations for United States states or territories are accepted.
Example	Type TX

Zip code

Enter your corporate zip code.

Format	99999 for the first segment (required) 9999 for the second segment (optional)
Example	Type 12345 for the first segment. Press <Enter> to leave the second segment blank.

Contact name

Enter the contact name for your company.

Format	40 characters
Example	Type Joe Blow

Contact phone number

Enter the contact phone number.

The phone number is four separate fields. They include area code, exchange, number and extension.

Format	Area code - three digits Exchange - three digits Number - four digits Extension - five optional digits
--------	---

Contact email address

Enter the email address. This field is "required if available" per IRS Publication 1220.

Format	Up to 50 characters
--------	---------------------

Minimum 1099 reportable amount require

for boxes 1, 3, 6, 7, 10 and 15a

Enter the minimum amount required to report to the IRS for boxes 1, 3, 6, 7, 10 and 15a. The default is \$600.

Format	9,999,999,999.99
Example	Select Enter for the default

for boxes 2 and 8

Enter the minimum amount required to report to the IRS for boxes 2 and 8. The default is \$10.

Format	9,999,999,999.99
Example	Select Enter for the default

OK or Cancel

Select Cancel to return to the menu or make any needed changes and then select OK. Processing will occur as follows:

While Processing is Occurring:

- As 1099 records are written to disk, the program checks the taxpayer identification number (TIN), state code, zip code and minimum amount for each vendor getting a 1099. If the program finds an error, the information for that vendor is reported on the Magnetic 1099 Exception Report. This enables you to get the TIN, state code, or zip code for each vendor quickly identified so it can be corrected.
- A Magnetic 1099 Exception Report is always generated. If there are no errors, it is indicated in the report as NO ERRORS FOUND. It also prints the same information as on the screen below. The IRSTAXxx file is produced, where xx indicates the company ID.

When Processing is Complete:

A screen similar to the following appears:

```
Year-end (Magnetic 1099 forms)                XYZ Company

Please use the following information for year end reporting:
Transmitter control code  21548
Payer's name              XYZ COMPANY
Payer's address           1235 MAIN
City                      NORTHFIELD
State                     IL
Zip code                  60093
Federal ID #              984567845
Number of 1099 forms     4
Total vendor compensation reported  46,508.17

1099 processing complete - <Esc> = exit 
```

This information is provided to you as a guide in completing year end IRS reporting. Copy it manually or print with <Ctrl+P>. In UNIX or Linux select <Ctrl+F10> to print the screen to the first printer set up in Company information. The same information is also printed on the Magnetic 1099 Exception Report.

The total vendor compensation report and on screen amount includes boxes 1, 2, 3, 5, 6, 7, 8, 10, 13, and 14. It does not include an accumulation of boxes 4, 15, 16, 17 and 18.

Press <Esc> to return to the A/P menu.

Close Year for 1099s

Closing a 1099 year has no effect on the reporting of 1099 amounts via 1099 forms and magnetic media. However if wish to refer to the amount in the vendor 1099 field as a check for accuracy, you may wait to close the 1099 year until your reporting is completed.

Closing a 1099 year only effects the amounts being reported in the vendor fields [1099 amount year to date](#)[1099 amount next year](#) and [1099 amount year to date](#)[1099 amount next year](#). These fields are for your information only. The actual amounts that will be reported can be accessed in *1099-MISC reporting info* menu selection. See [Review and Enter 1099 Information](#).

There are two reports that print the 1099 amounts accumulated in the vendor record; [Printing a Brief 1099 Report](#) and [Printing a Full 1099 Report](#). Again, these are for information only.

In the normal day-to-day running of a business, the preparation and reporting of 1099-MISC information takes some time. 1099-MISC reports must be filed by Feb. 28 with the IRS. However, you should report your 1099-MISC forms to payees by January 31. Please see the IRS documentation for 1099s for any changes to these dates.

Normal Accounts Payable activity continues during these two months including the entering and subsequent payment of vouchers for vendors who will get 1099-MISC reports for this new year as opposed to the current reporting year.

The normal *Close a year* function allows the vendor's historical Accounts Payable information to be adjusted for new year A/P activity, but does not change the vendor's accumulated 1099-MISC information. Payments for the new year to vendors who get 1099-MISC forms are accumulated into the 1099 amount next year field in Vendors.

You must prepare *Vendors* for accumulating the current year's 1099-MISC information. Do this by selecting the *Close a year for 1099s* function.

During the close each vendor will have their 1099 amount YTD set to the 1099 amount next year. The 1099 amount next year is then set to zero. When this has been done for all applicable vendors, the **1099 year ending date** in *Control information* is incremented by one.

Note

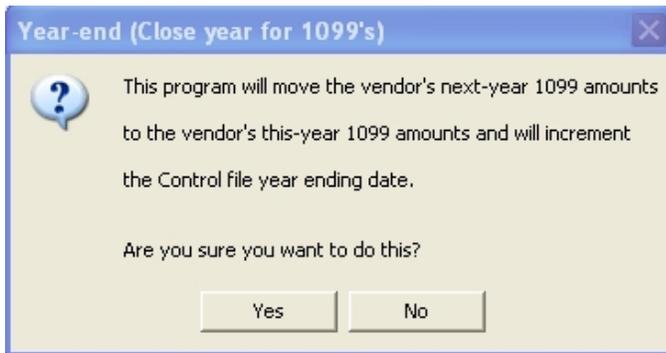
The 1099 year ending date in Control information is used by various functions to update the right 1099 amount field in *Vendors* and the correct year in the 1099 MISC record. If this date is set incorrectly, incorrect 1099 amounts are accumulated.

Select

Close year for 1099s from the *Year-end* menu.

Graphical Mode

The following screen appears:



Click on Yes to continue or No to cancel this function.

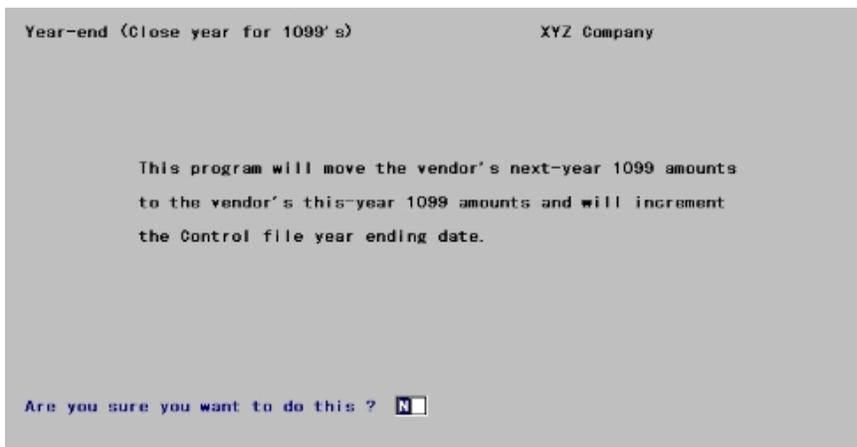
If you click on Yes, there will be a period of processing as A/P data is updated. You will be notified when this has completed; press <Esc> to return to the menu.

No report is produced by this selection.

Format	Push button, Yes or No
Example	Press <Enter> for the default of No

Character Mode

The following screen appears:



Are you sure you want to do this?

Answer Y to continue or N to cancel this function.

If you answer Y, there will be a period of processing as files are updated. You will be notified when this has completed; press <Esc> to return to the menu.

No report is produced by this selection.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter> for the default

Check and Remittance Forms

This chapter contains the following topics:

Introduction to Check and Remittance Forms
Form Definitions
Entering Check and Remittance Forms
Displaying a Check and Remittance Form
Printing a Check and Remittance Forms List

INTRODUCTION TO CHECK AND REMITTANCE FORMS

This selection allows you to tailor checks to work with your check forms. It also provides a means of designing a remittance form that will print check information when you are using ACH processing.

A check or remittance format is selected for printing during *Print checks and post*.

Before you start entering a remittance form, read the appendix [Implement Positive Pay and Direct Deposit](#) for the steps you need to do to setup direct deposit ACH and remittances.

Check Forms

If any of the predefined check formats, **1** through **4**, (Fmt1, Fmt2, Fmt2 with Ref and Fmt1 on blank stub) as entered in the *A/P Control information*, are sufficient for your needs, you need not design a check format. However if you prefer to design a custom check format the *A/P Control information* **Check format to use** field must be selected as **5**. Then the information in this chapter can be used to help you design a custom check format.

When designing a custom check, produced by your forms supplier, first enter the check form specifications in PBS and verify that it prints on *all* the printers that are going to print A/P checks. Provide the specifications and check example to your forms supplier.

You may merge the format with a graphical file that contains a logo or other elements of the form. This option is only available if you are running PBS via Windows or Thin client.

Note

You cannot print the bank routing number, your account number and check number on the check. This is due to the MICR (magnetic ink character recognition) encoding needed on the check for these fields. MICR is a technology used to verify the legitimacy or originality of paper documents, especially checks. Special ink that is sensitive to magnetic fields is used in the printing of certain characters on the original documents. Information can be encoded in the magnetic characters, therefore you are required to use pre-printed stock for the check.

There are three format types. Two of these are check format types and the other is a remittance format.

Remittance Forms

A remittance advice is a document sent to vendors that reports the invoices have been paid via direct deposit. When using direct deposit (ACH file) processing, remittance formats are printed during *Print checks and post*.

The appendix [Implement Positive Pay and Direct Deposit](#) documents the prerequisites and steps needed to set up direct deposit ACH file processing. You may want to refer to the appendix before designing your remittance forms.

You may use the *Check and remittance forms* selection to design a remittance form. A remittance form can be free-form and print any of the available fields that you want, as long as it is within the limits of what this feature provides. You may print them on plain paper or a pre-printed form of your own design. You may also copy a check format, make it a remittance type and tweak the design.

Pre-defined Check and Remittance Formats

A/P comes with several predefined forms, as listed below. These predefined forms are provided following a new PBS installation. These forms are available in APFORMS.zip (or APFORMS.tar if Linux) for Company 00. Extract it and then restore it using aputil for company 00. For additional companies see note below:

MULTI-COMPANY NOTE

Note

The APFRMF00 is located in APFORMS.zip, found in the top-level PBS. You may restore this file and use these forms as a starting point. If you are using multiple companies and are using a company-ID other than 00, copy the APFRMF00.EXP file, replacing 00 with your company-ID for each company. Then do a restore of the file for each company using the A/P file utilities. See the PBS administration documentation for information on using these utilities.

Positive pay forms are in the same file as check and remittance forms. When you restore a positive pay form and you are using a check or remittance format, use the *restore append* restore option so you do not delete your current format.

We suggest that you first become familiar with the predefined formats provided with this module. The following is a list of forms that are available for company ID 00 following a PBS installation and restore of APFRMF00.EXP:

Form No	Type	Name
CHK4L	Top/Bottom stub	Format 4 Laser
CHK4I	Top/Bottom stub	Form 4 with Image form file *
CHK4D	Top only stub	Format 4 dot matrix
TOP	Top only stub	Large stub
REM	Remittance	Remittance form

* This format requires a file named CHECK.BMP and should only be used in a Windows or Thin client environment. The CHECK.BMP file must to be located in the *Images* folder under the top-level PBS.

For a detailed list of the predefined forms use the *Check and remittance forms* menu selection found under *Reports*.

FORM DEFINITIONS

Described below are definitions for certain terms used in this selection and in this chapter.

Check Forms

Each Check form consists of three information groups: Header stub, Detail stub, and Stub total and Check.

The stub fields can print twice on a laser check, before and after the check. However, you only have to set up the stub fields once because the same fields will repeat on the bottom stub. They print once on a dot matrix check.

Header stub

is the top part of the stub and typically includes information that relates to the check in general (for example, the vendor number, check date and check number). Header information always prints before the stub line information.

Stub lines

are beneath the Header stub fields and includes information on each voucher (such as the voucher number, reference, discount taken, and amount paid). Stub lines always prints after Header stub information.

You can enter one or multiple stub lines, each line with a different set of fields. The printing program will print as many sets of lines as possible on one stub. However, if there are more lines to print than will fit on the stub, it will print the remaining lines on as many additional stubs as needed. When multiple stubs are needed, all checks but the last one will be printed as a void check on the amount field.

Stub total and Check

fields will print on the bottom of the stub and on the check. This means the middle of a laser form or the second half of a dot matrix form.

There are two total amount fields. One is intended for the stub and the other for the check.

Stub total fields

This group includes a special stub total line. It is always the first line for this group, and when used it is normally the first line after the stub details. *Never put any other field on the stub total line, unless you include the **Total amount on stub** field.* The stub total line is not restricted to just the *Total amount on stub* field. You may also use any of the other fields from this group as long as the *Total amount on stub* field is also used.

Check fields

The entry of check fields must be after the stub total line and usually starts about 9 to 10 lines down the group. Minimally, the check should include the *Total amount on check, Vendor name, Check date*

and *Pay amount lines 1/2/3* fields. Additionally, you can include your company name/address and any of the other fields that are appropriate.

Both Check and Remittance Forms

Lines and Columns

The form length is defined by the number of lines from the top of the form to the bottom. Our standard is to print 6 lines per inch. With a *Company information* printer an 11 inch long form produces 66 lines. But when using Windows printer, we recommend you start with 63 or fewer lines because the Windows print drivers normally allow larger margin (unprintable) areas than a *Company information* printer. A larger margin means fewer lines can print on a page. If you are using a dot matrix one stub form, the standard length is 42 lines.

When defining a check form, you specify the starting line number of the *Header stub* information, the starting and ending line numbers of the *Stub lines* information, the starting line number of the *Stub total and Check* information and the first line of the second stub for a laser check.

When defining each data field to be printed on the form, you specify the group of the field (*Header stub, Stub lines, or Stub total and Check*), its line number within the group, and the starting column number where it is to print.

The number of possible columns is determined by whether or not you use compressed printing. The [11. Compressed print](#) field is explained later in this chapter. If it is compressed you may enter up to 132 columns. If it is not compressed enter a maximum of 80 columns.

Line number of a field

This is its print line number starting at the first line of that group. For example, if you specified that the Line Item information starts on line 10 of your form and ends on line 40, you are allowing for 31 lines of Line Item information. The line number of a Line Item field must be between 1 and 31.

Column number of a field

This is simply the number of spaces to the right of the left margin of the form, beginning at 1.

Note

When a pay-to address has been assigned to a vendor, the pay-to address fields will print on the form and not the vendor address fields.

ENTERING CHECK AND REMITTANCE FORMS

An unlimited number of check and remittance forms can be defined with this selection. Most information fields from vendors and open items may be selected to print on the format.

Select

Check and Remittance Forms from the *Master Information* menu.

Character Mode

The following screen displays:

```
Master information (Check and remittance forms) XYZ Company

  * 1. Form ID           
  * 2. Type
  * 3. Description
     Print using graphic image?   File name:
  * 4. Width

<F1> = next form
```

On this screen you identify the form with an ID, description and type. You may also define its general size.

From this screen you can work with both new and existing forms. If a form exists for the form ID and type you specify, that form appears and is available for changes or deletion.

Enter the following information:

1. Form ID

Options

Enter the ID for this form, or use the options:

<F1>	For next form
<SF1>	For previous form
Format	Up to five characters
Example	Type: 40

2. Type

Enter the character that designates the type of format to be used. The types are listed here:

1	Checks top/bottom stub. This means the stub is above and below the check and is normally used on a laser printer.
2	Checks top stub only. This indicates that only one stub will print above the check. These form types are usually used for dot matrix form feed printing.
R	Remittance form. This will only be used if you are using ACH processing in Accounts Payable. Some of the field names will be different than a 1 or 2 type.

Options

You may also use the options:

<F1>	To display the next type on file for this form ID.
<SF1>	To display previous form IDs.

If the type you specify already exists for the form ID, the information for that form type displays and may be changed or deleted as usual. You also may use one of these options:

<F2>	To display the form as it currently exists (see the section titled <i>Displaying a Check and Remittance Form</i> later in this chapter).
<F3>	To delete the form.
<F5>	To print a test form, substituting <i>X</i> 's or <i>9</i> 's for each field that you have selected to print (see the section titled <i>Testing a Form</i> later in this chapter) If there is a form file associated with the format, it will merge the form with the <i>X</i> 's and <i>9</i> 's as well.
<F6>	To copy an existing form to a new form (see the section titled <i>Copying a Form</i> later in this chapter).

Format	One number from the <i>Types</i> above
Example	Type: 1

3. Description

Enter the description of this form type.

Format	Up to 30 characters
Example	Type: Sample check form

Print using graphic image?

This field is only available in Windows and Thin Client.

Answer Y to use a graphic image form file to merge with the data or N to print without an image file.

Format	One letter, either Y or N
Example	Type N

If you answer Y, you will be prompted to enter the name of the file.

If you are using a graphical image form file, you must select *Windows printer* when you print forms. The printers defined in *Company information* will not merge the form image file with the data.

File name:

This field is only available in Windows and Thin client.

You must make an entry in this field if you select **Y** to *Print using graphic image?*

Enter the name of the file that will merge with the forms data. This file must be either a J PEG or Bitmap file format. The file must be present in the top-level PBS directory called *IMAGES* and must be spelled exactly as the file name with the proper extension.

Format	12 characters including the extension that must be either .jpg or .bmp.
Example	For this example, the entry of this field is not possible because you selected N to print a graphic image.

4. Width

Enter the number of columns that may be printed on a form. Your entry here is determined by the width of your form, as well as the setting on your printer for characters per inch (or *pitch*).

Format	Up to three digits
Example	Type: 78

If you are using compressed printing, you can enter up to 132. If you are not using compressed printing, do not enter a number greater than 80. Field [11. Compressed print](#) determines if your form is compressed or non-compressed.

5. Length

This is the length of the check or remittance form.

If printing a full 8.5x11 page on a laser printer using a Company information printer, enter 66 lines. Besides the length of the form, the number of lines you enter here is determined by the setting on your printer for the number of lines per inch.

If printing to a laser using Windows printer, we recommend in most cases that it not be more than 63 lines, but this number can vary depending on the amount of top and bottom margin space determined by the Windows printer driver. When designing a custom check to be provided by your forms supplier, design the check in PBS first and make sure it prints consistently on all the printers that are going to print the check before sending an example to your forms supplier.

If printing to standard dot matrix form with only one stub plus the check, enter 42 for the length.

Format	Up to three digits
Example	Type: 63

6. First stub header line

or

First header line

Enter the first line number on which header information is to print.

Format	Up to three digits
Example	Type: 1

7. First stub detail line

or

First detail line

Enter the first line number on which the check stub detail or remittance detail lines are to print.

Format	Up to three digits
Example	Type: 4

8. Last stub detail line

or

Last detail line

Enter the line number on which the last line item is to print. Your entry must be higher than the line number specified for field 7.

