



**ACTIVANT®**

# **Eclipse Accounts Payable**

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Release 8.6.4 (Eterm)

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# Accounts Payable Overview

Use Accounts Payable to enter and track amounts owed to vendors and customers, as well as track other charges incurred by companies with which you deal. The Accounts Payable system reduces confusion and miscommunication within your company due to Eclipse's flexibility in inquiry and reporting. When problems do occur, you spend less time fixing them because the payables system allows you to virtually recreate the point in time when the problem developed.

## A/P Entry

Use the A/P Entry program to manage all of your payables. You can handle all types of checks from this program, including the posting of miscellaneous manual check disbursements. You can also make all edits or corrections to a payable from A/P Entry, as long as the original posting date falls within the open period for payables entry on the Change G/L Closing Date program. For more information, see Accounts Payable Overview.

## Inquiries

Use the A/P Inquiry functions to find information about any of your vendors. You can view the current account balance and any information related to a vendor's business dealings with your company, past, present, or future. The A/P Inquiry screen is frequently the first area accessed when contacting a vendor, and it is often accessed in the course of other data entry activities, particularly A/P entry. For more information, see A/P Inquiry Overview.

## A/P Ledger

Use the A/P Ledger functions to view every transaction that has affected an accounts payable balance. You can view transactions in chronological order as far back as the system records allow. For more information, see A/P Ledger Overview.

## Checks

Use the Check Printing screen to print checks for approved payables. You can print multiple or single checks, as well as post checks manually when the need arises. Typically, before printing checks, you need to approve invoices for payment using the A/P Preview Queue. For more information, see Printing Checks Overview.

## Reports

A number of reports are available for your use. When you purchase something, the system records the purchase in the accounts payable ledger. You can use the reports to track how much you owe and to whom. For more information on all A/P reports, see A/P Reports Overview.

## Setup Requirements for Accounts Payable

Following are the control maintenance records and authorization keys used for Accounts Payable, along with additional setup requirements.

### Control Maintenance Records

Set the following control maintenance records:

#### ACCT AP Entry

- A/P Entry Sort By
- Allow Posting To Over/Short On Zero Dollar Payables
- Auto Prompt For G/L Account Detail Notes
- Default To Quick Mode If # Of Unbilled Transactions Is Greater Than
- Disable A/P Auto-Reenter Feature
- Disable User Branch Authorization In A/P Entry
- Disable Vendor Branch Authorization In A/P Entry
- Display Customers/Vendors Who Are Inactive At A Branch
- Display P/O Internal Notes In A/P Entry
- Display Short Description For G/L Accounts In A/P Entry
- Do Not Display Payables Entered Via EDI In The AP Preview Queue
- Enable Auto Display Of A/P Expense Distribution
- Force A/P Entry Branch To Match Reconciled P/O Branch
- Include Freight In Discount Calculation For Payables
- Limit Bank Selection By Branch
- Limit P/O List In A/P Entry By A/P Branch
- Pass Along Freight To Direct Sales Orders
- Print Status On Direct When Payable Approved
- Prompt For Image In A/P Entry
- Require Batch ID In A/P Entry
- Set All New A/P Entries To Not Approved

#### ACCT AP (Accounts Payable) General

- A/P Distribution Freight Difference %
- A/P Over/Short Maximum Parameters

- Allow Editing Of Paid Payables In A/P Entry
- Always Post A/P Discount To A/P Branch
- Auto Approve Payable For P/O Receiver within Over/Short Parameters
- Auto Check Reconciliation Administrator User ID
- Auto Check Reconciliation Import Formats
- Disable Vendor Branch Authorization In A/P Entry
- Disable Reconciliation of Duplicate BOL Numbers In A/P Entry
- Do Not Display Payables Entered Via EDI In The A/P Preview Queue
- Do Not Take Discount If Pay Date Is Past Discount Date
- Minimum Check Disbursement Amount
- Require Direct Invoices Upon Reconciliation
- Respect Auth Br For A/R/A/P Inq/Ledger, Aging Rpts & Cash Receipts
- Use Prenumbered Checks
- Valid Payable Invoice Statuses

### **EFT Transmission**

- Minimum Check Disbursement Amount
- Valid ACH Formats
- Valid Pull Codes

### **Other Areas**

- Direct COGS Always Vendor Price
- User Defined Vendor Notes
- Valid Vendor Types
- Vendor Freight Terms

### **Authorization Keys**

Assign the following authorization keys:

- AP.ALLOWED
- AP.CHANGE.CHECK.POST.DATE
- AP.EDIT.VIEW.ONLY.NOTES
- AP.MANUAL.APPROVE
- AP.PARTIAL.OK
- AP.PREVIEW.PRINT.CHECK

- AP.PREVIEW.QUEUE.EDIT
- AP.SIGNATURE.PRINT
- CD.REUSE.CHECK.NO
- CD.VOID.EFT
- INVALID.VEN.TYPES
- PHANTOM.THREAD.COUNT
- POE.EDIT.PAID.MATRL
- VALID.VEN.TYPES
- VENDOR.MAINT

To make inactive vendors active:

- CUST.BR.AUTH.ONETIME
- CUST.BR.AUTH.OVRD
- VEN.BR.AUTH.ONETIME
- VEN.BR.AUTH.OVRD

## Vendor Maintenance

In addition to setting up your company's vendors, use Vendor Maintenance to define the parameters for the following fields and hot keys that relate to accounts payables. For more information, see Vendor Maintenance Overview.

- Pay To and Ship From
- Vendor Type
- Over/Short % and Over/Short \$
- Default Pay Terms
- Freight
- Expense Distribution Hot Key

## A/P Entry Overview

Use the A/P Entry program to manage your balance due to your creditors on your current accounts. You can handle all check types from this program, including posting miscellaneous manual check disbursements. You can also make all edits or corrections to a payable from A/P Entry, as long as the original posting date falls within the open period for payables entry on the Change G/L Closing Date program.

Use the following procedures to enter and manage your payables:

- Entering Payables
- Editing Payables
- Reconciling P/Os to an Invoice
- Posting Payables
- Changing Posting Dates for Unapproved Payables
- Redating Closed Directs
- Posting a Manual Check
- Deducting Amounts From an Invoice
- Splitting Payments

For information about using the A/P Entry screen, see the following:

- A/P Entry Field Descriptions
- A/P Entry Hot Keys
- A/P Entry Screen Posting Views

For information about procedures related to A/P Entry, see the following:

- Lot Item Order Shipment Reconciliation
- Viewing A/P Activity
- Assigning Foreign Currency

## Entering Payables

Use the A/P Entry screen to enter information about money that you owe to vendors (payables). This functionality helps you keep track of different information, such as how much you owe, to whom you owe it, and when it is due, to help you keep up with payables. In addition, you can create reminder notes to give you additional information when dealing with a specific vendor.

If you are creating a payable for a customer refund or other one-time payment, see [Printing Refund Checks for Customers](#) or [Making One-Time Payments](#).

If you are creating payables for direct order invoices associated with a job created in Eclipse Job Management, the Job Management application displays when you close the A/P Entry window.

### ► To enter a payable:

1. From the **A/P** menu, select **A/P Entry** to display the A/P Entry screen.
2. In the **PostDate** field, the system populates this field with the current date on which to post the payables to the general ledger. You can change this date by entering any date within the open payables period.
3. In the **A/P Brnch** field, enter the branch paying the invoice. This branch does not have to correspond to the branch that received the goods.
4. In the **Batch ID** field, enter the batch ID number to which this payable belongs if your company enters payables in batches and you want to run reports by batch. The batch ID is available as a selector on a variety of payables reports. This is an optional field.
5. In the **Ship From** field, enter the vendor from whom the invoice was received. An asterisk (\*) before a customer's name or address indicates additional address information, while a zero with asterisks (\*0\*) indicates overridden information.

- If you do not remember the complete vendor's name, type one of the following and press **Enter** to display a list from which you can select:
  - All or part of the vendor's name.
  - The vendor's system-assigned ID number, preceded by a period.
  - The vendor's P/O number. If you enter a P/O number and associate an internal note with the P/O, and the Display P/O Internal Notes In A/P Entry control maintenance record is set to **Y**, the note displays when you enter the P/O number.

**Note:** If you have an order with multiple generations, the system displays a list of orders, including received dates and open amounts, from which you can select.

- To enter an inactive vendor, after you display the first list by entering part of a name, press **F10** again to display a list of inactive vendors. You must set the Display Customers/Vendors Who Are Inactive At A Branch control maintenance record and the following authorization keys before having access to inactive vendors:
  - CUST.BR.AUTH.ONETIME
  - CUST.BR.AUTH.OVRD
  - VEN.BR.AUTH.ONETIME
  - VEN.BR.AUTH.OVRD
- To edit the vendor on a payable that has not been reconciled, approved, or does not have any purchase orders attached to it, you can move the cursor to the **Ship From** field and edit the vendor information. If you approve or reconcile a payable, and then later unreconcile a payable, you will again be able to edit the information in the **Ship From** field.

**Note:** The **Payment Terms**, **Freight Allowed**, and **Over/Short** parameters applied to this payable are those defined for this vendor.

6. At the prompt, select **New** and press **Enter**.

The system populates the **Remit To** and **Payment Terms** fields based on the information you added in the **Ship From** field. The system assigns a **Payable ID** (a number that starts with a **Y**, for example, Y3332122) to the transaction. If the line item is a lot items that is on hold, the system displays the word Hold instead of the generation number.

In addition, the system displays information in one of the following views, based on the transaction type with which you are working. Use the **Chng View** hot key to change the view that is displayed, if necessary.

- If the vendor has reconcilable P/Os on file, the system displays all received and direct purchase order amounts that have not already been reconciled to invoices in the P/O, Freight & Bol view. This is the default view.
- If the vendor does not have reconcilable P/Os on file, the system replaces the P/O, Freight & Bol view with the G/L Distribution view.
- If, when entering a payable invoice, you want to view the payment terms associated with the listed P/Os rather than the freight information, use the hot key to display the P/O & Terms view.

7. In the **Inv Date** field, enter the date on the invoice received from the vendor.

The system populates the **Due Date** field and the **Pay Date**, based on the information in the **Invoice Date** field and the payment terms, as reflected in the **Payment Terms** field, assigned to the **Ship-From** vendor. You change these dates if needed.

**Note:** The information in the **Due Date** and the **Pay Date** fields are identical and are the dates necessary to make a discount, if one is applicable. If you do change information in either the **Payment Date** or the **Discount Amount** field, an asterisk displays to the right of the new entry. You can change the

**Due Date**, but the asterisk does not display. You can change the **Pay Date** for a payable in either an open or closed accounting period when the screen is in view-only mode, but only when the payable has not already been paid and the payable has a single pay date.

8. In the **Invoice #** field, enter the identifying number on the invoice received from the vendor. This field is required.

**Note:** This field is not case sensitive. If you enter **#ab123** and **#AB123** already exists, the system treats it as a duplicate invoice.

9. In the **Inv Amt** field, enter the total amount due on the invoice received from the vendor. The total amount should include any freight or tax amounts, and it should be the total amount before discount.

The system populates the **Payment Amt** field, indicating the amount for which the check will be written. The system calculates the value for this field by subtracting the amount in the **Disc Amt** and **Deduct Amt** fields from the amount in the **Inv Amt** field.

The system populates the **Rec Amt**, **PO Rec**, **GL Rec**, and **Diff Amt** fields, based on the amount listed on the invoice. As you enter transactions, these amounts show a running total of P/Os and G/L accounts to which you have assigned the payable, as well as the amount that you still need to assign.

The **Approved** field indicates whether an invoice is approved for payment. The value defaults to **N**. When the **Diff Amt** reaches zero, the system changes the value in the **Approved** field to **Y**, and then you can pay the invoice. If you manually change the value in this field, an asterisk (\*) displays after the **Y**, indicating that this value is an override.

**Note:** To change the print status on a direct payable that is approved, update the Print Status On Direct When Payable Approved control maintenance record.

The **Diff Amt** field displays the **Rec Amt** less the **PO Rec** amount less the **GL Rec** amount. Keep in mind the following:

- If the amount in the **Diff Amt** field is within the acceptable variance defined in the A/P Over/Short parameters for this vendor, then this field displays an \* (asterisk). If you open the same payable, the \* (asterisk) does not display.
- If the invoice amount is edited and the amount falls within the A/P Over/Short parameters, the \* (asterisk) again displays.

**Note:** You can enter a zero-balance payable in this field and reconcile it to two off-setting P/Os. When you press **Esc**, the system prompts you to confirm your action.

10. If the Enable Auto Display Of A/P Expense Distribution control maintenance record is set to **Y**, and there is an expense distribution code defined for the vendor, when you enter the invoice amount, the system displays the Exp Distr screen, which contains a list of all expense distribution codes set up in Vendor Maintenance. Select one of the following:

- One of the expense codes to apply the payable to the designated G/L accounts according to the percentages defined in the plan.
- **Reconcile POs** to reconcile the purchase orders listed, excluding the expense payables.

Press **F12** to exit the Exp Distr screen.

11. In the **Freight Amt** field, enter the freight amount on the invoice received from the vendor.

To include the freight charges in the calculation of the discount amount, set the Include Freight In Discount Calculation For Payables control maintenance record to **Y**.

**Note:** If you enter a freight amount for a vendor whose **Frnt Allowed** field in Vendor Maintenance is set to **Y**, the system displays the following message: Warning! This vendor is freight allowed.

12. In the **Tax Amt** field, enter the tax amount on the invoice received from the vendor if you want to track the tax you are charged. Otherwise, entering the tax is not necessary.
13. If you used the **Deduct** hot key to enter an amount to deduct from the invoice, the system displays that amount in the **Deduct Amt** field.
14. In the **Disc Amt** field, the system populates this field with the discount allowed if payment is made by the due date. This discount is based on the payment terms assigned to the ship-from vendor, the invoice date, and the invoice amount less freight and tax. Based on the setting of the Do Not Take Discount If Pay Date Is Past Discount Date control maintenance record, this discount amount will be removed from this field only after the check has printed.

You can enter another amount, if needed. If you do enter another amount, the system places an asterisk to the right of the amount indicating that the amount was manually entered.

15. Press **Esc** to save the information and exit the screen.

If you are creating a payable for direct order invoices associated with a job created in Eclipse Job Management and the **Receiving URL** field is set in the **Job Management Administrator Settings** control maintenance record, the Job Management application displays when you close the A/P Entry window. Enter the receiving information for the order within Job Management.

If you are creating a payable for an invoice not associated with a job, after you have entered the information for a payable invoice, you should reconcile your received purchase orders to any open invoices. For more information, see Reconciling P/Os to an Invoice.

## Editing Payables

Use the A/P Entry screen to view and modify existing payable entries. You can do this as long as the original transaction date is not earlier than the G/L closing date for Payables.

### ►To edit a payable:

1. From the **A/P** menu, select **A/P Entry** to display the A/P Entry screen.
2. In the **PostDate** field, the system enters the current date. If needed, change this date by entering any date within the open payables period.  
**Note:** If you want your aging reports to show true aging from the vendor's invoice date, enter that date in this field.
3. In the **A/P Brnch** field, enter the branch paying the invoice.
4. In the **Batch ID** field, enter the batch ID number if your company uses checksum batch audit procedures. This is an optional field.
5. In the **Ship From** field, enter the vendor from whom the products on the invoice were shipped. To display this name, type one of the following and press **Enter**:
  - All or part of the vendor's name.
  - The vendor's system-assigned ID number, preceded by a period.
  - The vendor's purchase order number.
  - The payable ID number.
6. At the prompt, select **Open Invoices**.
7. At the invoice dates list, use the **Down Arrow** key to move the cursor to the date that you want to edit and press **Enter**.
  - If you select an entry that is not in a closed period, the system displays **CORRECTION** in the upper left corner of the screen.
  - If you select an entry that is before the closing date, the system displays **VIEW ONLY** in the upper left corner of the screen. You cannot change any information on the screen.
  - If a check is issued for this payable, the system displays a message showing the check number, posting date, and check amount associated with the payable.
8. Place your cursor on the field you want to edit and make the changes.

**Note:** Make certain that the transactions listed on an earlier entry reflect their status **AS OF THE PAYMENT DATE AND NOT THE CURRENT DATE**. The entries should reflect this status so that the postings made on the original entry display in context. Some of these transactions, however, may have had postings made to them since that date. The system does not indicate such entries on the display. If you need to modify an original

posting, make an A/P Inquiry to check the current status of the transactions in question.

9. Press **Esc** to save the information and exit the screen.

## Reconciling Purchase Orders to Invoices

After you enter all your payable invoices, reconcile the invoices to purchase orders. Reconciling your invoices to your purchase orders gives you the opportunity to compare the information, most specifically the amounts payable, between the orders and the invoices, before approving the invoice for payment. Typically, you use the default view of the A/P Entry screen to reconcile purchase orders. After you reconcile a purchase order, you cannot add a freight vendor/BOL.

If the vendor for a purchase order is changed through purchase order entry while you have the reconciled payable open in A/P Entry, you cannot save your payable updates.

**Note:** You cannot reconcile a purchase order for a shipment that is incomplete.

If you use Eclipse Job Management, enter the receiving information for the invoices for jobs within the Job Management application.

### ► To reconcile a purchase order to an invoice:

1. From the **A/P** menu, select **A/P Entry** to display the A/P Entry screen.
2. In the **PostDate** field, the system enters the current date. If needed, change this date by entering any date within the open payables period.

**Note:** If you want your aging reports to show true aging from the vendor's invoice date, enter that date in this field.

3. In the **A/P Brnch** field, enter the branch for which you want to select the P/O.
4. In the **Batch ID** field, enter the batch ID number if your company uses checksum batch audit procedures. This is an optional field.
5. In the **Ship From** field, enter the vendor that shipped the products on the invoice. To display this name, type one of the following and press **Enter**:
  - All or part of the vendor's name.
  - The vendor's system-assigned ID number, preceded by a period.
  - The vendor's purchase order number.
  - The payable ID number.
6. At the prompt, select **Open Invoices**.
7. In the **Inv Date** field, enter the date on the invoice received from the vendor.

The system displays all the information related to the invoice that you want to reconcile in the upper portion of the screen. The system displays all of the open P/Os related to the vendor that you selected in the lower portion of the screen, with the following information:

Column	Description
<b>Br</b>	The branch associated with the vendor.
<b>P/O #</b>	The open purchase order number associated with the vendor.
<b>S</b>	An asterisk (*) indicates that this purchase order has been reconciled and selected for payment. No asterisk (*) indicates that this purchase order has not been selected for payment.
<b>Rec Date</b>	The date the purchase order was received.
<b>Frnt</b>	Indicates whether or not the vendor is freight allowed. <ul style="list-style-type: none"> <li>• <b>Y</b> – Indicates that the vendor pays the freight.</li> <li>• <b>N</b> – Indicates that the vendor bills for freight.</li> </ul>
<b>Freight</b>	The freight amount on the P/O. If this P/O was shipped by a freight vendor such as UPS and the freight charges are on the freight vendor's bill of lading, then *BOL* is displayed in this field.  <b>Note:</b> In A/P Entry, based on the freight setting for a vendor, if a user enters a freight amount on a P/O for a vendor and this field is flagged, the system displays a warning message. Freight terms for vendors are set up in the Vendor Freight Terms control maintenance record. For more information, see Defining Vendor Freight Terms.
<b>PO Total</b>	The total amount due on the P/O.

- Use the **Quick** hot key to toggle between the default mode and the quick mode:
  - **Default Mode** – Displays all transactions based on the information entered into the A/P Entry screen.
  - **Quick Mode** – Displays transactions based on the parameters set in the Default To Quick Mode If # Of Unbilled Transactions Is Greater Than control maintenance record.
- Use the **Arrow** keys to move the cursor to the appropriate P/O line item that you want to reconcile.

**Note:** If numerous pages of purchase orders exist, you can locate a specific order at any time by typing all or part of the P/O number at the current cursor position in the **P/O #** field. The system places the cursor at the order and selects it for reconciliation.

- Do one of the following:
  - To reconcile the P/O, press the **Spacebar**. The system places an asterisk (\*) in the **S** column.
  - To remove an order from reconciled status, press the **Spacebar** again. The system removes the asterisk (\*) from the **S** column.

**Note:** You cannot change information to specific purchase order numbers to the right of the **P/O#** column.

11. After you reconcile invoices to purchase orders, you must post the payable for the check to be processed for payment. For more information, see Posting Payables.

## Posting Payables

After you reconcile incoming invoices to existing P/Os, you can post payables to the G/L account. After you post the payables, you can view information on payables through the G/L Inquiry screen and the G/L Ledger screen, as well as A/P Inquiry screen and the A/P Ledger screen.

### ► To post a payable:

1. On the A/P Entry screen, after you have selected the purchase orders for reconciliation, use the information in the **Approved** field to determine how you want to post the payable:
  - If the system has assigned a value of **Y**, you can print a check for the payable in one of two ways:
    - Use the A/P Preview Queue to print multiple checks for payables. For more information, see Printing Checks Overview.
    - Use the **Man Chk** hot key to print a single check for a payable. For more information, see Posting Manual Checks.

**Note:** If you display the A/P Entry screen in view-only mode, this hot key is not active.

- If the system has assigned a value of **N**, either because the difference amount exceeds the A/P Over/Short Maximum Parameters control maintenance record or because the Set All New A/P Entries to Not Approved control maintenance record is set to **Y**, the system prompts you to classify the payable as one of the following:
  - **Unapproved** – Indicates that an unreconciled difference needs to be approved.
  - **Disputed** – Indicates that you believe the vendor's invoice to be in error and that you are awaiting a credit.
  - **Unreceived** – Indicates that the invoice is for stock, which has yet to be received into inventory.
  - **A/P Over/Short** – Indicates that you do not want to look for small differences and for the system to approve the payable. This option only appears if the difference amount falls within the over/short parameters.

**Note:** The system allows you to enter a zero-balance payable and reconcile it to two off-setting P/Os. When you press **Esc**, the system prompts you to confirm your action.

2. Press **Esc** to post the payable. The system assigns the payable a seven-digit number prefixed with a **Y** and suffixed with a three-digit generation of **001**.

## Changing Posting Dates for Unapproved Payables

Use the Change Posting Date for Unapproved Payables screen to assign a new posting date to all selected unapproved payables. This can be useful if you want to track unapproved payables but still need to close the accounting period. Keep in mind that you can only change posting dates for payables that are still in an open accounting period.

### ► To change a posting date:

1. From the **System > Custom** menu, select **Change Posting Date for UNAP Payables** to display the Change Posting Date for Unapproved Payables screen.
2. In the **Br/Tr/All** field, enter the branch, territory, or **All** to determine in which areas you want to change posting dates.
3. In the **Select Date** field, enter a date for which you want unapproved payables to be updated with new posting dates. The system selects only those invoices that have a posting date on or before the specified date and that are still in an open accounting period.
4. In the **New Posting Date** field, enter the date that you want to apply to the selected unapproved payables.
5. Use one of the following hot keys to process the change:
  - **Begin** – Changes the current posting date for all selected unapproved payables to the new posting date. The system processes the change, closes the screen, and displays the message "AP Invoice Posted Dates Updated."
  - **Schedule** – Displays the Phantom Scheduler, where you can schedule when to change the current posting date to the new posting date. The system closes the screen, and when the system processes the change, it displays the message "AP Invoice Posted Dates Updated."

**Note:** To access this information with an alternative method, use the A/P Preview Queue and change the posting date. From the A/P menu, select **A/P Preview Queue**. Use the **Change View** hot key, and select **Post Date** as the view. In the **Start PayOn** field, enter the first day you want to select, for example, 02/01/04. In the **End PayOn** field, enter a new post date in the next open period, for example, 03/01/04.

## Redating Closed Directs

Because you do not typically know the actual shipment date of a direct P/O until after you receive the vendor's invoice, you sometimes need to change the shipping date on a closed P/O. After applying an invoice to an open direct P/O, use one of the following hot keys to display the Purchase Order Entry screen.

- **View** – Displays in view-only mode the P/O Entry screen for the selected P/O.

If there are no split terms applied and no payment on the order, you *can* edit the Pay On Date while in view-only mode. This functionality lets users use this screen the same way as the A/P Preview Queue. For example, you change the Pay On date when an invoice is old and in a closed period.

- **Edit** – Displays in edit mode the P/O Entry screen for the selected P/O.

Once on this screen, use the **ShipDates** hot key to change the shipping date. For more information, see Purchasing Overview.

## Deducting Amounts From Invoices

Use the A/P Invoice Deductions screen to specify a deduction amount and the reason for a deduction on an invoice. For example, if you receive slightly damaged goods, but decide that the material is usable, then you might discuss this with your vendor and then deduct that amount from the invoice.

### ▶ To deduct an amount from an invoice:

1. From the **A/P** menu, select **A/P Entry** to display the A/P Entry screen.
2. On the A/P Entry screen, use the **Deductions** hot key to display the A/P Invoice Deductions screen.
3. In the **Amount** field, enter the amount of the deduction to subtract from the payment amount.
4. In the **Reason** field, enter a brief explanation for taking the deduction.
5. Press **Esc** to apply the deduction and return to the A/P Entry screen.

The system displays the deduction in the **Deduct Amt** field. It also prints the deduction amount and the reason for it on the remittance advice section of the check.

## Splitting Payments

Use the Split Payments screen to spread payment of an invoice over multiple payment dates. This can be useful if you have a large invoice and a limited budget, or if you have parts of a delivery coming in and you want to coordinate your payments with the arrival of the deliveries. You can split payments in one of the following ways:

- Split a payment into unequal payments.
- Split a payment into equal payments.

To approve, pay, and print only one of multiple payments, you must use the A/P Preview Queue. For more information, see A/P Preview Queue Overview.

### ►To split a payment into unequal payments:

1. From the **A/P** menu, select **A/P Entry** to display the A/P Entry screen.
2. Use the **Split** hot key to display the Split Payments screen.

The screen displays with the amount of the invoice listed in both the **Pay Amt** field and in the first line item, which is posted to a single pay date.

3. Press **Enter** to move the cursor to the next line and enter a second date in the **Pay Date** column.
4. In the **Pay Amount** column, enter the amount of payment for that date.

The system subtracts the amount entered in the **Pay Amount** column for the second pay date from the amount originally listed in the **Pay Amount** column for the first pay date. The system redistributes the amounts for the **Inv Amount**, **Disc Amt**, and **Deduct Amt** columns accordingly.

5. At the system's prompt, move the cursor to the **Pay Date** associated with the **Pay Amount** that you want to reduce and press **Enter**.

**Note:** When you have more than two parts of a split payment, the system asks you to select which part of the payment you want to break down even further.

The system adjusts the amounts for that **Pay Date** accordingly.

6. Repeat steps 3, 4, and 5 as necessary.
7. Press **Esc** once you have split the payment as needed. The system splits the payment and displays **Split\*** in the **Pay Date** field of the A/P Entry screen.

**Note:** The system lets you make changes to the **Disc Amt** and **Deduct Amt** fields of a split payment in the same way you change the **Payment Amount** field.

### ►To split a payment into equal payments:

1. On the **Split Payments** screen, use the **Equal Payments** hot key.
2. At the prompt, type the number of payments you want to make and press **Enter**.

The system calculates and lists the amounts for each payment, invoice, discount, and deduction amounts.

3. Use the **Down Arrow** key to move the cursor to each of the new line items. For each line item, enter a payment date.
4. Press **Esc** to return to the A/P Entry screen.

The system displays **Split\*** in the **Pay Date** field.

## Viewing A/P Activity

Use the Change Log Viewing screen to display a history of all activity related to the payable displayed on the A/P Entry screen. Because you cannot edit the Change Log Viewing screen, it provides a secure audit trail for each payable.

### ►To view A/P activity:

1. From the **A/P** menu, select **A/P Entry** to display the A/P Entry screen.
2. On the A/P Entry screen, use the **Chng Log** hot key to access the Change Log Viewing screen.

The system displays the payable's history in the following fields:

Field	Description
<b>Change Log for</b>	The cash receipts transaction number for which the log is displayed.
<b>ShipDate/Inv#</b>	The generation number of the cash receipt transaction for which the log is displayed.
<b>User ID</b>	The ID of the user logged on to the terminal for which the log entry was made.
<b>Date</b>	The date on which the log entry was made.
<b>Time</b>	The time at which the log entry was made.
<b>Port</b>	The terminal port from which the log entry was made.
<b>Comment</b>	A brief description of the event that generated the log.

3. Use the **Change ShipDate/Inv#** hot key to open a selection screen that displays the comments for the selected log entry on which the cursor is positioned.

For a sales order, the Shipping Schedule screen displays the order generations. You can also select **ALL** to display the comments for the entire log.

## Assigning Foreign Currencies

In the upper right corner of the A/P Entry screen is a dollar sign (\$) that represents the **Currency Exchange** hot key. This hot key lets you enter a payable in a currency other than the base currency of your company.

When you enter a payable in a foreign currency, the system converts the amount to your system's base currency, using the current day's exchange rate, before storing it. The system also displays the selected currency and current day's exchange rate at the top of the screen when you assign a foreign currency. On zero dollar A/P invoices, the system applies any discrepancies to the currency exchange account at the time of entry so that a balance is not left on the invoice.

▶ **To assign a currency other than your company's base currency:**

1. From the **A/P** menu, select **A/P Entry** to display the A/P Entry screen.
2. Use the **Currency Exchange** hot key (**Alt-\$**) to display the Currency Exchange screen.
3. In the **Currency** field, press **F10** and select the currency you want to assign. The system translates all currency amounts to the **Exchange Rate** in effect on the transaction date.
4. Press **Esc** to save the currency exchange assignment.

The system displays open purchase order amounts in the assigned currency.

## A/P Entry Screen Field Descriptions

The following fields are on the header section of the A/P Entry screen. For information about the columns in the posting area of the screen, see AP Entry Screen Posting Views.

