Accounting Manual

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1.0 Getting Started

The following steps need to be set up prior to using this accounting package. (When you see capital letters within parenthesis this indicates the name of the program module, so you can access them by hitting F10 and typing in the program module name. This will be consistent throughout this documentation.)

- **1.1** Define the Company information (COMPANY). In this section setup the current fiscal year and the periods within that fiscal year.
- **1.2** Set up G/L Chart of Accounts (COA).
- **1.3** Set up G/L Default Parameters (GLDEF).
- **1.4** Set up the current operating dates that you want to begin working (DATES).
- **1.5** Enter in General Ledger Parameters (GLPARAMS).
- **1.6** Enter in Accounts Payable Parameters (APPARAMS).
- **1.7** Set up Bank Accounts for A/P checks (BANK).
- **1.8** Set up the Payment Terms for current vendors (GETVTERM).
- **1.9** Set up Ship Via codes (SHIPVIA).
- **1.10** Set up Vendors for Account Payable (VENDORS).
- **1.11** Set up G/L Source Codes for journal entries (GLCODES).
- **1.12** Set up security for all operators (CHGSECUR).
- **1.13** Set up security for financial reporting (EMPSEC).
- **1.14** Set up Vendor Rebates (GETRBTEC).
- **1.15** Set up State/Province Rate Codes (GETSTPVF).

1.1 Company Maintenance (COMPANY)

RSSS applications refer to a financial entity as a Company. This entity can be segregated into multiple subordinate entities referred to as profit centers (stores). It is necessary to have at least one company defined. This company must have at least one subordinate profit center in order to utilize the accounting software. You will have a Company Menu similar to the one seen in Figure 1.1.1 for managing your company or companies. See Figure 1.1.2 thru Figure 1.1.9 for adding, changing, deleting, listing, printing and showing company records.

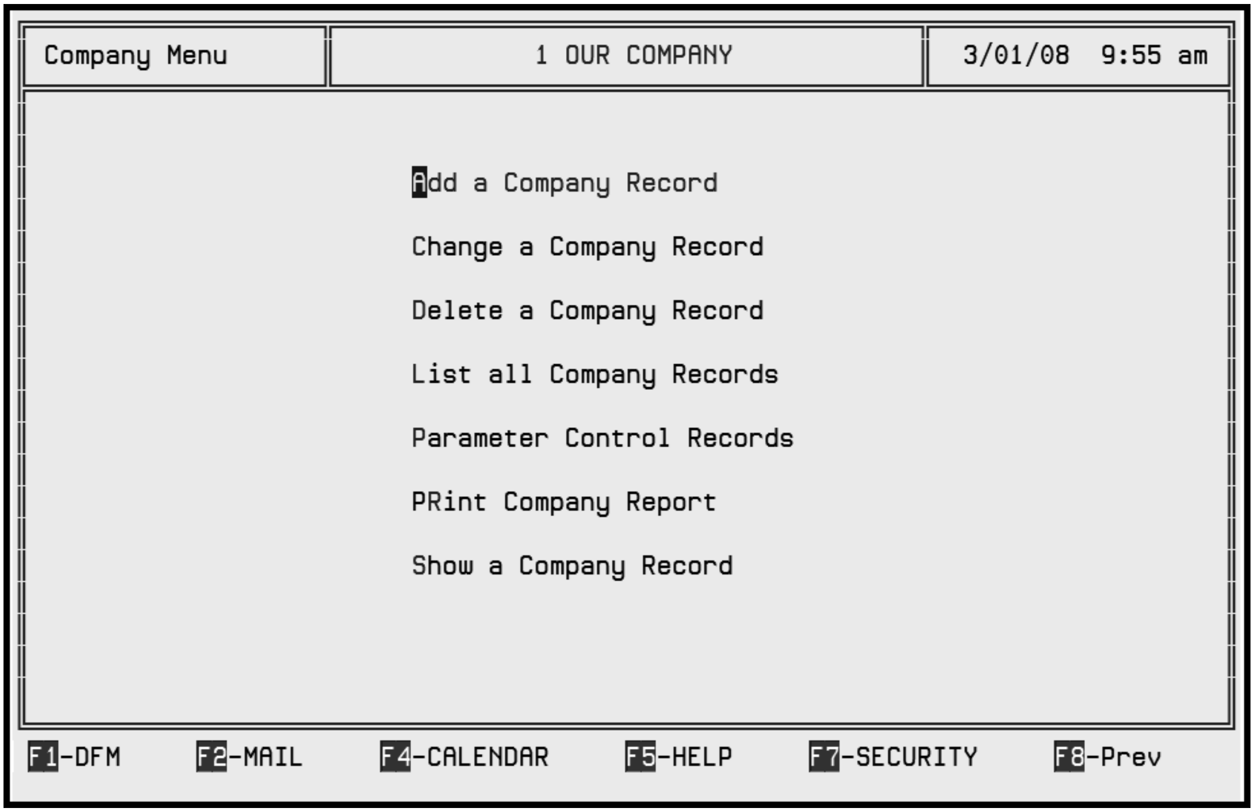


Figure 1.1.1 Company Maintenance Menu

Add a Company (ADDCOMP)

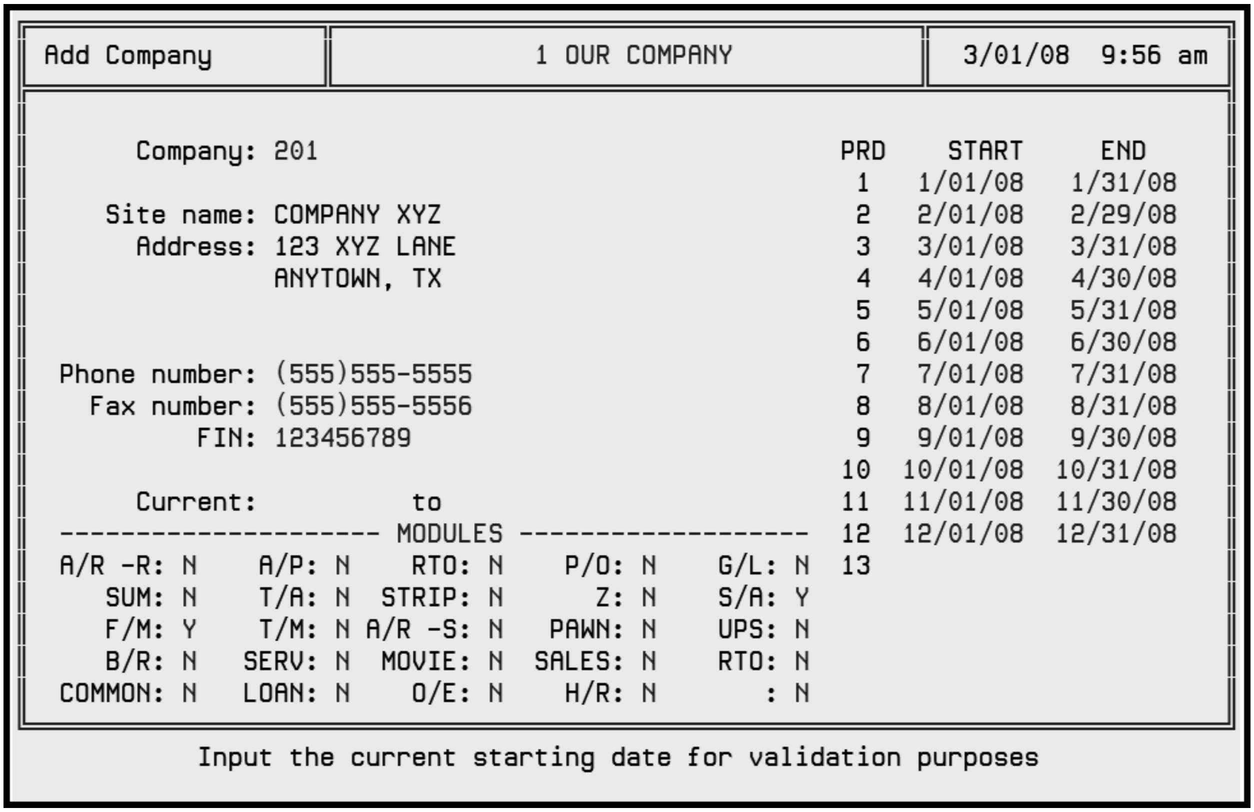


Figure 1.1.2 Add a Company (ADDCOMP)

Company
The company number is used when referencing the company and selected by the user. It plays a critical role in the operation of the software. It is found embedded in all master records and transactions.

Site name
The name of the company that you are adding should be entered here, this will also be the display at the top of all menus.

Address
The address information found on the company control record is strictly for descriptive purposes. It should be entered in situations where there will be a large number of companies available for selection. The address may contain two lines for the street address. You have the option of entering a U. S. zip code with extension or an international zip code of up to ten characters. Don't' worry about two companies with the same name, since all lookup windows allow the address to be optionally displayed to eliminate confusion.

Phone number/Fax number
The phone and fax numbers should be entered. If the numbers are not available at the time of creation, they may be added later utilizing the 'Change Company' option located in file maintenance.

FIN
Enter the company's FIN number.

Current

The current date range is entered for validation purposes in modules other than General Ledger and Accounts Payable. If the General Ledger and Accounts Payable modules are the only applicable modules, the information entered here does not matter, otherwise, the date range entered will be utilized by the other modules in determining the current operating range.

Modules

The module section tells what modules are turned on for this company.

PRD / START / END

The financial calendar is where your current fiscal year periods should be set up. These need to be accurate with NO overlapping dates. These periods are used in the calculations of yearend closes, as well as account analysis screen period summaries. It will also determine what dates you can use when running financial statements.

Change a Company (CHGCOMP)

The information on a company may be updated at any time.

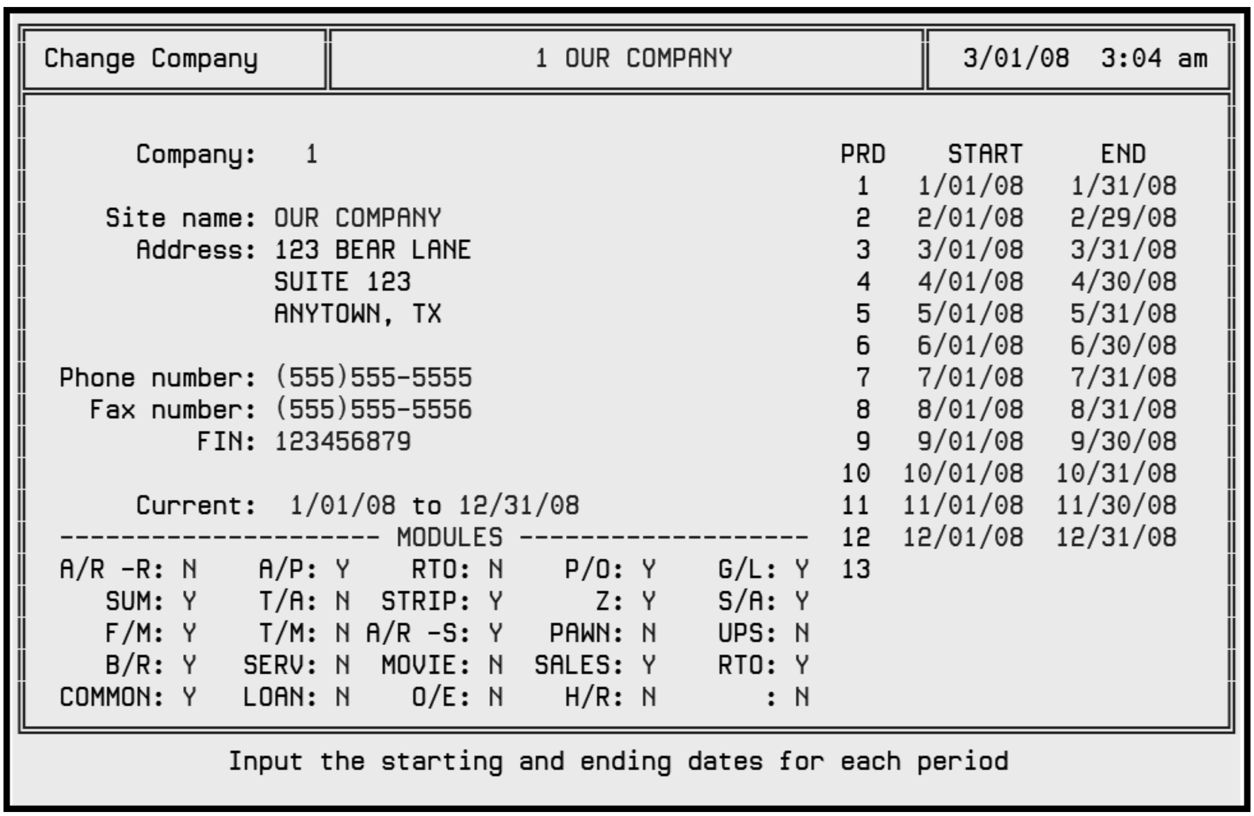


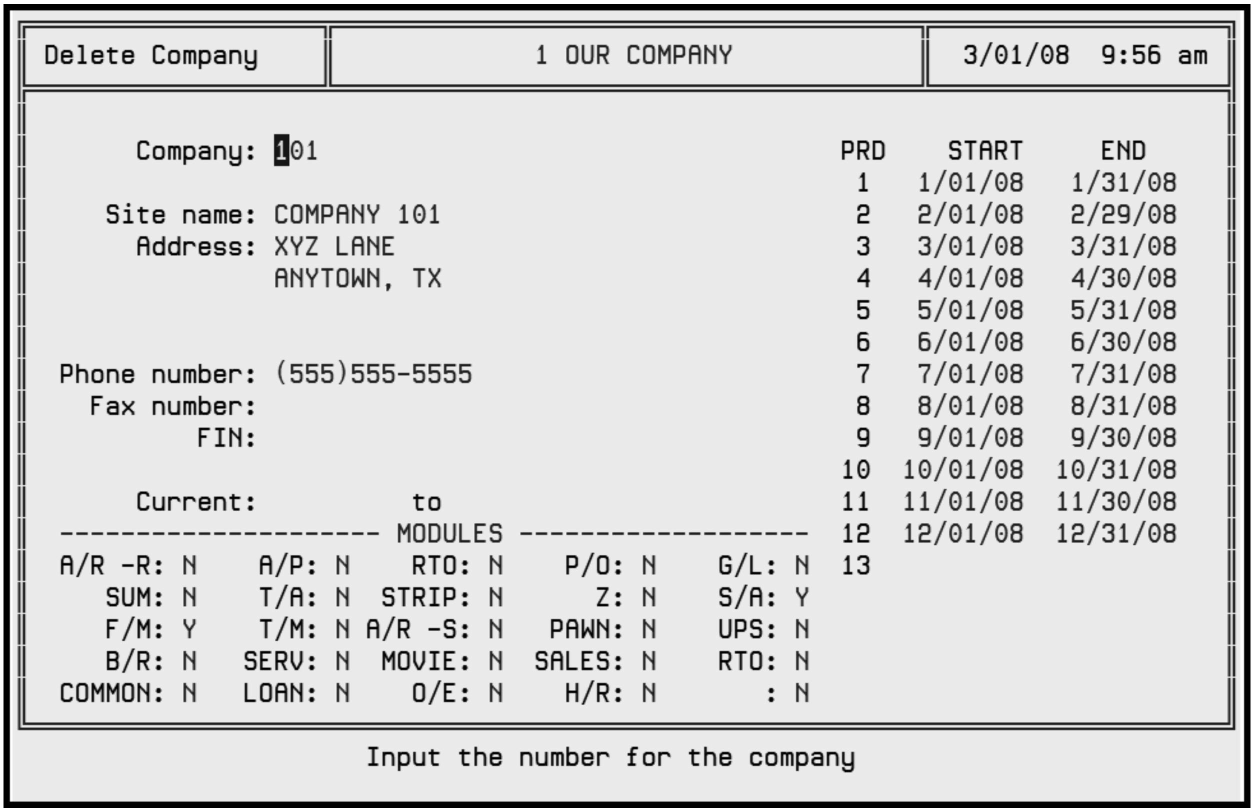
Figure 1.1.3 Change a Company (CHGCOMP)

The company number may be entered or selected from a lookup window. Once the company record is displayed, you may update any of the necessary information. See 'Add a Company' for detailed description of each field.

Delete a Company (DELCOMP)

When a company is no longer necessary it may be deleted. You should use caution when deleting companies since the system wide parameters are tied to the company.

When selecting the company don't worry if two have the same name. The fold/unfold option allows you to reveal the complete address to assist in selecting the proper company.


```
Delete Company          1 OUR COMPANY           3/01/08  9:56 am

      Company: 101                          PRD    START      END
                                             1    1/01/08   1/31/08
    Site name: COMPANY 101                   2    2/01/08   2/29/08
      Address: XYZ LANE                      3    3/01/08   3/31/08
               ANYTOWN, TX                   4    4/01/08   4/30/08
                                             5    5/01/08   5/31/08
                                             6    6/01/08   6/30/08
 Phone number: (555)555-5555                 7    7/01/08   7/31/08
   Fax number:                               8    8/01/08   8/31/08
          FIN:                               9    9/01/08   9/30/08
                                            10   10/01/08  10/31/08
      Current:          to                  11   11/01/08  11/30/08
--------------------- MODULES -------------------  12   12/01/08  12/31/08
A/R -R: N    A/P: N    RTO: N    P/O: N    G/L: N  13
   SUM: N    T/A: N  STRIP: N      Z: N    S/A: Y
   F/M: Y    T/M: N A/R -S: N   PAWN: N    UPS: N
   B/R: N   SERV: N  MOVIE: N  SALES: N    RTO: N
COMMON: N   LOAN: N    O/E: N    H/R: N       : N

              Input the number for the company
```
Figure 1.1.4 Delete a Company (DELCOMP)

After you have made your selection, you will be prompted to verify your choice before deleting the company.

Once the company has been deleted, the cursor will return to the company field allowing you to delete another company. Pressing **F8** will return you to the main menu.

If the company has a profit center on file, the company may not be deleted.

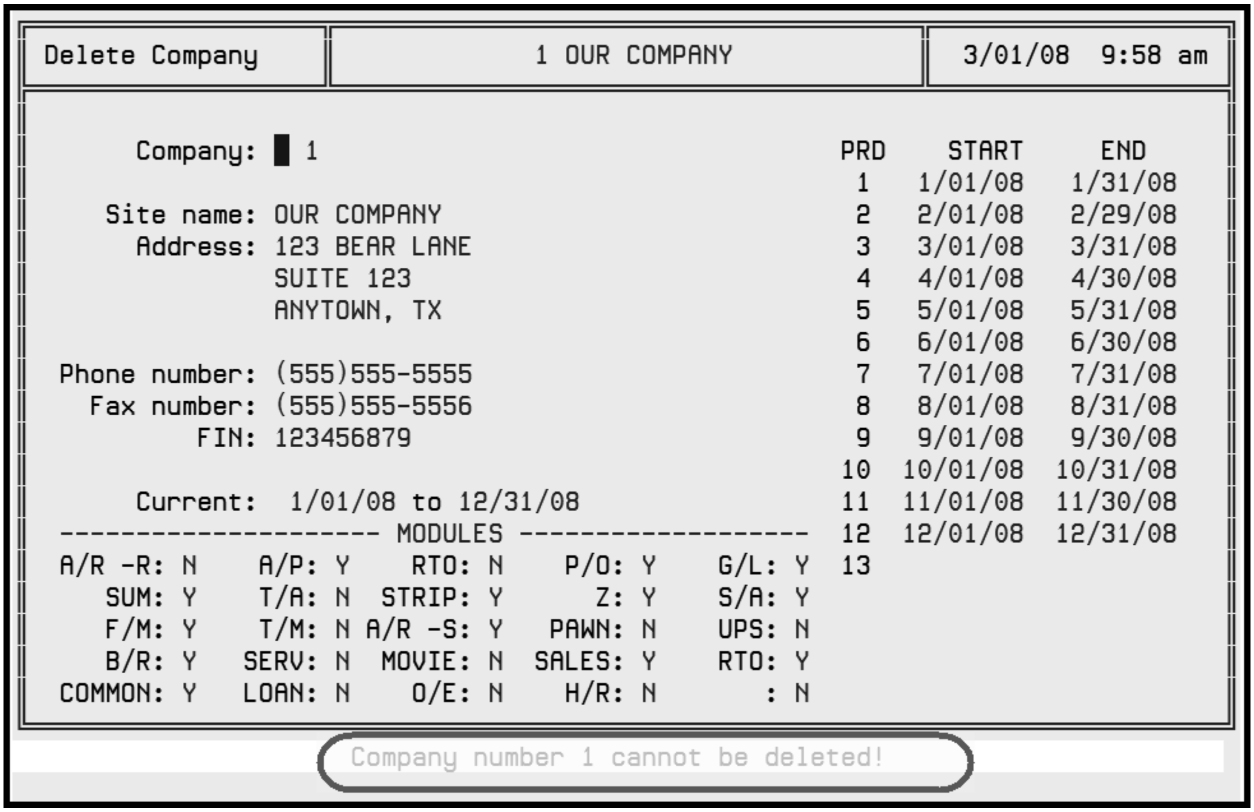


Figure 1.1.5 Deleting a Company Prompt Message

List Company Records (LSTCOMP)

You may list all of the defined company records.

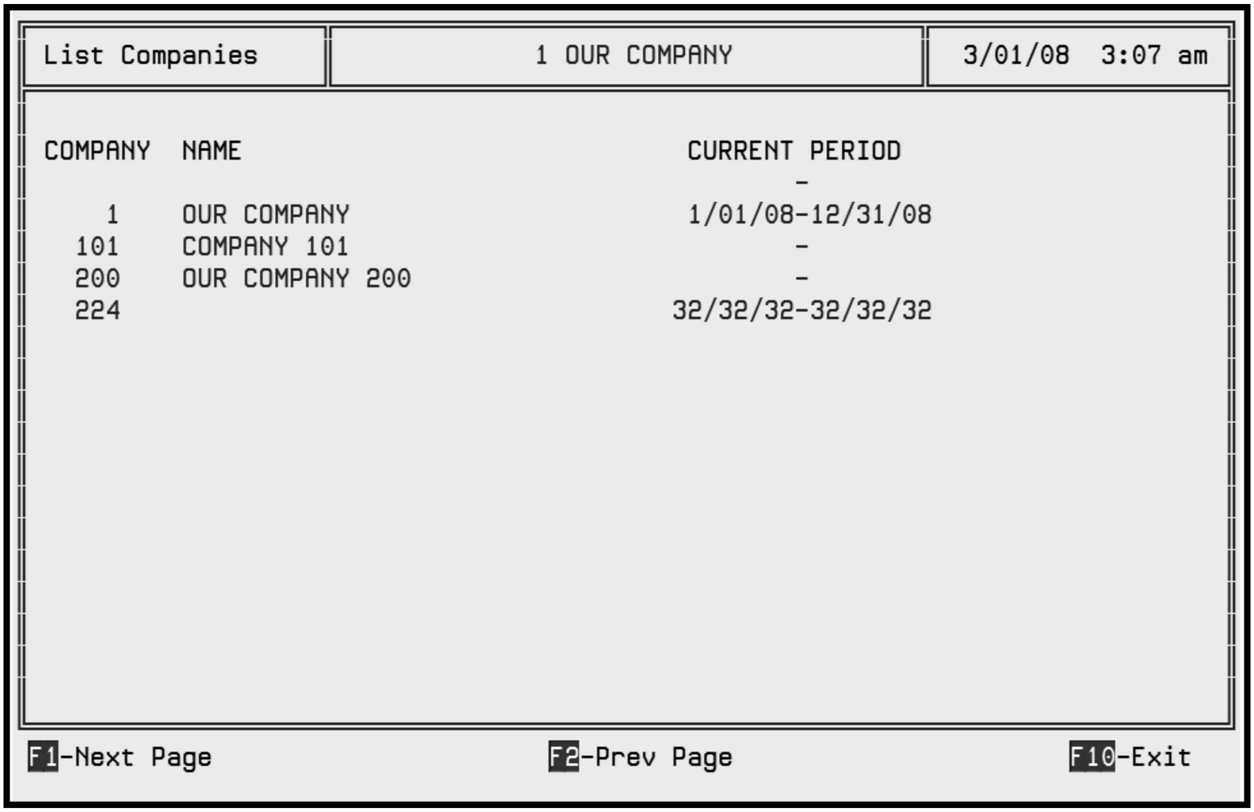


Figure 1.1.6 List a Company (LSTCOMP)

The listing appears in ascending company number order. It displays the company name as well as the current operating period for each.

Print a Company Report (PRTCOMP)

The parameters of all companies within the database may be printed.

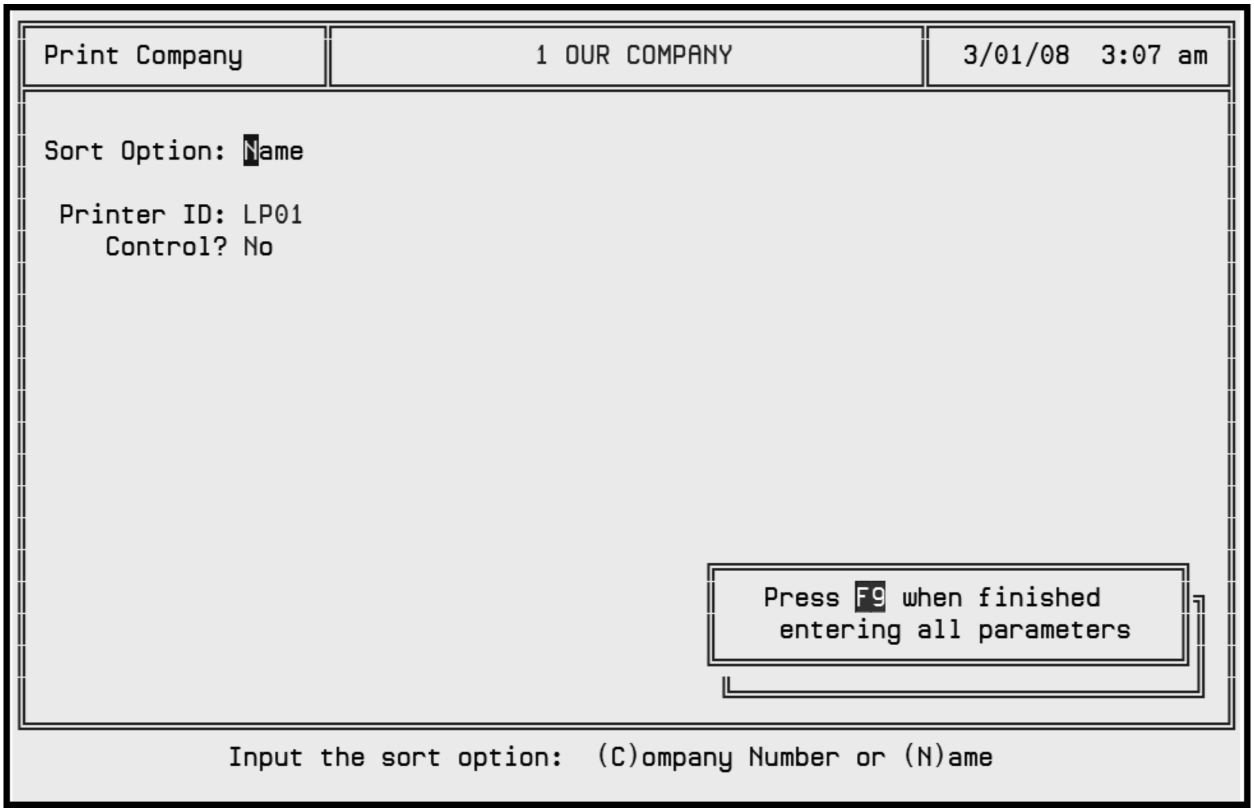


Figure 1.1.7 Print a Company (PRTCOMP)

Sort Option
Two sort options are available for the company report. You may sort the report by the Company Number or Name.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

The following is an example of the company report.

Date: 3/10/08 Company Report Page: 1

Phone: CURRENT PERIOD
Fax: -

PRD 1	PRD 2	PRD 3	PRD 4	PRD 5	PRD 6	PRD 7	PRD 8	PRD 9	PRD 10	PRD 11	PRD 12	PRD 13
1/01/95	2/01/95	3/01/95	4/01/95	5/01/95	6/01/95	7/01/95	8/01/95	9/01/95	10/01/95	11/01/95	12/01/95	
1/31/95	2/28/95	3/31/95	4/30/95	5/31/95	6/30/95	7/31/95	8/31/95	9/30/95	10/31/95	11/30/95	12/31/95	

224 Phone: CURRENT PERIOD
Fax: 32/32/32-32/32/32

PRD 1	PRD 2	PRD 3	PRD 4	PRD 5	PRD 6	PRD 7	PRD 8	PRD 9	PRD 10	PRD 11	PRD 12	PRD 13
32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32
32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32

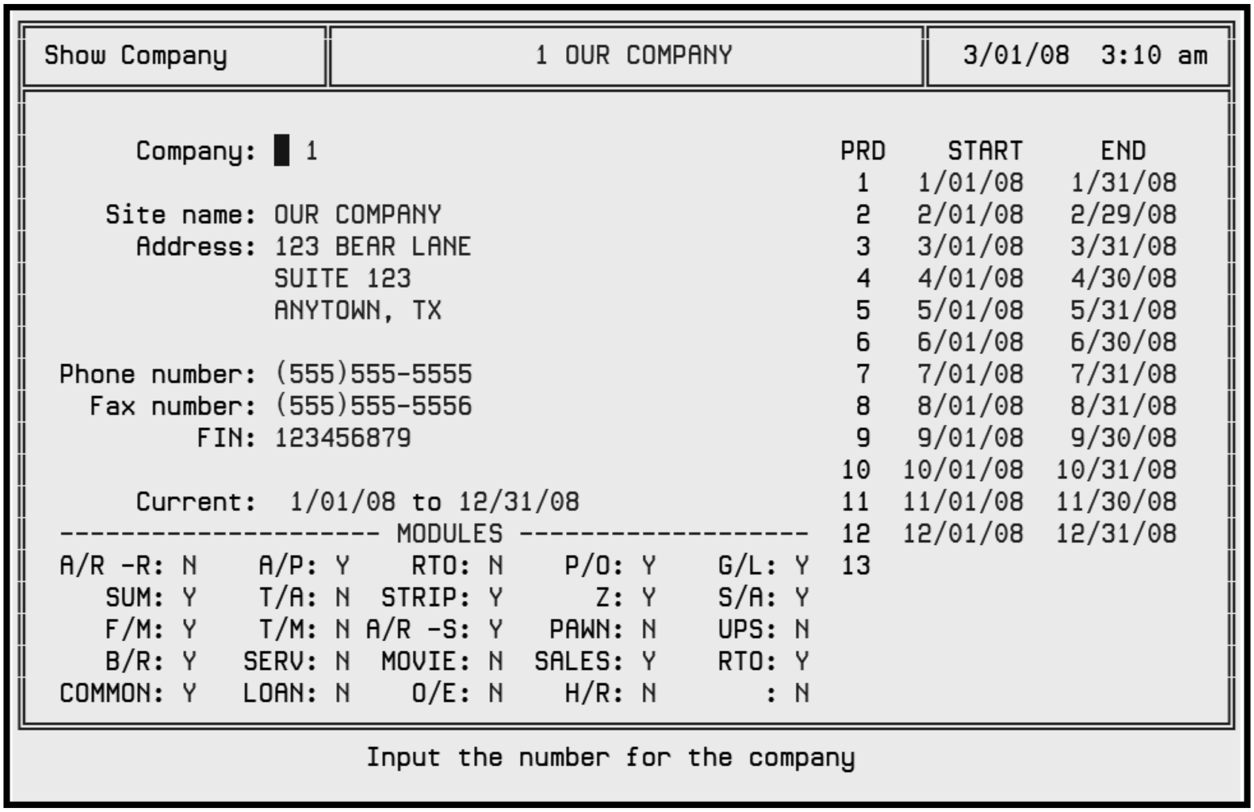
1 RSSS APPLIANCES Phone: CURRENT PERIOD
Fax: 1/01/07-12/31/07

PRD 1	PRD 2	PRD 3	PRD 4	PRD 5	PRD 6	PRD 7	PRD 8	PRD 9	PRD 10	PRD 11	PRD 12	PRD 13
1/01/07	2/01/07	3/01/07	4/01/07	5/01/07	6/01/07	7/01/07	8/01/07	9/01/07	10/01/07	11/01/07	12/01/07	
1/31/07	2/28/07	3/31/07	4/30/07	5/31/07	6/30/07	7/31/07	8/31/07	9/30/07	10/31/07	11/30/07	12/31/07	

Figure 1.1.8 Company Report Example

Show a Company (SHOCOMP)

You may view the parameters associated with a particular company by using the show option.



```
Show Company              1 OUR COMPANY                    3/01/08  3:10 am

      Company: █ 1                                    PRD    START      END
                                                        1   1/01/08   1/31/08
    Site name: OUR COMPANY                              2   2/01/08   2/29/08
      Address: 123 BEAR LANE                            3   3/01/08   3/31/08
               SUITE 123                                4   4/01/08   4/30/08
               ANYTOWN, TX                              5   5/01/08   5/31/08
                                                        6   6/01/08   6/30/08
 Phone number: (555)555-5555                            7   7/01/08   7/31/08
   Fax number: (555)555-5556                            8   8/01/08   8/31/08
          FIN: 123456879                                9   9/01/08   9/30/08
                                                       10  10/01/08  10/31/08
      Current:  1/01/08 to 12/31/08                    11  11/01/08  11/30/08
--------------------- MODULES -------------------      12  12/01/08  12/31/08
A/R -R: N    A/P: Y    RTO: N    P/O: Y    G/L: Y      13
   SUM: Y    T/A: N  STRIP: Y      Z: Y    S/A: Y
   F/M: Y    T/M: N A/R -S: Y   PAWN: N    UPS: N
   B/R: Y   SERV: N  MOVIE: N  SALES: Y    RTO: Y
COMMON: Y   LOAN: N    O/E: N    H/R: N       : N

                   Input the number for the company
```

Figure 1.1.9 Show a Company (SHOCOMP)

When viewing a particular company, you have no editing functions.

Pressing the **F8** key will return you to the menu.

1.2 Account Maintenance (COA)

All transactions in the General Ledger software revolve around the Chart of Accounts. Other modules, such as Accounts Payable, also require that the Chart of Accounts be entered.

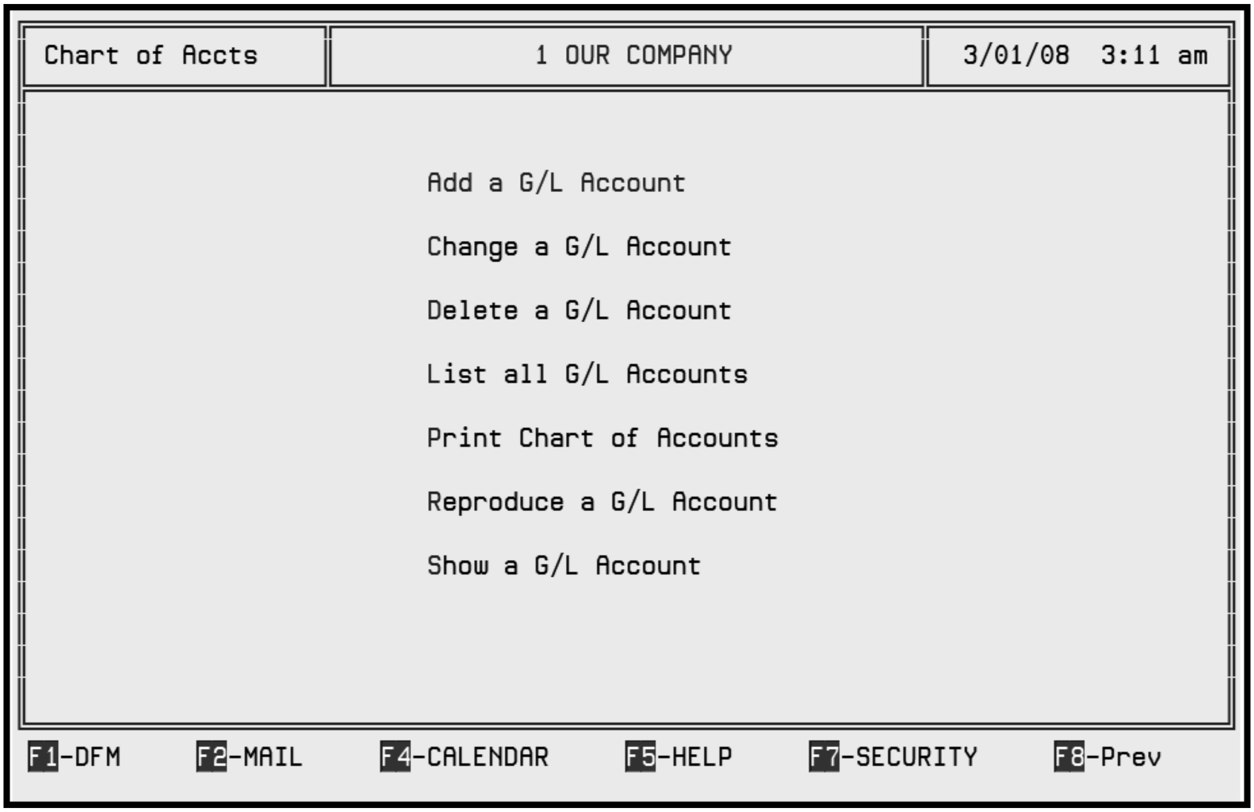


Figure 1.2.1 Chart of Accounts Menu

Some effort should be expended in determining a meaningful pattern to the account numbers being used. One approach is to group certain types of accounts together by starting each group with a different number. See the example below.

Account Numbers	**Description**
1000-1999	Assets
2000-2999	Liabilities
3000-3999	Capital/Earnings
4000-4999	Revenues
5000-5999	Cost of Goods
6000-9999	All other expenses

Regardless of the account numbering approach utilized, you must enter each account that appears on your Chart of Accounts. Don't feel that you have to remember the account numbers. Every time that you are prompted for an account number, you can optionally enter a few characters of the account name. Therefore, you should keep this in mind when you decide on the format for the account names. The first characters of the account name will decide the order in which the records are presented in the lookup window. You might consider formatting your account names with this in mind. A little planning at this point in time could yield tremendous benefit over the course of actually using the software.

Add a General Ledger Account (ADDACCT)

Each account must be defined using up to eight digit account numbers and a thirty character account name.

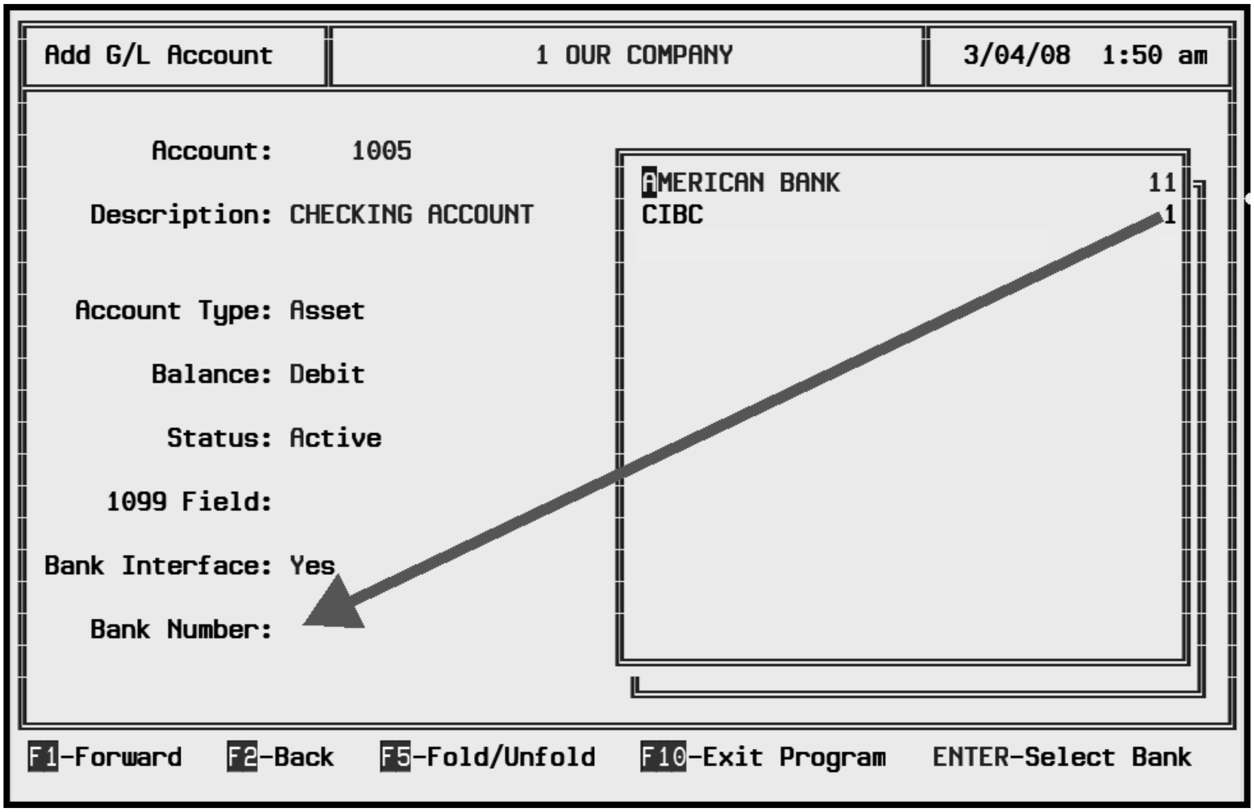


Figure 1.2.2 Add a General Ledger Account (ADDACCT)

Account
The account number is a numeric field of up to eight digits. The account numbers should follow your predefined numbering scheme.

Account Description
The account description is used to name the account. Remember all account names appear alphabetically in the lookup windows.

Account Type
The account type must be selected from the following list:

Account Types	**Financial Statement Affected**
Asset	Balance Sheet
Liability	Balance Sheet
Capital/Earnings	Balance Sheet
Revenue	Income Statement
Expense	Income Statement

Balance
The normal balance for the account must be entered. Will this account carry a Credit balance or a Debit balance?

Status
The status of the account may be set to Inactive or Active. An account marked as inactive will show in all reports but no transactions may be made against this account.

1099 Field
Enter the field number on the 1099 form that you want this account to print. In order to use the 1099 program you must fill in this field to the appropriate box number on the 1099 and set the 1099 flag on the individual vendors to a 'Y'.

Bank Interface
Enter a (Y)es to create bank transactions for this account, otherwise enter an N.

Bank Number
Enter the corresponding bank number or enter a few characters of the bank name or press enter to list all banks to pick from the drop down list if you are using the bank interface.

Change a General Ledger Account (CHGACCT)

You may make a change to a G/L account number by using this program.

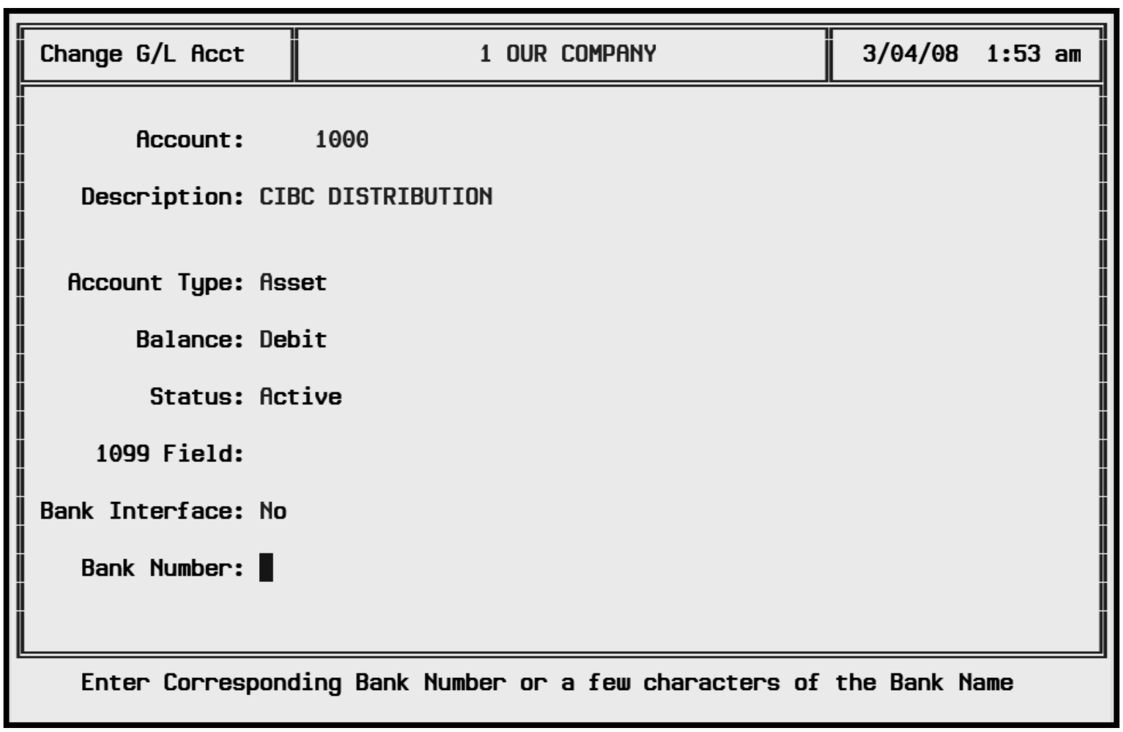


Figure 1.2.3 Change a General Ledger Account (CHGACCT)

You must enter the G/L account number to be changed. If you do not know the account number, enter a few characters of the name to select from a lookup window. The listing will begin at the letter you specify or default to the beginning of the list if left blank. You may scroll through the listing by using **F1** to go forward and **F2** to go back.

Once the account number is selected, the current information will be retrieved and displayed. You may now make your changes.

When you have made all the changes, the cursor will be placed at the account field so that you may continue the change process. Pressing **F8** will return you to the menu.

Delete a General Ledger Account (DELACCT)

When an account is no longer needed you may delete it from your chart of accounts. The account number may be entered exactly or selected from the lookup window.

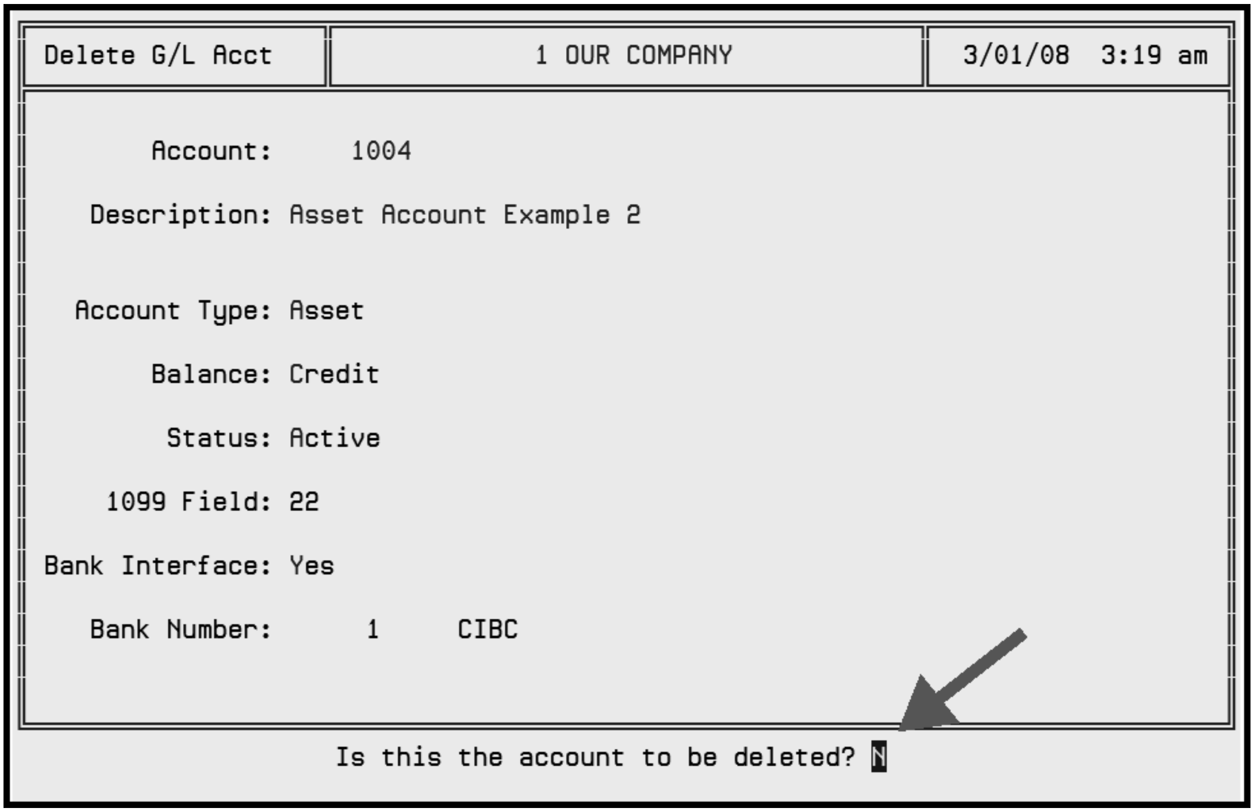


Figure 1.2.4 Delete a General Ledger Account (DELACCT)

Only accounts with no transactions on file are eligible for deletion. A message will appear "Posted transactions exist in detail file!" if transactions exist for the account number entered.

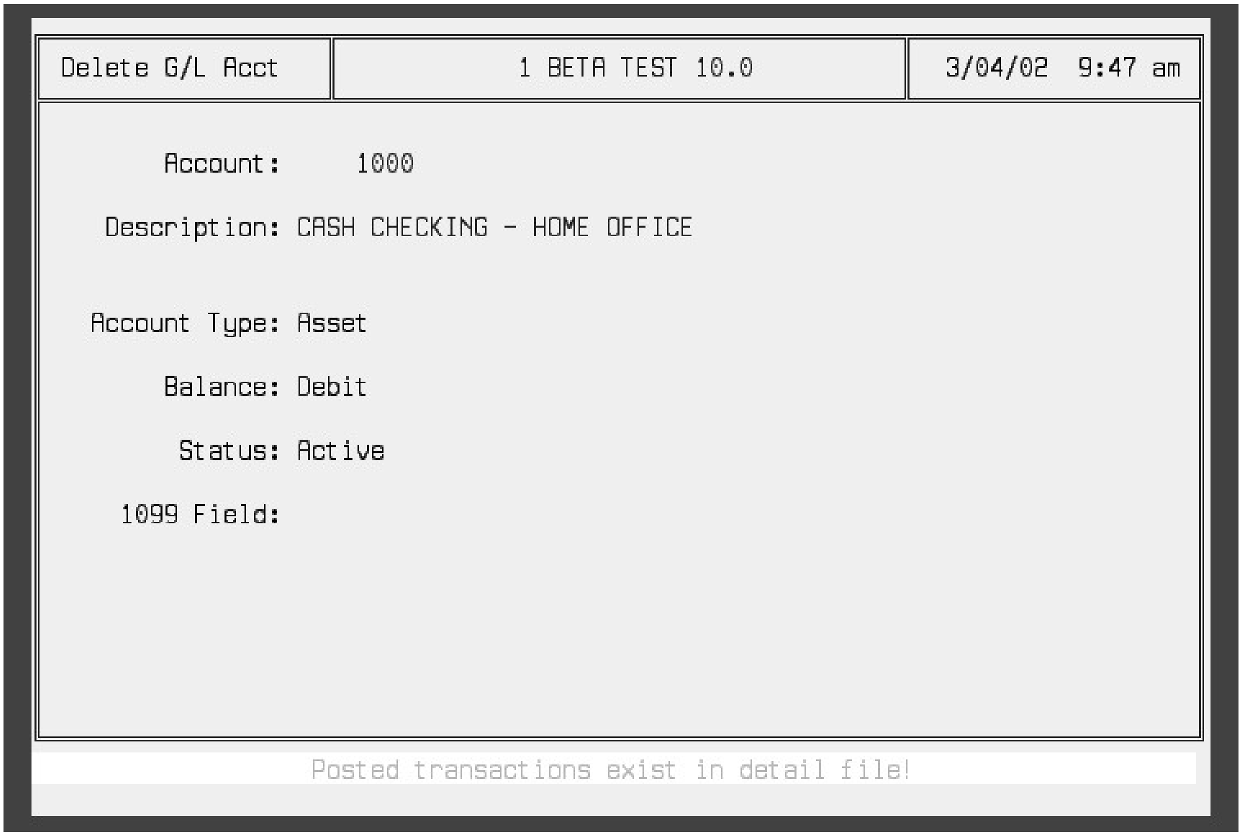


Figure 1.2.5 Deleting a General Ledger Account Prompt Message

Once you have selected the account to be deleted, you will be prompted to verify your selection before the account is actually deleted.

List General Ledger Accounts (LSTACCT)

You may list all defined general ledger accounts.

```
List G/L Accts            1 OUR COMPANY                          3/01/08  3:24 am

  Account Number:

 ACCOUNT DESCRIPTION                     BALANCE ACCT TYPE        1099 BNK ST
    1003 Asset Account Example           Debit   Asset             22   Y  A
    1004 Asset Account Example 2         Debit   Asset             22   Y  A
    1010 PETTY CASH                      Debit   Asset                  N  A
    1015 INTER COMPANY REMOTE PMTS       Debit   Asset                  N  A
    1020 CIBC DISTRIBUTION               Debit   Asset                  N  A
    1022 CIDC DEPOSIT ACCOUNT            Debit   Asset                  N  A
    1024 POS DEPOSIT                     Debit   Asset                  N  A
    1026 PAP DEPOSIT                     Debit   Asset                  N  A
    1030 CASH CLEARING                   Debit   Asset                  N  A
    1050 TERM DEPOSIT                    Debit   Asset                  N  A
    1060 ASSET INVENTORY                 Debit   Asset                  N  A
    1065 ALLOWANCE FOR DOUBTFUL ACCTS    Debit   Asset                  N  A
    1070 ACCOUNTS EMPLOYEE PURCHASE      Debit   Asset                  N  A
    1072 A/R REBATES - ADVERTISING       Debit   Asset                  N  A
    1074 ACCTS RECEIVABLE OTHER          Debit   Asset                  N  A

F1-Next Page                      F2-Prev Page                        F10-Exit
```

Figure 1.2.6 List a General Ledger Account (LSTACCT)

You may select the beginning point of the list by entering an account number. If no number is entered the list will default to the beginning. The account number, description, balance, account type and status will be displayed.

You may browse through the list by using the **F1** page forward and **F2** to page back. Pressing **F8** will return you to the menu.

Print the General Ledger Accounts (PRTACCT)

You may print a listing of all the accounts that you have defined.

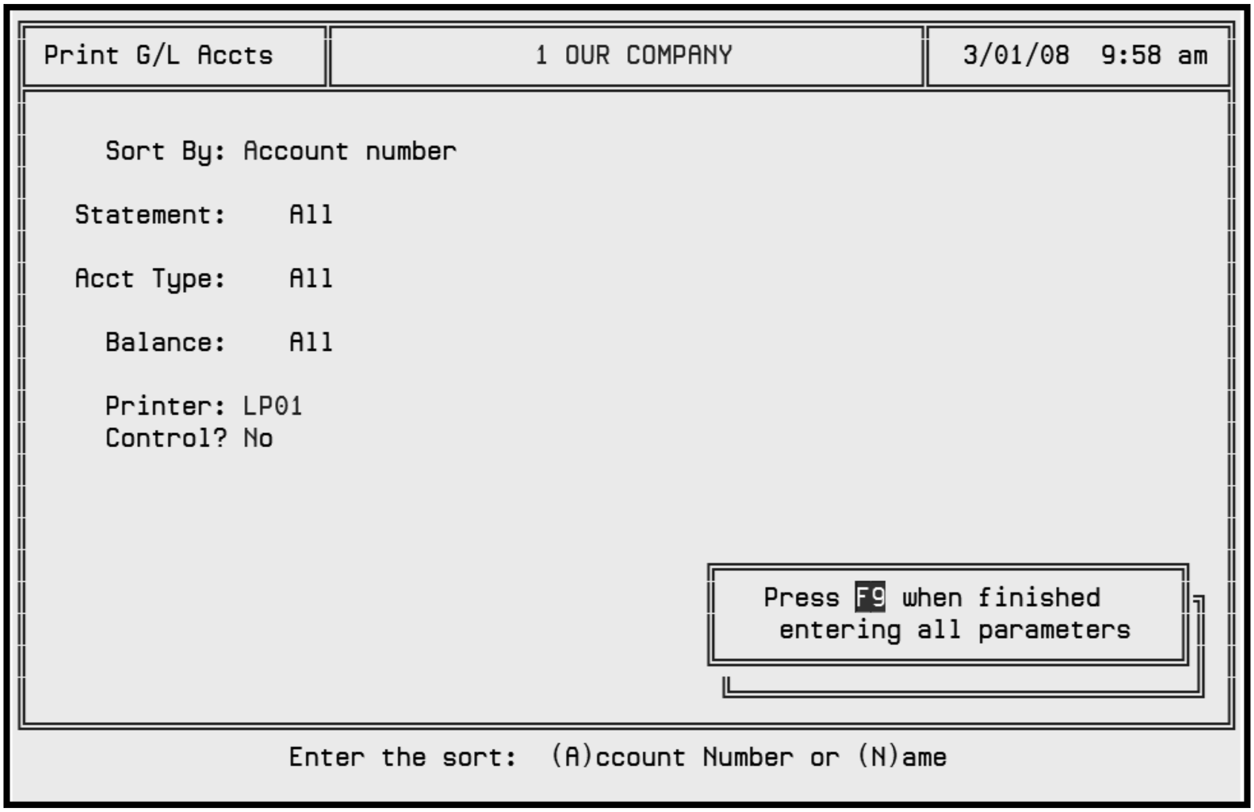


Figure 1.2.7 Print a General Ledger Account (PRTACCT)

Sort by
Two sort options are available. You may either sort the listing by Account Number or by Account Name.

Statement
The general ledger appears on two financial statements, the Balance Sheet and the Income Statement. You may print the account listing by Balance Sheet, Income Statement, or All to include both.

Acct Type
The account type may be one of the following: Asset, Liability, Capital/Earnings, Revenue or Expense. Leaving this field blank will print all account types.

Balance
A normal account balance may be either Debit or Credit. Select one type or leave the field balance to print both account balance types.

Printer
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/10/08 G/L Chart of Accounts Page: 1

Company: 1 RSSS APPLIANCES
Sort by number All Statements All Accounts All Balances

ACCOUNT	DESCRIPTION	BALANCE	TYPE	1099	BNK/#	ST
1000	Cash in Bank/Alpine	Debit	Asset	N		A
1005	Cash in Bank - Payroll	Debit	Asset	N		A
1010	Cash On Hand	Debit	Asset	N		A
1015	Petty Cash	Debit	Asset	N		A
1020	Returned Checks	Debit	Expense	N		A
1100	Accounts Receivable	Debit	Asset	N		A
1110	RTO Accounts Receivable	Debit	Revenue	N		A
1113	Employee Advances	Debit	Asset	N		A
1120	Notes Receivable	Debit	Asset	N		A
1121	Loan Receivable	Debit	Asset	N		A
1200	Inventory - Retail	Debit	Asset	N		A
1210	Rental Assets	Debit	Asset	N		A
1230	Sales/Use Tax Asset	Debit	Asset	N		A
1240	Prepaid Expenses	Debit	Asset	N		A
1250	Land	Debit	Asset	N		A
1260	Buildings	Debit	Asset	N		A
1270	Leasehold Improvements	Debit	Asset	N		A
1280	Furniture & Fixtures	Debit	Asset	N		A
1290	Computer & Operating System	Debit	Asset	N		A
1295	Computer Software	Debit	Asset	N		A
1300	Vehicles	Debit	Asset	N		A
1350	Accumulated Depreciation	Credit	Asset	N		A
1360	Accumulated Depreciation Merch	Credit	Asset	N		A
1710	Franchise Fee	Debit	Asset	N		A
2000	Accounts Payable	Credit	Liability	N		A
2010	Notes Payable - Line of Credit	Credit	Liability	N		A
2020	Notes Payable - Employee	Credit	Liability	N		A
2040	Notes Payable - Fisher's Merch	Credit	Liability	N		A
2050	Notes Payable - Fisher's Misc	Credit	Liability	N		A
2060	Notes Payable - Comp Software	Credit	Liability	N		A
2100	Federal Tax Withheld	Credit	Liability	N		A
2110	FICA Withheld	Credit	Liability	N		A
2120	Illinois Withholding Tax	Credit	Liability	N		A
2130	Accrued Unemployment	Credit	Liability	N		A
2140	Accrued Use Tax	Credit	Liability	N		A
2150	Accrued Income Taxes	Credit	Liability	N		A
3000	Capital Stock	Credit	Capital/Earnings	N		A
3010	Owner's Equity-Earnings	Credit	Capital/Earnings	N		A
3020	Retained Earnings	Credit	Capital/Earnings	N		A

Figure 1.2.8 General Ledger Chart of Accounts Report Example

Reproduce a General Ledger Account (CPYACCT)

In addition to the normal file maintenance options, you can reproduce (copy) a chart of accounts from one company to another company. This option is very helpful if you have multiple companies with similar accounts.

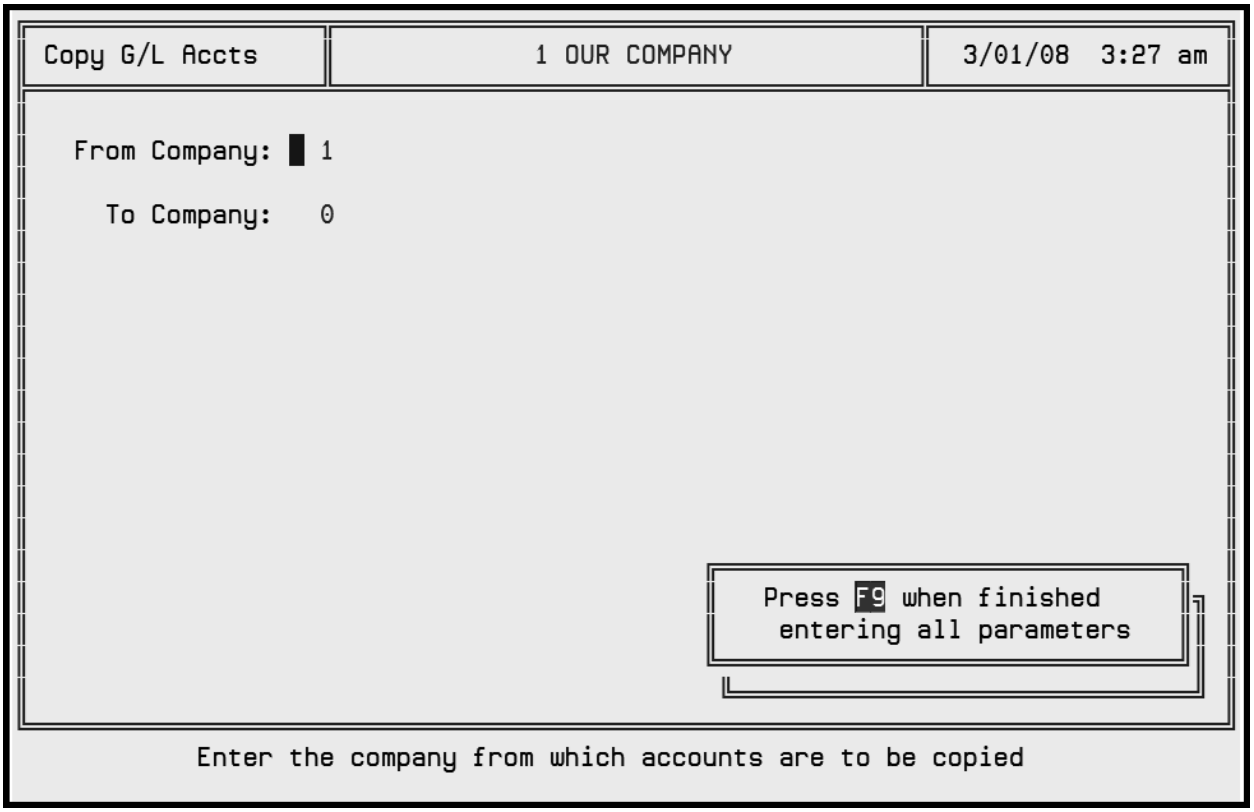


Figure 1.2.9 Reproducing a General Ledger Account (CPYACCT)

From Company / To Company
Enter the company number you wish to copy the chart of accounts from and the company number to copy the chart of account to. The destination company must exist prior to copying the chart of account to it. Both company numbers may be selected from a lookup window.

Only companies with no accounts on file are eligible for this function. You will not be allowed to reproduce a chart of accounts for a company that has accounts already set up.

Show a General Ledger Account (SHOACCT)

You may view the setting of a particular account by selecting the show option.

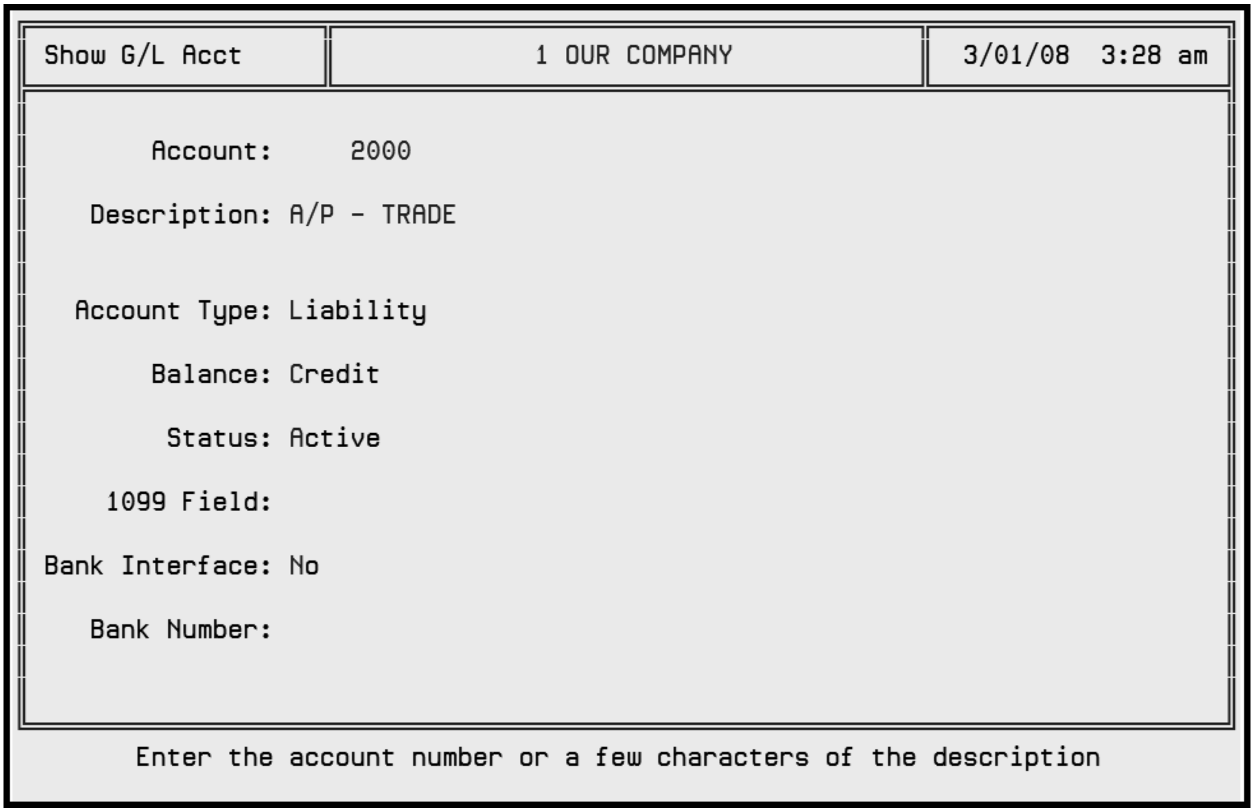


Figure 1.2.10 Show a General Ledger Account (SHOACCT)

Once the account number has been entered, all information will be displayed. While viewing the general ledger account, you do not have any editing functions.

1.3 General Ledger Defaults (GLDEF)

Certain default company parameters must be set to provide a successful interface to General Ledger from Accounts Payable. These company maintenance parameters are found in the file maintenance or on the Parameters menu (PARAMS).

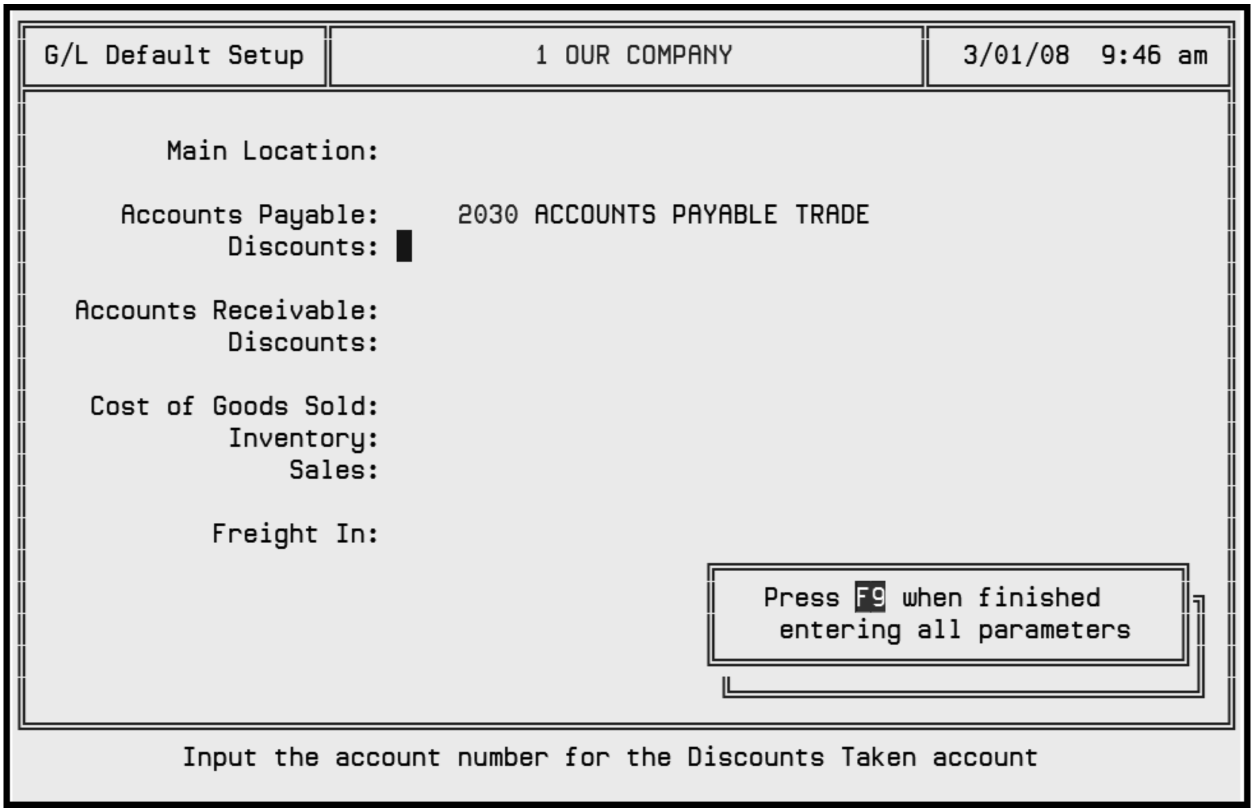


Figure 1.3.1 General Ledger Defaults Setup (GLDEF)

Main Location

The main location is the profit center to be used for system-generated entries, normally your home office location.

Accounts Payable

Enter the Accounts Payable account number.

Discounts

Enter the Discounts Taken/Earned account number. This will automatically post your vendor discounts, off invoice amounts, to this assigned account number.

The rest of this screen is no longer used within the RSSS accounting system, so you can **F9** to update the current settings.

1.4 Set Operating Dates (DATES)

The set operating dates program tells the system what periods you are working in. This is where the system goes to validate the General Ledger date that you have entered. If it falls outside of these dates you will receive a message and will not be allowed to continue your transaction until the dates have been updated.

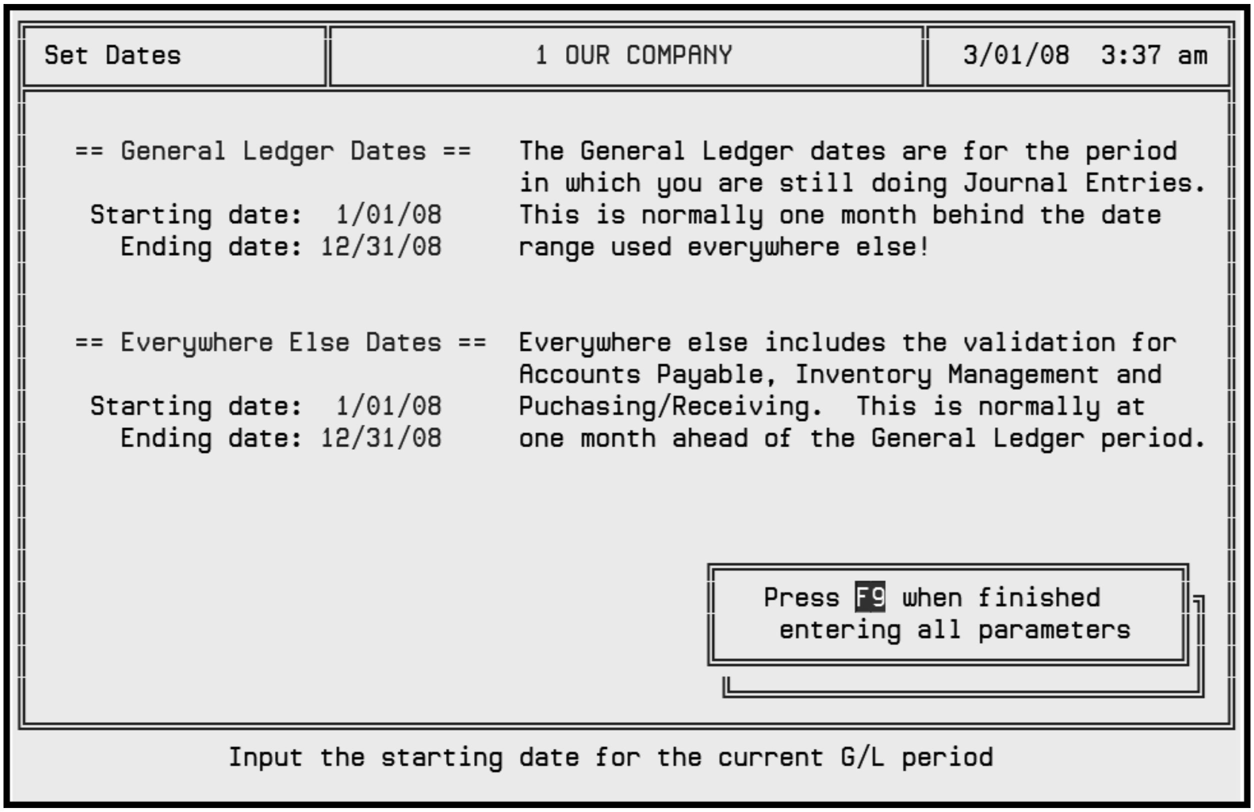


Figure 1.4.1 Set Operating Dates (DATES)

General Ledger Dates

Enter the beginning and ending dates that you are currently working in the General Ledger. It is strongly suggested that once Financial Statements and Trial Balance reports have been printed and finalized that you go into this program and update your beginning date to be the new month. In essence, this is closing your month in the General Ledger. You can open the months back up just by putting the beginning dates back to the month you need to make changes.

*Updating the ‘beginning date’ to the next month will also trigger any reversing entries that were posted in the prior month to post into the new month.

Everywhere Else Dates

Enter the beginning and ending dates that you are currently working in the Accounts Payable. It is strongly suggested that once you have interfaced the Accounts Payable to the General Ledger that you go into this program and update your beginning date to be the new month. In essence, this is closing your month in the Accounts Payable. You can open the months back up just by putting the beginning dates back to the month you need to make changes.

1.5 General Ledger Parameters (GLPARAMS)

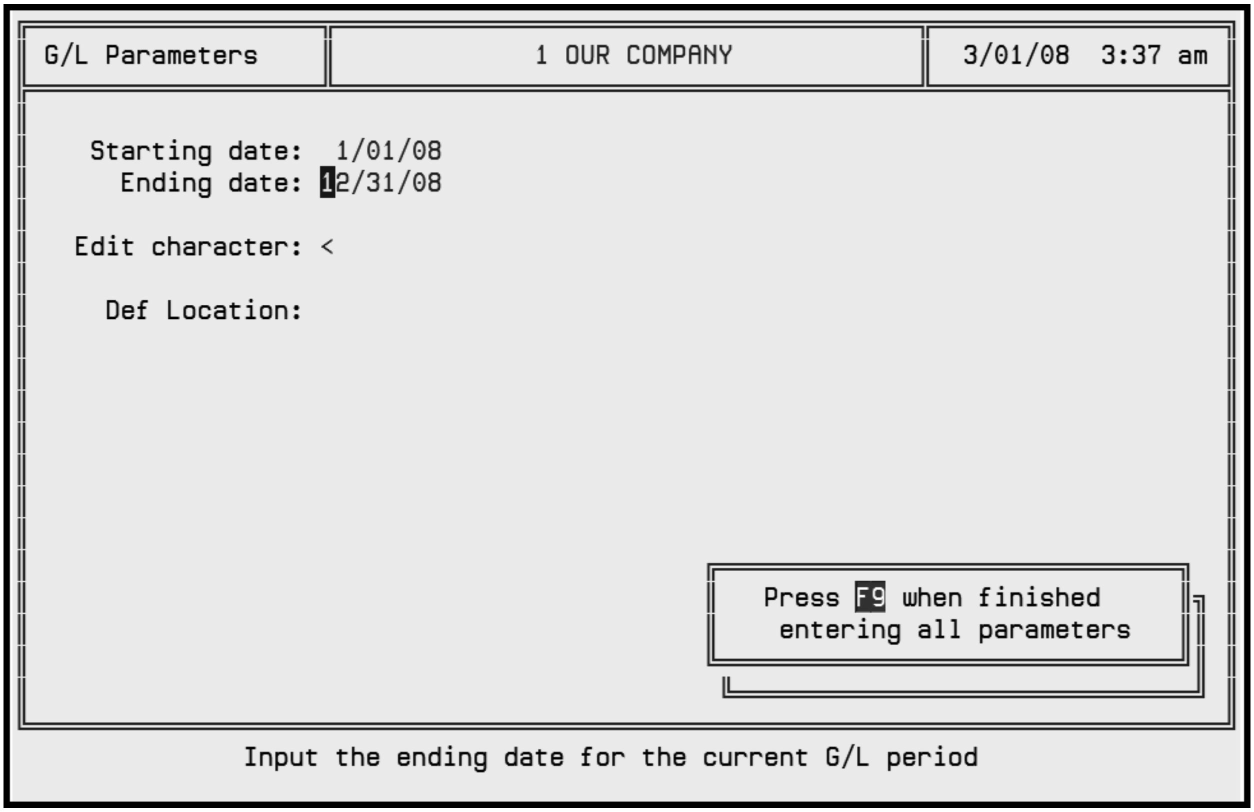


Figure 1.5.1 General Ledger Parameters (GLPARAMS))

Starting date / Ending date
This date is the same as the G/L Dates in ‘Set Operating Dates’, if you have already setup your dates there, these should already be correct.

Edit character
The edit character to be used on financial statements may be specified as either a ‘(‘ or ‘<’. The defined character combination will be used on the statement layouts.

After entering all parameters, press **F9**.

1.6 Accounts Payable Parameters (APPARAMS)

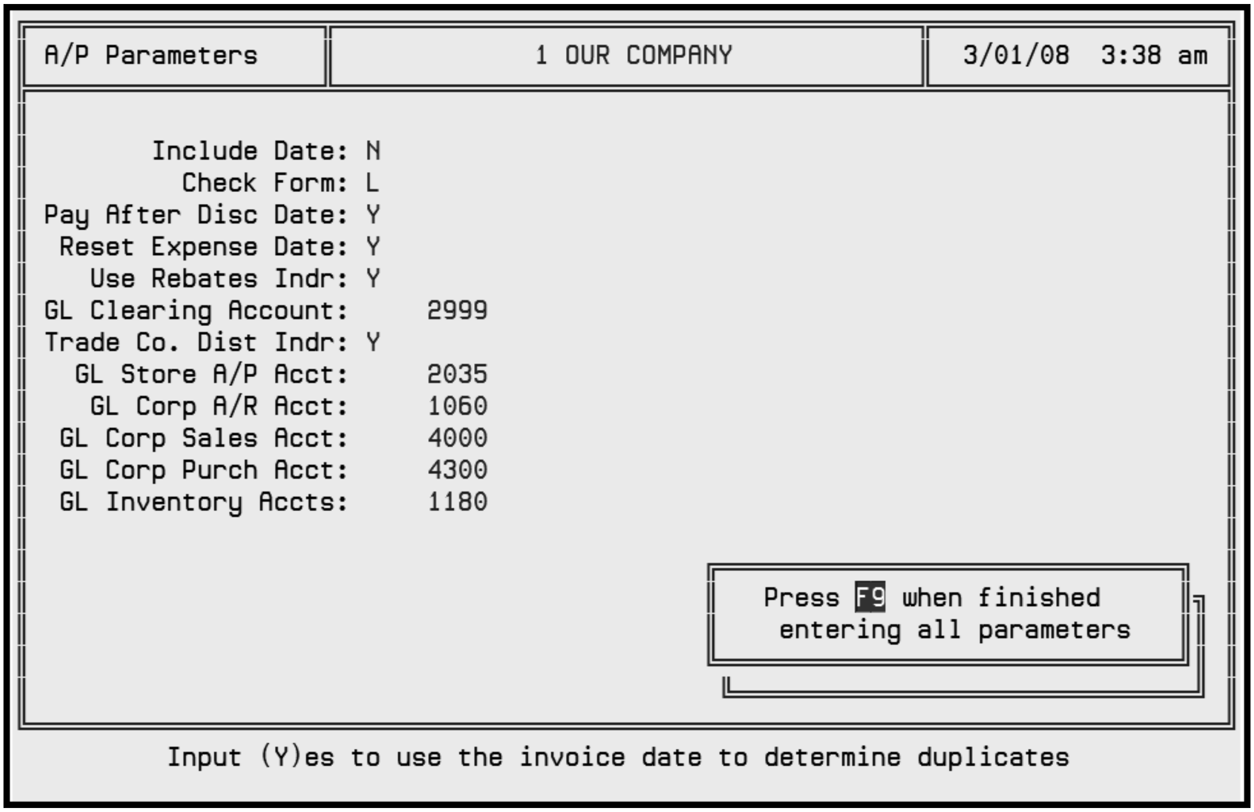


Figure 1.6.1 Accounts Payable Parameters (POPARAMS)

Include Date

When entering invoices in Accounts Payable, if you want the system to warn you of a duplicate invoice based off of the invoice AND invoice date you will put a ‘Y’ here. If you want the system to warn you based off of the invoice only put an ‘N’ here.

Check Form

Enter which check form you plan to use with the RSSS software.

Pay After Disc Date

Input Yes to pay invoices after the discount date for checks.

Reset Expense Date

Input Yes to changing the expense date to today’s date when changing an invoice in ‘Change Vendor Invoice’. Otherwise, the expense date will stay as it was originally.

Use Rebates Indr

Input Yes here if you will be creating rebate codes.

G/L Clearing Account

Enter the GL code that will be used as a wash account when entering multiple term/due date invoices. This will allow the first invoice to have all of the GL distributions and use this wash account to create the remaining invoices.

Trade Co. Dist Indr
Enter a Y here if you will be creating invoices that are to be applied to two companies. If you select Y then enter in the applicable GL account numbers in the remaining fields.

GL Store A/P Acct
Enter the secondary companies A/P trade GL account number

GL Corp A/R Acct
Enter the primary company's GL account number for the AR account used to track what the secondary company owes.

GL Corp Sales Acct
Enter the primary company's GL account number used to post sales revenue.

GL Corp Purch Acct
Enter the primary company's GL account number used to post cost of goods sold.

GL Inventory Accts
Enter up to 10 GL account numbers used by the primary company.

1.7 Bank Maintenance (BANK)

The Accounts Payable module requires at least one bank account to be created.

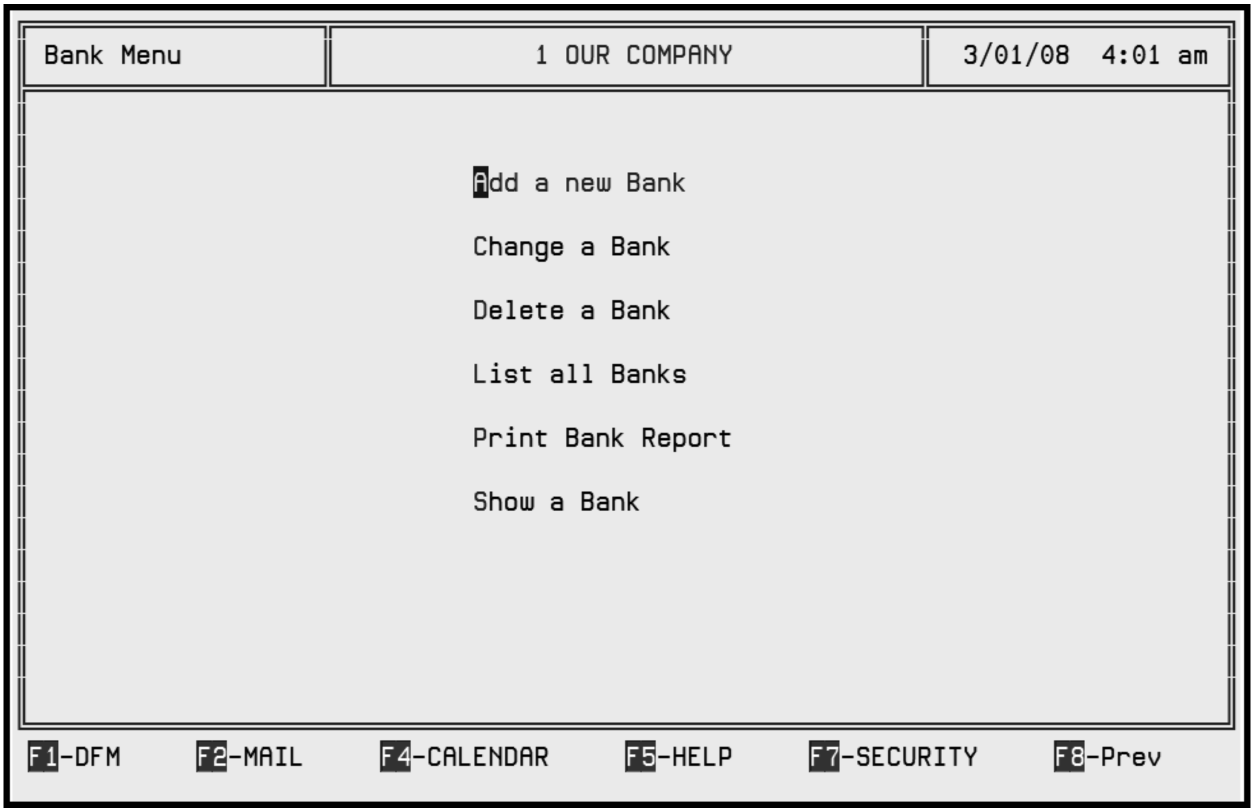


Figure 1.7.1 Bank Maintenance Menu (BANK)

Add a Bank (ADDBANK)

You must set up at least one bank account. Support is provided for up to 9,999 banks per company.

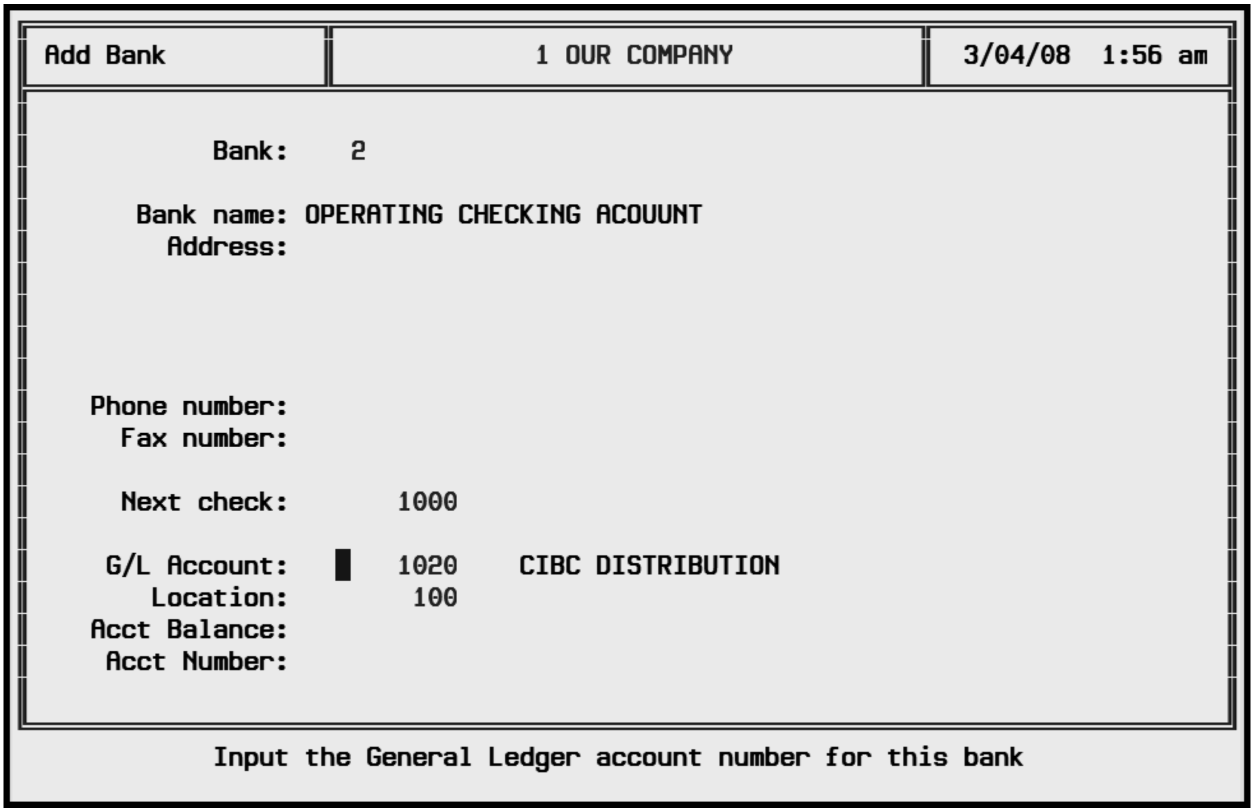


Figure 1.7.2 Add a Bank (ADDBANK)

Bank
You must assign a number for each bank account that will be used by the software. You will access the bank by either this number or by a lookup window.

Bank Name
Enter the name of the bank.

Address
Enter the address of the bank.

Phone number/FAX number
Enter the phone and fax number of the bank.

Next Check
The next check can be entered in on the initial setup of the bank, but it is automatically updated based off of check runs.

G/L Account
Enter the General Ledger account number that correlates with this bank account. It must be a valid account number. It is used by the software to determine the account number to be updated by system-generated journal entries when doing the interface.

Location
Enter the store/profit center to which you want the system-generated entries to update.

Acct Balance
Enter the current balance of this account. This is relevant if using the bank reconciliation program.

Acct Number
Enter the account number of the bank account. This is relevant if using the bank reconciliation program.

Change a Bank (CHGBANK)

The information pertaining to a bank may be updated at any time.

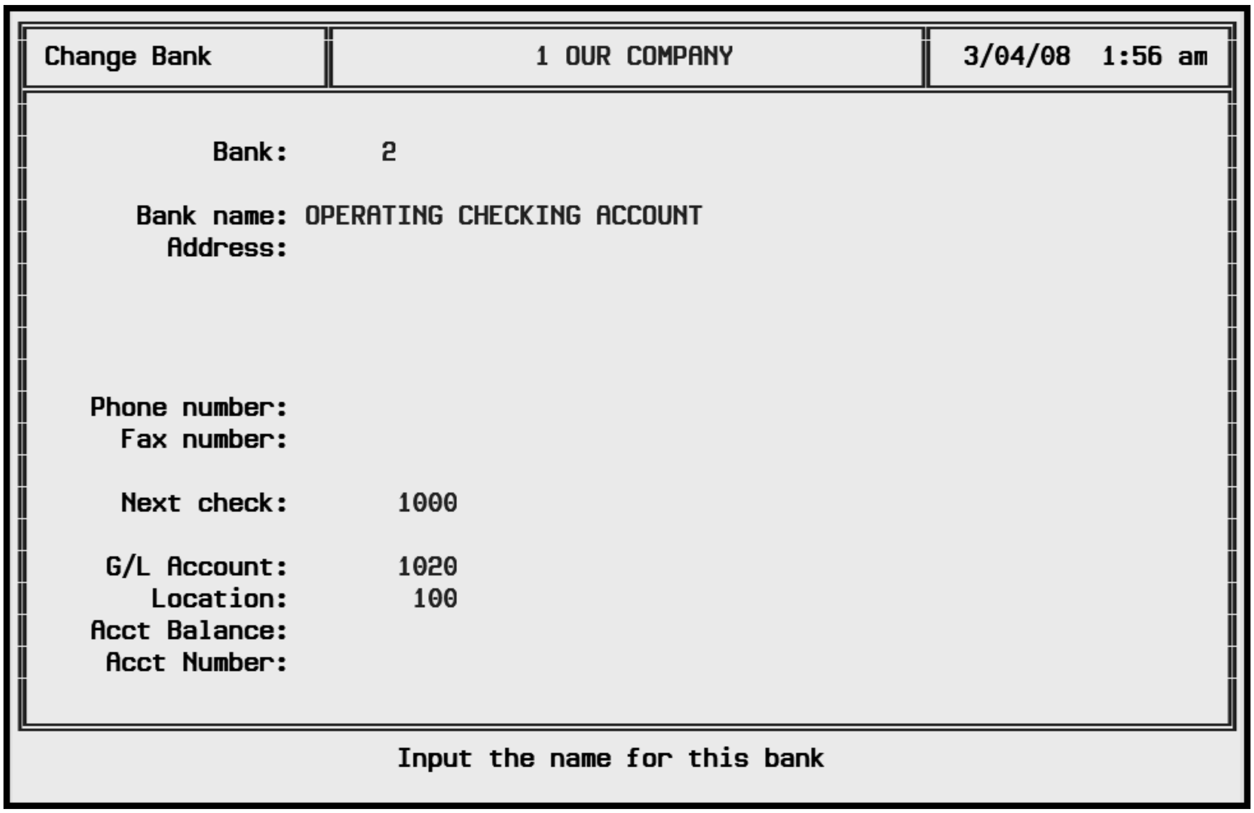


Figure 1.7.3 Change a Bank (CHGBANK)

The bank number may be entered exactly or selected from a lookup window. Once the information is displayed you may change any of the fields.

Delete a Bank (DELBANK)

When a bank is no longer needed, it may be removed using the delete option.

