

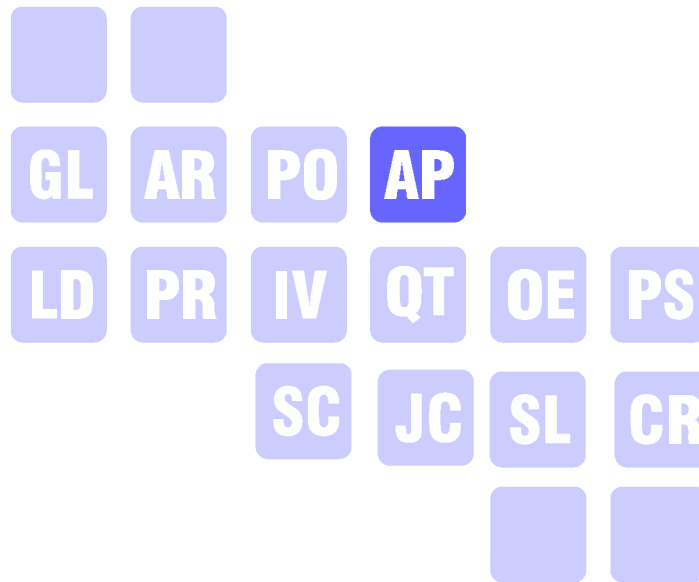


***STARR ACCOUNTING***

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Section 5

# ACCOUNTS PAYABLE



*"Quality Business Software Since 1976"*

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# PREFACE

This manual is designed to assist you in the use of the Starr Computer Systems Inc. Accounts Payable module. In addition to describing and explaining the module, this manual will guide you step-by-step through the operation of each program. For information regarding starting the system, how to operate the screens, how to operate the menus, function keys, file names, how to allocate/expand files, and how records are accessed, please refer to the "Introduction to Starr Accounting", which is Section Two at the beginning of this set of documentation.

If you are the person in charge of Starr Accounting at your installation, you should also refer to the *System User's Guide*. That manual describes how to install and configure Starr Accounting. Please read the current *Starr Accounting Release Notes* for late-breaking information on this product.

## STARR DOCUMENTATION ON THE WEB








The latest versions of our documentation are available free from our Web site at "<http://www.starrcs.com/>". The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

## READER'S COMMENTS FORM

Please note the Reader's Comments form at the back of this manual. Your suggestions are important to us, and we'll use them to improve later versions of this manual.

## GRAPHICS CONVENTIONS

This manual conforms to other Alpha Micro publications in its use of a standard set of graphics conventions. We hope these conventions simplify our examples and make them easier for you to use. Unless stated otherwise, all sample commands are assumed to be entered at AMOS command level.

SYMBOL	MEANING
filespec	<p>An AMOS file specification that identifies a specific file within an account. A complete filespec for the local computer is made up of the device name, the file name, the file extension, and the account number. For example: DSK0:SYSTEM.INI[1,4]</p> <p>A file specification may also consist of an ersatz name, which specifies a particular disk account, and a file name, like this: SCSLIB:COMPNY.DAT.</p>
<b>TEXT</b>	This <b>bold</b> typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
<i>Text</i>	We use this <b><i>bold italic</i></b> type for variable parts of command examples. Replace the text shown with the appropriate entry.
	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
	This indicates a control sequence you press on the keyboard. Press  and hold it down while you press the indicated key.
^	When displayed in front of a capital letter, this means the letter is a control character. For example, when you press  , it appears on your screen as ^C (^C is the control character that cancels most programs and returns you to AMOS command level).
	This Halt! symbol indicates an important note you should read carefully before going further in the documentation. Usually, text next to this symbol contains instructions for something you <i>must</i> or <i>must not</i> do, so read it carefully.
	This Hint symbol indicates a helpful bit of information, or a “short cut” that could save you time or trouble.
	This Remember symbol indicates something you should keep in mind while following a set of instructions.

---

# CHAPTER ONE INTRODUCTION

## WHAT CAN IT DO FOR ME

The Accounts Payable system will save you time. Our clients have repeatedly reported tremendous time savings compared to paying bills manually. It has been our observation that manually paying bills on a monthly schedule takes all day (eight hours). With Starr Accounting it takes less than one hour. These savings are possible for several reasons:

- Organizing the data takes no time. Although the reporting system presents the data in a variety of formats, the cash requirements report is usually all that is needed.
- The pay selection module makes deciding whom to pay trivial. In automatic pay you define a date range then push a key. If you are short of cash, you can use the manual pay method to fine-tune the automatic pay (not pay or partially pay selected invoices).
- No more hand written checks. Time is too valuable to waste it manually writing checks.
- Because the Accounts Payable system interfaces to both the General Ledger and the Check Reconciliation systems, it takes no time to pass information to those systems. This eliminates double work and also eliminates the possibility of entry errors.

The Accounts Payable system will save you money. You will never miss a discount again.

With our Accounts Payable system, you always have up to the minute information on current obligations. Since vouchers are entered daily, you can always make wise purchase decisions.

## FEATURES OF THE SYSTEM

The Starr Computer Systems Inc. Accounts Payable System is designed to keep track of current and aged accounts payable. The system incorporates programs to:

- Maintain a complete record for each vendor
- Help determine which vouchers to pay by due date or discount date or within certain cash requirements

- To automatically print checks and a check register

Each program within the system contains a complete set of prompts and other helpful messages to allow even an inexperienced operator to make full use of the system with minimal instruction time.

The Accounts Payable System is designed to interface with the Starr Computer System's General Ledger System to provide automatically monthly journal entries to the General Ledger, or it may be run independently to be used with your existing accounting system.

Particular features of the Starr Computer Systems Accounts Payable System include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- Automatically posts invoices to the Accounts Payable account and expense accounts in the General Ledger
- You can start a new accounting month or year without closing out the previous month or year. You have up to 364 days after the end of a year before closing the previous year.
- Interfaces to Job Costing
- Maintains a vendor master file
- Enters and updates vendor vouchers via transaction entry
- Up to sixteen expense distributions per voucher
- Handles partial payments
- By use of accounting period, you do not need to close one period before entering transactions for later periods
- Provides open accounts payable reports
- Provides user defined aging dates with aging reports
- Prints checks with full stub, printing multiple vouchers per check
- Allows for handwritten and voided checks

- Automatically writes Check Reconciliation transactions from checks
- Provides for automatically generated recurring auto vouchers
- Vendor labels
- Special features for cash basis accounting
- Sample data for training

## HOW THE SYSTEM IS DESIGNED

The Accounts Payable System is designed to maintain a record for each vendor which is set up using the "Vendor file maintenance" program. This file consists of permanent information such as company name, address, phone number, and information that is automatically updated by the system such as year-to-date debits and credits.

Vouchers may be applied at any time to the vendor file through the "Transaction file maintenance" program. Voucher transactions contain such information as invoice date and amount, discount date, due date, and terms. There can be up to sixteen expense distributions per voucher. The transactions may be printed by via the "Transaction file" report program.

Three report programs exist which assist the user in deciding which vendors to pay. These reports are the "Open vouchers" report, the "Cash requirements" report, and the "Aging" report. After analyzing these reports and considering the amount of cash the user has available, the user may then use the "Pay selection" program to select the exact vendors and vouchers he wishes to pay. Partial payments may also be applied.

After the "Pay selection" program has been run, the "Print checks" program will print a check for each vendor, listing all vouchers paid by this check. The user has the option of printing a check register, which will list the check information for each vendor.

The "End of period processing" program accumulates the debit and credit transactions to be passed to the General Ledger. A transaction audit Trail is printed first, followed by a General Ledger transaction register.

## BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Accounts Payable System contains thirty-nine programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control File Maintenance**

This program allows the user to set up and maintain the A/P Control file parameters.

- **Terms File Maintenance**

This program allows the user to set up and maintain the A/P Terms file. Up to sixteen different user-defined payment terms can be defined.

- **Vendor File Maintenance**

This program maintains vendor records changed, deleted, and queried from the Master File.

- **Alternate Key File Maintenance**

This program maintains vendor records changed, deleted, and queried from the Master File.

- **Transaction File Maintenance**

This program maintains bill-to and ship-to vendor keys.

- **Account Inquiry Display**

This program is used to display the Vendor Master record and all corresponding vendor transactions on the terminal screen.

- **Generate Pre-Paid Payments**

This program is used to automatically generate payment transactions for previously entered pre-paid vouchers.

- **Void a Check**

This program is used to void (reverse out) a check, and optionally recreate the original voucher.

- **Pay Selection**

This program allows the user to select vouchers to be paid in two ways:

1. All vouchers with a specific due or discount date may be automatically marked to be paid.
2. The user may select only specific vendors or vouchers to be paid. As this program marks vouchers to be paid, the total cash required to print checks is displayed on the CRT.

- **End of Period Processing**

This program summarizes and updates all activity for this period, clearing certain balances to zero in preparation for a new period. G/L distribution records are automatically passed to the G/L Transaction file by this program.

- **End of Year Processing**

This program changes unpaid transactions to accounting period zero and resets the vendor master balances. It then automatically runs the "Purge A/P transactions" program, to delete paid transactions.

- **Reset Transaction File**

This program resets the transaction file entry numbers, batch numbers, and accounting periods, in preparation for a new year.

- **A/P interface**

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. Both the Vendor master and the Transaction file (with distributions) can be imported/exported.

- **Auto Voucher File Maintenance**

This program maintains auto voucher transactions. Auto vouchers are used to generate A/P transactions for vendors that you pay the same amount on a recurring basis.

- **Auto Voucher Inquiry Display**

This program is used to display the Vendor Master record and all corresponding auto voucher transactions on the terminal screen.

- **Generate A/P Transactions**

This program allows the user to automatically generate A/P transactions from auto vouchers.

- **Auto Vouchers Report**  
A complete listing of the Auto Voucher file is produced by this program.
- **Vendor Master Report**  
A complete listing of the Vendor Master file is produced by this program.
- **Vendor Name & Address Report**  
A vendor name and address listing is produced by this program.
- **Vendor Balances Report**  
A Vendor Master File balances listing is produced by this program.
- **Vendor comments report**  
Prints vendor comments (free form comments associated with Vendor Master records).
- **Alternate Key File Report**  
An Alternate Key File listing is produced by this program.
- **Transaction File Report**  
A complete listing of the Transaction file is produced by this program.
- **Vendor A/P Activity Report**  
This program produces a detailed listing of each vendor's account. Either individual vendors or all vendors may be printed.
- **Open Vouchers Report**  
This program produces a report of all vouchers in the system that have not been paid.  
  
Selecting to process only marked for payment transactions provides a "preview" of the checks before checks are actually printed.
- **Cash Requirements Report**  
This program produces a list of all open vouchers and cash required to pay these vouchers.

ers. Prints daily and running totals.

- **Aging Report**

This program provides a single line aged summary for each vendor, with aged report grand totals. Optionally prints transaction detail.

- **Print Checks**

This program scans the vendor records for vouchers that were marked to be paid during the "Pay selection" program. Only one check is generated for each vendor with a check stub listing all vouchers that are being paid.

- **Check Register Report**

This program prints a complete register of all vouchers paid on a specified date.

- **G/L Distribution Report**

This program is provided so that the G/L account distribution can be verified to be in balance, before the "End of period processing" program is run.

It produces a detailed G/L distribution of all vendor transactions. All accounts are summed and balanced. Any accounts that do not exist within the G/L Master file are flagged.

- **Print Vendor Labels**

This program prints one to four up labels for selected vendors. Includes many select and print options.

- **Display A/P Total**

This program calculates the current A/P total and displays the total on the CRT screen.

- **1099 Processing**

This program prints end-of-year 1099's and clears the Vendor Master 1099 amount.

- **Purge A/P Transactions**

This program purges paid vouchers from the Transaction file, and prints an audit trail of purged transactions.



---

# CHAPTER TWO PROCEDURES

## UNDERSTANDING THE TRANSACTION TYPES

The Starr Computer Systems A/P System uses a unique method to obtain full G/L distribution of transactions. This is the A/P Control file, which is used to define up to thirty transaction types. Each transaction type has associated with it:

1. A transaction description
2. A debit G/L account
3. A credit G/L account

The transaction types and their associated fields are used by the A/P system to control internal processes, as well as provide the G/L distribution accounts.