Field	Description
<b>Remit To</b>	The vendor to whom payment must be sent. The system populates this field after you enter the ship-from vendor.
<b>Ship From</b>	The vendor that shipped the products on the invoice.
<b>PostDate</b>	The date on which you want the payable posted to the general ledger. The system populates this field in with the current date, but you can enter any date within the open payables period.
<b>Payment Terms</b>	The ship-from vendor's payment terms, as designated in the <b>Terms Code</b> field on the Vendor Maintenance screen for this vendor. The system populates this field when you enter a vendor. For more information, see Terms Maintenance Overview.
<b>A/P Branch</b>	The branch paying the amount on the invoice. This branch does not need to correspond to the branch that received the goods.
<b>Batch ID</b>	The ID of the batch to which this payable belongs.
<b>Payable ID</b>	The unique ID number that the system assigns to this payable.
<b>Inv Date</b>	The date on the invoice received from the vendor.
<b>Invoice #</b>	The identifying number on the invoice received from the vendor. This field is not case sensitive.
<b>Inv Amt</b>	The total amount due on the invoice received from the vendor.
<b>Freight Amt</b>	The freight amount on the invoice received from the vendor. For more information, see Vendor Maintenance Overview.
<b>Tax Amt</b>	The tax amount on the invoice received from the vendor.
<b>Due Date</b>	The date the payment is due. The system populates this field based on the payment terms assigned to the ship-to vendor. For more information, see Vendor Maintenance Overview.
<b>Pay Date</b>	The date you are going to pay the invoice. The system populates this field based on the payment terms assigned to the ship-to vendor. For more information, see Vendor Maintenance Overview.
<b>Deduct Amt</b>	If you have used the <b>Deduct</b> hot key to enter an amount to be deducted from the invoice and the reason for the deduction, the system displays that amount in this field.
<b>Disc Amt</b>	The discount allowed if payment is made by the due date. The system populates this field, based on the payment terms assigned to the ship-to vendor. For more information, see Vendor Maintenance Overview.
<b>Payment Amt</b>	The amount for which the check will be written. The system calculates the value in this field by subtracting the <b>Disc Amt</b> and <b>Deduct Amt</b> from the <b>Inv Amt</b> using the following equation: <b>Inv Amt - (Disc Amt + Deduct Amt) = Payment Amt</b>

Field	Description
<b>Approved</b>	<p>Indicates whether or not the invoice is approved for payment.</p> <ul style="list-style-type: none"> <li>• The value remains <b>N</b> until the amount in the <b>Diff Amt</b> field is zero.</li> <li>• This value must be <b>Y</b> to generate a check to pay the invoice. If you override the <b>N</b> and change it to a <b>Y</b>, an asterisk (*) displays to indicate this.</li> </ul>
<b>Rec Amt - PO Amt - GL Acct = Diff Amt</b>	<p>The system populates these fields as you enter the transaction, show the following information:</p> <ul style="list-style-type: none"> <li>• <b>Rec Amt</b> – Displays the amount reconciled.</li> <li>• <b>PO Rec</b> – Displays a running total of the purchase order amounts being reconciled.</li> <li>• <b>GL Rec</b> – Displays the running total of the G/L accounts to which you are reconciling the payable.</li> <li>• <b>Diff Amt</b> – Displays the amount that needs to be assigned to a payable. When the <b>Diff Amt</b> reaches zero, the system changes the value in the <b>Approved</b> field to <b>Y</b>, and the invoice can be paid.</li> </ul>

## A/P Entry Screen Hot Key Descriptions

The following hot keys are available on the A/P Entry Screen:

Hot Key	Function
<b>Man Check</b>	First prompts you to select the bank account from which you are writing the check and then displays the Manual Check Posting screen, where you can enter the information about the check. This information is used to create a disbursement record in A/P Ledger.  <b>Note:</b> If you are displaying the A/P Entry screen in view-only mode, this hot key is not active.
<b>Ded</b>	Displays the A/P Invoice Deductions screen, which lets you specify a deduction amount and reason for the deduction. For more information, see <i>Deducting Amounts From an Invoice</i> .
<b>Adv</b>	Displays the A/P Advice Notation screen, which lets you enter comments to be printed on the remittance advice section of the check.
<b>Chg View</b>	Displays the A/P Entry View menu selections where you can change the type of information displayed in the posting columns at the bottom of the screen. For more information, see <i>A/P Entry Screen Posting Views</i> .
<b>Split</b>	Displays the Split Payments screen, which lets you spread payment of an invoice over multiple payment dates. For more information, see <i>Splitting Payments</i> .
<b>810</b>	Displays the EDI 810 Invoice Review Queue, which gives you access to the EDI data that was used to create this payable. This hot key is only activated if the currently displayed payable was created through EDI.
<b>Detail Notes</b>	Displays the A/P Notes screen, which lets you enter notes relevant to this entry. This information displays on the General Ledger report when you use the Detail option. For more information, see <i>Running the General Ledger Report</i> .

Hot Key	Function
<b>Inq</b>	<p>Displays six options that let you access relevant inquiry programs. The system populates the appropriate data on these screens from the displayed payable entry.</p> <ul style="list-style-type: none"> <li>• <b>A/P Inquiry</b> – Displays the A/P Inquiry screen. For more information, see A/P Inquiry Overview.</li> <li>• <b>A/P Ledger</b> – Displays the A/P Ledger screen. For more information, see A/P Ledger Overview.</li> <li>• <b>Vend Inven Hist</b> – Displays the Inventory History Ledger screen. For more information, see Using the Inventory History Ledger.</li> <li>• <b>Vendor Notes</b> – Displays a list of User-Defined Vendor Notes topics, from which you can select one to enter or view a note for this vendor. For more information, see Vendor Maintenance Overview.</li> <li>• <b>View Ven Activity</b> – Displays the Vendor Activity Log Tracker Viewing screen for the ship-from vendor. For more information, see Viewing Entity Activity Logs.</li> <li>• <b>Entr Ven Actvty</b> – Displays the Call Tracking Entry screen with the ship-from vendor's name populated. For more information, see Call Tracking Overview.</li> <li>• <b>Addl Address</b> – Displays the Additional Addresses screen, where you can enter more addresses for your vendors.</li> </ul>
<b>Exp</b>	<p>Displays the Exp Distr (Expense Distribution) screen, which lists expense distribution plans defined for this vendor. For more information, see Vendor Maintenance Overview.</p> <p>Use to distribute non-inventory expenses, such as operating or promotional expenses, between branches, profit centers, or both. After selecting a plan, the system applies the payable to the designated G/L accounts according to the percentages defined in the plan.</p>
<b>XCancel</b>	<p>Cancels an existing payable. The system prompts you to confirm the deletion, and then prompts you to enter a reason for the change.</p>
<b>View</b>	<p>Displays the Purchase Order Entry screen for the selected purchase order in view-only mode. For more information, see Purchase Orders Overview.</p>
<b>Edit</b>	<p>Displays the Purchase Order Entry screen for the selected purchase order in edit mode if the posting date for the purchase order is not in a closed accounting period. For more information, see Editing Purchase Orders.</p>
<b>Chng Log</b>	<p>Displays the Change Log Viewing screen, which displays a history of all activity related to the payable currently displayed. For more information, see Using the Change Log Viewing Screen.</p>
<b>Alt-~</b>	<p>When viewing a processed payable, use the <b>Alt-~</b> (tilde) hidden hot key to display the general ledger posting for the transaction.</p> <ul style="list-style-type: none"> <li>• The screen always displays a credit to Accounts Payable Trade.</li> <li>• If the payable is linked to a purchase order, the system debits the Unbilled Accounts Payable and might debit the Freight Charges.</li> <li>• If it is a non-inventory payment, the system applies a credit to an expense account.</li> </ul> <p><b>Note:</b> Other general ledger postings could exist.</p>

## A/P Entry Screen Posting Views

When you first display the A/P Entry screen, the system assumes that the payable you are entering is associated with a purchase order. It displays a list of open purchase orders for the designated vendor in the posting area columns using the P/O, Freight, & Bol view. If no open purchase orders exist, the system displays the fields in the G/L Distribution view.

Use the **Chg View** hot key to display any of the views available on this screen:

- P/O, Freight, & Bol
- P/O & Terms
- P/O & Order ID
- G/L Distribution
- G/L Distribution & Subledger

### P/O, Freight, & Bol View

Displays open purchase orders with freight information, from which you can select the purchase orders to which the payable applies. This is the default view.

**Note:** Once you have reconciled a P/O, you can not add a freight vendor/BOL.

Field	Description
<b>P/O #</b>	The purchase order number.
<b>S</b>	An asterisk in this field indicates that this purchase order has been selected for payment.
<b>Rec Date</b>	The date that you received the purchase order.
<b>Frnt</b>	Indication of <b>Y</b> or <b>N</b> whether the vendor is freight allowed. <ul style="list-style-type: none"> <li>• <b>Y</b> – Indicates that the vendor pays the freight.</li> <li>• <b>N</b> – Indicates that the vendor bills for freight.</li> </ul>
<b>Freight</b>	The freight amount on the purchase order. If a freight vendor, such as UPS, shipped items on this purchase order and the freight charges are on the freight vendor's bill of lading, the system displays <b>*BOL*</b> .
<b>PO Total</b>	The total amount of the purchase order. An <b>L</b> after the total amount indicates that the order generation is a lot item generation; when you press the <b>Spacebar</b> to select it, the system displays the A/P Open Lot Item screen. For more information, see Lot Item Order Shipment Reconciliation.

## P/O & Terms View

Displays open purchase orders, with terms information replacing freight information, from which you can select the purchase orders to which this payable applies.

Field	Description
<b>Br</b>	The branch number to be charged for the expense.
<b>P/O #</b>	The purchase order number.
<b>S</b>	An asterisk in this field indicates that this purchase order has been selected for payment.
<b>Rec Date</b>	The date that you received the purchase order.
<b>Frt</b>	Indication of whether the vendor is freight allowed. <ul style="list-style-type: none"> <li>• <b>Y</b> – Indicates that the vendor pays the freight.</li> <li>• <b>N</b> – Indicates that the vendor bills for freight.</li> </ul>
<b>Terms</b>	The terms code associated with the purchase order.
<b>PO Total</b>	The total amount of the purchase order. An L after the total amount indicates that the order generation is a lot item generation; when you press the <b>Spacebar</b> to select it, the system displays the A/P Open Lot Item screen.

## P/O & Order ID View

Displays open purchases orders along with the existing purchase order numbers from your company.

Field	Description
<b>Br</b>	The branch number to be charged for the expense.
<b>P/O #</b>	The purchase order number.
<b>S</b>	An asterisk in this field indicates that this purchase order has been selected for payment.
<b>Rec Date</b>	The date that you received the purchase order.
<b>Frt</b>	Indication of whether the vendor is freight allowed. <ul style="list-style-type: none"> <li>• <b>Y</b> – Indicates that the vendor pays the freight.</li> <li>• <b>N</b> – Indicates that the vendor bills for freight.</li> </ul>
<b>Order ID</b>	The previously existing purchase order number.
<b>PO Total</b>	The total amount of the purchase order. An L after the total amount indicates that the order generation is a lot item generation; when you press the <b>Spacebar</b> to select it, the system displays the A/P Open Lot Item screen.

## G/L Distribution View

Displays distribution-related columns where you can post non-inventory invoices, such as promotional or advertising charges, and expenses such as telephone, office supplies, or utilities from the designated vendor to the appropriate G/L account.

Field	Description
<b>Br</b>	Enter the branch number to charge for the expense.
<b>G/L Account</b>	Enter the G/L account to which to apply the designated amount. The system displays the first 30 characters of the Full Description of the selected G/L account in this field, unless the Display Short Description For G/L Accounts In A/P Entry control maintenance record is set to <b>Y</b> .
<b>SubLedger</b>	Enter the name of the subledger account associated with the A/P entry. You can only enter a subledger account name if this account has been set up for subledgers. For more information, see Creating Subledger Accounts.
<b>Amount</b>	Enter the amount to post to the designated account. The system displays a Note window, where you can enter detail notes about the invoice. This information displays on the General Ledger report when you use the Detail option. For more information, see Running the General Ledger Report.

## G/L Distribution & SubLedger View

Displays distribution and subledger-related columns where you can post non-inventory invoices, such as promotional or advertising charges, and expenses such as telephone, office supplies, or utilities from the designated vendor to the appropriate G/L account. [Click here to see this view.](#)

Field	Description
<b>Br</b>	Enter the branch number to be charged for the expense.
<b>G/L Account</b>	Enter the G/L account to which the designated amount should be applied. The system displays the first 30 characters of the Full Description of the selected G/L account in this field, unless the Display Short Description For G/L Accounts In A/P Entry control maintenance record is set to <b>Y</b> .
<b>SubLedger</b>	Enter the name of the subledger account associated with the A/P entry. You can only enter a subledger account name if this account has been set up for subledgers. For more information, see Creating Subledger Accounts.
<b>Amount</b>	Enter the amount to be posted to the designated account.

## Lot Item Order Shipment Reconciliation Overview

Use the A/P Open Lot Item screen to specify vendor invoice amounts related to completing reconciliation for a lot item. This screen only displays if a lot item is on the specified order generation. Enter the vendor invoice amount that relates to the Lot Item in the **A/P Billed** field. You can access this screen by entering the Direct P/O number in the **Ship From** field on the A/P Entry screen.

For more information about how to use this screen, see Reconciling Lot Item Shipments.

If a direct shipment order includes lot items, the system invoices the customer as soon as the purchase order has been reconciled.

The system posts general ledger allocations of costs, sales, discounts, freight, and handling to each product on an order. In the case of lot item orders, the system posts only to the lot item product, not to its material detail.

A lot item is considered open until all customer and vendor billing is complete and all generations are complete or canceled. At this point, the amount in the **A/R Billed** field equals the amount in the **Lot Price** field, and **A/P Billed** equals **Lot Cost**.

To process lot item order shipment reconciliations, use the following procedures:

- Reconciling Lot Item Shipments
- Reconciling Partial Lot Item Shipments
- Scheduling Lot Item Backorder Shipments

## Reconciling Lot Item Shipments

Before you can invoice the customer or pay the vendor, you must reconcile the products received to the vendor's invoice. You enter the information from the vendor's invoice on the A/P Entry screen, select the lot item order generation, and then use the A/P Open Lot Item screen to enter the amount the vendor invoiced for the products. If the order was entered using the material detail pricing method, the Lot Item Material Detail screen displays instead. If prices or costs don't match, you can change them. The shipment is marked as Hold or Release, depending on a generations hold or release status. After you have reconciled the lot item shipment, the system processes the customer order for invoicing.

### ► To reconcile a lot item shipment:

1. From the **A/P** menu, select **A/P Entry** to display the A/P Entry screen.
2. Complete the following fields, as needed:

Field	Description
<b>PostDate</b>	The date the invoice posts to the general ledger.
<b>A/P Branch</b>	The branch that sold the lot items
<b>Batch ID</b>	A number that identifies the batch.
<b>Ship From</b>	The vendor who shipped the lot item materials to the customer. Enter a partial name to select from a list, or enter the sales order identifier.

3. When prompted, select **New** to create a new payable. All unpaid purchase order amounts are listed.
4. Use the information on the vendor's invoice to complete the following fields:

Field	Description
<b>Inv Date</b>	The date the vendor sent the invoice.
<b>Invoice #</b>	The number that identifies the vendor's invoice.
<b>Inv Amt</b>	The amount the vendor billed your company for the shipped items.

5. Review or edit the following fields, as needed:

Field	Description
<b>Remit To*</b>	The address of the entity that will receive the payment.
<b>Payment Terms</b>	A code used to calculate the payment due date.
<b>Payable ID#*</b>	A system-assigned number used to identify the payment.
<b>Freight Amount</b>	The amount of the payment due for freight charges
<b>Tax Amount</b>	The amount of the payment due for tax
<b>Due Date</b>	The date by which payment must be made to be considered on time.
<b>Pay Date</b>	The date by which payment must be made to receive a discount, if any.

Field	Description
<b>Deduct Amt*</b>	The amount deducted from the payment for taxes. Used only if the customer has not supplied you with their tax ID by the time the order was processed.
<b>Disc Amt</b>	The amount deducted from the payment for early payment or bulk orders, if applicable.
<b>Approved</b>	Identifies whether the invoice is approved for payment. The value is <b>N</b> until the value in the <b>Diff Amt</b> field becomes zero, at which time the value automatically changes to <b>Y</b> . This value must be <b>Y</b> to generate a check to pay the invoice.  <b>Note:</b> If the payment made is greater than the cost of the lot order, the system sets this status to <b>N</b> .
<b>Rec Amt*</b>	The amount you entered in the <b>Inv Amt</b> field.
<b>PO Rec*</b>	The amount entered on the purchase order.
<b>GL Rec*</b>	The amount recorded in the general ledger for the order generation to date.
<b>Diff Amt*</b>	The amount still needing to be reconciled.

\* View-Only

6. Do any of the following, as needed:

**Note:** For information about additional hot keys, see A/P Entry Screen Hot Key Descriptions.

To...	Use this hot key...
write a manual check	<b>Man Check</b> Prompts you to select the bank account from which funds will be disbursed. Select an option to display the Manual Check Posting screen.
specify a deduction amount and reason for the deduction	<b>Ded</b> The A/P Invoice Deductions screen displays.
enter comments to print on the remittance advice section of the check	<b>Adv</b> The A/P Advice Notation screen displays.
spread payment of an invoice over multiple payment dates	<b>Split</b> The Split Payments screen displays.
enter notes relevant to this entry	<b>Detail Notes</b> The A/P Notes screen displays.
view additional information about the payable	<b>Inq</b> Inquiry program options display. Select an option to display the inquiry screen.
cancel an existing payable	<b>X-Cancel</b> Prompts you to confirm the deletion, and then prompts you to enter a <b>Reason for the Change</b> .
view the original sales order for the lot item, select the lot item payable and	<b>View</b> The lot item displays on the Sales Order Entry Body screen.

To...	Use this hot key...
edit the lot item details, select the lot item payable and	<b>Edit</b> The lot item displays on the Sales Order Entry Body screen.
review the history of all activity related to the payable	<b>Chng Log</b> The Change Log Viewing screen displays.

- Use the **Chg View** hot key to display the PO & Order ID view.
- In the **P/O #** column, navigate to the lot item order generation and press the **Spacebar** to do one of the following:

If material detail pricing is...	The...
enabled	Lot Item Material Detail screen displays. Continue with the next section.
disabled	A/P Open Lot Item screen displays. Continue with the To reconcile an open lot item section.

▶ **To review or edit material or shipment details:**

- On the Lot Item Material Detail screen, verify that the total unit cost equals the amount on the vendor's invoice.
- Do one of the following:

If the totals...	Do this...
match	press <b>Esc</b> to display the A/P Open Lot Item screen.
do not match	continue with the next step.

- Select the order generation. Compare the vendor invoice to the listed material costs.
- Use the **Change Shipment** hot key to display the shipment information.
- Verify that the product's shipment quantity and unit cost match the invoice amounts. If not, schedule the missing items for shipment to transfer them to other generations.
- Repeat steps 3-5 for each material. When the total of the extended detail costs equals the vendor invoice amount, press **Esc** to display the A/P Open Lot Item screen.

▶ **To reconcile an open lot item:**

- On the A/P Open Lot Item screen, review the following fields:

Field	Description
<b>Cust</b>	The customer's name.
<b>ID</b>	The customer's identification number.
<b>Lot Item Desc</b>	A description of the lot item from the sales order.
<b>Order ID</b>	The sales order number.

Field	Description
<b>Material Detail Pricing</b>	Identifies whether Material Detail Pricing is enabled.
<b>Advance Billing Factor</b>	A multiplier used for customer advance billing calculation.
<b>BrkPoint%</b>	The percentage of vendor billing when the customer billing rate changes.
<b>Reconcile Ship Date</b>	The ship date of the order generation being reconciled.
<b>Lot Price</b>	Total customer price for the entire lot item.
<b>Lot Cost</b>	Total vendor cost for the entire lot item
<b>Open Price*</b>	Total remaining (open) lot price, before reconciling.
<b>Open Cost*</b>	Total remaining (open) lot cost, before reconciling.

\* Updates when you return to A/P Entry.

2. If the value in the **Reconcile Ship Date** field is not correct, do the following:
  - Use the **Material Detail** hot key to display the Lot Item Material Detail screen.
  - Use the **Chng Shipment** hot key and select the date from the list.
3. In the **A/P Billed** field, do one of the following:
  - Enter the amount of the vendor invoice you are reconciling for payment. The system warns you if the amount is greater than the open cost.
  - Leave the field blank. Use the **Material Detail** hot key to display the Lot Item Material Detail screen. Enter the material detail prices and costs from the vendor's invoice. When you press **Esc**, the extended totals of the material detail prices and costs can be copied into the **A/R Billed** and **A/P Billed** fields.

**Note:** If you enter an amount in the **A/P Billed** field and then change amounts on the Lot Item Material Detail screen, the system prompts you to decide whether to replace the A/P billed amount with the material detail total.

4. To change the amount the customer will be billed, edit the **A/R Billed** field. You can enter any amount that does not exceed the open price. If you round-off the amount, for example, an asterisk (\*) indicates that the system has overridden the amount. To clear an override, press the **Spacebar**.
5. Press **Esc** to return to the A/P Entry screen. If the lot item has no other open ship date generations and the lot price or lot cost are not billed in full, the system prompts you to schedule a backorder shipment.

**Note:** On the Lot Item Status screen, the system updates the **A/R Billed** field to show the total amount of customer invoices and the **A/P Billed** field to show the total amount reconciled for payment to the vendor.

► **To complete the transaction:**

1. Verify that the amount in the **Inv Amt** field equals the amount in the **PO Rec** field. If it does, the **Diff Amt** field should be zero, and the invoice approved for payment.
2. Press **Esc** to do one of the following:

If the value in the Approved field is...	then...
Y	the system processes the transaction and sends the customer invoice to the print queue. The invoice will print with the next print cycle.
N	select the account to which to post the unreconciled amount.

**Lot Item Order Prompts**

Prompt	Displays when...
<b>Do You Wish to Reconcile this Lot Item Generation with Zero Cost? (Y/N)</b>	the distributor releases material detail to the customer with zero price and zero cost. and you want to close out a generation with zero cost. If you enter <b>Y</b> , the generation process.
<b>There is No More Material Detail Scheduled. Do You wish to Complete the Billing? (Y/N)</b>	all the material detail has been delivered, but the vendor has accidentally under-billed the distributor. If you enter <b>Y</b> , the system bills the unbilled portion of the total lot price.

## Reconciling Partial Lot Item Shipments

Occasionally, a vendor may not have enough inventory in stock to ship an entire order. When this happens, you reconcile only the products actually received against the products ordered. You can then invoice the customer and pay the vendor for only the quantity received, following the process for reconciling complete lot item shipments.

### ► To reconcile a partial lot item shipment:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry Body screen.
2. Open the order containing the lot item.
3. Use the **NonStk/Lot** hot key to display the Lot Item Status screen.
4. Use the **Material Detail** hot key to display the Lot Item Material Detail screen.
5. Use the **Change Shipment** hot key and select **New**.
6. Use the **Change Shipment** hot key again and select the original shipment date generation that matches the vendor invoice.
7. For each item not shipped, use the **Detail Schedule** hot key to schedule the products for the new shipment date. When you are done:
  - The items on the original ship date generation must match the partial shipment information on the vendor's invoice.
  - The items not shipped must be scheduled for the new ship date generation.
8. Finish reconciling the lot item shipment.

## Scheduling Lot Item Backorder Shipments

If the lot item has no other open ship date generations and the lot price or lot cost are not billed in full, the system prompts you to create a new backorder ship date. The system determines this date based on the vendor's **B/O Days** field setting in Vendor Maintenance. This setting takes into account how long, on average, manufacturing items takes when determining when more of the product will be available to ship. You can change the date to any date after the suggested date. Use the new ship date generation to complete the lot item's billing at a later time.

### ► To schedule a lot item backorder shipment:

1. On the A/P Entry screen, when the backorder prompt displays, do one of the following:
  - Accept the suggested backorder date.
  - Enter the backorder ship date at the prompt.
2. Press **Enter** to process both the sales order and the purchase order, to create a new generation that does not include materials, and to return to the A/P Entry screen.
3. Finish reconciling the lot item shipment.

**Note:** To see the backorder generation you just created, refresh the A/P Entry screen by closing it completely and then reopening it.

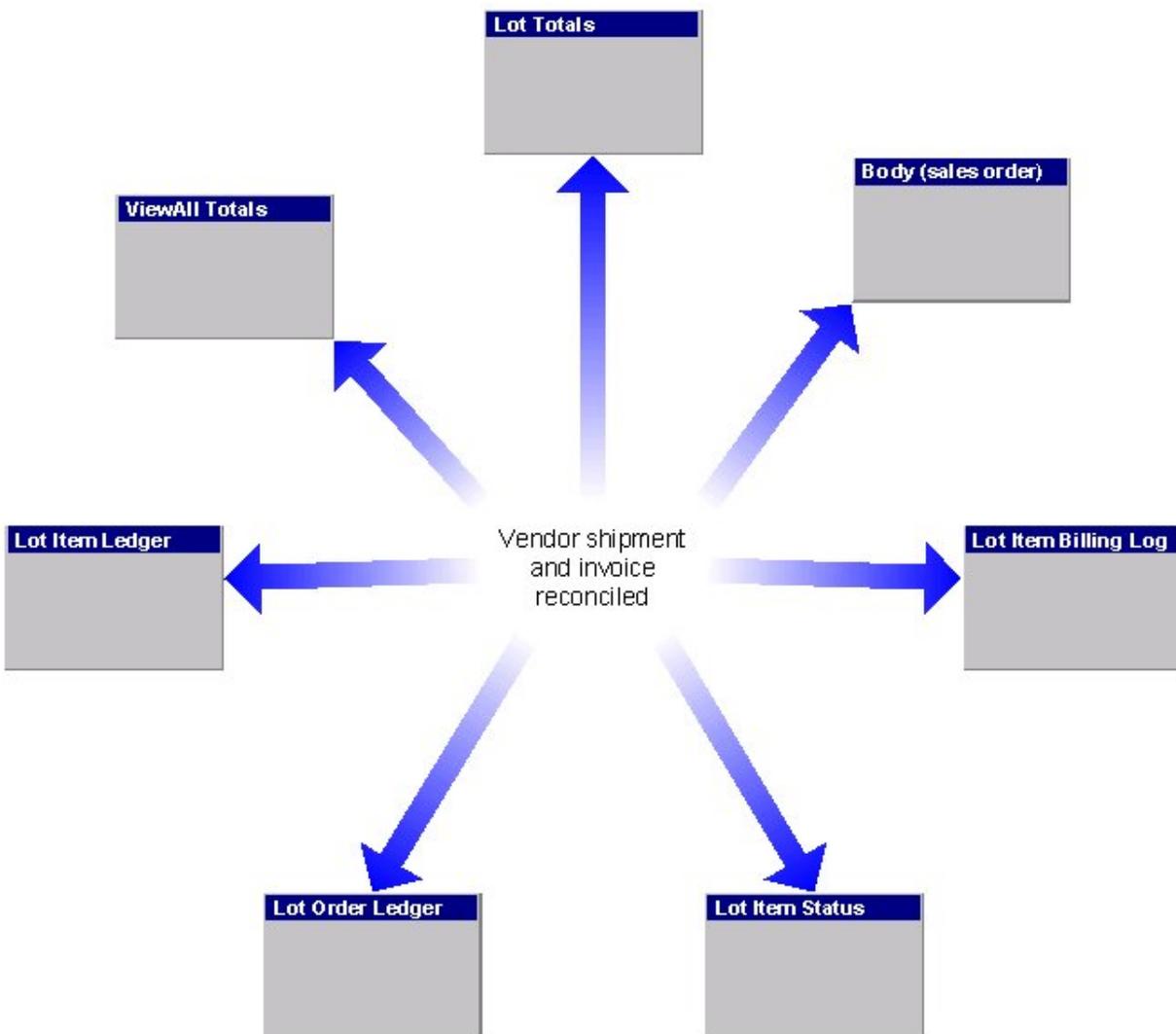
### Backorder Prompts

Prompt	Displays when...
<b>Total Lot Cost not Reconciled in Full</b> <b>Total Lot Price not Billed in Full</b> <b>Create B/O Ship Date On: &lt;date&gt;</b>	The amount in the <b>A/P Billed</b> field is less than the amount in the <b>Open Cost</b> field, and the amount in the <b>A/R Billed</b> field is less than the amount in the <b>Open Price</b> field.
<b>Total Lot Cost not Reconciled in Full</b> <b>Create B/O Ship Date On: &lt;date&gt;</b>	The amount in the <b>A/P Billed</b> field is less than the amount in the <b>Open Cost</b> field, which means that you billed the customer before the shipment arrived from the vendor.
<b>Total Lot Cost has been reconciled.</b> <b>Bill the remaining price? (Y/N)</b>	The amount in the <b>A/R Billed</b> field is less than the amount in the <b>Open Price</b> field. If you enter <b>Y</b> , the system updates the <b>A/R Billed</b> field value to match the value in the <b>Open Price</b> field. If <b>N</b> , the next prompt displays.
<b>Total Lot Price not Billed in Full</b> <b>Create B/O Ship Date On: &lt;date&gt;</b>	You choose not to bill the remaining amount in the <b>Open Price</b> field.

## How Eclipse Updates Reconciled Lot Item Shipments

After you complete the reconciliation of materials in a vendor shipment against the vendor invoice, the system updates several lot item change logs, ledgers and other screens.

Click a form and leave the cursor positioned over it to view changes made to the displayed screen, or see Screen Updates for a list of changes.



## Recurring A/P Entry Overview

Use the Recurring A/P Entry program to enter an A/P invoice once and then schedule it for recurring postings at specified times. For example, if your company has standard A/P entries that are made at regular intervals, such as monthly rent or loan payments, you can create and schedule recurring payments and let the system do the postings at the specified times.

Use the following procedures to set up and run recurring A/P entries:

- Creating Recurring AP Entries
- Running Recurring AP Entries

## Creating Recurring A/P Entries

Use Recurring A/P Entry to create or modify a template for payments you make on a regular basis. For each recurring payment, you create a separate template.