Format	Up to three digits
Example	Type: 16

9. Stub total & begin check

or

First total line

When designing a check, this field determines where the stub total is to print and it also determines where the check fields are to print. The stub total is the first line and the check can be any line after that.

When designing a remittance form, this field determines where the totals area starts on the form.

Enter the line number on which the last line item is to print. Your entry must be higher than the line number specified for field 8.

Format	Up to three digits
Example	Type: 19

10. Bottom stub start line

This field will display as (Not applicable) if you are using the “Top only” or “Remittance” form types.

Enter the first line number on which the bottom stub information is to print. Your entry must be higher than the line number specified for *Stub total line & check* (field # 9), and less than the number of lines specified for *Length* (field # 5).

Format	Up to three digits
Example	Type: 45

11. Compressed print

The form printing can either be 10 or 17 columns per inch. When printing at 17 columns per inch the print is considered compressed (narrower font).

You have several options of which part of the form that you want to compress.

C	Check This compresses the check only.
S	Stub This compresses the stub only.
B	Both This compresses both the check and the stub.
N	None None of the form is compressed.

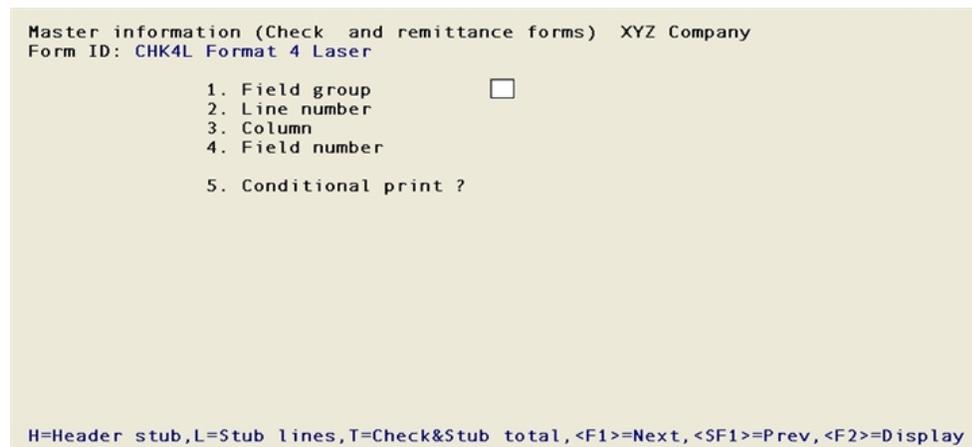
This field relates directly to field [4. Width](#). A non compressed form is normally 80 columns or less. When designing a form that uses compressed print you can enter up to 132 columns for the width of the form.

Format	One character, either C, S, B or N
Example	Type: N

Field number to change ?

Make changes as usual. For an existing form you are then asked *View/change form layout ?*. Answer Y if you wish to review or work with any of the fields to be printed on the form.

When defining a new format, or if you specified to view the layout of an existing form, the following screen appears:



Many fields from different files may be selected to print on each form. On this screen you assign and describe each field to be printed on the form. For a list and description of each **assignable field** read the *Check and ACH Remittance Form Fields* appendix.

For each form **design field**, enter the information as follows:

1. Field group

Enter **the form** group.

H	For a check type: Header Stub For a remittance type: Header
L	For a check type: Stub Lines For a remittance type: Lines
T	For a check type: Stub Total and Check For a remittance type: Total

Options

You may also use one of the options:

<F1>	For next field
<SF1>	For previous field
<F2>	To display the form as it appears so far (see the section titled <i>Displaying a Check and Remittance Form</i> later in this chapter)
Format	One letter from above.
Example	Type: H

2. Line number

Enter the line number on which this field is to print, or press <F1> to the display the next field on file within this group.

Format	Up to three digits.
Example	Type: 1

Enter the line number within the group on which this field is to print.

Using a check example, if you specified that the first line for *stub header* is 2 and the first line for stub line is 4, there are 2 lines available for the *stub header* group. This means that line numbers 1 through 2 would be valid entries here.

3. Column

Options

Enter the starting column in which to print this field, or use the option:

<F1>	To display the next field past line one
<F2>	To insert a new line
<F3>	To delete the current line
Format	Up to three digits
Example	Type: 1

Your entry may not be greater than the width of the form.

At 4. *Field number*, the screen displays as follows:

```

Check information (Forms)                                XYZ Company
Form ID: CHK4L Format 4 laser

1. Field group           Headers
2. Line number           1
3. Column                1
4. Field number          
5. Conditional print ?

----- Headers Fields -----
Fld# Description      Fld# Description      Fld# Description
1. Blank line         10.*Vendor zip code   19. Vendor contact 2
2.*Vendor no.         11.*Vendor country    20.*Vendor reference no.
3.*Vendor name        12. Vendor phone 1    21. Vendor federal ID #
4. Vendor last name   13. Vendor phone 2    22. Vendor terms desc.
5. Vendor first name  14. Vendor fax 1      23. Company address 1
6.*Vendor address 1   15. Vendor fax 2      24. Company address 2
7.*Vendor address 2   16. Vendor email 1    25. Company address 3
8.*Vendor city        17. Vendor email 2    26. Company display name
9.*Vendor state       18. Vendor contact 1  27. Company phone number

<F1> - next field past line 1 column , PgDn - next page
    
```

If you specify a check *stub line /remittance line* or check *stub total and check/remittance total* group, different windows display, showing additional fields. To see the other window press <PgDn>. To return to a previous window press <PgUp>.

If you had previously selected any of these fields to print on this form, an asterisk appears next to the field number.

Refer to the [Check and Direct Deposit Remittance Form Fields](#) appendix, for a description of each field from each group.

Continue entering the information as follows:

4. Field number

Options

Enter the number of the field that you wish to select, or use one of the options:

<F1>	To display the next field on file that is on or after this line number and column number.
<Enter>	To enter a Literal (text) instead of a field number. Refer to Literal Fields section of this chapter.
Format	Up to three digits
Example	Type: 27

5. Conditional print ?

Answer Y if this field is to print only when some field (to be specified next) meets a specific condition.
 Answer N if this field should always print.

Format	One character
Example	Type: N

If you answer Y, these additional fields appear:

When Field-# 999

When the field selection window appears enter the number of the field upon which printing is dependent. Use the <PgUp> and <PgDn> keys to view additional windows.

Enter the conditions that this field must meet in order for the field being defined to print.

Format	Two characters 25 characters (alpha) 999,999,999.99999-(numeric) MMDDYY (date)
--------	---

First, enter one of the following abbreviations:

EQ	equal to
NE	not equal to
GT	greater than
LT	less than
GE	greater than or equal to
LE	less than or equal to

Then enter the value that the dependent field must contain to complete the condition. Press <Enter> to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

Format	One letter, either Y or N.
Example	Type: Y and then press <Enter>.

Printing a Field

If you need to print a field when either one condition or another is met, define the field specifying the first condition as described above. Then redefine the field, using the same line number, column number, and field number.

After entering the field number a message informs you that the field is already defined and you are asked if you wish to define a duplicate. Answer Y and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other. There is no way to request printing when both conditions are true.

Alphanumeric, Numeric, Date, and Literal Fields

The remaining fields control the appearance of data on the form. The fields requested depend on the type of field you selected in [4. Field number](#) (field number 4). There are four different types:

Alphanumeric fields

These may contain any combination of letters, digits, and special symbols.

Numeric fields

Numeric fields only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Date fields

Date fields only contain dates. Check date fields may be formatted and also there is a choice of month, day and year separators.

Literal fields

Literals contain text that you type. Literal fields are defined by pressing <Enter> at *Field number*, rather than specifying a field number.

Alphanumeric Fields

The following two fields display for each alphanumeric field:

6. Length

Enter the number of characters you want to print in this field, up to the maximum number shown, or press <Enter> for the maximum length of the field.

Format	Up to two digits
--------	------------------

7. Justify

Enter **R** to *right-justify* the characters, or press <Enter> for no justification, to print the characters as entered.

If you specify right-justify, the characters will be aligned with the right-hand margin of the space for this field.

Numeric Fields

The following five fields display for each numeric field:

6. Integer digits

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or press <Enter> for the maximum shown.

Format	Up to two digits
--------	------------------

7. Decimal digits

(If the field has no decimal places, *(Not applicable)* displays here.)

Enter the number of decimal places you want to print, up to the maximum shown, or press <Enter> for the maximum shown.

Options

You may also use the option:

9	“Float” This means that there is no fixed number of digits before and after the decimal point; that is, the decimal point can float.
Format	One digit

8. Commas ?

If the field has less than 4 integer digits, *(Not applicable)* displays here.

Options

You may also use the option:

Y	To use commas when printing this field
N	To not use commas when printing this field
\$	To use a “\$” dollar symbol and commas with this field
Format	One letter, either Y, N or \$

9. Leading zeros ?

If you specified to use commas, *(Not applicable)* displays here.

Answer Y to include any beginning zeros when printing this field.

Format	One letter, either Y or N
--------	---------------------------

10. Negatives ?

(If the field cannot be negative, *(Not applicable)* displays here.)

Enter the letter that designates how negative numbers are printed, as follows:

R	Minus sign to the right of the number 99.99-
---	---

L	Minus sign to the left of the number, in a fixed position -99.99
F	Minus sign to the left of the number, in a floating position -99.99
C	CR to the right of the number 99.99 CR
P	Enclose number in parentheses (99.99)

Format	One letter from the table above
--------	---------------------------------

When you complete entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

Date Fields

The following field displays for each date or time field:

6. Format

For a date field, select the format to use when printing this field as follows:

1	MM/DD/YY (03/31/08)
2	MMM DD YY (Mar 31 08)
3	MMM DD (Mar 31)
4	DD-MMM-YY (31-Mar-08)
5	Month DD, YYYY (March 31, 2008)
6	MMDDCCYY (Display depends on separator value used)
7	DDMMCCYY (Display depends on separator value used)
8	CCYYMMDD (Display depends on separator value used)

Format	One digit
--------	-----------

Separator

The value for this field will display as N/A (Not applicable) if you selected either date field format 1, 2, 3, 4 or 5. For check formats 6, 7 or 8 select the separator value to print between the day, month and year:

1	None
2	Dash
3	Period
4	Space
5	Slash
6	Double-spaced, Only available when selecting check format 7. This format will use up to 17 columns.

Format	One digit, either 1, 2, 3, 4, 5 or 6.
--------	---------------------------------------

When you complete entry the print format of the date or time as you have defined it is displayed on the screen.

Leading zeros ?

The value for this field will display as N/A (Not applicable) if you selected date field formats of 1, 2, 3, 4 or 5. For check formats 6, 7 or 8, you would normally select N. However, for example, if you would like to see the month of April printed as 04 and the First day of the month printed as 01, select Y.

Literal Fields

The following three fields display for each literal field:

6. Length (max = 80)

Enter the number of characters to be used when printing this field, up to the maximum shown, or press <Enter> for the maximum shown.

A total of 1000 characters is available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when less than 150 characters are available.)

Format	Up to digits
--------	--------------

7. Text

Enter the exact text to be printed, up to the length specified in field # 6.

Format	Up to 30 characters
--------	---------------------

DISPLAYING A CHECK AND REMITTANCE FORM

While entering a form you can press <F2> to see what the form looks like so far. Follow the screen instructions.

If one field overlaps another field, either question marks or asterisks appear in the area of overlap.

Question marks display if none of the overlapping fields are conditionally printed, in which case you probably need to change the position of a field.

Asterisks display if at least one of the overlapping fields is conditionally printed. In this case, you may wish to review the definitions of the overlapping fields to ensure that they do not print under the same conditions.

Displaying a form will not merge the data with the form image file. You must print for this type of test.

Displaying a form has a limitation. If you are using compressed print on either the stub or check, but not both, it does not show the correct vertical relationship between the check and the stub.

However, it will show the correct relationship between other fields in the stub or other fields in the check.

Testing Forms

A test form can be printed that substitutes *X*'s or *9*'s for each field that you have selected to print. You can print the test on the actual form you intend to use, or on plain paper. When using *Print checks and post* you can also print a test alignment form.

To test your check form, at the first Forms screen, display the form you wish to test and press <F5>.

When the printers defined from *Company information* display and Windows printer if in Windows or thin client, select the printer on which this form is to be printed.

If you are on Windows or Thin client, selected Windows printer and you have selected to merge data with a form image file, the form image file will merge and print with the test form.

Copying Forms

You can rapidly produce a new check form by copying an existing check form that is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first Forms screen

Display the existing check form that you wish to copy and press <F6>.

A window displays for you to enter the following information:

Copy to form ID

Enter the ID of the new form. The form ID will be automatically created during the copy process if it does not already exist.

Copy to type

Enter the character that designates the type of check for which this new form will be used. The types are:

1	Checks top/bottom stub
2	Check top stub only.
R	Remittance form

Options

You may also use the Option

<F5>	To copy "All" types of the existing form ID to the same types for the new form ID.
------	--

If the type you specify already exists for the new form ID, the form cannot be copied and an error message is displayed.

After the copy process is complete you may change the new form as needed.

PRINTING A CHECK AND REMITTANCE FORMS LIST

This selection prints a report that lists the check and remittance forms you have defined. You may select to print a specific form type or all form types.

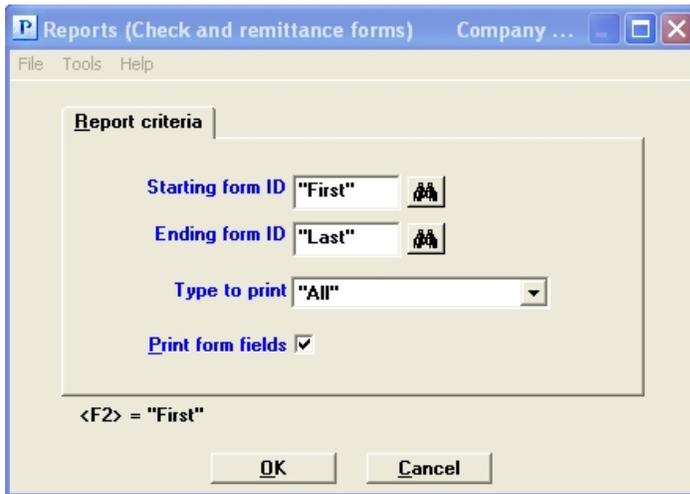
For each form type on the list you are shown general information. The field definitions for each form type may also be optionally printed.

Select

Check and Remittance Forms from the *Report* menu.

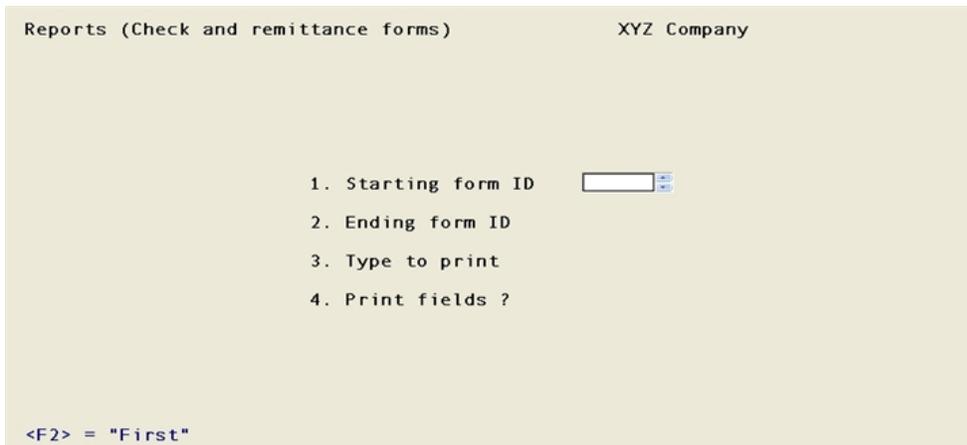
Graphical Mode

The following screen will appear:



Character Mode:

This is the screen you see:



On the screen that appears, enter the following:

Starting form ID

Ending form ID

Enter the range of form IDs for which to print the list. Follow the screen instructions.

Options

You may also use the following option:

<F2>	For "First" for Starting form ID For "Last" for Ending form ID
Format	Up to five digits
Example	Press <F2> at both fields

Type to print

Select the form type to print for the forms. The selections and options are:

Character Mode	Graphical Mode	Description
1	Checks top/bottom stub	Checks, top/bottom stub - for laser printer
2	Checks top stub only	Checks, top stub only - for dot matrix printer
R	Remittance	Remittance form
<F5>	"All" or <F5>	To print "All" form types

Format	One letter from the table above
Example	Press <F5> to select "All"

Print form fields

Leave this box checked to print the information defined for each field on a form. If you uncheck it, only the general information about a form is printed.

Format	Check box where checked is yes and unchecked is no. The default is checked
Example	Press <Enter> to accept the default

OK or Cancel

Select OK to print or Cancel to return to the menu without printing.

Positive Pay File Forms

This chapter contains the following topics:

Introduction to Positive Pay File Forms
Form Definitions
Entering Positive Pay File Forms
Displaying a Positive Pay Form
Printing a Positive Pay Forms List

INTRODUCTION TO POSITIVE PAY FILE FORMS

This selection allows you to design a text file that may be used to send to your bank for positive pay following the printing of checks.

Before you start, read the appendix [Implement Positive Pay and Direct Deposit](#) for the steps you need to do to use this feature.

A form file can be used with stub header, stub lines and certain check fields.

A/P comes with two predefined positive pay file forms, as listed below. These predefined forms are provided following a new PBS installation. They are available in export files and can be restored for additional companies. Keep in mind that the same file contains check forms, remittance forms and positive pay file forms.

MULTI-COMPANY NOTE

Note

Passport has developed some form export examples. You will find the export file in the APFORMS.zip file.

If you are using multiple companies and are using a company-ID other than 00, copy the APFRMF00.EXP file, replacing 00 with your company-ID for your company. Using the file utilities, restore the file for the required company. If you are using either a custom check format or remittance form, use the restore append option so that you do not remove your current forms.

Form No	Type	Name
CSV	CSV FILE	Positive pay CSV format
TXT	TXT FILE	Positive pay text

When you enter a bank, using the CTL *Banks* selection, you must specify a positive pay form ID to be used. The form must exist in the Form file. The bank is associated with a cash account. When you *Print checks and post* and select a cash account, the form associated with the cash account in the bank will be used.

For a list and details about the predefined forms use the *Reports > Positive pay forms* selection.

If you select to use a different form you can make a copy of an already existing form and modify the copy. You may also design your form from scratch, but it is probably easier to modify an existing form.

An unlimited number of forms can be defined with this selection. This form designer allows you to print most fields from the A/P open item and vendor files.

We suggest that you first become familiar with the predefined forms provided.

FORM DEFINITIONS

Described below are definitions for certain terms used in this selection and in this chapter.