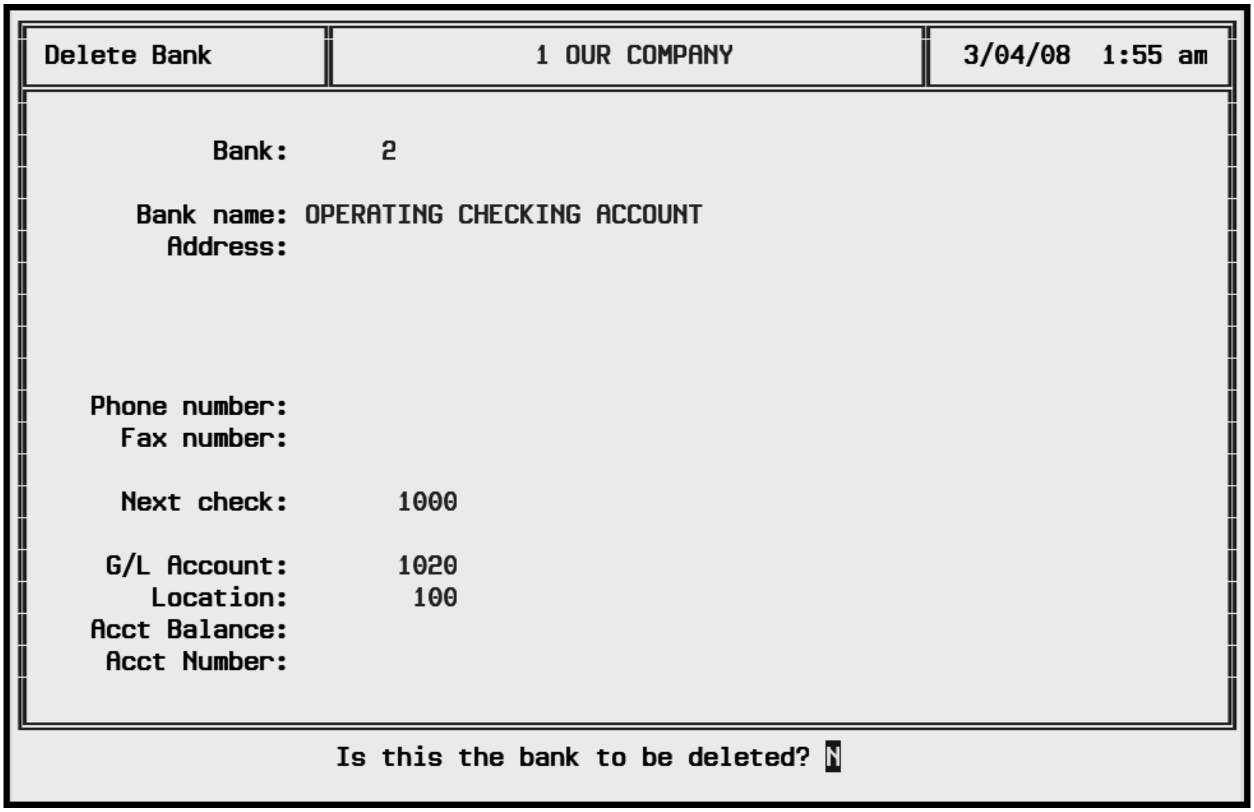


Figure 1.7.4 Delete a Bank (DELBANK)

When selecting the bank from a lookup window, if two banks have the same name the fold/unfold option will reveal the entire address making your selection easier.

Once you have selected the bank, you will be prompted to verify your selection before deleting the bank. After deletion, the cursor will return to the bank field allowing you to delete another bank.

You may not delete a bank account that has checks associated with it. You will get a message that states “This bank account is used on checks on file!”

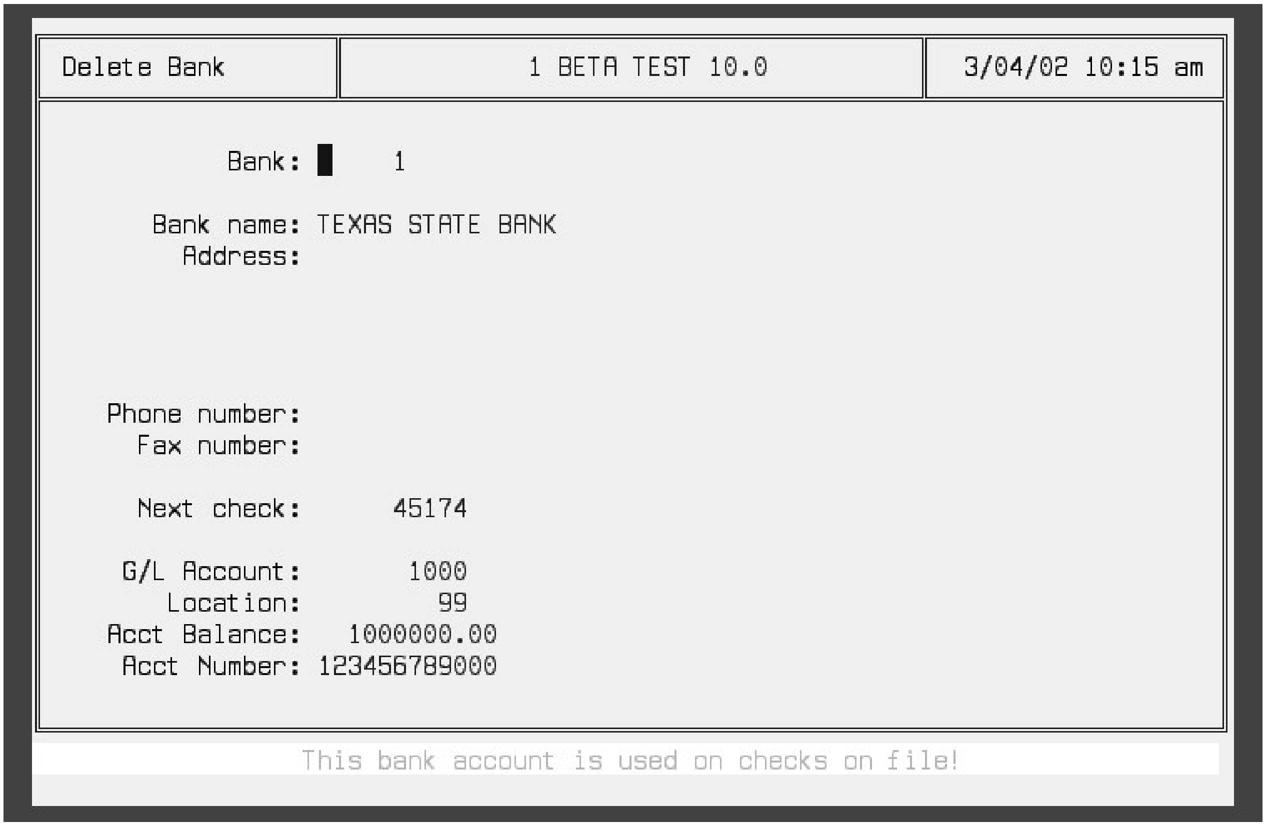


Figure 1.7.5 Deleting a Bank Prompt Message

Pressing **F8** will return you to the menu.

List Banks

You may list all of the banks that have been defined.

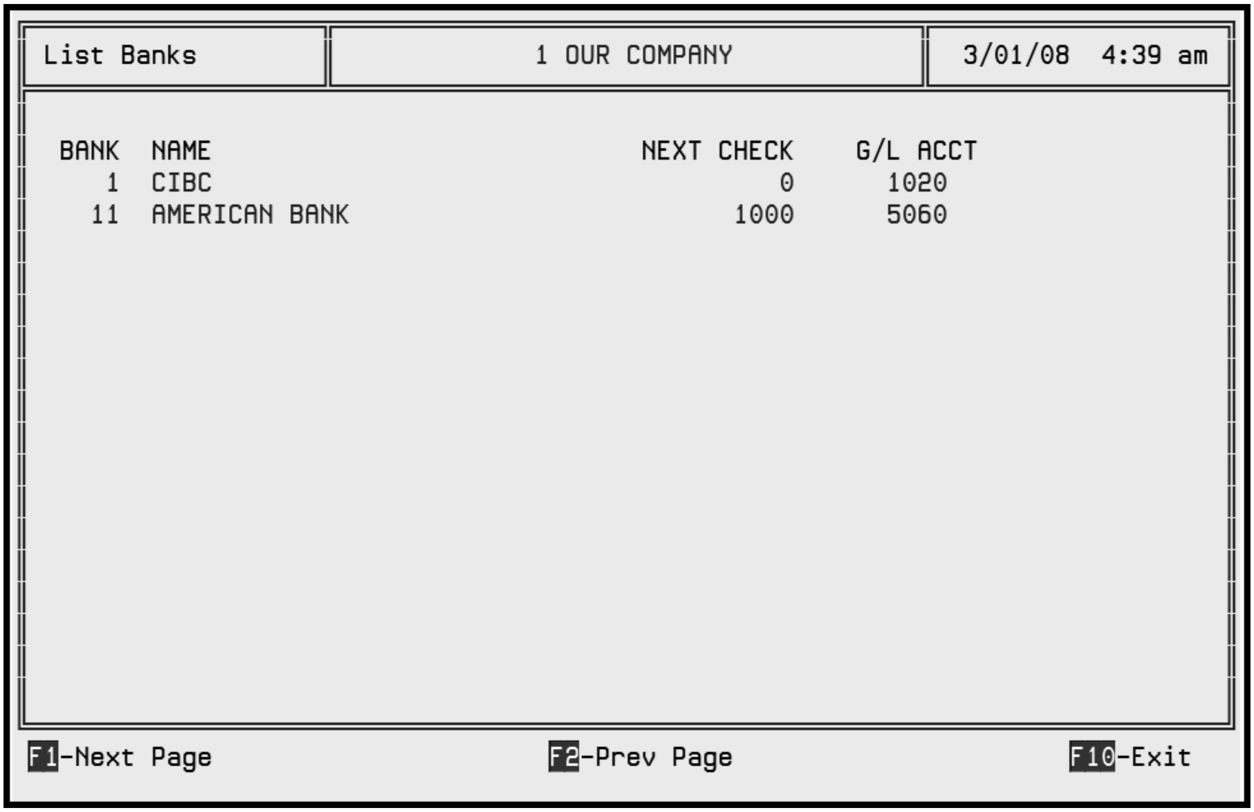


Figure 1.7.6 List Banks (LSTACCT)

If the listing is more than one page, you may scroll using the **F1** to page forward and **F2** to page back.

Print a Bank Report (PRTBANK)

You may print a listing of the banks and their corresponding information.

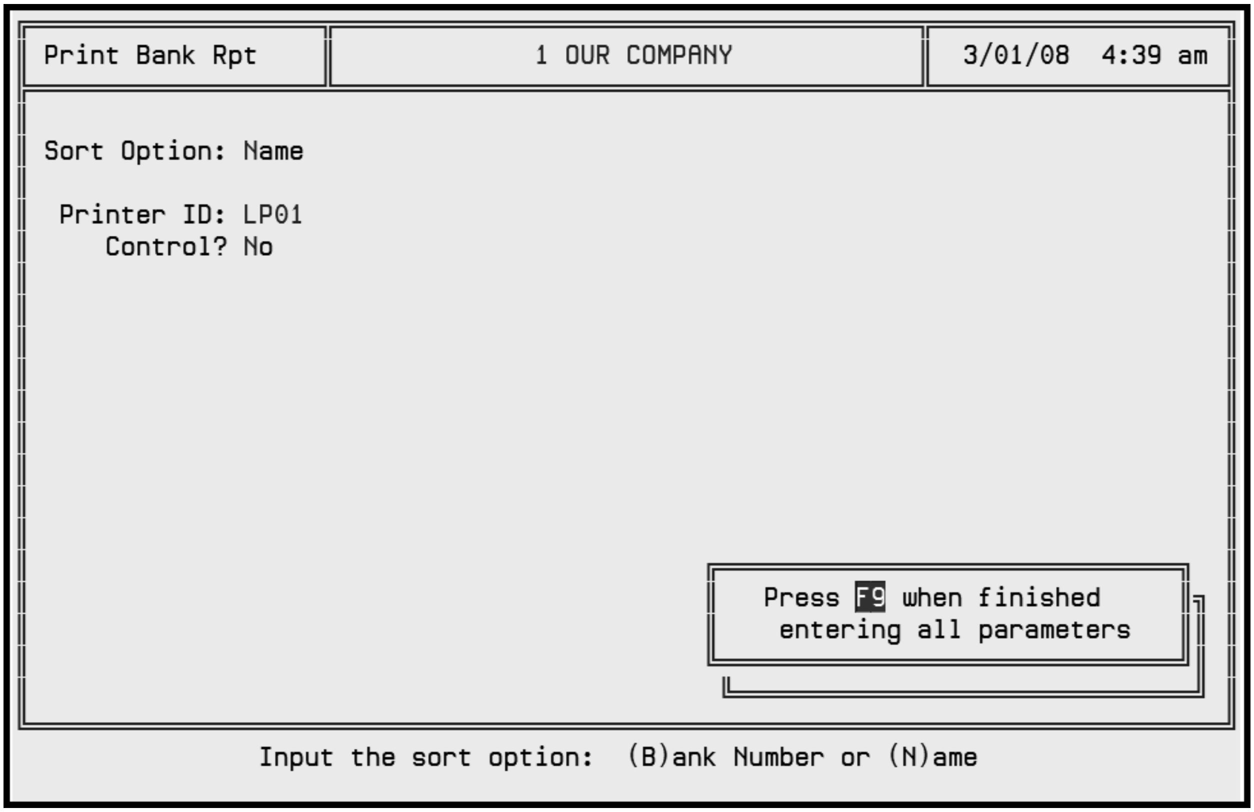


Figure 1.7.7 Print a Bank (PRTBANK)

Sort Option
Enter your preferred sort option, Bank Name or Bank Number.

Printer
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/10/08 Bank Report Page: 1

BANK	NAME	NEXT CHECK	LAST CHECK	ACCOUNT
11	AMERICAN BANK	1000	0	8130
	Ph: Fax:			
1	CIBC	0	0	1020
	Ph: Fax:			

Figure 1.7.8 Bank Report Example

Show a Bank (SHOBANK)

You may view the information about a particular bank by using the show option. The bank may be entered or selected from a lookup window.

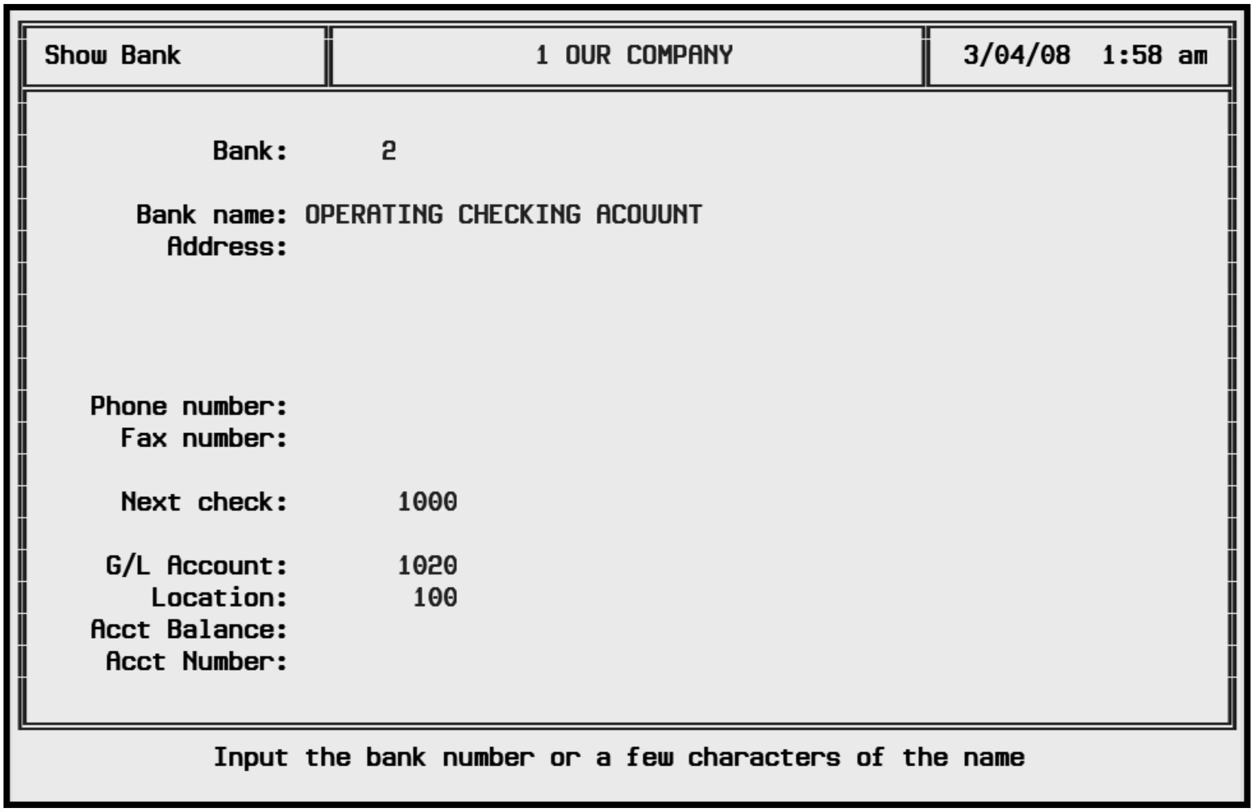


Figure 1.7.9 Show a Bank (SHOBANK)

If the listing is more than one page, you may scroll using the **F1** to page forward and **F2** to page back. The complete address information may be revealed using the **F5** key to ensure the correct selection.

When using the show option, you may only look at the information. You do not have any editing functions.

1.8 Terms Code Maintenance (GETVTERM)

The new Vendor Terms program (GETVTERM) has been designed to allow multiple due dates along with standard net items with discounts. When a multiple due date term is setup and assigned to an invoice, the system will automatically add multiple invoices based on however many due dates have been selected and the # amounts of each invoice will be based on the %'s assigned within the vendor term. This program can be accessed by pressing the F10 key and typing in GETVTERM or you can access this program from the Accounts Payment Menu (AP), File Maintenance Menu (APUTIL), Terms Code Maintenance; term codes may also be added when adding a Purchase Order or an AP invoice.

The Get Vendor Terms File Maintenance first screen appears below:

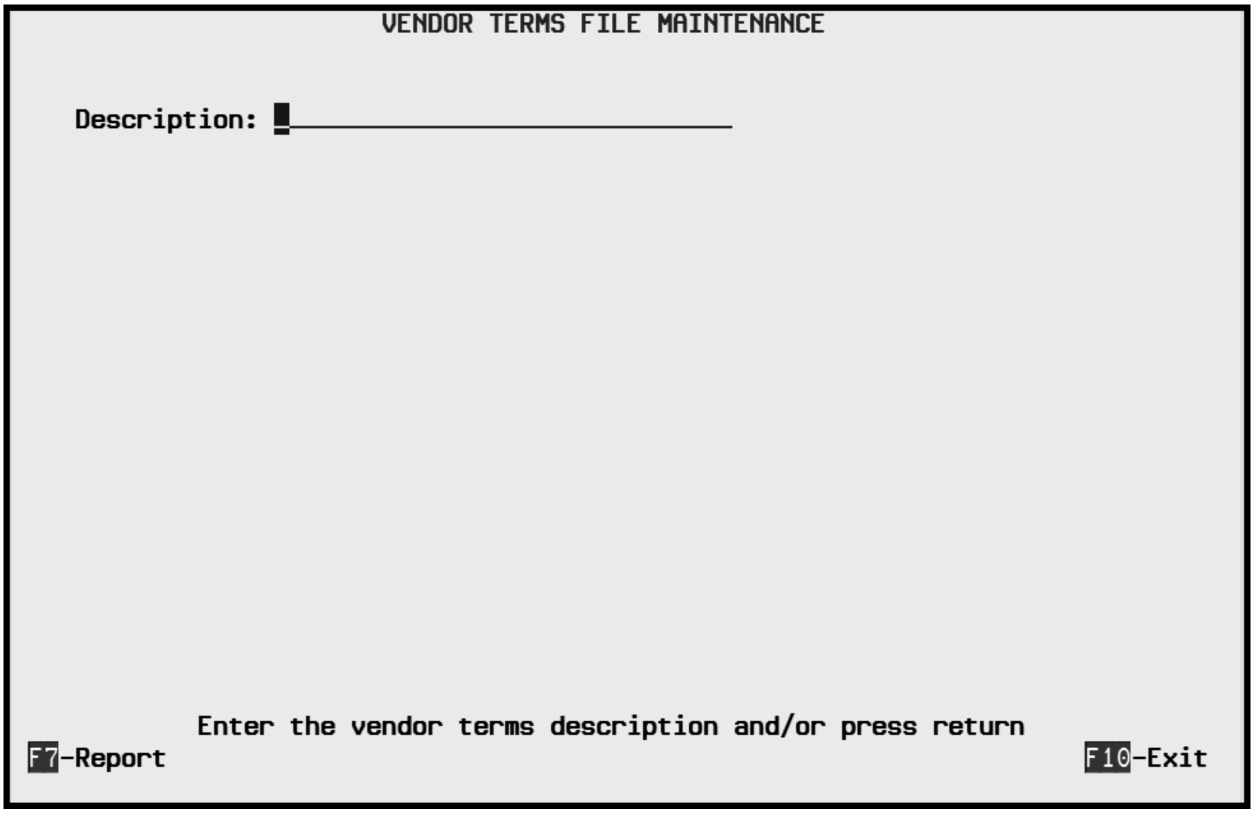
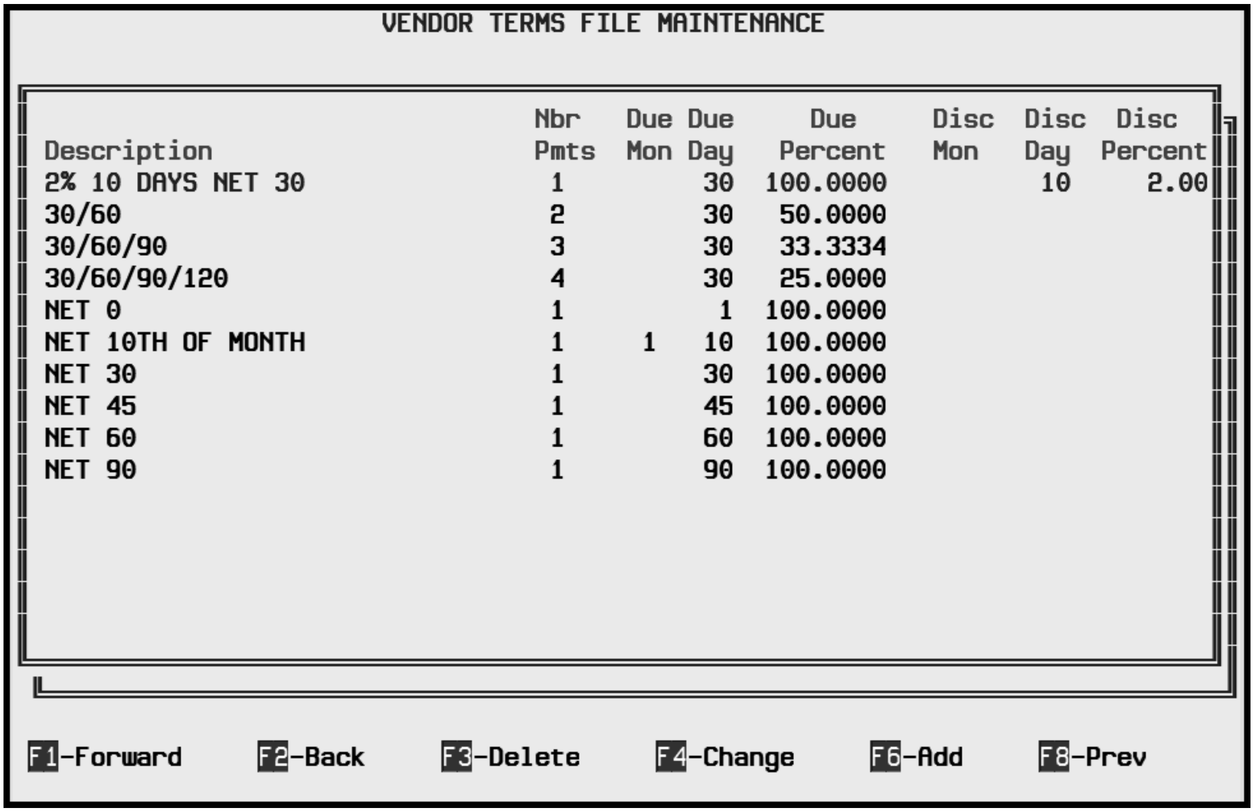


Figure 1.8.1 Terms Code Maintenance (GETVTERM)

Description
Enter vendor term description or press enter for all.

F7-Report
Press the F7 key to print a listing of all vendor terms to a selected printer or file name.

The Get Vendor Terms File Maintenance second screen is below:



VENDOR TERMS FILE MAINTENANCE

Description	Nbr Pmts	Due Mon	Due Day	Due Percent	Disc Mon	Disc Day	Disc Percent
2% 10 DAYS NET 30	1		30	100.0000		10	2.00
30/60	2		30	50.0000			
30/60/90	3		30	33.3334			
30/60/90/120	4		30	25.0000			
NET 0	1		1	100.0000			
NET 10TH OF MONTH	1	1	10	100.0000			
NET 30	1		30	100.0000			
NET 45	1		45	100.0000			
NET 60	1		60	100.0000			
NET 90	1		90	100.0000			

F1-Forward F2-Back F3-Delete F4-Change F6-Add F8-Prev

Figure 1.8.2 Get Vendor Terms File Maintenance (GETVTERM)

GETVTERM vendor term code record when you select F4 to change

Using your up and down arrow keys will allow you to move to different vendor term codes within the same page. The function key selections are at the bottom of the screen, press F1 to page forward, F2 to page back, F4 to change the vendor term code you have highlighted, F6 to add a vendor term code and F8 to get back to the first screen.

Below is the screen you will get when you select the F4 key to change:

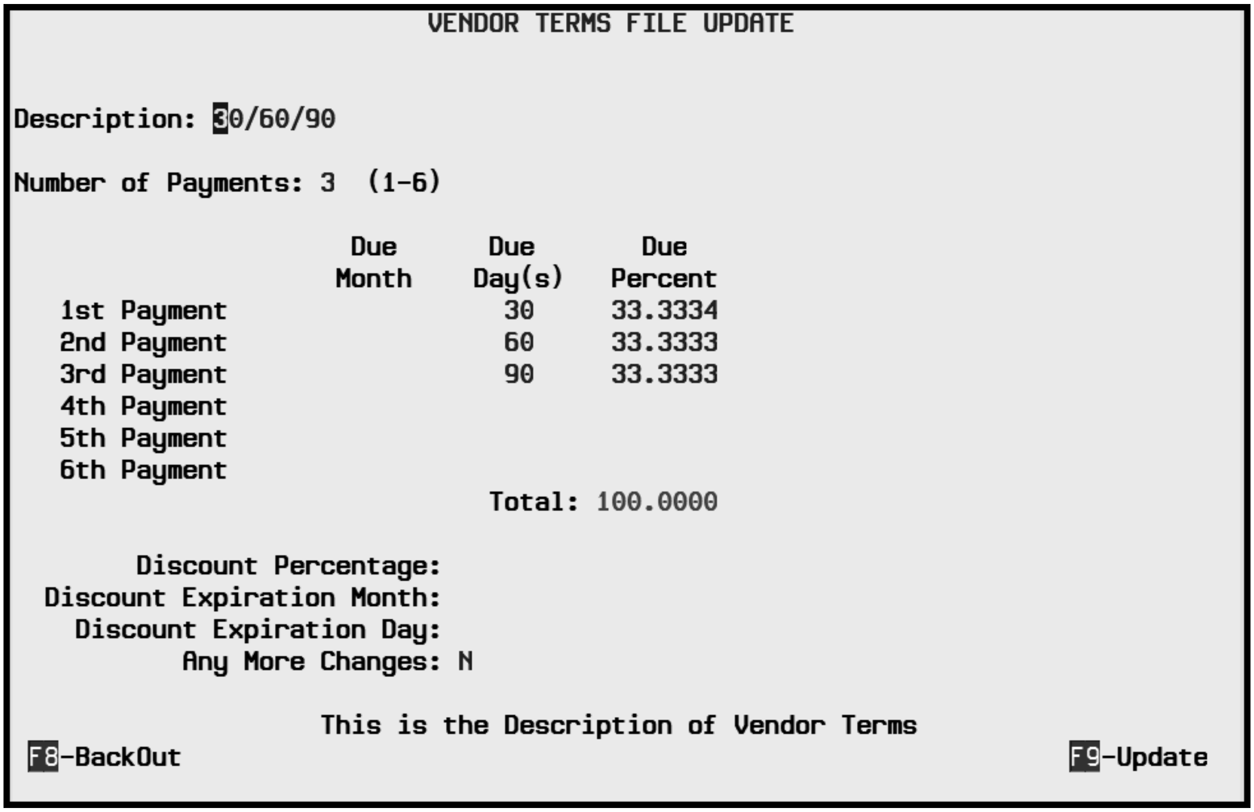


Figure 1.8.3 Vendor Terms File Update (GETVTERM F4)

Description

This is a freeform field that can be used to describe the vendor term code, 30 characters available.

Number of Payments

Enter the number of payments to pay off the invoice.

1st Payment

Under the '**Due Month**' column, enter the number of months before the first payment is due, if it is due after x amount of days, leave the 'Due Month' blank. Under the '**Due Day(s)**', if the 'Due Month' is blank, enter the net days before the first payment is due, if there is a number in the 'Due Month' enter the day of the month the first payment is due. Example, if the invoice is due on the 10th day of every month, enter a 1 in the Due Month, and a 10 in the Due Day(s) column. If the first payment is due in 30 days, leave the Due Month blank and enter 30 in the Due Day(s). '**Due Percentage**', the system will default to an even breakout based on what is in the 'Number of Payments' field, change this % if necessary, keeping in mind the grand total % must be 100%.

2nd Payment: - 6th Payment
Use the same philosophy as used in 1st Payment.

Discount Percentage
If this vendor term allows for a % off based paying by a certain date, enter that % here. ***Because of the Rebate codes this field would only be used for 'non-inventory' invoices.

Discount Expiration Month
Enter the number of months when the discount will expire.

Discount Expiration Days
Enter the number of days when the discount will expire.

1.9 Ship Via Maintenance (SHIPVIA)

Shipment methods are predefined in order to provide a means of analyzing the different shipment methods. As many 'ship via' codes can be assigned as required.

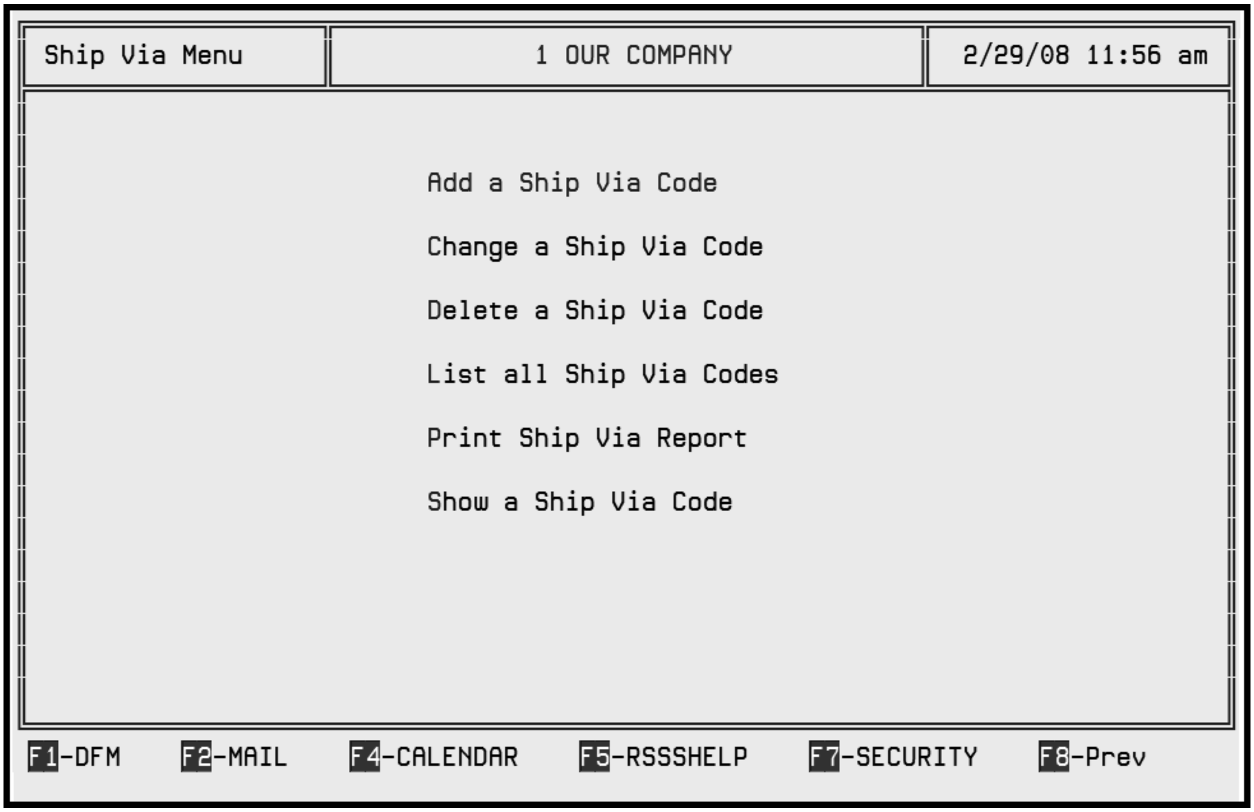


Figure 1.9.1 Ship Via Maintenance Menu (SHIPVIA)

The shipment codes are defined once. Each time you need to enter a code in an application, you are provided a lookup window. If you enter the code exactly as it is defined, the lookup window will be bypassed. The window appears only if the entry is not on file.

Add a Ship Via Code (ADDVIA)

Predefined ship via codes eliminate the task of having to remember the various shipment methods offered by your company.

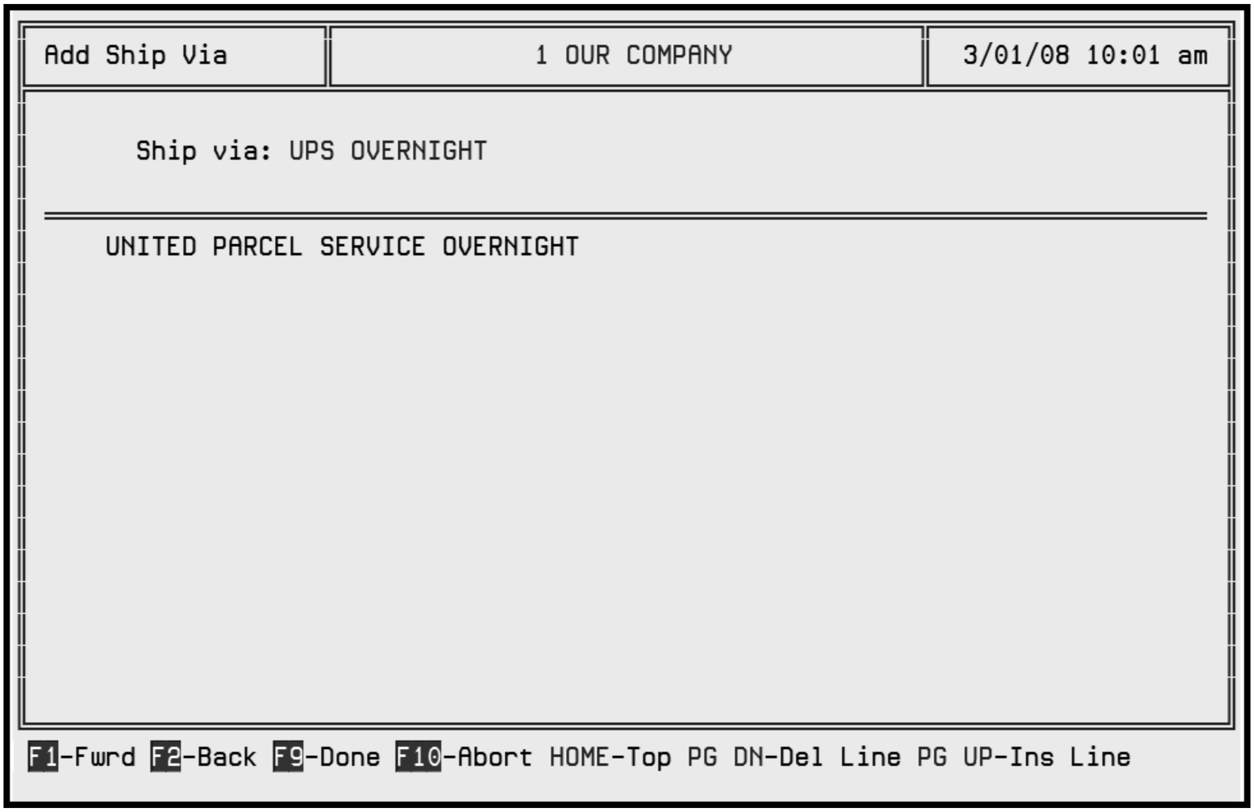


Figure 1.9.2 Add a Ship Via Code (ADDVIA)

Ship Via

The description can be up to thirty characters and should be as explicative as possible.

You have the option of including a text description for the shipment method to help you remember why you set up the code. This description does not appear elsewhere in the package. While entering the text, you have editing function of the insert, delete and word wrap. When you have finished entering text, press **F9** to complete the code definition. You will be returned to the ship via prompt so that another code may be entered. To return to the menu press **F8**.

Change a Ship Via (CHGVIA)

Ship via codes may be modified by using the change function.

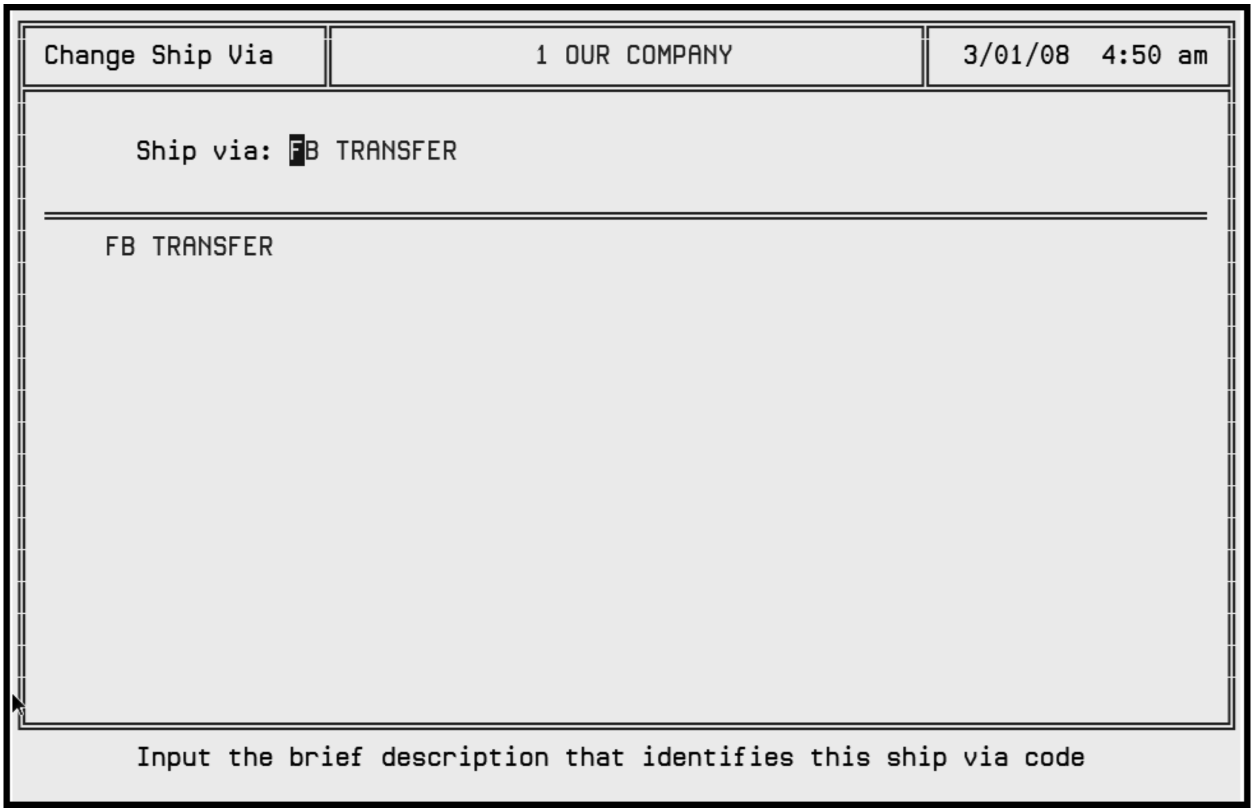


Figure 1.9.3 Change a Ship Via Code (CHGVIA)

Once the code to be changed has been retrieved, you may change the code or its detailed description.

All editing functions are available while you are changing the code. When you are finished making changes, press **F9** to complete the change process. You may return to the menu by pressing **F8**.

Delete Ship Via (DELVIA)

Ship via codes may be deleted when they are no longer in use. After deleting the ship via code, the cursor will be positioned at ship via field. This allows you to select another code to be deleted. You may return to the menu by press **F8.**

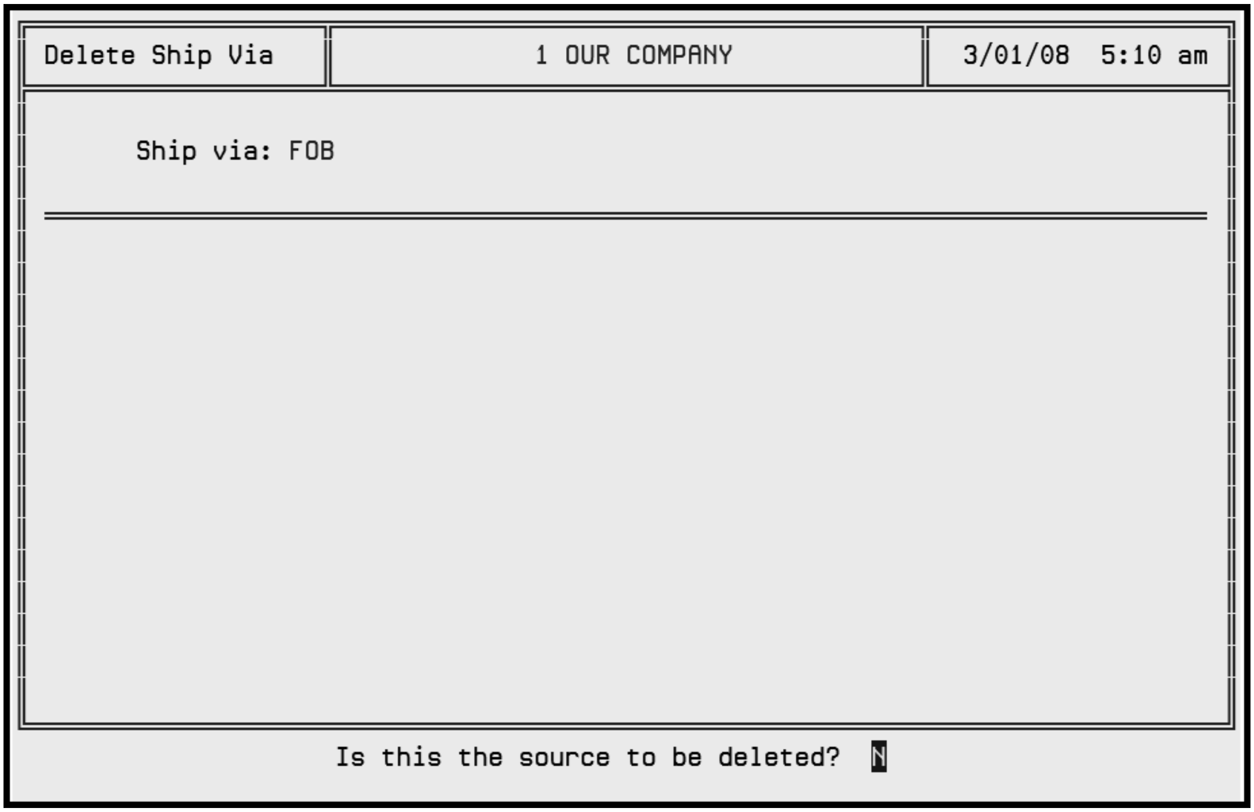


Figure 1.9.4 Delete a Ship Via Code (DELVIA)

The ship via code may be entered or chosen from a lookup window. You will be prompted to verify your selection prior to deleting the code.

List Ship Via (LSTVIA)

You may view on screen all defined ship via codes by using the listing function.

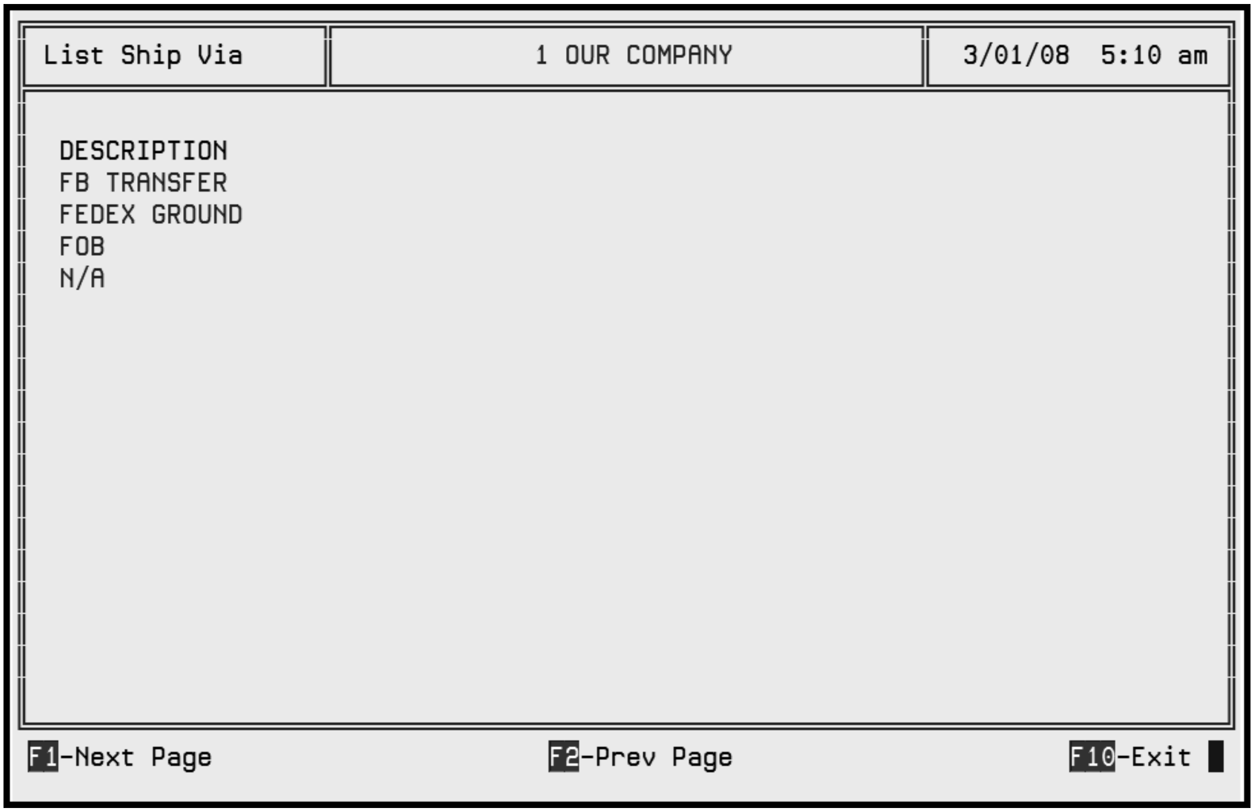


Figure 1.9.5 List Ship Via Codes (LSTVIA)

If the listing is more than one page, you may scroll using the **F1** to page forward and **F2** to page back.

Print Ship Via (PRTVIA)

You may print a ship via report detailing the defined shipment codes.

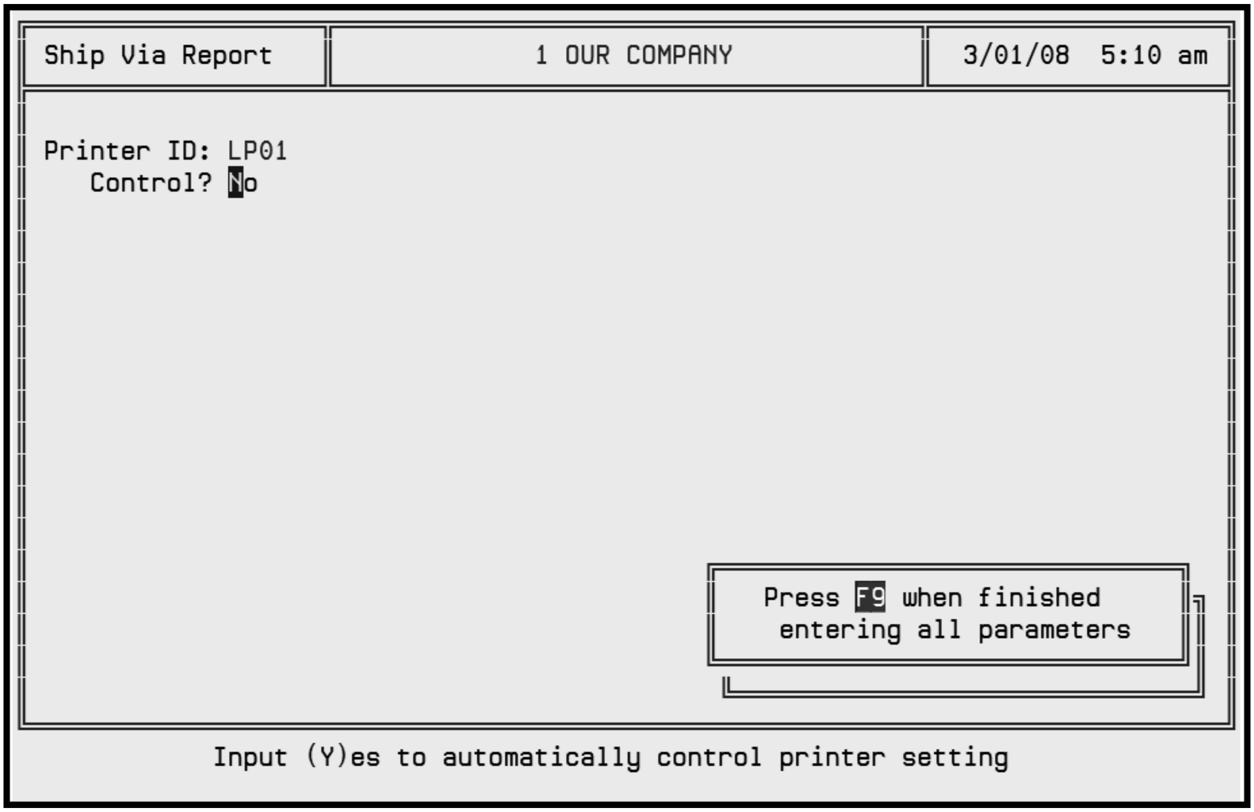


Figure 1.9.6 Print Ship Via Codes Report (PRTVIA)

Printer
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

The following is an example of the Ship Via Report.

Date: 3/10/08 Ship Via Report Page: 1

SHIPMENT METHOD	DESCRIPTION
COMMERCAIL BEDDING TRUCK	
COMMON CARRIER	
CUSTOMER	
FLORIDA FURNITURE TRUCK	
H & H TRUCK	
OURTRUCK	
PFC PIONEER TRUCK	
SALA	
STORE PERSON	

Figure 1.9.7 Ship Via Report Example

Show Ship Via

You may view an individual ship via code using the show function.

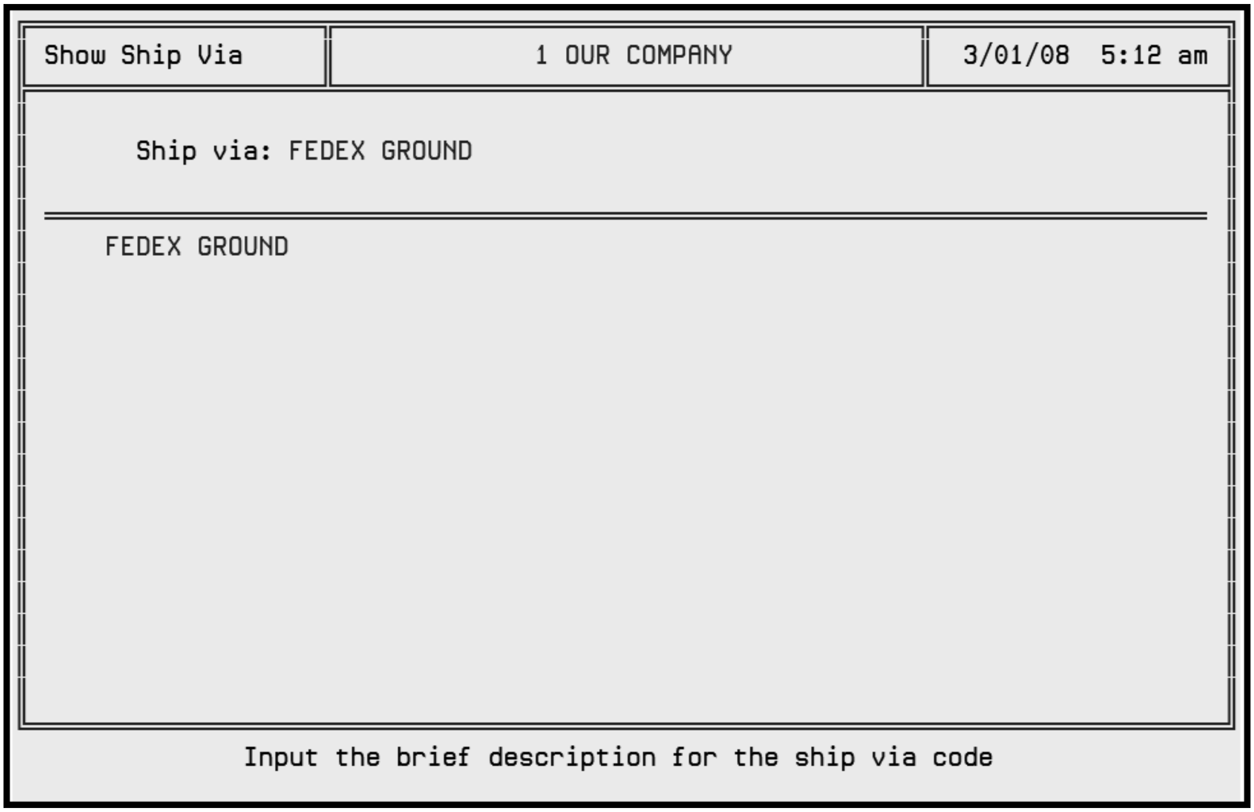


Figure 1.9.8 Show a Ship Via Code (SHOVIA)

The ship via code may be entered exactly or selected from a lookup window. If the listing is more than one page, you may scroll using the **F1** to page forward and **F2** to page back.

You may only view the code. You do not have any editing functions available from the show function. You may return to the menu by pressing **F8**.

1.10 Vendor Maintenance (VENDOR)

The vendor master file is used extensively in the Accounts Payable, Inventory Management, and Purchasing and Receiving Modules.

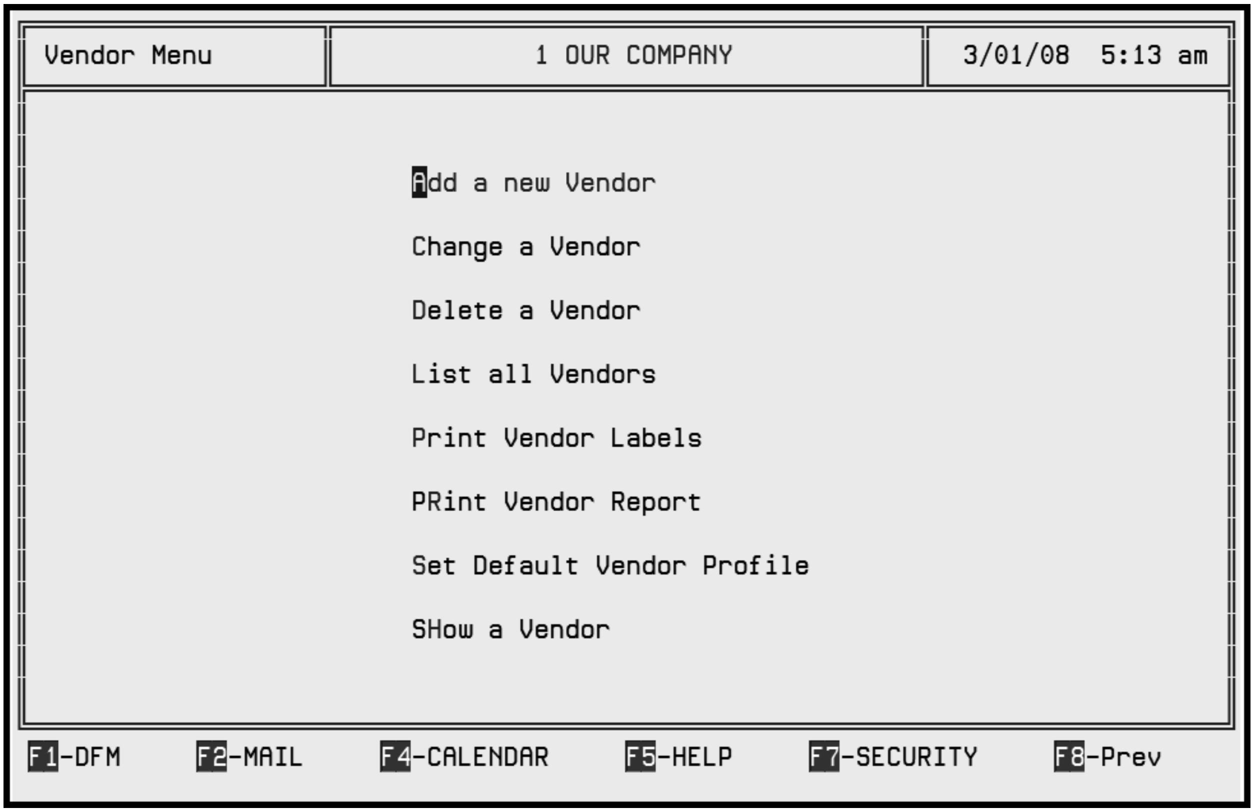
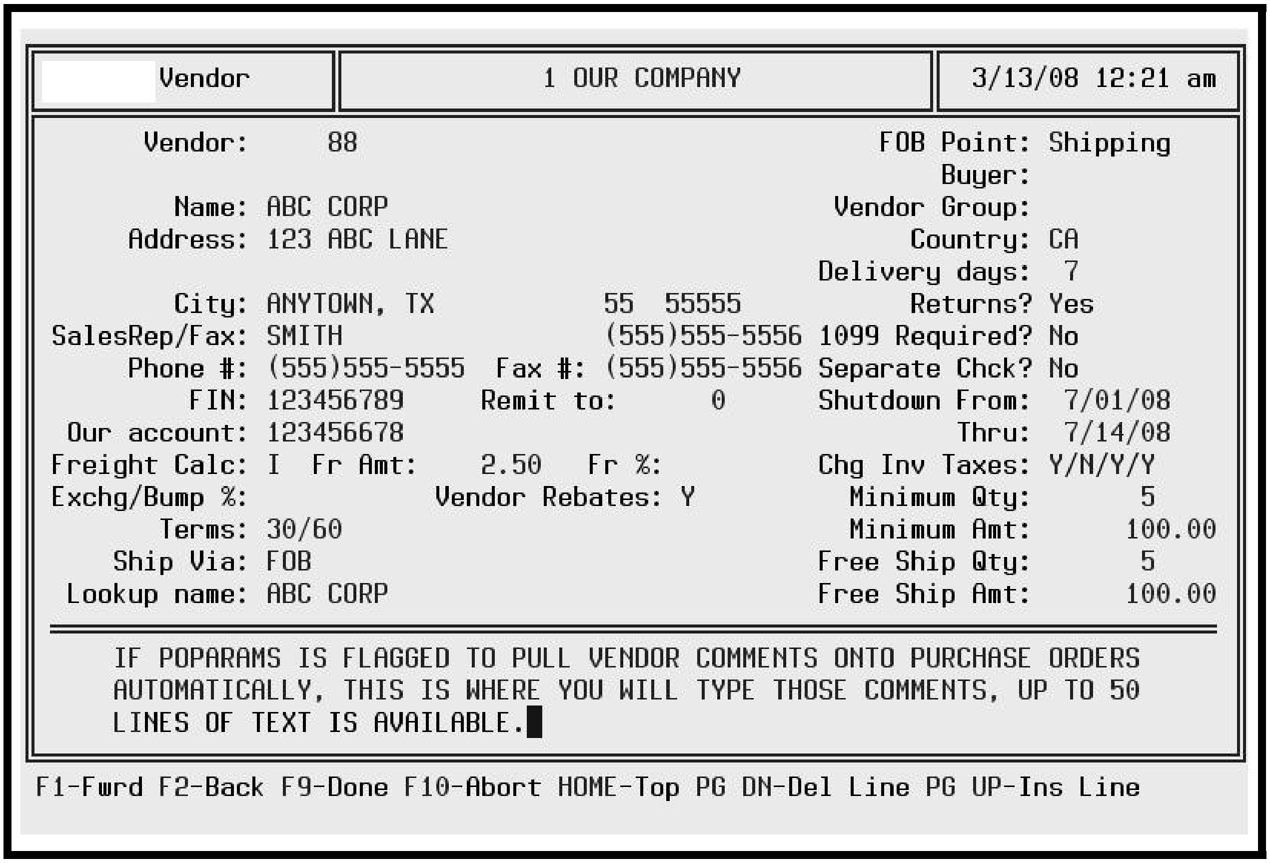


Figure 1.10.1 Vendor Maintenance Menu (VENDOR)

Add a Vendor (ADDVEND)

The vendor record must be set up prior to entering purchase orders and vendor invoices; you do, however, have access to the ‘Add Vendor’ program from the ‘Add a Purchase Order’ and ‘Add a Vendor Invoice’ by pressing the **F4** key while in the lookup window.



```
Vendor          1 OUR COMPANY          3/13/08 12:21 am

      Vendor:     88                          FOB Point: Shipping
                                                  Buyer:
        Name: ABC CORP                     Vendor Group:
     Address: 123 ABC LANE                      Country: CA
                                         Delivery days:  7
        City: ANYTOWN, TX          55  55555   Returns? Yes
SalesRep/Fax: SMITH              (555)555-5556 1099 Required? No
     Phone #: (555)555-5555  Fax #: (555)555-5556 Separate Chck? No
         FIN: 123456789    Remit to:      0     Shutdown From:  7/01/08
 Our account: 123456678                                  Thru:  7/14/08
Freight Calc: I  Fr Amt:    2.50   Fr %:       Chg Inv Taxes: Y/N/Y/Y
Exchg/Bump %:          Vendor Rebates: Y         Minimum Qty:        5
       Terms: 30/60                              Minimum Amt:      100.00
    Ship Via: FOB                              Free Ship Qty:        5
 Lookup name: ABC CORP                         Free Ship Amt:      100.00

    IF POPARAMS IS FLAGGED TO PULL VENDOR COMMENTS ONTO PURCHASE ORDERS
    AUTOMATICALLY, THIS IS WHERE YOU WILL TYPE THOSE COMMENTS, UP TO 50
    LINES OF TEXT IS AVAILABLE.

F1-Fwrd F2-Back F9-Done F10-Abort HOME-Top PG DN-Del Line PG UP-Ins Line
```

Figure 1.10.2 Add a Vendor (ADDVEND)

Vendor
Each vendor is identified by up to a six digit vendor number (numeric only). You can either define your own numbers or let the system generate sequential numbers for you.

Name
Enter the name of the vendor. This is what prints on the Purchase Orders and A/P checks.

Address
The vendor address information should be entered if you intend on printing either purchase orders or checks, since both of these documents require an address. You have two address lines to utilize. The third line is reserved for city, a two-digit state code and zip code or postal code, the bottom of the screen describes which field you are currently on when entering address information.

SalesRep / Fax
Enter the name and fax number of the sales representative for this vendor.

Phone / Fax Number
Enter the telephone and fax numbers for this vendor.

FIN
Enter the vendor’s FIN number. If this is a 1099 vendor you will enter their social security number. This is only applicable in the U.S.

Remit to

You can specify that a particular vendor will have his checks remitted to another vendor account; **if the remit to is the same as the vendor you order the product from, leave this field blank**. Only valid vendor account numbers can be entered so the remit to vendor must be set up first.

Our account

Input the vendor's customer number for our company.

Freight Calc

Identify the freight calculation methods:

N – None
I – Item
W – Weight
S – Size
P - Percent

Fr Amt

Input the freight cost amount per item/weight/cube (calc method – I, W or S).

Fr %

Input the freight cost percent (calc method – P).

Exchg/Bump %

Input the international exchange (bump) percent.

Vendor Rebates

Input a Y for yes to view/add/update Vendor Rebates or an N for no if vendor does not have any vendor rebates. Each vendor can have up to five (5) different rebate codes assigned; these will be the default vendor rebates (for that vendor) that are automatically assigned to each purchase order. Additional rebates may be added at the time of ordering if it is a promotional rebate that should not be added directly to the vendor record.

Terms

The payment terms code is entered to describe the terms under which the vendor expects to be paid. A lookup window is provided if the exact terms code is not readily available. If the terms code that you need for this vendor is not in the lookup window, you may hit **F4** to add a new code or **F6** to change a code. The code entered here will be carried over into all purchase orders and vendor invoices as the default terms for each invoice, it can be overridden at the time of entering the purchase order.

Ship Via

The ship via code is entered to describe the shipment method the vendor prefers. If the ship via code that you need for this vendor is not in the lookup window, you may hit **F4** to add a new code or **F6** to change a code. The code entered here will be carried over into all purchase orders as the default shipment method for each invoice.

Lookup name

The lookup name is the translated version of the vendor name to be used in the 'lookup window'. It will default to what you put in the Vendor name, but can be changed if this vendor has a more common DBA (doing business as).

FOB Point
The FOB point describes the location to which the merchandise will be delivered before shipping charges are incurred. The two options are: Destination and Shipping. If goods will be delivered to your destination free of charge, then Destination should be entered. Otherwise, the code should be the Shipping point.

Buyer
The buyer responsible for purchases from this vendor is noted for informational purposes.

Vendor Group
The vendor group is to identify the vendor when printing checks. It is especially useful when multiple people are responsible for vendors. Examples are, RENT for all rent vendors so you could do a check run for only rents. This is a tool only; it is not necessary to set up a vendor code.

Country
Enter the vendor country code.

Delivery days
The number of delivery days includes the time it usually takes from when an order is placed until the order is received. It is factored into inventory requirements analysis and will determine the 'Date Required' when adding a purchase order.

Returns
The vendor's return policy is retained for informational purposes only. You should note whether or not the vendor allows returns.

1099 Required
Enter a 'Y' if a 1099 is required for this vendor. This works in conjunction with the G/L account maintenance. Both need to be setup for the 1099 program to work successfully.

Separate Chck
Enter a Yes if a separate check needs to be cut for each invoice entered for this vendor.

Shutdown From/Thru
The shutdown from and thru dates are retained for informational purposes only. Some manufacturers have scheduled periods during which they do not operate. This information is helpful when scheduling purchases.

Chg Inv Taxes
This ties to the State and Provincial Tax program (GETSTPVF), there are 4 tax fields setup in this program originally designed for Canadian customers. Taxes may be charged based on the vendor and on where the product is being shipped. These 4 fields will determine which taxes are charged by this vendor. In order to set this up properly you must know what tax field is what, will be determined by your company, an example would be, first tax field is GST, second PST, third HST and fourth QST. Enter a Y for all taxes that this vendor will charge on their invoices for product

purchased, and an N for the taxes they will not charge. The example shown on the screen shot is of a vendor that will only charge GST, HST and QST.

Minimum Qty
The minimum quantity is the smallest quantity that may be ordered from the vendor.

Minimum Amt
The minimum amount is the smallest dollar amount that may be ordered from the vendor.

Free Ship Qty
The free ship quantity is the quantity required on an order to receive free shipping.

Free Ship Amt
The free ship amount is the amount required on an order to receive free shipping.

The bottom portion of the screen is reserved for free form comments. Up to fifty lines of text may be entered in the scrolling window detailing any comments about the vendor. The editing functions of insert, delete and word wrap are available. You may scroll through the text using **F1** to page up and **F2** to page down. When you have finished entering all the comments press **F9** to complete the process.

Change a Vendor (CHGVEND)

You may update vendor information using the change function.

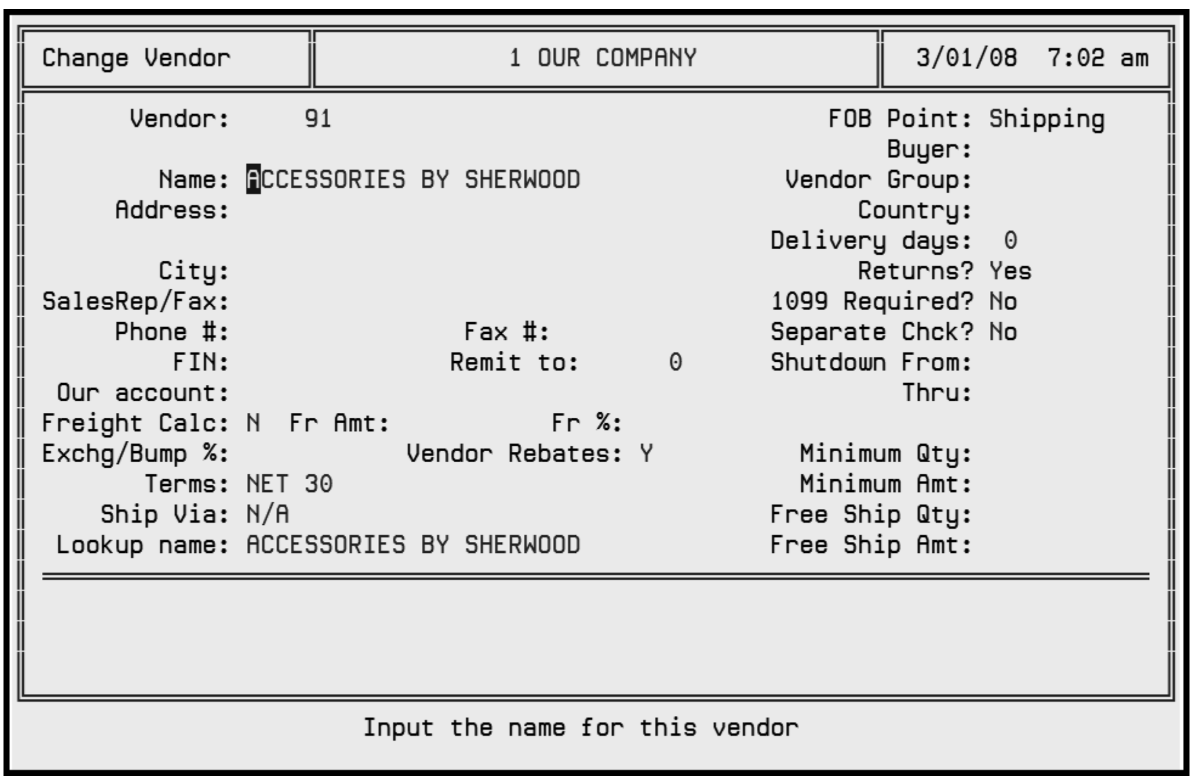


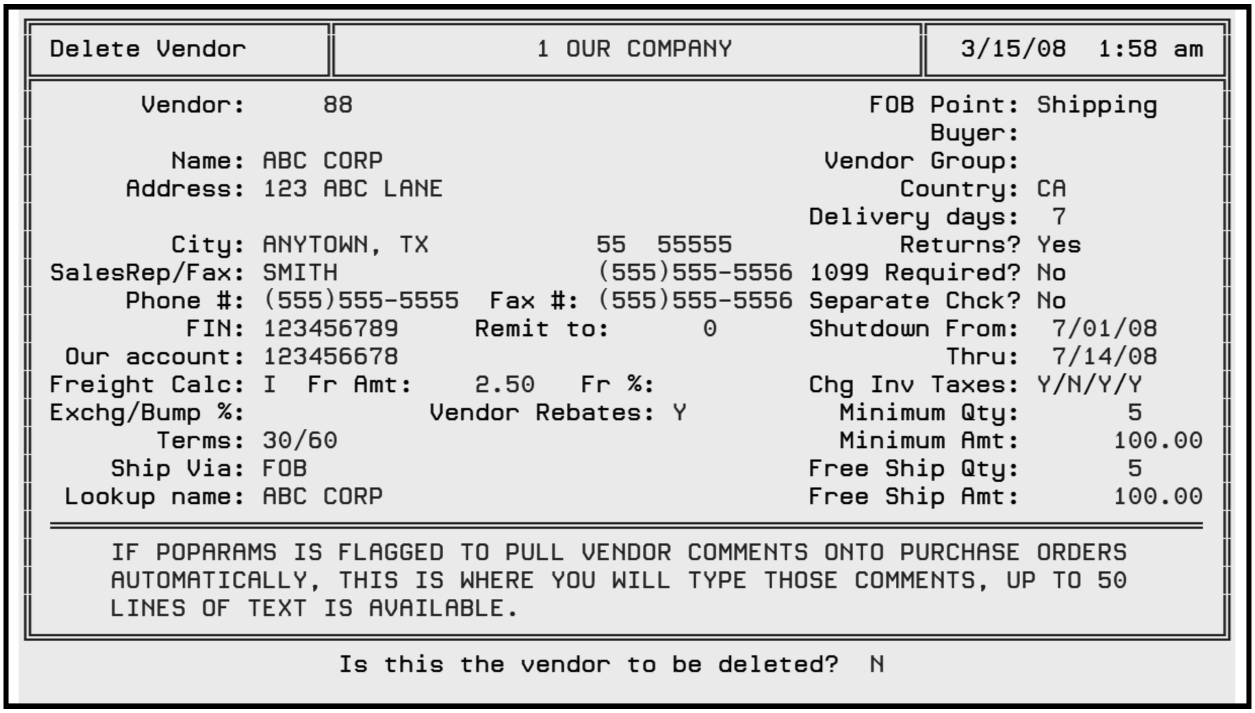
Figure 1.10.3 Change a Vendor (CHGVEND)

You may enter the vendor number exactly or make your selection from a lookup window. Once your selection is made, all current vendor information will be displayed.

After making all changes, press **F9**. The cursor will return to the vendor field so that you may select another vendor to change. You may return to the menu by pressing **F8.**

Delete a Vendor (DELVEND)

You may remove a vendor by using the delete function.



```
Delete Vendor              1 OUR COMPANY                    3/15/08  1:58 am

      Vendor:     88                                   FOB Point: Shipping
                                                           Buyer:
        Name: ABC CORP                              Vendor Group:
     Address: 123 ABC LANE                               Country: CA
                                                   Delivery days:  7
        City: ANYTOWN, TX          55  55555             Returns? Yes
SalesRep/Fax: SMITH                (555)555-5556 1099 Required? No
     Phone #: (555)555-5555  Fax #: (555)555-5556 Separate Chck? No
         FIN: 123456789     Remit to:      0      Shutdown From:  7/01/08
 Our account: 123456678                                    Thru:  7/14/08
Freight Calc: I  Fr Amt:    2.50   Fr %:          Chg Inv Taxes: Y/N/Y/Y
Exchg/Bump %:            Vendor Rebates: Y          Minimum Qty:       5
       Terms: 30/60                                 Minimum Amt:     100.00
    Ship Via: FOB                                  Free Ship Qty:       5
 Lookup name: ABC CORP                             Free Ship Amt:     100.00

    IF POPARAMS IS FLAGGED TO PULL VENDOR COMMENTS ONTO PURCHASE ORDERS
    AUTOMATICALLY, THIS IS WHERE YOU WILL TYPE THOSE COMMENTS, UP TO 50
    LINES OF TEXT IS AVAILABLE.

                    Is this the vendor to be deleted?  N
```

Figure 1.10.4 Delete a Vendor (DELVEND)

You may enter the vendor number or select it from a lookup window. Once you have made your selection, you will be prompted to verify your choice.

If there are Accounts Payable invoices on file for the vendor, it may not be deleted.

Answering yes will delete the vendor. After deleting the vendor, the cursor will return to the vendor field allowing you to make another selection. You may return to the menu by pressing **F8.**

List Vendors (LSTVEND)

You may view all vendors on the screen using the list function.

```
List Vendors                1 OUR COMPANY                    3/01/08  7:04 am

Sequence: Name            Beginning: C

 NUMBER NAME                     ADDRESS              CITY            ST
      8 CANQUEST COMMUNICATIONS
     12 CANTEL
      9 CASANA FURNITURE COMPANY  630 KERNAGHAN AVENUE WINNIPEG        MB
     22 CEID (GO VIDEO)
     24 CERWIN VEGA
     11 CHIP YICK FAST PRINTING L 9562 - 111 AVENUE    EDMONTON        AB
     13 COMPUTER TRENDS CANADA
     32 CORPORATE IMAGES          2252 190 STREET      SURREY          BC
     99 CROSLEY APPLIANCES & ELEC
     26 CROWN DESIGN
     28 DAEWOO ELECTRONICS CANADA
     14 DANBY PRODUCTS
     15 DEFEHR FURNITURE LTD.     125 FURNITURE PARK   WINNIPEG        MB
     16 DELL CANADA               155 GORDON BAKER RD  NORTH YORK      ON
     17 DESIGN SOURCE CANADA INC  512 WOOLWICH ST      GUELPH          ON

F1-Next Page                      F2-Prev Page                      F10-Exit
```

Figure 1.10.5 List Vendors (LSTVEND) by Name

Two sequence options are available when listing the vendors. You may list them by name or vendor number.

```
List Vendors                1 OUR COMPANY                    3/01/08  7:05 am

Sequence: Vendor Number   Beginning:

 NUMBER NAME                     ADDRESS              CITY            ST
      1 UNKNOWN
      2 ASHLEY FURNITURE INDUSTRI ATTN: ACCTS RECEIVAB MILWAUKEE       WI
      3 ADVANTI DINETTES LTD.     1035 MIDWAY BOULEVAR MISSISSAUGA     ON
      5 BRIDGEPORT PRINTING       16612 109 AVE        EDMONTON        AL
      6 ASHLOR LAMPS INC.
      7 MABE CANADA INC           2300 MEADOWVALE BLVD MISSISSAUGA     ON
      8 CANQUEST COMMUNICATIONS
      9 CASANA FURNITURE COMPANY  630 KERNAGHAN AVENUE WINNIPEG        MB
     11 CHIP YICK FAST PRINTING L 9562 - 111 AVENUE    EDMONTON        AB
     12 CANTEL
     13 COMPUTER TRENDS CANADA
     14 DANBY PRODUCTS
     15 DEFEHR FURNITURE LTD.     125 FURNITURE PARK   WINNIPEG        MB
     16 DELL CANADA               155 GORDON BAKER RD  NORTH YORK      ON
     17 DESIGN SOURCE CANADA INC  512 WOOLWICH ST      GUELPH          ON

F1-Next Page                      F2-Prev Page                      F10-Exit
```

Figure 1.10.6 List Vendors (LSTVEND) by Number

You may also specify a beginning point to start the list. If you leave this field blank, the list will default to the beginning of the vendor list.

You may scroll through the vendors using **F1** to page up and **F2** to page down.

Print Vendor Labels (VENDLBL)

This module allows you to print vendor information on labels. For example, this could be used to print just the names of the vendors for file folders.

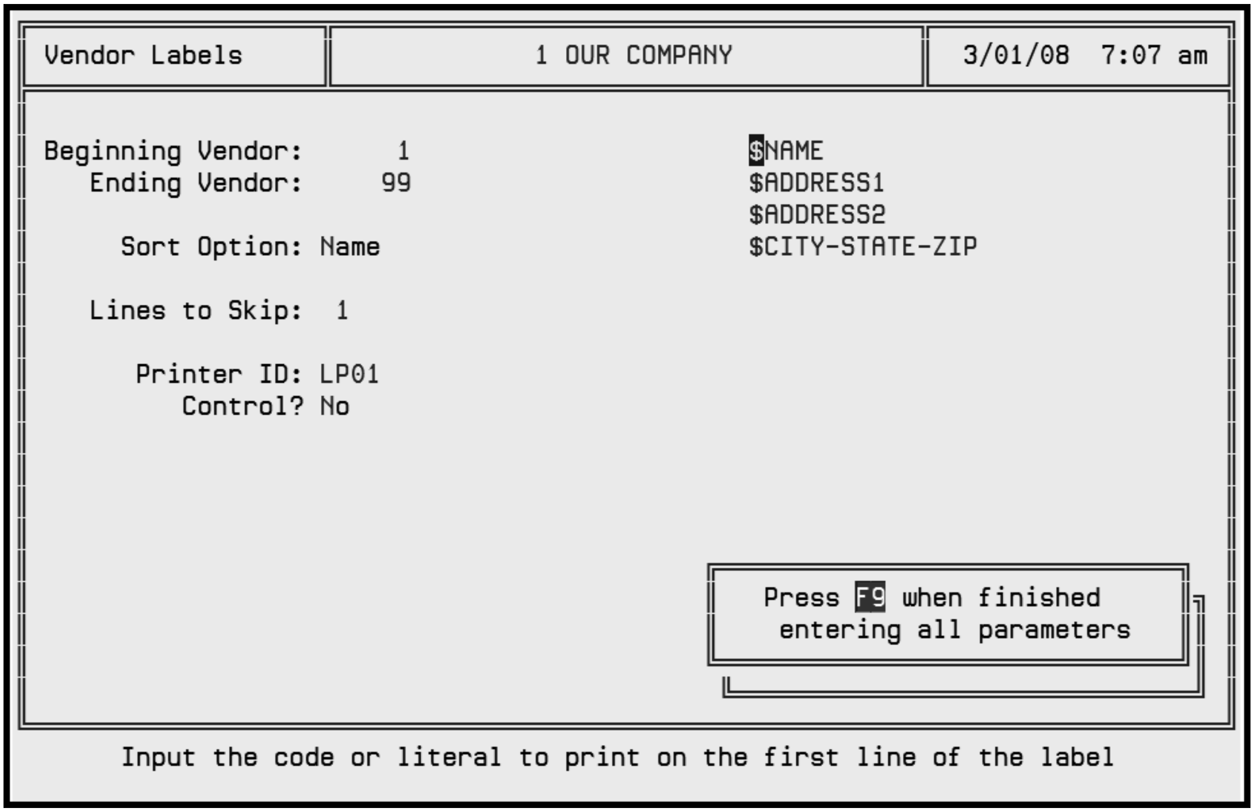


Figure 1.10.7 Print Vendor Labels (VENDLBL)

Beginning Vendor/Ending Vendor
You select a subset of all vendors by entering beginning and ending vendor numbers. Leaving these fields blank will give all vendors.

Sort Option
Enter your sort option. You may sort by (N)ame, (V)endor Number, (S)tate, or (Z)ip Code.

Lines to Skip
Enter the number of lines you would like skipped between vendors.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

Accept the default of 'N'o.

$NAME
Input the code or literal to print on the first line of the label. The $NAME is already filled in for you, this will print the vendor name, if you want the full address as well any other information you will need to enter those codes or literals on the lines below the $NAME.

$ADDRESS1
Input the first address line you want printed on the label. If you want the full address as well any other information you will need to enter those codes or literals on the lines below the $NAME.

$ADDRESS2
Input the second address line to print on the third line of the label.

$CITY-STATE-ZIP
Input the city, state and zip literals to print on the fourth line of the label.

Once all parameters are entered, press **F9** to begin the printing process.

The following is an example of the Vendor Report.

LANDMARK
PO BOX 1200
PONTOTOC,MS 38863

ACCESSORIES BY SHERWOOD
25272 LEER DRIVE
ELKHART, IN 46514

AMERICAN WOODCRAFTERS
PO BOX 5907
HIGH POINT,NV 27262

ARTISIC WAYS
5305 EHRLICH ROAD
TAMPA FL 33625

ASHLEY FURNITURE IND.
1 ASHLEY WAY
ARCADIA, WI 54612

BASSETT MIRROR COMPANY
PO BOX 627
BASSETT,VIRGINA 24055

BDI
PO BOX 100429
ATLANTA, GA 30384

Figure 1.10.8 Print Vendor Labels Example

Print Vendors (PRTVEND)

The Vendor Report provides a detailed listing of current vendors.

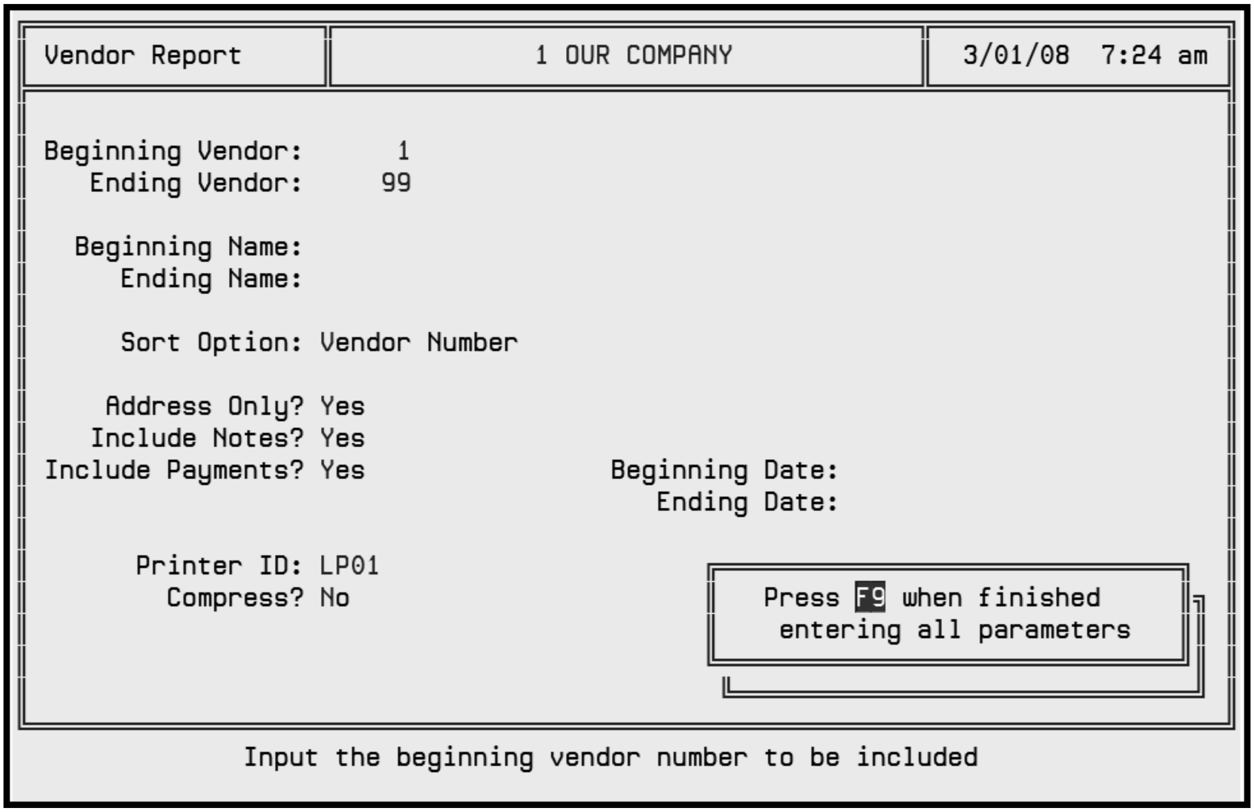


Figure 1.10.9 Print Vendor Report (PRTVEND)

Beginning Vendor / Ending Vendor **Beginning Name / Ending Name**
You select a subset of all vendors by entering beginning and ending vendor numbers and names.

Sort Options
Two sort options are available. You may sort the report by vendor name or number.

Address Only
You may choose to include the address information only when printing the report.

Include Notes
You can include any notes/comments about the vendors.

Include Payments
You can include the total payments for the vendors you choose to print on this report.

Beginning / Ending Dates
You can enter beginning and/or ending dates for vendor payments.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress
Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

The following is an example of the Vendor Report.

```
Date: 3/10/08                    Vendor Report                    Page: 1

For Vendors:    -             -          For Payments:     -
------------------------------------------------------------------------------
VENDOR  NAME & ADDRESS

  74  LANDMARK                                    Payments:    9784.18
      PO BOX 1200
      PONTOTOC,MS 38863


   5  ACCESSORIES BY SHERWOOD                     Payments:     271.08
      25272 LEER DRIVE

      ELKHART        IN 46514

  70  AMERICAN WOODCRAFTERS                       Payments:    3516.81
      PO BOX 5907
      HIGH POINT,NV 27262


  78  ARTISIC WAYS                                Payments:       0.00
      5305 EHRLICH ROAD
      TAMPA FL 33625


  11  ASHLEY FURNITURE IND.                       Payments:    4658.35
      1 ASHLEY WAY

      ARCADIA        WI 54612

  72  BASSETT MIRROR COMPANY                      Payments:       0.00
      PO BOX 627
      BASSETT,VIRGINA 24055


  68  BDI                                         Payments:       0.00
      PO BOX 100429

      ATLANTA        GA 30384

  45  BEAN STATION FURNITURE                      Payments:       0.00
      PO BOX 70

      BEAN STATION     TN 33708-0070
```

Figure 1.10.10 Vendor Report Example

Entering a Default Vendor (DEFVEND)

The software allows you to setup a default vendor record. This eliminates the need to enter repetitive information for every field of a vendor.

```
Set Default Vdr          1 OUR COMPANY                    3/15/08  2:02 am

      Vendor:     88                               FOB Point: Shipping
                                                       Buyer:
        Name: ABC CORP                          Vendor Group:
     Address: 123 ABC LANE                           Country: CA
                                              Delivery days:  7
        City: ANYTOWN, TX          55  55555        Returns? Yes
SalesRep/Fax: SMITH                (555)555-5556 1099 Required? No
     Phone #: (555)555-5555  Fax #: (555)555-5556 Separate Chck? No
         FIN: 123456789     Remit to:      0    Shutdown From:  7/01/08
 Our account: 123456678                                  Thru:  7/14/08
Freight Calc: I  Fr Amt:    2.50   Fr %:        Chg Inv Taxes: Y/N/Y/Y
Exchg/Bump %:           Vendor Rebates: Y         Minimum Qty:       5
       Terms: 30/60                               Minimum Amt:       100.00
    Ship Via: FOB                               Free Ship Qty:       5
 Lookup name: ABC CORP                          Free Ship Amt:       100.00

    IF POPARAMS IS FLAGGED TO PULL VENDOR COMMENTS ONTO PURCHASE ORDERS
    AUTOMATICALLY, THIS IS WHERE YOU WILL TYPE THOSE COMMENTS, UP TO 50
    LINES OF TEXT IS AVAILABLE.

            Input the vendor number or a few characters of the name
```

Figure 1.10.11 Entering a Default Vendor (DEFVEND)

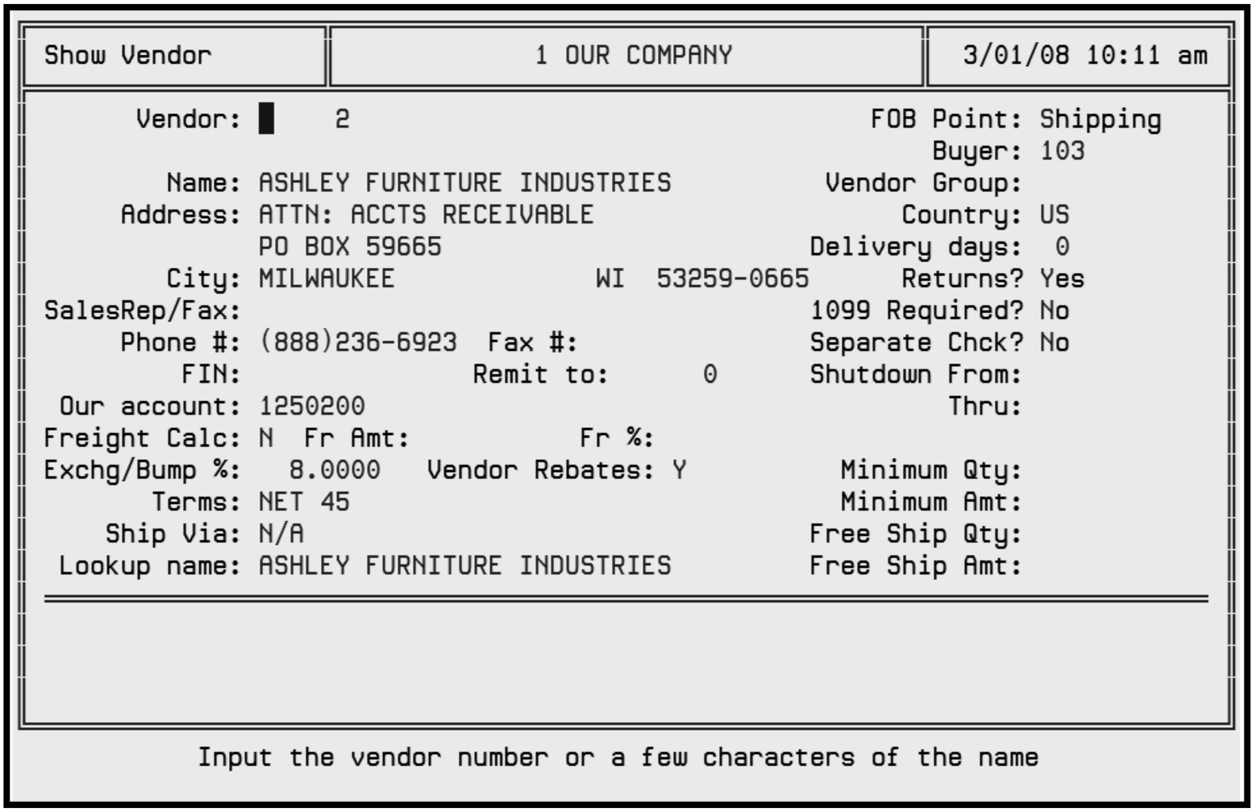
When selecting the vendor to use as the default, you may enter the number or make your selection from a lookup window.

The fields that are retained include buyer, terms, ship via, FOB point and the return policy.

For an explanation of each field refer to the section on Adding a Vendor.

Show a Vendor (SHOVEND)

You may view on the screen a specific vendor configuration by using the show function.



```
Show Vendor            1 OUR COMPANY            3/01/08 10:11 am

      Vendor:     2                                FOB Point: Shipping
                                                       Buyer: 103
        Name: ASHLEY FURNITURE INDUSTRIES        Vendor Group:
     Address: ATTN: ACCTS RECEIVABLE                  Country: US
              PO BOX 59665                      Delivery days:  0
        City: MILWAUKEE           WI  53259-0665      Returns? Yes
SalesRep/Fax:                                   1099 Required? No
     Phone #: (888)236-6923  Fax #:             Separate Chck? No
         FIN:               Remit to:      0    Shutdown From:
 Our account: 1250200                                    Thru:
Freight Calc: N  Fr Amt:          Fr %:
Exchg/Bump %:   8.0000   Vendor Rebates: Y        Minimum Qty:
       Terms: NET 45                              Minimum Amt:
    Ship Via: N/A                                Free Ship Qty:
 Lookup name: ASHLEY FURNITURE INDUSTRIES        Free Ship Amt:

         Input the vendor number or a few characters of the name
```

Figure 1.10.12 Show a Vendor (SHOVEND)

The option is always presented to allow you to enter a few characters of the vendor name and select the vendor from a lookup window.