For example, if you wanted to pay the rent on your property on the 15th of every month, use the Recurring A/P Entry screen to create a template that establishes the payment amount, who the payment goes to, when the payment is made, as well as other standard information on that particular payment.

When you have finished creating the recurring A/P entry templates that you need, use the procedure for Running Recurring A/P Entries to start the process of having that payment occur on a regular basis.

**Note:** Users must be authorized for branches for which they want to create and edit recurring A/P entries. For more information, see Assigning Branches to Users.

### ► To create or modify a recurring A/P entry:

1. From the **A/P > Recurring A/P Entry** menu, select **Recurring A/P Entry** to display the Recurring A/P Entry screen.
2. In the **ID** field, do one of the following to either create or modify a recurring entry:
  - To create a recurring entry, enter **New**, then press **Enter**. The system assigns your template an ID number.
  - To modify a recurring entry, press **F10** and select from a list of recurring entry templates.

**Note:** If you select an expired entry, the word "Expired" displays in the upper right corner of the screen.

3. In the **Desc** field, enter a descriptive name for the recurring entry, up to 40 characters.
4. The system populates the fields on the screen, based on data you enter on the A/P Entry screen:

Field	Description
<b>Vendor</b>	The vendor to whom the payment is sent.
<b>Inv #</b>	The vendor's invoice number to which this payment is applied.
<b>Br</b>	The branch paying the invoice.
<b>Total</b>	The total amount due for the invoice.

5. In the **Start Date** field, enter the date on which you want the first recurring entry to post.
6. In the **End Date** field, enter a date if you want the system to stop posting the recurring entry by that date.

7. In the **Expire Qty** field, enter a number if you want the system to stopping posting the recurring entry after that many times.
- Note:** If you populate both the **End Date** and **Expire Qty** fields, the system uses the field option that expires first.
8. In the **Next Date** field, enter the date of the first posting. Keep in mind the following:
- After the posting date occurs, the system uses this date to calculate the next posting date.
  - You can enter a date in the past, and the system posts pre-dated A/P entries. However, if a posting date is in a closed period for a payables account, the system posts the A/P entry on the first available date that is in an open accounting period along with a note explaining the source of the transaction. Also, if you change this date to a date in the past on an existing recurring journal entry, you may get duplicate A/P entries.
9. In the **Posted Qty** field, the system populates this field with the number of postings made to date as a result of this recurring template.
10. Place an asterisk next to any of the following fields to determine how often you want the system to repeat the recurring entry:

Time Frame	Description
( ) <b>Daily</b>	Indicates the recurring entry repeats daily.  <b>Note:</b> If you select this field, you cannot enter an asterisk in any of the day of the week fields.
( ) <b>Weekly</b>	Indicates the recurring entry repeats weekly interval, for example, on every Wednesday. If you select this field, the system places an asterisk next to the day of the week field, ( ) Monday through ( ) <b>Sunday</b> , that corresponds to the <b>Start Date</b> . You can do either of the following: <ul style="list-style-type: none"> <li>• Place an asterisk next to additional days of the week to include them in the repeating schedule, such as every Monday, Wednesday, and Friday.</li> <li>• Move the asterisk to a different day of the week to...</li> </ul>
( ) <b>Monthly</b>	Indicates the recurring entry repeats monthly, by day or by date. To select which option, by day or by date, press <b>F10</b> and select Monthly by Day or Monthly by Date.
( ) <b>Yearly</b>	Indicates the recurring entry repeats yearly.
( ) <b>Interval</b>	Indicates the recurring entry repeats for the frequency you enter of the daily, weekly, monthly, or yearly repeat. The default entry is <b>1</b> . To indicate an interval, in this field, enter the number you want the interval to run. For example, an interval of 3 for a daily entry causes the entry to repeat every third day. An interval of 2 for a weekly entry on Wednesdays causes the event to repeat every second Wednesday.

**Note:** Each day of the week has a highlighted letter that can be used as a hot key to select that day.

After you select the repeating options, the system displays a description of how this entry repeats in the area at the bottom of the screen.

11. Use the **A/P Entry** hot key to display the A/P Entry screen.
12. Enter the A/P entry accounts and amounts to post every period according to the template.
13. Press **Esc** to return to the Recurring A/P Entry screen.
14. Use the following hot keys as necessary:

Hot Key	Description
<b>History</b>	<p>Displays a list of the IDs and invoice dates of each A/P entry that has occurred as a result of the displayed A/P entry.</p> <p>The ID numbers assigned to recurring A/P entries are prefixed with the letters YA. This prefix distinguishes them from regular A/P entries, which are prefixed with the letter Y. Cancelled entries have a .XXX suffix.</p> <p>To view the details of a particular entry on the A/P Entry screen, position the cursor on an ID number and press <b>Enter</b>.</p>
<b>Delete</b>	Deletes the displayed recurring A/P entry.
<b>Clear</b>	Clears all the asterisks (*) from the fields.
<b>Log</b>	Displays the Maintenance Log Viewing screen, where you can view a record of every change made to the displayed recurring journal entry.

15. Press **Esc** to save the recurring A/P Entry template.

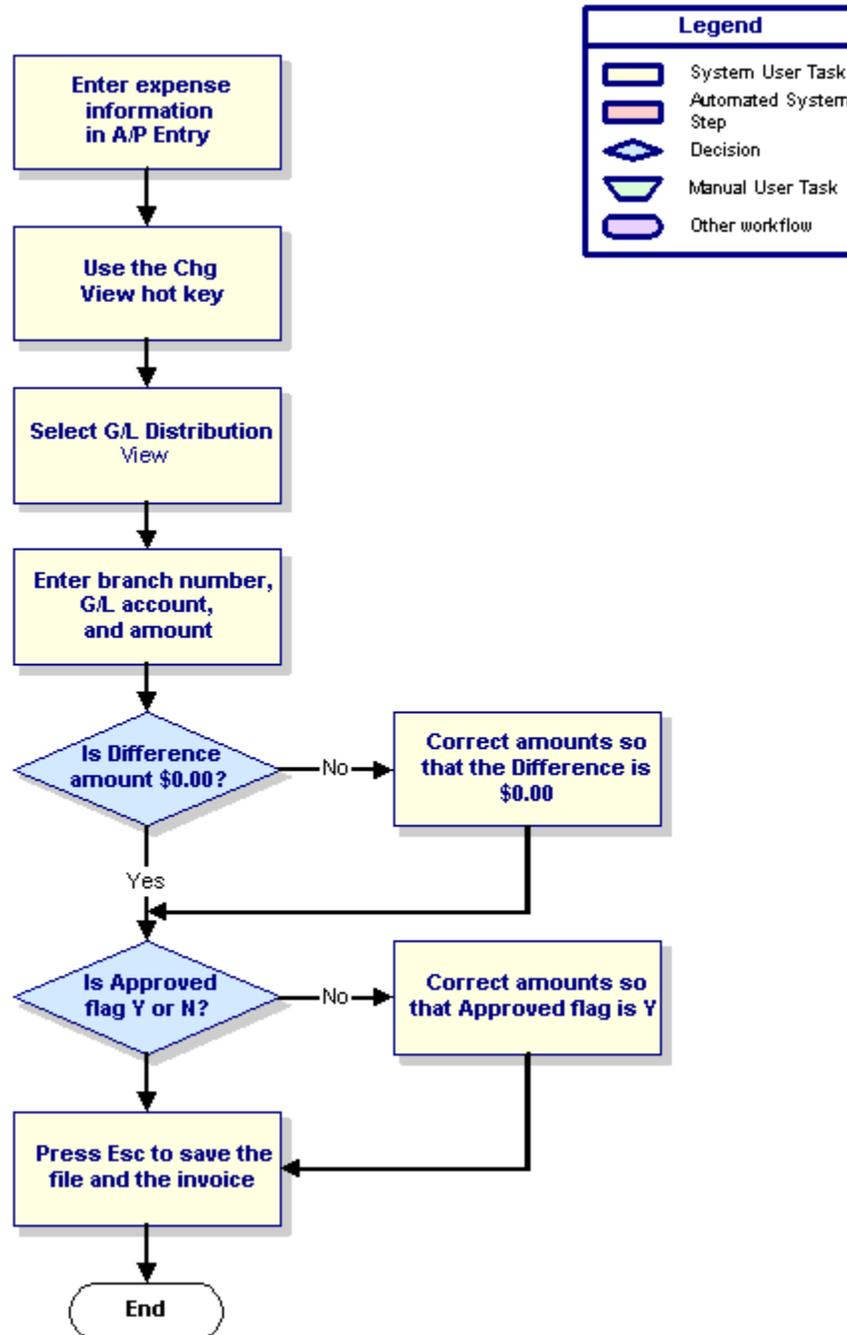
## Running Recurring A/P Entries

Use Recurring A/P Posting to set up your recurring postings to run right away, or to schedule them to run at a later date and time. This function uses the Phantom Scheduler screen, but populates some of the information from the recurring A/P entry template that you have selected to run. For more information, see Scheduling Phantom Processes.

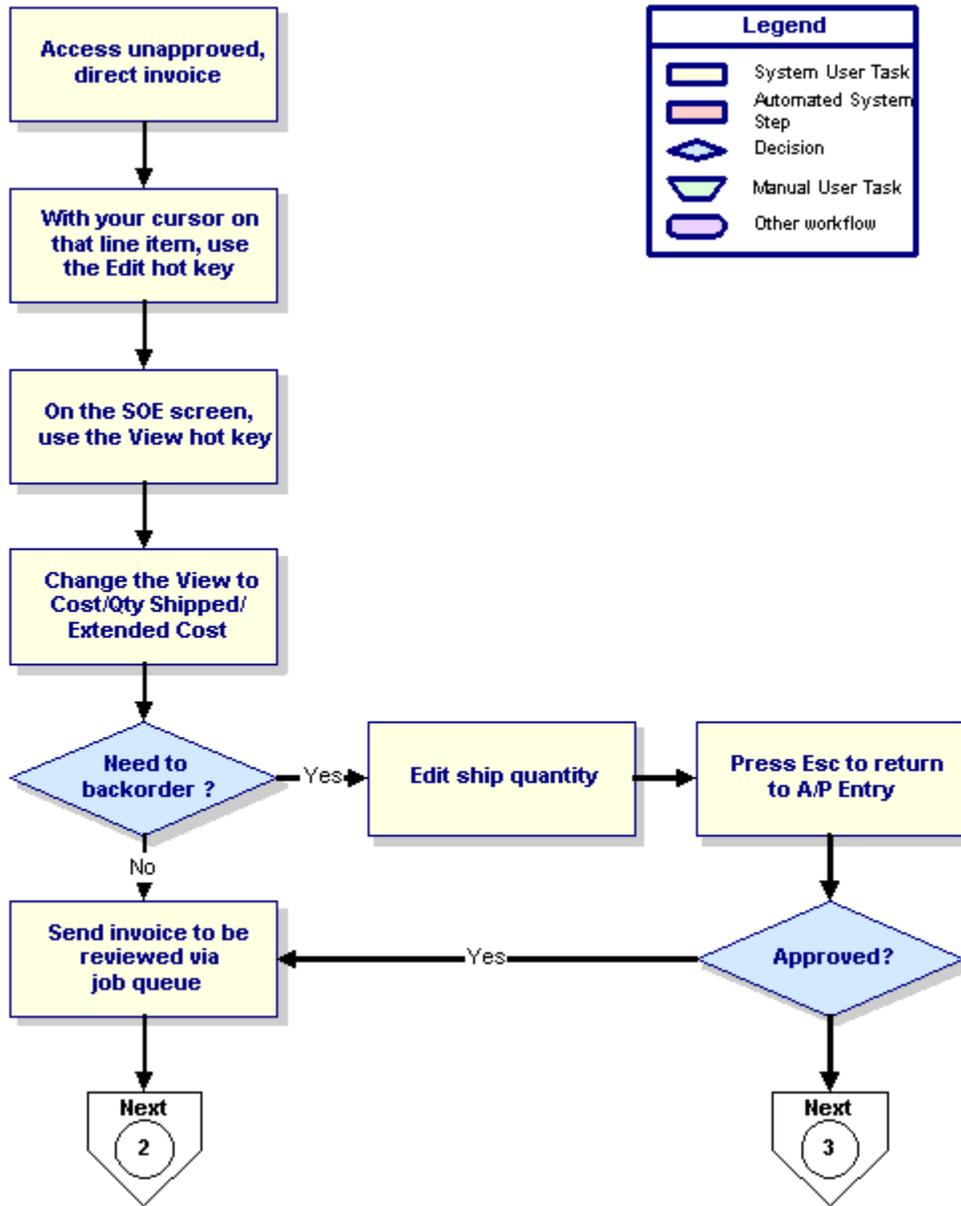
### ► To run or schedule a recurring A/P entry:

1. From the **A/P > Recurring A/P Entry** menu select **Recurring A/P Posting** to display the Recurring A/P Posting screen.
2. Select **Run Scheduler** to display the Phantom Scheduler screen.  
The system populates the **Title**, **Start Time**, and **Start Date** fields with the name of the event, the current time, and the current date.
3. To update the time and date, move the cursor to the **Start Time** and **Start Date** fields and enter the new information.
4. In the **Expire Date** field, do one of the following:
  - To reschedule the procedure indefinitely, leave this field blank.
  - To end the procedure on a specific date, enter that date.
5. In the **Reschedule** area, place an asterisk (\*) next to the frequency you want your reschedule to run. For example, you can select **Monthly** to have the recurring posting occur on a monthly basis.  
You can select any or all of the days of the week, Monday through Sunday, or you can select one of the times in the right hand column:
  - **Daily**
  - Weekly
  - Monthly
  - Yearly
  - Calendar Month End
  - Quarterly
6. In the **Repeat Every \_\_\_ Minutes** field, if you want the procedure to run more than once a day, enter the number of minutes between runs. For example, to have the posting occur every two hours, enter 120.
7. In the **Until** field, if you want the procedure to not run later than a specified time during the day, enter that time. For example, if you want the postings to stop at 5 o'clock, enter 17, for 17 hundred hours, military time.
8. Press **Esc** to save the information and exit the screen.

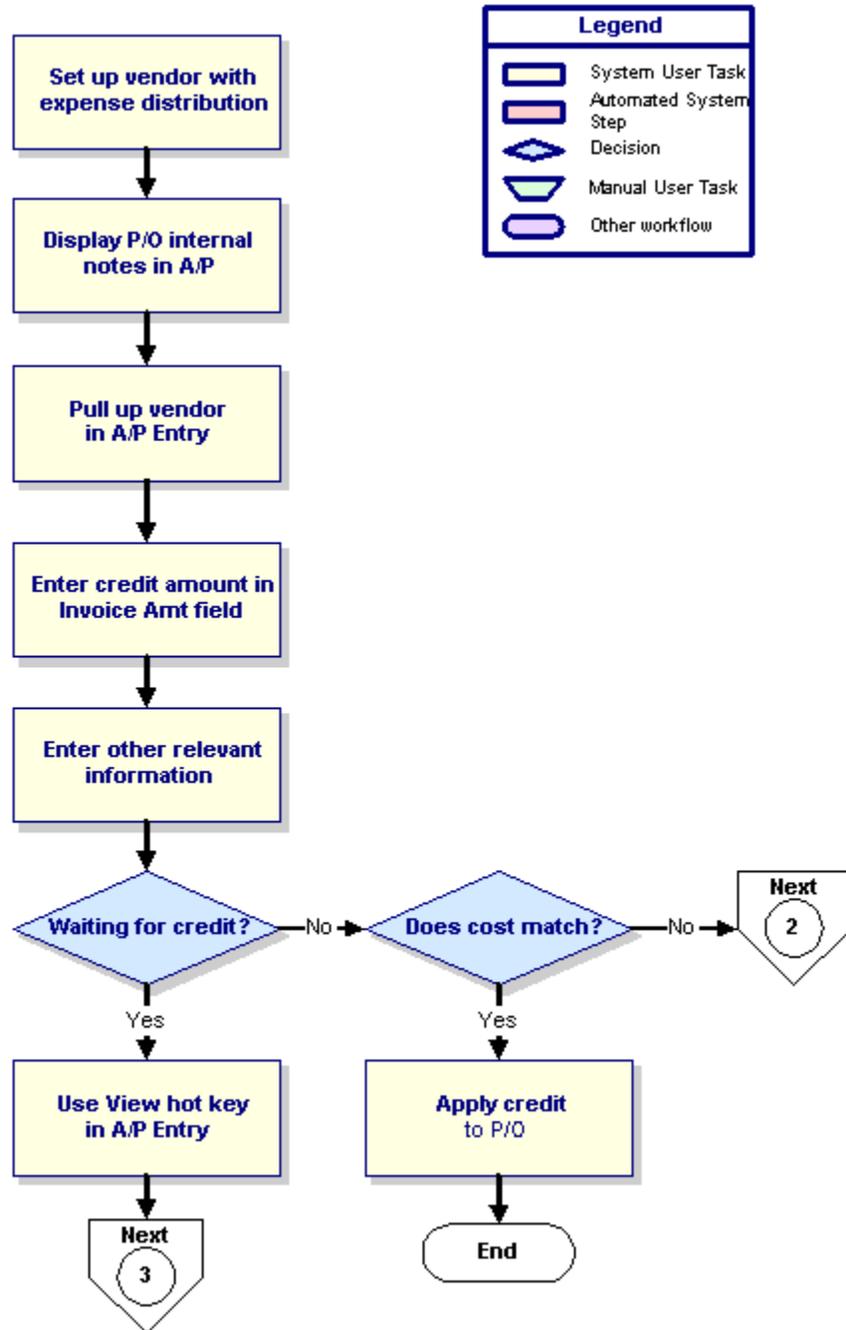
# Entering Expenses in Accounts Payable Workflow



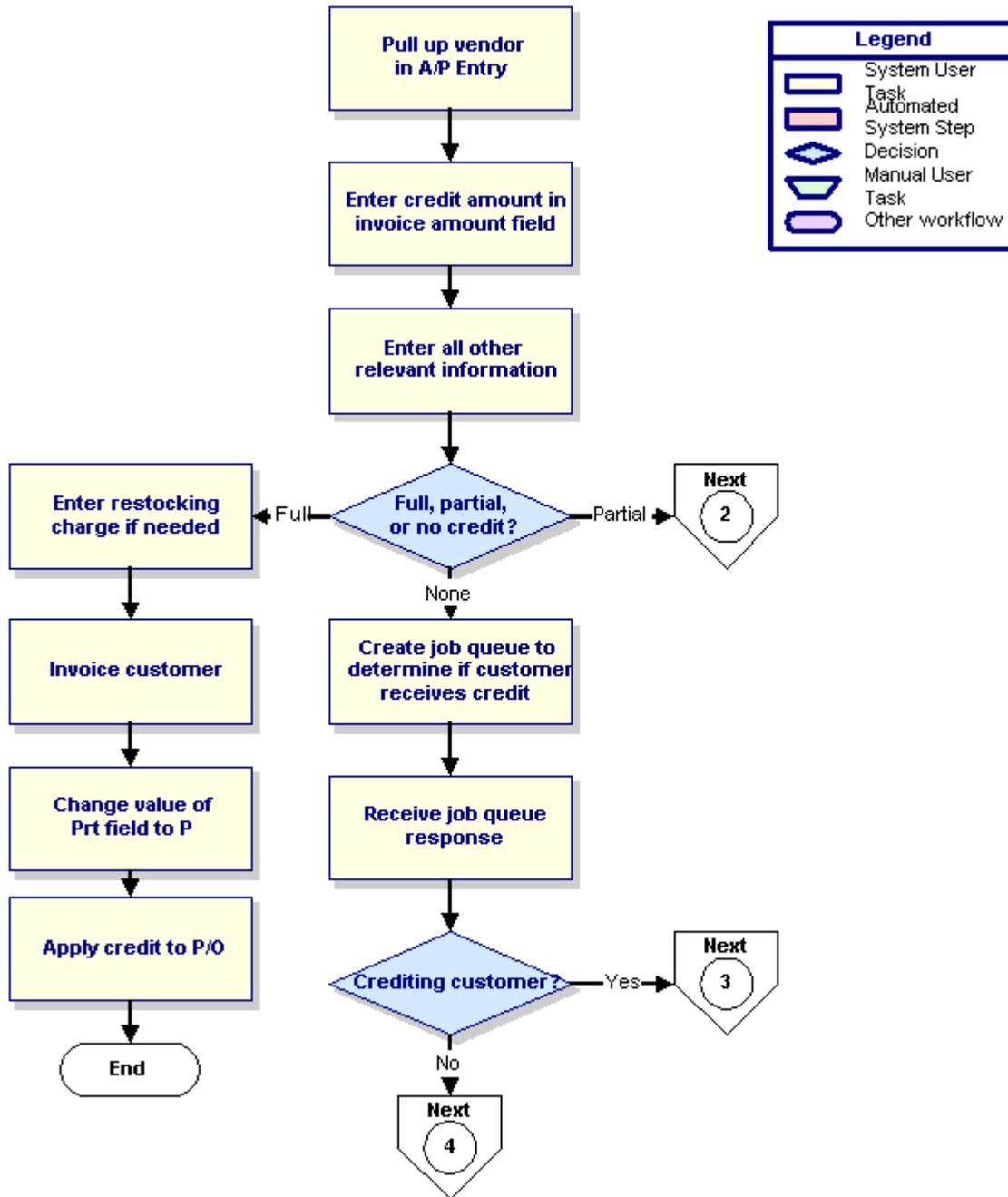
# Resolving Unapproved Invoices Workflow



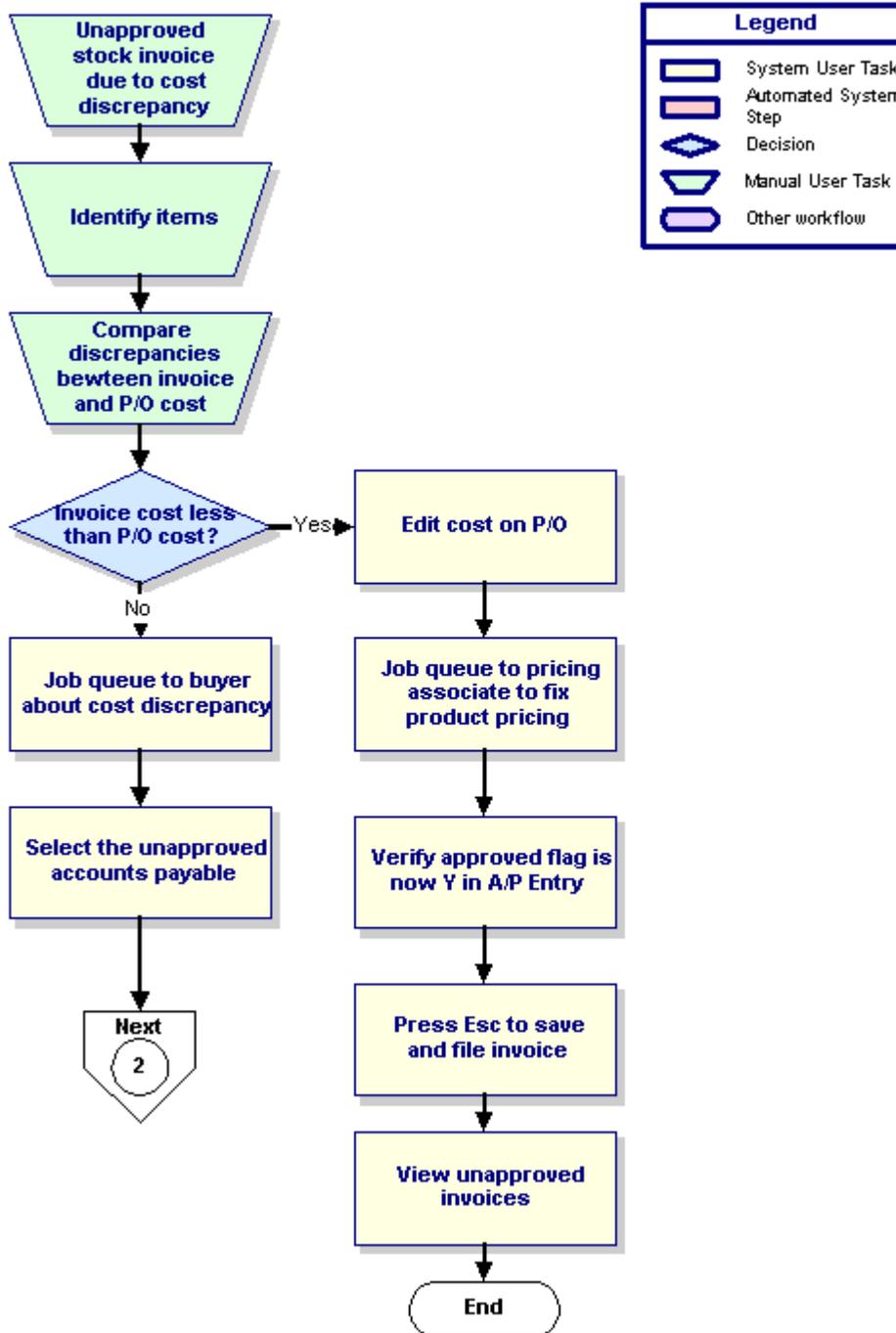
# Processing a Credit P/O Return Workflow



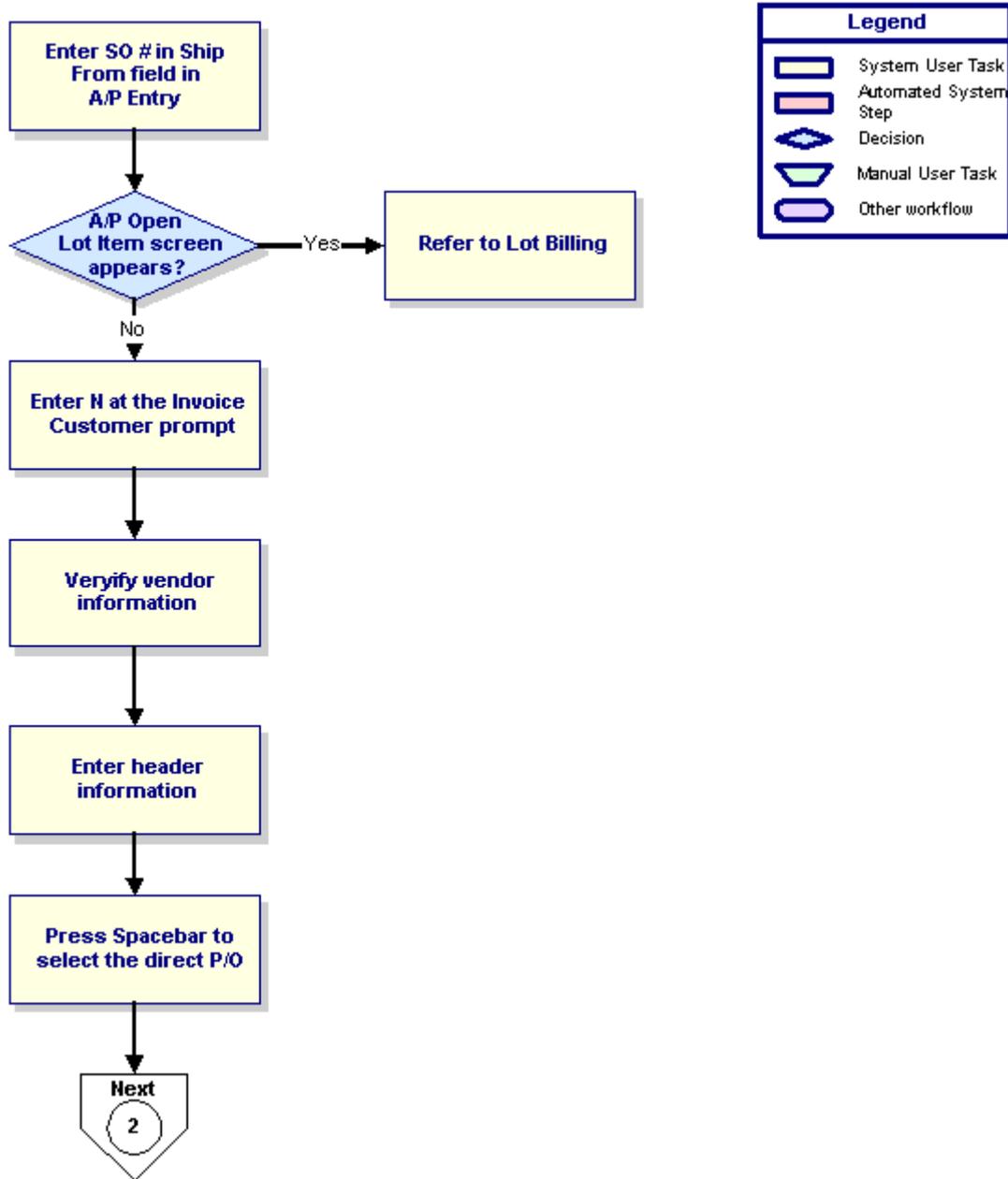
# Processing Credit for a Direct Return P/O Workflow