Most transaction types and their associated fields are optional, and user defined. Starr Accounting achieves this flexibility by using the transaction description for internal controlling purposes. Some descriptions are required, and all description must adhere to certain rules; also, spelling counts.



You *must* enter the following transaction types:

1. Invoice transaction type

There must be one transaction type with a description starting with "INVO".

The system uses the invoice transaction type to find the A/P account. The debit account must be null, and the credit account must be Accounts Payable.

2. Payment transaction type

There must be one transaction type with a description starting with "PYMT".

The system uses the payment transaction type to obtain the A/P and Cash accounts for

payments. The debit account must be Accounts Payable, and the credit account must be cash (the account upon which checks are drawn).

3. Discount taken transaction type

There must be one transaction type with a description of "DISC-TAKEN".

The system uses the discount taken transaction type to obtain the discount taken account. The debit account must be null, and the credit account must be discounts taken (an income account).

When a discount is taken, the A/P system creates one additional distribution on the payment transaction. The credit to cash is adjusted by the discount amount, and is replaced by a credit to discounts taken.

4. Discount lost transaction type

There must be one transaction type with a description of "DISC-LOST".

The system uses the discount lost transaction type to obtain the discount lost accounts. The debit account must be discounts lost (an expense account). The credit account must be a discounts lost clearing account (an expense account). They can be the same account, but will not be able to report discounts lost in the General Ledger, if the same account.

When a discount is lost, the A/P system creates two additional distributions on the payment transaction. A debit is written to the discounts lost account, and a credit is written to the discounts lost clearing account. Although these two distributions net to zero, the discounts lost account will correctly report any discounts lost.

5. All other transaction types are free format, but must not violate the above rules.

We recommend the following transaction types:

1. INVO
2. PYMT
3. DISC-TAKEN
4. DISC-LOST

## SPECIAL PROCEDURES

There are several special cases that may arise in running the Accounts Payable System. The handling of each of these special cases is described in the following section:

1. Delete an incorrect voucher

- a) Voucher not paid or posted to G/L

Delete the transaction.

- b) Voucher not paid, but posted to G/L

If the voucher has been posted to General Ledger, a reversing voucher must be entered, and both vouchers paid, the next time you pay this vendor.

If you won't ever be writing this vendor a check again, mark the vouchers for payment and include on the next check run; the system will process this vendor, but won't write a zero check.

- c) Voucher paid

If the voucher has been paid, a reversing pre-paid voucher must be entered.

2. A manual check is written

If you wrote a manual check to a vendor and you have already entered the voucher.

- a) Voucher not paid or posted to G/L

Delete the transaction.

- b) Voucher not paid, but posted to G/L

If the voucher has been posted to General Ledger, a reversing voucher must be entered, and both vouchers paid, the next time you pay this vendor.

If you won't ever be writing this vendor a check again, mark the vouchers for payment and include on the next check run; the system will process this vendor, but won't write a zero check.

3. Void a check

To void a check run the "Void a check" program; see the documentation for that program.

In some rare cases it may be necessary to manually void a check using "Transaction maintenance". To manually void a check perform the following steps:

- a) Enter a negative voucher with the same distribution accounts as the original voucher.
- b) Enter a positive voucher with a distribution to cash (and possibly to discounts taken).

These transactions will void the check and correct the General Ledger, but not affect the vendor's balance. The next time you pay this vendor, "pay" these transactions so that they will wash out of the system.

## LOADING INITIAL DATA

The following procedure is used to load your initial accounts, which are unpaid, and already posted to your General Ledger when you started using the Starr A/P system.

An alternate method is to pay those initial payables the old way (before using the Starr A/P system), and enter only new payables via the Starr A/P system. The only penalty is that the vendor balances will not reflect the "startup" payables. With the alternate method, manual G/L transactions will need to be entered for the vouchers paid using the old way.

The initial data load procedure follows:

A special program exists for loading your initial data. This program uses accounting period zero transactions, which must be entered via the "Transaction file maintenance" program. Each accounting period zero transaction will represent an open voucher. This program will set balance forward date. It computes balance forward, YTD debits, YTD credits, and current balance, based on the sum of the accounting month zero transactions. This program can be run during the year to re-compute the vendor balances, but only if all transactions for the current year are in the file; i.e. no periods transactions have been purged.



It is best to try this procedure out on the XYZ company to see how it works before you enter your accounting period zero transactions for your company.

To initial load your open vouchers:

1. Enter your vendors in the A/P Vendor file. Do not enter balance forward date, balance forward, YTD debits, YTD credits, or current balance.
2. Enter an accounting period zero transaction for each open voucher.

These transactions must be entered very carefully, as the system processes them based on

the data being structured exactly as defined below. It is your responsibility to enter the initial data correctly.

Enter the fields as follows:

a) Vendor key

b) Voucher number

Enter zero.

c) Transaction type

Enter the invoice transaction type, as defined in the A/P Control file (usually a "1").

d) Terms code

Enter zero.

e) Invoice number

Enter the invoice number.

f) Invoice description

Description of what your paying.

g) Invoice date

Enter the invoice date.

h) Discount date

Enter the invoice discount date, based on the invoice terms. If no discount offered, enter the due date.

i) Due Date

Enter the invoice due date.

j) Invoice amount

Enter an invoice amount as a positive number, or a credit memo as a negative number.

- k) Discount amount  
Enter the invoice discount amount as a negative number. If no discount, enter zero.
  - l) Apply amount  
Enter a return (will default to spaces).
  - m) Job key  
Enter a return (will default to spaces).
  - n) Job code  
Enter a return (will default to zero).
  - o) Job cost code  
Enter a return (will default to zero).
  - p) Job warranty code  
Enter a return (will default to zero).
  - q) Dist G/L Acct. (x)  
Enter a General Ledger distribution account.
  - r) Dist amount (x)  
Enter a General Ledger distribution dollar amount.
  - s) Dist account (x)  
Enter a General Ledger distribution account.
3. Use the "Transaction file" report to verify your accounting period zero transactions are correct. Make corrections as necessary.
  4. Run program "APMBLD" program using the "Run a program" option on the Starr Accounting Utility Menu.  
  
This will set balance forward date, balance forward, YTD debits, YTD credits, and current

balance in the Vendor Master records. It will also internally mark the transactions as "posted".

An option exists in this program to process a selected vendor. This option can be used to avoid processing all vendors when corrections exist for only a few vendors. Remember to run this program after making corrections to transactions.

## DAILY PROCEDURES

This procedure is performed to after all A/P activity for the day.

Run the "Transaction file", "Cash requirements", or "Open voucher" reports to get a transaction listing.

## MONTH END PROCEDURES

This procedure is performed after the daily procedures for the last day of the month have been completed.

1. Run the "G/L distribution" report. Since this report processes transactions by accounting period, activity for the next period(s) can be entered before processing the period you are closing.

This report is a "preview" of the summary transactions that will be passed into the G/L in the next step. A/P transactions cannot be changed after being posted into the G/L, so look for errors at this step. You should scan the detail listing looking for transactions that are in the wrong expense account. And lastly, you must make sure that the report total is zero (debits equal credits).

2. Run the "End of period processing" program. Since this report processes transactions by accounting period, activity for the next period(s) can be entered while processing the period you are closing.

This program writes summary transactions into the G/L. The audit trail report is similar to the "G/L distribution" report, and should be in balance, since you "verified" the "G/L distribution" report.

If the audit trail report total is non-zero (debits not equal to credits), then you must make adjusting G/L Transaction file entries to correct the account balances.

## YEAR END PROCEDURES

This procedure is performed after the monthly procedures for the last month of the year, including "End of period processing" have been performed. You must not enter any new A/P transactions for the new year until after the year is closed.

At end-of-year, do the following steps:

1. Run the "Customer balances" report, so you have a printed listing of the yearly totals for each customer. Save this report, so you can refer to it in the future.
2. Run the "G/L distribution" report, to make sure you are in balance.
3. Run the "Aging" report in key order.
4. Run the "End of period processing" program.
5. Run the "End of year processing" program.

The "Purge A/P transactions" program will then be automatically run.

6. Run the "Print transactions" program, for accounting periods "00" through "12". Print in "vendor, voucher, invoice, date" order.

There should only be accounting period zero transactions remaining. There should be one transaction for every unpaid voucher. Payment transactions of partial payments will remain in the file, and will be automatically purged once the voucher is fully paid.

Any "other" transactions should be deleted via the "Transaction file maintenance" program.

7. Run the aging report in key order, with detail. This report must match the aging report printed earlier.

## SPECIAL NOTE AT END OF YEAR



Starr Accounting uses accounting period for A/P transactions. This means that you can enter transactions for a new period without closing an existing period. This is also true at end of year. In Starr Accounting, up to twenty-six periods can be defined in the G/L Accounting Period file; this means you can wait up to one year *after* the end of the year before closing the year. The first period after the end of year will be period "13", the next will be period "14", etc. However, it is important to remember that *all* of the Starr Accounting modules use the G/L Accounting period

file. This means that **all modules must be closed at the same time**. See the General Ledger documentation for further information.



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# CHAPTER THREE PROGRAMS

## CONTROL FILE MAINTENANCE

This program is run during system creation and is used to define the transaction types as well as other information. Please refer to separate section titled "Understanding the Transaction Types" for a complete discussion of the transaction types.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

### Record Fields

The record fields are:

1. The control file record number.

2. Custom option

Used to control custom A/P features. No custom options are currently defined.

Enter the sum of the features to turn on multiple features.

3. Batch number

The current transaction batch number. Automatically maintained by the system; incremented by one every time a batch of transactions is added.

4. Entry number

The current transaction entry number. Automatically maintained by the system; incremented by one every time a transaction is added.



It's very important that this field not be changed to a lower number, when transactions already exist with the same lower numbers. If you do, you will get "record already exist" errors when adding transaction, since the entry number is already used by a previous record.

5. Voucher number

The current transaction voucher number. A voucher number is an internal control number for each source document represented in the transaction file.

The voucher number is incremented from within the "Transaction file maintenance" program by pressing a function key.

6. Cash method

When "Yes", turns on special features for cash method accounting. Causes "Pay selection" program to not allow partial payments; partial payments can be accomplished by splitting a voucher transaction into multiple vouchers. Causes only paid transactions to be passed into the General Ledger.

7. Write check reconciliation

When "Yes", writes check reconciliation records from the "Print checks" program (if Check Reconciliation is implemented); else enter "No".

8. AV batch number

The current auto voucher transaction batch number. Automatically maintained by the system; incremented by one every time a batch of transactions is added.

9. AV entry number

The current auto voucher transaction entry number. Automatically maintained by the system; incremented by one every time a transaction is added.

It's very important that this field not be changed to a lower number, when transactions already exist with the same lower numbers. If you do, you will get "record already exist" errors when adding transaction, since the entry number is already used by a previous record.

10. AV voucher number

The current auto voucher transaction voucher number. A voucher number is an internal control number for each auto voucher represented in the transaction file.

The voucher number is incremented from within the "AV transaction file maintenance" program by pressing a function key.

11. Age by document

When "Yes", aging will be based on the document date.

When "No", aging will be based on the due date. Aging by due date will provide better cash flow analysis.

12. Aging description (x)

User defined aging description.

13. Aging days (x)

User defined aging days; corresponding to the aging description.

14. Display distributions

When "Yes", will display the G/L account distributions on the "Account inquiry display" program. When "No", will not display these distributions, and thus will display more transactions per screen.

15. Allow duplicate invoice numbers

When "Yes", will allow duplicate invoice numbers during transaction entry.

When "No", will not allow duplicate invoice numbers for a vendor during transaction entry.

16. Transaction description (x)

The transaction description. Must conform to the rules defined in the section titled "Understanding the Transaction Types".

17. Transaction debit account (x)

A valid G/L account for the debit side of this transaction type. Must conform to the rules defined in the section titled "Understanding the Transaction Types".

18. Transaction credit account (x)

A valid G/L account for the credit side of this transaction type. Must conform to the rules defined in the section titled "Understanding the Transaction Types".

## TERMS FILE MAINTENANCE

This program is run during system creation and is used to define up to thirty-two different payment terms. The terms code within the Transaction file record corresponds with a terms definition in the Terms file. In addition, terms code zero is predefined as "NET", terms code "33" is predefined as "COD" and terms code "34" is predefined as "PREPAID".

When invoices are entered in the "Transaction file maintenance" program, the terms code is used to obtain information from the Terms file. This information is used to calculate the default discount date and due dates, as well as the discount amount.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer. See the "xyz company" sample data for examples of the various types of terms.