Each file consists of three information groups: Header, Check lines, and Totals.

Header

is the first line(s) of the file. There is usually one line per file. This may contain information about your company, your bank, your bank account number and more.

Check lines

are written under the header line. There will be as many check lines as there are checks printed. In other words there is one line per vendor being paid on the check run.

Totals

are written usually as the last line of the file. The fields that are available are similar to the header fields. Normally payment amount totals are included in this record type.

Note

When a pay-to address has been assigned to a vendor, the pay-to address fields are written to the file and not the vendor address fields.

ENTERING POSITIVE PAY FILE FORMS

An unlimited number of positive pay file forms can be defined with this selection. *Positive pay forms* allows you to select most of the fields from the vendor and open item files.

Select

Positive pay forms from the *Master Information* menu.

The following screen displays:

```
Master information (Positive pay forms)          XYZ Company

      * 1. Form ID          
        2. Description
        3. File type
        4. File format
        5. Width
        6. Include voided checks ?
        7. Void format

<F1> = next form, <SF1>=prev form
```

On this screen you identify the positive pay form with an ID, type, and description, You also define its general appearance.

From this screen you can work with both new and existing forms. If a form exists for the form ID and type you specify, that form appears and is available for changes or deletion.

Enter the following information:

1. Form ID

Options

Enter the ID for this form, or use the options:

<F1>	For next form.
<SF1>	For previous form.
<F2>	Display a representation of the file output as Xs for alphanumeric fields, 9s for numeric fields and overlapping fields as question marks.
<F3>	Deletes the current form.
<F5>	To generate a test file (this option is only available after you have selected an existing form) In the file it represents Xs for alphanumeric fields, 9s for numeric fields and overlapping fields as question marks.
<F6>	To copy a file to a different name (this option is only available after you have selected an existing form).

Format	Up to five characters
Example	Type: CSV

2. Description

Enter the description of this form.

Format	Up to 30 characters
Example	Type: Positive Pay CSV Format

3. File type

Enter the character that designates the type of positive pay file that will be used. The types are listed below:

T	Text file. This is a fixed length text format.
C	CSV format. –This indicates a Comma Separated Value format.

Format	1 character, either T or C
Example	Enter C

4. File format

This field determines if the positive pay file has line feeds only (LF) or both carriage returns and line feeds (CR/LF) at the end of each line. The choices are different depending on the operating system where PBS is installed.

The choices on a Windows system are 0 = *Operating system default - CR/LF DOS file* or 1 = *Line feed only UNIX/Linux file*. In UNIX and Linux the choices are 0 = *Operating system default - line feed only UNIX/Linux file* and 1 = *CR/LF DOS file*.

If you are unsure which file format to use, ask someone from your bank the format they prefer. If you are still unsure, select the operating system default and send a test ACH file to your bank using that choice. A representative from the bank will let you know if you need to try the other option.

0	For the system default. For a system installed on Windows this is: CR/LF DOS format For a system install on UNIX/Linux: LF only in UNIX or Linux
1	For a system installed on Windows, the choice will display as: Line feed only UNIX/Linux file. On a UNIX or Linux installed system this will display as CR/LF DOS file.
Format	One number, either 0 or 1
Example	Type <Enter> for the default

5. Width (max = 998)

This field will display as (Not applicable) if you selected a CSV form type.

Enter the number of columns that may be written to each record of the text file.

Format	Up to four digits
Example	(Not applicable) in this case

6. Include voided checks ?

Consult with your bank contact person to determine if they want a list of the voided checks in the positive pay file. These are the options:

Y	To include voided checks
N	To not included voided checks

Format	One character, either Y for yes or N for no. N is the default
Example	Type: Y

7. Void format

This field can not be entered if you selected N for field 6.

Select how you want the void check amounts to be written to the positive pay file.

1	Show void amount as zero
2	Show void as a negative amount
3	Show void as a positive amount

Format	One character, either 1, 2, or 3
--------	----------------------------------

Example	Type: 2
---------	---------

8. Omit header record ?

Consult with your bank contact person to determine if they want have the lines only and have the header record omitted from the positive pay file. These are the options:

Y	To omit the header
N	To include the header

Format	One character, either Y for yes or N for no. N is the default
--------	---

Example	Type: N
---------	---------

Field number to change ?

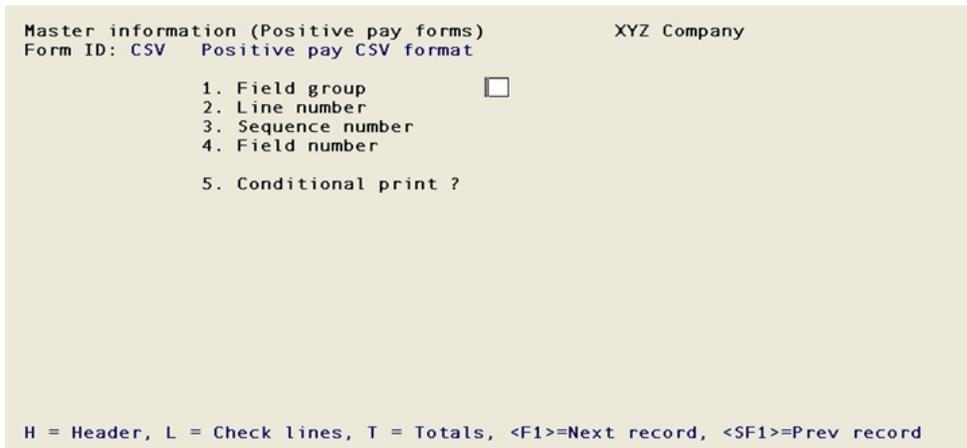
Make changes as needed. If it is a new file format, after you select <Enter> the Field Definition Screen will display. For an existing form you are then asked the following:

View/change form layout ?

Answer Y if you wish to review or work with any of the fields to be printed on the form. Otherwise select N to remain on this screen with the cursor moving back to the Form ID field. The default is Y.

Field Definition Screen

When defining a new form, or if you specified to view the layout of an existing form, the screen appears as such:



On this screen you determine each field to be written to the positive pay file. Many fields may be selected to written.

For each field, enter the information as follows:

1. Field group

Enter **H** if the field is part of the Header group, **L** for the Check lines group or **T** for the Totals.

H	For Header group
L	For Lines group
T	For Totals

Options

You may also use one of the options:

<F1>	For next field on file
<SF1>	For previous field on file
<F2>	To display the form as it appears so far (see the section titled Displaying a Positive Pay Form later in this chapter)
Format	One letter from above.
Example	Type: H

2. Line number

Enter the line number on which this field is to be generated in the file, or press <F1> to the display the next field on file within this group.

Format	Up to three digits
Example	Type: 1

3. Column

or

Sequence number

Options

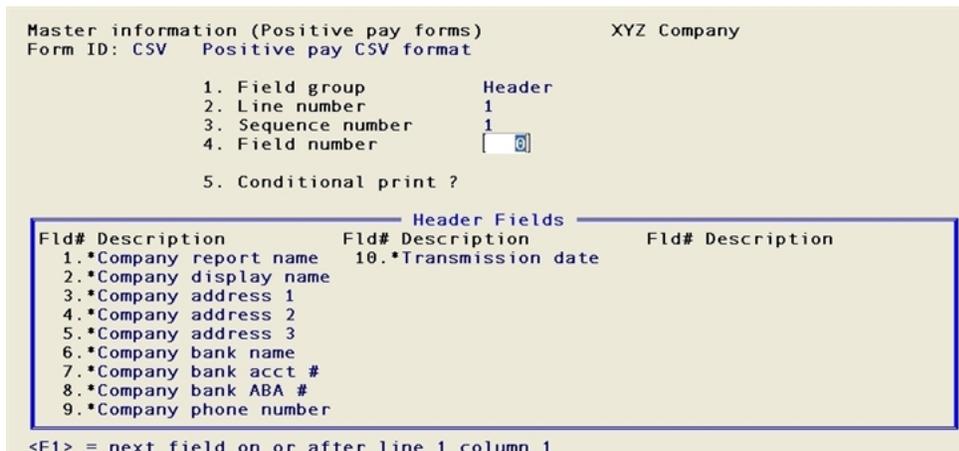
Enter the starting column in which to print this field, or use the Option

<F1>	To display the next field past line one
<F2>	To insert a new line
<F3>	To delete the current line

Format	Up to three digits
Example	Type: 1

Your entry may not be greater than the width of the form.

At *Field number*, the screen displays as follows:



The window that displays at the bottom of this screen shows the 13 fields available for printing from the *Header* or *Totals* group.

If you specify a *Line* group, a window with different fields display.

If you had previously selected any of these fields to print on this form, an asterisk appears next to the field number.

Refer to the [Positive Pay Form Fields](#) appendix for a description of each field from each group.

Continue entering the information as follows:

4. Field number

Options

Enter the number of the field that you wish to select, or use one of the options:

<F1>	To display the next field on file that is on or after this line number and column number.
<SF1>	To display a previous field. This will not display until a field has been selected through <F1>.
<Enter>	To enter a Literal (text) instead of a field number. Refer to Literal Fields section of this chapter.
Format	Up to three digits, however there are less than 99 fields per field group available
Example	Type: 1

5. Conditional print ?

Answer Y if this field is to print only when some field (to be specified next) meets a specific condition.
 Answer N if this field should always print.

Format	One character
Example	Type: N

If you answer Y, these additional fields appear:

When Field-# 999

When the field selection window appears enter the number of the field upon which printing is dependent.

Enter the conditions that this field must meet in order for the field being defined to print.

Format	Two characters 25 characters (alpha) 999,999,999.99999-(numeric) MMDDYY (date)
--------	---

First, enter one of the following abbreviations:

EQ	equal to
NE	not equal to
GT	greater than
LT	less than
GE	greater than or equal to
LE	less than or equal to

Then enter the value that the dependent field must contain to complete the condition. Press <Enter> to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

Format	One letter, either Y or N.
Example	Type: Y and then press <Enter>.

Fields With Multiple Conditions

If you need to write a field to the positive pay file when either one condition or another is met, define the field specifying the first condition as described above. Then redefine the field, using the same line number, column number and field number.

After entering the field number the following message displays:

This field is already defined.

Do you wish to define a duplicate ?

Answer Y to define the duplicate field and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other. There is no way to request printing when both conditions are true.

Alphanumeric, Numeric, Date, and Literal Fields

The remaining fields control the appearance of data on the form. The fields requested depend on the type of field you selected in *Field number* (field number 4). There are four different types:

Alphanumeric fields

They may contain any combination of letters, digits, and special symbols.

Numeric fields

They only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Date fields

They only contain dates. Check date fields may be formatted.

Literal fields

They contain text that you type. Literal fields are defined by pressing <Enter> at *Field number*, rather than specifying a field number.

Alphanumeric Fields

The following two fields display for each alphanumeric field:

6. Length

Enter the number of characters you want to be written to the file for this field, up to the maximum number shown, or press <Enter> for the maximum length of the field.

Format	Up to two digits
--------	------------------

7. Justify

Enter **R** to *right-justify* the field, or press <Enter> for no justification, to print the characters as entered.

If you specify right-justify, the characters will be aligned with the right-hand margin of the space for this field.

Numeric Fields

The following five fields display for each numeric field:

6. Integer digits

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or press <Enter> for the maximum shown.

Format	Up to two digits
--------	------------------

7. Decimal digits

If the field has no decimal places, (*Not applicable*) displays here.

Enter the number of decimal places you want to print, up to the maximum shown, or press <Enter> for the maximum shown.

Format	One digit
--------	-----------

8. Commas ?

If the field has less than 4 integer digits, (*Not applicable*) displays here.

Answer Y to use commas when printing this field.

Format	One letter, either Y or N.
--------	----------------------------

9. Leading zeros ?

If you specified to use commas, *(Not applicable)* displays here.

Answer Y to include any beginning zeros when printing this field.

Format	One letter, either Y or N.
--------	----------------------------

10. Negatives ?

(If the field cannot be negative, *(Not applicable)* displays here.)

Enter the letter that designates how negative numbers are printed, as follows:

R	Minus sign to the right of the number 99.99-
L	Minus sign to the left of the number, in a fixed position -99.99
F	Minus sign to the left of the number, in a floating position -99.99

Format	One letter from the table above
--------	---------------------------------

When you complete entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

Date Fields

The **Format** field displays for each date or time field.

6. Format

For a date field, select the format to use when printing this field as follows:

1	MM/DD/YY (03/31/19)
2	MMM DD YY (Mar 31 19)
3	MMM DD (Mar 31)
4	DD-MMM-YY (31-Mar-19)
5	Month DD, YYYY (March 31, 2019)
6	MMDDCCYY (Display depends on separator value used)
7	DDMMCCYY (Display depends on separator value used)
8	CCYYMMDD (Display depends on separator value used)
9	MMDDYY (Display depends on separator value used)

Format	One digit
--------	-----------

Formats 6, 7 and 8 require a separator value.

Separator

The value for this field will display as N/A (Not applicable) if you selected date field formats of 1, 2, 3, 4 or 5. For check formats 6, 7 or 8 select the separator value to print between the day, month and year:

1	None
2	Dash
3	Period
4	Space
5	Slash

Format	One digit, either 1, 2, 3, 4 or 5
--------	-----------------------------------

When you complete entry the print format of the date or time as you have defined it is displayed on the screen.

Leading zeros ?

For formats 6 and 7 you must define whether a leading zero is needed for the month using format 6 and the day for format 7.

For example, without a leading zero the date could be 4092012. With a leading zero the date is 04092012. Notice that the first example is 7 digits long and does *not* start with a zero . The second is 8 digits long and does start with a zero.

Format	One letter, either Y or N.
--------	----------------------------

Literal Fields

The following three fields display for each literal field:

6. Length (max = 80)

Enter the number of characters to be used when printing this field, up to the maximum shown, or press <Enter> for the maximum shown.

A total of 1000 characters is available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when less than 150 characters are available.)

Format	Up to digits
--------	--------------

7. Text

Enter the exact text to be printed, up to the length specified in field # 6.

Format

Up to 30 characters

Testing Forms

A test file can be generated.

To test your form file, at the first Forms screen press <F5>. A window displays where you must enter a bank. Enter your **Company ACH** bank type as defined in Ctl *Banks*.

Then select <Enter> and the form file will be generated to the same path as defined in the bank record.

If you are on Windows or Thin client and you have selected to merge data with a form file, the form file will print with the test check form.

In the file it represents Xs for alphanumeric fields, 9s for numeric fields and overlapping fields as question marks.

Copying Forms

You can rapidly produce a new positive pay form by copying an existing form that is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first Forms screen

Display the existing check form that you wish to copy and press <F6>.

A window displays for you to enter the following information:

Copy to form ID

Enter the ID of the new form. The form ID will be automatically created during the copy process if it does not already exist.

After the copy process is complete you may change the new form as needed.

DISPLAYING A POSITIVE PAY FORM

While entering a form you can press <F2> to see what the file output looks like so far. Follow the screen instructions.

Due to the nature of CSV fields, they will *never* overlap.

In the case of a text file, if one field overlaps another field, either question marks or asterisks appear in the area of overlap.

Question marks display if none of the overlapping fields are conditionally generated, in which case you probably need to change the position of a field.

Asterisks display if at least one of the overlapping fields is conditionally generated. In this case, you may wish to review the definitions of the overlapping fields to ensure that they do not generate a field under the same conditions.

PRINTING A POSITIVE PAY FORMS LIST

This selection prints a report that lists the positive pay forms you have defined. You may select to print a specific form type or all form types for the forms.

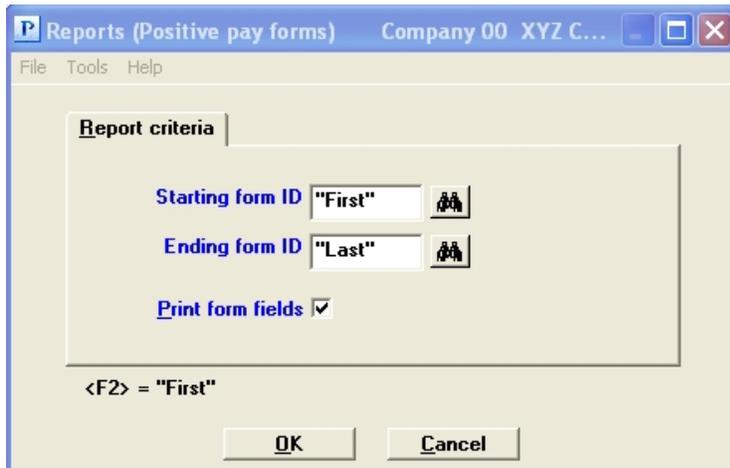
For each form type on the list you are shown general information. The field definitions for each form type may also be optionally printed.

Select

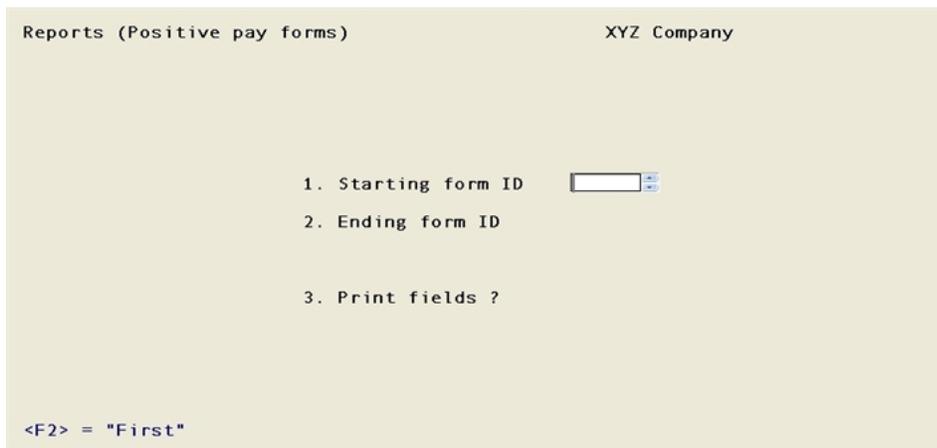
Positive pay forms from the *Report* menu.

This is the screen you see:

Graphical Mode



Character Mode



On the screen that appears, enter the following:

Starting form ID

Ending form ID

Enter the range of form IDs for which to print the list. Follow the screen instructions.

Options

You may also use the following option:

<F2>	For <i>First</i> on the Starting form ID and <i>Last</i> on the Ending form ID
Format	Up to five digits
Example	Press <F2> at both fields

Print fields

Check the box to print the information defined for each field on a form. If you uncheck the box, only the general information about a form is printed.

Format	Check box where checked is yes and unchecked is no. The default is checked
Example	Press <Enter> to accept the default

OK or Cancel

Select OK to print the report or Cancel to return to the menu.

Sample Checks and Reports

This appendix contains sample reports.