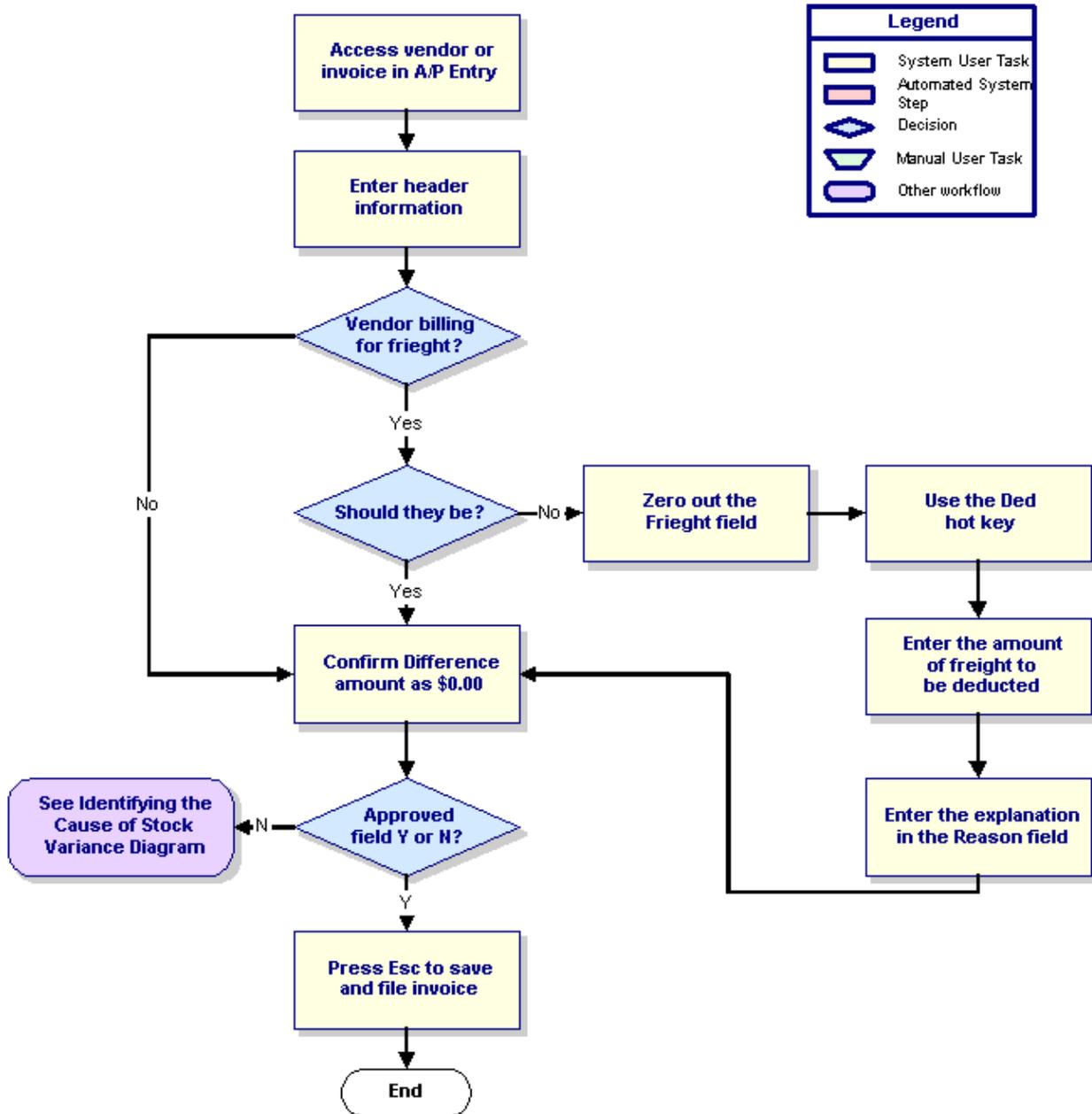
# Resolving Unapproved Stock with a Cost Discrepancy Workflow



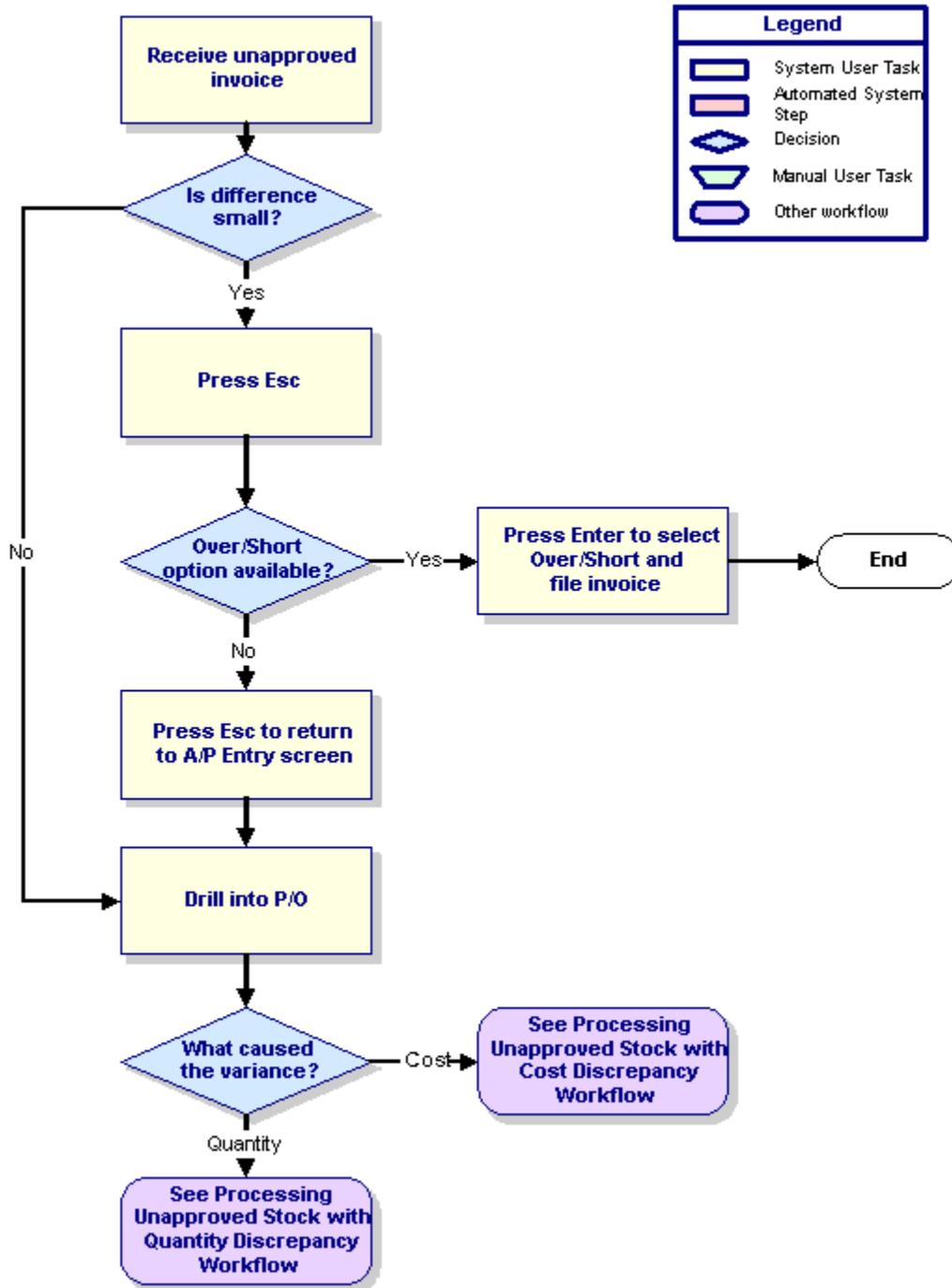
# Processing Accounts Payable Directs Workflow



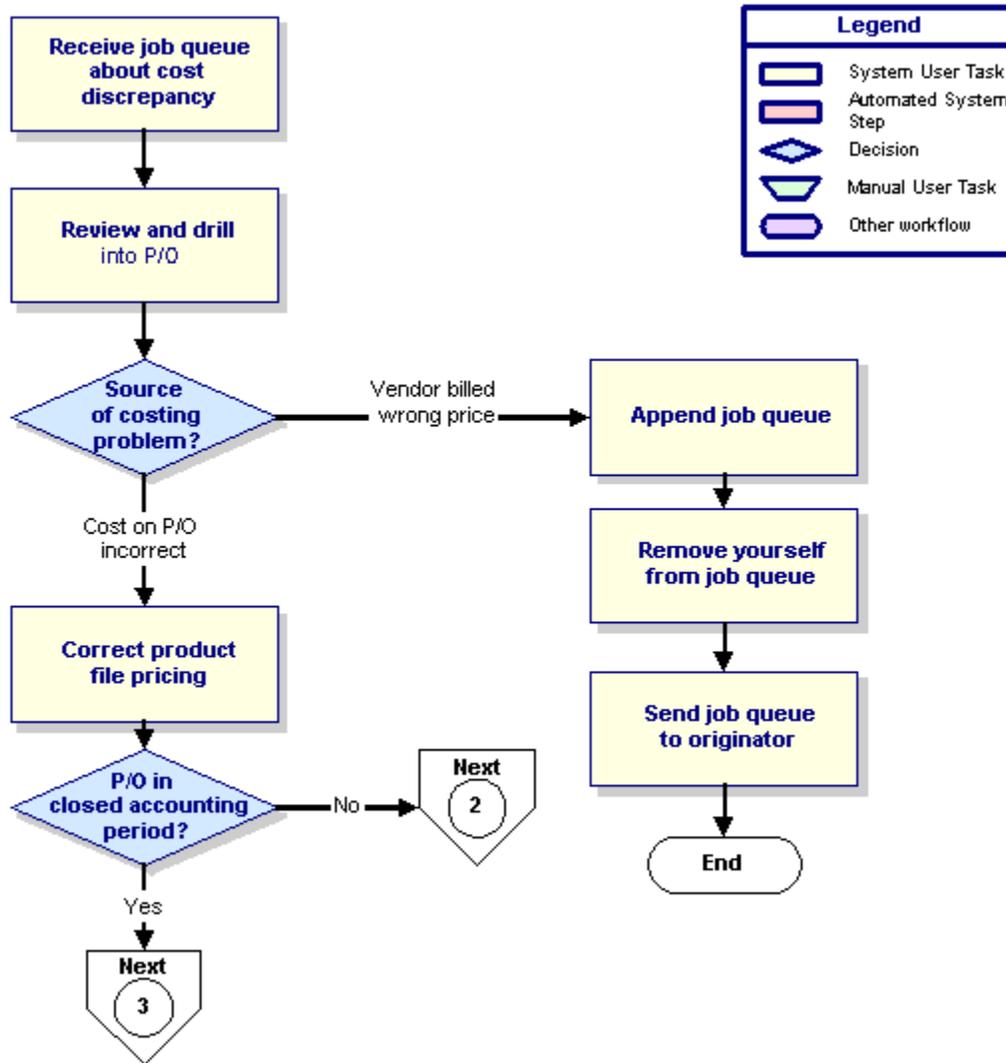
# Processing Stock in A/P Workflow



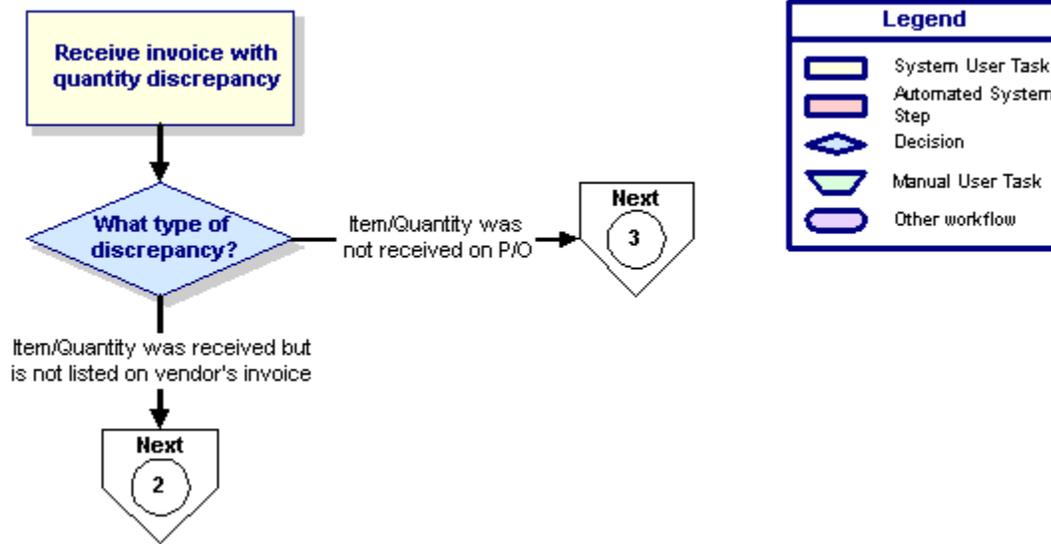
# Identifying the Cause of Stock Variance Workflow



# Processing Unapproved Stock with Cost Discrepancy Workflow



# Processing Unapproved Stock with Quantity Discrepancy Workflow



## A/P Inquiry Overview

In lieu of printed reports, use the A/P Inquiry program to find accounting information about any of your vendors. You can view the current account balance and any information related to a vendor's business dealings with your company, past, present, or future. The A/P Inquiry screen is frequently the first area accessed when contacting a vendor, and it is often accessed in the course of other data entry activities, particularly A/P entry.

Use following procedures to find information about your A/P transactions:

- Viewing A/P Information About Vendors
- Viewing Open Orders in A/P
- Viewing Bids in A/P
- Viewing A/P Information as of a Specific Date
- Viewing A/P Aging Information
- Viewing Information About Received P/Os
- Viewing Vendor Purchase Histories
- Viewing A/P Balance Summaries

## Viewing A/P Information About Vendors

Use the A/P Inquiry screen to view information about a vendor. Inquiries on a pay-to account reflect the data relevant to the accounts and the assigned ship-from accounts. Inquiries on ship-from accounts reflect data relevant to just that account.

**Note:** Except for the **Vendor** and **As of fields**, this screen is view-only.

### ► To view A/P information about a vendor:

1. From the **A/P** menu, select **A/P Inquiry** to display the A/P Inquiry screen.
2. In the **Vendor** field, do one of the following to display information about a vendor:
  - Enter the vendor's name.
  - Select from a list of vendors.
3. View information about the vendor in the following view-only fields:

Fields	Descriptions
<b>Start</b>	The date the account was originally opened.
<b>As of</b>	Enter the date, in the MM/DD/YY format, to determine which transactions are included in the inquiry. This date does not need to be an end of the month date. Use the <b>As of</b> field to view your company's transactions and account balances as of a certain date. Changing the date refreshes the window with data relevant to the specific date, except for the static information, such as phone number and terms.  The information displays as if you had gone back in time to the date in question and made the inquiry. Only transactions that existed on that date are displayed and the information will be relevant to that date. The As of field capability can help to quickly resolve vendor questions regarding old statements, transactions, and balances.  For more information, see Viewing A/P Information as of a Specific Date.
<b>Future</b>	The portion of the company's balance that has not yet appeared on a statement.
<b>Current</b>	The portion of the company's balance that has been invoiced, is unpaid, but is not overdue.
<b>31-60</b>	The portion of the company's balance between 31 and 60 days overdue.
<b>91-120</b>	The portion of the company's balance between 91 and 120 days overdue.
<b>Over 120</b>	The portion of the company's balance over 120 days overdue.
<b>Total</b>	The total balance due to the displayed vendor.
<b>Orders</b>	The dollar value of open purchases from the displayed vendor.
<b>MTD Purch</b>	Your company's purchases from the displayed vendor for the current month-to-date.
<b>YTD Purch</b>	Your company's purchases from the displayed vendor for the current year-to-date.
<b>LMTD Purch</b>	Your company's purchases from the displayed vendor for last month-to-date.

Fields	Descriptions
<b>LYTD Purch</b>	Your company's purchases from the displayed vendor for the last-year-to-date.
<b>MTD Paid</b>	Your company's payments to the displayed vendor for the month-to-date.
<b>YTD Paid</b>	Your company's payments to the displayed vendor for the year-to-date.
<b>Contact</b>	The contact names listed on the Vendor Maintenance window for this vendor. For more information, see Creating Vendor Records.
<b>Phone</b>	The phone numbers associated with the contact names listed on the Vendor Maintenance window for this vendor. For more information, see Creating Vendor Records.
<b>Terms</b>	Your company's payment terms for this vendor, entered in the <b>Pay Terms</b> field in the Vendor Maintenance record. For more information, see Creating Vendor Records.
<b>Last Inv</b>	The last payable post date and amounts owed to the displayed vendor.
<b>Last Pmt</b>	The last payable cash disbursement date and amounts paid to the displayed vendor.
<b>Invoice #</b>	Displays the invoice number of all open transactions in the account. The system lists the numbers in the following order: <ul style="list-style-type: none"> <li>• Deposits, from oldest to newest, followed by open orders.</li> <li>• Credits, from newest to oldest, followed by debits according to the transaction date, oldest to newest.</li> <li>• Unapplied cash receipts by the customer's check number.</li> </ul> <p><b>Note:</b> Use the <b>Arrow</b> keys to view additional transactions.</p>
<b>Br</b>	Branch for the transaction.
<b>Inv Date</b>	Invoice date for the transaction.
<b>Inv Amount</b>	Invoice amount for the transaction.
<b>Disc Amt</b>	Amount to take as a discount if your company pays the invoice on or before the associated pay date. Based on the setting of the Do Not Take Discount If Pay Date Is Past Discount Date control maintenance record, this discount amount is removed from this field only after the check prints.
<b>Pay Date</b>	Date on which the invoice was paid.
<b>Balance</b>	Remaining balance for the transaction.
<b>Age</b>	Aging bucket to which the invoice belongs: <ul style="list-style-type: none"> <li>• Future – The portion of the company's balance that has not yet appeared on a statement.</li> <li>• Current – The portion of the company's balance that has been invoiced, is unpaid, but is not overdue.</li> <li>• 31-60 – The portion of the company's balance between 31 and 60 days overdue.</li> <li>• 91-120 – The portion of the company's balance between 91 and 120 days overdue.</li> <li>• Over 120 – The portion of the company's balance over 120 days overdue.</li> </ul>

4. To view additional information related to the A/R inquiry you have just made, use one of the Additional A/P Inquiry Hot Keys.

## Viewing Open Orders in A/P

Use the Open Orders screen to view information about purchase orders that your company has ordered from a vendor but has not yet received.

### ►To view an open order:

1. From the **A/P** menu, select **A/P Inquiry** to display the A/P Inquiry screen.
2. Use the **Open Orders** hot key to view the Open Orders screen.

The following information displays:

Field	Description
<b>Vendor Name</b>	The vendor account name and address.
<b>Contact/Phone #</b>	The first three contacts listed for this vendor in Vendor Maintenance and their associated phone numbers.
<b>Order #</b>	The transaction number of the designated purchase order. The system lists these in order by transaction number with normal purchase orders followed by directs.
<b>Order ID</b>	The internal order number. The system lists open purchase orders by order number, with normal purchase orders followed by directs.
<b>Br</b>	The pricing branch associated with the transaction.
<b>Balance</b>	The transaction balance of the purchase order.
<b>Recv Dt</b>	The transaction's expected receive date displayed as a specific date or <b>NOW</b> .
<b>Avail Dt</b>	The transaction available date displayed as a specific date or <b>NOW</b> .
<b>Sts</b>	One of the following transaction statuses: <ul style="list-style-type: none"> <li>• <b>O</b> – Marks the transaction as open.</li> <li>• <b>Y</b> – Marks the transaction as direct.</li> </ul>
<b>Via</b>	The transaction ship-via, as designated on the Sales Order Entry Status screen.

3. Use any of the following hot keys to access further information about the customers listed on the screen:

Hot Key	Function
<b>View</b>	Displays the selected transaction in view-only mode.
<b>Delivery</b>	For sales order transactions only, displays the Sales Order Status screen for the selected transaction. You can arrange for delivery by changing the status.
<b>Edit</b>	Displays the selected transaction.
<b>Product</b>	Displays the <b>Product</b> field in the header of this screen and moves the cursor to that field. When you enter a product description in the <b>Product</b> field, the system lists only those transactions that contain the designated product.
<b>Cred</b>	Displays only those transactions that are credit transactions.

4. Use the following hot keys to display a different screen:

<b>Hot Key</b>	<b>Function</b>
<b>Open Orders</b>	Displays the Open Orders screen, where you can view information about P/Os that you have not yet received.
<b>A/P Items</b>	Displays the A/P Items screen, where you can view information about P/Os that you have received.
<b>Bids</b>	Displays the Bids screen, where you can view information about P/O bids that you have not yet converted into actual P/Os.

5. Press **Esc** to exit this screen and return to the A/P Inquiry screen.

## Viewing Bids in A/P

Use the Bids screen to view purchase order bids that have not yet been converted into actual purchase orders.

### ►To view a bid:

1. From the **A/P** menu, select **A/P Inquiry** to display the A/P Inquiry screen.
2. Use the **Bids** hot key to display the Bids screen.
3. View all bids and their associated information for the vendor specified on the A/P Inquiry screen in the following fields:

Field	Descriptions
<b>Vendor Name</b>	The vendor account name and address.
<b>Contact/Phone #</b>	The first three contacts listed for this vendor in Vendor Maintenance and their associated phone numbers.
<b>Bid #</b>	Lists the transaction ID of the designated bid in numeric order.
<b>Order ID</b>	The internal order ID. The system lists open purchase orders by order number, with normal purchase orders followed by directs.
<b>Br</b>	The pricing branch associated with the transaction.
<b>Balance</b>	The transaction balance of the bid.
<b>Recv Dt</b>	The transaction's expected receive date displayed as a specific date or <b>NOW</b> .
<b>Avail Dt</b>	The transaction available date displayed as a specific date or <b>NOW</b> .
<b>Sts</b>	The status for bids, always be listed as <b>B</b> , indicating that this transaction is an open bid.
<b>Via</b>	The transaction ship via, as a designated on the SOE Status screen.

4. Use the following hot keys as necessary to reorganize how the information displays.

Hot Key	Function
<b>View</b>	Displays the selected bid in view-only mode.
<b>Arrange Delivery</b>	For sales order transactions only, displays the Sales Order Status screen for the selected transaction. You can arrange for delivery by changing the status.
<b>Edit</b>	Displays the selected bid in edit mode.
<b>Product</b>	Displays the <b>Product</b> field in the header of this screen and moves the cursor to that field. When you enter a product description in the <b>Product</b> field, the system lists only those bids that contain the designated product.
<b>Cred</b>	Displays only those transactions that are credit transactions.

5. Use any of the following hot keys to access further information about the customers listed:

Hot Key	Function
<b>Open Orders</b>	Displays the Open Orders screen, where you can view information about P/Os that you have not yet received.
<b>A/P Items</b>	Displays the A/P Items screen, where you can view information about P/Os that you have received.
<b>Bids</b>	Displays the Bids screen, where you can view information about P/O bids that you have not yet converted into actual P/Os.

6. Press **Esc** to exit this screen and return to the A/P Inquiry screen.

## Viewing A/P Information as of a Specific Date

Use the **As of Date** hot key on the A/P Inquiry screen to view your company's transactions and account balances as of a certain date. Changing the date refreshes the screen with data relevant to the specific date, except for the static information, such as phone number and terms.

The information displays as if you had gone back in time to the date in question and made the inquiry. Only transactions that existed on that date display and the information is relevant to that date. The As of Date capability can help to quickly resolve vendor questions regarding old statements, transactions, and balances.

### ▶ To view A/P information as of a specific date:

1. From the **A/P** menu, select **A/P Inquiry** to display the A/P Inquiry screen.

Initially the **As of** field is empty and the screen displays the information based on the current date.

2. Use the **Dt** hot key to move the cursor to the **As of** field.

The system populates the current fiscal month end date.

3. In the **As of** field, enter the date to determine which balances and transactions to include in the inquiry. This date does not need to be an end of the month date.

The system displays all information based on the date you entered, except for the vendor information, which is always current.

## Viewing A/P Aging Information

Use the A/R or A/P Item Audit screen to view aging information about a particular transaction. The screen lists the bill-to and ship-to accounts for a sales order transaction or the pay-to and ship-from accounts for a purchase order transaction. It also lists the following information:

- Original amount and current balance.
- Posting, discount, and due dates.
- Period during which the item was considered to be aged as current.
- Terms code assigned to the transaction.
- User-defined invoice status-code, if one has been assigned.

### ► To view aging information:

1. From the **A/P** menu, select **A/P Inquiry** to display the A/P Inquiry screen.
2. Use the **Audit** hot key to display the A/R or A/P Item Audit screen.
3. View the transaction's information in the following fields:

Field	Description
<b>ID</b>	The transaction for which this screen displays.
<b>Bill-To/Ship-To</b>	The bill-to customer or pay-to vendor associated with this transaction.
<b>Ship-To/Ship-From</b>	The ship-to customer or ship-from vendor associated with this transaction.
<b>Original Amount</b>	The original transaction amount.
<b>Current Balance</b>	The current balance of the transaction.
<b>Posting Date</b>	The date this transaction was posted to the general ledger.
<b>Discount Date</b>	If this is a sales or purchase order transaction, the date by which you must pay the invoice in order to qualify for a discount on the balance due.
<b>Due Date</b>	If this is a sales or purchase order transaction, the date by which you must pay the net amount to avoid a service charge.
<b>Aged Current</b>	If this is a sales or purchase order transaction, the period of time during which the invoice was aged <b>Current</b> .
<b>Aging Terms</b>	If this is a sales or purchase order transaction, the terms code assigned to this transaction as determined in the SOE or POE Header screen.
<b>Invoice Status Cd</b>	If a status code is assigned to this invoice, the invoice status code identifies it as being on hold, disputed, or in some way questionable. A status code is assigned to an invoice in Cash Receipts Entry.  <b>Note:</b> This field does not apply to payables.

4. Use any of the following hot keys to access further information about the customers listed:

Hot Key	Function
<b>G/L Postings</b>	Displays the A/R Adjustments screen, which shows the current general ledger credit distribution that corresponds to the debit on the A/R or A/P account for this transaction. For more information, see Viewing Credit Distribution Amounts.
<b>Discounts Avail</b>	Displays a screen listing the discounts available to the displayed transaction by discount date and discount amount.

5. Press **Esc** to exit the screen.

## Viewing A/P Information About Received P/Os

Use the A/P Items screen to view information about purchase orders that your company has received.

### ►To view information about received purchase orders:

1. From the **A/P** menu, select **A/P Inquiry** to display the A/P Inquiry screen.
2. Use either the **Open Orders** or **Bids** hot key to display either the Open Orders screen or the Bids screen.
3. From the Open Orders or Bids screen, use the **A/P Items** hot key to display the A/P Items screen.
4. The following information display about all purchase orders in connection with the designated vendor:

Field	Description
<b>Vendor Name</b>	The vendor account name and address.
<b>Contact/Phone #</b>	The first three contacts listed for the vendor in Vendor Maintenance and the associated phone numbers.
<b>Invoice #</b>	The transaction ID of the designated invoice according to posting date.
<b>Vendor PO #</b>	The vendor's order number, as designated on the POE Header screen.
<b>Br</b>	The pricing branch associated with the invoice.
<b>Balance</b>	The transaction balance of the invoice.

5. Use the following hot keys as necessary to display information about transactions in a different mode:

Hot Key	Function
<b>View</b>	Displays the selected transaction in view-only mode.
<b>Arrange Delivery</b>	For sales order transactions only, displays the SOE Status screen for the selected transaction. You can arrange for delivery by changing the status.
<b>Edit</b>	Displays the selected transaction in edit mode.
<b>Product</b>	Displays the <b>Product</b> field in the header of this screen and moves the cursor to that field. When you enter a product description in the <b>Product</b> field, the system lists only those transactions that contain the designated product.

6. Use the following hot keys to display different information about the received P/Os:

Hot Key	Function
<b>Open Orders</b>	Displays the Open Orders screen, where you can view information about P/Os that you have not yet received. For more information, see Viewing Open Orders in A/P.
<b>A/P Items</b>	Displays the A/P Items screen, where you can view information about P/Os that you have received.

Hot Key	Function
<b>Bids</b>	Displays the Bids screen, where you can view information about P/O bids that you have not yet converted into actual P/Os. For more information, see Viewing Bids in A/P.

7. Press **Esc** to exit this screen and return to the A/P Inquiry screen.

## Viewing Vendor Purchase Histories

Use the Vendor Purchase History screen to view a vendor's purchase history. In addition, you can use the Default Branch Options screen to set defaults for the branch or territory.

### ►To view a vendor purchase history:

1. From the **A/P** menu, select **A/P Inquiry** to display the A/P Inquiry screen.
2. In the **Vendor** field, type the name of the vendor and press **Enter**.
3. Use the **Purch Hist** hot key to display the Vendor Purchase History screen.

The system displays the Vendor Purchase History screen, with the Vendor Name field populated.

4. In the **Br/Tr/All** field, enter the branch or territory that you want to view purchase history for. By default, the system displays the purchase history for all branches.
5. View the vendor's purchase history in the following fields:

Field	Description
<b>Month / YTD</b>	Purchase or paid dollar amounts for each month of the year, and the total for the year.
<b>Years</b>	The dollars for the designated month (or YTD) of the year identified at the top of the column.
<b>Diff %</b>	The percentage of difference between the two <b>Year</b> fields.

6. Use any of the following hot keys as needed:

Hot Key	Function
<Change Year>	Displays a previous year (<) or a later year (>).
<b>Paid/Purch</b>	Displays either the paid or purchase amounts.
<b>Options</b>	Displays the Default Branch Options screen, where you can set the default branch or territory for this report.

7. Press **Esc** to exit this screen and return to the A/P Inquiry screen.

### ►To set branch or territory defaults:

1. From the **A/P** menu, select **A/P Inquiry** to display the A/P Inquiry screen.
2. Use the **Purch Hist** hot key to display the Vendor Purchase History screen.
3. Use the **Options** hot key to display the Default Branch Options screen.

4. In the **Default From Current Line** field, enter one of the following to determine whether the branch in the Branch/Territory field on the Vendor Purchase History window defaults to the branch in the Branch field for the current line item on the A/P Inquiry window:
  - **Y** – Sets the default for the branch on the Vendor Purchase History screen to the current line item selected on the A/P Inquiry screen.
  - **N** – Does not set the default for the branch on the Vendor Purchase History screen.
5. In the **Default Branch/Territory** field, enter the name of the branch or territory that you want as a default in the Vendor Purchase History screen.

If you set the parameters for this field, the **Default From Current Line** field defaults to **N**.

**Note:** Users are only able to enter branches or territories for which they are authorized.

6. Press **Esc** to return to the Vendor Purchase History screen.

## Viewing A/P Balance Summaries

Use the A/P Summary screen to view a summary of the balances on accounts for a pay-to vendor without needing to call each account separately. On this screen, you can view a breakdown of each ship-from vendor associated with the original pay-to vendor and the details for each ship-from account. This is a view-only window.