### Record Fields

The record fields are:

1. Discount description (x)
2. Terms description.

When a discount description contains the word "EOM" (end-of-month) the bill is due on a specified due day on the following month. For example, "NET 10 EOM" means the bill is due on the 10th of the month after the date of the bill. The specified due day is obtained from the "due days" field of the term (not from the terms description). The "discount days" field is not used for end-of-month terms.

3. Discount rate (x)

Enter the discount rate, as a decimal fraction. The discount rate is the percentage sales adjustment you wish to allow the customer for payment within the number of discount days. For example: a rate of 2% would be entered as ".02".

Not used for end-of-month terms.

4. Discount days (x)

Enter the number of days within the discount period. If no discount, enter the due days.

Not used for end-of-month terms.

5. Due days(x)

Enter the number of days before payment is due.

## VENDOR FILE MAINTENANCE

This program is used to maintain vendor master records. It contains both name, address, and dollar information.

Vendor comments can be entered from this program using the "Update comments" subprogram; see the "SUBPROGRAMS" section of the "System User's Guide" for more information.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

### Record Fields

1. Vendor key

The vendor record key. An alphabetic abbreviation of the vendor's name is suggested, although any combination of letters and numbers may be used.

2. The vendor company name

Enter as "last name; first name". The system will print it as "first name last name" on the checks.

3. First line of address

Second line of address

4. City

In add mode, the city is defaulted from the SAZIPC subprogram (which uses the zip code).

## 5. State or country

In add mode, the state is defaulted from the SAZIPC subprogram (which uses the zip code).

## 6. Zip or postal code

In add mode, now uses the new get city/state from zip code subprogram to default the city and state fields from the zip code field. Based on the new System Control file "zip convert" option, this feature can be turned off, or set to default the city/state as either upper/lower case or upper case.

## 7. Main phone number

## 8. Main contact name

Contact person's name as "last name; first name".

## 9. Second phone number

## 10. Second contact name

Contact person's name as "last name; first name".

## 11. Third phone number

## 12. Third contact name

Contact person's name as "last name; first name".

## 13. Account number

Your account number with this vendor.

## 14. Default terms code

## 15. User defined vendor code

A number in the range 0 - 255.

## 16. Send 1099 Yes/No indicator

Calendar year 1099 balance

17. Type of TIN  
TIN number
18. First check date  
The first check generated after the account opened.
19. BBF date  
The start of the current accounting year.
20. Last check date
21. Last check number paid
22. Last check amount paid
23. BBF amount  
Balance brought forward at the start of the accounting year.
24. Year to date debits
25. Year to date credits
26. Current balance  
Display only field.
27. Default account (x)  
Default transaction G/L account. Used to default the first eight account distributions, when entering vouchers for this vendor. Leave blank when vouchers for this vendor do not usually fall under specific account numbers.

## **ALTERNATE KEY FILE MAINTENANCE**

This program is used to alternate key records. Alternate keys are the bill-to and ship-to keys associated with vendor master records. The "Print Checks" program uses the bill-to key to determine the check address when the check is to be mailed an alternate address. The ship-to key is not currently used by the software.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

## Record Fields

1. Vendor key

The vendor record key. An alphabetic abbreviation of the vendor's name is suggested, although any combination of letters and numbers may be used.

2. Key type

Enter "Bill" when the check address is determined by the alternate address. "Ship" is not currently used.

3. Sequence Number

Automatically assigned by the system, starting with "0010" and incrementing by "0010" for each new record for a vendor/key type. However, can be assigned manually to change the access order for a set of vendor/key type records.

4. Alternate key

The key of the vendor record that contains the bill-to or ship-to information.

## TRANSACTION FILE MAINTENANCE

This program is used to maintain A/P debit and credit transaction records. Voucher transactions are entered manually. Payment transactions are created automatically by the check posting program.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank. The master password is required to change a transaction that has already been posted to the General Ledger or is paid, unless the password is blank.

Each record contains a field called the transaction flag. This flag is used by the system to identify the status of that transaction. The value of the flag will be the SUM of the status conditions. The various conditions follow:

1. Status condition 1

This condition exists when the A/P transaction has been posted to its corresponding Vendor Master record.

2. Status condition 2

This condition exists when the A/P transaction has been posted to its corresponding G/L Master record.

3. Status condition 4

This condition exists when the A/P transaction has been marked to hold payment; e.g. a disputed invoice. This voucher will not be paid, even if it falls within date ranges, until it is taken off "hold status".

4. Status condition 8

This condition exists when the A/P transaction has been marked to be paid.

5. Status condition 16

This condition exists when the A/P transaction has been paid. Partial payments do not set this condition.

6. Status condition 128

This condition exists when the A/P transaction has been posted to its corresponding Job Costing Master record.

## Prepaid Vouchers

Prepaid vouchers are entered exactly like other vouchers, except that they have a terms code of "34" (prepaid), and require that the check date, check number, and check amount fields be entered. These transactions are internally marked as "paid" when they are entered, so that they cannot be paid again.

The payment side of these transactions is generated by the "Generate pre-paid payments" program, which should be run in the same accounting period as the pre-paid voucher transactions. We recommend running the "Generate pre-paid payments" program the same day as you enter the corresponding pre-paid vouchers.

The terms code of pre-paid vouchers are changed to zero once the corresponding payments are generated, to keep duplicate payment transactions from being generated for the same pre-paid voucher.

Discountable prepaid vouchers are entered just like any other discountable voucher. The invoice amount and distributions will be for the full invoice amount (without the discount); the discount amount is entered as a credit in the discount amount of the transaction. When the "Generate pre-paid payments" program is run, the discount taken distribution will be created in the payment transaction if the check date is *not* past the voucher discount date.

## Record Fields

The record fields are:

1. Entry number

The transaction entry number.



In add mode, ignore this field. It will fill in automatically as records are added.

When not in add mode, this field is used to access specific records by entry number. To access the first record in a file, press the F9 key; to access the last record in a file, press the F10 key.

2. Vendor key

The vendor key. The system immediately verifies that it is a valid vendor.

3. Voucher

Your internal voucher number. In add mode, press the F2 key for the next automatically assigned voucher number. If left blank, the system will automatically assign the number.

4. Transaction type

The invoice transaction type.

5. Payment terms code

6. Vendor's invoice number

This program has always automatically created an invoice number from the voucher number, when no invoice number was entered. It precedes this automatic invoice number with

“V”, to better identify it as an automatically generated number (i.e. voucher number “00001234” will generate invoice number “V1234”).

7. Invoice description

8. Invoice date

The date of this transaction in MMDDYY format.

9. Invoice discount date

The date of this transaction in MMDDYY format.

In add mode, if a terms code was entered, the discount date will default based on the terms code, else the default is the invoice date.

If no discount, enter the due date.

10. Invoice due date

The date of this transaction in MMDDYY format.

In add mode, if a terms code was entered, the discount date will default based on the terms code, else the default is the discount date.

11. Invoice dollar amount

12. Invoice discount amount

If non-zero, must be the opposite sign of the invoice dollar amount.

In add mode, if a terms code was entered, the discount amount will default based on the terms code, else the default is zero.

13. Voucher date

The date of this voucher in MMDDYY format. Default is the system date.

14. Accounting period

The accounting period that corresponds to the voucher date.

15. Payment check date

16. Payment check number

17. Payment check amount
18. Job costing key
19. Job Cost posting code
20. Job Cost warranty code
21. Operator key

The operator key of the person who added this transaction.

22. Batch number

Your internal batch number. In add mode, press the F3 key for the next automatically assigned batch number. If left blank, the system will automatically assign the number.

23. Distribution amount (x)

General Ledger distribution amount.

In add mode, press the F4 key for the distribution balance remaining.

In add mode, function key F5 can be used to set a distribution amount to a percentage of the voucher invoice amount. The syntax is "xx.xxF5" where xx.xx is a percentage (e.g. 5.6% would be entered as "5.6F5").

24. Distribution account (x)

General Ledger distribution account. The system immediately verifies that it is a valid G/L account.

## ACCOUNT INQUIRY DISPLAY

This program is used to display the Vendor Master information on the terminal screen, as well as all transactions that are associated with this vendor.

Transactions are displayed in either invoice number or voucher number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transac-

tions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").



Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (twelve lines back). Use function key F5 to set the beginning transaction display at a specified line number.

## Account Master Display Fields

The Vendor Master fields are displayed at the top of the screen. The vendor fields are:

1. Vendor key
2. Vendor name & address
3. Terms code
4. Send 1099 indicator
5. First check date
6. Balance brought forward date
7. Check date
8. Current balance
9. Balance brought forward amount
10. Year-to-date debits
11. Year-to-date credits
12. Last check number
13. Last check amount

## Transaction Display Fields

The Transaction fields are displayed on the bottom of the screen. The fields are:

1. Transaction type
2. Voucher number
3. Invoice number
4. Accounting period
5. Invoice date
6. Discount date  
  
Only the month and day are displayed.
7. Due date
8. Transaction amount
9. Flag
10. Entry number

## GENERATE PREPAID PAYMENTS

This program automatically generates payment transactions for previously entered prepaid voucher transactions. It also updates the prepaid voucher terms and apply amount, and the corresponding Vendor Master record last check fields.

Prepaid vouchers with a terms code of “34” (prepaid) are used to create the corresponding payment transactions. After the payment is generated, the terms code of the prepaid voucher is set to zero, so a duplicate payment cannot be generated.

The payment transaction will have the same information as the corresponding prepaid voucher, with the following exceptions:

1. Operator key will be the person running this program.
2. A new batch number will be assigned.

3. Terms code will be zero.
4. Will be payment transaction type.
5. Document, discount, and due dates will be set equal to the prepaid voucher invoice date.
6. Dollar amounts will have reverse sign.
7. G/L distributions will be the same as other payments; i.e. cash and discounts taken or lost.

The program produces an audit trail of all transactions generated. The transactions are printed in check number order.

See the "Transaction File Maintenance" documentation for how to enter prepaid vouchers.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the accounting period low to high range to process.
6. Enter "Yes" to print G/L account distributions. Enter "No" to not print G/L account distributions.
7. Enter the "Write C/R" option. Enter "Yes" to write Check Reconciliation records from the payment total; else enter "No". The program will not write Check Reconciliation records if C/R is not implemented.

## Report Fields

The report has two lines for each transaction, and an optional third line for distributions. See the "Transaction File Report" documentation for a listing of the fields.

## VOID A CHECK

This program voids a check (reverses the voucher and payment transactions for a specified check number) by generating a new voucher number for each invoice/payment set of void transactions (when the check paid more than one invoice). For every voucher and corresponding payment transaction associated with the voucher, it will create corresponding reversing entries with new voucher numbers. An option exists to write a reversing Check Reconciliation entry for the total amount of the check.

The program will not reverse the check unless all transactions with that check number add up to zero. This will be the case unless the voucher was paid with several different checks. See the "Special procedures" section for how to manually void a check.

The reversing transaction will have the same information as the corresponding original transaction, with the following exceptions:

1. Operator key will be the person running this program.
2. A new batch number will be assigned.
3. A new voucher number will be assigned, when the check paid more than one invoice.
4. Voucher date will be the system date.
5. Dollar amounts will have reverse sign.

The program produces an audit trail of all transactions generated. The transactions are printed in vendor/voucher order.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the vendor key to process.
6. Enter the check number to process.
7. Enter "Yes" to print G/L account distributions. Enter "No" to not print G/L account distributions.
8. Enter the "Write C/R" option. Enter "Yes" to write Check Reconciliation records from the payment total; else enter "No". The program won't write Check Reconciliation records if C/R is not implemented.
9. Enter "Yes" to add back the invoices that were paid by the check. A new voucher number will be "AB" followed by the voucher number, The vendor's invoice number will be stored in the transaction description.

## Report Fields

The report has two lines for each transaction, and an optional third line for distributions. See the "Transaction File Report" documentation for a listing of the fields.

## PAY SELECTION

The Pay Selection Program is the key to using the Accounts Payable system. It has been designed to handle almost any function the user may desire in selecting which vouchers are to be paid.

Vouchers may be marked to be paid in two ways; a manual selection or an automatic selection. The automatic selection compares the pay selection dates with the voucher dates in the vendor records and marks all vouchers containing these dates to be paid. The manual selection allows the user to view vendor records within the pay selection dates on the CRT and individually mark that vendors or vouchers are to be paid.