You may only view the vendor. You do not have any editing functions available from the show function. You may return to the menu by pressing **F8**.

1.11 Source Code Maintenance (GLCODES)

Source codes are used in General Ledger to specify broad categorization for journal entries. You should set up codes for general areas in which entries will be made. The system itself has already designated three codes for automated entries, AP for Accounts Payable, SUM for Summary, and DEP for Depreciation.

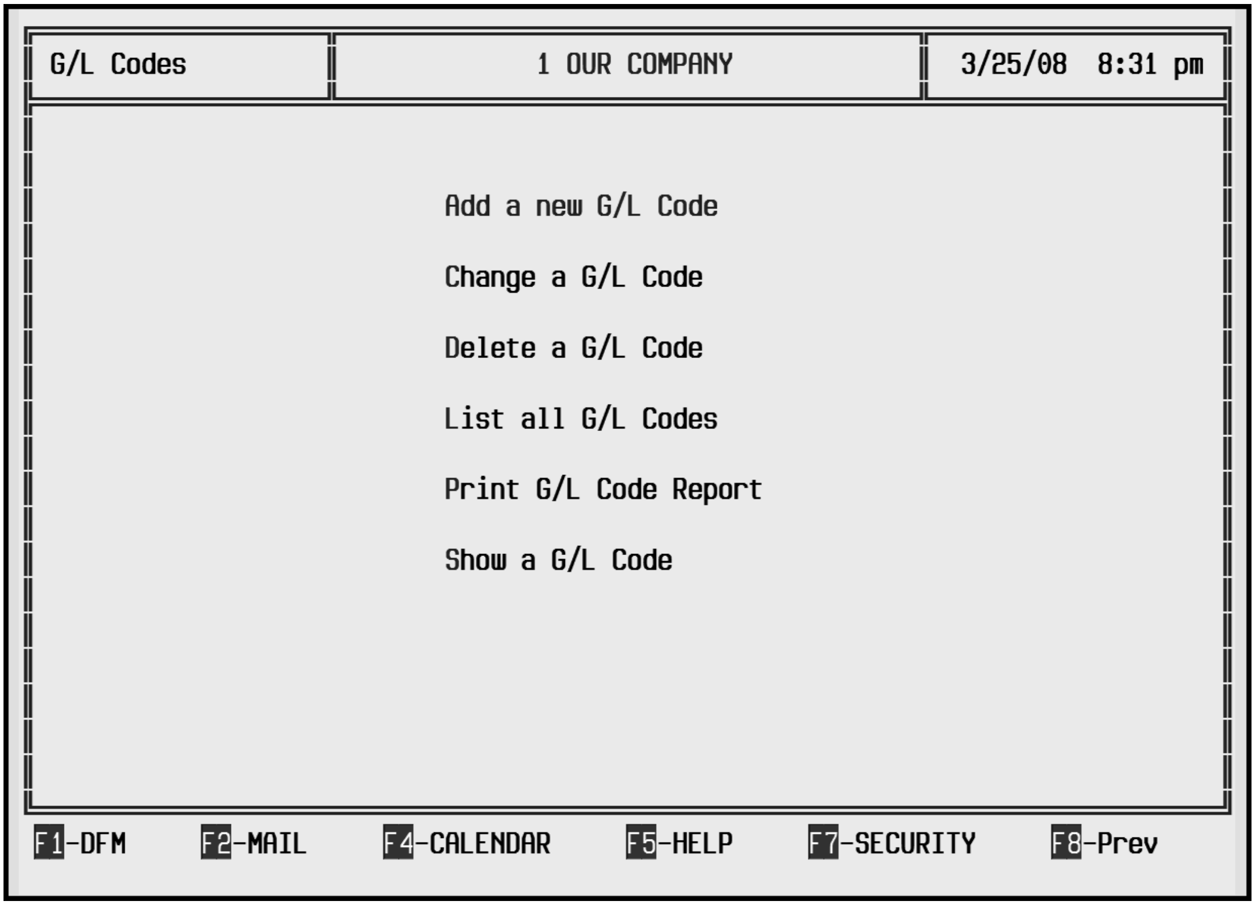


Figure 1.11.1 Source Code Maintenance Menu (GLCODES)

Add a New G/L Code (ADDGLCOD)

The source codes are entered for journal entries. You can predefine them or set them up as needed from within the journal entry process.

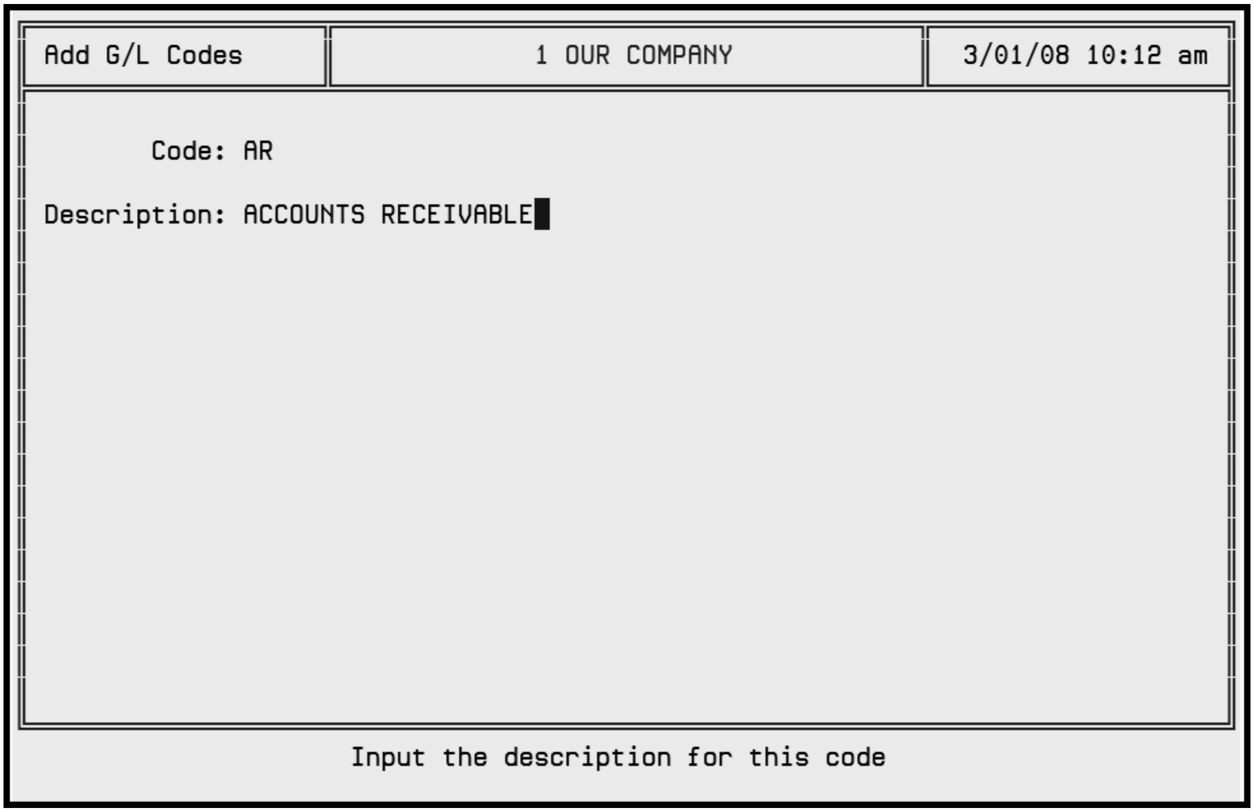


Figure 1.11.2 Add a new GL Code (ADDGLCOD)

Code
Enter the desired three digit acronym for the source code.

Description
Enter the description that will further define the source code.

After entering the description, the cursor will return to the code field. You may continue entering codes or press the F8 to return to the menu.

Change a G/L Code (CHGGLCOD)

The change function allows you to make any necessary changes to a source code. A lookup window will always be provided whenever you must enter a source code. You will then be able to select from a list of predefined codes if you do not already know the three digit code.

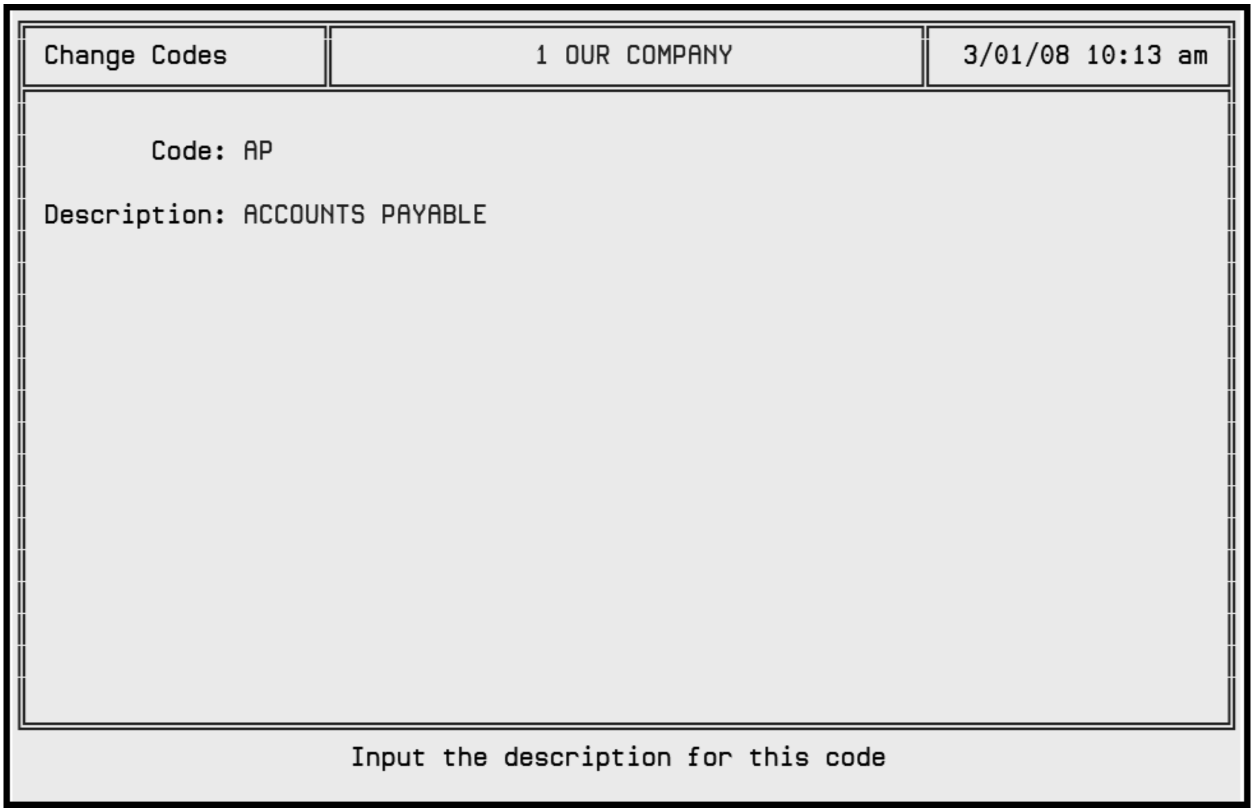


Figure 1.11.3 Change a GL Code (CHGGLCOD)

Once the code is displayed, you may make any necessary changes. An explanation of each field can be found in the adding a source code section.

After making your changes, the cursor will return to the code field allowing you make another selection, when you are finished with all changes, press F8 to return to the menu.

Delete a G/L Code (DELGLCOD)

Once a source code is no longer needed, you may delete it.

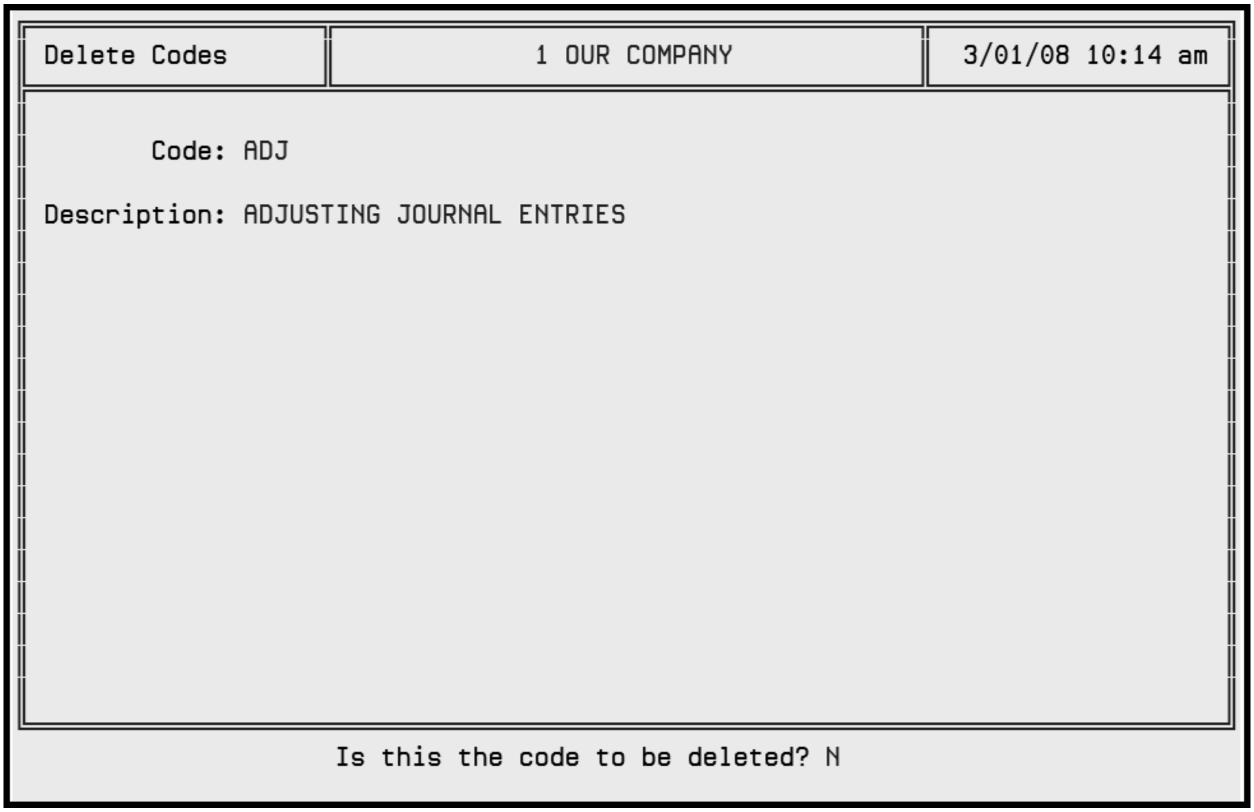


Figure 1.11.4 Delete a GL Code (DELGLCOD)

You may make your selection from a lookup window or enter the source code. Once you have made the selection, the source code will be displayed on screen. You will be prompted after pressing the F9 key to verify your selection before it is actually deleted. Enter a Y to delete the GL code.

Once the code has been deleted, the cursor will return to the code field allowing you to make another selection for deletion. When finished with all deletions, press F8 to return to the menu.

List all G/L Codes (LSTGLCOD)

You may view all defined codes on screen using the list module.

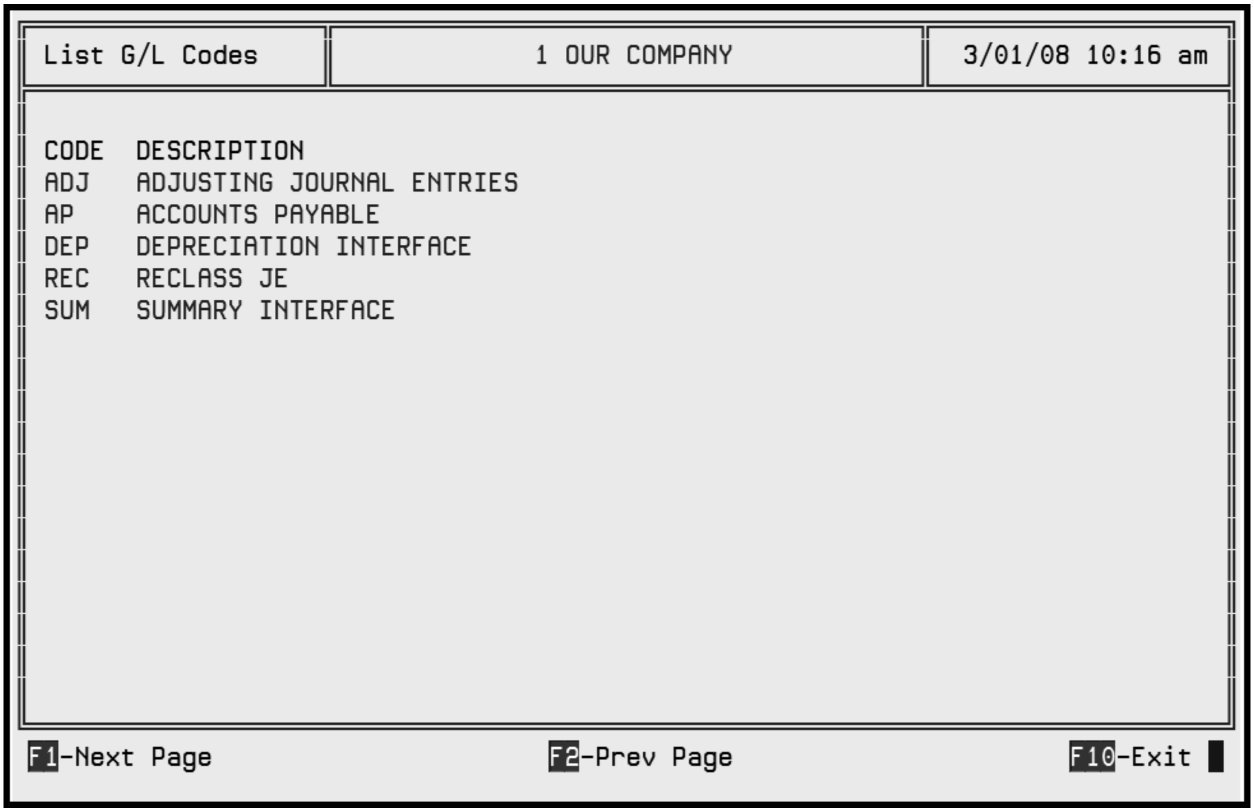


Figure 1.11.5 List GL Codes (LSTGLCOD)

You may scroll through the listing of source codes by using F1 to page forward and F2 to page back, press F8 to return to the menu.

Print G/L Code Report (PRTGLCOD)

You may print a report detailing the defined source codes by using the G/L Code report.

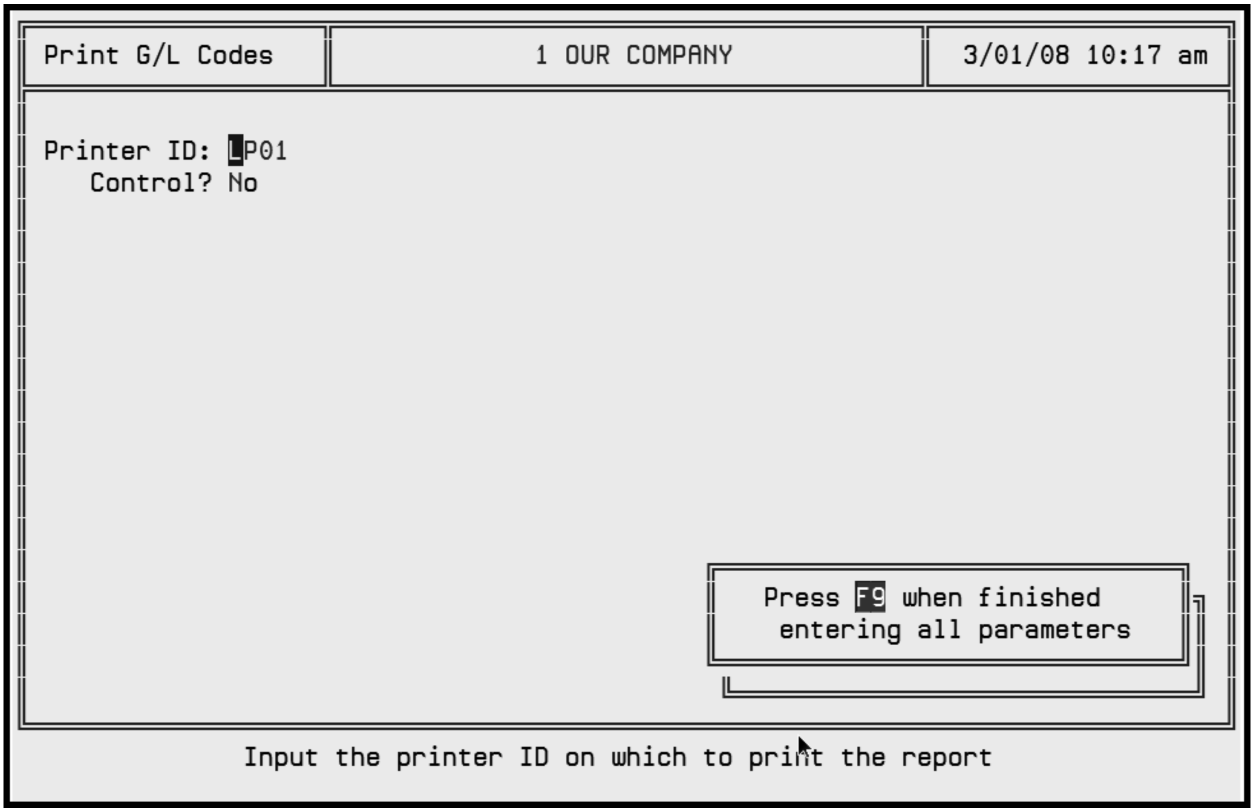


Figure 1.11.6 Print GL Codes (PRTGLCOD)

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/10/08 G/L Code Report Page: 1

Company: 1 OUR COMPANY

CODE	DESCRIPTION
AC	ACCRUALS
ADJ	ADJUSTING JOURNAL ENTRIES
AJE	ADJUSTING JOURNAL ENTRY
AP	ACCOUNTS PAYABLE
AR	ACCOUNTS RECEIVABLE
BAL	BEGINNING BALANCE
BT	BANK TRANSFERS
CO	CASH DISBURSEMENTS
CR	CASH RECEIPTS
DEC	DECLINE
DEP	DEPOSITS
DIS	DISPOSITIONS
JE	JOURNAL ENTRIES
PR	PAYROLL

Figure 1.11.7 G/L Codes Report Example

Show a G/L Code (SHOGLCOD)

You may view the setting of a particular source using the show function.

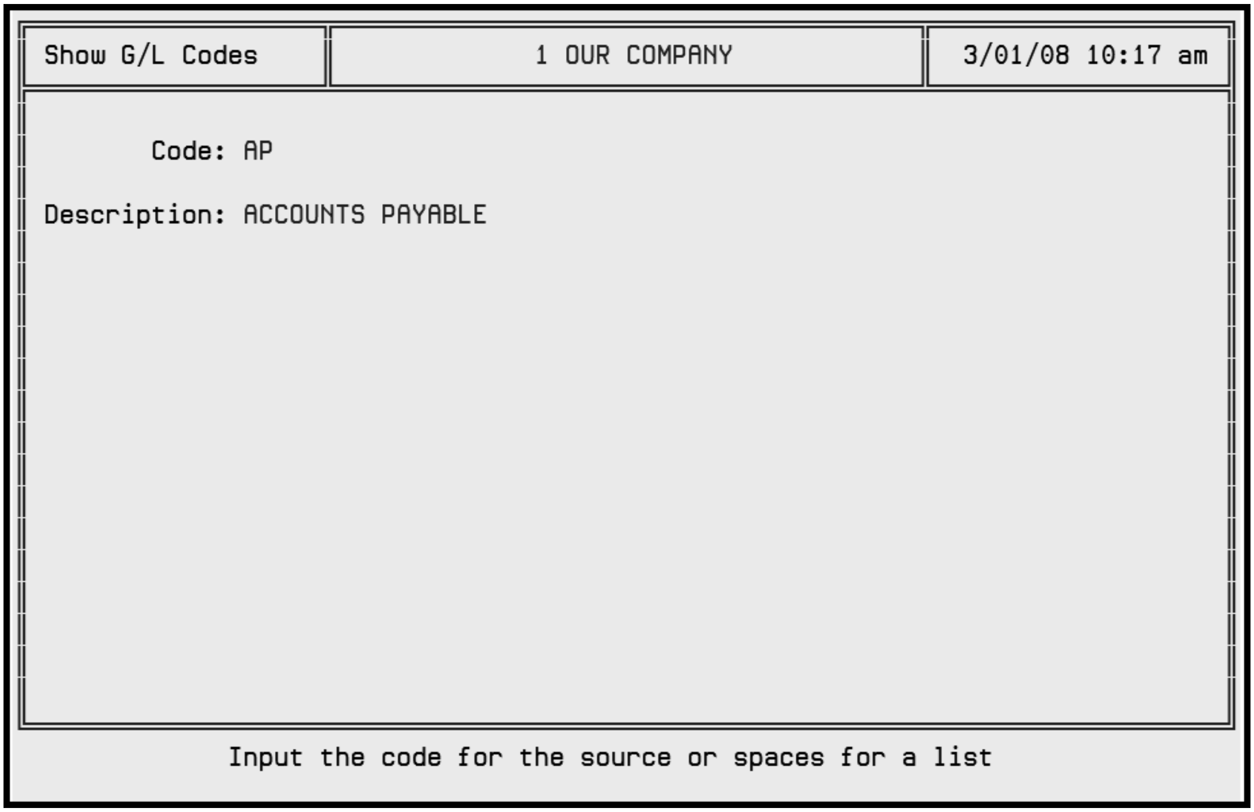


Figure 1.11.8 Show a G/L Code (SHOGLCOD)

You may enter the code or select it from a lookup window. The source code and description will be displayed. You do not have any editing capabilities when using the show module. You may return to the menu by pressing F8.

1.12 Security Update (CHGSECUR)

The accounting programs, including Purchase Orders, have their own security, separate from the rest of the programs. It is based off of levels that each module is assigned. Your operator record must reflect a level of the module or above before or you will not be able to access that module.

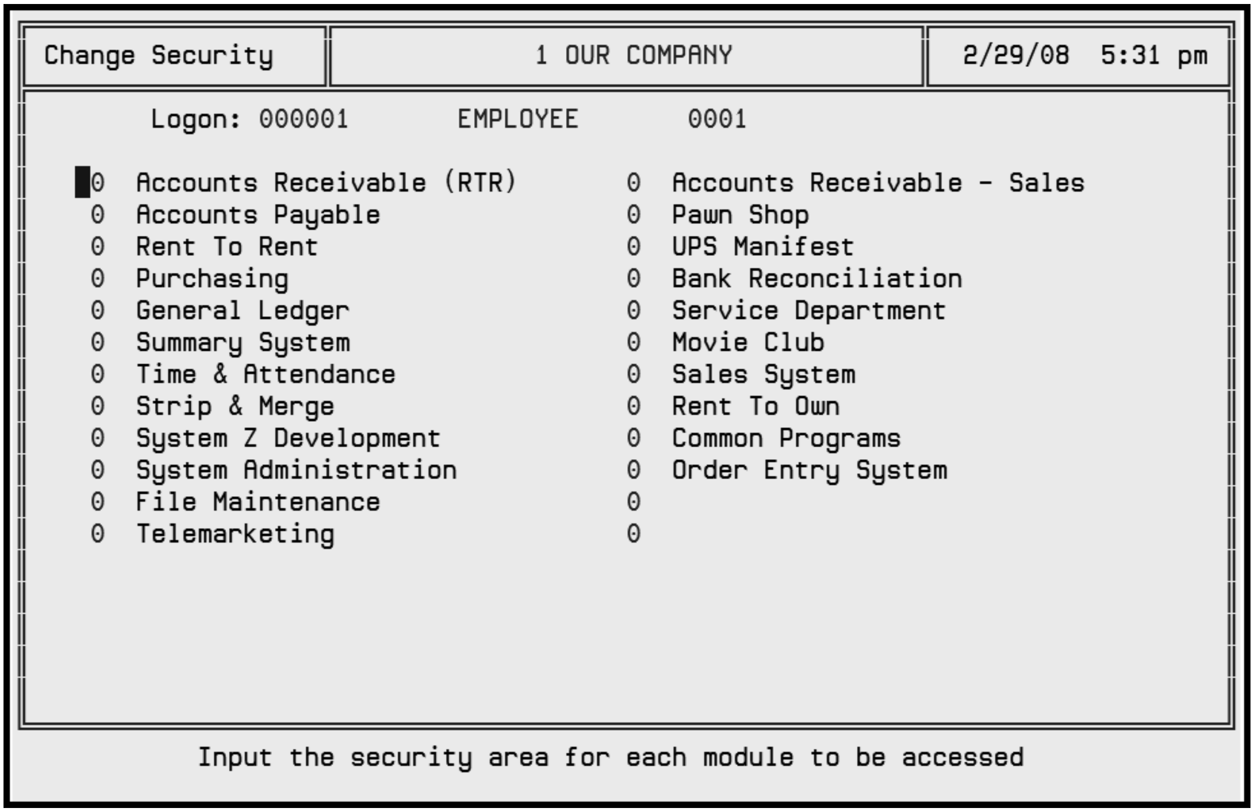


Figure 1.12.1 Security Update (CHGSECUR)

Show Modules (SHOMOD)

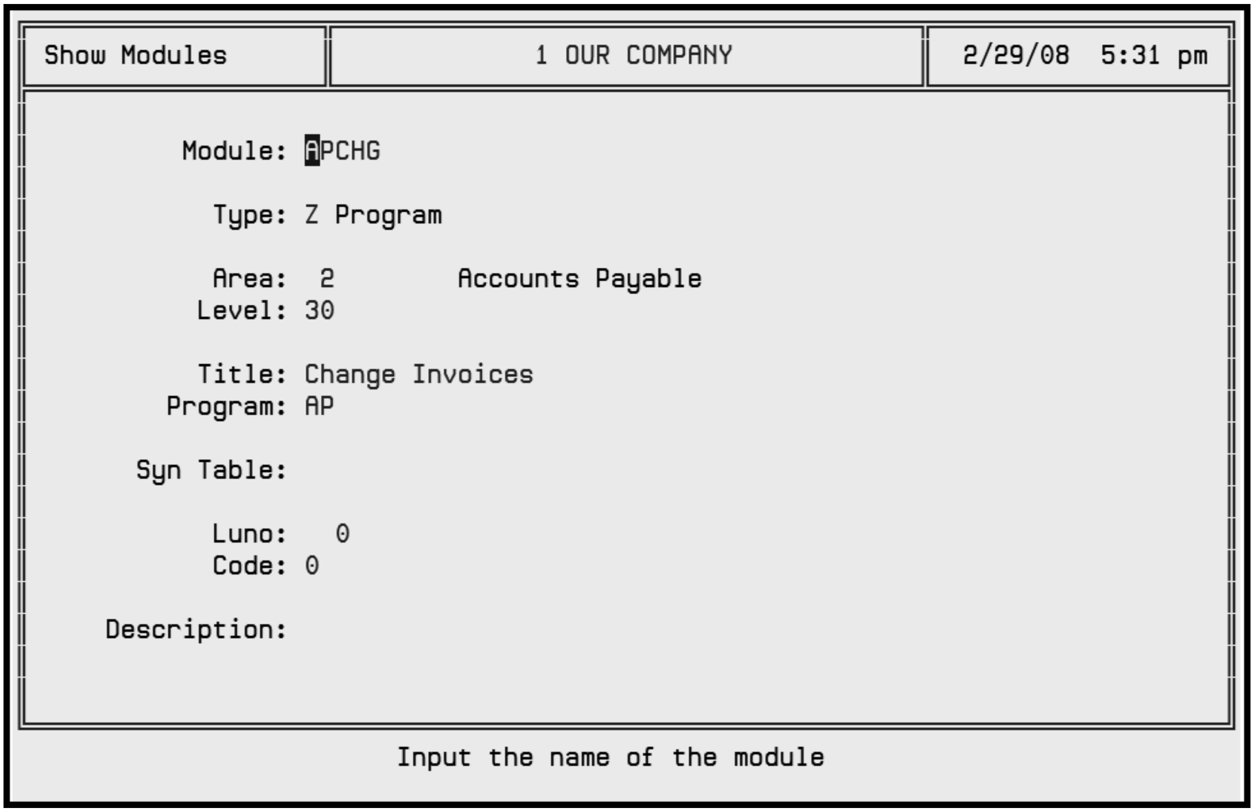


Figure 1.12.2 Show Modules (SHOMOD)

As displayed above, the level to access the (APCHG) module is 30 for area 2 which is Accounts Payable. A security record would need to look like the following for you to be able to change a vendor invoice.

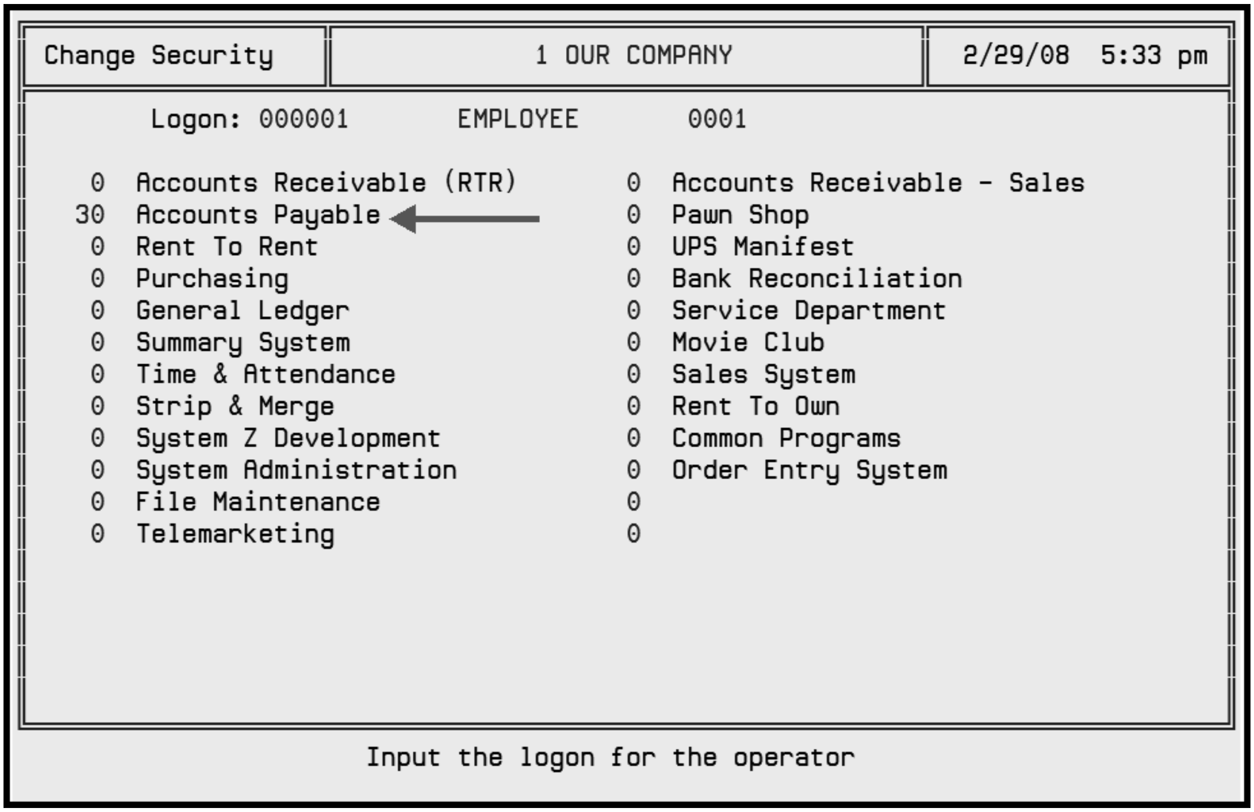


Figure 1.12.3 Module Change Example

To be able to access all modules in all programs enter 99 in front of each section. When finished with entries, press F9, this will update the security record and take you back to logon to enter another employee security, press F8 to return to menu.

1.13 G/L Security Maintenance (EMPSEC)

This module sets up security for printing and viewing financial statements. The idea is to allow on-line stores have their regional, district and store managers print financial statements for ONLY the locations designated.

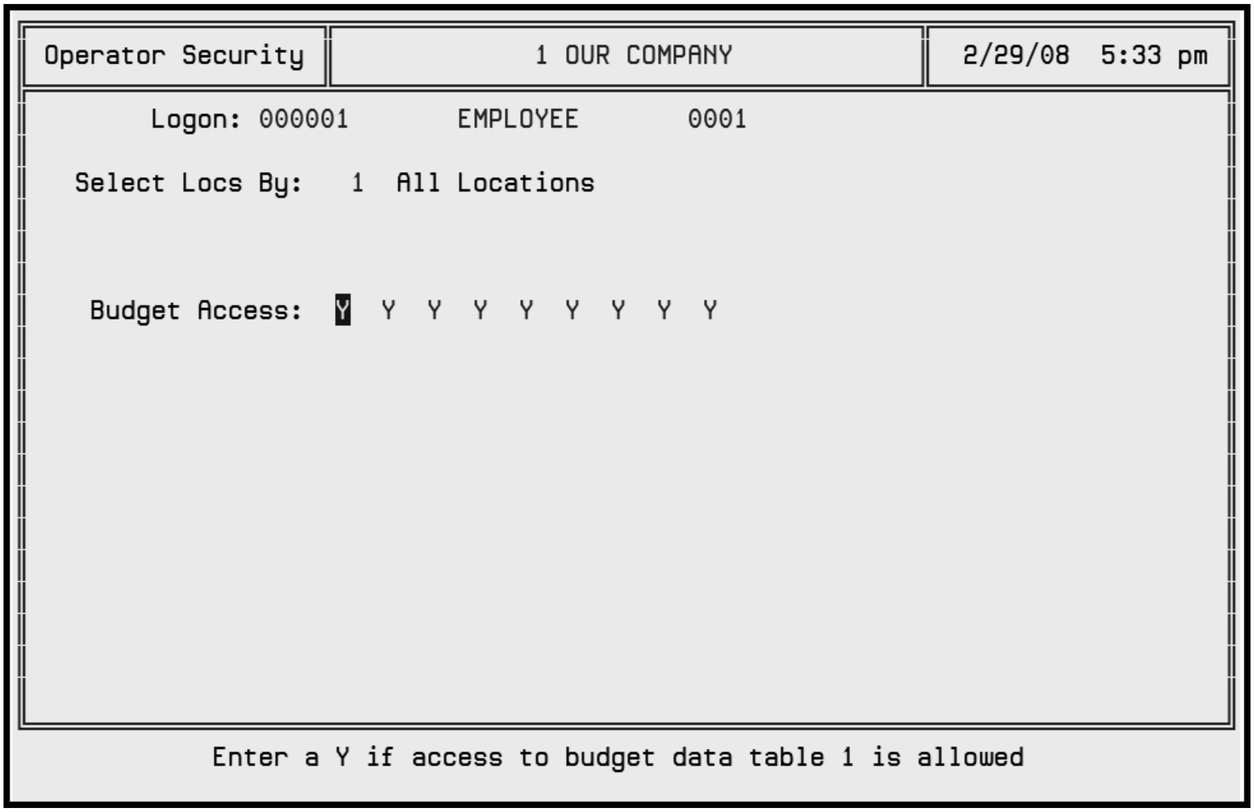


Figure 1.13.1 GL Security Maintenance (EMPSEC)

Logon
Enter the operator record for the person you want to set security. This would be their six digit employee number, example, if the employee number was 35, enter in 000035, or <ENTER> and a lookup window will appear.

Select Locs By
You have several options to choose,1=All Locs, 2=Any 10 Locs, 3=Range of Locs, 4=Any 10 Groups, or 5=Range of Groups.

Budget Access
There are nine fields, enter a ‘Y’ in the field of which budget this operator should have access.

When finished setting up the security, press F9, this will take you back to Logon where you can set up another operator or press F8 to return to menu.

1.14 Rebate Codes (GETRBTEC)

The Rebate Code Program (GETRBTEC) has been designed to allow multiple rebate codes to be setup and used by Vendor and by individual Purchase Order. This program can be accessed by pressing the F10 key and typing GETRBTEC or from the Accounts Payable menu(AP), File Maintenance menu (APUTIL), Rebate Code Maintenance, the rebate codes may also be added or changed while adding a Purchase Order. Below is the GETRBTEC first screen:

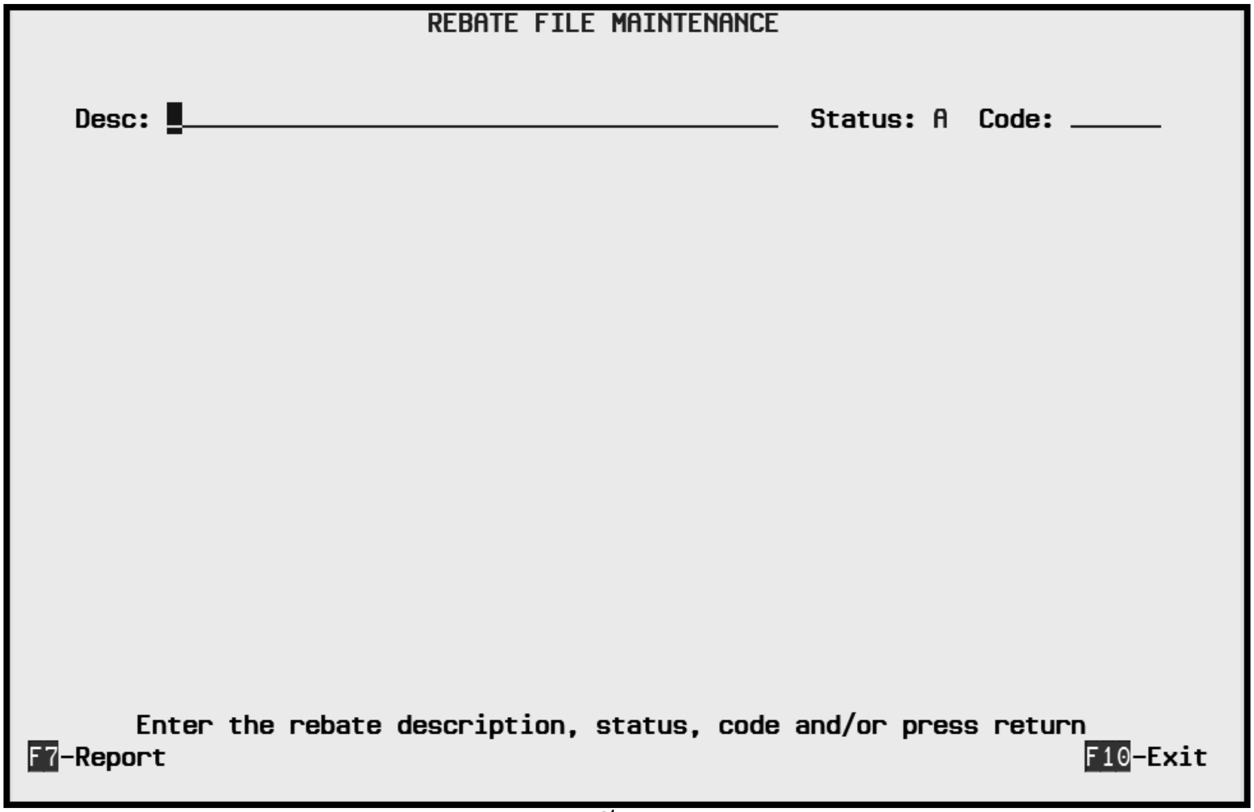


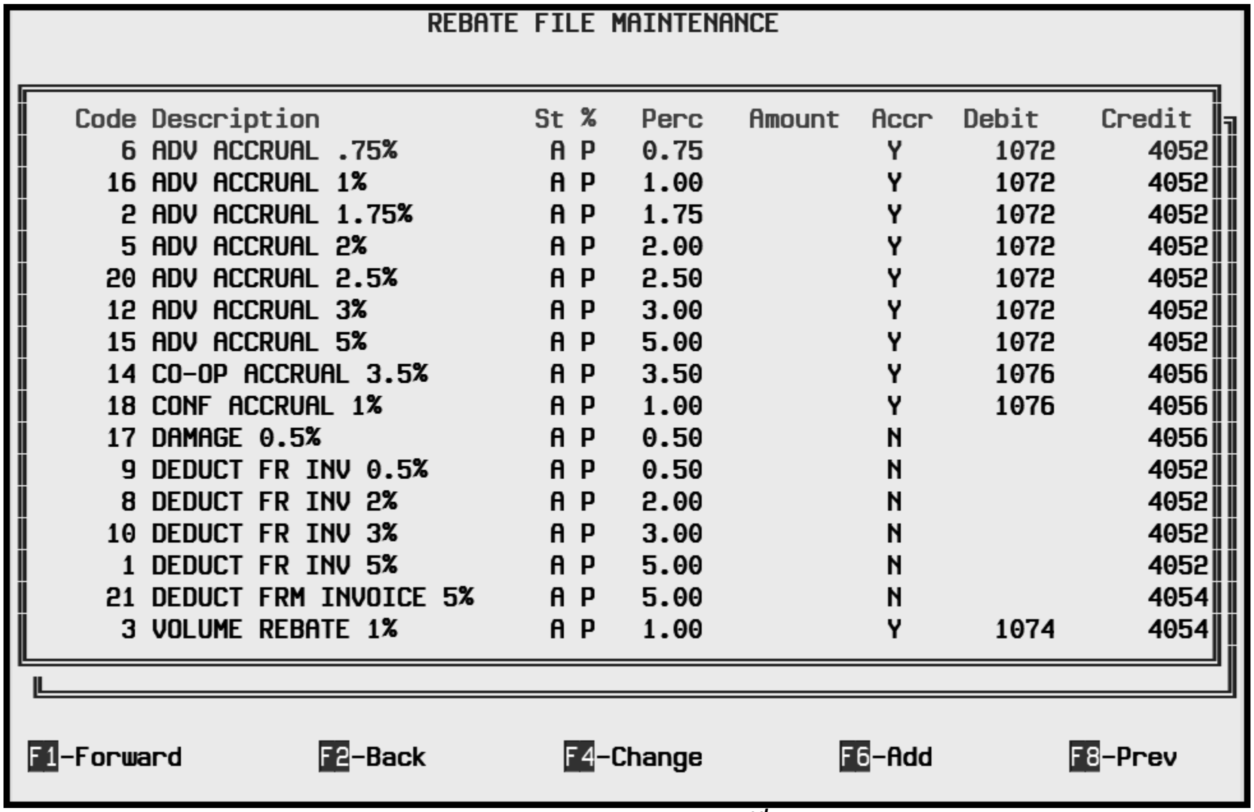
Figure 1.14.1 Rebate Codes (GETRBTEC 1st Screen)

Desc
Enter in the rebate description or press enter for all

Status
Enter A for ‘Active’ codes only or I for ‘Inactive’ codes only

Code
Enter the rebate code number or press enter for all

Below is the GETRBTEC second screen:



REBATE FILE MAINTENANCE

Code	Description	St	%	Perc	Amount	Accr	Debit	Credit
6	ADV ACCRUAL .75%	A	P	0.75		Y	1072	4052
16	ADV ACCRUAL 1%	A	P	1.00		Y	1072	4052
2	ADV ACCRUAL 1.75%	A	P	1.75		Y	1072	4052
5	ADV ACCRUAL 2%	A	P	2.00		Y	1072	4052
20	ADV ACCRUAL 2.5%	A	P	2.50		Y	1072	4052
12	ADV ACCRUAL 3%	A	P	3.00		Y	1072	4052
15	ADV ACCRUAL 5%	A	P	5.00		Y	1072	4052
14	CO-OP ACCRUAL 3.5%	A	P	3.50		Y	1076	4056
18	CONF ACCRUAL 1%	A	P	1.00		Y	1076	4056
17	DAMAGE 0.5%	A	P	0.50		N		4056
9	DEDUCT FR INV 0.5%	A	P	0.50		N		4052
8	DEDUCT FR INV 2%	A	P	2.00		N		4052
10	DEDUCT FR INV 3%	A	P	3.00		N		4052
1	DEDUCT FR INV 5%	A	P	5.00		N		4052
21	DEDUCT FRM INVOICE 5%	A	P	5.00		N		4054
3	VOLUME REBATE 1%	A	P	1.00		Y	1074	4054

F1-Forward F2-Back F4-Change F6-Add F8-Prev

Figure 1.14.2 Rebate File Maintenance (GETRBTEC 2nd Screen)

Using your up and down arrow keys will allow you to move to different rebate codes within the same page. The function key selections are at the bottom of the screen, press F1 to page forward, F2 to page back, F4 to change the rebate code you have highlighted, F6 to add a rebate code and F8 to get back to the first screen.

The next screen shows the GETRBTEC actual rebate code record when you select F4 to change:

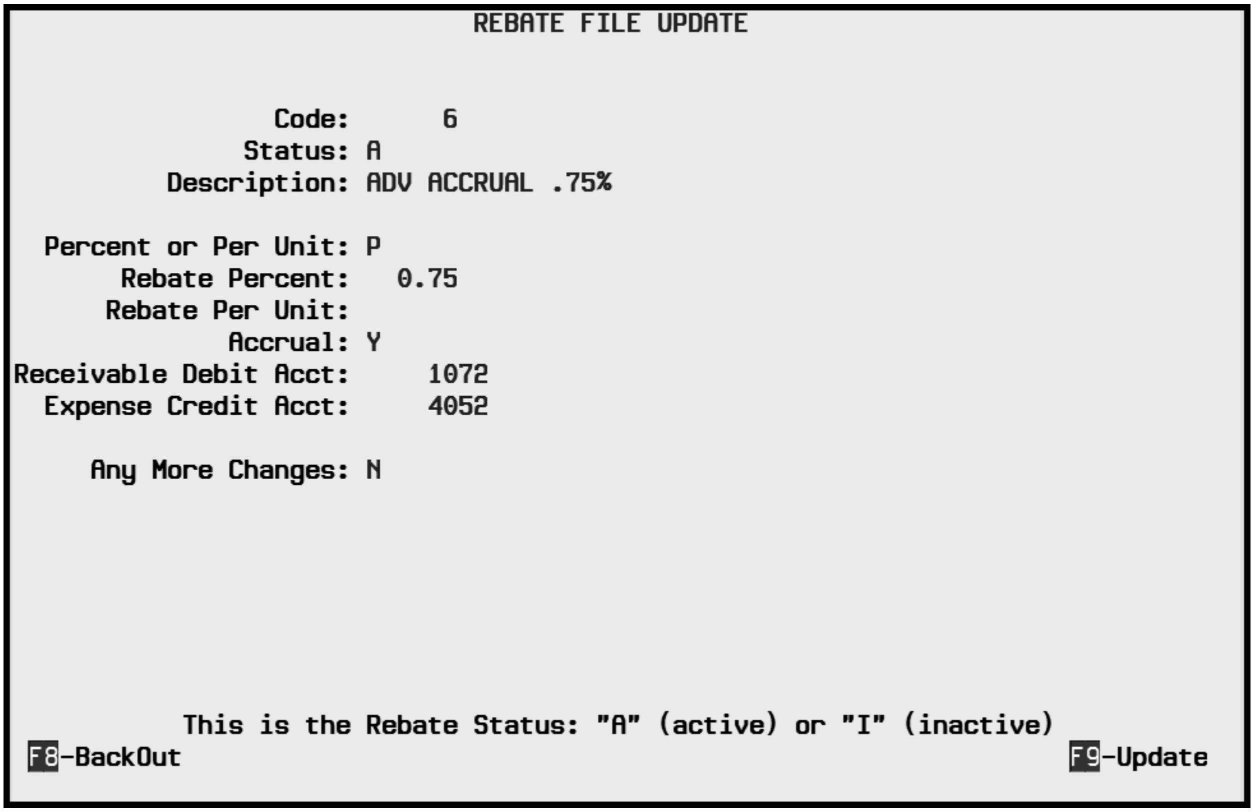


Figure 1.14.3 Rebate File Update (GETRBTEC F4 Change Screen)

Code

This code number is auto-assigned by the system when you add a rebate code. When you are adding a new rebate code Code: doesn't appear on the screen at all, the system assigns the next available code number. This code number appears in the distribution area of the individual invoices under 'Reb Code'.

Status

A for Active, I for Inactive

Description

This is a freeform field that can be used to describe the rebate code, 30 characters available.

Percent or Per Unit

P to calculate a percent off of the invoice, U to allow a rebated based on the number of Units.

Rebate Percent

If P was selected on the 'Percent or Per Unit' field, enter the percentage.

Rebate Per Unit

If U was selected on the 'Percent or Per Unit' field, enter the $ amount per unit.

Accrual

Enter a Y if the rebate is accrued, enter an N if it is deferred from Invoice.

Receivable Debit Acct

Enter the G/L account number for the accrual.

Expense Credit Acct
Enter the GL account number for the revenue account.

At the “Any More Changes” prompt, if everything is correct for this rebate code, enter an N for no. If a change is required, enter a Y for yes to make the change.

1.15 State/Province Rate Codes (GETSTPVF)

The State/Province Rate program (GETSTPVF) was designed to setup state and province codes as a control file for taxes on inventory and environment fees. This program can be accessed by pressing the F10 key and typing GETSTPVF, or from the Home Office Menu, select Inventory Dept Menu, then Accounts Payable Menu, then File Maintenance, and finally State/Province Rate File.

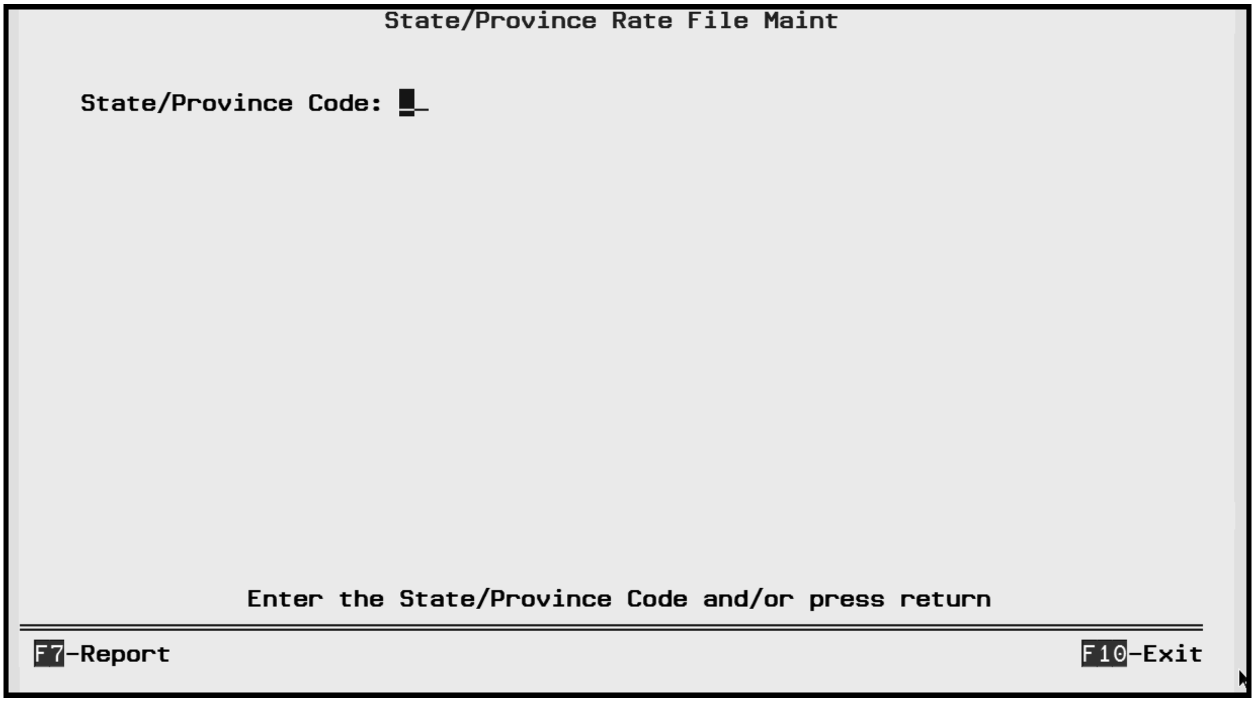


Figure 1.15.1 State/Province Rate Codes (GETSTPVF)

State / Province Code
Enter the 2 digit State or Province Code or press enter for all.
F7-Report Press the F7 key to get a listing of all state or province codes.

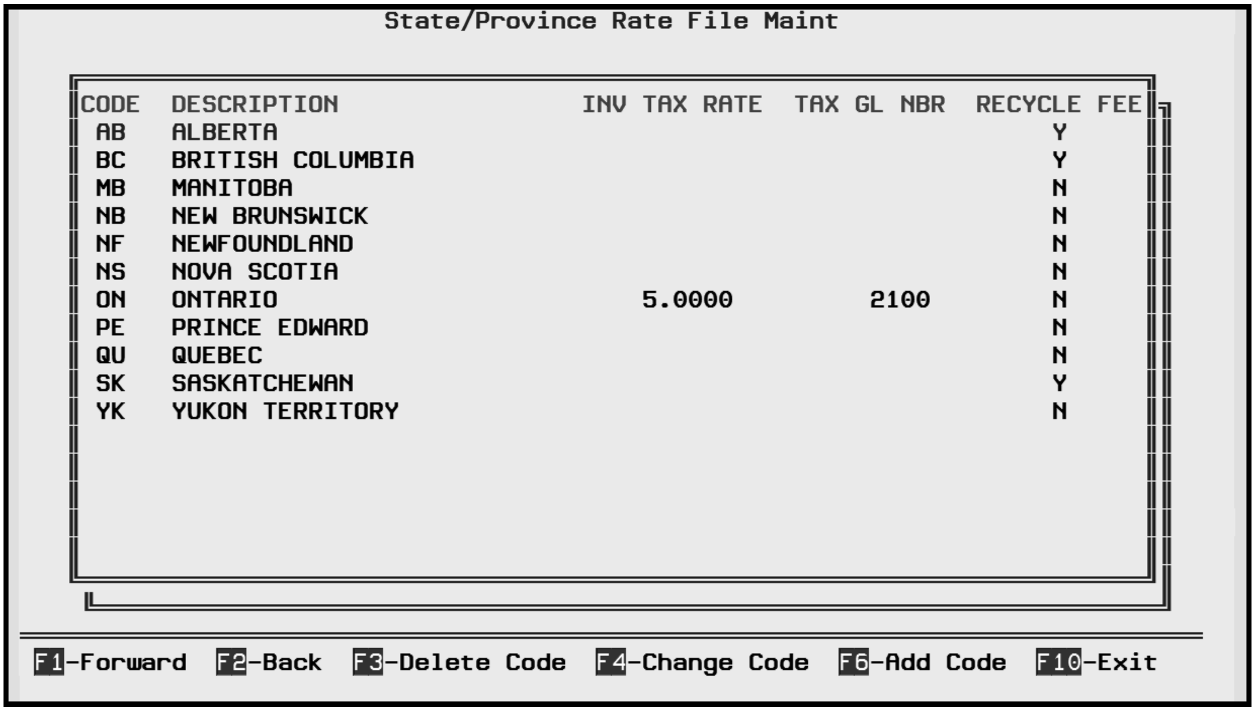


Figure 1.15.2 State/Province Rate File Listing Screen

Using your up and down arrow keys will allow you to move to different state/province codes within the same page. The function key selections are at the bottom of the screen, press F1 to page forward, F2 to page back, F4 to change the state/province code you have highlighted, , F6 to add a state/province code and F8 to get back to the first screen.

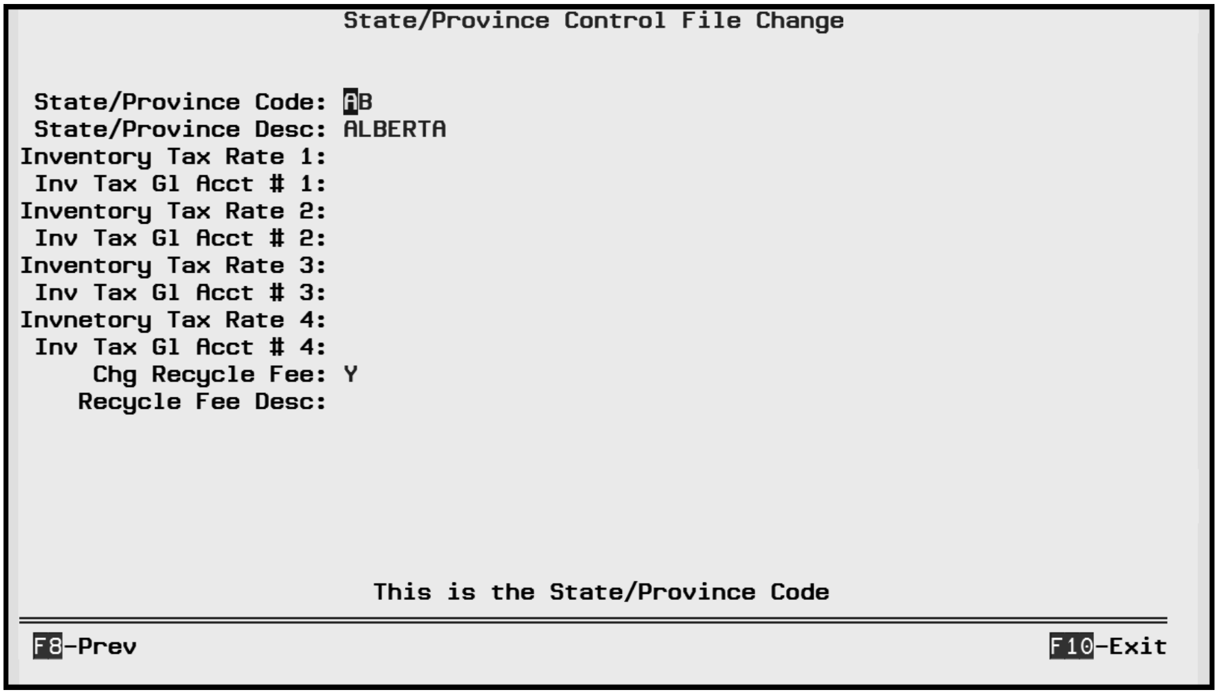


Figure 1.15.3 State/Province Rate Code Change Screen

State / Province Code
Enter the 2 digit state/province code.

State / Province Desc
Enter the state/province descriptions, this is a 25 character field.

Inventory Tax Rate 1-4
Enter the inventory tax rate for this state or province. You may enter up to four. Each one of these tax fields is attached to the Vendor record whether the vendor charges that tax or not. See Add a Vendor record. **It is a MUST that Canadian Companies keep this consistent on all Provinces, Tax Rate 1 will be GST, Tax Rate 2 will be PST, Tax Rate 3 will be QST, and Tax Rate 4 will be HST.**

Inv tax GL Acct Nbr 1-4
Enter the General Ledger account number used for each one of the tax liability fields associated with the inventory tax rate. You may enter up to four.

Chg Recycle Fee
Enter a ‘Y’ if this state/province charges a recycle fee on certain products, enter an ‘N’ if the recycle fee is NOT charged.

Recycle Fee Desc
Enter the receipt description for the recycle fee.

2.0 Accounts Payable (AP)

This section covers the following topics:

- **2.1** Accounts Payable Vendor Invoice (AP)
- **2.2** Selecting Invoices for Payment
- **2.3** Printing AP Checks
- **2.4** Voiding/Undoing AP Checks
- **2.5** General Ledger Interface (APGLRPT)
- **2.6** Accounts Payable Reports (APREPORT)
- **2.7** Bank Reconciliation (BKRECON)
- **2.8** AP Export to AccPac (APEXPEH)
- **2.9** Look Up Inventory by PO (INVMNTAP)

Accounts Payable provides multi-company, multi-profit center, multi-department and multi-bank accounting with check processing. Before using the A/P module make sure you have completed the steps in the 'Getting Started' section.

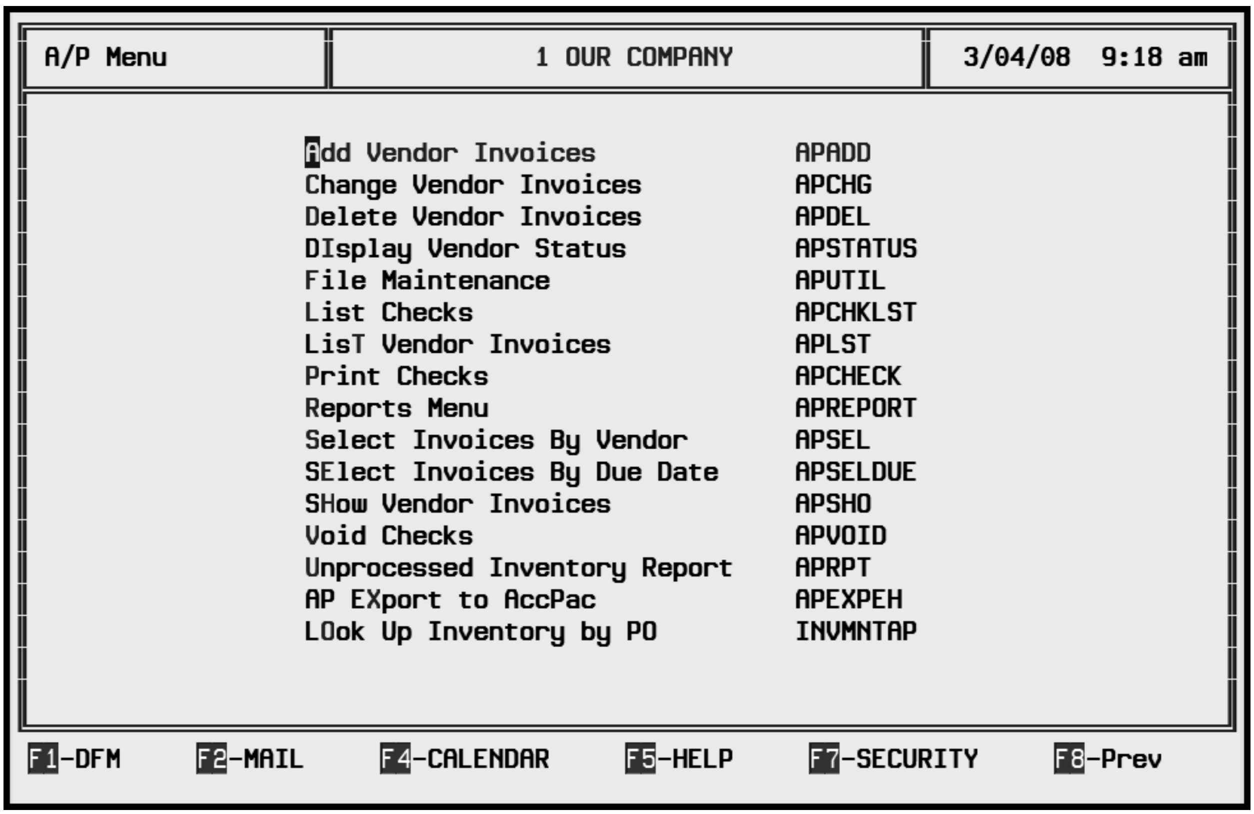


Figure 2.0.1 Accounts Payable Menu (AP)

Some of the features provided by the Accounts Payable module include:

- Support for 9999 profit centers, and 9999 banks.
- Lookup windows for vendor numbers, bank accounts, G/L account numbers, profit centers and vendor invoices.
- Multiple operators posting vendor invoices at the same time.
- Invoice expense date validation against a defined current period.
- Multiple line text descriptions for each vendor invoice.
- On-screen access to all vendor invoice and check information.
- Flexible updating capabilities to G/L using auto-interface.
- Parameter driven reports for maximum flexibility.

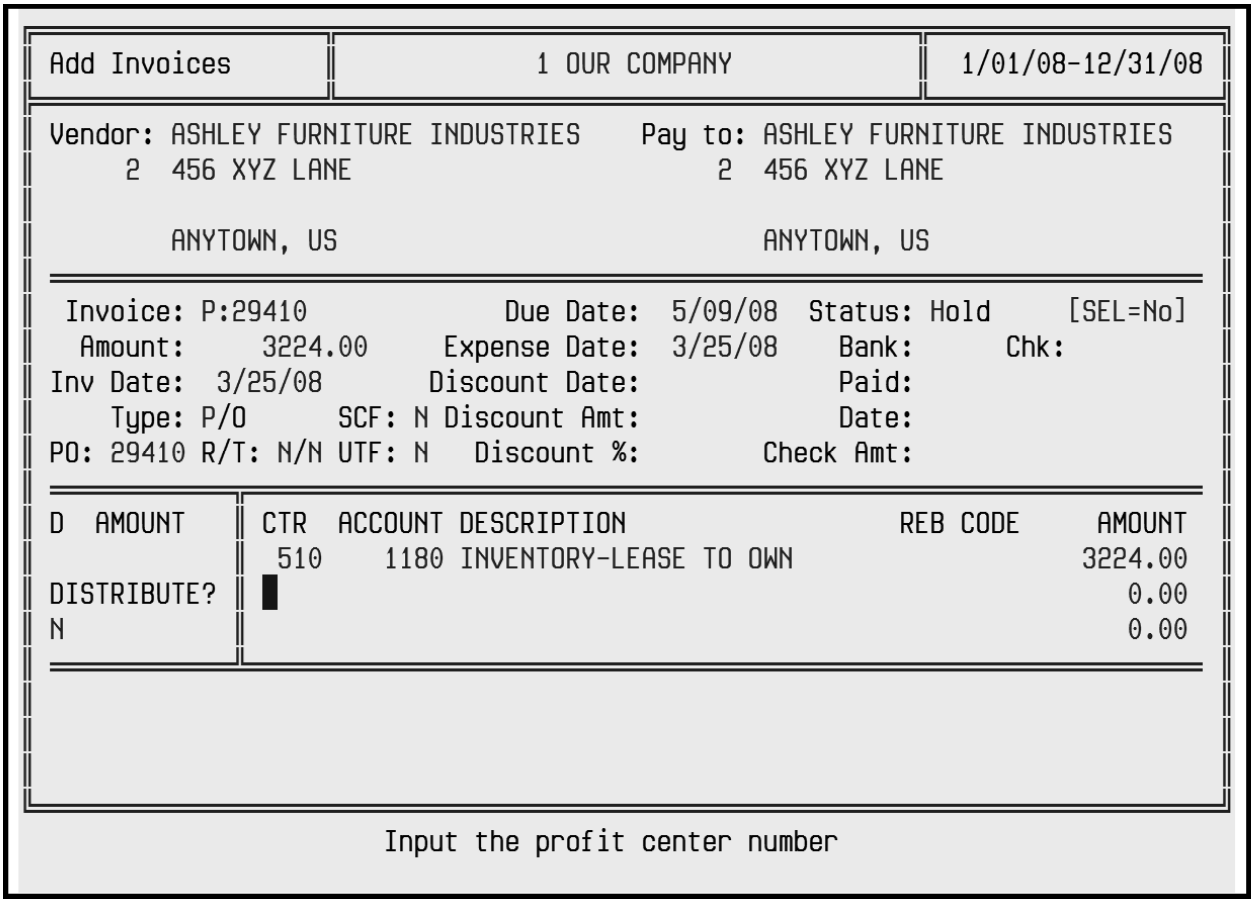
- Add rebate/terms view/update capability
- Rebate code lookup in GL Distribution field
- Add ‘applied rebates’ in comment section;
- Reset the expense date and recalculate discount if necessary.

2.1 Accounts Payable Vendor Invoice (AP)

Add a Vendor Invoice (APADD)

You may add a vendor invoice using the Add Vendor Invoice selection.

The upper right corner of this screen displays the operating dates setup in the DATES program.



```
Add Invoices          1 OUR COMPANY                     1/01/08-12/31/08

Vendor: ASHLEY FURNITURE INDUSTRIES    Pay to: ASHLEY FURNITURE INDUSTRIES
     2  456 XYZ LANE                           2  456 XYZ LANE

        ANYTOWN, US                               ANYTOWN, US

 Invoice: P:29410          Due Date:  5/09/08  Status: Hold     [SEL=No]
  Amount:      3224.00  Expense Date:  3/25/08    Bank:      Chk:
Inv Date:  3/25/08     Discount Date:             Paid:
    Type: P/O     SCF: N Discount Amt:            Date:
PO: 29410 R/T: N/N UTF: N   Discount %:       Check Amt:

D  AMOUNT     CTR  ACCOUNT DESCRIPTION              REB CODE     AMOUNT
               510    1180 INVENTORY-LEASE TO OWN                3224.00
DISTRIBUTE?                                                        0.00
N                                                                  0.00

                     Input the profit center number
```

Figure 2.1.1 Add a Vendor Invoice (APADD)

Vendor

Enter the vendor number or type in a few letters of the vendor name to bring up a lookup window. Once you have the lookup window you can then add a new vendor by hitting **F4**, fold/unfold vendor information by hitting **F5** (this is used to view address information in the case of ‘same name’ vendors so you are sure to select the correct vendor), change vendor information by hitting **F6**, or hit <ENTER> to select the vendor you need. You may scroll through the vendors using **F1** to page up and **F2** to page down.

By answering yes, you will be permitted to use the duplicate invoice number. Answering no, will give you an opportunity to enter a new invoice number.

Amount

The total amount of the invoice should be entered here.

Inv Date

The date for the vendor’s invoice defaults to the current date. This date can and should be overridden by the actual invoice date so the payment terms and discounts set up for this vendor will apply.

Type

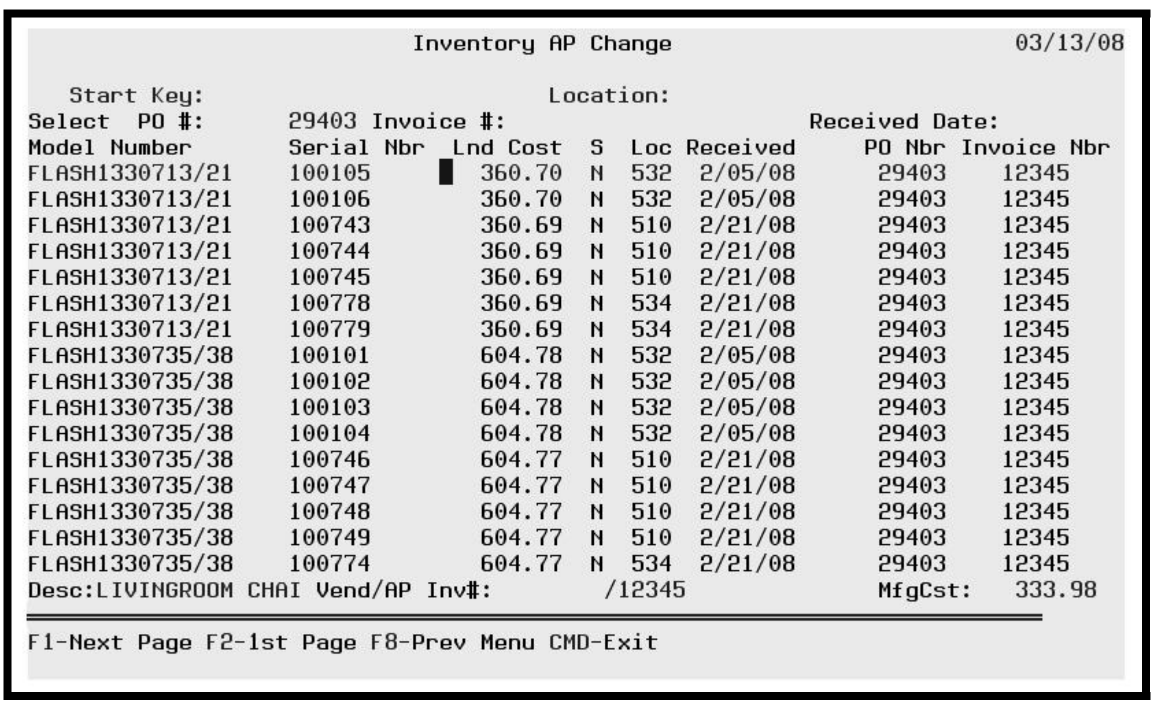
There are two types of Accounts Payable documents, expenses and purchases. The documents entered as purchases require that a purchase order be on file for the goods that were purchased. You must enter a valid purchase order number for the vendor or select one from the selection window provided. Documents entered with a type of expense are for invoices that do not require a purchase order.

SCF

The Separate Check File field will default to the setting in the Vendor file but can be updated on an invoice to invoice basis. A ‘Y’ must be entered if a separate check should be printed for this invoice, an ‘N’ must be entered if multiple invoices may be paid on the same check for this vendor.

P/O

Enter the purchase order number if applicable. If this is a Purchase Order invoice, there is an F6 option to look up the serial numbers associated with the purchase order. This will more commonly be used under the ‘Change a Vendor Invoice’ but is available under ‘Add’ as well. If you press the F6 key, it will automatically take you into the Inventory AP Change program (INVMNTAP) which allows a look up of inventory.



```
                         Inventory AP Change                         03/13/08

  Start Key:                               Location:
Select  PO #:       29403 Invoice #:                         Received Date:
Model Number        Serial Nbr  Lnd Cost  S  Loc Received      PO Nbr Invoice Nbr
FLASH1330713/21     100105        360.70  N  532  2/05/08       29403    12345
FLASH1330713/21     100106        360.70  N  532  2/05/08       29403    12345
FLASH1330713/21     100743        360.69  N  510  2/21/08       29403    12345
FLASH1330713/21     100744        360.69  N  510  2/21/08       29403    12345
FLASH1330713/21     100745        360.69  N  510  2/21/08       29403    12345
FLASH1330713/21     100778        360.69  N  534  2/21/08       29403    12345
FLASH1330713/21     100779        360.69  N  534  2/21/08       29403    12345
FLASH1330735/38     100101        604.78  N  532  2/05/08       29403    12345
FLASH1330735/38     100102        604.78  N  532  2/05/08       29403    12345
FLASH1330735/38     100103        604.78  N  532  2/05/08       29403    12345
FLASH1330735/38     100104        604.78  N  532  2/05/08       29403    12345
FLASH1330735/38     100746        604.77  N  510  2/21/08       29403    12345
FLASH1330735/38     100747        604.77  N  510  2/21/08       29403    12345
FLASH1330735/38     100748        604.77  N  510  2/21/08       29403    12345
FLASH1330735/38     100749        604.77  N  510  2/21/08       29403    12345
FLASH1330735/38     100774        604.77  N  534  2/21/08       29403    12345
Desc:LIVINGROOM CHAI Vend/AP Inv#:        /12345             MfgCst:   333.98

F1-Next Page F2-1st Page F8-Prev Menu CMD-Exit
```

Figure 2.1.2 Inventory AP Change Screen

This look up can be done by location, Purchase Order, Invoice Number and/or Received Date. The landed cost may be changed at this time if it is incorrect, this will update the inventory record as well. By pressing enter on the line item, it will attach the AP invoice number to that serial number in the INVMNT program. The bottom of the screen displays the first description, the Vendor and AP invoice number and the Manufacturer cost. When finished with any changes or updates, press the F8 key twice to get back to the Add an Invoice screen.

R/T (rebates/payment terms)
Input a Y to view/edit rebates for this purchase order/invoice; otherwise leave it as an N.
Input a Y in the second field for R/T to view/edit payment terms for this purchase order/invoice.

UTF
Enter a Y if this invoice is subject to 'Use Tax', if a Y is entered a report may be run from the Accounts Payable Report (APRPT) for all invoices subject to the 'Use Tax'; enter an 'N' if the invoice is not subject to 'Use Tax'.

Due Date
The due date is determined by applying the payment terms to the invoice date. You can override the default calculation by entering a new due date. This is the date that this invoice is considered due by the vendor. You can print checks for vendor's invoices by using two methods: 1) automatically, when vendor invoices become due, or 2) manually, when the invoices are selected. The date entered as the due date is used in determining if the invoices should be paid by the first method.

Expense Date
The expense date is the date you want it to hit the General Ledger. The expense date will default to today's date. It must fall between the dates that you have entered in 'Everywhere Else Dates' (DATES) in the 'Set Operating Dates' module. The current operating dates are displayed in the upper right portion of the screen.

Discount Date
Not used if using the rebate codes.

Discount Amt/Discount %
Not used if using the rebate codes.

Status
Three options are available for the invoice status: (H)old, (O)pen, and (P)aid. Most vendor invoices will be entered as open. Open status invoices are invoices that have just been received and have not been paid yet. The intention is to post the invoices and print checks for them at a later time. If the vendor invoice has already been paid you have the option of specifying so at this time by entering (P)aid for the status. This is one way of doing a manual check, the other would be to print a paper check using the manual check number. If you select (P)aid as the status, you will have to enter the bank number, check number, amount paid on this invoice, check date and the amount of the check. If the check is being used to pay multiple invoices, the paid amount and the check amount will differ. A check register entry will be created automatically for you. Invoices can be marked as (H)old to prevent from being paid or sent to the General Ledger. Usually this status is used for purchase orders waiting for invoice assignment, or if you need to add an invoice that was not automatically added by the Purchase order system, but you need it to automatically create the rebate discounts and store payable, you will create the original invoice as a 'H'old invoice using the cost of the product as the invoice amount. After creating the invoice, go under the 'Change a Vendor Invoice' and

change the status to 'O'pen and this will activate the auto creation of the rebate accruals and intercompany payables.

D Amount
Not used.

Distribute
Enter the distribution template you would like to use for this invoice. These can be set up in (APDIST). Once set up, the template will automatically distribute the invoice amount to whichever profit centers and G/L account numbers you have set up.

The General Ledger distribution for an invoice can span up to 1000 different accounts. A scrolling window displays up to three lines of entries at a time. If there are more lines at either the top or bottom of the window, a "-" or "+" indicator will signal it.

CTR
Enter the profit center/store number for the first line of distribution.

Account / Description
Enter the G/L account number, if you do not know the number, type in a few letters of the account name and a lookup window will appear, at this time you can **F1** to page up, **F2** to page back, **F4** to add a G/L account number, **F6** to change a G/L account number, or <ENTER> to select the account you need. Once you have made your selection the description will automatically be filled in on the invoice screen for you.

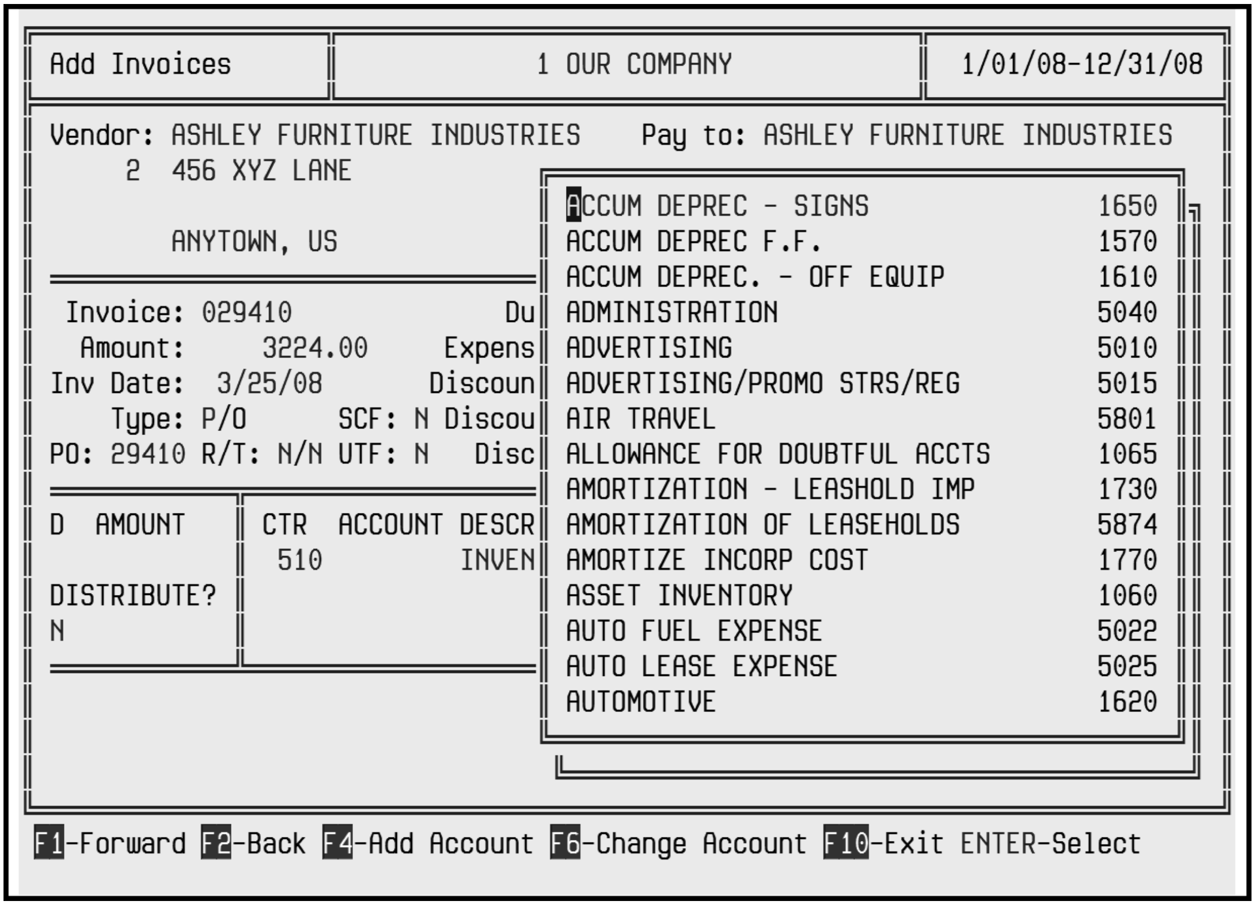


Figure 2.1.3 Account Description Drop Down List in APADD

Reb Code
This field will automatically be populated based on the setting on the purchase order, if this is not a purchase order invoice, press enter through this field.

Amount
Enter the dollar amount you would like distributed to this profit center and this General Ledger account number.

After entering the information for the last distribution, press **F9**. You will be given the opportunity to enter a text description and/or notes for the vendor invoice. The text editor will allow you to enter up to fifty lines of free-form text. Several editing capabilities are available while entering the text. When finished with comments, press **F9**. You will then be asked ‘Is everything alright on this invoice?’, accept the ‘Y’ prompt if invoice is alright, otherwise ‘N’ to edit invoice, ‘D’ to duplicate this invoice, or ‘M’ if this vendor’s terms are setup as multiple payment options, for example 30/60/90, if it is a multiple payment invoice, by pressing the ‘M’. By selecting the ‘M’ for multiple option, this will create the multiple invoices that will be due on different due dates, for example the below invoice has a 30/60/90 due date so it will add a -1, -2, and -3 on the back of the 12345 invoice number and adjust the due date on each one of the invoices. The main GL distribution will stay on the 12345-1 invoice and the other two (2) invoices will have the clearing account that was setup in the Accounts Payable Parameters program (APPARAMS).

Change a Vendor Invoice (APCHG)

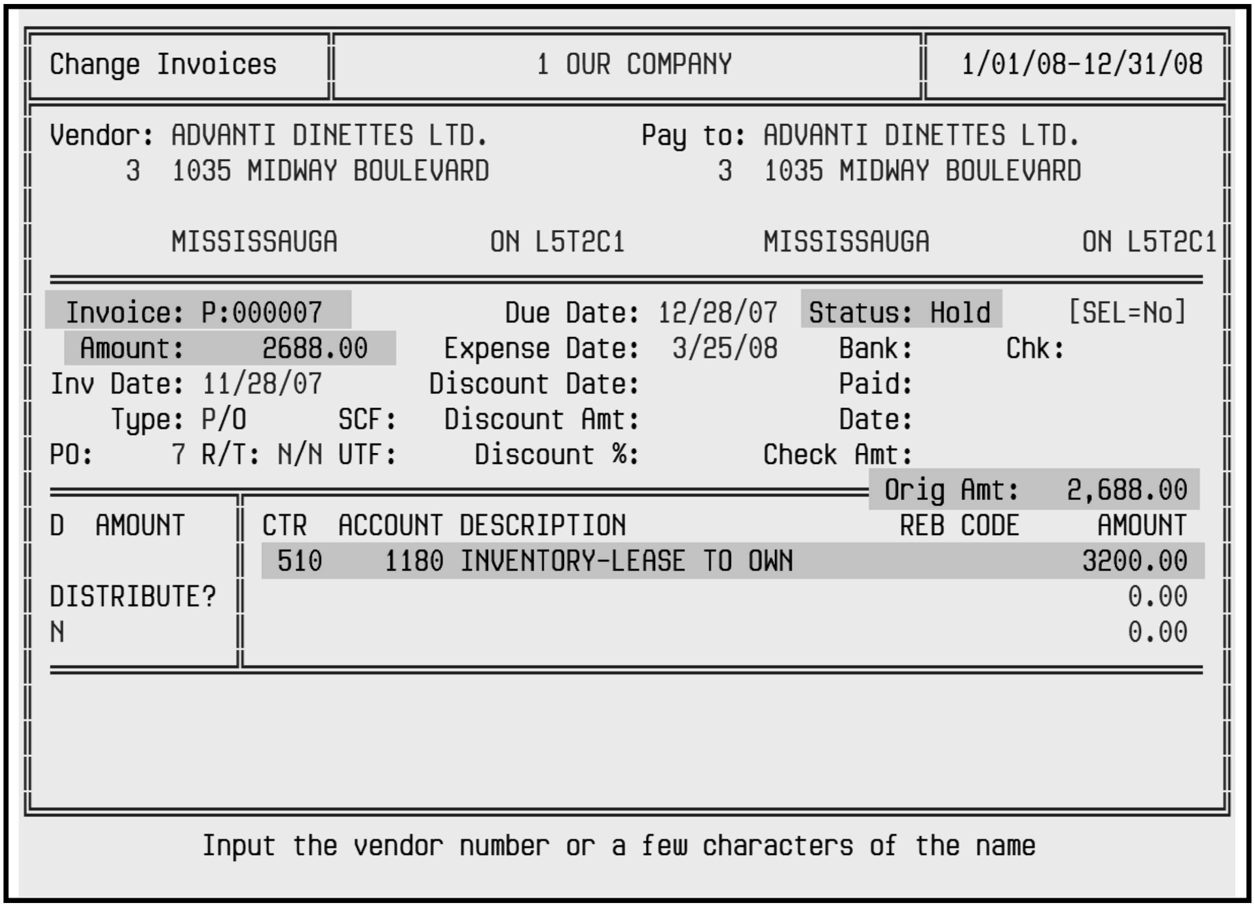


Figure 2.1.4 Change a Vendor Invoice

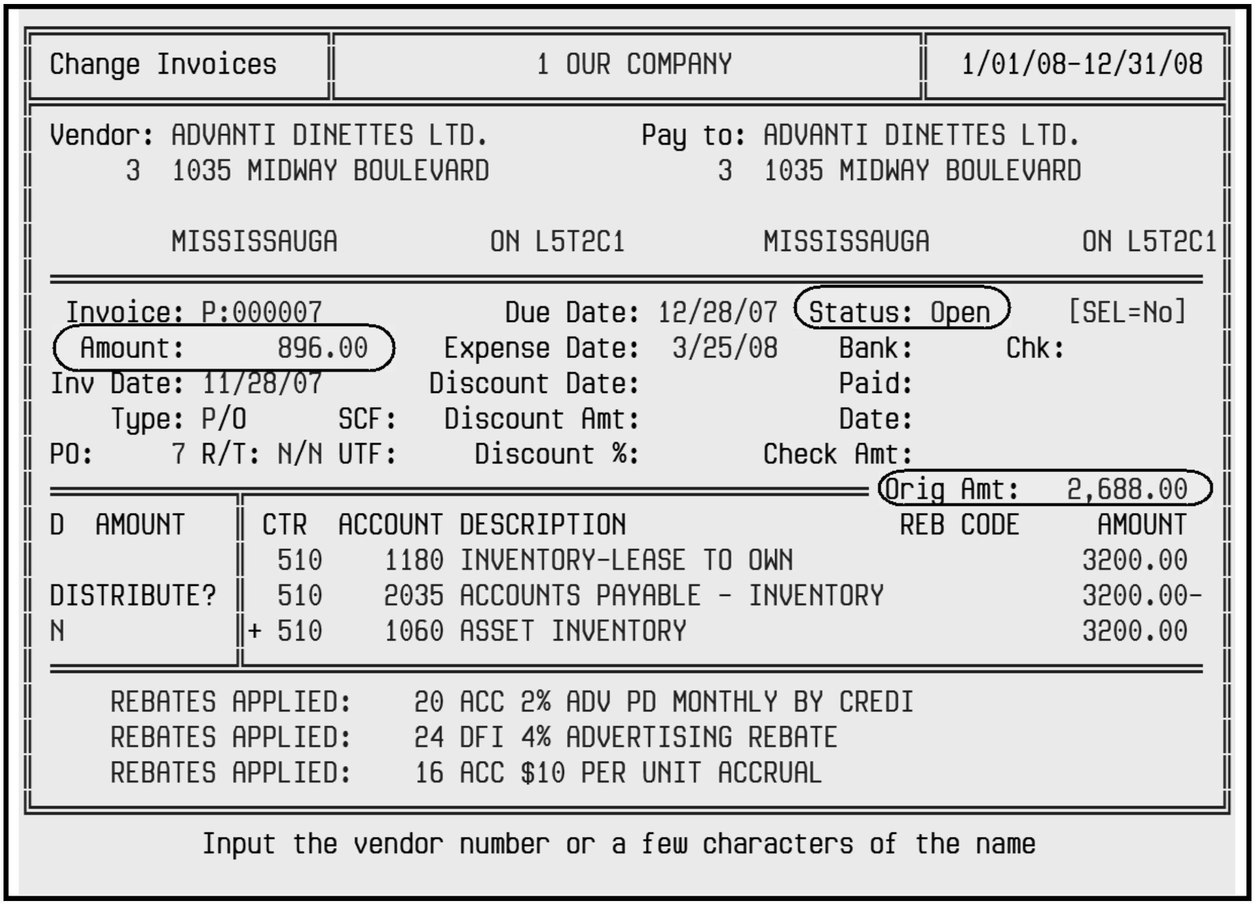
Invoice
In the raw format, this will be the letter P: and then the 6 digit Purchase order number with a –xxx store number suffix.

Amount
This the amount owed to the vendor.

Status
Hold will be the default status when an invoice is created from a purchase order, once that is changed to an O for Open, the distributions will be created.

CTR ACCOUNT DESCRIPTION REB CODE AMOUNT in the raw format this will only be the landed cost of the inventory for the store, again the remaining distribution will happen after the invoice is activated/opened.