### ► To view a summary of A/P balances:

1. From the **A/P** menu, select **A/P Inquiry** to display the A/P Inquiry screen.
2. From a populated A/P Inquiry screen, use the **AP Sum** hot key to display the A/P Summary screen.

The system populates the screen with the following view-only information:

Column	Description
<b>Vendor</b>	The name of the pay-to vendor whose account you accessed from the A/P Inquiry screen.
<b>Vendor</b>	The name of the ship-from vendor associated with the pay-to vendor. The name of the pay-to vendor is listed first and is flagged with an asterisk (*).
<b>Balance</b>	The total outstanding balance owed to the vendor, including the amount in the Current column, as well as all aging buckets.
<b>Current</b>	The balance that has been invoiced less than 30 days and is not yet past due.
<b>31 - 60</b>	The balance that is at least 30 days past due but is less than 60 days past due.
<b>61 - 90</b>	The balance that is at least 60 days past due but is less than 90 days past due.
<b>91 - 120</b>	The balance that is at least 90 days past due but is less than 120 days past due.
<b>Future</b>	The balance that is over 120 days past due.

3. Use any of the following hot keys to access further information about the customers listed in the summary:

Hot Key	Function
<b>Find</b>	Displays an Enter Vendor prompt where you enter the name of a vendor you want to find on this screen.
<b>A/P Inq</b>	Displays the A/P Inquiry screen for the selected vendor.
<b>Open Order</b>	Displays the Open Orders screen for the vendor on whom the cursor is positioned.
<b>Bids</b>	Displays the Bids screen for the selected vendor.
<b>A/P Ledger</b>	Displays the A/P Ledger screen for the selected vendor. For ship-from vendors, the information is for ship-to customers only. For pay-to vendors, the information is for ship-from and pay-to vendors.
<b>Print</b>	Sends a copy of the summary to the Hold file.
<b>Vendor Maint</b>	Displays the Vendor Maintenance screen for the selected customer.

<b>Hot Key</b>	<b>Function</b>
<b>Show Zeros</b>	Displays on the screen any vendor, either ship-from or pay-to, who has a zero balance. When you use this hot key, the name changes to <b>Hide Zeros</b> , which hides those vendors with zero balances.

## Additional A/P Inquiry Screen Hot Keys

Use any of the following hot keys to view additional information about a particular A/P inquiry:

Hot Key	Function
<b>Currency Exchange (\$)</b>	Converts transactions into a currency other than your system's base currency. For more information, see Foreign Exchange Rates Overview.
<b>Open Orders</b>	Displays the Open Orders screen, which lists those purchase orders that you have not yet received. For more information, see Viewing Open Orders in A/P.
<b>Bids</b>	Displays the Bids Screen, which lists those purchase order bids that you have not yet converted to actual orders. For more information, see Viewing Bids in A/P.
<b>Notes</b>	Displays the Call Tracking Entry screen, where you can enter notes regarding the vendor, such as the results of a phone conversation about a disputed amount. For more information, see Call Tracking Overview.  <b>Note:</b> Because most inquiries are related to collection issues, when you display the Call Tracking Entry screen using this function, the system automatically enters <b>COLLECT</b> in the <b>Source</b> field.
<b>Vendor</b>	Displays the Vendor Maintenance screen for the selected vendor.
<b>Dt</b>	Moves the cursor to the <b>As of</b> field. For more information, see Viewing A/P Information as of a Specific Date.
<b>Ledger</b>	Displays the A/P Ledger screen, which lists every transaction that has affected the account's A/P balance in chronological order as far back as the system records allow. For more information, see Viewing Information About A/P Transactions.
<b>View</b>	Displays the transaction in view-only mode. For more information, see Entering Payables.  <b>Note:</b> This hot key is for authorized users only.
<b>Edit</b>	Displays the transaction in edit mode. For more information, see Entering Payables.  <b>Note:</b> This hot key is for authorized users only.
<b>Audit</b>	Displays the A/R or A/P Item Audit screen for the transaction on which the cursor is positioned. This screen displays aging information for the transaction. For more information, see Viewing A/P Aging Information.
<b>Graph</b>	Displays graphical images for the information on the A/P Inquiry screen.  <b>Note:</b> This option is only active if you have the Eclipse Information System companion product. For more information, see Eclipse Information System Overview.
<b>Purch Hist</b>	Displays the Vendor Purchase History screen, where you can view information about a vendor's purchase history. For more information, see Viewing Vendor Purchase Histories.

Hot Key	Function
<b>AP Sum</b>	Displays the A/P Summary screen, where you can view a summary of the balances on accounts for a pay-to vendor without needing to call up each account separately. For more information, see Viewing A/P Balance Summaries.

## **A/P Ledger Overview**

Use the A/P Ledger functions to view every transaction that has affected an accounts payable balance. You can view transactions in chronological order as far back as the system records allow.

Use the following to view and adjust A/P transactions:

- Viewing Information About A/P Transactions
- Viewing Credit Distribution Amounts
- Limiting Transaction Displays in A/P

## Viewing Information About A/P Transactions

Use the A/P Ledger screen to view every transaction that has affected an account's A/P balance. The system lists these transactions in chronological order as far back as system records allow, with the most recent transaction listed at the bottom of the screen.

### ► To view information about an A/P transaction:

1. From the **A/P** menu, select **A/P Ledger** to display the A/P Ledger screen.
2. In the **Vendor** field, enter the vendor account's name for which you want to view transactions. The system populates the corresponding **Address** and **Phone** fields.

**Note:** If you access the A/P Ledger screen from the A/P Inquiry screen, the system populates the vendor name, address, and phone number using the data on the A/P Inquiry screen.

The system populates the following view-only fields with information for each transaction:

Field	Description
<b>Reference</b>	Displays the transaction ID.
<b>Post Dt</b>	Displays the transaction posting date.
<b>MiscInformation</b>	Displays miscellaneous information about the transaction.
<b>Debit</b>	Displays the transaction amount your company has paid for this account.
<b>Credit</b>	Displays the transaction amount your company has received for this account.
<b>Balance</b>	Displays the account balance, which the system determines by adding credits and subtracting debits.

3. Use the **Arrow** keys and the **Page Up/Page Down** keys to move through the transactions.
4. Use the following hot keys as necessary:

Hot Key	Function
<b>\$</b>	Displays a prompt where you can assign a different currency to the transaction on the screen. For more information, see Foreign Currency Exchange Overview.
<b>View</b>	Displays the selected transaction in view-only mode. <ul style="list-style-type: none"> <li>• For a payable, a transaction ID starting with Y, the A/P Entry screen displays. For more information, see A/P Entry Overview.</li> <li>• For a check, a transaction ID starting with D, the Check Viewing screen displays. For more information, see Viewing Information About Checks.</li> <li>• For a voided check, the Void Check screen displays. For more information, see Voiding Checks.</li> </ul>

Hot Key	Function
<b>Edit</b>	Displays the transaction on which the cursor positioned in edit mode. <ul style="list-style-type: none"> <li>• For a payable, a transaction ID starting with <b>Y</b>, the A/P Entry screen displays. For more information, see A/P Entry Overview.</li> <li>• For a check, a transaction ID starting with <b>D</b>, the Check Viewing screen displays. For more information, see Viewing Information About Checks.</li> </ul>
<b>Print</b>	Prompts you to specify a date range and then prints a copy of the ledger with all the transactions in that range.
<b>Posting History</b>	Displays the A/P Adjustments screen for the selected transaction. This screen displays the credit distribution for the current general ledger that corresponds to the debit. For more information, see Viewing Credit Distribution Amounts.
<b>Audit</b>	Displays the A/R or A/P Item Audit screen for the selected transaction, where you can view aging information for the transaction. For more information, see Viewing A/P Aging Information.
<b>As of Date</b>	Prompts you to specify a transaction date, then moves the cursor to the first transaction with the matching or closest matching date.
<b>Select</b>	Displays the A/R or A/P Ledger Selection Input screen, which lets you limit the transactions displayed to those matching the selection criteria. For more information, see Limiting Transaction Displays in A/P.

5. Press **Esc** to exit this screen.

## Viewing Credit Distribution Amounts

Use the A/P Adjustments screen to view current general ledger credit distribution amounts. These amounts correspond to the debit amounts to the A/P account for the selected transaction on the A/P Ledger screen. This is a view-only screen that can only be accessed from the A/P Ledger screen.

### ► To view credit distribution amounts:

1. From the **A/P** menu, select **A/P Ledger** to display the A/P Ledger screen.
2. From a populated A/P Ledger screen, select the transaction you want to view and use the **Posting History** hot key to display the A/P Adjustments screen.

The system displays the following information on the transaction's general ledger activity:

Field	Description
<b>Customer</b>	The vendor assigned to the transaction.
<b>Invoice#</b>	The invoice number assigned to the transaction.
<b>Date</b>	The date of the transaction.
<b>Source</b>	The purchase order number or payment number of the transaction.
<b>G/L Account</b>	The general ledger account where the transaction was posted.
<b>Amount</b>	The amount of the transaction.
<b>Balance</b>	The remaining balance for the transaction.

3. Press **Esc** to exit the screen.

## Limiting Transaction Displays in A/P

Use the A/R or A/P Ledger Selection Input screen to limit the transactions displayed on the A/R or A/P Ledger screens. You can define parameters so that only certain transaction types display. For example, you can limit the transactions to those occurring before or after a specific date, or those below a certain amount.

### ► To limit transaction displays in accounts payable:

1. From the **A/P** menu, select **A/P Ledger** to display the A/P Ledger screen.
2. Use the **Select** hot key to display the A/R or A/P Ledger Selection Input screen.  
**Note:** If you leave a field blank on the A/R or A/P Ledger Selection Input screen, then the transactions displayed reflect all of that category.
3. In the **Order ID** field, do one of the following to select a transaction:
  - Enter a reference number to select a particular transaction.
  - Enter a partial reference number and select from the displayed list of reference numbers that match the criteria you entered.
  - Enter a pound sign (#) followed by a invoice number to select only those transactions with a particular customer invoice number.

The system matches this number against the numbers listed in the Reference column on the A/P Ledger screen.
4. In the **Invoice #** field, do one of the following:
  - Enter an invoice number to select a particular invoice.
  - Enter a partial invoice number and select from the displayed list of invoice numbers that match the criteria you entered. The system matches this number against the invoice numbers listed in the **MiscInformation** column on the A/P Ledger screen.
5. In the **Check #** field, enter a check number to select transactions associated with that particular check number.
6. In the **Start Date** field, enter a date to view only those transactions with a posting date on or after that date.
7. In the **End Date** field, enter a date to select only those transactions with a posting date on or before that date.
8. In the **From \$** field, enter an amount to select only those transactions greater than that amount.
9. In the **To \$** field, enter an amount to select only those transactions less than that amount.
10. In the **G/L Acct** field, enter an account name to select only those transactions associated with that G/L account.

11. In the **Br/Tr/All** field, enter a branch, territory, or all to select only those transactions associated with a specific branch or territory.
12. Press **Esc** to apply the criteria to the A/P Ledger screen.

## A/P Preview Queue Overview

Use the A/P Preview Queue to manage payment approval and timing of payable invoices from A/P Entry. When you enter an invoice in A/P Entry, the system places that invoice in the A/P Preview Queue.

Every payable you enter in A/P Entry resides in the A/P Preview Queue until it is paid.

Before you can pay an invoice, it must be approved. The A/P Preview Queue lists all of the open payable invoices. You can sort the payables based on different selection criteria, for example, by posting date or approval status.

You must pay invoices to remove them from the queue. You can pay both single item invoices and multiple item invoices from the A/P Preview Queue.

Use the following procedures to manage and process your payables:

- Viewing Payable Invoices
- Approving Payable Invoices
- Printing Checks Overview

## Viewing Payable Invoices

Use the A/P Preview Queue screen to view your payable invoices and to approve selected invoices for payment.

We recommend that for the most efficient use of this queue, that you set the Do Not Display Payables Entered Via EDI In The A/P Preview Queue control maintenance record to **Y**.

### ► To view a payable invoice:

1. From the **A/P** menu, select **A/P Preview Queue** to display the A/P Preview Queue screen.
2. In the **Br/Tr/All** field, enter the branch or territory for which you want to display payable invoices. Enter **All** to display payable invoices for all branches and territories.

**Note:** If you leave any of the fields blank, the system includes all invoices for that category. If you want to narrow your selection, you need to populate the fields. To narrow your selection and speed up the display of the queue, we recommend that you populate most, if not all, of the fields.

3. In the **Strt PayOn** field, the first date of the date range for which you want to select payable invoices.
4. In the **End PayOn** field, enter the last date of the date range for which you want to select payable invoices.
5. In the **Apprvd** field, press **F10** and select one of the following statuses to determine which payable invoices to include:

- **Apprv** – Includes only approved invoices.
- **Unapp** – Includes only unapproved and disputed payable invoices.
- **Unrec** – Includes only unreconciled payable invoices.
- **All** – Includes all payable invoices.

6. In the **Terms** field, enter a code or press **F10** and select from a list of term codes.

**Note:** Set parameters for terms codes using the Terms Maintenance screen. For more information, see Terms Maintenance Overview.

7. In the **Batch** field, do one of the following to determine whether to include payable invoices that belong to a batch:
  - Enter a batch number – Includes only payable invoices that belong to that batch.
  - Leave this field blank – Includes all payable invoices, regardless of whether they belong to a batch.

8. In the **Vendor** field, do one of the following to determine which vendors to include:
  - Enter a vendor name – Includes only vendors with payable invoices.
  - Leave this field blank – Includes all vendors with payable invoices.
9. In the **Types** field, do one of the following to determine which vendor types to include:
  - Enter a vendor type – Includes only payable invoices for that vendor.
  - Leave this field blank – Includes payable invoices for all vendors.

**Note:** Vendor types are defined and stored in the Valid Vendor Types control maintenance record.
10. In the **Stat** field, press **F10** and select one of the following to determine which invoices you want to include:
  - **STK** – Displays only those invoices that include standard, on-hand stock.
  - **DIR** – Displays only those invoices that include stock that has gone directly from the manufacturer to the customer.
  - **EXP** – Displays only those invoices that include non-physical payables, such as electric or water bills.

**Note:** STK (stock), DIR (direct), and EXP (expense) are standard statuses in the system. To add additional invoice status, use the Valid Payable Invoice Statuses control maintenance record.
11. In the **Sort** field, press **F10** and select one of the following to determine the sort options for displaying the invoices:
  - **By PayOn By Vendor By Invoice**
  - By PayOn By Terms By Vendor
  - By PayOn By Approved By Vendor
  - By Vendor By PayOn
  - By Vendor By Invoice

**Note:** When the system sorts by vendor, it uses the information in the **Sort By** field on the Vendor Maintenance screen, instead of the vendor name on the invoice. For more information, see Creating Vendor Records.
12. To change the currency, click the dollar sign (\$) in the upper right corner of the screen. At the Enter New Currency prompt, press **F10** or enter the currency you want to apply. For more information, see Foreign Exchange Rates Overview.

After you identify the selection criteria, the system displays the invoices with the following additional information:

Fields	Description
<b>Br #</b>	The branch number associated with the invoice.
<b>Vendor Name</b>	The vendor associated with the invoice. If the payable is for a customer refund, or a one-time payment that uses a generic vendor, the vendor name and OVERRIDE displays in this field.
<b>Invoice #</b>	The invoice number associated with the invoice.
<b>Pay On Date</b> <b>Post Date</b> <b>Payable Status</b>	The selected invoices can display in three different views. Use the <b>Chng View</b> hot key to toggle between views: <ul style="list-style-type: none"> <li>• <b>PayOn</b> – Displays the invoices' due dates. This is the default.</li> <li>• <b>Post Date</b> – Displays the invoices' posting dates.</li> <li>• <b>Payable Status</b> – Displays the invoices' approval statuses.</li> </ul> <p><b>Note:</b> When you change between the date views, the <b>PayOn</b> hot key will change to the <b>PstDt</b> hot key as appropriate. In addition, you need to set the Valid Payable Invoice Statuses control maintenance record.</p>
<b>A</b>	The status of the item, which is one of the following: <ul style="list-style-type: none"> <li>• <b>A</b> – Approved</li> <li>• <b>N</b> – Unapproved</li> </ul> <p><b>Note:</b> To change the print status on a direct payable that is approved, update the Print Status On Direct When Payable Approved control maintenance record.</p>
<b>Terms</b>	The payable terms with the vendor associated with the invoice.
<b>Net</b>	The net amount due on the invoice.
<b>Disc</b>	The discount you can take when the amount due is paid on time. The approval of this discount is based on the Do Not Take Discount If Pay Date Is Past Discount Date control maintenance record. Discounts are reflected in the queue after you print the check for the invoice.  <b>Note:</b> If you set this control maintenance record to <b>Y</b> , the system selects information for every line item that it displays. For faster turnaround time for this queue, set this control maintenance record to <b>N</b> .
<b>Tots</b>	The running totals for all of the approved invoices for both the <b>Net</b> and <b>Disc</b> fields.

13. To approve invoices, see Approving Payable Invoices.

## Approving Payable Invoices

Use the A/P Preview Queue screen to approve payable invoices. You can only change the data in the **Pay On/Post Date** and **A** columns. The rest of the columns on this screen are view-only.

### ► To approve a payable invoice:

1. From the **A/P** menu, select **A/P Preview Queue** to display the A/P Preview Queue screen.
2. Define the criteria for the invoices you want the system to display. For more information, see *Viewing Payable Invoices*.

The system displays the selected invoices.

5. Use the **Chng View** hot key to toggle between one of the following views:

- **PayOn** – Displays the invoices' due dates. This is the default.
- **Post Date** – Displays the invoices' posting dates.
- **Payable Status** – Displays the invoices' approval statuses.

**Note:** When you change between the date views, the **PayOn** hot key changes to the **PstDt** hot key as appropriate.

4. Use the **Chng View** hot key to toggle between one of the following views:

- **PayOn** – Displays the invoices' due date. This is the default.
- **Post Date** – Displays the invoices' posting date.
- **Payable Status** – Displays the invoices' approval status.
- **Extended Net** – Displays the full amount of the net invoice. If the net amount exceeds one million, and the screen displays any of the other views, this field displays an asterisk (\*) next to the dollar amount.

**Note:** When you change between the date views, the **PayOn** hot key will change to the **PstDt** hot key as appropriate. In addition, if you set the view and then press **Esc**, the view chosen when you exited the screen becomes the new default view.

6. To change due or posting dates, do one of the following:

- To change a single date, select the invoice you want to change in the **PayOn/Post Date** field. Enter a new date to change the due or posting date for an invoice.
- To change multiple dates, select the first invoice you want to change. Use the **PayOn/PstDt** hot key. The system prompts you to move the cursor to the last invoice to change. Press **Enter** after you have selected the group of invoices.

**Note:** When you change the date in the **PayOn/Post Date** column, the system changes the corresponding date in the actual invoice.

7. To change the approved status of an invoice, do one of the following:
  - To change a single status, move the cursor to the invoice you want to change in the **A** column. Enter either **Y** (approved) or **N** (unapproved).
  - To change multiple statuses, select the first invoice you want to approve. Use the **Approve** hot key. The system prompts you to move the cursor to the last invoice you want to select. After you have selected a string of invoices, press **Enter**. The system prompts you to confirm the approval by entering **Y** or **N**. Enter the appropriate status.

**Note:** If an invoice is unreconciled, the system displays a message notifying you of the job number and unreconciled balance. It also displays the prompt allowing you to approve the invoice.

6. To change the amount displayed in the **Tots** field, use the **Tots** hot key and select from one of the following:
  - **Approved Items** – Displays only approved items for the totals of the **Net** and **Disc** columns. This is the default.
  - **Unapproved Items** – Displays only unapproved items for the totals of the **Net** and **Disc** columns.
  - **Both** – Displays both approved and unapproved items for the totals of the **Net** and **Disc** columns.
7. To change the currency, click the dollar sign (\$) in the upper right corner of the screen. At the Enter New Currency prompt, press **F10** or enter the currency you want to apply. For more information, see Foreign Exchange Rates Overview.
8. When you have finished approving invoices, print checks to pay them. For more information, see Printing Single Checks or Printing Multiple Checks.

When you print a check from this queue, the system respects the settings in the **Minimum Check Amount** field and the **Max Days Since Posted** field on the Check Information screen in Vendor Maintenance. For more information, see Outsourcing A/P Checks.

In addition, the system respects the settings in the Minimum Check Disbursement Amount control maintenance record.

## Printing Checks Overview

Use the Check Printing screen to print checks for approved payables. You can print multiple or single checks, as well as manually post checks when the need arises. Typically, before printing checks, you need to approve invoices for payment using the A/P Preview Queue. For more information, see Approving Payable Invoices.

Regardless of the source of the check, the system assigns every disbursement a seven-digit transaction number with a prefix of **D** and a generation suffix of **.001 (D0002234.001)**. For example, you would see such a transaction number on the A/P Preview Queue.

The system generally prints out checks in a standard check format, with the amount displayed in numerals in the right corner of the check, and written out in the left side of the check. If you change the currency for your checks and use non-U.S. currency, the system prints out checks so that the amount displays in numerals in both the right corner and the left side of the check.

Use the following procedures to print checks:

- Printing Multiple Checks
- Printing Single Checks
- Posting Manual Checks

After you print checks for payable invoices, use the check reconciliation functions to compare the balance in your bank account to the balance in the system. You can print reports about checks printed and use them to compare with your monthly bank statement, so you can update the system for each check that has cleared the bank.

Use the following procedures to keep track of your check payments:

- Viewing Information About Checks
- Reconciling Multiple Checks
- Reconciling Single Checks
- Cleared Check Report
- Outstanding Check Report
- Voiding Checks

## Printing Multiple Checks

Use the Check Printing screen to set up a check run and print checks for approved payables. When you are planning a check print run, do the following:

- Select payables for which to write checks on dates that fall between a desired PayOn Start Date and a PayOn End Date.
- Generate a report that lists the checks to print so you can preview the check run before actually printing the checks.
- Print multiple checks or just a single check.

Before you begin, you can confirm the location where you are printing the checks.

### ► To select payables for which to write checks:

1. From the **A/P** menu, select **Print Checks** to display the Print Checks screen.
2. In the **PayOn Start Date** field, enter the starting date for the check run. Payables selected for payment must have a pay on date that falls within the **PayOn Start Date** and the **PayOn End Date**.
3. In the **PayOn End Date** field, enter the ending date for the check run. Because most check runs are for a single payment date, the system populates the **PayOn End Date** with the date you entered in the **PayOn Start Date** field, although you can change the date.
4. In the **Payable Branches** field, enter the branch or territory for which you want to print checks. Enter **All** to print checks for all branches and territories.
5. In the **Check Posting Date** field, the system populates this field with the current date, which is the date on which the checks post to the general ledger.

**Note:** To override the date in the **Check Posting Date** field, you must have the **AP.CHANGE.CHECK.POST.DATE** authorization key, which allows access to change the post date of a check.

6. In the **Bank Account** field, do one of the following to select the bank account from which to print checks:
  - If one bank account exists, confirm the name of the bank that the system displays.
  - If more than one bank account exists, select from the list of bank accounts that displays.
7. In the **Bank Account Branch** field, do one of the following to select the bank account branch from which to print the checks:
  - If one bank account branch exists, confirm the bank account branch that the system displays.
  - If more than one bank account branch exists, press **F10** and select from a list of bank account branches.

8. In the **EFT Vendors** field, press **F10** and select one of the following to determine whether to include EFT (electronic funds transfer) enabled vendors:

- **Include** – Includes EFT vendors in the check run. This is the default.
- **Exclude** – Excludes EFT vendors in the check run.
- **Only** – Includes only EFT vendors in the check run.

**Note:** To use EFT numbers, you must set up your system to accommodate them. For more information see Sending EFT Transmissions. In addition, you need to set the CD.VOID.EFT authorization key to allow users to void checks that have already processed.

9. In the **Next Check #** field, confirm the number with which the system populates this field.

10. In the **Next EFT Check #** field, confirm the number with which the system populates this field.

**Note:** The system keeps track of your check numbers, either for printed or electronic checks, and selects the next consecutive check number after you enter the bank account from which to print checks, although you can change this number.

11. In the **Zero Dollar Checks (Y/N/C)** field, enter one of the following to determine whether or not to print checks with a zero amount:

- **Y** – Creates a zero dollar check, clears the associated invoices, and either prints a paper check or places a record in the EFT staging file for transmission to a bank.
- **N** – Does not create a zero dollar check. This is the default.
- **C** – Creates a zero dollar check, clears the associated invoices, but does not print the check or create a staging record.

**Note:** Vendors who have the **Vendor Requires Separate Checks** field in Vendor Maintenance set to **Y** cannot print checks with a zero or negative amount. For more information, see Outsourcing A/P Checks.

12. To broaden or narrow the scope by which you select checks to print, use the **Slct** hot key to display the Additional Selection Input screen. For more information, see Refining the Selection for Printing Multiple Checks.

► **To generate a report to preview a check run:**

1. After you have selected your payables, from the Print Checks screen, use the **Preview** hot key to display the Sort Selection screen.
2. Select one of the following:
  - **By Vendor By Invoice** – Sorts the report first by vendor name and then by invoice number.

- **By Ship From By Invoice** – Sorts the report first by ship from information and then by invoice number.
  - **By Invoice Date By Invoice Amount** – Sorts the report first by invoice date and then by invoice amount.
  - **By Vendor By Branch By Invoice** – Sorts the report first by vendor, then by branch, then by invoice number.
3. The system generates a report listing the checks and amounts to print, and displays a prompt asking you to select one of the following:
- **View** – Sends a copy of the report to the Spooler, where you can view it on screen.
  - **Print** – Sends a copy of the report to the printer and to the Spooler, where you can view it on screen and then print it.

▶ **To print multiple checks:**

1. After you have previewed your check run, press **Esc** to return to the Print Checks screen.
2. Use the **Print** hot key to print the checks.
3. At the multiple currencies prompt, enter **Y** or **N**, depending on whether you want to print checks in multiple currencies.

**Note:** This prompt displays only if your system is set up for multiple currencies, and you have not defined the parameters for the **Currency** field on the Additional Selection Input screen.

4. At the ready to print checks prompt, enter **Y**.
5. At the check signature prompt, enter one of the following to determine whether to include a printed signature on the check:
  - **Y** – Includes a printed signature.
  - **N** – Does not include a printed signature.

**Note:** Before using the printed signature option, you must set the AP.SIGNATURE.PRINT authorization key.

The system displays the message: Selecting checks.

6. The system prints the first check and displays the Verify Form Alignment prompt, which allows you to check the form alignment, make adjustments if necessary, and then select from one of the following:
  - **Reprint** – Reprints the same check and then displays the Verify Form Alignment prompt again.
  - **Continue** – Continues the check run and prints all the remaining checks.
  - **Next** – Prints the next check in the sequence and displays the Verify Form Alignment screen again.

- **Abort** – Cancels the check run, displays the printed check number, and asks whether you want the system to void the check. If you want to void the check, the system asks if you want to reuse the check number.

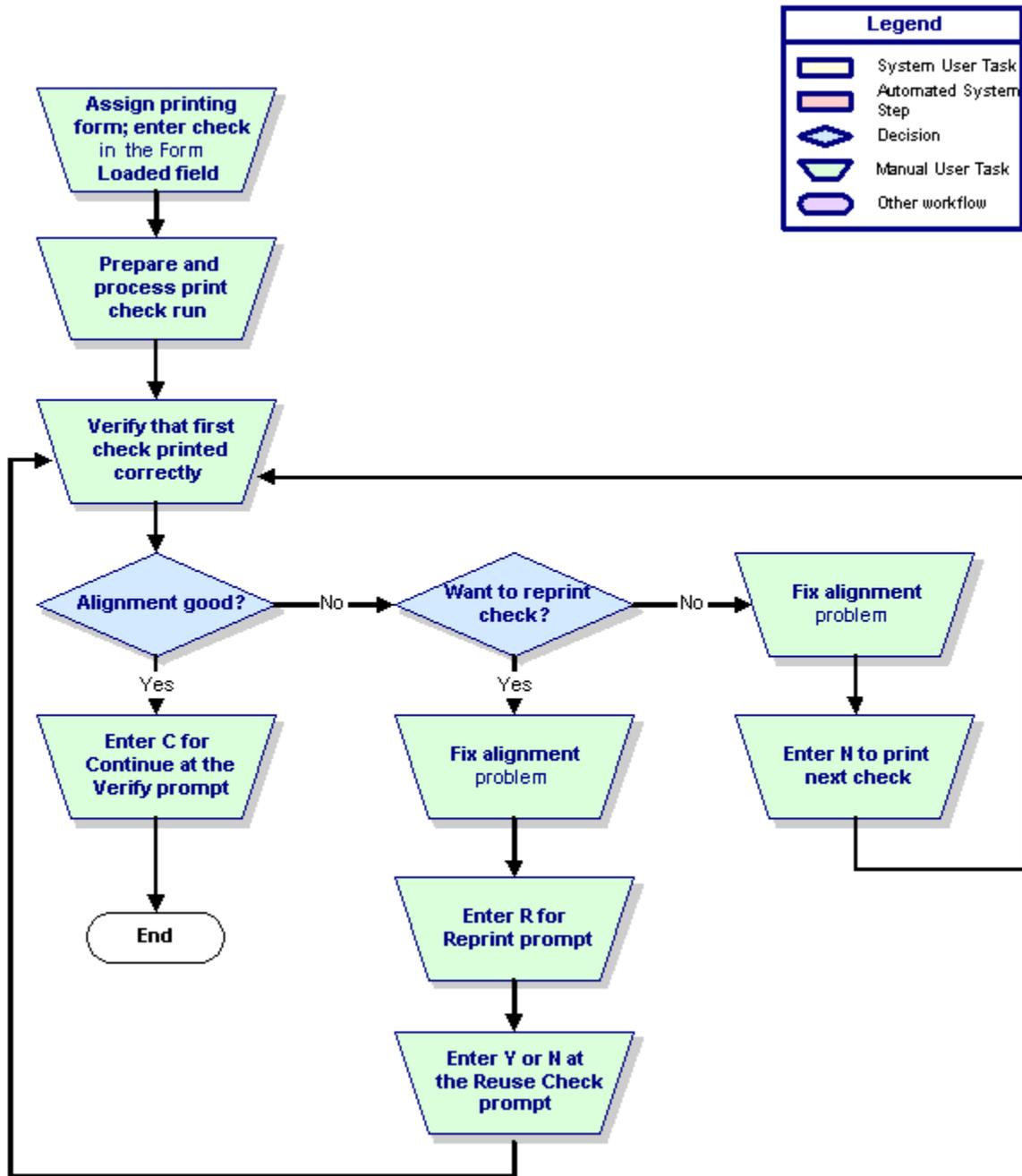
7. When you are finished, the system returns to the main menu.