CHECK FORMAT 1

With PBS Accounts Payable you have a choice of several check formats. A check format is assigned in A/P Control information. This is a sample check of check format 1 printed on a laser printer:

YOUR FIRM NAME HERE

1173

ACCOUNT NO. ACME-01256			VENDOR 50 Acme Manufacturing		CHECK NO. 001173		CHECK DATE 3/12/15	
VOUCHER	INVOICE NUMBER	INV. DATE	REFERENCE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT	
1201	12346	3/24/15		25.00	25.00	.75	24.25	
1205	1346	3/24/15		5.00	5.00	.15	4.85	
1250	12389	5/29/15	Job 80781 Parts	167.81	167.81	3.36	164.45	
							CHECK TOTAL	193.55

YOUR FIRM NAME HERE
1765 SHERIDAN DR. PH. 123-456-7890
YOUR CITY, STATE 07004

NATIONAL STATE BANK
DOWNTOWN OFFICE
CITY, STATE 12345
00-6789-0000

1173

PAY ACME-01256

CHECK NO.	CHECK DATE	VENDOR NO.
001173	3/12/15	50

ONE HUNDRED NINETY-THREE AND 55/100 DOLLARS*****

CHECK AMOUNT
\$*****193.55

TO THE ORDER OF Acme Manufacturing
2345 West Canyon Drive
Building V8
Phoenix, AZ 85001
USA

SAMPLE - VOID
FORM 080950
COMPATIBLE ENVELOPE 091552

MP

⑈001173⑈ ⑆000067894⑆ 12345678⑈

Security Features Included. Details on back.

YOUR FIRM NAME HERE

1173

ACCOUNT NO. ACME-01256			VENDOR 50 Acme Manufacturing		CHECK NO. 001173		CHECK DATE 3/12/15	
VOUCHER	INVOICE NUMBER	INV. DATE	REFERENCE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT	
1201	12346	3/24/15		25.00	25.00	.75	24.25	
1205	1346	3/24/15		5.00	5.00	.15	4.85	
1250	12389	5/29/15	Job 80781 Parts	167.81	167.81	3.36	164.45	
							CHECK TOTAL	193.55

PAYMENT RECORD

CHECK FORMAT 2 WITH REFERENCE

Check format 2 is similar to check format 2 with reference except the reference does not print after every invoice line.

YOUR FIRM NAME HERE

1242

ACCOUNT NO. ACME-01256		VENDOR 50 Acme Manufacturing		CHECK NO. 001242	
VOUCHER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN
1201	12346	3/24/15	25.00	24.25	.75
Ref:					
1205	1346	3/24/15	5.00	4.85	.15
Ref:					
1250	12389	5/29/15	167.81	164.45	3.36
Ref:	Job 80781 Parts				
				CHECK TOTAL	193.55

YOUR FIRM NAME HERE
1765 SHERIDAN DR. PH. 123-456-7890
YOUR CITY, STATE 01003

NATIONAL STATE BANK
DOWNTOWN OFFICE
CITY, STATE 12345
00-6789-0000

1242

PAY ACME-01256

CHECK NO.	CHECK DATE	VENDOR NO.
001242	3/12/15	50

ONE HUNDRED NINETY-THREE AND 55/100 DOLLARS*****

CHECK AMOUNT
\$*****193.55

TO THE ORDER OF Acme Manufacturing
2345 West Canyon Drive
Building V8
Phoenix, AZ 85001
USA

SAMPLE - VOID
FORM 080949
COMPATIBLE ENVELOPE 091552

⑈001242⑈ ⑆000067894⑆ ⑆2345678⑈

Details on back. Security Features included.

YOUR FIRM NAME HERE

1242

ACCOUNT NO. ACME-01256		VENDOR 50 Acme Manufacturing		CHECK NO. 001242	
VOUCHER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN
1201	12346	3/24/15	25.00	24.25	.75
Ref:					
1205	1346	3/24/15	5.00	4.85	.15
Ref:					
1250	12389	5/29/15	167.81	164.45	3.36
Ref:	Job 80781 Parts				
				CHECK TOTAL	193.55

CHECK FORMAT 1 ON BLANK STUB

Check format 1 on blank stub is similar to check format 1, but the column names print on the stub making it easier to align the data with the check form.

YOUR FIRM NAME HERE

ACCOUNT NO.	ACME-01256	VENDOR	50	Acme Manufacturing	CHECK NO.	001240	CHECK DATE	3/12/15
VOUCHER	INVOICE NUMBER	INV. DATE	REFERENCE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET AMOUNT	
1201	12346	3/24/15		25.00	25.00	.75	24.25	
1205	1346	3/24/15		5.00	5.00	.15	4.85	
1250	12389	5/29/15	Job 80781 Parts	167.81	167.81	3.36	164.45	

CHECK-TOTAL 193.55

1240

YOUR FIRM NAME HERE
1765 SHERIDAN DR. PH. 123-456-7890
YOUR CITY, STATE 03004

NATIONAL STATE BANK
DOWNTOWN OFFICE
CITY, STATE 12345
00-6789-0000

DATE CHECK NO.

ACME-01256

3/12/15 001240

CHECK AMOUNT

PAY ONE HUNDRED NINETY-THREE AND 55/100 DOLLARS***** \$*****193.55

Acme Manufacturing
2345 West Canyon Drive
Building V8
Phoenix, AZ 85001
USA

TO THE
ORDER
OF

SAMPLE - VOID
FORM 080156
COMPATIBLE ENVELOPE 091534

Security Features Included. Details on back.

⑈001240⑈ ⑆000067894⑆ 12345678⑈

YOUR FIRM NAME HERE

ACCOUNT NO.	ACME-01256	VENDOR	50	Acme Manufacturing	CHECK NO.	001240	CHECK DATE	3/12/15
VOUCHER	INVOICE NUMBER	INV. DATE	REFERENCE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET AMOUNT	
1201	12346	3/24/15		25.00	25.00	.75	24.25	
1205	1346	3/24/15		5.00	5.00	.15	4.85	
1250	12389	5/29/15	Job 80781 Parts	167.81	167.81	3.36	164.45	

CHECK-TOTAL 193.55

VENDORS BY VENDOR

Date 03/10/2019 Time 13:09:54

XYZ Company

Report #0037 Page 0001

V E N D O R S B Y V E N D O R #

Starting vendor #: "First" Payment group: "All"
Ending vendor #: "Last" A/P account #: "All"

Vendor status: Blank = normal A = always take discount H = hold payment N = not to be purchased from
Terms types: D = days P = proximo (day of next month)
EOM = end of current month

Vend-#	Name	Contact-1	Phone-1	1099-ID-#	A/P-Acct-#	----	Terms	----
Status	Address	Contact-2	Phone-2	1099-ID-type	Disc-acct-#	Type	Due-days	
Type		Vend-ref-#	Last-purch-date	1099-amt-YTD	Dflt-dist-acct-#	Cutoff	Disc-days	
Pmt-grp			Current-Balance	1099-amt-nxt-yr			Disc-%	
100	Vermont Metal Products	John Smith	802-445-9134	12-7659821	2000-000		2/10 net 31	
A	410 Pinecrest Road	Howard Brice	802-445-9136	Business	5050-100		Proximo	10th
MFG		12769	1/28/19 4,596.69	5010-100	EOM	10th		
MFG	Newton VT 12345		12,848.13					2.00
Country: USA								

-----LAST CHECK-----						
	PTD	YTD	Last-year	#	DATE	AMT
Purchases	17,538.63	17,538.63	0.00	1016	9/28/14	4,596.69
Discounts	93.81	93.81	0.00	0		0.00
Payments	4,596.69	4,596.69	0.00	110	9/28/14	1,470.00

-----LAST CHECK-----

Date 03/10/2019 Time 13:09:54

XYZ Company

Report #0037 Page 0004

V E N D O R S B Y V E N D O R #

-----LAST CHECK-----

	PTD	YTD	Last-year	#	DATE	AMT
Purchases	12,575.45	12,575.45	0.00	0		0.00
Discounts	0.00	0.00	0.00	112	9/28/14	22,600.00
Payments	0.00	0.00	0.00	0		0.00

11 Vendors on file

-- End of report --

VENDORS BY VENDOR NAME

Date 03/10/2019 Time 13:21:06

XYZ Company

Report #0038 Page 0001

V E N D O R S B Y V E N D O R N A M E

Starting vendor name: "First" Payment group: "All"
 Ending vendor name: "Last" A/P account #: "All"

Vendor status: Blank = normal A = always take discount H = hold payment N = not to be purchased from
 Terms types: D = days P = proximo (day of next month)
 EOM = end of current month

Vend-#	Name	Contact-1	Phone-1	1099-ID-#	A/P-Acct-#	----	Terms	----
Status	Address	Contact-2	Phone-2	1099-ID-type	Disc-acct-#	Type	Due-days	
Type		Vend-ref-#	Last-purch-date	1099-amt-YTD	Dflt-dist-acct-#	Cutoff	Disc-days	
Pmt-grp			Current-Balance	1099-amt-nxt-yr			Disc-%	
200	Acme Office Supplies	B Caldwell	213-999-9765	12-3456789	2000-000		2/19 net 30	
	456 N. Broadway			Business	5050-100	Days	30	
CAP			1/23/19	67.59	7500-100	N/A	15	
SPL	Los Angeles CA 90101		18,323.25	0.00			2.00	
Country: USA								

-----LAST CHECK-----								
		PTD	YTD	Last-year	#	DATE	AMT	
	Purchases	18,390.84	18,390.84	0.00	8	1/20/19	67.59	
	Discounts	0.00	0.00	0.00	0		0.00	
	Payments	67.59	67.59	0.00	0		0.00	

500	E-Z Repairs	Betty Smith	213-695-2101		2000-000		net 30	
	900 S. Vermont Avenue	Sandra Kitts	213-695-2102		5050-100	Days	30	
EXP			1/22/19	0.00	8500-100	N/A	None	
RPR	Los Angeles CA 90005		4,064.00	0.00			0.00	
Country: USA								
Fax-1: 213-695-2100 Email-1: Bsmith@EZrepair.com Fax-2: 213-695-2100 Email-2: skitts@ezrepair.com								

Date 03/10/2019 Time 13:21:06

XYZ Company

Report #0038 Page 0004

V E N D O R S B Y V E N D O R N A M E

Vend-#	Name	Contact-1	Phone-1	1099-ID-#	A/P-Acct-#	----	Terms	----
Status	Address	Contact-2	Phone-2	1099-ID-type	Disc-acct-#	Type	Due-days	
Type		Vend-ref-#	Last-purch-date	1099-amt-YTD	Dflt-dist-acct-#	Cutoff	Disc-days	
Pmt-grp			Current-Balance	1099-amt-nxt-yr			Disc-%	
100	Vermont Metal Products	John Smith	802-445-9134	12-7659821	2000-000		2/10 net 31	
A	410 Pinecrest Road	Howard Brice	802-445-9136	Business	5050-100	Proximo	10th	
MFG		12769	1/28/19	4,596.69	5010-100	EOM	10th	
MFG	Newton VT 12345		12,848.13	0.00			2.00	
Country: USA								

-----LAST CHECK-----								
		PTD	YTD	Last-year	#	DATE	AMT	
	Purchases	17,538.63	17,538.63	0.00	1016	9/28/14	4,596.69	
	Discounts	93.81	93.81	0.00	0		0.00	
	Payments	4,596.69	4,596.69	0.00	110	9/28/14	1,470.00	

600	Wells Fargo Bank	Jack Dawson	213-695-4670		2000-000		Bank Charges	
	Mason/Beverly Branch	Mary Andrews	213-695-4680		5050-100	Days	0	
EXP	4031 N. Mason		1/22/19	0.00	7100-100	N/A	None	
BNK	Los Angeles CA 91206		103.75	0.00			0.00	
Country: USA								

-----LAST CHECK-----								
		PTD	YTD	Last-year	#	DATE	AMT	

	-----	-----	-----	-----	-----
Purchases	103.75	103.75	0.00	0	0.00
Discounts	0.00	0.00	0.00	0	0.00
Payments	0.00	0.00	0.00	0	0.00

11 Vendors on file

-- End of report --

VENDOR CHANGE LOG

Date 03/10/2019 Time 13:36:27

XYZ Company

Report #0039 Page 0001

V E N D O R C H A N G E L O G

Vendor status: Blank = normal A = always take discount H = hold payment N = not to be purchased from
 Terms type: D = days P = proximo (day of next month)

```
-----
Vend-# Name Contact-1 Phone-1 1099-ID-# A/P-Acct-# Terms Desc.
Status Address Contact-2 Phone-2 1099-ID-type Disc-acct-# Type Due-days
Type Vend-ref-# Last-purch-date 1099-amt-YTD Dflt-dist-acct-# Cutoff Disc-days
Pmt-grp Current-Balance 1099-amt-nxt-yr Disc-%
-----
```

```
200 Acme Office Supplies B Caldwell 213-999-9765 12-3456789 2000-000 2/15 net 30
    456 N. Broadway Business 5050-100 D 30
CAP 1/23/19 67.59 7500-100 15
SPL Los Angeles, CA 90101 18,323.25 0.00 2.00
Fax-1: Email-1: POS@AcmeOS.com Fax-2: Email-2:
Country: USA
-----LAST CHECK-----
PTD YTD Last-year # DATE AMT
-----
Purchases 18,390.84 18,390.84 0.00 8 1/20/19 67.59
Discounts 0.00 0.00 0.00 0 0.00
Payments 67.59 67.59 0.00 0 0.00
```

```
Changed by: RWA on 03/10/19 to become
200 Acme Office Supplies Barb Caldwell 213-999-9765 12-3456789 2000-000 2/15 net 30
    456 N. Broadway Business 5050-100 D 30
CAP 1/23/19 67.59 7500-100 15
SPL Los Angeles, CA 90101 18,323.25 0.00 2.00
Fax-1: Email-1: POS@AcmeOS.com Fax-2: Email-2:
Country: USA
-----LAST CHECK-----
PTD YTD Last-year # DATE AMT
-----
Purchases 18,390.84 18,390.84 0.00 8 1/20/19 67.59
Discounts 0.00 0.00 0.00 0 0.00
Payments 67.59 67.59 0.00 0 0.00
```

```
400 Jones Property Management Robert Jones 213-774-6700 2000-000 Monthly payment
    11056 Wilshire Blvd. Danielle Lutz 213-774-6701 5050-100 D 4
EXP Suite 4250 1/23/19 0.00 8000-100 0
RNT Los Angeles, CA 92251 14,550.00 0.00 0.00
Fax-1: Email-1: Fax-2: Email-2:
Country: USA
-----LAST CHECK-----
PTD YTD Last-year # DATE AMT
-----
Purchases 14,742.60 14,742.60 0.00 1017 9/28/14 192.60
Discounts 0.00 0.00 0.00 0 0.00
Payments 192.60 192.60 0.00 0 0.00
```

```
Changed by: RWA on 03/10/14 to become
400 Jones Property Management Robert Jones 213-774-6700 2000-000 Monthly payment
    11056 Wilshire Avenue Danielle Lutz 213-774-6701 5050-100 D 4
    *****
EXP Suite 4250 1/23/19 0.00 8000-100 0
```

V E N D O R C H A N G E L O G

```

-----
Vend-#  Name                Contact-1      Phone-1      1099-ID-#    A/P-Acct-#    Terms Desc.
Status  Address                 Contact-2      Phone-2      1099-ID-type  Disc-acct-#    Type    Due-days
Type                                Vend-ref-#     Last-purch-date 1099-amt-YTD  Dflt-dist-acct-#  Cutoff Disc-days
Pmt-grp                                Current-Balance 1099-amt-nxt-yr                                Disc-%
-----
RNT  Los Angeles, CA 92251                14,550.00      0.00                                0.00
Fax-1:      Email-1:                        Fax-2:      Email-2:
Country: USA
-----
                                PTD          YTD          Last-year
-----
Purchases      14,742.60    14,742.60    0.00          1017  9/28/14    192.60
Discounts      0.00         0.00         0.00          0
Payments       192.60      192.60      0.00          0
-----

```

2 Changes on file

-- End of report --

PURCHASING ADDRESSES

Date 03/10/2019 Time 14:23:54

XYZ Company

Report #0040 Page 0001

PURCHASING ADDRESSES

Starting vendor #: "First"
Ending vendor #: "Last"

Vend-#	Name Address	Loc-#	Loc-name Loc-address	Contact-1 Phone Fax E-mail	Contact-2 Phone Fax E-mail
300	Red Line Freight 22748 E. Commercial Los Angeles, CA 92251 Country: USA	1-002	Red Line Freight Building 4-D 1000 Industrial Park Rd. Los Angeles, CA 92251 Country: USA	Tim Rawlings 213-555-9933	
700	Pacific Telephone Glendale Office 500 N. Central Glendale, CA 91206 Country: USA	LA	Los Angeles Office 322 Independence Way Los Angeles, CA 90210 Country: USA	Mike Douglas 813-908-4444	
800	Hanson Manufacturing Co. 65 Industrial Circle Chicago, IL 30555 Country: USA	NW	Northwest Office 2344 W. Hoodview Portland OR 97332 Country: USA	Gregory Hines 833-877-8832	
		RM	Rocky Mountains Office 4500 Boulder Denver, CO 80504 Country: USA	William Hurt 609-332-4478	
		SW	Southwest Office 533 N Green Los Angeles, CA 91210 Country: USA	G.B. Shaw 414-988-0021	

5 Purchasing addresses on file

-- End of report --

PAYABLES EDIT LIST

Date 03/10/2019 Time 15:52:08

XYZ Company

Report #0041 Page 0001

P A Y A B L E S E D I T L I S T

Voucher types: R = Regular N = Non-A/P check C = Cancellation A = Adjustment to distribution I = Immediate check

Vchr-#	Vend-#	Vendor-name	Inv-date	Invoice-#	Inv-amt	Due-day(s)	Due-date	Chk-#	Chk-date	Rept
Type		Vendor-terms	Dist-dat	Prch-ord-#	Non-disc-amt	Disc-day(s)	Disc-date	Cash-account		on
		Reference		Rcvr-# Rcvr-#		Disc-pct	Disc-amt	Discount-account		1099?
1083	100	Vermont Metal Products	3/10/19	44455	125.60	10th	4/10/19			
R		2/10 net 31	3/10/19		.00	10th	4/10/19			
						2.00	2.51	5050-100		Yes
		Distribution: 5010-100		Purchases - misc. items			125.60			
1084	300	Red Line Freight	3/10/19	4938	39.00	15th	4/15/19			
R		net 30	3/10/19		.00	None	None		N/A	Yes
		Distribution: 5010-100		Purchases - misc. items			5.00			
		5040-100		Freight - purchases			34.00			
1085	100	Vermont Metal Products	3/10/19	934898	399.34	10th	4/10/19			
R		2/10 net 31	3/10/19		34.00	10th	4/10/19			
						2.00	7.31	5050-100		No
		Distribution: 5010-100		Purchases - misc. items			399.34			