Below are several screen shots showing what happens after the invoice is activated/opened. After each screen shot there will be a description of the changes made. Figure 2.1.5 is exactly what happened after the raw invoice was changed from and 'H'old status to 'O'pen status.



```
Change Invoices          1 OUR COMPANY                    1/01/08-12/31/08

Vendor: ADVANTI DINETTES LTD.          Pay to: ADVANTI DINETTES LTD.
     3  1035 MIDWAY BOULEVARD                3  1035 MIDWAY BOULEVARD

        MISSISSAUGA         ON L5T2C1          MISSISSAUGA          ON L5T2C1

 Invoice: P:000007           Due Date: 12/28/07  Status: Open     [SEL=No]
  Amount:        896.00    Expense Date:  3/25/08    Bank:       Chk:
Inv Date: 11/28/07         Discount Date:             Paid:
    Type: P/O      SCF:    Discount Amt:              Date:
PO:      7 R/T: N/N UTF:     Discount %:         Check Amt:
                                                   Orig Amt:   2,688.00
D  AMOUNT       CTR  ACCOUNT DESCRIPTION                 REB CODE      AMOUNT
                 510    1180 INVENTORY-LEASE TO OWN                   3200.00
DISTRIBUTE?      510    2035 ACCOUNTS PAYABLE - INVENTORY             3200.00-
N              + 510    1060 ASSET INVENTORY                          3200.00

    REBATES APPLIED:    20 ACC 2% ADV PD MONTHLY BY CREDI
    REBATES APPLIED:    24 DFI 4% ADVERTISING REBATE
    REBATES APPLIED:    16 ACC $10 PER UNIT ACCRUAL

          Input the vendor number or a few characters of the name
```

Figure 2.1.5 Change Invoices Hold to Open

Amount

This was changed from $3324.83 to $3158.59 because of the 4% DFI rebate on this purchase order.'

Status

This has to manually be changed from 'H' to 'O' before any of the distributions and recalculations will occur.

Orig Amt

This will tell you what the original amount of the invoice was before the DFI % reduced the actual invoice amount.

After the invoice is completed and you've pressed F9 to get to the bottom of the screen this option will appear:

Is everything OK on invoice? ("D" to duplicate, "M" for multiple)M

By selecting the 'M' for multiple option this will create the multiple invoices that will be due on different due dates, for example say a vendor has a 30/60/90 due date so it will add a -1, -2, and -3 on the back of the 12345 invoice number and adjusts the due date on each one of the invoices. The main GL distribution will stay on the 12345-1 invoice and the other 2 invoices will have the clearing account that was setup in the Accounts Payable Parameters program (APPARAMS).

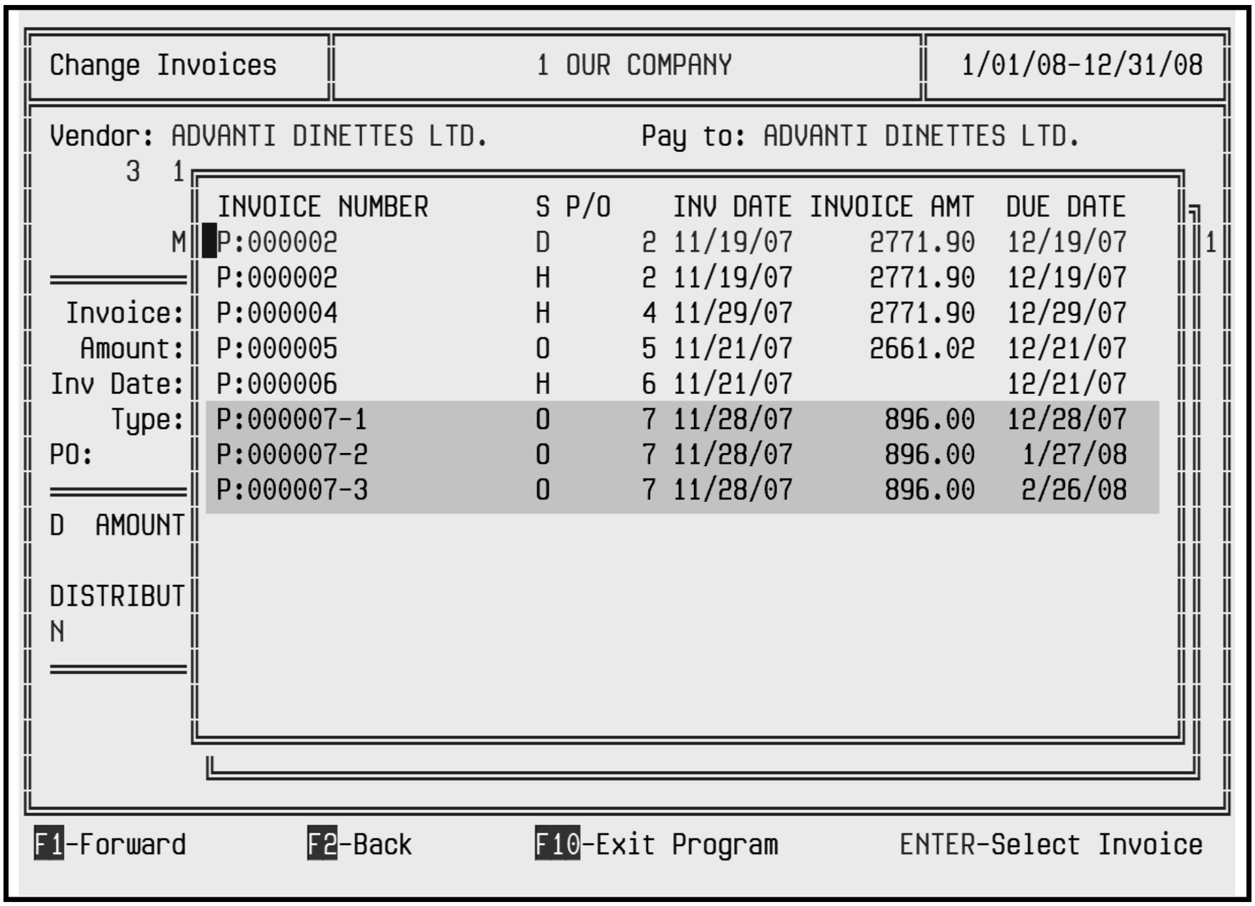
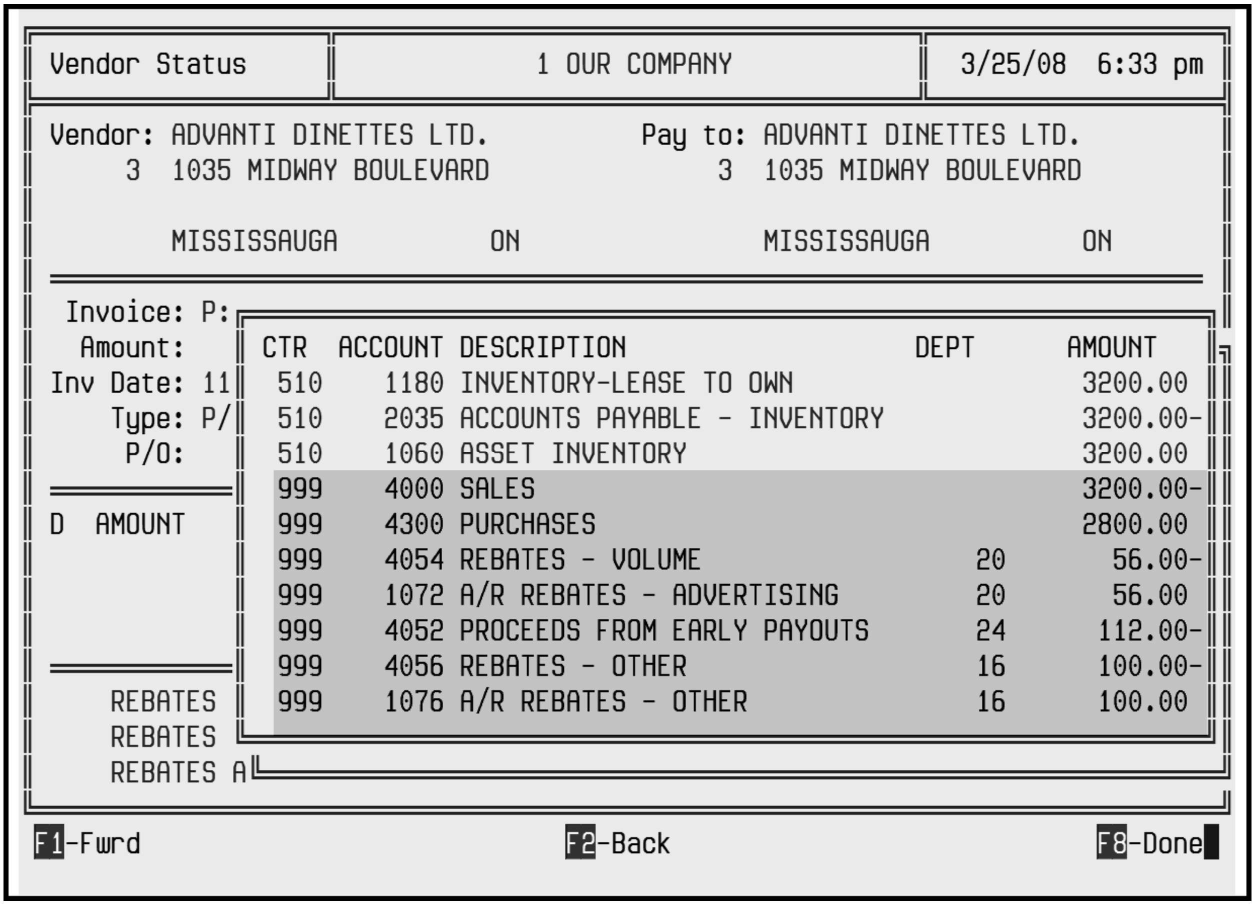


Figure 2.1.6 Change Invoices Multiple Invoices

Below is the breakdown of GL account distributions for the inventory, sales and rebate accounts, this was done automatically by the system once the invoice was activated/opened.



Vendor Status | 1 OUR COMPANY | 3/25/08 6:33 pm

Vendor: ADVANTI DINETTES LTD. Pay to: ADVANTI DINETTES LTD.
3 1035 MIDWAY BOULEVARD 3 1035 MIDWAY BOULEVARD

MISSISSAUGA ON MISSISSAUGA ON

Invoice: P:
Amount:
Inv Date: 11
Type: P/
P/O:

D AMOUNT

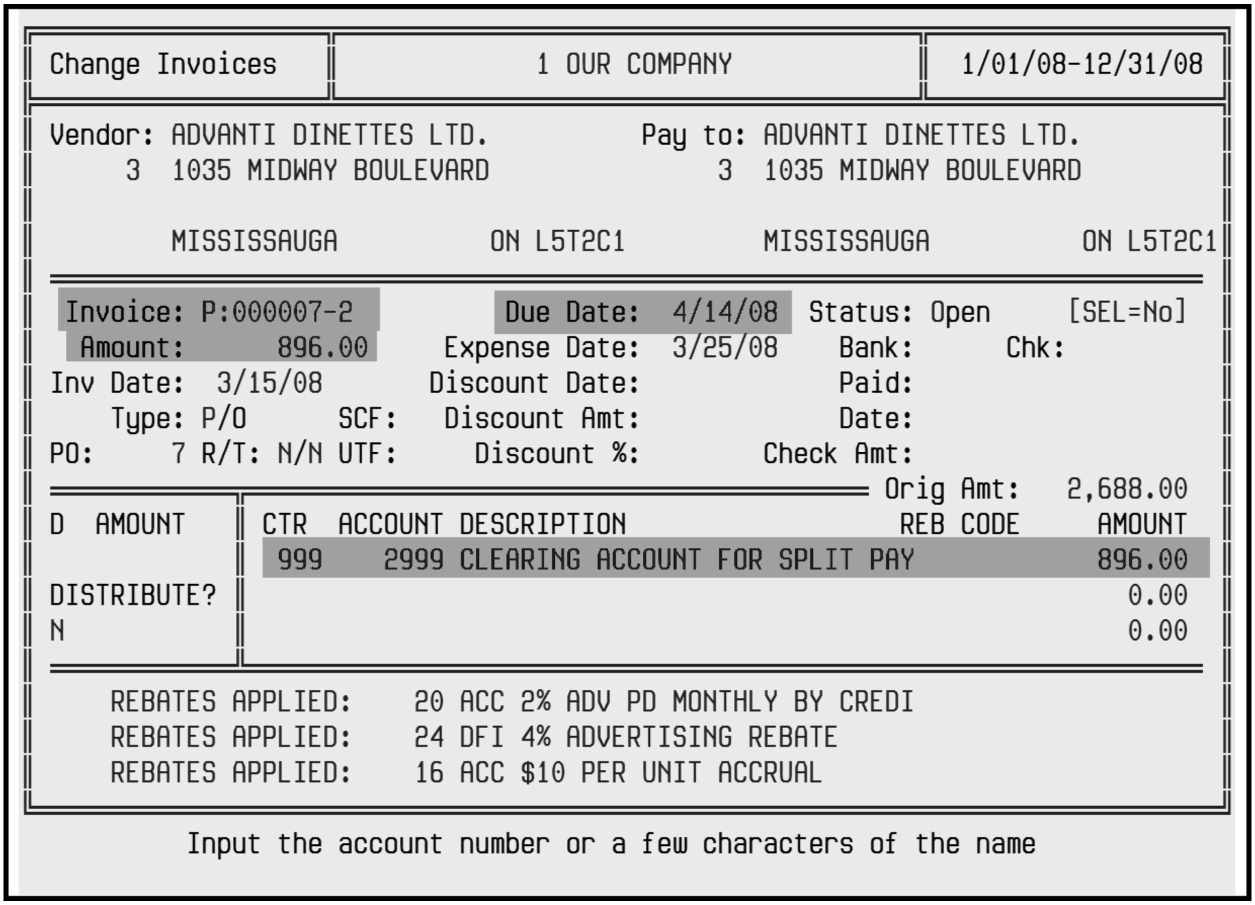
REBATES
REBATES
REBATES A

CTR	ACCOUNT	DESCRIPTION	DEPT	AMOUNT
510	1180	INVENTORY-LEASE TO OWN		3200.00
510	2035	ACCOUNTS PAYABLE - INVENTORY		3200.00-
510	1060	ASSET INVENTORY		3200.00
999	4000	SALES		3200.00-
999	4300	PURCHASES		2800.00
999	4054	REBATES - VOLUME	20	56.00-
999	1072	A/R REBATES - ADVERTISING	20	56.00
999	4052	PROCEEDS FROM EARLY PAYOUTS	24	112.00-
999	4056	REBATES - OTHER	16	100.00-
999	1076	A/R REBATES - OTHER	16	100.00

F1-Fwrd F2-Back F8-Done

Figure 2.1.7 Breakdown of GL Account Distributions

Below is the screen shot of the secondary invoice, all it has is the clearing account attached, the 2nd and 3rd invoices that were created will equal the $1774.01 going into the clearing account in the last screen shot shown.


Change Invoices | 1 OUR COMPANY | 1/01/08-12/31/08

Vendor: ADVANTI DINETTES LTD. Pay to: ADVANTI DINETTES LTD.
3 1035 MIDWAY BOULEVARD 3 1035 MIDWAY BOULEVARD

MISSISSAUGA ON L5T2C1 MISSISSAUGA ON L5T2C1

Invoice: P:000007-2 Due Date: 4/14/08 Status: Open [SEL=No]
Amount: 896.00 Expense Date: 3/25/08 Bank: Chk:
Inv Date: 3/15/08 Discount Date: Paid:
Type: P/O SCF: Discount Amt: Date:
PO: 7 R/T: N/N UTF: Discount %: Check Amt:
Orig Amt: 2,688.00

D AMOUNT	CTR	ACCOUNT DESCRIPTION	REB CODE	AMOUNT
	999	2999 CLEARING ACCOUNT FOR SPLIT PAY		896.00
DISTRIBUTE?				0.00
N				0.00

REBATES APPLIED: 20 ACC 2% ADV PD MONTHLY BY CREDI
REBATES APPLIED: 24 DFI 4% ADVERTISING REBATE
REBATES APPLIED: 16 ACC $10 PER UNIT ACCRUAL

Input the account number or a few characters of the name

Figure 2.1.8 Second Invoice

Delete a Vendor Invoice (APDEL)

When vendor invoices are no longer needed, they may be removed using the delete option. ****Be careful when deleting, if you have already interface the invoice that is to be deleted to the G/L, you will need to do a journal entry to reflect the deletion.**** For example, if you enter an invoice in with an expense date of 12-30-07, on 01-05-08 you interface the A/P to the G/L. On 01-10-08 you find that you do not owe for this invoice, you will need to do a journal entry crediting the account that you posted the invoice to and debiting the A/P trade account. **If you delete a 'H'old status invoice, it is not necessary to do a journal entry.**

```
Delete Invoices          1 OUR COMPANY          1/01/08-12/31/08

Vendor: ASHLEY FURNITURE INDUSTRIES    Pay to: ASHLEY FURNITURE INDUSTRIES
     2  456 XYZ LANE                        2  456 XYZ LANE

        ANYTOWN, US                            ANYTOWN, US

 Invoice: 029410            Due Date:  5/09/08  Status: Hold
  Amount:      3324.00   Expense Date:  3/25/08    Bank:      Chk:
Inv Date:  3/25/08     Discount Date:              Paid:
    Type: P/O      SCF: N Discount Amt:            Date:
PO: 29410 R/T: N/N UTF: N   Discount %:        Check Amt:

D  AMOUNT     CTR  ACCOUNT DESCRIPTION               REB CODE     AMOUNT
               510    1180 INVENTORY-LEASE TO OWN                3324.00
DISTRIBUTE?                                                         0.00
N                                                                   0.00

            Is this the invoice to be deleted?  N
```

Figure 2.1.9 Delete a Vendor Invoice (APDEL)

You may select the vendor by entering the number or making your selection from a lookup window. Once the vendor is selected, enter the invoice number. If the invoice number is not known, you may select it from a window that displays all of the vendor's invoices.

Once you have made your selection, you will be prompted to verify your choice. Answer (Y)es to delete the invoice displayed. Once you delete the invoice, the cursor will return to the vendor field allowing you to make another selection to be deleted. To return to the menu, press **F8**.

Invoices that have had any type of payments made against them may not be deleted.

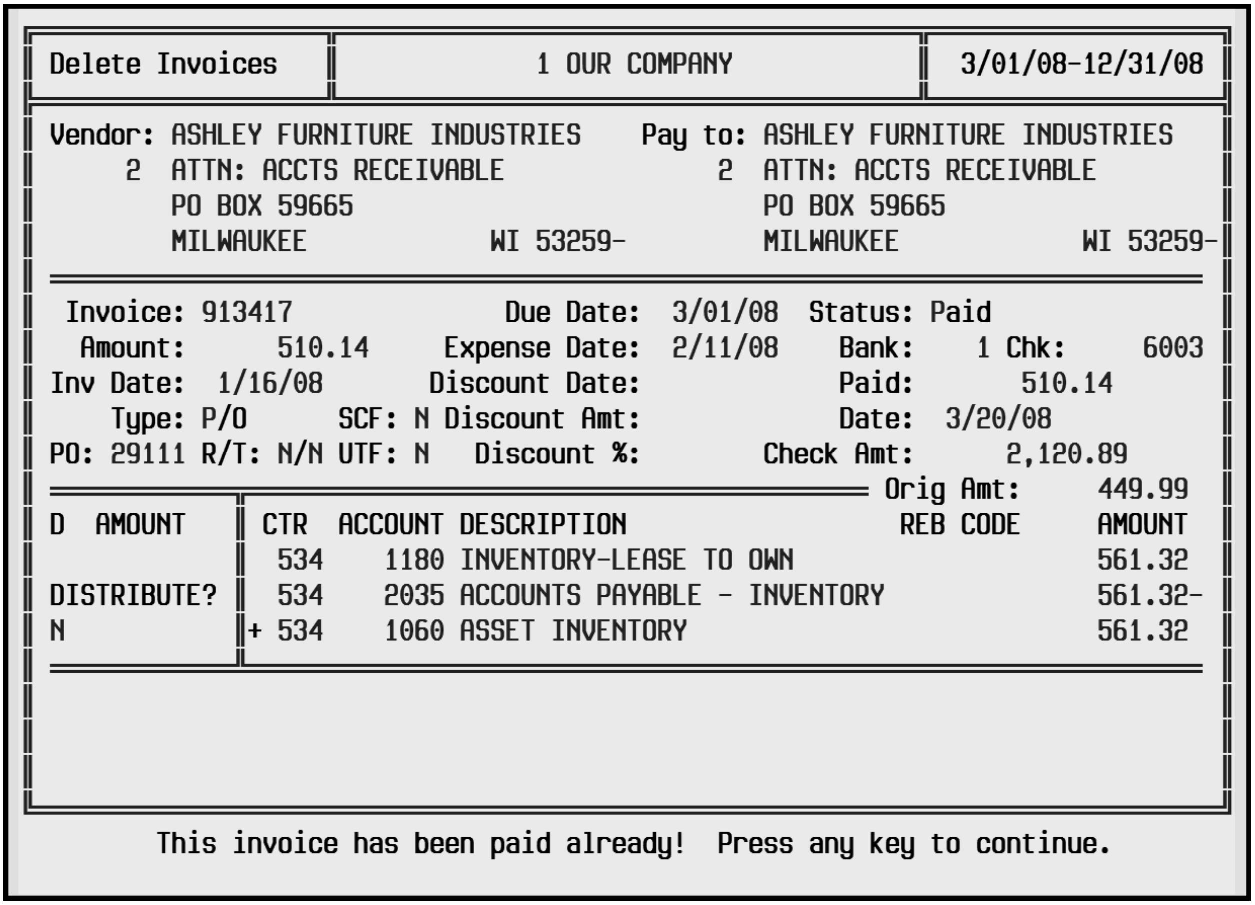


Figure 2.1.10 Invoice already paid message, won't let you delete

Display Vendor Status (APSTATUS)

The current status of a vendor may be displayed on screen.

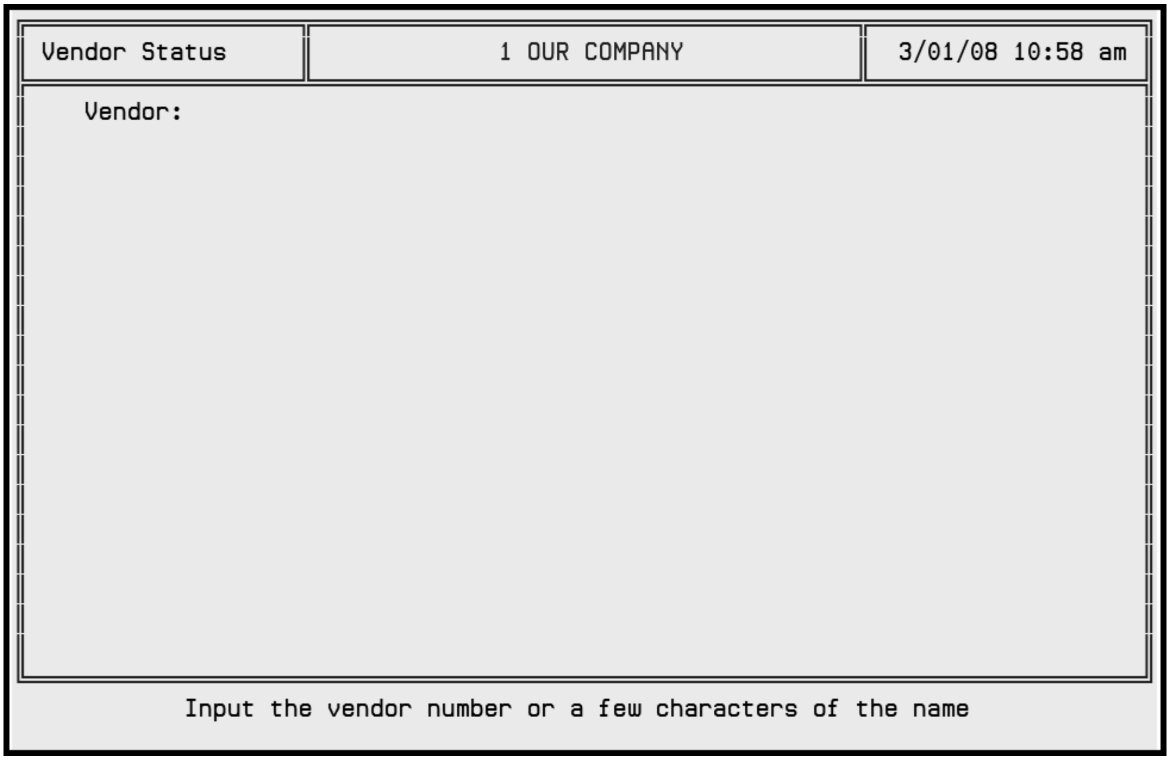
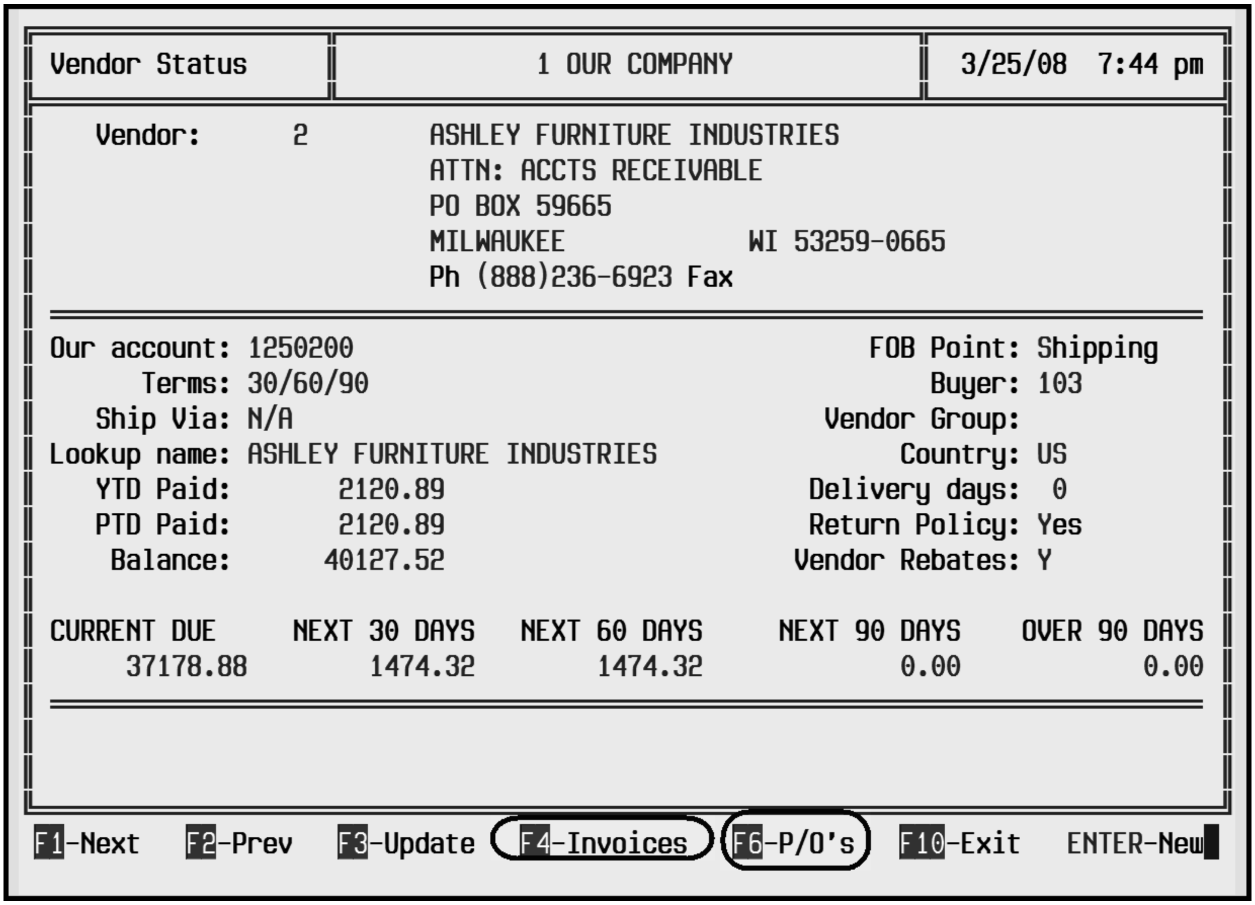


Figure 2.1.11 Display Vendor Status (APSTATUS)

When selecting the vendor, you may enter the number or make your selection from a lookup window. Press <ENTER> to select desired vendor.



Vendor Status | 1 OUR COMPANY | 3/25/08 7:44 pm

Vendor: 2 ASHLEY FURNITURE INDUSTRIES
ATTN: ACCTS RECEIVABLE
PO BOX 59665
MILWAUKEE WI 53259-0665
Ph (888)236-6923 Fax

Our account: 1250200 FOB Point: Shipping
Terms: 30/60/90 Buyer: 103
Ship Via: N/A Vendor Group:
Lookup name: ASHLEY FURNITURE INDUSTRIES Country: US
YTD Paid: 2120.89 Delivery days: 0
PTD Paid: 2120.89 Return Policy: Yes
Balance: 40127.52 Vendor Rebates: Y

CURRENT DUE	NEXT 30 DAYS	NEXT 60 DAYS	NEXT 90 DAYS	OVER 90 DAYS
37178.88	1474.32	1474.32	0.00	0.00

F1-Next F2-Prev F3-Update F4-Invoices F6-P/O's F10-Exit ENTER-New

Figure 2.1.12 AP Status viewing options F4 and F6

Several categories of information are displayed. Default information is used whenever an invoice is added such as buyer, terms, shipment methods, shipping information, and return policies.

Several options are available when viewing the current status of a vendor. You may scroll through the vendor list using **F1** advance to the next vendor number and **F2** to go back to the previous vendor number.

You may update the information of the displayed vendor by using the **F3**. The cursor will be placed on the vendor field. You may now update any field on the screen. Once all corrections have been made, press **F9**. The changes will be reflected immediately. You will return to the display vendor status screen and may make another selection.

All invoices for the selected vendor may be viewed on screen by pressing **F4**.

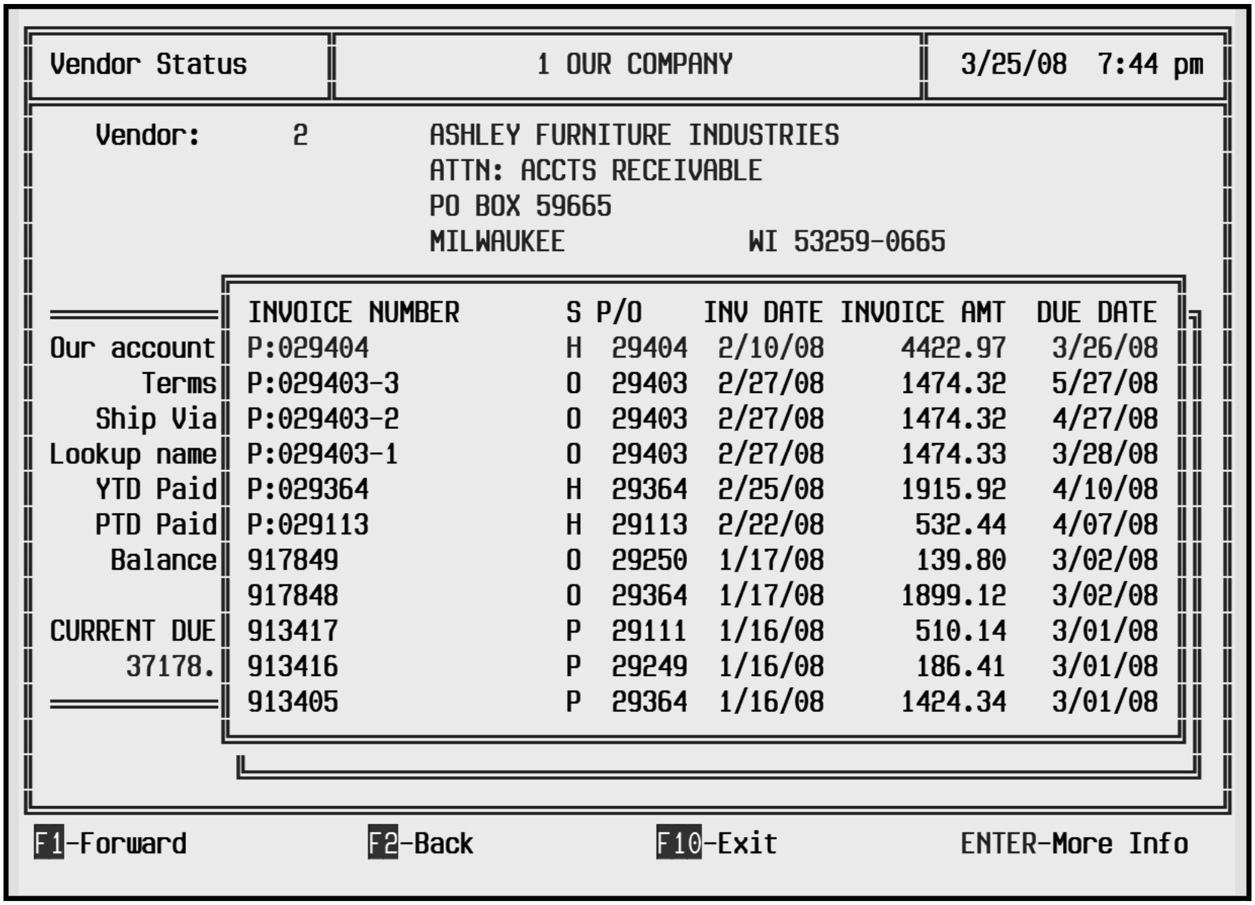


Figure 2.1.13 Invoice Drop Down List

When you select the invoice option, a window will display a listing of all invoices for the vendor. The display window details invoice information such as the number, status ((O)pen, (B)alance, (D)eleted, (H)old, and (P)aid), purchase order number, invoice date, amount, and due date. You may scroll through the list using the **F1** to page forward and **F2** to page back. Pressing enter on the desired invoice will display the invoice detail.

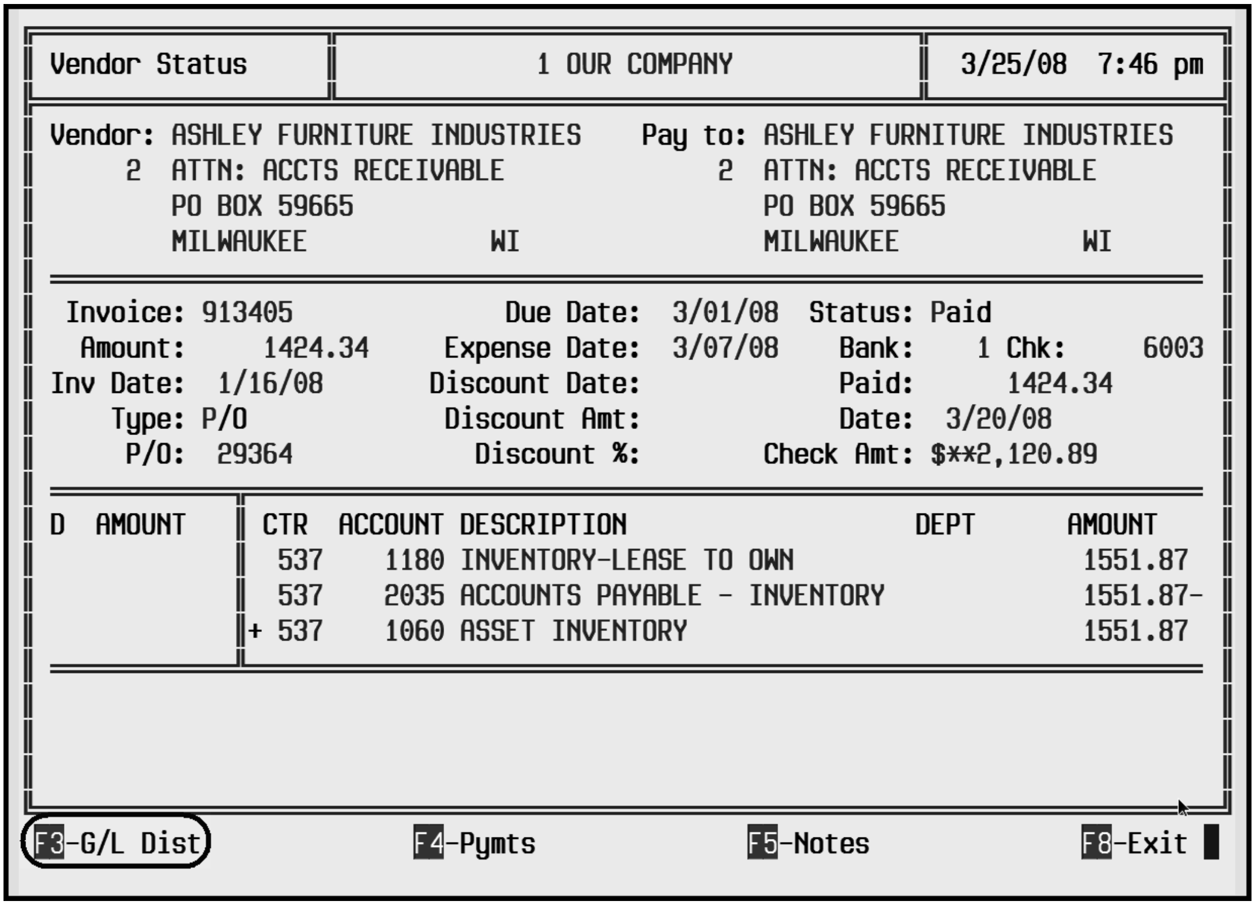


Figure 2.1.14 View G/L Distribution F3 Option

Several options are available once invoice detail is selected. G/L distribution may be viewed by pressing **F3**. You may scroll through the distributions using the **F1** to page forward and **F2** to page back. When finished viewing the G/L distribution, press **F8**.

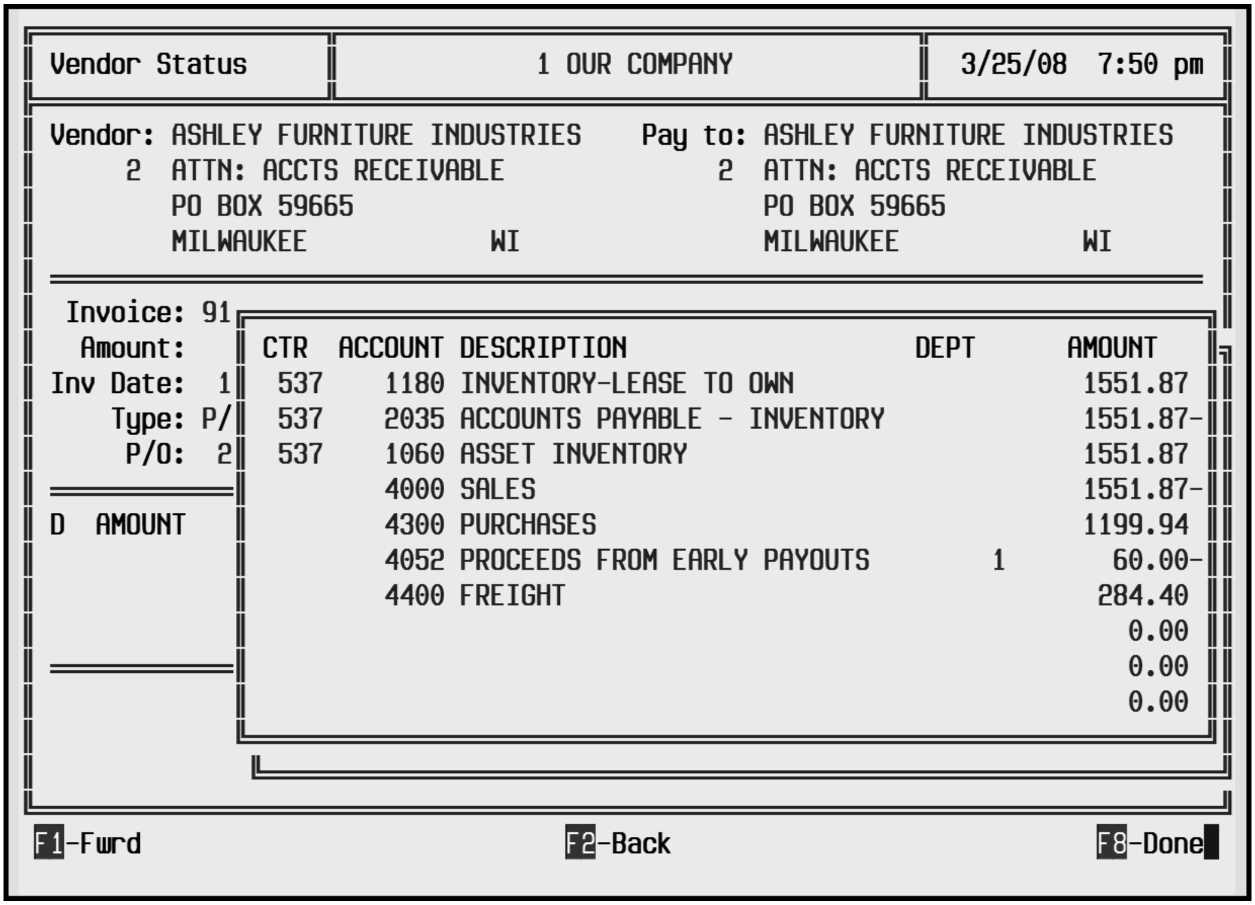


Figure 2.1.15 View G/L Distribution

The payments associated with the displayed invoice may be viewed by pressing **F4**. This will display the bank number, check number, check date, payment amount and check status ((P)aid or (V)oided).

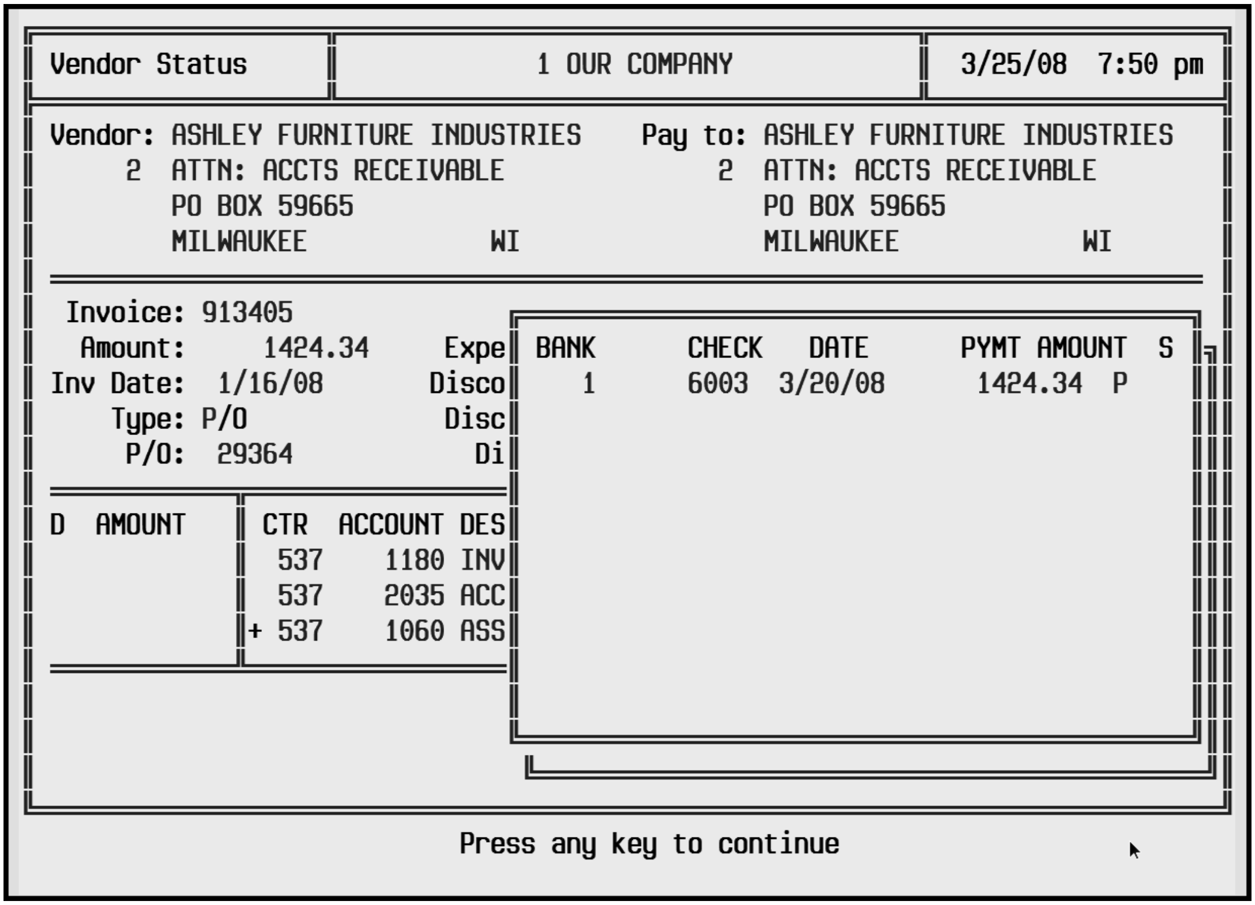


Figure 2.1.16 View Invoice Payments F4

Each invoice may have notes explaining any important details attached to it. These notes may be completely revealed by pressing **F5**. If the notes span more than one page, you may scroll through the notes using the **F1** to page forward and **F2** to page back. You may return to the displayed invoice by pressing **F8**.

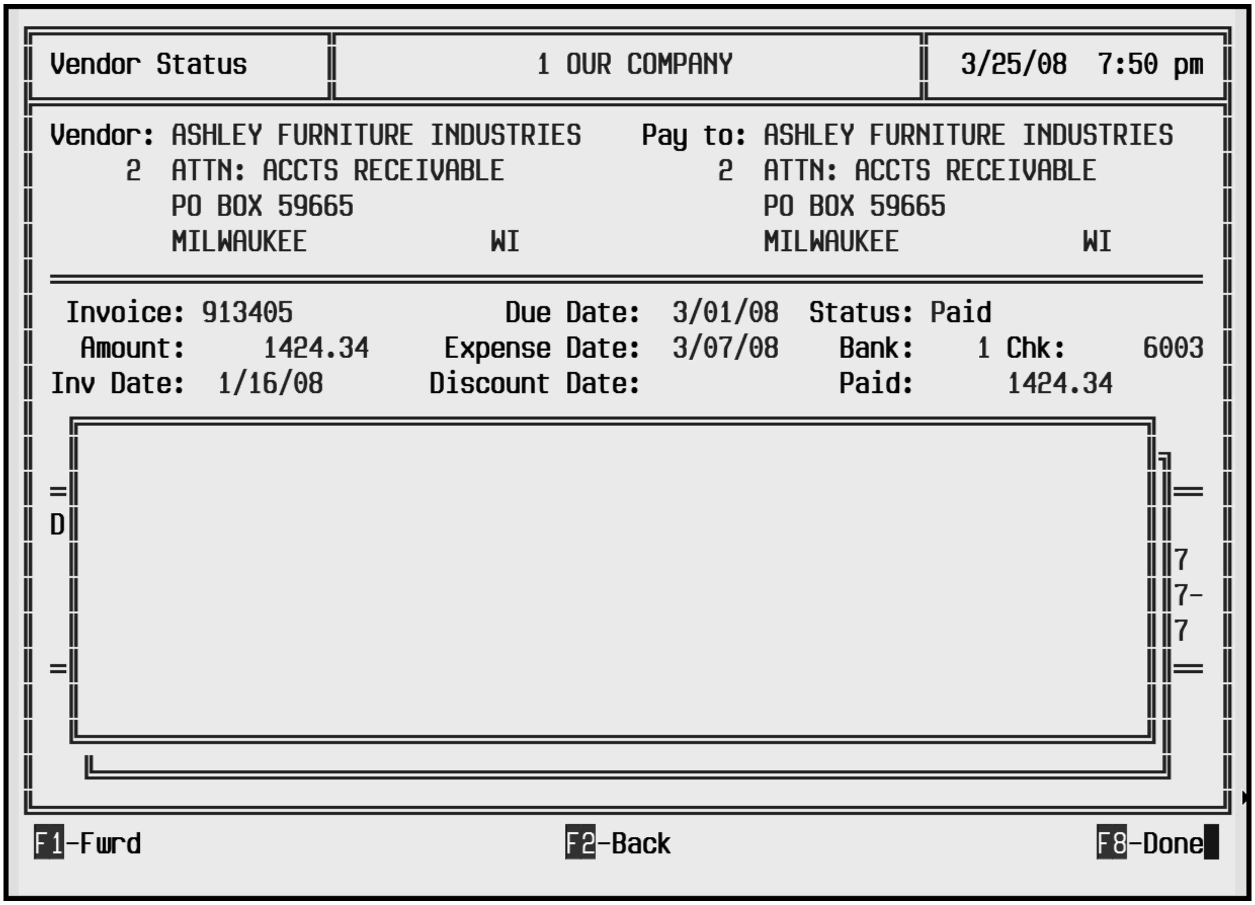


Figure 2.1.17 View Invoice Notes F5

When you are done viewing individual invoices press **F8** to return to the vendor display.

All purchase orders for a vendor can be viewed on screen by pressing **F6** once you have selected a vendor.

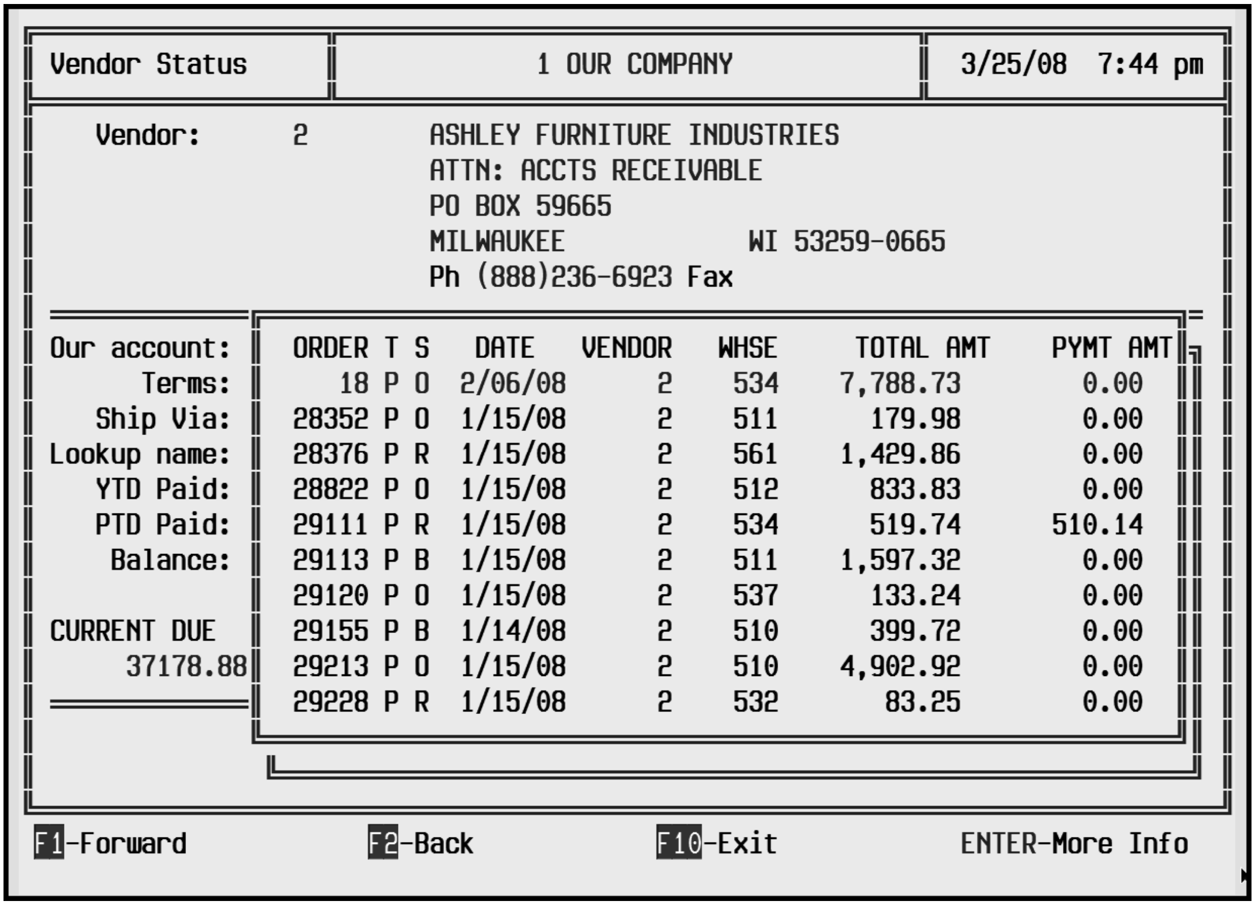


Figure 2.1.18 View POs for a Vendor F6 (once you have selected a vendor)

When you select the purchase order option, a window will display a listing of all purchase orders for the selected vendor. You will see the purchase order number, the type of order ((P)urchase Order or (R)equistion), status ((O)pen, (R)eceived, (B)ackordered, (D)eleted, or (C)ancelled), purchase order date, vendor number, store location, total purchase order amount, and total payment made on this purchase order. You may scroll through the list using the **F1** to page forward and **F2** to page back. Pressing <ENTER> will display the purchase order detail.

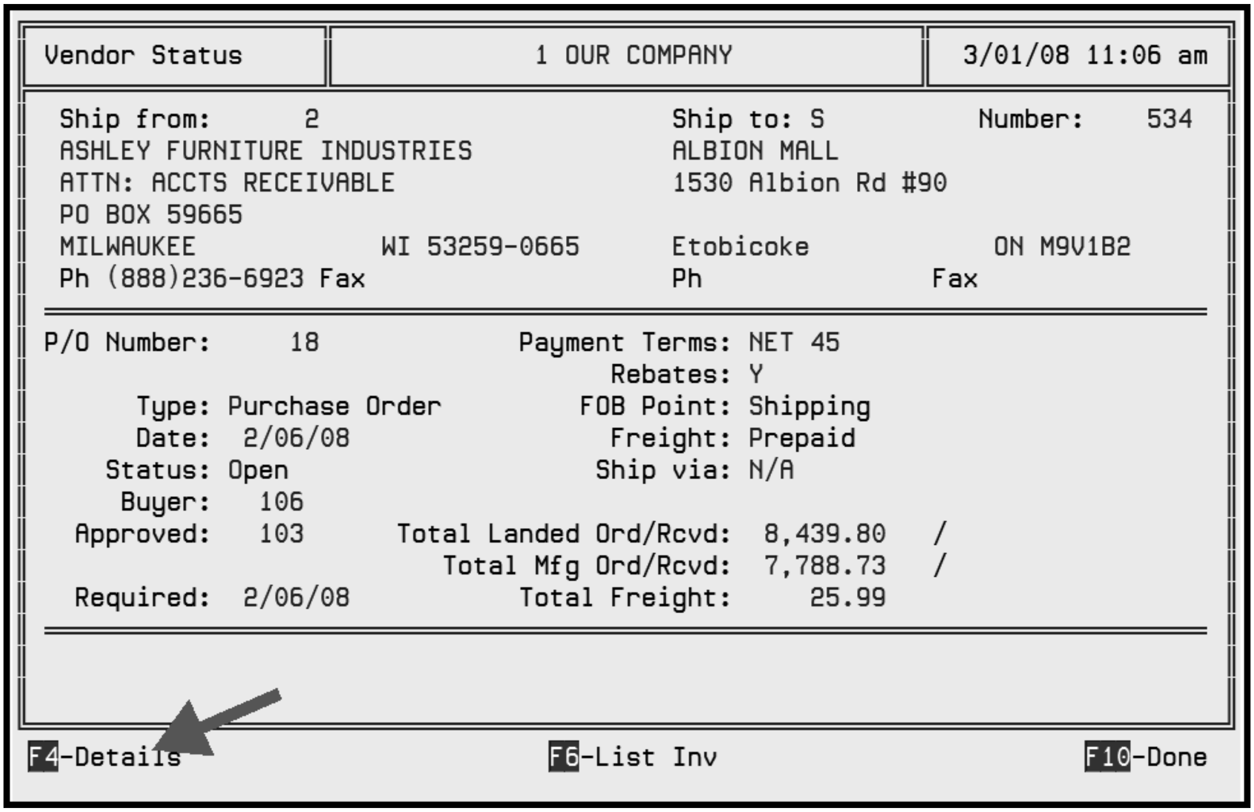
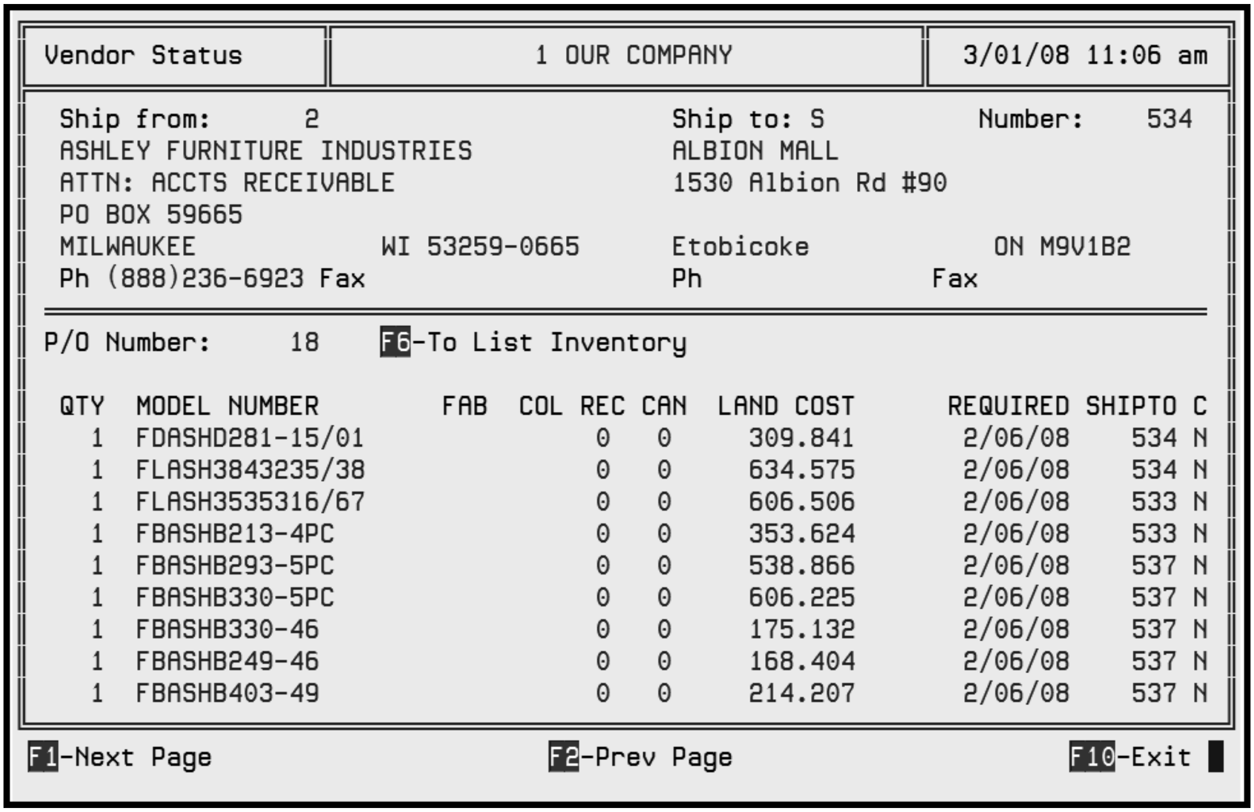


Figure 2.1.19 View PO item details F4

Once you have selected a purchase order you can then view the item detail of the purchase order by pressing **F4.** If the items on order span more than one page you can **F1** to page forward and **F2** to page back.



```
Vendor Status            1 OUR COMPANY                       3/01/08 11:06 am

Ship from:      2                       Ship to: S          Number:    534
ASHLEY FURNITURE INDUSTRIES             ALBION MALL
ATTN: ACCTS RECEIVABLE                  1530 Albion Rd #90
PO BOX 59665
MILWAUKEE          WI 53259-0665        Etobicoke              ON M9V1B2
Ph (888)236-6923 Fax                    Ph                 Fax

P/O Number:     18    F6-To List Inventory

QTY  MODEL NUMBER        FAB  COL REC CAN  LAND COST      REQUIRED SHIPTO C
  1  FDASHD281-15/01              0   0      309.841       2/06/08    534 N
  1  FLASH3843235/38              0   0      634.575       2/06/08    534 N
  1  FLASH3535316/67              0   0      606.506       2/06/08    533 N
  1  FBASHB213-4PC                0   0      353.624       2/06/08    533 N
  1  FBASHB293-5PC                0   0      538.866       2/06/08    537 N
  1  FBASHB330-5PC                0   0      606.225       2/06/08    537 N
  1  FBASHB330-46                 0   0      175.132       2/06/08    537 N
  1  FBASHB249-46                 0   0      168.404       2/06/08    537 N
  1  FBASHB403-49                 0   0      214.207       2/06/08    537 N

F1-Next Page                      F2-Prev Page                    F10-Exit
```

Figure 2.1.20 View PO Details, use F6 to list inventory

You may return to the previous page by pressing **F8**. Press **F8** again to get to the vendor display screen.

Or you may press F6 for this screen or the first screen of showing a Purchase order to view the actual serial numbers received on this purchase order. At 'Starting Model Number' enter in the model number you would like to start with or press enter to list all. When finished looking up any desired information, press the F8 key until you are back to the main screen or F8 one more time to get to the AP menu.

List Vendor Invoices (APLST)

You may view on the screen all invoices for a vendor.

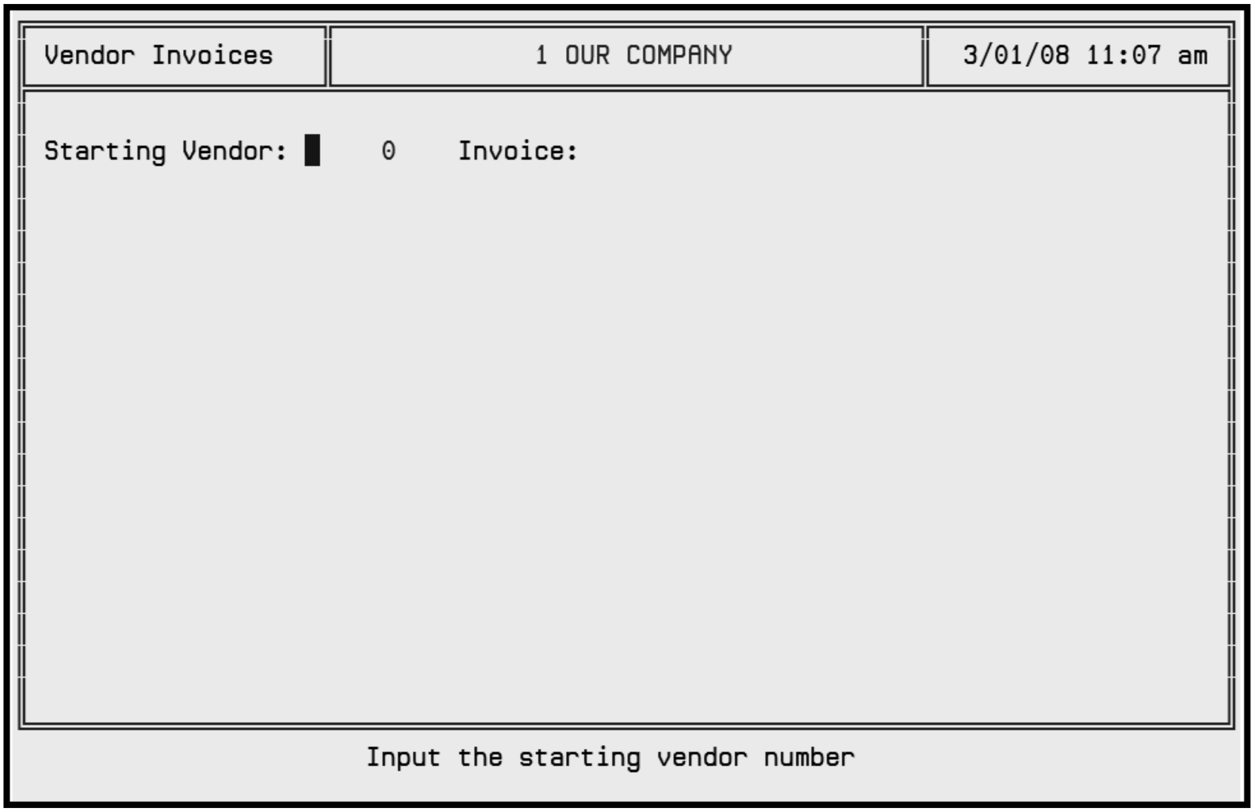


Figure 2.1.21 List Vendor Invoices (APLST)

When selecting invoices to be listed, you may specify a beginning vendor and invoice number (the lookup window is not available in this module so you will need to know the vendor number). Leaving both of these fields blank will result in the listing to start at the beginning of the data file.

Vendor Invoices	1 OUR COMPANY	3/25/08 7:54 pm

VENDOR	NAME	INVOICE	DATE	AMOUNT	P/O	S
2	ASHLEY FURNITURE INDUSTRIES	12345	2/10/08	95.00	29155	O
2	ASHLEY FURNITURE INDUSTRIES	12346	2/15/08	100.00	29155	H
2	ASHLEY FURNITURE INDUSTRIES	237838	2/07/08	3231.72	29403	O
2	ASHLEY FURNITURE INDUSTRIES	311911	2/14/08	1677.04	29403	O
2	ASHLEY FURNITURE INDUSTRIES	324456	2/15/08	3231.72	29404	O
2	ASHLEY FURNITURE INDUSTRIES	327332	2/15/08	4524.16	29403	O
2	ASHLEY FURNITURE INDUSTRIES	327374	2/15/08	4524.16	29403	O
2	ASHLEY FURNITURE INDUSTRIES	407330	2/22/08	2850.80	29403	O
2	ASHLEY FURNITURE INDUSTRIES	48136	2/13/08	247.49-		O
2	ASHLEY FURNITURE INDUSTRIES	800793	10/12/07	173.03	28352	O
2	ASHLEY FURNITURE INDUSTRIES	839660	1/09/08	139.85	29249	O
2	ASHLEY FURNITURE INDUSTRIES	842057	1/10/08	139.85	29249	O
2	ASHLEY FURNITURE INDUSTRIES	854310	1/11/08	1425.54	29364	O
2	ASHLEY FURNITURE INDUSTRIES	854329	1/11/08	1900.72	29364	O
2	ASHLEY FURNITURE INDUSTRIES	864503	1/11/08	1900.72	29364	O
2	ASHLEY FURNITURE INDUSTRIES	864505	1/11/08	254.72	29155	O
2	ASHLEY FURNITURE INDUSTRIES	864517	1/11/08	1900.72	29364	O

F1-Next Page F2-Prev Page F10-Exit

Figure 2.1.22 Vendor Invoice List

You may scroll through the invoices by using **F1** to page forward and **F2** to page back.

The information displayed includes the vendor number and name, invoice number, date, and amount, purchase order number and invoice status.

Show a Vendor Invoice (APSHO)

You may view a particular vendor invoice on screen using the show option. When using the show module, you have no editing features at all.

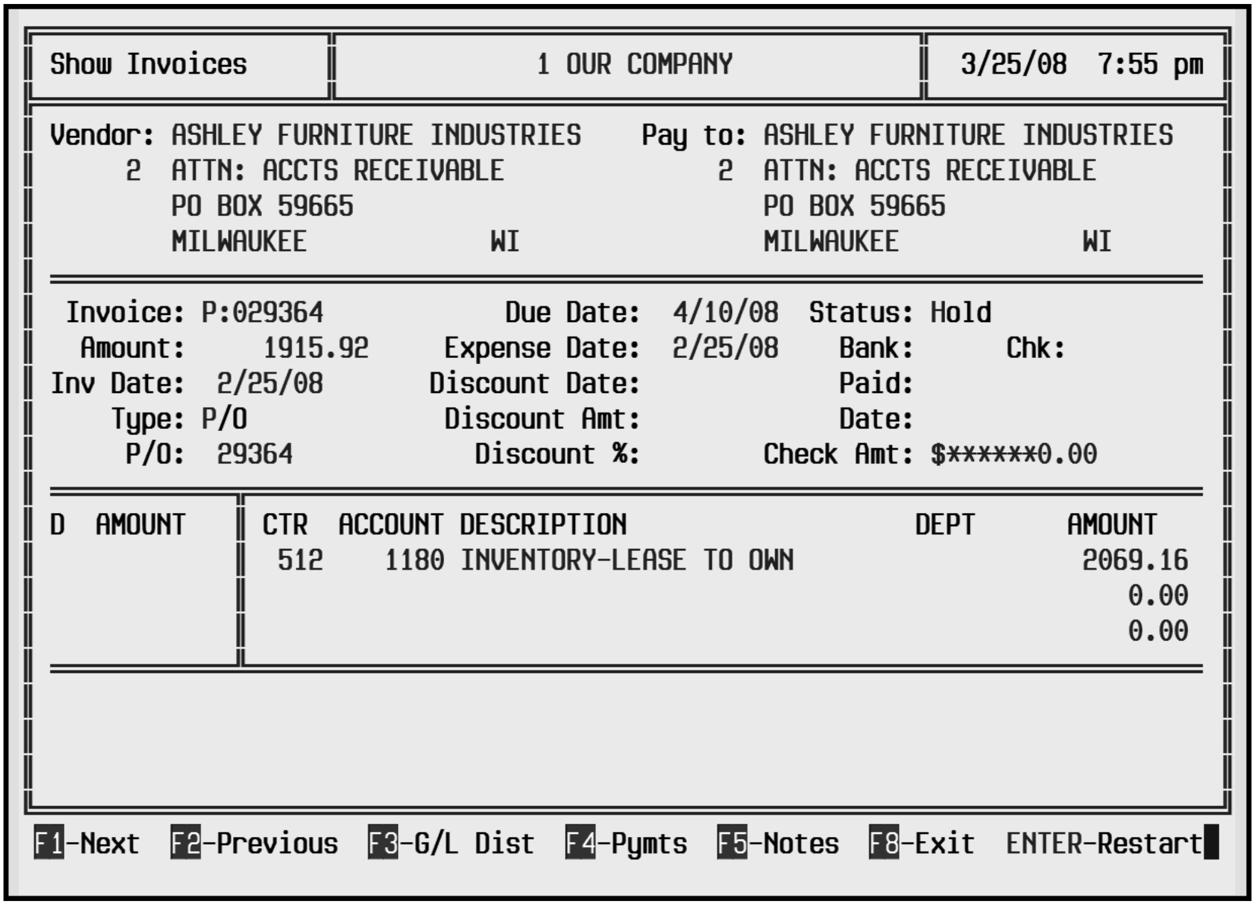


Figure 2.1.23 Show a Vendor Invoice (APSHO)

The vendor number may be entered or selected from a lookup window. You may also select the invoice from a window displaying all of the vendor's invoices. Once the invoice is selected, all information is displayed.

While an invoice is displayed, several options are available to display related information. You may scroll through the vendor invoices by using **F1** to go to next invoice or **F2** to go to the previous vendor invoice. When the last invoice on file has been displayed using the **F1**, you will receive a message that there are no more invoices to be displayed.

The G/L distribution for the invoice may be viewed by pressing **F3**.

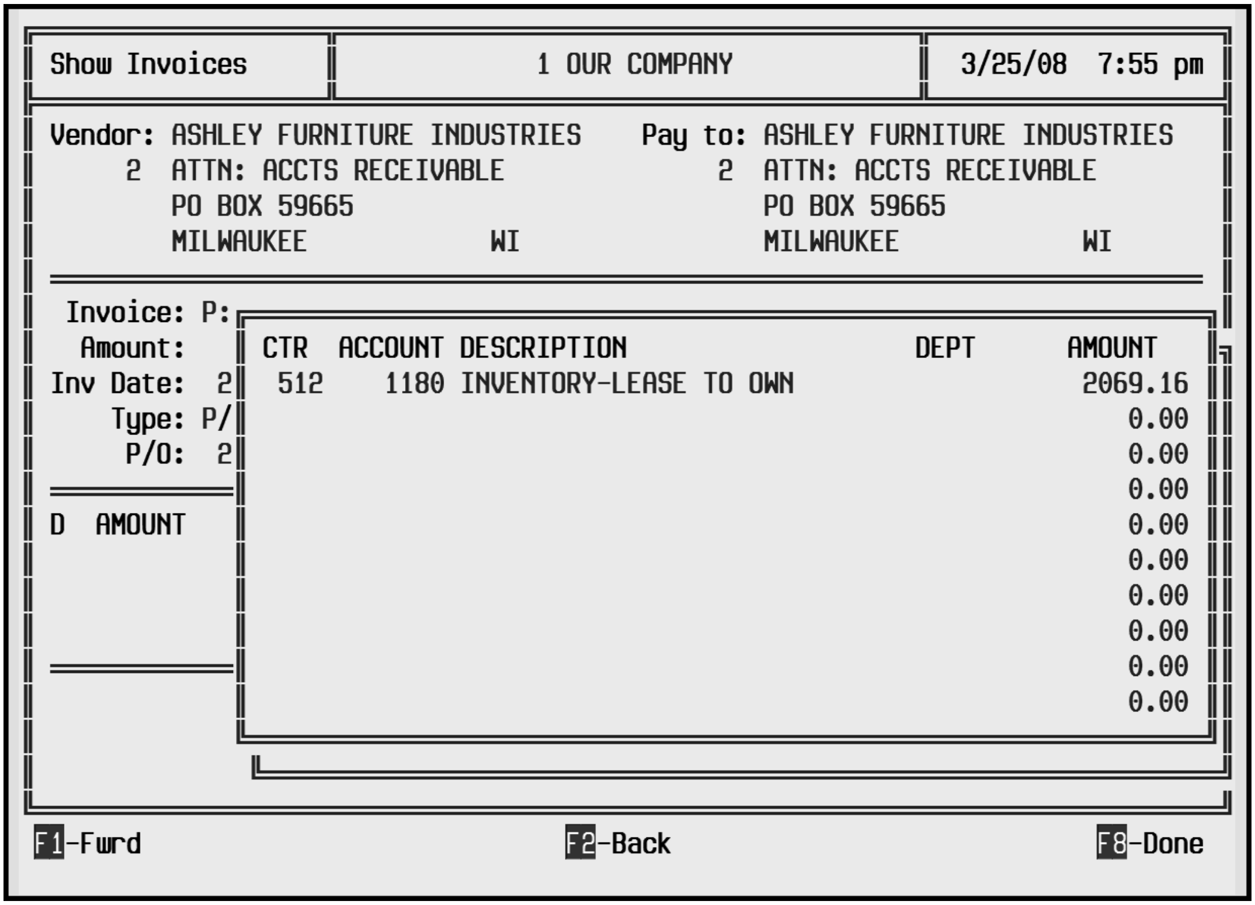


Figure 2.1.24 View G/L Distribution F3

You may scroll through the distributions by using **F1** to page forward and **F2** to page back. You may return to the displayed invoice by pressing **F8**.

The payments associated with the displayed invoice may be viewed by pressing **F4**.

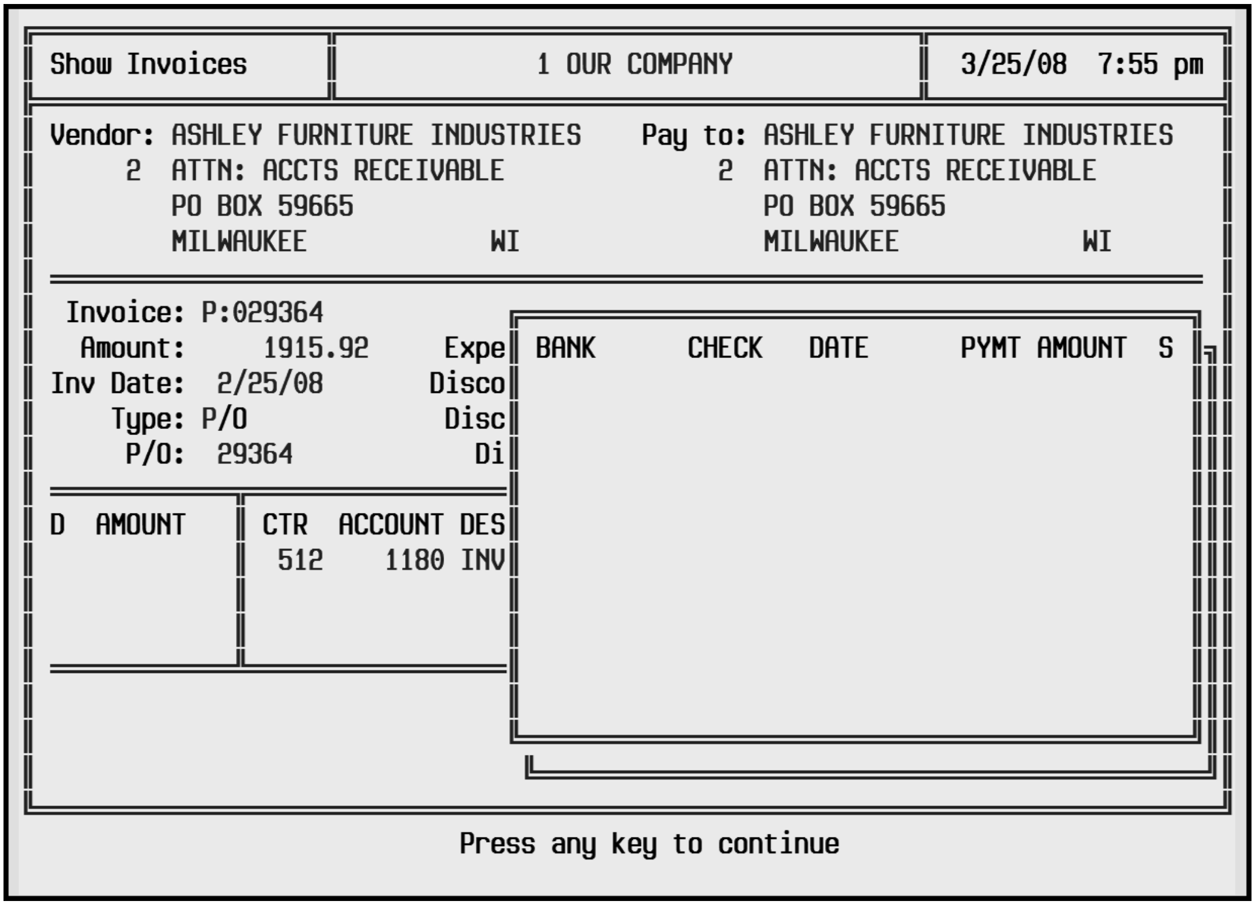


Figure 2.1.25 View Invoice Payments F4

Pressing any key will return you to the displayed invoice.

Each invoice may have notes explaining any important details. These notes may be displayed by using **F5**.

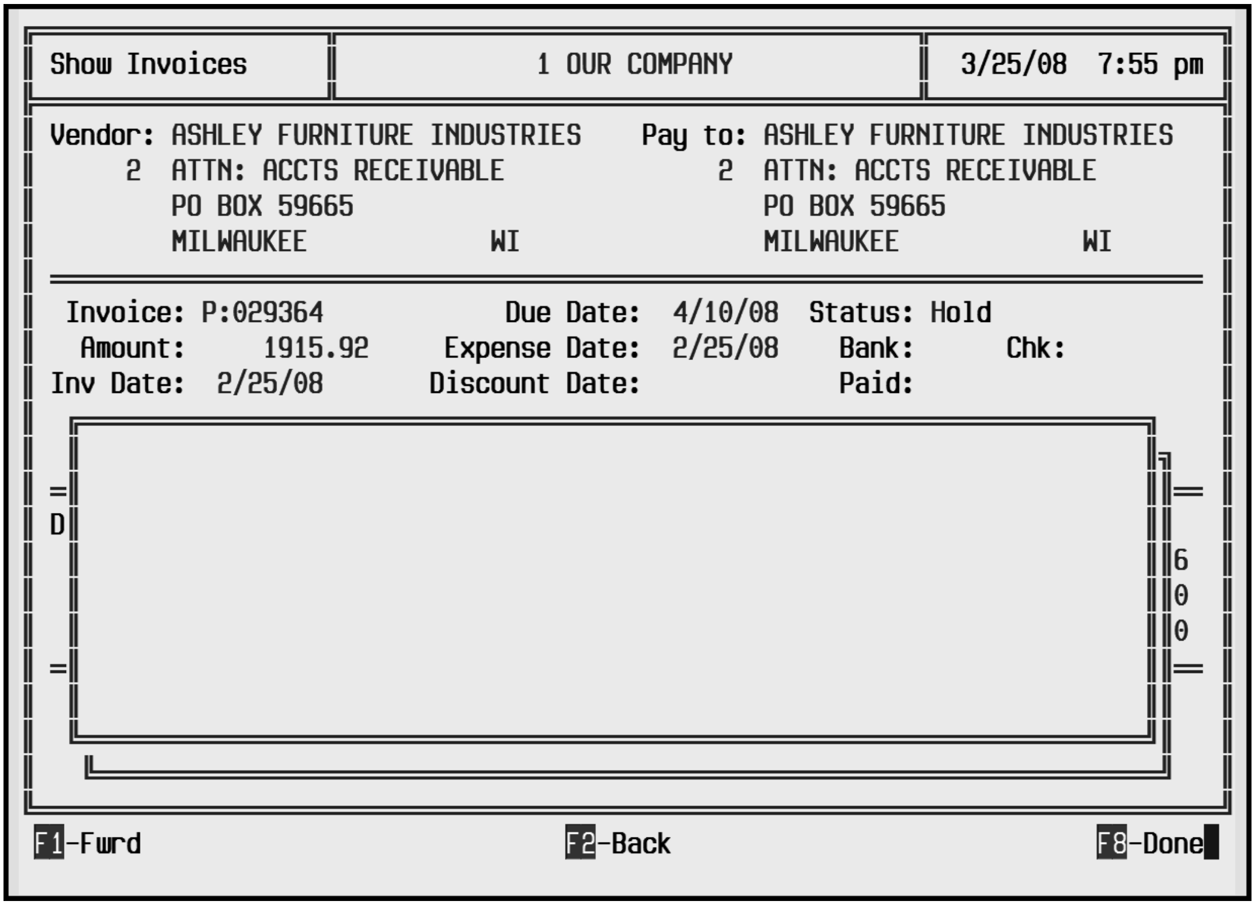


Figure 2.1.26 View Invoice Notes F5

You can scroll through the notes by using the **F1** to page forward and **F2** to page back. You may return to the displayed invoice by pressing **F8**.

You may display the invoices of another vendor by pressing the <ENTER> to restart the selection process. You may return to the menu by pressing **F8**.

2.2 Selecting Invoices for Payment

Vendor invoices may be selected for payment automatically or manually.

Vendor invoices may be selected automatically by specifying a due date when you print the checks. This will tell the system to select all (O)pen invoices with due dates that fall on or before the due date that was entered.

Vendor invoices may be selected manually by two different methods. The first method involves displaying the invoices for a particular vendor. Only the invoices for the specified vendor will appear in the listing. The second method displays all open invoices by due date.

Select Invoices By Vendor (APSEL)

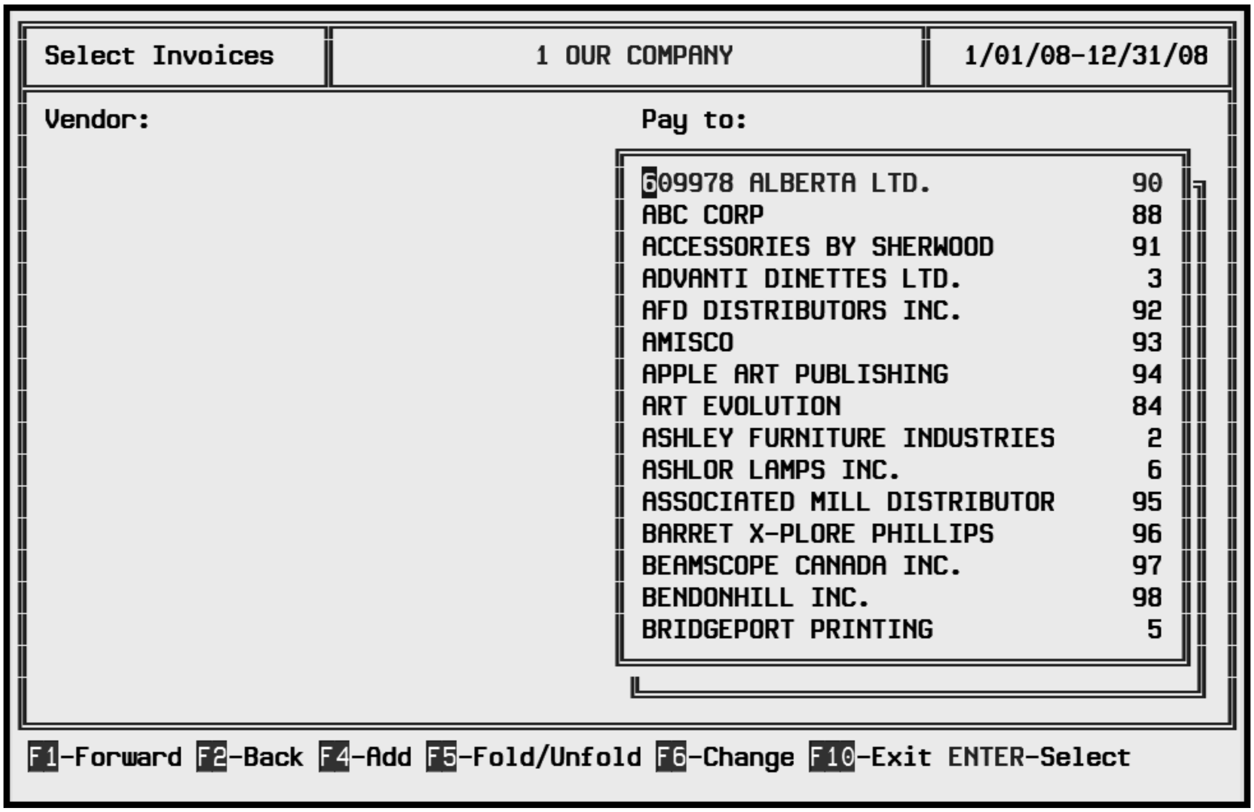


Figure 2.2.1 Select Invoices by Vendor (APSEL)

Vendor

The vendor number may be entered or you may make your selection from a lookup window.

You may scroll through the listing using the **F1** to page forward or **F2** to page back. The vendor is selected by placing the cursor on the name and pressing <ENTER>.

All of the (O)pen invoices will be displayed after you select the vendor. You may scroll through the listing using the **F1** to page forward or **F2** to page back.

Information such as invoice number, status, invoice amount, and due date will be displayed.

To select a specific invoice, enter (Y)es in the first column You can deselect invoices by entering a (N)o in the first column. **Press enter through the amount column, be sure not to clear the amount.**

After you have selected all invoices for this vendor, press **F9** to update your selections and to bring you back to the top to select another vendor or **F8** to return to menu.

Invoices that are selected for payment, using this manual selection process, will be printed the next time you print checks and the due date does not factor into the selection.

Invoices that have a (H)old status are displayed but may not be selected for payment.

Select Invoices by Due Date (APSELDUE)

Selection by due date is very convenient when you have asset amount of money allocated for vendor payment. After the bank account is selected, the invoices are displayed with the oldest due date invoice appearing first.

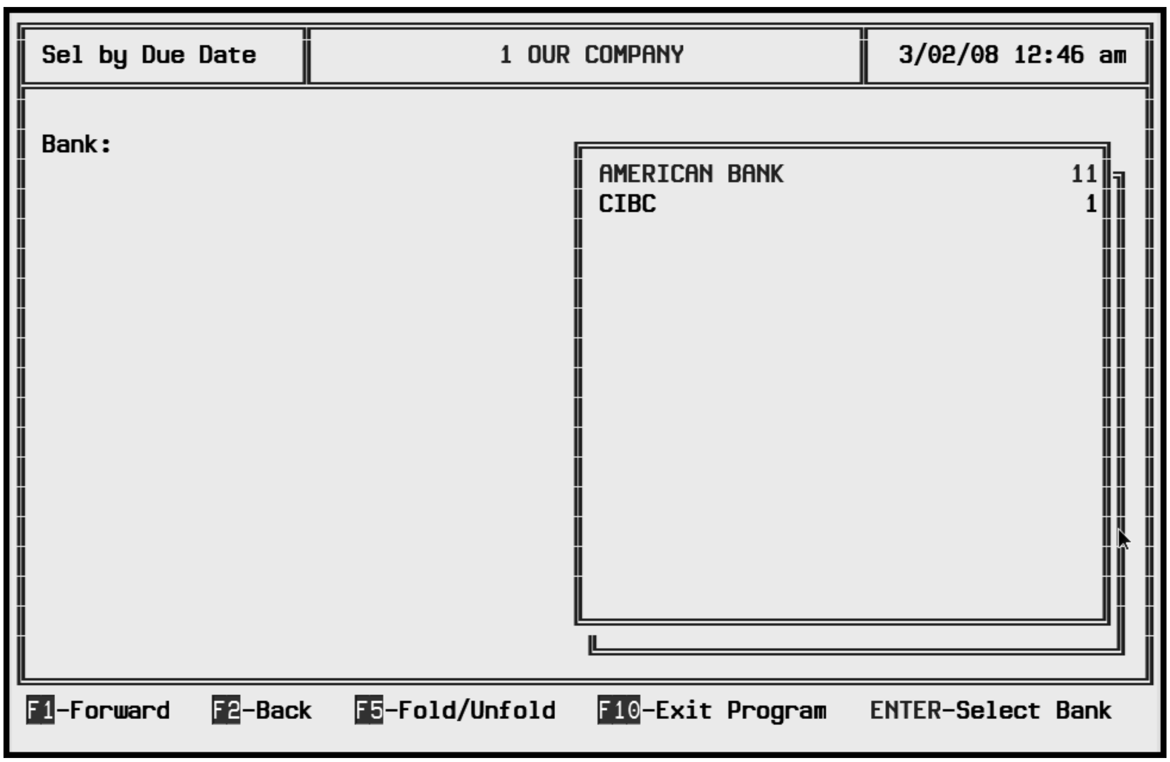


Figure 2.2.2 Select Invoices by Due Date (APSELDUE)

Several options are available from this module. Using the **F1** to page forward and **F2** to page back.

Once you have returned to the screen with invoices listed by due date, you may use **F4** to select invoice for payment.

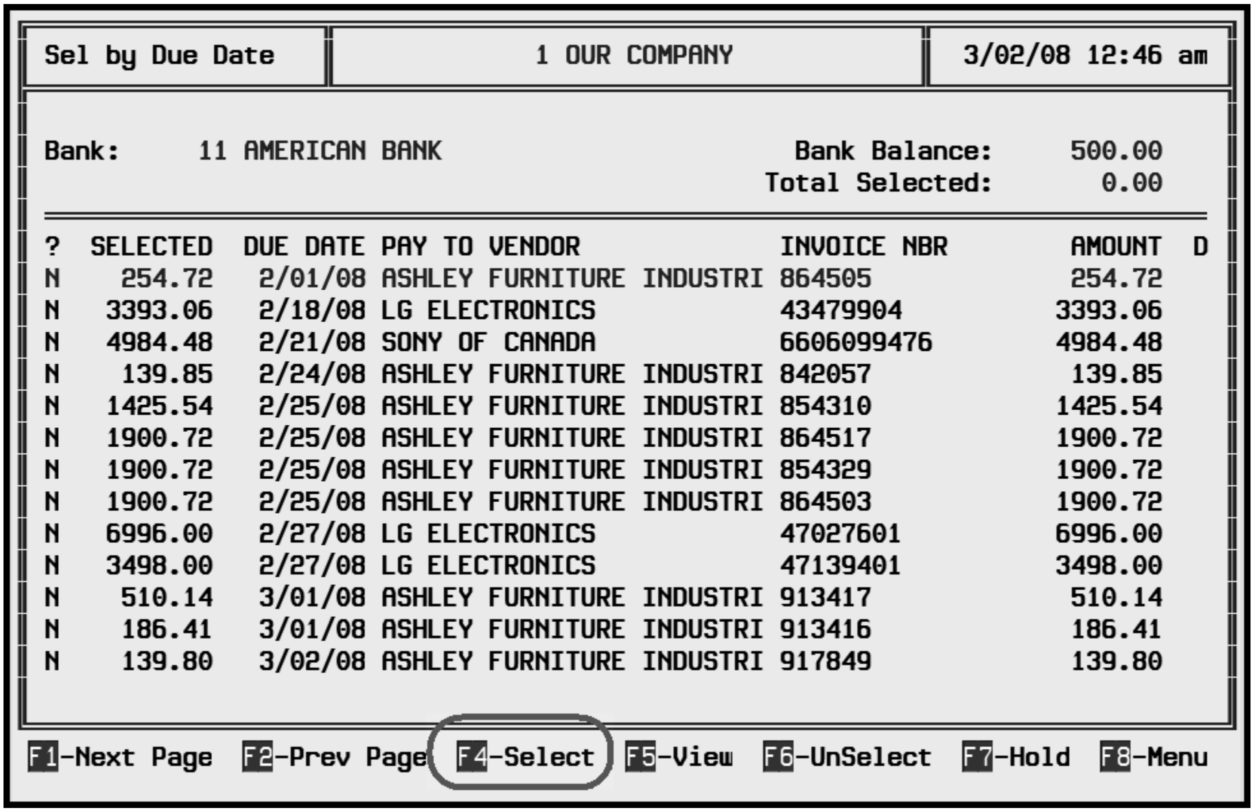


Figure 2.2.3 Select Invoices by Vendor (APSEL) using F4

Several bits of information are provided on this screen. The first is the indicator for payment, next is the amount of the invoice, due date is in the next column which will start with oldest due, pay to vendor name, invoice number, invoice amount and the discount indicator. The 'D' column will automatically have an asterisk if there is a discount available for the invoice.

As the invoices are selected for payment, a running total of the selected invoices is calculated and displayed in the upper right portion of the screen.

To select a specific invoice, you press **F4** and that will put a 'Y' in the first column. You may then type in the amount of the invoice you would like to pay or allow it to default to the full invoice amount by pressing <ENTER>.

If you decide not to print a check for a particular invoice that you already selected, you may press **F6** to unselect.

Invoices that are selected for payment, using this manual selection process, will be printed the next time you print checks and the due date does not factor into the selection.

Invoices that have a (H)old status are displayed but may not be selected for payment.

Since several invoices may be listed per vendor, using the **F5** lets you look at the invoice to insure that it is the correct invoice.