## How the System Determines Printer Location for Checks

When you print checks, the system determines the printer location in the following way:

What the System Checks	Where Identified
<p>The user's currently assigned location.</p> <p><b>Note:</b> The printer location currently assigned to the Single Check Printing screen displays in the lower left corner of the message bar at the bottom of the screen.</p>	<p>In the <b>Slave Printer</b> field on the Slave Printer Assignment screen. For more information, see Assigning Slave Printers to Terminals.</p>

# Print Check Run Workflow



## Printing Single Checks

Use the Single Check Printing screen to print a single check for one invoice or for multiple invoices for a designated vendor. Before you begin, confirm the location to where you are printing the check.

For information about printing refund checks for customers or to make one-time payments, see [Printing Refund Checks for Customers or Making One-Time Payments](#).

### ► To print a single check:

1. From the **A/P** menu, select **A/P Preview Queue** to display the A/P Preview Queue screen.
2. Populate this screen using the procedure for selecting payables for which to write checks.
3. Select the invoice for which you want to print a check.
4. Use the **Prt Check** hot key to display the Single Check printing screen.

**Note:** You must be assigned the AP.PREVIEW.PRINT.CHECK authorization key to use the **Prt Check** hot key.

5. At the prompt, enter one of the following to determine the payables for which you want to print a check:
  - **Y** – Prints a check for all payables for that vendor.
  - **N** – Prints a check for only the selected payable for that vendor.
6. If the **Vendor Requires Separate Checks (Y/N)** field in the Vendor Maintenance screen for the selected vendor is set to **Y**, the system displays the following message: "ABC Company is Flagged for Separate Check Printing. Do you want to include all invoices on one check?"

Enter one of the following:

- **Y** – Populates the **Vendor** and **Chk Amt** fields with the data from the invoice.
- **N** – Places the cursor in the **Check Posting Date** field.

**Note:** Vendors who have the **Vendor Requires Separate Checks** field in Vendor Maintenance set to **Y** cannot print checks with a zero or negative amount. For more information, see [Outsourcing A/P Checks](#).

7. In the **Check Posting Date** field, enter the correct date on which to post this check to the general ledger.

To override the information in the Check Posting Date field, you must be assigned the AP.CHANGE.CHECK.POST.DATE authorization key, which allows access to change the post date of a check.

8. In the **Bank Account Branch** field, press **F10** to select from a list of bank branches. If only one branch exists, the system enters that branch.

9. In the **Bank Account** field, one of the following occurs:
  - If your company has only one bank account, the system enters that account name.
  - If your company has multiple bank accounts, select an account name from the list.
10. In the **Next Check #** field, confirm that the number is correct. If it is not, change it to the correct number.
11. In the **Next EFT Check #** field, one of the following occurs:
  - If the vendor is set up to receive payment via EFT, this field displays a system-generated number. When you use the **Print** hot key, the check information is sent to the EFT Staging file for transmission to the bank.
  - If the vendor is not set up to receive payment via EFT, this field displays a system-generated number. When you use the **Print** hot key, the system prints a check for the vendor.

**Note:** For more information, see Sending EFT Transmissions.
12. In the **Print Paper Check** field, the system populates the field based on the EFT status for the vendor:
  - **Y** – The vendor is set up to receive EFT payments.
  - If the vendor is set up to receive EFT payments, you can enter **Y** in this field to override the EFT status and print a paper check.
  - **N** – The vendor is not set up to receive EFT payments.
  - If the vendor is not set up to receive EFT payments, but their information in vendor maintenance contains all the necessary ACH information, you can enter **Y** in this field to override the EFT status and print a paper check.
  - If the vendor is not set up to receive EFT payments and there is no ACH information in their vendor maintenance record, then you cannot enter **Y** to override the EFT status and print a paper check.
13. Use the **Print** hot key to print the check.
14. At the AP Print Check Signature prompt, enter one of the following to determine whether to include a printed signature on the check:
  - **Y** – Includes a printed signature.
  - **N** – Does not include a printed signature.

**Note:** Before using the printed signature option, you must set the AP.SIGNATURE.PRINT authorization key.
15. At the prompt asking you to verify that the check printed correctly, select one of the following:
  - **Reprint** the same check and display the Single Check printing screen again.
  - **Continue** the check run and print the check.

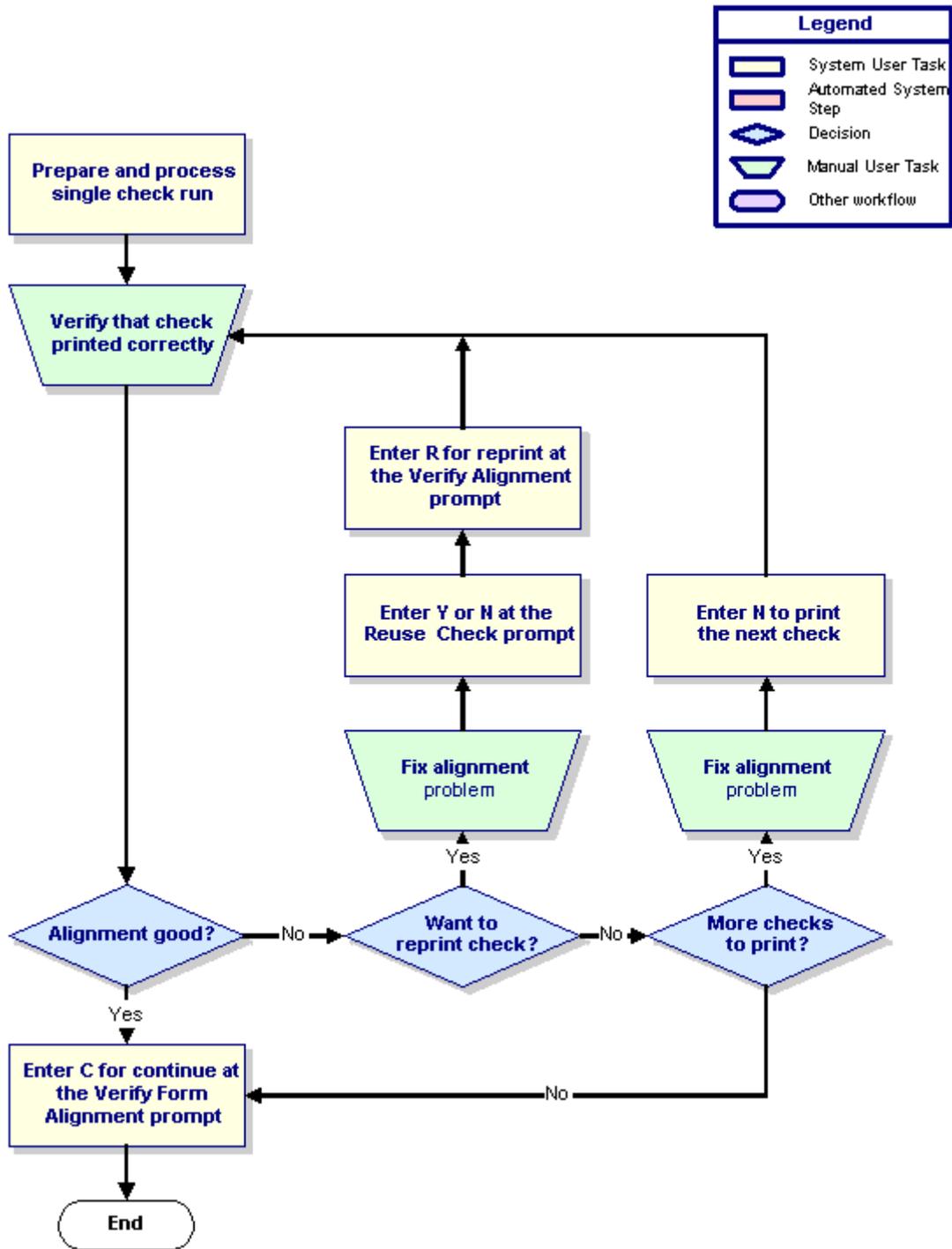
- For a check run of more than one check, print the **Next** check and display the Single Check printing screen again.
- **Abort** the check run. The system displays the printed check number and asks whether to
- **Void** the check. If you indicate **Y**, the system asks if you want to reuse the check number.

### How the System Determines Printer Location for Checks

When you print checks, the system determines the printer location in the following way:

What the System Checks	Where Identified
<p>The user's currently assigned location.</p> <p><b>Note:</b> The printer location currently assigned to the Single Check Printing screen displays in the lower left corner of the message bar at the bottom of the screen.</p>	<p>In the <b>Slave Printer</b> field on the Slave Printer Assignment screen. For more information, see Assigning Slave Printers to Terminals.</p>

# Printing Single Checks Workflow



## Posting Manual Checks

If you need to write a check manually rather than waiting for a check run, the Manual Check Posting screen allows you to do so and still create a disbursement record in the A/P Ledger for the invoice you are paying. For small, one-time manual check disbursements or customer refunds, you can create a generic vendor record to use to post such payments.

**Note:** To be able to create manual checks in a closed period, you must set the AP.ALLOWED authorization key.

### ►To post a manual check:

1. From the **A/P** menu, select **A/P Entry** to display the A/P Entry screen.
2. On the A/P Entry screen, populate the appropriate fields for the invoice to which you want to post a manual check. For more information, see *Reconciling Purchase Orders to an Invoice*.
3. Use the **Man Check** hot key to access the Manual Check Posting screen for payables that still have open pay dates.

**Note:** If you display the A/P Entry screen in view-only mode, this hot key is not active.

One of the following occurs:

- If you have not approved the entire amount on the invoice, the system prompts you to select an account for which to **Post Difference To**. Select one of the following:
  - Unapproved Accounts Payable
  - Disputed Accounts Payable
  - Unreceived Accounts Payable
- If you have approved the entire amount on the invoice, the system prompts you to select the bank account from which it writes the check. Select the appropriate account.

The Manual Check Posting screen displays with the cursor in the **Check #** field.

**Note:** Vendors who have the **Vendor Requires Separate Checks** field in Vendor Maintenance set to **Y** cannot print checks with a zero or negative amount. For more information, see *Outsourcing A/P Checks*.

4. In the **Check #** field, if you are using a check number other than the one displayed, enter it. The check number can be alphanumeric but cannot contain spaces.
5. In the **Branch #** field, enter the branch to which you are posting the check.

6. In the **Date** field, enter the posting date. This date appears on the disbursement record that you have created for this check. The system populates the other fields with the information from the A/P Entry screen:

Field	Description
<b>Payable</b>	The ID of the payable record that corresponds to the vendor invoice you are paying.
<b>Vendor Name</b>	The vendor to whom this disbursement posts.
<b>Invoice #</b>	The vendor invoice number you are paying.
<b>Payable Amt</b>	The vendor invoice amount.
<b>Bank Account</b>	The bank account you selected from which the system writes the check.
<b>Check Amount</b>	The check amount.

7. Press **Esc** to post the check.
8. If the vendor is set up to receive payment via EFT, the system displays the following prompt: Generate EFT Check (Y/N). At the prompt, enter one of the following:
- **Y** – Generates a check via EFT, as opposed to a manual check.
  - **N** – Generates a manual check.

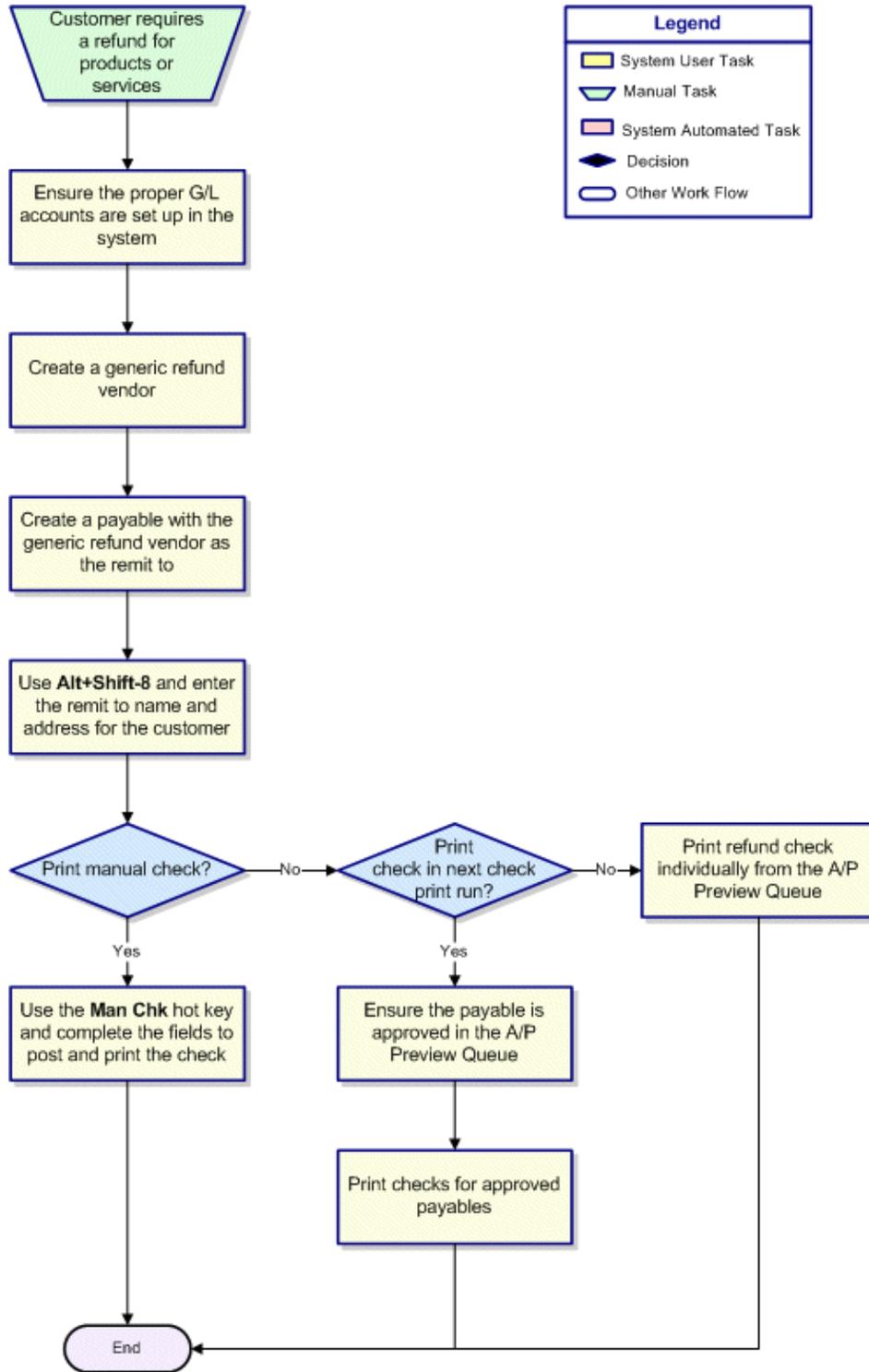
## Refining the Selection for Printing Multiple Checks

Use the Additional Selection Input screen to enter selection criteria to narrow or broaden the scope of the checks you want to print. The system first selects data using the entries on the main Print Checks screen. It then further excludes or includes data using the entries on the Additional Selection Input screen.

### ► To refine the selection for printing multiple checks:

1. From the **A/P** menu, select **Print Checks** to display the Print Checks screen.
2. Use the **Sltc** hot key to display the Additional Selection Input screen.
3. In the **Batch ID** field, to select orders associated with a particular batch number, enter that batch number.
4. In the **Currency** field, to select transactions entered in a specific currency, press **F10** and select from a list of currencies.
5. In the **Invoice ID** field, to select orders assigned with a particular order ID, enter that ID number.
6. In the **Vendor Pay To** field, to select orders associated with a particular pay-to vendor, enter that vendor's name.
7. In the **Pay To Vendor Types** field, to select orders associated with a particular pay-to vendor type, press **F10** and select from a list of vendor types.
8. In the **Payment Terms** field, to select orders assigned particular payment terms, press **F10** and select from a list of payment terms.
9. In the **Payable Branch** field, to select orders associated with a particular branch, enter that branch name or number.
10. In the **Report Currency** field, press **F10** and select the currency in which you want this report displayed.
11. Press **Esc** to return to the Print Checks screen.

# Customer Refund Checks Workflow



## Printing Customer Refund Checks or Making One-Time Payments

As you conduct business, you might find it necessary to provide customers refunds for products or services or to create a one-time payment to a third party. Create refunds and one time payments as payables in the system using A/P entry as you would for other payables to vendors and other parties with which you regularly do business.

Prior to printing a refund check for a customer or a one-time payment, ensure that you have a vendor used for such payments, or a generic refund vendor, set up in Vendor Maintenance and that you are assigned the AP.GEN.VDR.INFO.EDIT authorization key. Using a generic vendor for these types of payables allows you to have one vendor record set up for which you can override the remit-to name and address each time you use it.

When you print checks or run reports that display the vendor name for a payable, the system displays the vendor's name with OVERRIDE to indicate that the payable was created with an overridden name and address.

### ► To print a refund check for a customer or to make a one-time payment:

1. From the **A/P** menu, select **A/P Entry** to display the A/P Entry screen.
2. In the **PostDate** field, the system populates this field with the current date on which to post the payable to the general ledger. You can change this date by entering any date within the open payables period.

**Note:** If you want your aging reports to show true aging from the vendor's invoice date, enter that date in this field.

3. In the **A/P Brnch** field, enter the branch paying the invoice. This branch does not have to correspond to the branch that received the goods.
4. In the **Batch ID** field, enter the batch ID number to which this payable belongs if your company enters payables in batches and you want to run reports by batch. The batch ID is available as a selector on a variety of payables reports. This is an optional field.
5. In the **Ship From** field, enter the vendor used for customer refunds, or the generic refund vendor and select **New**.
6. Press **Alt** then **Shift-8** and press **Enter** to move your cursor to the **Remit To** field.
7. In the **Remit To** field, enter the customer or vendor name and address to which you are sending the refund or one-time payment.

An asterisk next to the rebate vendor indicates that the there name and address for the payable is an override for a generic vendor. If you do not change the name and address in the **Remit To** field, the system prompts you when you save the payable.

8. Complete the payable information, as needed.

9. Do one of the following to print the refund check:
  - Post the check manually from A/P Entry
  - Print an individual check from the A/P Preview Queue
  - Print the refund check with other checks in a check run

## Reconciling Checks Overview

After you print checks for payable invoices, use the check reconciliation functions to compare the balance in your bank account to the balance in the system. You can print reports about checks printed and use them to compare with your monthly bank statement, so you can update the system for each check that has cleared the bank.

Use the following procedures to keep track of your check payments:

- Viewing Information About Checks
- Reconciling Multiple Checks
- Reconciling a Single Check
- Cleared Check Report
- Outstanding Check Report
- Voiding Checks

## Viewing Information About Checks

Use the Check Viewing screen to view information about a check, including the check number, vendor name, date, amount, and payables paid by the check. This screen is view-only.

► **To view information about a check:**

1. From the **A/P** menu, select the **A/P Ledger** to display the A/P Ledger screen.
2. In the **Reference** column, select a disbursement for which you want to view check information, which has transaction ID starting with a **D**.
3. Use the **View** hot key to display the Check Viewing screen.
4. View the check's information in the following view-only fields:

Field	Description
<b>Bank Account</b>	Displays the bank account from which the check was written.
<b>Check #</b>	Displays the check number.
<b>Vendor Name</b>	Displays the vendor to whom the check was paid.
<b>Check Date</b>	Displays the date the check was written.
<b>Branch</b>	Displays the branch to which this transaction is assigned.
<b>Payable Amount</b>	Displays the total amount of the payables being paid by this check.
<b>Discount Amount</b>	Displays the total dollar amount of the discounts allowed on the payables being paid by this check.
<b>Currency Gain/Loss</b>	Displays the difference, either a gain or a loss, between the your primary currency and the currency on the check.
<b>Check Amount</b>	Displays the amount for the check.
<b>Payable #</b>	Displays the system-assigned number of each payable that this check is paying.
<b>Invoice #</b>	Displays the invoice number associated with the designated payable.
<b>Payable Amt</b>	Displays the payable amount for the designated payable.

5. Use the following hot keys as necessary:

Hot Key	Function
<b>View</b>	Displays the A/P Entry screen for the selected payable.
<b>Change Log</b>	Displays the Update Log Viewing screen for the displayed disbursement.
<b>\$</b>	Displays a prompt where you can assign a different currency to the transaction on the screen. For more information, see Foreign Currency Exchange Overview.

6. Press **Esc** to exit the screen.

## Reconciling Multiple Checks

Use the Check Reconciliation screen to reconcile printed checks to your bank account. In addition, you can use the User Defined Upload Processing screen, after you have uploaded the data from the file your bank has sent you, to reconcile all of the checks in that file.

### ►To reconcile multiple checks:

1. From the **A/P > Check Reconciliation** menu, select **Check Reconciliation** to display the Check Reconciliation screen.
2. In the **Branch** field, enter the branch or branches against for which you want to reconcile checks, and press **Enter**.
3. From the list of bank accounts that displays, select the bank account from which the check was written and press **Enter**.
4. The system displays a list of all the unreconciled checks in the account by check number, with the following information:

Column	Description
<b>Check#</b>	The check number.
<b>PostDate</b>	The date the check was posted.
<b>Payee</b>	The vendor to whom the check was made payable.
<b>Check Amt</b>	The amount of the check.
<b>Rec Date</b>	The reconciliation date, if there is one.

5. Use the **Rec Series** hot key to display the Check Reconciliation Series screen.
6. In the **Starting Check #** field, enter the number of the starting check for the series of checks you want to reconcile.
7. In the **Ending Check #** field, enter the number of the last check in the series of checks you want to reconcile.
8. In the **Reconcile date** field, enter the date on which you want to the checks to reconcile, and press **Enter**.

The system displays the Check Reconciliation screen, and the **Rec Date** field displays the reconciled date of any checks that have been reconciled.

9. Press **Esc** to exit this screen.

### ►To reconcile multiple checks:

1. From the **System > Printers** menu, select **Your Hold Entries**.
2. Use the **Down Arrow** key to move the cursor to the line item that contains the information you need to reconcile.
3. Use the **Process** hot key to display the User Defined Upload Processing screen.

4. In the **Processing Type** field, press **F10**, and select **Spooler Check Reconciliation**. Spooler Check Reconciliation now displays in this field.
5. Use the **Begin** hot key to display the **Spooler Check Reconciliation** screen.
6. In the **Input File** field, the system populates this field with the name of the bank file that was uploaded to the spooler.
7. In the **Work ID** field, do one of the following:
  - Leave the field blank – Does not save the template after this update.
  - Enter a name that identified the vendor who sent the file or the price line being updated – Creates a new template.
  - Press **F10** and select an ID – Uses an existing template.
8. In the **Desc** field, enter a description of the template for this check reconciliation process.
9. In the **Branch** field, enter the branch for which these checks are being reconciled.
10. In the **Bank** field, enter the name of the bank from which you received the checks.
11. In the **Check Number** field, enter the following information:
  - **Start** – Enter the starting position using a character number that begins the section of data.
  - **Length** – Enter the corresponding length of the field.
  - **Dec #** – Enter the number of numerals behind the decimal point.
12. In the **Check Amount** field, enter the following information:
  - **Start** – Enter the starting position using a character number that begins the section of data.
  - **Length** – Enter the corresponding length of the field.
  - **Dec #** – Enter the number of numerals behind the decimal point.
13. In the **Reconciliation Date** field, enter the following information:
  - **Start** – Enter the starting position using a character number that begins the section of data.
  - **Length** – Enter the corresponding length of the field.
  - **Dec #** – Enter the number of numerals behind the decimal point.
14. Use any of the following hot keys, as needed:

Hot Key	Function
<b>Begin</b>	Begins processing the upload file.
<b>Rec Layout</b>	Identifies the Spooler Check Reconciliation format for the file you are importing. For more information, see Defining the File Format for Price Updates.

<b>Hot Key</b>	<b>Function</b>
<b>Delete</b>	Deletes the currently displayed work ID. The system prompts you for confirmation of the deletion.

## Reconciling Single Checks

Use one of the following methods to reconcile a single check:

- Use the Check Reconciliation screen to reconcile either a single check or multiple checks.
- Use the Void Check screen to reconcile a single check with the same results as the Check Reconciliation feature. However, with the Void Check feature, you can enter information for a single check and process it more quickly.

### ►To reconcile a single check:

1. From the **A/P > Check Reconciliation** menu, select **Check Reconciliation** to display the Check Reconciliation screen.

The system displays a list of bank accounts.

2. Select the bank account from which the check was written and press **Enter**.
3. In the **Branch** field, enter the branch or branches against which you want to reconcile checks, and press **Enter**.
4. The system displays a list of all the unreconciled checks in the account by check number, with the following information:

Column	Description
<b>Check#</b>	The check number.
<b>PostDate</b>	The date the check was posted.
<b>Payee</b>	The vendor to whom the check was made payable.
<b>Check Amt</b>	The amount of the check.
<b>Rec Date</b>	The reconciliation date, if one exists.

5. In the **Rec Date** field, enter the date for which you want to reconcile a check.
6. Use any of the following, as needed:

To...	Do the following...
use a reconciliation date that has already been entered for another check	use the <b>Rec Date</b> hot key to repeat that date for the next check.
select a specific check to reconcile	use the <b>Check #</b> hot key and enter the check number at the prompt.
display all checks as of a certain date, both reconciled and unreconciled	use the <b>Show All</b> hot key. The cursor moves to the <b>Start Rec Date</b> field, where you enter the date at which you want to display the checks.

7. Press **Esc** to exit this screen.

► **To reconcile a single check:**

1. From the A/P menu, select **Void Check** to display the Void Check screen.  
The system displays a list of bank accounts.
2. Select the bank account from which the check was written and press **Enter**.
3. In the **Check #** field, type the check number, or the first number in a series, that you want to reconcile and press **Enter**.

The system populates the following fields, based on the number entered in the **Check #** field:

Field	Description
<b>Reuse Check#</b>	Determines whether to reuse the last check number. N is the default.
<b>Void/Reverse</b>	Determines whether the system can void the check in a closed accounting period.
<b>Vendor Name</b>	The vendor to whom the check was written.
<b>Check Date</b>	The date of the check.
<b>Branch</b>	The branch to which the vendor associated with the check is assigned.
<b>Check Amount</b>	The amount of the check to be voided.

4. Move the cursor to the **Reconciled Date** field and enter the date on which you want to reconcile this check. The default is the current date.
5. Leave the information in the remaining fields with their default information.
6. Press **Esc** to exit this screen.

## Changing Reconciliation Dates

If you reconcile a check and find that the reconciliation date of a check was recorded incorrectly, you can go back into your check reconciliation records and change the date.

### ►To change a reconciliation date:

1. From the **A/P > Check Reconciliation** menu, select **Check Reconciliation** to display the Check Reconciliation screen.

The system displays a list of bank accounts.

2. Select the bank account from which the check was written and press **Enter**.
3. In the **Branch** field, enter the branch or branches against which the check was reconciled, and press **Enter**.
4. The system displays a list of all the unreconciled checks in the account in check number order, with the following information:

Column	Description
<b>Check#</b>	The check number.
<b>PostDate</b>	The date the check posted.
<b>Payee</b>	The vendor to whom the check was made payable.
<b>Check Amt</b>	The amount of the check.
<b>Rec Date</b>	The reconciliation date.

5. Use the **Show All** hot key to include in the display all checks that have been reconciled.
6. To find the check whose date you need to change, do one of the following:
  - Use the **Up** or **Down Arrow** key to scroll through the list.
  - Use the **Check#** hot key to place the cursor on the check for which you are looking.
7. Correct the reconciliation date.
8. Press **Esc** to save the change and exit the screen.

## Running the Cleared Check Report

Use the Cleared Check report to create a list of all the checks that have cleared the bank as of a designated date.

For a description of the report, see What the Report Shows at the end of the topic.

### ► To run a Cleared Check Report:

1. From the **A/P > Check Reconciliation** menu, select **Cleared Check Report** to display the Cleared Check Report screen.

The system populates the header area with the following information:

Field	Description
<b>Design ID</b>	The system's ID name of the report design, in this instance, CK.CLR.
<b>Created</b>	The date the report design was created.
<b>By</b>	The name of the user who created the report design.
<b>File Name</b>	The name of the file from which the data for the report is obtained.
<b>Total Width</b>	The width of the report, based on the number of characters from the left side of the report to the right side of the report, including the spaces between columns.
<b>Title</b>	The name of the report that displays on the heading of each page in the report, and as the Report Title on the Spooler Control screen of the Hold file.
<b>Sample</b>	If designated on the Report Writer/Mass Load Design screen, the number of selected records to which the report is limited.

2. In the **Bank ID** field, enter the identification number of the bank that has the account that the checks were written against.
3. In the **REC.DATE >** field, enter the first date for the range of time that you want information on.
4. In the **REC.DATE <** field, enter the last date for the range of time that you want information on.
5. To add additional data to this report, use the **Column Data** or the **Selection Data** hot keys to display the Column Data screen and the Selection Data screen, respectively. For more information, see Report Writer/Mass Load Overview.
6. To view notes on this report, use the **Notes** hot key to display the View Notes For screen, which contains the user notes entered for this report design in the Report Writer/Mass Load Design screen. Notes display in view-only mode.
7. Set options, if needed, and generate the report.