Date 03/10/2019 Time 15:52:08

XYZ Company

Report #0041 Page 0002

P A Y A B L E S E D I T L I S T

-----Transaction totals-----

3 transactions entered Invoice amt total: 563.94
 3 reg vouchers 0 cancellations 0 adjustments 0 non-A/P checks

Acct-#	Description	Debits	Credits
Distribution summary: 2000-000	Accounts payable	.00	563.94
	5010-100 Purchases - misc. items	529.94	.00
	5040-100 Freight - purchases	34.00	.00
	Totals:	563.94	563.94

-- End of report --

PAYABLES REGISTER

Date 03/10/2019 Time 15:52:30

XYZ Company

Report #0042 Page 0001

Voucher types: R = Regular N = Non-A/P check C = Cancellation A = Adjustment to distribution I = Immediate check

Vchr-#	Vend-#	Vendor-name	Inv-date	Invoice-#	Inv-amt	Due-day(s)	Due-date	Chk-#	Chk-date	Rept
Type		Vendor-terms	Dist-dat	Prch-ord-#	Non-disc-amt	Disc-day(s)	Disc-date	Cash-account		on
		Reference		Rcvr-# Rcvr-#		Disc-pct	Disc-amt	Discount-account		1099?
1083	100	Vermont Metal Products	3/10/19	44455	125.60	10th	4/10/19			
R		2/10 net 31	3/10/19		.00	10th	4/10/19			
						2.00	2.51	5050-100		Yes
		Distribution: 5010-100		Purchases - misc. items			125.60			
1084	300	Red Line Freight	3/10/19	4938	39.00	15th	4/15/19			
R		net 30	3/10/19		.00	None	None			
								N/A		Yes
		Distribution: 5010-100		Purchases - misc. items			5.00			
		5040-100		Freight - purchases			34.00			

Date 03/10/2019 Time 15:52:30

XYZ Company

Report #0042 Page 0002

PAYABLES REGISTER

-----Transaction totals-----

3 transactions entered Invoice amt total: 563.94
 3 reg vouchers 0 cancellations 0 adjustments 0 non-A/P checks

Acct-#	Description	Debits	Credits
Distribution summary: 2000-000	Accounts payable	.00	563.94
5010-100	Purchases - misc. items	529.94	.00
5040-100	Freight - purchases	34.00	.00
Totals:		563.94	563.94

-- End of report --

RECURRING PAYABLES EDIT LIST

Date 03/10/2019 Time 16:55:15

XYZ Company

Report #0043 Page 0001

R E C U R R I N G P A Y A B L E S E D I T L I S T

Starting vendor #: "First"
Ending vendor #: "Last"

Entry types shown: Fixed (F) and variable (V) amounts

Next date cut-off: "Latest"

Grp	Vend-#	Name	Due-day(s)	Amount-due	Amt-YTD	Total-to-date	Last-vchr	Selected?	Expired?
Inv-cd	Reference		Disc-day(s)	Non-disc-amt	Annual-max	Max-total-amt	Last-date	Start-date	Times-used
Type	P.O. #	Rpt-on-1099?	Disc-pct	Discount	Disc-acct	Interval	Next-date	Final-date	Max-uses
OFC 200	Acme Office Supplies		30	156.00	.00	.00	(none)	N	N
SUPPLY	Front desk supplies		15		Indefinite	Indefinite	(none)	(none)	0
F	224012	Yes	2.00	3.12	5050-100	Every 1 Months	3/10/19	Indefinite	Indefinite
	Acct-#	Description		Amount					
	Distribution: 7500-100	Office supplies		156.00					
EXP 400	Jones Property Management		4	3,500.00	.00	.00	(none)	N	N
RNT-1	Monthly Office Rent		0		Indefinite	Indefinite	(none)	(none)	0
F	No		.00			Every 1 Months	1/31/19	Indefinite	Indefinite
	Acct-#	Description		Amount					
	Distribution: 8000-100	Rent		3,500.00					

2 entries printed

-- End of report --

RECURRING PAYABLES SELECTION LIST

Date 03/11/2019 Time 11:42:54

XYZ Company

Report #0044 Page 0001

R E C U R R I N G P A Y A B L E S S E L E C T I O N L I S T

"TBA" means "To be assigned". Voucher numbers and TBA invoice numbers will be automatically assigned during posting.

```
-----
Group  Vend-#  Vendor-name      Inv-date  Invoice-#      Invoice-amt  Due-day(s)  Due-date  Chk-#  Chk-date  Rept
      Inv-cd  Vendor-terms    Dist-dat  Prch-ord-#    Non-disc-amt  Disc-day(s)  Disc-date  Cash-account  on
      Type   Reference              Vchr-#              Disc-pct      Disc-amt  Discount-account  1099?
-----
```

```
OFC  200    Acme Office Supplies      3/10/19  (TBA)                156.00   30      4/09/19
SUPPLY 2/15 net 30              3/10/19  224012                .00     15      3/25/19
F      Front desk supplies              (TBA)                2.00     3.12   5050-100          Yes
```

```
      Acct-#  Description              Amount
Distribution: 7500-100 Office supplies          156.00
```

1 transaction selected Invoice amt total: 156.00

```
      Acct-#  Description              Debits      Credits
Distribution summary: 2000-000 Accounts payable          .00         156.00
                       7500-100 Office supplies          156.00         .00
-----
Totals:                156.00         156.00
```

-- End of report --

RECURRING PAYABLES AUTOMATIC SELECTION EDIT LIST

Date 03/11/2019 Time 11:44:09

XYZ Company

Report #0045 Page 0001

R E C U R R I N G P A Y A B L E S A U T O M A T I C S E L E C T I O N E D I T L I S T

Starting vendor #: "First"

Ending vendor #: "Last"

Next date cut-off: 4/01/19

Grp	Vend-#	Name	Due-day(s)	Amount-due	Amt-YTD	Total-to-date	Last-vchr	Selected?	Expired?
Inv-cd	Reference		Disc-day(s)	Non-disc-amt	Annual-max	Max-total-amt	Last-date	Start-date	Times-used
Type	P.O. #	Rpt-on-1099?	Disc-pct	Discount	Disc-acct	Interval	Next-date	Final-date	Max-uses
EXP 400	Jones Property Management		4	3,500.00	.00	.00	(none)	Y	N
RNT-1	Monthly Office Rent		0		Indefinite	Indefinite	(none)	(none)	0
F		NO	.00			Every 1 Months	1/31/19	Indefinite	Indefinite

1 entry printed

1 entry selected

0 entries with errors

-- End of report --

AGED OPEN ITEMS DETAIL

Date 03/11/2019 Time 12:18:29

XYZ Company

Report #0046 Page 0001

AGED OPEN ITEMS DETAIL

Selections for this report:

Aging periods:

- | | | | |
|-------------------------------|--------------|----------------------------|--------------|
| 1. Aging date | 3/11/19 | 1. Define aging periods by | Days |
| 2. Age by invoice or due date | Invoice date | 2. # aging days in prd 1 | 30 |
| 3. By vendor number or name | Number | 3. Period 1 description | Current |
| 4. Starting vendor | "First" | 4. # aging days in prd 2 | 60 |
| 5. Ending vendor | "Last" | 5. Period 2 description | Over 30 days |
| 6. Group by A/P account ? | Y | 6. # aging days in prd 3 | 90 |
| 7. For which A/P account | "All" | 7. Period 3 description | Over 60 days |
| 8. Show zero bal vendors ? | Y | 8. # aging days in prd 4 | 999 |
| 9. Detail or summary ? | Detail | 9. Period 4 description | Over 90 days |
| 10. Vendor payment group | "All" | | |
| 11. Print invoice # or P.O.# | Invoice # | | |

Date 03/11/2019 Time 12:18:29

XYZ Company

Report #0046 Page 0001

AGED OPEN ITEMS DETAIL

Aged as of 03/11/19 based upon invoice dates

Note: Asterisk (*) beside voucher means item is permanently deferred

Vend-#	Name	Vendor-balance	-----Aged vendor net-----			
Contact-1	Address-1	Valid-discounts	Current	Over 30 days	Over 60 days	Over 90 days
Phone-1	Address-2	Vendor-net				
Phone-2	Address-3	Last-prch-date				

A/P account: 2000-000 Accounts payable

100	Vermont Metal Products	8,266.09	515.12	7,586.33	.00	.00
	John Smith	164.64	6 %	94 %	0 %	0 %
	802-445-9134	8,101.45				
	802-445-9136	Newton, VT 12345	3/10/19	Payment group: MFG	Terms: 2/10 net 31	
	Country: USA					

Vchr-#	Dst-date	Invoice #	Inv-date	Due-date	Dsc-date	Invoice-amount	Amount-paid	Valid-disc	Invoice-net	Age
1061	1/24/19	34	1/24/19	2/10/19	2/10/19	965.60	.00	19.31	946.29	46
1071	1/24/19	5	1/24/19	2/10/19	2/10/19	925.00	.00	18.50	906.50	46
1074	1/28/19	490	1/28/19	2/10/19	2/10/19	3,500.00	.00	70.00	3,430.00	42
1075	1/27/19	401	1/27/19	2/10/19	2/10/19	2,350.55	.00	47.01	2,303.54	43
1083	3/10/19	44455	3/10/19	4/10/19	4/10/19	125.60	.00	2.51	123.09	1
1085	3/10/19	934898	3/10/19	4/10/19	4/10/19	399.34	.00	7.31	392.03	1

200	Acme Office Supplies	6,223.25	.00	6,223.25	.00	.00
	Barb Caldwell	456 N. Broadway	.00	0 %	100 %	0 %
	213-999-9765	6,223.25				
	Los Angeles, CA 90101	1/23/19	Payment group: SPL	Terms: 2/15 net 30		
	Country: USA					

Vchr-#	Dst-date	Invoice #	Inv-date	Due-date	Dsc-date	Invoice-amount	Amount-paid	Valid-disc	Invoice-net	Age
1059	1/22/19	10	1/22/19	2/21/19	2/06/19	1,625.00	.00	.00	1,625.00	48
1062	1/23/19	35	1/23/19	2/22/19	2/07/19	2,500.75	.00	.00	2,500.75	47
1073	1/23/19	2	1/23/19	2/22/19	2/07/19	2,097.50	.00	.00	2,097.50	47

300 Red Line Freight 489.45 39.00 450.45 .00 .00
 Carl Rawlings 22748 E. Commercial .00 8 % 92 % 0 % 0 %
 213-768-7650 489.45
 213-768-7660 Los Angeles, CA 92251 3/10/19 Payment group: EXP Terms: net 30
 Country: USA

Vchr-#	Dst-date	Invoice #	Inv-date	Due-date	Dsc-date	Invoice-amount	Amount-paid	Valid-disc	Invoice-net	Age
1063	1/23/19	36	1/23/19	2/15/19		450.45	.00	.00	450.45	47
1084	3/10/19	4938	3/10/19	4/15/19		39.00	.00	.00	39.00	1

Date 03/11/2019 Time 12:18:30 XYZ Company Report #0046 Page 0004

A G E D O P E N I T E M S D E T A I L

Aged as of 03/11/19 based upon invoice dates

Note: Asterisk (*) beside voucher means item is permanently deferred

```

-----
Vend-#      Name      Vendor-balance  -----Aged vendor net-----
Contact-1   Address-1      Valid-discounts  Current    Over 30 days    Over 60 days    Over 90 days
Phone-1     Address-2      Vendor-net
Phone-2     Address-3      Last-prch-date
-----

```

Totals for: 2000-000 Accounts payable

Gross-bal	Valid-disc	Net-bal	Current	Over 30 days	Over 60 days	Over 90 days
44323.90	415.67	43908.23	554.12 1 %	43354.11 99 %	.00 0 %	.00 0 %

-- End of report --

MODIFY OPEN ITEM REGISTER

Date 03/11/2019 Time 15:21:21

XYZ Company

Report #0048 Page 0001

M O D I F Y O P E N I T E M R E G I S T E R

Modify types: C = change due date, disc date, disc bal M = mark voucher as manually paid

Type	Vend-# Name	Vch-#	Inv-# Inv-date Rpt-on-1099	Inv-bal	Due-date	Disc-date	Discount-bal	Chk-# Chk-date	Amount-paid Disc-taken Check-amount
C	100 Vermont Metal Products	1061	34 1/24/19 Yes	965.60	Old: 2/10/19 New: 4/10/19	2/10/19 4/10/19	19.31 19.31		
C	300 Red Line Freight	1084	4938 3/10/19 Yes	39.00	Old: 4/15/19 New: 4/15/19	None None	.00 .00		
								Grand totals:	.00
0 A/P Manual checks									.00
2 A/P due/disc date, disc bal adjustments									.00
2 A/P open item adjustments									.00

-- End of report --

CASH DISBURSEMENTS PROJECTION

Date 03/11/2019 Time 15:32:58

XYZ Company

Report #0049 Page 0001

C A S H D I S B U R S E M E N T S P R O J E C T I O N

Starting vendor #: "First" A/P account #: "All"
 Ending vendor #: "Last" Payment group: "All"

-----Cash required for-----				WEEK	WEEK	MON	MON	MON	QTR
Vend-#	Vchr-#	As-of	Amount	ending	ending	ending	ending	ending	ending
Pmt-grp		date		3/11/19	3/18/19	4/18/19	5/18/19	6/18/19	9/18/19
100	1061	4/10/19	965.60			966			
MFG	1071	2/10/19	925.00	925					
	1074	2/10/19	3,500.00	3,500					
	1075	2/10/19	2,350.55	2,351					
	1083	4/10/19	125.60			126			
	1085	4/10/19	399.34			399			
Vendor 100	totals:		8,266.09	6,776		1,491			
200	1059	2/21/19	1,625.00	1,625					
SPL	1062	2/22/19	2,500.75	2,501					
	1073	2/22/19	2,097.50	2,098					
Vendor 200	totals:		6,223.25	6,223					
300	1063	2/15/19	450.45	450					
EXP	1084	4/15/19	39.00			39			
Vendor 300	totals:		489.45	450		39			
400	1064	1/27/19	11,000.00	11,000					
RNT									
Vendor 400	totals:		11,000.00	11,000					
500	1065	2/21/19	875.00	875					
RPR									
Vendor 500	totals:		875.00	875					
600	1066	1/22/19	65.00	65					
BNK									
Vendor 600	totals:		65.00	65					
700	1067	2/14/19	990.34	990					
UTL									
Vendor 700	totals:		990.34	990					
800	1057	3/24/19	1,275.00			1,275			
MFG	1060	3/25/19	365.00			365			
	1068	3/26/19	560.79			561			
	1072	3/25/19	2,155.00			2,155			
Vendor 800	totals:		4,355.79			4,356			
900	1069	3/25/19	553.98			554			

CASH DISBURSEMENTS PROJECTION

-----Cash required for-----				WEEK	WEEK	MON	MON	MON	QTR
Vend-#	Vchr-#	As-of	Amount	ending	ending	ending	ending	ending	ending
Pmt-grp		date		3/11/19	3/18/19	4/18/19	5/18/19	6/18/19	9/18/19
Vendor 900			totals:			554			
1000	1058	1/25/19	2,965.00	2,965					
	1070	1/24/19	8,540.00	8,540					
Vendor 1000			totals:	11,505.00	11,505				
			Grand totals:	44,323.90	37,885	6,439			

-- End of report --

CASH REQUIREMENTS

Date 03/11/2019 Time 15:36:55

XYZ Company

Report #0050 Page 0001

C A S H R E Q U I R E M E N T S

Thru 06/01/19 for payment on 04/01/19 (Next payment date is 06/24/19)

Starting vendor #: "First" Payment group: "All"
Ending vendor #: "Last" A/P account #: "All"

Lost discounts are noted with a "Y" after the discount amount.

Vend-#	Vendor-name		Gross-amount	Valid-discount	Lost-discount	Net-amount				
Pmt-grp	Vendor-terms									
	A/P-account									
100	Vermont Metal Products	Past due:	6,775.55	135.51	.00	6,640.04				
MFG	2/10 net 31	Current:	1,490.54	29.13	.00	1,461.41				
	2000-000	Optional:	.00	.00		.00				
		Total:	8,266.09	164.64	.00	8,101.45				
Vchr-#	Inv-#	Inv-date	Due-date	Disc-dte	Past-due-amt	Current-amt	Optional-amt	Discount-amt	Lost?	Net-amt
1061	34	1/24/19	4/10/19	4/10/19		965.60		19.31		946.29
1071	5	1/24/19	2/10/19	2/10/19	925.00			18.50		906.50
1074	490	1/28/19	2/10/19	2/10/19	3,500.00			70.00		3,430.00
1075	401	1/27/19	2/10/19	2/10/19	2,350.55			47.01		2,303.54
1083	44455	3/10/19	4/10/19	4/10/19		125.60		2.51		123.09
1085	934898	3/10/19	4/10/19	4/10/19		399.34		7.31		392.03
200	Acme Office Supplies	Past due:	6,223.25	.00	124.47			6,223.25		
SPL	2/15 net 30	Current:	.00	.00	.00			.00		.00
	2000-000	Optional:	.00	.00	.00			.00		.00
		Total:	6,223.25	.00	124.47			6,223.25		
Vchr-#	Inv-#	Inv-date	Due-date	Disc-dte	Past-due-amt	Current-amt	Optional-amt	Discount-amt	Lost?	Net-amt
1059	10	1/22/19	2/21/19	2/06/19	1,625.00			32.50	Y	1,625.00
1062	35	1/23/19	2/22/19	2/07/19	2,500.75			50.02	Y	2,500.75
1073	2	1/23/19	2/22/19	2/07/19	2,097.50			41.95	Y	2,097.50
300	Red Line Freight	Past due:	450.45	.00	.00			450.45		
EXP	net 30	Current:	39.00	.00	.00			39.00		
	2000-000	Optional:	.00	.00	.00			.00		.00
		Total:	489.45	.00	.00			489.45		
Vchr-#	Inv-#	Inv-date	Due-date	Disc-dte	Past-due-amt	Current-amt	Optional-amt	Discount-amt	Lost?	Net-amt
1063	36	1/23/19	2/15/19	None	450.45			.00		450.45
1084	4938	3/10/19	4/15/19	None		39.00		.00		39.00
400	Jones Property Management	Past due:	11,000.00	.00	.00			11,000.00		
RNT	Monthly payment	Current:	.00	.00	.00			.00		.00
	2000-000	Optional:	.00	.00	.00			.00		.00
		Total:	11,000.00	.00	.00			11,000.00		
Vchr-#	Inv-#	Inv-date	Due-date	Disc-dte	Past-due-amt	Current-amt	Optional-amt	Discount-amt	Lost?	Net-amt
1064	37	1/23/19	1/27/19	None	11,000.00			.00		11,000.00