The Pay Selection program may be run as many times as the user wishes with any number of changes. Only those vouchers, which are marked to be paid when the “Print checks” program is run will be paid.

A voucher is marked as paid when the payments applied against the invoice, plus the absolute value of the discount is greater than or equal to the voucher document amount. This sum will exceed the document amount when the discount is lost (not taken).



Please recall that *only* records that fall within the specified date range will be processed; this is true for *all* of the Pay Selection options.

## Preliminary Operating Steps

These steps should always be performed, no matter what else you are going to do next. The preliminary operating steps are:

1. Define selection parameters

The date ranges must be defined before either the automatic or the manual pay selection options are taken.

The discount date range is used to select discountable vouchers; i.e. vouchers who have a non-zero discount amount. If discountable vouchers have a discount date that falls within the discount date range (including first and last discount date), then the voucher will be selected for further processing. When a discount date range is specified, it is possible for a discountable voucher to be selected, even though not yet due; as Starr Accounting always tries to take any discounts offered.

The due date is used to select vouchers that are due to be paid, regardless of their discount status.

- a) First discount date

The first discount date in MMDDYY format. This date is usually the date the checks will be printed. Any voucher with a non-zero discount amount, whose discount date greater than or equal to the beginning discount date, and whose discount date is less than the ending discount will be marked to pay.

- b) Last discount date

The last discount date in MMDDYY format. This date is usually a date in the near future. You may wish to enter the next date on which vendors will be paid. Available discounts after that date will be paid during the next pay selection. Any

voucher with a non-zero discount amount, whose discount date greater than or equal to the beginning discount date, and whose discount date is less than the ending discount will be marked to pay.

c) The due date

The due date in MMDDYY format. The due date is used to mark vouchers that do not have a discount date or have a discount date that has already past. This may be today's date or a date in the future. Any due dates through this date will be marked to be paid.

d) Select non-discounts

The Pay Selection program requires that you either select or exclude non-discountable vouchers (i.e. vouchers that have a discount amount of zero). The default is to select vouchers with a discount amount of zero.

2. Calculate system cash requirements

This process determines if there are any vouchers already marked for pay, and computes the total of those vouchers.

3. Reset marked to pay transactions

This option should be taken only if you want to "unmark" vouchers that have been previously marked for payment, and are within the selection parameters.

Used to "start over" within a set of selection criteria, to get to a zero marked for pay total within that selection criterion.

## Auto Pay Operating Steps

This option should be taken only if you want to pay all vendors who are within the selection parameters. The total dollar amount of all vouchers marked to be paid, any open credits applied, and the cash required to pay these vouchers is displayed on the CRT.

1. Do preliminary operating steps
2. Enter the auto pay selection option

## Manual Pay Operating Steps

This option should be taken only if you want to pay individual vendors who have vouchers within the selection parameters.

All vouchers for each vendor will be displayed one by one in invoice number order. You can scroll forward and backward through the vendor's invoices, to determine which should be paid or not paid.

Each time a change is made the System and Vendor displays are updated with the change.

1. Do preliminary operating steps
2. Enter the manual pay selection option
3. Enter the vendor key to process

The first voucher within the selection criteria will appear at the bottom of the screen. Press F1 to display the previous invoice, F2 to display the next invoice, and F3 to go to the next vendor.

For each transaction you may:

- a) Not pay
- b) Hold payment
- c) Mark payment

When selecting this option, the payment amount must be entered. On accrual accounting, either a partial or full payment may be made. Press the EXECUTE key to mark the record for payment.

When the cash method accounting option is set, only full payments may be made. Under the cash method, partial payments may still be accomplished by splitting the invoice transaction into two or more transactions.

The open amount is the gross invoice amount minus partial payments previously paid against this invoice; this open amount is further reduced by the discount amount, if within the discount range (discount allowed).

It is possible to take the discount even when the discount should not be allowed. However, the default values will always be controlled by the discount date range (i.e. the discount date of the invoice must be within the specified discount date range).

- d) Skip this transaction

4. Press the MENU key to stop the manual pay process

## END OF PERIOD PROCESSING

This program summarizes and updates all activity for this period, clearing certain balances to zero in preparation for a new period. G/L distribution records are automatically passed to the G/L Transaction file by this program.

The "G/L Distribution" report program should be run for the current accounting month before running the "End of period processing" program. This is the only way that we know in advance whether the G/L accounts are in balance.

This program accumulates totals for each account, marks the transaction as posted to the G/L, and writes an A/P summary transaction to the G/L Transaction file for each account.

This program generates two reports: an audit trail of all transactions posted to the G/L, and a G/L transaction register.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the end of period date in MMDDYY format.
6. Enter the accounting period low to high range to process. To be sure to pick up any old transactions that may have been posted, accounting period low should be zero.

7. Enter the detail option. Enter "Yes" to print transaction detail. Enter "No" to skip transaction detail.

## **Audit Trail Report Fields**

The report fields are:

1. G/L account
2. Vendor key
3. Transaction type
4. Voucher number
5. Invoice number
6. Transaction description
7. Accounting period
8. Invoice date
9. Invoice amount

## **G/L Transaction Report Fields**

The report has two lines for each transaction. The report fields are:

### **Line one:**

1. Account number
2. Description
3. Reference
4. Document amount
5. Job key

6. Job cost code
7. Job warranty code
8. Source code
9. Accounting period
10. Document date

**Line two:**

1. Running total
2. Flag
3. Operator key
4. Batch number
5. Document number
6. Entry number

## END OF YEAR PROCESSING

This program prepares the system to begin processing a new year's transactions.

It resets the Vendor Master file to the sum of the vendor transactions, and zeros the year to date fields.

It then automatically runs the "Purge A/P transactions" program, which deletes sets of paid transactions, and changes the accounting period of the remaining transactions to zero. The purge program prints a complete audit trail.



If the "Keep current year" option is "Yes", then it purges the previous year's paid accounting period zero transactions but keeps the current year (the year just past) transactions as accounting period zero transactions. This means that you can have up to two years of vendor transactions on line.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the end of year date in MMDDYY format.
6. Enter the print detail option.

Enter "Yes" to print the purge program transaction detail. Enter "No" to not print the purge program transaction detail.

7. Enter the print distributions option.

Enter "Yes" to print the purge program transaction distributions. Enter "No" to not print the purge program transaction distributions.

8. Enter the keep current year option.

Enter "Yes" to keep the current years paid transactions as accounting period zero transactions in the new year, else enter "No" to purge current year accounting period zero transactions.

## Report Fields

See the "Purge A/P transactions" program documentation.

## RESET TRANSACTION FILE

This program resets the Transaction file entry numbers, voucher numbers, and batch numbers. It can also renumber non-zero accounting periods, and resets the Control file to correspond to the new entry, voucher, and batch numbers. It is normally run after the year-end purge of the Transaction file.

Resetting the entry numbers and accounting periods involves changing the ISAM record keys. If the system is unable to change a key, an error listing will be created.

### Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the renumber entries option. Enter "Yes" to renumber entry numbers starting with entry number "00000001", else enter "No".
6. Enter the renumber vouchers option. Enter "Yes" to renumber voucher numbers starting with voucher number "00000001", else enter "No".
7. Enter the renumber batch option. Enter "Yes" to renumber batch numbers starting with document number "1" else enter "No".
8. Enter the period offset. This +/- offset will be added to each non-zero accounting period.

This is usually a negative number. Often, we roll past the end of the year several months before closing the year. This causes the first month of the new year to be accounting period 13, the second month of the new year to be accounting period 14, etc. After closing

the year we need a period offset of -12 to reset the first month to 1, the second month to 2, etc.

If you don't want to change the accounting periods, use a period offset of zero.

## Report Fields

The report is only printed if errors occur. The report fields are:

1. Old entry number
2. New entry number
3. Error message

## A/P INTERFACE

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. Both the Vendor master and the Transaction file can be imported/exported. The text data must be in ASCII, comma delimited format with each data element within quotes. Each text record must end with a carriage return line feed pair. See the on-line help for complete text file requirements.

When importing, the program always adds to the Master/Transaction database. Any errors are printed on an error report.

This program can be used to export data to a spreadsheet, manipulate the data in the spreadsheet, and then import the new data back in to the database. In this case, you would need to allocate a new empty database before importing to avoid duplicate database entries.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this

case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the Import/Export option.
6. Enter the database option. Either Vendor Master or Transaction file can be imported/exported.
7. Enter the ASCII comma delimited text file name. When exporting, the database output will be written to this file. When importing, text records will be read and then used to add new database records.

## Report Fields

The error report fields are:

1. Error message
2. Database text fields

The text record fields are printed in quotes with a comma between the fields. This isn't the actual text record; the quotes and commas are added to the output to distinguish between the data elements.

## AUTO VOUCHER TRANSACTION FILE MAINTENANCE

This program maintains auto voucher transactions. Auto vouchers are used to generate A/P transactions for vendors that you pay the same amount on a recurring basis.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

## Record Fields

The record fields are:

1. Entry number

The transaction entry number.



In add mode, ignore this field. It will fill in automatically as records are added.

When not in add mode, this field is used to access specific records by entry number. To access the first record in a file, press the F9 key; to access the last record in a file, press the F10 key.

2. Vendor key

The vendor key. The system immediately verifies that it is a valid vendor.

3. Voucher

Your internal voucher number. In add mode, press the F2 key for the next automatically assigned voucher number. If left blank, the system will automatically assign the number.

4. Transaction type

The invoice transaction type.

5. Payment terms code

6. Invoice description

7. Invoice dollar amount

8. Invoice discount amount

If non-zero, must be the opposite sign of the invoice dollar amount.

In add mode, if a terms code was entered, the discount amount will default based on the terms code, else the default is zero.

9. Voucher date

The date of this voucher in MMDDYY format. Default is the system date.

## 10. Invoice date

Automatically maintained by the system. Contains the specified invoice date when an A/P transaction was last generated from this auto voucher.

## 11. AV frequency

The frequency that this auto voucher is to generate an A/P transaction. Every time the "Generate A/P transactions" is run the AV counter is incremented in each auto voucher transaction. When the AV counter equals the AV frequency, an A/P transaction is created from the auto voucher and the AV counter is reset to zero.

## 12. AV counter

Automatically maintained by the system. Represents the number of times that the "Generate A/P transactions" program has been run. When adding a new record, set the counter to zero.

## 13. Batch number

Your internal batch number. In add mode, press the F3 key for the next automatically assigned batch number. If left blank, the system will automatically assign the number.

## 14. Distribution amount (x)

General Ledger distribution amount. In add mode, press the F4 key for the distribution balance remaining.

## 15. Distribution account (x)

General Ledger distribution account. The system immediately verifies that it is a valid G/L account.

## AUTO VOUCHER ACCOUNT INQUIRY DISPLAY

This program is used to display the Vendor Master information on the terminal screen, as well as all auto voucher transactions that are associated with this vendor.

Transactions are displayed in voucher number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that

can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").



Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

## Account Master Display Fields

The Vendor Master fields are displayed at the top of the screen. The vendor fields are:

1. Vendor key
2. Vendor name & address
3. Terms code
4. Send 1099 indicator
5. First check date
6. Balance brought forward date
7. Check date
8. Current balance
9. Balance brought forward amount
10. Year-to-date debits
11. Year-to-date credits
12. Last check number
13. Last check amount

## Transaction Display Fields

The Transaction fields are displayed on the bottom of the screen. The fields are:

1. Voucher number
2. Voucher date
3. Description

Only the first twenty-two characters are displayed.

4. Invoice amount
5. Discount amount
6. Invoice date
7. Frequency
8. Counter
9. Entry number

## AUTO VOUCHER GENERATE A/P TRANSACTIONS

This program automatically generates A/P transactions from auto vouchers.

Each time this program is run the AV counter field is incremented by one. When the AV frequency is positive and the AV counter field is greater than or equal to the AV frequency, an A/P transaction will be generated from the auto voucher and the AV counter will be reset to zero.

You can run this program in any recurring period: weekly, semi-monthly, monthly, etc. The key point is to run it each period, so that the AV counter will be updated.

To generate a transaction each period set the frequency to "1". To generate a transaction every other period set the frequency to "2". Frequency can be in the range 1-99.

The program produces an audit trail of all transactions generated. The transactions are printed in vendor, voucher number, voucher date order.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the transaction date in MMDDYY format. Default is the system date.