## What the Report Shows

The Cleared Check Report shows the following information:

<b>Column</b>	<b>Description</b>
<b>Bank ID</b>	The identification number of the bank that has the account against which the checks were written.
<b>Check No</b>	The check number.
<b>Post Date</b>	The date the amount due was posted.
<b>Rec Date</b>	The date the amount was reconciled.
<b>Name</b>	The name of the person or company to whom the check was written.
<b>Check Amt</b>	The amount of the check.

## Running the Outstanding Check Report

Run the Outstanding Check report to create a list of all the checks that have posted but have not yet cleared the bank.

For a description of the report, see What the Report Shows at the end of the topic.

### ► To run an Outstanding Check Report:

1. From the **A/P > Check Reconciliation** menu, select **Outstanding Check Report** to display the Outstanding Check Report screen.

The system populates the header fields with the following information:

Field	Description
<b>Design ID</b>	The system's ID name of the report design, in this instance, CK.REC.
<b>Created</b>	The date the report design was created.
<b>By</b>	The name of the user who created the report design.
<b>File Name</b>	The name of the file from which the data for the report is obtained, in this instance, CHECK.XREF.
<b>Total Width</b>	The width of the report, based on the number of characters from the left side of the report to the right side of the report, including the spaces between columns.
<b>Title</b>	The name of the report that displays on the heading of each page in the report, and as the Report Title on the Spooler Control screen of the Hold file.
<b>Sample</b>	If designated on the Report Writer/Mass Load Design screen, the number of selected records to which the report is limited.

2. In the **Br/Tr/All** field, enter the branch, territory, or **All** to include in this report. To include multiple branches, enter the branch numbers separated by a comma. You are limited to eight.
3. In the **Enter End/As of Date** field, enter the date to determine which checks to include in the report. Only checks with dates that are open prior to or equal to this date are included.
4. In the **Post Date >=** field, enter the first date for the range that you want to include.
5. In the **Post Date <=** field, enter the last date for the range you want to include.
6. In the **Bank ID =** field, enter the identification number of the bank that has the account that the checks were written against.
7. In the **REC.DATE >** field, enter the first date for the range of time that you want information on.
8. In the **Detail/Summary** field, enter one of the following to determine at what level you want the report printed:
  - **Detail** – Creates a report that includes the check number, posting date, vendor, check amount, and total for all checks. This is the default.
  - **Summary** – Creates a report that includes the total amount of all the checks.

9. To add additional data to this report, use the **Column Data** or the **Selection Data** hot keys to display the Column Data screen and the Selection Data screen, respectively. For more information, see Report Writer/Mass Load Overview.
10. To view notes on this report, use the **Notes** hot key to display the View Notes screen, which contains the user notes entered for this report design in the Report Writer/Mass Load Design screen. Notes display in view only mode.
11. Set options, if needed, and generate the report.

## What the Report Shows

The Outstanding Check Report shows the following information:

Column	Description
<b>Br.</b>	The branch for which the report was run.
<b>Check No.</b>	The check number.
<b>Post Date</b>	The date the amount was posted.
<b>Bank ID</b>	The identification number of the bank that has the account against which the checks were written.
<b>Name</b>	The name of the person or company to whom the check was written.
<b>Check Amt</b>	The amount of the check.
<b>Rec Date</b>	The date the amount was reconciled.

## Voiding Checks

Use the Void Check screen to void a single check or a series of checks. You cannot void a check that is in a closed accounting period. If the check you are trying to void is in a closed period, the system displays an error message indicating that check cannot be voided.

For example, if you wrote a check, sent it in the mail, and it never arrived at its destination you may want to void that check. In addition, if you were printing checks and the printer destroyed a number of checks in a row you would want to indicate that those checks are null and void in your system.

### ► To void a check:

1. From the **A/P** menu, select **Void Check** to display the Void Check screen.  
The system displays a list of bank accounts.
2. Select the bank account from which the check was written and press **Enter**.
3. In the **Check #** field, enter the check number, or the first number in a series, that you want to void.

**Note:** To void a series of checks, when you have entered all the necessary information, use the **Void Series** hot key to enter the last check number in a series. See step 7 for more information.

The system populates the following fields, based on the number entered in the **Check #** field:

Field	Description
<b>Reconciled Date</b>	The date the check was reconciled, if it was reconciled. For more information, see Reconciling Single Checks.
<b>Vendor Name</b>	The vendor to whom the check was written.
<b>Check Date</b>	The date of the check.
<b>Branch</b>	The branch to which the vendor associated with the check is assigned.
<b>Check Amount</b>	The amount of the check to be voided.

4. In the **Reuse Check#** field, enter one of the following to determine whether to reuse the number displayed in the **Check #** field:
  - **Y** – Reuses the check number on the next check. For example, if the check number being voided is for a check that the system thinks was printed but can still be used, enter **Y**.
  - **N** – Does not reuse the check number on the next check. For example, if the check number being voided is for a check that has printed or was caught in a printer jam, enter **N**.

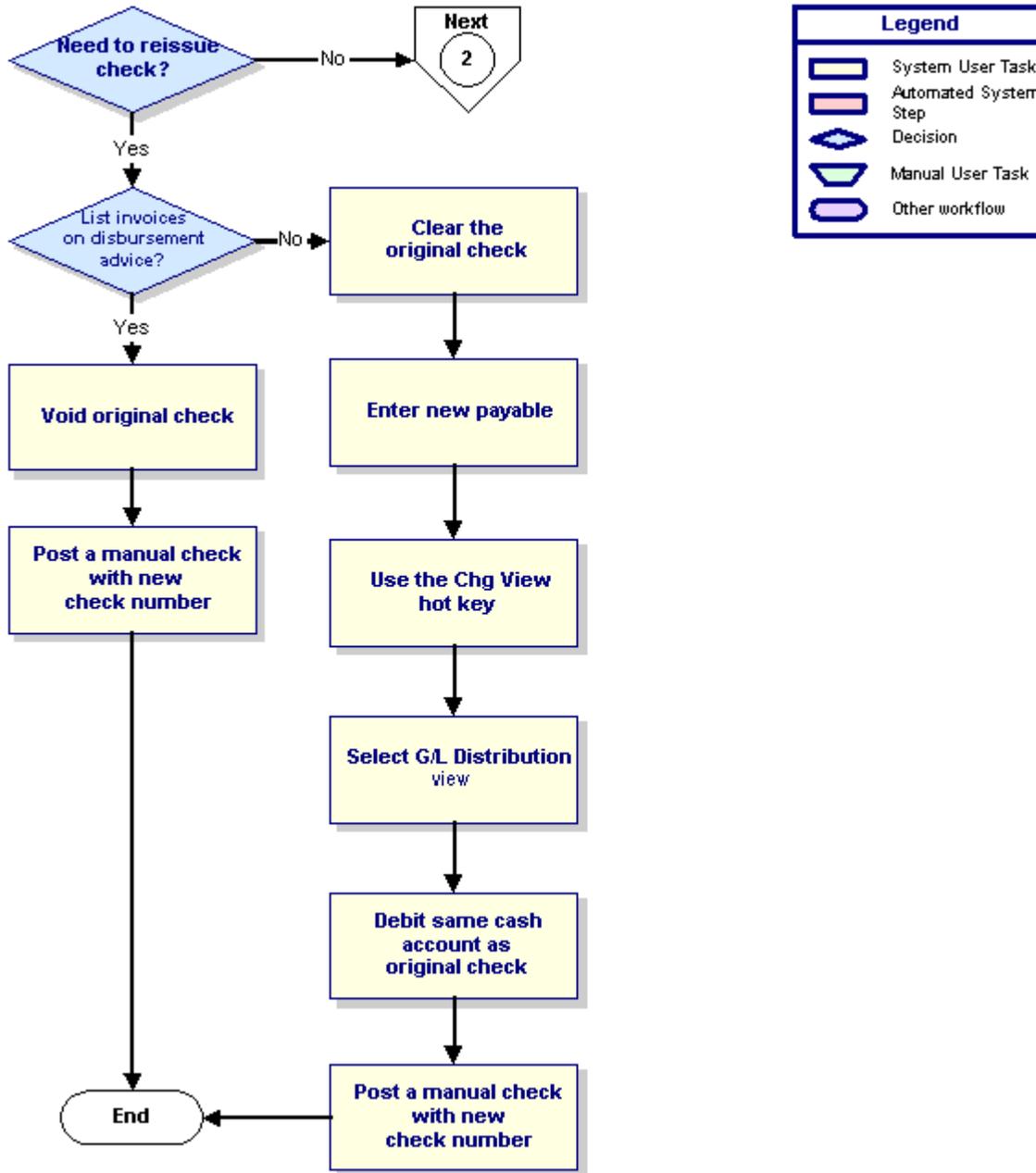
**Note:** If you want to reverse the check, enter **N**. You cannot reuse check numbers when you reverse a check.

5. In the **Void/Reverse** field, enter one of the following to determine whether to void or reverse the check:
  - **Void** – Voids the check in an open accounting period. This is the default.
  - **Reverse** – Voids the check in a closed accounting period. When you reverse a check in a closed accounting period, you can re-opened the payable and cut a new check. You cannot reuse check numbers when you reverse a check.

**Note:** If you reverse a check, the following occurs:

- The Check Register report reflects this information by placing "\*\*\*Reversed\*\*\*" next to both the original check and the reversed check.
  - If you reverse a check that was written to a future date, then the check you reversed posts to the system with the same date as the original.
  - The system prevents you from reversing the same check twice.
6. In the **Reconciled Date** field, the system displays the reconciliation status of the check. Do one of the following:
    - If this field is empty, the check has not been reconciled, and you do not need to change the reconciliation status to void or reverse the check. Proceed to step 7.
    - If this field is populated, the check has been reconciled. Press **Alt-C** to clear the field and unreconcile the check. The **Rec Date** field on the Check Reconciliation screen reflects the action you have just taken. For more information, see Reconciling Single Checks.
  7. When you are finished populating the window, do one of the following to determine whether to void a single check or a series of checks:
    - To void a single check, use the **Void** hot key. The system prompts you to confirm the deletion.
    - To void a series of checks, use the **Void Series** hot key. The system prompts you to enter the ending check number in the series, then displays the range of check numbers, and prompts you to confirm the deletion.
  8. Press **Esc** to exit this screen.

# Voiding Checks in a Closed Period Workflow



## Defining Auto Check Reconciliation Formats

Use the Auto Check Reconciliation Import Formats screen to define the file format of check information to import for automatic check reconciliation purposes. You may need to define multiple formats if you import information from multiple banks.

To use this functionality you must set up the Auto Check Reconciliation Administrator User ID control maintenance record. To set up this record, enter the user or group to message if the format ID specified in an automatic check reconciliation import file is not listed in the Auto Check Reconciliation Import Formats control maintenance record.

### ► To define an auto check reconciliation format:

1. From the **System > System Files** menu, select **Control Maintenance** to display the Control Maintenance screen.
2. In the **Keyword** field, enter **Auto Check Reconciliation Import Formats** to display the Auto Check Reconciliation Import Formats screen.
3. In the **Format ID** field, enter an ID for the import format.
4. In the **Desc** field, enter a description of the format ID.
5. In the **Bank ID** field, select the bank from which to import the file.
6. In the **User to Notify** field, enter the user or group to message if there is an error in the bank file that prevents any part of the check reconciliation process from completing.  
The system sends the error report to the Hold file of the user or every user in the message group.
7. In the **Date Format** field, press **F10** and select one of the following to determine the format of the date field on the import file:
  - **US Dates** – Formats the dates as MM/DD/YYYY.
  - **EURO Dates** – Formats the dates as DD/MM/YYYY.
8. Use the **File Format** hot key to display the Upload File Format screen and then define the file format.
9. In the **Record Type** field, press **F10** and select whether the record type is blocked at a fixed-length, or variable-length.
10. In the **Record Length** field, do one of the following:
  - If the record type is blocked, specify the record length.
  - If records terminate with a carriage return or line feed character, enter **0** as the record length.
11. In the **Delimiter Char** field, press **F10** and select whether a comma or tab character separates data fields within records.
12. In the **Delete Chars** field, enter any characters in the import file that are not related to the data and can be deleted, such as quotes.

13. Press **Esc** to save the file format information and return to the Auto Check Reconciliation Import Formats screen.
14. In the Data Format area, the system hard codes the settings for the following areas, but you can, if necessary, change them:

- **Check Number**
- Date Cleared
- Check Amount
- Bank Account

Define the settings in the Data Format area as follows:

- **Start** – Enter the starting position of the number, date, or amount.
- **Length** – Enter the length of the number, date, or amount.
- **Dec#** – Enter the number of decimal points in the Amount data item.

**Note:** For variable records, in the **Elmt#** field, specify the relative position in the import file record of each data item listed in the **Data Format** field.

15. Use the **Log** hot key, as needed, to view the maintenance log for this record.

**Note:** For the system to log changes to this record, maintenance logging must be enabled for the WORK.MISC file.

16. Press **Esc** to save the format.

## EFT Transmissions Overview

Use the EFT (electronic funds transmission) function to send payments electronically. This function allows you to not only keep an accurate track of your payments, but also to cut down on the time and cost of processing paper checks.

Before you use this procedure to set up your EFT vendors in the Print Checks program, do the following:

- Set up EFT payment information in the vendor pay-to account.
- Set the following control maintenance records:
  - Minimum Check Disbursement Amount
  - Valid ACH Formats
  - Valid Pull Codes
- Set the CD.VOID.EFT authorization key.

## Sending EFT Transmissions

Use the EFT Transmission function to send payments electronically. This function allows you to not only keep an accurate track of your payments, but also to cut down on the time and cost of processing paper checks.

Before you use this function you must do the following:

- Set up EFT payment information in the vendor pay-to account.
- Set the following control maintenance records:
  - Minimum Check Disbursement Amount
  - Valid ACH Formats
  - Valid Pull Codes
- Assign the CD.VOID.EFT authorization key.

### ► To send an EFT transmission:

1. From the **A/P** menu, select **EFT Transmission Release** to display the EFT Transmission Release screen.
2. In the **Br/Tr/All** field, enter the branch or territory to determine the branches of those vendors whose bills you want to pay. Enter **All** to include all branches and territories.
3. In the **Bank Account** field, select the name of your bank account clearing house to which you want to send the payment order.

The payment is sent from this bank to the vendor you select. Bank account clearing house information is based on the parameters you establish for each vendor using the Check Information window off of the Vendor Maintenance window. For more information, see Outsourcing A/P Checks.

The system populates the **File Type** with the name of the file type defined in the Valid ACH Formats control maintenance record.

4. In the **Start Date** field, enter the start date of the check run that you want to include in this transmission. The default is the current date.
5. In the **End Date** field, enter the end date of the check run that you want to include in this transmission. The default is the current date.
6. In the **Vendor ID** field, do one of the following to determine for which vendors you want to regenerate the transmission:
  - To regenerate the transmission for a particular vendor, enter that vendor's name.

**Note:** If you enter a vendor name in this field, the system regenerates EFT checks for that vendor only.

- To regenerate the transmission for all vendors, leave this field blank.

The system populates following fields:

- The **File Type** field displays the name of the file type defined in the Valid ACH Formats control maintenance record.
- The **EFT Batch ID** field displays a system-assigned batch ID number.

7. Use any the following hot keys to process the EFT information:

- **Preview** – Displays the data selected for transmission so that you can review the file before sending it to the bank.
- **Transmit** – Sends the EFT file to the selected bank. Once successfully transmitted, the system removes the check information from the staging file.
- **Regenerate** – Displays the Regenerate EFT Checks screen, which, if an error has occurred in the transmission of the data file, allows you to regenerate the EFT file so that you can retransmit it to the bank.

## Regenerating EFT Transmissions

Use the Regenerate EFT Checks screen to retransmit electronic payments that have already been removed from the staging file. Because the payments have been removed from the staging file, you must regenerate the data before you send the transmission again.

### ► To regenerate an EFT transmission:

1. From the **A/P** menu, select **EFT Transmission Release** to display the EFT Transmission Release screen.
2. Populate the Br/Tr/All and Bank Account fields on the EFT Transmission Release screen.
3. Use the **Regenerate** hot key to display the Regenerate EFT Checks screen.
4. In the **Transmit Date** field, enter the date for which you want to regenerate the transmission. Typically, this date reflects the date of the original EFT payment that you want to regenerate. This field is required.
5. In the **Batch ID** field, do one of the following to determine whether or not to regenerate the transmission for check batches:
  - To regenerate the transmission for a particular batch of checks, enter that batch ID.
  - To regenerate the transmission for all batches of checks that have been sent, leave this field blank.

**Note:** The system generates batch ID numbers when you print documents on the Print Invoice screen. View the System Activity Log to inspect the batch numbers; access to this log requires SYSTEM.ACTIVITY.LOG authorization. For more information, see Printing Invoices.

6. In the **Vendor ID** field, do one of the following to determine for which vendors you want to regenerate the transmission:
  - To regenerate the transmission for a particular vendor, enter that vendor's name.

**Note:** If you enter a vendor name in this field, the system regenerates EFT checks for that vendor only.

- To regenerate the transmission for all vendors, leave this field blank.
7. In the **Auto Transmit (Y/N)** field, enter one of the following to determine how to transmit the information:
    - **Y** – Selects every EFT check that meets the criteria presently active on the Regenerate EFT Checks screen, recreates the EFT staging file, and transmits the file to the bank when you use the **Begin** hot key.
    - **N** – Selects every EFT check that meets the criteria presently active on the Regenerate EFT Checks screen, and recreates the EFT staging file. Review the file as necessary on the EFT Transmission Release screen and use the **Begin** hot key to regenerate when you are ready.

8. Use the **Begin** hot key to regenerate the data and place it in the staging file.
9. Continue with the process for Sending EFT Transmissions.

## Reconciling Multiple EFT Checks

Use this function to reconcile all checks that you receive via a bank file. This allows you to set up the system to reconcile checks, rather than having to manually reconcile each check using the check reconciliation queue.

### ► To reconcile multiple EFT checks:

1. From the **System > Printers** menu, select **Your Hold Entries**. to display the Spooler Control screen.
2. Use the **Down Arrow** key to move the cursor to the line item that contains the information you need to reconcile.
3. Use the **Process** hot key to display the User Defined Upload Processing screen.
4. In the **Processing Type** field, press **F10**, and select **Spooler Check Reconciliation**.
5. Use the **Begin** hot key to display the Spooler Check Reconciliation screen.
6. In the **Input File** field, the system populates this field with the name of the bank file that was uploaded to the spooler.
7. In the **Work ID** field, do one of the following:
  - Enter a name to identify the vendor who sent the file or the price line being updated – Creates a new template. This is usually a bank name.
  - Press **F10** and select an ID – Uses an existing template.
8. In the **Desc** field, enter a description of the template for this check reconciliation process.
9. In the **Branch** field, enter the branch for which these checks are being reconciled.
10. In the **Bank** field, enter the name of the bank from which you received the checks.
11. In the **Check Number** field, enter the following information:
  - **Start** – Enter the starting position using a character number that begins the section of data.
  - **Length** – Enter the corresponding length of the field.
  - **Dec #** – This field is not used for check number information.
12. In the **Check Amount** field, enter the following information:
  - **Start** – Enter the starting position using a character number that begins the section of data.
  - **Length** – Enter the corresponding length of the field.
  - **Dec #** – Enter the decimal position of the amount in the file.

13. In the **Reconciliation Date** field, enter the following information:

- **Start** – Enter the starting position using a character number that begins the section of data.
- **Length** – Enter the corresponding length of the field.
- **Dec #** – This field is not used for reconciliation date information.

14. Use any of the following hot keys, as needed:

- **Begin** – Begins processing the upload file.
- **Rec Layout** – Identifies the Spooler Check Reconciliation format for the file you are importing. For more information, see Changing the Screen Format.
- **Delete** – Deletes the currently displayed work ID. The system prompts you for confirmation of the deletion.

15. Press **Esc** to save the information and exit the screen.

## A/P Reports Overview

A number of reports are available for your use. When you purchase something, the system records the purchase in the accounts payable ledger. You can use the reports to track how much you owe and to whom. Use the following reports to keep track of your payable accounts:

- Payables Journal
- Payables Distribution
- Cash Requirement
- Aged Cash Requirements
- Open Payables
- A/P Aging
- Check Register
- Vendor Purchases
- Vendor Payables
- Vendor 1099 Summary
- Aged Unbilled Stock Receipts
- P/O Reconciliation

## Running the Payables Journal Report

Run a Payables Journal Report to create a list of all the payables for one or more branches for a specific time period. You can tailor the report to list just those payables entered by a specific user or in a specific branch. The report includes a branch exchange account summary.

For a description of the report, see What the Report Shows at the end of the topic.

### ▶ To run a Payables Journal Report:

1. From the **A/P > Reports** menu, select **Payables Journal** to display the Payables Journal screen.
2. In the **Br/Tr/All** field, enter the branch, territory, or **All** to include in the report.
3. In the **Start Date** field, enter the date you want the report to start from in the MM/DD/YYYY format. The default is the current date.
4. In the **End Date** field, do one of the following:
  - To list the payables for a single date, press **Enter** to copy the start date information to this field.
  - To list the payables for a range of dates, enter the date that you want the report to finish, in the MM/DD/YYYY format.
5. In the **User ID** field, to list only the payables entered by a particular user, enter the user ID. This is an optional field.
6. In the **Batch ID** field, to list only the payables entered in a particular batch, enter the batch ID. This is an optional field.
7. In the **Sort By** field, enter one of the following to determine how to sort the payables in your report:
  - **Payable** – Sorts the payables by transaction number.
  - **Vendor** – Sorts the payables alphabetically by vendor name.
8. Use the **Slet** key to display the Additional Selection Input screen, where you can enter additional criteria, for example, to select orders associated with a particular batch number.
9. Use the **Columns** hot key to display the Columns Setup for Payables Journal Report screen, where you can set up the report columns to include specific types of information on the report. For example, you can include information about freight and handling charges. For more information, see Customer Sales Rebate Report.
10. Set options, if needed, and generate the report.

## What the Report Shows

The Payables Journal Report shows the following information:

<b>Column</b>	<b>Description</b>
<b>Branches</b>	The branches for which the report was run.
<b>Batch</b>	The batch for which the report was run.
<b>User ID</b>	The ID of the person who ran the report.
<b>Invoice #</b>	The invoice number connected with the payable.
<b>Inv Date</b>	The date the payable was invoiced.
<b>Pay Date</b>	The date the payable is due.
<b>Vendor Name</b>	The name of the vendor to which the payable is due. If the payable is for a customer refund, or a one-time payment that uses a generic vendor, the vendor name and OVERRIDE displays in this field.
<b>Inv Amt</b>	The amount of the invoice.
<b>Br #</b>	The branch number associated with this payable.

## Running the Payables Distribution Report

Run a Payables Distribution report to list all the payables, for a given date or a range of dates, sorted by the general ledger accounts to which they were posted. Use the totals at the bottom of the Payables Distribution report to compare with the totals at the bottom of the Payables Journal Report. They should be the same.

For a description of the report, see What the Report Shows at the end of the topic.

### ►To run a Payables Distribution report:

1. From the **A/P > Reports** menu, select **Payables Distribution** to display the Payables Distribution Report screen.
2. In the **Br/Tr/All** field, enter the branch, territory, or **All** to include in the report.
3. In the **Start Date** field, enter the date that you want the report to start from in the MM/DD/YYYY format. The default is the current date.
4. In the **End Date** field, do one of the following:
  - To list the payables for a single date, press **Enter** to copy the start date information to this field.
  - To list the payables for a range of dates, enter the date that you want the report to finish at, in the MM/DD/YYYY format.
5. In the **Detail/Summary** field, enter one of the following to determine in which format you want to run the report:
  - **Detail** – For each G/L account, lists the individual payables posted within the designated date range.
  - **Summary** – For each G/L account, lists only the total amount posted for the designated date range.
6. Use the **Slt** key to display the Additional Selection Input screen, where you can enter additional criteria, for example, to select orders associated with a particular batch number.
7. Set options, if needed, and generate the report.

### What the Report Shows

The Payables Distribution Report shows the following information:

Column	Description
<b>Br#</b>	The branch number associated with this payable.
<b>G/L Description</b>	The account to which the payable was posted.

<b>Column</b>	<b>Description</b>
<b>Vendor Name</b>	The name of the vendor to which the payable is due. If the payable is for a customer refund, or a one-time payment that uses a generic vendor, the vendor name and OVERRIDE displays in this field.
<b>Invoice #</b>	The invoice number connected with the payable.
<b>PostDate</b>	The date the information about the invoice was posted into the general ledger.
<b>G/L Amount</b>	The amount payable from this account.
<b>Payable ID</b>	Identification number associated with this payable.

## Running the Cash Requirement Report

Run a Cash Requirement Report to see what your cash requirements are by listing open payables with payment dates that fall within a designated date range.

For a description of the report, see What the Report Shows at the end of the topic.

### ► To run a Cash Requirement Report:

1. From the **A/P > Reports** menu, select **Cash Requirement** to display the Cash Requirement Report screen.
2. In the **Br/Tr/All** field, enter the branch, territory, or **All** to include in the report.
3. In the **Start Date** field, enter the date that you want the report to start from in the MM/DD/YYYY format. The default is the current date.
4. In the **End Date** field, do one of the following:
  - To list the payables for a single date, press **Enter** to copy the start date information to this field.
  - To list the payables for a range of dates, enter the date that you want the report to finish at, in the MM/DD/YYYY format.
5. In the **Detail/Summary/Totals** field, press **F10** and select one of the following to determine the level of detail you want in the report:
  - **Detail** – Includes each invoice amount and subtotals of the invoices for each vendor within each payment date or for each payment date within each vendor, depending on the sort order defined in the **Sort by PayDate/Vendor** field.
  - **Summary** – Includes only subtotals of the invoices for each vendor within. The subtotals are shown within each payment date or for each payment date within each vendor, depending on the sort order defined in the **Sort by PayDate/Vendor** field.
  - **Totals** – Includes only a total amount for each payment date or vendor, depending on the sort order defined in the **Sort by PayDate/Vendor** field.
6. In the **Sort by PayDate/Vendor** field, press **F10** and select one of the following to determine how to sort the payables on the report:
  - **PayDate** – Sorts the payables by vendor for each payment date. This is the default.
  - **Vendor** – Sorts the payables by payment date for each vendor.
7. In the **Exclude Vendors with Credit Balance** field, enter one of the following:
  - **Y** – Excludes vendors with a positive credit balance. This is the default.
  - **N** – Include vendors with a positive credit balance.

8. Use the **Slet** key to display the Additional Selection Input screen, where you can enter additional criteria, for example, to select orders associated with a particular batch number.
9. Set options, if needed, and generate the report.

## What the Report Shows

The Cash Requirements Report shows the following information:

Column	Description
<b>Branches</b>	The branch number associated with the payable.
<b>Pay On</b>	The date the invoice amount is due.
<b>Vendor Name</b>	The name of the vendor to which the payable is due. If the payable is for a customer refund, or a one-time payment that uses a generic vendor, the vendor name and OVERRIDE displays in this field.
<b>Invoice #</b>	The invoice number connected with the payable.
<b>Inv Amt</b>	The total due on the invoice.
<b>Deduct Amt</b>	The amount, if any, of deductions applied to the invoice.
<b>Gross Amt</b>	The amount of the invoice after applying any deductions.
<b>Disc Amt</b>	The amount of the discount, if any, applied to the invoice.
<b>Disc Date</b>	The date the discount was applied.
<b>Approve Amt</b>	The amount of the invoice that has been approved to be paid.
<b>Unapproved</b>	The amount, if any, that has not been approved to be paid.
<b>Payable ID</b>	The system-assigned, unique identification number associated with the payable.

## Running the Aged Cash Requirements Report

Run an Aged Cash Requirements Report to see what your future cash requirements are by sorting payables that can be paid on the three dates specified in the report setup screen. For example, if your company runs checks three times a month, on the 10th, the 15th, and at the end of the month, this report shows you the projected cash requirements for covering the checks that will be printed on each date.

For a description of the report, see What the Report Shows at the end of the topic.

### ► To run an Aged Cash Requirements Report:

1. From the **A/P > Reports** menu, select **Aged Cash Requirements** to display the Aged Cash Requirements Report screen.
2. In the **Col #1 Age Date** field, enter the cutoff date for open payables to be listed in this column. You can enter an actual or a variable date, but you cannot enter a date prior to the current date. Any open payable with a payment date that falls on or before this date is listed and added to the total in this column.
3. In the **Col #2 Age Date** field, enter the cutoff date for open payables to be listed in this column. You can enter an actual or a variable date. Any open payable with a payment date that falls after the **Col #1 Age Date** and on or before this date is listed and added to the total in this column.
4. In the **Col #3 Age Date** field, enter the cutoff date for open payables to be listed in this column. You can enter an actual or a variable date. Any open payable with a payment date that falls after the **Col #2 Age Date** and on or before this date is listed and added to the total in this column.
5. In the **Br/Tr/All** field, enter the branch, territory, or **All** to be included in the report.
6. In the **Detail/Summary** field, press **F10** and select one of the following:
  - **Detail** – Lists each payable and subtotals for each vendor.
  - **Summary** – Lists only subtotals for each vendor.
7. Use the **Sltc** key to display the Additional Selection Input screen, where you can enter additional criteria, for example, to select orders associated with a particular batch number.
8. In the **Sort By** field, press **F10** and select one of the following to determine how to sort the report:
  - **Remit To** – Sorts the report by remit-to vendors.
  - **Ship From** – Sorts the report by ship-from vendors.

9. In the **Exclude Vendors with Credit Balance** field, enter one of the following:
- **Y** – Excludes vendors with a positive credit balance. This is the default.
  - **N** – Include vendors with a positive credit balance.
10. Set options, if needed, and generate the report.

## What the Report Shows

The Aged Cash Requirements Report shows the following information:

Column	Description
<b>Branches</b>	The branch number associated with this payable.
<b>Sort by</b>	The way in which the report was sorted, either by Ship From accounts or by Remit To accounts.
<b>Ship From Vendor</b>	The name of the vendor from whom the products were received.
<b>Col #1</b>	The open payables as of the first cutoff date.
<b>Col #2</b>	The open payables that fall after the Col #1 cutoff date.
<b>Col #3</b>	The open payables that fall after the Col #2 cutoff date.
<b>Subtotal</b>	The open payables in all three columns.
<b>Outside Age Date</b>	The payables that fall outside the given aging buckets.
<b>Total</b>	All open payables.

## Running the Open Payables Report

Run an Open Payables Report to create a list of the current status of all the unpaid payables as of a given date. Although you generally run the report for all branches, you can run it for a single branch or territory.

For a description of the report, see What the Report Shows at the end of the topic.

### ► To run an Open Payables Report:

1. From the **A/P > Reports** menu, select **Open Payables** to display the Open Payables Report screen.
2. In the **Br/Tr/All** field, enter the branch, branches, or territories that you want to include in the report.
3. In the **As of Date** field, enter the date to determine which payables to include in the report. Only payables with post dates that are open prior to or equal to this date are included. The default is the current date.
4. In the **Vendor** field, do one of the following to determine which invoices to include in the report:
  - **Enter a vendor's name** – Includes only those invoices from a particular vendor.
  - **Leave the field blank** – Includes all invoices, regardless of which vendor they are from.
5. In the **Detail/Summary** field, press **F10** and select one of the following to determine the level of detail to include on the report:
  - **Summary** – Sorts the payables by pay-to or ship-from vendor and displays a total line for each vendor.
  - **Detail** – Sorts the payables by pay-to or ship-from vendor, displays a total line for each vendor, and also lists the following information:
 

• Vendor name	• Gross amount	• Deduction amount
• Invoice number, date, and amount	• Unapproved difference	• Approved amount
• Invoice pay-on date	• Difference	• Payable ID
• Discount date and amount	• Transaction number	
6. In the **Unapproved Invoices (Inc/Exc/Only)** field, press **F10** and select one of the following to determine whether to include unapproved payables:
  - **Include** – Includes all unapproved payables.
  - **Exclude** – Excludes all unapproved payables.
  - **Only** – Includes only unapproved payables.

7. In the **Credits (Inc/Exc/Only)** field, press **F10** and select one of the following to determine which payable types to include in the report:
  - **Include** – Includes both debits and credits. This is the default.
  - **Exclude** – Includes only debits.
  - **Only** – Includes only credits.
8. In the **Sort by Pay-To/Ship-From** field, press **F10** and select one of the following to determine how to sort the payables:
  - **Pay-To** – Sorts the payables alphabetically by pay-to vendor.
  - **Ship-From** – Sorts the payables alphabetically by ship-from vendor.
9. Use the **Slt** key to display the Additional Selection Input screen, where you can enter additional criteria, for example, to select orders associated with a particular batch number.
10. In the **Break on Branch (Y/N)** field, enter one of the following to determine whether to separate information by branch:
  - **N** – Displays the combined total payables for each vendor for all branches, followed by a grand total for all vendors.
  - **Y** – Displays the subtotal of payables for each vendor on a branch-by-branch basis, followed by the total payables for the vendor for all branches, followed by a grand total for all vendors.
11. Set options, if needed, and generate the report.

## What the Report Shows

The Open Payables Report shows the following information:

Column	Description
<b>Branches</b>	The branch number associated with this payable.
<b>Vendor Name</b>	The name of the vendor to which the payable is due. If the payable is for a customer refund, or a one-time payment that uses a generic vendor, the vendor name and OVERRIDE displays in this field.
<b>Invoice #</b>	The invoice number connected with the payable.
<b>A/P Br</b>	The accounts payable branch for that line item. The information in this column displays only when the report is run in Detail mode.
<b>Invoice Date</b>	The date the invoice was processed.
<b>Pay On</b>	The day the payable is due.
<b>Inv Amt</b>	The total due on the invoice.
<b>Deduct Amt</b>	The amount, if any, of deductions applied to the invoice.
<b>Gross Amt</b>	The amount of the invoice after any deductions have been applied.
<b>Disc Amt</b>	The amount of the discount, if any, applied to the invoice.

<b>Column</b>	<b>Description</b>
<b>Approv Amt</b>	The amount of the invoice that has been approved to be paid.
<b>Unapproved</b>	The amount, if any, that has not been approved to be paid.
<b>Difference</b>	The difference between the invoice reconciled amount and the P/O reconciled amount.

## Running the A/P Aging Report

Run an A/P Aging Report to create a picture of how much money your company owes your vendors and for how long your company has owed the money. While you probably do not want to run this report for use as a payables reference tool, you might want to run a file copy after an auditor has closed the accounting period, or a review copy for a branch or payables manager.

Before you run this report, we recommend that you set the Respect Authorized Branches for A/R and A/P Inquiry and Ledger control maintenance record.

To increase the speed of this report and allow for multiple phantom threads to run at the same time, set the PHANTOM.THREAD.COUNT authorization hot key.

For a description of the report, see What the Report Shows at the end of the topic.

### ► To run an A/P Aging Report:

1. From the **A/P > Reports** menu, select **A/P Aging** to display the A/P Aging Report screen.
2. In the **As of Date** field, enter the date to determine which payables to include in the report. Only payables with payment dates prior to or equal to this date are included. The default is the current date.
3. In the **Age as of** field, enter the date to determine the age of the invoices to include in the report. The default is the current date.
4. In the **Home Branches** field, enter the branch, territory, or **All** to include in the report.
5. In the **Incl Blank Home Br (Y/N)** field, indicate whether to include those vendors that have no Home Branch assignment.
  - If you specified **All** in the **Home Branches** field, enter **Y** in this field.
  - If you run separate reports for different branches or territories, enter **Y** in this field for only one of the reports. Otherwise, you include the same vendors in multiple reports.
6. In the **Purchase Branches** field, enter the branch, territory, or **All** to restrict the report to only those areas that receive products and have accounts payable.
7. In the **Detail/Summary** field, press **F10** and select one of the following to determine the level of detail to include on the report:
  - **Detail** – Includes all payables for each vendor, followed by the aging totals for that vendor, disbursements, and grand totals for all vendors displayed.
  - **Summary** – Includes only aging totals for each vendor, followed by grand totals for all vendors. This is the default.
8. In the **Vendor Currency** field, to select only those vendors who have a designated primary currency that is different from your company's base currency, press **F10** and select a currency.

9. In the **Report Currency** field, to print the report in a currency other than your company's base currency, press **F10** and select a currency.

**Note:** To print the report in U.S. currency, leave this field blank.

10. In the **Display Branch** field, press **F10** and select one of the following to determine which branch to display on the report:
- **Home Branch** – Includes an **H.Br** column at the right side of the report that lists the vendor's home branch.
  - **Purchase Branch** – Includes a **P.Br** column at the right side of the report that lists the vendor's purchase branch.
  - **Both** – Includes both an **H.Br** column and a **P.Br** column on the right side of the report, listing the vendor's home branch and the vendor's purchase branch, respectively. This option is only available when you run the report in Detail mode.
  - **None** – Does not include information about either the vendor's home or purchase branch.
11. In the **Sort by** field, press **F10** and select one of the following to determine which branch to sort by:
- **Home Branch** – Sorts vendors by their home branch.
  - **Purchase Branch** – Sorts vendors by their purchase branch.
  - **Vendor** – Sorts vendors by the following information:
    - First, by the value in the **Sort By** field on the Customer Maintenance screen.
    - Second, by the value in the **Bill** field on the Customer Maintenance screen.
    - Third, by the value in the **Order #** field on the Order Entry screen.
- All orders for each vendor are followed by a total for that vendor. If you include blank home branches, vendors not assigned a home branch are listed after the vendors assigned a home branch. Grand totals for all vendors displays at the end of the report.
12. In the **Vendor Level** field, press **F10** and select one of the following to determine how customer information displays.
- **Pay-To** – Displays information for pay-to vendors only, with subtotals for each, and then displays the totals for all pay-to vendors.
  - **Ship-From** – Displays information for ship-from vendors only, with subtotals for each, and then displays the totals for all ship-from vendors.
13. Set options, if needed, and generate the report.

## What the Report Shows

The A/P Aging Report shows the following information:

<b>Column</b>	<b>Description</b>
<b>Home Branches</b>	The main branch associated with this report.
<b>Purchase Branches</b>	Which purchasing branches the report includes.
<b>ID#</b>	The identification number associated with the vendor.
<b>Vendor Name</b>	The name of the vendor to which the payable is due.
<b>Future</b>	Those payables that are due after the due date of the current fiscal month.
<b>Current</b>	Those payables that are due within the current fiscal month.
<b>31-60</b>	Those payables that are between 31 and 60 days due.
<b>61-90</b>	Those payables that are between 61 and 90 days due.
<b>91-120</b>	Those payables that are between 91 and 120 days due.
<b>Over 120</b>	Those payables that are over 120 days due.
<b>Total</b>	The total of all amounts in all the columns.

## Running the Check Register Report

Run a Check Register Report to create a list of all the checks you have printed during a certain time period. The report lists checks either by vendor or check number. Keep in mind that this report can be used in multiple ways. You can run the report:

- Following every check run.
- Along with a general ledger report, for a specific bank account. The total of the checks written for the month should match the total disbursements for the month for that bank account.
- For a particular date, branch, and bank account.

For a description of the report, see What the Report Shows at the end of the topic.

### ▶ To run a Check Register Report:

1. From the **A/P > Reports** menu, select **Check Register** to display the Check Register screen.
2. In the **Br/Tr/All** field, enter the branch, territory, or **All** to include in the report.
3. In the **Start Date** field, enter the first date of the period to include in the report.
4. In the **End Date** field, enter the last date of the period to include in the report. The default is the same date as the start date.
5. In the **Bank Account** field, select list bank accounts to include in the report.
6. In the **Include Voided Check (Y/N)** field, indicate whether to include voided checks. The default is **Y**.
7. In the **Sort by Vendor or Check #** field, press **F10** and select one of the following to determine how to sort the checks on the report:
  - **Vendor** – Sorts by vendor names, and includes vendor subtotals.
  - **Check** – Sorts by check number in descending order.
8. In the **Manual/Computer/Both** field, press **F10** and select one of the following to indicate which check types to include on the report:
  - **Manual** – Includes checks generated manually.
  - **Computer** – Includes checks generated by the computer.
  - **Both** – Includes both manually and computer generated checks. This is the default.
9. In the **Detail/Summary** field, press **F10** and select one of the following to determine the level of detail to include on the report:
  - **Detail** – Displays all the information on a check, including check number, date, amount, branch, vendor name, invoice date, gross amount, deductions, and discounts. This is the default.

**Note:** When dealing with transactions entered in a different currency, there may be minor discrepancies in the detail report caused by different exchange rates. The total gross discount and check amounts will always match the general ledger postings, but the individual numbers listed in the report may not exactly add up to the total amounts.

- **Summary** – Displays select information on a check, including check number, date, amount, branch, and vendor name.
10. Use the **Slt** key to display the Additional Selection Input screen, where you can enter additional criteria, for example, to select orders associated with a particular batch number.
  11. Set options, if needed, and generate the report.

## What the Report Shows

The Check Register Report shows the following information:

Column	Description
<b>Branches</b>	The branch number associated with the payable.
<b>Bank Account</b>	The name of the bank account for which the check was written.
<b>Check #</b>	The number of the check.
<b>Br#</b>	The branch number associated with the payable.
<b>Vendor Name</b>	The name of the vendor to which the payable is due. If the payable is for a customer refund, or a one-time payment that uses a generic vendor, the vendor name and OVERRIDE displays in this field.
<b>Chk Date</b>	The date each check was written.
<b>Check Amt</b>	The amount of each check written.
<b>Invoice #</b>	The invoice number connected with the payable.
<b>Inv Date</b>	The date the invoice was processed.
<b>Gross Amt</b>	The total amount of the invoice before any deductions or discounts were applied.
<b>Deductions</b>	The amount, if any, of deductions applied to the invoice.
<b>Disc Amt</b>	The amount of the discount, if any, applied to the invoice.

## Refining the Scope of the Check Register Report

Use the Additional Selection Input screen to enter selection criteria to narrow or broaden the scope of Check Register Report results. The system first selects data using the entries on the main report screen. The system then further excludes or includes data using the entries on the Additional Selection Input screen.

Please note that this screen is a generic, second level data filter, and that some options may not pertain to the report you are running, depending on whether the report obtains its data from sales orders or purchase orders.

### ► To refine the scope of the Check Register Report:

1. From the **A/P > Reports** menu, select **Check Register** to display the Check Register screen.
2. Populate the report.
3. Use the **Slt** hot key to display the Additional Selection Input screen.
4. In the **Print Selections on Report (Y/N)** field, indicate whether to list the names of all additional selections along with the corresponding entries between the header information and the report data.
5. In the **Batch ID** field, to select orders associated with a particular batch number, enter that batch number.

**Note:** For a single entry in this or any of the following fields, type the data in the field. For multiple entries, position the cursor in a field and use the **Multi** hot key to display a related screen on which you can add multiple entries.

6. In the **Currency** field, to select transactions entered in a specific currency, press **F10** and select from a list of currencies.
7. In the **Invoice ID** field, to select orders assigned with a particular order ID, enter that ID number.
8. In the **Vendor Pay To** field, to select orders associated with a particular pay-to vendor, enter that vendor's name.
9. In the **Pay To Vendor Types** field, to select orders associated with a particular pay-to vendor type, press **F10** and select from a list of vendor types.
10. In the **Payment Terms** field, to select orders assigned particular payment terms, press **F10** and select from a list of payment terms.
11. In the **Payable Branch** field, to select orders associated with a particular branch, enter that branch name or number.
12. In the **Report Currency** field, press **F10** and select the currency in which you want this report displayed.
13. Press **Esc** to return to the Print Checks screen.

## Running the Vendor Purchases Report

Run a Vendor Purchases Report to create a summary of purchase and payment information for all received inventory, including tagged and direct, for each vendor as of a designated date. Typically run at the end of the year, this report can be used to reconcile rebates that are due. For example, if you are part of a buy group for Sylvania and they send you a rebate check based on their records, you can use this report to verify that their totals are correct and you are being paid the correct amount.

The report provides the following information for each vendor:

- Totals for the current month and the previous month.
- Totals for the current year and the previous year.
- Current payables.
- Month-to-date and year-to-date payments.

For a description of the report, see What the Report Shows at the end of the topic.

### ▶ To run a Vendor Purchases Report:

1. From the **A/P > Reports** menu, select **Vendor Purchases** to display the Vendor Purchases Report screen.
2. In the **Br/Tr/All** field, enter the branch, territory, or **All** to include in the report.
3. In the **Start Date** field, enter the first date of the period to include in the report.
4. In the **End/As of Date** field, enter one of the following to determine the last date of the period to be included in the report:
  - If you populated the **Start Date** field, enter the last date of the period to be included in the report.
  - If you left the **Start Date** field blank, enter the date to be used in calculating the MTD (month to date) and YTD (year to date) totals.
5. In the **Vendor** field, do one of the following to determine which vendor's invoices to include in the report:
  - To include only those invoices from a particular vendor, enter that vendor's name in this field.
  - To run the report for all vendors, leave the field blank.

**Note:** This field accepts only pay-to vendor information. For information on a report that allows entry of a pay-to vendor or a ship-from vendor, see Running the Product Purchases Report.

6. In the **Sort by** field, enter one of the following to indicate how to sort the vendors on the report:
  - **Purchases** – Lists the vendors by descending purchase totals. Vendors with the highest totals are listed at the top of the report, and vendors with zero totals are listed at the bottom of the report.
  - **Vendor** – Lists the vendors alphabetically.
7. In the **Vendor Currency** field, to include in the report only those vendors who have a designated primary currency that is different from your company's base currency, select from a list of currencies.
8. In the **Report Currency** field, do one of the following to determine in which currency to print the report:
  - To print the report in a currency other than your company's base currency, select from a list of currencies.
  - To print the report in U.S. currency, leave this field blank.
9. Set options, if needed, and generate the report.

## What the Report Shows

The Vendor Purchases Report shows the following information:

Column	Description
<b>Vendor</b>	The vendor for whom the report was run.
<b>Branch(es)</b>	The branches for which the report was run.
<b>Vendor Name</b>	The vendor from whom a particular purchase was made.
<b>MTD Purch</b>	The month-to-date purchases from a vendor.
<b>LYMTD Purch</b>	The previous year's month-to-date purchases from a vendor.
<b>YTD Purch</b>	The year-to-date purchases from a vendor.
<b>LYTD Purch</b>	The previous year-to-date purchases from a vendor.
<b>DT Range Purch</b>	The range of dates that purchases were made.
<b>Curr Pybles</b>	The current payables owed to a vendor.
<b>MTD Pymnts</b>	The month-to-date payments made to a vendor.
<b>YTD Pymnts</b>	The year-to-date payments made to a vendor.
<b>VN#</b>	The vendor number.
<b>Dt Range Pybles</b>	The ranges of dates that payables were made.

## Running the Vendor Payables Report

Run a Vendor Payables Report to create a summary of all the payables for each vendor as of a designated date. Typically run at the end of the month, this report shows you what is due to your vendors and outstanding in your books. For example, you can run this report to verify that you have paid all vendor bills due by close of business on the last day of the month.

The report provides the following information for each vendor:

- Totals for the current month and the previous month.
- Totals for the current year and the previous year.
- Open payables.
- Month-to-date and year-to-date payments.

For a description of the report, see What the Report Shows at the end of the topic.

### ► To run a Vendor Payables Report:

1. From the **A/P > Reports** menu, select **Vendor Payables** to display the Vendor Payables Report screen.
2. In the **Br/Tr/All** field, enter the branch, territory, or **All** to include in the report.
3. In the **As of Date** field, enter the first date of the period to be included in the report. The system uses this date to calculate the MTD (month to date) and YTD (year to date) totals.
4. In the **Sort by Vendor/Payable** field, press **F10** and select one of the following to determine how to sort the vendors on the report:
  - **Vendor** – Lists the vendors alphabetically.
  - **Payable** – Lists the vendors by descending payable totals. This is the default.
5. In the **Vendor Currency** field, to include in the report only those vendors who have a designated primary currency that is different from your company's base currency, select from a list of currencies.
6. In the **Report Currency** field, do one of the following to determine in which currency to print the report:
  - To print the report in a currency other than your company's base currency, select from a list of currencies.
  - To print the report in U.S. currency, leave this field blank.
7. Set options, if needed, and generate the report.

## What the Report Shows

The Vendor Payables Report shows the following information:

<b>Column</b>	<b>Description</b>
<b>Branch</b>	The branches for which the report was run.
<b>Vendor Name</b>	The vendor that made a particular purchase.
<b>MTD Payable</b>	The month-to-date payables owed by a vendor.
<b>LYMTD Payable</b>	The previous year's month-to-date payables owed by a vendor.
<b>YTD Payable</b>	The year-to-date payables owed by a vendor.
<b>LYTD Payables</b>	The previous year-to-date payables owed by a vendor.
<b>Open Payables</b>	The total open payables owed by a vendor.
<b>MTD Pymnts</b>	The month-to-date payments made by a vendor.
<b>YTD Pymnts</b>	The year-to-date payments made by a vendor.

## Running the Vendor 1099 Summary Report

Use the Vendor 1099 Summary Report to create a report, typically for tax purposes, that lists those 1099 vendors who have received cash disbursements. The information in the report includes the following:

- Vendor's name and address.
- Tax ID number.
- Total cash disbursement for the specified branch and time period.

The vendors are listed in alphabetical order, determined by the information in the **Sort By** field on the Vendor Maintenance screen.

If the **1099 Vendor Tax ID** field on the Additional Vendor Information screen contains an entry, the Vendor 1099 Summary Report considers that vendor a valid 1099 vendor and includes that vendor in the report.

For a description of the report, see What the Report Shows at the end of the topic.

### ▶ To run a Vendor 1099 Summary Report:

1. From the **A/P > Reports** menu, select **Vendor 1099 Summary** to display the Vendor 1099 Summary Report screen.
2. In the **Br/Tr/All** field, enter the branch or branches for which you want to run the report. Enter **All** to run the report for all branches.
3. In the **Start Date** field, enter the first date of the period to include in the report.
4. In the **End Date** field, enter the last date of the period to include in the report.
5. In the **Zero Amounts (Inc/Exc/Only)** field, press **F10** and select one of the following to determine whether to include 1099 vendors with zero cash disbursements:
  - **Include** – Includes all 1099 vendors, even those with zero amounts.
  - **Exclude** – Excludes all 1099 vendors with zero amounts.
  - **Only** – Includes only 1099 vendors with zero amounts.
6. In the **Branch Type** field, press **F10** and select from one of the following to determine which type of information to include:
  - **Payable** – Includes all items from the branches specified in the **Br/Tr/All** field where the check was paid.
  - **Expense** – Includes all items from the branches specified in the **Br/Tr/All** field where the expense was incurred.
7. Set options, if needed, and generate the report.

## What the Report Shows

The Vendor 1099 Summary Report shows the following information:

<b>Column</b>	<b>Description</b>
<b>For Payable Branches</b>	Which branches are included in the report.
<b>Vendor</b>	The name of the vendor.
<b>Address</b>	The address of the vendor.
<b>City</b>	The city of the vendor.
<b>ST</b>	The state of the vendor.
<b>ZIP</b>	The zip code for the vendor.
<b>Tax-ID</b>	The tax identification number for the vendor.
<b>Cash Disb\$</b>	The amount of cash disbursed to that vendor during the current tax year.

## Running the Aged Unbilled Stock Receipts Report

Run an Aged Unbilled Stock Receipts Report to obtain a picture of what to expect in accounts payable based on receipts for which you have not yet received invoices. This report also creates an aged listing of the P/Os for stock that has been received but for which you have not been billed.

For a description of the report, see What the Report Shows at the end of the topic.

### ► To run an Aged Unbilled Stock Receipts Report:

1. From the **A/P > Reports** menu, select **Aged Unbilled Stock Receipts** to display the Aged Unbilled Stock Receipts Report screen.
2. In the **Data Through** field, enter a date to determine which unbilled stock receipts to include in the report. Only receipts dated up to and including this date are included.  
The current date is the default date for this field.
3. In the **Age as of** field, enter the date used to determine the aging of the receipts.  
The default date is the date entered in the **Data Through** field.
4. In the **Home Branches** field, enter the branch or territory for which you want to run the report. Enter **All** to run the report for all branches.

Every vendor who has one of the designated branches identified as its home branch will be included in the report. To include all vendors who have been assigned a home branch, leave the **Home Branches** field set to **All**.

While typically a company runs the report for all home branches or territories, however, when branches represent separate companies and those branches run their own statements, enter the branch or territory name.

5. In the **Include Blank Home Br (Y/N)** field, indicate whether to include in the report those vendors that have no Home Branch assignment.
  - If you specified **All** in the **Home Branches** field, enter **Y** in this field.
  - If you run separate reports for different branches or territories, enter **Y** in this field for only one of the reports. Otherwise, you include the same vendors in multiple reports.
6. In the **Buy Branches** field, enter the branch or territory for which you want to report. Enter **All** to report on all branches and territories.

Typically, a company runs the report for all buying branches, however, when branches represent separate companies and those branches run their own statements, enter the branch or territory name.

7. In the **Detail/Summary** field, press **F10** and select one of the following to determine the level of detail to include on the report.
  - **Summary** – Displays one line of aging totals for each vendor, followed by a grand total for all vendors.
  - **Detail** – Displays all stock receipts and invoices for each vendor, followed by the aging totals for that vendor, and then by a grand total for all vendors.
8. In the **Sort By** field, press **F10** and select one of the following to determine how to sort the report:
  - **Home Branch** – Sorts by home branches.
  - **Buy Branch** – Sorts by buy branches.
  - **Vendor** – Sorts by vendor accounts.
9. In the **Include Freight Vendors (Y/N)** field, enter one of the following to indicate whether to include freight vendors in the report:
  - **Y** – Includes freight vendors.
  - **N** – Does not include freight vendors.
  - **Note:** If you enter **Y**, the report displays aged amounts for freight vendors as it does for material vendors.
10. In the **Credits (Inc/Exc/Only)** field, press **F10** and select one of the following to determine whether or not to include credit information on the report:
  - **Include** – Includes credits on the report and displays them as negative values.
  - **Exclude** – Excludes all credits from the report.
  - **Only** – Includes only credits on the report.
11. In the **Vendor Level** field, enter one of the following to determine which type of vendor to include in the report:
  - **Pay-To** – Includes only pay-to vendors in the report. Pay-to vendors are vendors to whom you pay your bills.
  - **Ship-To** – Includes only ship-to vendors in the report. Ship-from vendors are vendors from whom your products ship.
12. Use the **Sltc** key to display the Additional Selection Input screen, where you can enter additional criteria, for example, to select orders associated with a particular batch number.
13. Set options, if needed, and generate the report.

## What the Report Shows

The Aged Unbilled Stock Receipts Report shows the following information:

<b>Column</b>	<b>Description</b>
<b>Home Branches</b>	Which home branches are included in the report.
<b>Buy Branches</b>	Which buy branches are included in the report.
<b>Freight Vendors</b>	Indicates whether or not you included freight vendors in the report.
<b>Vendor Name</b>	The name of the vendor.
<b>Rec Date</b>	The date the stock was received.
<b>PO/Rec#</b>	The purchase order number associated with the received stock.
<b>Future</b>	Those unbilled payables that are due before the due date of the current fiscal month.
<b>Current</b>	Those unbilled payables that are due within the current fiscal month.
<b>31-60</b>	Those unbilled payables that are between 31 and 60 days due.
<b>61-90</b>	Those unbilled payables that are between 61 and 90 days due.
<b>91-120</b>	Those unbilled payables that are between 91 and 120 days due.
<b>Over 120</b>	Those unbilled payables that are over 120 days due.
<b>Total</b>	The total of all amounts in all of the columns.

## Running the P/O Reconciliation Report

Run a P/O Reconciliation Report to list all of the details of both vendors' invoices and the associated purchase orders, including line item data for payables. In addition, this report can provide a way to verify whether there are discrepancies between the cost of a product at the time a P/O was entered, and the cost of the product on the landing date. You can also use this report for purchasing functions and can be accessed from the purchasing menu. For more information, see Purchasing Reports Overview.

### ► To run a P/O Reconciliation Report:

1. From the **A/P > Reports** menu, select **P/O Reconciliation** to display the P/O Reconciliation Report screen.
2. In the **Br/Tr/All** field, enter the branch or branches for which you want to run the report. Enter **All** to run the report for all branches.
3. In the **Start Date** field, enter the first date of the period to include in this report. By default, the system populates this field with the current date, but you can change it. Press **Enter** to select the current date or press **F10** to display a calendar from which you can select a new date.
4. In the **As of Date** field, enter the date that determines which invoices will be selected for this report. Only invoices dated up to and including the as of date will be included.  
By default, the system populates this field with the current date, but you can change it. Press **Enter** to select the current date or press **F10** to display a calendar from which you can select a new date.
5. In the **Vendor** field, do one of the following to determine which vendor invoices to include in the report:
  - To include all vendor invoices, leave this field blank.
  - To include a single vendor's invoices, enter the vendor's name.
6. In the **P/O #** field, do one of the following to determine which purchase orders to include in the report:
  - To include all purchase orders, leave this field blank.
  - To include a single purchase order, enter that purchase order number in this field.
7. In the **Unapproved Only (Y/N)** field, enter one of the following to determine whether to include in the report only those invoices that are unapproved:
  - **Y** – Includes only unapproved invoices.
  - **N** – Includes all invoices, whether or not they have been approved.

**Note:** You determine whether or not invoices are approved using the A/P Preview Queue. For more information, see Approving Payable Invoices.

8. Use the **Slt** key to display the Additional Selection Input screen, where you can enter additional criteria, for example, to select orders associated with a particular batch number.
9. Set options, if needed, and generate the report.

## Refining the Scope of Report Results

Use the Additional Selection Input screen to enter selection criteria to narrow or broaden the scope of report results. The system first selects data using the entries on the main report screen. The system then further excludes or includes data using the entries on the Additional Selection Input screen.

Please note that this screen is a generic, second-level data filter, and that some options may not pertain to the report you are running, depending on whether the report obtains its data from sales orders or purchase orders.

The following A/P reports allow you to enter additional criteria:

- Payables Journal Report
- Payables Distribution Report
- Cash Requirement Report
- Aged Cash Requirements Report
- Open Payables Report
- Check Register Report
- P/O Reconciliation Report
- Aged Unbilled Stock Receipts Report

### ▶ To refine the scope of report results:

1. From one of the above listed reports, use the **Slet** hot key to display the Additional Selection Input screen.
2. In the **Print Selections on Report (Y/N)** field, indicate whether to list the names of all additional selections along with the corresponding entries between the header information and the report data.
3. In the **Batch ID** field, to select orders associated with a particular batch number, enter that batch number.  
**Note:** For a single entry in this or any of the following fields, type the data in the field. For multiple entries, position the cursor in a field and use the **Multi** hot key to display a related screen on which you can add multiple entries.
4. In the **Currency** field, to select transactions that were entered in a specific currency, press **F10** and select a currency.
5. In the **Order ID** field, to select orders assigned with a particular order ID, enter that ID number.
6. In the **Ordered With** field, to select orders entered by a particular employee or multiple employees of a vendor, enter the information to identify the employee. This is a free-form, unvalidated entry.
7. In the **Order Status** field, to select orders assigned a particular order status, press **F10** and select from a status.

8. In the **Pay To Vendor Types** field, to select orders associated with a particular pay-to vendor type, press **F10** and select a vendor type.
9. In the **Payment Terms** field, to select orders assigned particular payment terms, press **F10** and select a payment term.
10. In the **Phone Number** field, to select orders associated with a particular phone number, enter that phone number.
11. In the **Receiving Branch** field, to select orders associated with a particular receiving branch, enter that branch name or number.
12. In the **Report Currency** field, press **F10** and select the currency in which you want this report displayed.
13. When you are finished populating this screen, press **Esc** to return to the report you want to run.



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