C A S H R E Q U I R E M E N T S

```

-----
Vend-#  Vendor-name                Gross-amount  Valid-discount  Lost-discount  Net-amount
Pmt-grp  Vendor-terms
        A/P-account
-----
    
```

```

Vchr-#  Inv-#      Inv-date  Due-date  Disc-dte  Past-due-amt  Current-amt  Optional-amt  Discount-amt  Lost?  Net-amt
  1070  58          1/24/19  1/24/19   None           8,540.00
    
```

```

Grand totals  Past due:    42,794.36    386.54    124.47    42,407.82
              Current:    1,529.54    29.13     .00    1,500.41
              Optional:    .00        .00     .00    .00
              Total:    44,323.90    415.67    124.47    43,908.23
    
```

-- End of report --

PRE-CHECK WRITING REPORT

Date 03/11/2019 Time 16:35:29

XYZ Company

Report #0051 Page 0001

P R E - C H E C K W R I T I N G R E P O R T

Thru 6/01/19 for payment on 4/01/19

Vendors with credit totals are not included in totals

Vend-#	Name	Vendor-terms	Pmt-grp	Vchr-#	Inv-#	Invoice date	Due date	Discount date	Amount to-be-paid	Discount to-be-taken	Net-cash required
200	Acme Office Supplies	2/15 net 30	SPL	1059	10	1/22/19	2/21/19	2/06/19	800.00	5.00	795.00
Vendor totals:									800.00	5.00	795.00
1 vendors to be paid							Grand totals:		800.00	5.00	795.00

Date 03/11/2019 Time 16:35:29

XYZ Company

Report #0051 Page 0002

P R E - C H E C K W R I T I N G R E P O R T

Deferred vouchers:

Vend-#	Name	Vendor-terms	Pmt-grp	Vchr-#	Inv-#	Invoice date	Due date	Discount date	Amount to-be-paid	Discount to-be-taken	Net-cash required
900	Reynolds Tool Company	6/25 net 60	TLS	1069	390	1/24/19	3/25/19	2/18/19	553.98	33.24	Deferred

-- End of report --

A/P VOIDED CHECKS EDIT LIST

Date 03/12/2019 Time 10:30:09

XYZ Company

Report #0054 Page 0001

A / P V O I D E D C H E C K S E D I T L I S T

Voucher status: P = Purged M = selected for Manual payment S = Selected for payment by computer check Blank = OK to void check

 Cash-acct-# Chk-# Chk-date Check-type Dist-date Reference

1000-000 1018 3/10/19 Computer chk 3/10/19 Shipment returned

Vend-#	Name	Vchr-#	Inv-#	Inv-date	Tot-amt	Disc-amt	Net-check-amt	Status
200	Acme Office Supplies	1059	10	1/22/19	800.00	5.00	795.00	
Check totals:					800.00	5.00	795.00	
Grand totals:					800.00	5.00	795.00	
1 Regular checks								
0 Manual checks								

-- End of report --

A/P VOIDED CHECKS REGISTER

Date 03/12/2019 Time 10:30:54

XYZ Company

Report #0055 Page 0001

A / P V O I D E D C H E C K S R E G I S T E R

Voucher status: P = Purged M = selected for Manual payment S = Selected for payment by computer check Blank = OK to void check

 Cash-acct-# Chk-# Chk-date Check-type Dist-date Reference

1000-000 1018 3/10/19 Computer chk 3/10/19 Shipment returned

Vend-#	Name	Vchr-#	Inv-#	Inv-date	Tot-amt	Disc-amt	Net-check-amt	Status
200	Acme Office Supplies	1059	10	1/22/19	800.00	5.00	795.00	
Check totals:					800.00	5.00	795.00	
Grand totals:					800.00	5.00	795.00	
1 Regular checks								
0 Manual checks								

-- End of report --

OPEN PAYABLES BY DATE

Date 03/12/2019 Time 10:38:48

XYZ Company

Report #0056 Page 0001

O P E N P A Y A B L E S B Y D A T E

Payables as-of: 6/30/19 Starting vendor #: "First" A/P account #: "All"
Ending vendor #: "Last"

```
-----
Inv-#          Inv-date      Orig-amount      Open-amount      ----First----- P.O.-#
                Orig-discount    Open-discount    Jrnl-#  Vchr-#  Reference
-----
```

A/P account #: 2000-000

Vendor: 100 Vermont Metal Products

```
34          1/24/19          965.60          965.60 AP000020    1061
                19.31                19.31
```

```
Doc-#      Doc-date      Amount      Discount  Doc-type      Dist-dte  Jrnl-#  Vchr-#  P.O.-#/Cash-acct
34          1/24/19      965.60        19.31  Invoice        1/24/19  AP000020  1061
```

```
401         1/27/19         2,350.55         2,350.55 AP000022    1075
                47.01                47.01
```

```
Doc-#      Doc-date      Amount      Discount  Doc-type      Dist-dte  Jrnl-#  Vchr-#  P.O.-#/Cash-acct
401         1/27/19      2,350.55        47.01  Invoice        1/27/19  AP000022  1075
```

```
44455       3/10/19         125.60         125.60 AP000042    1083
                2.51                2.51
```

```
Doc-#      Doc-date      Amount      Discount  Doc-type      Dist-dte  Jrnl-#  Vchr-#  P.O.-#/Cash-acct
44455       3/10/19      125.60         2.51  Invoice        3/10/19  AP000042  1083
```

```
490         1/28/19         3,500.00         3,500.00 AP000022    1074
                70.00                70.00
```

```
Doc-#      Doc-date      Amount      Discount  Doc-type      Dist-dte  Jrnl-#  Vchr-#  P.O.-#/Cash-acct
490         1/28/19      3,500.00        70.00  Invoice        1/28/19  AP000022  1074
```

```
5           1/24/19         925.00         925.00 AP000021    1071  5
                18.50                18.50
```

```
Doc-#      Doc-date      Amount      Discount  Doc-type      Dist-dte  Jrnl-#  Vchr-#  P.O.-#/Cash-acct
5           1/24/19      925.00         18.50  Invoice        1/24/19  AP000021  1071  5
```

```
934898      3/10/19         399.34         399.34 AP000042    1085
                7.31                7.31
```

```
Doc-#      Doc-date      Amount      Discount  Doc-type      Dist-dte  Jrnl-#  Vchr-#  P.O.-#/Cash-acct
934898      3/10/19      399.34         7.31  Invoice        3/10/19  AP000042  1085
```

O P E N P A Y A B L E S B Y D A T E

Inv-#	Inv-date	Orig-amount	Open-amount	----First----	P.O.-#
		Orig-discount	Open-discount	Jrnl-# Vchr-#	Reference

Open payable grand totals: 44,323.90
 540.14

-- End of report --

VENDOR HISTORY

Date 03/12/2019 Time 10:49:27

XYZ Company

Report #0057 Page 0001

V E N D O R H I S T O R Y

Start date: "Earliest" Starting vendor: "First" A/P account #: "All"
 Cut-off date: "Latest" Ending vendor: "Last" Payment group: "All"

Inv-#	Inv-date	Orig-amount Orig-discount	Open-amount Open-discount	----First----- Jrnl-# Vchr-#	P.O.-# Reference

Vendor: 100	Vermont Metal Products	A/P acct #: 2000-000		Pmt Group: MFG	
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte Jrnl-# Vchr-# P.O.-#/Cash-acct
34	1/24/19	965.60	19.31	Invoice	1/24/19 AP0000020 1061
34	1/24/19	965.60 19.31	965.60 19.31	AP0000020	1061
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte Jrnl-# Vchr-# P.O.-#/Cash-acct
401	1/27/19	2,350.55	47.01	Invoice	1/27/19 AP0000022 1075
401	1/27/19	2,350.55 47.01	2,350.55 47.01	AP0000022	1075
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte Jrnl-# Vchr-# P.O.-#/Cash-acct
44455	3/10/19	125.60	2.51	Invoice	3/10/19 AP0000042 1083
44455	3/10/19	125.60 2.51	125.60 2.51	AP0000042	1083
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte Jrnl-# Vchr-# P.O.-#/Cash-acct
490	1/28/19	3,500.00	70.00	Invoice	1/28/19 AP0000022 1074
490	1/28/19	3,500.00 70.00	3,500.00 70.00	AP0000022	1074
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte Jrnl-# Vchr-# P.O.-#/Cash-acct
5	1/24/19	925.00	18.50	Invoice	1/24/19 AP0000021 1071 5
5	1/24/19	925.00 18.50	925.00 18.50	AP0000021	1071 5
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte Jrnl-# Vchr-# P.O.-#/Cash-acct
934898	3/10/19	399.34	7.31	Invoice	3/10/19 AP0000042 1085
934898	3/10/19	399.34 7.31	399.34 7.31	AP0000042	1085
Totals:		8,266.09 164.64	8,266.09 164.64		

V E N D O R H I S T O R Y

Inv-#	Inv-date	Orig-amount Orig-discount	Open-amount Open-discount	Doc-type	Dist-dte	----First----- Jrnl-# Vchr-#	P.O.-# Reference
Vendor: 800 Hanson Manufacturing Co. A/P acct #: 2000-000 Pmt Group: MFG							
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte	Jrnl-# Vchr-#	P.O.-#/Cash-acct
4	1/24/19	2,155.00	107.75	Invoice	1/24/19	AP0000021 1072	4
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte	Jrnl-# Vchr-#	P.O.-#/Cash-acct
8	1/24/19	365.00	18.25	Invoice	1/24/19	AP0000019 1060	8
8	1/24/19	365.00 18.25				AP0000019 1060	8
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte	Jrnl-# Vchr-#	P.O.-#/Cash-acct
89	1/25/19	560.79	28.04	Invoice	1/25/19	AP0000020 1068	
89	1/25/19	560.79 28.04				AP0000020 1068	
Totals:		4,355.79 217.79	4,355.79 217.79				

Vendor: 900 Reynolds Tool Company A/P acct #: 2000-000 Pmt Group: TLS							
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte	Jrnl-# Vchr-#	P.O.-#/Cash-acct
390	1/24/19	553.98	33.24	Invoice	1/24/19	AP0000020 1069	
390	1/24/19	553.98 33.24				AP0000020 1069	

Vendor: 1000 Greener Grass Ofc. Plants A/P acct #: 2000-000 Pmt Group:							
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte	Jrnl-# Vchr-#	P.O.-#/Cash-acct
13	1/25/19	2,965.00	.00	Invoice	1/25/19	AP0000018 1058	13
13	1/25/19	2,965.00 .00				AP0000018 1058	13
Doc-#	Doc-date	Amount	Discount	Doc-type	Dist-dte	Jrnl-# Vchr-#	P.O.-#/Cash-acct
58	1/24/19	8,540.00	.00	Invoice	1/24/19	AP0000020 1070	
58	1/24/19	8,540.00 .00				AP0000020 1070	
Totals:		11,505.00	11,505.00				

V E N D O R H I S T O R Y

Inv-#	Inv-date	Orig-amount	Open-amount	Doc-type	Dist-dte	----First----- Jrnl-# Vchr-#	P.O.-#
-------	----------	-------------	-------------	----------	----------	---------------------------------	--------

	Orig-discount	Open-discount	Jrnl-#	Vchr-#	Reference
	.00	.00			
Grand totals:	44,323.90 540.14	44,323.90 540.14			

-- End of report --

CHECK REGISTER

Date 03/12/2019 Time 11:40:13

XYZ Company

Report #0059 Page 0001

C H E C K R E G I S T E R

** next to Check amount is for retainage paid

Chk-#	Chk-date	Vend-#	Name	Vchr-#	Inv-#	Inv-date	Amount paid	Discount taken	Check amount
Cash account: 1000-000 Cash account #13557									
1019	3/10/19	300	Red Line Freight	1063	36	1/23/19	450.45	.00	450.45
1020	3/10/19	700	Pacific Telephone	1067	100A	1/25/19	990.34	.00	990.34
Cash account totals:							1,440.79	.00	1,440.79
Grand totals:							1,440.79	.00	1,440.79
2 Regular checks									
0 Non-A/P checks									
0 Manual checks									
0 Void checks									
2 Checks total									

-- End of report --

FULLY PAID OPEN ITEMS PURGE REPORT

Date 03/12/2019 Time 11:41:00

XYZ Company

Report #0060 Page 0001

F U L L Y P A I D O P E N I T E M S P U R G E R E P O R T

Cut-off due date: "Latest" Starting vendor: "First" A/P account #: 2000-000
Ending vendor: "Last" Payment group: "All"

Vchr-#	Inv-#	Inv-date	Due-date	Disc-dat	P.O.-#	Orig-inv-amt	Orig-disc-amt	

Vendor: 300	Red Line Freight		A/P acct #: 2000-000		Pmt Group: EXP			
1063	36	1/23/19	2/15/19			450.45	.00	
Vendor totals:						450.45	.00	
Vendor: 700	Pacific Telephone		A/P acct #: 2000-000		Pmt Group: UTL			
1067	100A	1/25/19	2/14/19			990.34	.00	
Vendor totals:						990.34	.00	
2 open items						Grand totals:	1,440.79	.00

-- End of report --

TEMPORARY VENDOR PURGE REPORT

Date 03/12/2019 Time 11:48:03

XYZ Company

Report #0061 Page 0001

TEMPORARY VENDOR PURGE REPORT

Starting vendor #: "First" Payment group: "All"
 Ending vendor #: "Last" A/P account #: "All"

Vendor status: Blank = normal A = always take discount H = hold payment N = not to be purchased from
 Terms types: D = days P = proximo (day of next month)
 EOM = end of current month

Vend-#	Name	Contact-1	Phone-1	Purchases-YTD	Purchased-1st-yr	A/P-acct-#	----	Terms	-----
Status	Address	Contact-2	Phone-2	Discounts-YTD	Discounts-1st-yr	Disc-acct-#	Type	Due-days	
Type		Vend-ref-#	1099-ID-#	1099-amt-YTD	1099-amt-nxt-yr	Dflt-dist-acct-#	Cutoff	Disc-days	
Pmt-grp			1099-ID-type	Last-purch-date				Disc-%	
*TVEN	Trenton Industries	Tim Thornton	388-499-7843	.00	.00	2000-000		no terms	
	200 Miami Blvd			.00	.00	5050-100		Days	0
TMP	Sarasota, FL 58332			.00	.00	1200-100		N/A	None
TMP				None					0.00
Country: USA									

1 Temporary vendors

-- End of report --

PAYABLES DISTRIBUTIONS TO GENERAL LEDGER

Date 03/12/2019 Time 11:55:18

XYZ Company

Report #0062 Page 0001

PAYABLES DISTRIBUTIONS TO GENERAL LEDGER

Starting date: "Earliest" Starting account #: "First"
 Ending date: "Latest" Ending account #: "Last"

Journal types: AP = A/P transaction register AJ = Adjustment register AK = A/P check register AV = A/P voided checks register

 Acct-# Description
 Date Vchr-# Vend-# Name Invoice-# Reference Jrnl-# Amount Typ

Manual distributions in detail

5010-100 Purchases - misc. items

1/24/19	1061	100	Vermont Metal Products	34		AP0020	965.60	POS
1/27/19	1075	100	Vermont Metal Products	401		AP0022	2,350.55	POS
1/28/19	1074	100	Vermont Metal Products	490		AP0022	3,500.00	POS
3/10/19	1083	100	Vermont Metal Products	44455		AP0042	125.60	POS
3/10/19	1084	300	Red Line Freight	4938		AP0042	5.00	ACH
3/10/19	1085	100	Vermont Metal Products	934898		AP0042	399.34	POS
Date total:							529.94	
Account total:							7,346.09	

5020-100 Purchases - tools

1/24/19	1069	900	Reynolds Tool Company	390		AP0020	553.98	CHK
1/25/19	1068	800	Hanson Manufacturing Co.	89		AP0020	560.79	CHK
Account total:							1,114.77	

5040-100 Freight - purchases

1/23/19	1063	300	Red Line Freight	36		AP0020	450.45	ACH
3/10/19	1084	300	Red Line Freight	4938		AP0042	34.00	ACH
Account total:							484.45	

5070-000 Inventory expenses

1/22/19	1059	200	Acme Office Supplies	10		AP0019	1,625.00	
1/23/19	1057	800	Hanson Manufacturing Co.	12		AP0018	1,275.00	
1/23/19	1073	200	Acme Office Supplies	2		AP0021	2,097.50	
Date total:							3,372.50	
1/24/19	1060	800	Hanson Manufacturing Co.	8		AP0019	365.00	
1/24/19	1071	100	Vermont Metal Products	5		AP0021	925.00	
1/24/19	1072	800	Hanson Manufacturing Co.	4		AP0021	2,155.00	

PAYABLES DISTRIBUTIONS TO GENERAL LEDGER

Starting date: "Earliest" Starting account #: "First"
 Ending date: "Latest" Ending account #: "Last"

Journal types: AP = A/P transaction register AJ = Adjustment register AK = A/P check register AV = A/P voided checks register

 Acct-# Description
 Date Chk-# Cash-acct-# Vend-# Name Reference Jrnl-# Amount Typ

A/P paid distributions in detail

2000-000 Accounts payable

Date	Chk-#	Cash-acct-#	Vend-#	Name	Reference	Jrnl-#	Amount	Typ
3/10/19	1018	1000-000	200	Acme Office Supplies	Acme Office Supplies	AK0053	800.00	CHK
3/10/19	1018	1000-000	200	Acme Office Supplies	Shipment returned	AV0055	800.00	CR
3/10/19	1019	1000-000	300	Red Line Freight	Red Line Freight	AK0059	450.45	ACH
3/10/19	1020	1000-000	700	Pacific Telephone	Pacific Telephone	AK0059	990.34	ACH