Each generated transaction will have this date as the invoice date. The discount and due dates will be computed from the invoice date using the specified terms. This date will also be stored into the auto voucher invoice date, to indicate what invoice has been generated in the A/P Transaction file.

Each generated transaction will have a voucher date corresponding to the current system date.

6. Enter the transaction accounting period.  
  
Each generated transaction will have this accounting period.
7. Enter the vendor key group, or "All" for all vendors. If a vendor group is specified, only that group will be processed. The AV counter will *not* be updated for auto voucher transaction not in the specified vendor group.
8. Enter "Yes" to print G/L account distributions. Enter "No" to not print G/L account distributions.

## Report Fields

The report has two lines for each transaction, and an optional third line for distributions. See the "Transaction File Report" documentation for a listing of the fields.

## **AUTO VOUCHER TRANSACTION FILE REPORT**

A complete listing of the auto voucher transactions can be obtained using this program.

The transactions can be printed in the following orders:

1. entry number order
2. vender, voucher number, voucher date, order

### **Operating Steps**

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the batch number low to high range to process.
6. Enter the vendor key group to process, or "All" for all vendors.
7. Enter "Yes" to print G/L account distributions. Enter "No" to not print G/L account distributions.

## Report Fields

The report has one line for each transaction, and an optional second line for distributions. The report fields are:

### Line one:

1. Vendor key
2. Voucher number
3. Transaction type
4. Description
5. Terms code
6. Voucher date
7. Invoice date
8. Invoice amount
9. Discount amount
10. Auto voucher frequency
11. Auto voucher counter
12. Operator key
13. Batch number
14. Entry number

### Line two:

Only printed when the G/L distributions option is "Yes".

1. Distribution amount(x)
2. Distribution account(x)

## VENDOR MASTER REPORT

A complete listing of the Vendor Master file is produced by this program.

The report can be produced in either vendor key or vendor name order.

### Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the vendor code to match. Enter the vendor code, or "All" for all codes.

### Report Fields

The following fields are printed:

1. Name
2. Address
3. Phone
4. Contact name
5. Vendor key

6. Send 1099 flag
7. Vendor type code
8. Terms code
9. First check date
10. Balance forward date
11. Last check date
12. Type of TIN
13. TIN number
14. Last check number
15. Last check amount
16. Balance forward amount
17. Year to date debits
18. Year to date credits
19. Current balance
20. Distribution account (x)
21. Amount

## **VENDOR NAME & ADDRESS REPORT**

An abbreviated listing of the Vendor Master file is produced by this program.

The report can be produced in either vendor key or vendor name order.

### **Operating Steps**

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the vendor code to match. Enter the vendor code, or "All" for all codes.

## Report Fields

The following fields are printed:

1. Vendor key
2. Vendor name
3. Address line one
4. City
5. State
6. Zip code
7. Phone number one
8. Vendor code

## VENDOR BALANCES REPORT

An abbreviated listing of the Vendor Master file is produced by this program.

The report can be produced in either vendor key or vendor name order.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the vendor code to match. Enter the vendor code, or "All" for all codes.
6. Enter "Yes" to print zero vender balances. Enter "No" to skip zero vender balances.

## Report Fields

The following fields are printed:

1. Vendor key
2. Vendor name
3. Phone number one
4. Terms code
5. Balance forward amount
6. Year to date debits
7. Year to date credits

8. Current balance

## ALTERNATE KEY REPORT

An listing of the Alternate Key file is produced by this program.

The report can be produced in the following orders:

1. Vendor key, key type, sequence number order
2. Vendor key, alternate key, key type order

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the vendor code to match. Enter the vendor code, or "All" for all codes.
6. Enter "Yes" to print zero vender balances. Enter "No" to skip zero vender balances.

## Report Fields

The following fields are printed:

1. Vendor key

2. Vendor name
3. Phone number one
4. Terms code
5. Balance forward amount
6. Year to date debits
7. Year to date credits
8. Current balance

## TRANSACTION FILE REPORT

A complete listing of the transactions can be obtained using this program.

The transactions can be printed in the following orders:

1. entry number
2. vendor, invoice number, invoice date
3. vender, voucher number, invoice date
4. voucher, vendor, invoice date

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the accounting period low to high range to process.
6. Enter the batch number low to high range to process.
7. Enter the entry number low to high range to process.
8. Enter the transaction type to process, or "All" for all transaction types.
9. Enter "Yes" to print G/L account distributions; else enter "No".

## Report Fields

The report has two lines for each transaction, and an optional third line for distributions. The report fields are:

### Line one:

1. Vendor key
2. Voucher number
3. Transaction type
4. Invoice number
5. Description
6. Terms code
7. Accounting period
8. Voucher date
9. Invoice date
10. Discount date

11. Due date
12. Invoice amount
13. Discount amount

**Line two:**

1. Apply amount
2. Check date
3. Check number
4. Check amount
5. Job key
6. Job cost code
7. Job warranty code
8. Transaction flag
9. Operator key
10. Batch number
11. Entry number

**Line three:**

Only printed when the G/L distributions option is "Yes".

1. Distribution amount(x)
2. Distribution account(x)

**VENDOR ACTIVITY REPORT**

This program produces a detailed listing of each vendor's account. All current A/P transactions, and a computed ending balance is printed for all vendors.

Optionally, a single vendor (or vendor group) may be selected.

The report is produced in vendor key order.

The transactions can be printed in either invoice or voucher number order.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the accounting period low to high range to process.
6. Enter the transaction sort option. Enter "Invoice" to print transactions in invoice order. Enter "Voucher" to print the transactions in voucher number order.
7. Enter "Yes" to print with zero account balance. Enter "No" to skip zero balances.
8. Enter "Yes" to print Transaction detail.
9. Enter the G/L distributions option. Enter "Yes" to print G/L distributions and applied. Enter "No" to skip G/L distributions and applied.
10. Enter "Yes" to print distribution totals; else enter "No".
11. Enter the G/L distribution account to match, or "all" for all accounts.

## Report Fields

The report has two lines for each transaction, and an optional third line for distributions. See the "Transaction File Report" documentation for the report fields.

## OPEN VOUCHER REPORT

This program produces a listing of all open vouchers that are in the system.

Optionally, the user may process only those vouchers which have been marked for payment. With this option, a "preview" of the checks can be obtained prior to running the "Print checks" program.

The transactions can be printed in the following orders:

1. vendor, discount date, due date
2. vendor, due date, invoice number
3. Vendor, invoice number, invoice date

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.

5. If printing the transactions in discount date order, enter the first discount date to process. If printing the transactions in due date order, enter the first due date to process.
6. If printing the transactions in discount date order, enter the last discount date to process. If printing the transactions in due date order, enter the last due date to process.
7. Enter "Open" to print all open vouchers, or enter "Marked" to only print the marked to pay vouchers.
8. Enter "Yes" to print G/L account distributions. Enter "No" to skip G/L account distributions.

## Report Fields

The report has two lines for each transaction. The report fields are:

### Line one:

1. Vendor key
2. Voucher number
3. Transaction type
4. Invoice number
5. Description
6. Terms code
7. Accounting period
8. Voucher date
9. Invoice date
10. Discount date
11. Due date
12. Invoice amount
13. Discount amount

**Line two:**

1. Net amount
2. Open amount
3. Marked to pay amount
4. Check number
5. Check amount
6. Job key
7. Job cost code
8. Job warranty code
9. Transaction flag
10. Operator key
11. Batch number
12. Entry number

**CASH REQUIREMENTS REPORT**

This program produces a listing of all open vouchers and the cash required to pay those vouchers. Both daily totals and accumulated required-to-date totals are summed.

The report is produced in either discount date or due date order.

**Operating Steps**

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this

case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. If printing the transactions in discount date order, enter the first discount date to process. If printing the transactions in due date order, enter the first due date to process.
6. If printing the transactions in discount date order, enter the last discount date to process. If printing the transactions in due date order, enter the last due date to process.

## Report Fields

The following fields are printed:

1. Document date
2. Discount date
3. Due date
4. Vender key
5. Invoice number
6. Invoice amount
7. Open amount  
Document amount minus payments applied amount.
8. Discount amount
9. Net amount  
Open amount plus discount amount.
10. Daily total

11. Amount required to date
12. Accumulated total.

## AGING REPORT

This program provides a single line aged summary for each vender, with aged report grand totals. The report can be produced in either vendor key or vendor name order.

Payments will be aged with the invoice to which they apply. The matching invoice is found by searching for an invoice with the same apply number as the payment.

The "print detail" option prints the document date and document number of the open transactions.

You can age through an accounting period. In this way you can balance to an end-of-period closing to the G/L

The grand totals are printed for each one of the aging ranges. The aging ranges are defined in the A/P Control file.

The transactions are printed in voucher number order.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.

5. Enter the "Print detail" option. Enter "Yes" to print transaction detail. Enter "No" to not print transaction detail, and only print transaction totals.
6. Enter the aging date. Transactions will be aged based upon this date.
7. Enter the accounting period to age through.
8. Enter the vendor key group to process, or "All" for all vendors.

## Report Fields

The following fields are printed:

1. Vendor key
2. Vendor name
3. Vendor phone
4. Vendor total
5. Amount due current
6. Amount due in the first user defined date range
7. Amount due in the second user defined date range
8. Amount due in the third user defined date range
9. Amount due in the fourth user defined date range
10. Amount due in the fifth user defined date range

## PRINT CHECKS

This program scans the vendor records for vouchers that were marked to be paid by the "Pay selection" program. One check is generated for each vendor, with a check stub listing each voucher that is being paid. The check portion has full name and address positioned for a window envelope, and check amount security protection.

If a billing record exists in the Alternate Key file for a vendor, it uses the billing record for the check address. It does *not* use the billing record name.

This program “prints” zero checks (a check doesn’t print, but the transactions are closed). This effectively “closes” a set of transactions that net to zero. The associated vendor master check date will be updated, and the check number will be set to zero.

An option exists to automatically generate Check Reconciliation transactions from the checks, if the Check Reconciliation system is implemented.

Either individual vendors, or all vendors may be processed.

After the checks are printed totals are displayed on the CRT screen, and you are asked if the checks are OK. If the checks are OK, then the check-posting program will be automatically run.

The check posting program marks transactions as paid and clears the marked to pay flag and the marked to pay amount in each transaction. It also generates the payment transactions corresponding to the check, and posts these amounts to the corresponding Vendor Master record. It also records the check number and amount in each Vendor Master record, in the "last check written" fields; these fields are overwritten each time a new check is written for this vendor.

Note: The print checks program obtains the G/L accounts for cash, discounts lost, and discounts taken from the A/R Control File; an error message is generated if these are not correct. Refer to the section "Understanding The Transaction Types" for further details.

The check stub lists detail information on each invoice being paid. Up to fifteen invoices can be printed on a check stub. If you are paying more than fifteen invoices on one check the stub will say "\*\*\*\*\* See attached invoice detail \*\*\*\*\*", and the invoice detail for that check will be written to a stub file. The stub file can be printed via an option in the “Print checks” program or later via the AMOS PRNT command. AMOS commands can be executed via the Starr Accounting "Execute an AMOS command" option on the utility menu. If a stub file is generated, the “Print checks” program will tell you the name of the stub file; if printing the stub file later be *sure* to write this file name down, as you will need the file name to print it later. The stub file should be printed on eighty-column plain paper. The check printer page length is used to determine the page length of the stub overflow file (it is not used by the check printer logic that counts lines).

## Operating Steps

The operating steps are:

1. Line up the checks on the printer by printing dummy forms.
2. Enter the process option. The "all vendors" option will automatically process all vendors that have been marked for payment. The "individual vendors" option will let you enter the specific vendors to process; however, they must have vouchers marked for payment.

3. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

4. Prepare the printer by loading it with checks. Set the paper in the printer to the first line of a new page.
5. Enter the number of copies of the report desired. Default is 1.
6. Enter the run date in MMDDYY format. Default is the system date.
7. Enter the check date in MMDDYY format. This date will appear on the check and the stub.
8. Enter the accounting period for the payment transactions that will be generated.
9. Enter the number that you want to appear on the first check printed. This number will be incremented by one for each check printed.
10. Enter the "Write C/R" option. If the Check Reconciliation system is implemented and you want this program to generate a C/R transaction from each check, enter "Yes"; else enter "No".
11. Enter "Yes" to have your printer do a form feed when exiting this program (you want to put regular paper/forms in this printer); else enter "No" (you want to leave checks in this printer).