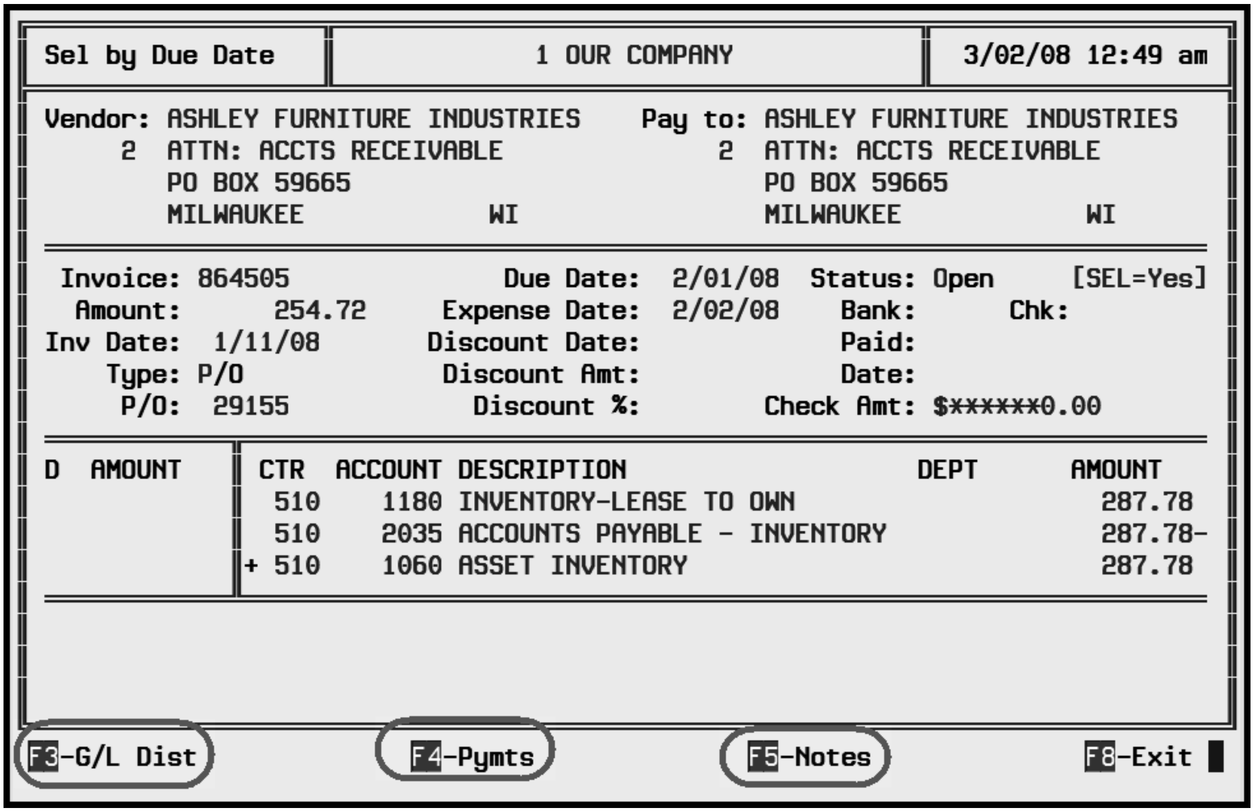


Figure 2.2.4 Select Invoices by Vendor (APSEL) using F3, F4 or F5

Several options are available once invoice detail is selected. G/L distribution may be viewed by pressing **F3**. You may scroll through the distributions using the **F1** to page forward and **F2** to page back. When finished viewing the G/L distribution, press **F8**.

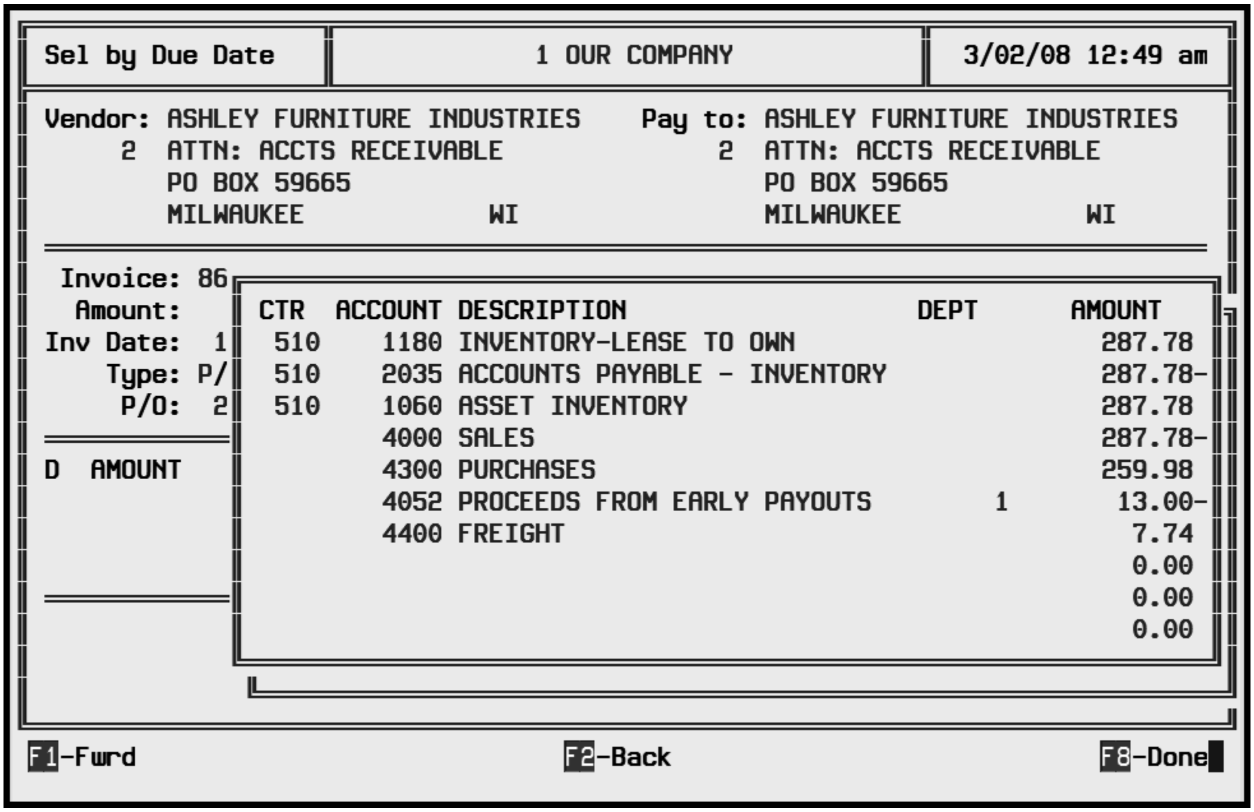


Figure 2.2.5 Select Invoices by Vendor (APSEL) using F4

The payments associated with the displayed invoice may be viewed by pressing **F4**. This will display the bank number, check number, check date, payment amount and check status ((P)aid or (V)oided).

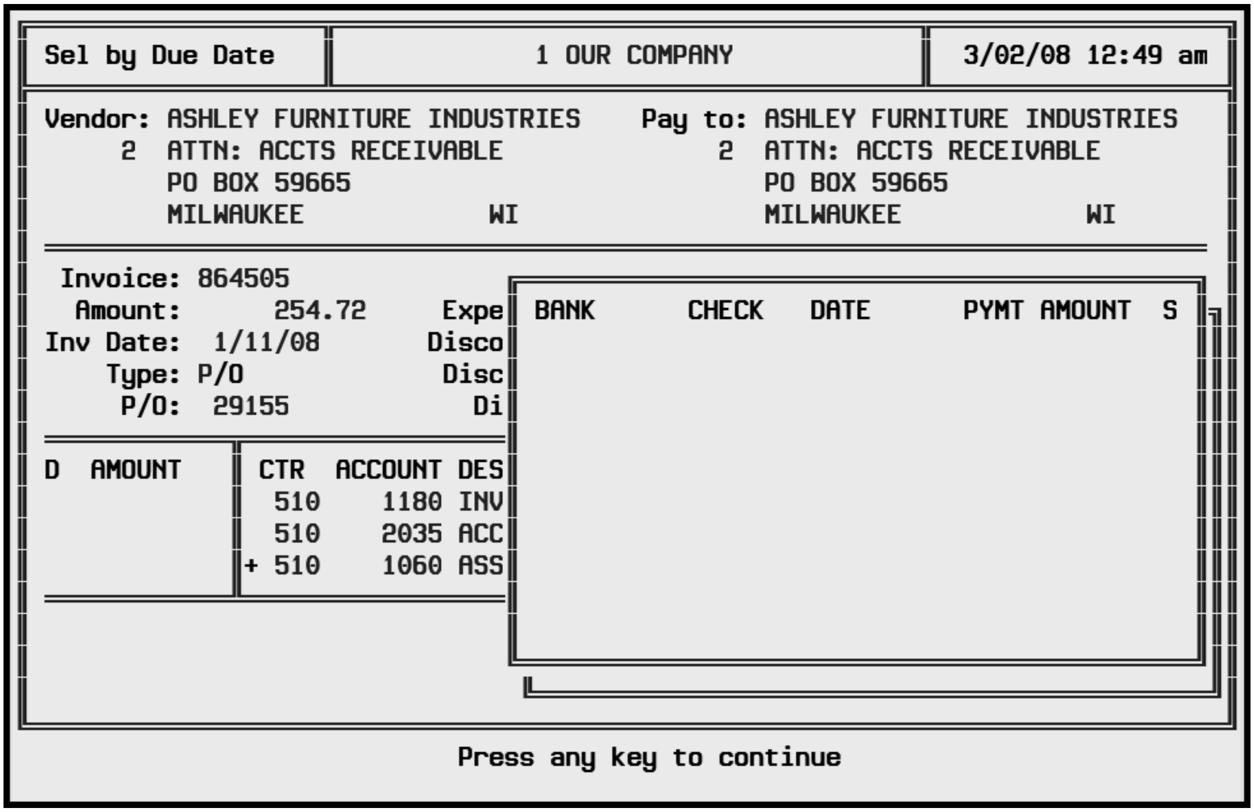
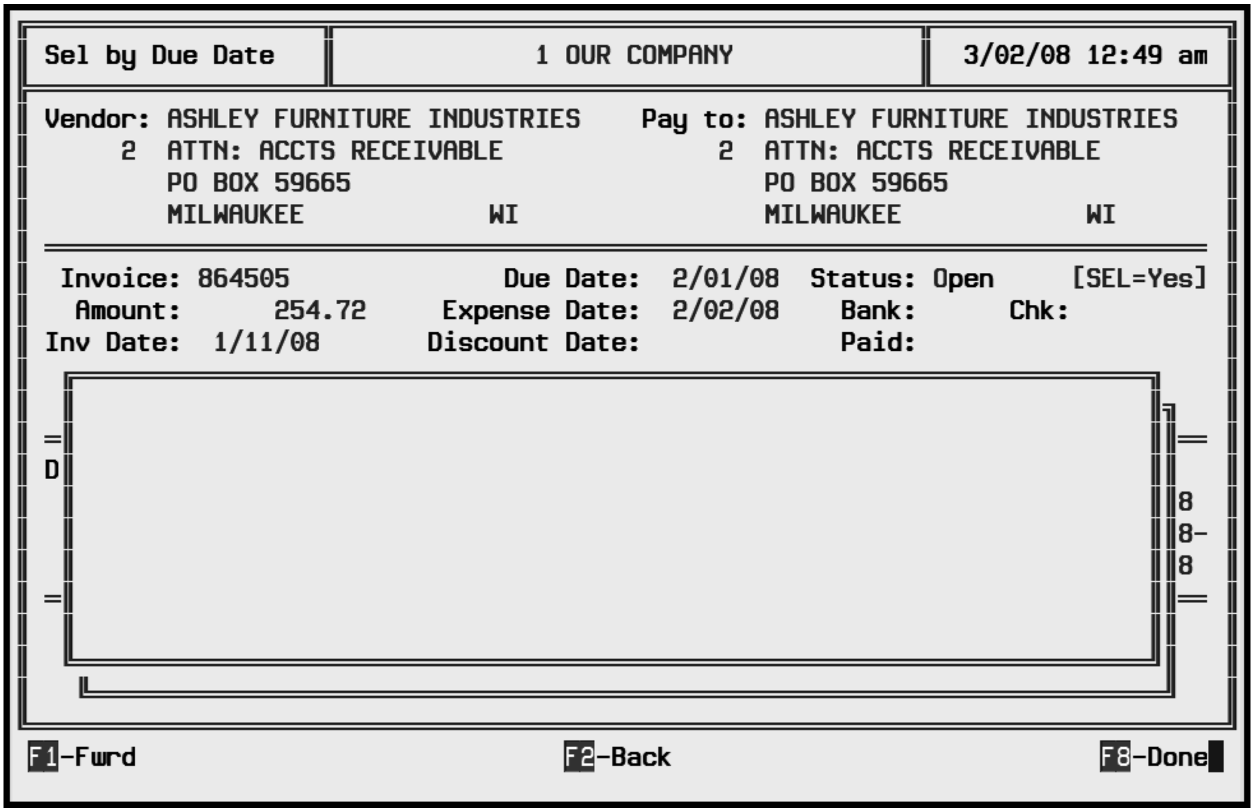


Figure 2.2.6 Viewing Payments associated with an Invoice using F4

Each invoice may have notes explaining any important details attached to it. These notes may be completely revealed by pressing **F5**. If the notes span more than one page, you may scroll through the notes using the **F1** to page forward and **F2** to page back. You may return to the displayed invoice by pressing **F8**.



Sel by Due Date | 1 OUR COMPANY | 3/02/08 12:49 am

Vendor: ASHLEY FURNITURE INDUSTRIES
2 ATTN: ACCTS RECEIVABLE
PO BOX 59665
MILWAUKEE WI

Pay to: ASHLEY FURNITURE INDUSTRIES
2 ATTN: ACCTS RECEIVABLE
PO BOX 59665
MILWAUKEE WI

Invoice: 864505 Due Date: 2/01/08 Status: Open [SEL=Yes]
Amount: 254.72 Expense Date: 2/02/08 Bank: Chk:
Inv Date: 1/11/08 Discount Date: Paid:

F1-Fwrd F2-Back F8-Done

Figure 2.2.7 Viewing Notes on an Invoice using F5

When you have completed making your selections press **F8** to return to menu.

2.3 Printing Checks

You may print checks automatically or manually, no matter which procedure you choose, you will still use the two following modules, Preview Check Report and the actual Print Checks module.

Preview Report (APPREVUE)

The A/P Preview Check Report provides a listing of all invoices that will be processed when the checks are printed. In order for it to work properly you must fill in the same information as you will when you actually print the checks.

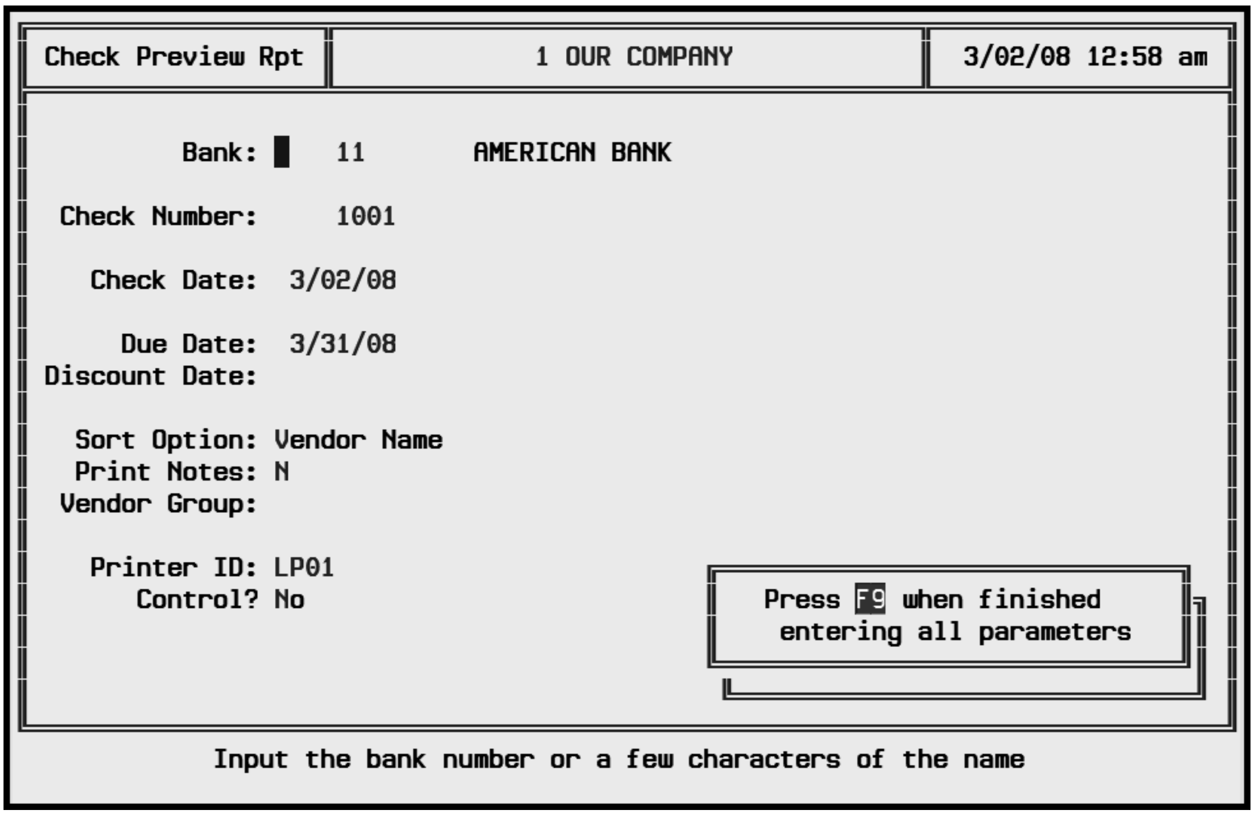


Figure 2.3.1 View all Invoices that will be processed (APPREVUE)

Bank

The bank account number must be entered and must be a valid bank account on file. If the number is not readily available, enter a few characters of the name and a lookup window will be provided from which you may select the appropriate bank account. The bank account selected is the bank account from which the funds will be drawn to write the checks in this check run.

Check Number

Enter in the next check number. This check number will appear on the first check to be actually printed. The check numbers will be generated sequentially as needed and will appear on the check itself. You must ensure that the check number generated matches the check number pre-printed on the checks. Once you have ran a check run using these programs the system will automatically put the next check number in this field. You will need to override the next check number if you pulled any checks out for manual in between system check runs. You are not allowed to reuse check numbers on the same bank. If the range of numbers you are printing includes a duplicate, you will be notified with a message that a duplicate entry exists.

Check Date
Enter the check date you want to appear on the check. This will be the date that goes to General Ledger for the bank and A/P trade account reduction.

Due Date
The due date field should be used if you want to use the automatic selection by entering the latest due date you want selected for payment. If you have manually selected invoices using the 'Select by Due Date' or 'Select by Vendor' you need to leave the due date field blank.

Discount Date
Not used if using the vendor rebates.

Sort Option
You have two options for the sequence in which the checks will be printed. You may either sort by vendor name or vendor number, whichever is the most convenient for your company.

Print Notes
Enter a Yes to print invoice notes on the check stub or leave as No to omit notes.

Vendor Group
Vendor group is set up within the vendor master file. It was initially designed for companies that had more than one person responsible for check printing. This will then only print checks for vendors that have that vendor group attached to their master file. Another use would be for different types of check runs, for example, you could set up an 'INV' vendor group that would only be attached to inventory vendors, so you could have a check run for strictly payment of inventory. If you have manually selected invoices using the 'Select by Due Date' or 'Select by Vendor' you need to leave the discount date field blank.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the 'N'o default.

Once all parameters are entered, press **F9** to begin the printing process.

The resulting report should match the results if you were to process checks with the same values as supplied.

Date: 3/15/08 A/P Check Preview Report Page: 1

Company: 1 OUR COMPANY

VENDOR NAME	NUMBER	CHECK NUMBER	DATE
ASHLEY FURNITURE INDUSTRIES	2	1	3/15/08

ATTN: ACCTS RECEIVABLE
PO BOX 59665
MILWAUKEE WI 53259-0665

INVOICE	INV DATE	DUE DATE	P/O #	GROSS AMT	DISCOUNT	DEDUCTION	NET PAID
12345	3/02/08	4/16/08	12345	100.00			100.00
123456	3/01/08	4/15/08	123456	100.00			100.00
			Total:	200.00	0.00	0.00	200.00

	GROSS	DISCOUNT	DEDUCTION	NET PAID
Grand Total:	200.00	0.00	0.00	200.00

Figure 2.3.2 AP Check Preview Report Example

Print Checks (APCHECK)

You are asked to specify several parameters when printing checks. These should be filled in exactly as you did when running the Preview Check Report.

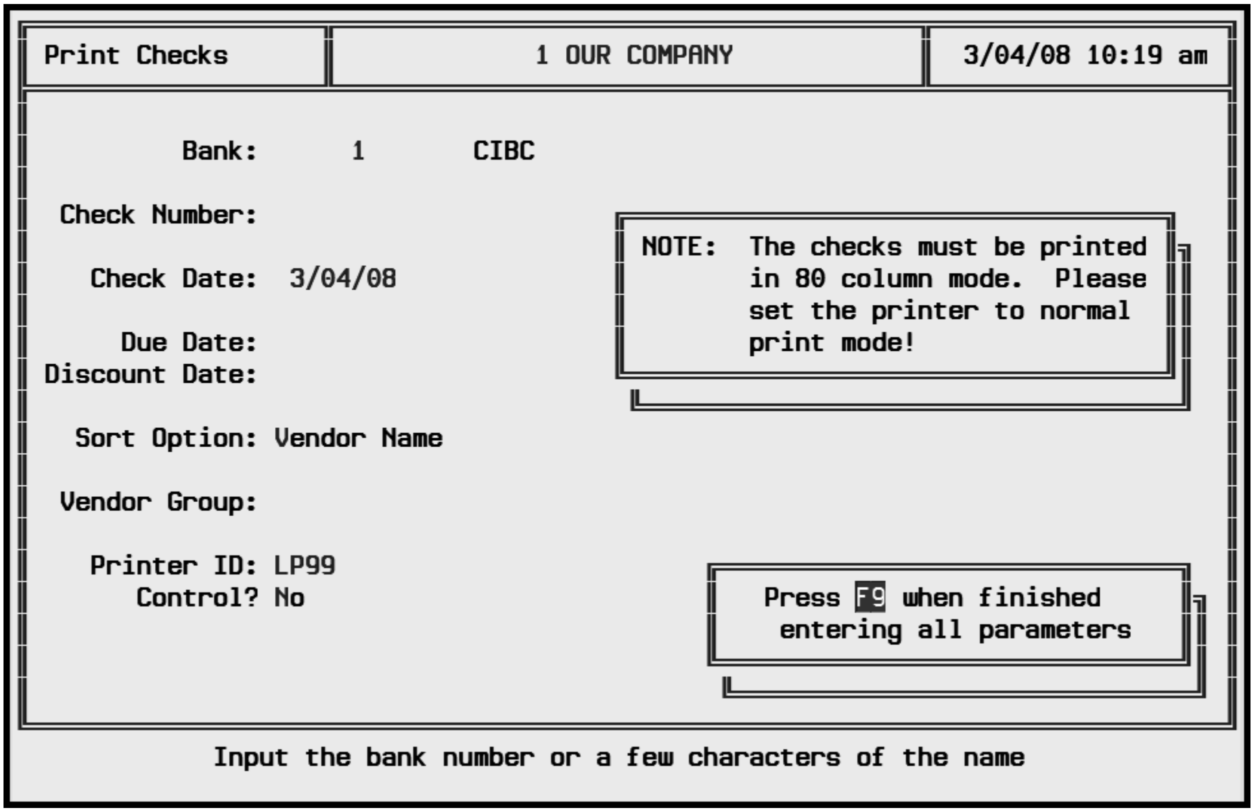


Figure 2.3.3 Filling in parameters to print checks (APCHECK)

Bank
The bank account number must be entered and must be a valid bank account on file. If the number is not readily available, enter a few characters of the name and a lookup window will be provided from which you may select the appropriate bank account. The bank account selected is the bank account from which the funds will be drawn to write the checks in this check run.

Check Number
Enter in the next check number. This check number will appear on the first check to be actually printed. The check numbers will be generated sequentially as needed and will appear on the check itself. You must ensure that the check number generated matches the check number pre-printed on the checks. Once you have ran a check run using these programs the system will automatically put the next check number in this field. You will need to override the next check number if you pulled any checks out for manual in between system check runs. You are not allowed to reuse check numbers on the same bank. If the range of numbers you are printing includes a duplicate, you will be notified with a message that a duplicate entry exists.

Check Date
Enter the check date you want to appear on the check. This will be the date that goes to General Ledger for the bank and A/P trade account reduction.

Due Date
The due date field should be used if you want to use the automatic selection by entering the latest due date you want selected for payment. If you have manually selected invoices using the ‘Select by Due Date’ or ‘Select by Vendor’ you need to leave the due date field blank.

Discount Date
Not used if using vendor rebates.

Sort Option
You have two options for the sequence in which the checks will be printed. You may either sort by vendor name or vendor number, whichever is the most convenient for your company.

Vendor Group
Vendor group is set up within the vendor master file. It was initially designed for companies that had more than one person responsible for check printing. This will then only print checks for vendors that have that vendor group attached to their master file. Another use would be for different types of check runs, for example, you could set up an 'INV' vendor group that would only be attached to inventory vendors, so you could have a check run for strictly payment of inventory. If you have manually selected invoices using the 'Select by Due Date' or 'Select by Vendor' you need to leave the discount date field blank.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the 'N'o default.

Once all parameters are entered, press **F9** to begin the printing process.

You are then given an opportunity to print a dummy check in order to test the alignment. Please note that you are going to void a check if you test the alignment. The voided check will be entered in the check register to provide a full audit of the checks that were processed. Testing the printer alignment is a beneficial process if you are unsure of the proper setting for the checks on the printer. The system doesn't print the dummy check until you say 'N' to the print test check question. So if you feel more comfortable with two dummy checks, enter 'Y' two times to the test question and then 'N', press <ENTER>. This will print two dummy checks before beginning the actual check run. Over the course of time you will become more comfortable with loading the checks and not need to print the alignment check. A message will display on the bottom line of the screen letting you know that the checks are being processed. ****The display to print a test check doesn't go away until you press 'N', and the test checks do not print until you press 'N', so if you press Y do not expect it to print the test check, continuing to press the Y will just be that many test prints.**

If you are printing AP checks using a Brother Printer:

Manual Feed Tray – order checks "Face Up" in sequential order (place checks in the manual feed tray face up, top check feeds first, checks in normal order.

Bottom Tray – order checks "Face Down" in reverse sequence (put checks in the tray face down and the numbers in reverse order.

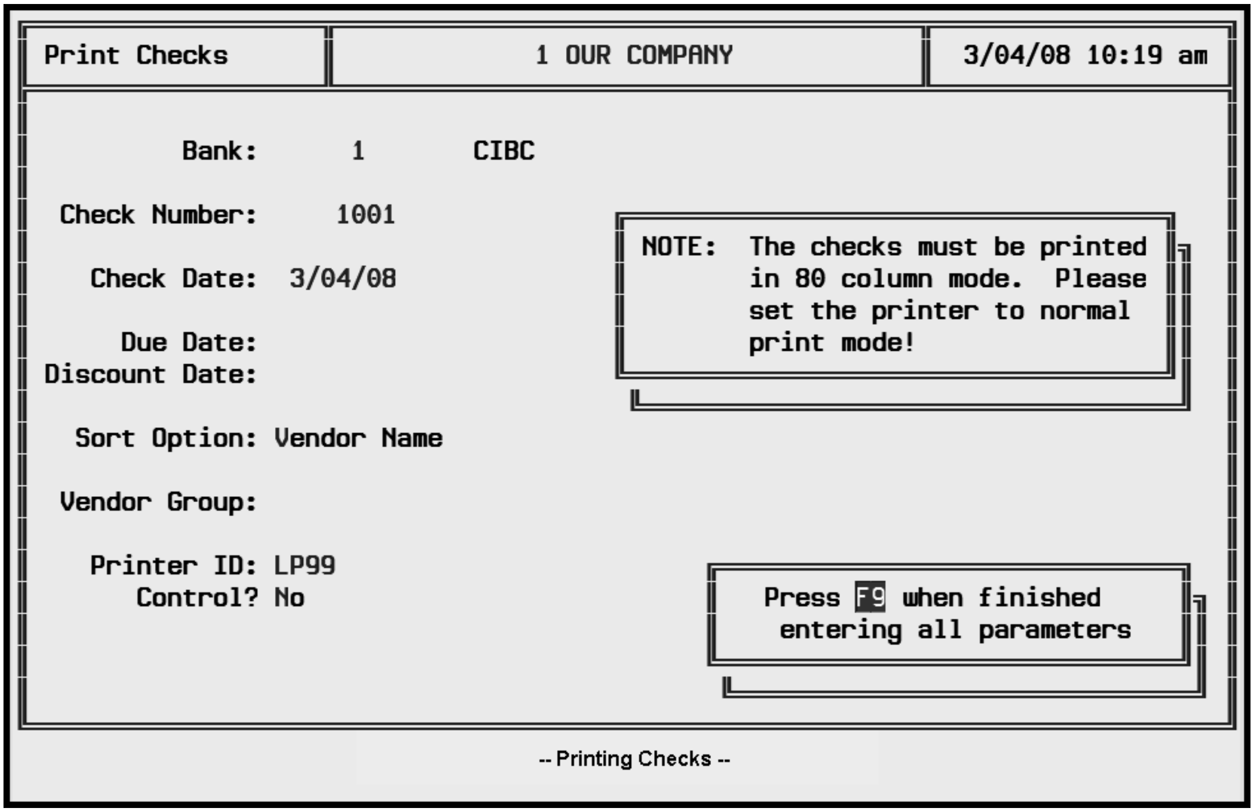


Figure 2.3.4 ***Printing Checks (APCHECK)***

If something goes wrong during the course of printing checks (e. g. the paper jams), you have the option of voiding any bad checks. When all of the checks are printed, you will be asked if everything went alright.

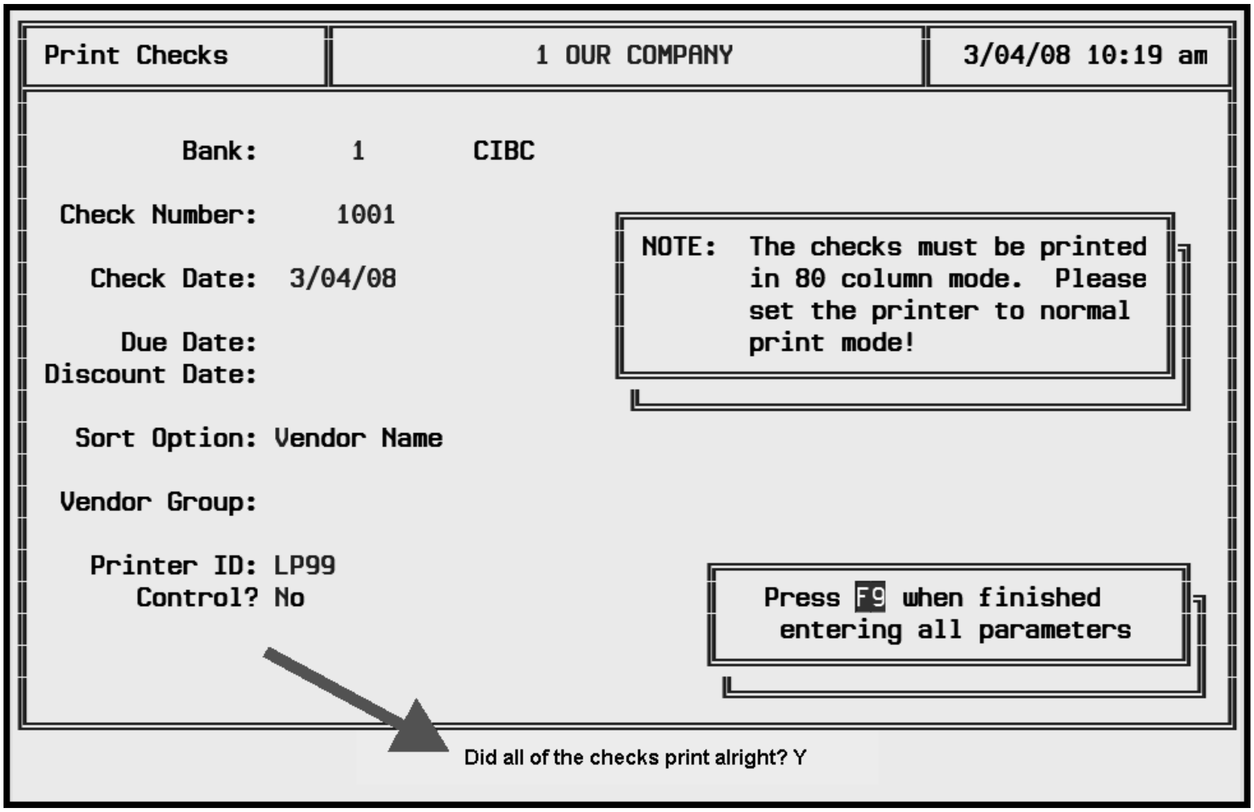


Figure 2.3.5 Confirm all checks printed correctly

If all of the checks printed fine, you should enter a (Y)es. If all checks printed correctly, and one or more of the checks required a supplemental list of invoices that did not fit on the check itself, you will be asked if you are ready to print that list. You will want to remove checks from the printer and feed regular paper back into printer, before saying yes to print supplemental list.

If all of the checks did not print correctly, you should enter a (N). You will then be given the opportunity to void any misprinted checks. You will automatically be brought to a void check screen.

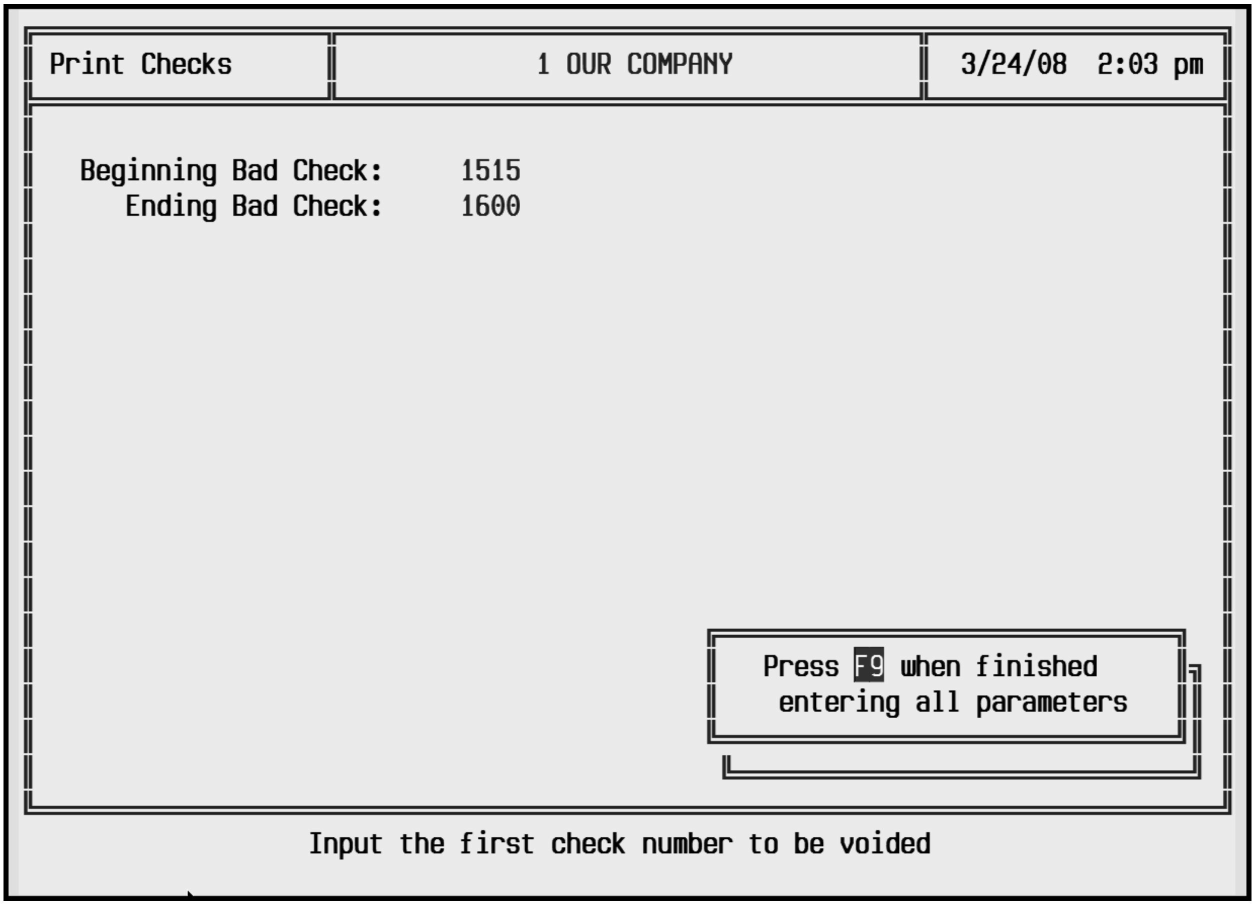


Figure 2.3.6 Checks did not print correctly, Input checks to void range

By specifying beginning and ending check numbers, you will void an entire block of checks. It will only allow you to void check numbers that were assigned to this check run. Once you have entered in the check numbers to be voided, press **F9**. It will void the checks and then take you back to the menu. The invoices that were on the voided checks will be reinstated to an (O)pen status and remain selected for payment for the next check run. Sometimes it might be necessary to void several blocks of bad checks. In this instance, pick the largest block during the regular check process and then manually void the rest using the 'Void Check' module.

List Checks (APCHKLST)

You may list all check numbers that have been used by the system.

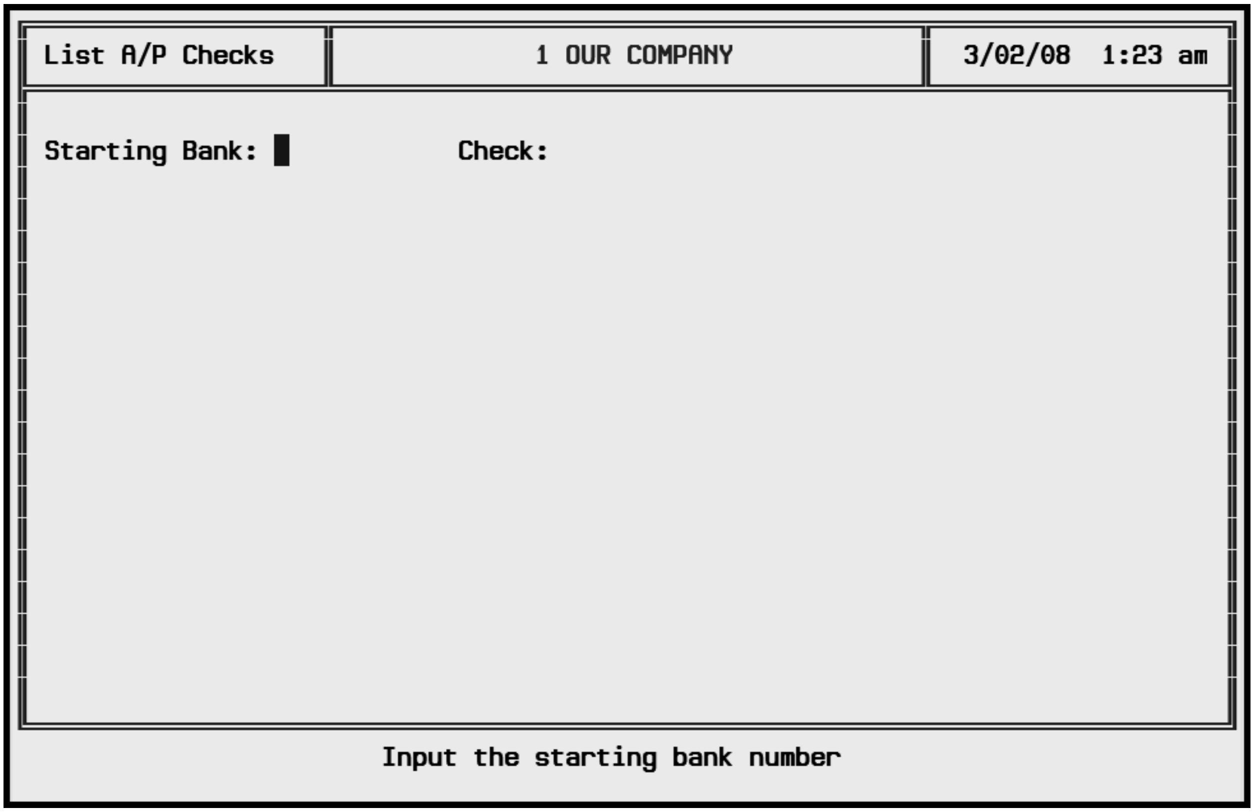


Figure 2.3.7 List check numbers used by system (APCHKLST)

Starting Bank
Enter the bank number you would like to list, or leave blank to start from the beginning of the file.

Check
Enter the check number you would like to start viewing, or leave blank to start from the beginning of the file.

You may page forward using **F1** and **F2** to page back.

The listing shows the bank number, check number, vendor number, vendor name, check date, check amount, check status (P)aid or (V)oided, and date cleared if using the bank reconciliation.

2.4 Voiding/Undoing AP Checks

Void Checks (APVOID)

There are two types of checks that can be voided, checks assigned to vendors and then voided, or checks that were never assigned or zero checks. The same module is used for handling both types.

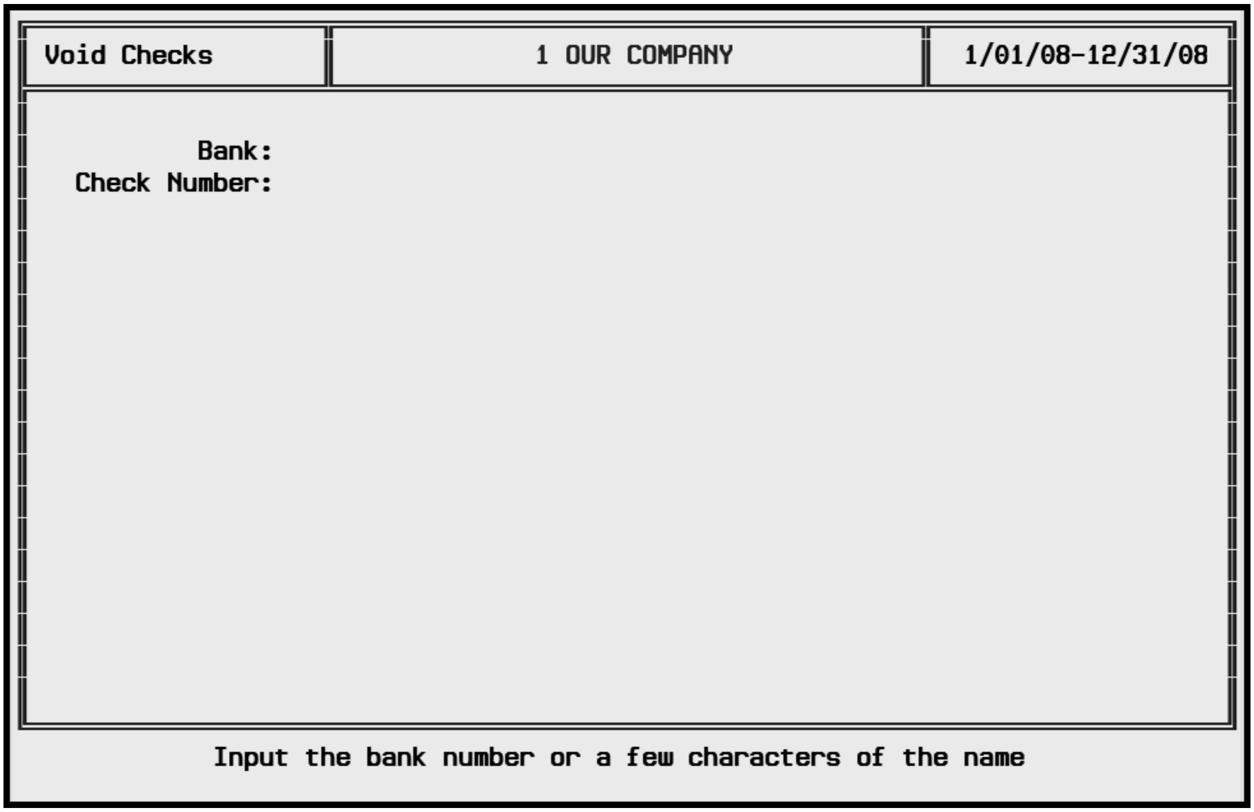


Figure 2.4.1 Inputting bank number (APVOID)

Bank
Enter the bank number or select the bank from a lookup window.

Check Number
Enter the check number to be voided.

If the check number that you input is not currently on file to a vendor, it is assumed that you would like to void a check that has not been issued already. These checks are referred to as zero amount checks, since they have no dollar amount associated with them. Although you do not have to enter these checks, it is suggested that you do since the check register will contain a sequential list of all checks. This will make auditing much easier.

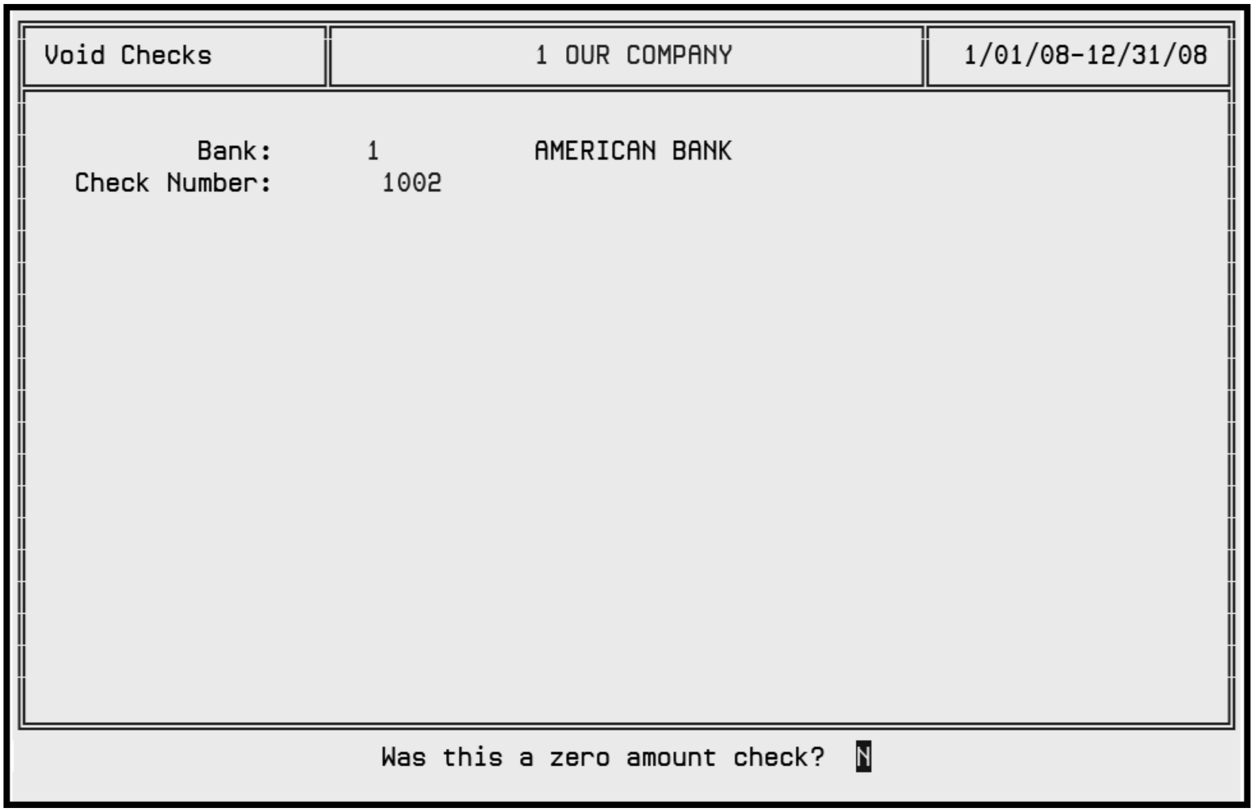


Figure 2.4.2 Confirm if this was a zero amount check

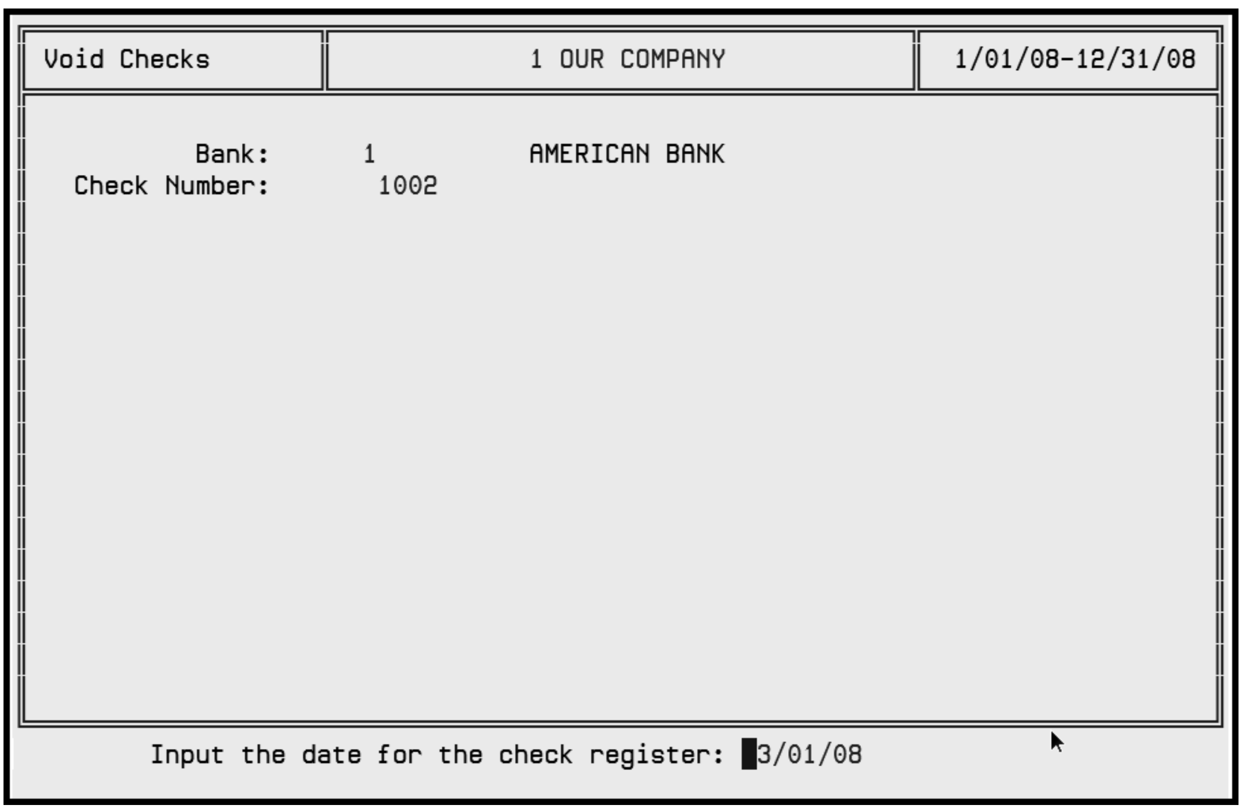


Figure 2.4.3 Inputting date for check register

You will be prompted for the date that will be entered in the check register as the void date for the check.

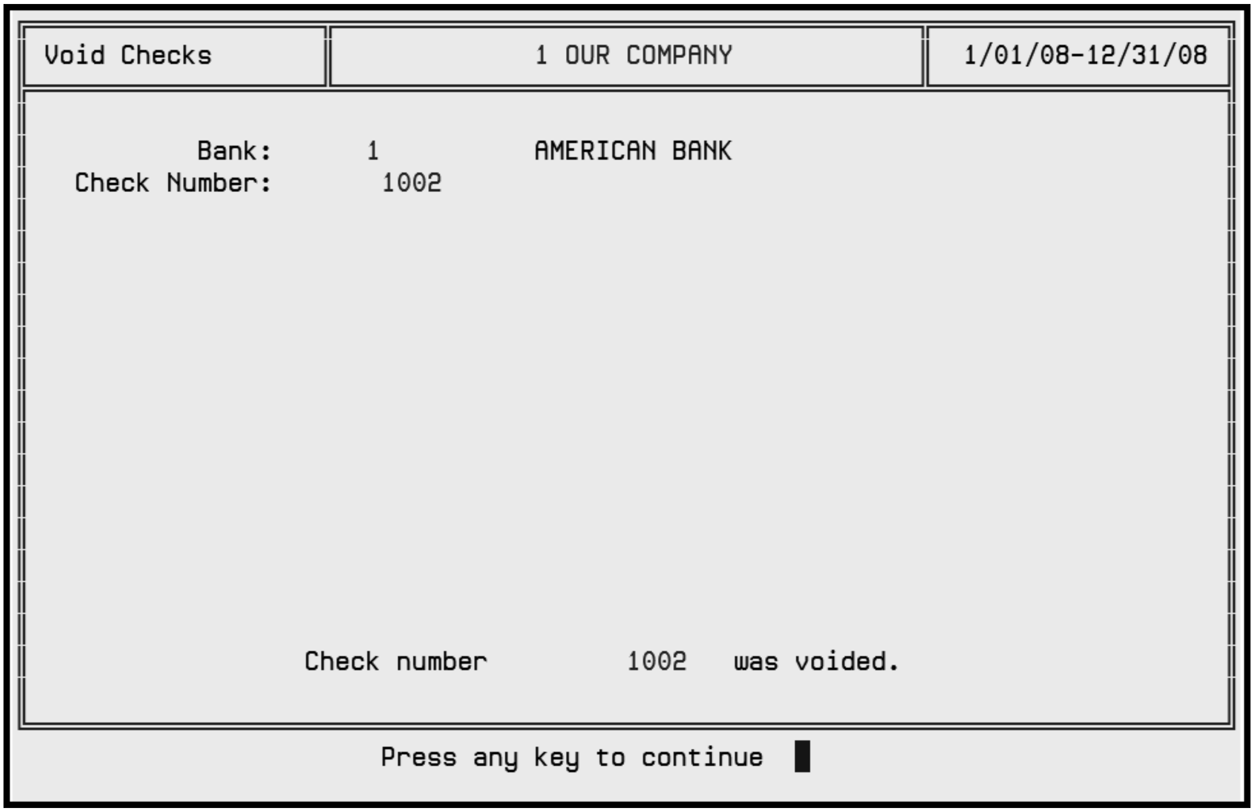


Figure 2.4.4 Voided Check has been accepted message

If the check is a zero amount check and you respond with a (Y)es, a message will be displayed letting you know that the voided check has been accepted. A (N)o will not void the check and will let you enter a new bank number and check number to be voided.

Checks that have been printed or entered manually follow a slightly different procedure. In order to void a check with a dollar amount associated with it, you must answer a few additional questions.

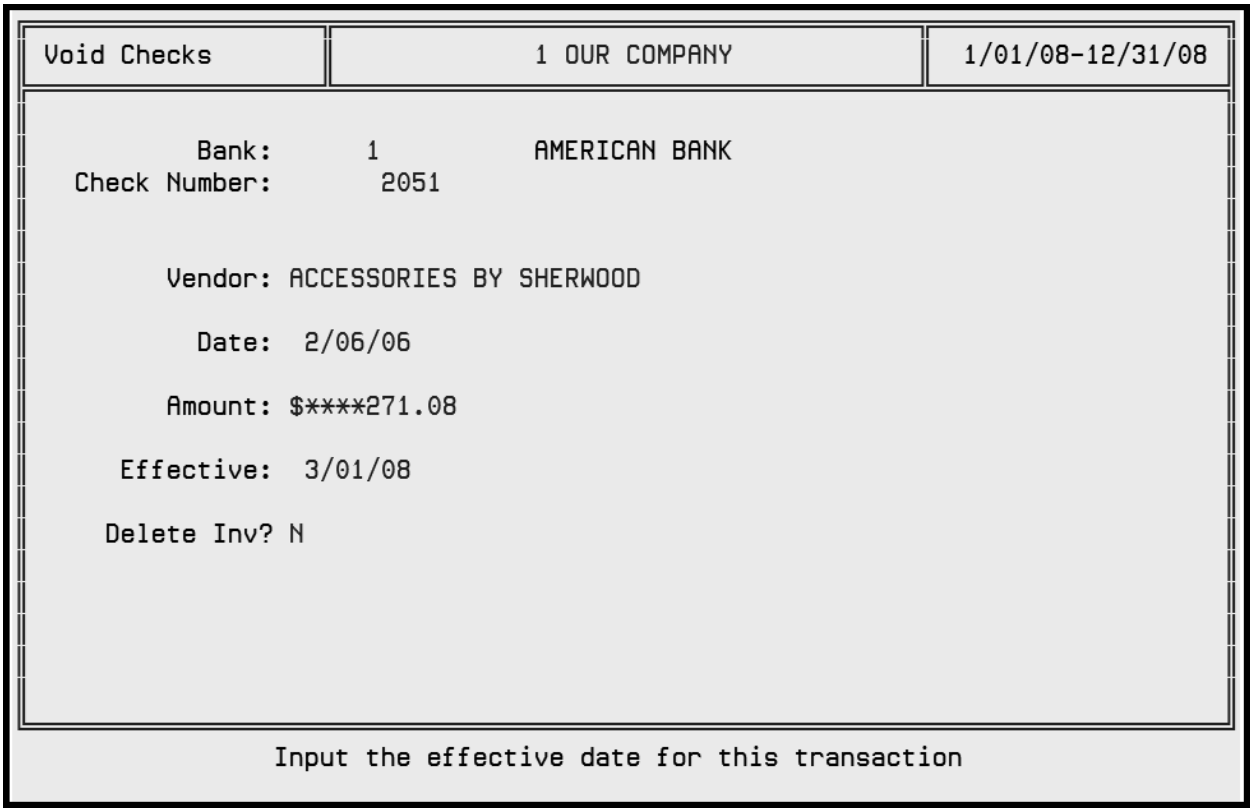


Figure 2.4.5 Voiding a check with a dollar amount

Enter the bank number and check number, but this will then display the vendor name, the check date, and the amount of the check to be voided. You should enter (Y)es if this is the correct check to be voided. You should enter (N)o if it is not the correct check to be voided, you will then be taken back to the top to reenter a new bank and check number.

You must make one final decision when voiding the check. You will either want to delete the vendor invoice or return it to an (O)pen status so it can be paid again on another check. If you opt to keep the invoice as an (O)pen status, it will be marked for payment on the next check run unless you go into one of the select for payment modules and unselect. The A/P system will then create an entry on the date of the voided check, at the time of interfacing to the G/L, of debiting the checking account and crediting the A/P trade account in the amount of the voided check.

If you choose to delete the invoice, the A/P system will automatically create an entry on the date of the voided check, to reverse out the G/L distributions that were entered on the invoices deleted and credit the bank account.

Undoing Checks (APUNDO)

This module was designed for checks that were assigned to vendors and invoices in error, the check was never printed on but the system thinks that it was issued. For example, if checks weren't put in the printer for the check run and you ran the checks on plain paper, you can undo instead of void so you could use the same check numbers.

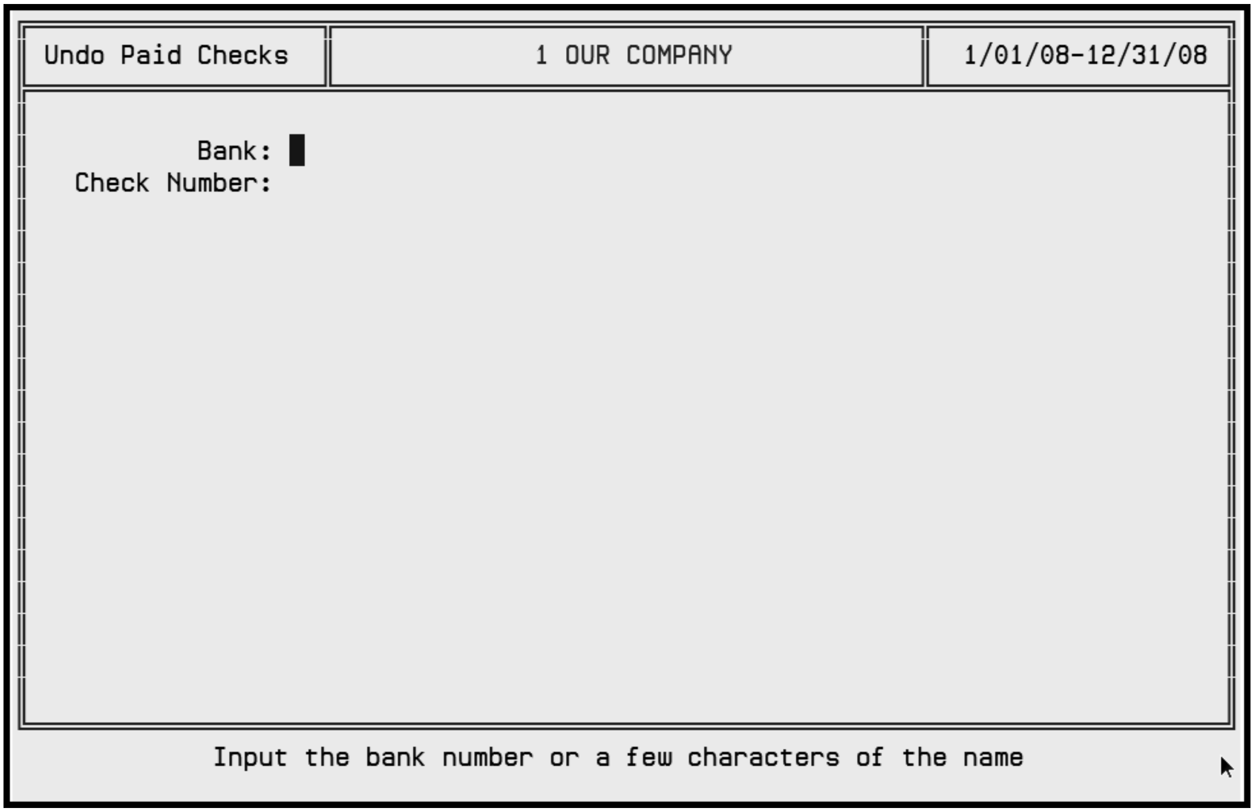


Figure 2.4.6 Inputting bank number (APUNDO)

It works very similar to that of the void check module only this allows the check number to be used again.

Bank
Enter the bank number or select the bank from a lookup window.

Check Number
Enter the check number to be undone.

The system will then display the vendor name, the check date, and the amount of the check to be undone. You should enter (Y)es if this is the correct check to be undone. You should enter (N)o if it is not the correct check to be undone, you will then be taken back to the top to reenter a new bank and check number.

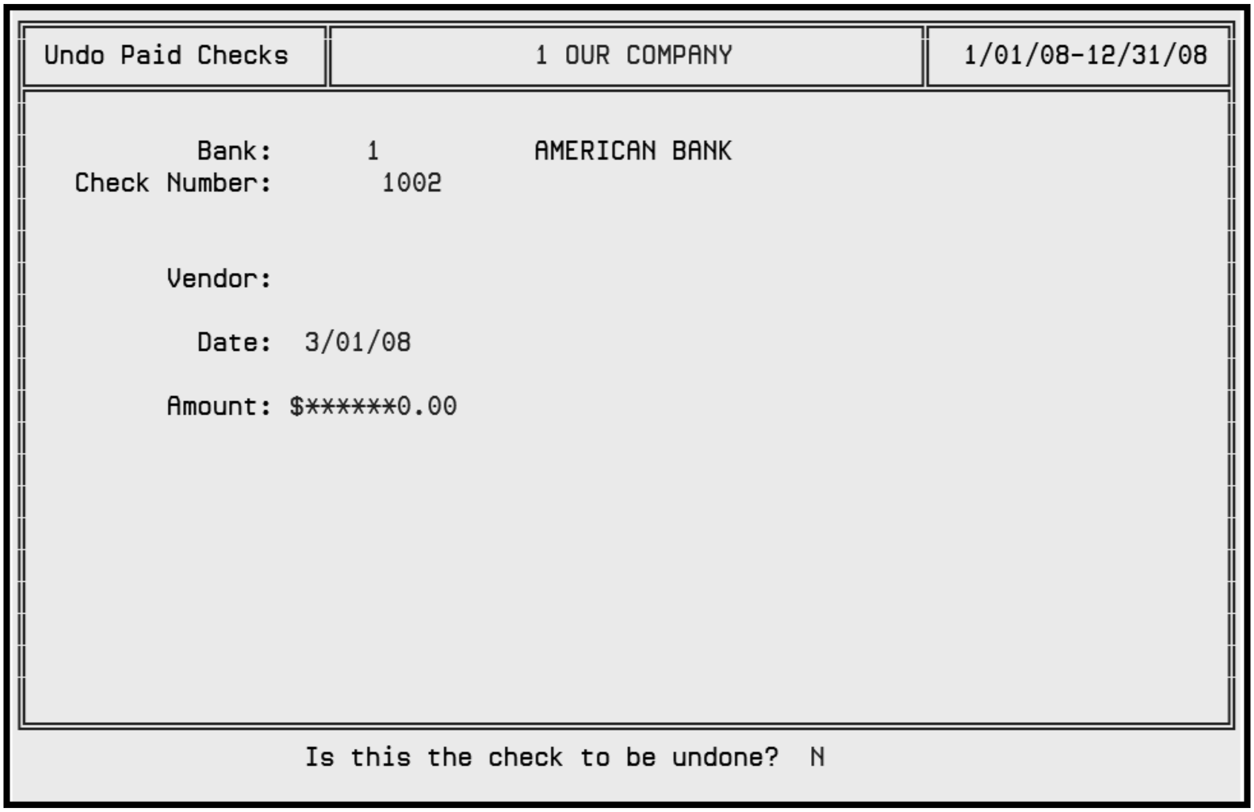


Figure 2.4.7 Confirm this is correct check to be undone

Once you have told the system to undo the check it will reopen the invoice and put it back in selection for payment on the next check run. Press **F8** when finished to return to menu.

2.5 General Ledger Interface (APGLRPT)

The Accounts payable G/L Analysis Report serves as the interface with the General Ledger module. It can optionally update the General Ledger module with the periodic journal entries that result from routine Accounts Payable processing.

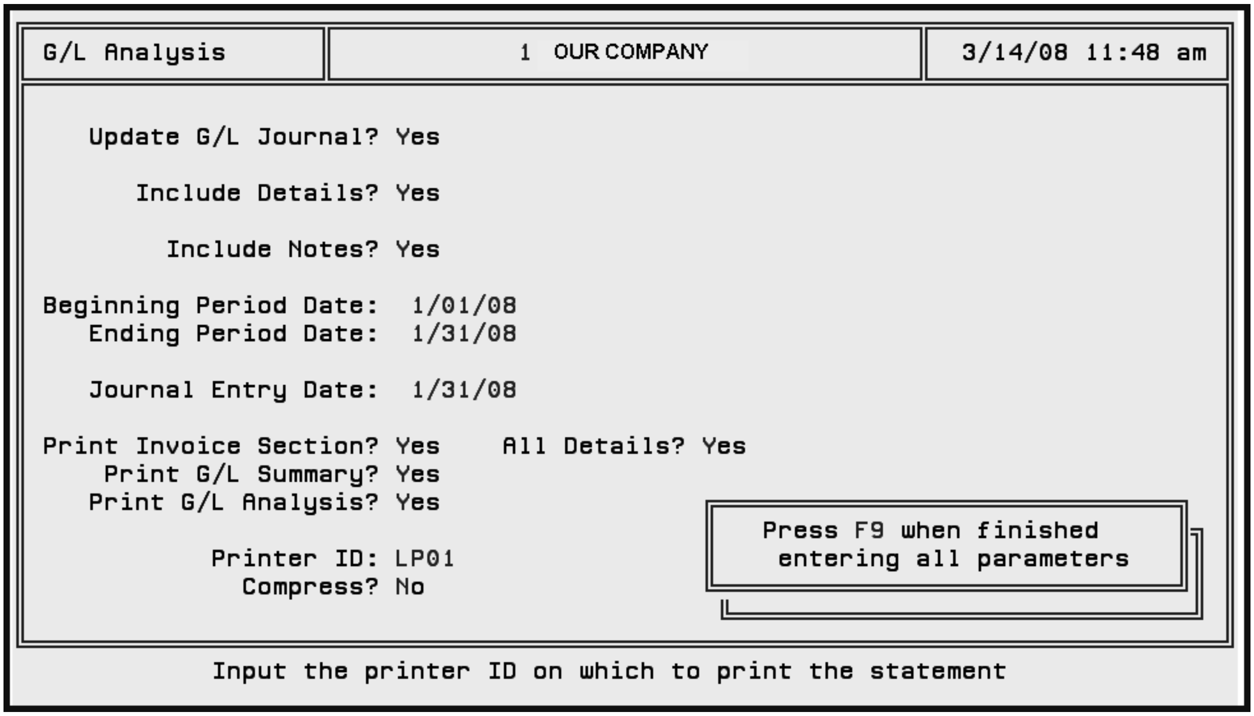


Figure 2.5.1 G/L Analysis input (APGLRPT)

Update G/L Journal

In addition to printing the G/L analysis Report, you can choose to automatically generate the journal entries for the period's transactions by entering (Y)es to update the G/L journal. If you select the (N)o option, you will receive a report of activity with all of the information that you need to manually post the journal entries yourself or just to review.

Include Details

The journal entries that you create can be either at the summary or detail level. Detail level G/L transactions are very good if you would like to analyze the changes to a certain account over the course of time. The journal entries will include the detail for each individual vendor invoice that was posted during the period selected. You will be able to easily locate the vendor invoices that were paid by each journal entry, since the transaction detail will include this information. On the other had, summary level transactions are generated from the account total information, thereby minimizing the number of entries created.

Include Notes

Enter (Y)es to include any notes attached to the invoices when posting to General Ledger.

Beginning Period Date/Ending Period Date

Enter the beginning and ending dates for which you would like to report and or post. They default to the dates for the current operating period that appeared in the upper right corner of the screen during transaction entry. **If you answered (Y)es to 'Update G/L Journal', make sure you go into (DATES) and change the 'Everywhere Else Dates' to the next operating month as soon as the report has completed.** If you try to update the G/L again, the system will give you the following message as soon as you type in the 'Beginning Period Date'.

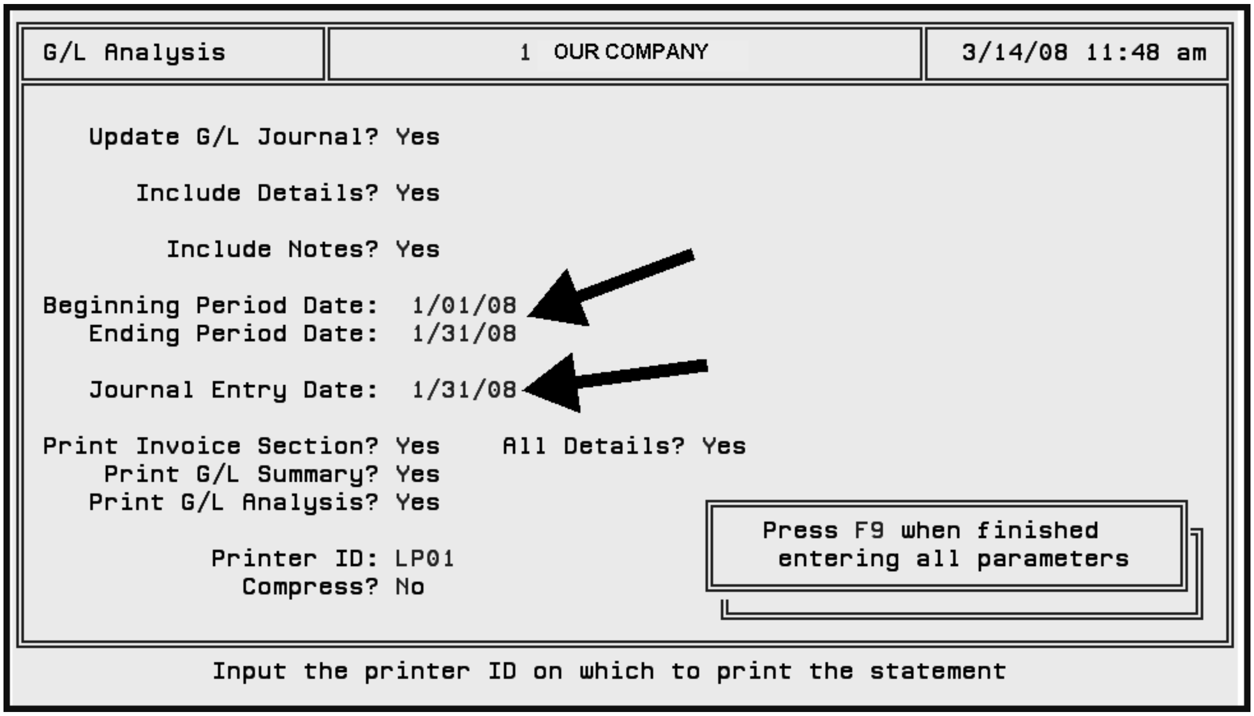


Figure 2.5.2 Making sure to indicate correct period for operating month

This warns you that you have sent the A/P to the G/L for this period already. If you tried to interface in error, just hit <ENTER> and press **F8** to go back to menu. If you had already interfaced to G/L and purged the transactions so you could repost answer (Y)es to continue running the interface. Otherwise, if you answer (Y)es to continue and interface a second time, without purging, you will duplicate the A/P transactions in the G/L. You will then need to use the 'Purge G/L Details' module to get rid of the double entry and then rerun the A/P interface.

Journal Entry Date

Summary level journal entries require a journal entry date, this would be the G/L entry date for the A/P trade account, cash accounts and, if you chose not to include detail, all other accounts. This date should fall between the beginning and ending dates selected, usually is the last day of the month.

The G/L Interface has the capability to print 3 different reports. An invoice report by vendor, a G/L account number summary report, and a G/L account analysis report.

Print Invoice Section/All Details

Enter (Y)es to 'Print Invoice Section' if you want to print an invoice report by vendor. Enter (Y)es to 'All Details' if you want all notes and invoice information to print with the report.

```
   Date:  3/14/08                                   A/P General Ledger Report                                   Page:    1

Company:    1  OUR COMPANY                                                                       Dates:  2/01/08 -  2/29/08
----------------------------------------------------------------------------------------------------------------------------
VENDOR NAME/INVOICE         S INV DATE EXP DATE  PD DATE    BANK    CHECK      BEG BALANCE  NEW INVOICES PAID INVOICES  END BALANCE

     2 ASHLEY FURNITURE INDUSTRIES                                           ------------- ------------- ------------- -------------
       913417               O  1/16/08  2/11/08                                       0.00        510.14          0.00        510.14
       854310               O  1/11/08  2/11/08                                       0.00       1425.54          0.00       1425.54
       864517               O  1/11/08  2/11/08                                       0.00       1900.72          0.00       1900.72
       842057               O  1/10/08  2/12/08                                       0.00        139.85          0.00        139.85
       913416               O  1/16/08  2/12/08                                       0.00        186.41          0.00        186.41
       854329               O  1/11/08  2/12/08                                       0.00       1900.72          0.00       1900.72
       864505               O  1/11/08  2/02/08                                       0.00        254.72          0.00        254.72
       864503               O  1/11/08  2/12/08                                       0.00       1900.72          0.00       1900.72
                                                                             ------------- ------------- ------------- -------------
                                                 TOTALS VENDOR:        2              0.00       8218.82          0.00       8218.82
    38 LG ELECTRONICS                                                        ------------- ------------- ------------- -------------
       43479904             O 12/20/07  2/12/08                                       0.00       3393.06          0.00       3393.06
       47139401             O 12/29/07  2/12/08                                       0.00       3498.00          0.00       3498.00
                                                                             ------------- ------------- ------------- -------------
                                                 TOTALS VENDOR:       38              0.00       6891.06          0.00       6891.06
    61 SONY                                                                  ------------- ------------- ------------- -------------
       6606099476           O  1/22/08  2/11/08                                       0.00       4984.48          0.00       4984.48
                                                                             ------------- ------------- ------------- -------------
Report Totals:                                                                        0.00      20094.36          0.00      20094.36
                                                                                                                  0.00
Charged After Ending Date:                                                                                 -------------
                                                                                                                  0.00
                                                                             ============= ============= ============= =============
```

Figure 2.5.3 General Ledger Report Example

The beginning balance on this report should equal the ending balance to the month prior. Invoices added are all invoices that were entered with an expense date of the period you are running the report. Invoices paid are all invoices that were paid with a check date of the period you are running the report. The ending balance should be used to balance against the G/L account balance of your A/P Trade account number. The only exception to this is if there is a dollar figure in the ‘Charged after ending date’. This figure would then need to be, either subtracted from the Ending Balance total or a journal entry would need to be done, moving it from the A/P trade account to a prepaid asset account. The ‘Charged after ending date’ would include invoice amounts that had check dates in a month prior to expense dates. For example, rents are usually prepaid, so the check date could be 01/25/02, but you actually expense the invoice for 02/01/02.

Print G/L Summary

Enter (Y)es to ‘Print G/L Summary’ if you want to print a G/L Account Summary report.

```
Report Totals:                                          0.00     20094.36       0.00     20094.36
                                                                                0.00
Charged After Ending Date:                                                 ------------
                                                                                0.00
                                                    ========== ========== ========== ==========
  Date:  3/14/08                  Accounts Payable Report - G/L Summary                   Page:   1

Company:    1 OUR COMPANY                                                 Dates:  2/01/08 -  2/29/08
```

CMP	ACCOUNT	PFT CTR	DESCRIPTION	DEBIT	CREDIT
1	1060	510	ASSET INVENTORY	2,361.30	
1	1060	511	ASSET INVENTORY	1,555.14	
1	1060	512	ASSET INVENTORY	3,300.00	
1	1060	532	ASSET INVENTORY	6,917.52	
1	1060	533	ASSET INVENTORY	3,300.00	
1	1060	534	ASSET INVENTORY	2,843.28	
1	1060	537	ASSET INVENTORY	156.33	
1	1074	0	ACCTS RECEIVABLE OTHER	343.32	
1	1180	510	INVENTORY-LEASE TO OWN	2,361.30	
1	1180	511	INVENTORY-LEASE TO OWN	1,555.14	
1	1180	512	INVENTORY-LEASE TO OWN	3,300.00	
1	1180	532	INVENTORY-LEASE TO OWN	6,917.52	
1	1180	533	INVENTORY-LEASE TO OWN	3,300.00	
1	1180	534	INVENTORY-LEASE TO OWN	2,843.28	
1	1180	537	INVENTORY-LEASE TO OWN	156.33	
1	2030	0	ACCOUNTS PAYABLE TRADE		20,094.36
1	2035	510	ACCOUNTS PAYABLE - INVENTORY		2,361.30
1	2035	511	ACCOUNTS PAYABLE - INVENTORY		1,555.14
1	2035	512	ACCOUNTS PAYABLE - INVENTORY		3,300.00
1	2035	532	ACCOUNTS PAYABLE - INVENTORY		6,917.52
1	2035	533	ACCOUNTS PAYABLE - INVENTORY		3,300.00
1	2035	534	ACCOUNTS PAYABLE - INVENTORY		2,843.28
1	2035	537	ACCOUNTS PAYABLE - INVENTORY		156.33
1	2100	0	G.S.T. RECEIVABLE	627.42	
1	4000	0	SALES		20,433.57
1	4052	0	PROCEEDS FROM EARLY PAYOUTS		547.13
1	4054	0	REBATES - VOLUME		343.32
1	4300	0	PURCHASES	18,468.67	
1	4400	0	FREIGHT	1,545.40	
				61,851.95	61,851.95

Figure 2.5.4 General Ledger Summary Example

This report gives you company, G/L account number, profit center/store, G/L account description, and summary total of what went to the G/L from A/P.

Print G/L Analysis

Enter (Y)es to 'Print G/L Analysis' if you want to print a G/L Account Analysis Report.

```
Report Totals:                                                              0.00      20094.36         0.00      20094.36
                                                                                                       0.00
Charged After Ending Date:                                                                      --------------
                                                                                                       0.00
                                                                                ========== ========== ========== ==========
----------------------------------------------------------------Page Break---------------------------------------------------
   Date:  3/14/08                          Accounts Payable Report - G/L Analysis                              Page:   1

Company:    1 OUR COMPANY                                                                   Dates:  2/01/08 -  2/29/08
------------------------------------------------------------------------------------------------------------------------
CMP  ACCOUNT  PFT CTR  DESCRIPTION

  1    1060      510   ASSET INVENTORY

INV DATE INVOICE NUMBER       VENDOR NAME                        INV TOTAL      G/L AMT     CHECK       PAID ON  P/O   EXPENSED
 1/11/08 864508                 2 ASHLEY FURNITURE INDUSTRIES       254.72       287.78                          29155  2/02/08
 1/11/08 864502                 2 ASHLEY FURNITURE INDUSTRIES      1900.72     2,073.52                          29364  2/12/08
                                              Account Total:                   2,361.30

  1    1060      511   ASSET INVENTORY

INV DATE INVOICE NUMBER       VENDOR NAME                        INV TOTAL      G/L AMT     CHECK       PAID ON  P/O   EXPENSED
 1/11/08 854311                 2 ASHLEY FURNITURE INDUSTRIES      1425.54     1,555.14                          29364  2/11/08
                                              Account Total:                   1,555.14

  1    1060      512   ASSET INVENTORY

INV DATE INVOICE NUMBER       VENDOR NAME                        INV TOTAL      G/L AMT     CHECK       PAID ON  P/O   EXPENSED
12/20/07 43479902              38 ABC ELECTRONICS                  3393.06     3,300.00                          28847  2/12/08
                                              Account Total:                   3,300.00

  1    1060      532   ASSET INVENTORY

INV DATE INVOICE NUMBER       VENDOR NAME                        INV TOTAL      G/L AMT     CHECK       PAID ON  P/O   EXPENSED
 1/11/08 864518                 2 ASHLEY FURNITURE INDUSTRIES      1900.72     2,073.52                          29364  2/11/08
 1/22/08 6606099479            61 SONY                             4984.48     4,844.00                          29415  2/11/08
                                              Account Total:                   6,917.52
```

Figure 2.5.5 Account Payable Report GL Analysis Example

This report gives you the same information as the G/L Analysis Report with the invoice detail. The invoice detail includes the invoice date, invoice number, vendor number, vendor name, invoice total, G/L account amount, check number, paid date, purchase order number, and invoice expense date.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

2.6 Accounts Payable Reports (APREPORT)

Several Accounts Payable reports are available for analyzing your data. All reports are parameter driven allowing you maximum flexibility.

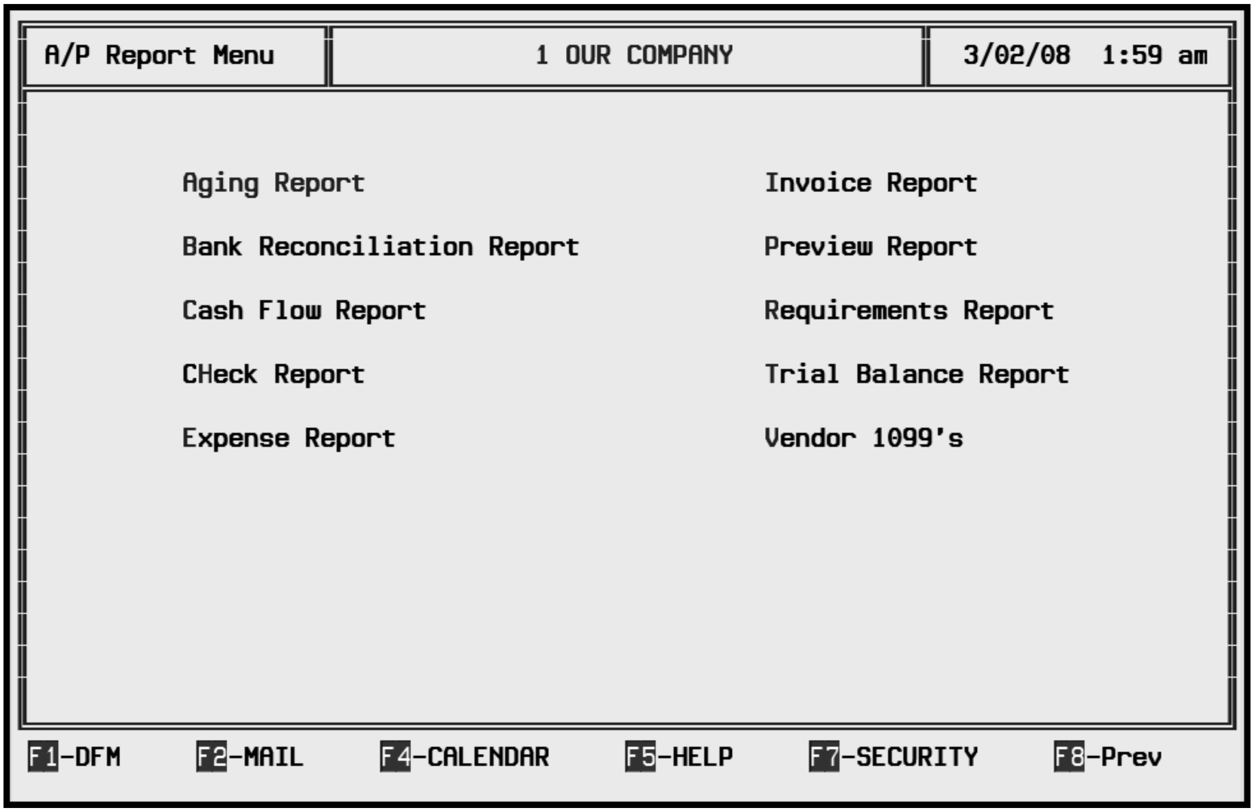


Figure 2.6.1 A/P Report Menu (APREPORT)

Aging Report (APAGERPT)

The Accounts Payable Aging Report provides a projected cash flow analysis used in determining future payment requirements. The aging date determines the date from which aging is based.

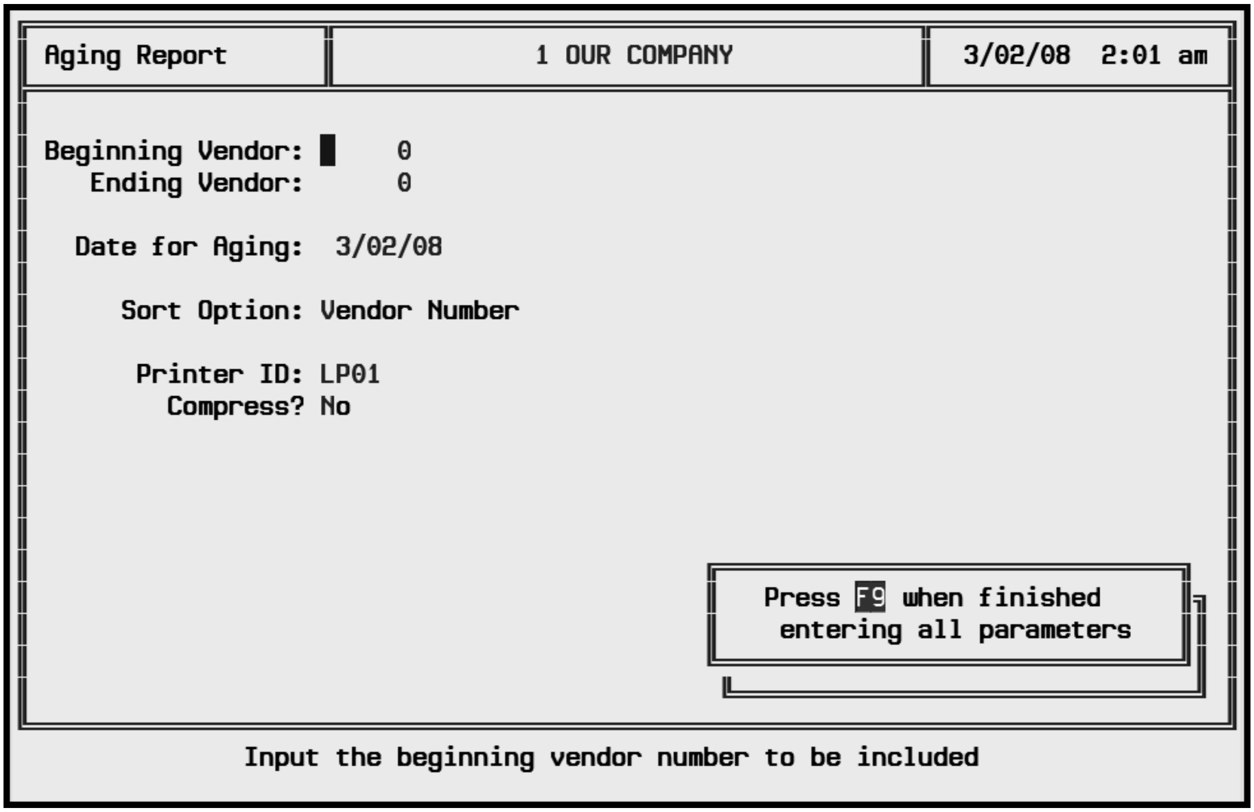


Figure 2.6.2 Inputting Vendor (APAGERPT)

Aging Date
Enter the date you would like the A/P to run.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

Run Date: 3/15/08 A/P Aging Report Page: 1

Company: 1 OUR COMPANY Aging Date: 2/26/08

VENDOR INVOICE	INV DATE	S	INV AMOUNT	DISC AMOUNT	DUE DATE	BALANCE	CURRENT	1 TO 30	31 TO 60	OVER 60
2 ASHLEY FURNITURE INDUSTRIES										
842057	1/10/08	O	139.85		2/24/08	139.85	139.85			
854310	1/11/08	O	1425.54		2/25/08	1425.54	1425.54			
854329	1/11/08	O	1900.72		2/25/08	1900.72	1900.72			
864503	1/11/08	O	1900.72		2/25/08	1900.72	1900.72			
864505	1/11/08	O	254.72		2/01/08	254.72	254.72			
864517	1/11/08	O	1900.72		2/25/08	1900.72	1900.72			
913416	1/16/08	O	186.41		3/01/08	186.41	186.41			
913417	1/16/08	O	510.14		3/01/08	510.14	510.14			
917849	1/17/08	O	139.80		3/02/08	139.80	139.80			
Total for ASHLEY FURNITURE INDUSTRIES						8358.62	8358.62			
38 LG ELECTRONICS										
43479904	12/20/07	O	3393.06		2/18/08	3393.06	3393.06			
47027601	12/29/07	O	6996.00		2/27/08	6996.00	6996.00			
47139401	12/29/07	O	3498.00		2/27/08	3498.00	3498.00			
Total for LG ELECTRONICS						13887.06	13887.06			
61 SONY OF CANADA LTD										
6606099476	1/22/08	O	4984.48		2/21/08	4984.48	4984.48			
Total for SONY OF CANADA LTD						4984.48	4984.48			
Aged Totals as of 2/26/08						27230.16	27230.16			

Report Total: 27230.16

Figure 2.6.3 Aging Report Example

Bank Reconciliation Report (BKRECRPT)

The Bank Reconciliation Report is a detailed explanation of bank transactions within the specified ranges.

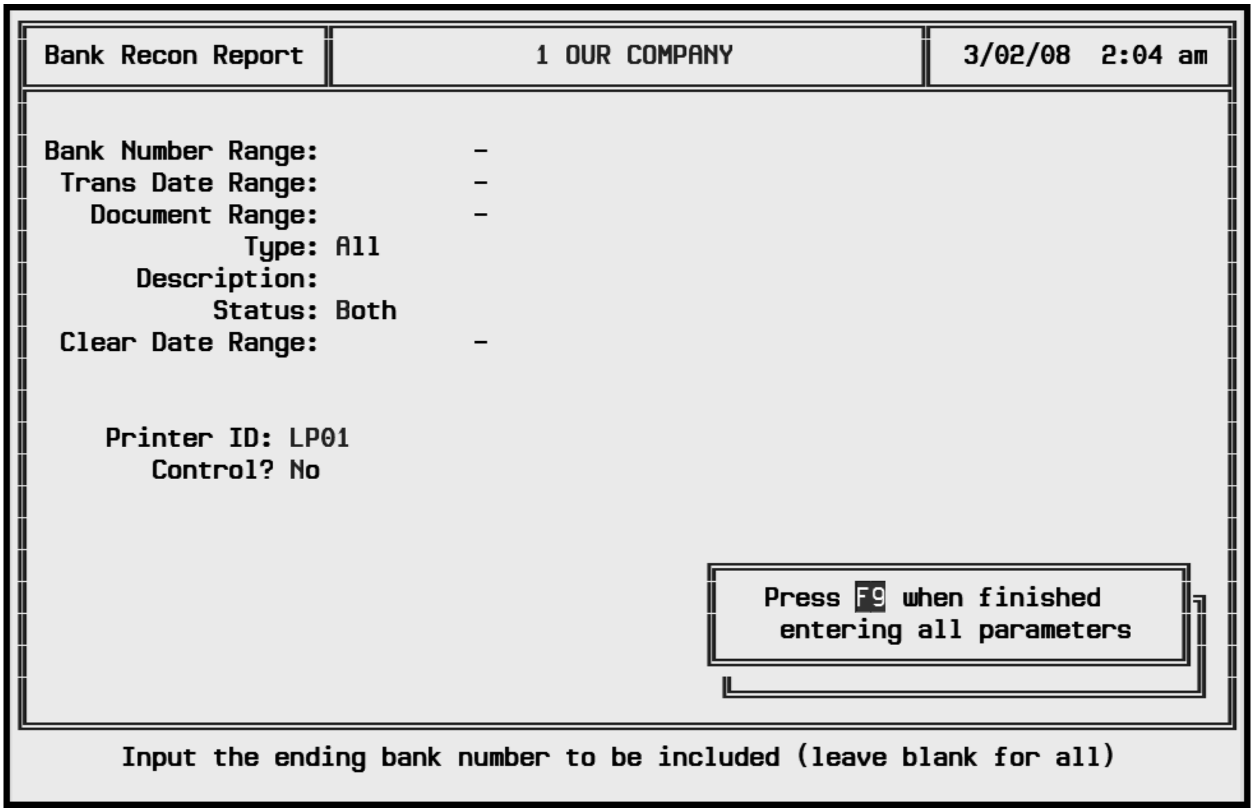


Figure 2.6.4 Inputting Parameters (BKRECRPT)

Beginning Bank Number / Ending Bank Number Range
The report may be limited by entering a beginning and ending bank number or you may leave them blank to get all banks.

Beginning Trans Date / Ending Trans Date Range
The report may be limited by entering a beginning and ending transaction date or you may leave blank to get all dates.

Beginning Document Number / Ending Document Number Range
The report may be limited by entering a beginning and ending document number or you may leave blank to get all document numbers.

Order Type
You may specify an order type. The different types are: C)hk (D)ep (F)ee (I)nt (M)isc (S)vcChg (T)rnsfr (V)oid (R)trnCk or (A)ll

Description
You may input a full or partial description or you may leave blank to get all descriptions

Status
You may input transaction status to include (C)leared, (O)utstanding, or (B)oth

Clear Date Range
You may input the beginning cleared date to be included or you may leave blank for all.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

```
Date:  3/15/08          Bank Transaction Report      BKRECRPT  Page:  1
                              AMERICAN BANK
Bank # Range:     -     Date Range:      -       Type: All
Doc # Range:      -     Description:             Status: Both
-----------------------------------------------------------------------------
 BANK   DATE   TYPE      CLEARED  DOCUMENT     AMOUNT   DESCRIPTION
  11    3/02/08  Check              1002          8358.62-  A/P VND# 000002
  11    3/02/08  Check              1003         13887.06-  A/P VND# 000038
  11    3/02/08  Check              1004          4984.48-  A/P VND# 000061


  ------------------ Summary ------------------
  TYPE                        TOTAL
  Check                        27230.16-
```

Figure 2.6.5 Bank Reconciliation Report Example

Cash Flow Report (FLOWANAL)

The Cash Flow Report is designed for companies using the Accounts Payable and Accounts Receivable modules. It provides an analysis on expected incoming and outgoing funds.