Date total: 1,440.79

Account total: 1,440.79

Section total: 1,440.79

Report total: .00

-- End of report --

PURCHASES/DISCOUNTS

Date 03/12/2019 Time 12:03:57

XYZ Company

Report #0063 Page 0001

P U R C H A S E S / D I S C O U N T S

Vend-# Name		Last purchase date	Year-to-date				Last-year			
			Purchases	Pct-of total	Discounts	Pct-of total	Purchases	Pct-of total	Discounts	Pct-of total
Vendor type: (Blank)										
777	Harmon Industries	None	.00	0.0	.00	0.0	.00	0.0	.00	0.0
	Type totals:		.00	0.0	.00	0.0	.00	0.0	.00	0.0
	Average for vendor type:		.00		.00		.00		.00	
Vendor type: CAP										
200	Acme Office Supplies	1/23/19	18,390.84	21.2	.00	0.0	.00	0.0	.00	0.0
	Type totals:		18,390.84	21.2	.00	0.0	.00	0.0	.00	0.0
	Average for vendor type:		18,390.84		.00		.00		.00	
Vendor type: EXP										
300	Red Line Freight	3/10/19	3,366.45	3.9	.00	0.0	.00	0.0	.00	0.0
400	Jones Property Management	1/23/19	14,742.60	17.0	.00	0.0	.00	0.0	.00	0.0
500	E-Z Repairs	1/22/19	4,064.00	4.7	.00	0.0	.00	0.0	.00	0.0
600	Wells Fargo Bank	1/22/19	103.75	0.1	.00	0.0	.00	0.0	.00	0.0
700	Pacific Telephone	1/25/19	3,324.89	3.8	.00	0.0	.00	0.0	.00	0.0
	Type totals:		25,601.69	29.5	.00	0.0	.00	0.0	.00	0.0
	Average for vendor type:		5,120.34		.00		.00		.00	
Vendor type: MFG										
100	Vermont Metal Products	3/10/19	18,063.57	20.8	93.81	100.0	.00	0.0	.00	0.0
	Type totals:		18,063.57	20.8	93.81	100.0	.00	0.0	.00	0.0
	Average for vendor type:		18,063.57		93.81		.00		.00	
Vendor type: PCH										
800	Hanson Manufacturing Co.	1/25/19	11,595.79	13.3	.00	0.0	.00	0.0	.00	0.0
900	Reynolds Tool Company	1/24/19	689.88	0.8	.00	0.0	.00	0.0	.00	0.0
	Type totals:		12,285.67	14.1	.00	0.0	.00	0.0	.00	0.0
	Average for vendor type:		6,142.84		.00		.00		.00	

P U R C H A S E S / D I S C O U N T S

Vend-# Name	Last purchase date	-----Year-to-date-----				-----Last-year-----			
		Purchases	Pct-of total	Discounts	Pct-of total	Purchases	Pct-of total	Discounts	Pct-of total
Vendor type: SVC									
1000 Greener Grass Ofc. Plants	1/25/19	12,575.45	14.5	.00	0.0	.00	0.0	.00	0.0
	Type totals:	12,575.45		.00		.00		.00	
	Average for vendor type:	12,575.45	14.5	.00	0.0	.00	0.0	.00	0.0
11 Vendors	Grand totals:	86,917.22		93.81		.00		.00	
6 Types			100.0		100.0		0.0		0.0
	Averages:	7,901.57		8.53		.00		.00	

-- End of report --

1099 REPORT - BRIEF FORMAT

Date 03/12/2019 Time 12:43:43

XYZ Company

Report #0064 Page 0001

1 0 9 9 R E P O R T -- B R I E F F O R M A T

** by 1099 amount indicates vendor is below reporting limit of 600.00

Ven-#	Name	1099-ID	1099-amt	Address	Phone-#
100	Vermont Metal Products	12-7659821	4,596.69	410 Pinecrest Road	802-445-9134
200	Acme Office Supplies	12-3456789	67.59	** 456 N. Broadway	213-999-9765
300	Red Line Freight	12-3456789	450.45	** 22748 E. Commercial	213-768-7650
800	Hanson Manufacturing Co.	12-3456789	0.00	** 65 Industrial Circle	847-669-8560
1000	Greener Grass Ofc. Plants	55-5434211	0.00	** 324 N Winter Dr.	714-555-2344

518.04 paid to 4 vendors below reporting limit

4,596.69 paid to 1 vendors at or above reporting limit

5,114.73 paid to 5 vendors printed

-- End of report --

1099 REPORT - FULL FORMAT

Date 02/13/2019 Time 16:28:49

XYZ Company

Report #0100013 Page 0001

1 0 9 9 R E P O R T -- F U L L F O R M A T

** by 1099 amount indicates non-reportable 1099.

Vendor # range: First - Last

Minimum 1099 reportable amount required for boxes 1, 3, 6, 7, 10 and 15a 600.00

1099 year end date: 12/31/2014

Minimum 1099 reportable amount required for boxes 2 and 8 10.00

Report year-end: 2014

Minimum 1099 reportable amount required for boxes 4, 5, 13, 14 and 15b 0.01

Ven-#	Name	1099-ID	Calc'd-1099-amt	Ovr'd-1099-amt	Address	Phone-#/Cntry
400	Jones Property Management	99-1254783			11056 Wilshire Blvd. Suite 4250 Los Angeles CA 92251	213-774-6700 USA
		Rents	4,500.00	4,500.00		
		Other income	1,855.00	1,855.00		
		Total	6,355.00	6,355.00		
JM	Shirley Adams	387-58-1235	1,535.63	1,535.63	7845 Main Lane Village IL 60000	
		Non-Employee comp				

Calc'd-1099-amt

0.00 paid to 7 vendors with non-reportable 1099

7,890.63 paid to 2 vendors with reportable 1099s

7,890.63 9 vendors processed

Ovr'd-1099-amt

0.00 pd to 7 vendors with non-reportable 1099

7,890.63 pd to 2 vendors with reportable 1099s

7,890.63 9 vendors processed

-- End of report --

MAGNETIC 1099 EXCEPTION REPORT

Date 03/12/2019 Time 13:20:07

XYZ Company

Report #0067 Page 0001

M A G N E T I C 1 0 9 9 E X C E P T I O N R E P O R T

Payee-# Payee-name Street-address Tax-ID-# 1099-amount
Phone-# City St Zip

NO ERRORS FOUND.

Use the following information for inclusion on form 4804:

Transmitter control code ABCDE

Payer's name XYZ COMPANY
Payer's address 500 W. LINCOLN BLVD.
City ANYTOWN
State TX
Zip code 12345

Federal ID # 991135917

Number of 1099 forms 1

Total vendor compensation reported 4,596.69 (Amount code 7)

-- End of report --

Implement Positive Pay and Direct Deposit

This appendix contains the following topics:

Payment Handling Options
Positive Pay Introduction
Direct Deposit Processing Introduction
File Name, Path and Backup

PAYMENT HANDLING OPTIONS

There are three ways of handling payments to vendors in Accounts Payable:

- Writing a check and sending it to the vendor. This is the traditional means and has been in PBS for many years.
- [Positive Pay](#) Processing: Write a check, send it to the vendor and you also notify your bank of the checks that are expected to clear. The positive pay file is generated during a check run. You transmit this file to your bank. If a check is received by your bank that is not in the positive pay file, the bank should not clear the check.
- Direct Deposit [ACH](#) file Processing: In lieu of writing checks, the program creates a file, of a specific format, that you transfer to your bank. Your bank then deposits the pay amount directly into each vendor's bank.

Both Positive Pay and direct deposit ACH processing can be used at the same time in Accounts Payable. If you are using both, there would be a combination of some vendors receiving payments via check and others via direct deposit ACH. You may also use one or the other by itself.

The implementation of Positive pay and direct deposit ACH processing is documented in this appendix.

POSITIVE PAY INTRODUCTION

[Positive Pay](#) is notifying your bank via a file of the checks that they will expect to clear in your bank account.

A positive pay file can be created when:

- Running *Print checks and post*.
- Posting payables and there is a non-A/P check or immediate check as one of the entries posted.
- Posting following the entry of a manually paid item in *Open items - Modify*.
- Running the *Non-AP/Manual check register* posting report.

In A/P you can design a custom positive pay file layout. This file can be a comma delimited ([CSV](#)) or text file format.

All positive pay processing is contained within PBS, except the actual transmission of the positive pay file to your bank.

Information Required for Positive Pay Processing

There are bank qualifications and information needed to implement positive pay.

- Contact your bank to determine their requirements for positive pay processing.
Ask them for the file specifications. This must include the fields that are required for the positive pay file.
You must determine the file type that is required. PBS A/P can produce fixed length (tab-delimited) text or comma delimited ([CSV](#)) file types.
You will also need to know the method your bank wants you to submit the positive pay file. It may require that you upload the file via the Internet to a secure web site. This will probably require a login and password which the bank will provide.
It is highly recommended that you transmit the positive pay file to your bank before your bank receives the checks documented in the file. You should talk to your banker about their policies regarding this.
- In order to set up your company's Positive Pay information, you will need the routing number of your bank, your bank account number and Federal Tax ID number.

Positive Pay Setup Steps

Once you have the information needed you may start the implementation process for A/P positive pay.

Step 1 Create a Positive Pay Format

You must design a positive pay form based on your bank's specifications. Please see the [Positive Pay File Forms](#) chapter for more information on setting up a form. For a description of each selectable

field, see the [Positive Pay Form Fields](#) appendix.

You may test the file generation. Before you test the form you should first complete step 2 and 3 of the bank setup. During the test you will be asked to enter a bank.

Step 2 Accounts Payable Control Information

Check the [Generate positive pay](#) check box field in *A/P Control information* so that the positive pay feature is active.

If you turn this field on to test the positive pay per step 1, later, when you do a check run and if the positive pay implementation is not finished, turn it off before you print checks.

Step 3 Bank Setup

This step is done under the menu selection CTL > *Banks*.

A bank record contains information required for positive pay processing: bank name and your bank information. You must also enter the positive pay format created in step 1. There must be a bank code set up for your bank that has a bank type of:

Company ACH bank

The company ACH bank is your bank. Enter the fields that pertain to positive pay.

You may use multiple bank accounts. However during a check run you can only use one at a time. The bank used is based on the cash account selected during *Print checks and post*.

For information on entering a bank, see the *System User* documentation chapter *Banks*.

Print Checks and Post

Now you are ready to enter payables, prepare the payments and print checks and post. During the check printing process a positive pay file is generated. Also see [Prepare Payments / Checks and Direct Deposit](#).

Following print checks and post you may now send the positive pay file to your bank.

DIRECT DEPOSIT PROCESSING INTRODUCTION

When processing Direct Deposit payments it creates a file of a specific format that you send to your bank. This file contains the information necessary for paying your vendors electronically. Your bank then deposits the pay amounts directly into the vendor's bank account.

You are dealing with two bank types when using Direct Deposit processing:

- You need at least one Direct Deposit company bank must be entered. This must contain the bank account information where you do your banking. Your bank must accept the standard ACH (Automated Clearing House) format.
- You must also enter the vendor Direct Deposit banks. The number of vendor Direct Deposit banks is only limited by the banks that your vendors use. Each vendor can have their payments sent to one bank account.

Each unique bank is set up in the CTL menu selection of *Banks*. Following that the appropriate bank code is entered in the vendor record in the vendor bank fields; see [Vendor Setup for Direct Deposit Payments](#). Additional information is also entered, including the vendor's bank account number.

The first time a vendor is set up for Direct Deposit processing, an ACH file may be set for a pre-notification status. Pre-notification is used by your bank to verify your vendor's bank account information. Use of the pre-notification function is optional. There is more on the pre-notification status later in this appendix.

Once the Direct Deposit processing setup is complete, an ACH-formatted file is generated during a pay run using the *Print checks and post* menu selection. The ACH file must be transmitted to your bank.

Information Required for Direct Deposit Processing

There are bank qualifications and other information needed for an Direct Deposit system to work.

- Contact your bank to determine their requirements for Direct Deposit processing. Many banks have the capability to process an ACH file. But, your bank may prefer to forward the file to the Federal Reserve System for Direct Deposit processing. PBS can provide the set up for either case. You will need this information when setting up the bank record.

Let them know that the software has a pre-notification feature that allows you to produce an ACH file that they may use to verify your vendor's bank account information.

Find out the file type they want you to use when generating the ACH file. Do they want Carriage returns and Line feeds (Windows-DOS text file format) at the end of each line or just Line feeds (UNIX/Linux text file format)? If they do not know, send them a test ACH file to verify that they can read it properly. There is a field in the bank record that determines if the Carriage return and Line feeds are created. If you are not sure which is correct, use the operating system default.

You will also need to know the method that your bank wants you to submit the ACH file. It may require that you upload the file via the Internet. This will probably require a login and password which your bank contact will provide.

- In order to set up your company's Direct Deposit information, you will need your bank routing number, account number and your Federal Tax ID number.
- Determine which vendors want to receive their payments via Direct Deposit. For those participating you will need their bank name, ABA routing number and checking or savings account number.

Let the vendor know that, in the future, if they change their bank or bank account number they must notify you as soon as possible. Otherwise there may be a delay in receiving a payment from you.

Direct Deposit Processing Setup Steps

Once you have the information needed you can start the implementation process for A/P Direct Deposit processing.

Pre-Notification Introduction

Direct Deposit Processing requires that the first time a vendor is set up to deposit a payment into their bank account, or any time a vendor's bank account number changes, a pre-notification (pre-note) process is initiated.

A pre-note indicator is defaulted for each pre-note vendor's bank account in the ACH file either during the normal check printing cycle or when running the *Pre-note ACH file and report* program. See in the [A/P Pre-note ACH File and Report](#) section in the Vendors chapter.

A pre-note record has no associated dollar amounts and is sent to the processing bank to verify two sets of information:

1. The vendor's bank has the correct bank routing number.
2. The vendor's bank account number is valid.

In order to implement Direct Deposit processing, certain control records, tables and vendor information must be entered.

The set up of Direct Deposit processing requires specific information about the company, processing and receiving banks and the vendors. This information includes each bank routing number and the vendor's bank account number. Both numbers are usually found at the bottom of a check or deposit slip.

The following steps are needed to send an ACH file, including vendor pre-note records, to your bank:

Step 1 Bank Setup

This step is done under the menu selection CTL > *Banks*.

A bank record contains information required for Direct Deposit processing: bank name and bank ABA routing number. There must be a bank code set up for each bank that will receive a vendor deposit (the receiving bank), plus a unique deduction code for the Direct Deposit processing bank.

There are two types of banks; ACH only and Company ACH.

ACH Bank

An ACH bank is for vendors (and employees if you are using ACH direct deposit processing in Payroll). Multiple vendors (and employees) may bank at the same location. That is why the bank information for Direct Deposit processing is entered in a central location.

Company ACH Bank

The company bank is your processing bank. There must be at least one company bank. Each company bank must have a unique bank account number.

A company bank can also be an ACH bank as one or more of your vendors may bank at the same location as your company.

For information on entering a bank, see the *System User* manual chapter *Banks*.

Step 2 Create a Remittance Form

A remittance advice form is printed and sent to your vendor to let them know that a payment has been made. During the *Print checks and post* payment process, you will be prompted to select a remittance form of your own design.

You may design your own remittance or copy a check or other remittance form and modify it to become the design that you want. Please see the [Check and Remittance Forms](#) chapter for more information on creating a remittance form. For a description of each selectable field, see the [Check and Direct Deposit Remittance Form Fields](#) appendix.

Step 3 Edit Cash Accounts

You must enter in CTL > *Cash accounts* the transaction number for processing ACH records. This is done in field **Last AP ACH #**. When you enter 1000 in this field, next transaction number will be 1001.

Step 4 Accounts Payable Control Information

There is one field in the *A/P Control information* that must be set. It is **Generate ACH**. Set this to Y for character and check the box for graphical.

Step 5 Vendor Pre-Notification Setup

Enter the information on vendor Terms tab for vendors participating in direct deposit.

When you set up each bank account information, for the first time, or change it at any time, it will default to a pre-notification status.

Please see the *Vendors* chapter [Vendor Setup for Direct Deposit Payments](#) section for information on each field.

Step 6 Send ACH File to your Bank

You must create an ACH file with the pre-notification ACH records by running the *A/P Pre-note ACH file & report* found under the *Utility* menu. For more information on running this utility, see the [A/P](#)

[Pre-note ACH File and Report](#) section in the *Vendors* chapter.

Send the ACH FILE to the processing bank per your banks submission requirements.

For ACH file location information read the [File Name, Path and Backup](#) section in this appendix.

Step 7 Vendor Setup following Pre-Notification

Update Pre-note Status

After the ACH file vendor pre-notification bank information has been determined to be satisfactory by the processing bank, you can either update the vendor's bank account status to normal manually through Vendor [Pre-note](#) field, or you can run the *Pre-note ACH file and report* again which has an option to update one or more vendors from the Pre-note status to the normal status. For more information on running this utility, see the [A/P Pre-note ACH File and Report](#) section in the *Vendors* chapter.

Normal ACH Check Run

With an ACH normal status the vendor's next selected voucher(s) will be included in the generated ACH file during *Print checks and post*. Send this file to your bank where it will be processed so that payments are sent to your vendor's bank electronically.

Vendor Additions or Bank Changes Following Initial Setup

Your bank may require the vendor go through the pre-notification process each time a change is made to the bank or bank account number. If there are subsequent changes to the vendor bank information and you made those changes, the status will again default to pre-notification.

When you must make changes to the vendor bank information or if you are adding a new ACH vendor you should go through the following steps.

Changed or New Direct Deposit Vendors

First do these data entry steps:

- a. Review the information received from the vendor regarding their bank account and account type.
- b. Determine if the vendor's bank is set up in CTL > *Banks*. If not, assign new bank codes.
- c. Go into the vendor's record Terms tab in graphical, screen 3 for ACH processing in character, and enter the bank code, bank account number and account type. During the entry the pre-notification status defaults to checked or **Y**. This means that the account has not been approved for direct deposit processing yet. If you know that account is approved you may enter it now.

Pre-Note ACH File and Report

Run the *Pre-note ACH file & report* to create an ACH file with pre-note records. For more information on running this utility, see the [A/P Pre-note ACH File and Report](#) section in the *Vendors* chapter.

Note

The following occurs during *Print checks and post* when you select to print checks and generate an ACH file both on the same run in relation to the pre-notification status pre-notification data on the vendor record.

- If the vendor pre-note status is set to no, an ACH record is generated and no check is printed for the vendor.
- If the vendor pre-note status is set to yes then a check is printed and no ACH record is generated for the vendor.

Send ACH file to Your Bank

Send the ACH file to the processing bank per your banks normal submission requirements.

Update Vendor's Information

After you have received the pre-notification confirmation verification from the bank, update the vendor Prenote field (#34 in character) to remove the pre-notification status by changing the field to N (unchecked). The vendor's next payment will be written to the ACH file.

You may run the *Pre-note ACH file & report* to automatically update the status to N for multiple vendors

FILE NAME, PATH AND BACKUP

The direct deposit ACH file and positive pay file is generated when running *Print checks and post*. A direct deposit ACH file can also be generated when running *Pre-note ACH file & report*.

The conventions for generating ACH and positive pay files are similar. In this section of the documentation the ACH file name, path and backup is explained. In the cases where positive pay is different, it will be noted.

An ACH file contains information about your account, your bank and also contains vendors who have either a normal ACH account status or are set up for pre-notification. For an explanation of each field for each record in the ACH file, see the *Direct Deposit ACH File Specifications* appendix in the PBS Administrative documentation.

There are two files created during each ACH run. There is a main file and the backup file.

Primary File

The ACH file name and path are entered on screen 2 Field 7 in the Ctl *Banks* menu selection (field 9 for Positive pay). The default is APACH\APACH00B0001.TXT (Positive pay default is POSPAY\APPOS00B0001.TXT), however you can enter a path and file name of your choosing. The directory **must** exist or the path cannot be entered. Never delete that folder or the files will NOT be generated.

An existing primary ACH file will be overwritten each time you do a ACH pay run or when you run the *A/P pre-note ACH file and report* utility.

Backup File

The backup file is written at the same time and to the same directory as the primary ACH file as defined in *Banks*. Each backup file has a different name for each check run and serves as a security copy because it is not overwritten during consecutive check runs or when running the *A/P pre-note ACH file and report* utility.

The backup file name, represented by APYYMMDDCCBILBK.ACH, has the following meaning:

PART OF FILE	DESCRIPTION
AP	Represents the Accounts Payable module
YYMMDD	Date of the pay run - Year, Month and Day
A	In order to prevent the backup file from being overwritten if more than one check run is done on the same day, the file name is incremented alphabetically A, B, C, D, etc. However once the file name gets to Z (26 files in one day), it will start over with A again on the 27th check run and delete the previous A file.
CC	This represents the company number.

PART OF FILE	DESCRIPTION
AP	Represents the Accounts Payable module
YYMMDD	Date of the pay run - Year, Month and Day
BILBK	The "B" means that the bank number follows. The bank number may be 1 to 4 characters. In the example it is ILBK which is four characters. If your bank number is "A" then it is one character. If the bank number is all numeric like "1", it writes 0001 to the file.
.ACH	This is the extension and it indicates that is a file that contains ACH information.

The backup file contents are the same as the main ACH file. Therefore, if your main ACH file gets overwritten, you can rename the backup to the name your bank expects and submit that file to your bank.

Both the ACH file (path and name) and the backup file path and name are printed on the ACH Register and on the *A/P pre-note ACH file and report* utility report.

There is no purge function for the ACH file backups. You may want to delete them manually on a regular basis.

An ACH backup file contains confidential payment amounts for vendors. It is recommended that access to the ACH directory be restricted to the person or persons producing and transmitting the ACH file.

Check and Direct Deposit Remittance Form Fields

[This appendix contains the following topics:](#)

[Introduction to Check and Remittance Form Fields](#)

[Stub Header \ Stub Total and Check Fields](#)

[Stub Line Fields](#)

INTRODUCTION TO CHECK AND REMITTANCE FORM FIELDS

This appendix contains information on the fields you can use to design a check or remittance form. The forms design features and functions are documented in the [Check and Remittance Forms](#) chapter.

The *Master information (Check and remittance forms)* menu selection allows you to define an unlimited number of check and remittance formats. The fields available for printing are most of the fields from the A/P open item, vendor and CTL bank account files. This appendix describes each field that is available for printing on the check or remittance form.

Check Design

When selecting a *Header Stub* or a *Stub Total and Check* field, you are selecting the same set of fields for each. Therefore the field descriptions in this appendix are arranged in two groups: *Header Stub/Stub Total and Check* fields and *Stub Line* fields.

Header Stub fields print at the top of the form, while the *Stub Total and Check* fields print at the bottom of the stub and on the check. These fields are from either the vendor file, the A/P open item file, or they are calculated fields based on data in the A/P open item file.

Stub Line fields print in the middle of the stub, between the *Header Stub* and *Stub Total and Check* fields. *Stub Line* fields relate to each invoice being paid from the A/P open item file.

Stub information is only entered once, even if your check form has two stubs. Whatever is defined for one stub, it will print the same on the second stub.

Remittance Forms Design

A remittance form type is more like an order. There are *Header*, open item *Line* and a *Total* fields.

When selecting a *Header* or a *Total* field, you are selecting the same set of fields for each.

STUB HEADER \ STUB TOTAL AND CHECK FIELDS

The following table lists the fields available from the *Header stub*, *Stub Total* and the *Check* field groups. The same fields are available for both groups, but certain fields may not be appropriate for one or the other.

The *Stub total* fields and the *Check* fields have a particular relationship.

Stub total fields

This group includes a special stub total line. It is always the first line for this group, and when used, it is normally the first line after the stub details.

*Never put any field on the stub total line, unless you include the **Total amount on stub** field.*

The stub total line is not restricted to just the *Total amount on stub* field. You may also use any of the other fields from this **Stub Total and Check** field group as long as the *Total amount on stub* field is also used.

Check fields

The entry of check fields must be after the stub total line and usually starts about 9 to 10 lines down the group. Minimally, the check should include the *Total amount on check*, *Vendor name*, *Check date* and *Pay amount lines 1/2/3* fields. Additionally, you can include your company name and address as well as the vendor address and any of the other fields that are available per the list below.

Note	<p>Font compression.</p> <p>In order to print any of the check or stub in a compressed font, a laser printer that supports PCL 5 is required.</p> <p>Some dot matrix printers also support a compressed font.</p>
-------------	---

Stub Header \ Stub Total and Check Fields		
Field #	Field Name	Description
1	Blank line	When this field is selected, no other data is printed on the line, even if it is defined.
2	Vendor no.	Vendor number.
3	Vendor name	Vendor name. This is a required field for printing on checks. If you entered a pay-to address, the pay-to name will print. See Compression and Non-compression of the Name, Address 1-4, City, State and Zip .
4	Vendor last name	Vendor last name. If you entered the vendor as a person's name, it prints

Stub Header \ Stub Total and Check Fields		
Field #	Field Name	Description
		the last name on the stub header.
5	Vendor first name	Vendor first name. If you entered vendors as a person's name, it prints the first name on the stub header.
6	Vendor middle init	Vendor middle initial. If you entered vendors as a person's name, it prints the middle initial on the stub header.
7	Vendor suffix	Vendor suffix. If you entered the vendor as a person's name, it prints the suffix on the stub header.
8	Vendor address 1	First vendor address line. If you are using a pay-to address, the pay-to address will print instead. See Compression and Non-compression of the Name, Address 1-4, City, State and Zip .
9	Vendor address 2	Second vendor address line. If you entered a pay-to address, the pay-to address will print instead. See Compression and Non-compression of the Name, Address 1-4, City, State and Zip .
10	Vendor address 3	Third vendor address line. If you entered a pay-to address, the pay-to address will print instead. See Compression and Non-compression of the Name, Address 1-4, City, State and Zip .
11	Vendor address 4	Fourth vendor address line. If you entered a pay-to address, the pay-to address will print instead. See Compression and Non-compression of the Name, Address 1-4, City, State and Zip .
12	Vendor city	Vendor city. If you entered a pay-to address, the pay-to city will print instead. See Compression and Non-compression of the Name, Address 1-4, City, State and Zip .
13	Vendor state	Vendor state. If you entered a pay-to address, the pay-to state will print instead. See Compression and Non-compression of the Name, Address 1-4, City, State and Zip .
14	Vendor zip code	Vendor zip code. If you entered a pay-to address, the pay-to zip code will print instead. See Compression and Non-compression of the Name, Address 1-4, City, State and Zip .

Stub Header \ Stub Total and Check Fields		
Field #	Field Name	Description
15	Vendor city, St, Zip	This is a combination of the city state and zip fields on one line. When printing this field the city, state and zip are concantonated (strung together). The maximum length for this field is 90. It is recommended that you enter a long length when using this field. If it is short there is a possibility that some of the zip, state or even part of the city does not get printed on the check. It is best to only use this field when printing a compressed font. See Compression and Non-compression of the Name, Address 1-4, City, State and Zip .
16	Vendor county	Vendor county. If you entered a pay-to address, the pay-to zip code will print instead. See Compression and Non-compression of the Name, Address 1-4, City, State and Zip .
17	Vendor country	Vendor country. If you entered a pay-to address, the pay-to country will print instead
18	Compressed name/addr	This option will print the name, address city, state, zip and country in compressed print. Compressed format causes each column to print further to the left than non-compressed. Compression printing is up to 132 columns per page, where non-compressed print is up to 80 columns per page. If you selected the entire check or remittance form to be compressed, per the 11. Compressed print field, you do not need to select this field. Do not select any other name and address fields when you use this field.
19	Vendor phone 1	Phone number for the first vendor contact 1.
20	Vendor phone 2	Phone number for the second vendor contact 2.
21	Vendor fax 1	Fax number for the first vendor contact 1.
22	Vendor fax 2	Fax number for the second vendor contact 2.
23	Vendor email 1	Email address for the first vendor contact 1.
24	Vendor email 2	Email address for the vendor contact 2.
25	Vendor contact 1	Vendor contact 1
26	Vendor contact 2	Vendor contact 2

Stub Header \ Stub Total and Check Fields		
Field #	Field Name	Description
27	Vendor reference no.	Vendor reference number
28	Vendor federal ID #	Vendor federal identification number
29	Vendor terms desc.	Vendor terms description
30	Company address 1	Address 1 from Company information.
31	Company address 2	Address 2 from Company information.
32	Company address 3	Address 3 from Company information.
33	Company display name	The display name from Company information.
34	Company phone number	The phone number from Company information.
35	Company report name	The report name from Company information.
36	Total amount on stub	This is the total check amount and this field is only intended for printing on the stub. Do not print this field on the check. For a remittance form type it will print in the header or totals area depending on which field group is selected.
37	Check number	Number for check or ACH being printed.
38	Check date	This is the date for check / payment being printed. It is entered after you select Print checks and post. See Date Fields .
39	Pay amount line 1	This is the alphanumeric representation of the check amount. For example: \$1,024.25 is printed as <i>One thousand, Twenty Four Dollars and 25/100</i> . This field and Pay amounts 2 and 3 are required fields for printing on a check. Pay amount 2 should be under Pay amount 1 and Pay amount 3 should be under Pay amount 2. For a remittance form type the pay amount fields will print in the header or totals area depending on which field group is selected.
40	Pay amount line 2	See line 32 for a description.
41	Pay amount line 3	See line 32 for a description.

Stub Header \ Stub Total and Check Fields		
Field #	Field Name	Description
42	Total amt. on check	This amount is printed on the check. This field is required on a check and only intended to be used on the check. For a remittance form type it will print in the header or totals area depending on which field group is selected.
43	Bank account number	This is the bank account number for your bank. It is as entered in <i>Vendors</i> .
44	Bank code	This field is from <i>Vendors</i> . Banks are entered in Ctl <i>Banks</i> menu selection.
45	Payment type	This will print the payment type. It is from <i>Vendors</i> .
46	Laser form label	When you print forms to a <i>Company information</i> laser printer you are asked for the number of copies and to enter a label for each copy. This field is for printing what is entered for the field label. NOTE: IF you are printing to <i>Windows printer</i> the entered label information will print regardless and you do not have to assign this field to the format.

Date Fields

The check date can have 1 of 8 different formats. If you select either format 6, 7 or 8 you also have a choice of separators to distinguish the month from the day from the year. If you are not sure which format to select, start with Format 1=MM/DD/YY. The number of columns the date field requires depends on the selected format and selected separator. Also see the date [6. Format](#) and [Separator](#) fields in the *Check and Remittance Forms* chapter.

Compression and Non-compression of the Name, Address 1-4, City, State and Zip

When setting the vendor name and address form fields to 31 characters or more, the program automatically compresses the entire name and address on the check when the data entered is 31 characters or more. Compression occurs if any name and address 1 and 2 line are set as 31 characters or more. Data entered in address lines 3 and 4 automatically causes compression of the entire name and address.

If you do not want the check to print a compressed name and address, set the maximum for each of the name and address field lengths to 30 characters. Regardless of the length of data entered, the program will not print the address as compressed. Also, do NOT enter data in address lines 3 or 4 as these will automatically cause the address to print compressed regardless of the data length.

The city, state and zip fields are normally on one line. The city, state and zip fields will also print compressed if the combined length is 31 characters or more.

The [Name and Address Field Notes](#) in the *Vendors* chapter provides additional information.

STUB LINE FIELDS

The following fields, from the A/P open item file, are available for entering stub lines. When using a remittance form type these fields are the lines.

If you want to show the discount taken, use field 16. If you want to show the net amount paid, use field 17. There are other fields available that show amounts and you can use these as well. However, there is a particular relationship between fields 13 through 17. This is explained after the field list.

Stub Line Fields		
Field #	Field Name	Description / Notes
1	Blank line	When this field is selected, no other data is printed on the line, even if it is defined
2	Item voucher no	Open item voucher number
3	Item purchase order no	Purchase order number
4	Item dist. date	Distribution date. See Date Fields .
5	Item invoice no.	Invoice number
6	Item invoice date	Invoice date. See Date Fields .
7	Item due date	Due date. See Date Fields .
8	Item discount date	Discount date. See Date Fields .
9	Item orig invc amt	Original invoice amount. Only use this field if you want to show the original invoice amount from an invoice that was partially paid. As an example, with pre-programmed formats 1 and 2, it is the third column from the left. However, in the case of format 1, the third column could also be field 12.
10	Item orig disc amt	Original discount amount. Only use this field if you want to show the original discount amount from an invoice that was partially paid.
11	Item orig retg amt	Original job cost retainage amount
12	Item inv balance	Invoice balance. As an example, with format 1, this amount becomes the third column from the left when a previous partial amount was paid.

Stub Line Fields		
Field #	Field Name	Description / Notes
13	Item disc balance	Discount balance *
14	Item curr part amt	Current partial payment amount *
15	Item curr disc amt	Current discount amount *
16	Discount to take	Discount to take. * This is a calculated field. You should use this field when you want to show the discount amount being taken for the item.
17	Net balance on line	Net balance for the line. * This is a calculated field. You should use this field when you want to show the net balance being paid.
18	Item reference	Reference for the open item

* There is a particular relationship between fields 13 through 17. These bullet points explain this relationship:

- When field 14 is greater than zero it will print this value into field 17 and field 15 will print in field 16.
- If field 14 is zero, field 12 will print into field 17. If there is a discount to take, field 13 prints in field 16. If a discount cannot be taken, field 16 is zero.
- When a discount can be taken, field 17 is based on the previous 2 calculations minus field 16.

Positive Pay Form Fields

[This appendix contains the following topics:](#)

[Introduction to Positive Pay Form Fields](#)

[Positive Pay Header Fields](#)

[Positive Pay Line Fields](#)

[Positive Pay Total Fields](#)

INTRODUCTION TO POSITIVE PAY FORM FIELDS

This appendix only contains information about the fields you can use to design a positive pay file. There is a lot of additional information in the [Positive Pay File Forms](#) chapter about how to design a positive pay file.

There are three sections to a positive pay form which are *Header*, *Checks lines* and *Totals*. Fields for each group are described in this appendix.

POSITIVE PAY HEADER FIELDS

The following table lists the fields available from the *Header* field group.

Positive Pay Stub Header Fields		
Field #	Field Name	Description
1	Company report name	The display name from Company information.
2	Company display name	The display name from Company information.
3	Company address 1	Address 1 from Company information.
4	Company address 2	Address 2 from Company information.
5	Company address 3	Address 3 from Company information.
6	Company bank name	Bank name from Banks.
7	Company bank account number	Bank account number from Banks.
8	Company bank ABA number	Bank ABA routing number from Banks.
9	Company phone number	The phone number from Company information.
10	Transmission date	Date that the file is created.

POSITIVE PAY LINE FIELDS

The following table lists the fields available from the *Check lines* field group.

Positive Pay Vendor Check Fields		
Field #	Field Name	Description
1	Blank line	When this field is selected, no other data is printed on the line, even if it is defined.
2	Vendor no.	Vendor number.
3	Vendor name	Vendor name. If you entered a pay-to address, the pay-to name will export.
4	Vendor last name	Vendor last name. If you entered the vendor as a person's name, then export the last name.
5	Vendor first name	Vendor first name. If you entered vendors as a person's name, then export the first name.
6	Vendor middle init	Vendor middle initial. If you entered vendors as a person's name, then export the middle initial.
7	Vendor suffix	Vendor suffix. If you entered vendors as a person's name, then export the vendor suffix.
8	Vendor address 1	First vendor address line 1. If you entered a pay-to address, then the pay-to address 1 will export.
9	Vendor address 2	Second vendor address line 2. If you entered a pay-to address, then the pay-to address 2 will export.
10	Vendor address 3	Second vendor address line 3. If you entered a pay-to address, then the pay-to address 3 will export.
11	Vendor address 4	Second vendor address line 4. If you entered a pay-to address, then the pay-to address 4 will export.
12	Vendor city	Vendor city. If you entered a pay-to address, then the pay-to city will export.
13	Vendor state	Vendor state. If you entered a pay-to address, then the pay-to state will export.
14	Vendor zip code	Vendor zip code. If you entered a pay-to address, then the pay-to zip code will export.
15	Vendor county	Vendor county. If you entered a pay-to address, then the pay-to county will export.
16	Vendor country	Vendor country. If you entered a pay-to address, then

Positive Pay Vendor Check Fields		
Field #	Field Name	Description
		the pay-to country will export.
17	Vendor phone 1	Entered in vendor contacts. Phone number 1 for the vendor contact 1
18	Vendor phone 2	Entered in vendor contacts. Phone number 1 for the vendor contact 2.
19	Vendor fax 1	Entered in vendor contacts. Fax number 1 for the vendor contact 1.
20	Vendor fax 2	Entered in vendor contacts. Fax number 1 for the vendor contact 2.
21	Vendor email 1	Entered in vendor contacts. Email address 1 for the vendor contact 1.
22	Vendor email 2	Entered in vendor contacts. Email address 1 for the vendor contact 2.
23	Vendor contact 1	Entered in vendor contacts. Vendor contact 1 last name.
24	Vendor contact 2	Entered in vendor contacts. Vendor contact 2 last name.
25	Vendor reference no.	Vendor reference number.
26	Company bank ABA routing number	Company bank ABA routing number from CTL > Banks
27	Terms description	Vendor terms description.
28	Check date	Date for check being printed.
29	Check number	Check number.
30	Check amount	Total check amount.
31	Check type	Check type is V for void or blank for regular.
32	Company bank acct #	This is the bank account number entered in CTL > Banks

POSITIVE PAY TOTAL FIELDS

The following table lists the fields available from the *Totals* field group.

Positive Pay Stub Total Fields		
Field #	Field Name	Description
1	Company report name	The display name from Company information.
2	Company display name	The display name from Company information.
3	Company address 1	Address 1 from Company information.
4	Company address 2	Address 2 from Company information.
5	Company address 3	Address 3 from Company information.
6	Company bank name	Bank name from Banks.
7	Company bank account number	Bank account number from Banks.
8	Company bank ABA number	Bank ABA routing number from Banks.
9	Company phone number	The phone number from Company information.
10	Transmission date	Date that file is created.
11	Total number of checks	Total number of checks in the check run.
12	Total check amounts	Total amount of the checks in the check run.
13	Total number of voided checks	Total number of voided checks in the check run.

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