## Report Fields

The following fields are printed on the check stub for each voucher paid:

1. Invoice date
2. Invoice number
3. Invoice description
4. Invoice amount
5. Discount allowed

6. Payment amount

## CHECK REGISTER

This program prints a check register for a date/accounting period range, as well as a check number range. Includes an option to print prepaid checks. With these capabilities you can re-print or combine old registers on a single report; this can be very helpful in reconciling your checks.

This program reads payment transactions and finds the matching invoice. It matches payments and invoices via the invoice number, voucher number, and description.

The report is printed in check number order.

To make the invoice and discount amount grand totals correct when printing a date range which has partial payments, we zero the report invoice and discount amount fields *unless* the check date matches the invoice check date. This means that a partial payment will show the invoice amount on *it's* check register, but will show zero invoice amount on a monthly check register *except* for the last partial payment for that invoice.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the check date low to high range to process.
6. Enter the accounting period low to high range to process.

7. Enter the check number low to high range to process.
8. Enter the "print prepaid" option. Enter "Yes" to include prepaid checks on the check register; else enter "No".

## Report Fields

The following fields are printed:

1. Check number
2. Vendor key
3. Document date
4. Discount date
5. Due date
6. Invoice number
7. Description
8. Invoice amount
9. Discount amount
10. Payment amount

## G/L DISTRIBUTION

This program is provided so that the G/L account distribution can be verified to be in balance, before the "End of Period Processing" program is run. The report total must be zero, before the "End of period" processing program is run; otherwise your General Ledger will be out of balance.

It produces a detailed G/L distribution of all transactions through an accounting period. All accounts are summed and balanced. Any accounts that do not exist within the G/L Master File are identified with an "\*INVALID ACCOUNT\*" account description.

The transactions are printed in G/L account number, vendor key order.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the ending date of the last accounting period to process.
6. Enter the accounting period low to high range to process. To be sure to pick up any old transactions that may have been posted, accounting period low should be zero.
7. Enter the "Print detail" option. Enter "Yes" to print transaction detail. Enter "No" to not print transaction detail, and only print account totals.

## Report Fields

The following fields are printed:

1. G/L account number
2. Vendor key
3. Vendor name
4. Transaction type
5. Voucher number
6. Invoice number

7. Transaction description
8. Accounting period
9. Invoice date
10. Invoice amount

A total line is printed for each General Ledger account. It contains account description and account total.

## VENDOR LABELS

This program produces 3.2 x 15/16 x 1 to 4-up labels. Labels can be printed by various selection criteria. A label lineup option is provided. Moves the "city, state, zip" data up when address line two is null.

The labels may be printed in the following orders:

1. vendor key
2. company name
3. zip, company name

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the attention line, or "None" for no attention line. Default is "None". If an attention line is entered, the attention line will replace the vendor contact name. If you want a blank attention line, enter the DELETE LINE key in the attention line.
6. Enter the beginning zip code to process, or "All" for all zip codes. Default is "All".
7. Enter the ending zip code to process, or "All" for all zip codes. Default is "All".
8. Enter the vendor type code to process, or "All" for all vendor type codes.
9. Enter the vendor key group to process, or "All" for all vendor keys. Default is "All".
10. Enter how many labels across the page.
11. Enter how many copies of each set of labels to print. For example, if two were entered, the program would print two labels for the first record, then two labels for the second record, etc.
12. Enter how many lines per label, measuring from the top of one label to the top of the next label. There are six lines per inch.
13. Enter "Yes" to have your printer do a form feed when exiting this program (you want to put regular paper/forms in this printer); else enter "No" (you want to leave labels in this printer).

## Report Fields

The report has six lines for each vendor. The report fields are:

1. Vendor contact name number one; or attention line
2. Company name
3. Address line one
4. Address line two
5. City, state, and zip code (if room)
6. Will either be blank, or will contain the zip code

## DISPLAY A/P TOTAL

This program calculates the current A/P total and displays the gross, discount, and net total on the CRT screen. The A/P total is calculated by summing all A/P transaction that have an A/P account number.

## 1099 PROCESSING

This program prints end of year 1099's, and clears the vendor master 1099 fields, in preparation for a new year. Starr Accounting accumulates 1099 amounts in the vendor master records for those vendors whose "Send 1099" field is "Yes". It is your responsibility to process 1099's at the end of the calendar year *before* any checks are written to vendors in the new calendar year.

Both individual or all vendors can be processed. A form lineup option is provided. The 1099' are printed in either vendor key or vendor name order.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 1099 forms. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the posted option. Enter "Yes" if you have posted the last run of checks; else enter "No".
6. Enter the dollar minimum to receive a 1099. If a vendor has a 1099 total less than this amount, no 1099 will be printed for that vendor.

## Enter the payer's federal identification number

After all 1099's are printed, run the "Clear 1099 data" option to clear the 1099 fields in the Vendor Master records.

## Report Fields

A standard misc. 1099 is printed.

## PURGE A/P TRANSACTION FILE

This program purges the A/P Transaction file for an accounting period low to high range.

It purges closed sets of transactions that net to zero and meet all of the following criteria:

1. Posted to General Ledger
2. Posted to Vendor Master file
3. Fully paid

If the purge was automatically run by the "End of year" program, the purge also sets the accounting period of the not purged transactions to zero.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.

4. Enter the run date in MMDDYY format. Default is system date.

5. Enter the beginning accounting period to purge.

6. Enter the ending accounting period to purge.

7. Enter the print detail option.

Enter "Yes" to print the transaction detail. Enter "No" to not print the transaction detail.

8. Enter the print distributions option.

Enter "Yes" to print the transaction distributions. Enter "No" to not print the transaction distributions.

## Report Fields

All transaction fields are printed. See the "Transaction file" report documentation.



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# CHAPTER FOUR SAMPLE REPORTS

This section contains some selected sample reports (edited for brevity).  
See Chapter One for a complete listing of all the standard reports available.  
Control file reports are not included in this section; see the control file documentation.

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XYZ (SAMPLE) COMPANY  
ACCOUNTS PAYABLE

VENDOR MASTER FILE : BY VENDOR KEY : VEND TYPE CODE ALL

NAME, ADDRESS, PHONE, CONTACT	KEY	FLAGS	CODES	DATES	TIN, LAST CHECK	BALANCES
NORTHWESTERN BELL TEL CENTRAL REMITTANCE CENTER 85 ANNEX OMAHA NE 68100 402-393-4511	NWBELL	SEND 1099 =N	VEND TYP= 0 TERMS = 0	FIC = BBF =12/31/91 LAC =12/25/81	TYP TIN= TIN NO.= LAC NO.= LAC AMT=	BBF= 0.00 YDR= 0.00 YCR= 0.00 CUR= 0.00  T99= 0.00
-----DISTRIBUTION ACCOUNTS-----						
WALLACE WHOLESALERS, INC. 3880 FULTON IND. BLVD.  OMAHA NE 68102 402-691-8888	WALLWH	SEND 1099 =N	VEND TYP= 0 TERMS = 0	FIC = BBF =12/31/91 LAC =12/01/81	TYP TIN= TIN NO.= LAC NO.= LAC AMT=	BBF= 0.00 YDR= 0.00 YCR= 0.00 CUR= 0.00  T99= 0.00
-----DISTRIBUTION ACCOUNTS-----						
XEROX CORPORATION 7101 WEST CENTER ROAD  OMAHA NE 68126 402-351-7920	XEROX	SEND 1099 =N	VEND TYP= 0 TERMS = 0	FIC = BBF =12/31/91 LAC =01/20/82	TYP TIN= TIN NO.= LAC NO.= LAC AMT=	BBF= 0.00 YDR= 0.00 YCR= 0.00 CUR= 0.00  T99= 0.00
-----DISTRIBUTION ACCOUNTS-----						

15 records printed.

XYZ (SAMPLE) COMPANY  
ACCOUNTS PAYABLE

VENDOR NAME &amp; ADDRESS : BY VENDOR KEY : VEND TYPE CODE All

VEND KEY	VENDOR NAME	ADDRESS LINE 1 & 2	CITY	ST ZIP	PHONE #1	VDC
ALLEN	ALLEN EQUIPMENT CO.	4436 ROSWELL RD. NE.	OMAHA	NE 68342	402-255-9999	0
BANKAM	BANKAMERICARD/VISA	FIRST NAT. BANK OF OMAHA 2400 PIEDMONT RD. NE.	OMAHA	NE	402-231-7643	0
COX	COX PROPERTIES, INC.	17-C PERIMETER PARK 256 PERIMETER CENTER PKWY	LINCOLN	NE 68123	402-394-6666	0
EVANS	EVANS OFFICE SUPPLY	2550 PIEDMONT RD. NE	OMAHA	NE 68345	402-262-8888	0
FICA	NATIONAL BANK OF OMAHA	FEDERAL DEPOSITORY 1400 DODGE STREET	OMAHA	NE 68409	402-586-8000	0
FRIWAY	FREIGHTWAYS TRANSIT LINES	4280 FULTON IND. BLVD. SE	OMAHA	NE 68124	402-691-3333	0
HARLEN	HARLEN INSURANCE AGENCY	2336 HARVEL ROAD SUITE 619	OMAHA	NE 68123	402-238-1212	0
IBM	INTERN. BUS. MACH.	OFFICE PROCUCTS DIV. 148 CAIN ST. NE.	OMAHA	NE 68452	402-659-3232	0
JOHNDE	JOHNSON DELIVERY SERVICE	430 PHARR RD. NE.	OMAHA	NE 68144	402-262-2555	0
JOUR-C	NEBRASKA JOURNAL CONST.	ADVERTISING DEPT. 72 MARIETTA ST. NW.	OMAHA	NE 68152	402-577-5127	0
MARSH	MARSHALL, ALLEN & BOOSE	17 EXECUTIVE PARK 2670 N. DRUID HILLS RD.	OMAHA	NE 68124	402-634-6666	0
NEPOWR	NEBRASKA POWER COMPANY	96 ANNEX	OMAHA	NE 68152	402-522-6060	0
NWBELL	NORTHWESTERN BELL TEL	CENTRAL REMITTANCE CENTER 85 ANNEX	OMAHA	NE 68100	402-393-4511	0
WALLWH	WALLACE WHOLESALERS, INC.	3880 FULTON IND. BLVD.	OMAHA	NE 68102	402-691-8888	0
XEROX	XEROX CORPORATION	7101 WEST CENTER ROAD	OMAHA	NE 68126	402-351-7920	0

15 records printed.

07/11/96 15:06:42

XYZ (SAMPLE) COMPANY  
ACCOUNTS PAYABLE

PAGE 1

ALTERNATE KEY FILE : VEND, KEY TYPE, SEQ# ORDER : VENDOR KEY GROUP All : ALL BILL/SHIP : ALT KEY GROUP All

VEND KEY	TYPE	SEQ#	VENDOR NAME	ALT KEY	ALT NAME
EVANS	Bill	0010	EVANS OFFICE SUPPLY	EVANS2	Evans Billing Name

1 records printed.