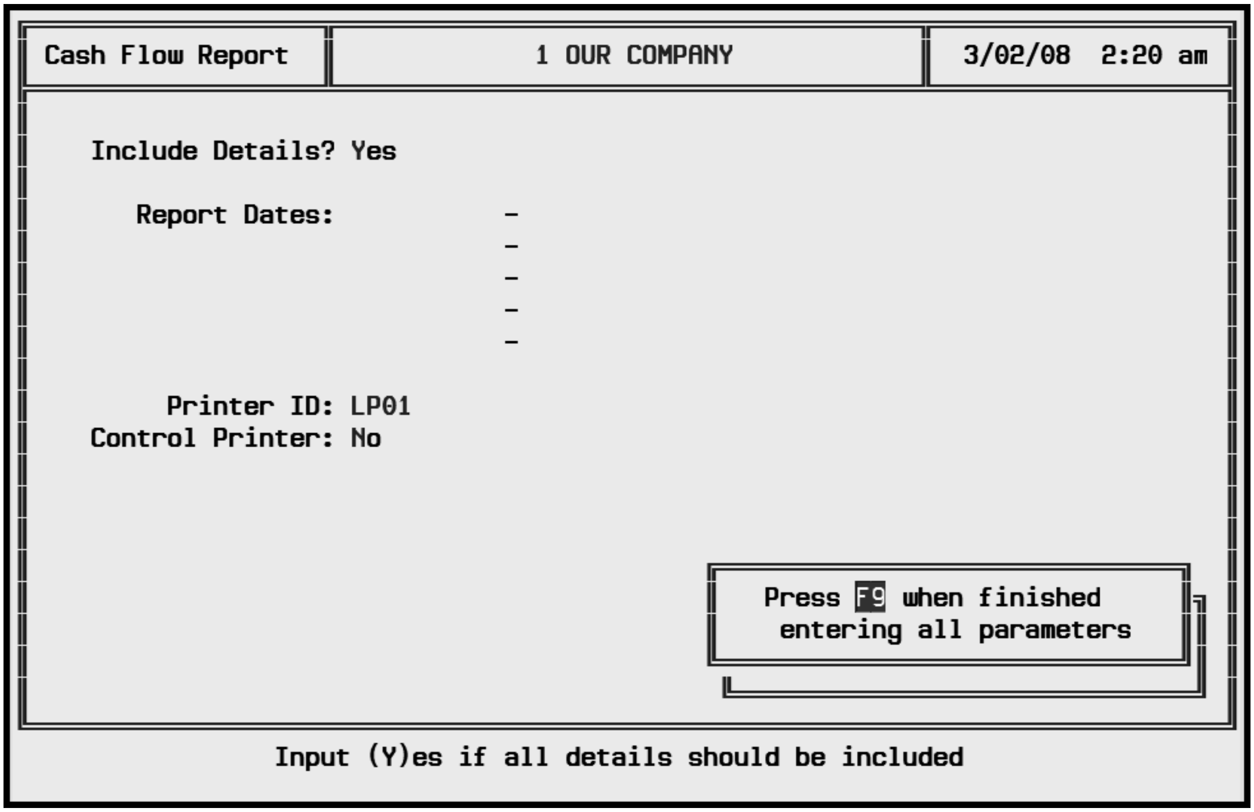


Figure 2.6.6 Inputting Parameters (FLOWANAL)

Include Details
You may include any details that may apply.

Report Dates
You may specify up to five date ranges with your choice of increments.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control Printer
Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

```
Date: 3/14/08                    Cash Flow Analysis Report                    Page:  1

                                                12/01/07
VENDOR            INVOICE   DUE    DISCOUNT     THRU      THRU       THRU       THRU       THRU       DISCOUNT   DISCOUNT
 INVOICE NUMBER    DATE     DATE     DATE       12/31/07                                              TAKEN      LOST

115  BERKLINE                                  ---------- ---------- ---------- ---------- ---------- ---------- ----------
 4434948          11/12/07  12/12/07             75.00
                                               ---------- ---------- ---------- ---------- ---------- ---------- ----------
Total due out:                                   75.00
                                               ========= ========= ========= ========= ========= ========= =========
```

Figure 2.6.7 Cash Flow Analysis Report Example

Check Report (APCHKRPT)

The Accounts Payable Check Report provides options for analyzing a wide range of check related events. Multiple selection criteria give you the capability to narrow the scope of the analysis to include only the information that you require.

```
Check Report                      1 OUR COMPANY                     3/02/08  2:20 am

          Beginning Bank:    0
             Ending Bank:    0
        Beginning Vendor:        0       Beginning Vendor Group:
           Ending Vendor:        0          Ending Vendor Group:
     Beginning Check Nbr:            0
        Ending Check Nbr:            0
  Beginning Payment Date:
     Ending Payment Date:
  Beginning Date Cleared:
     Ending Date Cleared:
   Beginning Date Voided:
      Ending Date Voided:

             Sort Option: Name
            Order Status: All
          Include Option: All                  Press F9 when finished
        Include Invoices: No                    entering all parameters
              Printer ID: LP01
               Compress? No

              Input the beginning bank number to be included
```

Figure 2.6.8 Inputting Parameters (APCHKRPT)

Beginning Bank / Ending Bank

The report may be limited by entering a beginning and ending bank number or you may leave them blank to get all banks.

Beginning Vendor / Ending Vendor
The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

Beginning Check Number / Ending Check Number
The report may be limited by entering a single or range of check numbers. You may also leave them blank to get all check numbers.

Beginning Payment Date / Ending Payment Date
The report may be limited by entering a single or range of payment dates. You may also leave them blank to get all payment dates.

Beginning Date Cleared / Ending Date Cleared
The report may be limited by entering a single or range of cleared dates. You may also leave them blank to get all cleared dates.

Beginning Date Voided / Ending Date Voided
The report may be limited by entering a single or range of voided dates. You may also leave them blank to get all voided dates.

Sort Option
This report has three sort options, (C)heck number, (N)ame,or (V)endor number.

Order Status
The report may be run by order status, (P)aid, (V)oid, or (A)ll.

Include Option
This option is to be used by those using the Bank Reconciliation module. You may select (C)lear, (O)utstanding, or (A)ll.

Include Invoices
You may select (Y)es to have the invoice information print on the report.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress
Accept the default of ‘N’o.

Beginning Vendor Group / Ending Vendor Group
The report may be limited by entering a single or range of vendor groups. You may also leave them blank to get all vendor groups.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/15/08 A/P Check Report Page: 1

Company: 1 OUR COMPANY

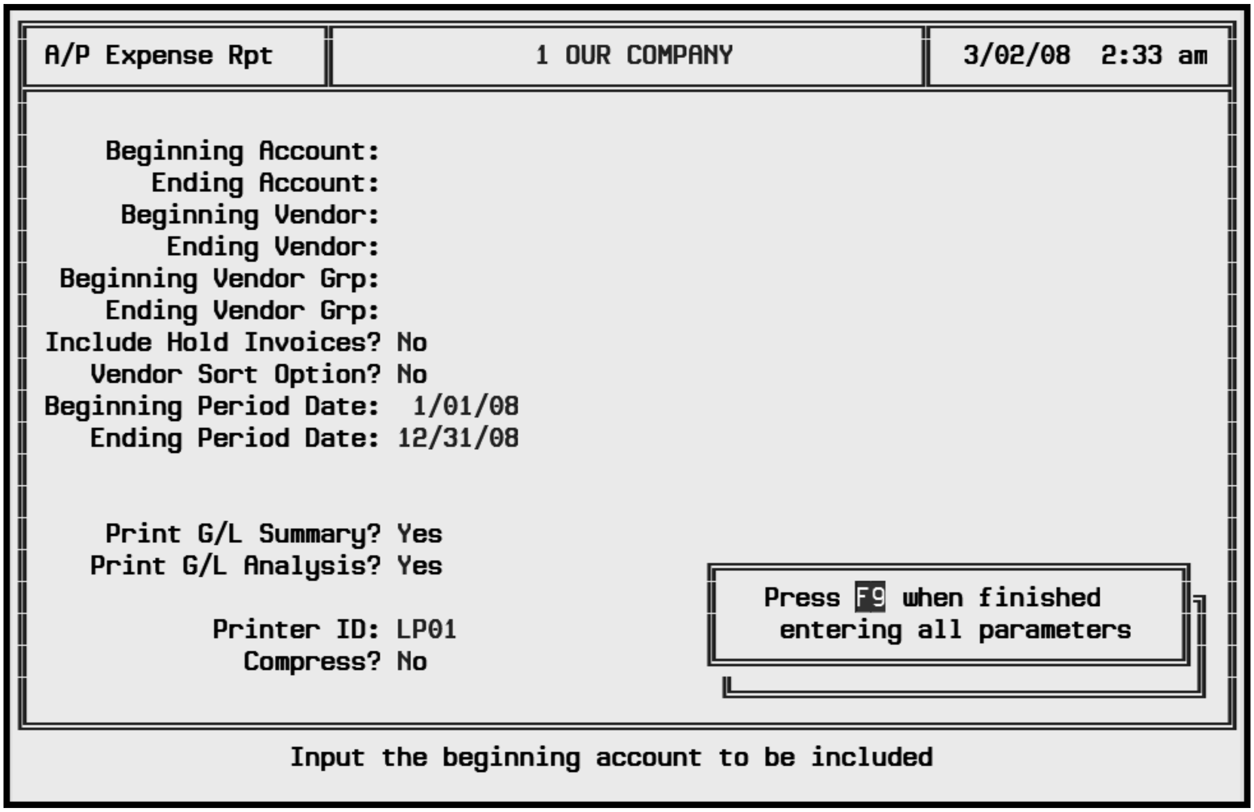
BANK	CHECK	DATE	VENDOR NAME	AMOUNT	STATUS	CLEARED	INVOICE	INV AMT	INV DATE
11	1002	3/02/08	2 ASHLEY FURNITURE INDUSTRIES	8358.62	Paid		864505	254.72	1/11/08
11	1003	3/02/08	38 LG ELECTRONICS	13887.06	Paid		43479904	3393.06	12/20/07
11	1004	3/02/08	61 SONY OF CANADA LTD	4984.48	Paid		6606099476	4984.48	1/22/08

Report Total: $***27,230.16

Figure 2.6.9 Check Report Example

Expense Report (APEXPENS)

The Expense Report provides you with summary and detail level general ledger information.


A/P Expense Rpt | 1 OUR COMPANY | 3/02/08 2:33 am

Beginning Account:
Ending Account:
Beginning Vendor:
Ending Vendor:
Beginning Vendor Grp:
Ending Vendor Grp:
Include Hold Invoices? No
Vendor Sort Option? No
Beginning Period Date: 1/01/08
Ending Period Date: 12/31/08

Print G/L Summary? Yes
Print G/L Analysis? Yes

Printer ID: LP01
Compress? No

Press F9 when finished entering all parameters

Input the beginning account to be included

Figure 2.6.10 Inputting Parameters (APEXPENS)

Beginning Account / Ending Account
The report may be limited by entering a single or range of G/L account numbers. You may also leave them blank to get all G/L account numbers.

Beginning Vendor / Ending Vendor
The report may be limited by entering a single or range of vendor. You may also leave them blank to get all vendors.

Beginning Vendor Grp / Ending Vendor Grp
The report may be limited by entering a single or range of vendor groups. You may also leave them blank to get all vendor groups.

Include Hold Invoices
Enter (Y)es to include on hold invoices.

Vendor Sort Option
Enter (Y)es to print Vendor Sort option report.

Beginning Period Date / Ending Period Date
Enter the beginning and ending dates of the periods you would like to report.

Print G/L Summary
Enter (Y)es to print the G/L Summary section of the report.

Print G/L Analysis
Enter (Y)es to print the G/L Analysis section of the report.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress
Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

```
Report Totals:                          0.00   28930.16   27230.16   1700.00
                                                   0.00
Charged After Ending Date:                                --------------
                                               27230.16
                                   ============= ============= ============= =============
 Date: 3/15/08            Accounts Payable Report - G/L Summary              Page: 1
Company:   1 OUR COMPANY                                          Dates: 1/01/08 - 12/31/08
------------------------------------------------------------------------------------------------
```

CMP	ACCOUNT	PFT CTR	DESCRIPTION	DEBIT	CREDIT
1	1060	510	ASSET INVENTORY	8,961.30	
1	1060	511	ASSET INVENTORY	1,555.14	
1	1060	512	ASSET INVENTORY	3,300.00	
1	1060	532	ASSET INVENTORY	6,917.52	
1	1060	533	ASSET INVENTORY	3,300.00	
1	1060	534	ASSET INVENTORY	2,843.28	
1	1060	537	ASSET INVENTORY	156.33	
1	1060	561	ASSET INVENTORY	156.33	
1	1074	0	ACCTS RECEIVABLE OTHER	541.32	
1	1180	510	INVENTORY-LEASE TO OWN	8,961.30	
1	1180	511	INVENTORY-LEASE TO OWN	1,555.14	
1	1180	512	INVENTORY-LEASE TO OWN	3,300.00	
1	1180	532	INVENTORY-LEASE TO OWN	6,917.52	
1	1180	533	INVENTORY-LEASE TO OWN	3,300.00	
1	1180	534	INVENTORY-LEASE TO OWN	2,843.28	
1	1180	537	INVENTORY-LEASE TO OWN	156.33	
1	1180	561	INVENTORY-LEASE TO OWN	1,656.33	
1	2030	0	ACCOUNTS PAYABLE TRADE		1,700.00
1	2035	510	ACCOUNTS PAYABLE - INVENTORY		8,961.30
1	2035	511	ACCOUNTS PAYABLE - INVENTORY		1,555.14
1	2035	512	ACCOUNTS PAYABLE - INVENTORY		3,300.00
1	2035	532	ACCOUNTS PAYABLE - INVENTORY		6,917.52
1	2035	533	ACCOUNTS PAYABLE - INVENTORY		3,300.00
1	2035	534	ACCOUNTS PAYABLE - INVENTORY		2,843.28
1	2035	537	ACCOUNTS PAYABLE - INVENTORY		156.33
1	2035	561	ACCOUNTS PAYABLE - INVENTORY		156.33
1	2100	0	G.S.T. RECEIVABLE	1,023.42	
1	2999	0	CLEARING ACCOUNT FOR SPLIT PAY		500.00
1	2999	999	CLEARING ACCOUNT FOR SPLIT PAY	500.00	
1	4000	0	SALES		27,189.90
1	4052	0	PROCEEDS FROM EARLY PAYOUTS		553.88
1	4054	0	REBATES - VOLUME		541.32
1	4300	0	PURCHASES	25,203.67	
1	4400	0	FREIGHT	1,556.95	
1	5060	1	BANK CHARGES		27,230.16
1	5630	510	EXPENSE NON-INVENTORY	200.00	
				84,905.16	84,905.16

Figure 2.6.11 Accounts Payable Expense Report Example

Invoice Report (APRPT)

The Accounts Payable Invoice report provides options for analyzing a wide range of vendor invoice related information. Multiple selection criteria give you the capability to narrow the scope of any analysis to include only the information that you require.

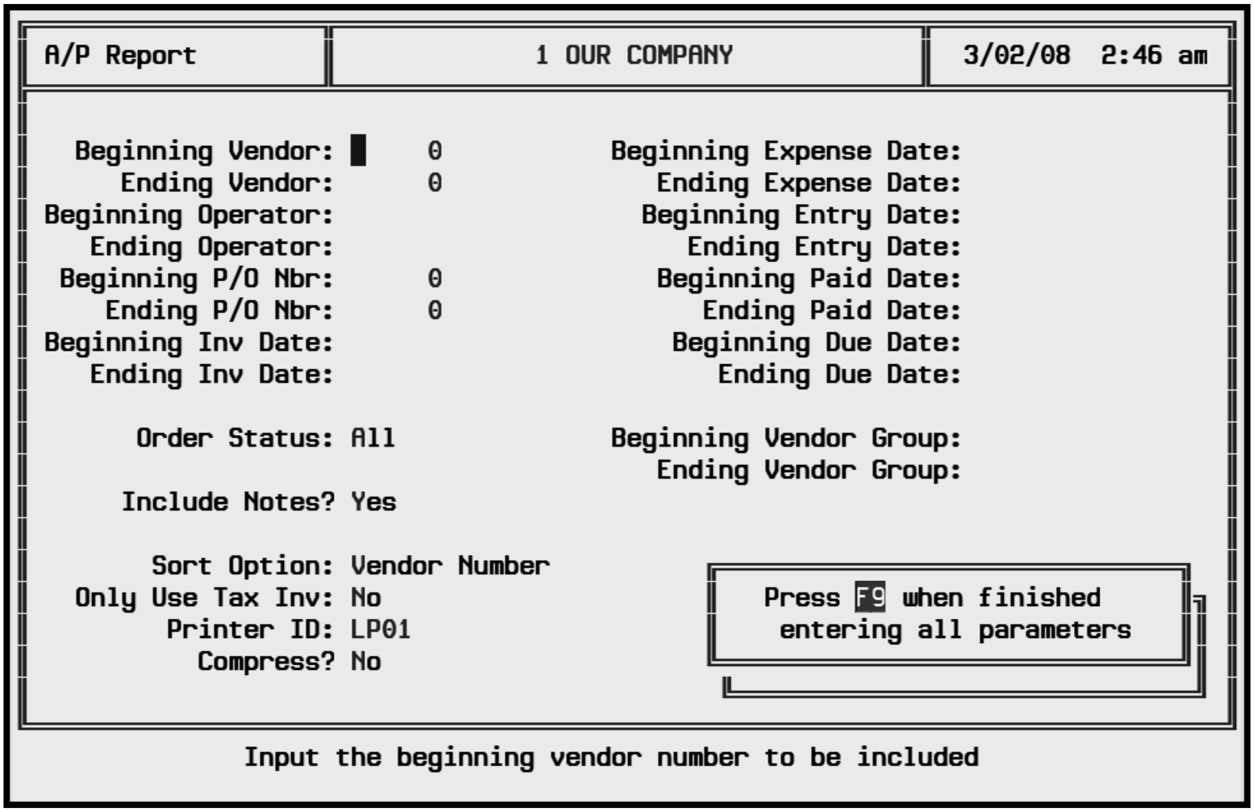


Figure 2.6.12 Inputting Parameters (APRPT)

Beginning Vendor / Ending Vendor
The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

Beginning Operator / Ending Operator
The report may be limited by entering a single or a range of operator/employee numbers. You may also leave them blank to get all operators/employees. This option is used in conjunction with the entry date option to batch out daily or weekly entries by employee for auditing purposes. This is a six-digit code, so if the employee number is 100, enter 000100 for the operator.

Beginning PO Number / Ending PO Number
The report may be limited by entering a single or a range of PO numbers. You may also leave them blank to get all PO Numbers.

Beginning Inv Date / Ending Inv Date
The report may be limited by entering a single or a range of invoice dates. You may also leave them blank to get all invoice dates.

Beginning Expense Date / Ending Expense Date
The report may be limited by entering a single or a range of expense dates. You may also leave them blank to get all expense dates.

Beginning Entry Date / Ending Entry Date
The entry date is a hidden date within the system, it is the actual date the invoice was entered into the system. The report may be limited by entering a single or a range of entry dates. You may also leave them blank to get all entry dates.

Beginning Paid Date / Ending Paid Date
The report may be limited by entering a single or a range of paid dates. You may also leave them blank to get all paid dates.

Beginning Due Date / Ending Due Date
The report may be limited by entering a single or a range of due dates. You may also leave them blank to get all due dates.

Order Status
The order status may be one of the following, (O)pen, (H)old, (P)aid, (B)alance, or (A)ll.

Beginning Vendor Group / Ending Vendor Group
The report may be limited by entering a single or range of vendor groups. You may also leave them blank to get all vendor groups.

Include Notes
Enter (Y)es to include any notes available on the invoices.

Sort Option
Select the sort option, 'V'endor Number, 'N'ame of Vendor, 'P'urchase Order number, or 'I'nvoice number.

Only Use Tax Inv
Enter (Y)es to ONLY print invoices subject to use tax or leave the default of 'N'o to get all invoices.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

```
Company:  1 OUR COMPANY        Entry:    -    Expense:    -    Invoice:    -
   Due:      -     Paid:    -    Group:    -    Operator:    -
------------------------------------------------------------------------------------------------
VENDOR INVOICE    P/O   INV DATE ENTERED  S  INV AMOUNT  DISC TAKEN  DED AMOUNT  DUE DATE EXP DATE   PAID AMT BANK    CHECK

  2  ASHLEY FURNITURE INDUSTRIES

     854310      29364  1/11/08  2/11/08    P   1425.54                          2/25/08  2/11/08     1,425.54   11     1002

                        ACCOUNT DESCRIPTION                   CTR   DEPT   AMOUNT
                         1180  INVENTORY-LEASE TO OWN          511    0     1555.14
                         2035  ACCOUNTS PAYABLE - INVENTORY    511    0     1555.14-
                         1060  ASSET INVENTORY                 511    0     1555.14
                         4000  SALES                             0    0     1555.14-
                         4300  PURCHASES                         0    0     1199.94
                         4400  FREIGHT                           0    0      285.60
                         4052  PROCEEDS FROM EARLY PAYOUTS       0    1       60.00-


   864517        29364  1/11/08  2/11/08    P   1900.72                          2/25/08  2/11/08     1,900.72   11     1003

                        ACCOUNT DESCRIPTION                   CTR   DEPT   AMOUNT
                         1180  INVENTORY-LEASE TO OWN          532    0   2073.52
                         2035  ACCOUNTS PAYABLE - INVENTORY    532    0   2073.52-
                         1060  ASSET INVENTORY                 532    0   2073.52
                         4000  SALES                             0    0   2073.52-
                         4300  PURCHASES                         0    0   1599.92
                         4052  PROCEEDS FROM EARLY PAYOUTS       0    1     80.00-
                         4400  FREIGHT                           0    0    380.80
```

Figure 2.6.13 Accounts Payable Report Example

Preview Report (APPREVUE)

The A/P Preview Check Report provides a listing of all invoices that will be processed when the checks are printed. In order for it to work properly you must fill in the same information as you will when you actually print the checks.

```
 Check Preview Rpt  |           1 OUR COMPANY             |  3/02/08   2:54 am

           Bank:

   Check Number:

     Check Date:  3/02/08

       Due Date:
  Discount Date:

    Sort Option: Vendor Name
    Print Notes: N
   Vendor Group:

     Printer ID: LP01
       Control? No
                                          Press F9 when finished
                                           entering all parameters

          Input the bank number or a few characters of the name
```

Figure 2.6.14 Inputting Parameters (APPREVUE)

Bank

The bank account number must be entered and must be a valid bank account on file. If the number is not readily available, enter a few characters of the name and a lookup window will be provided from which you may select the appropriate bank account. The bank account selected is the bank account from which the funds will be drawn to write the checks in this check run.

Check Number

Enter in the next check number. This check number will appear on the first check to be actually printed. The check numbers will be generated sequentially as needed and will appear on the check itself. You must ensure that the check number generated matches the check number pre-printed on the checks. Once you have ran a check run using these programs the system will automatically put the next check number in this field. You will need to override the next check number if you pulled any checks out for manual in between system check runs. You are not allowed to reuse check numbers on the same bank. If the range of numbers you are printing includes a duplicate, you will be notified with a message that a duplicate entry exists.

Check Date

Enter the check date you want to appear on the check. This will be the date that goes to General Ledger for the bank and A/P trade account reduction.

Due Date

The due date field should be used if you want to use the automatic selection by entering the latest due date you want selected for payment. If you have manually selected invoices using the ‘Select by Due Date’ or ‘Select by Vendor’ you need to leave the due date field blank.

Discount Date

Not used if using vendor rebates.

Sort Option

You have two options for the sequence in which the checks will be printed. You may either sort by vendor name or vendor number, whichever is the most convenient for your company.

Print Notes

Enter (Y)es to Print Invoice Notes or (N)o to omit Notes.

Vendor Group

Vendor group is set up within the vendor master file. It was initially designed for companies that had more than one person responsible for check printing. This will then only print checks for vendors that have that vendor group attached to their master file. Another use would be for different types of check runs, for example, you could set up an ‘INV’ vendor group that would only be attached to inventory vendors, so you could have a check run for strictly payment of inventory.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

The resulting report should match the results if you were to process checks with the same values as supplied.

```
 Date: 3/15/08      A/P Check Preview Report          Page: 1

Company:   1 OUR COMPANY
--------------------------------------------------------------------------------
VENDOR NAME                              NUMBER  CHECK NUMBER   DATE

ASHLEY FURNITURE INDUSTRIES                  2            1000       3/15/08
ATTN: ACCTS RECEIVABLE
PO BOX 59665
MILWAUKEE          WI 53259-0665

INVOICE    INV DATE DUE DATE  P/O #  GROSS AMT    DISCOUNT  DEDUCTION   NET PAID
----------  --------  --------  ------  ----------   ----------  ----------  ----------
12345      3/02/08   4/16/08            100.00                 100.00
123456     3/01/08   4/15/08            100.00                 100.00
                 Total:                 200.00         0.00      0.00          200.00


                       GROSS      DISCOUNT   DEDUCTION    NET PAID
                     -----------  ----------  ----------   ----------
Grand Total:          200.00        0.00        0.00        | 200.00
```

Figure 2.6.15 AP Checks Preview Report Example

Requirements Report (CASHOUT)

The Requirements report provides you with means of projecting cash requirements for defined periods.

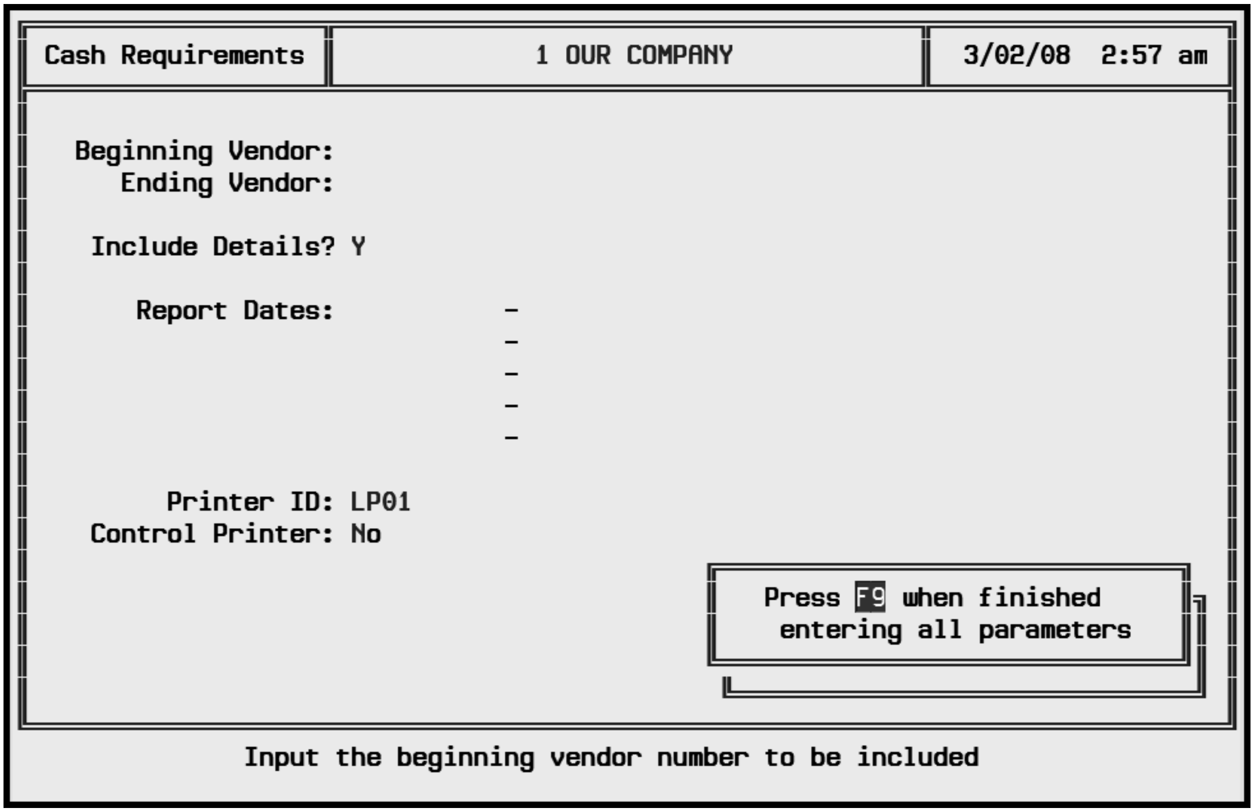


Figure 2.6.16 Inputting Parameters (CASHOUT)

Beginning Vendor/Ending Vendor
The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

Include Details
Enter (Y)es to include any details that apply.

Report Dates
You may specify up to five date ranges with your choice of increments.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control Printer
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/24/08 A/P Cash Requirements Report Page: 1

VENDOR NAME	INVOICE	1/01/06- 1/31/06	2/01/06- 2/28/06	3/01/06- 3/31/06	4/01/06- 4/30/06	5/01/06- 5/31/06
BELLSOUTH-BSL	STM0106	16000 / 0	0 / 0	0 / 0	0 / 0	0 / 0
MARATHON	STM0106	6800 / 0	0 / 0	0 / 0	0 / 0	0 / 0
RSSS, L. P.	STM0106	3200 / 0	0 / 0	0 / 0	0 / 0	0 / 0
TOTAL AMOUNTS		26000 / 0	0 / 0	0 / 0	0 / 0	0 / 0

Figure 2.6.17 AP Cash Requirements Report Example

Trial Balance Report (APTRLBAL)

The Accounts Payable Trial Balance report provides you with a running balance by vendor.

```
A/P Trial Balance          1 OUR COMPANY          3/02/08  2:58 am

Beginning Vendor:      0
   Ending Vendor:      0

  Beginning Date:
     Ending Date:

     Sort Option: Vendor Number

      Printer ID: LP01
       Compress? No

                                    Press F9 when finished
                                     entering all parameters

         Input the beginning vendor number to be included
```

Figure 2.6.18 Inputting Parameters (APTRLBAL)

Beginning Vendor / Ending Vendor

The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

Beginning Date / Ending Date

The report may be limited by entering a single or a range of expense dates. You may also leave them blank to get all expense dates.

Sort Option

Two sort options are available. You may sort by (V)endor number or (N)ame.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/24/08 Accounts Payable Trial Balance Report Page: 1

Company: 1 OUR COMPANY From: Thru:

VENDOR NAME	DATE	ACTION	INVOICE NUMBER	INV DATE	P/O	AMOUNT	BALANCE
3 ASHLEY FURNITURE INDUSTRIES							0.00
	1/05/06	Invoice	123456	1/05/06	1639	459.95	459.95
	10/05/06	Invoice	123456	10/05/06	1900	1000.00	1459.95
	10/30/06	Invoice	123456789	10/30/06	1903	6600.00	8059.95
	10/30/06	Invoice	123456	10/30/06	1904	5549.75	13609.70
	10/30/06	Invoice	123456	10/30/06	1904	5549.75	19159.45
	10/30/06	Invoice	123456-60	10/30/06	1904	5549.75	24709.20
	11/20/06	Payment	123456789	10/30/06	1903	6600.00-	18109.20
	11/20/06	Payment	123456	10/30/06	1904	5549.75-	12559.45
	11/20/06	Payment	123456	10/30/06	1904	5549.75-	7009.70
	11/20/06	Payment	123456	1/05/06	1639	459.95-	6549.75
	1/01/07	Payment	123456-60	10/30/06	1904	5549.75-	1000.00
9 DELL COMPUTERS							0.00
	4/05/06	Invoice	123	4/05/06	1533	1200.00	1200.00
	11/20/06	Payment	123	4/05/06	1533	1200.00-	0.00
18 STANDARD FURNITURE							0.00
	11/20/06	Invoice	123457	1/11/06	1676	837.00	837.00
	11/20/06	Payment	123457	1/11/06	1676	837.00-	0.00
48 WALMART							0.00
	8/24/07	Invoice	123-1	8/24/07	1921	1203.34	1203.34
	8/24/07	Invoice	123-2	8/24/07	1921	1203.33	2406.67
	8/24/07	Invoice	123-3	8/24/07	1921	1203.33	3610.00
	8/24/07	Invoice	124	8/24/07	1922	1000.00	4610.00
114 FORD CREDIT							0.00
	1/10/06	Invoice	STM0106-4	1/10/06		800.00	800.00
	1/20/06	Invoice	STM0106	1/20/06		700.00	1500.00
	3/01/06	Invoice	STM 3/06	2/15/06		524.62	2024.62
	11/20/06	Payment	STM 3/06	2/15/06		524.62-	1500.00
	11/20/06	Payment	STM0106	1/20/06		700.00-	800.00
	11/20/06	Payment	STM0106-4	1/10/06		800.00-	0.00
115 BELLSOUTH							0.00
	1/15/06	Invoice	STM0106	1/15/06		16000.00	16000.00
	1/15/06	Payment	STM0106	1/15/06		16000.00-	0.00
	3/01/06	Invoice	STM 3/06	2/14/06		152.44	152.44
	11/20/06	Payment	STM 3/06	2/14/06		152.44-	0.00

Figure 2.6.19 Accounts Payable Trial Balance Report Example

Vendor 1099's (AP1099)

The Vendor 1099 report prints IRS 1099 forms for those vendors flagged to receive them in their vendor maintenance record and having invoices with G/L account numbers that also flagged for 1099's.

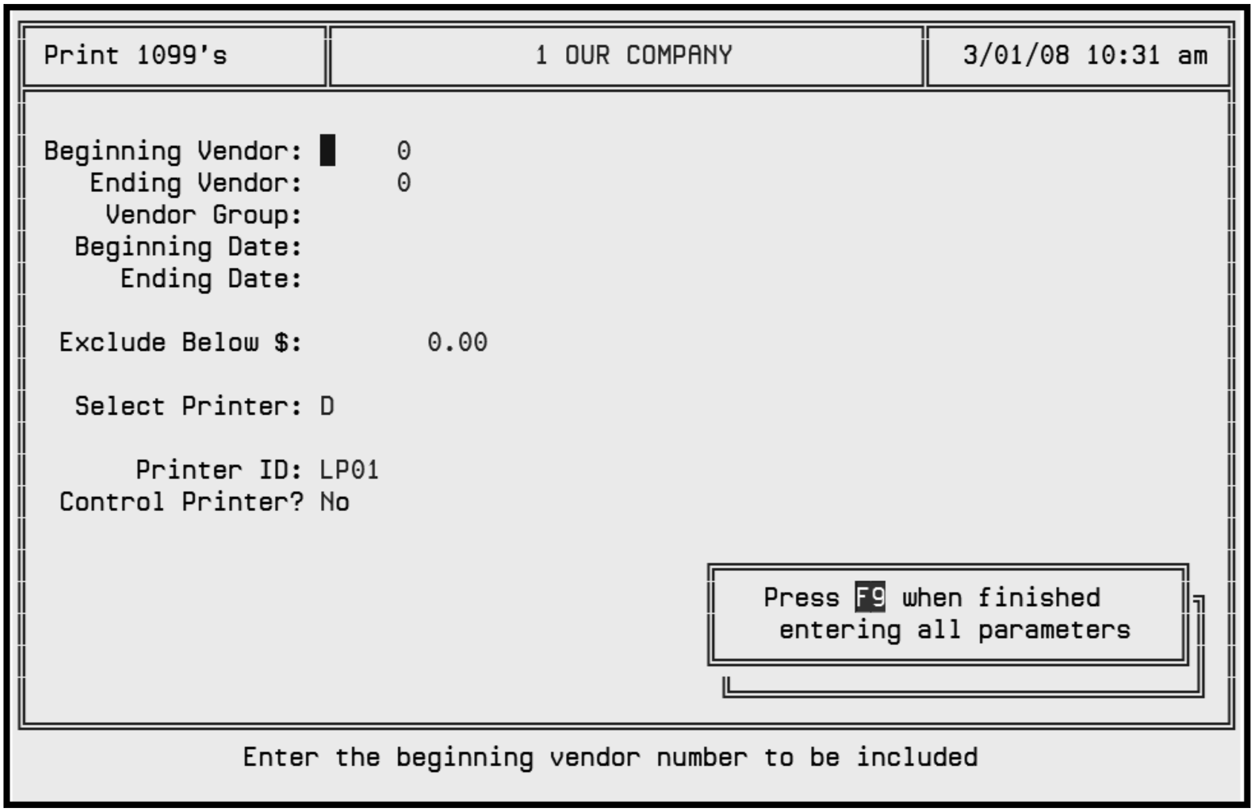


Figure 2.6.20 Inputting Parameters (AP1099)

Beginning Vendor / Ending Vendor

The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

Vendor Group

Enter a vendor group to limit 1099's to certain vendors or leave blank to get all.

Beginning Date / Ending Date

Enter the beginning and ending paid dates, typically will be the year for which you are running the 1099's.

Exclude Below $

You may enter an amount to exclude 1099's where the total is below this dollar amount.

Select Printer

Select 'D'ot Matrix (10 pitch), 'L'aser Printer, or 'I' Dot Matrix 1099-Int

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

The print format on these will change depending the IRS form changing, therefore, no example will be provided.

2.7 Bank Reconciliation (BKRECON)

The Bank Reconciliation module will automatically bring checks in from the A/P, all other transactions will be manual using the following.

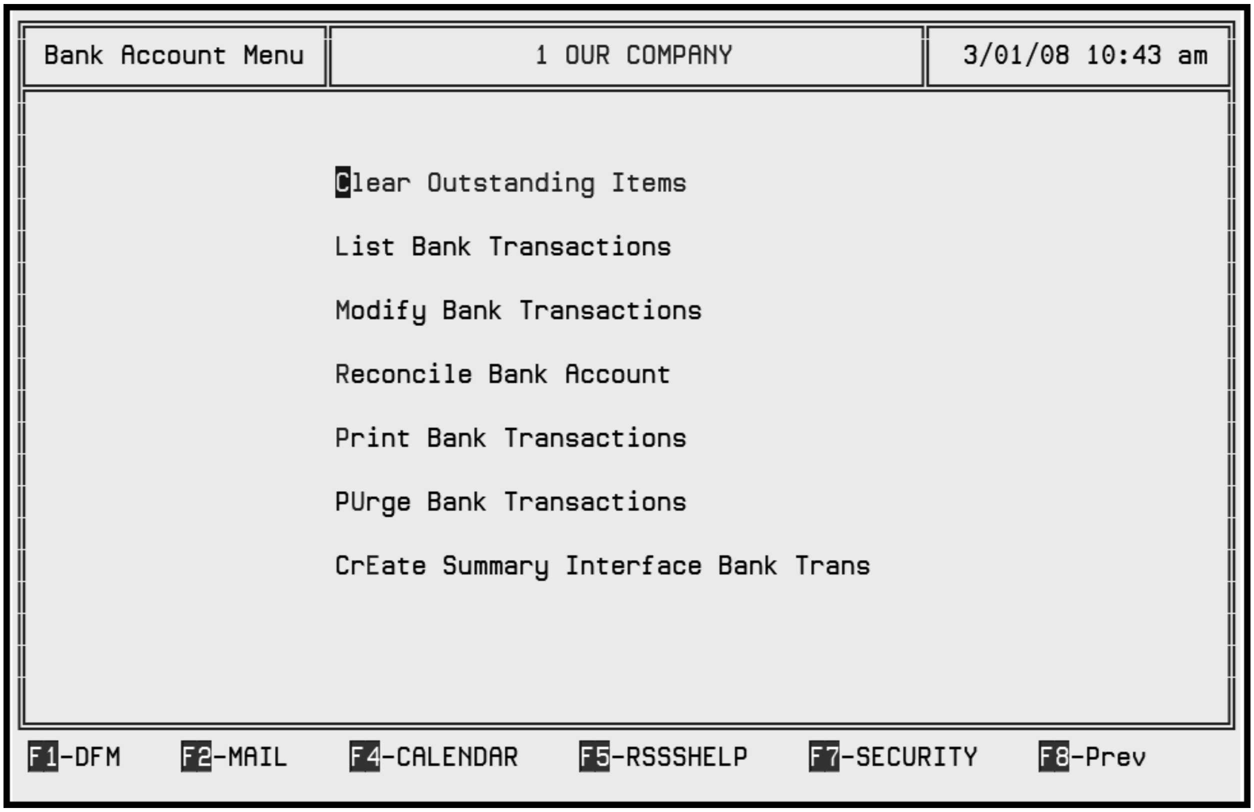


Figure 2.7.1 Bank Account Menu (BKRECON)

Clear Outstanding Items (BKRECCLR)

Once a document has been cleared by the bank, it should be cleared in the system also. The clear outstanding option allows you to do this.

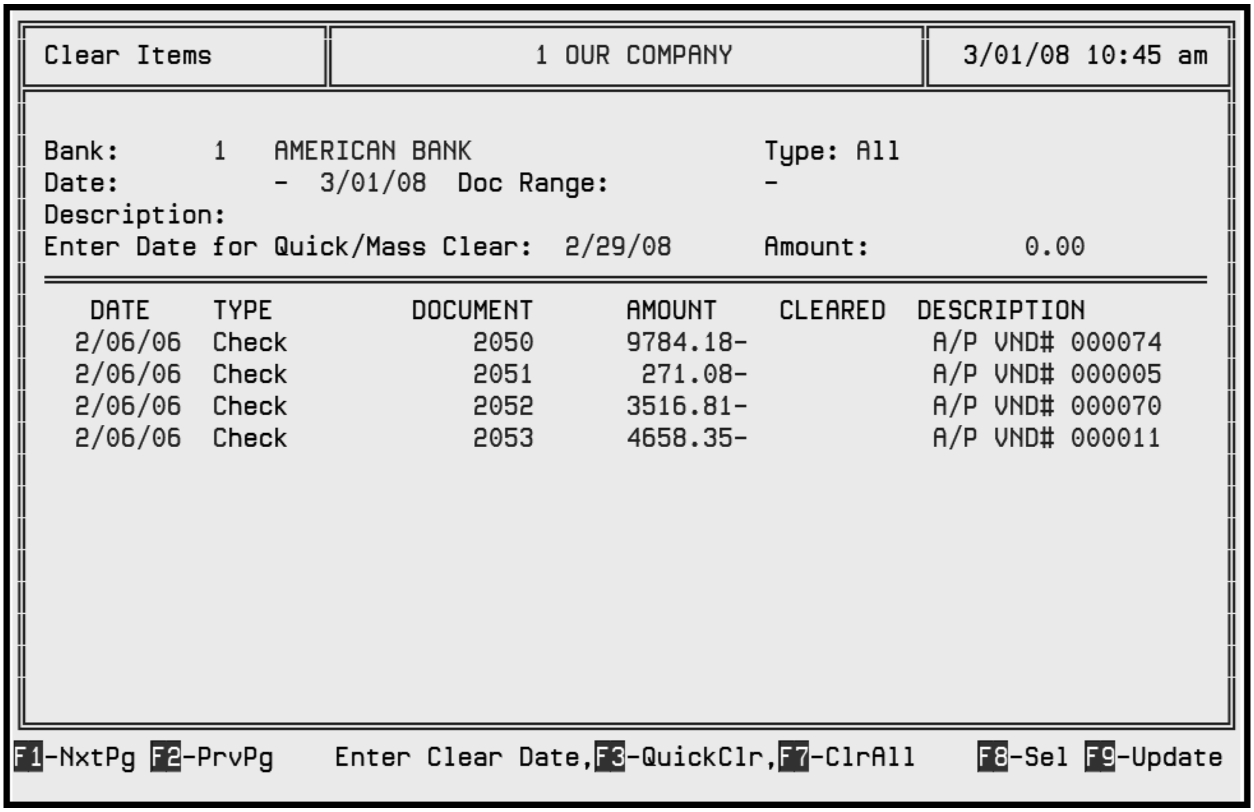


Figure 2.7.2 Clearing an Outstanding Item (BKRECCLR)

Bank
Enter the bank number or select it from the lookup window.

Type
Enter the type of document you want to clear. Your options are (C)hecks, (D)eposits, or (A)ll.

Date
Enter the beginning/ending transaction date to be cleared.

Doc Range
Enter the beginning/ending document number to be cleared. You may leave blank for all ranges.

Description
Enter descriptions (partial allowed) to be cleared. You may leave blank for all descriptions.

Enter Date for Quick / Mass Clear
Enter Clear Date for Quick Clear (F3) or Clear All (F7) options.

Amount
Enter dollar amount of transactions to be listed or leave zero for all.

Once you have selected the bank and types, your cursor will be positioned on the top document, you may use the arrow keys to move up and down on the page, or the **F1** to page forward and **F2** to page back. Find the document(s) you want to clear and enter the cleared date. When finished with all of your selections use the **F9** to update.

List Bank Transactions (BKRECLST)

All documents for a particular bank may be viewed using the listing option.

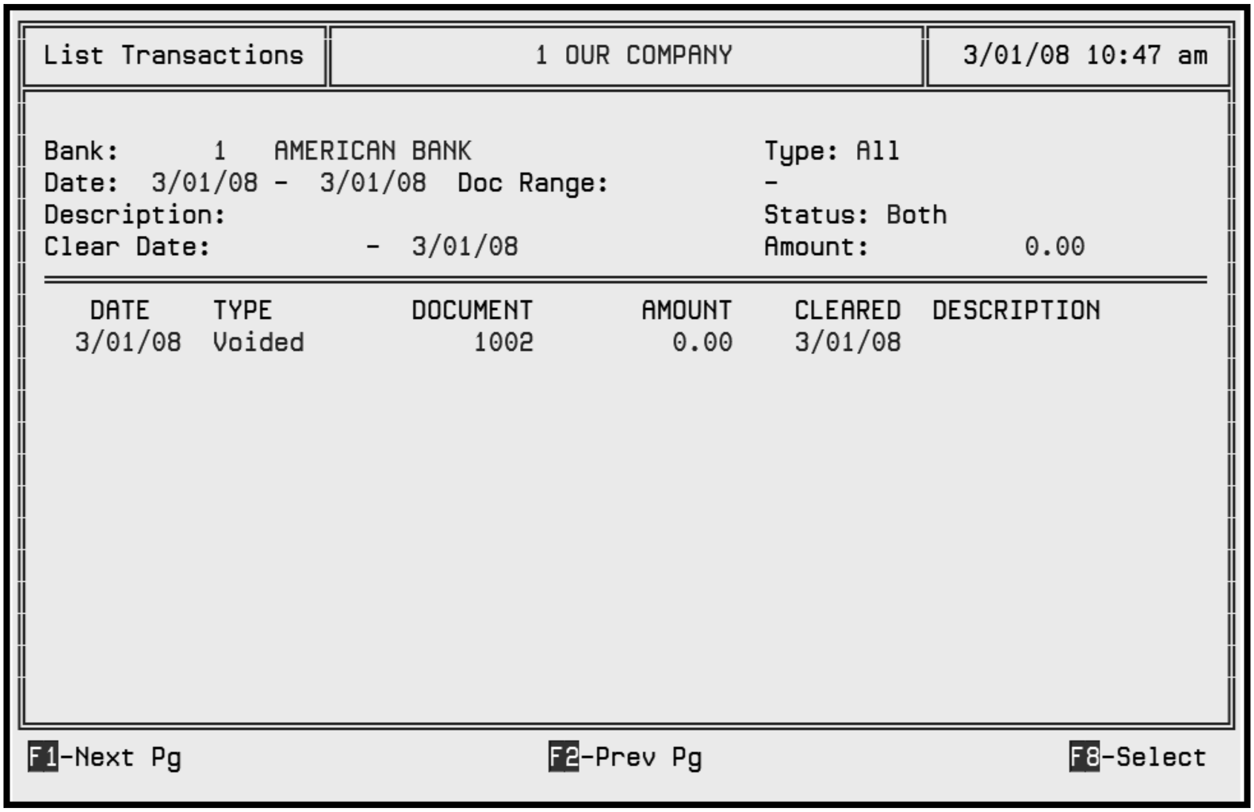


Figure 2.7.3 List documents for a bank (BKRECLST)

Bank
Enter the bank number or select it from the lookup window.

Type
Enter the type of document you want to listed. Your options are: (C)hk (D)ep (F)ee (I)nt (M)isc (S)vcChg (T)rnsfr (V)oid (R)trnCk or (A)ll

Date
Enter the beginning/ending transaction date to be listed or leave it blank to default to the beginning of the file.

Doc Range
Enter the beginning/ending document number to be listed. You may leave blank for all ranges.

Description
Enter descriptions (partial allowed) to be listed. You may leave blank for all descriptions.

Status
Enter transaction status to be listed: (C)leared, (O)utstanding, or (B)oth.

Clear Date
Enter the beginning/ending cleared date to be listed.

Amount
Enter the dollar amount of transactions to be listed or leave zero for all.

Should the listing span more than one page, use the **F1** to page forward and **F2** to page back, press **F8** to return to the menu.

Modify Bank Transactions (BKRECCHG)

A bank document may be added, changed, and/or deleted using this module.

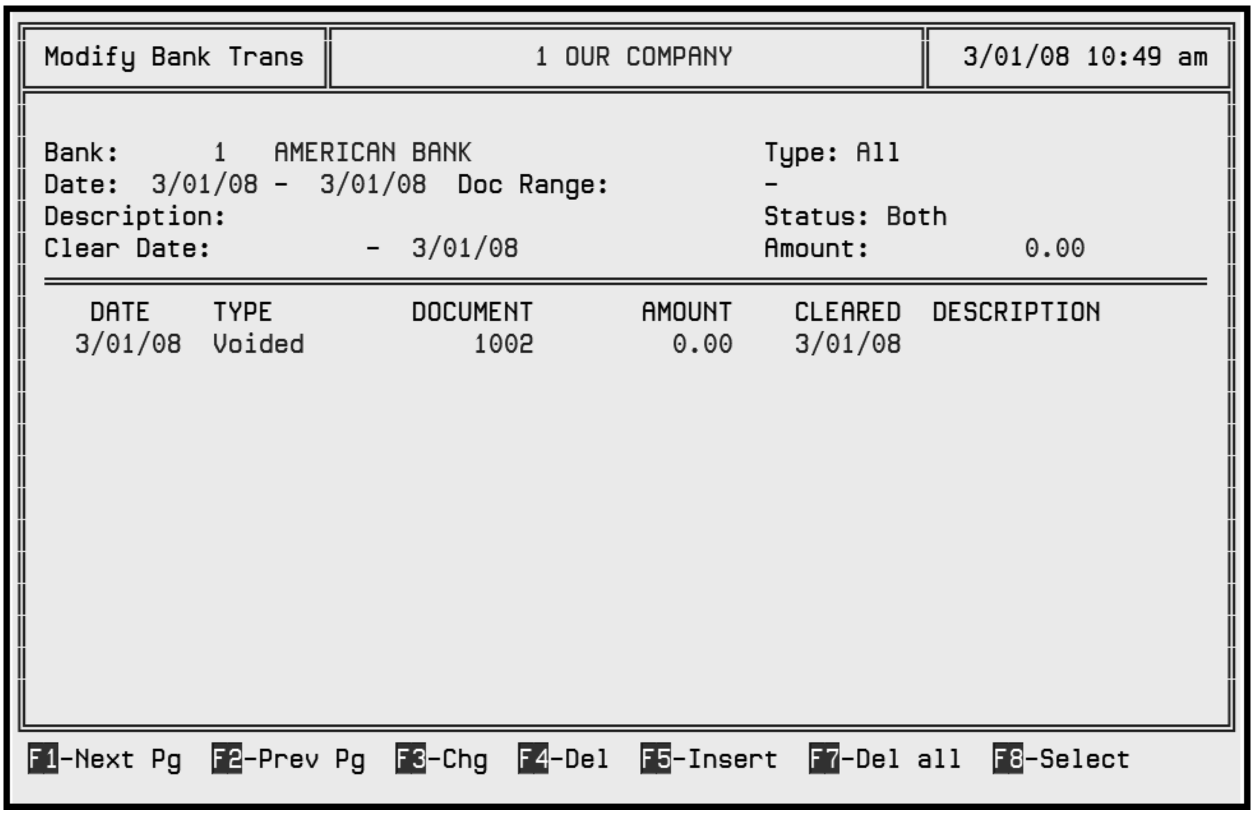


Figure 2.7.4 Changing a bank document (BKRECCHG)

Bank
Enter the bank number or select it from the lookup window.

Type
Enter the type of document you want to changed. Your options are: (C)hk (D)ep (F)ee (I)nt (M)isc (S)vcChg (T)rnsfr (V)oid (R)trnCk or (A)ll

Date
Enter the beginning/ending transaction date to be listed or leave it blank to default to the beginning of the file.

Doc Range
Enter the beginning/ending document number to be listed. You may leave blank for all ranges.

Description
Enter descriptions (partial allowed) to be listed. You may leave blank for all descriptions.

Status
Enter transaction status to be listed: (C)leared, (O)utstanding, or (B)oth.

Clear Date
Enter the beginning/ending cleared date to be listed.

Amount
Enter the dollar amount of transactions to be listed or leave zero for all.

Should the listing span more than one page, use the **F1** to page forward and **F2** to page back, press **F8** to return to the menu.

Using the **F3** will allow you to change the date, type, document number, amount, date cleared and description of the document.

Using the **F4** will allow you to delete a document. This will only delete it from the bank reconciliation.

Using the **F5** will allow you to insert/add a document. This is where you would enter all documents other than checks. Valid document types are (C)hecks, (D)eposits, (F)ees, (I)nterest, (M)iscellaneous, (S)ervice charges, (T)ransfers, and (V)oided.

When all entries have been made, press **F8** to return to the menu.

Reconcile Bank Account (BKRECACT)

Once all entries have been made and all documents have been cleared, you may reconcile your bank account.

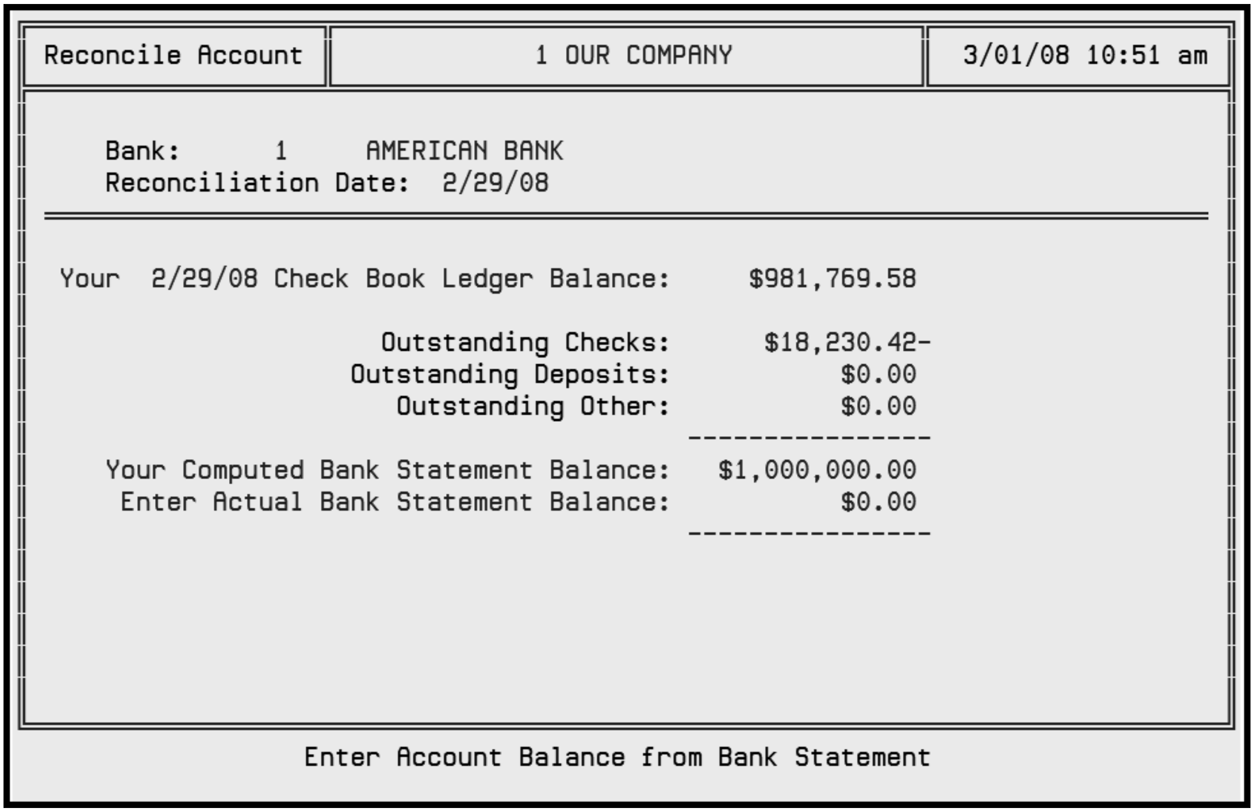


Figure 2.7.5 Reconciling a bank account (BKRECACT)

Bank

Enter the bank number or select it from the lookup window.
The current bank balance will be displayed. Also shown are any adjustments to the account including deposits, checks and miscellaneous adjustments.

To return to the menu, press any key.

Bank Reconciliation Report (BKRECRPT)

The Bank Reconciliation Report is a detailed explanation of bank transactions within the specified ranges.

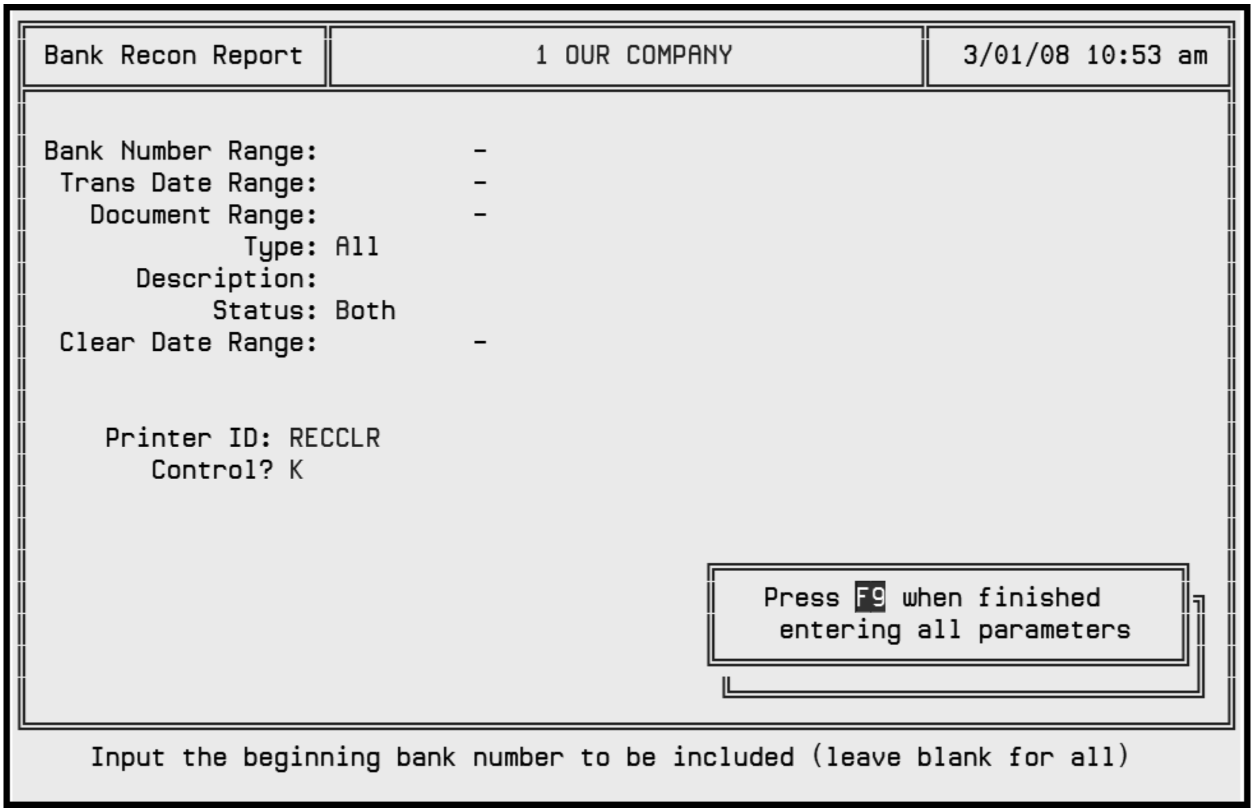


Figure 2.7.6 Inputting Parameters (BKRECRPT)

Beginning Bank Number Range / Ending Bank Number Range
The report may be limited by entering a beginning and ending bank number or you may leave them blank to get all banks.

Beginning Transaction Date / Ending Transaction Date
The report may be limited by entering a beginning and ending transaction date or you may leave blank to get all dates.

Beginning Document Range / Ending Document Range
The report may be limited by entering a beginning and ending document range or you may leave blank to get all ranges.

Type
You may specify an order type. The different types are: (C)hk (D)ep (F)ee (I)nt (M)isc (S)vcChg (T)rnsfr (V)oid (R)trnCk or (A)ll

Description
Enter descriptions (partial allowed) to be listed. You may leave blank for all descriptions.

Status
Enter transaction status to be listed: (C)leared, (O)utstanding, or (B)oth.

Clear Date Range
Enter the beginning/ending cleared date to be included.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/24/08 Bank Transaction Report BKRECRPT Page: 5
ABC BANK
Bank # Range: 3 - 3 Date Range: - Type: All
Doc # Range: - Description: Status: Both

BANK	DATE	TYPE	CLEARED	DOCUMENT	AMOUNT	DESCRIPTION
3	1/03/06	Check	1/06/06	20061120	902.53	SUM 0003 DEP-1
3	1/04/06	Deposit		20061120	685.08	SUM 0003 DEP-1
3	1/05/06	Deposit		20061120	1245.18	SUM 0003 DEP-1
3	1/06/06	Deposit		20061120	324.91	SUM 0003 DEP-1
3	1/09/06	Deposit		20061120	1019.34	SUM 0003 DEP-1
3	1/10/06	Deposit		20061120	460.08	SUM 0003 DEP-1
3	1/11/06	Deposit		20061120	1158.72	SUM 0003 DEP-1
3	1/12/06	Deposit		20061120	200.00	SUM 0003 DEP-1
3	1/13/06	Deposit		20061120	606.99	SUM 0003 DEP-1
3	1/14/06	Deposit		20061120	125.18	SUM 0003 DEP-1
3	1/16/06	Deposit		20061120	1493.77	SUM 0003 DEP-1
3	1/17/06	Deposit		20061120	69.75	SUM 0003 DEP-1
3	1/18/06	Deposit		20061120	97.25	SUM 0003 DEP-1
3	1/19/06	Deposit		20061120	120.49	SUM 0003 DEP-1
3	1/20/06	Deposit		20061120	3677.66	SUM 0003 DEP-1
3	1/23/06	Deposit		20061120	5311.00	SUM 0003 DEP-1
3	1/25/06	Deposit		20061120	100.00	SUM 0003 DEP-1
3	1/26/06	Deposit		20061120	74.90	SUM 0003 DEP-1
3	1/27/06	Deposit		20061120	1211.25	SUM 0003 DEP-1
3	1/28/06	Deposit		20061120	100.00	SUM 0003 DEP-1
3	1/30/06	Deposit		20061120	100.00	SUM 0003 DEP-1
3	2/02/06	Deposit		200061120	150.00	SUM 0003 DEP-1
3	11/29/06	Deposit		20061226	55.00-	G/L 0000 AP
3	11/30/06	Deposit		20061221	10000.00-	G/L 0001 PAY
3	11/30/06	Deposit		20061221	100.00-	G/L 0000 SUM
3	11/30/06	Deposit		20061221	100.00-	G/L 0001 SUM
3	12/01/06	Misc		20061226	55.00	REV 0000 AP
3	12/21/06	Check	12/27/06	20061221	15000.00-	G/L 0001 PAY

------------------ Summary ------------------

TYPE	TOTAL
Check	14097.47-
Deposit	8076.55
Misc	55.00

Figure 2.7.7 Bank Reconcilation Report Example

2.8 AP Export to AccPac (APEXPEH)

The Accounts Payable Export to Accounting Package module will build the export file that you will need to bring into your accounting package.

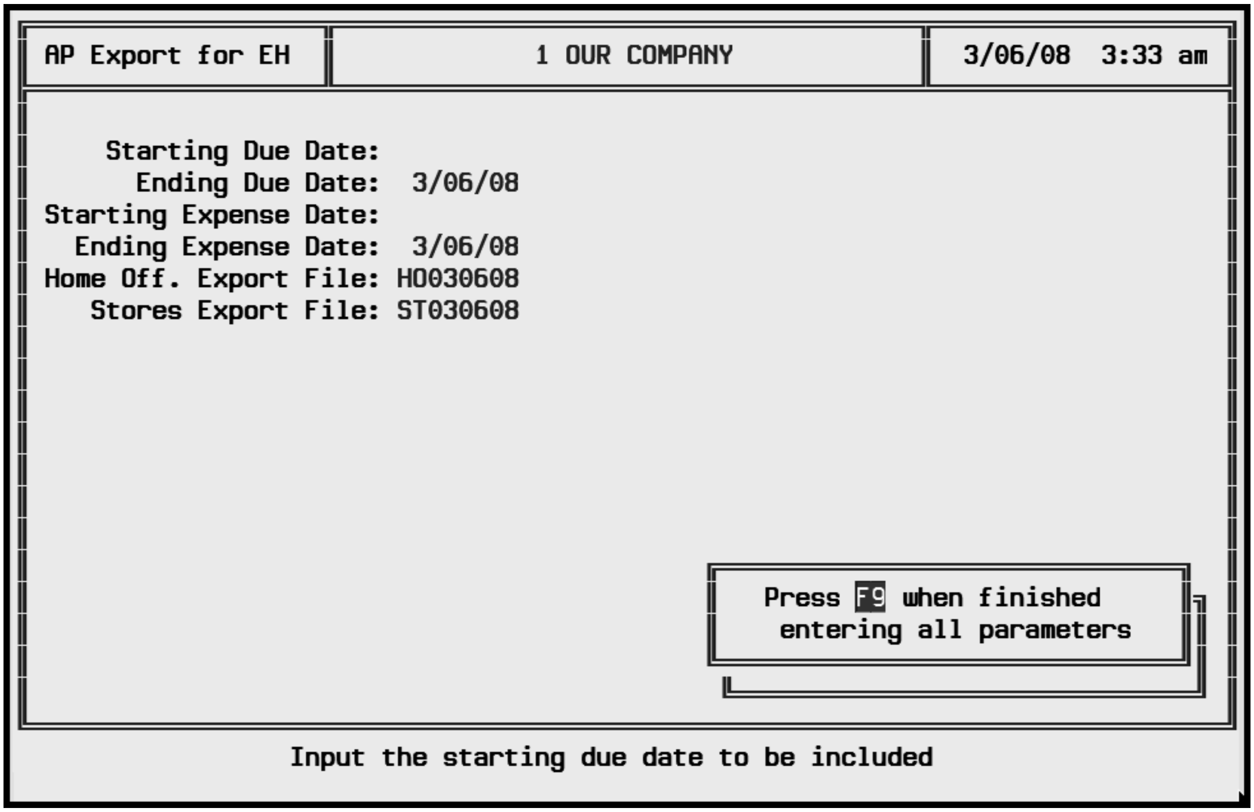


Figure 2.8.1 AP Export to AccPac (APEXPEH)

Starting Due Date
Leave this field blank.

Ending Due Date
Enter 12/31/79 to include all invoices with due dates in the future.

Starting Expense Date
Enter the first day of the month that is being exported.

Ending Expense Date
Enter the last day of the month that is being exported.

Home Off. Export File
The file name listed is the default file name, HO indicates the entry is for the home office and the numerical numbers reflect the date the export file was created.

Stores Export File
The file name listed is the default file name, ST indicates the entry is for the store and the numerical numbers reflect the date the export file was created.

Once the parameters are set correctly, press the F9 key and the export files will be created in your home directory.

Once the export program has been run and these files are built, you will need to FTP the files onto your windows machine to be ready for import into ACCPac.

2.9 Look Up Inventory by PO (INVMNTAP)

The Look Up Inventory by Purchase Order module will allow you to look up inventory by a purchase order number within your location.

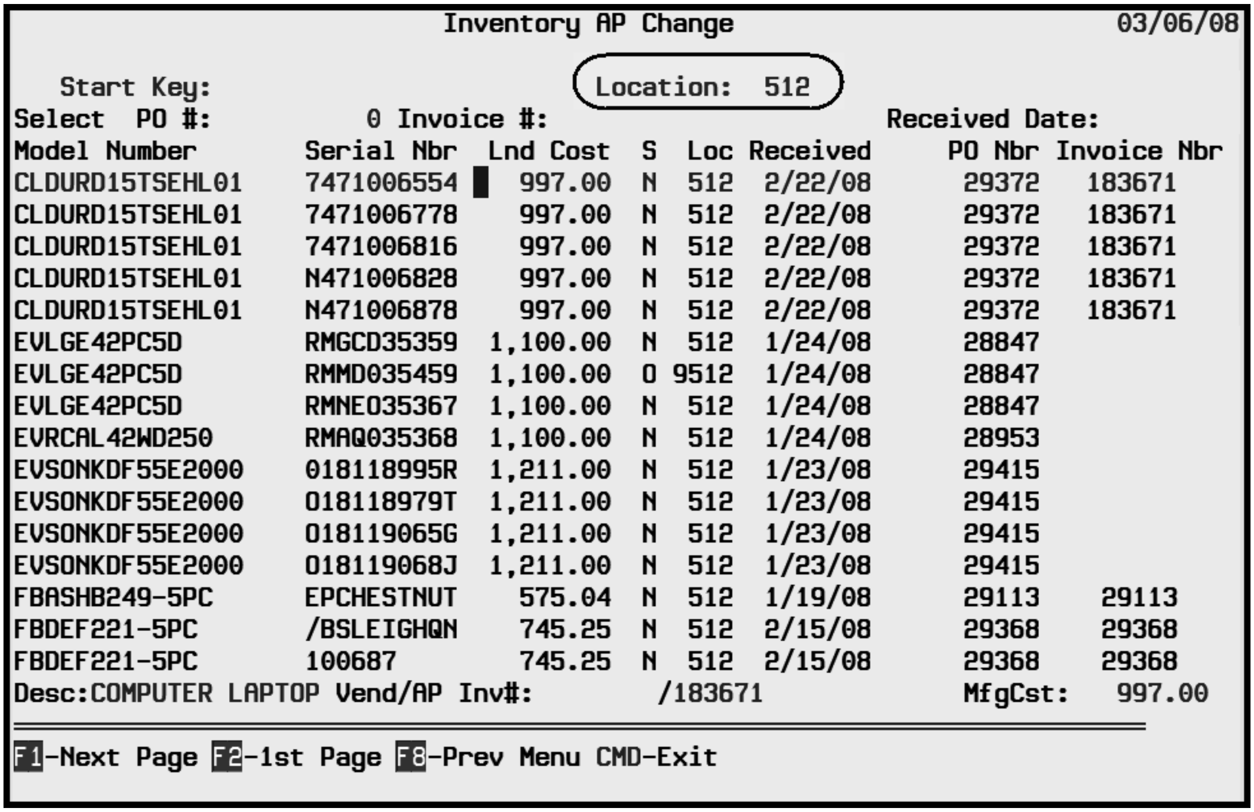


Figure 2.9.1 Looking up Inventory by PO (INVMNTAP)

Starting Key
Leave this field blank.

Location
Enter the location number for the purchase orders you want to display. This field will have a default location to the associated store if the program is linked from the invoice program (APCHG) and the invoice is associated with a particular location.

Select PO #
Enter the purchase order number to look up.

Invoice #
Leave this field blank.

Received Date
Enter the received date if you want to look up the inventory by received date within that location.

Once the data displays, you will notice that the manufacturer’s cost is now present for the highlighted item you are residing on if you have security authorization to view it. This manufacturer’s cost is only displayed and is not modifiable. It is pulled from the associated model number file (ITEMFILE) and not pulled off the individual inventory item. The received date listed is based on the actual received date (inventory received date) when linked to from the invoice program (APCHG).

3.0 General Ledger (G/L)

General Ledger provides multi-company, multi-store accounting with up to thirteen accounting periods per fiscal year. Before using the G/L module, make sure you have completed the steps in the Getting Started section.

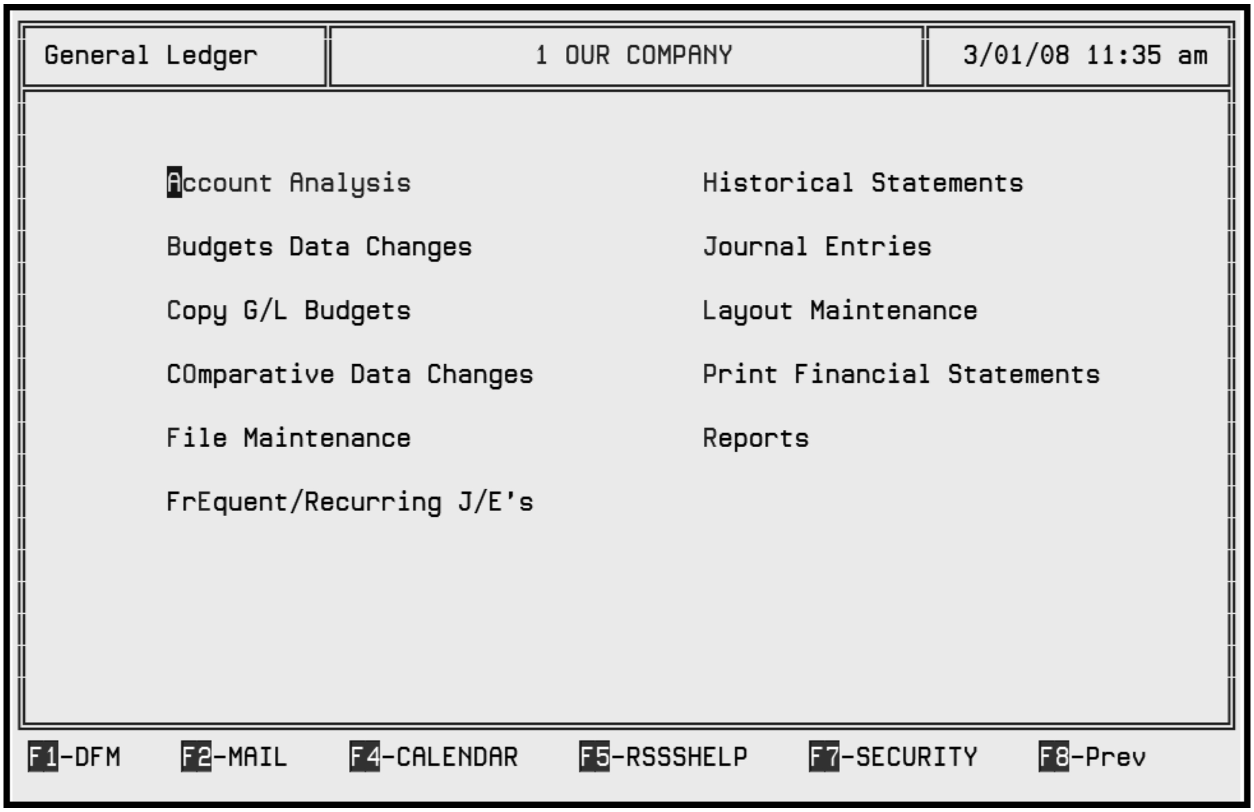


Figure 3.0.1 General Ledger Menu (GL)

Some of the features provided by the General Ledger module include:

- Support for 999 companies with up to 9999 stores each
- Interactive validation for in balance entries
- Lookup windows available for account numbers, stores, source codes and statement layouts
- Multiple operators can be entering journal entries at the same time
- Journal entry date validation against a defined current period
- Multiple line text descriptions for all journal entries
- On screen access to all account summary and detail information
- User-defined layouts for Financial Statements with multiple formats available
- Budget, Comparative and Actual amounts for each period
- Parameter driven report for maximum flexibility

3.1 Account Analysis (GLSTATUS)

Several options are available for on screen analysis of accounts, with all data available in both summary and detail format. Additionally, you may choose to break the information into specific stores or to summarize it at the company level.

The account analysis display provides on screen access to actual, budget, and comparative amounts. Percentages are displayed for each period, with totals for the year.

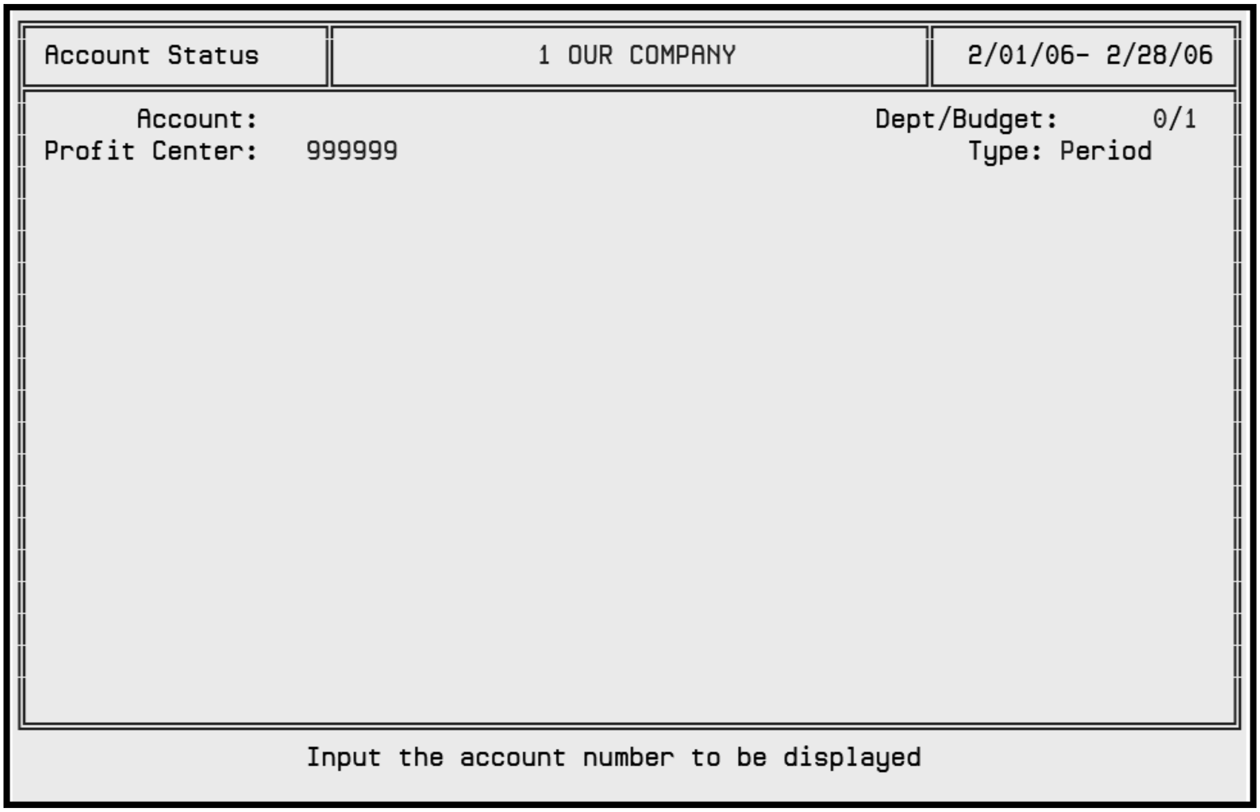


Figure 3.1.1 Account Analysis (GLSTATUS)

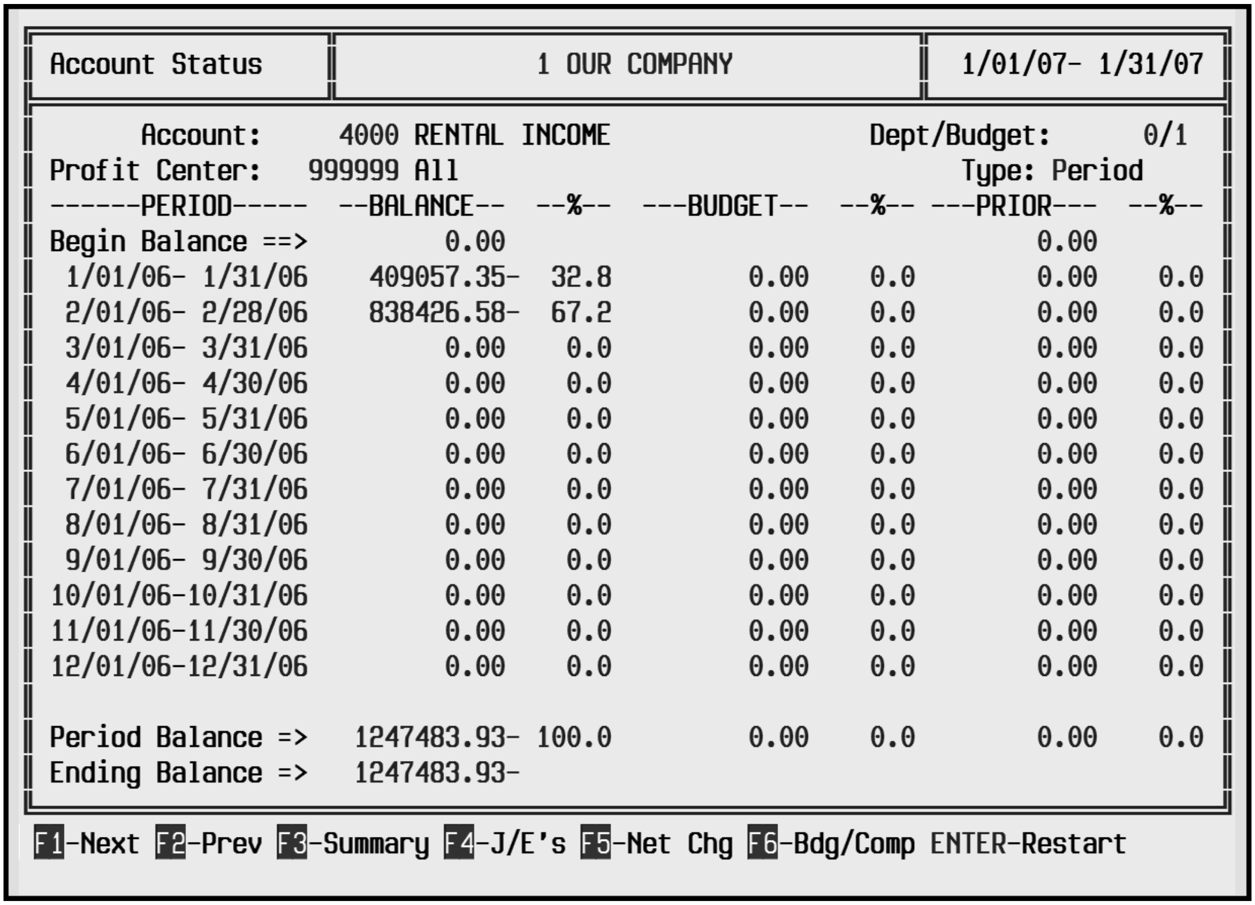
Account
Enter the G/L account number you would like to analyze.

Profit Center
Enter the profit center/store or leave the 999999 to default to total company.

Dept/Budget
Enter the department number or leave 0 to default to all. If you have multiple budgets set up you may enter the budget number you would like displayed.

Period
You may select what type of analysis you would like displayed, (P)eriod or (C)umulative.

Once the account is selected, the summary information is displayed.



Account Status	1 OUR COMPANY	1/01/07- 1/31/07

Account: 4000 RENTAL INCOME   Dept/Budget: 0/1
Profit Center: 999999 All   Type: Period

------PERIOD-----	--BALANCE--	--%--	---BUDGET--	--%--	---PRIOR---	--%--
Begin Balance ==>	0.00				0.00	
1/01/06- 1/31/06	409057.35-	32.8	0.00	0.0	0.00	0.0
2/01/06- 2/28/06	838426.58-	67.2	0.00	0.0	0.00	0.0
3/01/06- 3/31/06	0.00	0.0	0.00	0.0	0.00	0.0
4/01/06- 4/30/06	0.00	0.0	0.00	0.0	0.00	0.0
5/01/06- 5/31/06	0.00	0.0	0.00	0.0	0.00	0.0
6/01/06- 6/30/06	0.00	0.0	0.00	0.0	0.00	0.0
7/01/06- 7/31/06	0.00	0.0	0.00	0.0	0.00	0.0
8/01/06- 8/31/06	0.00	0.0	0.00	0.0	0.00	0.0
9/01/06- 9/30/06	0.00	0.0	0.00	0.0	0.00	0.0
10/01/06-10/31/06	0.00	0.0	0.00	0.0	0.00	0.0
11/01/06-11/30/06	0.00	0.0	0.00	0.0	0.00	0.0
12/01/06-12/31/06	0.00	0.0	0.00	0.0	0.00	0.0
Period Balance =>	1247483.93-	100.0	0.00	0.0	0.00	0.0
Ending Balance =>	1247483.93-					

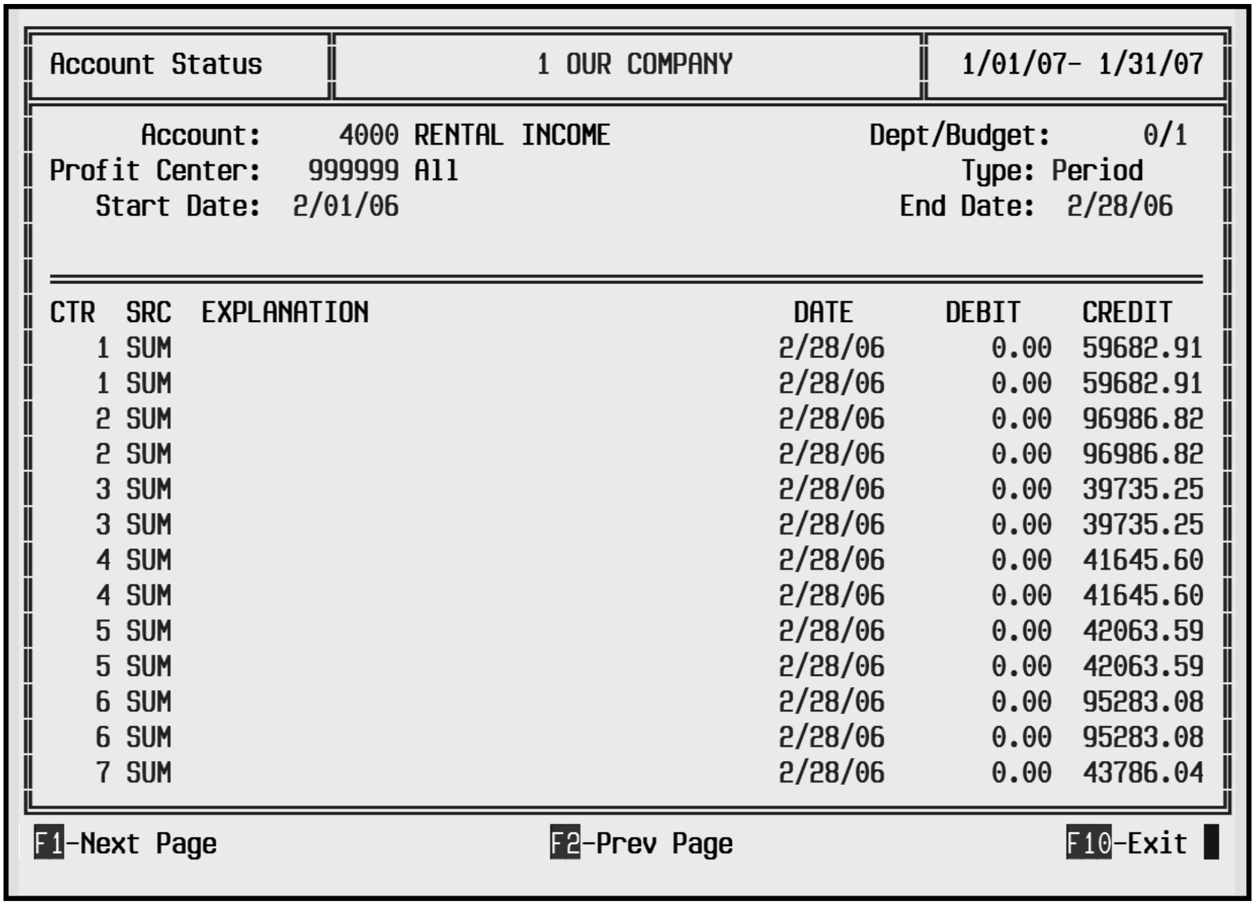
F1-Next F2-Prev F3-Summary F4-J/E's F5-Net Chg F6-Bdg/Comp ENTER-Restart

Figure 3.1.2 Account Status Listing

Several options for analysis are available from the summary screen. These same options are also available from some of the lower level screens.

Once you have selected the G/L account, profit center/store, department, budget and type, you can scroll through the rest of the G/L account numbers by using **F1** to view the next account number and **F2** view the previous account number.

F4-J/E's
You may view any journal entries associated with this account number by pressing **F4.** You may specify a starting and ending date or it will default to the beginning and ending dates of your current period.



Account Status | 1 OUR COMPANY | 1/01/07- 1/31/07

Account: 4000 RENTAL INCOME   Dept/Budget: 0/1
Profit Center: 999999 All   Type: Period
Start Date: 2/01/06   End Date: 2/28/06

CTR	SRC	EXPLANATION	DATE	DEBIT	CREDIT
1	SUM		2/28/06	0.00	59682.91
1	SUM		2/28/06	0.00	59682.91
2	SUM		2/28/06	0.00	96986.82
2	SUM		2/28/06	0.00	96986.82
3	SUM		2/28/06	0.00	39735.25
3	SUM		2/28/06	0.00	39735.25
4	SUM		2/28/06	0.00	41645.60
4	SUM		2/28/06	0.00	41645.60
5	SUM		2/28/06	0.00	42063.59
5	SUM		2/28/06	0.00	42063.59
6	SUM		2/28/06	0.00	95283.08
6	SUM		2/28/06	0.00	95283.08
7	SUM		2/28/06	0.00	43786.04

F1-Next Page   F2-Prev Page   F10-Exit

Figure 3.1.3 View Account Journal Entries F4

The listing will include the profit center/store, source code, explanation if applicable, journal entry date, and debit or credit amount for each entry.

You may scroll through the journal entries using **F1** to page forward and **F2** to page back. <ENTER> will bring you back to the summary screen.

F5-Net Chg
Net change analysis is available for a single account within a given range of dates by pressing **F5**.

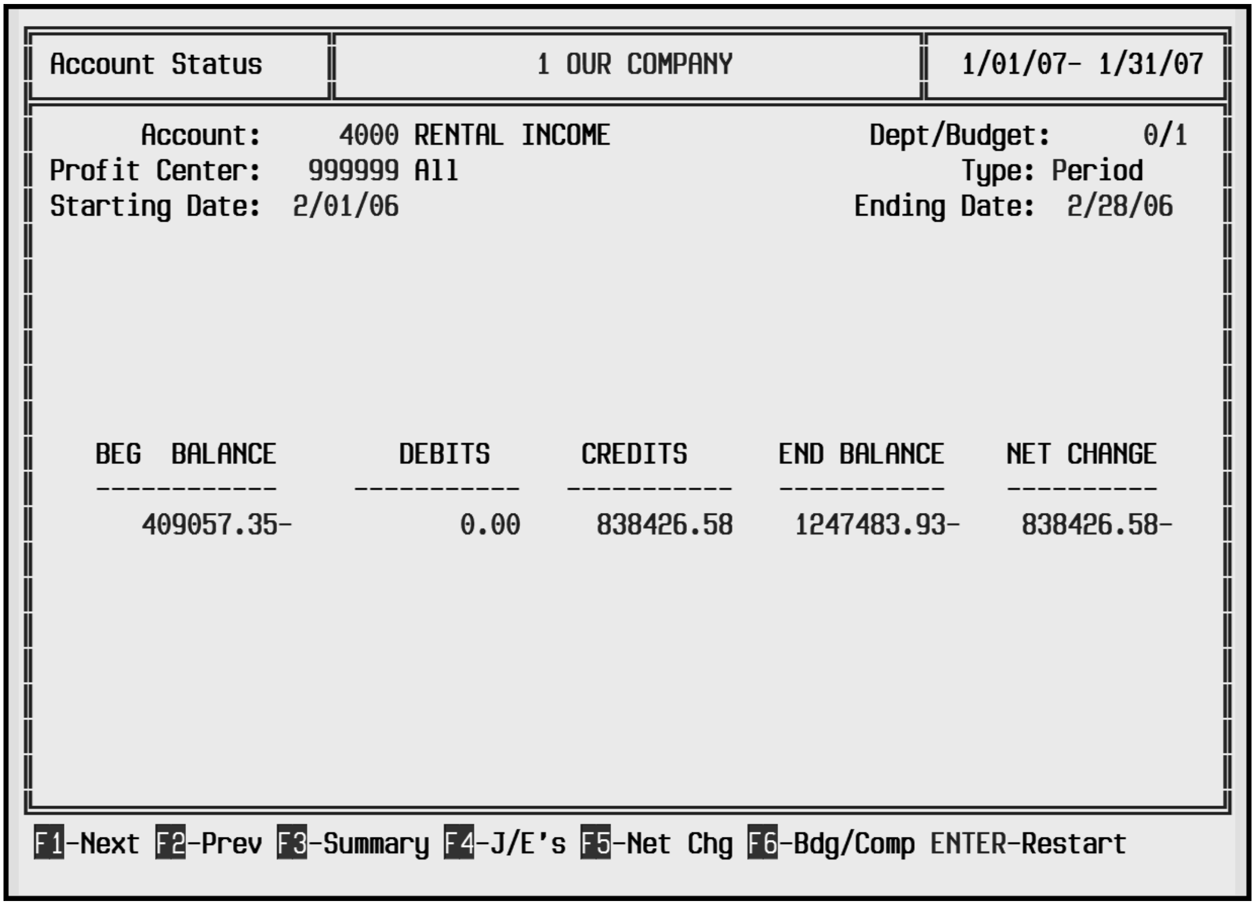
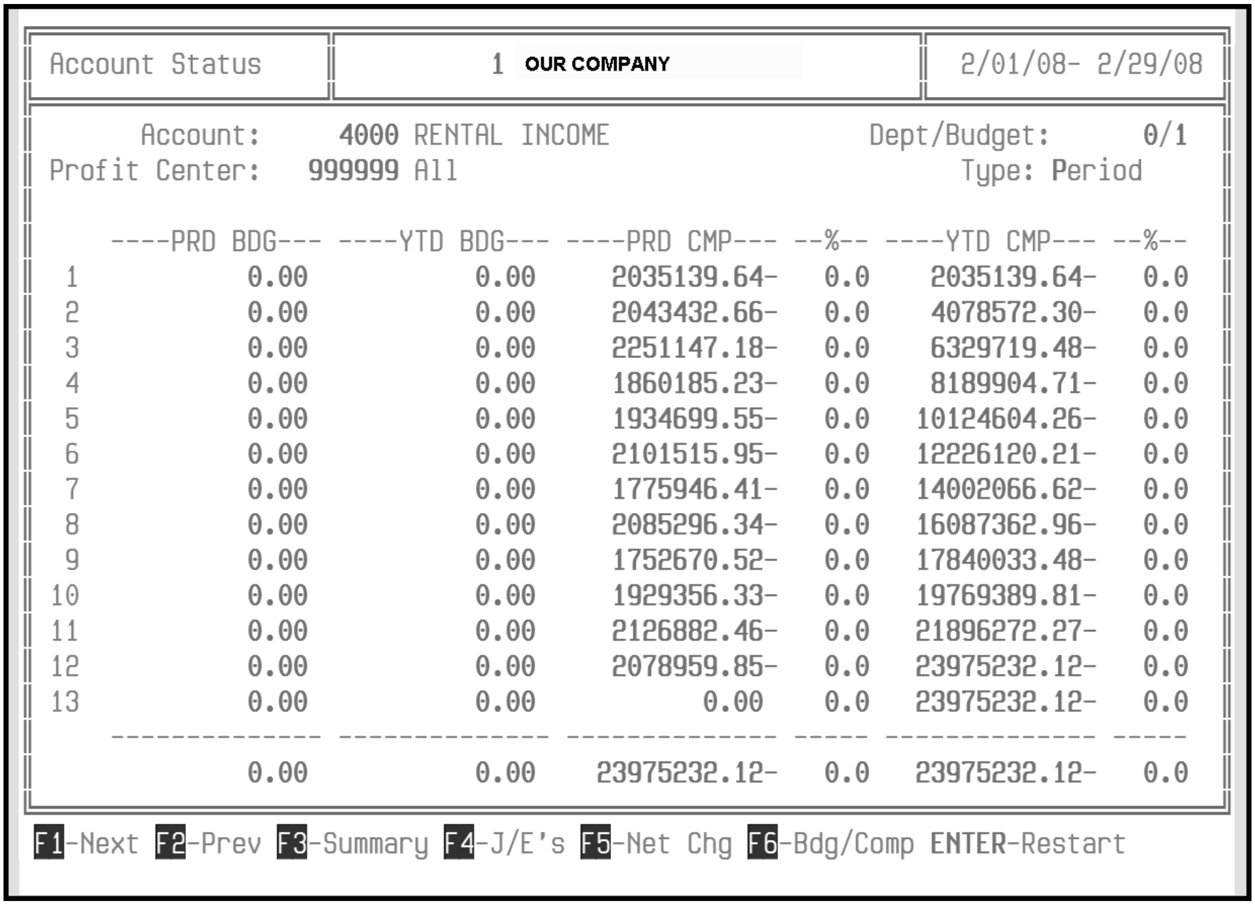


Figure 3.1.4 View Account Net Change F5

From this screen you have the same functions as the summary screen.

F6-Bdg/Comp
The budget amounts represent projected amounts for the current year, where the comparative amounts represent amounts for the same period last year.



Account Status | 1 OUR COMPANY | 2/01/08- 2/29/08

Account: 4000 RENTAL INCOME   Dept/Budget: 0/1
Profit Center: 999999 All   Type: Period

	----PRD BDG---	----YTD BDG---	----PRD CMP---	--%--	----YTD CMP---	--%--
1	0.00	0.00	2035139.64-	0.0	2035139.64-	0.0
2	0.00	0.00	2043432.66-	0.0	4078572.30-	0.0
3	0.00	0.00	2251147.18-	0.0	6329719.48-	0.0
4	0.00	0.00	1860185.23-	0.0	8189904.71-	0.0
5	0.00	0.00	1934699.55-	0.0	10124604.26-	0.0
6	0.00	0.00	2101515.95-	0.0	12226120.21-	0.0
7	0.00	0.00	1775946.41-	0.0	14002066.62-	0.0
8	0.00	0.00	2085296.34-	0.0	16087362.96-	0.0
9	0.00	0.00	1752670.52-	0.0	17840033.48-	0.0
10	0.00	0.00	1929356.33-	0.0	19769389.81-	0.0
11	0.00	0.00	2126882.46-	0.0	21896272.27-	0.0
12	0.00	0.00	2078959.85-	0.0	23975232.12-	0.0
13	0.00	0.00	0.00	0.0	23975232.12-	0.0
	0.00	0.00	23975232.12-	0.0	23975232.12-	0.0

F1-Next F2-Prev F3-Summary F4-J/E's F5-Net Chg F6-Bdg/Comp ENTER-Restart

Figure 3.1.5 View Account Budget Amounts F6

From this screen you have the same functions as the summary screen.

When you are finished with your analysis, press **F8** to return to the menu.

3.2 Comparative Data Changes (COMPMNT)

In addition to maintaining summary level amounts per account and profit center/store, budget and comparative amounts are retained for each financial period. The comparative amounts may be manually entered for years prior to using the RSSS accounting system. Of course, once you have been on our system for a full fiscal year, this information will automatically be retained.

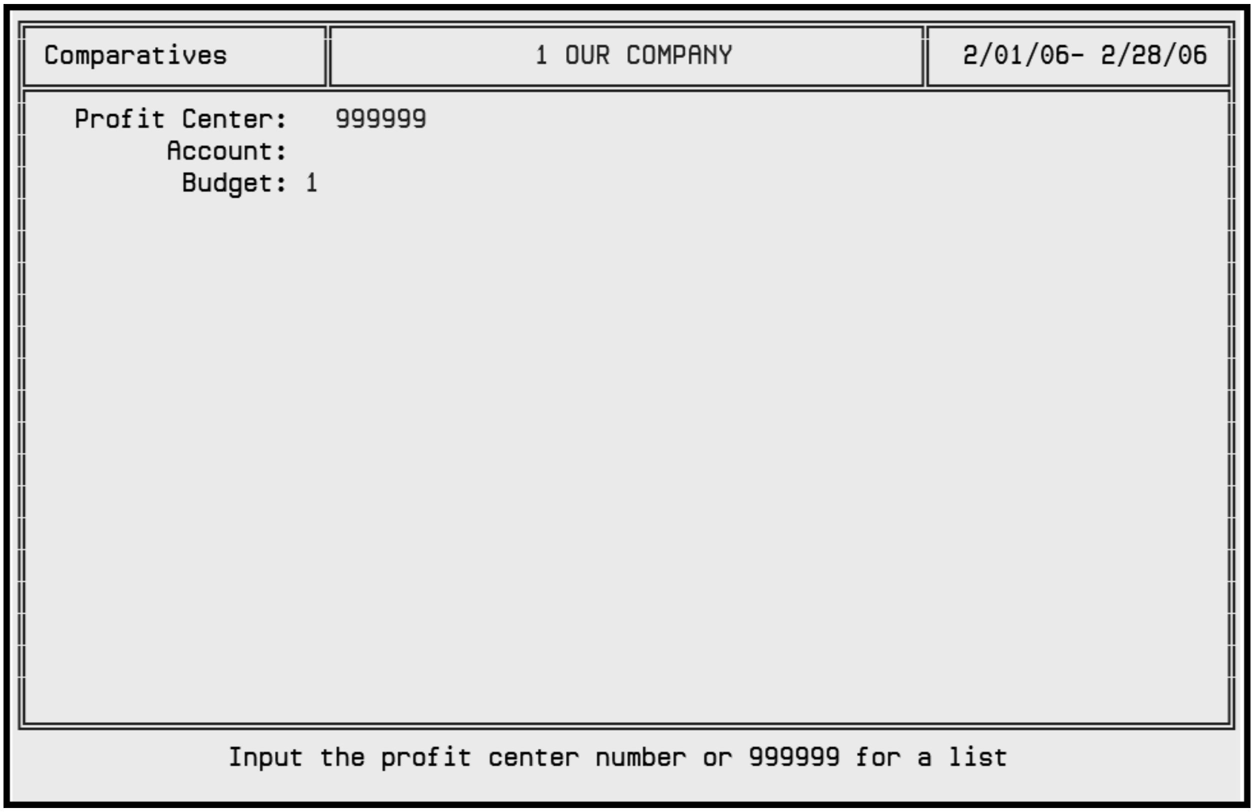


Figure 3.2.1 Comparative Entries (COMPMNT)

Profit Center
You must enter the profit center/store of which comparative you are entering.

Account
Enter the G/L account number.

Budget
Enter the budget number you would like to view with the comparative.

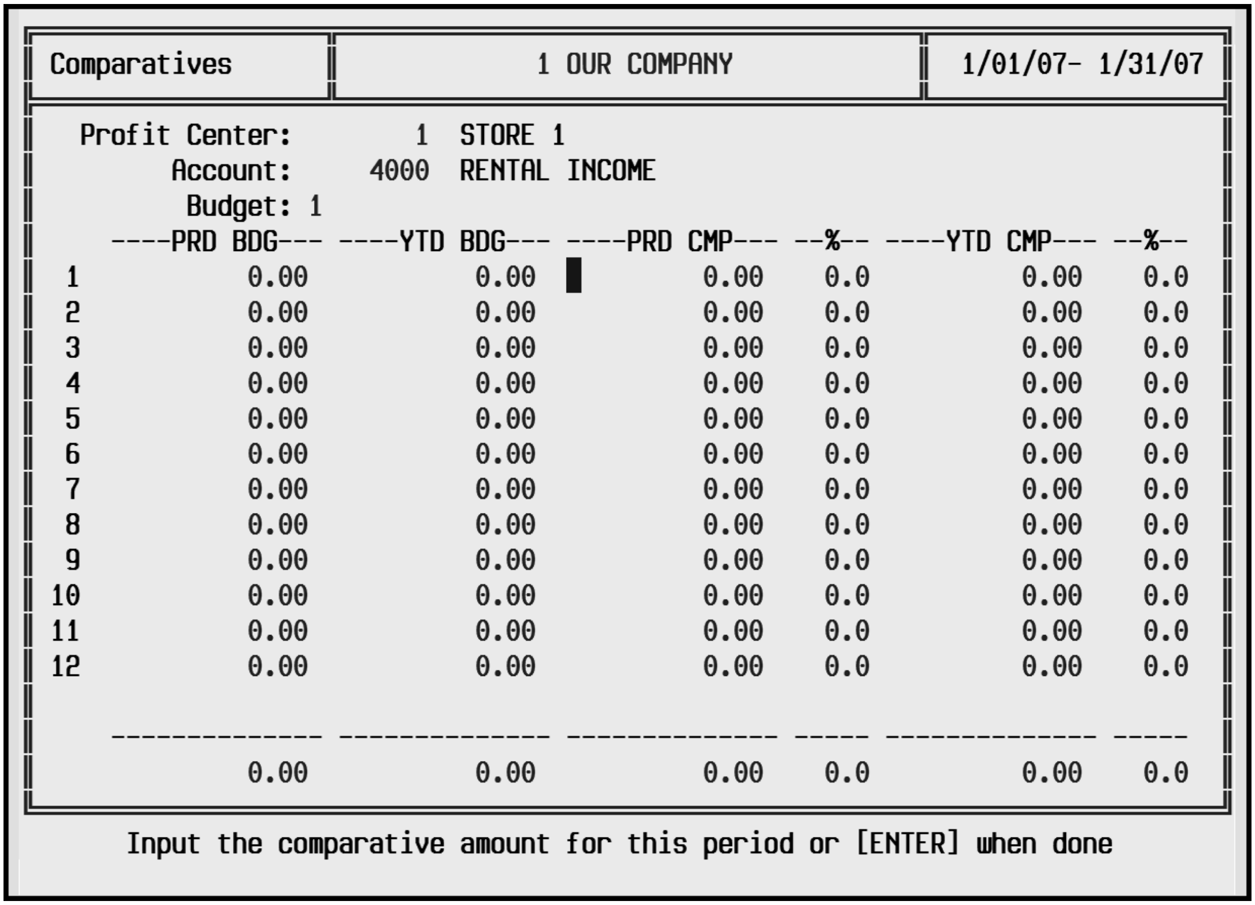


Figure 3.2.2 Entering Comparative Amounts

Starting at period 1, enter the comparative numbers for each period. The YTD comparative will automatically be filled in after each entry. Don't forget to use (-) on any account that carries a credit balance such as liabilities and revenues. When finished entering amounts for that G/L account number, press **F9** to save and move on to the next account number. When finished with the overall comparative entries, press **F9** to save the amounts on the last account number, then press **F8** to return to menu.

3.3 Journal Entries

The RSSS system offers two journal entry modules.

The first (GLJE) is very user friendly with all information of the entry at your fingertips and allows up to 1000 lines of account distribution, it immediately posts to the journal when the entry is in balance and you have verified that all is correct.

The second (JE) is used by the system for the automatic posting of the Summary System and Depreciation. This module allows you to enter the journal entry, view, edit, report, and/or delete before sending to the journal. You may also work on more than one entry at a time, but all must be in balance before posting.

Journal Entries (GLJE)

Multiple users can be posting to the General Ledger at the same time. An unlimited number of journal entries can be entered at one time.

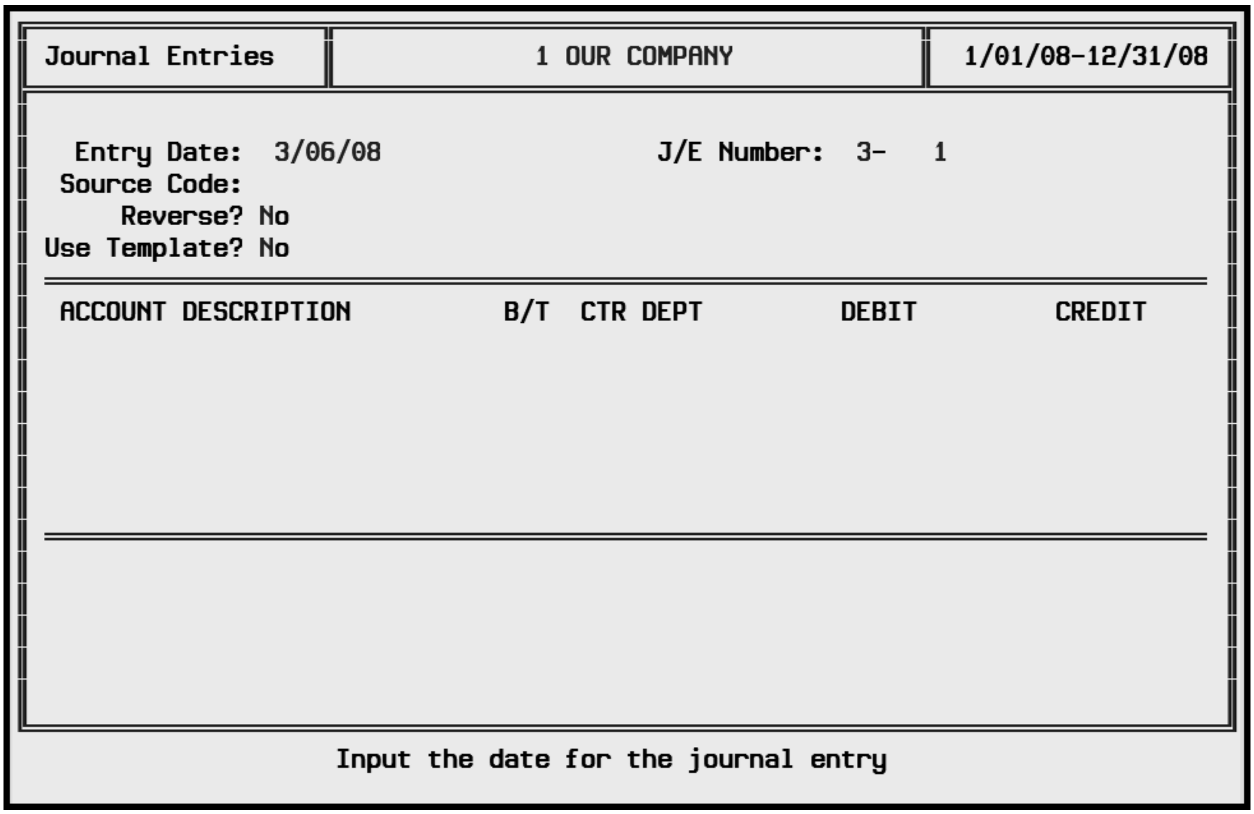


Figure 3.3.1 Journal Entries (GLJE)

Entry Date

Enter in the date you want this entry to go to the journal. It will default to today's date. This date, however, must fall within the dates specified in the upper right corner of the screen. These dates represent the current General Ledger operating dates specified in (DATES).

J/E Number

This is a freeform field for informational purposes only, it will default to today's dates period for the first part and the number 1 for the second. You may enter any number to reference the journal entry you are entering.

Source Code
Enter a valid source code to identify the category in which this journal entry belongs. If you do not know the source code, you may <ENTER> and a lookup window will appear. You may page forward using **F1** and page back using **F2**. Source code maintenance modules are provided from within the window. If you do not find the source code you would like to use, you may add it by pressing **F4**. This will take you to the 'Add Source Code' module. After adding the necessary code, press **F9** and you will be returned to the journal entry process. The newly added code will be displayed in the source code field. You may also change a source code from the lookup window by pressing **F6**. You will be taken to the 'Change Source Code' module where you may make your changes, press **F9** after changes have been made and it will bring you back to the journal entry process with the newly changed source code displayed.

Reverse
If you would like this entry to be reversed in the next period enter (Y)es. This will store the reversing entry in a data file until you close out the current month. The reverse side of the entry will not post to the journal until activated by closing out the current G/L period. This is done by going into 'Set Operating Dates' (DATES) and changing the 'Beginning Date' for the G/L to be the first day of the new period.

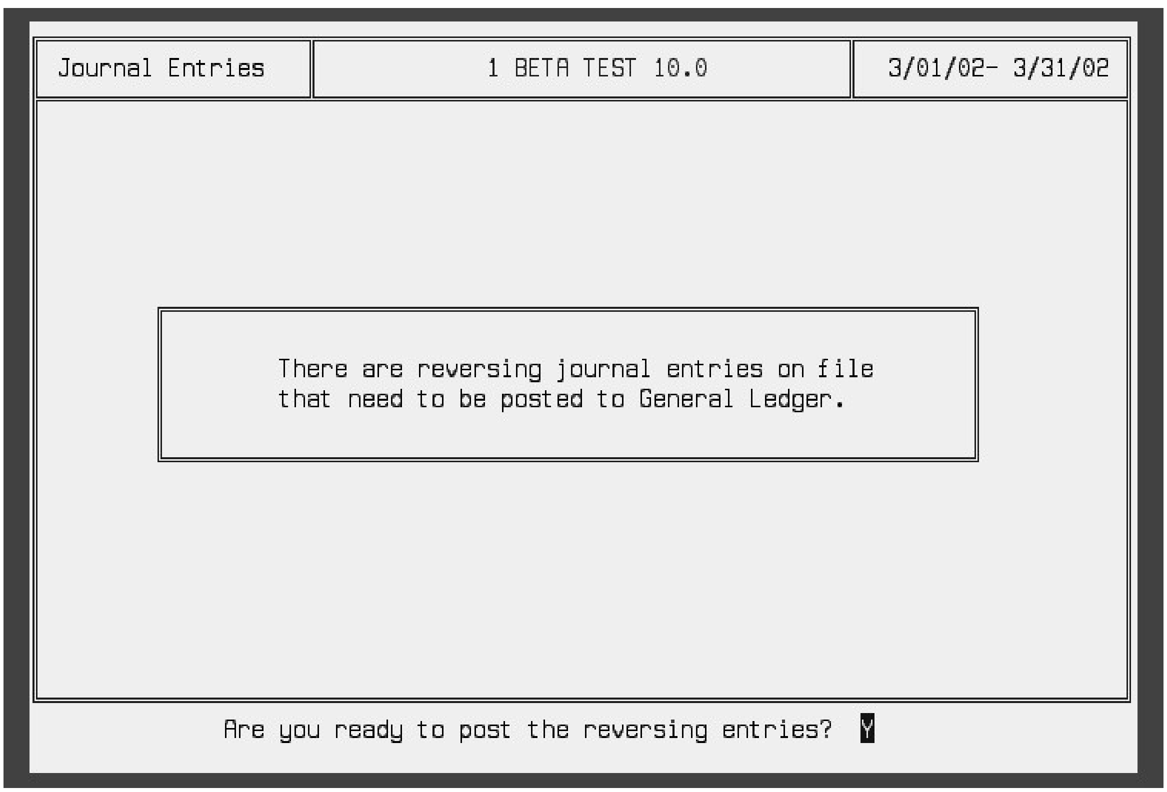


Figure 3.3.2 Ready to Post? Prompt

Once you have changed the G/L operating dates, go into the Journal Entry module (GLJE) and a message will pop up to post reversing entries.

Use Template
Enter (Y)es to use an A/P distribution template and enter the distribution template you would like to use and the dollar amount you would like to distribute.

Account
Enter a valid G/L account number. If you do not know the G/L account number, you may <ENTER> or type in a few letters of the G/L account description and a lookup window will appear. You may page forward using **F1** and page back using **F2**. G/L account number modules are provided from within the window. If you do not find the G/L account number you would like to use, you may add it by pressing **F4**. This will take you to the 'Add Account' module. After adding the necessary G/L account number, press **F9** and you will be returned to the journal entry process. The newly added G/L account number will be displayed in the account field. You may also change a G/L account number from the lookup window by pressing **F6**. You will be taken to the 'Change Account' module where you may make your changes, press **F9** after changes have been made and it will bring you back to the journal entry process with the newly changed G/L account number displayed.

CTR
Enter the profit center/store for this entry.

Debit/Credit
Enter the amount in the appropriate debit or credit column. As you enter the journal entry, the total displayed in the upper right portion of the screen is automatically updated. In order to post the entry the debit and credit total must match. This will result in a journal balance of zero. Once all entries have been made press **F9** to go to the comment box.

You may enter any text explanation to the journal entry. Instead of having to maintain a separate written journal for the real journal entries, you can actually document journal entries in the journal itself. The comment field can be up to fifty lines of text. These comments are carried into the General Ledger Transaction file. Once you have finished with the comments, press **F9**.

After the text description is entered, you have the option to redo anything that you might have entered wrong. If you have entered something wrong, answer accordingly and correct the error.

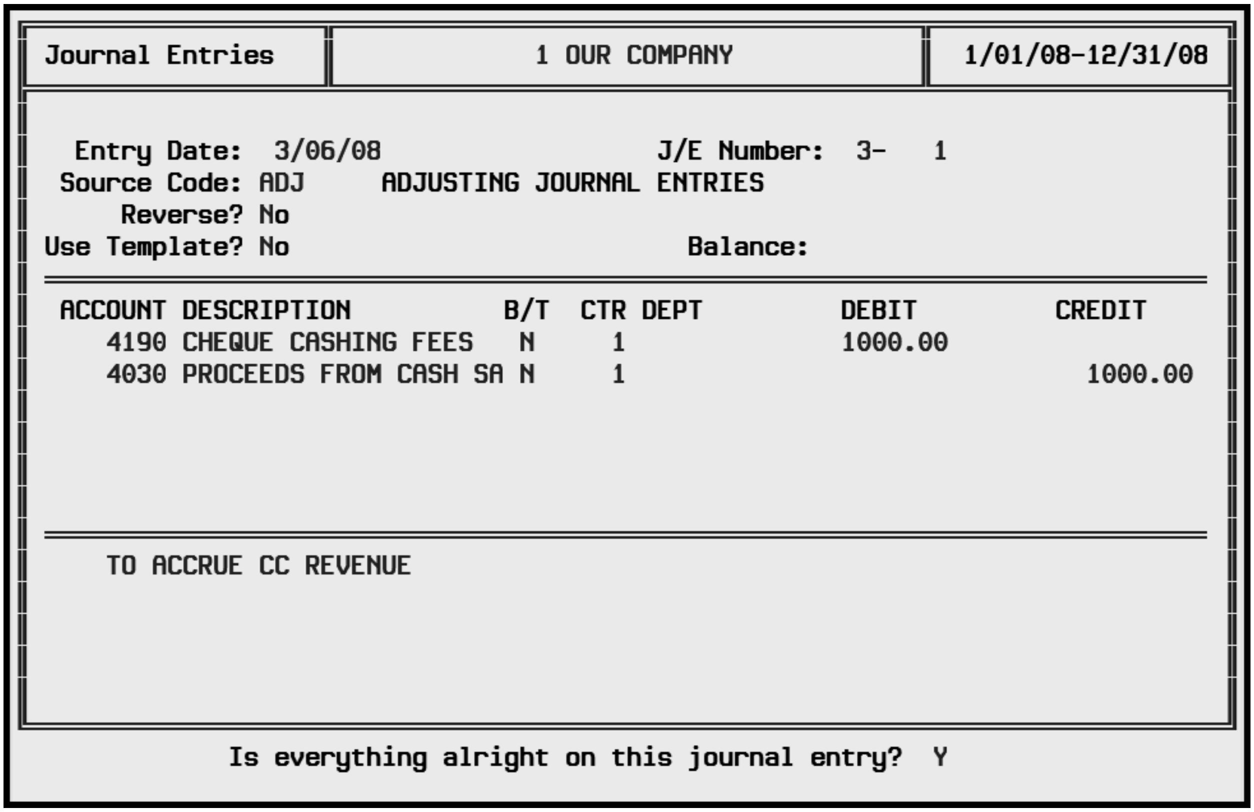


Figure 3.3.3 Is everything alright? Prompt

Once everything is correct, the journal will be updated and the journal entry will print.

Journal Entries (JE)

This is the other journal entry module used by the Summary System and Depreciation to do automatic postings. You may also use for any other journal entry that you may want to enter and the report before posting to the General Ledger. When using for Summary System and Depreciation you can just go directly to 'Post Journal Entries' after you have created the entries through 'Post Summary System' (SUMGLINT), 'Income Forecasting Depreciation' (DEPIFST), or 'Depreciation' (DEPRPT). Please go to the Post Summary System section of this manual for information on posting.

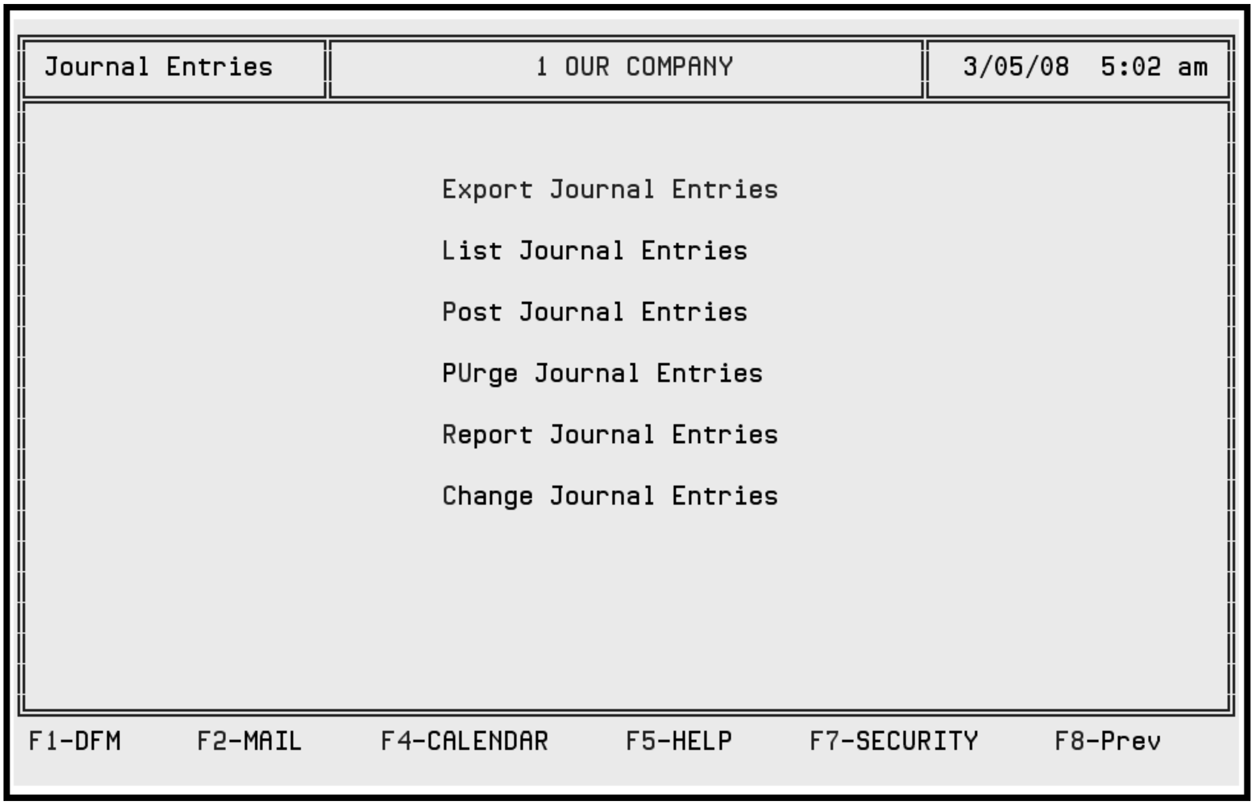


Figure 3.3.4 Journal Entries (JE)

Add Journal Entries (ADDJE)

You may use this module to add a journal entry, this module allows you to add the entry, and then maintain it without posting immediately to the ledger.

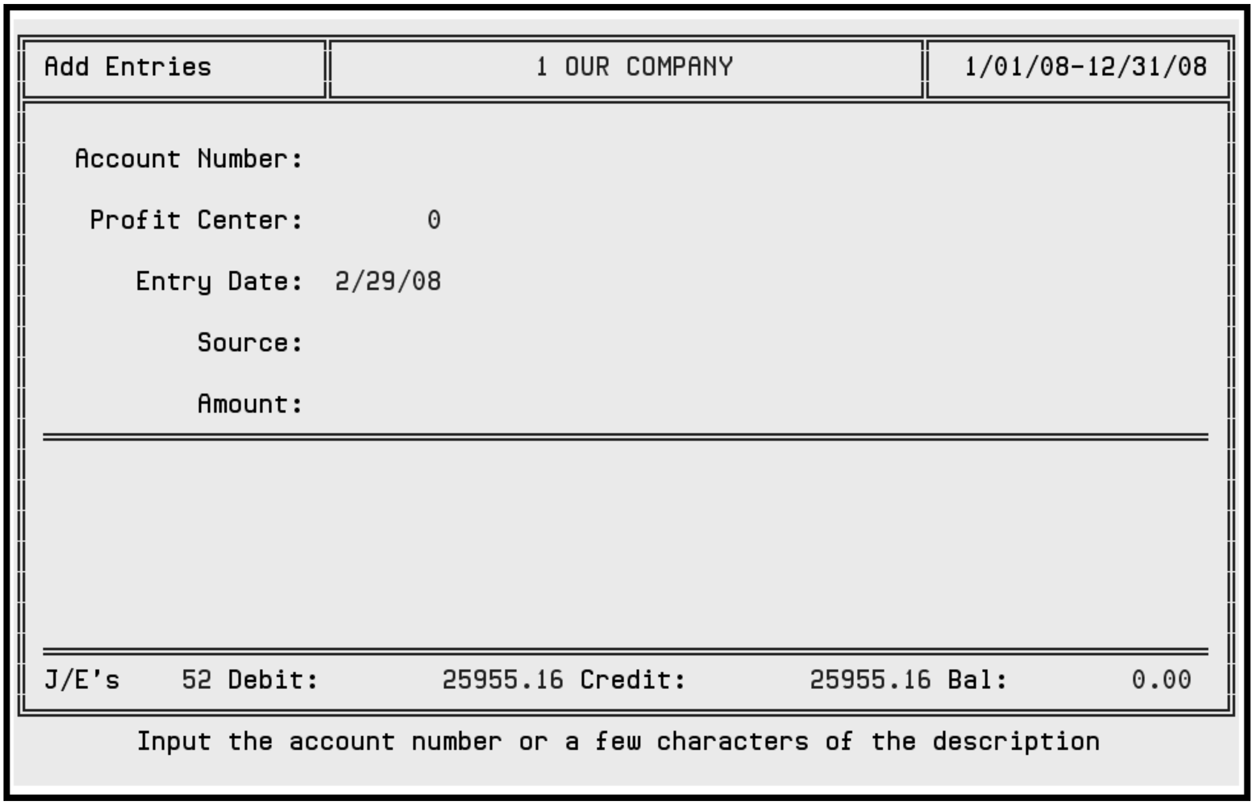


Figure 3.3.5 Adding Journal Entries (JE)

Account Number

Enter a valid G/L account number. If you do not know the G/L account number, you may <ENTER> or type in a few letters of the G/L account description and a lookup window will appear. You may page forward using **F1** and page back using **F2**. G/L account number modules are provided from within the window. If you do not find the G/L account number you would like to use, you may add it by pressing **F4**. This will take you to the 'Add Account' module. After adding the necessary G/L account number, press **F9** and you will be returned to the journal entry process. The newly added G/L account number will be displayed in the account field. You may also change a G/L account number from the lookup window by pressing **F6**. You will be taken to the 'Change Account' module where you may make your changes, press **F9** after changes have been made and it will bring you back to the journal entry process with the newly changed G/L account number displayed.

Profit Center

Enter the profit center/store for this entry.

Entry Date

Enter in the date you want this entry to go to the journal. It will default to today's date. This date, however, must fall within the dates specified in the upper right corner of the screen. These dates represent the current General Ledger operating dates specified in (DATES).

Source

Enter a valid source code to identify the category in which this journal entry belongs. If you do not know the source code, you may <ENTER> and a lookup window will appear. You may page forward using **F1** and page back using **F2**. Source code maintenance modules are provided from within the window. If you do not find the source code you would like to use, you may add it by pressing **F4**. This will take you to the 'Add Source Code' module. After adding the necessary code, press **F9** and you will be returned to the journal entry process. The newly added code will be displayed in the source code field. You may also change a source code from the lookup window by pressing **F6**. You will be taken to the 'Change Source Code' module where you may make your changes, press **F9** after changes have been made and it will bring you back to the journal entry process with the newly changed source code displayed.

Amount

Enter the amount you would like to post to this account.

When you have completed all of the information for this journal transaction, press **F9**.

You may enter any text explanation to the journal entry. Instead of having to maintain a separate written journal for the real journal entries, you can actually document journal entries in the journal itself. The comment field can be up to fifty lines of text. These comments are carried into the General Ledger Transaction file. Once you have finished with the comments, press **F9**.

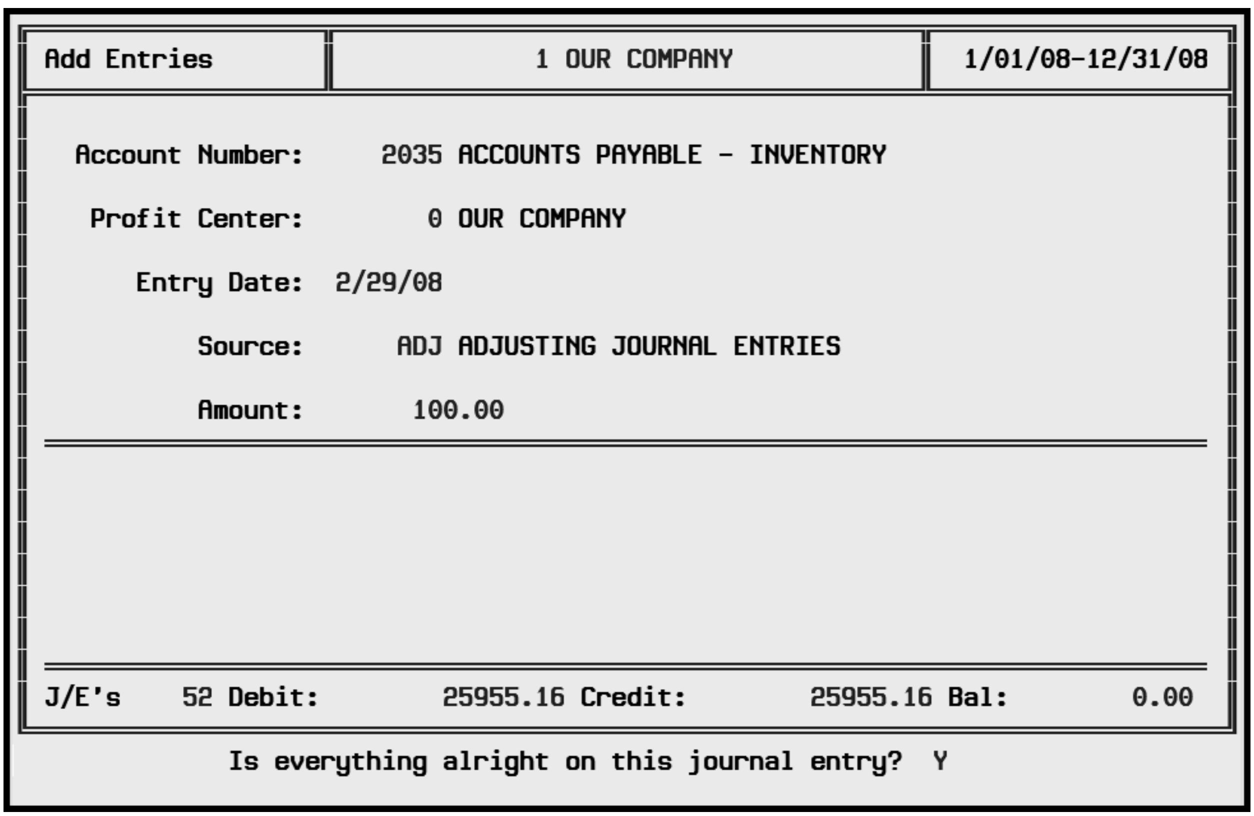


Figure 3.3.6 Is everything alright? Prompt

After the text description is entered, you have the option to redo anything that you might have entered wrong. If you have entered something wrong, answer accordingly and correct the error.

Once you have the entry correct, you will be taken back to the top to enter the next journal transaction. The bottom of the screen keeps a running balance of the number of journal transactions ‘J/E’s’, debit entry amounts ‘Debit’, credit entry amounts ‘Credit’, and balance of the entire journal entry ‘Balance’. The entry must be a zero balance before it will posted to the ledger.

Change Journal Entries (CHGJE)

Once journal entries have been added using (ADDJE), you may make changes to them before posting to the journal using this module.

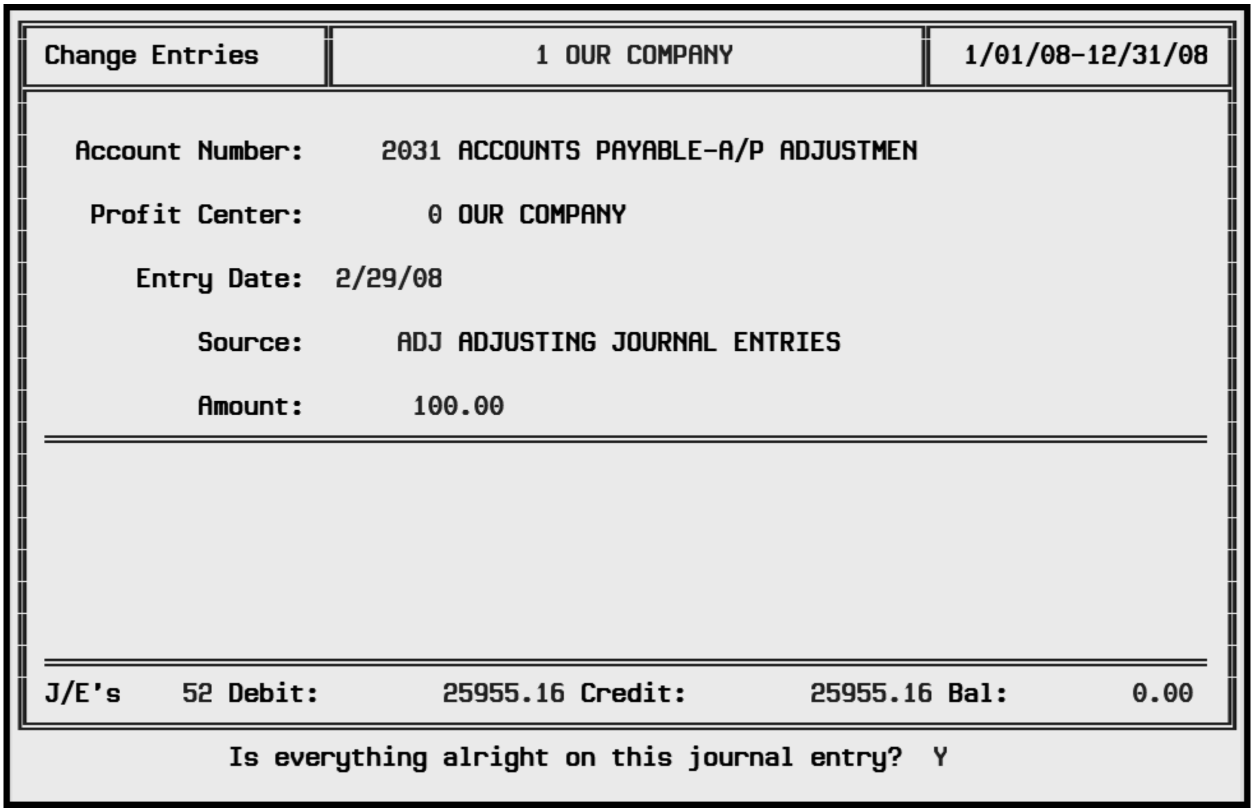


Figure 3.3.7 Changing Journal Entries (CHGJE)

Account Number
Enter the account number of the journal transaction that you would like to change, if you do not know the account number, type in part of the account description or <ENTER> to get a lookup window.

Profit Center
Enter the profit center/store of the journal transaction that you would like change.

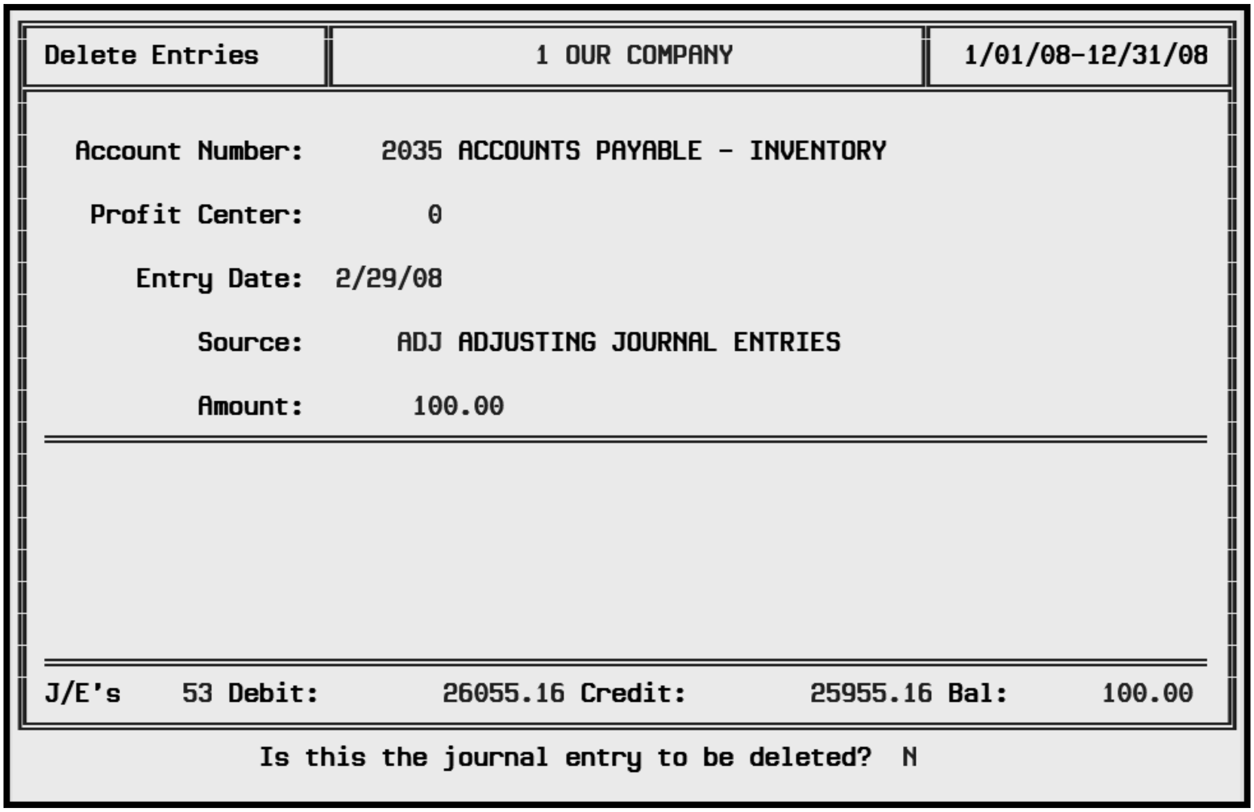
Entry Date
Enter the entry date of the journal transaction that you would like to change.

The journal transaction will then appear on the screen, if this is the one you would like to change, press <ENTER> and make any changes needed, press **F9** when finished with the changes.

If it is not the journal transaction that you would like to change you may press **F1** to go to the next journal transaction, **F2** to go to the previous journal transaction, **F7** to restart the lookup, or **F8** to exit to menu.

Delete Journal Entries (DELJE)

Once journal entries have been added using (ADDJE), you may delete them before they get posted to the journal using this module.


Delete Entries | 1 OUR COMPANY | 1/01/08-12/31/08

Account Number: 2035 ACCOUNTS PAYABLE - INVENTORY

Profit Center: 0

Entry Date: 2/29/08

Source: ADJ ADJUSTING JOURNAL ENTRIES

Amount: 100.00

J/E's 53 Debit: 26055.16 Credit: 25955.16 Bal: 100.00

Is this the journal entry to be deleted? N

Figure 3.3.8 Deleting Journal Entries (DELJE)

Account Number
Enter the account number of the journal transaction that you would like to delete, if you do not know the account number, type in part of the account description or <ENTER> to get a lookup window.

Profit Center
Enter the profit center/store of the journal transaction that you would like delete.

Entry Date
Enter the entry date of the journal transaction that you would like to delete.

The journal transaction will then appear on the screen, if this is the one you would like to delete, press <ENTER>, you will then need to verify that this is the journal transaction you would like to delete.

If it is not the journal transaction that you would like to delete you may press **F1** to go to the next journal transaction, **F2** to go to the previous journal transaction, **F7** to restart the lookup, or **F8** to exit to menu.

Export Journal Entries (EXPORTJE)

You may export your journal entries to a file to later be put on a floppy or FTP'd to another system.

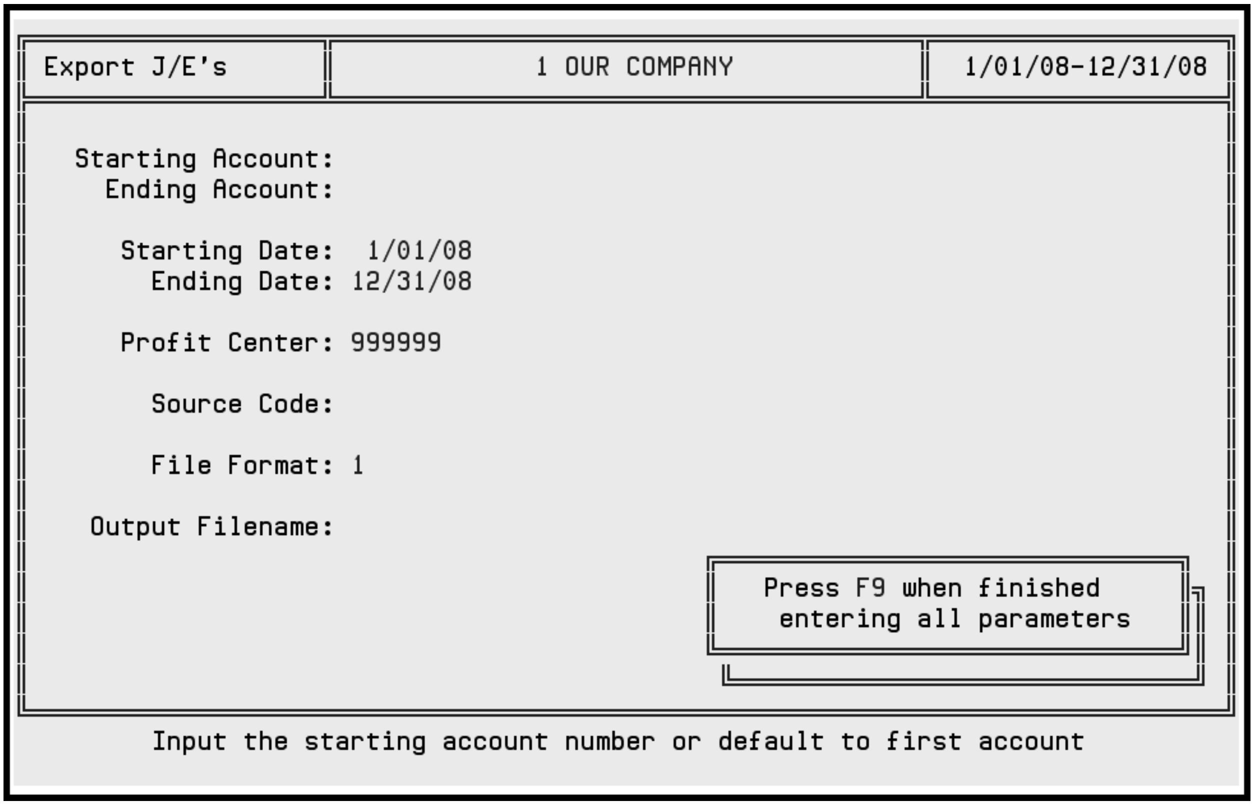


Figure 3.3.9 Exporting Journal Entries (EXPORTJE)

Starting Account / Ending Account
Enter the starting and ending account number you would like included in the export, or leave blank to include all.

Starting Date / Ending Date
Enter the starting and ending entry date you would like included in the export, or leave blank to include all.

Profit Center
Enter the profit center/store you would like to export, or leave 999999 to include all.

Source Code
Enter the source code you would like to export, or leave blank to include all.

File Format
Input the export file format wanted: 1 or 2.

Output Filename
Enter the pathname for this export.

Once you have entered all of your selections, press **F9** to begin the file creation.

List Journal Entries (LSTJE)

You may list all journal entries that have been entered using this module.

List Entries	1 OUR COMPANY	1/01/08-12/31/08

ACCOUNT	CTR	DATE	SRC	AMOUNT	MESSAGE
4185	1	3/01/08	REC	18.75-	
5910	1	3/01/08	REC	56.25-	
2075	1	3/01/08	REC	56.25-	
1180	1	3/01/08	REC	56.25	
4030	1	3/01/08	REC	177.00	
1245	1	3/01/08	REC	100.00-	
4194	1	3/01/08	REC	2.00-	
1022	1	3/01/08	SUM	1,724.00	
1180	1	3/01/08	SUM	56.25-	
4030	1	3/01/08	SUM	3,975.00-	
4060	1	3/01/08	SUM	2,251.00	
5910	1	3/01/08	SUM	56.25	
1245	533	2/29/08	REC	1,582.20-	
4030	533	2/29/08	REC	1,796.60	
4192	533	2/29/08	REC	79.40-	
1245	561	2/29/08	REC	551.05-	
4030	561	2/29/08	REC	602.80	

F1-Next Page F2-Prev Page F10-Exit

Figure 3.3.10 Listing Journal Entries (LSTJE)

Once you go into this module the list will immediately appear. You will see the account number, profit center/store, entry date, source code, amount and any comment attached to the journal transactions. You may scroll through the pages using **F1** to page forward and **F2** to page back, **F8** will take you back to the menu.

Post Journal Entries (POSTJE)

When all journal entries have been entered and are correct, you may use this module to post to the journal. It will not allow you to send to the journal if it is not a zero balance entry.

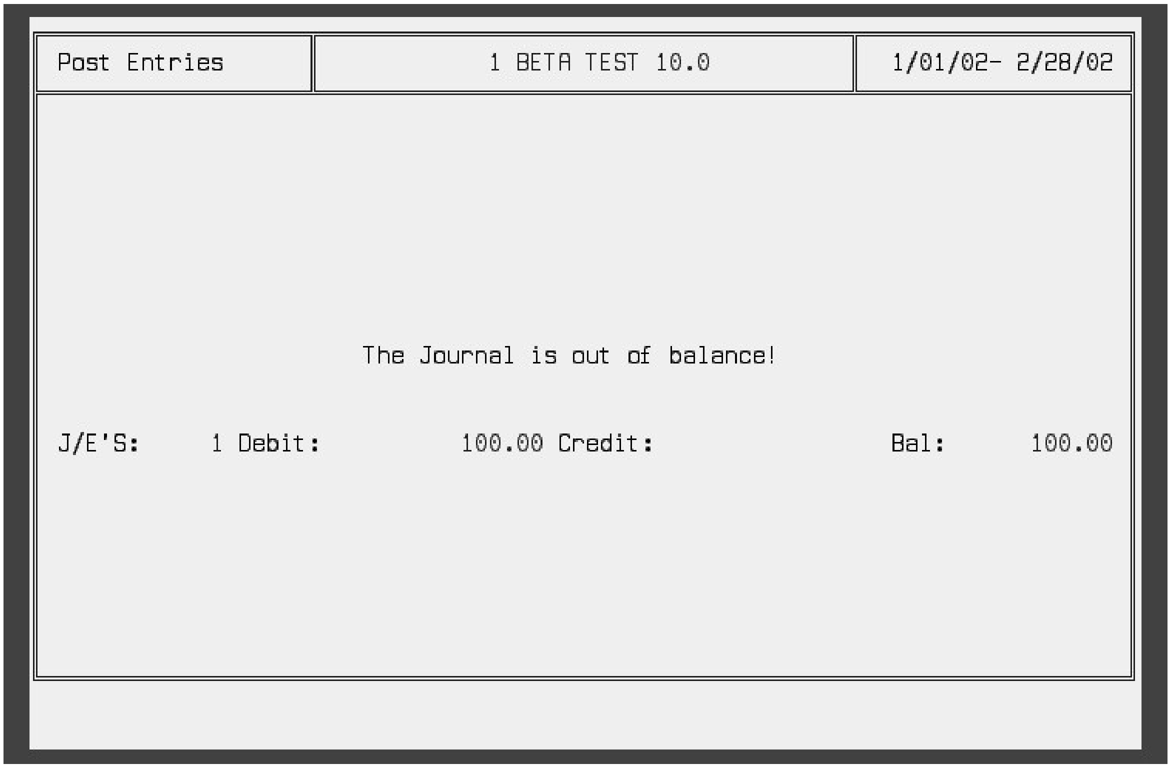


Figure 3.3.11 Posting Journal Entries Out of Balance Message

The system will not let you go any further with the post until you have balanced the entry.

Once you have a zero balance entry, go into the 'Post Journal Entries'.

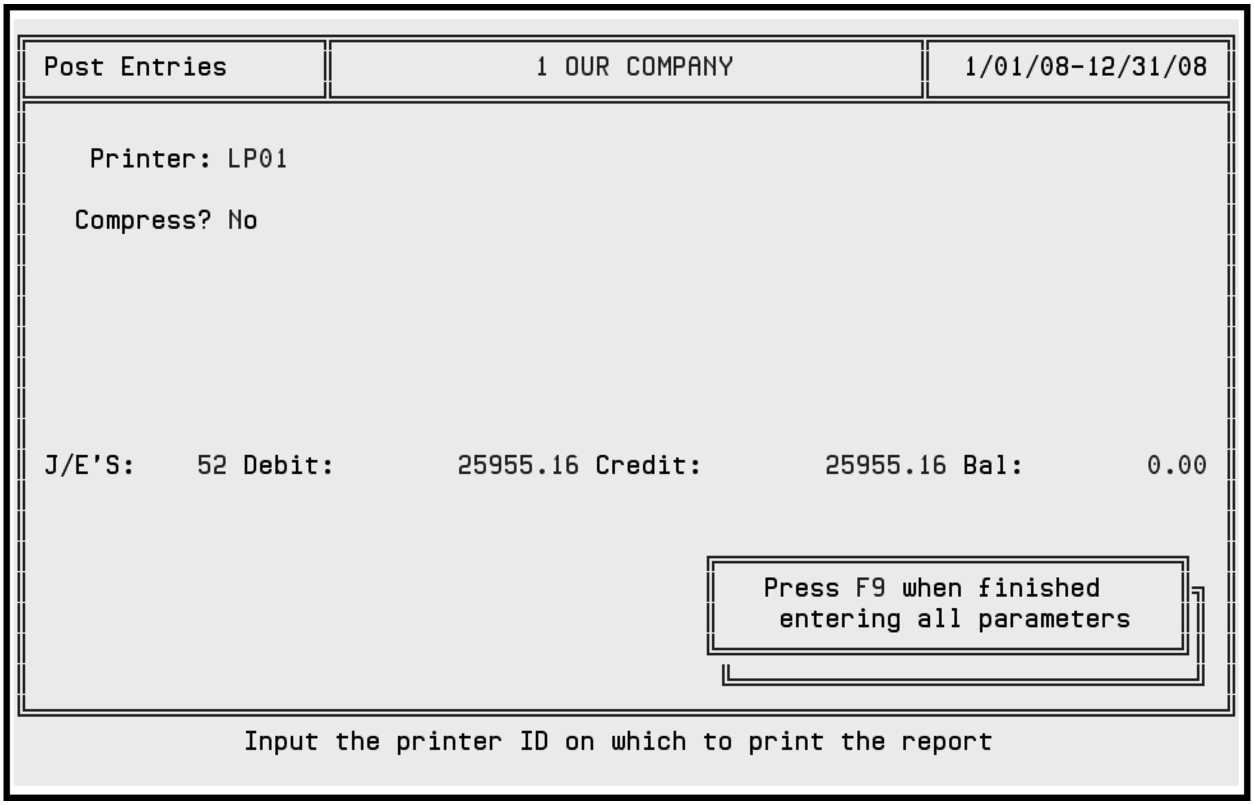


Figure 3.3.12 Post Journal Entries (POSTJE)

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the posting/printing process.

You will receive a print out of the journal entry that was just posted to the journal.

Purge Journal Entries (PURGEJE)

This module is used to wipe out a range or all transactions to be posted. For example, if you have sent Summary to be posted, and find that you are not ready yet, use this module to wipe out the entries before they ever get to the journal.

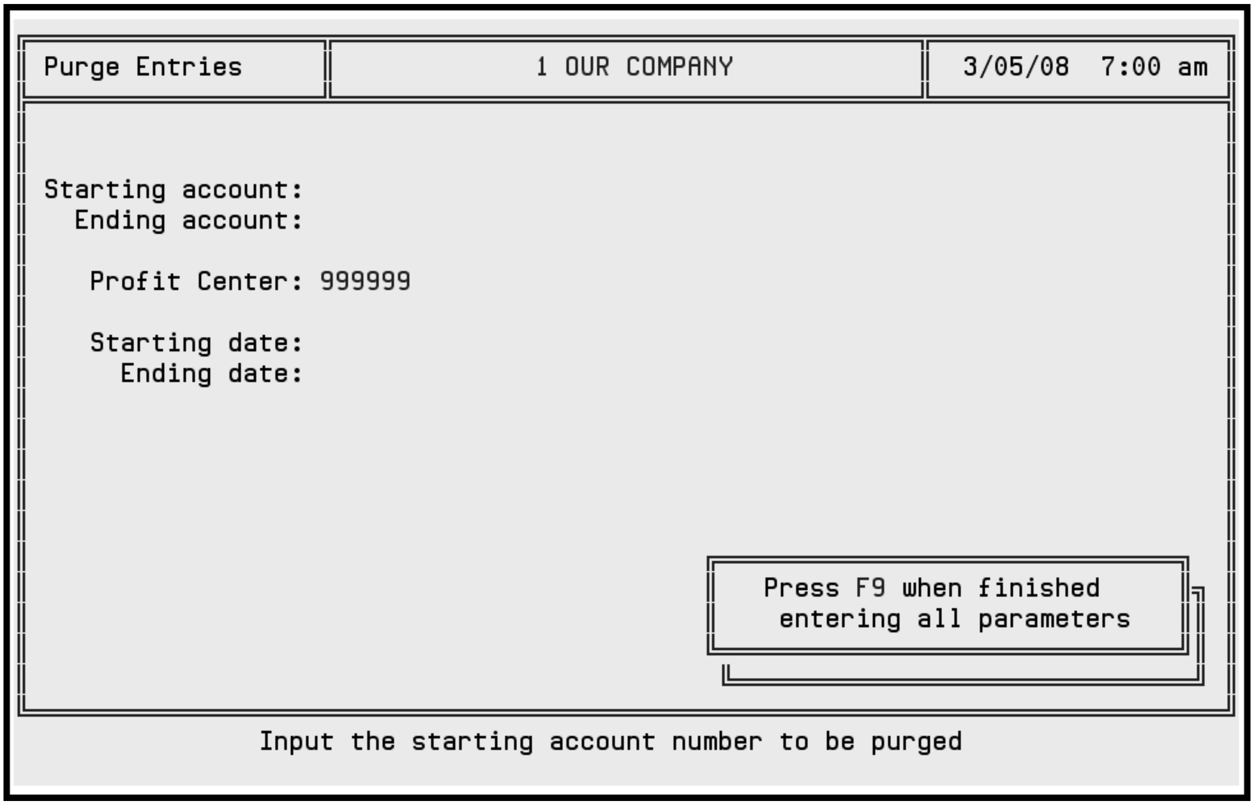


Figure 3.3.13 Purge Journal Entries (PURGEJE)

Starting Account / Ending Account
Enter the starting and ending account numbers that you would like to purge, or leave blank to include all.

Profit Center
Enter the profit center/store that you would like to purge, or leave 999999 to include all.

Starting Date / Ending Date
Enter the starting and ending entry date that you would like to purge, or leave blank to include all.

Once you have entered all of you selections, press **F9** to begin purging, press **F8** to go to menu.

Report Journal Entries (RPTJE)

You may run a report to view all entries waiting for posting using this module.

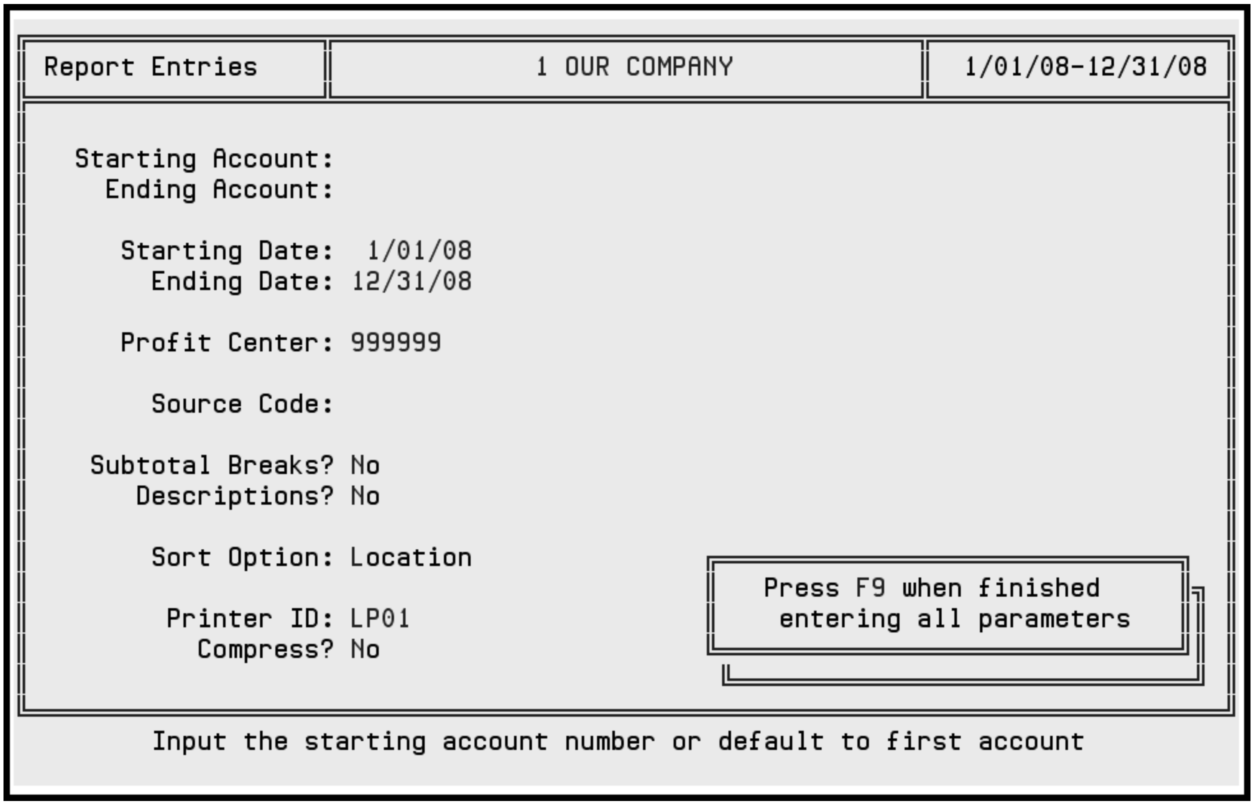


Figure 3.3.14 Report Journal Entries (RPTJE)

Starting Account / Ending Account
Enter the starting and ending account number you would like included in the report, or leave blank to include all.

Starting Date / Ending Date
Enter the starting and ending entry date you would like included in the report, or leave blank to include all.

Profit Center
Enter the profit center/store you would like to report, or leave 999999 to include all.

Source Code
Enter the source code you would like to report, or leave blank to include all.

Subtotal Breaks
Enter (Y)es to include subtotal breaks.

Descriptions
Enter (Y)es to include the entry descriptions.

Sort Option
You have two sort options for this report, (A)ccount, (L)ocation.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

Show Journal Entries (SHOJE)

You may view journal entries on screen using this module.

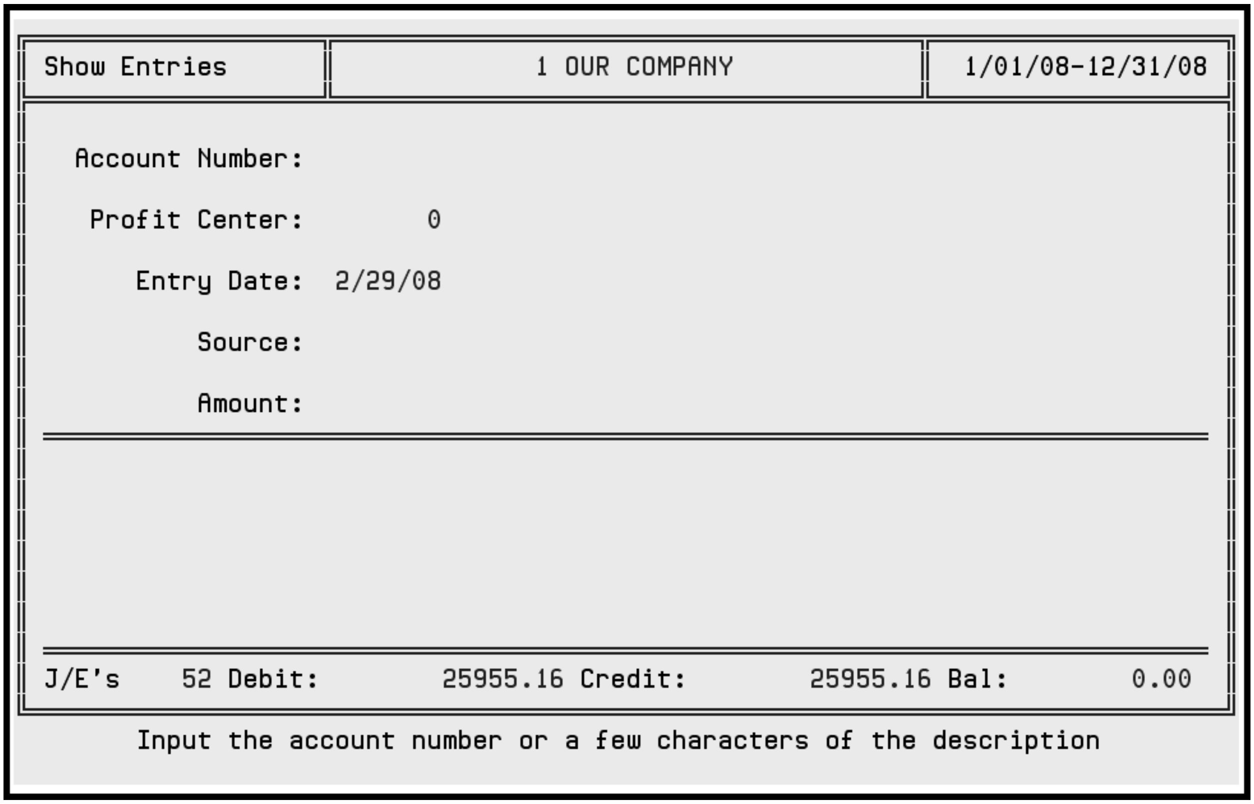


Figure 3.3.15 Show Journal Entries (SHOWJE)

Account Number
Enter the account number of the journal transaction that you would like to show, if you do not know the account number, type in part of the account description or <ENTER> to get a lookup window.

Profit Center
Enter the profit center/store of the journal transaction that you would like show.

Entry Date
Enter the entry date of the journal transaction that you would like to show.

The journal transaction will then appear on the screen. You may scroll through the journal transactions using **F1** to the next journal transaction and **F2** to the previous journal transaction, **F8** will take you back to the menu.

3.4 Layout Maintenance (LAYOUTS)

Financial statements are configured by the user. You can specify an unlimited number of different statements. The type of statements can be any of the following, balance sheet, Income Statement, or Miscellaneous.

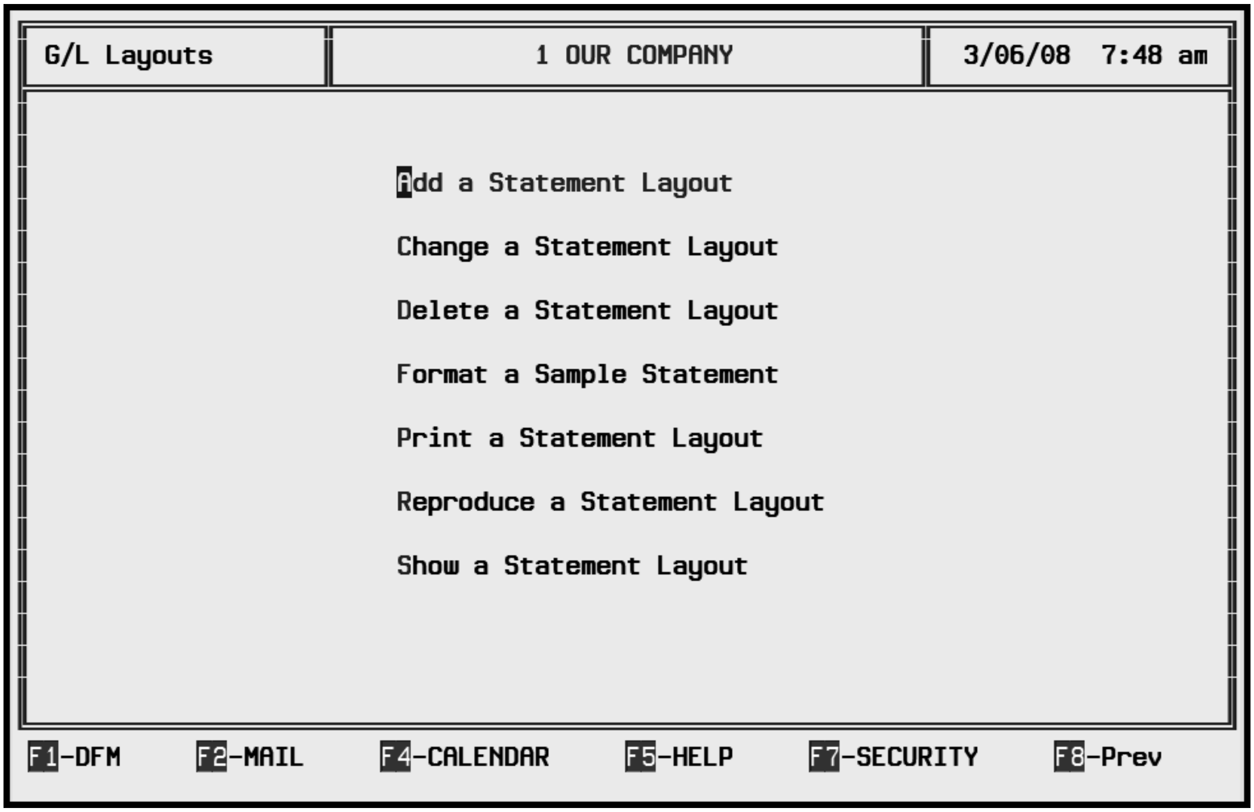


Figure 3.4.1 Layout Maintenance (LAYOUTS)

Add a Statement Layout (ADDLAY)

You will add the statement layouts by inserting appropriate information in the predefined programmed fields. You can add new records, insert new records, delete records and change existing records. Full cursor control is available for movement up and down the screens.

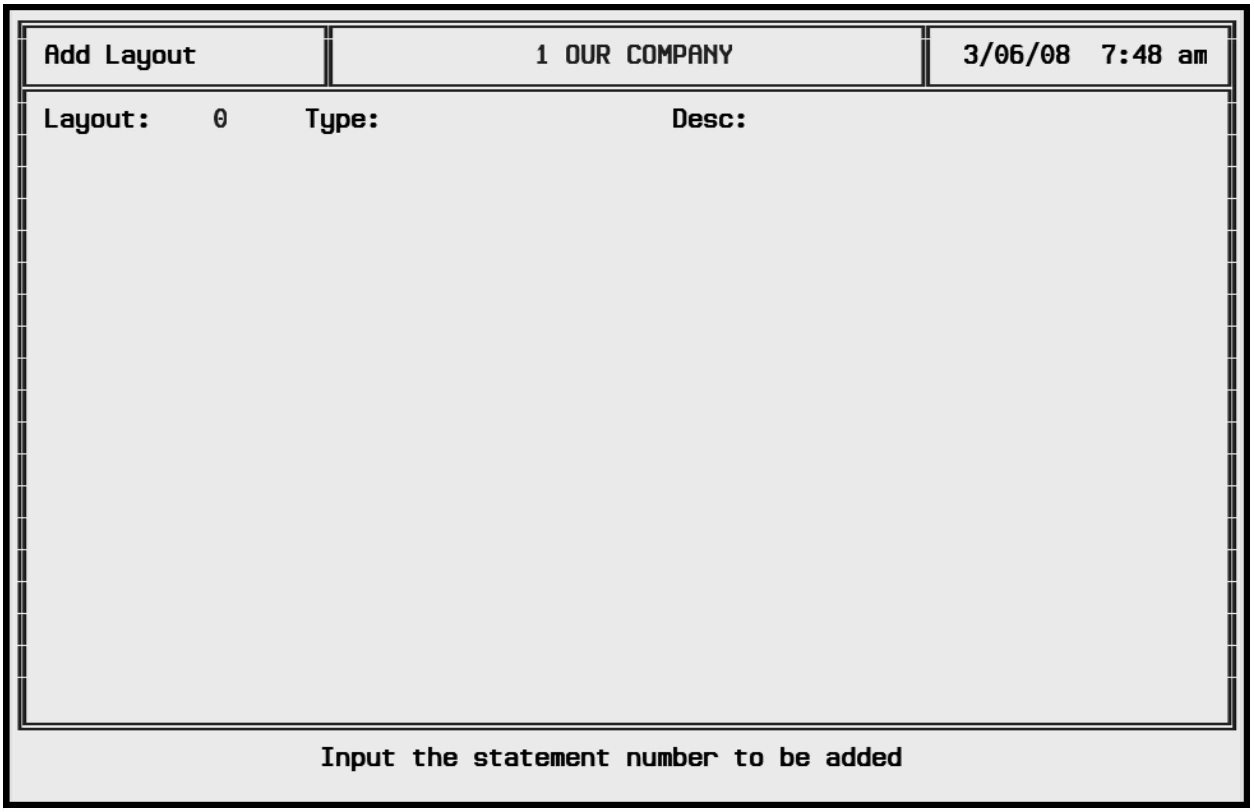


Figure 3.4.2 Adding a Statement Layout (ADDLAY)

Layout
Enter the number you would like to assign to this layout, it may be up to 4 digits.

Type
Enter what type of statement you will be creating. (B)alance Sheet, (I)ncome Statement, (M)iscellaneous.

Description
Enter a brief description of the layout you are creating, for example, Owner's Balance Sheet.

You may now begin the actual layout of your statement.

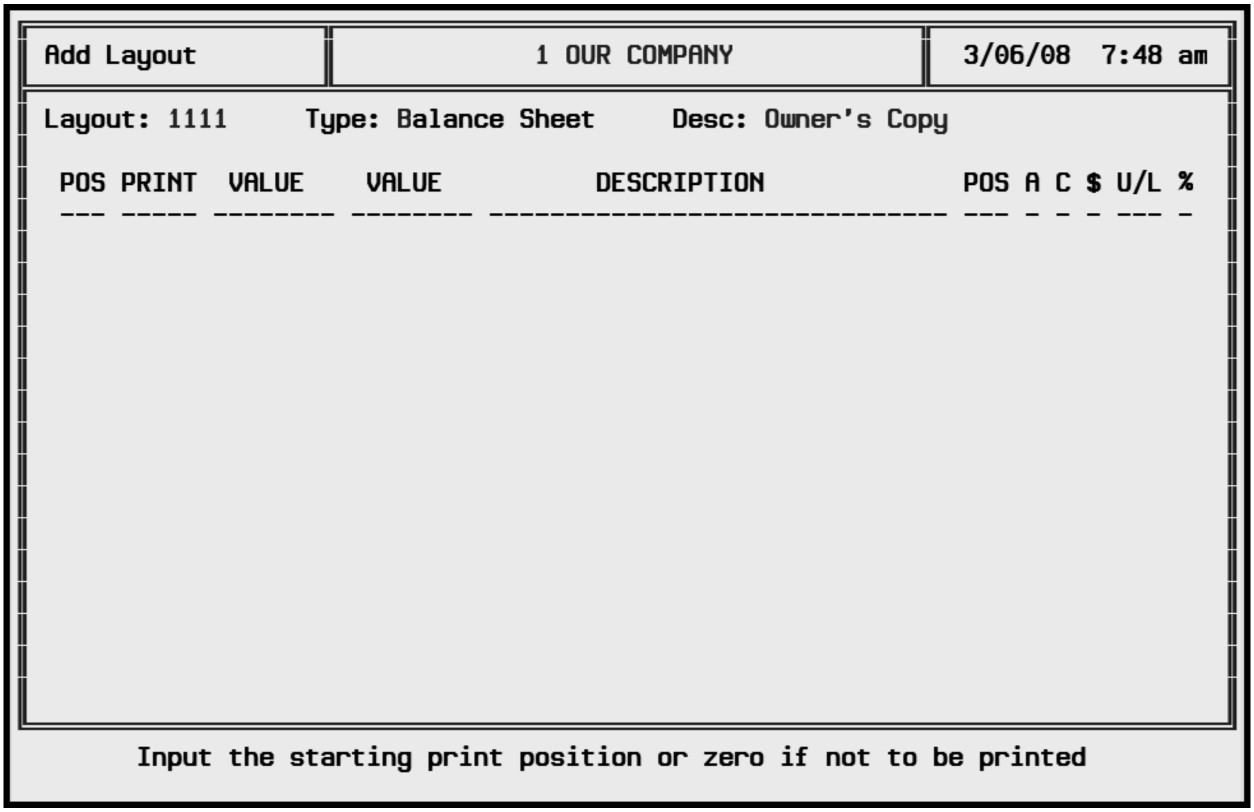


Figure 3.4.3 Adding the Actual Statement Layout

POS

The position for the description should be entered, if this line is to be included in a total but not printed, leave the position blank.

PRINT

The print identifier should be one of the following:

Print ID	Description
Ejct	Eject a page
Id	Print the literal in the description
Co	Print the company name being processed
Date	Print the date range for the statement
Hdr	Print the column heading
Skip	Skip the number of lines specified in value
Lit	Literal to be printed
Acct	Account number to be acted upon
Tot	Total accumulator to be acted upon
Pft	Print the store name being processed
Net	Net Income

Value / Value

The value field depends on the print identifier entered in the second column.

Print ID	Value Description
Skip	Number of lines to skip
Acct	Account number(s) to be acted upon (you may enter a beginning account number in the first value column

	and the ending account number to have a range of accounts)
Tot	Total Accumulator to be acted upon (it looks at the accumulator field)

If the account number option was selected in the print identifier field, a lookup window is available by typing in some of the account description and pressing <ENTER>.

Description
The description field will be filled in automatically when you select account number or company as the print identifier, although you may change the description by typing over the default. If you choose an Id or Literal, you will type the description in at this time.

POS
Enter in the print position for the dollar amounts.

A
The accumulator field contains the accumulator level at which to add the dollar amount. If a number is specified, it must be between 1 and 9. Normally you start with 1 and move to a new level when you want to include a total in with a calculation.

C
This is the clear field. Enter the accumulator level to be cleared after the dollar amount is processed.

$
You have the option to specify parenthetical control for either (D)ebits or (C)redits. For example, you may want your revenue accounts to show on the statements as positive numbers if they are credits, so you would want to place a (D)ebit in this field so it will put parenthesis around accounts that have a debit balance.

U/L
Enter the number of underlines to print after this line. It can only be 1 or 2 or leave blank for no underline.

%
The (B)eginning and (E)nding lines can be specified for ratio percent calculations.

If at any time you need to change, delete, or insert a line, read the instructions at the bottom of the screen. **F1** will page forward, **F2** will page back, **F3** will allow you to make a change to line you are currently on, **F4** will delete the line you are currently on, and **F5** will insert a line and move the line you are currently on down.

Once you have entered in all lines you would like for your layout, press **F8** to return to menu.

Change a Statement Layout (CHGLAY)

Once a layout has been added, you must use this module to make any modifications to you existing layout.

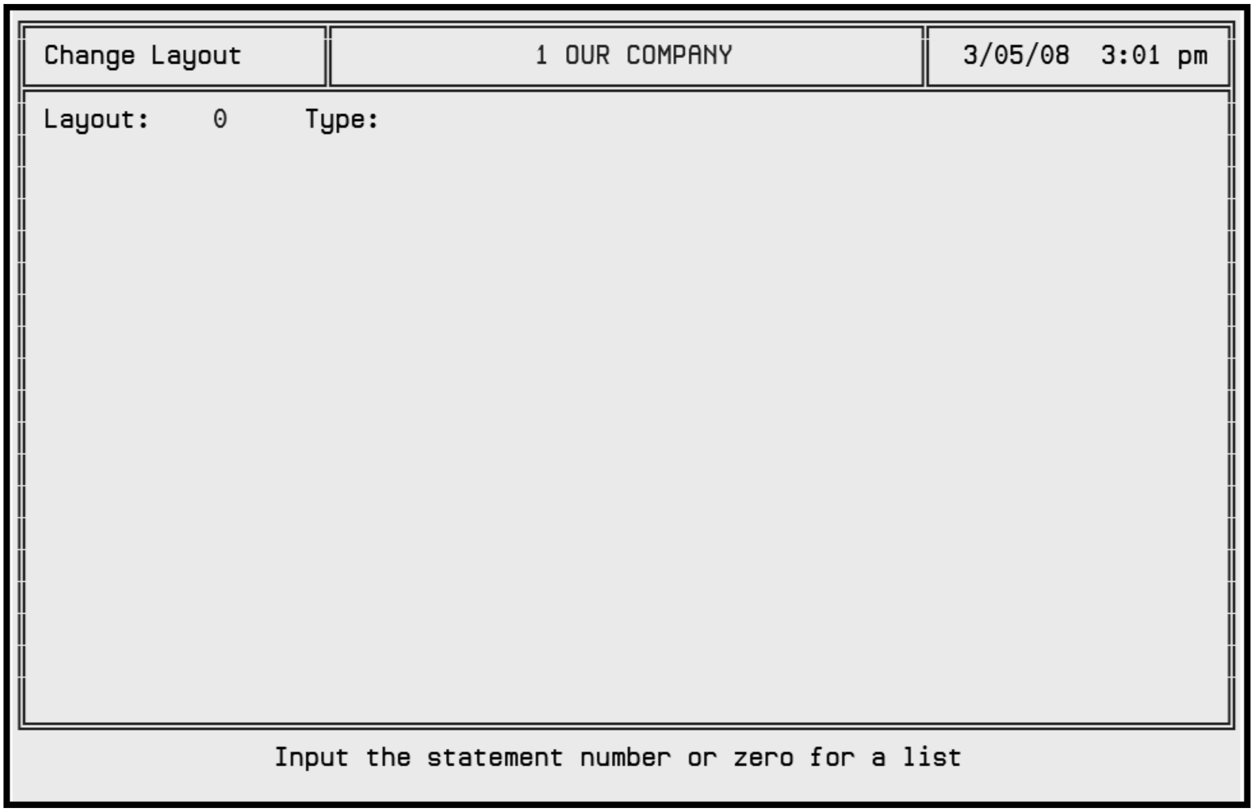


Figure 3.4.4 Changing a Statement Layout (CHGLAY)

Enter the layout number you would like to change, if you press the enter key, you will be provided with a lookup window to choose a layout.

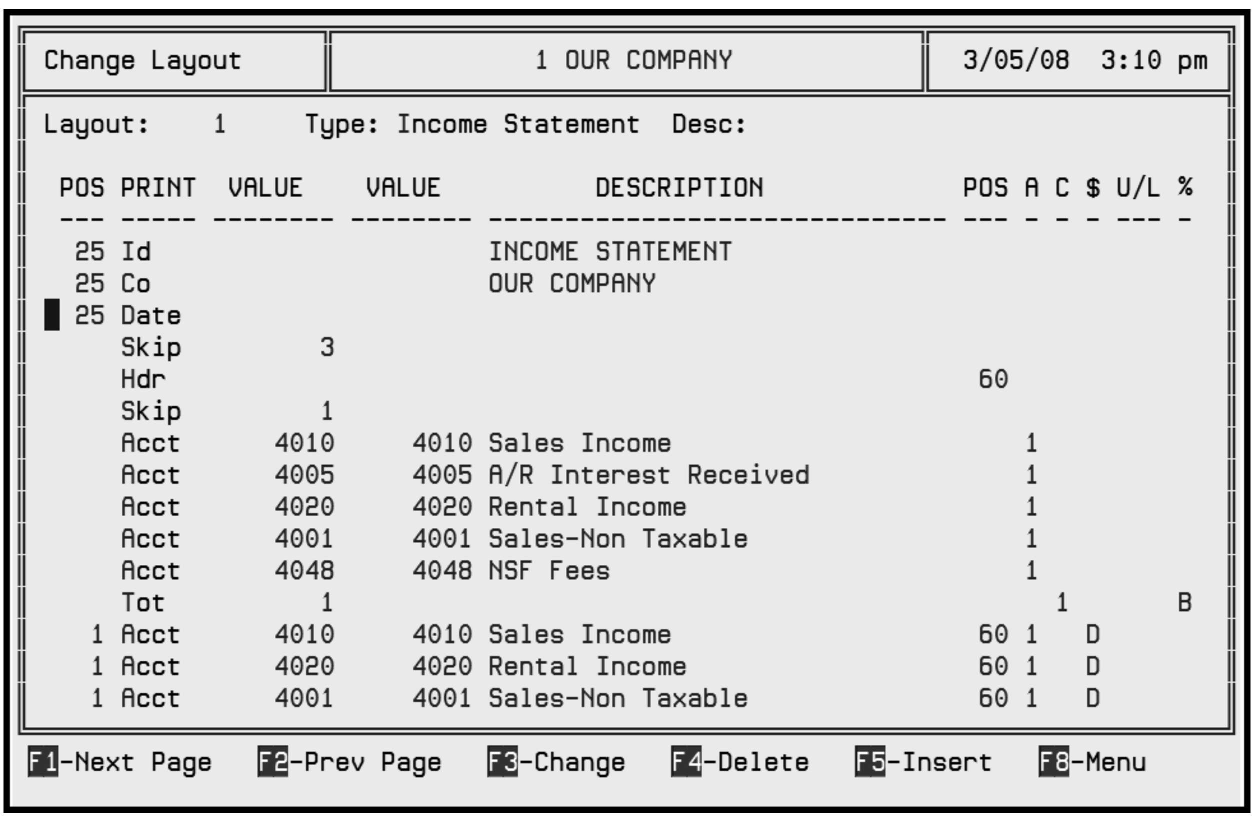


Figure 3.4.5 Change the actual layout using F3, F4 or F5

Once you have the layout on the screen, you may **F1** will page forward, **F2** will page back, **F3** will allow you to make a change to line you are currently on, **F4** will delete the line you are currently on, and **F5** will insert a line and move the line you are currently on down.

Once you have changed all lines you would like for your layout, make sure you <ENTER> through the complete line that you changed to save, press **F8** to return to menu.

Delete a Statement Layout (DELLAY)

If a statement layout is no longer needed it may be removed using this module.

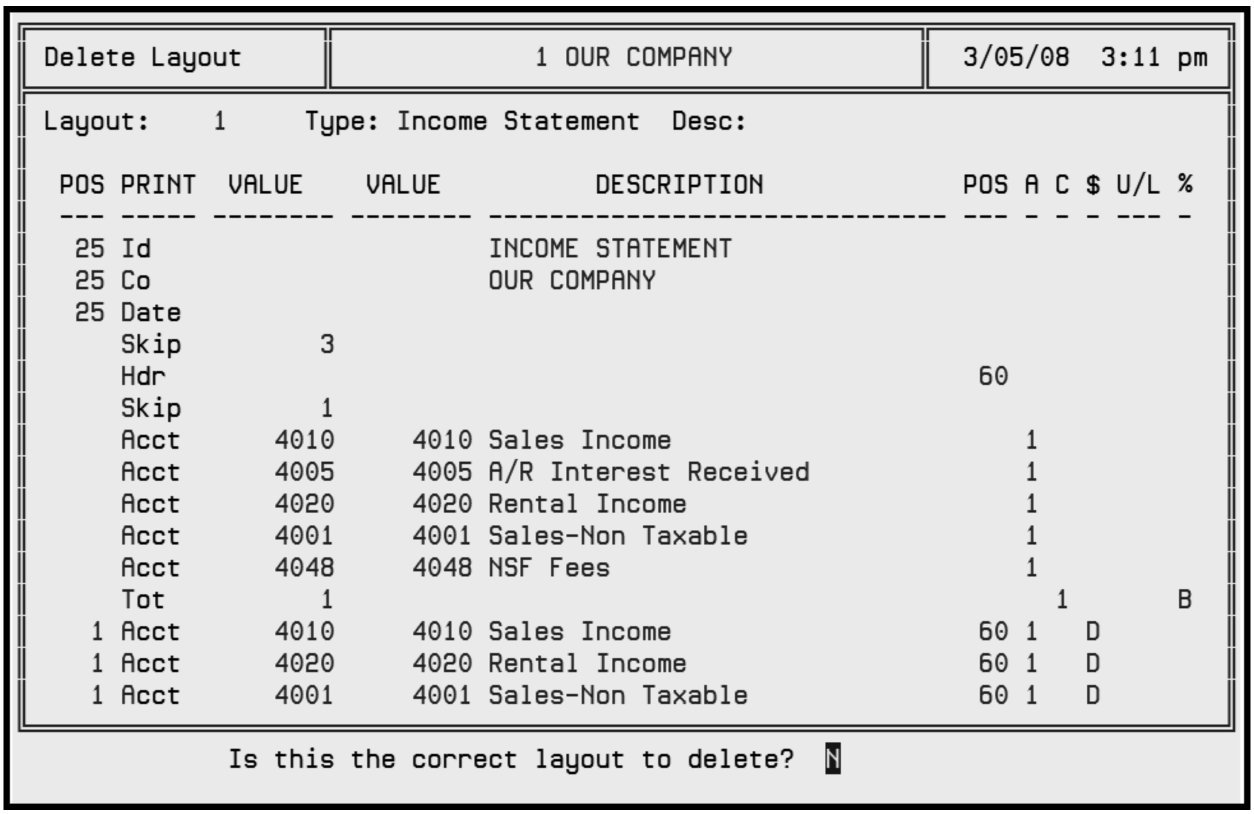


Figure 3.4.6 Deleting a Statement Layout (DELLAY)

Enter the layout number you would like to delete, or you may <ENTER> and you will be given a lookup window to select. Once you have selected the layout, you will be asked to verify if this layout is to be deleted, answer accordingly. Once the delete is done, it will return you to the menu.

Format a Sample Statement (FORMLAY)

This module will print out a statement sample to verify the looks of the layout.

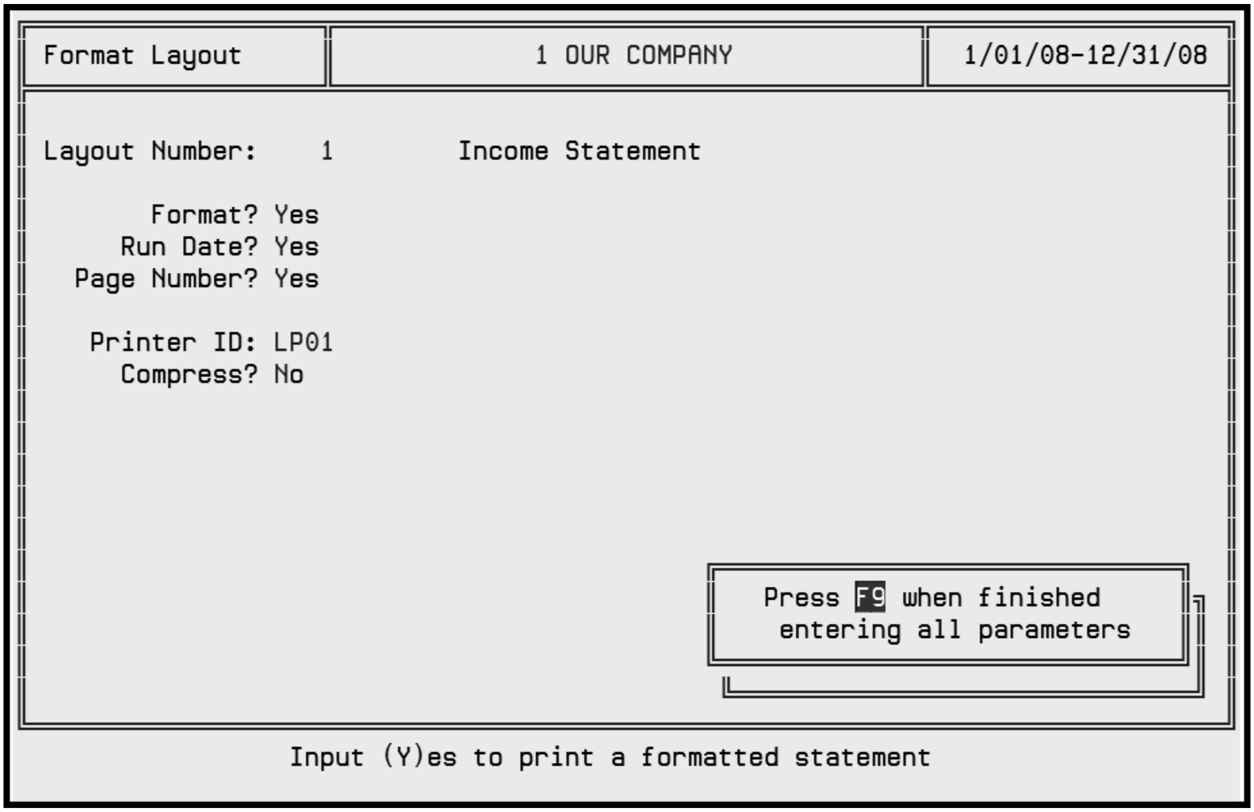


Figure 3.4.7 Formatting a Statement Layout (FORMLAY)

Layout
Enter the layout number you would like to test the format, if you <ENTER> you will be provided with a lookup window to choose a layout.

Format
Enter (Y)es to test the print positions as well as the rest of the formatting. You have two different ways of printing income statements, (F)ormat,
(R)eport. (R)eport has a preset print position and only looks at what you set up for it to print, not where it prints on the paper, (F)ormat, looks at everything, what you have setup to print, and where you have told it to print in the POS fields of the layout.

Run Date
Enter (Y)es if you want the statement to include the date the statement was ran.

Page Number
Enter (Y)es if you want the statement to include page numbers.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress
Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

Print a Statement Layout (PRTLAY)

You may print the layouts using this module.

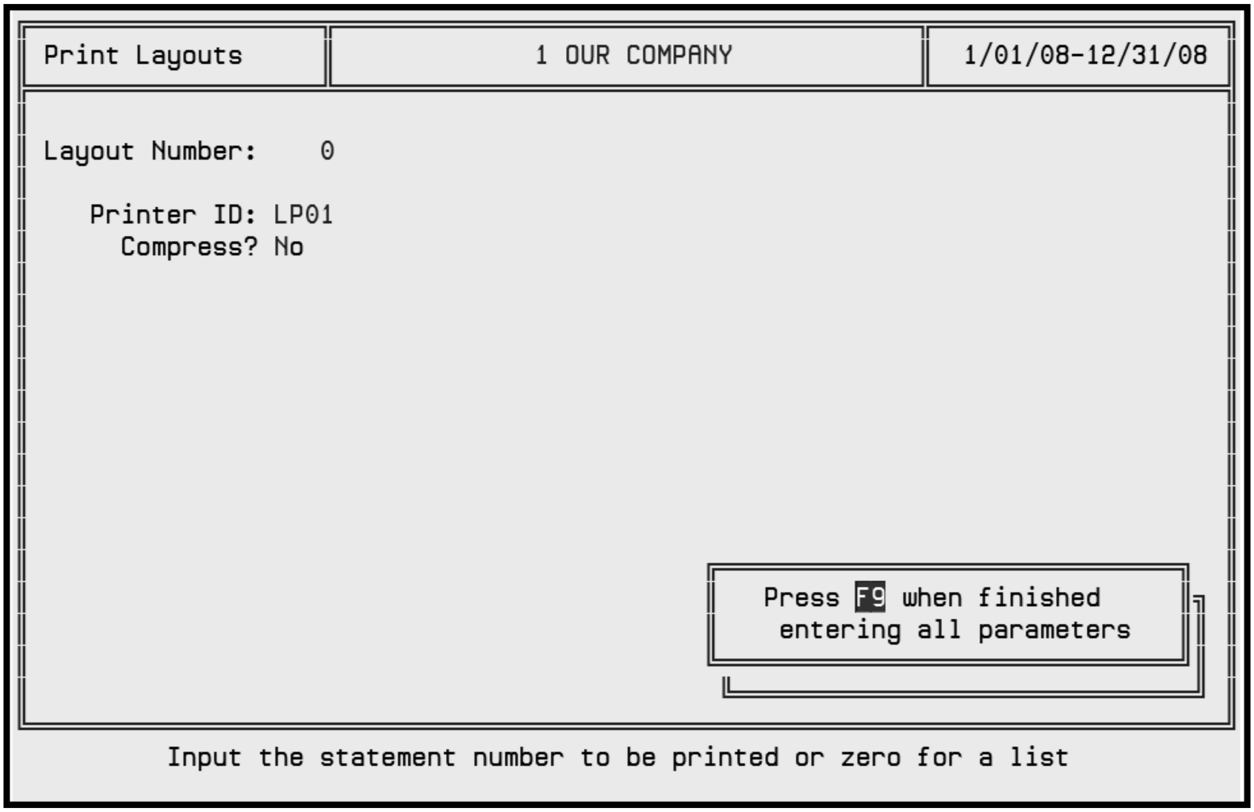


Figure 3.4.8 Printing a Statement Layout (PRTLAY)

Layout Number
Enter the layout number you would like to print or <ENTER> for a lookup window for you to choose.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

Reproduce a Statement Layout (CPYLAY)

You may copy a statement layout using this module.

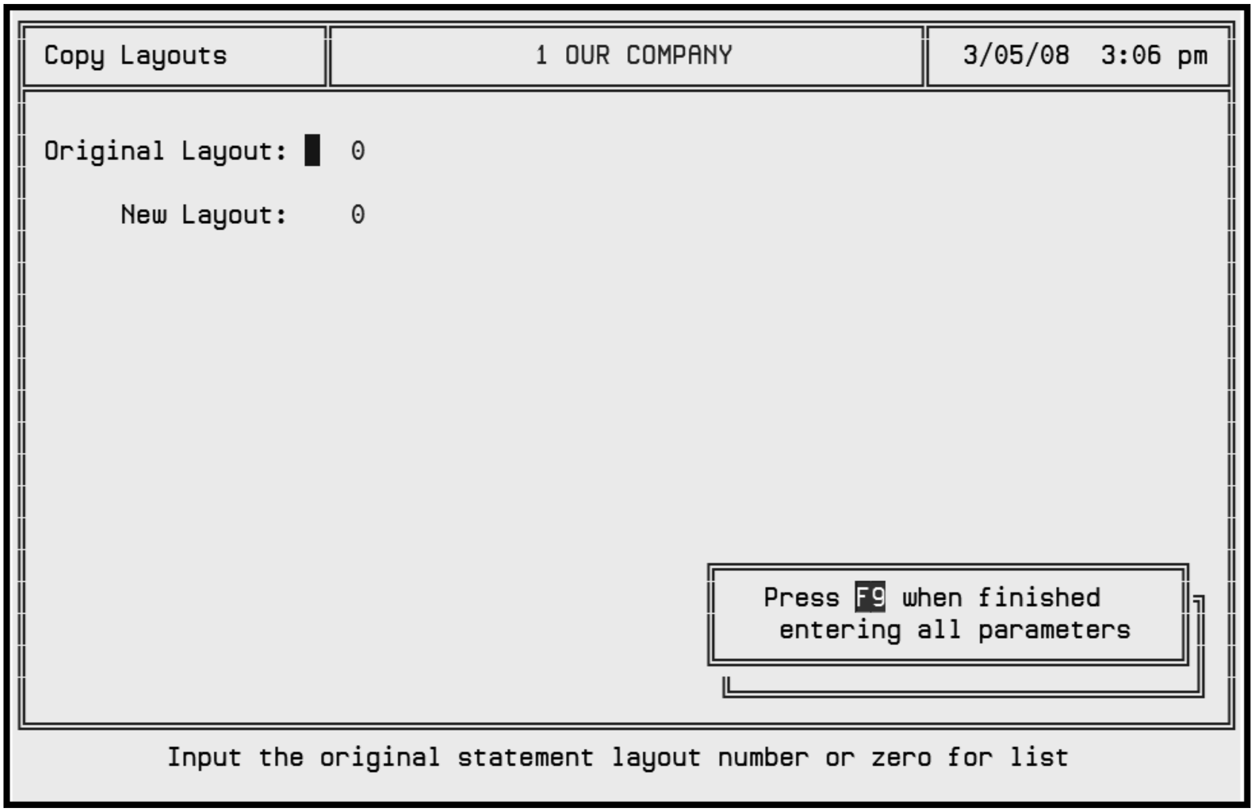


Figure 3.4.9 Copying a Statement Layout (CPYLAY)

Original Layout
Enter the layout number you would like to copy from or you may <ENTER> to get a list of layouts to choose.

New Layout
Enter a new layout number to copy to.

When finished entering parameters, press **F9**. When the layout is done copying you will be returned to the menu.

Show a Statement Layout (SHOLAY)

You may view a statement layout using this module.

```
Show Layouts          1 OUR COMPANY                          3/05/08  3:12 pm

Layout:    1     Type: Income Statement  Desc:

 POS PRINT  VALUE    VALUE         DESCRIPTION                POS A C $ U/L %
 --- ----- -------- -------- ------------------------------ --- - - - --- -
  25 Id                      INCOME STATEMENT
  25 Co                      OUR COMPANY
  25 Date
     Skip         3
     Hdr                                                       60
     Skip         1
     Acct      4010     4010 Sales Income                         1
     Acct      4005     4005 A/R Interest Received                1
     Acct      4020     4020 Rental Income                        1
     Acct      4001     4001 Sales-Non Taxable                    1
     Acct      4048     4048 NSF Fees                             1
     Tot          1                                                 1       B
   1 Acct      4010     4010 Sales Income                      60 1   D
   1 Acct      4020     4020 Rental Income                     60 1   D
   1 Acct      4001     4001 Sales-Non Taxable                 60 1   D

F1-Next Page                      F2-Prev Page                      F10-Exit
```

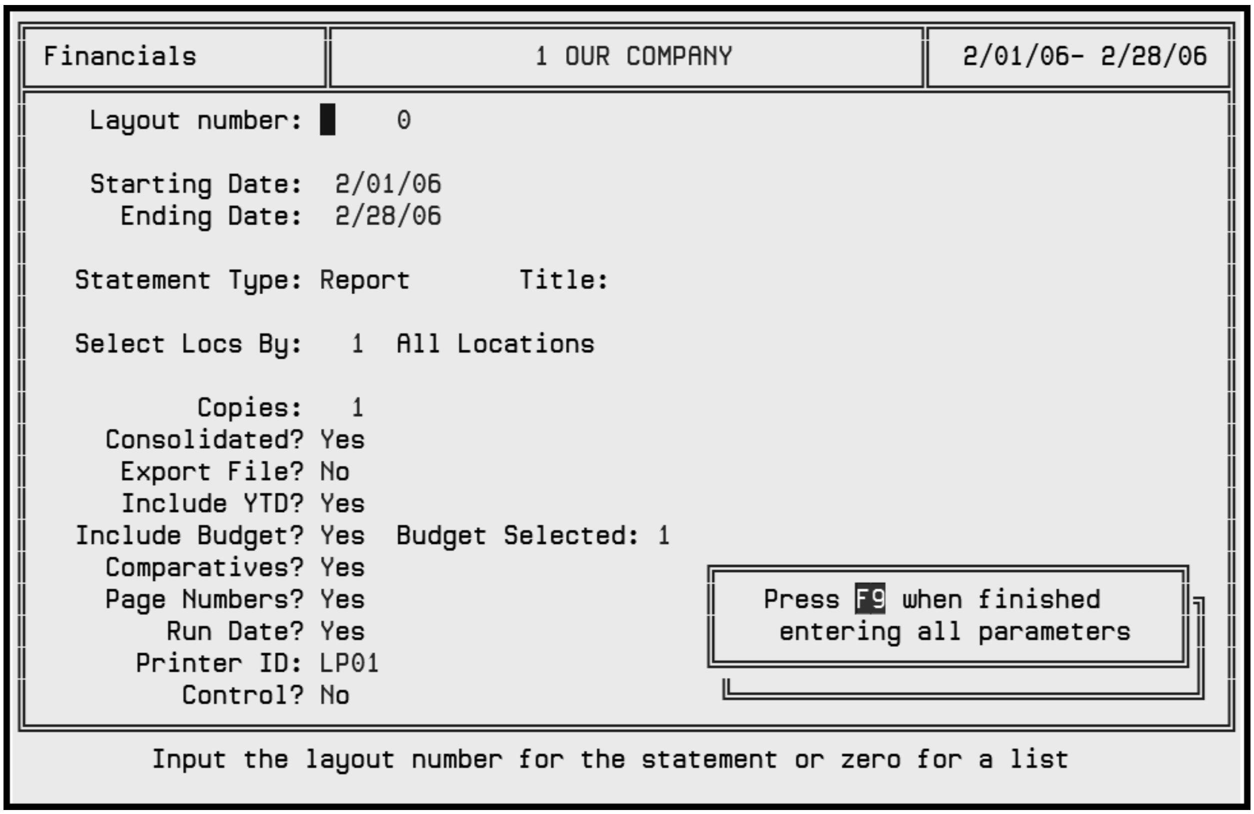
Figure 3.4.10 Show a Statement Layout (SHOLAY)

Enter the layout number you would like to view or you may <ENTER> to get a list of layouts to choose.

You may only view the layout in this module, no editing options are available, press **F1** to page forward, **F2** to page back, or **F8** to exit to menu.

3.5 Print Financial Statements (FINSTATE)

Several options are available when the statements are actually printed. You may print statements by stores or consolidated, you may include year to date amounts, budget amounts or comparative amounts, you may print multiple copies, you may include or exclude the date ran and page numbers, and you may export the statement information to a file.


Financials | 1 OUR COMPANY | 2/01/06- 2/28/06

Layout number: 0

Starting Date: 2/01/06
Ending Date: 2/28/06

Statement Type: Report Title:

Select Locs By: 1 All Locations

Copies: 1
Consolidated? Yes
Export File? No
Include YTD? Yes
Include Budget? Yes Budget Selected: 1
Comparatives? Yes
Page Numbers? Yes
Run Date? Yes
Printer ID: LP01
Control? No

Press F9 when finished entering all parameters

Input the layout number for the statement or zero for a list

Figure 3.5.1 Print Financial Statements (FINSTATE)

Layout Number
Enter the statement layout number you would like to use or <ENTER> for a lookup window for you to choose.

Starting Date / Ending Date
Enter the starting and ending date for the period you would like to report.

Statement Type
There are 3 different statement types to print. (N)et and (R)eport will print what you have created in the layout maintenance with the options of year to date, budget, or comparatives amounts to go along with the current amounts. The (F)ormat option will only give you current amounts. The (F)ormat option is usually used for Balance Sheet printing so you get just the year to date amounts for the accounts instead of a month change and a year to date.

Title
Enter a title name for this particular statement, for example, Mr. Feldser’s Copy.

Select Locs By

You have many options for profit centers/stores: 1=All Locs 2=Any 10 Locs 3=Range of Locs 4=Any 10 Groups 5=Range of Groups. Enter the selection of your choice.

Copies
Enter the number of copies you would like to print of this statement.

Consolidated
You may choose to consolidate the stores, obviously this would be if you selected all stores are a group or range of stores. If you want individual statements for profit centers/stores you will put (N)o for consolidation.

Export File
Enter (Y)es to create a file for export then press <ENTER>. Enter the path for the export file (e.g. /tmp/statement.csv). This would be used to export the statement to a file to be put on a floppy or ftp'd to another spreadsheet.

Include YTD / Include Budget / Comparatives
If you have selected statement type (N)et or (F)ormatted, you may include two of three selections, year to date totals, budget amounts, and/or comparative amounts.

Budget Selected
If you entered (Y)es to print budget amounts, you need to enter which budget number you want printed.

Page Numbers
Enter (Y)es to print page numbers on the statement.

Run Date
Enter (Y)es to print run date on the statement.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

3/11/08 FINANCIAL STMT SAMPLE Page 1
INCOME STATEMENT
OUR COMPANY
(01/01/08 Thru 12/31/08)

	---ACT PTD---	--%--	---CMP PTD---	--%--	---ACT YTD---	--%--	---CMP YTD---	--%--
Gross Income	.00		.00		.00		.00	
	--------------		--------------		--------------		--------------	
Payroll Admin	221,015.55		365,917.26		221,015.55		365,917.26	
Total Cost of Sales	221,015.55		365,917.26		221,015.55		365,917.26	
	--------------		--------------		--------------		--------------	
Interest Income	.00		.00		.00		.00	
Goodwill Expense	797.44		2,586.36		797.44		2,586.36	
Non Compete Expense	.00		.00		.00		.00	

3/11/08 FINANCIAL STMT SAMPLE Page 2
INCOME STATEMENT
ABC Rentals
(01/01/08 Thru 12/31/08)

Total Expenses	<797.44>		<2,586.36>		<797.44>		<2,586.36>	
	--------------		--------------		--------------		--------------	
Net Profit/Loss	<221,812.99>		<368,503.62>		<221,812.99>		<368,503.62>	
	==============		==============		==============		==============	

Figure 3.5.2 Financial Statement Report Example

3.6 General Ledger Reports (GLREPORTS)

The General Ledger module offers many different reports that are parameter driven for extreme flexibility.

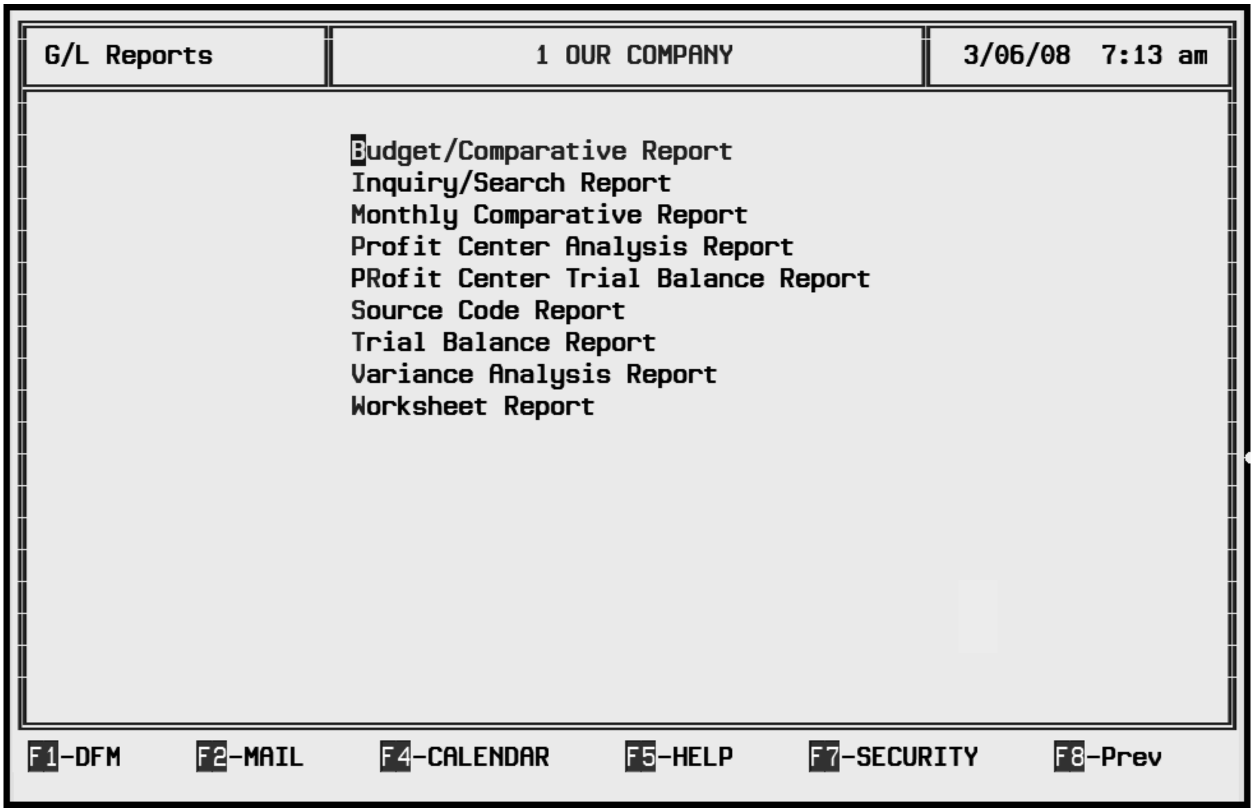


Figure 3.6.1 General Ledger Reports Menu (GLREPORTS)

Budget Report (RPTBDG)

An option is provided to print the budget or comparative amounts.

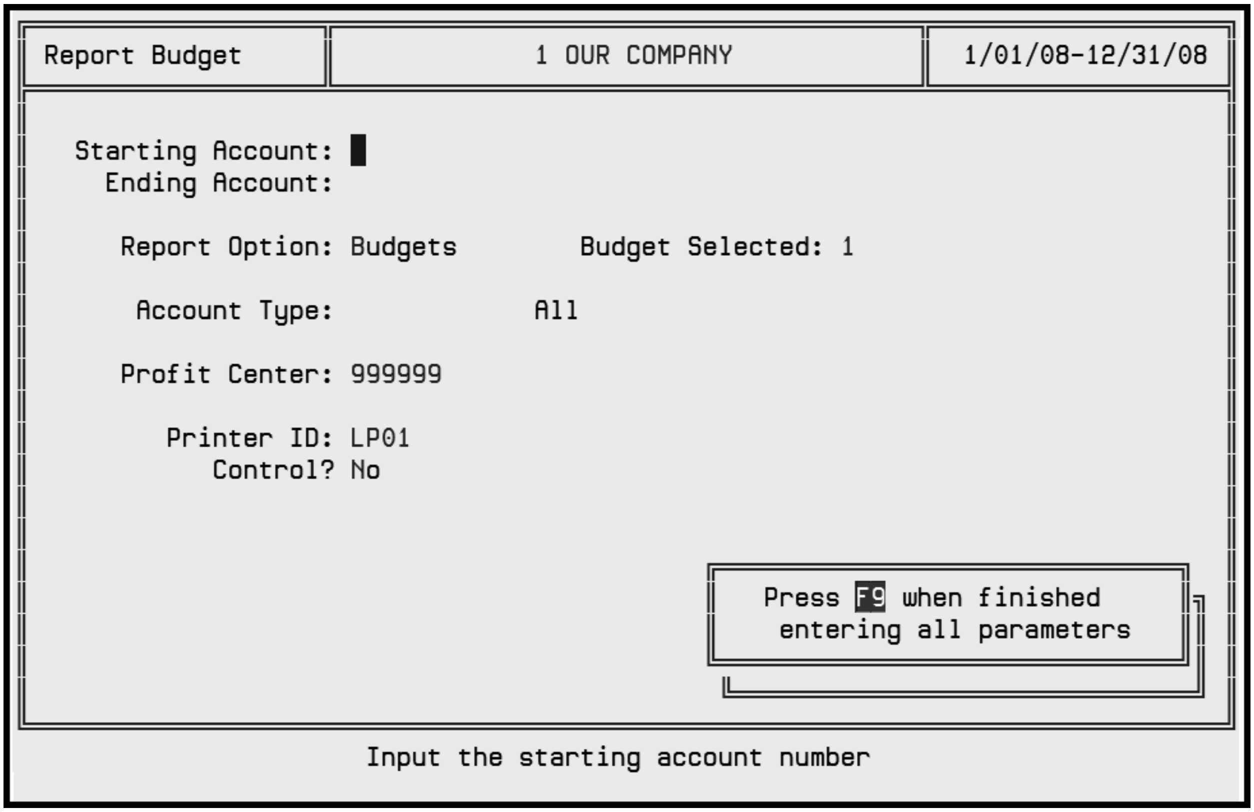


Figure 3.6.2 Budget Report (RPTBDG)

Starting account / Ending Account
Enter a range of G/L accounts you would like to report on or leave blank for all.

Report Option
Select either (B)udget amounts or (C)omparative amounts**.**

Budget Selected
Enter the budget number you would like to print.

Account Type
Enter the account type you would like to print (A)sset, (L)iability, (C)apital/Earnings, (R)evenue, (E)xpense, or leave blank to get all types.

Profit Center
Enter the profit center/store you would like to print or leave the 999999 to get all.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/11/08 G/L Account Budget Amount Report Page: 1
Company: 1 OUR COMPANY
Account: All Profit Center: All Type: All

Account: 1100 Cash II Normal Balance: Debit Type: Asset

-CTR-	----PRD 1----	----PRD 2----	----PRD 3----	----PRD 4----	----PRD 5----	----PRD 6----	----PRD 7----
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

-CTR-	----PRD 8----	----PRD 9----	----PRD 10---	----PRD 11---	----PRD 12---	----PRD 13---	---TOTALS----
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account: 1110 Cash Normal Balance: Debit Type: Asset

-CTR-	----PRD 1----	----PRD 2----	----PRD 3----	----PRD 4----	----PRD 5----	----PRD 6----	----PRD 7----
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

-CTR-	----PRD 8----	----PRD 9----	----PRD 10---	----PRD 11---	----PRD 12---	----PRD 13---	---TOTALS----
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account: 1130 Petty Cash-Germantown Normal Balance: Debit Type: Asset

-CTR-	----PRD 1----	----PRD 2----	----PRD 3----	----PRD 4----	----PRD 5----	----PRD 6----	----PRD 7----
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

-CTR-	----PRD 8----	----PRD 9----	----PRD 10---	----PRD 11---	----PRD 12---	----PRD 13---	---TOTALS----
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account: 1200 Accounts Rec-Trade Normal Balance: Debit Type: Asset

-CTR-	----PRD 1----	----PRD 2----	----PRD 3----	----PRD 4----	----PRD 5----	----PRD 6----	----PRD 7----
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

-CTR-	----PRD 8----	----PRD 9----	----PRD 10---	----PRD 11---	----PRD 12---	----PRD 13---	---TOTALS----
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Figure 3.6.3 Budget Report Example

Inquiry/Search Report (GLSRCH)

The General Ledger Search report provides a general purpose approach to locating transactions that meet certain selection criteria.

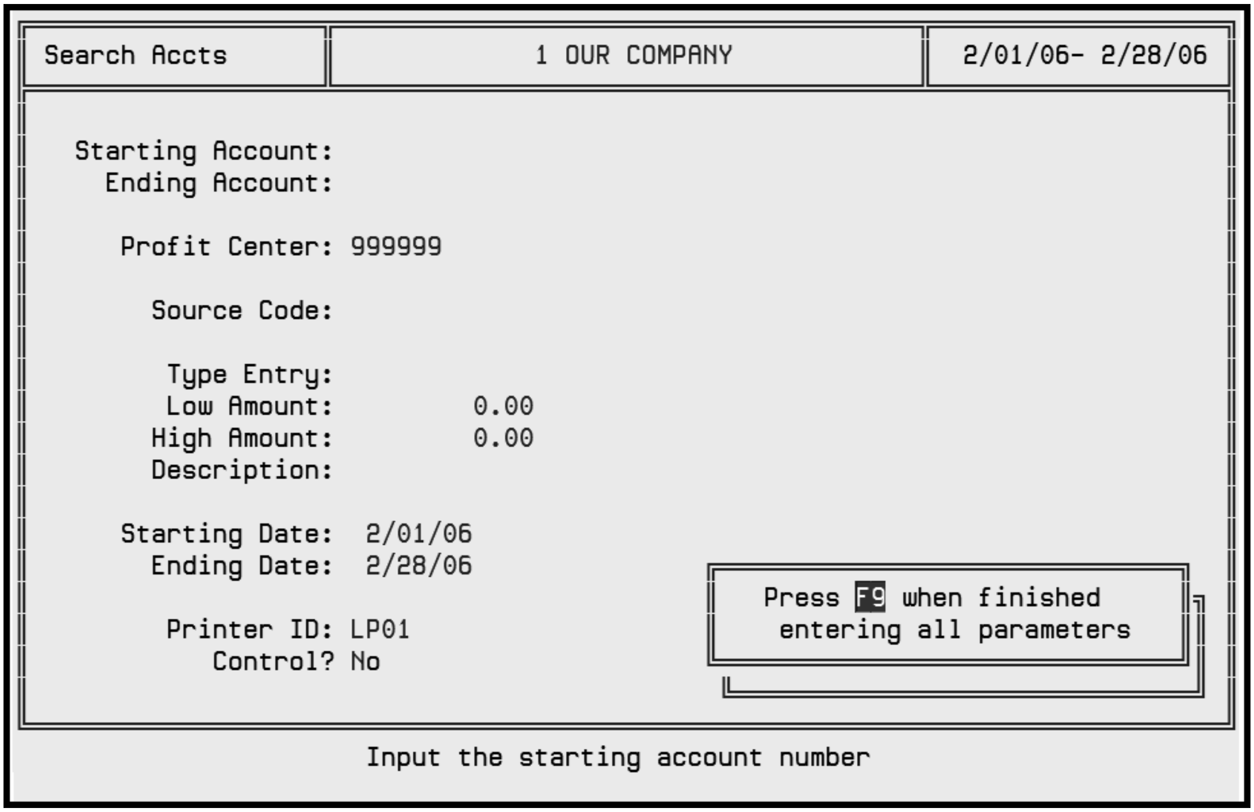


Figure 3.6.4 Inquiry/Search Report (GLSRCH)

Starting Account / Ending Account
Enter the starting and ending account numbers you would like to report on or leave blank to select all.

Profit Center
Enter the profit center/store you would like to report on or leave 999999 for all.

Source Code
Enter a specific source code you would like to report on or leave blank for all.

Type Entry
Enter (D)ebit or (C)redit for specific types of entries or leave blank for all.

Low Amount / High Amount
You may specify a low and/or high amount to report on or leave blank for all.

Description
You may specify a description to report on or leave blank for all.

Starting Date / Ending Date
Enter the starting and ending dates of the transactions you would like to report on or leave blank to select all.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

```
Date: 3/11/08                    G/L Transaction Search Report                    Page: 1
Company: 1 OUR COMPANY
Account: All              Profit Center: All      Date: 2/01/06- 2/28/06          Debits & Credits
 Amount:            - 999999999.00        Entry Description:
------------------------------------------------------------------------------------------------
ACCOUNT  DESCRIPTION              SRC DESCRIPTION              CTR  DATE    DEBIT AMT       CREDIT AMT
```

Figure 3.6.5 General Ledger Search Report Example

Monthly Comparative Report (GLMONTH)

This report provides a monthly comparative by profit center/store.

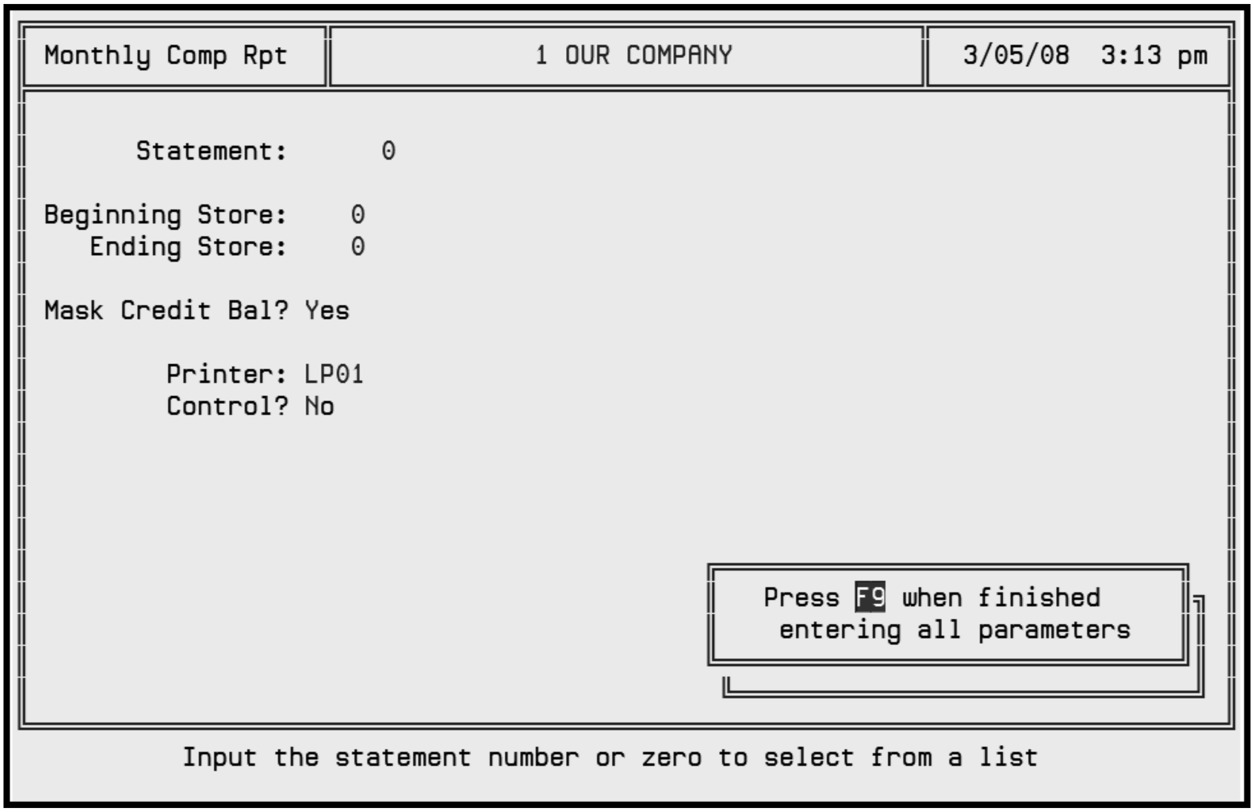


Figure 3.6.6 Monthly Comparative Report (GLMONTH)

Statement
Enter the statement layout number you would like to use or <ENTER> for a lookup window for you to choose.

Beginning Store / Ending Store
Enter the beginning and ending profit center/store you would like to run the report for or leave blank for all.

Mask Credit Bal
Enter "Y" to mask credit balances.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

OUR COMPANY
3/11/08 Monthly Comparative Report By Individual Store - 0 Page: 1
INCOME STATEMENT
(01/01/08 Thru 12/31/08)

	LAST YR AVERAGE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	THIS YR Oct	Nov	Dec	TOTAL	AVERAGE
Gross Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Payroll Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Cost of Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Goodwill Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non Compete Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Profit/Loss	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

OUR COMPANY
3/11/08 Monthly Comparative Report By Individual Store - 1 Page: 2
INCOME STATEMENT
(01/01/08 Thru 12/31/08)

	LAST YR AVERAGE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	THIS YR Oct	Nov	Dec	TOTAL	AVERAGE
Gross Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Payroll Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Cost of Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Goodwill Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non Compete Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Profit/Loss	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Figure 3.6.7 Monthly Comparative Report Example

Profit Center Analysis Report (GLANAL)

This report provides a comparative between profit centers/stores.

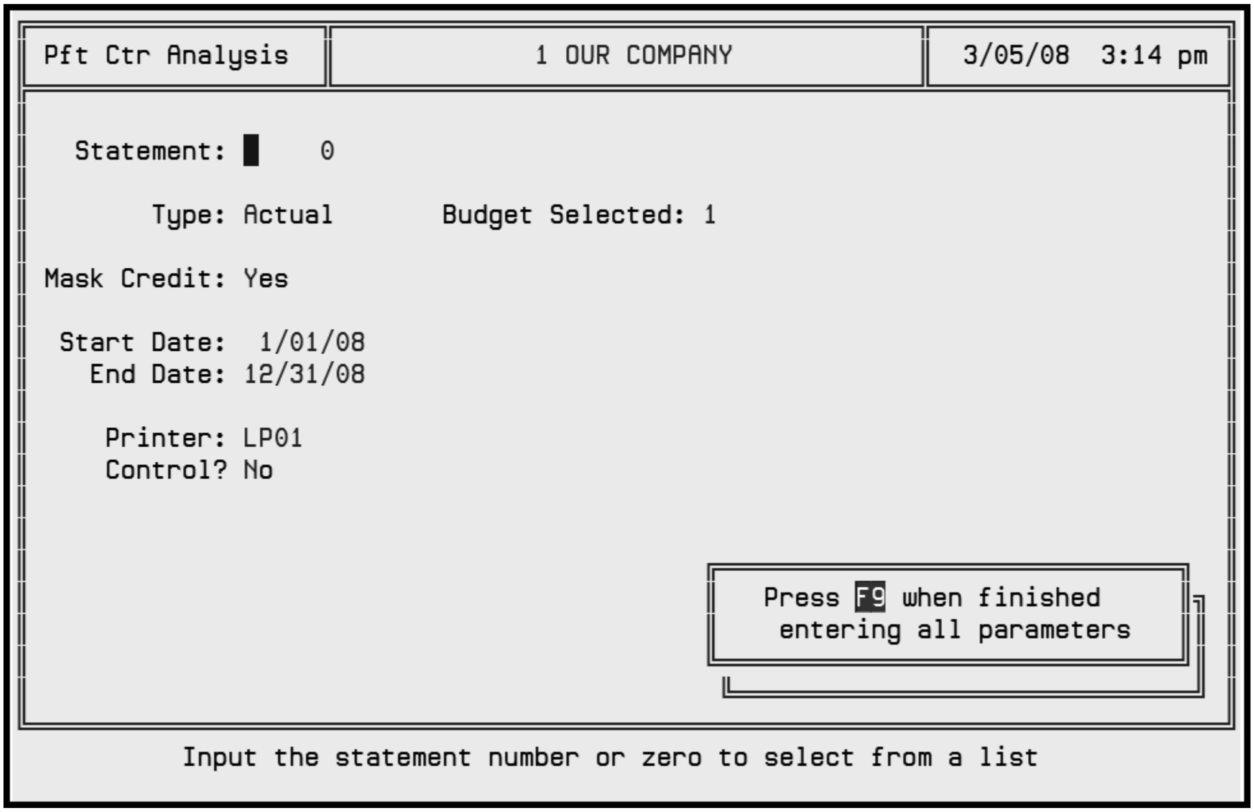


Figure 3.6.8 Profit Center Analysis Report (GLANAL)

Statement
Enter the statement layout number you would like to use or <ENTER> for a lookup window for you to choose.

Type
Enter the report type you would like to print, (A)ctual (B)udget or (C)omparative.

Budget Selected
If you selected (B)udget for the report type, enter the budget number you would like to print.

Mask Credit Bal
Enter "Y" to mask credit balances.

Starting Date / Ending Date
Enter the starting and ending date for the period you would like to report.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

3/11/08 Page: 1

OUR COMPANY
Actual Amounts
INCOME STATEMENT
(01/01/08 Thru 12/31/08)

ACCOUNT DESCRIPTION	2	3	4	6	TOTAL
Gross Income	0.00	0.00	0.00	0.00	0.00
Payroll Admin	5912.89	2441.41	1802.18	0.00	10156.48
Total Cost of Sales	5912.89	2441.41	1802.18	0.00	10156.48
Interest Income	0.00	0.00	0.00	0.00	0.00
Goodwill Expense	0.00	0.00	0.00	0.00	0.00
Non Compete Expense	0.00	0.00	0.00	0.00	0.00
Total Expenses	0.00	0.00	0.00	0.00	0.00
Net Profit/Loss	5912.89-	2441.41-	1802.18-	0.00	10156.48-

Figure 3.6.9 Profit Center Analysis Report Example

Profit Center Trial Balance Report (GLPFTBAL)

This report provides a detail level audit trail of all activity for a range of accounts and/or profit centers/store.

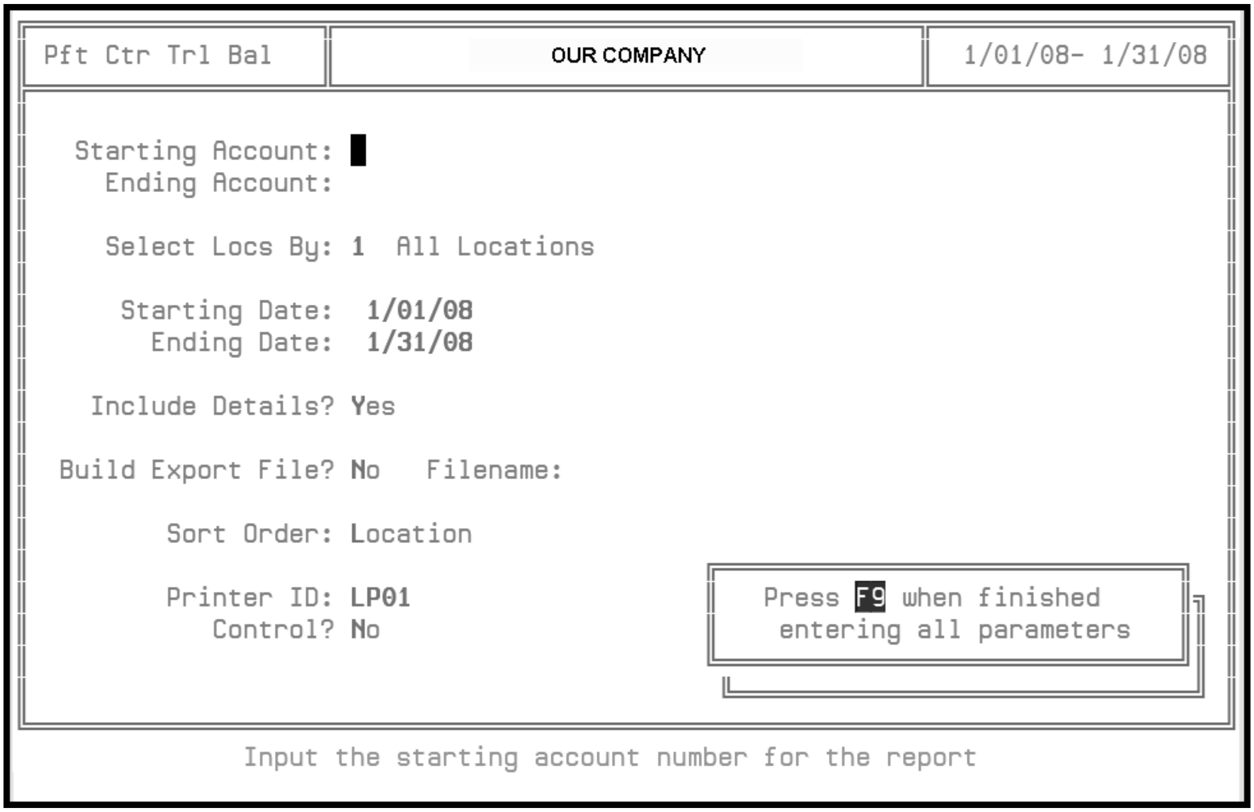


Figure 3.6.10 Profit Center Balance Report (GLPFTBAL)

Starting Account / Ending Account
Enter the starting and ending account numbers you would like to report on or leave blank to select all.

Select Locs By
You have many options for profit centers/stores: 1=All Locs 2=Any 10 Locs 3=Range of Locs 4=Any 10 Groups 5=Range of Groups. Enter the selection of your choice.

Starting Date / Ending Date
Enter the starting and ending date for the period you would like to report.

Include Details
Enter (Y)es if you would like comments included on each entry.

Build Export File / Filename
Enter (Y)es to create a file for export then press <ENTER>. Enter the path for the export file (e.g. /tmp/statement.csv). This would be used to export the statement to a file to be put on a floppy or ftp'd to another spreadsheet.

Sort Order
You have two sort options, (L)ocation or (A)ccount for which the report may be printed.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

```
Date: 3/11/08                 G/L Profit Center Trial Balance Report                  Page:  3
Company:  1  OUR COMPANY
Account: All                                    Date:  1/01/08-  1/31/08          With Details
--------------------------------------------------------------------------------------------------
CTR ACCOUNT  J/E # DESCRIPTION                   BEG BALANCE    DEBIT      CREDIT     NET CHANGE    END BALANCE


                      Account Totals:      18640.00                               18640.00

 1    1300 FURNITURE & FIXTURES

      1/14/08 AP  32008  Check #   100444 to PC MALL                1651.11
      1/30/08 AP  32684  Inv #  80129043   to OFFICE FURNITURE WAREHO     434.84

                      Account Totals:     314812.39     2085.95              2085.95     316898.34

 1    1310   A/D FURNITURE & FIXTURES


                      Account Totals:     232377.88-                               232377.88-

 1    1320 VEHICLES


                      Account Totals:    2638402.01                               2638402.01

 1    1330   A/D VEHICLES


                      Account Totals:    1808910.82-                              1808910.82-

 1    1340 LEASEHOLD IMPROVEMENTS

      1/18/08 AP  32872  Check #   100241 to SHAW INDUSTRIES INC      12359.70

                      Account Totals:     134871.92    12359.70             12359.70     147231.62

 1    1350   A/D LEASEHOLD IMPROVEMENTS


                      Account Totals:      50057.64-                               50057.64-
```

Figure 3.6.11 Profit Center Balance Report Example

Source Code Report (RPTTRAN)

This report provides an analysis of transactions based upon the source code on the journal transactions.

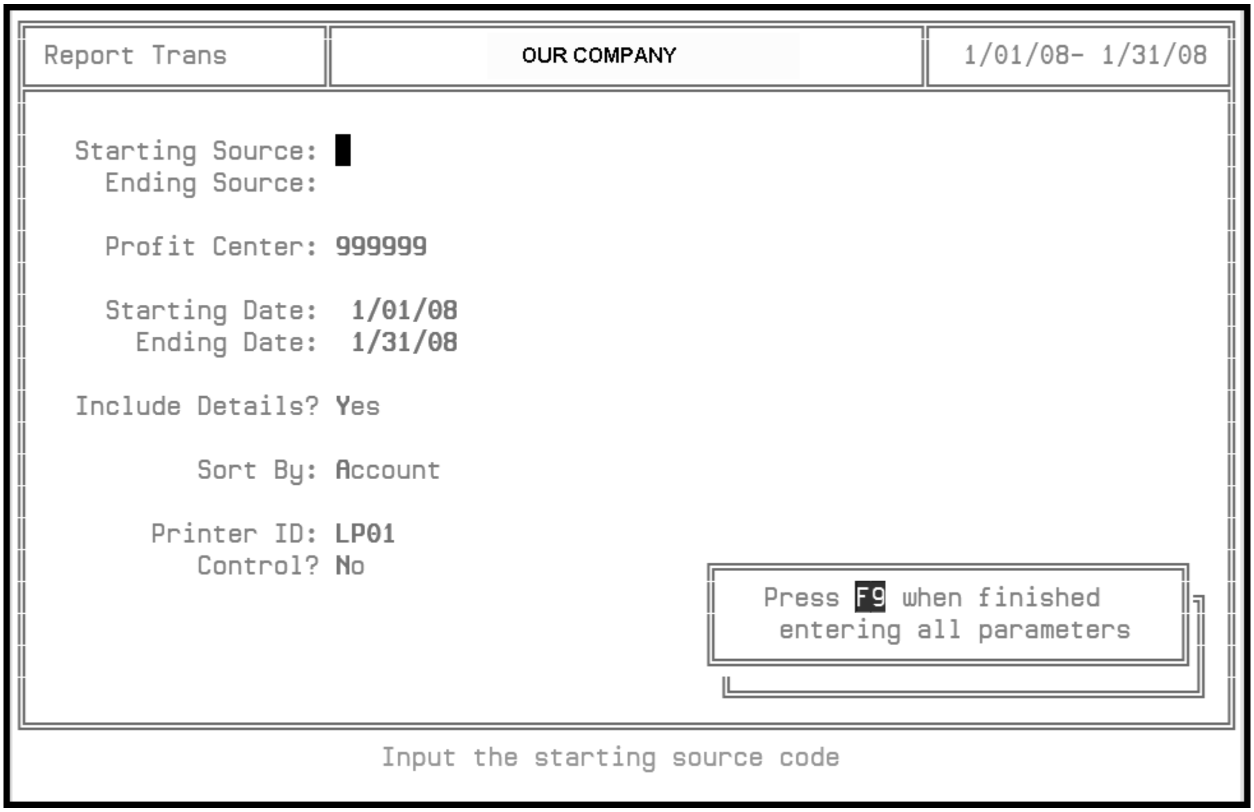


Figure 3.6.12 Source Code Report (RPTTRAN)

Starting Source / Ending Source
Enter the starting and ending source code you would like to report or leave blank to get all.

Profit Center
Enter the profit center/store you would like to report on or leave 999999 to include all.

Starting Date / Ending Date
Enter the starting and ending date for the period you would like to report.

Include Details
Enter (Y)es if you would like comments included on each entry.

Sort by
You have three options to sort by, (A)ccount number, (J)/E Number, or (D)escription of journal entry.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

```
 Date: 3/11/08                    G/L Transaction Source Report                     Page: 1
Company: 1 OUR COMPANY
Sources: All                 Profit Center: All        Date: 1/01/08 - 1/31/08        With Details
-----------------------------------------------------------------------------------------------------
SOURCE  DESCRIPTION                                                      DEBITS     CREDITS

AP     ACCOUNTS PAYABLE

    ACCOUNT  DESCRIPTION             SRC                     CTR  DATE
      1000 CASH IN BANK - CORPORATE      AP  ACCOUNTS PAYABLE           1  1/31/08            1111111.11
         A/P entries for 01/01/08 thru 01/31/08.

      1170 NOTES RECEIVABLE          AP  ACCOUNTS PAYABLE           1  1/03/08      1.02
         Check #   100110 to POWER COMMUNICATION (Vendor #  222).

      1170 NOTES RECEIVABLE          AP  ACCOUNTS PAYABLE           1  1/03/08      0.20
         Check #   100111 to POWER COMMUNICATION (Vendor #  223).

      1170 NOTES RECEIVABLE          AP  ACCOUNTS PAYABLE           1  1/03/08      4.00
         Check #   100112 to RIGHT CORPORATION   (Vendor # 224).

      1180 RENTAL ASSETS             AP  ACCOUNTS PAYABLE          20  1/08/08   1303.00
         Check #   100113 to TEXAS STATE GAMES       (Vendor #  225).

      1180 RENTAL ASSETS             AP  ACCOUNTS PAYABLE          21  1/15/08    435.00
         Check #   100114 to ELECTRONICS USA         (Vendor #  226).

      1180 RENTAL ASSETS             AP  ACCOUNTS PAYABLE          21  1/18/08    896.00
         Check #   100115 to ELECTRONICS USA         (Vendor #  226).

      1180 RENTAL ASSETS             AP  ACCOUNTS PAYABLE          22  1/04/08    896.00
         Check #   100119 to ELECTRONICS USA         (Vendor #  226).

      1180 RENTAL ASSETS             AP  ACCOUNTS PAYABLE          22  1/16/08    435.00
         Check #   100120 to ELECTRONICS USA         (Vendor #  226).

      1180 RENTAL ASSETS             AP  ACCOUNTS PAYABLE          22  1/18/08    300.00
         Check #   100125 to BERKLEY              (Vendor #  555).

      1180 RENTAL ASSETS             AP  ACCOUNTS PAYABLE          22  1/28/08    500.00
         Check #   100406 to FRANK COMPANY           (Vendor #  332).
```

Figure 3.6.13 Source Code Report Example

Trial Balance Report (TRIALBAL)

This report provides a detail level audit trail of all activity for a range of accounts.

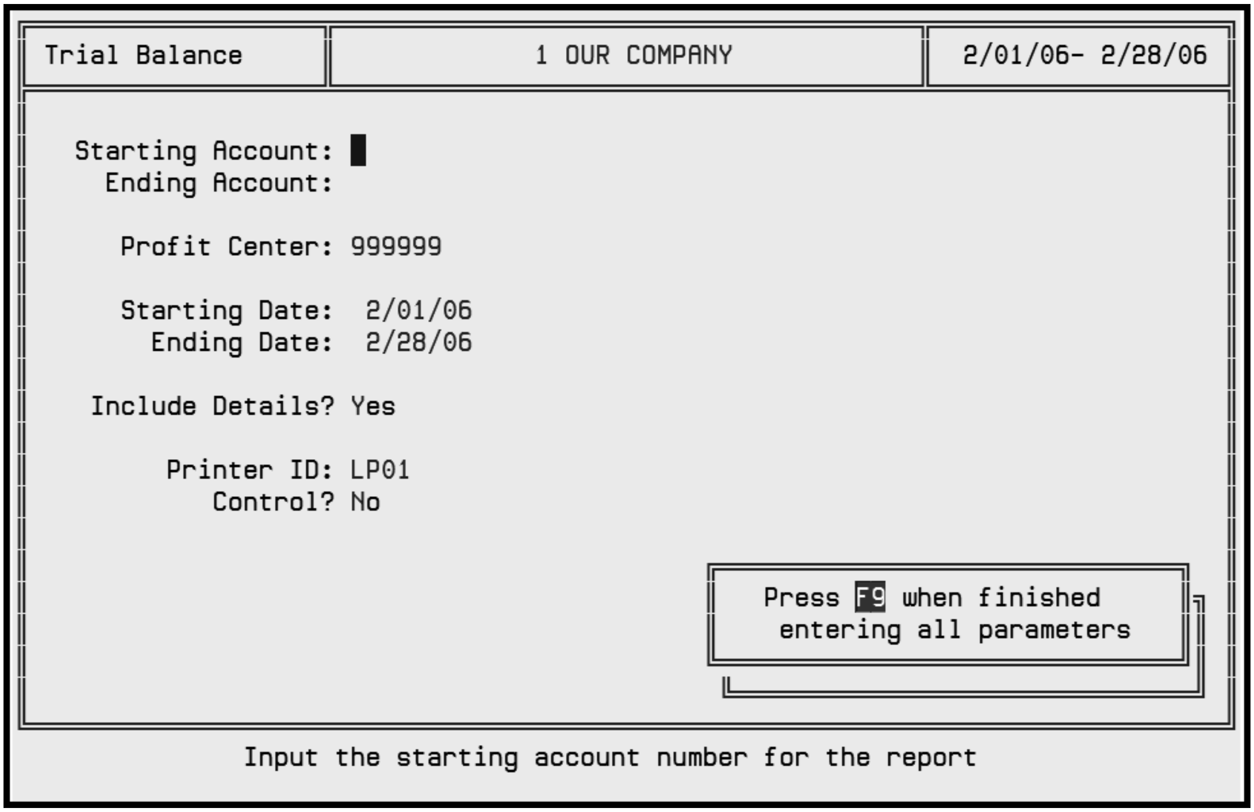


Figure 3.6.14 Trial Balance Report (TRIALBAL)

Starting Account / Ending Account
Enter the starting and ending account numbers you would like to report on or leave blank to select all.

Profit Center
Enter the profit center/store you would like to report on or leave 999999 to include all.

Starting Date / Ending Date
Enter the starting and ending date for the period you would like to report.

Include Details
Enter (Y)es if you would like comments included on each entry.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/11/08 G/L Account Trial Balance Report Page: 1
Company: 1 OUR COMPANY
Account: All Profit Center: All Date: 2/01/06- 2/28/06 With Details

ACCOUNT DESCRIPTION		BEG BALANCE	DEBIT	CREDIT	NET CHANGE	END BALANCE
1100 Cash II						
	Account Totals:	72818.28			72818.28	
1110 Cash						
	Account Totals:					
1130 Petty Cash-Germantown						
	Account Totals:	700.00			700.00	
1200 Accounts Rec-Trade						
	Account Totals:	79947.75			79947.75	
1210 Accounts Rec-Other						
	Account Totals:	16692.26			16692.26	
1220 Accounts Rec-RTO						
	Account Totals:					
1300 Prepaid Expenses						
	Account Totals:	22897.04			22897.04	
1310 Prepaid Insurance						
	Account Totals:					
1320 Prepaid Rent						
	Account Totals:	3500.00			3500.00	
1400 Inventory Retail-Pianos						
	Account Totals:	286975.61			286975.61	

Figure 3.6.15 Trial Balance Report Example

Variance Analysis Report (RPTANAL)

This report provides a variance analysis for a range of accounts during a given period of time. The variance is compared from actual to either budget or comparative amounts.

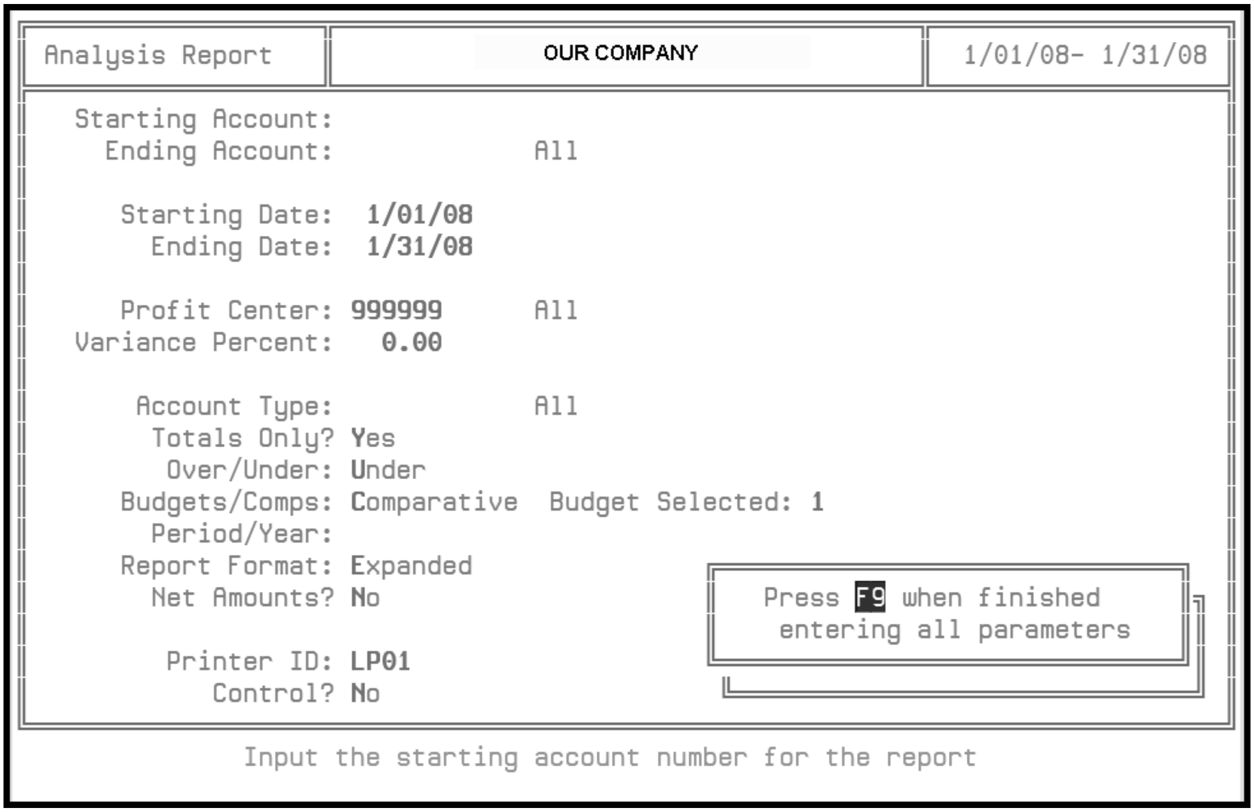


Figure 3.6.16 Variance Analysis Report (RPTANAL)

Starting Account / Ending Account
Enter the starting and ending account numbers you would like to report on or leave blank to select all.

Starting Date / Ending Date
Enter the starting and ending date for the period you would like to report.

Profit Center
Enter the profit center/store you would like to report on or leave 999999 to include all.

Variance Percent
Enter a variance percent to report or enter zero for all. If an amount is entered all accounts varying this amount when compared to the budgeted or comparatives will be shown.

Account Type
Enter the account type you would like to report on, (A)sset, (L)iability, (C)apital/Earnings, (R)evenue, (E)xpense or leave blank to include all.

Totals Only
Enter (Y)es to include profit center amounts.

Over / Under
You may report on only (O)ver or (U)nder variances or leave blank to get both.

Budgets / Comps

Enter which amounts you would like the actual to be compared to, (B)udgets, (C)omparatives, or leave blank to get both.

Budget Selected
If you selected (B)udget or left blank for all, enter the budget number you would like to do the variance.

Period / Year
Enter what time frame you would like to base the variance, (P)eriod to date, (Y)ear to date, or blank for both.

Report Format
Enter the type of print format you would like, (E)xpanded format or (S)ummary line format.

Net Amounts
Enter (Y)es to choose to show budget and comparatives as net amounts.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

```
 Date: 3/11/08                G/L Account Analysis Report                       Page:  1
 Company:  1 OUR COMPANY
 Account: All              Profit Center: All          Date: 1/01/08 - 1/31/08        Summary Only
Variance: None                                      Type: All                  Without Net
------------------------------------------------------------------------------------------------
Account:    1000 CASH IN BANK - CORPORATE       Normal Balance: Debit      Type: Asset

CTR-------A C T U A L-------  -------B U D G E T-------  ---- C O M P A R A T I V E ----
--- ----PTD$--- --%--  ---YTD$---- --%--   ----PTD$--- --%--  ---YTD$---- --%--  ----PTD$--- --%--  ---YTD$---- --%--
***  1135324.69  100.0   1135324.69  100.0       0.00   0.0       0.00   0.0     5286.64- 475.4-    5286.64- 475.4-

Account:    1020 CHANGE FUNDS               Normal Balance: Debit      Type: Asset

CTR-------A C T U A L-------  -------B U D G E T-------  ---- C O M P A R A T I V E ----
--- ----PTD$--- --%--  ---YTD$---- --%--   ----PTD$--- --%--  ---YTD$---- --%--  ----PTD$--- --%--  ---YTD$---- --%--
***       0.00  100.0        0.00  100.0       0.00   0.0       0.00   0.0       100.00   0.0       100.00   0.0

Account:    1040 CASH IN BANK - STORE ACCOUNTS  Normal Balance: Debit      Type: Asset

CTR-------A C T U A L-------  -------B U D G E T-------  ---- C O M P A R A T I V E ----
--- ----PTD$--- --%--  ---YTD$---- --%--   ----PTD$--- --%--  ---YTD$---- --%--  ----PTD$--- --%--  ---YTD$---- --%--
***   267804.07- 100.0    267804.07- 100.0       0.00   0.0       0.00   0.0   346816.04-  77.2   346816.04-  77.2
```

Figure 3.6.17 Variance Analysis Report Example

Worksheet Report (GLWRKSHT)

This report provides a worksheet for use in preparing journal entries prior to their actual entry.

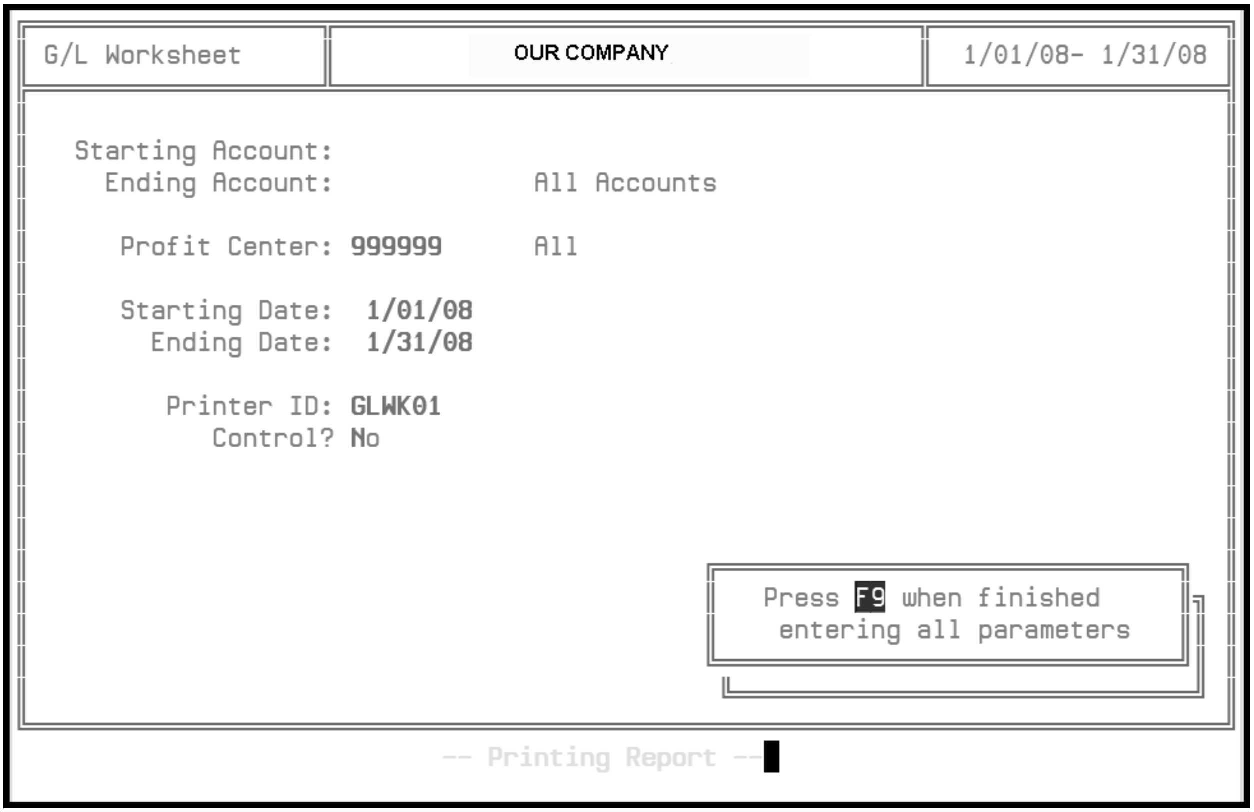


Figure 3.6.18 Worksheet Report (GLWRKSHT)

Starting Account / Ending Account
Enter the starting and ending account numbers you would like to report on or leave blank to select all.

Profit Center
Enter the profit center/store you would like to report on or leave 999999 to include all.

Starting Date / Ending Date
Enter the starting and ending date for the period you would like to report.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/11/08 G/L Worksheet Report Page: 1
Company: 1 OUR COMPANY
Account: All Profit Center: All Date: 1/01/08- 1/31/08

		---- ADJUSTMENTS ----		----- NET ENTRY -----			
ACCOUNT	DESCRIPTION	DEBITS	CREDITS	DEBITS	CREDITS	DEBITS	CREDITS
1000	CASH IN BANK - CORPORATE	2039300.00	903975.31				
1020	CHANGE FUNDS						
1030	CASH IN BANK - PAYROLL	35961.61	35961.61				
1040	CASH IN BANK - STORE ACCOUNTS	39688.72	7492.79				
1050	CASH IN BANK - ABC CORP						
1060	RENTAL MTLY NET RECEIVABLE	101316.28	807.27				
1110	RETURNED CHECKS	250.00					
1150	BUDGET PHONE MTLY VARIANCE	5091.45	194.75				
1160	ON-LINE PYMT MTLY VARIANCE						
1170	NOTES RECEIVABLE	962.88	1615.23				
1180	RENTAL ASSETS	5399.90	4194.82				
1190	A/D RENTAL ASSETS	1117180.90	47937.13				
1200	PREPAID EXPENSES						
1210	NONCOMPETE COVENENT						
1220	GOODWILL						
1300	FURNITURE & FIXTURES	4970.47					
1310	A/D FURNITURE & FIXTURES		59999.98				
1320	VEHICLES						
1330	A/D VEHICLES						
1340	LEASEHOLD IMPROVEMENTS	49285.20					
1350	A/D LEASEHOLD IMPROVEMENTS						
1360	PROPERTY: BUILDINGS						
1370	ACCUM DEPREC: BUILDINGS						
1420	UTILITY DEPOSITS						
1440	CORPORATE INVESTMENTS						
1450	OTHER INVESTMENTS						
2000	ACCOUNTS PAYABLE		115013.22				
2010	RENTAL ASSETS PAYABLE	3393.50	9967.59				
2030	STATE SALES TAX PAYABLE		96779.36				
2040	MEDICARE P/R/ W/H PAYABLE						
2050	SOC SEC P/R W/H PAYABLE	43500.78	43500.78				
2060	FEDERAL P/R W/H PAYABLE	48500.53	48500.53				
2070	STATE P/R W/H PAYABLE	16500.88	16500.88				
2160	SOUTHWEST BANK CREDIT LINE						
2190	CORPORATE VEHICLES						
2200	STORE VANS / TRUCKS						
2240	DEBIT LINE - O/S EOM CHECKS						
2320	MISC SHORT TERM LIABILITIES						

Figure 3.6.19 Worksheet Report Example

3.7 File Maintenance (GLUTIL)

File maintenance provides the means for entering most master records that are used throughout the software.

Please see Getting Started for the documentation on Account Maintenance, Company Maintenance, Department Maintenance, Set Operating Dates, and Source Code Maintenance.

Purge G/L Details (PURGEDET)

This module allows you to purge out journal transactions based off of entry date and source code. This module is used a lot when interfacing from within the system, such as Summary, Accounts Payable, and Depreciation. If you have interfaced Accounts Payable and found it was too soon, you could use this module to get rid of the first interface, make your corrections in Accounts Payable and interface again. **This module should be used with great caution!** Always make sure you have a back up of the entries you want to purge.

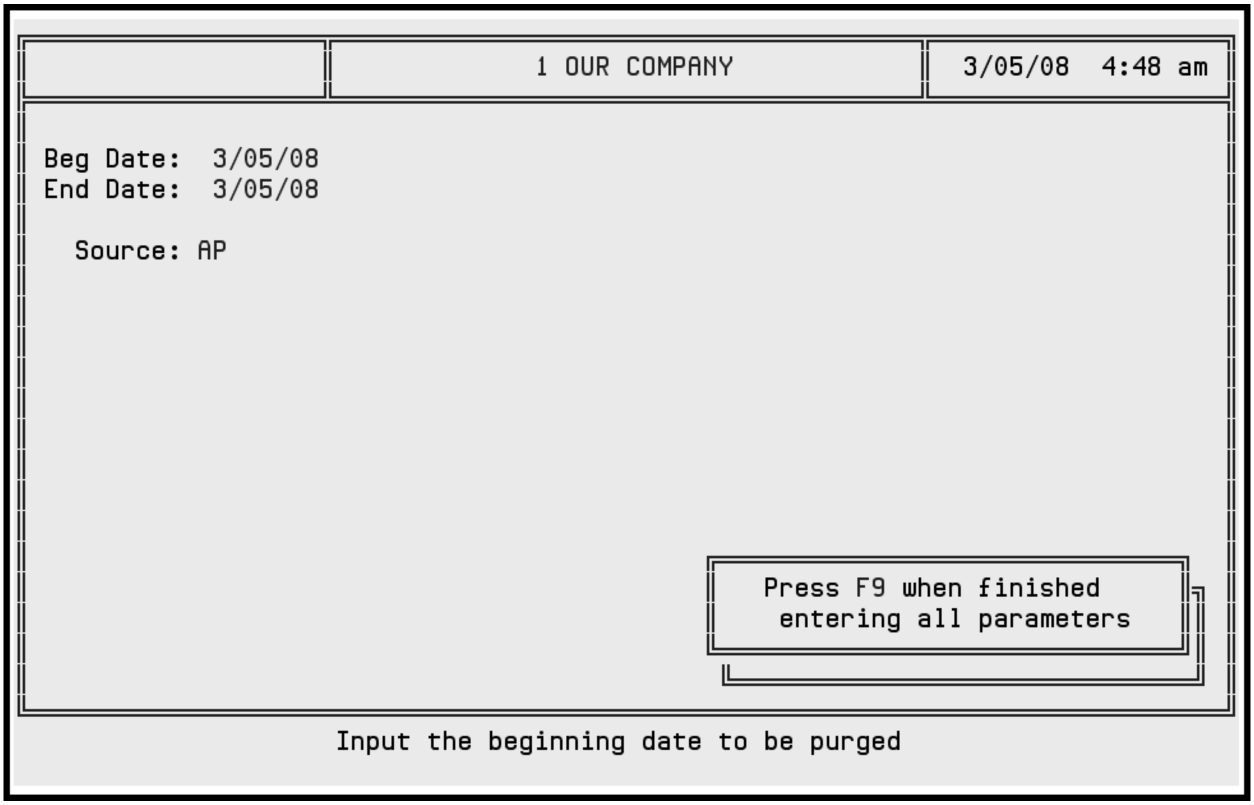


Figure 3.7.1 File Maintenance for General Ledger (GLUTIL)

Beg Date / End Date
Enter the date range of journal transactions you would like to purge.

Source
Enter the source code of journal transactions you would like to purge.

When you have entered the parameters and are sure they are correct, press **F9** to begin the purge. When the purge is finished you will be back to the menu.

Recalculate Balances (ACCTBAL)

This module is used to recalculate account balances. It is a necessary step during the year end process, and may become necessary at other times as well. This program can be run at any time with no harm.

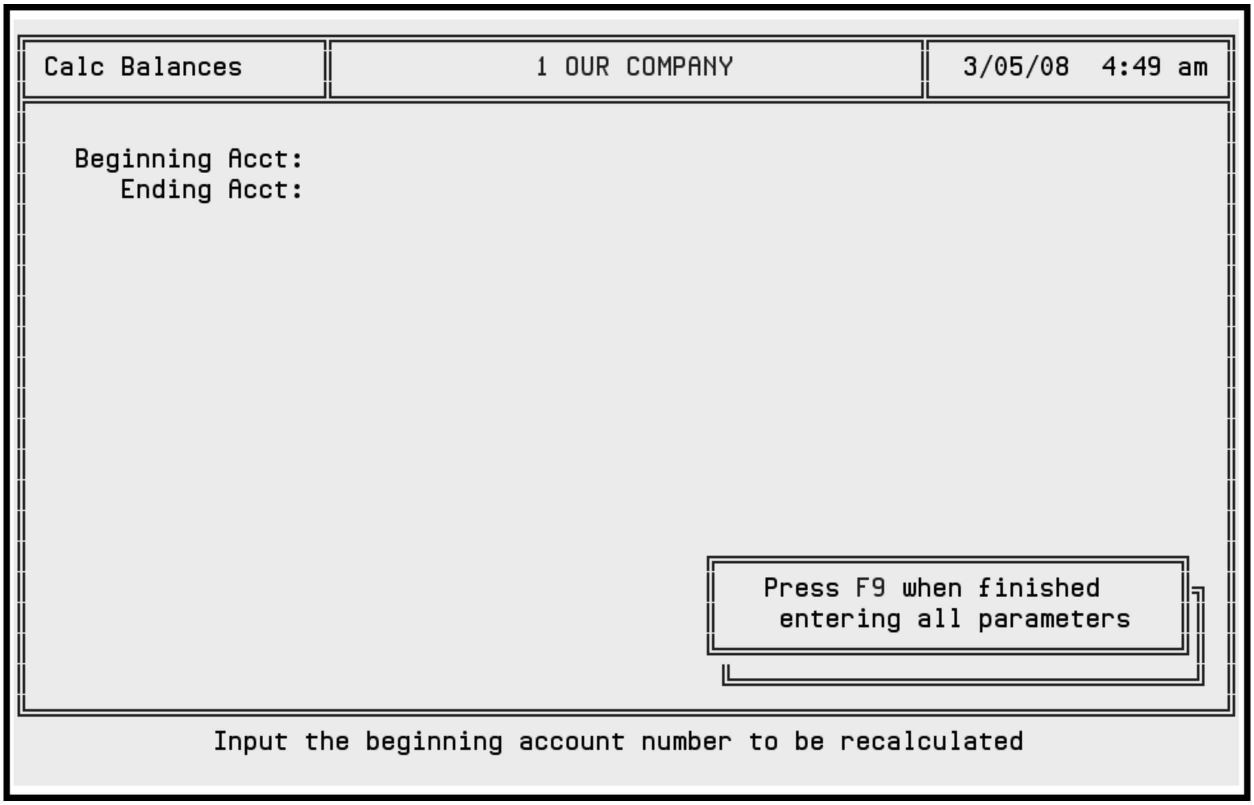


Figure 3.7.2 Recalculate Balances (ACCTBAL)

Beginning Acct / Ending Acct

Enter the beginning and ending accounts that you wish to recalculate or leave blank to do all. Unless you are in a time crunch, your best bet is to do all.

When finished entering your parameters, press **F9** to begin the recalculating process.

Summary System Interface (SUMGLMNU)

It is the process to use to interface the Summary to the General Ledger.

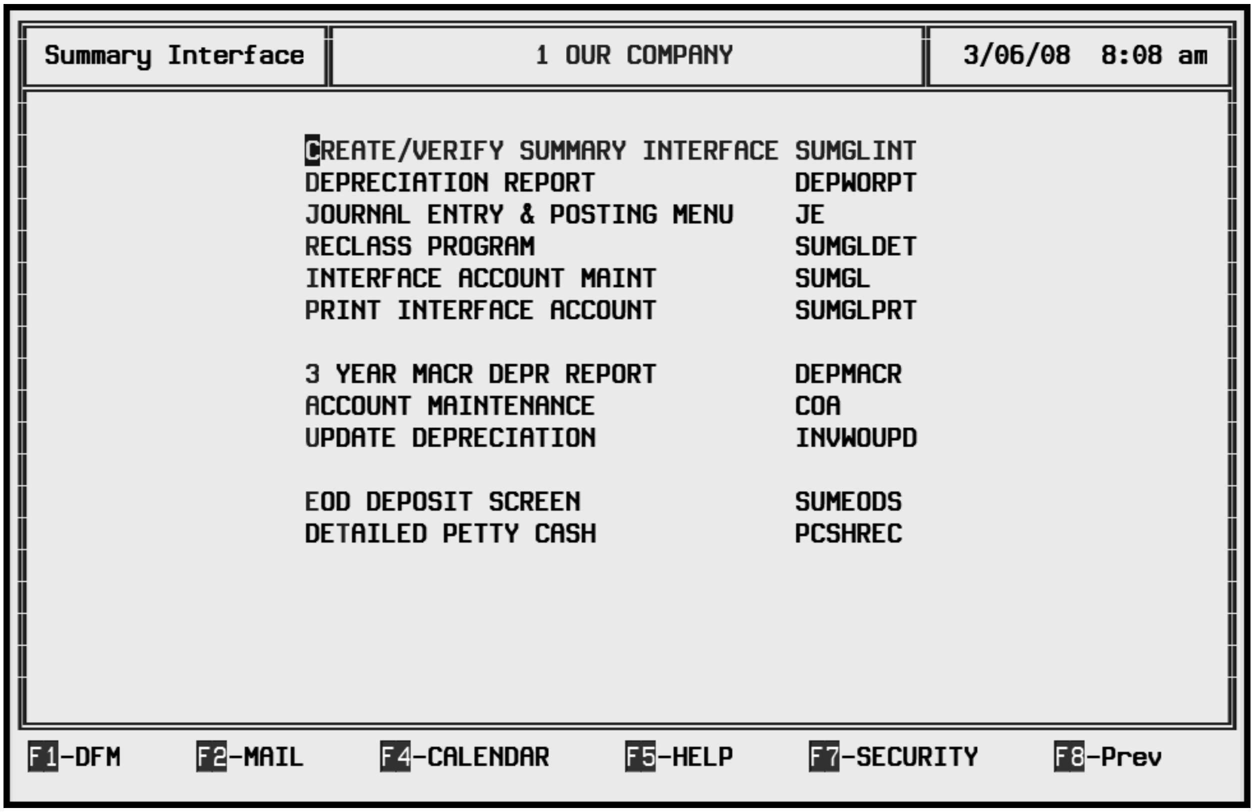


Figure 3.7.3 Summary System Interface Menu (SUMGLMNU)

Create/Verify Summary Interface (SUMGLINT)

This program is used to verify and or create journal transactions from the Summary System.

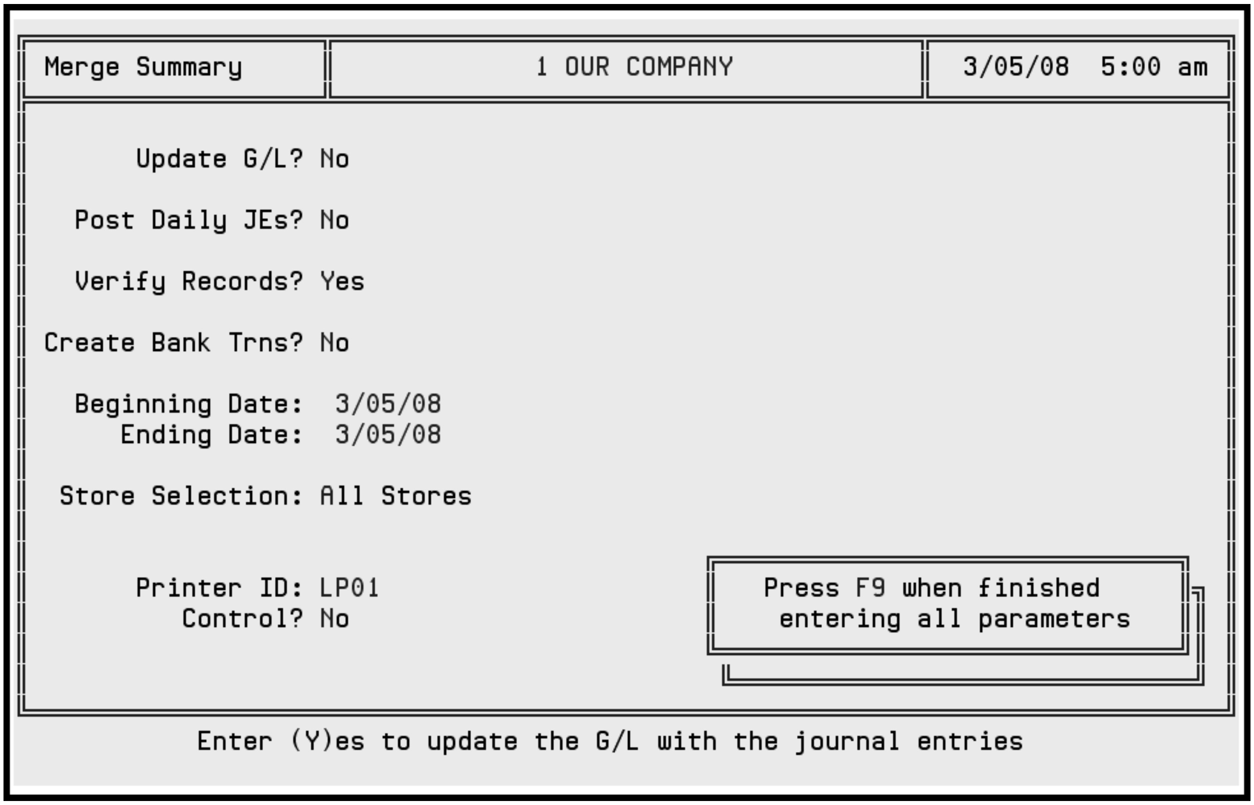


Figure 3.7.4 Create/Verify Summary System Interface (SUMGLINT)

Update G/L
Enter (Y)es for the system to create a journal entry to later be posted to the General Ledger. Enter (N)o if you just want to run a verification of the Summary journal entry.

Include detail
Enter (Y)es if you want a journal transaction for every day included in the range of dates selected. Enter (N)o if you want a consolidated journal entry posted using the 'Ending Date' as the journal entry date.

Beginning Date / Ending Date
Enter the date range that you want to verify and/or create the summary records.

Store Number
Enter the profit center/store you would like to verify and/or create the summary or leave 9999 to select all.

Printer ID
The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control
Accept the default of 'N'o.

Once all parameters are entered, press **F9** to begin the printing process.

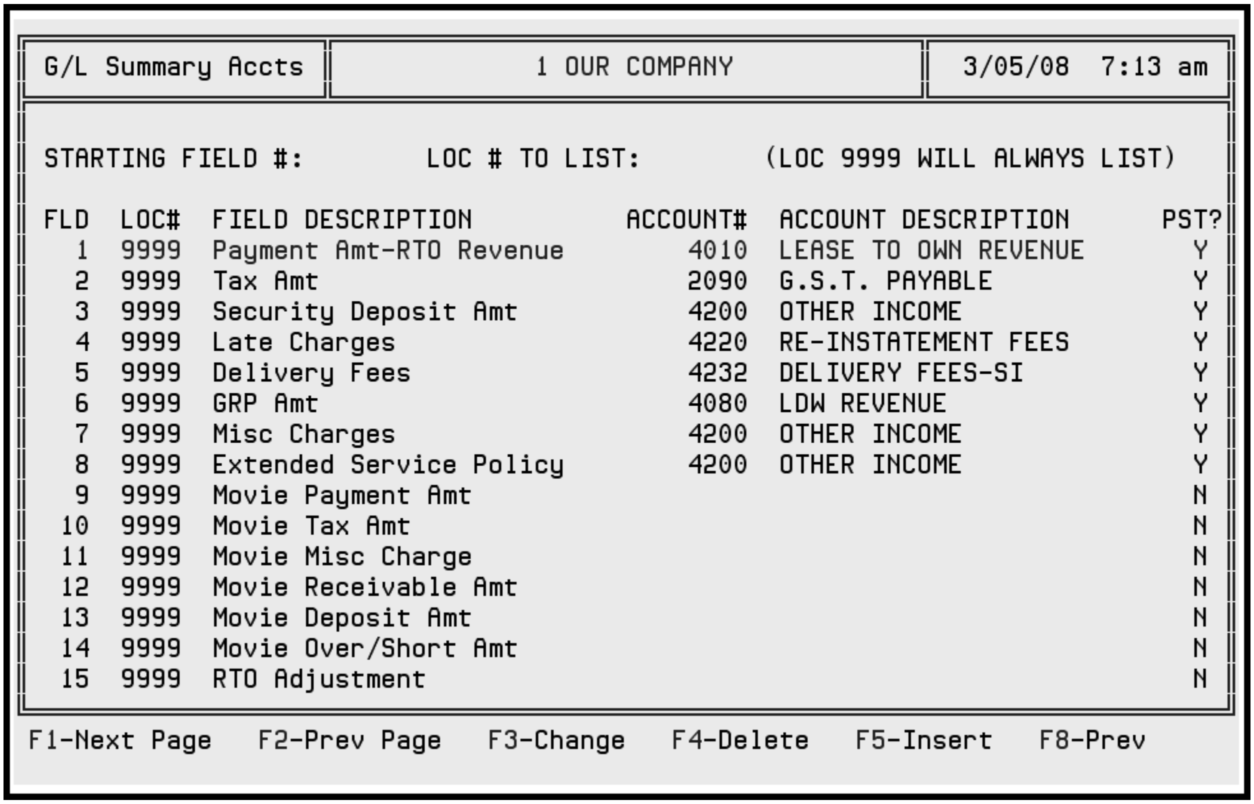
Important note: You must be careful not to send the same days to the General Ledger more than once. Because of our systems flexibility it will

allow you to double post and you will then have to purge and repost the summary system.

Summary Account Maintenance (SUMGL)

You will need to work off of the worksheet provided to know what accounts to enter into Summary Account Maintenance.

Once you have manually assigned the account numbers, using the worksheet, you may begin entering them into Summary Account Maintenance (SUMGL)



G/L Summary Accts | 1 OUR COMPANY | 3/05/08 7:13 am

STARTING FIELD #: LOC # TO LIST: (LOC 9999 WILL ALWAYS LIST)

FLD	LOC#	FIELD DESCRIPTION	ACCOUNT#	ACCOUNT DESCRIPTION	PST?
1	9999	Payment Amt-RTO Revenue	4010	LEASE TO OWN REVENUE	Y
2	9999	Tax Amt	2090	G.S.T. PAYABLE	Y
3	9999	Security Deposit Amt	4200	OTHER INCOME	Y
4	9999	Late Charges	4220	RE-INSTATEMENT FEES	Y
5	9999	Delivery Fees	4232	DELIVERY FEES-SI	Y
6	9999	GRP Amt	4080	LDW REVENUE	Y
7	9999	Misc Charges	4200	OTHER INCOME	Y
8	9999	Extended Service Policy	4200	OTHER INCOME	Y
9	9999	Movie Payment Amt			N
10	9999	Movie Tax Amt			N
11	9999	Movie Misc Charge			N
12	9999	Movie Receivable Amt			N
13	9999	Movie Deposit Amt			N
14	9999	Movie Over/Short Amt			N
15	9999	RTO Adjustment			N

F1-Next Page F2-Prev Page F3-Change F4-Delete F5-Insert F8-Prev

Figure 3.7.5 Summary Account Maintenance (SUMGL)

Field
This is a preassigned number to coincide with the worksheet.

Account
Enter the General Ledger account number you would like that summary field to post to when interfacing, if you do not know the account number, enter a few letters of the account description and select from the lookup window.

Description
The description will automatically be filled in once the account number has been selected.

Post
Enter Y is you want this field to be posted when interfacing.

Valid Account Report (ACCTVAL)

This report provides detailed information about how the General Ledger accounts are used.

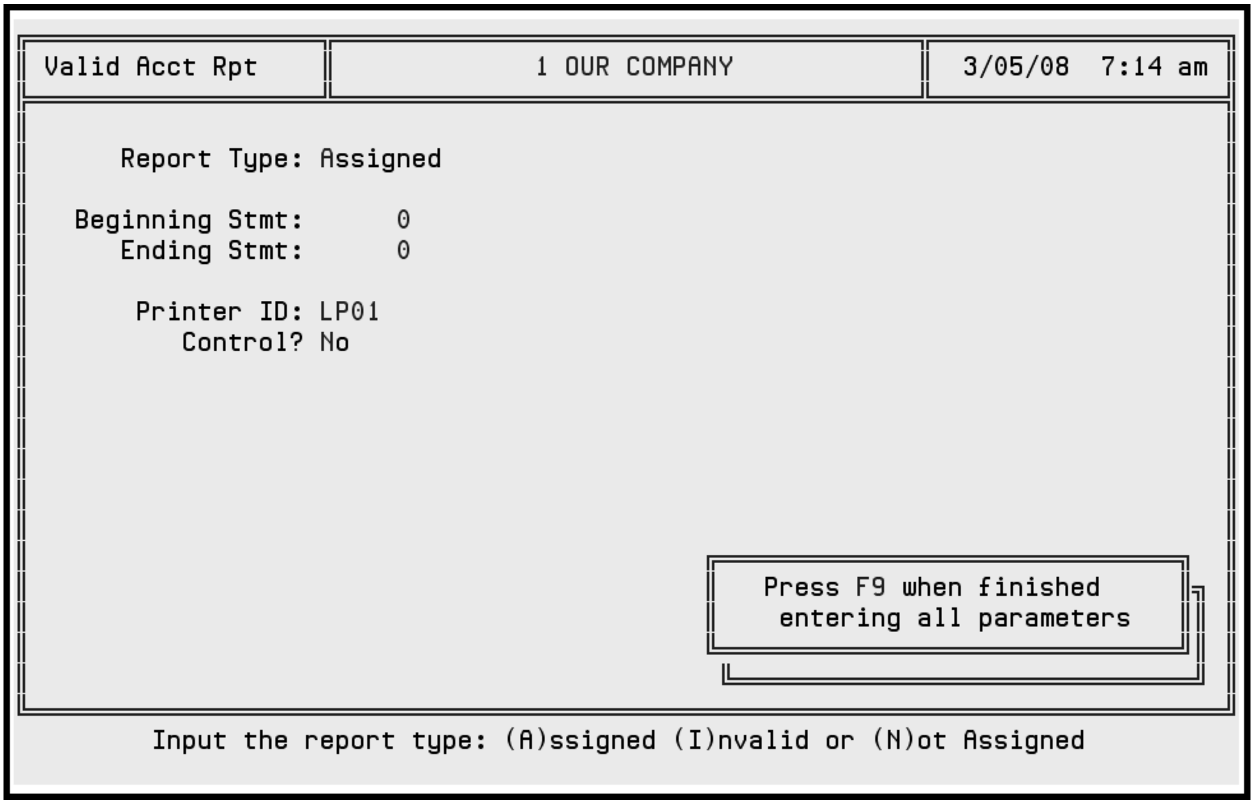


Figure 3.7.6 Valid Account Report (ACCTVAL)

Report Type

The report type selected will detail one of the following account types: (A)ssigned, (I)nvalid, or (N)ot Assigned. (A)ssigned accounts are valid G/L accounts that are assigned to a financial statement. (N)ot Assigned accounts are valid accounts that are not assigned to a financial statement. (I)nvalid accounts are accounts that no longer exist but are being referenced on a financial statement. The most helpful of all report types is the (N)ot Assigned, this will help assist you, when financial statements no longer foot, to find the account that is missing.

Beginning Stmt/Ending Stmt

Enter the beginning and ending statement layout number you would like to check.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

Accept the default of ‘N’o.

Once all parameters are entered, press **F9** to begin the printing process.

Year End Procedures (GLYREND)

It becomes necessary, at year end, to roll the actual amounts to the comparative amounts and set the balance forward amounts to reflect the prior year's business. This is done using this module.

Make sure the following things have been checked or done before doing the Year End.

- **Verify all period dates for the fiscal year you are about to close are correct in the Company record (CHGCOMP).**
- **Recalculate all balances (ACCTBAL).**
- **All financial statements have been printed.**
- **Trial Balance has been printed.**
- **Good system backup.**

The first screen tells you exactly what the system does when this module is run.

```
G/L Year End            1 OUR COMPANY                3/05/08  7:14 am

        Before Proceeding, Please Read This Information Carefully!
        ------ ----------  ------ ---- ---- ----------- ---------

        Run the program to recalculate balances before you run this program

        This procedure will perform the following functions:

          1 - Calculate Net Income for the Specified Fiscal Year
          2 - Create Balance Forward Records for B/S Accounts
          3 - Create Zero Balances for Income Accounts
          4 - Post Net Income/Loss to the Specified Earnings Acct
          5 - Update Period Dates to the next fiscal year
          6 - Create Prior Year Amounts from actual amounts

              Press [RETURN] to proceed or [CMD] to Quit
```

Figure 3.7.7 General Ledger Year End (GLYREND)

Once you have read through this first page, press the enter key to continue or **F8** to exit to menu.

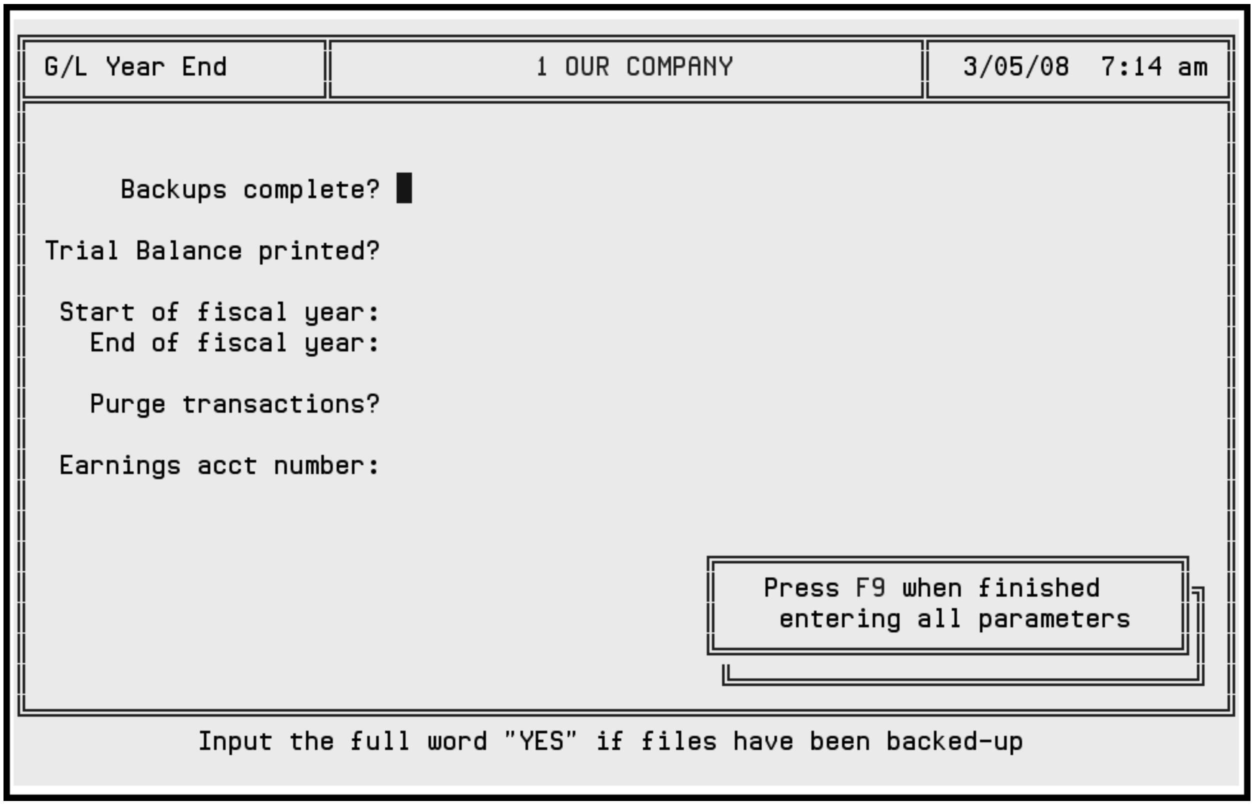


Figure 3.7.8 GL Year End Checklist Prompts (SUMGLINT)

Backups complete
Do you have a good backup? You must enter 'YES' to continue.

Trial Balance Printed
Do you have a printed Trial Balance? You must enter 'YES' to continue.

Start of Fiscal Year/End of Fiscal Year
Enter the first and last date of the fiscal year you are closing.

Purge Transactions
Always answer **NO** to this question! This was originally put in here when hard drive space was an issue. If you were to answer YES, it would purge all transactions for that year once the balances were brought forward, which means you could never reopen the year or view any old information in account analysis.

Earnings Acct Number
Enter the General Ledger account number for retained earnings. This will bring all current profit/loss into this account.

Once all parameters are entered, press **F9** to begin the year end process.

When it has completed, go back into the company record (CHGCOMP) and verify the new fiscal year dates are in all the periods and that they are correct (pay special attention to February and March when you are either coming or goinog out of a leap year). Once this is verified, recalculate balances (ACCTBAL) again. The year end will now be complete.

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