ACCOUNTS PAYABLE

TRANSACTION FILE : ENTRY NUMBER ORDER : PERIODS 01 - 01 : BATCHES 0 - 99999999  
ENTRIES 00000000 - 99999999 : TRAN TYPE ALL

VEND KEY	VOUCHER#	TY	INVOICE#	DESCRIPTION	TC	AP	VOU	DATE	INV	DATE	DIS	DATE	DUE	DATE	INV	AMT	DIS	AMT
				APPLY AMT	CHECK	DT	CHECK#	CHECK AMT			JOB	KEY	JC	JW	FLAG	OPR	BATCH	ENTRY
JOUR-C	STMT	1	STMT	ADVERTISING-DEC. 185.00	0	01	01/01/82	01/01/82	01/10/82	01/10/82					185.00		0.00	
							0	0.00				0	0	17			1	00000015
NEPOWR	00002089	2	00002089	PAYMENT ON ACCOUNT 0.00	0	01	01/01/82	01/01/82	01/01/82	01/01/82					-500.00		0.00	
							0	0.00				0	0	17			1	00000016
NEPOWR	AUTO-VCH	1	AUTO-VCH	BUDGET PLAN 500.00	0	01	01/01/82	01/01/82	01/10/82	01/10/82					500.00		0.00	
							0	0.00				0	0	17			1	00000017
NWBELL	STMT	1	STMT	SERVICES THRU 12/31/81 0.00	0	01	01/15/82	01/15/82	01/31/82	01/31/82					235.00		0.00	
							0	0.00				0	0	1			1	00000018
XEROX	5547	1	5547	COPY SERVICES 32.00	0	01	01/04/82	01/04/82	01/14/82	01/14/82					32.00		0.00	
							0	0.00				0	0	17			1	00000019
XEROX	5590	1	5590	COPY SERVICES 48.00	0	01	01/11/82	01/11/82	01/21/82	01/21/82					48.00		0.00	
							0	0.00				0	0	17			1	00000020
XEROX	5622	1	5622	COPY SERVICES 0.00	0	01	01/15/82	01/15/82	01/25/82	01/25/82					10.00		0.00	
							0	0.00				0	0	1			1	00000021
XEROX	2327	2	2327	PAYMENT ON ACCOUNT 0.00	0	01	01/20/82	01/20/82	01/20/82	01/20/82					-80.00		0.00	
							0	0.00				0	0	17			1	00000022
COX	00001009	1	125872	P/O# 00000001 0.00	1	01	01/20/91	01/20/91	01/30/91	01/30/91					1100.00		0.00	
							0	0.00				0	0	1 Z			93	00001013
COX	00001010	1	5544	P/O# 00000002 0.00	1	01	01/31/91	01/31/91	02/10/91	02/10/91					100.00		0.00	
							0	0.00				0	0	1 Z			94	00001014
COX	00001011	1	8879	PURCHASE FOR A JOB 0.00	1	01	01/31/91	09/20/91	09/30/91	09/30/91					400.00		0.00	
							0	0.00	JOB1			4	0	129 Z			95	00001015

\*\*\*Total invoice amount = 3013.17  
\*\*\*Total discount amount= -5.11  
\*\*\*Total net amount = 3008.06

25 records printed.

XYZ (SAMPLE) COMPANY  
ACCOUNTS PAYABLE

VENDOR ACTIVITY : PERIODS 01 - 01 : TRANSACTIONS PRINTED BY Invoice

VEND KEY	VOUCHER#	TY	INVOICE#	DESCRIPTION	TC	AP	VOU	DATE	INV	DATE	DIS	DATE	DUE	DATE	INV	AMT	DIS	AMT
				APPLY	AMT	CHECK#	CHECK		AMT	JOB	KEY	JC	JW	FLAG	OPR	BATCH		ENTRY
*Totals for ALLEN EQUIPMENT CO.																0.00	0.00	
COX	00002084	2	00002084	PAYMENT ON ACCOUNT	0	01	01/01/82	01/01/82	01/01/82	01/01/82	0	0	17		-2000.00	40.00	1	00000003
COX	00001009	1	125872	P/O# 00000001	1	01	01/20/91	01/20/91	01/30/91	01/30/91	0	0	1	Z	1100.00	0.00	93	00001013
COX	00001010	1	5544	P/O# 00000002	1	01	01/31/91	01/31/91	02/10/91	02/10/91	0	0	1	Z	100.00	0.00	94	00001014
COX	00001011	1	8879	PURCHASE FOR A JOB	1	01	01/31/91	09/20/91	09/30/91	09/30/91	0	0	4	0	400.00	0.00	129	00001015
COX	AUTO-VCH	1	AUTO-VCH	RENT	0	01	01/01/82	01/01/82	01/05/82	01/15/82	0	0	17		2000.00	-40.00	1	00000004
*Totals for COX PROPERTIES, INC.																1960.00	0.00	

\*\*\*Distribution total

\*\*\*Total vendors = 2  
 \*\*\*Total invoice amount = 1600.00  
 \*\*\*Total discount amount = 0.00

5 records printed.

XYZ (SAMPLE) COMPANY  
ACCOUNTS PAYABLE

OPEN VOUCHERS : VENDOR, DISCOUNT DATE, DUE DATE ORDER : DATE RANGE THRU 07/11/96

VEND KEY	VOUCHER#	TY	INVOICE#	DESCRIPTION	TC	AP	VOU DATE	INV DATE	DIS DATE	DUE DATE	INV AMT	DIS AMT
				NET AMT	OPEN AMT	MARKED-PAY	CHECK#	CHECK AMT	JOB KEY	JC JW FLAG OPR	BATCH	ENTRY
COX	00001009	1	125872	P/O# 00000001	1	01	01/20/91	01/20/91	01/30/91	01/30/91	1100.00	0.00
				1100.00	1100.00	0.00	0	0.00		0 0 1 Z	93	00001013
COX	00001010	1	5544	P/O# 00000002	1	01	01/31/91	01/31/91	02/10/91	02/10/91	100.00	0.00
				100.00	100.00	0.00	0	0.00		0 0 1 Z	94	00001014
COX	00001011	1	8879	PURCHASE FOR A JOB	1	01	01/31/91	09/20/91	09/30/91	09/30/91	400.00	0.00
				400.00	400.00	0.00	0	0.00	JOB1	4 0 129 Z	95	00001015
*Totals=				1600.00	1600.00	0.00	for COX PROPERTIES, INC.					
EVANS	2110	1	2110	MISC SUPPLIES	0	01	01/04/82	01/04/82	01/14/82	02/03/82	154.81	-5.11
				149.70	154.81	0.00	0	0.00		0 0 1	1	00000005
*Totals=				149.70	154.81	0.00	for EVANS OFFICE SUPPLY					
FICA	1			501 DEPOSIT	0	01	01/15/82	01/15/82	01/15/82	01/15/82	925.00	0.00
				925.00	925.00	0.00	0	0.00		0 0 1	1	00000006
*Totals=				925.00	925.00	0.00	for NATIONAL BANK OF OMAHA					
FRTWAY	6675	1	6675	SHIPPING	0	01	01/15/82	01/15/82	01/25/82	01/25/82	88.36	0.00
				88.36	88.36	0.00	0	0.00		0 0 1	1	00000007
*Totals=				88.36	88.36	0.00	for FREIGHTWAYS TRANSIT LINES					
NWBELL	STMT	1	STMT	SERVICES THRU 12/31/81	0	01	01/15/82	01/15/82	01/31/82	01/31/82	235.00	0.00
				235.00	235.00	0.00	0	0.00		0 0 1	1	00000018
*Totals=				235.00	235.00	0.00	for NORTHWESTERN BELL TEL					
XEROX	5622	1	5622	COPY SERVICES	0	01	01/15/82	01/15/82	01/25/82	01/25/82	10.00	0.00
				10.00	10.00	0.00	0	0.00		0 0 1	1	00000021
*Totals=				10.00	10.00	0.00	for XEROX CORPORATION					

\*\*\*Total vendors = 6  
 \*\*\*Total net amount = 3008.06  
 \*\*\*Total open amount = 3013.17  
 \*\*\*Total marked-pay = 0.00

8 records printed.

07/11/96 15:09:04

XYZ (SAMPLE) COMPANY  
ACCOUNTS PAYABLE

PAGE 1

CASH REQUIREMENTS : BY DISCOUNT DATE : DATE RANGE THRU 07/11/96

DOC DTE	DISC DTE	DUE DTE	VENDOR	INVOICE#	INVOICE AMT	OPEN AMT	DISC AMT	NET AMT	DAILY TOTAL	REQ. TO DATE
01/04/82	01/14/82	02/03/82	EVANS	2110	154.81	154.81	-5.11	149.70	149.70	149.70
01/15/82	01/15/82	01/15/82	FICA		925.00	925.00	0.00	925.00	925.00	1074.70
01/15/82	01/25/82	01/25/82	FRTWAY	6675	88.36	88.36	0.00	88.36		
01/15/82	01/25/82	01/25/82	XEROX	5622	10.00	10.00	0.00	10.00	98.36	1173.06
01/15/82	01/31/82	01/31/82	NWBELL	STMT	235.00	235.00	0.00	235.00	235.00	1408.06
01/20/91	01/30/91	01/30/91	COX	125872	1100.00	1100.00	0.00	1100.00	1100.00	2508.06
01/31/91	02/10/91	02/10/91	COX	5544	100.00	100.00	0.00	100.00	100.00	2608.06
09/20/91	09/30/91	09/30/91	COX	8879	400.00	400.00	0.00	400.00	400.00	3008.06

8 records printed.

AGEING REPORT : BY VENDOR KEY : AGEING DATE 07/11/96 : THRU ACCOUNTING PERIOD 07

VEND KEY	NAME	PHONE	TOTAL	CURRENT	1-30	31-60	61-90	91-120	121+
COX	COX PROPERTIES, INC.	402-394-6666	1600.00	0.00	0.00	0.00	0.00	0.00	1600.00
EVANS	EVANS OFFICE SUPPLY	402-262-8888	154.81	0.00	0.00	0.00	0.00	0.00	154.81
FICA	NATIONAL BANK OF OMAHA	402-586-8000	925.00	0.00	0.00	0.00	0.00	0.00	925.00
FRTWAY	FREIGHTWAYS TRANSIT LINES	402-691-3333	88.36	0.00	0.00	0.00	0.00	0.00	88.36
NWBELL	NORTHWESTERN BELL TEL	402-393-4511	235.00	0.00	0.00	0.00	0.00	0.00	235.00
XEROX	XEROX CORPORATION	402-351-7920	10.00	0.00	0.00	0.00	0.00	0.00	10.00
VEND KEY	NAME	PHONE	TOTAL	CURRENT	1-30	31-60	61-90	91-120	121+
*****	GRAND TOTALS		3013.17	0.00	0.00	0.00	0.00	0.00	3013.17

6 records printed.

XYZ (SAMPLE) COMPANY  
ACCOUNTS PAYABLE

OPEN VOUCHERS : VENDOR, DISCOUNT DATE, DUE DATE ORDER : ONLY MARKED TO PAY : DATE RANGE THRU 07/11/96

VEND KEY	VOUCHER#	TY	INVOICE#	DESCRIPTION	TC	AP	VOU DATE	INV DATE	DIS DATE	DUE DATE	INV AMT	DIS AMT				
			NET AMT	OPEN AMT	MARKED-PAY	CHECK#	CHECK AMT	JOB KEY	JC	JW	FLAG	OPR	BATCH	ENTRY		
COX	00001009	1	125872	P/O# 00000001	1	01	01/20/91	01/20/91	01/30/91	01/30/91	1100.00	0.00				
			1100.00	1100.00	1100.00		0	0.00		0 0	9 Z		93	00001013		
COX	00001010	1	5544	P/O# 00000002	1	01	01/31/91	01/31/91	02/10/91	02/10/91	100.00	0.00				
			100.00	100.00	100.00		0	0.00		0 0	9 Z		94	00001014		
COX	00001011	1	8879	PURCHASE FOR A JOB	1	01	01/31/91	09/20/91	09/30/91	09/30/91	400.00	0.00				
			400.00	400.00	400.00		0	0.00	JOB1	4 0	137 Z		95	00001015		
*Totals=				1600.00	1600.00	1600.00	for COX PROPERTIES, INC.									
EVANS	2110	1	2110	MISC SUPPLIES	0	01	01/04/82	01/04/82	01/14/82	02/03/82	154.81	-5.11				
			149.70	154.81	149.70		0	0.00		0 0	9		1	00000005		
*Totals=				149.70	154.81	149.70	for EVANS OFFICE SUPPLY									
FICA		1		501 DEPOSIT	0	01	01/15/82	01/15/82	01/15/82	01/15/82	925.00	0.00				
			925.00	925.00	925.00		0	0.00		0 0	9		1	00000006		
*Totals=				925.00	925.00	925.00	for NATIONAL BANK OF OMAHA									
FRTWAY	6675	1	6675	SHIPPING	0	01	01/15/82	01/15/82	01/25/82	01/25/82	88.36	0.00				
			88.36	88.36	88.36		0	0.00		0 0	9		1	00000007		
*Totals=				88.36	88.36	88.36	for FREIGHTWAYS TRANSIT LINES									
NWBELL	STMT	1	STMT	SERVICES THRU 12/31/81	0	01	01/15/82	01/15/82	01/31/82	01/31/82	235.00	0.00				
			235.00	235.00	235.00		0	0.00		0 0	9		1	00000018		
*Totals=				235.00	235.00	235.00	for NORTHWESTERN BELL TEL									
XEROX	5622	1	5622	COPY SERVICES	0	01	01/15/82	01/15/82	01/25/82	01/25/82	10.00	0.00				
			10.00	10.00	10.00		0	0.00		0 0	9		1	00000021		
*Totals=				10.00	10.00	10.00	for XEROX CORPORATION									

\*\*\*Total vendors = 6  
 \*\*\*Total net amount = 3008.06  
 \*\*\*Total open amount = 3013.17  
 \*\*\*Total marked-pay = 3008.06

8 records printed.

XYZ (SAMPLE) COMPANY  
ACCOUNTS PAYABLE

CHECK REGISTER : CHECK NUMBER ORDER : CHECK DATES 07/11/96 - 07/11/96  
PERIODS 07 - 07 : CHECK NUMBERS 0 - 99999999 : PREPAIDS No

CHECK#	VEND KEY	CK DATE	DOC DATE	DIS DATE	DUE DATE	INVOICE#	DESCRIPTION	INVO AMT	DISC AMT	PYMT AMT
1200	COX	07/11/96	01/20/91	01/30/91	01/30/91	125872	P/O# 00000001	1100.00	0.00	1100.00
		07/11/96	01/31/91	02/10/91	02/10/91	5544	P/O# 00000002	100.00	0.00	100.00
		07/11/96	09/20/91	09/30/91	09/30/91	8879	PURCHASE FOR A JOB	400.00	0.00	400.00
		**CHECK TOTAL** for COX PROPERTIES, INC.						1600.00	0.00	1600.00
1201	EVANS	07/11/96	01/04/82	01/14/82	02/03/82	2110	MISC SUPPLIES	154.81	-5.11	149.70
		**CHECK TOTAL** for EVANS OFFICE SUPPLY						154.81	-5.11	149.70
1202	FICA	07/11/96	01/15/82	01/15/82	01/15/82		501 DEPOSIT	925.00	0.00	925.00
		**CHECK TOTAL** for NATIONAL BANK OF OMAHA						925.00	0.00	925.00
1203	FRTWAY	07/11/96	01/15/82	01/25/82	01/25/82	6675	SHIPPING	88.36	0.00	88.36
		**CHECK TOTAL** for FREIGHTWAYS TRANSIT LINES						88.36	0.00	88.36
1204	NWBELL	07/11/96	01/15/82	01/31/82	01/31/82	STMT	SERVICES THRU 12/31/81	235.00	0.00	235.00
		**CHECK TOTAL** for NORTHWESTERN BELL TEL						235.00	0.00	235.00
1205	XEROX	07/11/96	01/15/82	01/25/82	01/25/82	5622	COPY SERVICES	10.00	0.00	10.00
		**CHECK TOTAL** for XEROX CORPORATION						10.00	0.00	10.00
		***REPORT TOTAL***						3013.17	-5.11	3008.06

8 records printed.

END-OF-PERIOD PROCESSING : END-OF-PERIOD DATE 07/31/96 : ACCOUNTING PERIODS 00 THRU 07 : (AUDIT TRAIL)

ACCOUNT	VEND KEY	VENDOR NAME	TY	VOUCHER#	INVOICE#	DESCRIPTION	AP INV DATE	INVOICE AMT
102	BANKAM	BANKAMERICARD/VISA	2	00002083	00002083	PAYMENT ON ACCOUNT	01 01/01/82	-45.12
	COX	COX PROPERTIES, INC.	2	00002084	00002084	PAYMENT ON ACCOUNT	01 01/01/82	-1960.00
			2	00001009	125872	P/O# 00000001	07 07/11/96	-1100.00
			2	00001010	5544	P/O# 00000002	07 07/11/96	-100.00
			2	00001011	8879	PURCHASE FOR A JOB	07 07/11/96	-400.00
	EVANS	EVANS OFFICE SUPPLY	2	2110	2110	MISC SUPPLIES	07 07/11/96	-149.70
	FICA	NATIONAL BANK OF OMAHA	2			501 DEPOSIT	07 07/11/96	-925.00
	FRTWAY	FREIGHTWAYS TRANSIT LINES	2	6675	6675	SHIPPING	07 07/11/96	-88.36
	HARLEN	HARLEN INSURANCE AGENCY	2	00002085	00002085	PAYMENT ON ACCOUNT	01 01/01/82	-250.00
	IBM	INTERN. BUS. MACH.	2	00002086	00002086	PAYMENT ON ACCOUNT	01 01/01/82	-120.00
	JOHNDE	JOHNSON DELIVERY SERVICE	2	00002087	00002087	PAYMENT ON ACCOUNT	01 01/01/82	-196.00
	JOUR-C	NEBRASKA JOURNAL CONST.	2	00002088	00002088	PAYMENT ON ACCOUNT	01 01/01/82	-185.00
	NEPOWR	NEBRASKA POWER COMPANY	2	00002089	00002089	PAYMENT ON ACCOUNT	01 01/01/82	-500.00
	NWBELL	NORTHWESTERN BELL TEL	2	STMT	STMT	SERVICES THRU 12/31/81	07 07/11/96	-235.00
	XEROX	XEROX CORPORATION	2	2327	2327	PAYMENT ON ACCOUNT	01 01/20/82	-80.00
			2	5622	5622	COPY SERVICES	07 07/11/96	-10.00
								-----
	**CASH - OPERATING						**ACCOUNT TOTAL	-6344.18
131	COX	COX PROPERTIES, INC.	1	00001009	125872	P/O# 00000001	01 01/20/91	1100.00
			1	00001010	5544	P/O# 00000002	01 01/31/91	100.00
								-----
	**INVENTORY						**ACCOUNT TOTAL	1200.00
201	BANKAM	BANKAMERICARD/VISA	2	00002083	00002083	PAYMENT ON ACCOUNT	01 01/01/82	45.12
			1	124009	124009	CHARGES-DEC.	01 01/01/82	-45.12
	COX	COX PROPERTIES, INC.	2	00002084	00002084	PAYMENT ON ACCOUNT	01 01/01/82	2000.00
			1	00001009	125872	P/O# 00000001	01 01/20/91	-1100.00
			2	00001009	125872	P/O# 00000001	07 07/11/96	1100.00
			1	00001010	5544	P/O# 00000002	01 01/31/91	-100.00
			2	00001010	5544	P/O# 00000002	07 07/11/96	100.00
			1	00001011	8879	PURCHASE FOR A JOB	01 09/20/91	-400.00
			2	00001011	8879	PURCHASE FOR A JOB	07 07/11/96	400.00
			1	AUTO-VCH	AUTO-VCH	RENT	01 01/01/82	-2000.00
	EVANS	EVANS OFFICE SUPPLY	1	2110	2110	MISC SUPPLIES	01 01/04/82	-154.81
			2	2110	2110	MISC SUPPLIES	07 07/11/96	154.81
	FICA	NATIONAL BANK OF OMAHA	1			501 DEPOSIT	01 01/15/82	-925.00
			2			501 DEPOSIT	07 07/11/96	925.00
	FRTWAY	FREIGHTWAYS TRANSIT LINES	1	6675	6675	SHIPPING	01 01/15/82	-88.36
			2	6675	6675	SHIPPING	07 07/11/96	88.36
	HARLEN	HARLEN INSURANCE AGENCY	2	00002085	00002085	PAYMENT ON ACCOUNT	01 01/01/82	250.00
			1	AUTO-VCH	AUTO-VCH	MONTHLY PREMIUM	01 01/01/82	-250.00
	IBM	INTERN. BUS. MACH.	2	00002086	00002086	PAYMENT ON ACCOUNT	01 01/01/82	120.00
			1	AUTO-VCH	AUTO-VCH	EQUIPMENT RENTAL	01 01/01/82	-120.00
	JOHNDE	JOHNSON DELIVERY SERVICE	2	00002087	00002087	PAYMENT ON ACCOUNT	01 01/01/82	212.00
			1	STMT	STMT	DELIVERIES-DEC.	01 01/01/82	-212.00
	JOUR-C	NEBRASKA JOURNAL CONST.	2	00002088	00002088	PAYMENT ON ACCOUNT	01 01/01/82	185.00

END-OF-PERIOD PROCESSING : END-OF-PERIOD DATE 07/31/96 : ACCOUNTING PERIODS 00 THRU 07 : (AUDIT TRAIL)

ACCOUNT	VEND KEY	VENDOR NAME	TY	VOUCHER#	INVOICE#	DESCRIPTION	AP INV DATE	INVOICE AMT
-----								-----
		**INSURANCE					**ACCOUNT TOTAL	250.00
533	BANKAM	BANKAMERICARD/VISA	1	124009	124009	CHARGES-DEC.	01 01/01/82	45.12
	COX	COX PROPERTIES, INC.	1	00001011	8879	PURCHASE FOR A JOB	01 09/20/91	400.00
	FRTWAY	FREIGHTWAYS TRANSIT LINES	1	6675	6675	SHIPPING	01 01/15/82	88.36
	JOHNDE	JOHNSON DELIVERY SERVICE	1	STMT	STMT	DELIVERIES-DEC.	01 01/01/82	212.00
	XEROX	XEROX CORPORATION	1	5547	5547	COPY SERVICES	01 01/04/82	32.00
			1	5590	5590	COPY SERVICES	01 01/11/82	48.00
			1	5622	5622	COPY SERVICES	01 01/15/82	10.00
-----								-----
		**MISC EXPENSES					**ACCOUNT TOTAL	835.48
-----								-----
							***REPORT TOTAL	0.00

69 detail records printed.

XYZ (SAMPLE) COMPANY  
ACCOUNTS PAYABLE

END-OF-PERIOD PROCESSING : END-OF-PERIOD DATE 07/31/96 : ACCOUNTING PERIODS 00 THRU 07 : (G/L TRANSACTION REGISTER)

ACCOUNT	DESCRIPTION	REFERENCE	DOC AMT	JOB NO.	JC	JW	SC	AP	DOC DATE	FLAG	OPR	BATCH	DOCUMENT	ENTRY
			[RUNNING TOTAL]											
102	A/P SUMMARY TRANSACTION	A/P (07)	-6344.18		0	0	30	07	07/31/96					
			[ -6344.18]							0	Z	7	00000017	00000067
131	A/P SUMMARY TRANSACTION	A/P (07)	1200.00		0	0	30	07	07/31/96					
			[ -5144.18]							0	Z	7	00000017	00000068
395	A/P SUMMARY TRANSACTION	A/P (07)	-61.11		0	0	30	07	07/31/96					
			[ -5205.29]							0	Z	7	00000017	00000069
509	A/P SUMMARY TRANSACTION	A/P (07)	925.00		0	0	30	07	07/31/96					
			[ -4280.29]							0	Z	7	00000017	00000070
511	A/P SUMMARY TRANSACTION	A/P (07)	2000.00		0	0	30	07	07/31/96					
			[ -2280.29]							0	Z	7	00000017	00000071
512	A/P SUMMARY TRANSACTION	A/P (07)	154.81		0	0	30	07	07/31/96					
			[ -2125.48]							0	Z	7	00000017	00000072
513	A/P SUMMARY TRANSACTION	A/P (07)	235.00		0	0	30	07	07/31/96					
			[ -1890.48]							0	Z	7	00000017	00000073
514	A/P SUMMARY TRANSACTION	A/P (07)	500.00		0	0	30	07	07/31/96					
			[ -1390.48]							0	Z	7	00000017	00000074
521	A/P SUMMARY TRANSACTION	A/P (07)	305.00		0	0	30	07	07/31/96					
			[ -1085.48]							0	Z	7	00000017	00000075
522	A/P SUMMARY TRANSACTION	A/P (07)	250.00		0	0	30	07	07/31/96					
			[ -835.48]							0	Z	7	00000017	00000076
533	A/P SUMMARY TRANSACTION	A/P (07)	835.48		0	0	30	07	07/31/96					
			[ 0.00]							0	Z	7	00000017	00000077
TOTAL DEBITS			6405.29											
TOTAL CREDITS			-6405.29											
OUT OF BALANCE			0.00											

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# DOCUMENT HISTORY

## ACCOUNTS PAYABLE USER'S GUIDE

REVISION	RELEASE	DATE	DESCRIPTION
00	4.06	04/01/97	New PDF document; adapted from old format.
01	4.07	07/14/97	September 1, 1997 release
02	4.08	09/01/98	September 1, 1998 release
03	4.09	09/01/99	September 1, 1999 release



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# READER'S COMMENTS

We appreciate your help in evaluating our documentation efforts. Please feel free to attach any additional comments.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Comments: